

MINUTES

FOUNDATION FOR SOUTHERN TIER LIBRARIES

February 13, 2018

**In Attendance: Peter Gamba, Paul Webster, Kay Thomas, Denise King, Dale Wexell, Rusty Wigg, Bonnie Weber and Sherry Collins.**

**Call to order / Quorum**

Peter called the meeting to order at 4:00 p.m.

**Minutes**

Board members reviewed the minutes from January 16, 2018. Peter requested an amendment to include a possible meeting day change and to add information about Advocacy Day in Albany. Sherry made the motion to approve, Bonnie Second.

**Financials**

Paul reviewed the financial report. Peter added another \$1100 in additional donations to the balance as of today's meeting, bringing the total balance to \$9731.81. Paul advised that the bank will be starting to charge \$2.00 per month for paper statements. The Board approved Paul accepting e-mail statements which he will then print out for the Board.

**Grant Letters**

Peter has received final reports from Penn Yan, bolivar, Southeast Steuben, Cuba, Addison Little Genesee, Friendship and Whitesville. He will check on reports from the other grantees.

**Thank You Letters**

Peter thanked Bonnie, Rusty, and Sherry for writing and sending out thank you notes to all the donors who responded to the December mailing. He asked if there had been any on-line donations yet. Rusty responded that the migration from WordPress.Org to WordPress.com is in process at STLS. Once that is completed, PayPal can be implemented.

**Advocacy Day in Albany**

Peter asked that any and all Board members that are able to attend ride the bus to Albany on February 28, leaving STLS at 6:00 a.m. Denise added that DeeDee Barrett from the Mid-Hudson area is the new Chairperson of the Assembly Libraries Committee and a huge supporter of libraries.

### **Sample Envelopes**

Rusty presented samples of envelopes for ongoing fundraising mailings. The donation form is part of the envelope and will list levels of giving. She will make a draft of printed return envelope.

### **Grant Applications**

The 2018 grant applications were sent to the libraries at the end of January. They are due back on March 9. The Board would like to include this year's reports and photos on the website.

### **Fundraising Strategy**

Denise and Judy will work on finding a venue for our Winetasting/Silent Auction even. We are hoping for late August/early September. Once the place and time are set, the Event Committee will seek donations for the Silent Auction. Denise will ask Suzanne Blowers to host the event, and Judy, Denise, Dale, Peter and Sherry will form the Event Committee.

### **Meeting Days/Dates**

The next meeting will be held on Wednesday March 7, 2018 at 12:00 Noon.

### **Adjournment**

The meeting was adjourned at 5 p.m. Motion by Denise, Bonnie second.

Respectfully Submitted:

Sherry Collins

**Foundation for Southern Tier Libraries**  
**Board Meeting Minutes**  
March 14, 2018  
STLS Headquarters / 9424 Scott Road, Painted Post, NY

P. Gamba called the meeting to order at 12:08 pm.

P. Gamba noted the agenda items that would be addressed during the meeting. They include:

Financial Report  
Fundraising Event  
Website  
Member Library Grants  
Strategic Planning  
Mailing

Board members accepted the agenda as presented.

**Financial Report**

P. Gamba presented the financials for February 2018. The balance was \$9,987. Board members asked if there were any bills outstanding. P. Gamba noted all bills have been paid to date. And, all monies received have been accounted. He highlighted the three most recent invoices paid.

**Fundraiser Event**

J. Phillips participated by conference call to update board members on her findings about a possible venue for a fundraising event. She noted the Watkins Glen Harbor Hotel has a 30 – 40 capacity room and the rent could be waived. There is still a charge for food and drink, or corkage fee. Watkins Glen International also does facility rental in the fall with plenty of space. Lastly, she discussed the tapas bar in Watkins Glen with a meeting room on second floor. It can host 25 – 40 people.

Board members discussed facility options along with space needs. It was agreed D. Wexell and J. Phillips would do further investigation and bring findings back to April's board meeting. D. Wexell said he would work with S. Collins to develop a planning checklist to keep board members organized.

**Website**

R. Wigg presented on website hosting information with an intent to migrate the current site. After consultation with STLS IT, it was determined the foundation should move its site to a premium plan. This will allow for a more user-friendly platform. D. Wexell made a motion to move to \$8 per month webhosting plan. R. Wigg seconded.

**Member Library Grants**

P. Gamba reviewed all the grants received based on the March deadline. Total requests equaled \$12,900. Board members briefly discussed the grant projects. There was conversation about following-up with libraries who provided incomplete grant reports from 2017, but that were also asking for funds in 2018. P. Gamba said he would inquire with libraries. R. Wigg said she would reach out to libraries to

confirm receipt of grants and inform applicants of annual foundation meeting, where grants would be awarded. D. Wexell said he would put grant review packets together for board members and distribute. Board members agreed to review projects and make final determinations at April's board meeting.

### **Strategic Plan**

P. Gamba mentioned no further actions have been taken since the board last discussed the strategic plan. D. Wexell indicated something should be done this year, but the board should wait until after fundraiser planning.

### **Mailing**

S. Collins and D. King asked about coordinating another mailing for late spring. Board members agreed this would be a good idea. They will further discuss at April's meeting with an anticipated mailing date of June.

**Next meeting:** Wednesday, April 11 at 1:00 pm at STLS Headquarters

**Annual meeting:** Wednesday, May 2<sup>nd</sup> at 5:00 pm. 4:00 pm board meeting to precede annual meeting.

Respectfully submitted:

Brian M. Hildreth

3:38 PM  
03/27/18

**Southern Tier Library System  
Unpaid Bills Detail  
As of March 30, 2018**

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3/20/2018

*Handwritten:*  
Paid  
03-28-18

Type	Date	Num	Due Date	Open Balance
Center Point Large Print Bill	3/30/2018	1563...	3/30/2018	1,157.87 ✓
Total Center Point Large Print				1,157.87
Corning Natural Gas Bill	3/30/2018	Mar 2...	3/30/2018	207.70 ✓
Total Corning Natural Gas				207.70
Empire Natural Gas Bill	3/30/2018	WST...	3/30/2018	157.94 ✓
Total Empire Natural Gas				157.94
English, Darleen Bill	3/30/2018	Medic...	3/30/2018	67.35 ✓
Total English, Darleen				67.35
Erie Insurance Company Bill	3/30/2018	Mar 2...	3/30/2018	1,903.50 ✓
Total Erie Insurance Company				1,903.50
Frontier Communications Bill	3/30/2018	Mar 2...	3/30/2018	148.29 ✓
Total Frontier Communications				148.29
Gunning, Timothy (Nic) Bill	3/30/2018	3/18/...	3/30/2018	48.87 ✓
Total Gunning, Timothy (Nic)				48.87
Hallahan, Sheila Bill	3/30/2018	Medic...	3/30/2018	67.35 ✓
Total Hallahan, Sheila				67.35
Harris, Roseanna Bill	3/30/2018	Medic...	3/30/2018	67.35 ✓
Total Harris, Roseanna				67.35
Holden, Loretta Bill	3/30/2018	Medic...	3/30/2018	67.35 ✓
Total Holden, Loretta				67.35
McPherson, Marcia Bill	3/30/2018	Medic...	3/30/2018	67.35 ✓
Total McPherson, Marcia				67.35
Nelson, Jane Bill	3/30/2018	Medic...	3/30/2018	67.35 ✓
Total Nelson, Jane				67.35
NYSLLA Bill	3/30/2018	2018 ...	3/30/2018	230.00 ✓
Total NYSLLA				230.00
Overdrive Bill	3/30/2018	0145...	3/30/2018	71.88 ✓
Overdrive Bill	3/30/2018	0145...	3/30/2018	54.00 ✓
Overdrive Bill	3/30/2018	0145...	3/30/2018	788.73 ✓
Overdrive Bill	3/30/2018	0145...	3/30/2018	1,442.82 ✓
Overdrive Bill	3/30/2018	0145...	3/30/2018	183.94 ✓
Overdrive Bill	3/30/2018	0145...	3/30/2018	17.88 ✓
Total Overdrive				2,537.54
Passage, Mary Bill	3/30/2018	Medic...	3/30/2018	67.35 ✓
Total Passage, Mary				67.35

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03/27/18

### Southern Tier Library System Unpaid Bills Detail As of March 30, 2018

Type	Date	Num	Due Date	Open Balance
<del>Pierre Central Restaurant</del>				
<del>Bill</del>	3/30/2018	STLS...	3/30/2018	174.75 ✓
Total Pierre's Central Restaurant				174.75
<del>Guiggia, Mary Kay</del>				
<del>Bill</del>	3/30/2018	Medic...	3/30/2018	67.35 ✓
Total Guiggia, Mary Kay				67.35
<del>Retterer &amp; Sons LLC</del>				
<del>Bill</del>	3/30/2018	RS-0...	3/30/2018	375.00 ✓
Total Retterer & Sons LLC				375.00
<del>Smith, Karen</del>				
<del>Bill</del>	3/30/2018	3/16/...	3/30/2018	49.05 ✓
Total Smith, Karen				49.05
<del>Smith, Raeanne</del>				
<del>Bill</del>	3/30/2018	3/16/...	3/30/2018	15.25 ✓
Total Smith, Raeanne				15.25
<del>Superclean</del>				
<del>Bill</del>	3/30/2018	030218	3/30/2018	575.00 ✓
Total Superclean				575.00
<del>Terp's Enterprises Inc</del>				
<del>Bill</del>	3/30/2018	T12267	3/30/2018	995.00 ✓
Total Terp's Enterprises Inc				995.00
<del>Time Warner Cable</del>				
<del>Bill</del>	3/30/2018	2020...	3/30/2018	1,000.00 ✓
<del>Bill</del>	3/30/2018	2020...	3/30/2018	690.00 ✓
<del>Bill</del>	3/30/2018	2021...	3/30/2018	23.00 ✓
<del>Bill</del>	3/30/2018	2020...	3/30/2018	1,000.00 ✓
<del>Bill</del>	3/30/2018	2020...	3/30/2018	2,872.52 ✓
<del>Bill</del>	3/30/2018	2020...	3/30/2018	690.00 ✓
<del>Bill</del>	3/30/2018	2025...	3/30/2018	234.99 ✓
Total Time Warner Cable				6,450.51
<del>United Healthcare Insurance Company</del>				
<del>Bill</del>	3/30/2018	Apr 2...	3/30/2018	203.75 ✓
Total United Healthcare Insurance Company				203.75
<del>UnitedHealthcare</del>				
<del>Bill</del>	3/30/2018	0187...	3/30/2018	26.60 ✓
Total UnitedHealthcare				26.60
<del>Verizon Wireless</del>				
<del>Bill</del>	3/30/2018	8803...	3/30/2018	214.21 ✓
Total Verizon Wireless				214.21
<del>Wigg, Ristina</del>				
<del>Bill</del>	3/30/2018	Medic...	3/30/2018	67.35 ✓
Total Wigg, Ristina				67.35
<b>TOTAL</b>				<b>16,574.88</b>

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**Southern Tier Library System  
Unpaid Bills Detail  
As of March 16, 2018**

*Jan*  
3/14/2018

*Robert Weber*  
03-14-18

Type	Date	Num	Due Date	Open Balance
0 ✓ AT&T BILL	3/16/2018	3322...	3/16/2018	1,248.00
<b>Total AT&amp;T</b>				<b>1,248.00</b>
0 ✓ Baker & Taylor BILL	3/16/2018	2033...	3/16/2018	48.41
<b>Total Baker &amp; Taylor</b>				<b>48.41</b>
0 ✓ Black's Auto Service BILL	3/16/2018	107340	3/16/2018	28.95
0 ✓ Black's Auto Service BILL	3/16/2018	107208	3/16/2018	33.95
0 ✓ Black's Auto Service BILL	3/16/2018	106947	3/16/2018	33.95
<b>Total Black's Auto Service</b>				<b>97.85</b>
0 ✓ Brodart Co BILL	3/12/2018	494541	3/12/2018	114.00
<b>Total Brodart Co</b>				<b>114.00</b>
0 ✓ Casella Waste Services BILL	3/16/2018	1842...	3/16/2018	98.40
<b>Total Casella Waste Services</b>				<b>98.40</b>
0 ✓ Chemung County Library District BILL	3/16/2018	18 Ac...	3/16/2018	13,000.00
<b>Total Chemung County Library District</b>				<b>13,000.00</b>
0 ✓ Cohocton Library BILL	3/16/2018	2018 ...	3/16/2018	1,500.00
<b>Total Cohocton Library</b>				<b>1,500.00</b>
0 ✓ Eastern Managed Print Network BILL	3/16/2018	IN125...	3/16/2018	250.91
<b>Total Eastern Managed Print Network</b>				<b>250.91</b>
0 ✓ Energy Cooperative of America BILL	3/16/2018	799841	3/16/2018	298.16
<b>Total Energy Cooperative of America</b>				<b>298.16</b>
0 ✓ First Bankcard BILL	3/16/2018	4418...	3/16/2018	978.72
0 ✓ First Bankcard BILL	3/16/2018	4418...	3/16/2018	128.17
0 ✓ First Bankcard BILL	3/16/2018	4418...	3/16/2018	1,208.83
0 ✓ First Bankcard BILL	3/16/2018	4418...	3/16/2018	224.83
0 ✓ First Bankcard BILL	3/16/2018	4418...	3/16/2018	137.29
0 ✓ First Bankcard BILL	3/16/2018	4418...	3/16/2018	1,809.43
0 ✓ First Bankcard BILL	3/16/2018	4418...	3/16/2018	97.97
<b>Total First Bankcard</b>				<b>4,680.34</b>
0 ✓ Gale/CENGAGE Learning BILL	3/16/2018	6329...	3/16/2018	707.75
0 ✓ Gale/CENGAGE Learning BILL	3/16/2018	6330...	3/16/2018	24.79
<b>Total Gale/CENGAGE Learning</b>				<b>732.54</b>
0 ✓ Isaac Hvac BILL	3/16/2018	3108...	3/16/2018	340.00
<b>Total Isaac Hvac</b>				<b>340.00</b>
0 ✓ NYLA BILL	3/16/2018	8084	3/16/2018	125.00
<b>Total NYLA</b>				<b>125.00</b>
0 ✓ NYSEG BILL	3/16/2018	Feb 2...	3/16/2018	272.67
<b>Total NYSEG</b>				<b>272.67</b>

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## Southern Tier Library System Unpaid Bills Detail As of March 16, 2018

Type	Date	Num	Due Date	Open Balance
<del>NYSHIP</del> 0 <del>Bill</del>	3/16/2018	523	3/16/2018	20,423.10 ✓
<b>Total NYSHIP</b>				<b>20,423.10</b>
<del>Overdrive</del>				
0 <del>Bill</del>	3/16/2018	0145...	3/16/2018	334.91 ✓
0 <del>Bill</del>	3/16/2018	0145...	3/16/2018	1,443.00 ✓
0 <del>Bill</del>	3/16/2018	0145...	3/16/2018	1,716.78 ✓
0 <del>Bill</del>	3/16/2018	0145...	3/16/2018	621.21 ✓
0 <del>Bill</del>	3/16/2018	0145...	3/16/2018	683.98 ✓
0 <del>Bill</del>	3/16/2018	0145...	3/16/2018	1,165.14 ✓
0 <del>Bill</del>	3/16/2018	0145...	3/16/2018	83.98 ✓
0 <del>Bill</del>	3/16/2018	0145...	3/16/2018	1,032.29 ✓
0 <del>Bill</del>	3/16/2018	0145...	3/16/2018	1,128.89 ✓
0 <del>Bill</del>	3/16/2018	H-004...	3/16/2018	3,000.00 ✓
0 <del>Bill</del>	3/16/2018	0145...	3/16/2018	89.89 ✓
0 <del>Bill</del>	3/16/2018	0145...	3/16/2018	47.97 ✓
0 <del>Bill</del>	3/16/2018	0145...	3/16/2018	84.48 ✓
0 <del>Bill</del>	3/16/2018	0145...	3/16/2018	303.94 ✓
<b>Total Overdrive</b>				<b>11,619.18</b>
<del>Penn Yan Library</del>				
0 <del>Bill</del>	3/16/2018	2016 ...	3/16/2018	1,500.00 ✓
<b>Total Penn Yan Library</b>				<b>1,500.00</b>
<del>Sayles &amp; Evans</del>				
0 <del>Bill</del>	3/16/2018	2382...	3/16/2018	886.25 ✓
<b>Total Sayles &amp; Evans</b>				<b>886.25</b>
<del>Smith, Karen</del>				
0 <del>Bill</del>	3/16/2018	2/16/...	3/16/2018	45.24 ✓
<b>Total Smith, Karen</b>				<b>45.24</b>
<del>Southern Tier Network</del>				
0 <del>Bill</del>	3/16/2018	1559	3/16/2018	1,000.00 ✓
0 <del>Bill</del>	3/16/2018	1550	3/16/2018	3,280.00 ✓
0 <del>Bill</del>	3/16/2018	1559	3/16/2018	3,078.00 ✓
<b>Total Southern Tier Network</b>				<b>7,328.00</b>
<del>Southern Tier Wireless Inc</del>				
0 <del>Bill</del>	3/16/2018	23026	3/16/2018	83.86 ✓
<b>Total Southern Tier Wireless Inc</b>				<b>83.86</b>
<del>Staples Business Advantage</del>				
0 <del>Bill</del>	3/16/2018	1616...	3/16/2018	153.23 ✓
<b>Total Staples Business Advantage</b>				<b>153.23</b>
<del>TERACAI</del>				
0 <del>Bill</del>	3/16/2018	CI437...	3/16/2018	5,383.82 ✓
<b>Total TERACAI</b>				<b>5,383.82</b>
<del>Time Warner Cable</del>				
0 <del>Bill</del>	3/16/2018	2028...	3/16/2018	82.95 ✓
0 <del>Bill</del>	3/16/2018	2029...	3/16/2018	690.00 ✓
0 <del>Bill</del>	3/16/2018	2029...	3/16/2018	1,016.00 ✓
0 <del>Bill</del>	3/16/2018	2028...	3/16/2018	806.39 ✓
<b>Total Time Warner Cable</b>				<b>2,574.34</b>
<del>Verizon</del>				
0 <del>Bill</del>	3/16/2018	Mer 2...	3/16/2018	491.87 ✓
<b>Total Verizon</b>				<b>491.87</b>
<del>Wegmans</del>				
0 <del>Bill</del>	3/16/2018	0312...	3/16/2018	188.38 ✓
<b>Total Wegmans</b>				<b>188.38</b>

3:28 PM  
03/13/18

**Southern Tier Library System**  
**Unpaid Bills Detail**  
**As of March 16, 2018**

	Type	Date	Num	Due Date	Open Balance
6	Wellsville Library Bill	3/16/2018	2018 ...	3/16/2018	1,500.00
	Total Wellsville Library				1,500.00
0	WEX Bank Bill	3/16/2018	5329...	3/16/2018	1,282.88
	Total WEX Bank				1,282.88
	<b>TOTAL</b>				<b>76,030.88</b>

# Deposit Summary

*[Handwritten Signature]*  
4/10/2018

Summary of Deposits to 1202 Cash - Money Market on 04/10/2018

Chk No.	PmtMethod	Rcd From	Memo	Amount
3098	Check	Jasper	Cost Share	2,707.00
1937	Check	CCLD-Elmira	Pass Thru	17.99
13178	Check	Penn Yan	Dark Fiber	450.00
9092	Check	Clery, Jule	Health Ins	92.88
Deposit Subtotal:				3,267.87
Less Cash Back:				
Deposit Total:				3,267.87

# Deposit Summary

*[Handwritten Signature]*  
4/7/19

4/4/2018 2:50 PM

Summary of Deposits to 1202 - Cash - Money Market on 04/05/2018

Chk No.	PmtMethod	Red From	Memo	Amount
3220	Check	Scio	Cost Share/Pass Thru	2,343.17
4666	Check	Almond	Cost Share	4,834.00
4670	Check	Almond	Processing	3.58
7899	Check	Rushford	Cost Share	4,461.00
14578	Check	Cuba	Processing	106.00
6299	Check	Richburg	Processing	67.73
4846	Check	Fillmore	Processing	45.75
37759	Check	Belfast	Cost Share/Processing	4,482.25
3344	Check	Savona	Pass Thru	20.17

**Less Cash Back:**

**Deposit Total:**

**16,363.65**

## Deposit Summary

3/26/2018 2:39 PM

Summary of Deposits to 1202 · Cash - Money Market on 03/27/2018



Chk No.	PmtMethod	Red From	Memo	Amount
1934	Check	CCLD-Elmira	Pass Thru	303.94
1934	Check	CCLD-CBA	Processing	84.75
2597	Check	CCLD-Elmira	Cost share, Pass Thru, Processing	30,669.79
2597	Check	CCLD-Bij	ng	290.00
2597	Check	CCLD-Bo	ng	64.50
2597	Check	CCLD-W	ng	357.00
2597	Check	CCLD-V	ng	42.75
2597	Check	CCLD-H	ng	383.25
5876	Check	Cohocton	ng	70.50
6976	Check	Canisteo	ng	7.81
3040	Check	Prattsburgh	Processing	10.50
3753	Check	Odessa	Processing	106.75
479	Check	Whitesville	Processing	9.68
3468	Check	Angelica	TWC	128.99
4381	Check	Bolivar	TWC	39.37
3473	Check	Angelica	Processing	39.00
1196	Check	Hector	Cost Share/Processing	2,766.50

Brian's  
copy

**Less Cash Back:**

**Deposit Total:** **35,375.08**

Deposit Summary

*[Handwritten Signature]*  
3/19/2018

3/14/2018 1:29 PM

Summary of Deposits to 1202 - Cash - Money Market on 03/15/2018

<u>Chk No.</u>	<u>PmtMethod</u>	<u>Red From</u>	<u>Memo</u>	<u>Amount</u>
6967	Check	Canisteo	Cost Share	3,740.00
4617	Check	Little Genesee	Processing	154.50
4343	Check	Wayland	Cost Share	8,144.00
468	Check	Hornell	Cost Share/Dark Fiber	13,352.00
6385	Check	Bath	Cost Share	14,651.00
1930	Check	CCLD-Elmira	Pass Thru	52.97

**Less Cash Back:**

**Deposit Total:** **40,094.47**

# Deposit Summary

3/19/2018

*Just*  
3/19/18

Summary of Deposits to 1202 Cash - Money Market on 03/20/2018

Chk No.	PmtMethod	Rcd From	Memo	Amount
7032	Check	Rushville	Cost Share	1,848.00
2812	Check	Friendship	Processing/TWC	65.90
1919	Check	Watkins Glen	Cost Share	11,448.00
10343	Check	Middlesex	Cost Share	1,848.00
2996	Check	Montour Falls	Cost Share	3,292.00
11983	Check	Dundee	Processing	50.25
4499	Check	Belmont	Processing	25.53
40.29	Check	Canaseraga	Processing	1.50
3767	Check	Addison	Processing	39.75
2312	Check	Corning	Pass Thru	94.46
20215	Check	Wellsville	Processing	289.50
1929	Check	Watkins Glen	Processing	39.75
6292	Check	Richburg	Cost Share	4,628.00
Deposit Subtotal:				23,670.64
Less Cash Back:				
Deposit Total:				23,670.64

## WORKERS' PROTECTION COMPENSATION POLICY

Applies to: STLS Board of Trustees  
STLS Staff

References: STLS Staff Association Contract  
New York State Disability Benefits Law  
New York State Paid Family Leave Act  
New York State Workers' Compensation Law

New York State requires most employers to maintain **Disability, Worker's Compensation and Paid Family Leave Insurance benefits**, which is designed to protect the financial stability and to cover the medical bills of employees who suffer an accidental injury or illness arising out of and in the course of employment, as determined by the Workers' Compensation Board. The Southern Tier Library System provides such insurance coverages as required by law for the long-term wellness and financial protection of all employees. Each benefit is unique and is administered as described below.

### Disability

Disability benefits coverage is provided to all employees for an off-the-job injury or illness. These benefits provide temporary weekly cash benefits to replace, in part, wages lost due to injuries or illnesses that do not arise out of or in the course of employment. New York State Compensation Board sets and determines the maximum benefit allowed. Disability benefits are also paid to an unemployed worker to replace unemployment insurance benefits lost because of illness or injury.

STLS obtains this coverage through a disability benefits insurance carrier who is authorized by New York State's Workers Compensation Board. This coverage is paid for entirely by the employer. Employees who seek disability benefits shall notify the STLS Business Manager in a timely manner to file a claim. Employees will be asked to complete and submit a Notice and Proof of Claim for Disability Benefits form. The Workers Compensation Board is responsible for the review and approval of claims.

### Workers Compensation

Workers Compensation coverage is insurance that provides cash benefits and/or medical care for workers who are injured or become ill as a direct result of their job. ~~employees who sustain work-related injuries or illnesses must inform their supervisor immediately.~~ New York State Compensation Board sets and determines the maximum benefit allowed. This coverage is paid for entirely by STLS, and is obtained through a disability benefits insurance carrier who is authorized by New York State's Workers Compensation Board.

Employees who are injured or become ill on the job shall seek medical attention immediately. The employee shall also notify her/his direct supervisor of the accident and how it occurred. The employee's direct supervisor is responsible for completing an STLS Accident Form immediately following the accident and notifying the STLS Executive Director. The STLS Executive Director and Business Manager, or their designee, will file the accident form with STLS' insurance provider and file internally. Within 30-days of the accident, the employee will notify the STLS Business Manager of the accident in writing. STLS will work with the employee to complete and submit a Workers Compensation Board Claim Form (C-3).

~~In accordance with the law, Employees approved for benefits shall follow the required claims process. Any employee who is not able to work due to a covered injury or illness will become eligible for benefits and will claim them immediately after the required waiting period.~~ Partial use of sick time is allowed to bring compensation up to full normal pay. Employees do not usually accrue credit in the NYS Retirement System unless sick time is used. In that case, credit in the NYS Retirement System would be pro-rated. In any event, such credits are subject to the rules of the Retirement System. **The Workers Compensation Board is responsible for the review and approval of claims.**

### **Paid Family Leave**

Paid Family Leave coverage provides employees with job-protected, paid leave to bond with a new child, care for a loved one with a serious health condition or to help relieve family pressures when someone is called to active military service abroad. New York State sets and determines the maximum benefit allowed. This coverage is paid for entirely by the employee through bi-weekly payroll deductions. Deductions are based on a percentage of the employee's weekly wage set by New York State. STLS obtains coverage on behalf of the employee through a benefits insurance carrier who is authorized by New York State's Workers Compensation Board.

Employees who wish to apply for Paid Family Leave shall notify their direct supervisor and the STLS Business Manager at least 30 days before leave will start if it is feasible. The employee must complete a *Request for Paid Family Leave (Form PFL-1)* and submit it to the Business Manager. The STLS Business Manager will complete the employer section of the form and return to the employee within 3 business days. The employee is responsible for submitting the form and all necessary documentation to STLS' Paid Family Leave insurance carrier as identified by the Business Manager. The insurance carrier is responsible for the review and approval of claims.

The STLS Business Manager will ~~facilitate administer~~ all claims, unless involved in a claim him/herself. In that case, the Executive Director will ~~facilitate administer~~ that claim.

*Adopted by STLS Board of Trustees on December 17, 2013.  
Revised by the Board of Trustees on April 17, 2018.*

Monthly System Staff & Divisional Reports  
April 17, 2018



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

The Executive Director spent the months of March – April 2018 engaged in the following activities:

- ❖ March 21, visited Prattsburgh Free Library to meet with their library director to discuss Tax Cap filing and interview for the Membership.
- ❖ March 22, with Barb Mack and Cassie Wright, participated on a conference call with PAYCHEX to discuss new online time keeping and benefits software program.
- ❖ March 23, met with Creagent and Marc Rubin Assoc. marketing firms to discuss STLS' RFP for developing a public awareness campaign for STLS and its member libraries.
- ❖ March 26, met with STLS Board Negotiating Committee to review organizational finances and polices. Also, chaired a statewide public library system committee meeting that addresses trustee education.
- ❖ March 28 & 29, with Erika Jenns, attended the Directors Advisory Council meeting held at Watkins Glen Library. Also, facilitated our quarterly STLS staff meeting to discuss staff projects and present the 2018 organizational budget.
- ❖ March 30, attended a State Comptroller Retirement System webinar that focused on employee enrollment.
- ❖ April 5, participated in an all-day continuing education workshop at Pioneer Library System that focused on human resource management.
- ❖ April 9, attended an STLS Training Team meeting and STLS Finance & Facilities Committee meeting. Also, participated in conference call with STLS legal counsel to discuss member library legal liabilities as well as policies.
- ❖ April 10, attended STLS Board Committee meetings (Personnel & Policy, Executive). Also, presented on trustee education regulation during a public library system directors organization conference call.
- ❖ April 11- 13, attended a meeting for the Foundation for Southern Tier Libraries. Visited the Belfast Library for new director orientation and the Van Etten Library in Chemung County for a general visit.

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

March was an excellent month for completing long standing projects and developing products that will launch in April. In March five libraries participating in the Coordinated Facilities Planning project submitted grant packages to the Preservation League of New York. Part of the project was an agreement that while the library would implement the grant, if awarded, I would write the grant. It provided me an opportunity to discover the history of some of our most treasured built cultural resources in Alfred, Andover, Angelica, Belfast, and Belmont.

In March, STLS afforded me the opportunity to attend the national Public Library Association conference in Philadelphia with four of my colleagues from STLS. What I've learned immediately adjusted the next LEAD session I instruct in strategic planning. Additionally, the conversations I had with public library system directors from other states has deepened my thinking on the need for heightened resource sharing among systems.

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

In the snowy month of March, the Division of Professional Development and Outreach focused great deal of time and attention to summer. STLS hosted it's Summer Learning workshop. And, Lorie made a presentation at the Pioneer Library System about the educational research that supports summer learning activities in public libraries. Along with Hope Decker from the Pioneer Library System, Loire also attended the Finger Lakes Library System's Summer Workshop. WE were able to observe other 'workshop' styles and gather ideas for a planned Performers Showcase in the Fall of 2018.

Lorie joined many other STLS staff in attending the Public Library Conference in Philadelphia. Several conference sessions were impactful but one 1 hour session on MakeEngineering kits that were originally created under the auspices of an IMLS grant for 'take-home' kits in school libraries. University of Binghamton urged all to recreate the kits in their libraries. These kits explore STEM-related learning and fit the mode of exploratory learning and can be replicated very inexpensively. The goal for Lorie is to replicate the kits with a bit of tweaking to create Program Resources that member libraries can use as either active programming or as a DIY program. Other sessions and discussions with librarians from across the United States will also creep into programs offered to our members.

Lorie had the honor to attend the Steuben County Youth Bureau dinner at which Amber Stevens, Storytime Coordinator at the Fred & Harriett Taylor Memorial Library, Hammondsport was honored for the wonderful preschool program that she conducts. It was terrific to see library staff honored for the impact their activities make in the community. And, refreshingly different that the honoree delivered services to families and the very young in the community.

Looking forward, the Division of Professional Development and Outreach is committing time to the Twin Tiers Mini Maker Faire which STLS is sponsoring with CCLD, Southeast Steuben County Library and Corning Community College. And, is helping to promote a Field Trip to Monroe County to see the Greece Public Library

and the Toy Library. Margo Gustina has planned the trip to urge our members to expand their thinking about libraries: unusual collections, creative use of space and how can those ideas be implemented in their libraries

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

- ❖ I met and worked with the following organizations on the subject of partnerships with STLS: Bath VA Medical Center and The ARTS Council of the Southern Finger Lakes.
- ❖ In March I made visits to the following libraries: Scio, Wellsville, Olean.
- ❖ I engaged in the following educational opportunities: Public Library Association (PLA) Conference in Philadelphia, PLA Preconference: Stand Up for Health: Health & Wellness Services for Your Community, and a webinar on Intergenerational Programming.
- ❖ I conducted one member library workshop on Adult Summer Learning Programming at the Summer Learning Open House.
- ❖ I participated in the following STLS meetings and events: Training Team meeting, the Allegany County Library Directors meeting, LEAD Program workshop on Assessment, District Advisory Committee meeting (attended online), Division of Professional Development and Outreach meeting, and Full STLS Staff meeting.
- ❖ I participated in remote committee meetings and activities for the Association of Bookmobile Services Membership Committee, and the New York State Outreach Conference Planning Committee. I reviewed submissions as a member of the ALA Annual Conference Poster Session Committee. I continued work as the NYLA conference curator for the NYLA Correctional Outreach Resource Team roundtable. I am also standing for election to the ALA Council, the governing body of ALA.
- ❖ I worked with members of my department on planning STLS activities for the Twin Tiers Maker Faire and for the STLS Summer Learning Workshop.
- ❖ I am developing upcoming member library workshops on the subject of health literacy and programming and on the services of the Talking Book and Braille Library of NY State.
- ❖ I collaborated with Erika Jenns to develop, write, and submit an application of behalf of STLS for the PBS Great American Read programming grant.
- ❖ I completed the educational requirements to earn the Consumer Health Information Specialization Certificate from the Medical Library Association.

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

🌈 **Advocacy:** After returning from Advocacy Day on February 28th, I edited photos and video footage that Keturah Cappadonia, Brian Hildreth, and I took throughout the day, and I created two videos. See the videos here:

<https://www.facebook.com/sotierlibsys/videos/10156153790674814/>

<https://www.facebook.com/sotierlibsys/videos/10156153766679814/>

These videos were also posted to the STLS Facebook & Twitter accounts, and one is displayed on the STLS website homepage.

🌈 **Twin Tiers Mini Maker Faire:** I worked with Lorie Brown, Keturah Cappadonia, and Vickie Button to finalize plans for the STLS booth at the TTMMF, which takes place on April 14th at the Arnot Mall. We will be creating linocut prints on tote bags and designing cards with linocut prints at our booth. I will continue to finalize the linocuts, as we will not be taking knives to our booth - due to the time involved in making the actual cuts and the risk of personal injury.

🌈 **Social Media Workshop:** I attended the Allegany County Directors Meeting on March 13th, where I presented a workshop on using social media (particularly Facebook) effectively. This workshop was catered to use in the library setting, as it was geared toward member library directors.

🌈 **Professional Development:** I attended the LEAD session on Friday, March 16th in Olean and connected with directors who are part of the program. I also attended the Public Library Association Conference in Philadelphia at the end of the month, where I networked with other system staff from around the state and met with vendors like OverDrive and RBDigital to talk about our digital collections.

🌈 **STLS Social Media:** I experimented with “boosting” posts on the STLS Facebook. Overall engagement with our Facebook page and “likes” increased as a result. Below, you can see a comparison of engagement with our Facebook page, compared with other systems in the state. I also included an image of the boosted post and the engagement that the post received. In the same graphic, you can see that I also promoted our page, and we got 65 new page likes as a result. I plan to continue working to increase the number of page likes.

Page	Total Page Likes	From Last Week	Posts This Week	Engagement This Week
1  Mid-Hudson Library Syst...	1.2K 	▲0.1%	8	85 
2  North Country Library S...	988 	0%	0	0
<b>YOU</b> 3  Southern Tier Library Sy...	766 	▲1.1%	35	245 
Keep up with the Pages you watch. <a href="#">Get More Likes</a>				
4  Pioneer Library System	646 	0%	1	19 
5  Chautauqua-Cattaraugu...	525 	▲0.4%	6	8
6  Four County Library Sys...	125 	0%	1	4

#### Recent Promotions on Southern Tier Library System

Ads activity is reported in the time zone of your ad account.

	<b>Page Promotion</b> We connect 48 libraries across 5 counties: All... Promoted by Erika Jenns on 03/14/2018 Completed	1,304 People Reached	65 Page Likes	\$21.05 Spent at \$3.00 per...	<a href="#">View Results</a>
	<b>Boosted Post</b> Say hello to the NEW STARCat! Here to guide ... Promoted by Erika Jenns on 03/14/2018 Completed	2,917 People Reached	4,498 Video Views	\$24.00 Spent of \$24.00	<a href="#">View Results</a>

**Information Technology**  
**by Ken Behn, Assistant Director – Head of IT**  
**Division of Information Technology & Digital Resources**

IT work included the following:

-  Cleaned up STLS Microsoft WSUS patch server and added more updates to secure staff device and fixed PCs that were not talking to the WSUS server
-  Worked on a STLS Intranet project site

- ❖ Cleaned up WordPress mysql databases for STLS and library websites
- ❖ Configure remaining Meraki hardware (a few remaining MX64s as well as the Meraki switches and APs) to be ready for deployment.
- ❖ Researched and configured STLS staff internal network and took 28 extension 528 calls
- ❖ Continued work on the collaborative storage, collocation and DR project with Four County Library System
- ❖ Migrated the STLS WordPress server to the 500Mbps Spectrum Internet connection speeding them up significantly
- ❖ Installed monthly ILS operating system patches
- ❖ Had 182 electronic conversations with STLS staff and member libraries including 47 during non-scheduled work hours
- ❖ Worked on 182 Help Desk requests

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

- ❖ Ken and I completed the E-rate 471 Application process for the 2018-2019 Funding Year. We answered PIA (Program Integrity Assurance) questions for the first 2 submitted applications and will likely get more as our applications go through the lengthy review process.
- ❖ As part of the application process we work with service providers to determine our internet speeds and monthly charges for the upcoming year. With guidance from Ken, I negotiated with Time Warner to increase our STLS fiber connection from 500x500 Mbps to 1x1 Gbps for the same price we are currently paying (\$2,310.00). This connection is shared between ourselves and our dark fiber libraries. I also negotiated our STLS cable connection which is currently 50x5 Mbps for \$234.99 to \$79.98 for twice the speed at 100x10 Mbps. Finally, Atlanta, Bolivar and Richburg will be increasing their cable internet speed 10-fold from 10x1 Mbps to 100x10 Mbps while only increasing their bill by \$9.98 per month (\$60.00 to \$69.98) in July of 2018.
- ❖ In Cataloging we have continued to work towards the backlog. Kylie, Ann and Larissa are diligently cataloging the carts of items and electronically submitted items but we have been unable to get caught up with the current staffing level of 1.6 FTEs. The volume of items coming in has not slowed down. We also participated, as a department, in the Summer Learning Workshop where we decorated our office to look like a cave and showed participants some tips and tricks for getting the most out of STARCat. It is a balancing act trying to stay on top of the workload while also making time for professional development and the chance to do more than just catalog all shift, every shift.

- ❖ Our department brought back the Cataloging Advisory Committee this month and met with representatives from our member libraries to make changes related to how we catalog items. We will be sharing these changes with the membership at large early next month. The goal of this committee is to make the catalog more user-friendly for patrons and staff.
- ❖ Finally, I attended my first national public library conference this month – PLA in Philadelphia. It was an incredible experience. The top 3 programs I attended were: a program on becoming a fine-free library (these libraries, and we have a few, hold a special place in my heart), a program on circulating hot-spots, and a Big Ideas talk by Steve Pemberton. Mr. Pemberton grew up as a foster child in a cruel foster family and he shared the role his local public library had in shaping the man he has become. It was inspirational and a great reminder about the potential public libraries have to make a huge difference in the lives of individuals. I placed a hold on his book “A chance in the world” in STARCat as soon as the program ended. Thank you for the opportunity to attend PLA!