

STLS BOARD MEETING

Tuesday, June 21, 2022 - 2:00 pm
Dormann Library, Bath, NY 14810

**AGENDA**

- | | | | |
|----|-------------------------------------|----------------------|--------------------|
| 1. | Agenda | | Doc. #22-66 |
| 2. | Approval of Minutes – May 2022 | *FOR APPROVAL | Doc. #22-67 |
| 3. | Treasurer’s Report – May 2022 | *FOR APPROVAL | Doc. #22-68 |
| 4. | Financial Clerk’s Report – May 2022 | *FOR APPROVAL | Doc. #22-69 |

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

COMMITTEE REPORTS

- | | | | |
|----|--|------------------------------|--------------------|
| 5. | Executive Committee – Richard Ahola | | |
| 6. | Personnel & Policies Committee – Denise King | (Minutes) | Doc. #22-70 |
| 7. | Finance & Facilities Committee – Betsy Gorman | (Minutes) | Doc. #22-71 |
| | | (State Comptroller’s Report) | Doc. #22-72 |
| 8. | Public Relations Committee – Lynnette Decker | | |
| 9. | Foundation for Southern Tier Libraries – Louise Richardson | (Minutes) | Doc. #22-73 |

BOARD ACTIONS

- | | | | |
|-----|---|-----------------------|--------------------|
| 10. | <u>Expenditure Approvals -Monthly Unpaid Bills Detail</u> | * 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.

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

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|-----|--|-----------------------|--------------------|
| 11. | <u>Receipt Approvals – Monthly Deposit Summary</u> | * 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.

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

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.

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

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

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

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

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 WiFi access points at 48 member libraries per the STLS Purchasing Policy in the amount of \$98,635.

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

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

BOARD INFORMATION

- 18. Old Business
- 19. New Business – Open Meetings Law
- 20. Library Networking
- 21. President's Report
- 22. Monthly System Team & Divisional Reports

Doc. #22-79

Public Expression (15 minutes)

Adjournment

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

STLS BOARD MEETING
Tuesday, May 17, 2022 - 2:00 pm
GoToMeeting Conference Call Platform

MINUTES**TRUSTEES PRESENT:**

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

Excused Sisi Barr – 2023, Lynnette Decker -2021, Vacant Allegany County Seat – 2025, Vacant Steuben County Seat – 2025

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

Vice President K Green called the meeting to order at 2:04 pm.

1. AGENDA REVIEW ***FOR APPROVAL** **Doc.#22-52**
Approved

2. Approval of Minutes – April 2022 ***FOR APPROVAL** **Doc. #22-53**
Approved

3. Treasurer's Report – April 2022 ***FOR APPROVAL** **Doc. #22-54**
Approved

B Gorman inquired if there were any questions about the April Treasurer's report. There were no questions. B Gorman added that the cash balance is up 135,000.00 from last year at this time and includes funds earmarked for the renovation project,

4. Financial Clerk's Report – April 2022 ***FOR APPROVAL** **Doc. #22-55**
Approved

B Hildreth reported that line item 4725 shows we have received funds from Appalachian Regional Commission for costs incurred as part of the project.

B Hildreth noted that for expenses, line item 5490 totals about \$112,000.00, which is for the building renovation project.

B Hubbell inquired about line item 4725 and the 50% match. B Hildreth stated that if libraries make the purchase, STLS will reimburse 50% of that cost. If STLS makes the purchase, the libraries will be billed 50% of the purchase cost.

Standing Committee Reports –

5. Executive Committee – Kathy Green

K Green reported for the Executive Committee since Richard Ahola was having audio issues. K Green reported that the committee met and created the agenda.

6. Personnel & Policies Committee – Denise King (Minutes) Doc.#22-56

D King reported that there is “lots to vote on” in the upcoming resolution section of the meeting.

(Policy- Bylaws) **Doc.#22-57**

D King stated that the committee shared a draft of the Bylaws with the Board and asked that everyone review the draft this month. If there are any suggestions or changes, please send to Brian. D King thanked all of the committee members for their work on the Bylaws.

***** Move to go into Executive Session to discuss the employment status of staff member position. Motion by D King and second by P Finnerty. Executive session started at 2:13 pm. Executive session ended at 2:20 pm. *****

D King asked Brian to explain the addition of the Building Custodian job position. B Hildreth explained that we contract out for cleaning services at a cost of \$7,000/year and we spend about \$9,000/year on routine maintenance on the building . The position is proposed to pay \$17,000/year. Since we are investing in the complete building renovation, having one person on site to anticipate and handle all of the building needs will pay off. The position is a staff association position. K Green, L Richardson, B Gorman, R Ahola all added they felt the position is a good addition.

D King asked Brian to speak about his performance objectives.

Objective 1 – The Building Renovation Project: B Hildreth stated we are in the midst of the renovation project with a projected end date of mid-July. The project is moving along successfully.

Objective 2 – Determining ILS Cost Share: B Hildreth stated he has met with the DAC and all library boards about their cost share amounts and that this is the lowest cost share increase proposal in the last 20 years.

Objective 3 – Facilitate STLS 2021 & 2022 Appalachian Grants: B Hildreth stated that this has been very successful with STLS taking in \$150,000.00 which covers all purchasing for Chemung, Schuyler and Yates counties.

Objective 4 – the USDA Rural Development Grant: B Hildreth stated that all grant money has been used for specified purchases. He is still working on the new delivery van purchase and the racks for the server room. Once those purchases are made, we will submit the closing paperwork and will be reimbursed roughly \$180,000.00 from the USDA.

7. Finance & Facilities Committee – Betsy Gorman (Minutes) **Doc.#22-58**

L Richardson reported for B Gorman. L Richardson stated the committee had a short meeting because there were no reports to review, due to the Business Manager being on leave. The committee reviewed the Annual State Report and the Facilities update.

8. Public Relations Committee – Lynnette Decker (Minutes) **Doc.#22-59**

K Green reported that the committee did not meet this month.

9. Foundation for Southern Tier Libraries – Louise Richardson

(Minutes) **Doc.#22-60**

L Richardson reported that the Foundation held their Annual Meeting with representatives from various libraries speaking about the projects they are able to complete with the money awarded from the Foundation. D King noted that the awards are listed in the Board Packet, as well as the amount and purpose. L Richardson added that all grant requests were funded with the exception of one, which was more of a capital project.

L Richardson concluded with informing the Board that there will be two fundraisers this year, an online auction and a direct mail campaign.

BOARD ACTIONS

10. Expenditure Approvals -Monthly Unpaid Bills Detail

*** FOR APPROVAL Doc. #22-61**

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 <u>11</u> Nay <u> </u> Abstain <u> </u> Absent <u>2</u> Vacant <u>2</u> Approved/Failed: Approved Discussion: None
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11. Receipt Approvals – Monthly Deposit Summary *** FOR APPROVAL Doc. #22-62**

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 <u>11</u> Nay <u> </u> Abstain <u> </u> Absent <u>2</u> Vacant <u>2</u> Approved/Failed: Approved Discussion: None
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12. Approve Revisions to the Finance Policy (April 2022 Board Packet) **Doc. #22-41*****FOR APPROVAL**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the revisions to the Finance Policy as presented at the April 19, 2022 board meeting considering any agreed upon revisions.

Aye __11__ Nay ____ Abstain ____ Absent __2__ Vacant __2__
 Approved/Failed: Approved
 Discussion: None

13. Approve Revisions to the Investment Policy (April 2022 Board Packet) **Doc. #22-42*****FOR APPROVAL**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the revisions to the Investment Policy as presented at the April 19, 2022 board meeting considering any agreed upon revisions.

Aye __11__ Nay ____ Abstain ____ Absent __2__ Vacant __2__
 Approved/Failed: Approved
 Discussion: None

14. Approve Revisions to the Travel, Working Remotely & Conferences Policy(April 2022 Board Packet) **Doc. #22-43*****FOR APPROVAL**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the revisions to the Travel, Working Remotely & Conferences Policy as presented at the April 19, 2022 board meeting considering any agreed upon revisions.

Aye __11__ Nay ____ Abstain ____ Absent __2__ Vacant __2__
 Approved/Failed: Approved
 Discussion: None

15. Approve Revisions to the Disaster Preparedness Policy(April 2022 Board Packet) **Doc. #22-44*****FOR APPROVAL**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the revisions to the Disaster Preparedness Policy as presented at the April 19, 2022 board meeting considering any agreed upon revisions.

Aye __11__ Nay ____ Abstain ____ Absent __2__ Vacant __2__
 Approved/Failed: Approved
 Discussion: None

16. Approve the 2021 Library System Annual Report to State Library - Education Department

(April 2022 Board Packet) **Doc. #22-46*****FOR APPROVAL**

Finance & Facilities Committee Recommendation: The STLS Board of Trustees approves the 2021 Library System Annual Report to the State Library - Education Department as presented at the April 19, 2022 board meeting.

Aye __11__ Nay _____ Abstain _____ Absent __2__ Vacant __2__
 Approved/Failed: Approved
 Discussion: None

17. Approve the Building Custodian Job Title and Description

Doc. #22-63***FOR APPROVAL**

Executive Director Recommendation: The STLS Board of Trustees approves the proposed Building Custodian Job Title and Description, and authorizes the Executive Director to advertise the position.

Move: __B Hubbell_____ Second __K Green_____
 Aye __11__ Nay _____ Abstain _____ Absent __2__ Vacant __2__
 Approved/Failed: Approved
 Discussion: None

18. Approve the proposed Organizational Chart

Doc. #22-64***FOR APPROVAL**

Executive Director Recommendation: The STLS Board of Trustees approves the proposed revisions to the Organizational Chart considering the addition of the Building Custodian position.

Move: _____B Hubbell_____ Second __K Green_____
 Aye __11__ Nay _____ Abstain _____ Absent __2__ Vacant __2__
 Approved/Failed: Approved
 Discussion: None

BOARD INFORMATION

16. Old Business –

None

17. New Business –

None

18. Library Networking –

B Gorman stated that she has been in South Carolina for the past 6 weeks and was able to borrow a WIFI hotspot from the local library, and it worked great.

R Ahola asked any Board members, who have not done so already, to go vote in the local elections for school board/budget and library funding.

L Richardson stated that it is important to get to know the candidates running for school board and their platforms.

D King stated she is working with the Family Reading Partnership and would like to promote Bookfest. It will be at Wisner Park in Elmira, on Sunday, May 22 from 10-2. B Hubbell added that the Dolly Parton Imagination Library will be at Bookfest, as well.

19. President's Report –

R Ahola stated that he hopes to have in person meetings soon.

L Richardson suggested using the Corning Library, with the option of having a hybrid meeting for those who cannot attend in person.

B Hildreth stated that Bath is a possible in person meeting space that he is looking into, now that more COVID restrictions have been lifted.

20. Monthly System Team & Divisional Reports

Doc.#22-65

B Hildreth stated that he hopes the Board was able to review the reports. He added that staff is preparing to get back in the building, and to put on events. B Hildreth also noted that there will be a Director's Retreat in Hammondsport in June. The date is to be determined.

Public Expression (15 minutes)

None

Adjournment 2 : 55 pm

Move: K Green

Second: F Wright

Next meeting: Southern Tier Library System and GoTo Meeting, Tuesday, June 21, 2022 at 2 p.m.

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

	May 31, 22	Apr 30, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1200 · Cash - Operating	12,781.29	3,623.38	9,157.91
1201 · Cash - Payroll	12,015.94	10,739.89	1,276.05
1202 · Cash - Money Market	1,481,976.28	1,993,253.76	-511,277.48
Total Checking/Savings	<u>1,506,773.51</u>	<u>2,007,617.03</u>	<u>-500,843.52</u>
Accounts Receivable			
1380 · Accounts Receivable	148,315.11	161,829.02	-13,513.91
Total Accounts Receivable	<u>148,315.11</u>	<u>161,829.02</u>	<u>-13,513.91</u>
Other Current Assets			
12000 · Undeposited Funds	347.33	0.00	347.33
Total Other Current Assets	<u>347.33</u>	<u>0.00</u>	<u>347.33</u>
Total Current Assets	<u>1,655,435.95</u>	<u>2,169,446.05</u>	<u>-514,010.10</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>2,416,053.03</u></u>	<u><u>2,930,063.13</u></u>	<u><u>-514,010.10</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 · Retained Earnings	30,623.35	13,607.02	17,016.33
2625 · Payroll Deductions Payable	1,699.86	1,681.57	18.29
2626 · Flex Spending Deduction Payable	-819.79	-325.16	-494.63
2627 · PFL Payable to Insurance	4,148.90	3,802.21	346.69
2640 · Accrued Compensated Absences	134,275.67	134,275.67	0.00
Total Other Current Liabilities	<u>503,363.83</u>	<u>486,477.15</u>	<u>16,886.68</u>
Total Current Liabilities	<u>503,363.83</u>	<u>486,477.15</u>	<u>16,886.68</u>
Total Liabilities	<u>503,363.83</u>	<u>486,477.15</u>	<u>16,886.68</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 3/31/22

	May 31, 22	Apr 30, 22	\$ Change
3911 - Donor Restricted Capital Reserv	97,806.44	97,806.44	0.00
Net Income	-627,456.46	-96,559.68	-530,896.78
Total Equity	1,912,689.20	2,443,585.98	-530,896.78
TOTAL LIABILITIES & EQUITY	2,416,053.03	2,930,063.13	-514,010.10

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

	May 22	Apr 22	\$ Change
Income			
4719 · Interest	39.86	47.71	-7.85
4721 · E-Rate Funding	83,839.75	304.08	83,535.67
4723 · Member Library Cost Share	0.00	-1,160.00	1,160.00
4724 · Member Library IT Contracts	130.22	12,636.01	-12,505.79
4725 · Grants Revenue	0.00	119,762.50	-119,762.50
4731 · Arkport Support	1,769.69	2,654.82	-885.13
4733 · Member Library Processing Fees	241.50	0.00	241.50
4735 · Non State Aid Pass Through	809.42	15,217.50	-14,408.08
4782 · Donations	5.21	0.00	5.21
4784 · General Reimbursements & Refund	721.53	168.00	553.53
Total Income	87,557.18	149,630.62	-62,073.44
Gross Profit	87,557.18	149,630.62	-62,073.44
Expense			
5100 · Salaries			
5141 · Professional Salaries	31,102.96	28,116.34	2,986.62
5142 · Non-Professional Salaries	41,661.16	41,191.36	469.80
Total 5100 · Salaries	72,764.12	69,307.70	3,456.42
5150 · Personnel Benefits			
5153 · Social Security	5,309.80	5,027.70	282.10
5154 · Workers Compensation	906.06	649.50	256.56
5157 · Health Insurance	13,053.40	3,667.79	9,385.61
5158 · Payroll Expense - Other	732.66	708.88	23.78
Total 5150 · Personnel Benefits	20,001.92	10,053.87	9,948.05
5204 · STLS Software & Small Equipment	19.49	2,016.00	-1,996.51
5205 · Maintenance Contracts & Leases	392.57	0.00	392.57
5409 · STLS Telephone/Internet	105,887.82	15,923.46	89,964.36
5417 · Library Materials	26.99	345.05	-318.06
5418 · Consultant Collection	183.95	0.00	183.95
5420 · Staff Development Travel	0.00	140.00	-140.00
5424 · Conference Registration	0.00	950.00	-950.00
5425 · Staff & Member Library Mileage	277.29	0.00	277.29
5427 · Programming & Annual Conference	300.00	0.00	300.00
5430 · Office Supplies	255.48	548.55	-293.07
5433 · Postage	0.00	63.45	-63.45
5434 · Public Relations	3,766.84	9.99	3,756.85
5435 · Member Library Pass through	18,608.67	16,034.08	2,574.59
5442 · Professional Fees	1,517.00	150.00	1,367.00
5444 · Accounting Support & Audit	99.00	99.00	0.00
5450 · Utilities	831.94	1,106.92	-274.98
5451 · Building Maintenance & Repairs	848.53	848.53	0.00
5454 · Commercial Insurance	829.60	829.60	0.00
5471 · Vehicle Maintenance & Repairs	64.45	284.90	-220.45
5473 · Vehicle Fuel	2,026.08	2,268.35	-242.27

Southern Tier Library System
Financial Clerk's Report
May 2022

	May 22	Apr 22	\$ Change
5474 - Vehicle Insurance	437.58	437.58	0.00
5480 - Greenwood Reading Center Exp	1,512.23	1,213.61	298.62
5485 - Arkport Expense Account	1,433.69	1,393.52	40.17
5490 - Grants	386,368.72	112,479.80	273,888.92
Total Expense	618,453.96	236,503.96	381,950.00
Net Income	-530,896.78	-86,873.34	-444,023.44

Personnel & Policies Committee

Committee Meeting Minutes

Tuesday, June 14, 2022 at 12:00 pm



Meeting Location: Southern Tier Library System Headquarters

Painted Post, New York hosted via GoToMeeting

Committee Members in Attendance: Denise King (chair), Barbara Hubbell and Richard Ahola

Administrative Staff: Brian M. Hildreth

Policies

Bylaws

Committee members reviewed and discussed the Bylaws presented at the May 17, 2022 board meeting. D. King said Trustee B. Gorman noticed needed changes to the Finance and Facilities Committee responsibilities. B. Hildreth confirmed the changes referred to the development of the library system budget. He said the recommended revisions had been incorporated based on B. Gorman's recommendations.

D. King also stated there was a required change under the section dealing with Executive Director evaluations. She said the Executive Director Performance Evaluation Policy prescribes the types of tools used to objectively measure the director's performance. She recommended a grammatical change to the Bylaws to bring them in alignment with the policy. The change was made for full board consideration.

1. Approve Revisions to the Bylaws

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.

Motion by R. Ahola; seconded by B. Hubbell. All three committee members voted in favor of moving the policy out of committee for full board consideration.

Library Bill of Rights and Freedom to Read Policy

Committee members reviewed a list of policies needing revision based on the last time they had been revised or approved by the full board. D. King asked B. Hildreth if there were specific policies that were timely. B. Hildreth indicated the Library Bill of Rights and Freedom to Read Policy had not been reviewed since 2017. The committee agreed to review both policies before the July meeting.

Personnel

Vacant Delivery Driver Positions

B. Hildreth informed the committee that interviews had taken place for vacant Delivery Driver positions. One position had been filled by an internal candidate, and the other two positions were filled by external candidates. Applications from other candidates will be retained for 2-years per STLS policy. He said he would recommended to the full board all three drivers be formally appointed at July's meeting.

Executive Director Performance Evaluation

R. Ahola made a motion to go into Executive Session at 12:22 pm to discuss the Executive Director's annual performance evaluation. B. Hubbell seconded the motion.

R. Ahola made a motion to come out of Executive Session at 12:33 pm. B. Hubbell seconded the motion.

Meeting adjourned at 12:34 pm.

Minutes respectfully submitted by: Brian M. Hildreth

Finance & Facilities Committee



Meeting Minutes

June 13, 2022 at 3:15 pm

Hosted via GoToMeeting

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

Meeting was called to order at 3:20 pm.

Review of Financial Statements - Brian reviewed May's financial statements with the committee.

Treasurer's Report – Brian stated our total cash on hand is \$1.5 million as compared to \$1.8 million this time last year. Although slightly less than last year, this total amount takes into account the recent payments made for construction expenses. With that in mind we are in good shape financially.

Financial Clerk's Report – Brian stated we have received 90% of E-Rate funding, line item 4721. These funds have been disbursed in line item 5409 – STLS Telephone/Internet to Synergy for the installation of external Wi-Fi access points for all member libraries.

Profit - Loss Vs Actual Statement – Brian stated we are on budget for salaries however fuel costs are over budget which may require a budget revision in the near future.

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

2021 Annual Update Document to the New York State Comptroller's Office – committee is currently reviewing the document and will plan to present it at July Board meeting for approval.

Initial External Audit Update – Auditors on site last week. Audit went well. Our adjustments are under \$10,000 this year which is good news. Preliminary findings will be presented in July and final presentation in September to the Board.

Facilities Update –

STLS Office Renovation Project: Brian shared the STLS has paid out approximately \$771,000.00 so far for the construction project. The budget amount for the project is \$950,000.00. Work is progressing however the project completion date has been moved to the end of July.

Louise moved to adjourn the meeting at 4:00 pm, Pat seconded and all approved.

Respectfully submitted: Sisi Barr for Betsy Gorman, Treasurer

Next Meeting is Monday, July 11th at 3:15pm.

All Numbers in This Report
Have Been Rounded To
The Nearest Dollar

ANNUAL FINANCIAL REPORT
UPDATE DOCUMENT
For The
SPU - LIBRARY SYSTEM of Southern Tier Library System
County of Steuben
For the Fiscal Year Ended 12/31/2021

AUTHORIZATION

ARTICLE 3, SECTION 30 of the GENERAL MUNICIPAL LAW:

1. ***Every Municipal Corporation *** shall annually make a report of its financial condition to the Comptroller. Such report shall be made by the Chief Fiscal Officer of such Municipal Corporation ***

5. All reports shall be certified by the officer making the same and shall be filed with the Comptroller *** It shall be the duty of the incumbent officer at the time such reports are required to be filed with the Comptroller to file such report ***

State of NEW YORK
Office of The State Comptroller
Division of Local Government and School Accountability
Albany, New York 12236

SPU - LIBRARY SYSTEM OF Southern Tier Library System

***** FINANCIAL SECTION *****

Financial Information for the following funds and account groups are included in the Annual Financial Report filed by your government for the fiscal year ended 2020 and has been used by the OSC as the basis for preparing this update document for the fiscal year ended 2021:

- (A) GENERAL
- (K) GENERAL FIXED ASSETS
- (W) GENERAL LONG-TERM DEBT

All amounts included in this update document for 2020 represent data filed by your government with OSC as reviewed and adjusted where necessary.

***** SUPPLEMENTAL SECTION *****

The Supplemental Section includes the following sections:

- 1) Statement of Indebtedness
- 2) Schedule of Time Deposits and Investments
- 3) Bank Reconciliation
- 4) Local Government Questionnaire
- 5) Schedule of Employee and Retiree Benefits
- 6) Schedule of Energy Costs and Consumption

All numbers in this report will be rounded to the nearest dollar.

Southern Tier Library System
Annual Update Document
For the Fiscal Year Ending 2021

(A) GENERAL

Balance Sheet

Code Description	2020	EdpCode	2021
Assets			
Cash	60,105	A200	12,134
Cash In Time Deposits	1,457,143	A201	2,164,275
TOTAL Cash	1,517,248		2,176,409
Accounts Receivable	622,354	A380	132,798
TOTAL Other Receivables (net)	622,354		132,798
Prepaid Expenses	71,286	A480	86,130
TOTAL Prepaid Expenses	71,286		86,130
TOTAL Assets and Deferred Outflows of Resources	2,210,888		2,395,337

Southern Tier Library System
Annual Update Document
For the Fiscal Year Ending 2021

(A) GENERAL

Balance Sheet

Code Description	2020	EdpCode	2021
Accounts Payable	212,881	A600	57,478
TOTAL Accounts Payable	212,881		57,478
Accrued Liabilities	35,302	A601	4,658
Payroll Deductions	3,725	A602	4,489
TOTAL Accrued Liabilities	39,027		9,147
Compensated Absences	122,568	A687	134,464
TOTAL Other Liabilities	122,568		134,464
TOTAL Liabilities	374,476		201,089
Deferred Inflows of Resources			
Deferred Inflow of Resources	162,669	A691	328,778
TOTAL Deferred Inflows of Resources	162,669		328,778
TOTAL Deferred Inflows of Resources	162,669		328,778
Fund Balance			
Not in Spendable Form	71,286	A806	86,130
TOTAL Nonspendable Fund Balance	71,286		86,130
Assigned Unappropriated Fund Balance	201,216	A915	447,806
TOTAL Assigned Fund Balance	201,216		447,896
Unassigned Fund Balance	1,401,242	A917	1,331,534
TOTAL Unassigned Fund Balance	1,401,242		1,331,534
TOTAL Fund Balance	1,673,744		1,865,470
TOTAL Liabilities, Deferred Inflows And Fund Balance	2,210,889		2,395,337

Southern Tier Library System
Annual Update Document
For the Fiscal Year Ending 2021

(A) GENERAL

Results of Operation

Code Description	2020	EdpCode	2021
Revenues			
Other General Departmental Income	17,527	A1289	4,079
Library Charges	334,026	A2082	368,172
TOTAL Departmental Income	351,553		372,251
Library Services, Other Govts	378,717	A2360	395,382
TOTAL Intergovernmental Charges	378,717		395,382
Interest And Earnings	639	A2401	619
TOTAL Use of Money And Property	639		619
Gifts And Donations	1,068	A2705	1,596
Grants From Local Governments	96,186	A2706	75,914
Unclassified (specify)	166,442	A2770	303,365
Additional Description E-Rate			
TOTAL Miscellaneous Local Sources	263,696		380,875
St Aid For Libraries	1,449,259	A3840	1,646,859
TOTAL State Aid	1,449,259		1,646,859
Federal Aid For Libraries	346,929	A4840	309,860
TOTAL Federal Aid	346,929		309,860
TOTAL Revenues	2,790,793		3,185,846
TOTAL Detail Revenues And Other Sources	2,790,793		3,185,846

Southern Tier Library System
Annual Update Document
For the Fiscal Year Ending 2021

(A) GENERAL

Results of Operation

Code Description	2020	Exp Code	2021
Expenditures			
Self Insurance Admin, Pers Serv		A17101	
Self Insurance Admin, Contr Expend		A17104	
TOTAL Self Insurance Admin	0		0
Other General Govt Support, Personal Serv	94,290	A19891	115,919
Other General Govt Support, Contract Exp	17,337	A19894	17,823
TOTAL Other General Govt Support	111,627		133,742
TOTAL General Government Support	111,627		133,742
Library, Pers Serv	798,419	A74101	774,872
Library, Contr Expend	1,285,900	A74104	1,598,597
TOTAL Library	2,082,319		2,373,289
TOTAL Culture And Recreation	2,082,319		2,373,289
State Retirement System	97,497	A90108	115,578
Social Security, Employer Cont	64,138	A90308	64,086
Worker's Compensation, Empl Bnfts	7,465	A90408	8,725
Disability Insurance, Empl Bnfts	2,485	A90558	3,275
Hospital & Medical (dental) Ins, Empl Bnft	209,037	A90608	205,722
Other Employee Benefits (spec)	7,998	A90898	9,742
TOTAL Employee Benefits	388,620		407,108
TOTAL Expenditures	2,882,566		2,914,119
TOTAL Detail Expenditures And Other Uses	2,882,566		2,914,119

Southern Tier Library System
Annual Update Document
For the Fiscal Year Ending 2021

(A) GENERAL

Analysis of Changes in Fund Balance

Code Description	2020	EdpCode	2021
Analysis of Changes in Fund Balance			
Fund Balance - Beginning of Year	1,465,516	A8021	1,673,743
Prior Period Adj -Decrease In Fund Balance		A8015	
Restated Fund Balance - Beg of Year	1,465,516	A8022	1,673,743
ADD - REVENUES AND OTHER SOURCES	2,790,793		3,105,846
DEDUCT - EXPENDITURES AND OTHER USES	2,582,566		2,914,119
Fund Balance - End of Year	1,673,743	A8029	1,865,470

Southern Tier Library System
Annual Update Document
For the Fiscal Year Ending 2021

(A) GENERAL

Budget Summary

Code Description	2021	EdpCode	2022
Estimated Revenues			
Est Rev - Departmental Income	853,553	A1299N	438,500
Est Rev - Intergovernmental Charges	681,112	A2399N	486,779
Est Rev - Miscellaneous Local Sources	4,700	A2799N	3,500
Est Rev - State Aid	934,668	A3099N	1,169,297
TOTAL Estimated Revenues	2,474,033		2,098,076
TOTAL Estimated Revenues And Other Sources	2,474,033		2,098,076

Southern Tier Library System
Annual Update Document
For the Fiscal Year Ending 2021

(A) GENERAL

Budget Summary

Code Description	2021	EdpCode	2022
Appropriations			
App - General Government Support	407,149	A1999N	325,775
App - Culture And Recreation	756,135	A7999N	436,800
App - Employee Benefits	1,310,749	A9199N	1,335,501
TOTAL Appropriations	2,474,033		2,098,076
TOTAL Appropriations And Other Uses	2,474,033		2,098,076

Southern Tier Library System
Annual Update Document
For the Fiscal Year Ending 2021

(K) GENERAL FIXED ASSETS

Balance Sheet

Code Description	2020	EdpCode	2021
Assets			
Buildings	1,011,113	K102	1,099,684
Machinery And Equipment	1,300,458	K104	1,205,098
Accum Deprec, Buildings	-621,972	K112	-656,629
Accum Depr, Machinery & Equip	-938,836	K114	-973,666
TOTAL Fixed Assets (net)	750,763		674,487
TOTAL Assets and Deferred Outflows of Resources	750,763		674,487

Southern Tier Library System
Annual Update Document
For the Fiscal Year Ending 2021

(K) GENERAL FIXED ASSETS

Balance Sheet

Code Description	2020	EdpCode	2021
Liabilities, Deferred Inflows And Fund Balance			
Total Non-Current Govt Assets	750,763	K159	674,487
TOTAL Investments In Non-Current Government Assets	750,763		674,487
TOTAL Fund Balance	750,763		674,487
TOTAL	750,763		674,487

Southern Tier Library System
Annual Update Document
For the Fiscal Year Ending 2021

(W) GENERAL LONG-TERM DEBT

Balance Sheet

Code Description	2020	EdpCode	2021
Assets			
Total Non-Current Govt Liabilities	805,238	W129	137,640
TOTAL Provision To Be Made in Future Budgets	805,238		137,640
TOTAL Assets and Deferred Outflows of Resources	805,238		137,640

Southern Tier Library System
Annual Update Document
For the Fiscal Year Ending 2021

(W) GENERAL LONG-TERM DEBT

Balance Sheet

Net Pension Liability -Proportionate Share	682,670	W638	3,176
Compensated Absences	122,568	W687	134,484
TOTAL Long-Term Liabilities	805,238		137,660
TOTAL Liabilities	805,238		137,660
TOTAL Liabilities	805,238		137,660

SOUTHERN FISCAL LIBRARY SYSTEM
Statement of Indebtedness
For the Fiscal Year Ending 2021

First Year	Debit Code	Description	Cops Flag	Comp Flag	Date of Issue	Date of Maturity	Int. Rate	Var?	Amt. Orig. Issued	O/S Beg. of Year	Paid Dur. Year	Redeemed Bond Proc.	Prior Yr. Adjust.	Accreted Interest	O/S End of Year
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**Southern Tier Library System
Schedule of Time Deposits and Investments
For the Fiscal Year Ending 2021**

	EDP Code	Amount
CASH:		
On Hand	9Z2001	
Demand Deposits	9Z2011	\$12,134.00
Time Deposits	9Z2021	\$2,164,275.00
Total		\$2,176,409.00
COLLATERAL:		
- FDIC Insurance	9Z2014	\$250,000.00
Collateralized with securities held in possession of municipality or its agent	9Z2014A	\$2,055,663.00
Total		\$2,305,663.00
INVESTMENTS:		
- Securities (450)		
Book Value (cost)	9Z4501	
Market Value at Balance Sheet Date	9Z4502	
Collateralized with securities held in possession of municipality or its agent	9Z4504A	
- Repurchase Agreements (451)		
Book Value (cost)	9Z4511	
Market Value at Balance Sheet Date	9Z4512	
Collateralized with securities held in possession of municipality or its agent	9Z4514A	

Southern Tier Library System
Bank Reconciliation
For the Fiscal Year Ending 2021

Include All Checking, Savings and C.D. Accounts

Bank Account Number	Bank Balance	Add: Deposit In Transit	Less: Outstanding Checks	Adjusted Bank Balance
****-8355	\$2,164,275	\$0	\$0	\$2,164,275
****-8520	\$89,077	\$0	\$85,048	\$4,029
****-8538	\$12,003	\$0	\$3,899	\$8,104
****_	\$0	\$0	\$0	\$0
Total Adjusted Bank Balance				\$2,176,408
Petty Cash				\$0.00
Adjustments				\$0.00
Total Cash			9ZCASH *	\$2,176,408
Total Cash Balance All Funds			9ZCASHB *	\$2,176,409
* Must be equal				

Southern Tier Library System
Local Government Questionnaire
For the Fiscal Year Ending 2021

	Response
1) Does your municipality have a written procurement policy?	Yes
2) Have the financial statements for your municipality been independently audited? If not, are you planning on having an audit conducted?	Yes
3) Does your local government participate in an insurance pool with other local governments?	No
4) Does your local government participate in an investment pool with other local governments?	No
5) Does your municipality have a Length of Service Award Program (LOSAP) for volunteer firefighters?	No
6) Does your municipality have a Capital Plan?	Yes
7) Has your municipality prepared and documented a risk assessment plan? If yes, has your municipality used the results to design the system of internal controls?	Yes Yes
8) Have you had a change in chief executive or chief fiscal officer during the last year?	No
9) Has your Local Government adopted an investment policy as required by General Municipal Law, Section 39?	Yes

**Southern Tier Library System
Employee and Retiree Benefits
For the Fiscal Year Ending 2021**

Total Full Time Employees:		11			
Total Part Time Employees:		12			
Account Code	Description	Total Expenditures (All Funds)	# of Full Time Employees	# of Part Time Employees	# of Retirees
90108	State Retirement System	\$115,578.00	11	5	
90158	Police and Fire Retirement				
90258	Local Pension Fund				
90308	Social Security	\$84,066.00	11	12	
90408	Worker's Compensation Insurance	\$8,725.00	11	12	
90458	Life Insurance				
90508	Unemployment Insurance				
90558	Disability Insurance	\$3,275.00	11	12	
90608	Hospital and Medical (Dental) Insurance	\$205,722.00	11		
90708	Union Welfare Benefits				
90858	Supplemental Benefit Payment to Disabled Fire Fighters				
91890	Other Employee Benefits	\$9,742.00	11	12	
Total		\$407,108.00			
Computed Total From Financial Section (comparative purposes only)		\$407,108.00			

Southern Tier Library System
Energy Costs and Consumption
For the Fiscal Year Ending 2021

Energy Type	Total Expenditures	Total Volume	Units Of Measure	Alternative Units Of Measure
Gasoline	\$17,464		gallons	
Diesel Fuel			gallons	
Fuel Oil			gallons	
Natural Gas	\$953		cubic feet	
Electricity	\$6,873		kilowatt-hours	
Coal			tons	
Propane			gallons	

Foundation for Southern Tier Libraries

BOARD OF DIRECTORS MEETING

May 12, 2022

Southeast Steuben County Library and via Go to Meeting

MEETING MINUTES

Present: Sherry Collins, President; Paul Webster, Treasurer; Louise Richardson, Secretary; Denise King; Dale Wexell

Excused: Phil Uncapher; Ristina Wigg, Vice President; Brian Hildreth, Southern Tier Library System Executive Director

Guest: Bonnie Taggart

The meeting was called to order at 2:38 pm.

The minutes of the April 14, 2022 meeting were approved.

The financial reports were reviewed and approved. Sherry noted that our bank balance after the grant checks were written is about \$13,0000.

OLD BUSINESS

Online Auction

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

1:14 PM
06/31/22

6/1/22

Southern Tier Library System
Unpaid Bills Detail
As of June 3, 2022

6/1/22

Type	Date	Num	Due Date	Open Balance
AFT Mechanical Bill	06/03/2022	3-8609	06/03/2022	✓ 38,581.18 ✓
Total AFT Mechanical				38,581.18
Baker & Taylor Bill	06/03/2022	20367...	06/03/2022	✓ 20.24 ✓
Total Baker & Taylor				20.24
Bradford, Robin Bill	06/03/2022	225TL...	06/03/2022	✓ 500.00 ✓
Total Bradford, Robin				500.00
Button, Vickie Bill	06/03/2022	Medica...	06/03/2022	✓ 111.23 ✓
Total Button, Vickie				111.23
Cappadonia, Keturah Bill	06/03/2022	5/21/2...	06/03/2022	✓ 31.59 ✓
Total Cappadonia, Keturah				31.59
Cleary, Julie L. Bill	06/03/2022	Medica...	06/03/2022	✓ 8.33 ✓
Total Cleary, Julie L.				8.33
Coming Natural Gas Bill	06/03/2022	May 2...	06/03/2022	✓ 118.43 ✓
Total Coming Natural Gas				118.43
Dell Marketing LP Bill	06/03/2022	10671...	06/03/2022	✓ 2,780.11 ✓
Total Dell Marketing LP				2,780.11
Elmira Structures, Inc Bill	06/03/2022	1725-6	06/03/2022	✓ 78,150.79 ✓
Total Elmira Structures, Inc				78,150.79
English, Darleen Bill	06/03/2022	Medica...	06/03/2022	✓ 111.23 ✓
Total English, Darleen				111.23
Excelius BC BS Bill	06/03/2022	Jun 20...	06/03/2022	✓ 5,771.78 ✓
Bill	06/03/2022	Jun 20...	06/03/2022	✓ 314.74 ✓
Total Excelius BC BS				6,086.50
Friendly Freds Bill	06/03/2022	28821	06/03/2022	✓ 65.33 ✓
Bill	06/03/2022	28832	06/03/2022	✓ 746.86 ✓
Total Friendly Freds				812.19
Hallahan, Sheila Bill	06/03/2022	Medica...	06/03/2022	✓ 111.23 ✓
Total Hallahan, Sheila				111.23
Holden, Loretta Bill	06/03/2022	Medica...	06/03/2022	✓ 111.23 ✓
Total Holden, Loretta				111.23

1:14 PM
06/21/22

Southern Tier Library System

Unpaid Bills Detail

As of June 3, 2022

Type	Date	Num	Due Date	Open Balance
Humana Bill	06/03/2022	Jun 20...	06/03/2022	✓ 25.00 ✓
Total Humana				25.00
Ingram Library Services Bill	06/03/2022	59605...	06/03/2022	✓ 19.78 ✓
Total Ingram Library Services				19.78
Institute For Human Services Bill	06/03/2022	5150	06/03/2022	✓ 175.00 ✓
Total Institute For Human Services				175.00
Kimble, Inc Bill	06/03/2022	C1751...	06/03/2022	✓ 10,117.50 ✓
Total Kimble, Inc				10,117.50
McPherson, Marcia Bill	06/03/2022	Medica...	06/03/2022	✓ 111.23 ✓
Total McPherson, Marcia				111.23
Nelson, Jane Bill	06/03/2022	Medica...	06/03/2022	✓ 111.23 ✓
Total Nelson, Jane				111.23
NYSEG Bill	06/03/2022	May 2...	06/03/2022	✓ 211.19 ✓
Total NYSEG				211.19
Overdrive Bill	06/03/2022	01453...	06/03/2022	✓ 60.00 ✓
Bill	06/03/2022	01453...	06/03/2022	✓ 103.48 ✓
Bill	06/03/2022	01453...	06/03/2022	✓ 2,831.34 ✓
Bill	06/03/2022	01453...	06/03/2022	✓ 593.07 ✓
Total Overdrive				3,587.89
Passage, Mary Bill	06/03/2022	Medica...	06/03/2022	✓ 111.23 ✓
Total Passage, Mary				111.23
Pivotal Optics Bill	06/03/2022	000185	06/03/2022	✓ 110.00 ✓
Total Pivotal Optics				110.00
Quiggle, Mary Kay Bill	06/03/2022	Medica...	06/03/2022	✓ 111.23 ✓
Total Quiggle, Mary Kay				111.23
ShelterPoint Life Bill	06/03/2022	D2004...	06/03/2022	✓ 4,805.13 ✓
Total ShelterPoint Life				4,805.13
Spratford, Becky Bill	06/03/2022	228TL...	06/03/2022	✓ 500.00 ✓
Total Spratford, Becky				500.00

1:14 PM

06/31/22

Southern Tier Library System
Unpaid Bills Detail
 As of June 3, 2022

	Type	Date	Num	Due Date	Open Balance
Time Warner Cable, PA					
Bill		06/03/2022	14386...	06/03/2022	✓ 1,874.00 ✓
Bill		06/03/2022	14651...	06/03/2022	✓ 575.00 ✓
Bill		06/03/2022	14377...	06/03/2022	✓ 630.89 ✓
Bill		06/03/2022	14651...	06/03/2022	✓ 575.00 ✓
Bill		06/03/2022	14620...	06/03/2022	✓ 600.00 ✓
Total Time Warner Cable, PA					4,254.89
UGI Energy Services, Inc.					
Bill		06/03/2022	05322...	06/03/2022	✓ 277.98 ✓
Total UGI Energy Services, Inc.					277.98
United Healthcare Insurance Company					
Bill		06/03/2022	Jun 20...	06/03/2022	✓ 282.25 ✓
Total United Healthcare Insurance Company					282.25
Wigg, Ristina					
Bill		06/03/2022	Medica...	06/03/2022	✓ 111.23 ✓
Total Wigg, Ristina					111.23
TOTAL					153,837.02

3:32 PM
05/17/22

5/18/22

Southern Tier Library System
Unpaid Bills Detail
As of May 20, 2022

5/10/22

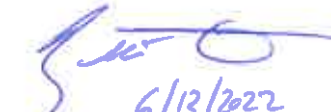
Type	Date	Num	Due Date	Open Balance
0 A-Verdi Bill	05/20/2022	1454471	05/20/2022	✓ 204.00 ✓
Total A-Verdi				204.00
0 Baker & Taylor Bill	05/20/2022	20366...	05/20/2022	✓ 21.44 ✓
0 Bill	05/20/2022	20367...	05/20/2022	✓ 117.81 ✓
0 Bill	05/20/2022	20367...	05/20/2022	✓ 31.82 ✓
Total Baker & Taylor				171.07
0 Casella Waste Services Bill	05/20/2022	2138823	05/20/2022	✓ 119.53 ✓
Total Casella Waste Services				119.53
0 CDW-G Bill	05/20/2022	V538171	05/20/2022	✓ 1,425.57 ✓
Total CDW-G				1,425.57
0 Dell Marketing LP Bill	05/20/2022	10579...	05/20/2022	✓ 22,180.20 ✓
Total Dell Marketing LP				22,180.20
0 Empire Access Bill	05/20/2022	00004...	05/20/2022	✓ 89.82 ✓
Total Empire Access				89.82
0 Energy Cooperative of America Bill	05/20/2022	999993	05/20/2022	✓ 304.89 ✓
Total Energy Cooperative of America				304.89
0 Erie Insurance Company Bill	05/20/2022	Apr 2022	05/20/2022	✓ 2,180.68 ✓
Total Erie Insurance Company				2,180.68
0 First Bankcard Bill	05/20/2022	44182...	05/20/2022	✓ 125.34 ✓
0 Bill	05/20/2022	44182...	05/20/2022	✓ 170.50 ✓
0 Bill	05/20/2022	44182...	05/20/2022	✓ 9.89 ✓
Total First Bankcard				305.83
0 FirstLight Fiber Bill	05/20/2022	11351...	05/20/2022	✓ 900.00 ✓
Total FirstLight Fiber				900.00
0 Friendly Freds Bill	05/20/2022	28791	05/20/2022	✓ 2.50 ✓
Total Friendly Freds				2.50
0 Frontier Communications Bill	05/20/2022	Jun 20...	05/20/2022	✓ 187.80 ✓
Total Frontier Communications				187.80
0 Ingram Library Services Bill	05/20/2022	59258...	05/20/2022	✓ 51.34 ✓
0 Bill	05/20/2022	59406...	05/20/2022	✓ 133.95 ✓
Total Ingram Library Services				185.29

3:32 PM
05/17/22

Southern Tier Library System Unpaid Bills Detail As of May 20, 2022

Type	Date	Num	Due Date	Open Balance
Multi Media Services Bill	05/20/2022	84098	05/20/2022	255.48 ✓
Total Multi Media Services				255.48
NYLA Bill	05/20/2022	10116	05/20/2022	1,517.00 ✓
Total NYLA				1,517.00
NYSHIP Bill	05/20/2022	576	05/20/2022	10,958.00 ✓
Total NYSHIP				10,958.00
Overdrive Bill	05/20/2022	01453...	05/20/2022	544.54 ✓
Overdrive Bill	05/20/2022	01453...	05/20/2022	27.80 ✓
Overdrive Bill	05/20/2022	01453...	05/20/2022	514.58 ✓
Overdrive Bill	05/20/2022	01453...	05/20/2022	80.00 ✓
Total Overdrive				1,238.62
Synergy IT Solutions, Inc Bill	05/20/2022	SV 30...	05/20/2022	98,635.00 ✓
Total Synergy IT Solutions, Inc				98,635.00
Time Warner Cable, PA Bill	05/20/2022	06802...	05/20/2022	89.70 ✓
Time Warner Cable, PA Bill	05/20/2022	14558...	05/20/2022	500.00 ✓
Time Warner Cable, PA Bill	05/20/2022	14551...	05/20/2022	575.00 ✓
Time Warner Cable, PA Bill	05/20/2022	12022...	05/20/2022	44.99 ✓
Time Warner Cable, PA Bill	05/20/2022	06522...	05/20/2022	154.98 ✓
Total Time Warner Cable, PA				1,364.67
Verizon Wireless Bill	05/20/2022	99053...	05/20/2022	177.14 ✓
Total Verizon Wireless				177.14
TOTAL				142,402.09

Deposit Summary
Southern Tier Library System


6/13/2022

6/8/2022 2:33 PM

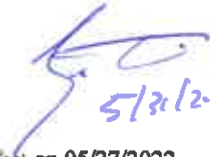
Summary of Deposits to 1202 · Cash - Money Market on 06/08/2022

Chk No.	PmtMethod	Red From	Memo	Amount
1426	Check	Morrissey, M	STLS Clothing	39.95
5137	Check	Belmont	Pass Thru	21.17
4878	Check	Bolivar	Pass Thru	44.71
1706	Check	Int'l Motor Racing Research Center	Processing	241.50
3763	Check	Savona	Pass Thru	63.51
1181	Check	Hornell	Pass Thru	3,112.48
2144	Check	CCLD-Elmira	Pass Thru	60.00
3961	Check	Angelica	Pass Thru	21.17
1147	Check	Individual	Donation from William/Patricia Arche...	100.00
2279	Check	Individual	Donation from Peggy/Kenneth Field fo...	50.00
7690	Check	Canisteo	Greenwood Tax Share	16,377.00

Less Cash Back:

Deposit Total: **20,131.49**

Deposit Summary
Southern Tier Library System


5/31/22

5/31/2022 4:31 PM

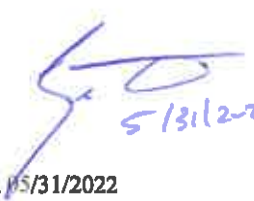
Summary of Deposits to 1202 · Cash - Money Market on 05/27/2022

Chk No.	PmtMethod	Red From	Memo	Amount
		Amazon Smiles	Amazon Smiles Donations	5.21
Less Cash Back:				
Deposit Total:				5.21

Deposit Summary

Southern Tier Library System

Summary of Deposits to 1202 · Cash - Money Market on 5/31/2022

 5/31/2022 5/31/2022 1:35 PM

Chk No.	PmtMethod	Red From	Memo	Amount
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		E-Rate	BEAR E-Rate for Synergy Cabling Pro...	83,839.75
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Less Cash Back:

Deposit Total:				83,839.75
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Deposit Summary

Southern Tier Library System

5/24/2022 1:48 PM

Summary of Deposits to 1202 - Cash - Money Market on 05/24/2022

Chk No.	PmtMethod	Red From	Memo	Amount
	Cash	McChesney, M	STLS Clothing	14.95
1294	Check	Hector	Cost Share/Pass Thru	4,232.24
2677	Check	Richardson, L	STLS Clothing	59.95
1043	Check	Guy, L	STLS clothing	2.00
1084	Check	Arkport	Pass Thru	29.62
2142	Check	CCLD-Elmira	Pass Thru	50.00
4374	Check	Corning	Pass Thru	572.40
3697	Check	Friendship	Pass Thru	55.89
3489	Check	Prattsburgh	Dark Fiber/Pass Thru	1,811.24
1079	Check	Arkport	Pass Thru	237.60
1080	Check	Arkport	IT contract	168.00
1081	Check	Arkport	Payroll	1,393.49
9060	Check	Rushville	Pass Thru	1,821.98
5622	Check	Wayland	Pass Thru	368.00

Less Cash Back:

Deposit Total:

10,817.36

Deposit Summary

Southern Tier Library System

5/11/2022 1:11 PM

Summary of Deposits to 1202 - Cash - Money Market on 05/11/2022

Chk No.	PmtMethod	Red From	Memo	Amount
137	Check	Butler, D		2.45
663	Check	Mack, B		2.00
1166	Check	Hornell		300.00
3593	Check	Avoca		475.20
7647	Check	Bath		223.45
42846	Check	Belfast		446.08
9455	Check	Branchport		755.46
800004	Check	Canisteo		311.06
2140	Check	CCLD-Elmira		667.85
131928226	Check	Shelter Point		721.53

Less Cash Back:

Deposit Total: 3,905.08

SOUTHERN TIER LIBRARY SYSTEM
BY-LAWS

ARTICLE I
Name

This organization shall be known as the Southern Tier Library System.

ARTICLE II
Purpose

The purpose of the Southern Tier Library System shall be to expand and improve public library service in the counties of Allegany, Chemung, Schuyler, Steuben and Yates in the State of New York.

ARTICLE III
Membership

Section 1.

The Membership of the Southern Tier Library System (henceforth referred to as the System) shall be open to all libraries chartered by the New York State Board of Regents within the five-county area served by the system.

Section 2.

An Annual Membership Meeting of the System shall be held each year, preferably in October. The Executive Director of the System shall be responsible for notifying the member libraries of the time and place of the Annual Membership Meeting. Each member library shall be represented at the Annual Membership Meeting by an individual selected by the Board of Trustees of that library. That individual shall cast one vote in all actions taken at the Annual Membership Meeting.

Section 3.

An agenda for the Annual Meeting shall be ~~sent forwarded~~ to each member library at least thirty days in advance of the Annual Meeting. **Agenda shall be addressed to the member library's Board President and Director.** A minimum of three items shall be placed on the Annual Meeting agenda (1) Election of Trustees, as needed, to the Board of Trustees of the System -- this election shall be made by the representatives of the member libraries present at the meeting; (2) A brief report by the Executive Director of the System on the performance of the System during the previous 12 months and plans for the year ahead; (3) a report by the Executive Director regarding the audited finances of the System for the previous financial year.

ARTICLE IV Board of Trustees

Section 1.

The System shall be governed by a Board of Trustees consisting of fifteen members. Each member of the Board of Trustees shall reside within the county ~~they he/she~~ will represent on the Board. Ten of the Board positions shall be distributed equally ~~among between~~ the five counties comprising the System. In recognition of the population differences between the five counties, the remaining Board positions shall be assigned as follows: Allegany County, one additional Trustee; Chemung County, two additional Trustees; and Steuben County, two additional Trustees. At least two, but not more than two, of the four Steuben County Trustees shall reside in the Southeast Steuben County Library service area. All Trustees shall be nominated by the member libraries in the counties they represent. Current employees of the System and current employees of member libraries ~~are not eligible to serve shall be disqualified from serving as~~ Trustees of the System.

Section 3. ~~Section 2.~~

When a vacancy occurs on the Board of Trustees, whether through the normal completion of a Trustee's authorized period of service, or the departure before the completion of an authorized period of service, the Public Relations Committee shall, in a timely fashion, actively canvass the library community in each county ~~where wherein~~ the vacancy exists to identify and nominate one or more candidates. In the case where the term was completed by a Trustee fulfilling the authorized period of service, the candidate or candidates shall stand for election at the next Annual Membership Meeting. In the case of a premature ending of a term, the candidate or candidates shall be presented to the current Board of Trustees for consideration for appointment as a Trustee, as noted in Article IV, Section 5.

Section 2. ~~Section 3.~~

A term of office of a Trustee shall be five calendar years, beginning on January 1. Terms of Trustees shall be staggered so that three expire each year. A Trustee may not be elected to more than two consecutive full five-year terms. Following such service a Trustee may again be appointed or selected after an interim of at least one year.

Section 4.

The ~~System President of the Board of Trustees~~ shall inform, in writing ~~or by electronic mail~~, all Member Library Trustee and Reading Center Board Presidents of the System of the nominating process described in this section and encourage them to recommend potential candidates to the Public Relations Committee. At the same

time, the Member Library and Reading Center Directors shall also be informed by a copy of the communication from the ~~System President of the Board of Trustees~~. The communications shall make clear that, where a System Trustee or Trustees have indicated a willingness to serve an additional five-year term, this in no way precludes the nomination of other candidates for election to the position.

Additional candidates may be nominated from the floor at the Annual Membership Meeting. These nominations shall be made solely by representatives from libraries in the same county as that of the Trustee position to be filled.

Section 5.

In the event of a vacancy on the board occurring during an unexpired term, a successor Trustee shall be elected by the remaining Trustees to serve from the day of election until the next Annual Meeting. Candidates for this Trustee position shall be nominated by the same process as stated in Section 4 of this Article. In the event that, after diligent effort by the Public Relations Committee, no candidate for an expired term is available for election at the Annual Meeting, the Public Relations Committee shall continue their efforts to identify a candidate for the open position. Such a candidate will be elected by the remaining Trustees to serve from the day of election until the next Annual Meeting.

Section 6.

In accordance with New York State Education Law, Section 226(4), "If any trustee shall fail to attend three consecutive meetings without excuse accepted as satisfactory by the trustees, ~~they~~ ~~he~~ shall be deemed to have resigned..." The vacancy shall be filled in accordance with the provisions in Article IV, Section 5 of the System by-laws. Therefore, each Trustee shall notify either the Board President or the Executive Director in advance if unable to attend a Board meeting.

The Board of Trustees may remove a Trustee for misconduct, incapacity, neglect of duty, or refusal or failure to carry into effect the System's purpose as defined in the mission statement. In the event that information is brought forward that a Trustee is engaged in behavior(s) that suggest that the Trustee should be removed from the Board, the Trustee may be subject to a removal hearing conducted by the Board in a special meeting called for that purpose upon at least ten (10) days written notice specifying the time and place of such hearing and a description of the allegations.

The President of the Board, if not the accused, or the Vice President if the President is the accused, shall preside over such meeting as ~~they~~ ~~he~~ would over any other Board meeting. The presiding officer will appoint a Board Trustee to present the substance of the allegations and the proof thereof and the accused Trustee will be permitted a full and fair opportunity to respond.

The hearing will take place in Executive Session which is not a hearing on the record, nor is it open to the public. Each Trustee shall have one vote, except for the accused. If the number of Trustees present at this Executive Session who vote in favor of removal constitutes a two-thirds majority vote of the full fifteen-member Board of Trustees then the motion shall be carried. For the purpose of this hearing, including the subsequent open meeting as noted below, the President or the presiding officer shall have a vote. Immediately following the Executive Session, if there is a determination that the accused Trustee is subject to removal, a resolution in open meeting shall be moved to a vote for the accused Trustee to be removed from the Board. The accused Trustee shall not be permitted to vote in the open meeting. This resolution shall require a two-thirds majority vote of the full fifteen-member Board of Trustees to become effective.

As directed by New York State Public Education Law, Section 226, the Executive Committee may not make removals from office.

Section 7.

Every Trustee, Officer, Executive Director and staff member of the System shall be indemnified by the System to the fullest extent provided by New York State law for claims arising out of the employee's duties for the System. The foregoing right of indemnification shall not be exclusive of any other right to which such person may be entitled.

ARTICLE V Officers

Section 1.

The Officers of the System and its Board of Trustees shall be President, Vice-President, Secretary and Treasurer. They shall be elected annually at the January meeting of the System Board, as stated in Section 3 of this Article. ~~All Officers shall be members of the Board of Trustees; refer to , except for the Treasurer, as stated in Section 2D of this Article for Treasurer duties.~~

Section 2.

A. The President shall preside at all meetings of the Board and also at the Annual Membership Meeting; shall appoint members of all committees; shall be ex-officio member of all committees; shall authorize calls for Special Board Meetings and Emergency Board Meetings; shall sign official documents; shall serve as liaison to STLS Directors' Advisory Council; and shall perform all other duties of a presiding officer.

B. The Vice-President shall perform all the duties of the President in case of the absence or disability of the President; shall act as Parliamentarian for the interpretation of Robert's Rules of Order, if required; and shall be given first consideration for chairperson of any ad hoc committees that may be appointed by the President.

C. The Secretary shall ensure that the minutes of all Board meetings are kept and recorded.

D. The Treasurer, who may be a non-Board member duly appointed by the Board, shall have charge of the funds of the System; shall have oversight of all monies received and disbursed, and of all financial records; shall have oversight of all duly appointed signatories and the signing of all checks; shall make a report of the status of the funds of the System at each regular meeting of the Board; and shall be covered by a commercial fidelity bond.

E. The Past President or Elected Trustee, shall serve as the fifth member of the Officers of the Board, or Executive Committee.

F. In addition to the foregoing duties, each Officer shall have such additional powers or duties as conferred by the Board.

Section 3.

The term of office of all elected Officers shall be one calendar year. No Officer, except for the Secretary and the Treasurer, shall serve for more than three consecutive full year terms.

Section 4.

Any Officer may be removed from office by a two-thirds majority vote of the full Board of Trustees.

Section 5.

Should an office become vacant prior to its expiration, the Board at the first regular meeting held after such vacancy occurs, shall select one of the members of the Board to fill the unexpired term.

STOP

ARTICLE VI Committees

Section 1.

After the Annual Organizational Meeting in January, the incoming President of the Board of Trustees shall promptly appoint the Chairs and members of the Standing Board Committees. Each Committee Chair shall be responsible for reporting results of committee meetings for distribution to the Trustees at the time of notification of Board meetings.

A. **The** Executive Committee shall consist of the President, Vice-President, Secretary, and Treasurer, as well as the immediate Past-President, if that person is a current member of the Board, or, if not, another Trustee elected by the Board. The responsibilities of this Committee are:

1. To create and set the agenda for all regular Board meetings;
2. To make decisions required before the next regular Board meeting and to advise the Executive Director on crucial issues between regularly scheduled Board meetings, or when there is not a quorum at a regular board meeting;
3. To plan and implement the orientation of newly appointed/elected Board members on the workings of the Board of Trustees and the System.

B. **The** Finance and Facilities Committee shall consist of five members of the Board appointed by the President. The responsibilities of this committee are:

1. To **review** ~~develop~~ annual budgets, budget amendments, financial plans, borrowing arrangements and any other financial matters;
2. To receive and investigate possible financial concerns under the STLS Whistleblower and Ethical Conduct Policy;
3. To review, oversee and make recommendations concerning matters affecting the facility, property, equipment and vehicles of STLS.

C. **The** Personnel and Policies Committee shall consist of five members of the Board appointed by the President. The responsibilities of this committee are:

1. To review, oversee and make recommendations concerning matters of personnel;
2. To develop and review written policies to ensure the effective operation of the System, as required by NYS Commissioner's Regulation 90.2 for part of the minimum standards set by the Board of Regents;
3. To oversee the Executive Director's **Annual Performance Evaluation** as established by the Board.

D. **The** Public Relations Committee shall consist of five members of the Board of Trustees appointed by the President. The responsibilities of this committee are:

1. To oversee awarding of System grants;

2. To oversee such activities as System awards, ~~and press releases of System activities,~~ planning the Annual Meeting, etc.;
3. To oversee the process of nominating candidates for election to the Board of Trustees;
4. To advocate on behalf of the System.

Section 2.

The President may appoint Board members to *ad hoc* committees necessary to deal with temporary issues or projects as established by the Board.

Section 3.

All committee appointments shall continue until new appointments are made by the newly elected President of the Board as required in Article VI, Section 1.

Section 4.

All committee meetings except for the Executive Committee will have a quorum of a majority of enrolled members. The quorum for the Executive Committee is three (3).

Section 5.

All committee meetings are subject to the Open Meetings law.

ARTICLE VII The Executive Director

Section 1.

The Executive Director of the Southern Tier Library System shall be its chief administrative and financial officer, and shall possess at least the minimum qualifications required by New York State Education Law. The Executive Director shall be hired and appointed by a two-thirds majority of the full Board of Trustees, and shall perform ~~their~~ ~~his~~ duties according to a written job description and/or contract with the Board of Trustees. Removal of the Executive Director shall be pursuant to the terms of the contract, upon a two-thirds majority vote of the full Board.

Section 2.

The Executive Director shall supervise the System staff and be responsible for the hiring, termination, direction, training and evaluation of personnel, their job

classifications and job descriptions. ~~with the methods involved.~~ These shall be approved by the Board.

Section 3.

The Executive Director shall administer the System in accordance with the policies adopted by the Board and shall efficiently serve the member libraries within the budgeted appropriations. The Executive Director shall be responsible for the operation and maintenance of the System's headquarters, facility and equipment.

Section 4.

The Executive Director shall attend all Board meetings and may take part in deliberations but shall have no vote. The Executive Director shall furnish such information and reports as may be requested by the Board, assist in the development of the annual budget, make recommendations, and offer professional advice.

Section 5.

At each Annual Membership Meeting the Executive Director shall present a brief report on; (1) the condition and progress of the System concerning established goals and objectives during the current year, (2) recommendations for the coming year and (3) a report on the financial condition of the System as stated in Article III, Section 3.

Section 6.

The Executive Director shall be evaluated annually in writing by the Board. This evaluation of the Executive Director's performance shall be based on (1) performance against objectives jointly established by the Executive Director and the Board, and (2) a review by the Board of input from the Trustees of STLS and/or Directors of the member libraries.

ARTICLE VIII Board Meetings

Section 1. Meeting Procedure

A. Board meetings shall be held at least ten (10) times each calendar year, as called by the President of the Board upon at least a seven day notice to all Board members. Special meetings may be called as noted in Section 3 of this Article.

B. At all Board meetings a quorum shall consist of eight members of the Board.

- C. Unless stated otherwise in these By-Laws, motions before the Board shall be approved by a simple majority of those Trustees present.
- D. The latest edition of Robert's Rules of Order shall govern the Board in matters of parliamentary procedure.
- E. Public notice of the time and place of all scheduled Board meetings shall be given to the news media **at the beginning of the System's fiscal year**, and shall be conspicuously posted in **a public space of the System's offices** ~~one or more designated public venues~~ **along with the System's website**.
- F. All Board meetings are subject to the Open Meetings Law. Board members may participate in meetings **remotely, but must follow current Open Meetings Law in order to be eligible to vote.** ~~by video conference, Skype and other forms of video communication.~~

Section 2.

- A. Prior to each meeting, all members of the Board shall be sent a copy of the agenda, a copy of the minutes of the preceding meeting, a copy of the Treasurer's report and a copy of the committee reports.
- B. An Executive session may be called at any time during a regular Board meeting by any Trustee by means of a motion to go into closed or Executive session. As directed by New York State Public Officers Law, Section 105, (1) the motion must identify the "general area or areas of the subject or subjects to be considered", (2) the subjects to be discussed must be limited to the eight items specified in the law, and (3) the motion must be adopted by majority vote of the full Board. As required by Section 105, attendance at an Executive session shall be permitted to all Trustees and to any other persons approved by the Board.

Section 3.

- A. A Special meeting is a separate Board meeting held at a time different from that of any regular Board meeting. It is convened only to consider one or more items of business specified in the call for the meeting. Only business mentioned in the call for the meeting may be transacted.
- B. Such Special meetings shall be called at the direction of the President of the Board or at the written request of four (4) Board members to the President.

C. Advance notice and an agenda should be given to the Trustees at least five business days before the day the Special meeting is to be held and should specify the time and place of the meeting.

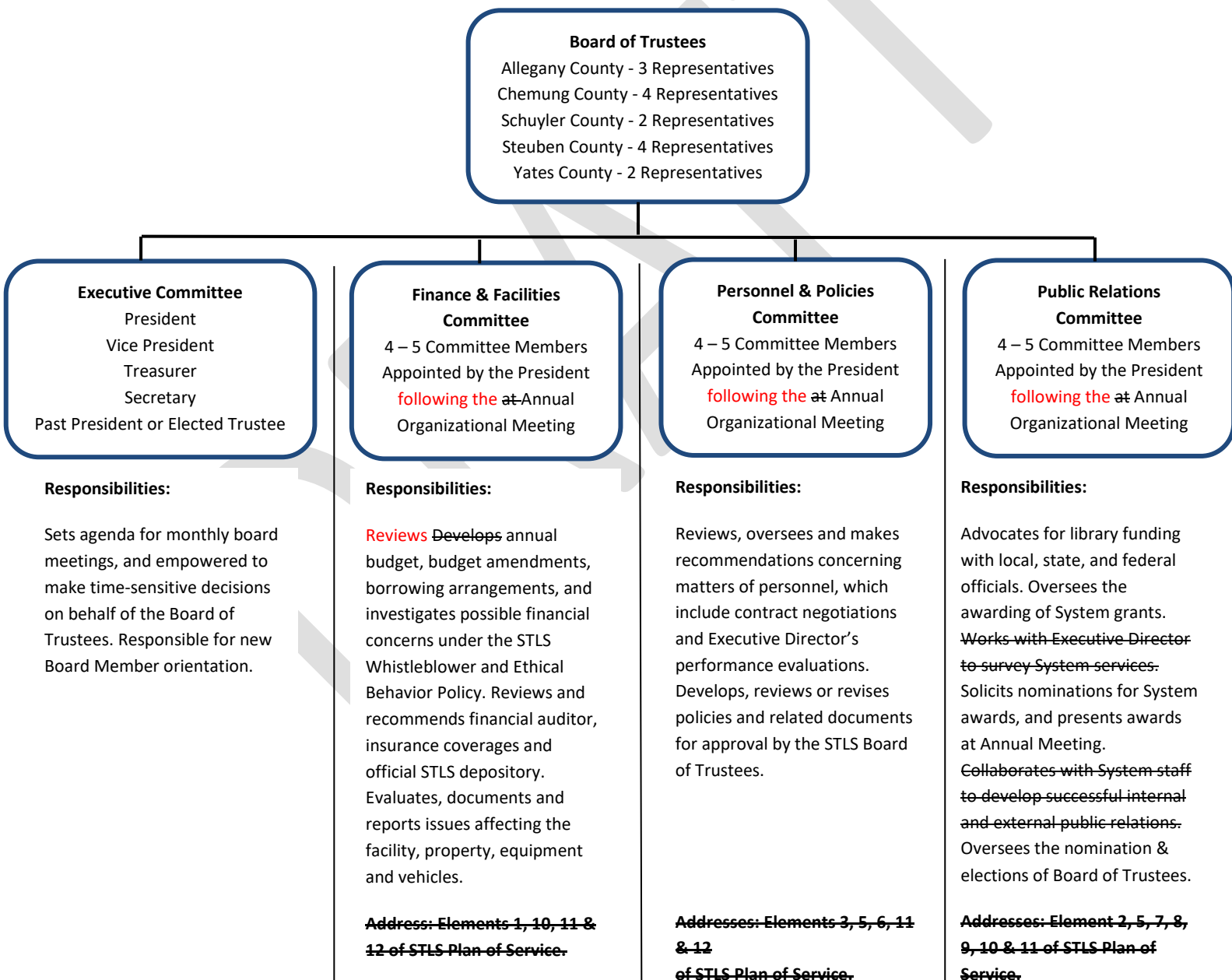
D. If, in a Special meeting, it becomes necessary to take an emergency action for which no notice was given, that action must be ratified at the next regular Board meeting or at another Special meeting called for that purpose in order to be legal.

Amendment of the By-Laws

1. Amendment of these By-Laws shall be a two-step process requiring approval both by the Board of Trustees and subsequently by the member libraries at an Annual Membership Meeting.
2. Any member of the Board may initiate the amendment process as follows (1) By presenting a proposed amendment at any Board meeting with a vote to be taken at the next Board meeting, or (2) By presenting a proposed amendment in writing at least five days prior to a meeting, a vote to be taken at that meeting. In either case, this first step in the adoption of an amendment requires a two-thirds majority vote of the Trustees present, except that, as required by New York State Education Law, Section 226, "no rule by which more than a majority vote shall be required for any specified action by the trustees shall be amended, suspended, or repealed by a smaller vote than that required for action thereunder."
3. If the proposed amendment or amendments are approved by the Board, they shall be presented to the member libraries at the next regularly scheduled Annual Membership Meeting. Each amendment shall come into effect if it receives a ~~simple majority~~ **plurality** of votes from the duly appointed representatives of the member libraries present at the Annual Membership Meeting. However, the Board may act in accordance with the Board approved amendment(s) between the first and second step of the amendment process. In the event that the Board approved amendment(s) is not ratified by the membership at the Annual Meeting, such amendment(s) shall be revoked until further approved revision.

These By-Laws supersede those approved September 23, 1958, revised by vote November 13, 1989, revised by vote October 22, 1991, revised by vote February 15, 1995, revised by vote May 18, 1999, revised by vote December 18, 2001, revised by vote March 22, 2005, revised by vote May 16, 2006, revised by vote June 20, 2006, revised by vote October 16, 2007, revised by vote October 21, 2008, revised by vote October 25, 2011, revised by vote October 23, 2012, revised by vote October 23, 2012, revised by vote October 22, 2013, revised by vote October 7, 2014, revised by vote October 6, 2015, revised MM/DD/2022.

Southern Tier Library System – Board of Trustees Committee Structure



Purpose: To organize the results of Committee work, and make certain Trustee meetings address key issues, and remain effective.

Purpose: To maximize System revenues, align expenses with Plan of Service, and maintain and enhance System assets.

Purpose: To develop a work environment that supports innovative personnel, and creates policy to align with the System's mission.

Purpose: To create awareness of System services to external and internal audiences through multiple outlets.

DRAFT

Southern Tier Library System

9424 Scott Road
Painted Post, NY 14870

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

STLS CODE 5409 - IT/Infrastructure

Financial Clerk

Auditor

Purchase Order

Vendor:

SYNERGY IT SOLUTIONS

Purchase Order #

6453

Date: 3/25/21

Requested/Ordered By: Order Date: Confirmation No.: STLS Expense Code Ship Via

K2

5409 - IT-INFRASTRUCTURE N/A

Quantity	Item	Description	Unit Price	Total
1		CABLE INSTALLATION FOR EXTERNAL ACCESS POINTS PER 2021 E-RATE PROPOSAL FOR 470: 210622960 STATEMENTS OF WORK ATTACHED.	98,635.00	98,635.00

IT SINGLE OR SINGLE SOURCE PURCHASE PER POLICY - TECHNICAL CONSIDERATIONS

Division Head Approval

DIRECTOR OF IT

Title

Executive Director

Subtotal 98,635.00
Tax Exempt
Shipping
Miscellaneous
Balance Due 98,635.00

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

248292

REPORT IN 30 DAYS ON ITEMS NOT IN STOCK



Synergy IT Solutions, Inc. ATTN: Accounts Receivable Dept.
DEPT 873 - PO BOX 8000
Buffalo, NY 14267

Date	Invoice
04/25/2022	SV 305924
Account	
OTSELI01	

Bill To:
Southern Tier Library System Attn: Accounts Payable 9424 Scott Road Painted Post, NY 14870 United States

Ship To
Southern Tier Library System 9424 Scott Road Painted Post, NY 14870 United States

Terms	Due Date	PO Number	Reference	
Net 30 Days		6453	Order #305924	
Products & Other Charges		Quantity	Price	Amount
Billable Products & Other Charges				
SYN-Cable	Cable Install S.O.W.	1.00	\$ 98,635.00	\$ 98,635.00
Total Products & Other Charges:				\$ 98,635.00
Invoice Subtotal:		\$	98,635.00	
Sales Tax:			\$0.00	
Invoice Total:		\$	98,635.00	
Payments:			\$0.00	
Credits: E-Rate				
Balance Due:		\$	98,635.00	

A late charge of 1.5% per month, 18% per annum will be charged on all outstanding invoices.

6443 Ridings Road
Suite 130
Syracuse, NY 13206
www.synergyits.com
315-413-7682



2021 E-RATE AN:210022960 R2

Prepared by:

Syracuse Office

Tim Kuney
315-413-7685
Fax 315-457-6075
tkuney@synergyits.com

Prepared for:

SOUTHERN TIER LIBRARY SYSTEM

9424 SCOTT ROAD
PAINTED POST,, NY 14870
Ken Behn
(607) 962-3141
behnk@stls.org

Site:

9424 SCOTT ROAD
PAINTED POST,, NY 14870
Ken Behn
(607) 962-3141
behnk@stls.org

Quote Information:

Quote #: 001726
Version: 2
Delivery Date: 03/25/2021
Expiration Date: 08/30/2021

PO MUST STATE 2021 E-RATE

Product Description	MFG Part Number	Qty	List Price	Unit Price	Extended Price
Form 470 AN:210022960					
SPIN 143006211					
Cable Installation per Attached SOW	SYN-CABLE	1	\$0.00	\$98,635.00	\$98,635.00
				Subtotal:	\$98,635.00

Your signature below indicates acceptance of the terms and conditions of this proposal which includes the following and/or previously signed Master Services Agreement (MSA).

Taxes and Shipping & Handling charges, if applicable, will be charged at the time of invoicing unless otherwise stated. We reserve the right to cancel orders arising from pricing or other errors.

Syracuse Office

Signature: Timothy Kuney
Name: Timothy Kuney
Title: Sr. Account Executive
Date: 03/25/2021



Statement of Work

March 25, 2021

Southern Tier Library System

AN: 210022943

Customer Name	SOUTHERN TIER LIBRARY SYSTEM	Client Contact	Ken Behn
Client Address	9424 SCOTT ROAD PAINTED POST, NY 14870	Email Address	behnk@stls.org
		Telephone	607-962-3141 ext.211

Start Date: To be determine based on confirmation that any/all pre-requisites have been achieved.

Project Charter

The Customer intends to install new cat 6 runs for new wireless Access Points in 48 of the Customer's Libraries.

Customer Requirements

- Customer will provide Synergy with facility access and adequate workspace(s) for each of its Technicians as well as access to telephones, copiers, facsimile, and conference rooms as reasonably necessary for completion of the Project.
- Customer will make their appropriate staff available to participate in Project activities as required, including a technical or lead person for preliminary on-site data gathering and implementation planning.



Statement of Work

March 25, 2021

Synergy Deliverable(s)

Technicians will, at each of (48) Southern Tier Public Libraries:

1. Furnish, install, terminate, test and label (1) indoor plenum Cat6 cable, ran to an exterior wall. The cable will be terminated onto Panduit Minicom RJ45 Cat6 jacks on both ends, with both placed into surface mount boxes.
2. Mount (1) customer-provided wireless access point on the exterior of the building, less than 15' in height, then make (1) 3/4" exterior wall penetration, connect (1) 5' exterior-rated Cat6 patch cable from the WAP-side jack to the Ethernet port of the WAP, and weatherproof the wall penetration using silicone.
3. Connect (1) 5' interior-rated Cat6 patch cable to the closet-side jack. The customer will make the final connection to a switch port or other device.

* This includes a second Cat6 cable at (4) Libraries

Optional Items (Not included in quote)

1. Technicians will furnish, install, terminate, label and test (1) additional interior Cat6 cable, up to 150' in length, including (2) Panduit minicom RJ45 jacks and (2) 5' interior-rated Cat6 patch cables. \$315.00 per cable.
2. Surface raceway, up to 25' of Panduit LD5. \$86.00.
3. (1) 24-port modular Panduit minicom patch panel, installed. \$35.00

Testing and Labeling

- All CAT6 cables will be tested utilizing a Fluke test kit and certified to current EIA/TIA Standards.
- Test Results will provided electronically in PDF format within 30 days of project completion.
- All labeling will be done according to industry standards or customer specific requirements and will be machine printed on self-adhesive labels.

Implementation Pre-Requisites



Statement of Work

March 25, 2021

-
- Customer will ensure Synergy technicians will have free access to the project work site and any obstructions will be removed before installation begins.



Statement of Work

March 25, 2021

Assumptions

- Installation will be performed during normal business hours (Monday through Friday, 7am until 4pm).
- A site contact will be available at all times to address any issues that may arise during this project. Any and all changes will be approved in writing by an authorized site contact before they are executed.
- Technicians will have free access to all Library network closets. Any delays in gaining access to buildings or specific network closets will be invoiced outside of the cost of this project.
- If asbestos is detected all remediation costs to be performed by others.
- This estimate does not include any permit fees or removal of any existing cables.
- All cables will be installed through spaces that include false ceilings. Any hard ceiling areas may include exposed cables and cable pathway.
- All network equipment will be installed by others.
- This estimate does not include the use of a man lift. If the project requires the use of a lift the rental costs will be invoiced as a change order to this project.
- Synergy has not included any trenching, coring or fire stopping costs in this proposal.
- All patch-in work in the IT closets to be performed by others.

Invoicing

Customer agrees to remit payment for each invoice within thirty (30) days of invoice date. Invoices will be generated upon delivery of Materials and upon completion and acceptance.

This Statement of Work is valid until September 1, 2021. After expiration, Synergy reserves the right to review the Pre-Requisites and Deliverables and revise this document, if required.



Statement of Work

March 25, 2021

Service Level Agreement

- Synergy will provide only the Deliverables listed above within the Scope of this Project. Additional Deliverables can be added via Project Change Notice or as a separate engagement. No other Deliverables are implied or included without an authorized Project Change Notice.
- Any excessive wait time will be billed at Synergy's standard T&M rate.
- Work will be completed during normal business hours, Monday through Friday from 8am to 5pm unless otherwise stated in the Deliverables.
- Knowledge transfer is not intended as a substitution for formal training.



Statement of Work

March 25, 2021


Change Management

Any changes to the scope of services or that affect pricing shall be requested and approved using the attached Project Change Notice form.

Synergy Contacts

Name	Role	eMail	Contact Phone
Tim Kuney	Project Coordinator	tkuney@synergyits.com	315-413-7685
Tim Kuney	Account Manager	tkuney@synergyits.com	315-413-7685

Client Signature / Authorization

	3/25/21
Client Representative	Date
KEN BEHN	DIRECTOR OF IT
Print Name	Title

Purchase Order #

6453

Synergy Signature / Authorization

Synergy Representative	Date
Print Name	Title

GENERAL RESOLUTION
FOR THE PURPOSE OF
PARTICIPATING IN A COOPERATIVE BID COORDINATED BY
THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES OF
ONTARIO, SENECA, WAYNE AND YATES COUNTIES
FOR

Cooperative Electricity Supply Bid WFL 2023-12

WHEREAS, The (County) (Town) (Village) of _____ of New York State desires to participate in a Cooperative Bidding Program conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties from year to year or, until this Resolution is rescinded, for the purchase for supply of electricity. And...

WHEREAS, The (County) (Town) (Village) of _____ of New York State is desirous of participating with The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties in the joint bid of the commodities and/or services mentioned below as authorized by General Municipal Law, Section 119-o... And...

WHEREAS, The (County) (Town) (Village) of _____ of New York State has appointed The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties as representative to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the _____ of New York State and making recommendations thereon...

THEREFORE...

BE IT RESOLVED, That The (County) (Town) (Village) of _____ of New York State and The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties hereby accepts the appointment of The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters related above... And...

BE IT FURTHER RESOLVED, That The (County) (Town) (Village) of _____ of New York State authorizes the above-mentioned Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters regarding the entering into contract for the purchase of the below-mentioned commodities and/or services... And...

BE IT FURTHER RESOLVED, That The (County) (Town) (Village) of _____ of New York State agrees to assume its equitable share of the costs incurred as a result of the cooperative bidding... And...

NOW, THEREFORE, BE IT RESOLVED, That The _____ on behalf of the (County) (Town) (Village) of _____ of New York State hereby is authorized to participate in cooperative bidding conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties for supply of electricity and if requested to furnish The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties an estimated minimum number of units that will be purchased by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties. The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties is hereby authorized to award cooperative bids to the bidder deemed to be the lowest responsive and responsible meeting the bid specifications and otherwise complying with Article 5-A of the General Municipal Law of the State of New York relating to public bids and contracts.

Date








Municipality Representative

(County) (Town) (Village)



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

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

-  May 17: Attended monthly STLS Board Meeting. Participated in New York Library Association's Spring on the Hill event. Represented STLS, and presented on Library District Toolkit with Rebekkah Smith Aldrich as part of the event's programs. Attended various continuing education workshops. Visited with the Belfast Public Library via Zoom to provide NYS Public Library Construction Aid consultation.
-  May 19: Participated in STLS Director's Advisory Council DEI Committee meeting. Attended Public Library System Director's Organization monthly meeting to discuss public library system matters. Met with planning team members of the Library Trustee Handbook Book Club to plan future events.
-  May 24 - 25: Participated STLS Director's Advisory Council Bylaws Review Committee meeting. Finalized rough draft of proposed bylaw revisions, and prepared them to present to the full DAC. Attended the Director's Advisory Council bi-monthly meeting. Presented on Digital Library Contributions with Erika Jenns, and discussed proposed changes to the group's bylaws.
-  May 31 - June 3: Executive Director was on Vacation.
-  June 6 - 10: Worked with external financial auditors from Mengel, Metzger and Barr to conduct STLS' annual audit. Met with Erika Jenns to prepare for upcoming Policy Development for Boards and Directors workshop. Attended Foundation for Southern Tier Libraries board meeting.
-  June 13: Attended Director's Advisory Council DEI – System Services Subcommittee meeting. Discussed STLS Collection Management Policy, and potential member training programs, which included an online learning event scheduled for October 2022. Participated in STLS Board of Trustee's Finance & Facilities Committee meeting.
-  June 14 - 16: Attended the Allegany County Director's Association meeting at Wide Awake Club Library. Presented Policy Development for Boards and Directors Workshop for member libraries. Attended STLS Board of Trustees Personnel & Policies Committee meeting as well as Executive Committee meeting. Assisted with the Trustee Handbook Book Club focusing on PR and Advocacy. Participated in the New York State Library monthly meeting with public library system directors.

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

Lorie visited connected with four libraries during May to support members libraries in providing library services to their communities. She visited new director, Emily Smith at the Montour Falls Memorial Library. This general overview of STLS' services to support youth services and out of system ILL services resulted in follow-up email messages with ideas and content for summer activities. And, a determination to meet again for specific training in the use of BARC. While Emily doesn't anticipate using the service herself, she is interested in begin well-informed on the process. Lorie also continued training libraries in the use of BARC for out of system ILL services. Staff at the Rushford Free Library and the 20th Century Club Library received training. A visit to the Dundee Library for a review of their local history corner to help determine its mission and future direction also occurred. Consultations with STLS colleagues, Brian Hildreth and Erika Jenns has helped to provide guidance to the library volunteers as they move forward with this project.

May 2-8, 2022 was the first of two scheduled Children's Book Week (sponsored by the Children's Book Council and Every Child a Reader). Lorie encouraged member libraries to celebrate this national event in big and small ways—hanging an STLS-created poster in their windows; distributing bookmarks and activity sheets (provide by STLS); hosting a program; adding social media posts; celebrating the first annual Floyd Cooper Day. Participation was wide-spread and varied widely. In further efforts to encourage member library participation in events all across our system and our state, Lorie volunteered to assist in the presentation of an informative webinar on the Great Give Back. It has been a number of years since STLS participated in this event as a system. The Great Give Back will occur in October but will have an informative/refresher webinar in early June. Examples of our members efforts in this event from 2019 will be included in the webinar.

This month also marked the return of Lyndsie Guy to STLS after her maternity leave. We welcome her back!!

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

May was a fun and full month as the Spring weather spread through the Southern Tier and Western NY.

Keturah continued to work on the SCRLC Telehealth for Everyone project by distributing the six circulating telehealth kits to participating STLS libraries. She was assisted by Lorie Brown, who delivered a kit to the Dundee Library. Keturah delivered kits to Bath, Watkins Glen, Elmira, Friendship, and Whitesville, and showed library directors and staff how they work.

Keturah worked with Erika Jenns and Brian Hildreth on planning for participation in NYLA's Spring on the Hill advocacy event in Albany. Keturah and Erika set up and attended meetings in Albany with Senator Tom O'Mara, Assemblywoman Marjorie Byrnes, and a representative from Senator George Borello's office. Keturah and Erika also delivered thank you notes and advocacy information to the offices of Assemblymen Friend, Palmesano, and Giglio. While at the Spring on the Hill event, Keturah also networked with library system consultants from around NY State.

Keturah attended the following meetings: NY State Public Library Systems Outreach Coordinators Meeting, CREW Climate Resilience Hubs informational meeting, STLS Training Team, STLS Division of Professional

Development and Outreach department meeting, ALA Council meeting, and the DAC meeting in Wellsville. Keturah also attended the STLS workshop, “Strategic Planning for Boards and Directors,” led by Brian Hildreth. Keturah also sent out her monthly “Reaching Out” newsletter covering topics related to outreach and adult services.

Working with input from Brian Hildreth and Lorie Brown, Keturah created a new DEI Micro-Grant program using state funding that will be offered in 2022 to STLS member libraries in conjunction with the annual COSAC Outreach Mini-Grant funding opportunities. Keturah sent out the Outreach Mini-Grant and DEI Micro-Grant announcements at the end of May and will work with members through the summer on submitting applications.

Keturah continued to promote the STLS webinar series, “Actively Anti-Racist Services to Leisure Readers,” to members. The recordings of the first two webinars in the series have been viewed 41 times to date. The third and final session will be a live webinar in June.

Keturah continued to update the STLS DEISJ LibGuide with resources for member libraries to use to assist in working with underserved populations. One section of the LibGuide, on Library Services for Dementia, was featured in an issue of the South Central Regional Library Council newsletter in May. Keturah also developed an Outreach Services LibGuide to share information about library outreach and grant funding opportunities and resources. These are available through the STLS website.

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

During the month of May 2022, Erika Jenns met with a representative from the National Digital Inclusion Alliance to learn more about digital inclusion and the work libraries can do. She also attended various committee meetings, and presented at or hosted a few. And, she met with member libraries to work on their websites.

Erika met with Vicky Yuki, the Senior Programs Manager from the National Digital Inclusion Alliance, to discuss digital inclusion efforts being made by libraries and other organizations in our region and state. They discussed possible paths forward for library involvement and potential partnerships. Throughout the month, Erika also attended various committee meetings, including the Public Library Association Digital Literacy Committee, the South Central Regional Library Council Advisory Committee on Information and Technology Services, and an article discussion with SCRLC about the article titled, “The Battle for the Soul of the Library.” She also attended the STLS Directors Advisory Council, the DAC DEI Committee meeting, and the DAC ad-hoc Digital Library Contributions Committee meeting. At the last two, Erika presented data on STLS digital collections use, along with potential platforms to consider adding as services for STLS cardholders.

Additionally, she met with a new member library director - Emily Smith, at the Montour Falls Memorial Library. She also met with directors at the Friendship Free Library and Rushford Free Library to discuss updating their library websites. Erika hosted the Digital Library Advisory Group meeting in May, and she coordinated a training session with a representative from Brainfuse on how to use the new JobNow database with 20 participants.

Other activities included creation of the digital updates & events digest newsletters, along with investigation of the Kanopy platform and individual library subscription pricing for Hoopla. Erika also coordinated corrections to FY2021 member library annual reports from the state Division of Library Development. She secured a 34% non-

profit discount for the Hootsuite social media management tool. While attending the NYLA Spring on the Hill event in Albany, Erika and Keturah Cappdonia met with Senator George Borrello, Assemblywoman Marjorie Byrnes, and Senator Tom O'Mara to discuss the great projects that STLS member libraries have been working on this year, and to thank legislators for securing funding for libraries. Erika & Keturah also delivered "thank you" packages to Assemblymen Friend, Palmesano, and Giglio.

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).

Assistant Director – Head of Information Technology
by Ken Behn
Division of Information Technology

In May, IT worked on 153 Help Desk requests for member libraries and performed monthly operating system patches on 4 ILS servers. Weekly meetings with IT department staff and the monthly CCLD meeting were held.

Meet with CPE and Teracai to develop a spec and get initial pricing for a new VoIP phone system.

IT move STLS to and from various offices as construction moved around the building and removed the installed AV equipment from the conference room. We also rearranged equipment in the server room around the new flooring being installed.

We worked with a patron having STARCat trouble with FireFox for the Alfred library and started testing the ability of patrons to edit some of their personal information in STARCat My Account at the request of the DAC.

Individually these are some highlights of IT staff work:

Pat Beeman

- Worked with STN to reconnect the Canisteo/Andover fiber link (SR 52031) Week of 5/2.
- Assisted Keturah with O365/On Microsoft Account reset (assisted Lyndsie the week prior) (SRs 52072 & 52215) Week of 5/9.

- Created accounts for new co-director in Addison (SR 52342) Week of 5/16.
- Converted Jess Westlake's Help Desk account (SR 52386) Week of 5/23.
- x528 calls, as always (multiple SRs) ALL OF THE WEEKS
- Moved business office clients to the conference room then back to business office (no SR) Multiple Weeks.

Tom Lawrence

- Enjoyed a week of vacation.
- Started preparing replacement laptops for STLS staff.
- Performed disk cleaning on several STLS servers.
- Worked on multiple SRs for Bath.

Brianne Liddick

- Software activation/repair (5/2)
- Imaging and E-Rate information for BEAR (5/9)
- Quotes/quote comparison for different types of licensing (5/16)
- E-Rate: Cabling BEAR (5/23)
- Imaging, recordkeeping, help desk service requests (5/31)

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

Here is our monthly report for May...

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 May we submitted a BEAR for Synergy Global Solutions – the service provider that provided cabling to the libraries as part of the external WIFI project. We received a total of \$83,839.75 in E-rate reimbursements for this BEAR.

General STLS

I attended the hybrid DAC meeting in Wellsville in May – it was wonderful to see library directors in person again, and have the opportunity to chat with them before and after the official meeting!

ILS

I visited Montour Falls to provide New Director ILS Training to Emily – Jess was there too, which was very helpful and they both had lots of great WorkFlows questions. I worked with Keturah, and staff at Elmira, to set up circulation parameters for the Telehealth kits our libraries received from the South Central Regional Library Council. I prepared for and presented at the quarterly ILS Meeting. In May I worked on creating reports of past assumed lost items, for libraries to use to determine whether or not to replace those items. I will be running

and emailing those reports in June. The DAC Circulation Committee requested the reports and helped me to fine-tune the output, to make them as helpful as possible for libraries.

In May Daniel provided Item Maintenance training remotely, to Denise in Hornell and Larissa provided Item Maintenance Training in Dundee. After much back-and-forth with the libraries and the vendor, Daniel also finalized an order for new library cards (with new designs) for Hornell, Cuba, and Rushville. Larissa worked on a custom report for Brian and Erika that showed total physical circulation, physical audio circulation and physical DVD circulation, to assist in the upcoming decision making for Digital Collections spending. Kylie has been working very hard on getting through the Help Desk backlog. Kylie and Larissa also attended online training for SirsiDynix Data Control, a new product we have access to, which allows us to run queries and update data in bulk – something we were only able to do previously with cumbersome (and limited) WorkFlows reports or Ken running API commands on the Symphony server.

Cataloging volume has remained high, and like last month we have also had holidays, staff vacations and SirsiDynix training. Kylie, Daniel and Larissa have been able to get the turnaround time back down to an acceptable level – we are currently at **7** working days for unopened cataloging requests, down from 21 days at this point last month, which is a great indication of their hard work!