STLS BOARD MEETING
Tuesday, April 19, 2022 - 2:00 pm
STLS Headquarters, Painted Post, NY 14870 – GoToMeeting Platform
Contact STLS for Meeting Login Information: (607) 962-3141

AGENDA

1.	Agenda		**Doc. #22-33**
2.	Approval of Minutes – March 2022	***FOR APPROVAL**	**Doc. #22-34**
3.	Treasurer's Report –March 2022	***FOR APPROVAL**	**Doc. #22-35**
4.	Financial Clerk's Report – March 2022	***FOR APPROVAL**	**Doc. #22-36**
5.	First Quarter Profit-Loss Statement	***FOR APPROVAL**	**Doc. #22-37**
6.	First Quarter Claims Auditor Report	***FOR APPROVAL**	**Doc. #22-38**
7.	2021 End of Year Profit-Loss Statement	***FOR APPROVAL**	**Doc. #22-39**

• *Subject to corrections, above items may be approved without motion.*

COMMITTEE REPORTS

8. Executive Committee – Richard Ahola
9. Personnel & Policies Committee – Denise King
(Minutes) **Doc. #22-40**
(Policy – Finance) **Doc. #22-41**
(Policy – Investment) **Doc. #22-42**
(Policy – Travel, Working Remotely & Conferences) **Doc. #22-43**
(Policy – Disaster Preparedness) **Doc. #22-44**
10. Finance & Facilities Committee – Betsy Gorman
(Minutes) **Doc. #22-45**
(Library System Annual Report) **Doc. #22-46**
11. Public Relations Committee – Lynnette Decker
(Minutes) **Doc. #22-47**
12. Foundation for Southern Tier Libraries – Louise Richardson
(Minutes) **Doc. #22-48**

BOARD ACTIONS

13. <u>Expenditure Approvals -Monthly Unpaid Bills Detail</u>   *** FOR APPROVAL**   **Doc. #22-49**

<u>Finance & Facilities Committee Recommendation:</u> 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:	

14.   Receipt Approvals – Monthly Deposit Summary   *** FOR APPROVAL**   Doc. #22-50

Finance & Facilities Committee Recommendation: Approve receipts of the *Deposit Summary* for the most recent month as authorized by the Financial Clerk per the Finance Policy.

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

15.   Approve Revisions to the Chartered Public Libraries Policy

                                *FOR APPROVAL   (March 2022 Board Packet) **Doc. #22-25**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the revisions to the Chartered Public Libraries Policy as presented at the March 15, 2022 board meeting considering any agreed upon revisions.

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

BOARD INFORMATION

16.   Old Business
17.   New Business
18.   Library Networking
19.   President's Report
20.   Monthly System Team & Divisional Reports   **Doc. #22-51**

Public Expression (15 minutes)
Adjournment
Next meeting: Southern Tier Library System – Tuesday, May 17, 2022 at 2 p.m.

STLS BOARD MEETING
Tuesday, March 15, 2022 - 2:00 pm
GoToMeeting Conference Call Platform

MINUTES

TRUSTEES PRESENT:

Richard Ahola – 2022	Susan McGill – 2024
Sisi Barr – 2023	Louise Richardson - 2024
Lynnette Decker -2021	
Pat Finnerty -2022	
Betsy Gorman – 2024	
Kathy Green-2021	
David Haggstrom – 2021	
Barbara Hubbell – 2024	
Denise King – 2024	

Excused: Kim Salisbury – 2022, Felicity Wright – 2023, Vacant Allegany County Seat – 2025, Vacant Steuben County Seat – 2025,

Staff Present – Brian Hildreth, Executive Director, Melissa Morrissey, Administrative Assistant

President Richard Ahola called the meeting to order at 2:00 pm.

1. AGENDA REVIEW   *FOR APPROVAL   Doc.#22-18
Approve

2. Approval of Minutes – January 2022   *FOR APPROVAL   Doc. #22-19
Approved

3. Treasurer's Report – January 2022   *FOR APPROVAL   Doc. #22-20
Approved
B Gorman noted that depreciation does not show up on the January report. The depreciation figures are being calculated and will show up on the February report.

4. Financial Clerk's Report – January 2022   *FOR APPROVAL   Doc. #22-21
Approved
B Hildreth stated the report was reviewed in full detail at the March 14 Finance and Facilities committee meeting and he will go over numbers at the February report review.

5. Treasurer's Report – February 2022   *FOR APPROVAL   Doc. #22-22
B Gorman stated the cash balance is up $400,000.00 from last year at this time. This number will decrease over the next few months with payout for construction costs. B

Gorman added that STLS is in a good place financially based on anticipated revenues and expenditures.

6. Financial Clerk's Report – February 2022   *FOR APPROVAL   Doc. #22-23
Approved
For income, B Hildreth highlighted line item, 4723, Cost Share. This line item shows how much 2022 Cost Share has been collected from member libraries, so far.
For expenses, B Hildreth highlighted line items 5100 - Salaries, 5409 – STLS Telephone/Internet, and 5490- Grants. Line item 5490 includes the costs for all contracts of construction.
R Ahola inquired about the cost of fuel being over $4.00/gallon and the budget. B Hildreth answered that he did not budget for gas prices to be where they are now. He stated fuel costs are normally calculated at around $2.90/gallon. Any difference will be accounted for at the midyear budget revision, and while the prices aren't ideal, they are manageable at this time.

Standing Committee Reports –
7. Executive Committee – Richard Ahola
R Ahola stated there was no Executive Committee Meeting but instead there was a Trustee Training session, and orientation for newer STLS trustees that contained a wealth of great information.

8. Personnel & Policies Committee –   Denise King   (Minutes) **Doc.#22-24**
D King thanked all Trustees who participated it the march Trustee Training and New Trustee Orientation session.
D King stated that no changes or suggestions were brought forth for the Trustee Selection and Election Policy. D King stated that the Committee did delete some unnecessary, redundant wording at the end of the policy. Specifically, the phrase "and get them current" was removed. This policy change will be voted on at today's meeting.
D King stated that the Committee reviewed articles 1-5 of the Bylaws. The Committee will review the remainder of the articles, and will present all for review at the May 2022 meeting. The Board will vote on the bylaws in June and they will be approved at the Annual System Meeting in October.
D King also stated that Brian Hildreth updated the Organizational Chart. B Hildreth added that the Organizational Chart is current with all positions approved by the Board.

(Policy – Chartered Libraries Policy) **Doc.#22-25**
D King stated the Chartered Libraries Policy is out for review. As for updates, D King thanked Louise Richardson for her suggestions and stated that Brian is making the suggested grammatical changes Louise brought forth.

B Hildreth gave an overview of where STLS stands on Chartered Public Libraries. In 2015 the policy was created to give Reading Centers time to become chartered public libraries. As of 2022, Arkport is now a chartered public library. Middlesex and Rushville are in the process of becoming chartered public libraries, leaving Greenwood and Hector as reading centers. B Hildreth is working with the Watkins Glen Public Library and Hector Reading Center to help Hector become a public library. The overall goal is to have the remaining reading centers become chartered public libraries by 2024.
D King stated that all of the work Brian and the library/reading center directors are putting forth are the reasons this initiative is going forth.
S Barr inquired about the benefits of becoming a charted public library. B Hildreth answered that there is more funding via construction aid and operating aid from the state. Also, charted public libraries have to adhere to the state's minimum library standards, which creates transparency.
D King noted that this policy will be up for vote at the April 2022 Board meeting.

9. Finance & Facilities Committee – Betsy Gorman
(Provided at Meeting-Minutes) **Doc.#22-26**

B Gorman thanked Sisi Barr for preparing the Finance and Facilities Committee's meeting minutes.
B Gorman stated the Committee reviewed the financial statement, the profit and loss statement, as well as, the Investment and Finance policies. The Investment and Finance policies will be forwarded to the Personnel and Policies Committee for further review. They will be presented to the board for review at the April 2022 meeting and up for vote at the May 2022 Board meeting.
B Gorman asked Brian Hildreth to give an update on the construction project. B Hildreth stated that the project is moving along. There have been delays, due to supply chain issues. The project is now projected to be done by the end of June 2022 with all staff back in the office sometime after July 4, 2022. B Hildreth will share progress photos with the Board.

10. Public Relations Committee – Lynnette Decker
L Decker stated that there were 40 meeting participants on Advocacy Day which was March 3, 2022. Senators and Legislators were receptive to the ideas and thoughts brought forth at the meeting.
L Decker also mentioned that there is a postcard campaign underway to further encourage our representatives to push for increases in library funding.
L Decker spoke about the Annual Meeting in October. The hope is the meeting will be in person. L Decker gave an overview of the meeting setup.
L Decker finally noted that there is still a vacant board seat for Allegany County and Steuben County – Corning service area. Board members are actively looking for a candidate to fill the seat.

11. Foundation for Southern Tier Libraries – Louise Richardson

(January Minutes) **Doc.#22-27**
(February Minutes) **Doc.#22-28**

L Richardson stated that the Foundation is looking forward to reviewing the grant applications at the April 2022 meeting. The Foundation Board also discussed various fundraising opportunities for 2022, an in-person event, the online auction and the direct mail appeal. L Richardson also stated that the Foundation needs more Board members.

BOARD ACTIONS

12. Expenditure Approvals -Monthly Unpaid Bills Detail   *** FOR APPROVAL   Doc. #22-29**
Finance & Facilities Committee Recommendation: Approve expenditures of the *Unpaid Bills Detail* for the most recent two months as authorized by the Financial Clerk, Internal Auditor and Treasurer per the Authority of Board Policy.

| Aye: __11____   Nay _____   Abstain _____   Absent __2____ Vacant____2_____ |
| Approved/Failed: Approved |
| Discussion: None |

13. Receipt Approvals – Monthly Deposit Summary *** FOR APPROVAL   Doc. #22-30**
Finance & Facilities Committee Recommendation: Approve receipts of the *Deposit Summary* for the most recent two months as authorized by the Financial Clerk per the Finance Policy.

| Aye: __11____   Nay _____   Abstain _____   Absent __2____ Vacant____2_____ |
| Approved/Failed: Approved |
| Discussion: None |

14. Approve Revisions to the Trustee Selection and Election Policy
                                       *FOR APPROVAL   (January 2022 Board Packet) **Doc. #22-8**
Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the revisions to the Trustee Selection and Election Policy as presented at the January 18, 2022 board meeting considering any agreed upon revisions prior to board vote.

| Aye: __11____   Nay _____   Abstain _____   Absent __2____ Vacant____2_____ |
| Approved/Failed: Approved |
| Discussion: None |

15. Approve Revisions to the STLS Organizational Chart ***FOR APPROVAL   Doc. #22-31**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the STLS Organizational Chart considering recent changes in STLS staff appointments.

| Aye: __11____   Nay _____   Abstain _____   Absent __2____ Vacant____2_____ |
| Approved/Failed: Approved |

Discussion: None

16. <u>STLS Plan of Service 2022 - 2026</u>   ***FOR APPROVAL   Doc. #22-32**

<u>Executive Director Recommendation: Approve the STLS Plan of Service 2022 – 2026 as developed and presented by the STLS Strategic Planning Team in partnership with all STLS member library stakeholders.</u>

Move: _____K Green_____   Second __S Barr_____
Aye ___11_____   Nay _____   Abstain _____   Absent __2_____ Vacant __2___
Approved/Failed: Approved
Discussion: None

17. <u>Central Library Plan of Service 2022 - 2026</u>   ***FOR APPROVAL   Doc. #22-32**

<u>Executive Director Recommendation: Approve the Central Library Plan of Service 2022 – 2026 as developed and presented by the library system's Central Library Planning Committee in partnership with all STLS member library stakeholders.</u>

Move: __P Finnerty_____   Second __B Gorman_____
Aye ___11_____   Nay _____   Abstain _____   Absent __2_____ Vacant __2___
Approved/Failed: Approved
Discussion:

L Richardson noted that on page 18 of the Plan, it is stated that it was approved by the Board in January 2022. The Plan of Service will be updated to change the approval date to today (March 15, 2022).

BOARD INFORMATION
18. Old Business –
None

19. New Business –
B Gorman stated that she appreciates all the work the staff put in to the Plan of Service.
L Richardson stated that she agrees with Betsy, and that it is "thoughtful and ambitious."
D King thanked all involved in the Central Library collaborative process.

20. Library Networking –
D King stated that she is going to see former board member C Emmer at the Poughkeepsie Public Library. She is attending an event with Author Amor Towles.

21. President's Report –
R Ahola thanked all involved in the Trustee Training and Orientation. He also wanted to recognize the staff for all of the "exceptional" planning they do.

22. Monthly System Team & Divisional Reports

B Hildreth thanked the Board for their comments on the Plan of Service and the Central Library Plan.

B Hildreth summarized the process of how the final Plan of Service document came to be and noted that, with the plan is in place, it is the responsibility of STLS staff to carry it out and report back on the objectives.

Public Expression (15 minutes)
None

Adjournment   2:39pm
Move: D Haggstorm   Second: L Decker

Next meeting: Southern Tier Library System and GoTo Meeting, Tuesday, April 19, 2022 at 2 p.m.

"Minutes written by Melissa Morrissey and reviewed by Louise Richardson, Board Secretary."

Southern Tier Library System
Treasurer's Report
As 3/31/22

Doc. #22-35

	Mar 31, 22	Feb 28, 22	$ Change
ASSETS			
Current Assets			
Checking/Savings			
1200 · Cash - Operating	3,472.86	4,100.51	-627.65
1201 · Cash - Payroll	11,781.85	10,822.17	959.68
1202 · Cash - Money Market	2,038,309.50	1,900,465.29	137,844.21
Total Checking/Savings	2,053,564.21	1,915,387.97	138,176.24
Accounts Receivable			
1380 · Accounts Receivable	195,178.17	605,710.07	-410,531.90
Total Accounts Receivable	195,178.17	605,710.07	-410,531.90
Total Current Assets	2,248,742.38	2,521,098.04	-272,355.66
Fixed Assets			
1100 · Fixed Assets			
1102 · Building	1,099,684.02	1,099,684.02	0.00
1104 · Equipment	217,660.43	217,660.43	0.00
1105 · Internet Fiber	862,208.03	862,208.03	0.00
1106 · Vehicles	125,229.86	125,229.86	0.00
1112 · Accumulated Dep Building	-656,629.29	-656,629.29	0.00
1114 · Accumulated Depreciation	-973,666.19	-973,666.19	0.00
Total 1100 · Fixed Assets	674,486.86	674,486.86	0.00
Total Fixed Assets	674,486.86	674,486.86	0.00
Other Assets			
1382 · Prepaid expenses	86,130.22	86,130.22	0.00
Total Other Assets	86,130.22	86,130.22	0.00
TOTAL ASSETS	3,009,359.46	3,281,715.12	-272,355.66
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
2601 · Accrued P/R	4,657.95	4,657.95	0.00
2604 · Deferred Grant	328,777.89	328,777.89	0.00
2605 · Retained Earnings	8,131.83	3,261.33	4,870.50
2625 · Payroll Deductions Payable	-77.21	1,853.31	-1,930.52
2626 · Flex Spending Deduction Payable	-325.24	2,096.50	-2,421.74
2627 · PFL Payable to Insurance	3,459.23	3,116.53	342.70
2640 · Accrued Compensated Absences	134,464.14	134,464.14	0.00
Total Other Current Liabilities	479,088.59	478,227.65	860.94
Total Current Liabilities	479,088.59	478,227.65	860.94
Total Liabilities	479,088.59	478,227.65	860.94
Equity			
3200 · Fund Balance Unrestricted	2,092,150.76	2,092,150.76	0.00
3910 · Board Restricted Capital Reserv	350,000.00	350,000.00	0.00
3911 · Donor Restricted Capital Reserv	97,806.44	97,806.44	0.00
Net Income	-9,686.33	263,530.27	-273,216.60

Southern Tier Library System
Treasurer's Report
As 3/31/22

	Mar 31, 22	**Feb 28, 22**	**$ Change**
Total Equity	2,530,270.87	2,803,487.47	-273,216.60
TOTAL LIABILITIES & EQUITY	**3,009,359.46**	**3,281,715.12**	**-272,355.66**

Official Depository: Community Bank NA

Money Market Account: .10 Rate of Return

Checking Accounts: .05 Rate of Return

2:44 PM
04/04/22
Accrual Basis

Southern Tier Library System
Financial Clerk's Report
March 2022

Doc. #22-36

	Mar 22	Feb 22	$ Change
Income			
4719 · Interest	48.98	46.33	2.65
4723 · Member Library Cost Share	0.00	303,876.00	-303,876.00
4724 · Member Library IT Contracts	186.12	131.55	54.57
4725 · Grants Revenue	0.00	87,893.50	-87,893.50
4732 · Reading Center Support	889.62	0.00	889.62
4735 · Non State Aid Pass Through	96,292.64	220,429.90	-124,137.26
4782 · Donations	1,193.91	20.00	1,173.91
4784 · General Reimbursements & Refund	5,772.24	300.00	5,472.24
Total Income	104,383.51	612,697.28	-508,313.77
Gross Profit	104,383.51	612,697.28	-508,313.77
Expense			
5100 · Salaries			
5141 · Professional Salaries	28,116.34	28,116.34	0.00
5142 · Non-Professional Salaries	41,270.32	42,341.47	-1,071.15
Total 5100 · Salaries	69,386.66	70,457.81	-1,071.15
5150 · Personnel Benefits			
5153 · Social Security	5,027.83	5,103.89	-76.06
5154 · Workers Compensation	649.47	0.00	649.47
5157 · Health Insurance	23,572.54	13,688.24	9,884.30
5158 · Payroll Expense - Other	689.00	659.25	29.75
Total 5150 · Personnel Benefits	29,938.84	19,451.38	10,487.46
5204 · STLS Software & Small Equipment	24.00	0.00	24.00
5205 · Maintenance Contracts & Leases	988.76	772.53	216.23
5408 · Platform Fees & Licenses	5,506.98	208.32	5,298.66
5409 · STLS Telephone/Internet	16,277.97	17,147.44	-869.47
5417 · Library Materials	204.87	0.00	204.87
5418 · Consultant Collection	0.00	32.26	-32.26
5424 · Conference Registration	0.00	264.00	-264.00
5430 · Office Supplies	91.93	33.99	57.94
5433 · Postage	9.03	0.00	9.03
5434 · Public Relations	1,059.99	509.17	550.82
5435 · Member Library Pass through	103,038.67	13,571.70	89,466.97
5442 · Professional Fees	0.00	481.00	-481.00
5444 · Accounting Support & Audit	99.00	1,548.99	-1,449.99
5450 · Utilities	972.15	970.16	1.99
5451 · Building Maintenance & Repairs	2,352.42	767.54	1,584.88
5454 · Commercial Insurance	829.57	3,158.00	-2,328.43
5471 · Vehicle Maintenance & Repairs	1,293.44	85.77	1,207.67
5473 · Vehicle Fuel	1,514.53	2,107.50	-592.97
5474 · Vehicle Insurance	437.56	0.00	437.56
5480 · Greenwood Reading Center Exp	1,194.45	2,946.09	-1,751.64
5485 · Arkport Expense Account	1,261.33	1,364.02	-102.69
5490 · Grants	141,117.96	56,857.87	84,260.09

Southern Tier Library System
Financial Clerk's Report
March 2022

	Mar 22	**Feb 22**	**$ Change**
Total Expense	377,600.11	192,735.54	184,864.57
Net Income	**-273,216.60**	**419,961.74**	**-693,178.34**

2:43 PM
04/04/22
Accrual Basis

Southern Tier Library System
Profit Loss Budget vs. Actual
January through March 2022

Doc. #22-37

	Jan - Mar 22	Budget	$ Over Budget
Income			
4700 · Basic State Aid	0.00	844,972.00	-844,972.00
4706 · Jails and Institutions	0.00	4,215.00	-4,215.00
4709 · Local Services Support	0.00	92,916.00	-92,916.00
4710 · Supplemental Aid	0.00	127,404.00	-127,404.00
4711 · Coordinated Outreach	0.00	73,906.00	-73,906.00
4713 · State Corrections	0.00	25,884.00	-25,884.00
4719 · Interest	149.17	600.00	-450.83
4721 · E-Rate Funding	0.00	166,500.00	-166,500.00
4723 · Member Library Cost Share	303,876.00	412,779.00	-108,903.00
4724 · Member Library IT Contracts	448.86	74,000.00	-73,551.14
4725 · Grants Revenue	89,193.50	272,000.00	-182,806.50
4781 · Retiree Health Ins Payments	1,294.16	500.00	794.16
4782 · Donations	1,498.91	1,200.00	298.91
4784 · General Reimbursements & Refund	9,249.34	1,200.00	8,049.34
Total Income	405,709.94	2,098,076.00	-1,692,366.06
Gross Profit	405,709.94	2,098,076.00	-1,692,366.06
Expense			
Total 5100 · Salaries	219,138.84	927,678.00	-708,539.16
Total 5150 · Personnel Benefits	88,085.77	407,823.00	-319,737.23
5204 · STLS Software & Small Equipment	24.00	10,000.00	-9,976.00
5205 · Maintenance Contracts & Leases	2,153.86	12,000.00	-9,846.14
5407 · Integrated Library System	0.00	75,000.00	-75,000.00
5408 · Platform Fees & Licenses	5,840.30	16,000.00	-10,159.70
5409 · STLS Telephone/Internet	49,486.59	185,000.00	-135,513.41
5417 · Library Materials	204.87	22,000.00	-21,795.13
5418 · Consultant Collection	32.26	2,400.00	-2,367.74
5419 · Electronic Materials	0.00	10,000.00	-10,000.00
5420 · Staff Development Travel	0.00	16,820.00	-16,820.00
5422 · Trustee Mileage	0.00	5,000.00	-5,000.00
5423 · Trustee Continuing Education	0.00	2,400.00	-2,400.00
5424 · Conference Registration	264.00	12,180.00	-11,916.00
5425 · Staff & Member Library Mileage	0.00	3,000.00	-3,000.00
5427 · Programming & Annual Conference	0.00	10,000.00	-10,000.00
5428 · Meeting Supplies	0.00	1,500.00	-1,500.00
5430 · Office Supplies	213.92	3,500.00	-3,286.08
5433 · Postage	1,009.03	2,400.00	-1,390.97
5434 · Public Relations	1,579.15	5,000.00	-3,420.85
5436 · STLS Grants to Member Libraries	0.00	15,000.00	-15,000.00
5442 · Professional Fees	881.00	10,000.00	-9,119.00
5443 · Legal Counsel	0.00	2,500.00	-2,500.00
5444 · Accounting Support & Audit	1,746.99	12,000.00	-10,253.01
5450 · Utilities	1,942.31	10,000.00	-8,057.69
5451 · Building Maintenance & Repairs	3,340.28	20,000.00	-16,659.72

Southern Tier Library System
Profit Loss Budget vs. Actual
January through March 2022

	Jan - Mar 22	Budget	$ Over Budget
5454 · Commercial Insurance	4,892.48	12,500.00	-7,607.52
5471 · Vehicle Maintenance & Repairs	1,457.98	3,000.00	-1,542.02
5473 · Vehicle Fuel	3,622.03	17,500.00	-13,877.97
5474 · Vehicle Insurance	914.42	5,875.00	-4,960.58
5475 · Vehicle Purchase	0.00	28,000.00	-28,000.00
5490 · Grants	212,975.83	232,000.00	-19,024.17
Total Expense	599,805.91	2,098,076.00	-1,498,270.09
Net Income	**-194,095.97**	**0.00**	**-194,095.97**

QUARTERLY CLAIMS AUDITOR REPORT - SOUTHERN TIER LIBRARY SYSTEM
Q1 2022   January 1, 2022 - March 31, 2022

Audit Date	# of Invoices	Invoice Total	Exception	Check Numbers		Check Date	Paid Total
1/12/22	20	48,522.35	0	39778	39797	1/14/22	48,522.35
1/28/22	30	64,460.77	2	39798 -	39827	1/28/22	64,460.77
2/11/22	22	62,516.18	0	39828 -	39849	2/11/22	62,516.18
2/25/22	28	85,430.59	3	39850 -	39877	2/25/22	85,430.59
3/11/22	28	176,658.87	0	39878 -	39905	3/11/22	176,658.87
3/25/22	43	122,969.61	0	39906 -	39948	3/25/22	122,969.61

EXCEPTION REPORT

Exception Reference	Transaction No/Date	Invoice Date	Claim Amount	Payee/Vendor	Item|Service s of Invoice	Issue with Purchase- Cause for Exception
Check 39806	1/28/22		26.36	ALA	Books	Sales tax charged
Resolution: Sales tax refunded 2/25/22						
Check 39806	1/28/22		16.32	A-Verdi	Container	Sales tax charged
Resolution: Sales tax from several transaction refunded 3/25/22; new charges do not include tax						
Check 39860	2/25/22		90.72	Vimeo	Auto-renewal	No P.O.; no receipt
Resolution: Staff pursuing P.O. and receipt						
Check 39860	2/25/22	1/31/22	58.62	Chicago Books & Journals	Books	No receipt; amount charged ($58.62) does not match P.O. or quote from vendor ($51.10)
Resolution: Staff investigating discrepancy, pursuing receipt						
Check 39860	2/25/22	1/20/22	189.98	Go Daddy	Web hosting	No P.O.; no receipt
Resolution: Staff pursuing P.O. and receipt						

4:28 PM
03/29/22
Accrual Basis

Southern Tier Library System
Profit Loss Budget vs. Actual
End of Year 2021 Statement

Doc. #22-39

	Jan - Dec 21	Budget	$ Over Budget
Income			
4700 · Basic State Aid	844,972.00	844,972.00	0.00
4706 · Jails and Institutions	4,215.00	4,215.00	0.00
4709 · Local Services Support	92,916.00	92,916.00	0.00
4710 · Supplemental Aid	127,404.00	127,404.00	0.00
4711 · Coordinated Outreach	73,906.00	73,906.00	0.00
4713 · State Corrections	25,884.00	25,884.00	0.00
4714 · Bullet Aid NYS	25,000.00	25,000.00	0.00
4719 · Interest	619.60	600.00	19.60
4721 · E-Rate Funding	303,365.44	397,611.00	-94,245.56
4722 · PPP Loan	195,845.00	195,845.00	0.00
4723 · Member Library Cost Share	395,382.00	395,382.00	0.00
4724 · Member Library IT Contracts	61,313.67	60,000.00	1,313.67
4725 · Grants Revenue	136,565.68	270,000.00	-133,434.32
4733 · Member Library Processing Fees	539.00		
4781 · Retiree Health Ins Payments	397.32	450.00	-52.68
4782 · Donations	1,595.69	1,200.00	395.69
4784 · General Reimbursements & Refund	3,682.46	1,900.00	1,782.46
Total Income	2,293,602.86	2,517,285.00	-223,682.14
Gross Profit	2,293,602.86	2,517,285.00	-223,682.14
Expense			
Total 5100 · Salaries	890,590.93	908,600.00	-18,009.07
Total 5150 · Personnel Benefits	407,108.39	390,000.00	17,108.39
5190 · Depreciation Expense	213,313.82		
5204 · STLS Software & Small Equipment	12,490.69	15,000.00	-2,509.31
5205 · Maintenance Contracts & Leases	12,700.16	10,000.00	2,700.16
5407 · Integrated Library System	74,245.17	73,815.98	429.19
5408 · Platform Fees & Licenses	17,981.33	16,000.00	1,981.33
5409 · STLS Telephone/Internet	286,598.12	441,790.00	-155,191.88
5417 · Library Materials	16,477.68	16,300.00	177.68
5418 · Consultant Collection	1,423.58	2,400.00	-976.42
5419 · Electronic Materials	9,867.69	10,000.00	-132.31
5420 · Staff Development Travel	2,641.90	4,000.00	-1,358.10
5422 · Trustee Mileage	851.19	2,000.00	-1,148.81
5423 · Trustee Continuing Education	0.00	0.00	0.00
5424 · Conference Registration	9,275.27	8,666.00	609.27
5425 · Staff & Member Library Mileage	957.83	1,500.00	-542.17
5427 · Programming & Annual Conference	7,414.23	11,000.00	-3,585.77
5428 · Meeting Supplies	194.51	500.00	-305.49
5430 · Office Supplies	5,853.31	4,000.00	1,853.31
5433 · Postage	1,098.93	2,400.00	-1,301.07
5434 · Public Relations	3,989.03	6,500.00	-2,510.97
5436 · STLS Grants to Member Libraries	10,455.00	12,000.00	-1,545.00
5442 · Professional Fees	5,822.80	7,500.00	-1,677.20

Southern Tier Library System
Profit Loss Budget vs. Actual
End of Year 2021 Statement

	Jan - Dec 21	Budget	$ Over Budget
5443 · Legal Counsel	0.00	500.00	-500.00
5444 · Accounting Support & Audit	11,163.00	12,000.00	-837.00
5450 · Utilities	8,083.87	10,000.00	-1,916.13
5451 · Building Maintenance & Repairs	21,889.81	20,000.00	1,889.81
5454 · Commercial Insurance	12,969.31	13,500.00	-530.69
5471 · Vehicle Maintenance & Repairs	10,713.48	12,000.00	-1,286.52
5473 · Vehicle Fuel	18,131.62	17,500.00	631.62
5474 · Vehicle Insurance	5,283.13	5,875.00	-591.87
5490 · Grants	127,162.34	295,000.00	-167,837.66
Total Expense	2,206,748.12	2,330,346.98	-123,598.86
Net Income	**86,854.74**	**186,938.02**	**-100,083.28**

*Net Income Without Depreciation Expense or Prepaid Calculations   **$ 175,701.85**

Cash Basis Accounting

Personnel & Policies Committee
Committee Meeting Minutes
Tuesday, April 12 2022 at 12:00 pm

Meeting Location: Southern Tier Library System Headquarters
Painted Post, New York hosted via GoToMeeting

Committee Members in Attendance: Barbara Hubbell, Susan McGill, Kim Salisbury and
Richard Ahola

Administrative Staff: Brian M. Hildreth

Policies

Chartered Public Libraries Policy

Committee members reviewed the policy. No other comments or recommendations were
presented from other members of the board following the March 2022 meeting, where
the policy was presented. The committee agreed the policy was ready to move out of
committee for formal approval.

Approve Proposed Revisions to the Chartered Public Libraries Policy

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves
the revisions to the Chartered Public Libraries Policy as presented at the March 15, 2022
board meeting considering any agreed upon revisions.

Motion made by B. Hubbell; seconded by S. McGill. Unanimously approved.

Bylaws

Committee members spent time discussing and reviewing proposed edits to the bylaws
that were drafted since March's committee meeting. Articles 6-8 were reviewed and
discussed including a section on Amendments. The committee agreed to take time
between the April and May committee meetings to conduct further review. The goal of
the committee is to present the full document to the STLS board by May 2022 for review
and consideration. This would leave plenty of time for the STLS Board to vote upon the
revisions, and present to the STLS membership for their review and approval at the 2022
annual meeting.

Disaster Preparedness Policy

B. Hildreth discussed proposed changes to the policy as they relate to the library system's Disaster and Emergency Operations Response Plan. He highlighted a new section of the plan that addresses how and when masking will be required of library system staff. The new section enables the Executive Director to work with staff on masking protocol based on recommendations from the Centers for Disease Control and Prevention as well as NYS Department of Health. He also reviewed revisions to STLS Wellness Principles. Committee members agreed to move the policy to the full board for review at April's board meeting.

Finance Policy

Committee members reviewed proposed changes as presented by the Finance and Facilities Committee. B. Hildreth thoroughly discussed the Member Contributions section of the policy because it received the most revisions. He noted the changes reflect recommendations from the library system's previous external financial audits, which highlighted the library system's need for policies that address how fee-based shared services are handled in partnership with member libraries. Committee members asked several questions about the impacts of the policy. B. Hildreth noted the proposed policy language addresses current practice, so no impacts would be realized. It is just a matter of aligning procedures with board-approved policy. The committee agreed to move the policy to the full board for review.

Investment Policy

B. Hildreth presented the policy to the committee. He highlighted the single revision recommended by the Finance and Facilities Committee. He confirmed the finance committee did not think further changes were needed. The Personnel and Policies Committee agreed. It was decided to move the policy out of committee for full board consideration.

Travel, Working Remotely and Conferences Policy

The committee reviewed the policy's proposed changes. B. Hildreth explained most of the policy did not require many edits because it is current with practice. He did thoroughly discuss changes to the Working Remotely – Home or Other Suitable Location section.

B. Hildreth explained it would be helpful to STLS staff to understand the perimeters for working remotely when everyone returns to STLS offices following the office renovation project. He indicated board-approved policy would clarify expectations of staff as they

relate to working in the office and at home. Committee members agreed it was important to set these guidelines through policy. There were no discussed revisions to the proposed language. The committee agreed to move the policy to the full board for review.

Meeting adjourned at 12:59 pm.

Minutes respectfully submitted by: Brian M. Hildreth

FINANCE POLICY

Applies To: Southern Tier Library Board of Trustees, Employees and Volunteers

References: STLS By-Laws, Articles VI & VII   Grant Funds Policy
                Authority of the Board Policy   Organizational Meeting Policy
                Investment Policy   Tuition Reimbursement Policy
                Purchasing Policy

POLICY: It is the policy of STLS to manage all of its assets using accepted business practices. The Board of Trustees and Executive Director will work together to make certain that all financial matters of the organization are addressed with care, integrity, and honesty. This policy and related procedural guidelines are intended to:

> Protect the liquid assets, facilities and equipment of STLS by employing judicious management and effective internal controls that ensure best value for STLS and that minimize the risk of fraud, waste and abuse. This applies to all receipts, expenditures, investments, and property;

> Ensure the maintenance of accurate records of STLS financial activities;

> Provide a framework of operating standards and behavioral expectations; and,

> Ensure compliance with federal, state and local legal and reporting requirements.

FINANCIAL STRATEGY – To ensure there are adequate resources to maintain and update services to its member libraries, STLS will continually attempt to increase the number and size of its funding sources through local, state and federal grant writing, ~~foundation support,~~ active advocacy programs and revenue-enhancing projects while practicing prudent management of organization assets.

FISCAL YEAR: The fiscal year for STLS is January 1 through December 31.

ACCOUNTING METHOD - STLS will maintain its accounting records on an accrual basis conforming to generally accepted accounting principles and in a manner that facilitates the preparation of appropriate audited financial statements. For reporting purposes, the NYS annual report will be filed using an accrual basis of accounting. The Federal 990 Income Tax Report will be filed after depreciation is calculated and the annual audit of STLS records by an outside firm has been completed.

BOOKS OF ORIGINAL ENTRY - STLS will maintain a Chart of Accounts and will utilize established commercial accounting software for managing funds. Adequate documentation will be maintained to support all general entries. The Business Manager and Treasurer will prepare appropriate monthly financial reports that include receipts, disbursements and activity on special projects. The Budget Report will include a comparison of actual expenditures to the budget.

BUDGET - The Executive Director, together with the Finance and Facilities Committee, will prepare an annual operating budget to be submitted to the Board of Trustees for approval. The preliminary budget will be presented for review to the Finance and Facilities Committee in September, and the full board in October. The budget for the coming year must be approved by the Board of Trustees not later than November 30 of the current year.

MEMBER LIBRARY CONTRIBUTIONS

ILS Cost Share Contributions: Member libraries, ~~branches~~ and reading centers contribute monies to STLS to facilitate and pay for the System's Integrated Library System ~~operating costs~~. STLS works with member libraries to set this cost sharing model every three years. The Executive Director facilitates the determination of cost shares through the Directors Advisory Council. The Directors Advisory Council makes a formal recommendation to the STLS Board of Trustees, who approves the final cost share amounts. ~~In partnership with STLS members,~~ STLS is charged with ~~will~~ developing and maintaining a cost model that provides for an equitable distribution of these costs to each member based on usage of the Integrated Library System. Cost share monies are recorded as part of STLS operating revenues.

Digital Library Contributions: STLS assists member libraries and reading centers in the procurement of digital library content that is made available by all members to their patrons. Each member contributes to the shared collection based on a Digital Library Contribution model set every three years through a recommendation of the Directors Advisory Council to the STLS Board of Trustees. Digital Library contributions are recorded as pass through funds~~;~~, not STLS operating revenues.

IT Contracts: The STLS~~'~~ Information Technology Division provides direct support to member libraries who enter into IT Service Agreements with STLS. Services under the agreement can include: procurement of equipment and software, data warehousing, remote server support, or other IT-related services that are outside the operational scope of STLS IT services. Agreements may include one-time situational support~~,~~ or reoccurring annual support. STLS invoices member libraries for this ~~service~~ support[MOU1] based on services and fees outlined in the signed service agreement. IT Contracts are recorded as STLS operating revenues.

Billed-Entity Internet Service Agreements: STLS administers Internet connections for any member library that enters into a Billed-entity Internet Service agreement with the library system. This service is provided because STLS can leverage significant cost savings for member libraries through federal ERate funds~~,~~ and ensure libraries offer high quality broadband access to patrons. STLS invoices member libraries reoccurring monthly fees, set by the library system, based on STLS' cost to administer the internet connections, prices charged by third-party internet service providers, and the amount of money STLS secures through federal ERate funds.

AUDITS – The Finance and Facilities Committee will select a qualified external auditor to audit accounting records on an annual basis. ~~and will go out for competitive bids for auditing services at least every five (5) years.~~ Official annual audit reports will be reviewed by the Finance and Facilities Committee and presented to the Board of Trustees for review and approval. An internal auditor will audit disbursements made during the bi-weekly accounts payable cycle in accordance with guidelines provided in the Authority of the Board Policy. A claims auditor report will be furnished by the internal auditor to the Board of Trustees quarterly.

BANK RECONCILIATIONS - Bank and investment account statements will be reconciled monthly with STLS records for accuracy and completeness with review by the Executive Director. In the absence of the Business Manager, the Account Clerk will do the reconciliations on a temporary basis until the Business Manager returns or a new Business Manager is appointed. The Executive Director will review and sign the monthly reconciliations. ~~and the Financial Clerk shall report on the completion and approval of each month's reconciliation.~~

INVESTMENTS and BANK ACCOUNTS - The Finance and Facilities Committee will make recommendations to the Board of Trustees regarding banking and investment opportunities for STLS in accordance with applicable laws and statutes. The Board of Trustees will approve the initiation and termination of all bank and investment accounts.

No personal funds of individual Trustees, employees or volunteers may be intermingled or combined with any bank or investment account of the STLS. Similarly, ~~Likewise~~ no STLS funds may be intermingled or combined

with any external accounts of Trustees, employees or volunteers. Invoices for any purchases or services authorized by the STLS may only be paid from properly established accounts of the STLS after appropriate verification, approval and audit as outlined in this policy.

~~CASH and~~ **OPERATING CASH BALANCE –** STLS' general policy is to accept checks only in payment for services, materials and donations. At each Board meeting the Treasurer will provide an itemized list of all receipts since the last Board meeting. STLS will strive to maintain an unrestricted operating cash balance of one-third (1/3) of the annual operating budget as determined by the year-end audit. The Finance and Facilities Committee shall track progress toward this goal as specified by the Authority of the Board Policy. The Finance and Facilities Committee shall report on the status of the operating cash balance annually at the time STLS receives its total State Aid.

CREDIT CARDS - ~~It is the policy of STLS to provide certain~~ Employees who make purchases are provided an organizational ~~corporate~~ credit card for the purpose of conducting STLS business. ~~Corporate~~ Credit card users and credit limit approvals are at the discretion of the Executive Director. In general, credit card accounts will be managed ~~controlled~~ by the Executive Director and/or Business Manager.

Credit Card Policy Requirements:

All organizational ~~corporate~~ credit cards are the property of STLS and authorized users shall take the necessary precautions to ensure the safekeeping and proper use of the card.

Organizational ~~Corporate~~ credit cards may not be used for personal expenditures of any kind.

Credit cards may not be used for cash advances.

Travel expenses charged to a credit card must be accompanied by ~~an approved Expense Report and~~ appropriate receipts.

Purchases charged to a credit card are subject to the provisions of the Purchasing Policy.

Credit card statements will be reviewed for validity and accuracy by the Executive Director, Account Clerk, Internal Auditor and Treasurer ~~Business Manager and the Executive Director~~ prior to being paid.

Personal Credit Cards may not be used to secure vendor accounts opened for STLS. In addition, personal credit cards may not be attached to an STLS credit account.

Upon cessation of business with a vendor that has the STLS credit card on file, the vendor will be contacted to remove the credit card number from their files.

EMPLOYEE AND TRUSTEE REIMBURSEMENT – ~~It is the policy of STLS to not have~~ Employees are not permitted to use personal funds when conducting business on behalf of STLS. Exceptions to this policy must be approved by the Executive Director, in which case employees will be reimbursed by submitting a completed Expense Reimbursement Form. ~~claim form.~~ Trustees will be reimbursed for all reasonable and appropriate expenses when traveling on STLS business, upon submittal of a completed Expense Reimbursement Form. ~~claim form.~~

INSURANCE - Reasonable, adequate coverage will be maintained to safeguard the assets of STLS ~~the Organization~~ and its trustees, management and employees. Such coverage will include property and liability, ~~W~~worker~~'~~s ~~C~~ompensation[MOU2], Director~~'~~s and Officer~~'~~s Insurance and other insurance deemed necessary by the Board of Trustees.

PROPERTY

REAL PROPERTY/REAL ESTATE – Acquisition or lease of all real property requires approval by the Board of Trustees.

EQUIPMENT - Equipment shall be defined as items (purchased or donated) necessary to manage and maintain STLS facilities, projects or events.

Fixed Assets shall be defined as all items valued at $5,000 or more that have an established useful life. Most assets will have a useful life of five years, computers and computer software, 3 years. Such items will be depreciated using a Straight-Line method of depreciation. All other items are considered expense items.

The Business Manager will maintain an inventory record of each item of capital equipment in the accounting system. The record will include a description of each item, date of purchase or acquisition, price or fair value of each item and its location. Records must be updated whenever property is disposed of or acquired.

PURCHASES – All purchases will be made in accordance with the STLS Purchasing Policy.

LEASE/BUY: When acquiring equipment, where appropriate, a Lease vs. Buy analysis will be conducted to determine the best value for the organization.

MILEAGE REIMBURSEMENT

TRUSTEES: Trustees may apply for mileage reimbursement when attending STLS Board meetings, assigned Board committee meetings, and assigned duties. They are eligible to be reimbursed for the distance traveled to and from their places of residence to the meeting. Reimbursement will be made only where transportation has not otherwise been provided by STLS. The mileage reimbursement rate will be established each year during the annual organizational trustee meeting. Trustees will be reimbursed by submitting a completed Mileage Claim Form.

STAFF: Normal travel back and forth to work is not reimbursable. When business travel is required, employees will use STLS-owned vehicles when available. In circumstances where it is necessary for staff to use their own vehicles for business travel, employees will be reimbursed for mileage costs incurred for trips authorized by the Executive Director or their Division Heads. the Business Manager. The mileage reimbursement rate will be the same as provided for in the current contract between the Staff Organization of Southern Tier Library System and the Southern Tier Library System. Employees will be reimbursed by submitting a completed Mileage Claim Form.

MEMBER LIBRARIES: At the Executive Director's discretion, representatives from member libraries may be reimbursed mileage from their home libraries to attend STLS events at the established reimbursement rate when funds have been made available for that purpose.

Every Trustee and all employees having financial or property management responsibility are to be informed of the appropriate policies and must comply with their requirements.

ADOPTED by the STLS Board of Trustees on April 17, 2012.
Revised by Board of Trustees on September 20, 2016; MM/DD/YYYY.

INVESTMENT POLICY

APPLIES TO: STLS Board of Trustees

REFERENCES: STLS Finance Policy
                        STLS Authority of the Board Policy
                        NYS General Municipal Law, Section 11

It is the policy of the Southern Tier Library System to invest funds in a manner that will maximize the security of principal, satisfy cash flow demands, and use approved methods to provide the highest possible return. All investments will conform to applicable laws and regulations of New York State. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence might exercise in the management of their own affairs.

Primary Objectives of the System's financial investments:
- Preservation of Capital: The preservation of capital is the foremost objective of the investment program. At no time should the safety of the System's funds be impaired or jeopardized. All investments shall be undertaken in a manner that first seeks to preserve capital and secondly attempts to fulfill other investment objectives.
- Liquidity: The System's funds are to remain sufficiently liquid to enable the System to meet anticipated operating requirements.
- Return on Investment (Yield): The System's investments should generate the highest available return without sacrificing the first two objectives.

Delegation of Authority

The Finance & Facilities Committee shall be responsible for the oversight of the investment program and the establishment of investment procedures, including adequate internal controls to provide a satisfactory level of accountability, consistent with this Policy. No person may engage in an investment transaction except as provided under the terms of this Policy and the established procedures.

Authorized and Suitable Investments
In accordance with NYS General Municipal Law Section 11, the following investments are deemed to be suitable for inclusion in the System's investment program.

- U.S. Treasury Bills and notes for which the full faith and credit of the U.S. Government is pledged for the repayment of principal and interest. Bills are short term (one year or less) obligations issued and sold at a discount. Notes have fixed coupon rates with original maturities of between one and five years.
- Demand deposit accounts (such as checking accounts and savings accounts) established with local financial institutions.
- Certificates of Deposit (CD'S) issued by local financial institutions.

Designation of Depositories
The banks and trust companies authorized for the deposit of monies will be designated at the annual Organizational Meeting of the Board of Trustees.

Collateralizing of Deposits
In accordance with the provisions of NYS General Municipal Law, Section 10, all deposits, including Certificates of Deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By a pledge of "eligible securities" with an aggregate "market value", or as provided by NYS General Municipal Law, Section 10, equal to the aggregate amount of deposits.

2. By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed ninety days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable Federal minimum risk-based capital requirements.

Reporting

The Finance & Facilities Committee shall provide the STLS Board of Trustees with monthly financial investment reports which clearly provide current information such as the types of investment, depository institutions, principal balances, rates of return and maturities.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

~~This policy shall be reviewed annually.~~

Adopted by the STLS Board of Trustees July 20, 2010
Revised ~~adopted~~ by the STLS Board of Trustees September 16, 2014; MM/DD/YYYY

TRAVEL, WORKING REMOTELY & CONFERENCES POLICY

APPLIES TO: STLS Employees

REFERENCES: Finance Policy
Purchasing Policy
Staff Organization Contract

Travel

STLS employees travel as an essential function of their duties. The specific nature of an employee's travel depends on the employee's job title and description. All necessary and job-related travel shall be communicated to an employee's direct supervisor and documented on the organizational calendar.

Each employee who visits a member library, or attends a meeting or conference within, or outside the STLS service region shall drive one of two STLS vehicles. Employees shall use their own vehicle if it reduces drive time relative to the travel location, the employee's home and STLS offices. An employee shall also use their her/his own vehicle if an STLS vehicle is not available. In such cases, the employee will be reimbursed for mileage based on the current IRS rate.

Employees shall communicate among each other about the need and availability of STLS vehicles to minimize keep organizational travel expenses. low. Employees traveling the farthest on any given day have first access to STLS vehicles.

Working Remotely

Working Remotely is defined as an employee working outside of STLS offices for one or more days within an employee's normal work week. Examples of *working remotely* include member library site visits, local, regional or state meetings, and on occasion, the employee's home or another suitable location.

Each employee who indicates they are *working remotely* on the organizational calendar shall record all hours worked on their time sheets, and note the hours worked were remote. Employees are responsible for managing their schedules to stay within the hours allotted under a regular work week. This includes travel, meals and time at meetings.

Member Library Site Visits

Employees visit member libraries frequently. Employees shall document their time away from STLS offices on the organizational calendar by indicating the name of the library or libraries they are visiting, the time frame of the visit and the STLS vehicle they are using to drive there.

Meetings

Employees who attend meetings within and outside the STLS' service region shall document their time away from STLS offices on the organizational calendar by indicating the name of the library, libraries or agency they are visiting, the time frame of the visit and the STLS vehicle they are using to drive there.

Home or Another Suitable Location

Employees may shall work from home or at another suitable location on occasion, so long as they can perform most of their essential duties *Working Remotely* within their regular work, and do not require accommodations that are already afforded through STLS offices. This option shall be exercised when it is most efficient to the job-related work of the employee. based on their her/his travel schedule within the regular work week.

As a general rule, full time employees are allotted two days per week for *Working Remotely*, and part time employees are allotted one shift per week for *Working Remotely*. All other work days should take place within STLS offices, member libraries, or locations specific to library system operations. Employees must obtain verbal approval from their direct supervisor prior to exercising this option.

Time worked away from the office shall be documented on the organizational calendar as *Remote* *Working Remotely* and the hours worked. The employee shall respond to phone calls and email as well as produce tangible work as defined by their her/his direct supervisor while *Working Remotely*.

Conferences

The Executive Director establishes the conference budget annually. This budget is communicated to division heads. Employees shall communicate their interest in attending conferences to their direct supervisors. Conference expenses will only be paid for by STLS if an employee receives approval from their her/his direct supervisor. An employee may register and make travel/lodging accommodations upon supervisor approval. Conference expenses are limited to: registration, travel, lodging and meals. The Executive Director establishes meal allowances prior to each conference.

All conference expenditures shall be realized through a purchase order or STLS issued credit card. Employees will not be reimbursed for conference expenditures if they use their own credit or debit card. Employees shall seek reasonable pricing for all conference expenses.

STLS vehicles are to be considered the primary means for conference transportation unless air travel is required. Use of a personal vehicle requires approval from the Executive Director. Employees shall coordinate the sharing of vehicles if more than one employee is attending the same conference.

Employees may also attend conferences which are job-related at their own expense if the STLS budget does not support participation. Conference attendance will be considered as a regularly scheduled working day, as approved by the Executive Director. Employees should record travel, meals and time spent at conference-related events on their time sheets.

Adopted by the STLS Board of Trustees on 05/15/ 2018.
Revised by the STLS Board of Trustees on MM/DD/YYYY.

DISASTER PREPAREDNESS POLICY

APPLIES TO: STLS Board of Trustees
STLS Staff
STLS Insurers

REFERENCES: Authority of the Board Policy
Facilities Maintenance Policy
Steuben County Office of Emergency Services
Federal Emergency Management Agency
Records Retention & Disposition Policy

Natural and man-made disasters, resulting from events such as fires, floods, storms and outbreak illnesses cannot always be prevented; however the severity of their effects can be minimized by preparing ahead of time. The safety and well-being of STLS staff, trustees, volunteers and visitors within the STLS building are of paramount importance should disaster occur. Also concerning is the preservation of library system critical resources.

To ensure practical safety of staff, trustees and visitors in the event of any disaster, the Southern Tier Library System will maintain up-to-date practices. Practices will include but not be limited to such items as:

1. Implementation of a Disaster and Emergency Operations Response Plan
2. Periodic training of staff to facilitate staff, trustee, volunteer and visitor safety
    a. Inclement weather closings
    b. Evacuations due to fire, flood, ~~and~~ storms and outbreak illnesses
    c. Severe weather alerts (tornado & storms)
    d. Basic CPR, AED & first aid
3. Posted information concerning layout of building, location of fire extinguishers, fire exits and alternate escape routes; emergency contact numbers and emergency shelters
4. Communication with Steuben County Office of Emergency Services
5. Review of Federal Emergency Management Agency guidance

Practices will also protect all legal and essential documents, such as the original STLS charter, current payroll and personnel records, and any necessary records highlighted in the STLS *Records Retention and Disposition Policy*. Critical documents are housed in a fireproof, lockable cabinet and backups of digital information are maintained.

STLS staff and trustees will be provided with a copy of this policy and the Emergency Procedures & Disaster Recovery Plan. The policy and plan will be reviewed and updated as necessary by the Executive Director and STLS Board of Trustees.

Adopted by the STLS Board of Trustees on September 17, 2013.
Revised by the Board of Trustees on October 17,2019; May 19, 2020; November 16, 2021

Disaster and Emergency Operations Response Plan
A Working Addendum to the *Disaster Preparedness Policy*

Health-Related Outbreaks (Epidemic or Pandemic)

Overview

STLS will respond to the needs of the organization and its member libraries in the event of a health-related outbreak that adversely impacts system-wide library services. In such cases, STLS will make decisions, and provide guidance to member libraries based on directives from federal, state and local governments.

Guidance Documents

In order to respond to an outbreak of large-scale proportions, STLS will develop, maintain and issue outbreak-related *Guidance Documents* that aid in organizational decisions specific to staff, trustees and operations, and support member libraries with local decisions and actions. *Guidance Documents* along with the implementation of this plan are the responsibility of the Executive Director in consultation with trustees and through delegation to key staff.

Guidance Documents shall include:

- Overview of services to member libraries based on governmental directives
- List of services to be maintained, altered, paused or discontinued during an outbreak
- General time frame for how long services will be revised or maintained
- Means of communication with members during an outbreak
- Evolving interpretations from federal, state and local agencies for how STLS and members shall respond to an outbreak
- List of options for how STLS and members will resume normal operations

Guidance Documents will be updated regularly during an outbreak and shared with trustees, staff and member libraries. Primary means for sharing out information will include library system email distribution lists as well as documentation on library system's website. The library system will also host "as needed" meetings to keep library system staff and member libraries informed.

Working Remotely & Paid Outbreak Leave

When the library system closes due to a declared state of emergency, and all or some staff are instructed not to come in to work, STLS will retain and pay all staff positions based on the current board-approved Organizational Chart to assist members through a health-related outbreak.

To be eligible for compensation during outbreak leave, staff must be ready, willing and able to work remotely on projects identified by the Executive Director and Division Heads during their regularly scheduled working hours, and must complete such duties as assigned. When performing tasks remotely, staff should note the time worked through the usual process for logging hours.

Staff should reference STLS' *Travel, Working Remotely & Conference Policy* for general guidance on remote work.

Full time staff shall be paid at their regular rate of pay. Part time staff shall be paid for their regularly scheduled shifts; part-time staff with variable schedules, the weekly amount will be based on the number of hours allotted to their job title/description within their initial job offer.

Working Remotely & Paid Outbreak Leave will begin and end based on the timeline set by the Executive Director in consultation with the library system Board of Trustees.

Capacity Limits and Social Distancing

In addition to allowing for Working Remotely and Paid Outbreak Leave, the library system will establish capacity limits and social distancing requirements. Examples of limits include:

- Assessing and limiting the number of staff members, guests and vendors allowed in the building or specific rooms of the building based on square footage space and recommendations from federal, state or local health agencies.
- Requiring staff members, guests and vendors to maintain a specific distance from other individuals based on recommendations from federal, state or local health agencies.
- Establishing and placing ample signage throughout the library system building to inform individuals of limits and distances.

Masking

Masking is a proven and highly effective form of limiting the spread of airborne viruses. The library system will institute masking policies based on recommendations from the Centers for Disease Control and Prevention as well as New York State Department of Health. These recommendations will influence masking practices inside STLS' building, vehicles and visits to member libraries. The Executive Director will work with Division Heads to determine necessary masking practices. Current practices will be communicated to the Board of Trustees, staff, guests and vendors.

Personal Protective Equipment and Building Cleaning
The library system will obtain and provide staff, guests and vendors with any necessary personal protective equipment in order to maintain safe office operations. Equipment and supplies may include:

- Face masks or shields
- Latex gloves
- Hand sanitizer
- Disinfectant wipes or sprays
- Soaps
- Thermometers
- Basic first aid kits

The building will also experience regular or heightened cleaning to offset exposures or possible risks. This includes library system vehicles. HVAC filters will maintain a MERV-13 rating or higher.

Wellness Principles

The following *Wellness Principles* will be established to minimize risk of illness or exposure when staff, guests or vendors are in the building:

- Stay home when sick
- Check for symptoms before work
- Wash or sanitize hands often
- Sanitize shared objects as needed ~~before and after use~~
- Wear masks in shared spaces when required
- Maintain ~~Ensure~~ six feet of distance ~~at all times~~
- ~~Meet in person only when needed~~
- Report exposure to system director

Cases, Exposures, Screening and Contact Tracing

Confidentiality of cases, exposures and activities surrounding contact tracing will be maintained at the highest levels possible. The library system will take the following steps if it learns a staff member, guest or vendor contracts a virus (case) or is exposed (contact of a case).

1. Ensure the case is seeking and/or receiving necessary medical attention.
2. Identify when and where the case may have contracted illness.
3. Determine the names of individuals who the case may have exposed through work activities.
4. Assess the level of contact (close or proximate) the case had with individuals exposed.
5. Notify the exposed individuals and inform them if they are a close or proximate contact. (Contacts of a contact will not be notified).
6. Notify the local health department as well as any member libraries or agencies if the case was onsite and posed a possible exposure.
7. Staff, guests and vendors who were a case or exposure may return to the library system following 10-day quarantine and documented proof of a negative virus test.
8. If a vaccine is available and a vaccinated person is exposed, they must quarantine until they get tested 3 days following exposure and produce a documented negative virus test.

9. Vaccinated persons who are a case must quarantine for 10-days and produce a documented negative virus test before returning to work.
10. Employees must work with the Executive Director to complete a *Request to Work Remotely & Self-Quarantine Form* if they are a case, exposed or need to work remotely for any virus-related reason. This form will document how the library system dealt with each individual case, contact and exposure. Forms will be retained for 60-days for contact tracing purposes, and shredded following this time period.

The library system will ask all library system staff, guests and vendors to complete a Wellness Form when entering the building. Individuals must certify they feel well and don't pose a health risk to other individuals in order to start work or enter the building. The library system will retain Wellness Forms for 60-days to assist with contact tracing, and shred following this time period.

Time sheets will be used to contact trace staff who work in the building. A log sheet will also be used for guests and vendors at the library system's two public entrances. Log sheets will be retained for 60-days to assist with contract tracing, and shredded following this time period.

Vaccines

Library system staff are encouraged to receive a vaccine when it becomes available for an epidemic or pandemic-related virus. The library system will ask all current employees and new hires to present proof of vaccine for the sole purpose of assessing *total overall vaccine-status* of library system employees, which will enable library system administration to make decisions about Working Remotely, Masking Requirements, Capacity Limits, Social Distancing, Wellness Principles and overall virus-related operations. Documentation of a staff member's vaccine status will be filed in the employee's *personnel medical file, which may be inspected by the staff member upon request. Staff who cannot show documented proof of vaccine will be determined unvaccinated, and may be required to test as needed to maintain the health and safety of all library system staff.

Personnel files and personnel medical files may only be accessed by the Executive Director, Business Manager, Account Clerk and the individual staff member.

Adopted by the STLS Board of Trustees on May 19, 2020. Revised November 16, 2021

STLS
Southern Tier Library System
Connecting Community Libraries

Finance & Facilities Committee

Meeting Minutes
April 11, 2022 at 3:15 pm
Hosted via GoToMeeting

Present: Sisi Barr, Pat Finnerty, Louise Richardson and Brian Hildreth
Excused: Betsy Gorman

Meeting was called to order at 3:19 pm.

Review of Financial Statements- Brian reviewed the March financial statements with the committee.

March's Treasurer Report- Brian stated the balance is a little more than 2 million as compared to last year at 1.7 million. The reserve balance will be used for the office renovation project. STLS is roughly 45% into total project costs.

March's Financial Clerk's Report – STLS received about $96,000 non-state aide pass through. Line item 5490 - Grants reflects amounts paid out for construction. Fuel costs for Feb reflect additional deliveries of Covid test to member libraries and March fuel cost reflect increased costs for fuel. We typically spend $1,100 per month on fuel costs.

March's Profit - Loss Vs Actual Statement- State budget has passed. We will see a 5 percent increase to Library Operating Aid. Library Construction Aid is $34 million which is flat funding from 2021.

2021 Profit/Loss Cash and Depreciation Statement – shared with committee members. This statement is a cash basis accounting showing we have a carryover of about $175,000 in cash. These funds have been earmarked for the office renovation project to serve as Construction Aid matching funds.

First Quarter Claims Auditor Report – there were a few items with sales tax charged and purchases with no receipts. Most issues have now been resolved.

Deposit Summary and Expenditures Report - are included in the Board packet.

Policy Review   - both policies will be presented to the April Board meeting and final review at the May meeting.

Investment Policy- same as sent out to committee members last month.

Finance Policy- some significant changes per recommendations from our external auditors to include more detailed explanations of shared services and fees.

2021 External Audit - date changed to the Week of June 6, 2022 due to office renovation project. This will change the finance committee's meeting with auditor to the Fall.

<u>Facilities Update</u> – STLS Office Renovation Project. The IT and ILS offices will be done by the end of April. Restrooms will also be complete by this deadline. The project is moving along well, and contractors along with architects have been really good to work with.

Pat moved to adjourn the meeting at 4:14 pm, Louise seconded and all approved.

Respectfully submitted: Sisi Barr for Betsy Gorman, Treasurer

Next Meeting is Monday, May 9th at 3:15pm.

Southern Tier Library System
Annual Report for Library Systems - 2021 (Public Library Systems 2021)

	CURRENT YEAR	*PREVIOUS YEAR*

1. General System Information

System/Director Information

Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer.

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat CollectConnect, please click the new link here and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat CollectConnect before you begin your survey.

Please use the note field to explain answers when necessary. This note field can also be used for local notes.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

		CURRENT YEAR	PREVIOUS YEAR
1.1	SEDCODE	571000700006	*571000700006*
1.2	Institution ID	800000037953	*800000037953*
1.3	System Name	Southern Tier Library System	*Southern Tier Library System*
1.4	Beginning Reporting Year	01/01/2021	*01/01/2020*
1.5	Ending Reporting Year	12/31/2021	*12/31/2020*
1.6	Street Address	9424 Scott Road	*9424 Scott Road*
1.7	City	Painted Post	*Painted Post*
1.8	Zip Code	14870	*14870*
1.9	Four-Digit Zip Code Extension (enter N/A if unknown)	9598	*9598*
1.10	Mailing Address	9424 Scott Road	*9424 Scott Road*
1.11	City	Painted Post	*Painted Post*
1.12	Zip Code	14870	*14870*
1.13	Four-Digit Zip Code Extension (enter N/A if unknown)	9598	*9598*
1.14	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(607) 962-3141	*(607) 962-3141*
1.15	Fax Number (enter 10 digits only)	(607) 962-5356	*(607) 962-5356*
1.16	System Home Page URL	www.stls.org	*www.stls.org*
1.17	URL of the system's complete Plan of Service	https://drive.google.com/file/d/1e7GwxmugffTDsCym0AXVDhwO_qhY_q-w/view	*http://www.stls.org/wp-content/uploads/2014/12/Approved-STLS-Plan-of-Service-2017-2021.pdf*
1.18	Population Chartered to Serve (2010 Census)	280,457	*280,457*
1.19	Area Chartered to Serve (square miles)	3494	*3494*
1.20	Federal Employer Identification Number	160836935	*160836935*
1.21	County	Steuben	*Steuben*
1.22	County (Counties) Served	Allegany, Chemung, Schuyler, Steuben, Yates	*Allegany, Chemung, Schuyler, Steuben, Yates*
1.23	School District	Corning - Painted Post School District	*Corning - Painted Post School District*
1.24	First Name of System Director	Brian	*Brian*
1.25	Last Name of System Director	Hildreth	*Hildreth*
1.26	NYS Public Librarian	22533	*22533*

	Certification Number of the Director of Public Library System, and Reference and Research Library Resources System.		
1.31	Telephone Number of the System Director, including area code and extension (enter digits only, field will automatically format with extension)	(607) 962-3141 Ext.207	*(607) 962-3141 Ext.207*
1.32	E-Mail Address of the System Director	communitylibrarypartner@stls.org	*communitylibrarypartner@stls.org*
1.33	Fax Number of the System Director (enter 10 digits only and hit the Tab key)	(607) 962-5356	*(607) 962-5356*
1.34	Name of Outreach Coordinator	Keturah Cappadonia	*Keturah Cappadonia*

Contracts/Unusual Circumstances

1.48	Does the reporting system have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one repeating group for each contract. If no, enter N/A on questions 1 through 5 of one repeating group.	N	*N*
1.	Name of Contracting Municipality or District	N/A	*N/A*
2.	Is this a written contract? (Enter Y for Yes, N for No)	N/A	*N/A*
3.	Population of the geographic area served by this contract	N/A	*N/A*
4.	Dollar amount of contract	N/A	*N/A*
5.	Indicate "Full" or "Partial" range of services provided by this contract (Select one)	N/A	*N/A*
1.49	For the reporting year, has the system experienced any unusual circumstance(s) that affected the statistics and/or information reported (e.g. natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? Indicate Y for Yes, N for No. If Yes, please annotate using the note.	N	*N*

THESE QUESTIONS ARE FOR NYC PUBLIC LIBRARY SYSTEMS ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.50	President/CEO Name. If there is no President/CEO please enter "N/A"	N/A	*N/A*
1.51	President/CEO Phone Number	N/A	*N/A*
1.52	President/CEO Email	N/A	*N/A*

2. Personnel Information

2.1	FTE (Full-Time Equivalent Calculation) The number of hours per work week used to compute FTE for all budgeted positions.	37.5	*37.5*

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

(enter to two decimal places; enter decimal point)

2.4	Public Library System Director per CR 90.3(f) - Filled Position FTE	1		*1*
2.5	Public Library System Director per CR 90.3(f) - Vacant Position FTE	0		*0*
2.10	Librarians - Filled Position(s) FTE	3		*4*
2.11	Librarians - Vacant Position(s) FTE	0		*0*
2.12	Outreach Coordinator (certified) per CR 90.3 (1)(2) (iii) - Filled Position FTE	1		*1*
2.13	Outreach Coordinator (certified) per CR 90.3 (1)(2) (iii) - Vacant Position FTE	0		*0*
2.14	Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.10 + 2.12)	5.00		*6.00*
2.15	Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.11 + 2.13)	0.00		*0.00*
2.16	Total Other Professional Staff - Filled Position(s) FTE	8.5		*7.5*
2.17	Total Other Professional Staff - Vacant Position(s) FTE	0		*1*
2.18	Total Other Staff - Filled Position(s) FTE	3		*3*
2.19	Total Other Staff - Vacant Position(s) FTE	0		*0*
2.20	Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)	16.50		*16.50*
2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	0.00		*1.00*

SALARY INFORMATION

2.22	Entry-Level Librarian (certified) FTE	1		*1*
2.23	Entry-Level Librarian (certified) Current Annual Salary	$50,000		*$48,000*
2.24	System Director FTE	1		*1*
2.25	System Director Current Annual Salary	$120,499		*$117,577*

3. System Membership, Outlets and Governance

Service Outlets/Meetings/System Council

PUBLIC SERVICE OUTLETS

3.9	Number of member libraries. Do not include branches.	40		*39*
3.15	Main Library/System Headquarters	1		*1*
3.16	Indicate the year the system building was initially constructed	2000		*2000*
3.17	Indicate the year the system building underwent a major renovation costing $25,000 or more	2021		*2014*
3.18	Square footage of the system building	11,536		*11,536*
3.19	Branches of the Library System	0		*0*
3.20	Bookmobiles	0		*0*
3.21	Reading Centers	4		*5*

3.22	Other Outlets	0	0
3.23	Total Public Service Outlets (total questions 3.15 through 3.19)	5	6
3.24	Name of Central Library/Co-Central Libraries	Chemung County Library District	Chemung County Library District

BOARD/COUNCIL MEETINGS

3.25	Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year	10	10
3.26	Current number of voting positions on system board/council. Please add a note if this has changed from the previous year report.	15	15
3.27	Term length for system board/council members. Please add a note if this has changed from the previous year report.	5	5

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

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

SYSTEM BOARD/COUNCIL

Public Library Systems - enter information for the period January 1, 2022, through December 31, 2022.

President/Council Chair

3.29	Status	Filled	Filled
3.30	First Name	Richard	Richard
3.31	Last Name	Ahola	Ahola
3.32	Institutional Affiliation	Yates County	Yates County
3.33	Professional Title	President	President
3.34	Mailing Address	4568 Lakeview Road	4568 Lakeview Road
3.35	City	Dundee	Dundee
3.36	Zip Code (enter five digits only)	14837	14837
3.37	Telephone for the Board President (enter 10 digits only and hit the Tab key)	(607) 243-5116	(607) 243-5116
3.38	E-mail Address	RAhola@stny.rr.com	RAhola@stny.rr.com
3.39	Term Begins - Month	January	January
3.40	Term Begins - Year (yyyy)	2018	2018
3.41	Term Expires - Month or N/A	December	December
3.42	Term Expires - Year (YYYY) or N/A	2022	2022
3.43	Is this trustee serving a full term? If No, add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	Yes
3.44	The date the board president took the Oath of Office (mm/dd/yyyy)	01/16/2018	01/16/2018
3.45	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/19/2018	01/19/2018
3.46	Is this a brand new trustee?	N	N

Board/Council Member - complete one record for each Board/Council Member. For each vacant position, select "Vacant" in question 1, and enter N/A in

questions 2-16 of the repeating group. You may 1) enter the data for the Board/Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking here. Complete this form and email it to collectconnect@baker-taylor.com. The number of Council members must be 5 to 11 (no less than five and no more than 11).

#	Field	Value	Value
1.	Status	Filled	*Filled*
2.	First Name	Kathy	*Kathy*
3.	Last Name	Green	*Green*
4.	Institutional Affiliation	Steuben County	*Steuben County*
5.	Professional Title	Vice President	*Vice President*
6.	Mailing Address	7 Avondale Ave	*7 Avondale Avenue*
7.	City	Hornell	*Hornell*
8.	Zip Code (enter five digits only)	14843	*14843*
9.	Term Begins - Month	January	*January*
10.	Term Begins - Year (yyyy)	2022	*2017*
11.	Term Expires - Month or N/A	December	*December*
12.	Term Expires - Year (YYYY) or N/A	2026	*2021*
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	*Yes*
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/18/2022	*01/17/2017*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/21/2022	*01/20/2017*
16.	Is this a brand new trustee?	N	*N*

#	Field	Value	Value
1.	Status	Filled	*Filled*
2.	First Name	Betsy	*Betsy*
3.	Last Name	Gorman	*Gorman*
4.	Institutional Affiliation	Chemung County	*Chemung County*
5.	Professional Title	Treasurer	*Treasurer*
6.	Mailing Address	2445 State Rte 352	*2445 State Route 352*
7.	City	Elmira	*Elmira*
8.	Zip Code (enter five digits only)	14903	*14903*
9.	Term Begins - Month	January	*January*
10.	Term Begins - Year (yyyy)	2021	*2016*
11.	Term Expires - Month or N/A	December	*December*
12.	Term Expires - Year (YYYY) or N/A	2025	*2020*
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	*Yes*
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/19/2021	*01/19/2016*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/22/2021	*01/22/2016*
16.	Is this a brand new trustee?	N	*N*

#	Field	Value	Value
1.	Status	Filled	*Filled*
2.	First Name	Louise	*Cindy*
3.	Last Name	Richardson	*Emmer*
4.	Institutional Affiliation	Steuben County	*Chemung County*
5.	Professional Title	Secretary	*Secretary*
6.	Mailing Address	36 Tall Meadow	*858 Davis Street*
7.	City	Painted Post	*Elmira*
8.	Zip Code (enter five digits	14870	*14901*

only)

9.	Term Begins - Month	January		*January*
10.	Term Begins - Year (yyyy)	2020		*2018*
11.	Term Expires - Month or N/A	December		*December*
12.	Term Expires - Year (YYYY) or N/A	2024		*2022*
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes		*Yes*
.14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/21/2020		*01/16/2018*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/24/2020		*01/19/2018*
16.	Is this a brand new trustee?	N		*N*

1.	Status	Filled		*Filled*
2.	First Name	Mathilde		*Pat*
3.	Last Name	Barr		*Selwood*
4.	Institutional Affiliation	Chemung County		*Yates County*
5.	Professional Title	Trustee		*Trustee*
6.	Mailing Address	270 Fisher Hill Road		*3632 Central Avenue*
7.	City	Corning		*Penn Yan*
8.	Zip Code (enter five digits only)	14830		*14527*
9.	Term Begins - Month	January		*January*
10.	Term Begins - Year (yyyy)	2019		*2020*
11.	Term Expires - Month or N/A	December		*December*
12.	Term Expires - Year (YYYY) or N/A	2023		*2024*
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes		*Yes*
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/15/2019		*01/21/2020*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/18/2019		*01/24/2020*
16.	Is this a brand new trustee?	N		*N*

1.	Status	Filled		*Filled*
2.	First Name	Denise		*Patricia*
3.	Last Name	King		*Finnerty*
4.	Institutional Affiliation	Chemung County		*Steuben County*
5.	Professional Title	Trustee		*Trustee*
6.	Mailing Address	117 Larchmont Road		*7389 Wildflower Way*
7.	City	Elmira		*Bath*
8.	Zip Code (enter five digits only)	14905		*14810*
9.	Term Begins - Month	January		*January*
10.	Term Begins - Year (yyyy)	2020		*2018*
11.	Term Expires - Month or N/A	December		*December*
12.	Term Expires - Year (YYYY) or N/A	2024		*2022*
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a	Yes		*Yes*

	trustee who resigned their position).		
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/21/2020	*01/16/2018*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/24/2020	*01/18/2018*
16.	Is this a brand new trustee?	N	*N*
1.	Status	Filled	*Filled*
2.	First Name	Lynnette	*Mathilde*
3.	Last Name	Decker	*Barr*
4.	Institutional Affiliation	Allegany County	*Chemung County*
5.	Professional Title	Trustee	*Trustee*
6.	Mailing Address	9314 County Road 7	*270 Fisher Hill Road*
7.	City	Cuba	*Corning*
8.	Zip Code (enter five digits only)	14727	*14830*
9.	Term Begins - Month	January	*January*
10.	Term Begins - Year (yyyy)	2022	*2019*
11.	Term Expires - Month or N/A	December	*December*
12.	Term Expires - Year (YYYY) or N/A	2026	*2023*
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	*Yes*
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/18/2022	*01/15/2019*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/21/2022	*01/18/2019*
16.	Is this a brand new trustee?	N	*N*
1.	Status	Filled	*Vacant*
2.	First Name	Kim	*N/A*
3.	Last Name	Salisbury	*N/A*
4.	Institutional Affiliation	Chemung County	*Allegany County*
5.	Professional Title	Trustee	*Trustee*
6.	Mailing Address	23 Carson Drive	*N/A*
7.	City	Elmira	*N/A*
8.	Zip Code (enter five digits only)	14903	*N/A*
9.	Term Begins - Month	January	*January*
10.	Term Begins - Year (yyyy)	2018	*2021*
11.	Term Expires - Month or N/A	December	*December*
12.	Term Expires - Year (YYYY) or N/A	2022	*2025*
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	No	*N/A*
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/18/2022	*N/A*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/21/2022	*N/A*
16.	Is this a brand new trustee?	Y	*N*
1.	Status	Filled	*Filled*
2.	First Name	Susan	*Dale*
3.	Last Name	McGill	*Wexell*

#	Field	Value	Value
4.	Institutional Affiliation	Yates County	Steuben County (Corning)
5.	Professional Title	Trustee	Trustee
6.	Mailing Address	102 Walnut Street	372 W. Second Street
7.	City	Penn Yan	Corning
8.	Zip Code (enter five digits only)	14527	14830
9.	Term Begins - Month	January	January
10.	Term Begins - Year (yyyy)	2018	2016
11.	Term Expires - Month or N/A	December	December
12.	Term Expires - Year (YYYY) or N/A	2022	2020
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	No	Yes
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/18/2022	01/19/2016
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/21/2022	01/22/2016
16.	Is this a brand new trustee?	Y	Y
1.	Status	Filled	Filled
2.	First Name	Patricia	Felicity
3.	Last Name	Finnerty	Wright
4.	Institutional Affiliation	Steuben County	Schuyler County
5.	Professional Title	Trustee	Trustee
6.	Mailing Address	7389 Wildflower Way	2742 Cottage Road
7.	City	Bath	Alpine
8.	Zip Code (enter five digits only)	14810	14805
9.	Term Begins - Month	January	January
10.	Term Begins - Year (yyyy)	2018	2019
11.	Term Expires - Month or N/A	December	December
12.	Term Expires - Year (YYYY) or N/A	2022	2023
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes	Yes
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/16/2018	01/15/2019
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/18/2018	01/18/2019
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	Filled
2.	First Name	David	Barbara
3.	Last Name	Haggstrom	Hubbell
4.	Institutional Affiliation	Allegany County	Schuyler County
5.	Professional Title	Trustee	Trustee
6.	Mailing Address	PO Box 8	300 Nasser Civic Center Plaza
7.	City	Angelica	Corning
8.	Zip Code (enter five digits only)	14709	14830
9.	Term Begins - Month	January	January
10.	Term Begins - Year (yyyy)	2022	2020
11.	Term Expires - Month or N/A	December	December
12.	Term Expires - Year (YYYY) or N/A	2026	2024

13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes		*Yes*
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/18/2022		*01/21/2020*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/21/2022		*01/24/2020*
16.	Is this a brand new trustee?	N		*N*

1.	Status	Filled		*Filled*
2.	First Name	Barbara		*Denise*
3.	Last Name	Hubbell		*King*
4.	Institutional Affiliation	Schuyler County		*Chemung County*
5.	Professional Title	Trustee		*Trustee*
6.	Mailing Address	300 Nasser Civic Center Plaza		*117 Larchmont Road*
7.	City	Corning		*Elmira*
8.	Zip Code (enter five digits only)	14830		*14905*
9.	Term Begins - Month	January		*January*
10.	Term Begins - Year (yyyy)	2020		*2020*
11.	Term Expires - Month or N/A	December		*December*
12.	Term Expires - Year (YYYY) or N/A	2024		*2024*
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes		*Yes*
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/21/2020		*01/21/2020*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/24/2020		*01/24/2020*
16.	Is this a brand new trustee?	N		*N*

1.	Status	Filled		*Filled*
2.	First Name	Felicity		*David*
3.	Last Name ·	Wright		*Haggstrom*
4.	Institutional Affiliation	Schuyler County		*Allegany County*
5.	Professional Title	Trustee		*Trustee*
6.	Mailing Address	2742 Cottage Road		*PO Box 8*
7.	City	Alpine		*Angelica*
8.	Zip Code (enter five digits only)	14805		*14709*
9.	Term Begins - Month	January		*January*
10.	Term Begins - Year (yyyy)	2019		*2017*
11.	Term Expires - Month or N/A	December		*December*
12.	Term Expires - Year (YYYY) or N/A	2023		*2021*
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes		*Yes*
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/15/2019		*01/17/2017*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/18/2019		*01/20/2017*
16.	Is this a brand new trustee?	N		*N*

1.	Status	Vacant	*Filled*
2.	First Name	N/A	*Lynnette*
3.	Last Name	N/A	*Decker*
4.	Institutional Affiliation	Allegany County	*Allegany County*
5.	Professional Title	Trustee	*Trustee*
6.	Mailing Address	N/A	*9314 County Road 7*
7.	City	N/A	*Cuba*
8.	Zip Code (enter five digits only)	N/A	*14727*
9.	Term Begins - Month	January	*January*
10.	Term Begins - Year (yyyy)	2021	*2017*
11.	Term Expires - Month or N/A	December	*December*
12.	Term Expires - Year (YYYY) or N/A	2025	*2021*
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	N/A	*Yes*
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	N/A	*01/17/2017*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	*01/20/2017*
16.	Is this a brand new trustee?		*N*

1.	Status	Vacant	*Filled*
2.	First Name	N/A	*Louise*
3.	Last Name	N/A	*Richardson*
4.	Institutional Affiliation	Steuben County	*Steuben County (Corning)*
5.	Professional Title	Trustee	*Trustee – Internal Auditor*
6.	Mailing Address	N/A	*36 Tall Meadow Court*
7.	City	N/A	*Painted Post*
8.	Zip Code (enter five digits only)	N/A	*14870*
9.	Term Begins - Month	January	*January*
10.	Term Begins - Year (yyyy)	2021	*2020*
11.	Term Expires - Month or N/A	December	*December*
12.	Term Expires - Year (YYYY) or N/A	2025	*2024*
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	N/A	*Yes*
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	N/A	*01/21/2020*
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	*01/24/2020*
16.	Is this a brand new trustee?		*N*

Coordinated Outreach Council

COORDINATED OUTREACH COUNCIL

| 3.47 | Has the Coordinated Outreach Council met at least two times during the calendar year per CR 90.3 (j)(2)(iv)? (Enter Y for Yes, N for No). | Y | Y |

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2022, through December 31, 2022. For each vacant position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group. You may 1) enter the data for the Coordinated Outreach

Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking here. Complete this form and email it to collectconnect@baker-taylor.com. The number of council members must be 5 to 11 (no less than five and no more than 11).

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

1.	Status	Filled	*Filled*
2.	First Name	Angela	*Angela*
3.	Last Name	Gonzalez	*Gonzalez*
4.	Institutional Affiliation	Penn Yan Public Library	*Penn Yan Public Library*
5.	Professional Title	Library Director	*Library Director*

1.	Status	Filled	*Filled*
2.	First Name	Phyllis	*Belinda*
3.	Last Name	Balliett	*Hoad*
4.	Institutional Affiliation	Chemung Schuyler Steuben Workforce New York	*Institute for Human Services, Inc.*
5.	Professional Title	Deputy Director	*Associate Director*

1.	Status	Filled	*Filled*
2.	First Name	Krystle	*Darlene*
3.	Last Name	Blencowe	*Hawxhurst*
4.	Institutional Affiliation	Steuben Rural Health Network	*AIM Independent Living Center*
5.	Professional Title	Director	*AIM Systems Advocate*

1.	Status	Filled	*Filled*
2.	First Name	Wendy	*Wendy*
3.	Last Name	Harrison	*Harrison*
4.	Institutional Affiliation	Pro Action of Steuben and Yates, Inc.	*ProAction of Steuben & Yates, Inc.*
5.	Professional Title	Manager of Employment and Training	*Program Coordinator*

1.	Status	Filled	*Filled*
2.	First Name	Lois	*Phyllis*
3.	Last Name	Wilson	*Balliett*
4.	Institutional Affiliation	United Way of the Southern Tier	*Chemung, Schuyler & Steuben Workforce NY*
5.	Professional Title	Manager, Communications & Media Relations	*Deputy Director*

1.	Status	Filled	
2.	First Name	Darlene	
3.	Last Name	Hawxhurst	
4.	Institutional Affiliation	AIM Independent Living	
5.	Professional Title	AIM Systems Advocate	

4. Public Library System Transactions and Collection: Borrowers/Visits/Circulation/Holdings

Borrowers/Visits/Circulation/Holdings

4.1	Number of registered system borrowers	237	*140*
4.2	System Visits	471	*446*
CIRCULATION			
4.3	Total Cataloged Book Circulation	736	*700*
4.4	Total Circulation of Other Materials	30	*53*
4.5	Physical Item Circulation (Total questions 4.3 & 4.4)	766	*753*
4.6	Use of Electronic Material	2,864	*267*
4.7	Successful Retrieval of Electronic Information	6	*377*
4.8	Electronic Content Use (Total Questions 4.6 & 4.7)	2,870	*644*

4.9	Total Circulation of Materials (Total Questions 4.5 & 4.6)	3,630		*1,020*
4.10	Total Collection Use (Total Questions 4.7 & 4.9)	3,636		*1,397*

GENERAL SYSTEM HOLDINGS

4.11	Total Cataloged Book Holdings	533		*3,504*
4.12	Uncataloged Book Holdings	0		*0*
4.13	Total Print Serial Holdings	72		*72*
4.14	All Other Print Materials Holdings	5		*5*
4.15	Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14)	610		*3,581*
4.16	Electronic Books	23,239		*21,478*
4.17	Local Electronic Collections	5		*8*
4.18	Total Number of NOVELNY Databases	15		*15*
4.19	Total Electronic Collections (Total questions 4.16 + 4.17)	23,244		*21,486*
4.20	Audio - Downloadable Units	6,536		*5,665*
4.21	Video - Downloadable Units	804		*1,025*
4.22	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	0		*0*
4.23	Total Electronic Materials (Total questions 4.18, 4.19, 4.20, 4.21 and 4.22)	30,599		*28,191*

Holdings Continued

Non-Electronic Materials

4.24	Audio - Physical Units	14		*17*
4.25	Video - Physical Units	43		*43*
4.26	Other Non-Electronic Materials	87		*59*
4.27	Total Other Materials Holdings (Total questions 4.24 through 4.26)	144		*119*
4.28	Grand Total Holdings (Total questions 4.15, 4.23 and 4.27)	31,353		*31,891*

ROTATING COLLECTIONS/BOOK LOANS

4.29	Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No)	Y		*Y*
4.30	Number of collections	146		*146*
4.31	Average number of items per collection	47		*47*

5. System Services

ILS

TECHNOLOGY AND RESOURCE SHARING

INTEGRATED LIBRARY SYSTEM (ILS)

5.1	Does the system provide an integrated library automation system (ILS) for its member libraries? (Enter Y for Yes, N for No)	Y		*Y*

5.2 Indicate which modules of the system's ILS have been implemented (check all that apply):

a.	Circulation	Yes		Yes

b.	Public Access Catalog	Yes	Yes
c.	Cataloging	Yes	Yes
d.	Acquisitions	No	No
e.	Inventory	Yes	Yes
f.	Serials Control	Yes	Yes
g.	Media Booking	No	No
h.	Community Information	Yes	Yes
i.	Electronic Resource Management	Yes	Yes
j.	Digital Collections Management	Yes	Yes
5.3	Identify ILS system vendor	SirsiDynix	*SirsiDynix*
5.4	How many member libraries fully participate in the ILS?	40	*39*
5.5	% of member libraries participating (calculated field)	100.00%	*100.00%*
5.6	How many member libraries participate in some ILS modules?	40	*39*

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

a.	ILS shared with other library systems	No	No
b.	ILS software permits patron-initiated ILL	No	No
c.	ILL feature implemented and used	No	No
5.8	Number of titles in the ILS bibliographic database	704,250	*698,494*
5.9	Number of new titles added by the system in the reporting year	18,601	*15,909*
5.10	Number of Central Library Aid titles added in the reporting year	553	*439*
5.11	Number of new titles added by the members in the reporting year	293	*103*
5.12	Total new titles (total questions 5.9 through 5.11)	19,447	*16,451*

Catalog

UNION CATALOG OF RESOURCES

For this report, a union catalog is defined as a vehicle that can access member and / or non-member catalogs. It can be either print, disc, or online (virtual) format.

5.13 In what format(s) is the union catalog available? (Check all that apply):

a.	Print	No	No
b.	Disc	No	No
c.	Online (virtual catalog)	Yes	Yes
5.14	How many libraries participate in (or submit records for) the union catalog?	40	*39*
5.15	Is the system's union catalog shared with any other library system(s)? (Enter Y for Yes, N for No)	N	*N*
5.16	Number of titles in the system's union catalog	704,250	*698,494*
5.17	Number of holdings in the system's union catalog	1,238,736	*1,224,569*
5.18	Number of new titles added in the last year	18,894	*15,909*
5.19	Number of holdings added in the last year	55,665	*49,608*

5.20 If the union catalog is online (virtual catalog) Indicate the features of the system's virtual catalog (check all that apply):

a.	Non-member catalogs are included (if checked, please name non-member catalogs using the State note)	No	No
b.	Non-library catalogs are included (if checked, please name non-library catalogs using the State note)	No	No
c.	Patron-initiated ILL available and used through this catalog	No	No

UNION LIST OF SERIALS

5.21	Does the system have a union list of serials? (Enter Y for Yes, N for No. If No, enter zero (0) on question 5.22.)	Y	Y
5.22	How many libraries participate in (or submit records for) the union list of serials?	40	39

COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS

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

Website/Interlibrary Loan/Delivery/Continuing Edu.

VISITS TO THE SYSTEM'S WEB SITE

5.24	Annual number of visits to the system's web site	52,364	27,499

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25	Total items provided (loaned)	0	0
5.26	Total items received (borrowed)	273	431
5.27	Total requests provided (loaned) unfilled	0	0
5.28	Total requests received (borrowed) unfilled	0	0
5.29	Total interlibrary loan activity (total questions 5.25 through 5.28)	273	431

DELIVERY

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

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

a.	System courier (on the System's payroll)	Yes	Yes
b.	Other system's courier	No	No
d.	Contracted service (paid by System - not on payroll)	No	No
e.	U.S. Mail	Yes	Yes
f.	Commercial carrier (e.g., UPS, DHL, etc.)	No	No
g.	Other (specify using the note)	No	No
5.31	Number of stops (pick-up and delivery sites per week)	160	160

CONTINUING EDUCATION/STAFF DEVELOPMENT
Workshops/Meetings/Training Sessions

Resource sharing (ILL, collection development, etc.)

5.32	Number of sessions	5	9
5.33	Number of participants	24	32

Continuing Education Cont.

Technology

5.34	Number of sessions	120	72

5.35	Number of participants	183	*288*
Digitization			
5.36	Number of sessions	10	*9*
5.37	Number of participants	10	*11*
Leadership			
5.38	Number of sessions	59	*28*
5.39	Number of participants	573	*391*
Management & Supervisory			
5.40	Number of sessions	82	*44*
5.41	Number of participants	819	*641*
Planning and Evaluation			
5.42	Number of sessions	104	*50*
5.43	Number of participants	521	*625*
Awareness and Advocacy			
5.44	Number of sessions	25	*13*
5.45	Number of participants	425	*64*
Trustee/Council Training			
5.46	Number of sessions	37	*23*
5.47	Number of participants	159	*108*
Special Client Populations			
5.48	Number of sessions	17	*42*
5.49	Number of participants	290	*444*
Children's Services/Birth to Kindergarten			
5.50	Number of sessions	5	*3*
5.51	Number of participants	117	*56*
Children's Services/Elementary Grade Levels			
5.52	Number of sessions	7	*5*
5.53	Number of participants	38	*48*
Young Adult Services/Middle and High School Grade Levels			
5.54	Number of sessions	1	*2*
5.55	Number of participants	3	*12*
General Adult Services			
5.56	Number of sessions	36	*11*
5.57	Number of participants	83	*129*
5.58	**Other: Does the system provide other Workshops/Meetings/Training Sessions not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic; if No, enter N/A for questions 1, 2 and 3 of one repeating group.**	N	*N*
1.	Topic	N/A	*N/A*
2.	Number of sessions	N/A	*N/A*
3.	Number of participants	N/A	*N/A*
5.59	**Grand Total Sessions** (total questions 5.32, 5.34, 5.36, 5.38, 5.40, 5.42, 5.44, 5.46, 5.48, 5.50, 5.52, 5.54, 5.56 and total of question #2 of Repeating Group #5)	508	*311*
5.60	**Grand Total Participants** (total questions 5.33, 5.35, 5.37, 5.39, 5.41, 5.43, 5.45, 5.47, 5.49, 5.51, 5.53, 5.55, 5.57 and total of question #3 of Repeating Group #5)	3,245	*2,849*
5.61	Do library system staff and/or trustees reach outside of the library system building to promote system programs and services through group presentations, information tables and/or other similar educational activities	Y	*Y*

sponsored by the Library
System?

Coordinated Services/Consulting/Reference

COORDINATED SERVICES

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

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

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

CONSULTING AND TECHNICAL ASSISTANCE SERVICES

5.63	Number of contacts - Consulting with member libraries and/or branches on grants, and state and federal funding	397	*485*
5.64	Number of contacts - Consulting with member libraries and/or branches on funding and governance	481	*542*
5.65	Number of contacts - Consulting with member libraries and/or branches on charter and registration work	42	*36*
5.66	Number of contacts - Consulting with member libraries and/or branches on automation and technology	8,246	*23,687*
5.67	Number of contacts - Consulting with member libraries and/or branches on youth services	481	*592*
5.68	Number of contacts - Consulting with member libraries and/or branches on adult services	371	*328*
5.69	Number of contacts - Consulting with member libraries and/or branches on physical plant needs	412	*297*
5.70	Number of contacts - Consulting with member libraries and/or branches on personnel and management issues	976	*1,021*
5.71	Number of contacts - Consulting with state and county correctional facilities	127	*131*
5.72	Number of contacts - Providing information to local, county, and state legislators and their staffs	86	*145*
5.73	Number of contacts -	28	*32*

	Providing system and member library information to the media			
5.74	Number of contacts - Providing website development and maintenance for member libraries	846		*723*
5.75	Does the system provide other Consulting and Technical Assistance Services not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic. If No, enter N/A for questions 1 and 2 of one repeating group.	Y		*Y*
1.	Topic	Out of System ILL		*Out of System ILL*
2.	Number of contacts (all types)	65		*43*
1.	Topic	Delivery		*Delivery*
2.	Number of contacts (all types)	325		*235*
1.	Topic	Outreach & Resource Collections		*Outreach - General*
2.	Number of contacts (all types)	52		*322*
1.	Topic	Agencies		*Agencies*
2.	Number of contacts (all types)	37		*78*
1.	Topic	Special Population Groups		*Special Population Groups*
2.	Number of contacts (all types)	105		*18*
1.	Topic	Digitization & Digital Collections		*Digitization*
2.	Number of contacts (all types)	15		*12*
1.	Topic	Computer Procurement		*Computer Procurement*
2.	Number of contacts (all types)	122		*189*
5.76	Total other contacts (total of question #2 of Repeating Group #6)	721		*897*
5.77	Total number of contacts (total of questions 5.63 through 5.74 and 5.76)	13,214		*28,916*

REFERENCE SERVICES

5.78	Total Reference Transactions	22		*19*

Special Clients/Fees

**SERVICES TO SPECIAL CLIENTS
(Direct and Contractual)**

5.79 Indicate services the system provides to special clients (check all that apply):

a.	Services for patrons with disabilities	Yes		Yes
b.	Services for patrons who are educationally disadvantaged	Yes		Yes
c.	Services for patrons who are aged	Yes		Yes
d.	Services for patrons who are geographically isolated	Yes		Yes
e.	Services for patrons who are members of ethnic or minority groups in need of special library services	Yes		Yes
f.	Services to patrons who are in institutions	Yes		Yes
g.	Services for unemployed and underemployed individuals	Yes		Yes
i.	N/A	No		No

5.80	Number of BOOKS BY MAIL loans	0	*0*
5.81	Number of member libraries with Job/Education Information Centers or collections	3	*3*
5.82	Number of State Correctional Facilities libraries served	2	*2*
5.83	Number of County Jails libraries served	5	*5*
5.84	Number of institutions served other than jails or correctional facilities	18	*18*
5.85	Does the system provide other special client services not listed above? If yes, complete one record for each service provided. If no, enter N/A in questions 1 and 2 of one repeating group.	N	*N*
1.	Service provided	N/A	*N/A*
2.	Number of facilities/institutions served	N/A	*N/A*
5.86	Does the system charge fees for any program or service? Enter Y for Yes; N for No. If yes, briefly describe using the text box below; if no, enter N/A in Question 5.87.	Y	*Y*
5.87	Description of fees	The library system works with member libraries to assesses equitable fees for administering system-wide Integrated Library System services on behalf of local libraries. The library system assesses equitable fees for administration of internet connections and ERate discounts. The library system assesses fees for coordinating the purchase, configuration, installation and maintenance of staff and public computing equipment.	*Response has been entered.*

5A. COVID

NOTE: This section of the survey (5A) collects data on the impact of the COVID-19 pandemic . Report all information in Part 5A from January 1, 2021 to December 31, 2021.

CV1	Was the library system headquarters building physically closed to the public/member library staff for any period of time due to the Coronavirus (COVID-19) pandemic?	Yes	*Yes*
CV3	Did the library system allow users to complete registration for system library cards online without having to come to the system during the Coronavirus (COVID-19) pandemic?	Yes	*Yes*
CV6	Enter the Number of Weeks System Headquarters Building Closed Due to COVID-19. This is the number of weeks during the year that due to the Coronavirus (COVID-19) pandemic, the library system headquarters building was physically closed, and the public/member library staff could not enter, when it otherwise would have been open.	52	*42*
CV7	Enter the Number of Weeks a system headquarters building Had Limited Occupancy Due to COVID-19. This is the number of weeks during the	0	*10*

year that a system
headquarters building
implemented limited public
occupancy practices for in
person services at the building
in response to the
Coronavirus (COVID-19)
pandemic.

6. Operating Funds Receipts

LOCAL PUBLIC FUNDS

6.1	Does the system receive county funding? Enter Y for Yes, N for No. If yes, please complete one record for each county. If No, enter N/A on questions 1 through 4 of one repeating group.	Y		*Y*
1.	County Name	Steuben County		*Steuben*
2.	Amount	$79,600		*$99,500*
3.	Subject to Public Vote (Enter Y for Yes, N for No, or N/A)	N		*N/A*
4.	Written Contract (Enter Y for Yes, N for No, or N/A)	Y		*Y*
6.2	Total County Funding	$79,600		*$99,500*
6.3	All Other Local Public Funds	$0		*$0*
6.4	Total Local Public Funds (total questions 6.2 and 6.3)	$79,600		*$99,500*

STATE AID RECEIPTS - arranged in alphabetical order

6.5	Adult Literacy Library Services Grants	$4,607		*$3,695*
6.6	Central Library Services Aid	$162,629		*$0*
6.8	Conservation/Preservation Grants	$0		*$0*
6.9	Construction for Public Libraries Aid	$166,109		*$159,071*
6.10	Coordinated Outreach Services Aid	$73,906		*$0*
6.11	Correctional Facilities Library Aid	$25,884		*$20,710*
6.12	County Jails Library Aid	$4,215		*$0*
6.14	Family Literacy Grants	$8,292		*$6,653*
6.18	Local Library Services Aid - Kept at System	$0		*$0*
6.19	Local Library Services Aid - Distributed to Members	$110,925		*$79,878*
6.20	Total LLSA (total questions 6.18 and 6.19)	$110,925		*$79,878*
6.21	Local Services Support Aid	$92,916		*$66,909*
6.22	Local Consolidated Systems Aid	$0		*$0*
6.26	Public Library System Basic Aid	$844,972		*$676,076*
6.27	Public Library System Supplementary Operational Aid	$127,404		*$101,937*

6.36	Special Legislative Grants and Member Items	$25,000		*$0*
6.37	The New York Public Library - The Research Libraries	$0		*$0*
6.38	The New York Public Library,	$0		*$0*

	Andrew Heiskell Library for the Blind and Physically Handicapped Aid		
6.39	The New York Public Library, City University of New York	$0	*$0*
6.40	The New York Public Library, Schomburg Center for Research in Black Culture Library Aid	$0	*$0*
6.41	The New York Public Library, Science, Industry and Business Library	$0	*$0*
6.42	Does the system receive state funding from other sources? Enter Y for Yes, N for No. (Report Special Legislative Grants and Member Items on Q 6.36).	Y	*N*

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

1.	Funding Source	Cares Act	*N/A*
2.	Amount	$36,748	*N/A*

6.43	Total Other State Aid (total question #2 of Repeating Group #9 above)	$36,748	*$0*
6.44	Total State Aid Receipts (total questions 6.5 through 6.14, questions 6.20 through 6.22, questions 6.26 through 6.27, questions 6.36 through 6.41, and question 6.43)	$1,683,607	*$1,114,929*

FEDERAL AID

6.45	Library Services and Technology Act (LSTA)	$0	*$0*
6.46	Does the system receive any other Federal Aid (specify Act and Title) e.g., NEH, NEA, etc.? Enter Y for Yes, N for No.	Y	*Y*

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

1.	Funding Source	IMLS Grant	*IMLS Grant*
2.	Amount	$77,269	*$151,086*

1.	Funding Source	Federal PPP loan	*Federal PPP Loan*
2.	Amount	$195,845	*$195,843*

Federal Aid/Contracts

6.47	Total Other Federal Aid (total questions #2 of Repeating Group #10 above)	$273,114	*$346,929*
6.48	Total Federal Aid (total questions 6.45 and 6.47)	$273,114	*$346,929*

CONTRACTS WITH LIBRARIES, LIBRARY SYSTEMS AND/OR OTHER INSTITUTIONS IN NEW YORK STATE

6.49	Does the system contract with libraries, library systems or other institutions in New York State? Enter Y for Yes, N for No.		Y	*Y*

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

1.	Contracting Agency	SCRLC	*Member Libraries*
2.	Contracted Service	RBDB	*ILS Cost Share Fees*
3.	Total Contract Amount	$7,200	*$378,717*

1.	Contracting Agency	ALA	*Member Libraries*
2.	Contracted Service	Transformation Outreach	*Processing*
3.	Total Contract Amount	$500	*$133*

1.	Contracting Agency	Members	*Allegany County*
2.	Contracted Service	DEI	*Census*
3.	Total Contract Amount	$950	*$28,158*

1.	Contracting Agency	Member Libraries	*Empire State Library Network*
2.	Contracted Service	Cost Share - IT	*Census*
3.	Total Contract Amount	$502,232	*$2,000*

1.	Contracting Agency	Member Libraries	*Chemung County*
2.	Contracted Service	Technology Services	*Census*
3.	Total Contract Amount	$61,314	*$17,120*

1.	Contracting Agency	Member Libraries	*Steuben County*
2.	Contracted Service	Processing Fees	*Census*
3.	Total Contract Amount	$539	*$7,233*

1.	Contracting Agency	Member Libraries	*Yates County*
2.	Contracted Service	Pass Thru	*Census*
3.	Total Contract Amount	$119,869	*$4,679*

6.50	**Total Contracts** (total question #3 of Repeating Group #11 above)	$692,604	*$438,040*

MISCELLANEOUS RECEIPTS

6.51	Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note)	$1,000	*$20,000*
6.53	Income from Investments	$620	*$639*

Miscellaneous

Proceeds from Sale of Property

6.54	Real Property	$0	*$0*
6.55	Equipment	$0	*$0*
6.56	Does the system have other miscellaneous receipts in categories not listed in questions 6.51 through 6.55? Enter Y for Yes, N for No.	Y	*Y*

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

1.	Receipt category	E-Rate	*E-Rate Funding*
2.	Amount	$303,365	*$166,442*

1.	Receipt category	Arkport Support	*Member Library IT Contracts*
2.	Amount	$48,997	*$53,585*

1.	Receipt category	Reading Center Support	*Greenwood Reading Center*
2.	Amount	$17,267	*$16,996*

1.	Receipt category	Retiree Health	*Donations*
2.	Amount	$397	*$1,068*

1.	Receipt category	Donations	*General Reimbursements*
2.	Amount	$1,596	*$16,209*

1.	Receipt category	General Reimbusement	*Retiree Health Reimb*
2.	Amount	$3,682	*$471*

6.57	**Total Other Miscellaneous Receipts** (total question #2 of Repeating Group #12 above)	$375,304	*$254,771*
6.58	**Total Miscellaneous**	$376,924	*$275,410*

	Receipts (total questions 6.51 through 6.55 and question 6.57)		
6.59	TOTAL OPERATING FUND RECEIPTS - Total Local Public Funds, Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts (total questions 6.4, 6.44, 6.48, 6.50, and 6.58)	$3,105,849	$2,274,808
6.60	BUDGET LOANS	$0	$0

Transfers/Grand Total

TRANSFERS

6.61	Transfers from Capital Fund (Same as question 9.6)	$0	$0
6.62	Transfers from Other Funds	$193,458	$0
6.63	Total Transfers (total questions 6.61 and 6.62)	$193,458	$0
6.64	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2021. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2020.)	$1,517,249	$1,444,996
6.67	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER (Public Library Systems - total questions 6.59, 6.60, 6.63 and 6.64 - must agree with question 7.82)	$4,816,556	$3,719,804

7. Operating Fund Disbursements

Staff/Collection/Grants/Capital

STAFF EXPENDITURES
Salaries

7.1	System Director and Librarians	$372,513	$376,457
7.2	Other Staff	$518,078	$514,251
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	$890,591	$890,708
7.4	Employee Benefits Expenditures	$407,109	$388,620
7.5	Total Staff Expenditures (total questions 7.3 and 7.4)	$1,297,700	$1,279,328

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	$17,901	$6,348
7.7	Electronic Materials Expenditures	$116,718	$35,439
7.8	Other Materials Expenditures	$0	$0
7.9	Total Collection Expenditures (total questions 7.6 through 7.8)	$134,619	$41,787

GRANTS TO MEMBER LIBRARIES
Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	$110,925	$79,878
7.11	Central Library Services Aid	$162,629	$0

	(CLSA)		
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	$10,455	*$6,200*
7.16	Federal Aid	$0	*$0*
7.17	Other cash grants paid from system funds	$79,600	*$99,500*
7.18	Total Cash Grants (total questions 7.10 through 7.17)	$363,609	*$185,578*
7.19	Book/Library Materials Grants	$0	*$0*
7.20	Other Non-Cash Grants	$0	*$0*
7.21	Total Grants to Member Libraries (total questions 7.18 through 7.20)	$363,609	*$185,578*

CAPITAL EXPENDITURES FROM OPERATING FUNDS

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

Capital Cont./Operation and Maintenance/Misc.

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

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

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

7.31	From Local Public Funds (72PF)	$0	*$0*
7.32	From Other Funds (72OF)	$21,890	*$14,848*
7.33	Total Repairs to Buildings and Building Equipment (total questions 7.31 and 7.32)	$21,890	*$14,848*
7.34	Other Building & Maintenance Expenses	$26,336	*$25,066*
7.35	Total Operation and Maintenance of Buildings (total questions 7.33 and 7.34)	$48,226	*$39,914*

MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	$28,845	*$14,577*
7.37	Office and Library Supplies	$6,048	*$6,963*
7.38	Equipment	$12,700	*$9,284*
7.39	Telecommunications	$286,628	*$197,092*
7.40	Postage and Freight	$1,099	*$1,230*
7.41	Publicity and Printing	$3,989	*$2,769*
7.42	Travel	$21,140	*$15,034*
7.43	Fees for Consultants and Professionals - Please include a Note with the consultants' or vendors' names and a brief description of the service(s) provided.	$11,163	*$11,507*
7.44	Membership Dues - Please include a State Note listing	$5,823	*$5,310*

Professional Organization Memberships for which dues are being paid.

| 7.45 | Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.44? Enter Y for Yes, N for No. | Y | | Y |

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

| 1. | Expense category | Software | | *Software* |
| 2. | Amount | $12,491 | | *$75,094* |

| 1. | Expense category | Integrated L | | *Platform fee* |
| 2. | Amount | $74,245 | | *$20,057* |

| 1. | Expense category | Platform Fee | | *Greenwood RC* |
| 2. | Amount | $17,981 | | *$20,296* |

| 1. | Expense category | Grant Expens | | *IMLS Grant* |
| 2. | Amount | $127,162 | | *$166,686* |

| 1. | Expense category | Pass Thru | | *Adult Lit.* |
| 2. | Amount | $121,487 | | *$7,517* |

| 1. | Expense category | Greenwood | | *Bullet Aid* |
| 2. | Amount | $16,195 | | *$9,117* |

| 1. | Expense category | Arkport | | *Architect* |
| 2. | Amount | $48,997 | | *$20,660* |

Miscellaneous Cont./Contracts/Debt Service

| 7.46 | Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13) | $418,558 | | *$392,182* |
| 7.47 | Total Miscellaneous Expenses (total questions 7.36 through 7.45 and 7.47) | $795,993 | | *$655,948* |

CONTRACTS WITH LIBRARIES and/or LIBRARY SYSTEMS IN NEW YORK STATE

| 7.48 | Does the system contract with libraries and/or library systems in New York State? Enter Y for Yes, N for No. | N | | N |

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

1.	Contracting Agency (specify using the State note)	N/A		*N/A*
2.	Contracted Service (specify using the State note)	N/A		*N/A*
3.	Total Contract Amount	N/A		*N/A*

| 7.49 | Total Contracts (total question #3 of Repeating Group #14 above) | $0 | | *$0* |

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

7.50	From Local Public Funds (73PF)	$0		*$0*
7.51	From Other Funds (73OF)	$0		*$0*
7.52	Total Capital Purposes Loans (total questions 7.50 and 7.51)	$0		*$0*

Transfers

Other Loans

7.53	Other Loans	$0	*$0*
7.54	**Total Debt Service** (total questions 7.52 and 7.53)	$0	*$0*
7.55	**TOTAL TOTAL DISBURSEMENTS - Total Staff Expenditures, Total Collection Expenditures, Total Grants to Member Libraries, Total Capital Expenditures, Total Operation and Maintenance of Buildings, Total Miscellaneous Expenses, Total Contracts, and Total Debt Service** (total questions 7.5, 7.9, 7.21, 7.27, 7.35, 7.47, 7.49, and 7.54)	$2,640,147	*$2,202,555*

TRANSFERS

Transfers to the Capital Fund

7.56	From Local Public Funds (76PF)	$0	*$0*
7.57	From Other Funds (76OF)	$0	*$0*
7.58	**Total Transfers to Capital Fund** (total questions 7.56 and 7.57; same as question 8.2)	$0	*$0*
7.59	**Total Transfers to Other Funds**	$0	*$0*
7.60	**Total Transfers** (total questions 7.58 and 7.59)	$0	*$0*
7.61	**TOTAL DISBURSEMENTS AND TRANSFERS** (total questions 7.55 and 7.60)	$2,640,147	*$2,202,555*

Cash Balance/Grand Total/Audit/Bank Balance

7.62	**CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2021)**	$2,176,409	*$1,517,249*
7.82	**GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE** (total questions 7.61 and 7.62)	$4,816,556	*$3,719,804*

FISCAL AUDIT

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

7.83	Last audit performed (mm/dd/yyyy)	04/25/2021	*04/27/2020*
7.84	Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy)	01/01/2020-12/31/2020	*01/01/2019-12/31/2019*
7.85	Indicate type of audit (select one from drop-down):	Private Accounting Firm	*Private Accounting Firm*

ACCOUNT INFORMATION
Complete one record for each financial account

1.	Name of bank or financial institution	Community Bank, NA	*Community Bank NA*
2.	Amount of funds on deposit	$2,176,409	*$24,268*
7.86	**Total Bank Balance** (total question #2 of Repeating	$2,176,409	*$1,517,249*

Group #15)

| 7.87 | Does the system have a Capital Fund? Enter Y for Yes, N for No. If yes, please complete the Capital Fund Report. If no, stop here. | N | *N* |

8. Capital Fund Receipts

State Aid and Grants for Capital Projects

| 8.1 | Total Revenue From Local Sources | $0 | *$0* |
| 8.2 | Transfer From Operating Fund (same as question 7.58) | $0 | *$0* |

STATE AID FOR CAPITAL PROJECTS

| 8.3 | State Aid Received for Construction | $0 | *$0* |

ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS

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

Totals/Cash Balance

8.5	Total Aid and/or Grants (total question #2 of Repeating Group #16 above)	$0	*$0*
8.6	TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and All Other Aid and/or Grants for Capital Projects (total questions 8.1, 8.2, 8.3, and 8.5)	$0	*$0*
8.7	NONREVENUE RECEIPTS	$0	*$0*
8.8	TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts (total questions 8.6 and 8.7)	$0	*$0*
8.9	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2021. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2020.)	$0	*$0*

Grand Total

| 8.10 | TOTAL RECEIPTS AND CASH BALANCE (total questions 8.8 and 8.9) | $0 | *$0* |

9. Capital Fund Disbursements

Project Expenditures/Cash Balance

PROJECT EXPENDITURES

9.1	Total Construction	$0		*$0*
9.2	Incidental Construction	$0		*$0*
9.3	Books and Library Materials	$0		*$0*
9.4	Total Other Disbursements	$0		*$0*
9.5	**Total Project Expenditures** (total questions 9.1 through 9.4)	$0		*$0*
9.6	**TRANSFER TO OPERATING FUND** (Same as question 6.61)	$0		*$0*
9.7	**TOTAL NONPROJECT EXPENDITURES**	$0		*$0*
9.8	**TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures** (total questions 9.5 through 9.7)	$0		*$0*
9.9	**CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2021, for Public Library Systems)**	$0		*$0*

Grand Total

9.10	**TOTAL DISBURSEMENTS AND CASH BALANCE** (total questions 9.8 and 9.9)	$0		*$0*

12. Projected Annual Budget For Library Systems

Public Library Systems Budget for January 1, 2022 - December 31, 2022

PROJECTED OPERATING FUND - RECEIPTS

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	$2,098,076		*$2,243,302*
12.2	Budget Loans	$0		*$0*
12.3	Total Transfers	$0		*$302,180*
12.4	Cash Balance/Ending Balance in Operating Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2022 must be the same as the December 31, 2021, closing balance reported on Q7.62 of the 2021 annual report)	$2,176,409		*$1,517,249*
12.5	**Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance** (total questions 12.1 through 12.4)	$4,274,485		*$4,062,731*

PROJECTED OPERATING FUND - DISBURSEMENTS

12.6	Total Operating Fund Disbursements (include Staff Expenditures, Collection Expenditures, Grants to Member Libraries, Capital Expenditures from Operating Funds, Operation and Maintenance of Buildings,	$2,098,076		*$2,474,167*

Miscellaneous Expenses,
Contracts with Libraries and
Library Systems in New York
State and Debt Service)

12.7	Total Transfers	$0	$302,180
12.8	Cash Balance/Ending Balance in Operating Fund at the end of the fiscal year (For Public Library Systems, balance as of December 31, 2022)	$2,176,409	$1,286,384
12.9	Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8)	$4,274,485	$4,062,731

PROJECTED CAPITAL FUND - RECEIPTS

12.10	Capital Fund Receipts (include Revenues from Local Sources, Transfer from Operating Fund, State Aid for Capital Projects and All Other Aid for Capital Projects)	$166,109	$0
12.11	Nonrevenue Receipts	$0	$0
12.12	Cash Balance in Capital Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2022, must be the same as the December 31, 2021, closing balance reported on Q9.9 of the 2021 annual report)	$0	$0
12.13	Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12)	$166,109	$0

PROJECTED CAPITAL FUND - DISBURSEMENTS

12.14	Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures	$166,109	$0
12.15	Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2022)	$0	$0
12.16	Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15)	$166,109	$0

13. State Formula Aid Disbursements

Public Library Systems Basic Aid

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

Statutory Reference (Basic Aid):	Education Law § 272, 273(1)(a, c, d, e, n) Commissioners Regulations 90.3
Statutory Reference (LLSA):	Education Law § 272, 273(1)(f)(1) Commissioners Regulations 90.3 and 90.9 The formula is $0.31 per capita of a member library's chartered services area with a minimum of $1,500 per library with formula equity to 1991 LLIA.
Statutory Reference (LSSA):	Education Law § 272, 273(1)(f)(2) Commissioners Regulations 90.3 and 90.10 The formula is $0.31 per capita for system population living outside the chartered service areas of member libraries plus 2/3 members LLSA.

Statutory Reference (LCSA):	Education Law § 272, 273(1)(f)(3) Commissioners Regulations 90.3 The formula is $0.31 per capita plus 2/3 of per capita total with formula equity to 1991 LLIA.	
Statutory Reference (Supplemental):	Education Law § 273(11)(a) The formula is a base grant of $39,000 and an amount equal to 10.94% of the amount of Basic Aid provided under Education Law § 273(1)(a, c, d, e, and n).	
BECPL Special Aid:	Education Law § 273(1)(l) Annual sum of $50,000 for a continuity of service project. (Included in Basic Aid Payment)	
Brooklyn Special Aid:	Education Law § 273(1)(k) Annual sum of $350,000 for business library. (Included in Basic Aid Payment)	
Nassau Special Aid:	Education Law § 273(1)(m)	

13.1.1-13.1.2 Professional Salaries: Indicate total FTE and salaries for all professional system employees.

13.1.1	Total Full-Time Equivalents (FTE)	5	*5*
13.1.2	Total Expenditure for Professional Salaries	$372,513	*$376,457*

13.1.3-13.1.4 Other Staff Salaries: Indicate total FTE and salaries for all other system employees.

13.1.3	Total Full-Time Equivalents (FTE)	5	*5*
13.1.4	Total Expenditure for Other Staff Salaries	$158,078	*$136,137*
13.1.5	**Employees Benefits:** Indicate the total expenditures for all system employee fringe benefits.	$294,021	*$288,620*
13.1.6	**Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No.	Y	*Y*

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

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

1.	Expenditure Category	Consultant fees/professional fees	*Building and maintenance expenses*
2.	Provider of Services	Mengel Metzger Barr	*CPE Interlink*
3.	Expenditure	$11,163	*$1,940*
1.	Expenditure Category	Telecommunications	*Building and maintenance expenses*
2.	Provider of Services	Spectrum	*Isaac HVAC*
3.	Expenditure	$109,693	*$5,371*
1.	Expenditure Category	Library systems vendor contract for automation (e.g, integrated library system, virtual union catalog)	*Building and maintenance expenses*
2.	Provider of Services	Sirsi Dynix	*Retterer & Sons*
3.	Expenditure	$74,245	*$5,400*
13.1.7	**Total Expenditure - Purchased Services**	$195,101	*$101,024*
13.1.8	**Supplies and Materials:** Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than $5,000? Enter Y for Yes, N for No.	Y	*Y*

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

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

1.	Expenditure Category	Office/library supplies and postage	*Office/library supplies and postage*

2.	Expenditure	$6,952	*$8,193*
1.	Expenditure Category	Books and other print materials	*Non-print resources (electronic content)*
2.	Expenditure	$17,901	*$109,126*

13.1.9	Total Expenditure – Supplies and Materials	$24,853	*$148,175*
13.1.10	Travel Expenditures: Did the system expend funds for travel? Enter Y for Yes, N for No.	Y	*Y*

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

1.	Type of Travel	System Staff Travel	*System Staff Travel*
2.	Expenditure	$13,726	*$15,034*

13.1.11	Total Expenditures - Travel	$13,726	*$15,034*
13.1.12	Equipment and Furnishings: Did the system expend funds for equipment and furnishings with a unit cost of $5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No.	N	*N*

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

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

13.1.13	Total Expenditure - Equipment and Furnishings	$0	*$0*
13.1.14	Local Library Services Aid Expenditures: Indicate the total expenditures to member libraries for Local Library Services Aid.	$110,925	*$110,942*
13.1.15	Grants to Member Libraries: Did the system expend funds for grants to member libraries? Enter Y for Yes, N for no.	Y	*Y*

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

1.	Recipient	Member Libraries	*N/A*
2.	Allocation	$7,000	*N/A*
3.	Project Description (no more than 300 words)	Bath - $1,000: Library materials for assisted living facilities for Seniors Branchport - $500: Library materials kits for youth with Sensory Processing Disorders Cuba - $763: Assistive hearing equipment for youth and adults with hearing impairments Dundee - $500: Large-print books for children and teens Elmira - $581: Programs & Materials for Teens with Autism Friendship - $400: Language learning materials Odessa - $1,000: Library materials and programs for youth with learning disabilities Prattsburg - $1,000: Technology programs for Seniors Pulteney - $250: Assistive hearing equipment for youth and adults with hearing impairments Richburg - $400: Programs for Seniors Savona - $356: Technology programs for at-risk youth Whitesville - $250: ESL materials for families	

13.1.16	Total Expenditures - Grants for Member Libraries	$7,000	*$0*
13.1.17	Total Expenditure (total 13.1.2, 13.1.4, 13.1.5, 13.1.7, 13.1.9, 13.1.11, 13.1.13, 13.1.14, and 13.1.16)	$1,176,217	*$1,176,389*
13.1.18	Cash Balance at the Opening of the Fiscal Year NOTE: The opening balance must be the same as the closing balance of the previous year.	$0	*$0*

13.1.19	**Total Allocation from 2021 -** $1,176,217		$1,176,389
	2022 State Aid:		
13.1.20	Total Available Before		
	Expenditures (total 13.1.18 + $1,176,217		$1,176,389
	13.1.19)		
13.1.21	Cash Balance at the End of		
	the Current Fiscal Year		
	(total 13.1.19 + 13.1.18 - $0		$0
	13.1.17)		

| 13.1.22 | **Final Narrative:** Provide a brief narrative, no more than fifteen hundred (1500) words, describing the major activities carried out with these State Aid Funds. | STLS provided cost effective services to 48 libraries by means of information technology support (IT), professional development opportunities, delivery of library materials, subsidizing local collections both print and digital, administration of funding and grants, and overall consulting expertise in public library best practices. | *Response has been entered.* |

Central Library Services Aid

CENTRAL LIBRARY SERVICES AID (CLSA)

Statutory   Education Law § 273(1)(b)
Reference: Commissioners Regulations 90.4
Central Library Services Aid is $0.32 per capita
with a minimum amount of $105,000 and an
additional $71,500.
Include in this category CLSA expenditures for
services and library materials. CLSA funds which
are expended for library materials must be used
for adult non–fiction and foreign language,
including electronic content.
See
http://www.nysl.nysed.gov/libdev/clda/index.html
for more information.

13.2.1-13.2.2 Professional Salaries: Indicate total FTE and salaries for all professional system employees (paid from CLSA funds).

| 13.2.1 | Total Full-Time Equivalents (FTE) | 0 | |
| 13.2.2 | Total Expenditure for Professional Salaries | $0 | |

13.2.3-13.2.4 Other Staff Salaries: Indicate total FTE and salaries for all other system employees (paid from CLSA funds).

13.2.3	Total Full-Time Equivalents (FTE)	0	
13.2.4	Total Expenditures for Other Staff Salaries	$0	
13.2.5	**Employee Benefits:** Indicate the total expenditures for all system employee benefits (paid from CLSA funds).	$0	
13.2.6	**Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No.	N	*N*

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

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

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

| 13.2.7 | Total Expenditure - Purchased Services | $0 | *$0* |
| 13.2.8 | **Supplies and Materials:** Did the system expend funds for supply items, postage, adult nonfiction and foreign language library materials, or equipment and furnishings with a unit cost less than $5,000? Enter Y for Yes, N for No. | N | *N* |

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

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

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

13.2.9	**Total Expenditure - Supplies and Materials**	$0	*$0*
13.2.10	**Travel Expenditures:** Did the system expend funds for travel? Enter Y for Yes, N for No.	N	*N*

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

1.	Type of travel	N/A	*N/A*
2.	Expenditure	N/A	*N/A*

13.2.11	**Total Expenditures - Travel**	$0	*$0*
13.2.12	**Equipment and Furnishings:** Did the system expend funds for equipment and furnishings with a unit cost of $5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No.	N	*N*

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

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

13.2.13	**Total Expenditure - Equipment and Furnishings**	$0	*$0*
13.2.14	**Grants to Central/Co-Central Libraries:** Did the system expend funds for grants to central/co-central libraries? Enter Y for Yes, N for No.	N	*N*

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

1.	Recipient		*Chemung County Library District*
2.	Allocation		*$0*
3.	Project Description (no more than 300 words)		*Response has been entered.*

13.2.15	**Total Expenditure - Grants to Central/Co-Central Libraries**	$0	*$0*
13.2.16	**Total Expenditure (total 13.2.2, 13.2.4, 13.2.5, 13.2.7, 13.2.9, 13.2.11, 13.2.13, and 13.2.15)**	$0	*$0*
13.2.17	**Cash Balance at the Opening of the Fiscal Year** NOTE: The opening balance must be the same as the closing balance of the previous year.	$162,652	*$0*
13.2.17a	CBA Cash Balance at the Opening of the Fiscal Year	$65,890	*$65,890*
13.2.17b	CLDA Cash Balance at the Opening of the Fiscal Year	96,762.00	*96,762.00*
13.2.18	**Total Allocation from 2021 - 2022 State Aid:**	$162,629	*96,762*
13.2.19	**Total Available Before Expenditures (total 13.2.17 + 13.2.18)**	$325,281	*$96,762*
13.2.20	**Cash Balance at the end of**	325,281.00	*96,762.00*

the Current Fiscal Year
(total 13.2.18 + 13.2.17 -
13.2.16)

13.2.21   **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.   Chemung County Library District purchased eBooks containing nonfiction content, online magazine subscriptions, and non-fiction print materials to be shared with all STLS member libraries.Chemung County Library District purchased eBooks containing nonfiction content, online magazine subscriptions, and non-fiction print materials to be shared with all STLS member libraries. Chemung County Library District provides support to STLS member libraries by offering online reference desk support to residents in the five-county area, and providing professional development learning opportunities to STLS member librarians and trustees.   *Response has been entered.*

Coordinated Outreach Library Services Aid

COORDINATED OUTREACH LIBRARY SERVICES AID

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

Beginning with 2021 report, Year 3 Adult and Family Literacy allocations and expenses should be included in Coordinated Outreach Services Aid.

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

13.4.1	Total Full-Time Equivalents (FTE)	.75	*.75*
13.4.2	Total Expenditure for Professional Salaries	$31,626	*$32,394*

13.4.3-13.4.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees.

13.4.3	Total Full-Time Equivalents (FTE)	1	*1*
13.4.4	Total Expenditure for Other Staff Salaries	$5,000	*$15,960*
13.4.5	**Employee Benefits:** Indicate the total expenditures for all system employee benefits.	$13,995	*$13,878*
13.4.6	**Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No.	N	*N*

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

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

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

13.4.7	Total Expenditure - Purchased Services	$0	*$0*
13.4.8	**Supplies and Materials:** Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than $5,000? Enter Y for Yes, N for No.	Y	*Y*

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

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

1.	Expenditure Category	Office/library supplies and postage	*Office/library supplies and postage*
2.	Expenditure	$162	*$241*

1.	Expenditure Category	Books and other print materials	*Books and other print materials*
2.	Expenditure	$13,033	*$4,690*

1.	Expenditure Category	Non-print resources (electronic content)

2.	Expenditure	$21,948		
13.4.9	Total Expenditure - Supplies and Materials	35,143		4,931
13.4.10	Travel Expenditures: Did the system expend funds for travel? Enter Y for Yes, N for No. Indicate the total expenditures for system employee travel only in this category.	Y		Y

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

1.	Type of Travel	System staff		System staff
2.	Expenditure	$1,042		$553
13.4.11	Total Expenditure - Travel	$1,042		$553
13.4.12	Equipment and Furnishings: Did the system expend funds for equipment and furnishings with a unit cost of $5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No.	N		N

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

1.	Type of item	N/A		N/A
2.	Quantity	N/A		N/A
3.	Unit Cost	N/A		N/A
4.	Expenditure	N/A		N/A
13.4.13	Total Expenditure - Equipment and Furnishings	$0		$0
13.4.14	Did the system expend funds on grants to member libraries? Enter Y for Yes, N for No.	N		Y

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

1.	Recipient			Alfred Library
2.	Allocation			$300
3.	Description of Project			Response has been entered.
13.4.15	Total Expenditure - Grants to Member Libraries	$0		$6,200
13.4.16	Total Expenditure (total 13.4.2, 13.4.4, 13.4.5, 13.4.7, 13.4.9, 13.4.11, 13.4.13, and 13.4.15)	$86,806		$73,916
13.4.17	Cash Balance at the Opening of the Fiscal Year NOTE: The opening balance must be the same as the closing balance of the previous year.	$0		$0
13.4.18	Total Allocation from 2021 - 2022 State Aid:	$86,806		$73,916
13.4.19	Total Available Before Expenditures (total 13.4.17 + 13.4.18)	$86,806		$73,916
13.4.20	Cash Balance at the End of the Current Fiscal Year (total 13.4.18 + 13.4.17 - 13.4.16)	$0		$0
13.4.21	Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	STLS developed outreach literacy kits for community members of special client population groups, provided rotating collections (large print and audio book) to member libraries, and provided $6,000 in outreach mini grants to member libraries.		Response has been entered.

SERVICE TO COUNTY JAILS (INTERINSTITUTIONAL) AID

Statutory Reference: Education Law § 285(2)

The intent of the Services to County Jails Program is to provide basic reading materials for those individuals who are incarcerated short term in county jails across the State. Examples of appropriate spending include books and magazine / newspaper subscriptions which are acceptable to the institution (Supplies & Materials), as well as programs such as Job Information and other topics directly relevant to the county jail incarcerated individuals' needs (Purchased Services). Salaries and benefits for system personnel providing programs and services to county jails are also appropriate expenditures.

13.5.1-13.5.2 Professional Salaries: Indicate total FTE and salaries for all professional system employees

13.5.1	Total Full-Time Equivalents (FTE)		
13.5.2	Total Expenditure for Professional Salaries		

13.5.3-13.5.4 Other Staff Salaries: Indicate total FTE and salaries for all other system employees

13.5.3	Total Full-Time Equivalents (FTE)		
13.5.4	Total Expenditures for Other Staff Salaries		
13.5.5	**Employee Benefits:** Indicate the total expenditures for all system employee benefits		
13.5.6	**Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No.		*N*

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

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

1.	Expenditure Category	N/A	*N/A*
2.	Provider of Services	N/A	*N/A*
3.	Expenditure	N/A	*N/A*
13.5.7	Total Expenditure - Purchased Services	$0	*$0*
13.5.8	**Supplies and Materials:** Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than $5,000? Enter Y for Yes, N for No.	Y	*Y*

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

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

1.	Expenditure Category	Books and other print materials	*Books and other print materials*
2.	Expenditure	$4,215	*$3,398*
13.5.9	Total Expenditure - Supplies and Materials	$4,215	*$3,398*
13.5.10	Total Expenditure (total 13.5.7, and 13.5.9)	4,215.00	*3,398.00*
13.5.11	**Cash Balance at the Opening of the Fiscal Year:** NOTE: The opening balance must be the same as the closing balance from the previous year.	$0	*$0*
13.5.12	**Total Allocation from 2021 - 2022 State Aid**	$4,215	*$3,398*
13.5.13	Total Available Before Expenditures (total 13.5.11 + 13.5.12)	$4,215	*$3,398*
13.5.14	Cash Balance at the End of	$0	*$0*

	the Current Fiscal Year (total 13.5.12 + 13.5.11 - 13.5.10)		
13.5.15	**Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	STLS worked with the main library within each of its five counties to provide reading materials to each county jail inmates.	*Response has been entered.*

State Correctional Aid

THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL FACILITIES ONLY

STATE CORRECTIONAL FACILITIES AID

> **Statutory Reference:** Education Law § 285 (1)
> Commissioners Regulations 90.14
> The amount provided in Education Law is $9.25 per incarcerated individual. Please see the State Corrections Program Guidelines at www.nysl.nysed.gov/libdev/outreach/corrgdln.htm for more information.

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

13.6.1	Total Full-Time Equivalents (FTE)	.25	*.25*
13.6.2	Total Expenditure for Professional Salaries	$6,846	*$7,138*

13.6.3-13.6.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees.

13.6.3	Total Full-Time Equivalents (FTE)		
13.6.4	Total Expenditure for Other Staff Salaries		
13.6.5	**Employee Benefits:** Indicate the total expenditures for all system employee benefits.	$2,622	*$2,506*
13.6.6	**Purchased Services:** Does the system expend funds for purchased services? Enter Y for Yes, N for No.	N	

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

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

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

13.6.7	**Total Expenditure - Purchased Services**	0	*0*
13.6.8	**Supplies and Materials:** Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than $5,000? Enter Y for Yes, N for No.	Y	*Y*

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

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

1.	Expenditure Category	Books and other print materials	*Books and other print materials*
2.	Expenditure	$16,416	*$16,244*

13.6.9	**Total Expenditure - Supplies and Materials**	$16,416	*$16,244*
13.6.10	**Travel Expenditures:** Did		*N*

the system expend funds for travel? Enter Y for Yes, N for No.

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

1.	Type of Travel	N/A	*N/A*
2.	Expenditure	N/A	*N/A*

13.6.11	**Total Expenditure - Travel**	$0	*$0*
13.6.12	**Equipment and Furnishings:** Did the system expend funds for equipment and furnishings with a unit cost of $5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No.		*N*

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

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

13.6.13	**Total Expenditure - Equipment and Furnishings**	0.00	*0.00*
13.6.14	**Total Expenditure (total 13.6.2, 13.6.4, 13.6.5, 13.6.7, 13.6.9, 13.6.11, and 13.6.13)**	$25,884	*$25,888*
13.6.15	**Cash Balance at the Opening of the Fiscal Year:** NOTE: The opening balance must be the same as the closing balance of the previous year.	$0	*$0*
13.6.16	**Total Allocation from 2021 - 2022 State Aid:**	$25,884	*$25,888*
13.6.17	**Total Available Before Expenditures (total 13.6.15 + 13.6.16)**	$25,884	*$25,888*
13.6.18	**Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 − 13.6.14)**	$0	*$0*
13.6.19	**Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds	STLS provided reading materials to both correctional facilities in its five county area, provided access to the library system's online collection of member library materials and offered continuing education learning opportunities to correctional facility librarians.	*Response has been entered.*

14. Summary of Library System Accomplishments

System Accomplishments

Using the goals from Section 4 in the approved 2017-2021 System Plan of Service, **BRIEFLY** describe the final results of each element for Year 5 (2021).

14.1	Element 1: Resource Sharing - Results	STLS facilitated our Integrated Library System (ILS) SirsiDynix to enable member libraries to share more than 300,000 library materials between 48 different library sites. We provided delivery services six days per week to allow for the movement of materials. ILL services were also reopened following the lifting of COVID-19 restrictions. This took place in July of 2021. Library system staff provided training to member libraries on how best to use the ILS as well as work with library patrons to search for library materials. The Directors Advisory Council worked with library system staff to reduce barriers to library materials, which resulted in an increase of library material sharing among libraries.	*Response has been entered.*
14.2	Element 2: Special Client Groups - Results	STLS partnered with various agencies across the five-county library system to provide much needed outreach services to underserved and unserved population groups. Library system staff worked with member libraries to plan for the 2021 summer learning program. Member libraries also participated in the Great Giveback. We purchased library materials for all five county jails, and 2 correctional facilities. Large print materials and audio books were purchased and circulated through our rotating collection services. STLS partnered with county	*Response has been entered.*

health departments to distribute COVID-19 PPE to member libraries for
distribution to community members.

14.3	Element 3: Professional Development and Continuing Education - Results	STLS offered 328 continuing education workshops for member libraries that received 3,245 attendees. Most workshops were offered online through STLS' GoToMeeting platform. Sessions were recorded, so they could be shared with member librarians, trustees, friends and volunteers following the event. A few sessions were offered in person in partnership with various advisory groups such as the Directors Advisory Council, Digital Advisory Group, Youth Services Advisory Group and the Cataloging Advisory Group. Content offered covered a wide variety of public library best practices and learning needs.	*Response has been entered.*
14.5	Element 5: Consulting and Development Services - Results	Roughly 13,214 contacts were made during 2021 by library system consultants. These contacts covered all measurable areas of consulting collected by the State Library - Division of Library Development. Contacts were both in-person as well as by phone, and online. We consulted in areas of strategic planning, trustee education, funding referendums/districts, budgets and finance, coordinated outreach, collection management, digital collections, resource sharing, EDISJ, sustainability, youth services, adult services and much more.	*Response has been entered.*
14.6	Element 6: Coordinated Services - Results	STLS coordinated significant Information Technology services in 2021. These services included basic support of IT infrastructures (internet connections, website hosting, email communication, digital collections/databases, and our library system's integrated library system (ILS)). The library system also coordinated several federal grants that allowed for a significant investment in public computing technologies and expanded WiFi internet connectivity. In total, STLS secured more than $500,000 for member libraries to update public computers, scanners, copy machines, printers, loanable WiFi hotspots, external WiFi access points, online meeting platforms for public use, and many other technologies needed by public libraries. Funding sources included: CARES Act, American Recovery Plan Act, USAC ERate, Appalachian Regional Commission and USDA-Rural Development.	*Response has been entered.*
14.7	Element 7: Awareness and Advocacy - Results	STLS enriched overall regional public awareness of public libraries by facilitating numerous press releases about public library services and outreach across the region. We also connected with thousands of people, and shared hundreds of social media posts through our various platforms. And, we publicized dozens of newsletter, flyers, brochures and print content that informed community members about public library services. Additionally, STLS coordinated several visits with local, state and elected officials to inform them about the work of public libraries and encourage them to fund and vote in favor of library initiatives. Our premier project was our online social media videos that highlighted the work of libraries during the COVID-19 pandemic. There was one video produced per county, and they were viewed thousands of times by people across New York State.	*Response has been entered.*
14.8	Element 8: Communication among Member Libraries and/or Branch Libraries - Results	STLS worked with member libraries to facilitate mass communication across the system. In addition to hosting the library system's email accounts, and allowing for multiple email distribution lists, we used our Constant Contact platform to share out timely information. This platform proved useful because we were able to share COVID-19 guidance, and track who was reading and getting the necessary information. We also worked through our advisory groups and their committees to facilitate conversations about system-wide projects and initiatives that empowered libraries to work together on innovative and impactful projects.	*Response has been entered.*
14.9	Element 9: Cooperative Efforts with Other Library Systems - Results	STLS partnered with Finger Lakes Library System and Pioneer Library System to setup our Read Across the Region program through Overdrive (eBooks and downloadable audiobooks). This program allows patrons from all three library systems to checkout online materials that are available through Overdrive in all three library systems' online collections. The backend work to setup this program was done in 2021, and the service went live February 2022. STLS consultants also partnered with library system consultants within other systems through information sharing, project development and discussion of overall public library and public library system best practices.	*Response has been entered.*
14.10	Element 10: Construction - Results	The library system worked with 13 member libraries to submit 2021/2022 NYS Public Library Construction applications that address accessibility, ADA compliance, energy efficiencies and long-term building solutions for the improvement of public library services. STLS also put out to bid its STLS Office Renovation Project. This project included facility improvements for a good portion of its office spaces minus kitchen, bathroom and some staff offices. Construction is scheduled for completion spring 2022.	*Response has been entered.*
14.11	Element 11: Central Library - Results	STLS worked with its Central Library (Chemung County Library District) to close out the last year of the 2017 - 2021 Central Library Plan of Service. This includes: purchase of non-fiction eBook and print material content that is shared with all 48 libraries. We also advertised the Virtual Reference Desk services to member libraries to assist community members with online inquiries. CCLD also provided financial support for STLS' Gather & Grow online 2-day conference that fostered awareness of Diversity, Equity and Inclusion in public libraries. The library system also worked with the Central Library to form the Central Library Planning Committee, which developed the 2022 - 2026 Central Library Plan of Service.	*Response has been entered.*
14.12	Element 12: Direct Access -	All 40 chartered libraries of the library system adhered to STLS Direct Access Plan	*Response has been entered.*

	Results	2017 - 2021.	
14.13	Element 13: Other Goal(s) – Results	The library system hosted online focus groups and one-to-one interviews during the summer of 2021 to gather information from member library stakeholders about the 2022 - 2026 STLS Plan of Service. The plan was finalized during the fall of 2022 and approved by the STLS Board of Trustees in the first quarter of 2022.	*Response has been entered.*

15. Current system URL's

15.1	System Home Page URL	www.stls.org	*www.stls.org*
15.2	URL of Current List of Members	https://www.stls.org/for-the-public/member-libraries/	*https://www.stls.org/for-the-public/member-libraries/*
15.3	URL of Current Governing Bylaws	https://www.stls.org/wp-content/uploads/2014/12/Bylaws-10.6.2015.pdf	*https://www.stls.org/wp-content/uploads/2014/12/Bylaws-10.6.2015-1.pdf*
15.4	URL of Evaluation Form	https://drive.google.com/file/d/1bRqGPYYI8bzeY2Xv-K5F8tOsUkexm8jz/view	*https://www.stls.org/wp-content/uploads/2020/04/2019-STLS-Learning-Evaluation-Survey-Spring-CE.pdf*
15.5	URL of Evaluation Results	https://drive.google.com/file/d/1bRqGPYYI8bzeY2Xv-K5F8tOsUkexm8jz/view	*https://www.stls.org/wp-content/uploads/2020/04/2019-STLS-Learning-Evaluation-Survey-Spring-CE.pdf*
15.6	URL of Central Library Plan	https://drive.google.com/file/d/1bMavsMXimyLvR6jQr_qF_jjK3v1I3ATR/view	*https://www.stls.org/wp-content/uploads/2014/12/Approved-Central-Library-Plan-2017-2021-Southern-Tier-Library-System-10.17.2016-1.pdf*
15.7	URL of Direct Access Plan	https://drive.google.com/file/d/1xPp1D4FmBX2sYA1wXC2Fvi3RbtlZGHwY/view	*https://www.stls.org/wp-content/uploads/2014/12/Approved-Direct-Access-Plan-2017-2021-Southern-Tier-Library-System-10.18.2016-1.pdf*

16. Assurance and Contact Information

CONTACT INFORMATION

16.1	Contact name (person completing report)	Brian M. Hildreth	*Brian Hildreth*
16.2	Contact telephone number (enter 10 digits only and hit the Tab key)	(607) 962-3141	*(607) 962-3141*
16.3	Contact e-mail address	communitylibrarypartner@stls.org	*communitylibrarypartner@stls.org*

ASSURANCE

16.4	The Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this "Annual Report" was reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy)	03/15/2022	*03/16/2021*

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

16.5	The Library System's Annual Report and Projected Annual Budget were reviewed and approved by the New York State Library on (date - mm/dd/yyyy).		*8/2/2021*

Suggested Improvements

	Library System	Southern Tier Library System	*Southern Tier Library System*
	Name of Person Completing Form	Brian Hildreth	*Brian Hildreth*
	Phone Number and Extension (enter area code, telephone number and extension only):	6079623141	*6079623141*
	Please share with us your suggestions for improving the *Annual Report*. When		

providing feedback, if
applicable please indicate the
question number each
comment/suggestion refers to.
Thank You!

Public Relations Committee
Meeting Minutes
Tuesday, March 15, 2022 – 1:30 pm

Meeting Location: Southern Tier Library System Headquarters via GoToMeeting
Painted Post, New York

Committee Members in Attendance: Lynnette Decker (chair), Kathy Green and David Haggstrom

Staff Present: Brian Hildreth

Meeting called to order at 1:31 pm

2022 State Funding Advocacy Efforts

B. Hildreth reported on recent library system efforts during Advocacy Day. He noted roughly 40 advocates from the STLS service region participated. Legislators were receptive to talking points, and indicated they were equally disappointed with the governor's proposals for libraries. The Senate and Assembly would have one house budgets in place in the coming days. Initial reports out of Albany show both bodies restoring Construction Aid to $34 million, and increasing Library Aid to either $102 million or $124 million. The budget is supposed to be finalized the last week of March, so we will know better where libraries stand then. B. Hildreth said postcards from across the library system were being sent to legislators the week before the budget deadline.

Construction Aid Update

Committee members discussed Construction Aid Guidelines for 2022. B. Hildreth said it would be better to finalize guidelines at April's committee meeting because STLS should know by then the amount allocated to STLS and its member libraries. Prioritizing ADA accessibility, energy efficiencies and phased building projects were within last year's scope. A $34 million Construction Aid Program in 2022/2023 would allow these priorities to stand. Committee members will review the guidelines considering allocated amounts in April 2022.

Annual Meeting Discussion

There was discussion about how the annual meeting will take place in 2022. Committee members agreed an in-person event would be ideal if the current state of the pandemic would allow it to happen. Currently there are no restrictions on gatherings and masking is not required in public spaces. B. Hildreth said he would look into a possible event location and date before April's meeting. Plans could be developed following a determination on these two pieces of information.

Vacant STLS Board of Trustee Seats

B. Hildreth reported the 2021 – 2025 Allegany County seat along with the 2021 – 2025 Steuben County – SSCL seat are still vacant. He informed the committee an announcement was made at March's Allegany County Director's Association meeting. And, a trustee from Southeast Steuben County Library has said there might be a potential candidate for the board. The library system is still waiting to hear from member libraries about possible candidates.

Meeting adjourned at 1:58 pm
Respectfully submitted: Brian M. Hildreth, STLS Executive Director

Foundation for Southern Tier Libraries
BOARD OF DIRECTORS MEETING
March 10, 2022
via Go to Meeting

MEETING MINUTES

Present: Sherry Collins, President; Ristina Wigg, Vice President; Paul Webster, Treasurer; Louise Richardson, Secretary; Peter Gamba; Denise King; Dale Wexell; Phil Uncapher; Brian Hildreth, Southern Tier Library System Executive Director

Excused: Bonnie Weber

The meeting was called to order at 2:05 pm.

The minutes of the February 10, 2022 meeting were approved, with the clarification that Peter Gamba was absent.

The financial reports were reviewed and approved. It was noted that we now have the largest cash balance ever.

OLD BUSINESS
Fundraising
It was noted that the online auction netted about $2,500 in business sponsorships which came from institutions and non-retail businesses. Retail businesses are more inclined to donate goods to the auction.

Dale noted that, in order to have a successful auction, each board member will need to make personal asks for auction items.

We have a variety of options in terms of event fundraising in 2022:
- An in-person event like the ones held before the pandemic
- An online auction like the one conducted in 2021.
- An online auction that extends to a silent auction at an in-person event.

It was decided that we will stage another online auction this year. The determination about an in-person event will be made in April.

Louise noted that she would forward some silent auction catalogs from past Komen Twin Tiers Pink Tie Affair events she worked on to members which may spark ideas about items for our auction.

NEW BUSINESS
Grants Program
Sherry noted that we have received one grant application so far, from Richburg Colonial Library.

Brian noted that the applications will be compiled and sent to board members prior to the April meeting, when they will be reviewed and recipients will be determined.

Advertising
Sherry shared an advertising opportunity, but it was decided that the timing of the publication did not work for our purposes.

Annual Meeting
The annual meeting is scheduled for May. The STLS office renovations will not be completed by then, so this is not an option for a venue. We could once again have the meeting virtually or could have a member library host it.

STLS Open House
STLS will have an open house once the renovation project is completed, probably in mid-August.

There being no further business, the meeting was adjourned at 3:18 pm.

Respectfully submitted,
Louise Richardson
Secretary

4:09 PM
03/22/22

5/23/22

Southern Tier Library System
Unpaid Bills Detail
As of March 25, 2022

3/23/2022

Type	Date	Num	Due Date	Open Balance
Addison Library				
Bill	03/25/2022	2022 S...	03/25/2022	3,276.87
Total Addison Library				3,276.87
Arkport Library				
Bill	03/25/2022	2022 S...	03/25/2022	883.23
Total Arkport Library				883.23
Atlanta Library				
Bill	03/25/2022	2022 S...	03/25/2022	2,159.24
Total Atlanta Library				2,159.24
Avoca Library				
Bill	03/25/2022	2022 S...	03/25/2022	6,118.52
Total Avoca Library				6,118.52
Baker & Taylor				
Bill	03/25/2022	25038...	03/25/2022	30.54
Total Baker & Taylor				30.54
Bath Library				
Bill	03/25/2022	2022 S...	03/25/2022	8,822.58
Total Bath Library				8,822.58
Button, Vickie				
Bill	03/25/2022	Medica...	03/25/2022	111.23
Total Button, Vickie				111.23
Canisteo Library				
Bill	03/25/2022	2022 S...	03/25/2022	2,713.86
Total Canisteo Library				2,713.86
Casella Waste Services				
Bill	03/25/2022	2129039	03/25/2022	113.34
Total Casella Waste Services				113.34
CDW-G				
Bill	03/25/2022	8896144	03/25/2022	2,690.52
Total CDW-G				2,690.52
Cleary, Jule L.				
Bill	03/25/2022	Medica...	03/25/2022	8.33
Total Cleary, Jule L.				8.33
Cohocton Library				
Bill	03/25/2022	2022 S...	03/25/2022	3,680.87
Total Cohocton Library				3,680.87
Corning Library				
Bill	03/25/2022	2022 S...	03/25/2022	20,973.22
Total Corning Library				20,973.22
English, Darleen				
Bill	03/25/2022	Medica...	03/25/2022	111.23
Total English, Darleen				111.23

Southern Tier Library System
Unpaid Bills Detail
As of March 25, 2022

Type	Date	Num	Due Date	Open Balance
Erie Insurance Company				
Bill	03/25/2022	Feb 20...	03/25/2022	1,916.60
Total Erie Insurance Company				1,916.60
Excellus BC BS				
Bill	03/25/2022	Apr 2022	03/25/2022	6,536.23
Bill	03/25/2022	Apr 20...	03/25/2022	354.62
Total Excellus BC BS				6,890.85
First Bankcard				
Bill	03/25/2022	44182...	03/25/2022	330.14
Bill	03/25/2022	44182...	03/25/2022	9.03
Bill	03/25/2022	44182...	03/25/2022	527.52
Bill	03/25/2022	44182...	03/25/2022	1,058.99
Bill	03/25/2022	44182...	03/25/2022	168.83
Total First Bankcard				2,093.51
Frontier Communications				
Bill	03/25/2022	Apr 2022	03/25/2022	184.04
Total Frontier Communications				184.04
Hallahan, Sheila				
Bill	03/25/2022	Medica...	03/25/2022	111.23
Total Hallahan, Sheila				111.23
Hammondsport Library				
Bill	03/25/2022	2022 S...	03/25/2022	4,991.30
Total Hammondsport Library				4,991.30
Holden, Loretta				
Bill	03/25/2022	Medica...	03/25/2022	111.23
Total Holden, Loretta				111.23
Hornell Library				
Bill	03/25/2022	2022 S...	03/25/2022	6,139.36
Total Hornell Library				6,139.36
Howard Library				
Bill	03/25/2022	2022 S...	03/25/2022	3,728.07
Total Howard Library				3,728.07
Humana				
Bill	03/25/2022	Apr 2022	03/25/2022	25.00
Total Humana				25.00
Jasper Library				
Bill	03/25/2022	2022 S...	03/25/2022	1,888.44
Total Jasper Library				1,888.44
McPherson, Marcia				
Bill	03/25/2022	Medica...	03/25/2022	111.23
Total McPherson, Marcia				111.23
Nelson, Jane				
Bill	03/25/2022	Medica...	03/25/2022	111.23
Total Nelson, Jane				111.23

Southern Tier Library System
Unpaid Bills Detail
As of March 25, 2022

Type	Date	Num	Due Date	Open Balance
NYSHIP				
Bill	03/25/2022	674	03/25/2022	13,365.94
Total NYSHIP				13,365.94
Overdrive				
Bill	03/25/2022	01463...	03/25/2022	438.70
Bill	03/25/2022	01463...	03/25/2022	2,868.09
Bill	03/25/2022	01463...	03/25/2022	1,986.46
Bill	03/25/2022	01463...	03/25/2022	1,057.53
Bill	03/25/2022	01463...	03/25/2022	1,128.07
Bill	03/25/2022	01463...	03/25/2022	561.04
Bill	03/25/2022	01463...	03/25/2022	131.94
Bill	03/25/2022	01463...	03/25/2022	529.13
Bill	03/25/2022	01463...	03/25/2022	521.09
Bill	03/25/2022	01463...	03/25/2022	550.13
Bill	03/25/2022	01463...	03/25/2022	1,449.70
Total Overdrive				11,229.28
Passage, Mary				
Bill	03/25/2022	Medica...	03/25/2022	111.23
Total Passage, Mary				111.23
Pitney Bowes				
Bill	03/25/2022	33154...	03/25/2022	598.19
Total Pitney Bowes				598.19
Prattsburgh Library				
Bill	03/25/2022	2022 S...	03/25/2022	1,432.03
Total Prattsburgh Library				1,432.03
Pulteney Library				
Bill	03/25/2022	2022 S...	03/25/2022	1,733.63
Total Pulteney Library				1,733.63
Quiggle, Mary Kay				
Bill	03/25/2022	Medica...	03/25/2022	111.23
Total Quiggle, Mary Kay				111.23
Savona Library				
Bill	03/25/2022	2022 S...	03/25/2022	3,012.86
Total Savona Library				3,012.86
Springshare LLC				
Bill	03/25/2022	22-R1...	03/25/2022	2,317.00
Total Springshare LLC				2,317.00
Time Warner Cable, IL.				
Bill	03/25/2022	20293...	03/25/2022	575.00
Bill	03/25/2022	20295...	03/25/2022	500.00
Total Time Warner Cable, IL				1,075.00
Time Warner Cable, PA				
Bill	03/25/2022	12022...	03/25/2022	44.99
Total Time Warner Cable, PA				44.99
UGI Energy Services, Inc.				
Bill	03/25/2022	G5259...	03/25/2022	40.24
Total UGI Energy Services, Inc.				40.24

Southern Tier Library System
Unpaid Bills Detail
As of March 25, 2022

Type	Date	Num	Due Date	Open Balance
United Healthcare Insurance Company				
Bill	03/25/2022	Apr 2022	03/25/2022	262.25
Total United Healthcare Insurance Company				262.25
Verizon Wireless				
Bill	03/25/2022	99007...	03/25/2022	354.44
Total Verizon Wireless				354.44
Wayland Library				
Bill	03/25/2022	2022 S...	03/25/2022	6,286.61
Total Wayland Library				6,286.61
Wigg, Ristina				
Bill	03/25/2022	Medica...	03/25/2022	111.23
Total Wigg, Ristina				111.23
TOTAL				122,858.61

3/9/22

5/16/2022

Southern Tier Library System
Unpaid Bills Detail
As of March 11, 2022

Type	Date	Num	Due Date	Open Balance
Apple Inc				
Bill	03/11/2022	AH243...	03/11/2022	2,792.00
Bill	03/11/2022	AH243...	03/11/2022	2,612.00
Bill	03/11/2022	AH243...	03/11/2022	2,522.00
Bill	03/11/2022	AH243...	03/11/2022	2,612.00
Total Apple Inc				10,538.00
Baker & Taylor				
Bill	03/11/2022	20365...	03/11/2022	340.43
Total Baker & Taylor				340.43
Blackstone Publishing				
Bill	03/11/2022	2023721	03/11/2022	130.47
Bill	03/11/2022	2025039	03/11/2022	28.80
Total Blackstone Publishing				159.27
Corning Natural Gas				
Bill	03/11/2022	Feb 20...	03/11/2022	72.31
Total Corning Natural Gas				72.31
Dell Marketing LP				
Bill	03/11/2022	10558...	03/11/2022	962.99
Bill	03/11/2022	10563...	03/11/2022	20,004.39
Bill	03/11/2022	10563...	03/11/2022	12,952.99
Total Dell Marketing LP				33,920.37
Eastern Managed Print Network				
Bill	03/11/2022	IN3269...	03/11/2022	392.57
Total Eastern Managed Print Network				392.57
Elmira Structures, Inc				
Bill	03/11/2022	1725-2	03/11/2022	82,849.50
Total Elmira Structures, Inc				82,849.50
Emergency Power Systems				
Bill	03/11/2022	SQI-00...	03/11/2022	1,019.73
Total Emergency Power Systems				1,019.73
Empire Access				
Bill	03/08/2022	00004...	03/08/2022	88.50
Total Empire Access				88.50
Energy Cooperative of America				
Bill	03/11/2022	962919	03/11/2022	602.08
Total Energy Cooperative of America				602.08
Excellus BC BS				
Bill	03/11/2022	Mar 20...	03/11/2022	6,536.23
Bill	03/11/2022	Mar 20...	03/11/2022	354.62
Total Excellus BC BS				6,890.85
First Bankcard				
Bill	03/11/2022	44182...	03/11/2022	6,063.94
Total First Bankcard				6,063.94
FirstLight Fiber				
Bill	03/11/2022	11002...	03/11/2022	900.00
Total FirstLight Fiber				900.00

Southern Tier Library System
Unpaid Bills Detail
As of March 11, 2022

Type	Date	Num	Due Date	Open Balance
Friendly Freds				
Bill	03/11/2022	28472	03/11/2022	864.00
Bill	03/11/2022	28476	03/11/2022	206.50
Bill	03/11/2022	28494	03/11/2022	222.94
Total Friendly Freds				1,293.44
Gale/CENGAGE Learning				
Bill	03/11/2022	76444...	03/11/2022	45.60
Total Gale/CENGAGE Learning				45.60
Kimble, Inc				
Bill	03/11/2022	C1751...	03/11/2022	9,690.00
Total Kimble, Inc				9,690.00
LaBella Associates				
Bill	03/11/2022	158146	03/11/2022	1,842.67
Total LaBella Associates				1,842.67
NYSEG				
Bill	03/11/2022	Feb 20...	03/11/2022	249.41
Total NYSEG				249.41
Overdrive				
Bill	03/11/2022	01453...	03/11/2022	15.00
Bill	03/11/2022	01453...	03/11/2022	466.81
Bill	03/11/2022	01453...	03/11/2022	5.97
Bill	03/11/2022	01453...	03/11/2022	69.99
Bill	03/11/2022	H-008...	03/11/2022	3,000.00
Bill	03/11/2022	01453...	03/11/2022	57.98
Total Overdrive				3,615.75
Retterer & Sons LLC				
Bill	03/11/2022	3320	03/11/2022	525.00
Total Retterer & Sons LLC				525.00
Southern Tier Network				
Bill	03/11/2022	4118	03/11/2022	1,000.00
Bill	03/11/2022	4119	03/11/2022	3,250.00
Bill	03/11/2022	4127	03/11/2022	3,845.00
Bill	03/11/2022	4134	03/11/2022	500.00
Bill	03/11/2022	4149	03/11/2022	250.00
Total Southern Tier Network				8,845.00
Southern Tier Wireless Inc				
Bill	03/11/2022	93517	03/11/2022	75.00
Total Southern Tier Wireless Inc				75.00
Staples Business Credit				
Bill	03/11/2022	16406...	03/11/2022	91.93
Total Staples Business Credit				91.93
Time Warner Cable, IL				
Bill	03/11/2022	20293...	03/11/2022	575.00
Bill	03/11/2022	20283...	03/11/2022	631.28
Bill	03/11/2022	20284...	03/11/2022	1,874.00
Bill	03/11/2022	20291...	03/11/2022	600.00
Bill	03/11/2022	20293...	03/11/2022	575.00
Total Time Warner Cable, IL				4,255.28

Southern Tier Library System
Unpaid Bills Detail
As of March 11, 2022

Type	Date	Num	Due Date	Open Balance
Time Warner Cable, PA				
Bill	03/11/2022	08602...	03/11/2022	90.05
Bill	03/11/2022	08622...	03/11/2022	154.98
Total Time Warner Cable, PA				245.03
UGI Energy Services, Inc.				
Bill	03/11/2022	G5235...	03/11/2022	8.11
Total UGI Energy Services, Inc.				8.11
Verizon				
Bill	03/11/2022	Mar 20...	03/11/2022	524.57
Total Verizon				524.57
WEX Bank				
Bill	03/11/2022	78982...	03/11/2022	1,514.53
Total WEX Bank				1,514.53
TOTAL				176,658.87

Deposit Summary

Southern Tier Library System

Summary of Deposits to 1202 · Cash - Money Market on 03/30/2022

3/29/2022 5:00 PM

3/31/2022

Chk No.	PmtMethod	Rcd From	Memo	Amount
42695	Check	Belfast	Cost Share	5,893.00
7598	Check	Bath	Pass Thru	807.24
5592	Check	Wayland	Pass Thru	403.62
80094	Check	Andover	Cost Share	4,061.00
4455	Check	Canaseraga	Cost Share	2,923.00
3940	Check	Montour Falls	Cost Share	3,612.00
5058	Check	CCLD-Elmira	Cost Share	35,035.50

Less Cash Back:

Deposit Total: 52,735.36

Chk No.	PmtMethod	Rcd From	Memo	Amount
4301	Check	Atlanta	Cost Share	3,589.00
4857	Check	Bolivar	Pass Thru	45.06
106	Check	Middlesex	Cost Share	2,181.00
15803	Check	Cuba	Cost Share	13,656.00
8968	Check	Rushville	Cost Share	2,181.00
1072	Check	Savona	Pass Thru	2,266.38
2867	Check	Addison	Cost Share	4,772.00
3468	Check	Prattsburgh	Cost Share	3,565.00
2957	Check	Watkins Glen	Cost Share	14,138.00
13207	Check	Dundee	Cost Share	11,356.00
14367	Check	Penn Yan	Pass Thru	4,316.15
1072	Check	Arkport	Payroll	2,379.56
1072	Check	Arkport	Cost Share/Pass Thru	2,210.87
131919099	Check	Shelter Point	L Guy PFL reimbursement	1,443.06

Less Cash Back:

Deposit Total: 68,099.08

Chk No.	PmtMethod	Rcd From	Memo	Amount
4856	Check	Bolivar	Cost Share	5,255.00
9407	Check	Branchport	Cost Share	7,273.00
3583	Check	Avoca	Pass Thru	1,133.19
3585	Check	Avoca	Cost Share	4,527.00
1239	Check	Alfred	Cost Share	7,174.00
5112	Check	Belmont	Cost Share	5,721.00
5726	Check	Whitesville	Cost Share	3,531.00
7009	Check	Cohocton	Cost Share	5,854.00
3740	Check	Savona	Cost Share	5,098.00
8305	Check	Rushford	Cost Share	5,239.00
4299	Check	Corning	Cost Share	77,615.00
3654	Check	Friendship	Pass Thru	56.28
3651	Check	Friendship	Cost Share	4,058.00
5052	Check	Almond	Cost Share	4,917.00
5589	Check	Wayland	Cost Share	10,415.00
4247	Check	Odessa	Cost Share	4,535.00
5584	Check	Wayland	Pass Thru	2,286.52
179683	Check	Steuben County	Steuben County Aid	79,600.00

Less Cash Back:

Deposit Total: 234,287.99

Monthly System Staff & Division Reports
2021 Library System Accomplishments by Staff Members
April 19, 2022

Office of the Executive Director by Brian Hildreth, Executive Director
Division of Library Sustainability

COVID-19 Guidance and Recommendations

2021 marked our second year helping STLS and its member libraries deal with the COVID-19 pandemic. We learned much in 2020 in terms of how to manage the virus, and keep people healthy to the best of our abilities within public settings. STLS played a central role in informing members about how to deal with things such as positive cases, exposures, vaccine requirements, contact tracing, masking, social distancing, and general practices for bringing community members together in safe ways. We developed more than a two dozen guidance documents (2-per month) to assist with public library services.

2022 – 2026 Planning

One highlight of this past year was engaging with member library stakeholders (librarians, directors, trustees, volunteers and friends) to develop STLS' Plan of Service, and other relevant documents that form the foundation of library system support. The Central Library Planning Committee did a fantastic job providing feedback for how STLS works with our central library, CCLD to provide support services using state funding. This process led to improved spending on shared collections (print and digital) as well as enhanced learning opportunities for member libraries. Additionally, our online focus groups and one-to-one interviews involved nearly 100 stakeholders to collect data sets that provided important insight to STLS, which in return established service priorities for the next 5-years. These meetings, and the data collected, were vital to the process. Ultimately, we developed our STLS Plan of Service, Central Library Plan of Service and Direct Access Plan for 2022 – 2026.

Diversity, Equity, Inclusion and Social Justice

STLS' Declaration Promoting Racial and Social Justice along with its Social Justice Activities Plan were two key documents created in 2021 to support STLS' longstanding commitment to the Library Bill of Rights and Core Values of Librarianship. The Social Justice Activities Plan has been particularly important because it has provided actionable items for all STLS staff to work on, in partnership with the STLS Board of Trustees and member libraries. Several items from this action plan were addressed in 2021, and will continue to be addressed in 2022 and beyond. In addition to this planning process, STLS hosted its first online two-day conference called, Gather and Grow – Cultivating Inclusive Communities. This event served as an explicit jumping-off point for STLS to build upon practices and services that address matters of EDISJ. Roughly 70 member stakeholders participated in the two-day event.

STLS Office Renovation Project

This project found light following 18-months of planning in partnership between the STLS Board of Trustees and library system staff. We were able to secure the necessary funds to begin and complete the project, finalize designs concepts that aligned with staff needs and wants, put the project out for bid, finalize contracts with successful contractors and begin work before the end of 2021. It is exciting to see the results of this planning

process take place in 2022, and we look forward to sharing the resources of our new building with the membership in the fall of 2022.

Public Computing Infrastructure for Member Libraries

STLS secured more than $635,000 in federal funds that is being used for enhancing and expanding public computing infrastructure at member libraries and STLS. This project allowed STLS and its members to purchase any type of public computing equipment needed by a member library that offered viable infrastructure for fostering digital equity to all community members. Equipment purchases included: public computers, loanable laptops, external WiFi Access points, loanable WiFi hotspots, scanners, printers, copy machines, interactive learning boards, virtual meeting software, and any other equipment, software or supply that fell within the scope of these funding sources.

Sustainability

2021 marked the 8th consecutive year that STLS assisted member libraries in obtaining sustainable funding through 259 funding referendums. STLS specifically assisted the reading centers of Middlesex and Rushville obtain funding to become chartered public libraries through the New York State Education Department. This process will offer a great return on investment for community members of the Marcus-Whitman School District because it will ensure long-term public library services, and position both libraries to receive aid from New York State for operating and capital costs.

Staff Association and STLS Board Negotiations

This year's negotiations between the STLS Staff Association and STLS Board of Trustees was representative of how much both these institutions have evolved by working together to ensure a healthy relationship that allows STLS to carry out its mission, while prioritizing the needs of the people who make it happen. The result was a meaningful 2021 – 2024 Staff Association Contract, which included the establishment of $15 per hour minimum wage.

<div align="center">

Youth Services & InterLibrary Loan
by Lorie Brown, Professional Development Manager
Division of Professional Development

</div>

We have been charged to report on the projects for which we were individually responsible. I think I'm proudest of the fact that there are very few of projects for which I was solely responsible. I am very proud of working as a part of a team with my colleagues. I am proud of the contributions that I added to various projects. I 'own' a part of those projects, but not the entire project. Alvin Toffler said, "You've got to think about big things while you're doing small things, so that all the small things go in the right direction." On the STLS Team, I am working on the small things, channeling them in the correct direction to make the big things happen.

I am very proud of the contributions that I made to assist the former, Arkport Village Book Center to become the Arkport Public Library. I played a key role in assisting the library staff and trustees prepare for their new journey as a library. I, along with colleague Lyndsie Guy, weeded their collection which, in turn, allowed the ILS Team to add their collection to the Integrated Library Catalog for patrons across the entire region to use. On their path to becoming a fully chartered library, there was a snag in procuring their Tax Exempt status. While others channeled their efforts to getting the tax exempt number, I assisted them by placing orders from a library vender—giving them the best price available for their new materials—and ensuring that this new library had

new, best-sellers available for their community. Not my project. But small things channeled them in the correct direction of making big things happen.

In light of the political and social unrest all around us at the end of 2020, the STLS Team began the year but discussing and formulating a plan to address Diversity, Equity and Inclusion in the services provided by STLS. My contributions to that plan, in relation to my job responsibilities of Youth Services and Interlibrary Loan, made me review and evaluate how those concepts and activities could become an integral part of my everyday work. Every workshop or training that I offered had some sort of focus in diversity, equity and inclusion. In promoting summer programming efforts for our youngest patrons, I presented the idea that DEI can be multi-layered. Showcased during that workshop (Tails to Literacy), were various 'takes' on the classic flannelboard activity, "Little Mouse, Little Mouse are You in the [blank] colored house?", including one version using different houses such as trailers can reflect the diversity in the style of homes. Diversity in training for interlibrary loan is a bit more mechanical but always including better, faster ways to search for materials in varying formats such as large type helps to ensure that diverse reading needs are not excluded from ILL requests from beyond our system borders.

I am also proud of my colleagues in the Division of Professional Development and Outreach as we determined how we would employ DEI concepts in our work as individuals and as a Division. That discussion resulted in two keys paths as we worked with our libraries: 1. To focus on various 'months' or 'days' devoted to diverse communities; 2. To focus on materials authored, illustrated by people from a diverse cultures or materials that included diverse characters, throughout the year, not just during special months or days. It was decided that these two focuses would occur in our newsletters (for me this would be The Flash, periodic newsletter for those providing services to youth), social media and other communications, to showcase new materials available to be purchased, to have curated, bookshelves available in our Digital Collections. This two-pronged plan presents diversity, equity and inclusion as concepts that are a valued part of the world—not relegated to special months or days. Once again, small things to achieve the big thing.

The Pandemic and the resulting shut down of libraries of all types, interrupted basic library services. As libraries began to slowly open again, not all services were offered immediately. This was true of interlibrary loan of materials from beyond the boundaries of the STLS service region. We outsource interlibrary loan services (ILL) to a program administered by the South Central Regional Library Council (SCRLC). The program is entitled: Bibliographic and Referral Center (BARC) and the service is delivered by Tompkins Cortland Community College (TC3). As TC3 and other NYS academic libraries made significant changes to their catalog and various other processes, using BARC would also have some significant changes. Additional training would be necessary for our member libraries to once again begin placing ILL requests. Pandemic conditions were relaxed somewhat but many still in place. Masks and social distancing were required—making small group training one of the best ways to proceed. STLS activated BARC ILL services to our members in June. And, small group training began immediately. The trainings consisted of 1-3 staff at each library. Over the course of seven months, (June – December), 46% of our members (22 libraries) had received training in using the revised BARC process. Small steps to equip libraries with the skills and knowledge to, once again, offer a traditional, yet unique service to their communities. Small things channeling in the right direction towards fuller library services.

Thank you for the opportunity to share with you my view of my activities in 2021.

Coordinated Outreach
by Keturah Cappadonia, Outreach Consultant
Division of Professional Development and Outreach

In 2021, STLS provided outreach services to four county jails and two state correctional facilities. We purchased and delivered books to four county jails for use by people who are incarcerated. I coordinated purchases for librarians at the two state correctional facilities we serve, providing $5,000 worth of print materials which I processed and sent through the STLS delivery service.

I created a Diversity, Equity, Inclusion, and Social Justice LibGuide with the assistance of Erika Jenns. I promoted this guide to our membership through newsletters, emails, and conversations. The LibGuide was viewed 866 times in 2021 and contains information and resources for providing library services to many underserved populations. I worked with the STLS DEI Subcommittee to provide information on the LibGuide about their Community Voices Rotating Collection and links to their newsletters.

I assisted many member libraries with grant writing projects in 2021. I offered a virtual workshop for members on grant writing in March, which I recorded and posted online. I publicized numerous grant opportunities through email and a new monthly newsletter I began writing. I promoted the ALA Libraries Transform Communities: Focus on Small and Rural Libraries funding opportunity and assisted 12-member libraries with grant applications. Working with the STLS Coordinated Outreach Services Committee (COSAC), we awarded a total of $7,000 in Outreach Mini Grants to 12-member libraries.

I worked on promoting the Emergency Broadband Benefit program to STLS member libraries and the public through emails, newsletters, and social media posts.

Working with Brian Hildreth, I purchased 170 books for member libraries through the NY State Adult Literacy Library Services Program. We distributed the books, nonfiction titles focusing on employment resources and agricultural business, to libraries across our service area and added to circulating collections.

Working with Lorie Brown and Lyndsie Guy, I coordinated visits to member library events, including Summer Reading Program Kick Off events at four libraries.

I worked with members of my department to schedule member workshops through the year and at the Gather & Grow Summit. I managed the STLS Audio and Large Print Rotating Collections during November and December.

Additionally, I presented a poster session with Erika Jenns at the ALA Annual Conference, served on the ALA Forward Together Resolutions Working Group, served as Vice-President and Acting President of SCRLC, and was elected Vice-President of the NYLA Rural Libraries Roundtable.

Digital Librarianship & Public Relations
by Erika Jenns, Engagement Consultant
Division of Professional Development and Outreach

During 2021, major successes for Erika Jenns included assisting membership with new library card designs, expanding access to digital collections, and working with membership to digitize regional materials.

The Arkport Public Library, Montour Falls Memorial Library, Penn Yan Public Library, and Wayland Free Library all received brand new library card designs in 2021.

Erika enjoys providing this service. Working with member library staff and volunteers to find their vision and bring it to life on the cards is a fun process. New card designs allow libraries to showcase their personality, and getting a new library card is exciting for community members. In many cases, these new card designs mirror a library rebrand and more closely align with updates to library logos, colors, and updated websites.

Access to digital collections, particularly through OverDrive, expanded during 2021. In February, Erika worked with RBdigital and OverDrive to end the system-wide subscription to digital magazines from RBdigital, and instead, patrons can now access digital magazines through OverDrive. Making more digital resources available through a single platform is beneficial for patrons and creates a more seamless user experience. Erika also collaborated with colleagues at the Pioneer Library System and the Finger Lakes Library System to implement a new feature in OverDrive called the Reciprocal Lending Arrangement. Conversations began in 2021 and the new feature was finalized in 2022. This allows patrons with an STLS library card to access materials in the Pioneer and Finger Lakes OverDrive collections. This new service should decrease hold times for some titles and broaden access for library users to a greater selection of ebook and audiobook content.

Similarly, Erika worked in tandem with Brian Hildreth to add access to two new digital resources: JobNow and Peterson's Test Prep. Access to these two databases is funded by Appalachian Regional Commission federal funds, which Brian applied for and secured in 2021. Erika coordinated database selection in 2021 in collaboration with Keturah Cappadonia, and she coordinated implementation in early 2022. Erika added links to both databases to all member library websites, which ensures that patrons can easily find and access these valuable resources. JobNow provides users with a host of services to help in every step of the job search process including job searching, resume template, professional resume review, and live interview coaching. Peterson's Test Prep includes full-length practice tests for GED, SAT, ACT, AP, PSAT, GRE, LSAT, MCAT, TOEFL, U.S. citizenship, and more. It offers information on undergraduate and graduate programs and tuition and scholarship assistance, as well as a resume builder and interviewing advice.

Lastly, Erika worked with the Cuba Circulating Library to submit an application for a Technology and Digitization Grant through the South Central Regional Library Council. STLS and Cuba were awarded $8,000 in May 2021 to digitize historic newspapers from Cuba and make them freely available and searchable to the public on NYS Historic Newspapers, found at nyshistoricnewspapers.org. Erika worked with Tina Dalton, Director of the Cuba Circulating Library, and staff at the Northern New York Library Network to digitize 50 reels of microfilmed newspapers, spanning from January 1866 to December 1986. These newspapers will be full text searchable and easily accessible and provide representation for a part of New York State that is often underrepresented in the historical record. This meets goals outlined under "Digitization" in the STLS Social Justice Activities Plan.

Assistant Director – Head of Information Technology
by Ken Behn
Division of Information Technology

In 2021 IT worked on 1341 Help Desk requests for member libraries and performed 10 operating system patch update cycles on ILS servers. Weekly meetings with IT department staff and a tri weekly meeting with the ILS staff of MidYork, North Country and Four County took place through much of the year. Frequent webinar style training was attended by staff to stay current of recent security risks to STLS and our libraries through Internet connected devices.

IT staff continued to work effectively in a hybrid environment while performing duties inside the office and remotely. Preparation for the STLS building renovation project had participation from everyone and a

substantial rearrangement of our data center occurred with only a brief downtime scheduled for early morning hours.

Staff worked with the vendors chosen trough the E-rate process to implement five different projects to improve the robustness of WiFi access, Internet access and the refresh the core equipment in the STLS data center. Those projects include outside WiFi access with installed cabling and access points, additional network switches, UPS battery replacements and updated server and storage infrastructure for web caching and all IT services. Improvements through some of those projects are ongoing in 2022.

Much can be said in the ability for all STLS staff to work in challenging and uncertain times and IT staff continued to rise to the occasion while keeping STLS staff connected.

Individually these are some highlights of IT staff work:

Pat Beeman -

- Configured and deployed a Circulation Domain. Connected the Savona and Richburg Multipoint servers (both of which were also updated and deployed in 2021) to this domain. It will help with the servicing of public and staff computers and can be configured for future libraries as well.
- Configured and deployed a number of MR46 Cisco wireless access points, which was a needed upgrade to library WiFi. The new access points allow for faster connection speeds as well as other, "behind the scenes" features.

Tom Lawrence -

- Managed interaction with the vendor installing cabling for the outdoor WiFi project and delivered access points to libraries as needed for installation. Around half of those installations were performed in 2021 with the remaining taking place now. We have seen up to a 4X increase in usage of library WiFi services as a result of this project.
- Developed a new computer imaging process and worked with the Procurement Specialist to understand all aspects of that process.

Brianne Liddick -

- Worked through multiple training processes to learn E-Rate; creating, maintaining and deployed computer images and become comfortable working with STLS staff in a remote and in office environment.
- Continually worked with multiple vendors to maintain options for library purchases of desktops and laptops despite supply and demand issues and remain within budget.

<div align="center">

Integrated Library System and Cataloging
by Mandy Fleming, ILS Manager
Division of Information Technology

</div>

Cataloging

One of STLS's core services, and strength's, is our centralized union catalog; one which our libraries are able to easily add items to, but their staff are not required to spend the time and effort to catalog titles themselves. That cataloging service is provided by the excellent Integrated Library System (ILS) Specialists: Kylie, Larissa and Daniel. Each of them spends part of their workday loading, cleaning and creating from scratch - records for all circulating items at all libraries within the system. 2021 was an especially busy year with libraries adding unique, non-book items such as hotspots, other IT equipment, museum passes, etc. In 2021 many libraries got back to their normal flow of ordering and barcoding items, after the pandemic altered things a bit in 2020. Our turnaround times remained solid, with some busy stretches that saw more than a 2-week turnaround time, to multiple weeks at a 3-day turnaround time. Overall, we met our goal of a 1-week turnaround time average for Help Desk submissions of new items. Items ordered from the vendors that provide MARC records were able to be barcoded the same day the records were loaded.

ILS staff have also worked on other important projects throughout 2021. In the first half of 2021, Kylie and Larissa finished a large-scale project of barcoding Arkport's collection, and training Arkport staff on item maintenance, in preparation for automating in 2021. Kylie managed ILS training schedules for ILS staff, which allowed us to provide numerous one-on-one and group training opportunities to our libraries. This was especially important with so many new library directors coming to STLS in 2021. It was a joy to provide in-person training again, though we have also continued to provide training online, based on trainee preference. Larissa worked on a number of custom BLUECloud Analytics (BCA) reports, and dossiers (combination of reports) - many requested by libraries and made available to everyone in BCA, in order to help library staff better report library data. Daniel worked with multiple book/AV vendors to further improve MARC record delivery – saving member library and ILS staff time. The Cataloging Advisory Committee worked in 2021 to address outdated terms in the 650s (subject headings) and made a number of additions to records, in order to include more inclusive language and provide a more inclusive online catalog to our patrons.

Circulation

In 2021, I worked on a number of projects to make configuration of the ILS reflect the member library services that are evolving to become more equitable and inclusive of all members of our STLS community. I worked on a project to encourage member libraries to go permanently fine free; I shared data and feedback from fine free libraries at numerous meetings and reached out directly to non-fine free directors to chat with them about the benefits. Currently, all STLS libraries are temporarily fine free and all but 10 have decided to go permanently fine free. I have also encouraged libraries to consider forgiving past overdue bills in bulk, after seeing the positive press coverage from other library systems, such as NYPL, that have done so. So far, our largest libraries (Corning in 2021 and CCLD in 2022) have done so, as well as a few of our smaller and medium-sized libraries. This allows hundreds of patrons to once again use library services without the stigma and frustration of past overdue bills. I have also been working on wiping the slate clean for a large number of inactive users, by removing those records. In the first round of purging inactive patrons, I removed 141,844 inactive patron records. This simplifies the registration process, if these patrons come in for a new card, and makes our patron database much cleaner and more reflective of the patrons that are actively using our services. In 2021, I worked closely with the Director's Advisory Council (DAC) Circulation Committee in order to streamline system-wide circulation procedures. Finally, in 2021 I trained Cathy, Terry and JoAnn in Arkport to learn how to use WorkFlows as an automated library – helping a library to automate, and fully utilize the efficiency provided by our ILS, is always a highlight of the year!

E-Rate

2021 was also a very busy year for E-rate filing. In the beginning of the year we filed 13 Form 470s – Description of Services Requested and Certification Form (up from 4 in 2020), and 17 Form 471s – Services Ordered and Certification Form (up from 10 in 2020) – possibly an STLS record. New services in 2021 included Arkport and Odessa monthly internet access and a number of equipment upgrade projects including Web Caching, Meraki Network Upgrades, APC Battery Replacements, and Meraki WAPs and Network Cabling - in order to provide exterior wireless access points for each member library. Brianne (the new staff member that will be responsible for E-rate filing going forward) joined STLS in late 2021, and Ken and I began the process of training her to understand the program, work with service providers and file program forms. Over the course of 2021, I filed Billed Entity Application Reimbursement Forms (BEARS) for, and STLS received $303,029.04 in USAC reimbursements – for Category 1 monthly internet services and Category 2 equipment ($82,585.39 in March, $30,690.00 in June, $82,490.27 in September, and $107,263.38 in October).