

STLS BOARD MEETING

Tuesday, July 16, 2024 - 2:00 pm
 Steele Memorial Library, Elmira, NY 14901

**AGENDA**

- | | | | |
|----|---|----------------------|--------------------|
| 1. | Agenda | | Doc. #24-80 |
| 2. | Approval of Minutes – June 2024 | *FOR APPROVAL | Doc. #24-81 |
| 3. | Treasurer’s Report – June 2024 | *FOR APPROVAL | Doc. #24-82 |
| 4. | Financial Clerk’s Report – June 2024 | *FOR APPROVAL | Doc. #24-83 |
| 5. | 2 nd Quarter Profit-Loss Statement - June 2024 | *FOR APPROVAL | Doc. #24-84 |
| 6. | 2 nd Quarter Claims Auditor Report - June 2024 | *FOR APPROVAL | Doc. #24-85 |

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

COMMITTEE REPORTS

- | | | | |
|-----|--|----------------------------------|--------------------|
| 7. | Executive Committee – Kathy Green | | |
| 8. | Personnel & Policies Committee – Barbara Hubbell | (Minutes) | Doc. #24-86 |
| 9. | Finance & Facilities Committee – Sisi Barr | (Minutes) | Doc. #24-87 |
| | | (2023 Annual Statistical Report) | Doc. #24-88 |
| 10. | Public Relations Committee – Lynnette Decker | (Minutes) | Doc. #24-89 |
| 11. | Foundation for Southern Tier Libraries – Louise Richardson | (Minutes) | Doc. #24-90 |

BOARD ACTIONS

- | | | | |
|-----|---|-----------------------|--------------------|
| 12. | <u>Expenditure Approvals -Monthly Unpaid Bills Detail</u> | * FOR APPROVAL | Doc. #24-91 |
|-----|---|-----------------------|--------------------|

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:			

- | | | | |
|-----|--|-----------------------|--------------------|
| 13. | <u>Receipt Approvals – Monthly Deposit Summary</u> | * FOR APPROVAL | Doc. #24-92 |
|-----|--|-----------------------|--------------------|

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:			

- | | |
|-----|--|
| 14. | <u>Approve Proposed Freedom of Information Law (FOIL) Policy</u> |
|-----|--|

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed Freedom of Information Law (FOIL) Policy as presented at the June 18, 2024 board meeting, and considers any revisions incorporated during board meeting discussion.

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

15. Approve the Establishment of a 13-Month Certificate of Deposit *** FOR APPROVAL** **Doc. #24-93**

Executive Director Recommendation: The STLS Board of Trustees approves the proposed establishment of a 13-month certificate of deposit in the amount of \$250,000 through Community Bank N.A. at an interest rate of 4.6 percent, and authorizes the Executive Director to set up the certificate of deposit utilizing board signatories as approved during the library system's January 16, 2024 annual organizational meeting.

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

16. Approve Proposed NYS Public Library Construction Aid Allocations *** FOR APPROVAL** **Doc. #24-94**

Public Relations Committee Recommendation: The STLS Board of Trustees approves the proposed 2024/2025 NYS Public Library Construction Aid Allocations as presented at the July 16, 2024 board meeting considering any revisions during board meeting discussion.

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

17. Approve Proposed 2024 – 2027 Staff Organization Contract ***FOR APPROVAL** **Doc. #24-95**

Board President Recommendation: The STLS Board of Trustees approves the proposed Contract Between Staff Organization of STLS and Southern Tier Library System dated July 1, 2024 – June 30, 2027.

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

18. Authorize the Executive Director to Pay STLS Staff Salaries and Execute Organization Contract

***FOR APPROVAL**

Doc. #24-95

Executive Director Recommendation: The STLS Board of Trustees authorizes the Executive Director to retroactively pay staff salaries as prescribed in the Contract Between Staff Organization of STLS and Southern

Tier Library System 2024 – 2027 and execute contract as agreed upon and signed by the STLS Board of Trustees and Staff Organization of STLS for the length of the contract.

Move: _____ Aye _____ Nay _____ Approved/Failed Discussion:	Second _____ Abstain _____ Absent _____
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19. Approve Hourly Rate Increase for Full Time ILS Specialist

***FOR APPROVAL**

Executive Director Recommendation: The STLS Board of Trustees approves the increase of Full Time ILS Specialist Kylie Baker's hourly rate of \$24.27 that would go into effect when the Contract Between Staff Organization of STLS and Southern Tier Library System – 2024 - 2027 is approved by the STLS Board of Trustees and signed by both parties.

Move: _____ Aye _____ Nay _____ Approved/Failed Discussion:	Second _____ Abstain _____ Absent _____
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20. Approve Proposed Agreement for Accounting Services

***FOR APPROVAL**

Doc. #24-96

Executive Director Recommendation: The STLS Board of Trustees approves the proposed Agreement for Accounting Services through Southeast Steuben County Library to fulfill the duties of the Accounting Specialist position at a starting quarterly rate of \$8,104.

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

- 21. Old Business
- 22. New Business
- 23. Library Networking
- 24. President's Report
- 25. Monthly Library System Staff Reports

Doc. #24-97

Public Expression (15 minutes)
 Adjournment

Next meeting: Montour Falls Library – 406 West Main Street / Montour Falls, NY 14865
 Tuesday, September 17, 2024 at 2:00 p.m.

STLS BOARD MEETING
Tuesday, June 18, 2024 - 2:00 pm
Penn Yan Library, Penn Yan, NY 14527

MINUTES**TRUSTEES PRESENT:**

Richard Ahola – 2027	Lynnette Decker -2025
Sisi Barr – 2028	Kathy Green-2026
	Barbara Hubbell – 2024,
Betsy Gorman - 2024	Susan McGill – 2024
David Haggstrom – 2025	
Mary-Claire Krebs – 2027	
Michael Steffens – 2027	
Louise Richardson – 2024	

Excused: Richard Urban – 2024, Rachel Barbour – 2024 , Vacant Allegany County Seat – 2025, Vacant Schuyler County Seat - 2023

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

President K Green called the meeting to order at 2:06 pm

1. AGENDA ***FOR APPROVAL** **Doc.#24-68**
Received and Filed

2. Approval of Minutes – May 2024 ***FOR APPROVAL** **Doc. #24-69**
Received and Filed

3.Treasurer’s Report – May 2024 ***FOR APPROVAL** **Doc. #24-70**
Received and filed

S Barr reported that the account balance is down about \$119,000.00 as compared to June 2023.

4. Financial Clerk’s Report – May 2024 ***FOR APPROVAL** **Doc. #24-71**
Received and Filed

B Hildreth reported that line item 4724, Member Library IT Contracts, is down about \$11,000.00 as compared to last month, because internet billing is complete.

B Hildreth reported for expenses that line item 5100, Salaries, is up for the month of May due to the month having three pay periods. Line item 5409, STLS Phone and Internet, is down due to less billing in the month of May. Line item 5427, Programming

and Annual Conference, has an increase because of payments made to the presenters at the Spring CE. The expense seen on line item 5444 was the payment to Mengel, Metzger, Barr and Co for the annual audit. Line item 5451 is payment for lawn care for the STLS building.

Standing Committee Reports –

5. Executive Committee – Kathy Green

K Green reported the committee set the agenda and reviewed the minutes

6. Personnel & Policies Committee – Barbara Hubbell

(Minutes) **Doc.#24-72**

(FOIL Policy) **Doc.#24-73**

B Hubbell reported that the FOIL Policy, Document 24-73, has been reviewed by the committee and is up for review in this month's Board packet. The policy explains how STLS would proceed if a FOIL request was received.

B Hubbell also reported on Brian's upcoming evaluation. This year's evaluation will include STLS Trustees and Library Directors and will be sent out in August.

*****B Hubbell requested that the meeting go into Executive Session to discuss matters leading to the dismissal of an employee. Executive session started at 2:14 and ended at 2:27 with a motion from M Steffens and second from S McGill.***

7. Finance & Facilities Committee – Sisi Barr

(Minutes) **Doc.#24-74**

S Barr stated that State Aid will increase by 4.5% across all categories. There is also an increase in Bullet Aid of about \$70,000.00. Some of that money is earmarked to go to specific member libraries, and remaining funds will be utilized on collections and programs that benefit member libraries and patrons. There is an expected increase in health insurance rates. Once State Aid is received, B Hildreth is looking into opening another certificate of deposit in the amount of \$250,000.

B Hildreth reported that the STLS parking lot will be seal coated on June 21. There are bids out for pressure washing the STLS building. B Hildreth also reported that the Starquest Library Tour will start on July 1.

8. Public Relations Committee – Lynnette Decker

L Decker reported that the Committee will meet on June 26, at the Almond Library, from 9-4 to hear Construction Aid presentations and give out 1.1 million dollars in state aid to member libraries.

9. Foundation for Southern Tier Libraries – Louise Richardson

L Richardson stated that the Foundation is planning on September 21, 2024 for their Annual Event and will be sending out 'Save the Date' cards. This year's event will have

a new award, the Library Lion. The award will go to a person who advocates and supports libraries. Nomination information will be forthcoming.

BOARD ACTIONS

10. Expenditure Approvals -Monthly Unpaid Bills Detail * **FOR APPROVAL** Doc. #24-49

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 11 Nay 0 Abstain 0 Absent 2 Vacant 2

Approved/Failed: Approved

Discussion: None

11. Receipt Approvals – Monthly Deposit Summary * **FOR APPROVAL** Doc. #24-50

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

Aye 11 Nay 0 Abstain 0 Absent 2 Vacant 2

Approved/Failed: Approved

Discussion: None

12. Approve Proposed Public Comment Policy * **FOR APPROVAL** Doc. #24-59
(See May 2024 Board Packet)

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed Public Comment Policy as presented at the May 21, 2024 board meeting, and considers any revisions incorporated during board meeting discussion.

Aye 11 Nay 0 Abstain 0 Absent 2 Vacant 2

Approved/Failed: Approved

Discussion: B Hildreth stated that changes were recommended for the policy. Those changes were incorporated into the policy.

13. Approve the 2023 Annual Financial Report (AFR) to the New York State Comptroller's Office * **FOR APPROVAL** Doc. #23-61
(See June 2024 Board Packet for Document)

Finance & Facilities Committee Recommendation: The STLS Board of Trustees approves the 2023 Library System Annual Financial Report to the New York State Comptroller's Office as presented at the May 21, 2024 board meeting.

Aye 11 Nay 0 Abstain 0 Absent 2 Vacant 2

Approved/Failed: Approved

Discussion: None

14. Approve Participation in Cooperative Energy Supply Bid * **FOR APPROVAL** Doc. #23-78

Executive Director Recommendation: The STLS Board of Trustees approves the organization's participation in the Cooperative Energy Supply Bid coordinated by BOCES of Ontario, Seneca, Wayne and Yates counties for fiscal year 2025.

<p>Motion: _____ R Ahola _____ Second: _ M Krebs _____</p> <p>Aye _11_ _____ Nay _0_ _____ Abstain _____ 0 _____ Absent _2_ _____ Vacant _____ 2 _____</p> <p>Approved/Failed: Approved</p> <p>Discussion: None</p>

15. Approve Appointment of Financial Clerk Designee * **FOR APPROVAL**

Executive Director Recommendation: The STLS Board of Trustees approves the appointment of Erika Jenns, Assistant Director – Director of Librarianship, to serve at the libraries Financial Clerk Designee

<p>Motion: _ L Richardson _____ Second: _ S Barr _____</p> <p>Aye _11_ _____ Nay _0_ _____ Abstain _____ 0 _____ Absent _2_ _____ Vacant _____ 2 _____</p> <p>Approved/Failed: Approved</p>

Discussion: B Hildreth stated that Erika Jenns will take the place of Lorie Brown as Financial Clerk Designee when Lorie retires on June 28

BOARD INFORMATION

16. Old Business –

None

17 New Business –

None

18. Library Networking –

B Hubbell stated that Dolly Parton’s Imagination Library is now available in Yates County and is funded by Proaction of Schuyler and Yates counties. Schuyler county will be participating soon. B Hubbell also explained to the Board how the program operates. L Richardson reported that the Southeast Steuben County Library (Corning) budget passed.

B Gorman inquired about the cataloging work STLS is doing at the Chemung Valley History Museum (CVHM). B Hildreth explained how to access the CVHM materials online

19. President’s Report –

K Green spoke about negotiations with the Staff Association. She stated that everything has gone very well. There is one issue that they are trying to resolve together.

20. Monthly Library System Staff Reports

Doc.#24-79

B Hildreth reminded the Board to be sure to read the staff updates and that all library budget votes passed. B Hildreth also summed up how the Spring CE event went.

Public Expression (15 minutes)

Angela Gonzalez, Director of the Penn Yan library, introduced herself. She was present for the Board meeting. She informed the Board of the successful book sale that the Penn Yan Library completed the week prior.

Adjournment 3:03 pm

Move: R Ahola

Second: S McGill

Next meeting: Steele Memorial Library-CCLD , 1001 E Church St, Elmira , NY 14901 –
Tuesday, July 16, 2024 at 2 p.m.

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

Southern Tier Library System
Treasurer's Report
As of June 30, 2024

	Total	
	As of Jun 30, 2024	As of May 31, 2024 (PP)
ASSETS		
Current Assets		
Bank Accounts		
1200 Cash - Operating	5,538.65	6,967.61
1201 Cash - Payroll	6,455.07	4,732.33
1202 Cash - Money Market	472,721.71	613,153.87
1203 Cash in Certificate of Deposit	357,961.64	356,600.68
Total Bank Accounts	\$ 842,677.07	\$ 981,454.49
Accounts Receivable		
1380 Accounts Receivable	111,055.03	147,059.02
Total Accounts Receivable	\$ 111,055.03	\$ 147,059.02
Total Current Assets	\$ 953,732.10	\$ 1,128,513.51
Fixed Assets		
1100 Fixed Assets	0.00	0.00
1102 Building	2,107,487.60	2,107,487.60
1104 Equipment	448,833.60	448,833.60
1105 Internet Fiber	1,066,290.03	1,066,290.03
1106 Vehicles	154,287.50	154,287.50
1112 Accumulated Dep Building	-763,740.84	-763,740.84
1114 Accumulated Depreciation	-1,201,316.05	-1,201,316.05
Total 1100 Fixed Assets	\$ 1,811,841.84	\$ 1,811,841.84
Total Fixed Assets	\$ 1,811,841.84	\$ 1,811,841.84
Other Assets		
1382 Prepaid expenses	85,892.80	85,892.80
1400 Right of Use Lease Asset	516,634.00	516,634.00
Total Other Assets	\$ 602,526.80	\$ 602,526.80
TOTAL ASSETS	\$ 3,368,100.74	\$ 3,542,882.15
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
2601 Accrued P/R	5,818.22	5,818.22
2625 Payroll Deductions Payable	-216.73	0.16
2626 Flex Spending Deduction Payable	603.24	722.47
2627 PFL Payable to Insurance	1,843.99	1,562.73
2635 Capital Notes Payable	98,944.81	101,159.17
2640 Accrued Compensated Absences	159,208.73	159,208.73
2800 Lease Liability Short Term	98,735.00	98,735.00
Total Other Current Liabilities	\$ 364,937.26	\$ 367,206.48
Total Current Liabilities	\$ 364,937.26	\$ 367,206.48
Long-Term Liabilities		

2850 Lease Liability - Long Term	417,899.00	417,899.00
Total Long-Term Liabilities	\$ 417,899.00	\$ 417,899.00
Total Liabilities	\$ 782,836.26	\$ 785,105.48
Equity		
3200 Fund Balance Unrestricted	2,583,165.29	2,583,165.29
3910 Board Restricted Capital Reserv	350,000.00	350,000.00
3911 Donor Restricted Capital Reserv	80,149.19	80,149.19
Net Income	-428,050.00	-255,537.81
Total Equity	\$ 2,585,264.48	\$ 2,757,776.67
TOTAL LIABILITIES AND EQUITY	\$ 3,368,100.74	\$ 3,542,882.15

Official Depository: Community Bank NA
Money Market Account: .10 Rate of Return
Checking Accounts: .05 Rate of Return
Certificate of Deposit: 4.6% Interest Rate

**Southern Tier Library System
Financial Clerk's Report
June 2024**

	Total	
	Jun 2024	May 2024 (PP)
Income		
4719 Interest	1,374.35	1,330.51
4724 Member Library IT Contracts	300.00	1,338.00
4731 Arkport Support		48.96
4733 Member Library Processing Fees	70.00	
4735 Non State Aid Pass Through	13,994.73	4,445.70
4782 Donations	158.09	
4784 General Reimbursements & Refund	28.04	28.04
Total Income	\$ 15,925.21	\$ 7,191.21
Gross Profit	\$ 15,925.21	\$ 7,191.21
Expenses		
5100 Salaries		
5141 Professional Salaries	35,151.26	52,726.89
5142 Non-Professional Salaries	42,913.47	65,594.76
Total 5100 Salaries	\$ 78,064.73	\$ 118,321.65
5150 Personnel Benefits	399.00	200.00
5153 Social Security	5,751.36	8,814.44
5154 Workers Compensation	585.86	585.86
5156 Disability		398.16
5157 Health Insurance	16,559.00	21,791.50
5158 Payroll Expense - Other	880.34	1,334.18
Total 5150 Personnel Benefits	\$ 24,175.56	\$ 33,124.14
5204 STLS Software & Small Equipment	529.95	259.98
5205 Maintenance Contracts & Leases	968.42	491.45
5408 Platform Fees & Licenses	3,433.00	80.00
5409 STLS Telephone/Internet	16,745.95	19,198.38
5417 Library Materials	900.16	424.41
5420 Staff Development Travel	179.62	634.60
5422 Trustee Mileage	270.68	851.97
5424 Conference Registration		178.00
5425 Staff & Member Library Mileage	413.22	22.11
5427 Programming & Annual Conference	3,546.02	1,340.00
5428 Meeting Supplies	218.16	173.64
5430 Office Supplies	364.12	581.66
5433 Postage	22.55	1,020.30
5434 Public Relations	4,008.78	2,057.55
5435 Member Library Pass through	28,312.83	27,524.23
5436 STLS Grants to Member Libraries	67.00	299.24
5442 Professional Fees		1,355.00
5443 Legal Counsel	300.00	700.00
5444 Accounting Support & Audit	99.00	17,986.50

5450 Utilities	439.18	1,625.10
5451 Building Maintenance & Repairs	1,833.20	4,137.99
5454 Commercial Insurance	912.58	912.58
5471 Vehicle Maintenance & Repairs	966.21	326.62
5473 Vehicle Fuel	1,752.67	1,971.14
5474 Vehicle Insurance	492.17	497.17
5480 Greenwood Reading Center Exp	1,416.48	2,453.41
5485 Arkport Expense Account	1,585.52	3,018.22
5490 Grants	16,419.64	3,189.89
Total Expenses	\$ 188,437.40	\$ 244,756.93
Net Operating Income	-\$ 172,512.19	-\$ 237,565.72
Net Income	-\$ 172,512.19	-\$ 237,565.72

Monday, Jul 01, 2024 12:32:06 PM GMT-7 - Accrual Basis

Southern Tier Library System
Profit / Loss Statement
January - June, 2024

	Actual	Budget	Difference
Income			
4700 Basic State Aid	0.00	878,428.00	-878,428.00
4706 Jails and Institutions	0.00	3,796.00	-3,796.00
4709 Local Services Support	0.00	96,594.00	-96,594.00
4710 Supplemental Aid	0.00	130,140.00	-130,140.00
4711 Coordinated Outreach	0.00	90,243.00	-90,243.00
4713 State Corrections	0.00	26,909.00	-26,909.00
4714 Bullet Aid NYS	20,000.00	0.00	20,000.00
4719 Interest	8,081.83	16,000.00	-7,918.17
4721 E-Rate Funding	0.00	211,500.00	-211,500.00
4723 Member Library Cost Share	411,172.00	411,172.00	0.00
4724 Member Library IT Contracts	15,881.61	70,000.00	-54,118.39
4725 Grants Revenue	0.00	100,000.00	-100,000.00
4733 Member Library Processing Fees	112.00	0.00	112.00
4781 Retiree Health Ins Payments	2,364.72	500.00	1,864.72
4782 Donations	462.73	2,000.00	-1,537.27
4784 General Reimbursements & Refund	456.08	1,200.00	-743.92
Total Income	\$ 458,530.97	\$ 2,038,482.00	-\$ 1,579,951.03

Expenses			
Total 5100 Salaries	\$ 517,372.14	\$ 1,072,726.00	-\$ 555,353.86
Total 5150 Personnel Benefits	\$ 162,854.49	\$ 423,006.00	-\$ 260,151.51
5203 STLS Equipment	0.00	0.00	0.00
5204 STLS Software & Small Equipment	7,692.32	5,000.00	2,692.32
5205 Maintenance Contracts & Leases	4,379.61	12,000.00	-7,620.39
5407 Integrated Library System	0.00	81,000.00	-81,000.00
5408 Platform Fees & Licenses	11,427.58	18,000.00	-6,572.42
5409 STLS Telephone/Internet	113,355.76	235,000.00	-121,644.24
5417 Library Materials	7,216.63	16,000.00	-8,783.37
5418 Consultant Collection	1,011.04	2,400.00	-1,388.96
5419 Electronic Materials	0.00	10,000.00	-10,000.00
5420 Staff Development Travel	6,438.45	15,000.00	-8,561.55
5422 Trustee Mileage	1,451.66	10,000.00	-8,548.34
5423 Trustee Continuing Education	0.00	2,400.00	-2,400.00
5424 Conference Registration	3,282.90	11,000.00	-7,717.10
5425 Staff & Member Library Mileage	1,043.84	3,000.00	-1,956.16
5427 Programming & Annual Conference	6,560.06	5,000.00	1,560.06
5428 Meeting Supplies	1,696.36	2,500.00	-803.64
5430 Office Supplies	2,527.92	3,500.00	-972.08
5433 Postage	1,105.10	2,400.00	-1,294.90
5434 Public Relations	12,373.61	10,000.00	2,373.61

5436 STLS Grants to Member Libraries	366.24	17,000.00	-16,633.76
5442 Professional Fees	4,502.00	10,000.00	-5,498.00
5443 Legal Counsel	1,000.00	2,500.00	-1,500.00
5444 Accounting Support & Audit	12,969.00	14,500.00	-1,531.00
5450 Utilities	6,158.19	12,000.00	-5,841.81
5451 Building Maintenance & Repairs	11,999.50	25,000.00	-13,000.50
5453 Loan Interest	198.04	0.00	198.04
5454 Commercial Insurance	8,622.48	12,500.00	-3,877.52
5471 Vehicle Maintenance & Repairs	5,741.49	3,000.00	2,741.49
5473 Vehicle Fuel	8,048.58	24,000.00	-15,951.42
5474 Vehicle Insurance	3,264.02	5,875.00	-2,610.98
5490 Grants	20,638.81	100,000.00	-79,361.19
Total Expenses	\$ 1,108,152.31	\$ 2,166,307.00	-\$ 1,058,154.69
Net Operating Income	-\$ 649,621.34	-\$ 127,825.00	-\$ 521,796.34

Monday, Jul 01, 2024 12:34:42 PM GMT-7 - Accrual Basis

QUARTERLY CLAIMS AUDITOR REPORT - SOUTHERN TIER LIBRARY SYSTEM

Q2 2024 April 1, 2024 - June 30, 2024

Audit Date	# of Invoices	Invoice Total	Exception	Check Numbers		Check Date	Paid Total
4/3/24	20	51,368.60	0	41576	41595	4/5/24	51,368.60
4/17/24	47	111,810.94	0	41596 -	41642	4/19/24	111,810.94
5/1/24	18	40,668.79	0	41643 -	41660	5/3/24	40,668.79
5/15/24	31	47,803.20	0	41661 -	41691	5/17/24	47,803.20
5/29/24	29	29,585.18	0	41692	41720	5/31/24	29,585.18
6/12/24	29	67,998.25	1	41721 -	41749	6/14/24	67,998.25
6/26/24	20	35,031.11	0	41750	41769	6/28/24	35,031.11

EXCEPTION REPORT

Exception Reference	Transaction No/Date	Invoice Date	Amount	Claim Payee/Vendor	Item/Services of Invoice
41742	6/14/24	2/19/24	86.03	Kelly Povero	Mileage for DAC/DEI
Issue with Purchase Cause for Exception				Resolution	
Replaces check #41516, never received				Void original check	

Submitted by Louise Richardson, Internal Auditor

6/30/24

Personnel & Policies Committee

Meeting Minutes

Tuesday, July 9, 2024 at 12:00 pm

Meeting Location: Southern Tier Library System - Painted Post



Committee Members in Attendance: Barbara Hubbell (chair), Susan McGill, Mary-Claire Krebs, and Richard Ahola

Administration: Brian M. Hildreth

POLICIES

FOIL Policy

Approve Proposed Freedom of Information Law (FOIL) Policy

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed Freedom of Information Law (FOIL) Policy as presented at the June 18, 2024 board meeting, and considers any revisions incorporated during board meeting discussion.

Motion by S. McGill, Seconded by R. Ahola. Passed unanimously out of committee.

Staff Guide

The committee reviewed the Staff Guide. Several formatting changes were incorporated including a table of contents and subject headings. The committee also updated sections to align them with recently approved policy. B. Hildreth said changes submitted from division heads, managers, and new employees had also been incorporated. The committee was not able to get through the full guide during the meeting. Further review would take place at September's meeting.

PERSONNEL

Executive Director – Evaluation Survey Questions

B. Hubbell indicated she would work with STLS Administrative Assistant to issue the survey to member directors and STLS trustees during the months of July/August. The committee would use survey feedback to prepare the Executive Director's evaluation for 2023/2024 in partnership with the full board. B. Hildreth said he would email an update document on his Performance Objectives to board members coming out of July's meeting.

Accounting Specialist

B. Hildreth shared STLS has been working with Southeast Steuben County Library and legal representation for both organizations to develop an Agreement for Accounting Services. These services

will fill the need for the vacant Accounting Specialist position. The Agreement has been completed by both parties' lawyer, and administration agrees with the language. The Agreement will be up for approval at this month's STLS board meeting.

Engagement Consultant

B. Hildreth noted this position has been advertised for more than a month. The library system is still receiving applications until July 26th. The number of applications is low at this time, and STLS is hopeful more applications are received. It is possible the search will be extended if the pool does not meet a desired number of qualified candidates.

Meeting adjourned at 1:10 pm.

Minutes respectfully submitted by: Brian M. Hildreth

Finance & Facilities Committee

Meeting Minutes

July 8, 2024 – 1:00 pm

Meeting Location: Southern Tier Library System



Present: Richard Urban, Louise Richardson, and Brian Hildreth

Excused: Sisi Barr, and Betsy Gorman

Meeting was called to order at 1:11 pm.

Review of Financial Statements - Brian reviewed June's financial statements with the committee. He noted STLS recently migrated to an online version of Quickbooks financial software, so the formatting of reports was different. The Business Office is trying to make the new reports look more similar to older reports. He thanked the committee for their patience.

Treasurer's Report – Brian stated our balance this month as compared to this month in 2023 is down roughly \$80,000 based on cash flow. However, the balance is only down \$53,000 compared to 2019.

Financial Clerk's Report – Brian highlighted Item 4719 Interest – amount is similar to May. Expenses – Item 5141 and 5142 – Salaries are lower due to two payrolls rather than three in May. Items 5427 and 5434 will be higher due to upcoming conference and prizes for those who successfully complete the Forty-Eight (48) Library Passport Challenge.

Profit - Loss Vs Actual Statement – Brian shared State Aid should arrive in the coming days as all the necessary paperwork has been filed with the State Education Department. Expenses – Items 5100 and 5150 are currently on budget for the year. This includes any anticipated increases through Staff Contract negotiations. He noted a mid-year budget revision will be submitted to the committee in September with the hopes of board review in October.

Claims Auditor Report – Louise shared the findings for the second quarter of 2024. She noted a check had to be reissued for a member librarian's mileage claim form. The recipient indicated they never received the check. STLS' bank reconciliation shows the check had never been deposited.

Deposit Summary and Expenditures Report – will be included in board packet.

Facilities- Brian shared the parking lot sealing project has been completed as well as the building pressure washing. He said both projects were completed to satisfaction of the organization. A tree removal and trimming project will be put out to bid this August for fall work.

Staffing – Brian shared STLS has been working with Southeast Steuben County Library and legal representation for both organizations to develop an Agreement for Accounting Services. These services will fill the need for the vacant Accounting Specialist position. The Agreement has been completed by both parties lawyer, and administration is in agreement with the language. The Agreement will be up for approval at this month's STLS board meeting.

Hearing no further new business, Richard made a motion to adjourn with Louise seconded.

Meeting adjourned at 1:42 pm

Respectfully submitted: Brian Hildreth, Executive Director

Southern Tier Library System

Annual Report for Library Systems - 2023 (Public Library Systems 2023)

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 CollectConnect, please click the new link [here](#) and you will be taken to the new interface. Please be sure you exit and close the 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 report at the same time may result in 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	01/01/2023
1.5	Ending Reporting Year	12/31/2023
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 QUESTIONS

- | | | |
|------|---|-----|
| 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	Certified Librarians - Filled Position(s) FTE	4
2.11	Certified Librarians - Vacant Position(s) FTE	0
2.12	Outreach Coordinator (certified) per CR 90.3 (1)(2) (iii) - Filled Position FTE	1
2.13	Outreach Coordinator (certified) per CR 90.3 (1)(2) (iii) - Vacant Position FTE	0
2.14	Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.10 + 2.12)	6.00
2.15	Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.11 + 2.13)	0.00
2.16	Total Other Professional Staff - Filled Position(s) FTE	7.5
2.17	Total Other Professional Staff - Vacant Position(s) FTE	0
2.18	Total Other Staff - Filled Position(s) FTE	4.5
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)	18.00
2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	0.00

SALARY INFORMATION

2.22	Entry-Level Librarian (certified) FTE	1
2.23	Entry-Level Librarian (certified) Current Annual Salary	\$50,000
2.24	System Director FTE	1
2.25	System Director Current Annual Salary	\$126,559

3. System Membership, Outlets and Governance

Service Outlets / Meetings / System Council

PUBLIC SERVICE OUTLETS

3.9	Number of member libraries. Do not include branches.	42
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	2
3.22	Other Outlets	0
3.23	Total Public Service Outlets (total questions 3.15, 3.19 through 3.22)	3
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 <u>voting</u> positions on system board/council. Please add a note if this has changed from the previous year report.	15
3.27	Term length for system board/council members. Please add a note if this has changed from the previous year report.	5

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

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

Board/Council Member - complete one record for each Board/Council Member. For each vacant position, select "Vacant" in questions 2-17 of the repeating group. You may 1) enter the data for the Board/Council Members directly into the survey as us Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must e spreadsheet form available in the survey by clicking [here](#). **Note that the trustee and coordinated outreach council positions hav year's information. Please make sure that information is updated as needed. The spreadsheet option is still available if that is e the spreadsheet option the president will need to be added as it was in a separate group in the previous year reports. Complete collectconnect@baker-taylor.com.** The number of Council members must be 5 to 11 (no less than five and no more than 11).

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

- | | | |
|----|---------------------------|-----------------|
| 1. | Status | Filled |
| 2. | First Name | Lynnette |
| 3. | Last Name | Decker |
| 4. | Institutional Affiliation | Allegany County |

5.	Professional Title	Vice President
6.	Mailing Address	9314 County Road 7
7.	City	Cuba
8.	Zip Code (enter five digits only)	14727
9.	Office Held or Trustee	Trustee
10.	Term Begins - Month	January
11.	Term Begins - Year (yyyy)	2022
12.	Term Expires - Month or N/A	December
13.	Term Expires - Year (YYYY) or N/A	2026
14.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
15.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/18/2022
16.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/21/2022
17.	Is this a brand new trustee?	N

1.	Status	Filled
2.	First Name	Mathilde
3.	Last Name	Barr
4.	Institutional Affiliation	Chemung County
5.	Professional Title	Treasurer
6.	Mailing Address	270 Fisher Hill Road
7.	City	Corning
8.	Zip Code (enter five digits only)	14830
9.	Office Held or Trustee	Trustee
10.	Term Begins - Month	January
11.	Term Begins - Year (yyyy)	2024
12.	Term Expires - Month or N/A	December
13.	Term Expires - Year (YYYY) or N/A	2028
14.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes

15. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/16/2024
16. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/19/2024
17. Is this a brand new trustee? N

1. Status Filled
2. First Name Louise
3. Last Name Richardson
4. Institutional Affiliation Steuben County
5. Professional Title Secretary
6. Mailing Address 36 Tall Meadow Road
7. City Painted Post
8. Zip Code (enter five digits only) 14870
9. Office Held or Trustee Trustee
10. Term Begins - Month January
11. Term Begins - Year (yyyy) 2020
12. Term Expires - Month or N/A December
13. Term Expires - Year (YYYY) or N/A 2024

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

1. Status Filled
2. First Name Richard
3. Last Name Ahola
4. Institutional Affiliation Yates County
5. Professional Title Trustee
6. Mailing Address 4568 Lakeview Road
7. City Dundee
8. Zip Code (enter five digits only) 14837
9. Office Held or Trustee Trustee

10. Term Begins - Month January
11. Term Begins - Year (yyyy) 2022
12. Term Expires - Month or N/A December
13. Term Expires - Year (YYYY) 2026
or N/A
14. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
15. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/18/2022
16. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/21/2022
17. Is this a brand new trustee? N

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

1. Status Filled
2. First Name David
3. Last Name Haggstrom
4. Institutional Affiliation Allegany County
5. Professional Title Trustee
6. Mailing Address PO Box 8
7. City Angelica
8. Zip Code (enter five digits only) 14709
9. Office Held or Trustee Trustee
10. Term Begins - Month January
11. Term Begins - Year (yyyy) 2022
12. Term Expires - Month or N/A December
13. Term Expires - Year (YYYY) or N/A 2026
14. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
15. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/18/2022
16. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/21/2022
17. Is this a brand new trustee? N

1. Status Filled
2. First Name Mary-Claire
3. Last Name Krebs
4. Institutional Affiliation Steuben County
5. Professional Title Trustee
6. Mailing Address 13279 Bluffers Drive
7. City Hammondsport
8. Zip Code (enter five digits only) 14840
9. Office Held or Trustee Trustee
10. Term Begins - Month January
11. Term Begins - Year (yyyy) 2023
12. Term Expires - Month or N/A December
13. Term Expires - Year (YYYY) or N/A 2027

14. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). No
15. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/16/2024
16. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/19/2024
17. Is this a brand new trustee? Y

1. Status Vacant
2. First Name N/A
3. Last Name N/A
4. Institutional Affiliation Allegany County
5. Professional Title Trustee
6. Mailing Address N/A
7. City N/A
8. Zip Code (enter five digits only) N/A
9. Office Held or Trustee N/A
10. Term Begins - Month January
11. Term Begins - Year (yyyy) 2020
12. Term Expires - Month or N/A December
13. Term Expires - Year (YYYY) or N/A 2024

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

1. Status Filled
2. First Name Michael
3. Last Name Steffens
4. Institutional Affiliation Chemung County

5.	Professional Title	Trustee
6.	Mailing Address	1162 Draper Avenue
7.	City	Elmira
8.	Zip Code (enter five digits only)	14905
9.	Office Held or Trustee	Trustee
10.	Term Begins - Month	January
11.	Term Begins - Year (yyyy)	2023
12.	Term Expires - Month or N/A	December
13.	Term Expires - Year (YYYY) or N/A	2027
14.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	No
15.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/16/2024
16.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/19/2024
17.	Is this a brand new trustee?	Y

1.	Status	Vacant
2.	First Name	N/A
3.	Last Name	N/A
4.	Institutional Affiliation	Schuyler County
5.	Professional Title	Trustee
6.	Mailing Address	N/A
7.	City	N/A
8.	Zip Code (enter five digits only)	N/A
9.	Office Held or Trustee	Trustee
10.	Term Begins - Month	January
11.	Term Begins - Year (yyyy)	2024
12.	Term Expires - Month or N/A	December
13.	Term Expires - Year (YYYY) or N/A	2028
14.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	N/A

15. The date the trustee took the Oath of Office (mm/dd/yyyy) N/A
16. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) N/A
17. Is this a brand new trustee?

1. Status Filled
2. First Name Susan
3. Last Name McGill
4. Institutional Affiliation Yates County
5. Professional Title Trustee
6. Mailing Address 102 Walnut Street
7. City Penn Yan
8. Zip Code (enter five digits only) 14527
9. Office Held or Trustee Trustee
10. Term Begins - Month January
11. Term Begins - Year (yyyy) 2018
12. Term Expires - Month or N/A December
13. Term Expires - Year (YYYY) or N/A 2022

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

1. Status Filled
2. First Name Barbara
3. Last Name Hubbell
4. Institutional Affiliation Schuyler County
5. Professional Title Trustee
6. Mailing Address 300 Nasser Civic Center Plaza Suite 220
7. City Corning
8. Zip Code (enter five digits only) 14830
9. Office Held or Trustee Trustee

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

1. Status Filled
2. First Name Rachel
3. Last Name Barbour
4. Institutional Affiliation Chemung County
5. Professional Title Trustee
6. Mailing Address 77 Quail Run
7. City Elmira
8. Zip Code (enter five digits only) 14903
9. Office Held or Trustee Trustee
10. Term Begins - Month January
11. Term Begins - Year (yyyy) 2020
12. Term Expires - Month or N/A December
13. Term Expires - Year (YYYY) 2024
or N/A
14. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). No
15. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/16/2024
16. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/19/2024
17. Is this a brand new trustee? Y

- | | | |
|-----|--|-------------------|
| 1. | Status | Filled |
| 2. | First Name | Richard |
| 3. | Last Name | Urban |
| 4. | Institutional Affiliation | Steuben County |
| 5. | Professional Title | Trustee |
| 6. | Mailing Address | 212 Walnut Street |
| 7. | City | Corning |
| 8. | Zip Code (enter five digits only) | 14830 |
| 9. | Office Held or Trustee | Trustee |
| 10. | Term Begins - Month | January |
| 11. | Term Begins - Year (yyyy) | 2020 |
| 12. | Term Expires - Month or N/A | December |
| 13. | Term Expires - Year (YYYY) or N/A | 2024 |
| 14. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | No |
| 15. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 01/17/2023 |
| 16. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/20/2023 |
| 17. | Is this a brand new trustee? | N |

Coordinated Outreach Council

COORDINATED OUTREACH COUNCIL

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

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2024, through December 31, 2024. 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 Outreach Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking on the "Upload Data" link. The spreadsheet is customized and contains all the data entered last year to be updated this year. Complete this form and email it to collectconnect@steuben.org. 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 selected. See the 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 Collections

Borrowers / Visits / Circulation / Holdings

4.1	Number of registered system borrowers	728
-----	---------------------------------------	-----

4.2	System Visits	725
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CIRCULATION

4.3	Total Cataloged Book Circulation	492
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4.4	Total Circulation of Other Materials	94
-----	--------------------------------------	----

4.5	Physical Item Circulation (Total questions 4.3 & 4.4)	586
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4.6	Use of Electronic Material	2,680
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4.7	Successful Retrieval of Electronic Information	312
-----	--	-----

4.8	Electronic Content Use (Total Questions 4.6 & 4.7)	2,992
-----	--	-------

4.9	Total Circulation of Materials (Total Questions 4.5 & 4.6)	3,266
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4.10	Total Collection Use (Total Questions 4.7 & 4.9)	3,578
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GENERAL SYSTEM HOLDINGS

4.11	Total Cataloged Book Holdings	8,273
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4.12	Uncataloged Book Holdings	0
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4.13	Total Print Serial Holdings	72
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4.14	All Other Print Materials Holdings	5
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4.15	Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14)	8,350
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4.16	Electronic Books	24,701
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4.17	Local Electronic Collections	5
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4.18	Total Number of NOVELny Databases	15
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4.19	Total Electronic Collections (Total questions 4.16 + 4.17)	24,706
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4.20	Audio - Downloadable Units	8,799
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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.)	5,144
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4.23	Total Electronic Materials (Total questions 4.18, 4.19, 4.20, 4.21 and 4.22)	38,664
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Holdings Continued

Non-Electronic Materials

4.24	Audio - Physical Units	20
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)	63
4.28	Grand Total Holdings (Total questions 4.15, 4.23 and 4.27)	47,077

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	138
4.31	Average number of items per collection	42

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?	42
5.5	% of member libraries participating (calculated field)	100.00%
5.6	How many member libraries participate in some ILS modules?	42
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	690,137
5.9	Number of new titles added by the system in the reporting year	17,001
5.10	Number of Central Library Aid titles added in the reporting year	366
5.11	Number of new titles added by the members in the reporting year	775
5.12	Total new titles (total questions 5.9 through 5.11)	18,142

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 (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?	56
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 | 690,137 |
| 5.17 | Number of holdings in the system's union catalog | 1,218,334 |
| 5.18 | Number of new titles added in the last year | 17,776 |
| 5.19 | Number of holdings added in the last year | 53,488 |
| 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? | 42 |

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 | 36,874 |
|------|--|--------|

SYSTEM INTERLIBRARY LOAN ACTIVITY

- | | | |
|------|---|-------|
| 5.25 | Total items provided (loaned) | 0 |
| 5.26 | Total items received (borrowed) | 1,537 |
| 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 1,537
5.28)

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 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) 156

CONTINUING EDUCATION/STAFF DEVELOPMENT

Workshops/Meetings/Training Sessions

Resource sharing (ILL, collection development, etc.)

5.32	Number of sessions	22
5.33	Number of participants	39

Continuing Education Cont.

Technology

5.34	Number of sessions	151
5.35	Number of participants	310

Digitization

5.36	Number of sessions	33
5.37	Number of participants	64

Leadership

5.38	Number of sessions	37
5.39	Number of participants	108

Management & Supervisory

5.40	Number of sessions	41
5.41	Number of participants	89

Planning and Evaluation

5.42	Number of sessions	104
5.43	Number of participants	371

Awareness and Advocacy

5.44	Number of sessions	16
5.45	Number of participants	327

Trustee/Council Training

5.46	Number of sessions	34
5.47	Number of participants	298

Special Client Populations

5.48	Number of sessions	29
5.49	Number of participants	296

Children's Services/Birth to Kindergarten

5.50	Number of sessions	4
5.51	Number of participants	66

Children's Services/Elementary Grade Levels

5.52	Number of sessions	11
5.53	Number of participants	307

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	40
5.57	Number of participants	635

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

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

5.59	Grand Total Sessions (total questions 5.32, 5.34, 5.36, 5.38, 5.40, 5.42, 5.44, 5.46, 5.48, 5.50, 5.52, 5.54, 5.56 and total of question #2 of Repeating Group #5)	
		522

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)	
		2,910

- 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 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 Yes
- 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	36
------	------------------------------	----

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 assess equitable fees for administrative and maintenance of staff and public computing equipment. Integrated Library System services on behalf of local libraries. The library system assesses equitable fees for coordinating the purchase 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
2.	Amount	\$79,600
3.	Subject to Public Vote (Enter Y for Yes, N for No, or N/A)	N/A
4.	Written Contract (Enter Y for Yes, N for No, or N/A)	N/A
6.2	Total County Funding	\$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	\$169,068
6.8	Conservation/Preservation Grants	\$0
6.9	Construction for Public Libraries Aid	\$0
6.10	Coordinated Outreach Services Aid	\$90,243
6.11	Correctional Facilities Library Aid	\$26,909
6.12	County Jails Library Aid	\$3,796
6.18	Local Library Services Aid - Kept at System	\$0
6.19	Local Library Services Aid - Distributed to Members	\$116,397
6.20	Total LLSA (total questions 6.18 and 6.19)	\$116,397
6.21	Local Services Support Aid	\$96,595
6.22	Local Consolidated Systems Aid	\$0
6.26	Public Library System Basic Aid	\$878,428

6.27	Public Library System Supplementary Operational Aid	\$130,140
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State Aid

6.36	Special Legislative Grants and Member Items	\$0
------	--	-----

6.37	The New York Public Library - The Research Libraries	\$0
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6.38	The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid	\$0
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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
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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	Love Your Library
----	----------------	-------------------

2.	Amount	\$6,000
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6.43	Total Other State Aid (total question #2 of Repeating Group #9 above)	\$6,000
------	---	---------

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)	\$1,517,576
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FEDERAL AID

6.45	Library Services and Technology Act (LSTA)	\$0
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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 2022 |
| 2. | Amount | \$125,300 |
| | | |
| 1. | Funding Source | USDA Rural Development |
| 2. | Amount | \$41,750 |
| | | |
| 1. | Funding Source | Connect All |
| 2. | Amount | \$43,845 |

Federal Aid / Contracts

- | | | |
|------|---|-----------|
| 6.47 | Total Other Federal Aid (total questions #2 of Repeating Group #10 above) | \$210,895 |
| 6.48 | Total Federal Aid (total questions 6.45 and 6.47) | \$210,895 |

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 | 2022 SCRLC- Friendship |
| 2. | Contracted Service | RBDB |
| 3. | Total Contract Amount | \$456 |
| | | |
| 1. | Contracting Agency | 2023 SCRLC- Angelica |
| 2. | Contracted Service | RBDB |
| 3. | Total Contract Amount | \$5,234 |
| | | |
| 1. | Contracting Agency | 2023 ALA |
| 2. | Contracted Service | Great Stories Club |
| 3. | Total Contract Amount | \$1,000 |
| | | |
| 1. | Contracting Agency | Member Libraries |
| 2. | Contracted Service | Pass Thru |
| 3. | Total Contract Amount | \$242,512 |

1.	Contracting Agency	Member Libraries
2.	Contracted Service	Cost Share- IT
3.	Total Contract Amount	\$407,101

1.	Contracting Agency	Member Libraries
2.	Contracted Service	Processing Fees
3.	Total Contract Amount	\$445

1.	Contracting Agency	2013 Allegany
2.	Contracted Service	UW
3.	Total Contract Amount	\$3,598

1.	Contracting Agency	Member Libraries
2.	Contracted Service	IT Contacts
3.	Total Contract Amount	\$56,003

6.50	Total Contracts (total question #3 of Repeating Group #11 above)	\$716,349
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MISCELLANEOUS RECEIPTS

6.51	Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note)	\$1,462
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6.53	Income from Investments	\$431
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Miscellaneous

Proceeds from Sale of Property

6.54	Real Property	\$0
------	---------------	-----

6.55	Equipment	\$0
------	-----------	-----

6.56	Does the system have other miscellaneous receipts in categories not listed in questions 6.51 through 6.55? Enter Y for Yes, N for No.	Y
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Complete one record for each income category. If the system does not have other miscellaneous receipts, enter N/A on question group.

1.	Receipt category	General Reimbursements & Refunds
2.	Amount	\$3,806

1.	Receipt category	E- Rate
----	------------------	---------

2.	Amount	\$326,926
1.	Receipt category	Arkport Support
2.	Amount	\$24,722
1.	Receipt category	Reading Center Support
2.	Amount	\$18,390
1.	Receipt category	Retiree Health
2.	Amount	\$938
6.57	Total Other Miscellaneous Receipts (total question #2 of Repeating Group #12 above)	\$374,782
6.58	Total Miscellaneous Receipts (total questions 6.51 through 6.55 and question 6.57)	\$376,675
6.59	TOTAL OPERATING FUND RECEIPTS - Total Local Public Funds, Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts (total questions 6.4, 6.44, 6.48, 6.50, and 6.58)	\$2,901,095
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	\$11,866
6.63	Total Transfers (total questions 6.61 and 6.62)	\$11,866
6.64	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2023. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2022.)	\$962,917

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)	\$3,875,878
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7. Operating Fund Disbursements

Staff / Collection / Grants / Capital

STAFF EXPENDITURES

Salaries

7.1	System Director and Certified Librarians	\$429,206
7.2	Other Staff	\$485,500
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	\$914,706
7.4	Employee Benefits Expenditures	\$386,175
7.5	Total Staff Expenditures (total questions 7.3 and 7.4)	\$1,300,881

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$19,932
7.7	Electronic Materials Expenditures	\$8,503
7.8	Other Materials Expenditures	\$0
7.9	Total Collection Expenditures (total questions 7.6 through 7.8)	\$28,435

GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	\$116,397
7.11	Central Library Services Aid (CLSA)	\$230,926
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	\$0
7.16	Federal Aid	\$0
7.17	Other cash grants paid from system funds	\$18,561

7.18	Total Cash Grants (total questions 7.10 through 7.17)	\$365,884
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)	\$365,884

CAPITAL EXPENDITURES FROM OPERATING FUNDS

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

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)	\$0
7.30	Total Capital Expenditures by Source (total questions 7.28 and 7.29; same as question 7.27)	\$0

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)	\$0
7.33	Total Repairs to Buildings and Building Equipment (total questions 7.31 and 7.32)	\$0
7.34	Other Building & Maintenance Expenses	\$49,024
7.35	Total Operation and Maintenance of Buildings (total questions 7.33 and 7.34)	\$49,024

MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	\$25,741
7.37	Office and Library Supplies	\$8,454
7.38	Equipment	\$21,857
7.39	Telecommunications	\$198,423
7.40	Publicity and Printing	\$13,940
7.41	Travel	\$40,647
7.42	Fees for Consultants and Professionals - Please include a Note with the consultants' or vendors' names and a brief description of the service(s) provided.	\$11,676
7.43	Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.	\$13,286
7.44	Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.43? 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 question 7.44.
repeating group.

1.	Expense category	Postage
2.	Amount	\$3,204
1.	Expense category	Greenwood
2.	Amount	\$14,280
1.	Expense category	Arkport
2.	Amount	\$24,722
1.	Expense category	ILS
2.	Amount	\$76,739
1.	Expense category	Pass Thru
2.	Amount	\$249,499
1.	Expense category	SCRLC Friend
2.	Amount	\$3,433
1.	Expense category	ALA Outreach
2.	Amount	\$900

1.	Expense category	Allegany UW
2.	Amount	\$4,231
1.	Expense category	ARC 2022
2.	Amount	\$97,617
1.	Expense category	ARPA 2022
2.	Amount	\$77,414
1.	Expense category	STDEC
2.	Amount	\$8,981
1.	Expense category	Family Lit
2.	Amount	\$440
1.	Expense category	Love Your Li
2.	Amount	\$10,254
1.	Expense category	PLA Digital
2.	Amount	\$1,037
1.	Expense category	USDA
2.	Amount	\$3,222
1.	Expense category	Depreciation
2.	Amount	\$242,641
1.	Expense category	Platform Fee
2.	Amount	\$26,309

Miscellaneous Cont. / Contracts / Debt Service

7.45	Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13)	\$844,923
7.46	Total Miscellaneous Expenses (total questions 7.36 through 7.44 and 7.46)	\$1,178,947

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

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

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

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

7.48	Total Contracts (total question #3 of Repeating Group #14 above)	\$0
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DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

- | | | |
|------|---|-----|
| 7.49 | From Local Public Funds (73PF) | \$0 |
| 7.50 | From Other Funds (73OF) | \$0 |
| 7.51 | Total Capital Purposes Loans (total questions 7.49 and 7.50) | \$0 |

Transfers

Other Loans

- | | | |
|------|--|-------------|
| 7.52 | Other Loans | \$0 |
| 7.53 | Total Debt Service (total questions 7.51 and 7.52) | \$0 |
| 7.54 | 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, 7.46, 7.48, and 7.53) | \$2,923,171 |

TRANSFERS

Transfers to the Capital Fund

- | | | |
|------|--------------------------------|-----|
| 7.55 | From Local Public Funds (76PF) | \$0 |
| 7.56 | From Other Funds (76OF) | \$0 |

7.57	Total Transfers to Capital Fund (total questions 7.55 and 7.56; same as question 8.2)	\$0
7.58	Total Transfers to Other Funds	\$53,152
7.59	Total Transfers (total questions 7.57 and 7.58)	\$53,152
7.60	TOTAL DISBURSEMENTS AND TRANSFERS (total questions 7.54 and 7.59)	\$2,976,323

Cash Balance / Grand Total / Audit / Bank Balance

7.61	CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2023)	\$899,555
7.82	GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE (total questions 7.60 and 7.61)	\$3,875,878

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 selected. See the individual instructions for these questions for any further requirements.

7.83	Last audit performed (mm/dd/yyyy)	6/16/2023
7.84	Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy)	01/01/2022- 12/31/2022
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 N.A.
2.	Amount of funds on deposit	\$899,555
7.86	Total Bank Balance (total question #2 of Repeating Group #15)	\$899,555

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 \$0
(same as question 7.57)

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, 2023. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2022.)	\$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 \$0
(December 31, 2023, for
Public Library Systems)**

Grand Total

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

12. Projected Annual Budget For Library Systems
Public Library Systems Budget for January 1, 2024 - December 31, 2024
PROJECTED OPERATING FUND - RECEIPTS

- 12.1 Total Operating Fund
 Receipts (include Local Aid,
 State Aid, Federal Aid, \$2,038,482
 Contracts and Miscellaneous
 Receipts)
- 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, \$899,555
 2024 must be the same as the
 December 31, 2023, closing
 balance reported on Q7.61 of
 the 2023 annual report)
- 12.5 Grand Total Operating Fund
 Receipts, Budget Loans,
 Transfers and Ending Balance \$2,938,037
 (total questions 12.1 through
 12.4)

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)	\$2,166,307
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, 2024)	\$771,730
12.9	Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8)	\$2,938,037

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, 2024, must be the same as the December 31, 2023, closing balance reported on Q9.9 of the 2023 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, 2024)	\$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 or 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 f).
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)	11
13.1.2	Total Expenditure for Professional Salaries	\$388,804

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)	6
13.1.4	Total Expenditure for Other Staff Salaries	\$260,127

13.1.5	Employees Benefits: Indicate the total expenditures for all system employee fringe benefits.	\$290,175
--------	---	-----------

13.1.6	Purchased Services: Did the system expend funds for purchased services? 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 selected. 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	Building and maintenance expenses
2.	Provider of Services	Retter and Sons
3.	Expenditure	\$8,020

1.	Expenditure Category	Consultant fees/professional fees
2.	Provider of Services	Mengel Metzger Barr
3.	Expenditure	\$14,211

1.	Expenditure Category	Telecommunications
2.	Provider of Services	Spectrum
3.	Expenditure	\$126,252

13.1.7	Total Expenditure - Purchased Services	\$148,483
--------	---	-----------

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is selected. See the 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 | Non-print resources (electronic content) |
| 2. | Expenditure | \$7,415 |

13.1.9 **Total Expenditure - Supplies and Materials** \$7,415

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 | \$16,534 |

13.1.11 **Total Expenditures - Travel** \$16,534

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. \$116,397

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

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

- | | | |
|----|-----------|-----|
| 1. | Recipient | N/A |
|----|-----------|-----|

2.	Allocation	N/A
3.	Project Description (no more than 300 words)	N/A
13.1.16	Total Expenditures - Grants for Member Libraries	\$0
13.1.17	Total Expenditure (total 13.1.2, 13.1.4, 13.1.5, 13.1.7, 13.1.9, 13.1.11, 13.1.13, 13.1.14, and 13.1.16)	\$1,227,935
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.	\$6,375
13.1.19	Total Allocation from 2023 - 2024 State Aid:	\$1,221,560
13.1.20	Total Available Before Expenditures (total 13.1.18 + 13.1.19)	\$1,227,935
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 library sites by means of information technology, professional development opportunities, delivery of library materials, subsidizing local audio and digital materials, administration of funding and grants, and overall consulting 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/clsa/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 selected. See the 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 equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No.

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

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

- | | | |
|----|----------------------|-----|
| 1. | Expenditure Category | N/A |
| 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.

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

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 Lib Dist |
| 2. | Allocation | \$169,068 |
| 3. | Project Description (no more than 300 words) | |

13.2.15 **Total Expenditure - Grants to Central/Co-Central Libraries** \$169,068

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)** \$169,068

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 2023 - 2024 State Aid:** \$169,068

13.2.19 **Total Available Before Expenditures (total 13.2.17 + 13.2.18)** \$169,068

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 (CCLD) purchased eBooks containing non-fiction subscriptions, and non-fiction print materials to be shared with all STLS member libraries. CCLD provides support to member libraries by offering online reference desk support (virtual reference), and providing robust professional development learning opportunities for member library staff, trustees, and friends.

Coordinated Outreach Library Services Aid

COORDINATED OUTREACH LIBRARY SERVICES AID

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

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

13.4.1	Total Full-Time Equivalents (FTE)	.75
13.4.2	Total Expenditure for Professional Salaries	\$30,074
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)	0.3
13.4.4	Total Expenditure for Other Staff Salaries	\$4,469
13.4.5	Employee Benefits: Indicate the total expenditures for all system employee benefits.	\$11,860
13.4.6	Purchased Services: Did the system expend funds for purchased services? Enter Y for Yes, N for No.	N

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

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

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

13.4.7	Total Expenditure - Purchased Services	\$0
--------	---	-----

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

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

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

1.	Expenditure Category	Office/library supplies and postage
2.	Expenditure	\$614

1.	Expenditure Category	Books and other print materials
2.	Expenditure	\$15,768

1.	Expenditure Category	Other (specify using Note field)
2.	Expenditure	\$2,215

13.4.9 **Total Expenditure - Supplies and Materials** 18,597

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 | System staff |
| 2. | Expenditure | \$2,294 |

13.4.11 **Total Expenditure - Travel** \$2,294

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

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 | N/A |

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)** \$67,294

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 2023 - 2024 State Aid:	\$90,243
13.4.19	Total Available Before Expenditures (total 13.4.17 + 13.4.18)	\$90,243
13.4.20	Cash Balance at the End of the Current Fiscal Year (total 13.4.18 + 13.4.17 - 13.4.16)	\$22,949
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 maintained and distributed information literacy kits for community members or groups, provided rotating collections (large print and audio books) to member libraries 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 in county jails across the State. Examples of appropriate spending include books and magazine / newspaper subscriptions which are accounted for in the County Jail Inmate Program (Supplies & Materials), as well as programs such as Job Information and other topics directly relevant to the county jail inmate program (Purchased Services). Salaries and benefits for system personnel providing programs and services to county jails are also appropriate.		
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)	0
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)	0
13.5.4	Total Expenditures for Other Staff Salaries	
13.5.5	Employee Benefits: Indicate the total expenditures for all system employee benefits	\$0

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

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

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

- | | | |
|----|----------------------|-----|
| 1. | Expenditure Category | N/A |
| 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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is selected. See the 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 | \$3,796 |

13.5.9 **Total Expenditure - Supplies and Materials** \$3,796

13.5.10 **Total Expenditure (total 13.5.2 + 13.5.4 + 13.5.5 + 13.5.7 + 13.5.9)** 3,796.00

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 2023 - 2024 State Aid** \$3,796

13.5.13 **Total Available Before Expenditures (total 13.5.11 + 13.5.12)** \$3,796

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 partnered with one library in each of the system's five counties to purchase and materials to all of the jails within the library system's service area.

State Correctional Aid

THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL FACILITIES AID

STATE CORRECTIONAL FACILITIES AID

Statutory Education Law § 285 (1)

Reference: 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 \$10,328

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. \$3,659

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 selected. See the 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

13.6.7 **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 selected. See the 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	\$16,097

13.6.9 **Total Expenditure - Supplies and Materials** \$16,097

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)	\$30,084
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.	\$3,175
13.6.16	Total Allocation from 2023 - 2024 State Aid:	\$26,909
13.6.17	Total Available Before Expenditures (total 13.6.15 + 13.6.16)	\$30,084
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 made available intra-library loan materials through delivery to Elmira Correctional member libraries. The library system assisted in the purchase of new reading material facility. It also purchased two new air-conditioning units for the facility's library. Last professional development opportunities to the correctional facility's 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 goal.

14.1 Element 1: Resource Sharing
- Results

"""" Have shared publishers that specialize in books that can be classified as DEI at a Group. Small attendance but have received several requests for that information independently with the Middlesex Library staff on weeding and preparing for becoming a fully removal of many really old, never circulated items will help make their collection more community. At the end of 2023 still many decisions on collection flow as well as depth. Director has a vision that often shifts based on our discussions of library core values. is the 'flow' of materials and ease of access for both staff for pulling holds and for patron management is a skill still to be mastered. Lorie shared sample copies of Booklist -su a ready- to-go look at books and other materials for all readers. In 2023 the STARCat the security of patron logins, which was a multi-step process. We approached it as a Project. Worked with Ken to update all areas of STARCat to say "PIN" instead of "Password" documentation created for the change reflected the exact terms used on the site. Inten make all STARCat wording clear and consistent. Worked with Erika on an online "PIN" well as printed instructional handouts for staff and patrons on how to change their password made library account access much more secure for patrons. In 2023 additional Syndex content was added to STARCat, including audio clips of audiobooks (so patrons can hear librarian recommended lists. We also added the ability to for patrons to update their or renew their privilege via STARCat - a change requested by the DAC and patrons then have worked together to protect patron privacy and make STARCat more patron-friendly requested a more patron-centered way of handling Library of Things (LoT) items in the to create an LoT committee that will address that request, as well as consider other policy updates. We had to pause adding inclusive Subject Headings to catalog records while the ILS department, for much of 2023, in order to keep cataloging turnaround times low project in 2024, now that we are fully staffed again. At the request of the DAC Circulation Claims Returned (CR) training video. After the training video was available online, he answer any remaining questions about the CR process. Worked with the DAC Circulation system-wide cleanup of 'unfillable holds' on items that were lost or missing. This was a clean-up of such holds and resulted in 257 fewer unfillable holds by the end of the project create a Delivery Best Practice document, again at the request of the DAC Circulation input from the committee and STLS staff to make it as useful as possible. The document about transited items in the ILS and specific delivery reminders and has been very helpful delivery questions and keeping everyone informed of the correct procedures. Six ILS workshops were held in 2023 including four ILS Meetings, a WorkFlows & STARCat and a BLUEcloud Analytics program at the Spring CE. ILS information was also shared workshops and at multiple 2023 DAC Meetings. 255 library and system staff attended. Like last year, we were not fully staffed for 2023, so urgent training needs took priority provided full staff training to four member libraries, at their request. Our team made a to provide barcoding support and training, and WorkFlows circulation training, in preparation automation in the summer of 2023. Provided Inventory training and support to three libraries Department also provided 1-on-1 trainings in 2023, reaching 101 library staff members training. The number of library staff members trained in workshops and on-site visits from last year. Now that we are fully staffed, we plan to create the training survey and spreadsheet in 2024. """"

14.2	Element 2: Special Client Groups - Results	<p>No resource fair was developed in 2023, project will be considered for 2024. Created Guide for Re-Entry in Allegany, Chemung, Schuyler, Steuben, and Yates Counties. PR distributed to county jails throughout our service area and to the Elmira Correctional Institution. Available on the STLS website. Held Correctional Facility Librarian and Outreach Committee meeting at STLS office for facility librarians and outreach consultants to meet to discuss public library services at correctional facilities. Distributed books to four county jails for incarcerated individuals. Partnered with American Heart Association of Western NY to continue to distribute Blood Pressure Monitoring Kits to libraries in two counties and to promote these kits through billboards, tables at outreach events, and releases. Worked with the Buffalo Zoo to offer a circulating Adventure Pass to all members for free admittance to the Zoo. Worked with the Food Bank of the Southern Tier to facilitate a food drive with STLS staff as volunteers. Facilitated collection of food items at the Annual Meeting at the Allegany County Salvation Army. Worked with COSAC to award \$7,000 in Outreach Grants to member libraries for projects targeting underserved populations.</p>
14.3	Element 3: Professional Development and Training - Results	<p>STLS focused on the following areas of member library trustee development in 2023: (1) workshops, (2) member library board meeting consultations, (3) bi-weekly informational sessions, and (4) development of Trustee Handbook Book Club sessions as part of state-wide initiative. Nine (9) online board meeting consultations specific to Challenges to Library Services. Nine (9) online consultations were offered with 175-member trustees in attendance. Thirty-two (32) member library board meeting consultations were conducted with 160-member trustees in attendance. Fifteen (15) Library Marketing emails were sent with 2,380 Opens and 320 Clicks. Six (6) Trustee Handbook Book Club sessions were made available with 45 STLS member trustees attending the state-wide meeting. Four (4) member library board meeting consultations, 4 were specific to library material challenges. Provided guidance to two (2) member libraries that faced challenges in 2023 resulting in highly successful outcomes. The Almond 20th Century Club Library public hearing garnered roughly 75 attendees. The Library public meeting attracted more than 200 attendees. Both libraries voted to keep their materials on shelves, or the materials' present location within the library. Offered eight (8) training sessions for STLS members throughout 2023. Used data from the 2022 Survey of Members and requests to inform what topics for which we offered training. Solicited feedback from members about training topics, as well. Workshop topics included Empower Through Language, Inclusive Libraries, Providing Mental Health Information at Your Library, Sustainability, Digital Justice for Disability Justice, Intellectual Freedom: Tips and Tricks, and Fostering Employee Wellbeing. Digital skills assessment was not completed. Will consider implementing in 2024. Offered "Apple Device Basics" workshop using PLA DigitalLearn materials; 5 online attendees. Offered "Getting Your Library Website Ready for Summer" workshop to cover updating hours, along with Google card data; 3 online attendees. Offered "Digital Literacy Training workshop; 5 online attendees. Offered "Creating Accessible Social Media Posts" workshop; 19 online attendees. Offered "Marketing for Small Libraries" workshop; 19 online attendees and 3 in-person attendees. Offered "Library Websites & NYS Minimum Standards" workshop; 12 online attendees. Added Library Advisory Group meetings throughout the year; attendance ranged from 4-8.</p>
14.4	Element 4: Consulting and Development Services - Results	<p>STLS consulted with two (2) libraries and one (1) reading center on significant funding requests for a public vote. Two libraries placed their funding requests on the ballot and were successful with 88% approval. One library increased total annual local operating receipts by \$95,000 and increased their funding by \$39,475. The other library and reading center that received funding through the logistics of hosting a joint vote, and plan to place their requests on the ballot. Levels and Ranks worksheet was updated as part of the Direct Access Plan for 2023. The Levels and Ranks worksheet, evaluation of trends, and identification of libraries will take place in 2024 efforts.</p>

14.5	Element 5: Coordinated Services for Members - Results	Created "A New Path": Resource Guide for Re-Entry in Allegany, Chemung, Schuylle Counties. Had print copies made and distributed them to county jails throughout our s Elmira Correctional Facility. Made digital copy available on the STLS website. Held Librarian and Outreach Consultant Training Day at STLS office for facility librarians meet to discuss public library system services to correctional facilities. Distributed bo incarcerated individuals to use. Worked with the American Heart Association of West distribute Blood Pressure Monitoring kits to member libraries in two counties and to p billboards, tables at outreach events, and in press releases. Worked with the Food Bank facilitate a Great Give Back project with STLS staff as volunteers. Facilitated collect Annual Meeting to be distributed to the Allegany County Salvation Army. Worked wi in Outreach Mini-Grants to eleven member libraries for projects targeting underserve update the DEISJ LibGuide, which received 1,607 visits from January through Decem promoted through newsletters, consultations, and workshops. Implemented the DEI N through STLS with the COSAC group for the second year and awarded seven STLS 1 to advance DEI work in member libraries. Worked with other Outreach Consultants f systems on initial phase of the Path to Belonging rural library DEI initiative.
14.6	Element 6: Awareness and Advocacy - Results	Workshops offered included: "Getting Your Library Website Ready for Summer" (3 o Accessible Social Media Posts" (10 online attendees); "Marketing for Small Libraries 3 in-person attendees); "Library Websites & NYS Minimum Standards" (12 online at social media campaigns included the annual Library Advocacy campaign. "I <3 My L postcards to legislators were the focus of these posts. Content interactions totaled 973 data from 2022), link clicks totaled 62 (up from 36 in 2022), and post each totaled 8.9 on Facebook. On Instagram, post reach was 222, compared to 142 in 2022. Updates v website. STLS consulted with two (2) libraries and one (1) reading center on significa way of public vote. Two libraries placed their funding requests on the ballot and were passed with 88% approval. One library increased total annual local operating receipts library increased their funding by \$39,475. The other library and reading center that r worked through the logistics of hosting a joint vote, and plan to place their requests o Funding Levels and Ranks worksheet was updated as part of the Direct Access Plan f budget vote worksheet, evaluation of trends, and identification of libraries will take p continuation of 2023 efforts.
14.7	Element 7: Communication Among Member Libraries and/or Branch Libraries - Results	STLS worked with member libraries to facilitate communication across the library sy facilitating email accounts and hosting advisory group meetings, we launched MS Te members to collaborate, communicate, meet, and share documents system-wide.

14.8	Element 8: Collaborative Efforts with Other Library Systems - Results	<p>Participated in monthly public library systems Outreach Coordinators meetings and quarterly meetings with Outreach Coordinators. Facilitated learning day at STLS for Outreach Coordinators and Facility Librarians. Staff from three library systems and five correctional facilities, as well as representatives from other library systems serving small and rural libraries in NY State, attended. Participated in meetings for the Path to Belonging -Small Libraries DEI project with representatives from other library systems serving small and rural libraries in NY State. Visited the Southern Tier Library System. Continued partnership with Mid-Hudson Library System and OWWL Library System. Continued online Trustee Handbook Book Club sessions to expand access to learning opportunities for library Trustees. STLS also served on the Editorial Board of the 2023 Edition of the Handbook for New York State. STLS was appointed lead agency status to support the Southern Tier Library System to participate in the strategic planning process for the New York State ConnectALL Office. STLS will play an active role in developing the Southern Tier Digital Equity Coalition as it enters its second year of activities. Partnered with Four County Library System to facilitate 2023 Advocacy Days for both systems' member libraries. Served on the Policy Recommendation Committee in 2023 for all library systems across New York State through the Public Library System Directors' Council. Reviewed core policies for public libraries as part of Minimum Standards, the annual report, and the annual survey. Lastly, STLS worked with Mid-York Library System and Southern Adirondack Library System to host a Malcolm Hill Lecture for the 2023 New York Library Association Conference hosted by the New York System Director's Organization. Held quarterly meetings with 4 other NY library systems to discuss needs and options. Consulted with FCLS and NCLS on ILS hosting. Continued replication of the virtual machine center virtual machine backups for disaster recovery availability. Engaged PULISDO on the subject of regarding email hosting and collaboration.</p>
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14.9	Element 9: Other - Results	<p>""""Assisting 12 libraries was a lofty goal. Unattainable. STLS workshops offered various topics to add depth to programming for all ages, some goals for youth overlapped with Outreach such as being prepared for trauma and other hidden challenges in programming. Super Charged Storytime session presented by Hope Decker. Several 'newbie' storytimes. Offered a STROYTIME BOOK CAMP to explore the basics of included early literacy. Summer Learning Open House presented, again, why libraries should think about summer than summer reading. Offering trainings that incorporate programming goals for all ages for most members as program practitioners tend to do it all. Workshop entitled, Youth Literacy, admirably. Presenters offered tips/tricks for programming for wide variety of ages and content. programming plans up or down""depending on the make up of the audience. Continued Youth Consultants' phone calls organized by DLD. Partnered with consultants in 13 counties to co-host virtual event of summer programming ideas: one for children and one for teens. Libraries to present at these events""Pulteney Free Library (Barb Radigan) at Children's Public Library (Sarah Creveling) at Teen session. Lorie contributed to these collaborative stages and by providing 5 minutes of 'transition' activity between hour 2 and hour 3. E. Burton, Monroe County Public Library System to co-host a program in early 2024 (Future Storytimes). Had the opportunity this year to partner with MIT's PLIX program -helping present STEM/STEAM programs to their communities. Partnered with Keturah Cappel Consultant, to host one of 3 trainings in the state for the 2024 Eclipse. These workshops library systems within across the state. Great partnerships with libraries, systems and organizations programs that are usually a bit beyond our scope. Continue to serve on the SCRLC's Board and participating in meetings. Most content is aimed at academic libraries, but it is educating libraries to 'see' other ways of delivering ILL services. STLS is the most active user of sponsored by SCRLC. Our voice is vital. We are the only public library system present. Participate in the GST School Library Council. Attend regularly. Participation is slightly other content is mostly geared towards the school community. These are informative. SORA (Overdrive's app for schools to access the public library eBooks collection.) is collaboration. The mechanics of this collaboration are orchestrated by Erika Jenns as Consultant. Reporting on SORA activity is included in Overdrive reports sent to members. its very nature, the methodology that we employ to deliver out-of-system interloan service effort with another library: an academic one via SCRLC. Having a relationship with Cortland Community College (TC3) is a boon to the successful implementation of the Having staff from TC3 come to STLS for a training was helpful to explain the process services thru various institutions. Reached out to cataloging staff at Chautauqua-Cattaraugus Mid York Library System and North Country Library System to see how their department Ingram MARC record charges. We shared our approach and learned how other systems cataloging and/or ordering workflow to reduce the impact of the new charges. Held meeting from the Finger Lakes Library System to discuss digital collection management, participation and monthly statistics. Collaborated with Finger Lakes Library System and OWWL Library monthly statistics for the Reciprocal Lending Arrangement. Promoted RLA through social bookmarks and brochures distributed to membership. Attended the OverDrive Digitalpa Cleveland, Ohio. Presented a poster at the American Library Association annual conference to utilizing the Cost Per Circ lending model in OverDrive. Collaborated with FLLS on project. Presented on the Public Library Association's DigitalLearn platform at ALA Library Association conference. """"</p>
14.10	Element 10: Construction - Results	<p>The STLS Board of Trustees reaffirmed changes to NYS Public Library Construction established in 2022. Fourteen (14) capital projects were awarded funding totaling \$1, All fourteen (14) projects incorporated updated program guidelines that addressed environmental social justice through improved accessibility.</p>
14.11	Element 11: Direct Access - Results	<p>All 42 chartered libraries adhered to the STLS Direct Access Plan 2022 - 2026.</p>

14.12 Element 12: Other Goal(s) - Results N/A

15. Current system URL's

15.1	System Home Page URL	https://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://stls.sharepoint.com/:b:/s/TrainingTeam/EUjig9dz1E9GkAXEiU3DAX0BOxXe=Dj6wsu
15.5	URL of Evaluation Results	https://stls.sharepoint.com/:b:/s/TrainingTeam/EUjig9dz1E9GkAXEiU3DAX0BOxXe=Dj6wsu
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/1xPp1D4FmBX2sYA1wXC2Fvi3Rbt1ZGHwY/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)	03/19/2024
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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).
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Suggested Improvements

Library System	Southern Tier Library System
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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!

Release annual report for member libraries and library systems earlier in the year, so complete and meet NYS deadline. Thank you for all you do!

Public Relations Committee

Meeting Minutes

Wednesday, June 26, 2024 – 9:00 am



Meeting Location: 20th Century Club Library, Almond, New York

Board Members in Attendance: Lynnette Decker (chair), Kathy Green, Rachel Barbour, David Haggstrom, and Michael Steffens

Staff Present: Brian Hildreth

Meeting called to order at 9:00 pm

2024/2025 NYS Public Library Construction Aid Presentations

Committee members met to hear presentations from ten member libraries. Each member library presented on their proposed 2024/2025 NYS Public Library Construction Aid project. Discussion took place between member libraries and committee members to share information about the library's project, eligibility under program guidelines, and alignment with library system funding priorities.

Following presentations and discussions, committee members reviewed each member's Notification of Intent to Apply materials, and made recommendations for funding. Funding was determined as follows:

Library Name	Library Community	Total Project Cost	Requested Funding	% Req.	STLS Allocated Funding
Addison Public Library	Addison	\$ 11,760.00	\$ 8,820.00	75%	\$ 8,820.00
Belfast Public Library	Belfast	\$ 245,000.00	\$ 183,750.00	75%	\$ 151,680.00
Benedek Memorial Library	Savona	\$ 13,600.00	\$ 10,200.00	75%	\$ 10,200.00
Chemung County Library District - Steele Library	Chemung County - Elmira	\$ 416,298.00	\$ 312,223.50	75%	\$ 151,680.00
Colonial Library	Richburg	\$ 6,500.00	\$ 4,875.00	75%	\$ 4,875.00
David A. Howe Public Library	Wellsville	\$ 179,040.00	\$ 134,280.00	75%	\$ 134,280.00
Dormann Library	Bath	\$ 60,590.00	\$ 45,442.50	75%	\$ 45,442.00
Penn Yan Public Library	Penn Yan	\$ 279,258.00	\$ 209,443.50	75%	\$ 151,680.00
Prattsburg Free Library	Prattsburg	\$ 304,837.00	\$ 228,627.75	75%	\$ 151,680.00
Southeast Steuben County Library	Corning	\$ 343,100.00	\$ 257,325.00	75%	\$ 151,680.00
Southern Tier Library System	Painted Post	\$ 395,000.00	\$ 197,500.00	50%	\$ 151,680.00
		Total Request	\$ 1,386,167.25	Total Granted	\$ 1,113,697.00

All libraries with Total Project Costs below \$200,000 were funded at the 75% match level, and the libraries with projects exceeding \$200,000 received equal portions of the remaining funds. Additional funds from other library systems will be distributed to STLS applicants who didn't receive a 75% match based on an equitable formula:

(Applicant's Total Project Cost / Total Cost of All Projects Not Funded at 75% Match)*Total Funds from Other Library Systems.

Approve Proposed 2024/2025 NYS Public Library Construction Aid Allocations

*** FOR APPROVAL**

Public Relations Committee Recommendation: The STLS Board of Trustees approves the proposed 2024/2025 NYS Public Library Construction Aid Allocations as determined on June 26, 2024 as part of the library system's NYS Public Library Construction Aid grant program.

Motion by K. Green; Seconded by D. Haggstrom. Unanimously approved.

Meeting adjourned at 12:42 pm

Respectfully submitted: Brian M. Hildreth, STLS Executive Director

Foundation for Southern Tier Libraries
BOARD OF DIRECTORS MEETING
June 13, 2024 | Southern Tier Library System

MEETING MINUTES

Present: Dale Wexell; President; Rusty Wigg, Vice President; Paul Webster, Treasurer; Louise Richardson, Secretary; Gail Ebeltoft; Brian Hildreth, STLS Executive Director

Excused: Peter Gamba; Tom Nichols

The meeting was called to order at 11:07 am.

TREASURER'S REPORT

The Treasurer's Report was accepted.

ANNUAL MEETING DEBRIEF

It was agreed that the Annual Meeting was a success. The turnout was good and the brief presentations on 2023 grants were great. There was a lot of enthusiasm in the room, the meal was good and the door prizes were a nice addition.

LIBRARY LION AWARD

The round logo with the colorful lion's head was chosen with the following revisions: Louise will eliminate the board and will make the Foundation for Southern Tier Libraries font bigger.

Louise will set up the Award announcement and call for nominations and send it to Brian for distribution by June 20. She will also set up an online nomination form in Jotform. The announcement should be sent to STLS trustees, library directors and STLS staff. Nominations will be due August 2.

After a lengthy discussion, it was decided that eligibility for the award should be broad. FSTL board members will not be considered.

Dale will research awards and report at the next meeting.

FUNDRAISING EVENT

We need to solicit event sponsors. Dale will create an information sheet. Gail reported that she will sponsor at the \$500 level and Dale noted that he will be a \$1,000 sponsor. Dale noted that an effective way to solicit sponsors is to email them information and then follow up with a phone call.

We want approximately 25 auction items. Popular items from last year will be repeated.

Rusty suggested we start the auction online and then move it to the event, to attract a larger audience. Louise will look at 32auctions.com to see how this would work. The challenge will be how to widely distribute the auction link using email and social media. Louise will set up an Instagram account.

Format will be the same as last year, with the addition of the award presentation, with attendance between 125 and 150. Tickets will be \$75 each. We will have both an electronic ticketing site and physical tickets. Louise will design the tickets and send the file to Rusty who will order them.

NEXT MEETING

Thursday, July 11, 2024 at Southern Tier Library System.

There being no further business, the meeting was adjourned at 12:45 pm.

Respectfully submitted,
Louise Richardson, Secretary

Southern Tier Library System

Unpaid Bills Report
As of June 28, 2024

6/26/24

6/27/24

VENDOR	DATE	TRANSACTION TYPE	NUM	DUE DATE	TEST DUE	AMOUNT	OPEN BALANCE
(ALA) American Library Association							
(ALA) American Library Association	06/26/2024	BN	2023 Grant Refund	06/26/2024	-3	\$1,000.00	\$1,000.00
Total for (ALA) American Library Association						\$1,000.00	\$1,000.00
Allegany County Office for the Aging							
Allegany County Office for the Aging	06/26/2024	BN	060824 Sen Plo	06/26/2024	-3	\$275.00	\$275.00
Total for Allegany County Office for the Aging						\$275.00	\$275.00
Brightline Inc							
Brightline Inc	06/26/2024	BN	2012460	06/26/2024	-3	\$10,000.00	\$10,000.00
Total for Brightline Inc						\$10,000.00	\$10,000.00
Corning Natural Gas							
Corning Natural Gas	06/26/2024	BN	June 2024	06/26/2024	-3	\$63.35	\$63.35
Total for Corning Natural Gas						\$63.35	\$63.35
CPE InterLink							
CPE InterLink	06/26/2024	BN	24-0790	06/26/2024	-3	\$130.00	\$130.00
Total for CPE InterLink						\$130.00	\$130.00
Erie Insurance Company							
Erie Insurance Company	06/26/2024	BN	July 2024	06/26/2024	-3	\$1,000.51	\$1,000.51
Total for Erie Insurance Company						\$1,000.51	\$1,000.51
Excellus BC BS							
Excellus BC BS	06/26/2024	BN	Jul 2024 Dan	06/26/2024	-3	\$257.73	\$257.73
Excellus BC BS	06/26/2024	BN	Jul 2024	06/26/2024	-3	\$4,476.90	\$4,476.90
Total for Excellus BC BS						\$4,734.63	\$4,734.63
First Bankcard							
First Bankcard	06/26/2024	BN	4418228218408360824	06/26/2024	-3	\$718.28	\$718.28
First Bankcard	06/26/2024	BN	44182282300688120824	06/26/2024	-3	\$217.52	\$217.52
First Bankcard	06/26/2024	BN	4418228237882280824	06/26/2024	-3	\$102.93	\$102.93
First Bankcard	06/26/2024	BN	44182282371948280824	06/26/2024	-3	\$888.88	\$888.88
First Bankcard	06/26/2024	BN	44182282348277270824	06/26/2024	-3	\$2,343.04	\$2,343.04
First Bankcard	06/26/2024	BN	44182284382384380824	06/26/2024	-3	\$1,181.78	\$1,181.78
Total for First Bankcard						\$6,252.43	\$6,252.43
Friendly Frodo							
Friendly Frodo	06/26/2024	BN	22130	06/26/2024	-3	\$682.80	\$682.80
Friendly Frodo	06/26/2024	BN	22115	06/26/2024	-3	\$71.70	\$71.70
Total for Friendly Frodo						\$754.50	\$754.50
Frontier Communications							
Frontier Communications	06/26/2024	BN	July 2024	06/26/2024	-3	\$203.20	\$203.20
Total for Frontier Communications						\$203.20	\$203.20
Gale/CENGAGE Learning							
Gale/CENGAGE Learning	06/26/2024	BN	84277818	06/26/2024	-3	\$32.75	\$32.75
Gale/CENGAGE Learning	06/26/2024	BN	84298143	06/26/2024	-3	\$25.38	\$25.38
Gale/CENGAGE Learning	06/26/2024	BN	84367641	06/26/2024	-3	\$100.78	\$100.78
Total for Gale/CENGAGE Learning						\$158.91	\$158.91
Hildreth, Brian							
Hildreth, Brian	06/26/2024	BN	Jun 2024 Mileage	06/26/2024	-3	\$125.00	\$125.00
Total for Hildreth, Brian						\$125.00	\$125.00
Jenna, Erila							
Jenna, Erila	06/26/2024	BN	May-Jun 2024 Mileage	06/26/2024	-3	\$88.37	\$88.37
Total for Jenna, Erila						\$88.37	\$88.37
Multi Media Services							
Multi Media Services	06/26/2024	BN	81975	06/26/2024	-3	\$373.38	\$373.38
Multi Media Services	06/26/2024	BN	81977	06/26/2024	-3	\$1,205.55	\$1,205.55
Total for Multi Media Services						\$1,578.93	\$1,578.93
Northern NY Library Network							
Northern NY Library Network	06/26/2024	BN	DIG2324_14	06/26/2024	-3	\$5,334.00	\$5,334.00
Total for Northern NY Library Network						\$5,334.00	\$5,334.00
Overdrive							
Overdrive	06/26/2024	BN	014632A24182144	06/26/2024	-3	\$418.80	\$418.80
Overdrive	06/26/2024	BN	014632A24178199	06/26/2024	-3	\$485.17	\$485.17
Total for Overdrive						\$903.97	\$903.97
Pitney Bowes							
Pitney Bowes	06/26/2024	BN	3319218067	06/26/2024	-3	\$476.87	\$476.87

VENUE	DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
Total for Penny Books						\$476.67	\$476.67
✓ Staples Business Credit							
✓ Staples Business Credit	08/28/2024	BN	8002846818	08/28/2024	-4	✓ \$118.88	\$118.88 ✓
✓ Staples Business Credit	08/28/2024	BN	8002846820	08/28/2024	-3	✓ \$105.88	\$105.88 ✓
Total for Staples Business Credit						\$224.76	\$224.76
✓ Staffers, Michael C							
Staffers, Michael C	08/28/2024	BN	081824 Misoqa	08/28/2024	-3	✓ \$88.34	\$88.34 ✓
Total for Staffers, Michael C						\$88.34	\$88.34
✓ Time Warner Cable, PA							
Time Warner Cable, PA	08/28/2024	BN	145824001 0824	08/28/2024	-5	✓ \$1,769.20	\$1,769.20 ✓
Total for Time Warner Cable, PA						\$1,769.20	\$1,769.20
						\$24,021.11	\$24,021.11

Southern Tier Library System

Unpaid Bills Report All Dates

6/12/24

6/11/24

VENDOR	DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
Baker & Taylor							
Baker & Taylor	06/14/2024	BS	2038218448	06/14/2024	-3	\$34.87	\$34.87
Total for Baker & Taylor						\$34.87	\$34.87
Burr Consulting, LLC							
Burr Consulting, LLC	06/14/2024	BS	063134	06/14/2024	-3	\$300.00	\$300.00
Burr Consulting, LLC	06/14/2024	BS	061484	06/14/2024	-3	\$1,300.00	\$1,300.00
Total for Burr Consulting, LLC						\$1,300.00	\$1,300.00
Cardinal, Alexandra							
Cardinal, Alexandra	06/14/2024	BS	061434 Presenter	07/01/2024	-30	\$788.00	\$788.00
Total for Cardinal, Alexandra						\$788.00	\$788.00
Cascade Waste Services							
Cascade Waste Services	06/14/2024	BS	2283082	06/14/2024	-3	\$125.85	\$125.85
Total for Cascade Waste Services						\$125.85	\$125.85
Clearly IP							
Clearly IP	06/14/2024	BS	INV-116448 534	06/14/2024	-3	\$380.75	\$380.75
Total for Clearly IP						\$380.75	\$380.75
Columbell, Alice							
Columbell, Alice	06/14/2024	BS	061434 Presenter	06/14/2024	-3	\$476.00	\$476.00
Total for Columbell, Alice						\$476.00	\$476.00
Dellon, Tina							
Dellon, Tina	06/14/2024	BS		06/14/2024	-3	\$87.22	\$87.22
Total for Dellon, Tina						\$87.22	\$87.22
Deil Marketing LP							
Deil Marketing LP	06/14/2024	BS	18781796380	06/14/2024	-3	\$306.87	\$306.87
Total for Deil Marketing LP						\$306.87	\$306.87
Demo							
Demo	06/14/2024	BS	7488391	06/14/2024	-3	\$105.83	\$105.83
Total for Demo						\$105.83	\$105.83
Dudak, Leah							
Dudak, Leah	06/14/2024	BS	061434 Presenter	07/01/2024	-30	\$800.00	\$800.00
Total for Dudak, Leah						\$800.00	\$800.00
Eastern Managed Print Network							
Eastern Managed Print Network	06/14/2024	BS	INV4818428	06/14/2024	-3	\$481.48	\$481.48
Total for Eastern Managed Print Network						\$481.48	\$481.48
Empire Natural Gas							
Empire Natural Gas	06/14/2024	BS	W8718-0288121	06/14/2024	-3	\$28.00	\$28.00
Total for Empire Natural Gas						\$28.00	\$28.00
Energy Cooperative of America							
Energy Cooperative of America	06/14/2024	BS	1016828	06/14/2024	-3	\$347.26	\$347.26
Total for Energy Cooperative of America						\$347.26	\$347.26
FirstLight Fiber							
FirstLight Fiber	06/14/2024	BS	17231703	06/14/2024	-3	\$800.00	\$800.00
Total for FirstLight Fiber						\$800.00	\$800.00
Friendly Frodo							
Friendly Frodo	06/14/2024	BS	30308	06/14/2024	-3	\$71.78	\$71.78
Total for Friendly Frodo						\$71.78	\$71.78
Gale/CENGAGE Learning							
Gale/CENGAGE Learning	06/14/2024	BS	84230815	06/14/2024	-3	\$34.79	\$34.79
Gale/CENGAGE Learning	06/14/2024	BS	84340824	06/14/2024	-3	\$80.15	\$80.15
Gale/CENGAGE Learning	06/14/2024	BS	8428283	06/14/2024	-3	\$28.88	\$28.88
Gale/CENGAGE Learning	06/14/2024	BS	84340831	06/14/2024	-3	\$338.81	\$338.81
Gale/CENGAGE Learning	06/14/2024	BS	84220782	06/14/2024	-3	\$54.79	\$54.79
Total for Gale/CENGAGE Learning						\$436.62	\$436.62
GreenPoint Landscaping							
GreenPoint Landscaping	06/14/2024	BS	2716	06/14/2024	-3	\$714.00	\$714.00
Total for GreenPoint Landscaping						\$714.00	\$714.00
Hildreth, Brian							
Hildreth, Brian	06/14/2024	BS	Apr-Jun 2024 Mileage	06/14/2024	-3	\$81.74	\$81.74
Total for Hildreth, Brian						\$81.74	\$81.74
Ingram Library Services							
Ingram Library Services	06/14/2024	BS	88234774	06/14/2024	-3	\$300.88	\$300.88
Total for Ingram Library Services						\$300.88	\$300.88
Margel Maltger Barr & Co. LLP							
Margel Maltger Barr & Co. LLP	12/31/2023	Journal Entry	850	12/31/2023	100	\$6,700.00	\$6,700.00
Margel Maltger Barr & Co. LLP	01/01/2024	Journal Entry	8804	01/01/2024	100	-6,700.00	-6,700.00

VENDOR	DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
Total for Morgan Stanley Serv & Co. LLP						\$0.00	\$0.00
NYSHIP							
NYSHIP	08/14/2024	DB	007	08/14/2024	-3	\$14,194.98	\$14,194.98
Total for NYSHIP						\$14,194.98	\$14,194.98
Overdrive							
Overdrive	08/14/2024	DB	01483008184008	08/14/2024	-3	\$8,148.88	\$8,148.88
Overdrive	08/14/2024	DB	01483008181378	08/14/2024	-3	\$288.42	\$288.42
Overdrive	08/14/2024	DB	01483008184070	08/14/2024	-3	\$301.82	\$301.82
Overdrive	08/14/2024	DB	01483008184074	08/14/2024	-3	\$172.22	\$172.22
Overdrive	08/14/2024	DB	01483008184078	08/14/2024	-3	\$817.42	\$817.42
Overdrive	08/14/2024	DB	01483008184078	08/14/2024	-3	\$388.80	\$388.80
Overdrive	08/14/2024	DB	01483008184080	08/14/2024	-3	\$812.80	\$812.80
Overdrive	08/14/2024	DB	01483008184084	08/14/2024	-3	\$2,887.28	\$2,887.28
Overdrive	08/14/2024	DB	01483008184088	08/14/2024	-3	\$8,801.78	\$8,801.78
Overdrive	08/14/2024	DB	01483008184092	08/14/2024	-3	\$1,188.81	\$1,188.81
Overdrive	08/14/2024	DB	01483008184096	08/14/2024	-3	\$8,778.28	\$8,778.28
Overdrive	08/14/2024	DB	01483008184098	08/14/2024	-3	\$848.88	\$848.88
Overdrive	08/14/2024	DB	01483008184098	08/14/2024	-3	\$178.88	\$178.88
Overdrive	08/14/2024	DB	01483008184098	08/14/2024	-3	\$1,188.88	\$1,188.88
Overdrive	08/14/2024	DB	01483008184098	08/14/2024	-3	\$878.80	\$878.80
Overdrive	08/14/2024	DB	14-014830	08/14/2024	-3	\$8,888.88	\$8,888.88
Overdrive	08/14/2024	DB	01483008172888	08/14/2024	-3	\$888.88	\$888.88
Overdrive	08/14/2024	DB	01483008172888	08/14/2024	-3	\$888.88	\$888.88
Overdrive	08/14/2024	DB	01483008172888	08/14/2024	-3	\$888.88	\$888.88
Overdrive	08/14/2024	DB	01483008172888	08/14/2024	-3	\$888.88	\$888.88
Overdrive	08/14/2024	DB	01483008172888	08/14/2024	-3	\$888.88	\$888.88
Overdrive	08/14/2024	DB	01483008172888	08/14/2024	-3	\$888.88	\$888.88
Overdrive	08/14/2024	DB	01483008172888	08/14/2024	-3	\$888.88	\$888.88
Overdrive	08/14/2024	DB	01483008172888	08/14/2024	-3	\$888.88	\$888.88
Total for Overdrive						\$88,448.88	\$88,448.88
Powers, Kelly							
Powers, Kelly	08/14/2024	DB	2884 Fax Rep Mileage	08/14/2024	-3	\$88.72	\$88.72
Powers, Kelly	08/14/2024	DB	288734 Mileage	08/14/2024	-3	\$48.81	\$48.81
Total for Powers, Kelly						\$137.53	\$137.53
Rothman & Sons LLC							
Rothman & Sons LLC	08/14/2024	DB	4888	08/14/2024	-3	\$848.78	\$848.78
Total for Rothman & Sons LLC						\$848.78	\$848.78
Southern Tier Network							
Southern Tier Network	08/14/2024	DB	5872	08/14/2024	-3	\$8,848.88	\$8,848.88
Southern Tier Network	08/14/2024	DB	5878	08/14/2024	-3	\$888.88	\$888.88
Southern Tier Network	08/14/2024	DB	5882	08/14/2024	-3	\$888.88	\$888.88
Southern Tier Network	08/14/2024	DB	5888	08/14/2024	-3	\$888.88	\$888.88
Southern Tier Network	08/14/2024	DB	5891	08/14/2024	-3	\$888.88	\$888.88
Southern Tier Network	08/14/2024	DB	5894	08/14/2024	-3	\$1,888.88	\$1,888.88
Southern Tier Network	08/14/2024	DB	5898	08/14/2024	-3	\$8,888.88	\$8,888.88
Total for Southern Tier Network						\$88,888.88	\$88,888.88
Time Warner Cable, PA							
Time Warner Cable, PA	08/14/2024	DB	14881801 884	08/14/2024	-3	\$888.88	\$888.88
Time Warner Cable, PA	08/14/2024	DB	14881801 884	08/14/2024	-3	\$888.88	\$888.88
Time Warner Cable, PA	08/14/2024	DB	14881801 884	08/14/2024	-3	\$888.88	\$888.88
Time Warner Cable, PA	08/14/2024	DB	22888801 884	08/14/2024	-3	\$888.88	\$888.88
Time Warner Cable, PA	08/14/2024	DB	22888801 884	08/14/2024	-3	\$888.88	\$888.88
Time Warner Cable, PA	08/14/2024	DB	22888801 884	08/14/2024	-3	\$888.88	\$888.88
Time Warner Cable, PA	08/14/2024	DB	22888801 884	08/14/2024	-3	\$888.88	\$888.88
Time Warner Cable, PA	08/14/2024	DB	22888801 884	08/14/2024	-3	\$888.88	\$888.88
Time Warner Cable, PA	08/14/2024	DB	22888801 884	08/14/2024	-3	\$888.88	\$888.88
Time Warner Cable, PA	08/14/2024	DB	22888801 884	08/14/2024	-3	\$888.88	\$888.88
Time Warner Cable, PA	08/14/2024	DB	22888801 884	08/14/2024	-3	\$888.88	\$888.88
Time Warner Cable, PA	08/14/2024	DB	22888801 884	08/14/2024	-3	\$888.88	\$888.88
Time Warner Cable, PA	08/14/2024	DB	22888801 884	08/14/2024	-3	\$888.88	\$888.88
Time Warner Cable, PA	08/14/2024	DB	22888801 884	08/14/2024	-3	\$888.88	\$888.88
Total for Time Warner Cable, PA						\$88,448.88	\$88,448.88
Tolls by Mail							
Tolls by Mail	08/14/2024	DB	1888488848	08/14/2024	-3	\$8.78	\$8.78
Total for Tolls by Mail						\$8.78	\$8.78
Verizon Wireless							
Verizon Wireless	08/14/2024	DB	88888888 884	08/14/2024	-3	\$177.22	\$177.22
Total for Verizon Wireless						\$177.22	\$177.22
WEX Bank							
WEX Bank	08/14/2024	DB	87387800	08/14/2024	-3	\$1,788.87	\$1,788.87
Total for WEX Bank						\$1,788.87	\$1,788.87
Williams, Lauren							
Williams, Lauren	08/14/2024	DB	2884 WEC Mileage	08/14/2024	-3	\$87.88	\$87.88
Total for Williams, Lauren						\$87.88	\$87.88
Total						\$87,888.88	\$87,888.88

Deposit Summary



06/25/2024

Summary of Deposits to Cash - Money Market on 06/25/2024

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
		Spread Shirt	SpreadShirt Commissions	79.02
DEPOSIT SUBTOTAL				79.02
LESS CASH BACK				
DEPOSIT TOTAL				79.02

Deposit Summary

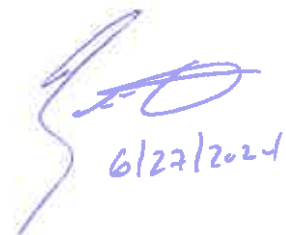

6/19/2024

06/18/2024

Summary of Deposits to Cash - Operating on 06/18/2024

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
		CCLD-Elmira	Voided	0.00
5225	Check	Almond	Pass Thru	27.88
6072	Check	Wayland	Pass Thru	481.50
4176	Check	Angelica	Pass Thru	106.83
8531	Check	Hammondsport	Pass Thru	308.50
2896	Check	Howard	Pass Thru	55.76
16208	Check	Cuba	Pass Thru	36.00
9319	Check	Cleary, Jule	Health Ins	98.50
4479	Check	Odessa	Pass Thru	55.76
2256	Check	CCLD-Elmira	PT/CLSA	535.12
165891	Check	Individual	Give Lively Foundation Inc donation	79.07
44031	Check	Spread Shirt	Spread Shirt tax refund	28.04
DEPOSIT SUBTOTAL				1812.96
LESS CASH BACK				
DEPOSIT TOTAL				1812.96

Deposit Summary


6/27/2024

06/26/2024

Summary of Deposits to Cash - Money Market on 06/27/2024

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
1015	Check	Prattsburgh	PT	27.88
2342	Check	Int'l Motor Racing Research Center	Cataloging	70.00
2258	Check	CCLD-Elmira	PT/CLSA	12446.57
6382	Check	CCLD-Elmira	Cost Share/PT	36118.42
DEPOSIT SUBTOTAL				48662.87
LESS CASH BACK				
DEPOSIT TOTAL				48662.87

Certificate of Deposit Analysis and Options
Southern Tier Library System - 2023-2024

Historical Minimum Account Balances Prior to Release of NYS Funding

	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
\$	922,697	\$ 508,399	\$1,722,131	\$ 1,083,177	\$895,814	\$ 468,364	\$715,520	\$814,217	\$ 664,227	\$819,234	\$744,904

Interest Rate	Term			Jan-24
4.60%	13 months			
Option #1				
Deposit	Earnings		Difference	
\$400,000	\$19,971		N/A	
Option #2				
Deposit	Earnings		Difference from Option #1	
\$375,000	\$18,722		\$1,249	
Option #3				
Deposit	Earnings		Difference	
\$350,000	\$17,474		\$2,497	
Option #4				
Deposit	Earnings		Difference	
\$325,000	\$16,226		\$3,745	

Interest Rate	Term			Jul-24
4.30%	13 months			
Option #1				
Deposit	Earnings		Difference	
\$300,000	\$12,900		N/A	
Option #2				
Deposit	Earnings		Difference from Option #1	
\$250,000	\$10,750		\$2,150	
Option #3				
Deposit	Earnings		Difference	
\$200,000	\$8,600		\$4,300	
Option #4				
Deposit	Earnings		Difference	
\$0	\$0		\$0	

2024/2025 Construction Aid Member Requests to Allocation
Southern Tier Library System

Doc. #24-94

Library Name	Library Community	Total Project Cost	Requested Funding	% Req.	STLS Allocated Funding	*Additional Funds from Other Systems	Total Allocated Funding	Allocated Percentage	Brief Project	Most Recent Year	Most Recent Award	10 Year Sum of Awards
Addison Public Library	Addison	\$ 11,760.00	\$ 8,820.00	75%	\$ 8,820.00			75%	Energy Efficiency: Window Replacement Project	2022/2023	\$ 8,828.00	\$ 31,431.00
Belfast Public Library	Belfast	\$ 245,000.00	\$ 183,750.00	75%	\$ 151,680.00			62%	Addition/Expansion: Library Addition - Phase III	2023/2024	\$ 160,466	\$ 315,336
Benedek Memorial Library	Savona	\$ 13,600.00	\$ 10,200.00	75%	\$ 10,200.00			75%	Energy Efficiency: Airconditioning Installation Project	2013/2014	\$ 4,762	\$ -
Chemung County Library District - Steele Library	Chemung County - Elmira	\$ 416,298.00	\$ 312,223.50	75%	\$ 151,680.00			36%	Expansion: Renovation of Youth Department	2023/2024	\$ 189,185	\$ 841,985
Colonial Library	Richburg	\$ 6,500.00	\$ 4,875.00	75%	\$ 4,875.00			75%	Energy Efficiency: Waterline Replacement and Expansion of Heating	2021/2022	\$ 30,045	\$ 220,695
David A. Howe Public Library	Wellsville	\$ 179,040.00	\$ 134,280.00	75%	\$ 134,280.00			75%	Accessibility: Parking Lot Replacement Project	2022/2023	\$ 55,410	\$ 467,135
Dormann Library	Bath	\$ 60,590.00	\$ 45,442.50	75%	\$ 45,442.00			75%	Accessibility: Parking Lot Replacement Project	2023/2024	\$ 88,462	\$ 186,158
Penn Yan Public Library	Penn Yan	\$ 279,258.00	\$ 209,443.50	75%	\$ 151,680.00			54%	Accessibility: ADA Compliant Bathroom Renovations and Main Entrance Renovation	2019/2020	\$ 69,000	\$ 267,041
Prattsburg Free Library	Prattsburg	\$ 304,837.00	\$ 228,627.75	75%	\$ 151,680.00			50%	Addition/Expansion: Library Addition - Phase III	2023/2024	\$ 138,559	\$ 281,875
Southeast Steuben County Library	Corning	\$ 343,100.00	\$ 257,325.00	75%	\$ 151,680.00			44%	Accessibility: Parking Lot Replacement Project	2023/2024	\$ 58,462	\$ 911,833
Southern Tier Library System	Painted Post	\$ 395,000.00	\$ 197,500.00	50%	\$ 151,680.00			38%	Energy Efficiency: Roof Replacement	2020/2021	\$ 184,566	\$ 502,875
		Total Request	\$ 1,386,167.25	Total Granted	\$ 1,113,697.00							
		Total	\$ 1,113,697.00	Total Allocation	\$ 1,113,697.00							
		Difference	\$ (272,470.25)	Difference	\$ -				*Additional funds from other library systems will be distributed to STLS applicants who didn't receive a 75% match based on an equitable formula: (Applicant's Total Project Cost / Total Cost of All Projects Not Funded at 75% Match)*Total Funds from Other Library Systems.			

Contract Between

Staff Organization of Southern
Tier Library System
and
Southern Tier Library System

July 1, 2024 – June 30, 2027

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This agreement is made effective July 1, 2024, by and between the Board of Trustees of Southern Tier Library System (hereinafter "STLS") and the Staff Organization of Southern Tier Library System (hereinafter "Organization").

NOW, THEREFORE, in consideration of the mutual promises set forth below, it is hereby agreed by and between the STLS and the Organization as follows:

1.0 RECOGNITION

Section 1.1 The STLS agrees to recognize the Organization as sole and exclusive bargaining agent for the employees set forth in Section 1.2.

Section 1.2 All employees of STLS whose names appear on the operating payroll – with the exception of those employees holding the positions of Executive Director, Administrative Assistant, and Business Manager, along with their Deputies and Assistants – shall be deemed members of the Organization unit.

Section 1.3 At least two (2) and not more than three (3) representatives of STLS and at least two (2) and not more than three (3) representatives of the Organization will be the basic negotiating teams. The Executive Director of the System or a representative of the Executive Director may attend in addition to the aforementioned representatives.

Section 1.4 Officers, committee members, and negotiators of the Organization shall have a reasonable amount of time during the working day to conduct the business of the Organization, including out-of-office appointments, and receiving and making telephone calls, both local and long distance. All business expenses incurred by the Organization will be paid for by the Organization.

Section 1.5 The Organization will be allowed to conduct a maximum of four (4) general meetings for the membership per year, during the working day. A written courtesy notice will be given 24 hours in advance to the Executive Director as to date and time of meetings.

2.0 GENERAL CONDITIONS

Section 2.1 The regular work week for full-time employees is thirty-seven-and-one-half (37-1/2) hours, revolving around a daily core time of 9:00 a.m. to 3:00 p.m., and running Sunday – Saturday. A work day, for purposes of computing benefits, is seven-and-one-half (7-1/2) hours.

Employees have the option to work either a four (4) or five (5) day week, provided that they do not work more than twelve (12) hours in any one work day. The work week and the work hours will be scheduled with the prior approval of the supervisor and the Executive Director in such a way as to be effective.

Section 2.2 All employees will take a lunch period in compliance with the requirements of New York State Labor Law. All employees will be entitled to a fifteen (15) minute break for each three-and-one-half to four (3-1/2 to 4) hour working period. If an employee's duties require the employee to work during break time, the employee may take a break when it is convenient.

Section 2.3 STLS shall deduct Organization dues from the wages of Organization members who individually and voluntarily authorize STLS to make such deductions. Such monies shall be promptly forwarded to the Organization Treasurer. STLS shall deduct an Agency Fee from the wages of unit members who are not Organization members. The amount to be deducted shall be equivalent to the dues levied by the Organization to members and such monies shall be promptly forwarded to the Organization Treasurer. The Organization shall promptly forward to STLS the names of Agency Fee payers.

3.0 EMPLOYEE STATUS

Section 3.1 Each employee is designated as "nonexempt" or "exempt" based on federal and state wage and hour laws. Nonexempt employees are entitled to overtime pay to the extent required by federal and state laws. Exempt employees, however, are excluded from various provisions of federal and state wage and hour laws.

Section 3.2 Each employee is designated as "full-time" or "part-time." Full-time employees are those who are regularly scheduled to work thirty-seven-and-one-half (37.5) hours or more per week. Part-time employees are those who are regularly scheduled to work less than thirty-seven-and-one-half (37.5) hours per week.

Section 3.3 Designations of exempt or nonexempt and full-time or part-time are made upon commencement of employment and may be revised from time to time. All employment designations are recorded on the employee's personnel record.

Section 3.4 Only full-time employees are eligible for the employee benefits described herein, except as otherwise noted or as otherwise required by law.

4.0 SALARY PAYMENT

Section 4.1 Employees will be paid on a bi-weekly basis, falling on Friday. When payday falls on a holiday, pay will be disbursed on the last working day preceding the holiday.

Section 4.2 Hourly rate for any full-time position is determined by dividing the yearly salary by 1950 hours.

Section 4.3 TIME SHEETS: All employees will record their time on a daily basis. Time sheets are in the custody of the employee until signed and submitted to the immediate supervisor for approval. Salaried employees will submit their time sheets at the end of the month; hourly employees will submit their time sheet every other Friday.

Section 4.4 In the event of separation from employment, other than for misconduct, employees will be paid for earned and unused vacation time up to twenty (20) days; compensatory time up to twenty-five (25) hours; personal time up to three (3) days; and up to sixty (60) days of accumulated sick leave time. Such payment may be included in the employee's final paycheck, to be paid on the payday falling on or immediately following the employee's last working day. In the event of separation because of death, such payment will be made to the estate of the deceased.

Section 4.5 Any departing employee using vacation leave, sick leave, or personal leave before completing the year will have a deduction from the employee's final paycheck to cover such leave days not actually earned.

5.0 OVERTIME

Section 5.1 Overtime is defined as hours worked by nonexempt employees above 40 in a work week. All work over 40 hours must be authorized in advance by the immediate supervisor. Nonexempt employees will be compensated at a time-and-one half (1 - 1/2) rate.

Section 5.2 Exempt employees may receive compensatory time for hours worked above 37.5 hours in a work week, at a one-for-one basis. Compensatory time must be authorized in advance by the immediate supervisor.

Section 5.3 Requests for use of compensatory time will be filed in writing, with the approval of the immediate supervisor, with the Executive

Director at least twenty-four (24) hours prior to the date of absence, except in an emergency.

Section 5.4 An exempt employee must use compensatory time within a three (3) month period. Compensatory time not used in the three (3) month period is lost.

6.0 LATENESS

Section 6.1 Lateness or similar deviations from a nonexempt employee's schedule must be made up or deducted from personal time. Maximum time to be made up in any given week will be one (1) hour, as agreed between the employee and the immediate supervisor.

7.0 HOLIDAYS

Section 7.1 It is agreed that the following holidays will be recognized as paid holidays, if they fall on a regular work day. STLS is open to member libraries all other regular work days between Sunday – Saturday. If the holiday falls on a Saturday, the holiday will be observed on the preceding Friday. If the holiday falls on a Sunday, the holiday will be observed on the following Monday.

January 1	New Year's Day
January	Martin Luther King Jr. Day
February	Presidents' Day
May	Memorial Day
June	Juneteenth
July	Fourth of July
September	Labor Day
October	Indigenous Peoples Day
November	Thanksgiving Day
November	Day after Thanksgiving Day
December	Either the day before or the day after Christmas Day, as decided by an Organization vote
December 25	Christmas Day
December 31	New Year's Eve Floating Holiday

Any employee working a four (4) day week will take the holiday hours during that same week, or work a regular week when a holiday comes around.

Section 7.2 Part-time employees paid holidays will be pro-rated based on their scheduled work week.

Section 7.3 If a holiday falls within an employee's vacation period, such day shall not be charged against their vacation leave.

Section 7.4 Employees may observe one Floating Holiday per year of their choice by submitting a request in writing for scheduling to their Division Head and the Executive Director no later than 2-weeks prior to when the employee intends to observe the holiday, and by indicating "Floating Holiday" on the employee's timesheet.

8.0 LEAVES WITH PAY

Section 8.1 SICK LEAVE

- a. All full-time employees will be allowed twelve (12) days of sick leave per year at full pay, credited on January 1 for the same year. Sick leave may not be taken in less than one (1) hour increments. Sick leave may be used for personal and family illness.
- b. A doctor's certificate may be required for five (5) or more consecutive working days of sick leave due to illness or physical disability.
- c. Employees receiving disability or Workers' Compensation benefits may use their available sick leave to supplement their disability or Workers' Compensation benefit, not to exceed one hundred percent (100%) of the employee's gross regular pay in accordance with current policy of the Board of Trustees.
- d. Part-time employees will be given sick leave on a pro-rated basis, based on their regular working schedule.
- e. All new employees, during the probationary period, will be given sick leave on a pro-rated basis, based on their regular working schedule. Upon successful completion of the probationary period, they will be given pro-rated sick leave for the remainder of the year, based on their regular working schedule.
- f. Sick leave may be accumulated up to two hundred (200) days.
- g. An employee having used five (5) or fewer sick days as of December

22 each year will have the option to have STLS buy back up to five (5) days at equivalent pay.

- h. In accordance with the New York Paid Sick Leave Law, the Parties agree that the benefits provided in this Agreement in the form of sick leave and other paid time-off, leave, compensation, and other employee benefits, or some combination thereof, meet or exceed the benefits provided by Section 196-b of the New York Labor Law, and the terms of this Agreement, including the discipline provisions as applied to paid time-off, leaves and absences, are in lieu of the benefits and requirements of Section 196-b.

Section 8.2 PERSONAL LEAVE

- a. All full-time employees will be credited on January 1 for the same year three (3) personal leave days at full pay. All part-time employees will be credited on January 1 for the same year eleven (11) hours personal leave at full pay. Personal leave days given at the beginning of each year must be used within that year.
- b. Personal time must be taken in increments of ½ hour with a 1 hour minimum.
- c. Requests for personal leave will be filed in writing, with the approval of the immediate supervisor, with the Executive Director, at least twenty-four (24) hours prior to the date of absence, except in an emergency.
- d. New full-time employees, during the probationary period, will be given personal leave on a pro-rated basis. Upon successful completion of the probationary period, they will be given pro-rated personal leave for the remainder of the year.

Section 8.3 MILITARY LEAVE

- a. Employees who enter service or training in the armed forces of the United States or the National Guard of New York State for either the two-week annual reserve training or for emergency military service will be granted such necessary leave and will be expected to return to work upon completion of the training or emergency period.
- b. To be eligible for leave during such periods, employees must submit proof of service or training to the Executive Director with the knowledge of the immediate supervisor.

- c. All benefits and continuous service will not be affected by such two-week annual training period or emergency call-up provided the employee returns to work immediately following such leave or as otherwise permitted by law. Such leave will not be deducted from the employee's accumulated vacation leave, personal leave, compensatory time, or sick leave.
- d. STLS will grant military leave pay for all employees, comprising the employee's regular weekly wages less a deduction from regular wages of a sum equal to the daily military rate paid for such employee's military position. After submitting written proof upon returning to work, the employee will receive military leave pay on the second (2nd) pay day following such employee's return to work.

Section 8.4 JURY DUTY AND COMPELLED APPEARANCES An employee called to serve on a jury or subpoenaed as a witness shall be released with full pay. Any jury pay or witness fee, excluding reimbursements for mileage, transportation, meals, or lodging, shall be turned over to STLS.

Section 8.5 BEREAVEMENT LEAVE

- a. Under normal circumstances, employees will be granted five (5) working days due to a death in the immediate family. For distances of over 100 miles, travel time will also be allowed.
- b. For the purpose of this Agreement, the immediate family will include: spouse, domestic partner, child, stepchild, sibling, parent, stepparent, grandparent, grandchild, and spouse's immediate family; and surrogate parent as the primary caregiver for the employee who views them as immediate family, this could be an aunt, uncle, cousin, or non-blood related caregiver.
- c. Parental bereavement leave in which employees are granted five (5) working days, consecutive or non-consecutive, shall include reproductive loss such as a miscarriage or stillbirth.
- d. For deaths in the non-immediate family, the date of the funeral will be granted.
- e. For deaths of friends and/or neighbors, a maximum of eight (8) hours per calendar year will be allowed to attend funeral rites.
- f. An employee needing such leaves will contact the employee's immediate supervisor as soon as possible.

9.0 VACATION

Section 9.1 USE OF VACATION LEAVE

- a. All vacation leave of more than two (2) days must be scheduled and approved at least two (2) weeks in advance by the immediate supervisor and the Executive Director. Vacation for two (2) days or less must be scheduled and approved forty-eight (48) hours in advance. The above procedures may be waived by mutual agreement between the employee and the supervisor.
- b. Vacation leave may be taken any time during the year. Vacations will be scheduled in such a manner as to ensure effective operation of all service areas at all times. Each service area of more than one (1) employee must be staffed by a minimum of fifty percent (50%) of the department.
- c. Vacation time may not be taken in allotments of less than one-half (1/2) day.
- d. Any person while on vacation who becomes ill or is in an accident and is incapacitated may have such time deducted from their available sick leave.
- e. An employee can carry over up to sixty (60) hours of vacation into the next year automatically. If the sixty (60) hours of vacation is not used by the end of the following year, the time shall be added to the employee's accumulated sick leave.

Section 9.2 ACCRUAL OF VACATION LEAVE

- a. All full-time professionals (Master in Library Science and/or relevant advanced degree) and division heads hired before January 1, 2005, shall receive twenty-five (25) paid vacation days per year.
- b. All full-time professionals (Master in Library Science and/or relevant advanced degree) and division heads hired on and after January 1, 2005, shall receive twenty (20) paid vacation days per year.
- c. All part-time professionals shall receive pro-rated vacation each year based on a percentage of the vacation rate schedule for full-time professionals. A vacation day consists of seven-and-one-half (7-1/2) hours.

- d. All full-time non-professionals hired before January 1, 1991, shall receive twenty-five (25) paid vacation days per year.
- e. The vacation accruals for full-time non-professionals hired on and after January 1, 1991, will be as follows:

<u>Years Of Service</u>	<u>Vacation Days</u>
1	5
2	10
3	11
4	12
5+	20

- f. Part-time non-professional employees are entitled to one (1) week paid vacation per year, equivalent to their regularly scheduled work week. Part-time non-professional employees will be entitled to two (2) weeks' paid vacation, based on their regular working schedule, after three (3) years' continuous service, and three (3) weeks after five (5) years.
- g. One week's vacation leave shall accrue for a new employee on such employee's three-month anniversary or on the first day after such employee's probationary period ends, whichever is earlier. Vacation leave shall accrue for continuing employees on each January 1.

10.0 LEAVE WITHOUT PAY

Section 10.1 A leave without pay may be granted by STLS acting on a request submitted in writing by the employee to the Executive Director. Such authorized leave may be granted by STLS for:

- a. sickness (up to one [1] year)
- b. parental (up to six [6] months)
- c. compelling personal reasons (up to three [3] months)
- d. education (up to one [1] year), if a detailed course of study is presented to the Executive Director, and provided that such course of study is job related and of long-term benefit to STLS and meets the satisfaction of the Executive Director.

Such leaves will be considered authorized leaves and will not interrupt cumulative continuous service (see Section 18.1).

Section 10.2 An employee taking an authorized leave will be granted

return to the employee's former position, if funded.

Section 10.3 If an employee works six (6) months or more of the year prior to or after taking an authorized leave of absence, and during the period the employee is on leave a salary increment is applied to the position held when the leave began, the employee will be entitled to the prevailing salary for the position at the time the employee returns to work.

Section 10.4 FAMILY LEAVE

- a. It is important for the development of families that STLS entitle unit members to take reasonable leave for the care of family, a child (son or daughter), spouse or domestic partner, or parent who has a serious health condition. Therefore, the STLS will grant to any eligible unit member an unpaid leave for up to twelve (12) work weeks in any twelve (12) month period for such care. See Section 12.3
- b. Definitions of spouse, son, daughter, or parent shall be defined as per the federal Family and Medical Leave Act.
- c. An eligible unit member shall, by letter to the Executive Director, inform STLS of the member's intention to take a family leave and shall set forth the effective dates of the commencement and expiration of the leave. Said notice, unless circumstances dictate otherwise, shall be provided to the Executive Director at least seven (7) calendar days prior to the effective date of the commencement of the leave.
- d. While on family leave the eligible unit member shall be covered, at no cost, by the medical plan in effect for active unit members.
- e. The unit member, upon termination of the leave, will be restored to such unit members former position and to all previously-held rights, benefits, salary, and privileges.

11.0 INSURANCE

Section 11.1 Health insurance is available, on the date of hire, to all employees required to be covered under the Affordable Care Act, as amended from time to time. The following plans are available: New York State Health Insurance Plan and Excellus Blue Cross & Blue Shield.

Section 11.2 Payment for coverage.

- a. Beginning January 1, 2009, STLS will pay eighty-five percent (85%) of the group health insurance premium for individual employee coverage and seventy and one tenth percent (70.1%) of the group health insurance premium for family coverage.
- b. STLS will deposit the yearly deductible (as determined by the insurance company) into an employee's Health Savings Account for employees who opt for Excellus Blue Cross & Blue Shield.
- c. Employees shall contribute toward the cost of their health insurance amounts not paid by STLS.
- d. Employees may pay their health insurance contributions with pre-tax monies through the Flexible Spending Plan provided under Article 26 of this Agreement.

Section 11.3 Upon retirement from the employ of STLS, after ten years of continuous service, and directly into a New York State Retirement System, an employee hired prior to July 1, 2015, will have the option of continuing the Health Insurance coverage under the same terms as active employees as those terms may change from time to time; provided, however, that such retiree may participate in a family plan only if, at the time of retirement, the retiree has one or more eligible dependents.

Section 11.4 Employees who leave the employ of STLS may have health insurance coverage rights under the Federal COBRA Law.

Section 11.5 An employee, on a calendar year basis, can decline health insurance coverage. An employee declining health insurance will be paid \$2650 annually in lieu of health insurance coverage. Said payment shall be made in one lump sum in a separate paycheck within thirty (30) days of the employee's election to cease coverage. If prior to the end of the calendar year the employee's circumstances change which require the employee to re-enroll for health insurance coverage, the employee will within thirty (30) days thereafter be fully covered. The employee will be obligated to pay back to STLS, on a monthly basis, the balance of the premium to cover the remainder of the calendar year.

12.0 WORKERS PROTECTION

Section 12.1 **DISABILITY:** Disability benefits are provided to any employee when the employee is disabled by an "off the job" injury or illness. STLS will endeavor within the disability law and regulations to allow employees to stretch out sick leave and other benefits in conjunction with the disability benefits. A complete summary is available through the Business Manager.

Section 12.2 **WORKERS' COMPENSATION:** Each employee will receive full coverage for job-related occupational injuries through provisions of the State of New York Worker's Compensation Act. All benefits are provided by law and are paid in accordance to established rates. A complete summary is available through the Business Manager.

Section 12.3 **PAID FAMILY LEAVE:** Each employee will receive access to the state-mandated coverage under New York's Paid Family Leave Law. This type of leave is generally available for bonding with a new child, caring for a family member with a serious health condition, or dealing with the active military duty of certain persons. All benefits are defined, funded, and provided under New York State Law. A complete summary is available through the Business Manager.

13.0 RETIREMENT

Section 13.1 STLS is a contributing member of the New York State Employees' Retirement System. Employees are covered by program 75-i, with a 41-j rider, or CO-ESC as determined by date of service and as modified by applicable State law.

Section 13.2 Retirement is too comprehensive to be covered in this Agreement. New York State Employees' Retirement Handbook is available at any time from the Business Manager.

Section 13.3 **RETIREMENT LONGEVITY INCREMENT:** For all employees hired before July 1, 2015, an employee who reaches the minimum retirement requirements as set by the applicable Retirement System will be eligible for, upon application to and with the approval of the Executive Director, a five percent (5%) longevity increment of such employee's then-current gross salary. This amount is to be paid in the employee's final year, in addition to the negotiated salary increase, if any, and is not repeatable.

14.0 APPOINTMENT OF STAFF

Section 14.1 When changes occur in a job title and/or description, the

Executive Director will furnish the employee, immediate Supervisor, and President of the Organization with written copies of these changes within five (5) working days.

Section 14.2 New employees will be hired for a probationary period of three (3) months for non-professionals and six (6) months for professionals. Upon successful completion of the employee's probationary period, an employee will be placed on a regular salary schedule. The salary, including adjustments for successful completion of probationary status, shall not exceed the salary of any staff on that level having equivalent experience on the STLS staff.

Section 14.3 A former employee, rehired to the same position within one (1) year's time, will be placed on the salary schedule in effect when that employee returns to the position. The rehired employee will undergo an appropriate probationary period (three or six months, as applicable) and an evaluation. A former employee, rehired to a new position, will be under the terms of Section 14.2.

Section 14.4 All new positions or vacancies will be posted for a period of five (5) working days. Such postings will be posted centrally and shall include job title, level, job description, and minimum qualifications for the position.

Employees who believe they possess the necessary qualifications for a new position or vacancy will be given consideration, including an interview, as a candidate to fill such a vacancy. Employees who seek the position must apply in writing to the Executive Director.

An employee awarded a new position may be delayed from starting a new position for a period not to exceed ten (10) working days while a suitable replacement is found for the employee's present position. Board approval is also required.

Section 14.5 Employees appointed to a new position will have a probationary period of three (3) months for non-professionals and six (6) months for professional employees.

Section 14.6 Employees assigned to a new position will be placed on the salary scale for that position and will be provided with level, title and description for the position when they commence work.

Employees whose new position does not entail a promotion will be placed on the same salary level as they occupied in their previous assignment. These employees will receive their annual increment on July 1 following their

appointment.

Employees whose assignment includes a promotion will be placed on the salary level for that position which provides at least a five percent (5%) increase over their previous position's salary. These employees will receive an increment on July 1 following their appointment provided they have successfully completed their probationary period. Increments falling due in the course of the probationary period will be paid upon its successful completion.

Section 14.7 Any position which temporarily falls vacant due to the extended absence of an employee may be filled with a temporary appointment at the discretion of the Executive Director. Present employees of STLS are given primary consideration for temporary appointments. The normal procedures for appointments to a new position will be followed as to salary, increments, and probationary period.

Persons receiving temporary appointments who are not members of the regular staff will be paid the base salary for that position on an hourly basis.

Normally, temporary appointments do not extend beyond one (1) year, but under extenuating circumstances, they may be renewed.

Employees temporarily appointed to a position will be given primary consideration for regular employment should that position become vacant. Time already worked in that position will be credited as probationary time served.

At any time during a temporary appointment, an employee may return to that employee's previous position without loss of seniority or pay. The employee will receive any increment which may have occurred during this period.

15.0 MEETINGS AND CONFERENCES

Section 15.1 The Executive Director will annually establish allowances for meal expenses outside the System's service area of Allegany, Chemung, Schuyler, Steuben and Yates Counties.

Section 15.2 Employees may attend meetings which are job related or of benefit to STLS at their own expense. Attendance at such meetings will be considered as a regularly scheduled working day, as approved by the Executive Director.

16.0 EVALUATION

Section 16.1 The following shall be the evaluation procedure to be used for all employees:

- a. Each employee shall be evaluated once per calendar year.
- b. All evaluations shall be executed on the form agreed to by the parties.
- c. Within five (5) working days after the evaluation has been filled in by the supervisor, a conference shall be held with the employee to review and discuss the employee's written performance evaluation.
- d. At the conference, the employee will sign and receive a copy of the employee's evaluation. Said signature is not for the purpose of accepting or rejecting the conclusions reached, but to confirm the evaluation was made and a conference held.
- e. A copy of the evaluation form filled in by the supervisor will be provided to the employee within five (5) working days of the meeting.
- f. An employee who does not agree with a rating received in any area of the evaluation may submit a statement of rebuttal in the space provided for employee comments, or as an attachment. The employee has up to fifteen (15) working days in which to respond to the evaluation and return the form to the supervisor.

17.0 PERSONNEL FILE

Section 17.1

- a. STLS shall keep one official personnel file on each employee. Said file shall contain all employment records of each employee.
- b. The file shall be located in the STLS main office.
- c. Said file is not open to public inspection.
- d. Whenever any material is to be placed in an employee's file, the employee will be informed prior to the placement and, if the employee requests, shall be furnished a copy of the material.
- e. Whenever any material of a derogatory nature is placed in the file, the employee shall have the right to confront the author of said material in addition to the employee's rights in "d."
- f. No anonymous material can be placed in the file.
- g. An employee may review the contents of the employee's file. The file shall be made available within one (1) work day of the employee's request. Employees have the right to receive copies of any material contained in the file, and such material shall be

furnished within one (1) work day of an employee's request.

18.0 CONTINUOUS SERVICE

Section 18.1 Continuous cumulative service will start from the date of employment with STLS, including any change in job classification. Continuous service will not be broken by absences within the prescribed limits for personal illness or physical disability, illness and/or death in the family, bereavement leave, personal leave, compensatory time leave or authorized leave.

19.0 SENIORITY

Section 19.1 Seniority will be defined as status based on length of continuous service with STLS.

Seniority will be a factor, providing the senior employee has the qualifications, in promotion, new assignments, hiring, rehiring, transfers, and work week changes.

Seniority will be the major factor in all cases of staff reductions and recall. STLS will establish and maintain a seniority list to be used in accordance with this section. STLS will provide the Organization with a copy of such list within thirty (30) days of signing this Agreement. STLS will also provide the Organization with a copy of all revised lists within five (5) days of revision.

Section 19.2 LAYOFF DISPLACEMENT PROCEDURES: In case of staff reduction or abolishment of position(s), the following procedures will apply to full-time employees:

- a. seniority is as defined above.
- b. in case of layoff/job abolishment, the affected employee has the option to displace the next most senior employee in that same level or lower levels. Professionals can bump into lower levels. An individual who is laid off is placed on a two (2) year preferred eligible list (P.E.L). When an opening occurs in an area the person is qualified to fill, STLS must offer the position to the person(s) on the P.E.L. A person is placed on the P.E.L. by seniority in STLS; i.e., most senior first, then next, etc. If a person on the P.E.L. rejects recall, the person is removed from the list and this constitutes resignation. A person(s) can refuse

bumping to a lower level and will be placed on the P.E.L.

- c. as displacement occurs, affected employees will be reassigned to the displaced jobs based on seniority, qualifications, and employee preference.
- d. in case of multiple layoffs or job abolishment in any level, the displacement process will begin with the most senior affected employee.

20.0 GRIEVANCE PROCEDURE

Section 20.1 PURPOSE AND INTENT: It is the purpose and intent of STLS and the Organization to maintain harmonious and cooperative relations as essential to sound labor relations. Therefore, it is the intent of the parties to this procedure to secure, at the lowest possible level, equitable solutions to problems arising between the parties. In the furtherance of that goal, the parties hereby stipulate, establish and maintain the following grievance procedure under which employees and the Organization may present disputes free from coercion, interference, restraint, discrimination or their differences without costly and time-consuming proceedings.

Section 20.2 DEFINITIONS:

- a. Grievance shall mean an alleged violation of this Agreement.
- b. The term "Grievant" shall mean either: any employee who claims to have a grievance, or the Organization.
- c. The term "days" shall mean work days.
- d. The term "representative" shall mean the person designated by either party to act in its behalf.
- e. The term "Parties" shall mean Organization, Grievant and/or STLS.
- f. The term "AAA" shall mean the American Arbitration Association.
- g. The term "Executive Director" shall mean the Executive Director of the Southern Tier Library System.

Section 20.3 PRINCIPLES: An employee shall have the right to be represented at all stages of the grievance procedure by a representative of the employee's choice, provided the Organization, if available, is present during each stage of the lower levels.

Adjustments can be made at lower stages of the grievance procedure, provided, however, such adjustments are not in contravention of this Agreement.

All grievances shall be in writing setting forth the nature of the dispute, articles violated, and remedy requested. All responses of the STLS shall be in writing setting forth reasons.

It is the intent of the parties to this Agreement that disclosure shall be made of the material at issue of a grievance at all stages. To this end, the parties agree to make available to the requesting party, upon three (3) days written notice, the materials relevant to the grievance. The exception shall be pre-hire materials and confidential recommendations. An aggrieved party shall have the right, at all levels of a grievance, to confront and question all witnesses called against the aggrieved party, to testify and to call witnesses on the aggrieved party's own behalf, and to be furnished with a copy of minutes, if any, which have been made of the proceedings, at each and every level of this grievance procedure, which have been designated by mutual agreement of the parties as official minutes.

The grievance file shall be kept separate and apart from the official personnel file.

Section 20.4 TIME LIMITS:

- a. Step One. A grievant shall submit a grievance in writing to the Executive Director within twenty (20) days of the event giving rise to the grievance, or the grievance is waived. The Executive Director shall make a determination of the grievance within five (5) days after receipt thereof. The determination shall be in writing and a copy shall be given to the grievant and the Organization.
- b. Step Two. If the Organization is not satisfied with the determination at Step One, the Organization may submit the dispute to arbitration within ten (10) days of receipt of the determination of Step One. The Parties shall be bound by the rules and procedures of the AAA in the selection of the arbitrator. The decision of the arbitrator will be in writing and will set forth the findings of fact, reasoning and conclusions on the issue(s) presented. It is understood that the arbitrator will not have the power or authority to make decisions which require the commission of an act prohibited by law, or which is in violation of the terms of this Agreement. The decision of the arbitrator shall be final and binding on both parties and the costs of the service of the arbitrator or panel will be borne equally by STLS and the Organization.

All time limits may be extended upon mutual written agreement.

21.0 RESIGNATION

Section 21.1 Resignations must be given in writing, with the knowledge of the immediate supervisor, to the Executive Director. Non-professionals must give two (2) weeks' notice. Division heads and professionals must give four (4) weeks' notice.

Failure to comply with the above, may result in forfeiture of all or part of unused vacation or personal leave pay or unused sick leave pay.

22.0 EXIT INTERVIEW

Section 22.1 Upon resignation, retirement or layoff, the Executive Director will grant the employee an exit interview, if the employee so requests.

23.0 MISCELLANEOUS

Section 23.1 STLS will, at its expense, supply one (1) copy of the Agreement to each employee and fifteen (15) copies to the President of the Organization.

Section 23.2 STLS will provide the Organization with a copy of job specifications for each job classification. STLS will also provide the Organization with a copy of any revised job description, job reclassification or proposed new job description or classification within five (5) working days after such revision or proposal is approved.

Section 23.3 Employees of STLS will be allowed to participate in a Tax Sheltered Annuity Plan.

Section 23.4 A supply of protective clothing is to be furnished when necessary.

Section 23.5 Employees of STLS will be allowed to participate in a Credit Union.

24.0 AGREEMENT REOPENING

Section 24.1 If any provisions of this Agreement violate any applicable

statute, rule or regulation held invalid by any court or government agency having jurisdiction, such invalidity will not affect the validity of the remainder of this Agreement. In the event that any section or portion is declared invalid, it is further agreed the parties hereto will meet within a period of sixty (60) days to redraft a new section(s) or portion(s) thereof which will be valid and which will replace the section(s) or portion(s) thereof declared invalid. If economic or legal conditions suggest it would be beneficial to reopen the contract, and both parties agree, the contract may be reopened for negotiations.

25.0 TERMINATION AND RETROACTIVITY

Section 25.1 This Agreement will become effective on July 1, 2024, upon ratification by STLS and the Organization, and will terminate as of the close of business on June 30, 2027, except in the event a subsequent agreement is not reached before June 30, 2027, this Agreement will continue in effect until such time as a new Agreement is reached.

All rights and privileges provided by this Agreement will become effective July 1, 2024, thus providing for retroactivity and accrual of said benefits from said date (e.g., sick leave pay, vacation leave, salary, etc.) (except changes in retirement benefits which are determined by State regulation).

Section 25.2 The parties acknowledged that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not prohibited by law, from the area of Collective Bargaining, and that the understandings and agreements arrived at by the parties after the exercise of the right and opportunity are set forth in this agreement.

26.0 SALARY

Section 26.1 The minimum rate for hourly employees hired after July 1, 2024, will be \$0.50 over current legal minimum wage at time of hire.

Any full-time or part-time probationary employee working on July 1 will receive the same wage raise as the rest of the staff or go to the new base rate for the position, whichever is greater. In addition, such employee will receive a two (2) percent wage increase when that employee's probationary period is completed.

- Effective July 1, 2024, full-time unit members shall receive a yearly increase in wages of 4%. Hourly

employees hired prior to July 1, 2024 will receive \$1.50/hr raise.

- Effective July 1, 2025, all unit members shall receive a yearly increase in wages of 3%.
- Effective July 1, 2026, all unit members shall receive a yearly increase in wages of 3%.

Any employee who was on the payroll as of July 1, 2024, shall enjoy the benefit of the compensation increases set forth in this Article.

Section 26.2 FLEXIBLE SPENDING PLAN: STLS shall provide to unit members a flexible spending plan (IRS 125 Plan). The Plan will be provided by Shelterpoint, at no cost to unit members.

27.0 MILEAGE RATE

Section 27.1 Unit members shall be paid at the current IRS mileage rate when using their personal vehicle on STLS business.

28.0 TUITION REIMBURSEMENT

Section 28.1 After one (1) year of continuous employment with STLS as a full-time employee or two (2) years of continuous employment at STLS as a part-time employee, STLS shall, at the end of each semester, reimburse a regular employee for the cost of unreimbursed tuition expenses actually incurred by the employee in successfully completing up to six (6) credit hours per semester of college course work and/or mandated course work provided that the course is job related, agreed to in advance by the Executive Director and employee, and such reimbursement shall be made in accordance with the following schedule: a grade of A - seventy-five percent (75%); a grade of B - fifty percent (50%).

Section 28.2 Prior to tuition reimbursement approval, all employees must agree to and sign a *Post Degree Commitment Form* that requires a minimum of 24 months of service to STLS for full-time employees and 12 months for part-time employees. Employees who voluntarily leave employment with STLS prior to the post-degree commitment months of service, and for reasons other than to care for a family member as described under Paid Family Leave or due to the geographic relocation of a legal partner, medical disability or death, are obligated to pay back in full their tuition reimbursement to STLS. Employees who are released from employment at the decision of STLS prior to 24 months of service are also obligated to pay back in full their tuition reimbursement.

29.0 LABOR-MANAGEMENT COMMITTEE

Section 29.1 The parties agree to establish a committee to meet as requested with the Executive Director and Organization representatives on questions relating to labor-management relations. Agenda items will be submitted two (2) weeks in advance of the meeting.

30.0 CONTRACT NEGOTIATIONS

Section 30.1 Negotiations for a new contract will begin four (4) months prior to the end of the contract term.

31.0 CONTRACT YEAR

Section 31.0 The effective dates of the contract shall be July 1, 2024, through June 30, 2027.

Signature, STLS Board President

Signature, Organization President

Date

Date

AGREEMENT

THIS AGREEMENT is made as of the ____ day of _____, 2024, by and between Southeast Steuben County Library, with its principal office located at 300 Nasser Civic Center Plaza, Suite 101, Corning, NY 14830 (“SSCL”) and the Southern Tier Library System, with its principal office located at 9424 Scott Road, Painted Post, NY 14870 (“STLS”).

W I T N E S S E T H:

WHEREAS, STLS is in need of assistance from SSCL in order to properly provide for the financial management process for STLS; and

WHEREAS, SSCL is able to provide personnel with the skillset as required by STLS.

NOW THEREFORE, based on the mutual consideration set forth herein, the parties agree as follows:

1. SSCL shall provide accounting services to assist the financial management process of STLS and such services shall include, but are not limited to, the duties specified on Exhibit “A” attached hereto.

2. In order to provide the services as described herein, SSCL will assign an employee at its discretion to serve the needs of STLS. The employee assigned to STLS shall take direction from the Director of STLS to meet the needs of STLS; however, the individual assigned to these duties will remain an employee of SSCL and will continue to adhere to the policies and procedures of SSCL and those duties within the individual’s job description, ultimately reporting to the Director of SSCL, as Employer. SSCL will be responsible for all benefits and insurance coverage for said employee.

3. SSCL shall provide the services to STLS for 16 hours per week. STLS and SSCL will coordinate a mutually beneficial schedule to meet the needs of STLS without creating a hardship for SSCL.

4. SSCL will invoice STLS for services provided on a quarterly basis for the amount of Eight Thousand One Hundred Four and 06/100ths Dollars (\$8,104.06).

5. The term of this Agreement is for one year from the execution date of the Agreement. This Agreement may be renewed by mutual written agreement between the parties.

6. Either party may terminate this Agreement by providing sixty (60) days’ written notice to the other party.

7. SSCL agrees to adhere to confidentiality and data security protocols as required by STLS.

8. Each party indemnifies and holds harmless the other, its representatives, officers, Board members, and employees from any and all claims, causes of action, judgments, costs, and expenses, including reasonable attorney's fees, for property damage or bodily injury, including death or personal injury, arising as a result of the negligence or intentional conduct of the indemnifying party, its employees, agents, contractors, and representatives in performing and rendering the obligations and services pursuant to this Agreement.

9. The parties shall comply with all applicable federal, state, and local statutes, rules, and regulations as related to the services provided in this Agreement. In the event that the federal or state governments or departments thereof issue new or revised regulations or requirements pertaining to any or all of these services, then each party shall promptly notify the other of the revisions or changes and each party shall comply therewith.

10. The parties recognize that the performance of this Agreement and the most benefit would be derived by promoting interests of both parties and each of the parties therefore enters into this Agreement with the intention of fully cooperating with each other in carrying out this Agreement, and each party agrees to interpret this provision insofar as it may legally do so, in such a manner as will promote the interests of both and render the highest service in accordance with the provisions of this Agreement.

11. This written Agreement is considered the entire agreement, and any amendments must be written and executed by both parties.

12. If any term or provision of this Agreement or the application thereof to any extent shall be held invalid or unenforceable, the remainder of this Agreement other than those held invalid or unenforceable shall not be affected.

13. Notices under this Agreement shall be in writing and shall be either personally served or mailed by certified mail, return receipt requested, to the addresses set forth in the initial paragraph of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this instrument as of the day and year first above written.

SOUTHEAST STEUBEN COUNTY LIBRARY

By: _____
Pauline Emery, Library Director

SOUTHERN TIER LIBRARY SYSTEM

By: _____
Brian M. Hildreth, Executive Director

State of New York,)
 : ss.
County of Steuben.)

On the ____ day of _____, 2024, before me, the undersigned, a notary public in and for said state, personally appeared Pauline Emery, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her capacity, and that by her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

State of New York,)
 : ss.
County of Steuben.)

On the ____ day of _____, 2024, before me, the undersigned, a notary public in and for said state, personally appeared Brian M. Hildreth, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

EXHIBIT A





EXAMPLES OF WORK

- Assists and advises the Executive Director in developing, implementing, and evaluating the annual budget and organizational policies and procedures relative to finances and personnel.
- Manages accounting functions and preparation of reports and statistics detailing financial results.
- Establishes and maintains accounting practices to ensure accurate and reliable data necessary for business operations.
- Establishes, interprets, and analyzes complex accounting records of financial statements.
- Verifies and posts transactions to journals, ledgers, and other records.
- Analyzes, investigates, and corrects accounting entries as needed.
- Performs reconciliation of complex transactions. Makes projections; develops statistical information. Provides individual budget accounts' information throughout the year to the Executive Director, Board of Trustees, auditors, and library system staff contracts.
- Oversees accounts payables and receivables, payroll, organizational insurances, pension and retirement accounts, as well as benefits relating to library system staff contracts.
- Develops and maintains the organization's balance statement including assets, liabilities, and equity in partnership with independent auditors.
- Works cooperatively with library system staff to coordinate activities involving purchasing, payroll, and implementation of policies and contracts.
- Communicates directly with member library administrators and outside agencies to assist with financial matters relative to individual libraries or reporting.
- Compiles and inputs organizational financials for state and federal reports.
- Produces W-2 and W-9 statements for tax reporting, and files library system's Foundation 990.
- Works with and assists independent auditors in locating official organizational documents.
- Maintains print and electronic documents per organization's Record Retention and Disposition Policy.
- Assists Executive Director with ad hoc assignments.



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

The Executive Director spent the months of June/July engaged in the following activities:

-  **Week of June 17:** Attended a discussion meeting with staff from OWWL Library System and Finger Lakes Library System to explore the idea of sharing physical library materials across library system service areas. Attended the STLS Board of Trustees monthly meeting. Co-moderated Trustee Handbook Book Club for library trustees across New York State on the topic of Sustainability. Attended a quarterly STLS Delivery Driver meeting. Met with the Director and Business Manager of Southeast Steuben County Library to discuss a possible Agreement for Accounting Services. Attended monthly conference call with the New York State Library for Public Library Systems to discuss state-level library matters.
-  **Week of June 24:** Partnered with the STLS Board of Trustees' Public Relations Committee to hear presentation from ten member libraries on the need for 2024/2025 NYS Public Library Construction Aid. Assisted the committee in distributing equitable aid to all ten libraries and STLS. Visited the Penn Yan Public Library to attend a retirement party for the library's Board President after many successful years of service. Visited the Pulteney Free Library to celebrate the library's 5th year in its new building, and decades of service performed by the library's Director and Trustee.
-  **Week of July 1:** The Executive Director was on vacation.
-  **Week of July 8:** Participated in STLS Board of Trustees Finance & Facilities Committee meeting and Personnel & Policies Committee meeting. Attended a planning meeting with members of the Director's Advisory Council's DEI Committee to prepare for an upcoming panel discussion at OWWL Library System's Summery Symposium. Participated in a monthly STLS Training Team meeting to plan continuing education opportunities for member libraries. Visited Middlesex Public Library to discuss the library's registration process through the New York State Education Department. Attended the Foundation for Southern Tier Libraries meeting. Attended OWWL Library System's Summer Symposium, and presented with other STLS librarians on the topic of Fostering DEI in a Rural Library System.

Professional Development, Digital Librarianship & Public Relations
by Erika Jenns, Assistant Director – Director of Librarianship
Division of Librarianship

During the month of June 2024, Erika Jenns had consultations with the Dormann Library in Bath to educate staff on WordPress in preparation for a redesign of the library's website; she met with staff at the Belmont Literary & Historical Society Free Library to work on their website; with staff at the Alfred Box of Books Library to discuss their website calendar; with staff at the Cuba Circulating Library to discuss local history collections; and with staff and trustees at the Belfast Public Library to discuss promotion and website development. Erika also sat in on a virtual meeting with library staff and trustees at the David A. Howe Library.

Preparations continued for the STARQuest library tour, which will run from July 1st to September 30th. Erika, and members of the Division of Librarianship, continued their efforts to meet with library staff to talk about the tour. In June, she met with approximately 20 staff members at the Steele Memorial Library and with staff at the Van Etten, Big Flats, Horseheads, and West Elmira library locations. Erika also worked on STARQuest promotion throughout the month, including social media posts, templates for members, and press releases. She coordinated with Multi Media Services to print copies of the tour map and visit sticker, and she collaborated with division colleagues to prepare STARQuest tour packets for each STLS member library.

Erika met with the Finger Lakes Library System Member Services Consultant to discuss on-going library tour plans and digital collections. She attended the Spring CE day, and she attended a webinar from the South Central Regional Library Council, "Shifting the Narrative: What does it mean to center BIPOC library worker needs?"

Other June activities included creation of the third quarter events calendar and monthly events digest email; regular meetings with the Manager of the Division of Professional Development to prepare for transition; a meeting to prepare for a presentation at the OWWL Library System Summer Symposium; and June committee meetings included: co-chairing the Sustainability Roundtable Public Awareness & Advocacy Committee meeting; attending the Sustainability Roundtable annual membership meeting; attending the Public Library Association Digital Literacy Committee meeting; and leading the STLS Digital Library Advisory Group meeting.

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

Keturah tabled at two Pride Festivals this month, in Corning and in Wellsville.

Keturah visited seven libraries, including Rushford, Wayland, Richburg, Avoca, Cuba, Wellsville, and Canaseraga, to promote the STARQuest Summer Library Tour.

Keturah tabled with the David A. Howe Public Library at the Allegany County Blind Association Information Fair in Wellsville.

Keturah participated in the STLS Spring Continuing Education event, procuring three presenters for the day's sessions, and assisting with day-of operations. She also worked to ensure STLS practices aligned with the Sustainable Events Checklist.

Keturah worked with the Library Clerk to reintroduce Large Print Rotating Book Collections to two assisted living facilities. This service was suspended during the pandemic and we are now re-starting it.

Keturah participated in ALA Council Meetings virtually as the New York Chapter Councilor.

Keturah attended the following meetings: Chemung County Human Services Committee, Allegany County Directors meeting, Training Team meeting, Division of Professional Development and Outreach meeting, NY State Outreach Coordinators' meeting, Path to Belonging: Rural DEI project meeting, and the ALA membership meeting

**Youth Services, ILL, and Public Awareness Events
by Haleigh Mikolajczyk, Program Consultant
Division of Professional Development and Outreach**

Much of this month was spent prepping for the July 1st start of the STARQuest tour. I completed visits to Bath, Friendship, Hornell, Angelica, Fillmore, and Belfast to discuss tour materials and consult with staff on tour related questions. Multiple meetings occurred with the Assistant Director – Director of Librarianship to finalize member communication and tour launch details.

37 Libraries participated in a free book giveaway consisting of youth and large print material. I worked with the library clerk to equally divide and distribute items to each library and they were well received. I purchased material for a new Program Resource Kit revolving around Mindfulness and Yoga and this is planned to launch to members in early July. Meetings continued for the CSLP symposium planning which led to a connecting with our Outreach and Sustainability consultant. More to come on a partnership with this. I attended webinars on LGBTQAI+ awareness, the Power of Kindness, and Fatphobia in library spaces.

Spring CE took place and I took that opportunity to connect with members and network within the STLS community. It was great to see everyone come together and be invested in professional development for themselves and for the system. I monitored a Teen panel that ran in the afternoon. Speakers were from member libraries and spoke on a successful teen event they have put on in their communities. Teen programming is something that has been asked for by members so this was a great success and highly valued by attendees.

This being the last month with the Manager of Professional Development I did a lot of note taking, brain picking and conversing with them trying to grab as much knowledge before their

departure. I had a great experience getting to learn from them in our time of overlap and am very thankful for the information they shared.

I attended the Allegany County Directors meeting in Friendship and hosted the Youth Advisory meeting in Cuba. A visit was made to Steele to connect with youth staff about virtual teen programming that will occur in early October. I did an ILL training and new director consultation in Hector as well. The month finished off with me tabling at the Penn Yann Book and Bikes festival where STLS provided material for youth to make license plates for their bikes. Despite the rain there were about 80 kids in attendance and the community had a good day.

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

Here is our monthly ILS report for June 2024:

E-rate

- All 18 of STLS's Form 471s - Description of Services Ordered and Certification Form have been approved
- \$176,937.63 in Category 1 applications have been approved and \$145,034.46 in Category 2, totaling \$321,972.09 for the 2024-2025 Funding Year

ILS

- Kylie and Casey have continued working on the project to inventory all items at the Chemung County Historical Society (CCHS), and add items not currently in our catalog - they visited once this month
- CE: Larissa and Casey finalized their presentations for the Spring CE. Casey presented the program titled "STARCat & WorkFlows Wizardry" and Larissa presented "Using BLUEcloud Analytics to Assess your Collection." Both presentations were well-received and Larissa and Casey each did an excellent job of presenting complex ILS topics with clarity and confidence
- CE: Kylie provided assistance at the registration table and Casey and Larissa helped with parking passes
- Visited Atlanta to provide ILS training to their new director
- Assisted Cuba with a cleanup project of their long-lost items
- Larissa attended Sirsi Dynix training on creating Dossiers in BCA

- DAC Circ Meeting - we covered DAC Circulation System-wide Guidelines, patron profiles and account types, and database clean-up projects
- Finalized and shared reports of In-Transit Items with committee members - I had a base report in BCA that wasn't quite what I was looking for - Casey helped me to tweak it to get exactly the output I needed - this report is being reviewed by committee members and will eventually be shared with staff at each library to help them track down items that have gone from library to library but were never received via WorkFlows at their final destination
- Purchased and began implementation of BT Cat - A cataloging tool from Baker and Taylor which we are very excited about and grateful for the opportunity to use, to improve the cataloging workflow
- Currently working on a backlog of International Motor Racing Research Center (IMRRC) items and hope to have the majority of those items cataloged and returned to the IMRRC by the end of the summer
- Turnaround time of 4 working days for unopened "normal" cataloging requests, which is excellent considering the other projects our team is working on, summer holidays and vacations, etc.

General STLS

- I attended the Pulteney Anniversary Party, celebrating 5 years in their beautiful building and 30 years of library service by their Director and Volunteer - it was a fun event with games, treats, books and library activities
- As Vice President of the STLS Staff Association, I assisted with association business behind the scenes and during association meetings