

STLS BOARD MEETING

Tuesday, December 20, 2022 - 2:00 pm

Southern Tier Library System, Painted Post, NY 14870

**AGENDA****Presentation from STLS ILS Manager Mandy Fleming – STARCat Enhanced Content Features**

- | | | | |
|----|--|----------------------|---------------------|
| 1. | Agenda | | Doc. #22-146 |
| 2. | Approval of Minutes – November 2022 | *FOR APPROVAL | Doc. #22-147 |
| 3. | Treasurer's Report – November 2022 | *FOR APPROVAL | Doc. #22-148 |
| 4. | Financial Clerk's Report – November 2022 | *FOR APPROVAL | Doc. #22-149 |
- *Subject to corrections, above items may be approved without motion.*

COMMITTEE REPORTS

- | | | | |
|----|--|---|---------------------|
| 5. | Executive Committee – Richard Ahola | | |
| 6. | Personnel & Policies Committee – Denise King | (Minutes) | Doc. #22-150 |
| | | (Job Description – ILS Manager) | Doc. #22-151 |
| | | (Job Description – Assistant Director – Head of IT) | Doc. #22-152 |
| | | (22/23 ED Performance Objectives) | Doc. #22-153 |
| 7. | Finance & Facilities Committee – Betsy Gorman | (Minutes Provided at Board Meeting) | Doc. #22-154 |
| 8. | Public Relations Committee – Lynnette Decker | | |
| 9. | Foundation for Southern Tier Libraries – Louise Richardson | (Minutes) | Doc. #22-155 |

BOARD ACTIONS

- | | | | |
|-----|---|-----------------------|---------------------|
| 10. | <u>Expenditure Approvals -Monthly Unpaid Bills Detail</u> | * FOR APPROVAL | Doc. #22-156 |
|-----|---|-----------------------|---------------------|

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

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

- | | | | |
|-----|--|-----------------------|---------------------|
| 11. | <u>Receipt Approvals – Monthly Deposit Summary</u> | * FOR APPROVAL | Doc. #22-157 |
|-----|--|-----------------------|---------------------|

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

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

12. Approve Proposed Revisions to Organizational Meeting Policy * **FOR APPROVAL**

Doc. #22-158

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the Organizational Meeting Policy as presented at the December 20, 2022 board meeting considering any revisions during board meeting Discussion.

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

13. Approve 2022 Library System Mid-Year Budget Revisions* **FOR APPROVAL**

(See November 2022 Board Packet) Doc. #22-135

Finance & Facilities Recommendation: The STLS Board of Trustees approves the 2022 STLS Library System Mid-Year Budget Revisions as originally presented during the November 15, 2022 Board Meeting considering changes made prior or during the December 20, 2022 meeting.

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

14. Approve the Purchase of Equipment and Vehicle Under USDA-Rural Development Community Facilities Program***FOR APPROVAL**

Doc. #22-159

Executive Director Recommendation: The STLS Board of Trustees approves and accepts the purchase of a the technology equipment and vehicle as part of the library system's United States Department of Agriculture – Rural Development Community Facilities Program – CFDA #10.766 that was confirmed by the USDA – RD by written letter on August 11, 2021 and reaffirmed by USDA-RD by written letter on October 19, 2021, and is set to legally close on January 13, 2023.

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

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

Executive Director Recommendation: Approve the one-time net payment of \$100 to each STLS staff member excluding the Executive Director as included in the board approved 2021 STLS Operating Budget.

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

BOARD INFORMATION

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

Doc. #22-160

Public Expression (15 minutes)

Adjournment

Next meeting: Southern Tier Library System – Tuesday, January 17, 2023 at 2 p.m.

STLS BOARD MEETING
Tuesday, November 15, 2022 - 2:00 pm
Southern Tier Library System, Painted Post, NY

MINUTES**TRUSTEES PRESENT:**

Richard Ahola – 2022	Richard Urban - 2024
Sisi Barr – 2023	Felicity Wright – 2023
Pat Finnerty -2022	
Betsy Gorman – 2024	
David Haggstrom – 2026 - phone in	
Barbara Hubbell – 2024	
Denise King – 2024	
Susan McGill - 2024	
Louise Richardson - 2024	

Excused: Lynnette Decker -2026, Kathy Green-2026, Vacant Allegany County Seat – 2025, Vacant Chemung County Seat – 2022

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

President R Ahola called the meeting to order at 2:01pm.

1. AGENDA REVIEW ***FOR APPROVAL** **Doc.#22-130**

Approved

2. Approval of Minutes –October 2022 ***FOR APPROVAL** **Doc. #22-131**

Approved

3. Treasurer’s Report – October 2022 ***FOR APPROVAL** **Doc. #22-132**

Approved

B Gorman reported that the cash balance on the Treasurer’s report is currently 1.9 million dollars, which is down from last year. This is because of the construction project. B Gorman also noted that all payments for the construction project will be made by the end of this year.

4. Financial Clerk’s Report – October 2022 ***FOR APPROVAL** **Doc. #22-133**

Approved

B Hildreth noted that, for income, line item 4724 is for quarterly billing to member libraries for internet connections. The bills were sent in September and the \$13,000.00 are payments received for that billing.

For expenses, B Hildreth reported on line item 5490, Grants. The \$38,010.04 is for construction costs and is consistent with what STLS has spent. B Hildreth also noted

that there are 2 outstanding invoices from the construction project, mechanical and electrical . The last payment to the general contractor was made today.

B Hildreth also reported on line item 5407, Integrated library system. This was payment to SirsiDynix for automation services for 2022/2023. The Board approved this payment at the October 2022 meeting.

Standing Committee Reports –

5. Executive Committee – Richard Ahola

R Ahola stated the Committee set the agenda.

6. Personnel & Policies Committee – Denise King

D King reported that the Personnel and Policies Committee did not meet this past month because they are caught up on all policies that needed to be reviewed and updated for 2022.

7. Finance & Facilities Committee – Betsy Gorman

Doc.#22-134

(Minutes Provided at Board Meeting)

B Gorman stated that the Finance and Facilities committee met yesterday and reviewed the 2022 budget revision that will be up for vote at the December board meeting.

B Gorman reminded the board that, at last months meeting, the Board voted to have Mengel Metzger and Barr file STLS 990 before review so that it would not be filed late. The Board received the filed 990 in their packets and will vote on it today.

(2022 Mid-Year Budget Revisions) **Doc.#22-135**

B Hildreth stated that normally the midyear budget revisions are presented to the board in October and approved in November. This year the revisions are a month behind because he wanted to see what would happen with the construction project.

B Hildreth summarized each of the columns (2021 budget, 2022 budget etc...).

For Revenue:

- The first 6 line items under revenue are all state aid which includes the 5% increase.
- Line item 4721, E-Rate Funding, STLS expects one more reimbursement for 2022.
- Line Item 4723, Member Library Cost Share. This amount has been the same for the last 3 years.
- Line item 4724, Member Library IT Contracts. This line item has a shortfall of \$18,000.00. STLS did use the Appalachian Grant which gave discounts on equipment purchased as well as free labor for in the installation.
- Line item 4725, Grants Revenue, the budgeted and revised amounts will be close, depending on what else comes in by the end of the year.

For Expenses

- Line item 5100, Salaries and 5150, Personnel Benefits – B Hildreth is leaving where it is, taking into account that all vacant positions will be filled.
- Line Item 5473, Vehicle Fuel. This anticipated increase is due to the rise in fuel costs in the past year.

- Line item 5475, Vehicle Purchase. This was the amount to purchase two new delivery vans. The USDA grant covered the purchase cost of one of the vans . There will be no vehicle purchases in 2023.
- Line item 5490, Grants. This is the true cost of construction less \$100,000.00. STLS is under the 12% budget in contingency and close to the anticipated project cost. There will be a project closeout budget provided at the January 2023 Board meeting.

8. Public Relations Committee – Lynnette Decker

B Hildreth reported the Public Relations Committee did not meet in November, but will meet in December. During the December meeting the Committee will discuss construction aid applications and the staff appreciation lunch.

9. Nominating Committee – Denise King

(2023 Proposed Slate of Officers) **Doc.#22-136**

D King thanked committee members, David Haggstrom and Betsy Gorman for their help in choosing the slate of officers. The election of new officers will be in January 2023 and will consist of the following nominations:

Kathy Green – President

Lynnette Decker – Vice President

Sisi Barr – Treasurer

Louise Richardson – Secretary

F Wright stated that she knows a person who is interested in joining STLS Board of Trustees. She is in Florida for the winter and wondered if that would be a problem. B Hildreth stated that being remote does create a problem in that the remote trustee cannot vote on action items and does not count towards having a quorum.

10. Foundation for Southern Tier Libraries – Denise King

(Minutes) **Doc.#22-137**

D King reported that the Foundation is planning to hold two fundraising events in 2023. The events would be an outdoor fundraiser during the warmer months, and the annual solicitation letter, sent out in November of each year.

B Hildreth added that the Foundation has grown in the amount of funding they provide to member libraries. Unfortunately, the Foundation is losing four long term members and is looking for new members. He also added that the Foundation meetings are not held to open meeting laws, so if potential members can only meet remotely, that will work.

BOARD ACTIONS11. Expenditure Approvals -Monthly Unpaid Bills Detail*** FOR APPROVAL Doc. #22-138**

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 2 Vacant 2
 Approved/Failed: Approved
 Discussion: None

12. Receipt Approvals – Monthly Deposit Summary*** FOR APPROVAL Doc. #22-139**

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 2 Vacant 2
 Approved/Failed: Approved
 Discussion: None

13. Approve 2023 Library System Operating Budget*** FOR APPROVAL****Doc. #20-140**

Finance & Facilities Recommendation: The STLS Board of Trustees approves the 2023 STLS Library System Operating Budget as originally presented during the October 18, 2022 Board Meeting considering changes made prior or during the November 15, 2022 meeting.

Aye 9 Nay _____ Abstain 2 Absent 2 Vacant 2
 Approved/Failed: Approved
 Discussion:

B Hildreth stated that right now it is unsure what the state funding for 2023 will look like, but it is rumored to be "tight". With this information, B Hildreth is proposing a 2023 budget based on a 5% decrease in funding. B Hildreth stated that STLS can rely on E-Rate funding and member library cost share. Salaries will increase by \$25,000.00 due to the Staff Association Contract obligations. The salaries for 2023 include having all vacant job positions filled. STLS is ahead on vehicle purchases so the next vehicle purchase will be in 2024. Overall, there is a proposed spending deficit of \$65,000.00 in the 2023 budget, but that is only if the state cuts funding by 5%, which B Hildreth feels the cut will be only 1 or 2 percent.

14. Approve the STLS' IRS Form 990 for the 2021 Fiscal Year*** FOR APPROVAL****Doc. #22-141**

Finance & Facilities Committee Recommendation: The STLS Board of Trustees approves IRS Form 990 for the 2021 fiscal year as presented at the November 15, 2022 board meeting and authorizes the Executive Director to file on behalf of STLS.

Aye 9 Nay _____ Abstain 2 Absent 2 Vacant 2

Approved/Failed: Approved
 Discussion: None
 Discussion:

15. Approve Member Library ILS Cost Share Contributions for 2023 – 2025 ***FOR APPROVAL**

Doc. #19-142

Executive Director Recommendation: The STLS Board of Trustees approve the proposed Member Library ILS Cost Share Contributions for 2023 – 2025 as presented to STLS member libraries on March 28, 2022 and approved by the Directors Advisory Council during their September 28, 2022 meeting.

Move: B Gorman _____ Second ___P Finnerty_____
 Aye ___9___ Nay _____ Abstain ___2___ Absent ___2___ Vacant ___2___
 Approved/Failed: Approved
 Discussion: None

16. Approve Member Library Digital Library Contributions and Spending Plan for 2023 – 2025

***FOR APPROVAL Doc. #19-143**

Executive Director Recommendation: The STLS Board of Trustees approve the proposed Member Library Digital Library Contributions and Spending Plan for 2023 - 2025 as approved by the Director's Advisory Council during their September 28, 2022 meeting.

Move: ___R Urban_____ Second _B Hubbell_____
 Aye ___9___ Nay _____ Abstain ___2___ Absent ___2___ Vacant ___2___
 Approved/Failed: Approved
 Discussion:

B Hildreth asked the Board if there were any comments from member libraries on cost share. There were none. D King commented that the DAC has fostered respect and communication between libraries which has improved the cost share negotiation process.

17. Approve the Payment to Pro Audio Consulting for Conference & Meeting Room Audio/Video Services *** FOR APPROVAL Doc. #22-144**

Executive Director Recommendation: The STLS Board of Trustees approves the payment to Pro Audio Consulting for purchase and installation of audio and visual equipment in four meeting rooms and the IT Department as part of STLS Office Renovations Project in the amount of \$21,450 per STLS Purchasing Policy.

Move: ___S Barr_____ Second _B Gorman_____
 Aye ___9___ Nay _____ Abstain ___2___ Absent ___2___ Vacant ___2___
 Approved/Failed: Approved
 Discussion:

18. Approve Job Title & Job Description Revisions to the Resource Consultant position

***FOR APPROVAL** (See October 18, 2022 STLS Board Packet) **Doc. #22-120**

Executive Director Recommendation: The STLS Board of Trustees approves the revisions to the Job Title & Description of the Resource Consultant position as presented at the October 18, 2022 board meeting, which includes a Job Title change to Member Services Consultant.

Move: ___D King_____ Second _R Urban_____

Aye <u> 9 </u> Nay <u> </u> Abstain <u> 2 </u> Absent <u> 2 </u> Vacant <u> 2 </u> Approved/Failed: Approved Discussion:

B Hildreth stated that there are 6 initial interviews scheduled in late November for the position.

BOARD INFORMATION

20. Old Business –

None

21. New Business –

None

22. Library Networking –

F Wright stated she attended the Perry Ground presentation and it was great.

D King mentioned that former Board member Maija DeRoche has published a book

23. President's Report –

R Ahola stated the nominating committee has done a great job and the Board will prosper in the future.

24. Monthly System Team & Divisional Reports

Doc.#22-145

B Hildreth stated that members of the cataloging department have taken on additional with the resignation of a part time ILS Specialist. He also added that the IT department is very busy with Allegany County IT purchases. There have also been many library visits by consultants.

Public Expression (15 minutes)

None

Adjournment 2 :49 pm

Move: B Gorman

Second: S Barr

Next meeting: Southern Tier Library System -Tuesday, December 20, 2022 at 2 p.m.

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

	Nov 30, 22	Oct 31, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1200 · Cash - Operating	573,915.00	3,731.87	570,183.13
1201 · Cash - Payroll	44,825.30	6,147.30	38,678.00
1202 · Cash - Money Market	1,106,614.95	1,892,395.08	-785,780.13
Total Checking/Savings	<u>1,725,355.25</u>	<u>1,902,274.25</u>	<u>-176,919.00</u>
Accounts Receivable			
1380 · Accounts Receivable	53,581.38	46,623.07	6,958.31
Total Accounts Receivable	<u>53,581.38</u>	<u>46,623.07</u>	<u>6,958.31</u>
Other Current Assets			
12000 · Undeposited Funds	0.00	466.19	-466.19
Total Other Current Assets	<u>0.00</u>	<u>466.19</u>	<u>-466.19</u>
Total Current Assets	<u>1,778,936.63</u>	<u>1,949,363.51</u>	<u>-170,426.88</u>
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	-974,234.51	-974,234.51	0.00
Total 1100 · Fixed Assets	<u>673,918.54</u>	<u>673,918.54</u>	<u>0.00</u>
Total Fixed Assets	<u>673,918.54</u>	<u>673,918.54</u>	<u>0.00</u>
Other Assets			
1382 · Prepaid expenses	89,476.05	89,476.05	0.00
Total Other Assets	<u>89,476.05</u>	<u>89,476.05</u>	<u>0.00</u>
TOTAL ASSETS	<u><u>2,542,331.22</u></u>	<u><u>2,712,758.10</u></u>	<u><u>-170,426.88</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2600 · Accounts Payable	6,270.54	1,531.59	4,738.95
Total Accounts Payable	<u>6,270.54</u>	<u>1,531.59</u>	<u>4,738.95</u>
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	14,252.84	50,299.84	-36,047.00
2625 · Payroll Deductions Payable	504.66	504.78	-0.12
2626 · Flex Spending Deduction Payable	211.19	-233.53	444.72
2627 · PFL Payable to Insurance	3,926.28	3,642.09	284.19
2630 · Due to Member Libraries Pay Pal	1,455.41	0.00	1,455.41
2640 · Accrued Compensated Absences	134,275.67	134,275.67	0.00
Total Other Current Liabilities	<u>488,061.89</u>	<u>521,924.69</u>	<u>-33,862.80</u>
Total Current Liabilities	<u>494,332.43</u>	<u>523,456.28</u>	<u>-29,123.85</u>

Southern Tier Library System
Treasurer's Report
As 11/30/22

	Nov 30, 22	Oct 31, 22	\$ Change
Total Liabilities	494,332.43	523,456.28	-29,123.85
Equity			
3200 - Fund Balance Unrestricted	2,095,116.73	2,095,116.73	0.00
3910 - Board Restricted Capital Reserv	350,000.00	350,000.00	0.00
3911 - Donor Restricted Capital Reserv	97,806.44	97,806.44	0.00
Net Income	-494,924.38	-353,621.35	-141,303.03
Total Equity	2,047,998.79	2,189,301.82	-141,303.03
TOTAL LIABILITIES & EQUITY	2,542,331.22	2,712,758.10	-170,426.88

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

	Nov 22	Oct 22	\$ Change
Income			
4716 • State Aid Pass Through	25,000.00	0.00	25,000.00
4719 • Interest	42.60	50.86	-8.26
4721 • E-Rate Funding	485.86	0.00	485.86
4724 • Member Library IT Contracts	86.10	13,094.91	-13,008.81
4725 • Grants Revenue	15,800.00	4,000.00	11,800.00
4731 • Arkport Support	3,314.78	2,579.36	735.42
4733 • Member Library Processing Fees	0.00	672.00	-672.00
4735 • Non State Aid Pass Through	12,879.97	981.73	11,898.24
4782 • Donations	8.33	1,000.00	-991.67
4784 • General Reimbursements & Refund	4,657.64	1,400.00	3,257.64
Total Income	62,275.28	23,778.86	38,496.42
Gross Profit	62,275.28	23,778.86	38,496.42
Expense			
5100 • Salaries			
5141 • Professional Salaries	34,582.58	31,729.20	2,853.38
5142 • Non-Professional Salaries	36,473.03	40,542.73	-4,069.70
Total 5100 • Salaries	71,055.61	72,271.93	-1,216.32
5150 • Personnel Benefits			
5153 • Social Security	5,252.84	5,375.47	-122.63
5154 • Workers Compensation	649.50	639.28	10.22
5157 • Health Insurance	13,188.60	12,238.57	950.03
5158 • Payroll Expense - Other	755.10	763.30	-8.20
Total 5150 • Personnel Benefits	19,846.04	19,016.62	829.42
5204 • STLS Software & Small Equipment	388.67	3,489.98	-3,101.31
5205 • Maintenance Contracts & Leases	785.14	596.19	188.95
5407 • Integrated Library System	0.00	75,796.46	-75,796.46
5408 • Platform Fees & Licenses	2,256.00	0.00	2,256.00
5409 • STLS Telephone/Internet	43,226.24	4,117.45	39,108.79
5417 • Library Materials	580.08	1,263.08	-683.00
5418 • Consultant Collection	0.00	271.97	-271.97
5420 • Staff Development Travel	5,087.65	940.65	4,147.00
5422 • Trustee Mileage	272.50	825.20	-552.70
5424 • Conference Registration	200.00	3,352.16	-3,152.16
5425 • Staff & Member Library Mileage	392.88	0.00	392.88
5427 • Programming & Annual Conference	0.00	3,868.40	-3,868.40
5428 • Meeting Supplies	233.27	292.41	-59.14
5430 • Office Supplies	160.37	418.75	-258.38
5433 • Postage	1,018.20	10.13	1,008.07
5434 • Public Relations	420.78	1,308.50	-887.72
5435 • Member Library Pass through	15,471.14	9,049.96	6,421.18
5436 • STLS Grants to Member Libraries	13,811.88	0.00	13,811.88
5442 • Professional Fees	0.00	860.00	-860.00
5444 • Accounting Support & Audit	2,599.00	286.50	2,312.50

Southern Tier Library System
Financial Clerk's Report
November 2022

	Nov 22	Oct 22	\$ Change
5450 · Utilities	658.71	937.56	-278.85
5451 · Building Maintenance & Repairs	1,029.30	647.58	381.72
5454 · Commercial Insurance	829.60	829.60	0.00
5471 · Vehicle Maintenance & Repairs	736.86	337.44	399.42
5473 · Vehicle Fuel	1,725.79	1,731.30	-5.51
5474 · Vehicle Insurance	480.58	480.58	0.00
5480 · Greenwood Reading Center Exp	1,192.59	1,289.68	-97.09
5485 · Arkport Expense Account	1,583.44	1,736.96	-153.52
5490 · Grants	17,535.99	38,010.04	-20,474.05
Total Expense	203,578.31	244,037.08	-40,458.77
Net Income	-141,303.03	-220,258.22	78,955.19

Personnel & Policies Committee

Meeting Minutes

Tuesday, December 14, 2022 at 12:00 pm

Meeting Location: Southern Tier Library System - Painted Post



Committee Members in Attendance: Denise King (chair), Susan McGill, Richard Ahola, Barbara Hubbell

Staff: Brian M. Hildreth

Policies

Committee members reviewed and discussed the Internet Safety and Organizational Meeting policies. B. Hildreth stated that he will work with STLS staff to review and update the Internet Safety Policy for January's committee meeting. Committee members provided some initial grammatical revisions.

Committee members discussed and made proposed content and grammatical revisions to the Organizational Meeting Policy. The group felt the policy revisions reflected the current practice of the organization, and all changes should be met with approval by the full STLS Board of Trustees. The group agreed to move the policy out of committee for full board approval.

Approve Proposed Revisions to Organizational Meeting Policy

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the Organizational Meeting Policy as presented at the December 20, 2022 board meeting considering any revisions during board meeting Discussion.

Motion made by R. Ahola, seconded by S. McGill. Vote carried unanimously.

Personnel

Revisions to ILS Manager Position Job Title & Description

B. Hildreth discussed proposed revisions to the description. He noted the job description was updated in 2019, so the only major proposed revision was to reincorporate ERate Coordination back into the scope of work. He said he had already reviewed the revisions with the ILS Manager, and much of the language changes were proposed by the ILS Manager. He will meet with the ILS Manager one more time to confirm all the changes are accurate and reflect the position's duties. The full board will have 30-days to review before being asked to vote upon the changes at January's board meeting.

Revisions to Assistant Director – Head of IT Position Job Title and Description

B. Hildreth discussed proposed revisions to the description. He noted it has been almost a decade since the job description was revised, and the purpose of the revision was to make the scope of work more

current and specific. Much of the description is broad in nature. The overall duties and oversight of the position are not changing, but the description of duties will become more specific. He said he has already reviewed the revisions with the Head of IT, and much of the language changes were proposed by the Head of IT. He will meet with the Head of IT one more time to confirm all the changes are accurate and reflect the position's duties. The full board will have 30-days to review before being asked to vote on the changes at January's board meeting.

2022/2023 Executive Director Performance Objectives

B. Hildreth presented the proposed performance objectives following his October performance evaluation for the previous year. He discussed each of the four objectives, their purpose, and intended outcomes. Committee members asked several questions about the objectives, and how they related to the library system's plan of service. The committee agreed the proposed objectives should be in the board packet for December's meeting for the full board to review and discuss. A formal vote on the objectives can be scheduled for January 2023 following a 30-day review for trustees.

Meeting adjourned at 12:58 pm.

Minutes respectfully submitted by: Brian M. Hildreth

ILS MANAGER

DIVISION OF INFORMATION TECHNOLOGY

**GENERAL STATEMENT OF DUTIES**

This is a level 4 full time exempt professional position serving in a leadership role within the Division of Information Technology. The ILS Manager provides support to member libraries relative to all aspects and approaches of library operations, specifically overall administration of STLS' integrated library system (ILS), cataloging functions of the ILS database, proper establishment of library material records, creating patron access to material records and managing ILS specialists to educate and train member libraries on the effective and secure use of the ILS. **The ILS Manager also coordinates E-rate funding for system-wide Internet Connections.** Areas of expertise might include: integrated library systems, multiple cataloging standards & formats, **USAC – E-Rate program**, policy and procedure development, vendor communications, relationship building, trending services and leadership.

ESSENTIAL FUNCTIONS OF THE POSITION

Continuing Education: Consistently participates in professional development trainings to stay current on trends and best practices relative to *General Statement of Duties*. Always learns to serve as a library system expert in all things related to public library practices, and specifically integrated library systems, cataloging functions, and policies & procedures relative to the ILS, **and USAC – E-Rate Program**. ~~Participates in E-Rate Program continuing education opportunities.~~

ILS Administration: Overall administration of the library system's ILS. Responsible for planning, evaluating, analyzing, coordinating, implementing and administering policies and procedures in the ILS to ensure a modern, efficient, cost effective, and innovative operation. Works with member libraries to solve problems and design services to meet the needs of the libraries and their patrons. Comprehensive oversight of ILS operations including multiple cataloging standards, software and hardware and basic networking.

E-rate Funding: Works with Assistant Director – Director of IT to secure federal E-rate funding annually for library system and member libraries as it relates to ISP connections and equipment. Responsible for creating applications for Category 1 services and works with Assistant Director on review and reporting requirements. Works with library system administration to track finances for E-rate funded services.

Programming: Partners with ILS Specialists to educate, encourage and support library directors and staff to lead at high levels of efficiency, which results in local library services that enhance community engagement through STLS' integrated library system. Focuses on utilizing tools, resources and knowledge that align with best practices to help libraries and their staff exceed standards through training opportunities. Employs trending and innovative ways within the field. Benchmarks national and state practices.

Management: Oversees ILS Specialists to maintain ILS database. Management includes recruiting, hiring, developing and supporting. Works with member libraries and Directors Advisory Council to develop ILS circulation rules and policies. Maintains ILS-related vendor relations on behalf of library system.

~~**E-rate Funding:** Works with Assistant Director — Director of IT to secure federal E-rate funding annually for library system and member libraries as it relates to ISP connections and equipment. Responsible for creating applications for Category 1 services and works with Assistant Director on review and reporting requirements. Works with library system administration to track finances for E-rate funded services.~~

REQUIRED KNOWLEDGE OF SKILLS AND ABILITIES

Exhibits innovative, enthusiastic and adaptive qualities.

Willing to work flexible schedule to meet member libraries' needs.

Demonstrates leadership skills and passion for the profession.

Understands the rules and regulations of the USAC - E-Rate program.

Works cohesively in a team and project-based environment.

Expresses a high-level of empathy for libraries and people with diverse skill-sets.

Ability to collaborate with other library system Divisions and align goals with Plan of Service.

MINIMUM QUALIFICATIONS

Master's degree from an accredited information science school; or Bachelor's degree with 2-3 years of job-specific experience.

Strong commitment to providing public library support within fast-paced work environment.

Supervisory experience.

Valid driver's license.

DESIRED QUALIFICATIONS

Professionalism and commitment to the field of library and information sciences.

Active participation & leadership in regional and state initiatives, associations and committees.

EXAMPLES OF WORK

- Organizes and/or conducts training workshops pertaining to *Essential Functions of Position*.
- Collaborates with library system staff to create system-wide learning opportunities, including: conferences, workshops, meetings, webinars, tutorials and online learning.
- Serves as consultant to member libraries with a focus on integrated library system.
- Makes regular site visits to member libraries and meets with library directors and staff.
- Trains STLS and member library staffs in the use of the ILS system for cataloging, item conversion, circulation, patron registration, reports, offline, hold, and request modules.
- Supervises the creation of custom reports supplied to member libraries.
- Works with suppliers to order barcodes, order and configure barcode scanners and receipt printers.
- Provides help desk, email, remote and phone support for ILS.
- Creates and maintains ILS configuration settings to meet library needs.

- Works with member libraries on annual reports and grants to meet deadlines and submit applications.
- Works with ILS vendor on software enhancements & issues, tests and implements new ILS features.
- Chairs library system cataloging & database advisory committee.
- Coordinates library system E-rate program by filing and following-up all necessary Category 1 forms, including but not limited to 470, 471, 486, 479 and 500.
- Completes E-rate filings in a timely manner, maintains proper documentation and reports financial information to administration.
- Communicates with internet services providers.
- Participates in library system team meetings and member library meetings.
- Networks and engages with other professionals across New York State specific to *Essential Functions of Position*, and participates in professional associations to stay connected to the library community.
- Participates in local, regional and state meetings to offer knowledge and stay informed.
- Performs other duties as assigned.

ADDITIONAL DEMANDS AND WORK ENVIRONMENT

- Frequent travel throughout library system's region, and quarterly state-wide travel.
- Sitting, talking, listening and standing.
- Reasonable accommodations can be made to enable all eligible individuals to perform the essential functions.

Approved by the Southern Tier Library System Board of Trustees 03/19/2019

ASSISTANT DIRECTOR – DIRECTOR OF IT
DIVISION OF INFORMATION TECHNOLOGY



GENERAL STATEMENT OF DUTIES

This is an administrative, full time, exempt, professional position charged with overall management of the Division of Information Technology. Under the general direction supervision of the Executive Director, assists in administration and management of the System, and acts for the Executive Director as assigned or in the Executive Director's and Deputy Director's absence. The Director of IT oversees successful implementation of all operations within the Division of Information Technology. Additionally, this position provides support to member libraries relative to all aspects and approaches of technology services requiring a sound technical background including knowledge in computer systems, networking, storage systems, databases, applications, security and protecting sensitive data from external threats. Responsible for administrative work involving a broad range of library system functions. Responsible for overall STLS technology planning and policy development. Advises member libraries on information technology planning, investment and implementation and has wide latitude for independent judgment, decision-making, and action. Supervises Division of Information Technology department staff based on organizational structure.

ESSENTIAL JOB FUNCTIONS OF THE POSITION

- Assists in maintaining and administering an effective and efficient staff and works to provide them with the tools to succeed.
- Maintains effective and efficient methods for member libraries to communicate with STLS and IT staff to facilitate obtaining appropriately timed technology assistance.
- Speaks and writes clearly and effectively with a broad range of audiences.
- Responsible for development of an evolving system wide IT security policies and communication of those policies to system and library staff.
- Engages IT staff to support system staff technology needs related to computers, STLS web sites, database connections, headquarters AV and collaboration tools.
- Develops modern technology platforms utilized to provide IT related services to member libraries and works with the Executive Director to secure funding for those initiatives.
- Spearheads the development and implementation of business continuity protocols and the processes for recovery from equipment failure and data loss situations.
- Works with the ILS Manager to secure federal E-rate funding annually for the library system and member libraries as it relates to ISP connections and equipment.
- Engages in constant development of the professional skills needed to maintain the resiliency of STLS IT services.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Possesses strong technical knowledge, ~~is resourceful, enthusiastic, flexible~~ and leadership skills.

Exhibition of innovative, enthusiastic and adaptive qualities.

Willing to work flexible schedule and travel as needed.

Understands the challenges of all types of libraries.

Schedules time effectively, meet deadlines, and deal with interruptions

~~Works cohesively in a team and project-based environment.~~

Able to plan, develop and implement library system training.

Communicates successfully in front of audiences, board members and library staff.

~~Expresses a high-level of empathy for libraries and people with diverse skill-sets.~~

Understanding of technology platforms and how they affect and can be used to meet library needs for telecommunications and computer technology

Has experience with and knowledge of management and open to change

~~Ability to collaborate with other library system Divisions and align goals with Plan of Service.~~

MINIMUM QUALIFICATIONS

- Associates Degree in computer-oriented field, and minimum of seven years of experience in a supervisory or decision-making role in Information Technology, or Bachelor's Degree in computer-oriented field and minimum of five years of experience
- Commitment to professional development as demonstrated by through reading, networking, and participation in continuing education opportunities
- ~~Strong commitment to providing public library support in fast-paced work environment.~~
- Valid driver's license

EXAMPLES OF WORK

- Recommends Information Technology budgets, long-term capital investments, and strategic plan for technology integration, ~~and determines in communication with Executive Director project priorities and funding sources.~~
- Participates in System Board meetings
- ~~Proposes, maintains and implements current IT Plan for library system.~~
- ~~Creates and recommends policies and training for staff and member libraries, and puts in place systems for implementation.~~
- ~~Directs IT staff to implement the tools needed to observe wide-area network and server infrastructure functionality; takes pro-active measures to ensure all network connections, servers, ILS databases, electronic messaging, etc, including software and hardware maintenance and file and server back up and replication.~~
- ~~Coordinates library system E-rate program by certifying and submitting-rate forms, including but not limited to 470, 471, 486, 479, 500 and PIA requests for Category 1 and Category 2 funding.~~
- ~~Maintains communication with internet service providers.~~
- Conveys System Information Technology policies to staffers

Approved by the Southern Tier Library System Board of Trustees February 2013. ~~Revised~~
MM/DD/YYYY

- Serves as consultant to member library staff and trustees on information technology issues
- Prepares state, local, and other technology plans, statistical, or narrative reports as needed or required
- Participates in recruitment, selection, training and evaluation of employees
- Performs other duties as assigned

ADDITIONAL DEMANDS AND WORK ENVIRONMENT

- Frequent travel throughout System's region, and quarterly State-wide travel.
- Reasonable accommodations may be made to enable all eligible individuals to perform the essential functions.

2022-2023 Executive Director Performance Objectives

Brian M. Hildreth

Board Approved – MM/DD/YYYY



1. Work with STLS IT to review and update STLS' Information Technology Plan 2019 - 2022. Ensure goal statements and objectives incorporate IT services 2024 – 2026 in alignment with STLS' Plan of Service. Goal development will be focused on fostering digital equity for all Southern Tier residents. Plan review will take place between January 2023 and May 2023. A proposed plan will be presented to the STLS board of trustees at their June 2023 board meeting for consideration, and an Action Item for board approval will be presented at the July 2023 meeting.

Addresses STLS Plan of Service 2022 – 2026: Goal Statement #10: Develop and support necessary Information Technology infrastructure for member libraries to facilitate community access and foster digital equity.

2. In partnership with STLS Board of Trustees – PR Committee, review and establish guidelines for the library system's NYS Public Library Construction Aid program. Ensure guidelines clearly prioritize project funding for member libraries and address community challenges, particularly environment and social justice. Guidelines to be updated by April 2023 with Board of Trustees. Update library system website and training video to highlight these changes, and how to complete Notifications of Intent to Apply by May 2023.

Addresses STLS Plan of Service 2022 – 2026: 12. Goal Statement: Enable member libraries to offer life-changing services by expanding or improving public facilities through accessibility, inclusivity and thoughtfulness.

3. Work with 1-2-member libraries on significant funding increases by way of public vote. Promote successful votes. Make current Libraries Funding Levels & Rank worksheet as part of Direct Access Plan. Update library system budget vote worksheet, and evaluate 5, 10, and 20-year trends. Identify libraries that are best positioned to seek increased funding sources. List libraries to support over next five years. Deliver results to STLS Board of Trustees by June 2023 for review.

Addresses STLS Plan of Service 2022 – 2026: 9. Goal Statement: Grow member library administrative understanding of budgets and finance to maximize service capacity to communities.

4. Work with rural library system leaders to collect, review, and analyze rural library performance objectives over the last 30-years, and develop recommendations or approaches for rural libraries to increase community engagement following COVID-19 pandemic. Present working groups initial findings to the STLS Board of Trustees by July 2023.

Addresses STLS Plan of Service 2022 – 2026: 13. Goal Statement: Collaborative Efforts with Other Library Systems in New York State

Finance & Facilities Committee

Meeting Minutes

Monday, December 19, 2022 – 3:15 pm



Meeting Location: Southern Tier Library System

Present: Betsy Gorman (chair), Sisi Barr, Patricia Finnerty, Richard Urban, and Brian Hildreth.

Louise Richardson- excused.

Meeting was called to order at 3:20 pm.

Financial Statements- Brian reviewed November's financial statements with the committee.

Treasurer Report- Brian stated that our cash balance is down \$820,000 to \$1.7 million cash on hand as compared to this time last year. This is due to the construction project.

Financial Clerk's Report- Brian shared his meeting with auditors regarding depreciation procedures. Line item 4716 State Aid – Assemblyman Giglio was able to secure a \$25,000 grant to Whitesville Library. Line item 5409 - telephone and internet – purchased a server upgrade which will be reimbursed through E-rate funding up to 90% in Dec. Line item 5436 – outreach mini and micro grants to 15 member libraries for a total of \$13,811.

Deposit Summary and Expenditures Report - will be presented at the next board meeting.

STLS Office Renovation Project- Brian shared renovation project revenue and expense schedules which will be presented at the January Board meeting.

Pat made a motion and Sisi seconded the 2022 Mid-Year Budget Revisions as written below.

Approve 2022 Library System Mid-Year Budget Revisions *FOR APPROVAL

Finance & Facilities Recommendation: The STLS Board of Trustees approves the 2022 STLS Library System Mid-Year Budget Revisions as originally presented during the November 15, 2022 Board Meeting considering changes made prior or during the December 20, 2022 meeting.

Betsy made the motion to adjourn and Pat seconded meeting at 4:23 pm.

Respectfully submitted: Sisi Barr for Betsy Gorman, Treasurer

Foundation for Southern Tier Libraries

BOARD OF DIRECTORS MEETING

October 13, 2022

Southern Tier Library System

MEETING MINUTES

Present: Sherry Collins, President; Rusty Wigg, Vice President; Paul Webster, Treasurer; Louise Richardson, Secretary; Denise King; David Paul; Bonnie Weber; Dale Wexell; Brian Hildreth, Southern Tier Library System Executive Director

Excused: Peter Gamba

The meeting was called to order at 2:02 pm.

The minutes of the September 8, 2022 meeting were approved with the following correction: Rusty Wigg, Vice President and Peter Gamba were present.

The financial reports were reviewed and approved.

OLD BUSINESS

Online Auction

Dale noted that we had three times as many bidders this year than last and there were more multiple bids on items.

All but two items have been paid for. Dale will follow up.

There was a problem with some of the bid increments – the increments were too low. We need to be more attentive to this in the future.

It was agreed that we should continue the online auction in 2023 but, should we decide to do an in-person event, that the auction finish at the event. We should consider doing the event earlier in the year when it can be done outdoors. Dale suggested the Harbor Hotel where the event could be moved indoors if it rains.

We could also consider presenting an award which could serve as an incentive for people to attend the event.

New Business

Direct Mail Campaign

The mailing will be processed at the November meeting. Denise and Louise will review the 2021 appeal letter and draft one for this year. Louise will send the letter and Rusty will send the mailing label file to Melissa Morrisey by November 4.

Rusty asked each board member to submit five to ten new names for the mailing list. She will distribute our current list to the board. We will add the director and board president of each STLS member library to the list. Brian will give this information to Rusty.

It was agreed that anyone who made a gift after June 30 will not be sent the year end appeal letter.

Other

Louise and Brian spoke briefly about the STLS Annual Meeting, including the awarding of the scholarship in memory of former STLS and FSTL board member Phil Archer.

A reminder that grant reports are due by the end of the year will be sent to recipients who have not submitted them.

Recruitment of new board members is essential as Dale, Bonnie and Sherry will be leaving the board at the end of the year and Denise will be leaving when her current term is up. Richard Ahola is interested in joining.

There being no further business, the meeting was adjourned at 2:55 pm.

Respectfully submitted,
Louise Richardson, Secretary

3:48 PM

11/28/22

11/30/22

Southern Tier Library System Unpaid Bills Detail As of December 2, 2022

11/30/22

Type	Date	Num	Due Date	Open Balance
Addison Library				
0 Bill	12/02/2022	2022 L...	12/02/2022	✓ 1,434.00 ✓
Total Addison Library				1,434.00
Alfred Library				
0 Bill	12/02/2022	2022 L...	12/02/2022	✓ 1,828.00 ✓
0 Bill	12/02/2022	2022 P...	12/02/2022	✓ 62.85 ✓
0 Bill	12/02/2022	2022 A...	12/02/2022	✓ 1,167.80 ✓
Total Alfred Library				2,748.65
Almond Library				
0 Bill	12/02/2022	2022 L...	12/02/2022	✓ 1,434.00 ✓
Total Almond Library				1,434.00
Andover Library				
0 Bill	12/02/2022	2022 L...	12/02/2022	✓ 1,434.00 ✓
Total Andover Library				1,434.00
Angelica Library				
0 Bill	12/02/2022	2022 L...	12/02/2022	✓ 1,434.00 ✓
Total Angelica Library				1,434.00
Arkport Library				
0 Bill	12/02/2022	2022 L...	12/02/2022	✓ 1,434.00 ✓
Total Arkport Library				1,434.00
Atlanta Library				
0 Bill	12/02/2022	2022 L...	12/02/2022	✓ 1,434.00 ✓
Total Atlanta Library				1,434.00
Avoca Library				
0 Bill	12/02/2022	2022 L...	12/02/2022	✓ 1,434.00 ✓
0 Bill	12/02/2022	2022 P...	12/02/2022	✓ 18.55 ✓
Total Avoca Library				1,452.55
Beth Library				
0 Bill	12/02/2022	2022 L...	12/02/2022	✓ 3,502.00 ✓
0 Bill	12/02/2022	2022 P...	12/02/2022	✓ 70.12 ✓
Total Beth Library				3,572.12
Behn, Ken				
0 Bill	12/02/2022	2022 N...	12/02/2022	✓ 170.00 ✓
Total Behn, Ken				170.00
Belfast Library				
0 Bill	12/02/2022	2022 L...	12/02/2022	✓ 1,434.00 ✓
Total Belfast Library				1,434.00
Belmont Library				
0 Bill	12/02/2022	2022 L...	12/02/2022	✓ 1,434.00 ✓
Total Belmont Library				1,434.00
Blackstone Publishing				
0 Bill	12/02/2022	2073908	12/02/2022	✓ 183.46 ✓
Total Blackstone Publishing				183.46

3:46 PM

11/29/22

Southern Tier Library System

Unpaid Bills Detail

As of December 2, 2022

Type	Date	Num	Due Date	Open Balance
Bolivar Library				
6 Bill	12/02/2022	2022 L...	12/02/2022	✓ 1,434.00 ✓
Total Bolivar Library				1,434.00
Branchport Library				
4 Bill	12/02/2022	2022 L...	12/02/2022	✓ 1,434.00 ✓
Total Branchport Library				1,434.00
Canaseraga Library				
0 Bill	12/02/2022	2022 L...	12/02/2022	✓ 1,434.00 ✓
Total Canaseraga Library				1,434.00
Canistota Library				
0 Bill	12/02/2022	2022 L...	12/02/2022	✓ 1,434.00 ✓
Total Canistota Library				1,434.00
Chemung County Library District				
0 Bill	12/02/2022	2022 C...	12/02/2022	✓ 168,898.00 ✓
0 Bill	12/02/2022	2022 L...	12/02/2022	✓ 38,976.00 ✓
0 Bill	12/02/2022	2022 P...	12/02/2022	✓ 882.88 ✓
Total Chemung County Library District				208,757.88
Cohocton Library				
0 Bill	12/02/2022	2022 L...	12/02/2022	✓ 1,434.00 ✓
0 Bill	12/02/2022	2022 P...	12/02/2022	✓ 35.08 ✓
Total Cohocton Library				1,470.08
Corning Library				
0 Bill	12/02/2022	2022 L...	12/02/2022	✓ 10,113.00 ✓
0 Bill	12/02/2022	2022 P...	12/02/2022	✓ 118.88 ✓
Total Corning Library				10,231.88
Corning Natural Gas				
0 Bill	12/02/2022	Nov 20...	12/02/2022	✓ 182.43 ✓
Total Corning Natural Gas				182.43
CQ Simple LLC				
0 Bill	12/02/2022	32075 ...	12/02/2022	✓ 41.08 ✓
Total CQ Simple LLC				41.08
Cuba Library				
0 Bill	12/02/2022	2022 L...	12/02/2022	✓ 1,875.00 ✓
0 Bill	12/02/2022	2022 A...	12/02/2022	✓ 10,700.83 ✓
Total Cuba Library				12,575.83
Dundee Library				
0 Bill	12/02/2022	2022 L...	12/02/2022	✓ 1,827.00 ✓
0 Bill	12/02/2022	2022 P...	12/02/2022	✓ 0.48 ✓
Total Dundee Library				1,827.48
Empire Natural Gas				
0 Bill	12/02/2022	WSTL...	12/02/2022	✓ 64.13 ✓
Total Empire Natural Gas				64.13
Excelius BC BS				
0 Bill	12/02/2022	Dec 20...	12/02/2022	✓ 2,283.41 ✓
0 Bill	12/02/2022	Dec 20...	12/02/2022	✓ 160.69 ✓
Total Excelius BC BS				2,444.10

3:48 PM

11/29/22

Southern Tier Library System

Unpaid Bills Detail

As of December 2, 2022

Type	Date	Num	Due Date	Open Balance
Filmore Library				
0 Bill	12/02/2022	2022 L...	12/02/2022	✓ 1,803.00 ✓
0 Bill	12/02/2022	2022 P...	12/02/2022	✓ 18.50 ✓
Total Filmore Library				1,819.50
Friendship Library				
0 Bill	12/02/2022	2022 L...	12/02/2022	✓ 1,434.00 ✓
Total Friendship Library				1,434.00
Gale/CENGAGE Learning				
0 Bill	12/02/2022	79648...	12/02/2022	✓ 30.39 ✓
0 Bill	12/02/2022	79648...	12/02/2022	✓ 25.59 ✓
Total Gale/CENGAGE Learning				55.98
Hammondsport Library				
0 Bill	12/02/2022	2022 L...	12/02/2022	✓ 1,434.00 ✓
Total Hammondsport Library				1,434.00
Hildreth, Brian				
0 Bill	12/02/2022	Sep-O...	12/02/2022	✓ 217.50 ✓
Total Hildreth, Brian				217.50
Hornell Library				
0 Bill	12/02/2022	2022 L...	12/02/2022	✓ 2,948.00 ✓
0 Bill	12/02/2022	2022 P...	12/02/2022	✓ 18.59 ✓
Total Hornell Library				2,967.59
Howard Library				
0 Bill	12/02/2022	2022 L...	12/02/2022	✓ 1,434.00 ✓
Total Howard Library				1,434.00
Jasper Library				
0 Bill	12/02/2022	2022 L...	12/02/2022	✓ 1,434.00 ✓
Total Jasper Library				1,434.00
Little Genesee Library				
0 Bill	12/02/2022	2022 L...	12/02/2022	✓ 1,434.00 ✓
0 Bill	12/02/2022	2022 A...	12/02/2022	✓ 1,795.54 ✓
Total Little Genesee Library				3,230.54
Montour Falls Library				
0 Bill	12/02/2022	2022 L...	12/02/2022	✓ 1,434.00 ✓
0 Bill	12/02/2022	2022 P...	12/02/2022	✓ 22.58 ✓
Total Montour Falls Library				1,456.58
NYLA				
0 Bill	12/02/2022	0004050	12/02/2022	✓ 4,215.00 ✓
Total NYLA				4,215.00
NYS & Local Employees Retirement				
6 Bill	12/02/2022	50782 ...	12/02/2022	✓ 87,205.00 ✓
Total NYS & Local Employees Retirement				87,205.00
Odesse Library				
0 Bill	12/02/2022	2022 L...	12/02/2022	✓ 1,434.00 ✓
Total Odesse Library				1,434.00

3:46 PM

11/29/22

Southern Tier Library System

Unpaid Bills Detail

As of December 2, 2022

Type	Date	Num	Due Date	Open Balance
Overdrive				
0 Bill	11/22/2022	01453...	11/22/2022	✓ 1,281.70 ✓
0 Bill	11/23/2022	01453...	11/23/2022	✓ 488.28 ✓
0 Bill	11/23/2022	01453...	11/23/2022	✓ 803.32 ✓
0 Bill	11/23/2022	01453...	11/23/2022	✓ 519.30 ✓
0 Bill	11/23/2022	01453...	11/23/2022	✓ 485.44 ✓
0 Bill	11/23/2022	01453...	11/23/2022	✓ 489.31 ✓
0 Bill	11/23/2022	01453...	11/23/2022	✓ 488.08 ✓
0 Bill	11/23/2022	01453...	11/23/2022	✓ 508.88 ✓
0 Bill	11/23/2022	01453...	11/23/2022	✓ 518.95 ✓
0 Bill	11/23/2022	01453...	11/23/2022	✓ 391.84 ✓
0 Bill	11/23/2022	01453...	11/23/2022	✓ 415.79 ✓
0 Bill	11/23/2022	01453...	11/23/2022	✓ 60.15 ✓
0 Bill	12/02/2022	01453...	12/02/2022	✓ 1,821.54 ✓
0 Bill	12/02/2022	01453...	12/02/2022	✓ 8,772.14 ✓
0 Bill	12/02/2022	01453...	12/02/2022	✓ 41.78 ✓
Total Overdrive				16,524.20
Penn Yan Library				
0 Bill	12/02/2022	2022 L...	12/02/2022	✓ 4,502.00 ✓
0 Bill	12/02/2022	2022 P...	12/02/2022	✓ 88.91 ✓
Total Penn Yan Library				4,588.91
Prattsburgh Library				
0 Bill	12/02/2022	2022 L...	12/02/2022	✓ 1,434.00 ✓
0 Bill	12/02/2022	2022 P...	12/02/2022	✓ 18.58 ✓
Total Prattsburgh Library				1,452.58
Pulteney Library				
0 Bill	12/02/2022	2022 L...	12/02/2022	✓ 1,434.00 ✓
Total Pulteney Library				1,434.00
Richburg Library				
0 Bill	12/02/2022	2022 L...	12/02/2022	✓ 1,434.00 ✓
0 Bill	12/02/2022	2022 P...	12/02/2022	✓ 2.47 ✓
Total Richburg Library				1,438.47
Rushford Library				
0 Bill	12/02/2022	2022 L...	12/02/2022	✓ 1,434.00 ✓
Total Rushford Library				1,434.00
Savona Library				
0 Bill	12/02/2022	2022 L...	12/02/2022	✓ 1,434.00 ✓
Total Savona Library				1,434.00
Solo Library				
0 Bill	12/02/2022	2022 L...	12/02/2022	✓ 1,434.00 ✓
0 Bill	12/02/2022	2022 A...	12/02/2022	✓ 5,217.78 ✓
Total Solo Library				6,651.78
Star Gazette				
0 Bill	11/22/2022		11/22/2022	✓ 81.80 ✓
Total Star Gazette				81.80
TERACAI				
0 Bill	12/02/2022	C145418	12/02/2022	✓ 28,800.00 ✓
0 Bill	12/02/2022	C145414	12/02/2022	✓ 114,117.15 ✓
Total TERACAI				142,917.15

3:48 PM

11/29/22

**Southern Tier Library System
Unpaid Bills Detail
As of December 2, 2022**

	Type	Date	Num	Due Date	Open Balance
0	Time Warner Cable, PA				
	Bill	12/02/2022	14386...	12/02/2022	✓ 1,750.00 ✓
	Total Time Warner Cable, PA				1,750.00
	UGI Energy Services, Inc.				
9	Bill	12/02/2022	G5497...	12/02/2022	✓ 60.01 ✓
	Total UGI Energy Services, Inc.				60.01
	Watkins Glen Library				
0	Bill	12/02/2022	2022 L...	12/02/2022	✓ 2,480.00 ✓
0	Bill	12/02/2022	2022 P...	12/02/2022	✓ 61.86 ✓
	Total Watkins Glen Library				2,521.86
	Wayland Library				
0	Bill	12/02/2022	2022 L...	12/02/2022	✓ 2,612.00 ✓
0	Bill	12/02/2022	2022 P...	12/02/2022	✓ 3.08 ✓
	Total Wayland Library				2,615.08
	Wellsville Library				
0	Bill	12/02/2022	2022 L...	12/02/2022	✓ 3,346.00 ✓
0	Bill	12/02/2022	2022 P...	12/02/2022	✓ 284.21 ✓
9	Bill	12/02/2022	2022 A...	12/02/2022	✓ 8,808.91 ✓
	Total Wellsville Library				12,443.12
	Whitesville Library				
0	Bill	12/02/2022	2022 L...	12/02/2022	✓ 1,434.00 ✓
	Total Whitesville Library				1,434.00
	TOTAL				570,097.23

4:41 PM
11/16/22

11/16/22 Southern Tier Library System
Unpaid Bills Detail
As of November 18, 2022

11/16/22

Type	Date	Num	Due Date	Open Balance
✓ Ahola, Richard Bill	11/18/2022	Oct 20...	11/18/2022	✓ 137.50 ✓
Total Ahola, Richard				137.50
✓ Baker, Dolores Bill	07/01/2022	6/23/2...	07/01/2022	✓ 31.59 ✓
Total Baker, Dolores				31.59
✓ Blackstone Publishing Bill	11/18/2022	2072793	11/18/2022	✓ 45.00 ✓
Total Blackstone Publishing				45.00
✓ Bolivar Library Bill	11/18/2022	Nov21-...	11/18/2022	✓ 134.97 ✓
Total Bolivar Library				134.97
✓ Button, Vickie Bill	11/18/2022	Medica...	11/18/2022	✓ 111.23 ✓
Total Button, Vickie				111.23
✓ Casella Waste Services Bill	11/18/2022	2178864	11/18/2022	✓ 123.73 ✓
Total Casella Waste Services				123.73
✓ Chilson-Cline, Denise Bill	11/18/2022	11/22 ...	11/18/2022	✓ 310.63 ✓
Total Chilson-Cline, Denise				310.63
✓ Cleary, Julie L. Bill	11/18/2022	Medica...	11/18/2022	✓ 8.33 ✓
Total Cleary, Julie L.				8.33
✓ Delta Dental Insurance Company Bill	11/18/2022	Nov 20...	11/18/2022	✓ 190.86 ✓
Total Delta Dental Insurance Company				190.86
✓ Eastern Managed Print Network Bill	11/18/2022	IN3600...	11/18/2022	✓ 382.57 ✓
Total Eastern Managed Print Network				382.57
✓ Elmira Structures, Inc Bill	11/18/2022	1725-9	11/18/2022	✓ 47,562.00 ✓
Total Elmira Structures, Inc				47,562.00
✓ Empire Access Bill	11/18/2022	00004...	11/18/2022	✓ 89.31 ✓
Total Empire Access				89.31
✓ Energy Cooperative of America Bill	11/18/2022	887387	11/18/2022	✓ 319.74 ✓
Total Energy Cooperative of America				319.74
✓ English, Darleen Bill	11/18/2022	Medica...	11/18/2022	✓ 111.23 ✓
Total English, Darleen				111.23

4:41 PM
11/18/22

Southern Tier Library System Unpaid Bills Detail As of November 18, 2022

Type	Date	Num	Due Date	Open Balance
Erie Insurance Company Bill	11/18/2022	Nov 20...	11/18/2022	✓ 1,959.66 ✓
Total Erie Insurance Company				1,959.66
First Bankcard Bill	11/18/2022	44182...	11/18/2022	✓ 757.38 ✓
Bill	11/18/2022	44182...	11/18/2022	✓ 509.62 ✓
Bill	11/18/2022	44182...	11/18/2022	✓ 784.67 ✓
Bill	11/18/2022	44182...	11/18/2022	✓ 169.80 ✓
Bill	11/18/2022	44182...	11/18/2022	✓ 63.30 ✓
Bill	11/18/2022	44182...	11/18/2022	✓ 1,519.17 ✓
Bill	11/18/2022	44182...	11/18/2022	✓ 4,455.47 ✓
Total First Bankcard				8,239.29
FirstLight Fiber Bill	11/18/2022	12874...	11/18/2022	✓ 900.00 ✓
Total FirstLight Fiber				900.00
Friendly Freds Bill	11/18/2022	29669	11/18/2022	✓ 21.00 ✓
Bill	11/18/2022	29684	11/18/2022	✓ 175.00 ✓
Total Friendly Freds				196.00
Frontier Communications Bill	11/18/2022	Dec 20...	11/18/2022	✓ 197.91 ✓
Total Frontier Communications				197.91
Gale/CENGAGE Learning Bill	11/18/2022	79484...	11/18/2022	✓ 25.59 ✓
Bill	11/18/2022	79429...	11/18/2022	✓ 55.95 ✓
Bill	11/18/2022	79485...	11/18/2022	✓ 158.74 ✓
Total Gale/CENGAGE Learning				250.31
Giles, Adele Bill	11/18/2022	Nov 22...	11/18/2022	✓ 278.50 ✓
Total Giles, Adele				278.50
Halkahan, Sheila Bill	11/18/2022	Medica...	11/18/2022	✓ 111.23 ✓
Total Halkahan, Sheila				111.23
Holden, Loretta Bill	11/18/2022	Medica...	11/18/2022	✓ 111.23 ✓
Total Holden, Loretta				111.23
Humana Bill	11/18/2022	Dec 20...	11/18/2022	✓ 25.00 ✓
Total Humana				25.00
Library Jules Academy Bill	11/18/2022	LJA1655	11/18/2022	✓ 200.00 ✓
Total Library Jules Academy				200.00
McPherson, Marla Bill	11/18/2022	Medica...	11/18/2022	✓ 111.23 ✓
Total McPherson, Marla				111.23

4:41 PM
11/18/22

Southern Tier Library System **Unpaid Bills Detail** **As of November 18, 2022**

Type	Date	Num	Due Date	Open Balance
Mangel Metzger Barr & Co. LLP				
Bill	11/18/2022	505553	11/18/2022	✓ 2,500.00 ✓
Total Mangel Metzger Barr & Co. LLP				2,500.00
Murphy, Sally Jacoby				
Bill	11/18/2022	9/22 D...	11/18/2022	✓ 37.50 ✓
Total Murphy, Sally Jacoby				37.50
Nelson, Jane				
Bill	11/18/2022	Medica...	11/18/2022	✓ 111.23 ✓
Total Nelson, Jane				111.23
NYSHIP				
Bill	11/18/2022	583	11/18/2022	✓ 10,908.54 ✓
Total NYSHIP				10,908.54
Overdrive				
Bill	11/18/2022	01453...	11/18/2022	✓ 985.28 ✓
Bill	11/18/2022	01453...	11/18/2022	✓ 139.98 ✓
Bill	11/18/2022	01453...	11/18/2022	✓ 1,894.55 ✓
Bill	11/18/2022	01453...	11/18/2022	✓ 1,031.31 ✓
Total Overdrive				3,821.13
Passage, Mary				
Bill	11/18/2022	Medica...	11/18/2022	✓ 111.23 ✓
Total Passage, Mary				111.23
Quiggie, Mary Kay				
Bill	11/18/2022	Medica...	11/18/2022	✓ 111.23 ✓
Total Quiggie, Mary Kay				111.23
Rattiner & Sons LLC				
Bill	11/18/2022	3834	11/18/2022	✓ 525.00 ✓
Total Rattiner & Sons LLC				525.00
Rogers, Pamela				
Bill	11/18/2022	Medica...	11/18/2022	✓ 8.33 ✓
Total Rogers, Pamela				8.33
Rowley, Laura				
Bill	11/18/2022	Nov 22...	11/18/2022	✓ 266.25 ✓
Total Rowley, Laura				266.25
Swank Movie Licensing USA				
Bill	11/18/2022	3279256	11/18/2022	✓ 2,256.00 ✓
Total Swank Movie Licensing USA				2,256.00
Time Warner Cable, PA				
Bill	11/18/2022	14558...	11/18/2022	✓ 500.00 ✓
Bill	11/18/2022	14551...	11/18/2022	✓ 575.00 ✓
Bill	11/18/2022	14551...	11/18/2022	✓ 575.00 ✓
Bill	11/18/2022	12022...	11/18/2022	✓ 44.99 ✓
Bill	11/18/2022	14551...	11/18/2022	✓ 575.00 ✓
Bill	11/18/2022	14520...	11/18/2022	✓ 500.00 ✓
Bill	11/18/2022	14577...	11/18/2022	✓ 631.79 ✓
Bill	11/18/2022	08807...	11/18/2022	✓ 44.99 ✓
Bill	11/18/2022	08922...	11/18/2022	✓ 154.98 ✓
Total Time Warner Cable, PA				3,601.75

4:41 PM
11/15/22

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

Type	Date	Num	Due Date	Open Balance
United Healthcare Insurance Company Bill	11/15/2022	Dec 20...	11/15/2022	252.25 ✓
Total United Healthcare Insurance Company				252.25
United States Postal Service Bill	11/15/2022	Nov 20...	11/15/2022	1,000.00 ✓
Total United States Postal Service				1,000.00
Verizon Wireless Bill	11/15/2022	99194...	11/15/2022	177.30 ✓
Total Verizon Wireless				177.30
Wagner, Larissa Bill	11/15/2022	2022 N...	11/15/2022	295.00 ✓
Total Wagner, Larissa				295.00
WEX Bank Bill	11/15/2022	84878...	11/15/2022	1,725.75 ✓
Total WEX Bank				1,725.75
Wigg, Rietline Bill	11/15/2022	Medica...	11/15/2022	111.23 ✓
Total Wigg, Rietline				111.23
TOTAL				62,991.83

Deposit Summary

Southern Tier Library System

12/5/2022 1:19 PM

Summary of Deposits to 1202 · Cash - Money Market on 11/30/2022

Chk No.	PmtMethod	Rcd From	Memo	Amount
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		NYS	Whitesville 2022-23 special Legislativ...	25,000.00
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Less Cash Back:

Deposit Total:	25,000.00
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Deposit Summary

12/1/2022 1:47 PM

Southern Tier Library System

Summary of Deposits to 1202 - Cash - Money Market on 12/02/2022

Chk No.	PmtMethod	Red From	Memo	Amount
80136	Check	Andover	Dark Fiber	255.00
3188	Check	Gorman, Betsy	Delivery Van Sale	700.00
17365	Check	Curren, Todd D	Delivery Van Sale	2,200.00
1127	Check	Arkport	Shared Svc	1,600.00
1128	Check	Arkport	Payroll	3,314.78

Less Cash Back:

Deposit Total: 8,069.78

Deposit Summary

Southern Tier Library System

11/30/2022 12:13 PM

Summary of Deposits to 1202 Cash - Money Market on 11/30/2022

Chk No.	PmtMethod	Red From	Memo	Amount
---------	-----------	----------	------	--------

	E-Rate		BEARS for Bolivar and Richburg	485.86
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Less Cash Back:

Deposit Total: 485.86

Deposit Summary

Southern Tier Library System

Summary of Deposits to 1202 - Cash - Money Market on 11/29/2022

11/29/2022 3:34 PM

Handwritten signature and date 12/1/2022

Chk No.	PmtMethod	Rcd From	Memo	Amount
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	Paypal		Paypal collections	1,455.41
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Less Cash Back:

Deposit Total: 1,455.41

Deposit Summary

Southern Tier Library System

11/29/2022 3:32 PM

Summary of Deposits to 1202 · Cash - Money Market on 11/21/2022

Chk No.	PmtMethod	Red From	Memo	Amount
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		Amazon Smiles	Amazon Smiles donation	8.33
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Less Cash Back:

Deposit Total: 8.33

Deposit Summary

Southern Tier Library System

11/22/2022 2:44 PM

Summary of Deposits to 1202 - Cash - Money Market on 11/22/2022

Chk No.	PmtMethod	Red From	Memo	Amount
1122	Check	Arkport	Pass Thru/phone	30.05
1284	Check	Alfred	Dark Fiber	300.00
1314	Check	Hector	Pass Thru	113.00
5397	Check	Fillmore	Dark Fiber	450.00
4533	Check	Canaseraga	Pass Thru	73.00
1126	Check	Arkport	PT Phone	29.31
5754	Check	Wayland	Dark Fiber+Fee	468.00
2177	Check	CCLD-Elmira	Pass Thru	139.98
165644	Check	Elm Chevrolet	Tax refund	30.77

Less Cash Back:

Deposit Total: 1,634.11

Deposit Summary

Southern Tier Library System

11/9/2022 3:43 PM

Summary of Deposits to 1202 - Cash - Money Market on 11/10/2022

Chk No.	PmtMethod	Rcd From	Memo	Amount
4040	Check	Montour Falls	Dark Fiber	255.00
4038	Check	Montour Falls	IT Contracts/PT	1,129.71
7804	Check	Bath	Dark Fiber	300.00
4379	Check	Atlanta	Dark Fiber	246.00
3179	Check	Jasper	Dark Fiber	255.00
80016	Check	Canisteo	Dark Fiber	255.00
2174	Check	CCLD-Elmira	Pass Thru	4,088.55
1262	Check	Hornell	Dark Fiber	300.00
3114	Check	Watkins Glen	Pass Thru	75.00
6871	Check	Richburg	Dark Fiber	246.00
15919	Check	Cuba	Pass Thru	833.73
8391	Check	Rushford	Dark Fiber/PT	247.00

Less Cash Back:

Deposit Total: 8,230.99

ORGANIZATIONAL MEETING POLICY

APPLIES TO: STLS Board of Trustees

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

~~It is the policy of~~ The Southern Tier Library System will ~~to~~ hold an annual organizational meeting, ~~the purpose of which is to elect officers of the Board and take the necessary actions to ensure the proper management of STLS for the coming fiscal year.~~ ~~This~~ The Board will hold its annual organizational meeting ~~will be held~~ on the third Tuesday of January each year. ~~In the event the organizational meeting is cancelled due to unforeseen circumstance, the Executive Committee will reschedule the meeting per Open Meetings Law for a time in the same month. The meeting will be conducted as described below.~~

The current President will call the meeting to order, ~~as Chairperson and will swear in new trustees, and administer their Oaths of Office.~~ The chair of the Nominating Committee will ~~and~~ conduct the election of new officers before turning the meeting over to the newly elected President. ~~The meeting will then be conducted by the newly elected President.~~

The Board of Trustees will then:

- Appoint the STLS Financial Clerk, Internal Auditor and Alternate Auditor of the Board, External Auditor and Attorney;
- Authorize the Executive Director to certify payroll and make grant applications;
- Authorize the Executive Director to certify payments of a fixed nature without prior audit upon submission to the Treasurer of a voucher. This should include credit card, and utility bills, insurance premiums, mortgage payments, payroll deductions, taxes and fringe benefit expenses.
- Establish the business mileage reimbursement rate for the current year based on the published IRS rate for business mileage;
- Designate the official Bank Depositories and Newspaper;
- Designate Authorized Signatories for Checks;
- Establish Treasurer and Internal Auditor surety coverage for the year;
- Establish the calendar and locations for Board Meetings for the next twelve months.
- Complete and submit signed Disclosure of Interests forms.
- Take any other such organizational actions as may be necessary.

The Board ~~will may also~~ conduct ~~its~~ general business ~~following the approval of its annual meeting action items.~~ at the end of the meeting before adjourning.

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

Revised November 21, 2017, MM/DD/YYYY

Equipment Category	Item Name	Description	Quote	Vendor	Unit Cost	Quantity	Total Cost
Server Hardware/Software	Barracuda Spam Firewall 400	Server Hardware - Email Security Appliance	LXNH959	CDW-G	\$ 4,572.00	1	\$ 4,572.00
	Barracuda Advanced Threat Protection	Server Software - Email Security Appliance	LXNH959	CDW-G	\$ 251.00	60	\$ 15,060.00
	HPE Nimble Storage Adaptive Flash Array	Server Hardware - Data Warehousing Appliance	40089407	Teracal	\$44,900.00	1	\$ 44,900.00
	HPE NS Hf20 Hybrid Base Array Supp	Server Software - Data Warehousing Appliance	40089407	Teracal	\$ 20,550.00	1	\$ 20,550.00
						63	\$ 85,082.00
Internet WIFI Access Points	CISCO MERAKI MR76 WIFI6 OUTDOOR / Access Points - Exterior Appliances		40089373	Teracal	\$ 930.00	50	\$ 46,500.00
	CISCO MERAKI MR46 WIFI 6 INDOOR AF Access Points - Interior Appliances		40089373	Teracal	\$ 870.00	10	\$ 8,700.00
	CISCO MERAKI MS225 24 PORT L2 STAC Power Over Ethernet - Security Appliance Switches		40089373	Teracal	\$ 2,921.00	10	\$ 29,210.00
	CISCO MERAKI MS350-24P L3 STCK CLD Power Over Ethernet - Security Appliance Switches		40089373	Teracal	\$ 3,886.00	1	\$ 3,886.00
						71	\$ 88,296.00
Instructional Hardware	SMART Board 6075	Interactive Touchscreen Instructional Technology Board		CDW-G	\$ 6,198.99	4	\$ 24,795.96
	DELL Latitude 3510 Laptop	Instructional Learning Lab for Librarian & Patron Training		DELL	\$ 1,638.81	19	\$ 31,137.37
						23	\$ 55,933.33
Delivery Fleet	2020 Chevy Express Cargo Van	Cargo Van for Delivery of Library Materials		Chevrolet	\$ 33,355.00	1	\$ 33,355.00
					\$ 33,355.00	1	\$ 33,355.00
Total Community Facilities Direct Loan & Grant Costs						158	\$ 262,666.33

August 11, 2021

Richard Ahola, President
Southern Tier Library System
9424 Scott Road
Painted Post, NY 14870

SUBJECT: Application for Federal Assistance – Southern Tier Library System
Letter of Conditions Technology Equipment and Vehicle
CFDA #10.766 – Community Facilities Loans

Dear President Ahola:

This letter establishes conditions that must be understood and agreed to by you before further consideration may be given to the Application for Federal Assistance. Any changes in project cost, source of funds, scope of services or any other significant changes (this includes significant changes in the Borrower's financial condition, operation, organizational structure or executive leadership) in the project or applicant must be reported to and approved by Rural Development/Rural Housing Service, Community Programs (CP), by written amendment to this letter. *Any changes not approved by USDA, Rural Development shall be cause for discontinuing processing of the application.*

This letter is not to be considered as loan or grant approval or as a representation as to the availability of funds. The docket may be completed on the basis of a Rural Housing Service Community Facilities (CF) direct loan not to exceed \$136,000 and CF grant not to exceed \$92,000.

If RD makes the loan, you may make a written request that the interest rate be the lower of the rates in effect at the time of loan approval or the time of closing. If you do not request the lower of the two interest rates, the interest rate charged will be the rate in effect at the time of loan approval. The loan will be considered approved on the date a signed copy of Form RD 1940-1, "Request for Obligation of Funds", is mailed to you. If you want the lower of the two rates, your request will be approved when you sign the Form RD 1942-46, "Letter of Intent to Meet Conditions."

If the conditions set forth in this letter are not met within one hundred eighty (180) days from the date hereof, USDA, Rural Development (RD), reserves the right to discontinue processing of the application. Rural Development funding is prioritized for projects that need and will use the funding immediately. We will require that every possible effort be made to meet all conditions within the one hundred eighty (180) days. Barring any unforeseen complications, no time extensions will be granted. *Once the deadline expires, the obligated funding will be canceled and either reverted to the U.S. Treasury or obligated to another eligible applicant.*

Brenda L. Smith, Community Programs Director
Rural Development • New York State Office
441 South Salina Street, Suite 357 Syracuse, New York 13202
Web: <http://www.rd.usda.gov/ny> Email: brenda.smith2@usda.gov
Tel. (315) 477 6485 Fax (855) 477 8536 TTY (315) 477 6447

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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 November/December engaged in the following activities:

- ✿ Week of November 14th: Participated in STLS Board of Trustees Meeting. Attended Public Library System Director's Organization meeting with New York State Library to receive state-level library updates and information. Visited the Whitesville Public Library to discuss roles and responsibilities with the library's board of trustees and director. Attended the Foundation for Southern Tier Libraries meeting.
- ✿ Week of November 21st: Visited Belmont Library to conduct New Director Orientation. Participated in Public Library District Toolkit planning meeting with authors of the Library Trustee Handbook of NYS to prepare for upcoming trainings.
- ✿ Week of November 28th: Participated in Member Services Consultant interviews. Attended Southern Tier Regional Digital Equity Coalition meeting. Visited Almond Library to discuss roles and responsibilities with the library's board of trustees and director. Attended the Directors Advisory Council meeting.
- ✿ Week of December 5th: Visited the libraries in Wellsville, Scio and Richburg to meet with library directors. Participated in Member Services Consultant Search Committee meeting. Attended Foundation for Southern Tier Libraries meeting.
- ✿ Week of December 12: Participated in Member Services Consultant Interviews. Visited the Town of Hector to discuss reading center charter process. Attended Allegany County Directors meeting.

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

Lorie met with three member libraries in November about ILL/BARC services. (BARC stands for Bibliographic and Referral Center. This is a program offered by the South Central Regional Library Council for interlibrary loan.) Presentations for the Benedek Memorial Library (Savona) and the Dundee Library were refreshers --reminding staff about the processes and procedures to getting materials from beyond the public libraries in the system. The Prattsburgh Library staff enthusiastically learned about making requests for their patrons.

Lorie also met with Cody Herman, Arkport Public Library director for new director orientation. The conversation centered around the library's successful Candy for Cards event to encourage the community to get a candy bar and a library card! (Halloween promotion.)

Lorie also facilitated the quarterly Youth Services Advisory group meeting. Topics of discussion included program sharing from four libraries (Southeast Steuben County, Penn Yan Public, Wayland Free, and David A Howe) and a shelving style called, Picture Book Neighborhoods.

Thanks to Mandy Fleming, ILS Manager, for being present to answer questions and provide guidance on making picture book neighborhoods to be reflected in the ILS. Lorie will be following through on suggestions from the last quarterly group session: recording the session and then sharing it with others that cannot attend. In 2023, Youth Advisory Group will meet on the first Monday in the 2nd month of the quarter. This change is being made to help member library staff make long range plans for attendance/participation.

During November, Lorie attended the New York Library Association conference; the School Library System meeting of the GST BOCES; a meeting of the Digital Content selectors' meeting (facilitated by Erika Jenns), the ILS meeting and participated in the process for interviewing candidates for the Member Services Consultant.

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

Keturah attended the Annual Conference of the New York Library Association in Saratoga Springs. She attended the meetings of the NY State Public Library Systems Outreach Coordinators, the Rural Libraries Round Table, and NYLA Council, as well as many educational presentations. She also networked with STLS member library colleagues and staff from the Department of Corrections and Community Supervision at the STLS Meet-Up. She also networked with staff from other library systems around the state to exchange ideas.

Keturah managed and facilitated the rotation of the STLS Audio Rotating Collection in November, with the assistance of Lorie Brown and the STLS Delivery team. This process went smoothly and it was great to get some new Audiobooks added to the Rotating Collections. Keturah also created and distributed the Rotating Collection schedule for 2023, planning when all three rotating collections will move throughout the year. One library has asked to be added to the Youth Rotating Collection list and Keturah will add them during the next rotation in January.

Keturah visited the Hornell Library for one day in November to assist the Library Director and staff with a large weeding project of the Reference and Adult Non-Fiction sections. It was great to work with member library staff on this project and help update the library's collection.

Keturah facilitated the first of four workshops in the STLS webinar series on Public Libraries and Sustainability in November. The speaker was Rebekkah Smith Aldrich from the Mid-Hudson Library System. Additional workshops in this series will occur in January, March, and April of 2023.

Keturah participated in activities for the STLS Member Services Consultant Search Committee, including attending interviews, committee meetings, and assisting in developing interview questions.

Keturah continued to work on the partnership project with the American Heart Association of Western NY to make loanable Blood Pressure Monitoring kits available in Steuben County libraries.

Keturah attended the following meetings: ALA Council, meeting with Lisa Neff of the American Heart Association, STLS Training Team, ALA Book Club, ALA Conference Committee, and STLS DAC Meeting.

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

November 2022 Monthly Report

During the month of November 2022, Erika Jenns attended the New York Library Association conference in Saratoga Springs. While there, she also attended a workshop on the Public Library District Toolkit, and she coordinated a social for STLS staff and member librarians who were attending the conference.

Other November activities included preparation for interviewing candidates for the Member Services Consultant position. Erika worked with her colleagues on developing interview questions, as well as participating in the first round of interviews. She prepared content for and led a Digital Literacy Workshop hosted at the Montour Falls Memorial Library, where four community members attended to learn more about how to use their Android mobile devices. She met with staff at the Finger Lakes Library System to discuss digital collection management strategies. Erika coordinated a meeting for the STLS OverDrive content selectors group. During the meeting, the group discussed pivoting the purpose of collection development to focus on customer service by purchasing popular content, fulfilling holds more quickly, and prioritizing purchasing recommended content. She also led the Digital Library Advisory Group meeting for STLS member library directors and staff.

Brian Hildreth and Erika led a Trustee Roles & Responsibilities workshop online for ~10 trustees. Erika participated in committee meetings for the Directors Advisory Council DEI STLS Subcommittee, Sustainability Round Table Public Awareness and Advocacy Committee, and the Sustainability Round Table Steering Committee. And, she partnered with Mandy Fleming to create print promotional materials and social media posts about enhanced content in STARCat; she created the monthly events digest email; posted session recordings and slides to the Gather & Grow 2022 website; and consulted with staff at the Canisteo library about their Facebook account.

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

In November, IT worked on 198 Help Desk requests for member libraries and performed the monthly operating system patches on 4 Red Hat Linux ILS servers. Weekly meetings with IT department staff, the quarterly ILS meeting and the monthly CCLD meeting was held.

Hewlett Packard Enterprise (HPE) specialists spent 3 days at STLS working with IT staff to complete the configuration and go live of our new virtual server infrastructure. This equipment will be used to host everything web facing and improve Internet caching for dark fiber libraries. Eventually all STLS hosted servers will run in this

new vmware environment which has 9 times the server capacity and 20X VM performance over our existing ten year old platform.

We launched our annual fall Cybersecurity awareness training campaign which helps teach our 415 email users what to look for in email to protect them and STLS from cybercrime.

As part of the eventually migration of our email services to M365, we started utilizing a hybrid (cloud and on-premise) servers approach to our STLS active directory. Active Directory is how STLS staff are authenticated to allow access to resources and files. We have also implemented multi-factor authentication (MFA) for some of those resources. Our cloud based replicated AD server is hosted in Microsoft Azure using a \$3,500 annual non-profit grant we apply for and are awarded each year.

Consolidated the Allegany ARC purchase requests.

Individually these are some highlights of IT staff work:

Pat Beeman -

- Manually modified the WordPress code to re-enable Google Analytics website tracking for 25 library sites.
- Assisted the Almond library with Circ computer issues.
- Helped the Scio library with a website password reset.
- X5228 calls.

Tom Lawrence -

- Assisted the Almond library with patron printing issues and reviewed technology upgrade options based on the age of the current public PCs.
- Worked on PC software fixes for Bath.
- Updated the website SSL certificate for www.stls.org and 29 library sites.

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

Here is our monthly report for November – it really flew by!

E-rate

I filed the final monthly BEAR (Billed Entity Applicant Reimbursement) for FY2021-2022, for Bolivar and Richburg Spectrum Cable Internet charges, and we received the reimbursement of \$485.86 in late November. Our large, Web Caching Category 2 Project was implemented by IT onsite in mid-November and I will be submitting the BEAR for that in early December.

General STLS

Kylie, Larissa and myself were all grateful for the chance to attend NYLA in Saratoga Springs. This was the first in-person conference for myself and Larissa since the start of the pandemic. It was my most enjoyable NYLA conference so far – it was lovely seeing so many friendly (past and present) STLS faces at the conference and I also learned useful information in the conference program sessions. Kylie and Larissa also enjoyed their time at the conference and the networking and learning opportunities it afforded them.

As a member of the Member Services Consultant Search Committee, I reviewed and evaluated application materials in mid-November and participated in the first round of interviews at the end of the month. I worked with Erika on updating our STLS STARCat brochure to include the Enhanced Content now available in STARCat - such as suggested titles and librarian lists - and proofed new, adorable bookmarks Erika created showcasing this feature.

ILS

We had our quarterly ILS & IT Meeting in early November – it was well attended and we had engaged attendee participation, which always makes for a more helpful (and enjoyable!) meeting all around. I visited Branchport to provide New Director Training on the ILS and Kylie visited Angelica to provide training on BLUEcloud Analytics (BCA). I worked with Ken and Erika on some updates to logo designs and functionality in STARCat; these updates make the site more visually appealing and usable.

I worked on a project with the DAC Circulation Committee to provide libraries with guidelines and training documentation for using the Claims Returned Wizard in WorkFlows. This wizard allows staff to mark items that patrons say they returned as 'claims returned.' In order for this feature to be fully functional and helpful, I updated the properties of the discharging wizards for all libraries. Once that was done we shared the paper documentation, as well as totals per library of current claims returned items, and information on Claims Returned reports in BCA with STLS member libraries. I plan to record an instructional video, and have a Q&A workshop in early 2023.

Kylie, Larissa and I worked on getting monthly statistical reports ready-to-go in BCA. Right now directors get individual reports from WorkFlows for each metric, such as Items Added and Circ & Renewal. Providing the reports to library directors via a consolidated PDF will hopefully make it much easier for them to report their monthly stats. This is a project that keeps getting put on the back burner, but we hope to start testing it with member libraries very soon. I updated the circulation map to reflect that Pulteney has gone fully fine free (they previously charged for AV and are now only charging overdue fines for eBook Readers). At Lorie's request, I attended the Youth Services Advisory Committee meeting and shared some WorkFlows tips with staff considering making 'neighborhoods' of their picture books by subject, rather than shelving them alphabetically. This has worked well at a few libraries in our system and is a popular, patron-friendly national library trend.

In early November, Kylie and Larissa did an excellent job of quickly getting caught up with the cataloging backlog upon returning from NYLA. They have also exceeded expectations on keeping the turnaround time manageable for the Help Desk, considering we are down 13 person-hours per week in the department. We are currently at a turnaround time of 6 working days for unopened "normal" cataloging requests. Larger cataloging projects (such as updating terminology in bib record Subject Headings) have been paused until we are fully staffed again.