

2:39 PM  
12/05/17

**Southern Tier Library System**  
**Unpaid Bills Detail**  
**As of December 8, 2017**

*[Signature]*  
12/5/2017

Doc. #17-156

Type	Date	Num	Due Date	Open Balance
✓ Acco Brands/ GBC Bill	12/8/2017	488449	12/8/2017	379.80 ✓
Total Acco Brands/ GBC				379.80
✓ Ahola, Richard Bill	12/8/2017	2017 ...	12/8/2017	219.35 ✓
✓ Bill	12/8/2017	2017 ...	12/8/2017	118.40 ✓
Total Ahola, Richard				335.75
✓ BC Plumbing Heating Electric AC/R Bill	12/8/2017	131985	12/8/2017	123.00 ✓
Total BC Plumbing Heating Electric AC/R				123.00
Black's Auto Service				
✓ Bill	12/8/2017	104684	12/8/2017	33.95 ✓
✓ Bill	12/8/2017	104971	12/8/2017	33.95 ✓
✓ Bill	12/8/2017	105197	12/8/2017	89.95 ✓
Total Black's Auto Service				137.85
CDW-G				
✓ Bill	12/8/2017	KXH8...	12/8/2017	1,880.00 ✓
Total CDW-G				1,880.00
Center Point Large Print				
✓ Bill	12/8/2017	1528...	12/8/2017	21.57 ✓
✓ Bill	12/8/2017	1532...	12/8/2017	22.17 ✓
Total Center Point Large Print				43.74
Coming Natural Gas				
✓ Bill	12/8/2017	Nov 2...	12/8/2017	119.45 ✓
Total Coming Natural Gas				119.45
Empire Natural Gas				
✓ Bill	12/8/2017	WST...	12/8/2017	10.73 ✓
Total Empire Natural Gas				10.73
Frank, Owen				
✓ Bill	12/8/2017	4th Qt...	12/8/2017	39.59 ✓
Total Frank, Owen				39.59
Gordon, Niki				
✓ Bill	12/8/2017	2017 ...	12/8/2017	310.30 ✓
✓ Bill	12/8/2017	2017 ...	12/8/2017	5.70 ✓
Total Gordon, Niki				316.00
Jenns, Erika				
✓ Bill	12/8/2017	NYLA...	12/8/2017	130.01 ✓
Total Jenns, Erika				130.01
McKerlie, Karen				
✓ Bill	12/8/2017	11/29...	12/8/2017	17.12 ✓
Total McKerlie, Karen				17.12
Miller, Kate				
✓ Bill	12/8/2017	2017 ...	12/8/2017	310.30 ✓
✓ Bill	12/8/2017	2017 ...	12/8/2017	5.70 ✓
Total Miller, Kate				316.00
Miller, Melanie				
✓ Bill	12/8/2017	2017 ...	12/8/2017	311.37 ✓
✓ Bill	12/8/2017	2017 ...	12/8/2017	16.87 ✓
Total Miller, Melanie				328.24
NYS & Local Employees Retirement				
✓ Bill	12/8/2017	5078...	12/8/2017	90,031.00 ✓
Total NYS & Local Employees Retirement				90,031.00

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12/05/17

# Southern Tier Library System

## Unpaid Bills Detail

As of December 8, 2017

*Drunkel*  
*12-6-17*

Type	Date	Num	Due Date	Open Balance
NYSEG				
✓ Bill	12/8/2017	Nov 2...	12/8/2017	275.87 ✓
Total NYSEG				275.87
Overdrive				
✓ Bill	12/8/2017	0145...	12/8/2017	1,972.84 ✓
✓ Bill	12/8/2017	0145...	12/8/2017	4,822.48 ✓
✓ Bill	12/8/2017	0145...	12/8/2017	408.98 ✓
✓ Bill	12/8/2017	0145...	12/8/2017	65.00 ✓
✓ Bill	12/8/2017	0145...	12/8/2017	65.00 ✓
✓ Bill	12/8/2017	0145...	12/8/2017	54.97 ✓
✓ Bill	12/8/2017	0145...	12/8/2017	31.99 ✓
✓ Bill	12/8/2017	0145...	12/8/2017	87.97 ✓
✓ Bill	12/8/2017	0145...	12/8/2017	2,480.41 ✓
✓ Bill	12/8/2017	0145...	12/8/2017	709.99 ✓
✓ Bill	12/8/2017	0145...	12/8/2017	234.99 ✓
✓ Bill	12/8/2017	0145...	12/8/2017	124.99 ✓
Total Overdrive				11,039.59
Retterer & Sons LLC				
✓ Bill	12/8/2017	RS-1...	12/8/2017	375.00 ✓
Total Retterer & Sons LLC				375.00
Southern Tier Network				
✓ Bill	12/8/2017	1430	12/8/2017	1,000.00 ✓
✓ Bill	12/8/2017	1431	12/8/2017	3,250.00 ✓
✓ Bill	12/8/2017	1441	12/8/2017	3,075.00 ✓
Total Southern Tier Network				7,325.00
Southern Tier Wireless Inc				
✓ Bill	12/8/2017	21150	12/8/2017	93.95 ✓
Total Southern Tier Wireless Inc				93.95
Staff, Beth				
✓ Bill	12/8/2017	11/29...	12/8/2017	24.07 ✓
Total Staff, Beth				24.07
Staples Business Advantage				
✓ Bill	12/8/2017	8047...	12/8/2017	323.77 ✓
Total Staples Business Advantage				323.77
Time Warner Cable				
✓ Bill	12/8/2017	2028...	12/8/2017	234.99 ✓
✓ Bill	12/8/2017	2029...	12/8/2017	1,320.00 ✓
✓ Bill	12/8/2017	2029...	12/8/2017	680.00 ✓
✓ Bill	12/8/2017	2028...	12/8/2017	92.95 ✓
Total Time Warner Cable				2,307.94
Trautman, Phillip				
✓ Bill	12/8/2017	2017 ...	12/8/2017	247.17 ✓
✓ Bill	12/8/2017	2017 ...	12/8/2017	46.41 ✓
Total Trautman, Phillip				293.58
Verizon				
✓ Bill	12/8/2017	Dec 2...	12/8/2017	491.75 ✓
Total Verizon				491.75
Verizon Wireless				
✓ Bill	12/8/2017	9796...	12/8/2017	214.03 ✓
Total Verizon Wireless				214.03
Wegmans				
✓ Bill	12/8/2017	0312...	12/8/2017	105.64 ✓
Total Wegmans				105.64

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12/05/17

**Southern Tier Library System**  
**Unpaid Bills Detail**  
**As of December 8, 2017**

Type	Date	Num	Due Date	Open Balance
WEX Bank ✓ Bill	12/8/2017	5215...	12/8/2017	1,282.83 ✓
Total WEX Bank				1,282.83
TOTAL				118,361.10

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11/21/17

**Southern Tier Library System**  
**Unpaid Bills Detail**  
**As of November 24, 2017**

*11/20/2017*

*11/21/17*

	Type	Date	Num	Due Date	Open Balance	
0	ALA Member Services					
0	Bill	11/24/2017	M201...	11/24/2017	213.00	✓
	Total ALA Member Services				213.00	
0	Albrecht, Dr Steve					
0	Bill	11/24/2017	1025...	11/24/2017	213.98	✓
	Total Albrecht, Dr Steve				213.98	
0	AT&T					
0	Bill	11/24/2017	4647...	11/24/2017	1,248.99	✓
	Total AT&T				1,248.99	
0	Baker & Taylor					
0	Bill	11/24/2017	2033...	11/24/2017	1,140.72	
0	Bill	11/24/2017	2033...	11/24/2017	105.02	
	Total Baker & Taylor				1,245.74	✓
0	Barcodes Inc					
0	Bill	11/24/2017	INV6...	11/24/2017	109.45	✓
	Total Barcodes Inc				109.45	
0	Casella Waste Services					
0	Bill	11/24/2017	1819...	11/24/2017	92.88	✓
	Total Casella Waste Services				92.88	
0	Center Point Large Print					
0	Bill	11/24/2017	1527...	11/24/2017	1,128.30	✓
	Total Center Point Large Print				1,128.30	
0	CPE InterLink					
0	Bill	11/24/2017	17-18...	11/24/2017	105.00	✓
	Total CPE InterLink				105.00	
0	Energy Cooperative of America					
0	Bill	11/24/2017	778223	11/24/2017	323.03	✓
	Total Energy Cooperative of America				323.03	
0	English, Darleen					
0	Bill	11/24/2017	Medic...	11/24/2017	46.80	✓
	Total English, Darleen				46.80	
0	First Bankcard					
0	Bill	11/24/2017	4418...	11/24/2017	781.97	✓
0	Bill	11/24/2017	4418...	11/24/2017	791.48	✓
0	Bill	11/24/2017	4418...	11/24/2017	71.85	✓
0	Bill	11/24/2017	4418...	11/24/2017	25.00	✓
0	Bill	11/24/2017	4418...	11/24/2017	198.90	✓
	Total First Bankcard				1,870.18	
0	First Class Glass & Mirror					
0	Bill	11/24/2017	8557	11/24/2017	220.00	✓
	Total First Class Glass & Mirror				220.00	
0	Gale/CENGAGE Learning					
0	Bill	11/24/2017	6218...	11/24/2017	364.66	✓
0	Bill	11/24/2017	6219...	11/24/2017	25.59	✓
	Total Gale/CENGAGE Learning				390.25	✓
0	Hallahan, Sheila					
0	Bill	11/24/2017	Medic...	11/24/2017	46.80	✓
	Total Hallahan, Sheila				46.80	
0	Harris, Roseanna					
0	Bill	11/24/2017	Medic...	11/24/2017	46.80	✓
	Total Harris, Roseanna				46.80	

# Southern Tier Library System

## Unpaid Bills Detail

As of November 24, 2017

Type	Date	Num	Due Date	Open Balance	
Holden, Loretta					
Bill	11/24/2017	Medic...	11/24/2017	46.80	✓
Total Holden, Loretta				46.80	
McPherson, Marcia					
Bill	11/24/2017	Medic...	11/24/2017	46.80	✓
Total McPherson, Marcia				46.80	
Nelson, Jane					
Bill	11/24/2017	Medic...	11/24/2017	46.80	✓
Total Nelson, Jane				46.80	
NYSHIP					
Bill	11/24/2017	518	11/24/2017	18,991.65	✓
Total NYSHIP				18,991.65	
Overdrive					
Bill	11/24/2017	0145...	11/24/2017	171.93	✓
Bill	11/24/2017	0145...	11/24/2017	2,001.25	✓
Bill	11/24/2017	0145...	11/24/2017	60.00	✓
Bill	11/24/2017	0145...	11/24/2017	92.97	✓
Bill	11/24/2017	0145...	11/24/2017	275.97	✓
Bill	11/24/2017	0145...	11/24/2017	65.00	✓
Bill	11/24/2017	0145...	11/24/2017	92.61	✓
Bill	11/24/2017	0145...	11/24/2017	65.00	✓
Bill	11/24/2017	0145...	11/24/2017	2,095.87	✓
Bill	11/24/2017	0145...	11/24/2017	717.69	✓
Total Overdrive				5,638.29	
Passage, Mary					
Bill	11/24/2017	Medic...	11/24/2017	46.80	✓
Total Passage, Mary				46.80	
Quiggle, Mary Kay					
Bill	11/24/2017	Medic...	11/24/2017	46.80	✓
Total Quiggle, Mary Kay				46.80	
Sayles & Evans					
Bill	11/24/2017	2352...	11/24/2017	733.25	✓
Total Sayles & Evans				733.25	
SCRLC					
Bill	11/24/2017	6090	11/24/2017	25.00	✓
Total SCRLC				25.00	
Staples Business Advantage					
Bill	11/24/2017	8047...	11/24/2017	372.36	✓
Total Staples Business Advantage				372.36	
Time Warner Cable					
Bill	11/24/2017	2029...	11/24/2017	1,015.00	✓
Bill	11/24/2017	2028...	11/24/2017	3,412.46	✓
Bill	11/24/2017	2028...	11/24/2017	25.00	✓
Bill	11/24/2017	2028...	11/24/2017	146.40	✓
Bill	11/24/2017	2029...	11/24/2017	1,000.00	✓
Bill	11/24/2017	2021...	11/24/2017	23.00	✓
Bill	11/24/2017	2029...	11/24/2017	1,000.00	✓
Total Time Warner Cable				6,621.86	
United Healthcare Insurance Company					
Bill	11/24/2017	Dec 2...	11/24/2017	193.00	✓
Total United Healthcare Insurance Company				193.00	
UnitedHealthcare					
Bill	11/24/2017	0187...	11/24/2017	22.50	✓
Total UnitedHealthcare				22.50	

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11/21/17

# Southern Tier Library System

## Unpaid Bills Detail

As of November 24, 2017

Type	Date	Num	Due Date	Open Balance
Wigg, Ristina Bill	11/24/2017	Medic...	11/24/2017	46.80
Total Wigg, Ristina				46.80
TOTAL				40,179.91

## Southern Tier Library System

## Unpaid Bills Detail

As of November 10, 2017

11/8/2017

Amigoss  
11/08/17

Type	Date	Num	Due Date	Open Balance
<b>Amigos Library Services</b>				
✓ Bill	11/10/2017	269814	11/10/2017	200.00 /
Total Amigos Library Services				200.00
<b>Black's Auto Service</b>				
✓ Bill	11/10/2017	104076	11/10/2017	33.95 /
✓ Bill	11/10/2017	104325	11/10/2017	33.95 /
✓ Bill	11/10/2017	104374	11/10/2017	33.95 /
Total Black's Auto Service				101.85
<b>Cappadonia, Keturah</b>				
✓ Bill	11/10/2017	Oct M...	11/10/2017	346.15 /
Total Cappadonia, Keturah				346.15
<b>Chemung County Library District</b>				
✓ Bill	11/10/2017	2017 ...	11/10/2017	165,234.00 /
Total Chemung County Library District				165,234.00
<b>Coming Natural Gas</b>				
✓ Bill	11/10/2017	Oct 2...	11/10/2017	58.13 /
Total Coming Natural Gas				58.13
<b>Delta Dental Insurance Company</b>				
✓ Bill	11/10/2017	Dec 2...	11/10/2017	185.40 /
Total Delta Dental Insurance Company				185.40
<b>Eastern Managed Print Network</b>				
✓ Bill	11/10/2017	IN108...	11/10/2017	224.45 /
Total Eastern Managed Print Network				224.45
<b>Gale/CENGAGE Learning</b>				
✓ Bill	11/10/2017	6213...	11/10/2017	26.59 /
Total Gale/CENGAGE Learning				26.59
<b>GreenPoint Landscaping</b>				
✓ Bill	11/10/2017	817	11/10/2017	714.00 /
Total GreenPoint Landscaping				714.00
<b>Holden, Loretta</b>				
✓ Bill	11/10/2017	Re-ls...	11/10/2017	46.80 /
Total Holden, Loretta				46.80
<b>Jenna, Erika</b>				
✓ Bill	11/10/2017	Confe...	11/10/2017	494.45 /
✓ Bill	11/10/2017	Conf ...	11/10/2017	311.91 /
Total Jenna, Erika				806.36
<b>NYLA</b>				
✓ Bill	11/10/2017	7759	11/10/2017	596.00 /
✓ Bill	11/10/2017	7810	11/10/2017	1,131.00 /
Total NYLA				1,727.00
<b>NYSEG</b>				
✓ Bill	11/10/2017	Oct 2...	11/10/2017	492.22 /
Total NYSEG				492.22
<b>Overdrive</b>				
✓ Bill	11/10/2017	0145...	11/10/2017	450.94 /
✓ Bill	11/10/2017	0145...	11/10/2017	23.95 /
✓ Bill	11/10/2017	0145...	11/10/2017	2,259.55 /
✓ Bill	11/10/2017	0145...	11/10/2017	130.00 /
✓ Bill	11/10/2017	0145...	11/10/2017	1,542.51 /
✓ Bill	11/10/2017	0145...	11/10/2017	361.80 /
Total Overdrive				4,768.75

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11/07/17

**Southern Tier Library System**  
**Unpaid Bills Detail**  
 As of November 10, 2017

Type	Date	Num	Due Date	Open Balance
<b>Penguin Random House LLC</b>				
✓ Bill	11/10/2017	1084...	11/10/2017	75.00 /
Total Penguin Random House LLC				75.00
<b>SCRLC</b>				
✓ Bill	11/10/2017	6075	11/10/2017	75.00 /
Total SCRLC				75.00
<b>Southern Tier Network</b>				
✓ Bill	11/10/2017	1388	11/10/2017	1,000.00 /
✓ Bill	11/10/2017	1389	11/10/2017	3,250.00 /
✓ Bill	11/10/2017	1399	11/10/2017	3,075.00 /
Total Southern Tier Network				7,325.00
<b>Southern Tier Wireless Inc</b>				
✓ Bill	11/10/2017	20525	11/10/2017	93.95 /
Total Southern Tier Wireless Inc				93.95
<b>Time Warner Cable</b>				
✓ Bill	11/10/2017	2029...	11/10/2017	660.00 /
✓ Bill	11/10/2017	2028...	11/10/2017	234.99 /
✓ Bill	11/10/2017	2028...	11/10/2017	92.95 /
Total Time Warner Cable				987.94
<b>Verizon</b>				
✓ Bill	11/10/2017	Nov 2...	11/10/2017	482.09 /
Total Verizon				482.09
<b>Verizon Wireless</b>				
✓ Bill	11/10/2017	9794...	11/10/2017	214.03 /
Total Verizon Wireless				214.03
<b>Wegmans</b>				
✓ Bill	11/10/2017	0312...	11/10/2017	63.31 /
Total Wegmans				63.31
<b>WEX Bank</b>				
✓ Bill	11/10/2017	5180...	11/10/2017	1,388.07 /
Total WEX Bank				1,388.07
<b>TOTAL</b>				<b>185,636.09</b>



## Deposit Summary

Doc. #17-157  
12/4/2017

Summary of Deposits to 1202 - Cash - Money Market on 12/05/2017

Chk No.	PmtMethod	Rcd From	Memo	Amount
3085	Check	Jasper	IT Contracts/Dark Fiber	255.00
3195	Check	Scio	Processing	2.25
3194	Check	Scio	IT Contracts/Freecal	33.90
4347	Check	Bolivar	IT Contracts/TWC	43.49
3709	Check	Odessa	Pass Thru	37.58
2769	Check	Friendship	IT Contract/TWC	116.41
9075	Check	Cleary, Jule	Health Ins	113.27
			Deposit Subtotal:	601.90
			Less Cash Back:	
			Deposit Total:	601.90

# Deposit Summary

*[Handwritten signature]*  
11/21/2017

11/20/2017 4:39 PM

Summary of Deposits to 1202 - Cash - Money Market on 11/21/2017

Chk No.	PmtMethod	Red From	Memo	Amount
121	Check	Cohocton	IT Contract/Dark Fiber	270.00
3307	Check	Savona	Pass Thru	37.57
2105	Check	Corning	Pass Thru	130.00
1914	Check	CCLD-Elmira	Pass Thru	7,512.57

**Less Cash Back:**

**Deposit Total:** 7,950.14

## 2017-2018 Executive Director Performance Objectives

1. Develop and implement a pilot project with five member libraries to offer loanable HotSpots to community members. Create a toolkit, including recommended funding sources, for other member libraries to also offer HotSpots based on pilot project outcomes. Report on outcomes and impacts by July 27, 2018.

Plan of Service Goal Statement #14: Provide WiFi hotspots to community outdoor spaces through libraries with expanded bandwidth capabilities.

2. Work with STLS Assistant Director – Head of IT to create an STLS IT Plan 2019 – 2021. Report on plan development between January 2018 and September 2018 to STLS Board. Deliver plan to STLS Board for review December 2018 with an anticipated review date of January 2019 and approval date of March 2019.

Plan of Service Goal Statement #15: Develop STLS IT Plan for 2019 – 2021 Addressing System & Member Priorities

3. Develop an organized, sustainable and comprehensive Advocacy Campaign for Southern Tier Public Libraries that includes branding, messaging and key activities that align with local and state legislative priorities. Provide Vision Plan to STLS Board by August 31, 2018, which includes deliverables and actions taken to date.

Plan of Service Goal Statement 17: Heighten Regional Public Awareness of STLS Member Services, and  
Plan of Service Goal Statement 18: Strengthen Elected Officials' Understanding of Public Library Service Impacts


**ShelterPoint Life Insurance Company**

1225 Franklin Avenue, Ste. 475  
 Garden City, NY 11530  
 Fax: 516.504.6412 (main) | 516.504.6436 (service) | 516.504.6414 (claims)  
 Phone: 800.365.4999 (516.829.8100)  
[www.shelterpoint.com](http://www.shelterpoint.com)

November 15, 2017



SOUTHERN TIER LIBRARY SYSTEM INC  
 9424 SCOTT ROAD  
 PAINTED POST, NY 14870-9598



**Re: Statutory Short-Term Disability Policy (DBL) with Mandated Paid Family Leave Rider  
 Policy #: D200408**

Dear Policyholder,

Effective January 1, 2018, Paid Family Leave (PFL) becomes a **mandatory benefit in New York** and will be implemented as a **Rider to your DBL Policy**. ShelterPoint Life has you covered – there's no action required on your part to obtain PFL coverage.

PFL enables eligible employees to take **job-protected, paid leave** to bond with a new child, care for a seriously ill family member, or attend to family matters as a result of military exigency. To learn more about this new benefit, visit [www.NYpaidleave.com](http://www.NYpaidleave.com).

Enclosed is a copy of your **PFL Rider**. **Please attach the Rider to your existing DBL Policy**. Please note the New York State Compliance Notice Form PFL-120 will be available on our website January 1, 2018. Please download the PFL-120 and post it conspicuously in and about your place of business. If you are unable to access the PFL-120 on line, please contact our solution center and one will be mailed to you.

Premium invoices for this new, state-mandated coverage will be sent to you under separate cover.

Regards,

Kathleen McAuliffe  
 Vice President of Client Services and Administration

**✕ Resources**

- Our dedicated educational PFL website: **[www.NYpaidleave.com](http://www.NYpaidleave.com)**
  - Featuring all things PFL, including focused topics in our blog, widgets, downloadable resources, visual guides, etc.
- Download our new, exclusive in-depth guide (the **ABCs of PFL**) here: **[shelterpoint.com/abc-pfl](http://shelterpoint.com/abc-pfl)**
- Download our Employer Checklist: **[shelterpoint.com/pfl-checklist](http://shelterpoint.com/pfl-checklist)**
- Estimate your annual premium costs: **[shelterpoint.com/pfl-premium-estimator](http://shelterpoint.com/pfl-premium-estimator)**

Southern Tier Library System  
2018 Commercial Insurance Bid

Doc. #17-160

	Sprague - Utica	Piper - Erie	SwanMorris
Commercial Package	\$ 8,901.99	\$ 8,972.00	\$ 18,295.36
Commercial Auto	\$ 6,170.00	\$ 4,882.00	\$ 6,809.00
Commercial Umbrella	\$ 1,942.00	\$ 1,485.00	\$ 1,515.00
Workers Compensation	\$ 8,703.00	\$ 7,268.00	\$ 9,878.00
Flood Insurance	\$ 2,246.00	\$ 1,456.00	n/a
	\$ 27,962.99	\$ 24,063.00	\$ 36,497.36
<b>PROPERTY</b>			
Building 1 - Office	\$ 1,265,057	\$ 1,240,500	
Contents	\$ 11,256	\$ 110,500	
Building 2 - Garage	\$ 56,729	\$ 56,000	
Building 3 - Garage	\$ 31,212	\$ 31,000	
Causes of Loss Form	Special Form	Special Form	
Valuation	Replacement Cost	Replacement Cost	
Co-Insurance	80%	80%	
Deductible Per Loss	\$ 1,000	\$ 1,000	
Equipment Breakdown	Included	Included	
Business Income & Extra Expense	ALS 12 months	12 months	
Back Up of Sewers or Drains	\$ 50,000	\$ 50,000	
Debris Removal - Limit Per Location	\$ 25,000	\$ 25,000	
Flood Coverage	\$ 100,000	\$100,000	
Flood Deductible Per Loss	\$ 1,000	\$ 1,000.00	
Data Processing Hardware	\$ 1,265,057	\$ 1,200,000	
Co-Insurance	90%	90%	
Deductible Per Loss	\$ 1,000	1000	
<b>GENERAL LIABILITY</b>			
General Aggregate Limit	\$ 2,000,000	\$ 2,000,000	
Products/Completed Operations Aggregate	\$ 2,000,000	\$ 2,000,000	
Each Occurrence Limit	\$ 1,000,000	\$ 1,000,000	
Personal and Advertising Injury Limit	\$ 1,000,000	\$ 1,000,000	
Fire Damage Limit (Any One Fire)	\$ 1,000,000	\$ 1,000,000	
Medical Expense Limit (Each Person)	\$ 10,000	\$ 5,000	
Legal Liability - Occurrence	\$ 1,000,000	\$ 1,000,000	
Legal Liability - Aggregate	\$ 2,000,000	\$ 2,000,000	
Deductible	\$ -	\$ -	
Claims-Made Retroactive Date	1/1/2008	1/1/2008	
Employee Benefits Liability - Occurrence	\$ 1,000,000	\$ 1,000,000	
Employee Benefits Liability - Aggregate	\$ 3,000,000	\$ 2,000,000	
Deductible	\$ 1,000	\$ -	
Claims-Made Retroactive Date	1/1/2012	1/1/2012	
Employment Practices Liability - Occurrence	\$ 1,000,000	\$ 1,000,000	

Southern Tier Library System  
2018 Commercial Insurance Bid

Employment Practices Liability - Aggregate	\$ 1,000,000	\$ 1,000,000
Deductible	\$ 5,000	\$ 5,000
Claims-Made Retroactive Date	1/1/2008	1/1/2008
<b>COMMERCIAL CRIME</b>		
Employee Theft Blanket	\$ 750,000	\$ 750,000
Deductible	\$ 1,000	\$ 1,000
Money & Securities - Inside	\$ 15,000	\$ 10,000
Deductible	\$ 500	\$ 200
Money & Securities - Outside	\$ 5,000	\$ 10,000
Deductible	\$ 500	\$ 200
Computer Fraud	\$ 750,000	\$ 750,000
Deductible	\$ -	\$ -
Funds Transfer Fraud	\$ 750,000	\$ 750,000
Deductible	\$ -	\$ 1,000
<b>INLAND MARINE</b>		
Library Property Floater	\$ 200,000	\$ 200,000
Deductible	\$ 1,000	\$ 1,000
Outdoor Signs	\$ 25,000	\$ 5,000
Deductible	\$ 500	\$ 500
<b>COMMERCIAL AUTO</b>		
Liability - Combined Single Limit	\$ 1,000,000	\$ 1,000,000
Personal Injury Protection - Mandatory	\$ 50,000	\$ 50,000
Personal Injury Protection - Additional	\$ 150,000	\$ 150,000
Optional Basic Economic Loss (OBEL)	\$ 25,000	\$ 25,000
Supplementary Uninsured/Underinsured Motorists	\$ 1,000,000	\$ 1,000,000
Medical Payments	\$ 5,000	\$ 5,000
Hired and Non-Owned Auto Liability	Included	Included
Comprehensive Deductible	\$ 500	\$ 500
Full Vehicle Glass Coverage	Included	Included
Collision Deductible	\$ 500	\$ 500
Towing Coverage	Included	Included
<b>COMMERCIAL UMBRELLA</b>		
Occurrence Limit	\$ 3,000,000	\$ 3,000,000
Aggregate Limit	\$ 3,000,000	\$ 3,000,000
Retention (Deductible)	\$ -	\$ 10,000
<b>Underlying Coverages:</b>		
General Liability	Yes	Yes
Legal Liability	Yes	Yes
Employee Benefits Liability	Yes	Yes
Commercial Auto Liability	Yes	Yes



## Simmons-Rockwell Chevrolet

AJ Bennitt | 607-661-0966 | ajbennitt@simmons-rockwell.com

Doc. #17-161

[Retail] 2017 Chevrolet Express Cargo Van (CG23405) RWD 2500 135" (3)

### Window Sticker

#### SUMMARY

[Retail] 2017 Chevrolet Express Cargo Van (CG23405) RWD 2500 135" (3)

Interior: No color has been selected.

Exterior 1: Summit White

Exterior 2: No color has been selected.

Engine, Vortec 6.0L V8 SFI FlexFuel

Transmission, 6-speed automatic, heavy-duty, electronically controlled

#### OPTIONS

CODE	MODEL	MSRP
CG23405	[Retail] 2017 Chevrolet Express Cargo Van (CG23405) RWD 2500 135" (3)	\$30,745.00
<b>OPTIONS</b>		
1WT	2500 Van Preferred Equipment Group	\$0.00
93G	Medium Pewter, Custom Cloth Seat Trim	\$0.00
9G3	All Terrain Package	\$128.00
A12	Glass, fixed rear doors windows	\$0.00
A13	Glass, fixed rear side door and rear door window	\$0.00
AS5	Seats, front bucket with Custom Cloth trim	\$70.00
ASB	Window security bar, rear side door glass	Inc.
BA3	Console, engine cover with swing-out storage bin	Inc.
C60	Air conditioning, single-zone manual	\$0.00
DEB	Mirrors, outside heated power-adjustable, Black, manual-folding with single pane glass	\$115.00
DRJ	Mirror, inside rearview	\$0.00
E24	Door, swing-out passenger-side, 60/40 split	\$0.00
G80	Differential, heavy-duty locking rear	\$325.00
GAZ	Summit White	\$0.00
GU6	Rear axle, 3.42 ratio	\$0.00
K34	Cruise control	\$0.00
L96	Engine, Vortec 6.0L V8 SFI FlexFuel	\$995.00

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Data Version: 4415. Data Updated: Dec 11, 2017 9:15:00 PM PST.



## Simmons-Rockwell Chevrolet

AJ Bennitt | 607-661-0966 | ajbennitt@simmons-rockwell.com

[Retail] 2017 Chevrolet Express Cargo Van (CG23405) RWD 2500 135" (3)

MYD	Transmission, 6-speed automatic, heavy-duty, electronically controlled		\$0.00
NE1	Emissions, Connecticut, Delaware, Maine, Maryland, Massachusetts, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Vermont and Washington state requirements		\$0.00
U0F	Audio system, AM/FM stereo with MP3 player		\$0.00
UVC	Rear Vision Camera		\$200.00
UY7	Trailer provisions, trailer wire harness only	Inc.	
V22	Grille, chrome with dual composite halogen headlamps	Inc.	
V37	Bumpers, front and rear chrome with step-pad	Inc.	
XIW	Tires, front LT245/75R16E all-terrain, blackwall	Inc.	
YIW	Tires, rear LT245/75R16E all-terrain, blackwall	Inc.	
Z82	Trailer equipment, heavy-duty		\$280.00
ZIW	Tire, Spare LT245/75R16 "E" On / Off Road BW	Inc.	
ZQ3	Convenience Package, Tilt-Wheel and (K34) cruise control		\$395.00
ZR7	Chrome Appearance Package		\$355.00
ZW3	Glass, fixed rear doors and side cargo doors		\$130.00
ZW9	Body, standard		\$0.00
ZX2	Seating arrangement, driver and front passenger high-back buckets,		\$0.00
ZY1	Paint, solid		\$0.00
<b>SUBTOTAL</b>			<b>\$33,738.00</b>
Adjustments Total			\$0.00
Destination Charge			\$1,195.00
<b>TOTAL PRICE</b>			<b>\$34,933.00</b>

### FUEL ECONOMY

Est City:N/A

Est Highway:N/A

Est Highway Cruising Range:N/A

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Monthly System Management Team & Divisional Reports  
December 19, 2017



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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 November and December 2017 participating in the following activities:

- ❖ November 28, at the invitation of CCLD director Ron Shaw, visited Elmira Rotary at Holiday Inn to present on economic impacts of Southern Tier public libraries. Roughly 25 participants in attendance.
- ❖ November 29: Attended Directors Advisory Council meeting at Dormann Library. Conducted Tax Cap workshop to assist member libraries on filing their 2018 Tax Cap Form.
- ❖ November 30, participated LIU Advanced Certificate program at Pioneer Library System. Discussed several legislative priorities and laws specific to public libraries.
- ❖ December 5, attended conference calls with Public Library System Directors Organization and the New York State Library – Division of Library Development.
- ❖ December 6, with Deputy Director Margo Gustina visited Little Genesee Library to conduct new trustee orientation and field questions about library fiscal operations.
- ❖ December 11, participated in Annual Reports Meeting with STLS staff and attended the Digital Library Advisory Committee hosted by Engagement Consultant Erika Jenns.
- ❖ December 12, attended the Allegany County Directors meeting to conduct 2018 Tax Cap Form workshop to assist member libraries with filing.
- ❖ December 13, facilitated a sustainable funding conversation with Gorham, Middlesex and Rushville libraries in partnership with Pioneer Library System. The conversation was held at Gorham Library.
- ❖ Week of December 11, participated in monthly STLS Trustee Committee meetings including: Finance & Facilities, Personnel & Policies and Executive. Attended quarterly STLS staff meeting.
- ❖ December 18 & 19, participated in STLS Training Team meeting and the STLS New Trustee Orientation meeting.

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

In November I came to believe that workshops don't work for trustees. That is a reductionist, overbroad statement, but one that I have mounting evidence to support. Consultations with boards work. Visiting libraries and meetings work. Workshops just for trustees, not so much. In November I cancelled a workshop for the third time in 2017 when only one person registered. I've run workshops with only two people, but one – I think we had best just make a date to get coffee and chat.

In the coming year, I will be purposeful in my reaching out to libraries to schedule board and library consultations, and attempting to fill the gaps with the Trustee Tuesday newsletters. Additionally, I'll hold workshops of common interest to trustees and directors immediately following the previously scheduled directors' meetings. In January I'll publish the date of our Summer Trustee Workshop and start marketing it and it will be an evening during the week, not on a Saturday.

What did work in November? Giving libraries access to Sloane Bullough of the State Historic Preservation Office. They asked her library specific questions and she shared tips for getting projects through the SHPO system with ease and with minimum follow up. She also pointed us to additional resources for facilities use. Her guidance and links to resources she recommended will be on a webpage I'm developing that you can view at <http://www.stls.org/facilities>.

For any of you who sent me an email in the second week of the month, you received this response:

I'm attending and presenting at the New York Library Association annual conference. At last count, I'll be presenting for 10 hours, advocating for our libraries in meetings for 8 hours, travelling for 8, staffing booths on a vendor floor for 4, and hopefully getting to attend some excellent workshops in there, as well.

That was all true. We of course saw excellent speakers we will strive to bring to our membership in 2018. I learned a ton about assisting Friends groups in securing 501(c)3 status that I hope to incorporate into our suite of services in the coming year. We also saw how hungry people from around the state are for specific help around sustainable funding. As part of the workshop Brian and I developed on sustainable funding, I made a Tax Impact Calculator to assist libraries in determining tax impacts for referendums of different size, given what information they may or may not have. We also distributed template assistance on campaigns and campaign deadlines. I've heard from people all over the state that this information was the tipping point into action.

And lastly, and perhaps something with greatest future impacts for our membership, I started pulling from Pamela Mang of the Regenes Group. Pamela and her colleagues are design and project management professionals. The principle resource I've taken from them is a new perspective on project development from idea to action. For now, I'll simply say that I start with potential in all things

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

- ❖ November has been characterized by a terrific NYLA conference. Networking with colleagues from within the system and across the state is always a high point of the event. Other high points were sessions that I enjoyed but could see replicated as workshops/trainings for our member libraries. I am especially leaning towards replicating sessions on diversity and inclusiveness in our materials collections and simple ways to add STEAM/STREAM elements into existing library programs.
- ❖ Visited the E. B. Pert Library in Hector for an overview on weeding best practices. While library staff and volunteers begin the process throughout the month of December. We'll get together in January for a more intense, day-long weeding session. As weeding helps to make collections more useful and valuable to the community, conversation also centered around methods of display and spot-marketing to 'sell' those gems that are hidden on the shelves. Erika Jenns, Engagement Consultant, furthered this conversation by creating some flyers to be used to draw attention low-circulating but, perhaps, of interest to their community of users.
- ❖ Presented a workshop on Music and Movement in Storytimes at the 20<sup>th</sup> Century Club Library in Almond. This workshop, supported by the NYS Family Literacy Grant Project, had 8 staff members from 7 libraries. Discussion and play included parachute play, simple inclusion (and, creation of) of a prop as a paintbrush or for ribbon play; reiteration of the use of scarves and cubes (song, rhyme, activity) into storytimes. Attending libraries left workshop with tools to implement/use in their programs.
- ❖ Additional tasks have included laying the foundation for workshops in the first quarter of 2018; making materials available for summer 2018 planning—websites to use, manuals either electronic or print access; working with STLS colleagues on long-term planning for workshops and trainings.

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

- ❖ On Nov. 1, I met with Casey Winton of The ARTS Council of the Southern Finger Lakes. Casey had approached me about including STLS as a partner on the National Youth Art Month initiative the ARTS Council participates in each March. STLS will be a partner and will encourage all member libraries to participate by providing space to display youth art exhibits during March 2018 and to plan library programs around the project. Some STLS libraries have participated in the past, but Casey would like to get more libraries to host exhibits.

- ❖ On Nov. 7, I met with Brian Hildreth to discuss the Adult Literacy Grant. I will now proceed to work on implementing the Adult Literacy Grant program during the first half of 2018, with a focus on employment literacy.
- ❖ On Nov. 7, I asked all member library directors to participate in an online survey which I developed in partnership with the Southern Tier Tobacco Action Coalition. The survey tracks which libraries have tobacco-free policies and which libraries would like assistance in creating and implementing such a policy.
- ❖ From Nov. 8 – 11, I attended the New York Library Association Annual Conference in Saratoga Springs, NY. In addition to attending workshops, I was able to participate in the NY State Outreach Coordinators meeting and the Correctional and Outreach Resource Team dinner.
- ❖ On Nov. 14, I participated in an outreach event at the David A. Howe Library in Wellsville with staff from the Bath VA Medical Center. Participants appreciated the event and the VA staff were pleased with the turnout. A second program was held on Nov. 15 in Fillmore. Our next project will be conducting a similar session in Schuyler County after the beginning of 2018.
- ❖ On Nov. 15, I visited the Watkins Glen Public Library. I also visited the Schuyler County Jail and met with jail administrator James Perry. Mr. Perry showed me the jail's multipurpose room which serves as a library, classroom, and program room. Mr. Perry told me the Montour Falls Public Library provides donations of popular books a few times a year and inmates work on restocking and weeding library shelves. Mr. Perry would be interested in adding some nonfiction reference type books to the library collection, especially some on substance abuse.
- ❖ During the last two weeks of November, I reviewed grant applications for the ARTS Council of the Southern Finger Lakes.
- ❖ On Nov. 21, I gave a brief presentation on the topic of STLS Outreach and Partnerships at the STLS board meeting.
- ❖ On Nov. 29, I remotely attended the Directors' Advisory Council meeting.
- ❖ On Nov. 30, I visited the Arkport Village Book Center and the Hornell Public Library.

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

During the month of November, Erika worked on several initiatives to increase the visibility of STLS throughout the system. She also worked to redesign member library websites by helping directors and staff migrate to a new Wordpress theme, and she continued working to increase awareness of digital library resources.

- ❖ Reached out to press contacts to submit press releases about STLS's receipt of the Library Sustainability Award from the South Central Regional Library Council. Revitalized contacts with local newspapers and radio stations and worked to increase awareness of the STLS Rural Fiber Connection Project.
- ❖ Finalized design and print details for bookmarks to promote RB Digital - the digital platform for eMagazines available throughout the system. These new bookmarks feature images from adult coloring books, and once printed, will be sent out to the membership for distribution at circulation desks, etc. The bookmarks help notify patrons of a platform change from Zinio to RB Digital and inform patrons of the necessity to download a new application in order to utilize RB Digital products. Additionally, these bookmarks will help increase awareness of RB Digital as a platform with the hope of increasing usage by library patrons.
- ❖ Began work on a wall cling that will feature STLS digital library resources. These wall clings will feature information on STLS, instructions for accessing and downloading digital materials, and "bookshelves" featuring materials available through digital platforms like RB Digital, OverDrive, and Freegal. This is based on a similar project already implemented by San Antonio Public Library: <https://americanlibrariesmagazine.org/2017/03/01/digital-wallpapers-open-doors/>. These wall clings will increase awareness of our digital library materials and will make them visible and accessible through this virtual bookshelf.
- ❖ Began migrating member library websites to a new Wordpress template. Held small-group workshops with member library directors to make the transfer to the new theme. By the end of the year, Savona, Cohocton, and Branchport will all be using a new theme, which makes their websites cleaner and information more accessible.
- ❖ Consulted with member library directors and staff at Hector, Odessa, Pulteney, Prattsburg, Branchport, Corning, Wayland, and Bath to discuss social media usage and comfort levels with web design.
- ❖ Continued to increase Facebook postings, Twitter postings, and Pinterest use for STLS. Each of these platforms is being used to increase the visibility of STLS throughout the system, state, and beyond.
- ❖ Redesigned the STLS brochure that is included in member library welcome packets for patrons to include relevant information on STLS and digital resources.
- ❖ Attended NYLA. Met with digital resource platform representatives. Investigated new digital resources and means of supporting member libraries for existing digital platforms. Networked with other system-level professionals throughout the state.

**Information Technology**  
**by Ken Behn, Assistant Director – Head of IT**  
**Division of Information Technology & Digital Resources**

- ❖ Installed new network equipment and connected ready dark and lit fiber connections in 10 libraries.
- ❖ Made major speed improvements and updates to WordPress web sites.
- ❖ Mitigated large numbers of attacks on ILS servers and started a schedule of monthly patches to better protect those services.
- ❖ Working on public computing equipment standards for member libraries with a fee for support.
- ❖ Implemented new communication methods between IT department personnel to make brain storming more efficient.
- ❖ Worked on ~160 Help Desk requests.
- ❖ Renewed maintenance agreements with vendors used to monitor, backup and support ILS and other services.
- ❖ Arranged trial for Office 365.

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

- ❖ Kylie was able to attend NYLA in Saratoga Springs, her first library conference. She learned much about libraries from the NYLA programs as well as networking opportunities at the conference. It was especially helpful carpooling with Lorie and Keturah and getting their advice on maximizing her NYLA experience. I attended an excellent workshop at South Central - Values-Based Futures: Trends, Signals, and Values to Build the Library of the Future – with Pam and Margo. It was a though-provoking presentation and discussion on the future of libraries and trends we should be aware of in the world, in general, and how those trends impact libraries and library service.
- ❖ Larissa is still being trained and continues show that she is a quick learner; she has brought up some helpful suggestions and questions. She has a great understanding of the importance of how our cataloging impacts what is displayed in STARCAt. We are also very happy to have Ann back in the office. We are still working on a backlog but it does seem to be improving as the volume of items coming in has slowed a bit. We are starting to discuss how the phasing out of processing will change what we do and how to make the most of that.
- ❖ We presented a well-attended ILS Meeting in November. At the meeting we outlined our plan to update PINs for library WorkFlows accounts. These updated PINs are much more secure and will help protect private patron data. While a few libraries were resistant to the idea, most understood the need to update. The actual updates happened the first week in December.
- ❖ In October I continued the process of submitting E-rate BEARS (Billed Entity Applicant Reimbursement) for the second half of Funding Year 2016-2017. In November we received \$47,510.11 in reimbursements for various telecommunication charges.