

STLS BOARD MEETING

Tuesday, April 18, 2017 - 2:00 pm
Dorman Library, Bath, NY 14810

**AGENDA**

- | | | | |
|----|--|----------------------|---------------------|
| 1. | Agenda | | Doc. #17- 30 |
| 2. | LTA Representative Report – Phil Archer | | |
| 3. | Appointment of New Trustees | | |
| 4. | Approval of Minutes – March 2017 | *FOR APPROVAL | Doc. #17- 31 |
| 5. | Treasurer’s Report –March 2017 | *FOR APPROVAL | Doc. #17- 32 |
| 6. | Financial Clerk’s Report – March 2017 | *FOR APPROVAL | Doc. #17- 33 |
| 7. | Quarterly Profit-Loss Statement – March 2017 | *FOR APPROVAL | Doc. #17- 34 |
| 8. | Quarterly Claims Auditor Report – March 2017 | *FOR APPROVAL | Doc. #17- 35 |

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

COMMITTEE REPORTS

- | | | | |
|-----|--|--|----------------------------------|
| 9. | Executive Committee – Pat Selwood | | |
| 10. | Personnel & Policies Committee – Maija DeRoche | | (Minutes) Doc. #17-36 |
| | | | (Staff Guide) Doc. #17-37 |
| 11. | Finance & Facilities Committee – Betsy Gorman | | (Minutes) Doc. #17- 38 |
| 12. | Public Relations Committee – Lynnette Decker | | (Minutes) Doc. #17- 39 |
| 13. | Foundation for Southern Tier Libraries – Dale Wexell | | |

BOARD ACTIONS

- | | | | |
|-----|---|-----------------------|---------------------|
| 14. | <u>Expenditure Approvals -Monthly Unpaid Bills Detail</u> | * FOR APPROVAL | Doc. #17- 40 |
|-----|---|-----------------------|---------------------|

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 0	Abstain	Absent
Approved			

Discussion:

15. Receipt Approvals – Monthly Deposit Summary*** FOR APPROVAL****Doc. #17- 41**

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 0	Abstain	Absent
Approved			

Discussion:

16. Approve the Proposed Revisions to the Trustee Development Job Title/Description*** FOR APPROVAL****Doc. #17- 42**

Executive Director Recommendation: The STLS Board of Trustees approves the proposed job title/description revisions to the Trustee Development Consultant position as presented. The new administrative job title, which includes the job description revision shall be Deputy Director and include a salary adjustment as set by the Board of Trustees.

Move:		Second:	
Aye	Nay 0	Abstain	Absent
Approved			

Discussion:

17. Approve the Proposed Revisions to the Youth Services & ILL Consultant Job Title/Description*** FOR APPROVAL****Doc. #17- 43**

Executive Director Recommendation: The STLS Board of Trustees approves the proposed job title/description revisions to the Youth Services & ILL Consultant Position as presented. The new job title, which includes the job description revision shall be Professional Development Manager and include a salary adjustment as set by the Board of Trustees.

Move:		Second:	
Aye	Nay 0	Abstain	Absent
Approved			

Discussion:

18. Approve the Proposed Revisions to the Program & Advocacy Consultant Job Title/Description*** FOR APPROVAL****Doc. #17- 44**

Executive Director Recommendation: The STLS Board of Trustees approves the proposed job title/description revisions to the Program & Advocacy Consultant position as presented. The new job title, which includes the job description revision, shall be Outreach Consultant.

Move:		Second:	
Aye	Nay 0	Abstain	Absent
Approved			

*Discussion:*19. Create the Proposed Staff Position - Engagement Consultant Job Title/Description*** FOR APPROVAL****Doc. #17- 45**

Executive Director Recommendation: The STLS Board of Trustees approves the creation of the proposed Engagement Consultant position as presented.

Move:		Second:	
Aye	Nay 0	Abstain	Absent
Approved			

*Discussion:*20. Approve the Appointment of Keturah Cappadonia to Outreach Consultant***FOR APPROVAL****(Resume provided at board meeting) Doc. #17- 46**

Executive Director Recommendation: The STLS Board of Trustees approves the appointment of Keturah Cappadonia to the position of Outreach Consultant as presented and include a salary as set by the Board of Trustees.

Move:		Second:	
Aye	Nay 0	Abstain	Absent
Approved			

Discussion:

21. Approve the Proposed Revisions to the STLS Organizational Chart

* FOR APPROVAL

Doc. #17- 47

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 April 18, 2017 STLS Board Meeting.

Move:		Second:	
Aye	Nay 0	Abstain	Absent
Approved			

Discussion:

22. Approve the Recruitment and Advertising of the vacant Engagement Consultant Position

* FOR APPROVAL

Executive Director Recommendation: The STLS Board of Trustees approves the recruitment and advertising of the vacant Engagement Consultant Position.

Move:		Second:	
Aye	Nay 0	Abstain	Absent
Approved			

Discussion:

BOARD INFORMATION

- 23. Old Business
- 24. New Business
- 25. Library Networking
- 26. President's Report
- 27. Monthly System Management Team & Divisional Reports

Doc. #17- 48

Public Expression (15 minutes)

Adjournment

Next meeting: Penn Yan Public Library – Tuesday, May 16 at 2 p.m.

STLS TRUSTEE MEETING
Tuesday, March 21, 2017 - 2:00 pm
Southern Tier Library Systems HQ, Painted Post, NY (Steuben County)

MINUTES**TRUSTEES PRESENT:**

Sisi Barr	- 2018	Patricia Finnerty	- 2017
Sarah Collins	- 2019	Betsy Gorman	- 2020
Lynnette Decker	- 2021	Denise King	- 2019
Maija DeRoche	- 2018	Pat Selwood	- 2019
Cindy Emmer	- 2017	Dale Wexell	- 2020

Excused:

Richard Ahola - 2017
 Delores Ackerman - 2021

Staff present - Ella Chatlani, Administrative Assistant; Brian Hildreth, Executive Director
 Guest: Kathy Green, Steuben County

President Pat Selwood called the meeting to order at 2:05 pm.

AGENDA REVIEW

Received and filed

Doc. #17-16

No corrections or revisions.

APPROVAL OF MINUTES

Received and filed

Doc. #17-17

D. Wexell – Stated that on page 7 under “Adjournment” it does not record the vote tally or who made the motion to adjourn.

P. Finnerty – Asked how the IRS rate should be recorded under Finance and Facility Committee meeting minutes as it shows a current rate of \$.535 cents. It was determined that it was an error and should be recorded without the second decimal as \$.535.

Treasurer’s Report(s) for January 2017 –

Received and filed

Doc. #17-18

B. Gorman shared the report with no additional comments or questions.

Financial Clerk’s Report for January 2017 –

Received and filed

Doc. #17-19

B. Hildreth shared the report with no additional comments or questions.

Financial Clerk’s Report for February 2017–

Received and filed

Doc. #17-21

B. Hildreth gave an overview on revenues to date highlighting Cost Share Invoices had been sent to member libraries. He also reminded the Board that payroll is bi-weekly and due to the vacant Program and Advocacy Consultant position salaries are under budget.

Treasurer's Report(s) for February 2017 –

Received and filed

Doc. #17-20

B. Gorman noted the accounts receivable change due to Cost Share invoices.

2016 End of the Year Profit – Loss Budget Report -

Received and filed

Doc. #17-22

B. Hildreth reported revenue to expenses balanced out evenly. Depreciation expense shows Net Income as a high number due to the Fiber Project assets. Money for this project is still coming in from Federal ERate and ARC funding. Grant monies should arrive in 2017.

- D.King asked if there is any chance Federal money may not be available in the future. B. Hildreth stated federal and state aid are both a concern. ERate funding comes through the FCC, which has not yet been mentioned as a federal cut. Concerning federal cuts include NEH, NEA, IMLS and ARC.
- S. Collins asked what happens when the money we anticipate comes in. B. Hildreth said that STLS implements a capital fund through the Board of Trustees to replace equipment as needed in the future to continue the use of fiber.

Standing Committee Reports

Executive Committee – Pat Selwood

The Committee did not meet due to inclement weather. Items on the agenda included the review of the Board Assessment Survey which had 10 out of 13 responses.

Personal Assessment survey

- S. Barr suggested a comment section to be added to both surveys for additional information.

Board Assessment survey

- C. Emmer asked if a question could be added for areas the board can improve or function better. D. King wondered if there may be a way to set the questions up in Survey Monkey.
- P. Selwood suggested adding a comment section as indicated by S. Barr in the Personal Assessment.
- B. Gorman asked what the board does with the results as most questions rated 4 out of 5 and some are 3 out of 5. What are the next steps?
 - B. Hildreth commented that the survey allows everyone to see the direction to improve and cross reference between surveys. For instance, questions 19 and 20 on the personal assessment and questions 18 and 20 may need some attention. Another example would be question 20 on the board assessment regarding board members educating themselves either inside or outside the Board meetings.

Personnel & Policies Committee – Maija DeRoche

The Committee did not meet due to inclement weather. M. DeRoche shared the April meeting will include the Employee Handbook, the Executive Director's Performance review and objectives, and the review of the Policies manual.

Finance & Facilities Committee – Betsy Gorman

B. Gorman stated the committee met to review financial statements and discuss the upcoming audit. The committee will be meeting with Mengel, Metzger, and Barr LLP in April to discuss questions that can be asked before the audit. For example, how does STLS compare to other libraries and other non-for-profit organizations with similar STLS internal controls? The committee will also review opinions from the State Comptroller's Office to see how STLS measures against other organizations.

Building Update

B. Hildreth reported the purchase of ergonomic adjustable desks in the near future. The old desks will be disposed of properly as they are old and not in the best shape to donate.

B. Hildreth shared that the STLS staff will be undergoing a Red Cross workplace safety training. Training will include the use of a defibrillator that will be on hand in case of emergencies.

Public Relations Committee – Lynnette Decker

L. Decker stated the committee discussed state budgets, advocacy, annual meeting planning, and grants to member libraries.

B. Hildreth shared that both the Senate and Assembly presented one house budgets. The Senate proposes a \$8 million increase and the Assembly proposes a \$4 million increase over the governor's proposed budget. The state government is still in negotiations.

Other items discussed:

- Construction Aid will be announced as soon as the state budget is passed.
- Annual meeting tentative date is set for October 3, 2017.
- A local architect will be hosting an event at STLS HQ in March to highlight facility planning and assess building safety. There were three library types chosen to have the architect make recommendations to and a conditions report. Those chosen include a store front, a house, and a Carnegie type library.
 - S. Barr asked if any of the libraries chosen were part of the Construction Aid awards in 2016. B. Hildreth commented that Cohocton was the only library that was included. The other two libraries are Almond and Canisteo. Criteria is based on demographics, performance, and logistics.

Foundation for Southern Tier Libraries – Dale Wexell

D. Wexell shared that the 2017 grant applications will be due in April. The annual meeting will be held on May 31st at STLS.

- D. King asked if part of the grant process would be to ask those who were awarded to come give a current status.

BOARD ACTIONS**13. Expenditure Approvals -Monthly Unpaid Bills Detail * FOR APPROVAL Doc. #17-26**

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: Out of Committee	Second:
Aye 10 Nay 0	Abstain 0 Absent 2
Approved	

Discussion:

None

14. Receipt Approvals – Monthly Deposit Summary * FOR APPROVAL Doc. #17-27

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: Out of Committee	Second:
Aye 10 Nay 0	Abstain 0 Absent 2
Approved	

Discussion:

None.

15. STLS Plan of Service 2017 - 2021 * FOR APPROVAL Doc. #17-28

Executive Director Recommendation: Approve the STLS Plan of Service 2017 – 2021 as developed and presented by the STLS Strategic Planning Team in partnership with all STLS member library stakeholders.

Move: C. Emmer	Second: S. Collins
Aye 10 Nay 0	Abstain 0 Absent 2
Approved	

Discussion:

- C. Emmer asked what resources does Goal #4 on page 3 “Digital Library Resources” include?
 - B. Hildreth commented that it includes overdrive, Ebooks, Freegal, and Zinio magazines. The goal is around how does STLS promote it, get the information out, or market it to the various communities.
- C. Emmer also asked how is STLS defining “Community Education” in Goal #9 on page 8.
 - B. Hildreth stated that the State requires core literacy competencies within a broad category range. It includes leadership, budgets, youth, technical, advocacy, trustee development, and directorship.

- D. King asked about the Trustee Academy under Goal #10 on page 9 to “help all Trustees succeed”. Is there a collaboration of state libraries that offer workshops to teach Trustees how to understand best practices, legal responsibilities, and network connections?
 - B. Hildreth added that STLS tracks participation and how well attended workshops are and how often Trustees attend.
- S. Barr wondered if training is being held just at STLS.
 - B. Hildreth confirmed that sessions are held throughout the region.
- B. Gorman asked if STLS will incorporate online courses.
 - B. Hildreth replied that the State Library offers webinars already. STLS has learned through HATS training the preferred way of learning for trustees is in person.
- P. Selwood - How much does STLS promote the DLD Site?
 - B. Hildreth confirmed that this is done regularly through the Executive Director and Trustee Development Consultant.
- S. Collins – How much does LTA offer on HAT’s curriculum?
 - B. Hildreth said LTA supports the HATs curriculum, but is unsure of how LTA incorporates it into regional training events.
- M. DeRoche – Have the results of the Focus group training been incorporated into the plan of service?
 - B. Hildreth confirmed that all has been included with the exception of the Friends group.
- D. King asked if STLS will give a year end report of each goal’s action items. She also inquired about the five year span and will there be a progress report shown in percentages.
 - B. Hildreth stated that a year end report will be communicated to the board and not the state. Given the plan of service is an ongoing report, STLS will use the measurements to assess the goals set and to be held accountable by the membership.
- S. Barr questioned if any of the items in the plan of service are impacted by the budget cuts.
 - B. Hildreth indicated that STLS will do a check every year and prioritize by success factor.
- P. Finnerty wanted to know how many goals do each staff member have assigned to them.
 - B. Hildreth stated that each goal is collaborative, so no single individual is responsible for an entire goal. Multiple staff are collaborating on each single goal.

BOARD INFORMATION

Old Business

None.

New Business

None.

Library Networking

- L. Decker shared some newspaper clippings from library highlights in her area.

- B. Gorman shared that the Big Flats Librarian recently bought a vending machine to put prizes in for the kids when they read 10 books. They receive a token for each 10 books read and signed by an adult. So far, there have been 12,000 books read and 100 prizes given out. The cost for the machine, tokens, and prizes added up to about \$200 and the kids are loving it.
- P. Selwood said that Penn Yan was given approval for the sign by the historical society.
- D. King met with trustees of the Southeast Steuben County Library and there was a discussion on shared practices for the library director evaluations and the board self assessment surveys.

President's Report

P. Selwood read Ed Pekarek's letter of resignation to the Board. This letter was signed January 23, 2017.

P. Selwood also added that she should be added to the Personnel and Policy committee in the new Trustee Manual along with Kathy Green to the Public Relations committee. Addresses for C. Dutton and K. Green will be added at a later date.

Monthly System Management Team & Divisional Reports

Doc. #17-29

B. Hildreth referenced the Trustee Manual. Any updates to policies will be made online.

C. Emmer asked about the open Program and Advocacy Consultant position. B. Hildreth commented that an announcement will be made once the offer has been accepted.

Public Expression

None.

Adjournment

Move: S. Collins				Second: L Decker			
Aye	10	Nay	0	Abstain	0	Absent	2
Adjourned							

Next meeting: Dorman Library, Bath, NY (Steuben County)
Tuesday, April 18, 2017 at 2:00 pm.

Minutes written by Ella Chatlani and reviewed by Cindy Emmer, Board Secretary

	<u>Mar 31, 17</u>	<u>Mar 30, 17</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1200 · Cash - Operating	7,669.40	7,884.50	-215.10
1201 · Cash - Payroll	4,449.18	6,401.50	-1,952.32
1202 · Cash - Money Market	<u>1,009,353.01</u>	<u>1,048,280.53</u>	<u>-38,927.52</u>
Total Checking/Savings	<u>1,021,471.59</u>	<u>1,062,566.53</u>	<u>-41,094.94</u>
Accounts Receivable			
1380 · Accounts Receivable	<u>147,329.53</u>	<u>147,329.53</u>	<u>0.00</u>
Total Accounts Receivable	<u>147,329.53</u>	<u>147,329.53</u>	<u>0.00</u>
Other Current Assets			
12000 · Undeposited Funds	<u>7,174.54</u>	<u>7,174.54</u>	<u>0.00</u>
Total Other Current Assets	<u>7,174.54</u>	<u>7,174.54</u>	<u>0.00</u>
Total Current Assets	1,175,975.66	1,217,070.60	-41,094.94
Fixed Assets			
1100 · Fixed Assets			
1102 · Building	1,022,363.06	1,022,363.06	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	<u>-640,556.58</u>	<u>-640,556.58</u>	<u>0.00</u>
Total 1100 · Fixed Assets	<u>859,484.85</u>	<u>859,484.85</u>	<u>0.00</u>
Total Fixed Assets	859,484.85	859,484.85	0.00
Other Assets			
1382 · Prepaid expenses	<u>57,982.43</u>	<u>57,982.43</u>	<u>0.00</u>
Total Other Assets	<u>57,982.43</u>	<u>57,982.43</u>	<u>0.00</u>
TOTAL ASSETS	<u><u>2,093,442.94</u></u>	<u><u>2,134,537.88</u></u>	<u><u>-41,094.94</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2600 · Accounts Payable	<u>0.00</u>	<u>143.56</u>	<u>-143.56</u>
Total Accounts Payable	<u>0.00</u>	<u>143.56</u>	<u>-143.56</u>
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

Southern Tier Library System
Treasurer's Report
March 2017

	Mar 31, 17	Mar 30, 17	\$ Change
2625 - Payroll Deductions Payable	0.01	1,144.58	-1,144.57
2626 - Flex Spending Deduction Payable	49.47	903.16	-853.69
2630 - Due to Member Libraries Pay Pal	6,615.37	6,615.37	0.00
2640 - Accrued Compensated Absences	90,138.04	90,138.04	0.00
Total Other Current Liabilities	119,201.10	121,199.36	-1,998.26
Total Current Liabilities	119,201.10	121,342.92	-2,141.82
Total Liabilities	119,201.10	121,342.92	-2,141.82
Equity			
3200 - Fund Balance Unrestricted	1,739,272.96	1,739,272.96	0.00
3910 - Fund Balance Replacement Res	100,000.00	100,000.00	0.00
Net Income	134,968.88	173,922.00	-38,953.12
Total Equity	1,974,241.84	2,013,194.96	-38,953.12
TOTAL LIABILITIES & EQUITY	2,093,442.94	2,134,537.88	-41,094.94

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

	Mar 17	Feb 17	\$ Change
Income			
4719 · Interest	73.68	69.27	4.41
4721 · E-Rate Funding	69,984.51	0.00	69,984.51
4723 · Member Library Cost Share	0.00	405,885.54	-405,885.54
4724 · Member Library IT Contracts	250.95	253.95	-3.00
4733 · Member Library Processing Fees	4,418.50	123.25	4,295.25
4735 · Non State Aid Pass Through	1,454.62	2,859.24	-1,404.62
4782 · Donations	100.00	0.00	100.00
4784 · General Reimbursements & Refund	1,489.80	835.49	654.31
Total Income	77,772.06	410,026.74	-332,254.68
Expense			
5100 · Salaries			
5141 · Professional Salaries	38,829.71	25,958.00	12,871.71
5142 · Non-Professional Salaries	46,639.14	34,808.67	11,830.47
Total 5100 · Salaries	85,468.85	60,766.67	24,702.18
5150 · Personnel Benefits			
5153 · Social Security	6,285.41	4,406.52	1,878.89
5157 · Health Insurance	15,942.83	14,941.72	1,001.11
5158 · Payroll Expense - Other	504.42	340.71	163.71
Total 5150 · Personnel Benefits	22,732.66	19,688.95	3,043.71
5203 · STLS Equipment	0.00	-377.19	377.19
5204 · STLS Software & Small Equipment	2,737.80	6,282.74	-3,544.94
5205 · Maintenance Contracts & Leases	1,364.52	1,297.90	66.62
5408 · Platform Fees & Licenses	3,000.00	0.00	3,000.00
5409 · STLS Telephone/Internet	15,904.88	8,240.50	7,664.38
5417 · Library Materials	2,982.14	1,406.04	1,576.10
5418 · Consultant Collection	31.26	81.35	-50.09
5419 · Electronic Materials	3,383.40	6,560.45	-3,177.05
5420 · Staff Development Travel	3,552.61	60.89	3,491.72
5422 · Trustee Mileage	519.37	0.00	519.37
5424 · Conference Registration	230.00	0.00	230.00
5425 · Staff & Member Library Mileage	1,007.94	236.25	771.69
5427 · Programming & Annual Conference	1,310.68	264.00	1,046.68
5428 · Meeting Supplies	460.67	0.00	460.67
5430 · Office Supplies	692.10	1,538.96	-846.86
5434 · Public Relations	0.00	2,738.08	-2,738.08
5435 · Member Library Pass through	4,131.65	98,628.18	-94,496.53
5442 · Professional Fees	401.50	575.00	-173.50
5444 · Accounting Support & Audit	75.00	0.00	75.00
5450 · Utilities	1,331.47	1,099.88	231.59
5451 · Building Maintenance & Repairs	1,428.86	1,706.56	-277.70

Southern Tier Library System
Financial Clerk's Report
March 2017

	Mar 17	Feb 17	\$ Change
5454 - Commercial Insurance	2,668.00	0.00	2,668.00
5471 - Vehicle Maintenance & Repairs	1,180.07	101.85	1,078.22
5473 - Vehicle Fuel	1,103.64	1,278.29	-174.65
5474 - Vehicle Insurance	1,544.00	0.00	1,544.00
5480 - Greenwood Reading Center Exp	289.38	145.75	143.63
5490 - Grants	0.00	518.39	-518.39
Total Expense	159,532.45	212,839.49	-53,307.04
Net Income	-81,760.39	197,187.25	-278,947.64

Southern Tier Library System
Profit/Loss Budget Statement
March 2017

	Jan - Mar 17	Budget	\$ Over Budget
Income			
4700 · Basic State Aid	0.00	858,045.00	-858,045.00
4706 · Jails and Institutions	0.00	4,113.00	-4,113.00
4709 · Local Services Support	0.00	94,354.00	-94,354.00
4710 · Supplemental Aid	0.00	129,375.00	-129,375.00
4711 · Coordinated Outreach	0.00	75,049.00	-75,049.00
4713 · State Corrections	0.00	26,285.00	-26,285.00
4719 · Interest	228.54	950.00	-721.46
4721 · E-Rate Funding	69,984.51	112,500.00	-42,515.49
4723 · Member Library Cost Share	405,885.54	428,666.00	-22,780.46
4724 · Member Library IT Contracts	5,958.57	38,000.00	-32,041.43
4725 · Grants Revenue	0.00	65,000.00	-65,000.00
4733 · Member Library Processing Fees	4,541.75	18,000.00	-13,458.25
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	2,726.20	3,000.00	-273.80
Total Income	490,784.35	1,858,137.00	-1,367,352.65
Expense			
Total 5100 · Salaries	203,566.77	808,748.00	-605,181.23
Total 5150 · Personnel Benefits	62,115.46	418,014.00	-355,898.54
5203 · STLS Equipment	-377.19	5,000.00	-5,377.19
5204 · STLS Software & Small Equipment	9,086.74	10,000.00	-913.26
5205 · Maintenance Contracts & Leases	3,095.42	15,000.00	-11,904.58
5407 · Integrated Library System	0.00	69,000.00	-69,000.00
5408 · Platform Fees & Licenses	3,000.00	16,000.00	-13,000.00
5409 · STLS Telephone/Internet	33,679.38	125,000.00	-91,320.62
5417 · Library Materials	4,388.18	20,000.00	-15,611.82
5418 · Consultant Collection	112.61	1,000.00	-887.39
5419 · Electronic Materials	15,247.37	89,747.00	-74,499.63
5420 · Staff Development Travel	3,633.09	14,000.00	-10,366.91
5422 · Trustee Mileage	519.37	7,500.00	-6,980.63
5423 · Trustee Continuing Education	0.00	4,500.00	-4,500.00
5424 · Conference Registration	270.00	7,000.00	-6,730.00
5425 · Staff & Member Library Mileage	1,244.19	3,000.00	-1,755.81
5427 · Programming & Annual Conference	1,574.68	12,000.00	-10,425.32
5428 · Meeting Supplies	474.74	3,000.00	-2,525.26
5430 · Office Supplies	3,119.01	12,000.00	-8,880.99
5433 · Postage	4.32	4,500.00	-4,495.68
5434 · Public Relations	2,738.08	20,000.00	-17,261.92
5436 · STLS Grants to Member Libraries	0.00	12,000.00	-12,000.00
5442 · Professional Fees	1,378.50	8,500.00	-7,121.50
5443 · Legal Counsel	0.00	3,000.00	-3,000.00

Southern Tier Library System
Profit/Loss Budget Statement
March 2017

	Jan - Mar 17	Budget	\$ Over Budget
5444 - Accounting Support & Audit	150.00	10,500.00	-10,350.00
5450 - Utilities	2,431.35	11,000.00	-8,568.65
5451 - Building Maintenance & Repairs	4,077.57	20,000.00	-15,922.43
5452 - Capital Improvements	0.00	43,628.00	-43,628.00
5454 - Commercial Insurance	5,336.00	15,000.00	-9,664.00
5471 - Vehicle Maintenance & Repairs	1,603.77	7,000.00	-5,396.23
5473 - Vehicle Fuel	2,381.93	17,000.00	-14,618.07
5474 - Vehicle Insurance	3,113.00	5,500.00	-2,387.00
5475 - Vehicle Purchase	0.00	20,000.00	-20,000.00
5490 - Grants	570.19	20,000.00	-19,429.81
Total Expense	368,534.53	1,858,137.00	-1,489,602.47
Net Income	122,249.82	0.00	122,249.82

**QUARTERLY CLAIMS AUDITOR REPORT
SOUTHERN TIER LIBRARY SYSTEM
QUARTER 1 (JANUARY 1, 2017 – MARCH 31, 2017)**

<u>Audit Date</u>	<u># of invoices</u>	<u>Dollar(\$) Amount</u>	<u>Exception</u>	<u>Check Numbers</u>	<u>Check Dates</u>	<u>Dollar(\$) Amount</u>
01/04/2017	24	25396.94	0	35621 – 35644	01/06/17	25396.94
01/18/2017	30	38341.45	0	35645 – 35674	01/20/17	38341.45
02/01/2017	44	110305.38	0	35675 - 35718	02/03/17	110305.38
02/15/2017	31	41689.14	0	35719 – 35749	02/17/17	41689.14
03/01/2017	17	12346.98	0	35750 – 35766	03/03/17	12346.98
03/16/2017	26	50176.27	0	35767 – 35792	03/17/17	50176.27
03/29/2017	31	8216.30	0	35793 – 35823	03/31/17	8216.30

EXCEPTION REPORT

<u>Except. Refer.</u>	<u>PO No./Date</u>	<u>Invoice Date</u>	<u>Amount (\$)</u>	<u>Claim Payee/Vendor</u>	<u>Item/Services of Invoice</u>	<u>Issue with purchase/ Cause for exception</u>	<u>Resolution</u>
---------------------------	------------------------	-------------------------	------------------------	-------------------------------	-------------------------------------	---	-------------------

NO EXCEPTIONS

Submitted by Internal Auditor - D.R. Wexell
04/12/17

Personnel & Policies Committee Meeting Minutes

April 11, 2017 at 12:00 pm

STLS Headquarters / Painted Post, NY



Committee Members in Attendance: Maija DeRoche (Chair), Richard Ahola, Cindy Emmer, and Pat Selwood

Maija DeRoche called the meeting to order at 12:01 pm.

A quorum was present.

Guide for STLS Staff

Committee members reviewed and revised a final version of the Guide for STLS Staff. The guide, which has been the work of the committee for the last year will be presented to all trustees at the April 18, 2017 board meeting for review. The committee will welcome comment and input from board members throughout the month of April and May.

Personnel Matters – Job Description Revisions & Vacant Positions

Executive Director B. Hildreth discussed the recent resignation of the Deputy Director and Administrative Assistant. He presented on how the organization intends to delegate deputy director responsibilities to keep the library system moving forward in the near and long term. Committee members were presented with detailed information about the delegation of duties to specific staff, which would include job title/description revisions as well as the creation of a new staff position. The proposed organizational chart was also presented. B. Hildreth indicated the proposed changes would result in two promotions, one appointment and the advertising for a new consultant position. He respectfully requested the committee's support at the upcoming board meeting where changes would be presented as action items.

Review Trustee Manual for Policy Updates

Committee chair M. DeRoche asked committee members to spend the next month reviewing the STLS Trustee Policy Manual for policies needing review or updates. Committee members agreed to carry out this assignment. B. Hildreth said he was working on the Records Retention Policy, but it was going to be a work in progress because it needed oversight from STLS' legal counsel.

ED Update on Performance Objectives

B. Hildreth discussed where he was on current performance objectives. He said fiber connections in Steuben and Yates counties were moving forward and conversations regarding Spectrum connections in Allegany County were had during the Allegany County director's meeting. He has also contracted with Red Cross to host CPR and AED training for STLS staff during the month of May.

Meeting adjourned at 12:55 pm.

Next meeting: May 9, 2017 @ 11:00 am.

Respectfully submitted by: Brian Hildreth, Executive Director



Guide for STLS Staff

Updated: April 4, 2017

Purpose of the Guide

The purpose of this guide is to help new and current STLS staff understand the culture of our organization and how we can work well together.

STLS Purpose

Governed by a 15-member board of trustees, STLS is a cooperative library system focused on *Connecting Community Libraries* within the region. We subscribe to a single mission of empowering public libraries to provide meaningful services within our communities. We do it to make the Southern Tier a vibrant community in which we are all proud to live.

Your Purpose

STLS believes in fostering a supportive, collaborative, innovative and dynamic work environment. We acknowledge that public librarians are a unique group of individuals who are passionate about their cause. Our organization provides staff with the resources needed to exceed member library expectations. In return, it is our goal staff will succeed in their positions through the support of STLS administration.

Staff Organization Contract

Compensation is an important part of employment. The Staff Organization Contract is where all benefits are afforded to STLS staff. Staff should contact the Accounting Office, the Executive Director or a Staff Organization Representative with any questions.

Cassie Wright, Account Clerk / HR - Accounting Office: wrightc@stls.org

Brian Hildreth, Executive Director: communitylibrarypartner@stls.org

Pat Beeman, Staff Organization President: beemanr@stls.org

Performance Evaluation

Each employee will have evaluations based on their job description and performance objectives. Evaluations are completed after a staff's probationary period and on an annual basis thereafter. A Staff Performance Evaluation is filled out by the employee's direct supervisor and is presented during a face-to-face discussion. Staff have up to 15 workdays to respond to the evaluation and return a signed copy to the direct supervisor. The evaluation will then be reviewed by Executive Director within five workdays. A copy will be retained in the employee's personnel file.

Professional Expectations

STLS is a professional organization charged to lead public library services throughout the region. Employees are expected to fulfill their role as professionals based on their job title and description. In addition to meeting professional expectations, staff should acknowledge their work is viewed by hundreds if not thousands of people working within the New York State library community.

Staff activities including but not limited to consultations, presentations, writings, meetings, committees, board work and social media all represent the collective mission of STLS. Any type of action or communication directly tied to an employee's position should best represent the organization and the field of librarianship. For this reason, STLS staff should subscribe to the Library Bill of Rights as adopted by the American Library Association and the STLS Board of Trustees.

Ethical Behavior and Reporting

The Ethical Behavior and Whistleblower Policy requires STLS trustees, staff and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Below is an excerpt from this policy which is available to everyone at STLS.

The STLS board embraces the organization's values of integrity, honesty, ethical behavior, loyalty to the organization, courtesy, civility, respect for and co-operation among team members, trustees, member libraries, and vendors. Harassment, because of sex, race, age, color, creed, religion, sexual orientation, disability or any other reason, whether conducted by, or affecting, an employee, vendor, client, volunteer, board member, or other individual connected with STLS is strictly prohibited.

Each trustee, employee, and volunteer of STLS has an obligation to report in accordance with this Whistleblower and Ethical Behavior Policy (a) harassment or bullying, (b) questionable or improper accounting or auditing matters, (c) violations and suspected violations of this policy and (d) wrongful conduct.

As part of this policy, STLS provides procedures for reporting, corrective action, acting in good faith, confidentiality and no retaliation. This policy is intended to hold STLS to the highest standard for personal and business behavior.

Workplace Environment

STLS seeks to provide a safe working environment. As a result we have a policy prohibiting behaviors of concern. Smoking, alcohol, illegal substances, violence and fire arms are not permitted on STLS property.

Health, Safety and Emergency Preparedness

We strive to offer a safe space that promotes mental, emotional and physical wellness of all staff. Several practices have been put in place to ensure our culture and environment is healthy. Employees are provided health, safety and emergency preparedness training annually. This training is intended to encourage personal and professional health lifestyles and aid all organizational members in handling emergency situations. Building design, resources and programs will also aid in this initiative.

Building access

Upon hire, each employee will receive a key fob and personalized security code for building access. This fob and code will be provided by the Director of Information Technology, Ken Behn, behnk@stls.org. He is also able to answer any questions about how the security system works.

Security alarms are active on weekdays from 9:00 pm until 5:00 am. They are also activated all weekend from 9:00 pm on Friday until 5:00 am Monday morning. Staff will need to use their key fob and security code to enter the building during these activated times. A key fob is the only device needed to enter the building during regular business hours. Staff should only be in the building during business hours unless their duties require them to have access at other times.

Parking

Parking is provided on site for staff. There are two reserved parking spaces at the side entrance. These spots are made available for staff on a rotating monthly basis. When there are STLS-sponsored meetings and trainings, staff should park at the far end of the parking lot, leaving closer spaces for guests. Both ADA compliant and visitor spaces are available near the Front Entrance. Employees are encouraged to keep vehicles locked while unattended. STLS is not responsible for loss or damage to vehicles.

Dress Code

Dress code for STLS is considered business casual Monday through Thursday. Staff are expected to use their professional discretion when dressing for work. Friday is considered a “dress down” day. Dressing down should still be mindful of the professional space in which we work. Employees conducting site visits on Friday or working with member libraries should exercise Monday – Thursday’s dress code. Staff are expected to dress professionally while traveling for business or attending STLS-sponsored events.

Meal Space

The Kitchenette is located on the west side of the building near the Wash Rooms. Staff may store personal food items and kitchen supplies in designated areas of the Kitchenette. The refrigerator and freezer are also available for storing personal food items. Staff are encouraged to mark their items to identify their belongings. STLS is not responsible for missing personal items. As a shared space, all staff should do their very best to keep the Kitchenette organized and sanitary.

Cell Phone Usage

Staff are expected to use reasonable and professional practice when it comes to personal cell phone usage. Break times such as coffee and lunch are best for texting, social media, gaming or phone calls.

Phone System

The phone system at STLS is standard. Most employees will receive a phone for their personal work space. Instructions for using the phone will be provided during time of hire. The phone is for library system purposes and emergencies only. Assistant Director – Head of IT Ken Behn (behnk@stls.org) maintains the phone system, and will provide training to all team members.

Company Vehicles & Property

Vehicles are provided to staff for the purpose of serving member libraries throughout the five-county region. STLS has two vehicles for consultants to use in visiting libraries to consult, meet, or carryout IT support and three delivery vehicles exist to coordinate system-wide delivery of library materials. Vehicles are to be used in accordance with all traffic laws and treated as STLS property. Employees found in violation of laws are responsible for all legal liabilities and will receive appropriate action.

Staff should use the SharePoint Calendar to sign-out consultant vehicles based on assigned library visits. Vehicles are on a first come first served basis unless more than two consultants are traveling at the same time. In this case, the consultant traveling the farthest distance is guaranteed an STLS vehicle, while the consultant traveling the shortest distance should submit for mileage reimbursement. Consultants are responsible for recording mileage and refueling vehicles with a designated STLS credit card.

Delivery drivers are to use delivery vehicles for the sole purpose of delivery.

Employee Reimbursement for Expenses

STLS has comprehensive finance and purchasing policies. Employees are not permitted to use personal funds to conduct STLS business. Proper procedures and practices have been put in place to ensure employees are not expending their own financial resources for business purposes. STLS purchase orders, credit cards and mileage reimbursement forms should be used to cover business-related expenses in all cases.

Inclement Weather Alerts

Our member services run Monday through Saturday. On days of dangerous weather conditions such as heavy snow, STLS will close its offices to prevent unnecessary travel for staff. Staff will be notified via text message from the Executive Director by 5:40 am if the offices are closed due to Inclement Weather. Staff who cannot be contacted by text message will be notified by phone from their immediate supervisor by 5:45 am.

As an employee, I acknowledge the information provided in this guide and will strive to fulfill the mission of STLS by working with my colleagues and respecting the culture of our organization.

_____	_____	_____
Print First & Last Name	Signature	Date

ADOPTED by the STLS Board of Trustees on May 16, 2017.



Finance & Facilities Committee

Meeting Minutes

4.10.2017 at 3:15 pm

STLS Headquarters, Painted Post, NY

Present: Betsy Gorman (Chair), Sisi Barr, Pat Finnerty, and Brian Hildreth

Guest: Kathy Stickler from Mengel, Metzger & Barr

Meeting was called to order at 3:20 pm

2016 Organizational Audit

Kathy discussed the upcoming audit with Brian and committee members. It will be completed next week. While discussing the results of audits of other non-profits and library systems, Kathy talked about procurement methods (what are our procedures/controls for vetting new vendors?) and the importance of reconciling monthly bank statements. She advised that STLS appears to have a good system of fiscal controls in place, relative to other non-profits of our size.

Other items discussed: NYS requires cash accounting for their reports, while GAAS requires accrual accounting. So the challenge is in converting the financial data correctly. Also, it is important to post revenue correctly – are the funds from a restricted grant or a donation? When dealing with federally-funded grants, payroll must be correctly allocated and documented to show how many hours/week are spent on particular projects.

Review of Financial Statements

Brian reviewed the financial statements with committee members. The new state budget provides for flat funding, which is what was budgeted, so the current budget does not need to be adjusted. Construction aid was increased, but since that is simply a pass-through item, it is not included in our Annual Budget. (However, it will show up in the Financial Clerk's Report.)

The IRS had billed STLS a fee for the late filing of our 2015 Form 990 tax return. This was an error, and Mengel, Metzger & Barr submitted proof that all forms were filed in a timely manner. We just received a letter from the IRS stating that the matter was resolved with no fines due.

Personnel Matters for Committee Discussion

With the resignation of our Director of Professional Development, Al Oliveras, Brian has reviewed agency staffing and will be proposing changes to the Board. The proposed changes were discussed with committee members.

Building Update

Spring landscaping will start next week, with fresh mulch, etc.

Meeting adjourned at 5:10 pm.

Respectfully submitted:

Betsy Gorman, Treasurer

Next Meeting May 8, 2017 at 3:15pm

**Public Relations Committee**

March 21, 2017 – 12:30 pm

Southern Tier Library System Headquarters

Committee Members Present: Lynnette Decker (chair), Sarah Collins, Denise King and Pat Selwood

Library System Staff: Brian Hildreth

Meeting called to order at 12:34 pm.

2016-2017 State Budget Update

B. Hildreth provided an update on February and March's advocacy efforts. STLS representatives visited with Senator Young in Jamestown and Senator O'Mara, Assemblyman Palmesano and Assemblyman Friend in Elmira. Roughly 25 constituents attended these meetings from STLS. In addition 30 representatives visited all 6 STLS representatives in Albany. B. Hildreth highlighted this was the most active advocacy year he has seen since being part of the system. We are waiting on the final budget, which is due March 31.

Annual Meeting Planning

Committee members discussed the 2017 Annual Meeting and Conference. There was discussion about meeting format and keynote speakers. It was agreed to host the meeting at Watson Homestead and Conference Center. A tentative date is set for Tuesday, October 3rd pending facility rental.

2017 Member Library Awards

Committee members reviewed the slate of 2017 member library awards. It was agreed there would be no changes in the slate relative to 2016 awards. B. Hildreth said call for awards would be announced earlier this year to allow the PR Committee more time to review and give further notice to award winners.

Construction Aid Update

No update as the state budget has yet to be approved. It was mentioned that advocacy efforts called for an increase in Construction Aid as a result of the governor's proposed cut.

Facility Planning Workshop & Feasibility Study Grant to Members

B. Hildreth talked about an upcoming program at STLS that would feature an architect working with public libraries. The program discusses the details of fundraising, designing and managing

building projects. In addition to the program, the architectural firm will also conduct three existing conditions studies at three different member libraries. The library types include, store front, Carnegie and house. Libraries were selected based on geographic location and ability to act on study priorities. The program was organized by M. Gustina, trustee development consultant.

2017 Advocacy Plan

January – Phone Call or Email Campaign

February – Petition Development to Member Libraries

March – Advocacy Day in Albany (Wednesday, March 1st)

March – Bullet Aid Presentations

Trustee and Community Presentations

June – Construction Aid “Thank You” to Assembly & Senate

July/August – Legislative Guide Development

Request “thank you” letters from award winning libraries, and send as packet to all representatives.

September – State Aid “Thank You” and Letters to Committee on Libraries and Education Technology

Meeting adjourned at 1:44 pm.

Next meeting: Tuesday, May 16 at 12:30 pm at Penn Yan Public Library

Respectfully submitted: Brian M. Hildreth, STLS Executive Director

3:36 PM

03/28/17

Southern Tier Library System
Unpaid Bills Detail
As of March 31, 2017

Type	Date	Num	Due Date	Open Balance
Nelson, Jane				
Bill	3/31/2017	Medic...	3/31/2017	46.80
Total Nelson, Jane				46.80
NYSEG				
Bill	3/31/2017	Mar 2...	3/31/2017	264.65
Total NYSEG				264.65
NYSLLA				
Bill	3/31/2017	2017 ...	3/31/2017	230.00
Total NYSLLA				230.00
Overdrive				
Bill	3/31/2017	1453...	3/31/2017	17.99
Bill	3/31/2017	1453...	3/31/2017	85.99
Bill	3/31/2017	1453...	3/31/2017	27.99
Total Overdrive				131.97
Painted Post Laser Wash				
Bill	3/31/2017	331904	3/31/2017	450.00
Total Painted Post Laser Wash				450.00
Passage, Mary				
Bill	3/31/2017	Medic...	3/31/2017	46.80
Total Passage, Mary				46.80
Quiggie, Mary Kay				
Bill	3/31/2017	Medic...	3/31/2017	46.80
Total Quiggie, Mary Kay				46.80
Radisson Hotel Corning				
Bill	3/31/2017	20925	3/31/2017	134.10
Bill	3/31/2017	20922	3/31/2017	134.10
Total Radisson Hotel Corning				268.20
Retterer & Sons LLC				
Bill	3/31/2017	RS-0...	3/31/2017	375.00
Total Retterer & Sons LLC				375.00
Staples Business Advantage				
Bill	3/31/2017	8043...	3/31/2017	384.33
Total Staples Business Advantage				384.33
Time Warner Cable				
Bill	3/31/2017	2021...	3/31/2017	23.00
Bill	3/31/2017	2029...	3/31/2017	1,000.00
Total Time Warner Cable				1,023.00
Verizon Wireless				
Bill	3/31/2017	9782...	3/31/2017	213.63
Total Verizon Wireless				213.63
Watson Label Products				
Bill	3/31/2017	94630	3/31/2017	266.30
Total Watson Label Products				266.30
Wigg, Ristina				
Bill	3/31/2017	Medic...	3/31/2017	46.80
Total Wigg, Ristina				46.80
TOTAL				8,216.30

3:36 PM
03/28/17

Southern Tier Library System **Unpaid Bills Detail** **As of March 31, 2017**

[Signature]
3/29/2017

Type	Date	Num	Due Date	Open Balance
03/29/17 <i>[Handwritten]</i> ✓ Acco Brands/ GBC Bill	3/31/2017	421785	3/31/2017	365.07 ✓
Total Acco Brands/ GBC				365.07
0 ✓ AT&T Bill	3/31/2017	8247...	3/31/2017	1,248.99 ✓
Total AT&T				1,248.99
0 ✓ Barr, Mathilde Bill	3/31/2017	1st Qt...	3/31/2017	80.78 ✓
Total Barr, Mathilde				80.78
0 ✓ Corning Natural Gas Bill	3/31/2017	Mar 2...	3/31/2017	176.19 ✓
Total Corning Natural Gas				176.19
0 ✓ Decker, Lynnette Bill	3/31/2017	1st Qt...	3/31/2017	236.47 ✓
Total Decker, Lynnette				236.47
0 ✓ English, Darleen Bill	3/31/2017	Medic...	3/31/2017	46.80 ✓
Total English, Darleen				46.80
0 ✓ Finnerly, Patricia Bill	3/31/2017	1st Qt...	3/31/2017	77.04 ✓
Total Finnerly, Patricia				77.04
0 ✓ Frontier Communications Bill	3/27/2017	Mar 2...	3/27/2017	143.56 ✓
Total Frontier Communications				143.56
0 ✓ Gorman, Elizabeth Bill	3/31/2017	1st Qt...	3/31/2017	125.08 ✓
Total Gorman, Elizabeth				125.08
0 ✓ Hallahan, Shella Bill	3/31/2017	Medic...	3/31/2017	46.80 ✓
Total Hallahan, Shella				46.80
0 ✓ Harris, Roseanna Bill	3/31/2017	Medic...	3/31/2017	46.80 ✓
Total Harris, Roseanna				46.80
0 ✓ Holden, Loretta Bill	3/31/2017	Medic...	3/31/2017	46.80 ✓
Total Holden, Loretta				46.80
0 ✓ Horizon Solutions LLC Bill	3/31/2017	4662...	3/31/2017	252.00 ✓
Total Horizon Solutions LLC				252.00
0 ✓ Ingram Library Services Bill	3/31/2017	9763...	3/31/2017	15.00 ✓
Total Ingram Library Services				15.00
0 ✓ Kropp, Lisa Bill	3/31/2017	InbeT...	3/31/2017	1,200.00 ✓
Total Kropp, Lisa				1,200.00
0 ✓ McPherson, Marcia Bill	3/31/2017	Medic...	3/31/2017	46.80 ✓
Total McPherson, Marcia				46.80
0 ✓ Multi Media Services Bill	3/31/2017	66226	3/31/2017	267.84 ✓
Total Multi Media Services				267.84

12:38 PM

03/16/17

Southern Tier Library System **Unpaid Bills Detail** **As of March 17, 2017**

3/16/17

Type	Date	Num	Due Date	Aging	Open Balance
<i>03-16-17</i> Black's Auto Service					
Bill	3/17/2017	97704	3/17/2017		33.95 ✓
Total Black's Auto Service					33.95
Casella Waste Services					
Bill	3/17/2017	1767...	3/17/2017		86.86 ✓
Total Casella Waste Services					86.86
Eastern Managed Print Network					
Bill	3/17/2017	IN728...	3/17/2017		224.45 ✓
Total Eastern Managed Print Network					224.45
Emergency Power Systems					
Bill	3/17/2017	25362	3/17/2017		775.00 ✓
Total Emergency Power Systems					775.00
Empire Natural Gas					
Bill	3/17/2017	WST...	3/17/2017		132.17 ✓
Total Empire Natural Gas					132.17
Energy Cooperative of America					
Bill	3/17/2017	745545	3/17/2017		315.19 ✓
Total Energy Cooperative of America					315.19
Evans, Walker					
Bill	3/17/2017	Intervi...	3/17/2017		371.29 ✓
Total Evans, Walker					371.29
First Bankcard					
Bill	3/17/2017	4418...	3/17/2017		494.66 ✓
Bill	3/17/2017	4418...	3/17/2017		129.47 ✓
Bill	3/17/2017	4418...	3/17/2017		2,631.20 ✓
Bill	3/17/2017	4418...	3/17/2017		9.72 ✓
Bill	3/17/2017	4418...	3/17/2017		414.75 ✓
Bill	3/17/2017	4418...	3/17/2017		125.00 ✓
Total First Bankcard					3,804.80
G.S.T. BOCES					
Bill	3/17/2017	265-1...	3/17/2017		260.00 ✓
Total G.S.T. BOCES					260.00
Gay, Amy					
Bill	3/17/2017	Intervi...	3/17/2017		284.62 ✓
Bill	3/17/2017	Intervi...	3/17/2017		284.62 ✓
Total Gay, Amy					569.24
Hildreth, Brian					
Bill	3/17/2017	Feb ...	3/17/2017		67.41 ✓
Total Hildreth, Brian					67.41
Ingram Library Services					
Bill	3/17/2017	9743...	3/17/2017		20.73 ✓
Total Ingram Library Services					20.73
Isaac Hvac					
Bill	3/17/2017	3049...	3/17/2017		340.00 ✓
Total Isaac Hvac					340.00
NYSHIP					
Bill	3/17/2017	510	3/17/2017		18,045.00 ✓
Total NYSHIP					18,045.00

12:38 PM

03/16/17

Southern Tier Library System

Unpaid Bills Detail

As of March 17, 2017

Type	Date	Num	Due Date	Aging	Open Balance
Overdrive					
0 ✓ Bill	3/17/2017	H-004...	3/17/2017		3,000.00 ✓
0 ✓ Bill	3/17/2017	1453...	3/17/2017		65.97 ✓
0 ✓ Bill	3/17/2017	1453...	3/17/2017		136.96 ✓
0 ✓ Bill	3/17/2017	1453...	3/17/2017		2,856.89 ✓
0 ✓ Bill	3/17/2017	1453...	3/17/2017		1,668.28 ✓
0 ✓ Bill	3/17/2017	1453...	3/17/2017		17.99 ✓
0 ✓ Bill	3/17/2017	1453...	3/17/2017		93.98 ✓
0 ✓ Bill	3/17/2017	1453...	3/17/2017		331.45 ✓
0 ✓ Bill	3/17/2017	1453...	3/17/2017		49.98 ✓
0 ✓ Bill	3/17/2017	1453...	3/17/2017		166.97 ✓
Total Overdrive					8,388.45
Penguin Random House LLC					
0 ✓ Bill	3/17/2017	1081...	3/17/2017		24.00 ✓
Total Penguin Random House LLC					24.00
Pierri's Central Restaurant					
0 ✓ Bill	3/17/2017	GC-1...	3/17/2017		218.00 ✓
Total Pierri's Central Restaurant					218.00
Southern Tier Network					
0 ✓ Bill	3/17/2017	1079	3/17/2017		1,000.00 ✓
0 ✓ Bill	3/17/2017	1080	3/17/2017		3,250.00 ✓
Total Southern Tier Network					4,250.00
Southern Tier Wireless Inc					
0 ✓ Bill	3/17/2017	15310	3/17/2017		93.95 ✓
Total Southern Tier Wireless Inc					93.95
Staples Business Advantage					
0 ✓ Bill	3/17/2017	8043...	3/17/2017		307.77 ✓
Total Staples Business Advantage					307.77
T&R Towing					
0 ✓ Bill	3/17/2017	41592	3/17/2017		263.70 ✓
Total T&R Towing					263.70
Time Warner Cable					
0 ✓ Bill	3/17/2017	2028...	3/17/2017		92.95 ✓
0 ✓ Bill	3/17/2017	2028...	3/17/2017		3,762.28 ✓
0 ✓ Bill	3/17/2017	2029...	3/17/2017		1,015.00 ✓
0 ✓ Bill	3/17/2017	2029...	3/17/2017		1,000.00 ✓
0 ✓ Bill	3/17/2017	2028...	3/17/2017		25.00 ✓
0 ✓ Bill	3/17/2017	2021...	3/17/2017		91.40 ✓
0 ✓ Bill	3/17/2017	2028...	3/17/2017		146.25 ✓
Total Time Warner Cable					6,132.86
United Healthcare Insurance Company					
0 ✓ Bill	3/17/2017	Apr 2...	3/17/2017		193.00 ✓
Total United Healthcare Insurance Company					193.00
UnitedHealthcare					
0 ✓ Bill	3/17/2017	0187...	3/17/2017		22.50 ✓
Total UnitedHealthcare					22.50
Utica National Insurance Group					
0 ✓ Bill	3/17/2017	Mar 2...	3/17/2017		4,212.00 ✓
Total Utica National Insurance Group					4,212.00
Wegmans					
0 ✓ Bill	3/17/2017	0312...	3/17/2017		138.31 ✓
Total Wegmans					138.31

* pulled-due to
updated invoice
needed for credit
- in next A/P 3/31

12:38 PM

03/16/17

Southern Tier Library System
Unpaid Bills Detail
As of March 17, 2017

Type	Date	Num	Due Date	Aging	Open Balance
WEX Bank b Bill	3/17/2017	4882...	3/17/2017		1,103.64 ✓
Total WEX Bank					1,103.64
TOTAL					50,394.27
					- 218.00
					50176.27

Deposit Summary

Doc. #17-41 4/5/2017

Summary of Deposits to 1202 Cash - Money Market on 04/06/2017

Chk No.	PmtMethod	Rcd From	Memo	Amount
2667	Check	Friendship	IT Contracts/TWC	116.26
14099	Check	Cuba	Pass Thru/TWC	165.24
3289	Check	Angelica	Processing	36.00
3288	Check	Angelica	Cost Share	2,570.80
2943	Check	Prattsburgh	Processing	49.00
6164	Check	Richburg	Processing	57.75
9056	Check	Andover	Cost Share	4,139.95
19526	Check	Wellsville	Pass Thru	39.54
3066	Check	Jasper	Cost Share	2,602.79
3063	Check	Jasper	Processing	14.25
4567	Check	Almond	Processing	9.75
4568	Check	Almond	Cost Share	4,648.83
8061	Check	Branchport	Processing	12.75
8062	Check	Branchport	Cost Share	5,299.35
Deposit Subtotal:				19,762.26
Less Cash Back:				
Deposit Total:				19,762.26


4/5/2017

Deposit Summary

3/23/2017

Summary of Deposits to 1202 Cash - Money Market on 03/24/2017

Chk No.	PmtMethod	Rcd From	Memo	Amount
3952	Check	Canaseraga	Cost Share	3,358.52
3953	Check	Canaseraga	Processing	185.50
3607	Check	Odessa	Cost Share/Processing	3,762.29
5300	Check	Whitesville	Cost Share	2,803.68
1720	Check	Corning	Cost Share	51,465.09
			Deposit Subtotal:	61,575.08
			Less Cash Back:	
			Deposit Total:	61,575.08




Deposit Summary

3/21/2017

Summary of Deposits to 1202 - Cash - Money Market on 03/20/2017

Chk No.	PmtMethod	Rcd From	Memo	Amount
1875	Check	CCLD-CBA	Processing	157.50
1875	Check	CCLD-Elmira	Pass Thru	294.87
1842	Check	CCLD-Big Flats	Processing	213.25
1842	Check	CCLD-Bookmobile	Processing	59.25
1842	Check	CCLD-Elmira	Pass Thru	29,279.25
1842	Check	CCLD-Horseheads	Processing	445.50
1842	Check	CCLD-Van Etten	Processing	74.00
1842	Check	CCLD-West Elmira	Processing	245.75
Deposit Subtotal:				30,769.37
Less Cash Back:				
Deposit Total:				30,769.37

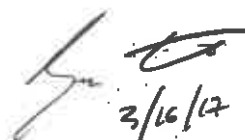
 3/23/2017

Deposit Summary

3/16/2017

Summary of Deposits to 1202 - Cash - Money Market on 03/17/2017

Chk No.	PmtMethod	Rcd From	Memo	Amount
3963	Check	Wayland	Cost Share	8,747.27
19502	Check	Wellsville	Processing	375.00
3795	Check	Atlanta	Cost Share	2,989.93
14077	Check	Cuba	Cost Share/Processing	10,473.65
4595	Check	Fillmore	Cost Share/processing	7,404.11
11100	Check	Pulteney	Processing	12.00
1619	Check	Watkins Glen	Cost Share/Processing	11,184.03
3141	Check	Scio	Processing	21.75
3140	Check	Scio	Cost Share	2,233.79
2293	Check	Howard	Cost Share	4,532.46
732526	Check	Utica National Insurance Group	Towing Reimbursement	284.80
37498610	Check	Hartford, The	Workers Compensation Audit Reco...	1,205.00
			Deposit Subtotal:	49,463.79
			Less Cash Back:	
			Deposit Total:	49,463.79


3/16/17

DEPUTY DIRECTOR

Division of Library Sustainability and System Resources

**GENERAL STATEMENT OF DUTIES**

Under the general supervision of the Executive Director, the Deputy Director assists in the administration and management of the library system, and acts for the Executive Director as assigned, or in the absence of the Executive Director. This is a full time (exempt) administrative position serving in a leadership role within the Division of Library Sustainability. In addition to library system administrative duties, the Deputy Director leads all initiatives that support member libraries specific to library trustees and the boards and committees on which they serve. Areas of specialization include funding campaigns, strategic and facility planning, policy development and open and transparent government.

ESSENTIAL FUNCTIONS OF THIS POSITION

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

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

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

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

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

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

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

MINIMUM QUALIFICATIONS

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

OTHER QUALIFICATIONS

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

EXAMPLES OF WORK

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

- Other duties as assigned.

ADDITIONAL DEMANDS AND WORK ENVIRONMENT

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

PROFESSIONAL DEVELOPMENT MANAGER

Division of Professional Development & Outreach

**GENERAL STATEMENT OF DUTIES**

This is a level 4 full time (exempt) team member position charged with overall management of the Division of Professional Development & Outreach. Under the general direction of the Executive Director, the Professional Development Manager oversees successful implementation of division activities. Additionally, this position provides support to member libraries relative to all aspects and approaches of library services specific to youth (birth through high school), and facilitates in the equitable and unabridged access to library system interlibrary loan .

ESSENTIAL FUNCTIONS OF THE POSITION

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

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

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

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

REQUIRED KNOWLEDGE OF SKILLS AND ABILITIES

Extensive knowledge of literature and other materials for children and young adults.
Strong understanding of childhood development.

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

MINIMUM QUALIFICATIONS

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

EXAMPLES OF WORK

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

ADDITIONAL DEMANDS AND WORK ENVIRONMENT

- Frequent travel throughout System's region, and quarterly State-wide travel.
- Sitting, talking, listening and standing.

- Reasonable accommodations may be made to enable all eligible individuals to perform the essential functions.

OUTREACH CONSULTANT

Division of Professional Development and Outreach

**GENERAL STATEMENT OF DUTIES**

This is a level 4 full time professional position serving in a leadership role within the Division of Professional Development & Outreach. The Outreach Consultant provides support to member libraries relative to all aspects and approaches of library operations specific to library directorship, adult services and agency partnerships involving coordinated outreach. Areas of specialization might include: community engagement, relationship building, innovative and accessible library spaces, trending services, leadership & marketing.

ESSENTIAL FUNCTIONS OF THIS POSITION

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

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

Outreach: Coordinates system-wide activities specific to outreach services. Such activities include: establishing agency relationships to support residents most in need, developing rotating collections for members, supervising essential functions of outreach clerk, administering mini-grants and awards to libraries, providing assistance to correctional facilities and jails, chairing library system coordinated outreach services advisory council, and actively participating in NYS library system's outreach coordinators group.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

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

MINIMUM QUALIFICATIONS

Master's degree from an ALA accredited library school

Strong commitment to providing public library support within fast-paced work environment.

Valid driver's license.

OTHER QUALIFICATIONS

Knowledge of New York State Education laws as they pertain to Public and Association Libraries.

Demonstrated ability to build partnerships with other public agencies.

Prior experience working in fast-paced customer-focused type organization.

Professionalism and commitment to the field of library science and information.

Active participation in State-level initiatives and Associations.

EXAMPLES OF WORK

- Organizes and/or conducts training workshops pertaining to *Essential Functions of Position*.
- Collaborates with library system MLS team to create system-wide learning opportunities, including: conferences, workshops, meetings, webinars, tutorials and online learning.
- Serves as consultant to member libraries with a focus on adult services and agency partnerships involving coordinated outreach.
- Makes regular site visits to member libraries and meets with library directors and staff.
- Builds relationships between non-profit agencies, member libraries & library system.
- Helps libraries develop adult-based services and programs through agency partnerships.
- Assists in maintaining library system website resources for library directors and support staff.
- Works with library system staff to develop member library training materials; includes resource kits to support member library programs.
- Facilitates rotating and consultant collection development through book and subscription vendors.
- Participates in library system team meetings and member library meetings.
- Works with correctional facilities librarians to implement state required annual service agreements.
- Networks and engages with other librarians across New York State specific to library director support and adult services, and participates in professional associations and activities to stay connected to the library community.
- Participates in local, regional and state meetings to offer knowledge and stay informed.
- Prepares state, local, and other System plans, statistical, or narrative reports as needed.
- Other duties as assigned.

ADDITIONAL DEMANDS AND WORK ENVIRONMENT

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

ENGAGEMENT CONSULTANT

Division of Professional Development and Outreach

**GENERAL STATEMENT OF DUTIES**

This is a level 4 full time professional position serving in a leadership role within the Division of Professional Development & Outreach. The Engagement Consultant provides support to member libraries relative to all aspects and approaches of library operations specific to system-wide digital collections, website development, digital literacy instruction and regional public library advocacy. Areas of specialization might include: digital librarianship, website design, project management, community engagement, relationship building, trending services, leadership & marketing.

ESSENTIAL FUNCTIONS OF THIS POSITION

Continuing Education: Consistently participates in professional development trainings to stay current on trends and best practices relative to *General Statement of Duties*. Continually learns to serve as a library system expert in all things related to public library practices and specifically digital librarianship, community engagement and overall library advocacy.

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

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

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

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Exhibits innovative, enthusiastic and adaptive qualities.

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

Strong desire to enhance digital presence of library system and member libraries.

Demonstrates leadership skills, and aspires to move up within the field.

Works cohesively in a team and project-based environment.

Communicates successfully in front of audiences, board members and library staff.

Expresses a high-level of empathy for libraries and people with diverse skill-sets.

Ability to collaborate with other library system Divisions and align goals with Plan of Service.
Proficient in multiple computer applications, and technologically savvy.

MINIMUM QUALIFICATIONS

Master's degree from an ALA accredited library school; or Bachelor's degree with relevant digital librarianship and marketing experience.

Strong commitment to providing public library support within fast-paced work environment.

Valid driver's license.

OTHER QUALIFICATIONS

Knowledge of New York State Education laws as they pertain to Public and Association Libraries.

Prior experience working in digital collections, preservation or customer service.

Professionalism and commitment to the field of library science and information.

Active participation in State-level initiatives and Associations.

EXAMPLES OF WORK

- Organizes and/or conducts training workshops pertaining to *Essential Functions of Position*.
- Collaborates with library system MLS team to create system-wide learning opportunities, including: conferences, workshops, meetings, webinars, tutorials and online learning.
- Serves as consultant to member libraries with a focus on digital librarianship and library advocacy.
- Makes regular site visits to member libraries and meets with library directors and staff.
- Manages overall digital collection for library system and member libraries with select vendors.
- Chairs library system digital advisory committee to analyze and maximize digital collection use.
- Explores innovative practices and support for member libraries specific to digital library presence, including: digitization of local collections, library created content and promotion of digital services.
- Designs and maintains library system website with support of library system staff.
- Trains member libraries on website setup and maintenance as well as offering digital literacy classes.
- Develops an active and necessary public relations campaign for regional public library awareness.
- Coordinates the on time submission of member libraries' annual reports with library system staff.
- Works with library system staff to develop member library training materials; includes resource kits to support member library programs.
- Participates in library system team meetings and member library meetings.
- Networks and engages with other librarians across New York State specific to *Essential Functions of Position*, and participates in professional associations to stay connected to the library community.
- Participates in local, regional and state meetings to offer knowledge and stay informed.
- Other duties as assigned.

ADDITIONAL DEMANDS AND WORK ENVIRONMENT

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

Southern Tier Library System
Organizational Chart - Board Approved/Revised: 04/18/2017

Division of Professional Development

Division of Library Sustainability

Division of Information Technology

***Executive Director**
(FT-E)
Brian M. Hildreth

***Deputy Director**
(MLS) (FT-E)
Margo Gustina

*** Director - Information Technology** (FT-E)
Ken Behn

Professional Development Manager
(MLS)(FT-E) (4)
Lorie Brown

Engagement Consultant
(FT-E)(4)
Vacant

Outreach Consultant (MLS)
(FT-E)(4)
Keturah Cappadonia

Outreach Clerk
(FT-NE)(3)
Vickie Button

***Admin. Assist.**
(PT-NE)
Ella Chatlani

***Business Manager**
(PT-NE)
Barb Mack

***Account Clerk**
(PT-NE)
Cassie Wright

Processing & Delivery Supervisor
(FT-NE)(3)
Pamela Rogers

Driver & Building Maint. Techs.
(PT-NE)(2)
Andrew Zimmerlin, Fred Freeze
Kirsten Dombroski, Dave Riff,
Sam Robords, Lee Sabo,
Thomas Coleman

Technical Services Page
(PT-NE)(1)
Don Saxton

ILS & ERate Manager
(FT-NE)(4)
Mandy Fleming

ILS Specialist
(FT-NE)(3)
Alexandra Hoffman

ILS Specialist
(PT-NE)(3)
Kylie Baker

IT Technician
(FT-NE)(3)
Patrick Wojnarek

IT Specialist
(FT-NE)(3)
Pat Beeman

IT Specialist
(PT-NE)(3)
Vacant

Cataloging Specialist
(PT-NE)(2)
Ann Brouse

Team Member Classification Key

MLS = Master in Library Science

FT = Full Time

PT = Part Time

E = Exempt

NE = Non Exempt

(#) = Class

* = Not Staff Organization



**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 March and April 2017 participating in the following activities:

- ✦ March 22, met with Avoca and Howard library boards to discuss 259 funding referendums.
 - ✦ March 29, attended Directors Advisory Council meeting. Facilitated discussion with members about proposed revisions to the Minimum Standards. Encourage membership to participate in PULISDO survey to offer impact feedback to Division of Library Development.
 - ✦ March 30, facilitated full STLS staff meeting. Discussed upcoming emergency preparedness training (performance objective action), facilitated discussion around reading assignment, *"Non-Profit – The American Community"* by Peter Drucker and conducted Sneak a Peak team building exercise.
- Participated in PULISDO Adhoc Committee conference call to discuss New York State library system's financial impacts and return on investment. Ongoing committee work with PULISDO.
- ✦ April 3, met with Greenpoint Landscaping at STLS Headquarters to discuss spring cleaning and property maintenance for 2017 fiscal year.
 - ✦ April 6, Attended LIU Advanced Certificate in Public Library Administration training with training cohorts led by Jerry Nichols at Pioneer Library System in Canandaigua.
 - ✦ April 10, onboard new MLS consultant Keturah Cappadonia. Her official appointment will be presented to STLS trustees at this month's board meeting.
 - ✦ April 11, met with Allegany County Directors Association to discuss connections to Spectrum fiber for improved broadband capabilities (performance objective action), and to discuss proposed revisions to Minimum Standards.

Participated in monthly STLS Board of Trustees committee meetings and conference calls with NYS library system directors and the State Library Division of Library Development.





- ✦ April 12, met with Alfred and Almond library boards to discuss 259 funding referendums.

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

My big areas of focus in March were Construction Aid/Facilities and Community Focused Strategic Planning. For all of my focus areas I approach the services by providing formal large group training opportunities along with individual library and board consultations.




- ✦ Construction Aid / Facilities: Our workshop was An Afternoon with Paul Mays which was divided into two parts – library design, and some practical tips on making the design a reality. For the library people that attended, award winning library architect Paul Mays's expertise was both inspiring and practical.
- ✦ What we didn't advertise as part of the workshop was the additional work Butler Rowland and Mays Architects did for our system while they were here. Paul and engineering partner Steve Rowland studied an exemplar library from each of our three primary architecture types to do an existing conditions report. At this time, these reports for our storefront, old house, and up-down Carnegie style libraries will be used to inform the specific libraries used about upcoming facilities needs and to give structure to their facilities master plans. It will also be used by the system to develop an overall understanding of the costs facing our aging libraries, identify areas of resource sharing, and to guide libraries without such reports toward common issues and possible solutions.
- ✦ I also assisted two libraries in closing out Construction Aid grants (it is really super to go visit a library after project completion) and met with Pulteney's building team to talk next steps. Now all we need is the state budget to pass so that I can finish this year's guidance on Aid.
- ✦ Community Focused Strategic Planning: As part of this year's Summer Learning Open House which was themed after the cooperative summer learning program's Build a Better World, I presented on community focused and engaged program planning. It was an experiment which was fun and provided Lorie and I with useful insights on how to approach community engagement and planning with programming and front line staff.
- ✦ This year I will facilitate two libraries' strategic planning work. In March I met with the Dormann Library to present my Ultra Simple Planning Model and to map out their planning calendar. While every library is different in the way they use their community's information to facilitate change through library services, all of the libraries that contact me are interested in becoming a more deeply meaningful institution in the lives of all of the people in their service area.
- ✦ Next month: An update on what it looks like for a team of STLS consultants to assist a historically dysfunctional library in becoming a fully realized public library. So exciting!




Professional Development & Outreach
by Alfonso Oliveras, Director of Professional Development & Outreach
Division of Professional Development and Library Outreach

-  On 3/22 STLS hosted the program, Connecting the Dots: Community Library Collaborations, held at the Cohocton Public Library. The program was presented by Tom Vitale, Outreach Coordinator for the Chautauqua-Cattaraugus Library System.
-  On 4/5 I facilitated an STLS Digital Library meeting (held remotely via GotoMeeting). Topics included a review of 2016 digital library stats, weeding of expired Overdrive titles as well as the Recommend a Title feature. Representative from 7 libraries were in attendance.
-  I assisted Cathy Fuller from Bolivar Free Library in the migration of her website from a third-party web host to STLS. The website is available at www.bolivarfreelibrary.org.
-  I am currently creating work instructions and compiling information to pass on to those who will be assuming my duties after my departure from STLS.




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

The third month of 2017 has been very busy. Activities included looking towards the future: interviewing potential new staff; reimagining a library (Little Genesee); and, the Summer Learning Workshop for summer ideas and thoughts.

-  Began the month by collaborating with others on staff about the wonderful merits of the candidates for our new librarian. What a tough task!
-  Held the Summer Learning Open House. The theme for 2017 is BUILD A BETTER WORLD. This theme allowed STLS staff and member library staff to, not only interpret the theme into summer activities for children, teens adults and families, but to interpret it into a broader context of building communities. This thematic twist on the theme allowed us to continue the conversation about libraries making a difference in their communities. Building a better community—with the library at the center! The workshop had 30 attendees from 22 member libraries (46 % of our libraries) and one staff member from a nearby library system.
-  Collaborating with Margo Gustina and Mandy Fleming to help prepare the Little Genesee Library for the next chapter in their library life. Weeding the collection, discussing various options for shelving, assisting them to make decisions that will enable their library to circulate their materials electronically and be able to offer their community the ability to access to digital resources.

-  Collaborated with others to shape the Spring CE workshop (June) and, a better way to track our trainings/workshops activities as well as track attendance.
-  Visited with the staff of the E.J Cottrell Memorial Library (Atlanta) to chat about summer activities; resources available from STLS; and a brief intro to out-of-system interlibrary loan. Visited with the staff of the Prattsburgh Free Library. Topics of discussion also included summer activities; STLS resources and interlibrary loan.
-  Attended workshops coordinated by other STLS staff. Connecting the Dots; presented by Tom Vitale from Chautauqua-Cattaraugus Public Library System. This workshop focused on making connections and partnerships within the community. This workshop was coordinated and facilitated by Al Oliveras. An Afternoon with Paul; presented by Paul Mays from the firm of Butler Rowland Mays Architects. This presentation focused on design opportunities and decisions available to public libraries of all sizes. I particularly appreciated the emphasis on the community's needs and personality to drive the library design as well as the advice towards making the library's design be, as much as possible, flexible, fluid and reflective of age level needs. To design the library to address space issues not space solutions.

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

-  Submitted BEARS (Billed Entity Applicant Reimbursement) for the first half of the 2016-2017 funding year.
-  Worked with Alex and Kylie to provide remote training sessions to Bolivar and Big Flats on barcoding items.
-  Worked with Lorie, Margo and Little Genesee staff/trustees on the process to automate their library. This included electronically moving their entire collection (temporarily, to make discarding easier for them) and visiting the library to help with weeding and collection management. During the March visit the library also made a number of important decisions about their collection – determining how it will look physically and electronically