

Southern Tier Library System

Annual Report for Library Systems - 2022 (Public Library Systems 2022)

1. General System Information

System/Director Information

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

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

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

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

1.1	SEDCODE	571000700006
1.2	Institution ID	800000037953
1.3	System Name	Southern Tier Library System
1.4	Beginning Reporting Year	01/01/2022
1.5	Ending Reporting Year	12/31/2022
1.6	Street Address	9424 Scott Road
1.7	City	Painted Post
1.8	Zip Code	14870
1.9	Four-Digit Zip Code Extension (enter N/A if unknown)	9598
1.10	Mailing Address	9424 Scott Road
1.11	City	Painted Post
1.12	Zip Code	14870
1.13	Four-Digit Zip Code Extension (enter N/A if unknown)	9598
1.14	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(607) 962-3141
1.15	Fax Number (enter 10 digits only)	(607) 962-5356
1.16	System Home Page URL	www.stls.org

1.17	URL of the system's complete Plan of Service	https://drive.google.com/file/d/1e7GwxmugffTDsCym0AXVDhwO_qhY_qw/view
1.18	Population Chartered to Serve (2020 Census)	266,860
1.19	Area Chartered to Serve (square miles)	3,494
1.20	Federal Employer Identification Number	160836935
1.21	County	Steuben
1.22	County (Counties) Served	Allegany, Chemung, Schuyler, Steuben, Yates
1.23	School District	Corning - Painted Post School District
1.24	First Name of System Director	Brian
1.25	Last Name of System Director	Hildreth
1.26	NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System.	22533
1.31	Telephone Number of the System Director, including area code and extension (enter digits only, field will automatically format with extension)	(607) 962-3141 Ext.2207
1.32	E-Mail Address of the System Director	communitylibrarypartner@stls.org
1.33	Fax Number of the System Director (enter 10 digits only and hit the Tab key)	(607) 962-5356
1.34	Name of Outreach Coordinator	Keturah Cappadonia

Contracts/Unusual Circumstances

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

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

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

- | | | |
|------|---|-----|
| 1.50 | President/CEO Name. If there is no President/CEO please enter "N/A" | N/A |
| 1.51 | President/CEO Phone Number | N/A |
| 1.52 | President/CEO Email | N/A |

2. Personnel Information

- 2.1 FTE (Full-Time Equivalent Calculation)
The number of hours per work week used to compute FTE for all budgeted positions. 37.5

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

(enter to two decimal places; enter decimal point)

- 2.4 Public Library System
Director per CR 90.3(f) - Filled Position FTE 1
- 2.5 Public Library System
Director per CR 90.3(f) - Vacant Position FTE 0
- 2.10 Librarians - Filled Position(s) FTE 3
- 2.11 Librarians - Vacant Position(s) FTE 1
- 2.12 Outreach Coordinator
(certified) per CR 90.3 (1)(2) (iii) - Filled Position FTE 1
- 2.13 Outreach Coordinator
(certified) per CR 90.3 (1)(2) (iii) - Vacant Position FTE 0
- 2.14 **Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.10 + 2.12)** 5.00
- 2.15 **Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.11 + 2.13)** 1.00
- 2.16 Total Other Professional Staff - Filled Position(s) FTE 6
- 2.17 Total Other Professional Staff - Vacant Position(s) FTE 1.5
- 2.18 Total Other Staff - Filled Position(s) FTE 3.5
- 2.19 Total Other Staff - Vacant Position(s) FTE 0
- 2.20 **Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)** 14.50
- 2.21 **Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)** 2.50

SALARY INFORMATION

- 2.22 Entry-Level Librarian (certified) FTE 1

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

3. System Membership, Outlets and Governance

Service Outlets/Meetings/System Council

PUBLIC SERVICE OUTLETS

3.9	Number of member libraries. Do not include branches.	40
3.15	Main Library/System Headquarters	1
3.16	Indicate the year the system building was initially constructed	2000
3.17	Indicate the year the system building underwent a major renovation costing \$25,000 or more	2021
3.18	Square footage of the system building	11,536
3.19	Branches of the Library System	0
3.20	Bookmobiles	0
3.21	Reading Centers	4
3.22	Other Outlets	0
3.23	Total Public Service Outlets (total questions 3.15, 3.19 through 3.22)	5
3.24	Name of Central Library/Co- Central Libraries	Chemung County Library District

BOARD/COUNCIL MEETINGS

3.25	Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year	10
3.26	Current number of <u>voting</u> positions on system board/council. Please add a note if this has changed from the previous year report.	15

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is 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

SYSTEM BOARD/COUNCIL

Public Library Systems - enter information for the period January 1, 2023, through December 31, 2023.

President/Council Chair

3.29	Status	Filled
3.30	First Name	Kathy
3.31	Last Name	Green
3.32	Institutional Affiliation	Steuben County
3.33	Professional Title	President
3.34	Mailing Address	7 Avondale Avenue
3.35	City	Hornell
3.36	Zip Code (enter five digits only)	14843
3.37	Telephone for the Board President (enter 10 digits only and hit the Tab key)	(607) 382-4549
3.38	E-mail Address	kathypgreen@gmail.com
3.39	Term Begins - Month	January
3.40	Term Begins - Year (yyyy)	2022
3.41	Term Expires - Month or N/A	December
3.42	Term Expires - Year (YYYY) or N/A	2026
3.43	Is this trustee serving a full term? If No, add a State Note if this trustee's term is not a full term (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
3.44	The date the board president took the Oath of Office (mm/dd/yyyy)	01/18/2022

3.45 The date the Oath of Office
was filed with town or county clerk (mm/dd/yyyy) 01/21/2022

3.46 Is this a brand new trustee? N

Board/Council Member - complete one record for each Board/Council Member. For each vacant position, select "Vacant" in question 1, and enter N/A in questions 2-16 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](#). **Please Note: It is customized and contains all the data entered last year to be updated this year.** Complete this form and email it to collectconnect@baker-taylor.com. The number of Council members must be 5 to 11 (no less than five and no more than 11).

- | | | |
|-----|--|--------------------|
| 1. | Status | Filled |
| 2. | First Name | Lynnette |
| 3. | Last Name | Decker |
| 4. | Institutional Affiliation | Allegany County |
| 5. | Professional Title | Vice President |
| 6. | Mailing Address | 9314 County Road 7 |
| 7. | City | Cuba |
| 8. | Zip Code (enter five digits only) | 14727 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2022 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2026 |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 01/18/2022 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/21/2022 |
| 16. | Is this a brand new trustee? | N |

- | | | |
|----|---------------------------|----------------------|
| 1. | Status | Filled |
| 2. | First Name | Mathilde |
| 3. | Last Name | Barr |
| 4. | Institutional Affiliation | Chemung County |
| 5. | Professional Title | Treasurer |
| 6. | Mailing Address | 270 Fisher Hill Road |
| 7. | City | Corning |

8. Zip Code (enter five digits only) 14830
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2019
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2023
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/15/2019
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/18/2019
16. Is this a brand new trustee? N

1. Status Filled
2. First Name Louise
3. Last Name Richardson
4. Institutional Affiliation Steuben County
5. Professional Title Secretary
6. Mailing Address 36 Tall Meadow Road
7. City Painted Post
8. Zip Code (enter five digits only) 14870
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2020
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2024
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/21/2020
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/24/2020

- | | | |
|-----|------------------------------|---|
| 16. | Is this a brand new trustee? | N |
|-----|------------------------------|---|
-
- | | | |
|-----|--|--------------------|
| 1. | Status | Filled |
| 2. | First Name | Richard |
| 3. | Last Name | Ahola |
| 4. | Institutional Affiliation | Yates County |
| 5. | Professional Title | Trustee |
| 6. | Mailing Address | 4568 Lakeview Road |
| 7. | City | Dundee |
| 8. | Zip Code (enter five digits only) | 14837 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2022 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2026 |
| 13. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes |
| 14. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 01/18/2022 |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/21/2022 |
| 16. | Is this a brand new trustee? | N |
-
- | | | |
|-----|-----------------------------------|----------------------|
| 1. | Status | Filled |
| 2. | First Name | Betsy |
| 3. | Last Name | Gorman |
| 4. | Institutional Affiliation | Chemung County |
| 5. | Professional Title | Trustee |
| 6. | Mailing Address | 2445 State Route 352 |
| 7. | City | Elmira |
| 8. | Zip Code (enter five digits only) | 14903 |
| 9. | Term Begins - Month | January |
| 10. | Term Begins - Year (yyyy) | 2021 |
| 11. | Term Expires - Month or N/A | December |
| 12. | Term Expires - Year (YYYY) or N/A | 2025 |

13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/19/2021
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/22/2021
16. Is this a brand new trustee? N

1. Status Filled
2. First Name David
3. Last Name Haggstrom
4. Institutional Affiliation Allegany County
5. Professional Title Trustee
6. Mailing Address PO Box 8
7. City Angelica
8. Zip Code (enter five digits only) 14709
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2022
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2026

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

1. Status Vacant
2. First Name N/A
3. Last Name N/A
4. Institutional Affiliation Steuben County
5. Professional Title Trustee

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

1. Status Vacant
2. First Name N/A
3. Last Name N/A
4. Institutional Affiliation Allegany County
5. Professional Title Trustee
6. Mailing Address N/A
7. City N/A
8. Zip Code (enter five digits only) N/A
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2020
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2024
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). N/A
14. The date the trustee took the Oath of Office (mm/dd/yyyy) N/A

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) N/A
 16. Is this a brand new trustee?
-
1. Status Filled
 2. First Name Michael
 3. Last Name Steffens
 4. Institutional Affiliation Chemung County
 5. Professional Title Trustee
 6. Mailing Address 1162 Draper Avenue
 7. City Elmira
 8. Zip Code (enter five digits only) 14905
 9. Term Begins - Month January
 10. Term Begins - Year (yyyy) 2023
 11. Term Expires - Month or N/A December
 12. Term Expires - Year (YYYY) or N/A 2027
 13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). No
 14. The date the trustee took the Oath of Office (mm/dd/yyyy) 03/21/2023
 15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/24/2023
 16. Is this a brand new trustee? Y

1. Status Filled
2. First Name Felicity
3. Last Name Wright
4. Institutional Affiliation Schuyler County
5. Professional Title Trustee
6. Mailing Address 2742 Cottage Road
7. City Alpine
8. Zip Code (enter five digits only) 14805
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2019
11. Term Expires - Month or N/A December

12. Term Expires - Year (YYYY) or N/A 2023
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/15/2019
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/18/2019
16. Is this a brand new trustee? N

1. Status Filled
2. First Name Susan
3. Last Name McGill
4. Institutional Affiliation Yates County
5. Professional Title Trustee
6. Mailing Address 102 Walnut Street
7. City Penn Yan
8. Zip Code (enter five digits only) 14527
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2018
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2022
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). No
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/18/2022
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/21/2022
16. Is this a brand new trustee? N

1. Status Filled
2. First Name Barbara
3. Last Name Hubbell

4.	Institutional Affiliation	Schuyler County
5.	Professional Title	Trustee
6.	Mailing Address	300 Nasser Civic Center Plaza Suite 220
7.	City	Corning
8.	Zip Code (enter five digits only)	14830
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2020
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2024
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
14.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/21/2020
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/24/2020
16.	Is this a brand new trustee?	N

1.	Status	Filled
2.	First Name	Denise
3.	Last Name	King
4.	Institutional Affiliation	Chemung County
5.	Professional Title	Trustee
6.	Mailing Address	117 Larchmont Road
7.	City	Elmira
8.	Zip Code (enter five digits only)	14905
9.	Term Begins - Month	January
10.	Term Begins - Year (yyyy)	2020
11.	Term Expires - Month or N/A	December
12.	Term Expires - Year (YYYY) or N/A	2024
13.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes

14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/21/2020
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/24/2020
16. Is this a brand new trustee? N
-
1. Status Filled
2. First Name Richard
3. Last Name Urban
4. Institutional Affiliation Steuben County
5. Professional Title Trustee
6. Mailing Address 212 Walnut Street
7. City Corning
8. Zip Code (enter five digits only) 14830
9. Term Begins - Month January
10. Term Begins - Year (yyyy) 2020
11. Term Expires - Month or N/A December
12. Term Expires - Year (YYYY) or N/A 2024
13. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). No
14. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/17/2023
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/20/2023
16. Is this a brand new trustee? Y

Coordinated Outreach Council

COORDINATED OUTREACH COUNCIL

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

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

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

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

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

Borrowers/Visits/Circulation/Holdings

4.1	Number of registered system borrowers	422
4.2	System Visits	540

CIRCULATION

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

GENERAL SYSTEM HOLDINGS

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

4.22	Other Electronic Materials (Include items that are not included in the above categories, such as e-series; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	0
4.23	Total Electronic Materials (Total questions 4.18, 4.19, 4.20, 4.21 and 4.22)	29,745

Holdings Continued

Non-Electronic Materials

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

ROTATING COLLECTIONS/BOOK LOANS

4.29	Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No)	Y
4.30	Number of collections	146
4.31	Average number of items per collection	47

5. System Services

ILS

TECHNOLOGY AND RESOURCE SHARING INTEGRATED LIBRARY SYSTEM (ILS)

5.1	Does the system provide an integrated library automation system (ILS) for its member libraries? (Enter Y for Yes, N for No)	Y
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5.2 Indicate which modules of the system's ILS have been implemented (check all that apply):

a.	Circulation	Yes
b.	Public Access Catalog	Yes

c.	Cataloging	Yes
d.	Acquisitions	No
e.	Inventory	Yes
f.	Serials Control	Yes
g.	Media Booking	No
h.	Community Information	Yes
i.	Electronic Resource Management	Yes
j.	Digital Collections Management	Yes
5.3	Identify ILS system vendor	SirsiDynix
5.4	How many member libraries fully participate in the ILS?	40
5.5	% of member libraries participating (calculated field)	100.00%
5.6	How many member libraries participate in some ILS modules?	40
5.7 Indicate features of the system's ILS (check all that apply):		
a.	ILS shared with other library systems	No
b.	ILS software permits patron-initiated ILL	No
c.	ILL feature implemented and used	No
5.8	Number of titles in the ILS bibliographic database	701,876
5.9	Number of new titles added by the system in the reporting year	18,416
5.10	Number of Central Library Aid titles added in the reporting year	797
5.11	Number of new titles added by the members in the reporting year	328
5.12	Total new titles (total questions 5.9 through 5.11)	19,541

Catalog

UNION CATALOG OF RESOURCES

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

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

- | | | |
|----|--------------------------|-----|
| a. | Print | No |
| b. | Disc | No |
| c. | Online (virtual catalog) | Yes |
- 5.14 How many libraries participate in (or submit records for) the union catalog? 40
- 5.15 Is the system's union catalog shared with any other library system(s)? (Enter Y for Yes, N for No) N
- 5.16 Number of titles in the system's union catalog 701,876
- 5.17 Number of holdings in the system's union catalog 1,234,143
- 5.18 Number of new titles added in the last year 20,352
- 5.19 Number of holdings added in the last year 56,595
- 5.20 If the union catalog is online (virtual catalog) Indicate the features of the system's virtual catalog (check all that apply):
- | | | |
|----|---|----|
| a. | Non-member catalogs are included (if checked, please name non-member catalogs using the State note) | No |
| b. | Non-library catalogs are included (if checked, please name non-library catalogs using the State note) | No |
| c. | Patron-initiated ILL available and used through this catalog | No |

UNION LIST OF SERIALS

- 5.21 Does the system have a union list of serials? (Enter Y for Yes, N for No. If No, enter zero (0) on question 5.22.) Y
- 5.22 How many libraries participate in (or submit records for) the union list of serials? 40

COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS

- 5.23 Does the system's union catalog contain both books and serials? (Enter Y for Yes, N for No, or N/A) Y

Website/Interlibrary Loan/Delivery/Continuing Edu.

VISITS TO THE SYSTEM'S WEB SITE

5.24	Annual number of visits to the system's web site	35,513
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SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25	Total items provided (loaned)	0
5.26	Total items received (borrowed)	815
5.27	Total requests provided (loaned) unfilled	0
5.28	Total requests received (borrowed) unfilled	0
5.29	Total interlibrary loan activity (total questions 5.25 through 5.28)	815

DELIVERY

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

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

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

CONTINUING EDUCATION/STAFF DEVELOPMENT

Workshops/Meetings/Training Sessions

Resource sharing (ILL, collection development, etc.)

5.32	Number of sessions	18
5.33	Number of participants	26

Continuing Education Cont.

Technology

5.34	Number of sessions	96
5.35	Number of participants	159

Digitization

5.36	Number of sessions	12
5.37	Number of participants	30

Leadership

5.38	Number of sessions	40
5.39	Number of participants	90

Management & Supervisory

5.40	Number of sessions	55
5.41	Number of participants	95

Planning and Evaluation

5.42	Number of sessions	86
5.43	Number of participants	198

Awareness and Advocacy

5.44	Number of sessions	34
5.45	Number of participants	608

Trustee/Council Training

5.46	Number of sessions	37
5.47	Number of participants	218

Special Client Populations

5.48	Number of sessions	27
5.49	Number of participants	309

Children's Services/Birth to Kindergarten

5.50	Number of sessions	12
5.51	Number of participants	103

Children's Services/Elementary Grade Levels

5.52	Number of sessions	23
5.53	Number of participants	214

Young Adult Services/Middle and High School Grade Levels

5.54	Number of sessions	0
5.55	Number of participants	0

General Adult Services

5.56	Number of sessions	50
5.57	Number of participants	116

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

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

5.59	Grand Total Sessions (total questions 5.32, 5.34, 5.36, 5.38, 5.40, 5.42, 5.44, 5.46, 5.48, 5.50, 5.52, 5.54, 5.56 and total of question #2 of Repeating Group #5)	490
5.60	Grand Total Participants (total questions 5.33, 5.35, 5.37, 5.39, 5.41, 5.43, 5.45, 5.47, 5.49, 5.51, 5.53, 5.55, 5.57 and total of question #3 of Repeating Group #5)	2,166
5.61	Do library system staff and/or trustees reach outside of the library system building to promote system programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library System?	Y

Coordinated Services/Consulting/Reference

COORDINATED SERVICES

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

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

a.	Coordinated purchase of print materials	No
b.	Coordinated purchase of non-print materials	No
c.	Negotiated pricing for licensed electronic collection purchases (not purchasing)	Yes
d.	Cataloging	Yes
e.	Materials processing	No
f.	Coordinated purchase of office supplies	Yes
g.	Coordinated computer services/purchases	Yes
h.	Virtual reference	Yes
i.	Other (describe using the note)	No
j.	N/A	No

CONSULTING AND TECHNICAL ASSISTANCE SERVICES

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

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

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

REFERENCE SERVICES

5.76	Total Reference Transactions	27
------	------------------------------	----

SERVICES TO SPECIAL CLIENTS
(Direct and Contractual)

5.77 Indicate services the system provides to special clients (check all that apply):

- | | | |
|----|---|-----|
| a. | Services for patrons with disabilities | Yes |
| b. | Services for patrons who are educationally disadvantaged | Yes |
| c. | Services for patrons who are aged | Yes |
| d. | Services for patrons who are geographically isolated | Yes |
| e. | Services for patrons who are members of ethnic or minority groups in need of special library services | Yes |
| f. | Services to patrons who are in institutions | Yes |
| g. | Services for unemployed and underemployed individuals | Yes |
| i. | N/A | No |

5.78	Number of BOOKS BY MAIL loans	0
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5.79	Number of member libraries with Job/Education Information Centers or collections	3
------	--	---

5.80	Number of State Correctional Facilities libraries served	1
------	--	---

5.81	Number of County Jails libraries served	5
------	---	---

5.82	Number of institutions served other than jails or correctional facilities	18
------	---	----

5.83	Does the system provide other special client services not listed above? If yes, complete one record for each service provided. If no, enter N/A in questions 1 and 2 of one repeating group.	N
------	--	---

1.	Service provided	N/A
----	------------------	-----

2.	Number of facilities/institutions served	N/A
----	--	-----

5.84	Does the system charge fees for any program or service? Enter Y for Yes; N for No. If yes, briefly describe using the text box below; if no, enter N/A in Question 5.85.	Y
5.85	Description of fees	The library system works with member libraries to assesses equitable fees for administering system-wide Integrated Library System services on behalf of local libraries. The library system assesses equitable fees for administration of internet connections and ERate discounts. The library system assesses fees for coordinating the purchase, configuration, installation and maintenance of staff and public computing equipment.

6. Operating Funds Receipts

Local Public Funds

LOCAL PUBLIC FUNDS

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

STATE AID RECEIPTS - arranged in alphabetical order

6.6	Central Library Services Aid	\$168,696
6.8	Conservation/Preservation Grants	\$0
6.9	Construction for Public Libraries Aid	\$0
6.10	Coordinated Outreach Services Aid	\$91,335
6.11	Correctional Facilities Library Aid	\$26,850
6.12	County Jails Library Aid	\$4,061

6.18	Local Library Services Aid - Kept at System	\$0
6.19	Local Library Services Aid - Distributed to Members	\$115,619
6.20	Total LLSA (total questions 6.18 and 6.19)	\$115,619
6.21	Local Services Support Aid	\$96,035
6.22	Local Consolidated Systems Aid	\$0
6.26	Public Library System Basic Aid	\$876,495
6.27	Public Library System Supplementary Operational Aid	\$129,854

State Aid

6.36	Special Legislative Grants and Member Items	\$25,000
6.37	The New York Public Library - The Research Libraries	\$0
6.38	The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid	\$0
6.39	The New York Public Library, City University of New York	\$0
6.40	The New York Public Library, Schomburg Center for Research in Black Culture Library Aid	\$0
6.41	The New York Public Library, Science, Industry and Business Library	\$0
6.42	Does the system receive state funding from other sources? Enter Y for Yes, N for No. (Report Special Legislative Grants and Member Items on Q 6.36).	Y

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

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

6.43	Total Other State Aid (total question #2 of Repeating Group #9 above)	\$3,797
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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) \$1,537,742

FEDERAL AID

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

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

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 Appalachian Regional Commission

2. Amount \$150,000

1. Funding Source American Recovery Plan Act

2. Amount \$72,000

1. Funding Source United States Department of Agriculture - Rural Development

2. Amount \$92,000

Federal Aid/Contracts

6.47 **Total Other Federal Aid** (total
questions #2 of Repeating
Group #10 above) \$314,000

6.48 **Total Federal Aid** (total
questions 6.45 and 6.47) \$314,000

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

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

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

1. Contracting Agency SCRLC 2021

2. Contracted Service RBDB

3. Total Contract Amount \$800

1. Contracting Agency SCRLC 2022

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

6.50 **Total Contracts** (total question #3 of Repeating Group #11 above) \$716,068

MISCELLANEOUS RECEIPTS

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

Miscellaneous

Proceeds from Sale of Property

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

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

1.	Receipt category	E-Rate
2.	Amount	\$356,509
1.	Receipt category	Arkport Support
2.	Amount	\$17,874
1.	Receipt category	Reading Center Support
2.	Amount	\$17,267
1.	Receipt category	Retiree Health
2.	Amount	\$1,294
1.	Receipt category	General Reimbursement and Refund
2.	Amount	\$13,793

6.57 **Total Other Miscellaneous Receipts** (total question #2 of Repeating Group #12 above) \$406,737

6.58 **Total Miscellaneous Receipts** (total questions 6.51 through 6.55 and question 6.57) \$413,643

6.59 **TOTAL OPERATING FUND RECEIPTS - Total Local Public Funds, Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts** (total questions 6.4, 6.44, 6.48, 6.50, and 6.58) \$3,061,053

6.60 **BUDGET LOANS** \$0

Transfers/Grand Total

TRANSFERS

6.61	Transfers from Capital Fund (Same as question 9.6)	\$0
6.62	Transfers from Other Funds	\$52,499
6.63	Total Transfers (total questions 6.61 and 6.62)	\$52,499

6.64	CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2022. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2021.)	\$2,176,409
6.67	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER (Public Library Systems - total questions 6.59, 6.60, 6.63 and 6.64 - must agree with question 7.82)	\$5,289,961

7. Operating Fund Disbursements

Staff/Collection/Grants/Capital

STAFF EXPENDITURES

Salaries

7.1	System Director and Librarians	\$419,966
7.2	Other Staff	\$505,391
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	\$925,357
7.4	Employee Benefits Expenditures	\$370,275
7.5	Total Staff Expenditures (total questions 7.3 and 7.4)	\$1,295,632

COLLECTION EXPENDITURES

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

GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	\$115,619
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7.11	Central Library Services Aid (CLSA)	\$168,696
7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	\$31,375
7.16	Federal Aid	\$0
7.17	Other cash grants paid from system funds	\$212,939
7.18	Total Cash Grants (total questions 7.10 through 7.17)	\$528,629
7.19	Book/Library Materials Grants	\$0
7.20	Other Non-Cash Grants	\$0
7.21	Total Grants to Member Libraries (total questions 7.18 through 7.20)	\$528,629

CAPITAL EXPENDITURES FROM OPERATING FUNDS

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

Capital Cont./Operation and Maintenance/Misc.

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

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

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

7.31	From Local Public Funds (72PF)	\$0
7.32	From Other Funds (72OF)	\$1,026,721
7.33	Total Repairs to Buildings and Building Equipment (total questions 7.31 and 7.32)	\$1,026,721

7.34	Other Building & Maintenance Expenses	\$49,028
7.35	Total Operation and Maintenance of Buildings (total questions 7.33 and 7.34)	\$1,075,749

MISCELLANEOUS EXPENSES

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

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

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

1.	Expense category	Family Lit
2.	Amount	\$764

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

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

1.	Expense category	Adult Lit
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2.	Amount	\$4,525
1.	Expense category	ARPA
2.	Amount	\$11,662
1.	Expense category	Integrated L
2.	Amount	\$74,002
1.	Expense category	Pass Thru
2.	Amount	\$602,009

Miscellaneous Cont./Contracts/Debt Service

7.46	Total Other Miscellaneous Expenses (total question #2 of Repeating Group #13)	\$742,045
7.47	Total Miscellaneous Expenses (total questions 7.36 through 7.45 and 7.47)	\$1,189,101

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

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

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

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

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

Capital Purposes Loans (Principal and Interest)

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

Transfers

Other Loans

7.53	Other Loans	\$0
7.54	Total Debt Service (total questions 7.52 and 7.53)	\$0
7.55	TOTAL DISBURSEMENTS - Total Staff Expenditures, Total Collection Expenditures, Total Grants to Member Libraries, Total Capital Expenditures, Total Operation and Maintenance of Buildings, Total Miscellaneous Expenses, Total Contracts, and Total Debt Service (total questions 7.5, 7.9, 7.21, 7.27, 7.35, 7.47, 7.49, and 7.54)	\$4,327,044

TRANSFERS

Transfers to the Capital Fund

7.56	From Local Public Funds (76PF)	\$0
7.57	From Other Funds (76OF)	\$0
7.58	Total Transfers to Capital Fund (total questions 7.56 and 7.57; same as question 8.2)	\$0
7.59	Total Transfers to Other Funds	\$0
7.60	Total Transfers (total questions 7.58 and 7.59)	\$0
7.61	TOTAL DISBURSEMENTS AND TRANSFERS (total questions 7.55 and 7.60)	\$4,327,044

Cash Balance/Grand Total/Audit/Bank Balance

7.62	CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2022)	\$962,917
7.82	GRAND TOTAL DISBURSEMENTS, TRANSFERS, & ENDING BALANCE (total questions 7.61 and 7.62)	\$5,289,961

FISCAL AUDIT

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

7.83	Last audit performed (mm/dd/yyyy)	10/11/2022
7.84	Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy)	01/01/2021-12/31/2021
7.85	Indicate type of audit (select one from drop-down):	Private Accounting Firm

ACCOUNT INFORMATION

Complete one record for each financial account

1.	Name of bank or financial institution	Community Bank NA
2.	Amount of funds on deposit	\$962,917
7.86	Total Bank Balance (total question #2 of Repeating Group #15)	\$962,917
7.87	Does the system have a Capital Fund? Enter Y for Yes, N for No. If yes, please complete the Capital Fund Report. If no, stop here.	N

8. Capital Fund Receipts

State Aid and Grants for Capital Projects

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

STATE AID FOR CAPITAL PROJECTS

8.3 State Aid Received for Construction \$0

ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS

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

1. Contracting Agency N/A

2. Amount N/A

Totals/Cash Balance

8.5 **Total Aid and/or Grants** (total question #2 of Repeating Group #16 above) \$0

8.6 **TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and All Other Aid and/or Grants for Capital Projects** (total questions 8.1, 8.2, 8.3, and 8.5) \$0

8.7 **NONREVENUE RECEIPTS** \$0

8.8 **TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts** (total questions 8.6 and 8.7) \$0

8.9 **CASH BALANCE -** Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2022. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2021.) \$0

Grand Total

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

9. Capital Fund Disbursements

Project Expenditures/Cash Balance

PROJECT EXPENDITURES

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

Grand Total

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

12. Projected Annual Budget For Library Systems

Public Library Systems Budget for January 1, 2023 - December 31, 2023

PROJECTED OPERATING FUND - RECEIPTS

12.1	Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)	\$1,919,898
12.2	Budget Loans	\$0
12.3	Total Transfers	\$0
12.4	Cash Balance/Ending Balance in Operating Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, \$962,917 2023 must be the same as the December 31, 2022, closing balance reported on Q7.62 of the 2022 annual report)	
12.5	Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance (total questions 12.1 through 12.4)	\$2,882,815

PROJECTED OPERATING FUND - DISBURSEMENTS

12.6	Total Operating Fund Disbursements (include Staff Expenditures, Collection Expenditures, Grants to Member Libraries, Capital Expenditures from Operating Funds, Operation and Maintenance of Buildings, Miscellaneous Expenses, Contracts with Libraries and Library Systems in New York State and Debt Service)	\$1,984,653
12.7	Total Transfers	\$0
12.8	Cash Balance/Ending Balance in Operating Fund at the end of the fiscal year (For Public Library Systems, balance as of December 31, 2023)	\$898,162
12.9	Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8)	\$2,882,815

PROJECTED CAPITAL FUND - RECEIPTS

- 12.10 Capital Fund Receipts
(include Revenues from Local Sources, Transfer from Operating Fund, State Aid for Capital Projects and All Other Aid for Capital Projects) \$0
- 12.11 Nonrevenue Receipts \$0
- 12.12 Cash Balance in Capital Fund at the end of the previous fiscal year
(For Public Library Systems, opening balance on January 1, 2023, must be the same as the December 31, 2022, closing balance reported on Q9.9 of the 2022 annual report)
- 12.13 Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12) \$0

PROJECTED CAPITAL FUND - DISBURSEMENTS

- 12.14 Capital Fund Disbursements
(include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures) \$0
- 12.15 Cash Balance in Capital Fund at the end of the current fiscal year
(For Public Library Systems, December 31, 2023) \$0
- 12.16 Grand Total Capital Fund Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15) \$0

13. State Formula Aid Disbursements

Public Library Systems Basic Aid

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

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

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

13.1.1	Total Full-Time Equivalents (FTE)	11
13.1.2	Total Expenditure for Professional Salaries	\$420,313

13.1.3-13.1.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees.

13.1.3	Total Full-Time Equivalents (FTE)	6
13.1.4	Total Expenditure for Other Staff Salaries	\$205,391

13.1.5	Employees Benefits: Indicate the total expenditures for all system employee fringe benefits.	\$270,275
--------	---	-----------

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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	Consultant fees/professional fees
2.	Provider of Services	Mengel Metzger Barr
3.	Expenditure	\$10,739

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

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

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

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

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
2.	Expenditure	\$6,713

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

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

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

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

- | | | |
|----|----------------|---------------------|
| 1. | Type of Travel | System Staff Travel |
| 2. | Expenditure | \$14,963 |

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

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

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

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

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

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

13.1.15 **Grants to Member Libraries:** Did the system expend funds for grants to member libraries? Enter Y for Yes, N for no. 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 |
| 2. | Allocation |
| 3. | Project Description (no more than 300 words) |

- | | |
|----|--|
| 1. | Recipient |
| 2. | Allocation |
| 3. | Project Description (no more than 300 words) |

13.1.16	Total Expenditures - Grants for Member Libraries	\$4,742
13.1.17	Total Expenditure (total 13.1.2, 13.1.4, 13.1.5, 13.1.7, 13.1.9, 13.1.11, 13.1.13, 13.1.14, and 13.1.16)	\$1,212,496
13.1.18	Cash Balance at the Opening of the Fiscal Year NOTE: The opening balance must be the same as the closing balance of the previous year.	\$0
13.1.19	Total Allocation from 2022 - 2023 State Aid:	\$1,218,871
13.1.20	Total Available Before Expenditures (total 13.1.18 + 13.1.19)	\$1,218,871
13.1.21	Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17)	\$6,375
13.1.22	Final Narrative: Provide a brief narrative, no more than fifteen hundred (1500) words, describing the major activities carried out with these State Aid Funds.	STLS provided cost effective services to 48 libraries by means of information technology support (IT), professional development opportunities, delivery of library materials, subsidizing local collections both print and digital, administration of funding and grants, and overall consulting expertise in public library best practices.

Central Library Services Aid

CENTRAL LIBRARY SERVICES AID (CLSA)

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

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

13.2.1 Total Full-Time Equivalents (FTE)

- 13.2.2 Total Expenditure for Professional Salaries
- 13.2.3-13.2.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees (paid from CLSA funds).
- 13.2.3 Total Full-Time Equivalents (FTE)
- 13.2.4 Total Expenditures for Other Staff Salaries
- 13.2.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits (paid from CLSA funds).
- 13.2.6 **Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No. N

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

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

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

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

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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 |
| 2. | Expenditure | N/A |

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

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

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

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

13.2.11 **Total Expenditures - Travel** \$0

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

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

- | | | |
|----|--------------|-----|
| 1. | Type of item | N/A |
| 2. | Quantity | N/A |
| 3. | Unit cost | N/A |
| 4. | Expenditure | N/A |

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

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

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

- | | | |
|----|--|-------------------------|
| 1. | Recipient | Chemung Co Library Dist |
| 2. | Allocation | \$168,696 |
| 3. | Project Description (no more than 300 words) | |

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

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

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

13.2.18	Total Allocation from 2022 - 2023 State Aid:	\$168,696
13.2.19	Total Available Before Expenditures (total 13.2.17 + 13.2.18)	\$168,696
13.2.20	Cash Balance at the end of the Current Fiscal Year (total 13.2.18 + 13.2.17 - 13.2.16)	0.00
13.2.21	Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	Chemung County Library District purchased eBooks containing nonfiction content, online magazine subscriptions, and non-fiction print materials to be shared with all STLS member libraries. Chemung County Library District purchased eBooks containing nonfiction content, online magazine subscriptions, and non-fiction print materials to be shared with all STLS member libraries. Chemung County Library District provides support to STLS member libraries by offering online reference desk support to residents in the five-county area, and providing professional development learning opportunities to STLS member librarians and trustees.

Coordinated Outreach Library Services Aid

COORDINATED OUTREACH LIBRARY SERVICES AID

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

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

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

13.4.1 Total Full-Time Equivalents (FTE) .75

13.4.2 Total Expenditure for Professional Salaries \$32,574

13.4.3-13.4.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees.

13.4.3 Total Full-Time Equivalents (FTE) 0

13.4.4 Total Expenditure for Other Staff Salaries \$0

13.4.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$12,770

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

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

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

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

13.4.7 **Total Expenditure - Purchased Services** \$175

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

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

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

- | | | |
|----|----------------------|---------------------------------|
| 1. | Expenditure Category | Books and other print materials |
| 2. | Expenditure | \$38,150 |

13.4.9 **Total Expenditure - Supplies and Materials** 38,150

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

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

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

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

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

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

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

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

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

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

- | | | |
|----|------------------------|---------------------------------------|
| 1. | Recipient | Arkport Public Library |
| 2. | Allocation | \$1,000 |
| 3. | Description of Project | 2022 COSAC Outreach Mini-Grant Awards |

- | | | |
|----|------------------------|---------------------------------------|
| 1. | Recipient | Dormann Library |
| 2. | Allocation | \$800 |
| 3. | Description of Project | 2022 COSAC Outreach Mini-Grant Awards |

- | | | |
|----|------------------------|---------------------------------------|
| 1. | Recipient | Modeste Bedient Memorial Library |
| 2. | Allocation | \$250 |
| 3. | Description of Project | 2022 COSAC Outreach Mini-Grant Awards |

- | | | |
|----|------------------------|---------------------------------------|
| 1. | Recipient | Cuba Circulating Library |
| 2. | Allocation | \$920 |
| 3. | Description of Project | 2022 COSAC Outreach Mini-Grant Awards |

- | | | |
|----|------------------------|---------------------------------------|
| 1. | Recipient | Genesee Library |
| 2. | Allocation | \$300 |
| 3. | Description of Project | 2022 COSAC Outreach Mini-Grant Awards |

- | | | |
|----|------------------------|---------------------------------------|
| 1. | Recipient | Hornell Public Library |
| 2. | Allocation | \$500 |
| 3. | Description of Project | 2022 COSAC Outreach Mini-Grant Awards |

- | | | |
|----|------------------------|---------------------------------------|
| 1. | Recipient | Montour Falls Library |
| 2. | Allocation | \$600 |
| 3. | Description of Project | 2022 COSAC Outreach Mini-Grant Awards |

- | | | |
|----|------------|-------------------------|
| 1. | Recipient | Prattsburg Free Library |
| 2. | Allocation | \$500 |

3.	Description of Project	2022 COSAC Outreach Mini-Grant Awards
1.	Recipient	Scio Memorial Library
2.	Allocation	\$1,000
3.	Description of Project	2022 COSAC Outreach Mini-Grant Awards
1.	Recipient	Wayland Free Library
2.	Allocation	\$505
3.	Description of Project	2022 COSAC Outreach Mini-Grant Awards
13.4.15	Total Expenditure - Grants to Member Libraries	\$6,375
13.4.16	Total Expenditure (total 13.4.2, 13.4.4, 13.4.5, 13.4.7, 13.4.9, 13.4.11, 13.4.13, and 13.4.15)	\$90,044
13.4.17	Cash Balance at the Opening of the Fiscal Year NOTE: The opening balance must be the same as the closing balance of the previous year.	\$0
13.4.18	Total Allocation from 2022 - 2023 State Aid:	\$90,044
13.4.19	Total Available Before Expenditures (total 13.4.17 + 13.4.18)	\$90,044
13.4.20	Cash Balance at the End of the Current Fiscal Year (total 13.4.18 + 13.4.17 - 13.4.16)	\$0
13.4.21	Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	STLS developed outreach literacy kits for community members of special client population groups, provided rotating collections (large print and audio book) to member libraries, and provided outreach mini grants to member libraries.

Services to County Jails Aid

SERVICE TO COUNTY JAILS (INTERINSTITUTIONAL) AID

Statutory Reference: Education Law § 285(2)

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

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

13.5.1 Total Full-Time Equivalents
(FTE)

13.5.2 Total Expenditure for
Professional Salaries

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

13.5.3 Total Full-Time Equivalents
(FTE)

13.5.4 Total Expenditures for Other
Staff Salaries

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

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

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 |
| 2. | Provider of Services | N/A |
| 3. | Expenditure | N/A |

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

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

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

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

- | | | |
|----|----------------------|---------------------------------|
| 1. | Expenditure Category | Books and other print materials |
| 2. | Expenditure | \$4,061 |

- 13.5.9 **Total Expenditure - Supplies and Materials** \$4,061
- 13.5.10 **Total Expenditure (total 13.5.2 + 13.5.4 + 13.5.5 + 13.5.7 + 13.5.9)** 4,061.00
- 13.5.11 **Cash Balance at the Opening of the Fiscal Year:**
NOTE: The opening balance must be the same as the closing balance from the previous year. \$0
- 13.5.12 **Total Allocation from 2022 - 2023 State Aid** \$4,061
- 13.5.13 **Total Available Before Expenditures (total 13.5.11 + 13.5.12)** \$4,061
- 13.5.14 **Cash Balance at the End of the Current Fiscal Year (total 13.5.12 + 13.5.11 - 13.5.10)** \$0
- 13.5.15 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. STLS worked with the main library within each of its five counties to provide reading materials to each county jail residents.

State Correctional Aid

THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL FACILITIES ONLY

STATE CORRECTIONAL FACILITIES AID

Statutory Education Law § 285 (1)

Reference: Commissioners Regulations 90.14

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

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

13.6.1 **Total Full-Time Equivalents (FTE)** .25

13.6.2 **Total Expenditure for Professional Salaries** \$7,051

13.6.3-13.6.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees.

- 13.6.3 Total Full-Time Equivalents (FTE)
- 13.6.4 Total Expenditure for Other Staff Salaries
- 13.6.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$3,281
- 13.6.6 **Purchased Services:** Does the system expend funds for purchased services? Enter Y for Yes, N for No. N

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

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

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

13.6.7 **Total Expenditure - Purchased Services** 0

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

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

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

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

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

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

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

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

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

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

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

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

13.6.13 **Total Expenditure - Equipment and Furnishings** 0.00

13.6.14 **Total Expenditure (total 13.6.2, 13.6.4, 13.6.5, 13.6.7, 13.6.9, 13.6.11, and 13.6.13)** \$23,675

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

13.6.16 **Total Allocation from 2022 - 2023 State Aid:** \$26,850

13.6.17 **Total Available Before Expenditures (total 13.6.15 + 13.6.16)** \$26,850

13.6.18 **Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 - 13.6.14)** \$3,175

13.6.19 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds
STLS provided reading materials to Elmira Correctional Facility in its five county area, provided access to the library system's online collection of member library materials and offered continuing education learning opportunities to the correctional facility librarian.

14. Summary of Library System Accomplishments

System Accomplishments

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

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

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

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

14.11	Element 11: Central Library - Results	STLS worked with its Central Library (Chemung County Library District) to carry out goals and objectives of the 2022 - 2026 Central Library Plan. This includes: purchase of non-fiction eBook and print material content that is shared with all 48 libraries. We also advertised the Virtual Reference Desk services to member libraries to assist community members with online inquiries. CCLD also provided financial support for STLS' Gather & Grow online 2-day conference that fostered awareness of Diversity, Equity and Inclusion in public libraries.
14.12	Element 12: Direct Access - Results	All 40 chartered libraries of the library system adhered to STLS Direct Access Plan 2017 - 2021.
14.13	Element 13: Other Goal(s) - Results	N/A

15. Current system URL's

15.1	System Home Page URL	www.stls.org
15.2	URL of Current List of Members	https://www.stls.org/find-your-library/
15.3	URL of Current Governing Bylaws	https://www.stls.org/wp-content/uploads/2014/12/Bylaws-10.6.2015.pdf
15.4	URL of Evaluation Form	https://drive.google.com/file/d/1r9M4213rfUIQy_STbuJNvhWBUQ1RUpbB/view?usp=sharing
15.5	URL of Evaluation Results	https://drive.google.com/file/d/1p-Cpird10BorvG53f2aOsdQCdEoFPKMf/view?usp=sharing
15.6	URL of Central Library Plan	https://drive.google.com/file/d/1bMavsMXimyLvR6jQr_qF_jjK3v1I3ATR/view
15.7	URL of Direct Access Plan	https://drive.google.com/file/d/1xPp1D4FmBX2sYA1wXC2Fvi3Rbt1ZGHwY/view

16. Assurance and Contact Information

CONTACT INFORMATION

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

ASSURANCE

16.4	The Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this "Annual Report" was reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy)	03/21/2023
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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 08/11/2023
State Library on (date -
mm/dd/yyyy).

Suggested Improvements

Library System	Southern Tier Library System
Name of Person Completing Form	Brian Hildreth
Phone Number and Extension (enter area code, telephone number and extension only):	6079623141

Please share with us your
suggestions for improving the
Annual Report. When
providing feedback, if
applicable please indicate the
question number each
comment/suggestion refers to.
Thank You!