

Foundation for Southern Tier Libraries

Annual Meeting
Minutes
May 2, 2018

Board Members Present: Phil Archer, Sherry Collins, Peter Gamba, Denise King, Judy Phillips, Paul Webster, Dale Wexell, Ristiina Wigg, Brian Hildreth

Guests: Michael Fay, Addison; Melanie Miller, Alfred; Karen Staiger, Trustee, Almond; Michelle Wells, Southeast Steuben County Library, Corning; Leah Weber, Cuba; Segrid Dombroski, Dundee; Paul Braun, Trustee, Friendship with students Nate Sortoe, Hannah Boutwell, Mike Chaucker, and Judy May, Superintendent, Friendship Central School District; Barb Radigan, Pulteney; Judy Johnson, Trustee Betty Greene, Richburg; Candy Wilson and Trustee Mary Finch, Savona; Beth Staff, Watkins Glen; Kate Miller, Wellsville; Karen Smith, Mike Smith, Whitesville; STLS Board Members Pat Finnerty, Bath and Pat Selwood, Penn Yan

President Peter Gamba called the meeting to order at 5:05pm

Brief report 2017 Annual Meeting of the Foundation:

“As President I welcomed everyone. Grant recipients received their awards and discussed their projects. We enjoyed an excellent dinner arranged by Vice-President Wexell. Then I made closing remarks and the meeting adjourned.” President Peter Gamba

Election of Trustees: Dale Wexell, Nomination Committee, introduced the following slate of trustees to be re-elected for three-year terms:

Peter Gamba
Bonnie Weber
Paul Webster

The slate was adopted unanimously.

Election of Officers: Dale Wexell, Nomination Committee, introduced the following slate of officers for two-year terms:

Peter Gamba, President
Dale Wexell, Vice-President
Paul Webster, Treasurer

The slate was adopted unanimously.

President's 2017 Report: President Gamba discussed the Foundation's 2017 achievements and plans for 2018:

Through 2018, the Foundation has awarded \$51,630 54 grants to 26 libraries for a total of \$51,630. He thanked Dale Wexell for his contributions to the grants.

During the 2018-2019 fundraising year, the Foundation will organize its first annual wine gathering and silent auction, Watkins Glen Harbor Hotel, Thursday, September 27th, 5:30pm. This event will raise funds, inform people about the Foundation, and connect with potential donors.

The Foundation Board is creating a plan to communicate via media, flyers, and mailings, more intensely than in the past, and to create a Foundation members list.

President Gamba ended by inviting the audience to join the Board, or become an event volunteer.

2017 Grants: Ristiina Wigg invited library representatives to describe their 2017 grants:

Addison Public Library – Mike Fay described the security monitoring system that the library installed to provide video monitoring of the library's second floor. Since it is not possible to always have staff on the second floor, the system makes it possible to see when patrons need help or supervision.

Almond 20th Century Club Library - Trustee Karen Staiger talked about the success of the AED (defibrillator), part of a community health and safety effort

Southeast Steuben County Library, Corning – Michelle Wells , Adult Services Director, distributed a flyer describing the library's new seed library which has 17 members and supports Corning Area Community Gardens, in addition to general patrons. Michelle discussed some of the complications and mentioned current library programs on gardening and seed-saving.

Friendship Free Library – Library trustee and teacher Paul Braun, introduced the Superintendent of Schools and three students who took turns describing the Adventure Guild which participated in local events and took students on trips around the region.

Penn Yan Public Library - Youth Services Librarian Sarah Crevelling could not attend, but sent a fact sheet with photos, describing the Library's Bike Repair Station project.

Whitesville Library - Karen Smith described the free books which the library gave to each child attending the library during the summer

2018 Grants: Peter Gamba announced 2018 Grant Awards and presented checks to attending libraries:

Addison Public Library, Mike Fay – \$1,500 Assist patrons to enter the library from parking lot near the back by installing a wireless opener

Alfred Box of Books Library, Melanie Miller – \$400 Provide in-library and at-home materials for a wide range of individuals based on age and ability by creating a circulating board game collection

Cuba Circulating Library, Leah Weber – \$750 Promote mindfulness and meditative practices by providing books and programming on topics such as yoga, meditation, journaling and art

Dundee Library, Segrid Dombroski – \$1,500 Enable movie programs for patrons and expanded story times by purchasing a movable Smart board

Pulteney Free Library, Barb Radigan – \$750 Increase awareness of the library by spearheading a Community progressive event with a library juggling performance

Richburg, Colonial Library, Judy Johnson and Trustee Betty Greene – \$650 Attract Senior citizens and people with Developmental or Learning Disabilities to a variety of art and music programs

Savona Free Library, Candy Wilson and Trustee Mary Finch – \$1,500 Make library access easier and safer by installing handrails on the access ramp to the library

Watkins Glen Public Library, Beth Staff - \$675 Update the computers heavily used by patrons by purchasing new computer workstations

Wellsville, Howe Public Library, Kate Miller - \$750 Help children increase language and literacy skills through learning-based play by purchasing such items as a light table and dress up costumes

Whitesville Public Library, Karen Smith – \$550 Expand the Summer Reading program by hiring performers to conduct an interactive programs for audiences of all ages

Next everyone was invited to a dinner buffet organized by Vice-President Dale Wexell, much enjoyed by all!

Peter Gamba made closing remarks and adjourned the meeting at 6:50pm.

Respectfully submitted,
Ristiina Wigg

9:16 AM
04/28/18

Southern Tier Library System Unpaid Bills Detail As of April 27, 2018

MG
4/25/18Dated 4/25/18
04-25-18

	Type	Date	Num	Due Date	Open Balance
0	AT&T				
0	BILL	4/27/2018	6258...	4/27/2018	1,248.99 ✓
	Total AT&T				1,248.99
0	Barr, Mathilde				
0	BILL	4/27/2018	1st Qt...	4/27/2018	39.24 ✓
	Total Barr, Mathilde				39.24
0	Beeman, Robert				
0	BILL	4/27/2018	4/24...	4/27/2018	33.79 ✓
	Total Beeman, Robert				33.79
0	Brown, Lorie				
0	BILL	4/27/2018	2018 ...	4/27/2018	42.78 ✓
	Total Brown, Lorie				42.78
0	Center Point Large Print				
0	BILL	4/27/2018	1571...	4/27/2018	22.77 ✓
	Total Center Point Large Print				22.77
0	Coming Natural Gas				
0	BILL	4/27/2018	Apr 2...	4/27/2018	155.46 ✓
	Total Coming Natural Gas				155.46
0	Costume Specialists, Inc				
0	BILL	4/27/2018	MC1...	4/27/2018	140.00 ✓
	Total Costume Specialists, Inc				140.00
0	Empire Natural Gas				
0	BILL	4/27/2018	WST...	4/27/2018	112.37 ✓
	Total Empire Natural Gas				112.37
0	Engleth, Darleen				
0	BILL	4/27/2018	Medic...	4/27/2018	57.35 ✓
	Total Engleth, Darleen				57.35
0	Erie Insurance Company				
0	BILL	4/27/2018	Apr 2...	4/27/2018	1,903.50 ✓
	Total Erie Insurance Company				1,903.50
0	First Bankcard				
0	BILL	4/27/2018	4418...	4/27/2018	232.38 ✓
0	BILL	4/27/2018	4418...	4/27/2018	172.78 ✓
0	BILL	4/27/2018	4418...	4/27/2018	1,455.99 ✓
0	BILL	4/27/2018	4418...	4/27/2018	197.09 ✓
0	BILL	4/27/2018	4418...	4/27/2018	259.77 ✓
0	BILL	4/27/2018	4418...	4/27/2018	2,009.67 ✓
0	BILL	4/27/2018	4418...	4/27/2018	3,892.15 ✓
	Total First Bankcard				8,219.80
0	Frontier Communications				
0	BILL	4/27/2018	Apr 2...	4/27/2018	145.54 ✓
	Total Frontier Communications				145.54
0	Gorman, Elizabeth				
0	BILL	4/27/2018	1st Qt...	4/27/2018	170.69 ✓
	Total Gorman, Elizabeth				170.69
0	Gunning, Timothy (Nic)				
0	BILL	4/27/2018	4/20...	4/27/2018	23.00 ✓
	Total Gunning, Timothy (Nic)				23.00
0	Hallahan, Sheila				
0	BILL	4/27/2018	Medic...	4/27/2018	57.35 ✓
	Total Hallahan, Sheila				57.35

9:16 AM
04/25/18

Southern Tier Library System

Unpaid Bills Detail

As of April 27, 2018

Type	Date	Num	Due Date	Open Balance
Harris, Roseanna Bill	4/27/2018	Medic...	4/27/2018	67.35
Total Harris, Roseanna				67.35
Hildreth, Brian Bill	4/27/2018	Jan/A...	4/27/2018	188.93
Total Hildreth, Brian				188.93
Holden, Loretta Bill	4/27/2018	Medic...	4/27/2018	67.35
Total Holden, Loretta				67.35
McPherson, Marcia Bill	4/27/2018	Medic...	4/27/2018	67.35
Total McPherson, Marcia				67.35
Nelson, Jane Bill	4/27/2018	Medic...	4/27/2018	67.35
Total Nelson, Jane				67.35
NYSHIP Bill	4/27/2018	824	4/27/2018	20,423.10
Total NYSHIP				20,423.10
Overdrive Bill	4/27/2018	0145...	4/27/2018	27.95
Bill	4/27/2018	0145...	4/27/2018	21.99
Bill	4/27/2018	0145...	4/27/2018	85.98
Bill	4/27/2018	0145...	4/27/2018	323.97
Bill	4/27/2018	0145...	4/27/2018	83.97
Bill	4/27/2018	0145...	4/27/2018	167.86
Bill	4/27/2018	0145...	4/27/2018	308.97
Total Overdrive				1,028.88
Passage, Mary Bill	4/27/2018	Medic...	4/27/2018	67.35
Total Passage, Mary				67.35
Quiggle, Mary Kay Bill	4/27/2018	Medic...	4/27/2018	67.35
Total Quiggle, Mary Kay				67.35
Retterer & Sons LLC Bill	4/27/2018	R9-O...	4/27/2018	375.00
Total Retterer & Sons LLC				375.00
Staples Business Advantage Bill	4/27/2018	1819...	4/27/2018	325.90
Total Staples Business Advantage				325.90
Time Warner Cable Bill	4/27/2018	2028...	4/27/2018	806.27
Bill	4/27/2018	2028...	4/27/2018	1,000.00
Bill	4/27/2018	2028...	4/27/2018	880.00
Bill	4/27/2018	2021...	4/27/2018	23.00
Bill	4/27/2018	2028...	4/27/2018	1,000.00
Total Time Warner Cable				3,489.27
United Healthcare Insurance Company Bill	4/27/2018	May 2...	4/27/2018	203.75
Total United Healthcare Insurance Company				203.75
UnitedHealthcare Bill	4/27/2018	0157...	4/27/2018	25.80
Total UnitedHealthcare				25.80

183.03
142.87

9:18 AM

04/26/18

Southern Tier Library System
Unpaid Bills Detail
As of April 27, 2018

Type	Date	Num	Due Date	Open Balance
Wexell, Dale Bill	4/27/2018	1st Qt...	4/27/2018	119.90 ✓
Total Wexell, Dale				119.90
Wigg, Ristina Bill	4/27/2018	Medic...	4/27/2018	67.38 ✓
Total Wigg, Ristina				67.38 ✓
TOTAL				39,053.41

2:11 PM
04/10/18

Southern Tier Library System
Unpaid Bills Detail
As of April 13, 2018

4/12/2018

*Revised
04-11-18*

Type	Date	Num	Due Date	Open Balance
Baker & Taylor Bill	4/13/2018	2033...	4/13/2018	40.28 ✓
Total Baker & Taylor				40.28
Barcodes Inc Bill	4/13/2018	INV6...	4/13/2018	48.10 ✓
Total Barcodes Inc				48.10
Black's Auto Service Bill	4/13/2018	108180	4/13/2018	69.95 ✓
Bill	4/13/2018	107967	4/13/2018	33.95 ✓
Bill	4/13/2018	107997	4/13/2018	33.95 ✓
Total Black's Auto Service				137.85
Casella Waste Services Bill	4/13/2018	1848...	4/13/2018	98.98 ✓
Total Casella Waste Services				98.98
Center Point Large Print Bill	4/13/2018	1565...	4/13/2018	159.39 ✓
Total Center Point Large Print				159.39
Eastern Managed Print Network Bill	4/13/2018	IN130...	4/13/2018	250.91 ✓
Total Eastern Managed Print Network				250.91
Energy Cooperative of America Bill	4/13/2018	793097	4/13/2018	276.84 ✓
Total Energy Cooperative of America				276.84
Friendly Freds Bill	4/13/2018	21800	4/13/2018	484.98 ✓
Total Friendly Freds				484.98
Gunning, Timothy (Nic) Bill	4/13/2018	3/28/...	4/13/2018	97.23 ✓
Total Gunning, Timothy (Nic)				97.23
Ingram Library Services Bill	4/13/2018	3370...	4/13/2018	23.01 ✓
Total Ingram Library Services				23.01
Multi Media Services Bill	4/13/2018	68304	4/13/2018	312.29 ✓
Total Multi Media Services				312.29
NYSEG Bill	4/13/2018	Mar 2...	4/13/2018	328.33 ✓
Total NYSEG				328.33
Overdrive Bill	4/13/2018	0145...	4/13/2018	33.96 ✓
Bill	4/13/2018	0145...	4/13/2018	890.80 ✓
Bill	4/13/2018	0145...	4/13/2018	84.00 ✓
Bill	4/13/2018	0145...	4/13/2018	7.99 ✓
Bill	4/13/2018	0145...	4/13/2018	768.92 ✓
Bill	4/13/2018	0145...	4/13/2018	60.00 ✓
Bill	4/13/2018	0145...	4/13/2018	84.88 ✓
Bill	4/13/2018	0145...	4/13/2018	1,101.16 ✓
Total Overdrive				3,008.83
Passage, Mary Bill	9/29/2017	Medic...	9/29/2017	48.80 ✓
Total Passage, Mary				48.80

2:11 PM
04/10/18

Southern Tier Library System **Unpaid Bills Detail** **As of April 13, 2018**

Type	Date	Num	Due Date	Open Balance
Pioneer Library System				
✓ Bill	4/13/2018	6884	4/13/2018	2,700.00 ✓
Total Pioneer Library System				2,700.00
Pitney Bowes				
✓ Bill	4/13/2018	3306...	4/13/2018	593.31 ✓
Total Pitney Bowes				593.31
Sayles & Evans				
✓ Bill	4/13/2018	2352...	4/13/2018	343.50 ✓
Total Sayles & Evans				343.50
Southern Tier Network				
✓ Bill	4/13/2018	1596	4/13/2018	1,000.00 ✓
✓ Bill	4/13/2018	1599	4/13/2018	3,250.00 ✓
✓ Bill	4/13/2018	1606	4/13/2018	3,075.00 ✓
Total Southern Tier Network				7,325.00
Southern Tier Wireless Inc				
✓ Bill	4/13/2018	24054	4/13/2018	93.95 ✓
Total Southern Tier Wireless Inc				93.95
Time Warner Cable				
✓ Bill	4/13/2018	2029...	4/13/2018	860.00 ✓
✓ Bill	4/13/2018	2029...	4/13/2018	92.95 ✓
✓ Bill	4/13/2018	2029...	4/13/2018	1,015.00 ✓
✓ Bill	4/13/2018	2029...	4/13/2018	2,538.36 ✓
Total Time Warner Cable				4,504.31
Verizon				
✓ Bill	4/13/2018	Apr 2...	4/13/2018	491.88 ✓
Total Verizon				491.88
Wegmans				
✓ Bill	4/13/2018	0312...	4/13/2018	110.82 ✓
Total Wegmans				110.82
WEX Bank				
✓ Bill	4/13/2018	8388...	4/13/2018	1,430.00 ✓
Total WEX Bank				1,430.00
TOTAL				<u>23,005.43</u>

Deposit Summary

Doc #18-54
4/30/2018 4:00 PM

Summary of Deposits to 1202 Cash - Money Market on 04/30/2018

Chk No.	PmtMethod	Rcd From	Memo	Amount
3024	Check	Montour Falls	Dark Fiber	255.00
3491	Check	Angelica	Pass Thru	20.17
2370	Check	Corning	Dark Fiber/Tuition Reimbursement	1,800.00
6422	Check	Bath	Dark Fiber	300.00
4383	Check	Wayland	Dark Fiber	450.00
5974	Check	Hammondsport	Dark Fiber	255.00
5898	Check	Cohocton	Dark Fiber	270.00
2833	Check	Friendship	TWC phone	46.28

Less Cash Back:

Deposit Total: 3,396.45

Deposit Summary

4/23/2018 1:52 PM

Summary of Deposits to 1202 - Cash - Money Market on 04/23/2018

Chk No.	PmtMethod	Red From	Memo	Amount
4851	Check	Fillmore	Dark Fiber	450.00
20270	Check	Wellsville	Dark Fiber	450.00
4387	Check	Bolivar	Pass thru/TWC	83.71
3777	Check	Addison	Dark Fiber	270.00
3350	Check	Savona	Dark Fiber	255.00
3050	Check	Prattsburgh	Dark Fiber	255.00
6988	Check	Canisteo	Dark Fiber	255.00
3099	Check	Jasper	Processing	13.50
11359	Check	Pulteney	Dark Fiber	225.00
3485	Check	Angelica	Dark Fiber	399.00
2649	Check	CCLD-Big Flats	Dark Fiber	450.00
2649	Check	CCLD-Elmira	Dark Fiber	450.00
2649	Check	CCLD-Horseheads	Dark Fiber	450.00
2649	Check	CCLD-West Elmira	Dark Fiber	450.00
8345	Check	Branchport	Dark Fiber	195.00
1943	Check	Watkins Glen	Dark Fiber/Pass Thru	318.10

Less Cash Back:

Deposit Total: 4,969.31

Deposit Summary

4/16/2018 1:42 PM

Summary of Deposits to 1202 Cash - Money Market on 04/16/2018

Chk No.	PmtMethod	Rcd From	Memo	Amount
4040	Check	Canaseraga	Dark Fiber	399.00
2827	Check	Friendship	Dark Fiber	399.00

Less Cash Back:

Deposit Total: 798.00

Deposit Summary

4/9/2018 4:39 PM

Summary of Deposits to 1202 - Cash - Money Market on 04/10/2018

Chk No.	PmtMethod	Red From	Memo	Amount
3098	Check	Jasper	Cost Share	2,707.00
1937	Check	CCLD-Elmira	Pass Thru	17.99
13178	Check	Penn Yan	Dark Fiber	450.00
9092	Check	Cleary, Jule	Health Ins	92.88

Less Cash Back:

Deposit Total: 3,267.87

TRAVEL, WORKING REMOTELY & CONFERENCE POLICY

APPLIES TO: STLS Employees

REFERENCES: Finance Policy
Purchasing Policy
Staff Organization Contract

Travel

STLS employees travel as an essential function of their duties. The specific nature of an employee's travel depends on the employee's job title and description. All necessary and job-related travel shall be communicated to an employee's direct supervisor and documented on the organizational calendar.

Each employee who visits a member library, or attends a meeting or conference within or outside the STLS service region shall drive one of two STLS vehicles. Employees shall use their own vehicle if it reduces drive time relative to the travel location, the employee's home and STLS offices. An employee shall also use her/his own vehicle if an STLS vehicle is not available. In such cases, the employee will be reimbursed for mileage based on the current IRS rate.

Employees shall communicate among each other about the need and availability of STLS vehicles to keep organizational travel expenses low. Employees traveling the farthest on any given day have first access to STLS vehicles.

Working Remotely

Working Remotely is defined as an employee working outside of STLS offices for one or more days within an employee's normal work week. Examples of *working remotely* include member library site visits, local, regional or state meetings and on occasion, the employee's home or another suitable location.

Each employee who indicates they are *working remotely* on the organizational calendar shall record all hours worked on their time sheets. Employees are responsible for managing their schedules to stay within the hours allotted under a regular work week. This includes travel, meals and time at meetings.

Member Library Site Visits

Employees visit member libraries frequently. Employees shall document their time away from STLS offices on the organizational calendar by indicating the name of the library or libraries they are visiting, the time frame of the visit and the STLS vehicle they are using to drive there.

Meetings

Employees who attend meetings within and outside the STLS' service region shall document their time away from STLS offices on the organizational calendar by indicating the name of the library, libraries or agency they are visiting, the time frame of the visit and the STLS vehicle they are using to drive there.

Home or Another Suitable Location

Employees shall work from home or at another suitable location on occasion. This option shall be exercised when it is most efficient to the job-related work of the employee based on her/his travel schedule within the regular work week. Employees must obtain approval from their direct supervisor prior to exercising this option. Time worked away from the office shall be documented on the organizational calendar as *Working Remotely* and the hours worked. The employee shall respond to phone calls and email as well as produce tangible work as defined by her/his direct supervisor while *Working Remotely*.

Conferences

The Executive Director establishes the conference budget annually. This budget is communicated to division heads. Employees shall communicate their interest in attending conferences to their direct supervisors. Conference expenses will only be paid for by STLS if an employee receives approval from her/his direct supervisor. An employee may register and make travel/lodging accommodations upon supervisor approval. Conference expenses are limited to: registration, travel, lodging and meals. The Executive Director establishes meal allowances prior to each conference.

All conference expenditures shall be realized through a purchase order or STLS issued credit card. Employees will not be reimbursed for conference expenditures if they use their own credit or debit card. Employees shall seek reasonable pricing for all conference expenses.

STLS vehicles are to be considered the primary means for conference transportation unless air travel is required. Use of a personal vehicles requires approval from the Executive Director. Employees shall coordinate the sharing of vehicles if more than one employee is attending the same conference.

Employees may also attend conferences which are job-related at their own expense if the STLS budget does not support participation. Conference attendance will be considered as a regularly scheduled working day, as approved by the Executive Director. Employees should record travel, meals and time spent at conference-related events on their time sheets.

Adopted by the STLS Board of Trustees on 05/15/ 2018



**8 Denison Parkway East, Suite 310
Corning, New York 14830
Phone: 607.962.5092
Fax: 607.962.3400**

April 15, 2018

**via Email
communitylibrarypartner@stn.org**

**Brian Hildreth
Southern Tier Library System
9424 Scott Road
Painted Post, New York 14870**

RE: STN-01076-STLS Final 2 Sites

Dear Brian:

Thank you for choosing Southern Tier Network dark fiber. We are pleased to provide you with this Notice of Completion (NOC) that the service described in the contract STN-SO01076-0 has been installed and completed for final 2 sites (Avoca and Howard libraries) in the contract. Along with this letter, we are providing you with a copy of the fully executed contract for your records and the OTDR test results of the fiber optic spans you ordered.

Per the Statement of Work, there is a one-time non-recurring fee of \$339,745 for the final 2 library sites (Avoca and Howard libraries). Billing will begin effective April 15, 2018.

If you should have an operational issue; please contact our Network Operations Center at [1-855-935-5060](tel:1-855-935-5060). For billing or other administrative issues; please contact me directly at 585-377-1850.

Thank you for your business. I look forward to working with you on future opportunities.

Kind regards,

**Jeff Gasper
Account Executive
jgasper@acctec.com
585-377-1850 (d)
585-205-0844 (c)**

Southern Tier Network

8 Denison Parkway East
Suite 310
Corning, NY 14830

INVOICE**Invoice Date** 4/18/2018**Invoice ID** 1617

Page 1

CUSTOMER**SHIP TO**

Southern Tier Library System
9424 Scott Rd.
Painted Post, NY 14870

Southern Tier Library System
9424 Scott Rd.
Painted Post, NY 14870

Attention: Brian Hildreth

Please detach and return this portion with your remittance.

Customer ID	Customer PO No.	Order Date	Shipped Via	FOB
		4/18/2018		
Terms	Due Date	If Paid By	Defect	Sold By
Net 30	5/18/2018		\$ 0.00	

Item No.	Description	Qty	Unit	Unit Price	Discount	Extended Price
2820	Non-Recurring Charge (NRC) STN-SO01076-0 Avoca (Span B) Location - Construction	1.00				\$176,359.00
2821	Enterprise Lease STN-SO01076-0 Avoca (Span B) Location - Half Month Lease	1.00				\$192.50
2822	Non-Recurring Charge (NRC) STN-SO01076-0 Howard (Span E) Location - Construction	1.00				\$163,386.00
2823	Enterprise Lease STN-SO01076-0 Howard (Span E) Location - Half Month Lease	1.00				\$192.50

STN-SO01076-0 Avoca (Span B) and Howard (Span E) Locations

Subtotal	\$340,130.00
Sales Tax	\$0.00
Total	\$340,130.00
Total Due	\$340,130.00

Monthly System Staff & Divisional Reports
May 15, 2018



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

The Executive Director spent the months of April – May 2018 engaged in the following activities:

- ✿ April 18, visited Howe Library in Wellsville to meet with their library director. Also presented on library system services at the Wellsville Rotary Club luncheon.
- ✿ April 20 – 27: Executive Director was on vacation.
- ✿ April 30, chaired a state-wide Public Library System Directors Organization committee meeting on the development of trustee education.
- ✿ May 2, attended the Foundation for Southern Tier Libraries annual meeting.
- ✿ May 8, participated in STLS board committee meetings (Personnel & Policies and Executive).
- ✿ May 10, chaired the South Central Regional Library Council Awareness and Advocacy meeting to discuss 2018 and 2019 library advocacy initiatives. In partnership with Chemung County Library District, hosted the central library planning committee for 2018.
- ✿ May 11, attended and participated in the Leadership for Engaged and Active Directors workshop at Olean Public Library.
- ✿ May 14, visited Steele Memorial Library with STLS staff to meet with CCLD staff to plan for our annual Spring CE Conference to be held at Corning Community College. Participated in the STLS board committee meeting (Finance & Facilities).

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

April was busy but not nearly as busy as May will be (more on that next month)! In April I had the privilege of announcing this year's Construction Aid allotment to our libraries. Through the hard work of library advocates around the state, legislators voted to increase this funding stream for the third year in a row, charging us with allocating more than \$880,000 for eligible construction projects in our system.

In April I launched a revamped Facilities guidance page: <http://www.stls.org/facilities>, to further guide our membership in planning, arranging, and renovating their spaces. Linked to this page is our traditional Construction Aid page, updated for this program year: <http://www.stls.org/construction-aid>. There our members can also view the April 30th webinar I gave, providing an overview of the process STLS libraries go through in order to apply and receive funding. Lastly, on the facilities front, I worked with Lorie Brown to take our members on our second annual Field Trip!. Lorie writes these fun, educational, and deeply appreciated events into her Family Literacy grant every year, allowing us to take a bus load of member libraries to far off library system to see libraries with unusual collections, spaces, organization strategies, and processes. This year we visited Greece Public Library (they have fish tank as a wall!) and the Toy Library, which is housed as an annex space in the Lincoln Branch of Rochester Public Library.

We want to build the understanding throughout our membership that the library facility is itself a service to the public. And that when we approach that service with purpose and design it intentionally, with the same consideration we apply to collections or programming, we can make big service improvements and impacts. We call this idea Placemaking in the Library and it is the theme of this June's Trustee Retreat and our Spring CE. We designed these events to have the same theme this year to reinforce the idea that trustees, directors, and staff work on the same team, toward the same goals, and need the same learning opportunities – even when the focus of the work and how the learning is applied is different. If you haven't already registered for the Trustee Retreat on June 7th, I recommend doing it now:

<http://www.eventkeeper.com/code/ekform.cfm?curOrg=STLS&curID=322591>

And please, share this with your local colleagues and board members.

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

Lorie attended the NYLA/YSS Spring Conference. The theme, New York Libraries are for Everyone, lent itself to a wide variety of topics—from apps to all age programs to pop-up libraries. An immediate take-away from this one-day conference was the information from the session on the Pop-Up Library at the Mid-York Library System. Information gathered will help provide a background in shaping STLS' Pop-Up Library offering. As the conference was once again, "in our backyard" –this year Syracuse—a table of attendees was from STLS' member libraries. Great to see so many local people at a statewide conference.








Planning for this month included fine-tuning some details for Spring CE. Almost all speakers have Speaker Agreements 'on file'. Planning details are now turning towards promotion and registration. Other planning (or, perhaps follow-up) has been to ensure that members have summer reading posters (supplied by NYS to all public libraries with funds that support and encourage statewide summer activities.) Still pursuing confirmation information on the state's offering for online registration software. At this point in time, it appears as tho' an RFP has been accepted and the company (Read²/Read Squared) has been accepted by DLD but it is being held up in negotiations between the company and the 'contracts division'. The general assumption by YS consultants across the state is that the 'contracts division' isn't aware that summer reading registration software isn't useful to public libraries in November! It is very frustrating. Planning for Lorie also focused on a hands-on workshop

scheduled for late April and early May in 2 locations in the system—one on the eastern end and repeated on the western end.

Visited the Belfast library to talk to Sheila Weaver about ways to navigate thru Baker and Taylor and other companies to find usernames and passwords for the library that the former director didn't have 'in one spot.' By contacting our B&T rep, Lorie was able to make connections to facilitate this process.

The culmination of months of planning resulted in a very successful presentation of the Twin Tiers Mini Maker Faire, which was held in the Arnot Mall. This collaborative event with CCLD, the Southeast Steuben County Library, Corning Community College and STLS was a testament to hard work and collaboration to accomplish big things. It was and will continue to be, I hope, a great event in which to be a partner. Many STLS staff assisted with the day in a wide variety of tasks. Many thanks for all who helped. The day wouldn't have been successful without everyone's help.




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

-  In April I made visits to the following libraries: CCLD-Horseheads, Watkins Glen, Montour Falls, Savona, and Whitesville.
-  I engaged in the following educational opportunities: Steuben County Preparedness Drill and the Research Institute for Public Libraries (RIPL).
-  I arranged the first COSAC meeting of the year and participated in it. I also prepared and emailed out applications for the Outreach Mini-Grant to member libraries.
-  I attended a Master Conversation for the Reference and Adult Services Section of NYLA in Guilderland, NY.
-  I participated in remote committee meetings and activities for the Association of Bookmobile and Outreach Services. I had an article published on the blog of the Association for Library Service to Children.
-  I worked with members of my department to prepare for and work at the STLS booth at the Twin Tiers Mini Maker Faire.
-  I developed, wrote, and submitted a grant application of behalf of STLS for the National Network of Libraries of Medicine – Mid Atlantic Region Outreach to Consumers Award to develop a Health Literacy Educational Outreach program for member library staff.

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

During the month of April, Erika Jenns visited with member library directors at Whitesville and Belfast. Erika worked with Karen Smith at Whitesville to update her library website design and content. In Belfast, Erika worked with the new director, Sheila Weaver, on the annual report for the library. All annual reports have now been completed. Erika finished design work for a retractable digital library banner, which featured a bookshelf with ebooks, emagazines, and music from OverDrive, RBDigital, and Freegal - all accessible through QR codes. The banner was ordered and the final product has been received. STLS staff will be able to use the banner at events throughout the system to promote digital library services. On Saturday, April 14th, Erika attended the Twin Tiers Mini Maker Faire, along with Lorie Brown, Keturah Cappadonia, Vickie Button, and Kylie Baker. The group worked at the STLS booth at the Faire creating linocut tote bags with visitors. STLS digital resources were also promoted using brochures, bookmarks, and the new digital library banner. Erika also worked on Facebook promotion through the STLS Facebook account. She created ads promoting Freegal, STARCcat, and STLS in general. Running these ads increased interaction with the STLS Facebook page. On Tuesday, April 24th, Erika hosted a webinar viewing at STLS on "Preserving Family Recipes." Justin Zeh from Avoca attended the event. The webinar content will be useful as Justin works toward creating a recipe library to accompany the library's already established seed library. Throughout the month Erika also worked with Pauline Emery on planning a field trip for STLS directors as part of their system advocacy working group (which is part of the DAC). The first field trip is set for May 21st.

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

-  Kylie, Ken and I attended COSUGI in Atlanta – this is the conference for users of SirsiDynix software (our library software vendor). We attended sessions led by SirsiDynix employees and customers alike and brought back useful information. As the Consortia Enhancements Forum Moderator I spoke to SirsiDynix staff about an outstanding enhancement request – the ability to broadcast a system message to all users logged in to WorkFlows - and the enhancements process moving forward. I presented this information at the Consortia Special Interest Group Meeting.
-  Larissa and Kylie had the opportunity to go on the April Library Field Trip coordinated by STLS – they got to visit the Greece Public Library and see their newly renovated space and The Toy Library in Rochester. They also got to chat with member library staff and board members that attended. They have been working so hard to get through the backlog so it was gratifying to see them get out of the office and learn about other libraries and how they do things.
-  Questions about the end of STLS processing are starting to pop up more and more. Pam and I answered quite a few this month and provided libraries with information about the supplies and equipment we

currently use. Margo, Pam and I are working on a website page that will make that information available to everyone in one central place.

- ✦ I worked with Brian and Barb to provide E-Rate information to the auditor. I also began the process of filing BEARs (Billed Entity Applicant Reimbursement) for the first half of the 2017-2018 funding year
- ✦ In Cataloging we have continued to work towards the backlog. Kylie, Ann and Larissa are diligently cataloging the carts of items and electronically submitted items but we have been struggling to get and stay caught up with the current staffing level of 1.6 FTEs