STLS BOARD MEETING
Tuesday, October 17, 2017 - 2:00 pm
Southern Tier Library System Headquarters, Painted Post, New York

STLS Southern Tier Library System *Connecting Community Libraries*

AGENDA

1.	Agenda		**Doc. #17 – 115**
2.	Approval of Minutes – September 2017	***FOR APPROVAL**	**Doc. #17- 116**
3.	Treasurer's Report – September 2017	***FOR APPROVAL**	**Doc. #17- 117**
4.	Financial Clerk's Report – September 2017	***FOR APPROVAL**	**Doc. #17- 118**
5.	3rd Quarter Profit Loss Budget Statement	***FOR APPROVAL**	**Doc. #17- 119**
6.	3rd Quarter Internal Auditor's Claim Report	***FOR APPROVAL**	**Doc. #17- 120**

- *Subject to corrections, above items may be approved without motion.*

COMMITTEE REPORTS

7.	Executive Committee – Pat Selwood	
8.	Personnel & Policies Committee – Richard Ahola	(Minutes) **Doc. #17- 121** (Grants Fund Policy) **Doc. #17-122** (Organizational Meeting Policy) **Doc. #17-123**
9.	Finance & Facilities Committee – Betsy Gorman	(Minutes) **Doc. #17- 124** (Proposed 2018 Budget) **Doc. #17-125**
10.	Public Relations Committee – Lynnette Decker	(Minutes) **Doc. #17- 126**
11.	Foundation for Southern Tier Libraries – Denise King	(Minutes) **Doc. #17- 127**

BOARD ACTIONS

12.	Expenditure Approvals -Monthly Unpaid Bills Detail	*** FOR APPROVAL**	**Doc. #17- 128**

Finance & Facilities Committee Recommendation: Approve expenditures of the *Unpaid Bills Detail* for the most recent month as authorized by the Financial Clerk, Internal Auditor and Treasurer per the Authority of Board Policy.

Move:		Second:	
Aye	Nay	Abstain	Absent
Approved			

Discussion:

13. Receipt Approvals – Monthly Deposit Summary *** FOR APPROVAL** **Doc. #17- 129**

Finance & Facilities Committee Recommendation: Approve receipts of the *Deposit Summary* for the most recent month as authorized by the Financial Clerk per the Finance Policy.

Move:		Second:	
Aye	Nay	Abstain	Absent
Approved			

Discussion:

14. Approve the Appointment of Kylie Baker to Full Time ILS Specialist

***FOR APPROVAL** (Resume provided at board meeting) **Doc. #17- 130**

Executive Director Recommendation: The STLS Board of Trustees approves the appointment of Kylie Baker to the position of Full Time ILS Specialist as presented and include a salary as set by the Board of Trustees.

Move:			Second:	
Aye	Nay	0	Abstain	Absent
Approved				

Discussion:

15. Approve the Reappointment of Barbara Mack to Part Time Business Manager

***FOR APPROVAL** (Resume provided at board meeting) **Doc. #17- 131**

Executive Director Recommendation: The STLS Board of Trustees approves the reappointment of Barbara Mack to the position of Part Time Business Manager as presented and include a salary as set by the Board of Trustees.

Move:			Second:	
Aye	Nay	0	Abstain	Absent
Approved				

Discussion:

16. STLS 2016 IRS 990 Filing

* **FOR APPROVAL** (Copies provided at Board Meeting 9.19.2017) **Doc. #17-104**

Finance & Facilities Committee Recommendation: Approve the proposed IRS 990 Form for the 2016 Fiscal Year as presented at September 19, 2017 STLS Board of Trustees Meeting.

BOARD INFORMATION

17. Old Business
18. New Business
19. Library Networking
20. President's Report
21. Monthly System Management Team & Divisional Reports **Doc. #17 – 132**

STLS Staff Presentation – ILS & Technical Services Manager Amanda "Mandy" Fleming

Public Expression (15 minutes)
Adjournment
Next meeting: STLS Headquarters, Painted Post (Steuben County) – Tuesday, November 21 at 2 p.m.

STLS TRUSTEE MEETING
Tuesday, September 19, 2017 - 2:00 pm
Cuba Circulating Library Association – Cuba, NY (Allegany County)

MINUTES

TRUSTEES PRESENT:

Sisi Barr - 2018	Betsy Gorman – 2020
Sarah Collins - 2019	Kathy Green - 2021
Maija DeRoche - 2018	Patricia Finnerty - 2017
Cynthia Dutton - 2020	Denise King - 2019
Cindy Emmer - 2017	Pat Selwood - 2019

Excused:
Richard Ahola - 2017
Lynnette Decker - 2021
Dale Wexell - 2020

Betsy Gorman excused herself from the meeting at 3:24 pm. She missed voting on Doc.# 17-113 and 17-114.

Staff present - Brian Hildreth, Executive Director; Melissa Morrissey, Administrative Assistant

Guests: Felicity Wright, David Haggstrom

President Pat Selwood called the meeting to order at 2:00 pm.

AGENDA REVIEW Approved **Doc. #17-96**
No corrections or revisions.

APPROVAL OF JULY MINUTES Approved **Doc. #17-97**
No corrections or revisions.

Treasurer's Report(s) for July 2017 Received and filed **Doc. #17-98**
B. Gorman reviewed the report with the Board. She also noted the money market increase for July was due to state aid receipts.

Financial Clerk's Report for July 2017 Received and filed **Doc. #17-99**
Board members reviewed the July report with B.Hildreth.

Treasurer's Report(s) for August 2017 Received and filed **Doc. #17-100**
B.Gorman noted that the money market decrease for August was due to money sent to member libraries as pass thru. STLS is waiting on for Correctional Facilities and Jails from State Aid.

Financial Clerk's Report for August 2017 Received and filed **Doc. #17-101**
B. Hildreth stated that all libraries will be getting their portion of state aid this month. He also said that Construction Aid was coming in. Payroll for 2017 is on track to break even at the end of the year. He also stated that STLS has not received $300,000.00 in federal aid for the fiber project, and to make up for that money has been taken from reserves. By December 2017 there will be a reimbursement of $150,000.00 and the rest of the money will be received by the first or second quarter of 2018. STLS has 4 remaining sites to connect.

Standing Committee Reports
Executive Committee –
P. Selwood asked to add an agenda item "12a." to the agenda regarding Maija DeRoche's resignation from the board. D. King moved to add this item and C. Emmer second the motion. P. Selwood stated it is with regret we accept Maija's resignation.

Personnel & Policies Committee – Maija DeRoche **Doc. #17-102**
M. DeRoche reported the committee met Sept. 12, 2017. She said the results of the Executive Directors' performance surveys were discussed and there were good numbers for participation. M. DeRoche stated older policies need to be reviewed and that the Committee is determining what to review next. The Personnel and Policies Committee also voted to recommend sending the Whistle Blowers Policy and the Freedom to Read policies to the full Board for final review. The Records Retention policy will be forwarded to STLS's attorney for review.

** Move to go into Executive Session by B. Gorman and second by S. Barr at 2:25pm. Executive session ended at 2:52pm.

Finance & Facilities Committee – Betsy Gorman **Doc. #17-103**
B. Gorman reported on Finance & Facilities Committee meeting minutes. She reviewed financial statements and everything is on track to stay within budget for 2017.B. Hildreth is working on a new budget to present to the Board in October 2017 for vote in November 2017. Bids for insurance are in process. There will be a Facilities review meeting in October. B. Hildreth said the contractor is finishing up proposed work on the STLS building.

B. Gorman discussed the 2016 IRS 990 report. An extension for submission was applied for and granted. The 990 will be presented at this month's Board meeting and voted upon next month and sent to Mengel, Metzger and Barr for submission to the IRS. B. Gorman also stated there was a typo on page 7 of the 990 IRS report and it will be corrected. C. Emmer asked why Brian's salary is listed under 2 lines on the IRS 990 report. B. Hildreth will follow-up with Mengel, Metzger and Barr to find out why it is that way along with other corrections.

Public Relations Committee – Lynnette Decker **Doc. #17-105**.

This month's committee meeting report was presented by Brian Hildreth in Lynnette Decker's absence. The Annual Meeting agenda was discussed. The Annual Meeting is on October 10, 2017. Awards will be presented at the meeting. There is no cost this year to participate and the registration numbers look good. P. Finnerty, R. Ahola, C. Emmer, F. Wright and D. Haggstrom will be voted on by the membership to fill Board Trustee positions. B. Hildreth addressed 2018 Advocacy efforts. He will put a calendar together for the committee to review by the next meeting.

Foundation for Southern Tier Libraries – Dale Wexell

D. King reported in D.Wexell's absence. The Foundation Committee met on Sept. 12, 2017. A guest speaker discussed fundraising efforts at Tompkins County Public Library. She helped the committee come up with an outline for annual fundraising. The Foundation Board is planning to send an annual solicitation this year to past donors. Other approaches to fundraising were discussed.

BOARD ACTIONS

12. Reaffirmation of Votes Taken by STLS Trustees *** FOR APPROVAL**
Executive Committee Recommendation: The STLS Board of Trustees recognizes the election of Cynthia Dutton and Kathy Green as Trustees on April 18, 2017 and affirms the results of all votes taken by STLS Board of Trustees in the conduct of its business subsequent to their election.

Move:			Second:		
Aye	10	Nay	Abstain	Absent	3
Approved					

Discussion: None

12 a. Resolved: The STLS Board of Trustees accepts the resignation of Maija DeRoche effective September 30, 2017, with regret and with thanks for her service to STLS.

Move: C. Dutton			Second: C. Emmer	
Aye 10	Nay	Abstain	Absent	3
Approved				

13. Expenditure Approvals -Monthly Unpaid Bills Detail *** FOR APPROVAL Doc. #17-106**

Finance & Facilities Committee Recommendation: Approve expenditures of the *Unpaid Bills Detail* for the most recent month as authorized by the Financial Clerk, Internal Auditor and Treasurer per the Authority of Board Policy.

Move:			Second:	
Aye 10	Nay	Abstain	Absent	3
Approved				

Discussion: B. Hildreth encouraged trustees to ask questions about the Unpaid Bill Detail. P. Finnerty asked to have the agenda reflect that the verbiage “month” be changed to “months”, in Expenditure Approvals and Receipt Approvals.

13. Receipt Approvals – Monthly Deposit Summary *** FOR APPROVAL Doc. #17- 107**

Finance & Facilities Committee Recommendation: Approve receipts of the *Deposit Summary* for the most recent month as authorized by the Financial Clerk per the Finance Policy.

Move:			Second:	
Aye 10	Nay	Abstain	Absent	3
Approved				

Discussion: None

14. Approve Revisions to the Whistleblowers & Ethical Behavior Policy

* **FOR APPROVAL Doc. #17-108**

Personnel & Policies Committee Recommendation: that the STLS Board of Trustees approves the revisions to the Whistleblowers & Ethical Behavior Policy as proposed at the July 18, 2017 board meeting.

Move:			Second:	
Aye 10	Nay	Abstain	Absent	3

Approved

Discussion: None

15. Reaffirm the Freedom to Read Policy * **FOR APPROVAL** **Doc. #17-109**

Personnel & Policies Committee Recommendation: that the STLS Board of Trustees reaffirms the current Freedom to Read Policy as presented at the July 18, 2017 board meeting.

Move:			Second:		
Aye	10	Nay	Abstain	Absent	3
Approved					

Discussion: None

** Move to go into Executive Session by S. Barr and second by B. Gorman at 3:14pm. Executive session ended at 3:23pm.

16. Approve the Appointment of Melissa Morrissey to Administrative Assistant

*FOR APPROVAL (Resume provided at board meeting) Doc. #17- 110

Executive Director Recommendation: The STLS Board of Trustees approves the appointment of Melissa Morrissey to the position of Administrative Assistant as presented and include a salary of $15.00/hour as set by the Board of Trustees.

Move:	D. King		Second:	M. DeRoche	
Aye	10	Nay	Abstain	Absent	3
Approved					

Discussion: None

17. Approve the Appointment of Erika Jenns to Engagement Consultant

***FOR APPROVAL** (Resume provided at board meeting) **Doc. #17- 111**

Executive Director Recommendation: The STLS Board of Trustees approves the appointment of Erika Jenns to the position of Engagement Consultant as presented and include a salary of $52,000/year as set by the Board of Trustees.

Move:	M. DeRoche			Second:	C. Emmer	
Aye	10	Nay	0	Abstain	Absent	3
Approved						

Discussion: None

18. Approve the Appointment of Thomas Collins to Delivery Driver

***FOR APPROVAL** (Resume provided at board meeting) **Doc. #17- 112**

Executive Director Recommendation: The STLS Board of Trustees approves the appointment of Thomas Collins to the position of Delivery Driver as presented and include a salary of $9.75 per hour as set by the Board of Trustees.

Move: M. DeRoche				Second: K. Green			
Aye	10	Nay	0	Abstain		Absent	3
Approved							

Discussion:None

19. Approve the Proposed the STLS Organizational Chart

*** FOR APPROVAL Doc. #17- 113**

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 September 19, 2017 STLS Board Meeting.

Move:	K. Green			Second: C. Dutton, S. Collins			
Aye	9	Nay	0	Abstain		Absent	4
Approved							

Discussion: D. King inquired about other potential vacancies. Appointments for these positions will be presented at the October committee and board meetings.

BOARD INFORMATION

Old Business - No discussion

New Business - No discussion

Library Networking – No Discussion

President's Report –

P. Selwood stated upcoming items include appointing a nominating committee for Board Officers. R. Ahola replaced Maijia DeRoche as Chair of the Personnel/Policy Committee.

Monthly System Management Team & Divisional Reports **Doc. #17-114**

B. Hildreth said The NYLA Conference will be the second week in November, November 8-11, 2017. There are 3 slots for Trustees to attend. R. Ahola is going, B. Gorman is a maybe, and one more opening is still available. B. Hildreth also gave an update on the August 30 fee based services discussion. There was 50% member library representation. B. Hildreth will work with STLS staff to develop a plan for how IT Support and Processing will be provided to the membership moving forward. A rough draft of this plan will be made available January 2018.

Public Expression (15 minutes) – None

Adjournment

Move:	M. DeRoche			Second: K. Green			
Aye	9	Nay	0	Abstain	0	Absent	4
Adjourned at	3:37 pm						

Next meeting: Southern Tier Library System, Painted Post, NY – Tuesday, October 17, 2017 at 2 p.m.

Minutes written by Melissa Morrissey and reviewed by Cindy Emmer, Board Secretary

Southern Tier Library System
Treasurer's Report
As of 9/30/2017

	Sep 30, 17	Aug 31, 17	$ Change
ASSETS			
Current Assets			
Checking/Savings			
1200 · Cash - Operating	4,729.77	6,247.81	-1,518.04
1201 · Cash - Payroll	2,511.53	7,069.04	-4,557.51
1202 · Cash - Money Market	1,296,544.97	1,550,503.13	-253,958.16
Total Checking/Savings	1,303,786.27	1,563,819.98	-260,033.71
Accounts Receivable			
1380 · Accounts Receivable	88,944.36	80,224.83	8,719.53
Total Accounts Receivable	88,944.36	80,224.83	8,719.53
Other Current Assets			
12000 · Undeposited Funds	2,044.70	962.35	1,082.35
Total Other Current Assets	2,044.70	962.35	1,082.35
Total Current Assets	1,394,775.33	1,645,007.16	-250,231.83
Fixed Assets			
1100 · Fixed Assets			
1102 · Building	992,538.06	992,538.06	0.00
1104 · Equipment	955,022.14	955,022.14	0.00
1112 · Accumulated Dep Building	-477,343.77	-477,343.77	0.00
1114 · Accumulated Depreciation	-649,044.70	-649,044.70	0.00
Total 1100 · Fixed Assets	821,171.73	821,171.73	0.00
Total Fixed Assets	821,171.73	821,171.73	0.00
Other Assets			
1382 · Prepaid expenses	72,292.70	72,292.70	0.00
Total Other Assets	72,292.70	72,292.70	0.00
TOTAL ASSETS	**2,288,239.76**	**2,538,471.59**	**-250,231.83**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
2601 · Accrued P/R	18,800.32	18,800.32	0.00
2604 · Deferred Grant	3,597.89	3,597.89	0.00
2625 · Payroll Deductions Payable	-140.62	0.00	-140.62
2626 · Flex Spending Deduction Payable	1,270.23	893.23	377.00
2640 · Accrued Compensated Absences	90,138.04	90,138.04	0.00

Southern Tier Library System
Treasurer's Report
As of 9/30/2017

	Sep 30, 17	Aug 31, 17	$ Change
Total Other Current Liabilities	113,665.86	113,429.48	236.38
Total Current Liabilities	113,665.86	113,429.48	236.38
Total Liabilities	113,665.86	113,429.48	236.38
Equity			
3200 · Fund Balance Unrestricted	1,848,236.78	1,848,236.78	0.00
3910 · Fund Balance Replacement Res	100,000.00	100,000.00	0.00
Net Income	226,337.12	476,805.33	-250,468.21
Total Equity	2,174,573.90	2,425,042.11	-250,468.21
TOTAL LIABILITIES & EQUITY	**2,288,239.76**	**2,538,471.59**	**-250,231.83**

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
September 2017

	Sep 17	Aug 17	$ Change
Income			
4709 · Local Services Support	9,441.00	0.00	9,441.00
4716 · State Aid Pass Through	221,271.00	0.00	221,271.00
4719 · Interest	130.76	143.70	-12.94
4724 · Member Library IT Contracts	159.65	13,377.23	-13,217.58
4725 · Grants Revenue	11,000.00	0.00	11,000.00
4733 · Member Library Processing Fees	4,037.00	0.00	4,037.00
4735 · Non State Aid Pass Through	15,807.08	2,512.34	13,294.74
Total Income	261,846.49	16,033.27	245,813.22
Gross Profit	261,846.49	16,033.27	245,813.22
Expense			
5100 · Salaries			
5141 · Professional Salaries	40,476.12	25,508.74	14,967.38
5142 · Non-Professional Salaries	52,033.70	31,492.10	20,541.60
Total 5100 · Salaries	92,509.82	57,000.84	35,508.98
5150 · Personnel Benefits			
5153 · Social Security	6,813.19	4,107.60	2,705.59
5157 · Health Insurance	17,359.68	15,942.82	1,416.86
5158 · Payroll Expense - Other	609.98	386.82	223.16
5150 · Personnel Benefits - Other	3,000.00	0.00	3,000.00
Total 5150 · Personnel Benefits	27,782.85	20,437.24	7,345.61
5204 · STLS Software & Small Equipment	2,183.00	36,555.93	-34,372.93
5205 · Maintenance Contracts & Leases	2,101.60	224.45	1,877.15
5408 · Platform Fees & Licenses	5,916.00	0.00	5,916.00
5409 · STLS Telephone/Internet	23,028.97	11,996.31	11,032.66
5417 · Library Materials	1,973.66	1,921.64	52.02
5418 · Consultant Collection	45.00	242.35	-197.35
5419 · Electronic Materials	3,981.16	35,055.98	-31,074.82
5420 · Staff Development Travel	1,051.68	1,941.75	-890.07
5422 · Trustee Mileage	0.00	599.20	-599.20
5424 · Conference Registration	3,160.00	0.00	3,160.00
5425 · Staff & Member Library Mileage	199.18	0.00	199.18
5427 · Programming & Annual Conference	4,624.50	1,437.04	3,187.46
5428 · Meeting Supplies	532.86	94.37	438.49
5430 · Office Supplies	1,234.27	24,359.90	-23,125.63
5433 · Postage	0.00	1,000.00	-1,000.00
5434 · Public Relations	2,208.27	576.08	1,632.19
5435 · Member Library Pass through	326,707.17	8,991.22	317,715.95
5442 · Professional Fees	0.00	2,346.00	-2,346.00
5443 · Legal Counsel	282.50	0.00	282.50

Southern Tier Library System
Financial Clerk's Report
September 2017

	Sep 17	Aug 17	$ Change
5444 · Accounting Support & Audit	975.00	75.00	900.00
5450 · Utilities	925.14	724.23	200.91
5451 · Building Maintenance & Repairs	4,965.08	714.00	4,251.08
5454 · Commercial Insurance	2,663.92	0.00	2,663.92
5471 · Vehicle Maintenance & Repairs	195.93	101.85	94.08
5473 · Vehicle Fuel	1,236.84	1,071.33	165.51
5474 · Vehicle Insurance	1,538.00	0.00	1,538.00
5480 · Greenwood Reading Center Exp	292.30	147.26	145.04
5490 · Grants	0.00	146,840.77	-146,840.77
Total Expense	512,314.70	354,454.74	157,859.96
Net Income	**-250,468.21**	**-338,421.47**	**87,953.26**

Southern Tier Library System
Profit Loss - Budget vs. Actual
January through September 2017

Doc. #17-119

	Jan - Sep 17	Budget	$ Over Budget
Income			
4700 · Basic State Aid	858,507.00	858,045.00	462.00
4706 · Jails and Institutions	0.00	4,113.00	-4,113.00
4709 · Local Services Support	94,404.00	94,354.00	50.00
4710 · Supplemental Aid	129,445.00	129,375.00	70.00
4711 · Coordinated Outreach	0.00	75,049.00	-75,049.00
4713 · State Corrections	0.00	26,285.00	-26,285.00
4719 · Interest	826.08	950.00	-123.92
4721 · E-Rate Funding	0.00	112,500.00	-112,500.00
4723 · Member Library Cost Share	405,885.44	428,666.00	-22,780.56
4724 · Member Library IT Contracts	30,720.99	38,000.00	-7,279.01
4725 · Grants Revenue	99,128.00	65,000.00	34,128.00
4733 · Member Library Processing Fees	13,577.75	18,000.00	-4,422.25
4740 · Prof Development & Conf Fees	0.00	1,000.00	-1,000.00
4781 · Retiree Health Ins Payments	1,359.24	2,300.00	-940.76
4782 · Donations	100.00	1,500.00	-1,400.00
4784 · General Reimbursements & Refund	3,286.30	3,000.00	286.30
Total Income	1,637,239.80	1,858,137.00	-220,897.20
Gross Profit	1,637,239.80	1,858,137.00	-220,897.20
Expense			
Total 5100 · Salaries	607,698.48	808,748.00	-201,049.52
Total 5150 · Personnel Benefits	195,261.62	418,014.00	-222,752.38
5203 · STLS Equipment	0.00	5,000.00	-5,000.00
5204 · STLS Software & Small Equipment	52,997.84	10,000.00	42,997.84
5205 · Maintenance Contracts & Leases	9,881.19	15,000.00	-5,118.81
5407 · Integrated Library System	0.00	69,000.00	-69,000.00
5408 · Platform Fees & Licenses	12,166.00	16,000.00	-3,834.00
5409 · STLS Telephone/Internet	129,426.02	125,000.00	4,426.02
5417 · Library Materials	14,059.05	20,000.00	-5,940.95
5418 · Consultant Collection	399.96	1,000.00	-600.04
5419 · Electronic Materials	83,518.64	89,747.00	-6,228.36
5420 · Staff Development Travel	11,334.35	14,000.00	-2,665.65
5422 · Trustee Mileage	2,744.81	7,500.00	-4,755.19
5423 · Trustee Continuing Education	0.00	4,500.00	-4,500.00
5424 · Conference Registration	6,495.00	7,000.00	-505.00
5425 · Staff & Member Library Mileage	2,627.97	3,000.00	-372.03
5427 · Programming & Annual Conference	14,423.59	12,000.00	2,423.59
5428 · Meeting Supplies	2,611.40	3,000.00	-388.60
5430 · Office Supplies	34,387.48	12,000.00	22,387.48
5433 · Postage	1,011.48	4,500.00	-3,488.52
5434 · Public Relations	7,272.81	20,000.00	-12,727.19
5436 · STLS Grants to Member Libraries	12,000.00	12,000.00	0.00

Southern Tier Library System
Profit Loss - Budget vs. Actual
January through September 2017

	Jan - Sep 17	Budget	$ Over Budget
5442 · Professional Fees	3,880.42	8,500.00	-4,619.58
5443 · Legal Counsel	586.50	3,000.00	-2,413.50
5444 · Accounting Support & Audit	9,700.00	10,500.00	-800.00
5450 · Utilities	6,778.23	11,000.00	-4,221.77
5451 · Building Maintenance & Repairs	17,814.73	20,000.00	-2,185.27
5452 · Capital Improvements	0.00	43,628.00	-43,628.00
5454 · Commercial Insurance	10,667.92	15,000.00	-4,332.08
5471 · Vehicle Maintenance & Repairs	3,276.65	7,000.00	-3,723.35
5473 · Vehicle Fuel	9,627.91	17,000.00	-7,372.09
5474 · Vehicle Insurance	6,195.00	5,500.00	695.00
5475 · Vehicle Purchase	0.00	20,000.00	-20,000.00
5490 · Grants	157,820.14	20,000.00	137,820.14
Total Expense	1,426,665.19	1,858,137.00	-431,471.81
Net Income	**210,574.61**	**0.00**	**210,574.61**

QUARTERLY CLAIMS AUDITOR REPORT
SOUTHERN TIER LIBRARY SYSTEM
QUARTER 3 (JULY 1 – SEPTEMBER 30, 2017)

Audit Date	# of invoices	Dollar($) Amount	Exception	Check Numbers	Check Dates	Dollar($) Amount
07/05/2017	23	27307.68	0	36034 – 36056	07/07/17	27307.68
07/26/2017	45	38873.03	0	36057 – 36101	07/19/17	38873.03
08/02/2017	26	101321.19	0	36102 - 36127	08/04/17	101321.19
08/16/2017	30	200793.47	0	36128 – 36157	08/18/17	200783.47
08/30/2017	23	20854.74	0	36158 – 36180	09/01/17	20854.74
09/13/2017	18	37892.21	0	36181 – 36198	09/15/17	37892.21
09/27/2017	83	360599.93	0	36199 – 36281	09/29/17	360599.93

EXCEPTION REPORT

Except. Refer.	Trans. No./Date	Invoice Date	Amount ($)	Claim Payee/Vendor	Item/Services of Invoice	Issue with Purchase/ Cause for exception	Resolution
- --- NO EXCEPTIONS ---							

Submitted by Internal Auditor - D.R. Wexell
10/10/17

Personnel & Policies Committee Meeting
October 3, 2017 at 12:00 pm

Committee Members Present: Richard Ahola (chair), Cindy Emmer, Denise King & Pat Selwood

Staff Present: Brian Hildreth

Richard Ahola called the meeting to order at 12:05pm.

Personnel

B. Hildreth updated committee members on recent staff resignations and hires. He noted A. Hoffman had resigned from the Full Time ILS Specialist position to take an external job offering. K. Baker, part time ILS specialist, has been hired to fill the Full Time ILS Specialist position. A recommendation from the Executive Director for official appointment will be made to the full board at the October 17 board meeting. STLS is currently advertising for the vacant Part Time ILS Specialist postion.

B. Hildreth also informed the committee that the full board will need to re-appoint B. Mack to the Part Time Business Manager position. B. Mack had to resign temporarily as part of the NYS Pension System on September 30, 2017. Her reappointment will be dated October 1, 2017 as she will continue her duties as Part Time Business Manager at her current rate of pay. A recommendation from the Executive Director for official appointment will be made at the October 17 board meeting.

B. Hildreth discussed NYS Paid Family Leave as it applies to STLS. He said it has yet to be determined if STLS is required to provide access to employees as a benefit, which is paid for by the employee through payroll deductions. He indicated the coverage has been requested as part of the 2018 commercial insurance package. B. Hildreth said it would be a good practice for the system to make this benefit accessible to the employees. The system may not have a choice pending legal determination. More information will be provided at November's committee meeting.

There was brief discussion between committee members about the need for an added IT Specialist position. B. Hildreth said this is still part of a greater planning process for STLS IT. Financially, it is difficult for the system to make a determination on this because of the organization's current financial position and potential state funding cuts. Flat funding in 2017-

2018 and potential cuts in 2018-2019 leaves many things to be determined. It is possible for the system to hire a part time support person based on current projections, but a full time position is challenging.

P. Selwood informed committee members that she had met with the Executive Director to provide feedback from the board's annual performance evaluation. Overall, the Executive Director received high quality reviews from member library directors and library system trustees. B. Hildreth is responsible to provide a written response to the board at the next board meeting specific to his evaluation. B. Hildreth agreed to have the response ready.

Policies

B. Hildreth provided an update on the status of the Records Retention Policy. He said it has been sent to STLS legal counsel for review. He is also reviewing other state documents and library system policies to assist in the review process. A rough draft can be provided to the committee in December.

Committee members reviewed outstanding policies that need further review based on the committee's recommendations at the start of the fiscal year. Following discussion, it was determined the Grants Fund Policy could go to the full STLS board for review at October's meeting. This was also true for the Organizational Meeting Policy. B. Hildreth said he would work the Executive Committee to have these included in the board packet.

The committee also discussed the upcoming Annual Meeting and Conference to take place on Tuesday, October 10th, 2017.

Meeting adjourned at 1:05pm

Next Meeting: November 14, 2017 @ 12:00pm

Respectfully submitted by: Brian Hildreth, Executive Director

GRANT FUNDS POLICY

Federal and New York State grant funds issued to STLS or passed through by STLS to member libraries will be managed by the Executive Director or his/her ~~designate~~ designee in accordance with applicable Federal and New York State laws, and policies and procedures approved by the STLS *Board of Trustees. Grants from local governments and non-profit organizations will be managed by* the Executive Director or his/her ~~designate~~ designee in accordance with the grantors' requirements and standard business practices. Grant funds which are designated for the direct benefit of member libraries shall be passed on to them in a timely manner following receipt of the funds by the System.

It is the policy of the Southern Tier Library System not to advance payment to any library for grant funds prior to receiving the grant money at STLS.

Libraries which participate in programs where delayed funding is expected should be prepared to either begin the project with their own institutional funds at their own risk, or wait until STLS has received the grant funds.

Adopted by the Board of Trustees of the Southern Tier Library System
September 21, 2010.

ORGANIZATIONAL MEETING POLICY

APPLIES TO: STLS Board of Trustees

REFERENCES: STLS By-laws
STLS Authority of the Board Policy

It is the policy of the Southern Tier Library System to hold an annual organizational meeting, the purpose of which is to elect officers of the Board and take the necessary actions to ensure the proper management of STLS for the coming fiscal year. The Board will hold its annual organizational meeting on the third Tuesday of January each year. The meeting will be conducted as described below.

The current President will call the meeting to order as Chairperson and will swear in new trustees and administer their Oaths of Office and conduct the election of new officers before turning the meeting over to the newly elected President.

The Board of Trustees will then:

- Appoint the STLS Financial Clerk, Internal Auditor and Alternate Auditor of the Board, External Auditor and Attorney;
- Authorize the Executive Director to certify payroll and make grant applications
- Authorize 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 deductions, taxes and fringe benefit expenses.
- Establish the business mileage reimbursement rate for the current year based on the published IRS rate for business mileage;
- Designate the official Bank Depositories and Newspaper;
- Designate Authorized Signatories for Checks;
- Establish Treasurer and Internal Auditor surety coverage for the year;
- Establish the calendar and locations for Board Meeting for the next twelve months.
- Complete and submit signed Disclosure of Interests forms.
- Take any other such organizational actions as may be necessary

The Board may also conduct general business at the end of the meeting before adjourning.

Adopted by the Board of Trustees on June 21, 2011

Finance & Facilities Committee

Meeting Minutes
10.11.2017 at 2:30 pm
STLS Headquarters, Painted Post, NY

Present: Betsy Gorman (Chair), Sisi Barr, Dale Wexell and Brian Hildreth

Meeting was called to order at 2:35 pm

Review of Financial Statements

Brian reviewed the September financial statements. Income is expected from e-rate funding and a portion of ARC grant funds before the end of the year. The budget is still on track to break even or have a small surplus.

2018 Preliminary Budget

Brian reviewed a revised preliminary budget for 2018. Due to recent news, it is based on a 3% cut in funding from the State. It will be presented to the Board in October, and the Board will vote on it in November.

Commercial Insurance RFP

Brian has been in contact with several insurance companies, and he expects to receive three proposals (including one from Sprague, our current insurer) by the end of next week. There was a question about changing our coverage designation from "library" to "office space". If this is possible, it may result in liability insurance savings.

2016 IRS Form 990 Report

Sisi moved that the 2016 IRS 990 prepared by Mengel, Metzger & Barr be submitted to the Board for approval at the October board meeting. All approved.

Facilities Update

The building maintenance and repair items from last year's facilities review have been completed. Due to inclement weather, the committee postponed their facilities review until next month.

Meeting adjourned at 3:45 pm.

Respectfully submitted:

Betsy Gorman, Treasurer

Next Meeting is November 13, 2017 at 3:15pm

Accrual Basis

Proposed 2018 Budget
Southern Tier Library System

Doc. #17-125

	2016 Budget	2017 Budget	Proposed 2018 Budget	Difference
Revenue				
4700 · Basic State Aid	$ 822,566.00	$ 858,045.00	$ 832,751.79	$ (25,293.21)
4706 · Jails and Institutions	$ 3,696.00	$ 4,113.00	$ 3,989.61	$ (123.39)
4709 · Local Services Support	$ 90,452.00	$ 94,354.00	$ 91,571.88	$ (2,782.12)
4710 · Supplemental Aid	$ 124,026.00	$ 129,375.00	$ 125,561.65	$ (3,813.35)
4711 · Coordinated Outreach	$ 71,946.00	$ 75,049.00	$ 72,797.53	$ (2,251.47)
4713 · State Corrections	$ 25,198.00	$ 26,285.00	$ 25,496.45	$ (788.55)
4719 · Interest	$ 750.00	$ 950.00	$ 825.00	$ (125.00)
4721 · E-Rate Funding	$ 104,310.00	$ 112,500.00	$ 170,100.00	$ 57,600.00
4723 · Member Library Cost Share	$ 427,759.00	$ 408,286.00	$ 417,038.00	$ 8,752.00
4724 · Member Library IT Contracts	$ 27,000.00	$ 38,000.00	$ 52,000.00	$ 14,000.00
4725 · Grants Revenue	$ 63,391.00	$ 65,000.00	$ 100,000.00	$ 35,000.00
4733 · Member Library Processing Fees	$ 20,000.00	$ 18,000.00	$ 11,000.00	$ (7,000.00)
4740 · Prof Development & Conf Fees	$ 1,000.00	$ 1,000.00	$ -	$ (1,000.00)
4781 · Retiree Health Ins Payments	$ 4,200.00	$ 2,300.00	$ 2,050.00	$ (250.00)
4782 · Donations	$ 1,200.00	$ 1,500.00	$ 2,500.00	$ 1,000.00
4784 · General Reimbursements & Refund	$ 3,000.00	$ 3,000.00	$ 3,073.09	$ 73.09
	$ 1,791,744.00	$ 1,837,757.00	$ 1,910,755.00	$ 72,998.00
Expenses				
Total 5100 · Salaries	$ 786,229.00	$ 808,748.00	$ 835,203.00	$ 26,455.00
Total 5150 · Personnel Benefits	$ 384,977.00	$ 418,014.00	$ 401,399.00	$ (16,615.00)
5203 · STLS Equipment	$ 4,000.00	$ 5,000.00	$ 5,000.00	$ -
5204 · STLS Software & Small Equipment	$ 9,500.00	$ 10,000.00	$ 10,000.00	$ -
5205 · Maintenance Contracts & Leases	$ 14,000.00	$ 15,000.00	$ 16,000.00	$ 1,000.00
5407 · Integrated Library System	$ 80,030.00	$ 69,000.00	$ 67,200.00	$ (1,800.00)
5408 · Platform Fees & Licenses	$ 16,000.00	$ 16,000.00	$ 15,500.00	$ (500.00)
5409 · STLS Telephone/Internet	$ 115,900.00	$ 125,000.00	$ 189,000.00	$ 64,000.00
5417 · Library Materials	$ 14,000.00	$ 20,000.00	$ 20,000.00	$ -
5418 · Consultant Collection	$ 500.00	$ 1,000.00	$ 1,000.00	$ -
5419 · Electronic Materials	$ 89,608.00	$ 89,747.00	$ 91,953.00	$ 2,206.00
5420 · Staff Development Travel	$ 12,000.00	$ 14,000.00	$ 18,000.00	$ 4,000.00
5422 · Trustee Mileage	$ 7,500.00	$ 7,500.00	$ 7,500.00	$ -
5423 Trustee Continuing Education	$ 4,200.00	$ 4,500.00	$ 3,500.00	$ (1,000.00)
5424 · Conference Registration	$ 6,500.00	$ 7,000.00	$ 6,000.00	$ (1,000.00)
5425 · Staff & Member Library Mileage	$ 1,500.00	$ 3,000.00	$ 4,000.00	$ 1,000.00
5427 · Programming & Annual Conference	$ 12,000.00	$ 12,000.00	$ 12,000.00	$ -
5428 · Meeting Supplies	$ 1,200.00	$ 3,000.00	$ 3,000.00	$ -
5430 · Office Supplies	$ 16,000.00	$ 12,000.00	$ 14,000.00	$ 2,000.00
5433 · Postage	$ 5,000.00	$ 4,500.00	$ 4,500.00	$ -
5434 · Public Relations	$ 15,000.00	$ 20,000.00	$ 18,000.00	$ (2,000.00)
5436 · STLS Grants to Member Libraries	$ 8,000.00	$ 12,000.00	$ 12,500.00	$ 500.00
5442 · Professional Fees	$ 8,000.00	$ 8,500.00	$ 21,000.00	$ 12,500.00
5443 · Legal Counsel	$ 2,500.00	$ 3,000.00	$ 6,000.00	$ 3,000.00
5444 · Accounting Support & Audit	$ 10,500.00	$ 10,500.00	$ 14,000.00	$ 3,500.00

Accrual Basis

Proposed 2018 Budget
Southern Tier Library System

	2016 Budget	2017 Budget	Proposed 2018 Budget	Difference
5450 · Utilities	$ 14,000.00	$ 11,000.00	$ 11,000.00	$ -
5451 · Building Maintenance & Repairs	$ 16,000.00	$ 20,000.00	$ 20,000.00	$ -
5452 · Contingency	$ 50,500.00	$ 43,628.00	$ -	$ (43,628.00)
5454 · Commercial Insurance	$ 13,600.00	$ 15,000.00	$ 14,500.00	$ (500.00)
5471 · Vehicle Maintenance & Repairs	$ 7,000.00	$ 7,000.00	$ 4,500.00	$ (2,500.00)
5473 · Vehicle Fuel	$ 21,000.00	$ 17,000.00	$ 15,500.00	$ (1,500.00)
5474 · Vehicle Insurance	$ 5,000.00	$ 5,500.00	$ 6,000.00	$ 500.00
5475 · Vehicle Purchase	$ 20,000.00	$ 20,000.00	$ 23,000.00	$ 3,000.00
5490 · Grants	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ -
	$ 1,791,744.00	$ 1,858,137.00	$ 1,910,755.00	$ (20,380.00)
			$ -	

Public Relations Committee
September 19, 2017 – 12:30 pm
Cuba Circulating Library, Cuba, NY

Committee Members Present: Sarah Collins, Cindy Dutton, Kathy Green and Pat Selwood

Library System Staff: Brian Hildreth

Excused: Lynnette Decker (committee chair)

Meeting called to order at 12:32 pm.

Nomination and Election of Board of Trustees

In the absence of L. Decker, B. Hildreth provided an update on STLS trustee elections. All three current STLS trustees with expiring terms have agreed to run for re-election 2018 – 2022. They include: Richard Ahola (Yates County), Cindy Emmer (Chemung County) and Patricia Finnerty (Steuben County). Potential trustees from Schuyler County and Allegany County include F. Wright and D. Haggstrom. Both candidates will attend the September STLS board meeting to be introduced. They will be included on the October ballot at the Annual Meeting if they choose to run.

Awards Presentations at the Annual Meeting

It was agreed the following committee members and trustees would present this year's awards…

Scholarships – Brian Hildreth
Outstanding Library Advocate Award – Sarah Collins
Library Volunteer Award – Lynnette Decker
Best Use of Social Media Award – Pat Selwood
Library Director Award – Denise King
Grass Roots Award – Angela Gonzalez

B. Hildreth provided presenters with information packets to be used as presentation guides.

2018 Advocacy Campaign

B. Hildreth updated committee members on information provided at September's New York Alliance of Library Systems advocacy workshop, which took place at Guilderland Public Library on September 8. Handouts were sent around and B. Hildreth discussed shortfalls in State Aid to systems and local libraries. He also highlighted past advocacy successes and indicated what types of matters would be discussed during this year's advocacy campaign. B. Hildreth would be working with STLS' deputy director and engagement consultant along with the Directors

Advisory Council to start key campaign activities in October. A timeline of activities was presented that included actions items all the way up until April 2018 as part of the library system's Plan of Service.

NYLA Conference

B. Hildreth informed committee members there was funding available for STLS trustees to attend the annual conference in Saratoga Springs. About 3 trustees can attend on behalf of STLS. There are currently 2 interested trustees. He indicated programs are valuable to trustee education and can provide a comprehensive overview of what is taking place in New York State libraries at this time. More discussion would happen at the September STLS board meeting.

Meeting adjourned at 1:31pm.

Next meeting: Tuesday, October 17 at 12:30 pm at STLS Headquarters

Respectfully submitted: Brian M. Hildreth, STLS Executive Director

Agenda
Foundation for Southern Tier Libraries
Tuesday, October 3, 2017 at 4 PM
STLS Headquarters / Painted Post, NY

In Attendance: Phil Archer, Sherrill Collins, Peter Gamba, Brian Hildreth, Denise King, Judy Phillips, Kay Thomas and Rusty Wigg

Call to Order/Quorum

P. Gamba called the meeting to order at 4:03 pm.

Approve Agenda

Board members reviewed the agenda as presented. D. King asked to add the Annual Appeal Letter as a topic of conversation. Item was added. No additional revisions or items were added.

Minutes

Board members reviewed meeting minutes from previous Foundation board meeting. S. Collins made a motion to approve. Approved unanimously

Financials

P. Gamba presented financials dated August 31, 2017. A balance of accounts reflected $3,534.31.

Website

R. Wigg provided a tour of the foundation's website. She highlighted recent updates and discussed different platform options, which would help sustain the website for the organization. A motion was made by P. Gamba to upgrade the site to a Personal subscription at a cost of $4.00 per month. Motion was seconded by K. Thomas. Passed unanimously.

Fundraising Strategy

Board members discussed the recent presentation from TCPL's foundation that highlighted campaign strategies. S. Collins indicated she and B. Weber had been working on an updated list of potential donors aside from past donors. It was agreed each board member would bring a list of 5 potential donors to the next board meeting for consideration.

Brochure

S. Collins said she contacted B. Hildreth with proposed changes to the foundation's current brochure. Some minor content changes have been made along with formatting. B. Hildreth agreed to make the changes on S. Collin's behalf prior to the next board meeting.

Annual Appeal Letter

D. King informed board members she and B. Weber were developing the 2017 appeal letter. She provided the 2016 letter for review, and asked for input and potential revisions. Board members discussed letter

content and formatting. D. King thanked everyone for their review and said she would report back at November's meeting.

Strategic Plan Overview

Board members discussed developing some strategic goals for 2018. It would be good for the foundation to focus on some measurable goals and objectives. B. Hildreth said using data from the 2015/2016 focus groups session would be helpful. A committee of the board might develop a simple plan for the foundation to follow, which could include fundraising goals. Board members agreed to collect information from the foundation's most recent strategic planning session and determine the best way to move forward.

Motion to Adjourn

Meeting adjourned at 5:27 pm

Minutes Respectfully Submitted:
Brian Hildreth

Southern Tier Library System
Unpaid Bills Detail
As of September 29, 2017

9/26/17

Doc. #17-128

Type	Date	Num	Due Date	Open Balance
Addison Library				
Bill	9/29/2017	2017 ...	9/29/2017	2,500.00
Bill	9/29/2017	2017 ...	9/29/2017	1,405.00
Total Addison Library				3,905.00
Alfred Library				
Bill	9/29/2017	2017 ...	9/29/2017	7,500.00
Bill	9/29/2017	2017 ...	9/29/2017	1,520.00
Total Alfred Library				9,020.00
Almond Library				
Bill	9/29/2017	2017 ...	9/29/2017	7,500.00
Bill	9/29/2017	2017 ...	9/29/2017	1,405.00
Total Almond Library				8,905.00
Andover Library				
Bill	9/29/2017	2017 ...	9/29/2017	7,500.00
Bill	9/29/2017	2017 ...	9/29/2017	1,405.00
Total Andover Library				8,905.00
Andrasik, Alex				
Bill	9/29/2017	2017 ...	9/29/2017	50.00
Total Andrasik, Alex				50.00
Angelica Library				
Bill	9/29/2017	2017 ...	9/29/2017	7,500.00
Bill	9/29/2017	2017 ...	9/29/2017	1,405.00
Total Angelica Library				8,905.00
Arkport Library				
Bill	9/29/2017	2017 ...	9/29/2017	5,000.00
Total Arkport Library				5,000.00
AT&T				
Bill	9/29/2017	2646...	9/29/2017	1,248.99
Total AT&T				1,248.99
Atlanta Library				
Bill	9/29/2017	2017 ...	9/29/2017	2,500.00
Bill	9/29/2017	2017 ...	9/29/2017	1,405.00
Total Atlanta Library				3,905.00
Avoca Library				
Bill	9/29/2017	2017 ...	9/29/2017	2,500.00
Bill	9/29/2017	2017 ...	9/29/2017	1,405.00
Total Avoca Library				3,905.00
Bath Library				
Bill	9/29/2017	2017 ...	9/29/2017	2,500.00
Bill	9/29/2017	2017 ...	9/29/2017	3,430.00
Total Bath Library				5,930.00
Belfast Library				
Bill	9/29/2017	2017 ...	9/29/2017	7,500.00
Bill	9/29/2017	2017 ...	9/29/2017	1,405.00
Total Belfast Library				8,905.00
Belmont Library				
Bill	9/29/2017	2017 ...	9/29/2017	7,500.00
Bill	9/29/2017	2017 ...	9/29/2017	1,405.00
Total Belmont Library				8,905.00
Bolivar Library				
Bill	9/29/2017	2017 ...	9/29/2017	7,500.00
Bill	9/29/2017	2017 ...	9/29/2017	1,404.00
Total Bolivar Library				8,904.00

Southern Tier Library System
Unpaid Bills Detail
As of September 29, 2017

Type	Date	Num	Due Date	Open Balance
Branchport Library				
Bill	9/29/2017	2017 ...	9/29/2017	2,500.00
Bill	9/29/2017	2017 ...	9/29/2017	1,404.00
Total Branchport Library				3,904.00
Canaseraga Library				
Bill	9/29/2017	2017 ...	9/29/2017	7,500.00
Bill	9/29/2017	2017 ...	9/29/2017	1,404.00
Total Canaseraga Library				8,904.00
Canisteo Library				
Bill	9/29/2017	2017 ...	9/29/2017	2,500.00
Bill	9/29/2017	2017 ...	9/29/2017	1,404.00
Total Canisteo Library				3,904.00
Chemung County Library District				
Bill	9/29/2017	2017 ...	9/29/2017	15,000.00
Bill	9/29/2017	2017 ...	9/29/2017	39,158.00
Total Chemung County Library District				54,158.00
Cohocton Library				
Bill	9/29/2017	2017 ...	9/29/2017	2,500.00
Bill	9/29/2017	2017 ...	9/29/2017	1,404.00
Total Cohocton Library				3,904.00
Corning Catering Inc				
Bill	9/29/2017	Annu...	9/29/2017	2,144.50
Total Corning Catering Inc				2,144.50
Corning Library				
Bill	9/29/2017	2017 ...	9/29/2017	2,500.00
Bill	9/29/2017	2017 ...	9/29/2017	10,084.00
Total Corning Library				12,584.00
Corning Natural Gas				
Bill	9/29/2017	Sept ...	9/29/2017	41.18
Total Corning Natural Gas				41.18
Cuba Library				
Bill	9/29/2017	2017 ...	9/29/2017	7,500.00
Bill	9/29/2017	2017 ...	9/29/2017	1,641.00
Total Cuba Library				9,141.00
DeWalt & Sons				
Bill	9/29/2017	92117	9/29/2017	2,980.00
Total DeWalt & Sons				2,980.00
Dundee Library				
Bill	9/29/2017	2017 ...	9/29/2017	2,500.00
Bill	9/29/2017	2017 ...	9/29/2017	1,893.00
Total Dundee Library				4,393.00
Emergency Power Systems				
Bill	9/29/2017	28541	9/29/2017	1,283.84
Total Emergency Power Systems				1,283.84
Empire Natural Gas				
Bill	9/29/2017	WST...	9/29/2017	3.87
Total Empire Natural Gas				3.87
English, Darleen				
Bill	9/29/2017	Medic...	9/29/2017	46.80
Total English, Darleen				46.80

Southern Tier Library System
Unpaid Bills Detail
As of September 29, 2017

Type	Date	Num	Due Date	Open Balance
Fillmore Library				
Bill	9/29/2017	2017 ...	9/29/2017	7,500.00
Bill	9/29/2017	2017 ...	9/29/2017	1,507.00
Total Fillmore Library				9,007.00
First Bankcard				
Bill	9/29/2017	4418...	9/29/2017	2,715.83
Bill	9/29/2017	4418...	9/29/2017	892.05
Bill	9/29/2017	4418...	9/29/2017	30.95
Bill	9/29/2017	4418...	9/29/2017	404.07
Total First Bankcard				4,042.90
Friendship Library				
Bill	9/29/2017	2017 ...	9/29/2017	7,500.00
Bill	9/29/2017	2017 ...	9/29/2017	1,404.00
Total Friendship Library				8,904.00
Frontier Communications				
Bill	9/29/2017	Sept ...	9/29/2017	145.01
Total Frontier Communications				145.01
Greenwood Library				
Bill	9/29/2017	2017 ...	9/29/2017	2,500.00
Total Greenwood Library				2,500.00
Hallahan, Sheila				
Bill	9/29/2017	Medic...	9/29/2017	46.80
Total Hallahan, Sheila				46.80
Hammondsport Library				
Bill	9/29/2017	2017 ...	9/29/2017	2,500.00
Bill	9/29/2017	2017 ...	9/29/2017	1,404.00
Total Hammondsport Library				3,904.00
Harris, Roseanna				
Bill	9/29/2017	Medic...	9/29/2017	46.80
Total Harris, Roseanna				46.80
Hector Library				
Bill	9/29/2017	2017 ...	9/29/2017	2,500.00
Total Hector Library				2,500.00
Hildreth, Brian				
Bill	9/29/2017	July-...	9/29/2017	119.84
Total Hildreth, Brian				119.84
Holden, Loretta				
Bill	9/29/2017	Medic...	9/29/2017	46.80
Total Holden, Loretta				46.80
Hornell Library				
Bill	9/29/2017	2017 ...	9/29/2017	2,500.00
Bill	9/29/2017	2017 ...	9/29/2017	2,887.00
Total Hornell Library				5,387.00
Howard Library				
Bill	9/29/2017	2017 ...	9/29/2017	2,500.00
Bill	9/29/2017	2017 ...	9/29/2017	1,404.00
Total Howard Library				3,904.00
Ingram Library Services				
Bill	9/29/2017	3043...	9/29/2017	45.00
Total Ingram Library Services				45.00
Isaac Hvac				
Bill	9/29/2017	9075...	9/29/2017	340.00
Total Isaac Hvac				340.00

Southern Tier Library System
Unpaid Bills Detail
As of September 29, 2017

Type	Date	Num	Due Date	Open Balance
Jasper Library				
Bill	9/29/2017	2017 ...	9/29/2017	2,500.00
Bill	9/29/2017	2017 ...	9/29/2017	1,404.00
Total Jasper Library				3,904.00
Jenns, Erika				
Bill	9/29/2017	Movin...	9/29/2017	3,000.00
Total Jenns, Erika				3,000.00
Kennedy, Elizabeth A				
Bill	9/29/2017	2017 ...	9/29/2017	400.00
Total Kennedy, Elizabeth A				400.00
Little Genesee Library				
Bill	9/29/2017	2017 ...	9/29/2017	7,500.00
Bill	9/29/2017	2017 ...	9/29/2017	1,404.00
Total Little Genesee Library				8,904.00
McPherson, Marcia				
Bill	9/29/2017	Medic...	9/29/2017	46.80
Total McPherson, Marcia				46.80
Middlesex Library				
Bill	9/29/2017	2017 ...	9/29/2017	2,500.00
Total Middlesex Library				2,500.00
Montour Falls Library				
Bill	9/29/2017	2017 ...	9/29/2017	2,500.00
Bill	9/29/2017	2017 ...	9/29/2017	1,404.00
Total Montour Falls Library				3,904.00
Morrissey, Melissa				
Bill	9/29/2017	Sept ...	9/29/2017	79.34
Total Morrissey, Melissa				79.34
Nelson, Jane				
Bill	9/29/2017	Medic...	9/29/2017	46.80
Total Nelson, Jane				46.80
NYLA				
Bill	9/29/2017	Annu...	9/29/2017	400.00
Total NYLA				400.00
Odessa Library				
Bill	9/29/2017	2017 ...	9/29/2017	2,500.00
Bill	9/29/2017	2017 ...	9/29/2017	1,404.00
Total Odessa Library				3,904.00
Overdrive				
Bill	9/29/2017	0145...	9/29/2017	225.96
Bill	9/29/2017	0145...	9/29/2017	32.00
Bill	9/29/2017	0145...	9/29/2017	47.99
Bill	9/29/2017	0145...	9/29/2017	1,430.82
Bill	9/29/2017	0145...	9/29/2017	120.94
Bill	9/29/2017	0145...	9/29/2017	118.97
Total Overdrive				1,976.68
Passage, Mary				
Bill	9/29/2017	Medic...	9/29/2017	46.80
Total Passage, Mary				46.80
Penguin Random House LLC				
Bill	9/29/2017	1083...	9/29/2017	30.00
Total Penguin Random House LLC				30.00

Southern Tier Library System
Unpaid Bills Detail
As of September 29, 2017

Type	Date	Num	Due Date	Open Balance
Penn Yan Library				
Bill	9/29/2017	2017 ...	9/29/2017	2,500.00
Bill	9/29/2017	2017 ...	9/29/2017	4,417.00
Total Penn Yan Library				6,917.00
Pioneer Library System				
Bill	9/29/2017	6800	9/29/2017	2,700.00
Total Pioneer Library System				2,700.00
Pitney Bowes				
Bill	9/29/2017	3304...	9/29/2017	593.31
Total Pitney Bowes				593.31
Pollak, Carrie				
Bill	9/29/2017	2017 ...	9/29/2017	900.00
Total Pollak, Carrie				900.00
Prattsburgh Library				
Bill	9/29/2017	2017 ...	9/29/2017	2,500.00
Bill	9/29/2017	2017 ...	9/29/2017	1,404.00
Total Prattsburgh Library				3,904.00
Pulteney Library				
Bill	9/29/2017	2017 ...	9/29/2017	2,500.00
Bill	9/29/2017	2017 ...	9/29/2017	1,404.00
Total Pulteney Library				3,904.00
Quiggle, Mary Kay				
Bill	9/29/2017	Medic...	9/29/2017	46.80
Total Quiggle, Mary Kay				46.80
Retterer & Sons LLC				
Bill	9/29/2017	RS-1...	9/29/2017	375.00
Total Retterer & Sons LLC				375.00
Richburg Library				
Bill	9/29/2017	2017 ...	9/29/2017	7,500.00
Bill	9/29/2017	2017 ...	9/29/2017	1,404.00
Total Richburg Library				8,904.00
Rushford Library				
Bill	9/29/2017	2017 ...	9/29/2017	7,500.00
Bill	9/29/2017	2017 ...	9/29/2017	1,404.00
Total Rushford Library				8,904.00
Rushville Library				
Bill	9/29/2017	2017 ...	9/29/2017	2,500.00
Total Rushville Library				2,500.00
Savona Library				
Bill	9/29/2017	2017 ...	9/29/2017	2,500.00
Bill	9/29/2017	2017 ...	9/29/2017	1,404.00
Total Savona Library				3,904.00
Scio Library				
Bill	9/29/2017	2017 ...	9/29/2017	7,500.00
Bill	9/29/2017	2017 ...	9/29/2017	1,404.00
Total Scio Library				8,904.00
Simmons Rockwell Autoplaza				
Bill	9/29/2017	284160	9/29/2017	70.14
Total Simmons Rockwell Autoplaza				70.14

Southern Tier Library System
Unpaid Bills Detail
As of September 29, 2017

Type	Date	Num	Due Date	Open Balance
Time Warner Cable				
Bill	9/29/2017	2029...	9/29/2017	1,000.00
Bill	9/29/2017	2021...	9/29/2017	23.00
Bill	9/29/2017	2028...	9/29/2017	3,296.82
Bill	9/29/2017	2029...	9/29/2017	1,000.00
Total Time Warner Cable				5,319.82
United Healthcare Insurance Company				
Bill	9/29/2017	Oct 2...	9/29/2017	193.00
Total United Healthcare Insurance Company				193.00
UnitedHealthcare				
Bill	9/29/2017	0187...	9/29/2017	22.50
Total UnitedHealthcare				22.50
Utica National Insurance Group				
Bill	9/29/2017	Oct 2...	9/29/2017	4,201.92
Total Utica National Insurance Group				4,201.92
Verizon Wireless				
Bill	9/29/2017	9792...	9/29/2017	213.81
Total Verizon Wireless				213.81
Watkins Glen Library				
Bill	9/29/2017	2017 ...	9/29/2017	2,500.00
Bill	9/29/2017	2017 ...	9/29/2017	2,410.00
Total Watkins Glen Library				4,910.00
Watson Homestead				
Bill	9/29/2017	2017 ...	9/29/2017	600.00
Total Watson Homestead				600.00
Wayland Library				
Bill	9/29/2017	2017 ...	9/29/2017	2,500.00
Bill	9/29/2017	2017 ...	9/29/2017	2,559.00
Total Wayland Library				5,059.00
Weiler, Erin				
Bill	9/29/2017	2017 ...	9/29/2017	130.00
Total Weiler, Erin				130.00
Wellsville Library				
Bill	9/29/2017	2017 ...	9/29/2017	7,500.00
Bill	9/29/2017	2017 ...	9/29/2017	3,280.00
Total Wellsville Library				10,780.00
Whitesville Library				
Bill	9/29/2017	2017 ...	9/29/2017	7,500.00
Bill	9/29/2017	2017 ...	9/29/2017	1,404.00
Total Whitesville Library				8,904.00
Wigg, Ristiina				
Bill	9/29/2017	Medic...	9/29/2017	46.80
Total Wigg, Ristiina				46.80
TOTAL				**356,773.85**

Southern Tier Library System
Unpaid Bills Detail
As of September 15, 2017

Type	Date	Num	Due Date	Open Balance
Black's Auto Service				
Bill	9/15/2017	102057	9/15/2017	33.95
Bill	9/15/2017	102497	9/15/2017	33.95
Bill	9/15/2017	102660	9/15/2017	57.89
Total Black's Auto Service				125.79
Casella Waste Services				
Bill	9/15/2017	1807...	9/15/2017	91.88
Total Casella Waste Services				91.88
Eastern Managed Print Network				
Bill	9/15/2017	IN995...	9/15/2017	224.45
Total Eastern Managed Print Network				224.45
Energy Cooperative of America				
Bill	9/15/2017	767995	9/15/2017	288.78
Total Energy Cooperative of America				288.78
GreenPoint Landscaping				
Bill	9/15/2017	645	9/15/2017	714.00
Total GreenPoint Landscaping				714.00
LMxAC				
Bill	9/15/2017	MQ26...	9/15/2017	140.00
Total LMxAC				140.00
NYS & Local Employees Retirement				
Bill	9/15/2017	RS 2...	9/15/2017	1.04
Total NYS & Local Employees Retirement				1.04
NYSHIP				
Bill	9/11/2017	516	9/11/2017	19,936.04
Total NYSHIP				19,936.04
Overdrive				
Bill	9/15/2017	0145...	9/15/2017	484.21
Bill	9/15/2017	0145...	9/15/2017	1,621.62
Bill	9/15/2017	0145...	9/15/2017	65.00
Bill	9/15/2017	0145...	9/15/2017	56.97
Bill	9/15/2017	0145...	9/15/2017	43.00
Bill	9/15/2017	H-004...	9/15/2017	3,000.00
Bill	9/15/2017	0145...	9/15/2017	160.05
Total Overdrive				5,430.85
Penguin Random House LLC				
Bill	9/15/2017	1083...	9/15/2017	30.00
Total Penguin Random House LLC				30.00
Southern Tier Network				
Bill	9/15/2017	1297	9/15/2017	1,000.00
Bill	9/15/2017	1298	9/15/2017	3,250.00
Bill	9/15/2017	1308	9/15/2017	3,075.00
Total Southern Tier Network				7,325.00
Southern Tier Wireless Inc				
Bill	9/15/2017	19203	9/15/2017	93.95
Total Southern Tier Wireless Inc				93.95
Time Warner Cable				
Bill	9/15/2017	2028...	9/15/2017	92.95
Bill	9/15/2017	2028...	9/15/2017	146.29
Bill	9/15/2017	2029...	9/15/2017	1,015.00
Bill	9/15/2017	2028...	9/15/2017	25.00
Total Time Warner Cable				1,279.24

Southern Tier Library System
Unpaid Bills Detail
As of September 15, 2017

	Type	Date	Num	Due Date	Open Balance
Verizon					
	Bill	9/15/2017	Sept ...	9/15/2017	477.43
Total Verizon					477.43
Watson Label Products					
	Bill	9/15/2017	95374	9/15/2017	365.04
Total Watson Label Products					365.04
Wayne-Finger Lakes BOCES					
	Bill	9/15/2017	036-1...	9/15/2017	112.00
Total Wayne-Finger Lakes BOCES					112.00
Wegmans					
	Bill	9/15/2017	0312...	9/15/2017	19.88
Total Wegmans					19.88
WEX Bank					
	Bill	9/15/2017	5113...	9/15/2017	1,236.84
Total WEX Bank					1,236.84
TOTAL					37,892.21

10/3/17

Deposit Summary

10/2/2017 4:04 PM

Doc. #17-129

Summary of Deposits to 1202 · Cash - Money Market on 10/02/2017

Chk No.	PmtMethod	Rcd From	Memo	Amount
3380	Check	Angelica	Processing	44.25
3342	Check	Avoca	IT Contract/Freegal	67.60
3677	Check	Odessa	Processing/Freegal	247.35
13013	Check	Penn Yan	IT Contract/Freegal	1,421.00
9056	Check	Int'l Motor Racing Research Center	Processing	66.50
14342	Check	Cuba	Processing	198.00
4622	Check	Almond	IT Contract/Freegal	67.60
4618	Check	Almond	Processing	38.25
4324	Check	Bolivar	IT Contract/TWC	43.35
11851	Check	Dundee	Processing	59.25
2042	Check	Corning	P Emery Tuition Reimbursement	1,350.00
28632	Check	GST BOCES	Processing	10.50
20417	Check	New York Library Association	Catering reimbursement from RLRT S...	495.50

Less Cash Back:

Deposit Total: **4,109.15**

10/3/12

Deposit Summary

10/2/2017 4:30 PM

Summary of Deposits to 1202 · Cash - Money Market on 10/02/2017

Chk No.	PmtMethod	Rcd From	Memo	Amount
2218	Check	CCLD-Big Flats	Processing	232.75
2218	Check	CCLD-Bookmobile	Processing	147.25
2218	Check	CCLD-CBA	Processing	91.50
2218	Check	CCLD-Horseheads	Processing	503.00
2218	Check	CCLD-Van Etten	Processing	53.25
2218	Check	CCLD-West Elmira	Processing	237.00
2218	Check	CCLD-Elmira	Processing/Freegal	4,814.49
Less Cash Back:				
Deposit Total:				**6,079.24**

Deposit Summary

9/22/17

9/21/2017 2:02 PM

Summary of Deposits to 1202 Cash - Money Market on 09/22/2017

Chk No.	PmtMethod	Rcd From	Memo	Amount
4400	Check	Belmont	IT Contract/Freegal	67.60
8165	Check	Branchport	IT Contract/Freegal	101.40
3001	Check	Prattsburgh	IT Contract/Freegal	45.20
11201	Check	Pulteney	IT Contract/Freegal	33.90
1008	Check	Whitesville	Grant Processing	24.75
5346	Check	Whitesville	Processing/Freegal/Pass Thru	113.12

Less Cash Back:

Deposit Total: **385.97**

Deposit Summary

9/22/17

9/21/2017 1:55 PM

Summary of Deposits to 1202 · Cash - Money Market on 09/22/2017

Chk No.	PmtMethod	Rcd From	Memo	Amount
5721	Check	Hammondsport	IT Contract/Freegal	270.60
9059	Check	Cleary, Jule	Heath Ins	113.27
6224	Check	Bath	IT Contracts/Freegal	676.50
37077	Check	Belfast	Pass Thru	20.17
3973	Check	Canaseraga	Processing	34.25
4172	Check	Wayland	IT Contracts/Freegal	451.00
3294	Check	Savona	IT Contract/Freegal	101.40
3229	Check	Alfred	Feegal/Broadband	311.58
1790	Check	Watkins Glen	Processing	218.25
4404	Check	Belmont	Processing	14.25
4723	Check	Fillmore	Processing	54.00
6231	Check	Richburg	Processing/Freegal	126.22
19864	Check	Wellsville	Processing	400.50
3655	Check	Addison	Processing/Freegal	105.60
4556	Check	Little Genesee	Processing	27.00
11212	Check	Pulteney	Processing	18.00
2739	Check	Friendship	Processing/TWC	136.55
8178	Check	Branchport	Processing	20.25

Less Cash Back:

Deposit Total: **3,099.39**

Monthly System Management Team & Divisional Reports
September 19, 2017

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 September and October 2017 participating in the following activities:

- September 20, visited Middlesex Reading Center to discuss upcoming changes to Minimum Standards.
- September 21 & 22: Conducted Annual Evaluations for STLS Staff Direct Reports.
- September 26, participated in conference call to discuss white space internet connectivity and grant opportunities with multiple library systems. Met with STLS board president to conduct annual performance evaluation of executive director.
- September 27, with Deputy Director Margo Gustina presented on Service-based Budgets at Montour Falls Library with member library directors. Hosted conversation at Directors Advisory Council meeting about the future of Fee-based Services.
- September 28, hosted STLS Staff Quarterly Meeting. Discussed professional article on leadership traits and conducted team building exercises. Chaired a committee meeting at South Central Regional Library Council and met with other library system directors to discuss advocacy.
- September 29, participated in Leadership for Engaged and Active Directors planning session with STLS consultants and Chautauqua-Cattaraugus Library System.
- October 2, led advocacy planning meeting with Margo Gustina and Erika Jenns. Discussed advocacy strategies for 2018-2019. Also highlighted potential legislative engagement committee activities at SCRLC.
- October 3, attended STLS Personnel & Policies committee meeting along with Foundation for Southern Tier Libraries meeting.
- October 4, met with multiple insurance agents regarding STLS RFP for 2018 insurance coverage. Participated on a conference call with the Division of Library Development regarding Trustee Education Regulation. I will be chairing PULISDO's Ad-Hoc committee to work with key stakeholders across the state to develop new and potential regulations. Attended a board meeting at Prattsburg Library.

Member Services by Margo Gustina, Deputy Director - Trustee Development Consultant
Division of Library Sustainability and System Resources

September is back to school month, and I didn't give STLS as much of my out of work time attention as I normally do. Still, I made some good movement on long standing projects and still gave three workshops, three facilitated strategic planning consultations (for three different libraries) and a couple super fun facilities consultations.

- *Learning: Member Librarians & Directors* – This month I was able to give the most enjoyable presentation I've given at STLS to Wayland Free Library's staff: Librarianship 101 in 30 minutes. It was fun, fast, and got to all the juicy parts of librarianship: the five laws and the mission behind them. At first glance, they seem simple, but digging into them, many libraries find it hard to follow them.

  Leadership for Engaged Active Directors (LEAD) is a cohort model certificate program that STLS has been collaboratively building with Chautauqua-Cattaraugus Library System, of which I am responsible for the Community Engagement and Strategic Planning modules. As a librarian, I have the opportunity to work directly with incredible accidental librarians – individuals who have no formal professional background in librarianship who excel in their role as leaders of libraries – on a weekly, sometimes daily basis. We wanted to build a program for them that would give professional context to their daily work, increase their awareness of a global view of their practice, and partner them with a cohort of learners that are expanding what it means to operate a rural library.

- *Learning: Trustee Education* – Then next time I meet with member library trustees in a workshop setting with me as the presenter will be in November. In September all of my trustee education came in the form of individual library board meeting consultations, email guidance on budgeting, Paid Family Leave, fundraising, and negotiating SHPO, and the Trustee Tuesday newsletter. Also, I've uploaded additions and amendments to the For Member Library Trustees webpage: http://www.stls.org/for-member-library-trustees/

- *Building: Improve Access to Member Libraries Facilities* – September was a big month of progress in the area of accessibility for our member libraries' facilities. I made a connection with Frances Gubler of the Preservation League of New York State who coordinates both the Technical Assistance and the Building Conditions grants for the League. She believes that our system wide approach to existing conditions and accessibility feasibility studies for our membership in aging facilities is sound and will assist us in any way she can to fund the project. I'll be writing up a project scope for our membership and will look for clusters of aging libraries in geographic zones to apply for grant funding in January. As a reminder, these necessary reports, studies, and plans are not fundable under NYS Construction Aid.

  As ever, it is a joy to work for libraries.

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

- As a Division, we have met to discuss the STLS Plan of Service and how to incorporate it into our everyday work lives—the Division Budget; the plan of workshops and trainings we'd like to offer; and how we can seamlessly work together to meet our individual and system goals.

- As a Division, we have welcomed STLS' (and, our newest member of the Division) Engagement Consultant, Erika Jenns. She has quickly begun learning various aspects of her new job and has put her own stamp on many tasks. She is a fine addition to the STLS family.

- Other tasks this month, include planning Youth related workshops for the final quarter of the year and mapping out some for the first quarter of 2018. Trying to balance workshops and trainings offerings for many ages is proving to be a challenge. Also working on the collaborative project, LEAD: Leadership for Engaged Active Directors, with others on the STLS team and with members of CCLS' staff. Many other tasks such as details about the Annual Meeting, helping member libraries with final details on their Summer Reading reports, and facilitating programming efforts at our member libraries has also had a priority for the month.

Outreach
by Keturah Cappadonia, Outreach Consultant
Division of Professional Development and Library Outreach

- On Aug. 30, I attended the STLS Fee for Service Meeting at STLS Headquarters.

- On Sept. 5, I went to the Bath Veterans Administration Medical Center and met with Jeri Frank, Veteran Health Information Exchange Coordinator, to discuss a STLS and VA partner program in member libraries. The Bath VAMC would like to hold some outreach events in our member libraries to let veterans know what services are available to them through the VA. The Bath VA would like to begin with Allegany and Schuyler Counties as locations of the first outreach events. Events have been scheduled at the libraries in Fillmore and Wellsville in mid-November to begin the program.

- On Sept. 7, I went to the South Central Regional Library Council offices in Ithaca for a board member orientation with SCRLC director Mary-Carol Lindbloom.

- On Sept. 8, I coordinated a phone meeting for the STLS Coordinated Outreach Services Committee (COSAC). We welcomed a new member, Dawn Herman, representing Allegany County. We also discussed the applicants for the 2017 Grass Roots Library Outreach Award and decided to present the award to two recipients at the Annual Meeting and dinner.

- On Sept. 11, I attended a meeting to plan the STLS Annual Meeting and Conference.

- On Sept. 12, I attended the Allegany County Public Library Director's Meeting at the Fillmore Library. I spoke about two outreach opportunities: a Voter Registration drive at Allegany Libraries in coordination with Pro Allegany, and the outreach programs held by the Bath VAMC.

- On Sept. 14, I participated in the New York State Outreach Coordinators Conference Call.

- On Sept. 14, I traveled to the Watkins Glen Library to install the software for "Ask a Law Librarian" on their Career & Legal Resources PC. This is the final part of the services which is offered by the NY State Unified Court System to the Watkins Glen and Penn Yan Libraries, per their statuses as Law Libraries for their counties. The chat software is installed at Watkins and patrons can use it during weekday mornings to 'chat' online with a law librarian in Albany. The patron is also able to share their computer screen and have the law librarian navigate the search of the legal databases (Lexis Access and Westlaw). This service will also be available at the Penn Yan Library, but they are waiting to have some technical issues cleared up before it can be installed. There is no fee for any of these services, but they can only be accessed at these two libraries.

- On Sept. 18, I went to an initial visit to the Avoca Library and met with Library Director Justin Zeh.

- On Sept. 19, I had Chris Walters from the Arts Council of the Southern Finger Lakes lead a workshop at STLS Headquarters for member library staff on NY Council on the Arts Decentralization grants.

- On Sept. 21, I visited the Allegany County Jail in Belmont, with Nic Gunning, Director of the David A. Howe Library. The jail was holding an Open House. We were given a tour of the jail facility. We then met with Chris Ivers, Administrator of the Jail, to discuss what library services we might be able to provide to the jail. Ivers is interested in a monthly book rotation, and Nic Gunning has said he will be able to coordinate this out of the Wellsville library. Ivers also mentioned some items he might want to see us add to the rotating collection, such as YA fiction and graphic novels.

- On Sept. 22, I attended a board meeting of the South Central Regional Library Council at Alfred University. I also delivered materials to the Cuba Circulating Library for the Voter Registration Drive which I helped facilitate in partnership with PRO Allegany at libraries around Allegany County.

- On Sept. 25, I attended a workshop at the Bath Fire Hall on "Clandestine Drug Lab Operations" which was sponsored by the Steuben County Office of Emergency Services.

- On Sept. 27, I held a member library workshop on "36 Adult Programs in 90 Minutes" at STLS Headquarters. 13 people attended.

- On Sept. 29, I attended the STLS & CCLS Leadership Program Planning Meeting at the Cuba Circulating Library.

Digital Librarianship & Public Relations
by Erika Jenns, Engagement Consultant
Division of Professional Development and Library Outreach

- Creating a new map for the STLS website: http://www.stls.org/for-the-public/member-libraries-2/
- Creating posts for social media about Banned Books Week 2017 (Sept 24-30, 2017)
- Redesigning the quarterly events calendar to be sent out to member libraries for 4th quarter events
- Designing bookmarks to promote RB Digital/Zinio products

Information Technology
by Mandy Fleming, ILS & Technical Services Manager
Division of Information Technology & Digital Resources

- Completed the Little Genesee automation project – the library is fully barcoded and circulating online. All STLS libraries are automated – hooray! We will work with Reading Centers interested in automating once we are fully staffed and caught up.
- Attended the Consortia Special Interest Group (for users of SirsiDynix software) Conference in Portland, Oregon. Met with other consortia staff and shared how we use various features of the software products. Also discussed the development of web-based products and vision/direction of SirsiDynix going forward. Staff from SirsiDynix also attended on the 2nd day of the conference and provided us with an update and information on new developments.
- Worked with Alex and Kylie to make sure Kylie is up-to-speed with the full-time ILS Specialist duties. Posted for the part-time position and evaluated candidates. We hope to have someone start in October.