

STLS BOARD MEETING

Tuesday, March 20, 2018 - 2:00 pm

STLS Headquarters, Painted Post, NY 14870

**AGENDA**

- | | | | |
|----|--|----------------------|--------------------|
| 1. | Agenda | | Doc. #18-13 |
| 2. | Approval of Minutes – January 2018 | *FOR APPROVAL | Doc. #18-14 |
| 3. | Treasurer’s Report –January 2018 | *FOR APPROVAL | Doc. #18-15 |
| 4. | Financial Clerk’s Report – January 2018 | *FOR APPROVAL | Doc. #18-16 |
| 5. | Treasurer’s Report – February 2018 | *FOR APPROVAL | Doc. #18-17 |
| 6. | Financial Clerk’s Report – February 2018 | *FOR APPROVAL | Doc. #18-18 |
| 7. | 2017 End of Year Profit – Loss Statement | *FOR APPROVAL | Doc. #18-19 |

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

COMMITTEE REPORTS

- | | | | |
|-----|--|------------------------------|------------------------------|
| 8. | Executive Committee – Pat Selwood | | |
| 9. | Personnel & Policies Committee – Denise King | | (Minutes) Doc. #18-20 |
| | | (Worker’s Protection Policy) | Doc. #18-21 |
| 10. | Finance & Facilities Committee – Betsy Gorman | | (Minutes) Doc. #18-22 |
| 11. | Public Relations Committee – Lynnette Decker | | |
| 12. | Foundation for Southern Tier Libraries – Dale Wexell | | (Minutes) Doc. #18-23 |

BOARD ACTIONS

- | | | | |
|-----|---|-----------------------|--------------------|
| 13. | <u>Expenditure Approvals -Monthly Unpaid Bills Detail</u> | * FOR APPROVAL | Doc. #18-24 |
|-----|---|-----------------------|--------------------|

Finance & Facilities Committee Recommendation: Approve expenditures of the *Unpaid Bills Detail* for the most recent two months as authorized by the Financial Clerk, Internal Auditor and Treasurer per the Authority of Board Policy.

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

- | | | | |
|-----|--|-----------------------|--------------------|
| 14. | <u>Receipt Approvals – Monthly Deposit Summary</u> | * FOR APPROVAL | Doc. #18-25 |
|-----|--|-----------------------|--------------------|

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

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

BOARD INFORMATION

15. Old Business
16. New Business
17. Library Networking
18. President's Report
19. Monthly System Team & Divisional Reports
20. 2017 Library System Annual Report to the State of New York

Doc. #18-26

Doc. #18-27

Public Expression (15 minutes)

Adjournment

Next meeting: Savona Free Library, Savona, NY (Steuben County) – Tuesday, April 17, 2018 at 2 p.m.

STLS BOARD MEETING
Tuesday, January 16, 2018 - 2:00 pm
Southern Tier Library Systems HQ, Painted Post, NY (Steuben County)

MINUTES**TRUSTEES PRESENT:**

Richard Ahola – 2022	Dale Wexell-2020
Sisi Barr – 2018	
Sarah Collins – 2019	
Lynette Decker -2021	
Pat Finnerty -2022	
Kathy Green-2021	
David Haggstrom - 2021	
Pat Selwood – 2019	

Excused:

Cindy Dutton – 2020
 Cindy Emmer – 2022
 Betsy Gorman – 2020
 Denise King – 2019
 Felicity Wright – 2019

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

President Pat Selwood called the meeting to order at 1:59 pm.

P. Selwood administered the Oath of Office to Pat Finnerty and Richard Ahola.

S. Collins, head of the nominating committee, recommended that the officers for 2018 should be as follows:

President – Pat Selwood
 Vice President – Richard Ahola
 Treasurer – Betsy Gorman
 Secretary – Cindy Emmer

S. Collins asked for any nominations from the floor. There were none. S Collins thanked the candidates for “re-upping” their positions.

D. Haggstrom made a motion to approve the slate as presented by the committee, Second by Sarah Collins.

AGENDA REVIEW

Approved

Doc. #18-1

No corrections or revisions.

APPROVAL OF DECEMBER MINUTES

Approved

Doc. #18-2

Update the minutes on page 2 to remove the phrase “delete this phrase”

Treasurer’s Report(s) for December 2017

Received and filed

Doc. #18-3

P. Finnerty reported the asset balance is \$200,000.00 higher because STLS received ARC funding in December 2017. B. Hildreth stated we are at current financial projections as of December 31, 2017.

Financial Clerk’s Report for December 2017

Received and filed

Doc. #18-4

B. Hildreth stated STLS received \$130,000.00 from ARC grant in December 2017, and that is reflected in the Financial Clerk’s Report for December 2017. B. Hildreth also pointed out that member processing fees of roughly \$4,000.00 were collected in December 2017. B. Hildreth additionally highlighted the expenses from the report. The 2018 pension costs were paid in the month of December. B. Hildreth pointed out line item 5475. The \$25,000.00 expense was for the purchase of a new delivery van. The purchase was approved by the Board at the December 2017 meeting. B. Hildreth noted there will be an extra \$2,000.00 expense for van graphics, which has not yet been incurred.

Fourth Quarter Profit-Loss Statement - December 2017

Doc. #18-5

***For Approval**

B. Hildreth stated this quarterly statement gives us a good understanding of 2017 receipts and expenditures. He noted there will be some changes when the books are closed for the fiscal year due to depreciation.

Fourth Quarter Clams Auditor Report – December 2017

Doc. #18-6

***For Approval**

D. Wexell stated that Trustees should not be paying tax when they travel for STLS. D. Wexell noted employees get reimbursed any pre-budgeted expenses except for alcohol and tax paid. D. Wexell reminded all Trustees to be sure they have the tax exempt form with them when travelling and making purchases.

Standing Committee Reports

Executive Committee –

P. Selwood said the Executive Committee set the agenda by email.

Personnel & Policies Committee – Richard Ahola

R. Ahola said the Personnel & Policies Committee did not meet in January. R. Ahola stated the next meeting is in March.

Finance & Facilities Committee – Pat Finnerty

Doc. #18-7

P. Finnerty said the Finance & Facilities Committee last met on December 8, 2017. P. Finnerty said the committee discussed what B. Hildreth spoke about when reviewing the Financial Clerk's report for Dec. 2017. P. Finnerty said the committee also discussed the events regarding Library Aid in Albany.

Public Relations Committee – Lynnette Decker

P. Selwood thanked L. Decker for organizing the Staff Appreciation Luncheon.

L. Decker thanked the Trustees for the "delicious food".

B. Hildreth stated that the Public Relations Committee did not meet in December or January.

P. Selwood inquired about the Library Campaign. B. Hildreth stated that most petitions are in, and are being collected by M. Morrissey. B. Hildreth said that meetings with state legislators are set for early February 2018. B. Hildreth also spoke about the "Real People, Real Dollars" campaign. He encouraged trustees to attend NYLA's advocacy day in Albany on February 28.

Foundation for Southern Tier Libraries – Dale Wexell

D. Wexell stated there is nothing new to report for the Foundation and the next Foundation meeting is immediately following the Board meeting at 4:00 at STLS Headquarters. D. Wexell shared that 2017 mail campaign receipts have exceeded 2016 receipts. D. Wexell said that would mean the Foundation is able to give the same amount of grants as last year, if not more. D. Wexell also said the Foundation is anticipating some type of event in 2018.

BOARD ACTIONS

13. Annual Organizational Meeting Actions

Doc. #18-8

*** FOR APPROVAL**

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

A. Designation of the Official Newspaper – Corning Leader

B. Appointment of the Financial Clerk – Brian Hildreth

C. Appointment of the Internal Auditor – Dale Wexell or Richard Ahola as Alternate Auditor

D. Appointment of the External Auditor – Mengal, Metzger & Barr, LLC.

E. Appointment of the Attorney – Sayles and Evans

F. Authorization of the Executive Director to Certify Payrolls

G. Authorization of Executive Director to Make Grant Applications

H. Authorization of the Executive Director to certify payments

I. Authorization of the Business Mileage Reimbursement Rate – 54.5 cents

J. Designation of the Bank Depository – Community Bank NA

K. Designation of the Authorized Signatories for Checks – President, V.P, Treasurer & Sarah Collins

L. Authorization of Certain Payments between Board Meetings - 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 - \$750,000

Move: _____	Second _____
Aye <u> 9 </u> Nay <u> 0 </u>	Abstain <u> 0 </u> Absent <u> 5 </u>
Approved/Failed: Approved	

Discussion:

D. Wexell asked that in item “D” Mengal is misspelled. It should be spelled “Mengel”

14. Approve 2018 Board Meeting Schedule

Doc. #18-9

*** FOR APPROVAL**

Executive Director’s Recommendation: Approve the 2018 Board Meeting Schedule.

Move: _____ P. Selwood _____	Second _____ Sarah Collins _____
Aye <u> 9 </u> Nay <u> 0 </u>	Abstain <u> 0 </u> Absent <u> 5 </u>
Approved/Failed: Approved	
Discussion: none	

15. Expenditure Approvals -Monthly Unpaid Bills Detail

Doc. #18-10

*** FOR APPROVAL**

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: _____ P. Selwood _____	Second _____
Aye <u> 9 </u> Nay <u> 0 </u>	Abstain <u> 0 </u> Absent <u> 5 </u>
Approved/Failed: Approved	
Discussion: None	

16. Receipt Approvals – Monthly Deposit Summary

Doc. #18-11

*** FOR APPROVAL**

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: _____ P. Selwood _____	Second _____
Aye <u> 9 </u> Nay <u> 0 </u>	Abstain <u> 0 </u> Absent <u> 5 </u>
Approved/Failed: Approved	

Discussion:

P. Finnerty asked about the receipt of \$61,894.89 from CCLD. B. Hildreth explained this amount is the yearly cost share for CCLD and they opted to pay it all at once.

BOARD INFORMATION

17. Old Business – none

18. New Business – none

19. Library Networking –

P. Selwood stated that she signed the Community Support for Library Funding petition at her library.

K. Green said she completed the online internet access survey

R. Ahola stated he worked at the Dundee Library book sale on Jan. 15.

K. Green shared that she read an article about libraries that allow patrons a chance to pay off/down their fines by visiting their local library and reading. S. Collins shared that the Southeast Steuben County Library in Corning has a similar program where patrons can pay off/down fines with food donations.

20. President's Report –

P. Selwood asked each trustee to submit, by the end of January, which 2 committees they would like to serve on for 2018.

21. Monthly System Management Team & Divisional Reports

Doc. #18-12

B. Hildreth highlighted projects in member libraries and current efforts of STLS staff.

Public Expression (15 minutes) – None

Adjournment

Move: P. Finnerty		Second: K. Green	
Aye 9	Nay 0	Abstain 0	Absent 5
Adjourned at 2:37 pm			

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

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

Southern Tier Library System
Treasurer's Report
As of 1/31/2018

	<u>Jan 31, 18</u>	<u>Dec 31, 17</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1200 · Cash - Operating	8,354.36	7,729.31	625.05
1201 · Cash - Payroll	3,119.53	459.34	2,660.19
1202 · Cash - Money Market	1,289,574.83	1,297,632.64	-8,057.81
Total Checking/Savings	<u>1,301,048.72</u>	<u>1,305,821.29</u>	<u>-4,772.57</u>
Accounts Receivable			
1380 · Accounts Receivable	19,590.08	21,623.30	-2,033.22
Total Accounts Receivable	<u>19,590.08</u>	<u>21,623.30</u>	<u>-2,033.22</u>
Other Current Assets			
12000 · Undeposited Funds	1,695.00	0.00	1,695.00
Total Other Current Assets	<u>1,695.00</u>	<u>0.00</u>	<u>1,695.00</u>
Total Current Assets	1,322,333.80	1,327,444.59	-5,110.79
Fixed Assets			
1100 · Fixed Assets			
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
Total 1100 · Fixed Assets	<u>821,171.73</u>	<u>821,171.73</u>	<u>0.00</u>
Total Fixed Assets	821,171.73	821,171.73	0.00
Other Assets			
1382 · Prepaid expenses	57,982.43	75,081.32	-17,098.89
Total Other Assets	<u>57,982.43</u>	<u>75,081.32</u>	<u>-17,098.89</u>
TOTAL ASSETS	<u><u>2,201,487.96</u></u>	<u><u>2,223,697.64</u></u>	<u><u>-22,209.68</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2600 · Accounts Payable	5,938.86	15,525.08	-9,586.22
Total Accounts Payable	<u>5,938.86</u>	<u>15,525.08</u>	<u>-9,586.22</u>
Other Current Liabilities			
2601 · Accrued P/R	18,800.32	18,800.32	0.00

Southern Tier Library System
Treasurer's Report
As of 1/31/2018

	Jan 31, 18	Dec 31, 17	\$ Change
2604 - Deferred Grant	3,597.89	3,597.89	0.00
2625 - Payroll Deductions Payable	0.00	0.06	-0.06
2626 - Flex Spending Deduction Payable	1,885.73	2,041.23	-155.50
2630 - Due to Member Libraries Pay Pal	6,092.87	6,092.87	0.00
2640 - Accrued Compensated Absences	90,138.04	90,138.04	0.00
Total Other Current Liabilities	120,514.85	120,670.41	-155.56
 Total Current Liabilities	 126,453.71	 136,195.49	 -9,741.78
 Total Liabilities	 126,453.71	 136,195.49	 -9,741.78
 Equity			
3200 - Fund Balance Unrestricted	1,987,502.15	1,848,236.78	139,265.37
3910 - Fund Balance Replacement Res	100,000.00	100,000.00	0.00
Net Income	-12,467.90	139,265.37	-151,733.27
Total Equity	2,075,034.25	2,087,502.15	-12,467.90
 TOTAL LIABILITIES & EQUITY	 2,201,487.96	 2,223,697.64	 -22,209.68

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
January 2018

	Jan 18	Dec 17	\$ Change
Income			
4719 · Interest	110.31	111.19	-0.88
4724 · Member Library IT Contracts	89.90	7,301.28	-7,211.38
4725 · Grants Revenue	0.00	132,832.09	-132,832.09
4732 · Reading Center Support	15,053.00	0.00	15,053.00
4733 · Member Library Processing Fees	0.00	4,397.00	-4,397.00
4735 · Non State Aid Pass Through	99,877.39	5,143.86	94,733.53
4781 · Retiree Health Ins Payments	1,114.56	0.00	1,114.56
4784 · General Reimbursements & Refund	1,359.88	0.00	1,359.88
Total Income	117,605.04	149,785.42	-32,180.38
Gross Profit	117,605.04	149,785.42	-32,180.38
Expense			
5100 · Salaries			
5141 · Professional Salaries	29,128.80	30,343.54	-1,214.74
5142 · Non-Professional Salaries	36,855.27	39,556.89	-2,701.62
Total 5100 · Salaries	65,984.07	69,900.43	-3,916.36
5150 · Personnel Benefits			
5151 · Retirement	0.00	90,031.00	-90,031.00
5153 · Social Security	4,736.03	5,064.24	-328.21
5156 · Disability	358.66	0.00	358.66
5157 · Health Insurance	35,061.27	14,935.21	20,126.06
5158 · Payroll Expense - Other	713.37	482.71	230.66
Total 5150 · Personnel Benefits	40,869.33	110,513.16	-69,643.83
5204 · STLS Software & Small Equipment	19.99	3,781.00	-3,761.01
5205 · Maintenance Contracts & Leases	844.22	3,572.52	-2,728.30
5408 · Platform Fees & Licenses	0.00	3,000.00	-3,000.00
5409 · STLS Telephone/Internet	12,614.76	18,623.52	-6,008.76
5417 · Library Materials	0.00	1,197.98	-1,197.98
5419 · Electronic Materials	3,481.44	3,628.46	-147.02
5420 · Staff Development Travel	359.59	2,478.40	-2,118.81
5422 · Trustee Mileage	0.00	2,517.02	-2,517.02
5423 · Trustee Continuing Education	0.00	1,385.58	-1,385.58
5424 · Conference Registration	1,215.00	605.00	610.00
5425 · Staff & Member Library Mileage	19.26	2,004.46	-1,985.20
5427 · Programming & Annual Conference	122.10	2,273.00	-2,150.90
5428 · Meeting Supplies	0.00	177.64	-177.64
5430 · Office Supplies	764.83	552.00	212.83
5433 · Postage	0.00	-116.64	116.64
5434 · Public Relations	1,660.00	0.00	1,660.00
5435 · Member Library Pass through	230.10	13,750.52	-13,520.42

Southern Tier Library System
Financial Clerk's Report
January 2018

	Jan 18	Dec 17	\$ Change
5436 · STLS Grants to Member Libraries	0.00	2,429.68	-2,429.68
5442 · Professional Fees	418.25	1,785.00	-1,366.75
5444 · Accounting Support & Audit	1,300.00	75.00	1,225.00
5450 · Utilities	0.00	1,622.69	-1,622.69
5451 · Building Maintenance & Repairs	120.00	2,083.81	-1,963.81
5471 · Vehicle Maintenance & Repairs	0.00	171.80	-171.80
5473 · Vehicle Fuel	0.00	2,560.81	-2,560.81
5475 · Vehicle Purchase	0.00	25,171.50	-25,171.50
5480 · Greenwood Reading Center Exp	0.00	437.14	-437.14
5490 · Grants	50.00	6.79	43.21
Total Expense	130,072.94	276,188.27	-146,115.33
Net Income	-12,467.90	-126,402.85	113,934.95

	<u>Feb 28, 18</u>	<u>Jan 31, 18</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1200 - Cash - Operating	9,248.20	8,354.36	893.84
1201 - Cash - Payroll	6,208.75	3,119.53	3,089.22
1202 - Cash - Money Market	1,153,843.02	1,289,574.83	-135,731.81
Total Checking/Savings	<u>1,169,299.97</u>	<u>1,301,048.72</u>	<u>-131,748.75</u>
Accounts Receivable			
1380 - Accounts Receivable	280,501.91	19,578.99	260,922.92
Total Accounts Receivable	<u>280,501.91</u>	<u>19,578.99</u>	<u>260,922.92</u>
Other Current Assets			
12000 - Undeposited Funds	15,920.00	1,695.00	14,225.00
Total Other Current Assets	<u>15,920.00</u>	<u>1,695.00</u>	<u>14,225.00</u>
Total Current Assets	1,465,721.88	1,322,322.71	143,399.17
Fixed Assets			
1100 - Fixed Assets			
1102 - Building	992,538.06	992,538.06	0.00
1104 - Equipment	941,315.63	941,315.63	0.00
1112 - Accumulated Dep Building	-513,055.47	-513,055.47	0.00
1114 - Accumulated Depreciation	-482,454.22	-482,454.22	0.00
Total 1100 - Fixed Assets	<u>938,344.00</u>	<u>938,344.00</u>	<u>0.00</u>
Total Fixed Assets	938,344.00	938,344.00	0.00
Other Assets			
1382 - Prepaid expenses	66,248.75	66,248.75	0.00
Total Other Assets	<u>66,248.75</u>	<u>66,248.75</u>	<u>0.00</u>
TOTAL ASSETS	<u><u>2,470,314.63</u></u>	<u><u>2,326,915.46</u></u>	<u><u>143,399.17</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2600 - Accounts Payable	308.99	33,170.51	-32,861.52
Total Accounts Payable	<u>308.99</u>	<u>33,170.51</u>	<u>-32,861.52</u>
Other Current Liabilities			
2601 - Accrued P/R	19,719.79	19,719.79	0.00

Southern Tier Library System
Treasurer's Report
February 2018

	Feb 28, 18	Jan 31, 18	\$ Change
2604 - Deferred Grant	3,597.89	3,597.89	0.00
2626 - Flex Spending Deduction Payable	1,642.66	1,815.07	-172.41
2627 - PFL Payable to Insurance	103.61	70.66	32.95
2640 - Accrued Compensated Absences	87,045.00	87,045.00	0.00
Total Other Current Liabilities	112,108.95	112,248.41	-139.46
 Total Current Liabilities	 112,417.94	 145,418.92	 -33,000.98
 Total Liabilities	 112,417.94	 145,418.92	 -33,000.98
 Equity			
3200 - Fund Balance Unrestricted	2,093,980.43	2,093,980.43	0.00
3910 - Fund Balance Replacement Res	100,000.00	100,000.00	0.00
Net Income	163,916.26	-12,483.89	176,400.15
Total Equity	2,357,896.69	2,181,496.54	176,400.15
 TOTAL LIABILITIES & EQUITY	 2,470,314.63	 2,326,915.46	 143,399.17

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
February 2018

	Feb 18	Jan 18	\$ Change
Income			
4719 · Interest	89.31	110.31	-21.00
4723 · Member Library Cost Share	416,020.00	0.00	416,020.00
4724 · Member Library IT Contracts	218.89	89.90	128.99
4732 · Reading Center Support	1,112.00	15,053.00	-13,941.00
4735 · Non State Aid Pass Through	861.13	99,861.40	-99,000.27
4781 · Retiree Health Ins Payments	0.00	1,114.56	-1,114.56
4784 · General Reimbursements & Refund	78.00	1,359.88	-1,281.88
Total Income	418,379.33	117,589.05	300,790.28
Gross Profit	418,379.33	117,589.05	300,790.28
Expense			
5100 · Salaries			
5141 · Professional Salaries	27,665.59	29,128.80	-1,463.21
5142 · Non-Professional Salaries	34,492.27	36,855.27	-2,363.00
Total 5100 · Salaries	62,157.86	65,984.07	-3,826.21
5150 · Personnel Benefits			
5153 · Social Security	4,443.31	4,736.03	-292.72
5156 · Disability	0.00	358.66	-358.66
5157 · Health Insurance	18,120.98	35,061.27	-16,940.29
5158 · Payroll Expense - Other	395.37	713.37	-318.00
Total 5150 · Personnel Benefits	22,959.66	40,869.33	-17,909.67
5204 · STLS Software & Small Equipment	849.00	19.99	829.01
5205 · Maintenance Contracts & Leases	1,045.91	844.22	201.69
5408 · Platform Fees & Licenses	117.60	0.00	117.60
5409 · STLS Telephone/Internet	19,664.27	12,614.76	7,049.51
5417 · Library Materials	1,797.29	0.00	1,797.29
5418 · Consultant Collection	18.57	0.00	18.57
5419 · Electronic Materials	12,039.38	3,481.44	8,557.94
5420 · Staff Development Travel	922.38	359.59	562.79
5424 · Conference Registration	1,620.00	1,215.00	405.00
5425 · Staff & Member Library Mileage	318.28	19.26	299.02
5427 · Programming & Annual Conference	164.38	122.10	42.28
5428 · Meeting Supplies	170.61	0.00	170.61
5430 · Office Supplies	1,116.79	764.83	351.96
5433 · Postage	1,009.73	0.00	1,009.73
5434 · Public Relations	2,620.27	1,660.00	960.27
5435 · Member Library Pass through	100,510.05	230.10	100,279.95
5442 · Professional Fees	242.00	418.25	-176.25
5443 · Legal Counsel	649.00	0.00	649.00
5444 · Accounting Support & Audit	99.00	1,300.00	-1,201.00

Southern Tier Library System
Financial Clerk's Report
February 2018

	Feb 18	Jan 18	\$ Change
5450 · Utilities	1,290.23	0.00	1,290.23
5451 · Building Maintenance & Repairs	650.07	120.00	530.07
5454 · Commercial Insurance	4,402.73	0.00	4,402.73
5471 · Vehicle Maintenance & Repairs	803.90	0.00	803.90
5473 · Vehicle Fuel	1,490.35	0.00	1,490.35
5474 · Vehicle Insurance	1,253.55	0.00	1,253.55
5480 · Greenwood Reading Center Exp	1,996.32	0.00	1,996.32
5490 · Grants	0.00	50.00	-50.00
Total Expense	241,979.18	130,072.94	111,906.24
Net Income	176,400.15	-12,483.89	188,884.04

Southern Tier Library System

Profit & Loss Budget Overview

January through December 2017

	Jan - Dec 17	Budget	Difference
Income			
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	44,117.07	43,055.89	\$ 1,061.18
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	\$ -
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
Total Income	2,114,210.49	1,976,600.09	\$ 137,610.40
Gross Profit	2,114,210.49	1,976,600.09	\$ 137,610.40
Expense			
Total 5100 · Salaries	805,262.44	780,000.00	\$ (25,262.44)
Total 5150 · Personnel Benefits	345,995.49	353,000.00	\$ 7,004.51
5190 · Depreciation Expense	86,810.07		
5203 · STLS Equipment	0.00	2,000.00	\$ 2,000.00
5204 · STLS Software & Small Equipment	14,777.96	60,000.00	\$ 45,222.04
5205 · Maintenance Contracts & Leases	14,325.61	15,000.00	\$ 674.39
5407 · Integrated Library System	65,044.08	66,300.00	\$ 1,255.92
5408 · Platform Fees & Licenses	15,608.00	16,000.00	\$ 392.00
5409 · STLS Telephone/Internet	181,778.48	160,000.00	\$ (21,778.48)
5417 · Library Materials	18,789.78	20,000.00	\$ 1,210.22
5418 · Consultant Collection	448.96	1,000.00	\$ 551.04
5419 · Electronic Materials	72,374.48	89,747.00	\$ 17,372.52
5420 · Staff Development Travel	15,380.28	16,000.00	\$ 619.72
5422 · Trustee Mileage	6,360.88	7,500.00	\$ 1,139.12
5423 · Trustee Continuing Education	1,981.58	2,000.00	\$ 18.42
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	37,006.69	38,000.00	\$ 993.31
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	7,614.42	7,000.00	\$ (614.42)

Southern Tier Library System

Profit & Loss Budget Overview

January through December 2017

	Jan - Dec 17	Budget	Difference
5443 · Legal Counsel	1,319.75	2,000.00 \$	680.25
5444 · Accounting Support & Audit	9,925.00	10,500.00 \$	575.00
5450 · Utilities	9,833.17	9,800.00 \$	(33.17)
5451 · Building Maintenance & Repairs	21,988.81	20,000.00 \$	(1,988.81)
5452 · Capital Improvements	0.00	8,553.09 \$	8,553.09
5454 · Commercial Insurance	21,149.00	15,000.00 \$	(6,149.00)
5471 · Vehicle Maintenance & Repairs	3,936.05	5,000.00 \$	1,063.95
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	0.00	32,000.00 \$	32,000.00
5490 · Grants	43,363.29	157,500.00 \$	114,136.71
Total Expense	1,885,256.67	1,976,600.09 \$	91,343.42
Net Income	228,953.82	0.00	

Personnel & Policies Committee Meeting

March 13, 2018 at 12:00 pm



Committee Members Present: Cindy Emmer, Denise King & Pat Selwood

Staff Present: Brian Hildreth

Pat Selwood called the meeting to order at 12:02pm.

Personnel

B. Hildreth updated committee members on his 2018 performance objectives to date. He noted 5 libraries are participating in the loanable WiFi Hotspot project and initial outcomes will be discussed in August 2018. B. Hildreth also stated an IT survey is presently being created to distribute to member library directors to gauge future needs of STLS IT. This is the second of three steps in developing the STLS IT Plan 2019 – 2021. Lastly, he indicated an RFP will be released in March to hire a marketing firm to assist with a public library awareness campaign.

Policies

The committee reviewed an updated version of the Workers Compensation Policy, which now takes into account Disability and Paid Family Leave. A few adjustments were made to the policy to present before the STLS board in March. Board members will have the month of March and April to review and make edits. Cindy Emmer made a motion to bring the policy out of committee for board review. Pat Selwood seconded the motion.

Additionally, the committee briefly reviewed notes on the Records Retention Policy that were provided by STLS' attorney. B. Hildreth said he would make additional edits for the April committee meeting. He said he would like to spend more time with the policy before the committee fully reviewed.

Meeting adjourned at 12:55 pm

Next Meeting: Tuesday, April 10, 2018 at 12:00pm

Respectfully submitted by: Brian Hildreth, Executive Director

WORKERS' PROTECTION COMPENSATION POLICY

Applies to: STLS Board of Trustees
STLS Staff

References: STLS Staff Association Contract
New York State Disability Benefits Law
New York State Paid Family Leave Act
New York State Workers' Compensation Law

New York State requires most employers to maintain **Disability**, Worker's Compensation and **Paid Family Leave** insurance benefits, which is designed to protect the financial stability and to cover the medical bills of employees who suffer an accidental injury or illness arising out of and in the course of employment, as determined by the Workers' Compensation Board. The Southern Tier Library System provides such insurance coverages as required by law for the long-term wellness and financial protection of all employees. Each benefit is unique and is administered as described below.

Disability

Disability benefits coverage is provided to all employees for an off-the-job injury or illness. These benefits provide temporary weekly cash benefits to replace, in part, wages lost due to injuries or illnesses that do not arise out of or in the course of employment. New York State Compensation Board sets and determines the maximum benefit allowed. Disability benefits are also paid to an unemployed worker to replace unemployment insurance benefits lost because of illness or injury.

STLS obtains this coverage through a disability benefits insurance carrier who is authorized by New York State's Workers Compensation Board. This coverage is paid for entirely by the employer. Employees who seek disability benefits shall notify the STLS Business Manager in a timely manner to file a claim. Employees will be asked to complete and submit a Notice and Proof of Claim for Disability Benefits form. The Workers Compensation Board is responsible for the review and approval of claims.

Workers Compensation

Workers Compensation coverage is insurance that provides cash benefits and/or medical care for workers who are injured or become ill as a direct result of their job. ~~employees who sustain work-related injuries or illnesses must inform their supervisor immediately.~~ New York State Compensation Board sets and determines the maximum benefit allowed. This coverage is paid for entirely by STLS, and is obtained through a disability benefits insurance carrier who is authorized by New York State's Workers Compensation Board.

Employees who are injured or become ill on the job shall seek medical attention immediately. The employee shall also notify their direct supervisor of the accident and how it occurred. The employees' direct supervisor is responsible for completing an STLS Accident Form immediately following the accident and notifying the STLS Executive Director. The STLS Executive Director and Business Manager, or their designee, will file the accident form with STLS' insurance provider and file internally. Within 30-days of the accident, the employee will notify the STLS Business Manager of the accident in writing. STLS will work with the employee to complete and submit a Workers Compensation Board Claim Form (C-3).

~~In accordance with the law, Any employee who is not able to work due to a covered injury or illness will become eligible for benefits and will claim them immediately after the required waiting period.~~ Employees approved for benefits shall follow the required claims process. Partial use of sick time is allowed to bring compensation up to full normal pay. Employees do not usually accrue credit in the NYS Retirement System unless sick time is used. In that case, credit in the NYS Retirement System would be pro-rated. In any event, such credits are subject to the rules of the Retirement System. **The Workers Compensation Board is responsible for the review and approval of claims.**

Paid Family Leave

Paid Family Leave coverage provides employees with job-protected, paid leave to bond with a new child, care for a loved one with a serious health condition or to help relieve family pressures when someone is called to active military service abroad. New York State sets and determines the maximum benefit allowed. This coverage is paid for entirely by the employee through bi-weekly payroll deductions. Deductions are based on a percentage of the employees' weekly wage set by New York State. STLS obtains coverage on behalf of the employee through a benefits insurance carrier who is authorized by New York State's Workers Compensation Board.

Employees who wish to apply for Paid Family Leave shall notify their direct supervisor and the STLS Business Manager at least 30 days before leave will start if it is feasible. The employee must complete a *Request for Paid Family Leave (Form PFL-1)* and submit it to the Business Manager. The STLS Business Manager will complete the employer section of the form and return to the employee within 3 business days. The employee is responsible for submitting the form and all necessary documentation to STLS' Paid Family Leave insurance carrier as identified by the Business Manager. The insurance carrier is responsible for the review and approval of claims.

The STLS Business Manager will ~~facilitate administer~~ all claims, unless involved in a claim him/herself. In that case, the Executive Director will ~~facilitate administer~~ that claim.

***Adopted by STLS Board of Trustees on December 17, 2013.
Revised by the Board of Trustees on April 17, 2018.***