

STLS BOARD MEETING

Tuesday, April 8, 2025 - 2:00 pm  
Watkins Glen Public Library, Watkins Glen, NY 14891



AGENDA

- |    |  |               |             |
|----|--|---------------|-------------|
| 1. | Agenda   |               | Doc. #25-30 |
| 2. | Approval of Minutes – March 2025                   | *FOR APPROVAL | Doc. #25-31 |
| 3. | Treasurer’s Report – March 2025                    | *FOR APPROVAL | Doc. #25-32 |
| 4. | Financial Clerk’s Report – March 2025              | *FOR APPROVAL | Doc. #25-33 |
| 5. | First Quarter – Profit-Loss Statement – March 2025 | *FOR APPROVAL | Doc. #25-34 |
| 6. | First Quarter Claims Auditor Report - March 2025   | *FOR APPROVAL | Doc. #25-35 |
| 7. | End of Year Profit-Loss Statement - 2024           | *FOR APPROVAL | Doc. #25-36 |

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

COMMITTEE REPORTS

- |     |  |  |               |
|-----|--|--|---------------|
| 8.  | Executive Committee – Kathy Green                          |  |               |
| 9.  | Personnel & Policies Committee – Barbara Hubbell           | (Minutes)  | Doc. #25-36-A |
|     |  | (ILS Specialist Job Description)                   | #25-37        |
| 10. | Finance & Facilities Committee – Sisi Barr                 | (Minutes)  | Doc. #25-37-A |
|     |  | (Annual Statistical Report to NYS State Education) | Doc. #25-38   |
| 11. | Public Relations Committee – Lynnette Decker               | (Minutes)  | Doc. #25-39   |
| 12. | Foundation for Southern Tier Libraries – Louise Richardson | (Minutes)  | Doc. #25-40   |

BOARD ACTIONS

- |     |   |                |             |
|-----|---|----------------|-------------|
| 13. | <u>Expenditure Approvals -Monthly Unpaid Bills Detail</u> | * FOR APPROVAL | Doc. #25-41 |
|-----|---|----------------|-------------|

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.

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

- |     |  |                |             |
|-----|--|----------------|-------------|
| 14. | <u>Receipt Approvals – Monthly Deposit Summary</u> | * FOR APPROVAL | Doc. #25-42 |
|-----|--|----------------|-------------|

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.

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

15. Approve Proposed Records Retention & Disposition Policy Revisions

**\* FOR APPROVAL**

See **Doc. #25-23** from March 18, 2025 Board Meeting

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed Records Retention & Disposition Policy revisions as presented at the March 18, 2025 board meeting, and considers any revisions incorporated during board meeting discussion.

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

**BOARD INFORMATION**

- 16. Old Business
  - 17. New Business
  - 18. Library Networking
  - 19. President's Report
  - 20. Executive Director's Report (Monthly Division Reports) **Doc. #25-43**
- (2026-2028 Proposed ILS Cost Share and Digital Library Contributions) **Doc. #25-44**  
**Doc. #25-45**

Public Expression (15 minutes)  
Adjournment

Next meeting: Friendship Free Library, 44 W. Main Street, Friendship, NY – Tuesday, May 20, 2025 at 2:00 p.m.

**STLS BOARD MEETING**  
**Tuesday, March 18, 2025 - 2:00 pm**  
**Southern Tier Library System, Painted Post, NY 14870**

**MINUTES****TRUSTEES PRESENT:**

Dan Acton- 2025	Mary-Claire Krebs – 2027
Richard Ahola – 2027	Susan McGill – 2029
Rachel Barbour – 2029	Richard Urban – 2029
Sisi Barr – 2028	Louise Richardson – 2029
Lynnette Decker - 2026	
Betsy Gorman - 2025	
Kathy Green-2026	
David Haggstrom – 2026	
Barbara Hubbell – 2029	

Excused: Vacant Chemung County Seat – 2027, Vacant Schuyler County Seat – 2028

Staff Present – Brian Hildreth, Executive Director, Melissa Morrissey, Administrative Assistant, Erika Jenns, Assistant Director – Director of Librarianship, Kendyl Litwiller-Sutherby, Engagement Consultant

President K Green called the meeting to order at 2:05 pm

**Staff Presentation:** Erika Jenns and Kendyl Litwiller-Sutherby – STLS Digital Collections

K Litwiller-Sutherby explained the digital resources STLS offers, what they do and how to access them. She spoke about Ground News, JobNow. Kanopy, Libby, Mango Languages and NOVELny. K Litwiller-Sutherby and E Jenns then answered questions from the Trustees.

**1. AGENDA****\*FOR APPROVAL****Doc.#25-16****Received and Filed****2. Approval of Minutes – January 2024****\*FOR APPROVAL****Doc. #25-17****Received and Filed**

**3. Treasurer's Report – January 2025 \*FOR APPROVAL  
Received and filed**

**Doc. #25-18**

S Barr reported that in January's report for 2025, as compared to January 2024, cash is up about \$100,000.00 and that STLS has about \$1,250,224.00 cash on hand

**4. Financial Clerk's Report – January 2025 \*FOR APPROVAL  
Received and Filed**

**Doc. #25-19**

For revenue, B Hildreth highlighted line items:

- 4723 – Member Library Cost Share – invoices have been sent for ILS cost share.
- 4735 – Non-State Aid Pass Through – these are contributions for digital library acquisitions through Overdrive.

For expenses, B Hildreth highlighted line items:

- 5157 – Health Insurance – one-time deposit into employees' health savings accounts (HSA)
- 5442 – Professional Fees – fees paid to NYLA and for Advocacy Day costs
- 5490 – Grants – Central Library purchases

**5. Treasurer's Report – February 2025 \*FOR APPROVAL  
Received and filed**

**Doc. #25-20**

S Barr reported that the February report for STLS is down by \$92,000.00 compared to February of 2023. The difference is because STLS paid down the USDA loan. Cash on hand for February 2025 is \$1,224,646. B Hildreth added that depreciation will be reported in March.

**6. Financial Clerk's Report – February 2025 \*FOR APPROVAL  
Received and Filed**

**Doc. #25-21**

For expenses, B Hildreth highlighted line items:

- 5100 – Salaries – the February number is lower than January because February has fewer days.
- 5150- this amount is lower in February than January because there was no HSA payout for February
- 5420- Staff Development Travel – this cost was for the IT department's attendance at the COSUGI conference and for staff that attended Advocacy Day.
- 5433 – Postage – this is a deposit made to the Pitney Bowes postage meter a few times a year to pay for interlibrary loan postage and any other postage STLS might have

**Standing Committee Reports –**

**7. Executive Committee- K Green**

K Green reported the Executive Committee set the agenda and reviewed the minutes.

**8. Personnel & Policies Committee – Barbara Hubbell**

(Minutes) **Doc.#25-22**

(Policy – Records Retention & Disposition) **Doc.#25-23**

B Hubbell stated that the revisions to the Bylaws are up for vote today. B Hildreth mentioned that there needed to be clarification on the wording of trustee term limits. There was discussion regarding this B Hubbell asked the board to review the Records Retention and Disposition Policy this month, so that it may be voted on at the April 2025 board meeting.

Other items that were discussed were the Social Justice Activities Plan, the wording will be kept as is and wording changes will be made as needed in the future. The committee is reviewing the ILS Specialist job description and Brian will report on his job objectives at the April meeting.

**9. Finance & Facilities Committee – Sisi Barr**

(Minutes) **Doc.#25-24**

(Construction Aid Guidelines) **Doc.#25-25**

S Barr stated that libraries may see at least flat funding for 2025/26. B Hildreth added that both houses proposed better funding than the governor:

- The Assembly proposed a \$5,000,000.00 increase in operating aid and a \$20,000,000.00 increase in construction aid.
- The Senate proposed a \$2,500,000.00 increase in operating aid and a \$68,000,000.00 increase in construction aid.

B Hildreth speculates that libraries should see about a 1-3% increase in operating aid and 2023 levels for construction aid.

B Hildreth also added that ILS cost share proposal will be a proportional amount the first year and 4% increases over the last two years. This will be presented to member libraries at the March Directors' Advisory Council Meeting.

S Barr stated that the auditors will be at STLS the week of May 12.

**10. Public Relations Committee – Lynnette Decker**

L Decker stated the committee discussed the state budget. Construction Aid presentations will be on June 24 and invited all board members to attend.

L Decker let the board know that the STLS Annual Meeting will be on Friday, October 3 at the Penn Yan Library. Announcements for awards and scholarships are forthcoming.

**11. Foundation for Southern Tier Libraries - Louise Richardson (Minutes) Doc.#25-26**

L Richardson stated the Foundation met and set goals to accomplish over next year; how to get new members and viable fundraising opportunities. Grant applications have gone out to member libraries and the awards meeting will be on April 24, 2025 at 5:00 pm at STLS. STLS Board members are encouraged to attend.

## BOARD ACTIONS

### 12. Expenditure Approvals -Monthly Unpaid Bills Detail \* **FOR APPROVAL**

**Doc. #25-27**

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 \_\_\_\_13\_\_\_\_ Nay \_\_\_\_0\_\_\_\_ Abstain \_\_\_\_0\_\_\_\_ Absent \_\_\_\_0\_\_\_\_ Vacant \_\_\_\_2\_\_\_\_

Approved/Failed: Approved

Discussion: None

### 15. Receipt Approvals – Monthly Deposit Summary \* **FOR APPROVAL** **Doc. #25-28**

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

Aye \_\_\_\_13\_\_\_\_ Nay \_\_\_\_0\_\_\_\_ Abstain \_\_\_\_0\_\_\_\_ Absent \_\_\_\_0\_\_\_\_ Vacant \_\_\_\_2\_\_\_\_

Approved/Failed: Approved

Discussion: None

### 14. Approve Proposed Bylaws Revisions \* **FOR APPROVAL**

See **Doc. #25-8** from January 21, 2025 Board Meeting

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed Bylaws revisions as presented at the January 21, 2025 board meeting, and considers any revisions incorporated during board meeting discussion.

Aye \_\_\_\_13\_\_\_\_ Nay \_\_\_\_0\_\_\_\_ Abstain \_\_\_\_0\_\_\_\_ Absent \_\_\_\_0\_\_\_\_ Vacant \_\_\_\_2\_\_\_\_

Approved/Failed: Approved

Discussion: B Hildreth stated that there needs to be clear language about a trustee that serves a partial term and then follows that with two full terms. The statement is: *“A Trustee who is serving the balance of an unexpired term is eligible to serve 2 additional full 5-year terms.”*

## BOARD INFORMATION

### 17. Old Business –

None

**18. New Business –**

**19. Library Networking –**

L Decker suggested that when in Cuba to visit the Cuba Library to see the new renovations

R Urban asked the Board, with all the change that is happening at the federal government level, to reach out local and federal representatives about the importance of libraries. R Urban stated it is easy to do with the links provided by STLS.

**20. President's Report**

**21. Monthly System Team & Divisional Reports**

2024 Plan of Service Goal Reporting **(Provided at Board Meeting) Doc.#24-29**

**Public Expression (15 minutes)**

Adjournment 3 : 00 pm

Move: S Barr

Second: B Gorman

Next meeting: Watkins Glen Public Library, 9425 Scott Rd, Watkins Glen, NY 14870 –  
Tuesday, April 8, 2025 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 March 31, 2025**

	<b>Total</b>	
	<b>As of Mar 31, 2025</b>	<b>As of Feb 28, 2025</b>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
1200 Cash - Operating	4,690.99	5,922.11
1201 Cash - Payroll	12,204.71	9,028.71
1202 Cash - Money Market	659,396.83	704,489.57
1203 Cash in Certificate of Deposit	251,374.43	250,721.22
1204 Cash in Certificate of Deposit 2	256,778.05	255,987.76
<b>Total Bank Accounts</b>	<b>\$ 1,184,445.01</b>	<b>\$ 1,226,149.37</b>
<b>Accounts Receivable</b>		
1380 Accounts Receivable	150,792.60	283,051.79
<b>Total Accounts Receivable</b>	<b>\$ 150,792.60</b>	<b>\$ 283,051.79</b>
<b>Other Current Assets</b>		
12000 Undeposited Funds	3,604.60	5,206.36
<b>Total Other Current Assets</b>	<b>\$ 3,604.60</b>	<b>\$ 5,206.36</b>
<b>Total Current Assets</b>	<b>\$ 1,338,842.21</b>	<b>\$ 1,514,407.52</b>
<b>Fixed Assets</b>		
<b>1100 Fixed Assets</b>		
1102 Building	2,107,487.60	2,107,487.60
1104 Equipment	448,833.60	448,833.60
1105 Internet Fiber	1,070,991.03	1,070,991.03
1106 Vehicles	154,287.50	154,287.50
1112 Accumulated Dep Building	-835,527.09	-835,527.09
1114 Accumulated Depreciation	-1,311,465.16	-1,311,465.16
<b>Total 1100 Fixed Assets</b>	<b>\$ 1,634,607.48</b>	<b>\$ 1,634,607.48</b>
<b>Total Fixed Assets</b>	<b>\$ 1,634,607.48</b>	<b>\$ 1,634,607.48</b>
<b>Other Assets</b>		
1382 Prepaid expenses	94,045.77	94,045.77
1400 Right of Use Lease Asset	516,634.00	516,634.00
<b>Total Other Assets</b>	<b>\$ 610,679.77</b>	<b>\$ 610,679.77</b>
<b>TOTAL ASSETS</b>	<b>\$ 3,584,129.46</b>	<b>\$ 3,759,694.77</b>
<b>LIABILITIES AND EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2600 Accounts Payable	960.00	2,528.00
<b>Total Accounts Payable</b>	<b>\$ 960.00</b>	<b>\$ 2,528.00</b>
<b>Other Current Liabilities</b>		
2601 Accrued P/R	14,011.39	14,011.39
2602 Accounts Payable Manual	0.00	0.00
2604 Deferred Grant	0.00	0.00



2605 Retainage Payable	0.00	0.00
2625 Payroll Deductions Payable	1,471.80	1,471.76
2626 Flex Spending Deduction Payable	860.64	724.67
2627 PFL Payable to Insurance	4,440.58	4,148.54
2630 Due to Member Libraries Pay Pal	0.00	0.00
2635 Capital Notes Payable	78,832.08	81,079.86
2640 Accrued Compensated Absences	151,841.56	151,841.56
2800 Lease Liability Short Term	98,735.00	98,735.00
<b>Total Other Current Liabilities</b>	<b>\$ 350,193.05</b>	<b>\$ 352,012.78</b>
<b>Total Current Liabilities</b>	<b>\$ 351,153.05</b>	<b>\$ 354,540.78</b>
<b>Long-Term Liabilities</b>		
2850 Lease Liability - Long Term	417,899.00	417,899.00
<b>Total Long-Term Liabilities</b>	<b>\$ 417,899.00</b>	<b>\$ 417,899.00</b>
<b>Total Liabilities</b>	<b>\$ 769,052.05</b>	<b>\$ 772,439.78</b>
<b>Equity</b>		
3200 Fund Balance Unrestricted	2,340,663.03	2,340,663.03
3910 Board Restricted Capital Reserv	350,000.00	350,000.00
3911 Donor Restricted Capital Reserv	81,179.39	81,179.39
Net Revenue	43,234.99	215,412.57
<b>Total Equity</b>	<b>\$ 2,815,077.41</b>	<b>\$ 2,987,254.99</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 3,584,129.46</b>	<b>\$ 3,759,694.77</b>

Official Depository: Community Bank NA

Money Market: 0.03 Rate of Return

Checking Account: 0.01 Rate of Return

Certificates of Deposit: 3.392% and 4.0184% interest

**Southern Tier Library System  
Financial Clerk's Report  
March 2025**

	<b>March</b>	<b>February</b>
<b>Revenue</b>		
4719 Interest	1,460.05	1,609.78
4731 Arkport Support	4,330.56	1,724.02
4733 Member Library Processing Fees	385.00	
4735 Non State Aid Pass Through	1,314.51	739.79
<b>Total Revenue</b>	<b>\$ 7,490.12</b>	<b>\$ 4,073.59</b>
<b>Gross Profit</b>	<b>\$ 7,490.12</b>	<b>\$ 4,073.59</b>
<b>Expenditures</b>		
<b>5100 Salaries</b>		
5141 Professional Salaries	35,599.56	35,897.32
5142 Non-Professional Salaries	44,004.12	43,780.46
<b>Total 5100 Salaries</b>	<b>\$ 79,603.68</b>	<b>\$ 79,677.78</b>
<b>5150 Personnel Benefits</b>		
5153 Social Security	5,840.06	5,845.72
5154 Workers Compensation	462.64	277.07
5157 Health Insurance	17,839.06	14,204.41
5158 Payroll Expense - Other	956.66	1,019.72
<b>Total 5150 Personnel Benefits</b>	<b>\$ 25,098.42</b>	<b>\$ 21,346.92</b>
5204 STLS Software & Small Equipment	456.28	70.96
5205 Maintenance Contracts & Leases	549.95	550.27
5408 Platform Fees & Licenses	5,845.00	174.00
5409 STLS Telephone/Internet	16,941.63	15,768.13
5417 Library Materials	551.68	1,416.91
5418 Consultant Collection		576.94
5420 Staff Development Travel	1,265.18	2,039.15
5422 Trustee Mileage		80.92
5424 Conference Registration	738.00	1,620.00
5425 Staff & Member Library Mileage	461.37	197.47
5428 Meeting Supplies	80.94	646.83
5430 Office Supplies		94.51
5433 Postage		1,002.10
5434 Public Relations	417.79	744.38
5435 Member Library Pass through	12,850.25	11,888.33
5442 Professional Fees	600.00	267.00
5444 Accounting Support & Audit	99.00	286.50
5450 Utilities	2,319.49	2,107.13
5451 Building Maintenance & Repairs	698.00	697.41
5454 Commercial Insurance	936.39	955.13
5471 Vehicle Maintenance & Repairs	3.97	1,408.22
5473 Vehicle Fuel	1,347.39	1,443.68
5474 Vehicle Insurance	487.13	495.96
5480 Greenwood Reading Center Exp	1,318.00	1,558.05
5485 Arkport Expense Account	2,301.88	2,028.68
5490 Grants	24,696.28	8,541.06
<b>Total Expenditures</b>	<b>\$ 179,667.70</b>	<b>\$ 157,684.42</b>
<b>Net Operating Revenue</b>	<b>-\$ 172,177.58</b>	<b>-\$ 153,610.83</b>
<b>Net Revenue</b>	<b>-\$ 172,177.58</b>	<b>-\$ 153,610.83</b>

**Southern Tier Library System**  
**Profit & Loss**  
**January - March, 2025**

	<b>Total</b>		
	<b>Actual</b>	<b>Budget</b>	<b>Difference</b>
<b>Revenue</b>			
4700 Basic State Aid	0.00	912,879.00	912,879.00
4706 Jails and Institutions	0.00	3,904.00	3,904.00
4709 Local Services Support	0.00	100,383.00	100,383.00
4710 Supplemental Aid	0.00	135,244.00	135,244.00
4711 Coordinated Outreach	0.00	93,782.00	93,782.00
4713 State Corrections	0.00	27,965.00	27,965.00
4714 Bullet Aid NYS	0.00	50,000.00	50,000.00
4715 Love Your Library	0.00	2,500.00	2,500.00
4719 Interest	5,352.18	20,000.00	14,647.82
4721 E-Rate Funding	0.00	211,500.00	211,500.00
4723 Member Library Cost Share	419,395.00	419,395.00	0.00
4724 Member Library IT Contracts	2,400.00	70,000.00	67,600.00
4725 Grants Revenue	500.00	250,000.00	249,500.00
4733 Member Library Processing Fees	385.00	0.00	-385.00
4781 Retiree Health Ins Payments	1,966.80	2,500.00	533.20
4782 Donations	0.00	2,000.00	2,000.00
4784 General Reimbursements & Refund	3,843.56	1,200.00	-2,643.56
<b>Total Revenue</b>	<b>\$ 433,842.54</b>	<b>\$ 2,303,252.00</b>	<b>\$ 1,869,409.46</b>
<b>Gross Profit</b>	<b>\$ 433,842.54</b>	<b>\$ 2,303,252.00</b>	<b>\$ 1,869,409.46</b>
<b>Expenditures</b>			
Total 5100 Salaries	\$ 248,602.48	\$ 1,083,385.00	\$ 834,782.52
Total 5150 Personnel Benefits	\$ 83,076.62	\$ 450,000.00	\$ 366,923.38
5203 STLS Equipment	0.00	2,500.00	2,500.00
5204 STLS Software & Small Equipment	527.24	5,000.00	4,472.76
5205 Maintenance Contracts & Leases	2,127.14	12,000.00	9,872.86
5407 Integrated Library System	0.00	83,430.00	83,430.00
5408 Platform Fees & Licenses	6,019.00	18,000.00	11,981.00
5409 STLS Telephone/Internet	49,242.00	235,000.00	185,758.00
5417 Library Materials	4,644.69	20,000.00	15,355.31
5418 Consultant Collection	626.94	2,400.00	1,773.06
5419 Electronic Materials	95.00	10,000.00	9,905.00
5420 Staff Development Travel	4,427.80	15,000.00	10,572.20
5422 Trustee Mileage	80.92	10,000.00	9,919.08
5423 Trustee Continuing Education	0.00	2,400.00	2,400.00
5424 Conference Registration	2,358.00	8,500.00	6,142.00
5425 Staff & Member Library Mileage	658.84	3,000.00	2,341.16
5427 Programming & Annual Conference	500.00	5,000.00	4,500.00
5428 Meeting Supplies	727.77	2,500.00	1,772.23
5430 Office Supplies	296.31	3,500.00	3,203.69
5433 Postage	1,002.10	2,400.00	1,397.90

5434 Public Relations	2,886.77	10,000.00	7,113.23
5436 STLS Grants to Member Libraries	0.00	15,000.00	15,000.00
5442 Professional Fees	3,848.00	10,000.00	6,152.00
5443 Legal Counsel	0.00	3,000.00	3,000.00
5444 Accounting Support & Audit	484.50	17,000.00	16,515.50
5450 Utilities	4,973.18	12,000.00	7,026.82
5451 Building Maintenance & Repairs	2,145.46	27,500.00	25,354.54
5454 Commercial Insurance	2,846.65	12,500.00	9,653.35
5471 Vehicle Maintenance & Repairs	1,752.18	5,000.00	3,247.82
5473 Vehicle Fuel	2,791.07	20,000.00	17,208.93
5474 Vehicle Insurance	1,480.05	5,875.00	4,394.95
5490 Grants	55,637.65	250,000.00	194,362.35
<b>Total Expenditures</b>	<b>\$ 483,785.53</b>	<b>\$ 2,361,890.00</b>	<b>\$ 1,878,104.47</b>
<b>Net Operating Revenue</b>	<b>-\$ 49,942.99</b>	<b>-\$ 58,638.00</b>	<b>-\$ 8,695.01</b>
<b>Net Revenue</b>	<b>-\$ 49,942.99</b>	<b>-\$ 58,638.00</b>	<b>-\$ 8,695.01</b>

**QUARTERLY CLAIMS AUDITOR REPORT - SOUTHERN TIER LIBRARY SYSTEM**  
**Q1 2025      January 1, 2025 - March 31, 2025**

<b>Audit Date</b>	<b># of Invoices</b>	<b>Invoice Total</b>	<b>Exception</b>	<b>Check Numbers</b>	<b>Check Date</b>	<b>Paid Total</b>
1/8/25	28	66,287.48	0	42212 - 42239	1/10/25	66,287.48
1/22/25	30	70,842.34	0	42240 - 42269	1/24/25	70,842.34
2/5/25		24,964.93	0	42270 - 42293	2/7/25	24,964.93
2/19/25		51,541.30	0	42294 - 42332	2/21/25	51,541.30
3/5/25		37,160.04	0	42333 - 42355	3/7/25	37,160.04
3/19/25		56,671.39	0	42356 - 42384	3/19/25	56,671.39

**EXCEPTION REPORT**

<b>Exception Reference</b>	<b>Transaction No/Date</b>	<b>Invoice Date</b>	<b>Amount</b>	<b>Claim Payee/Vendor</b>	<b>Item Services of Invoice</b>
	3/21/25	11/29/24	1493.00	Bolivar Library	Local Library Servies Aid payment
<b>Issue with Purchase   Cause for Exception</b>				<b>Resolution</b>	
Paid in November; check missing				Void original check and reissue	

<b>Exception Reference</b>	<b>Transaction No/Date</b>	<b>Invoice Date</b>	<b>Amount</b>	<b>Claim Payee/Vendor</b>	<b>Item Services of Invoice</b>
<b>Issue with Purchase   Cause for Exception</b>				<b>Resolution</b>	

<b>Exception Reference</b>	<b>Transaction No/Date</b>	<b>Invoice Date</b>	<b>Amount</b>	<b>Claim Payee/Vendor</b>	<b>Item Services of Invoice</b>
<b>Issue with Purchase   Cause for Exception</b>				<b>Resolution</b>	

Submitted by Louise Richardson, Internal Auditor

3/31/25

**Southern Tier Library System**  
**Profit and Loss**  
**January - December 2024**

	<b>Total</b>		
	<b>Actual</b>	<b>Budget</b>	<b>Difference</b>
<b>Revenue</b>			
4700 Basic State Aid	912,879.00	912,879.00	0.00
4706 Jails and Institutions	3,904.00	3,904.00	0.00
4709 Local Services Support	100,383.00	100,383.00	0.00
4710 Supplemental Aid	135,244.00	135,244.00	0.00
4711 Coordinated Outreach	93,782.00	93,782.00	0.00
4713 State Corrections	27,965.00	27,965.00	0.00
4714 Bullet Aid NYS	60,000.00	40,000.00	20,000.00
4715 Love Your Library	2,531.00	2,531.00	0.00
4719 Interest	20,617.98	20,000.00	617.98
4721 E-Rate Funding	185,407.81	211,500.00	-26,092.19
4723 Member Library Cost Share	410,785.00	410,785.00	0.00
4724 Member Library IT Contracts	68,102.01	67,100.00	1,002.01
4725 Grants Revenue	180,199.00	182,730.00	-2,531.00
4733 Member Library Processing Fees	637.00		637.00
4781 Retiree Health Ins Payments	2,364.72	2,500.00	-135.28
4782 Donations	1,716.27	1,500.00	216.27
4784 General Reimbursements & Refund	1,751.51	1,200.00	551.51
<b>Total Revenue</b>	<b>\$ 2,208,269.30</b>	<b>\$ 2,214,003.00</b>	<b>-\$ 5,733.70</b>
<b>Expenditures</b>			
Total 5100 Salaries	\$ 1,055,182.96	\$ 1,060,726.00	\$ 5,543.04
Total 5150 Personnel Benefits	\$ 472,248.81	\$ 423,006.00	-\$ 49,242.81
5204 STLS Software & Small Equipment	16,181.11	15,000.00	-1,181.11
5205 Maintenance Contracts & Leases	11,425.86	12,000.00	574.14
5407 Integrated Library System	83,640.01	85,204.00	1,563.99
5408 Platform Fees & Licenses	21,559.66	18,000.00	-3,559.66
5409 STLS Telephone/Internet	206,406.84	217,272.00	10,865.16
5417 Library Materials	19,372.52	18,000.00	-1,372.52
5418 Consultant Collection	1,470.90	2,400.00	929.10
5419 Electronic Materials	2,505.97	5,000.00	2,494.03
5420 Staff Development Travel	13,990.99	15,000.00	1,009.01
5422 Trustee Mileage	6,644.03	10,000.00	3,355.97
5423 Trustee Continuing Education	1,145.00	2,400.00	1,255.00
5424 Conference Registration	7,641.90	6,500.00	-1,141.90
5425 Staff & Member Library Mileage	1,685.74	3,000.00	1,314.26
5427 Programming & Annual Conference	6,498.66	7,000.00	501.34
5428 Meeting Supplies	2,966.89	3,500.00	533.11
5430 Office Supplies	7,992.00	6,000.00	-1,992.00
5433 Postage	2,499.60	2,500.00	0.40
5434 Public Relations	15,112.69	14,000.00	-1,112.69

**Southern Tier Library System**  
**Profit and Loss**  
**January - December 2024**

	Total		
	Actual	Budget	Difference
5436 STLS Grants to Member Libraries	15,713.30	15,000.00	-713.30
5442 Professional Fees	14,761.00	16,500.00	1,739.00
5443 Legal Counsel	1,750.00	2,500.00	750.00
5444 Accounting Support & Audit	18,591.00	17,000.00	-1,591.00
5450 Utilities	14,341.58	13,500.00	-841.58
5451 Building Maintenance & Repairs	29,045.72	27,500.00	-1,545.72
5454 Commercial Insurance	14,098.00	12,500.00	-1,598.00
5471 Vehicle Maintenance & Repairs	11,172.62	9,000.00	-2,172.62
5473 Vehicle Fuel	19,278.10	20,000.00	721.90
5474 Vehicle Insurance	6,212.00	5,875.00	-337.00
5490 Grants	205,411.23	195,800.00	-9,611.23
<b>Total Expenditures</b>	<b>\$ 2,306,546.69</b>	<b>\$ 2,261,683.00</b>	<b>-\$ 44,863.69</b>
<b>Net Operating Revenue</b>	<b>-\$ 98,277.39</b>	<b>-\$ 47,680.00</b>	

Wednesday, Mar 19, 2025 11:46:12 AM GMT-7 - Cash Basis

## **Personnel & Policies Committee**

### **Meeting Minutes**

Tuesday, April 8, 2025 at 1:00 pm

Meeting Location: Watkins Glen Public Library



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

Administration: Brian M. Hildreth

## **POLICIES**

### Approve Records Retention & Disposition Policy Revisions

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed Records Retention & Disposition Policy revisions as presented at the March 18, 2025 board meeting, and considers any revisions incorporated during board meeting discussion.

Motion by M-C Krebs, Seconded by S. McGill. Passed unanimously out of committee.

## **General Statement on Policies – Review**

B. Hildreth provided a draft document for the committee to review. The committee made a few grammatical edits and recommendations. It was agreed the proposed edits and revisions were ready for full board review at April's meeting. B. Hildreth said the document would be shared at the upcoming board meeting.

## **ILS Specialists' Job Descriptions**

The committee continued and completed its review of the ILS Specialists' job descriptions. The group agreed to move along to the full board for review at April's meeting with the intention of approving at May's board meeting.

Meeting adjourned at 1:55 p.m.

Minutes respectfully submitted by: Brian M. Hildreth



**PART TIME ILS SPECIALIST**  
DIVISION OF INFORMATION TECHNOLOGY



**GENERAL STATEMENT OF DUTIES**

This is a level 3 part time, non-exempt, non-professional position serving in the Division of Information Technology and working under the direct supervision of the ILS Manager. This position is responsible for providing and maintaining bibliographical access to the library system's databases, providing support to ILS-related activities, and training member library and library system staff.

**ESSENTIAL FUNCTIONS OF THIS POSITION**

**Continuing Education:** Consistently participates in professional development training to stay current on trends and best practices relative to *General Statement of Duties*. ~~Always~~ Continuously earns to serve as a library system expert in all things related to maintaining bibliographical access to the library system's databases, providing support to ILS-related activities, and training member library and library system staff.

**Cataloging:** ~~Work involves~~ Cataloging and classifying library materials (both print and non-print) by copying and editing bibliographic records from various sources, or inputting original records. ~~as well as~~ Performing database maintenance tasks, creating ILS reports for member libraries and other duties. This person ~~is expected to~~ operates independently within the scope of prescribed responsibilities and library system practices.

**Training:** ~~Individual will be required to~~ Train or supervises other employees or volunteers, and ~~This person will be responsible for training~~ member libraries on the use of various ILS functions.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Understands AACRII and RDA, USMARC and ANSCR cataloging standards.
- Demonstrates knowledge of library terminology and procedures.
- Proficiency in 21<sup>st</sup> century technology skills.
- Establishes accuracy and good attention to detail.
- Exhibits innovative, enthusiastic, and adaptive qualities.
- Exercises a flexible schedule to meet member libraries' needs.
- Works cohesively in a team and in a project-based environment.
- Exercises ~~Makes~~ good judgements ~~decisions~~ and works independently.
- Expresses empathy for library staff members and people with diverse skill sets.
- Demonstrates a commitment to environmental and social sustainability practices.
- Collaborates with other library system Divisions and aligns goals with Plan of Service.

**MINIMUM QUALIFICATIONS**

- Associates degree with 1-2 years of relevant library experience.
- Strong commitment to providing public library support within fast-paced work environment.

- Valid driver's license.

### **EXAMPLES OF WORK**

- Imports bibliographic records from other databases, into local systems.
- Edits records, according to library system practices. Includes assigning Dewey numbers and LC subject headings.
- Adds holdings to records already in the database.
- Performs original cataloging when necessary.
- Verifies name and subject headings.
- Performs limited authority control by adding authority records and doing required "clean up" of existing records.
- Functions as part of the team working on item conversion and other database problems for the member libraries.
- Performs database maintenance tasks, such as updates and withdrawals, for public and special libraries (including CCHS, IMRRC and Elmira Correctional).
- Retrieves, edits, imports and loads vendor MARC records and assists with the ongoing streamlining of the cataloging process.
- Trains member library and library system staff through multiple training formats in the use of various ILS procedures.
- Assists with purchase of ILS-related materials and equipment for STLS and member libraries.
- Provides Help Desk, email, and phone support for ILS problems and questions.
- Creates and supplies libraries with requested ILS reports.
- Tests and implements new ILS features and Cataloging utilities.
- Serves on special assignments as requested from management team.
- Participates in continuing education opportunities – uses knowledge gained from continuing education to provide tangible benefits to member libraries.
- Performs other duties as assigned.

### **ADDITIONAL DEMANDS AND WORK ENVIRONMENT**

- Required in-person office work with a flexible weekday schedule.
- Occasional remote work.
- Travel throughout the library system's region.
- Reasonable accommodations can be made to enable all eligible individuals to perform the essential functions.

Approved by the Southern Tier Library System Board of Trustees MM/DD/YYYY



## **Finance & Facilities Committee**

### **Meeting Minutes**

April 7, 2025 – 1:00 pm

Meeting Location: Southern Tier Library System

Present: Betsy Gorman, Richard Urban, Brian Hildreth and Sisi Barr

Excused: Louise Richardson

Meeting was called to order at 1:05 pm.

Review of Financial Statements - Brian reviewed March's financial statements with the committee.

Treasurer's Report – March's report as compared to March 2024 is down about \$99,000.00. Brian stated our financials remain consistent over time. We remain in good standing. One Certificate of Deposit will be maturing soon and will be renewed at a new rate for a 13-month term. The two CD have staggered maturity dates making funds available if cash flow needs become an issue. Brian requested another month for depreciation to be reported; therefore, we will 2024 depreciation reflected in next month's reports.

Financial Clerk's Report – Brian reported not a lot of changes. Salaries were the same with two pay periods for the month of March. Other items noted were 5408 – Platform Fees and Licenses – quarterly payment, Item 5424 – Staff and Member Library Mileage – two Director meetings for the month, and Item 5490 – Grants – subscription fees for Mango Languages and ASL about \$18,000 – pass through Central Library aide.

Profit - Loss Vs Actual Statement – E-Rate payment is expected for the last quarter of 2024. Member Library cost share has been billed; we are expecting the remaining \$100,000. On the Expenditures we are planning on more expenses in Item 5434 – Public Relations. Our salary spending is on budget.

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

Independent Audit – The 2024 annual audit will be the week of May 12<sup>th</sup>.

Annual Statistical Report to NYS Library – please review prior to our next board meeting.

2026 – 2028 ILS Cost Share and Digital Library Contributions – Brian reported the ILS Cost Share were presented at the most recent Directors' Advisory Council meeting.

Facilities – Brian shared that Pristine Landscaping will be providing landscaping for summer 2025 and also is our existing snow removal contractor. Landscaping will begin within the next couple of weeks.

The meeting was adjourned at 1:51 pm.

Respectfully submitted: Sisi Barr, Treasurer

# Southern Tier Library System

## Annual Report for Library Systems - 2024 (Public Library Systems 2024)

## CURRENT YEAR

## PREVIOUS YEAR

### 1. General System Information

#### System / Director Information

Please be advised of two improvements that have been implemented:

- The report now saves automatically after every new entry or change.
- Multiple users can now view and edit reports at the same time. When logging in, you will receive a pop-up message notifying you if someone else is also using the report to enable coordination.

1.1	SEDCODE	571000700006	571000700006
1.2	Institution ID	800000037953	800000037953
1.3	System Name	Southern Tier Library System	<i>Southern Tier Library System</i>
1.4	Beginning Reporting Year	01/01/2024	01/01/2023
1.5	Ending Reporting Year	12/31/2024	12/31/2023
1.6	Street Address	9424 Scott Road	<i>9424 Scott Road</i>
1.7	City	Painted Post	<i>Painted Post</i>
1.8	Zip Code	14870	<i>14870</i>
1.9	Four-Digit Zip Code Extension (enter N/A if unknown)	9598	<i>9598</i>
1.10	Mailing Address	9424 Scott Road	<i>9424 Scott Road</i>
1.11	City	Painted Post	<i>Painted Post</i>
1.12	Zip Code	14870	<i>14870</i>
1.13	Four-Digit Zip Code Extension (enter N/A if unknown)	9598	<i>9598</i>
1.14	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(607) 962-3141	<i>(607) 962-3141</i>
1.15	Fax Number (enter 10 digits only)	(607) 962-5356	<i>(607) 962-5356</i>
1.16	System Home Page URL	www.stls.org	<i>www.stls.org</i>
1.17	URL of the system's complete Plan of Service	<a href="https://drive.google.com/file/d/1e7GwxmugffTDsCym0AXVDhwO_qhY_qw/view">https://drive.google.com/file/d/1e7GwxmugffTDsCym0AXVDhwO_qhY_qw/view</a>	<i><a href="https://drive.google.com/file/d/1e7GwxmugffTDsCym0AXVDhwO_qhY_qw/view">https://drive.google.com/file/d/1e7GwxmugffTDsCym0AXVDhwO_qhY_qw/view</a></i>
1.18	Population Chartered to Serve (2020 Census)	266,860	<i>266,860</i>
1.19	Area Chartered to Serve (square miles)	3,494	<i>3,494</i>
1.20	Federal Employer Identification Number	160836935	<i>160836935</i>
1.21	County	Steuben	<i>Steuben</i>
1.22	County (Counties) Served	Allegany, Chemung, Schuyler, Steuben, Yates	<i>Allegany, Chemung, Schuyler, Steuben, Yates</i>
1.23	School District	Corning - Painted Post School District	<i>Corning - Painted Post School District</i>
1.24	First Name of System Director	Brian	<i>Brian</i>
1.25	Last Name of System Director	Hildreth	<i>Hildreth</i>
1.26	NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System.	22533	<i>22533</i>

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	(607) 962-3141 Ext.2207
1.32	E-Mail Address of the System Director	communitylibrarypartner@stls.org	communitylibrarypartner@stls.org
1.33	Fax Number of the System Director (enter 10 digits only and hit the Tab key)	(607) 962-5356	(607) 962-5356
1.34	Name of Outreach Coordinator	Keturah Cappadonia	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	N
1.	Name of Contracting Municipality or District	N/A	N/A
2.	Is this a written contract? (Enter Y for Yes, N for No)	N/A	N/A
3.	Population of the geographic area served by this contract	N/A	N/A
4.	Dollar amount of contract	N/A	N/A
5.	Indicate "Full" or "Partial" range of services provided by this contract (Select one)	N/A	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	N

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

1.50	President/CEO Name. If there is no President/CEO please enter "N/A"	N/A	N/A
1.51	President/CEO Phone Number	N/A	N/A
1.52	President/CEO Email	N/A	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	37.5
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#### 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	1
2.5	Public Library System Director per CR 90.3(f) - Vacant Position FTE	0	0
2.10	Certified Librarians - Filled Position(s) FTE	3	4
2.11	Certified Librarians - Vacant Position(s) FTE	0	0
2.12	Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Filled Position FTE	1	1
2.13	Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Vacant Position FTE	0	0
2.14	Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.10 + 2.12)	5.00	6.00
2.15	Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.11 + 2.13)	0.00	0.00

2.16	Total Other Professional Staff - Filled Position(s) FTE	9	7.5
2.17	Total Other Professional Staff - Vacant Position(s) FTE	0	0
2.18	Total Other Staff - Filled Position(s) FTE	4	4.5
2.19	Total Other Staff - Vacant Position(s) FTE	0	0
2.20	Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)	18.00	18.00
2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	0.00	0.00
SALARY INFORMATION			
2.22	Entry-Level Librarian (certified) FTE	1	1
2.23	Entry-Level Librarian (certified) Current Annual Salary	\$50,000	\$50,000
2.24	System Director FTE	1	1
2.25	System Director Current Annual Salary	\$130,355	\$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	42
3.15	Main Library/System Headquarters	1	1
3.16	Indicate the year the system building was initially constructed	2000	2000
3.17	Indicate the year the system building underwent a major renovation costing \$25,000 or more	2021	2021
3.18	Square footage of the system building	11,536	11,536
3.19	Branches of the Library System	0	0
3.20	Bookmobiles	0	0
3.21	Reading Centers	2	2
3.22	Other Outlets	0	0
3.23	Total Public Service Outlets (total questions 3.15, 3.19 through 3.22)	3	3
3.24	Name of Central Library/Co-Central Libraries	Chemung County Library District	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	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	15
3.27	Term length for system board/council members. Please add a note if this has changed from the previous year report.	5	5

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

3.28	Board/Council Selection - Enter Board/Council Selection Code (select one; drop-down). If O is selected, please use the State note to explain how members were named to the Board/Council.	E	E
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Board/Council Member - complete one record for each Board/Council Member. For each vacant position, select "Vacant" in question 1, and enter N/A in questions 2-17 of the repeating group. You may 1) enter the data for the Board/Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). **Note that the trustee and coordinated outreach council positions have been pre-filled with last year's information. Please make sure that information is updated as needed. The spreadsheet option is still available if that is easier to update.** Complete this form and email it to [collectconnect@baker-taylor.com](mailto: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	<i>Filled</i>
2.	First Name	Kathy	<i>Kathy</i>
3.	Last Name	Green	<i>Green</i>
4.	Institutional Affiliation	Steuben County	<i>Steuben County</i>
5.	Professional Title	President	<i>President</i>
6.	Mailing Address	7 Avondale Avenue	<i>7 Avondale Avenue</i>
7.	City	Hornell	<i>Hornell</i>
8.	Zip Code (enter five digits only)	14843	<i>14843</i>
9.	Email Address	kathypgreen@gmail.com	
10.	Office Held or Trustee	President	<i>President</i>
11.	Term Begins - Month	January	<i>January</i>
12.	Term Begins - Year (yyyy)	2022	<i>2022</i>
13.	Term Expires - Month or N/A	December	<i>December</i>
14.	Term Expires - Year (YYYY) or N/A	2026	<i>2026</i>
15.	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	<i>Yes</i>
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/18/2022	<i>01/18/2022</i>
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/21/2022	<i>01/21/2022</i>

18.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Lynnette	<i>Lynnette</i>
3.	Last Name	Decker	<i>Decker</i>
4.	Institutional Affiliation	Allegany County	<i>Allegany County</i>
5.	Professional Title	Vice President	<i>Vice President</i>
6.	Mailing Address	9314 County Road 7	<i>9314 County Road 7</i>
7.	City	Cuba	<i>Cuba</i>
8.	Zip Code (enter five digits only)	14727	<i>14727</i>
9.	Email Address	kodadog246@gmail.com	
10.	Office Held or Trustee	Trustee	<i>Trustee</i>
11.	Term Begins - Month	January	<i>January</i>
12.	Term Begins - Year (yyyy)	2022	<i>2022</i>
13.	Term Expires - Month or N/A	December	<i>December</i>
14.	Term Expires - Year (YYYY) or N/A	2026	<i>2026</i>
15.	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	<i>Yes</i>
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/18/2022	<i>01/18/2022</i>
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/21/2022	<i>01/21/2022</i>
18.	Is this a brand new trustee?	N	<i>N</i>



1.	Status	Filled	<i>Filled</i>
2.	First Name	Mathilde	<i>Mathilde</i>
3.	Last Name	Barr	<i>Barr</i>
4.	Institutional Affiliation	Chemung County	<i>Chemung County</i>
5.	Professional Title	Treasurer	<i>Treasurer</i>
6.	Mailing Address	270 Fisher Hill Road	<i>270 Fisher Hill Road</i>
7.	City	Corning	<i>Corning</i>
8.	Zip Code (enter five digits only)	14830	<i>14830</i>
9.	Email Address	siway1270@gmail.com	
10.	Office Held or Trustee	Trustee	<i>Trustee</i>
11.	Term Begins - Month	January	<i>January</i>
12.	Term Begins - Year (yyyy)	2024	<i>2024</i>
13.	Term Expires - Month or N/A	December	<i>December</i>
14.	Term Expires - Year (YYYY) or N/A	2028	<i>2028</i>
15.	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	<i>Yes</i>
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/16/2024	<i>01/16/2024</i>
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/19/2024	<i>01/19/2024</i>
18.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Louise	<i>Louise</i>
3.	Last Name	Richardson	<i>Richardson</i>
4.	Institutional Affiliation	Steuben County	<i>Steuben County</i>
5.	Professional Title	Secretary	<i>Secretary</i>
6.	Mailing Address	36 Tall Meadow Road	<i>36 Tall Meadow Road</i>
7.	City	Painted Post	<i>Painted Post</i>
8.	Zip Code (enter five digits only)	14870	<i>14870</i>
9.	Email Address	louiser1@mac.com	
10.	Office Held or Trustee	Trustee	<i>Trustee</i>
11.	Term Begins - Month	January	<i>January</i>
12.	Term Begins - Year (yyyy)	2025	<i>2020</i>
13.	Term Expires - Month or N/A	December	<i>December</i>
14.	Term Expires - Year (YYYY) or N/A	2029	<i>2024</i>
15.	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	<i>Yes</i>
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/21/2025	<i>01/21/2020</i>
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/24/2025	<i>01/24/2020</i>
18.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Richard	<i>Richard</i>
3.	Last Name	Ahola	<i>Ahola</i>
4.	Institutional Affiliation	Yates County	<i>Yates County</i>

5.	Professional Title	Trustee	<i>Trustee</i>
6.	Mailing Address	4568 Lakeview Road	<i>4568 Lakeview Road</i>
7.	City	Dundee	<i>Dundee</i>
8.	Zip Code (enter five digits only)	14837	<i>14837</i>
9.	Email Address	rahola@stny.rr.com	
10.	Office Held or Trustee	Trustee	<i>Trustee</i>
11.	Term Begins - Month	January	<i>January</i>
12.	Term Begins - Year (yyyy)	2022	<i>2022</i>
13.	Term Expires - Month or N/A	December	<i>December</i>
14.	Term Expires - Year (YYYY) or N/A	2026	<i>2026</i>
15.	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	<i>Yes</i>
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/18/2022	<i>01/18/2022</i>
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/21/2022	<i>01/21/2022</i>
18.	Is this a brand new trustee?	N	<i>N</i>

  

1.	Status	Filled	<i>Filled</i>
2.	First Name	Betsy	<i>Betsy</i>
3.	Last Name	Gorman	<i>Gorman</i>
4.	Institutional Affiliation	Chemung County	<i>Chemung County</i>
5.	Professional Title	Trustee	<i>Trustee</i>
6.	Mailing Address	2445 State Route 352	<i>2445 State Route 352</i>
7.	City	Elmira	<i>Elmira</i>
8.	Zip Code (enter five digits only)	14903	<i>14903</i>
9.	Email Address	bgmaus2@aol.com	
10.	Office Held or Trustee	Trustee	<i>Trustee</i>
11.	Term Begins - Month	January	<i>January</i>
12.	Term Begins - Year (yyyy)	2021	<i>2021</i>
13.	Term Expires - Month or N/A	December	<i>December</i>
14.	Term Expires - Year (YYYY) or N/A	2025	<i>2025</i>
15.	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	<i>Yes</i>
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/19/2021	<i>01/19/2021</i>
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/22/2021	<i>01/22/2021</i>
18.	Is this a brand new trustee?	N	<i>N</i>

  

1.	Status	Filled	<i>Filled</i>
2.	First Name	David	<i>David</i>
3.	Last Name	Haggstrom	<i>Haggstrom</i>
4.	Institutional Affiliation	Allegany County	<i>Allegany County</i>
5.	Professional Title	Trustee	<i>Trustee</i>
6.	Mailing Address	PO Box 8	<i>PO Box 8</i>
7.	City	Angelica	<i>Angelica</i>
8.	Zip Code (enter five digits only)	14709	<i>14709</i>

9.	Email Address	atownraider48@gmail.com	
10.	Office Held or Trustee	Trustee	<i>Trustee</i>
11.	Term Begins - Month	January	<i>January</i>
12.	Term Begins - Year (yyyy)	2022	<i>2022</i>
13.	Term Expires - Month or N/A	December	<i>December</i>
14.	Term Expires - Year (YYYY) or N/A	2026	<i>2026</i>
15.	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	<i>Yes</i>
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/18/2022	<i>01/18/2022</i>
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/21/2022	<i>01/21/2022</i>
18.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Mary-Claire	<i>Mary-Claire</i>
3.	Last Name	Krebs	<i>Krebs</i>
4.	Institutional Affiliation	Steuben County	<i>Steuben County</i>
5.	Professional Title	Trustee	<i>Trustee</i>
6.	Mailing Address	13279 Bluffers Drive	<i>13279 Bluffers Drive</i>
7.	City	Hammondsport	<i>Hammondsport</i>
8.	Zip Code (enter five digits only)	14840	<i>14840</i>
9.	Email Address	maryclaire.krebs@gmail.com	
10.	Office Held or Trustee	Trustee	<i>Trustee</i>
11.	Term Begins - Month	January	<i>January</i>
12.	Term Begins - Year (yyyy)	2023	<i>2023</i>
13.	Term Expires - Month or N/A	December	<i>December</i>
14.	Term Expires - Year (YYYY) or N/A	2027	<i>2027</i>
15.	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	<i>No</i>
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/16/2024	<i>01/16/2024</i>
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/19/2024	<i>01/19/2024</i>
18.	Is this a brand new trustee?	Y	<i>Y</i>
1.	Status	Filled	<i>Vacant</i>
2.	First Name	Dan	<i>N/A</i>
3.	Last Name	Acton	<i>N/A</i>
4.	Institutional Affiliation	Allegany County	<i>Allegany County</i>
5.	Professional Title	Trustee	<i>Trustee</i>
6.	Mailing Address	6373 Sherman Road	<i>N/A</i>
7.	City	Alfred Station	<i>N/A</i>
8.	Zip Code (enter five digits only)	14803	<i>N/A</i>
9.	Email Address	actond45@gmail.com	
10.	Office Held or Trustee	Trustee	<i>N/A</i>
11.	Term Begins - Month	January	<i>January</i>
12.	Term Begins - Year (yyyy)	2021	<i>2020</i>

13.	Term Expires - Month or N/A	December	<i>December</i>
14.	Term Expires - Year (YYYY) or N/A	2025	<i>2024</i>
15.	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	<i>N/A</i>
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/21/2025	<i>N/A</i>
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/24/2025	<i>N/A</i>
18.	Is this a brand new trustee?	Y	
1.	Status	Vacant	<i>Filled</i>
2.	First Name	N/A	<i>Michael</i>
3.	Last Name	N/A	<i>Steffens</i>
4.	Institutional Affiliation	Chemung County	<i>Chemung County</i>
5.	Professional Title	N/A	<i>Trustee</i>
6.	Mailing Address	N/A	<i>1162 Draper Avenue</i>
7.	City	N/A	<i>Elmira</i>
8.	Zip Code (enter five digits only)	N/A	<i>14905</i>
9.	Email Address	N/A	
10.	Office Held or Trustee	N/A	<i>Trustee</i>
11.	Term Begins - Month	January	<i>January</i>
12.	Term Begins - Year (yyyy)	2023	<i>2023</i>
13.	Term Expires - Month or N/A	December	<i>December</i>
14.	Term Expires - Year (YYYY) or N/A	2027	<i>2027</i>
15.	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	<i>No</i>
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	N/A	<i>01/16/2024</i>
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	<i>01/19/2024</i>
18.	Is this a brand new trustee?		<i>Y</i>
1.	Status	Vacant	<i>Vacant</i>
2.	First Name	N/A	<i>N/A</i>
3.	Last Name	N/A	<i>N/A</i>
4.	Institutional Affiliation	Schuyler County	<i>Schuyler County</i>
5.	Professional Title	Trustee	<i>Trustee</i>
6.	Mailing Address	N/A	<i>N/A</i>
7.	City	N/A	<i>N/A</i>
8.	Zip Code (enter five digits only)	N/A	<i>N/A</i>
9.	Email Address		
10.	Office Held or Trustee	Trustee	<i>Trustee</i>
11.	Term Begins - Month	January	<i>January</i>
12.	Term Begins - Year (yyyy)	2024	<i>2024</i>
13.	Term Expires - Month or N/A	December	<i>December</i>
14.	Term Expires - Year (YYYY) or N/A	2028	<i>2028</i>
15.	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	<i>N/A</i>

16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	N/A	N/A
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A	N/A
18.	Is this a brand new trustee?		
1.	Status	Filled	Filled
2.	First Name	Susan	Susan
3.	Last Name	McGill	McGill
4.	Institutional Affiliation	Yates County	Yates County
5.	Professional Title	Trustee	Trustee
6.	Mailing Address	102 Walnut Street	102 Walnut Street
7.	City	Penn Yan	Penn Yan
8.	Zip Code (enter five digits only)	14527	14527
9.	Email Address	mcgillsua@aol.com	
10.	Office Held or Trustee	Trustee	Trustee
11.	Term Begins - Month	January	January
12.	Term Begins - Year (yyyy)	2023	2023
13.	Term Expires - Month or N/A	December	December
14.	Term Expires - Year (YYYY) or N/A	2027	2027
15.	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	Yes
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/16/2023	01/16/2023
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/19/2023	01/19/2023
18.	Is this a brand new trustee?	N	N
1.	Status	Filled	Filled
2.	First Name	Barbara	Barbara
3.	Last Name	Hubbell	Hubbell
4.	Institutional Affiliation	Schuyler County	Schuyler County
5.	Professional Title	Trustee	Trustee
6.	Mailing Address	300 Nasser Civic Center Plaza Suite 220	300 Nasser Civic Center Plaza Suite 220
7.	City	Corning	Corning
8.	Zip Code (enter five digits only)	14830	14830
9.	Email Address	bhubbell@uwst.org	
10.	Office Held or Trustee	Trustee	Trustee
11.	Term Begins - Month	January	January
12.	Term Begins - Year (yyyy)	2025	2020
13.	Term Expires - Month or N/A	December	December
14.	Term Expires - Year (YYYY) or N/A	2029	2024
15.	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	Yes
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/21/2025	01/21/2020
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/24/2025	01/24/2020
18.	Is this a brand new trustee?	N	N

1.	Status	Filled	<i>Filled</i>
2.	First Name	Rachel	<i>Rachel</i>
3.	Last Name	Barbour	<i>Barbour</i>
4.	Institutional Affiliation	Chemung County	<i>Chemung County</i>
5.	Professional Title	Trustee	<i>Trustee</i>
6.	Mailing Address	77 Quail Run	<i>77 Quail Run</i>
7.	City	Elmira	<i>Elmira</i>
8.	Zip Code (enter five digits only)	14903	<i>14903</i>
9.	Email Address	rbarbour17@gmail.com	
10.	Office Held or Trustee	Trustee	<i>Trustee</i>
11.	Term Begins - Month	January	<i>January</i>
12.	Term Begins - Year (yyyy)	2025	<i>2020</i>
13.	Term Expires - Month or N/A	December	<i>December</i>
14.	Term Expires - Year (YYYY) or N/A	2029	<i>2024</i>
15.	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	<i>No</i>
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/21/2025	<i>01/16/2024</i>
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/24/2025	<i>01/19/2024</i>
18.	Is this a brand new trustee?	N	<i>Y</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Richard	<i>Richard</i>
3.	Last Name	Urban	<i>Urban</i>
4.	Institutional Affiliation	Steuben County	<i>Steuben County</i>
5.	Professional Title	Trustee	<i>Trustee</i>
6.	Mailing Address	212 Walnut Street	<i>212 Walnut Street</i>
7.	City	Corning	<i>Corning</i>
8.	Zip Code (enter five digits only)	14830	<i>14830</i>
9.	Email Address	richardjurban@gmail.com	
10.	Office Held or Trustee	Trustee	<i>Trustee</i>
11.	Term Begins - Month	January	<i>January</i>
12.	Term Begins - Year (yyyy)	2025	<i>2020</i>
13.	Term Expires - Month or N/A	December	<i>December</i>
14.	Term Expires - Year (YYYY) or N/A	2029	<i>2024</i>
15.	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	<i>No</i>
16.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/21/2025	<i>01/17/2023</i>
17.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/24/2025	<i>01/20/2023</i>
18.	Is this a brand new trustee?	N	<i>N</i>

**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, 2025, through December 31, 2025. For each vacant position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group. You may 1) enter the data for the Coordinated Outreach Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Please Note: It is customized and contains all the data entered last year to be updated this year. Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com). The number of council members must be 5 to 11 (no less than five and no more than 11).

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

1.	Status	Filled	<i>Filled</i>
2.	First Name	Angela	<i>Angela</i>
3.	Last Name	Gonzalez	<i>Gonzalez</i>
4.	Institutional Affiliation	Penn Yan Public Library	<i>Penn Yan Public Library</i>
5.	Professional Title	Library Director	<i>Library Director</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Phyllis	<i>Phyllis</i>
3.	Last Name	Balliett	<i>Balliett</i>
4.	Institutional Affiliation	Chemung, Schuyler, Steuben Workforce New York	<i>Chemung, Schuyler, Steuben Workforce New York</i>
5.	Professional Title	Director	<i>Director</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Wendy	<i>Wendy</i>
3.	Last Name	Harrison	<i>Harrison</i>
4.	Institutional Affiliation	Pro Action of Steuben and Yates, Inc.	<i>Pro Action of Steuben and Yates, Inc.</i>
5.	Professional Title	Program Coordinator	<i>Program Coordinator</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Darlene	<i>Darlene</i>
3.	Last Name	Hawxhurst	<i>Hawxhurst</i>
4.	Institutional Affiliation	AIM Independent Living Center	<i>AIM Independent Living Center</i>
5.	Professional Title	AIM Systems Advocate	<i>AIM Systems Advocate</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Lois	<i>Lois</i>
3.	Last Name	Wilson	<i>Wilson</i>
4.	Institutional Affiliation	United Way of the Southern Tier	<i>United Way of the Southern Tier</i>
5.	Professional Title	Manager of Communications and Media Relations	<i>Manager of Communications and Media Relations</i>
1.	Status	Filled	<i>Filled</i>
2.	First Name	Krystle	<i>Krystle</i>
3.	Last Name	Blencowe	<i>Blencowe</i>
4.	Institutional Affiliation	Institute for Human Services, Inc.	<i>Institute for Human Services, Inc.</i>
5.	Professional Title	Director of Community Relations	<i>Director of Community Relations</i>

#### 4. Public Library System Transactions and Collections

##### Borrowers / Visits / Circulation / Holdings

4.1	Number of registered system borrowers	1,044	728
4.2	System Visits	932	725

## CIRCULATION

4.3	Total Cataloged Book Circulation	581	492
4.4	Total Circulation of Other Materials	42	94
4.5	Physical Item Circulation (Total questions 4.3 & 4.4)	623	586

## E-Material Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals. If the system can separate out use for each member library please do so and ask the member libraries to report. Do not also report in the system report. If the system cannot separate out the use by each member library please report on the system report.

4.6a	The total circulation of e-books during the reporting period	1,744	
4.6b	The total circulation of e-serials during the reporting period.	2,372	
4.6c	The total circulation of e-audio during the reporting period	2,653	
4.6d	The total circulation of e-videos during the reporting period.	0	
4.7	Successful Retrieval of Electronic Information	388	312
4.8	Electronic Content Use (Total Questions 4.6a + 4.6b + 4.6c + 4.6d + 4.7)	7,157	2,992
4.9	Total Circulation of Materials (Total Questions 4.5 + 4.6a + 4.6b + 4.6c + 4.6d)	7,392	3,266
4.10	Total Collection Use (Total Questions 4.7 & 4.9)	7,780	3,578

## GENERAL SYSTEM HOLDINGS

4.11	Total Cataloged Book Holdings	6,187	8,273
4.12	Uncataloged Book Holdings	0	0
4.13	Total Print Serial Holdings	72	72
4.14	All Other Print Materials Holdings	4	5
4.15	Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14)	6,263	8,350

## Holdings Continued

### Non-Electronic Materials

4.16	Audio - Physical Units	1,356	20
4.17	Video - Physical Units	42	43
4.18	Other Non-Electronic Materials	0	0
4.19	Total Other Materials Holdings (Total questions 4.16 through 4.18)	1,398	63
4.20	Grand Total Holdings (Total questions 4.15 and 4.19)	7,661	47,077

4.21	Did the system provide access to NOVELny?	Yes
4.22	Did the system provide access to e-books for its member libraries (excluding NOVELny)?	Yes
4.23	Did the system provide access to e-serials for its member libraries (excluding NOVELny)?	Yes
4.24	Did the system provide access to e-audio for its member libraries (excluding NOVELny)?	Yes
4.25	Did the system provide access to e-videos for its member libraries (excluding NOVELny)?	No



4.26 Did the system provide access to research databases for its member libraries (excluding NOVELny)? Yes

4.27 Did the system provide access to online learning platforms for its member libraries? Yes

#### ROTATING COLLECTIONS/BOOK LOANS

4.28 Does the system have rotating collections/bulk loans? Y Y  
(Enter Y for Yes, N for No)

4.29 Number of collections 138 138

4.30 Average number of items per collection 42 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 Y

5.2 Indicate which modules of the system's ILS have been implemented (check all that apply):

a.	Circulation	Yes	Yes
b.	Public Access Catalog	Yes	Yes
c.	Cataloging	Yes	Yes
d.	Acquisitions	No	No
e.	Inventory	Yes	Yes
f.	Serials Control	Yes	Yes
g.	Media Booking	No	No
h.	Community Information	Yes	Yes
i.	Electronic Resource Management	Yes	Yes
j.	Digital Collections Management	Yes	Yes

5.3 Identify ILS system vendor SirsiDynix SirsiDynix

5.4 How many member libraries fully participate in the ILS? 42 42

5.5 % of member libraries participating (calculated field) 100.00% 100.00%

5.6 How many member libraries participate in some ILS modules? 42 42

5.7 Indicate features of the system's ILS (check all that apply):

a.	ILS shared with other library systems	No	No
b.	ILS software permits patron-initiated ILL	No	No
c.	ILL feature implemented and used	No	No

5.8 Number of titles in the ILS bibliographic database 687,900 690,137

5.9 Number of new titles added by the system in the reporting year 17,439 17,001

5.10 Number of Central Library Aid titles added in the reporting year 189 366

5.11 Number of new titles added by the members in the reporting year 165 775

5.12 Total new titles (total questions 5.9 through 5.11) 17,793 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 either print, disc, or online (virtual) format.

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

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

5.14	How many libraries participate in (or submit records for) the union catalog?	42	40
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5.15	Is the system's union catalog shared with any other library system(s)? (Enter Y for Yes, N for No)	N	N
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5.16	Number of titles in the system's union catalog	687,900	690,137
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5.17	Number of holdings in the system's union catalog	1,207,995	1,218,334
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5.18	Number of new titles added in the last year	17,604	17,776
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5.19	Number of holdings added in the last year	51,721	53,488
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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	Y
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5.22	How many libraries participate in (or submit records for) the union list of serials?	42	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	Y
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## 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	340,787	36,874
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## SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25	Total items provided (loaned)	0	0
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5.26	Total items received (borrowed)	1,670	1,537
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5.27	Total requests provided (loaned) unfilled	0	0
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5.28	Total requests received (borrowed) unfilled	0	0
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5.29	Total interlibrary loan activity (total questions 5.25 through 5.28)	1,670	1,537
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## DELIVERY

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

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

- |    |  |     |     |
|----|--|-----|-----|
| a. | System courier (on the System's payroll)             | Yes | Yes |
| b. | Other system's courier                               | No  | No  |
| d. | Contracted service (paid by System - not on payroll) | No  | No  |
| e. | U.S. Mail  | Yes | Yes |

f.	Commercial carrier (e.g., UPS, DHL, etc.)	No	No
g.	Other (specify using the note)	No	No
5.31	Number of stops (pick-up and delivery sites per week)	156	156
<b>CONTINUING EDUCATION/STAFF DEVELOPMENT Workshops/Meetings/Training Sessions</b>			
<b>Resource sharing (ILL, collection development, etc.)</b>			
5.32	Number of sessions	6	22
5.33	Number of participants	23	39
<b>Continuing Education Cont.</b>			
<b>Technology</b>			
5.34	Number of sessions	120	151
5.35	Number of participants	286	310
<b>Digitization</b>			
5.36	Number of sessions	39	33
5.37	Number of participants	44	64
<b>Leadership</b>			
5.38	Number of sessions	59	37
5.39	Number of participants	206	108
<b>Management &amp; Supervisory</b>			
5.40	Number of sessions	75	41
5.41	Number of participants	249	89
<b>Planning and Evaluation</b>			
5.42	Number of sessions	43	104
5.43	Number of participants	159	371
<b>Awareness and Advocacy</b>			
5.44	Number of sessions	51	16
5.45	Number of participants	130	327
<b>Trustee/Council Training</b>			
5.46	Number of sessions	42	34
5.47	Number of participants	296	298
<b>Special Client Populations</b>			
5.48	Number of sessions	16	29
5.49	Number of participants	54	296
<b>Children's Services/Birth to Kindergarten</b>			
5.50	Number of sessions	22	4
5.51	Number of participants	145	66
<b>Children's Services/Elementary Grade Levels</b>			
5.52	Number of sessions	28	11
5.53	Number of participants	135	307
<b>Young Adult Services/Middle and High School Grade Levels</b>			
5.54	Number of sessions	34	0
5.55	Number of participants	296	0

**General Adult Services**

5.56	Number of sessions	69	40
5.57	Number of participants	372	635
5.58	<b>Other:</b> Does the system provide other Workshops/Meetings/Training Sessions not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic; if No, enter N/A for questions 1, 2 and 3 of one repeating group.		N
1.	Topic	N/A	N/A
2.	Number of sessions	N/A	N/A
3.	Number of participants	N/A	N/A
5.59	<b>Grand Total Sessions</b> (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	<b>Grand Total Participants</b> (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)		2,395
5.61	Do library system staff and/or trustees reach outside of the library system building to promote system programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library System?		Y

**Coordinated Services / Consulting / Reference****COORDINATED SERVICES**

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

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

a.	Coordinated purchase of print materials	No	No
b.	Coordinated purchase of non-print materials	No	No
c.	Negotiated pricing for licensed electronic collection purchases (not purchasing)	Yes	Yes
d.	Cataloging	Yes	Yes
e.	Materials processing	No	No
f.	Coordinated purchase of office supplies	Yes	Yes
g.	Coordinated computer services/purchases	Yes	Yes
h.	Virtual reference	Yes	Yes
i.	Other (describe using the note)	No	No
j.	N/A	No	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	Y
5.64	Consulting with member libraries and/or branches on funding and governance	Y	Y
5.65	Consulting with member libraries and/or branches on charter and registration work	Y	Y
5.66	Consulting with member libraries and/or branches on automation and technology	Y	Y

5.67	Consulting with member libraries and/or branches on youth services	Y	Y
5.68	Consulting with member libraries and/or branches on adult services	Y	Y
5.69	Consulting with member libraries and/or branches on physical plant needs	Y	Y
5.70	Consulting with member libraries and/or branches on personnel and management issues	Y	Y
5.71	Consulting with state and county correctional facilities	Y	Y
5.72	Providing information to local, county, and state legislators and their staffs	Y	Y
5.73	Providing system and member library information to the media	Y	Y
5.74	Providing website development and maintenance for member libraries	Y	Y
5.75	Other Consulting and Technical Assistance Services not listed above – Add Note	N	Y

#### REFERENCE SERVICES

5.76	Total Reference Transactions	42	36
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#### 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	Yes
b.	Services for patrons who are educationally disadvantaged	Yes	Yes
c.	Services for patrons who are aged	Yes	Yes
d.	Services for patrons who are geographically isolated	Yes	Yes
e.	Services for patrons who are members of ethnic or minority groups in need of special library services	Yes	Yes
f.	Services to patrons who are in institutions	Yes	Yes
g.	Services for unemployed and underemployed individuals	Yes	Yes
i.	N/A	No	No

5.78	Number of BOOKS BY MAIL loans	0	0
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5.79	Number of member libraries with Job/Education Information Centers or collections	3	3
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5.80	Number of State Correctional Facilities libraries served	1	1
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5.81	Number of County Jails libraries served	5	5
------	---	---	---

5.82	Number of institutions served other than jails or correctional facilities	18	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	N
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1.	Service provided	N/A	N/A
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2.	Number of facilities/institutions served	N/A	N/A
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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	Y
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5.85	Description of fees	The library system works with member libraries to assess equitable fees for administering system-wide Integrated Library System services on behalf of local libraries. The library system assesses equitable fees for administration of member libraries' broadband internet connections, E-rate discounts, and VoIP phone connections. The library system assesses equitable fees for coordinating the purchase, configuration, installation, and maintenance of staff and public computing equipment.	<i>Response has been entered.</i>
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## 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	Y
1.	County Name	Steuben County	<i>Steuben</i>
2.	Amount	\$79,600	<i>\$79,600</i>
3.	Subject to Public Vote (Enter Y for Yes, N for No, or N/A)	N	<i>N/A</i>
4.	Written Contract (Enter Y for Yes, N for No, or N/A)	Y	<i>N/A</i>
6.2	<b>Total County Funding</b>	\$79,600	<i>\$79,600</i>
6.3	All Other Local Public Funds	\$0	<i>\$0</i>
6.4	<b>Total Local Public Funds (total questions 6.2 and 6.3)</b>	\$79,600	<i>\$79,600</i>

#### STATE AID RECEIPTS - arranged in alphabetical order

6.6	Central Library Services Aid	\$175,699	<i>\$169,068</i>
6.8	Conservation/Preservation Grants	\$0	<i>\$0</i>
6.9	Construction for Public Libraries Aid	\$0	<i>\$36,132</i>
6.10	Coordinated Outreach Services Aid	\$93,782	<i>\$90,243</i>
6.11	Correctional Facilities Library Aid	\$27,965	<i>\$26,909</i>
6.12	County Jails Library Aid	\$3,904	<i>\$3,796</i>
6.18	Local Library Services Aid - Kept at System	\$0	<i>\$0</i>
6.19	Local Library Services Aid - Distributed to Members	\$123,948	<i>\$116,371</i>
6.20	<b>Total LLSA (total questions 6.18 and 6.19)</b>	\$123,948	<i>\$116,371</i>
6.21	Local Services Support Aid	\$100,383	<i>\$96,574</i>
6.22	Local Consolidated Systems Aid	\$0	<i>\$0</i>
6.26	Public Library System Basic Aid	\$912,879	<i>\$878,428</i>
6.27	Public Library System Supplementary Operational Aid	\$135,244	<i>\$130,140</i>

#### State Aid

6.36	Special Legislative Grants and Member Items	\$110,000	<i>\$0</i>
6.37	The New York Public Library - The Research Libraries	\$0	<i>\$0</i>
6.38	The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid	\$0	<i>\$0</i>
6.39	The New York Public Library, City University of New York	\$0	<i>\$0</i>

6.40	The New York Public Library, Schomburg Center for Research in Black Culture Library Aid	\$0	\$0
6.41	The New York Public Library, Science, Industry and Business Library	\$0	\$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	Y

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

1.	Funding Source	Love Your Library	<i>Love Your Library</i>
2.	Amount	\$2,531	<i>\$6,000</i>
6.43	Total Other State Aid (total question #2 of Repeating Group #9 above)	\$2,531	<i>\$6,000</i>
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)	\$1,686,335	<i>\$1,553,661</i>

#### FEDERAL AID

6.45	Library Services and Technology Act (LSTA)	\$0	\$0
6.46	Does the system receive any other Federal Aid (specify Act and Title) e.g., NEH, NEA, etc.? Enter Y for Yes, N for No.	N	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	N/A	<i>ARC 2022</i>
2.	Amount	N/A	<i>\$125,300</i>

#### Federal Aid / Contracts

6.47	Total Other Federal Aid (total questions #2 of Repeating Group #10 above)	\$0	<i>\$210,895</i>
6.48	Total Federal Aid (total questions 6.45 and 6.47)	\$0	<i>\$210,895</i>

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

1.	Contracting Agency	SCRLC-Allegany	<i>2022 SCRLC- Friendship</i>
2.	Contracted Service	RBDB-Rural Development	<i>RBDB</i>
3.	Total Contract Amount	\$4,500	<i>\$456</i>
1.	Contracting Agency	Member Libraries	<i>2023 SCRLC- Angelica</i>
2.	Contracted Service	Pass Thru	<i>RBDB</i>
3.	Total Contract Amount	\$298,461	<i>\$5,234</i>
1.	Contracting Agency	Member Libraries	<i>2023 ALA</i>
2.	Contracted Service	Cost Share IT	<i>Great Stories Club</i>
3.	Total Contract Amount	\$410,785	<i>\$1,000</i>
1.	Contracting Agency	Member Libraries	<i>Member Libraries</i>
2.	Contracted Service	IT Contracts	<i>Pass Thru</i>
3.	Total Contract Amount	\$68,102	<i>\$242,512</i>
1.	Contracting Agency	Member Libraries	<i>Member Libraries</i>
2.	Contracted Service	Processing Fees	<i>Cost Share- IT</i>
3.	Total Contract Amount	\$637	<i>\$407,101</i>

6.50	<b>Total Contracts</b> (total question #3 of Repeating Group #11 above)	\$782,485	\$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)	\$1,716	\$1,462
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6.53	Income from Investments	\$20,618	\$431
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#### Miscellaneous

Proceeds from Sale of Property

6.54	Real Property	\$0	\$0
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6.55	Equipment	\$0	\$0
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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	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 questions 1 and 2 of one repeating group.

1.	Receipt category	General Reimbursements & Refunds	<i>General Reimbursements &amp; Refunds</i>
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2.	Amount	1752	\$3,806
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1.	Receipt category	E-Rate	<i>E- Rate</i>
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2.	Amount	\$185,408	\$326,926
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1.	Receipt category	Arkport support	<i>Arkport Support</i>
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2.	Amount	\$23,583	\$24,722
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1.	Receipt category	Greenwood Support	<i>Reading Center Support</i>
----	------------------	-------------------	-------------------------------

2.	Amount	\$18,890	\$18,390
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1.	Receipt category	Retiree Health	<i>Retiree Health</i>
----	------------------	----------------	-----------------------

2.	Amount	\$2,365	\$938
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6.57	<b>Total Other Miscellaneous Receipts</b> (total question #2 of Repeating Group #12 above)	\$231,998	\$374,782
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6.58	<b>Total Miscellaneous Receipts</b> (total questions 6.51 through 6.55 and question 6.57)	\$254,332	\$376,675
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6.59	<b>TOTAL OPERATING FUND RECEIPTS - Total Local Public Funds, Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts</b> (total questions 6.4, 6.44, 6.48, 6.50, and 6.58)	\$2,802,752	\$2,937,180
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6.60	<b>BUDGET LOANS</b>	\$0	\$0
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#### Transfers / Grand Total

#### TRANSFERS

6.61	Transfers from Capital Fund (Same as question 9.6)	\$0	\$0
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6.62	Transfers from Other Funds	\$381,938	\$11,866
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6.63	<b>Total Transfers</b> (total questions 6.61 and 6.62)	\$381,938	\$11,866
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6.64	CASH BALANCE – Beginning of Current Fiscal Reporting Year: Public Library Systems – January 1, 2024. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems – December 31, 2023.)	\$899,555	\$962,917
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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)	\$4,084,245	\$3,911,963
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## 7. Operating Fund Disbursements

Staff / Collection / Grants / Capital

### STAFF EXPENDITURES

Salaries

7.1	System Director and Certified Librarians	\$461,345	\$429,208
7.2	Other Staff	\$593,838	\$485,500
7.3	<b>Total Salary and Wages Expenditures (total questions 7.1 and 7.2)</b>	\$1,055,183	\$914,708
7.4	Employee Benefits Expenditures	\$472,249	\$386,175
7.5	<b>Total Staff Expenditures (total questions 7.3 and 7.4)</b>	\$1,527,432	\$1,300,883

### COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$20,843	\$19,932
7.7	Electronic Materials Expenditures	\$2,506	\$8,503
7.8	Other Materials Expenditures	\$0	\$0
7.9	<b>Total Collection Expenditures (total questions 7.6 through 7.8)</b>	\$23,349	\$28,435

### GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	\$123,948	\$116,371
7.11	Central Library Services Aid (CLSA)	\$185,172	\$230,926
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	\$60,000	\$0
7.16	Federal Aid	\$0	\$0
7.17	Other cash grants paid from system funds	\$15,713	\$18,561
7.18	<b>Total Cash Grants (total questions 7.10 through 7.17)</b>	\$384,833	\$365,858
7.19	Book/Library Materials Grants	\$0	\$0
7.20	Other Non-Cash Grants	\$0	\$0
7.21	<b>Total Grants to Member Libraries (total questions 7.18 through 7.20)</b>	\$384,833	\$365,858

### CAPITAL EXPENDITURES FROM OPERATING FUNDS

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

Capital Cont. / Operation and Maintenance / Misc.

### TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

7.28	From Local Public Funds (71PF)	\$0	\$0
7.29	From Other Funds (71OF)	\$0	\$0

7.30	<b>Total Capital Expenditures by Source</b> (total questions 7.28 and 7.29; same as question 7.27)	\$0	\$0
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#### OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

7.31	From Local Public Funds (72PF)	\$0	\$0
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7.32	From Other Funds (72OF)	\$0	\$0
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7.33	<b>Total Repairs to Buildings and Building Equipment</b> (total questions 7.31 and 7.32)	\$0	\$0
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7.34	Other Building & Maintenance Expenses	\$64,655	\$85,133
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7.35	<b>Total Operation and Maintenance of Buildings</b> (total questions 7.33 and 7.34)	\$64,655	\$85,133
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#### MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	\$30,451	\$25,741
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7.37	Office and Library Supplies	\$10,959	\$8,454
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7.38	Equipment	\$27,607	\$21,857
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7.39	Telecommunications	\$206,407	\$198,423
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7.40	Publicity and Printing	\$15,113	\$13,940
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7.41	Travel	\$36,462	\$40,647
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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.	\$20,341	\$11,676
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7.43	Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.	\$14,761	\$13,286
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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	Y
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Complete one record for each expense category. If the system does not have other miscellaneous expenses, enter N/A on questions 1 and 2 of one repeating group.

1.	Expense category	Postage	<i>Postage</i>
2.	Amount	\$2,500	\$3,204
1.	Expense category	Greenwood	<i>Greenwood</i>
2.	Amount	\$21,779	\$14,280
1.	Expense category	Arkport	<i>Arkport</i>
2.	Amount	\$23,583	\$24,722
1.	Expense category	ILS	<i>ILS</i>
2.	Amount	\$85,205	\$76,739
1.	Expense category	Gather/Grow	<i>Pass Thru</i>
2.	Amount	\$3,500	\$249,499
1.	Expense category	Cuba Digital	<i>SCRLC Friend</i>
2.	Amount	\$4,828	\$3,433
1.	Expense category	PassThru	<i>ALA Outreach</i>
2.	Amount	\$317,705	\$900
1.	Expense category	Platform Fee	<i>Allegany UW</i>
2.	Amount	\$24,082	\$4,231
1.	Expense category	Great Story	<i>ARC 2022</i>
2.	Amount	\$1,000	\$97,617

**Miscellaneous Cont. / Contracts / Debt Service**

7.45	Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13)	\$484,182	\$844,923
7.46	<b>Total Miscellaneous Expenses</b> (total questions 7.36 through 7.44 and 7.46)	\$846,283	\$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.	Y	N
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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)	NNYLN	N/A
2.	Contracted Service (specify using the State note)	Digitization	N/A
3.	Total Contract Amount	\$6,050	N/A

7.48	<b>Total Contracts</b> (total question #3 of Repeating Group #14 above)	\$6,050	\$0
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**DEBT SERVICE**

Capital Purposes Loans (Principal and Interest)

7.49	From Local Public Funds (73PF)	\$0	\$0
7.50	From Other Funds (73OF)	\$28,780	\$0
7.51	<b>Total Capital Purposes Loans</b> (total questions 7.49 and 7.50)	\$28,780	\$0

**Transfers**

Other Loans

7.52	Other Loans	\$0	\$0
7.53	<b>Total Debt Service</b> (total questions 7.51 and 7.52)	\$28,780	\$0

7.54	<b>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</b> (total questions 7.5, 7.9, 7.21, 7.27, 7.35, 7.46, 7.48, and 7.53)	\$2,881,382	\$2,959,256
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**TRANSFERS**

Transfers to the Capital Fund

7.55	From Local Public Funds (76PF)	\$0	\$0
7.56	From Other Funds (76OF)	\$0	\$0
7.57	<b>Total Transfers to Capital Fund</b> (total questions 7.55 and 7.56; same as question 8.2)	\$0	\$0
7.58	<b>Total Transfers to Other Funds</b>	\$0	\$53,152
7.59	<b>Total Transfers</b> (total questions 7.57 and 7.58)	\$0	\$53,152
7.60	<b>TOTAL DISBURSEMENTS AND TRANSFERS</b> (total questions 7.54 and 7.59)	\$2,881,382	\$3,012,408

**Cash Balance / Grand Total / Audit / Bank Balance**

7.61	<b>CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year</b> (For Public Library Systems - December 31, 2024)	\$1,202,863	\$899,555
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7.82	<b>GRAND TOTAL DISBURSEMENTS, TRANSFERS, &amp; ENDING BALANCE</b> (total questions 7.60 and 7.61)	\$4,084,245	\$3,911,963
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#### FISCAL AUDIT

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

7.83	Last audit performed (mm/dd/yyyy)	08/15/2024	6/16/2023
7.84	Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy)	01/01/2024-12/31/2024	01/01/2022- 12/31/2022
7.85	Indicate type of audit (select one from drop-down):	Private Accounting Firm	Private Accounting Firm

#### ACCOUNT INFORMATION

Complete one record for each financial account

1.	Name of bank or financial institution	Community Bank, NA	Community Bank N.A.
2.	Amount of funds on deposit	\$1,202,863	\$899,555
7.86	<b>Total Bank Balance</b> (total question #2 of Repeating Group #15)	\$1,202,863	\$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	N

### 8. Capital Fund Receipts

#### State Aid and Grants for Capital Projects

8.1	<b>Total Revenue From Local Sources</b>	\$0	\$0
8.2	<b>Transfer From Operating Fund</b> (same as question 7.57)	\$0	\$0

#### STATE AID FOR CAPITAL PROJECTS

8.3	State Aid Received for Construction	\$0	\$0
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#### 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	N
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1.	Contracting Agency	N/A	N/A
2.	Amount	N/A	N/A

#### Totals / Cash Balance

8.5	<b>Total Aid and/or Grants</b> (total question #2 of Repeating Group #16 above)	\$0	\$0
8.6	<b>TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and All Other Aid and/or Grants for Capital Projects</b> (total questions 8.1, 8.2, 8.3, and 8.5)	\$0	\$0
8.7	<b>NONREVENUE RECEIPTS</b>	\$0	\$0
8.8	<b>TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts</b> (total questions 8.6 and 8.7)	\$0	\$0
8.9	CASH BALANCE – Beginning of Current Fiscal Reporting Year: Public Library Systems – January 1, 2024. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems – December 31, 2023.)	\$0	\$0

**Grand Total**

8.10	<b>TOTAL RECEIPTS AND CASH BALANCE</b> (total questions 8.8 and 8.9)	\$0	\$0
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**9. Capital Fund Disbursements****Project Expenditures / Cash Balance****PROJECT EXPENDITURES**

9.1	Total Construction	\$0	\$0
9.2	Incidental Construction	\$0	\$0
9.3	Books and Library Materials	\$0	\$0
9.4	Total Other Disbursements	\$0	\$0
9.5	<b>Total Project Expenditures</b> (total questions 9.1 through 9.4)	\$0	\$0
9.6	<b>TRANSFER TO OPERATING FUND</b> (Same as question 6.61)	\$0	\$0
9.7	<b>TOTAL NONPROJECT EXPENDITURES</b>	\$0	\$0
9.8	<b>TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures</b> (total questions 9.5 through 9.7)	\$0	\$0
9.9	<b>CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2024, for Public Library Systems)</b>	\$0	\$0

**Grand Total**

9.10	<b>TOTAL DISBURSEMENTS AND CASH BALANCE</b> (total questions 9.8 and 9.9)	\$0	\$0
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**12. Projected Annual Budget For Library Systems****Public Library Systems Budget for January 1, 2025 - December 31, 2025****PROJECTED OPERATING FUND - RECEIPTS**

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	\$2,303,252	\$2,038,482
12.2	Budget Loans	\$0	\$0
12.3	Total Transfers	\$0	\$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, 2025 must be the same as the December 31, 2024, closing balance reported on Q7.61 of the 2024 annual report)	\$1,202,863	\$899,555
12.5	<b>Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance</b> (total questions 12.1 through 12.4)	\$3,506,115	\$2,938,037

**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)	\$2,361,890	\$2,166,307
12.7	Total Transfers	\$0	\$0

<b>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, 2025)</b>	<b>\$1,144,225</b>	<b>\$771,730</b>
<b>12.9 Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8)</b>	<b>\$3,506,115</b>	<b>\$2,938,037</b>

#### PROJECTED CAPITAL FUND - RECEIPTS

<b>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)</b>	<b>\$0</b>	<b>\$0</b>
<b>12.11 Nonrevenue Receipts</b>	<b>\$0</b>	<b>\$0</b>
<b>12.12 Cash Balance in Capital Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2025, must be the same as the December 31, 2024, closing balance reported on Q9.9 of the 2024 annual report)</b>	<b>\$0</b>	<b>\$0</b>
<b>12.13 Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12)</b>	<b>\$0</b>	<b>\$0</b>

#### PROJECTED CAPITAL FUND - DISBURSEMENTS

<b>12.14 Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures)</b>	<b>\$0</b>	<b>\$0</b>
<b>12.15 Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2025)</b>	<b>\$0</b>	<b>\$0</b>
<b>12.16 Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15)</b>	<b>\$0</b>	<b>\$0</b>

### 13. State Formula Aid Disbursements

#### Public Library Systems Basic Aid

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

<b>Statutory Reference (Basic Aid):</b>	Education Law § 272, 273(1)(a, c, d, e, n) Commissioners Regulations 90.3
<b>Statutory Reference (LLSA):</b>	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.
<b>Statutory Reference (LSSA):</b>	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 LLIA.
<b>Statutory Reference (LCSA):</b>	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.
<b>Statutory Reference (Supplemental):</b>	Education Law § 273(11)(a) The formula is a base grant of \$39,000 and an amount equal to 10.94% of the amount of Basic Aid provided under Education Law § 273(1)(a, c, d, e, and n).
<b>BECPL Special Aid:</b>	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	11
13.1.2 Total Expenditure for Professional Salaries	\$398,456	\$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	6
13.1.4 Total Expenditure for Other Staff Salaries	\$278,756	\$260,127

13.1.5 Employees Benefits: Indicate the total expenditures for all system employee fringe benefits.	\$265,169	\$290,175
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13.1.6 Purchased Services: Did the system expend funds for purchased services? Enter Y for Yes, N for No.	Y	Y
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**Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.**

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

1. Expenditure Category	Building and maintenance expenses	<i>Building and maintenance expenses</i>
2. Provider of Services	Retter & Sons	<i>Retter and Sons</i>
3. Expenditure	\$6,780	<i>\$8,020</i>
1. Expenditure Category	Consultant fees/professional fees	<i>Consultant fees/professional fees</i>
2. Provider of Services	Mengel Metzger & Barr	<i>Mengel Metzger Barr</i>
3. Expenditure	\$22,000	<i>\$14,211</i>
1. Expenditure Category	Consultant fees/professional fees	<i>Telecommunications</i>
2. Provider of Services	Stephanie Cole Adams	<i>Spectrum</i>
3. Expenditure	\$5,000	<i>\$126,252</i>
1. Expenditure Category	Library systems vendor contract for automation (e.g. integrated library system, virtual union catalog)	
2. Provider of Services	ILS	
3. Expenditure	\$83,430	
1. Expenditure Category	Telecommunications	
2. Provider of Services	Southern Tier Network	
3. Expenditure	\$65,450	

13.1.7 Total Expenditure - Purchased Services	\$182,660	\$148,483
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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	Y
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**Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.**

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

1. Expenditure Category	Office/library supplies and postage	<i>Non-print resources (electronic content)</i>
2. Expenditure	\$8,215	<i>\$7,415</i>

13.1.9 Total Expenditure - Supplies and Materials	\$8,215	\$7,415
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13.1.10 Travel Expenditures: Did the system expend funds for travel? Enter Y for Yes, N for No.	Y	Y
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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	<i>System Staff Travel</i>
2.	Expenditure	\$15,250	\$16,534
13.1.11	<b>Total Expenditures - Travel</b>	\$15,250	\$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	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	N/A
2.	Quantity	N/A	N/A
3.	Unit Cost	N/A	N/A
4.	Expenditure	N/A	N/A
13.1.13	<b>Total Expenditure - Equipment and Furnishings</b>	\$0	\$0
13.1.14	Local Library Services Aid Expenditures: Indicate the total expenditures to member libraries for Local Library Services Aid.	\$123,948	\$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	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	N/A
3.	Project Description (no more than 300 words)		<i>Response has been entered.</i>
13.1.16	<b>Total Expenditures - Grants for Member Libraries</b>	\$0	\$0
13.1.17	<b>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)</b>	\$1,272,454	\$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.	\$0	\$6,375
13.1.19	Total Allocation from 2024 - 2025 State Aid:	\$1,272,454	\$1,221,560
13.1.20	<b>Total Available Before Expenditures (total 13.1.18 + 13.1.19)</b>	\$1,272,454	\$1,227,935
13.1.21	<b>Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17)</b>	\$0	\$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 support, professional development opportunities, delivery of library materials, subsidizing local collections with print, audio and digital materials, administration of funding and grants, and overall consulting expertise in public library best practices. The library system carried out these services in addition to the activities listed in its Plan of Service 2022 - 2026.	<i>Response has been entered.</i>



# **CENTRAL LIBRARY SERVICES AID (CLSA)**

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

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

13.2.1 Total Full-Time Equivalents (FTE)	N/A	N/A
13.2.2 Total Expenditure for Professional Salaries	N/A	N/A

**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)	N/A	N/A
13.2.4 Total Expenditures for Other Staff Salaries	N/A	N/A

13.2.5 Employee Benefits: Indicate the total expenditures for all system employee benefits (paid from CLSA funds).	N/A	N/A
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13.2.6 Purchased Services: Did the system expend funds for purchased services? Enter Y for Yes, N for No.	N	N
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**Note:** For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

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

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

13.2.7 Total Expenditure - Purchased Services	\$0	\$0
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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.	N	N
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**Note:** For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

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

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

13.2.9 Total Expenditure - Supplies and Materials	\$0	\$0
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13.2.10 Travel Expenditures: Did the system expend funds for travel? Enter Y for Yes, N for No.	N	N
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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	N/A
2. Expenditure	N/A	N/A

13.2.11 Total Expenditures - Travel	\$0	\$0
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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.	N	N
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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	N/A
2.	Quantity	N/A	N/A
3.	Unit cost	N/A	N/A
4.	Expenditure	N/A	N/A

13.2.13 **Total Expenditure - Equipment and Furnishings** \$0 \$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 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	Chemung Co Lib Dist
2.	Allocation	\$175,699	\$169,068
3.	Project Description (no more than 300 words)	Chemung Co Library Dist. purchased eBooks containing non-fiction content, online magazine 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 desk) to all residents across the five-county area, and providing robust professional development learning opportunities to STLS member library staff, trustees, and friends.	

13.2.15 **Total Expenditure - Grants to Central/Co-Central Libraries** \$175,699 \$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)** \$175,699 \$169,068

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

13.2.18 **Total Allocation from 2024 - 2025 State Aid:** \$175,699 \$169,068

13.2.19 **Total Available Before Expenditures (total 13.2.17 + 13.2.18)** \$175,699 \$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 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 content, online magazine 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 desk) to all residents across the five-county area, and providing robust professional development learning opportunities to STLS member library staff, trustees, and friends. Response has been entered.

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	.75
13.4.2	Total Expenditure for Professional Salaries	\$32,494	\$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)	.3	0.3
13.4.4	Total Expenditure for Other Staff Salaries	\$4,703	\$4,469
13.4.5	<b>Employee Benefits:</b> Indicate the total expenditures for all system employee benefits.	\$12,254	\$11,860
13.4.6	<b>Purchased Services:</b> Did the system expend funds for purchased services? Enter Y for Yes, N for No.	N	N

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

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

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

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

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

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

1.	Expenditure Category	Books and other print materials	Office/library supplies and postage
2.	Expenditure	\$42,140	\$614
1.	Expenditure Category	Office/library supplies and postage	Books and other print materials
2.	Expenditure	\$1,236	\$15,768

13.4.9 **Total Expenditure - Supplies and Materials** 43,376 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 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	System staff
2.	Expenditure	\$1,331	\$2,294

13.4.11 **Total Expenditure - Travel** \$1,331 \$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 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	N/A
2.	Quantity	N/A	N/A
3.	Unit Cost	N/A	N/A
4.	Expenditure	N/A	N/A

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

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

3. Description of Project *Response has been entered.*

13.4.15 Total Expenditure - Grants to Member Libraries	\$0	\$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)	\$94,158	\$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.	\$22,949	\$0
13.4.18 Total Allocation from 2024 - 2025 State Aid:	\$93,782	\$90,243
13.4.19 Total Available Before Expenditures (total 13.4.17 + 13.4.18)	\$116,731	\$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)	\$22,573	\$22,949

13.4.21 <b>Final Narrative:</b> 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 of special client population groups, provided rotating collections (large print and audio books) to member libraries and adult-assisted living facilities, and provided outreach mini-grants to member libraries.	<i>Response has been entered.</i>
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**Services to County Jails Aid**

SERVICE TO COUNTY JAILS (INTERINSTITUTIONAL) AID

**Statutory Reference:** Education Law § 285(2)

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

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

13.5.1 Total Full-Time Equivalents (FTE)	0	0
13.5.2 Total Expenditure for Professional Salaries	N/A	N/A

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	0
13.5.4 Total Expenditures for Other Staff Salaries	N/A	N/A

13.5.5 <b>Employee Benefits:</b> Indicate the total expenditures for all system employee benefits	\$0	\$0
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13.5.6 <b>Purchased Services:</b> Did the system expend funds for purchased services? Enter Y for Yes, N for No.	N	N
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**Note:** For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

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

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

13.5.7 <b>Total Expenditure - Purchased Services</b>	\$0	\$0
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13.5.8 <b>Supplies and Materials:</b> 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	Y
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Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

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

1.	Expenditure Category	Books and other print materials	<i>Books and other print materials</i>
2.	Expenditure	\$3,704	\$3,796
1.	Expenditure Category	Office/library supplies and postage	
2.	Expenditure	\$200	
13.5.9	<b>Total Expenditure - Supplies and Materials</b>	\$3,904	\$3,796
13.5.10	<b>Total Expenditure (total 13.5.2 + 13.5.4 + 13.5.5 + 13.5.7 + 13.5.9)</b>	3,904.00	3,796.00
13.5.11	<b>Cash Balance at the Opening of the Fiscal Year:</b>	\$0	\$0
NOTE: The opening balance must be the same as the closing balance from the previous year.			
13.5.12	<b>Total Allocation from 2024 - 2025 State Aid</b>	\$3,904	\$3,796
13.5.13	<b>Total Available Before Expenditures (total 13.5.11 + 13.5.12)</b>	\$3,904	\$3,796
13.5.14	<b>Cash Balance at the End of the Current Fiscal Year (total 13.5.12 + 13.5.11 - 13.5.10)</b>	\$0	\$0
13.5.15	<b>Final Narrative:</b> 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 gift brand new reading materials to all of the jails within the library system's service area with the funds provided.	<i>Response has been entered.</i>

#### State Correctional Aid

### THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL FACILITIES ONLY

#### 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](http://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	.25
13.6.2	Total Expenditure for Professional Salaries	\$9,960	\$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)	N/A	N/A
13.6.4	Total Expenditure for Other Staff Salaries	N/A	N/A

13.6.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$4,083 \$3,659

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

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

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

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

13.6.7 <b>Total Expenditure - Purchased Services</b>	0	0
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13.6.8 <b>Supplies and Materials:</b> 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	Y
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Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

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

1. Expenditure Category	Books and other print materials	<i>Books and other print materials</i>
2. Expenditure	\$13,922	<i>\$16,097</i>

13.6.9 <b>Total Expenditure - Supplies and Materials</b>	\$13,922	<i>\$16,097</i>
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13.6.10 <b>Travel Expenditures:</b> Did the system expend funds for travel? Enter Y for Yes, N for No.	N	N
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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	<i>N/A</i>
2. Expenditure	\$0	<i>N/A</i>

13.6.11 <b>Total Expenditure - Travel</b>	\$0	<i>\$0</i>
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13.6.12 <b>Equipment and Furnishings:</b> 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	N
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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	<i>N/A</i>
2. Quantity	N/A	<i>N/A</i>
3. Unit Cost	N/A	<i>N/A</i>
4. Expenditure	N/A	<i>N/A</i>

13.6.13 <b>Total Expenditure - Equipment and Furnishings</b>	0.00	<i>0.00</i>
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13.6.14 <b>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)</b>	\$27,965	<i>\$30,084</i>
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13.6.15 <b>Cash Balance at the Opening of the Fiscal Year:</b> NOTE: The opening balance must be the same as the closing balance of the previous year.	\$0	<i>\$3,175</i>
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13.6.16 <b>Total Allocation from 2024 - 2025 State Aid:</b>	\$27,965	<i>\$26,909</i>
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13.6.17 <b>Total Available Before Expenditures (total 13.6.15 + 13.6.16)</b>	\$27,965	<i>\$30,084</i>
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13.6.18 <b>Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 - 13.6.14)</b>	\$0	<i>\$0</i>
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13.6.19 <b>Final Narrative:</b> 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 Facility from 48 member library locations. The library system assisted in the purchase of new reading materials for the correctional facility. Lastly, STLS provided professional development opportunities to the correctional facility's librarian.	<i>Response has been entered.</i>
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## 14. Summary of Library System Accomplishments

### System Accomplishments

Using the goals from Section 4 in the approved 2022-2026 System Plan of Service, **BRIEFLY** describe the final results of each element for Year 3 (2024).

""Have attended multiple webinar opportunities on collection development, weeding and DEI services throughout the year. We offered learning opportunities to the members on genrefication and weeding materials which were well attended. Work continued with Middlesex library Staff to check in on weeding processes throughout the year. Consultants and the ILS team made multiple trips to assist in reaching consistent weeding goals to align with the library mission. At the end of the year their focus was shifting from their general collection to their youth materials. Weeding check ins also developed at the Jasper Free Library and the Almond 20th Century Club. Both chose to take different approaches due to community needs and budget restrictions but left with a better understanding of the weeding process and the content in their collections. Initial connections were made at the Hornell Public Library as well to discuss weeding their adult fiction collection. The Director was developing a plan to tackle this project with their staff. Recommended materials and resources were continually offered at Youth Advisory Group Meetings. *Response has been entered.*

In 2024 the DAC voted to continue allowing patrons to update their contact information and renew their privilege in STARCat. This feature has been well-received and has made our OPAC (Online Public Access Catalog) service more patron-centered. We also began work on the LoT (Library of Things) Project by creating an Advisory Group that is open to participation from all STLS member library staff. The committee met twice in 2024 and agreed upon seven (7) new Item Types to add to Symphony WorkFlows in order to better reflect the types of LoT items libraries currently have in their collection or hope to add in the future. We added: Health; Entry Pass; Tool; Hobby; Kitchen; Hotspot and Music. These new item types also give libraries greater flexibility for circulating the items. In 2025 we will work with libraries to update their existing items to these new item types, when appropriate.

The committee began work on the text that will display in the patron-facing LibGuide. In 2025 we will continue working on this LibGuide with the goal of having it show patrons what LoT items are available system-wide, as well as briefly describe the limitations of loaning these items in a consortium environment (e.g., for most LoT items, patrons will need to travel to the owning library to check them out).

In early 2025 we will revisit, with the Cataloging Committee, adding inclusive subject headings to the catalog. It has been some time since we last discussed this topic, so we will confirm that our next round is what the committee feels most strongly about. We also plan to revisit several Dewey Decimal numbers with the Committee, to see if we can update certain nonfiction sections of interested libraries to be more inclusive.

In 2024 Kylie worked with the ILS Team, and used feedback from the Cataloging Advisory Committee, to create a video explaining the information in the Bibliographic record. This video will be used by staff at member libraries to help them understand the information in a MARC record for the items in the collection. The ILS Team also updated the WorkFlows Offline Instructions, to make them more robust and helpful for circulation desk staff and updated the instructions for doing an Inventory in the library. With guidance from the DAC Circulation

Committee, we completed the first system-wide InTransit Cleanup Project, to search for and process items that had been in transit for more than two (2) weeks. Libraries received a number of reports and checked their shelves for wayward items during each round. Exact tracking was difficult, due to differences in WorkFlows and BCA, but at least 207 items were found and correctly processed. Five (5) ILS specific system-wide workshops were held in 2024 including three (3) ILS Meetings, a WorkFlows & STARCat Tips and Tricks program and a BLUEcloud Analytics program at the Spring CE. ILS information was also shared at two (2) Annual Report workshops and at multiple 2024 DAC Meetings. 123 library and system staff attended the 5 ILS workshops.

Our team made multiple visits to Middlesex, to provide barcoding support and training, and WorkFlows circulation training, in preparation for their automation in 2025. The ILS Department also provided 1-on-1 trainings in 2024, reaching 48 library staff members with personalized ILS training.

In 2024 we worked on creating a post-training survey and created a Training Report Spreadsheet to better track and evaluate the ILS training process. We will begin using the Spreadsheet in 2025 as well as the survey.

"



Worked with the Food Bank of the Southern Tier to facilitate a Great Give Back project with STLS staff volunteers. Worked with the Friends of the Chemung River Watershed to facilitate a Litter pick-up with STLS staff volunteers. Worked with COSAC to award \$10,001 to eleven member libraries for projects targeting underserved populations. Distributed books to county jails for incarcerated individuals to use. Worked with the Senior Librarian at Elmira Correctional Facility to provide support and resources for incarcerated individuals. Sent monthly newsletter with content related to underserved populations and outreach. Met with library staff during consultations to discuss work being done with underserved populations. Connected with the Safe Options Support program serving Steuben and Chemung Counties to discuss options for referring library patrons with unique needs.

*Response has been entered.*

Program sharing efforts across the system were expanded, but assisting 12 libraries was a large goal. The number of Youth Advisory Group Meetings offered in a year has doubled, causing a higher amount of attendance and collaboration amongst youth programmers. Membership needs have expanded with the desire for more programming targeted at teens/YA communities. We continued to offer Storytime Session training in groups and individual library visits. Worked to connect member libraries with partnerships provided through the state library such as PBS Kids, Hunger Solutions, and Smokey Bear. The Summer Learning Open for youth programmers ran again successfully and was echoed through sessions offered at Spring CE. Member library visits assisted with Storytime programming and structure, resources for finding programs, and planning out programmed events. A self-evaluation matrix was not designed but will be considered for the following year.

Worked with the STLS DEI Committee to improve resources focused on diversity, equity, and inclusion including Everyday Advocacy fliers, program kits, newsletters, and LibGuide content. Worked with COSAC to award \$2,000 to four member libraries for projects supporting DEI efforts. Updated and refreshed the STLS DEI LibGuide, which received 2,386 visits from January through December 2024 and was promoted through newsletters, consultations, and workshops. Worked with other Outreach Consultants from NY public library systems on the Path to Belonging rural library DEI initiative, which included presenting at the PLA Annual Conference, ARSL Annual Conference, and NYLA Annual Conference.

14.3 Element 3: Professional Development and Training - Results

STLS focused on the following areas of member library trustee development in 2024: (1) Online or in-person workshops, (2) member library board meeting consultations, (3) bi-weekly information updates, and (4) development of Trustee Handbook Book Club sessions as part of state-wide initiative, in-person member library board meeting consultations specific to Duties & Responsibilities, and any other topics library boards wanted to see covered during their board trainings.

*Response has been entered.*

Five (5) online or in-person workshops were offered with 72-member trustees in attendance. Twenty-four (24) member library board meeting consultations were conducted with 120-member trustees in attendance. Thirteen (13) Libraries in the Lead marketing emails were sent with 2,312 Opens and 318 Clicks. Four (4) Trustee Handbook Book Club online sessions were made available with 38 STLS member trustees attending the state-wide initiative.

STLS also had notable engagement through trustee sessions at the Spring CE and Gather & Grow Event. The Spring CE offered trustees workshops on the topic of legal issues for libraries, HR compliance, Q&A from the Trustee Handbook Book Club, Friends-raising, Personnel Policy Development, and Equitable Benefits for Library Workers. More than 140 trustees attended these sessions in total.

14.4 Element 4: Consulting and Development Services - Results

STLS consulted with three (3) libraries and one (1) reading center on significant funding increases by way of public vote. Two libraries and one reading center placed their funding requests on the ballot and were successful. One library's referendum increased funding from \$162,349 to \$267,025. It passed with 98.6% approval. The reading center, which held its vote in partnership with the first library, created an establishment vote going from \$0 in local public vote funding to \$100,497. This measure also passed with 98.6% approval. The second library increased funding from \$911,119 to \$1,479,119. The measures passed with 60.7% approval. The library system is working with the third library to put up a funding referendum in 2025.

*Response has been entered.*

Funding Levels and Ranks worksheet was updated as part of the Direct Access Plan for 2024. Library system budget vote worksheet, evaluation of trends, and identification of libraries will take place in 2025 as a continuation of 2024 efforts.

There was no notable work done on developing How-To resources for member libraries to create Friends Groups and apply for 501(c)(3) status. The library system did meet with four (4) member libraries to discuss the process of establishing a Friends group or offer ways to improve engagement. STLS also hosted a webinar as part of the 2024 Gather & Grow Event titled, "Friend-raising" with the Assistant Director of Clifton-Half Moon Public Library. 28 member librarians, trustees, or volunteers attended the online session.

14.5 Element 5: Coordinated Services for Members - Results	<p>The following activities were completed as part of the STLS Information Technology Plan 2022 - 2026: (1) Continued to add more member libraries to STLS VoIP phone system. Southeast Steuben County Library and Hornell Public Library were added to the infrastructure, (2) Also added Mabel D. Blodgett Memorial Library to STLS' Dark Fiber Network and became the billed-entity for Whitesville Public Library under the library system's ERate internet program, (3) purchased, configured, and installed 30 public and staff computers for member libraries, (4) administered internet connections and supporting hardware and software at 44 member libraries, which totaled \$218,618 in spending, and (5) responded to 1,107 HelpDesk requests on varying IT support issues.</p> <p>The toolkit was not developed. Collaborated with the Program Consultant to develop a system-wide program: STARQuest. STARQuest was a system-wide library tour, as well as a robust public relations campaign. All 48 libraries participated by distributing maps to community members and adding stickers to visitors' maps. STLS distributed approximately 2,800 maps. There were over 6,000 STARQuest visits to STLS member libraries, with 105 participants visiting 24 libraries, and 69 participants visiting all 48 libraries. Juvenile circulation increased by ~1,600. OverDrive circulation increased by ~18,500. STARQuest tour promotion included press releases, a social media campaign, and a banner across OverDrive and the Libby app. Also collaborated with the Program Consultant to arrange a system-wide voter registration campaign. Voter registration forms, posters, stickers, and other materials were sent to all 48 member libraries, along with instructions for assisting folks with the voter registration process. An associated social media campaign was also developed to promote this system-wide event. Similarly, STLS promoted Banned Books Week and the #FreedomToRead with a social media campaign, a special design in the STLS merch store, and a banner on Libby/OverDrive.</p>	<i>Response has been entered.</i>
14.6 Element 6: Awareness and Advocacy - Results	<p>The library system coordinated school district/municipal, county, and state advocacy efforts in 2024. Library consultants provided support to local libraries on 259 and 414 referendums. The system also coordinated advocacy efforts through county governments in partnership with agencies and presentations to the legislature. STLS participated in NYLA's advocacy day in February, and met with state legislators throughout the year.</p>	<i>Response has been entered.</i>
14.7 Element 7: Communication Among Member Libraries and/or Branch Libraries - Results	<p>STLS worked with member libraries to facilitate communication across the library system. In addition to facilitating email accounts and hosting advisory group meetings, we launched MS Teams environment to allow members to collaborate, communicate, meet, and share documents system-wide.</p>	<i>Response has been entered.</i>

"Continued partnership with Mid-Hudson Library System and OWWL Library system to offer four (4) online Trustee Handbook Book Club sessions to expand access to learning opportunities for New York State Trustees. STLS continued its role as lead agency status to support the Southern Tier Digital Equity Coalition participation in the strategic planning process for the New York State ConnectALL Office. The system continues to play an active role in developing the Southern Tier Digital Equity Coalition as it enters its third year of activities. The coalition was awarded a grant in the amount of \$83,750 to improve knowledge of region's resources specific to digital equity and develop a website as well as other resources that can bring people and agencies together around digital equity. Partnered with Mid-York Library System to bring a keynote Malcolm Hill Lecture speaker to the New York Library Association Conference in Syracuse. Roughly 100 conference attendees participated in the discussion on the topic of America's Polarized Political Environment.

*Response has been entered.*

Participated in monthly public library systems Outreach Coordinators meetings and quarterly DLD meetings with Outreach Coordinators. Participated in meetings for the Path to Belonging-Small Libraries DEI project with members from other library systems serving small and rural libraries in NY State. Spoke at SCRLC Annual Meeting about STLS Sustainability Team project.

Continued to participate in NYS Youth Consultants' phone calls organized by DLD. Attended the in-person version of this meeting while at the NYLA conference. Continued the Partnership with 12 other public library systems to co-host virtual events on summer programming ideas for children and teens. Served on the SCRLC's Resource Sharing Committee. Still standing as the only public library member attending this is in alignment with our usage of BARC services and working with Tompkins Cortland Community College Library. Participated in the Collaborative Summer Learning Programs nationwide symposium planning committee. This committee hosts a day long digital conference to kick off the Summer Learning Theme for the following year. Joined in with a group of other system youth consultants to investigate AI materials for our member libraries and begin organizing an AI challenge for our memberships. Other partnerships include the League of Women's Voters during member voter registration drive, system participation in The Great Giveback, and the Community Foundation of Elmira-Corning and the Finger Lakes for system participation in FLX Gives.

Reached out to staff at South Central Regional Library Council when OCLC FirstSearch Z39.50 access was revoked, they worked hard to find a resolution, but unfortunately there was nothing further OCLC could provide. Queried cataloging staff at Chautauqua-Cattaraugus Library System to see how they currently access MARC records for non-vendor records. Shared information on how we handle Claims Returned items system-wide, with staff at LibraryLinkNJ after discussions at the COSUGI conference. There are fewer NYS libraries that are SirsiDynix (SD) customers, currently, so for SD-specific collaboration, typically use a wider network. For this reason, it is also unlikely that the UNYSUG group will reconvene, at least in a formal way.

Continued to exchange monthly OverDrive Reciprocal Lending Arrangement checkout statistics with colleagues at Finger Lakes Library System and OWWL Library System. Collaborated with Finger Lakes Library System on discussions around OverDrive collection management and holds management best practices. Exchanged ideas with Finger Lakes Library System for promotion of a system-wide library tour through OverDrive/Libby. Coordinated a multi-system, PULISDO-based ad-hoc working group to investigate the implications of new Department of Justice ADA web accessibility standards. Organized sub-groups and assigned categories like, WordPress, OPACs, Springshare, etc. The group hopes to provide recommendations for member libraries at systems across NYS. Collaborated with 7 NYS library systems to plan the Gather & Grow online learnign event. Maintained membership on the South Central Regional Library Council's advisory committee on Infomation and Technology Services and on the Digitization Committee. Also maintained membership on the Public Library Association's Digital Literacy Advisory Committee and attended sessions at the New York Library Association Conference on digital literacy and resources.

"

#### 14.9 Element 9: Other - Results

*Response has been entered.*

Digital skills assessment was not completed. Held quarterly Digital Library Advisory Group meetings; attendance ranged from 5-10 members. Offered a workshop on Creating Accessible Online Content with 9 attendees. Coordinated a session at Spring CE with representatives from NOVELny (Gale & Britannica) and OverDrive to promote digital resources, as well as a session on MS Excel tips & tricks. Organized two workshops on recognizing and combatting misinformation with 26 attendees. Led a workshop on Library Websites & NYS Minimum Standards with 12 attendees. Conducted 27 consultations with member libraries on websites, social media, and other technology issues, resulting in 85.75 contact hours with 38 individual stakeholders.

""

14.10 Element 10: Construction - Results

The STLS Board of Trustees reviewed and updated priorities for NYS Public Library Construction Aid program guidelines. Guidelines continue to prioritize (1) accessibility, (2) environmental stewardship, (3) phased additions or new building projects, and (4) libraries that can support projects with less than a 75% match. Eleven (11) capital projects were awarded funding totaling \$1,113,697 in improvements. All eleven (11) projects incorporated updated program guidelines.

*Response has been entered.*

The library system also streamlined the program by creating a new LibGuide that assisted members with navigating application materials, and provided improved instruction, which reduced member application errors and decreased the amount of time it takes STLS to review projects.

Lastly, STLS developed Request for Proposals templates that assisted member libraries with the bidding process for architectural firms, project managers, and general construction. RFP's focused on bids for architectural and engineering services to help libraries best understand current and future building needs.

14.11 Element 11: Direct Access - Results

All 42 chartered libraries adhered to the STLS Direct Access Plan 2022 - 2026.

*Response has been entered.*

14.12 Element 12: Central Library - Results

The library system and central library convened multiple meetings of the Central Library Planning Committee to review the current Central Library Plan 2022 - 2026. The group made revisions to the plan for 2025 - 2026 to improve access to library materials to library patrons, inform patrons about those materials, and increase professional learning opportunities for library workers. Ultimately, the revised plan shifted funding priorities to shared digital collections such as non-fiction Overdrive content, Mango learning languages, JobNow, Ground News, and Virtual Reference Desk Services. The plan revisions were approved by the library system's Directors Advisory Council.

*Response has been entered.*

## 15. Current system URL's

15.1	System Home Page URL	<a href="https://www.stls.org/">https://www.stls.org/</a>	<a href="https://www.stls.org/">https://www.stls.org/</a>
15.2	URL of Current List of Members	<a href="https://www.stls.org/find-your-library/">https://www.stls.org/find-your-library/</a>	<a href="https://www.stls.org/find-your-library/">https://www.stls.org/find-your-library/</a>
15.3	URL of Current Governing Bylaws	<a href="http://www.stls.org/wp-content/uploads/2014/12/Bylaws-10.6.2015.pdf">http://www.stls.org/wp-content/uploads/2014/12/Bylaws-10.6.2015.pdf</a>	<a href="https://www.stls.org/wp-content/uploads/2014/12/Bylaws-10.6.2015.pdf">https://www.stls.org/wp-content/uploads/2014/12/Bylaws-10.6.2015.pdf</a>
15.4	URL of Evaluation Form	<a href="https://docs.google.com/forms/d/e/1FAIpQLScD7Y9idmY26SyJow0eY1y-4FMZY9zXTzL72gaVm7PkOVmQwg/viewform?usp=sharing">https://docs.google.com/forms/d/e/1FAIpQLScD7Y9idmY26SyJow0eY1y-4FMZY9zXTzL72gaVm7PkOVmQwg/viewform?usp=sharing</a>	<a href="https://drive.google.com/file/d/1c8prMzkr0e2yNeTOM1dTbDqYqb6FazP5/view?usp=sharing">https://drive.google.com/file/d/1c8prMzkr0e2yNeTOM1dTbDqYqb6FazP5/view?usp=sharing</a>
15.5	URL of Evaluation Results	<a href="https://drive.google.com/file/d/1YC9n-bnQab-mv2KKP8Kv2iWSHpQaxB-W/view?usp=sharing">https://drive.google.com/file/d/1YC9n-bnQab-mv2KKP8Kv2iWSHpQaxB-W/view?usp=sharing</a>	<a href="https://drive.google.com/file/d/1c8prMzkr0e2yNeTOM1dTbDqYqb6FazP5/view?usp=sharing">https://drive.google.com/file/d/1c8prMzkr0e2yNeTOM1dTbDqYqb6FazP5/view?usp=sharing</a>
15.6	URL of Central Library Plan	<a href="https://drive.google.com/file/d/1bMavsMXimyLvR6jQr_qF_jjK3v1I3ATR/view?usp=sharing">https://drive.google.com/file/d/1bMavsMXimyLvR6jQr_qF_jjK3v1I3ATR/view?usp=sharing</a>	<a href="https://drive.google.com/file/d/1bMavsMXimyLvR6jQr_qF_jjK3v1I3ATR/view?usp=sharing">https://drive.google.com/file/d/1bMavsMXimyLvR6jQr_qF_jjK3v1I3ATR/view?usp=sharing</a>
15.7	URL of Direct Access Plan	<a href="https://drive.google.com/file/d/1xPp1D4FmBX2sYA1wXC2Fvi3RbtLZGHwY/view?usp=sharing">https://drive.google.com/file/d/1xPp1D4FmBX2sYA1wXC2Fvi3RbtLZGHwY/view?usp=sharing</a>	<a href="https://drive.google.com/file/d/1xPp1D4FmBX2sYA1wXC2Fvi3RbtLZGHwY/view?usp=sharing">https://drive.google.com/file/d/1xPp1D4FmBX2sYA1wXC2Fvi3RbtLZGHwY/view?usp=sharing</a>

16. Assurance and Contact Information

CONTACT INFORMATION

16.1	Contact name (person completing report)	Brian M. Hildreth	<i>Brian M. Hildreth</i>
16.2	Contact telephone number (enter 10 digits only and hit the Tab key)	(607) 962-3141	<i>(607) 962-3141</i>
16.3	Contact e-mail address	communitylibrarypartner@stls.org	<i>communitylibrarypartner@stls.org</i>

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)	03/18/2025	<i>03/19/2024</i>
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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).		<i>11/01/2024</i>
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Suggested Improvements

Library System	Southern Tier Library System	<i>Southern Tier Library System</i>
Name of Person Completing Form	Brian Hildreth	<i>Brian Hildreth</i>
Phone Number and Extension (enter area code, telephone number and extension only):	(607) 962-3141	<i>6079623141</i>
Please share with us your suggestions for improving the <i>Annual Report</i> . When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank You!		<i>Response has been entered.</i>

**Public Relations Committee**

## Meeting Minutes

Tuesday, March 18, 2025 – 1:30 pm



Meeting Location: Southern Tier Library System, Painted Post, New York

Board Members in Attendance: Lynnette Decker, Kathy Green, Rachel Barbour, and David Haggstrom  
Staff Present: Brian Hildreth Meeting called to order at 1:30 pm

**State Aid Advocacy**

B. Hildreth informed committee members of library system activities to date for 2025 advocacy work. He noted the bus trip to Albany was successful, and STLS had 24 people attend. The groups met with all six of the library system's NYS representatives. Representatives seemed positive that they would be able to improve funding to libraries through their one house budgets. It appears the budget may not be on time this year, so libraries might need to wait until mid or late April to hear how funding was approved.

**Construction Aid Guidelines for 2025/2026**

Committee members reviewed the proposed guidelines and timelines for this year's program. The group agreed to meet on Tuesday, June 24 to hear proposals from libraries. B. Hildreth said it might be more challenging this year to fund libraries' projects if the legislature agrees to the Governor's proposal. The program would see a decrease of roughly \$250,000. One house budgets from the Assembly and Senate would prove more beneficial to grant recipients. The guidelines will be released to member libraries by mid-April even if the budget is not approved. STLS will update libraries of available funds as soon as numbers become concrete through the passage of the budget.

**Annual Meeting**

The committee talked about plans for the 2025 annual meeting. The meeting is scheduled to take place in Yates County in 2025. B. Hildreth said Penn Yan Public Library has committed to hosting, and their library director has been very helpful with the arrangements. STLS staff will work with members to plan the program for this year in the coming weeks. Members will be encouraged to share posters of their 2024/2025 accomplishments to showcase work across the library system.

The group also discussed term limits and who is scheduled to term off the board. It was noted B. Gorman is the only STLS trustee who will complete two full terms at the end of 2025. The system board will need to communicate with Chemung County Library District to find a new trustee for the vacant seat. No other trustees are due for re-election at the end of 2025.

**Awards and Scholarships**

The committee reviewed proposed awards and scholarships. B. Hildreth said there was no change in program guidelines for 2025. The group agreed the request for nominations and applications could be distributed to member libraries.

Meeting adjourned at 1:59 pm

Respectfully submitted: Brian M. Hildreth, STLS Executive Director



Foundation for Southern Tier Libraries

**BOARD OF DIRECTORS MEETING**

**March 13, 2025** | Southern Tier Library System

**MEETING MINUTES**

Present: Dale Wexell; President; Rusty Wigg, Vice President; Louise Richardson, Secretary; Gail Ebeltoft

Excused: Paul Webster, Treasurer; Brian Hildreth, STLS Executive Director

The meeting was called to order at 11:10 am. The agenda was approved as written.

**MINUTES**

Approval of the minutes of the February 13, 2025 meeting was deferred to the April meeting.

**TREASURER'S REPORT**

The Treasurer's Report for the period ending February 28, 2025 was accepted. We are ahead of where we were at this time last year and have received an additional \$600 in donations in March.

**MAIL SOLICITATION UPDATE**

Dale will send an update on the appeal.

**ELECTION OF OFFICERS**

Rusty was elected as president and Gail was elected as secretary, both starting April.

**BYLAWS REVISION**

Rusty will distribute the bylaws and related documents to everyone for discussion at the May meeting.

**FUNDRAISING | ANNUAL EVENT**

The fundraising goal should be at least \$22,000 for the event and appeal combined.

It was agreed that the reception/silent auction model is overdone in the area.

Louise suggested hosting a series of five Banned Book Trivia Nights – one in each county we serve, recruiting event sponsors and prize underwriters. We will need to:

- secure the venues
- secure sponsors
- develop a marketing plan
- develop the program and recruit trivia hosts
- consider our relationship with member libraries that are doing their own fundraising

The events can be publicized as a series.

If we pursue this idea, we will need to determine how to present the Library Lion Award. Louise will ask Brian if it could be added to the awards presentation at the STLS annual meeting.

**FOUNDATION FUTURE**

Louise reported that she has three people who might be interested in serving on the board. It was agreed that we may need to reconsider the meeting time, and that online attendance should be offered.

**NEXT MEETING**

April 10, 2025 at Southern Tier Library System

**ANNUAL MEETING AND GRANT AWARD CEREMONY**

April 24, 2025 at 5:00 pm at Southern Tier Library System

There being no further business, the meeting was adjourned.

Respectfully submitted,

Louise Richardson, Secretary

# Southern Tier Library System

Doc. #25-41

## Unpaid Bills

As of March 21, 2025

3/19/25

3/20/2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
<b>Armstrong Telecommunications</b>				
03/21/2025	Bill	0659904-01 3/25	03/21/2025	210.55 ✓
<b>Total for Armstrong Telecommunications</b>				<b>\$210.55</b>
<b>Baker &amp; Taylor</b>				
800-340-5370				
03/21/2025	Bill	2038893002	03/21/2025	18.12 ✓
03/21/2025	Bill	2038869144	03/21/2025	7.78 ✓
<b>Total for Baker &amp; Taylor</b>				<b>\$25.90</b>
<b>Blackstone Publishing</b>				
03/21/2025	Bill	2187844	03/21/2025	181.74 ✓
03/21/2025	Bill	2190498	03/21/2025	162.83 ✓
03/21/2025	Bill	2190539	03/21/2025	35.99 ✓
<b>Total for Blackstone Publishing</b>				<b>\$380.56</b>
<b>Bolivar Library</b>				
585-928-2015				
11/29/2024	Bill	2024 LLSA 100%	11/29/2024	1,493.00 ✓
<b>Total for Bolivar Library</b>				<b>\$1,493.00</b>
<b>Brown, Lorie</b>				
03/21/2025	Bill	Medicare B 3/25	03/21/2025	102.22 ✓
<b>Total for Brown, Lorie</b>				<b>\$102.22</b>
<b>Button, Vickie</b>				
03/21/2025	Bill	Medicare B 3/25	03/21/2025	102.22 ✓
<b>Total for Button, Vickie</b>				<b>\$102.22</b>
<b>Casella Waste Services</b>				
607-796-2000				
03/21/2025	Bill	2345757	03/21/2025	132.95 ✓
<b>Total for Casella Waste Services</b>				<b>\$132.95</b>
<b>Empire Natural Gas</b>				
607-656-7851				
03/21/2025	Bill	WSTLS-0298271	03/21/2025	239.78 ✓
<b>Total for Empire Natural Gas</b>				<b>\$239.78</b>
<b>Energy Cooperative of America</b>				
03/21/2025	Bill	1033436	03/21/2025	1,094.45 ✓
<b>Total for Energy Cooperative of America</b>				<b>\$1,094.45</b>
<b>English, Darleen</b>				
607-368-9157				
03/21/2025	Bill	Medicare B 3/25	03/21/2025	102.22 ✓
<b>Total for English, Darleen</b>				<b>\$102.22</b>
<b>Erle Insurance Company</b>				
800-458-0811				
03/21/2025	Bill	April 2025	03/21/2025	1,886.16 ✓
<b>Total for Erle Insurance Company</b>				<b>\$1,886.16</b>
<b>First Bankcard</b>				

# Southern Tier Library System

## Unpaid Bills

As of March 21, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
<b>1-800-819-4249</b>				
03/21/2025	Bill	4418229218409335325	03/21/2025	✓ 283.15 ✓
03/21/2025	Bill	4418229257566235325	03/21/2025	✓ 575.00 ✓
03/21/2025	Bill	4418229267194929325	03/21/2025	✓ 1,358.11 ✓
03/21/2025	Bill	4418229234327727325	03/21/2025	✓ 241.99 ✓
03/21/2025	Bill	4418226439326439325	03/21/2025	✓ 80.94 ✓
03/21/2025	Bill	4418226436631229325	03/21/2025	✓ 3.97 ✓
<b>Total for First Bankcard</b>				<b>\$2,543.16</b>
<b>FirstLight Fiber</b>				
03/21/2025	Bill	19431729	03/21/2025	✓ 900.00 ✓
<b>Total for FirstLight Fiber</b>				<b>\$900.00</b>
<b>Hallahan, Sheila</b>				
03/21/2025	Bill	Medicare B 3/25	03/21/2025	✓ 102.22 ✓
<b>Total for Hallahan, Sheila</b>				<b>\$102.22</b>
<b>Holden, Loretta</b>				
6077384910				
03/21/2025	Bill	Medicare B 3/25	03/21/2025	✓ 102.22 ✓
<b>Total for Holden, Loretta</b>				<b>\$102.22</b>
<b>Ingram Library Services</b>				
800-937-5300 opt 1				
03/21/2025	Bill	86950466	03/21/2025	✓ 20.36 ✓
03/21/2025	Bill	86950465	03/21/2025	✓ 139.98 ✓
<b>Total for Ingram Library Services</b>				<b>\$160.34</b>
<b>Litwiler-Sutherby, Kendyl</b>				
03/21/2025	Bill	Feb 2025 Mileage	03/21/2025	✓ 57.05 ✓
03/21/2025	Bill	Mar 2025 Mileage	03/21/2025	✓ 142.80 ✓
<b>Total for Litwiler-Sutherby, Kendyl</b>				<b>\$199.85</b>
<b>McPherson, Marcia</b>				
03/21/2025	Bill	Medicare B 3/25	03/21/2025	✓ 102.22 ✓
<b>Total for McPherson, Marcia</b>				<b>\$102.22</b>
<b>Multi Media Services</b>				
807-936-3186				
03/21/2025	Bill	93932	03/21/2025	✓ 123.36 ✓
03/21/2025	Bill	94085	03/21/2025	✓ 1,113.76 ✓
03/21/2025	Bill	93969	03/21/2025	✓ 111.11 ✓
03/21/2025	Bill	94060	03/21/2025	✓ 37.40 ✓
<b>Total for Multi Media Services</b>				<b>\$1,385.63</b>
<b>Nelson, Jane</b>				
352-751-4547 (h)				
03/21/2025	Bill	Medicare B 3/25	03/21/2025	✓ 102.22 ✓
<b>Total for Nelson, Jane</b>				<b>\$102.22</b>
<b>NYSHIP</b>				
03/21/2025	Bill	616	03/21/2025	✓ 13,388.93

# Southern Tier Library System

## Unpaid Bills

As of March 21, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
<b>Total for NYSHIP</b>				<b>\$13,388.93</b> ✓
<b>Overdrive</b>				
<b>218-573-6886</b>				
03/21/2025	Bill	H-0112633	03/21/2025	- 3,000.00 ✓
03/21/2025	Bill	01453CO25073802	03/21/2025	- 350.71 ✓
03/21/2025	Bill	01453CO25073793	03/21/2025	- 2,738.37 ✓
03/21/2025	Bill	01453CO25073766	03/21/2025	- 1,195.47 ✓
03/21/2025	Bill	01453CO25076231	03/21/2025	- 315.90 ✓
03/21/2025	Bill	01453CO25075848	03/21/2025	- 6,203.88 ✓
03/21/2025	Bill	01453CO25077342	03/21/2025	- 50.30 ✓
03/21/2025	Bill	01453CO25079759	03/21/2025	- 228.49 ✓
03/21/2025	Bill	DIGIP-00444	03/21/2025	- 299.00 ✓
03/21/2025	Bill	01453CO25081142	03/21/2025	- 382.70 ✓
03/21/2025	Bill	01453CO25081144	03/21/2025	- 470.88 ✓
<b>Total for Overdrive</b>				<b>\$15,235.71</b>
<b>Passage, Mary</b>				
03/21/2025	Bill	Medicare B 3/25	03/21/2025	- 102.22 ✓
<b>Total for Passage, Mary</b>				<b>\$102.22</b>
<b>Quiggle, Mary Kay</b>				
<b>607-542-0886</b>				
03/21/2025	Bill	Medicare B 3/25	03/21/2025	- 102.22 ✓
<b>Total for Quiggle, Mary Kay</b>				<b>\$102.22</b>
<b>Southern Tier Network</b>				
03/21/2025	Bill	6397	03/21/2025	- 1,000.00 ✓
03/21/2025	Bill	6398	03/21/2025	- 3,250.00 ✓
03/21/2025	Bill	3403	03/21/2025	- 3,845.00 ✓
03/21/2025	Bill	6408	03/21/2025	- 500.00 ✓
03/21/2025	Bill	6419	03/21/2025	- 250.00 ✓
03/21/2025	Bill	6423	03/21/2025	- 250.00 ✓
03/21/2025	Bill	6424	03/21/2025	- 500.00 ✓
<b>Total for Southern Tier Network</b>				<b>\$9,595.00</b>
<b>Spectrum</b>				
03/21/2025	Bill	240616301 030125	03/21/2025	- 425.00 ✓
03/21/2025	Bill	145513901 030125	03/21/2025	- 500.00 ✓
03/21/2025	Bill	145511001 030125	03/21/2025	- 500.00 ✓
03/21/2025	Bill	120225701 030125	03/21/2025	- 69.98 ✓
03/21/2025	Bill	145510901 030125	03/21/2025	- 500.00 ✓
03/21/2025	Bill	145202001 030125	03/21/2025	- 500.00 ✓
03/21/2025	Bill	225336201 030125	03/21/2025	- 500.00 ✓
03/21/2025	Bill	241109301 030125	03/21/2025	- 69.98 ✓
03/21/2025	Bill	224328601 030125	03/21/2025	- 500.00 ✓
03/21/2025	Bill	086223501 030125	03/21/2025	- 189.98 ✓
<b>Total for Spectrum</b>				<b>\$3,754.94</b>
<b>Springshare LLC</b>				

# Southern Tier Library System

## Unpaid Bills

As of March 21, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
800-451-3160				
03/21/2025	Bill	25-R1753	03/21/2025	2,845.00
Total for Springshare LLC				\$2,845.00
Verizon Wireless				
800-922-0204				
03/21/2025	Bill	6107358188	03/21/2025	177.28
Total for Verizon Wireless				\$177.28
Wigg, Ristina				
607-937-5040				
03/21/2025	Bill	Medicare B 3/25	03/21/2025	102.22
Total for Wigg, Ristina				\$102.22
TOTAL				\$56,671.39

# Deposit Summary

Doc. #25-42

03/24/2025

Summary of Deposits to Cash - Money Market on 03/24/2025

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
5702	Check	Fillmore	Dark Fiber	450.00
182	Check	Rushville	Dark Fiber balance & PT	33.17
32088	Check	Four County Library System	Adv Day Gratuity	125.00
80298	Check	Andover	Pass Thru	23.17
1280	Check	Arkport	Payroll Reimbursement	1724.02
5501	Check	Coming	Pass Thru	50.30
15129	Check	Penn Yan	Pass Thru	217.70
7337	Check	CCLD-Elmira	Cost Share 1st Qtr	36699.25
DEPOSIT SUBTOTAL				39322.61
LESS CASH BACK				
DEPOSIT TOTAL				39322.61

# Deposit Summary

JD  
3/13/2025

03/11/2025

Summary of Deposits to Cash - Money Market on 03/12/2025

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
1524	Check	Alfred	Pass Thru	100.45
7158	Check	Richburg	Dark Fiber	165.00
80067	Check	Canisteo	Dark Fiber	300.00
80068	Check	Canisteo	Pass Thru	23.17
1527	Check	Alfred	Pass Thru	23.17
5892	Check	Whitesville	Pass Thru-phone	39.37
9349	Check	Cleary, Jule	Health Ins	81.95
DEPOSIT SUBTOTAL				733.11
LESS CASH BACK				
DEPOSIT TOTAL				733.11



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**Office of the Executive Director by Brian Hildreth, Executive Director  
Division of Administration**

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

-  **Week of March 3:** Attended Monday Morning Meetup with STLS staff to begin the month of March. Traveled to Washington D.C. as part of New York State's coalition of library leaders to speak on federal funding issues, and the impacts of potential cuts to federal programs that benefit libraries and the Southern Tier. Met with representatives from Senator Schumer and Gillibrand's offices as well as staffers from Congress representing the offices of Nick Langworthy, Mike Lawler, Paul Tonko, and Pat Ryan. Participated in the Southern Tier Digital Equity Coalition meeting. And met with members of the Public Library System Director's Organization to plan the Malcolm Hill Lecture for the 2025 New York Library Association Conference.
-  **Week of March 10:** Participated in the Directors' Advisory Council's DEI Subcommittee meeting. Attended STLS' Sustainable Libraries Initiative team meeting. Met with the Finance & Facilities Committee of the STLS Board of Trustees. Consulted with the Library Director from Cuba Circulated Library. Attended the Allegany County Library Association Meeting at Scio Library to present on current system activities. Met with the Personnel & Policies Committee of the STLS Board of Trustees. Participated in the Public Library System Director's Organization Meeting. Visited the Watkins Glen Public Library to answer questions about finances, budgeting, and capital projects.
-  **Week of March 17:** Facilitated an online workshop titled, "Director Evaluations for Trustees and Directors" with 24 member trustees and directors in attendance. Attended meetings with New York State Library and other Public Library System Directors to discuss current issues in the field. Visited Allegany County Cross Roads Conference Center to learn about and discuss STLS' proposed 2025 Appalachian Regional Commission grant application.
-  **Week of March 23:** Consulted with the Library Director from Dormann Library. Attended the Directors' Advisory Council meeting and presented on 2026 – 2028 proposed ILS Cost Share Contributions and Digital Library Contributions. Also provided other pertinent updates relating to system matters. Consulted with the Board President of Southeast Steuben County Library. Attended a meeting with representatives from South Central Regional Library Council, Four County Library System, and Finger



Lakes Library System to discuss possible partnerships to facilitate out of system ILL for STLS member libraries. Consulted with the Library Director of Belfast Public Library.

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

During the month of March 2025, Erika Jenns continued working with the STLS Executive Director to learn more about administrative responsibilities. She met with the STLS Accounting Specialist and the Executive Director to review final 2024 transaction adjustments, and she completed review of accounts payable for one of the March cycles.

Erika met with Library Clerk to discuss cataloging and organization for the Accu-Cut dies. They discovered inconsistencies on catalog records for these items and developed a plan to work with the ILS Team to create more cohesive records to increase discoverability in the ILS. The Library Clerk is also working on an image-driven document that will demonstrate what each die looks like when used, along with dimensions for each die, and information on which machine is required. Erika also met with the Library Clerk and Outreach & Sustainability Consultant to discuss donation of items discarded from rotating collections.

The Spring Continuing Education event is scheduled for Friday, May 9th. Erika met with potential presenters, gathered speaker agreements and session information, developed and distributed a save-the-date flyer, and created a webpage for the event. She also met with the Member Services Consultant from the Finger Lakes Library System to plan a session on board meeting readers theater for the event. In addition to planning training sessions for Spring CE, she met with staff from Homeless Training by Ryan Dowd to learn more about access to a suite of Niche Academy tutorials.

Erika met with staff from OverDrive to discuss participating in the OverDrive Digipalooza conference as a presenter. Erika will attend the conference in August and present on the STARQuest program and its impact on library visits and usage. She also met with a company to learn more about custom web design options for the STLS website. She shared information with the Director of IT and made a decision about a new theme to apply to the sandbox site. Then, Erika met with the Engagement Consultant to discuss member library websites and opportunities to make them more secure by limiting plugins and themes installed.

Erika collaborated with her colleagues in the Division of Librarianship to clean out and organize the closet in the Seneca Conference Room. Items were identified for giveaways at the Summer Learning Open House. She also provided training to her division colleagues on setup for meeting room technology in the Seneca Conference Room, as well as portable devices used to facilitate hybrid meetings at member libraries.

Erika attended the following meetings in March:

- STLS DEI Committee System Services Subcommittee
- STLS Sustainability Committee

- Allegany County Directors Association
- Directors Advisory Council
- South Central Regional Library Council Plan of Service Survey Design Committee
- SCRLC Mission, Vision & Values Committee
- Public Library Association Digital Literacy Advisory Group
- Led the Training Team meeting
- Led Division of Librarianship meeting

Erika attended webinars on the following topics:

- Top Ten Risk Management Exercises For Governing Boards of Libraries & Cultural Institutions During the 2025 Federal Shift
- Survey creation best practices
- Conflict management
- STLS sponsored workshop on NOVELny resources
- Responding to ICE and other law enforcement agencies

**Coordinated Outreach  
by Keturah Cappadonia, Outreach & Sustainability Consultant  
Division of Librarianship**

In the month of March, Keturah visited the Belfast Public Library to meet with the director, the Howard Public Library to meet with the director, and the Hornell Public Library to meet with staff.

Keturah updated and published a new edition of the STLS Re-Entry guide, “A New Path: A Resource Guide for Re-Entry in Allegany, Chemung, Schuyler, Steuben, and Yates Counties.” Guides will be distributed to member libraries, county jails, and Elmira Correctional Facility.

Keturah updated the DEISJA LibGuide, Outreach Services LibGuide, and Sustainability LibGuide. Keturah assisted the DEI Committee with assembling their quarterly newsletter.

Keturah met with representatives from two companies offering carbon offset credit purchase programs.

Keturah attended the following virtual educational events: ALA Presidential Candidates Forum, Supporting Communities Impacted by Incarceration Through Library Services, Practicing Empathetic Listening with People Different from You, Responding to ICE at Your Library, ALA Town Hall, and Breaking Bad: Conversations about Climate Change.

Keturah attended the following meetings this month: Training Team meeting, Division of Librarianship meeting, Directors Advisory Council meeting, DAC Circulation Committee meeting, Outreach Coordinators meeting, Sustainable Libraries Meet-Up, Sustainability Team meeting, Allegany County Directors meeting, DEI Subcommittee meeting, and NYLA Council meeting

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

March 10th – 14th

Met with the Chemung County Library District Youth Supervisor to go over their presentation at the Teen Collaborative Workshop. The following day I co-hosted the workshop with 11 other library systems as the presenter time keeper. Met with a STLS ILS Specialist to hear about cataloging updates in regards to Library of Things. Attended the state-wide youth consultants meeting organized by the state library. Sent out week two of the Youth Artificial Intelligence Challenge and had communication with member libraries about participation. Visited the Belmont Literacy and Historical Library to welcome a new director and to go over my service areas that could support them. Also visited the Pulteney Free Library to hear about their Non-Fiction re-organization that took place after their move, and to gain some resources for a future library meeting. I began a six-week course provided by the state library on Supercharged Storytimes. This will meet weekly online and go over recommended practices for early literacy storytimes. Met with the Engagement Consultant to discuss graphics for the upcoming Make Your Mark: STLS Bookmark Making Contest.

March 17th – 21st

Finalized presenter agreements and communications with the sessions I am organizing as a part of our Spring CE event. Had meetings with the Outreach and Sustainability Consultant as well as the ILS Specialist and Library Clerk to discuss their presentation times and content at the upcoming Summer Learning Open House. Visited the Prattsburg Library to meet with the director to discuss a reorganization of their Non-Fiction section. Reflected on my visit with Pulteney and encouraged the directors connect to discuss their projects. Continued with the ongoing Youth AI challenge and Supercharged Storytimes course. Worked with the Assistant Director – Director of Librarianship on the STLS Information Literacy Libguide and drafted a page specifically for Artificial Intelligence information.

March 24th – 28th

Met with Teen Services Staff from the David A. Howe Public Library to chat about the Youth AI challenge, hear their experience and talk about ways communities could receive support around using and education on AI technology. Followed up by meeting with the Youth AI Challenge working group to finalize the planning for our follow up webinar and share the feedback we have gotten across the state. Met with directors from other NYS systems as well as representatives from the South Central Regional Library Council to discuss a possible solution to continue supporting Interlibrary Loan services across the membership. Worked on member documentation for the Make Your Mark: STLS Bookmark Making Contest and evaluated graphics provided by the Engagement Consultant. Continued planning and preparation for the STLS Summer Learning Open House. Visited the Greenwood Reading Center to go over weeding best practices and establish weeding guidelines based on their collection, budget and special needs. I helped the Director and Staff create a plan to go forward with weeding and will continue to check in on their efforts.

## Meetings Attended

- Training Team
- NYS Youth Consultants Meeting
- Division of Librarianship
- Directors Advisory Council
- NYS Youth Collaborative Workshops Group
- NYS Youth AI Challenge Working Group

## Continuing Education

- CSLP Summer Reading Champion Kickoff
- Another Survey?! Making Your Next Survey Count
- Teen Summer Learning Collaboration
- Supercharged Storytimes
- AI and Libraries: Literacy, Ethics, and Responsible Use" Online Mini-Conference
- STEM Information Professionals Mini Conference NYC: The Nature of Information
- Patrolling the Stacks?: Responding to Activity by Ice and Other Law Enforcement

### **Digital Librarianship and General Public Awareness by Kendyl Litwiller-Sutherby, Engagement Consultant Division of Librarianship**

Consultations: Kendyl met with staff at Rushford library to address problems they were having with social media as well as adding events to their library website. Kendyl met with the new director at Belmont library to introduce herself and talk about what resources she provides at STLS. Kendyl also met with the director at Middlesex library to touch base about the annual report and work on making updates and changes to the website.

Annual Reports: Kendyl worked with many libraries over the phone and via email to answer questions and make edits to annual reports. Kendyl also spent time coordinating with DLD to fill in information on annual reports for Middlesex and Rushville, since this is their first year filing the report there was more work to be done than usual to get their reports submitted.

Digital Resources: Kendyl spoke about the digital resources available from STLS at the Allegany County Directors Advisory Council meeting and presented on the updates to the selector's guidelines at the Directors Advisory Council meeting. Kendyl also placed the monthly orders for Overdrive.

Advocacy: Kendyl, with the help of other staff members at STLS, mailed 1829 advocacy day postcards to our representatives in Albany. Kendyl also stayed active on social media sharing/creating posts relating to executive orders impacting the IMLS.

Continuing Education:

· Novel NY training for Member Libraries: This session covered the resources available through NOVELny. This training was geared towards member libraries, but Kendyl found it extremely helpful and learned some new things that can be incorporated in to social media posts and into the Digital Updates newsletter.

· ALA Member Town Hall: Kendyl attended the ALA member town hall meeting to learn more about how ALA is advocating for the IMLS.

Marketing and Graphic Design: Kendyl worked on a graphic design project for the "Make Your Mark" bookmark competition. She designed flyers, the project template, stickers and other miscellaneous marketing materials. Kendyl also worked on flyers to promote our new digital resources, designed and sent the Quarter 2 events calendar, she worked on updating flyers and posters for Spring CE and started developing the STLS branded apparel order for staff.

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

During March, IT worked on 205 Help Desk requests for STLS staff and member libraries. Software upgrades were performed on the ILS Symphony Test server to prepare for another upgrade for WorkFlows happening this weekend. Weekly meetings with IT department staff were held each week.

Certified \$87,000 worth of E-rate BEAR forms getting STLS that reimbursement on Internet access over the last 6 months of 2024. Certified 16 Funding Year 2025-2026 E-rate 471 applications for Internet access and network equipment licensing. Continued work on the Cybersecurity Pilot Project to prepare to file 470s in May. Shared STLS VoIP phone system information with Alfred and Cohocton.

Individually these are some highlights of IT staff work:

**Pat Beeman -**

- Help Haleigh with her Clearly Anywhere phone app stuck in DnD mode.
- Resolved an issue with M365/Synology backup email notifications not being sent.
- Visited Montour Falls to remove a decommissioned MultiPoint server from their network.

**Tom Lawrence**

- Replaced batteries in the UPS for one of our virtual server infrastructure racks.
- Updated SSL certificates for the Help Desk.
- Created blank websites for Greenwood and Andover.

**Nick Allington -**

- Visited Montour Falls, Cohocton, Belfast, Friendship and Richburg for the E-rate network drop project.

- Ordered and programmed new barcode scanners for Penn Yan
- Visited Hammondsport to help with a new printer setup on library computers.

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

Here is our monthly ILS report for March of 2025, along with some highlights since our last report:

**E-rate**

- Whitesville successfully filed their BEAR (Billed Entity Applicant Reimbursement) for FY2023-2024
- Completed 7 Form 470s (Description of Services Requested and Certification Form) for the 2025-2026 funding year
- Completed 16 Form 471s (Description of Services Ordered and Certification Form) for the 2025-2026 funding year - including new Lit Fiber in Belmont; service provider updates and speed increases in Cuba and Wellsville; and speed increases in Fillmore, Bolivar, Richburg and STLS. Answered PIA (Program Integrity Assurance) questions as USAC reviewed 471s
- Received \$87,721.89 in BEAR payments (Billed Entity Applicant Reimbursement) for July through December of 2024

**ILS**

- Kylie and Casey visited Middlesex twice to work on barcoding their collection, I visited to train on Patron Registration
- We each prepared for and presented the February ILS Meeting
- DAC Circulation Committee and the Cataloging Advisory Committee met in March; LoT (Library of Things) Advisory Group met in January
- Worked on policy updates and documentation requests for the DAC Circulation Committee and DAC
- Completed the In-Transit Cleanup Project by marking 321 items still in transit as MISSING
- BCA training provided to staff at Elmira, Bath, Belmont, Pulteney and Friendship. Item Maintenance and New Director ILS Training provided to director of Belmont
- Prepared for Symphony Upgrade to 4.1.1 in early April
- Full team worked on an Update Existing LoT Items Project by calling each library, reviewing the items they currently have in the catalog with LoT item types, explaining the new LoT item types and helping them update their records and understand circulation policy options. This project will facilitate a more accurate and comprehensive LibGuide of LoT Items
- Turnaround time of 5 working days for unopened "normal" cataloging Help Desk requests - we are currently at our goal of a 1-week turnaround time

**General STLS**

- Provided ILS data for 2024 Annual Reports, worked with STLS staff on member library and STLS reports and reviewed completed member library reports for accuracy

	Workflows Access Fee: Includes 1 Workflow Station per Library	# of Additional Workflow Stations Per Library	Cost of Additional Workflow Stations Per Library (\$402 per Station)	2024 Library Circulation	2026 Cost Per Circulation Transaction based on 2024 Figures (\$.407 per Transaction)	Total 2026 Cost Share Based on Formula	Total 2025 Cost Share Invoice Based on Formula	Percent Change from 2025 - 2026	Dollar Change from 2025 - 2026	*Equitable Percentage Adjustment for 2025 - 2026	Total 2026 Cost Share Invoice	Percent Increase 2026 - 2027	Total 2027 Cost Share Invoice	Percent Increase 2027-2028	Total 2028 Cost Share Invoice
Fillmore	\$ 2,081	1	\$ 402	43103	\$ 17,543	\$ 20,026	\$ 7,933	152%	\$ 666	8%	\$ 8,600	4%	\$ 8,978	4%	\$ 9,364
Montour Falls	\$ 2,081	4	\$ 1,608	7386	\$ 3,006	\$ 6,695	\$ 3,281	104%	\$ 276	8%	\$ 3,556	4%	\$ 3,712.66	4%	\$ 3,872
Angelica	\$ 2,081	1	\$ 402	6452	\$ 2,626	\$ 5,109	\$ 3,097	65%	\$ 229	7%	\$ 3,326	4%	\$ 3,472	4%	\$ 3,621
Rushville	\$ 2,081	0	\$ -	3186	\$ 1,297	\$ 3,378	\$ 2,116	60%	\$ 157	7%	\$ 2,273	4%	\$ 2,373	4%	\$ 2,475
Watkins Glen	\$ 2,081	3	\$ 1,206	32116	\$ 13,071	\$ 16,358	\$ 10,717	53%	\$ 793	7%	\$ 11,511	4%	\$ 12,017	4%	\$ 12,534
Wayland	\$ 2,081	3	\$ 1,206	20896	\$ 8,505	\$ 11,792	\$ 7,860	50%	\$ 582	7%	\$ 8,442	4%	\$ 8,813	4%	\$ 9,192
Dundee	\$ 2,081	2	\$ 804	24289	\$ 9,886	\$ 12,771	\$ 8,735	46%	\$ 559	6%	\$ 9,294	4%	\$ 9,703	4%	\$ 10,120
Cuba	\$ 2,081	3	\$ 1,206	30712	\$ 12,500	\$ 15,787	\$ 11,099	42%	\$ 710	6%	\$ 11,810	4%	\$ 12,329	4%	\$ 12,860
Prattsburgh	\$ 2,081	1	\$ 402	6132	\$ 2,496	\$ 4,979	\$ 3,558	40%	\$ 228	6%	\$ 3,785	4%	\$ 3,952	4%	\$ 4,122
Canisteo	\$ 2,081	1	\$ 402	8240	\$ 3,354	\$ 5,837	\$ 4,248	37%	\$ 272	6%	\$ 4,520	4%	\$ 4,719	4%	\$ 4,922
Richburg	\$ 2,081	0	\$ -	10478	\$ 4,265	\$ 6,346	\$ 4,737	34%	\$ 303	6%	\$ 5,040	4%	\$ 5,262	4%	\$ 5,488
Addison	\$ 2,081	2	\$ 804	6005	\$ 2,444	\$ 5,329	\$ 4,013	33%	\$ 257	6%	\$ 4,270	4%	\$ 4,458	4%	\$ 4,650
Hornell	\$ 2,081	5	\$ 2,010	29748	\$ 12,107	\$ 16,198	\$ 12,625	28%	\$ 682	5%	\$ 13,307	4%	\$ 13,892	4%	\$ 14,490
Arkport	\$ 2,081	0	\$ -	1759	\$ 716	\$ 2,797	\$ 2,203	27%	\$ 119	5%	\$ 2,322	4%	\$ 2,425	4%	\$ 2,529
Alfred	\$ 2,081	1	\$ 402	10909	\$ 4,440	\$ 6,923	\$ 5,478	26%	\$ 296	5%	\$ 5,774	4%	\$ 6,028	4%	\$ 6,287
Belfast	\$ 2,081	2	\$ 804	8892	\$ 3,619	\$ 6,504	\$ 5,159	26%	\$ 279	5%	\$ 5,438	4%	\$ 5,677	4%	\$ 5,921
Scio	\$ 2,081	0	\$ -	3213	\$ 1,308	\$ 3,389	\$ 2,688	26%	\$ 145	5%	\$ 2,833	4%	\$ 2,958	4%	\$ 3,085
Bath	\$ 2,081	8	\$ 3,216	33191	\$ 13,509	\$ 18,806	\$ 14,935	26%	\$ 806	5%	\$ 15,742	4%	\$ 16,434	4%	\$ 17,141
Whitesville	\$ 2,081	0	\$ -	3832	\$ 1,560	\$ 3,641	\$ 2,975	22%	\$ 161	5%	\$ 3,136	4%	\$ 3,274	4%	\$ 3,414
Middlesex*	\$ 2,081	0	\$ -	1200	\$ 488	\$ 2,569	\$ 2,116	21%	\$ 114	5%	\$ 2,230	4%	\$ 2,329	4%	\$ 2,429
Jasper	\$ 2,081	0	\$ -	3389	\$ 1,379	\$ 3,460	\$ 2,854	21%	\$ 154	5%	\$ 3,009	4%	\$ 3,141	4%	\$ 3,276
Penn Yan	\$ 2,081	8	\$ 3,216	65415	\$ 26,624	\$ 31,921	\$ 26,724	19%	\$ 1,176	4%	\$ 27,900	4%	\$ 29,127	4%	\$ 30,380
Friendship	\$ 2,081	1	\$ 402	5446	\$ 2,217	\$ 4,700	\$ 3,987	18%	\$ 175	4%	\$ 4,162	4%	\$ 4,346	4%	\$ 4,532
Corning	\$ 2,081	17	\$ 6,834	132219	\$ 53,813	\$ 62,728	\$ 53,365	18%	\$ 2,348	4%	\$ 55,713	4%	\$ 58,165	4%	\$ 60,666
Pulteney	\$ 2,081	1	\$ 402	3782	\$ 1,539	\$ 4,022	\$ 3,472	16%	\$ 153	4%	\$ 3,625	4%	\$ 3,784	4%	\$ 3,947
Chemung Cty (6 libraries)	\$ 12,486	38	\$ 15,276	252260	\$ 102,670	\$ 130,432	\$ 112,968	15%	\$ 4,971	4%	\$ 117,938	4%	\$ 123,127	4%	\$ 128,422
Wellsville	\$ 2,081	10	\$ 4,020	44804	\$ 18,235	\$ 24,336	\$ 21,761	12%	\$ 957	4%	\$ 22,718	4%	\$ 23,718	4%	\$ 24,738
Odessa	\$ 2,081	2	\$ 804	4123	\$ 1,678	\$ 4,563	\$ 4,116	11%	\$ 181	4%	\$ 4,297	4%	\$ 4,486	4%	\$ 4,679
Andover	\$ 2,081	1	\$ 402	3416	\$ 1,390	\$ 3,873	\$ 3,518	10%	\$ 155	4%	\$ 3,673	4%	\$ 3,834	4%	\$ 3,999
Branchport	\$ 2,081	1	\$ 402	7118	\$ 2,897	\$ 5,380	\$ 5,129	5%	\$ 226	4%	\$ 5,355	4%	\$ 5,590	4%	\$ 5,831
Avoca	\$ 2,081	1	\$ 402	4515	\$ 1,838	\$ 4,321	\$ 4,180	3%	\$ 184	4%	\$ 4,363	4%	\$ 4,555	4%	\$ 4,751
Cohocton	\$ 2,081	1	\$ 402	8179	\$ 3,329	\$ 5,812	\$ 5,648	3%	\$ 249	4%	\$ 5,896	4%	\$ 6,156	4%	\$ 6,421
Little Genesee	\$ 2,081	0	\$ -	1656	\$ 674	\$ 2,755	\$ 2,701	2%	\$ 119	4%	\$ 2,819	4%	\$ 2,943	4%	\$ 3,070
Greenwood- RC-NA*	\$ 2,081	0	\$ -	145	\$ 59	\$ 2,140	\$ 2,116	1%	\$ 93	4%	\$ 2,209	4%	\$ 2,306	4%	\$ 2,406
Almond	\$ 2,081	1	\$ 402	4429	\$ 1,803	\$ 4,286	\$ 4,320	-1%	\$ 147	3%	\$ 4,467	4%	\$ 4,664	4%	\$ 4,864
Canaseraga	\$ 2,081	0	\$ -	1749	\$ 712	\$ 2,793	\$ 2,837	-2%	\$ 96	3%	\$ 2,934	4%	\$ 3,063	4%	\$ 3,194
Hammondsport	\$ 2,081	4	\$ 1,608	16784	\$ 6,831	\$ 10,520	\$ 10,773	-2%	\$ 366	3%	\$ 11,139	4%	\$ 11,629	4%	\$ 12,129
Hector- RC	\$ 2,081	1	\$ 402	1289	\$ 525	\$ 3,008	\$ 3,080	-2%	\$ 105	3%	\$ 3,185	4%	\$ 3,325	4%	\$ 3,468
Howard	\$ 2,081	0	\$ -	4017	\$ 1,635	\$ 3,716	\$ 3,913	-5%	\$ 133	3%	\$ 4,046	4%	\$ 4,224	4%	\$ 4,406
Atlanta	\$ 2,081	1	\$ 402	1706	\$ 694	\$ 3,177	\$ 3,495	-9%	\$ 119	3%	\$ 3,614	4%	\$ 3,773	4%	\$ 3,935
Rushford	\$ 2,081	1	\$ 402	3587	\$ 1,460	\$ 3,943	\$ 4,685	-16%	\$ 159	3%	\$ 4,845	4%	\$ 5,058	4%	\$ 5,275
Savona	\$ 2,081	0	\$ -	3413	\$ 1,389	\$ 3,470	\$ 4,311	-19%	\$ 147	3%	\$ 4,457	4%	\$ 4,653	4%	\$ 4,853
Bolivar	\$ 2,081	1	\$ 402	2387	\$ 972	\$ 3,455	\$ 4,465	-23%	\$ 152	3%	\$ 4,617	4%	\$ 4,820	4%	\$ 5,027
Belmont	\$ 2,081	1	\$ 402	2865	\$ 1,166	\$ 3,649	\$ 5,403	-32%	\$ 184	3%	\$ 5,587	4%	\$ 5,833	4%	\$ 6,084
TOTAL	\$ 101,971	128	\$ 51,456	870432	\$ 354,266	\$ 507,693	\$ 419,395	-30%	\$ 20,381	5%	\$ 439,776	4%	\$ 459,127	4%	\$ 478,869
						Annual Increase in Support for STLS to Maintain ILS for Member Libraries						\$ 20,381	\$ 19,350		\$ 19,742
						Annual Percentage Increase						5%	4%		4%

	2021 Digital Circulation (Overdrive)	2024 Digital Circulation (Overdrive)	Equitable Distribution Percentage Increase (2021 vs. 2024 Transactions)	Actual Digital Circulation Percentage Change 2021 - 2024	*2025 Digital Library Contribution Invoice	**2026 Digital Library Contribution Invoice	Increase Over 2025	***2027 Digital Library Contribution Invoice	Increase Over 2026	****2028 Digital Library Contribution Invoice	Increase Over 2027	
Middlesex	4	151	5%	3675%	\$ 80	\$ 84	\$ 4	\$ 86	\$ 2	\$ 87	\$ 2	Notes:
Rushville	5	119	5%	2280%	\$ 80	\$ 84	\$ 4	\$ 86	\$ 2	\$ 87	\$ 2	
Arkport	59	593	5%	905%	\$ 80	\$ 84	\$ 4	\$ 86	\$ 2	\$ 87	\$ 2	1. *Based on DAC approved (9/28/2022) fee per 2021 Digital Library Transaction, and 2% annual increases (2023 and 2024).
Atlanta	31	269	5%	768%	\$ 110	\$ 116	\$ 6	\$ 118	\$ 2	\$ 120	\$ 2	
Greenwood - RC	20	165	5%	725%	\$ 80	\$ 84	\$ 4	\$ 86	\$ 2	\$ 87	\$ 2	
Little Genesee	138	437	5%	217%	\$ 80	\$ 84	\$ 4	\$ 86	\$ 2	\$ 87	\$ 2	
Belmont	365	1,088	5%	198%	\$ 386	\$ 405	\$ 19	\$ 413	\$ 8	\$ 421	\$ 8	
Addison	1357	3,333	5%	146%	\$ 936	\$ 983	\$ 47	\$ 1,003	\$ 20	\$ 1,023	\$ 20	2. **TBD
Scio	383	824	5%	115%	\$ 296	\$ 311	\$ 15	\$ 317	\$ 6	\$ 324	\$ 6	
Jasper	565	1,158	5%	105%	\$ 808	\$ 848	\$ 40	\$ 865	\$ 17	\$ 883	\$ 17	
Canaseraga	396	796	5%	101%	\$ 106	\$ 111	\$ 5	\$ 114	\$ 2	\$ 116	\$ 2	
Angelica	1097	2,156	4%	97%	\$ 691	\$ 719	\$ 28	\$ 733	\$ 14	\$ 748	\$ 15	
Whitesville	914	1,707	4%	87%	\$ 825	\$ 858	\$ 33	\$ 875	\$ 17	\$ 893	\$ 18	3. *** TBD
Almond	517	947	4%	83%	\$ 723	\$ 752	\$ 29	\$ 767	\$ 15	\$ 782	\$ 15	
Montour Falls	1279	2,250	4%	76%	\$ 578	\$ 601	\$ 23	\$ 613	\$ 12	\$ 625	\$ 12	
Cohocton	566	972	4%	72%	\$ 254	\$ 264	\$ 10	\$ 270	\$ 5	\$ 275	\$ 5	
Alfred	2734	4,664	4%	71%	\$ 2,364	\$ 2,458	\$ 95	\$ 2,507	\$ 49	\$ 2,558	\$ 50	
Bolivar	903	1,492	4%	65%	\$ 966	\$ 1,004	\$ 39	\$ 1,024	\$ 20	\$ 1,045	\$ 20	5. STLS will pay \$12,000 annually to cover Overdrive platform fees as part of this spending plan, contribute \$5,000 annually to content from 2026 - 2028, and coordinate Overdrive contracts and purchasing in partnership with the STLS Digital Advisory Group and Selecting
Hector- RC	632	1,019	4%	61%	\$ 299	\$ 311	\$ 12	\$ 317	\$ 6	\$ 323	\$ 6	
Rushford	1022	1,625	4%	59%	\$ 687	\$ 715	\$ 27	\$ 729	\$ 14	\$ 743	\$ 15	
Corning	36868	55,147	3%	50%	\$ 32,595	\$ 33,573	\$ 978	\$ 34,245	\$ 671	\$ 34,929	\$ 685	
Penn Yan	13071	19,017	3%	45%	\$ 9,724	\$ 10,016	\$ 292	\$ 10,216	\$ 200	\$ 10,420	\$ 204	
Bath	6093	8,844	3%	45%	\$ 5,907	\$ 6,085	\$ 177	\$ 6,206	\$ 122	\$ 6,330	\$ 124	6. STLS will work with the Directors Advisory Council in 2028 to review the current Digital Library Contributions spending plan and develop a new plan for 2029 - 2031.
Andover	1379	1,998	3%	45%	\$ 681	\$ 701	\$ 20	\$ 716	\$ 14	\$ 730	\$ 14	
Hammondsport	4808	6,938	3%	44%	\$ 3,095	\$ 3,188	\$ 93	\$ 3,252	\$ 64	\$ 3,317	\$ 65	
Canisteo	955	1,366	3%	43%	\$ 811	\$ 836	\$ 24	\$ 853	\$ 17	\$ 870	\$ 17	
Belfast	1711	2,428	3%	42%	\$ 1,168	\$ 1,203	\$ 35	\$ 1,227	\$ 24	\$ 1,251	\$ 25	
Prattsburgh	486	679	3%	40%	\$ 183	\$ 189	\$ 6	\$ 193	\$ 4	\$ 196	\$ 4	
Cuba	5186	7,087	3%	37%	\$ 3,701	\$ 3,812	\$ 111	\$ 3,888	\$ 76	\$ 3,966	\$ 78	
Hornell	5268	7,197	3%	37%	\$ 4,434	\$ 4,567	\$ 133	\$ 4,658	\$ 91	\$ 4,751	\$ 93	
Wayland	3546	4,811	3%	36%	\$ 3,157	\$ 3,252	\$ 95	\$ 3,317	\$ 65	\$ 3,383	\$ 66	
Wellsville	10801	14,496	3%	34%	\$ 7,900	\$ 8,137	\$ 237	\$ 8,300	\$ 163	\$ 8,466	\$ 166	
Branchport	2743	3,672	3%	34%	\$ 2,627	\$ 2,706	\$ 79	\$ 2,760	\$ 54	\$ 2,815	\$ 55	
Watkins Glen	6083	8,116	3%	33%	\$ 4,225	\$ 4,352	\$ 127	\$ 4,439	\$ 87	\$ 4,528	\$ 89	
Chemung County (6 libraries)	52373	68870	3%	31%	\$ 33,828	\$ 34,843	\$ 1,015	\$ 35,539	\$ 697	\$ 36,250	\$ 711	
Pulteney	979	1,260	3%	29%	\$ 662	\$ 682	\$ 20	\$ 696	\$ 14	\$ 710	\$ 14	
Odessa	907	1,124	3%	24%	\$ 520	\$ 535	\$ 16	\$ 546	\$ 11	\$ 557	\$ 11	
Fillmore	5210	6,441	3%	24%	\$ 2,579	\$ 2,656	\$ 77	\$ 2,709	\$ 53	\$ 2,764	\$ 54	
Savona	1151	1,398	3%	21%	\$ 971	\$ 1,000	\$ 29	\$ 1,020	\$ 20	\$ 1,041	\$ 20	
Avoca	709	740	2%	4%	\$ 631	\$ 644	\$ 13	\$ 657	\$ 13	\$ 670	\$ 13	
Friendship	511	533	2%	4%	\$ 85	\$ 87	\$ 2	\$ 89	\$ 2	\$ 90	\$ 2	
Richburg	609	582	1%	-4%	\$ 1,269	\$ 1,282	\$ 13	\$ 1,307	\$ 26	\$ 1,333	\$ 26	
Dundee	3502	3,295	1%	-6%	\$ 3,635	\$ 3,671	\$ 36	\$ 3,745	\$ 73	\$ 3,820	\$ 75	
Howard	649	599	1%	-8%	\$ 270	\$ 273	\$ 3	\$ 278	\$ 5	\$ 284	\$ 6	
TOTAL	178585	252403		41%	\$ 135,087	\$ 139,164	\$ 4,077	\$ 141,947	\$ 2,783	\$ 144,786	\$ 2,839	