

STLS BOARD MEETING

Tuesday, March 21, 2017 - 2:00 pm

STLS Headquarters, Painted Post, NY 14870

**AGENDA**

- | | | | |
|----|--|----------------------|--------------------|
| 1. | Agenda | | Doc. #17-16 |
| 2. | Approval of Minutes – January 2017 | *FOR APPROVAL | Doc. #17-17 |
| 3. | Treasurer’s Report –January 2017 | *FOR APPROVAL | Doc. #17-18 |
| 4. | Financial Clerk’s Report – January 2017 | *FOR APPROVAL | Doc. #17-19 |
| 5. | Treasurer’s Report – February 2017 | *FOR APPROVAL | Doc. #17-20 |
| 6. | Financial Clerk’s Report – February 2017 | *FOR APPROVAL | Doc. #17-21 |
| 7. | 2016 End of Year Profit – Loss Budget Report | *FOR APPROVAL | Doc. #17-22 |

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

COMMITTEE REPORTS

- | | | |
|-----|--|-------------------------------|
| 8. | Executive Committee – Pat Selwood | |
| 9. | Personnel & Policies Committee – Maija DeRoche | |
| 10. | Finance & Facilities Committee – Betsy Gorman | (Minutes) Doc. #17- 23 |
| 11. | Public Relations Committee – Lynnette Decker | |
| 12. | Foundation for Southern Tier Libraries – Dale Wexell | (Minutes) Doc. #17-24 |
| | | (Minutes) Doc. #17-25 |

BOARD ACTIONS

- | | | | |
|-----|---|-----------------------|--------------------|
| 13. | <u>Expenditure Approvals -Monthly Unpaid Bills Detail</u> | * 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:		Second:	
Aye	Nay 0	Abstain	Absent
Approved			

Discussion:

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:		Second:	
Aye	Nay 0	Abstain	Absent
Approved			

Discussion:

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:		Second:	
Aye	Nay 0	Abstain	Absent
Approved			

Discussion:

BOARD INFORMATION

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

Doc. #17-29

Public Expression (15 minutes)

Adjournment

Next meeting: Dorman Library, Bath, NY – Tuesday, April 18 at 2 p.m.

STLS TRUSTEE MEETING
Tuesday, January 17, 2017 - 2:00 pm
Southern Tier Library Systems HQ, Painted Post, NY (Steuben County)

MINUTES**TRUSTEES PRESENT:**

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

Absent:

Ed Pekarek - 2020

Delores Ackerman – 2021 via GoToMeeting(Audio & Video, voting)

Betsy Gorman - 2020 via GoToMeeting(Audio only, Non-voting)

Staff present - Ella Chatlani, Administrative Assistant; Brian Hildreth, Executive Director

President Denise King called the meeting to order at 2:04 pm.

AGENDA REVIEW

Received and filed

Doc. #17-1

None

Board Action Items**A. Election of Officers (Maija DeRoche)**

Doc. #17-2

M. DeRoche reported that the nominations for the Election of Officers will remain the same as proposed.

President: Pat Selwood

Vice President: Richard Ahola

Treasurer: Betsy Gorman

Secretary: Cindy Emmer

Move: D. King	Second: S. Barr
Aye 11	Nay 0
Abstain 0	Absent 1
Approved	

Discussion:

D. King moved the nominations be closed and S. Barr seconded. The Nominations have been closed. In that there were no nominations from the floor, D.King requested the Secretary to cast one ballot for the slate of officers. At 2:07pm, Pat Selwood took over chairing the meeting.

APPROVAL OF MINUTES

Received and filed

Doc. #17-17

Doc. #17-3

None

Treasurer's Report(s) for December 2016 –

Received and filed

Doc. #17-4

P. Finnerty noted that the Accumulated Depreciation for Fixed Assets (#1114) for the year has not yet been taken until the finance books are closed. The Depreciation amount will be available at the March Board meeting.

B. Hildreth added that the cash balance on hand is down compared to that in December of 2015 due to the fiber projects.

Financial Clerk's Report for December 2016 –

Received and filed

Doc. #17-5

Fourth Quarter Profit-Loss Statement – December 2016

Doc. #17-6

B. Hildreth noted that the statements have been received and filed.

- B. Hildreth stated that Grants Revenue #4725 has not been received in full amount. More funds will arrive in 2017 as grant projects move forward. Also E-Rate reimbursements will be coming in 2017. B. Hildreth added that STLS is in a good sound financial position for the end of year 2016.

Fourth Quarter Claims Auditor Report – December 2016

Doc. #17-7

D. Wexell noted that everything is in order.

Standing Committee Reports

Executive Committee – Denise King

The Committee did not meet due to inclement weather.

- D. King stated that nine personal & board assessments have been submitted thus far. The Committee will meet again in March and additional evaluations can be submitted until then.
- D. King shared that E. Pekarek is considering stepping down from the Board due to a busy professional schedule. A formal letter has not been submitted yet.

Pending:

- Vacancy Trustee seats in Steuben and Schuyler Counties.
- D. King noted that a possible candidate from the Hornell area may be interested in filling the Steuben County Trustee Seat.

Personnel & Policies Committee – Maija DeRoche

The Committee did not meet due to inclement weather.

M. DeRoche stated that the Employee Handbook and the review of Policies will be on the agenda for the meeting in March.

Finance & Facilities Committee – Pat Finnerty

Doc. #17-8

P. Finnerty stated the Committee met on January 17, 2017 and reviewed the reports along with the Unpaid Bills Detail documents and the Deposit Summary Report and approved them for submission to the Board.

P. Finnerty added that the committee reviewed the Annual Organizational meeting action items along with the new Trustee mileage IRS rate of \$.535 cents per mile. The Audit process has been reviewed and a meeting with Mengel, Metzger, and Barr will be scheduled in March.

Public Relations Committee – Lynnette Decker

L. Decker shared that the committee did not meet this month. Instead they hosted the STLS Staff Luncheon.

- P. Selwood noted that she was not in attendance at the December meeting as stated in the meeting notes.
- C. Emmer asked if the 2017 Advocacy Plan includes local visits to State Lawmakers. B. Hildreth commented that the advocacy plan includes discussion about Bullet Aid. There will be a meeting with legislators in February . Since the previous Friday Follow-up message, there have been over 50 phone calls and about 100 emails sent to the Governor's offices.
- D. Ackerman added that she tried to call the number listed on the Friday Follow-up and was not able to get into the phone system. B. Hildreth commented that this may be due to the increased phone activity over the weekend. It was recommended to try again.

Foundation for Southern Tier Libraries – Dale Wexell

D. Wexell shared that the results of the fundraising appeal request was positively received. He will share more at the March meeting.

BOARD ACTIONS

13. Annual Organizational Meeting Actions * FOR APPROVAL

Doc. #17-9

Executive Director Recommendation: Approve action items per STLS Organizational Meeting Policy

- A. Designation of the Official Newspaper
- B. Appointment of the Financial Clerk
- C. Appointment of the Internal Auditor
- D. Appointment of the External Auditor
- E. Appointment of the Attorney
- F. Authorization of the Executive Director to Certify Payrolls
- G. Authorization of Executive Director to Make Grant Applications
- H. Authorization of the Executive Director to certify payments
- I. Authorization of the Business Mileage Reimbursement Rate
- J. Designation of the Bank Depository
- K. Designation of the Authorized Signatories for Checks
- L. Authorization of Certain Payments between Board Meetings

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

*See addendum to minutes for specific Annual Organizational Meeting Actions

Move: M. DeRoche	Second: R. Ahola
Aye 11	Nay 0
Abstain 0	Absent 1
Approved	

Discussion:

C. Emmer asked for clarification on the difference between letter H and letter L. B. Hildreth stated that letter H means that the Executive Director can stop payments on certain Purchase Orders. Letter L means that the designated authorization is in the 3-step process and payments can be made from one Board meeting to the next Board meeting.

- 14. Approve 2017 Board Meeting Schedule * FOR APPROVAL Doc. #17-10**
Executive Director's Recommendation: Approve the 2017 Board Meeting Schedule.

Move: P. Finnerty	Second: S. Barr
Aye 11	Nay 0
Abstain 0	Absent 1
Approved	

Discussion:

None.

- 15. Expenditure Approvals -Monthly Unpaid Bills Detail * FOR APPROVAL Doc. #17-11**

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 11	Nay 0
Abstain 0	Absent 1
Approved	

Discussion:

B. Hildreth added that the Board should feel free to ask any questions regarding the Unpaid Bill Detail.

- D. King commented that sometimes it's hard to read the notes on the side. D. Wexell answered that the notes are part of the communication as some documents are missing at the time he reviews the bills. By the time P. Finnerty goes to pay the bills, the documents are there. D. Wexell also added that this is not part of the exception in the auditor's report.

16. Receipt Approvals – Monthly Deposit Summary * FOR APPROVAL Doc. #17-12

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 11 Nay 0	Abstain 0 Absent 1
Approved	

Discussion:

None.

17. Approve Emergency Closing Policy * FOR APPROVAL Doc. #17-13

Personnel & Policies Committee Recommendation: Approve the proposed revisions to the Emergency Closing Policy as presented at the December 2016 STLS Board Meeting.

Move: Out of Committee	Second:
Aye 11 Nay 0	Abstain 0 Absent 1
Approved	

Discussion:

None.

BOARD INFORMATION

Old Business

None.

New Business

None.

Library Networking

- P. Selwood shared that a local Chiropractor holds a fundraiser every year and this year they chose the Penn Yan Friends of the Library.
- S. Barr shared an email she received from the Food Bank of the Southern Tier promoting a webinar from the New York Library Association. The title is Connecting Kids and Teens with Healthy Summer Meals; Library as Partners. She was not sure if the Steele Library provides on site meals for children or has a partnership with the Food Bank of the Southern Tier.
 - B. Hildreth commented that most libraries that can promote programs like this do so through the summer reading programs.

- S. Collins added that the Corning Public Library offers breakfast and lunch through their program.
- D. King asked if there is an overlap of Counties or if the program may be highlighting the Western part of the Counties. B. Hildreth stated this would be something to include as part of the new Program and Advocacy Consultant position insuring all five counties include this in their programs
- D. Ackerman shared that while in Florida, she has been able to visit the local library, although very small, it is handy for where she is staying.

President's Report

D. King thanked the Officers who have served and supported the mission of the Board and for B. Hildreth's partnership. D. King added that she looks forward to State presence and advocacy in the near future. She stated that it's a "job well begun" and it has been very rewarding. Some highlighted areas of accomplishments are:

- a. Contract negotiations
- b. Reorganizing the Board Committee system

B. Hildreth presented D. King with a plaque in honor of her time as STLS Board President. D. King quoted "None of us are as strong as all of us" ending her speech with her favorite motto "We have to have a plan".

D. King turned the floor to the incoming President, P. Selwood.

P. Selwood stated that she is looking forward to continue down the road of improvement. She added that L. Decker's incorporation of the puzzles at the luncheon was very clever and it fits in with how P. Selwood feels about library efforts.

Monthly System Management Team & Divisional Reports

Doc. #17-14

B. Hildreth provided the 2017-2021 Plan of Service. This Plan of Service was a collaborative effort of the Strategic Planning Committee and the involvement of more than 100 member library representatives. There are 22 goals listed with objective and subjective outcomes.

- M. DeRoche asked why some libraries are mentioned and some are not under Goal #5. B. Hildreth commented that the pilot programs are set up so that it is cost effective and to make sure it's within the goals. The programs are based on the capacity of each library.
- R. Ahola asked if all libraries have WiFi access. B. Hildreth answered that yes all libraries do; however, the pilot programs will focus on those libraries wishing to "loan" WiFi connections.

B. Hildreth added an update on the Program and Advocacy Consultant position. There are 30 applications received and interviewing for this position will take place in February.

B. Hildreth also shared the Conflict of Interest form required by the State Auditors which needs to be signed and returned by the March Board meeting.

Public Expression

E. Chatlani asked for an update on the Foundation for the Southern Tier Fundraiser Ball. D. Wexell did not have a current update and suggested that he meet with her to discuss the potential of one.

Adjournment

R. Ahola moved to adjourn the meeting at 2:58 p.m. and C. Emmer seconded

Next meeting: Southern Tier Library System, Painted Post, NY (Steuben County)
Tuesday, March 21, 2017 at 2:00 pm.

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

**Addendum to Minutes – Annual Organizational Meeting Action Items*

Executive Director Recommendation: Approve annual meeting action items per STLS Organizational Meeting Policy.

A. Designation of the Official Newspaper

RESOLVED that the Board of Trustees designates the Corning Leader as the official newspaper for the Southern Tier Library System for the year 2017.

B. Appointment of the Financial Clerk

RESOLVED that the Board of Trustees appoints Executive Director Brian M. Hildreth as Financial Clerk of the Southern Tier Library System for the year 2017.

C. Appointment of the Internal Auditor

RESOLVED that the Board of Trustees appoints Trustee Dale Wexell as the Internal Auditor and Richard Ahola Alternate Auditor of the Southern Tier Library System for the year 2017.

D. Appointment of the External Auditor

RESOLVED that the Board of Trustees appoints the firm of Mengel Metzger Barr & Co. LLP as the auditors for the Southern Tier Library System for completion of the annual audit for 2016 and related services.

E. Appointment of the Attorney

RESOLVED that the Board of Trustees appoints Conrad Wolan, of Sayles & Evans, Attorneys-at-Law, as the Attorney for the Southern Tier Library System for 2017.

F. Authorization of the Executive Director to Certify Payrolls

RESOLVED that the Board of Trustees appoints the Brian M. Hildreth, Executive Director, as the authority to certify Southern Tier Library System payrolls for the year 2017.

G. Authorization of Executive Director to Make Grant Applications

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

H. Authorization of the Executive Director to certify payments

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

I. Authorization of the Trustee Mileage Reimbursement Rate

RESOLVED that the Board of Trustees authorizes the IRS rate of \$53.5 cents per mile as the mileage reimbursement rate for the Southern Tier Library System for 2017.

J. Designation of the Bank Depository

RESOLVED that the Board of Trustees designates Community Bank NA as depository of Southern Tier Library System funds in 2017.

K. Designation of the Authorized Signatories for Checks

RESOLVED that the Board of Trustees re-designates the Treasurer, President, local trustee (Sarah Collins), and Executive Director as authorized signatories on all bank accounts.

L. Authorization of Certain Payments Between Board Meetings

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

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

RESOLVED that the Board of Trustees Establishes Treasurer and Internal Auditor surety coverage at \$750,000 for 2017.

	1/31/2017	12/31/2016	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1200 - Cash - Operating	6,593.86 \$	5,331.05	1,262.81
1201 - Cash - Payroll	5,053.27 \$	1,721.84	3,331.43
1202 - Cash - Money Market	1,055,166.79 \$	1,053,938.80	1,227.99
Total Checking/Savings	1,066,813.92 \$	1,060,991.69	5,822.23
Accounts Receivable			
1380 - Accounts Receivable	2,134.04 \$	11,792.36	-9,658.32
Total Accounts Receivable	2,134.04 \$	11,792.36	-9,658.32
Other Current Assets			
12000 - Undeposited Funds	0.00	0.00	0.00
Total Other Current Assets	0.00	0.00	0.00
Total Current Assets	1,068,947.96 \$	1,072,784.05	-3,836.09
Fixed Assets			
1100 - Fixed Assets			
1102 - Building	1,022,363.06 \$	992,538.06	29,825.00
1104 - Equipment	955,022.14 \$	733,306.22	221,715.92
1112 - Accumulated Dep Building	-477,343.77 \$	(441,632.07)	-35,711.70
1114 - Accumulated Depreciation	-640,556.58 \$	(668,604.26)	28,047.68
Total 1100 - Fixed Assets	859,484.85 \$	615,607.95	243,876.90
Total Fixed Assets	859,484.85	615,607.95	243,876.90
Other Assets			
1382 - Prepaid expenses	57,982.43 \$	-	57,982.43
Total Other Assets	57,982.43 \$	-	57,982.43
TOTAL ASSETS	1,986,415.24 \$	1,688,392.00	298,023.24
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2600 - Accounts Payable	7,872.90 \$	23,159.65	-15,286.75
Total Accounts Payable	7,872.90 \$	23,159.65	-15,286.75
Other Current Liabilities			
2601 - Accrued P/R	18,800.32 \$	-	18,800.32
2604 - Deferred Grant	3,597.89 \$	3,597.89	0.00

Southern Tier Library System
Treasurer's Report
January 31, 2017

	1/31/2017	12/31/2016	\$ Change
2625 - Payroll Deductions Payable	108.82 \$	(141.65)	250.47
2626 - Flex Spending Deduction Payable	1,231.16 \$	1,529.43	-298.27
2630 - Due to Member Libraries Pay Pal	5,851.13 \$	5,851.13	0.00
2640 - Accrued Compensated Absences	90,138.04 \$	-	90,138.04
Total Other Current Liabilities	119,727.36 \$	10,836.80	108,890.56
Total Current Liabilities	127,600.26 \$	33,996.45	93,603.81
Total Liabilities	127,600.26 \$	33,996.45	93,603.81
Equity			
3200 - Fund Balance Unrestricted	1,739,272.96 \$	1,549,377.44	189,895.52
3910 - Fund Balance Replacement Res	100,000.00 \$	100,000.00	0.00
Net Income	19,542.02 \$	5,018.11	14,523.91
Total Equity	1,858,814.98 \$	1,654,395.55	204,419.43
TOTAL LIABILITIES & EQUITY	1,986,415.24 \$	1,688,392.00	298,023.24

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

Southern Tier Library System
Financial Clerk's Report
January 2017

Doc. #17-19

	Jan 17	Dec 16	\$ Change
Income			
4719 · Interest	85.59	98.74	-13.15
4724 · Member Library IT Contracts	5,453.67	251.67	5,202.00
4732 · Reading Center Support	12,042.19	0.00	12,042.19
4733 · Member Library Processing Fees	0.00	4,721.25	-4,721.25
4735 · Non State Aid Pass Through	100,360.08	16,944.34	83,415.74
4740 · Prof Development & Conf Fees	0.00	15.00	-15.00
4781 · Retiree Health Ins Payments	1,359.24	0.00	1,359.24
4784 · General Reimbursements & Refund	400.91	558.00	-157.09
Total Income	119,701.68	22,589.00	97,112.68
Expense			
5100 · Salaries			
5141 · Professional Salaries	25,587.91	32,704.40	-7,116.49
5142 · Non-Professional Salaries	31,743.34	37,797.28	-6,053.94
Total 5100 · Salaries	57,331.25	70,501.68	-13,170.43
5150 · Personnel Benefits			
5151 · Retirement	0.00	85,981.00	-85,981.00
5152 · Accrued Benefit Time	0.00	15,054.76	-15,054.76
5153 · Social Security	4,143.71	5,138.12	-994.41
5157 · Health Insurance	14,800.07	14,902.73	-102.66
5158 · Payroll Expense - Other	608.42	411.13	197.29
Total 5150 · Personnel Benefits	19,552.20	121,487.74	-101,935.54
5190 · Depreciation Expense	0.00	64,682.33	-64,682.33
5203 · STLS Equipment	0.00	8,890.75	-8,890.75
5204 · STLS Software & Small Equipment	66.20	-91,317.62	91,383.82
5205 · Maintenance Contracts & Leases	433.00	9,445.16	-9,012.16
5407 · Integrated Library System	0.00	14,436.11	-14,436.11
5408 · Platform Fees & Licenses	0.00	3,000.00	-3,000.00
5409 · STLS Telephone/Internet	9,534.00	13,668.64	-4,134.64
5417 · Library Materials	0.00	5,533.64	-5,533.64
5418 · Consultant Collection	0.00	140.80	-140.80
5419 · Electronic Materials	5,303.52	1,177.08	4,126.44
5420 · Staff Development Travel	19.59	-41.41	61.00
5422 · Trustee Mileage	0.00	2,116.59	-2,116.59
5423 · Trustee Continuing Education	0.00	252.80	-252.80
5424 · Conference Registration	40.00	0.00	40.00
5425 · Staff & Member Library Mileage	0.00	424.43	-424.43
5428 · Meeting Supplies	14.07	62.38	-48.31
5430 · Office Supplies	887.95	1,107.01	-219.06
5433 · Postage	4.32	1,000.00	-995.68
5434 · Public Relations	0.00	3,049.22	-3,049.22

Southern Tier Library System
Financial Clerk's Report
January 2017

	<u>Jan 17</u>	<u>Dec 16</u>	<u>\$ Change</u>
5435 · Member Library Pass through	802.11	14,967.21	-14,165.10
5436 · STLS Grants to Member Libraries	0.00	312.49	-312.49
5442 · Professional Fees	402.00	2,040.91	-1,638.91
5444 · Accounting Support & Audit	75.00	75.00	0.00
5450 · Utilities	0.00	1,556.74	-1,556.74
5451 · Building Maintenance & Repairs	942.15	-26,050.38	26,992.53
5454 · Commercial Insurance	2,668.00	8,248.33	-5,580.33
5471 · Vehicle Maintenance & Repairs	321.85	1,082.28	-760.43
5473 · Vehicle Fuel	0.00	2,193.14	-2,193.14
5474 · Vehicle Insurance	1,569.00	0.00	1,569.00
5475 · Vehicle Purchase	0.00	0.00	0.00
5480 · Greenwood Reading Center Exp	0.00	304.59	-304.59
5490 · Grants	51.80	-151,262.57	151,314.37
Total Expense	<u>100,018.01</u>	<u>83,085.07</u>	<u>16,932.94</u>
Net Income	<u><u>19,683.67</u></u>	<u><u>-60,496.07</u></u>	<u><u>80,179.74</u></u>

	<u>Feb 28, 17</u>	<u>Jan 31, 17</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1200 · Cash - Operating	7,407.75	6,593.86	813.89
1201 · Cash - Payroll	4,438.63	5,053.27	-614.64
1202 · Cash - Money Market	839,508.29	1,055,166.79	-215,658.50
Total Checking/Savings	851,354.67	1,066,813.92	-215,459.25
Accounts Receivable			
1380 · Accounts Receivable	407,809.33	2,134.04	405,675.29
Total Accounts Receivable	407,809.33	2,134.04	405,675.29
Other Current Assets			
12000 · Undeposited Funds	116.26	0.00	116.26
Total Other Current Assets	116.26	0.00	116.26
Total Current Assets	1,259,280.26	1,068,947.96	190,332.30
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	-640,556.58	-640,556.58	0.00
Total 1100 · Fixed Assets	859,484.85	859,484.85	0.00
Total Fixed Assets	859,484.85	859,484.85	0.00
Other Assets			
1382 · Prepaid expenses	57,982.43	57,982.43	0.00
Total Other Assets	57,982.43	57,982.43	0.00
TOTAL ASSETS	<u>2,176,747.54</u>	<u>1,986,415.24</u>	<u>190,332.30</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2600 · Accounts Payable	1,723.05	7,872.90	-6,149.85
Total Accounts Payable	1,723.05	7,872.90	-6,149.85
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
February 28, 2017

	Feb 28, 17	Jan 31, 17	\$ Change
2625 - Payroll Deductions Payable	108.82	108.82	0.00
2626 - Flex Spending Deduction Payable	526.16	1,231.16	-705.00
2630 - Due to Member Libraries Pay Pal	5,851.13	5,851.13	0.00
2640 - Accrued Compensated Absences	90,138.04	90,138.04	0.00
Total Other Current Liabilities	119,022.36	119,727.36	-705.00
 Total Current Liabilities	 120,745.41	 127,600.26	 -6,854.85
 Total Liabilities	 120,745.41	 127,600.26	 -6,854.85
 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	216,729.17	19,542.02	197,187.15
Total Equity	2,056,002.13	1,858,814.98	197,187.15
 TOTAL LIABILITIES & EQUITY	 2,176,747.54	 1,986,415.24	 190,332.30

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

Southern Tier Library System
Financial Clerk's Report
February 2017

Doc. #17-21

	Feb 17	Jan 17	\$ Change
Income			
4719 · Interest	69.27	85.59	-16.32
4721 · E-Rate Funding	1,315.50	0.00	1,315.50
4723 · Member Library Cost Share	405,885.44	0.00	405,885.44
4724 · Member Library IT Contracts	253.95	5,453.67	-5,199.72
4732 · Reading Center Support	0.00	12,042.19	-12,042.19
4733 · Member Library Processing Fees	123.25	0.00	123.25
4735 · Non State Aid Pass Through	1,543.74	100,360.08	-98,816.34
4781 · Retiree Health Ins Payments	0.00	1,359.24	-1,359.24
4784 · General Reimbursements & Refund	835.49	400.91	434.58
Total Income	410,026.64	119,701.68	290,324.96
Expense			
5100 · Salaries			
5141 · Professional Salaries	25,958.00	25,587.91	370.09
5142 · Non-Professional Salaries	34,808.67	31,743.34	3,065.33
Total 5100 · Salaries	60,766.67	57,331.25	3,435.42
5150 · Personnel Benefits			
5153 · Social Security	4,406.52	4,143.71	262.81
5157 · Health Insurance	14,941.72	14,941.72	0.00
5158 · Payroll Expense - Other	340.71	608.42	-267.71
Total 5150 · Personnel Benefits	19,688.95	19,693.85	-4.90
5203 · STLS Equipment	-377.19	0.00	-377.19
5204 · STLS Software & Small Equipment	6,282.74	66.20	6,216.54
5205 · Maintenance Contracts & Leases	1,297.90	433.00	864.90
5409 · STLS Telephone/Internet	8,240.50	9,534.00	-1,293.50
5417 · Library Materials	1,406.04	0.00	1,406.04
5418 · Consultant Collection	81.35	0.00	81.35
5419 · Electronic Materials	6,560.45	5,303.52	1,256.93
5420 · Staff Development Travel	60.89	19.59	41.30
5424 · Conference Registration	0.00	40.00	-40.00
5425 · Staff & Member Library Mileage	236.25	0.00	236.25
5427 · Programming & Annual Conference	264.00	0.00	264.00
5428 · Meeting Supplies	0.00	14.07	-14.07
5430 · Office Supplies	1,528.96	887.95	641.01
5433 · Postage	0.00	4.32	-4.32
5434 · Public Relations	2,738.08	0.00	2,738.08
5435 · Member Library Pass through	98,638.18	802.11	97,836.07
5442 · Professional Fees	575.00	402.00	173.00
5444 · Accounting Support & Audit	0.00	75.00	-75.00
5450 · Utilities	1,099.88	0.00	1,099.88
5451 · Building Maintenance & Repairs	1,706.56	942.15	764.41

Southern Tier Library System
Financial Clerk's Report
February 2017

	Feb 17	Jan 17	\$ Change
5454 - Commercial Insurance	0.00	2,668.00	-2,668.00
5471 - Vehicle Maintenance & Repairs	101.85	321.85	-220.00
5473 - Vehicle Fuel	1,278.29	0.00	1,278.29
5474 - Vehicle Insurance	0.00	1,569.00	-1,569.00
5480 - Greenwood Reading Center Exp	145.75	0.00	145.75
5490 - Grants	518.39	51.80	466.59
Total Expense	212,839.49	100,159.66	112,679.83
Net Income	197,187.15	19,542.02	177,645.13

Southern Tier Library System
Profit Loss Statement
Actual End of Year 2016

Doc. #17-22

	Jan - Dec 16	Budget	\$ Over Budget
Income			
4700 · Basic State Aid	858,045.00	822,566.00	35,479.00
4706 · Jails and Institutions	4,113.00	3,696.00	417.00
4709 · Local Services Support	94,354.00	90,452.00	3,902.00
4710 · Supplemental Aid	129,375.00	124,026.00	5,349.00
4711 · Coordinated Outreach	75,049.00	71,946.00	3,103.00
4713 · State Corrections	26,285.00	25,198.00	1,087.00
4719 · Interest	1,217.51	750.00	467.51
4721 · E-Rate Funding	103,448.94	104,310.00	-861.06
4723 · Member Library Cost Share	428,666.00	427,759.00	907.00
4724 · Member Library IT Contracts	37,851.25	27,000.00	10,851.25
4725 · Grants Revenue	73,052.00	63,391.00	9,661.00
4733 · Member Library Processing Fees	17,899.50	20,000.00	-2,100.50
4740 · Prof Development & Conf Fees	210.00	1,000.00	-790.00
4781 · Retiree Health Ins Payments	1,550.40	4,200.00	-2,649.60
4782 · Donations	1,013.50	1,200.00	-186.50
4784 · General Reimbursements & Refund	8,868.71	3,000.00	5,868.71
Total Income	1,860,998.81	1,790,494.00	70,504.81
Expense			
Total 5100 · Salaries	705,982.60	786,229.00	-80,246.40
Total 5150 · Personnel Benefits	320,828.00	384,977.00	-64,149.00
5190 · Depreciation Expense	64,682.33		
5203 · STLS Equipment	8,890.75	4,000.00	4,890.75
5204 · STLS Software & Small Equipment	3,645.02	9,500.00	-5,854.98
5205 · Maintenance Contracts & Leases	22,930.73	14,000.00	8,930.73
5407 · Integrated Library System	79,149.95	80,030.00	-880.05
5408 · Platform Fees & Licenses	15,341.00	16,000.00	-659.00
5409 · STLS Telephone/Internet	130,928.81	115,900.00	15,028.81
5417 · Library Materials	19,537.48	14,000.00	5,537.48
5418 · Consultant Collection	690.00	500.00	190.00
5419 · Electronic Materials	89,481.13	89,608.00	-126.87
5420 · Staff Development Travel	15,764.78	12,000.00	3,764.78
5422 · Trustee Mileage	7,537.43	7,500.00	37.43
5423 · Trustee Continuing Education	436.30	4,200.00	-3,763.70
5424 · Conference Registration	3,752.20	6,500.00	-2,747.80
5425 · Staff & Member Library Mileage	4,453.03	1,500.00	2,953.03
5427 · Programming & Annual Conference	2,426.26	12,000.00	-9,573.74
5428 · Meeting Supplies	2,965.97	1,200.00	1,765.97
5430 · Office Supplies	29,464.19	16,000.00	13,464.19
5433 · Postage	4,057.21	5,000.00	-942.79
5434 · Public Relations	14,381.54	15,000.00	-618.46
5436 · STLS Grants to Member Libraries	11,275.51	8,000.00	3,275.51
5442 · Professional Fees	8,834.03	8,000.00	834.03

Southern Tier Library System
Profit Loss Statement
Actual End of Year 2016

	Jan - Dec 16	Budget	\$ Over Budget
5443 - Legal Counsel	2,065.50	2,500.00	-434.50
5444 - Accounting Support & Audit	10,000.00	10,500.00	-500.00
5450 - Utilities	9,274.28	14,000.00	-4,725.72
5451 - Building Maintenance & Repairs	26,903.06	16,000.00	10,903.06
5452 - Capital Improvements	0.00	50,500.00	-50,500.00
5454 - Commercial Insurance	29,635.14	13,600.00	16,035.14
5471 - Vehicle Maintenance & Repairs	8,456.95	7,000.00	1,456.95
5473 - Vehicle Fuel	14,017.33	21,000.00	-6,982.67
5474 - Vehicle Insurance	5,248.00	5,000.00	248.00
5475 - Vehicle Purchase	0.00	20,000.00	-20,000.00
5490 - Grants	-5,170.09	20,000.00	-25,170.09
Total Expense	1,667,866.42	1,791,744.00	-123,877.58
Net Income	193,132.39	-1,250.00	194,382.39

Finance & Facilities Committee

Meeting Minutes

3.13.2017 at 3:15 pm

STLS Headquarters, Painted Post, NY



Present: Betsy Gorman (Chair), S. Barr, P. Finnerty, D. Wexell, and B. Hildreth

Meeting was called to order at 3:15 pm

Review of Financial Statements

B. Hildreth reviewed the financial statements with committee members. Committee members asked appropriate questions specific to each report. B. Hildreth would follow-up with the business manager with any questions that could not be answered in the committee meeting, and would provide answers at March board meeting.

2016 Organizational Audit

B. Hildreth said the audit has been scheduled for the week of April 17. K. Stickler from Mengal, Metzger and Barr would be onsite April 10 to attend the Finance & Facilities Committee meeting. B. Hildreth provided questions to committee members that might be advantageous to the audit process. Committee members indicated they would review the questions and come-up with additional questions for the next meeting.

Building Update

B. Hildreth discussed the upcoming purchase of office desks. He said the desk were chosen after reviewing multiple vendors. Desks are ergonomically correct to provide a safe working environment for staff. More information would be provided at the next meeting. B. Hildreth also said he was working with the Red Cross to provide safety training to STLS staff. The Red Cross was also providing a work-place safety kit as part of the training, which will allow for more directional signs to prepare for emergencies.

Meeting adjourned at 4:15 pm.

Respectfully submitted:

Brian Hildreth, Executive Director

Next Meeting April 10, 2017

Southern Tier Library Foundation

Minutes Wednesday January 25th 2017

**Attendees: Peter Gamba , Judy Phillips , Denise King, Dale Wexell, Kay Thomas,
Absent: Brian Hildreth , Sherry Collins , Paul Webster Bonnie Weber, Phil Archer**

**We welcomed a new member Kay Thomas from the Dundee Library .
We approved the minutes.**

**Our financial balance is \$9,964.79 with an additional \$2,000 coming from Dale Wexell.
The fundraising mailing had 1/3 of the mailings return. The mailings were sent to previous donors only. This is a good return rate.**

There was a chart summarizing our donor history from 2011 thru 2015

Dale will put together a mail list for in the April – May time frame and we plan to have another mailing the middle of the year.

We talked about connecting with more people and one idea was for board members to have fund raisings get togethers at individuals homes. Cocktail parties, local authors gatherings and special events are ways we can gather people. An example is that the STLS board is having an event called a Ball. Some groups have silent auctions of gift baskets from local businesses. Reach out to businesses via the chamber of commerce.

A goal was to ask big donors to come. Ask each board member to recommend individuals who could be donors.

We talked about the areas where there is a better opportunity to recruit donors. The areas of Horseheads, Elmira and Corning came up as focus areas.

Brian's presentation is very effective and it can be uses at events. We also need to make the mission clearer about what services the libraries offer that need financial support that is not gotten from the community or State.

Peter will ask Brian to send letters to libraries for them to submit grant applications for a grant

We agreed to be our annual meeting on April 25th and we will have two meeting before the annual meeting one on March 8th and the next on April 5th .

Thanks

Peter Gamba

Agenda
Foundation for Southern Tier Libraries
Wednesday, March 8, 2017 at 4 PM

In Attendance: Sherrill Collins, Peter Gamba, Brian Hildreth, Denise King, Kay Thomas, Bonnie Weber, Paul Webster, Dale Wexell

Call to Order/Quorum

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

Approve Agenda

Board members reviewed the agenda as presented. No revisions or items were added.

Introductions

S. Collins introduced herself to the group as did K. Thomas.

Minutes

Board member reviewed meeting minutes from previous Foundation board meeting. B. Weber made a motion to approve. Approved unanimously

Financials

P. Webster presented financials dated January 31, 2017. A balance of accounts reflected \$10,015.

Discussion: D. King asked about annual appeal letter and the response rate. P. Webster indicated the response was good this year because the mailing lists were revised to reflect 5-years of giving. B. Weber said roughly 140 mailings were sent to past donors. B. Hildreth confirmed that only past donors received letters and not member library representatives.

Advocacy

P. Gamba along with B. Hildreth talked about Advocacy Day efforts in Albany. P. Gamba said the number of STLS representatives attending was fantastic. B. Hildreth confirmed this by stating it was the most number of attendees he has seen since coming to STLS. He also indicated how proud he was of the advocates as they all did a wonderful job representing their libraries and communities.

Fundraising

Board members discussed future fund raising ideas. D. Wexell recommended creating a list of donors who aligned their support with libraries. D. King said future networking events can also be successful. P. Gamba referenced the spring 2016 event at Elmira College. S. Collins said she would work with board members to generate a list using current giving information and information provided by board members.

2017 Foundation Grants

P. Gamba said he was working with B. Hildreth to get 2017 grant information out to STLS member libraries. It was agreed the grant announcement would be sent the week of March 13. A date of May 31 was set to award grants to member libraries. Board members would meet May 3 at 4:00 pm to review applications.

Strategic Plan

P. Gamba asked D. Wexell about the results of the strategic plan. D. Wexell highlighted 3 key points specific to the plan's objectives. He indicated the foundation should be looking towards securing funds to support member libraries through grants.

Motion to Adjourn

Meeting adjourned at 5:12 pm

Minutes Respectfully Submitted:
Brian Hildreth

3:33 PM

02/28/17

Southern Tier Library System **Unpaid Bills Detail** **As of March 3, 2017**

Doc. #17-26

Rec'd 3/1/17

Type	Date	Num	Due Date	Open Balance
CDW-G				
Bill	12/31/2016	GDP7...	12/31/2016	1,570.78 ✓
Bill	3/3/2017	GWF...	3/3/2017	2,138.31 ✓
Total CDW-G				3,709.09
Corning Area Chamber of Commerce				
Bill	3/3/2017	1904	3/3/2017	401.50 ✓
Total Corning Area Chamber of Commerce				401.50
Corning Natural Gas				
Bill	3/3/2017	Feb 2...	3/3/2017	172.88 ✓
Total Corning Natural Gas				172.88
Delta Dental Insurance Company				
Bill	3/3/2017	5867...	3/3/2017	190.86 ✓
Total Delta Dental Insurance Company				190.86
Empire Natural Gas				
Bill	2/24/2017	WST...	2/24/2017	152.27 ✓
Total Empire Natural Gas				152.27
Friendly Freds				
Bill	3/3/2017	19942	3/3/2017	432.42 ✓
Total Friendly Freds				432.42
Frontier Communications				
Bill	3/3/2017	Feb 2...	3/3/2017	145.82 ✓
Total Frontier Communications				145.82
NYSEG				
Bill	3/3/2017	Feb 2...	3/3/2017	270.39 ✓
Total NYSEG				270.39
Overdrive				
Bill	3/3/2017	1453...	3/3/2017	18.99 ✓
Bill	3/3/2017	1453...	3/3/2017	254.99 ✓
Bill	3/3/2017	1453...	3/3/2017	99.90 ✓
Bill	3/3/2017	1453...	3/3/2017	207.97 ✓
Bill	3/3/2017	1453...	3/3/2017	65.00 ✓
Bill	3/3/2017	1453...	3/3/2017	192.99 ✓
Total Overdrive				839.84
Penguin Random House LLC				
Bill	3/3/2017	1081...	3/3/2017	33.75 ✓
Bill	3/3/2017	1081...	3/3/2017	26.25 ✓
Bill	3/3/2017	1081...	3/3/2017	41.25 ✓
Total Penguin Random House LLC				101.25
Penn Yan Library				
Bill	3/3/2017	E-rate	3/3/2017	811.50 ✓
Total Penn Yan Library				811.50
Retterer & Sons LLC				
Bill	3/3/2017	RS-0...	3/3/2017	375.00 ✓
Total Retterer & Sons LLC				375.00
Time Warner Cable				
Bill	3/3/2017	2029...	3/3/2017	1,000.00 ✓
Bill	3/3/2017	2029...	3/3/2017	1,000.00 ✓
Bill	3/3/2017	2021...	3/3/2017	23.00 ✓
Bill	3/3/2017	2028...	3/3/2017	234.99 ✓
Total Time Warner Cable				2,257.99
Verizon				
Bill	3/3/2017	Mar 2...	3/3/2017	470.83 ✓
Total Verizon				470.83

3:33 PM

02/28/17

Southern Tier Library System
Unpaid Bills Detail
As of March 3, 2017

Type	Date	Num	Due Date	Open Balance
✓ Verizon Wireless				
Bill	3/3/2017	9780...	3/3/2017	213.63 ✓
Total Verizon Wireless				213.63
✓ Watkins Glen Library				
Bill	3/3/2017	E-rate	3/3/2017	504.00 ✓
Total Watkins Glen Library				504.00
✓ Wellsville Library				
Bill	3/3/2017	E-rate	3/3/2017	1,297.71 ✓
Total Wellsville Library				1,297.71
TOTAL				12,348.98

3:03 PM

02/14/17

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

[Signature]
 2/19/2017

02-15-17

Type	Date	Num	Due Date	Open Balance
AT&T Bill	2/17/2017	5074...	2/17/2017	1,248.99 ✓
Total AT&T				1,248.99
Baker & Taylor Bill	2/17/2017	2032...	2/17/2017	28.26 ✓
Baker & Taylor Bill	2/17/2017	2032...	2/17/2017	13.87 ✓
Total Baker & Taylor				42.13
Barcodes Inc Bill	2/17/2017	INV6...	2/17/2017	48.10 ✓
Barcodes Inc Bill	2/17/2017	INV6...	2/17/2017	48.10 ✓
Barcodes Inc Bill	2/17/2017	INV6...	2/17/2017	234.00 ✓
Total Barcodes Inc				330.20
Black's Auto Service Bill	2/17/2017	97008	2/17/2017	33.95 ✓
Black's Auto Service Bill	2/17/2017	96891	2/17/2017	33.95 ✓
Black's Auto Service Bill	2/17/2017	97051	2/17/2017	33.95 ✓
Total Black's Auto Service				101.85
Casella Waste Services Bill	2/17/2017	1762...	2/17/2017	87.06 ✓
Total Casella Waste Services				87.06
CDW-G Bill	2/17/2017	GRH...	2/17/2017	679.88 ✓
Total CDW-G				679.88
Demco Bill	2/17/2017	6054...	2/17/2017	519.48 ✓
Total Demco				519.48
Eastern Managed Print Network Bill	2/17/2017	IN687...	2/17/2017	224.45 ✓
Eastern Managed Print Network Bill	2/17/2017	IN697...	2/17/2017	110.00 ✓
Total Eastern Managed Print Network				334.45
Energy Cooperative of America Bill	2/17/2017	741605	2/17/2017	358.90 ✓
Total Energy Cooperative of America				358.90
English, Darleen Bill	2/17/2017	Medic...	2/17/2017	46.80 ✓
Total English, Darleen				46.80
First Bankcard Bill	2/17/2017	4418...	2/17/2017	4,835.82 ✓
First Bankcard Bill	2/17/2017	4418...	2/17/2017	177.69 ✓
First Bankcard Bill	2/17/2017	4418...	2/17/2017	296.49 ✓
First Bankcard Bill	2/17/2017	4418...	2/17/2017	88.78 ✓
First Bankcard Bill	2/17/2017	4418...	2/17/2017	60.89 ✓
First Bankcard Bill	2/17/2017	4418...	2/17/2017	105.99 ✓
First Bankcard Bill	2/17/2017	4418...	2/17/2017	1,320.84 ✓
Total First Bankcard				6,886.50
Hallahan, Sheila Bill	2/17/2017	Medic...	2/17/2017	46.80 ✓
Total Hallahan, Sheila				46.80
Harris, Roseanna Bill	2/17/2017	Medic...	2/17/2017	46.80 ✓
Total Harris, Roseanna				46.80
Hink, Betty Jean Bill	2/17/2017	TV R...	2/17/2017	256.98 ✓
Total Hink, Betty Jean				256.98

Southern Tier Library System

Unpaid Bills Detail

As of February 17, 2017

Type	Date	Num	Due Date	Open Balance
<input checked="" type="checkbox"/> Holden, Loretta Bill	2/17/2017	Medic...	2/17/2017	46.80
Total Holden, Loretta				46.80
<input checked="" type="checkbox"/> Ingram Library Services Bill	2/17/2017	9701...	2/17/2017	5.99
<input checked="" type="checkbox"/> Bill	2/17/2017	9712...	2/17/2017	265.80
Total Ingram Library Services				271.79
<input checked="" type="checkbox"/> McPherson, Marcia Bill	2/17/2017	Medic...	2/17/2017	46.80
Total McPherson, Marcia				46.80
<input checked="" type="checkbox"/> Nelson, Jane Bill	2/17/2017	Medic...	2/17/2017	46.80
Total Nelson, Jane				46.80
<input checked="" type="checkbox"/> NYLA Bill	2/17/2017	7067	2/17/2017	264.00
Total NYLA				264.00
<input checked="" type="checkbox"/> NYSHIP Bill	2/17/2017	509	2/17/2017	17,098.35
Total NYSHIP				17,098.35
<input checked="" type="checkbox"/> Overdrive Bill	2/17/2017	1453...	2/17/2017	596.65
<input checked="" type="checkbox"/> Bill	2/17/2017	1453...	2/17/2017	146.92
<input checked="" type="checkbox"/> Bill	2/17/2017	1453...	2/17/2017	1,888.96
<input checked="" type="checkbox"/> Bill	2/17/2017	1453...	2/17/2017	931.76
<input checked="" type="checkbox"/> Bill	2/17/2017	1453...	2/17/2017	121.44
<input checked="" type="checkbox"/> Bill	2/17/2017	1453...	2/17/2017	1,693.86
<input checked="" type="checkbox"/> Bill	2/17/2017	1453...	2/17/2017	118.97
<input checked="" type="checkbox"/> Bill	2/17/2017	1453...	2/17/2017	234.98
Total Overdrive				5,733.54
<input checked="" type="checkbox"/> Passage, Mary Bill	2/17/2017	Medic...	2/17/2017	46.80
Total Passage, Mary				46.80
<input checked="" type="checkbox"/> Penguin Random House LLC Bill	2/17/2017	1080...	2/17/2017	33.75
Total Penguin Random House LLC				33.75
<input checked="" type="checkbox"/> Qulggie, Mary Kay Bill	2/17/2017	Medic...	2/17/2017	46.80
Total Qulggie, Mary Kay				46.80
<input checked="" type="checkbox"/> Southern Tier Wireless Inc Bill	2/17/2017	14789	2/17/2017	93.95
Total Southern Tier Wireless Inc				93.95
<input checked="" type="checkbox"/> Staples Business Advantage Bill	2/17/2017	8042...	2/17/2017	246.46
Total Staples Business Advantage				246.46
<input checked="" type="checkbox"/> Time Warner Cable Bill	2/17/2017	2028...	2/17/2017	92.95
<input checked="" type="checkbox"/> Bill	2/17/2017	2028...	2/17/2017	3,817.54
<input checked="" type="checkbox"/> Bill	2/17/2017	2029...	2/17/2017	1,015.00
<input checked="" type="checkbox"/> Bill	2/17/2017	2028...	2/17/2017	25.00
<input checked="" type="checkbox"/> Bill	2/17/2017	2021...	2/17/2017	94.40
<input checked="" type="checkbox"/> Bill	2/17/2017	2028...	2/17/2017	146.25
Total Time Warner Cable				5,191.14

3:03 PM

02/14/17

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

Type	Date	Num	Due Date	Open Balance
✓ United Healthcare Insurance Company Bill	2/17/2017	Mar 2...	2/17/2017	187.75 ✓
Total United Healthcare Insurance Company				187.75
✓ UnitedHealthcare Bill	2/17/2017	0187...	2/17/2017	22.50 ✓
Total UnitedHealthcare				22.50
✓ WEX Bank Bill	2/17/2017	4848...	2/17/2017	1,278.29 ✓
Total WEX Bank				1,278.29
✓ Wigg, Ristiina Bill	2/17/2017	Medic...	2/17/2017	46.80 ✓
Total Wigg, Ristiina				46.80
TOTAL				41,689.14

Southern Tier Library System

Unpaid Bills Detail

As of February 3, 2017

02/01/17
D. Miller

Type	Date	Num	Due Date	Open Balance
AccuCut Bill	2/3/2017	1227...	2/3/2017	593.60 ✓
Total AccuCut				593.60
Addison Library Bill	2/3/2017	2017 ...	2/3/2017	4,096.00 ✓
Total Addison Library				4,096.00
Arkport Library Bill	2/3/2017	2017 ...	2/3/2017	1,106.00 ✓
Total Arkport Library				1,106.00
Atlanta Library Bill	2/3/2017	2017 ...	2/3/2017	2,699.00 ✓
Total Atlanta Library				2,699.00
Avoca Library Bill	2/3/2017	2017 ...	2/3/2017	7,648.00 ✓
Total Avoca Library				7,648.00
Bath Library Bill	2/3/2017	2017 ...	2/3/2017	11,028.00 ✓
Total Bath Library				11,028.00
Call, Elizabeth Bill	2/3/2017	Jan 2...	2/3/2017	23.54 ✓
Total Call, Elizabeth				23.54
Canisteo Library Bill	2/3/2017	2017 ...	2/3/2017	3,392.00 ✓
Total Canisteo Library				3,392.00
Center Point Large Print Bill	2/3/2017	1441...	2/3/2017	22.17 ✓
Total Center Point Large Print				22.17
Cohocton Library Bill	2/3/2017	2017 ...	2/3/2017	4,476.00 ✓
Total Cohocton Library				4,476.00
Corning Library Bill	2/3/2017	2017 ...	2/3/2017	26,216.00 ✓
Total Corning Library				26,216.00
Corning Natural Gas Bill	2/3/2017	Jan 2...	2/3/2017	174.87 ✓
Total Corning Natural Gas				174.87
CPE InterLink Bill	2/3/2017	17-01...	2/3/2017	239.00 ✓
Total CPE InterLink				239.00
Demco Bill	2/3/2017	6047...	2/3/2017	30.50 ✓
Total Demco				30.50
Eastern Managed Print Network Bill	12/31/2016	IN641...	12/31/2016	317.46 ✓
Bill	12/31/2016	IN639...	12/31/2016	5,386.70 ✓
Bill	2/3/2017	IN645...	2/3/2017	224.45 ✓
Total Eastern Managed Print Network				5,928.61
Empire Natural Gas Bill	2/3/2017	WST...	2/3/2017	107.69 ✓
Total Empire Natural Gas				107.69

for TW 2/1/2017

3:44 PM

01/31/17

Southern Tier Library System

Unpaid Bills Detail

As of February 3, 2017

Type	Date	Num	Due Date	Open Balance
✓ Frontier Communications Bill	2/3/2017	Jan 2...	2/3/2017	145.75 ✓
Total Frontier Communications				145.75
✓ Gallmann, Christina Bill	2/3/2017	Jan 2...	2/3/2017	8.56 ✓
Total Gallmann, Christina				8.56
✓ Gunning, Nic Bill	2/3/2017	1st Qt...	2/3/2017	63.23 ✓
Total Gunning, Nic				63.23
✓ Hammondsport Library Bill	2/3/2017	2017 ...	2/3/2017	6,239.00 ✓
Total Hammondsport Library				6,239.00
✓ Hildreth, Brian Bill	2/3/2017	Jan M...	2/3/2017	84.64 ✓
Total Hildreth, Brian				84.64
✓ Hornell Library Bill	2/3/2017	2017 ...	2/3/2017	10,174.00 ✓
Total Hornell Library				10,174.00
✓ Howard Library Bill	2/3/2017	2017 ...	2/3/2017	4,660.00 ✓
Total Howard Library				4,660.00
✓ Ipswitch, Inc Bill	2/3/2017	IN590...	2/3/2017	849.00 ✓
Total Ipswitch, Inc				849.00
✓ Jasper Library Bill	2/3/2017	2017 ...	2/3/2017	2,323.00 ✓
Total Jasper Library				2,323.00
✓ Johnson, Judy Bill	2/3/2017	Jan 2...	2/3/2017	19.26 ✓
Total Johnson, Judy				19.26
✓ NYSEG Bill	2/3/2017	Jan 2...	2/3/2017	306.15 ✓
Total NYSEG				306.15
✓ Overdrive Bill	12/31/2016	1453...	12/31/2016	38.97 ✓
✓ Bill	2/3/2017	1453...	2/3/2017	121.99 ✓
✓ Bill	2/3/2017	1453...	2/3/2017	43.98 ✓
✓ Bill	2/3/2017	1453...	2/3/2017	832.85 ✓
Total Overdrive				1,037.79
✓ Penguin Random House LLC Bill	2/3/2017	1080...	2/3/2017	1,302.00 ✓
Total Penguin Random House LLC				1,302.00
✓ Prattsburgh Library Bill	2/3/2017	2017 ...	2/3/2017	1,790.00 ✓
Total Prattsburgh Library				1,790.00
✓ PULISDO Bill	2/3/2017	2017 ...	2/3/2017	400.00 ✓
Total PULISDO				400.00
✓ Pulteney Library Bill	2/3/2017	2017 ...	2/3/2017	2,167.00 ✓
Total Pulteney Library				2,167.00

Southern Tier Library System

Unpaid Bills Detail

As of February 3, 2017

Type	Date	Num	Due Date	Open Balance	
<input checked="" type="checkbox"/> Retterer & Sons LLC					
Bill	2/3/2017	RS-0...	2/3/2017	375.00	✓
Total Retterer & Sons LLC				375.00	
<input checked="" type="checkbox"/> Ribble Rooter Sewer & Drain Cleaning					
Bill	2/3/2017	414871	2/3/2017	250.00	✓
Total Ribble Rooter Sewer & Drain Cleaning				250.00	
<input checked="" type="checkbox"/> Savona Library					
Bill	2/3/2017	2017 ...	2/3/2017	3,766.00	✓
Total Savona Library				3,766.00	
<input checked="" type="checkbox"/> Smith, Karen					
Bill	2/3/2017	1/25/...	2/3/2017	58.10	✓
Bill	2/3/2017	Jan 2...	2/3/2017	23.54	✓
Total Smith, Karen				81.64	
<input checked="" type="checkbox"/> Staples Business Advantage					
Bill	2/3/2017	8042...	2/3/2017	110.05	✓
Bill	2/3/2017	8042...	2/3/2017	37.64	✓
Total Staples Business Advantage				147.69	
<input checked="" type="checkbox"/> Terp's Enterprises Inc					
Bill	2/3/2017	T11328	2/3/2017	1,625.00	✓
Total Terp's Enterprises Inc				1,625.00	
<input checked="" type="checkbox"/> Thresher Septic Service, LLC					
Bill	1/31/2017	7571	1/31/2017	324.00	✓
Total Thresher Septic Service, LLC				324.00	
<input checked="" type="checkbox"/> Time Warner Cable					
Bill	1/30/2017	2028...	1/30/2017	234.99	✓
Bill	2/3/2017	2021...	2/3/2017	23.00	✓
Bill	2/3/2017	2029...	2/3/2017	1,000.00	✓
Total Time Warner Cable				1,257.99	
<input checked="" type="checkbox"/> Verizon					
Bill	2/3/2017	Feb 2...	2/3/2017	469.79	✓
Total Verizon				469.79	
<input checked="" type="checkbox"/> Verizon Wireless					
Bill	2/3/2017	9778...	2/3/2017	213.63	✓
Total Verizon Wireless				213.63	
<input checked="" type="checkbox"/> Wayland Library					
Bill	2/3/2017	2017 ...	2/3/2017	6,608.00	✓
Total Wayland Library				6,608.00	
<input checked="" type="checkbox"/> Wojnarek, Patrick					
Bill	2/3/2017	1st Qt...	2/3/2017	30.28	✓
Total Wojnarek, Patrick				30.28	
TOTAL				114,498.38	

Southern Tier Library System

Unpaid Bills Detail

As of January 20, 2017

Type	Date	Numb	Due Date	Open Balance
ALA Member Services				
0 Bill	1/20/2017	M201...	1/20/2017	177.00 ✓
Total ALA Member Services				177.00
AT&T				
0 Bill	1/20/2017	6739...	1/20/2017	1,248.99 ✓
Total AT&T				1,248.99
Barr, Mathilde				
0 Bill	12/31/2016	4th Qt...	12/31/2016	142.56 ✓
Total Barr, Mathilde				142.56
Black's Auto Service				
0 Bill	1/20/2017	96298	1/20/2017	33.95 ✓
0 Bill	1/20/2017	96355	1/20/2017	33.95 ✓
0 Bill	1/20/2017	95792	1/20/2017	33.95 ✓
Total Black's Auto Service				101.85
Casella Waste Services				
0 Bill	12/31/2016	1756...	12/31/2016	87.11 ✓
Total Casella Waste Services				87.11
English, Darleen				
0 Bill	1/20/2017	Medic...	1/20/2017	46.80 ✓
Total English, Darleen				46.80
First Bankcard				
0 Bill	1/20/2017	4418...	1/20/2017	66.20 ✓
0 Bill	1/20/2017	4418...	1/20/2017	56.12 ✓
0 Bill	1/20/2017	4418...	1/20/2017	569.93 ✓
0 Bill	1/20/2017	4418...	1/20/2017	19.59 ✓
Total First Bankcard				711.84
First Class Glass & Mirror				
0 Bill	1/20/2017	7626	1/20/2017	220.00 ✓
Total First Class Glass & Mirror				220.00
Hallahan, Sheila				
0 Bill	1/20/2017	Medic...	1/20/2017	46.80 ✓
Total Hallahan, Sheila				46.80
Harris, Roseanna				
0 Bill	1/20/2017	Medic...	1/20/2017	46.80 ✓
Total Harris, Roseanna				46.80
Hink, Betty Jean				
0 Bill	1/20/2017	13718	1/20/2017	64.74 ✓
Total Hink, Betty Jean				64.74
Holden, Loretta				
0 Bill	1/20/2017	Medic...	1/20/2017	46.80 ✓
Total Holden, Loretta				46.80
Interstate Battery				
0 Bill	1/20/2017	1804...	1/20/2017	433.00 ✓
Total Interstate Battery				433.00
McPherson, Marcia				
0 Bill	1/20/2017	Medic...	1/20/2017	46.80 ✓
Total McPherson, Marcia				46.80
Nelson, Jane				
0 Bill	1/20/2017	Medic...	1/20/2017	46.80 ✓
Total Nelson, Jane				46.80

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01/17/17

Southern Tier Library System
Unpaid Bills Detail
 As of January 20, 2017

1/19/2017

*Open
01/17/17*

	Type	Date	Num	Due Date	Open Balance
0	NYLA ✓ Bill	1/20/2017	2017 ...	1/20/2017	40.00 ✓
	Total NYLA				40.00
0	NYSHIP ✓ Bill	1/20/2017	508	1/20/2017	17,098.35 ✓
	Total NYSHIP				17,098.35
0	OohDooh, Inc ✓ Bill	1/20/2017	46	1/20/2017	807.00 ✓
	Total OohDooh, Inc				807.00
0	Overdrive				
	✓ Bill	1/20/2017	1453...	1/20/2017	2,243.91 ✓
	✓ Bill	1/20/2017	1453...	1/20/2017	777.93 ✓
	✓ Bill	1/20/2017	1453...	1/20/2017	886.45 ✓
	✓ Bill	1/20/2017	1453...	1/20/2017	449.99 ✓
	✓ Bill	1/20/2017	1453...	1/20/2017	1,145.24 ✓
	Total Overdrive				5,303.52
0	Passage, Mary ✓ Bill	1/20/2017	Medic...	1/20/2017	46.80 ✓
	Total Passage, Mary				46.80
0	Quiggle, Mary Kay ✓ Bill	1/20/2017	Medic...	1/20/2017	46.80 ✓
	Total Quiggle, Mary Kay				46.80
0	Rainbow Printing ✓ Bill	1/20/2017	153016	1/20/2017	400.00 ✓
	Total Rainbow Printing				400.00
	Time Warner Cable				
	✓ Bill	1/20/2017	2029...	1/20/2017	1,015.00 ✓
	✓ Bill	1/20/2017	2028...	1/20/2017	3,762.40 ✓
	✓ Bill	1/20/2017	2029...	1/20/2017	1,000.00 ✓
	✓ Bill	1/20/2017	2028...	1/20/2017	25.00 ✓
	✓ Bill	1/20/2017	2021...	1/20/2017	88.83 ✓
	✓ Bill	1/20/2017	2028...	1/20/2017	146.40 ✓
	Total Time Warner Cable				6,037.63
0	United Fire Equipment Inc ✓ Bill	1/20/2017	4079	1/20/2017	78.50 ✓
	Total United Fire Equipment Inc				78.50
0	United Healthcare Insurance Company ✓ Bill	1/20/2017	Feb 2...	1/20/2017	187.75 ✓
	Total United Healthcare Insurance Company				187.75
0	UnitedHealthcare ✓ Bill	1/20/2017	0187...	1/20/2017	22.50 ✓
	Total UnitedHealthcare				22.50
0	Utica National Insurance Group ✓ Bill	1/20/2017	Jan 2...	1/20/2017	4,237.00 ✓
	Total Utica National Insurance Group				4,237.00
0	Watson Label Products ✓ Bill	1/20/2017	94274	1/20/2017	402.11 ✓
	Total Watson Label Products				402.11
0	Wexell, Dale ✓ Bill	12/31/2016	4th Qt...	12/31/2016	118.80 ✓
	Total Wexell, Dale				118.80

Southern Tier Library System
Unpaid Bills Detail
As of January 20, 2017

	Type	Date	Num	Due Date	Open Balance
0	Wigg, Ristina ✓ Bill	1/20/2017	Medic...	1/20/2017	46.80 ✓
	Total Wigg, Ristina				46.80
	TOTAL				38,341.45


Deposit Summary

Doc. #17-27

3/9/2017

Summary of Deposits to 1202 - Cash - Money Market on 03/09/2017

Chk No.	PmtMethod	Rcd From	Memo	Amount
11096	Check	Pulteney	Cost Share	3,069.52
3165	Check	Savona	Cost Share	4,865.40
3302	Check	Avoca	Cost Share	4,654.36
4265	Check	Bolivar	Cost Share	4,398.29
6792	Check	Canisteo	IT Contracts/Dark Fiber	255.00
6791	Check	Canisteo	Cost Share	3,595.50
2938	Check	Prattsburgh	Cost Share	2,861.34
9036	Check	Cleary, Jule	Health Iris	113.27
6611	Check	Rushville	Cost Share	1,776.90
5506	Check	Hammondsport	Cost Share	10,546.86
1323	Check	Wellsville	Advocacy Day Donation	100.00
			Deposit Subtotal:	36,236.44
			Less Cash Back:	
			Deposit Total:	36,236.44


3/9/17

Deposit Summary

Summary of Deposits to 1202 Cash - Money Market on 03/06/2017

Chk No.	PmtMethod	Rcd From	Memo	Amount
2656	Check	Friendship	IT Contracts/ TWC	116.26
3146	Check	Alfred	Cost Share	6,108.21
4309	Check	Belmont	IT Contract/Cost Share	3,732.02
			Deposit Subtotal:	9,956.49
			Less Cash Back:	
			Deposit Total:	9,956.49

[Signature]
3/5/2017

Deposit Summary

2/27/2017

Summary of Deposits to 1202 - Cash - Money Market on 02/27/2017

Chk No.	PmtMethod	Rcd From	Memo	Amount
2933	Check	Prattsburgh	Pass Thru	48.10
4262	Check	Bolivar	IT Contract -TWC	43.29
14064	Check	Cuba	IT Contracts-TWC	94.40
24620	Check	Four County Library System	Advocacy Day Reimbursement	812.50
3795615	Check	NYS Retirement	M Fleming Retirement reimburse...	108.82
133333538	Check	Individual	M Gustina Web purchase reimburse...	10.00
			Deposit Subtotal:	1,117.11
			Less Cash Back:	
			Deposit Total:	1,117.11

 2/27/17

Deposit Summary

2/6/2017

Summary of Deposits to 1202 Cash - Money Market on 02/17/2017

Chk No.	PmtMethod	Rcd From	Memo	Amount
2687	Check	Montour Falls	IT Contract-Dark Fiber	255.00
3786	Check	Atlanta	Pass Thru	38.43
2666	Check	Montour Falls	Processing	26.25
36402	Check	Belfast	Processing & Pass Thru	74.68
9032	Check	Cleary, Jule	Health Ins	103.07
9044	Check	Andover	IT Contracts/Freegal	33.90
2288	Check	Individual	V Button-Vinyl glove reimbursement	12.99
			Deposit Subtotal:	544.32
			Less Cash Back:	
			Deposit Total:	544.32

 2/7/2017

Deposit Summary

1/30/2017

Summary of Deposits to 1202 Cash - Money Market on 01/30/2017

Chk No.	PmtMethod	Rcd From	Memo	Amount
1583	Check	Watkins Glen	IT Contract	270.00
4570	Check	Fillmore	IT Contract	450.00
5465	Check	Hammondsport	Pass Thru	72.74
2640	Check	Friendship	IT Contracts TWC	116.41
14030	Check	Cuba	IT Contracts TWC	88.83
3062	Check	Jasper	Processing	12.00
3063	Check	Jasper	IT Contracts	255.00
3787020	Check	NYS Retirement	M Fleming Retirement reimbursem...	108.82
6774	Check	Canisteo	Greenwood Share Tax Roll	12,042.19
			Deposit Subtotal:	13,415.99
			Less Cash Back:	
			Deposit Total:	13,415.99

 1/31/2017

Deposit Summary

1/23/2017 3:38 PM

Summary of Deposits to 1202 - Cash - Money Market on 01/23/2017

Chk No.	PmtMethod	Red From	Memo	Amount
2277	Check	Howard	Pass thru	38.43
1627	Check	Corning	IT Contract	450.00
5608	Check	Cohocton	IT Contract	270.00
4256	Check	Bolivar	IT Contract	43.43
2321	Check	Int'l Motor Racing Research Center	Processing	80.50
7770	Check	Rushford	Pass Thru	38.43
1714	Check	CCLD-Elmira	Pass Thru & IT Contracts	625.65
1714	Check	CCLD-Big Flats	IT Contracts	450.00
1714	Check	CCLD-Horseheads	IT Contracts	450.00
1714	Check	CCLD-West Elmira	IT Contracts	450.00
1867	Check	CCLD-Elmira	Pass Thru	2,974.67
131093853	Check	Shelter Point	C Wright Disabiliy Ins reimbursement	340.91
154649	Check	Steuben County	Steuben County Aid	99,500.00

Less Cash Back:

Deposit Total: 105,712.02

[Handwritten Signature]
1/25/17

Deposit Summary

1/17/2017

Summary of Deposits to 1202 - Cash - Money Market on 01/17/2017

Chk No.	PmtMethod	Rcd From	Memo	Amount
1571	Check	Watkins Glen	Pass Thru	162.86
3057	Check	Jasper	Processing	26.25
5450	Check	Hammondsport	Pass Thru	20.17
6551	Check	Rushville	Processing	27.00
14018	Check	Cuba	IT Contracts	450.00
6020	Check	Bath	IT Contracts	300.00
19380	Check	Wellsville	Pass Thru/IT Contracts	850.00
6133	Check	Richburg	Processing	27.00
32734	Check	Simmons-Rockwell Chevrolet	Refund Registration Fee	60.00
			Deposit Subtotal:	1,923.28
			Less Cash Back:	
			Deposit Total:	1,923.28

For TD 1/18/2017

Deposit Summary

1/10/2017 3:59 PM

Summary of Deposits to 1202 - Cash - Money Market on 01/10/2017

Chk No.	PmtMethod	Red From	Memo	Amount
1663	Check	CCLD-Elmira	Processing & Pass Thru	3,332.60
1663	Check	CCLD-Big Flats	Processing	262.75
1663	Check	CCLD-Horseheads	Processing	637.00
1663	Check	CCLD-Van Etten	Processing	60.75
1663	Check	CCLD-West Elmira	Processing	231.25
1663	Check	CCLD-Bookmobile	Processing	96.00
1864	Check	CCLD-Elmira	Pass Thru-Overdrive charges	342.88
1864	Check	CCLD-CBA	Processing	90.75
1864	Check	CCLD-Elmira	Pass Thru-Overdrive charges	1,602.87
1864	Check	CCLD-Elmira	Pass Thru-Overdrive charges	30.00

Less Cash Back:

Deposit Total: 6,686.85

[Handwritten Signature] 1/10/17

Plan of Service 2017 – 2021

*STLS connects, empowers and advocates for all
Southern Tier public libraries*



1. Goal Statement: Improved local collection impact through collection management planning & implementation. Engage member libraries in active collection management through tools, guidance, and facilitation.

Purpose (Intended Result): Member Libraries collections will reflect their communities' educational, entertainment, informational, and creative needs through mindful collection management.

Measurement (Evaluation Method): Work with member libraries to increase by 1% - 5% in areas of (1) Collection Expenditures, (2) Additions to Holdings, (3) Circulation Per Cardholder, (4) Total Materials Borrowed/Loaned, (5) Turnover Rate of New Materials; or the reduction of (6) Materials Last Circulated.

Project Leader(s): Lorie Brown, Mandy Fleming, and Margo Gustina

Actions:

- Develop a Collection Management Planning tool for use by all member libraries. (2017)
- Create benchmarking standards for all collection metrics. (2017)
- Pilot planning tool with 2 libraries. (2017)
- Use some or all of Collection Management tool with 2-5 libraries annually. (2018-2021)
- Create, interpret and distribute cyclical reports that assist with development practices. (2017-2021)
- Assess data and experience to revise planning tool after every implementation. (2017-2021)
- Apply management tool to STLS rotating, consulting, and program resources collections. (2018-2021)

Outcomes:

2017 _____ Goal Accomplished

2018 _____ Goal Accomplished

2019 _____ Goal Accomplished

2020 _____ Goal Accomplished

2021 _____ Goal Accomplished

Plan of Service Elements: Element 1: Resource Sharing - Cooperative Collection Development +Element 2: Special Client Groups - Adult Services, Coordinated Outreach, Youth Services, Early Literacy, Other (Underemployed) + Element 4: Consulting & Development Services

2. Goal Statement: Increase member libraries understanding and working knowledge of the ILS – SirsiDynix Symphony.

Purpose (Intended Result): Member libraries will better understand the ILS – the online catalog, circulation and reporting capabilities – and will be able to utilize it fully to better serve their patrons.

Measurement (Evaluation Method): 75% of member libraries will have a better understanding of the ILS in following years through increase engagement based on pre and post surveys.

Project Leader(s): Mandy Fleming

Actions:

- Determine most useful/practical schedule and the best method of pushing out information. (2017)
- Survey member libraries to determine ILS topics of most interest to them. Create a list of WorkFlows topics based on survey results and in-house knowledge – topics included will address cataloging, circulation and reporting capabilities. Create custom scheduled reports as well. (2017)
- Work with libraries to tweak the material and delivery method to best serve their needs. Evaluate and make changes as needed. (2018-2021)

Outcomes:

2017 _____	Goal Accomplished
2018 _____	Goal Accomplished
2019 _____	Goal Accomplished
2020 _____	Goal Accomplished
2021 _____	Goal Accomplished

Plan of Service Elements: Element 1: Resource Sharing - Integrated Library System + Element 3: Professional Development & Training

3. Goal Statement: All member libraries will be aware of the process for Interlibrary Loan, both within and outside of the borders of the system. (2017-2021)

Purpose (Intended Result): Member Library staff will have the skills and resources to provide materials that address the entertainment, informational, educational and creative needs of their community, both within and outside the boundaries of the system's service area.

Measurement (Evaluation Method): Annually, 95% of member library outlets' customers will use the ILS' system to send and receive HOLDS; 66% of member library outlets will utilize the out of system ILL process to request materials.

Project Leader(s): Lorie Brown & Mandy Fleming

Actions:

- Facilitate out-of-system Interlibrary Loan services via the Bibliographic and Referral Center (BARC) offered by the South Central Regional Library Library Council. BARC services will be underscored by STLS resources: financial and staff. (2017-2021)
- Ensure that Interlibrary Loan practices and procedures are part of member libraries' collection management practices. This will be a component of the Collection Management Planning Tool. (2017-2018)
- Create written parameters for Best Practices for both in and out-of system Interlibrary Loans. (2017-2018)
- Consult with 3-5 member libraries, annually, for a review/overview of ILL procedures.
- Create benchmarking standards that link Interlibrary loan activity to collection management.
 - Review items with large number of HOLDS. Develop custom reports for benchmarking. (2017-2018)
- Develop methods of marketing Interlibrary Loan services to member library staff as well as to the public. (2019-2021)

Outcomes:

2017 _____ Goal Accomplished

2018 _____ Goal Accomplished

2019 _____ Goal Accomplished

2020 _____ Goal Accomplished

2021 _____ Goal Accomplished

Plan of Service Elements: Element 1: Resource Sharing: Inter library Loan; Element 1: Resource Sharing: Cooperative Collection Development

4. Goal Statement: Increase Awareness/Usage of STLS Digital Library Resources

Purpose (Intended Result): To make the public aware of the availability of STLS Digital Library content and provide library staff with the information and materials they need to promote and provide assistance with acquiring digital content.

Measurement (Evaluation Method): 20% increase in STLS Digital Library circulation statistics for libraries among the lowest third in circulation.

Project Leader(s): Al Oliveras

Actions:

- Identify staff who are responsible for digital services in each library building. (2017)
- Conduct quarterly STLS Digital Library informational meetings to share new developments, troubleshoot issues and brainstorm ways to make library users aware of the availability of digital content. (2017-2021)
- Push out information via Facebook posts (e.g., tutorials, content highlights, etc.) and ads. (2017-2021)
- Develop print materials and paraphernalia for distribution. (2017-2021)
- Work with IT to promote digital content availability and discoverability within the OPAC. (2017-2021)

Outcomes:

2017 _____ Goal Accomplished

2018 _____ Goal Accomplished

2019 _____ Goal Accomplished

2020 _____ Goal Accomplished

2021 _____ Goal Accomplished

Plan of Service Element: Element 1: Resource Sharing - Digital Library Collection Access

5. Goal Statement: Provide access to materials and information in a broad variety of formats to better serve special client populations

Purpose (Intended Result): Local libraries will provide materials for special client groups (e.g., seniors, people with visual and/or physical impairments, people with learning disabilities and the educationally disadvantaged, etc.)

Measurement (Evaluation Method): Participating libraries will see a 5% annual increase in circulation of materials for special clients.

Project Leader(s): Al Oliveras, Vickie Button

Actions:

- Investigate shelving and marketing options for materials targeting special client groups (e.g., consulting with colleagues across the state and within member libraries, reviewing professional literature, etc.) to better meet the needs within each community. (2017)
- Create and implement a plan that improves selection and accessibility. (2017)
- Target 3 to 5 libraries annually and monitor progress. (2018-2021)

Outcomes:

2017 _____ Goal Accomplished

2018 _____ Goal Accomplished

2019 _____ Goal Accomplished

2020 _____ Goal Accomplished

2021 _____ Goal Accomplished

Plan of Service Element: Element 2: Special Client Groups - Adult Services, Coordinated Outreach

6. Goal Statement: Build connections between member libraries and community service agencies.

Purpose (Intended Result): Member libraries and their users will have an increased awareness of community agencies and the services they provide. Member libraries will partner with agencies in delivering services to their community (e.g., use of library space, informational programs, cross-promotion of services, etc.).

Measurement (Evaluation Method): 25% of member libraries will provide a program or service conducted by or in conjunction with a community agency.

Project Leader(s): Al Oliveras, Lorie Brown, Program and Advocacy Consultant

Actions:

- Visit with various community agencies to get a clear picture of available services they provide and brainstorm ways in which they can partner with our member libraries. (2017)
- Host agency fair for member libraries to network and develop key partnerships. (2018)
- Coordinate with agencies to provide programs at member libraries or use the library as a community hub to provide services. (2018-2021)
- Distribute and/or develop materials that promote agency services to library users as well as promote library services to agency clients. (2018-2021)

Outcomes:

2017 _____ Goal Accomplished

2018 _____ Goal Accomplished

2019 _____ Goal Accomplished

2020 _____ Goal Accomplished

2021 _____ Goal Accomplished

Plan of Service Element: Element 2: Special Client Groups - Coordinated Outreach

7. Goal Statement: Programs and other resources will be available to youth, aged 0-18, in member libraries' communities.

Purpose (Intended Result): Member library outlets will provide programs and resources to meet the educational, informational, entertainment and creative needs of the targeted audience (ages 0-18.)

Measurement (Evaluation Method): Two-thirds (66%) of member library outlets will attend 30% of the learning opportunities offered focused on providing library services to youth ages 6-18. Traditional youth services programs such as storytimes for ages 0-5 and summer library programs (including a reading encouragement program) will be offered at 90% of member library outlets. STLS' Program Resources will be used by 85% of member library outlets. Each member library outlets, influenced by the learning opportunities presented, will annually present 26 programs, literature or non-literature based and exclusive of any programming considered part of summer library activities for ages 6-18.

Project Leader(s): Lorie Brown

Actions:

- Encourage all member library outlets to offer summer library programs (with reading encouragement program) and year-round storytimes for ages 0-5. (2017-2021).
 - Work with Youth Services Consultants across the state to "define" summer library programs and related terminology. (2017)
- Offer training/workshops that address library programs and services to targeted youth--aged 6-18. (2017-2021)
 - Specific to 'tweens and young adults. (2017-2021)
 - STEM/STEAM (2017-2021)
 - Literature based or non-literature based (2017-2021)
- Offer trainings/workshops that address collection development for youth. (2017-2021)
- Review Best Practices across NYS and elsewhere on providing collection development tips. (2017)
 - Work with Youth Services Advisory Committee to develop a plan unique to STLS. (2017)
- Develop Program Resources, designed for both active and passive programming efforts across multiple age ranges, that will enhance, support and/or provide a catalyst for creative, and innovative library programs. (2017-2021)
- Encourage sharing of ideas, resources and all aspects of library services to targeted audience thru trainings/workshops and other methods. Some examples are R & D: Rip Off and Duplicate; Share-O-Rama; Idea Fairs and Exchanges. (2017-2021)
- Utilize existing communication resources such as the Youth Services' FLASH and the YOUTH distribution list to encourage sharing of ideas, resources and all aspects of library services to targeted audience. This includes information pushed out from the system and from member library outlet to member library outlet. (2017-2021)
 - Work with Youth Services Advisory Council to explore other communication options.

Outcomes:

2017 _____	Goal Accomplished
2018 _____	Goal Accomplished
2019 _____	Goal Accomplished
2020 _____	Goal Accomplished
2021 _____	Goal Accomplished

Plan of Service Element: Element 2: Special Client Groups - Youth Services; Element 3: Professional Development and Training; Element 7: Communication Among Member Libraries

8. Goal Statement: Member library outlets will provide quality programs and resources for children ages 0-5 and to their families and caregivers.

Purpose (Intended Result): Library programs, (active: passive; in-the library; or, in the community) will incorporate mindful elements that develop and enhance early literacy skills in the targeted audience.

Measurement (Evaluation Method): Each member library outlet will, annually, present a minimum of 26 enhanced storytimes for ages 0-5 . One-quarter (25%) of member library outlets will use STLS' Storytime Programming aids. Two-thirds (66%) of member libraries will present corollary programming for targeted audience such as 1000 Books Before Kindergarten, StoryWalks or other methods of sharing the impact of early literacy skills.

Purpose (Intended Result): Programs (both, active and passive) will incorporate mindful elements that develop and enhance early literacy skills in the targeted audience.

Measurement (Evaluation Method): Presentation target (minimum) of 26 storytimes for ages 0-5 (annually). 25% of member library outlets will use Storytime Programming aids. 66% of member libraries will use/present corollary programming for targeted audience such as 1000 Books Before Kindergarten or StoryWalks.

Project Leader(s): Lorie Brown

Actions:

- Review and possible modification of current User Survey. (2017)
- Creation of StoryWalks with elements that encourage early literacy skills. (2017-2020)
- Creation of Storytime Programming aids--Program Resources (active and passive) that emphasize early literacy foundational concepts. (2017-2020)
- Training/workshops designed to improve presentation and /or change presentation of storytimes that include mindful elements which develop and enhance early literacy skills. (2017-2021)
- System-wide presentation of 1000 Books before Kindergarten. (2017)

Outcomes:

2017 _____ Goal Accomplished

2018 _____ Goal Accomplished

2019 _____ Goal Accomplished

2020 _____ Goal Accomplished

2021 _____ Goal Accomplished

Plan of Service Element: Element 2: Special Client Groups--Early Literacy; Element 3: Professional Development and Training;

9. Goal Statement: Offer continuing education opportunities in a variety of formats that focus on core as well as trending topics

Purpose (Intended Result): Have an impact on the services and programs member libraries provide to their communities.

Measurement (Evaluation Method): 25% annual increase in number of libraries participating in CE; 60% of continuing education offerings will have at least 10% of participants report some kind of action taken due to something they learned.

Project Leader(s): Al Oliveras, Lorie Brown, Adult Program and Advocacy Consultant

Actions:

- Develop tools to discern desired learning needs (2017-2021)
- Brainstorm and implement ideas to increase member library participation in continuing education opportunities (2017-2021)
- Develop and fine-tune methods for determining impact of ideas and skills on individual library services and programs (2017-2021)
- Discover, design and implement at least 2 continuing education opportunities per month (2017-2021)

Outcomes:

2017 _____ Goal Accomplished

2018 _____ Goal Accomplished

2019 _____ Goal Accomplished

2020 _____ Goal Accomplished

2021 _____ Goal Accomplished

Plan of Service Element: Element 3 Professional Development and Training, Element 2: Special Client Groups—Adult; Element 2: Special Client Groups-Youth Services; Special Client Groups—Early Literacy

10. Goal Statement: Using a HATS Curriculum based Trustee Academy, build a culture of professionalism throughout the library boards in STLS.

Purpose (Intended Result): Library boards will leverage their power and positions to be the driving force of improving library service across our 5 county region.

Measurement (Evaluation Method): The Trustee Academy will graduate 5% of STLS Member Library trustees annually beginning in 2018. Overall performance in libraries with Trustee Academy graduates serving on the board will improve 3-8% in benchmark areas of collection management, hours open, and programs offered within 18 months of graduation.

Project Leader(s): Margo Gustina and Brian Hildreth

Actions:

- Field test workshops to be used in Trustee Academy (2017)
- Map out and develop full Trustee Academy plan mitigating challenges in geography, time spent, and volunteer capacity (2017)
- Create and distribute marketing for Academy (2017-2021)
- Launch Academy (July 2017)
- Implement plan with regular review of successes and failures with adjustments made (2017-2021)
- Celebrate graduates & encourage mentorship network (2018-2021)

Outcomes:

2017 _____ Goal Accomplished

2018 _____ Goal Accomplished

2019 _____ Goal Accomplished

2020 _____ Goal Accomplished

2021 _____ Goal Accomplished

Plan of Service Element: Element 3: Professional Development & Training + Element 4: Consulting & Development Services

11. Goal Statement: Provide Opportunities to Enhance Leadership and Management Skills of Member Library Directors

Purpose (Intended Result): Member library directors will attend programs to provide them with the knowledge and skills to better lead their libraries based on core competencies.

Measurement (Evaluation Method): 50% of library directors will take part in at least two program offerings per year.

Project Leader(s): Al Oliveras, Lorie Brown, Brian Hildreth Adult Program and Advocacy Consultant

Actions:

- Partner with other library systems to develop elements to be offered in program series (2017)
- Secure library system consultants and contract individuals to provide instruction (2017-2021)
- Develop resources to guide programs success in collaboration with other library systems (2017 – 2021).
- Incorporate Directors Advisory Council goals specific to membership into program (2017).
- Develop guidelines for safe online sharing network (2019).
- Peer-to-peer networking meetings at different member sites (2020).
- Director retreat for addressing system-wide service weaknesses (2021).

Outcomes:

2017 _____	Goal Accomplished
2018 _____	Goal Accomplished
2019 _____	Goal Accomplished
2020 _____	Goal Accomplished
2021 _____	Goal Accomplished

Plan of Service Element: Element 6: Professional Development and Training

12. Goal Statement: Increase Local Funding for Member Libraries through Public Vote

Purpose (Intended Result): Empower member libraries through sustainable levels of local funding that address immediate and future community needs.

Measurement (Evaluation Method): Assist 5% to 7% of total member libraries annually to achieve optimal funding levels that reach or exceed \$15 per school district capita.

Project Leader(s): Brian Hildreth and Margo Gustina

Actions:

- Meet with library boards and directors to provide understanding of local funding levels and impacts using STLS' Sustainable Funding Module (2017 – 2021).
- Assist 1-2 members annually with significant funding campaigns (2017 – 2021).
- Annually support 2-3 members with funding campaigns requesting increases between 10% and 25% (2017 – 2021).
- Develop necessary materials to encourage and support member campaigns (2017 – 2021).
- Scan current and new data sources to determine successes and potential insights (2017 – 2021).
- Inform membership of successes and celebrate member accomplishments (2017 – 2021).

Outcomes:

2017_____	Goal Accomplished
2018_____	Goal Accomplished
2019_____	Goal Accomplished
2020_____	Goal Accomplished
2021_____	Goal Accomplished

Plan of Service Element: Element 4: Consulting & Development Services

13. Goal Statement: Enhance Member Libraries' ability to promote their programs and services in nontraditional ways.

Purpose (Intended Result): Provide resources for Member Libraries to 'Pop-Up' in unusual places throughout their community.

Measurement (Evaluation Method): A user survey. Annually, 10% of member libraries will POP-UP in their community -- determined by circulation statistics. Observation: Attend events/assist with set-up for successful implementation.

Project Leader(s): Lorie Brown, Mandy Fleming, and Margo Gustina

Actions:

- Conduct a survey of library literature and other sources for Best Practices and ideas as well as gather information from libraries that are currently providing off-site programs and services. Determine what works and what doesn't. (2017)
- Review and modify User Survey currently used for system Program Resources. (2017)
- Create guide for other types of mobile library solutions that facilitate libraries sharing services (eg. road map including template policies, vendor information, different product types, and examples of implementation) (2018-2019).
- Review current STLS equipment and supplies that can be utilized for Pop-Up Library Services. (2017).
- Partnership between Division of Professional Development and ILS team to maximize findability
- Purchase/assemble some mobile resources that are cataloged and readily available to Member Libraries. (2017-2021).
- Develop clear, universal step-by-step instructions for using the resources. (2017-2021).
- Promote and market POP-UP Library services to Member Libraries. (2017-2021).

Outcomes:

2017 _____ Goal Accomplished

2018 _____ Goal Accomplished

2019 _____ Goal Accomplished

2020 _____ Goal Accomplished

2021 _____ Goal Accomplished

Plan of Service Element: Element 1: Resource Sharing - Integrated Library System, Other + Element 2: Special Client Groups - Adult Services, Coordinated Outreach, Youth Services, Early Literacy, Other (Underemployed) + Element 4: Consulting & Development Services + Element 6: Awareness & Advocacy

14. Goal Statement: Provide WiFi hotspots to community outdoor spaces through libraries with expanded bandwidth capabilities.

Purpose (Intended Result): Increase availability of free wireless Internet connections after library hours of operation.

Measurement (Evaluation Method): Increase in the number of member libraries offering secure wireless connectivity beyond the walls of their buildings, 50% or more members by 2021. Improve the number of loanable wireless Internet devices made available to patrons through member libraries.

Project Leader(s): Ken Behn and Brian Hildreth

Actions:

- Investigate the type of hardware required and funding sources available to support project (2017).
- Partner with pilot libraries and secure funding to develop service (2018).
- Review pilot project impacts to determine feasibility of system-wide service (2019).
- Leverage funding to offer system-wide if service is feasible (2019).
- Work with additional libraries to connect as many member as possible to WiFi broadcasting services and potential loanable WiFi hotspots (2020 - 2021).

Outcomes:

2017 _____	Goal Accomplished
2018 _____	Goal Accomplished
2019 _____	Goal Accomplished
2020 _____	Goal Accomplished
2021 _____	Goal Accomplished

Plan of Service Element: Element 4: Consulting & Developmental Services – IT Support

15. Goal Statement: Develop STLS IT Plan for 2019 – 2021 Addressing System & Member Priorities

Purpose (Intended Result): Construct proactive action plan that addresses internal system needs and member needs specific to overall IT infrastructure.

Measurement (Evaluation Method): Completion of plan by the end of 2018 that includes goals, action steps and resources for library system and member libraries.

Project Leader(s): Ken Behn and Brian Hildreth

Actions:

- Provide survey to member libraries assessing current and future technology needs (2017).
- Facilitate IT discussion around realistic system services and member needs (2018).
- Draft plan to meet member needs taking into account current and future trends (2018).

- Present plan to membership through DAC and IT meetings (2018).
- Present final draft to STLS board of trustees for approval (2018).

Outcomes:

2017 _____ Goal Accomplished

2018 _____ Goal Accomplished

2019 _____ Goal Accomplished

2020 _____ Goal Accomplished

2021 _____ Goal Accomplished

Plan of Service Element: Element 4: Consulting & Developmental Services – IT Support

16. Goal Statement: Make available reliable IT infrastructure for STLS member librarians and patrons.

Purpose (Intended Result): Improve functionality, security and overall efficiencies of member libraries' Information Technology hardware and software.

Measurement (Evaluation Method): Reduction of Help Desk requests for reactive issues specific to staff and patron networked computers.

Project Leader(s): Ken Behn and Brian Hildreth

Actions:

- Facilitate conversation with members about IT support and define services (2017).
- Make available offering of IT support services and member costs associated (2017).
- Provide documented best practices for procuring IT support outside of STLS (2017).
- Inform members about blanketed IT support services versus per incident services (2018).
- Add full time IT Technician to support IT support programs (2018).

Outcomes:

2017 _____ Goal Accomplished

2018 _____ Goal Accomplished

2019 _____ Goal Accomplished

2020 _____ Goal Accomplished

2021 _____ Goal Accomplished

Plan of Service Element: Element 5: Coordinated Services for Members – IT Support

17. Goal Statement: Heighten Regional Public Awareness of STLS Member Services

Purpose (Intended Result): Inform community members about public library services and inspire frequent use of their resources.

Measurement (Evaluation Method): Sponsor 1-3 billboards in each county annually. Measure Facebook analytics to determine effectiveness of social media campaigns. Survey community members and elected officials on awareness of public library services. Improve in annual assessments by 1 - 3%.

Project Leader(s): Program & Advocacy Consultant and Brian Hildreth

Actions:

- Develop public service campaign brand for STLS libraries to be used system-wide (2017).
- Implement billboard advertising that promotes public service brand (2017).
- Conduct paid social media advertising in conjunction with billboard advertising (2017).
- Work with media company to create radio and TV ads tied to public service campaign (2018).
- Create press release toolkit for member libraries to promote library programs (2019).
- Investigate alternative community venues for advertising public library services (public transportation, airports, hospitals and agencies (2020).

Outcomes:

2017 _____ Goal Accomplished

2018 _____ Goal Accomplished

2019 _____ Goal Accomplished

2020 _____ Goal Accomplished

2021 _____ Goal Accomplished

Plan of Service Element: Element 6: Awareness & Advocacy

18. Goal Statement: Strengthen Elected Officials’ Understanding of Public Library Service Impacts

Purpose (Intended Result): Update state and local government officials on the value and return on investment of Southern Tier public libraries to make informed decisions on key policies.

Measurement (Evaluation Method): Coordinate 2-3 advocacy visits per year with state representatives and track the number of member library visitors. Strive for 100 communication submissions per advocacy campaign and gradually increasing state funds to member libraries and library system.

Project Leader(s): Program & Advocacy Consultant and Brian Hildreth

Actions:

- Create advocacy calendar for each state budget year highlighting key activities. (2017-2021).
- Library system representation at most library-related events hosting public officials (2017-2021).
- Partner with SCRLC’s Awareness & Advocacy Advisory Committee (2017 – 2021).
- Develop print and web resource to connect members with elected officials (2017).
Coordinate system-wide membership drive for NYLA and promote support of New Yorkers for Better Libraries 2017 - 2021)
- Foster social media relationship with elected officials highlighting library-related work (2018).
- Host legislative panel discussion about value of public libraries (2019).
- Offer training to member libraries about importance of state-level advocacy (2020).

Outcomes:

2017_____	Goal Accomplished
2018_____	Goal Accomplished
2019_____	Goal Accomplished
2020_____	Goal Accomplished
2021_____	Goal Accomplished

Plan of Service Element: Element 6: Awareness & Advocacy

19. Goal Statement: Make Visible Southern Tier Libraries’ Position on Social Inclusion for All

Purpose (Intended Result): Inform community leaders and residents that Southern Tier public libraries subscribe to the Library Bill of Rights and will provide safe, comfortable and welcoming spaces for all residents.

Measurement (Evaluation Method): Increased member programs in on key social issues. Member participation in trainings specific to social inclusion for all. Financial investment in community awareness.

Project Leader(s): Southern Tier Library System

Actions:

- Work with member libraries to fully understand the Library Bill of Rights and reaffirm our subscription to these professional values (2017).
- Develop understandable guides to assist librarians with best practices specific to community inclusion. Reference SCRLC LibGuide (2017).
- Provide transportation and funding for member libraries to participate in SCRLC & Binghamton University's social justice/diversity educational opportunity (2017).
- Create and distribute informational handouts for member libraries to make available to the community (2018).
- Provide training to members on facilitating unbiased platforms for civic engagement (2018).
- Work with Directors Advisory Council to expand upon 2018 Goal of *An Informed Citizenry through Visible Libraries* (2018).

Outcomes:

2017 _____	Goal Accomplished
2018 _____	Goal Accomplished
2019 _____	Goal Accomplished
2020 _____	Goal Accomplished
2021 _____	Goal Accomplished

Plan of Service Element: Element 6: Awareness and Advocacy

20. Goal Statement: Member libraries will have a basic online presence via a responsive library website

Purpose (Intended Result): Ensure that each member library has a responsive library website which minimally includes the following: hours of operation, contact info, event calendar, links to the online catalog, links to digital content, and a list of board members and meeting minutes.

Measurement (Evaluation Method): 98.5% of libraries will have a responsive library website with minimum required information

Project Leader(s): Al Oliveras, Margo Gustina, Adult Program and Advocacy Consultant

Actions:

- Identify libraries who currently have no library website (2017)
- Create initial site with responsive theme and related plugins to add content (2017-2021)
- Meet with all staff who will be involved with creating/adding content for the site and provide an orientation on use (2017-2021)
- Create a community of practice and set up quarterly online meetings (2017)
- Develop ideas to direct users to the site through marketing efforts within the communities physical space (2017-2021)
- Work with IT to ensure that the current infrastructure meets current needs (e.g., disk space, upgrades, website platforms, etc.) (2017-2021)

Outcomes:

2017 _____ Goal Accomplished

2018 _____ Goal Accomplished

2019 _____ Goal Accomplished

2020 _____ Goal Accomplished

2021 _____ Goal Accomplished

Plan of Service Element: Element 6: Awareness and Advocacy

21. Goal Statement: Build Library System(s)' Capacity to Enhance Services through Shared Resources.

Purpose (Intended Result): Bring together professional expertise from partnering library systems to diversify and strengthen overall library system services to member libraries.

Measurement (Evaluation Method): In cooperation with Chautauqua-Cattaraugus Library System and Pioneer Library System annually develop a shared goal with which to create, test, and share training and programmatic resources around.

Project Leader(s): Lorie Brown, Margo Gustina, Brian Hildreth, Al Oliveras & Ken Behn

Actions:

- Share consultant's expertise through cross-system training workshops. (2017).
- Develop training resources and techniques that increase risk-taking and creative behaviors in public libraries across our 11-counties. (2017).
- Collaboratively develop goals and actions at annual library system retreats. (2017-2021).

- Debrief and evaluate successes and failures of previous goals for future improvements at retreats (2017-2021).

Outcomes:

2017 _____ Goal Accomplished
2018 _____ Goal Accomplished
2019 _____ Goal Accomplished
2020 _____ Goal Accomplished
2021 _____ Goal Accomplished

Plan of Service Element: Element 8: Collaborative Efforts with Other Library Systems

22. Goal Statement: Assist STLS member libraries in enhancing community access to relevant services and collections through the support of the Central Library.

Purpose (Intended Results): STLS member libraries differ in their capacity to support and promote regional collection development. Central Book Aid and Central Library Development Aid are catalysts for enriching all member libraries' collections and services both at the local and regional levels. The Central Library in partnership with STLS can help member libraries improve their community's access to relevant collections in both print and digital formats and quality library services through collection development practices and effective training of member librarians.

***See "Addendum A" for full Central Library Plan 2017 – 2021**

Plan of Service Element: Element 9: 2017 – 2021 Central Library Plan of Service to STLS Member Libraries

23. Goal Statement: Improve Sustainability of and Access to Member Library and Library System Facilities.

Purpose (Intended Result): Ensure every member of the Southern Tier Library System community has long term access to a facility that is safe, delightful, and usable.

Measurement (Evaluation Method): Assist 3-6 libraries annually to improve usability of facility via ADA compliance, Universal Design metrics, Healthy Building guidelines and NYSERDA benchmarks. 100% of all member chartered libraries will be *fully* ADA compliant by 2021. 75% of all member chartered libraries will meet interior universal design accessibility guidelines by 2021. Increase library system incorporation of NYLA Sustainability Initiative guidelines into operational practices.

Project Leader(s): Margo Gustina, Al Oliveras and Brian Hildreth

Actions:

- Coordinate system wide existing conditions report on accessibility. (2017-2018)
- Request energy efficiency study of STLS headquarters to improve design (2017).
- Develop checklist of sustainable practices through STLS Facilities Committee to be incorporated into daily operations (2017).
- Annually support 3-6 libraries on grants for major facilities (including interior furnishings, technology, and hardware) upgrades in sustainability and accessibility. (2017-2021)
- Develop plan from STLS energy efficiency study to achieve recommended changes (2018).
- Develop necessary materials to encourage and support member facilities planning (2017 – 2021).
- Work with STLS Policies Committee to subscribe to and incorporate long-term building practices that align with sustainable and achievable priorities (2019).
- Scan current and new data sources to determine successes and potential insights (2017 – 2021).
- Inform membership of successes and celebrate member accomplishments (2017 – 2021).

Outcomes:

2017_____	Goal Accomplished
2018_____	Goal Accomplished
2019_____	Goal Accomplished
2020_____	Goal Accomplished
2021_____	Goal Accomplished

Plan of Service Element: Element 10: Construction + Element 5: Coordinated Services for Members - Other + Element 2: Special Client Groups - Coordinated Outreach

Addendum A: Central Library Plan of Service 2017 – 2021

Southern Tier Library System in partnership with Chemung County Library District

Element 9: 2017 – 2021 Central Library Plan of Service to STLS Member Libraries

Goal Statement:

Assist STLS member libraries in enhancing community access to relevant services and collections through the support of the Central Library.

Intended Results:

STLS member libraries differ in their capacity to support and promote regional collection development. Central Book Aid and Central Library Development Aid are catalysts for enriching all member libraries' collections and services both at the local and regional levels. The Central Library in partnership with STLS can help member libraries improve their community's access to relevant collections in both print and digital formats and quality library services through collection development practices and effective training of member librarians.

Project Leaders:

Ron Shaw, director of Chemung County Library District, and Brian Hildreth, executive director Southern Tier Library System, with the support of the Central Library Planning Committee and library system and central library team members.

2017 – 2021 Central Library Planning Committee

Michelle LaVoie, David A. Howe Public Library, Allegany County
Nic Gunning, David A. Howe Public Library, Allegany County
Melanie Miller, Alfred Box of Books Library, Allegany County
Angela Gonzalez, Penn Yan Public Library, Yates County
Sarah Crevelling, Penn Yan Public Library, Yates County
Michelle Wells, Southeast Steuben County Library, Steuben County
Phil Trautman, Cohocton Public Library, Steuben County
Harriet Eisman, Watkins Glen Public Library, Schuyler County
Chris Corter, Chemung County Library District
Ron Shaw, Chemung County Library District
Connie Ogilvie, Chemung County Library District

YEAR ONE - 2017

Central Book Aid (CBA)

Budget: \$66,698

Objective #1: Invest 25% of CBA funds into Print Non-Fiction Materials (includes Reference) housed at the Central Library and made available to all member libraries and their communities through the library system's ILS.

Objective #2: Invest 25% of CBA funds into Electronic Databases and Online Magazine Subscriptions (JobNow and ZINIO) made available to all member libraries and their communities through the websites of the library system and the Central Library.

Objective #3: Invest 50% of CBA funds into eBooks and Downloadable Audio Books made available to all member libraries and their communities through websites of the library system and Central Library.

Central Library Development Aid (CLDA)

Budget: \$97,951

Objective #1: Develop and purchase marketing materials for distribution in all member libraries using CLDA funds that promote print and digital collections purchased with CBA funds as well as virtual reference services.

Objective #2: Provide 3 training sessions per year conducted by Central Library staff in partnership with library system staff to assist member librarians in the use of all electronic collections purchased with CBA funds.

Objective #3: Offer professional development training to all member librarians in partnership with the library system through an all-day learning workshop incorporating diverse presentations on public library best practices.

Objective #4: Provide virtual reference services to member libraries and their communities to supplement local reference resources through the website of the Central Library.

YEAR TWO - 2018

Central Book Aid (CBA)

Budget: \$68,031

Objective #1: Invest 25% of CBA funds into Print Non-Fiction Materials (includes Reference) housed at the Central Library and made available to all member libraries and their communities through the library system's ILS.

Objective #2: Invest 25% of CBA funds into Electronic Databases and Online Magazine Subscriptions (JobNow and ZINIO) made available to all member libraries and their communities through the websites of the library system and the Central Library.

Objective #3: Evaluate system-wide usage of Electronic Databases and Online Magazine Subscriptions (JobNow and ZINIO) to determine return on investment of both online resources. Use data to maintain or revise offerings in YEAR THREE.

Objective #4: Invest 50% of CBA funds into eBooks and Downloadable Audio Books made available to all member libraries and their communities through websites of the library system and Central Library.

Central Library Development Aid (CLDA)

Budget: \$99,910

Objective #1: Develop and purchase marketing materials for distribution in all member libraries using CLDA funds that promote print and digital collections purchased with CBA funds as well as virtual reference services.

Objective #2: Provide 3 training sessions per year conducted by Central Library staff in partnership with library system staff to assist member librarians in the use of all electronic collections purchased with CBA funds.

Objective #3: Offer professional development training to all member librarians in partnership with the library system through an all-day learning workshop that incorporates diverse presentations on public library best practices.

Objective #4: Provide online virtual reference services to member libraries and their communities to supplement local reference resources through the website of the Central Library.

YEAR THREE - 2019

Central Book Aid (CBA)

Budget: \$69,391

Objective #1: Invest 25% of CBA funds into Print Non-Fiction Materials (includes Reference) housed at the Central Library and made available to all member libraries and their communities through the library system's ILS.

Objective #2: Invest 25% of CBA funds into Electronic Databases and Online Magazine Subscriptions (JobNow and ZINIO) made available to all member libraries and their communities through the websites of the library system and the Central Library

Objective #3: Invest 50% of CBA funds into eBooks and Downloadable Audio Books made available to all member libraries and their communities through websites of the library system and Central Library.

Central Library Development Aid (CLDA)

Budget: \$101,918

Objective #1: Reconvene the Central Library Planning Committee of 2016 to evaluate the first two years of 2017 – 2021 Central Library Plan of Service. Committee can make recommendations to maintain or revise last two years of Plan of Service.

Objective #2: Develop and purchase marketing materials for distribution in all member libraries using CLDA funds that promote print and digital collections purchased with CBA funds as well as virtual reference services.

Objective #3: Provide 3 training sessions per year conducted by Central Library staff in partnership with library system staff to assist member librarians in the use of all electronic collections purchased with CBA funds.

Objective #4: Offer professional development training to all member librarians in partnership with the library system through an all-day learning workshop that incorporates diverse presentations on public library best practices.

Objective #5: Provide online virtual reference services to member libraries and their communities to supplement local reference resources through the website of the Central Library.

YEAR FOUR - 2020

Central Book Aid (CBA)

Budget: \$70,779

Objective #1: Invest 25% of CBA funds into Print Non-Fiction Materials (includes Reference) housed at the Central Library and made available to all member libraries and their communities through the library system's ILS.

Objective #2: Invest 25% of CBA funds into Electronic Databases and Online Magazine Subscriptions as recommended in Year Three and made available to all member libraries and their communities through the websites of the library system and the Central Library.

Objective #3: Invest 50% of CBA funds into eBooks and Downloadable Audio Books made available to all member libraries and their communities through websites of the library system and Central Library.

Central Library Development Aid (CLDA)

Budget: \$103,956

Objective #1: Develop and purchase marketing materials for distribution in all member libraries using CLDA funds that promote print and digital collections purchased with CBA funds as well as virtual reference services.

Objective #2: Provide 3 training sessions per year conducted by Central Library staff in partnership with library system staff to assist member librarians in the use of all electronic collections purchased with CBA funds.

Objective #3: Offer professional development training to all member librarians in partnership with the library system through an all-day learning workshop that incorporates diverse presentations on public library best practices.

Objective #4: Provide online virtual reference services to member libraries and their communities to supplement local reference resources through the website of the Central Library.

YEAR FIVE - 2021

Central Book Aid (CBA)

Budget = \$72,194

Objective #1: Invest 25% of CBA funds into Print Non-Fiction Materials (includes Reference) housed at the Central Library and made available to all member libraries and their communities through the library system's ILS.

Objective #2: Invest 25% of CBA funds into Electronic Databases and Online Magazine Subscriptions as recommended in Year Three and made available to all member libraries and their communities through the websites of the library system and the Central Library.

Objective #3: Invest 50% of CBA funds into eBooks and Downloadable Audio Books made available to all member libraries and their communities through websites of the library system and Central Library.

Central Library Development Aid (CLDA)

Budget: \$106,035

Objective #1: Convene an Adhoc Central Library Planning Committee to develop the 2022 – 2026 Central Library Plan of Service. Committee can make recommendations to maintain or revise the 2017 – 2021 Central Library Plan of Service.

Objective #2: Develop and purchase marketing materials for distribution in all member libraries using CLDA funds that promote print and digital collections purchased with CBA funds as well as virtual reference services.

Objective #3: Provide 3 training sessions per year conducted by Central Library staff in partnership with library system staff to assist member librarians in the use of all electronic collections purchased with CBA funds.

Objective #4: Offer professional development training to all member librarians in partnership with the library system through an all-day learning workshop that incorporates diverse presentations on public library best practices.

Objective #5: Provide online virtual reference services to member libraries and their communities to supplement local reference resources through the website of the Central Library.

Evaluation Methods: The *Annual Report for Public and Association Libraries* of New York State will be used to measure the amount of investment in Non-Fiction Print Materials, Electronic Databases, Online Magazine Subscriptions, eBooks and Downloadable Audio Books. Investment levels will align with CBA Objectives for YEARS ONE through FIVE of the Central Library Plan of Service. Moreover, various automated reports from the library system's ILS and eContent vendors will be used to determine the usage of collections developed through Central Book Aid funds.

The same annual report will be used to determine if CLDA Objectives for YEARS ONE through FIVE were met. This annual report will specifically indicate the proposed training sessions and professional development workshop were offered. It will also highlight the level of financial investment in virtual reference services, and marketing materials that promote print and digital collections purchased with CBA funds. Lastly, library system-wide surveys will be used to determine the effectiveness of training session and professional development workshops.

Budget Notes:

1. Proposed 2018 – 2021 budgets for Central Book Aid and Central Library Development Aid are dependent upon 2% annual increases in New York State Library Aid as approved by the New York State Legislature. 2017 budgets are based on a 4% increase over 2015-2016 funding levels.

Planning Timeline:

1. The 2017 – 2021 Central Library Plan of Service to STLS Member Libraries was developed by participants of the 2016 Central Library Planning Committee. The committee convened on March 10, 2016 to identify local community needs, intended library services and Central Library services to help supplement member library services.
2. An initial draft of this plan was presented to the Central Library Planning Committee and the Directors Advisory Council the week of March 28, 2016 for review and comment. A deadline of Friday, April 29th was set for recommended revisions.
3. Upon comment, a second draft copy incorporating recent revisions was sent to the STLS membership the week of May 23, 2016. Member libraries were afforded the opportunity to review and provide comment by June 24, 2016.
4. The final draft of the Central Library Plan of Service to STLS Member Libraries was created taking into account input from all STLS member libraries. The plan was submitted to the CCLD Board of Trustees and the STLS Board of Trustees in July 2016 for consideration.
5. Both the CCLD Board of Trustees and STLS Board of Trustees approved the plan at an official meeting in September 2016.

Adopted by the Southern Tier Library System Board of Trustees: 10/18/2016
Adopted by the Chemung County Library District Board of Trustees: 09/17/2016

Addendum B: Direct Access Plan 2017 – 2021

Southern Tier Library System in partnership with STLS Member Libraries

I. Commissioner's Regulations 90.3 (a) Definitions

Public Library System means a library established by one or more counties, a group of libraries serving an area including one or more counties in whole or in part, a library of a city containing one or more counties, or a cooperative library system established pursuant to the provisions of section 255 of the Education Law.

Approved plan of service means a plan of library service submitted by a public library system board of trustees in accordance with section 272 of the Education Law that has been approved by the Commissioner pursuant to the provisions of this section. The plan of service defines the mutual commitments, responsibilities and obligations of the public library system and its members in meeting the service needs of the area served and statewide library service goals.

Direct Access means the ability of an individual, who resides within the boundaries of a public library system and who has a valid borrower's card issued by the system or any member library in the system, to borrow materials for home use directly from the premises of any library that is a member of the public library system on the same basis as that specified for cardholders in each individual library.

Chartered service area means the geographic area served by a library as stated in charter documents as approved by the Board of Regents and on file with the department. For purposes of this section, the phrase "and its environs" or its equivalent, as contained in any charter document will not be recognized by the commissioner as a valid part of the library's chartered service area. For purposes of this section, the commissioner will not recognize areas served by the library under contract as a valid part of a library's chartered service area.

Resident borrower means an individual who resides within the boundaries of the chartered service area of a public or association or Indian library as defined in section 253 of the Education Law and who is a library cardholder at that library.

Non-resident borrower means an individual who resides outside the boundaries of the chartered service area of a public or association or Indian library as defined in section 253 of the Education Law and who is a library cardholder at that library or at another member library of the public library system who is a system cardholder.

Library resources mean the print and non-print materials owned by the library and any other services provided by the library to the resident borrowers of the library's chartered service area.

Local income means funds supplied by local taxing agencies which may be municipalities, school districts or special districts. These funds may be from the library's sponsoring municipality or from a non-sponsoring municipality in payment for library services.

On-site use means the ability of an individual to use library resources on the premises of a library.

Serious inequities and hardships mean those conditions which adversely affect resident borrowers of member libraries. Such conditions are defined in accordance with the free direct access provisions

contained in each system's approved plan of service and may include, but limited to, a definition of what constitutes excessive borrowing of a library's resources by non-resident borrowers.

Unserviced means those individuals residing in geographic areas that are within the boundaries of a public library system but outside the boundaries of chartered service area of a library which is a member of that system.

Underserved means those individuals residing in geographic areas that are within the chartered service area of a member library and which the public library system had identified as having an inadequate level of local income to support the delivery of acceptable library services.

II. STLS Free Direct Access Plan

Describe how all individuals residing within the boundaries of the system but outside a member public library's chartered service area will receive library services.

Member libraries will provide free on-site use of library resources, including the use of computers and access to the Internet, to all individuals residing within the boundaries of the public library system service area. Free on-site use of the resources of the system will also be available to all individuals residing within the boundaries of the system. No individual shall be excluded from on-site use of the library resources of the system or any of its member libraries because of age, cultural, economic or civic status.

Preference for such service may be given to local residents.

As required by Commissioner's Regulation [§90.3\(a\) through \(d\)\(4\)](#) neither the system nor member libraries will charge individuals for library cards.

Individuals residing within the boundaries of the system but outside a member public library's chartered service area will receive service and borrow materials by requesting a library card from a local library.

Describe how the system will assure that those persons living within the system boundaries in an area where a member library chooses to withdraw from the system, or where a chartered and registered library was never a member of the system, will be served by the system.

All chartered and registered libraries in the Southern Tier Library System region are members of the System. If a member library chooses to withdraw from the System, neighboring libraries will issue cards and provide service to residents living in the service area of the withdrawing library.

STLS provides interlibrary loan service to residents; that service will continue to be provided for persons in an area where a library chooses to withdraw from the library system, or ceases to fund library service.

Describe what the system considers "serious inequities and hardships" and the criteria used by the system to make the determination.

"Serious inequities and hardships" occur when jurisdictions refuse to support, or provide sufficient support for a library. Services to local taxpayers are reduced and materials are unavailable because out-

of-chartered service area residents are using those services and materials. Economic impact on an STLS member library, resulting in serious inequities and hardships results when

1. Non-residents who actively borrow materials constitute over 25% of the library's borrowers.
2. Direct loans to nonresident borrowers constitute over 25% of a library's circulation.

Describe what constitutes excessive out-of-chartered service area borrowing in the system.

"Excessive borrowing" in the Southern Tier Library System occurs when nonresident borrowers account for more than 25% of a library's circulation.

Describe the unserved and the underserved population within the System.

Unserved populations within the STLS region (populations outside of a chartered service area), are defined in color-coded maps developed by the Division of Library Development and posted online. Taxpayers in a majority of school districts in the STLS region have approved tax support for library service; therefore there is an implied contract for library service in the portions of the school districts which extend beyond library service areas.

Describe the criteria used by the system to identify libraries as having an inadequate level of local income to support the delivery of acceptable library services (underserved). List those libraries so identified.

The majority of chartered libraries in the System have a public funding referendum that aligns with school district geographic borders. Only 4 of 39 chartered libraries do not have a funding referendum. All 4 of these libraries receive public funds through their municipalities.

The System will use the criteria of Total Referendum Funding per Capita of School District or Town Resident (criteria is dependent upon local funding source) to identify libraries having an inadequate level of local income to support the delivery of acceptable library services.

The System has set the level of adequate funding at \$15.00 per School District or Town Resident based on performance benchmarks within the System that align with New York State Minimum Standards and public library best practices.

The following libraries have been identified as having inadequate levels of local income.

Prattsburg Free Library	Angelica Free Library
Wide Awake Club Library	Bolivar Free Library
Jasper Free Library	Alfred Box of Books Library
Dutton S Peterson Memorial Library	Colonial Library
Wimodaughsian Free Library	Rushford Free Library
Scio Memorial Library	20th Century Club Library
Savona Free Library	E J Cottrell Memorial Library
Belmont Free Library	Addison Public Library
Andover Free Library	Genesee Library

Describe the actions the system will take to expand the availability of library services to unserved and underserved individuals residing within the boundaries of the system.

The Southern Tier Library System will be available upon request to work with Library boards of autonomous member libraries to:

1. Develop recommendations for funding options and/or charter changes for member libraries.
2. Meet with town and member library boards of trustees to discuss the following funding options and charter changes:
 - a) contract with neighboring municipalities to provide library service, or
 - b) expand library service areas and request additional funds from the expanded area, or
 - c) request funding increases from local funding sources, or
 - d) establish voter referenda for library funding, or
 - e) request larger funding increases through voter referenda
3. Provide training workshops on funding and charter changes.
4. Provide a timetable for such actions.
Ongoing 2017 – 2021.
5. Identify who will be responsible for carrying out these actions.
The library system's Division of Library Sustainability and System Resources.

Describe the conditions under which modifications to the free direct access plan can be made.

A. With the approval of the majority of member libraries and without prior approval of the Commissioner of Education

If a jurisdiction* with a population of over 10,000 ceases providing tax support for a library, and does not contract for service with a neighboring library, modification to this plan can be made with the approval of the majority of STLS member libraries.

Except for the central library, member libraries may refuse to loan non-print materials and equipment and printed materials, less than one year from the acquisition date, purchased with local funds. Libraries must certify to STLS that they are able to identify which materials and services were purchased with various funding sources in order to determine which materials may be restricted.

Member libraries may also restrict attendance at library programs if such programs are supported entirely with local funds.

However, under no circumstances will member libraries charge individuals, who reside within STLS, for library cards or deny on-site use as defined in Section 1 of this plan.

(*A jurisdiction may be comprised of multiple municipalities which have formerly constituted one library service area.)

In addition, in cases where a member library, including the Central Library, can document “serious inequity or hardship” as described in items 3 and 4 of this document, the library can submit a request to the STLS Board of Trustees to place restrictions, consistent with Commissioner’s Regulations 90.3, upon the use of library resources and use of services by residents outside the library’s chartered service area. The STLS Board of Trustees will conduct a vote of member libraries; if a majority approve, the library may place the restrictions as requested.

These restrictions are limited to:

- non-print materials
- equipment
- printed materials, less than one year old,

The above materials must have been purchased with local funds.

- attendance at library programs supported entirely with local funds. If attendance at programs must be limited, local residents may be given first access to them.

With the prior approval of the Commissioner of Education

Certain additional modifications to this plan may be made for individual libraries with the approval of the majority of member libraries and with prior approval from the Commissioner of Education. Such requests will be submitted in writing to the System board of trustees. The System board will not unnecessarily delay the submission of a member request for additional restrictions once the member libraries have approved the request to go forward. They will include, but not be limited to, the requirements below:

1. a.) Documentation of the serious inequities and hardships affecting the resident borrowers of the member library making the request. (For example, if an unserved community defeats a library proposition or terminates a contract for library services, the system may request hardship waiver from the Commissioner on behalf of the affected library.)

b.) The proposed modifications that will be implemented.

No modifications will be considered if they include charging for library services.

2. A description of the anticipated impact on resident and non-resident

resident borrowers after modifications are approved and implemented. Restrictions apply only for member libraries. The System may not impose restrictions. The System will continue to serve those populations from areas where approved member library restrictions have been imposed.

3. A time frame for the beginning and end of such a modification. Modifications for restrictions will be approved for a certain period of time. Renewals must be made on a timely basis.
4. A recommendation from the STLS Executive Director regarding steps to be taken to remedy the underlying inequity with a proposed timetable for action.

Describe how the system will assure that member libraries are complying with the System free direct access plan approved by a majority of member libraries.

The System will require member libraries to certify annually that their library is in compliance with this Free Direct Access plan.

Describe how the System obtained member library input to the plan for free direct access.

The plan was discussed at a Directors Advisory Council meeting on January 27, 2016. Shortly following a draft copy of the proposed new plan, including a link to the current plan was sent to library directors and board presidents for comments. In response to questions, clarifying language was added and the draft plan was further revised by the Directors Advisory Council.

Addendum: Towns with populations unserved and don't provide tax support for library service are:

Allegany County

Birdsall Town—the portion of the town in the Arkport School District

Schuyler County

Dix Town—the portion of the town not in the Watkins Glen School District

Orange Town—portion of the town in the Bradford and Corning Painted Post
School Districts

Tyrone Town—portion of the town not in Dundee or Watkins Glen School Districts

Steuben County

Bradford Town—no support for library service

Cameron Town—portion of the town in the Jasper-Troupsburg School District

Cohocton—portion of the town in the Avoca School District

Dansville—portion of the town in the Arkport School District

Rathbone Town—portion of the town not in the Addison School District

Woodhull Town—portion of the town not in the Addison School District

Yates County

Italy Town—portion of the town in the Naples and Prattsburg School Districts

Adopted by the Southern Tier Library System Board of Trustees: 10/18/2016.

Plan has been unanimously and formally adopted by all STLS member libraries through formal vote and Direct Access Agreement Form 2017 - 2021.







**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 January – March 2017 participating in the following activities:





- ✦ January 19, participated in Awareness & Advocacy Committee meeting with South Central Regional Library Council meeting. Prepared messaging strategies for upcoming visits with representatives.
- ✦ January 25, attended Directors Advisory Council meeting. Discussed DAC objectives for 2017. Attended board meeting at Prattsburgh Library to discuss sustainable funding.
- ✦ January 30-31, met with trustees of Avoca and Howard libraries to discuss school district 259 funding. Also met with Alfred and Almond libraries specific to 259 funding referendums.
- ✦ February 2, met with Senator Young and 30 plus advocates in Jamestown to discuss governor's proposed cuts to library aid.
- ✦ February 7, conducted phone interviews for vacant MLS position. Participated in a conference call with the Division of Library Development.
- ✦ February 9, met with Senator O'Mara, Assemblyman Palmesano and Assemblyman Friend in Elmira along with 20 plus advocates to discuss governor's proposed cuts to library aid. Also attended a board meeting at Southeast Steuben County Library.
- ✦ February 13-17, along with M. Gustina, A. Oliveras and L. Brown conducted interviews for vacant MLS position.
- ✦ February 23, visited Angelica Free Library to conduct new director orientation.
- ✦ February 27, visited Dundee Library to discuss fiber connections.
- ✦ February 28 – March 2, attended Advocacy Day and Pre Advocacy Day meetings and activities in Albany. STLS had nearly 30 representatives attend from the Southern Tier.
- ✦ March 2 – 3, conducted finalist interviews for the vacant MLS position.

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

January and February were very occupied by something I don't like to talk about: Annual Reports. Some successes from this year's reporting season include:








-  Agreement between WorkFlows and Director's Station reports
-  Almost every library submitted their reports by the due date and with very minimal issues – only really on questions new to the report
-  The webpage and the detailed color coded spreadsheets mapped to the questions were perceived as extremely helpful
-  When I have the opportunity to train the Program and Advocacy Consultant on this process, I will recommend a few changes that will lighten her load and catch some seasonal problems before they surface. Something that sticks out to me is how often the challenges our libraries face have to do with their ability to track finances accurately and then balance their finances through the categories in the report. That problem is larger than the report and is something that I look forward to focusing on in the ways most appropriate to my new position now that Annual Reporting is coming to a close.

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

-  Youth Services' events in February: Kids Welcome Here--all about library space for the early literacy audience-special emphasis on play space; Creating Inclusive Storytimes—a webinar from ALA focused on storytimes that are inclusive for kids with special needs. Had a successful Summer Learning Workshop (early March) with lots of support and collaboration from all STLS staff. Focus of workshop was on building and community—both, big and small. Theme this year, for all ages, is BUILD A BETTER WORLD.
-  Throughout the month, much time was allocated to collaboration with colleagues. STLS Professional Team collaborated efforts towards finding the *right* person for our new Program and Advocacy Consultant. Collaborated with Ella Chatlani, STLS Administrative Assistant, Barb Tombs & Cassie Wright, STLS Business Office in discovering the appropriate, practical application of the new postage meter. Collaborated with Al Oliveras and Vickie Button to design the Summer Learning Workshop. Collaborated with colleagues from other systems with the planning process for a Youth Services Consultants' Retreat/Meet-Up in May. Collaborated, electronically, with other systems to share our successful (or, not) ideas and program plans for summer workshops for our respective members.
-  Collaborating with Mandy Fleming and Margo Gustina to assist the Little Genesee Library to weed, to improve and to automate their collection. This library is working towards making changes to make their library a vital contributor to their community. This project reflects a great deal of physical moving and handling of items but also, a great deal of 'chatter' about library values, guidelines and basic precepts. It is a great conversation to have with them but also a great reminder for us, as to why we do what we do!
-  Arrival of new postage meter has given us an opportunity to review the process for mailing interlibrary loan materials back to Tompkins Cortland Community College (TC3). Pam Rogers and I have created an

electronic spreadsheet to connect individual, returned ILL items to the USPS Tracking Number for increased knowledge of items mailed.

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

-  December was another high volume month for cataloging and processing. Alex is continuing to train Kylie.
-  Visited Belfast to review item maintenance procedures and go over follow-up information from October visit.
-  Coordinated and presented at system-wide IT/ILS Meeting.
-  Worked with AI and Ingram representatives to set up our Ingram account to check against the catalog to prevent ordering duplicate items. Shared this at the IT/ILS Meeting so libraries can use if interested.
-  Worked with Margo, Lorie and the director and trustees of Little Genesee to start the process of automating their library.
-  Prepared libraries for the Symphony server migration. Worked with Ken during and after the migration to make sure all ILS-related services were up and running properly. Communicated often with libraries via phone and email to keep them up-to-date. Libraries commented that it was a very smooth transition to the new server.
-  Worked with Rushford, Penn Yan, Watkins Glen and Wellsville to get E-rate reimbursements for those libraries for the 2015-2016 funding year.