

STLS BOARD MEETING

Tuesday, October 18 - 2:00 pm
Dormann Library, Bath, NY 14810

**AGENDA**

Guest: External Auditor's Report – Mengel, Metzger & Barr – K. Stickler

Welcome newly elected STLS Trustee Richard Urban

Congratulations elected and re-elected trustees: Phyllis Rogan (Chemung), Susan McGill (Yates) and Richard Ahola (Yates)

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|----|--|----------------------|---------------------|
| 1. | Agenda | | Doc. #22-112 |
| 2. | Approval of Minutes – September 2022 | *FOR APPROVAL | Doc. #22-113 |
| 3. | Approval of 2022 Annual Meeting Minutes – October 7, 2022 | *FOR APPROVAL | Doc. #22-114 |
| 4. | Treasurer's Report – September 2022 | *FOR APPROVAL | Doc. #22-115 |
| 5. | Financial Clerk's Report – September 2022 | *FOR APPROVAL | Doc. #22-116 |
| 6. | 3 rd Quarter Profit & Loss Statement – September 2022 | *FOR APPROVAL | Doc. #22-117 |
| 7. | 3 rd Quarter Claims Auditor Report – September 2022 | *FOR APPROVAL | Doc. #22-118 |

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

COMMITTEE REPORTS

- | | | | |
|-----|--|---------------------------------------|---------------------|
| 8. | Executive Committee – Richard Ahola | | |
| 9. | Personnel & Policies Committee – Denise King | (Minutes) | Doc. #22-119 |
| | | (Resource Consultant Job Description) | Doc. #22-120 |
| 10. | Finance & Facilities Committee – Betsy Gorman | (Minutes Provided at Board Meeting) | Doc. #22-121 |
| | | (2023 Proposed Budget) | Doc. #22-122 |
| 11. | Public Relations Committee – Lynnette Decker | (Minutes) | Doc. #22-123 |
| 12. | Foundation for Southern Tier Libraries – Louise Richardson | (Minutes) | Doc. #22-124 |

BOARD ACTIONS

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|-----|---|-----------------------|---------------------|
| 13. | <u>Expenditure Approvals -Monthly Unpaid Bills Detail</u> | * FOR APPROVAL | Doc. #22-125 |
|-----|---|-----------------------|---------------------|

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: _____	

14. Receipt Approvals – Monthly Deposit Summary*** FOR APPROVAL****Doc. #22-126**

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

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

15. Reaffirm Library Bill of Rights – American Library Association***FOR APPROVAL**(September 2022 Board Packet) **Doc. #22-101**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees reaffirms the Library Bill of Rights as presented at the September 20, 2022 board meeting, and last reaffirmed by the library system board on July 18, 2017.

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

16. Reaffirm Freedom to Read Policy – American Library Association***FOR APPROVAL**(September 2022 Board Packet) **Doc. #22-102**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees reaffirms the Freedom to Read Policy as presented at the September 20, 2022 board meeting, and last reaffirmed by the library system board on September 19, 2017.

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

17. Approve Revisions to the Collection Management Policy***FOR APPROVAL**(September 2022 Board Packet) **Doc. #22-103**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the revisions to the Collection Management Policy as presented at the September 20, 2022 board meeting considering any agreed upon revisions.

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

18. Purchase of Delivery Vehicles * **FOR APPROVAL**

Doc. #22-127

Executive Director Recommendation: The STLS Board of Trustees approves the payment to Elm Chevrolet for Two New Delivery Vans per the STLS Purchasing Policy in the amount of \$72,205.

Move: _____ Aye _____ Nay _____ Approved/Failed Discussion:	Second _____ Abstain _____ Absent _____
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19. Approve the Payment to SirsiDynix for 2022/2023 Automation Services * **FOR APPROVAL**

Doc. #22-128

Executive Director Recommendation: The STLS Board of Trustees approves the payment to SirsiDynix for automation services for 2022/2023 on behalf of STLS member libraries and per the STLS Purchasing Policy in the amount of \$75,796.46.

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

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

Doc. #22-129

Public Expression (15 minutes)

Adjournment

Next meeting: Southern Tier Library System – Tuesday, November 15, 2022 at 2 p.m.

STLS BOARD MEETING
Tuesday, September 20, 2022 - 2:00 pm
Dormann Library, Bath, NY

MINUTES**TRUSTEES PRESENT:**

Richard Ahola – 2022	Susan McGill – 2024
	Louise Richardson - 2024
Lynnette Decker -2025	Felicity Wright – 2023
Pat Finnerty -2022	
Betsy Gorman – 2024	
Kathy Green-2021	
David Haggstrom – 2025	
Barbara Hubbell – 2024	
Denise King – 2024	

Excused: Sisi Barr – 2023, Vacant Allegany County Seat – 2025, Vacant Chemung County Seat – 2022, Vacant Steuben County Seat – 2025

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

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

1. AGENDA REVIEW ***FOR APPROVAL** **Doc.#22-94**
Approved

2. Approval of Minutes – July 2022 ***FOR APPROVAL** **Doc. #22-95**
Approved

3. Treasurer’s Report – July 2022 ***FOR APPROVAL** **Doc. #22-96**
Approved

B Gorman reported that assets stood at 2,150,000.00 at the end of July. The report accounts for construction project spending, but overall STLS is in a good financial position for this point in the year.

4. Financial Clerk’s Report – July 2022 ***FOR APPROVAL** **Doc. #22-97**
Approved

For income, B Hildreth reported that line items 4700, 4709, 4710, 4716 account for State Aid receipts.

For expenses, B Hildreth reported line item 5409, STLS Telephone and Internet, some bills were prepaid for internet, making the expense higher for July. Line item 5490, Grants, the money is mostly STLS Office Renovation costs.

5. Treasurer's Report – August 2022

***FOR APPROVAL**

Doc. #22-98

Approved

B Gorman reported that the July and August Treasurer's reports did not have many differences. STLS is still in a good financial position.

F Wright inquired about line item 1202 and why it has "jumped" in amount. B Gorman answered it is because State Aid was deposited, which would account for the increase.

6. Financial Clerk's Report – August 2022

***FOR APPROVAL**

Doc. #22-99

Approved

For income, B Hildreth reported line items 4706, 4711, 4713 have all increased due to receipt of State Aid.

For expenses, B Hildreth reported line item 5409, STLS Telephone/Internet was considerably lower than July because prepayments were paid in July. Payroll, line items 5141 and 5142, was higher due to July having three pay periods. For grants, line item 5490, STLS spent \$124,000.00. Ninety percent of that money was spent on the construction project. B Hildreth pointed out that construction costs were consistent for the months of June, July and August.

Standing Committee Reports –

7. Executive Committee – Richard Ahola

R Ahola reported the committee approved the agenda and reviewed the minutes.

8. Personnel & Policies Committee – Denise King (Minutes) Doc.#22-100

D King and B Hubbell wanted to add to the record that they give their thanks to Melissa Morrissey for her assistance with the Executive Director's performance review, and Survey Monkey complications.

**** Move to go into Executive Session to Discuss the Executive Director's 2021/2022 Performance Evaluation. Motion by D King and second by B Hubbell**

Executive session started at 2:34pm. Executive session ended at 2:50 pm. **

(Library Bill of Rights – Policy) **Doc. #22-101**

(Freedom to Read – Policy) **Doc. #22-102**

D King asked the Board to review the policy so it can be reaffirmed in October.

D King added that she looked into the use of the word "jealously" and the second definition means to guard or protect. This clarifies its use in the policy.

D King also added that this policy is not drafted by STLS. B Hildreth stated that if wanted, STLS could add an abstract at the beginning of the policy. B Hubbell noted that yearly the policy is reviewed at the next level up and is reaffirmed.

(Collection Management – Policy) **Doc. #22-103**

D King stated there are some changes to the policy as it was looked at in the light of diversity, inclusion, equity and social justice. B Hildreth added that the Directors Advisory Council submitted some of the changes. B Hildreth stated it is important to review this policy with the recent increase in library reconsideration of materials. He explained the process that would be followed by STLS and member libraries if an item was asked to be removed from the shelves.

L Decker suggested that libraries could keep a copy of the policy at the desk for patrons to read and review in case of any question about particular library materials. F Wright suggested maybe some sort of poster or artistic rendition of key points of the policy be displayed.

B Hildreth noted that there are several open positions at STLS. For the Delivery Driver position, B Hildreth stated that it was filled by James Smith. The Resource Consultant position will be advertised at the beginning of October. The job description will also be updated. Finally, B Hildreth stated that the vacancy of the IT Procurement Specialist was not anticipated and, in the meantime, the job duties will be picked up by current staff members. B Hildreth noted that Business Manager Barb Mack will be retiring in Spring 2023 and the hope is to have someone hired so they can train with Barb before she retires.

D King noted the employment benefit received by Brian Hildreth is part of his contract and while not required to be voted on yearly, but it is best practice to do so and will be done every year.

9. Finance & Facilities Committee – Betsy Gorman **Doc.#22-104**
(Minutes Provided at Board Meeting)

B Gorman stated the committee met yesterday and she wanted to thank Sisi Barr for typing and submitting the minutes so quickly. B Gorman stated that STLS received a bit more State Aid than anticipated. B Hildreth will rework the budget and present to the Board in October.

B Gorman noted that the 2023 budget will be presented to the Board at the October meeting. There is anticipation of some surplus next year which will help with the deficit in next years budget.

B Gorman spoke about STLS yearly audit. The plan was to have Kathy from Mengel, Metzger and Barr present at today's meeting. That presentation was rescheduled to the October meeting, so she has time to meet with the Finance and Facilities Committee as well as the full Board.

B Hildreth stated the audit went well and the only "hiccup" was that it had to be performed later in the year.

10. Public Relations Committee – Lynnette Decker (Minutes) **Doc.#22-105**

L Decker stated the committee discussed the awards and scholarships that will be presented at this year's Annual Meeting, as well as the appointment of Trustees. L Decker also noted that the annual meeting registration numbers are low. B Hildreth stated that the low numbers are to be expected with this being the first in-person annual meeting since the Pandemic.

11. Foundation for Southern Tier Libraries – Louise Richardson(Minutes) **Doc.#22-106**(Minutes) **Doc.#22-107**

L Richardson stated that the focus of the Foundation has been the online auction. Bids are not where they would like them to be, with only 46% of the goal met at the time of the STLS Board meeting. She asked the Board to please share the link to the auction items, and also noted that they are always looking for additional members.

BOARD ACTIONS**12. Expenditure Approvals -Monthly Unpaid Bills Detail***** FOR APPROVAL Doc. #22-108**

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 __1__ Vacant __3__
 Approved/Failed: Approved
 Discussion: None

13. Receipt Approvals – Monthly Deposit Summary*** FOR APPROVAL Doc. #22-109**

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 __1__ Vacant __3__
 Approved/Failed: Approved
 Discussion: None

14. Authorize Annual One-Time Salary Payment per Executive Director Contract*** FOR APPROVAL**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees authorizes the Business Office to make an annual one-time salary payment to the Executive Director in the amount of \$3,600, and designate such payment per the Executive Director's Contract 2022 – 2026 – Other Benefits of Employment.

Aye __11__ Nay ____ Abstain ____ Absent __1__ Vacant __3__
 Approved/Failed: Approved
 Discussion:None

15. Approve Interim Compensation for Resource Consultant Vacancy Duties*** FOR APPROVAL**

Executive Director Recommendation: The STLS Board of Trustees approves interim additional compensation to the Professional Development Manager and Outreach Consultant to carryout delivery and rotating collection coordination duties defined in the Resource Consultant position. The rate of pay for these duties are set at \$900 per fiscal quarter per employee, and retroactive to August 1, 2022. Interim compensation will stop when the Resource Consultant position is filled upon board appointment.

Move: __B Gorman__

Second __D King__

Aye __11__ Nay ____ Abstain ____ Absent __1__ Vacant __3__
 Approved/Failed: Approved
 Discussion:None

16. Approve Interim Compensation for Resource Consultant Vacancy Duties

*** FOR APPROVAL**

Executive Director Recommendation: The STLS Board of Trustees approves interim additional compensation to the Engagement Consultant to carryout resource collection coordination duties defined in the Resource Consultant position. The rate of pay for these duties is set at \$450 per fiscal quarter, retroactive to August 1, 2022. Interim compensation will stop when the Resource Consultant position is filled upon board appointment.

Move: __L Richardson__ Second __K Green__
 Aye __11__ Nay ____ Abstain ____ Absent __1__ Vacant __3__
 Approved/Failed: Approved
 Discussion:None

17. 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 James Smith 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: __B Hubbell__ Second __S McGill__
 Aye __11__ Nay ____ Abstain ____ Absent __1__ Vacant __3__
 Approved/Failed: Approved
 Discussion:None

18. Approve the Payment to National Business Furniture for Meeting Room and Office Furniture

*** FOR APPROVAL Doc. #22-110**

Executive Director Recommendation: The STLS Board of Trustees approves the payment to National Business Furniture for Meeting Room and Office Furniture per the STLS Purchasing Policy in the amount of \$28,460.75.

Move: __K Green__ Second __L Richardson__
 Aye __11__ Nay ____ Abstain ____ Absent __1__ Vacant __3__
 Approved/Failed: Approved
 Discussion:None

BOARD INFORMATION

**19. Old Business –
None**

**20. New Business –
None**

21. Library Networking –

None

22. President's Report –

R Ahola stated that he is happy that the Board is able to meet in person and he will be meeting with Brian to discuss his evaluation.

23. Monthly System Team & Divisional Reports

Doc.#22-111

B Hildreth asked the Board to please read over the reports and noted that staff have been busy with library visits.

B Hildreth pointed out that Keturah Cappadonia worked with Librarian Greg Harris to purchase books for the county jails.

B Hildreth updated the Board on the Greenwood Reading Center and what is being done to ensure they do not close and what needs to be done to become a chartered public library.

D King noted that the parting message from former employee Lyndsie Guy was very nice.

Public Expression (15 minutes)

None

Adjournment 3 :24 pm

Move: K Green

Second: B Gorman

Next meeting: Dormann Library, Bath, Tuesday, October 18, 2022 at 2 p.m.

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

STLS ANNUAL MEETING MINUTES

Friday, October 7, 2022 – 10:00 am – 11:30 am

The Y at Watson Woods / 9620 Dry Run Road/ Painted Post, NY 14870

MINUTES

TRUSTEES:

Richard Ahola – 2022	Barbara Hubbell - 2024
Sisi Barr – 2023	Susan McGill - 2024
Louise Richardson – 2024	
Pat Finnerty -2022	
Betsy Gorman - 2025	
Kathy Green-2021	
David Haggstrom - 2021	

Library Communities Represented: Almond, Angelica, Bath, Belfast, Big Flats, Branchport, Canisteo, Corning, Cuba, Dundee, Elmira, Friendship, Genesee, Hammondsport, Hector, Hornell, Horseheads, Montour Falls, Odessa, Penn Yan, Prattsburgh, Pulteney, Rushford, Scio, Van Etten, Watkins Glen, Wayland, Wellsville, West Elmira.

Meeting Began at 10:02 pm.

Welcome & Election of Trustees

STLS Board President Richard Ahola held the annual elections of trustees and facilitated the approval of library system bylaw revisions.

The Southern Tier Library System Board of Trustees recently reviewed and revised its Bylaws to best reflect the current practices of the organization. Members have been provided a copy of these revisions. The underlying changes reflect proper grammar, and address how the board conducts itself during board and committee meetings considering recent changes to New York State Open Meetings Law. The primary Bylaw change means the STLS Board of Trustees meets in-person for all of its meetings as of July 2022. The board unanimously approved these Bylaws at their July 19, 2022 board meeting, and now seek approval from the membership to affirm these changes.

Motion to approve: Louise Richardson, Trustee Southeast Steuben County Library; Second, David Haggstrom, Trustee Angelia Free Library. Unanimous approval from membership. No objections.

STLS has six trustee seats up for election or re-election.

1. *The first seat is 1 of 4 representing Chemung County, which was previously filled by STLS Trustee Kim Salisbury. Phyllis Rogan is running for election to*

serve a full term, 2023 – 2027. She was recently approved by the Chemung County Library District board of trustees to carry out this term.

Owen Frank, Interim Director of Chemung County Library District cast the vote for CCLD. STLS Trustee Phyllis Rogan elected.

2. *The second seat is 1 of 2 representing Steuben County – Southeast Steuben County Service Area, which was previously filled by STLS Trustee Deborah Joseph. Richard Urban is running for election to serve a partial term, 2020 – 2024. Richard was recently approved by the Southeast Steuben County Library board of trustees to carry out this term.*

Pauline Emery, Director of Southeast Steuben County Library cast the vote for SSCL. STLS Trustee Richard Urban elected.

3. *The third seat is 1 of 2 representing Yates County, which is presently filled by STLS Trustee Susan McGill. Susan is running for election to serve a partial term, 2020 – 2024. And she is running unopposed.*

Shelly Pierce, Director of Modeste Bedient Memorial Library, Branchport cast the vote for Susan McGill for Yates County.

4. *The fourth seat is 1 of 2 representing Yates County, which is presently filled by STLS Trustee Richard Ahola. Richard is running for re-election to serve a full term, 2023 – 2027. And he is running unopposed.*

Shelly Pierce, Director of Modeste Bedient Memorial Library, Branchport cast the vote for Richard Ahola for Yates County.

5. *There are presently two vacant seats on the STLS Board of Trustees. The first vacant seat represents Allegany County, and the second vacant seat represents Steuben County. Member libraries of both counties are encouraged to contact STLS Director Brian Hildreth or myself with nominee information. Thank you for your consideration and ongoing engagement.*

Executive Director – Presentation of Awards and Library System Report - Brian Hildreth

Brian Hildreth provided access to library system financial statements, discussed system successes for 2021/2022, and highlighted Library Visits, Circulation and Program Attendance for the last 30-years. Discussed the importance of moving past the pandemic to deliver on service to Southern Tier residents through public librarianship

Recognition of STLS Trustee Patricia Finnerty, Bath (Steuben County) Terms of Service 2013 – 2022

Recognition of STLS President Richard Ahola, Dundee (Yates County) Terms of Service 2020 - 2022

Celebration of Award & Scholarship Recipients

2022 New York Library Association Conference Scholarships *presented by Erica Jenns*
Adele Giles, *Dundee Library* (Yates County)
Ally Stevick, David A. Howe Public Library, Wellsville (Allegany County)
Laura Rowley, *Dutton S. Peterson Library*, Odessa (Schuyler County)
Merritt Sutterby, *Dundee Library* (Yates County)

2022 NYLA Conference Scholarship in Memory of Philip D. Archer *presented by Hope Decker*

Denise Chilson, *Hornell Public Library* (Steuben County)

Best Promotional Video Award *presented by Erica Jenns*

2022 Summer Reading Club – Oceans of Possibilities
Children's Department, Chemung County Library District (Chemung County)
<https://www.youtube.com/watch?v=zZCNNPORzBo>

Library Volunteer Award *presented by Kathy Green*

Barbara Cook, *Southeast Steuben County Library, Corning* (Steuben County)

Outstanding Library Advocate Awards *presented by Brian M. Hildreth*

Allison Barnes, *Rushford Free Library* (Allegany County)

Wilsinia Ocasio, *Prattsburg Free Library* (Steuben County)

Sustainable Practices Awards *presented by Lynnette Decker and Lorie Brown*

Board of Trustees & Director Tina Dalton, *Cuba Circulating Library* (Allegany County)

Raeanne Smith, *Genesee Library, Little Genesee* (Allegany County)

Keynote Speaker

Inclusive Libraries: Eliminating Barriers for Patrons with Disabilities
Anita O'Brien, Executive Director, Rochester Accessible Adventures: To truly make programs, services, materials, and spaces accessible to all, libraries and library staff must understand disability, disability culture, and best practices for engaging and sustaining relationships with individuals with disabilities. Learn the value of operating

inclusively, from staff culture to adaptive equipment, and how you can begin to implement these shifts in your library.

Meeting Concluded at 12:13 pm

	Sep 30, 22	Aug 31, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1200 · Cash - Operating	3,793.81	3,948.39	-154.58
1201 · Cash - Payroll	6,468.14	5,631.57	836.57
1202 · Cash - Money Market	2,110,321.67	2,192,055.77	-81,734.10
Total Checking/Savings	<u>2,120,583.62</u>	<u>2,201,635.73</u>	<u>-81,052.11</u>
Accounts Receivable			
1380 · Accounts Receivable	46,579.20	75,084.87	-28,505.67
Total Accounts Receivable	<u>46,579.20</u>	<u>75,084.87</u>	<u>-28,505.67</u>
Other Current Assets			
12000 · Undeposited Funds	0.00	8,416.65	-8,416.65
Total Other Current Assets	<u>0.00</u>	<u>8,416.65</u>	<u>-8,416.65</u>
Total Current Assets	<u>2,167,162.82</u>	<u>2,285,137.25</u>	<u>-117,974.43</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>2,927,779.90</u></u>	<u><u>3,045,754.33</u></u>	<u><u>-117,974.43</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2600 · Accounts Payable	746.80	0.00	746.80
Total Accounts Payable	<u>746.80</u>	<u>0.00</u>	<u>746.80</u>
Other Current Liabilities			
2601 · Accrued P/R	4,657.95	4,657.95	0.00
2604 · Deferred Grant	328,777.89	328,777.89	0.00
2605 · Retainage Payable	50,074.84	50,074.84	0.00
2625 · Payroll Deductions Payable	505.85	1.17	504.68
2626 · Flex Spending Deduction Payable	-624.11	-881.85	257.74
2627 · PFL Payable to Insurance	3,329.28	3,044.96	284.32
2640 · Accrued Compensated Absences	134,275.67	134,275.67	0.00
Total Other Current Liabilities	<u>520,997.37</u>	<u>519,950.63</u>	<u>1,046.74</u>
Total Current Liabilities	<u>521,744.17</u>	<u>519,950.63</u>	<u>1,793.54</u>
Total Liabilities	<u>521,744.17</u>	<u>519,950.63</u>	<u>1,793.54</u>

Southern Tier Library System
Treasurer's Report
As 9/30/22

	Sep 30, 22	Aug 31, 22	\$ Change
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
3911 - Donor Restricted Capital Reserv	97,806.44	97,806.44	0.00
Net Income	-134,109.93	-14,341.96	-119,767.97
Total Equity	2,406,035.73	2,525,803.70	-119,767.97
TOTAL LIABILITIES & EQUITY	2,927,779.90	3,045,754.33	-117,974.43

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

	Sep 22	Aug 22	\$ Change
Income			
4706 • Jails and Institutions	0.00	4,061.00	-4,061.00
4711 • Coordinated Outreach	0.00	90,044.00	-90,044.00
4713 • State Corrections	0.00	26,850.00	-26,850.00
4716 • State Aid Pass Through	0.00	168,696.00	-168,696.00
4719 • Interest	53.75	56.13	-2.38
4721 • E-Rate Funding	86,986.64	0.00	86,986.64
4724 • Member Library IT Contracts	787.58	2,289.22	-1,501.64
4725 • Grants Revenue	1,500.00	4,627.00	-3,127.00
4735 • Non State Aid Pass Through	11,211.77	10,331.73	880.04
4782 • Donations	357.25	0.00	357.25
4784 • General Reimbursements & Refund	446.89	50.00	396.89
Total Income	101,343.88	307,005.08	-205,661.20
Gross Profit	101,343.88	307,005.08	-205,661.20
Expense			
5100 • Salaries			
5141 • Professional Salaries	29,652.32	37,461.45	-7,809.13
5142 • Non-Professional Salaries	34,852.31	37,859.52	-3,007.21
Total 5100 • Salaries	64,504.63	75,320.97	-10,816.34
5150 • Personnel Benefits			
5153 • Social Security	4,751.66	5,571.70	-820.04
5154 • Workers Compensation	649.50	639.74	9.76
5157 • Health Insurance	11,039.99	12,563.98	-1,523.99
5158 • Payroll Expense - Other	751.00	763.30	-12.30
Total 5150 • Personnel Benefits	17,192.15	19,538.72	-2,346.57
5204 • STLS Software & Small Equipment	0.00	153.88	-153.88
5205 • Maintenance Contracts & Leases	1,247.57	1,215.57	32.00
5408 • Platform Fees & Licenses	3,420.00	0.00	3,420.00
5409 • STLS Telephone/Internet	5,901.91	8,773.48	-2,871.57
5417 • Library Materials	7,330.67	668.18	6,662.49
5418 • Consultant Collection	120.29	64.99	55.30
5420 • Staff Development Travel	0.00	57.75	-57.75
5424 • Conference Registration	249.00	0.00	249.00
5425 • Staff & Member Library Mileage	28.18	497.02	-468.84
5427 • Programming & Annual Conference	100.00	750.00	-650.00
5428 • Meeting Supplies	0.00	109.85	-109.85
5430 • Office Supplies	511.56	1,175.06	-663.50
5434 • Public Relations	9.99	745.98	-735.99
5435 • Member Library Pass through	21,460.35	16,062.13	5,398.22
5442 • Professional Fees	0.00	2,670.00	-2,670.00
5444 • Accounting Support & Audit	99.00	99.00	0.00
5450 • Utilities	1,094.60	1,208.06	-113.46
5451 • Building Maintenance & Repairs	1,638.97	1,476.87	162.10
5454 • Commercial Insurance	829.60	829.60	0.00

Southern Tier Library System
Financial Clerk's Report
September 2022

	Sep 22	Aug 22	\$ Change
5471 · Vehicle Maintenance & Repairs	36.00	199.95	-163.95
5473 · Vehicle Fuel	2,328.75	2,298.60	30.15
5474 · Vehicle Insurance	437.58	437.58	0.00
5475 · Vehicle Purchase	72,205.00	0.00	72,205.00
5480 · Greenwood Reading Center Exp	1,314.74	1,555.35	-240.61
5485 · Arkport Expense Account	1,290.83	1,288.99	1.84
5490 · Grants	17,760.48	124,440.20	-106,679.72
Total Expense	221,111.85	261,637.78	-40,525.93
Net Income	-119,767.97	45,367.30	-165,135.27

	Jan - Sep 22	Budget	\$ Over Budget
Income			
4700 · Basic State Aid	876,495.00	844,972.00	31,523.00
4706 · Jails and Institutions	4,061.00	4,215.00	-154.00
4709 · Local Services Support	86,743.00	92,916.00	-6,173.00
4710 · Supplemental Aid	129,854.00	127,404.00	2,450.00
4711 · Coordinated Outreach	90,044.00	73,906.00	16,138.00
4713 · State Corrections	26,850.00	25,884.00	966.00
4719 · Interest	414.78	600.00	-185.22
4721 · E-Rate Funding	171,130.47	166,500.00	4,630.47
4723 · Member Library Cost Share	302,716.00	412,779.00	-110,063.00
4724 · Member Library IT Contracts	29,016.44	74,000.00	-44,983.56
4725 · Grants Revenue	219,382.00	272,000.00	-52,618.00
4733 · Member Library Processing Fees	241.50		
4781 · Retiree Health Ins Payments	1,294.16	500.00	794.16
4782 · Donations	2,211.55	1,200.00	1,011.55
4784 · General Reimbursements & Refund	10,635.76	1,200.00	9,435.76
Total Income	1,951,089.66	2,098,076.00	-146,986.34
Gross Profit	1,951,089.66	2,098,076.00	-146,986.34
Expense			
Total 5100 · Salaries	679,079.25	927,678.00	-248,598.75
Total 5150 · Personnel Benefits	209,800.41	407,823.00	-198,022.59
5204 · STLS Software & Small Equipment	6,055.02	10,000.00	-3,944.98
5205 · Maintenance Contracts & Leases	7,304.97	12,000.00	-4,695.03
5407 · Integrated Library System	0.00	75,000.00	-75,000.00
5408 · Platform Fees & Licenses	13,330.86	16,000.00	-2,669.14
5409 · STLS Telephone/Internet	236,046.19	185,000.00	51,046.19
5417 · Library Materials	9,472.14	22,000.00	-12,527.86
5418 · Consultant Collection	447.08	2,400.00	-1,952.92
5419 · Electronic Materials	0.00	10,000.00	-10,000.00
5420 · Staff Development Travel	2,683.80	16,820.00	-14,136.20
5422 · Trustee Mileage	345.54	5,000.00	-4,654.46
5423 · Trustee Continuing Education	0.00	2,400.00	-2,400.00
5424 · Conference Registration	2,964.50	12,180.00	-9,215.50
5425 · Staff & Member Library Mileage	1,515.37	3,000.00	-1,484.63
5427 · Programming & Annual Conference	2,761.22	10,000.00	-7,238.78
5428 · Meeting Supplies	313.17	1,500.00	-1,186.83
5430 · Office Supplies	3,883.27	3,500.00	383.27
5433 · Postage	2,086.56	2,400.00	-313.44
5434 · Public Relations	6,755.11	5,000.00	1,755.11
5436 · STLS Grants to Member Libraries	0.00	15,000.00	-15,000.00
5442 · Professional Fees	7,319.00	10,000.00	-2,681.00
5443 · Legal Counsel	0.00	2,500.00	-2,500.00
5444 · Accounting Support & Audit	10,715.99	12,000.00	-1,284.01
5450 · Utilities	7,597.89	10,000.00	-2,402.11

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

	Jan - Sep 22	Budget	\$ Over Budget
5451 - Building Maintenance & Repairs	12,326.89	20,000.00	-7,673.11
5454 - Commercial Insurance	9,870.08	12,500.00	-2,629.92
5471 - Vehicle Maintenance & Repairs	3,422.57	3,000.00	422.57
5473 - Vehicle Fuel	17,694.55	17,500.00	194.55
5474 - Vehicle Insurance	3,539.90	5,875.00	-2,335.10
5475 - Vehicle Purchase	73,205.00	28,000.00	45,205.00
5490 - Grants	1,151,953.29	232,000.00	919,953.29
Total Expense	2,482,489.62	2,098,076.00	384,413.62
Net Income	-531,399.96	0.00	-531,399.96

QUARTERLY CLAIMS AUDITOR REPORT - SOUTHERN TIER LIBRARY SYSTEM**Q3 2022 July 1, 2022 - September 30, 2022**

Audit Date	# of Invoices	Invoice Total	Exception	Check Numbers	Check Date	Paid Total
6/29/22	29	195,137.43	0	40117 - 40145	4/8/22	195,137.43
7/13/22	30	62,533.23	0	40146 - 40175	7/15/22	62,533.23
7/27/22	30	31,443.96	0	40176 - 40205	7/29/22	31,443.96
8/10/22	22	23,373.81	0	40206 - 40227	8/12/22	23,373.81
8/24/22	34	150,115.85	0	40228 - 40261	1/8/00	150,115.85
9/7/22	18	21,280.31	0	40262 - 40279	9/9/22	21,280.31
9/21/22	34	127,874.57	0	40280 - 40313	9/23/22	127,874.57

EXCEPTION REPORT

Exception Reference	Transaction No/Date	Invoice Date	Amount	Claim Payee/Vendor	Item/Service of Invoice	Issue with Purchase Cause for Exception	Resolution
Check 40294	8/27/22	7/18/22	91.69	First Bankcard	Home Depot refrigerator purchase	Sales tax charged	Seeking refund
Check 40294	8/27/22	7/21/22	3.15	First Bankcard	Purchase of casters	Sales tax charged	Immaterial amount
Check 40294	8/27/22	8/4/22	5.38	First Bankcard	Purchase of salt	Sales tax charged	Immaterial amount

Note: Recommend filing sales tax exemption forms with local vendors. September purchase from Home Depot did not include tax.

Submitted by Louise Richardson, Internal Auditor

9/27/22

Personnel & Policies Committee

Meeting Minutes

Tuesday, October 11, 2022 at 12:00 pm

Meeting Location: Southern Tier Library System - Painted Post



Committee Members in Attendance: Denise King (chair), Susan McGill, Richard Ahola, Barbara Hubbell (Attended Remotely – Nonvoting Participant)

Staff: Brian M. Hildreth

Policies

Committee members reviewed and discussed the Library Bill of Rights, Freedom to Read, and Collection Management policies. B. Hildreth stated no comments or questions were submitted following September's board meeting after the policies were presented.

Trustees spent additional time reviewing the Collection Management Policy, and asked questions about how this type of policy was being implemented at member libraries. B. Hildreth provided context about current situations taking place at member libraries around collection management as well as requests for reconsideration of library materials. He noted members seem to be handling these matters well at this time.

Personnel & Policies Committee Recommendation: The STLS Board of Trustees reaffirms the Library Bill of Rights as presented at the September 20, 2022 board meeting, and last reaffirmed by the library system board on July 18, 2017.

Motion by R. Ahola to approve. Seconded by S. McGill. Passed unanimously.

Personnel & Policies Committee Recommendation: The STLS Board of Trustees reaffirms the Freedom to Read Policy as presented at the September 20, 2022 board meeting, and last reaffirmed by the library system board on September 19, 2017.

Motion by S. McGill to approve. Seconded by R. Ahola. Passed unanimously.

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the revisions to the Collection Management Policy as presented at the September 20, 2022 board meeting considering any agreed upon revisions.

Motion by R. Ahola to approve. Seconded by S. McGill. Passed unanimously.

Personnel

Revisions to Resource Consultant Position Job Title & Description

B. Hildreth discussed and reviewed the draft revisions to the Resource Consultant position, which includes a job title change to Member Services Consultant. Committee members asked questions about how the changes would impact the work of the position. B. Hildreth indicated the position mostly stays the same, but we are changing the focus of program resource kits to public awareness events. And some specific examples of works like Teen Services and Strategic Planning were being removed. Trustees agreed to move the document to the board for review at October's meeting.

Staff Vacancy Updates

B. Hildreth informed committee members about current vacancies. He stated he is working with Division Heads and Managers to fill these positions. Some positions have higher levels of urgency while other positions may remain vacant for a longer period of time, or require revisions before advertising. He said more updates would be provided at November's committee meeting.

Executive Director Annual Performance Evaluation

D. King asked for motion to go into Executive Session to discuss the Executive Director's 2021/2022 Performance Evaluation and invited B. Hildreth to attend. S. McGill made a motion; Seconded by R. Ahola. The committee went into Executive Session at 12:30 pm.

S. McGill made a motion to come out of Executive Session at 12:48 pm Seconded by R. Ahola. The committee came out of Executive Session.

Meeting adjourned at 12:55 pm.

Minutes respectfully submitted by: Brian M. Hildreth

MEMBER RESOURCE CONSULTANT

DIVISION OF PROFESSIONAL DEVELOPMENT and OUTREACH

**GENERAL STATEMENT OF DUTIES**

This is a level 4 full time, exempt, professional position serving in a leadership role within the Division of Professional Development and Outreach. The Resource Consultant provides support to member libraries and assisted-living facilities relative to all aspects and approaches of library operations, specifically **delivery of library materials**, outreach collections, **and coordination of programmatic resources as well as library system public awareness events.** ~~of experiential learning and delivery of library materials.~~ Areas of expertise might include: collection management, **programming** ~~experience-based learning for all ages~~, library material delivery, community engagement, relationship building, ~~director, staff and trustee training~~, trending services, leadership and marketing.

ESSENTIAL FUNCTIONS OF THE POSITION

Continuing Education: Consistently participates in professional development trainings to stay current on trends and best practices relative to *General Statement of Duties*. Always learns to serve as a library system expert in all things related to public library practices, and specifically **delivery of library materials, outreach collections, and coordination of programmatic resources as well as library system public awareness events.** ~~collection management, experience-based learning for all ages, community engagement and the delivery of library materials.~~

Library Material Delivery: Overall supervision of library system delivery services, which includes management of part time delivery drivers, delivery routes/schedules, and circulating outreach collections & program resources. Facilitates strong relationships between drivers and libraries, and regularly communicates delivery changes to affected **libraries and agencies.** ~~parties.~~

Collection Management: Manages the development and circulation of outreach collections as well as library system programmatic resources geared towards all ages. Collaborates in the creation and distribution of marketing materials in support of outreach services and other resources offered by the Division of Professional Development and Outreach, including the promotion of outreach collections and program resources to member libraries and local sites through visits, social media, ~~and~~ newsletters, **and press releases.**

Programming: Works to educate, encourage and support library directors, ~~and~~ staff, **and trustees** to **maximize** ~~lead at high levels of efficiency, which results in~~ local library services that enhance community engagement through outreach collections, **programmatic** ~~experiential learning programming and~~ resources **as well as library system public awareness events.** ~~the effective delivery of library materials.~~ Focuses on utilizing tools, resources and knowledge that align with best practices to help libraries and their staff exceed standards through training opportunities. Employs trending and innovative practices within the field. ~~particularly by supporting teen and youth programming.~~ Benchmarks state, national and international practices.

REQUIRED KNOWLEDGE OF SKILLS AND ABILITIES

Exhibits innovative, enthusiastic and adaptive qualities.
Willing to work flexible schedule to meet member libraries' needs.
Enthusiasm for experiential learning geared towards all ages.
~~Interest in expanding teen and youth services.~~
Demonstrates leadership skills and passion for the profession.
Works cohesively in a team and project-based environment.
Communicates successfully in front of audiences, board members and library staff.
Expresses a high-level of empathy for libraries and people with diverse skill-sets.
Ability to collaborate with other library system Divisions and align goals with Plan of Service.

MINIMUM QUALIFICATIONS

Master's degree from an ALA accredited library school; or Bachelor's degree with 2-3 years of job-specific public library experience.
Strong commitment to providing public library support within fast-paced work environment.
Supervisory experience; valid driver's license.

DESIRED QUALIFICATIONS

Understanding of public library programming with a focus on diverse perspectives and community.
Familiarity with Integrated Library Systems; competency in SirsiDynix Workflows preferred.
Professionalism and commitment to the field of library science and information.
Active participation and leadership in regional and state initiatives, associations and committees.

EXAMPLES OF WORK

- Organizes and/or conducts training workshops pertaining to *Essential Functions of Position*.
- Collaborates with library system MLS team to create system-wide learning opportunities, including: conferences, workshops, meetings, webinars, tutorials and online learning.
- Oversees library system drivers and delivery schedules/routes including material delivery to member libraries, assisted-living facilities and correctional facilities.
- Communicates with libraries about delivery activities and seeks continual improvements in service.
- Purchases and manages member library and assisted-living facility outreach collections.
- Develops and promotes experiential learning program resources geared towards all ages to enhance member library programs and events.
- ~~Provides membership consultations on updated teen service trends and resources~~
- Assists member libraries with strategic planning, policy development, hiring practices and collection management.
- Coordinates and the physical delivery of outreach collections and program resources to member libraries.
- Visits member libraries and assisted-living facilities to assess service effectiveness and build relationships.

- Represents library system at public-facing and membership events, and other divisional activities.
- Networks and engages with other librarians across New York State specific to *Essential Functions of Position*, and participates in professional associations to stay connected to the library community.
- Participates in local, regional and state meetings to offer knowledge and stay informed.
- Other duties as assigned.

ADDITIONAL DEMANDS AND WORK ENVIRONMENT

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

Finance & Facilities Committee

Meeting Minutes

Monday, October 17, 2022 – 3:15 pm



Meeting Location: Southern Tier Library System

Present: Betsy Gorman (chair), Sisi Barr, Patricia Finnerty, Louise Richardson, Brian Hildreth.

Meeting was called to order at 3:15 pm.

Guest Presenter: Kathy Stickler from Mengel, Metzger and Barr presented the review of our Independent External Audit for FY 2022.

Kathy stated there are no significant concerns.

Kathy highlighted we received \$195,843 of PPP monies that is not required to be paid back. These monies are in effect grant income from the Small Business Administration included in net income to maintain payroll we had. We would have ended the year with a negative balance had we not secured these funds.

Financial Statements- Brian reviewed September's financial statements with the committee.

September's Treasurer Report- Brian stated that our cash balance was about \$2.7 million in 2021 and we are now at \$2.1 million. However, compared to 2019 we are up \$619,000.00

September's Financial Clerk's Report- Item 4721 E-rate funding received is for the period Jan – June 2022. Item 5417 the Elmira Correctional facility made all their material purchases. We also purchased 2 new vehicles which will be depreciated over 5 years.

September's Profit-Loss Statement- We are in a good financial position. Budget revisions will be available in November for committee and board review. We are a little under spent on salaries due to vacancies, but most other areas of the budget should balance after revisions.

Quarterly Claims Auditor Report- there were 3 items, 2 of which have been resolved.

STLS Office Renovation Project- almost done. Final billing will be done in November.

Proposed 2023 Library System Budget- will receive Mid-Year 2022 budget revisions in November meeting and the proposed 2023 budget.

Hearing no other business, Betsy moved to adjourn the meeting at 4:16 pm.

Respectfully submitted: Sisi Barr for Betsy Gorman, Treasurer.

**Proposed 2023 Library System Operating Budget
Southern Tier Library System**

Doc. #22-122

	2022 Budget	2022 Revision	2023 Budget	Difference
Revenue				
4700 · Basic State Aid	\$ 844,972.00	\$ 876,495.00	\$ 844,972.00	\$ -
4706 · Jails and Institutions	\$ 4,215.00	\$ 4,061.00	\$ 4,215.00	\$ -
4709 · Local Services Support	\$ 92,916.00	\$ 96,382.00	\$ 92,916.00	\$ -
4710 · Supplemental Aid	\$ 127,404.00	\$ 129,854.00	\$ 127,404.00	\$ -
4711 · Coordinated Outreach	\$ 73,906.00	\$ 90,044.00	\$ 73,906.00	\$ -
4713 · State Corrections	\$ 25,884.00	\$ 26,850.00	\$ 25,884.00	\$ -
4714 · Special Aid	\$ -	\$ -	\$ -	\$ -
4719 · Interest	\$ 600.00	\$ 600.00	\$ 600.00	\$ -
4721 · E-Rate Funding	\$ 166,500.00	\$ 166,500.00	\$ 180,000.00	\$ 13,500.00
4722 · PPP Loan	\$ -	\$ -		\$ -
4723 · Member Library Cost Share	\$ 412,779.00	\$ 412,779.00	\$ 407,101.00	\$ (5,678.00)
4724 · Member Library IT Contracts	\$ 74,000.00	\$ 74,000.00	\$ 55,000.00	\$ (19,000.00)
**4725 · Grants Revenue	\$ 272,000.00	\$ 272,000.00	\$ 100,000.00	\$ (172,000.00)
4781 · Retiree Health Ins Payments	\$ 500.00	\$ 500.00	\$ 500.00	\$ -
4782 · Donations	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ -
4784 · General Reimbursements & Refund	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ -
Total Revenue	\$ 2,098,076.00	\$ 2,152,465.00	\$ 1,914,898.00	\$ 54,389.00
Expenses				
5100 · Salaries	\$ 927,678.00	\$ 927,678.00	\$ 953,122.00	\$ 25,444.00
5150 · Personnel Benefits	\$ 407,823.00	\$ 407,823.00	\$ 409,956.00	\$ 2,133.00
5203 · STLS Equipment	\$ -	\$ -		\$ -
5204 · STLS Software & Small Equipment	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -
5205 · Maintenance Contracts & Leases	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ -
5407 · Integrated Library System	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ -
5408 · Platform Fees & Licenses	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ -
5409 · STLS Telephone/Internet	\$ 185,000.00	\$ 185,000.00	\$ 200,000.00	\$ 15,000.00
5417 · Library Materials	\$ 22,000.00	\$ 22,000.00	\$ 18,500.00	\$ (3,500.00)
5418 · Consultant Collection	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ -
5419 · Electronic Materials	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -
5420 · Staff Development Travel	\$ 16,820.00	\$ 16,820.00	\$ 16,820.00	\$ -
5422 · Trustee Mileage	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00	\$ 5,000.00
5423 · Trustee Continuing Education	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ -
5424 · Conference Registration	\$ 12,180.00	\$ 12,180.00	\$ 12,180.00	\$ -
5425 · Staff & Member Library Mileage	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ -
5427 · Programming & Annual Conference	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -
5428 · Meeting Supplies	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00	\$ 1,500.00
5430 · Office Supplies	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ -
5433 · Postage	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ -
5434 · Public Relations	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -
5436 · STLS Grants to Member Libraries	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ -
5442 · Professional Fees	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -
5443 · Legal Counsel	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ -
5444 · Accounting Support & Audit	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ -

Proposed 2023 Library System Operating Budget
Southern Tier Library System

5450 · Utilities	\$ 10,000.00	\$ 10,000.00	\$ 12,000.00	\$ 2,000.00
5451 · Building Maintenance & Repairs	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -
5454 · Commercial Insurance	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ -
5471 · Vehicle Maintenance & Repairs	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ -
5473 · Vehicle Fuel	\$ 17,500.00	\$ 17,500.00	\$ 26,000.00	\$ 8,500.00
5474 · Vehicle Insurance	\$ 5,875.00	\$ 5,875.00	\$ 5,875.00	\$ -
5475 · Vehicle Purchase	\$ 28,000.00	\$ 28,000.00	\$ -	\$ (28,000.00)
**5490 · Grants	\$ 232,000.00	\$ 232,000.00	\$ 100,000.00	\$ (132,000.00)
Total Expense	\$ 2,098,076.00	\$ 2,098,076.00	\$ 1,994,153.00	
	\$ -	\$ 54,389.00	\$ (79,255.00)	

Public Relations Committee

Meeting Minutes

Tuesday, September 20, 2022 – 2:30 pm



Meeting Location: Dorman Library – Bath, New York

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

Staff Present: Brian Hildreth

Meeting called to order at 2:30 pm

2022/2023 Construction Aid Applicants and Allocations to Member Libraries

B. Hildreth informed trustees that he is working with all 13 applicants on their forms and submissions. The deadline for library system completion is September 23, 2022. And the deadline for the State Library is October 5, 2022. Everyone is on schedule to have applications submitted on time. He noted the committee will need to meet in November to make official recommendations to the full board after the applications are submitted.

2022 STLS Annual Awards and Scholarships

Committee members reviewed and discussed award nominations and scholarship applications. The committee selected the following recipients for all open categories, which will be presented at the 2022 STLS Annual Meeting:

2022 New York Library Association Conference Scholarships

Adele Giles, Dundee Library (Yates County)

Ally Stevick, David A. Howe Public Library, Wellsville (Allegany County)

Laura Rowley, Dutton S. Peterson Library, Odessa (Schuyler County)

Merritt Sutterby, Dundee Library (Yates County)

2022 NYLA Conference Scholarship in Memory of Philip D. Archer

Denise Chilson, Hornell Public Library (Steuben County)

Best Promotional Video Award

2022 Summer Reading Club – Oceans of Possibilities

Children's Department, Chemung County Library District (Chemung County)

<https://www.youtube.com/watch?v=zZCNPORzBo>

Library Volunteer Award

Barbara Cook, Southeast Steuben County Library, Corning (Steuben County)

Outstanding Library Advocate Awards

Allison Barnes, Rushford Free Library (Allegany County)

Wilsinia Ocasio, Prattsburg Free Library (Steuben County)

Sustainable Practices Awards presented by Lynnette Decker and Lorie Brown

Board of Trustees & Director Tina Dalton, Cuba Circulating Library (Allegany County)

Raeanne Smith, Genesee Library, Little Genesee (Allegany County)

Committee members discussed final details about the annual, and assigned roles for presenting awards.

Meeting adjourned at 2:57 pm

Respectfully submitted: Brian M. Hildreth, STLS Executive Director

Foundation for Southern Tier Libraries

BOARD OF DIRECTORS MEETING

September 8, 2022

Southern Tier Library System

MEETING MINUTES

Present: Sherry Collins, President; Louise Richardson, Secretary; Denise King; Dale Wexell; Brian Hildreth, Southern Tier Library System Executive Director

Excused: David Paul; Bonnie Weber; Paul Webster, Treasurer

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

The minutes of the August 11, 2022 meeting were approved.

The financial reports were reviewed and approved.

OLD BUSINESS

Online Auction

We have about 45 items in the auction and have raised approximately \$5,100 in sponsorships and donations.

Rusty Wigg moved and Peter Gamba seconded that Louise Richardson be authorized to spend up to \$250 on Facebook boosts for the auction. Brian Hildreth noted that Erika Jenns can be a resource in how to set up audience parameters for boosted posts in Facebook.

Rusty will contact Paul Webster about linking the Paypal account to the auction.

Louise sent the auction link to Brian Hildreth and the board.

It was agreed that each board member who recruited items for the auction should be responsible for sending thank you letters to the donors.

NEW BUSINESS

The Southern Tier Library System Annual Meeting will be held at the Y at Watson on Friday, October 7 from 9:30 am to 1:00 pm. Denise King and Louise offered to man a table for the Foundation at the event. Dale offered to supply truffles to give to attendees and will put together a raffle basket for the event. Louise will put together a short presentation highlighting grant funded projects.

Denise noted that she will be leaving the board when her current term is up.

There being no further business, the meeting was adjourned at 2:50 pm.

Respectfully submitted,
Louise Richardson, Secretary

4:19 PM
10/04/22

10/5/22

Southern Tier Library System
Unpaid Bills Detail
As of October 7, 2022

10/5/22

Doc. #22-125

Type	Date	Num	Due Date	Open Balance
AFT Mechanical Bill	10/07/2022	5-9609	10/07/2022	✓ 4,275.00 ✓
Total AFT Mechanical				4,275.00
Blackstone Publishing Bill	10/07/2022	2064112	10/07/2022	✓ 76.50 ✓
Total Blackstone Publishing				76.50
Corning Natural Gas Bill	10/07/2022	Sep 20...	10/07/2022	✓ 45.97 ✓
Total Corning Natural Gas				45.97
CQ Simple LLC Bill	10/07/2022	31214	10/07/2022	✓ 42.93 ✓
Total CQ Simple LLC				42.93
Decker, Lynnette Bill	10/07/2022	3rd Qtr...	10/07/2022	✓ 170.26 ✓
Total Decker, Lynnette				170.26
Dell Marketing LP Bill	10/07/2022	10606...	10/07/2022	✓ 829.71 ✓
Bill	10/07/2022	10606...	10/07/2022	✓ 2,193.15 ✓
Total Dell Marketing LP				3,022.86
Diakite, Mary Kay Bill	10/07/2022	Sept 2...	10/07/2022	✓ 450.00 ✓
Total Diakite, Mary Kay				450.00
Excellus BC BS Bill	10/07/2022	Oct 2022	10/07/2022	✓ 1,210.41 ✓
Bill	10/07/2022	Oct 20...	10/07/2022	✓ 98.80 ✓
Total Excellus BC BS				1,309.21
Gale/CENGAGE Learning Bill	10/07/2022	78989...	10/07/2022	✓ 230.32 ✓
Total Gale/CENGAGE Learning				230.32
Gorman, Elizabeth Bill	10/07/2022	3rd Qtr...	10/07/2022	✓ 200.63 ✓
Total Gorman, Elizabeth				200.63
Haggstrom, David Bill	10/07/2022	3rd Qtr...	10/07/2022	✓ 51.25 ✓
Total Haggstrom, David				51.25
ID Label Bill	09/28/2022	2022-0...	09/28/2022	✓ 746.80 ✓
Total ID Label				746.80
Ingram Library Services Bill	10/07/2022	71694...	10/07/2022	✓ 164.17 ✓
Bill	10/07/2022	71700...	10/07/2022	✓ 22.00 ✓
Bill	10/07/2022	71694...	10/07/2022	✓ 151.98 ✓
Total Ingram Library Services				338.15

Southern Tier Library System

Unpaid Bills Detail

As of October 7, 2022

Type	Date	Num	Due Date	Open Balance
McGill, Susan				
Bill	10/07/2022	2nd Qt...	10/07/2022	✓ 33.93 ✓
Bill	10/07/2022	3rd Qtr...	10/07/2022	✓ 127.50 ✓
Total McGill, Susan				161.43
Multi Media Services				
Bill	10/07/2022	85723	10/07/2022	✓ 348.56 ✓
Total Multi Media Services				348.56
Northern NY Library Network				
Bill	10/07/2022	DIG8845	10/07/2022	✓ 2,910.90 ✓
Total Northern NY Library Network				2,910.90
NYS Education Department				
Bill	10/07/2022	Prof C...	10/07/2022	✓ 100.00 ✓
Total NYS Education Department				100.00
NYSEG				
Bill	10/07/2022	Sep 20...	10/07/2022	✓ 310.68 ✓
Total NYSEG				310.68
Overdrive				
Bill	10/07/2022	01453...	10/07/2022	✓ 611.63 ✓
Bill	10/07/2022	01453...	10/07/2022	✓ 410.45 ✓
Total Overdrive				1,022.08
Pitney Bowes				
Bill	10/07/2022	33163...	10/07/2022	✓ 596.19 ✓
Total Pitney Bowes				596.19
Richardson, Louise				
Bill	10/07/2022	Jul-Se...	10/07/2022	✓ 92.25 ✓
Total Richardson, Louise				92.25
Rochester Accessible Adventures				
Bill	10/07/2022	Annual...	10/07/2022	✓ 500.00 ✓
Total Rochester Accessible Adventures				500.00
Southern Tier Wireless Inc				
Bill	10/07/2022	104166	10/07/2022	✓ 75.00 ✓
Total Southern Tier Wireless Inc				75.00
Staples Business Credit				
Bill	10/07/2022	16444...	10/07/2022	✓ 155.57 ✓
Total Staples Business Credit				155.57
TERACAI				
Bill	10/07/2022	8082201	10/07/2022	✓ 1,920.00 ✓
Bill	10/07/2022	8082345	10/07/2022	✓ 1,350.00 ✓
Total TERACAI				3,270.00
UGI Energy Services, Inc.				
Bill	10/07/2022	G5435...	10/07/2022	✓ 15.47 ✓
Total UGI Energy Services, Inc.				15.47
Uline				
Bill	10/07/2022	15423...	10/07/2022	✓ 65.40 ✓
Total Uline				65.40

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10/04/22

Southern Tier Library System
Unpaid Bills Detail
As of October 7, 2022

Type	Date	Num	Due Date	Open Balance
WEX Bank Bill	10/07/2022	84012...	10/07/2022	✓ 1,731.30 ✓
Total WEX Bank				1,731.30
Wright, Felicity Bill	10/07/2022	3rd Qtr...	10/07/2022	✓ 51.88 ✓
Total Wright, Felicity				51.88
TOTAL				22,366.59

2:28 PM
09/20/22

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9/21/22

Southern Tier Library System
Unpaid Bills Detail
As of September 23, 2022

9/21/2022

Type	Date	Num	Due Date	Open Balance
Baker & Taylor Bill	09/23/2022	20369...	09/23/2022	✓ 31.17 ✓
Total Baker & Taylor				31.17
Blackstone Publishing Bill	09/23/2022	2081882	09/23/2022	✓ 82.76 ✓
Total Blackstone Publishing				82.76
Button, Vickie Bill	09/23/2022	Medica...	09/23/2022	✓ 111.23 ✓
Total Button, Vickie				111.23
Casella Waste Services Bill	09/23/2022	2164793	09/23/2022	✓ 122.47 ✓
Total Casella Waste Services				122.47
Cleary, Julie L. Bill	09/23/2022	Medica...	09/23/2022	✓ 8.33 ✓
Total Cleary, Julie L.				8.33
CPE InterLink Bill	09/23/2022	22-1135	09/23/2022	✓ 12,880.00 ✓
Total CPE InterLink				12,880.00
CQ Simple LLC Bill	09/23/2022	30805	09/23/2022	✓ 14.56 ✓
Total CQ Simple LLC				14.56
Crystal Heart Yoga Bill	09/23/2022	9/21/2...	09/23/2022	✓ 100.00 ✓
Total Crystal Heart Yoga				100.00
Demco Bill	09/23/2022	7175905	09/23/2022	✓ 76.26 ✓
Total Demco				76.26
Elm Chevrolet Bill	09/23/2022	2022 C...	09/23/2022	✓ 35,072.50 ✓
Elm Chevrolet Bill	09/23/2022	2022 C...	09/23/2022	✓ 35,132.50 ✓
Total Elm Chevrolet				72,205.00
Emergency Power Systems Bill	09/23/2022	SGI-00...	09/23/2022	✓ 855.00 ✓
Total Emergency Power Systems				855.00
Empire Access Bill	09/23/2022	00004...	09/23/2022	✓ 90.05 ✓
Total Empire Access				90.05
English, Darleen Bill	09/23/2022	Medica...	09/23/2022	✓ 111.23 ✓
Total English, Darleen				111.23
Erie Insurance Company Bill	09/23/2022	Sep 20...	09/23/2022	✓ 1,915.55 ✓
Total Erie Insurance Company				1,915.55

2:28 PM

09/30/22

Southern Tier Library System

Unpaid Bills Detail

As of September 23, 2022

Type	Date	Num	Due Date	Open Balance
First Bankcard				
• Bill	09/23/2022	44182...	09/23/2022	✓ 134.17 ✓
• Bill	09/23/2022	44182...	09/23/2022	✓ 27.87 ✓
• Bill	09/23/2022	44182...	09/23/2022	✓ 420.00 ✓
• Bill	09/23/2022	44182...	09/23/2022	✓ 258.89 ✓
Total First Bankcard				841.13
FirstLight Fiber				
• Bill	09/23/2022	12118...	09/23/2022	✓ 900.00 ✓
Total FirstLight Fiber				900.00
Friendly Freds				
• Bill	09/23/2022	28331	09/23/2022	✓ 38.00 ✓
Total Friendly Freds				38.00
Frontier Communications				
• Bill	09/23/2022	Oct 2022	09/23/2022	✓ 182.24 ✓
Total Frontier Communications				182.24
Gale/CENGAGE Learning				
• Bill	09/23/2022	78718...	09/23/2022	✓ 75.20 ✓
• Bill	09/23/2022	78839...	09/23/2022	✓ 28.79 ✓
• Bill	09/23/2022	78772...	09/23/2022	✓ 43.18 ✓
• Bill	09/23/2022	7883382	09/23/2022	✓ 1,040.47 ✓
Total Gale/CENGAGE Learning				1,187.64
Hallahan, Sheila				
• Bill	09/23/2022	Medica...	09/23/2022	✓ 111.23 ✓
Total Hallahan, Sheila				111.23
Holden, Loretta				
• Bill	09/23/2022	Medica...	09/23/2022	✓ 111.23 ✓
Total Holden, Loretta				111.23
Humana				
• Bill	09/23/2022	Oct 2022	09/23/2022	✓ 25.00 ✓
Total Humana				25.00
Ingram Library Services				
• Bill	09/23/2022	71404...	09/23/2022	✓ 382.28 ✓
• Bill	09/23/2022	71404...	09/23/2022	✓ 22.18 ✓
• Bill	09/23/2022	71482...	09/23/2022	✓ 177.70 ✓
• Bill	09/23/2022	71474...	09/23/2022	✓ 7.79 ✓
• Bill	09/23/2022	71870...	09/23/2022	✓ 10.19 ✓
• Bill	09/23/2022	71570...	09/23/2022	✓ 105.08 ✓
• Bill	09/23/2022	71870...	09/23/2022	✓ 112.80 ✓
Total Ingram Library Services				827.70
Isaac Hvac				
• Bill	09/23/2022	1887788	09/23/2022	✓ 787.50 ✓
Total Isaac Hvac				787.50
McPherson, Marcia				
• Bill	09/23/2022	Medica...	09/23/2022	✓ 111.23 ✓
Total McPherson, Marcia				111.23
Nelson, Jane				
• Bill	09/23/2022	Medica...	09/23/2022	✓ 111.23 ✓
Total Nelson, Jane				111.23

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09/20/22

Southern Tier Library System

Unpaid Bills Detail

As of September 23, 2022

Type	Date	Num	Due Date	Open Balance
NYSHIP				
Bill	09/23/2022	881	09/23/2022	✓ 10,908.54 ✓
Total NYSHIP				10,908.54
Overdrive				
Bill	09/23/2022	01453...	09/23/2022	✓ 189.85 ✓
Bill	09/23/2022	H-008...	09/23/2022	✓ 3,000.00 ✓
Bill	09/23/2022	01453...	09/23/2022	✓ 3,873.13 ✓
Bill	09/23/2022	01453...	09/23/2022	✓ 2,035.55 ✓
Bill	09/23/2022	01453...	09/23/2022	✓ 82.00 ✓
Bill	09/23/2022	01453...	09/23/2022	✓ 833.78 ✓
Bill	09/23/2022	01453...	09/23/2022	✓ 496.98 ✓
Bill	09/23/2022	01453...	09/23/2022	✓ 522.91 ✓
Bill	09/23/2022	01453...	09/23/2022	✓ 110.81 ✓
Bill	09/23/2022	01453...	09/23/2022	✓ 2,335.76 ✓
Bill	09/23/2022	01453...	09/23/2022	✓ 117.48 ✓
Bill	09/23/2022	01453...	09/23/2022	✓ 736.18 ✓
Bill	09/23/2022	01453...	09/23/2022	✓ 1,820.82 ✓
Bill	09/23/2022	01453...	09/23/2022	✓ 2,911.41 ✓
Total Overdrive				18,888.34
Passage, Mary				
Bill	09/23/2022	Medica...	09/23/2022	✓ 111.23 ✓
Total Passage, Mary				111.23
Quiggle, Mary Kay				
Bill	09/23/2022	Medica...	09/23/2022	✓ 111.23 ✓
Total Quiggle, Mary Kay				111.23
Time Warner Cable, PA				
Bill	09/23/2022	08822...	09/23/2022	✓ 154.98 ✓
Bill	09/23/2022	12022...	09/23/2022	✓ 44.99 ✓
Bill	09/23/2022	14558...	09/23/2022	✓ 500.00 ✓
Bill	09/23/2022	14386...	09/23/2022	✓ 1,750.00 ✓
Bill	09/23/2022	14551...	09/23/2022	✓ 575.00 ✓
Bill	09/23/2022	14377...	09/23/2022	✓ 632.53 ✓
Total Time Warner Cable, PA				3,657.50
United Healthcare Insurance Company				
Bill	09/23/2022	Oct 2022	09/23/2022	✓ 282.25 ✓
Total United Healthcare Insurance Company				282.25
Verizon Wireless				
Bill	09/23/2022	99147...	09/23/2022	✓ 177.38 ✓
Total Verizon Wireless				177.38
Wigg, Ristina				
Bill	09/23/2022	Medica...	09/23/2022	✓ 111.23 ✓
Total Wigg, Ristina				111.23
TOTAL				127,874.57

Deposit Summary

Southern Tier Library System

10/11/2022 5:00 PM

Summary of Deposits to 1202 - Cash - Money Market on 10/12/2022

Chk No.	PmtMethod	Rcd From	Memo	Amount
15901	Check	Cuba	Pass Thru	833.78
3090	Check	Watkins Glen	Pass Thru	25.75
1278	Check	Alfred	Pass Thru	25.75
5391	Check	Fillmore	Pass Thru	25.75
2168	Check	CCLD-Elmira	Pass Thru	3,808.13
5339	Check	CCLD-Elmira	Pass Thru	2,486.83
1308	Check	Hector	IT Contracts	400.00
1309	Check	Hector	Pass Thru	2,193.15
1310	Check	Hector	Pass Thru	25.75
13370	Check	Dundee	Pass Thru	77.25
5723	Check	Wayland	Pass Thru	103.01
2093247	Check	(ALA) American Library Association	PLA Digital Literacy Incentive grant	4,000.00

Less Cash Back:

Deposit Total:

14,005.15

Deposit Summary

Southern Tier Library System

9/28/2022 4:41 PM

Summary of Deposits to 1202 - Cash - Money Market on 09/29/2022

Handwritten signature and date 10/3/22

Chk No.	PmtMethod	Rcd From	Memo	Amount
15894	Check	Cuba	Pass Thru	1,441.39
4033	Check	Montour Falls	Pass Thru	113.00
5748	Check	Whitesville	Pass Thru	21.17
4535	Check	Corning	Pass Thru	291.85
1001706229	Check	Dell Marketing LP	Dell refund	446.89

Less Cash Back:

Deposit Total: 2,314.30

Deposit Summary

Southern Tier Library System

9/20/2022 3:54 PM

Summary of Deposits to 1202 - Cash - Money Market on 09/19/2022

Chk No.	PmtMethod	Red From	Memo	Amount
1678	Check	Hildreth, B	Pass Thru	81.95
3767	Check	Friendship	Pass Thru	57.53
1229	Check	Hornell	Pass Thru	349.00
7751	Check	Bath	Pass Thru	216.00
6846	Check	Richburg	IT Contract	200.00
13345	Check	Dundee	IT Contract	2,000.00
13344	Check	Dundee	IT Contract	500.00
15893	Check	Cuba	Pass Thru	197.63
5310	Check	CCLD-Elmira	Cost Share	35,035.50
4465296	Check	Network for Good	Network for Good donation	15.00

Less Cash Back:

Deposit Total: 38,652.61

Deposit Summary

Southern Tier Library System

Summary of Deposits to 1202 · Cash - Money Market on 9/12/2022

9/12/2022 1:00 PM

Chk No.	PmtMethod	Red From	Memo	Amount
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	E-Rate		BEARS Jan-Jun 2022	86,986.64
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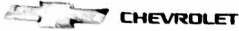
Less Cash Back:

Deposit Total:				86,986.64
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ELM

ELM CHEVROLET CO., INC.

Doc. #22-127

301 E. CHURCH ST ELMIRA, NY 14901
607-734-4141 NYS Facility No: 4080014

VEHICLE CASH PURCHASE AGREEMENT

BUYER SOUTHERN TIER LIBRARY SYSTEM		SALESPERSON _____		DATE 09/19/2022	
CO-BUYER _____		HOME PHONE _____		BUS. PHONE _____	
ADDRESS 9424 Scott Rd		CELL _____		FAX _____	
PAINTED POST, NY 14870		E-MAIL _____			
HOW DID YOU HEAR ABOUT US _____		PREFERRED METHOD OF CONTACT _____			
I ORDER AND AGREE TO PURCHASE FROM YOU, ON THE TERMS CONTAINED ON BOTH SIDES OF THIS AGREEMENT, THE FOLLOWING VEHICLE: (READ OTHER SIDE)		DEAL NO.	0019626	CUSTOMER NUMBER:	53428
NEW	YEAR 2022	MAKE CHEVROLET	MODEL EXPRESS G2500	V.I.N.	STOCK NO.
		BODY VAN CARGO	COLOR SUMMIT WHITE	1GCWGAFP5N1280077	T22-458
INSP #	MILES	DATE 09/19/2022	VEHICLE PRICE		\$ 35675.00
DEALER INSTALLED ACCESSORIES			DEALER INSTALLED ACCESSORIES		\$ NA
			EXTENDED SERVICE POLICY		\$ NA
			TOTAL PRICE		\$ 35675.00
			LESS TRADE-IN CREDIT		NA
			CASH PRICE OR TRADE DIFFERENCE		35675.00
			SALES TAX: COUNTY STEUBEN 0.000 %		\$ NA
			Dealer's optional fee for processing application for registration and or certificate of title. THIS IS NOT A DMV FEE.		\$ 175.00
			LICENSE, REGISTRATION (ESTIMATE)**		\$ 200.00
			INSPECTION FEE		\$ 10.00
			NYS TIRE MGMT. & RECYCLING FEE		\$ 12.50
			OTHER - ITEMIZE		\$ NA
			TOTAL CASH PRICE DELIVERED		\$ 36072.50
			LESS CASH DEPOSIT SUBMITTED WITH ORDER		\$ NA
			REBATE		\$ NA
			REBATE		\$ NA
			REBATE		\$ NA
			REBATE		\$ NA
			PLUS BALANCE OWING ON TRADE-IN		\$ NA
			CASH DUE ON DELIVERY		\$ 36072.50
			BALANCE TO BE FINANCED		\$ NA
			NUMBER OF MONTHS: 1		
			LIEN TO BE FILED WITH:		
			HEB 1201		
			VIN		MILEAGE
			YEAR	MAKE	MODEL
			CYL.		
			BODY	COLOR	TRANS
			PLATE NO.	EXP. DATE	
			PAYOFF CO.	PHONE	
			ADDRESS		
			LIEN ACCT #	CLOSE OUT \$	NA
			GOOD UNTIL	VERIFIED BY	DATE
			I HEREBY STATE THAT THERE ARE NO LIENS OR ENCUMBRANCES ON THE VEHICLE THAT I AM TRADING, OTHER THAN THOSE STATED ABOVE AND THAT THE VEHICLE I AM TRADING DOES NOT HAVE A SALVAGE, FLOOD, RECONSTRUCTED, OR NON-USA-STD. TITLE.		
			DATE BUYER'S SIGNATURE		
			I HAVE READ THE TERMS ON BOTH SIDES OF THIS AGREEMENT AND ACCEPT THEM AS STATED.		
			BUYER'S SIGNATURE		DATE: 09/19/2022
			CO-BUYER'S SIGNATURE		DATE:
			APPROVED BY SELLER		DATE: 09/19/2022

CONTRACTUAL DISCLOSURE FOR USED VEHICLES ONLY
THIS INFORMATION YOU SEE ON THE WINDOW FORM FOR THIS VEHICLE IS PART OF THIS CONTRACT. INFORMATION ON THE WINDOW FROM OVERRIDES ANY CONTRARY PROVISIONS IN THE CONTRACT OF SALE.

SPECIAL NOTICE TO CONSUMER
IF, UNDER THE LAW OF THE STATE OF NEW YORK CONTROLLING THE SALE OF USED MOTOR VEHICLES YOU SHOULD BE ENTITLED TO A REFUND IN CONNECTION WITH THIS TRANSACTION, THE VALUE OF ANY VEHICLE YOU MAY HAVE TRADED IN (IF THE SELLER CHOOSES NOT TO RETURN IT TO YOU) SHALL NOT BE THE VALUE LISTED IN THIS DOCUMENT. INSTEAD, THE VALUE WILL BE DETERMINED BASED ON THE NATIONAL AUTO DEALERS ASSOCIATION USED CAR WHOLESALE VALUE OR OTHER GUIDE APPROVED BY THE COMMISSIONER OF MOTOR VEHICLES, AND ADJUSTED FOR MILEAGE, IMPROVEMENTS AND ANY MAJOR PHYSICAL OR MECHANICAL DEFECTS.

A FULL TANK OF FUEL IS INCLUDED WITH ALL RETAIL SALES OF NEW VEHICLES.

THIS AGREEMENT IS NOT BINDING UNLESS SIGNED BY THE SELLER AND THE BUYER

ELM

ELM CHEVROLET CO., INC.

301 E. CHURCH ST ELMIRA, NY 14901
607-734-4141 NYS Facility No: 4080014

VEHICLE CASH PURCHASE AGREEMENT

BUYER <u>SOUTHERN TIER LIBRARY SYSTEM</u>		SALESPERSON <u>RANDY MARSH</u>		DATE <u>09/19/2022</u>	
CO-BUYER _____		HOME PHONE _____		BUS. PHONE _____	
ADDRESS <u>9424 Scott Rd.</u>		CELL _____		FAX _____	
<u>PAINTED POST, NY 14870</u>		E-MAIL _____			
HOW DID YOU HEAR ABOUT US _____		PREFERRED METHOD OF CONTACT _____			
I ORDER AND AGREE TO PURCHASE FROM YOU, ON THE TERMS CONTAINED ON BOTH SIDES OF THIS AGREEMENT, THE FOLLOWING VEHICLE: (READ OTHER SIDE)				DEAL NO. <u>0019625</u>	CUSTOMER NUMBER: <u>53428</u>
NEW	YEAR <u>2022</u>	MAKE <u>CHEVROLET</u>	MODEL <u>EXPRESS G2500</u>	V.I.N. <u>1GCGWAFP2N1280084</u>	STOCK NO. <u>T22-457</u>
		BODY <u>VAN CARGO</u>	COLOR <u>SUMMIT WHITE</u>		
INSP # _____	MILES _____	DATE <u>09/19/2022</u>	VEHICLE PRICE		\$ <u>35735.00</u>
DEALER INSTALLED ACCESSORIES			DEALER INSTALLED ACCESSORIES		\$ <u>NA</u>
			EXTENDED SERVICE POLICY		\$ <u>NA</u>
			TOTAL PRICE		\$ <u>35735.00</u>
			LESS TRADE-IN CREDIT		<u>NA</u>
			CASH PRICE OR TRADE DIFFERENCE		<u>35735.00</u>
			SALES TAX: COUNTY <u>STEUBEN</u> 0.000 %		\$ <u>NA</u>
			Dealer's optional fee for processing application for registration and or certificate of title. THIS IS NOT A DMV FEE.		\$ <u>175.00</u>
			LICENSE, REGISTRATION (ESTIMATE)**		\$ <u>200.00</u>
			INSPECTION FEE		\$ <u>10.00</u>
			NYS TIRE MGMT. & RECYCLING FEE		\$ <u>12.50</u>
			OTHER - ITEMIZE		\$ <u>NA</u>
			TOTAL CASH PRICE DELIVERED		\$ <u>36132.50</u>
			LESS CASH DEPOSIT SUBMITTED WITH ORDER		\$ <u>NA</u>
			REBATE		\$ <u>NA</u>
			REBATE		\$ <u>NA</u>
			REBATE		\$ <u>NA</u>
					\$ <u>NA</u>
CONSUMER INFORMATION					
Estimated Delivery Date <u>09/19/2022</u> /Place of Delivery <u>ELMIRA</u>					
If the new motor vehicle has not been delivered in accordance with this contract within 30 days following the estimated delivery date, the consumer has the right to cancel the contract and to receive a full refund, unless the delay in delivery is attributable to the consumer.					
PRIOR USE CERTIFICATION (REQUIRED BY VEHICLE AND TRAFFIC LAW 417-A IF PRINCIPAL PRIOR USE OF THE VEHICLE WAS AS A POLICE VEHICLE, TAXICAB, DRIVER EDUCATION VEHICLE OR RENTAL VEHICLE. THE PRINCIPAL PRIOR USE OF THIS VEHICLE WAS AS: A POLICE VEHICLE _____, A TAXICAB _____, A DRIVER EDUCATION VEHICLE _____, OR A RENTAL VEHICLE _____.					
** The amount indicated on your sales or lease agreement for registration and title fees is an estimate. In some instances, it may exceed the actual fees due to the Commissioner of Motor Vehicles. The dealer will automatically, and within sixty days of securing such registration and title, refund any amount overpaid for such fees. If the Motor Vehicle fees are more than the estimate charged, you will be responsible to pay the dealer indicated above the excess charges.					
Customer Initials _____ Date <u>09/19/2022</u>					
Dealer's optional fee for processing application for registration and/or certificate of title, and for securing special or distinctive plates (if applicable). THIS IS NOT A DMV FEE. *					
* The optional dealer registration or title application processing fee is not a New York State or Department of Motor Vehicles fees. Unless a lien is being recorded or the dealer issued number plates, you may submit your own application for registration and/or certificate of title to any motor vehicle issuing office.					
IF YOU AGREE TO ASSIST ME IN OBTAINING FINANCING FOR ANY PART OF THE PURCHASE PRICE, THIS ORDER SHALL NOT BE BINDING UPON YOU OR ME UNTIL ALL OF THE CREDIT TERMS ARE PRESENTED TO ME IN ACCORDANCE WITH REGULATION "Z" (TRUTH-IN-LENDING) AND ARE ACCEPTED BY ME. IF I DO NOT ACCEPT THE CREDIT TERMS WHEN PRESENTED, I MAY CANCEL THIS ORDER AND MY DEPOSIT WILL BE REFUNDED.					
IF THIS MOTOR VEHICLE IS CLASSIFIED A A USED MOTOR VEHICLE, THIS DEALER CERTIFIES THAT THE ENTIRE VEHICLE IS IN CONDITION AND REPAIR TO RENDER UNDER NORMAL USE, SATISFACTORY AND ADEQUATE SERVICE UPON THE PUBLIC HIGHWAY AT THE TIME OF DELIVERY.					
CONTRACTUAL DISCLOSURE FOR USED VEHICLES ONLY *THIS INFORMATION YOU SEE ON THE WINDOW FORM FOR THIS VEHICLE IS PART OF THIS CONTRACT, INFORMATION ON THE WINDOW FROM OVERRIDES ANY CONTRARY PROVISIONS IN THE CONTRACT OF SALE.*					
SPECIAL NOTICE TO CONSUMER IF, UNDER THE LAW OF THE STATE OF NEW YORK CONTROLLING THE SALE OF USED MOTOR VEHICLES YOU SHOULD BE ENTITLED TO A REFUND IN CONNECTION WITH THIS TRANSACTION, THE VALUE OF ANY VEHICLE YOU MAY HAVE TRADED-IN IF THE SELLER CHOOSES NOT TO RETURN IT TO YOU) SHALL NOT BE THE VALUE LISTED IN THIS DOCUMENT. INSTEAD, THE VALUE WILL BE DETERMINED BASED ON THE NATIONAL AUTO DEALERS ASSOCIATION USED CAR WHOLESAL VALUE OR OTHER GUIDE APPROVED BY THE COMMISSIONER OF MOTOR VEHICLES, AND ADJUSTED FOR MILEAGE, IMPROVEMENTS AND ANY MAJOR PHYSICAL OR MECHANICAL DEFECTS.					
A FULL TANK OF FUEL IS INCLUDED WITH ALL RETAIL SALES OF NEW VEHICLES.					
LIEN TO BE FILED WITH:					
VIN _____				MILEAGE _____	
YEAR _____	MAKE _____	MODEL _____	CYL _____		
BODY _____		COLOR _____	TRANS _____		
PLATE NO. _____		EXP. DATE _____			
PAYOFF CO. _____			PHONE _____		
ADDRESS _____					
LIEN ACCT # _____			CLOSE OUT \$ <u>NA</u>		
GOOD UNTIL _____		VERIFIED BY _____	DATE _____		
I HEREBY STATE THAT THERE ARE NO LIENS OR ENCUMBRANCES ON THE VEHICLE THAT I AM TRADING, OTHER THAN THOSE STATED ABOVE AND THAT THE VEHICLE I AM TRADING DOES NOT HAVE A SALVAGE, FLOOD, RECONSTRUCTED, OR NON-USA-STD. TITLE.					
DATE _____ BUYER'S SIGNATURE _____					
I HAVE READ THE TERMS ON BOTH SIDES OF THIS AGREEMENT AND ACCEPT THEM AS STATED.					
BUYER'S SIGNATURE _____			DATE: <u>09/19/2022</u>		
CO-BUYER'S SIGNATURE _____			DATE: _____		
APPROVED BY SELLER <u>[Signature]</u>			DATE: <u>09/19/2022</u>		

THIS AGREEMENT IS NOT BINDING UNLESS SIGNED BY THE SELLER AND THE BUYER



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

Southern Tier Library System

9424 Scott Road
Painted Post, NY 14870

STLS CODE _____

Financial Clerk _____

Auditor _____

Purchase Order

Vendor:

SirsiDynix
#774271 PO Box 854271
Minneapolis, MN 55485-4271

Purchase Order # 6771

Date: 8/30/22

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

Quantity	Item	Description	Unit Price	Total
1		Annual Software Renewal for SirsiDynix ILS	75,796.46	75,796.46
		See attached for details		

Division Head Approval

Director of IT

Title

Executive Director

AUTHORIZED SIGNATURE

Subtotal	75,796.46
Tax	Exempt
Shipping	
Miscellaneous	
Balance Due	75,796.46

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

REPORT IN 30 DAYS ON ITEMS NOT IN STOCK



Invoice

Page 1
Invoice INV11435
Date 14-Aug-2022

Sirsi Corporation

3300 North Ashton Blvd Ste 500
Lehi, UT 84043
Phone 1-800-288-8020

Bill To: Southern Tier Library System

9424 Scott Road
Painted Post, New York 14870

Reference #	Due Date
	13-Sep-2022

Description	Amount
API BLUECloud Analytics Debt Collection Enriched Content Enterprise eResource Central Materials Booking SIP-NCIP SirsiDynix Core Web Services ----- Effective Period: September 1st, 2022 - August 31st, 2023	

Invoice Currency is USD

For questions or concerns, please contact:
@ AccountsReceivable@sirsidynix.com
Or call 1-800-288-8020

Subtotal	\$75,796.46
Tax	\$0.00
Total	\$75,796.46

Payment by bank transfer to:

Account Name: Sirsi Corporation
Bank Name & Address: Wells Fargo Bank, 299 S.
Main Street, Salt Lake City, UT 84111
Account #: 4121523732
ABA: 121000248
Swift #: WFBIUS6S

Payment by check to:

Name: **Sirsi Corporation**
Address: **#774271 PO Box 854271, Minneapolis, MN**
55485-4271

Effective September 7, 2021 the address for mailing checks has changed. Please note the new address as listed above.






SirsiDynix is an Affirmative Action/Equal Opportunity employer and is proud to have a drug-free environment.
International Customers: These commodities, technology or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to U.S. law prohibited. Upon payment of this invoice, Customer agrees that SirsiDynix shall have the right to aggregate and retain non-personally identifiable data.

If paying by wire please reference the invoice number on your bank instructions.



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

The Executive Director spent the months of September/October engaged in the following activities:

-  September 12 & 13: Attended STLS Training Team meeting to discuss upcoming Gather and Grow learning event for membership. Facilitated online workshop featuring OWWL Library System program director speaking on the topic of women in leadership. 24 members were in attendance. Attended Allegany County Director's meeting to discuss Digital Library Contributions for 2023 – 2025, and vacant Allegany County STLS Board Seat. Participated in STLS Board of Trustees – Personnel & Policies Committee meeting. Attended annual Correctional Facility Services meeting with NYS Department of Corrections and Elmira Correctional Facility.
-  September 15: Met with members of STLS Professional Development and Outreach Division to discuss revisions to Resource Consultant position, and advertisement for filling vacancy. Attended public library system directors meeting with New York State Library to receive state-level library updates and information.
-  September 19 – 23: Facilitated STLS staff organizational development trainings with various staff and presenters. Topics of discussion included: Dealing with Change and Uncertainty, Fire and Security Alarm Safety, Managing Conflict, Delivery, Receiving and ILL Procedures, Key STLS Personnel Forms for Staff, and Stretching and Breathing for Alleviating Anxiety in the Workplace. Attended STLS Board of Trustees meeting as well as STLS Board of Trustees Public Relations Committee meeting and Finance and Facilities Committee meeting. Purchased two new STLS Delivery Vans at Elm Chevrolet following public request for proposals. Assisted by STLS staff K. Falkenberg and L. Brown.
-  September 26 & 28: Participated in Public Library District Toolkit planning meeting with authors of the Library Trustee Handbook of NYS to prepare for November 1st training of library system consultants across New York State. Attended STLS Digital Library Advisory Group meeting facilitated by STLS Engagement Consultant E. Jenns. Visited Southeast Steuben County Library to participate in Directors Advisory Council meeting to discuss ILS Cost Share Contributions, Digital Library Contributions, and possible federal funding available to STLS and member libraries for information, media and digital literacies.
-  September 29: Visited the Arkport Public Library to conduct New Director Orientation. Visited the Prattsburg Free Library to attend a library board meeting and provide trustee training.

🌈 October 3 - 7: Attended DAC DEI Subcommittee meeting to review STLS' Collection Management Policy, and discuss winter training for member library trustees with a focus on EDISJ. Also discussed next steps and actions for the subcommittee. Participated in monthly STLS Training Team meeting to plan professional development learning opportunities for member libraries. Assisted in the facilitation of the 2022 STLS Annual Meeting with STLS trustees and staff.

Professional Development, ILL and Youth Services
by Lorie Brown, Professional Development Manager
Division of Professional Development and Outreach

Member libraries are steadily utilizing BARC ILL services to meet the recreational and informational needs of their patrons that cannot be met from the resources within the boundaries of STLS. BARC (Bibliographic and Referral Center) is a program sponsored by the South Central Regional Library Council to provide interlibrary loan services to area libraries and library systems. At the close of September 2022, there are 46 % of our member library outlets (22 outlets) that are using this service. In the last 6 months, there has been an increase of 63% in the number of requests being made. This traditional service is valuable to patrons across our system and its use will continue to grow.

Lorie participated in the Staff Development series. She presented a session that gave a brief look at the work and organization that the Delivery Team contributes to the services of STLS.

Lorie on boarded a new driver to the Delivery Team. James Smith has begun 'ride alongs' with experienced drivers to learn the delivery routes and other pertinent details to successfully delivery materials to our member library outlets. Jim will do his first 'solo' run about mid-October.

Lorie attended the Director's Advisory Council (the DAC), has executed behind the scenes tasks to ensure that supplies for summer 2023 will arrive in a timely manner, has helped to distribute canvas bags and materials for youth to members who wish to have them. Lorie, accompanied Executive Director, Brian Hildreth to a meeting of the Prattsburgh Public Library Board of Trustees. The topic under discussion was collection management policies as well as a distinction between trustee and director responsibilities.

Lorie throughout the month worked with the Information Literacy Committee, a sub-committee of the DAC to help create a survey of the needs of member libraries in having ready-to-go resources for patron queries. She has scheduled a training for December that will address this topic as well. The training will be presented by staff from CCLD.

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

Keturah had the opportunity to do a great deal of work with physical collections in September, as she processed and readied nearly 500 books for delivery to the Elmira Correctional Facility and nearly 200 Large Print books for

addition to the STLS Large Print Rotating Collections. Keturah worked to weed and update ten of the rotating Large Print collections in preparation for their delivery to member libraries in October. The Large Print Rotating Collections have not been weeded and updated since February 2020, due to interruptions to regular operations caused by the COVID-19 pandemic and the STLS office building renovations.

Keturah visited the Elmira Correctional Facility in September to tour the General Library and meet with Greg Harris, Senior Librarian at ECF, and Corrinne Leone and Linda Klimchak, administrators in the Department of Corrections and Community Supervision (DOCCS). Working with Greg and Corinne, Keturah was able to determine some key priorities for the services STLS provides to the ECF General Library and will work on these priorities during 2023. Keturah also facilitated the annual Correctional Facility Negotiation meeting in partnership with Brian Hildreth.

Keturah visited the following member libraries and agencies during September: Steuben County Jail, Schuyler County Jail, and the Hornell Library. Keturah attended the following meetings: SCRLC Executive Committee, Outreach Coordinators monthly meeting, STLS Training Team, Allegany County Directors Association, NYLA Council, SCRLC Board, SCRLC Bylaws Committee, Rural Libraries Roundtable, and STLS Staff Development Days.

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

September 2022 Monthly Report

During the month of September 2022, Erika Jenns prepared for implementation of the PLA Digital Literacy Incentive grant. She secured workshop topics, locations, and dates for the three workshops. Workshops in the DigLit: Digital Literacy series will include:

- * Mobile Device Basics for Apple Devices at the Friendship Free Library on Tuesday, October 4th, 11:00am
- * Cybersecurity Basics at the Pulteney Free Library on Tuesday, October 25th, 11:00am
- * Mobile Device Basics for Android Devices at the Montour Falls Library on Tuesday, November 15th, 5:00pm

In addition, Erika promoted the series via press releases to 22 media outlets and community partners, as well as via social media through boosted posts, by sending flyers to hosting libraries and to nearby library locations. Erika also ordered tablets (iPads, Samsung tablets, and Kindle Fires) for the workshops and spent time setting them up, as well as creating materials for each workshop.

After attending the Allegany County Directors Association meeting, Erika responded to member needs by creating a Libby guide, which included information on using and installing the Libby app, important features, as well as information on upcoming Libby workshops being offered by OverDrive staff. She also created a print guide to the Recommend to Library feature available through OverDrive and sent copies to each member library. And, Erika hosting Libby trainings with eight staff at the Bolivar Free Library and the Richburg Colonial Library. She also shared Libby information at a new director meeting with Jackie Wilson and the 20th Century Club Library in Almond.

Other activities this month included attending the STLS staff development days; taking new staff headshots, editing the images, and updating the STLS website; discussion and revision of the Resource Consultant position posting; promotion of upcoming STLS events through emails and the print calendar; attending the Directors Advisory Council meeting; and leading the Digital Library Advisory Group meeting.

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

In September, IT worked on 132 Help Desk requests for member libraries and performed 4 monthly operating system patches on ILS servers. Weekly meetings with IT department staff and the monthly CCLD meeting were held.

Installed a new VoIP network switch for the phone system and spent many days gradually cleaning and rearranging network cabling in the remodeled server room.

Pat, Tom and I rearranged UPS units for the installation of the new equipment we installed to upgrade our data center as part of E-rate and ARC grant projects.

Collected new public computer equipment orders from 4 Allegany libraries participating in an ARC grant.

Individually these are some highlights of IT staff work:

Pat Beeman -

- Resolved ILS receipt printer issue for Wayland.
- Worked on server room and networking for VoIP phone system.
- X5228 calls, as always (multiple SRs)

Tom Lawrence -

- Worked on email server delay issues from high volume of SPAM.
- Worked with Dell on a display issue Mandy's laptop had.
- Resolved security admin account issues for Branchport public laptops.

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

Here is our monthly report for September...

E-rate

I submitted Billed Entity Applicant Reimbursement Forms (BEARs) for the 2nd half of FY 2021-2022 – they totaled \$86,986.64 in reimbursements for monthly and one-time Internet access charges. We received the full amount posted to our account in September. I have one final monthly internet BEAR to file, for that funding year, once we get the Spectrum billing errors in Bolivar fully sorted out.

General STLS

Kylie, Larissa and I had the pleasure of attending onsite STLS-provided staff training in mid-September. It was wonderful to meet again as a team, in person. We learned a lot but we also had fun, laughed and appreciated being back together again in our lovely, remodeled conference room.

ILS

Kylie visited Scio twice in September - they have a number of items on the shelf that were never barcoded and/or added to the catalog and she is helping Raeanne get their collection fully barcoded and organized in WorkFlows. Kylie also visited Wayland to provide training on BLUEcloud Analytics (BCA), our reporting software tool. Daniel met with Hannah (Corning) remotely to review BLUEcloud Circulation (BCC is a web-based circulation product that may one day replace WorkFlows, but is currently helpful for providing offsite library service) and discuss other ILS-related topics. I created new BCC accounts for two CCLD staff members, who plan to use it for outreach events. I visited Arkport, Belmont and Almond to provide training to the newly hired directors in each library – Cody, Curtis and Jackie respectively.

September was a busy month for committee meetings. The DAC Circulation Committee Meeting was one of those meetings. As part of work for that committee, I created new documentation for the Claims Returned wizard in WorkFlows. We also had a DAC Meeting in September where the DAC approved the Circulation Committee's recommendation to remove the display of Title, Gender, Lostitem and duplicate Birthdate fields in user records. While some of these fields have been used by libraries in the past, they are currently unused or used very rarely. I have begun the process of removing the display of these fields by removing those fields from new user records.

The Cataloging Advisory Committee also held a meeting last month. As part of that committee work, in September we began our next BCA and DC project - changing 650s of "Illegal aliens" to "Illegal immigration" and "Aliens" to "Noncitizens," as the Library of Congress subject headings related to illegal immigration have changed. We have found that this project is more complex than we originally expected, due to additional terms that contain "illegal aliens," such as "women illegal aliens" and the ambiguity of "Aliens" as a subject heading. We will continue to work on this project until all subject heading updates have been made.

Cataloging volume has increased, as it always does this time of year. We are currently at a turnaround time of 11 working days for unopened "normal" cataloging requests. This is always our busiest time of the year with publishing season, various holidays, illnesses (always seem to hit when the weather changes in October!) and the STLS Annual Meeting. This year we also have Gather & Grow in October and an unusually large number of new directors starting.