

STLS BOARD MEETING

Tuesday, May 17, 2022 - 2:00 pm

STLS Headquarters, Painted Post, NY 14870 – GoToMeeting Platform

Contact STLS for Meeting Login Information: (607) 962-3141

**AGENDA**

- | | | | |
|----|---------------------------------------|----------------------|--------------------|
| 1. | Agenda | | Doc. #22-52 |
| 2. | Approval of Minutes – April 2022 | *FOR APPROVAL | Doc. #22-53 |
| 3. | Treasurer’s Report – April 2022 | *FOR APPROVAL | Doc. #22-54 |
| 4. | Financial Clerk’s Report – April 2022 | *FOR APPROVAL | Doc. #22-55 |

- *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. #22-56 |
| | | | (Bylaws - Policy) Doc. #22-57 |
| 7. | Finance & Facilities Committee – Betsy Gorman | | (Minutes) Doc. #22-58 |
| 8. | Public Relations Committee – Lynnette Decker | | (Minutes) Doc. #22-59 |
| 9. | Foundation for Southern Tier Libraries – Louise Richardson | | (Minutes) Doc. #22-60 |

BOARD ACTIONS

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

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

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

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

12. Approve Revisions to the Finance Policy***FOR APPROVAL**(April 2022 Board Packet) **Doc. #22-41**

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.

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

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

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.

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

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

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.

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

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

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.

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

16. Approve the 2021 Library System Annual Report to State Library - Education Department***FOR APPROVAL**(April 2022 Board Packet) **Doc. #22-46**

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.

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

17. Approve the Building Custodian Job Title and Description***FOR APPROVAL****Doc. #22-63**

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

18. Approve the proposed Organizational Chart***FOR APPROVAL****Doc. #22-64**

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

BOARD INFORMATION

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

Doc. #22-65

Public Expression (15 minutes)

Adjournment

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

STLS BOARD MEETING
Tuesday, April 19, 2022 - 2:00 pm
GoToMeeting Conference Call Platform

MINUTES

TRUSTEES PRESENT:

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

Excused Betsy Gorman – 2024, Kim Salisbury – 2022, Vacant Allegany County Seat – 2025, Vacant Steuben County Seat – 2025,

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

President Richard Ahola called the meeting to order at 2:00 pm.

1. AGENDA REVIEW ***FOR APPROVAL** **Doc.#22-33**
Approved

2. Approval of Minutes – March 2022 ***FOR APPROVAL** **Doc. #22-34**
Approved

3. Treasurer's Report – March 2022 ***FOR APPROVAL** **Doc. #22-35**
Approved
 B Hildreth reported the current balance is about \$2,500,000.00, which is up about \$400,000.00 from last year. The \$400,000 additional balance is earmarked for the STLS Renovation Project supplement NYS Public Library Construction Aid and monies from the Board Restricted Capital Fund.

4. Financial Clerk's Report – March 2022 ***FOR APPROVAL** **Doc. #22-36**
Approved
 B Hildreth noted that there was not much change in the financials from February to March 2022. He noted line item 5490, Grants. \$140,000.00 of this was spent on the STLS Renovation Project. There will be ongoing expenditures from this line item until the project ends in June or July.

5. First Quarter Profit-Loss Statement *FOR APPROVAL

Doc. #22-37

Approved

B Hildreth reported line item 4723, Member Library Cost Share, increased due to money taken in from member library ILS Cost Share payments. He also reported on line item 4725, Grants Revenue. This line item has an increase due to the first installment of the 2021/2022 Appalachian Regional Commission grant money.

B Hildreth reported on expenses. Salaries and benefits are on track with no unexpected expenses. Line item 5490, Grants, will show significant spending due to the STLS Renovation project.

6. First Quarter Claims Auditor Report *FOR APPROVAL

Doc. #22-38

Approved

L Richardson reported that there were a few matters involving sales tax and missing receipts at time of review. All issues have been resolved, with the exception of one. It is for Chicago Books and Journals, and a resolution is currently in the works.

7. 2021 End of Year Profit-Loss Statement *FOR APPROVAL

Doc. #22-39

B Hildreth stated that this statement is released once a year and looks very much like the Fourth Quarter Profit/Loss statement. The 2021 End of Year Profit-Loss Statement shows how STLS actually fared in 2021. All revenue tracks with what was projected and all expenditures track with the mid-year budget revisions from November 2021. There will be a carry over that STLS expected. This money is earmarked for the STLS Renovation Project. B Hildreth summed it up by stating that overall 2021 was a good financial year. B Hildreth stated he is hopeful this document, the 2021 End of Year Profit-Loss Statement, will mirror the external audit findings which are expected in June 2022.

Standing Committee Reports –

8. Executive Committee – Richard Ahola

R Ahola stated the committee met and set the board meeting agenda.

9. Personnel & Policies Committee – Denise King (Minutes) Doc.#22-40

D King thanked committee members for their help with the time zone issue.

B Hubbell gave an overview of the Personnel & Policies Committee meeting and stated the Committee reviewed the Chartered Public Libraries Policy and it is an action item for vote at this meeting.

B Hubbell also stated the committee reviewed the Bylaws. The Bylaws will be further reviewed and will be presented to the STLS Board for full review at the May 2022 Board meeting.

(Policy- Finance) **Doc.#22-41**

(Policy- Investment) **Doc.#22-42**

B Hubbell stated both the Finance and Investment policies were reviewed at the committee meeting. Only one change has been made to the Investment Policy. They are both up for review and are in this month's Board packet.

D King encouraged the Board to read and review the Finance and Investment policies.

(Policy – Travel, Working Remotely & Conferences) **Doc.#22-43**

B Hubbell stated there was discussion about the changes to the Working Remotely section of the policy, which provide staff clear guidance and parameters for working in the office and at home when the building reopens following office renovations.

(Policy – Disaster Preparedness) **Doc.#22-44**

B Hildreth stated this policy is up for review, and includes minor changes to STLS Wellness Principles and masking requirements for epidemics and pandemics.

9. Finance & Facilities Committee – Sisi Barr

(Minutes) **Doc.#22-26**

S Barr reported we are doing well with an account balance of \$2,500,000.00 as opposed to the balance we had last year. The difference is earmarked for the STLS Renovation project, and is roughly \$400,000.

S Barr informed the Board that the yearly external audit by Mengel, Metzger and Barr will be the week of June 6. It is normally in April, but has been pushed back due to the renovation project. S Barr also added that all deadlines are being met for the construction project.

(Library System Annual Report) **Doc.#22-46**

B Hildreth asked that all Board members review the document and let him know of any changes needed.

10. Public Relations Committee – Lynnette Decker

(Minutes) **Doc.#22-47**

L Decker spoke about State Aid and the passing of the 2022/2023 budget. There is a 5.8% increase in operating aid for libraries.

L Decker stated that all construction projects from 2021 were matched at 75% due to a \$90,000.00 carryover from other public library systems that did not use their funds. Construction Aid, in 2022, is \$865,000.00 and the Committee will be meeting on July 13, 2022 to review applications.

L Decker stated that there were suggestions from the committee to move the Annual meeting, which will be in person, to September to avoid potential COVID restrictions that may come with colder weather.

L Decker stated that there are two vacant Board seats, Allegany and Steuben.

11. Foundation for Southern Tier Libraries – Louise Richardson

(Minutes) **Doc.#22-48**

L Richardson stated the Foundation reviewed grant applications. Of the 16 applications, 15 were accepted. Nine of the 15 were funded in full and the remainder received partial funding. Most of the awarded grant money was for programming, with some going to equipment and supply purchases. The Foundation Annual Meeting will be virtual this year.

L Richardson stated there will be another online auction this year.

BOARD ACTIONS

13. Expenditure Approvals -Monthly Unpaid Bills Detail

*** FOR APPROVAL Doc. #22-49**

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 __11__ Nay _____ Abstain _____ Absent __2__ Vacant__2__

Approved/Failed: Approved

Discussion: None

14. Receipt Approvals – Monthly Deposit Summary

*** FOR APPROVAL Doc. #22-50**

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 __11__ Nay _____ Abstain _____ Absent __2__ Vacant__2__

Approved/Failed: Approved

Discussion: None

15. Approve Revisions to the Chartered Public Libraries Policy

***FOR APPROVAL (March 2022 Board Packet) Doc. #22-25**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the revisions to the Chartered Public Libraries Policy as presented at the March 15, 2022 board meeting considering any agreed upon revisions.

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 –

L Decker reported that this year is the 150th anniversary of the Cuba Library. The library is going to host a block party as well as have a duck drop. The duck drop was expected to sell about 150 ducks. So far, over 500 ducks have sold.

D King reported that D.J. Metzger from the Steele Memorial Library, is working on outreach programming for young people. She is surveying them to see what types of programs they would want or like.

D King also reported that the civics group she is a member of is now a member of the South-Central Regional Library Council.

S Barr asked Denise King about the Amor Towles lecture she attended last month. D King answered that it was a great and very informative.

19. President's Report –

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

20. Monthly System Team & Divisional Reports

Doc.#22-51

B Hildreth stated, for this month's report, he asked staff to report on successes and accomplishments for 2021.

B Hildreth informed the Board that STLS is working with the Cuba And Rushford libraries to help move them to full 259 Ed. Law support.

B Hildreth also stated that there are 2 reading centers that are ready to submit their paperwork to become Chartered Public Libraries, Middlesex and Rushville, leaving 2 reading centers in the system.

B Hildreth informed the Board that the Renovation project is on schedule and some office spaces will be complete by the end of the week. He will share pictures of the progress.

Public Expression (15 minutes)

None

Adjournment 2:36 pm

Move: K Green Second: D Haggstrom

Next meeting: Southern Tier Library System and GoTo Meeting, Tuesday, May 17, 2022 at 2 p.m.

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

	<u>Apr 30, 22</u>	<u>Mar 31, 22</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1200 · Cash - Operating	3,623.38	3,472.86	150.52
1201 · Cash - Payroll	10,739.89	11,781.85	-1,041.96
1202 · Cash - Money Market	1,993,253.76	2,038,309.50	-45,055.74
Total Checking/Savings	<u>2,007,617.03</u>	<u>2,053,564.21</u>	<u>-45,947.18</u>
Accounts Receivable			
1380 · Accounts Receivable	161,829.02	195,178.17	-33,349.15
Total Accounts Receivable	<u>161,829.02</u>	<u>195,178.17</u>	<u>-33,349.15</u>
Total Current Assets	<u>2,169,446.05</u>	<u>2,248,742.38</u>	<u>-79,296.33</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>2,930,063.13</u>	<u>3,009,359.46</u>	<u>-79,296.33</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	13,607.02	8,131.83	5,475.19
2625 · Payroll Deductions Payable	1,681.57	-77.19	1,758.76
2626 · Flex Spending Deduction Payable	-325.16	-325.24	0.08
2627 · PFL Payable to Insurance	3,802.21	3,459.23	342.98
2640 · Accrued Compensated Absences	134,464.14	134,464.14	0.00
Total Other Current Liabilities	<u>486,665.62</u>	<u>479,088.61</u>	<u>7,577.01</u>
Total Current Liabilities	<u>486,665.62</u>	<u>479,088.61</u>	<u>7,577.01</u>
Total Liabilities	<u>486,665.62</u>	<u>479,088.61</u>	<u>7,577.01</u>
Equity			
3200 · Fund Balance Unrestricted	2,092,150.75	2,092,150.75	0.00
3910 · Board Restricted Capital Reserv	350,000.00	350,000.00	0.00
3911 · Donor Restricted Capital Reserv	97,806.44	97,806.44	0.00
Net Income	<u>-96,559.68</u>	<u>-9,686.34</u>	<u>-86,873.34</u>
Total Equity	<u>2,443,397.51</u>	<u>2,530,270.85</u>	<u>-86,873.34</u>

Southern Tier Library System
Treasurer's Report
As 4/30/22

	Apr 30, 22	Mar 31, 22	\$ Change
TOTAL LIABILITIES & EQUITY	<u>2,930,063.13</u>	<u>3,009,359.46</u>	<u>-79,296.33</u>

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

	Apr 22	Mar 22	\$ Change
Income			
4719 · Interest	47.71	48.98	-1.27
4721 · E-Rate Funding	304.08	0.00	304.08
4723 · Member Library Cost Share	-1,160.00	0.00	-1,160.00
4724 · Member Library IT Contracts	12,636.01	186.12	12,449.89
4725 · Grants Revenue	119,762.50	0.00	119,762.50
4731 · Arkport Support	2,654.82	0.00	2,654.82
4732 · Reading Center Support	0.00	889.62	-889.62
4735 · Non State Aid Pass Through	15,217.50	96,292.64	-81,075.14
4782 · Donations	0.00	1,193.91	-1,193.91
4784 · General Reimbursements & Refund	168.00	5,772.24	-5,604.24
Total Income	149,630.62	104,383.51	45,247.11
Gross Profit	149,630.62	104,383.51	45,247.11
Expense			
5100 · Salaries			
5141 · Professional Salaries	28,116.34	28,116.34	0.00
5142 · Non-Professional Salaries	41,191.36	41,270.32	-78.96
Total 5100 · Salaries	69,307.70	69,386.66	-78.96
5150 · Personnel Benefits			
5153 · Social Security	5,027.70	5,027.83	-0.13
5154 · Workers Compensation	649.50	649.47	0.03
5157 · Health Insurance	3,667.79	23,572.53	-19,904.74
5158 · Payroll Expense - Other	708.88	689.00	19.88
Total 5150 · Personnel Benefits	10,053.87	29,938.83	-19,884.96
5204 · STLS Software & Small Equipment	2,016.00	24.00	1,992.00
5205 · Maintenance Contracts & Leases	0.00	988.76	-988.76
5408 · Platform Fees & Licenses	0.00	5,506.98	-5,506.98
5409 · STLS Telephone/Internet	15,923.46	16,277.97	-354.51
5417 · Library Materials	345.05	204.87	140.18
5420 · Staff Development Travel	140.00	0.00	140.00
5424 · Conference Registration	950.00	0.00	950.00
5430 · Office Supplies	548.55	91.93	456.62
5433 · Postage	63.45	9.03	54.42
5434 · Public Relations	9.99	1,059.99	-1,050.00
5435 · Member Library Pass through	16,034.08	103,038.67	-87,004.59
5442 · Professional Fees	150.00	0.00	150.00
5444 · Accounting Support & Audit	99.00	99.00	0.00
5450 · Utilities	1,106.92	972.15	134.77
5451 · Building Maintenance & Repairs	848.53	2,352.42	-1,503.89
5454 · Commercial Insurance	829.60	829.57	0.03
5471 · Vehicle Maintenance & Repairs	284.90	1,293.44	-1,008.54
5473 · Vehicle Fuel	2,268.35	1,514.53	753.82
5474 · Vehicle Insurance	437.58	437.56	0.02
5480 · Greenwood Reading Center Exp	1,213.61	1,194.45	19.16

Southern Tier Library System
Financial Clerk's Report
April 2022

	Apr 22	Mar 22	\$ Change
5485 - Arkport Expense Account	1,393.52	1,261.33	132.19
5490 - Grants	112,479.80	141,117.96	-28,638.16
Total Expense	236,503.96	377,600.10	-141,096.14
Net Income	-86,873.34	-273,216.59	186,343.25

Personnel & Policies Committee

Committee Meeting Minutes

Tuesday, May 10, 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, Susan McGill, and Richard Ahola

Administrative Staff: Brian M. Hildreth

Policies

Committee members reviewed and discussed policies presented at the April 19, 2022 board meeting. B. Hildreth noted he did not receive any questions or comments from trustees following presentation. The committee agreed to vote on the policies to move them out of committee.

1. Approve Revisions to the Finance Policy

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.

Motion made by B. Hubbell, seconded by R. Ahola.

2. Approve Revisions to the Investment Policy

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.

Motion made by R. Ahola, seconded by S. McGill.

3. Approve Revisions to the Travel, Working Remotely & Conferences Policy

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.

Motion made by B. Hubbell, seconded by R. Ahola.

4. Approve Revisions to the Disaster Preparedness Policy

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.

Motion made by S. McGill, seconded by B. Hubbell.

Bylaws

Committee members reviewed the Bylaws one last time. D. King asked a few questions regarding sections that were discussed at April's committee meeting. Committee members provided answers to these questions. She noted the section on Special Meetings was an area of confusion when she first joined the board for some trustees, and it is good the Bylaws now specifically state how a Special Meeting can be called, and for what circumstances. The committee agreed to include the proposed Bylaws in this May's board packet for full board review.

Personnel

D. King asked for a motion to go into Executive Session to discuss the resignation and employment status of an STLS employee. R. Ahola motioned to go into Executive Session at 12:32 pm. B. Hubbell seconded. B. Hubbell motioned to come out of Executive Session at 12:44 pm. R. Ahola seconded.

Custodian Job Title and Description

B. Hildreth presented the proposed Custodian Job Title and Description. He stated this was a new position to the organization, so it would require formal approval of the board. The proposed Organizational Chart would also require approval. He noted this is a part time Staff Association position, and the Staff Association would be notified of this new position if the board approves it.

Committee members asked several questions about the job description as well as its financial impacts on the organization. B. Hildreth answered the questions, and said he would provide this information along with additional information at the board meeting. He appreciated the feedback of the committee. He said he would make an Executive Director recommendation at the board meeting to approve the position, so if approved, he could start advertising per Staff Association Contract and STLS policy.

Executive Director 2021/2022 Performance Objectives Update

B. Hildreth presented a status update on his performance objectives. He highlighted the work that had been completed to date in detail, and stated all the goals are being fully executed based on anticipated deadlines. Committee members asked a few questions regarding specific projects and grant funding. B. Hildreth provided answers to these questions. The committee asked B. Hildreth to share the update document with the full board, and present on accomplishments during May's Director Report. B. Hildreth agreed with this request.

Meeting adjourned at 12:59 pm.

Minutes respectfully submitted by: Brian M. Hildreth

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 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/or (2) a review by the Board of input from the Trustees of STLS and 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.

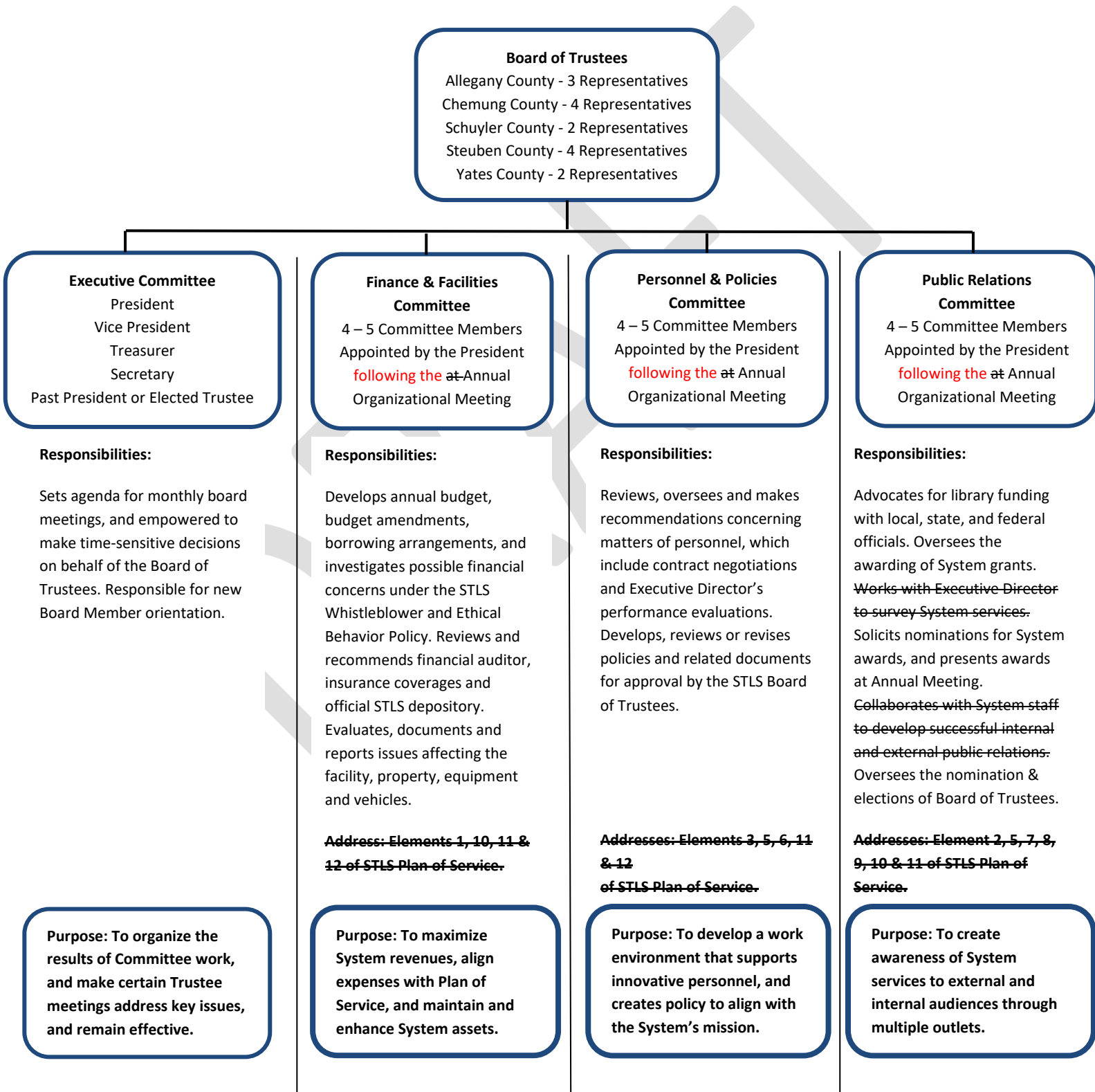
Amendment of the By-Laws

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





Finance & Facilities Committee

Meeting Minutes

May 9, 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 3:14 pm.

Review of Financial Statements-

April's financial reports were not available for review at the meeting, as the Financial Manager has been out of the office. The Account Clerk is able to do the bank reconciliations when the Business Manager is unavailable, as per the Finance Policy. However, the Business Manager plans to return to work and will have the reconciliations done and disseminated to committee members for review this week. Any questions regarding the report can be communicated to the Executive Director.

2021 Library System Annual Report to State Library -

The Finance and Facilities Committee recommends 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. Pat moved to approve, and Louise seconded, all committee members approved.

Facilities Update -

STLS Office Renovation Project : Some offices are completely finished, and work continues to move forward. Target date a little after the 4th of July weekend for staff to return.

Pat moved to adjourn the meeting at 3:40 pm, Louise seconded and all approved.

Respectfully submitted: Sisi Barr for Betsy Gorman, Treasurer

Next Meeting is Monday, June 13th at 3:15pm.

Public Relations Committee

Meeting Minutes

Tuesday, April 19, 2022 – 1:30 pm



Meeting Location: Southern Tier Library System Headquarters via GoToMeeting
Painted Post, New York

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

Staff Present: Brian Hildreth

Meeting called to order at 1:31 pm

2022 New York State Budget

B. Hildreth informed committee members of the determined funding levels for libraries in the 2022/2023 NYS Budget. Library Aid for member libraries and STLS increased by 5.8% over the previous year's budget. And, Construction Aid remained the same, which will result in roughly \$865,000 for member libraries and STLS.

Construction Aid

Committee members discussed Construction Aid Guidelines for 2022. The committee agreed prioritizing ADA accessibility, energy efficiencies and phased building projects in this year's scope. The \$34 million Construction Aid Program in 2022/2023 will allow these priorities to stand. B. Hildreth said the documents are ready to be sent to member libraries, and this will be done the Week of April 18. The committee also agreed to meet with member libraries, and review proposed Notifications of Intent to Apply at STLS on Wednesday, July 13, 2022.

Annual Meeting Discussion

There was some discussion about the 2022 Annual Meeting. B. Hildreth said he was looking into a possible venue, and would like to schedule the meeting in September versus October to avoid any possible COVID-19 restrictions. He said he would update the committee at the next meeting on any event details.

Vacant STLS Board of Trustee Seats

Committee members said there were no updates on the 2021 – 2025 Allegany County seat along with the 2021 – 2025 Steuben County – SSCL seat that are vacant. Everyone agreed to canvass the membership for possible representatives.

Meeting adjourned at 1:59 pm

Respectfully submitted: Brian M. Hildreth, STLS Executive Director

Foundation for Southern Tier Libraries

BOARD OF DIRECTORS MEETING

April 14, 2022

via Go to Meeting

MEETING MINUTES

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

Excused: Peter Gamba; Bonnie Weber

The meeting was called to order at 2:10 pm.

The minutes of the March 10, 2022 meeting were approved.

The financial reports were reviewed and approved. Sherry noted that the umbrella liability insurance premium is due. Denise moved and Rusty seconded to authorize the payment for the insurance in the amount of approximately \$1,100.

NEW BUSINESS

Review of Grant Applications

Dale suggested that we limit grants expenditure to about \$15,000.

The committee then reviewed each application and determined eligibility and whether to recommend full or partial funding.

Only one application was denied funding because it was for capital improvements and did not enhance local library services.

Because the Annual Meeting will be held virtually this year, libraries will be notified immediately about their applications and checks will be distributed promptly.

Funding was allocated as follows:

Library	\$\$ requested	For	\$\$ granted
Alfred Box of Books	700	Large print collection	700
Bolivar	700	Subscription boxes	700
Colonial - Richburg	860	Speciall programs	860
David A. Howe - Wellsville	1,500	Curated lending boxes	1000
Dundee	1,750	Garden	0
Dutton S. Peterson - Odessa	1,700	Maker space equipment/workshops	1690
Friendship	550	Seed library and books	550
Genesee	800	Circus programming/Gingerbread house project	800
Hornell	1,750	Shed for tool lending library	1750
Modeste-Bedient - Branchport	1,600	Picnic tables and umbrella	1180
Praattsburg	1,750	Library of Things	1100
Pulteney	700	Take home kits	700
SSCL - Corning	1,580	4 outdoor movies (licenses)	790
STLS Directors Advisory Council	1,500	LGBTQIA+ rotating collection	1500
Watkins Glen	1,490	Early childhood play materials; computer chairs	1100
Whitesville	1,500	Adult crafts	1350
	20,430		15,770

OLD BUSINESS

Annual Meeting

The annual meeting will be held via Go to Meeting, in conjunction with our regular board meeting on May 12.

Fundraising

It was agreed that we will forgo an in-person fundraising event in favor of another online auction. We will also continue the year end direct mail campaign.

There being no further business, the meeting was adjourned at 3:58 pm.

Respectfully submitted,
 Louise Richardson
 Secretary

3:32 PM
05/03/22

Southern Tier Library System
Unpaid Bills Detail
 As of May 6, 2022

Lin 5.4.22

5/4/2022

Type	Date	Num	Due Date	Open Balance
4Imprint, Inc Bill	05/06/2022	9638542	05/06/2022	3,977.15 ✓
Total 4Imprint, Inc				3,977.15
Addison Library Bill	05/06/2022	ARC G...	05/06/2022	4,077.78 ✓
Total Addison Library				4,077.78
AFT Mechanical Bill	05/06/2022	2-9809	05/06/2022	42,536.25 ✓
Total AFT Mechanical				42,536.25
Baker & Taylor Bill	05/06/2022	20366...	05/06/2022	287.56 ✓
Baker & Taylor Bill	05/06/2022	20366...	05/06/2022	28.67 ✓
Total Baker & Taylor				316.23
Bath Library Bill	05/06/2022	ARC G...	05/06/2022	1,084.96 ✓
Total Bath Library				1,084.96
Blackstone Publishing Bill	05/06/2022	2039641	05/06/2022	26.99 ✓
Total Blackstone Publishing				26.99
Cohocton Library Bill	05/06/2022	ARC G...	05/06/2022	565.20 ✓
Total Cohocton Library				565.20
Corning Library Bill	05/06/2022	ARC G...	05/06/2022	25,022.13 ✓
Total Corning Library				25,022.13
Corning Natural Gas Bill	05/06/2022	Apr 2022	05/06/2022	297.20 ✓
Total Corning Natural Gas				297.20
Delta Dental Insurance Company Bill	05/06/2022	Jun 20...	05/06/2022	190.86 ✓
Total Delta Dental Insurance Company				190.86
Eastern Managed Print Network Bill	05/06/2022	IN3317...	05/06/2022	392.57 ✓
Total Eastern Managed Print Network				392.57
Elmira Structures, Inc Bill	05/06/2022	1725-4	05/06/2022	110,195.24 ✓
Elmira Structures, Inc Bill	05/06/2022	1725-3	05/06/2022	94,807.62 ✓
Total Elmira Structures, Inc				205,002.86
Excellus BC BS Bill	05/06/2022	May 2...	05/06/2022	4,242.82 ✓
Excellus BC BS Bill	05/06/2022	May 2...	05/06/2022	234.98 ✓
Total Excellus BC BS				4,477.80
Friendly Freds Bill	05/06/2022	28678	05/06/2022	61.95 ✓
Total Friendly Freds				61.95

3:32 PM

05/03/22

Southern Tier Library System

Unpaid Bills Detail

As of May 6, 2022

Type	Date	Num	Due Date	Open Balance
Hildreth, Brian Bill	05/06/2022	Jan-Apr...	05/06/2022	✓ 277.29 ✓
Total Hildreth, Brian				277.29
Ingram Library Services Bill	05/06/2022	59140...	05/06/2022	✓ 50.00 ✓
Total Ingram Library Services				50.00
Kimble, Inc Bill	05/06/2022	C1751...	05/06/2022	✓ 24,652.50 ✓
Total Kimble, Inc				24,652.50
LaBella Associates Bill	05/06/2022	163417	05/06/2022	✓ 2,023.50 ✓
Total LaBella Associates				2,023.50
Multi Media Services Bill	05/06/2022	83971	05/06/2022	✓ 667.85 ✓
Bill	05/06/2022	83994	05/06/2022	✓ 464.36 ✓
Total Multi Media Services				1,132.21
Murphy, Sally Jacoby Bill	05/06/2022	Apr 22...	05/06/2022	✓ 50.00 ✓
Total Murphy, Sally Jacoby				50.00
NYSEG Bill	05/06/2022	Apr 2022	05/06/2022	✓ 230.05 ✓
Total NYSEG				230.05
Overdrive Bill	05/06/2022	01453...	05/06/2022	✓ 3,487.41 ✓
Bill	05/06/2022	01453...	05/06/2022	✓ 532.48 ✓
Bill	05/06/2022	01453...	05/06/2022	✓ 336.53 ✓
Bill	05/06/2022	01453...	05/06/2022	✓ 15.00 ✓
Bill	05/06/2022	01453...	05/06/2022	✓ 69.50 ✓
Bill	05/06/2022	01453...	05/06/2022	✓ 3.98 ✓
Total Overdrive				4,444.90
Perrin, Julie Bill	05/06/2022	04132...	05/06/2022	✓ 250.00 ✓
Total Perrin, Julie				250.00
Retterer & Sons LLC Bill	05/06/2022	3408	05/06/2022	✓ 525.00 ✓
Total Retterer & Sons LLC				525.00
Savona Library Bill	05/06/2022	ARC G...	05/06/2022	✓ 779.60 ✓
Total Savona Library				779.60
Schuler-Haas Electric Corp. Bill	05/06/2022	21-120...	05/06/2022	✓ 25,933.47 ✓
Bill	05/06/2022	21-120...	05/06/2022	✓ 25,185.10 ✓
Total Schuler-Haas Electric Corp.				51,118.57
Southern Tier Wireless Inc Bill	05/06/2022	96358	05/06/2022	✓ 75.00 ✓
Total Southern Tier Wireless Inc				75.00

3:32 PM

05/03/22

Southern Tier Library System
Unpaid Bills Detail
 As of May 6, 2022

Type	Date	Num	Due Date	Open Balance
Time Warner Cable, IL				
Bill	05/06/2022	20284...	05/06/2022	1,874.00 ✓
Bill	05/06/2022	20283...	05/06/2022	630.89 ✓
Bill	05/06/2022	20293...	05/06/2022	575.00 ✓
Total Time Warner Cable, IL				3,079.89
Time Warner Cable, PA				
Bill	05/06/2022	14520...	05/06/2022	600.00 ✓
Bill	05/06/2022	14551...	05/06/2022	575.00 ✓
Total Time Warner Cable, PA				1,175.00
Verizon				
Bill	05/06/2022	May 2...	05/06/2022	521.72 ✓
Total Verizon				521.72
WEX Bank				
Bill	05/06/2022	80499...	05/06/2022	2,026.08 ✓
Total WEX Bank				2,026.08
TOTAL				380,441.24

4:05 PM
04/19/22

Southern Tier Library System
Unpaid Bills Detail
As of April 22, 2022

Type	Date	Num	Due Date	Open Balance
A-Verdi Bill	04/22/2022	1444258	04/22/2022	✓ 204.00 ✓
Total A-Verdi				204.00
Baker & Taylor Bill	04/22/2022	20366...	04/22/2022	✓ 11.04 ✓
Total Baker & Taylor				11.04
Blackstone Publishing Bill	04/22/2022	2037031	04/22/2022	✓ 143.98 ✓
Total Blackstone Publishing				143.98
Button, Vickie Bill	04/22/2022	Medica...	04/22/2022	✓ 111.23 ✓
Total Button, Vickie				111.23
Casella Waste Services Bill	04/22/2022	2132095	04/22/2022	✓ 119.53 ✓
Total Casella Waste Services				119.53
Cleary, Julie L. Bill	04/22/2022	Medica...	04/22/2022	✓ 8.33 ✓
Total Cleary, Julie L.				8.33
Empire Access Bill	04/22/2022	00004...	04/22/2022	✓ 91.56 ✓
Total Empire Access				91.56
English, Darleen Bill	04/22/2022	Medica...	04/22/2022	✓ 111.23 ✓
Total English, Darleen				111.23
Erie Insurance Company Bill	04/22/2022	Mar 20...	04/22/2022	✓ 1,916.68 ✓
Total Erie Insurance Company				1,916.68
First Bankcard				
✓ Bill	04/22/2022	44182...	04/22/2022	✓ 6,018.33 ✓
✓ Bill	04/22/2022	44182...	04/22/2022	✓ 335.00 ✓
✓ Bill	04/22/2022	44182...	04/22/2022	✓ 415.00 ✓
✓ Bill	04/22/2022	44182...	04/22/2022	✓ 650.00 ✓
✓ Bill	04/22/2022	44182...	04/22/2022	✓ 9.99 ✓
✓ Bill	04/22/2022	44182...	04/22/2022	✓ 419.13 ✓
Total First Bankcard				7,847.45
FirstLight Fiber Bill	04/22/2022	11187...	04/22/2022	✓ 900.00 ✓
Total FirstLight Fiber				900.00
Friendly Freds Bill	04/22/2022	28653	04/22/2022	✓ 61.95 ✓
Total Friendly Freds				61.95
Frontier Communications Bill	04/22/2022	May 2...	04/22/2022	✓ 187.60 ✓
Total Frontier Communications				187.60

4:05 PM

04/19/22

Southern Tier Library System

Unpaid Bills Detail

As of April 22, 2022

Type	Date	Num	Due Date	Open Balance
♦ Hallahan, Sheila Bill	04/22/2022	Medica...	04/22/2022	✓ 111.23 ✓
Total Hallahan, Sheila				111.23
♦ Holden, Loretta Bill	04/22/2022	Medica...	04/22/2022	✓ 111.23 ✓
Total Holden, Loretta				111.23
○ Humana Bill	04/22/2022	May 2...	04/22/2022	✓ 25.00 ✓
Total Humana				25.00
♦ McPherson, Marcia Bill	04/22/2022	Medica...	04/22/2022	✓ 111.23 ✓
Total McPherson, Marcia				111.23
○ Nelson, Jane Bill	04/22/2022	Medica...	04/22/2022	✓ 111.23 ✓
Total Nelson, Jane				111.23
Overdrive				
✓ Bill	04/22/2022	01453...	04/22/2022	✓ 2,259.45 ✓
✓ Bill	04/22/2022	01453...	04/22/2022	✓ 275.98 ✓
✓ Bill	04/22/2022	01453...	04/22/2022	✓ 1,855.95 ✓
✓ Bill	04/22/2022	01453...	04/22/2022	✓ 797.32 ✓
✓ Bill	04/22/2022	01453...	04/22/2022	✓ 2,416.10 ✓
✓ Bill	04/22/2022	01453...	04/22/2022	✓ 110.64 ✓
✓ Bill	04/22/2022	01453...	04/22/2022	✓ 598.31 ✓
Total Overdrive				8,113.75
♦ Passage, Mary Bill	04/22/2022	Medica...	04/22/2022	✓ 111.23 ✓
Total Passage, Mary				111.23
○ Quiggie, Mary Kay Bill	04/22/2022	Medica...	04/22/2022	✓ 111.23 ✓
Total Quiggie, Mary Kay				111.23
♦ Time Warner Cable, IL				
✓ Bill	04/22/2022	20293...	04/22/2022	✓ 575.00 ✓
✓ Bill	04/22/2022	20295...	04/22/2022	✓ 500.00 ✓
✓ Bill	04/22/2022	20293...	04/22/2022	✓ 575.00 ✓
Total Time Warner Cable, IL				1,650.00
♦ Time Warner Cable, PA				
✓ Bill	04/22/2022	12022...	04/22/2022	✓ 44.99 ✓
✓ Bill	04/22/2022	08602...	04/22/2022	✓ 89.70 ✓
✓ Bill	04/22/2022	08622...	04/22/2022	✓ 154.98 ✓
Total Time Warner Cable, PA				289.67
○ UGI Energy Services, Inc. Bill	04/22/2022	G5292...	04/22/2022	✓ 210.86 ✓
Total UGI Energy Services, Inc.				210.86
○ United Healthcare Insurance Company Bill	04/22/2022	May 2...	04/22/2022	✓ 282.25 ✓
Total United Healthcare Insurance Company				282.25

4:05 PM
04/19/22

Southern Tier Library System
Unpaid Bills Detail
As of April 22, 2022

Type	Date	Num	Due Date	Open Balance
Wigg, Ristina Bill	04/22/2022	Medica...	04/22/2022	✓ 111.23 ✓
Total Wigg, Ristina				111.23
TOTAL				23,064.72

3:49 PM
04/05/22

4.6.22

Southern Tier Library System
Unpaid Bills Detail
As of April 8, 2022

4/6/22

Type	Date	Num	Due Date	Open Balance
AFT Mechanical Bill	04/08/2022	1-9609	04/08/2022	✓ 48,972.50 ✓
Total AFT Mechanical				48,972.50
Atlanta Library Bill	04/08/2022	20-22 ...	04/08/2022	✓ 1,160.00 ✓
Total Atlanta Library				1,160.00
Baker & Taylor Bill	04/08/2022	20366...	04/08/2022	✓ 27.79 ✓
Total Baker & Taylor				27.79
Blackstone Publishing Bill	04/08/2022	2029045	04/08/2022	✓ 103.48 ✓
Blackstone Publishing Bill	04/08/2022	2031389	04/08/2022	✓ 36.00 ✓
Blackstone Publishing Bill	04/08/2022	2029887	04/08/2022	✓ 35.99 ✓
Total Blackstone Publishing				175.47
Corning Natural Gas Bill	04/08/2022	Mar 20...	04/08/2022	✓ 239.51 ✓
Total Corning Natural Gas				239.51
Energy Cooperative of America Bill	04/08/2022	96606...	04/08/2022	✓ 385.76 ✓
Total Energy Cooperative of America				385.76
Friendly Freds Bill	04/08/2022	28558	04/08/2022	✓ 62.95 ✓
Total Friendly Freds				62.95
Gale/CENGAGE Learning Bill	04/08/2022	76963...	04/08/2022	✓ 25.60 ✓
Total Gale/CENGAGE Learning				25.60
ID Label Bill	04/08/2022	01560...	04/08/2022	✓ 776.90 ✓
Total ID Label				776.90
Kimble, Inc Bill	04/08/2022	C1751...	04/08/2022	✓ 38,000.00 ✓
Total Kimble, Inc				38,000.00
NYSEG Bill	04/08/2022	Mar 20...	04/08/2022	✓ 270.79 ✓
Total NYSEG				270.79
NYSHIP Bill	04/08/2022	575	04/08/2022	✓ 3,536.34 ✓
Total NYSHIP				3,536.34
Overdrive Bill	04/08/2022	01453...	04/08/2022	✓ 455.12 ✓
Overdrive Bill	04/08/2022	01453...	04/08/2022	✓ 3,064.58 ✓
Overdrive Bill	04/08/2022	01453...	04/08/2022	✓ 1,468.81 ✓
Overdrive Bill	04/08/2022	01453...	04/08/2022	✓ 740.35 ✓
Overdrive Bill	04/08/2022	01453...	04/08/2022	✓ 207.04 ✓
Overdrive Bill	04/08/2022	01453...	04/08/2022	✓ 3.99 ✓
Overdrive Bill	04/08/2022	01453...	04/08/2022	✓ 17.91 ✓
Total Overdrive				5,957.80

Southern Tier Library System

Unpaid Bills Detail

As of April 8, 2022

Type	Date	Num	Due Date	Open Balance
Retterer & Sons LLC				
Bill	04/08/2022	3384	04/08/2022	✓ 525.00 ✓
Total Retterer & Sons LLC				525.00
Schuler-Haas Electric Corp.				
Bill	04/08/2022	21-120...	04/08/2022	✓ 17,056.11 ✓
Total Schuler-Haas Electric Corp.				17,056.11
Southern Tier Network				
Bill	04/08/2022	4186	04/08/2022	✓ 1,000.00 ✓
Bill	04/08/2022	4187	04/08/2022	✓ 3,250.00 ✓
Bill	04/08/2022	4195	04/08/2022	✓ 3,845.00 ✓
Bill	04/08/2022	4202	04/08/2022	✓ 500.00 ✓
Bill	04/08/2022	4217	04/08/2022	✓ 250.00 ✓
Total Southern Tier Network				8,845.00
Southern Tier Wireless Inc				
Bill	04/08/2022	94910	04/08/2022	✓ 75.00 ✓
Total Southern Tier Wireless Inc				75.00 ✓
Staples Business Credit				
Bill	04/08/2022	16411...	04/08/2022	✓ 219.62 ✓
Total Staples Business Credit				219.62
Time Warner Cable, IL				
Bill	04/08/2022	20293...	04/08/2022	✓ 575.00 ✓
Bill	04/08/2022	20283...	04/08/2022	✓ 631.28 ✓
Bill	04/08/2022	20284...	04/08/2022	✓ 1,874.00 ✓
Bill	04/08/2022	20291...	04/08/2022	✓ 600.00 ✓
Total Time Warner Cable, IL				3,680.28
Verizon				
Bill	04/08/2022	Apr 2022	04/08/2022	✓ 524.50 ✓
Total Verizon				524.50
WEX Bank				
Bill	04/08/2022	79879...	04/08/2022	✓ 2,268.35 ✓
Total WEX Bank				2,268.35
TOTAL				132,785.27

Deposit Summary

Southern Tier Library System

5/3/2022 4:29 PM

Summary of Deposits to 1202 - Cash - Money Market on 05/04/2022

Chk No.	PmtMethod	Rcd From	Memo	Amount
2832	Check	Howard	Dark Fiber	300.00
144	Check	Wright, C	Pass Thru	2.00
3172	Check	Jasper	Dark Fiber	255.00
1076	Check	Arkport	Pass Thru	31.56
1075	Check	Arkport	Dark Fiber/Payroll	1,470.63
560	Check	Moyer, G	Pass Thru	4.20
4870	Check	Bolivar	Pass Thru	44.71
1689	Check	Fleming, A	Pass Thru	4.20
7391	Check	Wood, M	Pass Thru	4.20

Less Cash Back:

Deposit Total:

2,116.50

Deposit Summary

Southern Tier Library System

4/25/2022 4:05 PM

Summary of Deposits to 1202 - Cash - Money Market on 04/26/2022

Chk No.	PmtMethod	Red From	Memo	Amount
5104	Check	CCLD-Elmira	Dark Fiber	1,800.00
6734	Check	SCRLC	ARPA Subaward	72,000.00
Less Cash Back:				
Deposit Total:				73,800.00

Deposit Summary

Southern Tier Library System

4/25/2022 3:53 PM

Summary of Deposits to 1202 - Cash - Money Market on 04/26/2022

Chk No.	PmtMethod	Red From	Memo	Amount
2980	Check	Watkins Glen	Dark Fiber	270.00
15816	Check	Cuba	Dark Fiber	450.00
4313	Check	Atlanta	Dark Fiber	246.00
8315	Check	Rushford	Dark Fiber	246.00
9441	Check	Branchport	Dark Fiber	195.00
3952	Check	Angelica	Dark Fiber	399.00
6787	Check	Richburg	Pass Thru	59.98
3590	Check	Avoca	Dark Fiber	300.00
1250	Check	Alfred	Dark Fiber	300.00
7037	Check	Cohocton	Dark Fiber	270.00
3957	Check	Montour Falls	Dark Fiber	255.00
7619	Check	Bath	Dark Fiber/PT	1,036.00
14393	Check	Penn Yan	Dark Fiber	450.00
80003	Check	Canisteo	Dark Fiber	255.00
6793	Check	Richburg	Dark Fiber	246.00
4867	Check	Bolivar	Dark Fiber	246.00
4866	Check	Bolivar	Pass Thru	42.34
2889	Check	Addison	Dark Fiber	270.00

Less Cash Back:

Deposit Total: 5,536.32

Deposit Summary

Southern Tier Library System

4/25/2022 3:19 PM

Summary of Deposits to 1202 - Cash - Money Market on 04/26/2022

Chk No.	PmtMethod	Rcd From	Memo	Amount
5604	Check	Wayland	Dark Fiber	450.00
5332	Check	Fillmore	Dark Fiber	450.00
80098	Check	Andover	Dark Fiber	255.00
4311	Check	Atlanta	Pass Thru	47.08
5058	Check	Almond	Dark Fiber	399.00
12309	Check	Pulteney	Dark Fiber	225.00
1143.00	Check	Hornell	Cost Share	16,215.00
1153	Check	Hornell	Pass Thru	94.99
4335	Check	Corning	Dark Fiber	450.00
13222	Check	Dundee	Dark Fiber	300.00
22260	Check	Wellsville	Dark Fiber	450.00
7573	Check	Hammondsport	Dark Fiber	255.00
3671	Check	Friendship	Pass Thru	47.08
3672	Check	Friendship	Pass Thru	56.28
3675	Check	Friendship	Dark Fiber	399.00
3751	Check	Savona	Dark Fiber	255.00
4462	Check	Canaseraga	Dark Fiber	399.00
4259	Check	Odessa	Pass Thru	23.54

Less Cash Back:

Deposit Total:

20,770.97

Deposit Summary

Southern Tier Library System

Summary of Deposits to 1202 - Cash - Money Market on 04/19/2022

4/19/2022 4:39 PM

Chk No.	PmtMethod	Red From	Memo	Amount
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		Federal Government	2021 ARC Funds	47,106.50
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Less Cash Back:

Deposit Total:				47,106.50
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Deposit Summary

Southern Tier Library System

4/18/2022 2:24 PM

Summary of Deposits to 1202 · Cash - Money Market on 04/13/2022

Chk No.	PmtMethod	Rcd From	Memo	Amount
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		E-Rate	E-Rate 7/1-12/31/21	304.08
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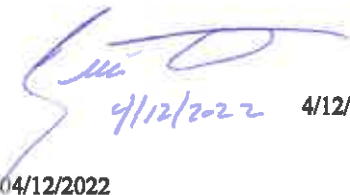
Less Cash Back:

Deposit Total:				304.08
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Deposit Summary

Southern Tier Library System

Summary of Deposits to 1202 - Cash - Money Market on 04/12/2022


4/12/2022

4/12/2022 12:48 PM

Chk No.	PmtMethod	Rcd From	Memo	Amount
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		NYS	Final payment for Adult lit 7/1/21-6/30...	461.00
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Less Cash Back:

Deposit Total:				461.00
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Deposit Summary

Southern Tier Library System

4/11/2022 9:28 AM

Summary of Deposits to 1202 - Cash - Money Market on 04/13/2022

Chk No.	PmtMethod	Red From	Memo	Amount
2826	Check	Howard	Cost Share	4,090.00
22245	Check	Wellsville	Cost Share	14,078.50
6778	Check	Richburg	Cost Share	5,594.00
3171	Check	Jasper	Cost Share	3,407.00
5086	Check	CCLD-Elmira	Pass Thru	1,821.98
2137	Check	CCLD-Elmira	Pass Thru	3,097.48
5728	Check	Whitesville	Pass Thru	23.54
3949	Check	Angelica	Cost Share	3,529.00
13220	Check	Dundee	Pass Thru	47.08
7559	Check	Hammondsport	Pass Thru	47.08
4256	Check	Odessa	Pass Thru	47.99
2967	Check	Watkins Glen	Pass Thru	134.54

Less Cash Back:

Deposit Total:

35,918.19

Deposit Summary

Southern Tier Library System

3/14/2022 12:46 PM

Summary of Deposits to 1202 - Cash - Money Market on 03/02/2022

Chk No.	PmtMethod	Red From	Memo	Amount
		Paypal	Amazon smiles donatilon 2/18-3/2/22	13.16

Less Cash Back:

Deposit Total:

13.16

BUILDING CUSTODIAN
DIVISION OF LIBRARY SUSTAINABILITY



GENERAL STATEMENT OF DUTIES

This is a level 2 part time, non-exempt, non-professional position serving within the Division of Library Sustainability. This 19-hour-per-week position serves under the supervision of the Executive Director, and is responsible for overall cleaning and maintenance of the library system's interior and exterior facilities.

ESSENTIAL FUNCTIONS OF THIS POSITION

Cleans and maintains all spaces and operational fixtures within the library system's building and garages. Ensures interior and exterior spaces are clean, sanitary, working, safe and well-maintained. This individual is expected to work five days each week without direct supervision, and exercise good judgment when making decisions about custodial responsibilities. Individual is required to communicate with other staff about building cleaning and maintenance needs, and assist with special building projects on a reoccurring basis.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

This position requires general knowledge of building maintenance, repairs and overall facility cleaning. The individual must exercise good judgement and troubleshooting skills of basic facility upkeep, and have some understanding of general construction, heating/cooling systems, electrical and plumbing. This person must be able to follow oral and written instructions, keep to a schedule, and show attention to detail. A high degree of responsibility and personal integrity is required as this individual is charged with maintaining a clean, healthy and safe space for 20 plus employees. This job requires bending, climbing, kneeling, lifting, and carrying items of up to 50 pounds. This person must have a general knowledge of STLS services, be able to interact well with a variety of people, represent the library system positively, and work well with colleagues.

MINIMUM QUALIFICATIONS

High school diploma, GED or equivalent educational experience.

Previous building, custodial, or trades experience.

Project management experience; valid driver's license.

EXAMPLES OF WORK

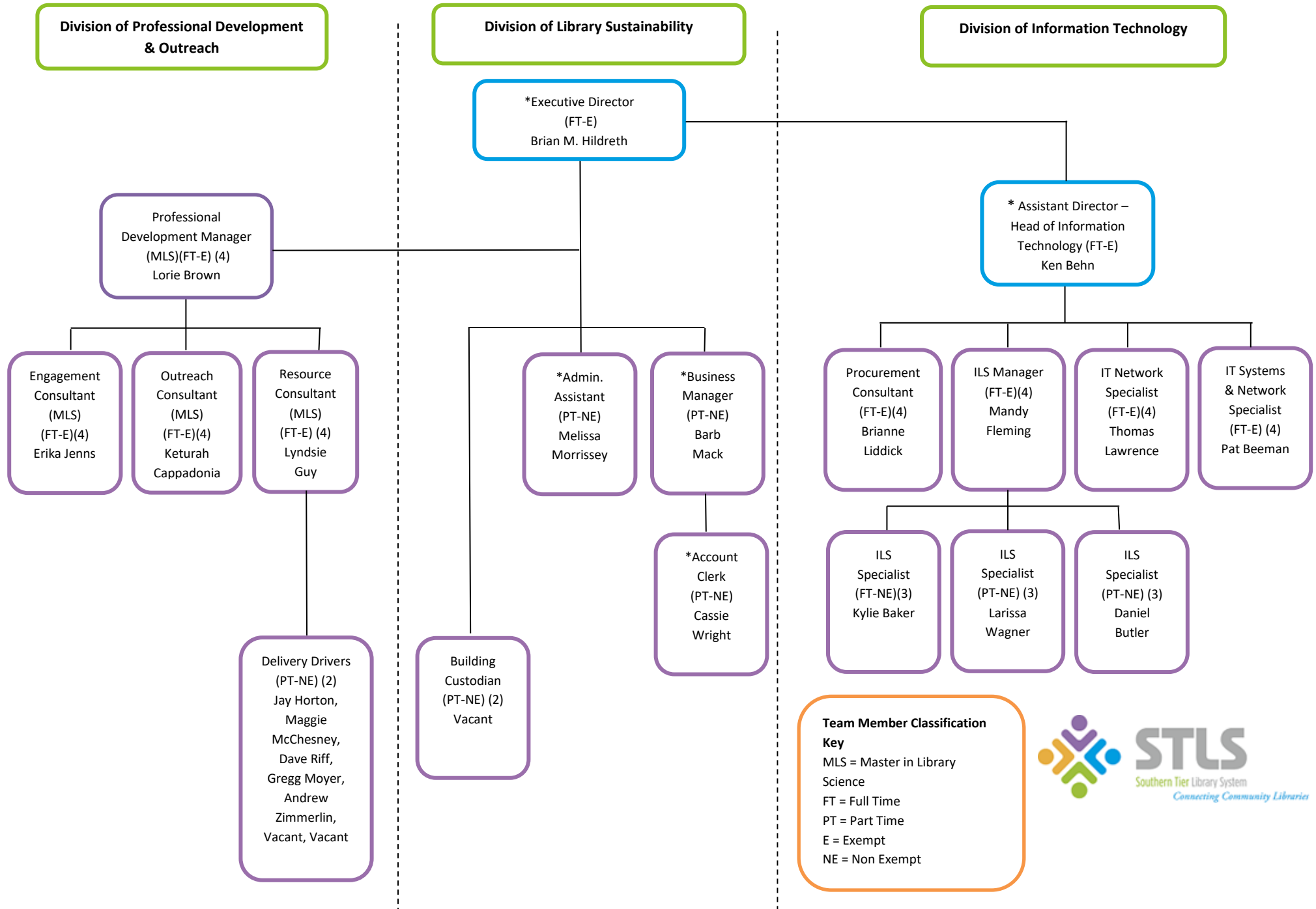
- Perform daily, weekly and monthly maintenance activities per facilities schedule.
- Clean kitchen, bathrooms and shared meetings spaces daily.
- Mop, sweep and vacuum all floors daily and as needed.
- Wash interior and exterior windows on a consistent basis.
- Perform routine dusting and cleaning of professional offices and work areas.
- Empty trash and recyclable receptacles, bag for proper disposal, dispose into dumpsters.
- Purchase custodial equipment, tools and cleaning supplies, and maintain inventory lists per policy.
- Carryout routine checks of facility fixtures to maintain functionality, safety and cleanliness.
- Perform some snow removal at entryways and salting activities.
- Replace interior and exterior light bulbs, and adjust or move furniture.

- Communicate with service vendors (i.e. lawn care, snow removal, HVAC, security, and generator) about building and grounds needs, and ensure successful implementation of contracted work.
- Contact appropriate trades contractors when maintenance and repairs are needed.
- Perform basic painting, carpentry and troubleshooting tasks.
- Promote continuous improvement of workplace safety and environmental practices.
- Assist with library system events and programs.
- Work regularly with Executive Director to address, budget and plan for maintenance of facilities.
- Perform other duties as assigned.

Approved by the Southern Tier Library System Board of Trustees MM/DD/YYYY

Southern Tier Library System
Organizational Chart - Board Approved: MM/DD/YYYY

Doc. #22-64



Team Member Classification

Key

MLS = Master in Library Science

FT = Full Time

PT = Part Time

E = Exempt

NE = Non Exempt







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

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

- ✦ April 19: Attended monthly STLS Board Meeting. Assisted in facilitating state-wide Trustee Handbook Book Club Workshop with other public library system leaders and authors of the handbook. More than 200 trustees were in attendance.
- ✦ April 20: Participated in book club facilitated by DAC DEI committee members. Visited the Cuba Circulating Library to meet with trustees from Cuba and Rushford about their upcoming 259 funding referendum. Attended a board meeting at Genesee Library with Erika Jenns to conduct Duties and Responsibilities trustee training.
- ✦ April 21: Visited Southeast Steuben County Library to discuss children's area renovation project and construction aid needs. Attended public library system director's meeting hosted by New York State Library – Division of Library Development.
- ✦ April 28: Visited Montour Falls Library to conduct New Director Orientation. Provided online consultation to Cohocton Public Library and Chemung County Library District.
- ✦ May 3: Facilitated online Construction Aid Notification of Intent to Apply Workshop with eleven member libraries in attendance. Assisted in facilitating state-wide Trustee Handbook Book Club Workshop with other public library system leaders and authors of the handbook – Planning and Evaluation.
- ✦ May 5: Met with Outreach Consultant Keturah Cappadonia to discuss Correctional Facilities/Jails outreach as well as Outreach Mini-grants for the 2022 fiscal year. Met with Resource Consultant Lyndsie Guy to discuss STLS Plan of Service, Collection Management Policy and COVID protocols.
- ✦ May 9: Attended monthly training team meeting with STLS professional staff. Participated in STLS Board of Trustees Finance and Facilities Committee meeting.
- ✦ May 10: Participated in STLS Board of Trustees Personnel and Policies Committee meeting as well as Executive Committee meeting. Attended monthly Public Library System Director's Organization meeting. Facilitated Strategic Planning for Boards and Directors Workshop with 18 members in attendance.

- 
 May 12: Attended South Central Regional Library Council's American Recover Plan Act meeting. Facilitated Directors Advisory Council's Digital Library Contributions meeting to discuss 2023 – 2025 member contributions.
- 
 May 13 – 16: Met with Mid-Hudson Library System's director to plan for upcoming New York Library Association presentation, Public Library District Toolkit. Attended STLS' Digital Advisory Group meeting to discuss 2023 – 2025 Digital Library Contributions.

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

Member libraries across the system are meeting the informational and recreational needs of their patrons in many ways.

Library staff are continuing to be trained in getting materials for their patrons that are not available within the public libraries of our 5 counties. Use of BARC/ILL services (Bibliographic and Referral Center—the program thru which out of system requests are made) is steady and is anticipated to increase during the Fall months. (Interlibrary Loan is, typically, less in demand during the summer months.)

Month	Number of Requests
December 2021	52
January 2022	78
February 2022	86
March 2022	83
April 2022	77

Lorie partnered with Hope Decker, Director of the Wayland Free Library and an Ambassador of PLIX: the Public Library Innovation Exchange to present a workshop combining the summer theme (Oceans of Possibilities) with concepts of STEAM (paper circuitry and creative learning. PLIX is a collaboration between public libraries and the MIT Media Lab. This collaboration has brought hundreds of librarians across the country together in a space where STEAM research meets creative learning. Hope generously brought this activity to our system. It also provided us with an opportunity to partner with a nearby public library system. The Finger Lakes Library System joined us for this workshop. Twenty-six staff members from across two systems registered for this hands-on workshop to create a LIGHT UP DEEP SEA CREATURE.

Lorie's other activities in April included a great deal of prep work: distributing summer posters through the delivery; laying groundwork for a system-wide promotion of Children's Book Week (May 2-8); attending planning sessions with staff from other systems to organize involvement in a statewide event in October, The Great Giveback; increasing awareness of resources available to all libraries and their patrons—Day by Day NY/One More Story, a website with early literacy activities and stories. (<https://daybydayny.org/>)

During the month, Lorie had the pleasure of visiting the Penn Yan Public Library as they held a program on SPIN ART. She also visited the Southeast Steuben County Library for a sneak peak of their summer decorations and visited the Arkport Public Library to assist their staff with placing orders for new books.

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

Keturah was busy in April working on several different projects. She continued working with the South Central Regional Library Council on the six circulating Telehealth kits that will be given to STLS member libraries in May. Planning work has included preparing promotional material, working with the ILS department on circulation parameters, and communicating with member library directors at the six libraries. She hopes to deliver the kits to participating libraries in mid-May.

Keturah organized participation by STLS employees in a Ukraine Supply drive that the Chemung County Executive's office was heading. STLS staff donated more than six boxes of supplies to assist in humanitarian relief efforts for people affected by the war in Ukraine.

Keturah distributed the 2022 STLS Learning Survey to the membership throughout the month of April after working with members of the Training Team to design and create the survey. Results will be used to determine what types of continuing education opportunities STLS offers members over the next one to two years.

Keturah worked on several learning opportunities for members this month. She offered a workshop to STLS members titled, "Stepping Outside Your Comfort Zone with a Conversation on Gender Diversity," presented by Julie Perrin, a rural library director from New Hampshire. Keturah also worked on recording two sessions of a webinar called "Actively Anti-Racist Service to Leisure Readers" by presenters Becky Spratford and Robin Bradford. These sessions were recorded for membership to view anytime. A live webinar in June with these presenters will be the final session of the series. In addition, Keturah offered a live webinar called "Grant Writing for Members" in late April. The session was recorded and is available for members to view on the STLS website along with other materials on grant writing.

Keturah also worked in conjunction with Erika Jenns to promote use of two databases STLS is now offering all libraries in our service area to promote employment readiness. Keturah organized a meeting with local workforce development organization staff to discuss partnership opportunities and how to work together to promote resources and services, including the JobNow and Peterson's Test Prep databases. Erika and Keturah also participated in the SUNY Corning Community College Regional Job Fair event with a table promoting the databases and other STLS resources. They spoke to and made connections with around 100 people at the Job Fair, including job seekers and representatives of regional businesses and organizations. This was the first large event that STLS has been able to participate in since prior to the pandemic and it was exciting to continue this type of outreach work.

Keturah participated in several meetings including a SMART Steuben planning meeting, SCRLC Board meeting, two ALA Council meetings, an Outreach Coordinators meeting, an STLS Training Team meeting, and a Department of Professional Development and Outreach meeting. Additionally, Keturah sent out her monthly newsletter that touches on topics related to adult services, outreach, service to marginalized groups, and continuing education opportunities.

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

During the month of April 2022, Erika Jenns worked with member libraries to understand Facebook account management, she researched potential digital library platforms, and she created marketing materials for the new career databases.

Erika met with staff at the Wimodaughasian Library to investigate Facebook account management, and to help establish a plan for library account management going forward that would allow staff to have access without linking their personal accounts. She helped library staff understand how to use the Facebook Business Suite to manage the library page. She also attended a TechTalk webinar about Facebook account management and encouraged member libraries to attend as well.

In preparation for digital library contribution discussions, Erika connected with representatives from Hoopla and Ancestry for Libraries to get product quotes for system-wide use. She had meetings with representatives from both platforms, and incorporated quotes into a presentation about digital library usage. She also compiled data about digital collection usage since 2018, along with stats about the OverDrive collection (unique users each year, number of ebooks vs audiobooks purchased, etc.). This data will help member libraries make informed decisions about how much to invest in the digital library over the next three years.

Erika created posters, bookmarks, and business cards to promote the two new career databases: Peterson's Test Prep and JobNow. These items were sent out to member libraries via delivery. Erika also attended a job fair at Corning Community College with Keturah Cappadonia, where these materials were distributed. Erika and Keturah encountered over 100 job seekers, employers, and potential partner agencies at the event. Erika also attended a meeting that Keturah coordinated with workforce development offices across the region to discuss the databases and potential partnerships.

Additional activities included: Attending a board meeting at Little Genesee to lead a workshop on trustee roles and responsibilities with Brian Hildreth; Preparing the monthly STLS events digest email; Posting to and maintaining STLS social media accounts; and Creating marketing materials for the Central Library virtual reference desk service.

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

- In April IT worked on 198 Help Desk requests for member libraries and performed 2 rounds of operating system patches on ILS servers. Weekly meetings with IT department staff and the monthly CCLD meeting were held.
- Meetings with vendors were held to develop a new VoIP phone system proposal and staff worked to move IT equipment from the conference room.
- The network cabling project completed with all libraries receiving installed cable for at least 1 outdoor WiFi access point. We are waiting for 2 additional access points that are a victim of supply chain issues.
- The annual SirsiDynix conference was again virtual with Mandy and myself attending.

- Individually these are some highlights of IT staff work:

Pat Beeman

- Helped Odessa with an Spectrum internet connectivity problem. Over the course of multiple days verified a cable modem/cabling issue. Spectrum was eventually sent on site to resolve the problem.
- Worked with STN to resolve a fiber line problem between Canisteo and Andover.

Tom Lawrence

- Meraki firmware updates and Windows server patches.
- Installation of several SSL certificates on web servers.

Brianne Liddick

- Worked with Mandy on PIAs, with successful submissions and finished remaining BEARs with Mandy for the 2021-2022 FY for July - December.
- Devices imaged and deployed on-site

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

Here is our monthly report for April...

E-rate

I have continued working with Ken to train Brianne on the E-rate filing process. In March and April we submitted BEARs for the first half of Funding Year 2021 (Jul-Dec of 2021). We received a total of \$83,2225.87 in E-rate reimbursements in late March and early April. In April we also received Funding Commitment Decision Letters for our FY2022 applications, which we submitted in March. We were approved for \$179,339.24 in funding for Category 1 services for July 2022 through June 2023, the full amount we applied for.

General STLS

The ILS team has moved back into our old and improved office! In late April we were able to move all of our furniture back into our space, and we have been cleaning, organizing and setting up the ILS office. In April I also worked with Brian and the ILS team on drafting an official agreement for the Chemung County Historical Society – Rachel, their archivist, has asked us to update their current holdings and we hope to work on this project once the Help Desk is caught up.

ILS

Daniel worked with Rob Scott, our Ingram rep, to present a training webinar on ordering with grids in iPage – the Ingram ordering portal. In early April, I finished a project to remove all CCLD overdue bills. I also updated the policy files (such as circulation, hold, available item types and locations, etc.) for all libraries and will be sharing

those files with all of our libraries in May. I worked with Taylor in Angelica and Jess in Montour Falls to test a new SirsiDynix WorkFlows feature – the display of patron notes in a pop-up window when looking at a user account or checking items out to them. This has been a long requested feature of the software, so it is rewarding to finally have access to it and be able to test it.

Cataloging volume has been high, and we have also had holidays and staff vacations this month, as well as the most ILS-specific conference – COSUGI – which is presented by users of SirsiDynix products, and SirsiDynix staff. Each of us attended the conference and will continue to watch recorded programs. Kylie, Daniel and Larissa are working hard to get the turnaround time back down to an acceptable level – we are currently at 21 working days for unopened cataloging requests and hope to cut that drastically in the next few weeks.