STLS BOARD MEETING
Tuesday, May 16, 2023 - 2:00 pm
CCLD – Steele Memorial Library, Elmira, NY 14901

AGENDA

1.	Agenda		**Doc. #23-51**
2.	Approval of Minutes – April 2023	***FOR APPROVAL**	**Doc. #23-52**
3.	Treasurer's Report –April 2023	***FOR APPROVAL**	**Doc. #23-53**
4.	Financial Clerk's Report – April 2023	***FOR APPROVAL**	**Doc. #23-54**

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

COMMITTEE REPORTS

5.	Executive Committee – Kathy Green		
6.	Personnel & Policies Committee – Denise King		(Minutes) **Doc. #23-55**
7.	Finance & Facilities Committee – Sisi Barr		(Minutes) **Doc. #23-56**
		(2022 State Comptroller Update Document)	**Doc. #23-57**
		(2022 Library System Report to the State Library)	**Doc. #23-58**
8.	Public Relations Committee – Lynnette Decker	(2023 NYS Construction Aid Guidelines)	**Doc. #23-59**
9.	Foundation for Southern Tier Libraries – Louise Richardson		(Minutes) **Doc. #23-60**

BOARD ACTIONS

10.   Expenditure Approvals -Monthly Unpaid Bills Detail   *** FOR APPROVAL**   Doc. #23-61

Finance & Facilities Committee Recommendation: Approve expenditures of the *Unpaid Bills Detail* for the most recent month as authorized by the Financial Clerk, Internal Auditor and Treasurer per the Authority of Board Policy.

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

11.   Receipt Approvals – Monthly Deposit Summary   *** FOR APPROVAL**   Doc. #23-62

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

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

12.   Approve Proposed Revisions to Emergency Closing Policy   *** FOR APPROVAL**   **Doc. #23-63**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the Emergency Closing Policy as presented at the April 18, 2023 board meeting considering any revisions during board meeting discussion, and include the approved changes as part of the library system's Disaster Preparedness Policy as opposed to maintaining as a separate policy.

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

BOARD INFORMATION

13.   Old Business
14.   New Business
15.   Library Networking
16.   President's Report
17.   *Monthly System Team & Divisional Reports   **Doc. #23-64**

Public Expression (15 minutes)

Tour of CCLD - Steele Memorial Library

Adjournment

Next meeting: Pulteney Free Library, Steuben County – Tuesday, June 20, 2023 at 2 p.m.

STLS BOARD MEETING
Tuesday, April 18, 2023 - 2:00 pm
Southern Tier Library System, Painted Post, NY

MINUTES

TRUSTEES PRESENT:

Richard Ahola – 2022	Michael Steffens - 2027
Lynnette Decker -2025	Richard Urban - 2024
Betsy Gorman – 2024 – Remote; Non-Voting	Felicity Wright – 2023
Kathy Green-2021	
David Haggstrom – 2025	
Barbara Hubbell – 2024	
Denise King – 2024	
Susan McGill - 2024	
Louise Richardson – 2024	

Excused: Sisi Barr – 2023, Vacant Allegany County Seat – 2025, Vacant Chemung County Seat – 2022

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

<u>Service Recognition for STLS Trustee Phyllis Rogan</u>   ***FOR APPROVAL**
<u>Executive Committee Recommendation: The STLS Board of Trustees recognizes the time, effort and talent Trustee Phyllis Rogan offered the Southern Tier Library System through mindful governance, and regretfully accepts her resignation.</u>

Aye __11___   Nay _____Abstain ___1____   Absent __1__ Vacant__2_____
Approved/Failed: Approved
Discussion: None

 President K Green called the meeting to order at 2:03 pm

1. AGENDA   *FOR APPROVAL   Doc.#23-30
Approved

2. Approval of Minutes – March 2023   *FOR APPROVAL   Doc. #23-31
Received and Filed

3. Treasurer's Report – March 2023   Received and Filed   Doc. #23-32

B Gorman reported that our asset balance is up $147,000.00 from prior to the pandemic. B Hildreth reported that the fixed assets now reflect the depreciation from the construction project and that the project gave the building added value.
B Hildreth pointed out that the funds in line item 2604, deferred grants, will be moved off the balance sheet after the audit next week. The funds are from the New York State Public Library Construction Grant.
B Hildreth also pointed out that we are repaying the financed portion of the USDA Rural Development Grant. That is reflected in line item 2635.

4. Financial Clerk's Report – March 2023   Received and Filed   Doc. #23-33
B Hildreth did not have a report for income. For expenses, the only notable change was a quarterly cost of $3,000.00 for Overdrive platform fees.

5.1st Quarter Profit & Loss Statement – March 2023   Doc. #23-34
                                                    Received and Filed
B Hildreth highlighted two-line items for income and one for expenses. For income, the first is line item 4723 – Member Library Cost Share and all libraries have paid. The second line item is 4725 – Grants Revenue. This is the first installment of the Appalachian Regional Grant. For expenses. B Hildreth spoke about line item, 5434 - Public Relations. This expense is for a graphic designer to help with an update to the Starcat logo as well as designing new wraps for the delivery vans. B Hildreth also noted that salaries are currently under budget due to job vacancies, but once those vacancies are filled, the line item will be on budget.

D King inquired about how the lack of action on the New York state budget will affect STLS. B Hildreth responded that if the budget delays go past April, our state funding may be delayed.

6. 1st Quarter Claims Auditor Report – March 2023   Doc. #23-35
                                                    Received and Filed
L Richardson stated that documentation is in good shape. There was a lost payment check that was voided and reissued to the payee, First Light Fiber. B Hildreth added that finance charges were incurred on the lost check payment, and STLS is actively working to get those charges reimbursed.

7.   Treasurer's Report – January 2023 (Depreciation)   Doc. #23-36
                                                    Received and Filed
B Hildreth reported that depreciation has been added into the report, reflectinglast year's construction project, and there is a 1.1 million dollar increase in value of the building

8. 2022 End of Year Profit & Loss Statement – December 2022   Doc. #23-37
Received and Filed

B Hildreth stated that, due to last year's construction project, it looks like STLS has a loss in net income. However, if the construction project numbers are not taken into account, STLS has a carryover of roughly $9,000.00 and a balanced budget.

Approved
Standing Committee Reports –
5. Executive Committee – Kathy Green
K Green reported the committee approved the meeting agenda and minutes.

6. Personnel & Policies Committee –   Denise King
D King reported the Personnel and Policies Committee met voted on the Grant Funds Policy. It will be up for vote later in the meeting. The Committee also discussed the incorporation of the Emergency Closing Policy into the Emergency Preparedness Policy. B Hildreth added that all employees, with the exception of Delivery Drivers, have the ability to work remotely and presently do so when there is inclement weather.
D King stated the Business Manager position has been filled by Andrew Zimmerlin. There are also new job postings of Technology Support Specialist, and Library Clerk. There will be an Organizational Chart review next month.

7. Finance & Facilities Committee – Betsy Gorman
B Gorman stated that the committee had a pre-audit meeting with Kathy Stickler from Mengel, Metzger and Barr. She went over new leasing audit standards that will need to be implemented. B Hildreth added the auditors will be conducting the on-site portionof the audit next week at STLS.
B Hildreth summarized the final costs associated with last years building construction project. Overall, the project came in under budget by $80,000.00.

8. Public Relations Committee – Lynnette Decker
L Decker stated the committee did not meet so there is no report.

9. Foundation for Southern Tier Libraries – Louise Richardson
L Richardson reported the Foundation's fundraiser will be Saturday, September 23 at 171 Cedar Arts. There will be appetizers, drinks and a silent auction.
L Richardson also stated the Foundation will be reviewing grant applications this month.

BOARD ACTIONS
14. Expenditure Approvals -Monthly Unpaid Bills Detail   **Doc.#23-43**
*FOR APPROVAL
Finance & Facilities Committee Recommendation: Approve expenditures of the *Unpaid Bills Detail* for the most recent months (January 2, 2023 – April 7, 2023) as authorized

by the Financial Clerk, Internal Auditor and Treasurer per the Authority of Board Policy.

Aye __11___   Nay _____Abstain ___1____   Absent __1__ Vacant__2_____
Approved/Failed: Approved
Discussion: None

15. Receipt Approvals – Monthly Deposit Summary   **Doc. #23-44**
                                                        * FOR APPROVAL
Finance & Facilities Committee Recommendation: Approve receipts of the *Deposit Summary* for the most recent months (January 17, 2023 – April 7, 2023) as authorized by the Financial Clerk per the Finance Policy.

Aye __11___   Nay _____Abstain ___1____   Absent __1__ Vacant__2_____
Approved/Failed: Approved
Discussion: None

16. Approve Proposed Revisions to Grant Funds Policy   **Doc. #23-45**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the Grants Fund Policy as presented at the January 17, 2023 board meeting considering any revisions during board meeting Discussion.

Aye __11___   Nay _____Abstain ___1____   Absent __1__ Vacant__2_____
Approved/Failed: Approved
Discussion: None

17. Approve Job Title & Job Description Revisions to the IT Procurement Specialist position   *** FOR APPROVAL**   **Doc. #23-46**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the revisions to the Job Title & Description of the IT Procurement Specialist position, which includes a job title change to Technology Support Specialist and supports the advertisement of this vacant position.

Aye __11___   Nay _____Abstain ___1____   Absent __1__ Vacant__2_____
Approved/Failed: Approved
Discussion: None

18. Approve Creation of Job Title & Job Description of Part Time Library Clerk position
                          * FOR APPROVAL   **Doc. #23-47**
Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the creation of the Job Title & Description of the Part Time Library Clerk, and

supports the advertisement of this vacant position.

Aye __11___   Nay _____Abstain ___1____   Absent __1__ Vacant__2_____
Approved/Failed: Approved
Discussion: None

19. Approve the Purchase and Installation of External Building Light Sconces
                            * FOR APPROVAL   Doc. #23-48
Executive Director Recommendation: The STLS Board of Trustees approves to the purchase of 11 new exterior lights to replace existing light sconces, and authorizes the Executive Director to spend up to $27,000, which includes contingency expenses.

Move: ___L Richardson___   Second __B Hubbell_____
Aye __11___   Nay _____Abstain ___1____   Absent __1__ Vacant__2_____
Approved/Failed: Approved
Discussion: None

20. Approve the Appointment of the Part Time Business Manager
                         *FOR APPROVAL   (Provided at Meeting) Doc. #22-49
Executive Director Recommendation: The STLS Board of Trustees approves the probationary appointment of Andrew Zimmerlin to the part time position of Business Manager with an official start date of Monday, April 10, 2023 and a beginning annual wage of $23.00 per hour that includes benefits as defined in the 2021 – 2024 Staff Organization Contract.

Move: _M Steffens_____   Second __R Ahola_____
Aye __11___   Nay _____Abstain ___1____   Absent __1__ Vacant__2_____
Approved/Failed: Approved
Discussion: None

BOARD INFORMATION
16. Old Business –
None

17. New Business –
None

18. Library Networking –
L Decker reported the Cuba Library has started renovation work on their Children's area.
R Urban reported the Mary Lu Walker children's area is complete at the Southeast Steuben County Library.
D King stated she appreciates the new communications from NYLA.

19. President's Report –
None

20. Monthly System Team & Divisional Reports -
B Hildreth asked the Board to please review the reports and see what staff has accomplished. He added that the 2022 Goal Reporting document is included in the new Trustee & Policy Manual.

Public Expression (15 minutes)
None

Adjournment   3 :07 pm
Move: L Richardson   Second: B Hubbell

NYS Sexual Harassment Prevention Training for STLS Trustees

Next meeting: Steele Memorial Library, Elmira – Tuesday, May 16, 2023 at 2 p.m.

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

1:24 PM
05/01/23
Accrual Basis

Southern Tier Library System
Treasurer's Report
As 4/30/23

Doc. #23-53

	Apr 30, 23	Mar 31, 23	$ Change
ASSETS			
Current Assets			
Checking/Savings			
1200 · Cash - Operating	2,658.12	8,688.47	-6,030.35
1201 · Cash - Payroll	2,883.47	5,392.82	-2,509.35
1202 · Cash - Money Market	1,302,709.15	1,359,091.75	-56,382.60
Total Checking/Savings	1,308,250.74	1,373,173.04	-64,922.30
Accounts Receivable			
1380 · Accounts Receivable	189,664.57	197,598.64	-7,934.07
Total Accounts Receivable	189,664.57	197,598.64	-7,934.07
Other Current Assets			
12000 · Undeposited Funds	246.00	21,358.33	-21,112.33
Total Other Current Assets	246.00	21,358.33	-21,112.33
Total Current Assets	1,498,161.31	1,592,130.01	-93,968.70
Fixed Assets			
1100 · Fixed Assets			
1102 · Building	2,092,487.60	2,092,487.60	0.00
1104 · Equipment	352,510.60	352,510.60	0.00
1105 · Internet Fiber	960,843.03	960,843.03	0.00
1106 · Vehicles	146,287.50	146,287.50	0.00
1112 · Accumulated Dep Building	-692,371.30	-692,371.30	0.00
1114 · Accumulated Depreciation	-1,067,240.28	-1,067,240.28	0.00
Total 1100 · Fixed Assets	1,792,517.15	1,792,517.15	0.00
Total Fixed Assets	1,792,517.15	1,792,517.15	0.00
Other Assets			
1382 · Prepaid expenses	83,657.56	83,657.56	0.00
Total Other Assets	83,657.56	83,657.56	0.00
TOTAL ASSETS	3,374,336.02	3,468,304.72	-93,968.70
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2600 · Accounts Payable	0.00	865.78	-865.78
Total Accounts Payable	0.00	865.78	-865.78
Other Current Liabilities			
2601 · Accrued P/R	4,278.73	4,278.73	0.00
2604 · Deferred Grant	3,597.89	3,597.89	0.00
2625 · Payroll Deductions Payable	532.96	0.00	532.96
2626 · Flex Spending Deduction Payable	-739.79	-227.38	-512.41
2627 · PFL Payable to Insurance	5,494.14	5,209.36	284.78
2635 · Capital Notes Payable	129,552.93	131,705.98	-2,153.05
2640 · Accrued Compensated Absences	138,984.07	138,984.07	0.00
Total Other Current Liabilities	281,700.93	283,548.65	-1,847.72
Total Current Liabilities	281,700.93	284,414.43	-2,713.50
Total Liabilities	281,700.93	284,414.43	-2,713.50

Southern Tier Library System
Treasurer's Report
As 4/30/23

	Apr 30, 23	Mar 31, 23	$ Change
Equity			
3200 · Fund Balance Unrestricted	2,546,574.08	2,546,574.08	0.00
3910 · Board Restricted Capital Reserv	350,000.00	350,000.00	0.00
3911 · Donor Restricted Capital Reserv	97,806.44	97,806.44	0.00
Net Income	98,254.57	189,509.77	-91,255.20
Total Equity	3,092,635.09	3,183,890.29	-91,255.20
TOTAL LIABILITIES & EQUITY	3,374,336.02	3,468,304.72	-93,968.70

Official Depository: Community Bank NA

Money Market Account: .10 Rate of Return

Checking Accounts: .05 Rate of Return

Southern Tier Library System
Financial Clerk's Report
April 2023

Doc. #23-54

	Apr 23	Mar 23	$ Change
Income			
4719 · Interest	32.82	32.06	0.76
4724 · Member Library IT Contracts	13,083.53	85.58	12,997.95
4725 · Grants Revenue	23,989.00	0.00	23,989.00
4731 · Arkport Support	1,809.88	1,679.57	130.31
4733 · Member Library Processing Fees	0.00	77.00	-77.00
4735 · Non State Aid Pass Through	8,967.70	10,768.24	-1,800.54
4782 · Donations	34.65	63.16	-28.51
4784 · General Reimbursements & Refund	848.78	0.00	848.78
Total Income	48,766.36	12,705.61	36,060.75
Gross Profit	48,766.36	12,705.61	36,060.75
Expense			
5100 · Salaries			
5141 · Professional Salaries	31,069.60	31,069.60	0.00
5142 · Non-Professional Salaries	32,647.18	33,187.52	-540.34
Total 5100 · Salaries	63,716.78	64,257.12	-540.34
5150 · Personnel Benefits			
5153 · Social Security	4,672.55	4,713.90	-41.35
5154 · Workers Compensation	877.42	532.42	345.00
5157 · Health Insurance	12,475.54	14,557.66	-2,082.12
5158 · Payroll Expense - Other	1,529.95	903.30	626.65
Total 5150 · Personnel Benefits	19,555.46	20,707.28	-1,151.82
5204 · STLS Software & Small Equipment	0.00	26.99	-26.99
5205 · Maintenance Contracts & Leases	439.21	1,035.40	-596.19
5408 · Platform Fees & Licenses	4,505.00	3,000.00	1,505.00
5409 · STLS Telephone/Internet	14,328.40	16,102.18	-1,773.78
5417 · Library Materials	422.25	562.05	-139.80
5418 · Consultant Collection	0.00	576.91	-576.91
5420 · Staff Development Travel	443.90	253.77	190.13
5422 · Trustee Mileage	264.62	0.00	264.62
5424 · Conference Registration	1,602.40	0.00	1,602.40
5425 · Staff & Member Library Mileage	0.00	40.61	-40.61
5427 · Programming & Annual Conference	350.00	250.00	100.00
5428 · Meeting Supplies	557.95	244.85	313.10
5430 · Office Supplies	201.46	343.60	-142.14
5433 · Postage	1,150.54	10.20	1,140.34
5434 · Public Relations	1,720.09	2,182.66	-462.57
5435 · Member Library Pass through	18,142.45	21,011.02	-2,868.57
5442 · Professional Fees	256.00	0.00	256.00
5444 · Accounting Support & Audit	286.50	99.00	187.50
5450 · Utilities	1,056.80	1,323.21	-266.41
5451 · Building Maintenance & Repairs	917.65	684.05	233.60
5453 · Loan Interest	246.95	250.98	-4.03
5454 · Commercial Insurance	868.53	868.53	0.00

Southern Tier Library System
Financial Clerk's Report
April 2023

	Apr 23	Mar 23	$ Change
5471 · Vehicle Maintenance & Repairs	325.00	553.64	-228.64
5473 · Vehicle Fuel	1,436.41	1,513.12	-76.71
5474 · Vehicle Insurance	464.00	464.00	0.00
5480 · Greenwood Reading Center Exp	1,619.87	1,037.48	582.39
5485 · Arkport Expense Account	1,809.88	1,679.57	130.31
5490 · Grants	3,333.46	14,833.03	-11,499.57
Total Expense	140,021.56	153,911.25	-13,889.69
Net Income	**-91,255.20**	**-141,205.64**	**49,950.44**

Personnel & Policies Committee
Meeting Minutes
Tuesday, May 9, 2023 at 12:00 pm
Meeting Location: Southern Tier Library System - Painted Post

Committee Members in Attendance: Denise King (chair), Barbara Hubbell, and Richard Ahola

Staff: Brian M. Hildreth

Policies

Emergency Closing Policy

The Committee reviewed the Emergency Closing Policy. The group agreed the policy was ready to move out of committee for full board approval. There was some discussion about where the policy's statement would be included in the Disaster Preparedness Policy since the Emergency Closing Policy would no longer stand on its own. The committee reviewed the Disaster Preparedness Policy, and inserted the Emergency Closing Policy statement into the appropriate space of the Disaster Preparedness Policy

The committee voted on the Emergency Closing Policy…

Approve Proposed Revisions to Emergency Closing Policy

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the Emergency Closing Policy as presented at the April 18, 2023 board meeting considering any revisions during board meeting Discussion, and include the approved changes as part of the library system's Disaster Preparedness Policy as opposed to maintaining as a separate policy.

Motion by R. Ahola; Seconded by B. Hubbell. Unanimously passed.

Conflict of Interest Policy

B. Hildreth discussed the policy and indicated it has not been reviewed or updated since 2018. He said it was one of the older policies in the library system's manual, and it is on the committee's policy consideration list for 2023. Committee members read through portions of the policy. The committee requested more time with the draft policy. D. King stated full review of the policy would take place prior to June's meeting, so the committee could make final recommendations to the full board of trustees. The group also discussed the Whistleblower and Ethical Behavior Policy. D. King suggested committee members review this policy before June's meeting. B. Hildreth said the Purchasing Policy is also due for review. He had planned on presenting proposed revisions to the Finance & Facilities Committee in June. The committee said it would be willing to review this policy as well, and share

proposed revisions with the Finance & Facilities Committee. Committee members agreed with these approaches.

Personnel

B. Hildreth updated committee members on the search and hiring status of vacant library system positions. He informed the group that the deadline for the Technology Support Specialist position was April 28, and roughly a dozen candidates had applied. The Division of IT is presently reviewing candidate's qualifications and setting up initial online interviews. He also said the Part Time ILS Specialist position is nearing interview completion. Interviews with finalists are being scheduled for the third week of May, and a decision would be made by the end of the month. The Part Time Library Clerk position was posted the last week of April, and the deadline for applications is May 19. He said the Division of Professional Development and Outreach is leading the hiring process. Interviews for the remaining two vacant Delivery Driver positions are taking place the week of April 8. There are several qualified candidates in the pool, and he is optimistic both positions will be filled in the coming days.

Executive Director Performance Objectives Update

B. Hildreth presented information updates on his four performance objectives for 2022/2023. He said three of four objectives are actively being worked on, and the status report highlights these activities. He said the fourth objective, which was somewhat aspirational at the formation of the goals, still holds promise, but it is not being prioritized at this time. The full board should have tangible updates relative to the objectives at June and July Board Meetings.

Meeting adjourned at 12:56 pm.

Minutes respectfully submitted by: Brian M. Hildreth

Finance & Facilities Committee
Meeting Minutes
Monday, May 8, 2023

Members Present: Sisi Barr (chair), Betsy Gorman, Louise Richardson, and Brian Hildreth
Excused: Richard Urban

Meeting was called to order at 3:20 pm

2022 Audit Update - Brian updated the committee on the independent auditor's preliminary work, and stated that only minor adjustments may be needed. Brian highlighted that the auditors reviewed the three Federal Grants we received last year and shared that we will have to plan for monthly lease payments that will be determined by an accountant who specifically knows how to do these calculations.

Financial Statements- Brian reviewed April's financial statements with the committee.

April's Treasurer's Report- Brian shared that our cash balance is a little over $1.3 million. As compared to 2019, pre-pandemic, we are about $100,000 up for the year.

April's Financial Clerk's Report- Brian noted that item 4724 – Member Library IT Contracts – member library billed for internet services. Salaries reflect two pay periods for the month which is on target.

April's Profit-Loss Statement – the state budget has passed and we are expecting flat funding relative to 2022. On the expense line, salary expenditures are under as a few positions have been unfilled. Item 5409 – STLS Telephone/Internet reflects re-occurring monthly charges. Item 5420 – Staff Development Travel because some main conferences are held online. Item 5451 – Building Maintenance and Repairs reflects the cost of new exterior lighting; a mid-year budget revision will be done to account for the cost.

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

Facilities

STLS Office Renovations – Brian accepted a bid of $5,000 for the re-sealing and re-stripping of the parking lot. This will be completed by the end of May. The committee discussed the next priorities for capital improvement to include a new roof, windows, and a repaving of the parking lot.

Hearing no other business, Louise made a motion to adjourn the meeting and Betsy seconded. Meeting adjourned at 3:45 pm.

Submitted by: Sisi Barr, Treasurer

All Numbers In This Report
Have Been Rounded To
The Nearest Dollar

ANNUAL FINANCIAL REPORT

UPDATE DOCUMENT

For The

SPU - LIBRARY SYSTEM of Southern Tier Library System

County of Steuben

For the Fiscal Year Ended 12/31/2022

****

AUTHORIZATION

ARTICLE 3, SECTION 30 of the GENERAL MUNICPAL LAW:

1. ***Every Municipal Corporation *** shall annually make a report of its
financial condition to the Comptroller. Such report shall be made by the
Chief Fiscal Officer of such Municipal Corporation ***

5. All reports shall be certified by the officer making the same and shall
be filed with the Comptroller *** It shall be the duty of the incumbent
officer at the time such reports are required to be filed with the
Comptroller to file such report ***

State of NEW YORK
Office of The State Comptroller
Division of Local Government and School Accountability
Albany, New York 12236

SPU - LIBRARY SYSTEM OF Southern Tier Library System

*** FINANCIAL SECTION ***

Financial Information for the following funds and account groups are included in the Annual Financial Report filed by your government for the fiscal year ended 2021 and has been used by the OSC as the basis for preparing this update document for the fiscal year ended 2022:

(A) GENERAL
(K) GENERAL FIXED ASSETS
(W) GENERAL LONG-TERM DEBT

All amounts included in this update document for 2021 represent data filed by your government with OSC as reviewed and adjusted where necessary.

*** SUPPLEMENTAL SECTION ***

The Supplemental Section includes the following sections:

1) Statement of Indebtedness
2) Schedule of Time Deposits and Investments
3) Bank Reconciliation
4) Local Government Questionnaire
5) Schedule of Employee and Retiree Benefits
6) Schedule of Energy Costs and Consumption

All numbers in this report will be rounded to the nearest dollar.

(A) GENERAL

Balance Sheet

Code Description	2021	EdpCode	2022
Assets			
Cash	12,134	A200	8,555
Cash In Time Deposits	2,164,275	A201	954,362
TOTAL Cash	2,176,409		962,917
Accounts Receivable	132,798	A380	459,284
TOTAL Other Receivables (net)	132,798		459,284
Prepaid Expenses	86,130	A480	83,658
TOTAL Prepaid Expenses	86,130		83,658
TOTAL Assets and Deferred Outflows of Resources	2,395,337		1,505,859

(A) GENERAL

Balance Sheet

Code Description	2021	EdpCode	2022
Accounts Payable	57,478	A600	16,076
TOTAL Accounts Payable	**57,478**		**16,076**
Accrued Liabilities	4,658	A601	
Payroll Deductions	4,489	A602	9,337
TOTAL Accrued Liabilities	**9,147**		**9,337**
Budget Notes Payable		A622	136,000
TOTAL Notes Payable	**0**		**136,000**
Compensated Absences	134,464	A687	138,984
TOTAL Other Liabilities	**134,464**		**138,984**
TOTAL Liabilities	**201,089**		**300,398**
Deferred Inflows of Resources			
Deferred Inflow of Resources	328,778	A691	3,598
TOTAL Deferred Inflows of Resources	**328,778**		**3,598**
TOTAL Deferred Inflows of Resources	**328,778**		**3,598**
Fund Balance			
Not In Spendable Form	86,130	A806	
TOTAL Nonspendable Fund Balance	**86,130**		**0**
Assigned Unappropriated Fund Balance	447,806	A915	447,806
TOTAL Assigned Fund Balance	**447,806**		**447,806**
Unassigned Fund Balance	1,331,534	A917	754,057
TOTAL Unassigned Fund Balance	**1,331,534**		**754,057**
TOTAL Fund Balance	**1,865,470**		**1,201,863**
TOTAL Liabilities, Deferred Inflows And Fund Balance	**2,395,337**		**1,506,859**

OSC Municipality Code 464700000000

(A) GENERAL

Results of Operation

Code Description	2021	EdpCode	2022
Revenues			
Interest & Penalties On Real Prop Taxes		A1090	
TOTAL Real Property Tax Items	0		0
Other General Departmental Income	4,079	A1289	15,088
Library Charges	368,172	A2082	372,345
TOTAL Departmental Income	372,251		387,432
Library Services, Other Govts	395,382	A2360	411,619
TOTAL Intergovernmental Charges	395,382		411,619
Interest And Earnings	619	A2401	537
TOTAL Use of Money And Property	619		537
Sales of Equipment		A2665	2,900
TOTAL Sale of Property And Compensation For Loss	0		2,900
Gifts And Donations	1,596	A2705	3,469
Grants From Local Governments	75,914	A2706	118,845
Unclassified (specify)	303,365	A2770	320,377
TOTAL Miscellaneous Local Sources	380,875		442,691
St Aid For Libraries	1,646,859	A3840	1,899,922
TOTAL State Aid	1,646,859		1,899,922
Federal Aid For Libraries	309,860	A4840	242,000
TOTAL Federal Aid	309,860		242,000
TOTAL Revenues	3,105,846		3,387,101
TOTAL Detail Revenues And Other Sources	3,105,846		3,387,101

(A) GENERAL

Results of Operation

Code Description	2021	EdpCode	2022
Expenditures			
Other General Govt Support, Personal Serv	115,919	A19891	128,540
Other General Govt Support, Contract Exp	17,823	A19894	24,023
TOTAL Other General Govt Support	**133,742**		**152,563**
TOTAL General Government Support	**133,742**		**152,563**
Library, Pers Serv	774,672	A74101	797,164
Library, Contr Expend	1,598,597	A74104	2,730,707
TOTAL Library	**2,373,269**		**3,527,871**
TOTAL Culture And Recreation	**2,373,269**		**3,527,871**
State Retirement System	115,578	A90108	87,206
Social Security, Employer Cont	64,066	A90308	68,202
Worker's Compensation, Empl Bnfts	8,725	A90408	8,018
Disability Insurance, Empl Bnfts	3,275	A90558	2,760
Hospital & Medical (dental) Ins, Empl Bnft	205,722	A90608	192,166
Other Employee Benefits (spec)	9,742	A90898	11,923
TOTAL Employee Benefits	**407,168**		**370,275**
TOTAL Expenditures	**2,914,119**		**4,050,766**
TOTAL Detail Expenditures And Other Uses	**2,914,119**		**4,050,766**

OSC Municipality Code 464700000000

(A) GENERAL

Analysis of Changes in Fund Balance

Code Description	2021	EdpCode	2022
Analysis of Changes in Fund Balance			
Fund Balance - Beginning of Year	1,673,743	A8021	1,865,470
Restated Fund Balance - Beg of Year	1,673,743	A8022	1,865,470
ADD - REVENUES AND OTHER SOURCES	3,105,846		3,387,101
DEDUCT - EXPENDITURES AND OTHER USES	2,914,119		4,050,708
Fund Balance - End of Year	1,865,470	A8029	1,201,863

(A) GENERAL

Budget Summary

Code Description	2022	EdpCode	2023
Estimated Revenues			
Est Rev - Departmental Income	438,500	A1299N	
Est Rev - Intergovernmental Charges	486,779	A2399N	
Est Rev - Miscellaneous Local Sources	3,500	A2799N	
Est Rev - State Aid	1,169,297	A3099N	
TOTAL Estimated Revenues	2,098,076		0
TOTAL Estimated Revenues And Other Sources	2,098,076		0

(A) GENERAL

Budget Summary

Code Description	2022	EdpCode	2023
Appropriations			
App - General Government Support	325,775	A1999N	
App - Culture And Recreation	436,800	A7999N	
App - Employee Benefits	1,335,501	A9199N	
TOTAL Appropriations	**2,098,076**		0
TOTAL Appropriations And Other Uses	**2,098,076**		0

(K) GENERAL FIXED ASSETS

Balance Sheet

Code Description	2021	EdpCode	2022
Assets			
Buildings	1,099,684	K102	2,092,488
Machinery And Equipment	1,205,098	K104	1,459,641
Accum Deprec, Buildings	-656,629	K112	-692,371
Accum Depr, Machinery & Equip	-973,666	K114	-1,067,240
TOTAL Fixed Assets (net)	**674,487**		**1,792,517**
TOTAL Assets and Deferred Outflows of Resources	**674,487**		**1,792,517**

(K) GENERAL FIXED ASSETS

Balance Sheet

Code Description	2021	Edp Code	2022
Liabilities, Deferred Inflows And Fund Balance			
Total Non-Current Govt Assets	674,487	K159	1,792,517
TOTAL Investments In Non-Current Government Assets	674,487		1,792,517
TOTAL Fund Balance	674,487		1,792,517
TOTAL	674,487		1,792,517

OSC Municipality Code 464700000000

(W) GENERAL LONG-TERM DEBT

Balance Sheet

Code Description		2021	Sds Code	2022
Net Pension Liability -Proportionate Share		3,176	W638	-267,422
Compensated Absences		134,464	W687	138,984
TOTAL Other Liabilities		**137,640**		**-128,438**
TOTAL Liabilities		**137,640**		**-128,438**
TOTAL Liabilities		**137,640**		**-128,438**

$267,422

comes from
NYS Retirement
System - see
attached following
page

(W) GENERAL LONG-TERM DEBT

Balance Sheet

Code Description	2021	EdpCode	2022
Assets			
Total Non-Current Govt Liabilities	137,640	W129	-128,438
TOTAL Provision To Be Made In Future Budgets	137,640		-128,438
TOTAL Assets and Deferred Outflows of Resources	137,640		-128,438

GASB 68 Report for
NYSLRS Measurement Date 03/31/2022

SOUTHERN TIER LIBRARY SYSTEM - 50782 ERS

Employer Fiscal Year: 12/31/2022 Employer Allocation Percentage: 0.0032714%

Measurement Date	03/31/2022
Actuarial Valuation Date	04/01/2021
Net pension Liability (Asset) – Ending	**($267,422)**

DEFERRED OUTFLOWS – as of Measurement Date

Difference Between Expected and Actual Experience	$20,252
Change of Assumptions	$446,297
Net Difference Between Projected and Actual Investment Earning on Pension Plan Investments	$0
Changes in Proportion and Differences Between Employer Contribution and Proportionate Share of Contributions	$48,630
Employer Contributions Subsequent to the Measurement Date	PROVIDED BY EMPLOYER

DEFERRED INFLOWS – as of Measurement Date

Difference Between Expected and Actual Experience	$26,268
Changes of Assumptions	$7,531
Net Difference Between Projected and Actual Investment Earnings on Pension Plan Investments	$875,694
Changes in Proportion and Differences Between Employer Contributions and Proportionate Share of Contributions	$60,589

PENSION EXPENSE

Proportionate Share of Plan Pension Expense	$12,095
Net Amortization of Deferred Amounts from Changes in Proportion and Differences Between Employer Contributions and Proportionate Share of Contributions	($8,259)
Total Pension Expense (Income)	**$3,836**

Additional GASB 68 Employer Disclosures

GASB 68 requires significant Note Disclosures. The information below is specific to the employer for whom this valuation has been calculated. More information related to Note Disclosures will be available on the NYSLRS website for all employers including NYSLRS' financial statements and related GASB schedules.

SOUTHERN TIER LIBRARY SYSTEM - 50782 ERS

Employer Fiscal Year: 12/31/2022   Employer Allocation Percentage: 0.0032714%

Sensitivity of the Employer's Proportionate Share of the Net Pension Liability
Due to Changes in the Discount Rate

	1% Decrease (4.90%)	Current Discount Rate(5.90%)	1% Increase (6.90%)
Employer's Proportionate Share of the Net Pension Liability (Asset)	$688,341	($267,422)	($1,066,871)

Net amount of the employer's balances of deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Fiscal Year End:	
2023	($74,187)
2024	($102,326)
2025	($225,802)
2026	($52,588)
2027	$0
Thereafter	$0

Employer's Covered Payroll	PROVIDED BY EMPLOYER
Employer's Contribution	$115,578

Southern Tier Library System
Statement of Indebtedness
For the Fiscal Year Ending 2022

County of: Steuben

Municipal Code: 464700000000

Fiscal Year	Debt Code	Description	Caps Flag	Comp Flag	Date of Issue	Date of Maturity	Int. Rate	Var?	Amt. Orig. Issued	O/S Beg. of Year	Paid Dur. Year	Redeemed Bond Proc.	Prior Yr. Adjust.	Accreted Interest	O/S End of Year
2022	OTHR	Purchase of equipment	N		12/31/2022	01/10/2028	2.25%		$136,000	$0	$0		$0	$0	$136,000
Total for Type/Exempt Status - Sums Issued Amts only made in AFR Year									$136,000	$0	$0	$0	$0	$0	$136,000
AFR Year Total for All Debt Types - Sums Issued Amts only made in AFR Year									$136,000	$0	$0	$0	$0	$0	$136,000

Southern Tier Library System
Schedule of Time Deposits and Investments
For the Fiscal Year Ending 2022

	EDP Code	Amount
CASH:		
On Hand	9Z2001	$0.00
Demand Deposits	9Z2011	$8,555.17
Time Deposits	9Z2021	$954,362.24
Total		$962,917.41
COLLATERAL:		
- FDIC Insurance	9Z2014	$250,000.00
Collateralized with securities held in possession of municipality or its agent	9Z2014A	$804,332.11
Total		$1,054,332.11
INVESTMENTS:		
- Securities (450)		
Book Value (cost)	9Z4501	$0.00
Market Value at Balance Sheet Date	9Z4502	$0.00
Collateralized with securities held in possession of municipality or its agent	9Z4504A	$0.00
- Repurchase Agreements (451)		
Book Value (cost)	9Z4511	$0.00
Market Value at Balance Sheet Date	9Z4512	$0.00
Collateralized with securities held in possession of municipality or its agent	9Z4514A	$0.00

Southern Tier Library System
Bank Reconciliation
For the Fiscal Year Ending 2022

Include All Checking, Savings and C.D. Accounts

Bank Account Number	Bank Balance	Add: Deposit In Transit	Less: Outstanding Checks	Adjusted Bank Balance
*****-8520	$76,700	$0	$73,086	$3,613
*****-8538	$7,498	$0	$2,557	$4,942
*****-8355	$954,362	$0	$0	$954,362

Total Adjusted Bank Balance			$962,917
Petty Cash			$.00
Adjustments			$.00
Total Cash	9ZCASH	*	$962,917
Total Cash Balance All Funds	9ZCASHB	*	$962,917

* Must be equal

Southern Tier Library System
Local Government Questionnaire
For the Fiscal Year Ending 2022

		Response
1)	Does your municipality have a written procurement policy?	Yes
2)	Have the financial statements for your municipality been independently audited?	Yes
	If not, are you planning on having an audit conducted?	
3)	Does your local government participate in an insurance pool with other local governments?	No
4)	Does your local government participate in an investment pool with other local governments?	No
5)	Does your municipality have a Length of Service Award Program (LOSAP) for volunteer firefighters?	No
6)	Does your municipality have a Capital Plan?	Yes
7)	Has your municipality prepared and documented a risk assessment plan?	Yes
	If yes, has your municipality used the results to design the system of internal controls?	Yes
8)	Have you had a change in chief executive or chief fiscal officer during the last year?	No
9)	Has your Local Government adopted an investment policy as required by General Municipal Law, Section 39?	Yes

Southern Tier Library System
Employee and Retiree Benefits
For the Fiscal Year Ending 2022

	Total Full Time Employees:	9			
	Total Part Time Employees:	11			
Account Code	Description	Total Expenditures (All Funds)	# of Full Time Employees	# of Part Time Employees	# of Retirees
90108	State Retirement System	$87,206.00	9	4	
90158	Police and Fire Retirement				
90258	Local Pension Fund				
90308	Social Security	$68,202.06	9	11	
90408	Worker's Compensation Insurance	$8,018.17	9	11	
90458	Life Insurance				
90508	Unemployment Insurance				
90558	Disability Insurance	$2,760.07	9	11	
90608	Hospital and Medical (Dental) Insurance	$192,165.58	6		
90708	Union Welfare Benefits				
90858	Supplemental Benefit Payment to Disabled Fire Fighters				
91890	Other Employee Benefits				
	Total	$358,351.88			
Computed Total From Financial Section (comparative purposes only)		$370,274.51			

Southern Tier Library System
Energy Costs and Consumption
For the Fiscal Year Ending 2022

Energy Type	Total Expenditures	Total Volume	Units Of Measure	Alternative Units Of Measure
Gasoline	$23,228	6,622	gallons	
Diesel Fuel			gallons	
Fuel Oil			gallons	
Natural Gas	$2,903		cubic feet	
Electricity	$8,513		kilowatt-hours	
Coal			tons	
Propane			gallons	

OSC Municipality 464700000000

Southern Tier Library System
Annual Report for Library Systems - 2022 (Public Library Systems 2022)

1. General System Information

System/Director Information

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

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

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

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

1.1	SEDCODE	571000700006
1.2	Institution ID	800000037953
1.3	System Name	Southern Tier Library System
1.4	Beginning Reporting Year	01/01/2022
1.5	Ending Reporting Year	12/31/2022
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	https://drive.google.com/file/d/1e7GwxmugffTDsCym0AXVDhwO_qhY_q-w/view
1.18	Population Chartered to Serve (2020 Census)	266,860
1.19	Area Chartered to Serve (square miles)	3,494
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	First Name of System Director	Brian
1.25	Last Name of System Director	Hildreth
1.26	NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System.	22533
1.31	Telephone Number of the System Director, including area code and extension (enter digits only, field will automatically format with extension)	(607) 962-3141 Ext.2207
1.32	E-Mail Address of the System Director	communitylibrarypartner@stls.org
1.33	Fax Number of the System Director (enter 10 digits only and hit the Tab key)	(607) 962-5356
1.34	Name of Outreach Coordinator	Keturah Cappadonia

Contracts/Unusual Circumstances

1.48	Does the reporting system have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one repeating group for each contract. If no, enter N/A on questions 1 through 5 of one repeating group.	N
1.	Name of Contracting Municipality or District	N/A
2.	Is this a written contract? (Enter Y for Yes, N for No)	N/A
3.	Population of the geographic area served by this contract	N/A
4.	Dollar amount of contract	N/A
5.	Indicate "Full" or "Partial" range of services provided by this contract (Select one)	N/A

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

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

1.50	President/CEO Name. If there is no President/CEO please enter "N/A"	N/A
1.51	President/CEO Phone Number	N/A
1.52	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	3
2.11	Librarians - Vacant Position(s) FTE	1
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)	5.00
2.15	Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.11 + 2.13)	1.00
2.16	Total Other Professional Staff - Filled Position(s) FTE	6
2.17	Total Other Professional Staff - Vacant Position(s) FTE	1.5
2.18	Total Other Staff - Filled Position(s) FTE	3.5
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)	14.50
2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	2.50

SALARY INFORMATION

| 2.22 | Entry-Level Librarian (certified) FTE | 1 |

2.23	Entry-Level Librarian (certified) Current Annual Salary	$50,000
2.24	System Director FTE	1
2.25	System Director Current Annual Salary	$124,113

3. System Membership, Outlets and Governance

Service Outlets/Meetings/System Council

PUBLIC SERVICE OUTLETS

3.9	Number of member libraries. Do not include branches.	40
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	2021
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	4
3.22	Other Outlets	0
3.23	Total Public Service Outlets (total questions 3.15, 3.19 through 3.22)	5
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
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

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2023, through December 31, 2023. For each vacant position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group. You may 1) enter the data for the Coordinated Outreach Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking here. Please Note: It is customized and contains all the data entered last year to be updated this year. Complete this form and email it to collectconnect@baker-taylor.com. The number of council members must be 5 to 11 (no less than five and no more than 11).
Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

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

1.	Status	Filled
2.	First Name	Phyllis
3.	Last Name	Balliett
4.	Institutional Affiliation	Chemung, Schuyler, Steuben Workforce New York
5.	Professional Title	Director

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

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

1.	Status	Filled
2.	First Name	Lois
3.	Last Name	Wilson
4.	Institutional Affiliation	United Way of the Southern Tier
5.	Professional Title	Manager of Communications and Media Relations

1.	Status	Filled
2.	First Name	Krystle
3.	Last Name	Blencowe
4.	Institutional Affiliation	Institute for Human Services, Inc.
5.	Professional Title	Director of Community Relations

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

Borrowers/Visits/Circulation/Holdings

4.1	Number of registered system borrowers	422
4.2	System Visits	540

CIRCULATION

4.3	Total Cataloged Book Circulation	332
4.4	Total Circulation of Other Materials	24
4.5	Physical Item Circulation (Total questions 4.3 & 4.4)	356
4.6	Use of Electronic Material	2,343
4.7	Successful Retrieval of Electronic Information	261
4.8	Electronic Content Use (Total Questions 4.6 & 4.7)	2,604
4.9	Total Circulation of Materials (Total Questions 4.5 & 4.6)	2,699
4.10	Total Collection Use (Total Questions 4.7 & 4.9)	2,960

GENERAL SYSTEM HOLDINGS

4.11	Total Cataloged Book Holdings	9,543
4.12	Uncataloged Book Holdings	0
4.13	Total Print Serial Holdings	72
4.14	All Other Print Materials Holdings	5
4.15	Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14)	9,620
4.16	Electronic Books	22,001
4.17	Local Electronic Collections	5
4.18	Total Number of NOVELNY Databases	15
4.19	Total Electronic Collections (Total questions 4.16 + 4.17)	22,006
4.20	Audio - Downloadable Units	7,724
4.21	Video - Downloadable Units	0

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)   29,745

Holdings Continued

Non-Electronic Materials

4.24	Audio - Physical Units	19
4.25	Video - Physical Units	43
4.26	Other Non-Electronic Materials	0
4.27	Total Other Materials Holdings (Total questions 4.24 through 4.26)	62
4.28	Grand Total Holdings (Total questions 4.15, 4.23 and 4.27)	39,427

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	146
4.31	Average number of items per collection	47

5. System Services

ILS

TECHNOLOGY AND RESOURCE SHARING INTEGRATED LIBRARY SYSTEM (ILS)

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

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	Yes
f.	Serials Control	Yes
g.	Media Booking	No
h.	Community Information	Yes
i.	Electronic Resource Management	Yes
j.	Digital Collections Management	Yes

5.3	Identify ILS system vendor	SirsiDynix
5.4	How many member libraries fully participate in the ILS?	40
5.5	% of member libraries participating (calculated field)	100.00%
5.6	How many member libraries participate in some ILS modules?	40

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	701,876
5.9	Number of new titles added by the system in the reporting year	18,416
5.10	Number of Central Library Aid titles added in the reporting year	797
5.11	Number of new titles added by the members in the reporting year	328
5.12	Total new titles (total questions 5.9 through 5.11)	19,541

Catalog

UNION CATALOG OF RESOURCES

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

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

a.	Print	No
b.	Disc	No
c.	Online (virtual catalog)	Yes

5.14	How many libraries participate in (or submit records for) the union catalog?	40
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	701,876
5.17	Number of holdings in the system's union catalog	1,234,143
5.18	Number of new titles added in the last year	20,352
5.19	Number of holdings added in the last year	56,595

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?	40

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

Website/Interlibrary Loan/Delivery/Continuing Edu.

VISITS TO THE SYSTEM'S WEB SITE

5.24	Annual number of visits to the system's web site	35,513

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25	Total items provided (loaned)	0
5.26	Total items received (borrowed)	815
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)	815

DELIVERY

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

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

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

CONTINUING EDUCATION/STAFF DEVELOPMENT
Workshops/Meetings/Training Sessions

Resource sharing (ILL, collection development, etc.)

5.32	Number of sessions	18
5.33	Number of participants	26

Continuing Education Cont.

Technology

5.34	Number of sessions	96
5.35	Number of participants	159

Digitization

5.36	Number of sessions	12
5.37	Number of participants	30

Leadership

| 5.38 | Number of sessions | 40 |
| 5.39 | Number of participants | 90 |

Management & Supervisory

| 5.40 | Number of sessions | 55 |
| 5.41 | Number of participants | 95 |

Planning and Evaluation

| 5.42 | Number of sessions | 86 |
| 5.43 | Number of participants | 198 |

Awareness and Advocacy

| 5.44 | Number of sessions | 34 |
| 5.45 | Number of participants | 608 |

Trustee/Council Training

| 5.46 | Number of sessions | 37 |
| 5.47 | Number of participants | 218 |

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 | 12 |
| 5.51 | Number of participants | 103 |

Children's Services/Elementary Grade Levels

| 5.52 | Number of sessions | 23 |
| 5.53 | Number of participants | 214 |

Young Adult Services/Middle and High School Grade Levels

| 5.54 | Number of sessions | 0 |
| 5.55 | Number of participants | 0 |

General Adult Services

| 5.56 | Number of sessions | 50 |
| 5.57 | Number of participants | 116 |

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)	490
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)	2,166
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/Consulting/Reference

COORDINATED SERVICES

5.62 Indicate which services the system provides (check all that apply):
Note: For questions which include a choice of "Other", please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

a.	Coordinated purchase of print materials	No
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	No
f.	Coordinated purchase of office supplies	No
g.	Coordinated computer services/purchases	Yes
h.	Virtual reference	Yes
i.	Other (describe using the note)	No
j.	N/A	No

CONSULTING AND TECHNICAL ASSISTANCE SERVICES

Indicate which consulting and technical assistance services the system provides (check all that apply).

Note: If "Other" is selected, please add a Note of explanation.

5.63	Consulting with member libraries and/or branches on grants, and state and federal funding	Y
5.64	Consulting with member libraries and/or branches on funding and governance	Y
5.65	Consulting with member libraries and/or branches on charter and registration work	Y
5.66	Consulting with member libraries and/or branches on automation and technology	Y
5.67	Consulting with member libraries and/or branches on youth services	Y
5.68	Consulting with member libraries and/or branches on adult services	Y
5.69	Consulting with member libraries and/or branches on physical plant needs	Y
5.70	Consulting with member libraries and/or branches on personnel and management issues	Y
5.71	Consulting with state and county correctional facilities	Y
5.72	Providing information to local, county, and state legislators and their staffs	Y
5.73	Providing system and member library information to the media	Y
5.74	Providing website development and maintenance for member libraries	Y
5.75	Other Consulting and Technical Assistance Services not listed above - Add Note	Y

REFERENCE SERVICES

5.76	Total Reference Transactions	27

Special Clients/Fees

SERVICES TO SPECIAL CLIENTS
(Direct and Contractual)

5.77 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
5.78	Number of BOOKS BY MAIL loans	0
5.79	Number of member libraries with Job/Education Information Centers or collections	3
5.80	Number of State Correctional Facilities libraries served	1
5.81	Number of County Jails libraries served	5
5.82	Number of institutions served other than jails or correctional facilities	18
5.83	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

5.84	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 5.85.	Y
5.85	Description of fees	The library system works with member libraries to assesses equitable fees for administering system-wide Integrated Library System services on behalf of local libraries. The library system assesses equitable fees for administration of internet connections and ERate discounts. The library system assesses fees for coordinating the purchase, configuration, installation and maintenance of staff and public computing equipment.

6. Operating Funds Receipts

Local Public Funds

LOCAL PUBLIC FUNDS

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

STATE AID RECEIPTS - arranged in alphabetical order

6.6	Central Library Services Aid	$168,696
6.8	Conservation/Preservation Grants	$0
6.9	Construction for Public Libraries Aid	$36,132
6.10	Coordinated Outreach Services Aid	$90,044
6.11	Correctional Facilities Library Aid	$26,850
6.12	County Jails Library Aid	$4,061

6.18	Local Library Services Aid - Kept at System	$0
6.19	Local Library Services Aid - Distributed to Members	$116,140
6.20	Total LLSA (total questions 6.18 and 6.19)	$116,140
6.21	Local Services Support Aid	$96,382
6.22	Local Consolidated Systems Aid	$0
6.26	Public Library System Basic Aid	$876,495
6.27	Public Library System Supplementary Operational Aid	$129,854

State Aid

6.36	Special Legislative Grants and Member Items	$25,000
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).	Y

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	Adult Literacy
2.	Amount	$461

1.	Funding Source	Family Lit
2.	Amount	$830

1.	Funding Source	Love Your Library
2.	Amount	$3,797

6.43	Total Other State Aid (total question #2 of Repeating Group #9 above)	$5,088
6.44	**Total State Aid Receipts** (total questions 6.6 through 6.12, questions 6.20 through 6.22, questions 6.26 through 6.27, questions 6.36 through 6.41, and question 6.43)	$1,574,742

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 repeating group

1.	Funding Source	ARC Grant
2.	Amount	$150,000

Federal Aid/Contracts

6.47	Total Other Federal Aid (total questions #2 of Repeating Group #10 above)	$150,000
6.48	**Total Federal Aid** (total questions 6.45 and 6.47)	$150,000

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

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

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

1.	Contracting Agency	SCRLC 2021
2.	Contracted Service	RBDB
3.	Total Contract Amount	$800

1.	Contracting Agency	SCRLC 2022

2.	Contracted Service	RBDB
3.	Total Contract Amount	$4,104
1.	Contracting Agency	Members
2.	Contracted Service	DEI
3.	Total Contract Amount	$2,800
1.	Contracting Agency	SCRLC
2.	Contracted Service	ARPA
3.	Total Contract Amount	$72,000
1.	Contracting Agency	Member Libraries
2.	Contracted Service	Cost Share - IT
3.	Total Contract Amount	$467,096
1.	Contracting Agency	Member Libraries
2.	Contracted Service	Processing Fees
3.	Total Contract Amount	$1,148
1.	Contracting Agency	Members Librairies
2.	Contracted Service	Pass Thru
3.	Total Contract Amount	$236,120
1.	Contracting Agency	ALA
2.	Contracted Service	PLA Digital Literacy
3.	Total Contract Amount	$4,000
1.	Contracting Agency	USDA
2.	Contracted Service	Rural Development Grant
3.	Total Contract Amount	$92,000

6.50	**Total Contracts** (total question #3 of Repeating Group #11 above)	$880,068

MISCELLANEOUS RECEIPTS

6.51	Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note)	$3,469
6.53	Income from Investments	$537

Miscellaneous

Proceeds from Sale of Property

6.54	Real Property	$0
6.55	Equipment	$2,900
6.56	Does the system have other miscellaneous receipts in categories not listed in questions 6.51 through 6.55? Enter Y for Yes, N for No.	Y

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

1.	Receipt category	E-Rate
2.	Amount	$320,377

1.	Receipt category	Arkport Support
2.	Amount	$17,874

1.	Receipt category	Reading Center Support
2.	Amount	$17,267

1.	Receipt category	Retiree Health
2.	Amount	$1,294

1.	Receipt category	General Reimbursement and Refund
2.	Amount	$13,793

6.57	Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above)	$370,605
6.58	**Total Miscellaneous Receipts** (total questions 6.51 through 6.55 and question 6.57)	$377,511
6.59	**TOTAL OPERATING FUND RECEIPTS - Total Local Public Funds, Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts** (total questions 6.4, 6.44, 6.48, 6.50, and 6.58)	$3,061,921
6.60	**BUDGET LOANS**	$0

Transfers/Grand Total

TRANSFERS

6.61	Transfers from Capital Fund (Same as question 9.6)	$0
6.62	Transfers from Other Funds	$52,499
6.63	**Total Transfers** (total questions 6.61 and 6.62)	$52,499
6.64	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2022. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2021.)	$2,176,409
6.67	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER (Public Library Systems - total questions 6.59, 6.60, 6.63 and 6.64 - must agree with question 7.82)	$5,290,829

7. Operating Fund Disbursements

Staff/Collection/Grants/Capital

STAFF EXPENDITURES
Salaries

7.1	System Director and Librarians	$420,313
7.2	Other Staff	$505,391
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	$925,704
7.4	Employee Benefits Expenditures	$370,275
7.5	**Total Staff Expenditures** (total questions 7.3 and 7.4)	$1,295,979

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	$12,521
7.7	Electronic Materials Expenditures	$117,245
7.8	Other Materials Expenditures	$0
7.9	**Total Collection Expenditures** (total questions 7.6 through 7.8)	$129,766

GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	$116,140
7.11	Central Library Services Aid (CLSA)	$168,696
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	$25,000
7.16	Federal Aid	$0
7.17	Other cash grants paid from system funds	$219,314
7.18	Total Cash Grants (total questions 7.10 through 7.17)	$529,150
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)	$529,150

CAPITAL EXPENDITURES FROM OPERATING FUNDS

7.22	Bookmobile	$0
7.23	Other Vehicles	$72,205
7.24	Computer Equipment	$0
7.25	Furniture/Furnishings	$28,461
7.26	Other Capital Expenditures	$0
7.27	**Total Capital Expenditures from Operating Fund** (total questions 7.22 through 7.26)	$100,666

Capital Cont./Operation and Maintenance/Misc.

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28	From Local Public Funds (71PF)	$0
7.29	From Other Funds (71OF)	$100,666
7.30	**Total Capital Expenditures by Source** (total questions 7.28 and 7.29; same as question 7.27)	$100,666

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)	$1,026,721

7.33	**Total Repairs to Buildings and Building Equipment** (total questions 7.31 and 7.32)	$1,026,721
7.34	Other Building & Maintenance Expenses	$49,028
7.35	**Total Operation and Maintenance of Buildings** (total questions 7.33 and 7.34)	$1,075,749

MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	$28,367
7.37	Office and Library Supplies	$4,770
7.38	Equipment	$11,515
7.39	Telecommunications	$334,145
7.40	Postage and Freight	$3,126
7.41	Publicity and Printing	$8,299
7.42	Travel	$31,395
7.43	Fees for Consultants and Professionals - Please include a Note with the consultants' or vendors' names and a brief description of the service(s) provided.	$14,700
7.44	Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.	$10,739
7.45	Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.44? Enter Y for Yes, N for No.	Y

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

1.	Expense category	Software
2.	Amount	$13,334

1.	Expense category	Family Lit
2.	Amount	$764

1.	Expense category	Greenwood
2.	Amount	$17,875

| 1. | Expense category | Arkport |
| 2. | Amount | $17,874 |

| 1. | Expense category | Adult Lit |
| 2. | Amount | $4,525 |

| 1. | Expense category | ARPA |
| 2. | Amount | $11,662 |

| 1. | Expense category | Integrated L |
| 2. | Amount | $74,002 |

| 1. | Expense category | Pass Thru |
| 2. | Amount | $602,009 |

Miscellaneous Cont./Contracts/Debt Service

7.46 Total Other Miscellaneous Expenses (total question #2 of $742,045 Repeating Group #13)

7.47 **Total Miscellaneous Expenses** (total questions $1,189,101 7.36 through 7.45 and 7.47)

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

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

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)	SCRLC
2.	Contracted Service (specify using the State note)	Digitization
3.	Total Contract Amount	$7,501

7.49 **Total Contracts** (total question #3 of Repeating $7,501 Group #14 above)

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

7.50 From Local Public Funds (73PF) $0

7.51 From Other Funds (73OF) $0

| 7.52 | **Total Capital Purposes Loans** (total questions 7.50 and 7.51) | $0 |

Other Loans

7.53	Other Loans	$0
7.54	**Total Debt Service** (total questions 7.52 and 7.53)	$0
7.55	**TOTAL DISBURSEMENTS - Total Staff Expenditures, Total Collection Expenditures, Total Grants to Member Libraries, Total Capital Expenditures, Total Operation and Maintenance of Buildings, Total Miscellaneous Expenses, Total Contracts, and Total Debt Service (total questions 7.5, 7.9, 7.21, 7.27, 7.35, 7.47, 7.49, and 7.54)**	$4,327,912

TRANSFERS

Transfers to the Capital Fund

7.56	From Local Public Funds (76PF)	$0
7.57	From Other Funds (76OF)	$0
7.58	**Total Transfers to Capital Fund** (total questions 7.56 and 7.57; same as question 8.2)	$0
7.59	**Total Transfers to Other Funds**	$0
7.60	**Total Transfers** (total questions 7.58 and 7.59)	$0
7.61	**TOTAL DISBURSEMENTS AND TRANSFERS** (total questions 7.55 and 7.60)	$4,327,912

Cash Balance/Grand Total/Audit/Bank Balance

7.62	**CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2022)**	$962,917
7.82	**GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE** (total questions 7.61 and 7.62)	$5,290,829

FISCAL AUDIT

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

7.83	Last audit performed (mm/dd/yyyy)	10/11/2022
7.84	Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy)	01/01/2021-12/31/2021
7.85	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	$962,917

7.86	**Total Bank Balance** (total question #2 of Repeating Group #15)	$962,917
7.87	Does the system have a Capital Fund? Enter Y for Yes, N for No. If yes, please complete the Capital Fund Report. If no, stop here.	N

8. Capital Fund Receipts

State Aid and Grants for Capital Projects

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

STATE AID FOR CAPITAL PROJECTS

8.3	State Aid Received for Construction	$0

ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS

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

Totals/Cash Balance

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 All Other Aid and/or Grants for Capital Projects** (total questions 8.1, 8.2, 8.3, and 8.5)	$0
8.7	**NONREVENUE RECEIPTS**	$0
8.8	**TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts** (total questions 8.6 and 8.7)	$0
8.9	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2022. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2021.)	$0

Grand Total

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

9. Capital Fund Disbursements

Project Expenditures/Cash Balance

PROJECT EXPENDITURES

9.1	Total Construction	$0
9.2	Incidental Construction	$0
9.3	Books and Library Materials	$0
9.4	Total Other Disbursements	$0
9.5	**Total Project Expenditures** (total questions 9.1 through 9.4)	$0
9.6	**TRANSFER TO OPERATING FUND** (Same as question 6.61)	$0
9.7	**TOTAL NONPROJECT EXPENDITURES**	$0
9.8	**TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures** (total questions 9.5 through 9.7)	$0
9.9	**CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2022, for Public Library Systems)**	$0

Grand Total

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

12. Projected Annual Budget For Library Systems
Public Library Systems Budget for January 1, 2023 - December 31, 2023
PROJECTED OPERATING FUND - RECEIPTS

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	$1,919,898
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, 2023 must be the same as the December 31, 2022, closing balance reported on Q7.62 of the 2022 annual report)	$962,917
12.5	Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance (total questions 12.1 through 12.4)	$2,882,815

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)	$1,984,653
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, 2023)	$898,162
12.9	Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8)	$2,882,815

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, 2023, must be the same as the December 31, 2022, closing balance reported on Q9.9 of the 2022 annual report)	$0
12.13	Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12)	$0

PROJECTED CAPITAL FUND - DISBURSEMENTS

12.14	Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures	$0
12.15	Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2023)	$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

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

Statutory Reference (Basic Aid):	Education Law § 272, 273(1)(a, c, d, e, n) Commissioners Regulations 90.3
Statutory Reference (LLSA):	Education Law § 272, 273(1)(f)(1) Commissioners Regulations 90.3 and 90.9 The formula is $0.31 per capita of a member library's chartered services area with a minimum of $1,500 per library with formula equity to 1991 LLIA.
Statutory Reference (LSSA):	Education Law § 272, 273(1)(f)(2) Commissioners Regulations 90.3 and 90.10 The formula is $0.31 per capita for system population living outside the chartered service areas of member libraries plus 2/3 members LLSA.
Statutory Reference (LCSA):	Education Law § 272, 273(1)(f)(3) Commissioners Regulations 90.3 The formula is $0.31 per capita plus 2/3 of per capita total with formula equity to 1991 LLIA.
Statutory Reference (Supplemental):	Education Law § 273(11)(a) The formula is a base grant of $39,000 and an amount equal to 10.94% of the amount of Basic Aid provided under Education Law § 273(1)(a, c, d, e, and n).
BECPL Special Aid:	Education Law § 273(1)(l) Annual sum of $50,000 for a continuity of service project. (Included in Basic Aid Payment)
Brooklyn Special Aid:	Education Law § 273(1)(k) Annual sum of $350,000 for business library. (Included in Basic Aid Payment)
Nassau Special Aid:	Education Law § 273(1)(m)

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

13.1.1	Total Full-Time Equivalents (FTE)	5
13.1.2	Total Expenditure for Professional Salaries	$420,313

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
13.1.4	Total Expenditure for Other Staff Salaries	$205,391
13.1.5	**Employees Benefits:** Indicate the total expenditures for all system employee fringe benefits.	$270,275

13.1.6 **Purchased Services:** Did the system expend funds for purchased services?
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 and 3 of one repeating group.

1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Mengel Metzger Barr
3.	Expenditure	$10,739

1.	Expenditure Category	Library systems vendor contract for automation (e.g, integrated library system, virtual union catalog)
2.	Provider of Services	Sirsi Dynix
3.	Expenditure	$75,796

1.	Expenditure Category	Telecommunications
2.	Provider of Services	Spectrum
3.	Expenditure	$75,622

13.1.7 **Total Expenditure - Purchased Services** $162,157

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

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	$6,713

1.	Expenditure Category	Books and other print materials
2.	Expenditure	$11,802

13.1.9 **Total Expenditure - Supplies and Materials** $18,515

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	$14,963

13.1.11 **Total Expenditures - Travel**　$14,963

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

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

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

13.1.13 Total Expenditure - Equipment and Furnishings　$0

13.1.14 **Local Library Services Aid Expenditures:** Indicate the total expenditures to member libraries for Local Library Services Aid.　$116,140

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	Arkport
2.	Allocation	$1,000
3.	Project Description (no more than 300 words)	2022 COSAC Outreach Mini-Grant Awards

1.	Recipient	Dormann Library
2.	Allocation	$800
3.	Project Description (no more than 300 words)	2022 COSAC Outreach Mini-Grant Award

1.	Recipient	Modeste Bedient Mem Library

| 2. | Allocation | $250 |
| 3. | Project Description (no more than 300 words) | 2022 COSAC Outreach Mini-Grant |

1.	Recipient	Cuba Library
2.	Allocation	$920
3.	Project Description (no more than 300 words)	2022 COSAC Outreach Mini-Grant Award

1.	Recipient	Genesee Library
2.	Allocation	$300
3.	Project Description (no more than 300 words)	2022 COSAC Outreach Mini-Grant Award

1.	Recipient	Hornell Library
2.	Allocation	$500
3.	Project Description (no more than 300 words)	2022 COSAC Outreach Mini-Grant Award

1.	Recipient	Montour Falls Library
2.	Allocation	$600
3.	Project Description (no more than 300 words)	2022 COSAC Outreach Mini-Grant Award

1.	Recipient	Prattsburg Library
2.	Allocation	$500
3.	Project Description (no more than 300 words)	2022 COSAC Outreach Mini-Grant Award

1.	Recipient	Scio Memorial Library
2.	Allocation	$1,000
3.	Project Description (no more than 300 words)	2022 COSAC Outreach Mini-Grant Award

1.	Recipient	Wayland Library
2.	Allocation	$505
3.	Project Description (no more than 300 words)	2022 COSAC Outreach Mini-Grant Award

1.	Recipient	NYLA
2.	Allocation	$3,742
3.	Project Description (no more than 300 words)	Membership and Mileage for Member Library Directors scholarship.

| 1. | Recipient | Scio Library |

2.	Allocation	$1,000
3.	Project Description (no more than 300 words)	2022 COSAC Outreach Mini-Grant Award

13.1.16	Total Expenditures - Grants for Member Libraries	$11,117
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)	$1,218,871
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 2022 - 2023 State Aid:**	$1,218,871
13.1.20	Total Available Before Expenditures (total 13.1.18 + 13.1.19)	$1,218,871
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.	STLS provided cost effective services to 48 libraries by means of information technology support (IT), professional development opportunities, delivery of library materials, subsidizing local collections both print and digital, administration of funding and grants, and overall consulting expertise in public library best practices.

Central Library Services Aid

CENTRAL LIBRARY SERVICES AID (CLSA)

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

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

13.2.1   Total Full-Time Equivalents (FTE)

13.2.2   Total Expenditure for Professional Salaries

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

13.2.3   Total Full-Time Equivalents (FTE)

13.2.4   Total Expenditures for Other Staff Salaries

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

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

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

If yes, complete one record for each 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

13.2.7   Total Expenditure - Purchased Services $0

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

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

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

13.2.9   **Total Expenditure - Supplies and Materials** $0

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

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

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

13.2.11   **Total Expenditures - Travel** $0

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

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

13.2.13   **Total Expenditure - Equipment and Furnishings** $0

| 13.2.14 | **Grants to Central/Co-Central Libraries**: Did the system expend funds for grants to central/co-central libraries? Enter Y for Yes, N for No. | Y |

13.2.14 **Grants to Central/Co-Central Libraries**: Did the system expend funds for grants to central/co-central libraries? Enter Y for Yes, N for No.   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 Co Library Dist
2.   Allocation $168,696
3.   Project Description (no more than 300 words)

13.2.15 Total Expenditure - Grants to Central/Co-Central Libraries $168,696

13.2.16 **Total Expenditure (total 13.2.2, 13.2.4, 13.2.5, 13.2.7, 13.2.9, 13.2.11, 13.2.13, and 13.2.15)** $168,696

13.2.17 **Cash Balance at the Opening of the Fiscal Year** NOTE: The opening balance must be the same as the closing balance of the previous year.   0.00

13.2.18 **Total Allocation from 2022 - 2023 State Aid:** $168,696

13.2.19 Total Available Before Expenditures (total 13.2.17 + 13.2.18) $168,696

13.2.20 **Cash Balance at the end of the Current Fiscal Year (total 13.2.18 + 13.2.17 - 13.2.16)**   0.00

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

Coordinated Outreach Library Services Aid

COORDINATED OUTREACH LIBRARY SERVICES AID

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

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

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

13.4.1	Total Full-Time Equivalents (FTE)	.75
13.4.2	Total Expenditure for Professional Salaries	$29,417

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	$5,000

13.4.5	**Employee Benefits:** Indicate the total expenditures for all system employee benefits.	$12,770
13.4.6	**Purchased Services:** Did 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 Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

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

1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Institute for Human Services
3.	Expenditure	$175

13.4.7	**Total Expenditure - Purchased Services**	$175
13.4.8	**Supplies and Materials:** Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than $5,000? Enter Y for Yes, N for No.	Y

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

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

| 1. | Expenditure Category | Books and other print materials |
| 2. | Expenditure | $42,682 |

| 13.4.9 | Total Expenditure - Supplies and Materials | 42,682 |

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

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

| 1. | Type of Travel | Other (specify using Note field) |
| 2. | Expenditure | |

13.4.11 Total Expenditure - Travel $0

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

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

1.	Type of item	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	N/A
2.	Allocation	N/A
3.	Description of Project	

13.4.15 Total Expenditure - Grants to Member Libraries $0

13.4.16	Total Expenditure (total 13.4.2, 13.4.4, 13.4.5, 13.4.7, 13.4.9, 13.4.11, 13.4.13, and 13.4.15)	$90,044
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 2022 - 2023 State Aid:**	$90,044
13.4.19	Total Available Before Expenditures (total 13.4.17 + 13.4.18)	$90,044
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.	STLS developed outreach literacy kits for community members of special client population groups, provided rotating collections (large print and audio book) to member libraries, and provided outreach mini grants to member libraries.

Services to County Jails Aid

SERVICE TO COUNTY JAILS (INTERINSTITUTIONAL) AID

Statutory Reference:	Education Law § 285(2)

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

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

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

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

13.5.3	Total Full-Time Equivalents (FTE)	
13.5.4	Total Expenditures for Other Staff Salaries	

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

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

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

13.5.7 **Total Expenditure - Purchased Services** $0

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

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	$4,061

13.5.9 **Total Expenditure - Supplies and Materials** $4,061

13.5.10 **Total Expenditure (total 13.5.2 + 13.5.4 + 13.5.5 + 13.5.7 + 13.5.9)**   4,061.00

13.5.11 **Cash Balance at the Opening of the Fiscal Year:** NOTE: The opening balance must be the same as the closing balance from the previous year. $0

13.5.12 **Total Allocation from 2022 - 2023 State Aid** $4,061

13.5.13 Total Available Before Expenditures (total 13.5.11 + 13.5.12) $4,061

13.5.14	**Cash Balance at the End of the Current Fiscal Year (total 13.5.12 + 13.5.11 - 13.5.10)**	$0
13.5.15	**Final Narrative:**Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	STLS worked with the main library within each of its five counties to provide reading materials to each county jail residents.

State Correctional Aid

THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL FACILITIES ONLY

STATE CORRECTIONAL FACILITIES AID

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

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

13.6.1	Total Full-Time Equivalents (FTE)	.25
13.6.2	Total Expenditure for Professional Salaries	$10,226

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.	$3,281
13.6.6	**Purchased Services:** Does the system expend funds for purchased services? Enter Y for Yes, N for No.	N

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

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

1.	Expenditure Category	N/A

2.	Provider of Services	N/A
3.	Expenditure	

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. — Y

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

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

1.	Expenditure Category	Books and other print materials
2.	Expenditure	$13,343

13.6.9	**Total Expenditure - Supplies and Materials**	$13,343

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**	0.00
13.6.14	Total Expenditure (total 13.6.2, 13.6.4, 13.6.5, 13.6.7, 13.6.9, 13.6.11, and 13.6.13)	$26,850
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 2022 - 2023 State Aid:**	$26,850
13.6.17	Total Available Before Expenditures (total 13.6.15 + 13.6.16)	$26,850
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	STLS provided reading materials to Elmira Correctional Facility in its five county area, provided access to the library system's online collection of member library materials and offered continuing education learning opportunities to the correctional facility librarian.

14. Summary of Library System Accomplishments

System Accomplishments

Using the goals from Section 4 in the approved 2022-2026 System Plan of Service, **BRIEFLY** describe the final results of each element for Year 1 (2022).

14.1	Element 1: Resource Sharing - Results	Promoted Enhanced Content (EC) in STARCat by sending email reminders of the service to library staff, discussing it at ILS and DAC meetings and demonstrating EC during the WorkFlows & STARCat Tips & Tricks program at Gather and Grow. Worked with STLS Engagement Consultant to promote EC on social media, and update the STARCat brochure with information on EC. Engagement Consultant also created a specific EC bookmark that describes the feature and will be shared with patrons. Three features of STARCat were updated in 2022. Worked with Director of IT and Engagement Consultant to update STARCat and STLS logos in the upper left-hand corner of the STARCat page. The logos are now much more attractive and easier to read; they also now redirect users that click on them in a conventional, and user-friendly way. The STARCat logo which is the far upper left, will take users to the STARCat homepage when clicked on, and the STLS logo will take users to the STLS homepage. The Engagement Consultant also created a favicon image of the STARCat logo that is now used as the tab icon in a web browser - which gives users a customized, visual reminder of what page they are on in that tab. Began the planning process of creating a STARCat Improvement Committee, which will be further developed in 2023. Will also plan initial usability testing with patrons and non-patrons in 2023. Three inclusive terms were added to the catalog. Worked with the ILS Team and Cataloging Advisory Committee to identify terminology in the catalog that could be more inclusive - added subject headings of Undocumented immigrants to records containing Illegal alien; added LBGTQIA+ to records containing Sexual minorities; added Indigenous peoples to records containing Indians of North America. Removed no-longer-used Title and Gender fields from new user registrations in WorkFlows, and from the system-wide print patron application.
14.2	Element 2: Special Client Groups - Results	Worked with area agencies including the American Heart Association, Steuben County Public Health, CSS Workforce NY, Allegany County Employment and Training, Family Counseling Service of the Finger Lakes, and the Food Bank of the Southern Tier to bring awareness to their activities and to create connections with member library staff. Worked with County Jails throughout our service area to provide current reading materials for incarcerated individuals. Worked with the Senior Librarian at Elmira Correctional Facility to provide support and resources for incarcerated individuals. Visited Elmira Correctional Facility General Library to consult with Senior Librarian and view facility. Advertised and promoted the 2022 Outreach Mini-Grants and receive a record number of applications from 15 member libraries. Worked with COSAC to evaluate applications and award grants for outreach projects to 11 member libraries. Worked with the South Central Regional Library Council to distribute 6 circulating Tele-Health Kits to libraries in each of the counties STLS serves. Facilitated partnership between Steuben County libraries and American Heart Association to distribute and facilitate 45 Blood Pressure Monitor Kits to libraries in Steuben County in an effort to promote public health. Facilitated a Supply Drive for Individuals Affected by the War in Ukraine in conjunction with the Chemung County Executive's Office on the STLS Great Give Back Project to collect donations and volunteers for the Food Bank of the Southern Tier.

14.3	Element 3: Professional Development and Continuing Education - Results	STLS offered 490 continuing education workshops for member libraries that received 2,166 attendees. Most workshops were offered online through STLS' GoToMeeting platform. Sessions were recorded, so they could be shared with member librarians, trustees, friends and volunteers following the event. A few sessions were offered in person in partnership with various advisory groups such as the Directors Advisory Council, Digital Advisory Group, Youth Services Advisory Group and the Cataloging Advisory Group. Content offered covered a wide variety of public library best practices and learning needs.
14.5	Element 5: Consulting and Development Services - Results	Roughly 15,894 contacts were made during 2022 by library system consultants. These contacts covered all measurable areas of consulting collected by the State Library - Division of Library Development. Contacts were both in-person as well as by phone, and online. We consulted in areas of strategic planning, trustee education, funding referendums/districts, budgets and finance, coordinated outreach, collection management, digital collections, resource sharing, EDISJ, sustainability, youth services, adult services and much more.
14.6	Element 6: Coordinated Services - Results	STLS coordinated significant Information Technology services in 2022. These services included basic support of IT infrastructures (internet connections, website hosting, email communication, digital collections/databases, and our library system's integrated library system (ILS)). The library system also coordinated several federal grants that allowed for a significant investment in public computing technologies and expanded WiFi internet connectivity. In total, STLS secured more than $250,000 for member libraries to update public computers, scanners, copy machines, printers, loanable WiFi hotspots, external WiFi access points, online meeting platforms for public use, and many other technologies needed by public libraries.
14.7	Element 7: Awareness and Advocacy - Results	STLS enriched overall regional public awareness of public libraries by facilitating numerous press releases about public library services and outreach across the region. We also connected with thousands of people, and shared hundreds of social media posts through our various platforms. And, we publicized dozens of newsletter, flyers, brochures and print content that informed community members about public library services. Additionally, STLS coordinated several visits with local, state and elected officials to inform them about the work of public libraries and encourage them to fund and vote in favor of library initiatives.
14.8	Element 8: Communication among Member Libraries and/or Branch Libraries - Results	STLS worked with member libraries to facilitate mass communication across the system. In addition to hosting the library system's email accounts, and allowing for multiple email distribution lists, we used our Constant Contact platform to share out timely information. This platform proved useful because we were able to share important information, and track who was reading and getting the necessary information. We also worked through our advisory groups and their committees to facilitate conversations about system-wide projects and initiatives that empowered libraries to work together on innovative and impactful projects.

| 14.9 | Element 9: Cooperative Efforts with Other Library Systems - Results | Scheduled multiple meetings with FCLS and STN discussing fiber possibilities. Held quarterly meetings with 4 other NY library systems to discuss ILS trends and options. Consulted with FCLS and NCLS on ILS hosting. Continued replication with FCLS of STLS data center virtual machine backups for disaster recovery availability. Engaged PULISDO IT staff in discussions regarding email hosting and collaboration. Participated in NYS Consultants' calls organized by DLD. Participated with consultants in 10 other public library systems to present a virtual summer programming sessions for children and for teens. This pilot was successful on a statewide level and member libraries enjoyed it. We will participate in 2023 as well. [Though members still want a local event in 2023, if possible.] Worked with colleague at the Upper Hudson Library System to present a workshop on StoryWalks. Serve on SCRLC Resource Sharing Committee. STLS is the only public library system that actively serves on this committee. Connections with academic libraries thru interlibrary loan beyond STLS' boundaries. Participated in monthly public library systems Outreach Coordinators meetings and quarterly DLD meetings with Outreach Coordinators. Presented a workshop on grant writing for the Mid-Hudson Library System. Participated in meetings for the Small Libraries DEI project with members from other library systems serving small and rural libraries in NY State. Visted the Four County Library System with coworkers from the Department of Professional Development and Outreach. Participated in CONSORTIA Special Interest Group Meeting (Consortia-Level Users of Sirsi Dynix Products) which included other NYS systems. Communicated with Pam Wills at North County Library System about cataloging. There have been a number of recent retirements and general turnover of ILS staff at other NYS Systems that are customers of SirsiDynix and past collaborators. Met with staff at the Finger Lakes Library System to discuss digital collection management techniques. Addressed holds management and title selection. Continued partnership with OWWL and FLLS on the RLA program; exchanged monthly statistics. A social media post about the RLA program reached 1,897 people, had 70 likes/reactions, and was shared 27 times. Connected with OverDrive representative to request a diversity audit of the STLS OverDrive collection. Attended the Finger Lakes Digital Inclusion Alliance annual meeting. Applied for and received a $4,000 grant from the Public Library Association to offer digital literacy programming. Partnered with Mid-Hudson Library System and OWWL Library System to offer seven (7) online Trustee Handbook Book Club sessions to improve trustee training opportunities. Also worked with these systems to inform New York State Library - Division of Library Development and other public library systems on the advantages of utilizing the Public Library District Toolkit developed by Rebekkah Smith Aldrich and Jerry Nichols. Partnered with OWWL Library System to offer in-person and online workshops that focused on public funding for local libraries as well as leadership lessons for women in the field. Worked with South Central Regional Library Council, Four County Library System, and Finger Lakes Library System to begin talks about forming the Southern Tier Digital Equity Coalition to serve portions of the Southern Tier, Finger Lakes and Mohawk/Hudson Vally regions of New York State. |
| 14.10 | Element 10: Construction - Results | The library system worked with 13 member libraries to submit 2022/2023 NYS Public Library Construction applications that address accessibility, ADA compliance, energy efficiencies and long-term building solutions for the improvement of public library services. |

14.11	Element 11: Central Library - Results	STLS worked with its Central Library (Chemung County Library District) to carry out goals and objectives of the 2022 - 2026 Central Library Plan. This includes: purchase of non-fiction eBook and print material content that is shared with all 48 libraries. We also advertised the Virtual Reference Desk services to member libraries to assist community members with online inquiries. CCLD also provided financial support for STLS' Gather & Grow online 2-day conference that fostered awareness of Diversity, Equity and Inclusion in public libraries.
14.12	Element 12: Direct Access - Results	All 40 chartered libraries of the library system adhered to STLS Direct Access Plan 2017 - 2021.
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	https://www.stls.org/find-your-library/
15.3	URL of Current Governing Bylaws	https://www.stls.org/wp-content/uploads/2014/12/Bylaws-10.6.2015.pdf
15.4	URL of Evaluation Form	https://drive.google.com/file/d/1r9M4213rfUIQy_STbuJNvhWBuQ1RUpbB/view?usp=sharing
15.5	URL of Evaluation Results	https://drive.google.com/file/d/1p-Cpird10BorvG53f2aOsdQCdEoFPKMf/view?usp=sharing
15.6	URL of Central Library Plan	https://drive.google.com/file/d/1bMavsMXimyLvR6jQr_qF_jjK3v1I3ATR/view
15.7	URL of Direct Access Plan	https://drive.google.com/file/d/1xPp1D4FmBX2sYA1wXC2Fvi3RbtlZGHwY/view

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)	03/21/2023

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	Brian Hildreth
Phone Number and Extension (enter area code, telephone number and extension only):	6079623141
Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank You!	

2023/2024 NYS Public Library Construction Aid
Eligibilities, Guidelines, & Priorities for Member Libraries
Application Year 2023

This document is published by the STLS Board of Trustees to assist STLS member libraries in assessing the appropriateness of their construction project, and improve oversight of funding decisions.

Eligibilities
- Purchase of a building to be used as a library**
- Renovation of a building currently being used as a library**
- Renovation of a leased library building**
- Purchase and installation of equipment and furnishings **IF** for a new building or addition, or for a significantly renovated existing space**
- Purchase of a lot (if to be used for library purposes)**
- Site grading (if owned **and** in preparation for a library building)**
- Supervision/management of the construction, renovation, or rehabilitation (as in a Construction Contractor)**
- Purchase and installation of one or more generators**

Guidelines
Your Construction Aid project must:
- Improve an existing structure for access and usability* *or*
- Be new construction that is located
    o in the center of town* *or*
    o on a lot identified by a city or town as advancing a land use or revitalization plan* *or*
    o near public transportation or other municipal services or job centers* *or*
- Be combined with another public good including affordable housing, enhanced public space, revitalization of classified brownfield land* *or*
- Consider the needs and aspirations of the community the library serves.*
- Not create a barrier to access to recreation or scenic areas or historic/archeological resources.*
- Not burden future generations with increased greenhouse gas emissions or damage groundwater and air quality.*

Priorities
Projects that will receive priority funding will:
- Improved Accessibility
- Improved Energy Efficiencies
- Phased Building Additions/Expansion or New Building
- Serving Underserved

A working instructional document of the Southern Tier Library System – Created 2017. Updated 2023

Foundation for Southern Tier Libraries
BOARD OF DIRECTORS MEETING
April 21, 2023 | Southern Tier Library System

MEETING MINUTES

Present: Dale Wexell; President; Rusty Wigg, Vice President; Louise Richardson, Secretary; Richard Ahola; Denise King; Rusty Wigg

Guest: Gail Ebeltoft

Excused: Peter Gamba; Paul Webster, Treasurer; Brian Hildreth, Southern Tier Library System Executive Director

The meeting was called to order at 11:05 am.

The financial reports for the period ending March 31, 2023 were reviewed and approved.

GRANT REVIEW
R. Ahola moved, R. Wigg seconded that we award between $17,000 and $18,000 in grant monies this year. Motion carried.

Grant applications were discussed with grants awarded according to the attached worksheet.

D. King suggested we reconsider the maximum grant amount in the future as it appears many requests are devised to equal the maximum amount awarded.

BOARD RECRUITMENT
Board recruitment efforts have not been very successful. Gail Ebeltoft joined this meeting and is interested in joining the board.

It was suggested we visit member library board meetings and give brief presentations about the Foundation and the need for additional board members.

ANNUAL MEETING
The annual meeting will be held on Thursday, May 11 at 5:00 pm at STLS. 2023 grant recipients will be invited and their checks will be presented at the meeting. STLS trustees will also be invited.

DONOR SOFTWARE
Discussion regarding the purchase of donor management software was deferred to a future meeting. R. Wigg asked that people review the information she assembled prior to the discussion.

FUNDRAISING EVENT
The fundraising event will be held on Saturday, September 23 from 5:30 to 7:30 at 171 Cedar Arts Center in Corning. The fee for the space will be $400. Dale will donate wine. We will need to apply for a special event liquor permit which can be done online. Louise will provide hors d'oeuvres for a reasonable cost to be determined. The recruitment of event sponsors will replace the spring business solicitation which did not yield a significant return. Prospective sponsors and the silent auction will be discussed at the June meeting.

There being no further business, the meeting was adjourned at 12:15 pm.

Respectfully submitted,
Louise Richardson, Secretary

Library	Location	Request	Corrected Request	Amount awarded	Purpose
Alfred Box of Books Library	Alfred	1,750	1,750	1,000	Equipment, tools, materials and storage for fiber arts program
Benedek Memorial	Savona	1,750	1,750	975	Shelving for new local history section
Bolivar Free Library	Bolivar	1,400	1,400	1,050	Summer Reading Program events and materials
David A. Howe Public Library	Wellsville	1,750	1,750	1,250	Library Adventure Pass Program
Dormann Library	Bath	1,273	1,273	1,273	3D printer and supplies for Maker Space
Dutton Peterson	Odessa	1,525	1,475	1,475	Fostering Arts and Nature - passes, materials and programming
Fred and Harriet Taylor Library	Hammondsport	1,750	1,750	1,000	Seed Library, related materials and programming
Genesee Library	Genesee	800	800	800	Reading and bean bag chairs; toys
Hornell Public Library	Hornell	1,210	972.80	975.00	Tool Lending Library expansion and programming
Modeste Bedient Library	Branchport	1,750	1,750	1,000	Equipment and materials for younger patrons
Montour Falls Library	Montour Falls	1,600	1,600	1,600	Concerts and music education at Farmers Market events
Prattsburg Free Library	Prattsburgh	1,750	1,750	1,000	DEI books for chidren 0-8
Pulteney Free Library	Pulteney	700	700	700	Materials for take-home kits and three week summer program; canvas boards for mosaic mural
Scio Memorial Library	Scio	1,450	1,450	1,450	Computer, monitor, keyboard and scanner for circulation desk
Watkins Glen Public	Watkins Glen	1,236	1,236	1,236	Furniture and equipment for teen space
Whitesville Public	Whitesville	600	600	600	Equipment for their Library of Things
Wide Awake Club Library	Filmore	1,130	1,130	1,130	Library of Things
		23,424	23,137	18,514	

1:56 PM
05/02/23

5/3/23

Southern Tier Library System
Unpaid Bills Detail
As of May 5, 2023

5/4/23

Type	Date	Num	Due Date	Open Balance
Addison Library				
Bill	05/05/2023	2022 A...	05/05/2023	1,910.74
Total Addison Library				1,910.74
Alfred Library				
Bill	05/05/2023	2022 A...	05/05/2023	387.51
Total Alfred Library				387.51
Almond Library				
Bill	05/05/2023	2022 A...	05/05/2023	1,014.20
Total Almond Library				1,014.20
Andover Library				
Bill	05/05/2023	2022 A...	05/05/2023	656.76
Total Andover Library				656.76
Angelica Library				
Bill	05/05/2023	2022 A...	05/05/2023	492.57
Total Angelica Library				492.57
Arkport Library				
Bill	05/05/2023	2022 A...	05/05/2023	642.31
Total Arkport Library				642.31
Avoca Library				
Bill	05/05/2023	2022 A...	05/05/2023	753.65
Total Avoca Library				753.65
Bath Library				
Bill	05/05/2023	2022 A...	05/05/2023	2,093.92
Total Bath Library				2,093.92
Belfast Library				
Bill	05/05/2023	2022 A...	05/05/2023	1,384.92
Total Belfast Library				1,384.92
Belmont Library				
Bill	05/05/2023	2022 A...	05/05/2023	361.55
Total Belmont Library				361.55
Blackstone Publishing				
Bill	05/05/2023	2096409	05/05/2023	139.47
Total Blackstone Publishing				139.47
Bolivar Library				
Bill	05/05/2023	2022 A...	05/05/2023	361.55
Total Bolivar Library				361.55
Branchport Library				
Bill	05/05/2023	2022 A...	05/05/2023	1,410.93
Total Branchport Library				1,410.93
Canaseraga Library				
Bill	05/05/2023	2022 A...	05/05/2023	328.38
Total Canaseraga Library				328.38

Southern Tier Library System
Unpaid Bills Detail
As of May 5, 2023

Type	Date	Num	Due Date	Open Balance
Canisteo Library				
Bill	05/05/2023	2022 A...	05/05/2023	851.14
Total Canisteo Library				851.14
Chemung County Library District				
Bill	05/05/2023	2022 A...	05/05/2023	12,689.39
Total Chemung County Library District				12,689.39
Cohocton Library				
Bill	05/05/2023	2022 A...	05/05/2023	1,024.83
Total Cohocton Library				1,024.83
Corning Library				
Bill	05/05/2023	2022 A...	05/05/2023	11,724.73
Total Corning Library				11,724.73
Corning Natural Gas				
Bill	05/05/2023	Apr 2023	05/05/2023	220.59
Total Corning Natural Gas				220.59
CQ Simple LLC				
Bill	05/05/2023	32916 ...	05/05/2023	47.45
Total CQ Simple LLC				47.45
Cuba Library				
Bill	05/05/2023	2022 A...	05/05/2023	4,707.22
Total Cuba Library				4,707.22
Dell Marketing LP				
Bill	05/05/2023	10667...	05/05/2023	4,438.00
Bill	05/05/2023	10665...	05/05/2023	963.13
Bill	05/05/2023	10666...	05/05/2023	2,824.84
Total Dell Marketing LP				8,225.97
Dundee Library				
Bill	05/05/2023	2022 A...	05/05/2023	5,038.50
Total Dundee Library				5,038.50
Excellus BC BS				
Bill	05/05/2023	May 2...	05/05/2023	2,449.56
Bill	05/05/2023	May 2...	05/05/2023	165.52
Total Excellus BC BS				2,615.08
Fillmore Library				
Bill	05/05/2023	2022 A...	05/05/2023	1,060.84
Total Fillmore Library				1,060.84
Friendly Freds				
Bill	05/05/2023	30214	05/05/2023	486.00
Total Friendly Freds				486.00
Friendship Library				
Bill	05/05/2023	2022 A...	05/05/2023	723.09
Total Friendship Library				723.09
Gale/CENGAGE Learning				
Bill	05/05/2023	80847...	05/05/2023	28.79
Total Gale/CENGAGE Learning				28.79

Southern Tier Library System
Unpaid Bills Detail
As of May 5, 2023

Type	Date	Num	Due Date	Open Balance
Hammondsport Library				
Bill	05/05/2023	2022 A...	05/05/2023	124.77
Total Hammondsport Library				124.77
Hector Library				
Bill	05/05/2023	2022 A...	05/05/2023	941.28
Total Hector Library				941.28
Hildreth, Brian				
Bill	05/05/2023	Jan-Ap...	05/05/2023	329.46
Total Hildreth, Brian				329.46
Hornell Library				
Bill	05/05/2023	2022 A...	05/05/2023	3,360.10
Total Hornell Library				3,360.10
Institute For Human Services				
Bill	05/05/2023	8324	05/05/2023	175.00
Total Institute For Human Services				175.00
Little Genesee Library				
Bill	05/05/2023	2022 A...	05/05/2023	601.29
Total Little Genesee Library				601.29
Montour Falls Library				
Bill	05/05/2023	2022 A...	05/05/2023	176.99
Total Montour Falls Library				176.99
Multi Media Services				
Bill	05/05/2023	87944	05/05/2023	410.73
Total Multi Media Services				410.73
NYSEG				
Bill	05/05/2023	Apr 2023	05/05/2023	271.00
Total NYSEG				271.00
Odessa Library				
Bill	05/05/2023	2022 A...	05/05/2023	176.99
Total Odessa Library				176.99
Overdrive				
Bill	05/05/2023	01453...	05/05/2023	3,286.26
Bill	05/05/2023	01453...	05/05/2023	1,347.19
Bill	05/05/2023	01453...	05/05/2023	202.82
Bill	05/05/2023	01453...	05/05/2023	323.48
Bill	05/05/2023	01453...	05/05/2023	1,063.07
Bill	05/05/2023	01453...	05/05/2023	46.98
Bill	05/05/2023	01453...	05/05/2023	835.67
Bill	05/05/2023	01453...	05/05/2023	491.29
Total Overdrive				7,596.76
Penn Yan Library				
Bill	05/05/2023	2022 A...	05/05/2023	3,045.07
Total Penn Yan Library				3,045.07
Prattsburgh Library				
Bill	05/05/2023	2022 A...	05/05/2023	729.21
Total Prattsburgh Library				729.21

Southern Tier Library System
Unpaid Bills Detail
As of May 5, 2023

Type	Date	Num	Due Date	Open Balance
Pulteney Library				
Bill	05/05/2023	2022 A...	05/05/2023	61.09
Total Pulteney Library				61.09
Richburg Library				
Bill	05/05/2023	2022 A...	05/05/2023	542.32
Total Richburg Library				542.32
Rushford Library				
Bill	05/05/2023	2022 A...	05/05/2023	104.19
Total Rushford Library				104.19
Rushville Library				
Bill	05/05/2023	2022 A...	05/05/2023	957.30
Total Rushville Library				957.30
Savona Library				
Bill	05/05/2023	2022 A...	05/05/2023	1,696.70
Total Savona Library				1,696.70
Scio Library				
Bill	05/05/2023	2022 A...	05/05/2023	1,746.36
Total Scio Library				1,746.36
Southern Tier Network				
Bill	05/05/2023	5019	05/05/2023	1,000.00
Bill	05/05/2023	5020	05/05/2023	3,250.00
Bill	05/05/2023	5028	05/05/2023	3,845.00
Bill	05/05/2023	5034	05/05/2023	500.00
Bill	05/05/2023	5049	05/05/2023	250.00
Bill	05/05/2023	5057	05/05/2023	250.00
Total Southern Tier Network				9,095.00
Southern Tier Wireless Inc				
Bill	05/05/2023	112719	05/05/2023	75.00
Total Southern Tier Wireless Inc				75.00
Time Warner Cable, PA				
Bill	05/05/2023	14386...	05/05/2023	1,750.00
Total Time Warner Cable, PA				1,750.00
Watkins Glen Library				
Bill	05/05/2023	2022 A...	05/05/2023	742.34
Total Watkins Glen Library				742.34
Wayland Library				
Bill	05/05/2023	2022 A...	05/05/2023	1,351.12
Total Wayland Library				1,351.12
Wellsville Library				
Bill	05/05/2023	2022 A...	05/05/2023	2,948.64
Total Wellsville Library				2,948.64
WEX Bank				
Bill	05/05/2023	8871178	05/05/2023	1,422.15
Total WEX Bank				1,422.15

Southern Tier Library System
Unpaid Bills Detail
As of May 5, 2023

Type	Date	Num	Due Date	Open Balance
Whitesville Library				
Bill	05/05/2023	2022 A...	05/05/2023	328.38
Total Whitesville Library				328.38
TOTAL				**102,221.32**

Southern Tier Library System
Unpaid Bills Detail
As of April 21, 2023

Type	Date	Num	Due Date	Open Balance
AccuCut				
Bill	04/21/2023	12409...	04/21/2023	223.00
Total AccuCut				223.00
Baker & Taylor				
Bill	04/21/2023	20374...	04/21/2023	173.76
Bill	04/21/2023	20374...	04/21/2023	96.29
Total Baker & Taylor				270.05
Button, Vickie				
Bill	04/21/2023	Medica...	04/21/2023	93.40
Total Button, Vickie				93.40
Casella Waste Services				
Bill	04/21/2023	2207249	04/21/2023	130.15
Total Casella Waste Services				130.15
CPE InterLink				
Bill	04/21/2023	23-0477	04/21/2023	1,038.50
Total CPE InterLink				1,038.50
Eastern Managed Print Network				
Bill	04/21/2023	IN3502...	04/21/2023	439.21
Total Eastern Managed Print Network				439.21
Empire Access				
Bill	04/21/2023	00004...	04/21/2023	88.33
Total Empire Access				88.33
Empire Natural Gas				
Bill	04/21/2023	WSTL...	04/21/2023	101.59
Total Empire Natural Gas				101.59
Energy Cooperative of America				
Bill	04/21/2023	996289	04/21/2023	382.16
Total Energy Cooperative of America				382.16
English, Darleen				
Bill	04/21/2023	Medica...	04/21/2023	93.40
Total English, Darleen				93.40
Erie Insurance Company				
Bill	04/21/2023	May 2...	04/21/2023	2,209.95
Total Erie Insurance Company				2,209.95
First Bankcard				
Bill	04/21/2023	44182...	04/21/2023	1,821.68
Bill	04/21/2023	44182...	04/21/2023	479.22
Bill	04/21/2023	44182...	04/21/2023	358.40
Bill	04/21/2023	44182...	04/21/2023	850.00
Bill	04/21/2023	44182...	04/21/2023	799.45
Bill	04/21/2023	44182...	04/21/2023	430.14
Bill	04/21/2023	44182...	04/21/2023	1,003.80
Bill	04/21/2023	44182...	04/21/2023	601.78
Total First Bankcard				6,144.47
FirstLight Fiber				
Bill	04/21/2023	13203...	04/21/2023	900.00
Total FirstLight Fiber				900.00

Southern Tier Library System
Unpaid Bills Detail
As of April 21, 2023

Type	Date	Num	Due Date	Open Balance
Four County Lib Sys				
Bill	04/17/2023	Advoc ...	04/17/2023	✔ 1,212.50 ✔
Total Four County Lib Sys				1,212.50
Friendly Freds				
Bill	04/21/2023	30129	04/21/2023	✔ 61.00 ✔
Bill	04/21/2023	30171	04/21/2023	✔ 64.00 ✔
Total Friendly Freds				125.00
Frontier Communications				
Bill	04/21/2023	May 2...	04/21/2023	✔ 203.25 ✔
Total Frontier Communications				203.25
Gale/CENGAGE Learning				
Bill	04/21/2023	80825...	04/21/2023	✔ 107.16 ✔
Total Gale/CENGAGE Learning				107.16
Hallahan, Sheila				
Bill	04/21/2023	Medica...	04/21/2023	✔ 93.40 ✔
Total Hallahan, Sheila				93.40
Holden, Loretta				
Bill	04/21/2023	Medica...	04/21/2023	✔ 93.40 ✔
Total Holden, Loretta				93.40
Humana				
Bill	04/21/2023	May 2...	04/21/2023	✔ 41.40 ✔
Total Humana				41.40
Isaac Hvac				
Bill	04/21/2023	2036374	04/21/2023	✔ 787.50 ✔
Total Isaac Hvac				787.50
McPherson, Marcia				
Bill	04/21/2023	Medica...	04/21/2023	✔ 93.40 ✔
Total McPherson, Marcia				93.40
Nelson, Jane				
Bill	04/21/2023	Medica...	04/21/2023	✔ 93.40 ✔
Total Nelson, Jane				93.40
NYSHIP				
Bill	04/21/2023	553	04/21/2023	✔ 12,541.14 ✔
Total NYSHIP				12,541.14
Overdrive				
Bill	04/21/2023	01453...	04/21/2023	✔ 60.00 ✔
Bill	04/21/2023	01453...	04/21/2023	✔ 495.69 ✔
Bill	04/21/2023	01453...	04/21/2023	✔ 35.00 ✔
Bill	04/21/2023	01453...	04/21/2023	✔ 1,521.84 ✔
Bill	04/21/2023	01453...	04/21/2023	✔ 990.37 ✔
Bill	04/21/2023	01453...	04/21/2023	✔ 1,548.56 ✔
Bill	04/21/2023	01453...	04/21/2023	✔ 856.56 ✔
Bill	04/21/2023	01453...	04/21/2023	✔ 5,434.02 ✔
Bill	04/21/2023	01453...	04/21/2023	✔ 279.95 ✔
Bill	04/21/2023	01453...	04/21/2023	✔ 121.23 ✔
Bill	04/21/2023	01453...	04/21/2023	✔ 657.52 ✔
Total Overdrive				12,043.07

Southern Tier Library System
Unpaid Bills Detail
As of April 21, 2023

Type	Date	Num	Due Date	Open Balance
Passage, Mary				
Bill	04/21/2023	Medica...	04/21/2023	93.40
Total Passage, Mary				93.40
Quiggle, Mary Kay				
Bill	04/21/2023	Medica...	04/21/2023	93.40
Total Quiggle, Mary Kay				93.40
TERACAI				
Bill	04/21/2023	8084259	04/21/2023	2,973.08
Total TERACAI				2,973.08
Time Warner Cable, IL				
Bill	04/21/2023	83585...	04/21/2023	500.00
Total Time Warner Cable, IL				500.00
Time Warner Cable, PA				
Bill	04/21/2023	14558...	04/21/2023	500.00
Bill	04/21/2023	14551...	04/21/2023	575.00
Bill	04/21/2023	14551...	04/21/2023	575.00
Bill	04/21/2023	12022...	04/21/2023	44.98
Bill	04/21/2023	14551...	04/21/2023	575.00
Bill	04/21/2023	14520...	04/21/2023	500.00
Bill	04/21/2023	14377...	04/21/2023	631.35
Bill	04/21/2023	08807...	04/21/2023	44.98
Bill	04/21/2023	08622...	04/21/2023	154.98
Total Time Warner Cable, PA				3,601.31
Tolls by Mail				
Bill	04/21/2023	17637...	04/21/2023	2.35
Total Tolls by Mail				2.35
United Healthcare Insurance Company				
Bill	04/21/2023	May 2...	04/21/2023	305.50
Total United Healthcare Insurance Company				305.50
Verizon Wireless				
Bill	04/21/2023	99313...	04/21/2023	177.16
Total Verizon Wireless				177.16
Wigg, Ristline				
Bill	04/21/2023	Medica...	04/21/2023	93.40
Total Wigg, Ristline				93.40
TOTAL				47,488.43

Deposit Summary
Southern Tier Library System
Summary of Deposits to 1202 · Cash - Money Market on 05/03/2023

5/3/2023 12:25 PM

Chk No.	PmtMethod	Rcd From	Memo	Amount
		Amazon Smiles	May 2023 Amazon Smiles Donation	5.00

Less Cash Back:

Deposit Total: 5.00

Southern Tier Library System

Summary of Deposits to 1202 · Cash - Money Market on 05/03/2023

Chk No.	PmtMethod	Rcd From	Memo	Amount
6928	Check	Richburg	Dark FIber	246.00
8449	Check	Rushford	Dark fiber	246.00
143	Check	Dundee	pass thru	1,764.50
5258	Check	Belmont	pass thru	380.00
1320	Check	Alfred	Dark fiber	300.00

Less Cash Back:

Deposit Total: **2,936.50**

Deposit Summary

Southern Tier Library System

Summary of Deposits to 1202 · Cash - Money Market on 04/27/2023

4/26/2023 1:19 PM

Chk No.	PmtMethod	Rcd From	Memo	Amount
44026	Check	Belfast	Dark Fiber	399.00
2201	Check	CCLD-Elmira	Pass Thru	5,469.02
14656	Check	Penn Yan	Dark Fiber	450.00
4718	Check	Corning	Dark Fiber	450.00
4375	Check	Odessa	Dark Fiber	300.00
3213	Check	Watkins Glen	Dark Fiber	270.00
4580	Check	Canaseraga	Dark Fiber	399.00
5148	Check .	Almond	Dark Fiber	399.00
3892	Check	Friendship	Dark Fiber/PT	455.35
7220	Check	Cohocton	Dark Fiber	270.00

Less Cash Back:

Deposit Total: 8,861.37

Chk No.	PmtMethod	Rcd From	Memo	Amount
		Spread Shirt	Spread Shirt proceeds	34.65

Less Cash Back:

Deposit Total: 34.65

Summary of Deposits to 1202 · Cash - Money Market on 04/20/2023

Chk No.	PmtMethod	Rcd From	Memo	Amount
5858	Check	Wayland	Dark Fiber	450.00
22678	Check	Wellsville	Dark Fiber	450.00
4046	Check	Angelica	Dark Fiber	399.00
13532	Check	Dundee	Dark Fiber	300.00
5456	Check	Fillmore	Dark Fiber/Pass Thru	1,401.00
1320	Check	Hector	Cost Share	3,277.00
4977	Check	Bolivar	Dark Fiber	246.00
15995	Check	Cuba	Dark Fiber	450.00
2864	Check	Howard	Dark Fiber	300.00
3632	Check	Savona	Dark Fiber	255.00
7942	Check	Bath	Dark Fiber	300.00
4093	Check	Montour Falls	Dark Fiber	255.00
80166	Check	Andover	Dark Fiber	255.00
9712	Check	Branchport	Dark Fiber	195.00

Less Cash Back:

Deposit Total: **8,533.00**

Chk No.	PmtMethod	Rcd From	Memo	Amount
9276	Check	Cleary, Jule	Health Insurance	41.70
2199	Check	CCLD-Elmira	Pass Thru	2,045.80
5642	Check	CCLD-Elmira	Dark Fiber	1,800.00
12552	Check	Pulteney	Dark Fiber	225.00
4429	Check	Atlanta	Dark Fiber	246.00
8021	Check	Hammondsport	Dark Fiber	255.00
4469	Check	Addison	Dark Fiber	270.00
6809	Check	South Central Regional Library Cou...	ARPA Grant funding for final 10%	23,989.00

Less Cash Back:

Deposit Total: 28,872.50

DISASTER PREPAREDNESS POLICY

APPLIES TO: STLS Board of Trustees
                   STLS Staff
                   STLS Insurers

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

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

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

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

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

Emergency Closings

In the event the Executive Director ~~or their~~ ~~Designee~~ of the Southern Tier Library System, or their Designee deems it necessary to close the library system's headquarters due to inclement weather or other unforeseen circumstances, or if roads are closed by the employee's county of residence, employees who are unable to work remotely will be paid for the hours that they are scheduled to

work on that particular day.; Compensation will consist of up to five work days per incident each year. If more than five work days is required by the status of the situation, or there is an exceptional emergency, the Executive Director or their Designee will consult with the Board of Trustees. In exceptional or emergency circumstances the Executive Director or their Designee may consult with inform the Board President of the Board of Trustees, Vice President, or Board of Trustees. a Designee. If closure of the building is deemed necessary, or if roads are closed by the employee's county of residence, employees will be paid for the hours that they are scheduled to work on that particular day if they are unable to work remotely.

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

Adopted by the STLS Board of Trustees on September 17, 2013.
Revised by the Board of Trustees on October 17,2019; May 19, 2020; November 16, 2021;
May 16, 2023

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

Health-Related Outbreaks (Epidemic or Pandemic)

Overview

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

Guidance Documents

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

Guidance Documents shall include:

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

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

Working Remotely & Paid Outbreak Leave

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

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

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

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

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

Capacity Limits and Social Distancing

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

- Assessing and limiting the number of staff members, guests and vendors allowed in the building or specific rooms of the building based on square footage space and recommendations from federal, state or local health agencies.
- Requiring staff members, guests and vendors to maintain a specific distance from other individuals based on recommendations from federal, state or local health agencies.

- Establishing and placing ample signage throughout the library system building to inform individuals of limits and distances.

Masking

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

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

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

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

Wellness Principles

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

- Stay home when sick
- Check for symptoms before work
- Wash or sanitize hands often
- Sanitize shared objects as needed
- Wear masks in shared spaces when required
- Maintain six feet of distance
- Report exposure to system director

Cases, Exposures, Screening and Contact Tracing

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

1. Ensure the case is seeking and/or receiving necessary medical attention.
2. Identify when and where the case may have contracted illness.
3. Determine the names of individuals who the case may have exposed through work activities.
4. Assess the level of contact (close or proximate) the case had with individuals exposed.
5. Notify the exposed individuals and inform them if they are a close or proximate contact. (Contacts of a contact will not be notified).
6. Notify the local health department as well as any member libraries or agencies if the case was onsite and posed a possible exposure.
7. Staff, guests and vendors who were a case or exposure may return to the library system following 10-day quarantine and documented proof of a negative virus test.
8. If a vaccine is available and a vaccinated person is exposed, they must quarantine until they get tested 3 days following exposure and produce a documented negative virus test.
9. Vaccinated persons who are a case must quarantine for 10-days and produce a documented negative virus test before returning to work.
10. Employees must work with the Executive Director to complete a *Request to Work Remotely & Self-Quarantine Form* if they are a case, exposed or need to work remotely for any virus-related reason. This form will document how the library system dealt with each individual case, contact and exposure. Forms will be retained for 60-days for contact tracing purposes, and shredded following this time period.

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

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

Vaccines

Library system staff are encouraged to receive a vaccine when it becomes available for an epidemic or pandemic-related virus. The library system will ask all current employees and new hires to present proof of vaccine for the sole purpose of assessing *total overall vaccine-status* of library system employees, which will enable library system administration to make decisions about Working Remotely, Masking Requirements, Capacity Limits, Social Distancing, Wellness Principles and overall virus-related operations. Documentation of a staff member's vaccine status will be filed in the employee's *personnel medical file, which may be inspected by the staff member upon request. Staff

who cannot show documented proof of vaccine will be determined unvaccinated, and may be required to test as needed to maintain the health and safety of all library system staff.

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

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

Monthly System Staff & Divisional Reports
May 16, 2023

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

The Executive Director spent the months of April/May engaged in the following activities:

❖ **Week of April 17:** Participated in STLS Board of Trustees meeting. Assisted in the facilitation of Trustee Handbook Book Club with handbook authors Rebekkah Smith Aldrich and Jerry Nichols on the topic of Board/Director Relations. Attended STLS Summer Learning Workshop, and enjoyed seeing the event return to an in-person program. Participated in the Director's Advisory Council's DEI Subcommittee meeting. Attended monthly meeting with the State Library – Division of Library Development to discuss current public library issues. Participated in meeting with NYS ConnectALL Office to discuss Southern Tier Digital Equity Coalition's involvement in strategic planning for the state agency.

❖ **Week of April 24:** Visited the Chemung County Library District - Steele Library to meet with district's new library director. Attended the ConnectALL Office's Listening Session hosted for the Southern Tier Empire State Development Region. Visited Houghton Library at Corning Community College to plan for upcoming Spring CE. Facilitated a trustee training workshop for the Chemung County Library District. Facilitated the library system's 2023 Construction Aid Workshop. Met with the Sustainable Libraries Initiative to discuss STLS' enrollment in the program. Attended the Southern Tier Digital Equity Coalition meeting to discuss the ConnectALL Office's strategic planning process. Visited the Dundee Library for a ribbon cutting ceremony commemorating the establishment of the library through the efforts of the library's Women's Club.

❖ **Week of May 1:** Facilitated an online Director's Evaluation Workshop for Trustees and Directors. Visited the Belmont Free Library to assist with the library's Construction Aid Notification of Intent to Apply Form, and State Office of Historic Preservation Review Form. Visited the Pulteney Library to interview two library trustees for the next installment of *The Membership*. Attended the Director's Advisory Council's DEI Committee meeting.

❖ **Week of May 8:** Attended the STLS Board of Trustees' *Finance & Facilities* and *Personnel & Policies* Committees' meetings. Visited Greenwood Reading Center to discuss chartering as municipal public library with reading center board members. Attended the Public Library System's Director Organization meeting to discuss current library issues. Participated in monthly STLS Training Team meeting. Visited the Arkport Public Library to view construction progress and provide bookkeeping guidance. Attended the Foundation for Southern Tier Libraries Annual Meeting.

Professional Development, ILL and Youth Services
by Lorie Brown, Professional Development Manager
Division of Professional Development and Outreach

In April. Lorie had the pleasure of working with her STLS colleagues to present learning opportunities for our membership. The Division of PD & O presented an in-person Summer Learning Adventures workshop. The day-long conference sessions ifeatured Promoting Your Summer Learning Program, Activities for Adults with Disabilities, Storytime Ukuleles, Collaborative Art and a discussion of tips and tricks to make summer activities more sustainable. The ILS Team created a selfie opportunity (illustrating Collaborative/Community Art) by inviting attendees to become a STAR with STARCat. Many thanks to Melissa Morrissey, STLS Administrative Assistant for facilitating the lunch and other refreshments to complete the day. Twenty-eight (28) staff attended from 15-member libraries plus staff from the Finger Lakes Library System and from STLS.

A second event featured collaboration with colleagues in the Division as well as with those from across the state to present, STAR Net Solar & Space Science Institute workshop. STLS was one of 3 host sitesin NYS to train library staff in SEAL (Solar Eclipse Activities for Libraries) presented by the Space Science Institute based in Colorado. Staff from the Division for Library Development (DLD) facilitated the 3 workshops in our state. STLS hosted 30 attendees from 4 public library systems (NIOGA, OWWL, Finger Lakes, Four County) in addition to members from our system. We hope to see lots of programming around the upcoming solar eclipses in Fall of 2023, an annular eclipse, and in Spring of 2024, a total eclipse.

Other activities this month included visits to the Friendship Library for an intro to BARC/ILL services and procedures for their library clerk. And, to the Genesee Library in Little Genesee to discuss the groundwork for beginning a storytime for preschoolers in Fall of 2023.
She coordinated with the Delivery Team with information on stoppages of delivery for 4 different libraries. And, is working to find common 'niches' for materials being sent to our members and for those being returned so that ALL staff know what is being shipped and what is being returned. She worked with Mandy Fleming and various member library committees to create a Best Practice document for Delivery. It is hoped that this document will prove useful to front line staff in member libraries. it will be distributed in early May. She returned to Tompkins Community College (TC3) via USPS a total of 97 BARC/ILL items. She has distributed about 1/2 of the Summer Reading posters purchased by NYS for each member library.

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

Keturah worked on a variety of projects during the months of March and April.

Keturah updated the STLS resource guide, "A New Path: A Resource Guide for Re-Entry in Allegany, Chemung, Schuyler, Steuben and Yates Counties." This guide was first published in 2019. Keturah updated it with current agency information. The updated edition is available on the STLS website and print copies have been distributed to member libraries. Keturah will distribute copies to Elmira Correctional Facility and the five county jails in our service area, as well as exchanging the books with other public library systems in the state.

Keturah attended Seuss Night at the Cuba-Rushford Elementary School, where she dressed up as a Dr. Seuss character and helped the Cuba Library at their tabling event. Keturah composed and sent out the Reaching Out e-newsletter in March and in April. Keturah visited the Southeast Steuben County Library with Lorie Brown in March to see the new children's area.

Keturah organized two virtual learning opportunities for STLS members in the month of March: "Sustainability in Library Programming" with Jen Ferriss and Lisa Krop (16 synchronous attendees to live event, 10 views of the recording), and "Things, Things, Things: Beyond Books and Words with a Library of Things," by Dania Souid (18 attendees to synchronous live event, 13 views of the recording). Recordings of these webinars are available on the STLS website. Keturah also secured three speakers for the June Spring CE event and one speaker for the "Summer Learning Adventures" workshop.

Keturah submitted a grant application for the ALA Great Stories Club program on behalf of STLS, working in partnership with the Elmira Correctional Facility.

Keturah attended the DAC Circulation Committee Meeting, STLS Training Team meeting, Allegany County Directors meeting, PLIX workshop, NYLA Council meeting, Steuben County Comprehensive Planning Meeting, ALA Conference Committee Meeting, and a meeting with Connie Terry of the Steuben Prevention Coalition Opioid Committee. Keturah also acted as a grant reviewer for the American Library Association.

During April, Keturah helped other members of the Division of Professional Development and Outreach with planning and facilitating two all-day in-person learning events: Summer Learning Adventures Workshop and the STAR Net Solar Eclipse Activities for Libraries Workshop. Keturah assisted in the Summer Learning workshop by talking about Take & Make projects, and securing a presenter who spoke on Library Programs for Adults with Disabilities. The STAR Net workshop, held in conjunction with the Space Science Institute and NY DLD, attracted 35 participants from five different NY public library systems. Keturah assisted with registration and email communications with workshop attendees. Keturah also took photos at both events and created social media posts with the photos.

Keturah organized a virtual workshop for STLS members conducted by the Network of the National Library of Medicine on "Caring for the Mind: Providing Mental Health Information at Your Library." Fourteen people attended synchronously for the live session and six people have viewed the recording available on the STLS website. Additionally, Keturah updated the Mental Health resources page of the STLS DEISJ LibGuide with resources shown at the workshop.

Keturah met with staff from the Southeast Steuben County Library. Keturah attended the April 12 meeting of the Allegany County Board of Legislators for the Proclamation celebrating National Library Week.

Keturah attended the STLS Monday Morning Meetup, an ILS department webinar on Claims Returned, STLS DEI Panel Presentation, SCRLC Climate Change webinar, STLS Training Team, ALA Conference Committee, STLS Training Team site visit to the Houghton Library at CCC, and the STLS Sustainable Libraries Certification Program Introductory webinar.

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

- During the month of April 2023, Erika Jenns collaborated with colleagues in the Division of Professional Development and Outreach to write and review the position description for the new Library Clerk position. The Division also hosted the Summer Learning Workshop, and as part of the event, Erika presented a session titled "Promoting Summer Learning at Your Library." In the session, participants discussed promotion via social media, email, and traditional avenues like flyers and press releases, along with the importance of accessibility - especially with digital promotion.

- In partnership with the Angelica Free Library, Erika submitted an application for a South Central Regional Library Council Technology and Digitization Grant. She worked with the library director and a trustee to prepare the application with details about microfilm reels of Angelica-oriented newspapers. Grants will be awarded in May 2023.

- As part of her committee work, Erika led the monthly Sustainability Roundtable Public Awareness and Advocacy committee meeting. She also sent emails to state organizations promoting the SustainRT sustainability pledge, which the group hopes all national, state, regional, and local library conferences will adopt. Additionally, Erika participated in meetings of the South Central Regional Library Council's Board Bylaws Committee. The group is in the process of reviewing and editing the bylaws for SCRLC.

- Erika met with vendors from ReciteMe and America's Voice Project in April. ReciteMe is a platform that would allow STLS to implement an accessibility toolbar across all member library websites. This would help ensure that all member library sites meet accessibility standards. America's Voice Project is a database provided by the Roper Center at Cornell University. Staff there are hoping to spread the word and access to the AVP database by offering access on public library websites.

- In preparation for the upcoming PIN to Password change, Erika collaborated with Mandy Fleming to create a half-sheet flyer, which will be distributed to member libraries for use when discussing the password change with patrons. Erika and Mandy are also working on other messaging that will display on the STARCat homepage, and they are creating an FAQ document to help patrons through this change. Similarly, Erika promoted the sunsetting of the legacy OverDrive app, and encouraged member libraries to prepare their patrons for the move to the Libby app. Libraries received resources to help with this switch like sample social media posts, Libby brochures, and access to public-facing webinars provided by staff at OverDrive.

- Erika led a WordPress workshop and helped three attendees work through questions about their library websites. The workshop recording was posted to the STLS YouTube page where it was viewed 15 times. One viewer followed up with Erika about their library website. Additional website work included assisting Rusty Wigg with the Foundation for Southern Tier Libraries website. Erika and Rusty met to review the website and the WordPress dashboard, as well as to make changes to the site.

- Other April activities included attending webinars on creating video tutorials and on email marketing; visiting Corning Community College in preparation for the Spring Continuing Education event; and creating promotional emails for both the Spring CE and May STLS events.

Member and STLS IT Infrastructure
by Ken Behn, Assistant Director – Director of IT
Division of Information Technology

In first quarter of 2023, IT worked on 404 Help Desk requests for member libraries and performed the monthly operating system patches on the 6 Red Hat Linux and 21 Windows servers. Weekly meetings with IT department staff, a quarterly ILS meeting and monthly CCLD meetings were held.

Preparation for our email server migration to Microsoft 365, the securing of patron PINs in the ILS, recovery of our email server due to a critical Microsoft server patch bug and securing of the Help Desk server were conducted during this time.

We worked on our MS Teams migration with continued basic training for STLS Training Team staff and all STLS staff are using the new platform for messaging.

E-rate BEAR forms were filed for reimbursement of the second half of 2022 Internet expenses and 22 documents were prepared for 7 PIA requests for 2023 funding. STLS received $292,000 in commited funding in the first wave for 2023 and exceeded all other NYS library systems by a 2:1 funding margin.

Worked with Dundee, Wayland, Penn Yan and CCLD libraries to plan for them to connect to the STLS VoIP phone system.

Started the process to fill the open Technology Support Specialist position in IT.

Individually these are some highlights of IT staff work:

Pat Beeman -

- Installed the new Windows 10 LTSC image on the Allegany ARC grant desktops and laptops.
- Installed VoIP phones in the Dundee library making them the first to join our STLS phone system over their dark fiber connection and saving the library on montly phone service costs.
- Worked with Atlanta on a move of their dark fiber connection and participated in site visits to Arkport and Rushville for the construction details needed to connect them to STN fiber.
- X5228 calls.

Tom Lawrence -

- Processed orders and developed a new Windows 10 LTSC image for the Allegany ARC grant desktops and laptops.
- Worked to stabilize the STLS email server and migrate it to our new virtualization platform after a Microsoft server patch created an unstable situation with the operating system.
- Created a new WordPress server and visit analytics server to replace Google Analytics for annual web site visit statistics.
- X5228 calls.

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

E-rate

In April, Ken and I responded to a number of Program Integrity Assurance (PIA) questions about our 2023-2024 Form 471 (Description of Services Ordered and Certification Form) applications. In April, STLS was notified that 12 out of 15 of our 471 applications were approved and included in Wave 1 of USAC's 2023 funding. These 12 applications totaled $292,452.13 in funding approvals. We have continued answering PIA questions on the other 3 applications and hope to hear that those are approved this month.

ILS

I presented a Claims Returned Q&A Webinar in early April, explaining what to do in WorkFlows when patrons claim to have returned an item. I also worked with Shauna in Cuba to complete an inventory project for them, by marking items missing that were not inventoried earlier this year. The largest ILS project I worked on this month was researching and preparing for a change to patron PINs/passwords coming in May. In May, Ken and I will be making patron passwords much more secure in Symphony WorkFlows (WF), which will help us to further protect valuable patron information. This change will have a small impact on library WF logins, and a large impact on STARCat logins and other online services that use library card numbers for access, such as Libby, Hoopla, and online databases.

Kylie visited Rushville 3 times in April, to assist with barcoding their collection, in preparation for automating. She also helped them get set up with an STLS loanable laptop that has WF installed, so that they can have a 2nd computer for barcoding when both Dodie and Dawn are working. We provided a number of trainings in April, as well. Kylie provided ongoing item maintenance training each time she visited Rushville. Larissa did a training on BLUEcloud Analytics for Montour Falls and I visited Hornell to provide WF and circ desk customer service training to their staff. The 3 of us also attended the online COSUGI (Customers Of SirsiDynix User Group) Conference and learned about new and existing ILS products and features. We were especially interested in the programs on BLUEcloud Analytics, MarcEdit (a cataloging tool) and Data Control (a data editing tool).

Due to some scheduling issues, we had to postpone our second round of interviews for the Part Time ILS Specialist Position to the last week in May. We are looking forward to completing that process and getting someone new on our team.

We are currently at a turnaround time of 7 working days for unopened "normal" cataloging requests. Kylie and Larissa have continued to do an excellent job of keeping the turnaround time reasonable, while still providing system-wide training and barcoding support to Rushville. Other large cataloging projects (such as updating terminology in bib record Subject Headings) have remained paused until we are fully staffed again.

General STLS

Kylie and Larissa created a wonderful "Be the STAR in STARCat" mural for the Summer Learning Event at STLS.   Erika provided us with images to trace onto huge sheets of paper. Larissa traced the images, then she and Kylie filled in the mural and decorated it. On the day of the event, participants were encouraged to take their picture in front of it and be a 'star.'   It is now on the wall in the ILS Office, so that we (and visitors to our office) can continue to enjoy it. Pre-covid, the Summer Learning Event was always a busy and fun day with lots of STLS staff and member library staff interaction - so it was lovely to have it back again, in-person, this year. I was disappointed to personally miss the event, but heard great things about it and enjoyed being involved in the mural creation.

Lorie and I worked together, with input from the DAC Circulation Committee and STLS staff, to finalize a Delivery Best Practice handout for member library staff. Our hope is that this handout will cut back on some of the recent delivery and WF errors around transiting items between libraries.

Finally, Larissa, Kylie and myself started preparing for the Spring CE Conference programs we will be presenting in June and I confirmed that Ingram and Baker & Taylor will be in attendance as vendors. Spring CE is another system-wide event that will return to in-person this year and we are trying to make it as informative and entertaining as possible for member libraries.