

## Deposit Summary

Doc. #16-115

10/7/2016 3:02 PM

Summary of Deposits to 1202 · Cash - Money Market on 10/07/2016

Chk No.	PmtMethod	Rcd From	Memo	Amount
4222	Check	Bolivar		67.80
3086	Check	Alfred		90.20
3261	Check	Avoca		270.60
5505	Check	Cohocton		68.25
2225	Check	Howard		275.10
1443	Check	Corning		1,803.68
11577	Check	Dundee		45.00
13888	Check	Cuba		338.40
3855	Check	Canaseraga		83.00
1471	Check	Watkins Glen		628.65
19202	Check	Wellsville		1,736.00
3450	Check	Addison		67.60
3451	Check	Addison		44.75
7975	Check	Branchport		101.40
9013	Check	Cleary, Jule		129.20
5360	Check	Hammondsport		270.60
4225	Check	Belmont		11.25
6709	Check	Canisteo		23.00

**Less Cash Back:****Deposit Total:****6,054.48**

# Deposit Summary

10/7/2016 3:03 PM

Summary of Deposits to 1202 · Cash - Money Market on 09/29/2016

Chk No.	PmtMethod	Red From	Memo	Amount
19117	Check	Wellsville		141.89
3701	Check	Wayland		96.20
9008	Check	Cleary, Jule		129.20
3845	Check	Canaseraga		15.99
1462	Check	CCLD-Elmira		29,367.50
4491	Check	Fillmore		50.25
4217	Check	Bolivar		43.51
3507	Check	Richburg		19.50
5257	Check	Whitesville		54.17
3206	Check	Angelica		121.50
13876	Check	Cuba		287.31
2588	Check	Friendship		15.75
2589	Check	Friendship		116.47
2221	Check	Howard		4.50
156.50	Check	Odessa		156.50
19183	Check	Wellsville		598.50
10990	Check	Pulteney		21.00
2888	Check	Prattsburgh		74.00

Less Cash Back:

**Deposit Total:** 31,313.74

# Deposit Summary

10/7/2016 3:03 PM

Summary of Deposits to 1202 · Cash - Money Market on 09/29/2016

Chk No.	PmtMethod	Rcd From	Memo	Amount
7967	Check	Branchport		21.75
3099	Check	Scio		33.90
3098	Check	Scio		20.25
5262	Check	Whitesville		45.20
2197	Check	Int'l Motor Racing Research Center		332.50
1049571	Check	First Bankcard	L Brown Credit Card Credit issued by ...	5.51

**Less Cash Back:**

**Deposit Total: 459.11**

**Free Direct Access Plan**  
2017 – 2021



**I. Commissioner's Regulations 90.3 (a) Definitions**

**Public Library System** means a library established by one or more counties, a group of libraries serving an area including one or more counties in whole or in part, a library of a city containing one or more counties, or a cooperative library system established pursuant to the provisions of section 255 of the Education Law.

**Approved plan of service** means a plan of library service submitted by a public library system board of trustees in accordance with section 272 of the Education Law that has been approved by the Commissioner pursuant to the provisions of this section. The plan of service defines the mutual commitments, responsibilities and obligations of the public library system and its members in meeting the service needs of the area served and statewide library service goals.

**Direct Access** means the ability of an individual, who resides within the boundaries of a public library system and who has a valid borrower's card issued by the system or any member library in the system, to borrow materials for home use directly from the premises of any library that is a member of the public library system on the same basis as that specified for cardholders in each individual library.

**Chartered service area** means the geographic area served by a library as stated in charter documents as approved by the Board of Regents and on file with the department. For purposes of this section, the phrase "and its environs" or its equivalent, as contained in any charter document will not be recognized by the commissioner as a valid part of the library's chartered service area. For purposes of this section, the commissioner will not recognize areas served by the library under contract as a valid part of a library's chartered service area.

**Resident borrower** means an individual who resides within the boundaries of the chartered service area of a public or association or Indian library as defined in section 253 of the Education Law and who is a library cardholder at that library.

**Non-resident borrower** means an individual who resides outside the boundaries of the chartered service area of a public or association or Indian library as defined in section 253 of the Education Law and who is a library cardholder at that library or at another member library of the public library system who is a system cardholder.

**Library resources** mean the print and non-print materials owned by the library and any other services provided by the library to the resident borrowers of the library's chartered service area.

**Local income** means funds supplied by local taxing agencies which may be municipalities, school districts or special districts. These funds may be from the library's sponsoring municipality or from a non-sponsoring municipality in payment for library services.

**On-site use** means the ability of an individual to use library resources on the premises of a library.

**Serious inequities and hardships** mean those conditions which adversely affect resident borrowers of member libraries. Such conditions are defined in accordance with the free direct access provisions contained in each system's approved plan of service and may include, but limited to, a definition of what constitutes excessive borrowing of a library's resources by non-resident borrowers.

**Unserved** means those individuals residing in geographic areas that are within the boundaries of a public library system but outside the boundaries of chartered service area of a library which is a member of that system.

**Underserved** means those individuals residing in geographic areas that are within the chartered service area of a member library and which the public library system had identified as having an inadequate level of local income to support the delivery of acceptable library services.

## II. STLS Free Direct Access Plan

**Describe how all individuals residing within the boundaries of the system but outside a member public library's chartered service area will receive library services.**

Member libraries will provide free on-site use of library resources, including the use of computers and access to the Internet, to all individuals residing within the boundaries of the public library system service area. Free on-site use of the resources of the system will also be available to all individuals residing within the boundaries of the system. No individual shall be excluded from on-site use of the library resources of the system or any of its member libraries because of age, cultural, economic or civic status.

Preference for such service may be given to local residents.

As required by Commissioner's Regulation [§90.3\(a\) through \(d\)\(4\)](#) neither the system nor member libraries will charge individuals for library cards.

Individuals residing within the boundaries of the system but outside a member public library's chartered service area will receive service and borrow materials by requesting a library card from a local library.



**Describe how the system will assure that those persons living within the system boundaries in an area where a member library chooses to withdraw from the system, or where a chartered and registered library was never a member of the system, will be served by the system.**

All chartered and registered libraries in the Southern Tier Library System region are members of the System. If a member library chooses to withdraw from the System, neighboring libraries will issue cards and provide service to residents living in the service area of the withdrawing library.

STLS provides interlibrary loan service to residents; that service will continue to be provided for persons in an area where a library chooses to withdraw from the library system, or ceases to fund library service.

**Describe what the system considers “serious inequities and hardships” and the criteria used by the system to make the determination.**

“Serious inequities and hardships” occur when jurisdictions refuse to support, or provide sufficient support for a library. Services to local taxpayers are reduced and materials are unavailable because out-of-chartered service area residents are using those services and materials. Economic impact on an STLS member library, resulting in serious inequities and hardships results when

1. Non-residents who actively borrow materials constitute over 25% of the library’s borrowers.
2. Direct loans to nonresident borrowers constitute over 25% of a library’s circulation.

**Describe what constitutes excessive out-of-chartered service area borrowing in the system.**

“Excessive borrowing” in the Southern Tier Library System occurs when nonresident borrowers account for more than 25% of a library’s circulation.

**Describe the unserved and the underserved population within the System.**

Unserved populations within the STLS region (populations outside of a chartered service area), are defined in color-coded maps developed by the Division of Library Development and posted online. Taxpayers in a majority of school districts in the STLS region have approved tax support for library service; therefore there is an implied contract for library service in the portions of the school districts which extend beyond library service areas.

**Describe the criteria used by the system to identify libraries as having an inadequate level of local income to support the delivery of acceptable library services (underserved). List those libraries so identified.**

The majority of chartered libraries in the System have a public funding referendum that aligns with school district geographic borders. Only 4 of 39 chartered libraries do not have a funding referendum. All 4 of these libraries receive public funds through their municipalities.

The System will use the criteria of Total Referendum Funding per Capita of School District or Town Resident (criteria is dependent upon local funding source) to identify libraries having an inadequate level of local income to support the delivery of acceptable library services.

The System has set the level of adequate funding at \$15.00 per School District or Town Resident based on performance benchmarks within the System that align with New York State Minimum Standards and public library best practices.

The following libraries have been identified as having inadequate levels of local income.

Prattsburg Free Library  
Wide Awake Club Library  
Jasper Free Library  
Dutton S Peterson Memorial Library  
Wimodaughasian Free Library  
Scio Memorial Library  
Savona Free Library  
Belmont Free Library

Andover Free Library  
Angelica Free Library  
Bolivar Free Library  
Alfred Box of Books Library  
Colonial Library  
Rushford Free Library  
20th Century Club Library  
E J Cottrell Memorial Library  
Addison Public Library  
Genesee Library

**Describe the actions the system will take to expand the availability of library services to unserved and underserved individuals residing within the boundaries of the system.**

The Southern Tier Library System will be available upon request to work with Library boards of autonomous member libraries to:

1. Develop recommendations for funding options and/or charter changes for member libraries.
2. Meet with town and member library boards of trustees to discuss the following funding options and charter changes:
  - a) contract with neighboring municipalities to provide library service, or

- b) expand library service areas and request additional funds from the expanded area, or
- c) request funding increases from local funding sources, or
- d) establish voter referenda for library funding, or
- e) request larger funding increases through voter referenda

3. Provide training workshops on funding and charter changes.

4. Provide a timetable for such actions.

Ongoing 2017 – 2021.

5. Identify who will be responsible for carrying out these actions.

The library system's Division of Library Sustainability and System Resources.

**Describe the conditions under which modifications to the free direct access plan can be made.**

**A. With the approval of the majority of member libraries and without prior approval of the Commissioner of Education**

If a jurisdiction\* with a population of over 10,000 ceases providing tax support for a library, and does not contract for service with a neighboring library, modification to this plan can be made with the approval of the majority of STLS member libraries.

Except for the central library, member libraries may refuse to loan non-print materials and equipment and printed materials, less than one year from the acquisition date, purchased with local funds. Libraries must certify to STLS that they are able to identify which materials and services were purchased with various funding sources in order to determine which materials may be restricted.

Member libraries may also restrict attendance at library programs if such programs are supported entirely with local funds.

However, under no circumstances will member libraries charge individuals, who reside within STLS, for library cards or deny on-site use as defined in Section 1 of this plan.

(\*A jurisdiction may be comprised of multiple municipalities which have formerly constituted one library service area.)

In addition, in cases where a member library, including the Central Library, can document "serious inequity or hardship" as described in items 3 and 4 of this document, the library can submit a request to the STLS Board of Trustees to place restrictions, consistent with Commissioner's Regulations 90.3, upon the use of library resources and use of services by residents outside the library's chartered service area. The STLS Board of Trustees will conduct a



vote of member libraries; if a majority approve, the library may place the restrictions as requested.

These restrictions are limited to:

- non-print materials
- equipment
- printed materials, less than one year old,

The above materials must have been purchased with local funds.

- attendance at library programs supported entirely with local funds. If attendance at programs must be limited, local residents may be given first access to them.

### **With the prior approval of the Commissioner of Education**

Certain additional modifications to this plan may be made for individual libraries with the approval of the majority of member libraries and with prior approval from the Commissioner of Education. Such requests will be submitted in writing to the System board of trustees. The System board will not unnecessarily delay the submission of a member request for additional restrictions once the member libraries have approved the request to go forward. They will include, but not be limited to, the requirements below:

1. a.) Documentation of the serious inequities and hardships affecting the resident borrowers of the member library making the request. (For example, if an unserved community defeats a library proposition or terminates a contract for library services, the system may request hardship waiver from the Commissioner on behalf of the affected library.)  
  
b.) The proposed modifications that will be implemented.

No modifications will be considered if they include charging for library services.

2. A description of the anticipated impact on resident and non-resident resident borrowers after modifications are approved and implemented. Restrictions apply only for member libraries. The System may not impose restrictions. The System will continue to serve those populations from areas where approved member library restrictions have been imposed.
3. A time frame for the beginning and end of such a modification. Modifications for restrictions will be approved for a certain period of time. Renewals must be made on a timely basis.
4. A recommendation from the STLS Executive Director regarding steps to be taken to remedy the underlying inequity with a proposed timetable for action.

**Describe how the system will assure that member libraries are complying with the System free direct access plan approved by a majority of member libraries.**

The System will require member libraries to certify annually that their library is in compliance with this Free Direct Access plan.

**Describe how the System obtained member library input to the plan for free direct access.**

The plan was discussed at a Directors Advisory Council meeting on January 27, 2016. Shortly following a draft copy of the proposed new plan, including a link to the current plan was sent to library directors and board presidents for comments. In response to questions, clarifying language was added and the draft plan was further revised by the Directors Advisory Council.

Addendum:

Towns with populations that are unserved and don't provide tax support for library service are:

**Allegany County**

Birdsall Town—the portion of the town in the Arkport School District

**Schuyler County**

Dix Town—the portion of the town not in the Watkins Glen School District

Orange Town—portion of the town in the Bradford and Corning Painted Post School Districts

Tyrone Town—portion of the town not in Dundee or Watkins Glen School Districts

**Steuben County**

Bradford Town—no support for library service

Cameron Town—portion of the town in the Jasper-Troupsburg School District

Cohocton—portion of the town in the Avoca School District

Dansville—portion of the town in the Arkport School District

Rathbone Town—portion of the town not in the Addison School District

Woodhull Town—portion of the town not in the Addison School District

**Yates County**

Italy Town—portion of the town in the Naples and Prattsburg School Districts

***Adopted by the Southern Tier Library System Board of Trustees: MM/DD/YYYY***

**Funding Levels of Southern Tier Chartered Public Libraries  
based on Total Referendum Funding per Capita of School District or Town Resident**

<b>Funding Ranking</b>	<b>Library</b>	<b>County</b>	<b>Total Referendum Funding</b>	<b>School District or Town Resident Population</b>	<b>School District Student Population</b>	<b>Funding per School District or Town Resident</b>	<b>Referendum Funding per SD Student</b>
1	David A Howe Public Library	ALLEGANY	\$427,010	9181	1267	\$ 46.51	\$ 337.02
2	Penn Yan Public Library	YATES	\$658,345	15300	1598	\$ 43.03	\$ 411.98
3	Modeste Bedient Memorial Library	YATES	\$50,000	1412	1598	\$ 35.41	\$ 31.29
4	*Chemung County Library District	CHEMUNG	\$ 2,771,439	88830		\$ 31.20	
5	~Fred and Harriet Taylor Memorial Library	STEBEN	\$67,500	2343	491	\$ 28.81	\$ 137.47
6	Montour Falls Memorial Library	SCHUYLER	\$149,620	5854	752	\$ 25.56	\$ 198.96
7	Whitesville Public Library	ALLEGANY	\$27,693	1150	266	\$ 24.08	\$ 104.11
8	~**Howard Public Library	STEBEN	\$35,100	1467	470	\$ 23.93	\$ 74.68
9	Southeast Steuben County Library	STEBEN	\$786,000	34108	5057	\$ 23.04	\$ 155.43
10	Friendship Free Library	ALLEGANY	\$49,400	2144	354	\$ 23.04	\$ 139.55
11	Dundee Library	YATES	\$148,200	6469	747	\$ 22.91	\$ 198.39
12	~Pulteney Free Library	STEBEN	\$27,435	1285	491	\$ 21.35	\$ 55.88
13	Cuba Circulating Library Association	ALLEGANY	\$122,569	6421	890	\$ 19.09	\$ 137.72
14	Dormann Library	STEBEN	\$216,700	11388	1533	\$ 19.03	\$ 141.36
15	~**Avoca Free Library	STEBEN	\$42,500	2264	470	\$ 18.77	\$ 90.43
16	Belfast Public Library	ALLEGANY	\$43,500	2362	345	\$ 18.42	\$ 126.09
17	Essential Club Free Library	ALLEGANY	\$30,250	1681	253	\$ 18.00	\$ 119.57
18	Watkins Glen Cen Sch Dis Free Pub Lib	SCHUYLER	\$130,664	8020	1174	\$ 16.29	\$ 111.30
19	Hornell Public Library	STEBEN	\$170,000	10698	1707	\$ 15.89	\$ 99.59
20	Wayland Free Library	STEBEN	\$147,943	9451	1140	\$ 15.65	\$ 129.77
21	Cohocton Public Library	STEBEN	\$145,000	9451	1140	\$ 15.34	\$ 127.19
22	~**Prattsburg Free Library	STEBEN	\$31,000	2085	426	\$ 14.87	\$ 72.77
23	Wide Awake Club Library	ALLEGANY	\$60,162	5193	661	\$ 11.59	\$ 91.02
24	~**Jasper Free Library	STEBEN	\$15,731	1424	566	\$ 11.05	\$ 27.79
25	Dutton S Peterson Memorial Library	SCHUYLER	\$64,600	5854	752	\$ 11.04	\$ 85.90
26	Wimodaughian Free Library	STEBEN	\$66,012	6203	930	\$ 10.64	\$ 70.98
27	Scio Memorial Library	ALLEGANY	\$22,000	2350	349	\$ 9.36	\$ 63.04
28	Savona Free Library	STEBEN	\$49,400	5675	863	\$ 8.70	\$ 57.24
29	Belmont Free Library	ALLEGANY	\$34,000	4064	576	\$ 8.37	\$ 59.03

**Funding Levels of Southern Tier Chartered Public Libraries  
based on Total Referendum Funding per Capita of School District or Town Resident**

Funding Ranking	Library	County	Total Referendum Funding	School		Funding per School		Referendum Funding per SD Student
				District or Town Resident Population	School District Student Population	District or Town Resident	District or Town Resident	
30	Andover Free Library	ALLEGANY	\$17,000	2172	333	\$ 7.83	\$ 51.05	
31	Angelica Free Library	ALLEGANY	\$31,000	4064	576	\$ 7.63	\$ 53.82	
32	Bolivar Free Library	ALLEGANY	\$31,500	4464	799	\$ 7.06	\$ 39.42	
33	Alfred Box of Books Library	ALLEGANY	\$47,500	7373	626	\$ 6.44	\$ 75.88	
34	Colonial Library	ALLEGANY	\$26,835	4464	799	\$ 6.01	\$ 33.59	
35	Rushford Free Library	ALLEGANY	\$36,500	6421	890	\$ 5.68	\$ 41.01	
36	20th Century Club Library	ALLEGANY	\$33,745	7373	626	\$ 4.58	\$ 53.91	
37	E J Cottrell Memorial Library	STEUBEN	\$42,645	9451	1140	\$ 4.51	\$ 37.41	
38	Addison Public Library	STEUBEN	\$30,000	7094	1135	\$ 4.23	\$ 26.43	
39	Genesee Library	ALLEGANY	\$18,000	4464	799	\$ 4.03	\$ 22.53	
	~ Indicates library's local funding is based on Town Population; all others are based on School District Population							
	* Chemung County Figures represent County Per Capita; not School District Resident Per Capita							
	** Indicates Chartered libraries without public funding referendum							
	Reading Centers are not listed as the Report applies to Free Direct Access Plan of Chartered Libraries							



## **Element 9: 2017 – 2021 Central Library Plan of Service to STLS Member Libraries**

### **Goal Statement:**

Assist STLS member libraries in enhancing community access to relevant services and collections through the support of the Central Library.

### **Intended Results:**

STLS member libraries differ in their capacity to support and promote regional collection development. Central Book Aid and Central Library Development Aid are catalysts for enriching all member libraries' collections and services both at the local and regional levels. The Central Library in partnership with STLS can help member libraries improve their community's access to relevant collections in both print and digital formats and quality library services through collection development practices and effective training of member librarians.

### **Project Leaders:**

Ron Shaw, director of Chemung County Library District, and Brian Hildreth, executive director Southern Tier Library System, with the support of the Central Library Planning Committee and library system and central library team members.

### *2017 – 2021 Central Library Planning Committee*

Michelle LaVoie, David A. Howe Public Library, Allegany County  
 Nic Gunning, David A. Howe Public Library, Allegany County  
 Melanie Miller, Alfred Box of Books Library, Allegany County  
 Angela Gonzalez, Penn Yan Public Library, Yates County  
 Sarah Crevelling, Penn Yan Public Library, Yates County  
 Michelle Wells, Southeast Steuben County Library, Steuben County  
 Phil Trautman, Cohocton Public Library, Steuben County  
 Harriet Eisman, Watkins Glen Public Library, Schuyler County  
 Chris Corter, Chemung County Library District  
 Ron Shaw, Chemung County Library District  
 Connie Ogilvie, Chemung County Library District



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## **YEAR ONE - 2017**

### **Central Book Aid (CBA)**

Budget: \$66,698

**Objective #1:** Invest 25% of CBA funds into Print Non-Fiction Materials (includes Reference) housed at the Central Library and made available to all member libraries and their communities through the library system's ILS.

**Objective #2:** Invest 25% of CBA funds into Electronic Databases and Online Magazine Subscriptions (JobNow and ZINIO) made available to all member libraries and their communities through the websites of the library system and the Central Library.

**Objective #3:** Invest 50% of CBA funds into eBooks and Downloadable Audio Books made available to all member libraries and their communities through websites of the library system and Central Library.

### **Central Library Development Aid (CLDA)**

Budget: \$97,951

**Objective #1:** Develop and purchase marketing materials for distribution in all member libraries using CLDA funds that promote print and digital collections purchased with CBA funds as well as virtual reference services.

**Objective #2:** Provide 3 training sessions per year conducted by Central Library staff in partnership with library system staff to assist member librarians in the use of all electronic collections purchased with CBA funds.

**Objective #3:** Offer professional development training to all member librarians in partnership with the library system through an all-day learning workshop incorporating diverse presentations on public library best practices.

**Objective #4:** Provide virtual reference services to member libraries and their communities to supplement local reference resources through the website of the Central Library.

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**YEAR TWO - 2018**

**Central Book Aid (CBA)**

Budget: \$68,031

**Objective #1:** Invest 25% of CBA funds into Print Non-Fiction Materials (includes Reference) housed at the Central Library and made available to all member libraries and their communities through the library system's ILS.

**Objective #2:** Invest 25% of CBA funds into Electronic Databases and Online Magazine Subscriptions (JobNow and ZINIO) made available to all member libraries and their communities through the websites of the library system and the Central Library.

**Objective #3:** Evaluate system-wide usage of Electronic Databases and Online Magazine Subscriptions (JobNow and ZINIO) to determine return on investment of both online resources. Use data to maintain or revise offerings in YEAR THREE.

**Objective #4:** Invest 50% of CBA funds into eBooks and Downloadable Audio Books made available to all member libraries and their communities through websites of the library system and Central Library.

**Central Library Development Aid (CLDA)**

Budget: \$99,910

**Objective #1:** Develop and purchase marketing materials for distribution in all member libraries using CLDA funds that promote print and digital collections purchased with CBA funds as well as virtual reference services.

**Objective #2:** Provide 3 training sessions per year conducted by Central Library staff in partnership with library system staff to assist member librarians in the use of all electronic collections purchased with CBA funds.

**Objective #3:** Offer professional development training to all member librarians in partnership with the library system through an all-day learning workshop that incorporates diverse presentations on public library best practices.

**Objective #4:** Provide online virtual reference services to member libraries and their communities to supplement local reference resources through the website of the Central Library.

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**YEAR THREE - 2019**

**Central Book Aid (CBA)**

Budget: \$69,391

**Objective #1:** Invest 25% of CBA funds into Print Non-Fiction Materials (includes Reference) housed at the Central Library and made available to all member libraries and their communities through the library system's ILS.

**Objective #2:** Invest 25% of CBA funds into Electronic Databases and Online Magazine Subscriptions (JobNow and ZINIO) made available to all member libraries and their communities through the websites of the library system and the Central Library

**Objective #3:** Invest 50% of CBA funds into eBooks and Downloadable Audio Books made available to all member libraries and their communities through websites of the library system and Central Library.

**Central Library Development Aid (CLDA)**

Budget: \$101,918

**Objective #1:** Reconvene the Central Library Planning Committee of 2016 to evaluate the first two years of 2017 – 2021 Central Library Plan of Service. Committee can make recommendations to maintain or revise last two years of Plan of Service.

**Objective #2:** Develop and purchase marketing materials for distribution in all member libraries using CLDA funds that promote print and digital collections purchased with CBA funds as well as virtual reference services.

**Objective #3:** Provide 3 training sessions per year conducted by Central Library staff in partnership with library system staff to assist member librarians in the use of all electronic collections purchased with CBA funds.

**Objective #4:** Offer professional development training to all member librarians in partnership with the library system through an all-day learning workshop that incorporates diverse presentations on public library best practices.

**Objective #5:** Provide online virtual reference services to member libraries and their communities to supplement local reference resources through the website of the Central Library.

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## **YEAR FOUR - 2020**

### **Central Book Aid (CBA)**

Budget: \$70,779

**Objective #1:** Invest 25% of CBA funds into Print Non-Fiction Materials (includes Reference) housed at the Central Library and made available to all member libraries and their communities through the library system's ILS.

**Objective #2:** Invest 25% of CBA funds into Electronic Databases and Online Magazine Subscriptions as recommended in Year Three and made available to all member libraries and their communities through the websites of the library system and the Central Library.

**Objective #3:** Invest 50% of CBA funds into eBooks and Downloadable Audio Books made available to all member libraries and their communities through websites of the library system and Central Library.

### **Central Library Development Aid (CLDA)**

Budget: \$103,956

**Objective #1:** Develop and purchase marketing materials for distribution in all member libraries using CLDA funds that promote print and digital collections purchased with CBA funds as well as virtual reference services.

**Objective #2:** Provide 3 training sessions per year conducted by Central Library staff in partnership with library system staff to assist member librarians in the use of all electronic collections purchased with CBA funds.

**Objective #3:** Offer professional development training to all member librarians in partnership with the library system through an all-day learning workshop that incorporates diverse presentations on public library best practices.

**Objective #4:** Provide online virtual reference services to member libraries and their communities to supplement local reference resources through the website of the Central Library.

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## **YEAR FIVE - 2021**

### **Central Book Aid (CBA)**

Budget = \$72,194

**Objective #1:** Invest 25% of CBA funds into Print Non-Fiction Materials (includes Reference) housed at the Central Library and made available to all member libraries and their communities through the library system's ILS.

**Objective #2:** Invest 25% of CBA funds into Electronic Databases and Online Magazine Subscriptions as recommended in Year Three and made available to all member libraries and their communities through the websites of the library system and the Central Library.

**Objective #3:** Invest 50% of CBA funds into eBooks and Downloadable Audio Books made available to all member libraries and their communities through websites of the library system and Central Library.

### **Central Library Development Aid (CLDA)**

Budget: \$106,035

**Objective #1:** Convene an Adhoc Central Library Planning Committee to develop the 2022 – 2026 Central Library Plan of Service. Committee can make recommendations to maintain or revise the 2017 – 2021 Central Library Plan of Service.

**Objective #2:** Develop and purchase marketing materials for distribution in all member libraries using CLDA funds that promote print and digital collections purchased with CBA funds as well as virtual reference services.

**Objective #3:** Provide 3 training sessions per year conducted by Central Library staff in partnership with library system staff to assist member librarians in the use of all electronic collections purchased with CBA funds.

**Objective #4:** Offer professional development training to all member librarians in partnership with the library system through an all-day learning workshop that incorporates diverse presentations on public library best practices.

**Objective #5:** Provide online virtual reference services to member libraries and their communities to supplement local reference resources through the website of the Central Library.



**Evaluation Methods:** The *Annual Report for Public and Association Libraries* of New York State will be used to measure the amount of investment in Non-Fiction Print Materials, Electronic Databases, Online Magazine Subscriptions, eBooks and Downloadable Audio Books. Investment levels will align with CBA Objectives for YEARS ONE through FIVE of the Central Library Plan of Service. Moreover, various automated reports from the library system's ILS and eContent vendors will be used to determine the usage of collections developed through Central Book Aid funds.

The same annual report will be used to determine if CLDA Objectives for YEARS ONE through FIVE were met. This annual report will specifically indicate the proposed training sessions and professional development workshop were offered. It will also highlight the level of financial investment in virtual reference services, and marketing materials that promote print and digital collections purchased with CBA funds. Lastly, library system-wide surveys will be used to determine the effectiveness of training session and professional development workshops.

**Budget Notes:**

1. Proposed 2018 – 2021 budgets for Central Book Aid and Central Library Development Aid are dependent upon 2% annual increases in New York State Library Aid as approved by the New York State Legislature. 2017 budgets are based on a 4% increase over 2015-2016 funding levels.

**Planning Timeline:**

1. The 2017 – 2021 Central Library Plan of Service to STLS Member Libraries was developed by participants of the 2016 Central Library Planning Committee. The committee convened on March 10, 2016 to identify local community needs, intended library services and Central Library services to help supplement member library services.
2. An initial draft of this plan was presented to the Central Library Planning Committee and the Directors Advisory Council the week of March 28, 2016 for review and comment. A deadline of Friday, April 29<sup>th</sup> was set for recommended revisions.
3. Upon comment, a second draft copy incorporating recent revisions was sent to the STLS membership the week of May 23, 2016. Member libraries were afforded the opportunity to review and provide comment by June 24, 2016.
4. The final draft of the Central Library Plan of Service to STLS Member Libraries was created taking into account input from all STLS member libraries. The plan was submitted to the CCLD Board of Trustees and the STLS Board of Trustees in July 2016 for consideration.
5. Both the CCLD Board of Trustees and STLS Board of Trustees approved the plan at an official meeting in September 2016.

***Adopted by the Southern Tier Library System Board of Trustees: 10/18/2016***  
***Adopted by the Chemung County Library District Board of Trustees: MM/DD/YYYY***



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**Office of the Executive Director by Brian Hildreth, Executive Director  
Division of Library Sustainability and System Resources**

The Executive Director's office spent the months of September and October participating in the following activities:

- 🌈 September 28, attended the Directors Advisory Council meeting in Hammondsport and facilitated the Tax Cap Compliance workshop with 12 member libraries represented.
- 🌈 September 29 – 30, attended NYS Trustee Training hosted by the New York Library Association and the Public Library System Directors Organization in Guilderland, NY.
- 🌈 October 4, with representatives from Alfred Box of Books Library, visited the new president of Alfred University to discuss NYS Construction Aid availability to the Alfred and Almond libraries.
- 🌈 October 5, attended the ribbon cutting ceremony at the Big Flats Library for their new reading garden. Also, facilitated a public funding meeting with the library boards of Alfred and Almond in Alfred.
- 🌈 October 6, led an full STLS team meeting to discuss upcoming painting project and records retention policy.
- 🌈 October 7, with Margo Gustina facilitated a Strategic Planning Team discussion to begin developing priorities for our systems Plan of Service.
- 🌈 October 13, hosted the STLS Annual Meeting and Conference.
- 🌈 October 14, conducted new library director orientation at Belfast Library.
- 🌈 Participated in STLS Board of Trustee's committee meetings as regularly scheduled. Also attended monthly NYLA, PULSIDO and State Library conference calls.

**Member Services by Margo Gustina, Trustee Development Consultant**  
**Division of Library Sustainability and System Resources**

This fall I have three priority goals – some in my role as Trustee Development Consultant and some straddling my old work and my new work:

**Shared Member Library Program Calendar** – This priority is still rooted in my previous role in Member Services. At every focus group, someone mentioned a shared program calendar as a STLS solution that would positively impact the marketing and promotion of their library events, while also helping our members collaborate with their neighbors. Areas of work include convincing all libraries to participate (the more who add their events, the richer the content), training each library on using each of the calendar's key functions (event creation, registration form, and statistical reporting), and then hand embedding the library's custom calendar on their home website to give it a smoother, more professional feel. To see the calendar as it is now, visit <http://www.stls.org> and select STLS Calendar from the top bar menu.

**HATS Curriculum Implementation Plan** – Helping All Trustee Succeed is a module based curriculum written by ILEAD participants Ron Kirsop and Rebekkah Smith Aldrich, among others. Our work here, will be to adapt the curriculum to our local circumstance. Part of that will mean developing our Trustee Academy, and part of it will mean understanding how our currently scheduled training events in Roles & Responsibilities, Budgets & Finance, Grantwriting, and Community Based Planning relate to the curricular content.

**Strategic Planning Bandwagon** – You might have heard me talk a time or two about strategic planning. I really believe that with an actionable strategic plan in place, a library is significantly better positioned to develop a service based budget, a pre-requisite of developing high quality, informative and believable campaign materials for a funding referendum. Additionally, a library with a plan has a clear course to follow and measurable outcomes to attain with the renewed community investment. Every area of the work listed has a different layer of impact, a different scope of service improvement targeted that I hope all of our communities will begin to benefit from in the coming years.

**Youth Services & Interlibrary Loan**  
**by Lorie Brown, Youth Service Consultant and Head of ILL**  
**Division of Professional Development and Library Outreach**



Several projects are underway in which we (STLS) will assist our member libraries in making an impact in their communities.

- 1000 Books before Kindergarten™—This national program encourages parents and caregivers of very young children to read to their children every day. Research shows that the single most influential activity to impact on a child's success in school is reading together. STLS will provide member libraries with a baseline of materials to begin implementing this project in

their libraries. This project is also being implemented to encourage its sustainability in our libraries.

- StoryWalks™—This program implemented in many libraries across the country focuses on families reading, walking, talking and playing—together. Under the auspices of the NYS Family Literacy Library Services grant (2013-2016), 3 StoryWalks™ were created. StoryWalks™ are picture book mounted on 'stakes'. Children and their families enjoy the plain air books in non-traditional settings such as parks, Farmers Markets etc. Six member libraries have used the StoryWalks™ since they were created in July.



At the invitation of Carol Berry, Dormann Library director, Lorie presented a short overview of early literacy efforts in New York State Libraries to the Bath Rotary Club.



Continue to work with others in Division of Outreach and Professional Development to plan professional development opportunities for our member libraries. Planning events for Fall 2016 and on into Winter and Spring of 2017.



Also, as a Division, continuing to analyze the materials and program resources we (STLS) offer to our member libraries. Many in-house collection have been weeded to be more useful to member library staff and/or, are being given to our members to be more useful to public library users. Our small in-house collection of large print materials of children's/young adult/popular adult were weeded from our holdings. A decision hadn't been made of how to make this collection more useful. But, when a director from a member library posted a query to the Director's distribution list inquiring about large print materials for one of their young patrons, Vickie Button, Adult Services/Outreach Clerk, responded immediately to share relevant large print materials with this library and their young patron. Kudos to Vickie for being so responsive to our member libraries!



Collaborating with others on STLS team to make our Annual Meeting a success.

**Information Technology**  
**by Ken Behn, Assistant Director – Head of IT**  
**Division of Information Technology & Digital Resources**



September had 199 Help Desk Requests processed. After hours or urgent support was provided 20 times and 13 visits to libraries were made.






In person and remote meetings with ECC, Teracai, USAC, Four County Library System, Midyork Library System and SirsiDynix.



Attended the SirsiDynix Consortia SIG meeting in Cleveland. Highlights were the discussion on the mobile theme for Enterprise (STARCat) and Red Hat 7 Operating System support for Symphony. We will be migrating to that version.



The installation of WiFi and Security Appliance hardware from the FY2015 e-rate Category 2 funding was done at 7 more libraries. We are 75% complete installing new WiFi and Security Appliance devices.

-  STN wave 2 e-rate 471 is in PIA review. Providing documentation for that filing continues.
-  The 4 libraries on the STN Steuben loop had equipment installed and are live on STN fiber as of Oct 1<sup>st</sup>. We now have 11 libraries using dark fiber from STN and the STLS TWC fiber for Internet.
-  ILS Specialist applications were received with interviews being in October. Cataloging of materials in/out remains steady at a slight backlog of a few days.