

STLS BOARD MEETING

Tuesday, June 21, 2016 - 2:00 pm

Modeste Bedient Memorial Library, Branchport (Yates County)

**AGENDA**

- | | | | |
|----|-------------------------------------|----------------------|--------------------|
| 1. | Agenda | | Doc. #16-52 |
| 2. | Approval of Minutes – May 2016 | *FOR APPROVAL | Doc. #16-53 |
| 3. | Treasurer’s Report –May 2016 | *FOR APPROVAL | Doc. #16-54 |
| 4. | Financial Clerk’s Report – May 2016 | *FOR APPROVAL | Doc. #16-55 |
- Subject to corrections, above items may be approved without motion.
5. STLS LTA Representative Phil Archer – Report to the Board

COMMITTEE REPORTS

- | | | | |
|-----|--|--|--------------------|
| 6. | Executive Committee – Denise King | | |
| 7. | Personnel & Policies Committee – Bonnie Weber | | Doc. #16-56 |
| 8. | Finance & Facilities Committee – Pat Finnerty | | Doc. #16-57 |
| 9. | Public Relations Committee – Lynnette Decker | | Doc. #16-58 |
| 10. | Foundation for Southern Tier Libraries – Dale Wexell | | Doc. #16-59 |

BOARD ACTIONS

11. Approve SirsiDynix Renewal Invoice based on 2016 -2022 Long Term Agreement

*** FOR APPROVAL****Doc. #16-60**

Executive Director Recommendation: The STLS Board of Trustees approves the expenditure of \$67,237.67 for the continuation of SirsiDynix ILS Services to Member Libraries from September 1, 2016 through August 31st, 2017.

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

12. Approve the Proposed Revisions to the Authority of Board Policy

*** FOR APPROVAL****Doc. #16-61**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the Authority of Board Policy as presented at the May 17, 2016 STLS Board Meeting.

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

13. Approve the Proposed Revisions to the Youth Services & ILL Consultant Job Title/Description

* FOR APPROVAL

Doc. #16-62

Executive Director Recommendation: The STLS Board of Trustees approves the proposed revisions to the Youth Services & ILL Consultant Position as presented at the May 17th, 2016 STLS Board Meeting including a salary adjustment as set by the Board of Trustees.

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

14. Approve the Trustee Development Consultant Job Title/Description

* FOR APPROVAL

Doc. #16-63

Executive Director Recommendation: The STLS Board of Trustees approves the proposed Trustee Development Consultant Position as presented at the May 17th, 2016 STLS Board Meeting including a salary as set by the Board of Trustees.

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

15. Approve the Appointment of Margo Gustina to Trustee Development Consultant

* FOR APPROVAL

Executive Director Recommendation: The STLS Board of Trustees approves the appointment of Margo Gustina to the position of Trustee Development Consultant as presented at the May 17th, 2016 STLS Board Meeting at the salary set by the Board of Trustees.

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

16. Approve the Proposed Revisions to the Processing and Delivery Supervisor Job Title/Description

* FOR APPROVAL

Doc. #16-64

Executive Director Recommendation: The STLS Board of Trustees approves the proposed revisions to the Processing & Delivery Supervisor Position as presented at the May 17th, 2016 STLS Board Meeting including a salary adjustment as set by the Board of Trustees.

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

17. Approve the Proposed Revisions to the Member Services Consultant Job Title/Description

*** FOR APPROVAL**

Doc. #16-65

Executive Director Recommendation: The STLS Board of Trustees approves the proposed revisions to the current Member Services Consultant Position that includes a Job Title change to Program & Advocacy Development Consultant including a salary range as set by the Board of Trustees.

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

18. Approve the Recruitment and Advertising of the vacant Program & Advocacy Development Consultant Position

*** FOR APPROVAL**

Executive Director Recommendation: The STLS Board of Trustees approves the recruitment and advertising of the vacant Program & Advocacy Development Consultant Position.

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

19. Approve the Proposed Revisions to the STLS Organizational Chart

*** FOR APPROVAL**

Doc. #16-66

Executive Director Recommendation: The STLS Board of Trustees approves the proposed revisions to the STLS Organizational Chart, which incorporates the changes as presented at the May 17, 2016 STLS Board Meeting.

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

BOARD INFORMATION

- 20. Old Business
- 21. New Business
- 22. Library Networking
- 23. President's Report
- 24. Monthly System Management Team & Divisional Reports

Doc. #16-67

Public Expression (15 minutes)

Adjournment

Next meeting: CCLD – Steele Memorial Library, Elmira (Chemung County) – Tuesday, July 19 at 2 p.m.

STLS TRUSTEE MEETING
Tuesday, May 17, 2016 - 2:00 pm
Fillmore, NY (Allegany County)

MINUTES

TRUSTEES PRESENT:

Richard Ahola	- 2017	Betsy Gorman	- 2020
Sisi Barr	- 2018	Edward Pekarek	- 2020
Sarah Collins	- 2019	Pat Selwood	- 2019
Lynnette Decker	- 2016	Bonnie Weber	- 2016
Maija DeRoche	- 2018	Dale Wexell	- 2020
Patricia Finnerty	- 2017	Al Yanda	- 2016

TRUSTEES EXCUSED:

Cindy Emmer	- 2017
Gaile Felli	- 2019
Denise King	- 2019

Staff present – Brian Hildreth, Executive Director and Ella Chatlani, Administrative Assistant

Vice President Pat Selwood called the meeting to order at 1:57 pm.

AGENDA REVIEW

Received and filed

Doc. #16-43

APPROVAL OF MINUTES

Received and filed

Doc. #16-44

Treasurer's Report(s) – Brian M. Hildreth

Received and filed.

Doc. #16-45

- E. Pekarek – asked a question whether the report was on an accrual bases. B. Hildreth indicated the financial reports are accrual-based accounting and more information about how figures are presented would be provided after discussing with STLS business manager.

Financial Clerk's Report – Brian M. Hildreth

Received and filed

Doc. #16-46

- E. Pekarek - asked for clarification on the Vehicle insurance and Platform fee line items in which B. Hildreth will follow up with the business manager and report back.
- P. Selwood – inquired about the non State aid pass through line item. B. Hildreth replied that STLS acts as a collection agency and it is passed along to member libraries.
- E. Pekarek – asked for clarification on the Personnel Benefits specifically Heath insurance cost. B. Hildreth stated that STLS salaries are at interval pay. Each STLS employee prepays health insurance and it is divided over pay periods on a monthly cost; 2 times a month.

Standing Committee Reports

Executive Committee – Pat Selwood

- P. Selwood reported the committee met via email this month to set the agenda.

Personnel & Policies Committee – Bonnie Weber

Doc. #16-47

B. Weber presented policy update on Authority of the Board Policy. Please review and submit any changes to B. Weber. The lawyer for STLS reviewed the document and changes are in blue and red ink with revisions.

Executive Session – R. Ahola moved the discussion at 2:15 pm and P. Selwood called the meeting back to order at 2:25 pm to continue the Personnel Committee Report.

The Committee has reviewed the Executive Director's contract and a survey for the Board members will be coming along for review. The date of the contract is due before the September Board meeting.

The proposed new Employee Handbook is also in review.

Note: Minutes listed as May 10th should be changed to May 11th per B. Weber.

Finance & Facilities Committee – Pat Finnerty

Doc. #16-48

P. Finnerty reported that the Committee met on May 11 to review the budget and other reports.

- The Finance Policy is finalized and will be forwarded to the Personnel and Policies Committee for further action.
- The audit has been completed and K. Stickler, from Mengel, Metzger and Barr, will prepare the 990 form and the Finance & Facilities Committee will review it.

B. Hildreth indicated the proposed Cost Share for member libraries expires this year with the next term held in 2017-2019. A meeting will be held with the membership to take a look at the history, economy, state aid, IT cost, and other topics. Cost Share pays for Workflow, STARCcat, ILS infrastructure and eBooks. Current Cost Share proposals are under review.

Public Relations Committee – Lynnette Decker

Doc. #16-49

- B. Hildreth and staff are meeting with Senator O'Mara and Senator Young this week.
- Discussed the Library Trustee training event to be held on Monday, July 11th with special speakers Tom Lawrence and Lauren Moore. Topics are budgeting and proper use of public funds.
- The Annual meeting and conference will be held on Tuesday, Oct. 4th, 2016.
- The Construction Aid information packet went out to all member libraries. M. Gustina will report in the month of June. B. Weber added the Construction Aid event will be held on June 23rd with more information to come and can be a very useful session for new members to become familiar with the system.
- Spring CE conference exceeded 100 people, 12 programs, and 9 presenters.

Note: M. DeRoche is not on the committee and B. Gorman is on the committee

Foundation for Southern Tier Libraries – Dale Wexell

Doc. #16-50

Community members will be invited to discuss the work of the Foundation. FSTL also hopes to identify potential new board members.

- Event date: June 13 at Elmira College - Hamilton Hall from 6 - 8 pm.
- D. Wexell will be collecting names and addresses of people who should be invited. The Foundation hopes to do regional sessions in the future; however, this is the first. Sherry Collins will be working on marketing materials.
- Future event may be in the fall and suggestions are on the table for a major event.
- A new mailing list may need to be generated to focus on new recruits.
- The cycle for grants is complete.
- Join us anytime. Next meeting: Wednesday, June 1st at 1 pm.

BOARD ACTIONS

None

BOARD INFORMATION

Old Business

E. Pekarek – ARC has collaborated with the local library to offer agency specific programs. Thank you for the suggestions.

New Business

E. Pekarek – Wellsville had an external Comptroller audit. Discussion on whether Wellsville is either a Village or an Association library; it was waived to a Village library. The auditor also issued an opinion that an employee log book used to determine an employee's presence in the building was construed as time sheets. The library is stating that this goes against any Department of Labor ruling regards to exempt employees.

R. Ahola asked if an employee's retirement can be affected with this audit? The answer was yes it can.

Library Networking

B. Gorman updated on the Big Flats library pavilion and Walmart gave a landscaping grant to complete the grounds area.

S. Collins asked M. DeRoche about the Conference she attended. M. DeRoche confirmed that conferences help to energize and reinforce what you are doing. Information was shared on how to brand and market your library to become an essential service.

President's Report

In Denise's absence, P. Selwood reported that Denise is doing well and plans to be with us next month and appreciates your cards very much.

Monthly System Management Team & Divisional Reports

B. Hildreth reported there are five focus groups being held throughout the region to facilitate with STLS' Plan of Service. Please attend the focus group that is tied to your local library or

attend a different location if there is a schedule conflict. The focus is to identify challenges and issues in the library community so that STLS can help to identify the services we need to provide for the libraries which will result in providing services to their patrons.

B. Hildreth also discussed the possible evolution of the library system board based on a recent LTA workshop. What is the board's plan for being "mindful" and taking into consideration high level challenges, and addressing such obstacles with solid solutions. Sustainable thinking.

Public Expression

L. Decker saw on a facebook message; "If you agree that libraries are still relevant, share!" and she did.

E. Chatlani shared the highlight of the Big Flats Library pavilion in the Big Flats Times which goes out to all residents and the Horseheads Library language class for children mentioned on a Facebook friend page for encouragement to other parents to attend.

Adjournment

~ A.Yanda moved to adjourn the meeting at 3:03 p.m. L. Decker seconded.

Next meeting: Modest Bedient Memorial Library, Branchport (Yates County)
Tuesday, June 21, 2016 at 2:00 pm.

No Public Relations Committee meeting beforehand

Minutes written by Ella Chatlani and reviewed by Pat Selwood.

	<u>May 31, 16</u>	<u>Apr 30, 16</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1200 · Cash - Operating	2,667.10	1,778.15	888.95
1201 · Cash - Payroll	883.35	1,039.40	-156.05
1202 · Cash - Money Market	888,299.05	976,171.54	-87,872.49
Total Checking/Savings	891,849.50	978,989.09	-87,139.59
Accounts Receivable			
1380 · Accounts Receivable	115,573.78	116,772.48	-1,198.70
Total Accounts Receivable	115,573.78	116,772.48	-1,198.70
Other Current Assets			
12000 · Undeposited Funds	2,579.91	0.00	2,579.91
Total Other Current Assets	2,579.91	0.00	2,579.91
Total Current Assets	1,010,003.19	1,095,761.57	-85,758.38
Fixed Assets			
1100 · Fixed Assets			
1102 · Building	992,538.06	992,538.06	0.00
1104 · Equipment	733,306.22	733,306.22	0.00
1112 · Accumulated Dep Building	-441,632.07	-441,632.07	0.00
1114 · Accumulated Depreciation	-668,604.26	-668,604.26	0.00
Total 1100 · Fixed Assets	615,607.95	615,607.95	0.00
Total Fixed Assets	615,607.95	615,607.95	0.00
Other Assets			
1382 · Prepaid expenses	57,508.17	57,508.17	0.00
Total Other Assets	57,508.17	57,508.17	0.00
TOTAL ASSETS	1,683,119.31	1,768,877.69	-85,758.38
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
2601 · Accrued P/R	13,090.18	13,090.18	0.00
2604 · Deferred Grant	3,597.89	3,597.89	0.00
2626 · Flex Spending Deduction Payable	1,012.65	1,517.91	-505.26
2630 · Due to Member Libraries Pay Pal	3.78	3.78	0.00
2640 · Accrued Compensated Absences	75,083.28	75,083.28	0.00
Total Other Current Liabilities	92,787.78	93,293.04	-505.26

Southern Tier Library System
Treasurer's Report
May 2016

	<u>May 31, 16</u>	<u>Apr 30, 16</u>	<u>\$ Change</u>
Total Current Liabilities	<u>92,787.78</u>	<u>93,293.04</u>	<u>-505.26</u>
Total Liabilities	<u>92,787.78</u>	<u>93,293.04</u>	<u>-505.26</u>
Equity			
3200 - Fund Balance Unrestricted	1,552,638.89	1,552,638.89	0.00
3910 - Fund Balance Replacement Res	100,000.00	100,000.00	0.00
Net Income	<u>-62,307.36</u>	<u>22,945.76</u>	<u>-85,253.12</u>
Total Equity	<u>1,590,331.53</u>	<u>1,675,584.65</u>	<u>-85,253.12</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,683,119.31</u></u>	<u><u>1,768,877.69</u></u>	<u><u>-85,758.38</u></u>

Official Depository: Community Bank NA
Money Market Account: .10 Rate of Return
Checking Accounts: .05 Rate of Return

	<u>May 16</u>	<u>Apr 16</u>	<u>\$ Change</u>
Income			
4719 · Interest	80.30	83.65	-3.35
4724 · Member Library IT Contracts	389.09	249.37	139.72
4725 · Grants Revenue	10,000.00	0.00	10,000.00
4735 · Non State Aid Pass Through	2,642.12	1,484.46	1,157.66
4784 · General Reimbursements & Refund	1,430.94	750.05	680.89
Total Income	14,542.45	2,567.53	11,974.92
Expense			
5100 · Salaries			
5141 · Professional Salaries	21,604.42	32,783.97	-11,179.55
5142 · Non-Professional Salaries	28,670.01	44,024.42	-15,354.41
Total 5100 · Salaries	50,274.43	76,808.39	-26,533.96
5150 · Personnel Benefits			
5153 · Social Security	3,593.64	5,642.97	-2,049.33
5156 · Disability	1,505.80	0.00	1,505.80
5157 · Health Insurance	15,091.05	13,472.21	1,618.84
5158 · Payroll Expense - Other	344.82	468.77	-123.95
Total 5150 · Personnel Benefits	20,535.31	19,583.95	951.36
5204 · STLS Software & Small Equipment	142.42	250.00	-107.58
5205 · Maintenance Contracts & Leases	1,104.22	826.35	277.87
5409 · STLS Telephone/Internet	2,530.20	7,691.93	-5,161.73
5417 · Library Materials	5,289.66	1,123.48	4,166.18
5418 · Consultant Collection	217.50	0.00	217.50
5419 · Electronic Materials	4,572.63	6,503.51	-1,930.88
5420 · Staff Development Travel	424.14	2,834.03	-2,409.89
5422 · Trustee Mileage	508.35	699.84	-191.49
5424 · Conference Registration	891.00	257.00	634.00
5425 · Staff & Member Library Mileage	601.99	195.09	406.90
5427 · Programming & Annual Conference	573.95	0.00	573.95
5428 · Meeting Supplies	140.37	607.83	-467.46
5430 · Office Supplies	1,020.13	472.63	547.50
5433 · Postage	13.16	1,024.70	-1,011.54
5434 · Public Relations	1,500.00	0.00	1,500.00
5435 · Member Library Pass through	2,642.12	1,920.59	721.53
5436 · STLS Grants to Member Libraries	65.57	0.00	65.57
5442 · Professional Fees	2,296.11	793.80	1,502.31
5443 · Legal Counsel	1,141.50	378.00	763.50
5444 · Accounting Support & Audit	75.00	75.00	0.00
5450 · Utilities	814.04	882.58	-68.54
5451 · Building Maintenance & Repairs	490.70	1,175.92	-685.22
5471 · Vehicle Maintenance & Repairs	356.66	341.88	14.78

1:37 PM
06/01/16
Accrual Basis

Southern Tier Library System
Financial Clerk's Report
May 2016

	<u>May 16</u>	<u>Apr 16</u>	<u>\$ Change</u>
5473 - Vehicle Fuel	1,137.97	1,917.19	-779.22
5480 - Greenwood Reading Center Exp	59.07	348.03	-288.96
5490 - Grants	377.37	7,786.59	-7,409.22
Total Expense	<u>99,795.57</u>	<u>134,498.31</u>	<u>-34,702.74</u>
Net Income	<u><u>-85,253.12</u></u>	<u><u>-131,930.78</u></u>	<u><u>46,677.66</u></u>

Personnel & Policies Committee Meeting Minutes

May 11th, 2016 at 1:00 pm

STLS Headquarters / Painted Post, NY



Committee Members in Attendance: Bonnie Weber (Chair), Richard Ahola, Maija DeRoche, Cindy Emmer, Denise King

Guest: Brian Hildreth

Bonnie Weber called the meeting to order at 1:02 pm.

Policy Updates – Finance Policy

B. Weber asked committee members to review proposed revisions to the Finance Policy as presented by the Finance and Facilities Committee. Committee members agreed to the revisions, but asked for clarification on what is actually being presented to the full board in terms of cash receipts. B. Hildreth said he would follow-up with Treasurer P. Finnerty and get clarification before July's committee meeting. The Personnel & Policies Committee intends to present to the full board for review in July.

Executive Director Contract and Performance Evaluation

B. Hildreth presented the committee with library system ED salary benchmarks for 2015. He also indicated that he had reviewed the current ED contract and had no recommended revisions other than salary and contract term. He said it would be okay for the committee to present to the organization's lawyer for review.

The Committee went into Executive Session at 1:26 pm and came out of session at 2:37pm to discuss the Executive Director's contract and performance evaluation.

Committee members asked B. Hildreth to prepare a narrative speaking to 2015-2016 performance objectives specific to (1) Dark Fiber, (2) Plan of Service (3) Member Library Trustee Engagement. This narrative along with STLS Trustee Surveys will be used to evaluate the executive director on his past 12 months of performance.

Employee Handbook

There was no discussion on this Agenda item.

The Committee meeting adjourned at 2:47 pm.

Respectfully submitted by: Brian M. Hildreth, Executive Director

Finance & Facilities Committee
Meeting Minutes
6/8/16 2:30



Present: P. Finnerty, D. Wexell, D. King, and B. Hildreth

Audit Update

Kathy Stickler from Mengel, Metzger and Barr reviewed the draft audit report with the committee, stating that the audit went well with good cooperation from staff. She will review the audit at the July board meeting.

There were two items noted:

- There was a need for a significant adjustment for the Accrued Benefits calculation since the audit discovered a significant error in that calculation. Brian will modify the end of year process to include a review by Brian after the end of year adjustment. Kathy will also look into the details of how the error occurred.
- We will receive another Qualified Opinion regarding our decision to not accrue for postretirement benefits relating to health care. She also noted, however, that we have reduced our future risk by our decision in 2015 to not offer that option to future new employees.

Ms. Stickler also updated the committee on recent Accounting Standards Updates, including a new standard for leases, and amendments to the Notes to Financial Statements and Assessing whether Disclosures are Material. The standards are not effective immediately, and due to our particular circumstances at present, the changes do not affect us.

B. Hildreth is going to look into our use of the accrual accounting system.

Monthly review of financial reports

B. Hildreth reviewed the Treasurer's Report, the Financial Clerk's Report and the Profit Loss Budget Overview, and answered our questions.

Review of Cost Share Proposal

B. Hildreth reviewed the Cost Share Proposal and explained the percentage increases.

The Finance and Facilities Committee recommends to the full board that this be approved as the proposal to be presented to the member libraries.

Facilities Review

B. Hildreth updated the committee on facilities improvements taking place. Bids to seal, repair, and stripe the driveway have been received, as well as bids to do the front landscaping. Requests for bids to do the internal painting have been sent out.

The committee will do a facilities walk-around at the next meeting, starting at 2:00.

Next meeting July 13 at **2:00** at STLS



Public Relations Committee

Update – 6.21.2016

Committee Members: Lynnette Decker (Chair), Sarah Collins, Maija DeRoche, Denise King, Pat Selwood

Library System Staff: Brian Hildreth, Margo Gustina

The PR Committee would like to update STLS Trustees on the following:

Construction Aid Applications: Due to a change in the application timeline, the PR Committee will review member library applications on Thursday, July 14th. The original date was scheduled for the third week of June.

The PR Committee will also review **Library System Awards** for the Annual Meeting on July 14th.

Trustee Training Event: A member library trustee training event will be held on Monday, July 11th at the Curtiss Museum in Hammondsport from 4:30 to 8:00 pm. The topic of training will be on Budgeting and Proper Use of Public Funds.

Focus Groups: These events which are planned throughout the month of June and July are intended to aid in the Plan of Service process. STLS trustees are reminded to attend focus groups based on when their Home Library is scheduled to participate. The remaining focus groups will take place on June 28, July 7 and July 8th. Please call Ella Chatlani if you need assistance in registering.

Trustee Terms: The STLS Board will have two vacant seats beginning January 2017. Bonnie Weber (Steuben County) will be stepping down from the board after serving a maximum number of terms, and Al Yanda (Allegany County) will also be finishing his service on the Board. Lynnette Decker (Allegany County) has agreed to serve another 5-year term. The PR Committee will reach out to member libraries to recruit for these vacancies. Elections will take place at the Annual Meeting and Conference.

Respectfully submitted: Brian M. Hildreth, STLS Executive Director

Foundation for Southern Tier Libraries
Meeting Minutes
June 1st, 2016

Present: Phil Archer, Suzanne Blowers, Sherry Collins, Peter Gamba, Denise King, Judy Phillips, Bonnie Weber, Paul Webster and Brian Hildreth.

Excused: Dale Wexell

P. Gamba called the meeting to order at 4:05 pm.

Board members reviewed the agenda as presented. No revisions.

Board members reviewed minutes from the May meeting. P. Gamba asked that board members excused from last month's meeting be listed on the minutes. Excused board members included: S. Blowers, D. King, P. Webster, J. Phillips and B. Weber. No other questions or proposed revisions. The minutes were filed as presented.

Financials were presented during the meeting. P. Webster indicated the balance as of April 30, 2016 was \$5,644.92. No balance was yet available for the month of May because the meeting took place on June 1st, 2016. No expenditures occurred since the last financial report.

P. Gamba led discussion about the Foundation's June 13th event at Elmira College. A tally of current RSVP's for invited guests was taken. At the time of the meeting 8 invitees RSVP'd. Board members agreed to call invitees between June 1st and June 13th to inquire about their attendance. P. Gamba said he would follow-up with D. Wexell about when the caterers needed to know about number of guests. P. Gamba would correspond with board members as soon as this information became available.

D. King indicated she received feedback from STLS board members who were told they were not invited to the event. Foundation board members agreed that STLS board members should be at the event. P. Archer made the motion to invite STLS trustees and S. Collins seconded. P. Gamba said he would email STLS trustees to invite them to attend. D. King said she would provide contact information to P. Gamba.

P. Gamba asked about the evening agenda and format. B. Hildreth said he would present on STLS services and the good work of member libraries. His presentation would last about 10 minutes. P. Gamba also agreed to welcome guests, introduce B. Hildreth, and then present on the Foundation's mission following B. Hildreth presentation. P. Gamba said he would inform guests that this was a "people gathering" event.

S. Collins indicated she was working with B. Hildreth to put together a brochure for the Foundation. They both anticipated it would be ready for June 13th.

Board members had a conversation about future revenue streams for the Foundation. B. Hildreth indicated that the Foundation should focus its efforts on raising funds from non-member library sources. He said that if the Foundation intends to raise funds to benefit member libraries, then the source of revenue should not be from the people who already support member libraries. J. Phillips asked about grants and the possibility of securing grants. Further discussion was had by board members about future revenue streams.

P. Gamba said that he was excited about the upcoming event at Elmira College, and depending upon its success, the Foundation should consider other events in other counties of the library system's region.

P. Webster indicated that the paperwork at the bank needed to reflect the current officer positions of the board. P. Gamba should sign checks as President of the Foundation. D. King agreed to be the Claims Auditor to verify all expenditures. P. Webster said he would coordinate.

J. Phillips made a motion to adjourn at 5: 22 pm. Seconded by P. Archer.

Next meeting: Wednesday, July 6th at 4:00 pm- STLS Headquarters

Respectfully submitted,

Brian M. Hildreth



Renewal Quote: 32233720160518AP

Southern Tier Library System

Item Number	Item Description	Serial Number	Qty	Coverage Effective Dates From To	EOL Date	Price
M-1987	Authority Control		1	1/Sep/16 - 31/Aug/17		
M-2369	Reporting Module		1	1/Sep/16 - 31/Aug/17		
M-2436	Standard Sirsi System Software		1	1/Sep/16 - 31/Aug/17		
M-2555	Unicorn Migration Package		1	1/Sep/16 - 31/Aug/17		
M-2630	Unique Management Interface		1	1/Sep/16 - 31/Aug/17		
M-2643	Web2 Catalog Access Bundle		1	1/Sep/16 - 31/Aug/17		
M-2664	WorkFlows Staff Clients		160	1/Sep/16 - 31/Aug/17		
M-2713	Z39.50 Version 3 Server		1	1/Sep/16 - 31/Aug/17		
12320	Symphony Web Services		1	1/Sep/16 - 31/Aug/17		
				Symphony		41,647.93
M-2601	Unicorn Test System		1	1/Sep/16 - 31/Aug/17		
				Test system		2,801.01
M-2274	Materials Booking		1	1/Sep/16 - 31/Aug/17		
				Media Booking		0.00
10382	Enriched Content Basic Public Subscription (Per 1000 Circ)	NeedSN-340770	1100	1/Sep/16 - 31/Aug/17		
				Enriched Content-Basic Subscription		5,120.84
M-2272	MARC Import/Export Utilities		1	1/Sep/16 - 31/Aug/17		
				MARC Utility		0.00
M-2016	Bibliographic and Inv. Control		1	1/Sep/16 - 31/Aug/17		
M-2253	Inventory Control		1	1/Sep/16 - 31/Aug/17		
M-2422	SmartPort		4	1/Sep/16 - 31/Aug/17		
				Cataloging		0.00
M-2002	Backup Circulation		1	1/Sep/16 - 31/Aug/17		
M-2044	Circulation Control		1	1/Sep/16 - 31/Aug/17		
				Circulation		0.00
M-2543	Unicorn LVL4 SIP2 Interface Per Certified Vendor	NeedSN-341295	1	1/Sep/16 - 31/Aug/17		
				SIP/SIP2 License		231.90
M-0553	Director's Station Annual Subscription Up to 10		1	1/Sep/16 - 31/Aug/17		
11419	Director's Station .Net Charting License		1	1/Sep/16 - 31/Aug/17		
11861	Director's Station v4.8.1 Analytics Software for Upgrading Customers		10	1/Sep/16 - 31/Aug/17		
				Directors Station License		6,483.36
13058	SirsiDynix eResource Central Gateway Services - Annual Subscription Promotior		1	1/Sep/16 - 31/Aug/17		
13137	SirsiDynix eRC Connector for OverDrive - Annual Subscription		1	1/Sep/16 - 31/Aug/17		
				E-Resource Central		3,255.63
12856	SirsiDynix Enterprise, Annual Subscription		1	1/Sep/16 - 31/Aug/17		
				Enterprise Subscription		6,151.24
12854	SirsiDynix Social Library		1	1/Sep/16 - 31/Aug/17		
				Social Library Subscription		0.00
11175	API		1	1/Sep/16 - 31/Aug/17		
12905	API - Web Services SDK for Libraries Internal Use - included with API subscripti		1	1/Sep/16 - 31/Aug/17		
				API Services		1,545.76
All prices are in U.S. Dollars and are exclusive of taxes unless otherwise noted.						
						Total 67,237.67

Applicable taxes will be added to all invoices. If you are tax exempt please submit a current exemption form along with the signed quote.

Signature authorizes SirsiDynix to raise an invoice in accordance with this quote.

Any questions regarding this quote can be directed to:
Andy Pratt
andy.pratt@sirsidynix.com

Signature

Date

Please Print Name and Title

SOUTHERN TIER LIBRARY SYSTEM
~~POLICIES AND PROCEDURES MANUAL~~
AUTHORITY OF THE BOARD POLICY
As Modified April 2016

APPLIES TO: STLS Board of Trustees

REFERENCES: New York State Education Law, Sec. 226 *Powers of Trustees of Institutions*; NYS Code of Rules and Regulations, Part 90.6c [11, 12] *Financial accounting in cooperative library systems and reference and research resources systems*. NYCRR 90.9c [12]; *Handbook for Library Trustees of New York State*.

INTRODUCTION

The Board of Trustees of the Southern Tier Library System has broad authority to establish policy and manage the affairs of the System. As an educational corporation chartered by the Regents of the State of New York, this authority is granted to the STLS Board of Trustees by Section 226 of the New York State Education Law, Powers of Trustees of Institutions.

The authority delegated by law to the Board shall be applied as follows. As its prime responsibility, the Board shall ensure that the System is accountable to its members and the public for the System's finances, property, and programs. The Board will comply with all applicable laws and ethical standards, protect the rights of its staff and members, and exercise fiduciary responsibility in the use of public and private funds.

The oversight authority of the STLS Board includes, but is not limited to: (1) the commitment of all System funds; (2) the disbursement of all System funds, originating from both governmental and non-governmental sources; (3) the review and approval of all contractual commitments to be made by the System; (4) the review and approval of all personnel actions, both of an individual and organizational nature; (5) the delegation of authority where appropriate to individual STLS trustees or members of the STLS staff; and (6) ensuring that the Board acts as a collective authority when interacting with the public, STLS staff and STLS member libraries.

COMMITMENT OF FUNDS

For those individual items, systems, and services included in an annual budget previously approved by the Board and not exceeding \$20,000.00 in value, the Executive Director, or his or her designate, may proceed with purchase actions with a vendor as required without additional specific approval by the Board. Individual items, systems, and services, whether included in an approved budget or not, but exceeding \$20,000.00 in value, require additional specific approval by the Board before a purchasing action may be initiated with a vendor, except expenditures for those items which have previously been specifically approved by the Board when the grant applications were approved, and the item description of value has not changed. **Board approval must be received before moving funds from contingency to pay for an identified need.**

The Executive Director may authorize the purchase of an item or service up to ~~\$3500.00~~ **\$5000.00**, even if it is not an approved budget item. In the event of an emergency expenditure exceeding ~~\$3500.00~~, **\$5000.00**, the Executive Director shall ask the President of the Board to poll the Executive Committee of the Board to obtain approval of the expenditure. This action will be reported at the next regular Board meeting.

DISBURSEMENT OF FUNDS

In conformance with the New York State Code of Rules and Regulations, Part 90.6c[11,12] *Financial accounting in cooperative library systems and reference and research library resources systems* (8NYCRR90.6c[11,12]) the STLS Board of Trustees shall disburse all library funds only on the basis of itemized vouchers which have been certified by the claimants or the purchasing agent and audited and approved by the Board except as otherwise provided below.

(1). At the beginning of each calendar year, the STLS Board of Trustees shall appoint an individual to be designated as Auditor and an individual to be designated as Alternate Auditor. These persons shall act on behalf of the Southern Tier Library System and shall be considered employees of the System only while performing the duties of Auditor and shall not receive any benefits or rights of regular employees. These individuals so designated may not hold the office of Financial Clerk or Treasurer and they shall be bonded with such penalties and sureties as the Board may require. The Auditor and/or Alternate Auditor shall be authorized by the Board to act on its behalf in the disbursement of all STLS funds in the manner required by 8_NYCRR90.6c [11]. The Auditor and/or Alternate Auditor shall formally examine in each case, a vendor claim form together with its supporting documentation, including but not limited to an original invoice, background ordering information as prescribed by policy, a purchase order if one has been issued, and documentation to show receipt and acceptance of the item or service. The auditing process should determine:

- That the proposed payment is for a valid and legal purpose;
- That the obligation was incurred by an authorized STLS official¹
- That the items for which payment is claimed were in fact received, or to ensure that in the case of services, that they were actually rendered;
- That the obligation does not exceed the available funding; and
- That the submitted vendor claim form is in proper form, mathematically correct, does not include previously paid charges and is in agreement with the purchase order or contract.

The Executive Director is the Financial Clerk. The Executive Director or his or her designate is authorized to sign **Purchase Orders, Invoices marked with a vendor claim stamp, and** vendor claim forms and will do so before the Auditor or Alternate Auditor examines the packet. The Executive Director is the only staff member authorized to sign the **vendor claim**

¹“official” means any person authorized to act on behalf of STLS

Purchase Order form for approval of payment. The Board Auditor shall examine each packet in accordance with the provisions of this policy and initial the vendor claim form **or vendor claim stamp** for approval of payment.

To ensure the timely payment of bills, the audit activity described above shall take place within the existing bi-weekly bill payment schedule.

~~In the case of inconsistencies pertaining to the review of Accounts Payable, all actions by the Board Auditor and/or Alternate Auditor will be available for review at the next regularly scheduled Board meeting.~~

The Auditor or Alternate Auditor will provide a quarterly Auditor's Claim Report to the Board to document any irregularities observed during the audit review and their resolutions.

(2). If by sickness or any other cause the Auditor or the Alternate Auditor is unable to perform his or her duties the Executive Committee may undertake the Auditor's responsibilities: The STLS Board President will appoint an eligible member of the Executive Committee to perform the audit.

~~By approving this policy statement, the STLS Board authorizes the Executive Committee of the Board, in the absence of the Auditor, to act on its behalf in the disbursement of all STLS funds in the manner required by 8_NYCRR90.6c [11]. Vouchers will be audited and approved by unanimous vote of those members present at an Executive Committee meeting; such a meeting shall have a quorum of at least three members to satisfy the New York State disbursement regulations. All actions by the Executive Committee will be available for review at the next regularly scheduled meeting of the Board.~~

(3). In conformance with the provisions of 8_NYCRR90.9c [12], the STLS Board may provide by resolution that amounts due upon contracts, for fixed salaries or for compensation of employees regularly engaged at agreed periodic rates, may be paid without prior audit upon submission to the STLS Treasurer of a voucher or payroll duly certified by the STLS Executive Director or his or her duly authorized representative. ~~The STLS Board may, by resolution, annually pre-authorize the disbursement of funds to pay most recurring bills such as utilities, etc.~~ This may be done without prior audit, upon submission to the STLS Treasurer of a voucher. The Board shall then formally approve the disbursement action after the event at the next Board meeting.

At each Board meeting the Treasurer will provide a copy of the Unpaid Bills Detail, which lists all bills paid, for each billing cycle since the last Board meeting. One of the Board signatories shall sign all checks.

CONTRACTUAL COMMITMENTS

The Executive Director or a staff member designated by the Executive Director or a Trustee designated by the President of the Board of Trustees shall negotiate all contracts, except as otherwise provided in paragraphs (1) and (2) below. The Board of Trustees shall approve

all contracts involving capital projects, loans, real property leases, grant applications, consultant agreements and major procurements in which a statement of work is required to define the task. The Executive Director shall perform appropriate review and analysis of a proposed contract or contract renewal, or amendment to a contract before submitting it to the Board for approval. If there are issues related to the proposed contract that cannot be resolved at the Board meeting at which the contract is discussed, the President of the Board shall assign the contract to the appropriate committee for further review. A multi-year contract, once approved, does not have to go through the approval process in subsequent years, as long as the terms of the contract are unchanged. Board approval is not required for normal maintenance or service contracts that relate to day-to-day operations. The commitment of funds for these contracts is covered by the STLS Purchasing Policy. All approved contracts shall be signed either by the President or the Executive Director, except as noted below.

(1). Contract negotiations by the System with the Staff Organization of the Southern Tier Library System shall be conducted by an ad-hoc negotiating committee selected by the Board President. ~~Required members of the negotiating committee shall be the Board President and the Chairman of the Board's Administration Committee.~~ Prior to the opening of formal negotiations, the ad-hoc negotiating committee shall make recommendations for negotiating points, issues, and a financial commitment cap to the Board of Trustees for their approval or modification. The Executive Director will participate in the negotiations and the discussions of the ad-hoc committee in an advisory role. The final text of a new contract with the Southern Tier Staff Association shall be submitted to the Board for approval. If approved by the Board, the contract shall be signed by the Board President on behalf of the Southern Tier Library System.

(2). Any negotiations potentially leading to a formal employment contract (not an 'at will' arrangement) with a candidate for the position of Executive Director shall be conducted by an ad-hoc negotiating committee selected by the Board President. ~~Required members of the negotiating committee shall be the Board President and the chairman of the Board's Administration Committee.~~ If a contract results from the negotiation, it shall be signed by the Board President.

PERSONNEL ACTIONS

The Board of Trustees is solely responsible for the hiring of a professional and competent STLS Executive Director. The Board is also responsible for the evaluation of the Executive Director's performance on a regular basis and for the termination of the Director's employment when this action is required. The Board creates all other positions, establishes salaries, and formally appoints and discharges staff on the recommendation of the Executive Director. In conformance with the provisions of New York State Education Law (Section 226-7, *Officers and employees* and 226-8, *Removals and suspensions*) the STLS Trustees shall approve all personnel actions [at](#) a legal meeting of the Board.

The Executive Committee is authorized to appoint staff on behalf of the Board only in the following circumstances; to fill a vacant staff position, other than that of Executive Director,

that has already been authorized by the Board and funded in the annual budget where action by the full Board may cause an unacceptable time delay injurious to the well-being of the System. As required by the STLS By-Laws, the chairman of the Executive Committee shall report the Committee's actions to the Secretary for distribution to the Trustees at the time of notification of the next Board meeting.

Personnel actions are not final until they have been approved by the Board or Executive Committee as described above. In any personnel action at STLS, whether involving a current or potentially new employee, the individual involved should be made aware that he or she has not been formally hired or separated from employment by STLS until Board action has been completed.

DELEGATION OF AUTHORITY

In certain circumstances the Board may delegate authority to the Executive Director. The scope and degree of this delegation is documented in this and other policy documents, in the by-laws of the System, in the job description of the position of Executive Director and any associated employment contract.

BOARD INTERACTIONS WITH THE PUBLIC, STLS STAFF, AND STLS MEMBER LIBRARIES

The STLS Board of Trustees exercises a collective authority. As noted in the *Handbook for Library Trustees of New York State*, "Individual trustees, regardless of their position on the Board, do not have the power to command the services of a staff member, nor to speak or act on behalf of the System unless they have been specifically granted that authority by a vote of the Board." Every STLS Trustee is expected to publicly support, as the Board's official position, all decisions adopted by the Board. Should a Trustee disagree with any Board decision, he or she should first address the whole Board with those concerns at a regularly scheduled Board meeting.

Under the First Amendment of the United States Constitution, the rights of a Trustee who strongly disagrees with a Board decision are protected, should he or she speak out publicly against it. However, in such instances, the individual must make it clear to all concerned that he or she does not represent the Board's position in the matter.

Adopted by the STLS Board of Trustees 04/19/2011 to be effective 07/01//2011

Revised policy adopted by the Board of Trustees 07/19/2011 effective 7/19/2011

Revised policy adopted by the Board of Trustees 11/15/2011 effective 11/15/2011

Revised policy adopted by the Board of Trustees 4/17/2012 effective 4/17/2012

YOUTH SERVICES & ILL CONSULTANT

Division of Professional Development & Outreach

**GENERAL STATEMENT OF DUTIES**

This is a level 4 full time (exempt) team member position serving in a leadership role within the Division of Professional Development & Outreach. The Youth Services and ILL Consultant provides support to member libraries relative to all aspects and approaches of library services specific to youth (birth through high school), and facilitates in the equitable and unabridged access to library system interlibrary loan .

ESSENTIAL FUNCTIONS OF THE POSITION

Continuing Education: Consistently participates in professional development trainings to stay current on trends and best practices relative to *General Statement of Duties*. Always learns to serve as a library system expert in all things related to public library practices and more specifically Youth Services & ILL Consultant.

Programming: Works to educate, encourage and support member libraries to offer local level services that enhance overall community outreach. Focuses on utilizing tools, resources and knowledge that align with best practices to help libraries exceed minimum standards by facilitating and providing training opportunities using multiple platforms. Employs trending and innovative ways within the field. Benchmarks international, national and state practices.

Consultation: Communicates with member libraries using various mediums to listen, empathize, instruct, advise and inspire fundamental public library practices that deliver services and impacts, which exceed community expectations. Embraces role of being the primary knowledge source for Youth Services and ILL in library system's service area.

Leadership: Proactively leads library system committees, advisory boards or online discussion groups to foster a system-wide appreciation and passion for Youth Services outreach within the greater library system community. Networks and engages with other librarians across New York State specific to Youth Services and ILL, and participates in professional association groups and activities to stay well connected to the library community.

REQUIRED KNOWLEDGE OF SKILLS AND ABILITIES

Extensive knowledge of literature and other materials for children and young adults.

Strong understanding of childhood development.

Exhibition of innovative, enthusiastic and adaptive qualities.

Willing to work a flexible schedule to meet member libraries' needs.

Understands the challenges of all types of libraries.
Demonstrates leadership skills, and aspires to move up within the field.
Schedules time effectively, meets deadlines, and deals with interruptions.
Works cohesively in a team and project-based environment.
Able to plan, develop and implement library system training.
Communicates successfully in front of audiences, board members and library staff.
Expresses a high-level of empathy for libraries and people with diverse skill-sets.
Ability to collaborate with other library system Divisions and align goals with Plan of Service.

MINIMUM QUALIFICATIONS

- Master's degree from an ALA accredited library school.
- Eligibility for a New York State Public Librarians Professional Certificate.
- Sufficient experience in public library work.
- Strong commitment to providing public library support in fast-paced work environment.
- Valid driver's license.

EXAMPLES OF WORK

- Organizes and/or conducts training workshops pertaining to essential functions of position.
- Collaborates with library system MLS team to create system-wide learning opportunities, including: conferences, workshops, meetings, webinars, tutorials and online learning.
- Consults member libraries on overall collection development practices.
- Works with library system staff to coordinate member library training materials.
- Participates in library system team meetings and member library meetings.
- Leads Youth Services Advisory Council and other advisory groups as needed.
- Locates and writes grant proposals that extend Youth and ILL services to membership.
- Participates in local, regional and state meetings to offer knowledge and stay informed.
- Communicates with community agencies and groups about library services for Youth.
- Markets public library Youth Services and ILL to communities when appropriate.
- Prepares state, local, and library system plans, statistical, and narrative reports as needed.
- Assists in maintaining library system website resources for Youth Services & ILL.
- Manages overall interlibrary loan services and contracts for such services.
- Trains member librarians on proper ILL request practices – technical and abstract.
- Promotes ILL services to member libraries and provides resources to promote to patrons.
- Other duties as assigned.

ADDITIONAL DEMANDS AND WORK ENVIRONMENT

- Frequent travel throughout System's region, and quarterly State-wide travel.
- Sitting, talking, listening and standing.
- Reasonable accommodations may be made to enable all eligible individuals to perform the essential functions.

GENERAL STATEMENT OF DUTIES

This is a level 4 full time (exempt) team member position serving in a leadership role within the Division of Library Sustainability and System Resources. The Trustee Development Consultant provides support to member libraries relative to all aspects and approaches of library administration specific to library trustees and the boards and committees on which they serve. Areas of specialization include funding campaigns, strategic and facility planning, policy development and open and transparent government.

ESSENTIAL FUNCTIONS OF THIS POSITION

Continuing Education: Consistently participates in professional development trainings to stay current on trends and best practices relative to *General Statement of Duties*. Consistently learns to serve as a library system expert in all things related to public library practices and more specifically Trustee Development.

Programming: Works to educate, encourage and support member library trustees to administer at high levels of efficiency, which results in local library services that enhance overall community outreach. Focuses on utilizing tools, resources and knowledge that align with best practices to help libraries and their boards exceed minimum standards through training opportunities. Employs trending and innovative ways within the field. Benchmarks international, national and state practices.

Funding: Collaborates with MLS team members experienced in funding campaigns to work with library boards to secure adequate and sustainable funding sources. Primary focus is on working with libraries that are considered inadequately funded by the library system, and utilizing member library trustee relations to build understanding and confidence in the funding campaign process. Helps team members lead campaign implementation from the beginning until the end.

Strategic & Facility Planning: Actively engages member library boards to constructively think about short and long term planning specific to operations and facilities. Planning targets include high level aspirations that allow libraries to incorporate sustainability practices within their missions. Complete oversight of NYS Public Library Construction Aid program in partnership with the STLS Public Relations Committee.

Policy Development: Trains and assists member libraries on effective policy development practices. Support addresses legal and financial stewardship that empowers public libraries to serve as an example for open and transparent government. Training also incorporates policy development that is tied to library procedures and upholds the Library Bill of Rights as well as Constitutional First and Fourth Amendment rights.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Exhibits innovative, enthusiastic and adaptive qualities.
Willing to work flexible schedule to meet member libraries' needs.
Understands the challenges of all types of libraries.
Demonstrates leadership skills, and aspires to move up within the field.
Schedules time effectively, meets deadlines, and deals with interruptions.
Works cohesively in a team and project-based environment.
Able to plan, develop and implement library system training.
Communicates successfully in front of audiences, board members, elected officials and library staff.
Expresses a high-level of empathy for libraries and people with diverse skill-sets.
Ability to collaborate with other library system Divisions and align goals with Plan of Service.
Proficient in multiple computer applications, and technologically savvy.

MINIMUM QUALIFICATIONS

Master's degree from an ALA accredited library school
Eligibility for a New York State Public Librarians Professional Certificate
Sufficient experience and success in public library work
Strong commitment to providing public library support within fast-paced work environment.
Valid driver's license.

OTHER QUALIFICATIONS

Knowledge of New York State Education laws as they pertain to Public and Association Libraries.
Experience working in fast-paced cooperative membership-focused organization.
Professionalism and commitment to the field of library science and information.
Active participation in State-level initiatives and Associations.

EXAMPLES OF WORK

- Organizes and/or conducts training workshops pertaining to *Essential Functions of Position*.
- Collaborates with library system MLS team to create system-wide learning opportunities, including: conferences, workshops, meetings, webinars, tutorials and online learning.
- Leads all activities and duties specific to member library trustee development.
- Makes regular site visits to member libraries and meets with library boards.
- Assists in maintaining library system website resources for Trustee Development.
- Coordinates necessary documents for member library funding campaigns.
- Works with library system staff to develop member library training materials.
- Participates in library system team meetings and member library meetings.
- Organizes and consults member libraries on Construction Aid application process.
- Participates in local, regional and state meetings to offer knowledge and stay informed.
- Networks and engages with other librarians across New York State specific to Trustee Development, and participates in professional associations and activities to stay connected to the library community.
- Prepares state, local, and other System plans, statistical, or narrative reports as needed.
- Other duties as assigned.

ADDITIONAL DEMANDS AND WORK ENVIRONMENT

- Frequent travel throughout System's region, and quarterly State-wide travel.
- Sitting, talking, listening and standing.
- Reasonable accommodations may be made to enable all eligible individuals to perform the essential functions.

PROCESSING AND DELIVERY SUPERVISOR

Division of Library Sustainability and System Resources

**GENERAL STATEMENT OF DUTIES**

This is a level 3 full time (non-exempt) position. Working under the general direction of the Trustee Development Consultant, this position is responsible for receiving materials to be cataloged and processed at STLS. It also requires supervisory abilities to oversee overall delivery services.

ESSENTIAL FUNCTIONS OF THIS POSITION**Processing:**

Assists ILS Specialists by receiving and checking-in all materials ordered from member library vendors and materials sent to STLS from member libraries. Responsible for overall physical processing and finishing of member library materials based on processing specifications requested by member libraries.

Database Maintenance:

Helps perform various ILS database functions to assist ILS Specialists with routine cataloging. Assistance may include copying and editing bibliographic records from various sources, or inputting original records, as well as performing database maintenance tasks.

Delivery:

Responsible for overall STLS Delivery services to member libraries as a function of sharing library materials. Activities specifically include maintaining a delivery schedule, assigning delivery routes to delivery drivers, handling communications with drivers while in route, in need of roadside assistance or regarding STLS internal functions, communicating with member libraries about delivery schedule issues, and ensuring STLS Delivery is a high functioning service of the library system.

Oversight:

Directly supervises seven part time Delivery Drivers and one part time Technical Services Page as part of essential functions. Oversight includes working with the Executive Director to hire, retain, evaluate and make key decisions about with all eight part time positions.

General:

Most essential functions require this person to operate independently within the scope of prescribed responsibilities and library system practices. Work can be both creative and routine. Person is required to train or supervise other employees or volunteers. Use of multiple computer applications is required.

While performing the duties of this job, the person stands, reaches with arms; uses hands, fingers, sight, hearing, and verbal communication; bends, stoops, kneels; lifts and carries materials weighing less than 20 pounds; lifts, moves, and/or manipulates bulky items and /or delivery bags weighing up to 50 pounds; and pushes/pulls/maneuvers a wheeled book truck weighing up to 200 pounds when fully loaded. Job duties require standing for extended periods of time.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES

Person is required to be or become familiar with physical processing of library materials, STLS Delivery and cataloging functions. This position requires knowledge of library terminology and procedures, good computer and keyboard skills, accuracy, attention to detail, adaptability, ability to get along with others, mental alertness, tact, courtesy, and ability to make decisions and work under limited supervision. Person will be required to use new technology as it becomes available and to work collaboratively with other departments.

MINIMUM QUALIFICATIONS

High school diploma, relevant library experience, or equivalent combination of training and experience sufficient to perform duties of the position.

EXAMPLES OF WORK

- Open all shipments and check materials against packing slips.
- Marks ownership on library materials and/or pockets.
- Attaches barcodes and genre labels to materials when applicable.
- Prepares AV materials for circulation.
- Assists in finishing of library materials (attach labels, laminate book covers) as needed.
- Supervises, hires and evaluates part time Delivery Drivers and Technical Services Page.
- Maintains STLS Delivery schedule and assigns routes to Delivery Drivers.
- Communicates with Delivery Drivers and member libraries about Delivery schedules.
- Informs Delivery Drivers of internal library system functions or procedures.

- Works with Delivery Driver to repair, clean and maintain all STLS vehicles.
- Unpacks and sorts delivery bags sent to STLS from member libraries.
- Inserts STLS informational materials into delivery bags for Executive Director.
- Procures and keeps inventory of processing materials according to library system policy.
- Receives and ships all Out-of-System ILL library materials
- Other duties as assigned
- Reasonable accommodations may be made to enable all eligible individuals to perform the essential functions.



PROGRAM & ADVOCACY CONSULTANT

Division of Professional Development and Outreach

GENERAL STATEMENT OF DUTIES

This is a level 4 full time (non-exempt) team member position serving in a leadership role within the Division of Professional Development & Outreach. The Program & Advocacy Consultant provides support to member libraries relative to all aspects and approaches of library administration specific to library directorship and adult services. Areas of specialization include: community engagement, innovative library spaces, trending services, leadership, marketing and funding campaigns.

ESSENTIAL FUNCTIONS OF THIS POSITION

Continuing Education: Consistently participates in professional development trainings to stay current on trends and best practices relative to *General Statement of Duties*. Always learns to serve as a library system expert in all things related to public library practices and more specifically library directorship and adult services.

Programming: Works to educate, encourage and support member library directors to lead at high levels of efficiency, which results in local library services that enhance overall community engagement with an emphasis on adult populations. Focuses on utilizing tools, resources and knowledge that align with best practices to help libraries and their directors exceed minimum standards through training opportunities. Employs trending and innovative ways within the field. Benchmarks international, national and state practices.

Funding: Collaborates with MLS team members experienced in funding campaigns to work with library directors and boards to secure adequate and sustainable funding sources. Primary focus is on working with libraries that are considered inadequately funded by the library system, and utilizing member library director relations to build understanding and confidence in the funding campaign process. Helps team members lead campaign implementation from the beginning until the end.

Marketing: Responsible for overall library system marketing to member libraries and library system communities to make visible organization's objectives and mission. Communication activities include newsletters, blogs, email, press releases, website content, social media, and all other outlet forms. Strives to make library system services well known to member libraries and their communities to bring regional awareness to public libraries.

Advocacy: Leads library system advocacy programs at local and state levels. Brings visibility to the successful work of public libraries throughout the region by building relationships with media outlets and elected officials. Coordinates meetings with local and state representatives to discuss the importance of supporting and funding libraries.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Exhibits innovative, enthusiastic and adaptive qualities.
Willing to work flexible schedule to meet member libraries' needs.
Understands the challenges of all types of libraries.
Demonstrates leadership skills, and aspires to move up within the field.
Schedules time effectively, meets deadlines, and deals with interruptions.
Works cohesively in a team and project-based environment.
Able to plan, develop and implement library system training.
Communicates successfully in front of audiences, board members, elected officials and library staff.
Expresses a high-level of empathy for libraries and people with diverse skill-sets.
Ability to collaborate with other library system Divisions and align goals with Plan of Service.
Proficient in multiple computer applications, and technologically savvy.

MINIMUM QUALIFICATIONS

Master's degree from an ALA accredited library school; or
Bachelor's degree with a minimum of 5 years successful public library administration experience
Strong commitment to providing public library support within fast-paced work environment.
Valid driver's license.

OTHER QUALIFICATIONS

Knowledge of New York State Education laws as they pertain to Public and Association Libraries.
Prior experience working in fast-paced customer-focused type organization.
Professionalism and commitment to the field of library science and information.
Active participation in State-level initiatives and Associations.

EXAMPLES OF WORK

- Organizes and/or conducts training workshops pertaining to *Essential Functions of Position*.
- Collaborates with library system MLS team to create system-wide learning opportunities, including: conferences, workshops, meetings, webinars, tutorials and online learning.
- Serves as consultant to member libraries with a focus on library director support and adult services.
- Makes regular site visits to member libraries and meets with library directors.
- Assists in maintaining library system website resources for library directors and support staff.
- Coordinates necessary documents for member library funding campaigns.
- Works with library system staff to develop member library training materials.
- Participates in library system team meetings and member library meetings.
- Networks and engages with other librarians across New York State specific to library director support and adult services, and participates in professional associations and activities to stay connected to the library community.
- Works with System staff to coordinate member library training materials.
- Participates in local, regional and state meetings to offer knowledge and stay informed.
- Prepares state, local, and other System plans, statistical, or narrative reports as needed.
- Reviews Member Library Annual Reports and works with Member Libraries to submit reports.

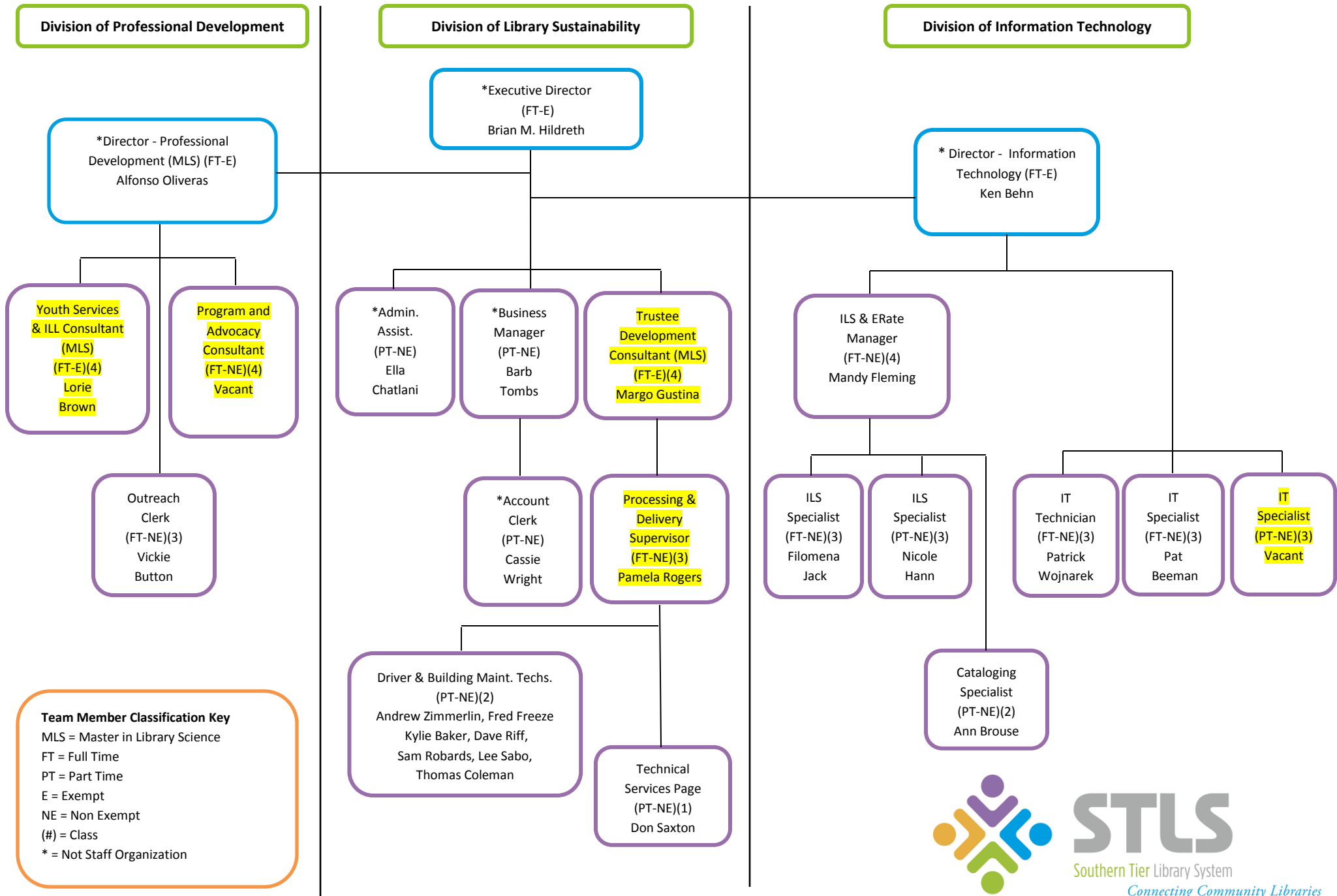
- Develops an active and necessary public relations campaign for regional public library awareness.
- Other duties as assigned.

ADDITIONAL DEMANDS AND WORK ENVIRONMENT

- Frequent travel throughout System's region, and quarterly State-wide travel.
- Sitting, talking, listening and standing.
- Reasonable accommodations may be made to enable all eligible individuals to perform the essential functions.

Southern Tier Library System
Organizational Chart - Board Approved/Revised: 06/21/2016

Doc. #16-66



Monthly System Management Team & Divisional Reports
June 21, 2016








Office of the Executive Director by Brian Hildreth, Executive Director
Division of Library Sustainability and System Resources





The Executive Director's office spent the months of May and June participating in the following activities:

- ✦ On May 19th and 20th, coordinated visits with Senators' O'Mara and Young to discuss the need for increased funding to STLS member libraries. More than 25 libraries and representatives attended.
- ✦ May 23rd, attended NYLA's Rural Libraries Roundtable annual meeting at Fred & Harriet Taylor Memorial Library in Hammondsport.
- ✦ May 24th, visited the Andover Library to attend a board meeting to discuss policy development and public funding options.
- ✦ May 25th, attended the Directors Advisory Council meeting in Branchport to discuss uniform library card applications for member libraries and STLS' Direct Access Plan.
- ✦ May 31st, worked with STLS Consultants to finalize plans and strategies to facilitate STLS Plan of Service Focus Groups beginning June 7th.
- ✦ June 2nd and 3rd, met with 6 different contractors to get pricing for STLS parking lot sealing and landscaping projects.
- ✦ June 7th & 15th, with STLS Consultants hosted the 1st and 2nd of 5 Focus Groups to gather input from member libraries regarding STLS 2017 – 2021 Plan of Service and Strategic Plan.
- ✦ June 8th, attended a conference call with Margo Gustina and Rebekkah Smith Aldrich of Mid-Hudson Library System to discuss lesson's learned from recent funding campaigns.
- ✦ June 9th and 10th, attended NYLA Public Libraries Section board meeting and Spring Conference at Poughkeepsie Public Library District.




Member Services by Margo Gustina, Member Services Consultant
Division of Library Sustainability and System Resources



-  May is a wonderful month for our member libraries. Many find that their communities still overwhelmingly wish to financially invest in the good work they do on vote day. Maybe because it's spring, maybe because the vote has passed, many of our libraries begin planning processes in May as well. This month our members and I focused on strategic and facilities planning consultations, as well as training sessions.
-  Spring CE – The Wide Awake Club Library representatives shared their building process to many questions about lessons learned, funding, and design considerations. Participation from the audience was strong. For libraries interested in jazzing up their space who weren't quite ready for construction, Rebecca Budinger-Mulhearn presented practical lay out considerations and book displays.
-  Strategic Planning – Brian and I met with Southeast Steuben County Library trustees to begin the planning process. Many of our libraries are in different places along the cycle and I'm excited for the opportunity to assist the library in building a plan that provides inspiration, guidance, and measures of impact.
-  Facilities Planning – In May I deepened connections with three resources that have the chance of assisting our libraries in their facility needs. Dave Walter of Clark, Patterson, Lee has begun assisting our members in planning larger construction projects and helping them see broader potential in their spaces. Solar Liberty, a NYSEDA recommended solar installer, has agreed to present at our system on grant opportunities for non-profits and the installation process for libraries that want to use solar power. Also, Tracie Hall from the US Green Building Council (USGBC) met with members of the NYLA Rural Libraries Round Table in Hammondsport to share resources USGBC is eager to share with our libraries, including interior designers, architects, engineers, and LEED specialists. I have heard from so many libraries with worthy, eligible Construction Aid projects, it will be an exciting year.
-  May's main take away is that our libraries are extending themselves and planning for a future where the library program – the suite of services the library provides its community, including the facility – is built with the capacity to endure, bounce back from disruption, and bring new life to the community of which it is a part.

**Professional Development and Outreach by Al Oliveras, Deputy Director
Division of Professional Development and Library Outreach**







-  On 5/13 I conducted 4 workshops at the 2016 Spring CE event held at Steele Memorial Library, providing information on STARCat, the STLS Digital Catalog (Freegal, Overdrive, Zinio) and online tools for assisting job seekers in the library.
-  May 17th and 18th I attended the NYS Outreach Coordinators conference at the Upper Hudson Library System in Albany NY. Presenters included Mary Beth Farr (Outreach Services, Public Libraries) from the NYS Division of Library Development and Linda Klimchak, Associate Librarian, NYS Department of Corrections and Community Supervision.
-  I assisted in facilitating the STLS Plan of Service focus group at the David A. Howe Public Library on May 31st.
-  Lorie Brown and I collaborated with Chautauqua-Cattaraugus and Pioneer Library Systems on the “Making on a Dime” maker event for associated member libraries on June 1st.

**Youth Services & Interlibrary Loan
by Lorie Brown, Youth Service Consultant and Head of ILL
Division of Professional Development and Library Outreach**

-  The Dutton S. Peterson Memorial Library (Odessa) is planning a party community picnic for their 30th Birthday. As character costumes seem to “pack ‘em in”, library director Gayle Greuber asked STLS staff to coordinate a costume share. We are facilitating the sharing of the costumes, Elephant and Piggie from books by Mo’ Willems. Our goal is to have 4-5 libraries share them.
-  Collaborated with others on the Training Team (Brian Hildreth, Margo Gustina and Al Oliveras) and CCLD staff to present Spring CE, a day-long offering of training sessions for library staff. Lorie facilitated 2 events (one with Doris Jean Metzger): Guerilla Storytime and Teen Services Un-Workshop.
-  Continuing to work and discuss the weeding/de-selection aspects of Collection Management at various libraries. This month visited a few times with the staff of the Wayland Free Library and once with staff at the Watkins Glen Public Library. And, scheduling a time to meet with the staff at the Belfast Public Library. Too often this aspect of collection management is forgotten until the shelves are too full and the library has an over-stuffed, disheveled look. Weeding is an important and, of necessity, continuous task to maintain the currency of the collection and a pleasant user experience for all library patrons.

-  Working with others in our Division, Al Oliveras and Vickie Button, to clarify our goals for what-used-to-be-called kits in the STLS collection. Decisions we've made: targeted audience will be member libraries for programming resource and aids—not library patrons; our new programming resources must be 'shelved/housed' in standard, sized containers—for ease of shelving, for ease of transporting, for ease of moving/sharing by member library staff. These decisions have been reached as a result of visits to various libraries, library systems and a museum to evaluate their 'kit' type offerings.
-  Al Oliveras and Lorie Brown have been collaborating, for several months, with staff from the Chautauqua-Cattaraugus Library System and the Pioneer Library System to present a 'maker' event. Our goal for the event was to showcase to libraries of all sizes that maker/creation events—whether it be a dedicated spot, or a time frame in the libraries programming schedule(a week or day) are possible for everyone. It is the 'maker-mindset' that is important. For all of the system staff—Our goal was to 'try-out' a collaborative event. Our Making on a Dime program was held on June 1. We are still evaluating this project but, I believe, staff from all 3 systems felt this was a valuable and useful collaboration. Future collaborations may look a bit different but the value in sharing and 'mixing –up' our programming/presentation styles made the event's offerings richer.

Information Technology
by Ken Behn, Assistant Director
Division of Information Technology

-  May had 165 Help Desk Requests processed. After hours or urgent support was provided 32 times and 11 visits to libraries were made.
-  In person and remote meetings with ECC, SirsiDynix, UNYSUG group of library systems.
-  Final switch to STN fiber at SSCL was completed for public computer network after helping CPE-ITS resolve Envisionware connection issue. Fiber cable drops were installed in 8 of the 10 remaining STN fiber libraries. Splicing and patch panels are slated to be completed in June.
-  Symphony/WorkFlows was upgraded through 3.5, 3.5.1 and 3.5.1SP1 releases. A few minor issues were resolved after the upgrades and 1 issue is still being worked on by SD.
-  Attended the SD COSUGI Conference. Big take aways were discussions on a mobile theme for STARCat in the next release of Enterprise, configuring BookMyne to display eRC records and allow downloading with the App and the inclusion of the ability to broadcast a message to everyone logged in with WorkFlows. I presented enhancements at the Consortia SIG session.
-  The installation of WiFi and Security Appliance hardware from the FY2015 e-rate Category 2 funding was done at 3 more libraries.

- ✦ E-rate filing for FY2016 dark fiber, Internet connections and POTS 471 forms were completed. Additional work remains for the RFP group of STN dark fiber and Category 2 471s.
- ✦ Cataloging in/out remains steady at a slight backlog of less than a week. Alex agreed to work a few more hours each week as needed. Filomena has started training Alex on adding DVD titles.