

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, JavaScript must be 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., Miss, Dr.	Mr.

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	Canisteo-Greenwood Central School District
2.	Is this a written contract? (Enter Y for Yes, N for No)	N
3.	Population of the geographic area served by this contract	1,316
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.)? Indicate Y for Yes, N for No. If Yes, please annotate using the State note.

N

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 note if this has changed from the previous year report. 15
- 3.27 Term length for system board/council members. Please add a note if this has changed from the previous year report. 5

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, please use the State note to explain how members were named to the Board/Council. E

SYSTEM BOARD/COUNCIL

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

President/Council Chair

- 3.29 Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the State note), Vacant Mrs.
- 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 and hit the Tab key) (315) 521-6092
- 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) or N/A 2019

- 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, Other (specify using the State note), Vacant Mrs.
 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, Other (specify using the State note), Vacant Mrs.
 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 per CR 90.3 (j)(2)(iv)? (Enter Y for Yes, N for No). Y

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 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.	N
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 provides support to 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	\$4,680
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	\$8,426
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) \$1,788,020

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? Enter Y for Yes, N for No.	Y

Complete one record for each income category. If the system does not have other miscellaneous receipts, enter N/A on 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) \$2,776,527

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)	\$3,837,519

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	\$9,363
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) \$311,800

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)	\$2,531,698
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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)	\$2,531,698
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)	\$3,837,519

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" 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 balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2016.)	\$0
8.10	TOTAL RECEIPTS AND CASH BALANCE (total questions 8.8 and 8.9)	\$88,128

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

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, 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 questions 12.10 through 12.12) \$0

PROJECTED CAPITAL FUND - DISBURSEMENTS

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

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

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

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

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

Statutory Reference (Supplemental): Education Law § 273(12)(a)
The formula is a base grant of \$39,000 and an amount equal to 10.94% of the amount of Basic Aid provided under Education Law § 273(1)(a, c, d, e, and n).

BECPL Special Aid: Education Law § 273(1)(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.	

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 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. 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 \$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 amount

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 Inte 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 of 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 will fully understand 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 website. We 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 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. Develop platforms and strategies for maintaining communication among member libraries. System will provide consulting and continuing education services. They also provide social media communication. Technology platforms were also enabled. These outlets include: social media, newsletters, and community events.
14.9	Element 9: Cooperative Efforts with Other Library Systems - Results	Goal Statement #21: Build Library System(s)' Capacity to Enhance Services through Shared Resources. System consultant's expertise through cross-system training workshops. This was done on multiple occasions. Goal Statement #22: Develop training resources and techniques that increased risk-taking among member libraries in 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. System worked with 11 libraries on grants for major facilities upgrades in sustainability and accessibility in coordination with existing conditions report on accessibility. This impacted the system's ability to provide services to member libraries.
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 effect. System will continue to work with member libraries to affirm their commitment to the plan, which allows for universal and equitable access to library services for all residing 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	https://www.stls.org/wp-content/uploads/2018/09/Survey-Results-Member-IT-Survey-Form.pdf
15.5	URL of Evaluation Results	https://www.stls.org/wp-content/uploads/2018/09/Survey-Results-Member-IT-Survey-Results.pdf
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). 09/18/2018

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