

Clinton-Essex-Franklin Library System

Annual Report for Library Systems - 2014 (Public Library Systems 2014)

1. General System Information

1.1	SEDCODE	091200700007
1.2	System Name	Clinton-Essex-Franklin Library System
1.3	Beginning Reporting Year	1/1/2014
1.4	Ending Reporting Year	12/31/2014
1.5	Street Address	33 Oak Street
1.6	City	Plattsburgh
1.7	Zip Code	12901
1.8	Four-Digit Zip Code Extension (enter N/A if unknown)	2810
1.9	Mailing Address	33 Oak Street
1.10	City	Plattsburgh
1.11	Zip Code	12901
1.12	Four-Digit Zip Code Extension (enter N/A if unknown)	2810
1.13	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(518) 563-5190
1.14	Fax Number (enter 10 digits only)	(518) 563-0421
1.15	System Home Page URL	www.cefls.org
1.16	URL of the system's complete Plan of Service	www.cefls.org/planofservice.htm
1.17	Population Chartered to Serve (2010 Census)	173,097
1.18	Area Chartered to Serve (square miles)	4461
1.19	Federal Employer Identification Number	141646254
1.20	County	Clinton
1.21	County (Counties) Served	Clinton, Essex, Franklin
1.22	School District	Plattsburgh City School District
1.23	Title of System Director: (drop-down): Mr., Mrs., Ms., Miss, Dr.	Mrs.
1.24	First Name of System Director	Ewa
1.25	Last Name of System Director	Jankowska
1.26	NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System.	12616

- 1.31 Telephone Number of the System Director, including area code and extension (enter digits only, field will automatically format with extension) (518) 563-5191 Ext.11
- 1.32 E-Mail Address of the System Director ejankowska@cefls.org
- 1.33 Fax Number of the System Director (enter 10 digits only and hit the Tab key) (518) 563-0421
- 1.34 Name of Outreach Coordinator Julie Wever
- 1.48 Does the reporting system have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one repeating group for each contract. If no, enter N/A on questions 1 through 5 of one repeating group. Y
1. Name of Contracting Municipality or District Town of Altona
2. Is this a written contract? (Enter Y for Yes, N for No) Y
3. Population of the geographic area served by this contract 3,160
4. Dollar amount of contract \$0
5. Indicate "Full" or "Partial" range of services provided by this contract (Select one) Full
1. Name of Contracting Municipality or District Town of Ellenburg
2. Is this a written contract? (Enter Y for Yes, N for No) Y
3. Population of the geographic area served by this contract 1,126
4. Dollar amount of contract \$500
5. Indicate "Full" or "Partial" range of services provided by this contract (Select one) Full
1. Name of Contracting Municipality or District Town of Waverly
2. Is this a written contract? (Enter Y for Yes, N for No) Y
3. Population of the geographic area served by this contract 1,118
4. Dollar amount of contract \$0

5. Indicate "Full" or "Partial" range of services provided by this contract (Select one) Full
- 1.49 For the reporting year, has the system experienced any unusual circumstance(s) that affected the statistics and/or information reported (e.g. natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? Indicate Y for Yes, N for No. If Yes, please annotate using the State note. N

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. 37.5

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 2
- 2.11 Librarians - Vacant Position(s) FTE 1
- 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 + 2.6 + 2.8 + 2.10 + 2.12)** 4.00
- 2.15 **Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.7 + 2.9 + 2.11 + 2.13)** 1.00
- 2.16 Total Other Professional Staff - Filled Position(s) FTE 1
- 2.17 Total Other Professional Staff - Vacant Position(s) FTE 0

2.18	Total Other Staff - Filled Position(s) FTE	4.8
2.19	Total Other Staff - Vacant Position(s) FTE	0
2.20	Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)	9.80
2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	1.00

SALARY INFORMATION

2.22	Entry-Level Librarian (certified) FTE	1
2.23	Entry-Level Librarian (certified) Current Annual Salary	\$42,783
2.24	System Director FTE	1
2.25	System Director Current Annual Salary	\$80,533

3. System Membership, Outlets and Governance

PUBLIC SERVICE OUTLETS

3.9	Number of member libraries	30
3.15	Main Library/System Headquarters	1
3.16	Branches	0
3.17	Bookmobiles	0
3.18	Reading Centers	3
3.19	Other Outlets	0
3.20	Total Public Service Outlets (total questions 3.15 through 3.19)	4
3.21	Name of Central Library/Co-Central Libraries	Plattsburgh Public Library

BOARD/COUNCIL MEETINGS

3.22	Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year	9
3.24	Number of voting positions on system board/council	15

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

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

Public Library Systems - enter information for the period January 1, 2015, through December 31, 2015.

School Library Systems and 3Rs Systems - enter information for the period July 1, 2015, through June 30, 2016

President/Council Chair

- 3.26 Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Mr. Other (specify using the State note), Vacant
- 3.27 First Name Charles "Kip"
- 3.28 Last Name Thompson
- 3.29 Institutional Affiliation Retired
- 3.30 Professional Title Securities Analyst
- 3.31 Mailing Address Box 333
- 3.32 City Elizabethtown
- 3.33 Zip Code (enter five digits only) 12933
- 3.34 Telephone for the Board President (enter 10 digits only and hit the Tab key) (518) 873-2304
- 3.35 E-mail Address kippyte4845@yahoo.com
- 3.36 Term Begins - Month January
- 3.37 Term Begins - Year (yyyy) 2015
- 3.38 Term Expires - Month or N/A December
- 3.39 Term Expires - Year (YYYY) or N/A 2019
- 3.40 What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). 5 years
- 3.41 The date the board president took the Oath of Office (mm/dd/yyyy) 01/26/2015
- 3.42 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 02/06/2015

3.43 Is this a brand new trustee? N

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

1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Dr. Other (specify using the State note), Vacant
2. First Name Donna

3.	Last Name	Fulkerson
4.	Institutional Affiliation	Sar.Lake Free Library
5.	Professional Title	Professor of English Language & Literature
6.	Mailing Address	64 Mulfur Road
7.	City	Saranac Lake
8.	Zip Code (enter five digits only)	12983
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2015
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2019
13.	What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	5 years
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/26/2015
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/04/2015
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	Dr.
2.	First Name	Barbara
3.	Last Name	Stowe
4.	Institutional Affiliation	Lake Placid Health Center
5.	Professional Title	Child & Adolescent Psychologist
6.	Mailing Address	46 Riverside Drive
7.	City	Lake Placid
8.	Zip Code (enter five digits only)	12946
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2011
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2015

13. What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). 5 years
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 02/15/2011
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/01/2011
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 Nicole
3. Last Name Bryant
4. Institutional Affiliation Retired
5. Professional Title Director of Mental Health Dept.
6. Mailing Address 2277 Moriah Road
7. City Moriah
8. Zip Code (enter five digits only) 12932
9. Term Begins - Month June
10. Term Begins - Year (yyyy) 2013
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2016
13. What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). 3 yrs 6 mo.
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 06/24/13
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 06/26/13
16. Is this a brand new trustee? Y
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr.
2. First Name James

3.	Last Name	Bennett
4.	Institutional Affiliation	Retired
5.	Professional Title	Professor of Library Science
6.	Mailing Address	21 Rushford Drive
7.	City	West Chazy
8.	Zip Code (enter five digits only)	12992
9.	Term Begins - Month	November
10.	Term Begins - Year (yyyy)	2013
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2015
13.	What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	2 yrs 1 month
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	11/23/2013
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	12/13/2013
16.	Is this a brand new trustee?	Y
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
2.	First Name	wallace
3.	Last Name	Day
4.	Institutional Affiliation	Retired
5.	Professional Title	Business Owner
6.	Mailing Address	4235 Route 9
7.	City	Plattsburgh
8.	Zip Code (enter five digits only)	12901
9.	Term Begins - Month	August
10.	Term Begins - Year (yyyy)	2014
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2016

13. What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). 2 yrs 4 mths
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 08/25/2014
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 08/27/2014
16. Is this a brand new trustee? Y
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr.
2. First Name Gary
3. Last Name Alexander
4. Institutional Affiliation Retired
5. Professional Title Technology Sales
6. Mailing Address 2585 State Route 30
7. City Tupper Lake
8. Zip Code (enter five digits only) 12986
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2012
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2016
13. What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). 5 years
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 02/04/2013
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 02/06/2013
16. Is this a brand new trustee? N
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mrs.
2. First Name Emily

3.	Last Name	Castine
4.	Institutional Affiliation	Retired
5.	Professional Title	Educator/Librarian
6.	Mailing Address	1483 Lake Shore Road
7.	City	Chazy
8.	Zip Code (enter five digits only)	12921
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2013
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2017
13.	What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	5 years
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	02/04/2013
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/06/2013
16.	Is this a brand new trustee?	N
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Rita
3.	Last Name	Quinn
4.	Institutional Affiliation	Retired
5.	Professional Title	Enviromental Prog. Specialist
6.	Mailing Address	155 Raquette River Drive
7.	City	Tupper Lake
8.	Zip Code (enter five digits only)	12986
9.	Term Begins - Month	September
10.	Term Begins - Year (yyyy)	2014
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2015

13. What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). 1 yr 3 mths
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 09/22/2014
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 10/08/2014
16. Is this a brand new trustee? Y
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr.
2. First Name Thomas
3. Last Name Mandeville
4. Institutional Affiliation Clinton Community College
5. Professional Title Professor of History
6. Mailing Address 492 Point Au Fer Road
7. City Plattsburgh
8. Zip Code (enter five digits only) 12901
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2015
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2019
13. What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). 5 years
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 06/01/2015
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 06/03/2015
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 Dr.
2. First Name Dorothy

3.	Last Name	Latta
4.	Institutional Affiliation	Retired
5.	Professional Title	PhD Toxicology
6.	Mailing Address	13 Mason Drive
7.	City	Plattsburgh
8.	Zip Code (enter five digits only)	12901
9.	Term Begins - Month	February
10.	Term Begins - Year (yyyy)	2015
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2018
13.	What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	3 yrs 11 months
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	02/23/2015
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/24/2015
16.	Is this a brand new trustee?	Y
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	Mary "Lisa"
3.	Last Name	Minnich
4.	Institutional Affiliation	Retired
5.	Professional Title	Music Teacher
6.	Mailing Address	48 Tyler Road
7.	City	Vermontville
8.	Zip Code (enter five digits only)	12989
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2014
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2018

13. What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). 5 years
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/26/2015
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 02/04/2015
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 Vacant
2. First Name Vacant
3. Last Name Vacant
4. Institutional Affiliation Vacant
5. Professional Title Vacant
6. Mailing Address Vacant
7. City Vacant
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 December
12. Term Expires - Year (YYYY) or N/A 2018
13. What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). 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? 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 Vacant

3.	Last Name	Vacant
4.	Institutional Affiliation	Vacant
5.	Professional Title	Vacant
6.	Mailing Address	Vacant
7.	City	Vacant
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	December
12.	Term Expires - Year (YYYY) or N/A	2017
13.	What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	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?	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	Frances
3.	Last Name	Filshie
4.	Institutional Affiliation	Retired
5.	Professional Title	Director of Public Health Dept.
6.	Mailing Address	662 Charley Hill Road
7.	City	Schroon Lake
8.	Zip Code (enter five digits only)	12870
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2013
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2017

13. What is the length of this trustee's term? Please add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). 5 years
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 02/13/2013
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 02/27/2013
16. Is this a brand new trustee? N

COORDINATED OUTREACH COUNCIL

- 3.44 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, 2015, through December 31, 2015. For each vacant position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group. The number of council members must be 5 to 11 (no less than five and no more than 11).

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

1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr.
2. First Name Alan
3. Last Name Bedard
4. Institutional Affiliation North Country Center for Independence
5. Professional Title N.E. Radio Reading Svc 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 Norma
3. Last Name Menard
4. Institutional Affiliation Clinton County Literacy Volunteers
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 Alice
3. Last Name Sample

4.	Institutional Affiliation	Child Care Coordinating Council
5.	Professional Title	Reading Consultant
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	Bassler
4.	Institutional Affiliation	Keesville Country Gardens
5.	Professional Title	Activities 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	Donna
3.	Last Name	Boumil
4.	Institutional Affiliation	Dodge Memorial Library
5.	Professional Title	Library Manager
1.	Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
2.	First Name	Carl
3.	Last Name	Paulson
4.	Institutional Affiliation	Alton Correctional Facility
5.	Professional Title	Librarian

4. Public Library System Transactions and Collection

4.1	Number of registered system borrowers	21
4.2	Total system circulation	12,604
4.3	System Visits	990

GENERAL SYSTEM HOLDINGS

4.4	Total Cataloged Book Holdings	74,200
4.5	Uncataloged Book Holdings	0
4.6	Total Print Serial Holdings	0
4.7	All Other Print Materials Holdings	0
4.8	Total Number of NOVELNY Databases	11
4.9	Total Electronic Holdings	16,350
4.10	Other Non-Electronic Materials	0
4.11	Grand Total Holdings (total questions 4.4 through 4.10)	90,561

ROTATING COLLECTIONS/BOOK LOANS

4.12	Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No)	Y
4.13	Number of collections	88
4.14	Average number of items per collection	75

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	No
e.	Inventory	Yes
f.	Serials Control	No
g.	Media Booking	No
h.	Community Information	No
i.	Electronic Resource Management	No
j.	Digital Collections Management	No

5.3 Identify ILS system vendor Sirsi Dynix

5.4 How many member libraries fully participate in the ILS? 29

5.5 % of member libraries participating (calculated field) 96.67%

5.6 How many member libraries participate in some ILS modules? 30

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

a.	ILS shared with other library systems	No
b.	ILS software permits patron-initiated ILL	Yes
c.	ILL feature implemented and used	Yes

5.8 Number of titles in the ILS bibliographic database 318,950

5.9 Number of new titles added by the system in the reporting year 3,821

- | | | |
|------|--|--------|
| 5.10 | Number of Central Library Aid titles added in the reporting year | 285 |
| 5.11 | Number of new titles added by the members in the reporting year | 19,372 |
| 5.12 | Total new titles (total questions 5.9 through 5.11) | 23,478 |

UNION CATALOG OF RESOURCES

- | | | |
|------|--|---------|
| 5.13 | How many libraries participate in (or submit records for) the union catalog? | 30 |
| 5.14 | Is the system's union catalog shared with any other library system(s)? (Enter Y for Yes, N for No) | N |
| 5.15 | Number of titles in the system's union catalog | 318,950 |
| 5.16 | Number of holdings in the system's union catalog | 612,104 |
| 5.17 | Number of new titles added in the last year | 23,478 |
| 5.18 | Number of holdings added in the last year | 36,914 |

UNION LIST OF SERIALS

- | | | |
|------|--|---|
| 5.19 | Does the system have a union list of serials? (Enter Y for Yes, N for No. If No, enter zero (0) on question 5.20.) | N |
| 5.20 | How many libraries participate in (or submit records for) the union list of serials? | 0 |

COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS

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

VIRTUAL CATALOG

- | | | |
|------|--|---|
| 5.22 | Does the system provide a virtual catalog for member libraries? (Enter Y for Yes, No for No, or N/A) | N |
| 5.23 | How many Internet-accessible member library catalogs are included in the virtual catalog? | 0 |
| 5.24 | How many member libraries have holdings included in a database that serves as a link of the virtual catalog? | 0 |

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

- a. Non-member catalogs are included (if checked, please name non-member catalogs using the State note) No
 - b. Non-library catalogs are included (if checked, please name non-library catalogs using the State note) No
 - c. Patron-initiated ILL available and used through this catalog No
 - d. N/A Yes
- 5.26 Does the library system provide access to member library catalogs which are not Internet accessible through the virtual catalog? (Enter Y for Yes, N for No) If yes, please describe using the State note. N

VISITS TO THE SYSTEM'S WEB SITE

- 5.27 Annual number of visits to the system's web site 250,849

STATEWIDE INTERNET LIBRARIES (FORMERLY NOVEL_{NY}- READY LIBRARIES)

- 5.28 How many of the system's member libraries have achieved Basic Statewide Internet Library-ready status? 30
- 5.29 How many of the system's member libraries have achieved Advanced Statewide Internet Library-ready status? 0
- 5.30 How many of the system's member libraries have achieved Leader Statewide Internet Library-ready status? 0
- 5.31 **Total Statewide Internet Library-Ready Libraries (total questions 5.28 through 5.30)** 30

SYSTEM INTERLIBRARY LOAN ACTIVITY

- 5.32 Total items provided (loaned) 6,954
- 5.33 Total items received (borrowed) 3,308
- 5.34 Total requests provided (loaned) unfilled 1,309
- 5.35 Total requests received (borrowed) unfilled 228
- 5.36 **Total interlibrary loan activity (total questions 5.32 through 5.35)** 11,799

DELIVERY

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

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

a.	System courier (on the System's payroll)	Yes
b.	Other system's courier	Yes
d.	Contracted service (paid by System - not on payroll)	No
e.	U.S. Mail	Yes
f.	Commercial carrier (e.g., UPS, DHL, etc.)	Yes
g.	Other (specify using the State note)	No
5.39	Number of stops (pick-up and delivery sites per week)	42

CONTINUING EDUCATION/STAFF DEVELOPMENT Workshops/Meetings/Training Sessions

Resource sharing (ILL, collection development, etc.)

5.40	Number of sessions	1
5.41	Number of participants	6

Technology

5.42	Number of sessions	31
5.43	Number of participants	129

Digitization

5.44	Number of sessions	4
5.45	Number of participants	6

Leadership

5.46	Number of sessions	0
5.47	Number of participants	0

Management & Supervisory

5.48	Number of sessions	34
5.49	Number of participants	71

Planning and Evaluation

5.50	Number of sessions	75
5.51	Number of participants	307

Awareness and Advocacy

5.52	Number of sessions	81
5.53	Number of participants	312

Trustee/Council Training

5.54	Number of sessions	14
5.55	Number of participants	37

Special Client Populations

5.56	Number of sessions	17
5.57	Number of participants	151

Children's Services/Elementary Grade Levels

5.58	Number of sessions	21
5.59	Number of participants	78

Young Adult Services/Middle and High School Grade Levels

5.60	Number of sessions	15
5.61	Number of participants	65

General Adult Services

- 5.62 Number of sessions 11
- 5.63 Number of participants 28
- 5.64 **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.

1. Topic In To Pilotes
2. Number of sessions 1
3. Number of participants 2

5.65 **Grand Total Sessions** (total questions 5.40, 5.42, 5.44, 5.46, 5.48, 5.50, 5.52, 5.54, 5.56, 5.58, 5.60, 5.62 and total of question #2 of Repeating Group #5) 305

5.66 **Grand Total Participants** (total questions 5.41, 5.43, 5.45, 5.47, 5.49, 5.51, 5.53, 5.55, 5.57, 5.59, 5.61, 5.63 and total of question #3 of Repeating Group #5) 1,192

COORDINATED SERVICES

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

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

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

CONSULTING AND TECHNICAL ASSISTANCE SERVICES

5.68	Number of contacts - Consulting with member libraries on grants, and state and federal funding	395
5.69	Number of contacts - Consulting with member libraries on funding and governance	63
5.70	Number of contacts - Consulting with member libraries on charter and registration work	19
5.71	Number of contacts - Consulting with member libraries on automation and technology	1,284
5.72	Number of contacts - Consulting with member libraries on youth services	502
5.73	Number of contacts - Consulting with member libraries on adult services	127
5.74	Number of contacts - Consulting with member libraries on physical plant needs	360
5.75	Number of contacts - Consulting with member libraries on personnel and management issues	68
5.76	Number of contacts - Consulting with state and county correctional facilities	278
5.77	Number of contacts - Providing information to local, county, and state legislators and their staffs	65
5.78	Number of contacts - Providing system and member library information to the media	37
5.79	Number of contacts - Providing website development and maintenance for member libraries	1,041
5.80	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.	Y

1.	Topic	Member Library's Annual Report
2.	Number of contacts (all types)	117

5.81	Total other contacts (total of question #2 of Repeating Group #6)	117
5.82	Total number of contacts (total of questions 5.68 through 5.79 and 5.81)	4,356

REFERENCE SERVICES

5.83	Total Reference Transactions	127
------	------------------------------	-----

SERVICES TO SPECIAL CLIENTS

(Direct and Contractual)

5.84 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

5.85	Number of BOOKS BY MAIL loans	0
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5.86	Number of member libraries with Job/Education Information Centers or collections	12
------	--	----

5.87	Number of State Correctional Facilities libraries served	8
------	--	---

5.88	Number of County Jails libraries served	3
------	---	---

5.89	Number of institutions served other than jails or correctional facilities	13
------	---	----

5.90	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
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1.	Service provided	N/A
2.	Number of facilities/institutions served	N/A

- 5.91 Does the system charge fees for any program or service? Enter Y for Yes; N for No. If yes, briefly describe using the text box below; if no, enter N/A in Question 5.92. N
- 5.92 Description of fees N/A

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 Clinton
2. Amount \$39,871
3. Subject to Public Vote (Enter Y for Yes, N for No, or N/A) N
4. Written Contract (Enter Y for Yes, N for No, or N/A) Y
1. County Name Essex
2. Amount \$21,366
3. Subject to Public Vote (Enter Y for Yes, N for No, or N/A) N
4. Written Contract (Enter Y for Yes, N for No, or N/A) Y
1. County Name Franklin
2. Amount \$14,489
3. Subject to Public Vote (Enter Y for Yes, N for No, or N/A) N
4. Written Contract (Enter Y for Yes, N for No, or N/A) Y
- 6.2 **Total County Funding** \$75,726
- 6.3 All Other Local Public Funds \$0
- 6.4 **Total Local Public Funds** \$75,726
(total questions 6.2 and 6.3)

STATE AID RECEIPTS

- 6.5 Adult Literacy Library Services Grants \$4,235
- 6.6 Central Library Development Aid \$89,009
- 6.7 Central Book Aid \$60,611
- 6.8 Conservation/Preservation Grants \$0
- 6.9 Construction for Public Libraries Aid \$403
- 6.10 Coordinated Outreach Services Aid \$55,527

6.11	Correctional Facilities Library Aid	\$79,683
6.12	County Jails Library Aid	\$2,483
6.14	Family Literacy Grants	\$7,621
Local Library Services Aid		
6.18	Kept at System Headquarters	\$0
6.19	Distributed to members	\$52,570
6.20	Total LLSA (total questions 6.18 and 6.19)	\$52,570
6.21	Local Services Support Aid	\$47,753
6.22	Local Consolidated Systems Aid	\$0
6.26	Public Library System Basic Aid	\$637,050

Regional Bibliographic Data Bases (RBDB) Aid

6.31	Regional Bibliographic Data Bases (RBDB) Grant(s) from 3Rs	\$0
6.35	Special Legislative Grants and Member Items	\$0
6.36	Supplementary System Aid	\$102,754
6.37	The New York Public Library - The Research Libraries	\$0
6.38	The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid	\$0
6.39	The New York Public Library, City University of New York	\$0
6.40	The New York Public Library, Schomburg Center for Research in Black Culture Library Aid	\$0
6.41	The New York Public Library, Science, Industry and Business Library	\$0
6.42	Does the system receive state funding from other sources? Enter Y for Yes, N for No. (Report Special Legislative Grants and Member Items on Q 6.35).	N

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

1.	Funding Source	N/A
2.	Amount	N/A
6.43	Total Other State Aid (total question #2 of Repeating Group #9 above)	\$0
Total State Aid Receipts		

6.44 (total questions 6.5 through 6.14, question 6.17, questions 6.20 through 6.22, questions 6.25 through 6.27, questions 6.30 through 6.41, and question 6.43) \$1,139,699

FEDERAL AID

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

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

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

1. Funding Source N/A

2. Amount N/A

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 Automation-Cataloging

3. Total Contract Amount \$31,460

6.50 **Total Contracts** (total question #3 of Repeating Group #11 above) \$31,460

MISCELLANEOUS RECEIPTS

6.51 Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note) \$4,666

6.53 Income from Investments \$257

Proceeds from Sale of Property

6.54 Real Property \$0

6.55 Equipment \$0

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

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

1.	Receipt category	Supplies & Equipment
2.	Amount	\$17,310
1.	Receipt category	Training
2.	Amount	\$10,800
1.	Receipt category	interest income
2.	Amount	\$1,266
1.	Receipt category	Books & materials
2.	Amount	\$320
1.	Receipt category	Refund-Admin fee
2.	Amount	\$623
1.	Receipt category	Technology project
2.	Amount	\$7,500
1.	Receipt category	Childrens program
2.	Amount	\$750
1.	Receipt category	Training program
2.	Amount	\$1,000
1.	Receipt category	Lost items receipts
2.	Amount	\$1,136

6.57 **Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above)** \$40,705

6.58 **Total Miscellaneous Receipts (total questions 6.51 through 6.55 and question 6.57)** \$45,628

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)** \$1,292,513

6.60 **BUDGET LOANS** \$0

TRANSFERS

6.61 From Capital Fund (Same as question 9.6) \$0

6.62 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, 2014; 3Rs - July 1, 2014. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2013; 3Rs - June 30, 2014.)	\$739,617
6.67	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER (Public Library Systems and 3Rs - total questions 6.59, 6.60, 6.63 and 6.64 - must agree with question 7.83) (School Library Systems - total questions 6.59, 6.65 and 6.66 - must agree with question 7.83)	\$2,032,130

7. Operating Fund Disbursements

STAFF EXPENDITURES

Salaries

7.1	System Director and Librarians	\$268,829
7.2	Other Staff	\$225,047
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	\$493,876
7.4	Employee Benefits Expenditures	\$236,264
7.5	Total Staff Expenditures (total questions 7.3 and 7.4)	\$730,140

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$43,555
7.7	Electronic Materials Expenditures	\$46,132
7.8	Other Materials Expenditures	\$6,328
7.9	Total Collection Expenditures (total questions 7.6 through 7.8)	\$96,015

GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	\$52,570
7.11	Central Library Aid (CLDA/CBA)	\$111,462
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	\$0

7.16	Federal Aid	\$0
7.17	Other cash grants paid from system funds	\$0
7.18	Total Cash Grants (total questions 7.10 through 7.17)	\$164,032
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)	\$164,032

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22	Bookmobile	\$0
7.23	Other Vehicles	\$0
7.24	Computer Equipment	\$3,236
7.25	Furniture/Furnishings	\$325
7.26	Other Capital Expenditures	\$0
7.27	Total Capital Expenditures from Operating Fund (total questions 7.22 through 7.26)	\$3,561

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28	From Local Public Funds (71PF)	\$0
7.29	From Other Funds (71OF)	\$3,561
7.30	Total Capital Expenditures by Source (total questions 7.28 and 7.29; same as question 7.27)	\$3,561

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

7.31	From Local Public Funds (72PF)	\$0
7.32	From Other Funds (72OF)	\$5,250
7.33	Total Repairs to Buildings and Building Equipment (total questions 7.31 and 7.32)	\$5,250
7.34	Other Building & Maintenance Expenses	\$28,122
7.35	Total Operation and Maintenance of Buildings (total questions 7.33 and 7.34)	\$33,372

MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	\$11,498
7.37	Office and Library Supplies	\$7,298
7.38	Telecommunications	\$2,663
7.39	Binding Expenses	\$0
7.40	Postage and Freight	\$2,283
7.41	Publicity and Printing	\$2,263
7.42	Travel	\$8,100

- 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. \$30,751
- 7.44 Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid \$1,193
- 7.46 Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.45? Enter Y for Yes, N for No. Y

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

1. Expense category Retirees
2. Amount \$127,445
1. Expense category Misc.
2. Amount \$1,333
1. Expense category Automatio
2. Amount \$17,689
1. Expense category Copier
2. Amount \$2,259
1. Expense category postage
2. Amount \$2,844
1. Expense category bank chgs
2. Amount \$566
1. Expense category bk proc.
2. Amount \$1,396
1. Expense category Veh. Ins.
2. Amount \$2,419

- 7.47 **Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13)** \$155,951
- 7.48 **Total Miscellaneous Expenses (total questions 7.36 through 7.45 and 7.47)** \$222,000

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. Y

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

1. Contracting Agency (specify using the State note) NCLS
2. Contracted Service (specify using the State note) Hosting
3. Total Contract Amount \$4,620

7.50 **Total Contracts** (total question #3 of Repeating Group #14 above) \$4,620

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

7.51 From Local Public Funds (73PF) \$0

7.52 From Other Funds (73OF) \$0

7.53 **Total Capital Purposes Loans** (total questions 7.51 and 7.52) \$0

7.54 Other Loans \$0

7.55 **Total Debt Service** (total questions 7.53 and 7.54) \$0

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) \$1,253,740

TRANSFERS

Transfers to the Capital Fund

7.57 From Local Public Funds (76PF) \$0

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) \$0

7.60 **Total Transfers to Other Funds** \$0

7.61 **Total Transfers** (total questions 7.59 and 7.60) \$0

7.62 **TOTAL DISBURSEMENTS AND TRANSFERS** (total questions 7.56 and 7.61) \$1,253,740

7.63 **CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year** (For Public Library Systems - December 31, 2014) (For 3Rs - June 30, 2015) \$778,390

7.83 **GRAND TOTAL DISBURSEMENTS, TRANSFERS, & BALANCE/ROLLOVER** \$2,032,130
 (total questions 7.62, 7.63, 7.73, and 7.82)

FISCAL AUDIT

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

7.84 Last audit performed (mm/dd/yyyy) 07/28/2014
 7.85 Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy) 12/31/2012-12/31/2013
 7.86 Indicate type of audit (select one from drop-down): Private Accounting Firm

ACCOUNT INFORMATION

Complete one record for each financial account

1. Name of bank or financial institution Community Bank NA
 2. Amount of funds on deposit \$686,379
 7.87 **Total Bank Balance** (total question #2 of Repeating Group #15) \$686,379
 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. N

8. Capital Fund Receipts

8.1 **Total Revenue From Local Sources** \$0
 8.2 **Transfer From Operating Fund** 0
 (same as question 7.59)

STATE AID FOR CAPITAL PROJECTS

8.3 State Aid Received for Construction 0

ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS

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

1. Contracting Agency N/A
 2. Amount N/A

Total Aid and/or Grants

8.5	(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)	\$0
8.7	NONREVENUE RECEIPTS	0
8.8	TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts (total questions 8.6 and 8.7)	\$0
8.9	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2014; 3Rs - July 1, 2014. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2013; 3Rs - June 30, 2014.)	0
8.10	TOTAL RECEIPTS AND CASH BALANCE (total questions 8.8 and 8.9)	\$0

9. Capital Fund Disbursements

PROJECT EXPENDITURES

9.1	Total Construction	\$0
9.2	Incidental Construction	0
9.3	Books and Library Materials	0
9.4	Total Other Disbursements	0
9.5	Total Project Expenditures (total questions 9.1 through 9.4)	\$0
9.6	TRANSFER TO OPERATING FUND (Same as question 6.61)	0
9.7	TOTAL NONPROJECT EXPENDITURES	0
9.8	TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures (total questions 9.5 through 9.7)	\$0

9.9	CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year	0
	(December 31, 2014, for Public Library Systems; June 30, 2015, for 3Rs)	
9.10	TOTAL DISBURSEMENTS AND CASH BALANCE	\$0
	(total questions 9.8 and 9.9)	

12. Projected Annual Budget For Library Systems

Public Library Systems Budget for January 1, 2015 - December 31, 2015

PROJECTED OPERATING FUND - RECEIPTS

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	\$1,335,243
12.2	Budget Loans	\$0
12.3	Total Transfers	\$0
12.4	Cash Balance/Rollover in Operating Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2015, must be the same as the December 31, 2014, closing balance reported on Q7.63 of the 2014 annual report)	\$778,390
12.5	Grand Total Operating Fund Receipts, Budget Loans, Transfers and Balance/Rollover (total questions 12.1 through 12.4)	\$2,113,633

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)	\$1,613,633
12.7	Total Transfers	\$0

- 12.8 Cash Balance/Rollover in Operating Fund at the end of the fiscal year (For Public Library Systems, balance as of December 31, 2015) \$500,000
- 12.9 **Grand Total Operating Fund Disbursements, Transfers and Balance/Rollover (total questions 12.6 through 12.8)** \$2,113,633

PROJECTED CAPITAL FUND - RECEIPTS

- 12.10 Capital Fund Receipts (include Revenues from Local Sources, Transfer from Operating Fund, State Aid for Capital Projects and All Other Aid for Capital Projects) 0
- 12.11 Nonrevenue Receipts 0
- 12.12 **Cash Balance in Capital Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2015, must be the same as the December 31, 2014, closing balance reported on Q9.9 of the 2014 annual report)** \$0
- 12.13 **Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12)** \$0

PROJECTED CAPITAL FUND - DISBURSEMENTS

- 12.14 Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures) 0
- 12.15 Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2015) 0
- 12.16 **Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15)** \$0

ASSURANCE

12.17 The library system will be operating under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the "Budget Summary" was reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy)

04/27/2015

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 (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.

Education Law § 273(12)(a)

Statutory Reference (Supplemental): 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 \$182,659

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) 4.56

13.1.4 Total Expenditure for Other Staff Salaries \$181,326

13.1.5 **Employees Benefits:** Indicate the total expenditures for all system employee fringe benefits. \$347,350

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

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

1. Expenditure Category Institutional membership dues

2. Provider of Services various vendors-see state note

3. Expenditure \$1,307

1. Expenditure Category Building and maintenance expenses

2. Provider of Services Various-See State Note

3. Expenditure \$5,103

- | | | |
|----|----------------------|--------------------------------------|
| 1. | Expenditure Category | Telecommunications |
| 2. | Provider of Services | Verizon & Primelink |
| 3. | Expenditure | \$2,663 |
| 1. | Expenditure Category | Consultant fees/professional fees |
| 2. | Provider of Services | Various Vendors-See State Contract |
| 3. | Expenditure | \$12,445 |
| 1. | Expenditure Category | Other (specify using the State note) |
| 2. | Provider of Services | Community Bank |
| 3. | Expenditure | \$540 |
| 1. | Expenditure Category | Other (specify using the State note) |
| 2. | Provider of Services | Utica National |
| 3. | Expenditure | \$5,953 |
| 1. | Expenditure Category | Building and maintenance expenses |
| 2. | Provider of Services | Plattsburgh City Chamberlain |
| 3. | Expenditure | \$7,180 |
| 1. | Expenditure Category | Building and maintenance expenses |
| 2. | Provider of Services | various |
| 3. | Expenditure | \$14,482 |

13.1.7 **Total Expenditure - Purchased Services** \$49,673

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

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

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

- | | | |
|----|----------------------|--|
| 1. | Expenditure Category | Office/library supplies and postage |
| 2. | Expenditure | \$9,762 |
| 1. | Expenditure Category | Books and other print materials |
| 2. | Expenditure | \$4,483 |
| 1. | Expenditure Category | Non-print resources (electronic content) |
| 2. | Expenditure | \$3,041 |
| 1. | Expenditure Category | Non-print resources (excluding electronic content) |

2. Expenditure \$3,066

13.1.9 **Total Expenditure - Supplies and Materials** \$20,352

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

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

1. Type of Travel System Staff Travel

2. Expenditure \$5,645

13.1.11 **Total Expenditures - Travel** \$5,645

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 N/A

2. Quantity N/A

3. Unit Cost N/A

4. Expenditure N/A

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

13.1.14 **Local Library Services Aid Expenditures:** Indicate the total expenditures to member libraries for Local Library Services Aid. \$52,570

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 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)** \$839,575

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. \$17,281

13.1.19 **Total Allocation from 2014-2015 State Aid:** \$840,127

13.1.20 **Cash Balance at the End of the Current Fiscal Year** \$17,833

13.1.21 **Final Narrative:** Provide a brief narrative, no more than fifteen hundred (1500) words, describing the major activities carried out with these State Aid Funds. : Once again, in 2014 state aid funds were fully expended on staff costs and general operations which fulfilled our service mission. State Aid funds were used to carry out a comprehensive menu of services that efficiently and collaboratively served patrons of small and medium sized libraries across our geographically isolated region. Some highlights of our accomplishments during the year appear below. All staff members at the CEFLS were involved in several new projects in 2014; the migration of Horizon to the "cloud service" at the North Country Library System, automation of Crown Point library, moving our email service to Microsoft Office 365 "cloud" and setting up a new file server and the firewall for our office. Apart from planning and securing an agreement with our neighboring library system we also needed funding by the external sources, since our State funding is still more than 15% short of statutory amount. Thanks to Mike Zurlo, the Clinton County manager and to the great efforts of our staff, we were able to secure grants from Clinton County and two local foundations to cover the cost of the entire project and to pay for the automation of the last not-automated library in the System. Another important event, which required a large portion of our time was our first Literary Luncheon. This event featured the best-selling Canadian author, Eva Stachniak and was held at Lake Forest Senior retirement community's beautiful dining room. It was not really meant as a large fundraiser, but with the sale of the tickets we were able to purchase a few copies of Ms. Stachniak books for our member libraries and cover the cost of her travel from Toronto. We this successful public relations event helped to put the System on the map, after we lost some visibility without the bookmobile service. We hope to continue our Literary Luncheons in the future and plan to slowly transform them into fundraising events. Trying to raise funds for the luncheon we have tried the 'crowd sourcing" with the Adirondack Foundation's help. Our first attempt at this type of fundraising was a good experience and we will continue to explore this and other methods of fundraising in the future. In 2014 the CEFLS Board approved a new version of the Direct Access Plan, the FMLA (Family and Medical Leave Act) policy and the Conflict of Ethics and Conflict of Interest Policy. In order to fulfill the System's mission to help member libraries through professional development (CE) training and to continue our rotating deposit collection services to them, we applied for a variety of grants to finance these services. In Spring 2014 received a two year grant from the Lake Placid Education Foundation which allowed us to offer well attended workshops on different aspects in children's and young adults' services, including the Common Core and Ready to Read programs, as well as advocacy issues for member library trustees and staff, and disaster recovery planning. I am very happy that we were able to offer two seminars by Rebekkah Smith Aldridge, whom I heard and admired at a library conference. Her "Throw Out the Map: Sustainable Thinking for the Future of Libraries" and the "Advocacy Boot Camp" were well

attended by libraries' staff and trustees. We also coordinated two cultural film/discussion series at member libraries: Let's talk About It: Muslim Journeys and Created Equal through grants from ALA/NEH.

Central Book Aid

CENTRAL BOOK AID (CBA)

Statutory Education Law § 272, 273(1)(b)(2)

Reference: Commissioners Regulations 90.4

Central Book Aid is a flat sum of \$71,500 to each public library system. Please see the Central Library Program Guidelines at <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information.

Include in this category library expenditures for CBA library materials. CBA funds may only be expended for adult non-fiction and foreign language library materials, including electronic content.

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

- 13.2.1 **Purchased Services:** Did the library system expend CBA funds for purchased services for CBA library materials? Enter Y for Yes, N for No.

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

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

1. Expenditure Category Commercial electronic content vendor contracts
2. Provider of Services Recorded Books
3. Expenditure \$5,400

1. Expenditure Category Commercial electronic content vendor contracts
2. Provider of Services Encyclopedia Britannica
3. Expenditure \$8,400

1. Expenditure Category Commercial electronic content vendor contracts
2. Provider of Services Learning Express
3. Expenditure \$9,869

1. Expenditure Category Commercial electronic content vendor contracts
2. Provider of Services EBSCO
3. Expenditure \$8,235

1. Expenditure Category Commercial electronic content vendor contracts
2. Provider of Services OverDrive
3. Expenditure \$9,000

13.2.2 **Total Expenditure - Purchased Services** \$40,904

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

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

1. Expenditure Category Adult non-fiction and foreign language library materials - print
2. Quantity 16
3. Unit Cost \$31
4. Expenditure \$492

1. Expenditure Category Adult non-fiction and foreign language library materials - print
2. Quantity 13
3. Unit Cost \$57
4. Expenditure \$747

1. Expenditure Category Adult non-fiction and foreign language library materials - print
2. Quantity 269
3. Unit Cost \$19
4. Expenditure \$5,223

13.2.4 **Total Expenditure - Supplies and Materials** \$6,462

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)** \$47,366

- 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. \$93,353
- 13.2.9 **Total Allocation from 2014-2015 State Aid** \$60,611
- 13.2.10 **Cash Balance at the End of the Current Fiscal Year** \$106,598
- 13.2.11 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. PPL continued to purchase and make available to all residents of the CEFLS service area adult nonfiction materials in print, digital and electronic versions as well as a small number of reference materials for use at the Central Library. A Members Advisory Council which is made up of member library Directors is consulted for all purchases with CBA monies.

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) 1.82
- 13.3.2 Total Expenditure for Professional Salaries \$99,006

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) 0.6
- 13.3.4 Total Expenditures for Other Staff Salaries \$12,728

13.3.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits (paid from CLDA funds). \$0

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

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

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

13.3.7 **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. N

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

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

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

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

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

If yes, complete one record for each type of travel; if no, enter N/A for questions 1 and 2 of one repeating 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. Proposed 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)** \$111,734

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. \$26,850

13.3.18 **Total Allocation from 2014-2015 State Aid:** \$89,009

13.3.19 **Cash Balance at the end of the Current Fiscal Year** \$4,118

13.3.20 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. PPL is responsible for the selection of circulating print and nonprint nonfiction and reference materials for the benefit of the entire library system. These items are processed, and made available to the public by PPL staff. Librarians provide reference services in person, via telephone and email as well as computer assistance and database training in order to improve access to quality information within the library system. Support for central library's open hours beyond the minimum required is provided by CLDA funds.

Coordinated Outreach Library Services Aid

COORDINATED OUTREACH LIBRARY SERVICES AID

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

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

13.4.1 Total Full-Time Equivalent (FTE) 0.42

13.4.2 Total Expenditure for Professional Salaries \$26,336

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) 0.37

13.4.4 Total Proposed Expenditure for Other Staff Salaries \$14,567

13.4.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$5,581

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

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

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

1. Expenditure Category Commercial electronic content vendor contracts
2. Provider of Services Futterman & Associates
3. Expenditure \$71

1. Expenditure Category Other (specify using the State note)
2. Provider of Services Clinton County Senior Center
3. Expenditure \$90

1. Expenditure Category Commercial electronic content vendor contracts
2. Provider of Services Grant Station
3. Expenditure \$99

1. Expenditure Category Commercial electronic content vendor contracts
2. Provider of Services EBSCO
3. Expenditure \$936

13.4.7 **Total Expenditure - Purchased Services** \$1,196

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

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

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

1. Expenditure Category Office/library supplies and postage

- | | | |
|----|----------------------|--|
| 2. | Expenditure | \$302 |
| 1. | Expenditure Category | Books and other print materials |
| 2. | Expenditure | \$3,471 |
| 1. | Expenditure Category | Non-print resources (excluding electronic content) |
| 2. | Expenditure | \$973 |

13.4.9 **Total Expenditure - Supplies and Materials** \$4,746

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

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

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

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

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

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

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

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

13.4.14 Did the system expend funds on grants to member libraries? Enter Y for Yes, N for No. 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, 13.4.9, 13.4.11, 13.4.13, and 13.4.15)	\$52,426
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.	\$375
13.4.18	Total Allocation from 2014-2015 State Aid:	\$55,527
13.4.19	Cash Balance at the End of the Current Fiscal Year	\$3,476
13.4.20	Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	Under the Laws of 1986 as amended by chapter 37, library systems receive Coordinated Outreach State Aid Funds yearly to provide library services to eight target groups. These groups include the visually handicapped, physically handicapped, aged, institutionalized, ethnic minorities in need of special services, educationally disadvantaged, unemployed/underemployed, and geographically isolated. Aid amounts are determined on a per capita basis with the results that CEFLS' share remains the one of the lowest in the state. To meet the various information concerns of the various target groups, large print books, spoken word materials (books on CD), and downloadable audiobooks were purchased throughout 2014 with a mixture of Coordinated Outreach state aid funds, and non-state aid grants obtained by the System Outreach Coordinator. These materials were made available to the public through member libraries, reading centers, and senior residence centers. The Coordinated Outreach Advisory Council met during the year as required by law to advise outreach staff on projects and activities relating to the target groups. In 2014, the Outreach Department's shared "target" outreach group was the Visually Impaired which was reflected in our department goals and our personal goals that supported department goals. We also continued to seek out ways to improve access to library materials for geographically isolated residents of all ages (families with young children and older adults) who were formerly served by the bookmobile. Services to both of these groups are reflected in the System's service priorities for 2014. CEFLS continued to use Outreach funds to partially cover the cost of the Outreach Coordinator's salary, and a portion of the Outreach clerk's salary, plus associated benefits. These two staff members carried out and/or coordinated related work as described in the System Plan of Service, Element Three, in order to meet defined service priorities for 2014. Grant-seeking from state aid and non-state aid sources were once again a primary focus of the Outreach Coordinator in order to provide basic library services to various "target groups". (References: Plan of Service Element Three: Special Client Services, Element 1: Resource Sharing)

Services to County Jails Aid

SERVICE TO COUNTY JAILS (INTERINSTITUTIONAL) AID

Statutory Reference: Education Law § 285(2)

The intent of the Services to County Jails Program is to provide basic reading materials for those individuals

who are incarcerated short term in county jails across the State. Examples of appropriate spending include books and magazine / newspaper subscriptions which are acceptable to the institution (Supplies & Materials), as well as programs such as Job Information and other topics directly relevant to the county jail inmate's needs (Purchased Services).

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

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

If yes, complete one record for each 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. Also please see individual instructions for these questions for any further requirements.

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

1.	Expenditure Category	Books and other print materials
2.	Expenditure	\$1,553

13.5.4 **Total Expenditure - Supplies and Materials** \$1,553

13.5.5 **Total Expenditure (total 13.5.2, and 13.5.4)** \$1,553

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. \$722

13.5.7 **Total Allocation from 2014-2015 State Aid** \$2,483

13.5.8 **Cash Balance at the End of the Current Fiscal Year** \$1,652

Final Narrative: During the 2014 project year, CEFLS renewed EBSCO subscriptions

13.5.9 Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. for magazines selected by facility representatives for the reading rooms of Franklin and Clinton county jails. Increased emphasis was placed on magazine titles for female inmates, in response to an increase in this population. CEFLS staff provided consultant services, by telephone and in person. Our new published Community Connections booklet of services in Clinton, Essex and Franklin counties for ex-offenders was sent in multiple copies to each county jail. Informational materials from Literacy volunteers, GRASP (Giving Rural Adults a Study Program), the Rural Law Center of New York, and other local human service agencies were forwarded to each county facility as appropriate. Information on outreach materials (assistive devices, materials in large print and other special formats) were provided twice during the project year. We also continued to deliver used paper back and other books to the county jails as they become available from member library book sales and other sources. (Element 3 Special Client Services)

State Correctional Aid

THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL FACILITIES ONLY

STATE CORRECTIONAL FACILITIES AID

Statutory Reference: Education Law § 285 (1)
Commissioners Regulations 90.14
The amount provided in Education Law is \$9.25 per inmate.

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) 0.56

13.6.2 Total Expenditure for Professional Salaries \$34,838

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) 0.87

13.6.4 Total Expenditure for Other Staff Salaries \$12,511

13.6.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$9,727

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

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

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

1.	Expenditure Category	
2.	Provider of Services	American Library Association
3.	Expenditure	\$374

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

13.6.7 **Total Expenditure - Purchased Services** \$374

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

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

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

1.	Expenditure Category	Books and other print materials
2.	Expenditure	\$12,626

1.	Expenditure Category	Office/library supplies and postage
2.	Expenditure	\$62

1.	Expenditure Category	Other (specify using the State note)
2.	Expenditure	\$109

1.	Expenditure Category	Non-print resources (electronic content)
2.	Expenditure	\$700

13.6.9 **Total Expenditure - Supplies and Materials** \$13,497

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 Equipment and Furnishings:** \$0

13.6.12

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

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)** \$70,947

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. \$27,016

13.6.16 **Total Allocation from 2014-2015 State Aid:** \$79,683

13.6.17 **Cash Balance at the End of the Fiscal Year:** \$35,753

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

Pursuant to State Education Law, public library systems receive \$9.25 per inmate to provide supplemental library services to State correctional facilities. Under the objectives of our correctional libraries program plan of service, which is negotiated each year with facility staff, continued to provide library services to facility libraries in five broad areas that helped us specifically to meet the 2014 priorities described in Elements 1, 3 and 4 of the CEFLS Plan of Service. These include: educational programs for facility library staff, rotating book collections and audiovisual loan, reference and interlibrary loan, a shared McNaughton lease plan, and consultant services. These areas of service were negotiated with, and unanimously supported by, representatives of nine state correctional facilities in March 2013. (Elements 1,3, 4 and 5). We continued to cope with the ever-increasing volume of requested materials to facilities in a timely manner on a delivery route that is primarily dedicated to correctional facilities. (Element 1). The McNaughton general interest lease plan and Spanish language purchase plan were continued and evaluated by system and state correctional library staff. Materials obtained through these plans were collaboratively selected by CEFLS and state correctional library staff. Rotating collections of an average of 60 books per collection were provided to five facility libraries (Clinton Main, Clinton Annex, Franklin, Upstate and Bare Hill) throughout the year to supplement facility library holdings. Collections included books from the shared McNaughton collections. DVD's purchased for loan through the CEF Audiovisual Department were available upon request. DVD and audiobook loan supported special programs coordinated by the librarians at Upstate Correctional

Facility and Franklin Correctional Facility. Reference and interlibrary loan services were provided according to the interlibrary loan policy that was adopted by the CEF Board of Trustees in February 2006. A total of 3,308 requests were filled by CEFLS and member libraries. It's generally accepted that it costs a minimum of \$28 to process each ILL request. Thus, we offered correctional facilities \$92,624 worth of ILL service in 2014. One DVD based "resource sharing package" produced by the NNYLN was purchased with program funds for seven facilities that participated in interlibrary loan. Consultant services were provided by CEFLS staff on variety of topics including literacy, youth services, online resources/databases and collection development. Two facilities (Adirondack Correctional and Clinton Annex) hosted a book Let's Talk About It: Muslim Journeys discussion series led by a local scholar with funds from a grant obtained from the ALA. Program funds were used to pay partial salary costs and a portion of associated benefits of CEFLS staff members who provide services to correctional facilities under this program. (Elements 1,3,4, and 5)

14. Summary of Library System Accomplishments

Using the goals from Section 4 in the approved 2012-2016 System Plan of Service, **BRIEFLY** describe the final results of each element for Year 3 (2014)

- 14.1 Element 1: Resource Sharing - 51% of member libraries participate in the Cooperative Collection Development Plan for nonfiction materials both for adult and juvenile library users. At the same time 90% of our survey responses (27 libraries) indicated that patrons' non-fiction information needs are met by the collections within the system "most of the time." Two libraries said that needs were met "all of the time." Associated comments included, "I have a few patrons that have very eclectic taste and I will have to go outside the system to find the item. Even that is very rare. Seldom has it resorted to me having to purchase the book." In 2014 CEFLS added 1,047 e-books to the shared collection on Overdrive and the circulation among 29 member libraries increased 172% compared with the previous year. We continued to add nonfiction ebook titles with CBA funds but the current distribution of ebook circulation by type is 90% adult fiction, and approximately 5% adult non-fiction and 5% juvenile fiction. When asked if patrons who use ebooks are "very satisfied or generally satisfied" with the scope of the Overdrive ebook collection, 85% (22) reported "most of the time." This is up from last year when 77.78% (21) answered "most of time." Three libraries answered "all of the time." One library reported that patrons are satisfied "all of the time, while three (11%) answered "seldom." Associated comments ranged from, " We have few users of this service that we know of" and "I don't know, I don't get much feedback from ebook readers because many don't come into the library very often, and I don't know who is reading ebooks." We have been working on finding tools for special collections but need to work with the new library directors and coordinate more training in identifying appropriate materials. Seventeen libraries indicated that patrons search for unbound materials and that finding tools are useful, while 16 noted that more promotion of these tools is needed. Comments ranged from, "I have some historical materials that are in fragile condition which would be available to users if they were in digital format" to "this is not even on my radar."
- 14.2 Element 2: Special Client Groups - Results """"The CEFLS Outreach department worked with member libraries and local agency partners on various initiatives to assure that all members of target outreach groups have access to information and

materials that meet their educational and recreational reading needs. This year the System enjoyed increased community visibility as a result of participating in collaborative projects and local initiatives. Adult Literacy was once again a main focus of the System and most member libraries. Our website pages, which feature information for adult learners, continue to be some of the most popular and well-used pages on the CEFLS website, with over 200,000 visits annually. Member libraries reported lots of involvement with local adult literacy programs; 62% (16) stated that adult learner/tutor pairs meet at their library and 42% referred adult learners to local literacy programs. 19% maintain a special collection of ABE or ESL materials. System consultant staff worked with the CEF Directors' Group (CEFDA), the Workforce Investment Board, and our local Literacy Volunteers affiliate on various activities of our Adult Literacy Services grant which aims to increase library based resources for adult new learners who are seeking employment or aiming to update their job search skills. Dedicated public access workstations for job seekers were purchased and located in two libraries. Through our partnership with the Workforce Investment Board, we offered one CE training on local job search resources and an accompanying resource notebook to 15 library directors. Five LVA Clinton County staff attended two Family Literacy/Common Core related workshops presented by Dr. Deb Dyer in Spring and Fall 2014. These sessions were made possible by a grant from the Lake Placid Education Foundation. Coordinated Outreach (Question 14.2): Libraries were asked to indicate all of the local "outreach target" populations they are currently reaching out to, and to provide examples of their services for annual report purposes. They were also asked to specify areas of service in which they need assistance from CEF. 88% of respondents (22) provide library services to elderly residents of their community (see the corresponding expenditures made on large print materials reported in Question 8); 56% (14) are providing services to the unemployed/underemployed", the "geographically isolated (48% (11); "developmentally/learning disabled" residents are served by 64% (16); while "institutionalized residents" (hospitals, nursing homes, extended care centers) are directly served by six libraries (24%). Five libraries (20%) are providing services to "ethnic minorities in need of special services." One half of respondents to this question (12) are providing services to the physically handicapped. Five respondents skipped this question. Some interesting examples of local services were included as comments which will be useful for system reports. Survey results also indicate that the need for large print books is growing as local libraries serve an increasingly aging population. 24 respondents (86%) indicated that the "adult fiction and non-fiction books received in rotating collections provided by CEFLS complement their library collection and satisfy local readers." Some highlights of our community involvement and collaborative partnerships include: In March 2014, the System headquarters and member libraries furthered ties with CVPH (Champlain Valley Physicians' Hospital) to "Go Blue for Colorectal Awareness" which helped to leverage community libraries more firmly in the local consumer health information framework. We received funding from the New York State Arts Council to present Created Equal film discussion programs in two libraries. This project also furthered collaboration with area museums/historical societies such as the North Star Underground Railroad Museum. Five sessions of the Created Equal film discussion series were hosted by Plattsburgh Public Library and the Keene Valley Library Association. Outreach staff attended a webinar with the IMLS on American Indian Libraries on March 31. Our Discovery

Pass initiative, which was offered in collaboration with the Wild Center in Tupper Lake gave families free admission to this rich local resource. We continued to seek similar opportunities with other area museums/cultural centers throughout the year. We received DEC funds to sponsor programs for children and families with Stan the Story Man in Clinton County libraries and 10 JCEO sites during Summer 2014. Outreach staff participated actively in local initiatives such as the Adirondack Coastal Alliance where many community contacts are always made. Outreach Department staff continued to deliver rotating collections of regular and large print books to rural patrons at 7 locations formerly served by the bookmobile. These sites were surveyed in early January 2015, and include Beekmantown Seniors, Victory Place, Vilas Home, Bright Beginnings, Roderick Rock Apartments, Lakeshore Seniors and the Newcomb Town Hall. System and member library services were promoted to over 300 seniors at the Clinton County Seniorama on Friday, May 2. Outreach staff attended various free webinars on ("Seniors and Broadband") to keep current on senior issues. Outreach staff provided collections of large print books to over 500 senior readers at 11 sites throughout the service area. CEFLS Headquarters and 10 member libraries participated in World Book Night in April. CEFLS headquarters was a "pick up" site for community members. System staff put together a booth at the Champlain Centre Mall, Plattsburgh to pass out books to "non or light readers", and to showcase our services, including Ebooks, targeted family resources, and assistive devices. Over 100 Ebook "Holiday Swag Bags" were distributed to member libraries to promote our shared collection to new users. Outreach staff also continued to provide in person Ebook and downloadable audiobook help to new users at member library locations and via telephone. Outreach staff participated in the Long Term Disaster Recovery Planning group hosted by the United Way of the North Country. Various celebrations and commemorations were highlighted for member libraries and residents throughout the year. Highlights include: National Library Week (April), Teen Tech Week, Library Snapshot activities, African-American History Month, and National Picture Book Month (November) Because we do not have designated funding to promote these events, outreach staff worked collaboratively to promote them using effective and free media outlets. Correctional Facilities (State and Local) (Question 14.2) 3,308 requests were filled for correctional facility borrowers. Facility library and education staff were invited to attend CEFLS sponsored workshops on a variety of CE topics during the year. On October 18, over 15 education staff members and 5 facility librarians attended a workshop on the Common Core and Building Intentional Lesson Plans with Dr. Deb Dyer of Keuka College. This session was deemed so useful that the Acting Education supervisor is planning a follow up session with Dr. Dyer for educators "Hub Wide" in Spring 2015. One van run per week is primarily dedicated to facility deliveries. Four correctional facilities receive rotating collections of books in English, Spanish and Russian (by request) every eight weeks. Over 1,000 donated books were exchanged "facility to facility" on the CEFLS van as space allowed. The system also supported facility ethnic interest and education programs at Upstate and Franklin Correctional Facilities through the loan of DVDs and audio books by request. Two facilities hosted scholarly book/film discussion series made possible by our Muslim Journeys project, which was funded by the ALA. System staff provided consultant services on a variety of topics including grant writing and collection management. In Fall 2014, Outreach staff worked with correctional librarians and education staff to compile

local transitional services information into a booklet. We distributed multiple copies to local facilities in early 2015. We continued to seek alternative funding to offer cultural programs for facility audiences. Our Let's Talk About It: Muslim Journeys project from the ALA reached over 100 inmates at Adirondack Correctional Facility and Clinton Annex Correctional Facility. Our project scholar, Dr. Robert Harsh, presented five book discussions at Adirondack and two sessions at Clinton Annex. Youth Services (Question 14.2) Sixty eight percent (19 libraries, or every library that receives a collection) reported that the "age appropriate books I receive in the juvenile collections provided by CEFLS complement my library collection and help me meet the needs of young readers. 32% of respondents (9 libraries) do not receive a juvenile collection from CEFLS. Associated comments include "Because our collection is older and limited in size, the rotating books allow us to stay current with materials." Funds from the Lake Placid Education Foundation were used to present two CE workshops with Dr. Debra Dyer of Keuka College. On Friday, April 4, 25 people attended "Purposeful & Engaging Learning for Young Children through Quality Library Programming followed by "Creating Story Hour Sessions Aligned to NY State Standards" on Friday, April 4. On October 17, thirty 30 attendees, including a large contingent from Clinton Annex Correctional Facility, attended Building Engaging, Intentional Lessons With the Common Core Standards followed by "Read Aloud, Think Aloud." The System continues to participate as part of the Training Cohort for the Early Literacy Community Asset Analysis activities. Karen Batchelder of the Outreach Department attended all related training in Albany and conducted Early Literacy training locally (November 30). Karen also represented CEFLS at the state library's "Uncommon Approaches to the Common Core" workshop in Albany on August 12-13. System outreach staff continue to serve on the Boards of the CEWW and FEH School Library System. These forums are routinely used to update school librarians on summer reading, databases, and other services/initiatives. In May 2014, a template letter was prepared for CEFLS librarians to promote public library summer reading activities through local schools. Outreach staff attended a variety of free webinars to keep current with the Common Core, NOVEL databases, trends, and best purchases/practices in Youth Services. Examples include NOVELNY Training sessions on Scholastic GO! (December 11, 16), Every Kid Ready to Read - Tech Tools for Early Literacy (November 20); Engaging Programming for Teens (May 13); "Literacy 101: Solutions for Struggling Readers: High Interest Fiction and the Common Core" (April 8) System staff got a record number of Facebook Likes" in November as we promoted our favorite children's book throughout Picture Book Month. Summer Reading 2014 Highlights include: 21 \$200 "mini-grants" were awarded to member libraries and two reading centers to undertake themed CSLP activities. This activity was funded by our Family Literacy Services Grant. 974 children and 93 teens system wide registered for the summer reading program 173 children read a total of 122,955 minutes and 8 teens read a total of 11,520 minutes 432 children read a total of 5,302 books and 53 teens read a total of 360 books 360 programs were offered for children by libraries throughout the system; total attendance exceeded 5,400 168 programs were offered for teens by libraries throughout the system; total attendance was 385 Total program attendance for children, teens and parents/caregivers system wide was 5,792. Eight professional development workshops for parents/caregivers were offered by member libraries for a total attendan

14.3 Element 3: Professional Development and Continuing Education - Results

CEFLS staff members took advantage of numerous webinars offered during the year and routinely promotes them through outlets that have been rated "effective" to member library directors, trustees and the CEFLS community. On the 2014 Annual Member Library Survey Twenty eight respondents provided feedback on 12 CE training sessions that were specifically evaluated in the CEFLS survey. Participants rated the sessions they attended as "useful and met my expectations" more than 95% of the time overall (the same figure as last year). 50% of responding libraries did not attend some of the sessions offered, and we will need to address this issue in 2015.

Trustee Training in 2014: One or more trustees from nine libraries (31%) did attend CEFLS sponsored training. We will look and address the comments made to the question what conditions need to be met in order for one or more of library's trustees to attend CE training. We have 17 comments to look over, and they range from "if they didn't all have full time jobs" to "if it were held at our library and coincided with our board meetings. Otherwise it seems that everyone is too busy." 59% of respondents (17) reported that their library trustees did not attend a CEFLS sponsored workshop (face to face or webinar) in 2014. Videoconference Based Training: 12 respondents to our survey (43%) indicated that they, their staff or trustees attended one or more videoconference based event in 2014, while 16 (57%) did not. Online Training: Five respondents attended a Webjunction session, seven attended a webinar at a location other than at CEFLS headquarters , while three attended NNYLN training online or in person. Two were active on the NYLTO (New York Library Trustees Online) web site and discussion group, while five attended training offered by the NYS Library. In a companion question , when asked why they, their trustees or staff members did not participate in webinar based training in 2014, one respondent indicated that "the broadband connection does not allow us to participate in webinars."

Website Usage: When asked to tell us how they, trustees and staff used the CEFLS website in 2014, 93% (25) reported that they search the online catalog, while 89% (24) use the web site to find member library information. 22% (9) use targeted pages (teens, summer reading, seniors) and 18.5% (5) use the web site to find trustee resources/information. 40% (11) read the CEFLS newsletter on the website. 67 (18) use the web site to find CEFLS resources and information and 7% (2) use LibGuides. Despite the fact that we faced ongoing challenges of connecting training opportunities and member library trustees, over 30 trustees of CEFLS and member libraries attended our Literary Luncheon on November 8. Over 30 CEFLS and member library trustees, plus staff attended a day long workshop on Advocacy related issues with Rebekkah Aldrich Smith on November 15. President of New York Library Association and ALA Executive Board Member Sara Kelly Johns presented an Advocacy workshop for CEFLS trustees and staff, and 3 member library trustees on July 28. In August, we were awarded a \$10,000 Technology Training grant from the Northern New York Library System. This project will allow staff to create and deliver customized training for library staff and trustees using state of the art equipment such as Captivate.

System Librarian Consultants and the CEFLS Director attended 16

14.5 Element 5: Consulting and Development Services - Results

board meetings and provided 42 consulting visits to member libraries in 2014. We discussed library trends, library governance, charter issues and variance requests, technology, construction grants and other topics of interest to each library. Top topics for consultation in 2014 included Annual Reports (93%), Trustee Issues (48%), Youth Services and Summer Reading (41%), Special Collections (17%), Horizon and Computer Related (89%), Construction (55%), Library Management (52%), Advocacy (24%) and Reference Help (27%). CEFLS continued to encourage libraries to maintain hardware and software inventories and to replace outdated computers, and we helped with ordering both hardware and software from New York State Contract and from reputable discount sources. We offered quarterly refresher classes on functions of the integrated library system. CEFLS staff were offered several training sessions on our newly adopted Office 365 email system and our MS Office update. New technology was discussed at meetings of the CEF CAT cataloging group and the CEF Director's Association. Three CEFLS librarians joined peers from around the state at consultant training with Sandra Nelson at the Pioneer Library System on May 7-8.

14.6 Element 6: Coordinated Services - Results

CEFLS continues to provide coordinated service by maintaining the integrated library system with high-quality bibliographic records, and by providing access to growing collections of ebooks, downloadable audio and databases available to library patrons 24/7. Approximately 2% of requests were filled by libraries outside the region (OCLC). Because we use OCLC only for non-fiction requests, this indicates that most of the non-fiction needs of CEFLS patrons were able to be met within the region, although we are continuing to work on better methods of measuring this. We were able to supply 85.7% of the items requested by correctional facilities within from within CEFLS, and 7.2% within the region. We achieved a 96% fill rate for correctional facility requests, which is higher than last year and also shows that most non-fiction requests can be successfully met within our system and the region. 15 libraries participate in the Cooperative Collection Development Plan (CCDP) for nonfiction materials - both for adult and juvenile readers. When asked in our member library survey if patrons report that their non-fiction needs are met by the collections within the system, 90% (27) answered "most of the time" while two libraries said that needs were met "all of the time." Associated comments included, "I have a couple of patrons (2) that have very eclectic taste and I will have to go outside of CEFLS to find the item. Even that is very rare. Seldom has it resorted to me having to purchase the book." 86% (24 respondents) reported that the quality of records in the Horizon catalog (subject headings etc.) result in a successful search for them and their patrons "most of the time." The remaining respondents (4 or 14%) reported that the records lead to a successful search "all of the time."

The Advocacy page of the CEFLS website was substantially

14.7 Element 7: Awareness and Advocacy - Results

redesigned to highlight advocacy priorities and tools member libraries can use to increase support for their libraries and for libraries and library systems. Several events during the year were held to raise awareness of libraries and the need for better funding, including World Book Night, a day long booth at the local Mayor's Cup regatta, READ Poster sessions at member libraries, a delegation to Advocacy Day in Albany, our first venture into "Crowdsourcing," and a literary luncheon for trustees and library supporters throughout the region. When asked to tell us what help they need in 2015 to market their library to community groups, 37% (10) indicated that printed materials (a template) would be useful. Help with an annual report to the community and a community profile would be useful for 15% or 4 libraries. Design of a library brochure and "a hands on workshop" tied at 44.4% (12 libraries). System and member library staff visited decision makers in Albany on Library Advocacy Day (March 26) and checked in with legislators at their local offices throughout the year. On Monday, August 28, Sara Kelly Johns presented an advocacy training workshop to 18 trustees and 5 staff members. Rebekkah Smith Aldrich presented a day long "Advocacy Boot Camp" to over 30 member library trustees, CEFLS trustees and staff on November 14. System Outreach staff created customized and detailed community profile reports for each member library before our grant funded subscription to the BusinessDecision database ended in May 2014. Our online article in the Library Trustees Association of New York State October newsletter highlighted CEFLS services and profiled several member libraries. It can viewed at: <http://www.librarytrustees.org/>

14.8 Element 8: Communication among Member Libraries and/or Branch Libraries - Results

4,724 messages were exchanged on the member library listserv in 2014, which was a large increase over 1,262 in 2013. We changed our email platform mid-year, and members appreciated the new functionality of the listserv. Events designed to raise awareness and promote advocacy, such as World Book Night, an activity booth at the local Mayor's Cup regatta, the Seniorama, READ Poster sessions at member libraries, a delegation to Advocacy Day in Albany, and a literary luncheon for trustees and library supporters throughout the region, also served to facilitate a spirit of community among member libraries. CEFLS Outreach Staff also attended several meetings of the Adirondack Coastal Alliance and the Long Term Disaster Recovery Roundtable group where they were able to network with representatives of human service agencies and businesses throughout the area. We continued to use videoconferencing to encourage attendance at system sponsored events, which also helped our staff attend meetings hosted by other library systems around the state. CEFLS staff attended training held by NYALS, NYLTO, UNYSUG and PULISDO in 2014, and shared reports of meetings attended with member libraries at CEFCA and CEFDA meetings. All System Consultant Librarians attended two day training with Sandra Nelson which was hosted by the Pioneer Library System in May. When asked in the survey how they tend to find out what's going at CEFLS and throughout the system, 89% or 26 respondents ranked "email to and from CEFLS (person to person, off listserv) as their top choice. This was followed by "notices in the van delivery)83% or 24, the Listserv (72%), the CEFLS web site (59% or 17), telephone (59% or 17), group training at CEFLS (48% or 14) and In person visits by CEFLS staff (45% or 13). Social Media does not appear to be a popular news medium again this year. The CEFLS web site garnered 3 votes (or 10%). CEFLS staff kept followers aware of current initiatives and

information relating to the world of reading on our Facebook page which now has over 300 followers. Our celebration of Picture Book Month, which featured staff members with their favorite children's garnered a record number of "likes" throughout November. Four issues of the System newsletter, The Trailblazer was sent to over 500 members of our regional library community and to systems throughout the state. The System brochure was updated for 2014 and distributed at numerous community events/booths during the year; estimated reach is over 1,000 people of all ages. Outreach staff also updated and distributed service highlights brochures for each county.

- 14.9 Element 9: Cooperative Efforts with Other Library Systems - Results
- In 2014 CEFLS began a closer relationship with North Country Library System, where we are now hosting our integrated library system. Several lengthy conferences were held with members of North Country Library System and Northern New York Library Network to exchange information prior to the change, and it went smoothly overall with little disruption to our servers. Support and security for our technology assets increased as a result. We are glad to report that when we asked in the annual survey how this change affected local experiences, 86% (24) felt that "it works about the same" (no real difference). A few reported that it worked better, and a few reported that it was slower or crashed more frequently. We continued to promote trustee participation in NYLTO (New York Library Trustees Online). CEFLS staff serves on the board and the automation committee of our 3Rs NNYLN and two School Library Systems covering our area of service. We received a \$10,000 Technology Services Improvement Grant from the NNYLN which is allowing us to create and deliver customized Captivate and video based training for member libraries and adult new learners. On May 6-7, three CEFLS librarians joined colleagues from systems around the state for consultant training with Sandra Nelson hosted by the Pioneer Library System. System librarians continued to serve on the board of the NNYLN and the NNYLYN Automation Committee. System staff attended the NNYLN Annual Meeting in Lake Placid in May 2014 and successfully nominated Karen Glass, a CEFLS Library Director, for the 2014 Excellence in Library Service Award. Outreach staff served on the boards of the two school library systems in our area (FEH and CEWW) where information about happenings at the system and member libraries, and information on statewide public library initiatives is exchanged at each meeting with school representatives from around the region. We continued to be a site for the Empire Delivery Service which is offered under the auspices of the NNYLN. The CEFLS van stops at the CEWW BOCES office every Friday to exchange approximately 500 requested items exchanged by public and school libraries. We also are an exchange site for the GRASP (Giving Rural Adults a Study Program) that is a service of our local BOCES.
- 14.10 Element 10: Construction - Results
- 10 member library representatives attended a construction webinar and local roundtable on July 9 at CEFLS. Eight applications totaling over \$305,000 were recommended to DLD for FY 2014 Public Library Construction funding. The System's consultant made site visits to applicants for the FY 2015 Construction program as well as past recipients (FY 2015 Keene Valley, Schroon Lake, AuSable Forks), (FY 2014 two visits to meet with the board of the Ellenburg Sarah A. Munsil Library. On behalf of five libraries she submitted applications to the Charles Wood Foundation and the Lake Placid Education Foundation for specific technology related components of construction projects. Extensive help with various components of the application process was provided from June to December by telephone and email. Eight respondents to the CEFLS survey indicated that the plan to

apply for a Public Library Construction grant in 2015. Eleven indicated "maybe." Ten or 40% indicated that they are interested in seeking non-state aid funds (NYSERDA, Charles Wood, Lake Placid Education Foundation) to apply towards the required local match. Nineteen or 72% indicated that the 25% current local required match is and/or will be a major consideration when they apply for funding.

- 14.11 Element 11: Central Library - Results - Plattsburgh Public Library, the System's Central Library continues to serve residents of the entire CEFLS community. Central Library services are overseen by the Members Advisory Council that is now chaired by the Plattsburgh Public Library director. Last year the Council helped the System craft the new version of the Direct Access Plan and to evaluate book and e-book purchases and databases subscribed to with the Central Library Aid. The Plattsburgh library board of directors has been interested in strengthening its role as a Central Library in the System and is actively involved in overseeing purchases and services. Related questions in our Annual Library Survey gauged member library director and patron awareness of Central Library Services. Twenty director respondents (69%) rated their awareness of PPL's information and reference services and resources as "generally effective ("I can and do refer patrons successfully for help most of the time.") Nine (31%) indicated that their awareness of Central Library services "needs improvement." Comments included, "Some basic promotional pieces or a FAQ sheet would be nice" and "why not highlight a single benefit/service every month or quarter," and "mostly we just use PPL's traditional resources that are available through ILL." Twenty six (93%) member library respondents estimated that "less than 75% of patrons are aware of the information and reference services offered by PPL. Two indicated that "more than 75% of patrons are aware of Central Library services. Comments included, "we are located quite a distance away from Plattsburgh Public Library and would probably tap CEFLS first for resources anyway" to "I need to be more aware so I can educate our patrons." The Plattsburgh Public Library continued to host large meetings/events coordinated by CEFLS in their second floor auditorium. Highlights included: Library Sustainability with Rebekkah Smith Aldrich (November), two sessions of the popular youth services workshops with Dr. Deb Dyer (Spring, Fall), and the Created Equal film discussion series made possible with funding from the NEH and offered by CEFLS in collaboration with the North Star Underground Railroad Museum.
- 14.12 Element 12: Direct Access - Results - In 2014 CEFLS presented an updated version of the Direct Access Plan that was approved by all 30 member libraries, the CEFLS Board of Trustees and the State Library. This new version was written in order to reflect changes in the System's services due to the discontinued bookmobile service. Many former bookmobile patrons became members of the nearest libraries and CEFLS continues to deliver deposit collections of large print and regular print books for adults, children and YA readers at six former bookmobile stop locations. The System's eBooks and downloadable audio books collections have been growing in popularity and their circulation grew by almost 200% since previous year.
- : In March 2014 CEFLS moved its automation servers to North

- 14.13 Element 13: Other Goal(s) - Results
Country Library System. When asked how this change affected local experiences, 86% (24) felt that "it works about the same" (no real difference). Comments included, "Somehow I missed that memo, I had no idea that it happened," and "Seems to crash a lot, Westelcom is not the most reliable provider and "It seems much slower and has crashed a few times that were inconvenient."

15. Current system URL's

- 15.1 System Home Page URL www.cefls.org
- 15.2 URL of Current List of Members http://www.cefls.org/library_list.htm
- 15.3 URL of Current Governing Bylaws <http://www.cefls.org/bylaws.htm>
- 15.4 Evaluation Form
Every year CEFLS is sending a Survey Monkey survey with approx. 40 questions that member libraries answer and include comments. The questions are based on the CEFLS plan of service which is then evaluated. Every year the CEFLS staff presents Service Priorities to the Board for approval. Service priorities are based on yearly evaluation of CEFLS services drawn from the answers to the survey as well as from conversations the staff consultants have with member libraries directors and their Board members.
- 15.5 Evaluation Results
If needed the system's Plan of Service is revised through yearly Service Priorities documents. Usually this process can be done only within the limits of broadly defined goals set in the Plan of Service.
- 15.6 Central Library Plan
The System's Plan of Service was prepared and approved by a group consisting of System's staff, member libraries representatives and their Board representatives. The new Plan of Service will be designed and approved by the Member Libraries Council and the System/s Board before being sent to DLD.
- 15.7 Direct Access Plan <http://www.cefls.org/DirectAccessPlanRev082514.doc>

16. Assurance and Contact Information

CONTACT INFORMATION

- 16.1 Contact name (person completing report) Michael J Spofford
- 16.2 Contact telephone number (enter 10 digits only and hit the Tab key) (518) 563-5190
- 16.3 Contact e-mail address mspofford@cefls.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) 04/27/2015

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

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

Suggested Improvements

Library System

Name of Person Completing Form

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

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