

Southern Tier Library System

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

1. General System Information

System / Director Information

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed 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	01/01/2023
1.5	Ending Reporting Year	12/31/2023
1.6	Street Address	9424 Scott Road
1.7	City	Painted Post
1.8	Zip Code	14870
1.9	Four-Digit Zip Code Extension (enter N/A if unknown)	9598
1.10	Mailing Address	9424 Scott Road
1.11	City	Painted Post
1.12	Zip Code	14870
1.13	Four-Digit Zip Code Extension (enter N/A if unknown)	9598

- 1.14 Library System Telephone (607) 962-3141
Number (enter 10 digits only and hit the
Tab key)
- 1.15 Fax Number (enter 10 digits (607) 962-5356
only)
- 1.16 System Home Page URL www.stls.org
- 1.17 URL of the https://drive.google.com/file/d/1e7GwxmugffTDsCym0AXVDhwO_qhY_q-
system's complete Plan w/view
of Service
- 1.18 Population Chartered to Serve 266,860
(2020 Census)
- 1.19 Area Chartered to Serve (square 3,494
miles)
- 1.20 Federal Employer Identification 160836935
Number
- 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 22533
Certification Number of the Director of
Public Library System, and Reference
and Research Library Resources
System.
- 1.31 Telephone Number of the (607) 962-3141 Ext.2207
System Director, including area code
and extension (enter digits only, field
will automatically format with
extension)
- 1.32 E-Mail Address of the System communitylibrarypartner@stls.org
Director
- 1.33 Fax Number of the System (607) 962-5356
Director (enter 10 digits only and hit the
Tab key)
- 1.34 Name of Outreach Coordinator Keturah Cappadonia

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) 37.5
The number of hours per work week used to compute FTE for all budgeted positions.

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS
(enter to two decimal places; enter decimal point)

2.4 Public Library System Director 1
per CR 90.3(f) - Filled Position FTE

2.5 Public Library System Director 0
per CR 90.3(f) - Vacant Position FTE

2.10 Certified Librarians - Filled 4
Position(s) FTE

2.11 Certified Librarians - Vacant 0
Position(s) FTE

2.12 Outreach Coordinator (certified) 1
per CR 90.3 (1)(2)(iii) - Filled Position FTE

2.13 Outreach Coordinator (certified) 0
per CR 90.3 (1)(2)(iii) - Vacant Position FTE

2.14 **Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.10 + 2.12)** 6.00

2.15 **Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.11 + 2.13)** 0.00

2.16 Total Other Professional Staff - Filled Position(s) FTE 7.5

2.17 Total Other Professional Staff - Vacant Position(s) FTE 0

2.18 Total Other Staff - Filled Position(s) FTE 4.5

2.19 Total Other Staff - Vacant Position(s) FTE 0

2.20 **Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)** 18.00

2.21	Total Paid Staff - Vacant	0.00
Position(s) FTE (total questions 2.15 + 2.17 + 2.19)		

SALARY INFORMATION

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

Service Outlets / Meetings / System Council

PUBLIC SERVICE OUTLETS

3.9	Number of member libraries. Do not include branches.	42
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3.15	Main Library/System Headquarters	1
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3.16	Indicate the year the system building was initially constructed	2000
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3.17	Indicate the year the system building underwent a major renovation costing \$25,000 or more	2021
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3.18	Square footage of the system building	11,536
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3.19	Branches of the Library System	0
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3.20	Bookmobiles	0
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3.21	Reading Centers	2
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3.22	Other Outlets	0
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3.23	Total Public Service Outlets (total questions 3.15, 3.19 through 3.22)	3
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3.24	Name of Central Library/Co-Central Libraries	Chemung County Library District
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BOARD/COUNCIL MEETINGS

3.25 Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year 10

3.26 Current number of voting positions on system board/council. Please add a note if this has changed from the previous year report. 15

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 E 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.

Board/Council Member - complete one record for each Board/Council Member. For each vacant position, select "Vacant" in question 1, and enter N/A in questions 2-17 of the repeating group. You may 1) enter the data for the Board/Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). **Note that the trustee and coordinated outreach council positions have been pre-filled with last year's information. Please make sure that information is updated as needed. The spreadsheet option is still available if that is easier to update. If you use the spreadsheet option the president will need to be added as it was in a separate group in the previous year reports.** 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	Kathy
3.	Last Name	Green
4.	Institutional Affiliation	Steuben County
5.	Professional Title	President
6.	Mailing Address	7 Avondale Avenue
7.	City	Hornell
8.	Zip Code (enter five digits only)	14843
9.	Office Held or Trustee	President

- | | | |
|-----|--|--------------------|
| 10. | Term Begins - Month | January |
| 11. | Term Begins - Year (yyyy) | 2022 |
| 12. | Term Expires - Month or N/A | December |
| 13. | Term Expires - Year (YYYY) or N/A | 2026 |
| 14. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes |
| 15. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 01/18/2022 |
| 16. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/21/2022 |
| 17. | Is this a brand new trustee? | N |
| 1. | Status | Filled |
| 2. | First Name | Lynnette |
| 3. | Last Name | Decker |
| 4. | Institutional Affiliation | Allegany County |
| 5. | Professional Title | Vice President |
| 6. | Mailing Address | 9314 County Road 7 |
| 7. | City | Cuba |
| 8. | Zip Code (enter five digits only) | 14727 |
| 9. | Office Held or Trustee | Trustee |
| 10. | Term Begins - Month | January |
| 11. | Term Begins - Year (yyyy) | 2022 |
| 12. | Term Expires - Month or N/A | December |
| 13. | Term Expires - Year (YYYY) or N/A | 2026 |
| 14. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes |

15. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/18/2022

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

17. Is this a brand new trustee? N

1. Status Filled

2. First Name Mathilde

3. Last Name Barr

4. Institutional Affiliation Chemung County

5. Professional Title Treasurer

6. Mailing Address 270 Fisher Hill Road

7. City Corning

8. Zip Code (enter five digits only) 14830

9. Office Held or Trustee Trustee

10. Term Begins - Month January

11. Term Begins - Year (yyyy) 2024

12. Term Expires - Month or N/A December

13. Term Expires - Year (YYYY) or N/A 2028

14. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes

15. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/16/2024

16. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/19/2024

17. Is this a brand new trustee? N

1. Status Filled

2. First Name Louise

3. Last Name Richardson

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

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

17.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name	Richard
3.	Last Name	Ahola
4.	Institutional Affiliation	Yates County
5.	Professional Title	Trustee
6.	Mailing Address	4568 Lakeview Road
7.	City	Dundee
8.	Zip Code (enter five digits only)	14837
9.	Office Held or Trustee	Trustee
10.	Term Begins - Month	January
11.	Term Begins - Year (yyyy)	2022

- | | | |
|-----|--|----------------------|
| 12. | Term Expires - Month or N/A | December |
| 13. | Term Expires - Year (YYYY) or N/A | 2026 |
| 14. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes |
| 15. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 01/18/2022 |
| 16. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/21/2022 |
| 17. | Is this a brand new trustee? | N |
| 1. | Status | Filled |
| 2. | First Name | Betsy |
| 3. | Last Name | Gorman |
| 4. | Institutional Affiliation | Chemung County |
| 5. | Professional Title | Trustee |
| 6. | Mailing Address | 2445 State Route 352 |
| 7. | City | Elmira |
| 8. | Zip Code (enter five digits only) | 14903 |
| 9. | Office Held or Trustee | Trustee |
| 10. | Term Begins - Month | January |
| 11. | Term Begins - Year (yyyy) | 2021 |
| 12. | Term Expires - Month or N/A | December |
| 13. | Term Expires - Year (YYYY) or N/A | 2025 |
| 14. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes |
| 15. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 01/19/2021 |

16. The date the Oath of Office was 01/22/2021
filed with town or county clerk
(mm/dd/yyyy)

17. Is this a brand new trustee? N

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

14. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes

15. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/18/2022

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

17. Is this a brand new trustee? N

1. Status Filled
2. First Name Mary-Claire
3. Last Name Krebs
4. Institutional Affiliation Steuben County
5. Professional Title Trustee

- | | | |
|-----|--|----------------------|
| 6. | Mailing Address | 13279 Bluffers Drive |
| 7. | City | Hammondsport |
| 8. | Zip Code (enter five digits only) | 14840 |
| 9. | Office Held or Trustee | Trustee |
| 10. | Term Begins - Month | January |
| 11. | Term Begins - Year (yyyy) | 2023 |
| 12. | Term Expires - Month or N/A | December |
| 13. | Term Expires - Year (YYYY) or N/A | 2027 |
| 14. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | No |
| 15. | The date the trustee took the Oath of Office (mm/dd/yyyy) | 01/16/2024 |
| 16. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | 01/19/2024 |
| 17. | Is this a brand new trustee? | Y |
-
- | | | |
|-----|-----------------------------------|-----------------|
| 1. | Status | Vacant |
| 2. | First Name | N/A |
| 3. | Last Name | N/A |
| 4. | Institutional Affiliation | Allegany County |
| 5. | Professional Title | Trustee |
| 6. | Mailing Address | N/A |
| 7. | City | N/A |
| 8. | Zip Code (enter five digits only) | N/A |
| 9. | Office Held or Trustee | N/A |
| 10. | Term Begins - Month | January |
| 11. | Term Begins - Year (yyyy) | 2020 |
| 12. | Term Expires - Month or N/A | December |

13. Term Expires - Year (YYYY) or 2024
N/A

14. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). N/A

15. The date the trustee took the Oath of Office (mm/dd/yyyy) N/A

16. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) N/A

17. Is this a brand new trustee?

1.	Status	Filled
2.	First Name	Michael
3.	Last Name	Steffens
4.	Institutional Affiliation	Chemung County
5.	Professional Title	Trustee
6.	Mailing Address	1162 Draper Avenue
7.	City	Elmira
8.	Zip Code (enter five digits only)	14905
9.	Office Held or Trustee	Trustee
10.	Term Begins - Month	January
11.	Term Begins - Year (yyyy)	2023
12.	Term Expires - Month or N/A	December

13. Term Expires - Year (YYYY) or 2027
N/A

14. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). No

15. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/16/2024

16. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/19/2024

- | | | |
|-----|------------------------------|---|
| 17. | Is this a brand new trustee? | Y |
|-----|------------------------------|---|
-
- | | | |
|-----|-----------------------------------|-----------------|
| 1. | Status | Vacant |
| 2. | First Name | N/A |
| 3. | Last Name | N/A |
| 4. | Institutional Affiliation | Schuyler County |
| 5. | Professional Title | Trustee |
| 6. | Mailing Address | N/A |
| 7. | City | N/A |
| 8. | Zip Code (enter five digits only) | N/A |
| 9. | Office Held or Trustee | Trustee |
| 10. | Term Begins - Month | January |
| 11. | Term Begins - Year (yyyy) | 2024 |
| 12. | Term Expires - Month or N/A | December |
| 13. | Term Expires - Year (YYYY) or N/A | 2028 |
-
- | | | |
|-----|--|-----|
| 14. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | N/A |
|-----|--|-----|
-
- | | | |
|-----|---|-----|
| 15. | The date the trustee took the Oath of Office (mm/dd/yyyy) | N/A |
|-----|---|-----|
-
- | | | |
|-----|--|-----|
| 16. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) | N/A |
|-----|--|-----|
-
- | | | |
|-----|------------------------------|--|
| 17. | Is this a brand new trustee? | |
|-----|------------------------------|--|
-
- | | | |
|----|---------------------------|-------------------|
| 1. | Status | Filled |
| 2. | First Name | Susan |
| 3. | Last Name | McGill |
| 4. | Institutional Affiliation | Yates County |
| 5. | Professional Title | Trustee |
| 6. | Mailing Address | 102 Walnut Street |
| 7. | City | Penn Yan |

8. Zip Code (enter five digits only) 14527
9. Office Held or Trustee Trustee
10. Term Begins - Month January
11. Term Begins - Year (yyyy) 2023
12. Term Expires - Month or N/A December
13. Term Expires - Year (YYYY) or N/A 2027
14. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
15. The date the trustee took the Oath of Office (mm/dd/yyyy) 01/16/2023
16. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 01/19/2023
17. Is this a brand new trustee? N
1. Status Filled
2. First Name Barbara
3. Last Name Hubbell
4. Institutional Affiliation Schuyler County
5. Professional Title Trustee
6. Mailing Address 300 Nasser Civic Center Plaza Suite 220
7. City Corning
8. Zip Code (enter five digits only) 14830
9. Office Held or Trustee Trustee
10. Term Begins - Month January
11. Term Begins - Year (yyyy) 2020
12. Term Expires - Month or N/A December
13. Term Expires - Year (YYYY) or N/A 2024

14.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Yes
15.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/21/2020
16.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/24/2020
17.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name	Rachel
3.	Last Name	Barbour
4.	Institutional Affiliation	Chemung County
5.	Professional Title	Trustee
6.	Mailing Address	77 Quail Run
7.	City	Elmira
8.	Zip Code (enter five digits only)	14903
9.	Office Held or Trustee	Trustee
10.	Term Begins - Month	January
11.	Term Begins - Year (yyyy)	2020
12.	Term Expires - Month or N/A	December
13.	Term Expires - Year (YYYY) or N/A	2024
14.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	No
15.	The date the trustee took the Oath of Office (mm/dd/yyyy)	01/16/2024
16.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	01/19/2024
17.	Is this a brand new trustee?	Y

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

Coordinated Outreach Council

COORDINATED OUTREACH COUNCIL

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

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2024, through December 31, 2024. For each vacant position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group. You may 1) enter the 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 Collections

Borrowers / Visits / Circulation / Holdings

4.1	Number of registered system borrowers	728
4.2	System Visits	725

CIRCULATION

4.3	Total Cataloged Book Circulation	492
4.4	Total Circulation of Other Materials	94
4.5	Physical Item Circulation (Total questions 4.3 & 4.4)	586
4.6	Use of Electronic Material	2,680
4.7	Successful Retrieval of Electronic Information	312
4.8	Electronic Content Use (Total Questions 4.6 & 4.7)	2,992
4.9	Total Circulation of Materials (Total Questions 4.5 & 4.6)	3,266
4.10	Total Collection Use (Total Questions 4.7 & 4.9)	3,578

GENERAL SYSTEM HOLDINGS

4.11	Total Cataloged Book Holdings	8,273
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)	8,350
4.16	Electronic Books	24,701
4.17	Local Electronic Collections	5
4.18	Total Number of NOVELny Databases	15
4.19	Total Electronic Collections (Total questions 4.16 + 4.17)	24,706
4.20	Audio - Downloadable Units	8,799
4.21	Video - Downloadable Units	0
4.22	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	5,144
4.23	Total Electronic Materials (Total questions 4.18, 4.19, 4.20, 4.21 and 4.22)	38,664

Holdings Continued

Non-Electronic Materials

4.24	Audio - Physical Units	20
4.25	Video - Physical Units	43
4.26	Other Non-Electronic Materials	0
4.27	Total Other Materials Holdings (Total questions 4.24 through 4.26)	63
4.28	Grand Total Holdings (Total questions 4.15, 4.23 and 4.27)	47,077

ROTATING COLLECTIONS/BOOK LOANS

4.29	Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No)	Y
4.30	Number of collections	138
4.31	Average number of items per collection	42

5. System Services

ILS

TECHNOLOGY AND RESOURCE SHARING

INTEGRATED LIBRARY SYSTEM (ILS)

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

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

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

5.3 Identify ILS system vendor SirsiDynix

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

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

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

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

a. ILS shared with other library systems No

b. ILS software permits patron-initiated ILL No

c. ILL feature implemented and used No

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

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

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

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

5.12 **Total new titles (total questions 5.9 through 5.11)** 18,142

Catalog

UNION CATALOG OF RESOURCES

For this report, a union catalog is defined as a vehicle that can access member and / or non-member catalogs. It can be 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 690,137

5.17 Number of holdings in the system's union catalog 1,218,334

5.18 Number of new titles added in the last year 17,776

5.19 Number of holdings added in the last year 53,488

5.20 If the union catalog is online (virtual catalog) Indicate the features of the system's virtual catalog (check all that apply):

a. Non-member catalogs are included (if checked, please name non-member catalogs using the State note) No

b. Non-library catalogs are included (if checked, please name non-library catalogs using the State note) No

c. Patron-initiated ILL available and used through this catalog No

UNION LIST OF SERIALS

5.21 Does the system have a union list of serials? (Enter Y for Yes, N for No. If No, enter zero (0) on question 5.22.) Y

5.22 How many libraries participate in (or submit records for) the union list of serials? 42

COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS

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

Website/Interlibrary Loan/Delivery/Continuing Edu.

VISITS TO THE SYSTEM'S WEB SITE

5.24 Annual number of visits to the system's web site 36,874

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25 Total items provided (loaned) 0

5.26 Total items received (borrowed) 1,537

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

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)	156
------	---	-----

CONTINUING EDUCATION/STAFF DEVELOPMENT Workshops/Meetings/Training Sessions

Resource sharing (ILL, collection development, etc.)

5.32	Number of sessions	22
5.33	Number of participants	39

Continuing Education Cont.

Technology

5.34	Number of sessions	151
5.35	Number of participants	310

Digitization

5.36	Number of sessions	33
------	--------------------	----

5.37	Number of participants	64
------	------------------------	----

Leadership

5.38	Number of sessions	37
------	--------------------	----

5.39	Number of participants	108
------	------------------------	-----

Management & Supervisory

5.40	Number of sessions	41
------	--------------------	----

5.41	Number of participants	89
------	------------------------	----

Planning and Evaluation

5.42	Number of sessions	104
------	--------------------	-----

5.43	Number of participants	371
------	------------------------	-----

Awareness and Advocacy

5.44	Number of sessions	16
------	--------------------	----

5.45	Number of participants	327
------	------------------------	-----

Trustee/Council Training

5.46	Number of sessions	34
------	--------------------	----

5.47	Number of participants	298
------	------------------------	-----

Special Client Populations

5.48	Number of sessions	29
------	--------------------	----

5.49	Number of participants	296
------	------------------------	-----

Children's Services/Birth to Kindergarten

5.50	Number of sessions	4
------	--------------------	---

5.51	Number of participants	66
------	------------------------	----

Children's Services/Elementary Grade Levels

5.52	Number of sessions	11
------	--------------------	----

5.53	Number of participants	307
------	------------------------	-----

Young Adult Services/Middle and High School Grade Levels

5.54	Number of sessions	0
------	--------------------	---

5.55	Number of participants	0
------	------------------------	---

General Adult Services

5.56 Number of sessions 40

5.57 Number of participants 635

5.58 **Other:** Does the system provide N
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 522
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)

5.60 **Grand Total Participants** (total 2,910
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)

5.61 Do library system staff and/or Y
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?

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 No
materials

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

CONSULTING AND TECHNICAL ASSISTANCE SERVICES

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

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

5.63	Consulting with member libraries and/or branches on grants, and state and federal funding	Y
5.64	Consulting with member libraries and/or branches on funding and governance	Y
5.65	Consulting with member libraries and/or branches on charter and registration work	Y
5.66	Consulting with member libraries and/or branches on automation and technology	Y
5.67	Consulting with member libraries and/or branches on youth services	Y
5.68	Consulting with member libraries and/or branches on adult services	Y
5.69	Consulting with member libraries and/or branches on physical plant needs	Y

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

REFERENCE SERVICES

5.76	Total Reference Transactions	36
------	------------------------------	----

Special Clients / Fees

SERVICES TO SPECIAL CLIENTS (Direct and Contractual)

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

a.	Services for patrons with disabilities	Yes
b.	Services for patrons who are educationally disadvantaged	Yes
c.	Services for patrons who are aged	Yes
d.	Services for patrons who are geographically isolated	Yes
e.	Services for patrons who are members of ethnic or minority groups in need of special library services	Yes
f.	Services to patrons who are in institutions	Yes
g.	Services for unemployed and underemployed individuals	Yes

i. N/A No

5.78 Number of BOOKS BY MAIL loans 0

5.79 Number of member libraries with Job/Education Information Centers or collections 3

5.80 Number of State Correctional Facilities libraries served 1

5.81 Number of County Jails libraries served 5

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

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

1. Service provided N/A

2. Number of facilities/institutions served N/A

5.84 Does the system charge fees for any program or service? Enter Y for Yes; N for No. If yes, briefly describe using the text box below; if no, enter N/A in Question 5.85. Y

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

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.

1.	County Name	Steuben
2.	Amount	\$79,600
3.	Subject to Public Vote (Enter Y for Yes, N for No, or N/A)	N/A
4.	Written Contract (Enter Y for Yes, N for No, or N/A)	N/A

6.2	Total County Funding	\$79,600
-----	-----------------------------	----------

6.3	All Other Local Public Funds	\$0
-----	------------------------------	-----

6.4	Total Local Public Funds (total questions 6.2 and 6.3)	\$79,600
-----	---	----------

STATE AID RECEIPTS - arranged in alphabetical order

6.6	Central Library Services Aid	\$169,068
-----	------------------------------	-----------

6.8	Conservation/Preservation Grants	\$0
-----	----------------------------------	-----

6.9	Construction for Public Libraries Aid	\$36,132
-----	---------------------------------------	----------

6.10	Coordinated Outreach Services Aid	\$90,243
------	-----------------------------------	----------

6.11	Correctional Facilities Library Aid	\$26,909
------	-------------------------------------	----------

6.12	County Jails Library Aid	\$3,796
------	--------------------------	---------

6.18	Local Library Services Aid - Kept at System	\$0
------	---	-----

6.19	Local Library Services Aid - Distributed to Members	\$116,371
------	---	-----------

6.20	Total LLSA (total questions 6.18 and 6.19)	\$116,371
------	---	-----------

6.21	Local Services Support Aid	\$96,574
------	----------------------------	----------

6.22	Local Consolidated Systems Aid	\$0
------	--------------------------------	-----

6.26	Public Library System Basic Aid	\$878,428
6.27	Public Library System Supplementary Operational Aid	\$130,140

State Aid

6.36	Special Legislative Grants and Member Items	\$0
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	\$6,000

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

6.44 **Total State Aid Receipts (total questions 6.6 through 6.12, questions 6.20 through 6.22, questions 6.26 through 6.27, questions 6.36 through 6.41, and question 6.43)** \$1,553,661

FEDERAL AID

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

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

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

1.	Funding Source	ARC 2022
2.	Amount	\$125,300
1.	Funding Source	USDA Rural Development
2.	Amount	\$41,750
1.	Funding Source	Connect All
2.	Amount	\$43,845

Federal Aid / Contracts

6.47 **Total Other Federal Aid (total questions #2 of Repeating Group #10 above)** \$210,895

6.48 **Total Federal Aid (total questions 6.45 and 6.47)** \$210,895

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

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

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

1.	Contracting Agency	2022 SCRLC- Friendship
2.	Contracted Service	RBDB
3.	Total Contract Amount	\$456
1.	Contracting Agency	2023 SCRLC- Angelica
2.	Contracted Service	RBDB
3.	Total Contract Amount	\$5,234

1.	Contracting Agency	2023 ALA
2.	Contracted Service	Great Stories Club
3.	Total Contract Amount	\$1,000
1.	Contracting Agency	Member Libraries
2.	Contracted Service	Pass Thru
3.	Total Contract Amount	\$242,512
1.	Contracting Agency	Member Libraries
2.	Contracted Service	Cost Share- IT
3.	Total Contract Amount	\$407,101
1.	Contracting Agency	Member Libraries
2.	Contracted Service	Processing Fees
3.	Total Contract Amount	\$445
1.	Contracting Agency	2013 Allegany
2.	Contracted Service	UW
3.	Total Contract Amount	\$3,598
1.	Contracting Agency	Member Libraries
2.	Contracted Service	IT Contacts
3.	Total Contract Amount	\$56,003

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

MISCELLANEOUS RECEIPTS

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

6.53 Income from Investments \$431

Miscellaneous

Proceeds from Sale of Property

6.54 Real Property \$0

6.56 Does the system have other miscellaneous receipts in categories not listed in questions 6.51 through 6.55? Enter Y for Yes, N for No. Y

1.	Receipt category	General Reimbursements & Refunds
----	------------------	----------------------------------

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

2.	Amount	\$326,926
----	--------	-----------

1.	Receipt category	Arkport Support
----	------------------	-----------------

2.	Amount	\$24,722
----	--------	----------

1.	Receipt category	Reading Center Support
----	------------------	------------------------

2.	Amount	\$18,390
----	--------	----------

1.	Receipt category	Retiree Health
----	------------------	----------------

2.	Amount	\$938
----	--------	-------

6.57 Total Other Miscellaneous \$374,782
Receipts (total question #2 of Repeating
Group #12 above)

6.58 **Total Miscellaneous Receipts** \$376,675
(total questions 6.51 through 6.55 and
question 6.57)

6.59 TOTAL OPERATING FUND \$2,937,180
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)

6.60	BUDGET LOANS	\$0
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Transfers / Grand Total

TRANSFERS

6.61	Transfers from Capital Fund (Same as question 9.6)	\$0
6.62	Transfers from Other Funds	\$11,866
6.63	Total Transfers (total questions 6.61 and 6.62)	\$11,866
6.64	CASH BALANCE – Beginning of Current Fiscal Reporting Year: Public Library Systems – January 1, 2023. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems – December 31, 2022.)	\$962,917
6.67	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER (Public Library Systems – total questions 6.59, 6.60, 6.63 and 6.64 – must agree with question 7.82)	\$3,911,963

7. Operating Fund Disbursements

Staff / Collection / Grants / Capital

STAFF EXPENDITURES

Salaries

7.1	System Director and Certified Librarians	\$429,208
7.2	Other Staff	\$485,500
7.3	Total Salary and Wages Expenditures (total questions 7.1 and 7.2)	\$914,708
7.4	Employee Benefits Expenditures	\$386,175
7.5	Total Staff Expenditures (total questions 7.3 and 7.4)	\$1,300,883

COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$19,932
7.7	Electronic Materials Expenditures	\$8,503

7.8	Other Materials Expenditures	\$0
7.9	Total Collection Expenditures (total questions 7.6 through 7.8)	\$28,435

GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

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

CAPITAL EXPENDITURES FROM OPERATING FUNDS

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

Capital Cont. / Operation and Maintenance / Misc.

TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS

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

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs To Buildings and Building Equipment by Source of Funds

7.31	From Local Public Funds (72PF)	\$0
7.32	From Other Funds (72OF)	\$0
7.33	Total Repairs to Buildings and Building Equipment (total questions 7.31 and 7.32)	\$0
7.34	Other Building & Maintenance Expenses	\$85,133
7.35	Total Operation and Maintenance of Buildings (total questions 7.33 and 7.34)	\$85,133

MISCELLANEOUS EXPENSES

7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	\$25,741
7.37	Office and Library Supplies	\$8,454
7.38	Equipment	\$21,857
7.39	Telecommunications	\$198,423
7.40	Publicity and Printing	\$13,940
7.41	Travel	\$40,647
7.42	Fees for Consultants and Professionals - Please include a Note with the consultants' or vendors' names and a brief description of the service(s) provided.	\$11,676
7.43	Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.	\$13,286

7.44 Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.43? Enter Y for Yes, N for No. Y

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

1.	Expense category	Postage
2.	Amount	\$3,204
1.	Expense category	Greenwood
2.	Amount	\$14,280
1.	Expense category	Arkport
2.	Amount	\$24,722
1.	Expense category	ILS
2.	Amount	\$76,739
1.	Expense category	Pass Thru
2.	Amount	\$249,499
1.	Expense category	SCRLC Friend
2.	Amount	\$3,433
1.	Expense category	ALA Outreach
2.	Amount	\$900
1.	Expense category	Allegany UW
2.	Amount	\$4,231
1.	Expense category	ARC 2022
2.	Amount	\$97,617
1.	Expense category	ARPA 2022
2.	Amount	\$77,414
1.	Expense category	STDEC
2.	Amount	\$8,981
1.	Expense category	Family Lit
2.	Amount	\$440
1.	Expense category	Love Your Li

2.	Amount	\$10,254
1.	Expense category	PLA Digital
2.	Amount	\$1,037
1.	Expense category	USDA
2.	Amount	\$3,222
1.	Expense category	Depreciation
2.	Amount	\$242,641
1.	Expense category	Platform Fee
2.	Amount	\$26,309

Miscellaneous Cont. / Contracts / Debt Service

7.45 **Total Other Miscellaneous Expenses** (total question #2 of Repeating Group #13) \$844,923

7.46 **Total Miscellaneous Expenses** (total questions 7.36 through 7.44 and 7.46) \$1,178,947

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

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

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

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

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

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

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

Transfers

Other Loans

7.52	Other Loans	\$0
7.53	Total Debt Service (total questions 7.51 and 7.52)	\$0

7.54	TOTAL DISBURSEMENTS – Total Staff Expenditures, Total Collection Expenditures, Total Grants to Member Libraries, Total Capital Expenditures, Total Operation and Maintenance of Buildings, Total Miscellaneous Expenses, Total Contracts, and Total Debt Service (total questions 7.5, 7.9, 7.21, 7.27, 7.35, 7.46, 7.48, and 7.53)	\$2,959,256
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TRANSFERS

Transfers to the Capital Fund

7.55	From Local Public Funds (76PF)	\$0
7.56	From Other Funds (76OF)	\$0
7.57	Total Transfers to Capital Fund (total questions 7.55 and 7.56; same as question 8.2)	\$0

7.58	Total Transfers to Other Funds	\$53,152
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7.59	Total Transfers (total questions 7.57 and 7.58)	\$53,152
------	--	----------

7.60	TOTAL DISBURSEMENTS AND TRANSFERS (total questions 7.54 and 7.59)	\$3,012,408
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Cash Balance / Grand Total / Audit / Bank Balance

7.61 **CLOSING CASH BALANCE** \$899,555
**at the End of the Current Fiscal
Reporting Year
(For Public Library Systems -
December 31, 2023)**

7.82 **GRAND TOTAL** \$3,911,963
**DISBURSEMENTS, TRANSFERS,
& ENDING BALANCE** (total
questions 7.60 and 7.61)

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 6/16/2023
(mm/dd/yyyy)

7.84 Time period covered by this 01/01/2022- 12/31/2022
audit (mm/dd/yyyy - mm/dd/yyyy)

7.85 Indicate type of audit (select one Private Accounting Firm
from drop-down):

ACCOUNT INFORMATION

Complete one record for each financial account

1. Name of bank or financial institution Community Bank N.A.

2. Amount of funds on deposit \$899,555

7.86 **Total Bank Balance** (total \$899,555
question #2 of Repeating Group #15)

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.

8. Capital Fund Receipts

State Aid and Grants for Capital Projects

8.1 **Total Revenue From Local Sources** \$0

8.2 **Transfer From Operating Fund** \$0
(same as question 7.57)

STATE AID FOR CAPITAL PROJECTS

8.3 State Aid Received for Construction \$0

ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS

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

1. Contracting Agency N/A

2. Amount N/A

Totals / Cash Balance

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

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

8.7 **NONREVENUE RECEIPTS** \$0

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

8.9 CASH BALANCE – Beginning of Current Fiscal Reporting Year: Public Library Systems – January 1, 2023. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems – December 31, 2022.) \$0

Grand Total

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

9. Capital Fund Disbursements

Project Expenditures / Cash Balance

PROJECT EXPENDITURES

9.1 Total Construction \$0

9.2 Incidental Construction \$0

9.3 Books and Library Materials \$0

9.4 Total Other Disbursements \$0

9.5 **Total Project Expenditures** (total questions 9.1 through 9.4) \$0

9.6 **TRANSFER TO OPERATING FUND** (Same as question 6.61) \$0

9.7 **TOTAL NONPROJECT EXPENDITURES** \$0

9.8 **TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures** (total questions 9.5 through 9.7) \$0

9.9 **CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2023, for Public Library Systems)** \$0

Grand Total

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

12. Projected Annual Budget For Library Systems

Public Library Systems Budget for January 1, 2024 - December 31, 2024

PROJECTED OPERATING FUND - RECEIPTS

12.1 Total Operating Fund \$2,038,482

Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)

12.2 Budget Loans \$0

12.3 Total Transfers \$0

12.4 Cash Balance/Ending Balance \$899,555
in Operating Fund at the end of the
previous fiscal year

(For Public Library Systems, opening
balance on January 1, 2024 must be
the same as the December 31, 2023,
closing balance reported on Q7.61 of
the 2023 annual report)

12.5 **Grand Total Operating Fund** \$2,938,037
Receipts, Budget Loans, Transfers
and Ending Balance (total questions
12.1 through 12.4)

PROJECTED OPERATING FUND - DISBURSEMENTS

12.6 Total Operating Fund \$2,166,307

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)

12.7 Total Transfers \$0

12.8 Cash Balance/Ending Balance \$771,730
in Operating Fund at the end of the
fiscal year

(For Public Library Systems, balance
as of December 31, 2024)

12.9 **Grand Total Operating Fund** \$2,938,037
Disbursements, Transfers and Ending
Balance (total questions 12.6 through
12.8)

PROJECTED CAPITAL FUND - RECEIPTS

12.10 Capital Fund Receipts \$0
(include Revenues from Local Sources, Transfer from Operating Fund, State Aid for Capital Projects and All Other Aid for Capital Projects)

12.11 Nonrevenue Receipts \$0

12.12 Cash Balance in Capital Fund \$0
at the end of the previous fiscal year
(For Public Library Systems, opening balance on January 1, 2024, must be the same as the December 31, 2023, closing balance reported on Q9.9 of the 2023 annual report)

12.13 Grand Total Capital Fund \$0
Receipts and Balance (total questions 12.10 through 12.12)

PROJECTED CAPITAL FUND - DISBURSEMENTS

12.14 Capital Fund Disbursements \$0
(include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures)

12.15 Cash Balance in Capital Fund \$0
at the end of the current fiscal year
(For Public Library Systems, December 31, 2024)

12.16 Grand Total Capital Fund \$0
Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15)

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 11
(FTE)**

**13.1.2 Total Expenditure for \$388,804
Professional Salaries**

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 6
(FTE)**

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

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

13.1.6 Purchased Services: Did the system expend funds for purchased services? 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 Building and maintenance expenses

2. Provider of Services Retter and Sons

3. Expenditure \$8,020

1. Expenditure Category Consultant fees/professional fees

2. Provider of Services Mengel Metzger Barr

3. Expenditure \$14,211

1. Expenditure Category Telecommunications

2. Provider of Services Spectrum

3. Expenditure \$126,252

13.1.7 Total Expenditure - Purchased Services \$148,483

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is 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 Non-print resources (electronic content)

2. Expenditure \$7,415

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

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

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

1. Type of Travel System Staff Travel

2. Expenditure \$16,534

13.1.11 Total Expenditures - Travel \$16,534

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

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

1. Type of Item N/A

2. Quantity N/A

3. Unit Cost N/A

4. Expenditure N/A

13.1.13 Total Expenditure - Equipment and Furnishings \$0

13.1.14 Local Library Services Aid Expenditures: Indicate the total expenditures to member libraries for Local Library Services Aid. \$116,397

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

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

1. Recipient N/A

2. Allocation N/A

3. Project Description (no more than 300 words) N/A

13.1.16 Total Expenditures - Grants for Member Libraries \$0

13.1.17 Total Expenditure (total 13.1.2, 13.1.4, 13.1.5, 13.1.7, 13.1.9, 13.1.11, 13.1.13, 13.1.14, and 13.1.16) \$1,227,935

13.1.18 Cash Balance at the Opening of the Fiscal Year \$6,375

NOTE: The opening balance must be the same as the closing balance of the previous year.

13.1.19 Total Allocation from 2023 - 2024 State Aid: \$1,221,560

13.1.20 Total Available Before Expenditures (total 13.1.18 + 13.1.19) \$1,227,935

13.1.21 Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17) \$0

13.1.22 Final Narrative: Provide a brief narrative, no more than fifteen hundred (1500) words, describing the major activities carried out with these State Aid Funds. STLS provided cost effective services to 48 library sites by means of information technology support, professional development opportunities, delivery of library materials, subsidizing local collections with print, audio and digital materials, administration of funding and grants, and overall consulting expertise in public library best practices.

Central Library Services Aid

CENTRAL LIBRARY SERVICES AID (CLSA)

Statutory Education Law § 273(1)(b)

Reference: Commissioners Regulations 90.4

Central Library Services Aid is \$0.32 per capita with a minimum amount of \$105,000 and an additional \$71,500.

Include in this category CLSA expenditures for services and library materials. CLSA funds which are expended for library materials must be used for adult non-fiction and foreign language, including electronic content.

See

<http://www.nysl.nysed.gov/libdev/clda/index.html> for more information.

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

13.2.1 Total Full-Time Equivalents (FTE) N/A

13.2.2 Total Expenditure for Professional Salaries N/A

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

13.2.3 Total Full-Time Equivalents (FTE) N/A

13.2.4 Total Expenditures for Other Staff Salaries N/A

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

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? N
Enter Y for Yes, N for No.

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

1. Type of travel N/A

2. Expenditure N/A

13.2.11 Total Expenditures - Travel \$0

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

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

1. Type of item N/A

2. Quantity N/A

3. Unit cost N/A

4. Expenditure N/A

13.2.13 Total Expenditure - Equipment and Furnishings \$0

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

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

1. Recipient Chemung Co Lib Dist

2. Allocation \$169,068

3. Project Description (no more than 300 words)

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

13.2.16 Total Expenditure (total 13.2.2, 13.2.4, 13.2.5, 13.2.7, 13.2.9, 13.2.11, 13.2.13, and 13.2.15) \$169,068

13.2.17 Cash Balance at the Opening of the Fiscal Year 0.00

NOTE: The opening balance must be the same as the closing balance of the previous year.

13.2.18 Total Allocation from 2023 - 2024 State Aid: \$169,068

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

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

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

Coordinated Outreach Library Services Aid

COORDINATED OUTREACH LIBRARY SERVICES AID

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

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

13.4.1 Total Full-Time Equivalents .75
(FTE)

13.4.2 Total Expenditure for \$30,074
Professional Salaries

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 0.3
(FTE)

13.4.4 Total Expenditure for Other \$4,469
Staff Salaries

13.4.5 **Employee Benefits:** Indicate \$11,860
the total expenditures for all system
employee benefits.

13.4.6 **Purchased Services:** Did the N
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

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

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

Note: For questions which include a choice of "Other" in a drop-down menu, please add a 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 | \$614 |
| 1. | Expenditure Category | Books and other print materials |
| 2. | Expenditure | \$15,768 |
| 1. | Expenditure Category | Other (specify using Note field) |
| 2. | Expenditure | \$2,215 |

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

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

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

- | | | |
|----|----------------|--------------|
| 1. | Type of Travel | System staff |
| 2. | Expenditure | \$2,294 |

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

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

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

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

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

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

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

- | | | |
|----|------------------------|-----|
| 1. | Recipient | N/A |
| 2. | Allocation | N/A |
| 3. | Description of Project | N/A |

13.4.15 **Total Expenditure - Grants to Member Libraries** \$0

13.4.16 **Total Expenditure (total 13.4.2, 13.4.4, 13.4.5, 13.4.7, 13.4.9, 13.4.11, 13.4.13, and 13.4.15)** \$67,294

13.4.17 **Cash Balance at the Opening of the Fiscal Year** \$0

NOTE: The opening balance must be the same as the closing balance of the previous year.

13.4.18 **Total Allocation from 2023 - 2024 State Aid:** \$90,243

13.4.19 **Total Available Before Expenditures (total 13.4.17 + 13.4.18)** \$90,243

13.4.20 **Cash Balance at the End of the Current Fiscal Year (total 13.4.18 + 13.4.17 - 13.4.16)** \$22,949

13.4.21 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.

STLS maintained and distributed information literacy kits for community members of special client population groups, provided rotating collections (large print and audio books) 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)
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The intent of the Services to County Jails Program is to provide basic reading materials for those individuals who are incarcerated short term in county jails across the State. Examples of appropriate spending include books and magazine / newspaper subscriptions which are acceptable to the institution (Supplies & Materials), as well as programs such as Job Information and other topics directly relevant to the county jail incarcerated individuals' needs (Purchased Services). Salaries and benefits for system personnel providing programs and services to county jails are also appropriate expenditures.

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

13.5.1 Total Full-Time Equivalents (FTE) 0

13.5.2 Total Expenditure for Professional Salaries N/A

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

13.5.3 Total Full-Time Equivalents (FTE) 0

13.5.4 Total Expenditures for Other Staff Salaries N/A

13.5.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits \$0

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

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

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

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

13.5.11 **Cash Balance at the Opening of the Fiscal Year:** \$0

NOTE: The opening balance must be the same as the closing balance from the previous year.

13.5.12 **Total Allocation from 2023 - 2024 State Aid** \$3,796

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

13.5.14 **Cash Balance at the End of the Current Fiscal Year (total 13.5.12 + 13.5.11 - 13.5.10)** \$0

13.5.15 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds. STLS partnered with one library in each of the system's five counties to purchase and gift brand new reading materials to all of the jails within the library system's service area.

State Correctional Aid

THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL FACILITIES 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	\$10,328

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

13.6.3 Total Full-Time Equivalents (FTE)	N/A
13.6.4 Total Expenditure for Other Staff Salaries	N/A

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

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

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

13.6.7 **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	\$16,097

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

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

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. 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 |

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

13.6.14 **Total Expenditure (total 13.6.2, 13.6.4, 13.6.5, 13.6.7, 13.6.9, 13.6.11, and 13.6.13)** \$30,084

13.6.15 **Cash Balance at the Opening of the Fiscal Year:** \$3,175
NOTE: The opening balance must be the same as the closing balance of the previous year.

13.6.16 **Total Allocation from 2023 - 2024 State Aid:** \$26,909

13.6.17 **Total Available Before Expenditures (total 13.6.15 + 13.6.16)** \$30,084

13.6.18 **Cash Balance at the End of** \$0
the Current Fiscal Year (total 13.6.16
+ 13.6.15 - 13.6.14)

13.6.19 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds

STLS made available intra-library loan materials through delivery to Elmira Correctional Facility from 48 member libraries. The library system assisted in the purchase of new reading materials for the correctional facility. It also purchased two new air-conditioning units for the facility's library. Lastly, STLS provided professional development opportunities to the correctional facility's librarian.

14. Summary of Library System Accomplishments

System Accomplishments

Using the goals from Section 4 in the approved 2022-2026 System Plan of Service, **BRIEFLY** describe the final results of each element for Year 2 (2023).

14.1 Element 1: Resource Sharing - Results

"""""" Have shared publishers that specialize in books that can be classified as DEI at a Youth Services Advisory Group. Small attendance but have received several requests for that information independently. Have worked closely with the Middlesex Library staff on weeding and preparing for becoming a fully chartered library. The removal of many really old, never circulated items will help make their collection more vital and useful to their community. At the end of 2023 still many decisions on collection flow as well as depth need to be made. Director has a vision that often shifts based on our discussions of library core values. Of immediate importance is the 'flow' of materials and ease of access for both staff for pulling holds and for patron browsability. Collection management is a skill still to be mastered. Lorie shared sample copies of Booklist –suggesting they subscribe for a ready- to-go look at books and other materials for all readers.

In 2023 the STARCat priority became updating the security of patron logins, which was a multi-step process. We approached it as a "PIN" to "Password" Project. Worked with Ken to update all areas of STARCat to say "PIN" instead of "Password" and ensured the documentation created for the change reflected the exact terms used on the site. Intentional effort was made to make all STARCat wording clear and consistent. Worked with Erika on an online "PIN to Password" FAQ, as well as printed instructional handouts for staff and patrons on how to change their password. This update has made library account access much more secure for patrons.

In 2023 additional Syndetics Unbound enhanced content was added to STARCat, including audio clips of audiobooks (so patrons can hear the narrator) and librarian recommended lists. We also added the ability to for patrons to update their own contact information and renew their privilege via STARCat – a change requested by the DAC and patrons themselves. These changes have worked together to protect patron privacy and make STARCat more patron-friendly.

Libraries have requested a more patron-centered way of handling Library of Things (LoT) items in the catalog. In 2024 we plan to create an LoT committee that will address that request, as well as consider other possible STARCat usability updates.

We had to pause adding inclusive Subject Headings to catalog records while we were down a person in the ILS department, for much of 2023, in order to keep cataloging turnaround times low. We will return to this project in 2024,

now that we are fully staffed again.

At the request of the DAC Circulation Committee, created a Claims Returned (CR) training video. After the training video was available online, held a Q&A Webinar to answer any remaining questions about the CR process. Worked with the DAC Circulation Committee to do a system-wide cleanup of 'unfillable holds' on items that were lost or missing. This was the first system-wide clean-up of such holds and resulted in 257 fewer unfillable holds by the end of the project.

Worked with Lorie to create a Delivery Best Practice document, again at the request of the DAC Circulation Committee, and sought input from the committee and STLS staff to make it as useful as possible. The document includes information about transited items in the ILS and specific delivery reminders and has been very helpful in answering library delivery questions and keeping everyone informed of the correct procedures.

Six ILS specific system-wide workshops were held in 2023 including four ILS Meetings, a WorkFlows & STARCcat Tips and Tricks program and a BLUEcloud Analytics program at the Spring CE. ILS information was also shared at two Annual Reports workshops and at multiple 2023 DAC Meetings. 255 library and system staff attended the 6 ILS workshops.

Like last year, we were not fully staffed for 2023, so urgent training needs took priority. For example, we provided full staff training to four member libraries, at their request. Our team made multiple visits to Rushville, to provide barcoding support and training, and WorkFlows circulation training, in preparation for their automation in the summer of 2023. Provided Inventory training and support to three libraries. The ILS Department also provided 1-on-1 trainings in 2023, reaching 101 library staff members with personalized ILS training. The number of library staff members trained in workshops and on-site visits increased significantly from last year.

Now that we are fully staffed, we plan to create the training survey and training report spreadsheet in 2024. """"""

14.2 Element 2: Special Client Groups - Results

No resource fair was developed in 2023, project will be considered for 2024. Created “A New Path”: Resource Guide for Re-Entry in Allegany, Chemung, Schuyler, Steuben, and Yates Counties. Print copies were made and distributed to county jails throughout our service area and to the Elmira Correctional Facility. Made digital copy available on the STLS website. Held Correctional Facility Librarian and Outreach Consultant Training Day at STLS office for facility librarians and outreach consultants to meet to discuss public library system services to correctional facilities. Distributed books to four county jails for incarcerated individuals to use. Worked with the American Heart Association of Western NY to continue to distribute Blood Pressure Monitoring kits to member libraries in two counties and to promote these kits through billboards, tables at outreach events, and in press releases. Worked with the Buffalo Zoo to offer a circulating Adventure Pass to all member libraries for youth admittance to the Zoo. Worked with the Food Bank of the Southern Tier to facilitate a Great Give Back project with STLS staff as volunteers. Facilitated collection of food items at the Annual Meeting to be distributed to the Allegany County Salvation Army. Worked with COSAC to award \$7,000 in Outreach Mini-Grants to eleven member libraries for projects targeting underserved populations.

14.3 Element 3: Professional Development and Training - Results

STLS focused on the following areas of member library trustee development in 2023: (1) Online or in-person workshops, (2) member library board meeting consultations, (3) bi-weekly information updates, and (4) development of Trustee Handbook Book Club sessions as part of state-wide initiative, in-person member library board meeting consultations specific to Challenges to Library Services.

Nine (9) online or in-person workshops were offered with 175-member trustees in attendance. Thirty-two (32) member library board meeting consultations were conducted with 160-member trustees in attendance. Fifteen (15) Libraries in the Lead marketing emails were sent with 2,380 Opens and 320 Clicks. Six (6) Trustee Handbook Book Club online sessions were made available with 45 STLS member trustees attending the state-wide initiative.

Of the 32 member library board meeting consultations, 4 were specific to library material challenges. STLS provided guidance to two (2) member libraries that faced challenges in 2023 resulting in highly-attended public meetings. The Almond 20th Century Club Library public hearing garnered roughly 75 attendees, and the Cuba Circulating Library public meeting attracted more than 200 attendees. Both libraries voted to keep the materials on the shelves, or the materials' present location within the library.

Offered eight (8) trainings centered on DEISJ topics for STLS members throughout 2023. Used data from the 2022 Survey of Members and anecdotal members requests to inform what topics for which we offered training. Solicited feedback from the STLS DEI Committee about training topics, as well. Workshop topics included Empower Through Language, Creating LGBTQ+ Inclusive Libraries, Providing Mental Health Information at Your Library, Sustainability in Library Programs, Digital Justice for Disability Justice, Intellectual Freedom: Tips and Tricks, and Fostering Equity through Employee Wellbeing.

Digital skills assessment was not completed. Will consider implementing a survey tool in 2024. Offered "Apple Device Basics" workshop using PLA DigitalLearn materials; 5 attendees online. Offered "Getting Your Library Website Ready for Summer" workshop to cover updating hours and website content, along with Google card data; 3 online attendees. Offered "Digital Literacy Training with DigitalLearn.org" workshop; 5 online attendees. Offered "Creating Accessible Social Media Posts" workshop; 10 online attendees. Offered "Marketing for Small Libraries" workshop; 19 online attendees and 3 in-person attendees. Offered "Library Websites & NYS Minimum Standards" workshop; 12 online attendees. Additionally, hosted 5 Digital Library Advisory Group meetings throughout the year; attendance ranged from 4-8.

14.4 Element 4: Consulting and Development Services - Results

STLS consulted with two (2) libraries and one (1) reading center on significant funding increases by way of public vote. Two libraries placed their funding requests on the ballot and were successful. The measures passed with 88% approval. One library increased total annual local operating receipts by \$95,769, and the other library increased their funding by \$39,475. The other library and reading center that received consultation worked through the logistics of hosting a joint vote, and plan to place their requests on the ballot in 2024.

Funding Levels and Ranks worksheet was updated as part of the Direct Access Plan for 2023. Library system budget vote worksheet, evaluation of trends, and identification of libraries will take place in 2024 as a continuation of 2023 efforts.

14.5 Element 5: Coordinated Services for Members - Results

Created “A New Path”: Resource Guide for Re-Entry in Allegany, Chemung, Schuyler, Steuben, and Yates Counties. Had print copies made and distributed them to county jails throughout our service area and to the Elmira Correctional Facility. Made digital copy available on the STLS website. Held Correctional Facility Librarian and Outreach Consultant Training Day at STLS office for facility librarians and outreach consultants to meet to discuss public library system services to correctional facilities. Distributed books to four county jails for incarcerated individuals to use. Worked with the American Heart Association of Western NY to continue to distribute Blood Pressure Monitoring kits to member libraries in two counties and to promote these kits through billboards, tables at outreach events, and in press releases. Worked with the Food Bank of the Southern Tier to facilitate a Great Give Back project with STLS staff as volunteers. Facilitated collection of food items at the Annual Meeting to be distributed to the Allegany County Salvation Army. Worked with COSAC to award \$7,000 in Outreach Mini-Grants to eleven member libraries for projects targeting underserved populations.

Continued to update the DEISJ LibGuide, which received 1,607 visits from January through December 2023 and was promoted through newsletters, consultations, and workshops. Implemented the DEI Micro-Grant program through STLS with the COSAC group for the second year and awarded seven STLS libraries DEI Micro-Grants to advance DEI work in member libraries. Worked with other Outreach Consultants from NY public library systems on initial phase of the Path to Belonging rural library DEI initiative.

14.6 Element 6: Awareness and Advocacy - Results

Workshops offered included: “Getting Your Library Website Ready for Summer” (3 online attendees); “Creating Accessible Social Media Posts” (10 online attendees); “Marketing for Small Libraries” (19 online attendees and 3 in-person attendees); “Library Websites & NYS Minimum Standards” (12 online attendees). System-wide social media campaigns included the annual Library Advocacy campaign. “I <3 My Library” selfies and postcards to legislators were the focus of these posts. Content interactions totaled 973 from Jan-Mar 2023 (no data from 2022), link clicks totaled 62 (up from 36 in 2022), and post each totaled 8.9K (up from 4.4K in 2022) on Facebook. On Instagram, post reach was 222, compared to 142 in 2022. Updates were not made to the STLS website.

STLS consulted with two (2) libraries and one (1) reading center on significant funding increases by way of public vote. Two libraries placed their funding requests on the ballot and were successful. The measures passed with 88% approval. One library increased total annual local operating receipts by \$95,769, and the other library increased their funding by \$39,475. The other library and reading center that received consultation worked through the logistics of hosting a joint vote, and plan to place their requests on the ballot in 2024.

Funding Levels and Ranks worksheet was updated as part of the Direct Access Plan for 2023. Library system budget vote worksheet, evaluation of trends, and identification of libraries will take place in 2024 as a continuation of 2023 efforts.

14.7 Element 7: Communication Among Member Libraries and/or Branch Libraries - Results

STLS worked with member libraries to facilitate communication across the library system. In addition to facilitating email accounts and hosting advisory group meetings, we launched MS Teams environment to allow members to collaborate, communicate, meet, and share documents system-wide.

14.8 Element 8: Collaborative Efforts with Other Library Systems - Results Participated in monthly public library systems Outreach Coordinators meetings and quarterly DLD meetings with Outreach Coordinators. Facilitated learning day at STLS for Outreach Coordinators and Correctional Facility Librarians. Staff from three library systems and five correctional facilities, as well as DOCCS staff, attended. Participated in meetings for the Path to Belonging -Small Libraries DEI project with members from other library systems serving small and rural libraries in NY State. Visted the Southern Adirondack Library System.

Continued partnership with Mid-Hudson Library System and OWWL Library system to offer six (6) online Trustee Handbook Book Club sessions to expand access to learning opportunities for New York State Trustees. STLS also served on the Editorial Board of the 2023 Edition of the Handbook for Library Trustees of New York State. STLS was appointed lead agency status to support the Southern Tier Digital Equity Coalition participate in the strategic planning process for the New York State ConnectALL Office. The system continues to play an active role in developing the Southern Tier Digital Equity Coalition as it enters its second year of activities. Partnered with Four County Library System to facilitate 2023 Advocacy Day activities on behalf of both systems' member libraries. Served on the Policy Recommendation Committee in partnership with multiple library systems across New York State through the Public Library System Directors' Organization to recommend core policies for public libraries as part of Minimum Standards, the annual report, and chartering processes. Lastly, STLS worked with Mid-York Library System and Southern Adirondack Library System to plan the Malcolm Hill Lecture for the 2023 New York Library Association Conference hosted by the Public Library System Director's Organization.

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.

14.9 Element 9: Other - Results

""""""Assisting 12 libraries was a lofty goal. Unattainable. STLS workshops offered workshops on a variety of topics to add depth to programming for all ages, some goals for youth overlapped with programming goals for Outreach such as being prepared for trauma and other hidden challenges in programming for kids. Offered a Super Charged Storytime session presented by Hope Decker. Several 'newbie' storytime practitioners attended. Offered a STROYTIME BOOK CAMP to explore the basics of included early literacy skills into storytimes. Summer Learning Open House presented, again, why libraries should think about summer activities as MORE than summer reading. Offering trainings that incorporate programming goals for all ages seems the best option for most members as program practitioners tend to do it all. Workshop entitled, Youth Services Hacks did this admirably. Presenters offered tips/tricks for programing for wide variety of ages and offered ideas to scaffold the programming plans up or down—depending on the make up of the audience.

Continued to participate in NYS Youth Consultants' phone calls organized by DLD. Partnered with consultants in 13 other public library systems to co-host virtual event of summer programming ideas: one for children and one for teens. Encouraged member libraries to present at these events —Pulteney Free Library (Barb Radigan) at Children's session and Penn Yan Public Library (Sarah Creveling) at Teen session. Lorie contributed to these collaborative events in the planning stages and by providing 5 minutes of 'transition' activity between hour 2 and hour 3. Partnered with Tonia Burton, Monroe County Public Library System to co-host a program in early 2024 (February) on Sensory Storytimes.

Had the opportunity this year to partner with MIT's PLIX program –helping members learn to present STEM/STEAM programs to their communities. Partnered with Keturah Cappadonia, STLS' Outreach Consultant, to host one of 3 trainings in the state for the 2024 Eclipse. These workshops were offered to other library systems within across the state. Great partnerships with libraries, systems and other institutions for library programs that are usually a bit beyond our scope.

Continue to serve on the SCRLC's Resource Sharing: attending and participating in meetings. Most content is aimed at academic libraries, but it is educational for public libraries to 'see' other ways of delivering ILL services. STLS is the most active user of BARC/ILL services sponsored by SCRLC. Our voice is vital. We are the only public library system present at these meetings.

Participate in the GST School Library Council. Attend regularly. Participation is slight as most decisions and other content is mostly geared towards the school community. These are informative. Our collaboration via SORA (Overdrive's app for schools to access the public library eBooks collection.) is a terrific, tho' 'hands-off' collaboration. The mechanics of this collaboration are orchestrated by Erika Jenns as our Engagement Consultant. Reporting on SORA activity is included in Overdrive reports sent to membership by Ms. Jenns.

By its very nature, the methodology that we employ to deliver out-of-system interloan services is a collaborative effort with another library: an academic one via SCRLC. Having a relationship with the staff at Tompkins Cortland Community College (TC3) is a boon to the successful implementation of the BARC/ILL services. Having staff from TC3 come to STLS for a training was helpful to explain the process of ILL fulfillment services thru various institutions.

Reached out to cataloging staff at Chautauqua-Cattaraugus Library System, Mid York Library System and North Country Library System to see how their departments were handling new Ingram MARC record charges. We shared our approach and learned how other systems were changing their cataloging and/or ordering workflow to reduce the impact of the new charges.

Held regular meetings with staff from the Finger Lakes Library System to discuss digital collection management, particularly holds management and monthly statistics. Collaborated with Finger Lakes Library System and OWWL Library System to exchange monthly statistics for the Reciprocal Lending Arrangement. Promoted RLA through social media posts and in bookmarks and brochures distributed to membership. Attended the OverDrive Digipalooza conference in Cleveland, Ohio. Presented a poster at the American Library Association annual conference on findings related to utilizing the Cost Per Circ lending model in OverDrive. Collaborated with FLLS and OWWL on the poster project. Presented on the Public Library Association's DigitalLearn platform at ALA Annual and at the New York Library Association conference.

14.10 Element 10: Construction - Results	The STLS Board of Trustees reaffirmed changes to NYS Public Library Construction Aid program guidelines as established in 2022. Fourteen (14) capital projects were awarded funding totaling \$1,099,159 in improvements. All fourteen (14) projects incorporated updated program guidelines that addressed environmental factors and social justice through improved accessibility.
14.11 Element 11: Direct Access - Results	All 42 chartered libraries adhered to the STLS Direct Access Plan 2022 - 2026.
14.12 Element 12: Other Goal(s) - Results	N/A

15. Current system URL's

15.1 System Home Page URL	https://www.stls.org/
15.2 URL of Current List of Members	https://www.stls.org/find-your-library/
15.3 URL of Current Governing Bylaws	https://www.stls.org/wp-content/uploads/2014/12/Bylaws-10.6.2015.pdf
15.4 URL of Evaluation Form	https://drive.google.com/file/d/1c8prMzkr0e2yNeTOM1dTbDqYqb6FazP5/view?usp=sharing
15.5 URL of Evaluation Results	https://drive.google.com/file/d/1c8prMzkr0e2yNeTOM1dTbDqYqb6FazP5/view?usp=sharing
15.6 URL of Central Library Plan	https://drive.google.com/file/d/1bMavsMXimyLvR6jQr_qF_jjK3v1I3ATR/view
15.7 URL of Direct Access Plan	https://drive.google.com/file/d/1xPp1D4FmBX2sYA1wXC2Fvi3RbtlZGHwY/view

16. Assurance and Contact Information

CONTACT INFORMATION

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

ASSURANCE

16.4 The Library System operated 03/19/2024
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)

APPROVAL (for New York State Library use only/not a required field)

16.5 The Library System's Annual 11/01/2024
Report and Projected Annual Budget
were reviewed and approved by the
New York State Library on (date -
mm/dd/yyyy).

Suggested Improvements

Library System	Southern Tier Library System
Name of Person Completing Form	Brian Hildreth

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

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