

**STLS BOARD MEETING**

Tuesday, January 16, 2018 - 2:00 pm

STLS Headquarters, Painted Post, NY 14870

**AGENDA**

- |    |   |                      |                   |
|----|---|----------------------|-------------------|
| 1. | Agenda  |                      | <b>Doc. #18-1</b> |
| 2. | Board Action Items  | <b>*FOR APPROVAL</b> |                   |
|    | <p>Election of Officers: Nominating Committee – Sarah Collins<br/> President – Pat Selwood<br/> Vice President – Richard Ahola<br/> Treasurer – Betsy Gorman<br/> Secretary – Cindy Emmer</p> |                      |                   |
| 3. | Approval of Minutes – December 2017   | <b>*FOR APPROVAL</b> | <b>Doc. #18-2</b> |
| 4. | Treasurer's Report –December 2017   | <b>*FOR APPROVAL</b> | <b>Doc. #18-3</b> |
| 5. | Financial Clerk's Report – December 2017  | <b>*FOR APPROVAL</b> | <b>Doc. #18-4</b> |
| 6. | Fourth Quarter Profit-Loss Statement – December 2017  | <b>*FOR APPROVAL</b> | <b>Doc. #18-5</b> |
| 7. | Fourth Quarter Claims Auditor Report – December 2017  | <b>*FOR APPROVAL</b> | <b>Doc. #18-6</b> |
| •  | <i>Subject to corrections, above items may be approved without motion.</i>  |                      |                   |

**COMMITTEE REPORTS**

- |     |  |   |                             |
|-----|--|---|-----------------------------|
| 8.  | Executive Committee – Pat Selwood                    |   |                             |
| 9.  | Personnel & Policies Committee – Richard Ahola       |   |                             |
| 10. | Finance & Facilities Committee – Pat Finnerty        |   | (Minutes) <b>Doc. #18-7</b> |
| 11. | Public Relations Committee – Lynnette Decker         |   |                             |
| 12. | Foundation for Southern Tier Libraries – Dale Wexell | - |                             |

**BOARD ACTIONS**

- |     |   |                       |                   |
|-----|---|-----------------------|-------------------|
| 13. | <u>Annual Organizational Meeting Actions</u>  | <b>* FOR APPROVAL</b> | <b>Doc. #18-8</b> |
|     | <u>Executive Director Recommendation: Approve action items per STLS Organizational Meeting Policy</u>   |                       |                   |
|     | <p>A. Designation of the Official Newspaper – Corning Leader<br/> B. Appointment of the Financial Clerk – Brian Hildreth<br/> C. Appointment of the Internal Auditor – Dale Wexell or Richard Ahola as Alternate Auditor<br/> D. Appointment of the External Auditor – Mengal, Metzger &amp; Barr, LLC.<br/> E. Appointment of the Attorney – Sayles and Evans<br/> F. Authorization of the Executive Director to Certify Payrolls<br/> G. Authorization of Executive Director to Make Grant Applications<br/> H. Authorization of the Executive Director to certify payments<br/> I. Authorization of the Business Mileage Reimbursement Rate – 54.5 cents<br/> J. Designation of the Bank Depository – Community Bank NA<br/> K. Designation of the Authorized Signatories for Checks – President, V.P, Treasurer &amp; Sarah Collins<br/> L. Authorization of Certain Payments between Board Meetings - Credit card, utility bills, lease payments, payroll, payroll taxes, payroll deductions, and fringe benefit expenses.<br/> M. Establish Treasurer and Internal Auditor surety coverage for the year - \$750,000</p> |                       |                   |



Move: _____ Aye _____ Nay _____ Approved/Failed _____ Discussion: _____	Second _____ Abstain _____ Absent _____
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14. Approve 2018 Board Meeting Schedule **\* FOR APPROVAL** **Doc. #18-9**  
Executive Director's Recommendation: Approve the 2018 Board Meeting Schedule.

Move: _____ Aye _____ Nay _____ Approved/Failed _____ Discussion: _____	Second _____ Abstain _____ Absent _____
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15. Expenditure Approvals -Monthly Unpaid Bills Detail **\* FOR APPROVAL** **Doc. #18-10**

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: _____ Aye _____ Nay _____ Approved/Failed _____ Discussion: _____	Second _____ Abstain _____ Absent _____
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16. Receipt Approvals – Monthly Deposit Summary **\* FOR APPROVAL** **Doc. #18-11**

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

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

**Doc. #18-12**

Public Expression (15 minutes)

Adjournment

Next meeting: Southern Tier Library Systems, Painted Post – Tuesday, March 20, 2018 at 2 p.m.



**STLS BOARD MEETING**  
**Tuesday, December 19, 2017 - 2:00 pm**  
**Southern Tier Library Systems HQ, Painted Post, NY (Steuben County)**

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

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

Excused:

Cindy Emmer -2022

Lynette Decker -2021

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

President Pat Selwood called the meeting to order at 2:05 pm.

**AGENDA REVIEW**

Approved

**Doc. #17-148**

No corrections or revisions.

**APPROVAL OF NOVEMBER MINUTES**

Approved

**Doc. #17-149**

No corrections or revisions

**Treasurer's Report for November 2017**

Received and filed

**Doc. #17-150**

B. Gorman reported pass through funds were received and passed along to member libraries.

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

Received and filed

**Doc. #17-151**

B. Hildreth reported that Erate funding of \$47,000.00 came in, bringing total to \$200,000.00. B. Hildreth also said that we will not receive any more funds through the end of 2017. The Finance Committee reviewed the profit/loss statement for 2017 and the budget is balanced. There will be a small surplus depending upon how end of year financials are closed out.



## **Standing Committee Reports**

### **Executive Committee –**

P. Selwood reported that the New Trustee Orientation went every well. P. Selwood stated that good information was given at the orientation, and a good lunch, too delete this phrase..

### **Personnel & Policies Committee – Richard Ahola (Minutes) Doc. #17-152**

R. Ahola reported on the Personnel and Policies Committee meeting. R. Ahola said the Director's objectives for 2018 were approved by the Committee, as well as the Paid Family Leave Policy. R. Ahola said the Paid Family Leave Policy is mandatory. R. Ahola also said procedures for workplace security were discussed at the meeting. B. Hildreth explained how an incident involving a delivery driver was handled and explained that there are procedures in place when these situations arise.

R. Ahola said the committee also discussed upcoming staff education on sexual harassment prevention, which will be held in 2018. R. Ahola said in March the Personnel and Policies Committee will discuss an employee travel policy. R. Ahola stated that the Workers Compensation Policy will need to be updated to include Paid Family Leave.

### **Finance & Facilities Committee – Betsy Gorman Doc. #17-153**

B. Gorman said the Committee reviewed the November financial statement and it appears finances match what was projected for the year. B. Hildreth added that there will be resolutions later in the meeting, to purchase a new van and approve a new insurance policy.

B. Gorman stated that employee pensions will be prepaid in December for purpose of cost savings.

B. Gorman discussed the potential of a decrease in state aid for 2018 and said this possibility makes it more important to advocate for libraries.

B. Gorman said the Committee also looked at the commercial insurance bids and that flood insurance is no longer recommended due to low risk of flood damage.

### **Public Relations Committee – Lynnette Decker Doc. #17-154**

P. Selwood spoke for L. Decker, who was absent. P. Selwood said the Public Relations Committee did not meet due to the New Trustee orientation. P. Selwood said anyone who did not sign up for the luncheon in January can sign up via email.



**Foundation for Southern Tier Libraries – Denise King** (Minutes) **Doc. #17-155**

D. Wexell reported on the attendance of the Foundation at the Corning Area Chamber of Commerce Non-profit day. D. Wexell said it was well attended and a few individuals stopped at the Foundation table to sign up for further information. D. Wexell said overall all the event was a success in getting the Foundation's name out in the business community.

D. King stated that she has reached out to the Chemung County Chamber of Commerce. D. King also spoke about the Foundation mailing that went out in December and that it is important to support the Foundation.

D. King said the Foundation is planning a more robust fundraising effort in January and that a consultant helped with the planning.

D. King stated the Foundation is always looking for new members and that there are more updates coming to the website.

**BOARD ACTIONS**

10. Expenditure Approvals -Monthly Unpaid Bills Detail \* **FOR APPROVAL** **Doc. #17-156**

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 12	Nay	0	Abstain	0	Absent 2
Approved					

*Discussion: none*

11. Receipt Approvals – Monthly Deposit Summary \* **FOR APPROVAL** **Doc. #17- 157**

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 12	Nay	0	Abstain	0	Absent 2
Approved					

*Discussion: none*



12. Approve the 2017-2018 Executive Director's Performance Objectives**\*FOR APPROVAL****Doc.#17-158**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed 2017-2018 Executive Director's Performance Objectives as presented at the November 2017 board meeting.

Move:			Second:		
Aye 12	Nay 0		Abstain 0	Absent 2	
Approved					

*Discussion:*

S. Barr asked for a definition of a "Hot Spot". B. Hildreth explained it is a device that can be checked out from the library to give a home internet connectivity.

B. Hildreth said the hotspot helps provide access to patrons who do not have connectivity at home. B. Hildreth also stated this is a pilot program and that 5 libraries have been chosen to participate.

P. Selwood asked if we know where there is limited to no service. B. Hildreth said that Verizon is the best carrier in the area.

F. Wright stated she feels this program is a great PR opportunity for STLS

13. Authorize Mandated Paid Family Leave Rider Policy \* **FOR APPROVAL** **Doc. #17-159**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees authorizes the STLS Business Office to administer New York State's Mandated Paid Family Leave Policy for all qualifying employees with the full premium paid for by the employee through bi-weekly payroll deductions at a cost set by New York State.

Move:			Second:		
Aye 12	Nay 0		Abstain 0	Absent 2	
Approved					

*Discussion:*

R Ahola stated this is a program mandated by New York State.



14. Approve 2018 Insurance Agent & Coverages**\*FOR APPROVAL****Doc. #17- 160**

Finance & Facilities Committee Recommendation: The STLS Board of Trustees accepts and approves the commercial insurance policy provided by Piper Insurance Agency for the 2018 fiscal year.

Move:		Second:	
Aye 12	Nay 0	Abstain 0	Absent 2
Approved			

*Discussion:*

D. King asked about the bidding process. B. Hildreth stated that 3 insurance agencies submitted bids, and 2 of the bids were competitive, Sprague (our current insurance carrier) and Piper Insurance. B. Hildreth stated by going with Piper, STLS will save \$3,000.00. Some of that savings is due to dropping flood insurance coverage. B. Hildreth said that STLS once carried flood insurance because it was a requirement of the mortgage holder, but since the mortgage is paid and the risk of a flood is very low, the insurance will be dropped.

D. Wexell moved to include "with the exclusion of flood insurance premium of \$1400.00" to motion Doc.#17-160. The wording will now read *"Finance & Facilities Committee Recommendation: The STLS Board of Trustees accepts and approves the commercial insurance policy provided by Piper Insurance Agency for the 2018 fiscal year with the exclusion of flood insurance premium of \$1456.00"*

15. Approve and Authorize the Purchase of a New Delivery Vehicle**\* FOR APPROVAL****Doc. #17- 161**

Executive Director Recommendation: The STLS Board of Trustees approves and authorizes the Executive Director to purchase new delivery van in the amount of \$21,000 per the STLS Purchasing Policy. Amended to have the purchase price be up to \$26,000.00

Move:	B. Gorman – as amended	Second:	K.Green
Aye 12	Nay 0	Abstain 0	Absent 2
Approved			

*Discussion:*

B. Hildreth explained the bid process for the van purchase and Simmons-Rockwell was the successful bidder at \$25,171.50 . A motion to amend to have the purchase price be up to \$26,000.00, and not \$21,000.00.

F. Wright asked about Doc.#17-161 not reflecting the actual purchase price. B. Hildreth stated Doc.#17-161 was the MSRP for the van.

**BOARD INFORMATION**

18. Old Business – none

19. New Business – none



20. Library Networking –

C. Dutton stated she attended the Allegany County Directors meeting and that 17 libraries participated in the meeting. C. Dutton spoke of the success of the Granny Square Project and of a grant of \$800.00 that will go to the Allegany Libraries for purchase of items that promote early literacy.

K. Green said there were nice comments about the pictures of the Hornell Library that were posted on the STLS Facebook page.

F. Wright suggested having a monthly photo feature on Facebook, and in the office, about activity happening at area libraries.

21. President's Report –

P. Selwood gave everyone holiday greetings and B. Hildreth said that the Trustee orientation was great.

22. Monthly System Management Team & Divisional Reports

Doc. #17-162

B. Hildreth reported on the state of member libraries and library system staff activities.

**STLS Staff Presentation – Deputy Director Margo Gustina**

M. Gustina explained her role as Deputy Director at STLS and her responsibilities as Trustee Consultant.

Public Expression (15 minutes) – None

**Adjournment**

Move:	Second:				
Aye	Nay	0	Abstain	0	Absent
Adjourned at : pm					

Next meeting: Southern Tier Library System Headquarters, Painted Post, NY – Tuesday, January 16, 2018 at 2 p.m. Preceded by the Staff Board luncheon at 12:30 pm.

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



Southern Tier Library System  
Treasurer's Report  
As of 12/31/2017

	<u>Dec 31, 17</u>	<u>Nov 30, 17</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
1200 · Cash - Operating	7,729.31	7,980.52	-251.21
1201 · Cash - Payroll	459.34	1,640.44	-1,181.10
1202 · Cash - Money Market	1,297,632.64	1,343,352.27	-45,719.63
<b>Total Checking/Savings</b>	<u>1,305,821.29</u>	<u>1,352,973.23</u>	<u>-47,151.94</u>
<b>Accounts Receivable</b>			
1380 · Accounts Receivable	13,588.97	81,539.19	-67,950.22
<b>Total Accounts Receivable</b>	<u>13,588.97</u>	<u>81,539.19</u>	<u>-67,950.22</u>
<b>Other Current Assets</b>			
12000 · Undeposited Funds	0.00	488.63	-488.63
<b>Total Other Current Assets</b>	<u>0.00</u>	<u>488.63</u>	<u>-488.63</u>
<b>Total Current Assets</b>	1,319,410.26	1,435,001.05	-115,590.79
<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	-649,044.70	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>	821,171.73	821,171.73	0.00
<b>Other Assets</b>			
1382 · Prepaid expenses	75,081.34	72,292.70	2,788.64
<b>Total Other Assets</b>	<u>75,081.34</u>	<u>72,292.70</u>	<u>2,788.64</u>
<b>TOTAL ASSETS</b>	<u><u>2,215,663.33</u></u>	<u><u>2,328,465.48</u></u>	<u><u>-112,802.15</u></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
2600 · Accounts Payable	6,135.08	0.00	6,135.08
<b>Total Accounts Payable</b>	<u>6,135.08</u>	<u>0.00</u>	<u>6,135.08</u>
<b>Other Current Liabilities</b>			
2601 · Accrued P/R	18,800.32	18,800.32	0.00



Southern Tier Library System  
Treasurer's Report  
As of 12/31/2017

	<b>Dec 31, 17</b>	<b>Nov 30, 17</b>	<b>\$ Change</b>
2604 - Deferred Grant	3,597.89	3,597.89	0.00
2625 - Payroll Deductions Payable	0.08	0.00	0.08
2626 - Flex Spending Deduction Payable	2,041.23	2,024.23	17.00
2630 - Due to Member Libraries Pay Pal	6,092.87	0.00	6,092.87
2640 - Accrued Compensated Absences	90,138.04	90,138.04	0.00
<b>Total Other Current Liabilities</b>	<b>120,670.43</b>	<b>114,560.48</b>	<b>6,109.95</b>
 <b>Total Current Liabilities</b>	 <b>126,805.51</b>	 <b>114,560.48</b>	 <b>12,245.03</b>
 <b>Total Liabilities</b>	 <b>126,805.51</b>	 <b>114,560.48</b>	 <b>12,245.03</b>
 <b>Equity</b>			
3200 - Fund Balance Unrestricted	1,848,236.78	1,848,236.78	0.00
3910 - Fund Balance Replacement Res	100,000.00	100,000.00	0.00
Net Income	140,621.04	265,668.22	-125,047.18
<b>Total Equity</b>	<b>2,088,857.82</b>	<b>2,213,905.00</b>	<b>-125,047.18</b>
 <b>TOTAL LIABILITIES &amp; EQUITY</b>	 <b>2,215,663.33</b>	 <b>2,328,465.48</b>	 <b>-112,802.15</b>

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  
December 2017

	Dec 17	Nov 17	\$ Change
<b>Income</b>			
4719 · Interest	111.19	119.83	-8.64
4721 · E-Rate Funding	0.00	47,510.11	-47,510.11
4724 · Member Library IT Contracts	267.79	159.90	107.89
4725 · Grants Revenue	132,832.09	0.00	132,832.09
4733 · Member Library Processing Fees	4,397.00	15.00	4,382.00
4735 · Non State Aid Pass Through	4,143.02	16,210.69	-12,067.67
4782 · Donations	0.00	500.00	-500.00
<b>Total Income</b>	<b>141,751.09</b>	<b>64,515.53</b>	<b>77,235.56</b>
<b>Gross Profit</b>	<b>141,751.09</b>	<b>64,515.53</b>	<b>77,235.56</b>
<b>Expense</b>			
<b>5100 · Salaries</b>			
5141 · Professional Salaries	30,343.54	27,845.72	2,497.82
5142 · Non-Professional Salaries	39,556.89	33,767.65	5,789.24
<b>Total 5100 · Salaries</b>	<b>69,900.43</b>	<b>61,613.37</b>	<b>8,287.06</b>
<b>5150 · Personnel Benefits</b>			
5151 · Retirement	90,031.00	0.00	90,031.00
5153 · Social Security	5,064.24	4,449.62	614.62
5157 · Health Insurance	14,935.21	16,789.15	-1,853.94
5158 · Payroll Expense - Other	482.71	396.74	85.97
<b>Total 5150 · Personnel Benefits</b>	<b>110,513.16</b>	<b>21,635.51</b>	<b>88,877.65</b>
5204 · STLS Software & Small Equipment	3,781.00	358.97	3,422.03
5205 · Maintenance Contracts & Leases	3,129.85	647.45	2,482.40
5408 · Platform Fees & Licenses	3,000.00	0.00	3,000.00
5409 · STLS Telephone/Internet	15,211.06	16,973.86	-1,762.80
5417 · Library Materials	1,113.58	2,865.88	-1,752.30
5419 · Electronic Materials	2,340.92	2,598.96	-258.04
5420 · Staff Development Travel	2,478.40	940.88	1,537.52
5422 · Trustee Mileage	1,816.17	0.00	1,816.17
5423 · Trustee Continuing Education	1,298.08	596.00	702.08
5424 · Conference Registration	605.00	530.00	75.00
5425 · Staff & Member Library Mileage	2,004.46	658.06	1,346.40
5427 · Programming & Annual Conference	2,273.00	212.86	2,060.14
5428 · Meeting Supplies	177.64	58.75	118.89
5430 · Office Supplies	544.27	576.82	-32.55
5433 · Postage	-116.64	0.00	-116.64
5435 · Member Library Pass through	12,866.32	173,151.53	-160,285.21
5436 · STLS Grants to Member Libraries	2,429.68	0.00	2,429.68
5442 · Professional Fees	0.00	1,557.00	-1,557.00
5443 · Legal Counsel	0.00	733.25	-733.25



Southern Tier Library System  
Financial Clerk's Report  
December 2017

	<b>Dec 17</b>	<b>Nov 17</b>	<b>\$ Change</b>
5444 · Accounting Support & Audit	75.00	75.00	0.00
5450 · Utilities	1,197.28	873.38	323.90
5451 · Building Maintenance & Repairs	1,988.95	911.88	1,077.07
5471 · Vehicle Maintenance & Repairs	137.85	321.85	-184.00
5473 · Vehicle Fuel	2,560.81	1,388.07	1,172.74
5475 · Vehicle Purchase	25,171.50	0.00	25,171.50
5480 · Greenwood Reading Center Exp	293.71	0.00	293.71
5490 · Grants	6.79	0.00	6.79
<b>Total Expense</b>	<b>266,798.27</b>	<b>289,279.33</b>	<b>-22,481.06</b>
<b>Net Income</b>	<b>-125,047.18</b>	<b>-224,763.80</b>	<b>99,716.62</b>



Southern Tier Library System  
Profit Loss Budget vs. Actual  
January through December 2017

	Jan - Dec 17	Budget	\$ Over Budget
<b>Income</b>			
4700 · Basic State Aid	858,507.00	858,045.00	462.00
4706 · Jails and Institutions	4,105.00	4,113.00	-8.00
4709 · Local Services Support	94,404.00	94,354.00	50.00
4710 · Supplemental Aid	129,445.00	129,375.00	70.00
4711 · Coordinated Outreach	75,090.00	75,049.00	41.00
4713 · State Corrections	26,299.00	26,285.00	14.00
4719 · Interest	1,174.79	950.00	224.79
4721 · E-Rate Funding	205,197.31	201,687.20	3,510.11
4723 · Member Library Cost Share	405,885.44	405,886.00	-0.56
4724 · Member Library IT Contracts	37,083.58	43,055.89	-5,972.31
4725 · Grants Revenue	246,255.09	113,500.00	132,755.09
4733 · Member Library Processing Fees	17,989.75	18,000.00	-10.25
4740 · Prof Development & Conf Fees	0.00	0.00	0.00
4781 · Retiree Health Ins Payments	1,359.24	2,300.00	-940.76
4782 · Donations	600.00	1,000.00	-400.00
4784 · General Reimbursements & Refund	3,781.80	3,000.00	781.80
<b>Total Income</b>	<b>2,107,177.00</b>	<b>1,976,600.09</b>	<b>130,576.91</b>
<b>Expense</b>			
5100 · Salaries			
Total 5100 · Salaries	804,382.33	780,000.00	24,382.33
Total 5150 · Personnel Benefits	349,049.17	353,000.00	-3,950.83
5203 · STLS Equipment	0.00	2,000.00	-2,000.00
5204 · STLS Software & Small Equipment	26,367.72	60,000.00	-33,632.28
5205 · Maintenance Contracts & Leases	13,882.94	15,000.00	-1,117.06
5407 · Integrated Library System	66,291.48	66,300.00	-8.52
5408 · Platform Fees & Licenses	15,608.00	16,000.00	-392.00
5409 · STLS Telephone/Internet	178,366.02	160,000.00	18,366.02
5417 · Library Materials	18,705.38	20,000.00	-1,294.62
5418 · Consultant Collection	448.96	1,000.00	-551.04
5419 · Electronic Materials	88,586.94	89,747.00	-1,160.06
5420 · Staff Development Travel	15,380.28	16,000.00	-619.72
5422 · Trustee Mileage	5,660.03	7,500.00	-1,839.97
5423 · Trustee Continuing Education	1,894.08	2,000.00	-105.92
5424 · Conference Registration	8,894.80	7,000.00	1,894.80
5425 · Staff & Member Library Mileage	5,731.33	4,500.00	1,231.33
5427 · Programming & Annual Conference	20,013.59	18,500.00	1,513.59
5428 · Meeting Supplies	3,052.67	3,500.00	-447.33
5430 · Office Supplies	36,998.96	38,000.00	-1,001.04
5433 · Postage	1,664.84	3,000.00	-1,335.16
5434 · Public Relations	8,052.07	10,000.00	-1,947.93
5436 · STLS Grants to Member Libraries	15,604.68	15,000.00	604.68
5442 · Professional Fees	5,829.42	7,000.00	-1,170.58
5443 · Legal Counsel	1,319.75	2,000.00	-680.25



Southern Tier Library System  
Profit Loss Budget vs. Actual  
January through December 2017

	<b>Jan - Dec 17</b>	<b>Budget</b>	<b>\$ Over Budget</b>
5444 · Accounting Support & Audit	9,925.00	10,500.00	-575.00
5450 · Utilities	9,407.76	9,800.00	-392.24
5451 · Building Maintenance & Repairs	21,893.95	20,000.00	1,893.95
5452 · Capital Improvements	0.00	8,553.09	-8,553.09
5454 · Commercial Insurance	10,667.92	15,000.00	-4,332.08
5471 · Vehicle Maintenance & Repairs	3,902.10	5,000.00	-1,097.90
5473 · Vehicle Fuel	14,973.42	15,000.00	-26.58
5474 · Vehicle Insurance	6,195.00	6,200.00	-5.00
5475 · Vehicle Purchase	25,171.50	32,000.00	-6,828.50
5490 · Grants	189,996.29	157,500.00	32,496.29
<b>Total Expense</b>	<b>1,983,918.38</b>	<b>1,976,600.09</b>	<b>7,318.29</b>
<b>Net Income</b>	<b>123,258.62</b>	<b>0.00</b>	<b>123,258.62</b>



**QUARTERLY CLAIMS AUDITOR REPORT  
SOUTHERN TIER LIBRARY SYSTEM  
QUARTER 4 ( OCTOBER 1 – DECEMBER 31, 2017)**

<u>Audit Date</u>	<u># of invoices</u>	<u>Dollar(\$) Amount</u>	<u>Exception</u>	<u>Check Numbers</u>	<u>Check Dates</u>	<u>Dollar(\$) Amount</u>
10/11/2017	27	94555.50	0	36282 – 36308	10/13/17	94555.50
10/25/2017	35	35933.23	0	36309 – 36343	10/27/17	35933.23
11/08/2017	23	185636.09	0	36344 - 36366	11/10/17	185636.09
11/21/2017	29	40179.91	0	36367 – 36395	11/24/17	40179.91
12/06/2017	28	118361.11	1	36396 – 36423	12/08/17	118361.11
12/21/2017	33	72892.55	0	36424 – 36456	12/22/17	72892.55

**EXCEPTION REPORT**

<u>Except. Refer.</u>	<u>Trans. No./Date</u>	<u>Invoice Date</u>	<u>Amount (\$)</u>	<u>Claim Payee/Vendor</u>	<u>Item/Services of Invoice</u>	<u>Issue with Purchase/ Cause for exception</u>	<u>Resolution</u>
36397	12/08/17	multiple	333.75	R. Ahola	restaurant meals NYLA Conference	Sales tax charged (\$ 1.77)	Paid with exception

Submitted by Internal Auditor - D.R. Wexell  
01/08/18



## Finance & Facilities Committee



### Meeting Minutes

1.8.2018 at 3:15 pm

STLS Headquarters, Painted Post, NY

Present: Betsy Gorman (Chair), Sisi Barr, Pat Finnerty, Dale Wexell , Felicity Wright and Brian Hildreth

Meeting was called to order at 3:15 pm

### Review of Financial Statements

Brian reviewed the December financial statements. In the Treasurer's Report, our asset balance is up by about \$200,000 from last year, mainly because we received the ARC funding in December.

The Financial Clerk's Report reflects receipt of the ARC grant under Income. Under Expenses, the Salaries line does not include one week of salary expense, so that figure will increase. Other expenses for the month included the prepayment of 2018 Retirement Benefits (resulting in a discount for the agency) and the annual vehicle purchase.

In the Profit and Loss Statement, expenses for STLS Software & Small Equipment (Line 5204) were reclassified to Grants (Line 5490), at our auditor's request. Our expenses for STLS Telephone/Internet (Line 5409) were greater than anticipated, due to Alleghany Co. libraries being connected to the Internet network earlier than anticipated.

Our Profit and Loss Statement shows a Net Income of \$123,000 for 2017. However, this occurred because of the receipt of the ARC grant funds for the Internet project. These funds are earmarked for the future maintenance and/or replacement of the high-speed Internet equipment at our member libraries. Therefore, after our final budget figures are completed in March, we will want to officially move a large portion of these funds to a designated account for that purpose.

### Organizational Meeting Action Items

Brian reviewed the action items that will be addressed at the January board meeting.

### 2018 State Budget

The NYS budget will come out on January 16<sup>th</sup>. It will be posted to the Governor's website.

Meeting adjourned at 4:00 pm.

Next meeting is March 12, 2018 at 3:15pm

Respectfully submitted: Betsy Gorman, Treasurer



## 2018 Annual Organizational Meeting Actions

Board of Trustees

Doc. #18-8



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Executive Director Recommendation: Approve annual meeting action items per STLS Organizational Meeting Policy.

### **A. Designation of the Official Newspaper**

RESOLVED that the Board of Trustees designates the *Corning Leader* as the official newspaper for the Southern Tier Library System for the year 2018.

### **B. Appointment of the Financial Clerk**

RESOLVED that the Board of Trustees appoints Executive Director Brian M. Hildreth as Financial Clerk of the Southern Tier Library System for the year 2018.

### **C. Appointment of the Internal Auditor**

RESOLVED that the Board of Trustees appoints Trustee Dale Wexell as the Internal Auditor and Richard Ahola Alternate Auditor of the Southern Tier Library System for the year 2018.

### **D. Appointment of the External Auditor**

RESOLVED that the Board of Trustees appoints the firm of Mengel Metzger Barr & Co. LLP as the auditors for the Southern Tier Library System for completion of the annual audit for 2017 and related services.

### **E. Appointment of the Attorney**

RESOLVED that the Board of Trustees appoints Conrad Wolan, of Sayles & Evans, Attorneys-at-Law, as the Attorney for the Southern Tier Library System for 2018.

### **F. Authorization of the Executive Director to Certify Payrolls**

RESOLVED that the Board of Trustees appoints the Brian M. Hildreth, Executive Director, as the authority to certify Southern Tier Library System payrolls for the year 2018.



#### **G. Authorization of Executive Director to Make Grant Applications**

RESOLVED that the Board of Trustees authorizes the Executive Director to make applications for grant funding subject to subsequent approval by the Board.

#### **H. Authorization of the Executive Director to certify payments**

RESOLVED that the Board of Trustees authorizes 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, utility bills, insurance premiums, payroll, payroll deductions, taxes and fringe benefit expenses.

#### **I. Authorization of the Trustee Mileage Reimbursement Rate**

RESOLVED that the Board of Trustees authorizes the IRS rate of 54.5 cents per mile as the mileage reimbursement rate for the Southern Tier Library System for 2018.

#### **J. Designation of the Bank Depository**

RESOLVED that the Board of Trustees designates Community Bank NA as depository of Southern Tier Library System funds in 2018.

#### **K. Designation of the Authorized Signatories for Checks**

RESOLVED that the Board of Trustees re-designates the Treasurer, President, local trustee (Sarah Collins), and Executive Director as authorized signatories on all bank accounts.

#### **L. Authorization of Certain Payments Between Board Meetings**

RESOLVED that the Board of Trustees authorizes the payment of the following bills and expenses between Board meetings in order to meet due date requirements: credit card, utility bills, lease payments, payroll, payroll taxes, payroll deductions, and fringe benefit expenses.

#### **M. Establish Treasurer and Internal Auditor surety coverage for the year.**

RESOLVED that the Board of Trustees Establishes Treasurer and Internal Auditor surety coverage at \$750,000 for 2018.



## 2018 Board Meeting Dates & Locations

Board of Trustees



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January 16	- Southern Tier Library System, Painted Post
March 20	- Southern Tier Library System, Painted Post
April 17	- Savona Free Library, Savona (Steuben County)
May 15	- Dundee Library, Dundee (Yates County)
June 19	- West Elmira Library, Elmira (Chemung County)
July 17	- Watkins Glen Public Library, Watkins Glen (Schuyler County)
September 18	- 20 <sup>th</sup> Century Club Library, Almond (Allegany County)
October 16	- Southern Tier Library System, Painted Post
November 20	- Southern Tier Library System, Painted Post
December 18	- Southern Tier Library System, Painted Post

*All meetings begin at 2:00 pm and are open to the public and STLS member libraries.*



2:05 PM

01/03/18

**Southern Tier Library System**  
**Unpaid Bills Detail**  
 As of January 5, 2018

Doc. #18-10

*01-03-18*  
*Handwritten initials*

*Handwritten signature*  
*1/3/2018*

Type	Date	Num	Due Date	Open Balance
Baker & Taylor Bill	12/31/2017	2033...	12/31/2017	48.20
Total Baker & Taylor				48.20
Barr, Mathilde Bill	12/31/2017	4th Qt...	12/31/2017	81.32
Total Barr, Mathilde				81.32
Corning Natural Gas Bill	12/31/2017	Dec 2...	12/31/2017	178.03
Total Corning Natural Gas				178.03
DeVoe, Kate Bill	1/5/2018	2018 ...	1/5/2018	50.00
Total DeVoe, Kate				50.00
Dutton, Cynthia Bill	12/31/2017	4th Qt...	12/31/2017	372.38
Total Dutton, Cynthia				372.38
Florida International University Bill	12/31/2017	793606	12/31/2017	140.00
Total Florida International University				140.00
Frontier Communications Bill	12/31/2017	Dec 2...	12/31/2017	147.98
Total Frontier Communications				147.98
Haggstrom, David Bill	12/31/2017	4th Qt...	12/31/2017	151.94
Total Haggstrom, David				151.94
King, Denise Bill	12/31/2017	3rd Q...	12/31/2017	286.43
Total King, Denise				286.43
Multi Media Services Bill	12/31/2017	68794	12/31/2017	285.40
Total Multi Media Services				285.40
NYSEG Bill	12/31/2017	Dec 2...	12/31/2017	278.69
Total NYSEG				278.69
Penguin Random House LLC Bill	12/31/2017	1085...	12/31/2017	22.50
Total Penguin Random House LLC				22.50
Pitney Bowes Bill	1/5/2018	3305...	1/5/2018	593.31
Total Pitney Bowes				593.31
Pro Audio Consulting Bill	12/31/2017	1010...	12/31/2017	2,273.00
Total Pro Audio Consulting				2,273.00
Selwood, Pat Bill	12/31/2017	4th Qt...	12/31/2017	339.14
Total Selwood, Pat				339.14
Southern Tier Wireless Inc Bill	1/5/2018	21789	1/5/2018	93.95
Total Southern Tier Wireless Inc				93.95
Staples Business Advantage Bill	12/31/2017	8047...	12/31/2017	113.75
Total Staples Business Advantage				113.75



2:05 PM

01/03/18

**Southern Tier Library System**  
**Unpaid Bills Detail**  
 As of January 5, 2018

Type	Date	Num	Due Date	Open Balance
<b>Time Warner Cable</b>				
Bill	1/5/2018	2029...	1/5/2018	1,000.00
Bill	1/5/2018	2029...	1/5/2018	660.00
Bill	1/5/2018	2029...	1/5/2018	660.00
Bill	1/5/2018	2028...	1/5/2018	234.98
Bill	1/5/2018	2028...	1/5/2018	92.95
<b>Total Time Warner Cable</b>				<b>2,647.94</b>
<b>UnitedHealthcare</b>				
Bill	1/5/2018	0187...	1/5/2018	26.80
<b>Total UnitedHealthcare</b>				<b>26.80</b>
<b>Verizon</b>				
Bill	1/5/2018	Jan 2...	1/5/2018	491.11
<b>Total Verizon</b>				<b>491.11</b>
<b>Verizon Wireless</b>				
Bill	1/5/2018	9798...	1/5/2018	214.03
<b>Total Verizon Wireless</b>				<b>214.03</b>
<b>WEX Bank</b>				
Bill	12/31/2017	5256...	12/31/2017	1,277.98
<b>Total WEX Bank</b>				<b>1,277.98</b>
<b>Wright, Felicity</b>				
Bill	12/31/2017	4th Qt...	12/31/2017	158.36
<b>Total Wright, Felicity</b>				<b>158.36</b>
<b>TOTAL</b>				<b>10,282.22</b>



# Southern Tier Library System Unpaid Bills Detail As of December 22, 2017

*John W. Hall*  
12/21/17

*[Signature]*

Type	Date	Num	Due Date	Open Balance
AT&T Bill	12/22/2017	5221...	12/22/2017	1,248.99
Total AT&T				1,248.99
Baker & Taylor Bill	12/22/2017	2033...	12/22/2017	18.50
Baker & Taylor Bill	12/22/2017	2033...	12/22/2017	10.39
Total Baker & Taylor				28.89
Casella Waste Services Bill	12/22/2017	1825...	12/22/2017	91.95
Total Casella Waste Services				91.95
CDW-G Bill	12/22/2017	LCQ0...	12/22/2017	2,525.80
Total CDW-G				2,525.80
CPE InterLink Bill	12/22/2017	17-19...	12/22/2017	684.00
Total CPE InterLink				684.00
Eastern Managed Print Network Bill	12/22/2017	IN112...	12/22/2017	224.45
Total Eastern Managed Print Network				224.45
Empire Natural Gas Bill	12/22/2017	WST...	12/22/2017	60.53
Total Empire Natural Gas				60.53
Energy Cooperative of America Bill	12/22/2017	779347	12/22/2017	273.98
Total Energy Cooperative of America				273.98
English, Darleen Bill	12/22/2017	Medic...	12/22/2017	46.80
Total English, Darleen				46.80
First Bankcard Bill	12/22/2017	4418...	12/22/2017	1,921.17
First Bankcard Bill	12/22/2017	4418...	12/22/2017	6.79
First Bankcard Bill	12/22/2017	4418...	12/22/2017	694.75
First Bankcard Bill	12/22/2017	4418...	12/22/2017	80.96
First Bankcard Bill	12/22/2017	4418...	12/22/2017	165.80
First Bankcard Bill	12/22/2017	4418...	12/22/2017	5,528.64
First Bankcard Bill	12/22/2017	4418...	12/22/2017	17.00
Total First Bankcard				8,415.11
Frontier Communications Bill	12/22/2017	Nov 2...	12/22/2017	145.73
Total Frontier Communications				145.73
Gorman, Elizabeth Bill	12/22/2017	4th Qt...	12/22/2017	227.27
Gorman, Elizabeth Bill	12/22/2017	2017 ...	12/22/2017	239.68
Total Gorman, Elizabeth				466.95
Gunning, Nic Bill	12/22/2017	11/29...	12/22/2017	64.20
Total Gunning, Nic				64.20
Gustina, Margo Bill	12/22/2017	Nov 2...	12/22/2017	72.00
Total Gustina, Margo				72.00
Hallahan, Sheila Bill	12/22/2017	Medic...	12/22/2017	46.80
Total Hallahan, Sheila				46.80



# Southern Tier Library System

## Unpaid Bills Detail

### As of December 22, 2017

	Type	Date	Num	Due Date	Open Balance
0	Harris, Roseanna Bill	12/22/2017	Medic...	12/22/2017	46.80 /
	Total Harris, Roseanna				46.80
6	Hildreth, Brian Bill	12/22/2017	4th Qt...	12/22/2017	234.33 /
	Total Hildreth, Brian				234.33
6	Holden, Loretta Bill	12/22/2017	Medic...	12/22/2017	46.80 /
	Total Holden, Loretta				46.80
0	Isaac Hvac Bill	12/22/2017	3091...	12/22/2017	340.00 /
	Total Isaac Hvac				340.00
0	McPherson, Marcia Bill	12/22/2017	Medic...	12/22/2017	46.80 /
	Total McPherson, Marcia				46.80
0	Multi Media Services Bill	12/22/2017	68681	12/22/2017	194.55 /
	Total Multi Media Services				194.55
0	Nelson, Jane Bill	12/22/2017	Medic...	12/22/2017	46.80 /
	Total Nelson, Jane				46.80
0	NYSHIP Bill	12/22/2017	519	12/22/2017	20,423.10
	Total NYSHIP				20,423.10
0	Overdrive Bill	12/22/2017	H-004...	12/22/2017	3,000.00 /
0	Bill	12/22/2017	0145...	12/22/2017	873.98 /
0	Bill	12/22/2017	0145...	12/22/2017	264.97 /
0	Bill	12/22/2017	0145...	12/22/2017	185.46 /
0	Bill	12/22/2017	0145...	12/22/2017	40.00 /
0	Bill	12/22/2017	0145...	12/22/2017	1,500.96 /
0	Bill	12/22/2017	0145...	12/22/2017	14.99 /
0	Bill	12/22/2017	0145...	12/22/2017	282.79 /
0	Bill	12/22/2017	0145...	12/22/2017	350.79 /
0	Bill	12/22/2017	0145...	12/22/2017	26.95 /
	Total Overdrive				6,550.89
0	Passage, Mary Bill	12/22/2017	Medic...	12/22/2017	46.80 /
	Total Passage, Mary				46.80
0	Penguin Random House LLC Bill	12/22/2017	1085...	12/22/2017	830.25 /
	Total Penguin Random House LLC				830.25
0	Quiggle, Mary Kay Bill	12/22/2017	Medic...	12/22/2017	46.80 /
	Total Quiggle, Mary Kay				46.80
0	Reiterer & Sons LLC Bill	12/22/2017	RS-0...	12/22/2017	375.00 /
	Total Reiterer & Sons LLC				375.00
0	Simmons-Rockwell Chevrolet Bill	12/22/2017	2017 ...	12/22/2017	25,171.50 /
	Total Simmons-Rockwell Chevrolet				25,171.50



3:09 PM

12/19/17

**Southern Tier Library System**  
**Unpaid Bills Detail**  
**As of December 22, 2017**

Type	Date	Num	Due Date	Open Balance
<b>Time Warner Cable</b>				
0 ✓ Bill	12/22/2017	2029...	12/22/2017	1,015.00 ✓
8 ✓ Bill	12/22/2017	2028...	12/22/2017	25.00 ✓
0 ✓ Bill	12/22/2017	2029...	12/22/2017	1,000.00 ✓
9 ✓ Bill	12/22/2017	2028...	12/22/2017	1,466.40 ✓
9 ✓ Bill	12/22/2017	2021...	12/22/2017	23.00 ✓
<b>Total Time Warner Cable</b>				<b>3,529.40</b>
<b>United Healthcare Insurance Company</b>				
0 ✓ Bill	12/22/2017	Jan 2...	12/22/2017	203.75 ✓
<b>Total United Healthcare Insurance Company</b>				<b>203.75</b>
<b>Wigg, Ristina</b>				
0 ✓ Bill	12/22/2017	Medic...	12/22/2017	46.80 ✓
<b>Total Wigg, Ristina</b>				<b>46.80</b>
<b>Zeh, Justin</b>				
9 ✓ Bill	12/22/2017	2017 ...	12/22/2017	283.55 ✓
0 ✓ Bill	12/22/2017	2017 ...	12/22/2017	32.45 ✓
<b>Total Zeh, Justin</b>				<b>316.00</b>
<b>TOTAL</b>				<b>72,892.55</b>



## Deposit Summary

12/27/2017 2:11 PM

Summary of Deposits to 1202 Cash - Money Market on 12/27/2017

Chk No.	PmtMethod	Rcd From	Memo	Amount
11907	Check	Dundee	invoice 1560 processing	63.00
4016	Check	Canaseraga	processing	23.00
14468	Check	Cuba	Processing	162.75
008252	Check	Branchport	Inv 1555	25.50
2405	Check	CCLD-Big Flats	Processing	221.25
2405	Check	CCLD-Bookmobile	Processing	69.00
2405	Check	CCLD-Horseheads	Processing	635.75
2405	Check	CCLD-Van Etten	Processing	83.25
2405	Check	CCLD-West Elmira	Processing	117.00
2405	Check	CCLD-Elmira		61,894.89
1918	Check	CCLD-CBA	Processing	93.00
1918	Check	CCLD-Elmira		1,515.95

Less Cash Back:

Deposit Total:

64,904.34



# Deposit Summary

12/18/2017 4:39 PM

Summary of Deposits to 1202 - Cash - Money Market on 12/19/2017

Chk No.	PmtMethod	Red From	Memo	Amount
4591	Check	Little Genesee	Processing	55.75
5801	Check	Cohocton	Processing	51.00
6927	Check	Canisteo	Processing	11.25
3428	Check	Angelica	Processing	77.25
1191	Check	Hector	Processing	4.50
4450	Check	Belmont	Processing	19.50
28926	Check	GST BOCES	Processing	15.00
20040	Check	Wellsville	Processing	357.75
4642	Check	Almond	Processing	16.50
3710	Check	Addison	Processing	50.50
11281	Check	Pulteney	Processing	21.75
1863	Check	Watkins Glen	Processing	245.25
37440	Check	Belfast	Pass Thru	54.99

Less Cash Back:

Deposit Total: 980.99



# Deposit Summary

12/11/2017 2:01 PM

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

Chk No.	PmtMethod	Red From	Memo	Amount
2925	Check	Montour Falls	Pass Thru	109.45
1917	Check	CCLD-Elmira	Pass Thru	10,649.98

Less Cash Back:

Deposit Total: 10,759.43



Monthly System Staff & Divisional Reports  
January 16, 2018



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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:

- ❖ December 19, worked with administrative staff and HR consultant to review STLS personnel practices relative to time keeping, personnel files, job descriptions and policies.
- ❖ December 20, met with Piper Insurance to review 2018 insurance policies and sign paperwork. Purchased new 2017 delivery van through Simmons Rockwell. Facilitated a state-wide committee meeting on trustee education via GoToMeeting.
- ❖ December 22 – January 1, vacation and holiday.
- ❖ January 2, consulted with member library director and board president on employment contract and job description.
- ❖ January 4, visited Essential Club Free Library in Canaseraga to conduct new director orientation and assist with filing the 2018 Tax Cap Form.
- ❖ January 5, visited Greenwood Reading Center to discuss NYS minimum standards and long-term planning relative to STLS Chartered Libraries Policy.
- ❖ January 8, visited the Prattsburg Free Library to discuss the hiring of a new library director. Attended the STLS Finance & Facilities Committee meeting to review preliminary 2017 financials.
- ❖ January 9, participated in monthly STLS Trustee Committee meetings including: Personnel & Policies and Executive. Participated in conference call with NYS library system directors and the NYS Library. Visited the Pulteney Free Library to discuss facilities and funding with library board of trustees.
- ❖ January 11, met with CCLD and Central Library Director Ron Shaw to discuss Central Library Plan 2017 – 2021 and the 2018 Spring CE event.
- ❖ January 16, attended the Foundation for Southern Tier Libraries board meeting.



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

An interesting feature of December was the time I took off from consulting – 7 full work days! – to spend with family, and also to do research. I completed my paper “Critical Optimism: Reimagining Rural Communities through Libraries” is currently undergoing peer review to be published in *In the Library with the Lead Pipe* (<http://www.inthelibrarywiththeleadpipe.org/>) this April. In December, I also began work on a research grant to the IMLS: Rural Library Service - Existing Conditions, Overcoming Challenges. More on that in June. Time away from the consulting desk can be rejuvenating and useful to the services we provide.

December is also my month for evaluation. I’ve worked for STLS for more than three years now – the longest I have ever worked anywhere, ever! And Brian and I met to evaluate my progress on the Plan of Service aligned goals I set for myself in 2017. Here’s how I did:

**Goal #1:** Using HATS Curriculum, begin a Trustee Academy and build a culture of professionalism throughout the library boards in STLS.

While I had a couple epic fails in 2017, like failure to launch the summer trustee retreat, overall trustee engagement with the system is up. Between individual contacts in consultation, board visits, workshop attendance, and newsletter engagement, STLS member library trustees access our services more than ever.





**Goal #2:** Improve local collection impact through collection management planning and implementation. Engage member libraries in active collection management through tools, guidance, and facilitation. Genesee Library in Little Genesee is automated! Cuba Circulating Library has a browse-able, accessible, non-Dewey adult non-fiction section! Directors are helping each other determine the best organization for access, and requesting assistance in collection management reporting at record numbers! Slowly, but surely, even our smallest libraries are become purposeful acquirers and marketers.

**Goal #3:** Improve sustainability of and access to member library and library system facilities.




We made great strides in facility planning in 2017. The Existing Conditions Report pilot study we did uncovered both needs and opportunities to help our libraries make smart, long term decisions for the improvement of their local communities. Additionally, regardless of recent reduction in regulation around accessibility to facilities for people of all mobilities, we will continue to see physical access as a priority.
















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

-  Throughout the month attended a variety of trainings and meetings: NYS Annual Report Workshop facilitated by Erika Jenns, Engagement Consultant; Full staff meeting with an exploration of library trends discussion facilitated by Margo Gustina; A STLS social media plan and impact informational workshop facilitated by Erika Jenns with additional tips shared by Keturah Cappadonia; Shared with new STLS Trustees a glimpse of my job tasks for Youth Services and Interlibrary Loan (also, as Erika Jenns was unable to attend, got to share a bit about Erika's job tasks of raising the profile of STLS' digital collections to member libraries and to the public via print and social media.
-  Worked with Margo Gustina to formulate and change the format of the 2018 Learning Survey. As I was unable to attend the Training Team Meeting, let me extend my thanks to Keturah Cappadonia for putting the recommended changes in place and completing the distribution of the survey to our members.
-  Visited 2 member libraries: Little Genesee to discuss possibilities for summer programs and activities and the 20<sup>th</sup> Century Club Library (Almond) to discuss a weeding project with the goal of making more room on their shelves.
-  Worked on various tasks for 2018 workshops/trainings: Communicated with presenters for January, February and May workshops and booked the Arthur A. Houghton Library (Corning Community College) for the STLS/CCLD day-long Continuing Ed day on June 8.

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

-  On Dec. 4, I visited the Yates County Jail in Penn Yan. PYPL Executive Director Angela Gonzalez and I met with the Administrator of the jail, Jared Bailey. We talked to him about needs for inmates at the jail for library services and resources. It was determined that in 2018, the jail would like to receive popular reading materials and some materials published in Spanish. Angela and I will partner on this project in 2018.
-  On Dec. 4, I visited the Penn Yan Public Library and talked to Adult Services Librarian Alex Andrasik about the legal databases at PYPL (via their status as location for the Yates County Law Library.)
-  On Dec. 4, I met with Engagement Consultant Erika Jenns to discuss digital literacy and database training workshops (in-person and online) for member libraries.



-  On Dec. 4, I received notification that my application for the PLA Preconference Stipend for Promoting Healthy Communities: Consumer Health Information Specialization. I was one of 50 individuals nationwide to receive this stipend. I will attend this program in March.
-  On Dec. 5, I accepted an invitation to serve as a Member at Large on the American Library Association Annual Conference Poster Session Committee for a three-year term. I will be responsible for contributing to the committee discussions through email, phone and in-person meetings, and to serve as a reviewer of proposal submissions.
-  On Dec. 6, I attended the Bath VA Medical Center Town Hall and Information Fair. I was invited to attend and represent STLS by Jeri Frank, Veteran Health Information Exchange Coordinator. I promoted our member libraries, our digital services, and the New York State Braille and Talking Books Library.
-  On Dec. 12, I served on a grant review panel for The ARTS Council of the Southern Finger Lakes as we reviewed 31 grant proposals and made decisions about grant awards to community organizations in four counties.
-  On Dec. 13, I visited the Andover Free Library and the David A. Howe Public Library (Wellsville) with Engagement Consultant Erika Jenns.
-  On Dec. 14, I attended the STLS full staff meeting and the Social Media Overview meeting held immediately afterward.
-  On Dec. 15, I participated in the SCRLC Board Meeting remotely online.
-  On Dec. 18, I participated in a Training Team meeting. I assisted in the completion of the STLS 2018 Learning Survey and helped get the surveys distributed.
-  On Dec. 18, I participated in a phone meeting for the ALA Committee on Library Advocacy, for which I serve on the board.
-  On Dec. 19, I attended the STLS New Trustee Orientation to discuss my role as Outreach Consultant for STLS.
-  On Dec. 20, I began making plans to implement our Adult Literacy Grant. I have scheduled meetings with Allegany Workforce Development and the Chemung-Schuyler-Steuben Workforce Development for January.
-  On Dec. 21, I began my work on the Public Library Association's Demco New Leaders Travel Grant jury, reviewing applications in advance of our jury's upcoming conference call meetings.
-  On Dec. 21, I participated in a conference call with NYLA's Correctional Outreach Resource Team Roundtable. I am serving as the CORT Roundtable programmer in advance of the 2018 NYLA Conference



and choosing which program proposals related to Correctional Facilities, Jails, and Outreach, CORT will present for consideration at the 2018 Conference.

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

During the month of December, Erika conducted a hands-on website redesign workshop with member library staff members. Erika has selected a new Wordpress template, plugins, and design elements for member library website updates, and she is gradually rolling this out to member libraries, as time permits. Currently, Savona and Cohocton are using the new template live. Branchport and Canisteo are making final edits before their new sites go live. Erika also led the Digital Library Meeting on 12/11. Quarterly digital collections statistics for each member library were prepared and presented. Erika attended the Allegany County Director's meeting to briefly discuss using social media at member libraries. She also conducted a social media training for STLS staff who are posting to the STLS Facebook, Twitter, and Pinterest accounts. Erika visited 6 member libraries during the month of December.

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

- ❖ On December 7th, IT started a policy of monthly planned maintenance windows targeted towards server security and performance updates that will occur at a scheduled time when libraries are closed. This is a change from the previous 24x7x365 policy which was essentially a never take the ILS offline unless something is broken and will improve long term up-time and security of the servers that provide ILS services to member libraries.
- ❖ We received 10 advanced warranty replacement Meraki fiber switches to replace those that have a bug in a hardware chipset. These replacement switches will require visits to 10 dark fiber libraries in January that were part of STN wave 1.
- ❖ The STLS Help Desk received a series of 4 version updates while libraries were closed around the holidays. New features will be implemented in the coming months.
- ❖ E-rate brainstorming began.
- ❖ Continued consulting with Four County Library System on their storage upgrade.
- ❖ We had a fiber outage in Yates County due to a fallen tree that that impacted Branchport by taking down both fiber pairs to the library. STN responded quickly and repair was held up for a day while the crew waited for NYSEG to first repair a fallen power line on the same utility poles.
- ❖ Library visits - 6, Help Desk Incidents - the usual, 528 calls - a few less than usual.



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

-  In December we implemented 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 – afterwards we made sure everyone was able to connect and answered many questions about the change. We also sent out an email reminder about the importance of securing patron data. This was a large, time-consuming project but well worth the effort!
-  Ken and I started the E-rate Application process for the 2018-2019 Funding Year. We have been figuring out exactly what to ask for in the upcoming year and submitting Form 470s (Description of Services Requested and Certification Form) for those services. Once those forms are submitted we will begin receiving and evaluating bids from service providers.
-  In cataloging we have continued to work towards the backlog. Holidays and vacations don't help, but usually the flow of items coming in over the holidays slows a little too. In January we will be focused on getting caught up.
-  Our department will be working closely with Pam and Margo to make the transition from STLS provided processing to vendor provided processing as smooth as possible throughout 2018. I am currently working with Daniel in Montour Falls to get them set up with Ingram for MARC records with holdings – this will make the records we load and amend a bit more complete and shelf-ready for libraries. Montour Falls is the perfect Guinea pig because Daniel is very knowledgeable about WorkFlows.