

**STLS BOARD MEETING**

Tuesday, November 21, 2017 - 2:00 pm

Southern Tier Library System Headquarters, Painted Post, New York

**AGENDA**

- |    |   |                      |                       |
|----|---|----------------------|-----------------------|
| 1. | Agenda                                  |                      | <b>Doc. #17 – 133</b> |
| 2. | Approval of Minutes – October 2017      | <b>*FOR APPROVAL</b> | <b>Doc. #17- 134</b>  |
| 3. | Treasurer’s Report – October 2017       | <b>*FOR APPROVAL</b> | <b>Doc. #17- 135</b>  |
| 4. | Financial Clerk’s Report – October 2017 | <b>*FOR APPROVAL</b> | <b>Doc. #17- 136</b>  |

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

**COMMITTEE REPORTS**

- |    |  |                                       |                      |
|----|--|---------------------------------------|----------------------|
| 5. | Executive Committee – Pat Selwood                    |                                       |                      |
| 6. | Personnel & Policies Committee – Richard Ahola       | (Minutes – Provided at Board Meeting) | <b>Doc. #17- 137</b> |
| 7. | Finance & Facilities Committee – Betsy Gorman        | (Minutes – Provided at Board Meeting) | <b>Doc. #17- 138</b> |
| 8. | Public Relations Committee – Lynnette Decker         |                                       |                      |
| 9. | Foundation for Southern Tier Libraries – Denise King | (Minutes)                             | <b>Doc. #17- 139</b> |

**BOARD ACTIONS**

- |     |   |                       |                      |
|-----|---|-----------------------|----------------------|
| 10. | <u>Expenditure Approvals -Monthly Unpaid Bills Detail</u> | <b>* FOR APPROVAL</b> | <b>Doc. #17- 140</b> |
|-----|---|-----------------------|----------------------|

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			

*Discussion:*

- |     |  |                       |                      |
|-----|--|-----------------------|----------------------|
| 11. | <u>Receipt Approvals – Monthly Deposit Summary</u> | <b>* FOR APPROVAL</b> | <b>Doc. #17- 141</b> |
|-----|--|-----------------------|----------------------|

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			

*Discussion:*

12. Approve the Grants Fund Policy

**\*FOR APPROVAL**

**Doc. #17- 142**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the Grants Fund Policy that were presented at the October 2017 Board Meeting

Move:		Second:	
Aye	Nay 0	Abstain	Absent
Approved			

*Discussion:*

13. Approve the Organizational Meeting Policy

**\*FOR APPROVAL**

**Doc. #17- 143**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the Organizational Meeting Policy that were presented at the October 2017 Board Meeting and amended by clarifying language at the Personnel and Policies Committee meeting on November 14, 2017.

Move:		Second:	
Aye	Nay 0	Abstain	Absent
Approved			

*Discussion:*

14. Approve the Appointment of Larissa Wagner to Part Time ILS Specialist

**\*FOR APPROVAL**

(Provided at Board Meeting) **Doc. #17- 144**

Executive Director Recommendation: The STLS Board of Trustees approves the appointment of Larissa Wagner to the position of Part Time ILS Specialist as presented and include a salary as set by the Board of Trustees.

Move:		Second:	
Aye	Nay 0	Abstain	Absent
Approved			

*Discussion:*

15. Approve Mid-Year Revisions to the 2017 STLS Library System Operating Budget

**\*FOR APPROVAL**

**Doc. #17- 145**

Executive Director Recommendation: The STLS Board of Trustees approves the proposed revisions to the 2017 STLS Library System Operating Budget as discussed at the November 2017 board meeting.

Move:		Second:	
Aye	Nay 0	Abstain	Absent
Approved			

*Discussion:*

16. Approve the 2018 STLS Library System Operating Budget

**\*FOR APPROVAL**

(Provided at Board Meeting) **Doc. #17- 146**

Executive Director Recommendation: The STLS Board of Trustees approves the 2018 STLS Library System Operating Budget that was presented at the October 2017 Board Meeting and incorporates any changes made at the November 2017 Board Meeting that are specifically listed in *Discussion*.

Move:			Second:	
Aye	Nay	0	Abstain	Absent
Approved				

*Discussion:*

17. Approve December's One-Time Personnel Payment to STLS Staff

**\* FOR APPROVAL**

Executive Director Recommendation: Approve the one-time net payment of \$100 to each STLS Staff member excluding the Executive Director as included in the approved 2017 STLS Budget.

Move:			Second:	
Aye	Nay	0	Abstain	Absent
Approved				

*Discussion:*

## BOARD INFORMATION

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

**Doc. #17 – 147**

## STLS Staff Presentation – Outreach Consultant Keturah Cappadonia

Public Expression (15 minutes)

Adjournment

Next meeting: STLS Headquarters, Painted Post (Steuben County) – Tuesday, December 19 at 2 p.m.

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

**MINUTES****TRUSTEES PRESENT:**

Richard Ahola - 2022	Kathy Green-2021
Sisi Barr - 2018	David Haggstrom - 2021
Sarah Collins -2019	Denise King – 2019
Lynette Decker -2021	Pat Selwood – 2019
Cindy Dutton-2020	Dale Wexell-2020
Cindy Emmer -2022	Felicity Wright - 2019
Pat Finnerty -2022	
Betsy Gorman-2020	

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

President Pat Selwood called the meeting to order at 2:00 pm.

**AGENDA REVIEW**

Approved

**Doc. #17-115**

No corrections or revisions.

Oath of Office was administered by Board President P. Selwood to newly elected trustees, D. Haggstrom and F. Wright. The trustees were elected unanimously per STLS Bylaws.

**APPROVAL OF SEPTEMBER MINUTES**

Approved

**Doc. #17-116**

No corrections or revisions

**Treasurer's Report(s) for September 2017**

Received and filed

**Doc. #17-117**

B. Gorman reported no significant fluctuations from August to September in the Treasurer's Report.

**Financial Clerk's Report for September 2017**

Received and filed

**Doc. #17-118**

Board members reviewed the September report with B. Hildreth. B. Hildreth indicated all funding from New York State had been received for the member libraries. STLS is still waiting on funding for Correctional Facilities and Jails. He also noted payroll was higher this month because there were three pay periods in September as opposed to the standard two.

**3<sup>rd</sup> Quarter Profit Loss Budget Statement**

Received and filed

**Doc. #17-119**

B. Hildreth reviewed the quarterly report with trustees. He asked if anyone had questions. B. Hildreth indicated payroll will be under budget in 2017 because part time and full time positions hadn't been filled throughout the whole year. The Finance and Facilities Committee will review mid-year revisions prior to November's board meeting, so the profit-loss statement reflects more accurately to budgeted amounts. This will be noticed in the 4<sup>th</sup> Quarter Profit Loss Statement.

**3<sup>rd</sup> Quarter Internal Auditor's Claim Report**

Received and filed

**Doc. #17-120**

D. Wexell reported there were no exceptions to his report.

**Standing Committee Reports****Executive Committee –**

P. Selwood reported that the Executive Committee developed the agenda with Executive Directors assistance this month by email. The Chair has appointed a Nominating Committee to select 2018 officers. The committee is S. Collins, K. Green, and D. King. K. Green indicated the committee is prepared to make recommendations at the November meeting.

**Personnel & Policies Committee – Richard Ahola**(Minutes) **Doc. #17-121**

B. Hildreth noted Kylie Baker has been hired for the full time ILS position and Larissa Wagner was hired to fill Kylie's vacated part time ILS position. Both positions were advertised internally and externally with several candidates. B. Hildreth also explained Barb Mack had to resign from her Part Time Business Manager position September 30, 2017, but she has been reinstated to that position October 1, 2017 in the same capacity as a result of her documented retirement with New York State Employees Retirement System.

R Ahola reported Paid Family Leave was discussed. B. Hildreth stated STLS will provide the benefit in 2018 and it is funded through employee contributions.

R Ahola also said specific policies including the Records Retention Policy were discussed. B. Hildreth said the policy has been passed along for legal review. B Hildreth said the system is also reviewing other library system policies that have had a recent legal review. A proposed policy will be created for the Personnel & Policies Committee review in the coming months. ?

R. Ahola said the committee is looking at policies adopted prior to 2010. Two specific policies include the Grant Funds Policy and Organizational meeting Policy. The board has received both copies for review . Proposed revisions will be included as Action Items for the November board meeting.

**Finance & Facilities Committee – Betsy Gorman**

**Doc. #17-124**

The 2018 Budget includes a 3% cut, based on a possible cut in NYS funding. The Budget will be presented at this month's meeting. Board members will have the month of October and November for review. Some changes will take place between now and then on specific line items as more information becomes available. The board will be asked to vote on the budget at November's meeting.

B. Hildreth reported the commercial insurance policy is out for bid. An RFP was issued in early October at the approval of the committee. To date there are 3 interested agencies.

B. Gorman reported a vote will take place on the 990 Form today. B. Gorman also reported that the facilities review will take place at next month's committee meeting.

**Public Relations Committee – Lynnette Decker**

(Minutes) **Doc. #17-126.**

L. Decker reported the committee did not meet in October. However, she thanked the committee and STLS staff for all their hard work on the annual meeting and conference. The event was an overall success.

**Foundation for Southern Tier Libraries – Dale Wexell**

(Minutes) **Doc.#17-127**

D. King reported since D. Wexell was absent.

D. King reported the annual appeal letter is being drafted and will be updated with examples of how money donated to the Foundation has been spent. D. King also reported the foundation website is being updated. The Foundation will also have a meeting to assure it is in line with goals for 2018. The Foundation is seeking new members and the next meeting is Nov. 14, 2017 at STLS Headquarters at 4:00pm.

**BOARD ACTIONS**

**12. Expenditure Approvals -Monthly Unpaid Bills Detail \* FOR APPROVAL Doc. #17-128**

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: Committee	Second:			
Aye 14	Nay 0	Abstain 0	Absent 0	
Approved				

*Discussion:* None

13. Receipt Approvals – Monthly Deposit Summary\* **FOR APPROVAL** Doc. #17- 129

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: Committee			Second:		
Aye 14	Nay 0		Abstain 0	Absent 0	
Approved					

*Discussion:* None

14. Approve the Appointment of Kylie Baker to Full Time ILS Specialist\***FOR APPROVAL** (Resume provided at board meeting) **Doc. #17- 130**

Executive Director Recommendation: The STLS Board of Trustees approves the appointment of Kylie Baker to the position of Full Time ILS Specialist as presented and include a salary as set by the Board of Trustees

Move: C Emmer		Second: R Ahola	
Aye 14	Nay 0	Abstain 0	Absent 0
Approved			

*Discussion:* Board amends item 14 to read:

“Executive Director Recommendation: The STLS Board of Trustees approves the appointment of Kylie Baker to the position of Full Time ILS Specialist as presented and include a yearly salary of \$32,000.00.”

15. Approve the Reappointment of Barbara Mack to Part Time Business Manager\* **FOR APPROVAL** **Doc. #17-131**

Executive Director Recommendation: The STLS Board of Trustees approves the appointment of Barbara Mack to the position of Part Time Business Manager as presented and include a salary as set by the Board of Trustees

Move: C Emmer		Second: S Collins	
Aye 14	Nay 0	Abstain 0	Absent 0
Approved			

*Discussion:* Board amends item 15 to read:

“Executive Director Recommendation: The STLS Board of Trustees approves the appointment of Barbara Mack to the position of Part Time Business Manager as presented and include a salary of \$17.82/hour. “

16. STLS 2016 IRS 990 Filing

\* **FOR APPROVAL**

**Doc. #17-104**

Finance & Facilities Committee Recommendation: Approve the proposed IRS 990 Form for the 2016 Fiscal Year as presented at the September 19, 2017 Board of Trustees Meeting

Move:	C Emmer	Second:	R Ahola
Aye 14	Nay 0	Abstain 0	Absent 0
Approved			

*Discussion:*

D Wexell stated that on form 990, Schedule O, Part VI, Section B, Line 15 A reads:

“The Compensation for the Executive Director is determined by the *Board Executive Committee* as part of the annual evaluation process.”

It should read:

“The Compensation for the Executive Director is determined by the *Board of Trustees* as part of the annual evaluation process.”

P Selwood asked for a motion to approve the 990 Form taking into account the language change to Schedule O, Part VI, Section B, Line 15.

**BOARD INFORMATION**

Old Business –

New Business – none

D. King made a motion to go into Executive Session to discuss the Executive Director’s evaluation and salary. Seconded by C. Emmer at 2:42 pm.

D. King moved to come out of Executive Session at 2:47 pm; seconded by B. Gorman.

D. Wexell moved to amend the agenda to include the approval of the Executive Director’s Performance Evaluation and New Salary of \$107,600, which should be retroactive to September 16, 2017. Seconded by C. Emmer.



Move:	D. Wexell				Second:	C. Emmer			
Aye	14	Nay	0	Abstain	0	Absent	0		

Resolved: the STLS Board of Trustees approves the 2016-2017 Executive Director's Evaluation and agrees to increase and set the Executive Director's Salary to \$107,600, which should be retroactive to September 16, 2017. Seconded by B. Gorman.

Move:	D. Wexell				Second: B. Gorman			
Aye	14	Nay	0	Abstain	0	Absent	0	

#### Library Networking –

P Selwood stated that “Library Networking: is not talked about much, possibly change this topic to something else? F. Wright had a question as to what was meant by the term “Library Networking”. B. Hildreth explained that he thought it meant the STLS trustees’ experience visiting STLS member libraries. F. Wright suggested, as a newcomer to the Board of Trustees, to possibly have a checklist of what to look for or discuss when visiting libraries.

D. King explained that when she joined the Board the Trustees, Trustees were encouraged to visit the member libraries, but that does not seem to occur as much. D. King asked how to go about feeling more connected to the member libraries. D. Wexell offered a potential solution. Each Trustee would be assigned 2 libraries to visit with a checklist. The Trustee would then report back to the Board after each visit. If this were to be done, it would take 2 years for all member libraries to receive a board visit.

K. Green added that the Hornell Public Library held a “Meet the Candidates” meeting for the Hornell mayoral candidates.

#### President's Report

P. Selwood thanked the Trustees who were able to attend the Annual Meeting. P. Selwood stated it was beneficial.

#### Monthly System Management Team & Divisional Reports

Doc. #17-132

B. Hildreth addressed recent Fee-based Services, specifically IT and Processing. B. Hildreth said there should be a framework for customer services solutions for IT in the coming months.

For STLS Processing, B. Hildreth said just over 50% of member libraries use this service with 2 libraries utilizing the majority of that service. B. Hildreth stated STLS is encouraging the use of outside vendors for processing needs as a cost savings to both the library and STLS.

B. Hildreth said as of Jan. 1, 2019, STLS will discontinue Processing. STLS will help libraries transition through the use of outside processing services in 2018. This is being done to

improve processing speeds and cost savings. More information and updates would be provided to STLS trustees as we transition.

B. Hildreth reviewed the Proposed 2018 Library System Budget. It is based on a 3% state funding cut.

B. Hildreth indicated STLS will be able to fulfill its 2018 Plan of Service priorities under this budget as it is balanced, but it will be difficult if the State makes mid-year revisions. He asked trustees to call or write with questions about the budget as it will be up for vote in November. He is happy to discuss and justify each line item.

### **STLS Staff Presentation – ILS & Technical Services Manager Amanda “Mandy” Fleming**

Presentation on the automation of Little Genesee library. Automating Little Genesee library addressed an unmet need in the area. Since becoming automated, Little Genesee had doubled its holds provided since 2016 and has 5x the holds received for patrons from 2016-2017. The trustees were impressed with Genesee’s automation project and Mandy Fleming’s presentation. They thanked her and the staff for their efforts.

Public Expression (15 minutes) – None

### **Adjournment**

Move:				Second: L Decker			
Aye	14	Nay	0	Abstain	0	Absent	0
Adjourned at 3:36 pm							

Next meeting: Southern Tier Library System Headquarters, Painted Post, NY – Tuesday, November 21, 2017 at 2 p.m.

*Minutes written by Melissa Morrissey and reviewed by Cindy Emmer, Board Secretary*

	<u>Oct 31, 17</u>	<u>Sep 30, 17</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
1200 · Cash - Operating	7,746.52	7,230.88	515.64
1201 · Cash - Payroll	1,726.77	2,511.53	-784.76
1202 · Cash - Money Market	1,575,563.89	1,296,544.97	279,018.92
<b>Total Checking/Savings</b>	<u>1,585,037.18</u>	<u>1,306,287.38</u>	<u>278,749.80</u>
<b>Accounts Receivable</b>			
1380 · Accounts Receivable	74,266.29	88,944.36	-14,678.07
<b>Total Accounts Receivable</b>	<u>74,266.29</u>	<u>88,944.36</u>	<u>-14,678.07</u>
<b>Other Current Assets</b>			
12000 · Undeposited Funds	37.58	2,044.70	-2,007.12
<b>Total Other Current Assets</b>	<u>37.58</u>	<u>2,044.70</u>	<u>-2,007.12</u>
<b>Total Current Assets</b>	<u>1,659,341.05</u>	<u>1,397,276.44</u>	<u>262,064.61</u>
<b>Fixed Assets</b>			
<b>1100 · Fixed Assets</b>			
1102 · Building	992,538.06	992,538.06	0.00
1104 · Equipment	955,022.14	955,022.14	0.00
1112 · Accumulated Dep Building	-477,343.77	-477,343.77	0.00
1114 · Accumulated Depreciation	-649,044.70	-849,044.70	0.00
<b>Total 1100 · Fixed Assets</b>	<u>821,171.73</u>	<u>821,171.73</u>	<u>0.00</u>
<b>Total Fixed Assets</b>	<u>821,171.73</u>	<u>821,171.73</u>	<u>0.00</u>
<b>Other Assets</b>			
1382 · Prepaid expenses	72,292.70	72,292.70	0.00
<b>Total Other Assets</b>	<u>72,292.70</u>	<u>72,292.70</u>	<u>0.00</u>
<b>TOTAL ASSETS</b>	<u><u>2,552,805.48</u></u>	<u><u>2,290,740.87</u></u>	<u><u>262,064.61</u></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Other Current Liabilities</b>			
2601 · Accrued P/R	18,800.32	18,800.32	0.00
2604 · Deferred Grant	3,597.89	3,597.89	0.00
2625 · Payroll Deductions Payable	0.00	-140.62	140.62
2626 · Flex Spending Deduction Payable	1,647.23	1,270.23	377.00
2640 · Accrued Compensated Absences	90,138.04	90,138.04	0.00

Southern Tier Library System  
Treasurer's Report  
October 2017

	<u>Oct 31, 17</u>	<u>Sep 30, 17</u>	<u>\$ Change</u>
<b>Total Other Current Liabilities</b>	<u>114,183.48</u>	<u>113,665.86</u>	<u>517.62</u>
<b>Total Current Liabilities</b>	<u>114,183.48</u>	<u>113,665.86</u>	<u>517.62</u>
<b>Total Liabilities</b>	<u>114,183.48</u>	<u>113,665.86</u>	<u>517.62</u>
<b>Equity</b>			
<b>3200 - Fund Balance Unrestricted</b>	1,848,236.78	1,848,236.78	0.00
<b>3910 - Fund Balance Replacement Res</b>	100,000.00	100,000.00	0.00
<b>Net Income</b>	<u>490,385.22</u>	<u>228,838.23</u>	<u>261,546.99</u>
<b>Total Equity</b>	<u>2,438,622.00</u>	<u>2,177,075.01</u>	<u>261,546.99</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>2,552,805.48</u></u>	<u><u>2,290,740.87</u></u>	<u><u>262,064.61</u></u>

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

Southern Tier Library System  
Financial Clerk's Report  
October 2017

Doc. #17-136

	Oct 17	Sep 17	\$ Change
<b>Income</b>			
4706 · Jails and Institutions	4,105.00	0.00	4,105.00
4709 · Local Services Support	0.00	9,441.00	-9,441.00
4711 · Coordinated Outreach	75,090.00	0.00	75,090.00
4713 · State Corrections	26,299.00	0.00	26,299.00
4716 · State Aid Pass Through	165,234.00	221,271.00	-56,037.00
4719 · Interest	116.58	130.76	-14.18
4721 · E-Rate Funding	157,687.20	0.00	157,687.20
4724 · Member Library IT Contracts	5,934.90	159.65	5,775.25
4725 · Grants Revenue	14,295.00	11,000.00	3,295.00
4733 · Member Library Processing Fees	0.00	4,037.00	-4,037.00
4735 · Non State Aid Pass Through	11,269.92	15,807.08	-4,537.16
4784 · General Reimbursements & Refund	495.50	0.00	495.50
<b>Total Income</b>	<b>460,527.10</b>	<b>261,846.49</b>	<b>198,680.61</b>
<b>Gross Profit</b>	<b>460,527.10</b>	<b>261,846.49</b>	<b>198,680.61</b>
<b>Expense</b>			
5100 · Salaries			
5141 · Professional Salaries	30,926.44	40,476.12	-9,549.68
5142 · Non-Professional Salaries	34,243.61	52,033.70	-17,790.09
<b>Total 5100 · Salaries</b>	<b>65,170.05</b>	<b>92,509.82</b>	<b>-27,339.77</b>
5150 · Personnel Benefits			
5153 · Social Security	4,710.87	6,813.19	-2,102.32
5157 · Health Insurance	16,556.95	17,359.68	-802.73
5158 · Payroll Expense - Other	417.86	609.98	-192.12
5150 · Personnel Benefits - Other	0.00	3,000.00	-3,000.00
<b>Total 5150 · Personnel Benefits</b>	<b>21,685.68</b>	<b>27,782.85</b>	<b>-6,097.17</b>
5204 · STLS Software & Small Equipment	2,710.27	2,183.00	527.27
5205 · Maintenance Contracts & Leases	224.45	2,101.60	-1,877.15
5407 · Integrated Library System	66,291.48	0.00	66,291.48
5408 · Platform Fees & Licenses	442.00	5,916.00	-5,474.00
5409 · STLS Telephone/Internet	16,755.08	23,028.97	-6,273.89
5417 · Library Materials	666.87	1,973.66	-1,306.79
5418 · Consultant Collection	49.00	45.00	4.00
5419 · Electronic Materials	128.42	3,981.16	-3,852.74
5420 · Staff Development Travel	626.65	1,051.68	-425.03
5422 · Trustee Mileage	1,099.05	0.00	1,099.05
5424 · Conference Registration	1,284.80	3,160.00	-1,895.20
5425 · Staff & Member Library Mileage	440.84	199.18	241.66
5427 · Programming & Annual Conference	3,104.14	4,624.50	-1,520.36
5428 · Meeting Supplies	204.88	532.86	-327.98

Southern Tier Library System  
Financial Clerk's Report  
October 2017

	<u>Oct 17</u>	<u>Sep 17</u>	<u>\$ Change</u>
5430 · Office Supplies	1,490.39	1,234.27	256.12
5433 · Postage	770.00	0.00	770.00
5434 · Public Relations	779.26	2,208.27	-1,429.01
5435 · Member Library Pass through	11,300.43	324,207.17	-312,906.74
5436 · STLS Grants to Member Libraries	1,175.00	0.00	1,175.00
5442 · Professional Fees	392.00	0.00	392.00
5443 · Legal Counsel	0.00	282.50	-282.50
5444 · Accounting Support & Audit	75.00	975.00	-900.00
5450 · Utilities	558.87	925.14	-366.27
5451 · Building Maintenance & Repairs	1,178.39	4,965.08	-3,786.69
5454 · Commercial Insurance	0.00	2,663.92	-2,663.92
5471 · Vehicle Maintenance & Repairs	165.75	195.93	-30.18
5473 · Vehicle Fuel	1,396.63	1,238.84	159.79
5474 · Vehicle Insurance	0.00	1,538.00	-1,538.00
5480 · Greenwood Reading Center Exp	145.73	292.30	-146.57
5490 · Grants	-1,311.00	0.00	-1,311.00
<b>Total Expense</b>	<u>198,980.11</u>	<u>509,814.70</u>	<u>-310,834.59</u>
<b>Net Income</b>	<u>261,546.99</u>	<u>-247,968.21</u>	<u>509,515.20</u>

**Agenda**  
**Foundation for Southern Tier Libraries**  
Tuesday, October 3, 2017 at 4 PM  
STLS Headquarters / Painted Post, NY

**In Attendance:** Phil Archer, Sherrill Collins, Peter Gamba, Brian Hildreth, Denise King, Judy Phillips, Kay Thomas and Rusty Wigg

**Call to Order/Quorum**

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

**Approve Agenda**

Board members reviewed the agenda as presented. D. King asked to add the Annual Appeal Letter as a topic of conversation. Item was added. No additional revisions or items were added.

**Minutes**

Board members reviewed meeting minutes from previous Foundation board meeting. S. Collins made a motion to approve. Approved unanimously

**Financials**

P. Gamba presented financials dated August 31, 2017. A balance of accounts reflected \$3,534.31.

**Website**

R. Wigg provided a tour of the foundation's website. She highlighted recent updates and discussed different platform options, which would help sustain the website for the organization. A motion was made by P. Gamba to upgrade the site to a Personal subscription at a cost of \$4.00 per month. Motion was seconded by K. Thomas. Passed unanimously.

**Fundraising Strategy**

Board members discussed the recent presentation from TCPL's foundation that highlighted campaign strategies. S. Collins indicated she and B. Weber had been working on an updated list of potential donors aside from past donors. It was agreed each board member would bring a list of 5 potential donors to the next board meeting for consideration.

**Brochure**

S. Collins said she contacted B. Hildreth with proposed changes to the foundation's current brochure. Some minor content changes have been made along with formatting. B. Hildreth agreed to make the changes on S. Collin's behalf prior to the next board meeting.

**Annual Appeal Letter**

D. King informed board members she and B. Weber were developing the 2017 appeal letter. She provided the 2016 letter for review, and asked for input and potential revisions. Board members discussed letter

content and formatting. D. King thanked everyone for their review and said she would report back at November's meeting.

### **Strategic Plan Overview**

Board members discussed developing some strategic goals for 2018. It would be good for the foundation to focus on some measurable goals and objectives. B. Hildreth said using data from the 2015/2016 focus groups session would be helpful. A committee of the board might develop a simple plan for the foundation to follow, which could include fundraising goals. Board members agreed to collect information from the foundation's most recent strategic planning session and determine the best way to move forward.

### **Motion to Adjourn**

Meeting adjourned at 5:27 pm

Minutes Respectfully Submitted:  
Brian Hildreth



**Southern Tier Library System**  
**Unpaid Bills Detail**  
**As of October 27, 2017**

Doc. #17-140

	Type	Date	Num	Due Date	Open Balance
0	Holden, Loretta				
0	✓ Bill	10/27/2017	Medic...	10/27/2017	46.80 ✓
	Total Holden, Loretta				46.80
	Ingram Library Services				
6	✓ Bill	10/27/2017	3081...	10/27/2017	49.00 ✓
	Total Ingram Library Services				49.00
	Mack, Barbara				
0	✓ Bill	10/27/2017	Retire...	10/27/2017	174.41 ✓
	Total Mack, Barbara				174.41
	McKerlie, Karen				
0	✓ Bill	10/27/2017	9/27/...	10/27/2017	34.77 ✓
	Total McKerlie, Karen				34.77
	McPherson, Marcia				
0	✓ Bill	10/27/2017	Medic...	10/27/2017	46.80 ✓
	Total McPherson, Marcia				46.80
	Nelson, Jane				
0	✓ Bill	10/27/2017	Medic...	10/27/2017	46.80 ✓
	Total Nelson, Jane				46.80
	NYSHIP				
0	✓ Bill	10/27/2017	517	10/27/2017	18,991.65 ✓
	Total NYSHIP				18,991.65
	Overdrive				
0	✓ Bill	10/27/2017	0145...	10/27/2017	343.99 ✓
0	✓ Bill	10/27/2017	0145...	10/27/2017	9.42 ✓
0	✓ Bill	10/27/2017	0145...	10/27/2017	4,552.41 ✓
0	✓ Bill	10/27/2017	0145...	10/27/2017	254.89 ✓
	Total Overdrive				5,180.71
	Passage, Mary				
0	✓ Bill	10/27/2017	Medic...	10/27/2017	46.80 ✓
	Total Passage, Mary				46.80
	Quiggle, Mary Kay				
0	✓ Bill	10/27/2017	Medic...	10/27/2017	46.80 ✓
	Total Quiggle, Mary Kay				46.80
	Radisson Hotel Corning				
0	✓ Bill	10/27/2017	21896	10/27/2017	179.00 ✓
	Total Radisson Hotel Corning				179.00
	Retterer & Sons LLC				
6	✓ Bill	10/27/2017	RS-1...	10/27/2017	375.00 ✓
	Total Retterer & Sons LLC				375.00
	SCRLC				
0	✓ Bill	10/27/2017	6066	10/27/2017	770.00 ✓
	Total SCRLC				770.00
	Selwood, Pat				
0	✓ Bill	10/27/2017	3rd Q...	10/27/2017	314.74 ✓
	Total Selwood, Pat				314.74
	Staples Business Advantage				
0	✓ Bill	10/27/2017	8046...	10/27/2017	150.33 ✓
0	✓ Bill	10/27/2017	8046...	10/27/2017	171.06 ✓
	Total Staples Business Advantage				321.39

2:35 PM

10/24/17

**Southern Tier Library System**  
**Unpaid Bills Detail**  
 As of October 27, 2017

*10/25/17*

*10/25/17*

	Type	Date	Num	Due Date	Open Balance
<i>AT&amp;T</i>	AT&T				
<i>Bill</i>	Bill	10/27/2017	7519...	10/27/2017	1,248.99 ✓
	Total AT&T				1,248.99
<i>Barr, Mathilde</i>	Barr, Mathilde				
<i>Bill</i>	Bill	10/27/2017	3rd ...	10/27/2017	65.27 ✓
	Total Barr, Mathilde				65.27
<i>Black's Auto Service</i>	Black's Auto Service				
<i>Bill</i>	Bill	10/27/2017	103604	10/27/2017	33.95 ✓
<i>Bill</i>	Bill	10/27/2017	103489	10/27/2017	33.95 ✓
<i>Bill</i>	Bill	10/27/2017	103402	10/27/2017	33.95 ✓
<i>Bill</i>	Bill	10/27/2017	103092	10/27/2017	29.95 ✓
<i>Bill</i>	Bill	10/27/2017	102937	10/27/2017	33.95 ✓
	Total Black's Auto Service				165.75
<i>Decker, Lynnette</i>	Decker, Lynnette				
<i>Bill</i>	Bill	10/27/2017	3rd Q...	10/27/2017	177.62 ✓
	Total Decker, Lynnette				177.62
<i>Empire Natural Gas</i>	Empire Natural Gas				
<i>Bill</i>	Bill	10/27/2017	WST...	10/27/2017	5.23 ✓
	Total Empire Natural Gas				5.23
<i>English, Darleen</i>	English, Darleen				
<i>Bill</i>	Bill	10/27/2017	Medic...	10/27/2017	46.80 ✓
	Total English, Darleen				46.80
<i>Finnerty, Patricia</i>	Finnerty, Patricia				
<i>Bill</i>	Bill	10/27/2017	3rd Q...	10/27/2017	131.61 ✓
	Total Finnerty, Patricia				131.61
<i>First Bankcard</i>	First Bankcard				
<i>Bill</i>	Bill	10/27/2017	4418...	10/27/2017	400.84 ✓
<i>Bill</i>	Bill	10/27/2017	4418...	10/27/2017	100.54 ✓
<i>Bill</i>	Bill	10/27/2017	4418...	10/27/2017	337.25 ✓
<i>Bill</i>	Bill	10/27/2017	4418...	10/27/2017	29.98 ✓
<i>Bill</i>	Bill	10/27/2017	4418...	10/27/2017	909.88 ✓
<i>Bill</i>	Bill	10/27/2017	4418...	10/27/2017	386.26 ✓
	Total First Bankcard				2,164.75
<i>Frontier Communications</i>	Frontier Communications				
<i>Bill</i>	Bill	10/27/2017	Oct 2...	10/27/2017	145.73 ✓
	Total Frontier Communications				145.73
<i>Gale/CENGAGE Learning</i>	Gale/CENGAGE Learning				
<i>Bill</i>	Bill	10/27/2017	6206...	10/27/2017	75.57 ✓
	Total Gale/CENGAGE Learning				75.57
<i>Gustina, Margo</i>	Gustina, Margo				
<i>Bill</i>	Bill	10/27/2017	Oct 2...	10/27/2017	149.80 ✓
	Total Gustina, Margo				149.80
<i>Hallahan, Sheila</i>	Hallahan, Sheila				
<i>Bill</i>	Bill	10/27/2017	Medic...	10/27/2017	46.80 ✓
	Total Hallahan, Sheila				46.80
<i>Harris, Roseanna</i>	Harris, Roseanna				
<i>Bill</i>	Bill	10/27/2017	Medic...	10/27/2017	46.80 ✓
	Total Harris, Roseanna				46.80
<i>Hildreth, Brian</i>	Hildreth, Brian				
<i>Bill</i>	Bill	10/27/2017	Sept-...	10/27/2017	193.14 ✓
	Total Hildreth, Brian				193.14

**Southern Tier Library System**  
**Unpaid Bills Detail**  
 As of October 27, 2017

Type	Date	Num	Due Date	Open Balance
<b>Time Warner Cable</b>				
0 Bill	10/27/2017	2028...	10/27/2017	25.00 ✓
0 Bill	10/27/2017	2028...	10/27/2017	146.40 ✓
0 Bill	10/27/2017	2029...	10/27/2017	660.00 ✓
0 Bill	10/27/2017	2029...	10/27/2017	1,015.00 ✓
0 Bill	10/27/2017	2029...	10/27/2017	1,000.00 ✓
6 Bill	10/27/2017	2021...	10/27/2017	23.00 ✓
6 Bill	10/27/2017	2029...	10/27/2017	1,000.00 ✓
Total Time Warner Cable				3,869.40
<b>United Healthcare Insurance Company</b>				
0 Bill	10/27/2017	Nov 2...	10/27/2017	193.00 ✓
Total United Healthcare Insurance Company				193.00
<b>UnitedHealthcare</b>				
0 Bill	10/27/2017	0187...	10/27/2017	22.50 ✓
Total UnitedHealthcare				22.50
<b>Watson Label Products</b>				
0 Bill	10/27/2017	95609	10/27/2017	403.53 ✓
Total Watson Label Products				403.53
<b>Wexell, Dale</b>				
6 Bill	10/27/2017	3rd Q...	10/27/2017	129.47 ✓
Total Wexell, Dale				129.47
<b>Wigg, Ristiina</b>				
0 Bill	10/27/2017	Medic...	10/27/2017	46.80 ✓
Total Wigg, Ristiina				46.80
<b>TOTAL</b>				<b>35,933.23</b>



3:40 PM

10/10/17

**Southern Tier Library System**  
**Unpaid Bills Detail**  
 As of October 13, 2017

*Handwritten signature*  
 10/11/2017

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Type	Date	Num	Due Date	Open Balance
4imprint, Inc Bill	10/13/2017	5757...	10/13/2017	233.92 ✓
Total 4imprint, Inc				233.92
Albrecht, Dr Steve Bill	10/13/2017	Lib S...	10/13/2017	2,500.00 ✓
Total Albrecht, Dr Steve				2,500.00
Barcodes Inc Bill	10/13/2017	INV6...	10/13/2017	239.45 ✓
Total Barcodes Inc				239.45
Casella Waste Services Bill	10/13/2017	1813...	10/13/2017	89.39 ✓
Total Casella Waste Services				89.39
CPE InterLink Bill	10/13/2017	17-15...	10/13/2017	71.60 ✓
Total CPE InterLink				71.60
Demco Bill	10/13/2017	6215...	10/13/2017	195.94 ✓
Total Demco				195.94
Eastern Managed Print Network Bill	10/13/2017	IN104...	10/13/2017	224.45 ✓
Total Eastern Managed Print Network				224.45
Emmer, Cindy Bill	10/13/2017	Weg...	10/13/2017	32.00 ✓
Total Emmer, Cindy				32.00
Energy Cooperative of America Bill	10/13/2017	771583	10/13/2017	256.42 ✓
Total Energy Cooperative of America				256.42
Gale/CENGAGE Learning Bill	10/13/2017	6196...	10/13/2017	591.30 ✓
Total Gale/CENGAGE Learning				591.30
Gonzalez, Angela Bill	10/13/2017	3rd Q...	10/13/2017	27.28 ✓
Total Gonzalez, Angela				27.28
Gorman, Elizabeth Bill	10/13/2017	3rd Q...	10/13/2017	280.34 ✓
Total Gorman, Elizabeth				280.34
GreenPoint Landscaping Bill	10/13/2017	734	10/13/2017	714.00 ✓
Total GreenPoint Landscaping				714.00
IntegraOptics, Inc Bill	10/13/2017	SO-0...	10/13/2017	2,040.00 ✓
Total IntegraOptics, Inc				2,040.00
Multi Media Services Bill	10/13/2017	67765	10/13/2017	27.40 ✓
Bill	10/13/2017	67486	10/13/2017	545.34 ✓
Total Multi Media Services				572.74
NYLA Bill	10/13/2017	7712	10/13/2017	2,439.80 ✓
Total NYLA				2,439.80

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10/10/17

# Southern Tier Library System

## Unpaid Bills Detail

As of October 13, 2017

Type	Date	Num	Due Date	Open Balance
<b>NYSEG</b>				
0 Bill	10/13/2017	Sept ...	10/13/2017	297.22 ✓
Total NYSEG				297.22
<b>Overdrive</b>				
0 Bill ✓	10/13/2017	0145...	10/13/2017	1,759.84 ✓
0 Bill ✓	10/13/2017	0145...	10/13/2017	524.87 ✓
0 Bill ✓	10/13/2017	0145...	10/13/2017	36.98 ✓
0 Bill ✓	10/13/2017	0145...	10/13/2017	116.36 ✓
0 Bill ✓	10/13/2017	0145...	10/13/2017	5.99 ✓
0 Bill ✓	10/13/2017	0145...	10/13/2017	278.97 ✓
0 Bill ✓	10/13/2017	0145...	10/13/2017	29.94 ✓
0 Bill ✓	10/13/2017	0145...	10/13/2017	448.68 ✓
0 Bill ✓	10/13/2017	0145...	10/13/2017	89.99 ✓
0 Bill ✓	10/13/2017	0145...	10/13/2017	72.99 ✓
Total Overdrive				3,364.61
<b>SirsiDynix #774271</b>				
0 Bill	10/13/2017	INVM...	10/13/2017	66,291.48 ✓
Total SirsiDynix #774271				66,291.48
<b>Southern Tier Network</b>				
0 Bill ✓	10/13/2017	1335	10/13/2017	1,000.00 ✓
0 Bill ✓	10/13/2017	1336	10/13/2017	3,250.00 ✓
0 Bill ✓	10/13/2017	1346	10/13/2017	3,075.00 ✓
Total Southern Tier Network				7,325.00
<b>Southern Tier Wireless Inc</b>				
0 Bill ✓	10/13/2017	19862	10/13/2017	93.95 ✓
Total Southern Tier Wireless Inc				93.95
<b>Staff, Beth</b>				
0 Bill ✓	10/13/2017	3rd Q...	10/13/2017	35.85 ✓
Total Staff, Beth				35.85
<b>Staples Business Advantage</b>				
0 Bill ✓	10/13/2017	8046...	10/13/2017	152.71 ✓
0 Bill ✓	10/13/2017	8046...	10/13/2017	171.87 ✓
Total Staples Business Advantage				924.58
<b>Time Warner Cable</b>				
0 Bill ✓	10/10/2017	2028...	10/10/2017	3,412.46 ✓
0 Bill ✓	10/13/2017	2028...	10/13/2017	92.95 ✓
0 Bill ✓	10/13/2017	2028...	10/13/2017	234.99 ✓
Total Time Warner Cable				3,740.40
<b>Verizon</b>				
0 Bill ✓	10/13/2017	Oct 2...	10/13/2017	477.34 ✓
Total Verizon				477.34
<b>Wegmans</b>				
0 Bill ✓	10/13/2017	0312...	10/13/2017	99.81 ✓
Total Wegmans				99.81
<b>WEX Bank</b>				
0 Bill ✓	10/13/2017	5140...	10/13/2017	1,396.63 ✓
Total WEX Bank				1,396.63
<b>TOTAL</b>				<b>94,655.50</b>

## Deposit Summary

Summary of Deposits to 1202 - Cash - Money Market on 11/06/2017

Chk No.	PmtMethod	Red From	Memo	Amount
11246	Check	Pulteney	Pass thru	37.58
22409	Check	Chautauqua-Cattaraugus Library Sys	Meeting Reimbursement	55.99
2088	Check	Corning	Pass Thru	364.98
4233	Check	Wayland	Pass Thru	71.88
7858	Check	Rushford	IT Contract/Freegal	67.80
9071	Check	Cleary, Jule	Health Insurance	113.27
1377	Check	J.R. Morris	Donation	500.00

Less Cash Back:

Deposit Total: 1,211.50

# Deposit Summary

*[Signature]*  
10/30/17

10/30/2017 2:20 PM

Summary of Deposits to 1202 - Cash - Money Market on 10/30/2017

Chk No.	PmtMethod	Red From	Memo	Amount
13056	Check	Penn Yan	IT Contract/Dark Fiber	150.00
14389	Check	Cuba	IT Contract/Dark Fiber	450.00
4735	Check	Fillmore	IT Contract/Freegal	270.60
6904	Check	Canisteo	IT Contract/Dark Fiber	255.00
8200	Check	Branchport	IT Contract/Dark Fiber	65.00
2755	Check	Friendship	IT Contract/TWC	116.41
5358	Check	Whitesville	Pass Thru	37.58
1826	Check	Watkins Glen	Pass Thru	106.18
1912	Check	CCLD-Elmira	Pass Thru	2,883.32
2266	Check	CCLD-Big Flats	IT Contract/Dark Fiber	450.00
2266	Check	CCLD-Elmira	IT Contract/Dark Fiber	450.00
2266	Check	CCLD-Horseheads	IT Contract/Dark Fiber	450.00
2266	Check	CCLD-West Elmira	IT Contract/Dark Fiber	450.00
2892	Check	Montour Falls	IT Contract/Dark Fiber	255.00
11876	Check	Dundee	IT Contract/Dark Fiber	100.00
3084	Check	Jasper	IT Contract/Freegal	33.90
3082	Check	Jasper	Processing	11.25
4738	Check	Fillmore	IT Contract/Dark Fiber	450.00

Less Cash Back:

Deposit Total: 6,984.24



# Deposit Summary

10/19/2017 2:31 PM

Summary of Deposits to 1202 - Cash - Money Market on 10/20/2017

Chk No.	PmtMethod	Red From	Memo	Amount
3302	Check	Savona	IT Contract/Dark Fiber	255.00
2061	Check	Corning	Pass Thru/Dark Fiber	731.33
1183	Check	Hector	Processing	15.75
6261	Check	Bath	IT Contract/Dark Fiber	300.00
9089	Check	Andover	IT Contract/Freegal	33.90
1817	Check	Watkins Glen	IT Contract/Dark Fiber	270.00
19918	Check	Wellsville	IT Contract/Dark Fiber	450.00
106	Check	Cohocton	Processing	68.25
4335	Check	Bolivar	IT Contract/TWC	43.49
6872	Check	Rushville	Processing	6.00

Less Cash Back:

Deposit Total: 2,173.72

# Deposit Summary

10/11/2017 4:11 PM

Summary of Deposits to 1202 - Cash - Money Market on 10/12/2017

Chk No.	PmtMethod	Rcd From	Memo	Amount
6895	Check	Canisteo	Processing	24.75
9066	Check	Cleary, Jule	Health Ins	113.27
6235	Check	Richburg	Processing	43.50
372	Check	Hornell	IT Contract/Freegal	676.50
37192	Check	Belfast	Processing/Freegal	109.27
2246	Check	CCLD-Elmira	Pass Thru	2,102.27
1911	Check	CCLD-Elmira	Pass Thru	11,969.60

Less Cash Back:

Deposit Total: 15,039.16

**GRANT FUNDS POLICY**

Federal and New York State grant funds issued to STLS or passed through by STLS to member libraries will be managed by the Executive Director or his/her ~~designate~~ **designee** in accordance with applicable Federal and New York State laws, and policies and procedures approved by the STLS *Board of Trustees*. *Grants from local governments and non-profit organizations will be managed by* the Executive Director or his/her ~~designate~~ **designee** in accordance with the grantors' requirements and standard business practices. Grant funds which are designated for the direct benefit of member libraries shall be passed on to them in a timely manner following receipt of the funds by the System.

It is the policy of the Southern Tier Library System not to advance payment to any library for grant funds prior to receiving the grant money at STLS.

Libraries which participate in programs where delayed funding is expected should be prepared to either begin the project with their own institutional funds at their own risk, or wait until STLS has received the grant funds.

***Adopted by the Board of Trustees of the Southern Tier Library System  
September 21, 2010.***

## **ORGANIZATIONAL MEETING POLICY**

APPLIES TO: STLS Board of Trustees

REFERENCES: STLS By-laws  
STLS Authority of the Board Policy

It is the policy of the Southern Tier Library System to hold an annual organizational meeting, the purpose of which is to elect officers of the Board and take the necessary actions to ensure the proper management of STLS for the coming fiscal year. The Board will hold its annual organizational meeting on the third Tuesday of January each year. The meeting will be conducted as described below.

The current President will call the meeting to order as Chairperson and will swear in new trustees and administer their Oaths of Office and conduct the election of new officers before turning the meeting over to the newly elected President.

The Board of Trustees will then:

- Appoint the STLS Financial Clerk, Internal Auditor and Alternate Auditor of the Board, External Auditor and Attorney;
- Authorize the Executive Director to certify payroll and make grant applications
- Authorize the Executive Director to certify payments of a fixed nature without prior audit upon submission to the Treasurer of a voucher. This should include credit card, and utility bills, insurance premiums, mortgage payments, payroll deductions, taxes and fringe benefit expenses.
- Establish the business mileage reimbursement rate for the current year based on the published IRS rate for business mileage;
- Designate the official Bank Depositories and Newspaper;
- Designate Authorized Signatories for Checks;
- Establish Treasurer and Internal Auditor surety coverage for the year;
- Establish the calendar and locations for Board Meeting for the next twelve months.
- Complete and submit signed Disclosure of Interests forms.
- Take any other such organizational actions as may be necessary

The Board may also conduct general business at the end of the meeting before adjourning.

***Adopted by the Board of Trustees on June 21, 2011***

Southern Tier Library System  
Mid-Year Budget Revision  
November 2017

				Jan - Oct 17	Budget	\$ Over Budget	Mid-Year Revision	Change	Revised Budget
		<b>Income</b>							
		4700 · Basic State Aid	\$ 858,507.00	\$ 858,045.00	\$ 462.00				\$ 858,045.00
		4706 · Jails and Institutions	\$ 4,105.00	\$ 4,113.00	\$ (8.00)				\$ 4,113.00
		4709 · Local Services Support	\$ 94,404.00	\$ 94,354.00	\$ 50.00				\$ 94,354.00
		4710 · Supplemental Aid	\$ 129,445.00	\$ 129,375.00	\$ 70.00				\$ 129,375.00
		4711 · Coordinated Outreach	\$ 75,090.00	\$ 75,049.00	\$ 41.00				\$ 75,049.00
		4713 · State Corrections	\$ 26,299.00	\$ 26,285.00	\$ 14.00				\$ 26,285.00
		4719 · Interest	\$ 943.77	\$ 950.00	\$ (6.23)				\$ 950.00
		4721 · E-Rate Funding	\$ 157,687.20	\$ 112,500.00	\$ 45,187.20	\$ 201,687.20	\$ 89,187.20	\$ 201,687.20	\$ 201,687.20
		4723 · Member Library Cost Share	\$ 405,885.44	\$ 428,666.00	\$ (22,780.56)	\$ 405,886.00	\$ (22,780.00)	\$ 405,886.00	\$ 405,886.00
		4724 · Member Library IT Contracts	\$ 36,655.89	\$ 38,000.00	\$ (1,344.11)	\$ 43,055.89	\$ 5,055.89	\$ 43,055.89	\$ 43,055.89
		4725 · Grants Revenue	\$ 113,423.00	\$ 65,000.00	\$ 48,423.00	\$ 113,500.00	\$ 77.00	\$ 113,500.00	\$ 113,500.00
		4733 · Member Library Processing Fees	\$ 13,577.75	\$ 18,000.00	\$ (4,422.25)			\$ 18,000.00	\$ 18,000.00
		4740 · Prof Development & Conf Fees	\$ -	\$ 1,000.00	\$ (1,000.00)	\$ -	\$ (1,000.00)	\$ -	\$ -
		4781 · Retiree Health Ins Payments	\$ 1,359.24	\$ 2,300.00	\$ (940.76)			\$ 2,300.00	\$ 2,300.00
		4782 · Donations	\$ 100.00	\$ 1,500.00	\$ (1,400.00)	\$ 1,000.00	\$ (500.00)	\$ 1,000.00	\$ 1,000.00
		4784 · General Reimbursements & Refund	\$ 3,781.80	\$ 3,000.00	\$ 781.80			\$ 3,000.00	\$ 3,000.00
		<b>Total Income</b>	<b>\$1,921,264.09</b>	<b>\$1,858,137.00</b>	<b>\$ 63,127.09</b>			<b>\$ 1,976,600.09</b>	
		<b>Expense</b>							
		Total 5100 · Salaries	\$ 672,868.53	\$ 808,748.00	\$ (135,879.47)	\$ 780,000.00	\$ (28,748.00)	\$ 780,000.00	\$ 780,000.00
		Total 5150 · Personnel Benefits	\$ 216,947.30	\$ 418,014.00	\$ (201,066.70)	\$ 353,000.00	\$ (65,014.00)	\$ 353,000.00	\$ 353,000.00
		5203 · STLS Equipment	\$ -	\$ 5,000.00	\$ (5,000.00)	\$ 2,000.00	\$ (3,000.00)	\$ 2,000.00	\$ 2,000.00
		5204 · STLS Software & Small Equipment	\$ 55,708.11	\$ 10,000.00	\$ 45,708.11	\$ 60,000.00	\$ 50,000.00	\$ 60,000.00	\$ 60,000.00
		5205 · Maintenance Contracts & Leases	\$ 10,105.64	\$ 15,000.00	\$ (4,894.36)			\$ 15,000.00	\$ 15,000.00
		5407 · Integrated Library System	\$ 66,291.48	\$ 69,000.00	\$ (2,708.52)	\$ 66,300.00	\$ (2,700.00)	\$ 66,300.00	\$ 66,300.00
		5408 · Platform Fees & Licenses	\$ 12,608.00	\$ 16,000.00	\$ (3,392.00)			\$ 16,000.00	\$ 16,000.00
		5409 · STLS Telephone/Internet	\$ 146,181.10	\$ 125,000.00	\$ 21,181.10	\$ 160,000.00	\$ 35,000.00	\$ 160,000.00	\$ 160,000.00
		5417 · Library Materials	\$ 14,725.92	\$ 20,000.00	\$ (5,274.08)			\$ 20,000.00	\$ 20,000.00
		5418 · Consultant Collection	\$ 448.96	\$ 1,000.00	\$ (551.04)			\$ 1,000.00	\$ 1,000.00
		5419 · Electronic Materials	\$ 83,647.06	\$ 89,747.00	\$ (6,099.94)			\$ 89,747.00	\$ 89,747.00
		5420 · Staff Development Travel	\$ 11,961.00	\$ 14,000.00	\$ (2,039.00)	\$ 16,000.00	\$ 2,000.00	\$ 16,000.00	\$ 16,000.00

Southern Tier Library System  
Mid-Year Budget Revision  
November 2017

				Jan - Oct 17	Budget	\$ Over Budget	Mid-Year Revision	Change	Revised Budget
			5422 • Trustee Mileage	\$ 3,843.86	\$ 7,500.00	\$ (3,656.14)			\$ 7,500.00
			5423 • Trustee Continuing Education	\$ -	\$ 4,500.00	\$ (4,500.00)	\$ 2,000.00	\$ (2,500.00)	\$ 2,000.00
			5424 • Conference Registration	\$ 7,759.80	\$ 7,000.00	\$ 759.80			\$ 7,000.00
			5425 • Staff & Member Library Mileage	\$ 3,068.81	\$ 3,000.00	\$ 68.81	\$ 4,500.00	\$ 1,500.00	\$ 4,500.00
			5427 • Programming & Annual Conference	\$ 17,527.73	\$ 12,000.00	\$ 5,527.73	\$ 18,500.00	\$ 6,500.00	\$ 18,500.00
			5428 • Meeting Supplies	\$ 2,816.28	\$ 3,000.00	\$ (183.72)	\$ 3,500.00	\$ 500.00	\$ 3,500.00
			5430 • Office Supplies	\$ 35,877.87	\$ 12,000.00	\$ 23,877.87	\$ 38,000.00	\$ 26,000.00	\$ 38,000.00
			5433 • Postage	\$ 1,781.48	\$ 4,500.00	\$ (2,718.52)	\$ 3,000.00	\$ (1,500.00)	\$ 3,000.00
			5434 • Public Relations	\$ 8,052.07	\$ 20,000.00	\$ (11,947.93)	\$ 10,000.00	\$ (10,000.00)	\$ 10,000.00
			5436 • STLS Grants to Member Libraries	\$ 13,175.00	\$ 12,000.00	\$ 1,175.00	\$ 15,000.00	\$ 3,000.00	\$ 15,000.00
			5442 • Professional Fees	\$ 4,272.42	\$ 8,500.00	\$ (4,227.58)	\$ 7,000.00	\$ (1,500.00)	\$ 7,000.00
			5443 • Legal Counsel	\$ 586.50	\$ 3,000.00	\$ (2,413.50)	\$ 2,000.00	\$ (1,000.00)	\$ 2,000.00
			5444 • Accounting Support & Audit	\$ 9,775.00	\$ 10,500.00	\$ (725.00)			\$ 10,500.00
			5450 • Utilities	\$ 7,337.10	\$ 11,000.00	\$ (3,662.90)	\$ 9,800.00	\$ (1,200.00)	\$ 9,800.00
			5451 • Building Maintenance & Repairs	\$ 18,993.12	\$ 20,000.00	\$ (1,006.88)			\$ 20,000.00
			5452 • Capital Improvements	\$ -	\$ 43,628.00	\$ (43,628.00)	\$ 8,553.09	\$ (35,074.91)	\$ 8,553.09
			5454 • Commercial Insurance	\$ 10,667.92	\$ 15,000.00	\$ (4,332.08)			\$ 15,000.00
			5471 • Vehicle Maintenance & Repairs	\$ 3,442.40	\$ 7,000.00	\$ (3,557.60)	\$ 5,000.00	\$ (2,000.00)	\$ 5,000.00
			5473 • Vehicle Fuel	\$ 11,024.54	\$ 17,000.00	\$ (5,975.46)	\$ 15,000.00	\$ (2,000.00)	\$ 15,000.00
			5474 • Vehicle Insurance	\$ 6,195.00	\$ 5,500.00	\$ 695.00	\$ 6,200.00	\$ 700.00	\$ 6,200.00
			5475 • Vehicle Purchase	\$ -	\$ 20,000.00	\$ (20,000.00)	\$ 32,000.00	\$ 12,000.00	\$ 32,000.00
			5490 • Grants	\$ 156,509.14	\$ 20,000.00	\$ 136,509.14	\$ 160,000.00	\$ 140,000.00	\$ 157,500.00
			<b>Total Expense</b>	<b>\$ 1,614,199.14</b>	<b>\$ 1,858,137.00</b>	<b>\$ (243,937.86)</b>			<b>\$ 1,976,600.09</b>
			<b>Net Income</b>	<b>\$ 307,064.95</b>	<b>\$ -</b>	<b>\$ 307,064.95</b>			<b>\$ -</b>



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

The Executive Director's office spent the months of October and November 2017 participating in the following activities:







- ❖ October 19, attended Southern Tier Nonprofit Executive Directors Group meeting and listened to STLS consultants Keturah Cappadonia and Margo Gustina present on STLS services to member libraries and agency partnerships. Attended board meeting at Southeast Steuben County Library to provide consulting services.
- ❖ October 20, Chaired a meeting of the Public Library System Directors Organization AdHoc Committee on Trustee Education. Participated in a conference call with the New York Library Association regarding public library districts.
- ❖ October 24, visited the Arkport Reading Center with Margo Gustina to discuss library districting with Arkport's board of trustees.
- ❖ October 27, with Deputy Director Margo Gustina presented on Funding Referendums for Small and Mid-sized Rural Libraries at Henrietta Public Library. Also attended the Annual Meeting of South Central Regional Library Council in Seneca Falls. STLS IT received this year's Sustainability Award for their efforts in fiber connectivity to rural libraries.
- ❖ November 1, visited Rushville Reading Center to discuss the process of charting public libraries in NYS and upcoming changes to Minimum Standards.
- ❖ November 2, visited the Howard Public Library to discuss the library's fiber connection to STLS.
- ❖ November 9 and 10, attended the New York Library Association Conference in Saratoga Springs. Participated in several meetings and presented with Deputy Director Margo Gustina on Funding Referendums for Small and Mid-sized Rural Libraries.
- ❖ November 13-17, Executive Director was on vacation.

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

October was overwhelmingly focused on presentation giving and facilities planning. To write these briefs, I look back at my calendar for the previous month. A month view of October includes a presentation or workshop, meeting to prepare same, or a meeting on our Coordinated Facilities Planning Project on every single work day. While of course other work happened, facilities and workshops were the thread for the month.

Last month I described progress made toward our facilities planning goal. In October I was able to meet with four of five libraries targeted in my scope for the Coordinated Facilities Planning Project, our bid request document went to an initial round of three firms, two of which responded quickly and positively. Another round of three will be sent in November. By the end of January, STLS will have a clear understanding of the 2018 round of participants and architects involved in this first year of Coordinated Facilities Planning. It is really very exciting. I'll provide a complete report on this project to the PR Committee at the November committee meeting.

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

-  October began with the STLS Annual Meeting and Conference and ended with thinking BIG evaluative thoughts.
-  The STLS Annual Meeting and Conference was, once again, a collaboration of all STLS staff to make it a success. The Division of Professional Development and the STLS Management Team will spend some time evaluating and reviewing the event to determine how to make NEXT year's event even better!
-  Attended the Liaison Council of the GST BOCES School Library System. Topics of discussion included NYS budget; School Library System's Plan of Services; and offering training opportunities that have an impact on all attendees—regardless of their job tasks: librarian; library aide; teacher; teacher's aide; administrator. [Topics aren't much different than those that take place in our building!]
-  Attended the Four County Library System's Day of Learning with other colleagues from STLS. It was a long day but, interesting to see how another system presents training to their members.
-  Spent quite a bit of time on summer activities—tallying 2017 reports from member libraries; ordering posters and manuals, imprinted by NYS for summer 2018; distributing catalogs to members for incentives and marketing materials for 2018.
-  Visited the Cohocton Public Library with Erika Jenns. While Erika toured the library and chatted with Phil Trautman, Director. I had great fun brainstorming with Jessie Zeh on ways to continue her plan of action for storytimes without it becoming static and dry for both her and the participants.



- ✦ Have worked with Erika Jenns, Engagement Consultant, on various Digital Library tasks such as ordering and reporting circulation statistics to our members.
- ✦ Fine-tuning the content of a workshop, Music and Movement in Storytime, that is scheduled to be held on November 14.
- ✦ Connecting with some library directors to urge them to participate in the collaborative project, LEAD: Leadership for Engaged Active Directors.
- ✦ Reviewing and evaluating reporting and tallying tools put into place last year to assist with the gathering of information for the STLS Annual Report on consulting, trainings and other activities. So far neither tool we are using is perfect and we have some bugs to work out before the beginning of 2018. Also, spending some time, thinking about potential changes to the delivery methods for library services and consulting from Division staff.

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

- ✦ On Oct. 3, Carol Berry, Director of the Dormann Library, and I met with the Administrators of the Steuben County Jail in Bath. We met with Major Whitmore, jail administrator, and Lieutenants Sutton and Mills, to discuss how STLS and the Dormann Library can better provide library services to the inmates of the jail. Carol described services she had provided to the jail in the past. Jail administrators voiced a desire to have a rotating collection of books placed in each of the jail's seven housing units. Carol volunteered to provide this service on behalf of Dormann Library, using donated books. A quarterly delivery and pick-up of books has been arranged. Jail administrators also added that they would appreciate having more educational reference books available for inmates. Carol and I will work on securing those materials for the jail.
- ✦ On October 10, I participated in the STLS Annual Meeting and Awards. I helped with set-up, a display of program resources from the STLS collection, and with clean-up.
- ✦ On October 16, I traveled to Oneonta with Brian, Lorie, Margo, and Erika to attend the Four County Library System Day of Learning.
- ✦ On October 18, I attended a Correctional Librarian Continuing Education Fall Continuing Education Program at the Pioneer Library System in Canandaigua. System Outreach consultants and Correctional Facility librarians from five public library systems attended this event. Corinne Leone, Supervising Librarian for the Department of Corrections and Community Supervision, led discussion amongst librarians and covered developments from NY State.
- ✦ On October 19, Margo Gustina and I gave a short presentation on "Libraries as Community Partners: An Overview of STLS Partnership Resources" to the Southern Tier Non-Profit Executive Directors group at the Corning Library.

- ❖ On October 19, I visited the Angelica Public Library to provide training in the use of the STLS 3D printer to Library Director Chris Gallman.
- ❖ I helped organize the Library Security workshop held at STLS on Oct. 25.
- ❖ I attended the Annual Conference of the Association of Bookmobile and Outreach Services in Pittsburgh, from Oct. 24 – Oct. 26. I attended programs on a variety of outreach topics and also networked with bookmobile and outreach staff from around the country.
- ❖ I attended the SCRLC Annual Meeting on Oct. 27 and participated in the October SCRLC board meeting held immediately after.
- ❖ I worked on promoting and organizing the two upcoming Veterans Administration workshops at Allegany County Libraries during the month.
- ❖ I also worked on promoting and distributing the Steuben- Yates Broadband Survey during the month. I talked with the Steuben County Deputy Administrator and the Yates County Administrator and coordinated the distribution of paper surveys to our libraries in Yates and Steuben Counties. I also asked libraries to promote the survey web link on their websites and social media sites.

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

During the month of October, Erika Jenns spent time increasing STLS presence on social media (Facebook, Twitter, and Pinterest), developing a social media plan, making visits to member libraries, consulting with member libraries on websites, and updating the STLS website.

1. Increased STLS presence on social media - see attached screenshot of Facebook and Twitter analytics for October, started an STLS Pinterest: <https://www.pinterest.com/SouthernTierLibSys/>
2. Drafted Social Media Plan for STLS, see attached
3. Visited member libraries: Cohocton, Alfred, Brachport, Filmore, Rushford, Savona, Hammondsport
4. Consulted with Savona and Branchport on web design/website modifications
5. Updated the STLS website to correct content display issues for iPads/tablets

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

- ❖ Kylie, Pam and myself interviewed candidates for the part-time ILS specialist early this month. After checking references we hired and began training our top candidate, Larissa Wagner. Larissa is very smart – an “eagle-eye” as Kylie says - and is picking up copy cataloging very quickly. She has previous library experience through AmeriCorps training patrons on using digital library services and I hope to eventually put that knowledge to good use here at STLS.

- 🌸 September and October are always the busiest cataloging months – Kylie is doing an excellent job staying on top of the flood of items coming in from libraries (both electronically, which has picked up since our last ILS Meeting, and physically) while training Larissa. Losing Alex as full-time and having Ann off has made this year especially challenging but we are getting through as much as possible each day and libraries have been very patient and understanding.
- 🌸 October was also a busy month with member library training – Kylie and I helped with the Annual Meeting and I visited new directors in Canaseraga and Almond.
- 🌸 Finally, in October I began the process of submitting E-rate BEARS (Billed Entity Applicant Reimbursement) for the second half of Funding Year 2016-2017. So far we have received **\$157,687.20** in reimbursements for STN Dark Fiber charges. Additional reimbursements expected in November.