

STLS BOARD MEETING

Tuesday, July 19, 2022 - 2:00 pm
Dormann Library, Bath, NY 14810

**AGENDA**

- | | | | |
|----|--|----------------------|--------------------|
| 1. | Agenda | | Doc. #22-80 |
| 2. | Approval of Minutes – June 2022 | *FOR APPROVAL | Doc. #22-81 |
| 3. | Treasurer’s Report – June 2022 | *FOR APPROVAL | Doc. #22-82 |
| 4. | Financial Clerk’s Report – June 2022 | *FOR APPROVAL | Doc. #22-83 |
| 5. | 2022 2 nd Quarter Profit Loss Statement | *FOR APPROVAL | Doc. #22-84 |
| 6. | 2022 2 nd Quarter Claims Auditor Report | *FOR APPROVAL | Doc. #22-85 |

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

COMMITTEE REPORTS

- | | | | |
|-----|--|--|------------------------------|
| 7. | Executive Committee – Richard Ahola | | |
| 8. | Personnel & Policies Committee – Denise King | | |
| 9. | Finance & Facilities Committee – Betsy Gorman | | (Minutes) Doc. #22-86 |
| 10. | Public Relations Committee – Lynnette Decker | | (Minutes) Doc. #22-87 |
| 11. | Foundation for Southern Tier Libraries – Louise Richardson | | (Minutes) Doc. #22-88 |

BOARD ACTIONS

- | | | |
|-----|---|----------------------|
| 12. | <u>Service Recognition for STLS Trustee Kim Salisbury</u> | *FOR APPROVAL |
|-----|---|----------------------|

Executive Committee Recommendation: The STLS Board of Trustees recognizes the time, effort and talent Trustee Kim Salisbury offered the Southern Tier Library System through mindful governance and regretfully accepts her resignation

Move: _____ Aye _____ Nay _____ Approved/Failed Discussion:	Second _____ Abstain _____ Absent _____
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|-----|---|-----------------------|--------------------|
| 13. | <u>Expenditure Approvals -Monthly Unpaid Bills Detail</u> | * FOR APPROVAL | Doc. #22-89 |
|-----|---|-----------------------|--------------------|

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: _____ Aye _____ Nay _____ Approved/Failed Discussion:	Second _____ Abstain _____ Absent _____
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14. Receipt Approvals – Monthly Deposit Summary

* FOR APPROVAL

Doc. #22-90

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

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

15. Approve the 2021 Annual Update Document to the New York State Comptroller's Office

* FOR APPROVAL (See June 2022 Board Packet) Doc. #22-72

Finance & Facilities Committee Recommendation: The STLS Board of Trustees approves the 2021 Library System Annual Update Document to the New York State Comptroller's Office as presented at the June 21, 2022 board meeting.

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

16. Approve the Payment to CPE for New STLS Phone System

* FOR APPROVAL

Doc. #21-91

Executive Director Recommendation: The STLS Board of Trustees approves the payment to CPE for installation of new STLS phone system per the STLS Purchasing Policy in the amount of \$25,080.

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

17. Authorize the Executive Director to Purchase Delivery Van

* FOR APPROVAL

Doc. #21-92

Executive Director Recommendation: The STLS Board of Trustees authorizes the Executive Director to purchase a new delivery van considering STLS' June 2022 public request for proposals to area vehicle dealerships at an amount not to exceed \$42,000 per STLS Purchasing Policy.

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

18. Authorization to Reestablish IRS Business Mileage Reimbursement Rate * **FOR APPROVAL**

Executive Director Recommendation: The STLS Board of Trustees authorizes the reestablishment of the IRS Business Mileage Reimbursement Rate to 62.5 cents per mile effective July 1, 2022 based on the Internal Revenue Service's recent rate change announced June 9, 2022.

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

19. Approve Bylaw Revisions * **FOR APPROVAL** (See June 2022 Board Packet) **Doc. #22-76**

Executive Director Recommendation: The STLS Board of Trustees approves the Bylaw revisions as presented at the June 21, 2022 board meeting by the Personnel and Policies Committee.

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

BOARD INFORMATION

- 20. Old Business
- 21. New Business
- 22. Library Networking
- 23. President's Report
- 24. Monthly System Team & Divisional Reports

Doc. #22-93

Public Expression (15 minutes)

Adjournment

Next meeting: Dormann Library – Tuesday, September 20, 2022 at 2 p.m.

STLS BOARD MEETING
Tuesday, June 21, 2022 - 2:00 pm
Dormann Library, Bath, NY

MINUTES

TRUSTEES PRESENT:

Richard Ahola – 2022	Susan McGill – 2024
Sisi Barr – 2023	Louise Richardson - 2024
Lynnette Decker -2021	Felicity Wright – 2023
Pat Finnerty -2022	
Betsy Gorman – 2024	
Kathy Green-2021	
David Haggstrom – 2021	
Barbara Hubbell – 2024	
Denise King – 2024	

Excused Kim Salisbury – 2022, Vacant Allegany County Seat – 2025, Vacant Steuben County Seat – 2025

Staff Present – Brian Hildreth, Executive Director, Melissa Morrissey, Administrative Assistant

President R Ahola called the meeting to order at 2 :02 pm.

1. AGENDA REVIEW ***FOR APPROVAL** **Doc.#22-66**

Approved

2. Approval of Minutes – May 2022 ***FOR APPROVAL** **Doc. #22-67**

Approved

3. Treasurer's Report – May 2022 ***FOR APPROVAL** **Doc. #22-68**

Approved

B Gorman reported bank balances are down due to the construction project spending, but that the assets are up in comparison to June 2018. Overall, STLS is in a good financial position

4. Financial Clerk's Report – May 2022 ***FOR APPROVAL** **Doc. #22-69**

Approved

B Hildreth reported for income that STLS took in about \$83,000.00 from ERate funding for reimbursement on the expenditures for the Wi-Fi access points.

B Hildreth also reported that line item 5490, Grants, is up \$386,000.00 and a bulk of that money is earmarked for the STLS Renovation Project, which is about 80-85% complete.

Standing Committee Reports –

5. Executive Committee – Richard Ahola

R Ahola reported the committee set the agenda.

6. Personnel & Policies Committee – Denise King (Minutes) Doc.#22-70

D King thanked all those who looked through the bylaws and found “things to touch up”.

Some of the latest changes to the bylaws are:

- Article 6, section 1B, a wording change.
- Article 7, section 4, addition of wording clarifying that the Executive Director develops the yearly budget.
- Article 7, section 6, move the “and/or” that was in the wrong place.

D King reported the committee is looking into the next group of policies to be revised/updated.

B Hildreth explained one of the 19-hour delivery driver positions was filled internally by Gregg Moyer, creating the need to hire externally for the 19 hour and 9-hour position. Those positions have been filled by Kim Faulkenberg and Jeff Weaver.

D King stated that she and Barbara Hubbell will work on updating the Executive Director’s performance review questions that will be sent out the Board and Library Directors in August.

R Ahola added that he wanted to thank the Personnel and Policies committee for a job well done on updated 8 policies.

7. Finance & Facilities Committee – Betsy Gorman (Minutes) Doc.#22-71

B Gorman summarized the minutes from the Finance and Facilities committee meeting. She noted that the Audit went very well and only required \$10,000.00 in adjustments.

(State Comptroller’s Report) Doc.#22-72

B Gorman and B Hildreth asked the Board to review the State Comptrollers report and let Brian know of any changes or corrections. The document will be up for vote at the July 2022 Board meeting.

B Hildreth summarized the progress of the renovation project. Hopefully, the project will be complete by the end of July. The project is on budget with some change orders issued, some positive and some negative, but as of the Board meeting we are under budget for change orders.

B Hildreth also added that he is going to have the contractors look at the existing conditions report and consider making any repairs before they go off site. Addressing those issues could save STLS thousands in costs in the future.

8. Public Relations Committee – Lynnette Decker

L Decker stated the Committee spoke about Construction Aid. Applications are due July 8, 2022 and on July 13, 2022, the Committee will meet with member libraries to go over requests.

L Decker also stated that there was discussion about having the Annual Meeting in a different county each year.

9. Foundation for Southern Tier Libraries – Louise Richardson(Minutes) **Doc.#22-73**

L Richardson spoke about the online auction fundraiser and that the Foundation has a goal of raising \$15,000.00 this year. She also stated the Foundation is looking for recommendations of anyone who may have items to donate.

BOARD ACTIONS**10. Expenditure Approvals -Monthly Unpaid Bills Detail***** FOR APPROVAL Doc. #22-74**

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.

Aye 12 Nay Abstain Absent 1 Vacant 2
 Approved/Failed: Approved
 Discussion: None

11. Receipt Approvals – Monthly Deposit Summary*** FOR APPROVAL Doc. #22-75**

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.

Aye 12 Nay Abstain Absent 1 Vacant 2
 Approved/Failed: Approved
 Discussion: None

12. Approve Revisions to the Bylaws***FOR APPROVAL Doc. #22-76**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the revisions to the Bylaws as presented at the May 17, 2022 board meeting considering any agreed upon revisions.

Aye 12 Nay Abstain Absent 1 Vacant 2
 Approved/Failed: Approved
 Discussion: None

13. Appointment of Part Time 19-Hour Per Week Delivery Driver*** FOR APPROVAL**

Executive Director Recommendation: The STLS Board of Trustees approves the permanent appointment of Gregg Moyer to the Part Time 19-Hour per Week Delivery Driver position at a starting hourly rate of \$15.30.

Move: <u> L Richardson </u>	Second <u> D Haggstrom </u>
Aye <u> 12 </u> Nay <u> 0 </u> Abstain <u> 0 </u> Absent <u> 1 </u> Vacant <u> 2 </u>	
Approved/Failed: Approved	
Discussion: None	

14. Appointment of Part Time 19-Hour Per Week Delivery Driver *** FOR APPROVAL**

Executive Director Recommendation: The STLS Board of Trustees approves the probationary appointment of Jeff Weaver to the Part Time 19-Hour per Week Delivery Driver position at a starting hourly rate of \$15.00. Permanent position appointment is defined and determined by the Staff Organization Contract 2021 – 2024.

Move: <u> K Green </u>	Second <u> S McGill </u>
Aye <u> 12 </u> Nay <u> 0 </u> Abstain <u> 0 </u> Absent <u> 1 </u> Vacant <u> 2 </u>	
Approved/Failed: Approved	
Discussion: None	

15. Appointment of Part Time 9-Hour Per Week Delivery Driver *** FOR APPROVAL**

Executive Director Recommendation: The STLS Board of Trustees approves the probationary appointment of Kim Falkenberg to the Part Time 9-Hour per Week Delivery Driver position at a starting hourly rate of \$15.00. Permanent position appointment is defined and determined by the Staff Organization Contract 2021 – 2024.

Move: <u> D Haggstrom </u>	Second <u> L Richardson </u>
Aye <u> 12 </u> Nay <u> 0 </u> Abstain <u> 0 </u> Absent <u> 1 </u> Vacant <u> 2 </u>	
Approved/Failed: Approved	
Discussion: None	

16. Approve the Payment to Synergy IT Solutions *** FOR APPROVAL** **Doc. #21-77**

Executive Director Recommendation: The STLS Board of Trustees approves the payment to Synergy IT Solutions for installation of external Wi-Fi access points at 48-member libraries per the STLS Purchasing Policy in the amount of \$98,635.

Move: <u> L Richardson </u>	Second <u> K Green </u>
Aye <u> 12 </u> Nay <u> 0 </u> Abstain <u> 0 </u> Absent <u> 1 </u> Vacant <u> 2 </u>	
Approved/Failed: Approved	
Discussion: None	

17. Approve Participation in Cooperative Energy Supply Bid *** FOR APPROVAL**
Doc. #21-78

Executive Director Recommendation: The STLS Board of Trustees approves the organization's participation in the Cooperative Energy Supply Bid coordinated by BOCES of Ontario, Seneca, Wayne and Yates counties for fiscal year 2023.

Move: <u> L Richardson </u>	Second <u> S McGill </u>
Aye <u> 12 </u> Nay <u> 0 </u> Abstain <u> 0 </u> Absent <u> 1 </u> Vacant <u> 2 </u>	
Approved/Failed: Approved	
Discussion:	

B Hildreth explained that this is a 5year agreement and we get a reduced rate for our energy and gas bills at STLS only. B Hubbell inquired if buildings in Yates county can participate and B Hildreth responded it depends on the institution and their legal status.

BOARD INFORMATION

16. Old Business –

None

17. New Business –

B Hildreth brought up the Open Meetings Law, which was updated in April of 2022 for discussion. There are 2 options:

1. Meet in person as we did pre-COVID. If a Trustee would like to attend virtually, they must disclose their location in advance in order to vote or forfeit their voting privileges for that meeting.
2. Have hybrid or virtual meetings. If so, meeting must be recorded and made available to the public via You Tube for 5 years.

There was much discussion about the positives and negatives for each option and the Board decided to have in person Board meetings at a central location, Bath, and have Committee meetings in person at STLS Offices.

18. Library Networking –

K Green stated that her daughter shared an article from NPR about how states are now changing library law.

D King spoke about the Civics for Action Collaborative and how Doris Jean Metzger from Steele has been connecting with area youth to get their ideas on civics and civic duty.

19. President's Report –

R Ahola stated he is happy the Board meetings are now in person and he feels it is beneficial to everyone.

20. Monthly System Team & Divisional Reports

Doc.#22-79

B Hildreth reported on the Directors Retreat in Hammondsport to be held on June 23. The purpose of the meeting is to reconnect new and veteran directors. He added 16 new library directors have started since the COVID began. B Hubbell inquired about the Telehealth Kits that Keturah reported on. B Hildreth answered that they are electronic devices that connect patrons with doctors or specialty physicians.

Public Expression (15 minutes)

None

Adjournment 3:21 pm

Move: B Hubbell

Second: S McGill

Next meeting: Dormann Library, Bath, Tuesday, July 19, 2022 at 2 p.m.

"Minutes written by Melissa Morrissey and reviewed by Louise Richardson, Board Secretary."

	<u>Jun 30, 22</u>	<u>May 31, 22</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1200 · Cash - Operating	199,701.62	12,781.29	186,920.33
1201 · Cash - Payroll	45,316.76	12,015.94	33,300.82
1202 · Cash - Money Market	1,050,147.74	1,481,976.28	-431,828.54
Total Checking/Savings	<u>1,295,166.12</u>	<u>1,506,773.51</u>	<u>-211,607.39</u>
Accounts Receivable			
1380 · Accounts Receivable	126,504.72	148,315.11	-21,810.39
Total Accounts Receivable	<u>126,504.72</u>	<u>148,315.11</u>	<u>-21,810.39</u>
Other Current Assets			
12000 · Undeposited Funds	64.88	347.33	-282.45
Total Other Current Assets	<u>64.88</u>	<u>347.33</u>	<u>-282.45</u>
Total Current Assets	<u>1,421,735.72</u>	<u>1,655,435.95</u>	<u>-233,700.23</u>
Fixed Assets			
1100 · Fixed Assets			
1102 · Building	1,099,684.02	1,099,684.02	0.00
1104 · Equipment	217,660.43	217,660.43	0.00
1105 · Internet Fiber	862,208.03	862,208.03	0.00
1106 · Vehicles	125,229.86	125,229.86	0.00
1112 · Accumulated Dep Building	-656,629.29	-656,629.29	0.00
1114 · Accumulated Depreciation	-973,666.19	-973,666.19	0.00
Total 1100 · Fixed Assets	<u>674,486.86</u>	<u>674,486.86</u>	<u>0.00</u>
Total Fixed Assets	<u>674,486.86</u>	<u>674,486.86</u>	<u>0.00</u>
Other Assets			
1382 · Prepaid expenses	86,130.22	86,130.22	0.00
Total Other Assets	<u>86,130.22</u>	<u>86,130.22</u>	<u>0.00</u>
TOTAL ASSETS	<u><u>2,182,352.80</u></u>	<u><u>2,416,053.03</u></u>	<u><u>-233,700.23</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
2601 · Accrued P/R	4,657.95	4,657.95	0.00
2604 · Deferred Grant	328,777.89	328,777.89	0.00
2605 · Retainage Payable	37,351.22	30,623.35	6,727.87
2625 · Payroll Deductions Payable	1,699.88	1,699.86	0.02
2626 · Flex Spending Deduction Payable	-492.27	-819.79	327.52
2627 · PFL Payable to Insurance	2,129.31	4,148.90	-2,019.59
2640 · Accrued Compensated Absences	134,275.67	134,275.67	0.00
Total Other Current Liabilities	<u>508,399.65</u>	<u>503,363.83</u>	<u>5,035.82</u>
Total Current Liabilities	<u>508,399.65</u>	<u>503,363.83</u>	<u>5,035.82</u>
Total Liabilities	<u>508,399.65</u>	<u>503,363.83</u>	<u>5,035.82</u>
Equity			
3200 · Fund Balance Unrestricted	2,092,339.22	2,092,339.22	0.00
3910 · Board Restricted Capital Reserv	350,000.00	350,000.00	0.00

Southern Tier Library System
Treasurer's Report
As 6/30/22

	Jun 30, 22	May 31, 22	\$ Change
3911 - Donor Restricted Capital Reserv	97,806.44	97,806.44	0.00
Net Income	-866,192.51	-627,456.46	-238,736.05
Total Equity	1,673,953.15	1,912,689.20	-238,736.05
TOTAL LIABILITIES & EQUITY	2,182,352.80	2,416,053.03	-233,700.23

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

	Jun 22	May 22	\$ Change
Income			
4719 · Interest	31.75	39.86	-8.11
4721 · E-Rate Funding	0.00	83,839.75	-83,839.75
4724 · Member Library IT Contracts	133.05	130.22	2.83
4731 · Arkport Support	0.00	1,769.69	-1,769.69
4732 · Reading Center Support	16,377.00	0.00	16,377.00
4733 · Member Library Processing Fees	0.00	241.50	-241.50
4735 · Non State Aid Pass Through	25,287.42	809.42	24,478.00
4782 · Donations	250.00	5.21	244.79
4784 · General Reimbursements & Refund	0.00	721.53	-721.53
Total Income	42,079.22	87,557.18	-45,477.96
Gross Profit	42,079.22	87,557.18	-45,477.96
Expense			
5100 · Salaries			
5141 · Professional Salaries	33,371.58	31,102.96	2,268.62
5142 · Non-Professional Salaries	36,685.38	41,661.16	-4,975.78
Total 5100 · Salaries	70,056.96	72,764.12	-2,707.16
5150 · Personnel Benefits			
5153 · Social Security	5,085.03	5,309.80	-224.77
5154 · Workers Compensation	0.00	906.06	-906.06
5156 · Disability	1,823.68	0.00	1,823.68
5157 · Health Insurance	16,744.40	13,053.40	3,691.00
5158 · Payroll Expense - Other	757.36	732.66	24.70
Total 5150 · Personnel Benefits	24,410.47	20,001.92	4,408.55
5204 · STLS Software & Small Equipment	479.96	19.49	460.47
5205 · Maintenance Contracts & Leases	1,094.09	392.57	701.52
5408 · Platform Fees & Licenses	3,139.00	0.00	3,139.00
5409 · STLS Telephone/Internet	15,576.14	105,887.82	-90,311.68
5417 · Library Materials	188.97	26.99	161.98
5418 · Consultant Collection	-4.40	183.95	-188.35
5420 · Staff Development Travel	1,272.17	0.00	1,272.17
5424 · Conference Registration	1,221.50	0.00	1,221.50
5425 · Staff & Member Library Mileage	31.59	277.29	-245.70
5427 · Programming & Annual Conference	1,000.00	300.00	700.00
5430 · Office Supplies	454.69	255.48	199.21
5433 · Postage	14.08	0.00	14.08
5434 · Public Relations	9.99	3,766.84	-3,756.85
5435 · Member Library Pass through	15,820.52	18,608.67	-2,788.15
5442 · Professional Fees	418.00	1,517.00	-1,099.00
5444 · Accounting Support & Audit	99.00	99.00	0.00
5450 · Utilities	852.39	831.94	20.45
5451 · Building Maintenance & Repairs	851.59	848.53	3.06
5454 · Commercial Insurance	0.00	829.60	-829.60
5471 · Vehicle Maintenance & Repairs	1,068.55	64.45	1,004.10

Southern Tier Library System
Financial Clerk's Report
June 2022

	Jun 22	May 22	\$ Change
5473 · Vehicle Fuel	2,457.28	2,026.08	431.20
5474 · Vehicle Insurance	0.00	437.58	-437.58
5480 · Greenwood Reading Center Exp	1,194.91	1,512.23	-317.32
5485 · Arkport Expense Account	1,699.50	1,433.69	265.81
5490 · Grants	137,858.32	386,368.72	-248,510.40
66900 · Reconciliation Discrepancies	-450.00	0.00	-450.00
Total Expense	280,815.27	618,453.96	-337,638.69
Net Income	-238,736.05	-530,896.78	292,160.73

	Jan - Jun 22	Budget	\$ Over Budget
Income			
4700 · Basic State Aid	0.00	844,972.00	-844,972.00
4706 · Jails and Institutions	0.00	4,215.00	-4,215.00
4709 · Local Services Support	0.00	92,916.00	-92,916.00
4710 · Supplemental Aid	0.00	127,404.00	-127,404.00
4711 · Coordinated Outreach	0.00	73,906.00	-73,906.00
4713 · State Corrections	0.00	25,884.00	-25,884.00
4719 · Interest	268.49	600.00	-331.51
4721 · E-Rate Funding	84,143.83	166,500.00	-82,356.17
4723 · Member Library Cost Share	302,716.00	412,779.00	-110,063.00
4724 · Member Library IT Contracts	13,348.14	74,000.00	-60,651.86
4725 · Grants Revenue	208,956.00	272,000.00	-63,044.00
4733 · Member Library Processing Fees	241.50		
4781 · Retiree Health Ins Payments	1,294.16	500.00	794.16
4782 · Donations	1,754.12	1,200.00	554.12
4784 · General Reimbursements & Refund	10,138.87	1,200.00	8,938.87
Total Income	622,861.11	2,098,076.00	-1,475,214.89
Gross Profit	622,861.11	2,098,076.00	-1,475,214.89
Expense			
Total 5100 · Salaries	431,267.62	927,678.00	-496,410.38
Total 5150 · Personnel Benefits	142,552.04	407,823.00	-265,270.96
5204 · STLS Software & Small Equipment	2,539.45	10,000.00	-7,460.55
5205 · Maintenance Contracts & Leases	3,640.52	12,000.00	-8,359.48
5407 · Integrated Library System	0.00	75,000.00	-75,000.00
5408 · Platform Fees & Licenses	8,979.30	16,000.00	-7,020.70
5409 · STLS Telephone/Internet	186,874.01	185,000.00	1,874.01
5417 · Library Materials	765.88	22,000.00	-21,234.12
5418 · Consultant Collection	211.81	2,400.00	-2,188.19
5419 · Electronic Materials	0.00	10,000.00	-10,000.00
5420 · Staff Development Travel	1,412.17	16,820.00	-15,407.83
5422 · Trustee Mileage	0.00	5,000.00	-5,000.00
5423 · Trustee Continuing Education	0.00	2,400.00	-2,400.00
5424 · Conference Registration	2,435.50	12,180.00	-9,744.50
5425 · Staff & Member Library Mileage	308.88	3,000.00	-2,691.12
5427 · Programming & Annual Conference	1,300.00	10,000.00	-8,700.00
5428 · Meeting Supplies	0.00	1,500.00	-1,500.00
5430 · Office Supplies	1,472.64	3,500.00	-2,027.36
5433 · Postage	1,086.56	2,400.00	-1,313.44
5434 · Public Relations	5,365.97	5,000.00	365.97
5436 · STLS Grants to Member Libraries	0.00	15,000.00	-15,000.00
5442 · Professional Fees	2,966.00	10,000.00	-7,034.00
5443 · Legal Counsel	0.00	2,500.00	-2,500.00
5444 · Accounting Support & Audit	2,043.99	12,000.00	-9,956.01
5450 · Utilities	4,733.56	10,000.00	-5,266.44

Southern Tier Library System
Profit Loss Budget vs. Actual
January through June 2022

	Jan - Jun 22	Budget	\$ Over Budget
5451 - Building Maintenance & Repairs	5,888.93	20,000.00	-14,111.07
5454 - Commercial Insurance	6,551.68	12,500.00	-5,948.32
5471 - Vehicle Maintenance & Repairs	2,875.88	3,000.00	-124.12
5473 - Vehicle Fuel	10,373.74	17,500.00	-7,126.26
5474 - Vehicle Insurance	1,789.58	5,875.00	-4,085.42
5475 - Vehicle Purchase	0.00	28,000.00	-28,000.00
5490 - Grants	849,682.67	232,000.00	617,682.67
Total Expense	1,677,118.38	2,098,076.00	-420,957.62
Net Income	-1,054,257.27	0.00	-1,054,257.27

QUARTERLY CLAIMS AUDITOR REPORT - SOUTHERN TIER LIBRARY SYSTEM**Q2 2022 April 1, 2022 - June 30, 2022**

Audit Date	# of Invoices	Invoice Total	Exception	Check Numbers	Check Date	Paid Total
4/6/22	21	132,785.27	0	39949 - 39969	4/8/22	132,785.27
4/20/22	26	23,064.72	0	39970 - 39995	4/22/22	23,064.72
5/6/22	31	380,441.24	0	39996 - 40026	5/8/22	380,441.24
5/18/22	20	142,402.09	0	40034 - 40053	5/20/22	142,402.09
6/1/22	31	153,537.02	0	40054 - 40084	6/3/22	153,537.02
6/15/22	32	47,993.25	0	40085 - 40116	6/17/22	47,993.25

EXCEPTION REPORT

Exception Reference	Transaction No/Date	Invoice Date	Amount	Claim Payee/Vendor	Item Service s of Invoice	Issue with Purchase Cause for Exception	Resolution
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There were no documentation exceptions this period. It was noted that there is a gap in check numbers between 5/6 and 5/18. When the business office was moved back into their office following construction, the printer settings were lost resulting in a misprint that ruined several checks which were then voided and are on file.

All exceptions from the first quarter have been resolved.

Finance & Facilities Committee

Meeting Minutes

July 11, 2022, at 3:15 pm

Southern Tier Library System / Painted Post, NY



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

Excused: Louise Richardson

Meeting was called to order at 3:22 pm.

Review of Financial Statements- Brian reviewed June's financial reports with the committee.

Treasurer's Report – Brian reported that we have approximately \$1.295 million dollars in bank accounts. Our balance is down compared to last year due to construction costs, however it is up compared to previous years. We have roughly \$200,000.00 left to spend on construction. We continue to be in a good position financially.

Financial Clerk's Report - Reading Center support is for the Greenwood Reading Center. Payroll expenses are on par with previous monthly expenses. Item 5471 vehicle repairs a bit higher than previous months due to vehicles needing repairs. Item 5473 vehicle fuel is up. We are about \$6,000.00 over from budgeted amounts.

Profit - Loss Vs Actual Statement – The next E-Rate funding application will be made in early 2023. E-Rate funding follows a school year fiscal cycle. Therefore, our next payment is expected in January for June through December. Grant spending is higher than grant income due to construction costs. Grant monies received in prior years have been used to cover construction costs.

2nd Quarter Claims Auditor Report – there were no exceptions on the claims auditor report. The report will be included in board packet.

Deposit Summary and Expenditures Report – reviewed by committee and will be included in board packet.

2021 Annual Update Document to the New York State Comptroller's Office – there is still an outstanding question on pages 12 and 13. The numbers were supplied by the state comptroller's office and will be investigated further.

Approve the 2021 Annual Update Document to the New York State Comptroller's Office

Finance and Facilities Committee recommendation: The STLS Board of Trustees approves the 2021 Library System Annual Update Document to the New York State Comptroller's Office as presented to the June 21, 2022 board meeting.

Pat made the motion and Sisi seconded approval of the 2021 Annual Update Document.

Facilities - STLS Office renovation Project and tour. Committee members were treated to a first look at nearly completed renovated spaces. The impressive reconfiguration of space includes more conference rooms, office spaces, and dedicated environmentally controlled spaces for the loading dock area and mainframe/IT.

Other - Meeting schedule and organization – committee members discussed remote vs in person meetings. Committee members present stated preference for in person meetings going forward.

Betsy moved to adjourn the meeting at 4:27 pm, Pat seconded and all approved.

Respectfully submitted: Sisi Barr for Betsy Gorman, Treasurer

Next Meeting is Monday, September 12th, 2022 at 3:15pm.

Next STLS Board Meeting September 20th at 2 pm.

Public Relations Committee

Meeting Minutes

Tuesday, June 21, 2022 – 1:30 pm



Meeting Location: Dormann Library - Bath, New York

Committee Members in Attendance: Lynnette Decker (chair), Kathy Green and David Haggstrom

Staff Present: Brian Hildreth

Meeting called to order at 1:30 pm

Construction Aid Update

B. Hildreth updated committee members on the application status of 2021/2022 applicants as well as potential applicants for 2022/2023. He said applications submitted to the state for 2021/2022 are presently under review by the Dormitory Authority, and only a few applications have required small revisions. It appears all projects submitted during last year's funding cycle will move forward.

Committee members were also notified that roughly 12 members will apply for 2022/2023 funds. A workshop was hosted by STLS on May 3rd to train members on how to complete the Notification of Intent to Apply, obtain contractor quotes and request project approval from State Office of Historic Preservation. This workshop, along with individual consultations, indicated how many libraries plan to apply for the July 8, 2022 deadline.

Annual Awards Approval

Committee members reviewed the proposed slate of 2022 STLS Awards and Scholarships. Everyone agreed the slate will remain as presented in 2021 and prior years. The committee requested the information be sent to member libraries, so nominations and applications could be submitted to the library system for consideration. Awards and scholarships will be announced leading up to STLS' annual meeting.

Annual Meeting and Election of Trustees

B. Hildreth provided committee members with the list of vacant or expiring STLS trustee seats for December 31, 2022. The committee said current STLS trustees would be contacted to determine interest in running for re-election for the terms of 2023 – 2027. And, member libraries would be contacted if they resided in a county where a vacant seat existed. B. Hildreth informed the committee that members in Allegany, Chemung and Steuben counties had already been informed of the vacancies, so the library system is now just waiting for recommendations or nominations. It is possible all trustee seats could be filled by the fall annual meeting.

Meeting adjourned at 1:59 pm

Respectfully submitted: Brian M. Hildreth, STLS Executive Director

Foundation for Southern Tier Libraries

BOARD OF DIRECTORS MEETING

June 9, 2022

Southeast Steuben County Library and via Go to Meeting

MEETING MINUTES

Present: Sherry Collins, President; Ristina Wigg, Vice President; Paul Webster, Treasurer; Louise Richardson, Secretary; Denise King; Phil Uncapher; Dale Wexell; Brian Hildreth, Southern Tier Library System Executive Director

Excused: Peter Gamba; Bonnie Weber

Guest: David Paul, prospective board member

The meeting was called to order at 2:13 pm.

The minutes of the May 12, 2022 meeting were approved with the addition of Bonnie Weber as present.

The financial reports were reviewed and approved.

OLD BUSINESS

Online Auction

It was confirmed that the auction will be open from Sunday, September 11 through Saturday, September 24.

Sponsorship levels will be as follows: \$100, \$200, \$300, \$400 and \$500.

Board members are expected to secure items for the auction. Dale reiterated that one on one asks are highly preferred.

Louise volunteered to edit and update the "ask" letter which will be sent to prospective sponsors and will send it to Dale and Rusty for review. Dale will edit and update the form that will be enclosed with the letter. A Foundation brochure will be enclosed in the mailing as well.

Brian noted that STLS can print the letter and form. He will need to know the type of paper (letterhead or plain) and quantity five days in advance.

Sherry will mail brochures to board members for use in their auction asks.

Louise reminded everyone that Dale should be told about personal asks before they are made so that we can avoid having more than one person ask a prospective donor.

Deadline for auction items will be Friday, September 9. Having information earlier, however, will be helpful in promoting and organizing the event.

Sherry noted that she will ask Tanino, Tedd Arnold and GCP for auction donations.

There being no further business, the meeting was adjourned at 3:10 pm.

Respectfully submitted,

Louise Richardson, Secretary

Bonnie Weber suggested we have a letter and form to use in recruiting sponsors and securing auction items. Sherry will bring brochures to the next meeting which can be used in making asks as well, Denise King suggested that the minimum sponsorship level be \$100.

Dale Wexell volunteered to manage the auction website. He suggested that each board member secure eight auction items and noted that personal asks are most effective. Items should be valued at least \$75. Lower value items can be packaged together to create a coordinated item of great value.

Because we don't want more than one board member approaching prospective donors, asks should be cleared with Dale prior to being made. We want high quality items. Services and meals are particularly popular.

It was noted that we need more publicity this year in order to attract a larger pool of bidders. Louise Richardson will share information on social media and can prepare a marketing email for the event. Denise offered to prepare press releases and follow up with various media.

The auction will be live from September 11 through September 24.

Dale suggested our fundraising goal for the auction be \$15,000.

There being no further business, the meeting was adjourned at 3:14 pm.

Respectfully submitted,
Louise Richardson
Secretary

4:43 PM
06/28/22

Southern Tier Library System
Unpaid Bills Detail
 As of July 1, 2022

Type	Date	Num	Due Date	Open Balance
AFT Mechanical Bill	07/01/2022	4-9909	07/01/2022	✓ 7,125.00 ✓
Total AFT Mechanical				7,125.00
Baker & Taylor Bill	07/01/2022	20357...	07/01/2022	✓ 12.99 ✓
Baker & Taylor Bill	07/01/2022	20358...	07/01/2022	✓ 10.39 ✓
Total Baker & Taylor				23.38
Baker, Dolores Bill	07/01/2022	6/23/2...	07/01/2022	✓ 31.59 ✓
Total Baker, Dolores				31.59
Barr, Mathilde Bill	07/01/2022	Feb-Ju...	07/01/2022	✓ 105.90 ✓
Total Barr, Mathilde				105.90
Blackstone Publishing Bill	07/01/2022	2047075	07/01/2022	✓ 181.75 ✓
Total Blackstone Publishing				181.75
CDW-G Bill	07/01/2022	V801103	07/01/2022	✓ 1,425.57 ✓
Total CDW-G				1,425.57
Corning Natural Gas Bill	07/01/2022	Jun 20...	07/01/2022	✓ 69.93 ✓
Total Corning Natural Gas				69.93
Dalton, Tina Bill	07/01/2022	6/25/2...	07/01/2022	✓ 25.39 ✓
Dalton, Tina Bill	07/01/2022	6/23/2...	07/01/2022	✓ 78.39 ✓
Total Dalton, Tina				103.78
Decker, Hope Bill	07/01/2022	6/23/2...	07/01/2022	✓ 35.27 ✓
Total Decker, Hope				35.27
Eastern Managed Print Network Bill	07/01/2022	IN3357...	07/01/2022	✓ 392.57 ✓
Total Eastern Managed Print Network				392.57
Elmira Structures, Inc Bill	07/01/2022	1725-0	07/01/2022	✓ 107,584.42 ✓
Total Elmira Structures, Inc				107,584.42
Erie Insurance Company Bill	07/01/2022	May 2...	07/01/2022	✓ 1,916.66 ✓
Total Erie Insurance Company				1,916.66
Excelius BC BS Bill	07/01/2022	Jul 2022	07/01/2022	✓ 5,771.76 ✓
Excelius BC BS Bill	07/01/2022	Jul 20...	07/01/2022	✓ 314.74 ✓
Total Excelius BC BS				6,086.50
Friendly Freds Bill	07/01/2022	25945	07/01/2022	✓ 63.25 ✓
Total Friendly Freds				63.25

Southern Tier Library System

Unpaid Bills Detail

As of July 1, 2022

Type	Date	Num	Due Date	Open Balance
Frontier Communications				
Bill	07/01/2022	Jul 2022	07/01/2022	✓ 187.60 ✓
Total Frontier Communications				187.60
Mack, Barbara				
Bill	07/01/2022	Artpor...	07/01/2022	✓ 83.82 ✓
Total Mack, Barbara				83.82
Mult Media Services				
Bill	07/01/2022	84449	07/01/2022	✓ 214.84 ✓
Bill	07/01/2022	84480	07/01/2022	✓ 558.29 ✓
Bill	07/01/2022	84448	07/01/2022	✓ 180.74 ✓
Total Mult Media Services				903.67
Overdrive				
Bill	07/01/2022	01483...	07/01/2022	✓ 170.48 ✓
Bill	07/01/2022	01483...	07/01/2022	✓ 184.73 ✓
Bill	07/01/2022	01483...	07/01/2022	✓ 430.82 ✓
Bill	07/01/2022	01483...	07/01/2022	✓ 852.38 ✓
Bill	07/01/2022	01483...	07/01/2022	✓ 2,898.91 ✓
Bill	07/01/2022	01483...	07/01/2022	✓ 833.88 ✓
Bill	07/01/2022	01483...	07/01/2022	✓ 1,778.02 ✓
Bill	07/01/2022	01483...	07/01/2022	✓ 3,821.63 ✓
Bill	07/01/2022	01483...	07/01/2022	✓ 17,800.00 ✓
Bill	07/01/2022	01483...	07/01/2022	✓ 338.80 ✓
Bill	07/01/2022	01483...	07/01/2022	✓ 827.73 ✓
Total Overdrive				29,118.12
Pitney Bowes				
Bill	07/01/2022	33188...	07/01/2022	✓ 588.19 ✓
Total Pitney Bowes				588.19
Povero, Kelly				
Bill	07/01/2022	8/25/2...	07/01/2022	✓ 100.18 ✓
Total Povero, Kelly				100.18
Pristine Lawn Services				
Bill	07/01/2022	1287	07/01/2022	✓ 1,820.00 ✓
Total Pristine Lawn Services				1,820.00
Robinson, Heidi				
Bill	07/01/2022	8/23/2...	07/01/2022	✓ 43.88 ✓
Total Robinson, Heidi				43.88
Schuler-Hase Electric Corp.				
Bill	07/01/2022	21-120...	07/01/2022	✓ 21,834.77 ✓
Total Schuler-Hase Electric Corp.				21,834.77
Smith, Karen				
Bill	07/01/2022	8/25/2...	07/01/2022	✓ 18.21 ✓
Bill	07/01/2022	8/23/2...	07/01/2022	✓ 58.18 ✓
Total Smith, Karen				71.37
Southern Tier Network				
Bill	07/01/2022	4248	07/01/2022	✓ 1,000.00 ✓
Bill	07/01/2022	4247	07/01/2022	✓ 3,280.00 ✓
Bill	07/01/2022	4268	07/01/2022	✓ 8,848.00 ✓
Bill	07/01/2022	4262	07/01/2022	✓ 800.00 ✓
Bill	07/01/2022	4277	07/01/2022	✓ 280.00 ✓
Total Southern Tier Network				8,848.00

4:43 PM

06/28/22

Southern Tier Library System
Unpaid Bills Detail
 As of July 1, 2022

Type	Date	Num	Due Date	Open Balance
Time Warner Cable, PA				
BILL	07/01/2022	14377...	07/01/2022	✓ 830.88 ✓
BILL	07/01/2022	14581...	07/01/2022	✓ 575.00 ✓
BILL	07/01/2022	14386...	07/01/2022	✓ 1,574.00 ✓
BILL	07/01/2022	14551...	07/01/2022	✓ 575.00 ✓
BILL	07/01/2022	14520...	07/01/2022	✓ 600.00 ✓
Total Time Warner Cable, PA				4,254.88
UGI Energy Services, Inc.				
BILL	07/01/2022	G5353...	07/01/2022	✓ 118.97 ✓
Total UGI Energy Services, Inc.				118.97
United States Postal Service				
BILL	07/01/2022	July 20...	07/01/2022	✓ 1,000.00 ✓
Total United States Postal Service				1,000.00
Verizon				
BILL	07/01/2022	Jun/Jul...	07/01/2022	✓ 1,045.80 ✓
Total Verizon				1,045.80
TOTAL				195,137.43

4:03 PM
06/14/22

Am
6/16/22

Southern Tier Library System
Unpaid Bills Detail
As of June 17, 2022

STL
6/16/22

Type	Date	Num	Due Date	Open Balance
A-Verdi Bill	06/17/2022	1465330	06/17/2022	✓ 204.00 ✓
Total A-Verdi				204.00
Blackstone Publishing Bill	06/17/2022	2042446	06/17/2022	✓ 188.97 ✓
Total Blackstone Publishing				188.97
Button, Vickie Bill	06/17/2022	Medica...	06/17/2022	✓ 111.23 ✓
Total Button, Vickie				111.23
Casella Waste Services Bill	06/17/2022	2145629	06/17/2022	✓ 122.69 ✓
Total Casella Waste Services				122.69
Cleary, Julie L. Bill	06/17/2022	Medica...	06/17/2022	✓ 8.33 ✓
Total Cleary, Julie L.				8.33
Eastern Managed Print Network Bill	06/17/2022	IN3367...	06/17/2022	✓ 392.57 ✓
Total Eastern Managed Print Network				392.57
Empire Access Bill	06/17/2022	00004...	06/17/2022	✓ 92.45 ✓
Total Empire Access				92.45
Energy Cooperative of America Bill	06/17/2022	972970	06/17/2022	✓ 244.81 ✓
Total Energy Cooperative of America				244.81
English, Darleen Bill	06/17/2022	Medica...	06/17/2022	✓ 111.23 ✓
Total English, Darleen				111.23
First Bankcard				
Bill	06/17/2022	44182...	06/17/2022	✓ 890.13 ✓
Bill	06/17/2022	44182...	06/17/2022	✓ 16.99 ✓
Bill	06/17/2022	44182...	06/17/2022	✓ 640.60 ✓
Bill	06/17/2022	44182...	06/17/2022	✓ 243.00 ✓
Bill	06/17/2022	44182...	06/17/2022	✓ 273.17 ✓
Bill	06/17/2022	44182...	06/17/2022	✓ 1,334.69 ✓
Bill	06/17/2022	44182...	06/17/2022	✓ 328.23 ✓
Total First Bankcard				3,286.71
FirstLight Fiber Bill	06/17/2022	11827...	06/17/2022	✓ 900.00 ✓
Total FirstLight Fiber				900.00
Fleming, Amanda Bill	06/17/2022	Spring ...	06/17/2022	✓ 1,086.60 ✓
Total Fleming, Amanda				1,086.60
Friendly Freds Bill	06/17/2022	28848	06/17/2022	✓ 177.41 ✓
Bill	06/17/2022	28897	06/17/2022	✓ 68.96 ✓
Total Friendly Freds				236.36

4:03 PM
08/14/22

Southern Tier Library System Unpaid Bills Detail As of June 17, 2022

Type	Date	Num	Due Date	Open Balance
Hallehan, Sheila Bill	08/17/2022	Medica...	08/17/2022	✓ 111.23 ✓
Total Hallehan, Sheila				111.23
Holden, Loretta Bill	08/17/2022	Medica...	08/17/2022	✓ 111.23 ✓
Total Holden, Loretta				111.23
Humana Bill	08/17/2022	Jul 2022	08/17/2022	✓ 25.00 ✓
Total Humana				25.00
LaBella Associates Bill	08/17/2022	165847	08/17/2022	✓ 1,884.18 ✓
Total LaBella Associates				1,884.18
McPherson, Marcia Bill	08/17/2022	Medica...	08/17/2022	✓ 111.23 ✓
Total McPherson, Marcia				111.23
Nelson, Jane Bill	08/17/2022	Medica...	08/17/2022	✓ 111.23 ✓
Total Nelson, Jane				111.23
NYSHIP Bill	08/17/2022	577	08/17/2022	✓ 10,908.54 ✓
Total NYSHIP				10,908.54
Overdrive Bill	08/17/2022	01453...	08/17/2022	✓ 2,257.31 ✓
Bill	08/17/2022	01453...	08/17/2022	✓ 4,735.81 ✓
Bill	08/17/2022	01453...	08/17/2022	✓ 358.58 ✓
Bill	08/17/2022	01453...	08/17/2022	✓ 175.55 ✓
Bill	08/17/2022	01453...	08/17/2022	✓ 204.99 ✓
Bill	08/17/2022	H-008...	08/17/2022	✓ 3,000.00 ✓
Bill	08/17/2022	01453...	08/17/2022	✓ 114.95 ✓
Bill	08/17/2022	01453...	08/17/2022	✓ 2,782.15 ✓
Total Overdrive				13,568.33
Passage, Mary Bill	08/17/2022	Medica...	08/17/2022	✓ 111.23 ✓
Total Passage, Mary				111.23
Quiggle, Mary Kay Bill	08/17/2022	Medica...	08/17/2022	✓ 111.23 ✓
Total Quiggle, Mary Kay				111.23
Rettner & Sons LLC Bill	08/17/2022	3446	08/17/2022	✓ 525.00 ✓
Total Rettner & Sons LLC				525.00
Southern Tier Network Bill	08/17/2022	4313	08/17/2022	✓ 1,000.00 ✓
Bill	08/17/2022	4314	08/17/2022	✓ 3,250.00 ✓
Bill	08/17/2022	4322	08/17/2022	✓ 3,845.00 ✓
Bill	08/17/2022	4329	08/17/2022	✓ 500.00 ✓
Bill	08/17/2022	4344	08/17/2022	✓ 250.00 ✓
Total Southern Tier Network				8,845.00

Southern Tier Library System

Unpaid Bills Detail

As of June 17, 2022

Type	Date	Num	Due Date	Open Balance
Southern Tier Wireless Inc				
Bill	06/17/2022	97889	06/17/2022	✓ 75.00 ✓
Total Southern Tier Wireless Inc				75.00
Staples Business Credit				
Bill	06/17/2022	16422...	06/17/2022	✓ 126.48 ✓
Total Staples Business Credit				126.48
Time Warner Cable, PA				
Bill	06/17/2022	08602...	06/17/2022	✓ 89.70 ✓
Bill	06/17/2022	14558...	06/17/2022	✓ 500.00 ✓
Bill	06/17/2022	12022...	06/17/2022	✓ 44.99 ✓
Bill	06/17/2022	14551...	06/17/2022	✓ 575.00 ✓
Bill	06/17/2022	08622...	06/17/2022	✓ 154.88 ✓
Total Time Warner Cable, PA				1,364.67
United Healthcare Insurance Company				
Bill	06/17/2022	Jul 2022	06/17/2022	✓ 282.25 ✓
Total United Healthcare Insurance Company				282.25
Verizon Wireless				
Bill	06/13/2022	99077...	06/13/2022	✓ 177.18 ✓
Total Verizon Wireless				177.18
WEX Bank				
Bill	06/17/2022	81120...	06/17/2022	✓ 2,457.28 ✓
Total WEX Bank				2,457.28
Wigg, Ristline				
Bill	06/17/2022	Medica...	06/17/2022	✓ 111.23 ✓
Total Wigg, Ristline				111.23
TOTAL				<u>47,983.25</u>

Deposit Summary

Southern Tier Library System

7/13/2022 10:24 AM

Summary of Deposits to 1202 - Cash - Money Market on 7/14/2022

Chk No.	PmtMethod	Rcd From	Memo	Amount
8341	Check	Rushford	Pass Thru	20.17
4889	Check	Bolivar	Pass Thru	44.71
3728	Check	Friendship	Pass Thur-phone	55.89
8347	Check	Rushford	Dark Fiber	246.00
2153	Check	CCLD-Elmira	Pass Thru	18,273.13

Less Cash Back:

Deposit Total: 18,639.90

Deposit Summary

Southern Tier Library System

6/21/2022 2:35 PM

Summary of Deposits to 1202 - Cash - Money Market on 06/21/2022

Chk No.	PmtMethod	Red From	Memo	Amount
1086	Check	Arkport	Payroll	1,428.77
1087	Check	Arkport	Comp & Disability	340.92
3716	Check	Friendship	Pass Thru	21.17
3710	Check	Friendship	Pass Thru	55.89
5183	Check	CCLD-Elmira	Cost Share/PT	37,340.76
2147	Check	CCLD-Elmira	Pass Thur	4,688.86
1089	Check	Arkport	Pass Thru - phone	32.45
10124	Check	Individual	P. Archer Memorial - donation by Bob...	100.00

Less Cash Back:

Deposit Total:

44,008.82



Southern Tier Library System

9424 Scott Road
Painted Post, NY 14870

Phone: 607-962-3141
Fax: 607-962-5356

STLS CODE 5490- Con Aid 20/21

Financial Clerk [Signature]

Auditor [Signature]

Purchase Order

Vendor:

Purchase Order # 6718

CPE

Date: 6/27/22

Requested/Ordered By:	Order Date:	Confirmation No.:	STLS Expense Code	Ship Via
KB	7/5/22		5490- <u>CONTRACT AID 20/21</u>	

50% DISCOUNT TO TIME OF PO

Quantity	Item	Description	Unit Price	Total
1	On-Premises Nimbus Phone System			
1	CQ Simple Nimbus100 VOIP Platform with RAID			
1	100 user capacity, 4,000 Hours Recording storage, Dual 240GB SSD *Karl's Law Enabled			
16	Yealink T53W SIP Black/White Display Telephones Full Duplex, Gig			
6	Yealink T58W SIP Color Display Telephones Full Duplex with Camera Option, Gig			
2	Axis A8105-e SIP Video Door Phone Units			
1	CQ Configured Router (Static IP required)			
1	Grandstream Two Port Analog Adapter			
1	CQ Page Pro Module			
1	CQ Dashboard Module			
1	CQ Multiplex Parking Module			
1	APC Smart UPS C 1000 VA Uninterrupted Power Supply			
1	Extension Routing Module			
	Installation and Training			
			Subtotal	25,080.00
		Director of IT	Tax	Exempt
		Title	Shipping	
		Executive Director	Miscellaneous	
			Balance Due	25,080.00

[Signature]
Division Head Approval

[Signature]
AUTHORIZED SIGNATURE

STLS IS EXEMPT, BY LAW, FROM NYS SALES TAX.
**VENDOR: AN AUTHORIZED PURCHASE ORDER IS
YOUR PROOF OF COMPLIANCE: CERTIFICATE #
142465**

REPORT IN 30 DAYS ON ITEMS NOT IN STOCK

pd 7/15 | 12,540.00



Quoted: 40095073
Expires: 07/01/2022

Prepared By: Dawn McIlroy
315-883-3582
dawn.mcilroy@teracai.com

Requested By: Southern Tier Library Technology Ken Behn Fax: (607) 962-5356	Ship To: Ken Behn 9424 Scott Road Painted Post, NY 14870 United States	Bill To: Ken Behn 9424 Scott Road Painted Post, NY 14870 United States
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CUCM Redundant Servers				
QTY	Mfr Part No.	Description	Unit Price	Ext Price
2	BE6M-M5-K9	BUSINESS EDITION 6000M M5 APPL EXPORT RESTR SW	\$7,080.00	\$14,120.00
2	CON-SNT-BE6MM5K9	US ONLY SNTC 8X5 NBD BUSINESS EDITION 6000M APPL 12 month term	\$310.00	\$620.00
2	CON-ECMU-BE6KVIRX	CCW ONLY SWSS UPG BE EMBEDDED VIRT BASIC 7X BE6K 12 month term	\$66.00	\$132.00
2	UCSC-PSU1-770W	770W AC HOT-PLUG POWER SUPPLY FOR 1U C-SERIES RACK SERVER	\$375.00	\$750.00
CUCM Redundant Servers Subtotal				\$15,622.00

Voice Gateway				
QTY	Mfr Part No.	Description	Unit Price	Ext Price
1	ISR4331-V/K9	ISR 4331 UC BNDL PVD4-32 UC LICs CUBEE10	\$3,805.00	\$3,805.00
1	CON-SNT-ISR4331V	CCW ONLY SMARTNET NBD 8X5 ISR 4331 UC BNDL PVD4-32 UC L	\$629.00	\$629.00
1	PVD4-32U64	UPG PVD4 32 CHANNEL TO 64 CHANNEL FACTORY	\$1,100.00	\$1,100.00
1	CAB-CONSOLE-USB	CISCO 6FT CONSOLE CABLE WITH USB TYPE A & MINI-B	\$75.00	\$75.00
Voice Gateway Subtotal				\$5,609.00

Phones				
QTY	Mfr Part No.	Description	Unit Price	Ext Price
5	CP-8885-K9	CISCO 8885 SERIES IP PHONE	\$465.00	\$2,325.00
15	CP-8881-K9=	Cisco 8881 IP Phone	\$420.00	\$6,300.00
Phones Subtotal				\$8,625.00

TERACAI Prof. Services				
QTY	Mfr Part No.	Description	Unit Price	Ext Price
1	208242	CONFIGURATION SERVICES Please see SoW #416114 for the work to be completed.	\$13,260.00	\$13,260.00
TERACAI Prof. Services Subtotal				\$13,260.00

Payment Terms: 30 Days

Combined Subtotals \$43,116.00

Freight \$380.85

Tax \$0.00

TOTAL PURCHASE PRICE \$43,496.85
(Purchase Order Must Be For This Amount)

Shipping Information
Priority GROUND

Terms Prepaid & Add

TERACAI
217 Lawrence Road East
P.O. Box 4715
Syracuse NY 13221-4715
www.teracai.com
www.cablexpress.com

North American Offices:
North American Fax:
International Offices:
International Fax:

315.883.3500
315.883.3510
011-315-883-3500
011-315-883-3510



Quote# 40095134
Expires: 06/14/2022

Prepared By: Dawn McIlroy
315-883-3582
dawn.mcilroy@teracai.com

Requested By:	Ship To:	Bill To:
Southern Tier Library Technology Ken Behn Fax:(607)982-5356	Ken Behn 9424 Scott Road Painted Post, NY 14870 United States	Accounts Payable 9424 Scott Road Painted Post, NY 14870 United States

QTY	Mfr Part No.	Description	Unit Price	Ext Price
2	SPECIAL_ORDER	SPECIAL ORDER PRODUCT - SEE DESCRIPTION BELOW Algo Communication Products Limited 8039 - SIP Poe Mullion Video Keypad Intercom Stock due in July 1st.	\$1,500.00	\$3,000.00
2	SPECIAL_ORDER	SPECIAL ORDER PRODUCT - SEE DESCRIPTION BELOW Algo Communication Products Limited 8063 - 8063 SIP Interface Module (IP Relay controller) for Algo door control only Currently in stock.	\$320.00	\$640.00
			Subtotal	\$3,640.00
Payment Terms: 30 Days			Combined Subtotals	\$3,640.00
			Freight	\$42.34
			Tax	\$0.00
			TOTAL PURCHASE PRICE (Purchase Order Must Be For This Amount)	\$3,682.34

Shipping Information

Priority GROUND
Carrier UPS

Terms Prepaid & Add
FOB Origin/Shipping

Terms & Conditions

Shipping Information:

Billing Your Freight Carrier's Account: In order to accommodate your shipping preferences, TERACAI will make every effort to bill your freight carrier account directly. Sometimes however, we are unable to comply with this request due to limitations based on carrier availability, shipment weight, or other circumstances. When this occurs, TERACAI will ensure that the product is shipped to you in the most economical way possible, and will inform you of any associated costs subject to additional billing.

Prepaid & Add: All freight charges from Syracuse, NY are separately billed.

Warranty Information:



TERACAI
217 Lawrence Road East
P.O. Box 4715
Syracuse NY 13221-4715
www.teracai.com
www.cablexpress.com

North American Offices:
North American Fax:
International Offices:
International Fax:

315.883.3500
315.883.3510
011-315-883-3500
011-315-883-3510

CPE InterLink
357 E 5th Street
Elmira, NY 14901
607.734.7988
marsha@cpeinterlink.com
www.cpeinterlink.com



INVOICE

BILL TO

Southern Tier Library System
9424 Scott Road
Painted Post, NY 14870

INVOICE # 22-0942

DATE 07/07/2022

DUE DATE 08/06/2022

TERMS Net 30

P.O. NUMBER

6718

QTY	DESCRIPTION	RATE	AMOUNT
1	Down payment for Installation of On-Premises Nimbus Phone system at 9424 Scott Rd, Painted Post per quote signed 07/05/2022.	12,540.00	12,540.00

Thank you for being a loyal customer of CPE!
We appreciate your business!

BALANCE DUE

\$12,540.00

Licensed by NYS Dept. of State #12000035570

*All major credit cards now accepted!

*Write Invoice # on your check!

Labor Rates as of March 17, 2022:

Regular Service \$125 per hour with a minimum of one hour billable

Remote Service \$48 first 15 minutes, \$10 each additional 15 minutes

Prevailing Wage \$165 per hour

Please send an email to marsha@cpeinterlink.com to go paperless!

All overdue Invoices subject to late payment fees of 1.5% per month. Invoices past due 30 days subject to late fee and/or credit hold and/or collections.

Delivery Vehicle Purchase

2022 Fiscal Year

Request Issued: June 30, 2022



Request for Competitive Pricing

ORGANIZATION INFO:

Southern Tier Library System
9424 Scott Road
Painted Post, New York 14870

Purchasing Contact:
Brian Hildreth, Executive Director
(607) 962-3141 ext. 207
CommunityLibraryPartner@stls.org

PROJECT/PURCHASE BACKGROUND:

State Agency (Non-profit) – Contract Pricing
Steuben County
Payment: Cash
Purchase Commitment: July 13, 2022
Purchase Date: July 15, 2022
Pricing Deadline: Friday, July 8, 2022

DESIRED VEHICLE:

2021 or 2022 Chevy or GMC Express 2500 Work Van

Mileage: 0 – 15,000

Payment: Cash

Color: White

DESIRED SPECIFICATIONS:

Warranty

Roadside Assistance Coverage: 60 months/60,000 miles

Corrosion Perforation: 60 months/unlimited distance

Powertrain: 60 months/60,000 miles

Basic: 36 months/36,000 miles

Features

Heating and Air Conditioning
Backup Camera
Cruise Control

Desired Specifications & Standard Features and Options are used as guidelines for vehicle purchase. Pricing, mileage and overall quality of vehicle will ultimately determine the purchase.

STLS Executive Director and his designate will inspect and test-drive the vehicle prior to purchase. A site visit can be scheduled by using the contact listed in this RFP.

Dealers can provide multiple bids for all vehicles they have available based on the Desired Specifications.

Example:

1. 2021 Chevy Express 2500 Work Van (Color: White) 15,000 miles; \$25,000
1. 2022 Chevy Express 2500 Work Van (Color: White) 50 miles; \$30,000

There is no specified bid form. Dealers must submit good faith bids with specifications for each Make and Model.

Pricing Deadline: **Friday, July 8, 2022.**

Check Payment and Signing: **Friday, July 15, 2022**






Thank you for your time and consideration.

Document Date: June 30, 2022
Southern Tier Library System



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

The Executive Director spent the months of June/July engaged in the following activities:

-  June 20 - 23: Provided consultation to Prattsburg Library regarding 2022 NYS Public Library Construction Aid. Attended STLS Board of Trustees Public Relations Committee meeting and STLS Board of Trustees monthly meeting. Facilitated 2022 STLS Director's Retreat at Taylor Memorial Library in Hammondsport. Roughly 25-member directors attended, and it was the first time the group met formally, in-person since March of 2020.
-  June 27 - 30: Facilitated meetings with STLS staff regarding return to in-person work once construction is completed. Attended DAC DEI's Book Club Discussion. Visited Addison Public Library to conduct New Director Orientation and meet with directors and trustee. Met with members of STLS Division of Professional Development and Outreach to discuss Resource Consultant position. Provided consultation to Cohocton Public Library regarding 2022 NYS Public Library Construction Aid.
-  July 6 - 8: Facilitated meeting with Public Library System Directors Organization to discuss rollout of Public Library District Toolkit, which will help libraries address funding and underserved populations. Presented funding options workshop at OWWL Library System in Canandaigua during Small Libraries Summer Symposium. Provided consultation to Dormann Library regarding 2022 NYS Public Library Construction Aid.
-  July 11 – 14: Attended STLS Board of Trustees Finance and Facilities Committee meeting and Personnel and Policies Committee meeting. Facilitated 2022 NYS Public Library Construction Aid member presentation with STLS Board of Trustees Construction Aid Review Committee. Attended the Foundation for Southern Tier Libraries Board meeting.
-  July 18 – 19: Hosted Appalachian Regional Commission Grant Award meeting with Allegany County libraries to kickoff grant spending activities. Visited Hornell Public Library to provide Duties and Responsibilities training during library board meeting.

**Youth Services & InterLibrary Loan
by Lorie Brown, Professional Development Manager
Division of Professional Development**

June seemed to be a month for prep work, summarizing and gathering information.

Lorie connected with 4 member libraries this month: Essential Club Free Library (Canaseraga) for BARC/Interlibrary Loan training; Addison for overview of possibilities of summer programming; Arkport sharing a potential Bingo card for summer in their community; Penn Yan tabling at their KICK-OFF for summer activities at their annual Books & Bikes Fest. This is the second year that STLS has tabled at the Penn Yan Books & Bikes Fest, their annual summer kick-off event. It is great fun to see the kids riding their bikes—getting fitted for new helmets, partaking of Icy Pops, taking riding breaks to get tattoos, do a craft or spin a hula hoop as well as signing up for summer reading and getting a free book. The libraries in Arkport and Addison are presenting summer programs and activities at their libraries for the first time in a quite a while. Staff at Arkport have determined to host a performer and are connecting with the school to share a Bingo-type card to encourage kids to read throughout the summer. Addison, with brand new staff, have connected with their school to promote their summer activities, especially a reading encouragement program. Visiting Canaseraga ticks off one more library to be trained to use the BARC program for out of system ILLs. At last count, all but 10 library outlets remain to be trained.

Lorie co-presented at a statewide webinar on The Great Give Back. This program, begun on Long Island, has spread throughout the state. It is a day-long event in which public libraries offer a meaningful way for library patrons and other volunteers to ‘give back’ to the local community. Libraries are doing this everyday but having a day dedicated to illustrate that the public library is a hub in the community is priceless. As a system, we last participated in the statewide event in 2019. It is time to do this again. At least, 5 of our member libraries attended to the statewide webinar and, to date, one member library has registered to get early notices of the event (Southeast Steuben County Library). Lorie will be nudging and encouraging more members to participate in this event. The Great Give Back is scheduled for October 15, 2022.

Lorie also attended the SCRLC Resource Sharing Committee meeting to assist the group in planning the Resource Sharing Users Group meeting for October. This Users Group, in collaboration, with the Central Regional Library Council, will have attendees from across both 3R’s councils and beyond. All topics will be pertinent to interlibrary loan. Other preparatory meetings/calls included Youth Consultants’ call sponsored by the Division of Library Development at NYS and one organized by system consultants, attended a call of the School Library System Council for GST in which plans for school year 2022-2023 were discussed. She also met with Erika Jenks to train to run circulation statistics while Erika is off on vacation. Lorie will run the circ stats for June and for July. Lorie attended the Director’s Retreat held in Hammondsport to share ideas, spark new plans and encourage member library directors to ponder and change their practices.

One last planning and gathering of information ‘thing’ that Lorie is working on.... A compilation of summer activities across the system. Member libraries have invited STLS staff to attend their summer events. Lorie is compiling a calendar of these events so that visits can be made to as many as possible!

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

During the month of June, Keturah worked to offer the third and final session of the “Actively Anti-Racist Library Service to Leisure Readers” webinar, featuring speakers Becky Spratford and Robin Bradford, on June 13. The

consultants answered questions that had been submitted by STLS members after watching the first two sessions of the series. All three sessions of the series are available to view through the STLS website.

Keturah continued to update the Outreach Services LibGuide on the STLS website with current grant funding opportunities for members. Additionally she created a new tab on the DEISJ LibGuide with Civic Engagement resources provided by the League of Women Voters of NY State for member libraries to share with their communities. During the first six months of the year, Jan 1 – June 30, the DEISJ LibGuide has been visited 785 times, and the Outreach Services LibGuide has been visited 159 times.

Keturah sent out her monthly newsletter, “Reaching Out,” containing information on Adult Library Services and grant opportunities for members.

Keturah participated in the following meetings: STLS Training Team, STLS Department of Professional Development & Outreach, Allegany County Library Directors, Public Library Association ALA Councilors, SCRLC Executive Committee, and NYS Public Library System Outreach Coordinators. Keturah also attended the STLS Director’s Retreat in Hammondsport where she led a group stretching session and provided information on STLS Outreach services.

Keturah and Erika Jenns attended the Allegany County Workforce Development Job Fair at the David A. Howe Library in Wellsville, where they shared information on the STLS employment resource databases JobNow and Peterson’s Test Prep. Keturah and Erika also assisted patrons with printing resumes, questions about Libby, NYS TBBL, and other library resources. They talked to 85 people including job-seekers and representatives from area businesses and non-profit organizations.

Keturah worked with the Director of the Angelica Free Library, Taylor Stuck, on the library’s Long-Range planning process. The library conducted a community survey and collected staff feedback during recent months and Taylor and Keturah worked to create a draft Five-Year Plan with action steps for proposal to the Board of Trustees.

During the last week of June, Keturah attended the ALA Annual Conference in Washington, DC, where she attended ALA governance meetings as an elected Councilor-At-Large. She also attended several educational programs related to Outreach Services, Sustainability, and DEI. In addition, she met with vendors to learn about new products and services, and attended meetings of the ALA Social Responsibilities Round Table, Association of Bookmobile and Outreach Services, and ALA Rainbow Round Table.

Keturah was also elected to be the NYLA ALA Council Representative for a three-year term.

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

During the month of June, Erika Jenns worked with Nicole Pepe at the Friendship Free Library to publicize the library’s receipt of a Technology and Digitization Grant from the South Central Regional Library Council. The library received \$4,552 to digitize their collection of 29 microfilm reels and to provide access to these digital files

through the NYS Historic Newspapers website. The announcement was shared on STLS social media and with local newspapers and news outlets.

Erika also provided a WordPress workshop, which was attended by individuals from 10 member libraries. In the workshop, she covered backing up library websites, updating content - and specifically, uploading board minutes, and she made time for questions. Several libraries came to the session with questions about their websites, and Erika was able to help troubleshoot. She also had a follow-up website consultation with the Addition Public Library.

With Keturah Cappadonia, Erika attended the Allegany County Job Fair. During the event, they interacted with at least 85 job seekers. Keturah and Erika helped individuals with resume and document printing, along with other digital literacy skills like email navigation. They also manned a table to promote the JobNow and Peterson's Test Prep databases to job seekers.

Erika collaborated with Brian Hildreth to lead a policy development workshop for library boards and directors. This was offered both in-person, at the Wide Awake Club Library in Fillmore, and remotely on GoToMeeting. Additionally, Erika participated in the STLS Directors Retreat, which was organized by Brian. At the retreat, Erika and Keturah manned a table to promote various STLS resources and initiatives like the jobs databases, Talking Book and Braille Library, the Great Give Back, and the Libby app. Erika also took photos throughout the event.

Other activities included, OverDrive collection development and purchasing, social media management and post scheduling for the months of June and July, and preparation of the Quarter 3 Learning Opportunities calendar, along with the STLS events digest emails that go out each month.

Program Support, Outreach Collections, & Delivery
By Lyndsie Guy, Resource Consultant
Division of Professional Development and Library Outreach

I returned from leave in May, and spent most the month catching up on all of the goings-on from while I was away! Much of the early part of the month was spent meeting with my colleagues and sorting through emails and messages, but I am now fully back in the swing of things. We found ourselves having to fill two delivery driver positions in mid-May; the latter half of the month was spent collecting resumes and arranging interviews. Because we were a bit short-staffed, I also completed a delivery run (on 5/13) and a rotating collection run (on 5/26) this month. Speaking of rotating collections: the youth rotating collection moved in May.

Throughout the month, I worked with the Steuben County Department of Health to identify how many Covid-19 tests and masks each library in the county currently had, and I then connected libraries that had too few supplies with those that had too many. We received 900 additional Covid-19 tests, which I worked to distribute among membership. I also conducted a New Director Orientation with Emily Smith at Montour Falls on May 27th. Last, but not least: I attended the Training Team meeting, Division of PD&LO meeting, and the Director's Advisory Council meeting (this took place in Wellsville).

Integrated Library System and Cataloging
by Mandy Fleming, ILS Manager
Division of Information Technology

Here is our monthly report for June...

E-rate

I have continued working with Ken to train Brianne on the E-rate filing process, and working with E-rate Service Providers. In June we submitted a Funding Commitment Adjustment Request Form and an Invoice Deadline Extension for the Web Caching project – the equipment for this project has been ordered but there is a shipping delay. I also provided guidance to Brianne for dealing with some minor Spectrum service and billing issues and worked with Brianne and USAC support to resolve a user account issue in our online account.

General STLS

Kylie and I attended the June Director's Retreat in Hammondsport, where we manned the registration table – it was wonderful to have another in-person meeting of STLS Directors (with more directors represented than at last month's DAC meeting), talk and listen to people face-to-face again, and hear about the exciting new things happening in our libraries. In June, Erika trained me on how to merge patron accounts in OverDrive when a patron is assigned a new user ID in WorkFlows – which I will handle while she is out of the office. I worked with Erika, Lorie and Lyndsie to review the Annual Statistical Report that Melissa has compiled, and will be sharing with the membership shortly.

ILS

I visited Addison to provide New Director ILS Training to Connie; Karen, the co-director was also there and it was very helpful to cover ILS basics with the two of them together, and to address various ILS questions that had come up recently. In May I worked on creating reports of past assumed lost items, for libraries to use to determine whether or not to replace those lost items. During the first 2 weeks in June, I ran and emailed those reports to each library director, answered questions about the reports, and re-sent reports in a different format (Excel vs. PDF), when requested. I planned for a facilitated a DAC Circulation Committee meeting in June where we discussed the system-wide patron registration form, gender and title fields in WorkFlows, and the Claims Returned wizard (used when patrons claim to have returned an item, but it has not been discharged from their account).

This year I worked with Brian, Ken and the ILS Team (Kylie, Larissa and Daniel) to update our cataloging service agreement with the Chemung County Historical Society (CCHS) and in June we finalized and signed this agreement, along with the director of CCHS. This came out of a request from their Archivist, Rachel, for us to update their holdings in the catalog, and add some recently donated items. It was very helpful to go through the process of updating this agreement, with input from those directly impacted by it. Kylie and Larissa are working on a spreadsheet of newly acquired CCHS titles, to provide an estimate of the cost per item, in order to keep within CCHS's budget. Larissa, Kylie and I will be visiting in mid-July to begin the in-person phase of the project.

Larissa visited the IMRRC in June, to catalog in person, and answer catalog-related questions. Kylie visited Hornell to provide in-person BLUEcloud Analytics (BCA) training to Kelly, Denise and Vanessa. Daniel provided remote BCA training to Emily in Montour Falls.

Larissa and Kylie completed their SirsiDynix-provided Data Control (DC) Training. In late June we started our first cataloging project in DC – the addition of a subject heading of “Indigenous peoples” to records with existing “Indians of North America” subject headings - as recommended by the Cataloging Advisory Committee. There are nearly 3,000 records that need to be updated. Daniel created a base report in BCA of records to update, exported the catalog keys of those records, imported those keys into DC and created a query that would allow us to make additions to the correct records. As a team, we then reviewed the BCA report, fine-tuned the DC query, then made the batch edits to over 650 records, in our first round of updates. We plan to continue working on this project in July.

Cataloging volume has remained steady, and like last month we have also had a holiday, staff vacations and SirsiDynix training in June. We are currently at 11 working days for unopened cataloging requests, during the holiday week of July 4th – and Kylie, Daniel and Larissa will work hard in the next few weeks to get that number back down.