

Clinton-Essex-Franklin Library System

Annual Report for Library Systems - 2015 (Public Library Systems 2015)

1. General System Information

1.1	SEDCODE	091200700007
1.2	System Name	Clinton-Essex-Franklin Library System
1.3	Beginning Reporting Year	1/1/2015
1.4	Ending Reporting Year	12/31/2015
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 co	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	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
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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	4.92
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)	9.92
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
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2.23	Entry-Level Librarian (certified) Current Annual Salary	\$44,948
2.24	System Director FTE	1
2.25	System Director Current Annual Salary	\$88,715

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 <u>voting</u> positions on system board/council	15
3.25	Term length for system board/council members	5 years

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

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

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

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

President/Council Chair

3.27	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
3.28	First Name	Charles "Kip"
3.29	Last Name	Thompson
3.30	Institutional Affiliation	Retired
3.31	Professional Title	Securities Analyst
3.32	Mailing Address	Box 333
3.33	City	Elizabethtown
3.34	Zip Code (enter five digits only)	12933
3.35	Telephone for the Board President (enter 10 digits only and hit the Tab key)	(518) 873-2304
3.36	E-mail Address	kippyte4845@yahoo.com
3.37	Term Begins - Month	January
3.38	Term Begins - Year (yyyy)	2015
3.39	Term Expires - Month or N/A	December
3.40	Term Expires - Year (YYYY) or N/A	2019

3.41	Is this trustee serving a full term? If No, add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
3.42	The date the board president took the Oath of Office (mm/dd/yyyy)	01/26/2015
3.43	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/06/2015
3.44	Is this a brand new trustee?	N
Board/Council Member - complete one record for each Board/Council Member. For each vacant position, select "Vacant" in question 1, and enter N/A in questions 2-10 of the repeating group. The number of Council members must be 5 to 11 (no less than five and no more than 11).		
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Vacant
2.	First Name	N/A
3.	Last Name	N/A
4.	Institutional Affiliation	N/A
5.	Professional Title	N/A
6.	Mailing Address	N/A
7.	City	N/A
8.	Zip Code (enter five digits only)	N/A
9.	Term Begins - Month	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)	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	Mrs.
2.	First Name	Nicole
3.	Last Name	Bryant
4.	Institutional Affiliation	Retired
5.	Professional Title	Director of Mental Health Department
6.	Mailing Address	2277 Moriah Road
7.	City	Moriah
8.	Zip Code (enter five digits only)	12960
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)	06/24/2013

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/26/2013
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	Phyllis
3.	Last Name	Magnus
4.	Institutional Affiliation	Retired
5.	Professional Title	Licensed Clinical Social Worker
6.	Mailing Address	58 Saranac Lane
7.	City	Saranac Lake
8.	Zip Code (enter five digits only)	12983
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2016
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2020
13.	What is the length of this trustee's term? 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)	01/25/2016
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/28/2016
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	January
10.	Term Begins - Year (yyyy)	2016
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2020
13.	What is the length of this trustee's term? 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)	01/25/2016
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/28/2016
16.	Is this a brand new trustee?	N
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
2.	First Name	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	January
10.	Term Begins - Year (yyyy)	2016
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2020

13.	What is the length of this trustee's term? 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)	02/22/2016
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/24/2016
16.	Is this a brand new trustee?	N
1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Mr.
2.	First Name	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 years 11 months
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	02/23/15
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/24/15
16.	Is this a brand new trustee?	N

1.	Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant	Ms.
2.	First Name	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	Ms.
2.	First Name	Elizabeth
3.	Last Name	DeFonce
4.	Institutional Affiliation	Self Employed
5.	Professional Title	Business Owner & Librarian
6.	Mailing Address	P.O.Box 453
7.	City	Gabriels
8.	Zip Code (enter five digits only)	12939
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2016
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	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).	4 years
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	02/22/2016
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/24/2016
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	Scott
3.	Last Name	McDonald
4.	Institutional Affiliation	Retired
5.	Professional Title	Probation Officer
6.	Mailing Address	13289 NYS 9N
7.	City	Jay

8.	Zip Code (enter five digits only)	12941
9.	Term Begins - Month	November
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 years 1 month
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	11/23/2015
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	12/11/2015
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	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
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

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|-----|--|----------------|
| 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 months |
| 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? | N |

COORDINATED OUTREACH COUNCIL

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

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2016, through December 31, 2016. For each vacant position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group. The number of council members must be 5 to 11 (no less than five and no more than 11).

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

- | | | |
|----|---|---------------------------------------|
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, 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 | Keeseville 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 | Vacant |
| 2. | First Name | N/A |
| 3. | Last Name | N/A |
| 4. | Institutional Affiliation | N/A |

5.	Professional Title	N/A
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	Altona Correctional Facility
5.	Professional Title	Librarian

4. Public Library System Transactions and Collections

4.1	Number of registered system borrowers	16
4.2	Total system circulation	11,648
4.3	System Visits	1,080

GENERAL SYSTEM HOLDINGS

4.4	Total Cataloged Book Holdings	75,791
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	10
4.9	Total Electronic Holdings	19,035
4.10	Other Non-Electronic Materials	0
4.11	Grand Total Holdings (total questions 4.4 through 4.10)	94,836

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	95
4.14	Average number of items per collection	60

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	318,248
5.9	Number of new titles added by the system in the reporting year	5,005
5.10	Number of Central Library Aid titles added in the reporting year	648
5.11	Number of new titles added by the members in the reporting year	19,297
5.12	Total new titles (total questions 5.9 through 5.11)	24,950

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	318,248
5.16	Number of holdings in the system's union catalog	622,168
5.17	Number of new titles added in the last year	24,950
5.18	Number of holdings added in the last year	41,071

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
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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	333,628
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STATEWIDE INTERNET LIBRARIES (FORMERLY NOVEL_{NY}- READY LIBRARIES)

5.28	How many of the system's member libraries have achieved <u>Basic</u> Statewide Internet Library-ready status?	30
5.29	How many of the system's member libraries have achieved <u>Advanced</u> Statewide Internet Library-ready status?	0

5.30	How many of the system's member libraries have achieved <u>Leader</u> 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)	5,075
5.33	Total items received (borrowed)	2,459
5.34	Total requests provided (loaned) unfilled	490
5.35	Total requests received (borrowed) unfilled	279
5.36	Total interlibrary loan activity (total questions 5.32 through 5.35)	8,303

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	30
5.41	Number of participants	67

Technology

5.42	Number of sessions	27
5.43	Number of participants	71

Digitization

5.44	Number of sessions	9
5.45	Number of participants	22

Leadership

5.46	Number of sessions	52
5.47	Number of participants	145

Management & Supervisory

5.48	Number of sessions	68
5.49	Number of participants	101

Planning and Evaluation

5.50	Number of sessions	104
5.51	Number of participants	274

Awareness and Advocacy

5.52	Number of sessions	118
5.53	Number of participants	404

Trustee/Council Training

5.54	Number of sessions	27
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5.55	Number of participants	80
Special Client Populations		
5.56	Number of sessions	38
5.57	Number of participants	215
Children's Services/Birth to Kindergarten		
5.58	Number of sessions	7
5.59	Number of participants	20
Children's Services/Elementary Grade Levels		
5.60	Number of sessions	8
5.61	Number of participants	22
Young Adult Services/Middle and High School Grade Levels		
5.62	Number of sessions	6
5.63	Number of participants	6
General Adult Services		
5.64	Number of sessions	2
5.65	Number of participants	17
5.66	Other: Does the system provide other Workshops/Meetings/Training Sessions not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic; if No, enter N/A for questions 1, 2 and 3 of one repeating group.	Y
1.	Topic	Annual Report Reporting
2.	Number of sessions	3
3.	Number of participants	18
5.67	Grand Total Sessions (total questions 5.40, 5.42, 5.44, 5.46, 5.48, 5.50, 5.52, 5.54, 5.56, 5.58, 5.60, 5.62, 5.64 and total of question #2 of Repeating Group #5)	499
5.68	Grand Total Participants (total questions 5.41, 5.43, 5.45, 5.47, 5.49, 5.51, 5.53, 5.55, 5.57, 5.59, 5.61, 5.63, 5.65 and total of question #3 of Repeating Group #5)	1,462
COORDINATED SERVICES		
5.69 Indicate which services the system provides (check all that apply):		
Note: For questions which include a choice of "Other", please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.		
a.	Coordinated purchase of print materials	Yes
b.	Coordinated purchase of non-print materials	Yes
c.	Negotiated pricing for licensed electronic collection purchases (not purchasing)	Yes
d.	Cataloging	Yes
e.	Materials processing	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		
5.70	Number of contacts - Consulting with member libraries on grants, and state and federal funding	685

5.71	Number of contacts - Consulting with member libraries on funding and governance	288
5.72	Number of contacts - Consulting with member libraries on charter and registration work	39
5.73	Number of contacts - Consulting with member libraries on automation and technology	3,955
5.74	Number of contacts - Consulting with member libraries on youth services	642
5.75	Number of contacts - Consulting with member libraries on adult services	173
5.76	Number of contacts - Consulting with member libraries on physical plant needs	420
5.77	Number of contacts - Consulting with member libraries on personnel and management issues	84
5.78	Number of contacts - Consulting with state and county correctional facilities	337
5.79	Number of contacts - Providing information to local, county, and state legislators and their staffs	324
5.80	Number of contacts - Providing system and member library information to the media	214
5.81	Number of contacts - Providing website development and maintenance for member libraries	1,340
5.82	Does the system provide other Consulting and Technical Assistance Services not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic. If No, enter N/A for questions 1 and 2 of one repeating group.	Y
1.	Topic	Annual Report Reporting
2.	Number of contacts (all types)	150
5.83	Total other contacts (total of question #2 of Repeating Group #6)	150
5.84	Total number of contacts (total of questions 5.70 through 5.81 and 5.83)	8,651
REFERENCE SERVICES		
5.85	Total Reference Transactions	72
SERVICES TO SPECIAL CLIENTS (Direct and Contractual)		
5.86	Indicate services the system provides to special clients (check all that apply):	
a.	Services for patrons with disabilities	Yes
b.	Services for patrons who are educationally disadvantaged	Yes
c.	Services for patrons who are aged	Yes
d.	Services for patrons who are geographically isolated	Yes
e.	Services for patrons who are members of ethnic or minority groups in need of special library services	Yes
f.	Services to patrons who are in institutions	Yes
g.	Services for unemployed and underemployed individuals	Yes
i.	N/A	No
5.87	Number of BOOKS BY MAIL loans	0
5.88	Number of member libraries with Job/Education Information Centers or collections	12
5.89	Number of State Correctional Facilities libraries served	7
5.90	Number of County Jails libraries served	3

5.91	Number of institutions served other than jails or correctional facilities	13
5.92	Does the system provide other special client services not listed above? If yes, complete one record for each service provided. If no, enter N/A in questions 1 and 2 of one repeating group.	N
1.	Service provided	N/A
2.	Number of facilities/institutions served	N/A
5.93	Does the system charge fees for any program or service? Enter Y for Yes; N for No. If yes, briefly describe using the text box below; if no, enter N/A in Question 5.92.	N
5.94	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 County
2.	Amount	\$40,668
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 County
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 County
2.	Amount	\$15,213
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	\$77,247
6.3	All Other Local Public Funds	\$0
6.4	Total Local Public Funds (total questions 6.2 and 6.3)	\$77,247

STATE AID RECEIPTS

6.5	Adult Literacy Library Services Grants	\$424
6.6	Central Library Development Aid	\$94,183
6.7	Central Book Aid	\$64,134
6.8	Conservation/Preservation Grants	\$0
6.9	Construction for Public Libraries Aid	\$0
6.10	Coordinated Outreach Services Aid	\$58,754
6.11	Correctional Facilities Library Aid	\$84,315
6.12	County Jails Library Aid	\$2,610
6.14	Family Literacy Grants	\$763
Local Library Services Aid		
6.18	Kept at System Headquarters	\$0
6.19	Distributed to members	\$50,063
6.20	Total LLSA (total questions 6.18 and 6.19)	\$50,063
6.21	Local Services Support Aid	\$45,476
6.22	Local Consolidated Systems Aid	\$0

6.26	Public Library System Basic Aid	\$674,079
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	\$82,500
6.36	Supplementary System Aid	\$108,726
6.37	The New York Public Library - The Research Libraries	\$0
6.38	The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid	\$0
6.39	The New York Public Library, City University of New York	\$0
6.40	The New York Public Library, Schomburg Center for Research in Black Culture Library Aid	\$0
6.41	The New York Public Library, Science, Industry and Business Library	\$0
6.42	Does the system receive state funding from other sources? Enter Y for Yes, N for No. (Report Special Legislative Grants and Member Items on Q 6.35).	N

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

1.	Funding Source	N/A
2.	Amount	N/A
6.43	Total Other State Aid (total question #2 of Repeating Group #9 above)	\$0
6.44	Total State Aid Receipts (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)	\$1,266,027

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.	Y

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

1.	Funding Source	NEH
2.	Amount	\$1,250
6.47	Total Other Federal Aid (total questions #2 of Repeating Group #10 above)	\$1,250
6.48	Total Federal Aid (total questions 6.45 and 6.47)	\$1,250

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
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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
3.	Total Contract Amount	\$34,606
6.50	Total Contracts (total question #3 of Repeating Group #11 above)	\$34,606

MISCELLANEOUS RECEIPTS

6.51	Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note)	\$13,613
6.53	Income from Investments	\$286

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	NNYLN Grant
2.	Amount	\$9,564
1.	Receipt category	Discounts Taken
2.	Amount	\$25
1.	Receipt category	various income items
2.	Amount	\$2,645
1.	Receipt category	lost book & Proc. fee
2.	Amount	\$1,650
1.	Receipt category	Interest income
2.	Amount	\$1,118
6.57	Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above)	\$15,002
6.58	Total Miscellaneous Receipts (total questions 6.51 through 6.55 and question 6.57)	\$28,901
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)	\$1,408,031

6.60 BUDGET LOANS

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, 2015; 3Rs - July 1, 2015. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2014; 3Rs - June 30, 2015.)	\$778,390
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)	\$2,186,421

7. Operating Fund Disbursements

STAFF EXPENDITURES

Salaries

7.1	System Director and Librarians	\$265,021
7.2	Other Staff	\$225,472
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	\$490,493
7.4	Employee Benefits Expenditures	\$252,771
7.5	Total Staff Expenditures (total questions 7.3 and 7.4)	\$743,264

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$70,236
7.7	Electronic Materials Expenditures	\$116,383
7.8	Other Materials Expenditures	\$7,041
7.9	Total Collection Expenditures (total questions 7.6 through 7.8)	\$193,660

GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	\$50,063
7.11	Central Library Aid (CLDA/CBA)	\$81,383
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	\$82,500
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)	\$213,946
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)	\$213,946

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22	Bookmobile	\$0
7.23	Other Vehicles	\$0
7.24	Computer Equipment	\$8,978
7.25	Furniture/Furnishings	\$0
7.26	Other Capital Expenditures	\$0
7.27	Total Capital Expenditures from Operating Fund (total questions 7.22 through 7.26)	\$8,978

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28	From Local Public Funds (71PF)	\$0
7.29	From Other Funds (71OF)	\$8,978
7.30	Total Capital Expenditures by Source (total questions 7.28 and 7.29; same as question 7.27)	\$8,978

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)	\$0
7.33	Total Repairs to Buildings and Building Equipment (total questions 7.31 and 7.32)	\$0
7.34	Other Building & Maintenance Expenses	\$42,855
7.35	Total Operation and Maintenance of Buildings (total questions 7.33 and 7.34)	\$42,855

MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	\$9,346
7.37	Office and Library Supplies	\$9,744
7.38	Telecommunications	\$2,757
7.39	Binding Expenses	\$0
7.40	Postage and Freight	\$2,841
7.41	Publicity and Printing	\$1,775
7.42	Travel	\$9,580

- 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. \$29,361
- 7.44 Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid \$1,749
- 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 | \$146,810 |
| 1. | Expense category | Misc Exp |
| 2. | Amount | \$1,224 |
| 1. | Expense category | Catalog-Sirs |
| 2. | Amount | \$18,219 |
| 1. | Expense category | Copier lease |
| 2. | Amount | \$2,259 |
| 1. | Expense category | Postage Leas |
| 2. | Amount | \$2,844 |
| 1. | Expense category | bank chgs |
| 2. | Amount | \$565 |
| 1. | Expense category | Veh. Ins. |
| 2. | Amount | \$7,293 |
| 1. | Expense category | Bk Proc fee |
| 2. | Amount | \$2,330 |
| 7.47 | Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13) | \$181,544 |
| 7.48 | Total Miscellaneous Expenses (total questions 7.36 through 7.45 and 7.47) | \$248,697 |

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) | North Country Library System |
| 2. | Contracted Service (specify using the State note) | see note |
| 3. | Total Contract Amount | \$5,580 |
| 7.50 | Total Contracts (total question #3 of Repeating Group #14 above) | \$5,580 |

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)	\$1,456,980
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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)	\$1,456,980
7.63	CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2015) (For 3Rs - June 30, 2016)	\$729,441
7.83	GRAND TOTAL DISBURSEMENTS, TRANSFERS, & BALANCE/ROLLOVER (total questions 7.62, 7.63, 7.73, and 7.82)	\$2,186,421

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)	07/27/2015
7.85	Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy)	12/31/2013-12/31/2014
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 N.A.
2.	Amount of funds on deposit	\$729,441
7.87	Total Bank Balance (total question #2 of Repeating Group #15)	\$729,441
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 (same as question 7.59)	\$0

STATE AID FOR CAPITAL PROJECTS

8.3	State Aid Received for Construction	\$0
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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
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1.	Contracting Agency	N/A
2.	Amount	N/A
8.5	Total Aid and/or Grants (total question #2 of Repeating Group #16 above)	\$0
8.6	TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and Total Federal Aid (total questions 8.1, 8.2, 8.3, and 8.5)	\$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, 2015; 3Rs - July 1, 2015. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2014; 3Rs - June 30, 2015)	\$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 (December 31, 2015, for Public Library Systems; June 30, 2016, for 3Rs)	\$0
9.10	TOTAL DISBURSEMENTS AND CASH BALANCE (total questions 9.8 and 9.9)	\$0

12. Projected Annual Budget For Library Systems

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

PROJECTED OPERATING FUND - RECEIPTS

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	\$1,374,583
12.2	Budget Loans	\$0
12.3	Total Transfers	\$0
12.4	Cash Balance/Rollover in Operating Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2016, must be the same as the December 31, 2015, closing balance reported on Q7.63 of the 2015 annual report)	\$729,441

12.5 **Grand Total Operating Fund Receipts, Budget Loans, Transfers and Balance/Rollover (total questions 12.1 through 12.4)** \$2,104,024

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) \$1,374,583

12.7 Total Transfers \$0

12.8 Cash Balance/Rollover in Operating Fund at the end of the fiscal year (For Public Library Systems, balance as of December 31, 2016) \$729,441

12.9 **Grand Total Operating Fund Disbursements, Transfers and Balance/Rollover (total questions 12.6 through 12.8)** \$2,104,024

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, 2016, must be the same as the December 31, 2015, closing balance reported on Q9.9 of the 2015 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, 2016) \$0

12.16 **Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15)** \$0

13. State Formula Aid Disbursements

Public Library Systems Basic Aid

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

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

Education Law

Statutory

Reference § 272, 273(5)

(LLSA): Commissioners
Regulations
90.3 and 90.9
The formula is
\$0.31 per
capita of a
member
library's
chartered
services area
with a
minimum of
\$1,500 per
library with
formula equity
to 1991 LLIA.

Statutory Education Law

Reference § 272,

(LSSA): 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 Education Law

Reference § 272,

(LCSA): 273(1)(f)(7)
Commissioners
Regulations
90.3/td>

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)	3.03
13.1.2	Total Expenditure for Professional Salaries	\$165,502

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)	4.29
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13.1.4 Total Expenditure for Other Staff Salaries \$177,833

13.1.5 **Employees**
Benefits: Indicate the total expenditures for all system employee fringe benefits. \$378,332

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 \$1,749

1. Expenditure Category Building and maintenance expenses
2. Provider of Services Various Vendors-see state note
3. Expenditure \$5,103

1. Expenditure Category Telecommunications
2. Provider of Services Verizon & Primelink
3. Expenditure \$2,757

1. Expenditure Category Consultant fees/professional fees
2. Provider of Services various vendors-see state note
3. Expenditure \$24,744

1. Expenditure Category Other (specify using the State note)
2. Provider of Services Community Bank
3. Expenditure \$565

1. Expenditure Category Other (specify using the State note)
2. Provider of Services Utica National
3. Expenditure \$18,223

1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	Plattsburgh City Chamberlain
3.	Expenditure	\$7,972

1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	Various vendors
3.	Expenditure	\$18,678

1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	Sirsi Dynix
3.	Expenditure	\$6,506

13.1.7	Total Expenditure - Purchased Services	\$86,297
--------	---	----------

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	\$5,773

1.	Expenditure Category	Books and other print materials
2.	Expenditure	\$7,935

1.	Expenditure Category	Non-print resources (excluding electronic content)
2.	Expenditure	\$13,964

1.	Expenditure Category	Non-print resources (electronic content)
2.	Expenditure	\$2,990

1.	Expenditure Category	Other (specify using the State note)
2.	Expenditure	\$1,109
1.	Expenditure Category	Other (specify using the State note)
2.	Expenditure	\$147
1.	Expenditure Category	Other (specify using the State note)
2.	Expenditure	\$69

13.1.9 **Total Expenditure - Supplies and Materials** \$31,987

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	\$6,163

13.1.11 **Total Expenditures - Travel** \$6,163

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

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

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

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

13.1.14 **Local Library Services Aid Expenditures:**
 Indicate the total expenditures to member libraries for Local Library Services Aid. \$50,063

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)** \$896,177

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. \$17,833

13.1.19 **Total Allocation from 2015 - 2016 State Aid:** \$888,960

13.1.20 **Cash Balance at the End of the Current Fiscal Year** \$10,616

13.1.21 **Final Narrative:** "Following the CEFLS service mission, 2015 State funds were fully expended on staff and operational costs to serve member libraries and their patrons throughout our service area. We continue to maintain, provide training on, and update our ILS, Horizon, although the hardware has been moved to cloud services provided by our neighbor, NCLS. This arrangement has proved

to be satisfactory and cost effective. The additional expense for these services has been supported by the implementation of a slight (5%) increase in member fees. We are now in the process of automating the last library in the System, Hammond Library, Crown Point, and expect it "go live" by the end of 2016. In 2015 our technical services department provided 17,297 MARC records for member libraries' and our shared Ecollection materials which included 2,464 e-books and 798 downloadable audiobooks. We continue to identify special, and not yet cataloged collections housed at member libraries. This has been a rather slow process due to staff shortage and training required to produce finding tools. We were able to provide 17 brief cataloging records in Horizon. We hope that in time this project will bring some unique Adirondack collections to a wider audience. CEFLS staff members continue to create and update our web site, which now features "Hot Topics" LibGuides that range from the Affordable Care Act and Autism to Valentine's Day, Challenged Books, and Women's history resources. Hot Topics point to materials owned by libraries in the System, available databases, free web sites, apps and games. We also have a growing following on our Facebook site and our new Twitter account. Outreach department staff published several editions of a new online newsletter, the "Pathfinder", as well as numerous bookmarks and brochures that advertise CEFLS and member libraries' offerings and shared collections to the general public, as well as local and state funders. In December, the Adirondack Foundation's Generous Acts' web page hosted our "Holiday Adopt an Ebook" campaign. This second venture into "crowdsourcing" netted over \$500 for our shared Overdrive Ebook and eAudiobook collection. Increased community visibility and some opportunities for partnerships resulted from our active participation in local collaborative efforts with the Adirondack Coast Cultural Alliance (ACCA) and the North Country THRIVE group. As a result, libraries are on the radar of potential local partners and funders. Our own collection and a large portion of our deposit collections of books, audiobooks and DVDs are funded by the State aid. We sent deposit collections of books for adults, young adult and juvenile readers, DVDs and audiobooks to member libraries to supplement their local collections and satisfy local patron demand. Coordinated Outreach funds were used to purchase books on CD, as well as large print books that are delivered to senior readers in

senior centers and facilities throughout the region. In 2015 member libraries received 12,494 items from CEFLS, either through the interlibrary loan requests or as part of rotating/deposit collections. Throughout the year, CEFLS staff members actively sought additional funding to supplement our allocated State Aid. Four libraries hosted a facilitated adult reading and discussion series on "Growing and Aging" funded by the New York Council of the Humanities. Over 40 representatives from libraries and Literacy Volunteers participated in a "Building a Board That Works" workshop funded by the Adirondack Foundation and the Lake Placid Education Foundation. A similarly large number attended a grant writing workshop with the Wild Center's Kara Page in May. Ms. Page also provided individualized grant seeking help to six libraries throughout the summer. Funds from the Adirondack Lakes Center for the Arts Decentralization Community Arts Grant and the Plattsburgh Rotary Club supported story time entertainment by "Stan Ransom the Story Man" at 11 member libraries and 17 Head Start Sites. The large size of our service area makes travelling to professional development training difficult for directors and staff of our small libraries. We have been very excited about the increase in free or inexpensive webinars and online training opportunities. The CEFLS staff has been taking advantage of this new educational opportunity and sat in on and or promoted approximately 100 webinars on a wide variety of topics. At the same time, we have produced our own Captivate based training for member library staff and trustees. Thanks to a Technology Improvement grant from Northern New York Library Network (our local 3R's), two members of our staff completed an intensive six week online class in creating online training courses in Adobe's Captivate e-learning software program and eight staff members honed their oral communication skills with a professional coach. Three training modules were created in 2015; "Reports in Horizon", "Using the MARC Request From" and "A Day in the Life of an ILL". CEFLS staff archived five continuing education webinars which were viewed by seven librarians from local state correctional facilities during a day long group viewing session in September. The CEFLS Director and consultants continue to provide support to member library directors and their boards. In 2015, CEFLS staff members attended 16 board meetings and made over 50 consulting visits to member libraries. Topics of consultation

included board roles and governance, charter issues, variance requests, technology and broadband issues, the public library construction grant, and annual reports. Our Technical services and Automation department held five training sessions at locations around the System. Although we try very hard to fulfill the System's mission to provide training and help member libraries to become the best they can be through professional development, it is often hard to gather a larger group due to their lack of time, no substitutes to fill in during director's absence and the ability to travel. "*****"

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.

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.

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 | \$1,294 |
| 1. | Expenditure Category | Commercial electronic content vendor contracts |
| 2. | Provider of Services | Enclopedia Britannica |

3.	Expenditure	\$6,902
1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	EBSCO
3.	Expenditure	\$10,354
1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	OverDrive
3.	Expenditure	\$8,628
1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	Learning Express
3.	Expenditure	\$15,962

13.2.2 **Total Expenditure - Purchased Services** \$43,140

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	N/A
3.	Unit Cost	N/A
4.	Expenditure	\$13,579

1.	Expenditure Category	Adult non-fiction and foreign language library materials - print
2.	Quantity	1
3.	Unit Cost	\$230
4.	Expenditure	\$230

1.	Expenditure Category	Adult non-fiction and foreign language materials - non-print
2.	Quantity	N/A
3.	Unit Cost	N/A

4.	Expenditure	\$48,927
1.	Expenditure Category	Adult non-fiction and foreign language materials - non-print
2.	Quantity	N/A
3.	Unit Cost	N/A
4.	Expenditure	\$9,624

1.	Expenditure Category	Adult non-fiction and foreign language materials - non-print
2.	Quantity	N/A
3.	Unit Cost	N/A
4.	Expenditure	\$5,113

13.2.4 **Total Expenditure - Supplies and Materials** \$77,473

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)** \$120,613

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. \$106,598

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

13.2.10	Cash Balance at the End of the Current Fiscal Year	\$50,119
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.	"Using CBA funds to purchase nonfiction eBooks, and audio books to a lesser extent, has boosted the percentage of digital material as a percentage of total system circulation to 6%. We have built a solid nonfiction eBook collection with almost every title circulating at least once within the first year. We have had to be increasing mindful of publisher restrictions on circulation and access period when making selection choices. In many instances we are choosing to purchase only the print format of important works to avoid restricted access materials. We are increasingly responsive to patron requests, input from member libraries and the overall health and sustainability of the Central library collection. Member libraries are not in favor of mandated system wide coordinated collection development but do acknowledge areas of strength in individual collections. The Member Library Council emphasizes the autonomy of our member libraries and the importance of protecting collection development choices made locally. Our goal at the Central Library is to build a broad, responsive nonfiction collection with CBA funds to support demand in the smaller libraries. In 2015 PPL became a net lender for the first time in a very long time." Received this from the Plattsburgh Public Library's Director to be included in the CEFLS Annual Report.

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)	0
--------	-----------------------------------	---

13.3.2 Total Expenditure
for Professional Salaries \$0

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

13.3.3 Total Full-Time
Equivalents (FTE) 0

13.3.4 Total Expenditures
for Other Staff Salaries \$0

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

13.3.6 **Purchased Services**
: Did the system
expend funds for
purchased services? N
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	Commercial electronic content vendor contracts
2.	Provider of Services	Sirsi Dynix
3.	Expenditure	\$2,868

13.3.7 **Total Expenditure -
Purchased Services** \$2,868

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 | |
| 2. | Expenditure | \$0 |

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. Y

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 | Other |
| 2. | Expenditure | \$65 |

13.3.11 **Total Expenditures - Travel** \$65

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

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

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

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

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

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

- | | | |
|----|------------|----------------------------|
| 1. | Recipient | Plattsburgh Public Library |
| 2. | Allocation | \$54,013 |

3.	Project Description (no more than 300 words)	Michael Spofford processed payments for Plattsburgh Public's quarterly invoices after each item has been approved.
13.3.15	Total Expenditure - Grants to Central/Co-Central Libraries	\$54,013
13.3.16	Total Expenditure (total 13.3.2, 13.3.4, 13.3.5, 13.3.7, 13.3.9, 13.3.11, 13.3.13, and 13.3.15)	\$56,946
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.	\$4,118
13.3.18	Total Allocation from 2015 - 2016 State Aid:	\$94,183
13.3.19	Cash Balance at the end of the Current Fiscal Year	\$41,355
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.	There were 3 sets of items purchased with this funding stream. 1) Syndetics subscription purchaaed from EBSCO for book covers, content ETC. 2) a small amount was used to partially register an employee to attend an ALA workshop. 3) Cash Grants to the Central Library for personnel expenditures. the remaining amount will be spent next year. Some of the items are being questioned and the funding attached to those items will not be released until the matters are settled between the State Library, CEFLS, and the Central Library.

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
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13.4.2 Total Expenditure for Professional Salaries \$27,866

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) 0.36

13.4.4 Total Expenditure for Other Staff Salaries \$15,413

13.4.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$5,904

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

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

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

- 1. Expenditure Category Commercial electronic content vendor contracts
- 2. Provider of Services EBSCO
- 3. Expenditure \$234

13.4.7 **Total Expenditure - Purchased Services** \$234

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 \$952

1.	Expenditure Category	Non-print resources (electronic content)
2.	Expenditure	\$134
1.	Expenditure Category	Books and other print materials
2.	Expenditure	\$9,057
1.	Expenditure Category	Non-print resources (excluding electronic content)
2.	Expenditure	\$1,384
1.	Expenditure Category	Other (specify using the State note)
2.	Expenditure	\$240

13.4.9 **Total Expenditure - Supplies and Materials** \$11,767

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 N/A

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)** \$61,184

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. \$3,476

13.4.18 **Total Allocation
from 2015 - 2016
State Aid:** \$58,754

13.4.19 **Cash Balance at
the End of the
Current Fiscal
Year** \$1,046

13.4.20 **Final Narrative:** Under the Laws of 1986 as amended by
Provide a brief chapter 37, library systems receive
narrative, no more Coordinated Outreach State Aid Funds yearly
than five hundred to provide library services to eight target
(500) words, groups. These groups include the visually
describing the major handicapped, physically handicapped, aged,
activities carried out institutionalized, ethnic minorities in need of
with these State Aid special services, educationally disadvantaged,
Funds. 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 2015 with a mixture of Coordinated Outreach state aid funds, and non-state aid grants obtained from grants and local organizations. These materials were made available to the public through member libraries, reading centers, and senior residence centers. The Coordinated Outreach Advisory Council advised informally during the year on projects and activities relating to the target groups. In 2015, the Outreach Department's shared "target" outreach group was "the elderly" 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. Outreach staff participated in the Every Child Ready to Read training cohort which benefited families that are members of one or more "target" groups. These and some initiatives are reflected in the System's service priorities for 2015. 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 2015. 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
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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 | \$3,187 |

13.5.4	Total Expenditure - Supplies and Materials	\$3,187
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13.5.5	Total Expenditure (total 13.5.2, and 13.5.4)	\$3,187
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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.	\$1,652
--------	---	---------

13.5.7	Total Allocation from 2015 - 2016 State Aid	\$2,610
--------	--	---------

13.5.8	Cash Balance at the End of the Current Fiscal Year	\$1,075
13.5.9	Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	During the 2015 project year, CEFLS renewed EBSCO subscriptions 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 newly 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 Education Law § 285 (1)
Reference: Commissioners Regulations 90.14
The amount provided in Education Law is \$9.25 per inmate. Please see the State Corrections Program Guidelines at www.nysl.nysed.gov/libdev/outreach/corrgdln.htm for more information.

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

13.6.1	Total Full-Time Equivalents (FTE)	0.55
13.6.2	Total Expenditure for Professional Salaries	\$36,862

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)	1.27
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13.6.4 Total Expenditure for Other Staff Salaries \$21,611

13.6.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$10,292

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

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

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

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

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

13.6.8 **Supplies and Materials:** Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No. 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 Office/library supplies and postage
- 2. Expenditure \$321

- 1. Expenditure Category Books and other print materials
- 2. Expenditure \$24,281

Non-print resources (excluding electronic

- | | | |
|----|----------------------|--|
| 1. | Expenditure Category | content) |
| 2. | Expenditure | \$138 |
| 1. | Expenditure Category | Non-print resources (electronic content) |
| 2. | Expenditure | \$700 |

13.6.9 **Total Expenditure - Supplies and Materials** \$25,440

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

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

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

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

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

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

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

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

13.6.14 Total Expenditure (total 13.6.2, 13.6.4, 13.6.5, 13.6.7, 13.6.9, 13.6.11, and 13.6.13) \$94,205

13.6.15	<p>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.</p>	\$35,753
13.6.16	<p>Total Allocation from 2015 - 2016 State Aid:</p>	\$84,315
13.6.17	<p>Cash Balance at the End of the Fiscal Year:</p>	\$25,863
13.6.18	<p>Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds</p>	<p>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 2015 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 plan. DVD's purchased for loan through the CEF Audiovisual Department were available upon request for Black History Month, educational programs and special observances. DVD and audiobook loan supported special programs coordinated by the librarians at Upstate Correctional Facility and Franklin Correctional Facility.</p>

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. Over 3,000 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 over \$90,000 worth of ILL service in 2015. 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. 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 CEFLS met with the Member Advisory Sharing - Results Committee in Summer 2015 to present an updated plan for Cooperative Collection Development. Although the response was lukewarm to the plan from those present, 62% of member libraries (18) reported on our Annual Survey that they participate in the Plan for nonfiction materials both for adult and juvenile library users and 14% (4 libraries) indicated that they would like more information. At the same time 70% of our survey responses (19 libraries) indicated that patrons' non-fiction information needs are met by the collections within the system "fairly well" and 33% (10) said that their patrons' non-fiction needs are "completely" met by library collections in the system. This is an increase from 2014 when two libraries reported that needs were met "all of the time In 2015 CEFLS added 2,358 e-books to the shared collection on Overdrive and the circulation among 29 member libraries increased 38% 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 80% adult fiction, and approximately 17% adult non-fiction and 3% juvenile fiction. When asked if they felt that eBooks are being embraced as a format or otherwise, approximately 50% of library directors noted that there is interested in eBooks and that they should be offered. The other 50% noted that

eBooks are not a viable option in their area due to the lack of Internet connectivity. CEFLS maintains a shared subscription to digital magazines through Flipster. Twelve libraries are in support of the digital magazine service, noting patron and staff enthusiasm, while five say there is little interest in the service. When asked to rate on a scale of 1 (not interested) to 5 (very interested) how interested juvenile patrons are in digital books, magazines and audiobooks, the results were varied and interesting. Thirty percent (9 libraries) said that juvenile patrons are not interested, while 27% (8 libraries) reported that they are "a little interested." Ten libraries reported "very interested or quite interested" and 17% (5 libraries) don't know. Member libraries continue to express their satisfaction with the CEFLS delivery system (70% are "very satisfied" with turnaround time) and the ILL services (80% were "very satisfied").

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. In 2015 the System once again enjoyed increased community visibility as a result of participation in collaborative projects and local initiatives such as THRIVE and the Adirondack Coast Cultural Alliance group. 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. Year two of our FY 2013-2016 Adult Literacy Services grant resulted in dedicated workstations for adult learners/job seekers at two additional libraries, and development of an Adult New Learner "Tool Box." System consultant staff worked with the CEF Directors' Group, and our local Literacy Volunteers affiliates on various project activities to increase library based resources for adult new learners who are seeking employment or aiming to update their job search skills. As a result, member libraries reported increased involvement with local adult literacy programs; 62% (16) stated that adult learner/tutor pairs meet at their library and 57% referred adult learners to local literacy programs. 33% believe that if CEFLS provided interactive adult literacy programs online, they would be utilized. Six members of the LV Clinton County staff and board attended a continuing education training workshop with Andy Robinson in December

2015. LV staff attended a grant writing workshop in May 2015. Both sessions were funded by grants from The Adirondack Foundation and the Lake Placid Education Foundation. Coordinated Outreach (Question 4.8): When asked to indicate all of the local "outreach target" populations with whom they are involved, 92% libraries replied that they provided service to aged populations, 62% provided services to local "unemployed and underemployed" adults, 54% provided assistance to developmentally/learning disabled patrons while 50% provided services to physically handicapped patrons. 42% of libraries provide services to visually impaired/blind populations. 38% reach out to geographically isolated patrons and residents of institutions. Only 11% are currently providing services to ethnic minorities in need of special services. Survey results also indicate that the need for large print books is growing as local libraries serve an increasingly aging population. 24 respondents (85%) 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 2015, the System headquarters and member libraries furthered ties with CVPH (our local 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 Humanities Council "Community Conversations" program to present facilitated Aging in Place discussion programs in four libraries that serve primarily rural populations; in Keene Valley, Upper Jay, Elizabethtown and in Rouses Point.
- We received \$10,000 from the Lake Placid Education Foundation which allowed us to host a grant writing workshop in May, followed by intensive consultant sessions throughout the summer. As a result, participating libraries were better equipped to seek and apply for local and foundation funds to serve their local "target group" populations.
- We reached out to the local Senior Planet site in Plattsburgh to promote library resources for technology enabled seniors at this popular venue.
- Our Discovery Pass initiative, which is offered in collaboration with the Wild Center in Tupper Lake gave over 500 families free admission to this rich local resource through local libraries.
- 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 2015. Outreach staff participated actively in local initiatives such as the Adirondack Coastal Alliance where opportunities to collaborate abound many community contacts are always made. We promoted Summer Reading and library print/electronic resources at family and Early Literacy focused community events such as the Mayor's Cup (Plattsburgh, July 2015), and the Get Ready to Read Event (March 15). Outreach Department staff continued to deliver rotating collections of regular and large print books to rural patrons at seven locations formerly served by the bookmobile. 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 to keep current on senior issues. Over \$20,000 of our Coordinated Outreach State Aid funds were used to purchase standing orders of large print books and books on CD which are popular with senior readers at member libraries and nursing homes. In December, 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. Various celebrations and commemorations were highlighted for member libraries and residents throughout the year, such as; National Library Week (April), Teen Tech Week, 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 free media outlets. Correctional Facilities (State and Local) (Question 4.9) 3,833 requests were filled for correctional facility borrowers with 96.5% fill rate. Facility library staff selected titles from a McNaughton plan coordinated by the System, in order to obtain the most relevant and appropriate reading material for their clientele. They were also invited to attend CEFLS sponsored workshops on a variety of CE topics during the year. In September 2015, a dedicated Continuing Education day gave six facility librarians the opportunity to select and view as a group webinars curated by System staff. 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 and magazines 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. System staff provided consultant services on a variety of topics including grant writing and collection management. Youth Services (Question 4.2) Juvenile and teen users were steady consumers of print, web and electronic resources in 2015. CEF staff updated Summer Reading, Child and Teen web pages were updated throughout the year. There were 1,461 views to youth services related web pages. We noted an increasing eBook use trend by this age group. A total of 208 users checked out 821 eBook titles, while an estimated 100 users checked out 251 eAudiobook titles. We used grant funds to subscribe to five Flipster eMagazines of interest to juvenile and young teen readers. 59% of libraries reported that use of books on CD by juvenile users stayed the same in 2015, while 10% noted a "slight increase." 62% percent (18 libraries) 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". 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 in Spring and Fall 2015. Both sessions were rated by participating directors as "extremely useful." 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. 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. System staff got a record number of Facebook Likes" in November as we promoted our favorite children's book throughout Picture Book Month. Year Three of our Family Literacy Grant supported a full menu of summer reading services for member libraries and local families. 23 \$200 "mini-grants" were awarded to member libraries and two reading centers to undertake a variety of programs and activities. â€¢ 884

children registered for the Summer Reading program at 23 participating libraries this year
â€¢ 139 children logged 106,990 minutes' worth or reading (that translates to 1,783.17 hours or 74.3 days).
â€¢ 537 kids logged 6,917 books read.
â€¢ 91 teen programs drew in 435 attendees and 390 events for children brought in a whopping 4,479.
â€¢ The program numbers above translate to: libraries hosted a total of 469 events over the summer and reported 4,914 attendees (752 of those were grownups).
â€¢ Libraries also held 23 adult programs that 308 attended. """"""""""

14.3

Element 3:
Professional
Development and
Continuing
Education - Results

CEFLS staff members took advantage of numerous webinars offered during the year and routinely promoted them through outlets that have been rated "effective" to member library directors, trustees and the CEFLS community. The System used mailing lists and a new monthly e-newsletter to make trustees and staff aware of training opportunities throughout the year. Two members of the staff completed an intensive six week online class in creating online training resources with Captivate. Eight staff members participated in multiple training sessions on presentation skills. System staff created three training modules during the year. Two modules were showcased to peers around the region at the NNYLN Fall 2015 Annual Meeting. On the 2015 Annual Member Library Survey Twenty eight respondents provided feedback on 11 continuing education face to face 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. 50% of responding libraries did not attend some of the sessions offered, and we will need to address this issue in 2016. Trustee Training: One or more trustees from nine libraries (32%) did attend CEFLS sponsored face to face or webinar based training in 2015. 71% of member libraries told us that their library trustees did not attend a training session in 2015 due to "lack of time." "Lack of interest (57%) and "inconvenient time or location" (36%) were also cited. We received grants from the Lake Placid Education Foundation and the Adirondack Foundation to present a face to face board training. Andy Robinson, author, and popular presenter of Train Your Board joined us to present session one of a multi-session series in December 2015. Over 30 CEFLS and member library trustees, plus staff attended this day long workshop and rated it as "extremely useful." Online Training: Disappointing 59% of

member library directors reported "no online training participation" by themselves, staff or trustees in 2015. Many libraries stated that time was too limited to attend online training sessions. Website Usage: When asked to tell us how they, trustees and staff used the CEFLS website in 2015, 93% (25) reported that they search the online catalog, while 79% (24) use the web site to find member library information. 14% use targeted pages (teens, summer reading, seniors). 69% use the web portal to access Overdrive ebooks and audiobooks while 55% use it to access digital magazines from Flipster. 41% use the web site to read the system newsletter and the new newsletter (The Pathfinder).

14.5

Element 5:
Consulting and
Development
Services - Results

System Librarian Consultants and the CEFLS Director attended 16 board meetings and provided more than 50 consulting visits to member libraries in 2015. The Mooers Library received intensive support from CEFLS director and staff for more than half the year. The Technical Services Department held five training roundtables at locations around the system. CEFLS consultants 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 2015 included Annual Reports (93%), Trustee Issues (36%), Youth Services and Summer Reading (36%), Special Collections (4%), Horizon and Computer Related (89%), Construction (50%), Library Management (18%), Advocacy (14%) and Reference Help (18%). 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 our ILS. CEFLS staff were offered several training sessions on our newly adopted Office 365 email system and the MS Office update. New technology was discussed at four meetings of the CEFCAT automated libraries group. Member library directors reported that they either "routinely" (32% or 9) or "sometimes" (32% or 9 libraries) attend CEFCAT meetings. 69% (20 libraries) "always find them valuable."

CEFLS continues to provide coordinated

14.6

Element 6:
Coordinated
Services - Results

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 73% of libraries report using Horizon to make request for patrons on a daily basis. 67% (18 respondents) reported that the quality of records in the Horizon catalog (subject headings etc.). CEFLS met with the Member Advisory Committee in Summer 2015 to promote a plan for Cooperative Collection Development., which could enlarge the nonfiction book collection within the System. Although the circulation of shared collection of ebooks on Overdrive increased 38% compared with the previous year, we continued to monitor the nonfiction ebook titles purchased with CBA funds. Patrons who use eBooks are "very satisfied or generally satisfied" with the scope of fiction ebooks on Overdrive, 48% (14) reported "fairly well" or "completely". When asked how satisfied patrons are with the scope of the nonfiction ebooks on Overdrive, 43% answered "don't know" while 13 libraries (43%) answered "fairly well" and "completely." 50% of library directors noted that there is interest in eBooks and that they should be offered.

14.7

Element 7:
Awareness and
Advocacy - Results

The Advocacy page of the CEFLS website is periodically updated to highlight advocacy priorities and tools member libraries can use to increase support for libraries and library systems. System staff undertook a variety of activities during the year to raise awareness of libraries and the need for better funding. These included a fun run organized collaboratively with the Keene Valley Library Association to benefit the shared Overdrive collection, a day long booth at the local Mayor's Cup regatta, a delegation to Advocacy Day in Albany, and our second successful venture into "Crowdsourcing," which raised awareness of our shared collections and over \$500. The System was selected to participate in a Hannaford Helps reusable bags campaign which netted approximately \$300 for our shared Overdrive collection and was the subject of several media pieces. Increased involvement in the Adirondack Coastal Alliance, BOCES and THRIVE raised awareness of System and local library services and resulted in several opportunities for collaboration with new local partners. When asked to tell us what help they need in 2016 to market their library to community groups, assistance with general programming, printed

material, social media training, online tutorials, and design of a library brochure are all somewhat important amongst 27 libraries. Community profiles and virtual workshops are less important.

14.8

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

Messages sent on the CEFDA listserv decreased slightly in 2015 after rising in 2014. Ninety three percent (27 libraries) reported that they read or read and send email on the Listserv and find them useful. When asked specifically how they "find out what's going on at CEFLS and throughout the CEFLS service area, 83% cited "Email to and from CEFLS" as a top choice, followed by "notices in the van delivery (79%). The Listserv garnered 76% followed by "the CEFLS website (66%) and "email between directors" with 62%. Group training at CEFLS was mentioned as a useful communication tool by 41%, along with the telephone (52%) and in-person visits by CEFLS staff (28%). We were interested to note that "Facebook" was only identified as a typical news source by 14% of survey respondents, although it consistently researches 700-800 people per week. Four CEFCAAT meetings were held in 2015, and 23 out of 30 (77%) of libraries participated in meetings. 69% reported that they "always find these meetings to be a valuable communication opportunity. 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 NNYLN and PULISDO in 2015, and shared reports of meetings attended with member libraries at CEFCAAT and in the System electronic and print newsletters. CEFLS staff kept followers aware of current initiatives and information relating to the world of reading on our Facebook page which now has over 400 followers, and via our new Twitter account. Our celebration of Picture Book Month, which featured staff members with their favorite children's books garnered a record number of "likes" throughout the month of November. Our new electronic newsletter, The Pathfinder was sent to over 500 members of our regional library community and to systems throughout the state. Member libraries indicated that they would also like to receive a quarterly print version of the Trailblazer. The System brochure was updated for 2015 and distributed at numerous community events/booths. Outreach staff also updated and distributed service highlights brochures for each county, to be included in the CEFLS budget

applications. Current topic bookmarks were inserted in each book interlibrary loaned through the system.

14.9

Element 9:
Cooperative Efforts
with Other Library
Systems - Results

In 2015 CEFLS maintained a close relationship with North Country Library System, where we are hosting our integrated library system. CEFLS staff serves on the board, the ICICILL Committee, and the automation committee of our 3Rs, NNYLN and on the boards of the two School Library Systems covering our area of service (CEWW in Plattsburgh and FEH in Malone). System staff attended the NNYLN Annual Meeting in Alexandria Bay in May 2015, and presented an overview of a Captivate based project funded with Technology Grant funds. 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. The CEFLS Director and two librarians participated in PULISDO 2015 at Vernon Downs. Nine system staff members, two CEFLS trustees and one Central Library Trustee visited Montreal's Biblioth que et Archives nationales du Qu bec / Grande Biblioth que in Fall 2015. The NYLA conference was held in Lake Placid in Fall 2015 which made it possible for the majority of system staff members to participate in a day or more of programs and to meet colleagues from libraries and systems around the state. CEFLS organized a meeting of the Youth Services Group at the Lake Placid Public Library in collaboration with youth services staff from neighboring systems.

14.10

Element 10:
Construction -
Results

For the first time, we received requests for Public Library Construction funding that exceeded our allotment. Seven projects totaling \$318,512 were reviewed and recommended to DLD in October 2015. System consultants offered extensive support to applicants throughout the process. This included site visits to applicants for the FY 2015 Construction program as well as past recipients. 12 libraries indicated on the Annual Survey that they either definitely plan to apply or "might apply" for construction funds in 2016. Most 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. Once again, over 50% reported

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. At their April meeting, the MAC committee members present were not interested in pursuing the Collaborative Collection Development (CCD) Plan. The Central Library continued to add nonfiction eBook titles with CBA funds but the current distribution of eBook circulation by type is 80% adult fiction, and approximately 17% adult non-fiction. PPL continued to host large meetings/events coordinated by CEFLS in their second floor auditorium. Highlights included: Grant writing with the Wild Center's Kara Page (May), and Train Your Board with Andy Robinson (December). PPL staff joined CEFLS at the Mayor's Cup in July to experiment with a "pop up" library booth. PPL participated in Ask 24/7 again in 2015 and this service seems to be slowly growing in popularity. The Central Library created and furnished a Community/Technology room with Public Library Construction funds.

14.12

Element 12: Direct Access - Results

<http://www.cefls.org/DirectAccessPlan.doc>
This is the link to our Direct Access Plan. The current plan is on our website for viewing. All member libraries, the CEFLS Board of Trustees and the State Library approved an updated version of the Direct Access Results Plan in 2014. The 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. Digital resources: databases, eBooks, e-magazines and downloadable audio books collections are available to residents of the three counties and have been growing in popularity. CEFLS staff has produced several LibGuides advertising available resources in print and online. In March 2014 CEFLS contracted with the North Country Library System to provide "cloud" services to maintain Horizon ILS. This cooperative effort has been working very well and a few short outages very mostly caused by our internet provider and we have not heard any complaints about the service from member libraries or the public.

14.13 Element 13: Other Goal(s) - Results N/A

15. Current system URL's

15.1	System Home Page URL	http://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	URL of Evaluation Form	N/A
15.5	URL of Evaluation Results	http://www.cefls.org/ASR2015.pdf
15.6	URL of Central Library Plan	http://www.cefls.org/PPL_POS_2012-2016.pdf
15.7	URL of Direct Access Plan	http://www.cefls.org/DirectAccessPlan.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 04/25/2016 "Annual Report" and "Projected Annual Budget" were reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy).

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

16.5

The Library System's Annual Report and Projected Annual Budget were 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!