

**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 Establishments for 2024-2025:**

Item #	CoSer#	Title	Establishment
126-25	419.693	ACADMIC PRGS SPEC FACLT Y W/TST BOCES	\$ 1,225
127-25	539.697	STATE MANDATED COURSES W/SW	\$ 174
128-25	684.697	THREAT ASSESSMENT W/SW	\$ 4,634

These establishments will be supported as follows:

126-25	419.693	Watkins Glen: \$1,225
127-25	539.697	Corning: \$ 174
128-25	684.697	Avoca: \$4,634

**2. Budget Increases for 2024-2025:**

Item #	CoSer #	Title	Increase	From	To
129-25	401.000	ARTS IN EDUCATON	\$ 16,892	\$ 469,512	\$ 486,404
130-25	430.000	E-LEARNING	\$ 7,500	\$ 758,943	\$ 766,443
131-25	511.000	PRINTING	\$ 35,695	\$ 1,138,221	\$ 1,173,916
132-25	512.000	INSTRUCTIONAL TECHNOLOGY	\$ 124,180	\$ 4,614,864	\$ 4,739,044
133-25	537.00	SIP-SCHOOL IMPROVEMENT PROGRAM	\$ 56,284	\$ 2,027,092	\$ 2,083,376
134-25	537.005	SCH CURR-DISTRICT SPEC	\$ 9,000	\$ 935,563	\$ 944,563
135-25	540.698	STAFF DEV W/PNW BOCES	\$ 9,975	\$ 6,170	\$ 16,145
136-25	555.591	MODEL SCHOOLS W/ERIE 1 BOCES	\$ 15,475	\$ 80,623	\$ 96,098
137-25	605.000	COMPUTER SVC: MGMT	\$ 2,225	\$19,022,610	\$19,024,835
138-25	609.000	SAFETY/RISK MGT-BASE	\$ 15,946	\$ 1,214,246	\$ 1,230,192
139-25	629.591	COMPUTER SERVICE: MGMT W/ERIE 1	\$ 68,873	\$ 2,781,790	\$ 2,850,663
140-25	638.495	COOP BIDDING COORD(ENERGY) W/WFL	\$ 3,181	\$ 30,925	\$ 32,323
141-25	659.591	PLANNING SERVICE W/ERIE 1 BOCES	\$ 25,502	\$ 182,305	\$ 207,807
142-25	671.592	COORD. OF INSURANCE MGMT W/QUEST.	\$ 10,063	\$ 26,398	\$ 36,461
143-25	674.591	NEGOTIATIONS W/ERIE1 BOCES	\$ 12,042	\$ 17,306	\$ 29,348

These increases will be supported as follows:

129-25	401.000	Arkport: \$1,192, Hammondsport: \$15,700
130-25	430.000	Watkins Glen: \$7,500
131-25	511.000	Addison: \$797, Alfred-Almond: \$160, Arkport: \$977, Avoca: \$140, Bath: \$750, Campbell-Savona: \$541, Canaseraga: \$835, Elmira: \$9,821, Elmira Heights: \$1,936, Hammondsport: \$59, Horseheads: \$7,140, Odessa-Montour: \$640, Prattsburgh: \$106, Spencer-Van Etten: \$187, Watkins Glen: \$1,134, Waverly: \$6881, Chemung County: \$544, Corning Community College: \$560, City of Hornell: \$1,559, CCA: \$928

132-25	512.000	Addison: \$30,082, Corning: \$91,126, Horseheads: \$32,972, Watkins Glen: (\$30,000)
133-25	537.000	Bath: \$2,330, Corning: \$13,373, Jasper-Troupsburg: \$4,414, Odessa-Montour: \$26,935, Prattsburgh: \$2,332, Monroe 1 BOCES: (6,300 WFL BOCES: \$600)
134-25	537.005	Hornell: \$9,000
135-25	540.698	Canisteo-Greenwood: \$3,325, Hornell: \$6,650
136-25	555.591	Elmira Heights: \$1,225, Hammondsport: \$4,750, Jasper-Troupsburg: \$9,500
137-25	605.000	Bath: \$16,195, WSWHE BOCES: (13,970)
138-25	609.00	Vestal: \$15,946
139-25	629.591	Addison: \$3,712, Alfred-Almond: \$30,280, Arkport: \$2,442 Avoca: (\$1,949), Bath: (\$414), Bradford: (\$2,339), Campbell-Savona: (\$145), Canaseraga: (\$677), Canisteo-Greenwood: \$14,740, Hammondsport: \$749, Hornell: \$7,714, Jasper-Troupsburg: (\$807), Prattsburgh: \$15,567
140-25	638.495	Avoca: (\$124), Campbell-Savona: (\$151), Canisteo-Greenwood: \$3,293Hammondsport: \$33Hornell: \$33, Jasper-Troupsburg: \$16, Prattsburgh: \$33
141-25	659.591	Hammondsport: \$9,457, Jasper-Troupsburg: \$16,045
142-25	671.592	Arkport: \$10,063
143-25	674.591	Addison: \$12,042

### 3. Budget Decreases for 2024-2025:

Item #	CoSer #	Title	Decrease	From	To
144-25	328.693	INTERNAL AUDITOR W/TSTBOCES	\$ (2728)	\$ 85,587	\$ 82,859
145-25	434.591	DISTANCE LEARNING W/ERIE 1 BOCES	\$ (6186)	\$ 32,089	\$ 25,903
146-25	550.591	COMPUTER SVC. INSTR. W/ERIE 1 BOCES	\$ (27,651)	\$ 2,065,724	\$ 2,038,073
		INTER-SCHOOL COORD. W/WFL BOCES			
147-25	569.492		\$ (5,764)	\$ 72,042	\$ 66,278
148-25	651.495	COMPUTER SERVICE MGMT W/WFL BOCES	\$ (82)	\$ 1,057	\$ 975
			\$		
149-25	660.591	SUBSTITUTE COORD. W/ERIE 1 BOCES	(12,100)	\$ 14,446	\$ 2,346

#### These decreases will be supported as follow:

144-25	328.693	Jasper-Troupsburg: (\$2,728)
145-25	434.591	Horseheads: (\$6,186)
146-25	550.591	Addison: \$8,200Alfred-Almond: (\$29,316), Arkport: (\$2,145), Avoca: \$1,951 Bath: \$414 Bradford: (\$713), Canaseraga: (\$642), Canisteo-Greenwood: (\$15,100), Elmira Heights: (\$1,225), Hammondsport: \$9,793 Hornell: \$1,257Jasper-Troupsburg: (\$494), Prattsburgh: (\$369)
147-25	569.495	Addison: (\$317), Alfred-Almond: (\$317), Arkport: (\$317), Avoca: (\$317), Bath: (\$317), Bradford: (\$317), Campbell-Savona: (\$317), Canaseraga: (\$317), Canisteo-Greenwood: (\$317), Hammondsport: (\$318), Hornell: (\$2,276), Prattsburgh: (\$317)
148-25	651.495	Prattsburgh: (\$82)
149-25	660.591	Jasper-Troupsburg: (\$12,100)

4. Transfers over 10K within programs for 2024-2025:

<u>COSER NO.</u>	<u>PROGRAM</u>	<u>BUDGET CODE</u>	<u>TRANSFER IN</u>	<u>TRANSFER OUT</u>
605	COMPUTER SVCS MGMT	605-7710-400-2-99		37,297
		605-7710-205-2-99	37,297	
		605-7710-205-9-99	38,062	
		605-7710-400-9-99		38,062
		605-7710-160-C-99	15,592	
		605-7710-150-C-99		15,592
		605-7710-160-B-99	11,985	
		605-7710-816-B-99		11,985
		605-7710-205-R-99	17,973	
		605-7710-400-R-99		17,973
		605-7710-200-D-00	200,713	
		605-7710-204-D-00		200,713
		605-7710-400-D-00	130,100	
		605-7710-205-D-00		130,100
		609-7470-160-0-00	69,000	
		609-7470-160-0-03		69,000

**B. Purchasing**

1. 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," for the 2025-2026 fiscal year.
2. Approval of the 2023-2024 School Library Systems (SLS) Annual Report, as attached.
3. Approval of Resolution, as attached, to bid to purchase the following: grocery, meat, equipment, produce, paper, ice cream, milk, and brad for 2025-2026 for various component and non-component districts in the Food Management Program and BOCES programs.
4. Approval of Resolution, as attached, to participate, with other BOCES, with the RIC One Risk Operations Center ("ROC") for the 2024-2025 fiscal year. The purpose of the ROC is to improve vendor management and data security and private practices for school districts and/or BOCES statewide.
5. Award of the paper/supplies bid, for the Print Shop, based on the lowest bid meeting specifications for each line item, as attached.

Paper and supply bids were opened January 23, 2025, at 10:00 AM and the following bids were received and awarded:

- a. Lindenmeyr Munroe, 20 Hemlock St., Latham, NY 12110-Awarded
  - b. Relyco Sales, 121 Broadway, Dover, NH 03820-Awarded
  - c. Veritiv, 1000 Abernathy Rd., NE, Suite 1700, Atlanta, GA 30328-Awarded
  - d. Southwest Binding, PO Box 150, Maryland Heights, MO 63043-Awarded
  - e. Quill, 300 Tri-State Inter. Drive, Suite 300, Lincolnshire, IL 60069-Awarded
  - f. WB Mason, 1200 State Fair Blvd., Syracuse, NY 13209-Awarded
6. One (1) year extension of the Signage Bid for the GST BOCES Bush, Coopers, and Wildwood Campuses, per the terms of the original bid. JH Design, Jeremy Hogan, has agreed to the (1) year extension of the bid. The extension dates will be March 4, 2025, through March 4, 2026.

**C. Authorization to Pay the Following Membership Dues**

- 1. Chemung County Chamber of Commerce dues in the amount of \$638.60, for 2025, for the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES.
- 2. Hornell Area Chamber of Commerce dues in the amount of \$250.00, for 2025, for the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES.

**D. Club Accounts**

- 1. Open Club Account:
  - a. Digital Media Arts Club, Bush Campus, Club Advisors are Daniel Talvi and Mitchell McElroy.

**E. Filing Trade and Service Marks with NYS for the Superintendent Development Program (SDP)**

- 1. Permission to file trade and service marks with NY State in relation to BOCES ongoing Superintendent Development Program, and to authorize the registration as follows. If BOCES authorizes the registration of its SDP logo and trade phrases, the marks will have a ten-year term and may be renewed for additional ten-year periods.
  - a. the logo; and the following phrases in relation to the services of training superintendents
  - b. New York State Superintendent Development Program
  - c. SDP
  - d. Superintendent Development Program; and
  - e. NYSSDP

**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 2025-2026**

**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 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

# Schuyler-Steuben-Chemung-Tioga-Allegany BOCES SLS Annual Report for Library Systems - 2023 (School Library Systems 2023-2024)

## 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 of the screen).

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

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 Collect, 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 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	07/01/2023
1.4	Ending Reporting Year	06/30/2024
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	<a href="https://www.gstboces.org/o/library">https://www.gstboces.org/o/library</a>
1.16	URL of the system's complete Plan of Service	<a href="https://www.gstboces.org/o/library/documents/organizational-information/annual-reports%2C-annual-surveys%2C-5-years-plans/5-year-service-plans/480086">https://www.gstboces.org/o/library/documents/organizational-information/annual-reports%2C-annual-surveys%2C-5-years-plans/5-year-service-plans/480086</a>
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 by the School Library System Director.

- 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.7002112

**Note:** Extension changed due to change in phone system at GST

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
1.43	Mailing Address	9579 Vocational Drive - Bld 1
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 1  
per CR 90.18 (a) (7) - Filled Position  
FTE

2.7 School Library System Director 0  
per CR 90.18 (a) (7) - Vacant Position  
FTE

2.10 Librarians - Filled Position(s) 0.2  
FTE

2.11 Librarians - Vacant Position(s) 0  
FTE

2.14 Total Librarians - Filled 1.20  
Position(s) FTE (total questions 2.6 +  
2.10)

2.15 Total Librarians - Vacant 0.00  
Position(s) FTE (total questions 2.7 +  
2.11)

2.16 Total Other Professional Staff - 0  
Filled Position(s) FTE

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

2.18 Total Other Staff - Filled 1  
Position(s) FTE

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

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

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

## SALARY INFORMATION

2.24 System Director FTE 1

2.25 System Director Current Annual Salary \$80,173

2.26 Librarian FTE 0.2

**Note:** Increased hours for part-time librarian support

2.27 Librarian Current Annual Salary \$10,000

**Note:** Increased part-time hours for librarian support

## 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 22  
3.10 + 3.11)

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 8

3.23 URL of the Minutes of the SLS Council's meetings for the period July 1, 2023 - June 30, 2024. <https://www.gstboces.org/o/library/documents/organizational-information/council-minutes-and-information/23-24-council-minutes/480094>

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

**Note:** We have 14 voting members and one non-voting member who is a teacher - Kat Wixted.

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

**System Board/Council Repeating Group #2 (Q1-8)** Board/Council Member - complete one record for each current voting Board/Council Member. For each vacant position, select "Vacant" in question 1, and enter N/A in questions 2-8 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 Collect. 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 Board 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 Board President will need to be added as it was in a separate group in the previous year's reports.** Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com).

- |    |   |                             |
|----|---|-----------------------------|
| 1. | Status: Filled, Vacant                    | Filled                      |
| 2. | Title: Board President, Board Member, N/A | Board Member                |
| 3. | First Name                                | Sonia                       |
| 4. | Last Name                                 | Barchet                     |
| 5. | Institutional Affiliation                 | Elmira City School District |
| 6. | Professional Title                        | Library Media Specialist    |
| 7. | Term Expires - Month or N/A               | June                        |

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

1. Status: Filled, Vacant Filled

2. Title: Board President, Board Member, N/A Board Member

3. First Name Kim

4. Last Name Flood

5. Institutional Affiliation Spencer Van Etten CSD

6. Professional Title School Librarian

7. Term Expires - Month or N/A June

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

1. Status: Filled, Vacant Filled

2. Title: Board President, Board Member, N/A President

3. First Name Jennifer

4. Last Name Thomas

5. Institutional Affiliation Elmira Heights CSD

6. Professional Title School Librarian

7. Term Expires - Month or N/A June

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

1. Status: Filled, Vacant Filled

2.	Title: Board President, Board Member, N/A	Board Member
3.	First Name	Robin
4.	Last Name	Robarge
5.	Institutional Affiliation	Hammondsport CSD
6.	Professional Title	School Librarian
7.	Term Expires - Month or N/A	June
8.	Term Expires - Year (YYYY) or N/A	2025

1.	Status: Filled, Vacant	Filled
2.	Title: Board President, Board Member, N/A	Board Member
3.	First Name	Mary-Carol
4.	Last Name	Lindbloom
5.	Institutional Affiliation	South Central Regional Library Center
6.	Professional Title	SCRLC Director
7.	Term Expires - Month or N/A	June
8.	Term Expires - Year (YYYY) or N/A	2027

1.	Status: Filled, Vacant	Filled
2.	Title: Board President, Board Member, N/A	Board Member
3.	First Name	Cheryl

4.	Last Name	Wood-Walter
5.	Institutional Affiliation	Waverly CSD
6.	Professional Title	School Librarian
7.	Term Expires - Month or N/A	June
8.	Term Expires - Year (YYYY) or N/A	2025

1.	Status: Filled, Vacant	Filled
2.	Title: Board President, Board Member, N/A	Board Member

3.	First Name	Britany
4.	Last Name	Elsey
5.	Institutional Affiliation	Corning Painted Post CSD
6.	Professional Title	School Librarian
7.	Term Expires - Month or N/A	June
8.	Term Expires - Year (YYYY) or N/A	2026

1.	Status: Filled, Vacant	Filled
2.	Title: Board President, Board Member, N/A	Board Member
3.	First Name	James
4.	Last Name	Cotton
5.	Institutional Affiliation	Bath CSD

- |    |                                   |                  |
|----|-----------------------------------|------------------|
| 6. | Professional Title                | School Librarian |
| 7. | Term Expires - Month or N/A       | June             |
| 8. | Term Expires - Year (YYYY) or N/A | 2025             |
- 
- |    |   |                          |
|----|---|--------------------------|
| 1. | Status: Filled, Vacant                    | Filled                   |
| 2. | Title: Board President, Board Member, N/A | Board Member             |
| 3. | First Name                                | Stacie                   |
| 4. | Last Name                                 | Martinec                 |
| 5. | Institutional Affiliation                 | Corning Painted Post CSD |
| 6. | Professional Title                        | School Librarian         |
| 7. | Term Expires - Month or N/A               | June                     |
| 8. | Term Expires - Year (YYYY) or N/A         | 2026                     |
- 
- |    |   |                    |
|----|---|--------------------|
| 1. | Status: Filled, Vacant                    | Filled             |
| 2. | Title: Board President, Board Member, N/A | Board Member       |
| 3. | First Name                                | Kayla              |
| 4. | Last Name                                 | Kelly              |
| 5. | Institutional Affiliation                 | Odessa Montour CSD |
| 6. | Professional Title                        | School Librarian   |
| 7. | Term Expires - Month or N/A               | June               |



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

1. Status: Filled, Vacant Filled

2. Title: Board President, Board Member, N/A Board Member

3. First Name Elizabeth

4. Last Name Herforth

5. Institutional Affiliation Watkins Glen CSD

6. Professional Title School Librarian

7. Term Expires - Month or N/A June

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

1. Status: Filled, Vacant Filled

2. Title: Board President, Board Member, N/A Board Member

3. First Name Shelby

4. Last Name DeMitry

5. Institutional Affiliation Canaseraga CSD

6. Professional Title School Principal

7. Term Expires - Month or N/A June

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

1. Status: Filled, Vacant Filled

2.	Title: Board President, Board Member, N/A	Board Member
3.	First Name	Mary Kay
4.	Last Name	Welgoss
5.	Institutional Affiliation	Retired
6.	Professional Title	Retired Librarian/SLS Director
7.	Term Expires - Month or N/A	June
8.	Term Expires - Year (YYYY) or N/A	2025

1.	Status: Filled, Vacant	Filled
2.	Title: Board President, Board Member, N/A	Board Member
3.	First Name	Jordan
4.	Last Name	Hahn
5.	Institutional Affiliation	Hornell CSD
6.	Professional Title	School Librarian
7.	Term Expires - Month or N/A	June
8.	Term Expires - Year (YYYY) or N/A	2027

## 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, disc, online or 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 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)? Y  
(Enter Y for Yes, N for No)

5.16 Number of titles in the system's union catalog 301,376

**Note:** Increases due to collection additions by districts

5.17 Number of holdings in the system's union catalog 660,856

**Note:** Increases due to collection additions by districts

5.18 Number of new titles added in the last year 111,190

**Note:** Catalog maintenance (removing and reinputting a catalog) skewed results

5.19 Number of holdings added in the last year 165,950

**Note:** Catalog maintenance (removing and reinputting a catalog) skewed results

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 39,227

**Note:** Increased traffic due to additional information added to website

#### **SYSTEM INTERLIBRARY LOAN ACTIVITY**

5.25 Total items provided (loaned) 4,768

**Note:** We had several libraries closed for renovation or without a librarian

5.26 Total items received (borrowed) 1,202

5.27 Total requests provided (loaned) 848 unfilled

**Note:** Worked on this as a regional initiative to make sure people were requesting and filling properly. Created a new policy to help clarify.

5.28 Total requests received (borrowed) unfilled 316

**Note:** Worked on this as a regional initiative to make sure people were requesting and filling properly. Created a new policy to help clarify.

5.29 Total interlibrary loan activity (total questions 5.25 through 5.28) 7,134

## 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 see individual instructions for these questions for any further requirements.

- |    |  |     |
|----|--|-----|
| 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) 251

### 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 2

5.34 Number of participants 16

### Technology

5.35 Number of sessions 3

**Note:** AI was a big topic in 23-24

5.36	Number of participants	54
------	------------------------	----

**Note:** AI was a big topic in 23-24

### **Digitization**

5.37	Number of sessions	0
------	--------------------	---

5.38	Number of participants	0
------	------------------------	---

### **Leadership**

5.39	Number of sessions	2
------	--------------------	---

5.40	Number of participants	19
------	------------------------	----

### **Management & Supervisory**

5.41	Number of sessions	1
------	--------------------	---

5.42	Number of participants	15
------	------------------------	----

### **Planning and Evaluation**

5.43	Number of sessions	1
------	--------------------	---

5.44	Number of participants	28
------	------------------------	----

### **Awareness and Advocacy**

5.45	Number of sessions	2
------	--------------------	---

5.46	Number of participants	200
------	------------------------	-----

**Note:** Includes Librarian/Administrator breakfast which was reintroduced in 23-24

### **Trustee/Council Training**

5.47	Number of sessions	9
------	--------------------	---

5.48	Number of participants	115
------	------------------------	-----

### **Special Client Populations**

5.49	Number of sessions	1
5.50	Number of participants	10

#### **Children's Services/Elementary Grade Levels**

5.51	Number of sessions	2
5.52	Number of participants	20

#### **Young Adult Services/Middle and High School Grade Levels**

5.53	Number of sessions	1
5.54	Number of participants	20

#### **Mentoring**

5.55	Number of sessions	4
5.56	Number of participants	18

#### **Teaching & Learning**

5.57	Number of sessions	2
5.58	Number of participants	72

#### **E-Resources**

5.59	Number of sessions	39
5.60	Number of participants	138

**Note:** In addition to two in-person PDs, SLS offered a variety of asynchronous training, both mandatory and optional, for librarians, library support staff, and teachers on various SLS resources including ILL, Advance Booking, Sora, and TeachingBooks.

5.61 **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.

#### System Services Repeating Group #3 Q5.61 (1-3)

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

5.62 **Grand Total Sessions** (total 69  
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)

5.63 **Grand Total Participants** (total 725  
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)

#### 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 see individual instructions for these questions for any further requirements.

- |    |   |     |
|----|---|-----|
| 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  |

#### System Services Repeating Group #4 Q5.65 COSER SERVICES

5.65 Name of COSER managed by the SLS Director      Library Services/Media (6316)

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

#### 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 Note of explanation.**

- |    |   |   |
|----|---|---|
| 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 61,013

**Note:** We were asked to consult for other BOCES library programs and have many new staff who are not certified librarians so there was an increase in need.

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? N  
If yes, complete one record for each service provided; if no, enter N/A in questions 1 and 2 of one repeating group.

#### System Services Repeating Group #5 Q5.70 (1-2)

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 N/A

## 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, local aid, COSER funds, contracts and miscellaneous receipts. Note that this is different than Part 13, which only includes state aid.

#### State Aid

6.33 School Library Systems Basic Aid \$152,944

6.34	School Library Systems Categorical Aid for Automation	\$15,294
------	--	----------

6.35	School Library Systems Supplemental Aid	\$53,872
------	--	----------

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
------	--	---

**Operating Funds Receipts Repeating Group #6 Q6.42 (1-2)** 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	N/A
----	----------------	-----

2.	Amount	N/A
----	--------	-----

6.43	<b>Total Other State Aid (total question #2 of Repeating Group #6 above)</b>	\$0
------	--	-----

6.44	<b>Total State Aid Receipts (total questions 6.33 through 6.36, and question 6.43)</b>	\$222,110
------	--	-----------

## **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
------	---	---

**Operating Funds Receipts Repeating Group #7 Q6.46 (1-2)** Complete one record for each grant. If the system does not receive other federal aid, enter N/A on questions 1 and 2 of one repeating group

1.	Funding Source	N/A
----	----------------	-----

2.	Amount	N/A
----	--------	-----

#### Contracts/COSER

6.47	Total Other Federal Aid (total questions #2 of Repeating Group #7)	\$0
------	--	-----

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
------	--	---

**Operating Funds Receipts Repeating Group #8 Q6.49 (1-3)** 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	N/A
----	--------------------	-----

2.	Contracted Service	N/A
----	--------------------	-----

3.	Total Contract Amount	N/A
----	-----------------------	-----

6.50	Total Contracts (total question #3 of Repeating Group #8 above)	\$0
------	---	-----

#### COSER FUNDS

6.51	COSER Receipts	\$180,684
------	----------------	-----------

**Note:** Increase due to salary increases

#### Miscellaneous

#### MISCELLANEOUS RECEIPTS

6.57 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. If Yes, enter source and amount in the Note field. N

**Operating Funds Receipts Repeating Group #9 Q6.57 (1-2)** Complete one record for each income category. If the system does not have other miscellaneous receipts, enter N/A on questions 1 and 2 of one repeating group.

1. Receipt category N/A

2. Amount n/a

6.58 **Total Other Miscellaneous Receipts (total question #2 of Repeating Group #9 above)** \$0

6.59 **Total Miscellaneous Receipts (total questions 6.51 and 6.58)** \$180,684

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)** \$402,794

6.66 **Total SLS Beginning Balance —All Sources (as of July 1, 2023), including state and federal aid, local aid, COSER funds, contracts and miscellaneous receipts. For School Library Systems, opening balance on July 1, 2023 must be the same as the June 30, 2023, closing balance reported in Q12.4 of the 2022-23 annual report.** \$165,768

**Grand Total**

6.67 GRAND TOTAL RECEIPTS, \$568,562  
BUDGET LOANS, TRANSFERS,  
AND BALANCE/ROLLOVER  
(School Library Systems - total  
questions 6.60, 6.66)

## 12. Projected Annual Budget For Library Systems

### School Library System's Budget for July 1, 2024 - June 30, 2025

12.1 Total Operating Fund Receipts \$230,816  
(include COSER Funds, State Aid,  
Federal Aid, Contracts and  
Miscellaneous Receipts)

**Note:** Increase in state aid

12.4 Cash Balance/Ending Balance in \$114,261  
Operating Fund at the end of the  
previous fiscal year

**Note:** Less rollover based on increased expenses for Overdrive

12.5 Grand Total Operating Fund \$345,077  
Receipts, Budget Loans, Transfers and  
Ending Balance (total questions 12.1  
through 12.4)

## PROJECTED OPERATING FUND - DISBURSEMENTS

12.6 Total Operating Fund \$280,000  
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)

**Note:** Adjustment based on available funding

12.8 Ending Balance in Operating \$65,077  
Fund at the end of the current fiscal year  
(For School Library Systems, ending  
balance as of June 30, 2025)

**Note:** Better reflects actual anticipated rollover

12.9	Grand Total Operating Fund Disbursements and Ending Balance (total questions 12.6 and 12.8)	\$345,077
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### 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 library system's actual disbursements of formula State Aid funds for each category of formula aid. Do not include COSERs in this section. Include here any expenditures from basic aid and supplemental aid carryover from the previous year. Funds not spent by June 30, 2024 will appear as carryover for the next year. Prior year SLS carryover funds must be spent in the subsequent year. The carryover funds should be spent first if possible. Carryover funds may not be carried over into a third year.

## SCHOOL LIBRARY SYSTEMS BASIC AID AND SUPPLEMENTAL AID

**Statutory Reference (Basic Aid):** Education Law § 284  
Commissioners Regulations 90.18

<b>Statutory Reference</b>	Education Law § 273 (12)
<b>(Supplemental Aid):</b>	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 chosen. Also please see individual instructions for these questions for any further requirements

School Library Systems Basic Aid and Supplemental Aid Repeating Group #10 Q13.1.1 (1-3) 13.1.1

**Professional Salaries:** Indicate total FTE and salaries for all system employees paid from each category of state aid; complete one record for each employee.

1. Title School Library Services Coordinator

2. Total Full-Time Equivalents (FTE) - System Director and Librarians Only 1.2

3.	Expenditure	\$75,389
----	-------------	----------

**Note:** Increased costs for parttime library staff and salary increase for Coordinator

13.1.2	<b>Total Expenditure - Professional Salaries:</b>	\$75,389
--------	---	----------



**School Library Systems Basic Aid and Supplemental Aid Repeating Group #11 Q13.1.3 (1-3)13.1.3**  
**Other Staff Salaries:** Indicate total FTE and salaries for all other system employees, include all support staff; complete one record for each employee.

1. Title Help Desk Support

2. Total Full-Time Equivalents (FTE) 1.0

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. \$35,917

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

**School Library Systems Basic Aid and Supplemental Aid Repeating Group #12 Q13.1.6 (1-3)** If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2 and 3 of one repeating group.

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

2. Provider of Services Donalyn Miller

3. Expenditure \$4,500

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

2. Provider of Services Alicia Abdul

3. Expenditure \$674

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

2. Provider of Services Stacey Beth Rattner

- |    |                      |   |
|----|----------------------|---|
| 3. | Expenditure          | \$522   |
| 1. | Expenditure Category | Institutional membership (specify using Note field) |
| 2. | Provider of Services | NYLA  |
| 3. | Expenditure          | \$900   |

**Note:** Attendance at NYLA Conference in Lake Placid

- |    |                      |  |
|----|----------------------|--|
| 1. | Expenditure Category | Commercial electronic content vendor contracts |
| 2. | Provider of Services | NoodleTools                                    |
| 3. | Expenditure          | \$4,300  |

- |    |                      |  |
|----|----------------------|--|
| 1. | Expenditure Category | Commercial electronic content vendor contracts |
| 2. | Provider of Services | Tools for Schools                              |
| 3. | Expenditure          | \$2,670  |

- |    |                      |  |
|----|----------------------|--|
| 1. | Expenditure Category | Commercial electronic content vendor contracts |
| 2. | Provider of Services | Rosen  |
| 3. | Expenditure          | \$10,748                                       |

- |    |                      |                                  |
|----|----------------------|----------------------------------|
| 1. | Expenditure Category | Other (specify using Note field) |
| 2. | Provider of Services | Corning Catering                 |
| 3. | Expenditure          | \$257                            |

**Note:** Food for SLS PD

- |    |                      |  |
|----|----------------------|--|
| 1. | Expenditure Category | Commercial electronic content vendor contracts |
| 2. | Provider of Services | Breakout.edu                                   |

3. Expenditure \$95

1. Expenditure Category Commercial electronic content vendor contracts

2. Provider of Services Infobase

3. Expenditure \$23,816

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

2. Provider of Services Julie Smith

3. Expenditure \$4,500

1. Expenditure Category Commercial electronic content vendor contracts

2. Provider of Services EdPuzzle

3. Expenditure \$1,357

1. Expenditure Category Other (specify using Note field)

2. Provider of Services Clarion Inn

3. Expenditure \$1,600

**Note:** Meeting space and catering for various SLS meetings in 23-24 including shared event with TST

1. Expenditure Category Other (specify using Note field)

2. Provider of Services Corning Radisson

3. Expenditure \$940

**Note:** Meeting space for PD event

1. Expenditure Category Commercial electronic content vendor contracts

2. Provider of Services Exploring Nature

3. Expenditure \$1,650

**13.1.7 Total Expenditure - Purchased Services** \$58,529

**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

**School Library Systems Basic Aid and Supplemental Aid Repeating Group #13 Q13.1.8 (1-2)** If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.

1. Expenditure Category Books and other print materials

2. Expenditure \$6,518

**Note:** Multiple copy collection and replacement ILL book purchases PermaBound

1. Expenditure Category Office/library supplies and postage

2. Expenditure \$1,107

**Note:** Walmart, Staples, and Amazon supplies

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

2. Expenditure \$8,624

**Note:** Makerspace items from Amazon and credit card purchases

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

2. Expenditure \$1,660

**Note:** Makerspace supplies from Just Games in Rochester NY

1. Expenditure Category Books and other print materials

2. Expenditure \$1,469

**Note:** The Joy of Reading PD books from Heinnaman Publishing

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

2. Expenditure \$253

**Note:** Imagination Playground makerspace supplies

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

2. Expenditure \$2,523

**Note:** Makerspace kits from Penworthy

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

2. Expenditure \$60,000

**Note:** Overdrive/Sora purchases

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

2. Expenditure \$1,661

**Note:** Library supplies from 4-Imprint

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

2. Expenditure \$1,105

**Note:** Demco supplies

**13.1.9 Total Expenditure - Supplies and Materials** \$84,920

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

**School Library Systems Basic Aid and Supplemental Aid Repeating Group #14 Q13.1.10 (1-2)** 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	Council members
----	----------------	-----------------

2.	Expenditure	\$1,232
----	-------------	---------

**Note:** Attend NYLA Spring conference

13.1.11	<b>Total Expenditure - Travel</b>	\$1,232
---------	-----------------------------------	---------

13.1.12	<b>Equipment and Furnishings:</b>	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.

**School Library Systems Basic Aid and Supplemental Aid Repeating Group #15 Q13.1.12 (1-4)** 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	<b>Total Expenditure - Equipment and Furnishings:</b>	\$0
---------	---	-----

13.1.14	<b>Grants to Member Libraries:</b>	N
---------	------------------------------------	---

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

**School Library Systems Basic Aid and Supplemental Aid Repeating Group #16 Q13.1.14 (1-3)** 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 Officers of the Big 5 Cities (New York City, Buffalo, Rochester, Syracuse, and Yonkers) and the Chief Administrative Officers of each BOCES. The rate used to calculate 13.1.16 should not exceed 5% even if the Big 5/BOCES state indirect cost rate is over 5%.

**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. N

**School Library Systems Basic Aid and Supplemental Aid Repeating Group #17 Q13.1.17 (1-3)** 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)** \$258,487

13.1.20 **Balance at the Opening of the Fiscal Year** \$161,939

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

13.1.21 **Total Allocation from 2023-2024 State Aid** \$206,816

13.1.22 **Balance at the End of the 2023-2024 Fiscal Year.** \$110,268

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 supply professional development, shared databases, a regional digital library collection (Sora), and lendable library resources to all districts in the GST region.

## 13. State Formula Aid Disbursements Cont.

### SLS CATEGORICAL AID FOR AUTOMATION

#### SCHOOL LIBRARY SYSTEMS CATEGORICAL AID FOR AUTOMATION

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

School Library Systems are reporting on disbursements for their Automation Aid.

Include here any expenditures from automation aid carryover from the previous year. Funds not spent by June 30, 2024 will appear as carryover for the next year. Prior year SLS carryover funds must be spent in the subsequent year. The carryover funds should be spent first if possible. Carryover funds may not be carried over into a third year.

**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

School Library Systems Categorical Aid for Automation Repeating Group #18 Q13.2.1 (1-3) 13.2.1  
**Professional Salaries:** Indicate total FTE and salaries for the system director and for each professional system employee; complete one record for each employee.

1. Title N/A

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



3.	Expenditure	\$0
----	-------------	-----

13.2.2	<b>Total Expenditure - Professional Salaries:</b>	\$0
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**School Library Systems Categorical Aid for Automation Repeating Group #19 Q13.2.3 (1-3) 13.2.3**  
**Other Staff Salaries:** Indicate total FTE and salaries for all other system employees; complete one record for each employee.

1.	Title	N/A
----	-------	-----

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

3.	Expenditure	\$0
----	-------------	-----

13.2.4	<b>Total Expenditure - Other Staff Salaries</b>	\$0
--------	---	-----

13.2.5	<b>Employee Benefits:</b> Indicate the total expenditures for all system employee fringe benefits.	\$0
--------	--	-----

13.2.6	<b>Purchased Services:</b> Does the system expend funds for purchased services? Enter Y for Yes, N for No.	Y
--------	--	---

**School Library Systems Categorical Aid for Automation Repeating Group #20 Q13.2.6 (1-3)** 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	Commercial electronic content vendor contracts
----	----------------------	--

2.	Provider of Services	Novel Effect, Inc.
----	----------------------	--------------------

3.	Expenditure	2625
----	-------------	------

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

2.	Provider of Services	South Central Regional Library Council
----	----------------------	--

3.	Expenditure	368
1.	Expenditure Category	Institutional membership (specify using Note field)
2.	Provider of Services	NYS Educational Media Technology Association
3.	Expenditure	150
1.	Expenditure Category	Library systems vendor contract for automation
2.	Provider of Services	Media Flex
3.	Expenditure	\$5,375

**Note:** SLS and SCOOLS catalogs

1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	Grey House Publishing
3.	Expenditure	\$175
1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	South Central Regional Library Council
3.	Expenditure	508
1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	TeachingBooks.net
3.	Expenditure	\$1,929
1.	Expenditure Category	Commercial electronic content vendor contracts
2.	Provider of Services	Overdrive
3.	Expenditure	\$4,000

**13.2.7 Total Expenditure - Purchased Services** \$15,130

**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

**School Library Systems Categorical Aid for Automation Repeating Group #21 Q13.2.8 (1-2)** If yes, complete one record for each applicable category; if no, enter N/A for questions 1, and 2 of one repeating group.

1. Expenditure Category N/A

2. Expenditure N/A

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

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

**School Library Systems Categorical Aid for Automation Repeating Group #22 Q13.2.10 (1-2)** 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 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

**School Library Systems Categorical Aid for Automation Repeating Group #23 Q13.2.12 (1-4)** 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 Member Libraries:** N  
Did the system expend funds for grants to member libraries? Enter Y for yes, N for no.

**School Library Systems Categorical Aid for Automation Repeating Group #24 Q13.2.14 (1-3)** 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:** N  
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.

**School Library Systems Categorical Aid for Automation Repeating Group #25 Q13.2.16 (1-3)** 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)** \$15,130

13.2.19 **Balance at the Opening of the Fiscal Year** \$3,829

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

13.2.20 **Total Allocation from 2023-2024 State Aid** \$15,294

13.2.21 **Balance at the End of the 2023 - 2024 Fiscal Year** \$3,993

13.2.22 <b>Final Narrative:</b> Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.	Funds were used to supply shared databases, a regional library catalog, and SCOOLS ILL access to all districts in the GST region.
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## 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 element for Year 3 (2023-2024).

14.1 Element 1: Resource Sharing - Results

Continued to utilize and promote the SCOOLS ILL system to share resources and materials within GST and 5 other BOCES. SLS purchase of district-wide shared resources including Sora, NoodleTools, TeachingBooks, Rosen Learning, Exploring Nature as well as Learn 360+ CTE, Feature Films, Virtual Field Trips, Science Online and Mailbox (all through Infobase). Added items to our multiple copy collection items including print and Makerspace items. 100% of students, parents, and staff in the GST region have access to the SLS website which increases the availability of resources and training materials. All users had equitable access to resources through the South Central Organization of (school) Library Systems (SCOOLS) catalog and NOVELNY databases. Maintained inter-library loan (ILL) service through SCOOLS union catalog and website. All libraries have online capability of searching their own school's and regional schools' catalogs remotely. Provided ongoing updates of union catalog. Maintained and supported the SCOOLS catalog and SLS website. Imported catalog records for Destiny systems into Union catalog quarterly and updated vendor accounts with catalog imports as requested by librarians.

14.2 Element 2: Special Client Groups - Results

Worked with GST and vendors to ensure ADA compliance with all offered databases and resources. Promoted and trained librarians and teachers on adapting Sora to meet IPE/504 needs including audiobook speed, page layout enhancement, and dyslexic font use. The SLS provided assistance/resources for member libraries for special client needs through classroom teacher and librarian requests to the NYS Braille and Talking Books Library. The SLS provided information and assistance to member libraries about New York State (NYS) Library resources and services. Maintained the Instructional Support/SLS library that includes professional resources for librarians and staff. Provided the connection and service for ILL of materials to assist librarians and their special clients. Circulated Sora e/audiobooks to special client students and teachers. Provided training to special education teachers on SLS resources 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 and regional K-12 educators in-person and virtually. These included trainings for librarians and library support staff, vendor trainings for library staff and teachers, SLS led professional development trainings, and professional experts including experts in school library materials selection, Donalyn Miller, Julie Smith, and Chris Harris. A range of topics were covered were include diverse books, connecting SEL to texts, AI, and media literacy.
14.4 Element 4: Consulting and Development Services - Results	Continued our ability to obtain academic and professional development articles by partnering with SCRLC and the local community college for access to a variety of databases and resources. All System participants needing consultations and technical service received assistance via virtual site visits, an annual in-person visit, emails, and/or direct calls. All staff has access to an SLS purchased database for professional journal articles and information for all subject and grade levels.
14.5 Element 5: Coordinated Services - Results	Our Cooperative Collection Development (CCD) policies ensured that System members could purchase diverse and better met the needs of their districts (including ability to purchase e/audiobooks). Purchased a new collection of Makerspace items to lend regionally. Council formalized our regional ILL policy which reflects the needs of our districts and decreases time for receiving materials. Made several region-wide purchases at the SLS level to ensure districts have equity in resources including the addition of Learn 360 and Infobase Feature Films. All users had equitable access to resources through the SCOOLS catalog, the DPS page purchased by all districts (through MediaFlex) which includes single sign on access to all regional resources and NOVELNY databases. The SLS worked closely with the Southern Tier Library System (STLS) i.e., inviting members to our staff development opportunities. Students are able to use public library system databases with public library card and via Overdrive/Sora. Purchased NY Reads unlimited regional access to thousands of e/audiobooks through a consortium buy-in and added unlimited access to both comics and magazines through Overdrive for the entire region.

**Library System Accomplishments Cont.**

14.6 Element 6: Awareness and Advocacy - Results

Provided information and resources regarding SLS resources and services to Superintendents and other key administrators in the GST region. Worked with a variety of vendors to bring information about new resources and services to our region. Encouraged school librarians to take students to local public libraries to register for public library cards, promoted the SLS provided regional databases in order to promote and encourage lifelong learning and library use. Promoted summer reading programs through disseminating information via various communication methods. Disseminated information about local, state and national professional organizations either electronically or in paper form. Attended a state-wide workshop on library policies and attended a variety of in-person conferences including NYLA where I participated in workshops on awareness and advocacy. Presented as a keynote to the Superintendents on the possible loss of the NOVEL NY resources and created a materials package to distribute (including 3 years of regional database statistics) to be distributed following that meeting. Council developed a Collection Development and a Reconsideration Policy and a policy on Privacy and Library Environment which were approved by Council and adopted 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 resources and training materials to all educators. A regional SLS newsletter is electronically distributed and posted on the website twice a month. SLS hosted numerous Zoom training sessions during the school year to supplement our in-person learning. SLS created many surveys, forms, and data sharing forums to gather and analyze resources and their effectiveness in our library communities. The SLS provides a variety of communication methods including posted minutes from all Council and Communication Coordinator meetings, the SLS website, email, access to all online resources including NOVEL NY databases, SCRLC funded databases, SLS funded databases and purchase information for district discretionary funds including Cooperative Collection Development.



- 14.8 Element 8: Cooperative Efforts with Other Library Systems - Results Met regularly with the SCRLC group and our SCOOLS (6 BOCES) group of librarians to share ideas and information. Continued our purchasing consortium for library resources with Cap Region BOCES called DREAM. The SCOOLS ILL site facilitated loans and sharing of resources across six BOCES School Library Systems. The SLS collaborated with STLS to attend professional development workshops. Works collaboratively with SCRLC disseminating workshop information, statewide updates, using last resort ILL. Partnered with our local college library to get all librarians in schools with ACE classes, college database access. Shared PD frequently with TST SLS.
- 14.9 Element 9: Other Goal(s) - Results Revised and reformed policies and procedures to ensure we adhere to the 90.18 requirements and to ensure districts receive the best service from our SLS possible.

## PARTICIPANT'S EVALUATION OF SYSTEM SERVICES

- 14.11 URL of System's Blank Evaluation Form [https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded\\_file/2750/Library/5143106/23-24\\_Annual\\_Survey\\_of\\_SLS\\_Services\\_Blank.pdf](https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/2750/Library/5143106/23-24_Annual_Survey_of_SLS_Services_Blank.pdf)
- 14.12 URL of the Tabulated Results of the System's Evaluation Form [https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded\\_file/2750/Library/5143107/23-24\\_Annual\\_Survey\\_of\\_SLS\\_Services\\_Summary.pdf](https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/2750/Library/5143107/23-24_Annual_Survey_of_SLS_Services_Summary.pdf)

## 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) 739-3581
- 15.3 Contact e-mail address [mmunroe@gstboces.org](mailto: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) 11/13/2025

**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

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

The issues that the software had really created a huge issue in terms of access and timely completion of the report.

**SCHOOL YEAR 2025-2026 including Milk, Ice Cream and Bread for following year**

It is a plan of a number of public school districts associated with the Greater Southern Tier (GST) BOCES Area in New York, to bid jointly, cafeteria supplies including the following items on or about the following dates:

**Meat and Grocery (NOI/FFS\*) – May 21, 2025,**

Commodity addendum items quarterly- September 3, 2025, November 19, 2025, February 25, 2026

## Equipment – February 11, 2026

**Produce** – Weekly throughout the year

**Paper** – July 9, 2025, January 14, 2026

### Ice Cream – April 29, 2026

**Milk** – April 29, 2026

## Bread – May 27, 2026

The School District named below is desirous of participating with other districts in the GST BOCES area in the joint bidding of the commodities mentioned above as authorized by General Municipal Law, Section 119-o, and outlined in the accompanying memo.

The School District named below wishes to appoint a committee made up of participating schools to assume responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, awarding bids to the lowest bidder who meets the specifications, reporting the results to the schools, and where applicable providing the procurement plan for the School Food Authority; therefore;

That the Board of Education of the School District listed below hereby appoints the GST BOCES to represent it in all matters relating above, and

That the Board of Education of the School District listed below authorizes the above committee to represent it in all matters leading up to the entering a contract for the purchase of the above-mentioned commodities, and,

That the Board of Education of the School District listed below agrees to (1) assume its equitable share of the costs of Cooperative Bidding; (2) abide by majority decisions of the participating districts on quality standards; (3) that it will award contracts according to the recommendation of the committee.

## CERTIFICATION OF DISTRICT CLERK

I, Kathleen E. Taylor, District Clerk of the

Greater Southern Tier (GST) BOCES School District Board of Education hereby certifies that the above resolution was adopted by the required majority vote of the Board of Education at its meeting held on February 4, 2025 .

Signature of District Clerk

Date \_\_\_\_\_

**Please return one copy to GST BOCES Food Services and keep one copy for your records.**

RESOLUTION OF BOARD OF EDUCATION

WHEREAS, four (4) BOCES (Onondaga-Cortland-Madison BOCES, Albany-Schoharie-Schenectady-Saratoga BOCES, Madison-Oneida BOCES and Broome-Tioga BOCES) have collaborated and entered into an Article 5 General Municipal Law intermunicipal arrangement for the purpose of improving vendor management and data security and privacy practices for school districts and/or BOCES statewide known as the RIC ONE Risk Operations Center (the "ROC");

"WHEREAS, the Board of Education of the Greater Southern Tier (GST) BOCES, through its affiliation with a locally based Regional Information Center, participates with the ROC and desires, for the 2024-2025 fiscal year, to authorize the ROC to enter into Data Privacy Agreements and related exhibits (DPAs) with vendors and third-party contractors that include the requirements of, and compliance with, New York State Education Law Section 2-d and Part 121 Regulations (collectively, "Ed Law 2d") related to student personally identifiable information (PII) and certain Teacher and Principal APPR data;"

WHEREAS, the ROC also partners with NYSED, the Access4Learning Student Data Privacy Consortium (SDPC) and The Education Cooperative (TEC), to negotiate and approve Ed Law 2-d compliant DPAs;

WHEREAS, the DPAs are presented to school districts and/or BOCES for final execution and do not require the expenditure of funds beyond those budgeted; and

BE IT RESOLVED, Board of Education of the Greater Southern Tier (GST) BOCES authorizes the attorneys designated by the ROC to negotiate and approve of DPAs for software and/or technology resources; and,

BE IT FURTHER RESOLVED, the Greater Southern Tier (GST) BOCES Board of Education grants the ROC and its designated attorneys the authority to negotiate the terms and conditions of DPAs and take such actions so as to effectuate the purposes and intent of this resolution.

CERTIFICATION

It is hereby certified that the above motion was approved by the Greater Southern Tier (GST) BOCES Board of Education at its meeting, duly noticed, held on February 4, 2025.

Dated \_\_\_\_\_, 2024

\_\_\_\_\_  
Board Clerk

GST BOCES Bid Proposal Form - Supply Bid

NOTE: All bids MUST include shipping/delivery charges - including any hazardous freight charges, if applicable.

				Vendor Name: QUILL			
Approx. Cts/Pkgs Used	U/M - Pieces Per carton/pkg.	Size / Type	Description/Color	Product #	Price per U/M	Price Extension - Unit Price X Qty.	Brand and/or Alternate Information
			MISC.				
4	gallons		Fan-Apart NCR Padding Compound	NO BID			
NEW			Clean Free Disposable Shop Cloths (equal to AB Dick)	NO BID			
			COMBS				
300	100/pkg.	5/16"	#19 Plastic combs Black	NO BID			
50	100/pkg.	3/8"	#19 Plastic combs Black	4000044	\$ 12.26	\$ 613.00	GBC
40	100/pkg.	7/16"	#19 Plastic combsBlack	NO BID			
20	100/pkg.	1/2"	#19 Plastic combs Black	4000068	\$ 13.32	\$ 266.40	GBC
32	100/pkg.	9/16"	#19 Plastic combs Black	NO BID			
40	100/pkg.	5/8"	#19 Plastic combs Black	NO BID			
10	100/pkg.	3/4"	#19 Plastic combs Black	4000104	\$ 27.32	\$ 273.20	GBC
5	100/pkg.	7/8"	#19 Plastic combs Black	NO BID			
5	100/pkg.	1"	#19 Plastic combs Black	4000118	\$ 41.55	\$ 207.75	GBC
0	100/pkg.	1 1/2"	#19 Plastic combs Black	4200010	\$ 55.71	\$ 55.71	GBC
10	50/pkg.	2"	19-Ring Plastic combs Black	4200022	\$ 40.20	\$ 402.00	GBC
			COILS				
200	100/box	12" length	7 mm 4:1 Pitch EZ Coil- Standard Colors	NO BID			
200	100/box	12" length	8 mm 4:1 Pitch EZ Coil- Standard Colors	NO BID			
200	100/box	12" length	10 mm 4:1 Pitch EZ Coil- Standard Colors	NO BID			
200	100/box	12" length	12 mm 4:1 Pitch EZ Coil- Standard Colors	NO BID			
200	100/box	12" length	14 mm 4:1 Pitch EZ Coil- Standard Colors	NO BID			
200	100/box	12" length	16 mm 4:1 Pitch EZ Coil- Standard Colors	NO BID			
200	100/box	12" length	18 mm 4:1 Pitch EZ Coil- Standard Colors	NO BID			
200	100/box	12" length	20 mm 4:1 Pitch EZ Coil- Standard Colors	NO BID			
200	100/box	12" length	22 mm 4:1 Pitch EZ Coil- Standard Colors	NO BID			
200	100/box	12" length	25 mm 4:1 Pitch EZ Coil- Standard Colors	NO BID			
200	100/box	12" length	28 mm 4:1 Pitch EZ Coil- Standard Colors	NO BID			
80	100/box	12" length (8 mm)	8mm Speralastic Plastic Coil 4:1 - Black	NO BID			
80	100/box	12" length (10 mm)	10mm Speralastic Plastic Coil 4:1 - Black	NO BID			

GST BOCES Bid Proposal Form - Supply Bid

NOTE: All bids MUST include shipping/delivery charges - including any hazardous freight charges, if applicable.							
				Vendor Name: QUILL			
Approx. Cts/Pkgs Used	U/M - Pieces Per carton/pkg.	Size / Type	Description/Color	Product #	Price per U/M	Price Extension - Unit Price X Qty.	Brand and/or Alternate Information
240	100/box	(11 mm) 12" length	11mm Speralastic Plastic Coil 4:1 - Black	NO BID			
20	100/box	(12 mm) 12" length	12mm Speralastic Plastic Coil 4:1 - Black	NO BID			
20	100/box	(14 mm) 12" length	14mm Speralastic Plastic Coil 4:1 - Black	NO BID			
20	100/box	(16 mm) 12" length	16mm Speralastic Plastic Coil 4:1 - Black	NO BID			
20	100/box	12" Length	18mm Speralastic Plastic Coil 4:1 - Black	NO BID			
20	100/box	(20 mm) 12" length	20mm Speralastic Plastic Coil 4:1 - Black	NO BID			
10	100/box	(22 mm) 12" length	22mm Speralastic Plastic Coil 4:1 - Black	NO BID			
10	100/box	12" Length	25mm Speralastic Plastic Coil 4:1 - Black	NO BID			
10	100/box	(25) 12" length	28mm Speralastic Plastic Coil 4:1 - Black	NO BID			
			LAMINATING ROLL				
5	Roll	27" X 500'	Standard Laminating Roll Clear Gloss 1.5 Mil 3" Core	3126061	\$ 87.37	\$ 436.85	GBC: 2 RLS/CASE









