

Finance & Facilities Committee
Meeting Minutes
3/12/18 3:15 STLS Headquarters



Present: S. Barr, Sarah Collins, P. Finnerty, and B. Hildreth

Review of Financial Statements

B. Hildreth reviewed the 2017 End of Year Profit-Loss Statement to Budget, with the figures in the report including all end of year adjustments made for the annual audit. The difference between budget and actual income, as well as the net income surplus, are a reflection of the ARC grant funds received in 2017 rather than 2018.

The Treasurer's Reports and Financial Clerk's Reports for January and February were also reviewed, as well as the Profit Loss Statement for January and February. B. Hildreth answered all of our questions.

The committee also received the Deposit Summary Reports and the Monthly Unpaid Bills Detail Reports for January and February.

B. Hildreth reported that Kathy Stickler from Mengel, Metzger Barr & Co. LLP will attend the next meeting of the committee to discuss the audit process. She will be on site during the third week of April.

Respectfully Submitted,

Pat Finnerty

Next meeting April 9, 2018 at 3:15 pm at STLS

**Minutes
Foundation for Southern Tier Libraries
January 16, 2018**

In attendance: Peter Gamba, Sherry Collins, Brian Hildreth, Dale Wexell, Rusty Wigg

Call to Order / Quorum

Peter Gamba called the meeting to order at 4 pm

Minutes

Board members reviewed minutes from November 14, 2017. R. Wigg made a motion to approve; seconded by S. Collins.

Financials

P. Gamba reviewed the financial report dated November 2017, and included updated figures taking into account recent receipts and expenditures. A balance of \$8712.05 was reported. D. Wexell indicated an additional donation will be made in 2018 to assist with member library grants. S. Collins made a motion to approved; seconded by R. Wigg.

Thank You Letters

Board members discussed how thank you letters would be sent by the end of January. R. Wigg presented new thank you cards that she had created, which include information about donation amount and IRS donation status. It was agreed upon by board members to authorize R. Wigg to purchase thank you cards in the amount of \$325. D. Wexell made a motion to approve; S. Collins seconded. A date was set for January 23, 2018 to meet at STLS headquarters to complete thank you cards and mail to donors. Thank you cards would be sent this year in lieu of formal letters on Foundation letterhead.

Website

B. Hildreth reported to board members that STLS would have to purchase the Foundation's new Wordpress site via STLS credit card and bill the Foundation for the previously authorized amount. Once the new site was purchased, STLS would migrate the existing site to the new site for Foundation board members to manage. R. Wigg indicated online payments were still a challenge at this time, so further investigation was needed. Board members agreed online payments help facilitate the donation process.

Grants

Board members discussed the initial announcement of 2018 grants. They asked B. Hildreth to send an email to STLS member libraries with grant information and provide a deadline of March 1, 2018. Board members also decided that libraries who received 2017 grants, but did not submit their grant report will not be eligible for 2018 grants. B. Hildreth said the notice would go out January 19, 2018.

Fundraising

The remainder of the meeting was used to discuss fundraising ideas. D. Wexell noted a fundraiser should be hosted somewhere in the region to raise funds for the Foundation. It could include a wine/beer/food tasting. He indicated Watkins Glen, Corning or Elmira might be good locations. He said he could send an outline of key activities, which should take place to host the event. Board members agreed the outline should be sent to all board members prior to the next Foundation meeting, so they can understand the commitments involved and make a decision on moving forward.

It was also discussed to send a second mailing in 2018. It would be ideal to send 2 mailings per year to raise funds for member library grants. An ideal time would be June 2018, which is 6-months after the most recent 2017 mailing.

Planning

B. Hildreth noted a simple plan might be helpful to the Foundation to set measurable and obtainable goals, which include specific objectives. Objectives could be assigned to Foundation board members to ensure they are carried out. S. Collins said the goals and objectives could take into account ideas that were gathered during the 2015 planning workshop.

Meeting adjourned at 5:20 pm.

Respectfully submitted:

Brian Hildreth

2:13 PM
02/27/18

Southern Tier Library System **Unpaid Bills Detail** **As of March 2, 2018**

Drunkwell
02-28-18

2/27/2018

Type	Date	Num	Due Date	Open Balance
<input checked="" type="checkbox"/> Baker & Taylor Bill	3/2/2018	2033...	3/2/2018	128.36 ✓
Total Baker & Taylor				128.36
<input checked="" type="checkbox"/> Baker, Dolores Bill	3/2/2018	1/19/...	3/2/2018	102.66 ✓
<input checked="" type="checkbox"/> Bill	3/2/2018	2/19/...	3/2/2018	87.62 ✓
Total Baker, Dolores				190.08
<input checked="" type="checkbox"/> Broadcast Co Bill	3/2/2018	492867	3/2/2018	1,213.60 ✓
Total Broadcast Co				1,213.60
<input checked="" type="checkbox"/> Chemung County Library District Bill	3/2/2018	2018 ...	3/2/2018	1,500.00 ✓
Total Chemung County Library District				1,500.00
<input checked="" type="checkbox"/> Corning Area Chamber of Commerce Bill	3/2/2018	2306	3/2/2018	405.61 ✓
Total Corning Area Chamber of Commerce				405.61
<input checked="" type="checkbox"/> Corning Natural Gas Bill	3/2/2018	Feb 2...	3/2/2018	214.81 ✓
Total Corning Natural Gas				214.81
<input checked="" type="checkbox"/> CPE InterLink Bill	3/2/2018	18-02...	3/2/2018	30.00 ✓
Total CPE InterLink				30.00
<input checked="" type="checkbox"/> Demco Bill	3/2/2018	6313...	3/2/2018	107.18 ✓
Total Demco				107.18
<input checked="" type="checkbox"/> Emergency Power Systems Bill	3/2/2018	32608	3/2/2018	365.75 ✓
Total Emergency Power Systems				365.75
<input checked="" type="checkbox"/> Empire Natural Gas Bill	3/2/2018	WST...	3/2/2018	166.94 ✓
Total Empire Natural Gas				166.94
<input checked="" type="checkbox"/> Frontier Communications Bill	3/2/2018	Feb 2...	3/2/2018	146.03 ✓
Total Frontier Communications				146.03
<input checked="" type="checkbox"/> Gunning, Timothy (Nic) Bill	3/2/2018	1/19/...	3/2/2018	44.69 ✓
<input checked="" type="checkbox"/> Bill	3/2/2018	2/19/...	3/2/2018	22.69 ✓
Total Gunning, Timothy (Nic)				67.68
<input checked="" type="checkbox"/> Hartford, The Bill	12/31/2017	2017 ...	12/31/2017	207.00 ✓
Total Hartford, The				207.00
<input checked="" type="checkbox"/> Isaac Hvac Bill	3/2/2018	1364...	3/2/2018	476.42 ✓
Total Isaac Hvac				476.42
<input checked="" type="checkbox"/> Marc Rubin Associates, Inc Bill	3/2/2018	020918	3/2/2018	2,090.00 ✓
Total Marc Rubin Associates, Inc				2,090.00
<input checked="" type="checkbox"/> Multi Media Services Bill	3/2/2018	69359	3/2/2018	169.05 ✓
Total Multi Media Services				169.05

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Southern Tier Library System **Unpaid Bills Detail** As of March 2, 2018

Type	Date	Num	Due Date	Open Balance
Overdrive				
✓ Bill	12/31/2017	0145...	12/31/2017	17.89 ✓
✓ Bill	2/21/2018	0145...	2/21/2018	84.00 ✓
✓ Bill	3/2/2018	0145...	3/2/2018	130.00 ✓
✓ Bill	3/2/2018	0145...	3/2/2018	288.84 ✓
✓ Bill	3/2/2018	0145...	3/2/2018	123.88 ✓
✓ Bill	3/2/2018	0145...	3/2/2018	83.88 ✓
✓ Bill	3/2/2018	0145...	3/2/2018	3,082.81 ✓
✓ Bill	3/2/2018	0145...	3/2/2018	185.00 ✓
✓ Bill	3/2/2018	0145...	3/2/2018	1,874.83 ✓
✓ Bill	3/2/2018	0145...	3/2/2018	988.37 ✓
Total Overdrive				6,881.41
Penguin Random House LLC				
✓ Bill	3/2/2018	1088...	3/2/2018	33.75 ✓
Total Penguin Random House LLC				33.75
Reiterer & Sons LLC				
✓ Bill	3/2/2018	RS-0...	3/2/2018	375.00 ✓
Total Reiterer & Sons LLC				375.00
Smith, Raelene				
✓ Bill	3/2/2018	1/18/...	3/2/2018	15.28 ✓
✓ Bill	3/2/2018	2/18/...	3/2/2018	18.53 ✓
Total Smith, Raelene				33.79
TERACAI				
✓ Bill	3/2/2018	8082...	3/2/2018	10,135.45 ✓
✓ Bill	3/2/2018	8082...	3/2/2018	246.00 ✓
Total TERACAI				10,381.05
Time Warner Cable				
✓ Bill	3/2/2018	2028...	3/2/2018	2,833.48 ✓
✓ Bill	3/2/2018	2028...	3/2/2018	1,000.00 ✓
✓ Bill	3/2/2018	2028...	3/2/2018	880.00 ✓
✓ Bill	3/2/2018	2021...	3/2/2018	23.00 ✓
✓ Bill	3/2/2018	2028...	3/2/2018	1,000.00 ✓
✓ Bill	3/2/2018	2028...	3/2/2018	880.00 ✓
✓ Bill	3/2/2018	2028...	3/2/2018	234.89 ✓
Total Time Warner Cable				6,811.48
Verizon Wireless				
✓ Bill	3/2/2018	9801...	3/2/2018	214.21 ✓
Total Verizon Wireless				214.21
Watkins Glen Library				
✓ Bill	3/2/2018	2018 ...	3/2/2018	1,500.00 ✓
Total Watkins Glen Library				1,500.00
TOTAL				33,382.89

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Southern Tier Library System Unpaid Bills Detail As of February 16, 2018

2/14/2018

12-14-18

Type	Date	Num	Due Date	Open Balance
Addison Library				
✓ Bill	12/31/2017	PayP...	12/31/2017	14.93
✓ Bill	2/16/2018	2018 ...	2/16/2018	4,096.00
Total Addison Library				4,110.93
Alfred Library				
✓ Bill	12/31/2017	PayP...	12/31/2017	63.93
Total Alfred Library				63.93
Arkport Library				
✓ Bill	2/16/2018	2018 ...	2/16/2018	1,106.00
Total Arkport Library				1,106.00
AT&T				
✓ Bill	2/16/2018	8542...	2/16/2018	1,248.99
Total AT&T				1,248.99
Atlanta Library				
✓ Bill	2/16/2018	2018 ...	2/16/2018	2,699.00
Total Atlanta Library				2,699.00
Avoca Library				
✓ Bill	12/31/2017	PayP...	12/31/2017	66.08
✓ Bill	2/16/2018	2018 ...	2/16/2018	7,648.00
Total Avoca Library				7,714.08
Baker & Taylor				
✓ Bill	2/16/2018	2033...	2/16/2018	100.53
Total Baker & Taylor				100.53
Beth Library				
✓ Bill	12/31/2017	PayP...	12/31/2017	139.34
✓ Bill	2/16/2018	2018 ...	2/16/2018	11,026.00
Total Beth Library				11,165.34
Belfast Library				
✓ Bill	12/31/2017	PayP...	12/31/2017	10.80
Total Belfast Library				10.80
Black's Auto Service				
✓ Bill	2/16/2018	106100	2/16/2018	33.85
✓ Bill	2/16/2018	106499	2/16/2018	33.85
Total Black's Auto Service				67.80
Canistota Library				
✓ Bill	2/16/2018	2018 ...	2/16/2018	3,392.00
Total Canistota Library				3,392.00
Casella Waste Services				
✓ Bill	2/16/2018	1837...	2/16/2018	98.07
Total Casella Waste Services				98.07
Chernung County Library District				
✓ Bill	12/31/2017	PayP...	12/31/2017	3,672.18
Total Chernung County Library District				3,672.18
Cohocton Library				
✓ Bill	12/31/2017	PayP...	12/31/2017	18.80
✓ Bill	2/16/2018	2018 ...	2/16/2018	4,476.00
Total Cohocton Library				4,494.80
Coming Library				
✓ Bill	12/31/2017	PayP...	12/31/2017	928.21
✓ Bill	2/16/2018	2018 ...	2/16/2018	26,216.00
Total Coming Library				27,144.21

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Southern Tier Library System **Unpaid Bills Detail** **As of February 16, 2018**

Type	Date	Num	Due Date	Open Balance	
Cuba Library					
✓ Bill	12/31/2017	PayP...	12/31/2017	64.81	✓
Total Cuba Library				64.81	
Delta Dental Insurance Company					
0 ✓ Bill	2/16/2018	Mar 2...	2/16/2018	185.40	✓
Total Delta Dental Insurance Company				185.40	
Danco					
6 ✓ Bill	2/16/2018	8289...	2/16/2018	32.80	✓
Total Danco				32.80	
Dundas Library					
0 ✓ Bill	12/31/2017	PayP...	12/31/2017	70.00	✓
Total Dundas Library				70.00	
Eastern Managed Print Network					
0 ✓ Bill	2/16/2018	IN121...	2/16/2018	260.91	✓
Total Eastern Managed Print Network				260.91	
Emergency Power Systems					
0 ✓ Bill	2/16/2018	33301	2/16/2018	795.00	✓
Total Emergency Power Systems				795.00	
Energy Cooperative of America					
0 ✓ Bill	2/16/2018	784993	2/16/2018	737.36	✓
Total Energy Cooperative of America				737.36	
English, Darleen					
8 ✓ Bill	2/16/2018	Medic...	2/16/2018	67.36	✓
Total English, Darleen				67.36	
Erie Insurance Company					
0 ✓ Bill	2/16/2018	Feb 2...	2/16/2018	1,903.50	✓
Total Erie Insurance Company				1,903.50	
First Bankcard					
0 ✓ Bill	2/16/2018	4418...	2/16/2018	801.51	✓
0 ✓ Bill	2/16/2018	4418...	2/16/2018	8.73	✓
0 ✓ Bill	2/16/2018	4418...	2/16/2018	2,722.00	✓
0 ✓ Bill	2/16/2018	4418...	2/16/2018	576.91	✓
0 ✓ Bill	2/16/2018	4418...	2/16/2018	42.38	✓
0 ✓ Bill	2/16/2018	4418...	2/16/2018	184.38	✓
0 ✓ Bill	2/16/2018	4418...	2/16/2018	221.82	✓
Total First Bankcard				4,638.83	
Hallehan, Sheila					
0 ✓ Bill	2/16/2018	Medic...	2/16/2018	67.36	✓
Total Hallehan, Sheila				67.36	
Hammondsport Library					
0 ✓ Bill	12/31/2017	PayP...	12/31/2017	88.12	✓
0 ✓ Bill	2/16/2018	2018 ...	2/16/2018	6,239.00	✓
Total Hammondsport Library				6,327.12	
Harris, Rosanna					
0 ✓ Bill	2/16/2018	Medic...	2/16/2018	67.36	✓
Total Harris, Rosanna				67.36	
Hill, Michelle					
0 ✓ Bill	2/16/2018	1/19...	2/16/2018	28.16	✓
Total Hill, Michelle				28.16	
Holden, Loretta					
0 ✓ Bill	2/16/2018	Medic...	2/16/2018	67.36	✓
Total Holden, Loretta				67.36	

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Southern Tier Library System **Unpaid Bills Detail** **As of February 16, 2018**

Type	Date	Num	Due Date	Open Balance
Hornell Library				
✓ Bill	12/31/2017	PayP...	12/31/2017	35.91 ✓
✓ Bill	2/16/2018	2018 ...	2/16/2018	10,174.00 ✓
Total Hornell Library				10,210.91
Howard Library				
✓ Bill	2/16/2018	2018 ...	2/16/2018	4,680.00 ✓
Total Howard Library				4,680.00
Jasper Library				
✓ Bill	12/31/2017	PayP...	12/31/2017	23.45 ✓
✓ Bill	2/16/2018	2018 ...	2/16/2018	2,323.00 ✓
Total Jasper Library				2,346.45
McKerlie, Karen				
✓ Bill	2/16/2018	1/31/...	2/16/2018	17.44 ✓
Total McKerlie, Karen				17.44
McPherson, Marcia				
✓ Bill	2/16/2018	Medio...	2/16/2018	67.35 ✓
Total McPherson, Marcia				67.35
Mid-York Library System				
✓ Bill	2/16/2018	2018 ...	2/16/2018	20.00 ✓
Total Mid-York Library System				20.00
Montour Falls Library				
✓ Bill	12/31/2017	PayP...	12/31/2017	30.83 ✓
Total Montour Falls Library				30.83
Nelson, Jane				
✓ Bill	2/16/2018	Medio...	2/16/2018	67.35 ✓
Total Nelson, Jane				67.35
NYSHIP				
✓ Bill	2/16/2018	622	2/16/2018	20,423.10 ✓
Total NYSHIP				20,423.10
Odesse Library				
✓ Bill	12/31/2017	PayP...	12/31/2017	14.39 ✓
Total Odesse Library				14.39
Overdrive				
✓ Bill	2/16/2018	0145...	2/16/2018	21.99 ✓
✓ Bill	2/16/2018	0145...	2/16/2018	117.99 ✓
✓ Bill	2/16/2018	0145...	2/16/2018	27.99 ✓
✓ Bill	2/16/2018	0145...	2/16/2018	43.86 ✓
✓ Bill	2/16/2018	0145...	2/16/2018	60.00 ✓
✓ Bill	2/16/2018	0145...	2/16/2018	55.97 ✓
✓ Bill	2/16/2018	0145...	2/16/2018	1,280.20 ✓
✓ Bill	2/16/2018	0145...	2/16/2018	299.00 ✓
✓ Bill	2/16/2018	0145...	2/16/2018	61.88 ✓
✓ Bill	2/16/2018	0145...	2/16/2018	664.84 ✓
✓ Bill	2/16/2018	0145...	2/16/2018	264.63 ✓
✓ Bill	2/16/2018	0145...	2/16/2018	15.99 ✓
Total Overdrive				2,915.04
Passage, Mary				
✓ Bill	2/16/2018	Medio...	2/16/2018	67.35 ✓
Total Passage, Mary				67.35
Penguin Random House LLC				
✓ Bill	2/16/2018	1086...	2/16/2018	33.75 ✓
✓ Bill	2/16/2018	1086...	2/16/2018	547.50 ✓
Total Penguin Random House LLC				581.25

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Southern Tier Library System **Unpaid Bills Detail** As of February 16, 2018

Type	Date	Num	Due Date	Open Balance
Penn Yan Library Bill	12/31/2017	PayP...	12/31/2017	188.40 ✓
Total Penn Yan Library				188.40
Pierri's Central Restaurant Bill	2/16/2018	STLS...	2/16/2018	141.80 ✓
Total Pierri's Central Restaurant				141.80
Pittsburgh Library Bill	12/31/2017	PayP...	12/31/2017	11.84 ✓
Bill	2/16/2018	2018 ...	2/16/2018	1,790.00 ✓
Total Pittsburgh Library				1,801.84
Pulteney Library Bill	2/16/2018	2018 ...	2/16/2018	2,187.00 ✓
Total Pulteney Library				2,187.00
Quiggie, Mary Kay Bill	2/16/2018	Medio...	2/16/2018	87.35 ✓
Total Quiggie, Mary Kay				87.35
Savona Library Bill	12/31/2017	PayP...	12/31/2017	27.80 ✓
Bill	2/16/2018	2018 ...	2/16/2018	3,786.00 ✓
Total Savona Library				3,783.80
Sayles & Evans Bill	2/16/2018	2352...	2/16/2018	648.00 ✓
Total Sayles & Evans				648.00
Southern Tier Wireless Inc Bill	2/16/2018	22404	2/16/2018	83.85 ✓
Total Southern Tier Wireless Inc				83.85
Starz, Beth Bill	2/16/2018	1/31/...	2/16/2018	33.24 ✓
Total Starz, Beth				33.24
Staples Business Advantage Bill	2/16/2018	1618...	2/16/2018	376.76 ✓
Total Staples Business Advantage				376.76
TERACAI Bill	12/31/2017	CM437...	12/31/2017	20,942.87 ✓
Total TERACAI				20,942.87
Time Warner Cable Bill	2/16/2018	2028...	2/16/2018	82.95 ✓
Bill	2/16/2018	2028...	2/16/2018	1,018.00 ✓
Bill	2/16/2018	2028...	2/16/2018	808.40 ✓
Total Time Warner Cable				1,914.35
Trautman, Philip Bill	2/16/2018	1/19/...	2/16/2018	76.30 ✓
Total Trautman, Philip				76.30
United Healthcare Insurance Company Bill	2/16/2018	Mar 2...	2/16/2018	203.75 ✓
Total United Healthcare Insurance Company				203.75
United States Postal Service Bill	2/16/2018	Feb 2...	2/16/2018	1,000.00 ✓
Total United States Postal Service				1,000.00
UnitedHealthcare Bill	2/16/2018	0187...	2/16/2018	28.80 ✓
Total UnitedHealthcare				28.80

5:10 PM

02/13/18

**Southern Tier Library System
Unpaid Bills Detail
As of February 16, 2018**

Type	Date	Num	Due Date	Open Balance
Watkins Glen Library				
Bill	12/31/2017	PayP...	12/31/2017	108.92 ✓
Total Watkins Glen Library				108.92
Watson Label Products				
Bill	2/16/2018	96073	2/16/2018	713.60 ✓
Total Watson Label Products				713.60
Wayland Library				
Bill	12/31/2017	PayP...	12/31/2017	60.87 ✓
Bill	2/16/2018	2018 ...	2/16/2018	6,608.00 ✓
Total Wayland Library				6,668.87
Wegmans				
Bill	2/16/2018	0312...	2/16/2018	27.72 ✓
Total Wegmans				27.72
Wellsville Library				
Bill	12/31/2017	PayP...	12/31/2017	436.07 ✓
Total Wellsville Library				436.07
WEX Bank				
Bill	2/16/2018	5267...	2/16/2018	1,460.35 ✓
Total WEX Bank				1,460.35
Wigg, Ristina				
Bill	2/16/2018	Medic...	2/16/2018	67.35 ✓
Total Wigg, Ristina				67.35
TOTAL				108,788.13

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3

4

5

3:14 PM
01/30/18

Southern Tier Library System Unpaid Bills Detail As of February 2, 2018

M. Baker
01/31/18

Type	Date	Num	Due Date	Open Balance
Ahoja, Richard Bill	12/31/2017	4th Qt...	12/31/2017	38.38 ✓
Total Ahoja, Richard				38.38
AT&T Bill	2/2/2018	4807...	2/2/2018	1,248.99 ✓
Total AT&T				1,248.99
Baker & Taylor Bill	12/31/2017	2033...	12/31/2017	39.31 ✓
Baker & Taylor Bill	2/2/2018	2033...	2/2/2018	1,115.51 ✓
Total Baker & Taylor				1,154.82
Barcodes Inc Bill	2/2/2018	INVS...	2/2/2018	114.95 ✓
Total Barcodes Inc				114.95
Burr Consulting, LLC Bill	1/29/2018	HR A...	1/29/2018	1,225.00 ✓
Total Burr Consulting, LLC				1,225.00
Chemung County Library District Bill	2/2/2018	2018 ...	2/2/2018	2,000.00 ✓
Total Chemung County Library District				2,000.00
Coming Natural Gas Bill	2/2/2018	Jan 2...	2/2/2018	237.77 ✓
Total Coming Natural Gas				237.77
CPE InterLink Bill	2/2/2018	18-00...	2/2/2018	179.00 ✓
Total CPE InterLink				179.00
Emmer, Cindy Bill	12/31/2017	4th Qt...	12/31/2017	147.66 ✓
Total Emmer, Cindy				147.66
Empire Natural Gas Bill	12/31/2017	WST...	12/31/2017	118.98 ✓
Total Empire Natural Gas				118.98
Erie Insurance Company Bill	2/2/2018	Jan 2...	2/2/2018	3,752.78 ✓
Total Erie Insurance Company				3,752.78
Farr, Jennifer Bill	2/2/2018	1/19/...	2/2/2018	77.94 ✓
Total Farr, Jennifer				77.94
Finnerty, Patricia Bill	12/31/2017	4th Q...	12/31/2017	117.70 ✓
Total Finnerty, Patricia				117.70
Friendly Freds Bill	2/2/2018	21488	2/2/2018	371.00 ✓
Friendly Freds Bill	2/2/2018	21530	2/2/2018	385.00 ✓
Total Friendly Freds				756.00
Frontier Communications Bill	2/2/2018	Jan 2...	2/2/2018	148.32 ✓
Total Frontier Communications				148.32
Green, Kathy Bill	12/31/2017	2017 ...	12/31/2017	281.41 ✓
Total Green, Kathy				281.41

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01/30/18

Southern Tier Library System **Unpaid Bills Detail** **As of February 2, 2018**

Type	Date	Num	Due Date	Open Balance
Ingram Library Services				
Bill	2/2/2018	3249...	2/2/2018	18.57
Total Ingram Library Services				18.57
Multi Media Services				
Bill	2/2/2018	66793	2/2/2018	620.27
Total Multi Media Services				620.27
NYSEG				
Bill	2/2/2018	Jan 2...	2/2/2018	315.08
Total NYSEG				315.08
Overdrive				
Bill	12/31/2017	0145...	12/31/2017	78.89
Bill	12/31/2017	0145...	12/31/2017	18.89
Bill	2/2/2018	0145...	2/2/2018	23.96
Bill	2/2/2018	0145...	2/2/2018	58.96
Bill	2/2/2018	0145...	2/2/2018	81.99
Bill	2/2/2018	0145...	2/2/2018	165.97
Bill	2/2/2018	0145...	2/2/2018	25.99
Bill	2/2/2018	0145...	2/2/2018	13.98
Bill	2/2/2018	0145...	2/2/2018	59.99
Bill	2/2/2018	0145...	2/2/2018	598.99
Bill	2/2/2018	0145...	2/2/2018	185.84
Bill	2/2/2018	0145...	2/2/2018	748.99
Bill	2/2/2018	0145...	2/2/2018	1,111.42
Bill	2/2/2018	0145...	2/2/2018	2,921.04
Bill	2/2/2018	0145...	2/2/2018	19.48
Bill	2/2/2018	0145...	2/2/2018	3,047.96
Total Overdrive				9,135.32
Rainbow Printing				
Bill	12/31/2017	154292	12/31/2017	465.00
Total Rainbow Printing				465.00
Retterer & Sons LLC				
Bill	2/2/2018	R8-0...	2/2/2018	375.00
Total Retterer & Sons LLC				375.00
Smith, Karen				
Bill	2/2/2018	1/18/...	2/2/2018	49.06
Total Smith, Karen				49.06
Southern Tier Network				
Bill	2/2/2018	1816	2/2/2018	1,000.00
Bill	2/2/2018	1817	2/2/2018	3,250.00
Bill	2/2/2018	1828	2/2/2018	3,075.00
Total Southern Tier Network				7,325.00
Staples Business Advantage				
Bill	2/2/2018	8048...	2/2/2018	27.89
Total Staples Business Advantage				27.89
Time Warner Cable				
Bill	12/31/2017	2028...	12/31/2017	3,412.48
Bill	2/2/2018	2028...	2/2/2018	1,000.00
Bill	2/2/2018	2029...	2/2/2018	1,320.00
Bill	2/2/2018	2021...	2/2/2018	23.00
Bill	2/2/2018	2029...	2/2/2018	1,000.00
Bill	2/2/2018	2025...	2/2/2018	2,225.65
Bill	2/2/2018	2029...	2/2/2018	128.99
Bill	2/2/2018	2029...	2/2/2018	690.00
Bill	2/2/2018	2025...	2/2/2018	234.99
Bill	2/2/2018	2029...	2/2/2018	690.00
Total Time Warner Cable				10,668.09

3:14 PM
01/30/18

Southern Tier Library System
Unpaid Bills Detail
As of February 2, 2018

Type	Date	Num	Due Date	Open Balance
Verizon Bill	2/2/2018	Feb 2...	2/2/2018	482.14 ✓
Total Verizon				482.14
Verizon Wireless Bill	2/2/2018	9800...	2/2/2018	214.21 ✓
Total Verizon Wireless				214.21
Zeh, Justin Bill	2/2/2018	1/18/...	2/2/2018	38.18 ✓
Total Zeh, Justin				38.18
TOTAL				<u>41,321.38</u>

2:55 PM
01/16/18

Southern Tier Library System Unpaid Bills Detail As of January 19, 2018

1/19/2018

*Revised
01-17-18*

Type	Date	Num	Due Date	Open Balance
<input checked="" type="checkbox"/> Baker & Taylor Bill	12/31/2017	2033...	12/31/2017	45.09 ✓
Total Baker & Taylor				45.09
<input checked="" type="checkbox"/> Beeman, Robert Bill	1/19/2018	CCLD...	1/19/2018	19.28 ✓
Total Beeman, Robert				19.28
<input checked="" type="checkbox"/> Black's Auto Service Bill	12/31/2017	105823	12/31/2017	33.85 ✓
Total Black's Auto Service				33.85
<input checked="" type="checkbox"/> Casella Waste Services Bill	12/31/2017	1831...	12/31/2017	94.88 ✓
Total Casella Waste Services				94.88
<input checked="" type="checkbox"/> Eastern Managed Print Network Bill	12/31/2017	IN111...	12/31/2017	442.67 ✓
<input checked="" type="checkbox"/> Bill	1/19/2018	IN111...	1/19/2018	280.91
Total Eastern Managed Print Network				693.58
<input checked="" type="checkbox"/> Energy Cooperative of America Bill	12/31/2017	782570	12/31/2017	308.45 ✓
Total Energy Cooperative of America				308.45
<input checked="" type="checkbox"/> English, Darleen Bill	1/19/2018	Medic...	1/19/2018	67.35 ✓
Total English, Darleen				67.35
<input checked="" type="checkbox"/> First Bankcard Bill	1/19/2018	4418...	1/19/2018	19.89 ✓
<input checked="" type="checkbox"/> Bill	1/19/2018	4418...	1/19/2018	402.10 ✓
<input checked="" type="checkbox"/> Bill	1/19/2018	4418...	1/19/2018	289.89 ✓
<input checked="" type="checkbox"/> Bill	1/19/2018	4418...	1/19/2018	805.00 ✓
<input checked="" type="checkbox"/> Bill	1/19/2018	4418...	1/19/2018	140.00 ✓
<input checked="" type="checkbox"/> Bill	1/19/2018	4418...	1/19/2018	295.28 ✓
<input checked="" type="checkbox"/> Bill	1/19/2018	4418...	1/19/2018	125.77 ✓
Total First Bankcard				1,880.70
<input checked="" type="checkbox"/> Halshen, Sheila Bill	1/19/2018	Medic...	1/19/2018	67.35 ✓
Total Halshen, Sheila				67.35
<input checked="" type="checkbox"/> Harris, Roseanna Bill	1/19/2018	Medic...	1/19/2018	67.35 ✓
Total Harris, Roseanna				67.35
<input checked="" type="checkbox"/> Hink, Betty Jean Bill	12/31/2017	Suppl...	12/31/2017	143.43 ✓
Total Hink, Betty Jean				143.43
<input checked="" type="checkbox"/> Holden, Loretta Bill	1/19/2018	Medic...	1/19/2018	67.35 ✓
Total Holden, Loretta				67.35
<input checked="" type="checkbox"/> McPherson, Marla Bill	1/19/2018	Medic...	1/19/2018	67.35 ✓
Total McPherson, Marla				67.35
<input checked="" type="checkbox"/> Multi Media Services Bill	1/19/2018	67918	1/19/2018	498.02 ✓
<input checked="" type="checkbox"/> Bill	1/19/2018	68443	1/19/2018	214.11 ✓
Total Multi Media Services				710.13
<input checked="" type="checkbox"/> Nelson, Jane Bill	1/19/2018	Medic...	1/19/2018	67.35 ✓
Total Nelson, Jane				67.35

2:55 PM

01/14/18

Southern Tier Library System **Unpaid Bills Detail** **As of January 19, 2018**

Type	Date	Num	Due Date	Open Balance
NYSHIP				
✓ Bill	1/19/2018	621	1/19/2018	20,423.10
Total NYSHIP				20,423.10
Overdrive				
✓ Bill	12/31/2017	0145...	12/31/2017	1,287.54
✓ Bill	12/31/2017	0145...	12/31/2017	123.92
✓ Bill	1/19/2018	0145...	1/19/2018	1,021.50
✓ Bill	1/19/2018	0145...	1/19/2018	433.78
✓ Bill	1/19/2018	0145...	1/19/2018	119.99
✓ Bill	1/19/2018	0145...	1/19/2018	188.10
✓ Bill	1/19/2018	0145...	1/19/2018	1,698.22
✓ Bill	1/19/2018	0145...	1/19/2018	87.54
Total Overdrive				4,908.69
Passage, Mary				
✓ Bill	1/19/2018	Medio...	1/19/2018	67.35
Total Passage, Mary				67.35
FULISDO				
✓ Bill	1/19/2018	2018 ...	1/19/2018	400.00
Total FULISDO				400.00
Quiggle, Mary Kay				
✓ Bill	1/19/2018	Medio...	1/19/2018	67.35
Total Quiggle, Mary Kay				67.35
SCRLC				
✓ Bill	12/31/2017	6117	12/31/2017	1,785.00
Total SCRLC				1,785.00
ShelterPoint Life				
✓ Bill	1/19/2018	D200...	1/19/2018	358.68
Total ShelterPoint Life				358.68
Southern Tier Network				
✓ Bill	1/19/2018	1474	1/19/2018	1,000.00
✓ Bill	1/19/2018	1475	1/19/2018	3,250.00
✓ Bill	1/19/2018	1484	1/19/2018	3,075.00
Total Southern Tier Network				7,325.00
Staples Business Advantage				
✓ Bill	1/19/2018	8048...	1/19/2018	143.04
Total Staples Business Advantage				143.04
Terp's Enterprises Inc				
✓ Bill	1/19/2018	T12094	1/19/2018	1,719.78
Total Terp's Enterprises Inc				1,719.78
Time Warner Cable				
✓ Bill	1/19/2018	2029...	1/19/2018	1,018.00
✓ Bill	1/19/2018	2028...	1/19/2018	21.33
✓ Bill	1/19/2018	2028...	1/19/2018	808.40
Total Time Warner Cable				1,842.73
United Fire Equipment Inc				
✓ Bill	1/19/2018	5290	1/19/2018	120.00
Total United Fire Equipment Inc				120.00
United Healthcare Insurance Company				
✓ Bill	1/19/2018	Feb 2...	1/19/2018	203.75
Total United Healthcare Insurance Company				203.75
UnitedHealthcare				
✓ Bill	1/19/2018	0167...	1/19/2018	26.80
Total UnitedHealthcare				26.80

2:55 PM
01/16/18

Southern Tier Library System
Unpaid Bills Detail
As of January 19, 2018

Type	Date	Num	Due Date	Open Balance
✓ Watson Label Products Bill	12/31/2017	95908	12/31/2017	200.30
Total Watson Label Products				200.30
✓ Wegmans Bill	12/31/2017	0312...	12/31/2017	95.23
Total Wegmans				95.23
✓ Wexel, Dale Bill	12/31/2017	4th Qt...	12/31/2017	117.70
Total Wexel, Dale				117.70
✓ Wigg, Ristina Bill	1/19/2018	Medio...	1/19/2018	67.35
Total Wigg, Ristina				67.35
TOTAL				44,183.58

Deposit Summary

3/6/2018 3:37 PM

Summary of Deposits to 1202 - Cash - Money Market on 03/06/2018

Chk No.	PmtMethod	Red From	Memo	Amount
3331	Check	Savona	Cost Share	4,106.00
11328	Check	Pulteney	Cost Share	3,193.00
8310	Check	Branchport	Cost Share	5,512.00
3879	Check	Atlanta	Cost Share	3,109.00
5869	Check	Cohocton	Cost Share/Pass Thru	5,103.17
11965	Check	Dundee	Cost Share	9,145.00
4496	Check	Belmont	Cost Share	4,773.00
9087	Check	Cleary, Jule	Health Ins	92.88
3262	Check	Alfred	Cost Share/Pass Thru/TWC	5,640.55
5433	Check	Whitesville	Processing	22.50
5432	Check	Whitesville	Cost Share	2,916.00
3381	Check	Avoca	Cost Share	3,879.89
2806	Check	Friendship	Cost Share	3,561.00
2805	Check	Friendship	TWC	46.41
3756	Check	Addison	Cost Share	3,876.00

Less Cash Back:

Deposit Total:

54,976.40

Deposit Summary

Go to
2/27/2018

2/26/2018 3:59 PM

Summary of Deposits to 1202 · Cash - Money Market on 02/26/2018

Chk No.	PmtMethod	Red From	Memo	Amount
2405	Check	Howard	Cost Share	3,760.00
3096	Check	Jasper	Dark Fiber	255.00
4371	Check	Bolivar	Cost Share	4,574.00
4836	Check	Fillmore	Cost Share	7,648.00
5906	Check	Hammondsport	Cost Share	10,970.00
4374	Check	Bolivar	TWC	43.49
1936	Check	Arkport	Cost Share	1,848.00
20169	Check	Wellsville	Cost Share	22,967.00
3770	Check	Canaseraga	Cost Share	2,539.00
3735	Check	Odessa	Processing/Cost Share	3,922.25
9117	Check	Andover	Cost Share	3,352.00
3460	Check	Angelica	Cost Share	2,674.00
14549	Check	Cuba	Cost Share	10,772.00

Less Cash Back:

Deposit Total: **75,324.74**

Deposit Summary

2/20/2018 11:29 AM

Summary of Deposits to 1202 - Cash - Money Market on 02/20/2018

Chk No.	PmtMethod	Red From	Memo	Amount
3737	Check	Addison	IT Contract-Dark Fiber	90.00
6952	Check	Canisteo	IT Contract/Dark Fiber	255.00
5893	Check	Hammondsport	IT Contracts/Dark Fiber	85.00
25561	Check	Four County Library System	Advocacy Day Trip	859.88
1083	Check	Foundation For Southern Tier Librar...	Pass Thru	311.19
3455	Check	Angelica	Pass Thru	114.95
4613	Check	Little Genesee	Cost Share	1,848.00
2505	Check	CCLD-Big Flats	Dark Fiber	450.00
2505	Check	CCLD-Elmira	Dark Fiber	450.00
2505	Check	CCLD-Horseheads	Dark Fiber	450.00
2505	Check	CCLD-West Elmira	Dark Fiber	450.00
1928	Check	CCLD-CBA	Pass Thru	214.11
1928	Check	CCLD-Elmira	Pass Thru	520.29
5857	Check	Cohocton	Dark Fiber	270.00
2277	Check	Corning	Cost Share	53,531.00
13154	Check	Penn Yan	Dark Fiber	450.00
21293558	Check	Time Warner Cable	Belfast Equipment refund	56.67
21375215	Check	Time Warner Cable	Belfast Equipment refund	21.33

Less Cash Back:

Deposit Total: 60,427.42

Deposit Summary

2/5/2018 2:25 PM

Summary of Deposits to 1202 - Cash - Money Market on 02/05/2018

Chk No.	PmtMethod	Red From	Memo	Amount
2222	Check	Corning	IT Contract-Dark Fiber	450.00
4821	Check	Fillmore	IT Contract-Dark Fiber	450.00
11312	Check	Pulteney	IT Contract-Dark Fiber	75.00
3325	Check	Savona	IT Contract-Dark Fiber	255.00
3326	Check	Savona	Pass Thru	465.00
2969	Check	Montour Falls	IT Contract-Dark Fiber	255.00
6949	Check	Canisteo	Pass Thru	12.17
8289	Check	Branchport	IT Contract-Dark Fiber	195.00
11945	Check	Dundee	IT Contract-Dark Fiber	300.00
1886	Check	Watkins Glen	IT Contract-Dark Fiber	270.00
6354	Check	Bath	IT Contract-Dark Fiber	300.00
4365	Check	Bolivar	IT Contract-TWC	86.98
14524	Check	Cuba	IT Contract-Dark Fiber	450.00
2794	Check	Friendship	Pass thru/TWC	87.91
4303	Check	Wayland	IT Contract-Dark Fiber	150.00
9084	Check	Cleary, Jule	Health Insurance	92.88
3032	Check	Prattsburgh	IT Contract-Dark Fiber	85.00
20136	Check	Wellsville	IT Contract-Dark Fiber	450.00

Less Cash Back:

Deposit Total:

4,429.94

Deposit Summary

Summary of Deposits to 1202 - Cash - Money Market on 01/24/2018

1/24/2018 1:37 PM

Chk No.	PmtMethod	Rcd From	Memo	Amount
6971	Check	Rushville	Processing	10.50
2958	Check	Montour Falls	Pass Thru	41.50
4364	Check	Bolivar	Pass Thru	41.50
3030	Check	Prattsburgh	Pass Thru	75.80
6940	Check	Canisteo	Greenwood Share Tax Roll	15,053.00

Less Cash Back:

Deposit Total: 15,222.30

Deposit Summary

1/8/2018 3:24 PM

Summary of Deposits to 1202 - Cash - Money Market on 01/08/2018

Chk No.	PmtMethod	Rcd From	Memo	Amount
2158	Check	Corning	Program Year 2	2,100.00
2779	Check	Friendship	Processing/IT Contracts	97.41
3089	Check	Jasper	Processing	34.50
9122	Check	Int'l Motor Racing Research Center	Processing	129.50
5840	Check	Hammondsport	Pass Thru	20.17
4795	Check	Fillmore	Processing	72.75
1009	Check	Whitesville	Grant Processing	22.50
6271	Check	Richburg	Processing	13.99
1921	Check	CCLD-Elmira	Pass Thru	26.95
9081	Check	Cleary, Jule	Health Insurance	92.88
2062201	Check	(ALA) American Library Association	K Cappadonia Conference reimbursem...	500.00
160367	Check	Steuben County	Steuben County Aid	99,500.00

Less Cash Back:

Deposit Total:

102,610.65

Monthly System Staff & Divisional Reports
March 20, 2018



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

The Executive Director spent the months of January – March 2018 engaged in the following activities:

- ❖ January 19, attended and participated in first Leadership for Engaged & Active Directors session at Olean Public Library with STLS and CCLS library system staff and member directors.
- ❖ January 29, visited Prattsburg Free Library board meeting to meet with trustees of the Prattsburg and Avoca libraries regarding a shared library director agreement.
- ❖ January 30, visited Steele Library in Elmira to meet with CCLD and STLS staff about the Spring CE Conference to be held at Corning Community College library in June 2018.
- ❖ January 31, attended and participated in the Directors Advisory Council meeting. Discussed the results of the mentor/mentee program and the possibility of partnering on a public awareness campaign with member libraries.
- ❖ February 1, chaired the Awareness & Advocacy committee meeting at South Central Regional Library Council in Ithaca. Worked on plans to host regions first legislative breakfast in September 2018.
- ❖ February 2, led group of STLS member libraries to meet with Senator Young and Assemblyman Giglio's offices at Olean Public Library in partnership with CCLS and WNYLRC to discuss library funding.
- ❖ February 5, with Margo Gustina, visited the Scio Memorial Library to meet with trustees about Roles and Responsibilities presentation.
- ❖ February 6, met with Piper Insurance to review 2018 coverages, and participated in monthly Public Library System Directors Organization conference call.
- ❖ February 8, led group of STLS member libraries to meet with Assemblyman Friend and Assemblyman Palmesano at Big Flats Town Hall to discuss library funding.
- ❖ February 15, with Margo Gustina, presented a webinar on Funding Campaigns for Small and Mid-sized Libraries for Northern New York Library Network.

- 🌈 February 16, attended and participated in second Leadership for Engaged & Active Directors session at Cuba Circulating Library with STLS and CCLS library system staff and member directors.
- 🌈 February 26, attended STLS Digital Advisory Committee meeting led by Erika Jenns.
- 🌈 February 28, led group of 25 STLS advocates to Albany for NYLA's Advocacy Day. It was a fantastic experience as always. And our member librarians, trustees & community members did an amazing job. I am so proud of this group every year!
- 🌈 March 6, chaired PULISDO's Trustee Education Regulation committee meeting via conference call.
- 🌈 March 7, attended Foundation for Southern Tier Libraries meeting.
- 🌈 Week of March 11, attended monthly STLS board committee meetings. Visited Canisteo Library board meeting to discuss school district libraries.

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

This was the first year in my work for STLS that I did not own Annual Reporting or Advocacy Day preparations or marketing. Instead, I worked with Erika to help her gain confidence working directly with the membership on these areas of work. January and February were also our inaugural months teaching the seventeen directors enrolled in the Leadership for Engaged Active Directors (LEAD) collaborative training program. It is deeply satisfying to spend a full day with ten of our member directors who are learning with seven of their neighbor system directors. The intellectual and personal connections being made in those sessions are inspiring. I urge you to ask Brian all about it. For next month's report I'll write about the grant writing work. Although the bulk of the work took place in January & February, the work isn't complete until later in March.

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

As a Division, staff are working on the Twin Tiers Mini-Maker Faire with co-sponsors-- CCLD, Southeast Steuben County Library, Corning Community College and various businesses. STLS staff are working on a few of the planning committees and will have a booth at the Faire to showcase making in public libraries. The Division is also spearheading the development and planning of the Summer Learning Open House (to be held in early March.) This workshop, with a long-standing history of great attendance and representation from a large percentage of our membership, will envelope the building and involve all STLS staff as we strive to challenge our member library staff to think 'outside the box.' We hope to showcase activities and services that will encourage our members to 'kick it up a notch' this summer!

Member Library Visits:

- Lorie has assisted the Elizabeth B. Pert Reading Center (Hector) in weeding their adult fiction collection. Concurrent conversation with Hector staff and volunteers centered around small marketing ideas and tips that focus attention on some great titles on their shelves, but that don't circulate very well. They are very interested and receptive to trying new shelving patterns, studying customer flow thru the library and if all else fails: discarding materials. Hector staff and volunteers have a great outreach program to their community. Many senior citizens in the community meet for lunch and socializing at a nearby church. And, the library is there too! Hector staff and volunteers take bins of books to the Senior luncheon. So, the library goes to folks who may not be able to get to the library!
- At the invitation of Marsha Watson, Director of the Fred & Harriett Memorial Library (Hammondsport,) Lorie visited their Little Bookworms storytime conducted by Amber Stevens. The hour and half long program focuses on books, movement (both gross motor and small motor skills) as well as fun for all. A key component of the program is interaction between the children and the parents as well. The program is a wonderful treat for all attendees—including librarian consultants!

Workshops for member library staff

- Sensory Friendly Libraries—Presenter, Kate DeVoe from the Tompkins Cortland County Library (Ithaca) shared with our member libraries simple ways to make storytimes more inclusive and responsive to children on the spectrum.
- Attracting the Elusive Teen—Presenters, Hope Decker, Member Library Liaison and Youth Services Consultant, Pioneer Library System and Doris Jean Metzger, Teen Services Librarian, CCLD-Steele, discussed ideas and presented activities that were fun and engaging for teens.
- Fantastic Books and Where to Find Them—Presenter, Angela Newman, Consultant, North Country Public Library System, captivated the attendees with, not lists of fantastic books, but rather places to 'find' them. Her message of listening to your community, following tried and true websites, finding the pulse of what is HOT (or, not) is the way to a great collection filled with fantastic books. This program proved to be so popular that it will be repeated—if not exactly as presented, in some variation.

Professional Development (Lorie's):

- Attended 2 day-long sessions in the LEAD program (Leadership for Engaged Active Directors.) Attending these sessions, allows Lorie to interact with member library directors from both STLS & CCLS discussing ideas and topics not generally broached during her library visits. This also gives Lorie the opportunity to connect on a personal and professional level with staff from both STLS & from CCLS.
- Inviting staff from other systems to present at OUR training workshops results in Lorie agreeing to present reciprocal workshops at other systems. Lorie is stretching herself, professionally, to present to library staff outside of our system. Also, towards this end, Lorie submitted a proposal for a presentation to the New York Library Association for its Fall Conference.
- Attended the statewide, Youth Services Conference call. Participating in these calls connects Lorie (and STLS and its members) to the broader, statewide community of libraries.

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

- I met and worked with the following organizations on the subject of partnerships with STLS: ARTS Council of the Southern Finger Lakes, League of Women Voters – Steuben County, Foodbank of the Southern Tier, Allegany County Workforce Development, and the Cuba Cultural Center.

- In January and February I made visits to the following libraries: Scio, Cuba, Watkins Glen, Montour Falls, Savona, CCLD-Horseheads, Almond, CCLD-Van Etten, and Spencer (Tioga County), and to the ELCOR Nursing and Rehabilitation Center, a facility which receives STLS rotating collections.
- I engaged in the following educational opportunities: LGBTQ Cultural Competency Training, LEAD program (January and February), the ALA Midwinter Conference, and a few online workshops.
- I debuted a new email newsletter for our member libraries on the subject of Readers Advisory.
- I conducted two member library workshops, “Get the Grant!” in Friendship, and Beyond Book Clubs and Bingo: Programming for Older Adults” at the Dormann Library in Bath
- I participated in committee meetings and activities for the PLA Demco New Leaders Travel Grant Jury, the ALA Committee on Library Advocacy, NYLA CORT conference planning committee, and the NY State Outreach Coordinators Conference planning committee.
- I worked with members of my department on planning STLS activities for the Twin Tiers Maker Faire and for the STLS Summer Learning Workshop.
- I met with Outreach Clerk Vickie Button to review her Annual Employee Review, which I had prepared earlier that week.
- I attended and participated in two advocacy events: a meeting in Olean with Senator Cathy Young and a representative from Assemblyman Giglio’s office, and Library Advocacy Day in Albany.
- I assisted in reviewing member library’s annual reports before their submission.

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

During January and February, Erika worked on three major projects - advocacy, member library websites, and annual reports to the state.

Advocacy: Erika prepped promotional materials for the 2018 NYLA Library Advocacy Day, which took place on Wednesday, February 28th. She designed and ordered t-shirts for advocates to wear on Advocacy Day with the “Libraries Are For Everyone” design. Erika also created materials for the Real People. Real Dollars. campaign and promoted the campaign to the membership. The photos that were submitted for #RPRD went onto signs that we carried at Advocacy Day. Erika attended Library Advocacy Day on Feb. 28th in Albany.

With regard to local/system advocacy, Erika met with Pauline Emery, chair of the DAC committee for system advocacy. She and Pauline then met with others from the system to discuss system advocacy, spreading the STLS brand across the system, and other means of encouraging member libraries to promote system membership and its benefits to their patron populations.

Annual Reports: Erika worked with Mandy and Margo to create spreadsheets with collections data, patrons data, etc. for each member library. Spreadsheets were prepared and circulated, along with instructions for completing the Annal Report. Erika presented the Annual Report Workshop, on 2/5 at the Dormann Library. She also held individual consultations on annual reporting across the system. For the review process at the system level, Erika introduced a new team approach - consultants from each STLS department reviewed sections of each Annual Report before reports were approved and submitted to the State.

Member library websites: Erika continued working with member libraries to redesign their websites and to develop their social media accounts. She held consultations on website design and social media use across the system - in particular with Almond, Genesee, Arkport, Scio, Watkins Glen, Belfast, Cohocton, and Dundee.

Erika has also been working on the Twin Tiers Mini Maker Faire. She was assigned to the TTMMF Marketing Committee. Erika attended committee meetings and made plans to involve member libraries in marketing the event and recruiting makers and volunteers. She also worked with Lorie, Keturah, and Vickie to determine what activities to offer at the STLS booth at the TTMMF. We will be creating linocuts to stamp on canvas tote bags.

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

In February, IT staff held the first 2018 ILS Workshop, continued work on ERate forms, performed the 3rd consecutive monthly patch Thursday of the ILS server, continued the project to migrate the final server using our AT&T fiber connection to our faster Spectrum fiber connection, help SirsiDynix with the repair of the Directors Station server, worked with 3 libraries to get public use laptop quotes, worked through multiple weather related fiber outages and worked on 150 non-cataloging Help Desk Requests.

IT staff worked together on projects to document the STLS data center, making the Help Desk easier to use and shared with other department members a skill they frequently use to help libraries.

I had 156 conversations with member libraries, STLS staff, other system staff and IT vendors and worked 14 hours outside of my normal scheduled work time.

Information Technology
by Mandy Fleming, ILS & Technical Services Manager
Division of Information Technology & Digital Resources

🌈 A large part of my time in January was spent working on annual ILS statistical reports for member libraries. I ran the reports in WorkFlows, updated Director's Station templates and worked closely with Margo and Erika to ensure that the numbers we were providing to member libraries for the state report were accurate and complete. A couple of years ago Margo overhauled the way we provide these statistics to our members and every year since my appreciation is renewed. It requires a little more work on our part upfront but it makes the state report questions about transactions, holdings, users, etc. so much easier for our libraries to answer.

🌈 Ken and I continued the E-rate Application process for the 2018-2019 Funding Year. We determined exactly what to ask for in the upcoming year and submitting Form 470s (Description of Services Requested and Certification Form) for those services. We have started receiving and evaluating bids from service providers.

🌈 January was a busy month for new directors. I visited Almond and Canaseraga for new director training.

- ✦ In cataloging we have continued to work towards the backlog. Kylie, Ann and Larissa are doing an excellent job of cataloging the carts and carts of items.
- ✦ Our department will continue working closely with Pam and Margo to make the transition from STLS provided processing to vendor provided processing as smooth as possible throughout 2018. I am finishing up my work with Daniel in Montour Falls to get them set up with Ingram for MARC records with holdings – this will make the records we load and amend more complete and shelf-ready for libraries. In January, Kylie and I were able to successfully load the records - with item information - into the catalog. We are working now with Ingram to make a few tweaks to the MARC records. Once everything is fully in place, the updated process will save time for catalogers and library staff – serving our ultimate goal of getting new items into the hands of patrons as quickly as possible without sacrificing catalog integrity.
- ✦ A large part of my time in February was spent working on annual ILS statistical reports for member libraries. I assisted Erika with a workshop in Bath, answered many library questions about WorkFlows statistics and reviewed library's completed annual reports along with other system staff. Erika has done a great job learning Annual Reports as she goes and ensuring that the library reports are as accurate as possible.
- ✦ Ken and I are working on the E-rate Application process for the 2018-2019 Funding Year. We have been receiving and evaluating bids from service providers and started filing Form 471s - Description of Services Ordered and Certification Form. This is the form we file once we know exactly what services and service providers we will be using for the upcoming funding year.
- ✦ In cataloging we have continued to work towards the backlog. Kylie, Ann and Larissa are diligently cataloging the carts of items and electronically submitted items but we have been unable to get caught up with the current staffing level of 1.6 FTEs. The volume of items coming in has not slowed down. The backlog also makes it difficult to train Kylie and Larissa on circulation/general ILS tasks and make cataloging changes.
- ✦ Our department will continue working closely with Pam, Lorie and Margo to make the transition from STLS provided processing to vendor provided processing as smooth as possible throughout 2018. A few libraries are already moving towards vendor processing and we have been helping with that set-up.
- ✦ We prepared and presented a well-attended ILS Meeting. As discussed at this and previous ILS Meetings, our department will be reviving the Cataloging Advisory Committee – a committee made up of Tech Services staff and member library staff – in order to make cataloging decisions moving forward.
- ✦ Finally, our department completed probationary and annual evaluations this month.

Southern Tier Library System

Annual Report for Library Systems - 2017 (Public Library Systems 2017)

1. General System Information

Please note: Bibliostat Collect is best viewed using Internet Explorer 6.0 or higher or Firefox 1.5 or higher. When using Internet Explorer, make sure JavaScript is enabled (this can be found under the Tools menu).

Please note: No version of the Google Chrome browser can be used to access Collect at this time. Use of this browser can result in errors. The Microsoft Edge browser cannot be used.

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

1.1	SEDCODE	571000700006
1.2	Institution ID	800000037953
1.3	System Name	Southern Tier Library System
1.4	Beginning Reporting Year	1/1/2017
1.5	Ending Reporting Year	12/31/2017
1.6	Street Address	9424 Scott Road
1.7	City	Painted Post
1.8	Zip Code	14870
1.9	Four-Digit Zip Code Extension (enter N/A if unknown)	9598
1.10	Mailing Address	9424 Scott Road
1.11	City	Painted Post
1.12	Zip Code	14870
1.13	Four-Digit Zip Code Extension (enter N/A if unknown)	9598
1.14	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(607) 962-3141
1.15	Fax Number (enter 10 digits only)	(607) 962-5356
1.16	System Home Page URL	www.stls.org
1.17	URL of the system's complete Plan of Service	http://www.stls.org/wp-content/uploads/2014/12/Approved-STLS-Plan-of-Service-2017.pdf
1.18	Population Chartered to Serve (2010 Census)	280,457
1.19	Area Chartered to Serve (square miles)	3494
1.20	Federal Employer Identification Number	160836935
1.21	County	Steuben
1.22	County (Counties) Served	Allegany, Chemung, Schuyler, Steuben, Yates
1.23	School District	Corning - Painted Post School District
1.24	Title of System Director: (drop-down): Mr., Mrs., Ms., Mr. Miss, Dr.	

1.25	First Name of System Director	Brian
1.26	Last Name of System Director	Hildreth
1.27	NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System.	22533
1.32	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
1.33	E-Mail Address of the System Director	communitylibrarypartner@stls.org
1.34	Fax Number of the System Director (enter 10 digits only and hit the Tab key)	(607) 962-5356
1.35	Name of Outreach Coordinator	Keturah Cappadonia
1.48	Is the library system a member of the New York State and Local Retirement System?	Y
1.49	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	Town of Greenwood
2.	Is this a written contract? (Enter Y for Yes, N for No)	N
3.	Population of the geographic area served by this contract	776
4.	Dollar amount of contract	\$14,542
5.	Indicate "Full" or "Partial" range of services provided by this contract (Select one)	PARTIAL

1.50 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.)? N
Indicate Y for Yes, N for No.
If Yes, please annotate using the State note.

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

1.51 President/CEO Name. If there is no President/CEO please enter "N/A" N/A

1.52 President/CEO Phone Number N/A

1.53 President/CEO Email 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

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 4.25

2.11 Librarians - Vacant Position(s) FTE 0

2.12 Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Filled Position FTE 1

2.13 Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Vacant Position FTE 0

2.14 **Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.10 + 2.12)** 6.25

2.15 **Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.11 + 2.13)** 0.00

2.16 Total Other Professional Staff - Filled Position(s) FTE 1

2.17	Total Other Professional Staff - Vacant Position(s) FTE	0
2.18	Total Other Staff - Filled Position(s) FTE	10.25
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)	17.50
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	\$48,000
2.24	System Director FTE	1
2.25	System Director Current Annual Salary	\$106,144

3. System Membership, Outlets and Governance

PUBLIC SERVICE OUTLETS

3.9	Number of member libraries. Do not include branches.	39
3.15	Main Library/System Headquarters	1
3.16	Indicate the year the system building was initially constructed	2000
3.17	Indicate the year the system building underwent a major renovation costing \$25,000 or more	2014
3.18	Square footage of the system building	11,536
3.19	Branches of the Library System	0
3.20	Bookmobiles	0
3.21	Reading Centers	5
3.22	Other Outlets	0
3.23	Total Public Service Outlets (total questions 3.15 through 3.19)	6
3.24	Name of Central Library/Co-Central Libraries	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
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- 3.26 Current number of voting
positions on system
board/council. Please add a 15
note if this has changed from
the previous year report.
- 3.27 Term length for system
board/council members.
Please add a note if this has 5
changed from the previous
year report.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is selected 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, E
please use the State note to
explain how members were
named to the Board/Council.

SYSTEM BOARD/COUNCIL

Public Library Systems - enter information for the period January 1, 2018, through December 31, 2018.

President/Council Chair

- 3.29 Title (drop-down): Mr., Mrs.,
Ms., Miss, Dr., The
Honorable, The Reverend, Mrs.
Other (specify using the State
note), Vacant
- 3.30 First Name Patricia
- 3.31 Last Name Selwood
- 3.32 Institutional Affiliation Yates County
- 3.33 Professional Title President
- 3.34 Mailing Address 3632 Central Ave
- 3.35 City Penn Yan
- 3.36 Zip Code (enter five digits
only) 14527
- 3.37 Telephone for the Board
President (enter 10 digits only (315) 521-6092
and hit the Tab key)
- 3.38 E-mail Address selwood79@gmail.com
- 3.39 Term Begins - Month January
- 3.40 Term Begins - Year (yyyy) 2015
- 3.41 Term Expires - Month or N/A December
- 3.42 Term Expires - Year (YYYY) 2019
or N/A

- 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
- 3.44 The date the board president took the Oath of Office (mm/dd/yyyy) 1/20/2015
- 3.45 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 1/23/2015
- 3.46 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 q repeating group. You may 1) enter the data for the Board/Council Members directly into the survey as usual or 2) send Baker a Collect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey: bibliostat@btol.com. The number of Council members must be 5 to 11 (no less than five and no more than 11).

1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr.
2. First Name Richard
3. Last Name Ahola
4. Institutional Affiliation Yates County
5. Professional Title Vice President
6. Mailing Address 4568 Lakeview Road
7. City Dundee
8. Zip Code (enter five digits only) 14837
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2018
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 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
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/16/2018
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/19/2018
16. Is this a brand new trustee? N

1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mrs.
2. First Name Betsy
3. Last Name Gorman
4. Institutional Affiliation Chemung County
5. Professional Title Treasurer
6. Mailing Address 2445 State Route 352
7. City Elmira
8. Zip Code (enter five digits only) 14903
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2016
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2020
13. 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
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/19/2016
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/22/2016
16. Is this a brand new trustee? N
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mrs.
2. First Name Cindy
3. Last Name Emmer
4. Institutional Affiliation Chemung County
5. Professional Title Secretary
6. Mailing Address 858 Davis Street
7. City Elmira
8. Zip Code (enter five digits only) 14901
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2018
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 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
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/16/2018
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/19/2018
16. Is this a brand new trustee? N
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mrs.
2. First Name Mathilde
3. Last Name Barr
4. Institutional Affiliation Chemung County
5. Professional Title Trustee
6. Mailing Address 270 Fisher Hill Road
7. City Corning
8. Zip Code (enter five digits only) 14830
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. 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
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/19/2016
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/22/2016
16. Is this a brand new trustee? N
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mrs.
2. First Name Sarah
3. Last Name Collins
4. Institutional Affiliation Steuben County
5. Professional Title Trustee

- | | | |
|-----|--|----------------|
| 6. | Mailing Address | 5 Woodland Way |
| 7. | City | Painted Post |
| 8. | Zip Code (enter five digits only) | 14870 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2015 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2019 |
| 13. | 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 |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 01/20/2015 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/23/2015 |
| 16. | Is this a brand new trustee? | N |
-
- | | | |
|-----|--|--------------------|
| 1. | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | Mrs. |
| 2. | First Name | Lynnette |
| 3. | Last Name | Decker |
| 4. | Institutional Affiliation | Allegany County |
| 5. | Professional Title | Trustee |
| 6. | Mailing Address | 9314 County Road 7 |
| 7. | City | Cuba |
| 8. | Zip Code (enter five digits only) | 14727 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2017 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 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 |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 01/17/2017 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/20/2017 |
| 16. | Is this a brand new trustee? | N |

1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Mrs. Other (specify using the State note), Vacant
 2. First Name Cynthia
 3. Last Name Dutton
 4. Institutional Affiliation Allegany County
 5. Professional Title Trustee
 6. Mailing Address 9767 West Cuba Road
 7. City Cuba
 8. Zip Code (enter five digits only) 14727
 9. Term Begins - Month January
 10. Term Begins - Year (yyyy) 2016
 11. Term Expires - Month or N/A December
 12. Term Expires - Year (YYYY) or N/A 2020
 13. 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
 14. The date the trustee took the Oath of Office (mm/dd/yyyy) 04/18/2017
 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 04/21/2017
 16. Is this a brand new trustee? Y
-
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Mrs. Other (specify using the State note), Vacant
 2. First Name Patricia
 3. Last Name Finnerty
 4. Institutional Affiliation Steuben County
 5. Professional Title Trustee
 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) 2018
 11. Term Expires - Month or N/A December
 12. Term Expires - Year (YYYY) or N/A 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
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/16/2018
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/19/2018
16. Is this a brand new trustee? N
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mrs.
2. First Name Kathy
3. Last Name Green
4. Institutional Affiliation Steuben County
5. Professional Title Trustee
6. Mailing Address 7 Avondale Avenue
7. City Hornell
8. Zip Code (enter five digits only) 14843
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2017
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 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
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/17/2017
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/20/2017
16. Is this a brand new trustee? Y
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mr.
2. First Name David
3. Last Name Haggstrom
4. Institutional Affiliation Allegany County
5. Professional Title Trustee

- | | | |
|-----|--|--------------------|
| 6. | Mailing Address | PO Box 8 |
| 7. | City | Angelica |
| 8. | Zip Code (enter five digits only) | 14709 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2017 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 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). | |
| | | No |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 10/17/2017 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 10/20/2017 |
| 16. | Is this a brand new trustee? | Y |
| 1. | Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant | |
| | | Mrs. |
| 2. | First Name | Denise |
| 3. | Last Name | King |
| 4. | Institutional Affiliation | Chemung County |
| 5. | Professional Title | Trustee |
| 6. | Mailing Address | 117 Larchmont Road |
| 7. | City | Elmira |
| 8. | Zip Code (enter five digits only) | 14905 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2015 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2019 |
| 13. | 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 |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 01/20/2015 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/23/2015 |
| 16. | Is this a brand new trustee? | N |

1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Dr. Other (specify using the State note), Vacant
 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) 2016
 11. Term Expires - Month or N/A December
 12. Term Expires - Year (YYYY) or N/A 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
 14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/19/2016
 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/20/2016
 16. Is this a brand new trustee? N
-
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Mrs. Other (specify using the State note), Vacant
 2. First Name Felcity
 3. Last Name Wright
 4. Institutional Affiliation Schuyler County
 5. Professional Title Trustee
 6. Mailing Address 2742 Cottage Road
 7. City Alpine
 8. Zip Code (enter five digits only) 14805
 9. Term Begins - Month January
 10. Term Begins - Year (yyyy) 2015
 11. Term Expires - Month or N/A December
 12. Term Expires - Year (YYYY) or N/A 2019

13. 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
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 10/17/2017
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 10/20/2017
16. Is this a brand new trustee? Y
1. Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Vacant
2. First Name
3. Last Name
4. Institutional Affiliation Schuyler County
5. Professional Title Trustee
6. Mailing Address
7. City
8. Zip Code (enter five digits only)
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. 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).

14. The date the trustee took the Oath of Office (mm/dd/yyyy)

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)

16. Is this a brand new trustee?

COORDINATED OUTREACH COUNCIL

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

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2018, throu

"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 O usual or 2) send Baker and Taylor the data for this section to be uploaded into Collect. If you choose to send your data for uplo available in the survey by clicking [here](#). Complete this form and email it to bibliostat@btol.com. The number of council memt 11).

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

1. Title (drop down): Mr., Mrs.,
Ms., Miss, Dr., The
Honorable, The Reverend, Mrs.
Other (specify using the State
note), Vacant
2. First Name Wendy
3. Last Name Harrison
4. Institutional Affiliation Pro Action of Steuben & Yates Counties
5. Professional Title Program Coordinator
1. Title (drop down): Mr., Mrs.,
Ms., Miss, Dr., The
Honorable, The Reverend, Mr.
Other (specify using the State
note), Vacant
2. First Name Timothy
3. Last Name Tompkins
4. Institutional Affiliation Chemung ARC/Finger Lakes DDSO
5. Professional Title Advocate
1. Title (drop down): Mr., Mrs.,
Ms., Miss, Dr., The
Honorable, The Reverend, Mrs.
Other (specify using the State
note), Vacant
2. First Name Debbie
3. Last Name Taylor
4. Institutional Affiliation N/A
5. Professional Title Advocate
1. Title (drop down): Mr., Mrs.,
Ms., Miss, Dr., The
Honorable, The Reverend, Mrs.
Other (specify using the State
note), Vacant
2. First Name Darlene
3. Last Name Hawxhurst
4. Institutional Affiliation AIM Systems Advocate
5. Professional Title Advocate
1. Title (drop down): Mr., Mrs.,
Ms., Miss, Dr., The
Honorable, The Reverend, Mrs.
Other (specify using the State
note), Vacant
2. First Name Marleah
3. Last Name Denkenberger
4. Institutional Affiliation Southern Tier Alzheimer's Association
5. Professional Title Program 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 Angela
3. Last Name Gonzalez
4. Institutional Affiliation Penn Yan Public Library
5. Professional Title Library Director
1. Title (drop down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mrs.
2. First Name Dawn
3. Last Name Herman
4. Institutional Affiliation Allegany County Employment & Training Center
5. Professional Title Senior Employment Counselor

4. Public Library System Transactions and Collections

4.1 Number of registered system borrowers 27

4.2 System Visits 936

CIRCULATION

4.3 Total Cataloged Book Circulation 213

4.4 Total Circulation of Other Materials 344

4.5 **Physical Item Circulation (Total questions 4.3 & 4.4)** 557

4.6 Use of Electronic Material 1,512

4.7 Successful Retrieval of Electronic Information 0

4.8 **Electronic Content Use (Total Questions 4.6 & 4.7)** 1,512

4.9 **Total Circulation of Materials (Total Questions 4.5 & 4.6)** 2,069

4.10 **Total Collection Use (Total Questions 4.7 & 4.9)** 2,069

GENERAL SYSTEM HOLDINGS

4.11 Total Cataloged Book Holdings 7,912

4.12 Uncataloged Book Holdings 0

4.13 Total Print Serial Holdings 78

4.14 All Other Print Materials Holdings 0

4.15 **Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14)** 7,990

4.16 Electronic Books 14,983

4.17 Local Electronic Collections 0

4.18	Total Number of NOVELNY Databases	16
4.19	Total Electronic Collections (Total questions 4.16 + 4.17)	14,983
4.20	Audio - Downloadable Units	2,905
4.21	Video - Downloadable Units	554
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
4.23	Total Electronic Materials (Total questions 4.18, 4.19, 4.20, 4.21 and 4.22)	18,458
Non-Electronic Materials		
4.24	Audio - Physical Units	20
4.25	Video - Physical Units	85
4.26	Other Non-Electronic Materials	679
4.27	Total Other Materials Holdings (Total questions 4.24 through 4.26)	784
4.28	Grand Total Holdings (Total questions 4.15, 4.23 and 4.27)	27,232

ROTATING COLLECTIONS/BOOK LOANS

4.29	Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No)	Y
4.30	Number of collections	144
4.31	Average number of items per collection	45

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?	39
5.5	% of member libraries participating (calculated field)	100.00%
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	No
c.	ILL feature implemented and used	No
5.8	Number of titles in the ILS bibliographic database	722,706
5.9	Number of new titles added by the system in the reporting year	933
5.10	Number of Central Library Aid titles added in the reporting year	374
5.11	Number of new titles added by the members in the reporting year	24,251
5.12	Total new titles (total questions 5.9 through 5.11)	25,558

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

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

a.	Print	No
b.	Disc	No
c.	Online (virtual catalog)	Yes
5.14	How many libraries participate in (or submit records for) the union catalog?	39
5.15	Is the system's union catalog shared with any other library system(s)? (Enter Y for Yes, N for No)	N
5.16	Number of titles in the system's union catalog	722,706

- 5.17 Number of holdings in the system's union catalog 1,402,214
- 5.18 Number of new titles added in the last year 24,251
- 5.19 Number of holdings added in the last year 45,714
- 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
- b. Non-library catalogs are included (if checked, please name non-library catalogs using the State note) No
- c. Patron-initiated ILL available and used through this catalog No

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
- 5.22 How many libraries participate in (or submit records for) the union list of serials? 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

VISITS TO THE SYSTEM'S WEB SITE

- 5.24 Annual number of visits to the system's web site 58,506

SYSTEM INTERLIBRARY LOAN ACTIVITY

- 5.25 Total items provided (loaned) 0
- 5.26 Total items received (borrowed) 1,407
- 5.27 Total requests provided (loaned) unfilled 0
- 5.28 Total requests received (borrowed) unfilled 0
- 5.29 Total interlibrary loan activity (total questions 5.25 through 5.28) 1,407

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 State Note of explanation when "Other" is chosen. Also pl any further requirements.

- a. System courier (on the System's payroll) Yes
- No

b.	Other system's courier	
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

5.31 Number of stops (pick-up and delivery sites per week) 164

CONTINUING EDUCATION/STAFF DEVELOPMENT Workshops/Meetings/Training Sessions

Resource sharing (ILL, collection development, etc.)

5.32 Number of sessions 22
5.33 Number of participants 101

Technology

5.34 Number of sessions 61
5.35 Number of participants 384

Digitization

5.36 Number of sessions 5
5.37 Number of participants 11

Leadership

5.38 Number of sessions 38
5.39 Number of participants 150

Management & Supervisory

5.40 Number of sessions 62
5.41 Number of participants 478

Planning and Evaluation

5.42 Number of sessions 41
5.43 Number of participants 147

Awareness and Advocacy

5.44 Number of sessions 31
5.45 Number of participants 138

Trustee/Council Training

5.46 Number of sessions 43
5.47 Number of participants 201

Special Client Populations

5.48 Number of sessions 27
5.49 Number of participants 309

Children's Services/Birth to Kindergarten

5.50 Number of sessions 13
5.51 Number of participants 130

Children's Services/Elementary Grade Levels

5.52 Number of sessions 12
5.53 Number of participants 129

Young Adult Services/Middle and High School Grade Levels

5.54 Number of sessions 7
5.55 Number of participants 100

General Adult Services

5.56	Number of sessions	31
5.57	Number of participants	253
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.	
1.	Topic	N/A
2.	Number of sessions	N/A
3.	Number of participants	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)	393
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)	2,531
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 sponsored by the Library System?	Y

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 State Note of explanation when "Other" is chosen. Also pl any further requirements.

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)	Yes
d.	Cataloging	Yes
e.	Materials processing	Yes
f.	Coordinated purchase of office supplies	Yes

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

5.63	Number of contacts - Consulting with member libraries and/or branches on grants, and state and federal funding	1,508
5.64	Number of contacts - Consulting with member libraries and/or branches on funding and governance	676
5.65	Number of contacts - Consulting with member libraries and/or branches on charter and registration work	52
5.66	Number of contacts - Consulting with member libraries and/or branches on automation and technology	16,582
5.67	Number of contacts - Consulting with member libraries and/or branches on youth services	1,040
5.68	Number of contacts - Consulting with member libraries and/or branches on adult services	1,404
5.69	Number of contacts - Consulting with member libraries and/or branches on physical plant needs	156
5.70	Number of contacts - Consulting with member libraries and/or branches on personnel and management issues	572
5.71	Number of contacts - Consulting with state and county correctional facilities	468
5.72	Number of contacts - Providing information to local, county, and state legislators and their staffs	52
5.73	Number of contacts - Providing system and member library information to the media	208

5.74	Number of contacts - Providing website development and maintenance for member libraries	312
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.	N
1.	Topic	N/A
2.	Number of contacts (all types)	N/A
5.76	Total other contacts (total of question #2 of Repeating Group #6)	0
5.77	Total number of contacts (total of questions 5.63 through 5.74 and 5.76)	23,030

REFERENCE SERVICES

5.78 Total Reference Transactions 56

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
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
5.80	Number of BOOKS BY MAIL loans	0
5.81	Number of member libraries with Job/Education Information Centers or collections	3
5.82	Number of State Correctional Facilities libraries served	2
5.83	Number of County Jails libraries served	5

5.84	Number of institutions served other than jails or correctional facilities	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
1.	Service provided	N/A
2.	Number of facilities/institutions served	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
5.87	Description of fees	The library system charges fees for processing library materials. The library system also charges fees for support of libraries to support eBook collections, automation support and internet connections.

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	Stebuen County
2.	Amount	\$99,500
3.	Subject to Public Vote (Enter Y for Yes, N for No, or N/A)	N/A
4.	Written Contract (Enter Y for Yes, N for No, or N/A)	N/A
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 - arranged in alphabetical order

6.5	Adult Literacy Library Services Grants	\$4,212
6.6	Central Library Development Aid	\$98,298
6.7	Central Book Aid	\$66,936
6.8	Conservation/Preservation Grants	\$0
6.9	Construction for Public Libraries Aid	\$88,128

6.10	Coordinated Outreach Services Aid	\$75,090
6.11	Correctional Facilities Library Aid	\$26,299
6.12	County Jails Library Aid	\$4,105
6.14	Family Literacy Grants	\$7,583
6.18	Local Library Services Aid - Kept at System	\$0
6.19	Local Library Services Aid - Distributed to Members	\$112,702
6.20	Total LLSA (total questions 6.18 and 6.19)	\$112,702
6.21	Local Services Support Aid	\$94,404
6.22	Local Consolidated Systems Aid	\$0
6.26	Public Library System Basic Aid	\$858,507
6.27	Public Library System Supplementary Operational Aid	\$129,445
6.36	Special Legislative Grants and Member Items	\$221,000
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 6.36).	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
	Total State Aid Receipts	

6.44

(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)

\$1,786,709

FEDERAL AID

6.45 Library Services and Technology Act (LSTA) \$0

6.46 Does the system receive any other Federal Aid (specify Act and Title) e.g., NEH, NEA, etc.? Enter Y for Yes, N for No. Y

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

1. Funding Source Regional Commission Grant ARC

2. Amount \$132,832

6.47 **Total Other Federal Aid** (total questions #2 of Repeating Group #10 above) \$132,832

6.48 **Total Federal Aid** (total questions 6.45 and 6.47) \$132,832

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 grou

1. Contracting Agency Member Librarues

2. Contracted Service Processing

3. Total Contract Amount \$17,990

1. Contracting Agency Member Libraries

2. Contracted Service Pass Through

3. Total Contract Amount \$61,528

1. Contracting Agency Greenwood

2. Contracted Service Tax Support

3. Total Contract Amount \$14,542

1. Contracting Agency Member Libraries

2. Contracted Service IT Contracts

3. Total Contract Amount \$44,117

1. Contracting Agency Member Libraries

2. Contracted Service Cost Share

3. Total Contract Amount \$405,885

6.50 **Total Contracts** (total question #3 of Repeating Group #11 above) \$544,062

MISCELLANEOUS RECEIPTS

- 6.51 Gifts, Endowments,
Fundraising, Foundations
(include Gates Grants here;
specify project number(s) and
dollar amount using the state
note) \$600
- 6.53 Income from Investments \$1,175
- 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? Y
Enter Y for Yes, N for No.

Complete one record for each income category. If the system does not have other miscellaneous receipts, enter N/A on question

1. Receipt category E-Rate
2. Amount \$205,197
1. Receipt category Retiree Health Ins
2. Amount \$1,359
1. Receipt category General Reimb and Refund
2. Amount \$3,782

6.57 **Total Other Miscellaneous
Receipts (total question #2 of
Repeating Group #12 above)** \$210,338

6.58 **Total Miscellaneous
Receipts (total questions 6.51
through 6.55 and question
6.57)** \$212,113

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)** \$2,775,216

6.60 **BUDGET LOANS** \$0

TRANSFERS

- 6.61 Transfers from Capital Fund
(Same as question 9.6) \$0
- 6.62 Transfers 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, 2017. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2017.)	\$1,060,992
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 7.83)	\$3,836,208

7. Operating Fund Disbursements

STAFF EXPENDITURES

Salaries

7.1	System Director and Librarians	\$374,572
7.2	Other Staff	\$473,136
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	\$847,708
7.4	Employee Benefits Expenditures	\$351,838
7.5	Total Staff Expenditures (total questions 7.3 and 7.4)	\$1,199,546

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$18,790
7.7	Electronic Materials Expenditures	\$72,374
7.8	Other Materials Expenditures	\$0
7.9	Total Collection Expenditures (total questions 7.6 through 7.8)	\$91,164

GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	\$112,702
7.11	Central Library Aid (CLDA/CBA)	\$165,234
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	\$221,000
7.16	Federal Aid	\$33,480
7.17	Other cash grants paid from system funds	\$99,500

7.18	Total Cash Grants (total questions 7.10 through 7.17)	\$631,916
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)	\$631,916

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22	Bookmobile	\$0
7.23	Other Vehicles	\$25,172
7.24	Computer Equipment	\$53,121
7.25	Furniture/Furnishings	\$19,375
7.26	Other Capital Expenditures	\$146,633
7.27	Total Capital Expenditures from Operating Fund (total questions 7.22 through 7.26)	\$244,301

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28	From Local Public Funds (71PF)	\$0
7.29	From Other Funds (71OF)	\$244,301
7.30	Total Capital Expenditures by Source (total questions 7.28 and 7.29; same as question 7.27)	\$244,301

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)	\$21,989
7.33	Total Repairs to Buildings and Building Equipment (total questions 7.31 and 7.32)	\$21,989
7.34	Other Building & Maintenance Expenses	\$30,982
7.35	Total Operation and Maintenance of Buildings (total questions 7.33 and 7.34)	\$52,971

MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	\$21,168
7.37	Office and Library Supplies	\$20,684
7.38	Telecommunications	\$181,778
7.39	Binding Expenses	\$0
7.40	Postage and Freight	\$1,665
7.41	Publicity and Printing	\$8,052
7.42	Travel	\$58,362

- 7.43 Fees for Consultants and Professionals - Please include a State Note with the consultants' or vendors' names and a brief description of the service(s) provided. \$11,245
- 7.44 Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid. \$7,535
- 7.46 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. N

Complete one record for each expense category. If the system does not have other miscellaneous expenses, enter N/A on question 1.

1. Expense category N/A
2. Amount N/A

- 7.47 **Total Other Miscellaneous Expenses** (total question #2 of Repeating Group #13) \$0
- 7.48 **Total Miscellaneous Expenses** (total questions 7.36 through 7.45 and 7.47) \$310,489

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) \$0
- 7.53 **Total Capital Purposes Loans** (total questions 7.51 and 7.52) \$0
- 7.54 Other Loans \$0
- 7.55 **Total Debt Service** (total questions 7.53 and 7.54) \$0

7.56	TOTAL TOTAL DISBURSEMENTS - Total Staff Expenditures, Total Collection Expenditures, Total Grants to Member Libraries, Total Capital Expenditures, Total Operation and Maintenance of Buildings, Total Miscellaneous Expenses, Total Contracts, and Total Debt Service (total questions 7.5, 7.9, 7.21, 7.27, 7.35, 7.48, 7.50, and 7.55)	\$2,530,387
------	--	-------------

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)	\$2,530,387
7.63	CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2017)	\$1,305,821
7.83	GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE (total questions 7.62 and 7.63)	\$3,836,208

FISCAL AUDIT

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

7.84	Last audit performed (mm/dd/yyyy)	04/16/2017
7.85	Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy)	01/01/2016-12/31/2016
7.86	Indicate type of audit (select one from drop-down):	Private Accounting Firm

ACCOUNT INFORMATION

Complete one record for each financial account

- | | | |
|------|--|-------------------|
| 1. | Name of bank or financial institution | Community Bank NA |
| 2. | Amount of funds on deposit | \$1,305,821 |
| 7.87 | Total Bank Balance (total question #2 of Repeating Group #15) | \$1,305,821 |
| 7.88 | Does the system have a Capital Fund? Enter Y for Yes, N for No. If yes, please complete the Capital Fund Report. If no, stop here. | N |

8. Capital Fund Receipts

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

STATE AID FOR CAPITAL PROJECTS

- | | | |
|-----|-------------------------------------|----------|
| 8.3 | State Aid Received for Construction | \$88,128 |
|-----|-------------------------------------|----------|

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 | \$0 |
| 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) | \$88,128 |
| 8.7 | NONREVENUE RECEIPTS | \$0 |
| 8.8 | TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts (total questions 8.6 and 8.7) | \$88,128 |

- 8.9 CASH BALANCE -
Beginning of Current Fiscal
Reporting Year: Public
Library Systems - January 1,
2017. (Same as closing cash \$0
balance at the end of previous
fiscal reporting year: Public
Library Systems - December
31, 2016.)
- 8.10 **TOTAL RECEIPTS AND
CASH BALANCE** (total \$88,128
questions 8.8 and 8.9)

9. Capital Fund Disbursements

PROJECT EXPENDITURES

- 9.1 Total Construction \$88,128
- 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 \$88,128
9.4)
- 9.6 **TRANSFER TO
OPERATING FUND** \$0
(Same as question 6.61)
- 9.7 **TOTAL NONPROJECT
EXPENDITURES** \$0
- 9.8 **TOTAL
DISBURSEMENTS - Total
Project Expenditures,
Transfer to Operating \$88,128
Fund, and Total Nonproject
Expenditures** (total questions
9.5 through 9.7)
- 9.9 **CLOSING CASH
BALANCE IN CAPITAL
FUND at the End of the \$0
Current Fiscal Year
(December 31, 2017, for
Public Library Systems)**
- 9.10 **TOTAL
DISBURSEMENTS AND
CASH BALANCE** (total \$88,128
questions 9.8 and 9.9)

12. Projected Annual Budget For Library Systems

Public Library Systems Budget for January 1, 2018 - December 31, 2018

PROJECTED OPERATING FUND - RECEIPTS

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	\$1,931,201
12.2	Budget Loans	\$0
12.3	Total Transfers	\$0
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, 2018, must be the same as the December 31, 2017, closing balance reported on Q7.63 of the 2017 annual report)	\$1,305,821
12.5	Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance (total questions 12.1 through 12.4)	\$3,237,022

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)	\$1,931,201
12.7	Total Transfers	\$0
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, 2018)	\$1,305,821
12.9	Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8)	\$3,237,022

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, \$0
2018, must be the same as the
December 31, 2017, closing
balance reported on Q9.9 of
the 2017 annual report)
- 12.13 Grand Total Capital Fund
Receipts and Balance (total \$0
questions 12.10 through
12.12)

PROJECTED CAPITAL FUND - DISBURSEMENTS

- 12.14 Capital Fund Disbursements
(include Project Expenditures, \$0
Transfer to Operating Fund
and Nonproject Expenditures)
- 12.15 Cash Balance in Capital Fund
at the end of the current fiscal
year \$0
(For Public Library Systems,
December 31, 2018)
- 12.16 Grand Total Capital Fund
Disbursement, Transfers, and \$0
Balance (Sum of questions
12.14 and 12.15)

13. State Formula Aid Disbursements

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

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

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

Statutory Education Law § 272,
Reference 273(1)(f)(6)
(LSSA): 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)(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) 2

13.1.2 Total Expenditure for Professional Salaries \$156,570

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 \$281,750

13.1.5 **Employees Benefits:** Indicate the total expenditures for all system employee fringe benefits. \$209,431

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is selected 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	Library systems vendor contract for automation (e.g, integrated library system, virtual
2.	Provider of Services	Sirsi Dynix
3.	Expenditure	\$66,291
1.	Expenditure Category	Building and maintenance expenses
2.	Provider of Services	Isaac Plumbing and Heating
3.	Expenditure	\$4,092
1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	Overdrive
3.	Expenditure	\$72,374
1.	Expenditure Category	Telecommunications
2.	Provider of Services	Time Warner Cable
3.	Expenditure	\$81,778
1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Mengal Metzgar & Barr, Sayles Evans
3.	Expenditure	\$11,245
13.1.7	Total Expenditure - Purchased Services	\$235,780

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

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

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

1.	Expenditure Category	Office/library supplies and postage
2.	Expenditure	\$30,637
13.1.9	Total Expenditure - Supplies and Materials	\$30,637

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

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

1.	Type of Travel	System Staff Travel
2.	Expenditure	\$30,314
13.1.11	Total Expenditures - Travel	\$30,314

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. Y

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	Van
2.	Quantity	1

3.	Unit Cost	\$25,172
4.	Expenditure	\$25,172
13.1.13	Total Expenditure - Equipment and Furnishings	\$25,172
13.1.14	Local Library Services Aid Expenditures: Indicate the total expenditures to member libraries for Local Library Services Aid.	\$112,702
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

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	Addison Public Library
2.	Allocation	\$1,405
3.	Project Description (no more than 300 words)	
1.	Recipient	Alfred
2.	Allocation	\$1,520
3.	Project Description (no more than 300 words)	
1.	Recipient	Almond
2.	Allocation	\$1,405
3.	Project Description (no more than 300 words)	
1.	Recipient	Andover
2.	Allocation	\$1,405
3.	Project Description (no more than 300 words)	
1.	Recipient	Angelica
2.	Allocation	\$1,405
3.	Project Description (no more than 300 words)	
1.	Recipient	Atlanta
2.	Allocation	\$1,405
3.	Project Description (no more than 300 words)	
1.	Recipient	Avoca
2.	Allocation	\$1,405
3.	Project Description (no more than 300 words)	
1.	Recipient	Bath
2.	Allocation	\$3,430
3.	Project Description (no more than 300 words)	
1.	Recipient	Belfast
2.	Allocation	\$1,405
3.	Project Description (no more than 300 words)	

1.	Recipient	Belmont
2.	Allocation	\$1,405
3.	Project Description (no more than 300 words)	
1.	Recipient	Bolivar
2.	Allocation	\$1,404
3.	Project Description (no more than 300 words)	
1.	Recipient	Branchport
2.	Allocation	\$1,404
3.	Project Description (no more than 300 words)	
1.	Recipient	Canaseraga
2.	Allocation	\$1,404
3.	Project Description (no more than 300 words)	
1.	Recipient	Canisteo
2.	Allocation	\$1,404
3.	Project Description (no more than 300 words)	
1.	Recipient	Cohocton
2.	Allocation	\$1,404
3.	Project Description (no more than 300 words)	
1.	Recipient	Corning
2.	Allocation	\$10,084
3.	Project Description (no more than 300 words)	
1.	Recipient	Cuba
2.	Allocation	\$1,641
3.	Project Description (no more than 300 words)	
1.	Recipient	Dundee
2.	Allocation	\$1,893
3.	Project Description (no more than 300 words)	
1.	Recipient	Elmira
2.	Allocation	\$39,158
3.	Project Description (no more than 300 words)	
1.	Recipient	Fillmore
2.	Allocation	\$1,507
3.	Project Description (no more than 300 words)	
1.	Recipient	Friendship
2.	Allocation	\$1,404
3.	Project Description (no more than 300 words)	
1.	Recipient	Hammondsport
2.	Allocation	\$1,404

3.	Project Description (no more than 300 words)	
1.	Recipient	Hornell
2.	Allocation	\$2,887
3.	Project Description (no more than 300 words)	
1.	Recipient	Howard
2.	Allocation	\$1,404
3.	Project Description (no more than 300 words)	
1.	Recipient	Jasper
2.	Allocation	\$1,404
3.	Project Description (no more than 300 words)	
1.	Recipient	Genesee
2.	Allocation	\$1,404
3.	Project Description (no more than 300 words)	
1.	Recipient	Montour Falls
2.	Allocation	\$1,404
3.	Project Description (no more than 300 words)	
1.	Recipient	Odessa
2.	Allocation	\$1,404
3.	Project Description (no more than 300 words)	
1.	Recipient	Penn Yan
2.	Allocation	\$4,417
3.	Project Description (no more than 300 words)	
1.	Recipient	Prattsburgh
2.	Allocation	\$1,404
3.	Project Description (no more than 300 words)	
1.	Recipient	Pulteney
2.	Allocation	\$1,404
3.	Project Description (no more than 300 words)	
1.	Recipient	Richburg
2.	Allocation	\$1,404
3.	Project Description (no more than 300 words)	
1.	Recipient	Rushford
2.	Allocation	\$1,404
3.	Project Description (no more than 300 words)	
1.	Recipient	Savona
2.	Allocation	\$1,404
3.	Project Description (no more than 300 words)	

1.	Recipient	Scio
2.	Allocation	\$1,404
3.	Project Description (no more than 300 words)	
1.	Recipient	Watkins Glen
2.	Allocation	\$2,410
3.	Project Description (no more than 300 words)	
1.	Recipient	Wayland
2.	Allocation	\$2,559
3.	Project Description (no more than 300 words)	
1.	Recipient	Wellsville
2.	Allocation	\$3,280
3.	Project Description (no more than 300 words)	
1.	Recipient	Whitesville
2.	Allocation	\$1,404
3.	Project Description (no more than 300 words)	
13.1.16	Total Expenditures - Grants for Member Libraries	\$112,702
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)	\$1,195,058
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
13.1.19	Total Allocation from 2017 - 2018 State Aid:	\$1,195,058
13.1.20	Total Available Before Expenditures (total 13.1.18 + 13.1.19)	\$1,195,058
13.1.21	Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17)	\$0
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.	

CENTRAL BOOK AID (CBA)

Statutory Education Law § 272, 273(1)(b)(2)

Reference: Commissioners Regulations 90.4

Central Book Aid is a flat sum of \$71,500 to each public library system. Please see the Central Library Program Guidelines at <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information.

Include in this category library expenditures for CBA library materials. CBA funds may only be expended for adult non-fiction and foreign language library materials, including electronic content.

Yes must be answered at least once in Questions 13.2.1 - 13.2.5

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

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

List services purchased with CBA funds in separate repeating groups, itemizing by vendor contract. If yes, complete one record for each of questions 1, 2, and 3 of one repeating group.

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

- 13.2.2 **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.

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

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

- | | | |
|----|----------------------|-----|
| 1. | Expenditure Category | N/A |
| 2. | Quantity | N/A |
| 3. | Unit Cost | N/A |
| 4. | Expenditure | N/A |

- 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 | Chemung County Library Dist |
| 2. | Allocation | \$66,936 |
| 3. | Project Description (no more than 300 words) | Chemung County Library District spent CBA funds on non-fiction print materials made for the system-wide eBook usage and JobNow Database for employment seeking assistance |
- 13.2.6 **Total Expenditure - Grants to Central/Co-Central Libraries** \$66,936
- 13.2.7 **Total Expenditure (total 13.2.2, 13.2.4, and 13.2.6)** \$66,936
- 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. \$0
- 13.2.9 **Total Allocation from 2017 - 2018 State Aid** \$66,936
- 13.2.10 **Total Available Before Expenditures (total 13.2.8 + 13.2.9)** \$66,936
- 13.2.11 **Cash Balance at the End of the Current Fiscal Year (total 13.2.9 + 13.2.8 - 13.2.7)** \$0
- 13.2.12 **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 spent CBA funds on non-fiction print materials made for the system-wide eBook usage and JobNow Database for employment seeking assistance

CENTRAL LIBRARY DEVELOPMENT AID (CLDA)

Statutory Education Law § 272, 273(1)(b)(1)

Reference: Commissioners Regulations 90.4

The formula is \$0.32 per capita or \$105,000 whichever is greater. Please see the Central Library Program Guidelines at <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information.

Note: CLDA funds which are expended for library materials must be used for adult non-fiction and foreign language, including electronic content.

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

- 13.3.1 Total Full-Time Equivalents (FTE)

- 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. N

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

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

- | | | |
|----|----------------------|-----|
| 1. | Expenditure Category | N/A |
| 2. | Provider of Services | N/A |
| 3. | Expenditure | N/A |
- 13.3.7 **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.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is selected 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 |
| 2. | Expenditure | N/A |
- 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 | N/A |
| 2. | Expenditure | N/A |
- 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	N/A
2.	Quantity	N/A
3.	Unit cost	N/A
4.	Expenditure	N/A

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

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

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

1.	Recipient	Chemung County Library Dist
2.	Allocation	\$98,298
3.	Project Description (no more than 300 words)	The Chemung County Library District provided Sunday hours for library system patro and supported continuing education workshops in partnership with the library system.

13.3.15 **Total Expenditure - Grants to Central/Co-Central Libraries** \$98,298

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)** \$98,298

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. \$0

13.3.18 **Total Allocation from 2017 - 2018 State Aid:** \$98,298

13.3.19 **Total Available Before Expenditures (total 13.3.17 + 13.3.18)** \$98,298

13.3.20 **Cash Balance at the end of the Current Fiscal Year (total 13.3.18 + 13.3.17 - 13.3.16)** \$0

13.3.21 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. The Chemung County Library District provided Sunday hours for library system patro and supported continuing education workshops in partnership with the library system.

**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) 0.25

13.4.2 Total Expenditure for Professional Salaries \$9,009

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 Expenditure for Other Staff Salaries \$29,824

13.4.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$10,070

13.4.6 **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 State Note of explanation when "Other" is selected for these questions for any further requirements.

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

1. Expenditure Category N/A

2. Provider of Services N/A

3. Expenditure N/A

13.4.7 **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.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is selected 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 Books and other print materials

2. Expenditure \$12,842

13.4.9 **Total Expenditure - Supplies and Materials** \$12,842

Travel Expenditures:

13.4.10 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.

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
2.	Expenditure	\$6,345

13.4.11 **Total Expenditure - Travel** \$6,345

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	N/A
2.	Quantity	N/A
3.	Unit Cost	N/A
4.	Expenditure	N/A

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

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

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
2.	Allocation	\$500
3.	Description of Project	Services and Materials for Muslim Community.
1.	Recipient	Belfast
2.	Allocation	\$450
3.	Description of Project	Imprinted Tote Bags for seniors/people with disabilities
1.	Recipient	Cohocton
2.	Allocation	\$750
3.	Description of Project	Yoga Classes for Seniors
1.	Recipient	Wellsville
2.	Allocation	\$900
3.	Description of Project	Tai Chi Classes for seniors/people with disabilities
1.	Recipient	Dormann Library
2.	Allocation	\$425
3.	Description of Project	virtual reality glasses for palliative care patients
1.	Recipient	Hammondsport
2.	Allocation	\$300
3.	Description of Project	Photography classes for seniors/teens
1.	Recipient	Prattsburg
		\$800

2.	Allocation	
3.	Description of Project	Digital Literacy Instruction for seniors
1.	Recipient	Savona
2.	Allocation	\$800
3.	Description of Project	Auto Mechanics classes for teens, adults & seniors
1.	Recipient	Richburg
2.	Allocation	\$500
3.	Description of Project	Art Classes for seniors and the developmentally disabled
1.	Recipient	Wayland
2.	Allocation	\$975
3.	Description of Project	Connection Consumers, families, and services: iPads for special needs patrons
1.	Recipient	Whitesville
2.	Allocation	\$600
3.	Description of Project	Reading materials for special needs children
13.4.15	Total Expenditure - Grants to Member Libraries	\$7,000
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)	\$75,090
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
13.4.18	Total Allocation from 2017 - 2018 State Aid:	\$75,090
13.4.19	Total Available Before Expenditures (total 13.4.17 + 13.4.18)	\$75,090
13.4.20	Cash Balance at the End of the Current Fiscal Year (total 13.4.18 + 13.4.17 - 13.4.16)	\$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.	In 2017, the library system worked with various agencies in the 5-county area to devel community. Our outreach coordinator made herself available by visiting multiple agen special population groups. Our rotating collection services also enhanced member libr: The library systems COSAC group distributed funds to member libraries in the amoun

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. Examples of appropriate spending include books and magazine / newspaper subscriptions which are acceptable to the institution. Job Information and other topics directly relevant to the county jail inmate's needs (Purchased Services).

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

N

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

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

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

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

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. N

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

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

- | | | |
|----|----------------------|---------------------------------|
| 1. | Expenditure Category | Books and other print materials |
| 2. | Expenditure | \$4,105 |

13.5.4 **Total Expenditure - Supplies and Materials** \$4,105

13.5.5 **Total Expenditure (total 13.5.2, and 13.5.4)** \$4,105

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. \$0

13.5.7 **Total Allocation from 2017 - 2018 State Aid** \$4,105

13.5.8 **Total Available Before Expenditures (total 13.5.6 + 13.5.7)** \$4,105

13.5.9 **Cash Balance at the End of the Current Fiscal Year (total 13.5.7 + 13.5.6 - 13.5.5)** \$0

13.5.10 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. The library system purchased books and magazines to be distributed through county jail relationships with jail staff to offer improve jail collections.

THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTION/

STATE CORRECTIONAL FACILITIES AID

Statutory Education Law § 285 (1)

Reference: Commissioners Regulations 90.14

The amount provided in Education Law is \$9.25 per inmate. Please see the State Corrections Program Guidelines at www.nysl.nysed.gov/libdev/outreach/corrgdln.htm for more information.

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

13.6.1 Total Full-Time Equivalents (FTE)

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.

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

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

1. Expenditure Category N/A

2. Provider of Services N/A

3. Expenditure N/A

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

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

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

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

1. Expenditure Category Books and other print materials

2. Expenditure \$26,299

13.6.9 **Total Expenditure -
Supplies and Materials** \$26,299

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 N/A
2. Expenditure N/A

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

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

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

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

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

13.6.14 **Total Expenditure (total 13.6.2, 13.6.4, 13.6.5, 13.6.7, 13.6.9, 13.6.11, and 13.6.13)** \$26,299

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

13.6.16 **Total Allocation from 2017 - 2018 State Aid:** \$26,299

13.6.17 **Total Available Before Expenditures (total 13.6.15 + 13.6.16)** \$26,299

13.6.18 **Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 - 13.6.14)** \$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
The library system increased the purchase of library materials to correctional facilities coordination of online ordering of materials from member libraries to be provided by continuing education opportunities for correctional facility librarians.

14. Summary of Library System Accomplishments

Using the goals from Section 4 in the approved 2017-2021 System Plan of Service, **BRIEFLY** describe the final results of each Goal Statement #1: Improved local collection impact through collection management j

14.1	Element 1: Resource Sharing - Results	in active collection management through tools, guidance, and facilitation. In 2017, sys Planning tool for use by all member libraries. They also created benchmarking standar selected to use the planning tool. 2018 will determine successes. Goal Statement #2: I knowledge of the ILS - SirsiDynix Symphony. Library system staff determined most u pushing out information to member libraries. They also surveyed member libraries to c was created on WorkFlows topics based on survey results and in-house knowledge - tr reporting capabilities. Goal Statement #3: All member libraries will be aware of the pr the borders of the system. Library system staff facilitated out-of-system Interlibrary Lc (BARC) offered by the South Central Regional Library Council, and ensured that Inter member libraries' collection management practices. Goal Statement #4: Increase Awar Library system staff identified member library staff who are responsible for digital ser system conducted quarterly STLS Digital Library informational meetings to share new ways to make library users aware of the availability of digital content. Social media w marketing materials were developed and distributed to member libraries.
14.2	Element 2: Special Client Groups - Results	Goal Statement: Build connections between member libraries and community service community agencies to get a clear picture of available services they provide and brains member libraries. Additionally, they coordinated with agencies to provide programs at hub to provide services. Materials were distributed and/or developed that promoted ag library services to agency clients. Goal Statement #6: Programs and other resources wi libraries' communities Library system staff encouraged all member library outlets to o encouragement program) and year-round storytimes for ages 0-5. They also worked w "define" summer library programs and related terminology. Training/workshops that a youth--aged 6-18 were additionally offered. 6-18. Other areas of specific learning incl literature based or non-literature based, and collection development for youth. Goal St quality programs and resources for children ages 0-5 and to their families and caregive elements that encourage early literacy skills for member libraries. Moreover, the creati Resources (active and passive) that emphasize early literacy foundational concepts we to improve presentation and /or change presentation of storytimes that include mindful skills were provided. Lastly, system staff presented on 1000 Books before Kindergarte
14.3	Element 3: Professional Development and Continuing Education - Results	Goal Statement #9: Offer continuing education opportunities in a variety of formats th system staff developed tools to discern desired learning needs. This was done through software. Staff also brainstormed and implemented ideas to increase member library p system strives to design and implement at least two formal continuing education oppo HATS Curriculum based Trustee Academy, build a culture of professionalism through field tested workshops to be used in Trustee Academy and mapped-out and began to d challenges in geography, time spent, and volunteer capacity. Goal Statement #11: Prov Management Skills of Member Library Directors The library system partnered with ot in program series. This process led to the creation of the LEAD program, which kicke consultants and contract with individuals to provide instruction. They also began to de collaboration with other library systems.
14.5	Element 5: Consulting and Development Services - Results	Goal Statement #12: Increase Local Funding for Member Libraries through Public Voi to provide understanding of local funding levels and impacts using STLS' Sustainable significant funding campaigns, and supported 3 members with funding campaigns requ developed necessary materials to encourage and support member campaigns.
14.6	Element 6: Coordinated Services - Results	Goal Statement #16: Make available reliable IT infrastructure for STLS member librar conversation with members about IT support and defined services. System IT staff ma member costs associated. In 2018, the library system will make-decisions around these Goal Statement #18: Strengthen Elected Officials' Understanding of Public Library Se

14.7	Element 7: Awareness and Advocacy - Results	advocacy calendar for each state budget year highlighting key activities. The system has been hosting public officials. We also reached out and fostered a social media relationship with public officials. Goal Statement #19: Make Visible Southern Tier Libraries' Position on Social Inclusion. We have fully understood the Library Bill of Rights and reaffirm our subscription to these professional standards. Goal Statement #20: Member libraries will have a basic online presence and we have identified libraries who currently have no library website and assisted with developing a responsive theme and related plugins to add content, and met with all staff who will be responsible for providing an orientation on use.
14.8	Element 8: Communication among Member Libraries and/or Branch Libraries - Results	Goal Statement: Maintain proactive communication between library system and member libraries through platforms and strategies for maintaining communication among member libraries. Systems also provide consulting and continuing education services. They also provide technology platforms for communication. Technology platforms were also enabled. These outlets include: social media, email, and phone.
14.9	Element 9: Cooperative Efforts with Other Library Systems - Results	Goal Statement #21: Build Library System(s)' Capacity to Enhance Services through Systems' consultant's expertise through cross-system training workshops. This was done on multiple systems, developed training resources and techniques that increased risk-taking and innovation across 11-counties. Systems also collaboratively developed goals and actions at annual library system meetings.
14.10	Element 10: Construction - Results	Goal Statement #23: Improve Sustainability of and Access to Member Library and Library System. 11 libraries on grants for major facilities upgrades in sustainability and accessibility in coordinating system wide existing conditions report on accessibility. This impacted the system's ability to provide services.
14.11	Element 11: Central Library - Results	Goal Statement #22: Assist STLS member libraries in enhancing community access to services through the Central Library. Library system worked with Central Library to execute Central Library activities that took place include collection development of Central Library Book Aid for system-wide holds, non-fiction eBooks for system-wide use, and the JobNow employment Development Aid, the Central Library provided Sunday hours of operation, virtual reference services for member libraries.
14.12	Element 12: Direct Access - Results	The library system continues to monitor and uphold its Direct Access Plan as put into agreement form to affirm their commitment to the plan, which allows for universal and equitable access to library services for all residents in the Southern Tier Library System.
14.13	Element 13: Other Goal(s) - Results	N/A

15. Current system URL's

15.1	System Home Page URL	www.stls.org
15.2	URL of Current List of Members	http://www.stls.org/for-the-public/member-libraries-2/
15.3	URL of Current Governing Bylaws	http://www.stls.org/wp-content/uploads/2014/12/Bylaws-10.6.2015-1.pdf
15.4	URL of Evaluation Form	N/A
15.5	URL of Evaluation Results	N/A
15.6	URL of Central Library Plan	http://www.stls.org/wp-content/uploads/2014/12/Approved-Central-Library-Plan-2017-2020.pdf
15.7	URL of Direct Access Plan	http://www.stls.org/wp-content/uploads/2014/12/Approved-Direct-Access-Plan-2017-2020.pdf

16. Assurance and Contact Information

CONTACT INFORMATION

16.1	Contact name (person completing report)	Brian M. Hildreth
16.2	Contact telephone number (enter 10 digits only and hit the Tab key)	(607) 962-3141
16.3	Contact e-mail address	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) 03/20/2018

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

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

Suggested Improvements

Library System	Southern Tier 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 <i>Annual Report</i> . When providing feedback, if applicable please indicate the question number each comment/suggestion refers to.	
Thank You!	