

STLS BOARD MEETING

Tuesday, January 17, 2023 - 2:00 pm

STLS Headquarters, Painted Post, NY 14870

**AGENDA**

- | | | | |
|----|--|----------------------|-------------------|
| 1. | Agenda | | Doc. #23-1 |
| 2. | Board Action Items | *FOR APPROVAL | |
| | <p>Election of Officers: Nominating Committee – Denise King
 President – Kathy Green
 Vice President – Lynnette Decker
 Treasurer – Sisi Barr
 Secretary – Louise Richardson
 Elected Trustee – Richard Ahola</p> <p>Oaths of Office for Elected Trustees: Betsy Gorman
 Richard Ahola, Yates County (2023 – 2027; second full term)
 Susan McGill, Yates County (2020 – 2024; partial term)
 Richard Urban, Steuben County - SSCL (2020 – 2024; partial term)
 Phyllis Rogan, Chemung County (2023 – 2027; first full term)</p> | | |
| 3. | Approval of Minutes – December 2022 | *FOR APPROVAL | Doc. #23-2 |
| 4. | Treasurer’s Report –December 2022 | *FOR APPROVAL | Doc. #23-3 |
| 5. | Financial Clerk’s Report – December 2022 | *FOR APPROVAL | Doc. #23-4 |
| 6. | Fourth Quarter Profit-Loss Statement – December 2022 | *FOR APPROVAL | Doc. #23-5 |
| 7. | Fourth Quarter Claims Auditor Report – December 2022 | *FOR APPROVAL | Doc. #23-6 |
| | <p>• <i>Subject to corrections, above items may be approved without motion.</i></p> | | |

COMMITTEE REPORTS

- | | | |
|-----|--|--|
| 8. | Executive Committee – Richard Ahola | |
| 9. | Personnel & Policies Committee – Denise King | (Minutes) Doc. #23-7 |
| | | (Policy – Grant Funds) Doc. #23-8 |
| 10. | Finance & Facilities Committee – Betsy Gorman | (Minutes) Doc. #23-9 |
| 11. | Public Relations Committee – Lynnette Decker | (Minutes) Doc. #23-10 |
| 12. | Foundation for Southern Tier Libraries – Louise Richardson | (Minutes) Doc. #23-11 |
| | | (Minutes) Doc. #23-12 |

BOARD ACTIONS

- | | | | |
|-----|--|-----------------------|--------------------|
| 13. | <u>Annual Organizational Meeting Actions</u> | * FOR APPROVAL | Doc. #23-13 |
| | <u>Finance & Facilities Committee Recommendation: Approve action items per STLS Organizational Meeting Policy</u> | | |
| | <p>A. Designation of the Official Newspaper – Corning Leader
 B. Appointment of the Financial Clerk – Brian Hildreth
 C. Appointment of the Financial Clerk Designee – Lorie Brown
 D. Appointment of the Internal Auditor – Louise Richardson
 E. Appointment of the Alternate Internal Auditor – Richard Urban
 F. Appointment of the External Auditor – Mengel, Metzger & Barr, LLC.
 G. Appointment of the Attorney – Sayles and Evans</p> | | |

- H. Authorization of the Executive Director to Certify Payrolls
- I. Authorization of Executive Director to Make Grant Applications
- J. Authorization of the Executive Director to certify payments
- K. Authorization of the Business Mileage Reimbursement Rate – 65.5 cents
- L. Designation of the Bank Depository – Community Bank NA
- M. Designation of the Authorized Signatories for Checks – President, V.P, Treasurer, Executive Director & Betsy Gorman – Alternate Signatory
- N. Authorization of Certain Payments between Board Meetings - Credit card, utility bills, lease payments, payroll, payroll taxes, payroll deductions, and fringe benefit expenses.
- O. Establish Treasurer and Internal Auditor surety coverage for the year - \$750,000

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

14. Approve 2023 Board Meeting Schedule

* FOR APPROVAL

Doc. #23-14

Executive Committee Recommendation: Approve the 2022 Board Meeting Schedule.

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

15. Expenditure Approvals -Monthly Unpaid Bills Detail

* FOR APPROVAL

Doc. #23-15

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: _____	

16. Receipt Approvals – Monthly Deposit Summary

* FOR APPROVAL

Doc. #23-16

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: _____	

17. Approve Job Title & Job Description Revisions to the ILS Manager position

*** FOR APPROVAL**

Doc. #23-17

Executive Director Recommendation: The STLS Board of Trustees approves the revisions to the Job Title & Description of the ILS Manager position as presented at the December 20, 2022 board meeting.

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

18. Approve Job Title & Job Description Revisions to the Assistant Director – Head of IT position

*** FOR APPROVAL**

Doc. #23-18

Executive Director Recommendation: The STLS Board of Trustees approves the revisions to the Job Title & Description of the Assistant Director – Director of IT position as presented at the December 20, 2022 board meeting.

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

19. Approve the 2022-2023 STLS Executive Director’s Performance Objectives

*** FOR APPROVAL**

Doc. #23-19

Executive Director Recommendation: The STLS Board of Trustees approves the 2022-2023 STLS Executive Director’s Performance Objectives, which were developed by the board in consultation with the Executive Director as part of the director’s 2021-2022 performance evaluation per the Executive Director’s Performance and Salary Evaluation Policy.

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

BOARD INFORMATION

- 20. Old Business
- 21. New Business
- 22. Library Networking
- 23. President’s Report
- 24. *Monthly System Team & Divisional Reports

Doc. #23-20

Public Expression (15 minutes)

Adjournment

Next meeting: Southern Tier Library System – Tuesday, March 21, 2023 at 2 p.m.

STLS BOARD MEETING
Tuesday, December 20, 2022 - 2:00 pm
Southern Tier Library System, Painted Post, NY

MINUTES**TRUSTEES PRESENT:**

Richard Ahola – 2022	Felicity Wright – 2023
Sisi Barr – 2023	
Lynnette Decker -2026	
Pat Finnerty -2022	
Betsy Gorman – 2025	
David Haggstrom – 2026	
Denise King – 2024	
Susan McGill - 2022	
Richard Urban - 2024	

Excused: Kathy Green-2026, Barbara Hubbell – 2024, Louise Richardson – 2024, 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 2:00 pm.

B Hildreth opened the meeting by thanking outgoing Board member Pat Finnerty for her dedicated time and service to STLS.

P Finnerty responded that she thinks highly of STLS and the Board.

B Hildreth also added that this is the last meeting for Richard Ahola as Board President and Betsy Gorman as Treasurer and thanked them for their service to STLS.

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

M Fleming gave a presentation to the Board in which she explained the new enhanced content on STARCat. She demonstrated the changes

1. AGENDA REVIEW	*FOR APPROVAL	Doc.#22-146
Approved		
2. Approval of Minutes –November 2022	*FOR APPROVAL	Doc. #22-147
Approved		
3. Treasurer’s Report – November 2022	*FOR APPROVAL	Doc. #22-148
Approved		

B Gorman reported that the cash balance is down from this time last year because of the construction project expenditure. Also. Barb and Brian are working on depreciation and will have updated numbers at the March Board meeting.

**4. Financial Clerk's Report – November 2022 *FOR APPROVAL Doc. #22-149
Approved**

For Income, B Hildreth spoke about:

- Line item 4716, State Aid Pass Through, the \$25,000.00 is special funding from Assemblyman Giglio for the Whitesville library.

For Expenses, B Hildreth spoke about:

- Line item 5100, Salaries. There was only a bit of fluctuation in the month of November, but December's report will be different. That is because December is a 3 pay period month as well as the payout for the end of year sick time buyback.
- Line item 5409, STLS Telephone and Internet. The expense on this line item is E-Rate reimbursable. STLS had to pay the \$43,000.00 up front, but will receive a 90% reimbursement from the federal government.
- Line item 5420, Staff Development and travel. This expense was for costs from STLS staff and scholarship winners attending the NYLA conference in November 2022.
- Line item 5436, STLS grants to member libraries. This expense is for outreach mini grants, and diversity, equity and inclusion grants.
- Line item 5490, Grants. This line item covers the costs for the building construction project and all payments for the project will be made by 12/31/22.

Standing Committee Reports –

5. Executive Committee – Richard Ahola

R Ahola stated that the committee set the meeting agenda via email.

6. Personnel & Policies Committee – Denise King (Minutes) Doc. #22-150

D King stated that the Internet Safety Policy has not been updated since 2012. The personnel and policies committee is working with STLS staff to update the policy. It will be presented to the Board at the January 2023 meeting

D King stated that the Organizational Meeting policy only had grammatical changes, no content changes. D King then asked the Board if anyone was opposed to voting on the policy in today's action items. No one objected, so the Board will vote on the Organizational Meeting policy at today's meeting.

(Job Description – ILS Manager) Doc.#22-151

B Hildreth explained that the major update to the job description is the reincorporation of E-Rate back into the ILS Manager job description. The current ILS Manger, Mandy Fleming, already does E-Rate for STLS, and taking E-Rate out of the vacant procurement position may make it

easier to fill. He noted he has already met with the ILS Manager to discuss these revisions, and both individuals are in agreement with the changes.

S Barr asked about the time commitment for E-Rate. B Hildreth answered that it is a year-round job duty.

(Job Description – Assistant Director – Head of IT) **Doc.#22-152**

B Hildreth stated the Assistant Director- Head of IT position has not been updated in 10 years. The description needs to be more current and specific to the work done. Overall duties and oversight of the position is not changing, but the description of duties will become more specific.

B Gorman inquired about taking E-Rate out of the IT Procurement position. Will the position be paid less because of this? B Hildreth answered no, more IT duties will be added on to the position. He also explained that STLS is on the low paying end for IT positions compared to the private job market, so cutting the pay rate would not be beneficial.

(22/23 ED Performance Objectives) **Doc.#22-153**

D King stated that Brian has submitted his performance objectives for 2023, and asked the Board to review. They will be up for vote at the January 2023 meeting.

B Hildreth stated that the first 3 objectives are in line with the Plan of Service and summarized what each objective entails.

B Hildreth stated the 4th objective is aspirational. The objective is to work with library systems across the state to build community engagement and build library circulation numbers back pre-pandemic levels

7. Finance & Facilities Committee – Betsy Gorman **Doc.#22-154**

(Minutes Provided at Board Meeting)

B Gorman stated that the STLS renovation project is complete and the expense schedules will be presented to the Board at the January meeting and that the Mid-Year budget revisions will be up for vote later in the meeting.

8. Public Relations Committee – Lynnette Decker

L Decker stated that the Committee talked about construction aid. All requests were submitted on time. The Committee also discussed Advocacy. As in previous years, there will be postcards and emails to our representatives. Brian is also looking into getting a bus to Albany, but there is discussion of virtual meetings being more advantageous. D King added that she found better participation from the government representatives on Zoom meetings (more likely to get the actual representative, not an aide).

L Decker stated there is still a vacant Allegany seat to fill and asked Board members to sign up for the Staff Appreciation luncheon on January 17. The theme for the lunch is the 1950's

9. Foundation for Southern Tier Libraries – Richard Ahola

(Minutes) **Doc.#22-155**

R Ahola stated that it was the last meeting for Sherry Collins as Foundation President.

B Hildreth added that the Foundation went over their 2023 “to do” list. Rusty Wigg is mailing all STLS library board presidents and library directors with a letter requesting new members for the Foundation.

BOARD ACTIONS

10. Expenditure Approvals -Monthly Unpaid Bills Detail

*** 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.

Aye 10__ Nay _____ Abstain _____ Absent __3____ Vacant __2____
Approved/Failed: Approved
Discussion: None

11. Receipt Approvals – Monthly Deposit Summary

*** 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.

Aye __10__ Nay _____ Abstain _____ Absent __3____ Vacant __2____
Approved/Failed: Approved
Discussion: None

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.

Aye __10__ Nay _____ Abstain _____ Absent __3____ Vacant __2____
Approved/Failed: Approved
Discussion: None

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.

Aye __10__ Nay _____ Abstain _____ Absent __3____ Vacant __2____
Approved/Failed: Approved
Discussion: None

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 all 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: ___ P Finnerty ___ Second ___ R Urban ___
 Aye _10_ Nay ___ Abstain ___ Absent _2_ Vacant _3_
 Approved/Failed: Approved
 Discussion:

B Hildreth explained the program and that it was accepted by the Board in 2021. He has been working the agency to finalize all the paperwork. All technology and vehicles have been purchased, the USDA just needs a resolution from the Board to pay STLS.

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 2022 STLS Operating Budget.

Move: ___ P Finnerty ___ Second ___ F Wright ___
 Aye _10_ Nay ___ Abstain ___ Absent _2_ Vacant _3_
 Approved/Failed: Approved
 Discussion: None

BOARD INFORMATION

**16. Old Business –
None**

17. New Business –

R Urban inquired about Board meeting dates for 2023. B Hildreth noted that a new Board meeting schedule for 2023 will be available at the January 2023 meeting.

**18. Library Networking –
None**

19. President's Report –

R Ahola stated that he as enjoyed serving as president for the past few years, and that staff and fellow trustees make the job easy.

20. Monthly System Team & Divisional Reports

Doc.#22-160

B Hildreth stated that it was a good year given the continued effects of the pandemic, but 2023 is a great opportunity to build back on previous successes.

Public Expression (15 minutes)

None

Adjournment 3:03 pm

Move: D Haggstrom

Second: B Gorman

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

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

	<u>Dec 31, 22</u>	<u>Nov 30, 22</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1200 · Cash - Operating	2,713.40	573,915.00	-571,201.60
1201 · Cash - Payroll	4,941.77	44,825.30	-39,883.53
1202 · Cash - Money Market	954,362.24	1,106,614.95	-152,252.71
Total Checking/Savings	<u>962,017.41</u>	<u>1,725,355.25</u>	<u>-763,337.84</u>
Accounts Receivable			
1380 · Accounts Receivable	25,138.71	53,581.38	-28,442.67
Total Accounts Receivable	<u>25,138.71</u>	<u>53,581.38</u>	<u>-28,442.67</u>
Total Current Assets	<u>987,156.12</u>	<u>1,778,936.63</u>	<u>-791,780.51</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>1,750,550.71</u></u>	<u><u>2,542,331.22</u></u>	<u><u>-791,780.51</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2600 · Accounts Payable	0.00	6,270.54	-6,270.54
Total Accounts Payable	<u>0.00</u>	<u>6,270.54</u>	<u>-6,270.54</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	7,498.43	14,252.84	-6,754.41
2625 · Payroll Deductions Payable	167.42	504.66	-337.24
2626 · Flex Spending Deduction Payable	581.84	211.59	370.25
2627 · PFL Payable to Insurance	4,309.34	3,926.28	383.06
2630 · Due to Member Libraries Pay Pal	0.00	1,455.41	-1,455.41
2640 · Accrued Compensated Absences	134,275.67	134,275.67	0.00
Total Other Current Liabilities	<u>480,268.54</u>	<u>488,062.29</u>	<u>-7,793.75</u>
Total Current Liabilities	<u>480,268.54</u>	<u>494,332.83</u>	<u>-14,064.29</u>
Total Liabilities	<u>480,268.54</u>	<u>494,332.83</u>	<u>-14,064.29</u>
Equity			
3200 · Fund Balance Unrestricted	2,095,116.73	2,095,116.73	0.00

Southern Tier Library System
Treasurer's Report
As 12/31/22

	Dec 31, 22	Nov 30, 22	\$ Change
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	-1,272,641.00	-494,924.78	-777,716.22
Total Equity	1,270,282.17	2,047,998.39	-777,716.22
TOTAL LIABILITIES & EQUITY	1,750,550.71	2,542,331.22	-791,780.51

Official Depository: Community Bank NA

Money Market Account: .10 Rate of Return

Checking Accounts: .05 Rate of Return

	Dec 22	Nov 22	\$ Change
Income			
4716 • State Aid Pass Through	0.00	25,000.00	-25,000.00
4719 • Interest	28.72	42.60	-13.88
4721 • E-Rate Funding	0.00	485.86	-485.86
4724 • Member Library IT Contracts	12,889.58	86.10	12,803.48
4725 • Grants Revenue	0.00	15,800.00	-15,800.00
4731 • Arkport Support	2,016.57	3,314.78	-1,298.21
4733 • Member Library Processing Fees	234.50	0.00	234.50
4735 • Non State Aid Pass Through	16,887.55	12,879.97	4,007.58
4782 • Donations	250.00	8.33	241.67
4784 • General Reimbursements & Refund	-2,900.00	4,657.64	-7,557.64
4785 • Gain/Loss on Disposal of Assets	2,900.00	0.00	2,900.00
Total Income	32,306.92	62,275.28	-29,968.36
Gross Profit	32,306.92	62,275.28	-29,968.36
Expense			
5100 • Salaries			
5141 • Professional Salaries	50,378.13	34,582.58	15,795.55
5142 • Non-Professional Salaries	55,378.22	36,473.03	18,905.19
Total 5100 • Salaries	105,756.35	71,055.61	34,700.74
5150 • Personnel Benefits			
5151 • Retirement	87,206.00	0.00	87,206.00
5153 • Social Security	7,903.67	5,252.84	2,650.83
5154 • Workers Compensation	520.00	649.50	-129.50
5157 • Health Insurance	16,661.00	13,188.60	3,472.40
5158 • Payroll Expense - Other	1,460.30	755.10	705.20
Total 5150 • Personnel Benefits	113,750.97	19,846.04	93,904.93
5204 • STLS Software & Small Equipment	2,145.38	388.67	1,756.71
5205 • Maintenance Contracts & Leases	6,979.76	785.14	6,194.62
5408 • Platform Fees & Licenses	3,000.00	2,256.00	744.00
5409 • STLS Telephone/Internet	132,079.79	43,226.24	88,853.55
5417 • Library Materials	320.64	580.08	-259.44
5419 • Electronic Materials	2,686.19	0.00	2,686.19
5420 • Staff Development Travel	-34.65	5,087.65	-5,122.30
5422 • Trustee Mileage	1,105.07	272.50	832.57
5424 • Conference Registration	2,285.00	200.00	2,085.00
5425 • Staff & Member Library Mileage	1,265.90	392.88	873.02
5427 • Programming & Annual Conference	450.00	0.00	450.00
5428 • Meeting Supplies	237.53	233.27	4.26
5430 • Office Supplies	318.87	160.37	158.50
5433 • Postage	10.85	1,018.20	-1,007.35
5434 • Public Relations	9.99	420.78	-410.79
5435 • Member Library Pass through	312,919.35	15,471.14	297,448.21
5436 • STLS Grants to Member Libraries	1,930.00	13,811.88	-11,881.88
5444 • Accounting Support & Audit	1,099.00	2,599.00	-1,500.00

Southern Tier Library System
Financial Clerk's Report
December 2022

	Dec 22	Nov 22	\$ Change
5450 · Utilities	1,465.87	658.71	807.16
5451 · Building Maintenance & Repairs	2,153.59	1,029.30	1,124.29
5454 · Commercial Insurance	856.34	829.60	26.74
5471 · Vehicle Maintenance & Repairs	580.90	736.86	-155.96
5473 · Vehicle Fuel	2,076.83	1,725.79	351.04
5474 · Vehicle Insurance	459.00	480.58	-21.58
5480 · Greenwood Reading Center Exp	1,504.49	1,192.59	311.90
5485 · Arkport Expense Account	2,016.57	1,583.44	433.13
5490 · Grants	110,593.56	17,535.99	93,057.57
Total Expense	810,023.14	203,578.31	606,444.83
Net Income	-777,716.22	-141,303.03	-636,413.19

	Jan - Dec 22	Budget	\$ Over Budget
Income			
4700 • Basic State Aid	876,495.00	876,495.00	0.00
4706 • Jails and Institutions	4,061.00	4,061.00	0.00
4709 • Local Services Support	86,743.00	96,382.00	-9,639.00
4710 • Supplemental Aid	129,854.00	129,854.00	0.00
4711 • Coordinated Outreach	90,044.00	90,044.00	0.00
4713 • State Corrections	26,850.00	26,850.00	0.00
4719 • Interest	536.96	600.00	-63.04
4721 • E-Rate Funding	171,616.33	171,130.00	486.33
4723 • Member Library Cost Share	302,716.00	412,779.00	-110,063.00
4724 • Member Library IT Contracts	55,477.03	55,904.00	-426.97
4725 • Grants Revenue	238,792.00	272,000.00	-33,208.00
4733 • Member Library Processing Fees	1,148.00		
4781 • Retiree Health Ins Payments	1,294.16	1,300.00	-5.84
4782 • Donations	3,469.48	3,212.00	257.48
4784 • General Reimbursements & Refund	13,793.40	12,035.00	1,758.40
4785 • Gain/Loss on Disposal of Assets	2,900.00		
Total Income	2,005,790.36	2,152,646.00	-146,855.64
Gross Profit	2,005,790.36	2,152,646.00	-146,855.64
Expense			
5100 • Salaries			
Total 5100 • Salaries	928,163.14	927,678.00	485.14
Total 5150 • Personnel Benefits	362,414.04	407,823.00	-45,408.96
5204 • STLS Software & Small Equipment	12,079.05	10,000.00	2,079.05
5205 • Maintenance Contracts & Leases	15,666.06	12,000.00	3,666.06
5407 • Integrated Library System	75,796.46	75,000.00	796.46
5408 • Platform Fees & Licenses	18,586.86	18,000.00	586.86
5409 • STLS Telephone/Internet	415,469.67	185,000.00	230,469.67
5417 • Library Materials	11,635.94	17,000.00	-5,364.06
5418 • Consultant Collection	719.05	1,800.00	-1,080.95
5419 • Electronic Materials	2,686.19	10,000.00	-7,313.81
5420 • Staff Development Travel	8,677.45	13,500.00	-4,822.55
5422 • Trustee Mileage	2,548.31	5,000.00	-2,451.69
5423 • Trustee Continuing Education	0.00	0.00	0.00
5424 • Conference Registration	8,801.66	12,180.00	-3,378.34
5425 • Staff & Member Library Mileage	3,174.15	3,000.00	174.15
5427 • Programming & Annual Conference	7,079.62	8,500.00	-1,420.38
5428 • Meeting Supplies	1,076.38	1,500.00	-423.62
5430 • Office Supplies	4,781.26	5,000.00	-218.74
5433 • Postage	3,125.74	2,400.00	725.74
5434 • Public Relations	8,494.38	10,000.00	-1,505.62
5436 • STLS Grants to Member Libraries	15,741.88	16,000.00	-258.12
5442 • Professional Fees	8,179.00	10,000.00	-1,821.00
5443 • Legal Counsel	0.00	500.00	-500.00

Southern Tier Library System
Profit Loss Budget vs. Actual
January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget
5444 · Accounting Support & Audit	14,700.49	12,000.00	2,700.49
5450 · Utilities	10,660.03	11,500.00	-839.97
5451 · Building Maintenance & Repairs	16,157.36	20,000.00	-3,842.64
5454 · Commercial Insurance	12,385.62	12,500.00	-114.38
5471 · Vehicle Maintenance & Repairs	5,077.77	4,500.00	577.77
5473 · Vehicle Fuel	23,228.47	25,900.00	-2,671.53
5474 · Vehicle Insurance	4,960.06	5,875.00	-914.94
5475 · Vehicle Purchase	73,205.00	73,205.00	0.00
5490 · Grants	1,318,092.88	1,250,000.00	68,092.88
Total Expense	3,393,363.97	3,167,361.00	226,002.97
Net Income	-1,387,573.61	-1,014,715.00	-372,858.61

QUARTERLY CLAIMS AUDIT**Q4 2022 October 1, 2022 - December 31, 2022**

Audit Date	# of Invoices	Invoice Total	Exception	Check Numbers	Check Date	Paid Total
10/5/22	29	22,366.59	0	40314 - 40342	10/7/22	22,366.59
10/19/22	36	139,727.33	0	40343 - 40378	10/21/22	139,727.33
11/2/22	42 *	66,825.74	0	40379 - 40421	11/4/22	66,825.74
11/16/22	44	89,991.83	0	40422 - 40465	11/18/22	89,991.83
11/30/22	55	570,097.23	0	40466 - 40520	12/2/22	570,097.23
12/14/22	23	72,637.19	0	40521 - 40543	12/16/22	72,637.19
12/28/22	43	65,469.48	0	40544 - 40586	12/30/22	65,469.48

EXCEPTION REPORT

Exception Reference	Transaction No/Date	Invoice Date	Amount	Claim Payee/Vendor	Item Services of Invoice
*40398	11/4/22		#####	Addison Library	Grant payment
Issue with Purchase Cause for Exception				Resolution	
Should have been payable to Hammondsport Library				Original check voided; check 40421 issued to Hammondsport	
Exception Reference	Transaction No/Date	Invoice Date	Amount	Claim Payee/Vendor	Item Services of Invoice
40423	11/18/22	6/23/22	31.59	Delores Baker	Mileage: Director's Retrea
Issue with Purchase Cause for Exception				Resolution	
Lost check				Original check voided; new check issued	

Submitted by Louise Richardson, Internal Auditor

Personnel & Policies Committee

Meeting Minutes

Tuesday, January 10, 2023 at 12:00 pm

Meeting Location: Southern Tier Library System - Painted Post



Committee Members in Attendance: Denise King (chair) and Susan McGill

Staff: Brian M. Hildreth

Policies

Committee members reviewed and discussed the Grant Funds Policy and Emergency Closing Policy B. Hildreth presented several changes to the Grant Funds Policy that reflect current practice. Committee members asked questions about the policy. A few revisions were suggested and incorporated. Committee members encouraged B. Hildreth to include the policy in January's board packet for full board consideration.

There was some discussion about the Emergency Closing Policy. B. Hildreth said proposed revisions would be presented at the March committee meeting.

Personnel

Revisions to ILS Manager Position Job Title & Description

B. Hildreth confirmed that the changes presented at December's meeting remain the same. He indicated he will meet with the ILS Manager one more time before asking the board to bring the revisions to a vote. The committee noted any changes would need to be an Executive Director Recommendation because the revisions could not be moved out committee because there was no quorum. B. Hildreth said he would make the recommendations at January's board meeting.

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

B. Hildreth noted some minor changes to the job description following December's meeting. The committee reviewed the proposed changes. He noted he met with the Assistant Director one last time before asking the board to bring the revisions to a vote. The committee noted any changes would need to be an Executive Director Recommendation because the revisions could not be moved out committee because there was no quorum. B. Hildreth said he would make the recommendations at January's board meeting.

2022/2023 Executive Director Performance Objectives

B. Hildreth said there were not changes to these objectives. He also indicated no board members had

inquired about the proposed objectives since last board meeting. B. Hildreth said he would make the recommendations at January's board meeting.

Meeting adjourned at 12:58 pm.

Minutes respectfully submitted by: Brian M. Hildreth

GRANT FUNDS POLICY

Federal and New York State grant funds issued to STLS, or passed through by STLS to member libraries will be managed by the Executive Director or his/her designee in accordance with applicable Federal and New York State laws, and policies and procedures approved by the STLS Board of Trustees. Grants from local governments and non-profit organizations shall be managed by the Executive Director or his/her designee in accordance with the grantors' requirements and standard business practices.

Grant funds that are designated for the direct benefit of member libraries shall be passed on to them in a timely manner following receipt of the funds by the library system. Member libraries that participate in grant programs administered by the library system, and where delayed funding is expected should be prepared to either begin the project with their own institutional funds at their own risk, or wait until STLS has received the grant funds.

The Executive Director is charged with general oversight of all library system grants in partnership with the Business Office, and other STLS staff members or divisions responsible for administering grant funds. All grant projects and proposals intended to benefit the operations of STLS must be authorized by the Executive Director before a grant application is submitted. Criteria for pursuing grant projects, and submitting their applications shall consider (1) the library system's Plan of Service, (2) strategic priorities of an STLS Division, and (3) the Essential Functions of the STLS staff member administering the grant project.

STLS staff who are authorized to submit a grant proposal are responsible for all elements of administering the grant, and ensuring its overall success from start to finish. As part of the authorization process, staff are required to present a succession plan that addresses how the project will be administered in the unforeseen absence of the staff member. Staff are responsible for all other Essential Functions within their job description as part of any grant project. The Executive Director is responsible for the success of any grant administered by the Executive Director.

In some instances, the library system is required to make advance payments to qualify for specific grants, or to efficiently administer grants. The Executive Director is responsible for working with the Business Office and STLS Board of Trustees to ensure library system cash reserves allow for advance payment while maintaining regular business operations.

The Business Office will maintain an accounting schedule of all open grant projects. A schedule shall be made available for inspection during the library system's annual independent audit, and at the request of the STLS Board of Trustees.

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

*Adopted by the Board of Trustees of the Southern Tier Library System on September 21, 2010.
Revised on November 21, 2017; Month, Day, 2023.*

Finance & Facilities Committee

Meeting Minutes

Monday, January 9, 2023 – 3:15 pm



Meeting Location: Southern Tier Library System

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

Excused: Louise Richardson

Meeting was called to order at 3:30 pm

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

Treasurer Report- Brian stated that our cash balance is \$962,017 which is less than our normal reserve balance for this time of year. The reserve balance was expended for construction project - total construction cost was \$1,126,319. Brian also stated that we are expecting re-imbursement from USDA-Rural Development loan and grant, E-Rate, and construction aid which will replenish our cash reserves. Depreciation in Fixed Assets will be updated in February.

Financial Clerk's Report- Brian shared line item 5409 – telephone/internet was for equipment purchased for member libraries. We are expecting 80% E-Rate reimbursement for these expenses.

December's Profit-Loss Statement- statement will be adjusted when all income and expenses are finalized for 2022.

2022 Fourth Quarter Claims Auditor Report- will be shared at the Board meeting.

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

Annual Organizational Meeting Action Items- Richard made a motion to approve the Annual Organizational Meeting Action Items, Betsy seconded, all approved. Action items are listed in the Board minutes.

Richard made the motion to adjourn and Betsy seconded meeting at 4:05 pm.

Respectfully submitted: Sisi Barr, Treasurer

Public Relations Committee

Meeting Minutes

Tuesday, December 20, 2022 – 2:30 pm



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

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

Staff Present: Brian Hildreth

Meeting called to order at 2:30 pm

2022/2023 Construction Aid Applicants and Allocations to Member Libraries

B. Hildreth informed trustees that all 13-member library applications have been submitted to the State. A few libraries have required application revisions based on State Library review. These revisions are being made as the State is requesting them. This is standard practice, and the library system will work with the State Library until all applications are ready to be sent to the Dormitory Authority for final review.

2023 Advocacy Efforts

The committee discussed the 2023 Advocacy Calendar. B. Hildreth said visits are being scheduled with legislators for February 28, 2023, which is Advocacy Day in Albany. STLS intends to secure a bus to bring advocates to Albany. The library system will also coordinate a post card campaign, social media campaign, and email/phone call campaign between January and April 2023.

Staff Appreciation Luncheon

Trustees discussed plans for hosting the STLS Staff Appreciation Luncheon on Tuesday, January 17, 2023. All STLS staff are encouraged to attend, and trustees will bring a dish to pass. L. Decker will coordinate event activities.

Meeting adjourned at 2:55 pm

Respectfully submitted: Brian M. Hildreth, STLS Executive Director

FOUNDATION FOR SOUTHERN TIER LIBRARIES

BOARD OF TRUSTEE'S MEETING

MINUTES

December 8, 2022

The regular December meeting of the FSTL Board was called to order by President Sherry Collins at 2:15 p.m. Present were Bonnie Weber, Paul Webster, Dale Wexell, Rusty Wigg, Brian Hildreth, STLS Exec. Dir., and Richard Ahola, guest and prospective board member. Absent were Peter Gamba, Louise Richardson and Denise King.

The agenda was approved.

The minutes were approved.

The Financial Report was approved.

The current bank balance is \$22,060.49.

Checks received from the November solicitation letter will be tallied after the meeting and will be reported in the January Financial Report.

Paul will check the mailbox periodically til January for more donations.

Paul and Dale will create a 2023 Budget for approval at the January meeting.

Old Business:

Sherry reported that most of the final 2022 grant reports have been received. She will forward any others to Brian as they come in. Brian will scan them all and have them ready for review in January. Brian requested that the Board send out the 2023 grant applications in January to give the libraries as much time as possible to submit them before the March deadline.

New Business:

There was some discussion of plans for the new year, including emphasis on brand recognition and greater exposure in the media, as well as social media.

Richard stated that he would be glad to help with those activities.

Also discussed was the desperate need for additional Board members. Rusty has been working on a recruiting letter to be sent to all Library Directors and Library Board Presidents.

Dale made a motion to amend the agenda to accommodate appointment of Richard Ahola to the Board at this meeting. Bonnie second. Carried unanimously. Then Dale made the motion to appoint Richard Ahola to the Board at this meeting. Rusty second. Carried unanimously.

President's Report:

Sherry thanked the Board for all their help over the years.

Miscellaneous:

Dale made a presentation of plaques to Bonnie and Sherry for their years of service. Brian took pictures for the website and STLS newsletters.

The meeting was adjourned at 3:15 p.m.

Respectfully submitted,

Sherry Collins, Pres.

FOUNDATION FOR SOUTHERN TIER LIBRARIES
BOARD OF TRUSTEES' ORGANIZATIONAL MEETING
MINUTES

December 8, 2022

The Annual Organizational Meeting of the Board of Trustees was convened at the beginning of the regular Board of Trustees' meeting at 2:10 p.m.

The following items were approved to be on record for 2023:

- Election of officers
 1. Dale Wexell, President
 2. Rusty Wigg, Vice President
 3. Paul Webster, Treasurer
 4. Louise Richardson, Secretary
- Community Bank, NA—Bank of record
- Corning Leader—Newspaper of record
- Board of Trustees' Meeting Calendar—Second Thursday of each month
- Annual Sexual Harassment Training—STLS will coordinate with Trustees
- 2023 Budget—tabled until January 2023 for approval

The meeting was adjourned at 2:15 p.m.

Respectfully submitted.

Sherry Collins, President

Annual Organizational Meeting Actions



Finance & Facilities Committee Recommendation: Approve action items per STLS Organizational Meeting Policy

- A. Designation of the Official Newspaper – Corning Leader
- B. Appointment of the Financial Clerk – Brian Hildreth
- C. Appointment of the Financial Clerk Designee – Lorie Brown
- D. Appointment of the Internal Auditor – Louise Richardson
- E. Appointment of the Alternate Internal Auditor – Richard Urban
- F. Appointment of the External Auditor – Mengel, Metzger & Barr, LLC.
- G. Appointment of the Attorney – Sayles and Evans
- H. Authorization of the Executive Director to Certify Payrolls
- I. Authorization of Executive Director to Make Grant Applications
- J. Authorization of the Executive Director to certify payments
- K. Authorization of the Business Mileage Reimbursement Rate – 65.5 cents
- L. Designation of the Bank Depository – Community Bank NA
- M. Designation of the Authorized Signatories for Checks – President, V.P, Treasurer, Executive Director & Betsy Gorman – Alternate Signatory
- N. Authorization of Certain Payments between Board Meetings - Credit card, utility bills, lease payments, payroll, payroll taxes, payroll deductions, and fringe benefit expenses.
- O. Establish Treasurer and Internal Auditor surety coverage for the year - \$750,000

2023 Board Meeting Dates & Locations

Board of Trustees



- January 17 - Southern Tier Library System, Painted Post
- March 21 - Southern Tier Library System, Painted Post
- April 18 - Southern Tier Library System, Painted Post
- May 16 - Steele Memorial Library, Elmira, NY (Chemung County)
- June 20 - Pulteney Free Library, Pulteney , NY (Steuben County)
- July 18 - Watkins Glen Public Library, Watkins Glen (Schuyler County)
- September 19 - Cuba Circulating Library, Cuba (Allegany County)
- October 17 - Dundee Library, Dundee (Yates County)
- November 21 - Southern Tier Library System, Painted Post
- December 19 - Southern Tier Library System, Painted Post

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

12:24 PM

12/27/22

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12/28/22

Southern Tier Library System
Unpaid Bills Detail
 As of December 30, 2022

12/28/22

Type	Date	Num	Due Date	Open Balance
• A-Verdi Bill	12/30/2022	1808374	12/30/2022	✓ 204.00 ✓
Bill	12/30/2022	1819236	12/30/2022	✓ 204.00 ✓
Total A-Verdi				408.00
• Advantages Archives, LLC Bill	12/30/2022	38494	12/30/2022	✓ 600.00 ✓
Total Advantages Archives, LLC				600.00
• Ahola, Richard Bill	12/30/2022	Dec 20...	12/30/2022	✓ 127.50 ✓
Total Ahola, Richard				127.50
• Brinkman, Sarah Bill	12/30/2022	12/12/...	12/30/2022	✓ 515.00 ✓
Total Brinkman, Sarah				515.00
• Button, Vickie Bill	12/30/2022	Medica...	12/30/2022	✓ 111.23 ✓
Total Button, Vickie				111.23
• Casella Waste Services Bill	12/30/2022	2182313	12/30/2022	✓ 135.20 ✓
Total Casella Waste Services				135.20
• CDW-G Bill	12/30/2022	FQ558...	12/30/2022	✓ 1,935.39 ✓
Total CDW-G				1,935.39
• Chatt, Molly Bill	12/30/2022	12/13/...	12/30/2022	✓ 312.15 ✓
Total Chatt, Molly				312.15
• Cleary, Julie L. Bill	12/30/2022	Medica...	12/30/2022	✓ 8.33 ✓
Total Cleary, Julie L.				8.33
• Coming Natural Gas Bill	12/30/2022	Dec 20...	12/30/2022	✓ 288.89 ✓
Total Coming Natural Gas				288.89
• CQ Simple LLC Bill	12/30/2022	32490 ...	12/30/2022	✓ 41.09 ✓
Total CQ Simple LLC				41.09
• Decker, Lynnette Bill	12/30/2022	Oct 20...	12/30/2022	✓ 73.75 ✓
Total Decker, Lynnette				73.75
• Empire Natural Gas Bill	12/30/2022	WSTL...	12/30/2022	✓ 121.98 ✓
Total Empire Natural Gas				121.98
• English, Darleen Bill	12/30/2022	Medica...	12/30/2022	✓ 111.23 ✓
Total English, Darleen				111.23

Southern Tier Library System

Unpaid Bills Detail

As of December 30, 2022

Type	Date	Num	Due Date	Open Balance
• Erie Insurance Company Bill	12/30/2022	Jan 20...	12/30/2022	✓ 1,847.72 ✓
Total Erie Insurance Company				1,847.72
• Excelus BC BS Bill	12/30/2022	Jan 20...	12/30/2022	✓ 2,448.58 ✓
Total Excelus BC BS				2,448.58
• FirstLight Fiber Bill	12/30/2022	12982...	12/30/2022	✓ 900.00 ✓
Total FirstLight Fiber				900.00
• Friendly Freds Bill	12/30/2022	29718	12/30/2022	✓ 52.85 ✓
Total Friendly Freds				52.85
• Frontier Communications Bill	12/30/2022	Jan 20...	12/30/2022	✓ 203.20 ✓
Total Frontier Communications				203.20
• Gorman, Elizabeth Bill	12/30/2022	4 Qtr ...	12/30/2022	✓ 230.13 ✓
Total Gorman, Elizabeth				230.13
• Green, Kathy Bill	12/30/2022	Jun-O...	12/30/2022	✓ 198.49 ✓
Total Green, Kathy				198.49
• Haggstrom, David Bill	12/30/2022	4th Qtr...	12/30/2022	✓ 75.63 ✓
Total Haggstrom, David				75.63
• Hallahan, Sheila Bill	12/30/2022	Medica...	12/30/2022	✓ 111.23 ✓
Total Hallahan, Sheila				111.23
• Holden, Loretta Bill	12/30/2022	Medica...	12/30/2022	✓ 111.23 ✓
Total Holden, Loretta				111.23
• Iesco Hvac Bill	12/30/2022	2018368	12/30/2022	✓ 380.38 ✓
Total Iesco Hvac				380.38
• King, Denise Bill	12/30/2022	Jun-De...	12/30/2022	✓ 121.88 ✓
Total King, Denise				121.88
• McGill, Susan Bill	12/30/2022	4th Qtr...	12/30/2022	✓ 278.89 ✓
Total McGill, Susan				278.89
• McPherson, Marola Bill	12/30/2022	Medica...	12/30/2022	✓ 111.23 ✓
Total McPherson, Marola				111.23

12:24 PM

12/27/22

Southern Tier Library System

Unpaid Bills Detail

As of December 30, 2022

Type	Date	Num	Due Date	Open Balance
• Murphy, Sally Jacoby Bill	12/30/2022	12/22 ...	12/30/2022	✓ 50.00 ✓
Total Murphy, Sally Jacoby				50.00
• Nelson, Jane Bill	12/30/2022	Medica...	12/30/2022	✓ 111.23 ✓
Total Nelson, Jane				111.23
• Overdrive Bill	12/30/2022	01453...	12/30/2022	✓ 74.99 ✓
Bill	12/30/2022	01453...	12/30/2022	✓ 44.49 ✓
Bill	12/30/2022	01453...	12/30/2022	✓ 4,857.41 ✓
Bill	12/30/2022	01453...	12/30/2022	✓ 2,544.75 ✓
Bill	12/30/2022	01453...	12/30/2022	✓ 1,925.43 ✓
Bill	12/30/2022	01453...	12/30/2022	✓ 136.98 ✓
Bill	12/30/2022	01453...	12/30/2022	✓ 2,686.19 ✓
Total Overdrive				12,270.24
• Passage, Mary Bill	12/30/2022	Medica...	12/30/2022	✓ 111.23 ✓
Total Passage, Mary				111.23
• Pitney Bowes Bill	12/30/2022	33167...	12/30/2022	✓ 596.19 ✓
Total Pitney Bowes				596.19
• Price, Chelsea Bill	12/30/2022	Oct 20...	12/30/2022	✓ 400.00 ✓
Total Price, Chelsea				400.00
• Pro Audio Consulting Bill	12/30/2022	AVUP...	12/30/2022	✓ 21,450.00 ✓
Total Pro Audio Consulting				21,450.00
• Quiggle, Mary Kay Bill	12/30/2022	Medica...	12/30/2022	✓ 111.23 ✓
Total Quiggle, Mary Kay				111.23
• Rogers, Pamela Bill	12/30/2022	Medica...	12/30/2022	✓ 8.33 ✓
Total Rogers, Pamela				8.33
• Schlossberg, Jennifer Bill	12/30/2022	12/14/...	12/30/2022	✓ 51.25 ✓
Total Schlossberg, Jennifer				51.25
• Schuler-Haas Electric Corp. Bill	12/30/2022	21-120...	12/30/2022	✓ 5,462.82 ✓
Bill	12/30/2022	21-120...	12/30/2022	✓ 7,094.56 ✓
Total Schuler-Haas Electric Corp.				13,557.38
• SysAid Technologies Ltd Bill	12/30/2022	2022-...	12/30/2022	✓ 2,873.00 ✓
Total SysAid Technologies Ltd				2,873.00
• Time Warner Cable, PA Bill	12/30/2022	14386...	12/30/2022	✓ 1,750.00 ✓
Total Time Warner Cable, PA				1,750.00

12:24 PM

12/27/22

Southern Tier Library System
Unpaid Bills Detail
As of December 30, 2022

Type	Date	Num	Due Date	Open Balance
Verizon Wireless Bill	12/30/2022	08218...	12/30/2022	✓ 177.30 ✓
Total Verizon Wireless				177.30
Wgg, Ristina Bill	12/30/2022	Medica...	12/30/2022	✓ 111.23 ✓
Total Wgg, Ristina				111.23
TOTAL				65,488.48

3:18 PM
12/13/22

Southern Tier Library System
Unpaid Bills Detail
As of December 16, 2022

12/14/2022

Type	Date	Num	Due Date	Open Balance
Barracuda Networks				
Bill	12/16/2022	INV26...	12/16/2022	2,840.00 ✓
Total Barracuda Networks				2,840.00
Eastern Managed Print Network				
Bill	12/16/2022	IN3643...	12/16/2022	392.57 ✓
Total Eastern Managed Print Network				392.57
Empire Access				
Bill	12/16/2022	00004...	12/16/2022	88.94 ✓
Total Empire Access				88.94
Energy Cooperative of America				
Bill	12/16/2022	969947	12/16/2022	427.95 ✓
Total Energy Cooperative of America				427.95
First Bankcard				
Bill	12/16/2022	44182...	12/16/2022	98.15 ✓
Bill	12/16/2022	44182...	12/16/2022	185.00 ✓
Bill	12/16/2022	44182...	12/16/2022	232.99 ✓
Bill	12/16/2022	44182...	12/16/2022	280.01 ✓
Total First Bankcard				804.15
Friendly Freds				
Bill	12/16/2022	29646	12/16/2022	21.00 ✓
Bill	12/16/2022	29686	12/16/2022	485.95 ✓
Bill	12/16/2022	29691	12/16/2022	21.00 ✓
Total Friendly Freds				527.95
Gale/CENGAGE Learning				
Bill	12/16/2022	79814...	12/16/2022	71.17 ✓
Total Gale/CENGAGE Learning				71.17
Humana				
Bill	12/16/2022	Jan 20...	12/16/2022	41.40 ✓
Total Humana				41.40
Isaac Hvac				
Bill	12/16/2022	1924040	12/16/2022	728.00 ✓
Total Isaac Hvac				728.00
Mengel Metzger Barr & Co. LLP				
Bill	12/16/2022	508163	12/16/2022	1,000.00 ✓
Total Mengel Metzger Barr & Co. LLP				1,000.00
NYSEG				
Bill	12/16/2022	Nov 20...	12/16/2022	340.68 ✓
Total NYSEG				340.68
NYSHIP				
Bill	12/16/2022	584	12/16/2022	12,841.18 ✓
Total NYSHIP				12,841.18

3:18 PM

12/13/22

Southern Tier Library System
Unpaid Bills Detail
 As of December 16, 2022

P27m

Type	Date	Num	Due Date	Open Balance
Overdrive				
✓ Bill	12/16/2022	01453...	12/16/2022	564.22 ✓
✓ Bill	12/16/2022	01453...	12/16/2022	251.23 ✓
✓ Bill	12/16/2022	H-001...	12/16/2022	3,000.00 ✓
✓ Bill	12/16/2022	01453...	12/16/2022	1,412.23 ✓
✓ Bill	12/16/2022	01453...	12/16/2022	1,102.36 ✓
✓ Bill	12/16/2022	01453...	12/16/2022	1,297.01 ✓
✓ Bill	12/16/2022	01453...	12/16/2022	771.02 ✓
✓ Bill	12/16/2022	01453...	12/16/2022	437.86 ✓
Total Overdrive				8,836.95
Rainbow Printing				
✓ Bill	12/16/2022	15916...	12/16/2022	2,181.00 ✓
Total Rainbow Printing				2,181.00
Rattner & Sons LLC				
✓ Bill	12/16/2022	3885	12/16/2022	525.00 ✓
Total Rattner & Sons LLC				525.00
SolarWinds				
✓ Bill	12/16/2022	IN5805...	12/16/2022	478.00 ✓
Total SolarWinds				478.00
Southern Tier Network				
✓ Bill	12/16/2022	4686	12/16/2022	1,000.00 ✓
✓ Bill	12/16/2022	4689	12/16/2022	3,280.00 ✓
✓ Bill	12/16/2022	4697	12/16/2022	3,845.00 ✓
✓ Bill	12/16/2022	4703	12/16/2022	500.00 ✓
✓ Bill	12/16/2022	4718	12/16/2022	250.00 ✓
✓ Bill	12/16/2022	4726	12/16/2022	250.00 ✓
Total Southern Tier Network				9,095.00
Southern Tier Wireless Inc				
✓ Bill	12/16/2022	107239	12/16/2022	75.00 ✓
Total Southern Tier Wireless Inc				75.00
Staples Business Credit				
✓ Bill	12/16/2022	16455...	12/16/2022	277.24 ✓
Total Staples Business Credit				277.24
Time Warner Cable, PA				
✓ Bill	12/16/2022	08607...	12/16/2022	44.99 ✓
✓ Bill	12/16/2022	08622...	12/16/2022	154.98 ✓
✓ Bill	12/16/2022	12022...	12/16/2022	44.99 ✓
✓ Bill	12/16/2022	14377...	12/16/2022	631.79 ✓
✓ Bill	12/16/2022	14520...	12/16/2022	500.00 ✓
✓ Bill	12/16/2022	14558...	12/16/2022	500.00 ✓
✓ Bill	12/16/2022	14561...	12/16/2022	575.00 ✓
✓ Bill	12/16/2022	14561...	12/16/2022	575.00 ✓
✓ Bill	12/16/2022	14561...	12/16/2022	1,103.20 ✓
Total Time Warner Cable, PA				4,129.95
United Healthcare Insurance Company				
✓ Bill	12/16/2022	Jan 20...	12/16/2022	282.25 ✓
Total United Healthcare Insurance Company				282.25
WEX Bank				
✓ Bill	12/16/2022	85406...	12/16/2022	2,076.83 ✓
Total WEX Bank				2,076.83

3:18 PM

12/13/22

Southern Tier Library System

Unpaid Bills Detail

As of December 16, 2022

Type	Date	Num	Due Date	Open Balance
Whiteville Library Bill	12/16/2022	2022 S...	12/16/2022	25,000.00
Total Whiteville Library				25,000.00
TOTAL				72,837.19

Deposit Summary

Southern Tier Library System

1/4/2023 3:40 PM

Summary of Deposits to 1202 - Cash - Money Market on 01/03/2023

Chk No.	PmtMethod	Red From	Memo	Amount
9266	Check	Cleary, Jule	Health Ins	41.70
3837	Check	Friendship	PT/Phone	56.79
4944	Check	Bolivar	Dark Fiber	246.00
7857	Check	Bath	Dark Fiber	300.00
4064	Check	Montour Falls	Pass Thru	49.99
12490	Check	Pulteney	Dark Fiber	225.00
1234382	Check	Fidelity Charitable	Patricia & William LaCourse Giving F...	50.00

Less Cash Back:

Deposit Total:

969.48

Deposit Summary
Southern Tier Library System

12/27/2022 1:09 PM

Summary of Deposits to 1202 - Cash - Money Market on 12/28/2022

Chk No.	PmtMethod	Red From	Memo	Amount
7842	Check	Bath	Pass Thru	376.00
14567	Check	Penn Yan	DEI OR Book Kits	800.00
15936	Check	Cuba	Pass Thru	564.22
1880	Check	Int'l Motor Racing Research Center	Processing	234.50
4604	Check	Corning	Pass Thru	285.00
7880	Check	Hammondsport	Pass Thru	21.17
3141	Check	Watkins Glen	Pass Thru	142.50
80140	Check	Andover	Dark Fiber	255.00
5470	Check	CCLD-Elmira	Cost Share/PT	36,908.88
2183	Check	CCLD-Elmira	Pass Thru	2,753.22
22544	Check	Wellsville	Pass Thru	793.50

Less Cash Back:

Deposit Total: 43,133.99

Deposit Summary

Southern Tier Library System

12/14/2022 1:25 PM

Summary of Deposits to 1202 - Cash - Money Market on 12/15/2022

Chk No.	PmtMethod	Red From	Memo	Amount
3822	Check	Friendship	Pass Thru/Phone	56.79
1521	Check	Wellsville	Dark Fiber	450.00
1197	Check	Foundation For Southern Tier Librar...	Postage	108.87
5446	Check	CCLD-Elmira	Pass Thru	3,168.63
2181	Check	CCLD-Elmira	Pass Thru	5,482.81
6020003426	Check	Corning Incorporated Foundation	Donation from Blackbaud Giving Fund...	250.00

Less Cash Back:

Deposit Total: 9,517.10



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 provides 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.
- Manages overall internet connection infrastructure for STLS and member libraries, and any additional internet-related services such as system data center and VoIP phone service.
- Develops evolving, system-wide IT security policies and communication of those policies to system and library staff.
- Engages IT staff to support library system staff technology needs related to computers, STLS web sites, database connections, headquarters AV and collaboration tools.
- Develops modern technology platforms 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 equipment failure and data loss recovery.
- Works with the ILS Manager to secure annual federal E-rate funding for the library system and member libraries related 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

- Strong technical knowledge, ~~is resourceful, enthusiastic, flexible~~ and leadership skills.
- Innovative, enthusiastic and adaptive qualities.
- Willingness to work flexible schedule and travel as needed.
- Ability to plan, develop and implement library system training.
- Understanding of the challenges of all types of libraries.
- Effective time management, meeting deadlines, and dealing appropriately with interruptions
- Ability to work cohesively in a team and project-based environment.
- Ability to communicate successfully in front of audiences, board members and library staff.
- 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.
- Ability to communicate successfully in front of audiences, board members and library staff
- Experience with and knowledge of management and openness 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 project priorities and funding sources in communication with Executive Director.
- 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 E-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 staff and member libraries.
- 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



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

The Executive Director spent the months of December/January engaged in the following activities:

- 
Week of December 19: Attended STLS Board of Trustee's Finance & Facilities Committee meeting (12/19). Participated in STLS Board of Trustee's meeting, and Public Relations Committee meeting (12/20). Met with E. Jenns to discuss and establish library system Overdrive spending perimeters for 2023 with participating member libraries' selectors group.
- 
Week of December 26: Executive Director was on vacation and holiday.
- 
Week of January 2: Met with State Librarian to discuss the planning practices of developing a digital equity coalition across a large geographic region (1/6). Attended Southern Tier Digital Equity Coalition planning meeting facilitated by South Central Regional Library Council (1/6). Facilitated director and trustee training at the Belmont Free Library as part of the library board's annual training session (1/7).
- 
Week of January 9: Participated in planning meeting for 2023 Trustee Handbook Book Club training sessions with Mid-Hudson Library System and OWWL Library System (1/9). Attended STLS Board of Trustees' Finance & Facilities Committee meeting (1/9). Attended a planning meeting for library system advocacy day as well as 2023 advocacy campaign with E. Jenns and K. Cappadonia (1/10). Attended STLS Board of Trustee's Personnel & Policies Committee Meeting (1/10). Met with representatives from USDA-Rural Development to close on Community Facilities Loan/Grant program (1/10). Attended monthly Public Library System Director's Organization (PULISDO) meeting with fellow library system directors (1/10). Participated in monthly STLS Training Team meeting to plan for 2023 Spring Continuing Education Conference (1/11). Attended Foundation for Southern Tier Libraries Board meeting (1/12).

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

December seemed to be a month of planning and laying the groundwork for future events which will stand us in good stead for the next few months.

Lorie assisted other STLS colleagues in assembling the Quarter 4 Learning Calendar. Getting a variety of learning opportunities for member libraries is a challenge. STLS colleagues have assembled stellar offerings for the quarter. Lorie participated in statewide planning sessions with 14 other public library systems to present suggestions for summer programs for children (February) and teens (March). Lorie is also working to coordinate

a Creative Learning Workshop in March that is a collaboration with the MIT Media Lab. This project is funded thru an IMLS grant. Lorie facilitated the scheduling of a workshop being presented by Hope Decker, Director of the Wayland Library, on Work Sprints--a technique to increase productivity on various work tasks.

On 2 occasions, Lorie visited the Mabel D. Blodgett Reading Center (Rushville) to assist them on their journey towards being a chartered library. Library Director, Dodie Bake and Lorie spent 2 separate mornings to weed their nonfiction collection and, in general, chat about collection management--acquisitions; weeding; and display/shelving were all included. Once the collection is weeding, the STLS ILS team will begin barcoding their collection. Lorie visited the Modeste Bedient Memorial Library (Branchport) to meet the new director and chat about STLS services.

Lorie tabled at the Mabel D. Blodgett Reading Center (Rushville) for their Christmas in the village. STLS provided families the opportunity to create a cardinal -- known as the Christmas bird but also known as a sign of good luck when sighted. Families who created a cardinal will always be able to 'see' the good luck bird in their windows.

Lorie, along with her colleagues, participated in the search committee for the Member Services Consultant. Other monthly tasks included creating the January assignments of delivery drivers to specific runs and ensuring that ILLs were returned via USPS to Tompkins Cortland Community College (TC3) in a timely manner. Lorie also spent considerable time trouble-shooting interlibrary loan hiccups.

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

Keturah participated in meetings of the Member Services Consultant Search Committee and participated in interviews with the three finalists for the position in December.

Keturah attended a planning meeting for the 2023 Library Advocacy Day campaign with Brian Hildreth and Erika Jenns. Keturah visited the Belmont Library to discuss Outreach and Adult Library Services with their new director.

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. In December Keturah worked with AHA staff to develop marketing materials with the plan to deliver the kits in early January.

Keturah attended the following meetings: December meeting of the DAC Circulation Committee, NY State Public Library Outreach Coordinators monthly meeting, the quarterly meeting of DLD and Public Library System Outreach Coordinators, and the December meeting of the NYLA Council. She facilitated the December STLS Training Team meeting and participated in a meeting of the ALA Libraries and Sustainability Book Club and attended a workshop from the Sustainable Libraries Initiative on Strategic Planning.

Keturah was on vacation from Dec. 15 – Jan. 3.

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

During the month of December, Erika Jenns had consultations with two member libraries. She met virtually with Roxanne at the Wide Awake Club Library in Fillmore to discuss a Facebook issue. Then, Erika met with staff at the Modeste Bedient Memorial Library in Branchport to conduct a new director visit and to help staff learn how to manage the library website.

Before the end of the year, Brian, Keturah, and Erika met to begin planning for the 2023 advocacy season. Erika created a design for the 2023 advocacy postcard. Copies will be distributed to member libraries and patrons will be able to sign and return them to STLS, after which, STLS staff will send stacks of signed postcards to legislators. Erika also published the digital postcard form so that folks can complete postcards online, and she added advocacy language to the STLS website.

In preparation for the start of the new year and the new slate of trainings offered by STLS, Erika created the calendar for learning events taking place during January, February, and March of 2023. She sent paper copies of the calendar to all member libraries, and she sent out the January events calendar to system stakeholders through Constant Contact.

Throughout the month, Erika participated in the job search process for a new Member Services Consultant. She also met with a graphic designer about creating a custom graphics package for STLS to use in promotional materials and social media posts. Additionally, Erika collaborated with Mandy to run reports on the top circulating titles in 2022 to use in social media posts. She then created graphics to post on STLS social media accounts to recap the most checkout titles from both physical and digital collections in 2022.

Committee work in December included meetings with the PLA Digital Literacy Committee, the Sustainability Round Table Public Awareness and Advocacy Committee meeting, as well as the Sustainability Round Table Steering Committee meeting. Erika also attended orientation for the South Central Regional Library Council Board of Trustees.

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

In December, IT worked on 177 Help Desk requests for member libraries and performed the monthly operating system patches on 2 Red Hat Linux ILS servers. Weekly meetings with IT department staff and the monthly CCLD meeting were held.

Performed updates to ILS Web Services servers to allow patrons to be able to maintain their address info once testing is completed.

Software maintenance renewal orders for the Help Desk, Red Hat Linux servers, the Solarwinds network monitoring software were placed.

Guided STLS email users through our annual fall Cybersecurity awareness training campaign.

Work on our MS Teams migration with basic training for STLS Training Team staff. All Division of IT staff are using the new platform.

Pat and I were off the last 2 weeks of the year.

Individually these are some highlights of IT staff work:

Pat Beeman:

- Manually modified WordPress code for www.stls.org/databases to redirect it to the STLS Libguides site.
- Assisted the Bolivar library with Circ computer issues with their receipt printer.
- Remedied a case where SPAM was being sent to starcats@stls.org.
- X5228 calls.

Tom Lawrence:

- Finished setup of VCenter after HPE techs were on site. Created new content library with the necessary server ISO installers. Created a new storage group and test servers to verify virtual networking was working correctly.
- Responded to an issue that required a reboot for STARCats.
- Assisted multiple STLS email users with password resets.
- X5228 calls.

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

Here is our monthly report for December:

E-rate

In December, with Ken, I filed a BEAR (Billed Entity Applicant Reimbursement form) for our large Web Caching Category 2 Project, which was implemented by IT in mid-November. The amount of the submitted BEAR was over \$70,000. Because the project was delayed due to supply chain shortages, and costs increased between when we applied in early 2021, and when we received the equipment, the BEAR was more complicated than usual and we fielded a number of review questions from USAC to make sure we were fully in compliance with program rules. That BEAR is still under review. We have one final Category 2 Project from 2021 - APC UPS Batteries - which is awaiting product availability.

I reviewed notes from our 2022 Form 470s (Description of Services Requested and Certifications Form) and created new draft Form 470s for the 2023-2024 funding year. In early 2023, Ken and I will complete and submit these forms.

General STLS

As a member of the Member Services Consultant Search Committee, I participated in the process of creating new interview questions for the second round of interviews and attended in the interviews themselves. I worked with Erika on generating a report of the top 2022 titles checked out physically, in WorkFlows, for her to share on social media, as a fun year-end review of what was popular at our libraries.

ILS

The DAC Circulation Committee met in early December and discussed purging inactive holds after one year, addressing holds where the only copies are damaged, lost or missing, and clarifying user record notes and comments. In December, Larissa visited Almond and Richburg to provide BLUEcloud Analytics training and Kylie visited Friendship to provide Item Maintenance training.

I ran a new custom report, titled “Delete Zero Copy Titles” supplied by SirsiDynix, which deletes title records with no copies attached. Previously, this database cleanup task had to be done manually and was quite time-consuming. The report worked well and I plan to run it on an annual basis going forward. I worked with Keturah on configuring the circulation of new Blood Pressure Monitoring Kits in WorkFlows, which she secured for libraries in Steuben county. Kylie, Larissa and I continued working on getting monthly statistical reports ready-to-go in BCA. We are planning to test with a few pilot libraries in January, and if it goes smoothly, we will roll it out to more libraries early in 2023.

We are currently at a turnaround time of 6 working days for unopened “normal” cataloging requests. Kylie and Larissa have continued doing an excellent job of keeping the turnaround time reasonable, especially considering the recent holidays. Larger cataloging projects (such as updating terminology in bib record Subject Headings) have been paused until we are fully staffed again.