

FINANCE

Upon the recommendation of the Superintendent, and on the motion of _____, seconded by _____, it is resolved that the following finance actions are hereby taken:

A. General Fund Establishments and Adjustments

1. Budget Increases for 2023-2024:

Item #	CoSer #	Title	Increase	From	To
119-24	403.001	Alternative Education (ABL)	\$ 2,500	\$ 128,061	\$ 130,561
120-24	426.000	Exploratory Enrichment	\$ 1,000	\$ 505,022	\$ 506,022
121-24	500.000	Community Schools	\$ 4,572	\$ 764,668	\$ 769,240
122-24	507.000	Interscholastic Sports Coordination	\$ 1,550	\$ 14,772	\$ 16,322
123-24	511.000	Printing	\$ 53,337	\$ 1,368,402	\$ 1,421,739
124-24	527.000	Instructional Materials	\$ 5,272	\$ 1,180,295	\$ 1,185,567
125-24	537.000	School Curriculum	\$ 24,270	\$ 2,042,500	\$ 2,066,770
126-24	540.698	Staff Dev.: Cert. & Admin. w/PNW BOCES	\$ 12,340	\$ 1,685	\$ 14,025
127-24	579.492	Staff Development: Other w/Erie 2 BOCES	\$ 259	\$ 509	\$ 768
128-24	605.000	Comp. Svc.: Mgmt.	\$ 113,650	\$ 191,723	\$ 305,373
129-24	608.000	Negotiations (Labor Relations)	\$ 30,341	\$ 542,850	\$ 573,191
130-24	629.591	Comp. Svc.: Mgmt. w/Erie 1 BOCES	\$ 50,781	\$ 3,166,334	\$ 3,217,115
131-24	631.694	Comp. Svc.: Mgmt. w/E. Suffolk BOCES	\$ 5,865	\$ 11,284	\$ 17,149
132-24	670.494	Comp. Svc.: Mgmt. w/Monroe 1 BOCES	\$ 1,689	\$ 23,791	\$ 25,480
133-24	671.592	Coord. of Insurance Mgt. w/Questar III BOCES	\$ 4,472	\$ 19,836	\$ 24,308
134-24	674.591	Negotiations w/Erie 1 BOCES	\$ 3,827	\$ 14,704	\$ 18,531
135-24	676.599	Planning Service w/Broome-Tioga BOCES	\$ 1,112	\$ 27,783	\$ 28,895
136-24	681.492	Planning Svcs.: Mgmt. w/Erie 2 BOCES	\$ 17,710	\$ 87,604	\$ 105,314

These increases will be supported as follows:

119-24	403.001	Campbell-Savona: \$2,500
120-24	426.000	Spencer-Van Etten: \$1,000
121-24	500.000	Canisteo-Greenwood: \$4,572
122-24	507.000	Bradford: \$1,550
123-24	511.000	Addison: \$768, Arkport: \$328, Avoca: \$321, Bath: \$65, Bradford: \$48, Campbell-Savona: \$1,776, Canaseraga: \$137, Canisteo-Greenwood: \$1,537, Elmira: \$24,313, Elmira Heights: \$1,278, Hammondsport: \$3,275, Hornell: \$2,065, Horseheads: \$6,550, Odessa-Montour: \$2,217, Prattsburgh: \$767, Spencer-Van Etten: \$46, Watkins Glen: \$161, Waverly: \$3,499, Misc. Revenue: (Chemung County: \$94, Chemung Fire District: \$382, Corning Community College: \$93, Town of Big Flats: \$133, Village of Horseheads: \$3,484)
124-24	527.000	Arkport: \$1,526, BT BOCES: (Harpurville: \$3,746)
125-24	537.000	Arkport: \$12,968, Elmira Heights: \$4,036, Jasper-Troupsburg: \$5,044, Odessa-Montour: \$2,222
126-24	540.698	Canisteo-Greenwood: \$6,170, Hornell: \$6,170
127-24	579.492	Canaseraga: \$259
128-24	605.000	Bath: \$61,402, Watkins Glen: \$1,334, Orleans-Niagra BOCES: (Lockport: \$32,645), Erie 2 BOCES: (Brocton: \$18,269)
129-24	608.000	Bath: \$30,341
130-24	629.591	Addison: \$4,272, Alfred-Almond: \$49,140, Arkport: (\$2,376), Avoca: (\$1,138), Bath: (\$12,587), Bradford: \$1,790, Canaseraga: \$3,372, Canisteo-Greenwood: \$441, Hammondsport: (\$5,873), Hornell: \$12,145, Jasper-Troupsburg: (\$5,135), Prattsburgh: \$6,730
131-24	631.694	Horseheads: \$5,865
132-24	670.494	Elmira: \$1,689
133-24	671.592	Hornell: \$4,472

134-24 674.591 Addison: \$1,455, Elmira: \$2,372
 135-24 676.599 Arkport: \$1,112
 136-24 681.492 Bath: \$17,710

2. Budget Decreases for 2023-2024:

Item #	CoSer #	Title	Decrease	From	To
137-24	550.591	Comp. Svc.: Instr. w/ Erie 1 BOCES	\$ 21,661	\$ 2,384,981	\$ 2,363,320
138-24	609.000	Safety/Risk Management	\$ 25,143	\$ 1,192,064	\$ 1,166,921
139-24	612.000	Central Business Office	\$ 130,390	\$ 4,333,621	\$ 4,203,231

These decreases will be supported as follows:

137-24 550.591 Addison: (\$788), Alfred-Almond: (\$49,140), Arkport: \$2,343, Avoca: \$1,139, Bath: \$12,588, Bradford: \$2,137, Canaseraga: \$178, Canisteo-Greenwood: (\$441), Hammondsport: \$5,873, Hornell: (\$835), Jasper-Troupsburg: \$5,140, Prattsburgh: \$145
 138-24 609.000 Avoca: \$927, Elmira: (\$26,070)
 139-24 612.000 Watkins Glen: (\$130,390)

3. Transfers within programs for 2023-2024:

- a. Report of all fund transfers for the period 11/1/2023 – 11/30/2023, as attached.
- b. Transfers in excess of \$10,000.

<u>COSE</u> <u>NO.</u>	<u>PROGRAM</u>	<u>BUDGET CODE</u>	<u>TRANSFER</u> <u>IN</u>	<u>TRANSFER</u> <u>OUT</u>
101/102/103	CTE	A102-3342-200-0-01 Equip \$500-\$4999		\$ 25,000
		A102-3342-205-0-01 Software	\$ 3,310	
		A102-3342-210-0-01 Lg Equip >\$5000	\$ 11,257	
		A102-3342-300-0-01 Supplies	\$ 10,433	
		Total	\$ 25,000	\$ 25,000
605	Computer Svc.: Mgmt.	A605-7710-400-D-01 Contractual		\$ 94,605
		A605-7710-205-D-01 Software	\$ 94,605	
		Total	\$ 94,605	\$ 94,605

B. Federal Fund Establishments and Adjustments

1. Budget Establishments for 2022-23:

- a. SNAP Venture V grant be accepted, and the budget established in the amount of \$125,000 for the period December 1, 2022, through November 30, 2023, as attached. Approval was received on December 5, 2023.

2. Budget Establishments for 2023-24:

- a. TABE (Test of Adult Basic Education) Steuben County contract for services be accepted and the budget established in the amount of \$20,000 for the period January 1, 2024, through December 31, 2024, as attached. Approval was received on December 8, 2023.

C. Purchasing

- 1. Approval of the 2022-2023 School Library Systems Annual Report, as attached.

2. Approval of Resolution, as attached, to participate with other BOCES in an agreement negotiated by the Capital Region BOCES for software and database access for use in School Library Systems, "Dream Consortium."
3. Permission to open BOCES credit card accounts with Community Bank and once open, close the Chemung Canal Mastercard's.
4. Permission to bid car kit, for Coopers CTE Collision Repair, from funds awarded by Harbor Freight.
5. Permission to bid paper & supplies for the Print Shop.
6. Permission to bid recycling and trash removal services for GST BOCES campuses (Bush, Coopers and Hornell).

D. Acceptance of Donation

1. 2007 Pontiac Grand Prix to the Wildwood Auto Tech program from Simmons Rockwell, 1160 County Rte. 66, Hornell, NY 14843

GREATER SOUTHERN TIER BOCES

Budgetary Transfer Report

Fiscal Year: 2023-24

Current Appropriation - Effective From: 11/1/2023 - 11/30/2023

Budget Account	Description	Amount Transferred From	Amount Transferred To
A511-6313-164-0-09 R	PRINT-OT/EXTRA WORK	-3,300.00	
A511-6313-166-0-09 R	PRINT-TEMP SALARY		3,000.00
A511-6313-813-0-09 R	PRINT-NYS ERS		300.00
A001-1010-432-0-00 R	BOE-MEMBER FEES	-4,500.00	
A001-1240-404-0-00 R	DS-PRINTING	-600.00	
A001-1250-160-1-00 R	DPTY SUPT-NI SALARY	-1,375.00	
A001-1310-160-0-00 R	CENTRAL ADMIN-NI SALARY	-5,000.00	
A001-1310-816-0-00 R	CENTRAL ADMIN-HEALTH INS	-6,250.00	
A001-1490-816-0-00 R	RETIREE HEALTH INSURANCE	-1,000.00	
A001-1010-400-0-00 R	BOE-CONTRACT AND OTHER		500.00
A001-1010-440-0-00 R	BOE-CONSULTANT		3,000.00
A001-1010-454-0-00 R	BOE-PHOTOCOPYING		1,000.00
A001-1240-204-0-00 R	DS-SMALL EQUIP		300.00
A001-1240-300-0-00 R	DS-SUPPLIES		200.00
A001-1240-445-0-00 R	DS-SUPTS MTG/MEAL EXP		100.00
A001-1250-153-0-00 R	HI STIPEND SAL		1,375.00
A001-1250-300-0-00 R	ASST SUPT FIN-SUPPLIES		200.00
A001-1250-432-0-00 R	ASST SUPT FIN-MEMBER FEES		500.00
A001-1250-822-0-00 R	ASST SUPT-HRA ADMIN		50.00
A001-1250-829-0-00 R	ASST SUP FINANCE-TRS RSV		100.00
A001-1310-161-0-00 R	CENTRAL ADMIN-SUB SALARY		5,000.00
A001-1310-300-0-00 R	CENTRAL ADMIN-SUPPLIES		5,000.00
A001-1310-818-0-00 R	CENTRAL ADMIN-UNEMPL INS		100.00
A001-1310-828-0-00 R	CENTRAL ADMIN-ERS-RSV		300.00
A001-1490-821-0-00 R	RETIREE VISION		1,000.00
A511-6313-400-0-09 R	PRINT-CONTRACTUAL	-300,000.00	
A537-6211-300-0-00 R	SIP BASE SUPPLIES	-43,630.00	
A537-6211-300-0-00 R	SIP BASE SUPPLIES	-30,000.00	
A537-6211-440-1-27 R	SIP- WKSP-CONSULT BYRON-B	-6,000.00	
A537-6211-440-1-33 R	SIP--DANSVILLE	-42,542.00	
A605-7710-164-2-99 R	MITS-NI OVERTIME/EXTR	-14,843.00	
A605-7710-300-L-99 R	MANAGED DATA - SUPPLIES	-58,218.00	
A605-7710-300-Y-99 R	DPSS-SUPPLIES	-12,945.00	
A605-7710-816-2-99 R	MITS-HEALTH INS	-11,927.00	
A605-7710-816-L-99 R	MANAGED DATA-HEALTH INS	-31,020.00	
A605-7710-819-L-99 R	MANAGED DATA-HRA	-41.00	

Budget Account	Description	Amount Transferred From	Amount Transferred To
A511-6313-300-0-09 R	PRINT-SUPPLIES		175,000.00
A511-6313-301-0-09 R	PRINT-PAPER SUPPLIES		125,000.00
A537-6211-300-0-00 R	SIP BASE SUPPLIES		6,000.00
A537-6211-440-1-06 R	SIP WATKINS GLEN CONSULTA		42,542.00
A537-6211-440-1-28 R	SIP- WKSP-CONSULT MEXICO		43,630.00
A537-6211-440-1-31 R	SIP-LOCKPORT		30,000.00
A605-7710-160-2-99 R	MIT-S-NI SALARIES		89,279.00
A605-7710-160-Y-99 R	DPSS-NI SALARIES		12,945.00
A605-7710-166-2-99 R	MIT-S-NI TEMP SALARY		14,843.00
A605-7710-813-2-99 R	MIT-S-NYS ERS		11,927.00
A605-7710-204-B-09 R	FIN-SMALL EQUIP	-1,000.00	
A605-7710-204-B-99 R	FIN-SMALL EQUIP		1,000.00
A102-3020-204-0-75 R	MATH/SCIENCE SMALL EQUIP	-300.00	
A102-3127-200-0-00 R	ANIMAL SCIENCE EQUIP	-782.62	
A102-3213-300-0-00 R	CHILD CARE-SUP	-140.99	
A102-3413-200-0-00 R	DIGITAL MEDIA ARTS EQUIP	-5,781.35	
A102-3513-200-0-00 R	AUDIO MEDIA EQUIP	-494.91	
A102-3641-300-0-03 R	COSMTLGY SUPPLY	-1,371.00	
A102-3963-300-0-00 R	DENTAL ASST SUPPLY	-2,367.75	
A102-3020-300-0-75 R	MATH/SCIENCE SUPPLY		300.00
A102-3127-205-0-00 R	ANIMAL SCIENCE SOFTWARE		99.95
A102-3127-407-0-00 R	ANIMAL SCIENCE POSTAGE		682.67
A102-3213-204-0-00 R	CHILD CARE-SMALL EQUIP		140.99
A102-3413-204-0-00 R	DIGITAL MEDIA ARTS SM EQU		5,781.35
A102-3513-205-0-00 R	AUDIO MEDIA SOFTWARE		69.91
A102-3513-400-0-00 R	AUDIO MEDIA OTHER EXP		425.00
A102-3641-400-0-03 R	COSMTGLY OTHER EXP		1,371.00
A102-3963-303-0-00 R	DENTAL ASST TXTBKS		2,367.75
A445-5880-150-0-00 R	P-TECH CERTIFIED SALARIES	-8,460.00	
A445-5880-816-0-00 R	P-TECH HEALTH INSURANCE	-9,000.00	
A445-5880-204-0-00 R	P-TECH SM EQUIP < \$500		2,500.00
A445-5880-205-0-00 R	P-TECH SOFTWARE		2,050.00
A445-5880-300-0-00 R	P-TECH SUPPLIES & MATERIA		9,600.00
A445-5880-347-0-00 R	P-TECH AUTO EXPENSE		700.00
A445-5880-404-0-00 R	P-TECH PRINTING EXPENSES		1,260.00
A445-5880-407-0-00 R	P-TECH POSTAGE		200.00
A445-5880-419-0-00 R	P-TECH 19-A TRAINING		650.00
A445-5880-456-0-00 R	P-TECH MILEAGE EXPENSE		500.00
A701-8010-400-1-01 R	CAMPUS DEV CPRS OTH	-4,750.00	
A701-8010-400-3-00 R	O/M UNIFORM PURCHASES	-1,100.00	
A701-8010-400-1-00 R	O/M CPRS CONTRACT/REPAIR		5,850.00
A101-3010-200-0-00 R	PLAN SVCS EQUIPMENT	-1,961.00	
A101-3010-204-0-00 R	PLAN SVCS SM EQUIP	-646.00	
A101-3020-204-0-75 R	MATH/SCIENCE SMALL EQUIP	-4.00	
A101-3020-400-0-05 R	NATIONAL ASSESSMENTS	-4,000.00	
A101-3130-400-0-00 R	HEAVY EQUIP OTH EXP	-274.00	
A101-3130-400-0-00 R	HEAVY EQUIP OTH EXP	-83.00	
A101-3010-400-0-00 R	PLAN SVCS OTHER EXP		1,961.00
A101-3010-456-0-00 R	PLAN SVCS MILEAGE		646.00

Budget Account	Description	Amount Transferred From	Amount Transferred To
A101-3020-205-0-05 R	NATIONAL ASSESSMENT SOFTW		4,000.00
A101-3020-300-0-75 R	MATH/SCIENCE SUPPLY		4.00
A101-3130-347-0-00 R	HEAVY EQUIP AUTO EXPENSES		274.00
A101-3130-407-0-00 R	HEAVY EQUIP POSTAGE		83.00
A101-3020-152-0-74 R	T ASST SAL	-9,800.00	
A101-3020-205-0-05 R	NATIONAL ASSESSMENT SOFTW		8,600.00
A101-3768-150-0-00 R	B&E INSTR SAL		1,200.00
A101-3342-200-0-00 R	AUTO SVC EQUIP	-1,908.00	
A101-3413-300-0-00 R	DIGITAL MEDIA ARTS SUPPL	-15.00	
A101-3413-300-0-00 R	DIGITAL MEDIA ARTS SUPPL	-553.00	
A101-3444-200-0-00 R	BLDG CON EQUIP	-1,314.00	
A101-3444-200-0-00 R	BLDG CON EQUIP	-180.00	
A101-3611-200-0-00 R	ENG & METAL FAB EQUIP	-4,000.00	
A101-3760-303-0-00 R	NEW VIS ILB TEXTS	-190.00	
A101-3342-300-0-00 R	AUTO SVC SUPPLY		1,908.00
A101-3413-200-0-00 R	DIGITAL MEDIA ARTS EQUIP		15.00
A101-3413-204-0-00 R	DIGITAL MEDIA ARTS SM EQ		553.00
A101-3444-204-0-00 R	BLDG CON SMALL EQUIP		1,314.00
A101-3444-205-0-00 R	BLDG CON SOFTWARE		180.00
A101-3611-210-0-00 R	ENG&METAL FAB EQP >\$5000		4,000.00
A101-3760-300-0-00 R	NEW VIS ILB SUPPLY		190.00
A528-6136-160-2-00 R	CDC INTERNSHIP N INST SAL	-884.00	
A528-6136-160-8-00 R	CDC ADL CAREER SVS NI SAL	-1,876.00	
A528-6136-815-0-00 R	CDC BASE SOC SECURITY	-367.00	
A528-6136-150-2-00 R	CDC INTERNSHIP INST SAL		83.00
A528-6136-150-8-00 R	CDC ADL CAREER SVS IN SAL		84.00
A528-6136-205-0-00 R	CDC SOFTWARE		167.00
A528-6136-801-2-00 R	CDC INTERNSHIP POST EMPLO		50.00
A528-6136-811-2-00 R	CDC INTERNSHIP TRS		20.00
A528-6136-811-8-00 R	CDC ADL CAREER SVS TRS		20.00
A528-6136-813-2-00 R	CDC INTERNSHIP ERS		100.00
A528-6136-813-2-00 R	CDC INTERNSHIP ERS		487.00
A528-6136-816-8-00 R	CDC ADL CAREER SVS HEALTH		1,355.00
A528-6136-819-8-00 R	CDC ADL CAREER SVS HRA		211.00
A528-6136-821-8-00 R	CDC ADL CAREER SVS VISION		10.00
A528-6136-823-0-00 R	CDC BASE FLEX		100.00
A528-6136-824-2-00 R	CDC INTERNSHIP DENTAL INS		134.00
A528-6136-824-8-00 R	CDC ADL CAREER SVS DENTAL		196.00
A528-6136-829-0-00 R	CDC BASE TRS RESERVE		100.00
A528-6136-829-2-00 R	CDC INTERNSHIP TRS RESRV		10.00
A605-7710-400-D-00 R	CONTRACTUAL-BOCES	-5,420.50	
A430-5877-492-0-00 R	E-LEARNING W/ERIE 2 BOCES		5,420.50
A102-3129-200-0-09 R	CONSERV-EQUIPMENT	-1,080.97	
A102-3441-400-0-00 R	BLDG CON T OTHER EXP	-1,216.00	
A102-3129-204-0-09 R	CONSERV-SMALL EQUIP		1,080.97
A102-3441-205-0-00 R	BLDG CON T SOFTWARE		1,216.00
A103-3980-300-0-00 R	NV HEALTH SUPPLY	-143.00	
A103-3980-400-0-00 R	NV HEALTH OTHER EXP		143.00
A701-8010-406-0-99 R	O/M BUSH MISC RESERVE	-9,900.00	
A701-8010-340-0-99 R	O/M BUSH CLEAN SUPPLIES		9,900.00
A701-8010-816-0-99 R	O/M BUSH HLTH INS	-9,900.00	
A701-8010-340-0-99 R	O/M BUSH CLEAN SUPPLIES		9,900.00
A102-3129-303-0-09 R	CONSERV-TEXTBOOKS	-7,500.00	
A102-3129-300-0-09 R	CONSERV-SUPPLY		7,500.00
A214-4230-300-3-01 R	1:6:1 ED SPLY MCCANN	-48.24	

Budget Account	Description	Amount Transferred From	Amount Transferred To
A214-4230-400-3-00 R	1:6:1 ED CONTRACT CORNING		48.24
A214-4230-400-3-00 R	1:6:1 ED CONTRACT CORNING	-48.24	
A214-4230-304-3-00 R	1:6:1 ED CURR MAT CORNING		48.24
A701-8010-816-0-99 R	O/M BUSH HLTH INS	-3,000.00	
A701-8010-340-0-99 R	O/M BUSH CLEAN SUPPLIES		3,000.00
A102-3342-204-0-00 R	AUTO SVC S SMALL EQUIP	-2,994.00	
A102-3342-205-0-00 R	AUTO SVC S SOFTWARE	-1,600.00	
A102-3342-400-0-00 R	AUTO SVC S OTHER EXP	-2,324.00	
A102-3342-200-0-00 R	AUTO SVC S EQUIP		2,324.00
A102-3342-300-0-00 R	AUTO SVC S SUPPLY		2,994.00
A102-3342-300-0-00 R	AUTO SVC S SUPPLY		1,600.00
A102-3342-200-0-00 R	AUTO SVC S EQUIP	-5,000.00	
A102-3342-210-0-00 R	AUTO SVC S LRG EQUIP		5,000.00
A701-8010-200-2-00 R	O/M WW EQUIP	-5,985.00	
A701-8010-411-0-99 R	O/M BUSH TELEPHONE	-6,945.00	
A701-8010-300-0-99 R	O/M BUSH OFFICE SUPPLIES		2,600.00
A701-8010-343-0-99 R	O/M BUSH LAWN SUPPLIES		350.00
A701-8010-400-0-99 R	O/M BUSH CONTRACT/REPAIR		6,700.00
A701-8010-414-0-99 R	O/M BUSH SEWER		1,250.00
A701-8010-426-3-00 R	O/M BUSH-HZRD WSTE		1,000.00
A701-8010-445-0-99 R	O/M BUSH-WKSHP/MTG EXP		70.00
A701-8010-801-1-00 R	O/M CPRS POST EMLY		40.00
A701-8010-813-1-00 R	O/M CPRS ERS		205.00
A701-8010-818-1-00 R	O/M CPRS UNEMP INS		15.00
A701-8010-824-2-00 R	O/M WW DNTL INS		700.00
Total for Fund A - GENERAL FUND		-699,899.57	699,899.57

Selection Criteria:

Type: Current Appropriation

Fund: A

Date From: 11/1/2023

Date To: 11/30/2023

Date Used: Effective in Budget

Printed by AMY LORENZ



Schuyler-Steuben-Chemung-Tioga-Allegany BOCES

REQUEST OF THE BOARD OF EDUCATION FOR ACCEPTANCE OF GRANT AWARD

Staff Contact Person: Colleen Hurd

Title of Grant: Supplemental Nutrition Assistance Program (SNAP)
Employment and Training Venture V

Funding Source: NYS Office of Temporary and Disability Assistance

Amount: \$125,000

Time Period Covered by Grant: 12/01/22 to 11/30/23

Collaborating Partner Agencies/Entities: Chemung, Schuyler & Steuben Co.

DSS, CSS-Workforce NY, ACCES-VR, Steuben Co. Pro-Action

Lead Agency: Greater Southern Tier BOCES

Target Population: Adults

Purpose(s) of Grant:

Provide adult applicants and recipients of SNAP and Safety Net benefits
access to employment assistance through comprehensive case management
services focused on skill development in literacy, vocational training,
job readiness and soft skills training, and job acquisition.

Staffing Needs (if any): .78 instructional & non-instructional staff.

Anticipated Activities/Staff Main Duties/Responsibilities:

Literacy classes, GED preparation, life skills, case management and
vocational training.



Schuyler-Steuben-Chemung-Tioga-Allegany BOCES

REQUEST OF THE BOARD OF EDUCATION FOR ACCEPTANCE OF GRANT AWARD

Staff Contact Person: Colleen Hurd

Title of Grant: TABE (Test of Adult Basic Education) Testing (Steuben Co. DSS)

Funding Source: County of Steuben

Amount: \$20,000

Time Period Covered by Grant: 1/1/2024 to 12/31/2024

Collaborating Partner Agencies/Entities: Steuben Co. DSS

Lead Agency: Greater Southern Tier BOCES

Target Population: Adults

Purpose(s) of Grant:

Assessment of Reading & Math skills.

Staffing Needs (if any): .25 instructional, .05 clerical.

Anticipated Activities/Staff Main Duties/Responsibilities:

Assessment of Reading & Math skills to enter into literacy programs and/or career training programs.

Schuyler-Steuben-Chemung-Tioga-Allegany BOCES SLS Annual Report for Library Systems - 2022 (School Library Systems 2022-2023)

1. General System Information

System/Director Information

Please be sure to read all instructions in the survey and in the separate instructions document (see Instructions link at the top right).

Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari, and Microsoft Edge.

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 interface, please be sure you exit and close the old Bibliostat Collect 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	559000000000
1.2	System Name	Schuyler-Steuben-Chemung-Tioga-Allegany BOCES School Library System
1.3	Beginning Reporting Year	07/01/2022
1.4	Ending Reporting Year	06/30/2023
1.5	Street Address	9579 Vocational Drive - Building 1 - Coopers Campus
1.6	City	Painted Post
1.7	Zip Code	14870
1.8	Four-Digit Zip Code Extension (enter N/A if unknown)	9043
1.9	Mailing Address	9579 Vocational Drive - Building 1 - Coopers Campus
1.10	City	Painted Post

1.11	Zip Code	14870
1.12	Four-Digit Zip Code Extension (enter N/A if unknown)	9043
1.13	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(607) 739-3581
1.14	Fax Number (enter 10 digits only and hit the Tab key)	N/A
1.15	System Home Page URL	https://www.gstboces.org/o/library
Note: It changed because BOCES went with a new web design firm.		
1.16	URL of the system's complete Plan of Service	https://www.gstboces.org/o/library/documents/organizational-information/annual-rep
Note: It changed because BOCES went with a new web design firm.		
1.18	Area Chartered to Serve (square miles)	2,227
1.20	County	Steuben
1.21	County (Counties) Served	Schuyler, Steuben, Chemung, Tioga, Allegany
1.22	School District	Elmira Heights
Please report information for the current system director (as of the date the report is being completed).		
1.24	First Name of System Director	Mary Ann
1.25	Last Name of System Director	Munroe
1.28 - School Library System Director Administrative Certification: Indicate information about the certification currently held		
a.	School Building Leader (SBL) Certificate	No
b.	School District Leader (SDL) Certificate	Yes

- c. School Administrator and Supervisor Certificate (SAS) No
- d. School District Administrator (SDA) Certificate No
- e. A Variance to Obtain Certification was Approved Through the Following Date N/A

Director Information Cont./Supervisor and Superint

- 1.31 Telephone Number of the System Director, including area code and extension. (607) 739-3581 Ext.2112
- 1.32 E-Mail Address of the System Director mmunroe@gstboces.org
- 1.33 Fax Number of the System Director (enter 10 digits only and hit the Tab key) (000) 000-0000
- 1.35 Name of Current SLS Director's Supervisor Beth Dryer
- 1.36 Mailing Address Bush Campus - Bld 3 459 Philo Road
- 1.37 City Elmira
- 1.38 Zip Code 14903
- 1.39 Four-Digit Zip Code Extension (enter N/A if unknown) 1051
- 1.40 Telephone Number (enter 10 digits only and hit the Tab key) (607) 739-3581
- 1.41 E-Mail Address bdryer@gstboces.org
- 1.42 Name of BOCES/Big 5 Cities District Superintendent Stacy Saglibene

Note: Our Superintendent changed from Kelly Houck to Stacy Saglibene.

1.43 Mailing Address 9579 Vocational Drive

1.44 City Painted Post

1.45 Zip Code 14870

1.46 Four-Digit Zip Code Extension (enter N/A if unknown) 9043

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

2. Personnel Information

2.2 FTE (Full-Time Equivalent Calculation) The number of hours per work week used to compute FTE for all budgeted professional positions 40

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

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

(enter to two decimal places; enter decimal point)

2.6 School Library System Director per CR 90.18 (a) (7) 1 - Filled Position FTE

2.7	School Library System Director per CR 90.18 (a) (7) - Vacant Position FTE	0
2.10	Librarians - Filled Position(s) FTE	0.1

Note: I currently have two certified librarians that are employed on a timesheet basis.

2.11	Librarians - Vacant Position(s) FTE	0
2.14	Total Librarians - Filled Position(s) FTE (total questions 2.6 + 2.10)	1.10
2.15	Total Librarians - Vacant Position(s) FTE (total questions 2.7 + 2.11)	0.00
2.16	Total Other Professional Staff - Filled Position(s) FTE	0
2.17	Total Other Professional Staff - Vacant Position(s) FTE	0
2.18	Total Other Staff - Filled Position(s) FTE	1
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)	2.10
2.21	Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)	0.00

SALARY INFORMATION

2.24	System Director FTE	1
2.25	System Director Current Annual Salary	\$77,089
2.26	Librarian FTE	0.1

2.27	Librarian Current Annual Salary	\$2,500
------	---------------------------------	---------

3. System Membership, Outlets and Governance

PUBLIC SERVICE OUTLETS

Report information as of the end of the reporting year indicated in questions 1.3 and 1.4.

3.10	Number of member public school districts	21
------	--	----

3.11	Number of member non-public schools	1
------	-------------------------------------	---

3.12	Total number of members (Total 3.10 + 3.11)	22
------	---	----

3.13	Number of participating school library media centers	67
------	--	----

3.14	Number of school library system participants (buildings)	66
------	--	----

3.15	Main Library/System Headquarters	1
------	----------------------------------	---

BOARD /COUNCIL MEETINGS

3.22	Total number of school library system council meetings held during reporting year	9
------	---	---

3.23	URL of the Minutes of the SLS Council's meetings for the period July 1, 2022 - June 30, 2023.	https://www.gstboces.org/o/library/documents/organizational-information/council-minutes
------	---	---

3.24	Current number of <u>voting</u> positions on system board/council, including vacancies. Please add a note if this has changed from the previous year report.	14
------	--	----

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

SYSTEM BOARD/COUNCIL

School Library Systems - enter information for the period July 1, 2023, through June 30, 2024

President/Council Chair

3.26	Status: Filled, Vacant	Filled
3.27	First Name	Sonia
3.28	Last Name	Barchet
3.29	Institutional Affiliation	Elmira City School District
3.30	Professional Title	Library Media Specialist
3.31	Mailing Address	169 Orchard Hill Road
3.32	City	Elmira
3.33	Zip (enter five digits only)	14903
3.34	Telephone (enter 10 digits only and hit the Tab key)	(607) 331-6438
3.35	E-mail Address	sbarchet@elmiracityschools.com
3.36	Term Expires - Month or N/A	June
3.37	Term Expires - Year (YYYY) or N/A	2024

Repeating Group #2 Board/Council Member - complete one record for each current voting Board/Council Member. For each v
You may 1) enter the data for the Board/Council Members directly into the survey as usual or 2) send Baker and Taylor the da
enter the data into the spreadsheet form available in the survey by clicking [here](#). Complete this form and email it to [collectcon](#)

The board president should not be included on the spreadsheet. Please enter board president information in the section

1.	Status: Filled, Vacant	Filled
----	------------------------	--------

2. First Name Maggie
3. Last Name Field
4. Institutional Affiliation Watkins Glen CSD
5. Professional Title School Librarian
6. Term Expires - Month or N/A June
7. Term Expires - Year (YYYY) or N/A 2025

1. Status: Filled, Vacant Filled
2. First Name Jennifer
3. Last Name Thomas
4. Institutional Affiliation Elmira Heights CSD
5. Professional Title School Librarian
6. Term Expires - Month or N/A June
7. Term Expires - Year (YYYY) or N/A 2026

1. Status: Filled, Vacant Filled
2. First Name Robin
3. Last Name Robarge
4. Institutional Affiliation Hammondsport CSD
5. Professional Title School Librarian
6. Term Expires - Month or N/A June
7. Term Expires - Year (YYYY) or N/A 2026

1. Status: Filled, Vacant Filled
2. First Name Lorie
3. Last Name Brown
4. Institutional Affiliation Southern Tier Library System
5. Professional Title Youth Services Consultant
6. Term Expires - Month or N/A June
7. Term Expires - Year (YYYY) or N/A 2025

1. Status: Filled, Vacant Filled
2. First Name Cheryl
3. Last Name Wood-Walter
4. Institutional Affiliation Waverly CSD
5. Professional Title School Librarian
6. Term Expires - Month or N/A June
7. Term Expires - Year (YYYY) or N/A 2025

1. Status: Filled, Vacant Filled
2. First Name Britany
3. Last Name Elsey
4. Institutional Affiliation Corning Painted Post CSD
5. Professional Title School Librarian
6. Term Expires - Month or N/A June

7. Term Expires - Year (YYYY) or N/A 2026

1. Status: Filled, Vacant Filled

2. First Name Katherine

Note: Non-Voting member - teacher representative

3. Last Name Wixted

4. Institutional Affiliation Spencer Van Etten CSD

5. Professional Title Teacher

6. Term Expires - Month or N/A June

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

1. Status: Filled, Vacant Filled

2. First Name James

3. Last Name Cotton

4. Institutional Affiliation Bath CSD

5. Professional Title School Librarian

6. Term Expires - Month or N/A June

7. Term Expires - Year (YYYY) or N/A 2025

1. Status: Filled, Vacant Filled

2. First Name Stacie

3. Last Name Martinec

4. Institutional Affiliation Corning Painted Post CSD

5. Professional Title School Librarian
6. Term Expires - Month or N/A June
7. Term Expires - Year (YYYY) or N/A 2026

1. Status: Filled, Vacant Filled
2. First Name Kayla
3. Last Name Kelly
4. Institutional Affiliation Odessa Montour CSD

5. Professional Title School Librarian
6. Term Expires - Month or N/A June
7. Term Expires - Year (YYYY) or N/A 2026

1. Status: Filled, Vacant Filled
2. First Name Cara
3. Last Name Smith
4. Institutional Affiliation GST BOCES

5. Professional Title School Librarian
6. Term Expires - Month or N/A June
7. Term Expires - Year (YYYY) or N/A 2026

1. Status: Filled, Vacant Filled
2. First Name Melissa

3. Last Name Rivers
4. Institutional Affiliation Alfred Almond CSD
5. Professional Title School Principal
6. Term Expires - Month or N/A June
7. Term Expires - Year (YYYY) or N/A 2026

1. Status: Filled, Vacant Filled
2. First Name Mary Kay
3. Last Name Welgoss
4. Institutional Affiliation Retired
5. Professional Title Retired Librarian/SLS Director
6. Term Expires - Month or N/A June
7. Term Expires - Year (YYYY) or N/A 2026

1. Status: Filled, Vacant Filled
2. First Name Jordan
3. Last Name Hahn
4. Institutional Affiliation Hornell CSD
5. Professional Title School Librarian
6. Term Expires - Month or N/A June
7. Term Expires - Year (YYYY) or N/A 2024

5. System Services

Catalog

TECHNOLOGY AND RESOURCE SHARING

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 in print

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

- | | | |
|----|---------------------------|-----|
| a. | Print | No |
| b. | Disc | No |
| c. | Online or Virtual Catalog | Yes |
| d. | No Catalog | No |

5.14 How many libraries participate in (or submit records for) the union catalog? 67

5.15 Is the system's union catalog shared with any other library system(s)? (Enter Y for Yes, N for No) Y

5.16 Number of titles in the system's union catalog 280,368

Note: Librarians have been working on weeding in the region.

5.17 Number of holdings in the system's union catalog 562,229

Note: Librarians have been working on weeding in the region.

5.18 Number of new titles added in the last year 13,051

5.19 Number of holdings added in the last year 63,762

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 Note) No
- b. Non-library catalogs are included (if checked, please name non-library catalogs using the Note) No
- c. Patron-initiated ILL available and used through this catalog No

Interlibrary Loan/Delivery/Continuing Education

VISITS TO THE SYSTEM'S WEB SITE

5.24 Annual number of visits to the system's web site 28,500

SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25 Total items provided (loaned) 5,397

5.26 Total items received (borrowed) 1,012

5.27 Total requests provided (loaned) unfilled 2,239

Note: Many libraries did not have staff available to fill ILL requests on a regular basis. These schools are often the ones staffed

5.28 Total requests received (borrowed) unfilled 1,274

Note: Many libraries did not have staff available to fill ILL requests on a regular basis. These schools are often the ones staffed

5.29 Total interlibrary loan activity (total questions 5.25 through 5.28) 9,922

DELIVERY

5.31 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

a. System courier (on the System's payroll) No

b.	Other system's courier	No
c.	BOCES/Big 5 City courier	Yes
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
5.32	Number of stops (pick-up and delivery sites per week)	249

Continuing Education Cont.

CONTINUING EDUCATION/STAFF DEVELOPMENT

Workshops/Meetings/Training Sessions

For topics not included below please add a repeating group for each 'other' topic in 5.61.

Resource sharing (ILL, collection development, etc.)

5.33	Number of sessions	4
5.34	Number of participants	15

Technology

5.35	Number of sessions	1
5.36	Number of participants	7

Digitization

5.37	Number of sessions	0
5.38	Number of participants	0

Leadership

5.39	Number of sessions	1
5.40	Number of participants	48

Management & Supervisory

5.41 Number of sessions 0

5.42 Number of participants 0

Planning and Evaluation

5.43 Number of sessions 1

5.44 Number of participants 23

Awareness and Advocacy

5.45 Number of sessions 1

5.46 Number of participants 5

Trustee/Council Training

5.47 Number of sessions 10

5.48 Number of participants 102

Special Client Populations

5.49 Number of sessions 1

5.50 Number of participants 15

Children's Services/Elementary Grade Levels

5.51 Number of sessions 1

5.52 Number of participants 19

Young Adult Services/Middle and High School Grade Levels

5.53 Number of sessions 1

5.54 Number of participants 19

Mentoring

5.55 Number of sessions 3

5.56 Number of participants 11

Teaching & Learning

5.57	Number of sessions	3
5.58	Number of participants	64

E-Resources

5.59	Number of sessions	7
5.60	Number of participants	23
5.61	Other: Does the system provide other Workshops/Meetings/Training Sessions not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic; if No, enter N/A for questions 1, 2, 3 and 4 of one repeating group.	N

Repeating Group #3

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

5.62	Grand Total Sessions (total questions 5.33, 5.35, 5.37, 5.39, 5.41, 5.43, 5.45, 5.47, 5.49, 5.51, 5.53, 5.55, 5.57, 5.59, and total of question #2 of Repeating Group #3)	34
------	--	----

5.63	Grand Total Participants (total questions 5.34, 5.36, 5.38, 5.40, 5.42, 5.44, 5.46, 5.48, 5.50, 5.52, 5.54, 5.56, 5.58, 5.60, and total of question #3 of Repeating Group #3)	351
------	--	-----

Note: Attendance affected by lack of substitute teachers and the fact that I am unable to offer a stipend or sub reimbursement

Coordinated Services/Consulting Services

COORDINATED SERVICES

5.64 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

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

Repeating Group #4 COSER SERVICES

5.65 Name of COSER managed by the SLS Director 6316 Library Services/Media 6320 Library Automation

5.65 Name of COSER managed by the SLS Director 6320 Library Automation

CONSULTING AND TECHNICAL ASSISTANCE SERVICES

5.66 Indicate which consulting and technical assistance services the system provides. **Note:** If "Other" is selected, please add

- | | | |
|------|--|----|
| a. | Consulting with member libraries on grants, and state and federal funding | Y |
| b. | Consulting with member libraries on funding and governance | Y |
| c. | Consulting with member libraries on automation and technology | Y |
| d. | Consulting with member libraries on physical plant needs | Y |
| e. | Consulting with member libraries on personnel and management issues | Y |
| f. | Providing information to local, county, and state legislators and their staffs | Y |
| g. | Providing system and member library information to the media | N |
| h. | Providing website development and maintenance for member libraries | Y |
| 5.67 | Other Consulting and Technical Assistance Services not listed above - Add state note | No |

Reference/Special Clients

REFERENCE SERVICES

5.68 Total Reference Transactions 55,500

5.68a Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks? ES - Annual Estimate

**SERVICES TO SPECIAL CLIENTS
(Direct and Contractual)**

5.69 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

e. Services for patrons who are members of ethnic or minority groups in need of special library services Yes

i. Other No

5.70 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

Repeating Group #5

1. Service provided N/A

2. Number of facilities/institutions served N/A

Fees

5.71 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 5.72. N

5.72 Description of fees We do not charge fees for our services or programming.

6. Operating Funds Receipts

State and Federal Aid

Operating Aid Receipts: Please include all funds used to support the School Library system, including state and federal aid, to which only includes state aid.

State Aid

6.33 School Library Systems Basic Aid \$152,608

6.34 School Library Systems Categorical Aid for Automation \$15,261

6.35 School Library Systems Supplemental Aid \$53,750

6.36 Special Legislative Grants and Member Items \$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). N

Repeating Group #6 Complete one record for each grant. If the system does not receive other state aid, enter N/A on question

1. Funding Source N/A

2. Amount N/A

6.43 Total Other State Aid (total question #2 of Repeating Group #7 above) \$0

6.44 Total State Aid Receipts (total questions 6.33 through 6.36, and question 6.43) \$221,619

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. N

Repeating Group #7 Complete one record for each grant. If the system does not receive other federal aid, enter N/A on questions 1, 2 and 3.

1. Funding Source N/A

2. Amount N/A

Contracts/COSER

6.47 **Total Other Federal Aid** (total questions #2 of Repeating Group #8) \$0

Note: Received ARPA grant from SCRLC in 21-22. No grant receipts in 22-23

6.48 **Total Federal Aid** (total questions 6.45 and 6.47) \$0

CONTRACTS WITH LIBRARIES, LIBRARY SYSTEMS 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. N

Repeating Group #8 Complete one record for each contract. If the system does not contract, enter N/A on questions 1, 2 and 3.

1. Contracting Agency N/A

2. Contracted Service N/A

3. Total Contract Amount N/A

6.50 **Total Contracts** (total question #3 of Repeating Group #9 above) \$0

COSER FUNDS

6.51 COSER Receipts \$175,642

Note: Increase due to increase in salary and benefit costs.

Miscellaneous

MISCELLANEOUS RECEIPTS

6.57 Does the system have other miscellaneous receipts in categories not listed in questions 6.51 through 6.55? N
Enter Y for Yes, N for No. If Yes, enter source and amount in the Note field.

Repeating Group #9 Complete one record for each income category. If the system does not have other miscellaneous receipts

1. Receipt category N/A

2. Amount N/A

6.58 **Total Other Miscellaneous Receipts** (total question #2 of Repeating Group #10 above) \$0

6.59 **Total Miscellaneous Receipts** (total questions 6.51 and 6.58) \$175,642

6.60 **TOTAL OPERATING FUND RECEIPTS - Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts** (total questions 6.44, 6.48 6.50, and 6.59) \$397,261

6.66 **Total SLS Beginning Balance**—All Sources (as of July 1, 2022), including state and federal aid, local aid, COSER funds, contracts and miscellaneous receipts. For School Library Systems, opening balance on July 1, 2022 must be the same as the June 30, 2022, closing balance reported in Q12.4 of the 2021-22 annual report. \$169,496

Grand Total

6.67 **GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER** (School Library Systems - total questions 6.60, 6.66) \$566,757

12. Projected Annual Budget For Library Systems
School Library System's Budget for July 1, 2023 - June 30, 2024

12.1 **Total Operating Fund Receipts** (include COSER Funds, State Aid, Federal Aid, Contracts and Miscellaneous Receipts) \$222,110

12.4 **Cash Balance/Ending Balance in Operating Fund at the end of the previous fiscal year** \$165,768

Note: Rollover left intentionally at this level as it is needed in 23-24 to cover double salary in spring to train a new employee to replace NOVEL NY which is defunding, and due to an error made in 22-23 by purchasing where they failed to fully pay invoice.

12.5 **Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance** (total questions 12.1 through 12.4) \$387,878

PROJECTED OPERATING FUND - DISBURSEMENTS

12.6	Total Operating Fund Disbursements (include Staff Expenditures, Collection Expenditures, Grants to Member Libraries, Capital Expenditures from Operating Funds, Miscellaneous Expenses, Contracts with Libraries and Library Systems in New York State)	\$350,500
12.8	Ending Balance in Operating Fund at the end of the current fiscal year (For School Library Systems, ending balance as of June 30, 2024)	\$37,378
12.9	Grand Total Operating Fund Disbursements and Ending Balance (total questions 12.6 and 12.8)	\$387,878

13. State Formula Aid Disbursements

SLS BASIC AID AND SUPPLEMENTAL AID

This section of the Annual Report focuses on the reporting of actual State Aid Disbursements during the fiscal year. Record the amount of State Aid Disbursements during the fiscal year. Do not include COSERs in this section. Include here any expenditures from basic aid and supplemental aid carryover from the previous fiscal year. Carryover funds must be spent in the subsequent year. The carryover funds should be spent first if possible. Carryover funds must be reported in the subsequent year.

SCHOOL LIBRARY SYSTEMS BASIC AID AND SUPPLEMENTAL AID

Statutory Reference (Basic Aid):	Education Law § 284 Commissioners Regulations 90.18
Statutory Reference (Supplemental Aid):	Education Law § 273 (12) Commissioners Regulations 90.18

School Library Systems are reporting on disbursements for Basic and Supplemental Aid

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

Repeating Group #10 13.1.1 Professional Salaries: Indicate total FTE and salaries for all system employees paid from each of the following categories:

1.	Title	School Library Services Coordinator
2.	Total Full-Time Equivalents (FTE) - System Director and Librarians Only	1.0

3. Expenditure \$44,095

1. Title Instructional Support - Library Specialist

2. Total Full-Time Equivalents (FTE) - System Director and Librarians Only N/A

3. Expenditure \$16,565

13.1.2 **Total Expenditure - Professional Salaries:** \$60,660

Repeating Group #11 13.1.3 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees, include all s

1. Title Help Desk Support

2. Total Full-Time Equivalents (FTE) N/A

3. Expenditure \$2,500

13.1.4 **Total Expenditure - Other Staff Salaries** \$2,500

13.1.5 **Employee Benefits:** Indicate the total expenditures for all system employee fringe benefits. \$29,528

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

Repeating Group #12 If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2 and 3 of on

1. Expenditure Category Consultant fees/professional fees/per diem

2. Provider of Services John Schumacher

3. Expenditure \$2,350

1. Expenditure Category Consultant fees/professional fees/per diem
2. Provider of Services Jennifer Lagarde
3. Expenditure \$3,250

1. Expenditure Category Consultant fees/professional fees/per diem
2. Provider of Services Christopher Sperry
3. Expenditure \$3,988

1. Expenditure Category Commercial electronic content vendor contracts
2. Provider of Services Breakout.edu
3. Expenditure \$899

1. Expenditure Category Commercial electronic content vendor contracts
2. Provider of Services Exploring Nature
3. Expenditure \$1,650

1. Expenditure Category Commercial electronic content vendor contracts
2. Provider of Services Infobase
3. Expenditure \$37,692

Note: Includes Learn360, Feature Films, Virtual Field Trips, Science Online and Mailbox

1. Expenditure Category Institutional membership (specify using Note field)
2. Provider of Services NYLA

3. Expenditure \$2,825

Note: Memberships for Council librarians and cost for registration for Council and Coordinator for SSL Spring conference in

13.1.7 **Total Expenditure - Purchased Services** \$52,654

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

Repeating Group #13 If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one r

1. Expenditure Category Books and other print materials

2. Expenditure \$3,524

1. Expenditure Category Equipment with a unit cost of less than \$5,000

2. Expenditure \$1,883

1. Expenditure Category Office/library supplies and postage

2. Expenditure \$3,211

Note: Includes purchase of ILL transport bags.

1. Expenditure Category Non-print resources (excluding electronic content)

2. Expenditure \$6,514

Note: New Makerspace items and restocking.

1. Expenditure Category Other (specify using Note field)

2. Expenditure \$7,221

Note: Expenses for 22-23 workshops and trainings excluding speakers (room rental, equipment rental, food, etc)

1. Expenditure Category Non-print resources (electronic content)

2. Expenditure \$41,041

Note: Overdrive content and Rosen Spotlight On series purchases.

13.1.9 **Total Expenditure -
Supplies and Materials** \$63,394

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

Repeating Group #14 If yes complete one record for each applicable category; if no enter N/A for questions 1 and 2 of one record

1. Type of Travel System staff

2. Expenditure \$508

13.1.11 **Total Expenditure - Travel** \$508

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

Repeating Group #15 If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, 3, and 4 of one record

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

Repeating Group #16 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

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

Indirect Cost: Supplied by the New York State Education Department's Grants Finance Office in letters to the Financial Office Administrative Officers of each BOCES. The rate used to calculate 13.1.16 should not exceed 5% even if the Big 5/BOCES set the rate.

13.1.16 **Total Indirect Cost** \$0

13.1.17 **Purchased Services with BOCES:** Did the system expend funds to purchase services from or cross-contract with a BOCES or a school library system other than the applicant agency? Enter Y for Yes, N for No.

Repeating Group #17 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. Description of Services N/A
- 2. Name of BOCES N/A
- 3. Expenditure N/A

13.1.18 **Total Expenditure - Purchased Services with BOCES** \$0

13.1.19 **Total Expenditure (total 13.1.2, 13.1.4, 13.1.5, 13.1.7, 13.1.9, 13.1.11, 13.1.13, 13.1.15, 13.1.16, and 13.1.18)** \$209,244

13.1.20 **Balance at the Opening of the Fiscal Year**
 NOTE: The opening balance must be the same as the closing balance of the previous year. \$164,825

13.1.21 **Total Allocation from 2022-2023 Aid** \$206,358

13.1.22 **Balance at the End of the 2022-2023 Fiscal Year.** \$161,939

Note: Rollover left intentionally at this level as it is needed in 23-24 to cover double salary in spring to train a new employee to replace NOVEL NY which is defunding, and due to an error made in 22-23 by purchasing where they failed to fully pay invoice.

13.1.23 **Budget Narrative:** Provide a brief narrative, no more than fifteen hundred (1500) words, describing the major activities carried out with these State Aid Funds. Funds were used to support professional learning for librarians and K-12 educators across the region which otherwise districts would not have access to. Funds were used to purchase items which are available for loan across the region.

13. State Formula Aid Disbursements Cont.

SLS CATEGORICAL AID FOR AUTOMATION

SCHOOL LIBRARY SYSTEMS CATEGORICAL AID

Statutory Reference (Automation Aid): Education Law § 284 (1) (g) Commissioners Regulations 90.18

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

Repeating Group #18 13.2.1 Professional Salaries: Indicate total FTE and salaries for the system director and for each professional staff member.

- 1. Title N/A
- 2. Total Full-Time Equivalents (FTE) N/A
- 3. Expenditure N/A

13.2.2 **Total Expenditure - Professional Salaries:** \$0

Repeating Group #19 13.2.3 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees; complete o

- 1. Title N/A
- 2. Total Full-Time Equivalents (FTE) N/A
- 3. Expenditure N/A

13.2.4 **Total Expenditure - Other Staff Salaries** \$0

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

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

Repeating Group #20 If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2 and 3 of on

1. Expenditure Category Institutional membership (specify using Note field)

2. Provider of Services South Central Regional Library Council

Note: South Central Regional Library Council

3. Expenditure \$918

1. Expenditure Category Library systems vendor contract for automation

2. Provider of Services MediaFlex

3. Expenditure \$5,375

1. Expenditure Category Commercial electronic content vendor contracts

2.	Provider of Services	Gray House Publishing
3.	Expenditure	\$176
1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	Noodletools
3.	Expenditure	\$4,120
1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	TeachingBooks
3.	Expenditure	\$1,607
1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	Exploring Nature
3.	Expenditure	\$1,650
1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	EdPuzzle
3.	Expenditure	\$2,257
13.2.7	Total Expenditure - Purchased Services	\$16,103

13.2.8 **Supplies and Materials:**
Does 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.

N

Repeating Group #21 If yes, complete one record for each applicable category; if no, enter N/A for questions 1, and 2 of one record.

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

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

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

N

Repeating Group #22 If yes, complete one record for each applicable category; if no enter N/A for questions 1 and 2 of one record.

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

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

13.2.12 **Equipment and Furnishings:** Does 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

Repeating Group #23 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 record.

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

Repeating Group #24 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

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

13.2.16 **Purchased Services with BOCES:** Did the system expend funds to purchase services from or cross-contract with a BOCES or a school library system other than the applicant agency? Enter Y for Yes, N for No. N

Repeating Group #25 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. Description of Services N/A

2. Name of BOCES N/A

3. Expenditure N/A

13.2.17 **Total Expenditure - Purchased Services with BOCES** \$0

13.2.18	Total Expenditure (total 13.2.2, 13.2.4, 13.2.5, 13.2.7, 13.2.9, 13.2.11, 13.2.13, 13.2.15, and 13.2.17)	\$16,103
13.2.19	Balance at the Opening of the Fiscal Year NOTE: The opening balance must be the same as the closing balance of the previous year.	\$4,671
13.2.20	Total Allocation from 2022-2023 Aid	\$15,261
13.2.21	Balance at the End of the 2022 - 2023 Fiscal Year	\$3,829
13.2.22	Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	Purchased regional ILL platform through MediaFlex (SCOOOLS) and regional software instruction to both students and staff with integrated assessments.

14. Summary of Library System Accomplishments

Library System Accomplishments

Using the goals from Section 4 in the approved 2021-2026 System Plan of Service, BRIEFLY describe the final results of each

14.1	Element 1: Resource Sharing - Results	Continued to utilize and promote the SCOOOLS ILL system to share resources and materials. Purchased Sora, NoodleTools, TeachingBooks, Rosen Learning, Exploring Nature as well as LearningExpress. Added items to our multiple copy collection items including print and digital. This increases the availability of resources and training materials. All users had equitable access to the catalog and NOVELNY databases. Maintained inter-library loan (ILL) service through school's and regional schools' catalogs remotely. Provided ongoing updates of union catalogs for Destiny systems into Union catalog quarterly and updated vendor accounts with current information.
14.2	Element 2: Special Client Groups - Results	Worked with GST and vendors to ensure ADA compliance with all offered databases and services including audiobook speed, page layout enhancement, and dyslexic font use. The SLS provided teacher and librarian requests to the NYS Braille and Talking Books Library. The SLS provided resources and services. Maintained the Instructional Support/SLS library that includes materials to assist librarians and their special clients. Circulated Sora e/audiobooks to be available through the SLS for special client groups.

- 14.3 Element 3: Professional Development and Continuing Education - Results Provided numerous Professional Development classes and workshops to K-12 librarians, library support staff, vendor trainings for library staff and teachers, SLS led professional development for John Schu, and Jennifer LaGarde. A range of topics were covered were include diverse topics.
- 14.4 Element 4: Consulting and Development Services - Results Continued our ability to obtain academic and professional development articles by purchasing resources. All System participants needing consultations and technical service receive access to an SLS purchased database for professional journal articles and information.
- 14.5 Element 5: Coordinated Services - Results Our Cooperative Collection Development (CCD) policies ensured that System member libraries (e/audiobooks). Purchased a new collection of Makerspace items to lend regionally. Continued efforts for receiving materials. Made several region-wide purchases at the SLS level to ensure equitable access. All users had equitable access to resources through the SCOOOLS catalog, the DPS purchased resources and NOVELNY databases. The SLS worked closely with the Southern Tier Library System to be able to use public library system databases with public library card and via Overdrive. Purchased consortium buy-in and added unlimited access to both comics and magazines through the SLS.

Library System Accomplishments Cont.

- 14.6 Element 6: Awareness and Advocacy - Results Provided information and resources regarding SLS resources and services to Superintendent and school librarians. Provided information about new resources and services to our region. Encouraged school librarians to provide regional databases in order to promote and encourage lifelong learning and communication methods. Disseminated information about local, state and national professional library policies and attended a variety of in-person conferences including NYLA where we met with Superintendents on the possible loss of the NOVEL NY resources and created a material for that meeting. Council developed a Collection Development and a Reconsideration Policy by the GST Board of Education.
- 14.7 Element 7: Communication among Member Libraries and Library Systems - Results The SLS website is accessible by 100% of the GST region and has increased the availability of information distributed and posted on the website twice a month. SLS hosted numerous Zoom trainings, forms, and data sharing forums to gather and analyze resources and their effectiveness. From minutes from all Council and Communication Coordinator meetings, the SLS website provides access to SLS funded databases and purchase information for district discretionary funds including the SLS website.
- 14.8 Element 8: Cooperative Efforts with Other Library Systems - Results Met regularly with the SCRLC group and our SCOOOLS (6 BOCES) group of librarians in the Region BOCES called DREAM. The SCOOOLS ILL site facilitated loans and sharing of professional development workshops. Works collaboratively with SCRLC disseminating information to library to get all librarians in schools with ACE classes, college database access.
- 14.9 Element 9: Other Goal(s) - Results Revised and reformed policies and procedures to ensure we adhere to the 90.18 requirements.

PARTICIPANT'S EVALUATION OF SYSTEM SERVICES

- 14.11 URL of System's Blank Evaluation Form <https://forms.office.com/Pages/ResponsePage.aspx?id=KtLKlY3tDEGU4Az1zjSEeM>

- 14.12 URL of the Tabulated Results of the System's Evaluation Form <https://forms.office.com/Pages/AnalysisPage.aspx?AnalyzerToken=FIPdnj2RbF2GWKIFAXJ2v3pHpUw2RR0r&id=KtLKlY3tDEGU4>

15. Assurance and Contact Information

CONTACT INFORMATION

- 15.1 Contact name (person completing report) Mary Ann Munroe
- 15.2 Contact telephone number (enter 10 digits only and hit the Tab key) (607) 738-3581
- 15.3 Contact e-mail address mmunroe@gstboces.org

ASSURANCE

- 15.4 The Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this "Annual Report" was reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy) 10/26/23

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

- 15.5 The Library System's Annual Report was reviewed and approved by the New York State Library on (date - mm/dd/yyyy)

Suggested Improvements

Library System Schuyler-Chemung-Tioga BOCES SLS

Name of Person Completing Form Mary Ann Munroe

Phone Number and Extension (enter area code, telephone number and extension only): 607-739-3581 x 2112

Please share with us your suggestions for improving the *Annual Report*. Thank You!

Less choices when it comes to continuing education categories. Not to be rude here, but did, there's no 'note'. It's just different than it was last year. That seems to be a really i

From: [Lisa DeNovio](#)
To: [Munroe, Mary Ann](#)
Cc: [Mary Beth Farr](#)
Subject: Approved - 2022-2023 Schuyler-Steuben-Chemung-Tioga-Allegany BOCES SLS Annual Report
Date: Wednesday, November 15, 2023 3:13:41 PM

CAUTION: This message was sent from outside our district email system. Be cautious when clicking on links or replying to any unsolicited requests for information.

Hello,

The 2022-2023 Schuyler-Steuben-Chemung-Tioga-Allegany BOCES SLS Annual Report has been approved as of 11/15/2023.

Thank you,

Lisa DeNovio

Education Program Assistant

NYSL Division of Library Development

Cultural Education Center

222 Madison Avenue

Albany, New York 12230

LD Main Line: (518) 474-7196 | Direct: (518) 402-0119

<http://www.nysl.nysed.gov/libdev>

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RESOLUTION OF BOARD OF EDUCATION

**COOPERATIVE BIDDING
of
DATABASES, RESEARCH TOOLS, E-BOOKS, AUTOMATION AND MEDIA
FOR USE IN SCHOOL LIBRARY SYSTEMS
“DREAM CONSORTIUM”**

SCHOOL YEAR 2024-2025

WHEREAS,

A number of Boards of Cooperative Educational Services (BOCES) and School Library Systems (SLS) require software and database access

WHEREAS,

The BOCES or SLS named below is desirous of participating with other BOCES and SLS in New York State in cooperatively procuring the software and database access, as authorized by General Municipal Law, Section 119-o, and

WHEREAS,

The BOCES named below wishes to appoint the Albany-Schoharie-Schenectady-Saratoga BOCES (Capital Region BOCES) to advertise for, receive competitive proposals, and award contracts on their behalf; therefore

BE IT RESOLVED,

That the BOCES listed below hereby appoints the Capital Region BOCES to represent it in all matters relating above, and designates the Daily Gazette Newspaper as the legal publication for all related legal notifications, and,

BE IT FURTHER RESOLVED,

That the BOCES listed below authorizes Capital Region BOCES to represent it in all matters leading up to and including the entering into a contracts for the purchase of the above mentioned software and database access, and,

BE IT FURTHER RESOLVED,

That the BOCES listed below agrees to (1) abide by majority decisions of the participating districts; (2) abide by the award of the Capital Region BOCES Board; (3) and that after the award of contracts it will conduct all negotiations directly with the awarded contractors

CERTIFICATION OF BOARD CLERK

I, _____, Clerk of the Board of

(BOCES/ SLS)

hereby certify that the above resolution was adopted by the required majority vote of the Board of Education at its meeting held on

(Date of Meeting)

Authorized Signature

Date