

STLS TRUSTEE MEETING
Tuesday, January 20, 2015 - 2:00 pm
Southern Tier Library System, Painted Post, NY

AGENDA

- | | | | |
|----|--|----------------------|------------|
| 1. | Agenda | | Doc. #15-1 |
| 2. | Board Action Items | *FOR APPROVAL | |
| | A. Trustee Appointment (Denise King) | | Doc. #15-2 |
| | B. Oaths of Office (Sherry Collins) | | |
| | C. Election of Officers (Pat Selwood) | | Doc. #15-3 |
| 3. | Approval of Minutes – December 2014 | *FOR APPROVAL | Doc. #15-4 |
| 4. | Treasurer’s Report –December 2014 | *FOR APPROVAL | Doc. #15-5 |
| 5. | Financial Clerk’s Report – December 2014 | *FOR APPROVAL | Doc. #15-6 |

COMMITTEE REPORTS

- | | | | |
|-----|---|--|-------------|
| 6. | Executive Committee – Denise King | | |
| 7. | Personnel & Policies Committee – Sherry Collins & Maija DeRoche | | Doc. #15-7 |
| | | | Doc. #15-8 |
| 8. | Finance and Facilities Committee – Pat Finnerty | | Doc. #15-9 |
| 9. | Public Relations Committee – Melodie Farwell | | |
| 10. | Foundation for Southern Tier Libraries – Dale Wexell | | Doc. #15-10 |

BOARD ACTIONS

- | | | | |
|-----|---|-----------------------|-------------|
| 11. | <u>Annual Organizational Meeting Actions</u> | * FOR APPROVAL | Doc. #15-11 |
| | <u>Executive Director Recommendation:</u> Approve annual meeting action items per STLS Organizational Meeting Policy | | |
| | A. Designation of the Official Newspaper
B. Appointment of the Financial Clerk
C. Appointment of the Internal Auditor
D. Appointment of the External Auditor
E. Appointment of the Attorney
F. Authorization of the Executive Director to Certify Payrolls
G. Authorization of Executive Director to Make Grant Applications
H. Authorization of the Executive Director to certify payments
I. Authorization of the Business Mileage Reimbursement Rate
J. Designation of the Bank Depository
K. Designation of the Authorized Signatories for Checks
L. Authorization of Certain Payments between Board Meetings
M. Establish Treasurer and Internal Auditor surety coverage for the year. | | |

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

Discussion:

12. Approve 2015 Board Meeting Schedule * **FOR APPROVAL** **Doc. #15-12**
Executive Director's Recommendation: Approve the 2015 Board Meeting Schedule.

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

Discussion:

13. Approve Revisions to Job Title & Job Description of Cataloger II Position

* **FOR APPROVAL** **Doc. #15-13**

Executive Director's Recommendation: Approve changes in Job Title & Job Description of Cataloger II to new Job Title & Job Description of ILS Specialist.

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

Discussion:

14. Approve Revisions to STLS Organizational Chart * **FOR APPROVAL** **Doc. #15-14**
Executive Director's Recommendation: Approve revisions to STLS organizational chart

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

Discussion:

BOARD INFORMATION

- 15. Old Business
- 16. New Business
- 17. Library Networking
- 18. President's Report
- 19. Monthly System Management Team & Divisional Reports

Doc. #15-15

Public Expression (15 minutes)

Adjournment

Next meeting to be held: STLS - Painted Post, NY – Tuesday, March 17th, 2015 at 2:00 pm

SENIOR MANAGEMENT CONSULTANT

Richard Raymond Ahola
 4568 Lakeview Road
 Dundee, NY 14837
 800-836-2210

PROFESSIONAL EXPERIENCE

1995-present	Senior Management Consultant, Pupil Transportation Safety Institute
1993-95	Executive Liaison for Central Services, State Education Department., Albany, New York
1987-1993	Chief, Bureau of Educational Management Services, State Education Department, Albany, New York
1976-87	Supervisor of School Business Management and Facilities Planning State Education Department, Albany, New York
1972-76	Associate, Educational Management Services State Education Department, Albany, New York
1971-72	Administrative Fellow at State University of New York Albany, New York
1963-70	Chairman of the Science Department, Director of Adult Education, Teacher of Chemistry and Physics Voorheesville, New York
1962-63	Teacher of Science and Math, Schenectady Public Schools Schenectady, New York

EDUCATION/ACADEMIC AWARDS

1975	State University of New York at Albany Ed.D. in Educational Administration State University Fellowship
1968	University of California at Berkeley Chemical Education Materials Study National Science Foundation Fellowship
1966	Union College, Schenectady, New York MST in Physics National Science Foundation Fellowship New York State PTA Fellowship
1962	State University of New York at Albany BS in Chemistry New York State Regents Scholarship

EDUCATIONAL ORGANIZATIONS

New York State Association for Pupil Transportation Honorary Lifetime Member
 Former State Director of Pupil Transportation
 New York State PTA
 Think First of NY Director

Southern Tier Library System
December 10, 2014

Nominating Committee Report

The committee met briefly following the November 18th board meeting and agreed to do its business by email. At that meeting it was verified the 3 of the present officers were willing and interested in being re-elected. One person, also willing to serve, has been nominated for the 4th position. Nominations are always accepted from the floor at the time of the election.

The 2015 Slate of Officers:

President Denise King

Vice President Sherry Collins

Treasurer Patricia Finnerty

Secretary Pat Selwood

STLS TRUSTEE MEETING
Tuesday, November 18, 2014 - 2:00 pm
Dorman Library, Bath, NY
MINUTES

TRUSTEES PRESENT:

Bonnie Weber	- 2016	Al Yanda	- 2016
Judy Cross	- 2014	Sherry Collins	- 2015
Denise King	- 2014	Dale Wexell	- 2015
Lynnette Decker	- 2016	Gaile Felli	- 2014
Cindy Emmer	- 2017	Maija DeRoche	- 2018
Sarah Collins	- 2015	Patricia Finnerty	- 2017

TRUSTEES EXCUSED:

Melodie Farwell	- 2015
Pat Selwood	- 2018

Staff present - Brian Hildreth, Margo Gustina

President D. King and the board recognized the service of J. Cross. J. Cross thanked the convivial board. The board carried on.

President D. King called the meeting to order at 2:02 pm.

President D. King introduced M. Gustina, the new Member Services Consultant, and new trustee S. Collins.

B. Hildreth apologized to the board for the packet mailing which did not arrive due to holiday mail traffic. It was noted that there should be a discussion in a future Organizational Committee meeting about whether paper packets needed to be mailed out or if email would be a better future solution.

MINUTES REVIEW

November Board Minutes – Doc. #14-123

D. King asked for review of November's board meeting minutes. Nomination committee left out P. Selwood's name. The record will be amended. Minutes were approved.

FINANCIAL REPORTS

Treasurer's Report – November 2014 Received and filed Doc. #14-124
Nothing to report. P. Flattery commented that the STLS accounts now function on an accrual basis. Finance policy needs to be revised such that it says an accrual basis rather than a cash basis.

Financial Clerk's Report – November 2014 Received and filed Doc. #14-125
B. Hildreth updated trustees on end of year incomes: Member cost share continues to come in through the end of the year. Payroll balance sheets were over due to the late appointment of Member Services Consultant.

G. Felli asked about donations and whether STLS should publish that STLS accepts donations. B. Hildreth said Glenora Winery donates funds for Overdrive purchases but that the Foundation usually handles donation solicitation. B. Hildreth commented that he felt it was appropriate that the Foundation lead the donation

solicitation campaign.

STANDING COMMITTEE REPORTS

Executive Committee – President Denise King

President D. King stated that the committee didn't meet during their scheduled time because there were reports of imminent hazardous weather. The committee met via email. There was nothing to report.

Personnel & Policies Committee – Trustees Sherry Collins & Maija DeRoche, Co-Chairs Doc. #14-127, Doc. #14-128 & Doc. #14-129

Sherry Collins noted that the personnel policies were fully revised. The old personnel procedures had been discarded because they did not fit positions as the Board saw them. There will be an approval vote on the revised personnel policies next meeting.

Revision of Trustee Manual Binder Table of Contents: B. Hildreth explained that while no one on site participates in the NYS Deferred Worker's Compensation program, it is included in policies and procedures because it is an option available to personnel.

Many trustees asked how their print manuals would be updated. B. Hildreth stated that binders are physically updated during January 2015 operational meeting. Sherry Collins added that the *NYS Trustees Handbook* by Jared Nichols will be updated this year. Sherry stated that she has found the *Handbook* a most valuable resource.

M. DeRoche moved to go to Executive Session at 2:25. No one seconded. Sherry Collins nayed.

M. DeRoche moved to approve Doc. #14-129. G. Felli asked for information on STN Dark Fiber (as it's listed in the document). B. Hildreth spoke on the plan to bring STLS and member libraries (eventually) high-speed broadband access through Southern Tier Network's fiber connections.

Sherry Collins motioned and A. Yanda seconded the motion to approve the following amendment to Doc. #14-129: "Tasks as assessed..." to "Tasks to be assessed..." in the 2014 – 2015 Performance Standards.

D. King moved to go into Executive Session at 2:30 to discuss matters pertaining to staff bonuses. Trustee C. Emmer seconded.

D. King motioned and Trustee A. Yanda seconded to come out of Executive Session to continue the regular meeting of the Board at 2:43 pm.

D. Wexell moved to add to the agenda an end of year bonus for STLS staff. Trustee A. Yanda seconded.

J. Cross motioned and Trustee B. Weber seconded to approve a net bonus of \$100 for STLS staff. The motion was unanimously and gleefully approved.

Finance and Facilities Committee – Treasurer Pat Finnerty, Committee Chair Doc. #14-130 & Doc. #14-131 Doc. #14-130 – P. Finnerty: Automobile use might require future policy modification. The committee reviewed the budget and recommended that the Trustee mileage reimbursement rate match IRS rate.

Doc. #14-131 – P. Finnerty: The Committee will set a calendar of specific actionable priorities in 2015 based on the Facilities needs report, Doc. #14-131. D. King sent and P. Finnerty attended a finance and facilities webinar and found it useful. Webinars are archived for later viewing.

Public Relations Committee – Trustee Melodie Farwell, Chair

Doc. #14-132

President D. King asked Trustee L. Decker to give report in M. Farwell's stead. L. Decker ran through notes from the previous meeting held in November (the Committee did not meet December 16th because of absences). Letters to Yates and Chemung counties to solicit candidates for trustee replacements have been sent.

L. Decker ran through the projected dates for PR advocacy calendar. D. King noted that not mentioned on the calendar were the meetings with political representatives that require Trustee attendance for advocacy. Once appointments with representatives are set, Trustees will be informed and invited.

B. Hildreth: We missed the boat on Bullet Aid with the Senators. We need to leverage that aid in the coming year.

Sherry Collins: While we're talking about advocacy, Bob McAllister created an excellent PowerPoint that really communicated what the Southern Tier Library System was all about. While it isn't a statewide project, it would be a great baseline for promotional material.

There was around the table agreement from Trustees that the material would be useful to Margo's goal of advocating for libraries.

B. Hildreth: Advocacy has to be doing all year, all the time. Our current Governor doesn't always understand how libraries work, what a special legislative district is, how taxing authorities are distributed, or local democracy. We need to do more education to our legislators and to the Governor's staffers. NYLA is currently setting up meetings with staffers and there are multiple advocacy actions planned for the coming year to both demonstrate our discontent with his handling of library funding and legislation, and our importance as a vital community resource.

J. Cross: By the way, did you see in the news that Ferguson's library stayed open during the recent riots? Teachers had classes, food pantries served food, and the library has only one paid staff person. I could only think of the Corning library; that is where kids have a safe place to go.

Sherry Collins: Horseheads is like that. The school releases, and the kids need a safe place to be. All affirmed that important library stories need to be shared, because while the unrest in Ferguson is recent news, the vital work of our public libraries is constant.

L. Decker will be coordinating the much anticipated and appreciated staff luncheon January 20th.

Nominating Committee – Pat Selwood

Doc. #14-133

Trustee C. Emmer gave the Nominating Committee report in P. Selwood's stead. C. Emmer read the nominations aloud. President D. King announced that elections will be at the January meeting, and nominations will be accepted from the floor.

Foundation for Southern Tier Libraries – Trustee Bonnie Weber

D. Wexell sent out the Foundation donation solicitation letter. Already the Foundation has received donations, in part because they included a SASE in with the solicitation.

BOARD ACTIONS

12. **Approval of Resolution for Expiring STLS Trustee Term** * **FOR APPROVAL**
Executive Director Recommendation: Approve Board Resolution for Expiring Term of Judith Cross

Resolution:

WHEREAS, Trustee Judith Cross has served the Southern Tier Library System and its member libraries for 10 years through System Board Administration, and

WHEREAS, throughout the years she has consistently served on several committees to provide guidance and direction for successful growth of the System, and

WHEREAS, the System and its member libraries are in a better position to serve the residents of their communities

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the Southern Tier Library System accepts with deep regret the full two term expiration of the Trustee seat for Judith Cross from the County of Steuben. The Library System and its member libraries are truly grateful for her commitment and service.

Move: A. Yanda Second Sherry Collins
 Aye 12 Nay 0 Abstain 0 Absent 2
 Approved/Failed Approved

Discussion: B. Hildreth mentioned that he'll miss J. Cross's keen insight into the development of correctional facility libraries collections.

13. **Approval of 2015 Library System Budget * FOR APPROVAL** Doc. #14-134 & Doc. #14-134A
 Executive Director's Recommendation: Approve Proposed 2015 Library System Budget

B. Hildreth gave a brief overview of the budget. Corning, Inc. has tentatively agreed to grant us funds for internet access point upgrades. If the grant monies don't go through then the expenditures noted in the amendment (Doc. #14-134A) won't increase.

Other budget highlights include the e-rate funding monies in which go immediately out to Time Warner bills for member libraries. We are the Bill To agency for this because we manage the e-rate funding applications for these member libraries. Our vehicles are now on a purchase rotation and we will be buying a van in 2015. Next will be a consultant car in 2016, and then another delivery van in 2017. We intend to take 2018 off. We've also adjusted fuel costs to more closely align with historical and projected expenditures.

Sherry: One of the things we did before when looking at vehicle purchased and we went to all the dealerships and to solicit donations. Simmons Rockwell offered us a decent price.

Hildreth: The most we've ever paid for a vehicle was 28k. We aren't desperate right now, so we have a lot of bargaining power.

Sherry: We need a modified van, including cage, barn doors on the back, windows on back and sides.

Hildreth: We've budgeted \$30,000, but our target purchase price is \$21,000.

G. Felli: The water issue?

B. Hildreth: We had a verbal agreement with GST BOCES, who lease us this building, that they were going to continue to pay for our water. We got a bill from Campbell. I will meet with BOCES on it so we can pass the bill on to BOCES. We shouldn't receive the bill.

G. Felli: Are the Legal Fees actual or approximate?

B. Hildreth: They are approximate?

Move: Sherry Collins Second J. Cross

Aye 12 Nay _____ Abstain _____ Absent 2
 Approved/Failed Approved

Discussion:

14. Appointment of Delivery Driver Position * FOR APPROVAL Doc. #14-135

Executive Director's Recommendation: Approve appointment of Andrew Zimmerlin to Delivery Driver position effective December 16, 2014 at a rate of \$9.00 per hour; part time up to 19 hours per week.

Move: A. Yanda Second J. Cross / Sherry Collins
 Aye 12 Nay _____ Abstain _____ Absent 2
 Approved/Failed Approved

Discussion:

BOARD INFORMATION

Old Business

President D. King opened the floor to discussion of the 2015 Board of Trustee meeting locations. Many Trustees felt traveling to any place not central to the system or off the beaten path during unpredictable winter months was impractical. It was decided that meetings would be held at STLS from November through April and would rotate through member libraries May through October. Dormann was mentioned as a possible meeting place for October and Pulteney was proposed for a summer month.

New Business

None.

Library Networking

Trustee M. DeRoche went to Horseheads and met a lovely young library staffer. She also participated in a webinar with Jared Nichols and learned a lot about funding. B. Hildreth will send out a link to webinars relevant to trustee concerns.

President's Report

President D. King felt that 2014 was an excellent year and that they would have an auspicious beginning to 2015.

Monthly System Management Team & Divisional Reports

B. Hildreth discussed his ideas on professional development and continuing education opportunities for system and member library staff. This year was Deputy Director Al Olivaeras's first time at a NYLA conference. He and Brian are in discussion on strategies for maximizing positive member library community impacts as a result of education. Their driving question before every event is "How will we turn this into tangible benefits for our member libraries and their service base?" Communication strategies already in place for spreading new insights and training opportunities include Youth Services and ILL Consultant Lorie Bown's Youth Services Flash and the Executive Director sends a Friday Follow-up. STLS is investigating other avenues for turning information into outcomes as well.

Trustee Sherry Collins commented that she likes Lorie Brown's positive notes about staff services and our member libraries in her email Flash. Sherry Collins and other Trustees mentioned that our libraries need to know that they are performing above and beyond. They hope in knowing their value, our member librarians will feel encouraged to participate on a regional and statewide level to share their experiences and expertise.

B. Hildreth: I really want our system staff to be performing and training at the state level. Get our members to share at the state level. They know what they're doing, but they need to contextualize what they're doing within the broader profession and highlight their great work.

In response to this line of discussion, President D. King offered that the Annual Meeting might be a good venue to spotlight the top level work happening in system.

Public Expression

No public expression.

ADJOURNMENT

Trustee A. Yanda moved to adjourn the meeting at 3:50 p.m. Trustee M. DeRoche seconded.

Staff luncheon at 12:30. Next regular board meeting to be held: Tuesday, January 20th – STLS Service Center at 2:00 P.M.

Respectfully submitted,
Margo Gustina

Southern Tier Library System
Statement of Financial Position
(Treasurer's Report)

	<u>December 31, 2014</u>
ASSETS	
Current Assets	
Checking/Savings	
1200 · Cash - Operating	5,124.40
1201 · Cash - Payroll	6,775.89
1202 · Cash - Money Market	<u>943,376.68</u>
Total Checking/Savings	<u>955,276.97</u>
Accounts Receivable	
1380 · Accounts Receivable	<u>17,654.98</u>
Total Accounts Receivable	<u>17,654.98</u>
Other Current Assets	
12000 · Undeposited Funds	<u>65.14</u>
Total Other Current Assets	<u>65.14</u>
Total Current Assets	<u>972,997.09</u>
Fixed Assets	
1100 · Fixed Assets	
1102 · Building	952,454.06
1104 · Equipment	708,760.69
1112 · Accumulated Dep Building	-423,643.21
1114 · Accumulated Depreciation	<u>-564,862.81</u>
Total 1100 · Fixed Assets	<u>672,708.73</u>
Total Fixed Assets	<u>672,708.73</u>
TOTAL ASSETS	<u><u>1,645,705.82</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2600 · Accounts Payable	<u>19,158.26</u>
Total Accounts Payable	<u>19,158.26</u>
Other Current Liabilities	
2604 · Deferred Grant	3,597.89
2625 · Payroll Deductions Payable	557.67
2626 · Flex Spending Deduction Payable	546.11
2630 · Due to Member Libraries Pay Pal	<u>5,090.13</u>
Total Other Current Liabilities	<u>9,791.80</u>

Southern Tier Library System
Statement of Financial Position
(Treasurer's Report)

December 31, 2014

Total Current Liabilities	<u>28,950.06</u>
Total Liabilities	28,950.06
Equity	
3200 - Unrestricted Net Assets	252,202.65
3909 - Fund Balance Unreserved	1,269,468.74
3910 - Fund Balance Replacement Res	100,000.00
Net Income	<u>-4,915.63</u>
Total Equity	<u>1,616,755.76</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,645,705.82</u></u>

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

Southern Tier Library System
Financial Clerk's Report

Doc. #15-6

	<u>Nov 14</u>	<u>Dec 14</u>
Income		
4719 · Interest	93.91	83.67
4721 · E-Rate Funding	40,683.62	301.84
4723 · Member Library Cost Share	0.00	26,641.75
4724 · Member Library IT Contracts	0.00	15,436.26
4725 · Grants Revenue	4,233.00	0.00
4732 · Reading Center Support	9,175.00	0.00
4733 · Member Library Processing Fees	1,855.50	1,110.50
4735 · Non State Aid Pass Through	16,750.53	14,172.37
4740 · Prof Development & Conf Fees	0.00	505.11
4781 · Retiree Health Ins Payments	433.04	0.00
4782 · Donations	0.00	13.50
Total Income	<u>73,224.60</u>	<u>58,265.00</u>
Expense		
5100 · Salaries		
5141 · Professional Salaries	16,370.93	21,900.19
5142 · Non-Professional Salaries	30,688.77	33,637.40
Total 5100 · Salaries	<u>47,059.70</u>	<u>55,537.59</u>
5150 · Personnel Benefits		
5151 · Retirement	80,251.00	0.00
5153 · Social Security	3,422.05	4,020.82
5154 · Workers Compensation	0.00	8,531.00
5157 · Health Insurance	12,811.56	13,128.52
5158 · Payroll Expense - Other	282.30	419.44
Total 5150 · Personnel Benefits	<u>96,766.91</u>	<u>26,099.78</u>
5204 · STLS Software & Small Equipment	2,017.04	1,522.61
5205 · Maintenance Contracts & Leases	621.95	6,799.57
5407 · Integrated Library System	0.00	1,460.00
5409 · STLS Telephone/Internet	5,876.36	6,546.35
5417 · Library Materials	318.43	881.25
5419 · Electronic Materials	2,287.61	2,536.77
5420 · Staff Development Travel	1,053.96	887.88
5422 · Trustee Mileage	0.00	1,819.37
5425 · Staff & Member Library Mileage	255.69	0.00
5427 · Programming & Annual Conference	276.53	2,400.00
5428 · Meeting Supplies	171.82	55.64
5430 · Office Supplies	564.67	1,292.16
5433 · Postage	1,073.94	0.00
5435 · Member Library Pass through	62,827.17	13,902.27
5442 · Professional Fees	836.56	0.00
5444 · Accounting Support & Audit	75.00	75.00
5450 · Utilities	474.46	1,820.03

Southern Tier Library System
Financial Clerk's Report

	Nov 14	Dec 14
5451 · Building Maintenance & Repairs	423.43	1,252.75
5452 · Capital Improvements	0.00	340.00
5471 · Vehicle Maintenance & Repairs	4,275.29	1,370.88
5473 · Vehicle Fuel	1,700.81	1,678.71
5490 · Grants	617.15	0.00
Total Expense	229,574.48	128,278.61
Net Income	-156,349.88	-70,013.61

Southern Tier Library System
Personnel & Policies Committee Meeting

MINUTES

January 6, 2015 at 1:00 pm
STLS Headquarters / Painted Post, NY

Committee Members in Attendance: Sherry Collins (Co-Chair), Maija DeRoche (Co-Chair), Denise King, Bonnie Weber, Gaile Felli

Maija DeRoche called the meeting to order at 1:16 pm

I. Reading Center Policy

Trustee Sherry Collins presented the current Reading Center Policy/Resolution as approved by the STLS Board of Trustees on November 6, 1999. Committee members briefly reviewed the working draft of a new Reading Center Policy. Discussion included guidelines for Reading Centers, minimum standards for chartered public libraries, the feasibility of assisting current STLS Reading Centers to incorporate, and the timeframe for implementing such incorporation. Executive Director Brian Hildreth discussed each Reading Center's specific situation taking into account community demographics, and political environment. B. Hildreth will present a revised draft of the Reading Center Policy for the scheduled March 2015 Committee Meeting. The revised draft will incorporate Committee discussion and recommendations.

II. Financial & Purchasing Policy

Trustee Sherry Collins presented the Finance Policy in form of written document, and asked Committee members for feedback regarding review and revisions of both Finance and Purchasing Policies. President Denise King asked about most recent review date, and the need to review both policies at this time. Sherry Collins referenced the specifics of the policies, and said it might be good for the Finance and Facilities Committee to review cash limits and STLS procedures. B. Hildreth said he would mention the review to the Finance and Facilities Committee at their January meeting.

III. Records Retention Policy

Trustee Sherry Collins presented the revised Records Retention Policy taking into account previous recommendations and revisions from the Personnel and Policies Committee. Committee members reviewed the revisions, and agreed it was ready to present to the full STLS board at January's meeting. Trustee Gaile Felli asked about the current procedures for storing records, and the potential for digitizing such documents. B. Hildreth indicated that

STLS files were kept over and beyond the current Policy's recommendations, and that it would be a priority for STLS to properly disperse of records, and digitize content if financially feasible. The new Policy will help set those guidelines. B. Hildreth will include the proposed Records Retention Policy in the March Board Packet.

Trustee M. DeRoche made a motion to go into Executive Session at 2:25 pm to discuss a Personnel matter. S. Collins seconded the motion.

The Committee came out of Executive Session at 2:58 pm. S. Collins made a motion to go back into Regular Session. Seconded by G. Felli.

Meeting was adjourned at 3:07 pm.

Respectfully submitted by:

Brian M. Hildreth, Executive Director

SOUTHERN TIER LIBRARY SYSTEM

RECORDS RETENTION POLICY

Applies to: STLS Board of Trustees
Administrative Divisions

References: Broderick, Warren. "Retention and Disposition of Library and Library System Records." NYS Archives Technical Information Series #06, Revised 2000, 2007. New York State Arts and Cultural Affairs Law, Article 57-A. New York State Municipal Law, Section 35.

Although not required to adhere to a New York State Archives schedule to dispose of valueless records, cooperative library systems such as STLS should keep certain financial records and personnel records, as well as official documents of the Board of Trustees business, such as minutes of all Board meetings. The following schedule for disposition of these records follows the recommendations from "Retention and Disposition of Library and Library System Records" by Warren Broderick. According to this publication, "No public library nor any public or school library system covered by the Local Government Records Law, may legally dispose of records until the governing body [Board of Trustees] passes a resolution adopting the appropriate records retention and disposition schedule."

<u>Item</u>	<u>Description of Record</u>	<u>Retention</u>
General		
1	Official minutes and hearing proceedings of governing body or board, commission or committee thereof, including all records accepted as part of minutes including audio or video recordings	Permanent
2	Agenda for meeting of governing body or board or agency, commission or committee	1 year

- Note:** For additional fiscal items, see the Fiscal section of this schedule

a.	Official copy of literature or other material made available to the public	Permanent
b.	File on each instructional course or program	1 year after course or program discontinued

a.	Survey results, including official copy of survey form	Permanent
b.	Completed survey forms prepared	0 after survey results

1	Budget preparation file for budget request or estimate submitted by department head, including but not limited to tentative budget appropriation, staffing requests, estimates of revenues or expenditures, narrative of services, budget message and related records	6 years
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- 2 **Budget hearing and review files**, including review of estimates and requests, and review of tentative budget **6 years**
- 3 **Preliminary or tentative budget** **6 years**
- 4 **Annual budget**
 - a. Official copy when not included in minutes **Permanent**
 - b. when budget is included in minutes **0**
- 5 **Special budget** filed with State or Federal agency **Permanent**
- 6 **Budget status report** on allocation, receipts, expenditures, encumbrances, and unencumbered funds
 - a. Cumulative report **6 years**
 - b. Monthly or Quarterly report **1 year**

Fiscal

Accounting

- 1 **General ledger** showing summary reports and disbursements from all funds and accounts **10 years**
- 2 **Subsidiary ledger** providing details of the general ledger accounts **6 years**
- 3 **Journal** recording chronological entries of all fiscal transactions **6 years**
- 4 **Accounting register**, including but not limited to check register, transfer of funds register, encumbrance register, and register of claims presented for payment and paid claims **6 years**
- 5 **Cash transaction record** showing cash received from collection of various fees **6 years**
- 6 **Intermediary fiscal record of receipts and disbursements**, including but not limited to detail record, analysis, proof sheet or trial balance worksheet, and adding machine tapes **6 years**

Audit

- | | | |
|----------|---|------------------|
| 1 | Report of audit financial affairs | |
| | a. Audit filed pursuant to Section 35, General Municipal Law, conducted by NYS comptroller's Office or by outside auditing firm | Permanent |
| | b. Other external audits | 6 years |
| | c. Internal audits, conducted by local government officials | 6 years |
| 2 | Audit background documentation , including summaries, posting records, and related records created by an auditing office as part of the auditing procedure | 6 years |
| 3 | Audit hearing or review file | 6 years |

Banking

- | | | |
|----------|---|-------------------------------------|
| 1 | Banking communications , including but not limited to bank statement, reconciliation, notification of voiding or return of check, cancellation of payment, or other notice for checking or savings account | 6 years |
| 2 | Canceled check , or other instrument of payment, such as bank check, warrant check, order check, or order to fiscal officer to pay when used as a negotiable instrument, including voided check | 6 years |
| 3 | Copy of check or check stub | 6 years |
| 4 | Deposit slip | 6 years |
| 5 | Signature cards or equivalent records | 6 years after authorization expires |

Library System

- | | | |
|----------|---|------------------|
| 1 | Incorporation, chartering and registration records | Permanent |
|----------|---|------------------|

- 2 **Directory of public library system** and member libraries, prepared by public library system **0** after superseded
- 3 **Borrowing or loaning records**, including interlibrary loan **0** after no longer needed
- 4 **Catalog of holdings**
 - a. Manuscript or printed catalog **Permanent**
 - b. Continuously updated catalog **0** after superseded or obsolete
- 5 **Individual title purchase requisition** which has been filled or found to be unfillable **1 year**
- 6 **Records documenting selection of books** and other library materials **1 year**
- 7 Policy Manual
 - a. Major policies, procedures, critical functions or issues of public visibility or concern Permanent
 - b. Routine day-to-day policies, procedures pertaining to internal administration 6 years after superceded

Payroll

- 1 **Payroll**, including information on gross and net pay, base pay, taxes, and other deductions
 - a. Year-end or periodic payroll, including same information by pay period as warrant copy, certified by fiscal officer **55 years**
 - b. Warrant copy when year-end or periodic payroll with same information as warrant copy is produced and retained at least 55 years **3 years**
 - c. Warrant copy when no year-end periodic payroll with same information as warrant copy is produced **55 years**
- 2 **Summary report or record of payroll or time information** covering all employees or an individual employee **6 years**

- | | | |
|----|---|--|
| 3 | Payroll distribution breakdown record used to distribute or classify labor costs | 6 years |
| 4 | Summary record of employee's payroll changes | 6 years after termination of employment |
| 5 | Employee's time cards, sheets, or books | 6 years |
| 6 | Record of employee absences or accruals | |
| | a. When not posted to periodic cumulative time summary record | 6 years |
| | b. When posted to periodic cumulative time summary record | 1 year |
| 7 | Employee request for and/or authorization given to employee to use sick, vacation, personal or other leave, or to work overtime | 6 years |
| 8 | Record of assignments, attachments, and garnishments of employee's salary | |
| | a. When employment was terminated prior to satisfaction | 6 years after termination of employment |
| | b. When satisfied | 5 years after satisfaction |
| 9 | Employee's voluntary payroll deduction request form | 5 years after superseding form is filed, authorization expires, or employment is terminated |
| 10 | Employee's personal earnings record used to prove end-of-year total earnings, retirement or other deductions and taxes withheld. | 6 years |
| 11 | Employee's declaration of intention to accept or reject Social Security | 10 years after employee died or reached age 75, whichever is shorter |
| 12 | Quarterly report of wages paid prepared for Social Security, and report of any adjustments or corrections | 6 years |

- 13 **Copy of Federal determination of error in wage reports**
6 years
- 14 **Payroll report** submitted to New York State Employee's Retirement
System or any other official pension system **6 years**
- 15 **Employer's copy of Annual Federal Tax Return (Form 940), Quarterly
Federal Tax Return (Form 941E) and Continuation Sheets
(Form 941a), Notice of Tax Return Due (Form TY14), or equivalent
forms**
5 years
- 16 **Employer's copy of US Information Return for Calendar Year (Form
1099), Withholding Tax Statement (Form W-2) or Transmittal of
Wages and Tax Statements (Form W-3) or equivalent forms**
5 years
- 17 **Employer's Withholding Exemption Certificate (Form W-4), or
equivalent form**
5 years
- 18 **Employer's copy of New York State income tax records** relating to
employees **5 years**

Purchasing

- 1 **Purchase Order**, or similar record, used to obtain materials, supplies, or
services **6 years**
- 2 **Purchase requisition**, request, estimate or similar record, used to submit
purchase requirement **6 years**
- 3 **Purchasing file**, including but not limited to bid contract and specifications
for purchase of materials, supplies and services not connected with capital
construction **6 years**
- 4 **Vendor file**, including but not limited to list of vendors doing business with
the local government, vendor evaluation forms, price lists or other
information received from vendors **0** after obsolete
- 5 **Performance guarantee** or written warranty for products or similar record
6 years after expiring

- | | |
|----|---|
| 6 | Invoice , statement or similar notification by vendor of supplies, materials, or equipment sent
6 years |
| 7 | Invoice register , or similar record used to list invoices
1 year |
| 8 | Packing slip , shipping ticket, copy of bill of lading or similar record used to verify receipt of materials or supplies
6 years |
| 9 | List or abstract of purchase orders, claims or contracts
6 years |
| 10 | Standing order file , used for purchase of materials and supplies which are received on a regular basis
6 years |

Disposition

It is recommended that records be disposed of regularly, at least once a year. This safeguards against the accidental destruction of records that have not attained their minimum retention periods or that have met their retention periods but are needed for some other purpose such as litigation or investigation.

STLS will dispose of all paper records by shredding in-house. Computer records will be expunged.

Adopted by Board of Trustees 2003

Revised Policy adopted by the Board of Trustees mm/dd/yyyy

Southern Tier Library System
Finance and Facilities Committee Meeting
January 7, 2015

Present: Cindy Emmer, Pat Finnerty, Dale Wexell, Al Yanda, Denise King, and Brian Hildreth

Monthly review of budget report

The monthly budget report, and the Financial Clerk's Report will be e-mailed to the committee members for review before the January board meeting.

The Treasurer's Report and Profit/Loss statements were reviewed. There are still December bills to be paid so final year-end numbers will be e-mailed to committee members.

Audit

The audit is planned for the third week in April. The Finance Committee plans to meet with the auditors the first part of April.

The 990 Form will be presented to the Board for review in June, and for approval in July.

Money Management Procedures Manual

Procedures will be presented to the committee in March.

The Finance Committee will write up the procedures for our audit process.

Facilities Review

- A landscaping project will be done during spring/summer 2015, and tie in with the new signage coming from the rebranding effort.
- To improve landscaping maintenance, Brian will ask Drivers to work 4 more hours a week to maintain the detailed landscaping.
- We will review other outdoor work in April.
- Brian brought up looking at flooring options for our rooms.

BOCES and the Water Bill

BOCES will honor our lease and pay the water bills from the Town of Campbell.

Policies Review

As requested by the Personnel and Policies Committee, we will review the Finance and Purchasing Policies in March.

Executive Session

As proposed by Cindy Emmer and seconded by Al Yanda, the committee went into executive session to discuss a personnel item at 3:09, returning to regular session at 3:31. No actions were taken.

Next Finance and Facilities meeting March 4 at 2:30 at STLS

Foundation for Southern Tier Libraries
Meeting Minutes
January 7, 2015

Present: Peter Gamba, Denise King, Suzanne Blowers, Dale Wexell, Brian Hildreth.

November Board Meeting Minutes were approved. Motion by Suzanne Blowers, 2nd by Dale Wexell.

Peter Gamba reviewed financials for October and November 2014. Reports reflected a balance \$14,793.36. Denise King mentioned current financials do not include donations from December's annual appeal. Motion by P. Gamba to approve, 2nd by S. Blowers.

D. Wexell presented the proposed revisions to FSTL Bylaws. Trustees discussed specific sections under consideration to fully understand the changes. Trustees also noted grammatical changes to be incorporated into final draft copy. D. Wexell thanked the trustees for their review, and will make appropriate revisions prior to the next FSTL meeting. The Bylaws will be considered for approval at the Foundation's annual meeting in March or April. A date has yet to be set.

STLS Executive Director Brian Hildreth briefly discussed STLS' rebranding initiative, and spoke about the current timeline. STLS intends on showcasing its new look in the first quarter of 2015.

D. King updated trustees on the annual appeal letter that went out in December. A first deposit was made at the end of December, and the second deposit will be made in January. Financial statements should reflect the new income at the next Foundation meeting. It was an estimated \$3,000 in donations. B. Hildreth stated the number of donations appeared to have increased from 2013 to 2014. Thank you letters are being sent during the month of January.

In other business, Denise King suggested updating a list of current FSTL trustees, contact information and term limits. B. Hildreth said the information could be updated by STLS staff using current data on file.

Per FSTL Bylaws, P. Gamba appointed D. Wexell, S. Blowers and D. King to comprise the Nominating Committee for 2015. Nominating Committee members suggested the slate of officers remain the same for 2015 to include: Judith Phillips as President, Peter Gamba as Vice President and Paul Webster as Treasurer. The proposed slate of officers would be voted upon at the FSTL Annual Meeting.

Trustees opened discussion about strategic planning for FSTL. B. Hildreth suggested the trustees may want to consider bringing in an external consultant to help with the process. D. Wexell suggested a day retreat or multiple retreats to develop a concrete plan for the future. B. Hildreth suggested the hiring of a part-time

Foundation director to get the wheels moving. It would require the Foundation to forfeit grant giving one year, but would allow the Foundation to focus on building up its financial resources to give more in future years. D. Wexell mentioned April through June might be a good time for working on the strategic plan.

The Trustees agreed to meet in February to plan for the Annual Meeting and review 2015 grant applications.

Meeting adjourned at 5:12 pm.

Next meeting: Wednesday, February 4th at 4:00 pm, STLS Service Center

Respectfully submitted,

Brian M. Hildreth

Annual Organizational Meeting Actions for 2015

A. Designation of the Official Newspaper

RESOLVED that the Board of Trustees designates the Corning *Leader* as the official newspaper for the Southern Tier Library System for the year 2015.

B. Appointment of the Financial Clerk

RESOLVED that the Board of Trustees appoints Executive Director Brian M. Hildreth as Financial Clerk of the Southern Tier Library System for the year 2015.

C. Appointment of the Internal Auditor

RESOLVED that the Board of Trustees appoints Trustee Dale Wexell as Internal Auditor and Cindy Emmer as Alternate Auditor of the Southern Tier Library System for the year 2015.

D. Appointment of the External Auditor

RESOLVED that the Board of Trustees appoints the firm of Mengel Metzger Barr & Co. LLP as the auditors for the Southern Tier Library System for completion of the annual audit for 2015 and related services.

E. Appointment of the Attorney

RESOLVED that the Board of Trustees appoints Conrad Wolen, of Sayles & Evans, Attorneys-at-Law, as the Attorney for the Southern Tier Library System for 2015.

F. Authorization of the Executive Director to Certify Payrolls

RESOLVED that the Board of Trustees appoints the Brian M. Hildreth, Executive Director, as the authority to certify Southern Tier Library System payrolls for the year 2015.

G. Authorization of Executive Director to Make Grant Applications

RESOLVED that the Board of Trustees authorizes the Executive Director to make applications for grant funding subject to subsequent approval by the Board.

H. Authorization of the Executive Director to certify payments

RESOLVED that the Board of Trustees authorizes the Executive Director to certify payments of a fixed nature without prior audit upon submission to the Treasurer of a voucher. This should include credit card, and utility bills, insurance premiums, mortgage payments, payroll, payroll deductions, taxes and fringe benefit expenses.

I. Authorization of the Trustee Mileage Reimbursement Rate

RESOLVED that the Board of Trustees authorizes the IRS rate of .575 cents per mile as the mileage reimbursement rate for the Southern Tier Library System for 2015.

J. Designation of the Bank Depository

RESOLVED that the Board of Trustees designates Community Bank NA and Chemung Canal Trust Co. as depository of Southern Tier Library System funds in 2015.

K. Designation of the Authorized Signatories for Checks

RESOLVED that the Board of Trustees re-designates the Treasurer, President, Local Trustee (Bonnie Weber), and Executive Director as authorized signatories on all bank accounts.

L. Authorization of Certain Payments Between Board Meetings

RESOLVED that the Board of Trustees authorizes the payment of the following bills and expenses between Board meetings in order to meet due date requirements: credit card, utility bills, lease payments, payroll, payroll taxes, payroll deductions, and fringe benefit expenses.

M. Establish Treasurer and Internal Auditor surety coverage for the year.

RESOLVED that the Board of Trustees Establishes Treasurer and Internal Auditor surety coverage at \$750,000 for 2015.

**Southern Tier Library System
Board of Trustees - 2015 Meeting Schedule**

Doc. #15-12

Date/Time	Location
January 20, 2015 at 2:00 pm	STLS Service Center, Painted Post
March 17, 2015 at 2:00 pm	STLS Service Center, Painted Post
April 21, 2015 at 2:00 pm	STLS Service Center, Painted Post
May 19, 2015 at 2:00 pm	Chemung County Library District, TBD
June 16, 2015 at 2:00 pm	Howe Library, Wellsville
July 21, 2015 at 2:00 pm	Dundee Library, Dundee
September 15, 2015 at 2:00 pm	Taylor Memorial Library, Hammondsport
October 6, 2015 12 - 8:30 pm	STLS Annual Meeting & Conference
October 20, 2015 at 2:00 pm	STLS Service Center, Painted Post
November 17, 2015 at 2:00 pm	STLS Service Center, Painted Post
December 15, 2015 at 2:00 pm	STLS Service Center, Painted Post

ILS Specialist

GENERAL STATEMENT OF DUTIES

This is a full-time level 3 position, working under the direct supervision of the ILS & Technical Services Manager. This position is responsible for providing and maintaining bibliographical access to the STLS databases, providing support to ILS-related activities and training member library and System staff.

ESSENTIAL FUNCTIONS OF THIS POSITION

Work involves cataloging and classifying library materials (both print and non-print) by copying and editing bibliographic records from various sources, or inputting original records, as well as performing database maintenance tasks and other duties. This person is expected to operate independently within the scope of prescribed responsibilities and System practices. Individual will be required to train or supervise other employees or volunteers. This person will be responsible for training member libraries on the use of various ILS functions.

While performing the duties of this job, the Specialist 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 delivery bags weighing up to 50 pounds; and pushes/pulls/maneuvers a wheeled book truck weighing up to 200 pounds when fully loaded.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Person is required to be or become familiar with AACRII and RDA, USMARC and ANSER cataloging standards. This position requires knowledge of library terminology and procedures, good computer and keyboard skills, accuracy, attention to detail, adaptability, ability to get along with and train others, mental alertness, tact, courtesy, and ability to make decisions and work independently. Person will be required to use new technology as it becomes available and work collaboratively with other divisions. Ability to communicate effectively, and exhibit empathy when working with member libraries and System staff. Valid driver's license.

MINIMUM QUALIFICATIONS

Associates degree, relevant library experience, or equivalent combination of training and experience sufficient to perform duties of the position.

EXAMPLES OF WORK

- Copying and adding bibliographic records from other databases, including OCLC and LC, into local systems.
- Editing records, according to System practices. Includes assigning Dewey numbers and LC subject headings.
- Adding holdings to records already in the database.
- Format and print labels, using various ILS and software programs.
- Verify name and subject headings.
- Perform limited authority control by adding authority records and doing required “clean up” of existing records.
- Function as part of the team working on item conversion and other database problems for the member libraries.
- Performs database maintenance tasks, such as updates and withdrawals.
- Retrieves, edits, imports and loads vendor MARC records and assists with the ongoing streamlining of the cataloging process.
- Trains member library and System staff through multiple training formats in the use of various ILS procedures.
- Assists with purchase of ILS-related materials and equipment for STLS and member libraries.
- Provides Help Desk, email, and phone support for ILS problems and questions.
- Creates and supplies libraries with requested reports.
- Tests and implements new ILS features.
- Serves on special assignments as requested from management team.
- Participates in continuing education opportunities – uses knowledge gained from continuing education to provide tangible benefits to member libraries.
- Other duties as assigned.

**Division of Professional Development
& Outreach**

Division of Library Sustainability

Division of Information Technology

Doc. #15-14

***Executive Director**
(Full Time)
Brian M. Hildreth

***Assistant Director /
Information Technology**
(Full Time)
Ken Behn

***Deputy Director - Professional
Development & Outreach**
(MLS)(Full Time)
Alfonso Oliveras

Youth Services & ILL
Consultant (MLS)
(Full time)(4)
Lorie Brown

Training
Coordinator
(Part Time)(4)
Vacant

Adult Outreach
Clerk
(Full Time)(3)
Vickie Button

ILL Clerk
(Part time)(2)
Dorie Robinson

**Goal: Train and empower cooperative
libraries to utilize System resources to
enhance and expand community outreach.**
Address: 1, 2, 3, 5, 8, 9 & 11 in Plan of
Service.

Member Services
Consultant (MLS)
(Full time)(4)
Margo Gustina

***Business
Manager**
(Part Time)
Barb Tombs

Account Clerk
(Part Time)
Cassie Wright

Technical
Services Clerk
(Full Time)(3)
Pamela Rogers

Driver & Building Maint. Techs.
(Part time)(2)
Andrew Zimmerlin, Fred Freeze
Dennis Potter, Dave Riff,
Sam Robards, Lee Sabo,
Thomas Coleman

Technical
Services Page
(Part Time)(1)
Don Saxton

**Goal: Develop and strengthen cooperative
libraries to preserve & maximize community
impact.**
Address: Elements 1, 3, 4, 5, 6, 7, 8, 9, 10 & 12
in Plan of Service.

ILS & Tech Services
Manager
(Full Time)(4)
Mandy Fleming

ILS Specialist
(Full Time)(3)
Filomena Jack

ILS Specialist
(Part Time)(3)
Nicole Hann

IT Specialist
(Full Time)(3)
Pat Beeman

IT Tech.
(Full Time)(3)
Patrick
Woinarek

Cataloging
Specialist
(Part Time)(2)
Ann Brouse

**Goal: Connect & bring together cooperative
libraries to share information & technology
resources.**
Address: Elements 1, 3, 5, 6, 8, 9 & 11 in Plan
of Service

**Southern Tier Library System
Monthly System Management Team & Divisional Reports
January 20th, 2015**

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

The Executive Director's office spent the month of December participating in the following activities:

- Met with Corning Inc. Foundation Director Karen Martin to discuss funding options for STLS projects and initiatives.
- Conducted and setup orientation training for Member Services Consultant Margo Gustina.
- Provided consultation to Alfred Box of Books regarding board development and tax cap information.
- Worked with Marc Rubin & Associates to revise initial STLS rebranding designs.
- Attended STLS Board committee meetings, PULISDO conference call, NYLA Council conference call, Public Libraries Section - NYLA conference call and STLS Digital Advisory Committee meeting (very meeting heavy month).
- Executive Director was on vacation and holiday leave from December 22 - January 4.

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

December 2014 was a short month for the Member Services Consultant. It was a month of orienting myself to librarianship at the system level, learning our organizational culture and values, tools of the job, and how our membership view us. I attended my first IT, Youth Services, Outreach, and Board of Trustees meetings. In the two and a half weeks I worked, I had the privilege of meeting the directors of 12 and touring 14 of our member libraries, primarily in Allegany County. I sent out the "2015 New Year, Better Service" survey. Together with the feedback I receive during site visits, this survey will help STLS craft services that more consistently meet the needs of more of our libraries more effectively.

I also began, what I hope to be, a long term advocacy video collaboration with Filomena Jack. Together we developed our rough designs for the system video to promote Advocacy Day for launch in February. I drafted a site index and researched web site designs for our website/rebranding launch. A new website will help our member libraries by making services more transparent, point persons easier to identify, and resources findable. Before I left my winter vacation, I contacted Mid-Hudson Library System's web team to find out what platform they used. Al Oliveras and I chose to utilize the same platform for the elegance and robustness of the design. Like many of the projects started in December, this will be launched in February/March, but will be ongoing as part of my position

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

On 12/9 I attended the Allegany County Director's meeting at the Bolivar Free Library to deliver a presentation on using Director's Station to gather statistics to complete the DLD Annual Report. Ten member library directors were in attendance. Additional hands-on training will be offered at the STLS service center as well as at various member libraries.

I hosted the first Web Design and Development Special Interest Group meeting on 12/11. Staff from eleven member libraries signed into the virtual meeting. The purpose of the group is to:

1. Disseminate information on the Web Design and Development competency
2. Provide a forum for members to share and learn from other group members
(<http://learn.stls.org/forums/forum/web-design-and-development/>)
3. Provide member library staff with the information and skills necessary to excel in this competency
4. Solicit suggestions for continuing education opportunities

Visited Elmira Correctional Facility on 1/15 to meet with the facility librarian, Greg Harris. The itinerary included a tour of the library, as well as a brief meeting with the Deputy Superintendent for Programs. Topics discussed included the purchase of materials for the library's collection.

Met with the Digital Library Advisory Committee on 12/17 (online via GotoMeeting). Topics included: 2015 cost share budget for digital materials, availability of fixed layout and narrated e-books, as well as a new library discovery tool available on the Overdrive website (<https://www.overdrive.com/>).

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

With holidays and staff downtime, December seemed to be a month of reflection, planning and 'keeping' up with the daily tasks of Interloan and Youth.

Youth Services staff has worked with the Cataloguing team to ensure that the Accu-Cut die records are consistent and uniform. And, Youth Services staff has been working with the Processing/Finishing team to have dies labeled in an easily readable font. These two activities have required a bit of time and some attention to details. The end result is that the dies will be located more easily—both electronically and physically. This process has also prompted a conversation with Mandy Fleming, ILS Coordinator, to determine if there is a better, more

efficient, less confusing way for our members to place holds on these items. Many thanks to all who have helped with this project.

Interlibrary Loan staff are working to stay 'on top' of any changes. Updates to WorldShare Resource Sharing and changes in United States Postal regulations are all issues and concerns that we are tracking.

Youth Services' planning and reflection included: Workshop/training locations as well as best day of the week and best time of the day; Ways to make Youth Services programming resources more readily accessible; Ready to Read at New York Libraries training and commitments; Ways to train, educate and inspire staff at member libraries—via face-to-face trainings/workshops, and electronic windows.

Youth Services staff has, over the course of the past year has been experimenting with various electronic methods of sharing information and library trends as related to Youth Services in 2 electronic ways—A snapshot of info and websites via e-mail called the Youth Services' FLASH and via a collection of boards on Pinterest.

Information Technology
by Ken Behn, Assistant Director
Division of Information Technology & Digital Library Infrastructure

IT staff had 12 library visits during December, provided technical support 26 times during non-work hours for Internet connection, wireless or VPN issues and help libraries with 273 other service requests.

The largest project was the upgrade of the STLS and Penn Yan email servers to a new version of the software. A new virtual machine and new database were deployed replacing a version that was 5 years old. All users email and other information were migrated to the new server.

We started an upgrade cycle for member library wireless service to patrons by negotiating a price for new wireless access points for CCLD. STLS staff will install those.

Maintenance for a failed hard drive on our disaster recovery backup Network Attached Storage was performed under warranty.

Integrated Library System and Cataloging by
Mandy Fleming, ILS & Technical Services Manager
Division of Information Technology & Digital Library Infrastructure

Cataloging/ILS staff were very busy in December with member library training. Filomena visited Montour Falls and provided new staff training on adding their items to WorkFlows and some general ILS training. I held a remote holds training session with Penn Yan staff which was very well-received. I also visited Hector for a morning to provide automation training – we reviewed

the process of changing over their auto-generated item ID numbers to barcodes and went over registering patrons and updating the records of patrons with cards at other libraries. Hector is staffed (to my knowledge) by volunteers only and it is wonderful to see their excitement and dedication to improving and modernizing their community's beloved Reading Center/Library.

December was also busy due to a high volume of items coming in to be cataloged/processed, the holidays, and one part-time staff member being out for most of the month. The remaining staff have picked up the slack and are doing their very best to stay on top of the flow of items coming in. This month we heard from Rachel Dworkin of the Chemung County Historical Society, the first time in years that they have contacted us regarding adding their items to our catalog. We will update their holdings for records already in the system and will be adding new items in 2015. In the end of the month I began the time-consuming project of running WorkFlows statistical reports that libraries use for the Annual Report to the state. While we encourage libraries to use Director's Station - which provides them with much easier-to-work-with Excel reports - we still do provide the WorkFlows reports to all libraries. I tested each of the reports and scheduled many of them to run on January 1st, the rest will be run after the 1st of the year.