

STLS BOARD MEETING

Tuesday, September 20, 2016 - 2:00 pm
 Montour Falls Library, Montour Falls (Schuyler County)

**AGENDA**

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|----|--|----------------------|---------------------|
| 1. | Agenda | | Doc. #16-84 |
| 2. | Approval of Minutes – July 2016 | *FOR APPROVAL | Doc. #16-85 |
| 3. | Treasurer’s Report –July 2016 | *FOR APPROVAL | Doc. #16-86 |
| 4. | Financial Clerk’s Report – July 2016 | *FOR APPROVAL | Doc. #16- 87 |
| 5. | Treasurer’s Report –August 2016 | *FOR APPROVAL | Doc. #16-88 |
| 6. | Financial Clerk’s Report – August 2016 | *FOR APPROVAL | Doc. #16-89 |
- Subject to corrections, above items may be approved without motion.

COMMITTEE REPORTS

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|-----|---|-------------------|--------------------|
| 7. | Executive Committee – Denise King | | |
| 8. | Personnel & Policies Committee – Bonnie Weber | (Minutes) | Doc. #16-90 |
| 9. | Finance & Facilities Committee – Pat Finnerty | (Minutes) | Doc. #16-91 |
| | | (Facility Review) | Doc. #16-92 |
| 10. | Public Relations Committee – Lynnette Decker (Construction Aid Allocations- Presented at Meeting) | | Doc. #16-93 |
| 11. | Foundation for Southern Tier Libraries – Dale Wexell | (Minutes) | Doc. #16-94 |

BOARD ACTIONS

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| 12. | <u>Expenditure Approvals -Monthly Unpaid Bills Detail</u> | * FOR APPROVAL | Doc. #16-95 |
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Finance & Facilities Committee Recommendation: Approve expenditures of the *Unpaid Bills Detail* for the most recent month as authorized by the Financial Clerk, Internal Auditor and Treasurer per the Authority of Board Policy.

Move: _____	Second _____
Aye _____ Nay _____	Abstain _____ Absent _____
Approved/Failed	
Discussion:	

- | | | | |
|-----|--|-----------------------|--------------------|
| 13. | <u>Interior Painting Bid for STLS Building</u> | * FOR APPROVAL | Doc. #16-96 |
|-----|--|-----------------------|--------------------|

Executive Director Recommendation: Approve Brooks Painting Unlimited to paint STLS Headquarters building interior for the lump sum price of \$23,000 per the STLS Purchasing Policy.

Move: _____	Second _____
Aye _____ Nay _____	Abstain _____ Absent _____
Approved/Failed	
Discussion:	

14. STLS 2015 IRS 990 Filing * **FOR APPROVAL** (Copies provided at Board Meeting 7.19.2016) **Doc. #16-97**

Finance & Facilities Committee Recommendation: Approve the proposed IRS 990 Form for the 2015 Fiscal Year as presented at July 19, 2016 STLS Board of Trustees Meeting.

Move: _____ Aye _____ Nay _____ Approved/Failed Discussion:	Second _____ Abstain _____ Absent _____
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15. STLS Member Library Cost Share 2017 - 2019 * **FOR APPROVAL** **Doc. #16-98**

Executive Director Recommendation: Approve the proposed Member Library Cost Share for 2017 – 2019 as discussed and presented to STLS member libraries August 31, 2016.

Move: _____ Aye _____ Nay _____ Approved/Failed Discussion:	Second _____ Abstain _____ Absent _____
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16. Approve the Finance Policy * **FOR APPROVAL** (Copies provided at Board Meeting 7.19.2016) **Doc. #16-99**

Personnel & Policies Committee Recommendation: Approve the proposed revisions to the STLS Finance Policy as presented at the July 19, 2016 board meeting.

Move: _____ Aye _____ Nay _____ Approved/Failed Discussion:	Second _____ Abstain _____ Absent _____
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BOARD INFORMATION

- 17. Old Business
- 18. New Business
- 19. Library Networking
- 20. President's Report
- 21. Monthly System Management Team & Divisional Reports

Doc. #16-100

Direct Access Plan 2017 – 2021 **Doc. #16-101**

Central Library Plan 2017 – 2021 **Doc. #16-102**

Public Expression (15 minutes)

Adjournment

Next meeting: Southern Tier Library Systems, Painted Post – Tuesday, October 18 at 2 p.m.



**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 July, August and September participating in the following activities:

- July 20 & 21, attended a multi-library system retreat at Letchworth State Park to discuss collaboration and training opportunities for member libraries. The outcome of this retreat will be included in our 2017 – 2021 Plan of Service.
- August 1, met with painting contractors to review STLS request for proposals for interior painting. Bids are due at library system August 26th.
- August 8: participated on a conference call with Jerry Nichols and other library system directors to learn about Advanced Certificate in Public Library Administration program for member librarian and library system team members. Attended a trustee book discussion led by Margo Gustina and featuring Professor David Lankes.
- August 26: visited the Belmont Library to assist trustees with completing a New York State grant application for building funds.
- August 31: hosted STLS Cost Share Discussions at STLS Headquarters with several member library directors and trustees. Highlighted the history of Cost Share, What Cost Share covers and the proposed figures for 2017 – 2019.
- September 1: visited Richburg Library to assist trustees with putting together their 2017 operating budget. Interviewed candidates for the vacant Program and Advocacy Consultant position.
- September 7: attended a board meeting at Prattsburgh Library with Margo Gustina to discuss a 259 funding referendum campaign.
- September 13: hosted a Tax Cap Workshop for the 2017 fiscal year at the Richburg Library, with STLS professional consultants, hosted new director orientation at STLS Headquarters.

- 🌈 September 15: attended a board meeting at Scio Library to discuss the roles and responsibilities of library trustees and directors.
- 🌈 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 has been a busy summer for our libraries and our system! As I began new initiatives as part of my new role as Trustee Development Consultant, I was able to see how my role will change my hours worked, my training style, and my approach to our members. I've listed some key areas of work from this summer.

Planning

In July we did our last STLS Plan of Service focus groups from which I compiled and transcribed all the data. There were many common threads of interest among our members around access and coordinated effort that I've already begun incorporating into my work. These include beginning a study of mobility services, plans, options, and costs from other public library systems nationwide and negotiating and setting up a new system wide coordinated programming calendar. In August, I also distributed multiple planning tools for our member libraries and their trustees, including a Trustee Action Calendar (specific to fiscal years), Trustee Training Calendar (with opportunities mapped out through next April), and a Grant and Foundation Calendar (specific to geographic regions).

Sharing

In July we had our member library Construction Aid presentations and since, I have been working with each applicant either at their library, ours, or through extensive phone conversations to walk them through the state application and the associated paper forms. They've faced challenges in complying with best practices in rural regions with limited vendors and long-standing relationships. The commitment of our library directors and boards to finding ways to insure that public funds are expended ethically and transparently is really impressive. I've learned a lot from their tenacity. We now have a quarterly Trustee Book Club! We met for the first time in August and we were joined (very briefly) by author and Dean R. David Lankes. Next, we'll be reading *BiblioTech: Why Libraries Matter More Than Ever in the Age of Google* by John Palfrey – consider joining us! In addition to planned events I enjoyed twelve library (and reading center) visits and consultations in July and August on topics ranging from facilities to financial investments.

Learning

STLS is truly a learning organization and I feel honored to have so many opportunities to broaden my perspective and understanding on all things library. In the Trustee Training event Brian coordinated in Hammondsport, the three system retreat with Chautauqua-Cattaraugus and Pioneer Library Systems, getting to learn our new system calendar platform Eventkeeper, and attending the New York Alliance of Library Systems retreat & conference, I'm able to engage with foremost thinkers in the state on areas of strategic planning, library development, minimum standards, best practices, and system wide platforms. Every week there is more work to be done, and more resources available to support me in that work. A million thank yous to the board for assigning me an area of work with so many opportunities for growth and engagement.

Professional Development and Outreach by Al Oliveras, Deputy Director Division of Professional Development and Library Outreach

- ✦ On August 24th, I provided logistical support for Savona, Dormann and Howard Public Libraries for their respective Minecraft programs.
- ✦ I conducted an STLS Digital Library meeting on September 7th. Agenda items included a sneak peak at the new Overdrive (Beta) app for downloading/streaming ebooks, audiobooks and video.
- ✦ I met with the STLS Coordinated Outreach Advisory Council on September 9th to review applications for the STLS Grass Roots Award and Outreach Mini-Grants. Recipients will be announced at the STLS Annual Meeting.
- ✦ Provided training on September 13th to staff/trustees of the Richburg Colonial Library on how to use the Overdrive app to download/stream ebooks and audiobooks.








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

- ✦ Dorie Robinson, ILL/Circ Clerk retired. So sad for her leaving but, happy for her to ENJOY the next opportunities that come her way!
- ✦ Partnered and collaborated with other STLS staff to complete the round of focus groups with staff from our member libraries. This experience was terrific. It isn't often that I get to hear so many insightful library service-related thoughts and opinions. My conversations with member library staff are usually more focused to youth-related library services.
- ✦ Partnered and collaborated with other in the Division of Professional Development and Outreach (Vickie Button and Al Oliveras) in the fine-tuning of our *new* program resources for our member libraries. We have determined that we should offer program support for both active and DIY programs. STLS will

strive to provide materials that can add and enhance locally produced programs. We have also consulted with ILS Specialists (Filomena Jack and Alex Hoffman) to ensure that Item Types, Hold parameters and search terms are user friendly and accurate.

- ✦ Partnered and collaborated with STLS staff and with the staff from TC3—Tompkins Cortland Community College—to facilitate the 'change-over' to a new Interlibrary Loan process. Reports from member libraries are very positive about TC3's service and responsiveness to questions and dilemmas. STLS hosted 2 trainings and I have conducted some one-on-one trainings as well. Thirty-one of our member libraries have registered for an account with BARC.
 - Most libraries LOVE that searching and requesting can be accomplished at the same time. No re-typing of data.
 - Staff, from one library who attended a group training and requested a bit of one-on-one assistance as well, phoned to share their elation that they had completed a request successfully! Their voice mail stated that they were, "Flush with success!"
- ✦ Assisted the Belfast Public Library staff with some weeding parameters for their adult collection.
- ✦ Attended, along with all STLS' librarian staff a Tri-System retreat—Pioneer Library System, Chau-Catt Library System and STLS. The retreat helped to outline how we might collaborate on future trainings as well as how to 'think outside the box' in working with our member library staff—to encourage and foster an environment of creativity. The details have yet to be fine-tuned but it is an exciting process.
- ✦ Attended a 2-day Summer Tech Workshop presented by the Rochester Regional Library Council and 2 BOCES School Library Systems. This conference was aimed, primarily, at school librarians. It had a 'track' for public libraries and, I garnered some great ideas from the sessions. But, the public library track wasn't the strongest and, unless the keynote is exceptional, I probably wouldn't attend again.
- ✦ Facilitated the sharing of costumes for Elephant and Piggie—those great friends from the Mo Willems books. Six libraries shared the costumes—CCLD-Steele; David A. Howe, Wellsville; Dormann Library, Bath; Penn Yan Public Library; Dutton S. Petersen Library Odessa; Dundee Library.
- ✦ Finished up the Family Literacy Library Services Grant cycle for 2013-2016. Under the auspices of this grant, created 3 StoryWalks for member libraries to use as they continue their summer success on into the Fall. All stories in the StoryWalks are related to the summer themes of movement, exercise and fun.
- ✦ 2016-2019 Family Literacy Library Services Grant has a new 'theme'—Early Literacy. Wrote a grant proposal, Looking Inward, Looking Outward—Becoming a Premiere Resource for Early Literacy, to focus attention on training member library staff to be the early literacy go-to person in their community. The grant proposal acknowledges that most of our libraries present a storytime for children ages 0-5. The proposal is designed to build on that strength. Under this grant began working a basic program for member libraries to offer to their communities for the nationally recognized program, 1000 Books Before Kindergarten.

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

-  June had 335 Help Desk Requests processed. After hours or urgent support was provided 49 times and 27 visits to libraries were made.
-  In person and remote meetings with ECC, Teracai, USAC, Cisco-Meraki, SirsiDynix, CDW, STN.
-  The STLS backup generator radiator and the IT Zone HVAC system condenser failed and were replaced.
-  The installation of WiFi and Security Appliance hardware from the FY2015 e-rate Category 2 funding was done at 8 more libraries.
-  Seven e-rate 471s were filed. Seventy-five percent of the Assistant Director's time was used in July for filing e-rate 471s. So far, 1 has been funded with that being all TWC cable modems, STLS POTS and cell phone service at around \$65,000.
-  TWC fiber Internet upgrades for Fillmore was completed on August 31st and will go live the second week of September. STN dark fiber wave 1 turn up for the Chemung loop was completed with all 6 libraries using STN and STLS for Internet access by August 31st. We now have 7 libraries using dark fiber from STN and the STLS TWC fiber for Internet. The 4 libraries on the Steuben loop will go live in September.
-  Cataloging in/out remains steady at a slight backlog of a few days.

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
Wimodaughsian 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**

Funding Ranking	Library	County	Total Referendum Funding	School District or Town Resident Population	School District Student Population	Funding per School District or Town Resident	Referendum Funding per SD Student
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 District or Town Resident		School District or Town Resident		Referendum Funding per SD Student
				Population	Population	Population	Population	
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.

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 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

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.

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.

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.

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.

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.

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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 29th 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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YEAR ONE - 2017

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Budget: \$66,698

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YEAR TWO - 2018

Central Book Aid (CBA)

Budget: \$68,031

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YEAR THREE - 2019

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Budget: \$69,391

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