

# STLS Trustee & Policy Manual

2019 Edition



**STLS**

Southern Tier Library System

*Connecting Community Libraries*

SOUTHERN TIER LIBRARY SYSTEM 9424 Scott Rd – Painted Post, NY 14870



**SOUTHERN TIER LIBRARY SYSTEM  
TRUSTEE & POLICY MANUAL  
2019 Edition**

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## **STLS OVERVIEW**

Southern Tier Library System (STLS) advocates for excellent service at the 48 member public libraries, branches and reading centers located in the five counties we serve – Allegany, Chemung, Schuylers, Steuben and Yates. We are one of New York State's 23 public library systems established in 1958 by State Education Law. We help members save funds through economies of scale and by sharing resources and services. Through System services residents use library resources online from home, school, or work. Over 170,000 library cardholders access the combined library collections of more than one million items, including books, audio recordings and CDs, DVDs, magazines, digital audio books, eBooks and more.

The Southern Tier Library System is a 501(c)3 cooperative library system chartered by the Regents. Most of our financial support is state aid, allocated annually by the State legislature and distributed through the New York State Department of Education. Boards of Trustees of local libraries elect the fifteen members of the System Board. STLS completes an annual application for state aid, files an annual financial and services report with the NYS Division of Library Development, and files a 990 form with the Internal Revenue Service.

In 2011 STLS worked with a Steering committee of community residents to create the Foundation for Southern Tier Libraries. The Foundation is chartered by the Regents, has 501(c)3 status, has a eight-member Board of Trustees, and raises funds to benefit STLS and its member libraries.

### **MISSION**

*STLS' purpose is to connect, empower and advocate for all Southern Tier public libraries.*

### **STLS CONNECTS LIBRARIES THROUGH:**

- Delivery among libraries
- Shared online catalog STARCcat
- E-mail and distribution lists
- Telecommunications

### **STLS CONNECTS LIBRARIES AND THEIR RESIDENTS TO:**

- Interloan of materials from outside the region
- Online requests through STARCcat, the regional catalog
- Free online resources such as downloadable audio and eBooks and databases on health, business, and auto repair as well as magazine and newspaper articles
- Rotating collections of large print books, audio books, and books for young people

### **LIBRARIES BENEFIT FROM:**

- Loan of materials between libraries
- Shared patron database
- Cataloging of library materials
- Back-up reference available through Steele Memorial Library
- Continuing education for staff and trustees
- Consultant support for adult, youth, outreach, and information technology services and library administration
- Help with annual reports, New York State construction aid grants, library charters, and New York State library law

*Revised January 2018*

**TRUSTEE JOB DESCRIPTION**

APPLIES TO: STLS Trustees

REFERENCES: *Handbook for Library Trustees of New York State*;  
*Statement on the Governance Role of a Trustee or Board Member*;  
Authority of the Board Policy  
Conflict of Interest Policy

Library System trustees play a special, especially important role in husbanding the dedicated and prudent use of library resources, as well as striving to provide the services which best benefit and support the library community at large.<sup>1</sup> A Southern Tier Library System Trustee is a person to whom property is legally committed in trust, both the physical property and the resources and services the System provides to its member libraries. While delegating day-to-day activities to competent staff, the trustees must always be mindful of how their decisions impact the future of our library community.

Trustees must fulfill the duties legally referred to as “care, loyalty, and obedience”<sup>2</sup>, and must be tireless advocates for improving library services.<sup>3</sup> The effective trustee must be well versed in good governance practices that will enable the board to meet the challenges presented by a rapidly changing political, social and cultural environment. All trustees are indemnified by an “umbrella” liability policy for Trustees and Directory Insurance coverage maintained by the System.

Trustees must act in good faith and exercise the degree of diligence, care and skill that an ordinary individual would deem prudent in a like situation. Trustees owe allegiance to the System and must act with the best interest of the system in mind, with fiduciary responsibility and dedication to the fulfillment of the System’s mission and goals.

The particular responsibilities of trustees are:

1. Select, hire and regularly evaluate a qualified Executive Director;
2. Secure and manage adequate funding to support the System’s mission and its physical property;
3. Develop and adopt policies regarding system governance and use;
4. Maintain a facility that meets the needs of the system and its services;
5. Conduct the business of the System in an open and ethical manner in compliance with all applicable laws and regulations, STLS By-Laws, Policies and Procedures, as well as with respect for the institution, staff and public.

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<sup>1</sup> Nichols, Jerry. *Handbook for Library Trustees of New York State*. 2010 ed. Palmer School of Library and Information Science. 2010; p. v.

<sup>2</sup>*Statement of the Governance Role of a Trustee or Board Member*. University of the State of New York Board of Regents, May 2012. n.p.

<sup>3</sup> Nichols. Jerry. op. cit. p. 11

6. Avoid any conflict of interest when exercising Trustee duties.

By serving on the Board of Trustees, each trustee agrees to:

1. Attend all STLS Board meetings unless excused;
2. Participate on one or more Board committees;
3. Visit member libraries and interact with library staff, as circumstances permit;
4. Support Board decisions and maintain confidentiality of the Board's executive sessions;
5. Serve in leadership positions or undertake special assignments willingly;
6. Suggest and recruit possible nominees to the Board who can make significant contributions;
7. Promote the Southern Tier Library System and the Foundation for Southern Tier Libraries and support their fundraising activities.

*Adopted by the STLS Board of Trustees April 17, 2012*

**2019 BOARD MEETING SCHEDULE – DATES & LOCATIONS**

January 15	- Southern Tier Library System, Painted Post
March 19	- Dormann Library, Bath, NY
April 16	- Howard Public Library, Howard, NY (Steuben County)
May 21	- Modeste Bedient Memorial Library, Branchport, NY (Yates County)
June 18	- Steele Memorial Library, Elmira, NY (Chemung County)
July 16	- Montour Falls Memorial Library, Montour Falls, NY (Schuyler County)
September 17	- David A. Howe Public Library, Wellsville, NY (Allegany County)
October 15	- Dormann Library, Bath, NY
November 19	- Dormann Library, Bath, NY
December 17	- Dormann Library, Bath, NY

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

2019 TRUSTEE LIST

**PAT SELWOOD- President**

3632 Central Ave  
Penn Yan, NY 14527  
(315) 521-6092  
Email: selwood79@gmail.com  
Appointed to fill unexpired term: 2010 - 2013  
Full Term(s): 2015 - 2019  
Yates County

**RICHARD AHOLA - Vice President**

4568 Lakeview Road  
Dundee, New York 14837  
(607) 243-5116  
Email: RAhola@stny.rr.com  
Appointed to fill unexpired term: 2015 - 2017  
Full Term(s): 2018 - 2022  
Yates County

**CINDY EMMER - Secretary**

858 Davis Street  
Elmira, NY 14901  
(607) 733-2844  
Email: cindy.emmer@yahoo.com  
Appointed to fill unexpired term: 2011 - 2012  
Full Term(s): 2013 - 2017; 2018 - 2022  
Chemung County

**BETSY GORMAN - Treasurer**

2445 State Rte 352  
Elmira, NY 14903  
607-733-9063  
Email: bgmaus2@aol.com  
Full Term(s): 2016 - 2020  
Chemung County

**SISI BARR**

270 Fisher Hill Road  
Corning, NY 14830  
607-733-8047  
Email: siway1270@gmail.com  
Appointed to fill unexpired term: 2014 – 2018  
Full Term(s): 2019 - 2023  
Chemung County

**SARAH COLLINS**

5 Woodland Way  
Painted Post, NY 14870  
607-937-3775  
Email: sccollins57@yahoo.com  
  
Full Term(s): 2015 - 2019  
Steuben County

**LYNNETTE DECKER**

9314 County Road 7  
Cuba, NY 14727  
(585) 307-0734  
email: kodadog246@gmail.com  
Appointed to fill unexpired term: 2014 - 2016  
Full Term(s): 2017 - 2021  
Allegany County

**CYNTHIA DUTTON**

9767 West Cuba Rd.  
Cuba, NY 14727  
585-307-1874  
Email: cindutton@gmail.com  
Appointed to fill unexpired term: 2017 - 2020  
Allegany County

Board of Trustees Continued on Next Page...

**Board of Trustees Continued**

**PATRICIA FINNERTY**

7389 Wildflower Way  
Bath, NY 14810  
(607) 776-3111  
Email: Patricia\_Finnerty@yahoo.com  
Full Term(s) 2013 - 2017; 2018 - 2022  
Steuben County

**KATHY GREEN**

7 Avondale Ave  
Hornell, NY 14843  
Phone: 607-382-4549  
Email: kathypgreen@gmail.com  
Full Term(s): 2017 - 2021  
Steuben County

**DAVID HAGGSTROM**

PO Box 8  
Angelica, NY 14709  
(585) 466-7930  
Email: atownraider48@gmail.com  
Appointed to fill unexpired term: 2017 - 2021  
Allegany County

**DENISE W. KING**

117 Larchmont Road  
Elmira, NY 14905  
(607) 846-2663  
Email: dwking.ny@gmail.com  
Appointed to fill unexpired term: 2011 - 2014  
Full Term(s): 2015 - 2019  
Chemung County

**DALE WEXELL**

372 W. Second Street  
Corning, NY 14830  
(607) 936-4876  
Email: dwexell@stny.rr.com  
Full Term(s): 2011 - 2015; 2016 - 2020  
Steuben County

**FELICITY WRIGHT**

2742 Cottage Rd  
Alpine, NY 14805  
607-594-7004 (home) 607-259-3700 (cell)  
Email: revfelicity@gmail.com  
Appointed to fill unexpired term: 2017 - 2019  
Schuyler County

**VACANT**

Street  
City/State  
Phone  
Email  
Full Terms(s): 2015 - 2019  
Schuyler County

**BRIAN M. HILDRETH, Executive Director**

9424 Scott Road  
Painted Post, NY 14870  
Work: (607) 962-3141 Ext. 207  
Cell: (585) 610-5653  
Email: CommunityLibraryParnter@stls.org



**2019 BOARD COMMITTEE****Executive Committee**

Pat Selwood            President  
 Richard Ahola        Vice President  
 Betsy Gorman        Treasurer  
 Cindy Emmer         Secretary  
 Denise King          Past President

**Personnel & Policies Committee**

Richard Ahola, Chair  
 Cindy Emmer  
 Denise King  
 Pat Selwood

**Finance & Facilities Committee**

Betsy Gorman, Chair  
 SiSi Barr  
 Sarah Collins  
 Pat Finnerty  
 Dale Wexell

**Public Relations Committee**

Lynnette Decker, Chair  
 Cindy Dutton  
 Kathy Green  
 David Haggstrom  
 Felicity Wright

**2018 ACTION ITEMS****January 2018****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 __9__    Nay __0__	Abstain __0__    Absent __5__
Approved/Failed:      Approved	

*Discussion:*

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

**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 __9____ Nay __o____	Abstain ____o____ Absent ____5____
Approved/Failed:      Approved	

Discussion: none

**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 ____9____ Nay __o____	Abstain ____o____ Absent __5____
Approved/Failed:      Approved	

Discussion: None

**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 __9____ Nay ____o____	Abstain ____o____ Absent ____5____
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.

**March 2018**

**Expenditure Approvals -Monthly Unpaid Bills Detail****Doc. #18-24****\* FOR APPROVAL**

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 __10____ Nay _____	Abstain __1 (C. Dutton)____ Absent __3____
Approved/Failed:      Approved	

*Discussion:* none

**Receipt Approvals – Monthly Deposit Summary****Doc. #18-25****\* FOR APPROVAL**

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 __10____ Nay _____	Abstain __1 (C. Dutton)____ Absent __3____

Approved/Failed:      Approved:

*Discussion:* P Selwood asked that the Board think of different ways to have the receipt approvals presented. This is due to a waste of paper.

**April 2018**

**Expenditure Approvals -Monthly Unpaid Bills Detail**

**Doc. #18-41**

**\* 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: \_\_\_\_\_ Second \_\_\_\_\_  
 Aye \_\_10\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_4\_\_  
 Approved/Failed: approved

*Discussion:* None

**Receipt Approvals – Monthly Deposit Summary**

**Doc. #18-42**

**\* 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: \_\_\_\_\_ Second \_\_\_\_\_  
 Aye \_\_10\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_4\_\_  
 Approved/Failed: approved

*Discussion:* None

**Workers Compensation Policy Revisions**

**Doc. #18-43**

**\* FOR APPROVAL**

Personnel & Policies Committee Recommendation: Approve the proposed revisions to the Workers Compensation Policy and revise the policy's name to Worker's Protection Policy.

Move: \_\_\_\_\_ Second \_\_\_\_\_  
 Aye \_\_10\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_4\_\_  
 Approved/Failed: approved

*Discussion:* none

**2017 Library System Annual Statistical Report** Refer to Doc. #18-27 (March 2018 Board Packet)

**\* FOR APPROVAL**

Executive Director Recommendation: Approve the 2017 Library System Annual Statistical Report.

Move: \_C.Dutton\_ Second \_S. Collins\_  
 Aye \_\_10\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_4\_\_  
 Approved/Failed: Approved

*Discussion:* none

**May 2018**

**Expenditure Approvals -Monthly Unpaid Bills Detail**

**Doc. #18-53**

**\* FOR APPROVAL**

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 __11__    Nay __0__	Abstain __0__    Absent __3__
Approved/Failed:    Approved	

Discussion: none

### **Receipt Approvals – Monthly Deposit Summary**

Doc. #18-54

**\* FOR APPROVAL**

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 __11__    Nay __0__	Abstain __0__    Absent __3__
Approved/Failed:    Approved	

Discussion:

P. Finnerty said it is required to show the Board the Unpaid Bills and Receipt Approvals each month.

F. Wright asked if there was a better way to conserve on paper.

B. Gorman and S. Barr suggested sending the paper Board packet without the Unpaid Bills Detail and the Receipt Approvals, but include them electronically.

P. Finnerty said an electronic copy should work, and to have a paper copy at meetings, for anyone who wishes to review it again.

D. Wexell said that if you vote "aye" you acknowledge that you looked over the reports.

### **Travel, Working Remotely & Conference Policy**

Doc. #18-55

**\*FOR APPROVAL**

Personnel & Policies Committee Recommendation: Approve the proposed Travel, Working Remotely & Conference Policy as presented at the April 17, 2018 STLS board meeting.

Move: _____	Second _____
Aye __11__    Nay __0__	Abstain __0__    Absent __3__
Approved/Fail: Approve	

Discussion: none

### **Approve 2017 Annual Financial Report to the State Comptroller**

(Provided at April's Meeting) Doc. #18-37

**\* FOR APPROVAL**

Finance & Facilities Committee Recommendation: that the STLS Board of Trustees approves the System's Report to the New York State Comptroller for the 2017 Fiscal Year.

Move: _____	Second _____
Aye __11__    Nay __0__	Abstain __0__    Absent __3__
Approved/Failed: Approved	

Discussion: none

### **Approve and Pay the Dark Fiber Installation Cost to Southern Tier Network**

Doc. #18-56

**\*FOR APPROVAL**

Executive Director Recommendation: that the STLS Board of Trustees approves the payment of dark fiber installation costs for Avoca and Howard libraries per STLS Purchasing Policy in the amount of \$340,130.

Move: _____	Second _____
Aye _11_____ Nay __0_____	Abstain_o_ Absent __3_____
Approved/Failed: Approved	

Discussion: none

Approve the designation of \$131,000 to a reserve fund titled Fiber Project Funds to be used for future fiber replacement. This fund may be undesignated with future board approval.

**\*FOR APPROVAL**

Move: _____	Second _____
Aye _11_____ Nay __0_____	Abstain_o_ Absent __3_____
Approved/Failed: Approved	

Discussion: none

The Executive Director recommends the creation of a 6-month temporary part-time ILS position with a pay rate of \$15.00/hour.

**\*FOR APPROVAL**

Move: __R. Ahola_____	Second ____K. Green_____
Aye _11_____ Nay __0_____	Abstain_o_ Absent __3_____
Approved/Failed: Approved	

Discussion: none

### June 2018

#### **Expenditure Approvals -Monthly Unpaid Bills Detail \* FOR APPROVAL**

**Doc. #18-67**

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 _13_____ Nay __0_____	Abstain __0___ Absent __1___
Approved/Failed: approve	

Discussion: none

#### **Receipt Approvals – Monthly Deposit Summary \* FOR APPROVAL**

**Doc. #18-68**

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 _13_____ Nay __0_____	Abstain __0___ Absent __1___
Approved/Failed: approve	

Discussion: none

#### **Retirement Proposal for Pamela L. Rogers**

(Provided at Meeting) **Doc. #18-69**

**\* FOR APPROVAL**

Executive Director Recommendation: Approve the retirement proposal for Pamela L. Rogers that provides Empire Plan full family health insurance coverage from February 1, 2019 through February 2, 2022 paid for by Southern Tier Library System upon retirement of January 31, 2019. All other benefits for Pamela L. Rogers are stipulated in the Staff Organization Contract 2015 – 2018.

Move: <u>  R. Ahola  </u>	Second <u>  B. Gorman  </u>
Aye <u>  13  </u> Nay <u>  0  </u>	Abstain <u>  0  </u> Absent <u>  1  </u>
Approved/Failed: Approve	

*Discussion: none*

**Retirement Proposal for Vickie E. Button**

(Provided at Meeting) **Doc. #18-70**

**\* FOR APPROVAL**

Executive Director Recommendation: Approve the retirement proposal for Vickie E. Button that provides an annual taxable payment of \$5,000 and Empire Plan full single health insurance coverage from February 1, 2019 through February 2, 2022 paid for by Southern Tier Library System upon retirement of January 31, 2019. All other benefits for Vickie E. Button are stipulated in the Staff Organization Contract 2015 – 2018.

Move: <u>  C. Emmer  </u>	Second <u>  S. Collins  </u>
Aye <u>  13  </u> Nay <u>  0  </u>	Abstain <u>  0  </u> Absent <u>  1  </u>
Approved/Failed: Approve	

*Discussion: none*

**Revise Temporary Part Time ILS Specialist Position**

**Doc. #18-71**

**\* FOR APPROVAL**

Executive Director Recommendation: that the STLS Board of Trustees revises the Temporary Part Time ILS Specialist position as approved on May 15, 2018 to a permanent position of the Southern Tier Library System.

Move: <u>  D. King  </u>	Second <u>  P. Finnerty  </u>
Aye <u>  13  </u> Nay <u>  0  </u>	Abstain <u>  0  </u> Absent <u>  1  </u>
Approved/Failed: Approve	

*Discussion: none*

**July 2018**

**1Expenditure Approvals -Monthly Unpaid Bills Detail** **\* FOR APPROVAL**

**Doc. #18-83**

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: <u>                  </u>	Second <u>                  </u>
Aye <u>  12  </u> Nay <u>      </u>	Abstain <u>      </u> Absent <u>  2  </u>
Approved/Failed: Approve	

*Discussion: None*

**Receipt Approvals – Monthly Deposit Summary**

**\* FOR APPROVAL**

**Doc. #18-84**

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: <u>                  </u>	Second <u>                  </u>
---------------------------------	----------------------------------

Aye \_\_12\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_2\_\_  
 Approved/Failed: Approved

*Discussion:* none

### **Conflict of Interest Policy**

**\* FOR APPROVAL**

**Doc. #18-85**

Personnel & Policies Committee Recommendation: Approve the proposed revisions to the Conflict of Interest Policy as presented at the June 19, 2018 STLS board meeting.

Move: \_\_\_\_\_ Second \_\_\_\_\_  
 Aye \_\_12\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_2\_\_  
 Approved/Failed: Approved

*Discussion:* none

### **2017 Independent Financial Auditor's Report**

**Report Provided at Meeting**

**\* FOR APPROVAL**

Finance & Facilities Committee Recommendation: accept the 2017 Independent Financial Auditor's Report as presented by Mengel, Metzger, Barr & Co.

Move: \_\_\_\_\_ Second \_\_\_\_\_  
 Aye \_\_12\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_2\_\_  
 Approved/Failed: Approved

*Discussion:* none

### **Approve Mid-Year Revisions to the 2018 STLS Library System Operating Budget**

**\*FOR APPROVAL**

**Doc.#18-86**

Finance & Facilities Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the 2018 STLS Library System Operating Budget as discussed at the June 2018 Board meeting.

Move: \_\_\_\_\_ Second \_\_\_\_\_  
 Aye \_\_12\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_2\_\_  
 Approved/Failed: Approved

*Discussion:* none

### **Approve the Purchase of Freegal Music Services to Member Libraries for 2018/2019**

**\* FOR APPROVAL**

**Doc. #17-87**

Executive Director's Recommendation: The STLS Board of Trustees approves the expenditure of \$35,000 for contracted Downloadable Music Services with Library Ideas for 2018/2019 per STLS Purchasing Policy.

Move: \_\_R Ahola\_\_\_\_ Second \_\_F Wright\_\_\_\_  
 Aye \_\_12\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_2\_\_  
 Approved/Failed: Approved

*Discussion:* None

### **Accept the Project Completion of 21 Member Library Fiber Sites for STLS' 2016 ARC Grant Project**

**\* FOR APPROVAL**

Executive Director's Recommendation: The STLS Board of Trustees accepts the completion of all 21 member library site fiber installations as documented in the 2016 Appalachian Regional Commission grant awarded to STLS.

Move: L Decker _____	Second B Gorman _____
Aye 12 Nay _____	Abstain _____ Absent 2 _____
Approved/Failed: Approved	

*Discussion:* B Hildreth said this is the application STLS has been waiting on for 2 years, and the Board needs to approve for the process to move on.

**September 2018**

**Expenditure Approvals -Monthly Unpaid Bills Detail**

**Doc. #18-100**

**\* FOR APPROVAL**

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 14 Nay o _____	Abstain o Absent o _____
Approved/Failed: Approved	

*Discussion:* none

**Receipt Approvals – Monthly Deposit Summary**

**\* FOR APPROVAL**

**Doc. #18-101**

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 14 Nay o _____	Abstain o Absent o _____
Approved/Failed: Approved	

*Discussion:* none

**Approve the Appointment of Daniel Butler to Part Time ILS Specialist**

**Doc. #18-102**

(Provided at Board Meeting)

**\*FOR APPROVAL**

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

Move: R Ahola _____	Second C Dutton _____
Aye 14 Nay o _____	Abstain o Absent o _____
Approved/Failed: Approved	

*Discussion:* R Ahola made the motion to approve with an hourly wage set at \$15.00.

**Create the Proposed Staff Position - Resource Consultant Job Title/Description**

**Doc.#18-103**

**\*FOR APPROVAL**

Executive Director Recommendation: The STLS Board of Trustees approves the creation of the proposed



Resource Consultant position as presented and permits the advertisement and recruitment for this position with a salary range of \$43,000 - \$47,000.

Move: __R Ahola_____	Second __C Dutton_____
Aye __o__ Nay __o__	Abstain __o__ Absent __o__
Approved/Failed: Approved	

*Discussion:* none

**October 2018**

**Expenditure Approvals -Monthly Unpaid Bills Detail**

**Doc. #18-115**

**\* 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: _____	Second _____
Aye __11__ Nay _____	Abstain _____ Absent __3__
Approved/Failed: Approved	

*Discussion:* none

**Receipt Approvals – Monthly Deposit Summary**

**Doc. #18-116**

**\* 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: _____	Second _____
Aye __11__ Nay _____	Abstain _____ Absent __3__
Approved/Failed: Approved	

*Discussion:* none

**Policy Approval – Social Media Policy**

**Doc. #18-117**

**\* FOR APPROVAL**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed Social Media Policy as presented at the September 2018 board meeting.

Move: ____B. Gorman_____	Second __S. Barr_____
Aye __11__ Nay _____	Abstain _____ Absent __3__
Approved/Failed: Approved	

*Discussion:*

*B Hildreth asked that the minutes show a wording change that replaces the word "disability" with "ability" in the final Social Media Policy.*

*The original version reads:*

- Posts or conversation that promotes, fosters, or perpetuates discrimination and/or harassment on the basis of race, creed, color, age, gender, martial status, religion, national

origin, physical or mental **disability**, sexual orientation, ancestry or any other protected category.

*The updated wording, in the Social Media Policy, will read:*

- Posts or conversation that promotes, fosters, or perpetuates discrimination and/or harassment on the basis of race, creed, color, age, gender, marital status, religion, national origin, physical or mental **ability**, sexual orientation, ancestry or any other protected category.
- *The Social Media Policy has been updated to reflect this change.*

*B Hildreth added that it is good to have a policy in place, in case of unexpected situations.*

**Create the Proposed Staff Position – Procurement & ERate Specialist Job Title/Description**

**\*FOR APPROVAL**

**Doc. #18-118**

Executive Director Recommendation: The STLS Board of Trustees approves the creation of the proposed Procurement & ERate Specialist position as presented and permits the advertisement and recruitment for this position with a salary range of \$46,000 - \$50,000.

Move: ___C. Emmer_____	Second P. Finnerty_____
Aye ___11___    Nay _____	Abstain___    Absent ___3___
Approved/Failed: Approved	

*Discussion:*

*B Hildreth asked that the job title be updated to "Procurement & ERate Consultant" as opposed to "Procurement and ERate Specialist"*

**Approve Library System IRS 990 Filing for 2017 Fiscal Year**

**Doc. #18-119**

**(Print copies provided at September meeting)**

**\*FOR APPROVAL**

Finance & Facilities Recommendation: The STLS Board of Trustees approves the IRS Form 990 for the 2017 Fiscal Year and authorizes Mengel, Metzger and Barr to file on the library system's behalf.

Move: Finance & Facilities Committee___	Second ___P. Finnerty_____
Aye ___11___    Nay _____	Abstain _____    Absent ___3___
Approved/Failed: Approved	

*Discussion: none*

**Approve the Payment to SirsiDynix for 2018/2019 Automation Services**

**Doc. #18-120**

**\*FOR APPROVAL**

Executive Director Recommendation: The STLS Board of Trustees approves the payment to SirsiDynix for automation services for 2018/2019 on behalf of STLS member libraries and per the STLS Purchasing Policy in the amount of \$69,064.19.

Move: _C. Dutton_____	Second _B. Gorman_____
Aye ___11___    Nay _____	Abstain _____    Absent ___3___
Approved/Failed: Approved	

*Discussion: none*

**November 2018****Expenditure Approvals -Monthly Unpaid Bills Detail****Doc. #18-127****\* 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: _____	Second _____
Aye 13__ Nay _____	Abstain _____ Absent __1__
Approved/Failed: approve	

*Discussion: none***Receipt Approvals – Monthly Deposit Summary****Doc. #18-128****\* 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: _____	Second _____
Aye _13__ Nay _____	Abstain _____ Absent _1_____
Approved/Failed: approve	

*Discussion: none***Policy Approval – Sexual Harassment Prevention Policy****Doc. #18-129****\* FOR APPROVAL**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed Sexual Harassment Prevention Policy and Complaint Form as presented at the October 2018 board meeting.

Move: _____	Second _____
Aye __13__ Nay _____	Abstain _____ Absent __1_____
Approved/Failed: approve	

*Discussion: none***2018-2019 Executive Director Performance Objectives****Doc. #18-130****\* FOR APPROVAL**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed 2018-2019 Performance Objectives for the STLS Executive Director, which shall be used as part of the annual evaluation process.

Move: _____	Second _____
Aye __13__ Nay _____	Abstain _____ Absent __1_____
Approved/Failed: approve	

*Discussion: none*

**Executive Director Performance Evaluation and Salary \* FOR APPROVAL**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the Executive Director's Performance Evaluation for 2017-2018 and New Annual Salary of \$110,828, which shall be retroactive to September 16, 2018.

Move: _____ Aye __13____ Nay _____ Approved/Failed: approve	Second _____ Abstain ____ Absent __1____
---	---

*Discussion:*

The Board agreed to change the wording of this resolution by inserting "new" after salary and changing the word "should" to "shall".

The final changes are reflected in the above motion.

**Approve Revisions to the 2018 STLS Library System Operating Budget**

**Doc. #18- 131**

**\*FOR APPROVAL**

Executive Director Recommendation: The STLS Board of Trustees approves the proposed revisions to the 2018 STLS Library System Operating Budget as discussed at the November 2018 board meeting.

Move: __P. Finnerty_____ Aye _13____ Nay _____ Approved/Failed: Approve	Second ____L Decker_____ Abstain _____ Absent __1____
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*Discussion:* none

**Approve the 2019 Library System Operating Budget**

**Doc. #18-132**

**\* FOR APPROVAL**

Finance & Facilities Recommendation: The STLS Board of Trustees approves the 2019 STLS Library System Operating Budget that was presented at the October 2018 Board Meeting and incorporates any changes made at the November 2018 Board Meeting that are specifically listed in *Discussion*.

Move: _____ Aye _13____ Nay _____ Approved/Failed: approve	Second _____ Abstain _____ Absent __1____
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*Discussion:* none

**Approve the Post-Degree Commitment Form for Amanda Fleming**

**Doc. #18- 133**

**\*FOR APPROVAL**

(Provided at Board Meeting)

Executive Director Recommendation: The STLS Board of Trustees approves the post-degree commitment form for Amanda Fleming per the STLS Tuition Reimbursement Policy.

Move: __C Emmer_____ Aye _13____ Nay _____ Approved/Failed: approve	Second __R Ahola_____ Abstain _____ Absent _1____
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*Discussion:*

D King noted that based on a change in the Staff Contract, Amanda will commit to 2 years with STLS within the guidelines of the agreement.

**Approve the Appointment of Fred Freeze to Part Time Delivery Driver**(Provided at Board Meeting) **Doc. #18- 134****\*FOR APPROVAL**

Executive Director Recommendation: The STLS Board of Trustees approves the appointment of Fred Freeze to the position of Part Time Delivery Driver as presented and include a salary as set by the Board of Trustees.

Move: __ F Wright _____	Second: __ B Gorman _____
Aye __13__ Nay _____	Abstain _____ Absent __1__
Approved/Failed: approve	

*Discussion:*

P Selwood added that Fred's salary is set in the staff contract.

**Approve December's One-Time Personnel Payment to STLS Staff****\* FOR APPROVAL**

Executive Director Recommendation: Approve the one-time net payment of \$100 to each STLS Staff member excluding the Executive Director as included in the approved 2018 STLS Budget.

Move: __ D King _____	Second __ P Finnerty _____
Aye __13__ Nay _____	Abstain _____ Absent 1__
Approved/Failed: approve	

*Discussion: none***Motion to Approve Staff Contract**

Board President Recommendation: Approve the STLS Staff Contract for 2018-2020.

Move: __ R Ahola _____	Second __ P Finnerty _____
Aye __13__ Nay _____	Abstain _____ Absent __1__
Approved/Failed: Approve	

*Discussion: none***December 2018****Expenditure Approvals -Monthly Unpaid Bills Detail****Doc. #18-142****\* 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.

Aye __11__ Nay _____	Abstain _____ Absent __3__
Approved/Failed: approved	

*Discussion: none***Receipt Approvals – Monthly Deposit Summary****Doc. #18-143****\* 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.

Aye ___11___	Nay _____	Abstain _____	Absent _ 3__
Approved/Failed: approved			

*Discussion:* none

**Create the Proposed Staff Position – Special Projects Librarian - Temporary Job Title/Description**

(Document Provided at Meeting) **Doc. #18- 144**

**\* FOR APPROVAL**

Executive Director Recommendation: The STLS Board of Trustees approves the creation of the proposed Special Projects Librarian - Temporary position as presented and agrees to present to STLS Staff Organization for approval as part time, temporary, non-staff association position.

Move: ___D.King_____	Second __C.Emmer_____
Aye ___11___	Nay _____
Approved/Failed: approved	
Abstain _____	Absent ___3___

*Discussion:*

S Collins asked who will be taking over the current Deputy Director position; B Hildreth said the position will be posted in March 2019 to find a replacement.

**Approve the Memorandum of Understanding as an Addendum to the Special Projects Librarian - Temporary Job Title/Description**

(Document Provided at Meeting) **Doc. #18- 145**

**\* FOR APPROVAL**

Executive Director Recommendation: The STLS Board of Trustees approves the Memorandum of Understanding as an Addendum to the Special Projects Librarian, which defines the specific scope of and terms of employment relative to the part time, temporary, non-staff association position.

Move: B. Gorman_____	Second R. Ahola_____
Aye ___11___	Nay _____
Approved/Failed: approved	
Abstain _____	Absent ___3___

*Discussion:* none

**Approve and Authorize the Purchase of a New Consultant Vehicle**

(Document Provided At Meeting) **Doc. #18- 146**

**\* FOR APPROVAL**

Executive Director Recommendation: The STLS Board of Trustees approves and authorizes the Executive Director to purchase new consultant vehicle in the amount of \$32,000 per the STLS Purchasing Policy.

Move: __S. Collins_____	Second __K. Green_____
Aye ___11___	Nay _____
Approved/Failed	
Abstain _____	Absent ___3___

*Discussion:*

B Hildreth said the final price of the 2019 Honda Odyssey LX is \$27,631.00, with Williams Honda being the lowest bidder for State Contract pricing. Reference Doc.#18-146 for details.

## 2019 LIBRARY SYSTEM OPERATING BUDGET

		2018 Budget	2019 Budget	Difference
	<b>Revenue</b>			
4700 · Basic State Aid		\$ 832,751.79	\$ 858,507.00	\$ 25,755.21
4706 · Jails and Institutions		\$ 3,981.85	\$ 4,105.00	\$ 123.15
4709 · Local Services Support		\$ 91,571.88	\$ 94,404.00	\$ 2,832.12
4710 · Supplemental Aid		\$ 125,561.65	\$ 129,445.00	\$ 3,883.35
4711 · Coordinated Outreach		\$ 72,837.30	\$ 75,090.00	\$ 2,252.70
4713 · State Corrections		\$ 25,510.03	\$ 26,299.00	\$ 788.97
4719 · Interest		\$ 825.00	\$ 1,100.00	\$ 275.00
4721 · E-Rate Funding		\$ 170,100.00	\$ 180,000.00	\$ 9,900.00
4723 · Member Library Cost Share		\$ 417,038.00	\$ 432,269.00	\$ 15,231.00
4724 · Member Library IT Contracts		\$ 52,000.00	\$ 60,000.00	\$ 8,000.00
4725 · Grants Revenue		\$ 131,000.00	\$ 210,298.00	\$ 79,298.00
4781 · Retiree Health Ins Payments		\$ 2,050.00	\$ 1,200.00	\$ (850.00)
4782 · Donations		\$ 2,500.00	\$ 1,200.00	\$ (1,300.00)
4784 · General Reimbursements &		\$ 3,473.50	\$ 3,000.00	\$ (473.50)
		\$ 1,931,201.00	\$ 2,076,917.00	\$ 145,716.00
	<b>Expenses</b>			\$ -
5100 · Salaries		\$ 835,203.00	\$ 893,515.00	\$ 58,312.00
5150 · Personnel Benefits		\$ 421,845.00	\$ 476,940.00	\$ 55,095.00
5203 · STLS Equipment		\$ 5,000.00	\$ 15,000.00	\$ 10,000.00
5204 · STLS Software & Small Equipment		\$ 10,000.00	\$ 5,000.00	\$ (5,000.00)
5205 · Maintenance Contracts & Leases		\$ 16,000.00	\$ 16,000.00	\$ -
5407 · Integrated Library System		\$ 67,200.00	\$ 69,216.00	\$ 2,016.00
5408 · Platform Fees & Licenses		\$ 15,500.00	\$ 16,000.00	\$ 500.00
5409 · STLS Telephone/Internet		\$ 189,000.00	\$ 200,000.00	\$ 11,000.00
5417 · Library Materials		\$ 20,000.00	\$ 23,000.00	\$ 3,000.00
5418 · Consultant Collection		\$ 1,000.00	\$ 1,000.00	\$ -
5419 · Electronic Materials		\$ 91,953.00	\$ 94,246.00	\$ 2,293.00
5420 · Staff Development Travel		\$ 18,000.00	\$ 20,000.00	\$ 2,000.00
5422 · Trustee Mileage		\$ 7,500.00	\$ 7,500.00	\$ -
5423 · Trustee Continuing Education		\$ 3,500.00	\$ 3,500.00	\$ -
5424 · Conference Registration		\$ 6,000.00	\$ 9,500.00	\$ 3,500.00
5425 · Staff & Member Library Mileage		\$ 4,000.00	\$ 4,000.00	\$ -
5427 · Programming & Annual		\$ 12,000.00	\$ 12,000.00	\$ -
5428 · Meeting Supplies		\$ 3,000.00	\$ 3,000.00	\$ -
5430 · Office Supplies		\$ 14,000.00	\$ 14,000.00	\$ -
5433 · Postage		\$ 4,500.00	\$ 3,000.00	\$ (1,500.00)
5434 · Public Relations		\$ 18,000.00	\$ 20,000.00	\$ 2,000.00
5436 · STLS Grants to Member Libraries		\$ 12,500.00	\$ 13,000.00	\$ 500.00
5442 · Professional Fees		\$ 21,000.00	\$ 23,000.00	\$ 2,000.00
5443 · Legal Counsel		\$ 6,000.00	\$ 4,000.00	\$ (2,000.00)

5444 · Accounting Support & Audit		\$ 14,000.00	\$ 12,000.00	\$ (2,000.00)
5450 · Utilities		\$ 11,000.00	\$ 11,000.00	\$ -
5451 · Building Maintenance & Repairs		\$ 20,000.00	\$ 20,000.00	\$ -
5454 · Commercial Insurance		\$ 14,500.00	\$ 15,500.00	\$ 1,000.00
5471 · Vehicle Maintenance & Repairs		\$ 4,500.00	\$ 4,500.00	\$ -
5473 · Vehicle Fuel		\$ 15,500.00	\$ 18,500.00	\$ 3,000.00
5474 · Vehicle Insurance		\$ 6,000.00	\$ 6,000.00	\$ -
5475 · Vehicle Purchase		\$ 23,000.00	\$ 23,000.00	\$ -
5490 · Grants		\$ 20,000.00	\$ 20,000.00	\$ -
		\$ 1,931,201.00	\$ 2,076,917.00	\$ 145,716.00
		\$ -	\$ -	\$ -



**STATE AID FUNDING  
and  
RESPONSIBILITIES OF SYSTEMS AND MEMBER LIBRARIES**

**2018 STLS State Aid:**

Basic Aid	\$858,045	
Local Services Support Aid	\$ 94,354	
Supplementary Aid	<u>\$129,375</u>	
Total Basic Aid		\$1,081,774

Outreach	\$75,049	
State Corrections	\$26,285	
Jails	<u>\$ 4,113</u>	
Total Categorical Aid		\$ 105,447

**Total State Aid** **\$1,187,221**

**2018 STLS State Aid, 1% increase from 2017.**

Public Library System responsibilities according to State Law & Regulations:

- Plan of service
- Director with 8 years of experience
- At least 3 full-time certified public librarians, exclusive of librarians employed in technical processing
- A means of location of materials added in libraries of the system (*STARCat*)
- Annual budget on forms prescribed by the Commissioner of Education
- Coordination of the reference and interlibrary loan programs and functions with local Reference and Research Library System (*South Central Regional Library Council*)
- Coordinated Outreach Services designed to identify, contact, and serve persons who are educationally disadvantaged, developmentally or learning disabled, members of ethnic or minority groups in need of special library services, unemployed or underemployed, living in areas underserved by a library (more than 20 miles from a library facility), blind or physically disabled, aged, or confined in institutions. Eligibility criteria include:
  - an approved plan
  - administration by at least one full-time certified professional librarian with expertise in outreach service
  - an advisory council (5-11 members) composed of persons who are members of the target population
- Reserve funds for an automation program to support bibliographic control and interlibrary sharing of information resources of member libraries, and to coordinate and integrate the automated system of member libraries.

**Central Library Aid—CCLD:      \$165,145**

Central Library responsibilities according to State Law and Regulation:

- Provide an annual average of not less than 55 hours per week of service, or amount required under Regulation 90.2

- At least two FTE professional positions paid for from local funds
- A 10 year plan of Central Library Development prepared by the Board of Trustees of the Central Library which meets system-wide needs
- An annual report submitted to the Division of Library Development on steps taken to achieve the objectives of this plan
- Purchase of books and materials, including non-print materials, as defined in regulations...to provide maximum use of the collection by residents of the area served by the system
- Materials acquired shall be adult non-fiction or foreign language materials in print form or microform

**Member Library Aid:*****Local Library Services Aid******\$112,642***

Member library responsibilities according to State Law and Regulations:

- Acceptance by all libraries in the system of a borrower's card issued by the system or by any library in the system, to be honored on the same basis as that specified for cardholders in each individual library
- Restrictions upon the loan of specific materials shall be limited to nonprint materials and equipment, and printed materials less than one year old, including fiction and nonfiction books and periodicals. Such materials must have been purchased from local funds.
- Meet minimum standards

*January 2, 2019*

### **OUTREACH SERVICES**

STLS receives three state grants which together fund System-centered outreach endeavors. These grants are determined by, and obtained through, adherence to NYS Education Law and Education Commissioner's Regulations. Some things to note about the STLS outreach program:

- 1) Funding is separate from the general STLS budget
- 2) There are specific laws, guidelines, and regulations which determine how the funds may be used and who is to be served
- 3) Services under these programs are developed and implemented with advisement from the populations and facilities to be served
- 4) STLS with the advice and consent of the Coordinated Outreach Services Advisory Council (COSAC) and the 2 state correctional facilities has developed the following guidelines:
  - services funded by these programs will be offered to all System residents in all libraries and all facilities
  - wherever possible, STLS will take an "expansive" approach in making services as widely available to as many System area residents as possible
- 5) **When fully funded, the three categories of Outreach state aid to STLS** total approximately \$111,828/year; in 2017 STLS received approximately \$105,447.

	Full funding	Received 2018
Outreach	\$80,209	\$75,049
Corrections	\$28,092	\$26,285
Jails	\$ 3,527	\$ 4,113

### **Coordinated Outreach Services Program**

Under New York State Education Law, §273 (1) (h) (1), and Commissioner's Regulations §90.3, Public Library Systems provide Coordinated Outreach Library Services directly and through their member libraries to New Yorkers who are most in need and who often are not regular library users.

#### **Program Basics**

I. Each System provides service to all or some of the following **target populations**:

- Blind/Physically Disabled
- Aged
- Developmentally or learning disabled
- Institutionalized
- Members of ethnic/minority groups in need of special services
- Educationally Disadvantaged
- Unemployed/Underemployed
- Geographically isolated

II. Each System must employ at least one full-time, certified librarian with expertise in providing public library outreach service.

III. Each System maintains a **Coordinated Outreach Services Advisory Group** which meets at least twice a year, includes 5-11 members, includes members of the target population groups and agencies who work with these groups within the system's service area, and one director of a member library. Council members are to serve three-year terms

Each public library system receives **Coordinated Outreach State Aid**: \$43,000 plus \$.13 per capita population annually.

### **State Aid for Services to State Correctional Facility Libraries**

Under New York State Education Law, §285 (1); Commissioner's Regulations §90.14, seventeen of the 23 public library systems receive state correctional facility aid.

#### **Program Basics**

I. Each System must meet with state correctional facility General Library librarians annually to negotiate a plan to make System library resources available to the facilities general population. The plan must include:

- the identification of the eligible State correctional facility libraries in the system area, and the reasons given by any such facility which elects not to participate

- the identification of system personnel involved in negotiating the plan of service with participating correctional facility libraries and of the personnel responsible for implementation of such plan, including any consultant services to be provided
- a description of how the public library system resources will be made available for the educational, cultural and recreational needs of the inmates
- an agreement on procedures to recover or replace missing or damaged materials loaned to a participating facility library

Each public library system receives **State Aid for Services to State Correctional Facilities**: \$9.25 per inmate based on population in each correctional facility in the system's service area as of July 1 of the previous year. The New York State Department of Corrections provides the population figure to Library Development.

#### **County Jail “Interinstitutional” Aid**

Under New York State Education Law, §285 (2); Commissioner's Regulations §90.14, provides each system with one or more county jails with an amount based on the population in the jails as of July 1 of the previous year. The New York State Commission of Correction provides the population figure to Library Development. The total statewide aid is set at \$175,000.

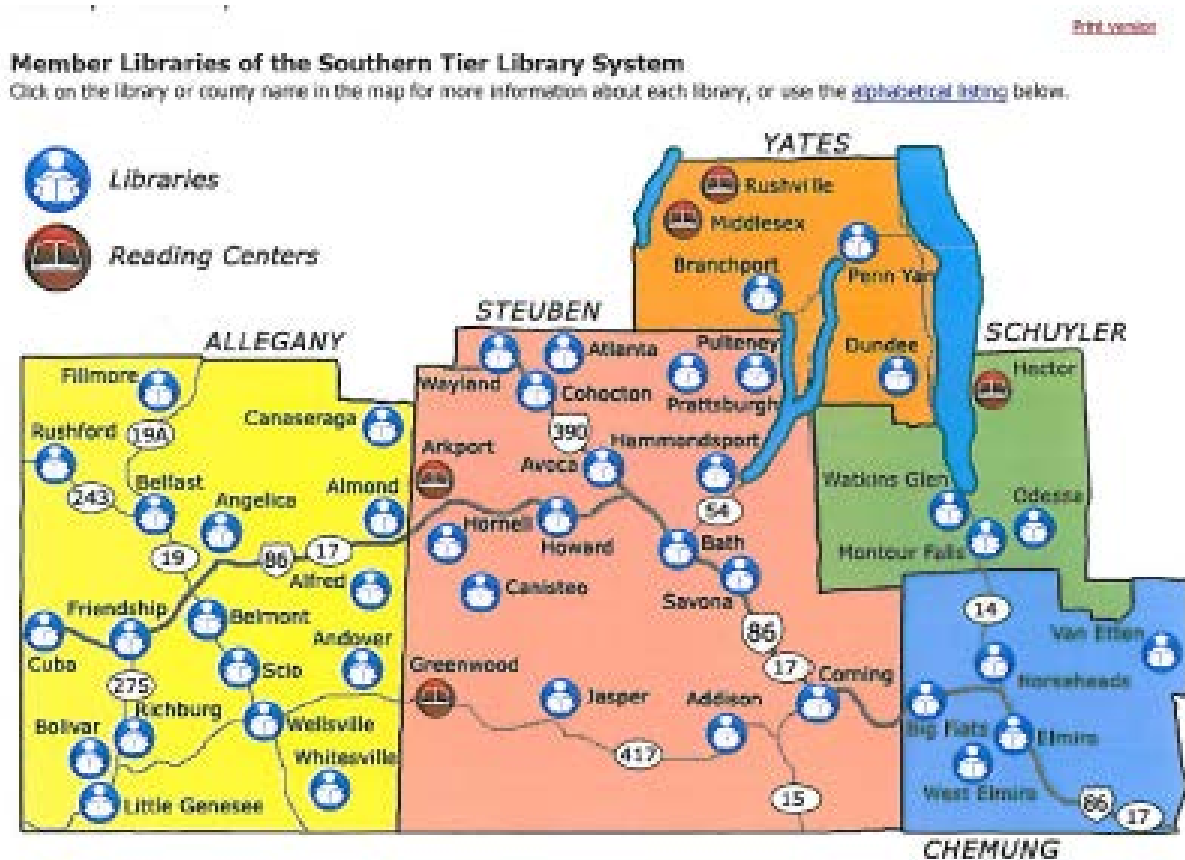
#### **Examples of STLS Outreach Services**

The following services are offered to STLS member libraries, state and county correctional facilities, and area residential facilities housing coordinated outreach populations. Note that STLS general funds pay for housing these services: building upkeep, heat, lights, etc. State law & Commissioner's regulations forbid using outreach grant funding to pay for these costs.

- Training of library staff to provide library services to targeted outreach populations. (*Coordinated Outreach Services, State Correctional Facility, and County Jail funding*)
- Build library awareness and connect underserved populations with library services by offering speaker services and presentations at community events. (*Coordinated Outreach Services, State Correctional Facility, and County Jail funding*)
- Consultant services on outreach topics to libraries and on library services to agencies/organizations (*Coordinated Outreach Services, State Correctional Facility, and County Jail funding*)
- Downloadable Audio books and eBooks (*Coordinated Outreach Services*)
- JobLink, a mobile digital literacy and job readiness program, makes digital literacy instruction available through the region's member libraries and community organizations. (*STLS Operational Funds, Coordinated Outreach Services, State Correctional Facility, and County Jail funding*)
- Outreach Mini-Grants to Libraries (*Coordinated Outreach Services funding*)
- Rotating Collections of large print and audio books (*Coordinated Outreach Services funding*)
- Circulation of themed kits
- Talking Book & Braille Library (TBBL) (*Coordinated Outreach Services funding*)

January 2019

## MAP OF MEMBER LIBRARIES



## Member Library Listing

[Addison Public Library](#)[Alfred Box of Books Library](#)[Almond 20th Century Club Library](#)[Andover Free Library](#)[Angelica Free Library](#)[Arkport Village Book Center](#)[Atlanta, E. J. Cottrell Memorial Library](#)[Avoca Free Library](#)[Bath, Dormann Library](#)[Belfast Public Library](#)[Belmont Library & Historical Society Free Library](#)[Big Flats Library](#)[Bolivar Free Library](#)[Branchport, Modeste Berliet Memorial Library](#)[Canaseraga, Essential Club Free Library](#)[Canisteo, Wm. Daughan Free Library](#)[Cohocton Public Library](#)[Coming, Southeast Steuben County Library](#)[Cuba Circulating Library Association](#)[Dundee Library](#)[Elmira, Steele Memorial Library](#)[Fillmore, Wide Awake Club Library](#)[Friendship Free Library](#)[Greenwood Reading Center](#)[Hammondsport, Fred & Harriett Taylor Memorial Library](#)[Hector, Elizabeth B. Part Reading Center](#)[Hornell Public Library](#)[Horseheads Free Library](#)[Howard Public Library](#)[Jasper Free Library](#)[Little Genesee, Genesee Library](#)[Middlesex Reading Center](#)[Montour Falls Memorial Library](#)[Odessa, Sutton S. Peterson Memorial Library](#)[Penn Yan Public Library](#)[Prattburgh Library](#)[Pulteney Free Library](#)[Richburg, Colonial Library](#)[Rushford Free Library](#)[Rushville, Mabel D. Blodgett Memorial Library](#)[Savona Free Library](#)[Scio Memorial Library](#)[Van Etten Library](#)[Watkins Glen Public Library](#)[Wayland Free Library](#)[Wellsville, David A. Howe Public Library](#)[West Elmira Library](#)[Whitesville Public Library](#)

## ANNUAL SYSTEM AWARDS

### Outstanding Library Advocate Award

The Outstanding Library Advocate Award recognizes a person who has made extraordinary contributions to the development, improvement or expansion of library service to the residents of the Southern Tier Library System. The award also encourages and rewards the fine tradition of citizenship and excellence.

**Eligible Candidates:** Trustees, Volunteers and Advocates for Member Libraries

### Library Volunteer Award

The Library Volunteer Award recognizes a person within a member library that assists member librarians or board members in the day to day operations of the library. The award takes a particular interest in volunteers that go above and beyond to make their library a special place.

**Eligible Candidates:** Operational volunteers.

### Sustainable Practices Award

This award recognizes an STLS member library director, trustee or board that has spearheaded transformational changes within their library and community, which address the economic sustainability of the library or demonstrate new practices that are socially or environmentally responsible. This award pays particular attention to projects that will have longstanding community impacts.

**Eligible Candidates:** Library directors, staff, trustees or full boards.

### Best Use of Social Media Award

This award will be presented to an STLS member library, or member library's "friends group" that demonstrates an effective use of social media to promote library services, engage library users, or disseminate information about library advocacy initiatives. Nominations can be based on a single social media post that generated many "likes", "comments", "shares" or "followers". Nominations may also incorporate a string of social media posts linked to a specific library project or initiative. The successful entry will demonstrate a high-level of engagement with social media followers.

**Eligible Candidates:** Member libraries and member libraries' "friends groups"

### NYLA Scholarships

STLS will offer scholarships to member librarians. Scholarships will include a one year membership to NYLA, and provide expense reimbursement up to \$1,000 for the NYLA Conference. Scholarships will cover hotel for 3 nights, mileage reimbursement to and from conference location, and conference registration. Reporting is required of recipients based on lessons learned. Reporting formatting is to be determined at time of scholarship announcement.

January 2019

## OFFICE STAFF

**SOUTHERN TIER LIBRARY SYSTEM**

9424 Scott Road, Painted Post, NY 14870-9598

**Phone: (607) 962-3141****FAX: (607) 962-5356**

Updated 2/8/2019

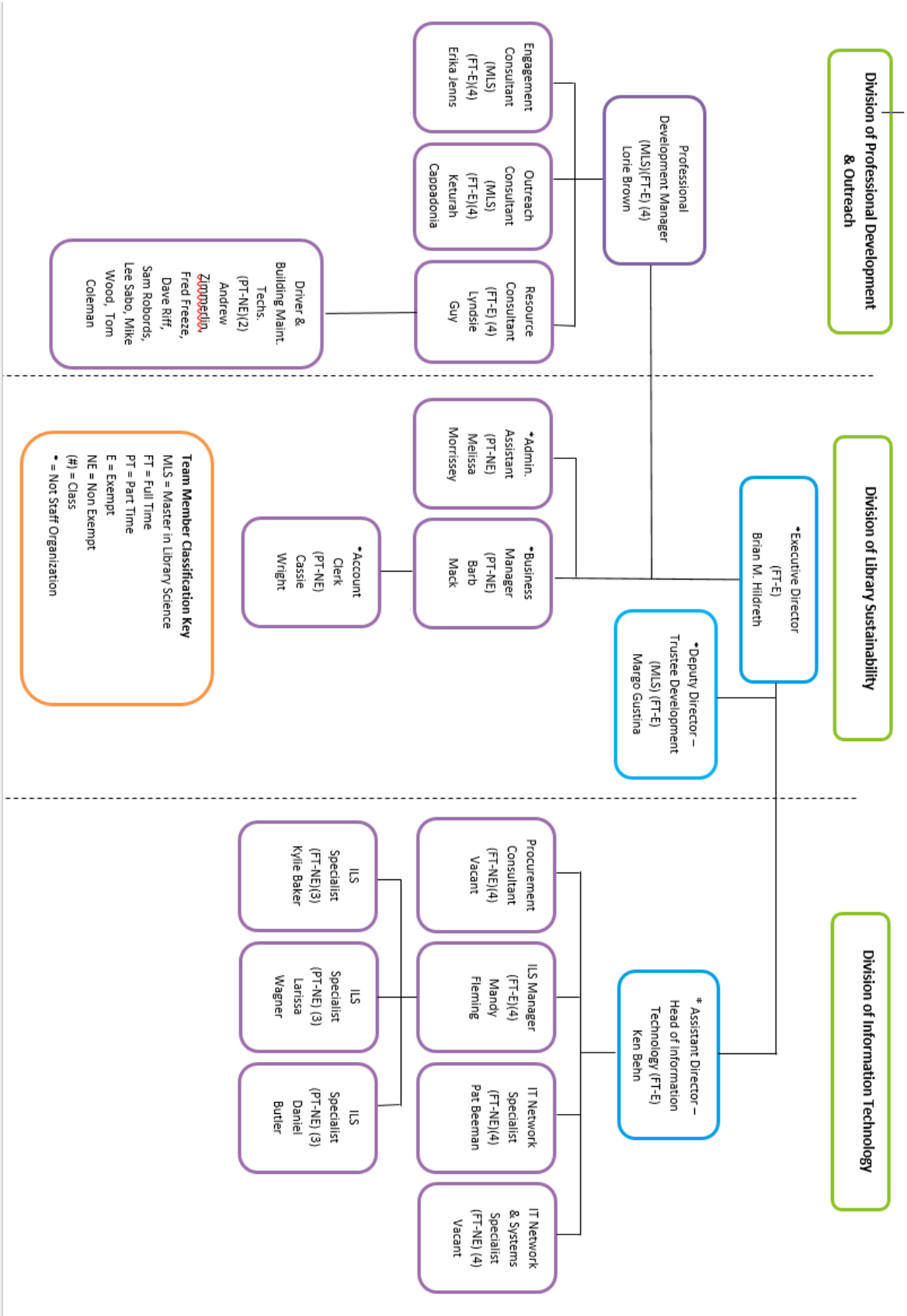
<i>Employee</i>	<i>Extension</i>	<i>Department</i>
Andy Zimmerlin	223	Delivery Driver
Barb Mack	217	Business Manager
Brian Hildreth	207	Executive Director - Division of Library Sustainability
Cassandra Wright	206	Account Clerk
Daniel Butler	226	ILS Specialist
Dave Riff	223	Vehicle Maintenance
Erika Jenns	212	Engagement Consultant
Fred Freeze	223	Delivery Driver
Keturah Cappadonia	204	Outreach Consultant
Kylie Baker	218	ILS Specialist
Ken Behn	211	Director - Information Technology
Larissa Wagner	219	ILS Specialist
Lee Sabo	223	Delivery Driver
Lorie Brown	209	Professional Development Manager
Mandy Fleming	210	ILS and Technical Services Manager
Margo Gustina	205	Deputy Director
Melissa Morrissey	201	Administrative Assistant
Mike Wood	223	Delivery Driver
Pat Beeman	224	Information Technology Specialist
Sam Robords	223	Delivery Driver
Tom Coleman	223	Delivery Driver
<b>Urgent Assistance</b>	<b>528</b>	<b>IT</b>

Conference Room	221
IT Front Door	220
Server room	225
Spare Office	214
Staff Room	227
Work Room	202

Toll Free: 800-909-7857

In an Emergency, dial Extension 8 - all phones will ring;  
phones will display Priority[STL\\_Staff@STLS.org](mailto:STL_Staff@STLS.org)

Southern Tier Library System  
Organizational Chart



ORGANIZATIONAL CHART



## Staff Performance Evaluation: Guide



The following evaluation form is designed to formally document the performance of an employee during a specified period of review. It is also expected that informal communication between the supervisor and employee regarding job performance will be ongoing throughout the review period.

The performance evaluation process should allow employees to further understand what is expected from them, how well they are doing and how they can improve job-related performance. Finally, the supervisor and employee will together decide on development goals for the upcoming year.



### ◆ Procedures

- The employee and supervisor will each review the employee's current **Job Description** (to be attached to this evaluation form).
- Supervisors will assign one overall rating for each of the five **Performance Factors**. Ratings for each performance factor should be considered according to the needs of each department and the employee's job description. The possible ratings are as follows:
  - *Does Not Meet Expectations*—Performance is significantly below expectations.
  - *Meets Expectations*—Proficient in the performance factor.
- An employee's notable achievements, outstanding work performance and/or job-related strengths can be formally documented in the **Notes/Comments** section of the relevant performance factor. Work on special projects may also be noted. A supervisor should also use this section to substantiate a "Does Not Meet

Expectations” rating with specific examples of job performance that were unsatisfactory, and/or comment on how the employee could improve their job performance.

- The **Action Plan & Development Goals** section provides an opportunity for the employee and supervisor to identify and discuss up to three training, education and/or professional growth priorities for the upcoming evaluation period, as well as review any previously established goals.
- The **Comments & Signatures** section offers both the employee and supervisor a formal opportunity to include their written comments regarding the employee’s performance evaluation. Signatures of the employee, supervisor and system director are required before the performance evaluation is added to the employee’s personnel file.

#### ◆ Timeline

- Evaluations are required following an employee’s probationary period and on an annual basis. The annual evaluation process will generally be performed in all departments during the month of January.
- A *workday* is defined in this context as an employee’s regularly scheduled work day, excluding weekends, vacations, holidays and scheduled time off.
- The supervisor and employee will meet and discuss the employee’s performance evaluation. This meeting will be held no later than five workdays after the evaluation form has been filled in by the supervisor.
- A copy of the evaluation form filled in by the supervisor will be provided to the employee within five workdays of the meeting.
- An employee who does not agree with a rating received in any area of the evaluation may submit a statement of rebuttal in the space provided for employee comments, or as an attachment. The employee has up to 15 workdays in which to respond to the evaluation and return the form to the supervisor.
- When the evaluation form is turned in to the supervisor, both the employee and supervisor will sign and date the form. The supervisor will then immediately pass the form on to the system director.
- The system director will have five workdays to review, sign and return copies of the evaluation form to the employee and the supervisor, and a copy will be placed in the employee’s personnel file.

*This evaluation form was developed in August 2002 by a seven-member committee, with the participation of representatives from the STLS Staff Organization and STLS Administration.*

## Staff Performance Evaluation



Employee: \_\_\_\_\_

Position Title: \_\_\_\_\_

Evaluating Supervisor: \_\_\_\_\_

Date Report Prepared: \_\_\_\_\_

Type of Evaluation: ☐ Probationary ☐ Annual ☐ Other: \_\_\_\_\_

Evaluation Period: From \_\_\_\_\_ To \_\_\_\_\_ Date of Meeting: \_\_\_\_\_

### ◆ Review of Attached Job Description

- The employee's current job description should be reviewed by both ☐ supervisor and ☐ employee.

### ◆ Review of Performance Factors

*One overall rating should be assigned for each performance factor.  
Bulleted items provide examples of some behaviors which may be considered.*

Factor	Does Not Meet Expectations	Meets Expectations	Notes/Comments
<b>Job Knowledge</b> <ul style="list-style-type: none"> <li>Has clear understanding of the policies, procedures and skills pertinent to job.</li> <li>Gathers background information, identifies priorities and establishes realistic deadlines.</li> <li>Thinks beyond the details of the job and contributes to meeting system goals.</li> <li>Accepts and uses new system standards,</li> </ul>			

Factor	Does Not Meet Expectations	Meets Expectations	Notes/Comments
procedures and guidelines as they are introduced.			
<b>Job Performance</b> <ul style="list-style-type: none"> <li>• Meets deadlines or expected production level without compromising thoroughness, neatness or accuracy.</li> <li>• Accepts responsibility for job duties, new challenges and problems encountered.</li> <li>• Strives to provide high quality service.</li> <li>• Makes reasoned decisions about areas affecting job functions.</li> </ul>			
<b>Problem-Solving &amp; Initiative</b> <ul style="list-style-type: none"> <li>• Uses relevant information for decision-making and for anticipating, analyzing and problem-solving.</li> <li>• Volunteers for tasks and responsibilities; actively seeks ways to contribute to the organization.</li> <li>• Seeks out and participates willingly in training opportunities.</li> <li>• Shares resources and information to help identify and solve problems; responds rapidly and courteously to requests; resolves problems as they arise.</li> <li>• Demonstrates willingness to refocus efforts</li> </ul>			

Factor	Does Not Meet Expectations	Meets Expectations	Notes/Comments
when new directions better enable the accomplishment of the organization's mission.			
<b>Teamwork</b> <ul style="list-style-type: none"> <li>• Seeks to make everyone in the organization successful.</li> <li>• Interacts well with staff and/or member libraries to cooperatively solve problems.</li> <li>• Works with peers, supervisors and subordinates toward common goals; fills in and backs up as needed.</li> <li>• Coordinates work with others.</li> </ul>			
<b>Work Rules/Regulations</b> <ul style="list-style-type: none"> <li>• Arrives on time to begin work.</li> <li>• Obtains supervisor approval for planned or emergency leave.</li> <li>• Punctual in attending meetings and appointments.</li> <li>• Maintains equipment and building according to accepted standards.</li> <li>• Observes appropriate time for breaks.</li> </ul>			
<b>Other</b> <ul style="list-style-type: none"> <li>• Additional factors of particular significance, as needed. Factors specified:</li> </ul>			

Factor	Does Not Meet Expectations	Meets Expectations	Notes/Comments

### ◆ Action Plan & Development Goals

- **Review of Past Year's Development Goals**

- Goal #1: \_\_\_\_\_
  - Actions/Comments: \_\_\_\_\_
- Goal #2: \_\_\_\_\_
  - Actions/Comments: \_\_\_\_\_
- Goal #3: \_\_\_\_\_
  - Actions/Comments: \_\_\_\_\_

- **Identification of Development Goals for Upcoming Year**

- Goal #1: \_\_\_\_\_
  - Associated Action/Training Plans: \_\_\_\_\_
- Goal #2: \_\_\_\_\_

- Associated Action/Training Plans: \_\_\_\_\_  
\_\_\_\_\_

○ Goal #3: \_\_\_\_\_

- Associated Action/Training Plans: \_\_\_\_\_

### ◆ Comments & Signatures

#### • Supervisor's Comments:

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\_\_\_\_\_  
*print or type name*

\_\_\_\_\_  
*signature*

\_\_\_\_\_  
*position title*

\_\_\_\_\_  
*date*

#### • Employee's Comments

I met with my supervisor on \_\_\_\_\_ to discuss my work performance during the stated review period. I have read this evaluation and discussed it with my supervisor. My signature does not necessarily signify that I agree with this evaluation.

My written comments concerning this evaluation, desires for future work, or anything that should become part of my personnel record follow. (Additional comments may be made on a separate paper and appended to and made part of the evaluation form.)

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\_\_\_\_\_  
*print or type name*

\_\_\_\_\_  
*signature*

\_\_\_\_\_  
*position title*

\_\_\_\_\_  
*date*

• **Review by System Director**

This performance evaluation is now a permanent record in the employee’s personnel file.

\_\_\_\_\_  
*print or type name*

\_\_\_\_\_  
*signature*

\_\_\_\_\_  
*position title*

\_\_\_\_\_  
*date*

**Distribution of Final Evaluation**

Original: Personnel File  
Copy: Employee  
Copy: Supervisor



DEFERRED COMPENSATION PLAN

Southern Tier Library System Adoption Of  
The State of New York Deferred Compensation Plan

WHEREAS, the Southern Tier Library System wishes to adopt the Deferred Compensation Plan for Employees of the State of New York and Other Participating Public Jurisdictions (the "Plan") for the voluntary participation of all eligible employees; and

WHEREAS, the Southern Tier Library System is a local public employer eligible to adopt the Plan pursuant to Section 5 of the State Finance Law; and

WHEREAS, the Southern Tier Library System has reviewed the Plan established in accordance with Section 457 of the Internal Revenue Code and Section 5 of the State Finance Law of the State of New York; and

WHEREAS, the purpose of the Plan is to encourage employees to make and continue careers with the Southern Tier Library System by providing eligible employees with a convenient and tax-favored method of saving on a regular and long-term basis and thereby providing additional funds for their retirement;

NOW, THEREFORE, it is hereby:

RESOLVED, that the Southern Tier Library System hereby adopts the Plan for the voluntary participation of all eligible employees; and it is further

RESOLVED, that the appropriate officials of the Southern Tier Library System are hereby authorized to take such actions and enter such agreements as are required or necessary for the adoption, implementation, and maintenance of the Plan; and it is further

RESOLVED, that the Administrative Services Agency is hereby authorized to file copies of these resolutions and other required documents with the President of the State of New York Civil Service Commission.

**SOUTHERN TIER LIBRARY SYSTEM  
BY-LAWS**

**ARTICLE I  
Name**

This organization shall be known as the Southern Tier Library System.

**ARTICLE II  
Purpose**

The purpose of the Southern Tier Library System shall be to expand and improve public library service in the counties of Allegany, Chemung, Schuyler, Steuben and Yates in the State of New York.

**ARTICLE III  
Membership**

**Section 1.**

Membership of the Southern Tier Library System (henceforth referred to as the System) shall be open to all libraries chartered by the New York State Board of Regents within the five county area served by the system.

**Section 2.**

An Annual Membership Meeting of the System shall be held each year, preferably in October. The Executive Director of the System shall be responsible for notifying the member libraries of the time and place of the Annual Membership Meeting. Each member library shall be represented at the Annual Membership Meeting by an individual selected by the Board of Trustees of that library. That individual shall cast one vote in all actions taken at the Annual Membership Meeting.

**Section 3.**

An agenda for the Annual Meeting shall be forwarded to each member library at least thirty days in advance of the Annual Meeting. A minimum of three items shall be placed on the Annual Meeting agenda (1) Election of Trustees, as needed, to the Board of Trustees of the System -- this election shall be made by the representatives of the member libraries present at the meeting; (2) A brief report by the Executive Director of the System on the performance of the System during the previous 12 months and plans for the year ahead; (3) a report by the Executive Director regarding the audited finances of the System for the previous financial year.

ARTICLE IV  
Board of Trustees

Section 1.

The System shall be governed by a Board of Trustees consisting of fifteen members. Each member of the Board of Trustees shall reside within the county he/she will represent on the Board. Ten of the Board positions shall be distributed equally between the five counties comprising the System. In recognition of the population differences between the five counties, the remaining Board positions shall be assigned as follows: Allegany County, one additional Trustee; Chemung County, two additional Trustees; and Steuben County, two additional Trustees. At least two, but not more than two, of the four Steuben County Trustees shall reside in the Southeast Steuben County Library service area. All Trustees shall be nominated by the member libraries in the counties they represent. Current employees of the System and current employees of member libraries shall be disqualified from serving as Trustees of the System.

Section 2.

When a vacancy occurs on the Board of Trustees, whether through the normal completion of a Trustee's authorized period of service, or the departure before the completion of an authorized period of service, the Public Relations Committee shall, in a timely fashion, actively canvass the library community in each county wherein the vacancy exists to identify and nominate one or more candidates. In the case where the term was completed by a Trustee fulfilling the authorized period of service, the candidate or candidates shall stand for election at the next Annual Membership Meeting. In the case of a premature ending of a term, the candidate or candidates shall be presented to the current Board of Trustees for consideration for appointment as a Trustee, as noted in Article IV, Section 5.

Section 3.

A term of office of a Trustee shall be five calendar years, beginning on January 1. Terms of Trustees shall be staggered so that three expire each year. A Trustee may not be elected to more than two consecutive full five-year terms. Following such service a Trustee may again be appointed or selected after an interim of at least one year.

Section 4.

The President of the Board of Trustees shall inform, in writing, all Member Library Trustee and Reading Center Board Presidents of the System of the nominating process described in this section and encourage them to recommend potential candidates to the Public Relations Committee. At the same time, the Member Library and Reading Center

Directors shall also be informed by a copy of the communication from the President of the Board of Trustees. The communications shall make clear that, where a System Trustee or Trustees have indicated a willingness to serve an additional five-year term, this in no way precludes the nomination of other candidates for election to the position.

Additional candidates may be nominated from the floor at the Annual Membership Meeting. These nominations shall be made solely by representatives from libraries in the same county as that of the Trustee position to be filled.

#### Section 5.

In the event of a vacancy on the board occurring during an unexpired term, a successor Trustee shall be elected by the remaining Trustees to serve from the day of election until the next Annual Meeting. Candidates for this Trustee position shall be nominated by the same process as stated in Section 4 of this Article.

In the event that, after diligent effort by the Public Relations Committee, no candidate for an expired term is available for election at the Annual Meeting, the Public Relations Committee shall continue their efforts to identify a candidate for the open position. Such a candidate will be elected by the remaining Trustees to serve from the day of election until the next Annual Meeting.

#### Section 6.

In accordance with New York State Education Law, Section 226(4), "If any trustee shall fail to attend three consecutive meetings without excuse accepted as satisfactory by the trustees, he shall be deemed to have resigned..." The vacancy shall be filled in accordance with the provisions in Article IV, Section 5 of the System by-laws. Therefore, each Trustee shall notify either the Board President or the Executive Director in advance if unable to attend a Board meeting.

The Board of Trustees may remove a Trustee for misconduct, incapacity, neglect of duty, or refusal or failure to carry into effect the System's purpose as defined in the mission statement. In the event that information is brought forward that a Trustee is engaged in behavior(s) that suggest that the Trustee should be removed from the Board, the Trustee may be subject to a removal hearing conducted by the Board in a special meeting called for that purpose upon at least ten (10) days written notice specifying the time and place of such hearing and a description of the allegations.

The President of the Board, if not the accused, or the Vice President if the President is the accused, shall preside over such meeting as he would over any other Board meeting. The presiding officer will appoint a Board Trustee to present the substance of the allegations and the proof thereof and the accused Trustee will be permitted a full and fair opportunity to respond.

The hearing will take place in Executive Session which is not a hearing on the record, nor is it open to the public. Each Trustee shall have one vote, except for the accused. If the number of Trustees present at this Executive Session who vote in favor of removal constitutes a two-thirds majority vote of the full fifteen-member Board of Trustees then the motion shall be carried. For the purpose of this hearing, including the subsequent open meeting as noted below, the President or the presiding officer shall have a vote. Immediately following the Executive Session, if there is a determination that the accused Trustee is subject to removal, a resolution in open meeting shall be moved to a vote for the accused Trustee to be removed from the Board. The accused Trustee shall not be permitted to vote in the open meeting. This resolution shall require a two-thirds majority vote of the full fifteen-member Board of Trustees to become effective.

As directed by New York State Public Education Law, Section 226, the Executive Committee may not make removals from office.

#### Section 7.

Every Trustee, Officer, Executive Director and staff member of the System shall be indemnified by the System to the fullest extent provided by New York State law for claims arising out of the employee's duties for the System. The foregoing right of indemnification shall not be exclusive of any other right to which such person may be entitled.

### ARTICLE V Officers

#### Section 1.

The Officers of the System and its Board of Trustees shall be President, Vice-President, Secretary and Treasurer. They shall be elected annually at the January meeting of the System Board, as stated in Section 3 of this Article. All Officers shall be members of the Board of Trustees, except for the Treasurer, as stated in Section 2D of this Article.

#### Section 2.

A. The President shall preside at all meetings of the Board and also at the Annual Membership Meeting; shall appoint members of all committees; shall be ex-officio member of all committees; shall authorize calls for Special Board Meetings and Emergency Board Meetings; shall sign official documents; shall serve as liaison to STLS Directors' Advisory Council; and shall perform all other duties of a presiding officer.

B. The Vice-President shall perform all the duties of the President in case of the absence or disability of the President; shall act as Parliamentarian for the interpretation of Robert's Rules of Order, if required; and shall be given first consideration for chairperson of any ad hoc committees that may be appointed by the President.

C. The Secretary shall ensure that the minutes of all Board meeting are kept and recorded.

D. The Treasurer, who may be a non-Board member duly appointed by the Board, shall have charge of the funds of the System; shall have oversight of all monies received and disbursed, and of all financial records; shall have oversight of all duly appointed signatories and the signing of all checks; shall make a report of the status of the funds of the System at each regular meeting of the Board; and shall be covered by a commercial fidelity bond.

E. In addition to the foregoing duties, each Officer shall have such additional powers or duties as conferred by the Board.

### Section 3.

The term of office of all elected Officers shall be one calendar year. No Officer, except for the Secretary and the Treasurer shall serve for more than three consecutive full year terms.

### Section 4.

Any Officer may be removed from office by a two-thirds majority vote of the full Board of Trustees.

### Section 5.

Should an office become vacant prior to its expiration, the Board at the first regular meeting held after such vacancy occurs, shall select one of the members of the Board to fill the unexpired term.

## ARTICLE VI Committees

### Section 1.

After the annual Organizational Meeting in January, the incoming President of the Board of Trustees shall promptly appoint the Chairs and members of the Standing Board Committees. Each Committee Chair shall be responsible for reporting results of committee meetings for distribution to the Trustees at the time of notification of Board meetings.

A. Executive Committee: shall consist of the President, Vice-President, Secretary, and Treasurer, as well as the immediate Past-President, if that person is a current member of the Board, or, if not, another Trustee elected by the Board. The responsibilities of this Committee are

1. To create and set the agenda for all regular Board meetings;
2. To make decisions required before the next regular Board meeting and to advise the Executive Director on crucial issues between regularly scheduled Board meetings, or when there is not a quorum at a regular board meeting.
3. To plan and implement the orientation of newly appointed/elected Board members on the workings of the Board of Trustees and the System.

B. Finance and Facilities Committee: shall consist of five members of the Board appointed by the President. The responsibilities of this committee are

1. To develop annual budgets, budget amendments, financial plans, borrowing arrangements and any other financial matters;
2. To receive and investigate possible financial concerns under the STLS Whistleblower and Ethical Conduct Policy
3. To review, oversee and make recommendations concerning matters affecting the facility, property, equipment and vehicles of STLS.

C. Personnel and Policies Committee: shall consist of five members of the Board appointed by the President. The responsibilities of this committee are

1. To review, oversee and make recommendations concerning matters of personnel;
2. To develop and review written policies to ensure the effective operation of the System, as required by NYS Commissioner's Regulation 90.2 for part of the minimum standards set by the Board of Regents;
3. To oversee the Executive Director's annual performance Evaluation as established by the Board.

D. Public Relations Committee: shall consist of five members of the Board of Trustees appointed by the President. The responsibilities of this committee are

1. To oversee awarding of System grants;
2. To oversee such activities as System awards, press releases of System activities, planning the Annual Meeting, etc.;
  2. To oversee the process of nominating candidates for election to the Board of Trustees;
3. To advocate on behalf of the System.

## Section 2.

The President may appoint Board members to *ad hoc* committees necessary to deal with temporary issues or projects as established by the Board.

Section 3.

All committee appointments shall continue until new appointments are made by the newly elected President of the Board as required in Article VI, Section 1.

Section 4..

All committee meetings except for the Executive Committee will have a quorum of a majority of enrolled members. The quorum for the Executive Committee is three (3).

Section 5.

All committee meetings are subject to the Open Meetings law.

ARTICLE VII  
The Executive Director

Section 1.

The Executive Director of the Southern Tier Library System shall be its chief administrative and financial officer, and shall possess at least the minimum qualifications required by New York State Education Law. The Executive Director shall be hired and appointed by a two-thirds majority of the full Board of Trustees, and shall perform his duties according to a written job description and/or contract with the Board of Trustees. Removal of the Executive Director shall be pursuant to the terms of the contract, upon a two-thirds majority vote of the full Board.

Section 2.

The Executive Director shall supervise the System staff and be responsible for the hiring, termination, direction, training and evaluation of personnel, their job classifications and job descriptions with the methods involved. These shall be approved by the Board.

Section 3.

The Executive Director shall administer the System in accordance with the policies adopted by the Board and shall efficiently serve the member libraries within the budgeted appropriations. The Executive Director shall be responsible for the operation and maintenance of the System's headquarters, facility and equipment.

Section 4.



The Executive Director shall attend all Board meetings and may take part in deliberations but shall have no vote. The Executive Director shall furnish such information and reports as may be requested by the Board, assist in the development of the annual budget, make recommendations, and offer professional advice.

Section 5.

At each Annual Membership Meeting the Executive Director shall present a brief report on; (1) the condition and progress of the System concerning established goals and objectives during the current year, (2) recommendations for the coming year and (3) a report on the financial condition of the System as stated in Article III, Section 3.

Section 6.

The Executive Director shall be evaluated annually in writing by the Board. This evaluation of the Executive Director's performance shall be based on (1) performance against objectives jointly established by the Executive Director and the Board, and (2) a review by the Board of input from the Trustees of STLS and Directors of the member libraries.

ARTICLE VIII  
Board Meetings

Section 1. Meeting Procedure

- A. Board meetings shall be held at least ten (10) times each calendar year, as called by the President of the Board upon at least a seven day notice to all Board members. Special meetings may be called as noted in Section 3 of this Article.
- B. At all Board meetings a quorum shall consist of eight members of the Board.
- C. Unless stated otherwise in these By-Laws, motions before the Board shall be approved by a simple majority of those Trustees present.
- D. The latest edition of Robert's Rules of Order shall govern the Board in matters of parliamentary procedure.
- E. Public notice of the time and place of all scheduled Board meetings shall be given to the news media and shall be conspicuously posted in one or more designated public venues.

F. All Board meetings are subject to the Open Meetings Law. Board members may participate in meetings by video conference, Skype and other forms of video communication.

Section 2.

A. Prior to each meeting, all members of the Board shall be sent a copy of the agenda, a copy of the minutes of the preceding meeting, a copy of the Treasurer's report and a copy of the committee reports.

B. An Executive session may be called at any time during a regular Board meeting by any Trustee by means of a motion to go into closed or Executive session. As directed by New York State Public Officers Law, Section 105, (1) the motion must identify the "general area or areas of the subject or subjects to be considered", (2) the subjects to be discussed must be limited to the eight items specified in the law, and (3) the motion must be adopted by majority vote of the full Board. As required by Section 105, attendance at an Executive session shall be permitted to all Trustees and to any other persons approved by the Board.

Section 3.

A. A Special meeting is a separate Board meeting held at a time different from that of any regular Board meeting. It is convened only to consider one or more items of business specified in the call for the meeting. Only business mentioned in the call for the meeting may be transacted.

B. Such Special meetings shall be called at the direction of the President of the Board or at the written request of four (4) Board members to the President.

C. Advance notice and an agenda should be given to the Trustees at least five business days before the day the Special meeting is to be held and should specify the time and place of the meeting.

D. If, in a Special meeting, it becomes necessary to take an emergency action for which no notice was given, that action must be ratified at the next regular Board meeting or at another Special meeting called for that purpose in order to be legal.

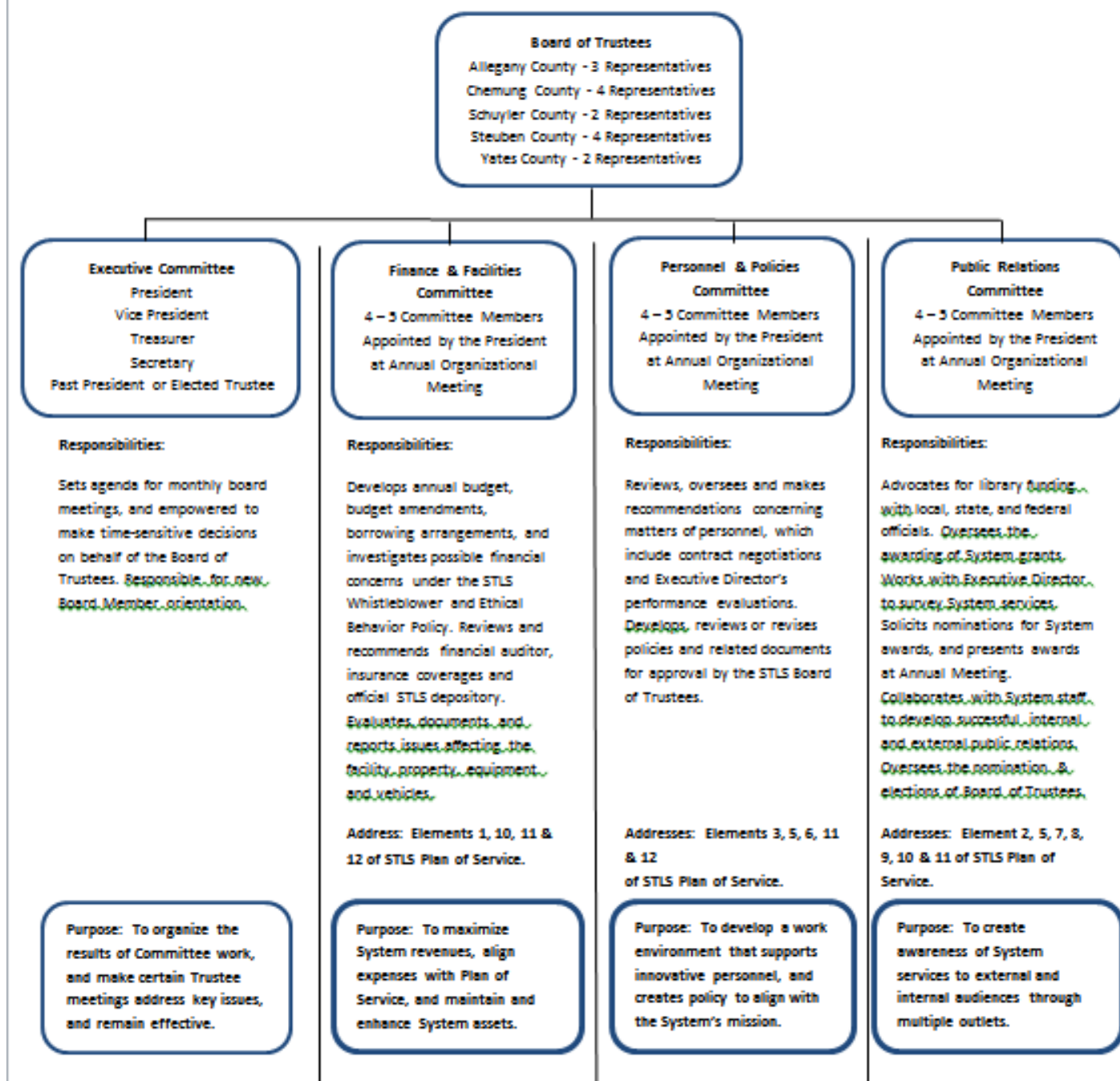
Amendment of the By-Laws

1. Amendment of these By-Laws shall be a two-step process requiring approval both by the Board of Trustees and subsequently by the member libraries at an Annual Membership Meeting.

2. Any member of the Board may initiate the amendment process as follows  
(1) By presenting a proposed amendment at any Board meeting with a vote to be taken at the next Board meeting, or (2) By presenting a proposed amendment in writing at least five days prior to a meeting, a vote to be taken at that meeting. In either case, this first step in the adoption of an amendment requires a two-thirds majority vote of the Trustees present, except that, as required by New York State Education Law, Section 226, "no rule by which more than a majority vote shall be required for any specified action by the trustees shall be amended, suspended, or repealed by a smaller vote than that required for action thereunder."
3. If the proposed amendment or amendments are approved by the Board, they shall be presented to the member libraries at the next regularly scheduled Annual Membership Meeting. Each amendment shall come into effect if it receives a plurality of votes from the duly appointed representatives of the member libraries present at the Annual Membership Meeting. However, the Board may act in accordance with the Board approved amendment(s) between the first and second step of the amendment process. In the event that the Board approved amendment(s) is not ratified by the membership at the Annual Meeting, such amendment(s) shall be revoked until further approved revision.

*These By-Laws supersede those approved September 23, 1958, revised by vote November 13, 1989, revised by vote October 22, 1991, revised by vote February 15, 1995, revised by vote May 18, 1999, revised by vote December 18, 2001, revised by vote March 22, 2005, revised by vote May 16, 2006, revised by vote June 20, 2006, revised by vote October 16, 2007, revised by vote October 21, 2008, revised by vote October 25, 2011, revised by vote October 23, 2012, revised by vote October 23, 2012, revised by vote October 22, 2013, revised by vote October 7, 2014,  
**Revised by vote October 6, 2015.***

## Southern Tier Library System – Board of Trustees Committee Structure



## GENERAL STATEMENT OF POLICIES

APPLIES TO: STLS Board of Trustees and Executive Director

References: STLS Authority of the Board Policy

Handbook for Library Trustees for New York State

It is the responsibility of the Board of Trustees to establish and maintain written policies to ensure the effective operation of the Southern Tier Library System. Policymaking is an important part of a Trustee's job, requiring a thoughtful study of the issues involved and a deep understanding of the System's mission. The STLS Board is required by the NYS Commissioner's Regulation 90.2 to create certain policies as part of the minimum standards set by the Board of Regents for libraries and systems. These policies are intended to be used by the Board of Trustees for its own functions. The Board of Trustees is responsible for reviewing and revising these policies on a timely basis as well as ultimately enforcing them with the assistance of the Library System staff.

This policy Manual included the STLS By-Laws, policies that deal with board operations and external policies that deal with issues concerning member libraries and, to a lesser extent, the public. The STLS Policies Committee will seek input from the Executive Director when developing new policies or revising existing policies. The Policy Committee will establish procedures that apply to board functions. The Executive Director will implement those operations procedures necessary to comply with approved policies.

Policies established by the Board must comply with current laws and regulations and be consistent with the System's mission, goals and plans. Every effort has been made to have each policy be clearly written, easily understandable and enforceable without undue burden on System staff. Each policy in this manual has been formally adopted by the Board of Trustees, and the date of the latest revision noted.

Each policy under development or review will be presented to the Board at one meeting for review and possible discussion, and presented to the Board at the next meeting for Board action.

The Policies Committee of the STLS Board of Trustees will undertake to review and, if necessary, revise each policy once every five years from the date of adoption or latest revision. New proposals for policies must be presented to the Policies Committee for approval before being presented to the Board of Trustees for adoption.

Keeping the master records of the Policy Manual will be the responsibility of the STLS Board Secretary. Each Trustee will be given a complete copy of the Policy Manual and copies of the Policy Manual must be on file at the System Headquarters, and be easily accessible by staff and public.

Committee reports are agenda items and minutes of the most recent committee meeting will be included in the board packet. The committee chair or designee may give an oral report. Any board action items on the agenda stemming from a committee recommendation will automatically proceed to discussion and vote. The committee recommendation is the motion and no second is needed.

As stated in the STLS Bylaws, and in accordance with New York State Law the requirement for a quorum at full Board meetings is eight.

The quorum for the Executive committee is three; all other committee meetings will have a quorum of "a majority of the enrolled members."

Committee meetings are subject to the Open Meetings law. However, informal committee discussions and conferring by telephone or e-mail is acceptable as long as any decision made is confirmed by a formal vote in open meeting.

Closed meeting or Executive Session:

First, a motion must be made during an open meeting to enter into executive session;

Second, the motion must identify the 'general area or areas of the subject or subjects to be considered'; and

Third, the motion must be carried by a majority vote of the total membership of the public body.

There are eight areas that may be discussed behind closed doors are:

- (a) Matters which will imperil the public safety if disclosed;
- (b) Any matter which may disclose the identity of a law enforcement agency or informer;
- (c) Information relating to current or future investigation or prosecution of a criminal offence which would imperil effective law enforcement if disclosed;
- (d) Discussions regarding proposed, pending or current litigation;
- (e) Collective negotiations pursuant to Article 14 of the Civil Service Law (Taylor Law)
- (f) The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
- (g) The preparation, grading or administration of examinations;
- (h) The proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or the sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

A public body may never vote to appropriate public monies during a closed session. Although most public bodies may vote during a properly convened executive session, any vote to appropriate public monies must be taken in public.

Note that item (f) is often referenced as "personnel," even though that term does not appear in the grounds for holding executive sessions. Only when the discussion focuses on a "particular person or corporation" in relation to one or more of the topics listed in that provision is an executive session permitted.

*ADOPTED by the STLS Board of Trustees on April 17, 2012.  
Revised by Board Approval on November 17, 2015.*

## AUTHORITY OF THE BOARD POLICY

APPLIES TO: STLS Board of Trustees

REFERENCES: New York State Education Law, Sec. 226 *Powers of Trustees of Institutions*; NYS Code of Rules and Regulations, Part 90.6c [11, 12] *Financial accounting in cooperative library systems and reference and research resources systems*. NYCRR 90.9c [12]; *Handbook for Library Trustees of New York State*.

### INTRODUCTION

The Board of Trustees of the Southern Tier Library System has broad authority to establish policy and manage the affairs of the System. As an educational corporation chartered by the Regents of the State of New York, this authority is granted to the STLS Board of Trustees by Section 226 of the New York State Education Law, Powers of Trustees of Institutions.

The authority delegated by law to the Board shall be applied as follows. As its prime responsibility, the Board shall ensure that the System is accountable to its members and the public for the System's finances, property, and programs. The Board will comply with all applicable laws and ethical standards, protect the rights of its staff and members, and exercise fiduciary responsibility in the use of public and private funds.

The oversight authority of the STLS Board includes, but is not limited to: (1) the commitment of all System funds; (2) the disbursement of all System funds, originating from both governmental and non-governmental sources; (3) the review and approval of all contractual commitments to be made by the System; (4) the review and approval of all personnel actions, both of an individual and organizational nature; (5) the delegation of authority where appropriate to individual STLS trustees or members of the STLS staff; and (6) ensuring that the Board acts as a collective authority when interacting with the public, STLS staff and STLS member libraries.

### COMMITMENT OF FUNDS

For those individual items, systems, and services included in an annual budget previously approved by the Board and not exceeding \$20,000.00 in value, the Executive Director, or his or her designate, may proceed with purchase actions with a vendor as required without additional specific approval by the Board. Individual items, systems, and services, whether included in an approved budget or not, but exceeding \$20,000.00 in value, require additional specific approval by the Board before a purchasing action may be initiated with a vendor, except expenditures for those items which have previously been specifically approved by the Board when the grant applications were approved, and the item description of value has not changed. Board approval must be received before moving funds from contingency to pay for an identified need.

The Executive Director may authorize the purchase of an item or service up to \$5000.00, even if it is not an approved budget item. In the event of an emergency expenditure exceeding \$5000.00, the Executive Director shall ask the President of the Board to poll the Executive Committee of the Board to obtain approval of the expenditure. This action will be reported at the next regular Board meeting.

### DISBURSEMENT OF FUNDS

In conformance with the New York State Code of Rules and Regulations, Part 90.6c[11,12] *Financial accounting in cooperative library systems and reference and research library resources systems* (8NYCRR90.6c[11,12]) the STLS Board of Trustees shall disburse all library funds only on the basis of itemized vouchers which have been

certified by the claimants or the purchasing agent and audited and approved by the Board except as otherwise provided below.

(1). At the beginning of each calendar year, the STLS Board of Trustees shall appoint an individual to be designated as Auditor and an individual to be designated as Alternate Auditor. These persons shall act on behalf of the Southern Tier Library System and shall be considered employees of the System only while performing the duties of Auditor and shall not receive any benefits or rights of regular employees. These individuals so designated may not hold the office of Financial Clerk or Treasurer and they shall be bonded with such penalties and sureties as the Board may require. The Auditor and/or Alternate Auditor shall be authorized by the Board to act on its behalf in the disbursement of all STLS funds in the manner required by 8\_NYCRR90.6c [11]. The Auditor and/or Alternate Auditor shall formally examine in each case, a vendor claim form together with its supporting documentation, including but not limited to an original invoice, background ordering information as prescribed by policy, a purchase order if one has been issued, and documentation to show receipt and acceptance of the item or service. The auditing process should determine:

- That the proposed payment is for a valid and legal purpose;
- That the obligation was incurred by an authorized STLS official<sup>4</sup>
- That the items for which payment is claimed were in fact received, or to ensure that in the case of services, that they were actually rendered;
- That the obligation does not exceed the available funding; and
- That the submitted vendor claim form is in proper form, mathematically correct, does not include previously paid charges and is in agreement with the purchase order or contract.

The Executive Director or his or her designate is authorized to sign Purchase Orders, Invoices marked with a vendor claim stamp, and vendor claim forms and will do so before the Auditor or Alternate Auditor examines the packet. The Executive Director is the only staff member authorized to sign the Purchase Order form for approval of payment. The Board Auditor shall examine each packet in accordance with the provisions of this policy and initial the vendor claim form or vendor claim stamp for approval of payment.

To ensure the timely payment of bills, the audit activity described above shall take place within the existing bi-weekly bill payment schedule.

In the case of inconsistencies pertaining to the review of Accounts Payable, all actions by the Board Auditor and/or Alternate Auditor will be available for review at the next regularly scheduled Board meeting.

(2). If by sickness or any other cause the Auditor or the Alternate Auditor is unable to perform his or her duties the Executive Committee may undertake the Auditor's responsibilities: The STLS Board President will appoint an eligible member of the Executive Committee to perform the audit.

(3). In conformance with the provisions of 8\_NYCRR90.9c [12], the STLS Board may provide by resolution that amounts due upon contracts, for fixed salaries or for compensation of employees regularly engaged at agreed periodic rates, may be paid without prior audit upon submission to the STLS Treasurer of a voucher or payroll duly certified by the STLS Executive Director or his or her duly authorized representative. The STLS Board may, by resolution, annually pre-authorize the disbursement of funds to pay most recurring bills such as utilities, etc. This may be done without prior audit, upon submission to the STLS Treasurer of a voucher. The Board shall then formally approve the disbursement action after the event at the next Board meeting. One of the Board

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<sup>4</sup>“official” means any person authorized to act on behalf of STLS



signatories shall sign all checks.

## CONTRACTUAL COMMITMENTS

The Executive Director or a staff member designated by the Executive Director or a Trustee designated by the President of the Board of Trustees shall negotiate all contracts, except as otherwise provided in paragraphs (1) and (2) below. The Board of Trustees shall approve all contracts involving capital projects, loans, real property leases, grant applications, consultant agreements and major procurements in which a statement of work is required to define the task. The Executive Director shall perform appropriate review and analysis of a proposed contract or contract renewal, or amendment to a contract before submitting it to the Board for approval. If there are issues related to the proposed contract that cannot be resolved at the Board meeting at which the contract is discussed, the President of the Board shall assign the contract to the appropriate committee for further review. A multi-year contract, once approved, does not have to go through the approval process in subsequent years, as long as the terms of the contract are unchanged. Board approval is not required for normal maintenance or service contracts that relate to day-to-day operations. The commitment of funds for these contracts is covered by the STLS Purchasing Policy. All approved contracts shall be signed either by the President or the Executive Director, except as noted below.

(1). Contract negotiations by the System with the Staff Organization of the Southern Tier Library System shall be conducted by an ad-hoc negotiating committee selected by the Board President. Prior to the opening of formal negotiations, the ad-hoc negotiating committee shall make recommendations for negotiating points, issues, and a financial commitment cap to the Board of Trustees for their approval or modification. The Executive Director will participate in the negotiations and the discussions of the ad-hoc committee in an advisory role. The final text of a new contract with the Southern Tier Staff Association shall be submitted to the Board for approval. If approved by the Board, the contract shall be signed by the Board President on behalf of the Southern Tier Library System.

(2). Any negotiations potentially leading to a formal employment contract (not an 'at will' arrangement) with a candidate for the position of Executive Director shall be conducted by an ad-hoc negotiating committee selected by the Board President. If a contract results from the negotiation, it shall be signed by the Board President.

## PERSONNEL ACTIONS

The Board of Trustees is solely responsible for the hiring of a professional and competent STLS Executive Director. The Board is also responsible for the evaluation of the Executive Director's performance on a regular basis and for the termination of the Director's employment when this action is required. The Board creates all other positions, establishes salaries, and formally appoints and discharges staff on the recommendation of the Executive Director. In conformance with the provisions of New York State Education Law (Section 226-7, *Officers and employees* and 226-8, *Removals and suspensions*) the STLS Trustees shall approve all personnel actions a legal meeting of the Board.

The Executive Committee is authorized to appoint staff on behalf of the Board only in the following circumstances; to fill a vacant staff position, other than that of Executive Director, that has already been authorized by the Board and funded in the annual budget where action by the full Board may cause an unacceptable time delay injurious to the well-being of the System. As required by the STLS By-Laws, the chairman of the Executive Committee shall report the Committee's actions to the Secretary for distribution to the Trustees at the time of notification of the next Board meeting.

Personnel actions are not final until they have been approved by the Board or Executive Committee as described above. In any personnel action at STLS, whether involving a current or potentially new employee,

the individual involved should be made aware that he or she has not been formally hired or separated from employment by STLS until Board action has been completed.

#### DELEGATION OF AUTHORITY

In certain circumstances the Board may delegate authority to the Executive Director. The scope and degree of this delegation is documented in this and other policy documents, in the by-laws of the System, in the job description of the position of Executive Director and any associated employment contract.

#### BOARD INTERACTIONS WITH THE PUBLIC, STLS STAFF, AND STLS MEMBER LIBRARIES

The STLS Board of Trustees exercises a collective authority. As noted in the *Handbook for Library Trustees of New York State*, "Individual trustees, regardless of their position on the Board, do not have the power to command the services of a staff member, nor to speak or act on behalf of the System unless they have been specifically granted that authority by a vote of the Board." Every STLS Trustee is expected to publicly support, as the Board's official position, all decisions adopted by the Board. Should a Trustee disagree with any Board decision, he or she should first address the whole Board with those concerns at a regularly scheduled Board meeting.

Under the First Amendment of the United States Constitution, the rights of a Trustee who strongly disagrees with a Board decision are protected, should he or she speak out publicly against it. However, in such instances, the individual must make it clear to all concerned that he or she does not represent the Board's position in the matter.

*Adopted by the STLS Board of Trustees April 19, 2011 to be effective July 1, 2011*

*Revised policy adopted by the Board of Trustees July 19, 2011 effective July 19, 2011*

*Revised policy adopted by the Board of Trustees November 15, 2011 effective November 15, 2011*

*Revised policy adopted by the Board of Trustees April 17, 2012 effective April 17, 2012*

***Revised by the Board Approval June 21, 2016.***

STLS POLICY MANUAL

### TRUSTEE SELECTION AND ELECTION POLICY

APPLIES TO: STLS Board of Trustees

REFERENCES: STLS By-laws Article III Membership; Article IV Sections 1 and 3.

*Handbook for Library Trustees of New York State* by Jerry Nichols,  
et.al.; STLS Trustee Job Description

In the event of a vacancy on the Board of Trustees, either by retirement or the departure of a Trustee before completion of an authorized period of service, the STLS By-Laws, Article IV. Board of Trustees, Section 3 establishes that the Public Relations Committee of the Board shall, in a timely fashion, canvass the library communities in each county where the vacancy exists to identify and nominate one or more candidates. All qualified candidates shall be presented to the member libraries for election at the STLS Annual Meeting. The Board of Trustees may appoint a candidate to fill an unexpired term vacancy, but the new Trustee must still be elected by the membership at the Annual Meeting.

Trustee duties are clearly spelled out in the referenced *Handbook for Library Trustees of New York State* and the STLS Trustee Job Description. Trustees must reside in the county served by that position on the STLS Board. Board members must be willing to devote the necessary time and energy to carrying out the duties and responsibilities of an STLS Trustee.

Prospective trustees will be contacted by a member of the Board from the county to be represented for a personal introduction and given a copy of the Trustee Job Description. At that time candidates should submit a letter of interest.

STLS offers an orientation session for each new Trustee with the Executive Committee of the Board and the Executive Director. This orientation will include a tour of the facility, an opportunity to meet key personnel and see STLS operations, as well as a question and answer period to further the new Trustee's understanding of the culture of the organization and get them current with respect to duties, responsibilities, issues and plans.

*Adopted by STLS Board of Trustees January 17, 2012.*

***Revised by the Board of Trustees on June 16, 2015.***

STLS POLICY MANUAL

## COLLECTION MANAGEMENT POLICY

APPLIES TO: STLS Board of Trustee  
STLS Member Libraries  
General Public

REFERENCES: Authority of the Board Policy  
The Library Bill of Rights, American Library Association  
Freedom to Read Statement, American Library Association  
Freedom to View Statement, American Library Association  
Request for Reconsideration of Library Materials

This Collection Management policy reflects the philosophy and mission of the Southern Tier Library System, its Board of Trustees and its staff. In accordance with the guidelines included in the American Library Associations' Library Bill of Rights, Freedom to Read and Freedom to View Statements, the Southern Tier Library System has developed and maintains a collection of materials, both print and digital that meets the needs of a diverse community of member libraries and library staff.

The overall responsibility for the materials collection rests with the Board of Trustees in its collective authority. The responsibility for selection of materials in the collection rests with the Executive Director and qualified members of the professional STLS staff. Materials for the STLS collections will be selected by STLS professional staff.

The main purposes of the STLS collection are to provide and organize library materials that:

1. Assist System and member library staff and trustees in developing and enhancing their library skills;

2. Support member libraries as they assist individuals fulfilling their needs for recreational, cultural and educational materials;
3. Assist member libraries in providing access to library materials to members of Coordinated Outreach populations.
4. Identify and encourage use of new formats and technologies.
5. Assist member libraries to respond to changes in demographics

While some STLS materials are of lasting importance, the majority are of temporary value, purchased to reside off-site by augmenting or supplementing member library or facility collections and encouraging cooperative collection development.

STLS considers reputable, professionally prepared review literature and other sources in the selection, and purchase of new library materials as well as selection of older or donated materials.

Selection criteria include:

1. Content
2. Format
3. Currency
4. Relation to the current collection
5. Price
6. Demand

A selected work need not satisfy all criteria listed above to be included in the collection.

It is an essential role of the public library to make all, including possible controversial materials, freely available to all patrons. STLS supports its member libraries in this role by collecting materials representing minority or controversial viewpoints not owned by member libraries and supplementing titles on lightly represented topics or formats. However, it is not the role of STLS to advocate for or endorse any particular idea, opinion, or point of view; nor will STLS act in loco parentis. Any community member wishes to express opinions regarding STLS materials on loan to a member library should use local member library procedures established by its Board of Trustees.

The Board of Trustees recognizes the importance of providing a procedure whereby opinions from the member libraries regarding materials selected can be voiced. A request for reconsideration must be made in writing on forms provided by STLS. These forms are available upon request from the STLS Headquarters and upon completion, should be mailed to the STLS Executive Director. Upon receipt of the signed form, the Executive Director will convene a committee with the Executive Director and two professional librarians not involved in the selection of the material.

Within two weeks the committee shall:

1. Examine the material in question, the issues raised and the circumstances involved.
2. Make a decision to remove or retain the material in question.
3. Notify the American Library Association of any challenges.

The Executive Director will respond in writing by certified mail to the member library within 10 days of the committee's decision.

Should the member library wish to appeal the decision, the member library Board of Trustees President may write to the President of the STLS Board of Trustees to request a hearing by the STLS Board. The STLS Board will complete a review of the issue within 90 days and respond to the member library Board of Trustees as soon as may be possible after such review. Any further appeal must be made to the Commissioner of Education in Albany, N.Y.

### REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Completely fill out the following form and mail to Executive Director, Southern Tier Library System, 9424 Scott Rd, Painted Post, NY 14870.

Member Library Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail \_\_\_\_\_

**Resource on which you are commenting:**

Book \_\_\_\_ Audiobook \_\_\_\_ Multi-media Kit \_\_\_\_ e-Book \_\_\_\_ Electronic information/network (please specify) \_\_\_\_ Other (please specify) \_\_\_\_

Title: \_\_\_\_\_

Author/Producer: \_\_\_\_\_

What brought this title to your attention?

\_\_\_\_\_  
\_\_\_\_\_

Did you read, view, or listen to the entire work? If no, what parts?

\_\_\_\_\_  
\_\_\_\_\_

What do you believe is the theme of this title?

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What specifically concerns you about this title? Please cite pages, scenes, items.

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Are there, in your judgment, any positive elements in this title? Please describe:

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Will you share any reviews of this title that support your point of view? \_\_\_\_\_

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Are there resources you suggest to provide additional information and/or other viewpoints on this topic?

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Contact Person's Signature: \_\_\_\_\_

**Reconsideration action:**

Date request received: \_\_\_\_\_

Findings of Reconsideration Committee: \_\_\_\_\_

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Date response sent to member library \_\_\_\_\_

*Adopted by the STLS Board of Trustees July 15, 2013.  
Revised by the Board of Trustees January 19, 2016.*

## CONFERENCE ROOM POLICY

APPLIES TO: STLS Board of Trustees, STLS library outlets and other STLS affiliates.

The Southern Tier Library System is a supporting agency consisting of 48 library outlets. It maintains meeting room space for use by the STLS staff, as well as member libraries, the STLS Board of Trustees, and other affiliated groups, such as the Foundation for Southern Tier Libraries.

*Adopted by the Board of Trustees December 16, 2008.  
Revised by the Board of Trustees November 17, 2015.*

## STLS POLICY MANUAL

## CONFLICT OF INTEREST POLICY

APPLIES TO: STLS Board of Trustees and employees

REFERENCES: Authority of the Board Policy  
Whistleblower's and Ethical Behavior Policy

Trustees and employees of the Southern Tier Library System (STLS) shall adhere to the highest standards of honesty, good faith and fair dealing in all activities relating to the organization. STLS encourages all to use the four values of caring, respect, honesty and responsibility in all of their activities.

No trustee, employee or any member of their respective families or households shall accept gifts, gratuities, or favors of any kind from any person, firm or corporation doing business or seeking to do business with STLS and which could reasonably be expected to influence, or created the appearance of influencing, his or her actions affecting the Southern Tier Library System. This prohibition is not intended to preclude business meals or other nominal benefits with a maximum limit of \$50.00 (Fifty Dollars) in value during the reasonable and ordinary course of business.

Full and complete disclosure of any related party transaction is required. A "related party transaction" means any transaction or agreement in which a related party has a financial interest and in which STLS or a member library is a party. A related party can be any trustee, officer, or committee member to whom the board has delegated powers, a key employee of STLS or a member library; any person who exercises any power over the affairs of STLS or our member libraries; a relative of any of the above people, an entity in which any of these individuals has a 35+% beneficial interest; or partnership or professional corporation in which any of these individuals owns a direct or indirect ownership interest >5%.

Without full and complete disclosure to and approval by the Board of Trustees or its Executive Committee, no trustee or employee shall have any position of influence with, or a material financial interest in, any other entity, the existence of which does or could reasonably be expected to conflict with the proper performance of his or her duties or responsibilities to STLS, or which could reasonably be expected to affect his or her independent judgment and action with respect to transactions between the Southern Tier Library System and such other entity. If such a position exists, it must be disclosed to the Executive Director and to the President of the Board.

Each trustee and administrator shall provide the Board of Trustees or the Executive Committee with a written notification of any transaction or situation that may imply any reasonable doubt concerning the possible existence of a conflict of interest by the director or administrator.

In the event that STLS may wish to contract or enter into an arrangement for goods or services under circumstances that may present a conflict of interest affecting one or more of its trustees or administrators the following shall apply. The affected person(s) of the Southern Tier Library System agree(s) to provide full information to the Board of Trustees or its Executive Committee to allow the Board of Trustees or its Executive Committee to approve or disapprove by resolution, with the advantage of full disclosure, such contract or arrangement. The affected person shall recuse himself from the vote.

Annually, or upon start of duties, STLS trustees and non-union employees shall complete and return to the Executive Director or his or her designee a Disclosure of Interests Form.

The Executive Director shall administer this policy. Any disputed action of the Executive Director with respect to this policy shall be resolved by the Board of Trustees.

*Adopted by the STLS Board of Trustees September 18, 2007.  
Revised November 2008, March 2011, June 16, 2011 and July 17, 2018.*

**SOUTHERN TIER LIBRARY SYSTEM  
DISCLOSURE OF INTEREST FORM**

Name of Person Completing the Form: \_\_\_\_\_

Position / Title: \_\_\_\_\_

Verified By Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_

The conflict of interest policy, which sets forth standards of expected conduct, includes a provision which requires trustees and non-union employees to disclose all interests which could result in a conflict.



Please complete and return the enclosed Disclosure of Interests Form. Please be assured that the disclosure requirements are intended to provide the Board with a systematic and ongoing method of disclosing and ethically resolving potential conflicts of interest. Although it is impossible to list every circumstance giving rise to a possible conflict of interest, the following will serve as a guide to the types of activities that might cause conflicts and that should be fully reported:

**1. Outside Interests**

- A. To hold, directly or indirectly, a position or a material financial interest in any other entity from which the individual has reason to believe the Southern Tier Library System secures goods or services (including the services of buying or selling stocks, bonds, or other securities), or that provides services competitive with the system.
- B. To compete, directly or indirectly with the Southern Tier Library System in the purchase or sale of property or property rights, interests or services.

**2. Outside Activities**

To render directive, managerial, or consultative services to any outside concern that does business with, or competes with the services of the Southern Tier Library System, or to render other services in competition with the Southern Tier Library System.

**3. Inside Information**

To disclose or use information relating to the Southern Tier Library System's business for the personal profit or advantage of the individual or his/her respective families or households.

**4. Gifts, Gratuities, and Entertainment**

To accept gifts, excessive entertainment, or other favors from any outside concern that does, or is seeking to do, business with, or is a competitor of, the Southern Tier Library System - under circumstances from which it might be inferred that such action was intended to influence or possibly would influence the individual in the performance of his/her duties.

This prohibition is not intended to preclude business meals or other nominal benefits in the reasonable and ordinary course of business.

Full disclosure of any situation in doubt should be made so as to permit an impartial and objective determination. It should be particularly noted that disclosure relates not only to yourself, but also to your respective families or households.

TO: Executive Director and President, STLS Board of Trustees

RE: Conflict of Interest Disclosure

A copy of the Southern Tier Library System's Conflict of Interest Policy has been furnished to me. I hereby state that I, or members of my respective families or households, have the following affiliations or interest and have

taken part in the following transactions that, when considered in conjunction with the position with or relation to the Southern Tier Library System, might possibly constitute a conflict of interest. (Check "None" where applicable)

1. Outside Interests

Identify any interests, other than investments, of yourself or your respective families or households, as described in the first numbered paragraph of the accompanying disclosure form.

( ) None

2. Investments

List and describe, with respect to yourself or your respective families or households, all investments that might be within the category of "financial interest", as described in the first numbered paragraph of the accompanying disclosure form.

( ) None

3. Outside Activities

Identify any outside activities, of yourself or your respective families or households, as described in paragraph number 2 of the accompanying disclosure form.

( ) None

4. Other

List any other activities in which you or your respective families or households are engaged that may be regarded as constituting a conflict of interest, giving particular attention to the paragraphs numbered 2 and 3 of the accompanying disclosure form.

( ) None

5. I hereby certify that neither I nor any member of my respective families or households has accepted gifts, gratuities, or entertainment that might influence my judgment or actions concerning the business of the Library System, except as listed below:

I hereby agree to report to the Board Chairperson any further situation that may develop before completion of my next questionnaire.

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Date

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Name (Printed or typed)

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Signature

***Adopted by the Southern Tier Library System Board of Trustees November 20, 2007.***

**DISASTER PREPAREDNESS POLICY**

APPLIES TO: STLS Board of Trustees  
STLS Staff  
STLS Insurers

REFERENCES: Authority of the Board Policy  
Facilities Maintenance Policy  
Federal Emergency Management Agency  
Records Retention Policy

Natural and man-made disasters, resulting from such events as floods, storms and fires cannot always be prevented; however the severity of their effects can be minimized by preparing ahead of time. The safety and well-being of STLS employees, trustees and visitors while at the System's Service Center are of paramount importance should any disaster occur. Also of vital concern is the preservation of the System's critical resources.

To ensure maximum practical safety to staff and guests, in the event of any emergency, the Southern Tier Library System will maintain an up-to-date Emergency Procedures and Disaster Recovery Plan. This plan will include but not be limited to such items as:

1. periodic training of staff and trustees;
2. posted information concerning layout of building, location of fire extinguishers, fire exits and alternate escape routes; emergency contact numbers;
3. an established evacuation procedure that is practiced at least once a year.

The Plan will also protect all legal and essential documents, such as the original STLS charter, current payroll and personnel records, and any records which are required to be kept by law. A fireproof, lockable cabinet has been purchased for this purpose. Backups of digital information will also be maintained.

The Plan will be finished and in place one year after the adoption of the Policy by the Board of Trustees.

Attached to this Plan will be:

1. a complete inventory list of furniture, equipment, vehicles and computer center hardware and software with best guess estimates of replacement cost.
2. a complete list of documents needed to resume normal operations, and a list of current insurance policies.
3. Insurance policies will be reviewed periodically to ensure proper coverage for each of the various policies.

Each employee and trustee will be provided with a copy of appropriate parts of this plan. Copies will also be maintained at the STLS Headquarters and at a safe offsite location. The Plan will be reviewed and updated as necessary by the Executive Director annually.

***Adopted by the STLS Board of Trustees September 17, 2013.***

### EMERGENCY CLOSINGS POLICY

In the event the Executive Director or Designee of the Southern Tier Library System deems it necessary to close due to inclement weather or other unforeseen circumstances, employees will be paid for the hours that they are scheduled to work on that particular day; up to five work days per incident. If more than five work days is required by the status of the situation, the Executive Director or Designee will consult with the Board of Trustees. In exceptional or emergency circumstances the Executive Director or Designee may consult with the President of the Board of Trustees or a Designee. If closure of the building is deemed necessary, or if roads are closed by the employee's county of residence, employees will be paid for the hours that they are scheduled to work on that particular day.

*Original policy adopted by STLS Board of Trustees, November 2004*

*Reviewed by Policies Committee, November 2008*

***Revised by Board Approval January 17, 2017.***

### EXECUTIVE DIRECTOR'S PERFORMANCE AND SALARY EVALUATION POLICY

**Applies To:** Executive Director  
Southern Tier Library Board of Trustees

**References:** Article VII, Section 6 of the STLS By-Laws  
Authority of the Board Policy

**Policy:** The Executive Director of the Southern Tier Library System shall have his/her performance and salary evaluated annually in accordance with the anniversary date of the Executive Director's hiring by the Board of Trustees. The performance assessment instrument will be developed by the Personnel and Policies Committee based on the following:

- Goals and objectives as mutually established by the Board of Trustees and the Executive Director.
- Execution of duties and responsibilities as described in the Southern Tier Library System Executive Director Job Description. (attached)
- Accomplishment of the Southern Tier Library System goals as described in the System Plan of Service

The performance assessment may be developed by any and/or all of the following means:

- Survey of the System Board of Trustees
- Survey interactions of the staff with the Executive Director
- Survey of the member Library Directors concerning their interaction with the Executive Director

The Personnel and Policies Committee shall, after the Executive Director's evaluation process is complete, present the written performance review to the Board for approval. At that time the Personnel and Policies Committee may make a recommendation for salary change to the Board of Trustees at a regular Board meeting.

Considerations for determining salary change will include:

- overall effectiveness of work performed during previous year;
- a comparison to other System Director salaries in similar regions of New York State; and the current economic environment.

In the case of a newly hired Executive Director, a six-month progress report shall be conducted based upon objectives jointly established by the Board of Trustees and the Executive Director; a copy of the documentation this report shall be added to the Executive Director's Personnel file.

Minutes of all committee meetings and Board actions concerning the Executive Director's evaluation shall be kept in the appropriate STLS file.

*Adopted by the STLS Board of Trustees April 19, 2011.  
Revised by the STLS Board of Trustees December 16, 2014.*

STLS POLICY MANUAL

## **FACILITIES MANAGEMENT and MAINTENANCE POLICY**

APPLIES TO: STLS Trustees and Management

REFERENCE DOCUMENTS: STLS By-Laws, Article VI, Section 1, Para D and Article VII, Section 3 Executive Director Job Description

POLICY: It is the policy of STLS to preserve and improve STLS physical assets and ensure a safe, professional

workplace environment for staff and visitors by proper management of its facilities, equipment and vehicles and performing appropriate maintenance on a regular basis. As prescribed in the By-Laws the Finance & Facilities Committee has the responsibility to review, oversee and make recommendations concerning matters affecting STLS facilities, equipment and vehicles. The Executive Director has overall responsibility for the management and maintenance of STLS facilities and equipment.

**PLAN:** The Finance & Facilities Committee will support activities relating to major equipment acquisition and facility acquisition, renovation and modification projects as required by the Board or requested by the Executive Director. The Finance & Facilities Committee will inspect the facilities and grounds twice each year using the attached Maintenance Schedule checklist as a guide. Recommendations for actions to be taken resulting from inspections will be discussed with the Executive Director and reported to the Board of Trustees. The Finance & Facilities Committee will assist the STLS administrative staff in identifying solutions to maintenance/repair problems.

The Executive Director will maintain a process for day-to-day facility maintenance by STLS staff. Maintenance of critical equipment, such as HVAC, backup generator, fire extinguishers, security system, Copier, and IT equipment is typically performed by outside sources, at the discretion of the Executive Director. Grounds maintenance is usually performed by an outside source on an as-needed basis. STLS vehicles are maintained in accordance with manufacturer recommendations and inspected annually. Needed repairs are identified by the driver or user of each vehicle and reported to the Business Manager, or in case of emergency, the Executive Director.

***Adopted By the STLS Board of Trustees on June 19, 2012.***

STLS POLICY MANUAL

## **FINANCE POLICY**

**Applies To:** Southern Tier Library Board of Trustees, Employees and Volunteers

**References:** STLS By-Laws, Articles VI & VII      Grant Funds Policy  
                         Authority of the Board Policy      Organizational Meeting Policy  
                         Investment Policy      Tuition Reimbursement Policy  
                         Purchasing Policy

**POLICY:** It is the policy of STLS to manage all of its assets using accepted business practices. The Board of Trustees and Executive Director will work together to make certain that all financial matters of the organization are addressed with care, integrity, and honesty. This policy and related procedural guidelines are intended to:

Protect the liquid assets, facilities and equipment of STLS by employing judicious management and effective internal controls that ensure best value for STLS and that minimize the risk of fraud, waste and abuse. This applies to all receipts, expenditures, investments, and property;

Ensure the maintenance of accurate records of STLS financial activities;

Provide a framework of operating standards and behavioral expectations; and,

Ensure compliance with federal, state and local legal and reporting requirements.

**FINANCIAL STRATEGY** – To ensure there are adequate resources to maintain and update services to its member libraries STLS will continually attempt to increase the number and size of its funding sources through foundation support, active advocacy programs and revenue-enhancing projects while practicing prudent management of organization assets.

**FISCAL YEAR:** The fiscal year for STLS is January 1 through December 31.

**ACCOUNTING METHOD** - STLS will maintain its accounting records on an accrual basis conforming to generally accepted accounting principles and in a manner that facilitates the preparation of appropriate audited financial statements. For reporting purposes the NYS annual report will be filed using an accrual basis of accounting. The Federal 990 Income Tax Report will be filed after depreciation is calculated and the annual audit of STLS records by an outside firm has been completed.

**BOOKS OF ORIGINAL ENTRY** - STLS will maintain a Chart of Accounts and will utilize established commercial accounting software for managing funds. Adequate documentation will be maintained to support all general entries. The Business Manager and Treasurer will prepare appropriate monthly financial reports that include receipts, disbursements and activity on special projects. The Budget Report will include a comparison of actual expenditures to the budget.

**BUDGET** - The Executive Director, together with the Finance and Facilities Committee, will prepare an annual operating budget to be submitted to the Board of Trustees for approval. The preliminary budget will be presented for review to the Finance and Facilities Committee in September, and the full board in October. The budget for the coming year must be approved by the Board of Trustees not later than November 30 of the current year.

**MEMBER LIBRARY CONTRIBUTIONS** –Member libraries, branches and reading centers contribute to STLS operating costs. In partnership with STLS members, STLS will develop and maintain a cost-sharing plan that provides for an equitable distribution of these costs to each member.

**AUDITS** – The Finance and Facilities Committee will select a qualified external auditor to audit accounting records on an annual basis and will go out for competitive bids for auditing services at least every five (5) years. Official annual audit reports will be reviewed by the Finance and Facilities Committee and presented to the Board of Trustees for review and approval. An internal auditor will audit disbursements made during the bi-weekly accounts payable cycle in accordance with guidelines provided in the Authority of the Board Policy.

**BANK RECONCILIATIONS** - Bank and investment account statements will be reconciled monthly with STLS records for accuracy and completeness with review by the Executive Director. In the absence of the Business Manager, the Account Clerk will do the reconciliations on a temporary basis until the Business Manager returns or a new Business Manager is appointed. The Executive Director will review and sign the monthly

reconciliations and the Financial Clerk shall report on the completion and approval of each month's reconciliation.

**INVESTMENTS and BANK ACCOUNTS** - The Finance and Facilities Committee will make recommendations to the Board of Trustees regarding banking and investment opportunities for STLS in accordance with applicable laws and statutes. The Board of Trustees will approve the initiation and termination of all bank and investment accounts.

No personal funds of individual Trustees, employees or volunteers may be intermingled or combined with any bank or investment account of the STLS. Likewise no STLS funds may be intermingled or combined with any external accounts of Trustees, employees or volunteers. Invoices for any purchases or services authorized by the STLS may only be paid from properly established accounts of the STLS after appropriate verification, approval and audit as outlined in this policy.

**OPERATING CASH BALANCE** – STLS general policy is to accept checks only in payment for services, materials and donations. At each Board meeting the Treasurer will provide an itemized list of all receipts since the last Board meeting. STLS will strive to maintain an unrestricted operating cash balance of one-third (1/3) of the annual operating budget as determined by the year-end audit. The Finance and Facilities Committee shall track progress toward this goal as specified by the Authority of the Board Policy. The Finance and Facilities Committee shall report on the status of the operating cash balance annually at the time STLS receives its total State Aid.

**CREDIT CARDS** - It is the policy of STLS to provide certain employees with corporate credit cards for the purpose of conducting STLS business. Corporate credit card user and credit limit approvals are at the discretion of the Executive Director. In general, credit cards will be controlled by the Executive Director and/or Business Manager.

**Credit Card Policy Requirements:**

All corporate credit cards are the property of STLS and authorized users shall take the necessary precautions to ensure the safekeeping and proper use of the card.

Corporate credit cards may not be used for personal expenditures of any kind.

Credit cards may not be used for cash advances.

Travel expenses charged to a credit card must be accompanied by an approved Expense Report and appropriate receipts.

Purchases charged to a credit card are subject to the provisions of the Purchasing Policy.

Credit card statements will be reviewed for validity and accuracy by the Business Manager and the Executive Director prior to being paid.

Personal Credit Cards may not be used to secure vendor accounts opened for STLS. In addition, personal credit cards may not be attached to an STLS credit account.

Upon cessation of business with a vendor that has the STLS credit card on file, the vendor will be contacted to remove the credit card number from their files.



**EMPLOYEE AND TRUSTEE REIMBURSEMENT** –It is the policy of STLS to not have employees use personal funds when conducting business on behalf of STLS. Exceptions to this policy must be approved by the Executive Director, in which case employees will be reimbursed by submitting a completed claim form. Trustees will be reimbursed for all reasonable and appropriate expenses when traveling on STLS business, upon submittal of a completed claim form.

**INSURANCE** - Reasonable, adequate coverage will be maintained to safeguard the assets of the Organization and its trustees, management and employees. Such coverage will include property and liability, worker's compensation, Director's and Officer's Insurance and other insurance deemed necessary by the Board of Trustees.

## **PROPERTY**

**REAL PROPERTY/REAL ESTATE** – Acquisition or lease of all real property requires approval by the Board of Trustees.

**EQUIPMENT** - Equipment shall be defined as items (purchased or donated) necessary to manage and maintain STLS facilities, projects or events.

Fixed Assets shall be defined as all items valued at \$5,000 or more that have an established useful life. Most assets will have a useful life of five years, computers and computer software, 3 years. Such items will be depreciated using a Straight Line method of depreciation. All other items are considered expense items.

The Business Manager will maintain an inventory record of each item of capital equipment in the accounting system. The record will include a description of each item, date of purchase or acquisition, price or fair value of each item and its location. Records must be updated whenever property is disposed of or acquired.

**PURCHASES** – All purchases will be made in accordance with the STLS Purchasing Policy.

**LEASE/BUY:** When acquiring equipment, where appropriate, a Lease vs. Buy analysis will be conducted to determine the best value for the organization.

## **MILEAGE REIMBURSEMENT**

**TRUSTEES:** Trustees may apply for mileage reimbursement when attending STLS Board meetings, assigned Board committee meetings, and assigned duties. They are eligible to be reimbursed for the distance traveled to and from their places of residence to the meeting. Reimbursement will be made only where transportation has not otherwise been provided by STLS. The mileage reimbursement rate will be established each year during the annual organizational trustee meeting. Trustees will be reimbursed by submitting a completed claim form.

**STAFF:** Normal travel back and forth to work is not reimbursable. When business travel is required, employees will use STLS-owned vehicles when available. In circumstances where it is necessary for staff to use their own vehicles for business travel, employees will be reimbursed for mileage costs incurred for trips authorized by the Executive Director or the Business Manager. The mileage reimbursement rate will be the same as provided for

in the current contract between the Staff Organization of Southern Tier Library System and the Southern Tier Library System. Employees will be reimbursed by submitting a completed claim form.

**MEMBER LIBRARIES:** At the Executive Director's discretion, representatives from member libraries may be reimbursed mileage from their home libraries to attend STLS events at the established reimbursement rate when funds have been made available for that purpose.

Every Trustee and all employees having financial or property management responsibility are to be informed of the appropriate policies and must comply with their requirements.

*Adopted by the STLS Board of Trustees on April 17, 2012.  
Revised by Board Approval on September 20, 2016.*

## STLS POLICY MANUAL

### **FREEDOM TO READ POLICY**

#### **American Library Association - The Freedom to Read Statement**

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend.

We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

*Adopted by the Board of Trustees of the Southern Tier Library System on September 16, 2008.*

***Reaffirmed September 19, 2017.***

STLS POLICY MANUAL

## **GIFT ACCEPTANCE POLICY**

APPLIES TO: STLS Board of Trustees, STLS Staff

REFERENCES: STLS Materials Selection Policy

STLS Mission Statement

STLS Conflict of Interest Policy

Guidelines for Implementing Gift Acceptance Policy

The mission of the Southern Tier Library System is to “expand and improve public library service” within the five county service area. To this end, STLS will accept gifts with the following considerations:

1. STLS will accept new or used library materials, such as books, electronic media, etc. if they are in good physical condition and if, in the opinion of the System staff responsible for selection they meet objective criteria for the selection of library materials as specified in the STLS Materials Selection Policy.
2. Although donors are encouraged to make gifts of monies, personal property, real property, securities, or equivalent to The Foundation For Southern Tier Libraries, gifts of this sort may be accepted by STLS. STLS will convert gifts of real property and securities to cash in a timely manner.

3. Cash gifts in memory or honor of individuals will be accepted by STLS and will be used to enhance System resources.
4. All forms of gifts or donated properties may be subject to review prior to acceptance as noted in the attached implementation guidelines. STLS will seek the advice of legal counsel in matters relating to the acceptance of gifts when appropriate.

In accordance with the STLS Conflict of Interest Policy, in no case shall a Southern Tier Library System Trustee or staff member accept personal gifts, gratuities, or favors from any person, firm, or corporation doing business with, or seeking to do business with STLS that might appear to influence his or her actions affecting the Southern Tier Library System.

#### **GIFT ACCEPTANCE POLICY IMPLEMENTATION GUIDELINES**

The President of the STLS Board of Trustees will review all restricted gifts and gifts over \$500 in value prior to presentation to the Board of Trustees for the normal approval process.

The Southern Tier Library System (STLS) will seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:

1. Gifts of securities that are subject to restrictions or buy-sell agreements.
2. Documents naming STLS as trustee or requiring STLS to act in any fiduciary capacity.
3. Gifts requiring STLS to assume financial or other obligations.
4. Transactions with potential conflicts of interest
5. Gifts of property which may be subject to environmental or other regulatory restrictions.

#### **GIFTS GENERALLY ACCEPTED**

- A. Cash gifts are acceptable by check, money order, or online payment.
- B. **MARKETABLE SECURITIES.** In some cases marketable securities may be restricted, for example, by applicable securities laws or the terms of the proposed gift; in such instances the decision whether to accept the restricted securities shall be made by the Board of Trustees. Marketable securities may be transferred electronically to an account maintained at one or more brokerage firms or delivered physically with the transferor's endorsement or signed stock power (with appropriate signature guarantees) attached. All marketable securities will be sold promptly upon receipt.
- C. **BEQUESTS AND BENEFICIARY DESIGNATIONS UNDER REVOCABLE TRUSTS, LIFE INSURANCE POLICIES, COMMERCIAL ANNUITIES AND RETIREMENT PLANS.** Donors may make bequests to STLS under trusts, life insurance policies, commercial annuities and retirement plans.(see below.)

- D. CHARITABLE REMAINDER TRUSTS. STLS will accept designation as a remainder beneficiary of charitable remainder trusts which will receive the assets of a trust when the donor dies.
- E. CHARITABLE LEAD TRUSTS. STLS will accept designation as an income beneficiary of charitable lead trusts, which will allow STLS to receive income from a trust until the donor dies.
- F. TANGIBLE PERSONAL PROPERTY. The STLS Board of Trustees shall review and determine whether to accept any gifts of tangible personal property in light of the following considerations: Does the property further the mission of STLS? Is the property marketable? Are there any unacceptable restrictions imposed on the property? Are there any carrying costs for the property for which STLS may be responsible? Is the title/provenance of the property clear?
- G. LIFE INSURANCE. STLS will accept gifts of life insurance where STLS is named as both beneficiary and irrevocable owner of the insurance policy. The donor must agree to pay, before due, any future premiums owing on the policy.
- H. REAL ESTATE/REAL PROPERTY. All gifts of real estate are subject to review by the STLS Board of Trustees. Prior to acceptance of any gift of real estate STLS shall require an initial environmental review by a qualified environmental firm. In the event that the initial review reveals a potential problem, the organization may retain a qualified environmental firm to conduct an environmental audit. Criteria for acceptance of gifts of real estate include: Is the property useful for STLS's purposes? Is the property readily marketable? If there are structures on the property, has a safety inspection been performed by a licensed inspector? Are there covenants, conditions, restrictions, reservations, easements, encumbrances or other limitations associated with the property? Are there carrying costs (including insurance, property taxes, mortgages, notes, or the like) or maintenance expenses associated with the property? Does the environmental review or audit reflect that the property is damaged or otherwise requires remediation?

***Adopted by STLS Board of Trustees April 17, 2012.***

STLS POLICY MANUAL

### **GRANT FUNDS POLICY**

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

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

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

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

***Revised November 21, 2017***

STLS POLICY

MANUAL

## **INFORMATION SECURITY POLICY**

APPLIES TO: STLS Board of Trustees  
STLS Member Libraries  
Public Information

REFERENCES: [www.ftc.gov](http://www.ftc.gov). (Federal Trade Commission Website 2012);  
Consolidated Laws of New York State: Civil Practice Laws and  
Rules, Sec. 4509.

The Southern Tier Library System stores digital information collected by its member libraries which contains library patron names, addresses, telephone numbers, e-mail addresses, and other personal information in a regional shared database. It also stores other information such as borrowing records and other confidential and private information.

The System must comply with New York State Laws on Library Records which states that all library records shall be confidential and not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of [the] library, and shall be disclosed upon request of the user or pursuant to subpoena, court order or where otherwise required by statute.<sup>5</sup>

The System is also obligated to protect this sensitive information by providing up-to-date and continually monitored deterrents to the rapidly increasing threat of identity theft. To this extent, the System has, and will continue to strengthen the security of patron information and records in the shared integrated databases by restricting access to libraries with secure telecommunications connections. This will be accomplished by either data circuitry or virtual private networks or other means, and by maintaining internal firewalls and other protections on its servers and equipment. STLS does not collect or store library user social security numbers.

Should there be any sort of breach in security of information held by STLS, that could result in harm to a person or business, the System will immediately notify local authorities and any other agencies or people that may be affected by the compromise<sup>6</sup>.

***Adopted by STLS Board of Trustees January 15, 2013.***

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<sup>5</sup> Civil Practice Laws and Rules, Sec. 4509. Consolidated Laws of New York State. NY Code website, 2012

<sup>6</sup> Information Compromise and the Risk of Identity Theft. [www.ftc.gov](http://www.ftc.gov). 2012



## INTERNET SAFETY POLICY

APPLIES TO: Board of Trustees  
Member Libraries  
Public Information

REFERENCES: NYS DLD Internet-Ready Libraries Program  
Consolidated Laws of New York State: N Y Civil Practice Law and Rules, Section 4509.  
[www.ftc.gov](http://www.ftc.gov). (Federal Trade Commission Website, 2012)  
*Children's Internet Protection Act (CIPA); Neighborhood Children's Internet Protection Act (NCIPA)* US Congress 2000.  
STLS Information Security Policy

### INTRODUCTION:

The Southern Tier Library System, a regional consortium of public libraries, works in partnership with its members to support and strengthen them through clearly defined, cost-effective services that make possible the coordination and sharing of resources, enabling all individuals in the five-county region to have equal access to excellent library services.

Southern Tier Library System (STLS) supports the goals and objectives of the New York State Division of Library Development's Internet-Ready Libraries Program. To assist individual System members to use computers and

telecommunications technology, access a full range of library resources, and provide the services of skilled library personnel needed in order to be an Internet-Ready Library and an integral part of the statewide electronic learning community, STLS:

1. operates an Integrated Library System (ILS), currently Sirsi/Dynix, that allows member libraries to participate in a shared patron database and the shared online catalog (STARCat) as well as to circulate materials electronically;
2. provides member libraries with technical assistance on the use of hardware, software and peripherals used to access the STLS automated network;
3. maintains a wide-area network that provides access to the Internet for libraries that have no other high-speed access, and connects libraries to the STLS ILS for sharing of library resources.

### PRIVACY:

The Southern Tier Library System will take reasonable and prudent measures to protect the privacy of data provided by patrons and generated by the System and its member libraries when using the System's Integrated Library System (ILS) and the shared wide-area network. The contents of the STLS wide-area network and ILS are confidential; unauthorized users are prohibited from attempting to gain access to the network, or stored information. STLS uses firewall equipment, software and other means to protect the confidentiality of library records. However there is no absolute guarantee of the privacy of personal information stored on STLS network

servers and no guarantee of the privacy of information and communications, including e-mail, that travels across the STLS wide-area network. STLS maintains personal information only as long as needed to conduct library business. Library records are legally confidential under New York State law:

***New York Civil Practice Law & Rules Section 4509 Library Records.***

*Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, inter-library loan transactions, reference queries, requests for photocopies of library materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.<sup>7</sup>*

**INTERNET ACCESS:**

The Internet is a global electronic network, mostly unregulated, on which anyone may place any content or communicate any content. The STLS and its member libraries do not endorse and do not assume responsibility for any content found or any communications made on the Internet.

The STLS maintains an Internet filtering mechanism for use on all computers in the STLS Service Center and in its member libraries. The filtering mechanism will, at a minimum, block access to the three categories of visual depictions specified by the Federal Children’s Internet Protection Act (CIPA)—visual depictions of material deemed child pornography, obscene, or any material deemed harmful to minors.<sup>8</sup> The filtering mechanism can be disabled on individual computers as needed by local libraries. STLS has evaluated various filtering mechanisms before choosing the most appropriate method; however, the System does not warrant the effectiveness of Internet filtering.

It shall be the responsibility of the member libraries on the STLS wide-area network to supervise and monitor the usage of the online computer network and access to the Internet in accordance with this policy and the Children’s Internet Protection Act.

**ACCESS BY MINORS:**

The valuable information, opportunities for learning and interactions available on this world wide network far outweigh the possibility that users may obtain information that is not consistent with the educational and research goals of this service.

Parents or legal guardians must assume responsibility for deciding which library resources are appropriate for their own children, guiding their children in the use of the Internet and informing them about materials they should not use.

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<sup>7</sup> Civil Practice Laws and Rules, Sec. 4509. Consolidated Laws of New York State. NYS Code website 2012.

<sup>8</sup> [www.fcc.gov](http://www.fcc.gov). Children’s Internet Protection Act, 2012

While STLS affirms and acknowledges the rights and responsibilities of parents and guardians to monitor and determine their children's access to materials and resources, including those available through the Internet, the System has taken certain measures designed to assist in the safe and effective use of these resources by all minors.

1. To address the issue of safety and security of minors when using e-mail and other forms of direct electronic communications, as well as the unauthorized disclosure, use and dissemination of personal identification information regarding minors, STLS urges minors and their parents or guardians to keep in mind the following safety guidelines:
  - a. Never give out identifying information such as home address, school name, or telephone number.
  - b. Let parents or guardians decide whether personal family information such as age, marital status, or financial information should be revealed.
  - c. Never arrange a face-to-face meeting with someone via the computer without parents' or guardians' approval.
  - d. Never respond to messages that are suggestive, obscene, threatening, or make one uncomfortable. Tell a parent, guardian or library staff member if you receive such a message.
  - e. Have parents or guardians report an incident to the National Center for Missing and Exploited Children via [www.cybertipline.com](http://www.cybertipline.com) or call 1-800-843-5678 if one becomes aware of the transmission of child pornography.
  - f. Remember that people online may not be who they say they are.
  - g. Remember that everything that one reads online may not be true.
  - h. Don't open e-mail, files or website pages sent to you by people or organizations that you don't know or trust.
2. To address the issue of unauthorized access, including so-called "hacking" and other unlawful activities by minors online, minors and all other users of STLS libraries are hereby advised that any unlawful activity is strictly prohibited.
3. Assist member libraries to create and post an introductory web page (splash) for wireless Internet access which requires a patron to verify that he or she will accept the library's terms for using that access. Unless the patron agrees to this verification, he or she will be blocked from using the library's wireless Internet connection.

#### PROHIBITED LIBRARY ACTIVITY:

Any user of electronic STLS services in any location is strictly prohibited from any illegal activity or unlawful purpose, including but not limited to:

1. hacking;
2. harassing or invading the privacy of other users;
3. attempting to degrade the network or disrupt its performance;
4. using the network for commercial purposes;
5. sending "spam" or unsolicited advertising of any kind;
6. violation of copyright law, including downloading copyrighted works without authorization by the copyright owner.

*Adopted by the STLS Board of Trustees on May 14, 2003; Revised by the STLS Board of Trustees on June 15, 2004;  
Revised by the STLS Board of Trustees on June 19, 2012.*

## INVESTMENT POLICY

APPLIES TO: STLS Board of Trustees

REFERENCES: STLS Finance Policy  
STLS Authority of the Board Policy  
NYS General Municipal Law, Section 11

It is the policy of the Southern Tier Library System to invest funds in a manner that will maximize the security of principal, satisfy cash flow demands, and use approved methods to provide the highest possible return. All investments will conform to applicable laws and regulations of New York State. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence might exercise in the management of their own affairs.

### **Primary Objectives of the System's financial investments:**

- **Preservation of Capital:** The preservation of capital is the foremost objective of the investment program. At no time should the safety of the System's funds be impaired or jeopardized. All investments shall be undertaken in a manner that first seeks to preserve capital and secondly attempts to fulfill other investment objectives.
- **Liquidity:** The System's funds are to remain sufficiently liquid to enable the System to meet anticipated operating requirements.
- **Return on Investment (Yield):** The System's investments should generate the highest available return without sacrificing the first two objectives.

### **Delegation of Authority**

The Finance & Facilities Committee shall be responsible for the oversight of the investment program and the establishment of investment procedures, including adequate internal controls to provide a satisfactory level of accountability, consistent with this Policy. No person may engage in an investment transaction except as provided under the terms of this Policy and the established procedures.

### **Authorized and Suitable Investments**

In accordance with NYS General Municipal Law Section 11, the following investments are deemed to be suitable for inclusion in the System's investment program.

- U.S. Treasury Bills and notes for which the full faith and credit of the U.S. Government is pledged for the repayment of principal and interest. Bills are short term (one year or less) obligations issued and sold at a discount. Notes have fixed coupon rates with original maturities of between one and five years.
- Demand deposit accounts (such as checking accounts) established with local financial institutions.
- Certificates of Deposit (CD'S) issued by local financial institutions.

### **Designation of Depositories**

The banks and trust companies authorized for the deposit of monies will be designated at the annual Organizational Meeting of the Board of Trustees.

**Collateralizing of Deposits**

In accordance with the provisions of NYS General Municipal Law, Section 10, all deposits, including Certificates of Deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By a pledge of “eligible securities” with an aggregate “market value”, or as provided by NYS General Municipal Law, Section 10, equal to the aggregate amount of deposits.
2. By an eligible “irrevocable letter of credit” issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed ninety days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable Federal minimum risk-based capital requirements.

**Reporting**

The Finance & Facilities Committee shall provide the STLS Board of Trustees with monthly financial investment reports which clearly provide current information such as the types of investment, depository institutions, principal balances, rates of return and maturities.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

This policy shall be reviewed annually.

*Adopted by the STLS Board of Trustees July 20, 2010.*

***Revision adopted by the STLS Board of Trustees September 16, 2014.***

STLS POLICY MANUAL

**LIBRARY BILL OF RIGHTS****American Library Association - Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

*Adopted by the Board of Trustees of the Southern Tier Library System on September 16, 2008.*

***Reaffirmed on July 18, 2017***

STLS POLICY MANUAL

## **ORGANIZATIONAL MEETING POLICY**

APPLIES TO: STLS Board of Trustees

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

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

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

The Board of Trustees will then:

- Appoint the STLS Financial Clerk, Internal Auditor and Alternate Auditor of the Board, External Auditor and Attorney;
- Authorize the Executive Director to certify payroll and make grant applications
- Authorize the Executive Director to certify payments of a fixed nature without prior audit upon submission to the Treasurer of a voucher. This should include credit card, and utility bills, insurance premiums, mortgage payments, payroll deductions, taxes and fringe benefit expenses.

- Establish the business mileage reimbursement rate for the current year based on the published IRS rate for business mileage;
- Designate the official Bank Depositories and Newspaper;
- Designate Authorized Signatories for Checks;
- Establish Treasurer and Internal Auditor surety coverage for the year;
- Establish the calendar and locations for Board Meeting for the next twelve months.
- Complete and submit signed Disclosure of Interests forms.
- Take any other such organizational actions as may be necessary

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

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

***Revised November 21, 2017.***

STLS POLICY MANUAL

### **PUBLIC COMMUNICATIONS POLICY**

APPLIES TO: Southern Tier Library Board of Trustees, Employees and Volunteers

REFERENCES: Authority of the Board Policy  
Organizational Meeting Policy  
Trustee Job Description  
Disaster Preparedness Policy  
Ethical Behavior Policy  
STLS Website ([www.stls.org](http://www.stls.org))

The STLS Board of Trustees has a responsibility to promote public awareness of STLS library services and programs, to develop public understanding and support of STLS and the vital role it plays in the support of its member libraries and to encourage active utilization of its services by the STLS member libraries.

The Board of Trustees recognizes that effective public relations involves every person who has connection with STLS. The Board urges its own members and STLS staff members to remember that she or he represents STLS in every public contact and that professionalism and good service enhances good public relations.

Official statements to the public and media will be made by the Executive Director or the Board President. If it is necessary for anyone other than the Executive Director or Board President to provide the public with information, such information will be reviewed and approved by the Executive Director or Board President prior to its release.

The STLS Board of Trustees will designate the official newspaper to be used for all public announcements at its annual Organization Meeting in January of each year.

***Adopted by the Board of Trustees on November 20, 2012.***

## PURCHASING POLICY

APPLIES TO: STLS Board of Trustees; STLS employees

REFERENCES: NYS Municipal Law, Article 5 (A) Section 103 and Section 104-b  
STLS Authority of the board Policy  
STLS Conflict of Interest Policy

It is the policy of the Southern Tier Library System (STLS) to obtain the maximum practical value when purchasing goods and services required for the effective operation of the organization consistent with the provisions of this policy, standard business practices and in accordance with applicable laws and statutes. STLS requires competitive bids for certain items and services to keep costs at a minimum; to give interested, qualified suppliers and equal opportunity to supply goods and services to STLS; and to guard against favoritism, extravagance and fraud, waste and abuse. This policy sets forth the provisions to ensure compliance with applicable NYS General Municipal Law and STLS policies. STLS is a cooperative library system. It is neither a political subdivision nor a district thereof and is not subject to General Municipal Law except when purchasing for a member library that must comply with NYS statutes.

**Purchased Items** - Purchased items include all goods and services obtained using STLS funds except the following: postage, travel, utilities and loans. All purchasing actions over \$50.00 (fifty dollars) in value will require a purchase order issued by the STLS Business Office.

Insurance and legal and professional services do not require issuance of a purchase order but will follow competition guidelines.

**Authorization to Commit Funds and Sign Purchase Orders** – The authorization to commit funds is described in the STLS Authority of the Board Policy, Commitment of Funds Section. Purchase orders may be signed by the Executor or his/her designee.

### Competition Guidelines –

**Formal Bids** – When STLS executes procurement actions for member libraries that are required to comply with New York State Purchasing regulations, all purchasing actions will be in accordance with applicable New York State Municipal law.

When STLS executes procurement actions for itself or member libraries that are not required to comply with New York State Purchasing regulations, the following shall apply. All contracts for public works involving an expenditure of more than \$35,000.00 (thirty-five thousand dollars) and all purchase contracts involving an expenditure of more than \$20,000.00 (twenty thousand dollars) will be awarded based on best value resulting from responses from responsible suppliers to a written Request for Proposal or Request for Quote. STLS will issue a Request for Proposal or Request for Quotation as a basis for awards for professional services



and insurance. Exceptions to the requirement for a formal bid or proposal are the same as described in Section 103 of NYS Municipal Law Article 5 (a).

**Other Purchases** – Purchases up to \$1500.00 (one thousand five hundred dollars) may be justified by catalog/retail pricing. Purchases from \$1500.00 (one thousand five hundred dollars) to \$3000.00 (three thousand dollars) require quotes from at least two qualified suppliers. Purchases over \$3000.00 (three thousand dollars) require written quotations from at least three qualified suppliers. Purchases may not be fragmented to avoid higher approval authorities.

**Single and Sole Source Purchases** – Single source purchases are allowed. Single source purchases are those in which other qualified sources may be available but competition would not be beneficial because of prior agreements or technical considerations. Sole source purchases are those in which there are no other qualified suppliers. In the absence of competition, reasonable attempts to negotiate fair and reasonable pricing are required.

**Purchase Order Documentation** - A file that includes a copy of the purchase order, records of quotes/bids, price analysis, packing slip, invoice, vendor claim form and approval stamp, and check or voucher number will be established for each purchase order issued and filed in accordance with established procedures. If it is a sole or single source procurement or the low bidder is not chosen justification for the price paid is required.

**Receipt of Goods and Services** – Receipt of goods and services will be verified in writing by a staff person other than the originator of the purchase.

**Inspection and Monitoring** – To ensure compliance with purchase order requirements, goods and services received will be inspected or verified by the originator of the request and results documented in the purchase order file. Services provided will be monitored by a staff person to ensure that contractual agreements are met.

**Supplier Qualification** – Reasonable efforts will be made to ensure suppliers providing goods and services to STLS are qualified and reputable. It is STLS policy to purchase goods and services from qualified local sources when prices are fair and reasonable.

**Sales Tax Exemption** – STLS is not required to pay New York State and local sales tax on purchased items.

**Ethical Practices and Conflict of Interest** - Individuals purchasing goods and services must conduct business in a professional manner and qualified vendors must be given an equal opportunity to compete for STLS business. Purchasing decisions should be made with integrity and objectivity, free from any personal bias or benefit. The STLS Conflict of Interest Policy provides specific guidelines regarding gifts and gratuities, and STLS persons holding interests in suppliers doing business with STLS. Employees who would benefit from a given prospective supplier selling goods or services to STLS may not participate in the supplier selection process.

**Unauthorized Purchases** – No individual may commit STLS funds without proper authorization.

**Responsibility** – The Executive Director of STLS has overall responsibility for purchasing for STLS and for implementing effective procedures that comply with the requirements of this policy and demonstrate effective internal controls.

*Adopted by the STLS Board of Trustees September 20, 2011.*

*Revised by the Board of Trustees on September 15, 2015.*

## STLS POLICY MANUAL

### RECORDS RETENTION POLICY

A library should keep certain financial records and personnel records, as well as official documents of Board business, such as minutes. Information for the following schedule has been taken from *Retention and disposition of library and library system records*, by Warren Broderick, New York State Archives Technical Information Series #06, Revised April 2000. The publication can be found at:

[http://www.archives.nysed.gov/a/nysaservices/ns\\_serv\\_mg\\_retentionlib6.shtml](http://www.archives.nysed.gov/a/nysaservices/ns_serv_mg_retentionlib6.shtml).

According to this publication, “No public library nor any public or school library system covered by the Local Government Records Law, may legally dispose of records until the governing body passes a resolution adopting the appropriate records retention and disposition schedule.”

<b>Item</b>	<b>Description of Record</b>	<b>(Retention)</b>
<b>1</b>	<b>Official minutes and hearing proceedings</b> of governing body or board, commission or committee thereof, including all records accepted as part of minutes. <b>(Permanent)</b>	
<b>2</b>	<b>Agenda</b> for meeting of governing body or board or agency, commission or committee <b>(1 year)</b>	
<b>3</b>	<b>Legal opinion or directive</b> rendered by government agency <b>(Permanent)</b>	
<b>4</b>	<b>Local rule, regulation, ordinance, resolution, proclamation, or court order</b> <b>(Permanent)</b>	
<b>5</b>	<b>Legal agreement</b> , including contract, lease, and release involving local government <b>(6 years)</b> after expiration or termination but not less than 6 years after final payment under contract	
<b>6</b>	<b>Grant program file</b>	
	a. Application, proposal, agreement, narrative, evaluation, and annual report for approved grant <b>(Permanent)</b>	
	b. Background material, fiscal records, and supporting documentation: <b>(6 years)</b> after renewal or close of grant or denial of application	

**Note:** For additional fiscal items, see the Fiscal section of this schedule

**7 Public Educational or informational program file**

- a. Official copy of literature or other material made available to the public **(Permanent)**
- b. File on each instructional course or program **(1 year)** after course or program discontinued

**8 Opinion survey records**

- a. Survey results, including official copy of survey form **(Permanent)**
- b. Completed survey forms **(0)** after survey results prepared

**Budget**

**1 Budget preparation file** for budget request or estimate submitted by department head, including but not limited to tentative budget appropriation, staffing requests, estimates of revenues or expenditures, narrative of services, budget message and related records **(6 years)**

**2 Budget hearing and review files**, including review of estimates and requests, and review of tentative budget **(6 years)**

**3 Preliminary or tentative budget (6 years)**

**4 Annual budget**

- a. Official copy when not included in minutes **(Permanent)**
- b. when budget is included in minutes **(0)**

**5 Special budget** filed with State or Federal agency **(Permanent)**

**6 Budget status report** on allocation, receipts, expenditures, encumbrances, and unencumbered funds

- a. Cumulative report **(6 years)**
- b. Monthly or Quarterly report **(1 year)**

**Fiscal Accounting**

**1 General ledger** showing summary reports and disbursements from all funds and accounts **(10 years)**

**2 Subsidiary ledger** providing details of the general ledger accounts **(6 years)**

**3 Journal** recording chronological entries of all fiscal transactions **(6 years)**

**4 Accounting register**, including but not limited to check register, transfer of funds register, encumbrance register, and register of claims presented for payment and paid claims **(6 years)**

**5**                    **Cash transaction record** showing cash received from collection of various fees **(6 years)**

**6**                    **Intermediary fiscal record of receipts and disbursements**, including but not limited to detail record, analysis, proof sheet or trial balance worksheet, and adding machine tapes **(6 years)**

#### **Audit**

**1**                    **Report of audit financial affairs**

a. Audit filed pursuant to Section 35, General Municipal Law, conducted by NYS comptroller's Office or by outside auditing firm. **(Permanent)**

b. Other external audits **(6 years)**

c. Internal audits, conducted by local government officials **(6 years)**

**2**                    **Audit background documentation**, including summaries, posting records, and related records created by an auditing office as part of the auditing procedure **(6 years)**

**3**                    **Audit hearing or review file (6 years)**

#### **Banking**

**1**                    **Banking communications**, including but not limited to bank statement, reconciliation, notification of voiding or return of check, cancellation of payment, or other notice for checking or savings account **(6 years)**

**2**                    **Canceled check**, or other instrument of payment, such as bank check, warrant check, order check, or order to fiscal officer to pay when used as a negotiable instrument, including voided check. **(6 years)**

**3**                    **Copy of check or check stub (6 years)**

**4**                    **Deposit slip (6 years)**

#### **Library System**

**1**                    **Incorporation, chartering and registration records (Permanent)**

**2**                    **Directory of public library system** and member libraries, prepared by public library system **(0)**after superseded

**3**                    **Borrowing or loaning records**, including interlibrary loan **(0)** after no longer needed

**4**                    **Catalog of holdings**

a. Manuscript or printed catalog **(Permanent)**

b. Continuously updated catalog **(0)**after superseded or obsolete

5            **Individual title purchase requisition** which has been filled or found to be unfillable  
(1 year)

6            **Records documenting selection of books** and other library materials (1 year)

**Payroll**

1            **Payroll**, including information on gross and net pay, base pay, taxes, and other deductions

- a. Year-end or periodic payroll, including same information by pay period as warrant copy, certified by fiscal officer (55 years)
- b. Warrant copy when year-end or periodic payroll with same information as warrant copy is produced and retained at least 55 years (3 years)
- c. Warrant copy when no year-end periodic payroll with same information as warrant copy is produced (55 years)

2            **Summary report or record of payroll or time information** covering all employees or an individual employee (6 years)

3            **Payroll distribution breakdown record** used to distribute or classify labor costs (6 years)

4            **Summary record of employee's payroll changes (6 years)** after termination of employment

5            **Employee's time cards, sheets, or books (6 years)**

6            **Record of employee absences or accruals**

- a. When not posted to periodic cumulative time summary record (6 years)
- b. When posted to periodic cumulative time summary record (1 year)

7            **Employee request for and/or authorization given to employee to use sick, vacation, personal or other leave, or to work overtime (6 years)**

8            **Record of assignments, attachments, and garnishments of employee's salary**

- a. When employment was terminated prior to satisfaction (6 years) after termination of employment
- b. When satisfied (5 years) after satisfaction

9            **Employee's voluntary payroll deduction request form (5 years)** after superseding form is filed, authorization expires, or employment is terminated

10          **Employee's personal earnings record** used to prove end-of-year total earnings, retirement or other deductions and taxes withheld. (6 years)

11          **Employee's declaration of intention to accept or reject Social Security (10 years)** after employee died or reached age 75, whichever is shorter

- 12        **Quarterly report of wages paid** prepared for Social Security, and report of any adjustments or corrections **(6 years)**
- 13        **Copy of Federal determination of error in wage reports (6 years)**
- 14        **Payroll report** submitted to New York State Employee's Retirement System or any other official pension system **(6 years)**
- 15        **Employer's copy of Annual Federal Tax Return (Form 940), Quarterly Federal Tax Return (Form 941E) and Continuation Sheets (Form 941a), Notice of Tax Return Due (Form TY14), or equivalent forms (5 years)**
- 16        **Employer's copy of US Information Return for Calendar Year (Form 1099), Withholding Tax Statement (Form W-2) or Transmittal of Wages and Tax Statements (Form W-3) or equivalent forms (5 years)**
- 17        **Employer's Withholding Exemption Certificate (Form W-4), or equivalent form (5 years)**
- 18        **Employer's copy of New York State income tax records** relating to employees **(5 years)**

#### **Purchasing**

- 1        **Purchase Order**, or similar record, used to obtain materials, supplies, or services **(6 years)**
- 2        **Purchase requisition**, request, estimate or similar record, used to submit purchase requirement **(6 years)**
- 3        **Purchasing file**, including but not limited to bid contract and specifications for purchase of materials, supplies and services not connected with capital construction **(6 years)**
- 4        **Vendor file**, including but not limited to list of vendors doing business with the local government, vendor evaluation forms, price lists or other information received from vendors **(0)** after obsolete
- 5        **Performance guarantee** or written warranty for products or similar record **(6 years)** after expiring
- 6        **Invoice**, statement or similar notification by vendor of supplies, materials, or equipment sent **(6 years)**
- 7        **Invoice register**, or similar record used to list invoices **(1 year)**
- 8        **Packing slip**, shipping ticket, copy of bill of lading or similar record used to verify receipt of materials or supplies    **(6 years)**
- 9        **List or abstract of purchase orders, claims or contracts (6 years)**

- 10**                    **Standing order file**, used for purchase of materials and supplies which are received on a regular basis (**6 years**)

#### **Disposition**

**Establish a formal disposition procedure** that disposes of records regularly, at least once a year. This safeguards against the accidental destruction of records that have not attained their minimum retention periods or that have met their retention periods but are needed for some other purpose, such as litigation or investigations.

**Documenting disposition of records** is not required, but recommended. An authorization form should include series titles and dates, quantity of records, method of destruction, and authorization signatures. To certify destruction, the form should also include the dated signature of a witness. (Appendix C, “Records Destruction Authorization” is a sample form).

**Select a method of destruction** that ensures total illegibility of confidential records. The most common methods of destruction include:

**Incineration**

**Shredding**

**Landfill**

**Recycling**

***Approved by the Southern Tier Library System Board of Trustees September 16, 2003.***

STLS POLICY MANUAL

### **CHARTERED PUBLIC LIBRARIES POLICY**

APPLIES TO: Established Reading Centers in STLS Service Region

The Southern Tier Library System, a regional consortium of chartered public libraries, works in partnership with its members to support and strengthen them through clearly defined, cost-effective services that make possible the coordination and sharing of resources, enabling all individuals in the five-county region to have equal access to excellent library services.

The intent of this document is to assist reading centers identify with public library best practices, and strive for standards set by the field of public librarianship.

In order to apply fair and equitable practices to all chartered public libraries, the STLS Board of Trustees has created formal requirements for services to the established reading centers of Arkport, Greenwood, Hector, Middlesex and Rushville.

In these days of transparency and accountability, the System requires each Reading Center meet most Minimum Standards for Chartered Public Libraries.

These standards, adopted by the NYS Education Department and Division for Library Development in 1994 require that all libraries:

- have a Board of Trustees of at least three (3) members;
- have Board of Trustees' meetings at least four (4) times a year;
- be governed by written By-Laws which outline the responsibilities and procedures of the Reading Center Board of Trustees;
- has Board-approved written policies for the operation of the Reading Center and oversight of its finances;
- has a Board-approved, written Long Range Plan of Service;
- presents a written budget annually to the appropriate funding agencies which would enable the Reading Center to meet or exceed these standards, and carry out its Long Range Plan of Service;
- annually present a narrative report to the community on the Reading Center's progress toward meeting its goals and objectives, as well as a statistical report to the Southern Tier Library System;
- periodically evaluates the effectiveness of the Reading Center's collection and services in meeting community needs;
- maintains a facility adequate to meet community needs, including adequate space, lighting, shelving, seating, and a restroom;
- compiles and maintains regular library records;
- maintains its collection with standard library classification and arrangement;
- provides equipment and connections to meet community needs including, but not limited to telephone, photocopier, telefacsimile capability, and microcomputer or terminal with printer to provide access to other library catalogs and other electronic information;
- distributes printed information listing the library's hours open, borrowing rules, services, location and phone number.

In addition, each STLS reading center must provide its community with:



- a Reading Center Director hired (implies paid) and trained in local library practices;
- open at least 12 regularly scheduled hours per week all year

Any Reading Center not meeting the requirements of this policy within three years will be placed on probationary status. Should the condition continue, STLS will withdraw its services from Reading Centers.

Communities wishing to create a reading center are ineligible for services from Southern Tier Library System. STLS will partner with local communities to create a new chartered public library under the Board of Regents. Charter applications for public libraries must meet all criteria outlined by the Board of Regents.

Southern Tier Library System will work with all reading centers to apply for, and leverage sustainable funds to provide services aligning with public library best practices. Reading centers will need to work within the scope of Minimum Standards for Public Libraries, chartered service areas and mechanisms prescribed in NYS Education Law to become chartered entities within five (5) years.

*Adopted by STLS Board of Trustees July 21, 2015.*

STLS POLICY MANUAL

## **TUITION REIMBURSEMENT POLICY**

### **Proposed STLS Tuition Reimbursement Policy**

The current labor contract between the Southern Tier Library System (STLS) and the Staff Organization of Southern Tier Library System provides for tuition reimbursement. This policy document delineates the specific actions to be taken by STLS management and STLS employees to implement efficiently and effectively this tuition reimbursement commitment.

### **Employee Qualifications**

All employees, both members of the Staff Organization of Southern Tier Library System and non-members, qualify for the STLS tuition reimbursement after they have completed one year of continuous employment at STLS. The program is available to both full-time and part-time employees.

### **Qualifying Education Programs**

Tuition reimbursement is available for courses that, in the judgment of the Executive Director of STLS, are job related. Where an employee is enrolled in a degree program that requires courses that are job related and non-job related, STLS tuition reimbursement is not available for those courses that are non-job related.

### **Qualifying Institutions**

Tuition reimbursement is only available for studies at fully accredited educational institutions offering course work at a level higher than that of high school.

### **Amount of Reimbursement**

Reimbursement policy is based on a conventional college program consisting of two semesters per year.

- (1) Employees who meet the requirements of the tuition program will be partially reimbursed for the tuition costs of courses they successfully complete with a final grade of an A or a B.
- (2) Reimbursement shall be available for up to six (6) credit hours of course work per semester. The total credit hours reimbursed in each calendar year shall not exceed twelve (12).
- (3) STLS grade-related tuition reimbursement shall apply to only that part of the tuition cost paid for directly by the employee after deducting tuition costs paid for by other reimbursement programs such as grants, scholarships, etc.
- (4) Qualifying course tuition costs paid for directly by the employee shall be reimbursed at a rate of seventy-five percent (75%) for a final grade of A and at a rate of fifty-percent (50%) for a final grade of B. Where the educational institution uses a grading system other than a letter grade the STLS Executive Director shall determine reasonable reimbursement percentages corresponding to the possible course outcomes.
- (5) The STLS reimbursement program is limited to tuition costs. Other potential educational costs, such as laboratory fees, the purchase of books and other educational materials, board and lodging, and transportation are not included in the STLS program.
- (6) Where a qualifying educational institution uses a trimester or quarter system reimbursement shall be provided at a rate of six credit hours per trimester or quarter, but shall not exceed twelve (12) credit hours per calendar year.
- (7) Where a school does not use the normal credit hour system of 3 to 4 hours per course, courses may be considered to be equivalent to 3 or 4 credit hours at the discretion of the STLS Executive Director.

### **Employee Application Procedure**

Prior to each semester, trimester, or quarter, the employee shall submit a request for consideration for tuition reimbursement for each course he or she plans to take.

- (1) The request shall include the following items documented, where appropriate, by material copied from the educational institution's course catalog or other documents.
  - (a) The name of the college or educational institution.
  - (b) Dates for the start and finish of the semester, trimester, or quarter
  - (c) The name of each course, the course description, the number of credits assigned to the course by the institution, the total cost of tuition, and the tuition reimbursement anticipated by the employee from sources other than STLS.
  - (d) A written justification by the employee that the course or courses proposed for study should be considered as job related.
  - (e) The relation of the proposed course or courses to a more general study plan (such as an associate or bachelors degree) if appropriate.

- (2) Upon receipt of the employee's application the Executive Director shall approve or disapprove the employee's application on a course by course basis. Approval of a planned course of study implies that STLS will provide tuition reimbursement in the amount specified in this policy document after the employee successfully completes the course with an A or B grade and continues to satisfy the other requirements of this policy.
- (3) After completion of a course approved for tuition reimbursement, the employee shall submit the following.
- (a) A copy of an official transcript or other equivalent official document verifying completion of the course and grade awarded.
  - (b) A copy of a detailed statement by the educational institution's registrar of the tuition costs for the course including grants, scholarships, and other reimbursements not originating with STLS.
  - (c) A signed statement by the employee that the documents submitted are to his or her knowledge are complete and accurate.
- (4) Upon receipt of the required documentation and verification of eligibility, STLS will reimburse that portion of the employee's tuition that conforms with the provisions of this policy.

***Adopted by the STLS Board of Trustees December 15, 2009.***

STLS POLICY MANUAL

### **STLS VOLUNTEER POLICY**

APPLIES TO: STLS Trustees, Staff and Volunteers

REFERENCES: STLS Authority of the Board Policy

An STLS volunteer is anyone who, without compensation or expectation of compensation performs a task at the direction of and on behalf of STLS. Volunteers are viewed as a valuable resource to STLS, its staff, and its Board of Trustees. It is the policy of STLS to support the utilization of volunteers where practicable. Volunteers providing services to STLS must comply with the policies and procedures of STLS

Prior to being accepted as a volunteer, all volunteers will be interviewed by the appropriate STLS staff member to ascertain their suitability for and interest in opportunities available.

Volunteers are not authorized to make any statements or take any action which might significantly affect or obligate STLS, and are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves an individual staff member, volunteer, member library, or other person, or involves overall STLS business.

***Adopted by STLS Board of Trustees March 19, 2013.***

### **Volunteer Parental/Guardian Consent Form**

By signing below, I, \_\_\_\_\_ hereby attest to the following:

1) I am the legal guardian of \_\_\_\_\_, who is under eighteen years of age.

- 2) I give my consent for him/her to provide certain volunteer services to STLS at times mutually agreeable to STLS and the volunteer.
- 3) I verify that the volunteer has read and understands the types of duties he/she will be expected to perform.
- 4) I understand that volunteers are not entitled to any employee benefits, including Worker's Compensation.
- 5) I take full responsibility for any and all actions of the volunteer during his/her volunteer service to STLS.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Volunteer Application

NAME (Last) (First) (Middle)

\_\_\_\_\_

PRESENT ADDRESS: STREET CITY STATE ZIP CODE

\_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_

ALTERNATE PHONE NO: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

IN CASE OF EMERGENCY NOTIFY: NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ARE YOU A STUDENT? : YES \_\_\_\_\_ NO \_\_\_\_\_ IF YES:

1. ARE YOUR VOLUNTEER ACTIVITIES PART OF A SCHOOL PROGRAM? YES \_\_\_\_\_ NO \_\_\_\_\_

2. IF YOU ANSWERED "YES" TO QUESTION ONE, SCHOOL NAME: \_\_\_\_\_

DO YOUR VOLUNTEER HOURS NEED TO BE REPORTED TO ANY OTHER AGENCY OR ORGANIZATION?

I certify that all statements contained in this application are correct to the best of my knowledge. I also agree that if I am accepted as a volunteer, I will abide by all policies of the STLS.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

Contacted by: \_\_\_\_\_ Date: \_\_\_\_\_

**WHISTLEBLOWER and ETHICAL BEHAVIOR POLICY**

The Southern Tier Library System requires trustees, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the organization must practice honesty, fair dealing, and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. The Board embraces the organization's values of integrity, honesty, ethical behavior, loyalty to the organization, courtesy, civility, respect for and co-operation among staff, trustees, member libraries, and vendors. Harassment, because of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit based factors, whether conducted by, or affecting, an employee, vendor, client, volunteer, board member, or other individual connected with STLS is strictly prohibited. This policy applies to all employees, directors, officers, volunteers, and agents of the STLS, including the Executive Director and the Board of Trustees.

The objectives of the STLS Whistleblower and Ethical Behavior Policy are to establish standards of conduct and procedures for:

- The submission of concerns, on a confidential basis, regarding:
  - (a) Harassment and bullying, sufficiently severe or pervasive to create a hostile work environment, or resulting in a tangible change in an employee's employment status or benefits,
  - (b) Questionable accounting or auditing actions by employees, trustees, officers and other stakeholders of the organization,
  - (c) Wrongful conduct such as a violation of applicable state and/or Federal laws and regulations; a serious violation of STLS Policy; or the use of STLS property, resources, or authority for personal gain or other non-STLS purpose except as provided under STLS policy
- The receipt, retention, and treatment of complaints received by the organization regarding harassment, accounting, internal controls, auditing matters or other wrongful conduct
- The protection from retaliatory actions of trustees, employees, and volunteers reporting concerns.

**Reporting Responsibility**

Each trustee, employee, and volunteer of STLS has an obligation to report in accordance with this Whistleblower and Ethical Behavior Policy (a) harassment or bullying, (b) questionable or improper accounting or auditing matters, (c) violations and suspected violations of this policy and (d) wrongful conduct.

**Authority of the Board of Trustees**

All concerns submitted in writing will be forwarded to the President of the Board of Trustees in accordance with the procedures set forth below. The President is responsible for designating the appropriate committee to investigate and make appropriate recommendations to the Board of Trustees with respect to the following: (a) concerns that originate from trustees and other non-employees or (b) concerns submitted by employees that have not been resolved by the System Executive Director to the satisfaction of the complainant.

**Reporting Procedures and Corrective Action for Employees**

Employees shall first discuss their concern, in confidence, with their immediate supervisor. If, after speaking with his or her supervisor, the employee is convinced that his or her concern is unwarranted or that, in the opinion of the employee, the supervisor will take appropriate steps to resolve the employee's concern no further action is required by the employee.

- However, further action is required if the employee (a) continues to have reasonable grounds to believe the concern is valid and that the response of his or her immediate supervisor is not adequate or (b) the immediate supervisor recommends that the issue should be referred to a higher level in the organization. In this situation the employee shall write a formal complaint which the first level supervisor is obligated to take to the System Executive Director (or Acting System Director) in five working days.
- The Executive Director will promptly inform the employee of receipt of the complaint. A copy of the complaint will be forwarded to the President of the Board of Trustees. The Executive Director will investigate the circumstances of the complaint in a timely fashion and, where warranted, take disciplinary and other actions. At the completion of the investigation the Executive Director will provide the employee initiating the complaint and the President with a written summary of the action taken.
- Notwithstanding the procedure stated above, if the employee's supervisor is the subject of the employee's concern or is possibly involved, the employee may choose to discuss their concern directly and in confidence with the Executive Director and then write a formal complaint. It is the responsibility of the Executive Director to investigate promptly the circumstances of the complaint in the manner stated in the previous paragraph.
- In extraordinary circumstances, and after due consideration, an employee who suspects or believes that the Executive Director is involved in unethical or illegal behavior may take his or her concerns directly to the President of the Board of Trustees using the procedure below entitled "Reporting Procedures for Trustees and Other Volunteers."

**Reporting Procedures and Corrective Action for Individuals Not Employed by the System**

System trustees, System volunteers, individuals in the Member Libraries of the System and members of the general public shall submit concerns in writing directly to the President of the Board of Trustees. If the President of the Board of Trustees is not available or is the subject of the concern, the complaint shall be directed to the Vice-President of the Board of Trustees.

- The President is responsible for designating an appropriate committee, as circumstances dictate, to investigate and make appropriate recommendations to the Board of Trustees, with respect to all concerns received in writing. The designated committee has the authority to retain outside legal counsel, accountants, private investigators, or any other resource deemed necessary to conduct a full and complete investigation of the allegations.
- The President will inform the originator of the receipt of the written complaint. All trustees of the System will be informed of the nature of the complaint with emphasis on maintaining the confidentiality appropriate for personnel issues.
- The Board of Trustees and its designated committee will resolve all complaints in a timely fashion and inform the individual submitting the complaint of the Board's final action.
- If the concern, for any reason, is not dealt with by the Board of Trustees to the satisfaction of the complainant, he or she may request a review by the State Librarian.

**Acting in Good Faith**

Anyone reporting a concern must act in good faith and have reasonable grounds for believing the information disclosed indicates harassment or bullying; a questionable or improper accounting or auditing practice; a violation or suspected violation of this STLS Policy; or wrongful conduct.

The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment or dismissal from the trustee or volunteer position. Such conduct may also give rise to other actions, including civil lawsuits.

**Confidentiality**

Reports of concerns and their investigations shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Disclosure of reports of concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

**No Retaliation Provision**

This Whistleblower and Ethical Behavior Policy is intended to encourage and enable employees, trustees, volunteers and others to raise concerns within STLS for investigation and appropriate action. With this goal in mind, no trustee, employee or volunteer who, in good faith, reports a concern shall be subject to retaliation or, in the case of an employee, adverse employment consequences. Moreover, an employee, trustee or volunteer who retaliates against someone who has reported a concern in good faith shall be subject to discipline, up to and including termination of employment or dismissal from the trustee or volunteer position.

*Approved by the Southern Tier Library System Board of Trustees  
Revised to incorporate STLS Policy on Maintaining an Ethical Environment  
(Doc. #05-85, November 22, 2005).  
Approved by the Southern Tier Library System Board of Trustees December 15, 2009.  
**Revised by the Board of Trustees September 19, 2017***

STLS POLICY MANUAL

**WORKERS' PROTECTION 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 benefits. 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. 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 her/his direct supervisor of the accident and how it occurred. The employee's 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).

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 employee's 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 all claims, unless involved in a claim him/herself. In that case, the Executive Director will facilitate that claim.

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

## STLS POLICY MANUAL

### WORKPLACE ENVIRONMENT POLICY

The following policies are adopted to help ensure that Southern Tier Library System staff and visitors are afforded a safe and productive workplace.

**Smoking** –The Southern Tier Library System is a smoke-free work area. Absolutely no smoking is permitted on BOCES property, or STLS premises, including buildings, parking lots and outbuildings or in STLS vehicles.

**Alcohol and Substance Abuse** – It is the policy of STLS to maintain a work environment that is free of substance abuse. This protects the safety of the public with whom we interact and the employees with whom we work. The manufacture, use, distribution, possession, sale, or purchase of illegal drugs on STLS property is prohibited. Being under the influence of illegal drugs or alcohol on STLS property is prohibited. The employment status of any person found to be in violation of this prohibition will be subject to a review by the Director and the Board of Trustees consistent with the provisions of local, State and Federal Law as a condition of continuing employment. While prescription drugs are not prohibited, they should not render an employee unfit for duty.

**Violence and Firearms in the Workplace** – STLS is committed to providing a safe and productive workplace for its employees. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect STLS or which occur on STLS property will not be tolerated. This includes acts or threats of violence that occur on STLS property, regardless of the relationship between STLS and the parties involved. Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at STLS, or to create a hostile, abusive, or intimidating work environment for one or several employees. This includes any and all threats or acts of violence occurring off

STLS premises involving someone who is acting in the capacity of a representative of STLS. STLS prohibits the possession and/or use of any and all kinds of firearms or other weapons on all premises owned by the System.

Any employee found guilty of violating these prohibitions may face immediate disciplinary action and/or termination, and reporting to the appropriate law enforcement agencies.

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

## STLS POLICY MANUAL

### 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 vehicle 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 Southern Tier Library System Board of Trustees on May 15, 2018**

## **SOCIAL MEDIA POLICY**

Southern Tier Library System (STLS) social media sites are intended to inform community members about programs, services, events and educational opportunities taking place at STLS or its member libraries. Sites also encourage dialogue and the exchange of information and ideas between STLS, member libraries and community members.

Social media is defined as any web application, site or account registered to STLS that facilitates the sharing of information and ideas about library-related subjects, community events or library system services. Social media formats include: blogs, listservs, websites, social networks and any other digital platforms that facilitate information exchange.

STLS reserves the right to create, edit and remove any content on its social media sites created by either STLS staff, member libraries or community members. Content comprises of posts, comments, messages and all other types of written, visual or audio content.

Southern Tier Library System strives to foster a positive, creative and healthy social media experience. Anyone who interacts with social media formats in contrast to this belief will be blocked from use. Content containing the following are against STLS policy and will be removed:

- Posts or conversation that promotes, fosters, or perpetuates discrimination and/or harassment on the basis of race, creed, color, age, gender, marital status, religion, national origin, physical or mental ability, sexual orientation, ancestry or any other protected category.
- Slanderous, libelous, threatening or defamatory statements.
- Copyrighted or trademarked material.
- Spam.
- Content not related to STLS' mission, programs, events, resources, or materials.
- Advertising or sale of merchandise or services; or
- Charitable solicitations or political campaigning.
- Duplicated posts from the same individual.
- Inappropriate/obscene/off-topic posts, images, or comments.
- Specific and imminent threats.

STLS encourages member libraries and community members to comment on or share library system posts. The sharing of ideas about related subjects, resources and programs is also permitted. Comments or postings by member libraries or community members do not indicate STLS endorsement.

Member libraries and community members are responsible for their own content and should be aware they may be held liable for commentary that is defamatory, obscene, proprietary or libelous by any offended party, not just STLS. By choosing to comment on STLS social media sites, member libraries and community members agree to these terms. STLS does not collect, maintain or otherwise use personal information stored on any third party social media sites other than to communicate with users.

### **STLS Staff Responsibilities**

Employees who contribute to STLS social media accounts shall present content in a professional manner, check facts, cite sources, avoid copyright infringement, present balanced views, acknowledge and correct errors, and check grammar and spelling before posting. STLS employees shall not discuss confidential, work-related matters through social media.

Content that is posted on STLS-sponsored social media sites is subject to the Freedom of Information Act and records retention requirements.

- STLS staff are public employees and cautioned that content shared pursuant to official duties is not protected speech under the First Amendment and may form the basis for discipline if deemed a violation of STLS policy or procedure. Employees shall keep in mind the following best practices.

When representing STLS via social media, staff shall:

- Conduct themselves at all times as representatives of STLS.
- Identify themselves by name as STLS personnel, when appropriate.
- Not make statements about patrons, or post, transmit, or otherwise disseminate confidential information in violation of STLS's Confidentiality Policy.
- Not represent postings as official STLS opinion or policy, unless this has been clearly approved by the Executive Director of STLS.
- Not conduct political activities or personal business.
- Observe and abide by all copyright, trademark, and service mark restrictions in posting materials to social media.

**Adopted by the Southern Tier Library System Board of Trustees on October 16, 2018**

## SEXUAL HARASSMENT PREVENTION POLICY

### Introduction

Southern Tier Library System (STLS) is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. STLS has a zero-tolerance policy for any form of sexual harassment, and all employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Southern Tier Library System's commitment to a discrimination-free work environment.

Sexual harassment is against the law. All employees have a legal right to a workplace free from sexual harassment, and employees can enforce this right by filing a complaint internally with STLS, or with a government agency or in court under federal, state or local antidiscrimination laws.

### Policy:

1. Southern Tier Library System's Policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business with STLS including member libraries and their community members.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination.
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse employment action including being discharged, disciplined, discriminated against, or otherwise subject to adverse employment action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. STLS has a zero-tolerance policy for such retaliation against anyone who, in good faith complains or provides information about suspected sexual harassment. Any employee of Southern Tier Library System who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. Any employee, paid or unpaid intern, or non-employee working in the workplace who believes they have been subject to such retaliation should inform a supervisor, manager, or Executive Director. Any employee, paid or unpaid intern or non-employee who believes they have been a victim of such retaliation may also seek compensation in other available forums, as explained below in the section on Legal Protections.
4. A non-employee is someone who is (or is employed by) a member library, contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

5. Sexual harassment is offensive, is a violation of our policies, is unlawful, and subjects Southern Tier Library System to liability for harm to victims of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers, supervisors or the Executive Director who engage in sexual harassment or who knowingly allow such behavior to continue, will be penalized for such misconduct.
6. Southern Tier Library System will conduct a prompt, thorough and confidential investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers, supervisors and the Executive Director, are required to cooperate with any internal investigation of sexual harassment.
7. All employees are encouraged to report any harassment or behaviors that violate this policy. STLS will provide all employees a complaint form for employees to report harassment and file complaints.
8. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe to the Executive Director.
9. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be posted prominently in all work locations and be provided to employees upon hiring.

#### **What Is “Sexual Harassment”?**

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment, even if the complaining individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual’s employment.

A sexually harassing hostile work environment consists of words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual’s sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient’s job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called “quid pro quo” harassment.

Any employee who feels harassed should complain so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

**Examples of sexual harassment**

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical assaults of a sexual nature, such as:
- Touching, pinching, patting, grabbing, brushing against another employee’s body or poking another employees’ body;
- Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
- Requests for sexual favors accompanied by implied or overt threats concerning the victim’s job performance evaluation, a promotion or other job benefits or detriments;
- Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks, jokes or comments about a person’s sexuality or sexual experience, which create a hostile work environment.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
- Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual’s sex, sexual orientation, gender identity and the status of being transgender, such as:
  - Interfering with, destroying or damaging a person’s workstation, tools or equipment, or otherwise interfering with the individual’s ability to perform the job;
- Sabotaging an individual’s work;
- Bullying, yelling, name-calling.



**Who can be a target of sexual harassment?**

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. A perpetrator of sexual harassment can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

**Where can sexual harassment occur?**

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises or not during work hours.

**What is “Retaliation”?**

Unlawful retaliation can be any action that would keep a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation.

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- filed a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- complained that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

**Reporting Sexual Harassment**

Preventing sexual harassment is everyone’s responsibility. STLS cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to their immediate supervisor or Executive Director in confidence. Anyone who witnesses or becomes aware of potential instances of sexual harassment should also report such behavior to their immediate supervisor or Executive Director in confidence. An employee who suspects the Executive Director is involved in behavior that may constitute sexual harassment is encouraged to take his or her concerns directly to the President of the Board of Trustees.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a victim of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

### **Supervisory Responsibilities**

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to the Executive Director.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

### **Complaint and Investigation of Sexual Harassment**

All complaints or information about suspected sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, and should be completed within 30 days. The investigation will be confidential to the extent possible. All persons involved, including complainants, witnesses and alleged perpetrators will be accorded due process to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Employees who participate in any investigation will not be retaliated against.

Investigations will be done in accordance with the following steps:

- Upon receipt of complaint, the Executive Director will conduct an immediate review of the allegations, and take any interim actions, as appropriate. If complaint is oral, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the oral reporting. The STLS Board of Trustees President will conduct an immediate review of the allegations in the event a complaint has been lodged against the Executive Director.
- If documents, emails or phone records are relevant to the allegations, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.

- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
  - A list of all documents reviewed, along with a detailed summary of relevant documents;
  - A list of names of those interviewed, along with a detailed summary of their statements;
  - A timeline of events;
  - A summary of prior relevant incidents, reported or unreported; and
  - The final resolution of the complaint, together with any corrective actions action(s).
- Keep the written documentation and associated documents in the employer's records.
- Promptly notify the individual who complained and the individual(s) who responded of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who complained of their right to file a complaint or charge externally as outlined below.

### **Legal Protections and External Remedies**

Sexual harassment is not only prohibited by Southern Tier Library System but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at Southern Tier Library System employees may also choose to pursue legal remedies with the following governmental entities **at any time**.

#### **New York State Division of Human Rights (DHR)**

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged discrimination. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to Southern Tier Library System does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative

law judge. If discrimination is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400 [appropriate other contact info], [www.dhr.ny.gov](http://www.dhr.ny.gov)

Contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

### **United States Equal Employment Opportunity Commission (EEOC)**

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

If an employee believes that he/she has been discriminated against at work, he/she can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov)

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

### **Local Protections**

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit [www.nyc.gov/html/cchr/html/home/home.shtml](http://www.nyc.gov/html/cchr/html/home/home.shtml)

### **Contact the Local Police Department**

If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

**Adopted by the Southern Tier Library System Board of Trustees on November 20, 2018**

**Complaint Form for Reporting Sexual Harassment**

(An Addendum to the STLS Sexual Harassment Prevention Policy)

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form for employees to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the Executive Director of STLS. Once you submit this form, your employer must follow its sexual harassment prevention policy and investigate any claims.

You are welcome to submit your complaint verbally based on STLS Sexual Harassment Prevention Policy.

**COMPLAINANT INFORMATION**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Work Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_

Email: \_\_\_\_\_

**SUPERVISORY INFORMATION**

Immediate Supervisor's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_

**COMPLAINT INFORMATION**

1. Your complaint of Sexual Harassment is made against:

Name: Title: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Relationship to you (circle one): Supervisor   Subordinate   Co-Worker   Other \_\_\_\_\_

2. Please describe the conduct or incident(s) that is the basis of this complaint and your reasons for concluding that the conduct is sexual harassment. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Date(s) sexual harassment occurred: \_\_\_\_\_

Is the sexual harassment continuing (circle one)? Yes No

4. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint:

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*The last two questions are optional, but may help facilitate the investigation.*

5. Have you previously complained or provided information (verbal or written) about sexual harassment at Southern Tier Library System? (circle one) Yes No

If yes, when and to whom did you complain or provide information?

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6. Have you filed a claim regarding this complaint with a federal, state or local government agency? (circle one): Yes No

Have you instituted a legal suit or court action regarding this complaint? (circle one): Yes No

Have you hired an attorney with respect to this complaint? (circle one): Yes No

*I request that Southern Tier Library System investigate this complaint of sexual harassment in a timely and confidential manner as outlined below, and advise me of the results of the investigation.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Adopted by the Southern Tier Library System Board of Trustees on November 20, 2018**