

**STLS BOARD MEETING**

Tuesday, September 20 - 2:00 pm  
Dormann Library, Bath, NY 14810

**AGENDA**

- |    |  |                      |                    |
|----|--|----------------------|--------------------|
| 1. | Agenda                                 |                      | <b>Doc. #22-94</b> |
| 2. | Approval of Minutes – July 2022        | <b>*FOR APPROVAL</b> | <b>Doc. #22-95</b> |
| 3. | Treasurer’s Report – July 2022         | <b>*FOR APPROVAL</b> | <b>Doc. #22-96</b> |
| 4. | Financial Clerk’s Report – July 2022   | <b>*FOR APPROVAL</b> | <b>Doc. #22-97</b> |
| 5. | Treasurer’s Report – August 2022       | <b>*FOR APPROVAL</b> | <b>Doc. #22-98</b> |
| 6. | Financial Clerk’s Report – August 2022 | <b>*FOR APPROVAL</b> | <b>Doc. #22-99</b> |
- *Subject to corrections, above items may be approved without motion.*

**COMMITTEE REPORTS**

- |     |  |                                     |                     |
|-----|--|-------------------------------------|---------------------|
| 7.  | Executive Committee – Richard Ahola                        |                                     |                     |
| 8.  | Personnel & Policies Committee – Denise King               | (Minutes)                           | <b>Doc. #22-100</b> |
|     |  | (Library Bill of Rights – Policy)   | <b>Doc. #22-101</b> |
|     |  | (Freedom to Read – Policy)          | <b>Doc. #22-102</b> |
|     |  | (Collection Management – Policy)    | <b>Doc. #22-103</b> |
| 9.  | Finance & Facilities Committee – Betsy Gorman              | (Minutes Provided at Board Meeting) | <b>Doc. #22-104</b> |
| 10. | Public Relations Committee – Lynnette Decker               | (Minutes)                           | <b>Doc. #22-105</b> |
| 11. | Foundation for Southern Tier Libraries – Louise Richardson | (Minutes)                           | <b>Doc. #22-106</b> |
|     |  | (Minutes)                           | <b>Doc. #22-107</b> |

**BOARD ACTIONS**

- |     |   |                       |                     |
|-----|---|-----------------------|---------------------|
| 12. | <u>Expenditure Approvals -Monthly Unpaid Bills Detail</u> | <b>* FOR APPROVAL</b> | <b>Doc. #22-108</b> |
|-----|---|-----------------------|---------------------|

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

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

- |     |  |                       |                     |
|-----|--|-----------------------|---------------------|
| 13. | <u>Receipt Approvals – Monthly Deposit Summary</u> | <b>* FOR APPROVAL</b> | <b>Doc. #22-109</b> |
|-----|--|-----------------------|---------------------|

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

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

14. Authorize Annual One-Time Salary Payment per Executive Director Contract**\* FOR APPROVAL**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees authorizes the Business Office to make an annual one-time salary payment to the Executive Director in the amount of \$3,600, and designate such payment per the Executive Director's Contract 2022 – 2026 – Other Benefits of Employment.

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

15. Approve Interim Compensation for Resource Consultant Vacancy Duties**\* FOR APPROVAL**

Executive Director Recommendation: The STLS Board of Trustees approves interim additional compensation to the Professional Development Manager and Outreach Consultant to carryout delivery and rotating collection coordination duties defined in the Resource Consultant position. The rate of pay for these duties are set at \$900 per fiscal quarter per employee, and retroactive to August 1, 2022. Interim compensation will stop when the Resource Consultant position is filled upon board appointment.

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

16. Approve Interim Compensation for Resource Consultant Vacancy Duties**\* FOR APPROVAL**

Executive Director Recommendation: The STLS Board of Trustees approves interim additional compensation to the Engagement Consultant to carryout resource collection coordination duties defined in the Resource Consultant position. The rate of pay for these duties is set at \$450 per fiscal quarter, retroactive to August 1, 2022. Interim compensation will stop when the Resource Consultant position is filled upon board appointment.

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

17. Appointment of Part Time 19-Hour Per Week Delivery Driver**\* FOR APPROVAL**

Executive Director Recommendation: The STLS Board of Trustees approves the probationary appointment of James Smith to the Part Time 19-Hour per Week Delivery Driver position at a starting hourly rate of \$15.00. Permanent position appointment is defined and determined by the Staff Organization Contract 2021 – 2024.

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

18. Approve the Payment to National Business Furniture for Meeting Room and Office Furniture

**\* FOR APPROVAL**

**Doc. #22-110**

Executive Director Recommendation: The STLS Board of Trustees approves the payment to National Business Furniture for Meeting Room and Office Furniture per the STLS Purchasing Policy in the amount of \$28,460.75.

Move: \_\_\_\_\_

Second \_\_\_\_\_

Aye \_\_\_\_\_ Nay \_\_\_\_\_

Abstain \_\_\_\_\_ Absent \_\_\_\_\_

Approved/Failed

Discussion:

## BOARD INFORMATION

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

**Doc. #22-111**

Public Expression (15 minutes)

Adjournment

Next meeting: Dormann Library – Tuesday, October 18, 2022 at 2 p.m.

**STLS BOARD MEETING**  
**Tuesday, July 19, 2022 - 2:00 pm**  
**Dormann Library, Bath, NY**

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

Sisi Barr – 2023	Louise Richardson - 2024
Lynnette Decker -2021	Felicity Wright – 2023 - Online
Pat Finnerty -2022	
Betsy Gorman – 2024	
Kathy Green-2021	
David Haggstrom – 2021 - Online	
Barbara Hubbell – 2024	
Denise King – 2024	
Susan McGill – 2024	

Excused: Richard Ahola – 2022 , Vacant Allegany County Seat – 2025, Vacant Chemung County Seat – 2022, Vacant Steuben County Seat – 2025

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

Vice President K Green called the meeting to order at 2: 00 pm.

**1. AGENDA REVIEW** **\*FOR APPROVAL** **Doc.#22-80**  
**Approved**

**2. Approval of Minutes – June 2022** **\*FOR APPROVAL** **Doc. #22-81**  
**Approved**

**3. Treasurer’s Report – June 2022** **\*FOR APPROVAL** **Doc. #22-82**  
**Approved**  
 B Gorman reported that assets are down because of construction spending. As far as where STLS stands compared to pre-Covid (2019), expenses are the same and assets are up \$400,000.00.

**4. Financial Clerk’s Report – June 2022** **\*FOR APPROVAL** **Doc. #22-83**  
**Approved**  
 B Hildreth stated there is no report for income.  
 For expenditures, B Hildreth reported:

- Line item 5153 – Personnel Costs – There is not much of a change for July, but the costs will be higher, in the coming months, due to the salary change on July 1, 2022 per the staff contract.
- Line item 5490 – Grants – This line item reflects construction costs. To date, STLS has paid out all outstanding construction bills, leaving only a few open items to be completed.
- Line item 5473 – Vehicle Fuel – Fuels costs have risen. Because of this STLS is \$6,000.00 over budget in fuel costs. This will be addressed in the mid-year budget revision.

**5. 2022 2<sup>nd</sup> Quarter Profit Loss Statement**  
**Approved**

**\*FOR APPROVAL**

**Doc. #22-84**

B Hildreth reported for income:

- Line item 4721 – E-rate Funding – We are half way through the E-rate cycle and have received half of the funding to date. We will apply for the remaining amount in January 2023.
- Line item 4723 – Cost Share – All libraries have paid with the exception of CCLD and Penn Yan, who pay quarterly.
- Line Item 4724 – IT Contracts – The balance looks low because we have not done the second quarter billing.

B Hildreth reported for expenses:

- Line item 5100, 5150 – Salaries and Personnel Benefits - Everything is on budget.

**6. 2022 2<sup>nd</sup> Quarter Claims Auditor Report**

**\*FOR APPROVAL**

**Doc. #22-85**

L Richardson reported that all documentation is present. There was a gap in check numbers. This was due to the finance office having to be moved temporarily and checks misprinting. The misprinted checks were voided.

**Standing Committee Reports –**

**7. Executive Committee – Kathy Green**

K Green stated there is no report since the committee did not meet.

**8. Personnel & Policies Committee – Denise King**

D King that committee did not meet because they would not have had a quorum.

D King stated that she is working with Barbara Hubbell and Melissa Morrissey on the Executive Director's evaluation survey. It will be sent out to the STLS Board of Trustees and all Library Directors on Aug 1, 2022.

The Personnel and Policies Committee agreed to meet in person in September

***\*\* Move to go into Executive Session to Discuss Collective Bargaining as it pertains to the Travel, Working Remotely and Conferences Policy. Motion by D King and second by B Hubbell. Executive session started at 2:11 pm. Executive session ended at 2:30 pm. \*\****

**9. Finance & Facilities Committee – Betsy Gorman (Minutes) Doc.#22-86**

B Gorman reported that the Annual Update Document is up for vote at today's meeting. There were a few questions about the numbers that were supplied to STLS by the State of New York. Barb Mack is looking into it with the State.

B Gorman stated the Committee agreed to have monthly meetings in person. The Committee toured STLS at their last meeting.

B Hildreth stated that there is potential to have the September Board meeting at STLS with a full tour of the completed construction. B Hildreth informed the Board that the goal is to have all contractors off site by the end of August and to have a deep clean crew come in to do the final cleanup of the construction dust etc.

B Gorman inquired if there will be any funds left over after the construction project is complete. B Hildreth answered that there is about \$150,000.00 left for the remainder of the project. Upon completion, any extra funds will be used on additional projects not in the initial construction. This is still to be determined.

D King inquired about STLS holding an open house once the construction project is complete. B Hildreth answered that right now there are lots of "moving pieces" to deal with and he would like to get staff back and settled into the office before having an open house. He is hoping to have something by November.

**10. Public Relations Committee – Lynnette Decker (Minutes) Doc.#22-87**

L Decker stated the committee met for the construction aid presentations on July 13, 2022. There were 13 presentations and L Decker added that all projects and presentations were "exceptional." The available funds were split so all applicants received a portion of the construction aid.

B Hildreth added that STLS received \$860,000.00 in available funding, had 1.3 million dollars in funding requests from member libraries, and most libraries applied for six figure projects. The four smallest libraries received funds at 75% match, the six figure applicants received \$125,00.00 each, and the remaining libraries received about a 60% match.

**11. Foundation for Southern Tier Libraries – Louise Richardson**

(Minutes) **Doc.#22-88**

L Richardson stated Foundation is working on the online auction, which will be held in September.

**BOARD ACTIONS**

**12. Service Recognition for STLS Trustee Kim Salisbury \*FOR APPROVAL**

**Executive Committee Recommendation: The STLS Board of Trustees recognizes the time, effort and talent Trustee Kim Salisbury offered the Southern Tier Library System**

through mindful governance and regretfully accepts her resignation

Aye \_\_9\_\_ Nay \_\_\_\_ Abstain \_\_2\_\_ Absent \_\_1\_\_ Vacant\_\_3\_\_

Approved/Failed: Approved

Discussion: B Hildreth informed the Board that a resident from Chemung County, who also serves on the CCLD board, has offered to serve on the STLS Board of Trustees and he will be reaching out to her to fill the vacant Chemung County seat.

13. Expenditure Approvals -Monthly Unpaid Bills Detail

**\* FOR APPROVAL Doc. #22-89**

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 \_\_9\_\_ Nay \_\_\_\_ Abstain \_\_2\_\_ Absent \_\_1\_\_ Vacant\_\_3\_\_

Approved/Failed: Approved

Discussion: None

11. Receipt Approvals – Monthly Deposit Summary **\* FOR APPROVAL Doc. #22-90**

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 \_\_9\_\_ Nay \_\_\_\_ Abstain \_\_2\_\_ Absent \_\_1\_\_ Vacant\_\_3\_\_

Approved/Failed: Approved

Discussion: None

15. Approve the 2021 Annual Update Document to the New York State Comptroller's Office **\* FOR APPROVAL (See June 2022 Board Packet) Doc. #22-72**

Finance & Facilities Committee Recommendation: The STLS Board of Trustees approves the 2021 Library System Annual Update Document to the New York State Comptroller's Office as presented at the June 21, 2022 board meeting.

Aye \_\_9\_\_ Nay \_\_\_\_ Abstain \_\_2\_\_ Absent \_\_1\_\_ Vacant\_\_3\_\_

Approved/Failed: Approved

Discussion: None

16. Approve the Payment to CPE for New STLS Phone System **\* FOR APPROVAL Doc. #21-91**

Executive Director Recommendation: The STLS Board of Trustees approves the payment to CPE for installation of new STLS phone system per the STLS Purchasing Policy in the amount of \$25,080.

Move: \_\_\_\_B Gorman\_\_\_\_ Second \_\_\_\_L Richardson\_\_\_\_

Aye \_\_9\_\_ Nay \_\_\_\_ Abstain \_\_2\_\_ Absent \_\_1\_\_ Vacant \_\_3\_\_

Approved/Failed: Approved

Discussion: B Hildreth added that the funds from the Construction Aid grant from 2020 are being used to pay for the new phone system. The project went out to bid, and CPE won the bid. The STLS building has been here since early 2000's and the phone system has never been updated.

17. Authorize the Executive Director to Purchase Delivery Van

**\* FOR APPROVAL Doc. #21-92**

Executive Director Recommendation: The STLS Board of Trustees authorizes the Executive Director to purchase a new delivery van considering STLS' June 2022 public request for proposals to area vehicle dealerships at an amount not to exceed \$42,000 per STLS Purchasing Policy.

Move: \_\_\_\_\_ Second \_\_\_\_\_  
 Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_ Vacant \_\_\_\_\_  
 Approved/Failed: Tabled for a future date

Discussion: B Hildreth reminded the Board that the purchase of a new van was included in the USDA rural development grant. The prices of vehicles are significantly more than they were even a year ago. Three dealerships responded to STLS' request for proposals. One dealership was able to meet bid requirements. STLS will make a down payment of \$500 per vehicle to purchase two new delivery vans through ELM Chevy. The Action Item was tabled until another board meeting when the vehicles are ready for full purchase, and the Purchasing Policy requires the Executive Director to request approval from the board.

*\*\*Executive Director Recommendation: The STLS Board of Trustees recommends the vote for the purchase of a new delivery van be tabled for a future date that has yet to be determined. \*\**

Move: \_\_\_D King\_\_\_ Second \_\_\_B Hubbell\_\_\_  
 Aye \_9\_ Nay \_\_\_ Abstain \_2\_ Absent \_1\_ Vacant \_3\_  
 Approved/Failed: Approved  
 Discussion: none

18. Authorization to Reestablish IRS Business Mileage Reimbursement Rate

**\* FOR APPROVAL**

Executive Director Recommendation: The STLS Board of Trustees authorizes the reevision of the IRS Business Mileage Reimbursement Rate to 62.5 cents per mile effective July 1, 2022 based on the Internal Revenue Service's recent rate change announced June 9, 2022.

Move: \_\_\_B Gorman\_\_\_ Second \_\_\_L Decker\_\_\_  
 Aye \_9\_ Nay \_\_\_ Abstain \_2\_ Absent \_1\_ Vacant \_3\_  
 Approved/Failed: Approved  
 Discussion:None



19. Approve Bylaw Revisions**\* FOR APPROVAL**(See June 2022 Board Packet) **Doc. #22-76**

Executive Director Recommendation: The STLS Board of Trustees approves the Bylaw revisions as presented at the June 21, 2022 board meeting by the Personnel and Policies Committee.

Move: __ D King	Second __ B Hubbell
Aye __ 9 __	Nay __ __ Abstain __ 2 __ Absent __ 1 __ Vacant __ 3 __
Approved/Failed: Approved	

Discussion: D King explained that the changes in the bylaws were mainly grammatical and updates to align with current practices. B Hildreth added that they bylaws will be up for approval at STLS' annual meeting in October

20. Service Recognition for STLS Employee Lyndsie Guy**\*FOR APPROVAL**

Executive Committee Recommendation: The STLS Board of Trustees recognizes the time, effort and talent employee Lyndsie Guy offered the Southern Tier Library System and regretfully accepts her resignation

Aye __ 9 __	Nay __ __ Abstain __ 2 __ Absent __ 1 __ Vacant __ 3 __
Approved/Failed: Approved	

**BOARD INFORMATION****20. Old Business –****None****21. New Business –****None****22. Library Networking –****None****23. President's Report –****None****24. Monthly System Team & Divisional Reports****Doc.#22-93**

B Hildreth stated STLS staff is transitioning back to in person work through the updated Travel, Working Remotely and Conferences Policy. This started August 1, 2022. He encouraged the board to read STLS staff reports, and said everyone is doing fantastic work.

**Public Expression (15 minutes)****None**

Adjournment 2:59 pm

Move: B Gorman

Second: P Finnerty

Next meeting: Dormann Library, Bath, Tuesday, September 20, 2022 at 2 p.m.

*"Minutes written by Melissa Morrissey and reviewed by Louise Richardson, Board Secretary."*

	<u>Jul 31, 22</u>	<u>Jun 30, 22</u>	<u>\$ Change</u>
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
1200 · Cash - Operating	4,137.57	199,701.62	-195,564.05
1201 · Cash - Payroll	4,200.47	45,316.76	-41,116.29
1202 · Cash - Money Market	2,142,518.44	1,050,147.74	1,092,370.70
Total Checking/Savings	2,150,856.48	1,295,166.12	855,690.36
Accounts Receivable			
1380 · Accounts Receivable	80,234.25	126,504.72	-46,270.47
Total Accounts Receivable	80,234.25	126,504.72	-46,270.47
Other Current Assets			
12000 · Undeposited Funds	1,800.00	64.88	1,735.12
Total Other Current Assets	1,800.00	64.88	1,735.12
Total Current Assets	2,232,890.73	1,421,735.72	811,155.01
Fixed Assets			
1100 · Fixed Assets			
1102 · Building	1,099,684.02	1,099,684.02	0.00
1104 · Equipment	217,660.43	217,660.43	0.00
1105 · Internet Fiber	862,208.03	862,208.03	0.00
1106 · Vehicles	125,229.86	125,229.86	0.00
1112 · Accumulated Dep Building	-656,629.29	-656,629.29	0.00
1114 · Accumulated Depreciation	-973,666.19	-973,666.19	0.00
Total 1100 · Fixed Assets	674,486.86	674,486.86	0.00
Total Fixed Assets	674,486.86	674,486.86	0.00
Other Assets			
1382 · Prepaid expenses	86,130.22	86,130.22	0.00
Total Other Assets	86,130.22	86,130.22	0.00
<b>TOTAL ASSETS</b>	<b>2,993,507.81</b>	<b>2,182,352.80</b>	<b>811,155.01</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Other Current Liabilities			
2601 · Accrued P/R	4,657.95	4,657.95	0.00
2604 · Deferred Grant	328,777.89	328,777.89	0.00
2605 · Retainage Payable	44,537.76	37,351.22	7,186.54
2625 · Payroll Deductions Payable	-364.45	1,699.88	-2,064.33
2626 · Flex Spending Deduction Payable	-1,080.77	-492.27	-588.50
2627 · PFL Payable to Insurance	2,667.54	2,129.31	538.23
2640 · Accrued Compensated Absences	134,275.67	134,275.67	0.00
Total Other Current Liabilities	513,471.59	508,399.65	5,071.94
Total Current Liabilities	513,471.59	508,399.65	5,071.94
Total Liabilities	513,471.59	508,399.65	5,071.94
Equity			
3200 · Fund Balance Unrestricted	2,092,339.22	2,092,339.22	0.00
3910 · Board Restricted Capital Reserv	350,000.00	350,000.00	0.00

Southern Tier Library System  
Treasurer's Report  
As 7/31/22

	<b>Jul 31, 22</b>	<b>Jun 30, 22</b>	<b>\$ Change</b>
3911 - Donor Restricted Capital Reserv	97,806.44	97,806.44	0.00
Net Income	-60,109.44	-866,192.51	806,083.07
Total Equity	2,480,036.22	1,673,953.15	806,083.07
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,993,507.81</b>	<b>2,182,352.80</b>	<b>811,155.01</b>

Official Depository: Community Bank NA  
Money Market Account: .10 Rate of Return  
Checking Accounts: .05 Rate of Return

	Jul 22	Jun 22	\$ Change
<b>Income</b>			
4700 · Basic State Aid	876,495.00	0.00	876,495.00
4709 · Local Services Support	86,743.00	0.00	86,743.00
4710 · Supplemental Aid	129,854.00	0.00	129,854.00
4716 · State Aid Pass Through	104,526.00	0.00	104,526.00
4719 · Interest	36.41	31.75	4.66
4724 · Member Library IT Contracts	12,591.50	133.05	12,458.45
4725 · Grants Revenue	4,299.00	0.00	4,299.00
4731 · Arkport Support	3,159.42	0.00	3,159.42
4732 · Reading Center Support	0.00	16,377.00	-16,377.00
4735 · Non State Aid Pass Through	1,326.59	25,287.42	-23,960.83
4782 · Donations	0.00	250.00	-250.00
<b>Total Income</b>	<b>1,219,030.92</b>	<b>42,079.22</b>	<b>1,176,951.70</b>
<b>Gross Profit</b>	<b>1,219,030.92</b>	<b>42,079.22</b>	<b>1,176,951.70</b>
<b>Expense</b>			
5100 · Salaries			
5141 · Professional Salaries	50,810.87	33,371.58	17,439.29
5142 · Non-Professional Salaries	57,175.16	36,685.38	20,489.78
<b>Total 5100 · Salaries</b>	<b>107,986.03</b>	<b>70,056.96</b>	<b>37,929.07</b>
5150 · Personnel Benefits			
5153 · Social Security	8,014.64	5,085.03	2,929.61
5154 · Workers Compensation	1,299.00	0.00	1,299.00
5156 · Disability	0.00	1,823.68	-1,823.68
5157 · Health Insurance	20,052.76	16,744.40	3,308.36
5158 · Payroll Expense - Other	1,151.10	757.36	393.74
<b>Total 5150 · Personnel Benefits</b>	<b>30,517.50</b>	<b>24,410.47</b>	<b>6,107.03</b>
5204 · STLS Software & Small Equipment	3,436.69	479.96	2,956.73
5205 · Maintenance Contracts & Leases	1,585.31	710.09	875.22
5408 · Platform Fees & Licenses	547.56	3,523.00	-2,975.44
5409 · STLS Telephone/Internet	34,496.79	15,576.14	18,920.65
5417 · Library Materials	1,007.41	188.97	818.44
5418 · Consultant Collection	49.99	-4.40	54.39
5420 · Staff Development Travel	1,213.88	1,272.17	-58.29
5422 · Trustee Mileage	345.54	0.00	345.54
5424 · Conference Registration	280.00	1,221.50	-941.50
5425 · Staff & Member Library Mileage	681.29	31.59	649.70
5427 · Programming & Annual Conference	611.22	1,000.00	-388.78
5428 · Meeting Supplies	203.32	0.00	203.32
5430 · Office Supplies	724.01	454.69	269.32
5433 · Postage	1,000.00	14.08	985.92
5434 · Public Relations	633.17	9.99	623.18
5435 · Member Library Pass through	42,827.41	15,820.52	27,006.89
5442 · Professional Fees	1,683.00	418.00	1,265.00
5444 · Accounting Support & Audit	8,474.00	99.00	8,375.00

Southern Tier Library System  
Financial Clerk's Report  
July 2022

	Jul 22	Jun 22	\$ Change
5450 · Utilities	561.67	852.39	-290.72
5451 · Building Maintenance & Repairs	3,322.12	851.59	2,470.53
5454 · Commercial Insurance	1,659.20	0.00	1,659.20
5471 · Vehicle Maintenance & Repairs	310.74	1,068.55	-757.81
5473 · Vehicle Fuel	2,693.46	2,457.28	236.18
5474 · Vehicle Insurance	875.16	0.00	875.16
5475 · Vehicle Purchase	1,000.00	0.00	1,000.00
5480 · Greenwood Reading Center Exp	1,764.25	1,194.91	569.34
5485 · Arkport Expense Account	1,789.84	1,699.50	90.34
5490 · Grants	160,217.29	137,858.32	22,358.97
66900 · Reconciliation Discrepancies	450.00	-450.00	900.00
<b>Total Expense</b>	<b>412,947.85</b>	<b>280,815.27</b>	<b>132,132.58</b>
<b>Net Income</b>	<b>806,083.07</b>	<b>-238,736.05</b>	<b>1,044,819.12</b>

	<u>Aug 31, 22</u>	<u>Jul 31, 22</u>	<u>\$ Change</u>
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
1200 · Cash - Operating	3,648.39	4,137.57	-489.18
1201 · Cash - Payroll	5,631.57	4,200.47	1,431.10
1202 · Cash - Money Market	2,192,055.77	2,142,518.44	49,537.33
Total Checking/Savings	2,201,335.73	2,150,856.48	50,479.25
Accounts Receivable			
1380 · Accounts Receivable	75,084.87	80,234.25	-5,149.38
Total Accounts Receivable	75,084.87	80,234.25	-5,149.38
Other Current Assets			
12000 · Undeposited Funds	8,416.65	1,800.00	6,616.65
Total Other Current Assets	8,416.65	1,800.00	6,616.65
Total Current Assets	2,284,837.25	2,232,890.73	51,946.52
Fixed Assets			
1100 · Fixed Assets			
1102 · Building	1,099,684.02	1,099,684.02	0.00
1104 · Equipment	217,660.43	217,660.43	0.00
1105 · Internet Fiber	862,208.03	862,208.03	0.00
1106 · Vehicles	125,229.86	125,229.86	0.00
1112 · Accumulated Dep Building	-656,629.29	-656,629.29	0.00
1114 · Accumulated Depreciation	-973,666.19	-973,666.19	0.00
Total 1100 · Fixed Assets	674,486.86	674,486.86	0.00
Total Fixed Assets	674,486.86	674,486.86	0.00
Other Assets			
1382 · Prepaid expenses	86,130.22	86,130.22	0.00
Total Other Assets	86,130.22	86,130.22	0.00
<b>TOTAL ASSETS</b>	<b>3,045,454.33</b>	<b>2,993,507.81</b>	<b>51,946.52</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Other Current Liabilities			
2601 · Accrued P/R	4,657.95	4,657.95	0.00
2604 · Deferred Grant	328,777.89	328,777.89	0.00
2605 · Retainage Payable	50,074.84	44,537.76	5,537.08
2625 · Payroll Deductions Payable	1.17	-364.45	365.62
2626 · Flex Spending Deduction Payable	-781.67	-1,080.77	299.10
2627 · PFL Payable to Insurance	3,044.96	2,667.54	377.42
2640 · Accrued Compensated Absences	134,275.67	134,275.67	0.00
Total Other Current Liabilities	520,050.81	513,471.59	6,579.22
Total Current Liabilities	520,050.81	513,471.59	6,579.22
Total Liabilities	520,050.81	513,471.59	6,579.22
Equity			
3200 · Fund Balance Unrestricted	2,092,339.22	2,092,339.22	0.00
3910 · Board Restricted Capital Reserv	350,000.00	350,000.00	0.00

Southern Tier Library System  
Treasurer's Report  
As 8/31/22

	<b>Aug 31, 22</b>	<b>Jul 31, 22</b>	<b>\$ Change</b>
3911 - Donor Restricted Capital Reserv	97,806.44	97,806.44	0.00
Net Income	-14,742.14	-60,109.44	45,367.30
Total Equity	2,525,403.52	2,480,036.22	45,367.30
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,045,454.33</b>	<b>2,993,507.81</b>	<b>51,946.52</b>

Official Depository: Community Bank NA  
Money Market Account: .10 Rate of Return  
Checking Accounts: .05 Rate of Return



	Aug 22	Jul 22	\$ Change
<b>Income</b>			
4700 · Basic State Aid	0.00	876,495.00	-876,495.00
4706 · Jails and Institutions	4,061.00	0.00	4,061.00
4709 · Local Services Support	0.00	86,743.00	-86,743.00
4710 · Supplemental Aid	0.00	129,854.00	-129,854.00
4711 · Coordinated Outreach	90,044.00	0.00	90,044.00
4713 · State Corrections	26,850.00	0.00	26,850.00
4716 · State Aid Pass Through	168,696.00	104,526.00	64,170.00
4719 · Interest	56.13	36.41	19.72
4724 · Member Library IT Contracts	2,289.22	12,591.50	-10,302.28
4725 · Grants Revenue	4,627.00	4,299.00	328.00
4731 · Arkport Support	0.00	3,159.42	-3,159.42
4735 · Non State Aid Pass Through	10,331.73	1,326.59	9,005.14
4784 · General Reimbursements & Refund	50.00	0.00	50.00
<b>Total Income</b>	<b>307,005.08</b>	<b>1,219,030.92</b>	<b>-912,025.84</b>
<b>Gross Profit</b>	<b>307,005.08</b>	<b>1,219,030.92</b>	<b>-912,025.84</b>
<b>Expense</b>			
5100 · Salaries			
5141 · Professional Salaries	37,461.45	50,810.87	-13,349.42
5142 · Non-Professional Salaries	37,859.52	57,175.16	-19,315.64
<b>Total 5100 · Salaries</b>	<b>75,320.97</b>	<b>107,986.03</b>	<b>-32,665.06</b>
5150 · Personnel Benefits			
5153 · Social Security	5,571.70	8,014.64	-2,442.94
5154 · Workers Compensation	639.74	1,299.00	-659.26
5157 · Health Insurance	12,563.98	20,052.76	-7,488.78
5158 · Payroll Expense - Other	763.30	1,151.10	-387.80
<b>Total 5150 · Personnel Benefits</b>	<b>19,538.72</b>	<b>30,517.50</b>	<b>-10,978.78</b>
5204 · STLS Software & Small Equipment	153.88	3,436.69	-3,282.81
5205 · Maintenance Contracts & Leases	1,215.57	1,585.31	-369.74
5408 · Platform Fees & Licenses	0.00	547.56	-547.56
5409 · STLS Telephone/Internet	8,773.48	34,496.79	-25,723.31
5417 · Library Materials	668.18	1,007.41	-339.23
5418 · Consultant Collection	64.99	49.99	15.00
5420 · Staff Development Travel	57.75	1,213.88	-1,156.13
5422 · Trustee Mileage	0.00	345.54	-345.54
5424 · Conference Registration	0.00	280.00	-280.00
5425 · Staff & Member Library Mileage	497.02	681.29	-184.27
5427 · Programming & Annual Conference	750.00	611.22	138.78
5428 · Meeting Supplies	109.85	203.32	-93.47
5430 · Office Supplies	1,175.06	724.01	451.05
5433 · Postage	0.00	1,000.00	-1,000.00
5434 · Public Relations	745.98	633.17	112.81
5435 · Member Library Pass through	16,062.13	42,827.41	-26,765.28
5442 · Professional Fees	2,670.00	1,683.00	987.00

Southern Tier Library System  
Financial Clerk's Report  
August 2022

	<b>Aug 22</b>	<b>Jul 22</b>	<b>\$ Change</b>
5444 · Accounting Support & Audit	99.00	8,474.00	-8,375.00
5450 · Utilities	1,208.06	561.67	646.39
5451 · Building Maintenance & Repairs	1,476.87	3,322.12	-1,845.25
5454 · Commercial Insurance	829.60	1,659.20	-829.60
5471 · Vehicle Maintenance & Repairs	199.95	310.74	-110.79
5473 · Vehicle Fuel	2,298.60	2,693.46	-394.86
5474 · Vehicle Insurance	437.58	875.16	-437.58
5475 · Vehicle Purchase	0.00	1,000.00	-1,000.00
5480 · Greenwood Reading Center Exp	1,555.35	1,764.25	-208.90
5485 · Arkport Expense Account	1,288.99	1,789.84	-500.85
5490 · Grants	124,440.20	160,217.29	-35,777.09
66900 · Reconciliation Discrepancies	0.00	450.00	-450.00
<b>Total Expense</b>	<b>261,637.78</b>	<b>412,947.85</b>	<b>-151,310.07</b>
<b>Net Income</b>	<b>45,367.30</b>	<b>806,083.07</b>	<b>-760,715.77</b>

## **Personnel & Policies Committee**

### **Committee Meeting Minutes**

Tuesday, September 13, 2022 at 12:00 pm



Meeting Location: Southern Tier Library System Headquarters

Painted Post, New York

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Committee Members in Attendance: Barbara Hubbell, Susan McGill and Richard Ahola

Administrative Staff: Brian M. Hildreth

## **Policies**

### **Library Bill of Rights and Freedom to Read Policy**

Committee members reviewed and discussed The Library Bill of Rights and Freedom to Read Policy. B. Hildreth informed trustees the language within both documents are current, and reflect the language of the American Library Association. B. Hubbell asked if the policies required library system revisions, or if trustees should consider both statements and leave as presented. B. Hildreth confirmed the language should reflect the same language as our national professional association. It is an opportunity for our library system's governing body to review, reflect, and uphold. Committee members agreed with this approach, and said they were ready for full STLS Board of Trustees review.

B. Hubbell asked for clarification on the 7<sup>th</sup> paragraph of the Freedom to Read Policy that states, *"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."* Focus of clarification on the word, *"jealously"*. B. Hildreth said he would research the terms historical context relative to the statement and policy.

### **Collection Management Policy**

B. Hildreth presented changes to the library system's Collection Management Policy. He noted members of the library system's Directors Advisory Council – Diversity, Equity and Inclusion Committee reviewed the policy and submitted some of the revisions. STLS librarians also reviewed the policy and submitted revisions. 12 librarians or directors in total reviewed the document.

B. Hildreth stated the policy changes reflect current procedures, incorporate practices of equity, diversity, inclusion and social justice, and consider shared library system digital

collections. He also said it is important for trustees to review, so everyone understands their responsibilities as well as core values when the library system fields a request for reconsideration of library materials.

The committee asked several questions of the proposed changes, and recommended a few content-related as well as grammatical revisions. B. Hildreth incorporated these changes in the policy. The committee agreed to move the proposed policy to the full STLS Board of Trustees for review.

## **Personnel**

### **Building Custodian Position**

This position will be re-advertised at a later time. The search process received few qualified candidates, and the candidates that were interviewed did not meet the required knowledge, skills and capabilities. B. Hildreth said the library system will work with its contracted cleaning service to improve the overall scope of services at the current monthly cost.

### **Delivery Driver Position**

B. Hildreth informed the committee that interviews had taken place for one vacant Delivery Driver position. The hired candidate will be up for appointment at September's board meeting.

### **Resource Consultant**

This position will be advertised in the fall of 2022. The Division of Professional Development and Outreach used the month of August to review the job title and description to ensure it met current needs of the division and library system. A few changes have been made to the position, which will be brought to the STLS Board of Trustees in October for final approval.

### **IT Procurement Specialist**

B. Hildreth said this vacancy was unexpected, but the Division of Information Technology has plans for filling job description gaps until the library system's organizational chart along with job description responsibilities can be reviewed and approved by the STLS Board of Trustees.

## **Business Manager**

This position will remain filled by the current Business Manager until her spring 2023 retirement. The library system is preparing to advertise the position fall of 2022 to find a qualified candidate who can work with the current Business Manager and Business Office for several months. There will be roughly 6-9 months of overlap in this role to accommodate the necessary training required of the position.

## **Executive Director Contract 2021-2026 – Other Benefits of Employment Authorization**

B. Hildreth explained this authorization was not required because the current contract is specific about the benefit, but the Business Office and Executive Director agreed it would be helpful to have the STLS Board of Trustees authorize this benefit payment through a formal Action Item in a public meeting. He said this would need to happen each year of the contract prior to the Business Office expediting the benefit. The committee agreed this would be best practice, and the Action Item should be placed on September's board meeting agenda.

## **Executive Director Annual Performance Evaluation**

B. Hubbell asked committee members if they had any questions for B. Hildreth before they moved to go into executive session. No committee members had questions.

R. Ahola made a motion to go into executive session to discuss the Executive Director's Annual Performance Evaluation. Seconded by S. McGill. Meeting went into executive session at 12:35 pm without the Executive Director.

R. Ahola made a motion to come out of executive session at 12:51 pm. Seconded by S. McGill.

Meeting adjourned at 12:52 pm.

Minutes respectfully submitted by: Brian M. Hildreth

## 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.

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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 by the STLS Board of Trustees on July 18, 2017; MM/DD/YYYY.*

## **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.

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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 ~~Revised~~ by the Board of Trustees September 19, 2017; Month, Date, Year.***

## COLLECTION MANAGEMENT POLICY

APPLIES TO: STLS Board of Trustees  
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  
Italiano, Julie. Library Collection Management 101. Infopeople Project, 2006.  
Request for Reconsideration of Library Materials

This Collection Management policy reflects the philosophy and mission and core values of the Southern Tier Library System, which includes the library system's its Board of Trustees, and staff and member libraries. 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 meet the needs of a diverse community of member libraries, and library staff, and residents.

The Southern Tier Library System is committed to equity in collection management. Any information which does explicit or implicit harm to marginalized identities through the promotion of bias, discrimination, or oppression does not merit equal consideration. We strive for a collection which goes beyond merely mirroring the diversity of our community, but instead modeling the equitable society we aspire to by building a collection that celebrates the humanity of all cultures and backgrounds.

Policies governing the library system's collection of materials The overall responsibility for the materials collection rest with the Board of Trustees through in its collective authority. The responsibility selection of material content and format in the collection rests with the Executive Director and qualified members of the library system's professional STLS staff. Materials included within for the STLS collections, both print and digital, will be selected by library system STLS professional staff in partnership with participating member libraries.

The main purpose of the STLS collections is to facilitate access provide and organize to library materials that:

1. Assist System and member library staff and trustees in developing and enhancing their library skills;
2. Support member libraries by enhancing the availability of as they assist individuals fulfilling their needs for recreational, cultural, and educational, and recreational resources materials;
3. Increase access Assist member libraries in providing access to library materials that assist to members of \*historically underserved Coordinated Outreach population groups.
4. Identify and encourage use of new formats and technologies.
5. Assist member libraries to respond to changes in demographics
6. Encourage equity, diversity, inclusion and social justice in subject matter, authors, illustrators, and publishers.
7. Facilitate professional learning for staff, trustees, volunteers and friends at STLS and member libraries.

\*Historically underserved population groups include community members who are deserving of equitable outreach library services considering the Mission Statement of Southern Tier Library System's Coordinated Outreach Services Advisory Council. Target populations include:

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

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

STLS ~~utilizes~~ **considers** reputable, professionally prepared reviewed literature and other sources in the selection, and purchase of new library materials. **Additionally, the library system relies on its professional librarians, who are highly trained through state and federal accredited institutions to maintain collections.** ~~as well as selection of older or donated materials.~~

Selection criteria include:

- Content
- Format
- Cultural Relevance
- Relation to current collection
- Price
- Demand

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

It is an essential role of the ~~library system public library~~ **library system** to **facilitate free access to a wide array of library materials make all, including possible controversial materials, freely available to all community members. patrons.** The library system and its member libraries, to the best of their abilities, strive to include a wide and inclusive spectrum of materials and topics. The inclusion of an item in the collection does not imply the library system's endorsement of the author, publisher, or subject matter. 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.

Digital resources play an important role in the STLS collection. These materials include databases, e-books, audiobooks, and other downloadable or streaming media. In addition to selection criteria outlined above, supplementary selection criteria apply to digital resources such as ease of use, technology requirements, availability for remote access, and cost.

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 **who** 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. **A community member may also use STLS' Request for Library**

Materials form if they wish to express an opinion regarding STLS materials on loan at a local member library.

The Board of Trustees recognizes the importance of providing a procedure whereby opinions from the member libraries, **or community members** 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. **Determine if action is needed.** ~~Make a decision to remove or retain the material in question.~~
3. Notify the American Library Association **and New York Library Association** of any challenges.

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

Should the member library **or community member** wish to appeal the decision, the member library Board of Trustees President **or the community member** 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, **and/or community member** 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?

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

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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, etc.

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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: \_\_\_\_\_

## Finance & Facilities Committee

Meeting Minutes

Monday, September 19, 2022 – 3:15 pm



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Meeting Location: Southern Tier Library System

Present: Betsy Gorman (chair), Sisi Barr, Patricia Finnerty, Louise Richardson

**AGENDA** Meeting was called to order at 3:17 pm.

Review of Financial Statements- Brian reviewed July's and August's financial statements with the committee.

July's Treasurer Report- Brian stated that our cash balance is about \$2.15 million. Last year at this time it was about \$2.9 million. The difference is due to construction spending.

July's Financial Clerk's Report- Annual state aid came in this month for a total of approximately \$1.1 million dollars. There was an extra payroll this month.

July's Profit-Loss Statement- We are expecting income from line items: 4706, 4711, and 4713 which are all categories of annual state aid.

August's Treasurer's Report- We have approximately \$2.2 million cash on hand.

August's Financial Clerk's Report- We have received all money from the state minus the 10% of Local Services Support. The remaining amount will be received once the certification is processed by the state. Fuel cost have gone down a bit for the month.

August's Profit-Loss Statement- Brian reports that our revenue is in good shape. Brian will start working on the mid-year budget revision. Brian anticipates presenting to the board in October.

Deposit Summary and Expenditures Report- will be included in the board packet.

STLS Office Renovation Project- . We have spent \$1,017,258 thus far on capital expenditures; we are on track with what we expected to pay.

Proposed 2023 Library System Budget- Brian thinks that for 2023 we will be looking at flat funding at 2021 rates. We may run a small deficit in 2023.

Betsy moved to adjourn the meeting at 4:06 pm, Louise seconded and all approved.

Respectfully submitted: Sisi Barr for Betsy Gorman, Treasurer.

**Public Relations Committee  
Meeting Minutes  
Wednesday, July 13, 2022 – 3:00 pm**



**Meeting Location:** Southern Tier Library System – Painted Post, New York

**Committee Members in Attendance:** Lynnette Decker (chair), Kathy Green, Felicity Wright and David Haggstrom

**Staff Present:** Brian Hildreth

**Meeting called to order at 3:00 pm**

**2022/2023 Construction Aid Applicants and Allocations to Member Libraries**

Committee members reviewed member libraries' forms as part of the Notification of Intent to Apply along with supporting documents. They discussed all presentations that were shared between 10:00 am and 3:00 pm on Wednesday, July 13, 2022 at Southern Tier Library System or through GoToMeeting. 12 of 13-member libraries presented their proposals to the committee for consideration of 2022/2023 NYS Public Library Construction Aid funding cycle. Total proposal costs equaled \$1,126,557.41, and total funding available through New York State was \$860,584 for Southern Tier Library System members. The committee determined the following allocations based on program priorities, financial need and member libraries' facility plans. (See attached allocations).

The committee requested that B. Hildreth work with member libraries to complete all necessary documentation as part of the program, and submit forms to New York State Library by Friday, September 23, 2022. Libraries will need to have all application materials completed, and submitted by this deadline in order to be eligible for funding. The committee will make a formal recommendation to the STLS Board of Trustees at the September 20, 2022 board meeting before applications are sent to New York State. B. Hildreth will update committee members and the STLS Board on the status of member applicants to complete all necessary documents in September.

**Meeting adjourned at 3:41 pm**

**Respectfully submitted:** Brian M. Hildreth, STLS Executive Director



## Southern Tier Library System - 7/13/2022

Presentation Time	Library Name	Library Community	Total Project Cost	Requested Funding	% Req.	Allocated Funding	Allocated Percentage	Brief Project	Most Recent Year	Most Recent Award	10 Year Sum of Awards
11:40 AM	*Cohocton Public Library	Cohocton	\$ 109,625.00	\$ 82,218.75	75%	\$ 66,935.00	61%	Accessibility & Energy efficiencies: New Roof,	2021/2022	\$ 37,469	\$ 124,051
12:30 PM	*David A. Howe Public Library	Wellsville	\$ 73,880.00	\$ 55,410.00	75%	\$ 42,359.00	57%	Accessibility: Replace Auditorium Entryway.	2021/2022	\$ 150,622	\$ 449,025
12:50 PM	*Dormann Library	Bath	\$ 72,650.00	\$ 54,487.50	75%	\$ 42,359.00	58%	Addition/Expansion: Outdoor Learning	2021/2022	\$ 48,750	\$ 100,977
1:30 PM	*E.J. Cottrell Memorial Library	Atlanta	\$ 147,700.00	\$ 110,775.00	75%	\$ 100,000.00	68%	Addition/Expansion: Purchase of Property and Renovation of Purchased Building	N/A	\$ -	\$ -
2:30 PM	Addison Public Library	Addison	\$ 9,039.00	\$ 6,779.25	75%	\$ 6,779.00	75%	Energy efficiencies- Window Replacements.	2017/2018	\$ 22,603	\$ 22,603
11:20 AM	Belfast Public Library	Belfast	\$ 200,000.00	\$ 150,000.00	75%	\$ 125,000.00	63%	Addition/Expansion: Demolition of Existing Library Building and Site	2018/2019	\$ 4,500	\$ 16,875
10:40 AM	Cuba Circulating Library	Cuba	\$ 217,642.00	\$ 163,231.50	75%	\$ 125,000.00	57%	Renovation: Children's Space Renovation.	2020/2021	\$ 31,234	\$ 55,234
1:50 PM	Friendship Free Library	Friendship	\$ 19,464.29	\$ 14,598.22	75%	\$ 14,598.00	75%	Energy efficiencies- Window Replacements	2017/2018	\$ 17,664	\$ 17,664
1:10 PM	Hornell Public Library	Hornell	\$ 45,359.59	\$ 34,019.69	75%	\$ 34,020.00	75%	Renovation and Energy efficiencies: Replace basement walls/floor, drainage, and LED lighting.	2018/2019	\$ 15,588	\$ 15,588
10:00 AM	Montour Falls Memorial Library	*Montour Falls	\$ 71,750.00	\$ 53,812.50	75%	\$ 42,359.00	59%	Energy efficiencies: HVAC heating/cooling replacement, and Improved Insulation.	2018/2019	\$ 71,250	\$ 76,428
10:20 AM	Prattsburg Free Library	Prattsburg	\$ 320,000.00	\$ 240,000.00	75%	\$ 125,000.00	39%	Expansion/Addition: Renovation of Existing	2014/2015	\$ 5,080	\$ 11,909
11:00 AM	Southeast Steuben County Library	Corning	\$ 511,647.89	\$ 150,000.00	29%	\$ 125,000.00	24%	Renovation: Children's Space Renovation.	2021/2022	\$ 95,925	\$ 833,764
2:10 PM	Taylor Memorial Library	Hammondsport	\$ 14,900.00	\$ 11,175.00	75%	\$ 11,175.00	75%	Energy efficiencies - Air Conditioning Replacement	2009/2010	\$ 27,437	\$ -
			Total Request	\$ 1,126,507.41		\$ 860,584.00					
			Total Allocation	\$ 860,584.00							
			Difference	\$ (265,923.41)	Difference	\$ -					
								*David A. Howe Library, Dormann Library and Montour Falls will share additional funds allocated by New York State from other library systems. Any funds above a 75% match to David A. Howe, Dormann, and Montour Falls libraries will be shared between Cohocton Public Library and E.L. Cottrell Library.			

**BOARD OF DIRECTORS MEETING**

**July 14, 2022**

Southeast Steuben County Library

**MEETING MINUTES**

Present: Ristina Wigg, Vice President; Louise Richardson, Secretary; Phil Uncapher; Brian Hildreth, Southern Tier Library System Executive Director

Excused: Sherry Collins, President; Paul Webster, Treasurer; Peter Gamba; Denise King; Bonnie Weber; Dale Wexell

The meeting was called to order at 2:13 pm.

The minutes of the June 9, 2022 meeting were approved pending ratification by a quorum of the Board

The financial reports were approved pending ratification by a quorum of the Board.

**OLD BUSINESS**

*Online Auction*

Marketing of the auction was discussed, including:

- Continuing the use of “Libraries for Life” as the theme for the event.
- Development of a flyer suitable for posting at member libraries and to be used in soliciting auction items; Louise agreed to draft the flyer.
- Social media including a Save the Date, a Facebook event, posts about funded grant applications and featured auction items.
- Email suitable for Board members and others to forward to friends and colleagues.
- Encouraging member libraries to share information about the event.
- Press release, including sending it to the New York State Library Association for inclusion in their “News You Can Use” email.
- Reaching out to local television stations; Louise will contact WENY.

Brian noted that Erika Jenns, the STLS Engagement Consultant, will be able to assist with marketing the event.

**NEW BUSINESS**

Brian noted that we should be able to meet in person at the STLS offices in the future.

There being no further business, the meeting was adjourned at 2:48 pm.

Respectfully submitted,  
Louise Richardson, Secretary

Foundation for Southern Tier Libraries

**BOARD OF DIRECTORS MEETING**

**August 11, 2022**

Southern Tier Library System

**MEETING MINUTES**

Present: Sherry Collins, President; Paul Webster, Treasurer; Louise Richardson, Secretary; Denise King; Bonnie Weber; Dale Wexell

Guest: David Paul

Excused: Peter Gamba; Ristina Wigg, Vice President; Brian Hildreth, Southern Tier Library System Executive Director

The meeting was called to order at 2:07 pm.

Moved by Bonnie Weber and seconded by Denise King, the minutes of the June 9, 2022 and July 14 meetings were approved.

**OLD BUSINESS**

*Online Auction*

Dale noted that the auction is less than a month away. He asked that everyone send photos and auction item descriptions to him as soon as possible, and that items can still be added after the bidding has begun.

Denise noted that she is putting together a package of lunch gift certificates from Elmira area restaurants and will also speak to photographer Ann Cady and the Harbor Hotel.

Sherry noted that we will contact Tedd Arnold, Tanino and GCP Liquors.

Dale will contact Quincy Exchange and Greek Peak.

Denise and Louise will coordinate publicity including a press release and contacting WENY-TV and WETM-TV.

Louise will email the event poster to the board and will begin posting featured auction items once items are identified and pictures available.

**NEW BUSINESS**

Moved by Paul Webster and seconded by Denise King to appoint David Paul to the board. Motion carried.

Sherry noted that once Richard Ahola is interested in joining this board once he has completed his STLS Board term. Denise King suggested that we contact Judy Phillips about prospective Schuyler County members.

President's Report: Sherry shared the report from Richmond Colonial Library regarding the \$860 grant they received for summer programming.

Paul noted the check to the Directors Advisory Council for their grant has not been cashed. He will follow up.

There being no further business, the meeting was adjourned at 2:48 pm.

Respectfully submitted,  
Louise Richardson, Secretary

5:46 PM  
09/08/22

**Southern Tier Library System**  
**Unpaid Bills Detail**  
 As of September 9, 2022

Type	Date	Num	Due Date	Open Balance
<b>A-Verdi</b>				
Bill	09/09/2022	1487700	09/09/2022	✓ 204.00 ✓
Total A-Verdi				204.00
<b>Baker &amp; Taylor</b>				
Bill	09/09/2022	20369...	09/09/2022	✓ 18.82 ✓
Total Baker & Taylor				18.82
<b>Cappadonia, Keturah</b>				
Bill	09/09/2022	8/24/2...	09/09/2022	✓ 25.18 ✓
Total Cappadonia, Keturah				25.18
<b>Coming Natural Gas</b>				
Bill	09/09/2022	Aug 20...	09/09/2022	✓ 45.97 ✓
Total Coming Natural Gas				45.97
<b>Dell Marketing LP</b>				
Bill	09/09/2022	10808...	09/09/2022	✓ 4,804.82 ✓
Total Dell Marketing LP				4,804.82
<b>Eastern Managed Print Network</b>				
Bill	09/09/2022	IN3513...	09/09/2022	✓ 392.57 ✓
Total Eastern Managed Print Network				392.57
<b>Energy Cooperative of America</b>				
Bill	09/09/2022	982704	09/09/2022	✓ 577.65 ✓
Total Energy Cooperative of America				577.65
<b>Ingram Library Services</b>				
Bill	09/09/2022	71045...	09/09/2022	✓ 11.88 ✓
Bill	09/09/2022	71045...	09/09/2022	✓ 22.77 ✓
Bill	09/09/2022	71261...	09/09/2022	✓ 3,817.08 ✓
Bill	09/09/2022	71306...	09/09/2022	✓ 739.60 ✓
Bill	09/09/2022	71227...	09/09/2022	✓ 5.99 ✓
Bill	09/09/2022	71227...	09/09/2022	✓ 442.28 ✓
Bill	09/09/2022	71238...	09/09/2022	✓ 7.19 ✓
Bill	09/09/2022	71227...	09/09/2022	✓ 5.98 ✓
Total Ingram Library Services				5,052.86
<b>LaBella Associates</b>				
Bill	09/09/2022	172825	09/09/2022	✓ 1,737.25 ✓
Total LaBella Associates				1,737.25
<b>Northern NY Library Network</b>				
Bill	09/09/2022	DIG8845	09/09/2022	✓ 2,910.90 ✓
Total Northern NY Library Network				2,910.90
<b>NYSEG</b>				
Bill	09/09/2022	Aug 20...	09/09/2022	✓ 204.98 ✓
Total NYSEG				204.98
<b>Overdrive</b>				
Bill	09/09/2022	01453...	09/09/2022	✓ 434.26 ✓
Bill	09/09/2022	01453...	09/09/2022	✓ 880.88 ✓
Bill	09/09/2022	01453...	09/09/2022	✓ 267.50 ✓
Bill	09/09/2022	01453...	09/09/2022	✓ 1,579.43 ✓
Total Overdrive				3,162.07

Pulled per  
Erika

# Southern Tier Library System

## Unpaid Bills Detail

As of September 9, 2022

	Type	Date	Num	Due Date	Open Balance
a	Retterer & Sons LLC				
	Bill	09/09/2022	3556	09/09/2022	✓ 525.00 ✓
	Total Retterer & Sons LLC				525.00
b	Southern Tier Wireless Inc				
	Bill	09/09/2022	102575	09/09/2022	✓ 75.00 ✓
	Total Southern Tier Wireless Inc				75.00
c	Staples Business Credit				
	Bill	09/09/2022	16438...	09/09/2022	✓ 483.56 ✓
	Total Staples Business Credit				483.56
d	Suffolk Cooperative Library System				
	Bill	09/09/2022	87705...	09/09/2022	✓ 300.00 ✓
	Total Suffolk Cooperative Library System				300.00
e	Time Warner Cable, PA				
	Bill	09/09/2022	14551...	09/09/2022	✓ 575.00 ✓
	Bill	09/09/2022	14520...	09/09/2022	✓ 500.00 ✓
	Total Time Warner Cable, PA				1,075.00
f	Wayne-Finger Lakes BOCES				
	Bill	09/09/2022	154-23A	09/09/2022	✓ 255.00 ✓
	Total Wayne-Finger Lakes BOCES				255.00
g	WEX Bank				
	Bill	09/09/2022	83945...	09/09/2022	✓ 2,329.75 ✓
	Total WEX Bank				2,329.75
TOTAL					<u>24,191.21</u>

11:39 AM  
08/22/22

8/23/22

Southern Tier Library System  
Unpaid Bills Detail  
As of August 26, 2022

8/22/22

Type	Date	Num	Due Date	Open Balance
Baker & Taylor Bill	08/26/2022	20369...	08/26/2022	✓ 364.76 ✓
Total Baker & Taylor				364.76
Burton, Vickie Bill	08/26/2022	Medica...	08/26/2022	✓ 111.23 ✓
Total Burton, Vickie				111.23
Cappadonia, Keturah Bill	08/26/2022	8/13/2...	08/26/2022	✓ 15.56 ✓
Total Cappadonia, Keturah				15.56
Casella Waste Services Bill	08/26/2022	2158409	08/26/2022	✓ 122.77 ✓
Total Casella Waste Services				122.77
Cleary, Julie L. Bill	08/26/2022	Medica...	08/26/2022	✓ 8.33 ✓
Total Cleary, Julie L.				8.33
CPE InterLink Bill	08/26/2022	22-1107	08/26/2022	✓ 823.00 ✓
Total CPE InterLink				823.00
Elmira Structures, Inc Bill	08/26/2022	1725-7	08/26/2022	✓ 62,628.15 ✓
Bill	08/26/2022	1725-8	08/26/2022	✓ 31,877.01 ✓
Total Elmira Structures, Inc				94,403.16
Energy Cooperative of America Bill	08/26/2022	977198	08/26/2022	✓ 453.38 ✓
Total Energy Cooperative of America				453.38
English, Darleen Bill	08/26/2022	Medica...	08/26/2022	✓ 111.23 ✓
Total English, Darleen				111.23
Erie Insurance Company Bill	08/26/2022	Aug 20...	08/26/2022	✓ 1,916.68 ✓
Total Erie Insurance Company				1,916.68
Excellus BC BS Bill	08/26/2022	Sept 2...	08/26/2022	✓ 1,414.26 ✓
Bill	08/26/2022	Sep 20...	08/26/2022	✓ 155.18 ✓
Total Excellus BC BS				1,569.44
First Bankcard Bill	08/26/2022	44182...	08/26/2022	✓ 1,055.39 ✓
Bill	08/26/2022	44182...	08/26/2022	✓ 87.75 ✓
Bill	08/26/2022	44182...	08/26/2022	✓ 99.00 ✓
Bill	08/26/2022	44182...	08/26/2022	✓ 1,007.00 ✓
Bill	08/26/2022	44182...	08/26/2022	✓ 407.99 ✓
Bill	08/26/2022	44182...	08/26/2022	✓ 3,371.78 ✓
Total First Bankcard				7,499.91
Friendly Freda Bill	08/26/2022	29187	08/26/2022	✓ 58.95 ✓
Total Friendly Freda				58.95

# Southern Tier Library System

## Unpaid Bills Detail

As of August 26, 2022












Type	Date	Num	Due Date	Open Balance
<b>Frontier Communications</b>				
Bill	08/26/2022	Sep 20...	08/26/2022	✓ 182.24 ✓
<b>Total Frontier Communications</b>				182.24
<b>Hallahan, Sheila</b>				
Bill	08/26/2022	Medica...	08/26/2022	✓ 111.23 ✓
<b>Total Hallahan, Sheila</b>				111.23
<b>Hildreth, Brian</b>				
Bill	08/26/2022	May-A...	08/26/2022	✓ 415.35 ✓
<b>Total Hildreth, Brian</b>				415.35
<b>Holden, Loretta</b>				
Bill	08/26/2022	Medica...	08/26/2022	✓ 111.23 ✓
<b>Total Holden, Loretta</b>				111.23
<b>Humana</b>				
Bill	08/26/2022	Sep 20...	08/26/2022	✓ 25.00 ✓
<b>Total Humana</b>				25.00
<b>Ingram Library Services</b>				
Bill	08/26/2022	70809...	08/26/2022	✓ 64.88 ✓
Bill	08/26/2022	70886...	08/26/2022	✓ 18.78 ✓
Bill	08/26/2022	70809...	08/26/2022	✓ 9.59 ✓
Bill	08/26/2022	70886...	08/26/2022	✓ 10.79 ✓
<b>Total Ingram Library Services</b>				105.13
<b>Kimble, Inc</b>				
Bill	08/26/2022	C1751...	08/26/2022	✓ 1,710.00 ✓
<b>Total Kimble, Inc</b>				1,710.00
<b>McPherson, Marcia</b>				
Bill	08/26/2022	Medica...	08/26/2022	✓ 111.23 ✓
<b>Total McPherson, Marcia</b>				111.23
<b>Multi Media Services</b>				
Bill	08/26/2022	84981	08/26/2022	✓ 1,110.12 ✓
<b>Total Multi Media Services</b>				1,110.12
<b>Nelson, Jane</b>				
Bill	08/26/2022	Medica...	08/26/2022	✓ 111.23 ✓
<b>Total Nelson, Jane</b>				111.23
<b>NYSHIP</b>				
Bill	08/26/2022	580	08/26/2022	✓ 10,908.54 ✓
<b>Total NYSHIP</b>				10,908.54
<b>Overdrive</b>				
Bill	08/26/2022	01453...	08/26/2022	✓ 1,129.30 ✓
Bill	08/26/2022	01453...	08/26/2022	✓ 627.53 ✓
Bill	08/26/2022	01453...	08/26/2022	✓ 2,122.34 ✓
Bill	08/26/2022	01453...	08/26/2022	✓ 4,703.88 ✓
Bill	08/26/2022	01453...	08/26/2022	✓ 2,679.03 ✓
Bill	08/26/2022	01453...	08/26/2022	✓ 2,913.27 ✓
Bill	08/26/2022	01453...	08/26/2022	✓ 554.25 ✓
Bill	08/26/2022	01453...	08/26/2022	✓ 219.00 ✓
Bill	08/26/2022	01453...	08/26/2022	✓ 55.50 ✓
Bill	08/26/2022	01453...	08/26/2022	✓ 55.00 ✓
<b>Total Overdrive</b>				15,069.00



# Southern Tier Library System

## Unpaid Bills Detail

As of August 26, 2022

Type	Date	Num	Due Date	Open Balance
 Passage, Mary Bill	08/26/2022	Medica...	08/26/2022	✓ 111.23 ✓
Total Passage, Mary				111.23
 Quiggie, Mary Kay Bill	08/26/2022	Medica...	08/26/2022	✓ 111.23 ✓
Total Quiggie, Mary Kay				111.23
 Schuler-Hass Electric Corp. Bill	08/26/2022	21-120...	08/26/2022	✓ 9,091.31 ✓
Total Schuler-Hass Electric Corp.				9,091.31
Time Warner Cable, PA				
 Bill	08/26/2022	14386...	08/26/2022	✓ 813.00 ✓
 Bill	08/26/2022	14551...	08/26/2022	✓ 575.00 ✓
 Bill	08/26/2022	14377...	08/26/2022	✓ 632.53 ✓
Total Time Warner Cable, PA				2,020.53
UGI Energy Services, Inc.				
 Bill	08/26/2022	G5401...	08/26/2022	✓ 21.99 ✓
Total UGI Energy Services, Inc.				21.99
United Healthcare Insurance Company				
 Bill	08/26/2022	Sep 20...	08/26/2022	✓ 282.25 ✓
Total United Healthcare Insurance Company				282.25
Verizon Wireless				
 Bill	08/26/2022	99123...	08/26/2022	✓ 177.38 ✓
Total Verizon Wireless				177.38
Watson Woods				
 Bill	08/26/2022	2022 A...	08/26/2022	✓ 750.00 ✓
Total Watson Woods				750.00
Wigg, Ristina				
 Bill	08/26/2022	Medica...	08/26/2022	✓ 111.23 ✓
Total Wigg, Ristina				111.23
<b>TOTAL</b>				<b>180,115.86</b>

9:55 AM  
08/09/22

8/10/22

Southern Tier Library System  
Unpaid Bills Detail  
As of August 12, 2022

5/9/22

Type	Date	Num	Due Date	Open Balance
A-Verdi Bill	08/12/2022	1488789	08/12/2022	✓ 204.00 ✓
Total A-Verdi				204.00
Blackstone Publishing Bill	08/12/2022	2053638	08/12/2022	✓ 76.49 ✓
Total Blackstone Publishing				76.49
Branchport Library Bill	08/12/2022	2022 A...	08/12/2022	✓ 2,255.65 ✓
Total Branchport Library				2,255.65
Delta Dental Insurance Company Bill	08/12/2022	Aug 20...	08/12/2022	✓ 180.88 ✓
Total Delta Dental Insurance Company				180.88
Dundee Library Bill	08/12/2022	2022 A...	08/12/2022	✓ 6,975.53 ✓
Total Dundee Library				6,975.53
Eastern Managed Print Network Bill	08/08/2022	IN3472...	08/08/2022	✓ 382.57 ✓
Total Eastern Managed Print Network				382.57
Empire Access Bill	08/12/2022	00004...	08/12/2022	✓ 91.88 ✓
Total Empire Access				91.88
Energy Cooperative of America Bill	08/12/2022	979808	08/12/2022	✓ 453.22 ✓
Total Energy Cooperative of America				453.22
FirstLight Fiber Bill	08/12/2022	11863...	08/12/2022	✓ 800.00 ✓
Total FirstLight Fiber				800.00
Friendly Freds Bill	08/12/2022	28124	08/12/2022	✓ 141.00 ✓
Total Friendly Freds				141.00
Gunning, Timothy (Nic) Bill	08/12/2022	6/23/2...	08/12/2022	✓ 88.11 ✓
Total Gunning, Timothy (Nic)				88.11
Ingram Library Services Bill	08/12/2022	70857...	08/12/2022	✓ 22.19 ✓
Bill	08/12/2022	70857...	08/12/2022	✓ 385.03 ✓
Bill	08/12/2022	70700...	08/12/2022	✓ 9.59 ✓
Bill	08/12/2022	70700...	08/12/2022	✓ 55.74 ✓
Total Ingram Library Services				482.55
NYSEG Bill	08/12/2022	Jul 2022	08/12/2022	✓ 279.47 ✓
Total NYSEG				279.47
Penn Yan Library Bill	08/12/2022	2022 A...	08/12/2022	✓ 2,210.00 ✓
Total Penn Yan Library				2,210.00

9:55 AM  
08/09/22

# Southern Tier Library System Unpaid Bills Detail As of August 12, 2022

	Type	Date	Num	Due Date	Open Balance
•	Pristine Lawn Services				
•	Bill	08/12/2022	1307	08/12/2022	✓ 510.00 ✓
	Total Pristine Lawn Services				510.00
•	Rettner & Sons LLC				
•	Bill	08/12/2022	3518	08/12/2022	✓ 525.00 ✓
	Total Rettner & Sons LLC				525.00
•	Rushville Library				
•	Bill	08/12/2022	2022 A...	08/12/2022	✓ 221.03 ✓
	Total Rushville Library				221.03
•	SCRLC				
•	Bill	08/12/2022	5764	08/12/2022	✓ 2,670.00 ✓
	Total SCRLC				2,670.00
•	Southern Tier Wireless Inc				
•	Bill	08/12/2022	101013	08/12/2022	✓ 75.00 ✓
	Total Southern Tier Wireless Inc				75.00
•	Staples Business Credit				
•	Bill	08/12/2022	18433...	08/12/2022	✓ 64.94 ✓
	Total Staples Business Credit				64.94
•	Time Warner Cable, PA				
•	Bill	08/12/2022	14520...	08/12/2022	✓ 423.33 ✓
•	Bill	08/12/2022	14551...	08/12/2022	✓ 575.00 ✓
•	Bill	08/12/2022	14558...	08/12/2022	✓ 500.00 ✓
•	Bill	08/12/2022	14551...	08/12/2022	✓ 521.80 ✓
•	Bill	08/12/2022	12022...	08/12/2022	✓ 44.98 ✓
•	Bill	08/12/2022	08822...	08/12/2022	✓ 154.98 ✓
	Total Time Warner Cable, PA				2,320.10
•	WEX Bank				
•	Bill	08/12/2022	82855...	08/12/2022	✓ 2,298.80 ✓
	Total WEX Bank				2,298.80
	<b>TOTAL</b>				<b><u>23,373.91</u></b>

11:18 AM  
07/28/22

7/27/22

# Southern Tier Library System Unpaid Bills Detail As of July 28, 2022

7/22/22

Type	Date	Num	Due Date	Open Balance
Blackstone Publishing Bill	07/29/2022	2061726	07/29/2022	✓ 105.26 ✓
Total Blackstone Publishing				105.26
Button, Vickie Bill	07/29/2022	Medica...	07/29/2022	✓ 111.23 ✓
Total Button, Vickie				111.23
CDW-G Bill	07/29/2022	BD630...	07/29/2022	✓ 294.70 ✓
Total CDW-G				294.70
Cleary, Julie L. Bill	07/29/2022	Medica...	07/29/2022	✓ 8.33 ✓
Total Cleary, Julie L.				8.33
Coming Natural Gas Bill	07/29/2022	Jul 2022	07/29/2022	✓ 50.55 ✓
Total Coming Natural Gas				50.55
Elm Chevrolet Bill	07/29/2022	2 Expr...	07/29/2022	✓ 1,000.00 ✓
Total Elm Chevrolet				1,000.00
English, Darleen Bill	07/29/2022	Medica...	07/29/2022	✓ 111.23 ✓
Total English, Darleen				111.23
Erie Insurance Company Bill	07/29/2022	Jul 2022	07/29/2022	✓ 1,916.88 ✓
Total Erie Insurance Company				1,916.88
Excellus BC BS Bill	07/29/2022	Aug 20...	07/29/2022	✓ 5,771.76 ✓
Excellus BC BS Bill	07/29/2022	Aug 20...	07/29/2022	✓ 314.74 ✓
Total Excellus BC BS				6,086.50
First Bankcard Bill	07/29/2022	44182...	07/29/2022	✓ 1,553.38 ✓
First Bankcard Bill	07/29/2022	44182...	07/29/2022	✓ 59.74 ✓
First Bankcard Bill	07/29/2022	44182...	07/29/2022	✓ 1,213.88 ✓
First Bankcard Bill	07/29/2022	44182...	07/29/2022	✓ 10.00 ✓
First Bankcard Bill	07/29/2022	44182...	07/29/2022	✓ 1,886.48 ✓
First Bankcard Bill	07/29/2022	44182...	07/29/2022	✓ 480.74 ✓
First Bankcard Bill	07/29/2022	44182...	07/29/2022	✓ 818.38 ✓
Total First Bankcard				5,781.59
Frontier Communications Bill	07/29/2022	Aug 20...	07/29/2022	✓ 189.51 ✓
Total Frontier Communications				189.51
Gale/CENGAGE Learning Bill	07/29/2022	78060...	07/29/2022	✓ 24.79 ✓
Total Gale/CENGAGE Learning				24.79
Hallahan, Sheila Bill	07/29/2022	Medica...	07/29/2022	✓ 111.23 ✓
Total Hallahan, Sheila				111.23

11:16 AM

07/28/22

# Southern Tier Library System Unpaid Bills Detail As of July 28, 2022

	Type	Date	Num	Due Date	Open Balance
0	Holden, Loretta Bill	07/28/2022	Medica...	07/28/2022	✓ 111.23 ✓
	Total Holden, Loretta				111.23
	Ingram Library Services				
0	Bill	07/28/2022	70557...	07/28/2022	✓ 48.59 ✓
6	Bill	07/28/2022	70557...	07/28/2022	✓ 388.41 ✓
0	Bill	07/28/2022	70507...	07/28/2022	✓ 7.19 ✓
	Total Ingram Library Services				445.99
0	McPherson, Marcia Bill	07/28/2022	Medica...	07/28/2022	✓ 111.23 ✓
	Total McPherson, Marcia				111.23
0	Mengel Metzger Barr & Co. LLP Bill	07/28/2022	503435	07/28/2022	✓ 8,000.00 ✓
	Total Mengel Metzger Barr & Co. LLP				8,000.00
0	Nelson, Jane Bill	07/28/2022	Medica...	07/28/2022	✓ 111.23 ✓
	Total Nelson, Jane				111.23
0	Ocasio, Wilhelmina Bill	07/28/2022	7/2022...	07/28/2022	✓ 50.00 ✓
	Total Ocasio, Wilhelmina				50.00
0	Passage, Mary Bill	07/28/2022	Medica...	07/28/2022	✓ 111.23 ✓
	Total Passage, Mary				111.23
0	Pristine Lawn Services Bill	07/28/2022	1257a	07/28/2022	✓ 510.00 ✓
	Total Pristine Lawn Services				510.00
0	Quiggie, Mary Kay Bill	07/28/2022	Medica...	07/28/2022	✓ 111.23 ✓
	Total Quiggie, Mary Kay				111.23
0	Rainbow Printing Bill	07/28/2022	159161	07/28/2022	✓ 1,047.00 ✓
	Total Rainbow Printing				1,047.00
0	Smith, Rasenne Bill	07/28/2022	8/23/2...	07/28/2022	✓ 55.29 ✓
	Total Smith, Rasenne				55.29
0	Staples Business Credit Bill	07/28/2022	16427...	07/28/2022	✓ 106.88 ✓
	Total Staples Business Credit				106.88
0	Suffolk Cooperative Library System Bill	07/28/2022	57705	07/28/2022	✓ 300.00 ✓
	Total Suffolk Cooperative Library System				300.00

11:15 AM  
07/26/22

**Southern Tier Library System**  
**Unpaid Bills Detail**  
**As of July 28, 2022**

Type	Date	Num	Due Date	Open Balance
<b>Time Warner Cable, PA</b>				
Bill	07/28/2022	14377...	07/28/2022	✓ 632.53 ✓
Bill	07/28/2022	14851...	07/28/2022	✓ 575.00 ✓
Bill	07/28/2022	14368...	07/28/2022	✓ 2,625.00 ✓
Total Time Warner Cable, PA				3,832.53
<b>UGI Energy Services, Inc.</b>				
Bill	07/28/2022	Q5384...	07/28/2022	✓ 58.05 ✓
Total UGI Energy Services, Inc.				58.05
<b>Verizon</b>				
Bill	07/28/2022	Aug 20...	07/28/2022	✓ 538.64 ✓
Total Verizon				538.64
<b>Wigg, Ristina</b>				
Bill	07/28/2022	Medica...	07/28/2022	✓ 111.23 ✓
Total Wigg, Ristina				111.23
<b>TOTAL</b>				<b>31,443.98</b>

1:52 PM

07/12/22

**Southern Tier Library System**  
**Unpaid Bills Detail**  
 As of July 15, 2022

*L. S.*  
 7/13/22

*7/13/22*

Type	Date	Num	Due Date	Open Balance
o A-Verdi Bill	07/15/2022	1478241	07/15/2022	✓ 204.00 ✓
Total A-Verdi				204.00
o Beall, Connie Bill	07/15/2022	8/23/2...	07/15/2022	✓ 35.10 ✓
Total Beall, Connie				35.10
o Casella Waste Services Bill	07/15/2022	2152257	07/15/2022	✓ 123.19 ✓
Total Casella Waste Services				123.19
o CPE InterLink Bill	07/15/2022	22-0942	07/15/2022	✓ 12,540.00 ✓
Total CPE InterLink				12,540.00
o Eastern Managed Print Network Bill	07/15/2022	IN3437...	07/15/2022	✓ 392.57 ✓
Total Eastern Managed Print Network				392.57
o Empire Access Bill	07/15/2022	00004...	07/15/2022	✓ 80.12 ✓
Total Empire Access				80.12
o FirstLight Fiber Bill	07/15/2022	11898...	07/15/2022	✓ 900.00 ✓
Total FirstLight Fiber				900.00
Friendly Frodo o Bill	07/15/2022	28998	07/15/2022	✓ 10.00 ✓
o Bill	07/15/2022	29010	07/15/2022	✓ 58.95 ✓
o Bill	07/15/2022	29025	07/15/2022	✓ 178.54 ✓
Total Friendly Frodo				247.49
o Gorman, Elizabeth Bill	07/15/2022	1-2 Ctr...	07/15/2022	✓ 149.08 ✓
Total Gorman, Elizabeth				149.08
o Humana Bill	07/15/2022	Aug 20...	07/15/2022	✓ 25.00 ✓
Total Humana				25.00
o Jenna, Erika Bill	07/15/2022	2021 T...	07/15/2022	✓ 250.00 ✓
Total Jenna, Erika				250.00
o KnowBe4 Inc Bill	07/15/2022	INV18...	07/15/2022	✓ 3,867.72 ✓
Total KnowBe4 Inc				3,867.72
o Multi Media Services Bill	07/15/2022	84818	07/15/2022	✓ 80.24 ✓
Total Multi Media Services				80.24
o Murphy, Sally Jacoby Bill	07/15/2022	8/22 D...	07/15/2022	✓ 66.66 ✓
Total Murphy, Sally Jacoby				66.66

1:52 PM  
07/12/22

# **Southern Tier Library System** **Unpaid Bills Detail** **As of July 15, 2022**

Type	Date	Num	Due Date	Open Balance
NYLA Bill	07/15/2022	REG-0...	07/15/2022	✓ 135.00 ✓
Total NYLA				135.00
NYSEG Bill	07/15/2022	Jun 20...	07/15/2022	✓ 257.17 ✓
Total NYSEG				257.17
NYSHIP Bill	07/15/2022	579	07/15/2022	✓ 11,145.79 ✓
Total NYSHIP				11,145.79
Ocasio, Wilhelina Bill	07/15/2022	6/23/2...	07/15/2022	✓ 26.44 ✓
Total Ocasio, Wilhelina				26.44
Overdrive				
Bill	07/05/2022	01453...	07/05/2022	✓ 1,304.55 ✓
Bill	07/15/2022	01453...	07/15/2022	✓ 1,785.15 ✓
Bill	07/15/2022	01453...	07/15/2022	✓ 1,341.57 ✓
Bill	07/15/2022	01453...	07/15/2022	✓ 122.32 ✓
Bill	07/15/2022	01453...	07/15/2022	✓ 2,419.57 ✓
Bill	07/15/2022	01453...	07/15/2022	✓ 501.32 ✓
Bill	07/15/2022	01453...	07/15/2022	✓ 487.47 ✓
Bill	07/15/2022	01453...	07/15/2022	✓ 255.35 ✓
Bill	07/15/2022	01453...	07/15/2022	✓ 445.51 ✓
Bill	07/15/2022	01453...	07/15/2022	✓ 472.59 ✓
Bill	07/15/2022	01453...	07/15/2022	✓ 475.25 ✓
Bill	07/15/2022	01453...	07/15/2022	✓ 482.03 ✓
Bill	07/15/2022	01453...	07/15/2022	✓ 137.59 ✓
Bill	07/15/2022	01453...	07/15/2022	✓ 505.02 ✓
Bill	07/15/2022	01453...	07/15/2022	✓ 325.27 ✓
Bill	07/15/2022	01453...	07/15/2022	✓ 15.00 ✓
Total Overdrive				11,394.52
Pitney Bowes Bill	07/15/2022	10206...	07/15/2022	✓ 155.95 ✓
Total Pitney Bowes				155.95
Ratterer & Sons LLC Bill	07/15/2022	3484	07/15/2022	✓ 525.00 ✓
Total Ratterer & Sons LLC				525.00
Richardson, Louise Bill	07/15/2022	Jan-Ju...	07/15/2022	✓ 91.15 ✓
Total Richardson, Louise				91.15
SCRLC Bill	07/15/2022	5726	07/15/2022	✓ 1,583.00 ✓
Total SCRLC				1,583.00
Smith, Emily Bill	07/15/2022	6/23/2...	07/15/2022	✓ 26.91 ✓
Total Smith, Emily				26.91



1:52 PM  
07/12/22

# Southern Tier Library System Unpaid Bills Detail As of July 15, 2022

Type	Date	Num	Due Date	Open Balance
<b>Southern Tier Network</b>				
Bill	07/15/2022	4369	07/15/2022	✓ 4,510.00 ✓
Bill	07/15/2022	4376	07/15/2022	✓ 1,000.00 ✓
Bill	07/15/2022	4377	07/15/2022	✓ 3,250.00 ✓
Bill	07/15/2022	4385	07/15/2022	✓ 3,845.00 ✓
Bill	07/15/2022	4382	07/15/2022	✓ 500.00 ✓
Bill	07/15/2022	4407	07/15/2022	✓ 250.00 ✓
Bill	07/15/2022	4414	07/15/2022	✓ 250.00 ✓
<b>Total Southern Tier Network</b>				<b>13,605.00</b>
<b>Southern Tier Wireless Inc</b>				
Bill	07/15/2022	99449	07/15/2022	✓ 75.00 ✓
<b>Total Southern Tier Wireless Inc</b>				<b>75.00</b>
<b>Time Warner Cable, PA</b>				
Bill	07/15/2022	08622...	07/15/2022	✓ 154.98 ✓
Bill	07/15/2022	14551...	07/15/2022	✓ 575.00 ✓
Bill	07/15/2022	12022...	07/15/2022	✓ 44.99 ✓
Bill	07/15/2022	14558...	07/15/2022	✓ 500.00 ✓
<b>Total Time Warner Cable, PA</b>				<b>1,274.97</b>
<b>United Healthcare Insurance Company</b>				
Bill	07/15/2022	Aug 20...	07/15/2022	✓ 262.25 ✓
<b>Total United Healthcare Insurance Company</b>				<b>262.25</b>
<b>Verizon Wireless</b>				
Bill	07/15/2022	99100...	07/15/2022	✓ 177.35 ✓
<b>Total Verizon Wireless</b>				<b>177.35</b>
<b>WEX Bank</b>				
Bill	07/05/2022	81848...	07/05/2022	✓ 2,693.46 ✓
<b>Total WEX Bank</b>				<b>2,693.46</b>
<b>TOTAL</b>				<b><u>62,539.23</u></b>

## Deposit Summary

Southern Tier Library System

9/6/2022 2:52 PM

Summary of Deposits to 1202 - Cash - Money Market on 09/01/2022

Chk No.	PmtMethod	Rcd From	Memo	Amount
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		Amazon Smiles	Amazon Smiles Donations	12.25
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Less Cash Back:

Deposit Total:				12.25
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# Deposit Summary

Southern Tier Library System

9/6/2022 1:54 PM

Summary of Deposits to 1202 · Cash - Money Market on 08/26/2022

Chk No.	PmtMethod	Red From	Memo	Amount
		NYS	Love your Library Summer Reading Pr...	3,797.00

Less Cash Back:

Deposit Total:

3,797.00

# Deposit Summary

Southern Tier Library System

8/31/2022 3:43 PM

Summary of Deposits to 1202 - Cash - Money Market on 08/31/2022

Chk No.	PmtMethod	Red From	Memo	Amount
3515	Check	Prattsburgh	Dark Fiber	255.00
5270	Check	CCLD-Elmira	Pass Thru	2,122.24
2160	Check	CCLD-Elmira	Pass Thru	4,703.88
4303	Check	Odessa	Pass Thru	42.34
5087	Check	Almond	Pass Thru	21.17
15884	Check	Cuba	Pass Thru	203.40
15883	Check	Cuba	Pass Thru	960.62
5699	Check	Wayland	Pass Thru	108.00
4429823	Check	Network for Good	Donation	330.00
1196	Check	Foundation For Southern Tier Librar...	Foundation Grant Award	1,500.00

Less Cash Back:

Deposit Total: 10,246.65

# Deposit Summary

Southern Tier Library System

Summary of Deposits to 1202 · Cash - Money Market on 08/18/2022

8/22/2022 3:28 PM

Chk No.	PmtMethod	Rcd From	Memo	Amount
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		NYS	2022 Family Literacy Library Service...	830.00
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Less Cash Back:

Deposit Total:				830.00
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# Deposit Summary

Southern Tier Library System

Summary of Deposits to 1202 - Cash - Money Market on 08/17/2022

8/22/2022 3:26 PM

Chk No.	PmtMethod	Rcd From	Memo	Amount
		NYS	2022 Central Library Aid	168,696.00
		NYS	2022 State Corrections Aid	26,850.00
		NYS	2022 Interinstitutional Aid	4,061.00
		NYS	2022 Coordinated Outreach Aid	90,044.00

Less Cash Back:

Deposit Total: 289,651.00

# Deposit Summary

Southern Tier Library System

8/18/2022 12:12 PM

Summary of Deposits to 1202 - Cash - Money Market on 08/16/2022

Chk No.	PmtMethod	Red From	Memo	Amount
43163	Check	Belfast	Dark Fiber/Pass Thru	420.17
3752	Check	Friendship	Pass Thru phone	57.53
1050	Check	Guy, L	Laptop Purchase	50.00
1109	Check	Arkport	Pass Thru/phone	31.69

Less Cash Back:

Deposit Total:

559.39

# Deposit Summary

Southern Tier Library System

8/9/2022 10:42 AM

Summary of Deposits to 1202 - Cash - Money Market on 08/10/2022

Chk No.	PmtMethod	Red From	Memo	Amount
1302	Check	Hector	Pass Thru	147.35
13314	Check	Dundee	Pass Thru	3,777.30
15869	Check	Cuba	Pass Thru	349.00
2157	Check	CCLD-Elmira	Pass Thru	663.20
1216	Check	Hornell	Dark Fiber/Pass Thru	380.24
1102	Check	Arkport	Payroll/WC	1,795.92
4298	Check	Odessa	Pass Thru	24.99

Less Cash Back:

Deposit Total: 7,138.00



# Deposit Summary

Southern Tier Library System

8/1/2022 11:57 AM

Summary of Deposits to 1202 - Cash - Money Market on 08/01/2022

Chk No.	PmtMethod	Red From	Memo	Amount
5221	Check	CCLD-Elmira	Dark Fiber	1,800.00
5369	Check	Fillmore	Dark Fiber/PT	470.17
7695	Check	Canisteo	Dark Fiber	255.00
6829	Check	Richburg	Dark Fiber	246.00
1100	Check	Arkport	Pass Thru-phone	30.12
5680	Check	Wayland	Dark Fiber	450.00
4010	Check	Montour Falls	Dark Fiber	255.00

Less Cash Back:

Deposit Total: 3,506.29

# Deposit Summary

Southern Tier Library System

7/26/2022 10:05 AM

Summary of Deposits to 1202 - Cash - Money Market on 7/26/2022

Chk No.	PmtMethod	Red From	Memo	Amount
	Cash	Horton, J	Pass thru	2.45
7080	Check	Cohocton	Dark Fiber	270.00
1096	Check	Arkport	Dark Fiber	209.85
1097	Check	Arkport	Payroll	1,363.50
9503	Check	Branchport	Dark Fiber	195.00
3974	Check	Angelica	Dark Fiber	399.00
4342	Check	Atlanta	Dark Fiber	246.00
3779	Check	Savona	Dark Fiber	255.00
3037	Check	Watkins Glen	Dark Fiber	270.00
22364	Check	Wellsville	Dark Fiber	450.00
7710	Check	Bath	Dark Fiber	300.00
14450	Check	Penn Yan	Cost Share	33,988.00
13302	Check	Dundee	Pass Thru	49.99
13303	Check	Dundee	Pass Thru	21.17
80115	Check	Andover	Dark Fiber	255.00
6765	Check	South Central Regional Library Cou...	Technology & Digitization Grant	4,104.00

Less Cash Back:

**Deposit Total:** 42,378.96

# Deposit Summary

Southern Tier Library System

Summary of Deposits to 1202 - Cash - Money Market on 07/21/2022

7/25/2022 2:25 PM

*[Handwritten signature]*  
7/25/2022

Chk No.	PmtMethod	Red From	Memo	Amount
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	NYS		General Library Aid	876,495.00
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	NYS		Pub Library Sys Supplemental Aid	129,854.00
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Less Cash Back:

Deposit Total: 1,006,349.00

# Deposit Summary

Southern Tier Library System

Summary of Deposits to 1202 - Cash - Money Market on 07/22/2022

7/25/2022 2:25 PM

7/25/2022

Chk No.	PmtMethod	Red From	Memo	Amount
		NYS	Local Services Support Aid 90%	86,743.00
		NYS	Local Library Services Aid 90%	104,526.00

Less Cash Back:

Deposit Total: 191,269.00

# Deposit Summary

Southern Tier Library System

7/19/2022 9:18 AM

Summary of Deposits to 1202 - Cash - Money Market on 07/20/2022

Chk No.	PmtMethod	Red From	Memo	Amount
2845	Check	Howard		300.00
4899	Check	Bolivar		246.00
4490	Check	Canaseraga		399.00
15856	Check	Cuba		450.00
7667	Check	Hammondsport		255.00
3600	Check	Avoca		300.00
3175	Check	Jasper	Dark Fiber	255.00
3736	Check	Friendship	Dark Fiber	399.00
4447	Check	Corning	Dark Fiber	450.00
12370	Check	Pulteney	Dark Fiber	225.00
5081	Check	Almond	Dark Fiber	399.00
5664	Check	Wayland	Dark Fiber	450.00
13291	Check	Dundee	Dark Fiber	300.00
2928	Check	Addison	Dark Fiber	270.00

For  
your  
records

Less Cash Back:

Deposit Total:

4,698.00

**Brian Hildreth**

---

**From:** Milservice@NationalBusinessFurniture.com  
**Sent:** Tuesday, September 13, 2022 11:08 AM  
**To:** COMMUNITYLIBRARYPARTNER@STLS.ORG  
**Subject:** Confirmation of your NBF order ZK187047



---

Desks   Chairs   Tables   Filing   Storage   Cubicles

---

# Thank you for your order!

**Your order has been received and is currently being processed.**

Once your item(s) ships, we will send you an email with the tracking number(s) so you can track your order.

Please review this entire confirmation for accuracy: delivery location, billing information, items, shipping methods, estimated arrival and special notes.

Thank you for choosing National Business Furniture!

**Shipping Address**

Brian Hildreth  
Southern Tier Library System  
9424 Scott Road  
Painted Post, NY 14870  
Phone: (607) 962-3141 ext. 2207

**Billing Information**

Brian Hildreth  
Southern Tier Library System  
9424 Scott Road  
Painted Post, NY 14870  
Phone: (607) 962-3141 ext. 2207

Please note, delivery times may be impacted by the current COVID-19 outbreak. For information on what we are doing, please visit our website. <https://nationalbusinessfurniture.com/covid-19>

Your purchase has been divided into 4 orders.

Here is what we are shipping:

### Shipment 1

Order: ZK187047-KFI

Arriving no later than: 10/11/2022

Shipping Option: TRUCK + LIFTGATE

Item Number	Item Description	Qty	Each	Total
<a href="#">221938</a>	Conference Table 36x96 Studio Teak Top/Silver Base	1	\$1,104.35	\$1,104.35
<a href="#">51708</a>	Poly Chair with casters Black Poly Seat & Back/Silver Frame	64	\$183.20	\$11,724.80

[View or manage order](#)

Please allow 24 hours for the order to appear online. You will be asked to enter your order number, **ZK187047**, and billing zip code, **14870** , to access the order online.

### Shipment 2

Order: ZK187047-LES

Arriving no later than: 10/11/2022

Shipping Option: FEDEX

Item Number	Item Description	Qty	Each	Total
<a href="#">76894</a>	Guest Chair w/Arms Designer Golden Fabric Back/Putty Vinyl Seat/Bronze Finish	2	\$279.20	\$558.40
<a href="#">76911</a>	End Table Silver Riftwood Laminate/Bronze Finish	1	\$239.20	\$239.20

[View or manage order](#)

Please allow 24 hours for the order to appear online. You will be asked to enter your order number, **ZK187047**, and billing zip code, **14870** , to access the order online.

### Shipment 3

Order: ZK187047-TDQ

Arriving no later than: 9/21/2022

Shipping Option: TRUCK + LIFTGATE

Item Number	Item Description	Qty	Each	Total
<a href="#">41495</a>	Mobile Flip Top Table 72x24 Teak Top/Black Frame	20	\$423.20	\$8,464.00
<a href="#">41496</a>	Mobile Flip Top Table 60x24 Teak Top/Black Frame	8	\$383.20	\$3,065.60

[View or manage order](#)

Please allow 24 hours for the order to appear online. You will be asked to enter your order number, **ZK187047**, and billing zip code, **14870** , to access the order online.

### Shipment 4

Order: ZK187047-TES

Arriving no later than: 11/1/2022

Shipping Option: TRUCK + LIFTGATE

Item Number	Item Description	Qty	Each	Total
<a href="#">30765</a>	Three Drawer Lateral File 42"W Black	1	\$1,119.20	\$1,119.20

[View or manage order](#)

Please allow 24 hours for the order to appear online. You will be asked to enter your order number, **ZK187047**, and billing zip code, **14870**, to access the order online.

Merchandise	\$34,692.00
Discount	\$8,153.25
Delivery	\$1,922.00
Additional Delivery Services	\$0.00

Subtotal	\$28,460.75
Sales Tax	\$0.00

<b>Total</b>	<b>\$28,460.75</b>
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Payments	\$0.00
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<b>Balance Due</b>	<b>\$28,460.75</b>
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Wherever possible, we consolidate into the fewest amount of shipments. You may however receive more than one delivery based on the product you selected.



What are the next steps...





Your items will arrive either via a large truck, package carrier, or if selected, via a moving or installation company.

Depending on your selected delivery options, you may need personnel to unload the merchandise and bring it inside your office.

Some of our items are quite large so if you didn't select inside delivery, please make sure you have help to unload.

Please sign for the delivery and notate any packaging/product damage or missing items.

For any questions about your delivery, please visit us online at <https://www.nationalbusinessfurniture.com/customer-services/shipping-policies>

**Special Notes:**

- None

## We'd love to hear from you!

Help us get better at what we do.

Your sales rep Marcel would love to find out how your NBF experience was.

[TAKE SURVEY >](#)

**WEB CODE: 433422**

National Business Furniture, LLC  
800-558-1010 option 2 for customer service  
Email: [service@nbf.com](mailto:service@nbf.com)  
770 S. 70th St.  
Milwaukee, WI 53214









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

The Executive Director spent the months of July/August engaged in the following activities:

-  July 20 - 21: Facilitated Digital Library Contributions Committee meeting of the Directors Advisory Council to discuss spending options for 2023 – 2025 to present to member libraries. Attended public library system directors meeting with New York State Library to receive state-level library updates and information. Facilitated meeting with Watkins Glen Public Library Board to answer questions about school district public libraries, charter status and funding.
-  July 25 - 27: Met with OWWL Library System director to prepare for upcoming funding presentation for Small Libraries Summer Symposium learning event. Moderated Trustee Handbook Book Club After Party Session with handbook authors J. Nichols and R. Smith Aldrich, and co-moderator R. Kirsop to provide online training webinar for library trustees across New York State. Attended Director's Advisory Council in Watkins Glen. Presented on Cost Share and Digital Library Contributions, as well as American Recovery Act Plan funds.
-  August 2 - 4: Met with Chemung County Library District board president to discuss recruiting and hiring new library district director. Participated in webinar with Southeast Steuben County Library board to learn more about capital projects from library director within Suffolk County Library System.
-  August 8: Participated in STLS Training Team meeting to plan for upcoming fall online conference, Gather and Grow. And, discuss STLS Annual Meeting details. Interviewed candidates for the STLS Building Custodian position.
-  August 16 -18: Attended DAC DEI Subcommittee meeting to review STLS' Collection Management Policy, and discuss fall training for member library trustees with a focus on EDISJ training. Consulted with Cuba Library director on 2022 Construction Aid Application. Met with trustees from Middlesex Reading Center to discuss Duties and Responsibilities as well as filing reading centers provisional charter paperwork with State Education Department. Attended public library system directors meeting with New York State Library to receive state-level library updates and information.
-  August 23 – 25: Met with prospective STLS trustee candidate to serve Southeast Steuben County Library service area. Visited Belmont Library to meet with outgoing director and library staff. Met with STLS staff from the Division of Professional Development to review the job title/description of the Resource Consultant.

-  August 28 – 31: Attended retirement reception for Chemung County Library District director. Conducted interviews with L. Brown for vacant Delivery Driver position. Director was on vacation September 1<sup>st</sup> and 2<sup>nd</sup>.
-  September 6 – 9: Conducted interviews for vacant Delivery Driver position. Met with Town Supervisor from Town of Greenwood to answer questions about Greenwood Reading Center. Met with E. Jenns to discuss STLS' ALA Public Library Association Digital Literacy grant. Attended meetings with general contractors and LaBella to finalize remaining projects for STLS Office Renovations. Participated in Digital Equity Coalition meeting facilitated by South Central Regional Library Council. Attended Foundation for Southern Tier Libraries meeting. Visited the libraries of Avoca and Almond to meet with library directors.

**Professional Development, ILL and Youth Services**  
**by Lorie Brown, Professional Development Manager**  
**Division of Professional Development and Outreach**

During the summer months, Lorie visited many events presented by member libraries as part of their summer activities. She participated in two summer kick-off events (Penn Yan Public Library's Bikes & Book in late June; Dormann Library's kick-off event in July). She also attended the Pulteney Library's Ice Cream Social to celebrate their anniversary. Other events included trips to Little Genesee, Branchport, Watkins Glen, and Odessa. Lorie also attended the David A. Howe Library (Wellsville) BEACH BALL. There were so many other events but not enough time to see them all. Summer activities were successful at most libraries.

The summer months allowed Lorie to connect with other systems and other types of libraries. Lorie, along with colleagues Keturah Cappadonia and Lyndsie Guy, visited the Four County Library System. It is amazing that nearby systems have so many things in common but yet, are so very different. Lorie also attended a South Central Regional Library Council (SCRLC) Resource Sharing committee to assist in planning an upcoming Resource Sharing Users Group meeting. SCRLC resource sharing practitioners will be joined by those doing the same tasks from the Central New York Library Resource Council (CLRC). Lorie has also actively participated in promoting the statewide Great Give Back (<https://thegreatgiveback.org/>) to our member libraries. About 10 libraries will participate in this event. Lorie, with colleagues Keturah Cappadonia and Erika Jenns, have created an opportunity for STLS staff to participate in this event as well. STLS will be collecting food staples for the Food Bank of the Southern Tier and will be volunteering for a shift to work at the Food Bank as well.

Lorie visited with Taylor Stuck, library manager of the Angelica Free Library, to review out of system ILL procedures and the use of BARC (Bibliographic And Referral Center) at Tompkins Cortland Community College (TC3). She also visited with staff from the Montour Falls library (Emily Smith, library manager and Alexandra Appel, children's coordinator) to discuss early literacy programming and goals.

Lorie worked with Mandy Fleming to finalize the clean-up of temporary bibliographic records added to the ILS for out of system interloans. This procedure was long overdue. Mandy created the necessary reports and seamlessly updated all library accounts. She also added this to her list of yearly reports to ensure that the backlog won't be so huge. The reports removed 1,723 items.

Lorie and the Division of Professional Development worked to unload many boxes from the storage container. They have begun the process (and will continue) to reshelve and find new locations for items that have been in storage for several months. The Division has worked with Mandy Fleming to determine a time to make STLS items available for our members to actively use these resources again. This will occur during the week of October 10.

As of August 1, Lorie has assumed supervisory duties of delivery services. This includes communicating with drivers often, preparing schedules and checking time sheets. But, as we have changed/alterd the delivery area, Lorie framed out a rudimentary location for the delivery to each library. The delivery team has tweaked this and will continue to tweak it to make it a efficient as possible.

Construction clean-up illustrated that many things are stored but not actively used—such as canvas bags from previous STLS kits. Lorie coordinated an effort to share/dispense these extra bags with members that wanted them. She has also coordinated a distribution of books from the Youth Services office to members who desired some extra books for their collection, for door prizes or for special events such as Halloween GiveAways or sponsoring a Book on Every Bed event in December.

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

Areas of work in which Keturah focused much of her time in July and August included Outreach work with County Jails and Correctional Facilities, Outreach visits to member libraries and events, continuing education facilitation and planning for members, unpacking Division of Professional Development & Outreach items from the storage container and shelving them, and assuming duties of the Rotating Collections.

Keturah ordered and delivered books to the Yates and Steuben County Jails. She will be working on the Schuyler and Chemung County Jails in September. Work with the Allegany County jail was previously completed by the David A. Howe Library. Keturah worked with Greg Harris, Senior Librarian at Elmira Correctional Facility, to place an order for nearly 500 books using the funds provided by NY State. Keturah will work on processing, cataloging, and delivering these books over the next few months in conjunction with the STLS ILS department and delivery department.

Keturah visited the following member libraries and events in July and August: participated in the Balloon Rally Parade in Wellsville with the David A. Howe Public Library while wearing the STARCat mascot costume, staffed the Yates County libraries booth at the Yates County Fair with Angela Gonzalez, Whitesville Bicentennial Parade with the Whitesville Public Library wearing the STARCat mascot costume, Penn Yan Public Library, Steuben County Jail, Little Genesee Library, and Scio Library.

Keturah conducted a virtual workshop for STLS members on “Food Literacy Programming and Services for Your Library” in July. She also facilitated a three hour workshop on “Safe Zone Training” by the Family Counseling Service of the Finger Lakes in August. She worked to secure two presenters for the October STLS Gather & Grow

virtual learning event and planned a panel presentation for the event. She also started to work on a virtual learning series titled, STLS Libraries & Sustainability, which will begin in November.

Keturah assumed the duties for the Youth, Large Print, and Audio Rotating Collections on Aug. 1. She has unpacked the collections from storage and has placed an order for new Large Print items. She will be weeding and refreshing the Large Print and Audio collections in the next two months.

Keturah worked with a number of member libraries on answering questions about COSAC Outreach Mini-Grant and DEI Micro-Grant applications. She is currently collecting applications and COSAC will meet in a few weeks to make award determinations.

Keturah attended the following meetings: meeting with American Heart Association, NYLA RLRT, visited 4 County Library System, Rural EDI Initiative, SCRLC virtual board retreat, NY public library outreach coordinators meeting, SRRT virtual conference, ALA Public Programs Committee meeting, Training Team meetings, Division of Professional Development and Outreach, SCLRC Executive Committee, Food Bank of the Southern Tier, meeting with Greg Harris of Elmira Correctional Facility, and ALA Council.

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

#### July 2022 Monthly Report

During the month of July 2022, Erika Jenns met with Lorie Brown to go over the process of pulling digital library statistics and organizing the data to share with the membership and with partner library systems each month. Lorie will manage the reports while Erika is away in July.

Erika and Lorie also collaborated on a workshop titled “Summer’s Here: Track Your Programs!” This workshop covered methods of recording workshop attendance and other data needs to complete the NYS Annual Report. Erika and Lorie discussed the different types of programs, definitions commonly used on the annual report, and emphasized the importance of finding a simple, manageable method of recording this data. Eight member libraries attended the workshop live, and the program was recorded for later viewing by those who could not attend live.

Additionally, Erika scheduled social media posts for the month of July. She placed OverDrive orders. She boosted social media posts about the Chemung County Library District eDesk service. These boosted posts will go live each week during July, and funds will be used to help reach a wider audience to advertise the service. Erika also created a video to promote Summer Reading at STLS member libraries. The video can be viewed here: <https://youtu.be/jMHKcc2ZHTg>. Keturah Cappadonia collaborated with Erika to film the video and make this project possible. This video will also be boosted on social media throughout the month of July. Lastly, Erika consulted with the Rushford Free Library on setting up a library Instagram account, and she connected with Ken Behn about finalizing the transfer of files out of the STLS Google Drive account in preparation for account changes and upgrades.

During the month of August 2022, Erika Jenns attended an OverDrive webinar, “Curate Your Digital Collection to Promote Discoverability” and a webinar from the Long Island Library Resource Council, “Managing a Hybrid Workforce.” She sent out several newsletters to the STLS membership about upcoming STLS events, important digital updates, and save-the-dates for the upcoming Gather & Grow event. With Lyndsie Guy’s departure, Erika

took over kit lending. Button makers and the movie kits continue to be popular items. She also began serving as co-chair of the Public Library Association's Sustainability Round Table Public Awareness and Advocacy Committee.

Erika presented a WordPress Workshop this month for STLS membership. The workshop was attended by six staff members from around the system, and the recording was posted to the STLS YouTube channel. Website consultations remain a popular service. August consultations included a web meeting with staff at the Hornell Public Library to go over website editing, a web meeting with staff at the Addison Public Library to discuss the library Facebook page and website, and a phone meeting with staff at Montour Falls to correct the programming section of their FY2021 annual report.

STLS was awarded a \$4,000 Digital Literacy Incentive grant from the Public Library Association as a result of an application submitted by Erika. She collaborated with Keturah Cappadonia to prepare the application. Erika will use these funds to present 3 digital literacy workshops over the next several months across the system. She began preparations for those workshops throughout the month and attended on-boarding webinars from PLA.

**Program Support, Outreach Collections, & Delivery**  
**By Lyndsie Guy, Resource Consultant**  
**Division of Professional Development and Library Outreach**

June was full of transitions. On June 2nd and 3rd, Lorie Brown and I conducted interviews for two new delivery drivers. We subsequently hired Jeff Weaver and Kim Falkenberg for these positions; both are great additions to the delivery department! The hiring process included onboarding meetings with me, meetings with Cassie and Barb in the business office, and three weeks of ride-along training with our other delivery drivers. As of the first week in July, Jeff and Kim are both completing delivery routes on their own.

I participated in the Director's Retreat that took place in Hammondsport on June 23rd; it was a great event, and it felt particularly nice to see so many member librarians in-person after the covid-induced hiatus. We caught up with friendly faces and met new directors-- all in all, it was a great success. Other meeting participation this month included the DAC's Circulation Committee meeting, the Division of Professional Development meeting, the Training Team meeting, and a variety of Monday Morning Meetups-- one of which I facilitated.

The Large Print Rotating Collection also moved this month. The largest of the Rotating Collections, the Large Print Collection moved over the course of three weeks. Due to the delivery department being short-staffed during this time, I completed one of the Rotating Collection delivery runs on June 14th. I also delivered some Program Resources (such as button makers and outdoor movie kits) to libraries throughout the month.

Finally: it is with a full heart that I announced my resignation from STLS in June; I will be working through the month of July, and then taking some time away from the professional sphere in order to raise my family. It was a bittersweet decision to leave STLS and I have joked that, if there were two of me, one would be home with my family while the other would remain right here at work. It has been a privilege to spend the last three years working with talented colleagues, passionate librarians, and devoted trustees to support libraries throughout the Southern Tier. Thank you, very much, for the opportunity to work at STLS.

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

In July and August, IT worked on 248 Help Desk requests for member libraries and performed 9 monthly operating system patches on ILS servers. Weekly meetings with IT department staff and the monthly CCLD meeting were held.

Choose CPE for a new VoIP phone system and worked to have it installed during August. STLS staff now have many new features for their phone and managing communication with our member libraries. Voice mail to email and a mobile phone app that lets staff make and receive calls at their extension from anywhere they have WiFi access are 2 of the biggest new features.

We moved equipment back into the IT office space and rearranged the server room around contractors needing access for cabling.

Pat, Tom and I participated in HPE training for new equipment we will be receiving to upgrade our data center as part of E-rate and ARC grant projects.

Individually these are some highlights of IT staff work:

**Pat Beeman -**

- Installed network printers in Avoca.
- Upgraded WiFi in Bolivar.
- Installed a network copier in Wayland.
- X5228 calls, as always (multiple SRs)

**Tom Lawrence -**

- Upgraded the CASSIE public computer authentication software at Penn Yan Public Library.
- Deployed new laptops for STLS staff.
- Installed a new LAN switch in Canisteo.
- Worked on multiple SRs for Bath.

**Brianne Liddick -**

- Reviewed all assets (library computers) STLS monitors and maintains Windows patches for in the Help Desk.
- Deployed new computers to Cuba, Montour Falls and Hector.
- Worked with Mandy to submit E-rate BEAR reimbursements.
- Left STLS employment for a non-procurement job in Chemung County at the end of August.

**Integrated Library System and Cataloging**  
**by Mandy Fleming, ILS Manager**  
**Division of Information Technology**

Here is our monthly report for July and August... it feels a little scattered (and long!), since it was such a busy two months, so if you notice anything that needs clarification, please let me know...

### E-rate

In July and August I continued working with Ken to train Brianne on the E-rate filing process, and on working with E-rate Service Providers. In July we submitted a Funding Commitment Adjustment Request Form and an Invoice Deadline Extension for the Uninterruptible Power Supply project – the equipment for this project has been ordered but there is a shipping delay (much like the Web Caching Project). Odessa was notified to disconnect their Spectrum services, as they are now fully connected to our Dark Fiber – another E-rate win! Brianne and I submitted Form 486 (Receipt of Service Confirmation and Children's Internet Protection Act Certification Form) for the FY2022-2023 approved applications. At the end of August, I began working on BEARs for the 2<sup>nd</sup> half of FY 2021-2022 - they will be finalized and submitted to USAC in early September.

### ILS

In July, I visited Penn Yan to provide basic WorkFlows (WF) instruction to six staff members. In August, I visited Bath to provide WF instruction to one staff member. During both months, we assisted Raeanne, as the new Scio Director, with a number of different IT/ILS questions and requests. She is currently borrowing one of our WF laptops to update their collection in the catalog. They have a number of items on the shelf that were never barcoded and/or added to the catalog. We have also run various circulation reports at her request and provided her with background information on various IT aspects related to Scio. In August, I updated hold map rules for juvenile items in Corning, as they renovate their children's department. Per Karen and Connie's request, I forgave all outstanding OVERDUE bills for Addison patrons. At the very end of August, I worked with Pat, Tom and SirsiDynix Support Staff to resolve a short-lived STARCat searching issue.

STLS has a number of annual credits we can use on SirsiDynix services. I investigated various options and worked with Ken to finalize how we would spend our credits for this year. We used the credits on a number of BCA reports, a custom BCA report that shows un-fillable holds and a custom WorkFlows report that deletes titles with zero copies attached. Each of these will help us make the database cleaner and the hold report will help us identify patrons with unfillable holds in order to have library staff follow-up with them, and provide improved customer service, when it comes to holds. We prepared for and presenting our quarterly, August ILS and IT Meeting. Also during this time, I worked with Lorie on cleaning up old ILL item records and we created a plan to do this on an annual basis, going forward.

Kylie, Larissa and I visited Chemung County Historical Society on July 20<sup>th</sup>, for an initial visit. I reviewed our new service contract with Rachel and we worked on cataloging their new (to CCHS) items. On August 3<sup>rd</sup> we visited again to work on their collection and on August 26<sup>th</sup> Kylie and Larissa visited a third time and completed adding their donated items to the catalog. We will likely return again, later in the year, to provide assistance with shelf-reading and/or an inventory to make sure the catalog now fully and accurately reflects their physical holdings.

Per DAC Circulation Committee recommendations, I investigated removing the display of unused fields (title, gender, lostitem, birthdate in Extended Info) from WF and tested this on the Test Server. I shared the committee's recommendation to remove those fields with the full DAC at the August meeting. Feedback during the meeting was positive and the official vote will happen at the next DAC meeting in September. I emailed the full Director's listserv with details and screenshots of the impacted fields, so that all STLS directors would be aware of the possible WF updates, pending September's vote.



In August we completed our first cataloging project in Data Control (DC) – the addition of a subject heading of “Indigenous peoples” to records with existing “Indians of North America” subject headings - as recommended by the Cataloging Advisory Committee. There were nearly 3,000 records that needed to be updated and we worked on them in batches. Our next BCA and DC project is changing 650s of “Illegal aliens” to Illegal immigration and “Aliens” to “Noncitizens,” as the Library of Congress subject headings related to illegal immigration have recently changed.

August brought us a number of MARC record issues we needed to understand and resolve. Our team worked with Tom, Ken and Ingram Staff, to solve an issue with MARC records being emailed to the Help Desk in a way that did not allow for us to access the records. Once that was major issue was resolved, we worked with Ingram Staff and Linda and Jess at Corning to resolve another Ingram MARC record issue – as Corning began using Ingram Grids for ordering, we were getting incorrect item types assigned to new items in the catalog. After much communication, we were able to pinpoint a workable solution for us and Corning staff, and Ingram was very amenable to making changes on their end so that our record fields would be fully compatible once again.

Cataloging volume has remained steady and as demonstrated above, we were able to work on a number of other projects in July and August. As of the day after Labor Day, we are at a turnaround time of 6 working days for unopened “normal” cataloging requests. This is down from 11 days reported in my last monthly report, and at one point we were under 5 working days! We do have a number of lower priority tickets from Scio, as they get their collection straightened out, but those only go back an additional 4 days. Kylie, Larissa and Daniel have done an excellent job staying on top of the Help Desk and we hope to keep this up through publishing season, as much as possible!