

Southern Tier Library System

Annual Report for Library Systems - 2013 (Public Library Systems)

1. General System Information

| | | |
|------|--|---|
| 1.1 | SEDCODE | 571000700006 |
| 1.2 | System Name | Southern Tier Library System |
| 1.3 | Beginning Reporting Year | 1/1/2013 |
| 1.4 | Ending Reporting Year | 12/31/2013 |
| 1.5 | Street Address | 9424 Scott Road |
| 1.6 | City | Painted Post |
| 1.7 | Zip Code | 14870 |
| 1.8 | Four-Digit Zip Code Extension (enter N/A if unknown) | 9598 |
| 1.9 | Mailing Address | 9424 Scott Road |
| 1.10 | City | Painted Post |
| 1.11 | Zip Code | 14870 |
| 1.12 | Four-Digit Zip Code Extension (enter N/A if unknown) | 9598 |
| 1.13 | Library System Telephone Number (enter 10 digits only and hit the Tab key) | (607) 962-3141 |
| 1.14 | Fax Number (enter 10 digits only) | (607) 962-5356 |
| 1.15 | System Home Page URL | www.stls.org |
| 1.16 | URL of the system's complete Plan of Service | http://www.stls.org/plan-of-service |
| 1.17 | Population Chartered to Serve (2010 Census) | 280,457 |
| 1.18 | Area Chartered to Serve (square miles) | 3494 |
| 1.19 | Federal Employer Identification Number | 160836935 |
| 1.20 | County | Steuben |
| 1.21 | County (Counties) Served | Allegany, Chemung, Schuyler, Steuben, Yates |
| 1.22 | School District | Corning City School District |
| 1.23 | Title of System Director: (drop-down): Mr., Mrs., Ms., Miss, Dr. | Mr. |
| 1.24 | First Name of System Director | Brian |
| 1.25 | Last Name of System Director | Hildreth |
| 1.26 | NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System. | 22533 |
| 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 |
| 1.32 | E-Mail Address of the System Director | communitylibrarypartner@stls.org |
| 1.33 | Fax Number of the System Director (enter 10 digits only and hit the Tab key) | (607) 962-5356 |
| 1.34 | Name of Outreach Coordinator | Alfonso Oliveras |

1.48 Does the reporting system have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one repeating group for each contract. If no, enter N/A on questions 1 through 5 of one repeating group. Y

| | | |
|----|---|------------------------------------|
| 1. | Name of Contracting Municipality or District | Canisteo-Greenwood School District |
| 2. | Is this a written contract? (Enter Y for Yes, N for No) | N |
| 3. | Population of the geographic area served by this contract | 849 |
| 4. | Dollar amount of contract | \$8,400 |
| 5. | Indicate "Full" or "Partial" range of services provided by this contract (Select one) | PARTIAL |

| | | |
|----|---|----------------|
| 1. | Name of Contracting Municipality or District | Town of Hector |
| 2. | Is this a written contract? (Enter Y for Yes, N for No) | N |
| 3. | Population of the geographic area served by this contract | 4,854 |
| 4. | Dollar amount of contract | \$1,500 |
| 5. | Indicate "Full" or "Partial" range of services provided by this contract (Select one) | PARTIAL |

1.49 For the reporting year, has the system experienced any unusual circumstance(s) that affected the statistics and/or information reported (e.g. natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? Indicate Y for Yes, N for No. If Yes, please annotate using the State note. N

2. Personnel Information

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

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

(enter to two decimal places; enter decimal point)

| | | |
|------|--|-------|
| 2.4 | Public Library System Director per CR 90.3(f) - Filled Position FTE | 1 |
| 2.5 | Public Library System Director per CR 90.3(f) - Vacant Position FTE | 0 |
| 2.10 | Librarians - Filled Position(s) FTE | 2.58 |
| 2.11 | Librarians - Vacant Position(s) FTE | 0 |
| 2.12 | Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Filled Position FTE | 0.5 |
| 2.13 | Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Vacant Position FTE | 0 |
| 2.14 | Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.6 + 2.8 + 2.10 + 2.12) | 4.08 |
| 2.15 | Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.7 + 2.9 + 2.11 + 2.13) | 0.00 |
| 2.16 | Total Other Professional Staff - Filled Position(s) FTE | 0 |
| 2.17 | Total Other Professional Staff - Vacant Position(s) FTE | 0 |
| 2.18 | Total Other Staff - Filled Position(s) FTE | 14.85 |

| | | |
|------|--|-------|
| 2.19 | Total Other Staff - Vacant Position(s) FTE | 0 |
| 2.20 | Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18) | 18.93 |
| 2.21 | Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19) | 0.00 |

SALARY INFORMATION

| | | |
|------|---|----------|
| 2.22 | Entry-Level Librarian (certified) FTE | 1 |
| 2.23 | Entry-Level Librarian (certified) Current Annual Salary | \$32,000 |
| 2.24 | System Director FTE | 1 |
| 2.25 | System Director Current Annual Salary | \$89,500 |

3. System Membership, Outlets and Governance

PUBLIC SERVICE OUTLETS

| | | |
|------|--|---------------------------------|
| 3.9 | Number of member libraries | 39 |
| 3.15 | Main Library/System Headquarters | 1 |
| 3.16 | Branches | 0 |
| 3.17 | Bookmobiles | 0 |
| 3.18 | Reading Centers | 5 |
| 3.19 | Other Outlets | 0 |
| 3.20 | Total Public Service Outlets (total questions 3.15 through 3.19) | 6 |
| 3.21 | Name of Central Library/Co-Central Libraries | Chemung County Library District |

BOARD/COUNCIL MEETINGS

| | | |
|------|---|----|
| 3.22 | Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year | 10 |
| 3.24 | Number of <u>voting</u> positions on system board/council | 15 |
| 3.25 | Board/Council Selection - Enter Board/Council Selection Code (select one; drop-down). If O is selected, please use the State note to explain how members were named to the Board/Council. | E |

SYSTEM BOARD/COUNCIL

Public Library Systems - enter information for the period January 1, 2014, through December 31, 2014.

School Library Systems and 3Rs Systems - enter information for the period July 1, 2014, through June 30, 2015

President/Council Chair

| | | |
|------|---|--------------------|
| 3.26 | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Mrs. |
| 3.27 | First Name | Denise |
| 3.28 | Last Name | King |
| 3.29 | Institutional Affiliation | Chemung County |
| 3.30 | Professional Title | President |
| 3.31 | Mailing Address | 117 Larchmont Road |
| 3.32 | City | Elmira |
| 3.33 | Zip Code (enter five digits only) | 14905 |
| 3.34 | Telephone for the Board President (enter 10 digits only and hit the Tab key) | (607) 846-2663 |

| | | |
|------|--|--------------------|
| 3.35 | E-mail Address | dwking@stny.rr.com |
| 3.36 | Term Begins - Month | January |
| 3.37 | Term Begins - Year (yyyy) | 2011 |
| 3.38 | Term Expires - Month or N/A | December |
| 3.39 | Term Expires - Year (YYYY) or N/A | 2014 |
| 3.40 | The date the board president took the Oath of Office (mm/dd/yyyy) | 06/18/2013 |
| 3.41 | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 06/25/2013 |
| 3.42 | Is this a brand new trustee? | N |

Board/Council Member - complete one record for each Board/Council Member. For each vacant position, select "Vacant" in question 1, and enter N/A in questions 2-10 of the repeating group.

| | | |
|-----|---|----------------------|
| 1. | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Dr. |
| 2. | First Name | Dale |
| 3. | Last Name | Wexell |
| 4. | Institutional Affiliation | Steuben County |
| 5. | Professional Title | Trustee |
| 6. | Mailing Address | 372 W. Second Street |
| 7. | City | Corning |
| 8. | Zip Code (enter five digits only) | 14830 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2011 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2015 |
| 13. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 06/18/2013 |
| 14. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 06/25/2013 |
| 15. | Is this a brand new trustee? | N |
| 1. | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Mr. |
| 2. | First Name | Kenneth |
| 3. | Last Name | Austin |
| 4. | Institutional Affiliation | Chemung County |
| 5. | Professional Title | Trustee |
| 6. | Mailing Address | 21 Maple Drive |
| 7. | City | Erin |
| 8. | Zip Code (enter five digits only) | 14838 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2014 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2018 |
| 13. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 01/21/2014 |
| 14. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 02/06/2014 |
| 15. | Is this a brand new trustee? | Y |

| | | |
|-----|---|--------------------------|
| 1. | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Mr. |
| 2. | First Name | Philip |
| 3. | Last Name | Archer |
| 4. | Institutional Affiliation | Yates County |
| 5. | Professional Title | Secretary |
| 6. | Mailing Address | 1316 Bay Drive |
| 7. | City | Middlesex |
| 8. | Zip Code (enter five digits only) | 14507 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2013 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2017 |
| 13. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 06/18/2013 |
| 14. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 06/25/2013 |
| 15. | Is this a brand new trustee? | N |
| 1. | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms. |
| 2. | First Name | Judith |
| 3. | Last Name | Cross |
| 4. | Institutional Affiliation | Steuben County |
| 5. | Professional Title | Trustee |
| 6. | Mailing Address | 12 Crestwood Road |
| 7. | City | Corning |
| 8. | Zip Code (enter five digits only) | 14830 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2010 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2014 |
| 13. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 06/18/2013 |
| 14. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 6/25/2013 |
| 15. | Is this a brand new trustee? | N |
| 1. | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms. |
| 2. | First Name | Maija |
| 3. | Last Name | Deroche |
| 4. | Institutional Affiliation | Schuyler County |
| 5. | Professional Title | Trustee |
| 6. | Mailing Address | 233 South Genesee Street |
| 7. | City | Montour Falls |
| 8. | Zip Code (enter five digits only) | 14865 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2014 |

| | | |
|-----|---|-----------------|
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2018 |
| 13. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 01/21/2014 |
| 14. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 02/06/2014 |
| 15. | Is this a brand new trustee? | N |
| 1. | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Vacant |
| 2. | First Name | N/A |
| 3. | Last Name | N/A |
| 4. | Institutional Affiliation | Schuyler County |
| 5. | Professional Title | Trustee |
| 6. | Mailing Address | N/A |
| 7. | City | N/A |
| 8. | Zip Code (enter five digits only) | N/A |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2010 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2014 |
| 13. | The date the trustee took the Oath of Office (mm/dd/yyyy) | N/A |
| 14. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | N/A |
| 15. | Is this a brand new trustee? | N |
| 1. | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Vacant |
| 2. | First Name | N/A |
| 3. | Last Name | N/A |
| 4. | Institutional Affiliation | Allegany County |
| 5. | Professional Title | Trustee |
| 6. | Mailing Address | N/A |
| 7. | City | N/A |
| 8. | Zip Code (enter five digits only) | N/A |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2012 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2016 |
| 13. | The date the trustee took the Oath of Office (mm/dd/yyyy) | N/A |
| 14. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | N/A |
| 15. | Is this a brand new trustee? | N |
| 1. | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms. |
| 2. | First Name | Sherry |
| 3. | Last Name | Collins |

| | | |
|-----|---|--------------------------------|
| 4. | Institutional Affiliation | Chemung County |
| 5. | Professional Title | Vice President |
| 6. | Mailing Address | 784 Breeseport N. Chemung Road |
| 7. | City | Lowman |
| 8. | Zip Code (enter five digits only) | 14861 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2011 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2015 |
| 13. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 06/18/2013 |
| 14. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 06/25/2013 |
| 15. | Is this a brand new trustee? | N |
| 1. | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms. |
| 2. | First Name | Pat |
| 3. | Last Name | Selwood |
| 4. | Institutional Affiliation | Yates County |
| 5. | Professional Title | Trustee |
| 6. | Mailing Address | 1769 Log Cabin Road |
| 7. | City | Penn Yan |
| 8. | Zip Code (enter five digits only) | 14527 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2014 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2018 |
| 13. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 01/21/2014 |
| 14. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 02/06/2014 |
| 15. | Is this a brand new trustee? | N |
| 1. | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms. |
| 2. | First Name | Cindy |
| 3. | Last Name | Emmer |
| 4. | Institutional Affiliation | Chemung County |
| 5. | Professional Title | Trustee |
| 6. | Mailing Address | 858 Davis St |
| 7. | City | Elmira |
| 8. | Zip Code (enter five digits only) | 14901 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2013 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2017 |
| 13. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 06/18/2013 |

| | | |
|-----|---|----------------------|
| 14. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 06/25/2013 |
| 15. | Is this a brand new trustee? | N |
| 1. | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Mr. |
| 2. | First Name | Alfred |
| 3. | Last Name | Yanda, II |
| 4. | Institutional Affiliation | Allegany County |
| 5. | Professional Title | Trustee |
| 6. | Mailing Address | 45 South Main Street |
| 7. | City | Alfred |
| 8. | Zip Code (enter five digits only) | 14802 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2012 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2016 |
| 13. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 01/17/2012 |
| 14. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/26/2012 |
| 15. | Is this a brand new trustee? | N |
| 1. | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Mrs. |
| 2. | First Name | Melodie |
| 3. | Last Name | Farwell |
| 4. | Institutional Affiliation | Allegany County |
| 5. | Professional Title | Trustee |
| 6. | Mailing Address | 3512 Moulton Road |
| 7. | City | Cuba |
| 8. | Zip Code (enter five digits only) | 14727 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2014 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2018 |
| 13. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 04/16/2013 |
| 14. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 05/02/2013 |
| 15. | Is this a brand new trustee? | Y |
| 1. | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Mrs. |
| 2. | First Name | Bonnie |
| 3. | Last Name | Weber |
| 4. | Institutional Affiliation | Steuben County |
| 5. | Professional Title | Trustee |
| 6. | Mailing Address | 14916 Stone Point |
| 7. | City | Branchport |

| | | |
|-----|---|---------------------|
| 8. | Zip Code (enter five digits only) | 14418 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2012 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2016 |
| 13. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 01/17/2012 |
| 14. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/26/2012 |
| 15. | Is this a brand new trustee? | N |
| 1. | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Mrs. |
| 2. | First Name | Patricia |
| 3. | Last Name | Finnerty |
| 4. | Institutional Affiliation | Steuben County |
| 5. | Professional Title | Treasurer |
| 6. | Mailing Address | 7389 Wildflower Way |
| 7. | City | Bath |
| 8. | Zip Code (enter five digits only) | 14810 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2013 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2017 |
| 13. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 06/13/2013 |
| 14. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 06/25/2013 |
| 15. | Is this a brand new trustee? | N |

COORDINATED OUTREACH COUNCIL

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

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2013, through December 31, 2013. For each vacant position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group.

| | | |
|----|---|--------------------------------------|
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms. |
| 2. | First Name | Shirley |
| 3. | Last Name | Callahan |
| 4. | Institutional Affiliation | Older Adults |
| 5. | Professional Title | Representative |
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Ms. |
| 2. | First Name | Lisa |
| 3. | Last Name | Lee |
| 4. | Institutional Affiliation | Allegheny County Literacy Volunteers |
| 5. | Professional Title | Director |

1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
2. First Name Marleah
3. Last Name Denkenberger
4. Institutional Affiliation Alzheimer's Association
5. Professional Title Southern Tier Program Coordinator
1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
2. First Name Suzanne
3. Last Name Jeffery
4. Institutional Affiliation Hearing Loss Association of America
5. Professional Title Director of Upstate District
1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
2. First Name Debbie
3. Last Name Taylor-Benedict
4. Institutional Affiliation Persons w/physical disability & cultural minorities
5. Professional Title Peer Advocate
1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr.
2. First Name Timothy
3. Last Name Tompkins
4. Institutional Affiliation Chemung ARC/Finger LakesDDSO
5. Professional Title Advocate
1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mrs.
2. First Name Angela
3. Last Name Gonzalez
4. Institutional Affiliation Penn Yan Public Library
5. Professional Title Director
1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Ms.
2. First Name Cheryl
3. Last Name Czworka
4. Institutional Affiliation Allegany Office for the Aging
5. Professional Title Nutrition Services Coordinator
1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr.
2. First Name Alfonso
3. Last Name Oliveras
4. Institutional Affiliation Southern Tier Library System
5. Professional Title Deputy Director - Professional Development & Outreach

- | | | |
|----|---|----------------------------------|
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Mr. |
| 2. | First Name | Zachary |
| 3. | Last Name | Houseworth |
| 4. | Institutional Affiliation | Proaction |
| 5. | Professional Title | Coordinator |
| 1. | Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Mrs. |
| 2. | First Name | Cherie |
| 3. | Last Name | Chigama |
| 4. | Institutional Affiliation | Southeast Steuben County Library |
| 5. | Professional Title | Outreach Specialist |

4. Public Library System Trans and Collection

- | | | |
|-----|---------------------------------------|-------|
| 4.1 | Number of registered system borrowers | 28 |
| 4.2 | Total system circulation | 1,411 |
| 4.3 | System Visits | 1,618 |

SYSTEM HOLDINGS

- | | | |
|------|---|--------|
| 4.4 | Total Cataloged Book Holdings | 15,434 |
| 4.5 | Non-Cataloged Book Holdings | 0 |
| 4.6 | Total Print Serial Holdings | 51 |
| 4.7 | All Other Print Materials Holdings | 0 |
| 4.8 | Total Electronic Holdings | 7,597 |
| 4.9 | All Other Holdings | 631 |
| 4.10 | Grand Total Holdings (total questions 4.4 through 4.9) | 23,713 |

ROTATING COLLECTIONS/BOOK LOANS

- | | | |
|------|--|-----|
| 4.11 | Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No) | Y |
| 4.12 | Number of collections | 114 |
| 4.13 | Average number of items per collection | 60 |

5. System Services

TECHNOLOGY AND RESOURCE SHARING

INTEGRATED LIBRARY SYSTEM (ILS)

- | | | |
|-----|--|-----|
| 5.1 | Does the system provide an integrated library automation system (ILS) for its member libraries? (Enter Y for Yes, N for No) | Y |
| 5.2 | Indicate which modules of the system's ILS have been implemented (check all that apply): | |
| a. | Circulation | Yes |
| b. | Public Access Catalog | Yes |
| c. | Cataloging | Yes |
| d. | Acquisitions | No |
| e. | Inventory | No |
| f. | Serials Control | No |
| g. | Media Booking | No |

| | | |
|------|--|------------|
| h. | Community Information | Yes |
| i. | Electronic Resource Management | No |
| j. | Digital Collections Management | No |
| 5.3 | Identify ILS system vendor | SirsiDynix |
| 5.4 | How many member libraries fully participate in the ILS? | 38 |
| 5.5 | % of member libraries participating (calculated field) | 97.44% |
| 5.6 | How many member libraries participate in some ILS modules? | 39 |
| 5.7 | Indicate features of the system's ILS (check all that apply): | |
| a. | ILS shared with other library systems | No |
| b. | ILS software permits patron-initiated ILL | Yes |
| c. | ILL feature implemented and used | Yes |
| 5.8 | Number of titles in the ILS bibliographic database | 693,943 |
| 5.9 | Number of new titles added by the system in the reporting year | 2,047 |
| 5.10 | Number of Central Library Aid titles added in the reporting year | 737 |
| 5.11 | Number of new titles added by the members in the reporting year | 27,091 |
| 5.12 | Total new titles (total questions 5.9 through 5.11) | 29,875 |

UNION CATALOG OF RESOURCES

| | | |
|------|--|-----------|
| 5.13 | How many libraries participate in (or submit records for) the union catalog? | 39 |
| 5.14 | Is the system's union catalog shared with any other library system(s)? (Enter Y for Yes, N for No) | N |
| 5.15 | Number of titles in the system's union catalog | 693,943 |
| 5.16 | Number of holdings in the system's union catalog | 1,356,553 |
| 5.17 | Number of new titles added in the last year | 28,964 |
| 5.18 | Number of holdings added in the last year | 48,726 |

UNION LIST OF SERIALS

| | | |
|------|--|----|
| 5.19 | Does the system have a union list of serials? (Enter Y for Yes, N for No. If No, enter zero (0) on question 5.20.) | Y |
| 5.20 | How many libraries participate in (or submit records for) the union list of serials? | 30 |

COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS

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

VIRTUAL CATALOG

| | | |
|------|--|----|
| 5.22 | Does the system provide a virtual catalog for member libraries? (Enter Y for Yes, No for No, or N/A) | Y |
| 5.23 | How many Internet-accessible member library catalogs are included in the virtual catalog? | 39 |
| 5.24 | How many member libraries have holdings included in a database that serves as a link of the virtual catalog? | 1 |

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

| | | |
|----|---|-----|
| a. | Non-member catalogs are included (if checked, please name non-member catalogs using the State note) | Yes |
|----|---|-----|

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

VISITS TO THE SYSTEM'S WEB SITE

| | | |
|------|--|---------|
| 5.27 | Annual number of visits to the system's web site | 164,736 |
|------|--|---------|

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

- | | | |
|------|--|----|
| 5.28 | How many of the system's member libraries have achieved <u>Basic</u> Statewide Internet Library-ready status? | 14 |
| 5.29 | How many of the system's member libraries have achieved <u>Advanced</u> Statewide Internet Library-ready status? | 7 |
| 5.30 | How many of the system's member libraries have achieved <u>Leader</u> Statewide Internet Library-ready status? | 1 |
| 5.31 | Total Statewide Internet Library-Ready Libraries (total questions 5.28 through 5.30) | 22 |

SYSTEM INTERLIBRARY LOAN ACTIVITY

- | | | |
|------|---|-------|
| 5.32 | Total items provided (loaned) | 8 |
| 5.33 | Total items received (borrowed) | 1,322 |
| 5.34 | Total requests provided (loaned) unfilled | 0 |
| 5.35 | Total requests received (borrowed) unfilled | 522 |
| 5.36 | Total interlibrary loan activity (total questions 5.32 through 5.35) | 1,852 |

DELIVERY

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

- | | | |
|----|--|-----|
| a. | System courier (on the System's payroll) | Yes |
| b. | Other system's courier | No |
| d. | Contracted service (paid by System - not on payroll) | No |
| e. | U.S. Mail | No |
| f. | Commercial carrier (e.g., UPS, DHL, etc.) | No |
| g. | Other (specify using the State note) | No |

| | | |
|------|---|-----|
| 5.39 | Number of stops (pick-up and delivery sites per week) | 165 |
|------|---|-----|

CONTINUING EDUCATION/STAFF DEVELOPMENT

Workshops/Meetings/Training Sessions

Resource sharing (ILL, collection development, etc.)

- | | | |
|------|------------------------|----|
| 5.40 | Number of sessions | 5 |
| 5.41 | Number of participants | 40 |

Technology

- | | | |
|------|------------------------|-----|
| 5.42 | Number of sessions | 28 |
| 5.43 | Number of participants | 220 |

Digitization

| | | |
|------|------------------------|----|
| 5.44 | Number of sessions | 3 |
| 5.45 | Number of participants | 18 |

Leadership

| | | |
|------|------------------------|-----|
| 5.46 | Number of sessions | 8 |
| 5.47 | Number of participants | 122 |

Management & Supervisory

| | | |
|------|------------------------|----|
| 5.48 | Number of sessions | 5 |
| 5.49 | Number of participants | 57 |

Planning and Evaluation

| | | |
|------|------------------------|----|
| 5.50 | Number of sessions | 10 |
| 5.51 | Number of participants | 86 |

Awareness and Advocacy

| | | |
|------|------------------------|-----|
| 5.52 | Number of sessions | 27 |
| 5.53 | Number of participants | 325 |

Trustee/Council Training

| | | |
|------|------------------------|-----|
| 5.54 | Number of sessions | 53 |
| 5.55 | Number of participants | 745 |

Special Client Populations

| | | |
|------|------------------------|----|
| 5.56 | Number of sessions | 2 |
| 5.57 | Number of participants | 12 |

Children's Services/Elementary Grade Levels

| | | |
|------|------------------------|-----|
| 5.58 | Number of sessions | 9 |
| 5.59 | Number of participants | 121 |

Young Adult Services/Middle and High School Grade Levels

| | | |
|------|------------------------|----|
| 5.60 | Number of sessions | 2 |
| 5.61 | Number of participants | 20 |

General Adult Services

| | | |
|------|------------------------|----|
| 5.62 | Number of sessions | 8 |
| 5.63 | Number of participants | 68 |

5.64 **Other:** Does the system provide other Workshops/Meetings/Training Sessions not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic; if No, enter N/A for questions 1, 2 and 3 of one repeating group. N

| | | |
|----|------------------------|-----|
| 1. | Topic | N/A |
| 2. | Number of sessions | N/A |
| 3. | Number of participants | N/A |

5.65 **Grand Total Sessions** (total questions 5.40, 5.42, 5.44, 5.46, 5.48, 5.50, 5.52, 5.54, 5.56, 5.58, 5.60, 5.62 and total of question #2 of Repeating Group #5) 160

5.66 **Grand Total Participants** (total questions 5.41, 5.43, 5.45, 5.47, 5.49, 5.51, 5.53, 5.55, 5.57, 5.59, 5.61, 5.63 and total of question #3 of Repeating Group #5) 1,834

COORDINATED SERVICES

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

| | | |
|----|---|----|
| a. | Coordinated purchase of print materials | No |
| b. | Coordinated purchase of non-print materials | No |

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

CONSULTING AND TECHNICAL ASSISTANCE SERVICES

| | | |
|------|--|--------|
| 5.68 | Number of contacts - Consulting with member libraries on grants, and state and federal funding | 1,183 |
| 5.69 | Number of contacts - Consulting with member libraries on funding and governance | 166 |
| 5.70 | Number of contacts - Consulting with member libraries on charter and registration work | 17 |
| 5.71 | Number of contacts - Consulting with member libraries on automation and technology | 17,895 |
| 5.72 | Number of contacts - Consulting with member libraries on youth services | 5,359 |
| 5.73 | Number of contacts - Consulting with member libraries on adult services | 2,381 |
| 5.74 | Number of contacts - Consulting with member libraries on physical plant needs | 162 |
| 5.75 | Number of contacts - Consulting with member libraries on personnel and management issues | 1,084 |
| 5.76 | Number of contacts - Consulting with state and county correctional facilities | 23 |
| 5.77 | Number of contacts - Providing information to local, county, and state legislators and their staffs | 67 |
| 5.78 | Number of contacts - Providing system and member library information to the media | 32 |
| 5.79 | Number of contacts - Providing website development and maintenance for member libraries | 121 |
| 5.80 | Does the system provide other Consulting and Technical Assistance Services not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic. If No, enter N/A for questions 1 and 2 of one repeating group. | N |
| 1. | Topic | N/A |
| 2. | Number of contacts (all types) | N/A |
| 5.81 | Total other contacts (total of question #2 of Repeating Group #6) | 0 |
| 5.82 | Total number of contacts (total of questions 5.68 through 5.79 and 5.81) | 28,490 |

REFERENCE SERVICES

| | | |
|------|------------------------------|----|
| 5.83 | Total Reference Transactions | 48 |
|------|------------------------------|----|

SERVICES TO SPECIAL CLIENTS (Direct and Contractual)

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

Yes

| | | |
|------|--|---|
| a. | Services for patrons with disabilities | |
| b. | Services for patrons who are educationally disadvantaged | Yes |
| c. | Services for patrons who are aged | Yes |
| d. | Services for patrons who are geographically isolated | Yes |
| e. | Services for patrons who are members of ethnic or minority groups in need of special library services | Yes |
| f. | Services to patrons who are in institutions | Yes |
| g. | Services for unemployed and underemployed individuals | Yes |
| i. | N/A | No |
| 5.85 | Number of BOOKS BY MAIL loans | 0 |
| 5.86 | Number of member libraries with Job/Education Information Centers or collections | 3 |
| 5.87 | Number of State Correctional Facilities libraries served | 3 |
| 5.88 | Number of County Jails libraries served | 5 |
| 5.89 | Number of institutions served other than jails or correctional facilities | 18 |
| 5.90 | Does the system provide other special client services not listed above? If yes, complete one record for each service provided. If no, enter N/A in questions 1 and 2 of one repeating group. | N |
| 1. | Service provided | N/A |
| 2. | Number of facilities/institutions served | N/A |
| 5.91 | Does the system charge fees for any program or service? Enter Y for Yes; N for No. If yes, briefly describe using the text box below; if no, enter N/A in Question 5.92. | Y |
| 5.92 | Description of fees | The System receives revenue from its member libraries and reading centers in the form of Cost Share. This revenue supports our Integrated Library System. The System also charges for processing, but not cataloging. |

6. Operating Funds Receipts

LOCAL PUBLIC FUNDS

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

STATE AID RECEIPTS

| | | |
|------|--|----------|
| 6.5 | Adult Literacy Library Services Grants | \$3,774 |
| 6.6 | Central Library Development Aid | \$88,072 |
| 6.7 | Central Book Aid | \$59,972 |
| 6.8 | Conservation/Preservation Grants | \$0 |
| 6.9 | Construction for Public Libraries Aid | \$0 |
| 6.10 | Coordinated Outreach Services Aid | \$67,278 |
| 6.11 | Correctional Facilities Library Aid | \$23,563 |
| 6.12 | County Jails Library Aid | \$3,468 |
| 6.14 | Family Literacy Grants | \$6,794 |

Local Library Services Aid

| | | |
|------|---|-----------|
| 6.18 | Kept at System Headquarters | \$0 |
| 6.19 | Distributed to members | \$100,977 |
| 6.20 | Total LLSA (total questions 6.18 and 6.19) | \$100,977 |
| 6.21 | Local Services Support Aid | \$84,583 |
| 6.22 | Local Consolidated Systems Aid | \$0 |
| 6.26 | Public Library System Basic Aid | \$769,194 |

Regional Bibliographic Data Bases (RBDB) Aid

| | | |
|------|--|-----------|
| 6.31 | Regional Bibliographic Data Bases (RBDB) Grant(s) from 3Rs | \$12,000 |
| 6.35 | Special Legislative Grants and Member Items | \$122,400 |
| 6.36 | Supplementary System Aid | \$115,978 |
| 6.37 | The New York Public Library - The Research Libraries | \$0 |
| 6.38 | The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid | \$0 |
| 6.39 | The New York Public Library, City University of New York | \$0 |
| 6.40 | The New York Public Library, Schomburg Center for Research in Black Culture Library Aid | \$0 |
| 6.41 | The New York Public Library, Science, Industry and Business Library | \$0 |
| 6.42 | Does the system receive state funding from other sources? Enter Y for Yes, N for No. (Report Special Legislative Grants and Member Items on Q 6.35). | N |

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

| | | |
|------|---|-------------|
| 1. | Funding Source | N/A |
| 2. | Amount | N/A |
| 6.43 | Total Other State Aid (total question #2 of Repeating Group #9 above) | \$0 |
| 6.44 | Total State Aid Receipts (total questions 6.5 through 6.14, question 6.17, questions 6.20 through 6.22, questions 6.25 through 6.27, questions 6.30 through 6.41, and question 6.43) | \$1,458,053 |

FEDERAL AID

| | | |
|------|--|---------|
| 6.45 | Library Services and Technology Act (LSTA) | \$6,000 |
| 6.46 | Does the system receive any other Federal Aid (specify Act and Title) e.g., NEH, NEA, etc.? Enter Y for Yes, N for No. | Y |

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

and 2 of one repeating group

| | | |
|------|--|----------|
| 1. | Funding Source | E-Rate |
| 2. | Amount | \$60,129 |
| 6.47 | Total Other Federal Aid (total questions #2 of Repeating Group #10 above) | \$60,129 |
| 6.48 | Total Federal Aid (total questions 6.45 and 6.47) | \$66,129 |

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

| | | |
|------|--|---|
| 6.49 | Does the system contract with libraries and/or library systems in New York State? Enter Y for Yes, N for No. | Y |
|------|--|---|

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

| | | |
|------|---|---------------------|
| 1. | Contracting Agency | Member Libraries |
| 2. | Contracted Service | Technology Services |
| 3. | Total Contract Amount | \$415,658 |
| 6.50 | Total Contracts (total question #3 of Repeating Group #11 above) | \$415,658 |

MISCELLANEOUS RECEIPTS

| | | |
|------|---|----------|
| 6.51 | Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note) | \$27,003 |
| 6.53 | Income from Investments | \$1,817 |
| | Proceeds from Sale of Property | |
| 6.54 | Real Property | \$0 |
| 6.55 | Equipment | \$0 |
| 6.56 | Does the system have other miscellaneous receipts in categories not listed in questions 6.51 through 6.55? Enter Y for Yes, N for No. | Y |

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

| | | |
|------|--|----------------|
| 1. | Receipt category | Hector Support |
| 2. | Amount | \$10,238 |
| 1. | Receipt category | Health Co Pay |
| 2. | Amount | \$8,266 |
| 1. | Receipt category | Reimbursements |
| 2. | Amount | \$7,184 |
| 6.57 | Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above) | \$25,688 |
| 6.58 | Total Miscellaneous Receipts (total questions 6.51 through 6.55 and question 6.57) | \$54,508 |
| 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) | \$2,093,848 |

| | | |
|------|---------------------|-----|
| 6.60 | BUDGET LOANS | \$0 |
|------|---------------------|-----|

TRANSFERS

| | | |
|------|--|-----|
| 6.61 | From Capital Fund (Same as question 9.6) | \$0 |
| 6.62 | From Other Funds | \$0 |

| | | |
|------|--|-------------|
| 6.63 | Total Transfers (total questions 6.61 and 6.62) | \$0 |
| 6.64 | CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2013; 3Rs - July 1, 2013. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2012; 3Rs - June 30, 2013.) | \$1,056,984 |
| 6.67 | GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER (Public Library Systems and 3Rs - total questions 6.59, 6.60, 6.63 and 6.64 - must agree with question 7.83) (School Library Systems - total questions 6.59, 6.65 and 6.66 - must agree with question 7.83) | \$3,150,832 |

7. Operating Fund Disbursements

STAFF EXPENDITURES

Salaries

| | | |
|-----|--|-------------|
| 7.1 | System Director and Librarians | \$284,413 |
| 7.2 | Other Staff | \$443,145 |
| 7.3 | Total Salary and Wages Expenditures (total questions 7.1 and 7.2) | \$727,558 |
| 7.4 | Employee Benefits Expenditures | \$330,604 |
| 7.5 | Total Staff Expenditures (total questions 7.3 and 7.4) | \$1,058,162 |

COLLECTION EXPENDITURES

| | | |
|-----|--|----------|
| 7.6 | Print Materials Expenditures | \$6,061 |
| 7.7 | Electronic Materials Expenditures | \$62,430 |
| 7.8 | Other Materials Expenditures | \$0 |
| 7.9 | Total Collection Expenditures (total questions 7.6 through 7.8) | \$68,491 |

GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

| | | |
|------|---|-----------|
| 7.10 | Local Library Services Aid (LLSA) | \$100,977 |
| 7.11 | Central Library Aid (CLDA/CBA) | \$148,044 |
| 7.15 | Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants) | \$128,400 |
| 7.16 | Federal Aid | \$0 |
| 7.17 | Other cash grants paid from system funds | \$99,500 |
| 7.18 | Total Cash Grants (total questions 7.10 through 7.17) | \$476,921 |
| 7.19 | Book/Library Materials Grants | \$0 |
| 7.20 | Other Non-Cash Grants | \$0 |
| 7.21 | Total Grants to Member Libraries (total questions 7.18 through 7.20) | \$476,921 |

CAPITAL EXPENDITURES FROM OPERATING FUNDS

| | | |
|------|---|-----------|
| 7.22 | Bookmobile | \$0 |
| 7.23 | Other Vehicles | \$0 |
| 7.24 | Computer Equipment | \$181,966 |
| 7.25 | Furniture/Furnishings | \$0 |
| 7.26 | Other Capital Expenditures | \$0 |
| | Total Capital Expenditures from Operating Fund | |

7.27 (total questions 7.22 through 7.26) \$181,966

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28 From Local Public Funds (71PF) \$0
 7.29 From Other Funds (71OF) \$181,966
 7.30 **Total Capital Expenditures by Source** (total questions 7.28 and 7.29; same as question 7.27) \$181,966

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

7.31 From Local Public Funds (72PF) \$0
 7.32 From Other Funds (72OF) \$13,446
 7.33 **Total Repairs to Buildings and Building Equipment** (total questions 7.31 and 7.32) \$13,446
 7.34 Other Building & Maintenance Expenses \$36,953
 7.35 **Total Operation and Maintenance of Buildings** (total questions 7.33 and 7.34) \$50,399

MISCELLANEOUS EXPENSES

7.36 Total Operation & Maintenance of Bookmobiles and Other Vehicles \$44,841
 7.37 Office and Library Supplies \$41,387
 7.38 Telecommunications \$81,907
 7.39 Binding Expenses \$0
 7.40 Postage and Freight \$1,636
 7.41 Publicity and Printing \$2,049
 7.42 Travel \$23,180
 7.43 Fees for Consultants and Professionals \$46,931
 7.44 Membership Dues \$2,036
 7.46 Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.45? Y
 Enter Y for Yes, N for No.

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 | ILL Pos. |
| 2. | Amount | \$4,200 |
| 1. | Expense category | Equip Mnt |
| 2. | Amount | \$82,395 |
| 7.47 | Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13) | \$86,595 |
| 7.48 | Total Miscellaneous Expenses (total questions 7.36 through 7.45 and 7.47) | \$330,562 |

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

7.49 Does the system contract with libraries and/or library systems in New York State? Enter Y for Yes, N for No. 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 |
| 2. | Contracted Service (specify using the State note) | N/A |
| 3. | Total Contract Amount | N/A |

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

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

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

7.52 From Other Funds (73OF) \$48,829

7.53 **Total Capital Purposes Loans** (total questions 7.51 and 7.52) \$48,829

7.54 Other Loans \$0

7.55 **Total Debt Service** (total questions 7.53 and 7.54) \$48,829

7.56 **TOTAL TOTAL DISBURSEMENTS** - Total Staff Expenditures, Total Collection Expenditures, Total Grants to Member Libraries, Total Capital Expenditures, Total Operation and Maintenance of Buildings, Total Miscellaneous Expenses, Total Contracts, and Total Debt Service (total questions 7.5, 7.9, 7.21, 7.27, 7.35, 7.48, 7.50, and 7.55) \$2,215,330

TRANSFERS

Transfers to the Capital Fund

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

7.58 From Other Funds (76OF) \$0

7.59 **Total Transfers to Capital Fund** (total questions 7.57 and 7.58; same as question 8.2) \$0

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

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

7.62 **TOTAL DISBURSEMENTS AND TRANSFERS** (total questions 7.56 and 7.61) \$2,215,330

7.63 **CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2013) (For 3Rs - June 30, 2014)** \$935,502

7.83 **GRAND TOTAL DISBURSEMENTS, TRANSFERS, & BALANCE/ROLLOVER** (total questions 7.62, 7.63, 7.73, and 7.82) \$3,150,832

FISCAL AUDIT

7.84 Last audit performed (mm/dd/yyyy) 4/1/2013

7.85 Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy) 1/1/2012-12/31/2012

7.86 Indicate type of audit (select one from drop-down): Private Accounting Firm

ACCOUNT INFORMATION

Complete one record for each financial account

1. Name of bank or financial institution JP Morgan Chase

2. Amount of funds on deposit \$935,502

7.87 **Total Bank Balance** (total question #2 of Repeating Group #15) \$935,502

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

8. Capital Fund Receipts

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

STATE AID FOR CAPITAL PROJECTS

- 8.3 State Aid Received for Construction 0

ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS

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

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

- 8.5 **Total Aid and/or Grants** (total question #2 of Repeating Group #16 above) \$0

- 8.6 **TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and Total Federal Aid** (total questions 8.1, 8.2, 8.3, and 8.5) \$0

- 8.7 **NONREVENUE RECEIPTS** 0

- 8.8 **TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts** (total questions 8.6 and 8.7) \$0

- 8.9 CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2013; 3Rs - July 1, 2013. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2012; 3Rs - June 30, 2013.) 0

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

9. Capital Fund Disbursements

PROJECT EXPENDITURES

- 9.1 Total Construction \$0
- 9.2 Incidental Construction 0
- 9.3 Books and Library Materials 0
- 9.4 Total Other Disbursements 0
- 9.5 **Total Project Expenditures** (total questions 9.1 through 9.4) \$0

- 9.6 **TRANSFER TO OPERATING FUND** (Same as question 6.61) 0

- 9.7 **TOTAL NONPROJECT EXPENDITURES** 0

- 9.8 **TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures** (total questions 9.5 through 9.7) \$0

| | | |
|------|---|-----|
| 9.9 | CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2013, for Public Library Systems; June 30, 2014, for 3Rs) | 0 |
| 9.10 | TOTAL DISBURSEMENTS AND CASH BALANCE (total questions 9.8 and 9.9) | \$0 |

12. Projected Annual Budget For Library Systems

Public Library Systems Budget for January 1, 2014 - December 31, 2014

PROJECTED OPERATING FUND - RECEIPTS

| | | |
|------|--|-------------|
| 12.1 | Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts) | \$1,556,367 |
| 12.2 | Budget Loans | 0 |
| 12.3 | Total Transfers | 0 |
| 12.4 | Cash Balance/Rollover in Operating Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2014, must be the same as the December 31, 2013, closing balance reported on Q7.63 of the 2013 annual report) | \$935,502 |
| 12.5 | Grand Total Operating Fund Receipts, Budget Loans, Transfers and Balance/Rollover (total questions 12.1 through 12.4) | \$2,491,869 |

PROJECTED OPERATING FUND - DISBURSEMENTS

| | | |
|------|--|-------------|
| 12.6 | Total Operating Fund Disbursements (include Staff Expenditures, Collection Expenditures, Grants to Member Libraries, Capital Expenditures from Operating Funds, Operation and Maintenance of Buildings, Miscellaneous Expenses, Contracts with Libraries and Library Systems in New York State and Debt Service) | \$1,556,367 |
| 12.7 | Total Transfers | 0 |
| 12.8 | Cash Balance/Rollover in Operating Fund at the end of the fiscal year (For Public Library Systems, balance as of December 31, 2014) | \$935,502 |
| 12.9 | Grand Total Operating Fund Disbursements, Transfers and Balance/Rollover (total questions 12.6 through 12.8) | \$2,491,869 |

PROJECTED CAPITAL FUND - RECEIPTS

| | | |
|-------|--|-----|
| 12.10 | Capital Fund Receipts (include Revenues from Local Sources, Transfer from Operating Fund, State Aid for Capital Projects and All Other Aid for Capital Projects) | 0 |
| 12.11 | Nonrevenue Receipts | 0 |
| 12.12 | Cash Balance in Capital Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2014, must be the same as the December 31, 2013, closing balance reported on Q9.9 of the 2013 annual report) | \$0 |

12.13 **Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12)** \$0

PROJECTED CAPITAL FUND - DISBURSEMENTS

12.14 Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures) 0

12.15 Cash Balance in Capital Fund at the end of the current fiscal year 0
(For Public Library Systems, December 31, 2014)

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

ASSURANCE

12.17 The library system will be operating under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the "Budget Summary" was reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy) 12/17/2013

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, l, m) Commissioners Regulations 90.3

Statutory Reference (LLSA): Education Law § 272, 273(5) Commissioners Regulations 90.3 and 90.9
The formula is \$0.31 per capita of a member library's chartered services area with a minimum of \$1,500 per library with formula equity to 1991 LLIA.
Education Law

Statutory Reference (LSSA): § 272, 273(1)(f)(6) Commissioners Regulations 90.3 and 90.10 The formula is \$0.31 per capita for system population living outside the chartered service areas of member libraries plus 2/3 members LLSA.

Statutory Reference (LCSA): Education Law § 272, 273(1)(f)(7) Commissioners Regulations 90.3 The formula is \$0.31 per capita plus 2/3 of per capita total with formula equity to 1991 LLIA.

Statutory Reference (Supplemental): Education Law § 273(12)(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)(1) 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) Education Law

Nassau Special

Aid: § 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)

13.1.2 Total Expenditure for
Professional Salaries

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)

13.1.4 Total Expenditure for
Other Staff Salaries

13.1.5 **Employees Benefits:**
Indicate the total
expenditures for all
system employee
fringe benefits.

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

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

1. Expenditure Category
2. Provider of Services
3. Expenditure

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

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.

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

1. Expenditure Category
2. Expenditure

13.1.9 **Total Expenditure -
Supplies and
Materials** \$0
Travel Expenditures:

13.1.10

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

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
2. Expenditure

13.1.11 **Total Expenditures - Travel** \$0

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.

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
2. Quantity
3. Unit Cost
4. Expenditure

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

13.1.14 **Local Library Services Aid Expenditures:** Indicate the total expenditures to member libraries for Local Library Services Aid.

13.1.15 **Grants to Member Libraries:** Did the system expend funds for grants to member libraries? Enter Y for Yes, N for no.

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
2. Allocation
3. Project Description (no more than 300 words)

| | | |
|---------|--|-------------|
| 13.1.16 | Total Expenditures - Grants for Member Libraries | \$0 |
| 13.1.17 | Total Expenditure (total 13.1.2, 13.1.4, 13.1.5, 13.1.7, 13.1.9, 13.1.11, 13.1.13, 13.1.14, and 13.1.16) | \$0 |
| 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. | |
| 13.1.19 | Total Allocation from 2013-2014 State Aid: | \$1,070,732 |
| 13.1.20 | Cash Balance at the End of the Current Fiscal Year | |
| 13.1.21 | Final Narrative: Provide a brief narrative, no more than fifteen hundred (1500) words, describing the major activities carried out with these State Aid Funds. | |

Central Book Aid

CENTRAL BOOK AID (CBA)

Statutory Reference: Education Law § 272, 273(1)(b)(2)
Commissioners Regulations 90.4
Central Book Aid is a flat sum of \$71,500 to each public library system.

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

Include in this category system expenditures for CBA library materials. CBA funds may only be expended for adult non-fiction and foreign language library materials, including electronic content. List materials purchased with CBA funds in separate repeating groups, itemizing by vendor contract. If yes, complete one record for each allowable expenditure; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1. Expenditure Category
2. Provider of Services
3. Expenditure

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

13.2.3 **Supplies and Materials:** Did the library system expend CBA funds for adult non-fiction and foreign language library materials with a unit cost less than \$5,000? Enter Y for Yes, N for No.

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

1. Expenditure Category
2. Quantity
3. Unit Cost
4. Expenditure

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

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

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
2. Allocation
3. Project Description (no more than 300 words)

13.2.6 **Total Expenditure - Grants to Central/Co-Central Libraries** \$0

13.2.7 **Total Expenditure (total 13.2.2, 13.2.4, and 13.2.6)** \$0

13.2.8 **Cash Balance at the Opening of the Current Fiscal Year**
NOTE: The opening balance must be the same as the closing balance of the previous year.

13.2.9 **Total Allocation from 2013-2014 State Aid** \$59,973

13.2.10 **Cash Balance at the End of the Current Fiscal Year**

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

Central Library Development Aid

CENTRAL LIBRARY DEVELOPMENT AID (CLDA)

Statutory Reference: Education Law § 272, 273(1)(b)(1)
Commissioners Regulations 90.4
The formula is \$0.32 per capita or \$105,000 whichever is greater.
Note: CLDA funds which are expended for library materials must be used for adult non-fiction and foreign language, including electronic content.

13.3.1-13.3.2 **Professional Salaries:** Indicate total FTE and salaries for all professional system employees (paid from CLDA funds).

13.3.1 Total Full-Time
Equivalents (FTE)

13.3.2 Total Expenditure for
Professional Salaries

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

13.3.3 Total Full-Time
Equivalents (FTE)

13.3.4 Total Expenditures for
Other Staff Salaries

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

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

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

1. Expenditure Category
2. Provider of Services
3. Expenditure

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

13.3.8

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

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

1. Expenditure Category
2. Expenditure

13.3.9

Total Expenditure - Supplies and Materials \$0

13.3.10

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

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
2. Expenditure

13.3.11

Total Expenditures - Travel \$0

13.3.12

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

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
2. Quantity
3. Unit cost
4. Proposed Expenditure

13.3.13

Total Expenditure - Equipment and Furnishings \$0

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

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
2. Allocation
3. Project Description (no more than 300 words)

13.3.15 **Total Expenditure - Grants to Central/Co-Central Libraries** \$0

13.3.16 **Total Expenditure (total 13.3.2, 13.3.4, 13.3.5, 13.3.7, 13.3.9, 13.3.11, 13.3.13, and 13.3.15)** \$0

13.3.17 **Cash Balance at the Opening of the Fiscal Year**
NOTE: The opening balance must be the same as the closing balance of the previous year.

13.3.18 **Total Allocation from 2013-2014 State Aid:** \$88,072

13.3.19 **Cash Balance at the end of the Current Fiscal Year**

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

Coordinated Outreach Library Services Aid

COORDINATED OUTREACH LIBRARY SERVICES AID

Statutory Reference:

Education Law § 273(1)(h)
Commissioners Regulations 90.3

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

13.4.1 Total Full-Time Equivalents (FTE) 1

13.4.2 Total Expenditure for Professional Salaries

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

13.4.4 Total Proposed Expenditure for Other Staff Salaries

13.4.5 **Employee Benefits:**
Indicate the total expenditures for all system employee benefits.

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

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
- 2. Provider of Services
- 3. Expenditure

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

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

- 1. Expenditure Category
- 2. Expenditure

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

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

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

1. Type of Travel Other
2. Expenditure

1. Type of Travel Other
2. Expenditure

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

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

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
2. Quantity
3. Unit Cost
4. Expenditure

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

13.4.14 Did the system expend funds on grants to member libraries? Enter Y for Yes, N for No.

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
2. Allocation
3. Description of Project

- 13.4.15 **Total Expenditure - Grants to Member Libraries** \$0
- 13.4.16 **Total Expenditure (total 13.4.2, 13.4.4, 13.4.5, 13.4.7, 13.4.9, 13.4.11, 13.4.13, and 13.4.15)** \$0
- 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.
- 13.4.18 **Total Allocation from 2013-2014 State Aid:**
- 13.4.19 **Cash Balance at the End of the Current Fiscal Year**
- 13.4.20 **Final Narrative:**
Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.

Services to County Jails Aid

SERVICE TO COUNTY JAILS (INTERINSTITUTIONAL) AID

Statutory Reference: Education Law § 285(2)

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

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
2. Provider of Services
3. Expenditure

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

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

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
2. Expenditure

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

13.5.5 **Total Expenditure (total 13.5.2, and 13.5.4)** \$0

13.5.6 **Cash Balance at the Opening of the Fiscal Year:**
NOTE: The opening balance must be the same as the closing balance from the previous year.

13.5.7 **Total Allocation from 2013-2014 State Aid**

13.5.8 **Cash Balance at the End of the Current Fiscal Year**

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

State Correctional Aid

THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL

FACILITIES ONLY

STATE CORRECTIONAL FACILITIES AID

Statutory Reference: Education Law § 285 (1)
Commissioners Regulations 90.14

The amount provided in Education Law is \$9.25 per inmate.

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

13.6.1 Total Full-Time
Equivalents (FTE)

13.6.2 Total Expenditure for
Professional Salaries

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.

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

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

1. Expenditure Category
2. Provider of Services
3. Expenditure

13.6.7 **Total Proposed
Expenditure - Code 40** \$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.

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
2. Expenditure

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

13.6.10 **Travel Expenditures:**
Did 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
2. Expenditure

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

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

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
2. Quantity
3. Unit Cost
4. Expenditure

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

13.6.14 **Total Expenditure**
(total 13.6.2, 13.6.4, 13.6.5, 13.6.7, 13.6.9, 13.6.11, and 13.6.13) \$0

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.

- 13.6.16 **Total Allocation from 2013-2014 State Aid:** \$23,563
- 13.6.17 **Cash Balance at the End of the Fiscal Year:**
- 13.6.18 **Final Narrative:**
Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds

14. Summary of Library System Accomplishments

Using the goals from Section 4 in the approved 2012-2016 System Plan of Service, **BRIEFLY** describe the final results of each element for Year 2 (2013)

- | | | |
|------|---------------------------------------|--|
| 14.1 | Element 1: Resource Sharing - Results | <p>Enabled members to work together and with STLS to develop diverse collections. Coordinated member library purchases of 2,000 plus items in digital materials for regional digital library through OverDrive. Negotiated system-wide vendor discounts, sales, and cooperative collection development programs. Provided more than 150 rotating collections of materials. Result: access to more diverse collections Purchased approximately 737 central library reference and non-fiction titles enabling residents to have access to a wider range of titles. Purchased over 2,000 downloadable audio books and eBooks, music and videos, approximately \$62,430. While the majority of downloadable titles were purchased by the Central Library, ten additional STLS member libraries also purchased titles. Funding was also provided by the Foundation for Southern Tier Libraries. Provided libraries with frequent, reliable, timely delivery service: Provided over 150 deliveries per week to 56 members, correctional and other facilities. Delivered over 300,000 books and other items borrowed and returned by residents. Strengthened member library interlibrary loan services: Provided interlibrary loan service through STLS including a request wizard in SirsiDynix to allow libraries to submit requests to STLS online. Offered one-on-one training, phone consultation, and assistance online. Maintained regional catalog through centralized cataloging: Assisted 1 libraries with retrospective conversion. Result: patrons have access to more materials electronically. Added bibliographic records for over 2000 downloadable Overdrive materials to the STARCat, the regional catalog. Updated authority control. Added over 23,000 new items to regional catalog. Cataloged and included records from International Motor Racing Research Library. Result: more items can</p> |
|------|---------------------------------------|--|

14.2

Element 2: Special Client Groups - Results

be found electronically. Cleaned up database by working with members to delete discarded items

Provided integrated library system and information technology services: worked with SirsiDynix to update the regional catalog, STARCcat through an upgrade. Collected feedback from users via the online survey, used responses to help decide how features were implemented. Created basic help information for patrons and member library staff. Maintained ILS SirsiDynix. Incorporated Buy It Now option to enhance customer service for patrons. Maintained the operating system, virtual machine server licenses, backbone hardware and security software needed to support the ILS, and CIPA-compliant content filter for member libraries. Continue to provide on-call, off-hours service to STLS and member libraries via use of Smartphone/PDAs to use with mobile virtual private network service. Worked with members to purchase and install Microsoft MultiPoint Servers which enables libraries to upgrade staff and public access computers by using thin client devices to connect additional monitors and keyboards over their existing cabling at a greatly reduced cost. Assisted member libraries to create websites using WordPress software. Provided libraries with E-rate training resources including an E-rate page on the STLS website. Provided access to online information through Central Library and NOVEL databases: Answered Central Library e-desk reference questions posed by member libraries on behalf of their patrons. Provided remote "virtual reference desk" service through the Central Library web form. Applied for New York State broadband grant to increase high speed Internet service for residents of the region through building lateral connections between the Southern Tier Network fiber backbone and two member libraries.

14.3

Element 3: Professional Development and Continuing Education - Results

Strengthened and supported services in member libraries for adults with low literacy levels: Allegany Literacy Volunteer staffer serves on STLS Coordinated Outreach Services Advisory Council. Partnered with member libraries to provide library services to coordinated outreach populations: Provided outreach collections of large print books to libraries to expand selection for persons with visual disabilities and to adult care facilities to provide browsing collections of materials. Provided captioned videos/DVDs and audio books for persons with hearing disabilities; descriptive videos/DVDs, sign language materials, foreign language DVDs and Spanish language books. Provided mini-grants to assist seven libraries in projects such as - to work with English as a Second language students, teen parents, publicize mobile library service, facilitate GED students, partially fund a library ramp restoration, purchase descriptive videos, and take computer

classes to a senior dining site. Provided state correctional facilities with services and programs provided to public libraries, as possible: Provided interlibrary loan, rotating collections, and purchase of long-term loan materials to be housed in the facilities. Ordered materials on behalf of facility librarians. Cataloged many titles and added to online regional catalog. Public library users received access to Spanish language, Hispanic, and African American books and videos via ILL from Southport Correctional general collection. Coordinated meeting with NYS DOCCS personnel, correctional facility librarians and administration and STLS staff resulting in increased cooperation among agencies. Continued Broadband Express@the Library, the Federal American Reinvestment and Reinvestment Act grant administered by the Division of Library Development. Result: persons who are unemployed or underemployed have access to classes in member libraries. Supported member libraries in providing service to children, families and young adults: provided libraries with rotating collections of youth materials, researched answers to questions,

14.5

Element 5: Consulting and Development Services - Results

Strengthen and support members through consultant services: Visited members to provide assistance with maintaining computers and local area networks; retrospective conversion; installing security appliances; collection evaluation, weeding, and organization; filling of patron-placed holds; information for trustees on budget votes, complying with the tax cap, free direct access, programs, and advice on charters and library management. Made 2 lap-top labs available for loan to libraries resulting in expanded computer training for residents. Conducted 2 annual report workshops. Used online Help Desk software resulting in increased responsiveness to and tracking of member library Information Technology assistance requests. STLS Board Committee met with libraries applying for construction aid to advise them on their applications. Results: 14 applications were approved for funding. Conducted six IT meeting/training sessions, attended by 87 member staffers, to discuss procedures and explain new services.

Provided member libraries with processed library

- 14.6 Element 6:
Coordinated Services - materials: Made over 25,000 items shelf-ready for System and member libraries resulting in faster access to books and other items. Residents were able to find timely materials at their libraries because "Rush" materials (best sellers, memorials, reference) were cataloged, processed, and ready for delivery to members within 24 hours of receipt, gifts and other materials were processed and ready for circulation within one week. Continued investigating and purchasing less expensive processing supplies. System charges member libraries for physical processing to cover true cost of processing.
- 14.7 Element 7: Awareness and Advocacy - Results Promoted awareness of library services and advocated for public support: Met twice with Steuben Library directors to plan communication with county legislators. Arranged for Steuben County legislator to speak to Steuben library directors and trustees about the state of county finances and how to be effective advocates. Results: More informed library staff and trustees. Met twice with Steuben County legislature and committees to advocate for funding for libraries. Result: 2014 county funding was maintained at 2013 levels. Encouraged members to seek additional financial support through public votes. Thirty libraries submitted propositions to voters; voters supported 96% of the propositions. Met with three state Assembly members and two Senators in their local offices. Eight residents of the STLS region attended Library Day and met with 6 legislators in Albany. Result: better informed state legislators. Invited State Legislators to attend the STLS annual meeting. Two Assembly members attended and applauded libraries for their contributions to local communities. Informed members of System activities through monthly newsletters, web page, and 25 distribution lists. Continued use of system-wide online event calendar software to publicize library programs.
- 14.8 Element 8: Communication among Member Libraries and/or Branch Libraries - Results Supported communication and cooperation among member libraries: Provided e-mail distribution lists to provide and enable sharing of program plans, web links, joint booking of performers and book character costumes, information on purchasing library materials and more. Supported and attended meetings of Allegany, Steuben, Schuyler and Southern Tier Library Directors Associations. Held workshops and meetings where libraries exchanged ideas, including all-day discussion attended by 56 librarians, trustees & volunteers. Hosted 25 distribution lists for use by member libraries. Engaged in cooperative efforts with other library

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| 14.9 | Element 9: Cooperative Efforts with Other Library Systems - Results | systems: Served on GST BOCES Library System Board and South Central Regional Library Council and committees. Provided information to South Central board members on how to be effective advocates. Provided other library systems with access to MARC records in STLS database; used MARC records from other library systems. Worked with Four County Library System to provide bus transportation to Albany for library supporters. Participated in PULISDO and New York Association of Library Systems meetings and discussion list. Assisted in planning the New York Association of Library Systems conference. Participated in statewide distribution lists for PULISDO staff. Invited staff of neighboring systems to attend STLS workshops; attended workshops organized by neighboring systems. |
| 14.10 | Element 10: Construction - Results | Improved library service through increased and improved library building space and capacity: Approved state construction grant applications for fourteen library buildings for exterior and interior restorations, enabled improved energy efficiencies, security, safety, accessibility and library usability. |
| 14.11 | Element 11: Central Library - Results | In 2013 Chemung County Library District/Steele Memorial Library (CCLD) improved its function as a central library and major information and major resource-sharing location by purchasing over 700 items for the non-fiction collection and 14 items for the print reference collection. The library also purchased two electronic databases - NOVELIST with a use of 1,038 sessions during the year, and Chilton Reference Library with a use of 485 sessions per year - as well as an estimated 876 downloadable audio books and eBooks. The Central Library provided training opportunities to member library staff through a workshop on planning, creating, and publishing local digital collections, and two workshops on providing genealogy support. The Central Library also provide remote professional reference services via email answering 225 last resort email reference question in 2013. 58% of those questions were submitted by member library staff and/or patrons. |
| 14.12 | Element 12: Direct Access - Results | In consultation with member libraries STLS continues to subscribe to its Free Direct Access plan. Met with directors and library boards to review the concept and proposed plan. |
| 14.13 | Element 13: Other Goal(s) - Results | N/A |

15. Assurance and Contact Information

CONTACT INFORMATION

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|------|--|-------------------|
| 15.1 | Contact name (person completing report) | Brian M. Hildreth |
|------|--|-------------------|

- 15.2 Contact telephone number (enter 10 digits only and hit the Tab key) (607) 962-3141
- 15.3 Contact e-mail address communitylibrarypartner@stls.org

ASSURANCE

- 15.4 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) 03/18/2014

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

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

Suggested Improvements

Library System
Name of Person
Completing Form
Phone Number and
Extension (enter area
code, telephone
number and extension
only):
Please share with us
your suggestions for
improving the *Annual
Report*. Thank You!