

STLS POLICY MANUAL

Policies, Plans & Administrative Documents of the Library System

2023 Edition



STLS

Southern Tier Library System

Connecting Community Libraries

**SOUTHERN TIER LIBRARY SYSTEM
POLICY MANUAL
2023 Edition**

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STLS OVERVIEW

Southern Tier Library System (STLS) advocates for excellent service at the 48-member public libraries, branches and reading centers located in the five counties we serve – Allegany, Chemung, Schuyler, Steuben and Yates. We are one of New York State's 23 public library systems established in 1958 by State Education Law. We help members save funds through economies of scale and by sharing resources and services. Through System services residents use library resources online from home, school, or work. Over 150,000 library cardholders access the combined library collections of more than 1.6 million items, including books, audio recordings and CDs, DVDs, magazines, digital audio books, eBooks and more.

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

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

MISSION

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

STLS CONNECTS LIBRARIES THROUGH:

- Delivery among libraries
- Shared online catalog STARCcat, Blue Cloud Analytics & Workflows
- E-mail and distribution lists
- Internet connections
- Website hosting
- Cloud-based computing

STLS CONNECTS LIBRARIES AND THEIR RESIDENTS TO:

- Interloan of materials from outside the region
- Online requests through STARCcat, the regional catalog
- Free online resources like downloadable audio and eBooks as well as magazines and newspapers
- Rotating collections of large print books, audio books, and books for young people
- Program resource kits to support local library programming for all ages

LIBRARIES BENEFIT FROM:

- Loan of materials between libraries
- Shared patron database

- Cataloging of library materials
- Back-up reference available through Chemung County Library District
- Continuing education for staff and trustees
- Consultant support for adult, youth, outreach, and IT services and library administration
- Help with local and capital funding, annual reports, library charters, library law and best practices

Revised January 2023

TRUSTEE JOB DESCRIPTION

APPLIES TO: STLS Trustees

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

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

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

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

The particular responsibilities of trustees are:

1. Select, hire and regularly evaluate a qualified Executive Director

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

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

³ Nichols. Jerry. op. cit. p. 11

2. Secure and manage adequate funding to support the System's mission and its physical property;
3. Develop and adopt policies regarding system governance and use;
4. Maintain a facility that meets the needs of the system and its services;
5. Conduct the business of the System in an open and ethical manner in compliance with all applicable laws and regulations, STLS By-Laws, Policies and Procedures, as well as with respect for the institution, staff and public.
6. Avoid any conflict of interest when exercising Trustee duties.

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

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

Adopted by the STLS Board of Trustees April 17, 2012

2023 Board Meeting Dates and Locations

The 2023 meeting dates are as follows:

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.

2023 BOARD COMMITTEES**Executive Committee**

Kathy Green President
 Lynnette Decker Vice President
 Sisi Barr Treasurer
 Louise Richardson Secretary
 Richard Ahola Past President

Personnel & Policies Committee

Denise King, Chair
 Richard Ahola
 Barbara Hubbell
 Susan McGill

Finance & Facilities Committee

Sisi Barr, Chair
 Betsy Gorman
 Richard Urban
 Louise Richardson

Public Relations Committee

Lynnette Decker, Chair
 Kathy Green
 David Haggstrom
 Felicity Wright

2022 ACTION ITEMS**January 2022****13. Annual Organizational Meeting Actions***** FOR APPROVAL****Doc. #22-12**

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 – Pat Finnerty
- 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 – 58.5 cents
- L. Designation of the Bank Depository – Community Bank NA
- M. Designation of the Authorized Signatories for Checks – President, V.P, Treasurer, Executive Director & Mathilde “Sisi” Barr – 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

Aye 11 Nay Abstain Absent 2 Vacant 2

Approved/Failed: Approved

Discussion: D King noted that there was a wording change in the Authority of the Board policy stating there will always be someone available in to certify payments.

14. Approve 2022 Board Meeting Schedule * **FOR APPROVAL** **Doc. #22-13**
Executive Committee Recommendation: Approve the 2022 Board Meeting Schedule.

Aye ___ 11 ___ Nay ___ Abstain ___ Absent _2_ Vacant _2_

Approved/Failed: Approved

Discussion: None

**** B Hubbell left the meeting at 2:29pm. She did not vote on any further action items at the meeting.**

15. Expenditure Approvals -Monthly Unpaid Bills Detail * **FOR APPROVAL** **Doc. #22-14**
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

16. Receipt Approvals – Monthly Deposit Summary * **FOR APPROVAL** **Doc. #22-15**
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

17. Approve Revisions to the Authority of the Board Policy * **FOR APPROVAL** **Doc. #22-16**
Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the revisions to the Authority of the Board Policy as presented at the December 21, 2021 board meeting considering any agreed upon revisions.

Aye ___ 10 ___ Nay ___ Abstain ___ Absent _3_ Vacant _2_

Approved/Failed: Approved

Discussion: D King asked the Board to review the paragraph starting, “The Executive Director or their designee....” D. King asked for any comments or questions. There were none.

B Hildreth stated, to clarify for the comments, the only time the Professional Development Manager would be the designee is when he is out for an extended absence or he asks her to do so.

18. Approve Revisions to the Conference Room Policy * **FOR APPROVAL** **Doc. #21-152**
Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the revisions to the Conference Room Policy as presented at the December 21, 2021 board meeting considering any agreed upon revisions, which includes a policy name change to, “Meeting Room Policy”.

Aye ___ 10 ___ Nay ___ Abstain ___ Absent _3_ Vacant _2_

Approved/Failed: Approved

Discussion:

B Hildreth stated that the Conference Room policy was not included in this packet because there were no further revisions made since it was discussed at the December 2021 meeting

19. Gratitude for STLS Staff Efforts

***FOR APPROVAL**

Executive Committee Recommendation: The STLS Board of Trustees acknowledges the time, effort and commitment of all STLS staff members, and would like to publicly recognize the contributions they make throughout the year to support our library system's member libraries as well as the 280,000 residents STLS is charged to serve.

Aye 10 Nay Abstain Absent 3 Vacant 2

Approved/Failed

Discussion: None

Discussion: D King stated that in lieu of a luncheon, this action item is here to let staff know we are thinking of them and appreciate them.

March 2022

12. Expenditure Approvals -Monthly Unpaid Bills Detail

*** FOR APPROVAL**

Doc. #22-29

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

Aye: 11 Nay Abstain Absent 2 Vacant 2

Approved/Failed: Approved

Discussion: None

13. Receipt Approvals – Monthly Deposit Summary

*** FOR APPROVAL**

Doc. #22-30

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

Aye: 11 Nay Abstain Absent 2 Vacant 2

Approved/Failed: Approved

Discussion: None

14. Approve Revisions to the Trustee Selection and Election Policy

***FOR APPROVAL** (January 2022 Board Packet) **Doc. #22-8**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the revisions to the Trustee Selection and Election Policy as presented at the January 18, 2022 board meeting considering any agreed upon revisions prior to board vote.

Aye: 11 Nay Abstain Absent 2 Vacant 2

Approved/Failed: Approved

Discussion: None

15. Approve Revisions to the STLS Organizational Chart

***FOR APPROVAL**

Doc. #22-31

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the STLS Organizational Chart considering recent changes in STLS staff appointments.

Aye: 11 Nay _____ Abstain _____ Absent 2 Vacant 2
 Approved/Failed: Approved
 Discussion: None

16. STLS Plan of Service 2022 - 2026

***FOR APPROVAL Doc. #22-32**

Executive Director Recommendation: Approve the STLS Plan of Service 2022 – 2026 as developed and presented by the STLS Strategic Planning Team in partnership with all STLS member library stakeholders.

Move: K Green Second S Barr
 Aye 11 Nay _____ Abstain _____ Absent 2 Vacant 2
 Approved/Failed: Approved
 Discussion: None

17. Central Library Plan of Service 2022 - 2026

***FOR APPROVAL Doc. #22-32**

Executive Director Recommendation: Approve the Central Library Plan of Service 2022 – 2026 as developed and presented by the library system's Central Library Planning Committee in partnership with all STLS member library stakeholders.

Move: P Finnerty Second B Gorman
 Aye 11 Nay _____ Abstain _____ Absent 2 Vacant 2
 Approved/Failed: Approved
 Discussion:

L Richardson noted that on page 18 of the Plan, it is stated that it was approved by the Board in January 2022. The Plan of Service will be updated to change the approval date to today (March 15, 2022).

April 2022

13. Expenditure Approvals -Monthly Unpaid Bills Detail

***FOR APPROVAL Doc. #22-49**

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

Aye 11 Nay _____ Abstain _____ Absent 2 Vacant 2
 Approved/Failed: Approved
 Discussion: None

14. Receipt Approvals – Monthly Deposit Summary

*** FOR APPROVAL Doc. #22-50**

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

Aye 11 Nay _____ Abstain _____ Absent 2 Vacant 2
 Approved/Failed: Approved
 Discussion: None

15. Approve Revisions to the Chartered Public Libraries Policy***FOR APPROVAL** (March 2022 Board Packet) **Doc. #22-25**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the revisions to the Chartered Public Libraries Policy as presented at the March 15, 2022 board meeting considering any agreed upon revisions.

Aye __11__ Nay _____ Abstain _____ Absent __2__ Vacant __2__

Approved/Failed: Approved

Discussion: None

May 202210. Expenditure Approvals -Monthly Unpaid Bills Detail*** FOR APPROVAL Doc. #22-61**

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

Aye __11__ Nay _____ Abstain _____ Absent __2__ Vacant __2__

Approved/Failed: Approved

Discussion: None

11. Receipt Approvals – Monthly Deposit Summary*** FOR APPROVAL Doc. #22-62**

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

Aye __11__ Nay _____ Abstain _____ Absent __2__ Vacant __2__

Approved/Failed: Approved

Discussion: None

12. Approve Revisions to the Finance Policy ***FOR APPROVAL** (April 2022 Board Packet) **Doc. #22-41**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the revisions to the Finance Policy as presented at the April 19, 2022 board meeting considering any agreed upon revisions.

Aye __11__ Nay _____ Abstain _____ Absent __2__ Vacant __2__

Approved/Failed: Approved

Discussion: None

13. Approve Revisions to the Investment Policy(April 2022 Board Packet) **Doc. #22-42*****FOR APPROVAL**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the revisions to the Investment Policy as presented at the April 19, 2022 board meeting considering any agreed upon revisions.

Aye __11__ Nay _____ Abstain _____ Absent __2__ Vacant __2__

Approved/Failed: Approved

Discussion: None

14. Approve Revisions to the Travel, Working Remotely & Conferences Policy

***FOR APPROVAL** (April 2022 Board Packet) **Doc. #22-43**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the revisions to the Travel, Working Remotely & Conferences Policy as presented at the April 19, 2022 board meeting considering any agreed upon revisions.

Aye 11 Nay Abstain Absent 2 Vacant 2
 Approved/Failed: Approved
 Discussion: None

15. Approve Revisions to the Disaster Preparedness Policy***FOR APPROVAL** (April 2022 Board Packet) **Doc. #22-44**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the revisions to the Disaster Preparedness Policy as presented at the April 19, 2022 board meeting considering any agreed upon revisions.

Aye 11 Nay Abstain Absent 2 Vacant 2
 Approved/Failed: Approved
 Discussion: None

16. Approve the 2021 Library System Annual Report to State Library - Education Department***FOR APPROVAL** (April 2022 Board Packet) **Doc. #22-46**

Finance & Facilities Committee Recommendation: The STLS Board of Trustees approves the 2021 Library System Annual Report to the State Library - Education Department as presented at the April 19, 2022 board meeting.

Aye 11 Nay Abstain Absent 2 Vacant 2
 Approved/Failed: Approved
 Discussion: None

17. Approve the Building Custodian Job Title and Description***FOR APPROVAL** **Doc. #22-63**

Executive Director Recommendation: The STLS Board of Trustees approves the proposed Building Custodian Job Title and Description, and authorizes the Executive Director to advertise the position.

Move: B Hubbell Second K Green
 Aye 11 Nay Abstain Absent 2 Vacant 2
 Approved/Failed: Approved
 Discussion: None

18. Approve the proposed Organizational Chart***FOR APPROVAL** **Doc. #22-64**

Executive Director Recommendation: The STLS Board of Trustees approves the proposed revisions to the Organizational Chart considering the addition of the Building Custodian position.

Move: B Hubbell Second K Green
 Aye 11 Nay Abstain Absent 2 Vacant 2
 Approved/Failed: Approved
 Discussion: None

10. Expenditure Approvals -Monthly Unpaid Bills Detail*** FOR APPROVAL Doc. #22-74**

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 12 Nay 0 Abstain 0 Absent 1 Vacant 2

Approved/Failed: Approved

Discussion: None

11. Receipt Approvals – Monthly Deposit Summary*** FOR APPROVAL Doc. #22-75**

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 12 Nay 0 Abstain 0 Absent 1 Vacant 2

Approved/Failed: Approved

Discussion: None

12. Approve Revisions to the Bylaws***FOR APPROVAL Doc. #22-76**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the revisions to the Bylaws as presented at the May 17, 2022 board meeting considering any agreed upon revisions.

Aye 12 Nay 0 Abstain 0 Absent 1 Vacant 2

Approved/Failed: Approved

Discussion: None

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

Executive Director Recommendation: The STLS Board of Trustees approves the permanent appointment of Gregg Moyer to the Part Time 19-Hour per Week Delivery Driver position at a starting hourly rate of \$15.30.

Move: L Richardson Second D HaggstromAye 12 Nay 0 Abstain 0 Absent 1 Vacant 2

Approved/Failed: Approved

Discussion: None

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

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

Move: K Green Second S McGillAye 12 Nay 0 Abstain 0 Absent 1 Vacant 2

Approved/Failed: Approved

Discussion: None

15. Appointment of Part Time 9-Hour Per Week Delivery Driver*** FOR APPROVAL**

Executive Director Recommendation: The STLS Board of Trustees approves the probationary appointment of Kim Falkenberg to the Part Time 9-Hour per Week Delivery Driver position at a starting hourly rate of \$15.00. Permanent position appointment is defined and determined by the Staff Organization Contract 2021 – 2024.

Move: ___ D Haggstrom ___ Second ___ L Richardson ___
 Aye ___ 12 ___ Nay ___ 0 ___ Abstain ___ 0 ___ Absent ___ 1 ___ Vacant ___ 2 ___
 Approved/Failed: Approved
 Discussion: None

16. Approve the Payment to Synergy IT Solutions

*** FOR APPROVAL Doc. #21-77**

Executive Director Recommendation: The STLS Board of Trustees approves the payment to Synergy IT Solutions for installation of external Wi-Fi access points at 48-member libraries per the STLS Purchasing Policy in the amount of \$98,635

Move: ___ L Richardson ___ Second ___ K Green ___
 Aye ___ 12 ___ Nay ___ 0 ___ Abstain ___ 0 ___ Absent ___ 1 ___ Vacant ___ 2 ___
 Approved/Failed: Approved
 Discussion: None

17. Approve Participation in Cooperative Energy Supply Bid

*** FOR APPROVAL Doc. #21-78**

Executive Director Recommendation: The STLS Board of Trustees approves the organization's participation in the Cooperative Energy Supply Bid coordinated by BOCES of Ontario, Seneca, Wayne and Yates counties for fiscal year 2023.

Move: ___ L Richardson ___ Second ___ S McGill ___
 Aye ___ 12 ___ Nay ___ 0 ___ Abstain ___ 0 ___ Absent ___ 1 ___ Vacant ___ 2 ___
 Approved/Failed: Approved
 Discussion:

B Hildreth explained that this is a 5year agreement and we get a reduced rate for our energy and gas bills at STLS only. B Hubbell inquired if buildings in Yates county can participate and B Hildreth responded it depends on the institution and their legal status.

July 2022

12. Service Recognition for STLS Trustee Kim Salisbury

***FOR APPROVAL**

Executive Committee Recommendation: The STLS Board of Trustees recognizes the time, effort and talent Trustee Kim Salisbury offered the Southern Tier Library System through mindful governance and regretfully accepts her resignation

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

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

13. Expenditure Approvals -Monthly Unpaid Bills Detail

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

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

Aye 9 Nay Abstain 2 Absent 1 Vacant 3
 Approved/Failed: Approved
 Discussion: None

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

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

Aye 9 Nay Abstain 2 Absent 1 Vacant 3
 Approved/Failed: Approved
 Discussion: None

15. Approve the 2021 Annual Update Document to the New York State Comptroller’s Office

*** FOR APPROVAL (See June 2022 Board Packet) Doc. #22-72**

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

Aye 9 Nay Abstain 2 Absent 1 Vacant 3
 Approved/Failed: Approved
 Discussion: None

16. Approve the Payment to CPE for New STLS Phone System

*** FOR APPROVAL Doc. #21-91**

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

Move: B Gorman Second L Richardson
 Aye 9 Nay Abstain 2 Absent 1 Vacant 3
 Approved/Failed: Approved

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

17. Authorize the Executive Director to Purchase Delivery Van

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

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

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

Discussion: B Hildreth reminded the Board that the purchase of a new van was included in the USDA rural development grant. The prices of vehicles are significantly more than they were even a year ago. Three dealerships responded to STLS’ request for proposals. One dealership was able to meet bid

requirements. STLS will make a down payment of \$500 per vehicle to purchase two new delivery vans through ELM Chevy. The Action Item was tabled until another board meeting when the vehicles are ready for full purchase, and the Purchasing Policy requires the Executive Director to request approval from the board.

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

Move: D King Second B Hubbell
 Aye 9 Nay Abstain 2 Absent 1 Vacant 3
 Approved/Failed: Approved
 Discussion: none

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

Move: B Gorman Second L Decker
 Aye 9 Nay Abstain 2 Absent 1 Vacant 3
 Approved/Failed: Approved
 Discussion: None

19. Approve Bylaw Revisions * **FOR APPROVAL** (See June 2022 Board Packet) **Doc. #22-76**
Executive Director Recommendation: The STLS Board of Trustees approves the Bylaw revisions as presented at the June 21, 2022 board meeting by the Personnel and Policies Committee.

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

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

20. Service Recognition for STLS Employee Lyndsie Guy ***FOR APPROVAL**
Executive Committee Recommendation: The STLS Board of Trustees recognizes the time, effort and talent employee Lyndsie Guy offered the Southern Tier Library System and regretfully accepts her resignation

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

September 2022

12. Expenditure Approvals -Monthly Unpaid Bills Detail * **FOR APPROVAL** **Doc. #22-108**

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

Aye	11	Nay	Abstain	Absent	1	Vacant	3
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Approved/Failed: Approved

Discussion: None

13. Receipt Approvals – Monthly Deposit Summary

*** FOR APPROVAL Doc. #22-109**

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

Aye 11 Nay Abstain Absent 1 Vacant 3

Approved/Failed: Approved

Discussion: None

14. Authorize Annual One-Time Salary Payment per Executive Director Contract

***FOR APPROVAL**

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

Aye 11 Nay Abstain Absent 1 Vacant 3

Approved/Failed: Approved

Discussion:None

15. Approve Interim Compensation for Resource Consultant Vacancy Duties

*** FOR APPROVAL**

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

Move:	B Gorman	Second	D King
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Aye	11	Nay	Abstain	Absent	1	Vacant	3
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Approved/Failed: Approved

Discussion:None

16. Approve Interim Compensation for Resource Consultant Vacancy Duties

*** FOR APPROVAL**

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

Move:	L Richardson	Second	K Green
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Aye __11__ Nay ____ Abstain ____ Absent __1__ Vacant __3__
 Approved/Failed: Approved
 Discussion:None

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

Move: __B Hubbell__ Second __S McGill__
 Aye __11__ Nay ____ Abstain ____ Absent __1__ Vacant __3__
 Approved/Failed: Approved
 Discussion:None

18. Approve the Payment to National Business Furniture for Meeting Room and Office Furniture * **FOR APPROVAL** **Doc. #22-110**
Executive Director Recommendation: The STLS Board of Trustees approves the payment to National Business Furniture for Meeting Room and Office Furniture per the STLS Purchasing Policy in the amount of \$28,460.75.

Move: __K Green__ Second __L Richardson__
 Aye __11__ Nay ____ Abstain ____ Absent __1__ Vacant __3__
 Approved/Failed: Approved
 Discussion:None

October 2022

13. Expenditure Approvals -Monthly Unpaid Bills Detail ***FOR APPROVAL** **Doc. #22-125**
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 __1__ Absent __2__ Vacant __2__
 Approved/Failed: Approved
 Discussion: None

14. Receipt Approvals – Monthly Deposit Summary * **FOR APPROVAL** **Doc. #22-126**
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 __1__ Absent __2__ Vacant __2__
 Approved/Failed: Approved
 Discussion: None

15. Reaffirm Library Bill of Rights – American Library Association
 ***FOR APPROVAL** (September 2022 Board Packet) **Doc. #22-101**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees reaffirms the Library Bill of Rights as presented at the September 20, 2022 board meeting, and last reaffirmed by the library system board on July 18, 2017.

Aye 10 Nay _____ Abstain 1 Absent 2 Vacant 2
 Approved/Failed: Approved
 Discussion: None

16. Reaffirm Freedom to Read Policy – American Library Association

***FOR APPROVAL** (September 2022 Board Packet) **Doc. #22-102**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees reaffirms the Freedom to Read Policy as presented at the September 20, 2022 board meeting, and last reaffirmed by the library system board on September 19, 2017.

Aye 10 Nay _____ Abstain 1 Absent 2 Vacant 2
 Approved/Failed: Approved
 Discussion: None

17. Approve Revisions to the Collection Management Policy

***FOR APPROVAL** (September 2022 Board Packet) **Doc. #22-103**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the revisions to the Collection Management Policy as presented at the September 20, 2022 board meeting considering any agreed upon revisions.

Aye 10 Nay _____ Abstain 1 Absent 2 Vacant 2
 Approved/Failed: Approved
 Discussion: None

18. Purchase of Delivery Vehicles

*** FOR APPROVAL** **Doc. #22-127**

Executive Director Recommendation: The STLS Board of Trustees approves the payment to Elm Chevrolet for Two New Delivery Vans per the STLS Purchasing Policy in the amount of \$72,205.

Move: B Gorman Second K Green
 Aye 10 Nay _____ Abstain 1 Absent 2 Vacant 2
 Approved/Failed: Approved
 Discussion: None

19. Approve the Payment to SirsiDynix for 2022/2023 Automation Services

***FOR APPROVAL** **Doc. #22-128**

Executive Director Recommendation: The STLS Board of Trustees approves the payment to SirsiDynix for automation services for 2022/2023 on behalf of STLS member libraries and per the STLS Purchasing Policy in the amount of \$75,796.46.

Move: D Haggstrom Second S Barr
 Aye 10 Nay _____ Abstain 1 Absent 2 Vacant 2
 Approved/Failed: Approved
 Discussion: None

20. Approve 2022 Executive Director's Evaluation*** FOR APPROVAL**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the 2021 – 2026 Executive Director Evaluation which includes an annual salary of \$126,560.00, and is retroactive to September 16, 2022

Aye 10 Nay Abstain 1 Absent 2 Vacant 2

Approved/Failed: Approved

Discussion: None

November 2022**11. 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

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 __9____ Nay _____ Abstain __2____ Absent __2____ Vacant __2____
 Approved/Failed: Approved
 Discussion:

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

December 2022

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

**2023 Library System Operating Budget
Southern Tier Library System**

	*2022 Budget	2023 Budget	Difference	
Revenue				
4700 · Basic State Aid	\$ 876,495.00	\$ 844,972.00	\$ (31,523.00)	
4706 · Jails and Institutions	\$ 4,061.00	\$ 4,215.00	\$ 154.00	
4709 · Local Services Support	\$ 96,382.00	\$ 92,916.00	\$ (3,466.00)	
4710 · Supplemental Aid	\$ 129,854.00	\$ 127,404.00	\$ (2,450.00)	
4711 · Coordinated Outreach	\$ 90,044.00	\$ 73,906.00	\$ (16,138.00)	
4713 · State Corrections	\$ 26,850.00	\$ 25,884.00	\$ (966.00)	
4714 · Special Aid	\$ -	\$ -	\$ -	
4719 · Interest	\$ 600.00	\$ 600.00	\$ -	
4721 · E-Rate Funding	\$ 171,130.00	\$ 180,000.00	\$ 8,870.00	
4722 · PPP Loan	\$ -	\$ -	\$ -	
4723 · Member Library Cost Share	\$ 412,779.00	\$ 407,101.00	\$ (5,678.00)	
4724 · Member Library IT Contracts	\$ 55,904.00	\$ 60,000.00	\$ 4,096.00	
**4725 · Grants Revenue	\$ 272,000.00	\$ 100,000.00	\$ (172,000.00)	
4781 · Retiree Health Ins. Payments	\$ 1,300.00	\$ 500.00	\$ (800.00)	
4782 · Donations	\$ 3,212.00	\$ 1,200.00	\$ (2,012.00)	
4784 · General Reimbursements & Refund	\$ 12,035.00	\$ 1,200.00	\$ (10,835.00)	
Total Revenue	\$ 2,152,646.00	\$ 1,919,898.00	\$ (232,748.00)	
Expenses				
5100 · Salaries	\$ 927,678.00	\$ 953,122.00	\$ 25,444.00	
5150 · Personnel Benefits	\$ 407,823.00	\$ 409,956.00	\$ 2,133.00	
5203 · STLS Equipment	\$ -	\$ -	\$ -	
5204 · STLS Software & Small Equipment	\$ 10,000.00	\$ 5,000.00	\$ (5,000.00)	
5205 · Maintenance Contracts & Leases	\$ 12,000.00	\$ 12,000.00	\$ -	
5407 · Integrated Library System	\$ 75,000.00	\$ 75,000.00	\$ -	
5408 · Platform Fees & Licenses	\$ 18,000.00	\$ 16,000.00	\$ (2,000.00)	
5409 · STLS Telephone/Internet	\$ 185,000.00	\$ 200,000.00	\$ 15,000.00	
5417 · Library Materials	\$ 17,000.00	\$ 18,500.00	\$ 1,500.00	
5418 · Consultant Collection	\$ 1,800.00	\$ 2,400.00	\$ 600.00	
5419 · Electronic Materials	\$ 10,000.00	\$ 10,000.00	\$ -	
5420 · Staff Development Travel	\$ 13,500.00	\$ 15,000.00	\$ 1,500.00	
5422 · Trustee Mileage	\$ 5,000.00	\$ 10,000.00	\$ 5,000.00	
5423 · Trustee Continuing Education	\$ -	\$ 2,400.00	\$ 2,400.00	
5424 · Conference Registration	\$ 12,180.00	\$ 11,000.00	\$ (1,180.00)	
5425 · Staff & Member Library Mileage	\$ 3,000.00	\$ 3,000.00	\$ -	
5427 · Programming & Annual Conference	\$ 8,500.00	\$ 7,500.00	\$ (1,000.00)	
5428 · Meeting Supplies	\$ 1,500.00	\$ 2,500.00	\$ 1,000.00	
5430 · Office Supplies	\$ 5,000.00	\$ 3,500.00	\$ (1,500.00)	
5433 · Postage	\$ 2,400.00	\$ 2,400.00	\$ -	
5434 · Public Relations	\$ 10,000.00	\$ 7,500.00	\$ (2,500.00)	
5436 · STLS Grants to Member Libraries	\$ 16,000.00	\$ 15,000.00	\$ (1,000.00)	
5442 · Professional Fees	\$ 10,000.00	\$ 10,000.00	\$ -	
5443 · Legal Counsel	\$ 500.00	\$ 2,500.00	\$ 2,000.00	
5444 · Accounting Support & Audit	\$ 12,000.00	\$ 13,000.00	\$ 1,000.00	

**2023 Library System Operating Budget
Southern Tier Library System**

5450 · Utilities	\$ 11,500.00	\$ 12,000.00	\$ 500.00	
5451 · Building Maintenance & Repairs	\$ 20,000.00	\$ 20,000.00	\$ -	
5454 · Commercial Insurance	\$ 12,500.00	\$ 12,500.00	\$ -	
5471 · Vehicle Maintenance & Repairs	\$ 4,500.00	\$ 3,000.00	\$ (1,500.00)	
5473 · Vehicle Fuel	\$ 25,900.00	\$ 24,000.00	\$ (1,900.00)	
5474 · Vehicle Insurance	\$ 5,875.00	\$ 5,875.00	\$ -	
5475 · Vehicle Purchase	\$ 73,205.00	\$ -	\$ (73,205.00)	
**5490 · Grants	1,250,000.00	\$ 100,000.00	\$ (1,150,000.00)	
Total Expense	\$ 3,167,361.00	\$ 1,984,653.00	\$ (1,182,708.00)	
	\$ (1,014,715.00)	\$ (64,755.00)		
*2022 budget figures represent Board Approved Mid-Year Budget Revisions - 12.20.2022				
** 2022 operating deficit incorporates spending from grants/reserves for STLS Office Renovation Project				

Updated January 2023

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

2022 STLS State Aid:

Basic Aid	\$876,495	
Local Services Support Aid	\$ 96,382	
Supplementary Aid	<u>\$129,854</u>	
Total Basic Aid		\$1,102,731

Outreach	\$90,044	
State Corrections	\$26,850	
Jails	<u>\$ 4,061</u>	
Total Categorical Aid		\$ 120,955

Total State Aid **\$1,223,686**

Public Library System responsibilities according to State Law & Regulations:

- Plan of service
- Director with 8 years of experience
- At least 3 full-time certified public librarians, exclusive of librarians employed in technical processing
- A means of location of materials added in libraries of the system (STARCat)

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

Central Library Aid—CCLD: \$168,696

Central Library responsibilities according to State Law and Regulation:

- Provide an annual average of not less than 55 hours per week of service, or amount required under Regulation 90.2
- At least two FTE professional positions paid for from local funds
- A 10 year plan of Central Library Development prepared by the Board of Trustees of the Central Library which meets system-wide needs
- An annual report submitted to the Division of Library Development on steps taken to achieve the objectives of this plan
- Purchase of books and materials, including non-print materials, as defined in regulations...to provide maximum use of the collection by residents of the area served by the system
- Materials acquired shall be adult non-fiction or foreign language materials in print form or microform

Member Library Aid:***Local Library Services Aid******\$116,140***

Member library responsibilities according to State Law and Regulations:

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

- Meet minimum standards

Updated January 2021

OUTREACH SERVICES

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

- 1) Funding is separate from the general STLS budget
- 2) There are specific laws, guidelines, and regulations which determine how the funds may be used and who is to be served
- 3) Services under these programs are developed and implemented with advisement from the populations and facilities to be served
- 4) STLS with the advice and consent of the Coordinated Outreach Services Advisory Council (COSAC) and the 2 state correctional facilities has developed the following guidelines:
 - services funded by these programs will be offered to all System residents in all libraries and all facilities
 - wherever possible, STLS will take an "expansive" approach in making services as widely available to as many System area residents as possible
- 5) **When fully funded, the three categories of Outreach state aid to STLS** total approximately \$111,828/year; in 2020 STLS received approximately \$82,451.

	Full funding	Received 2022
Outreach	\$91,692	\$90,044
Corrections	\$28,092	\$26,850
Jails	\$ 3,527	\$ 4,061

Coordinated Outreach Services Program

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

Program Basics

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

- Blind/Physically Disabled
- Aged

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

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

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

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

State Aid for Services to State Correctional Facility Libraries

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

Program Basics

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

- the identification of the eligible State correctional facility libraries in the system area, and the reasons given by any such facility which elects not to participate
- the identification of system personnel involved in negotiating the plan of service with participating correctional facility libraries and of the personnel responsible for implementation of such plan, including any consultant services to be provided
- a description of how the public library system resources will be made available for the educational, cultural and recreational needs of the inmates
- an agreement on procedures to recover or replace missing or damaged materials loaned to a participating facility library

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

County Jail “Interinstitutional” Aid

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

Examples of STLS Outreach Services

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

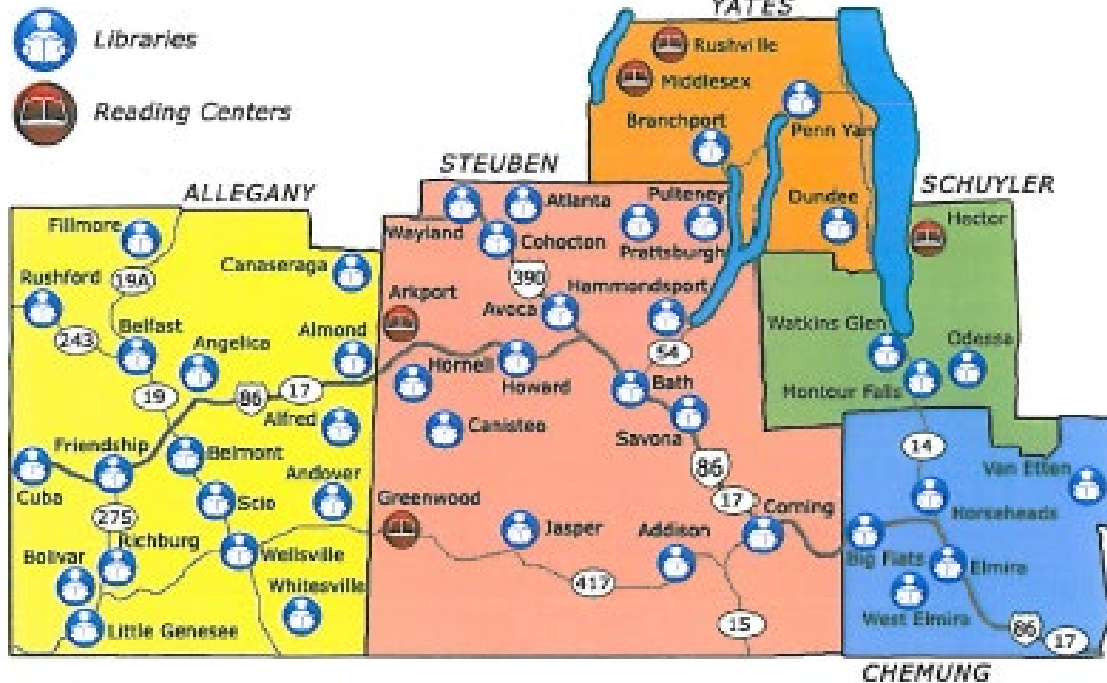
- Training of library staff to provide library services to targeted outreach populations. *((Coordinated Outreach Services, State Correctional Facility, and County Jail funding))*
- Build library awareness and connect underserved populations with library services by offering speaker services and presentations at community events. *(Coordinated Outreach Services, State Correctional Facility, and County Jail funding)*
- Consultant services on outreach topics to libraries and on library services to agencies/organizations *(Coordinated Outreach Services, State Correctional Facility, and County Jail funding)*
- Downloadable Audio books and eBooks *(Coordinated Outreach Services)*
- Outreach Mini-Grants to Libraries *(Coordinated Outreach Services funding)*
- Rotating Collections of large print and audio books *(Coordinated Outreach Services funding)*
- Circulation of Program Resource Kits
- Talking Book & Braille Library (TBBL) *(Coordinated Outreach Services funding)*

Updated January 2021

MAP OF MEMBER LIBRARIES

[Print version](#)

Member Libraries of the Southern Tier Library System

Click on the library or county name in the map for more information about each library, or use the [alphabetical listing](#) below.

Member Library Listing

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

Updated January 2022

ANNUAL SYSTEM AWARDS

Outstanding Library Advocate Award

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

Eligible Candidates: Trustees, Volunteers and Advocates for Member Libraries

Library Volunteer Award

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

Eligible Candidates: Operational volunteers.

Sustainable Practices Award

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

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

Best Use of Social Media Award

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

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

NYLA Scholarships

STLS will offer scholarships to member librarians. Scholarships will include a one year membership to NYLA, and provide expense reimbursement up to \$1,000 for the NYLA Conference. Scholarships will

cover hotel for 3 nights, mileage reimbursement to and from conference location, and conference registration. Reporting is required of recipients based on lessons learned. Reporting formatting is to be determined at time of scholarship announcement.

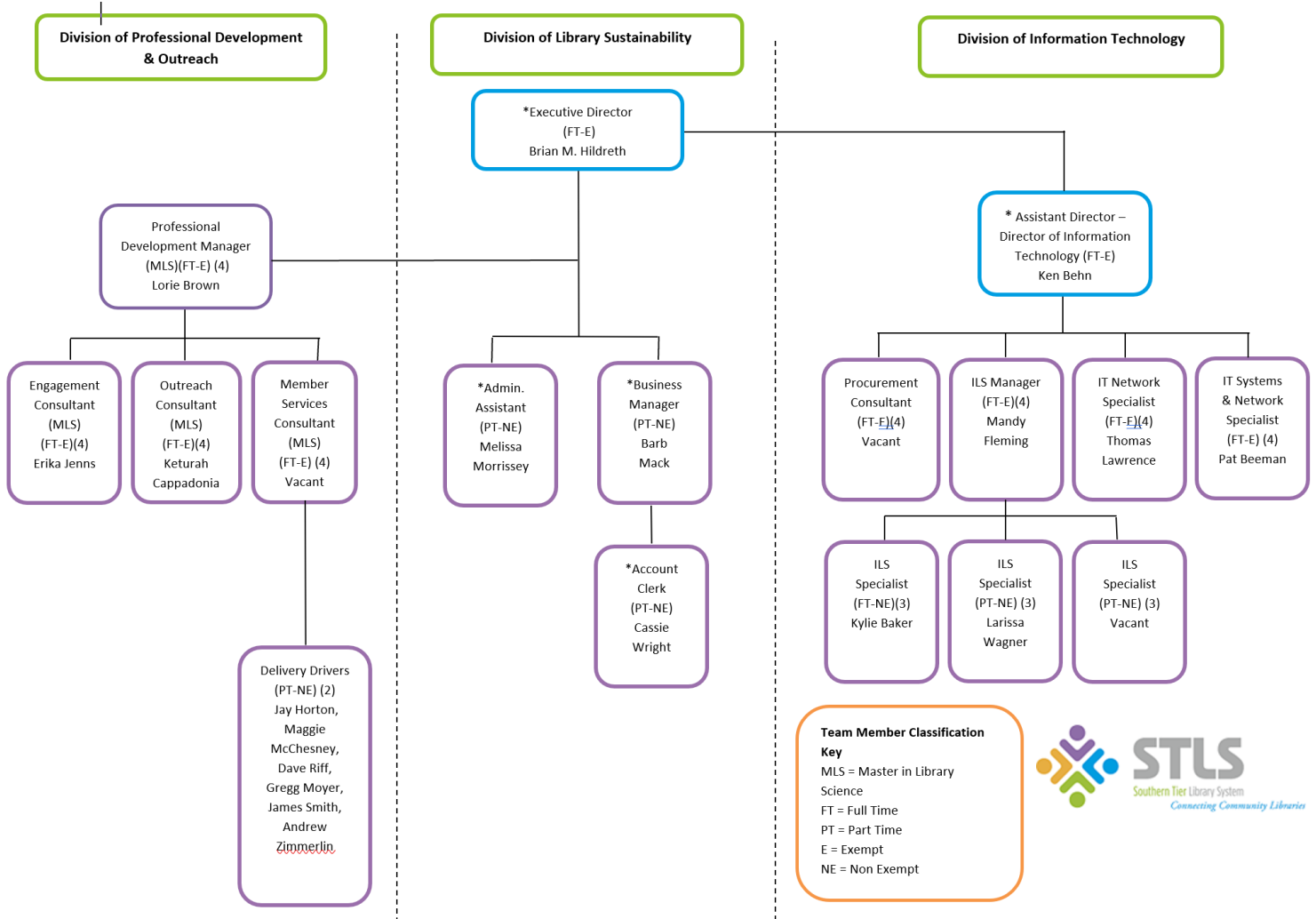
Updated January 2020

OFFICE STAFF

SOUTHERN TIER LIBRARY SYSTEM		
9424 Scott Road, Painted Post, NY 14870-9598		
Phone: (607) 962-3141		
Updated 02/10/2023		
Employee	Extension	Department
Andy Zimmerlin	2223	Delivery Driver
Barb Mack	2217	Business Manager
Brian Hildreth	2207	Executive Director - Division of Library Sustainability
Cassandra Wright	2206	Account Clerk
Dave Riff	2223	Vehicle Maintenance
Erika Jenns	2212	Engagement Consultant
Gregg Moyer	2223	Delivery Driver
Jay Horton	2223	Delivery Driver
Jim Smith	2223	Delivery Driver
Keturah Cappadonia	2204	Outreach Consultant
Kylie Baker	2218	ILS Specialist
Ken Behn	2211	Director - Information Technology
Larissa Wagner	2219	ILS Specialist
Lorie Brown	2209	Professional Development Manager
Maggie McChesney	2223	Delivery Driver
Mandy Fleming	2210	ILS and Technical Services Manager
Melissa Morrissey	2201	Administrative Assistant
Pat Beeman	2224	Information Technology Specialist
Tom Lawrence	2225	IT Network Specialist
Urgent Assistance	5228	IT
Main Conference Room	2221	Toll Free: 800-909-7857
Back Conference Room	2202	
Server room	TBD	In an Emergency, dial Extension 8 - all phones will ring;
Spare Office	2215	phones will display Priority
Work Room	2203	
STL_Staff@STLS.org		

Staff Organizational Chart

Southern Tier Library System Organizational Chart - Board Approved: 03/21/2023

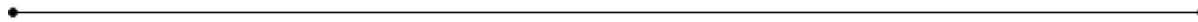


Staff Performance Evaluation: Guide



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

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



◆ Procedures

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

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

◆ **Timeline**

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

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

Staff Performance Evaluation

Employee: _____

Position Title: _____

Evaluating Supervisor: _____

Date Report Prepared: _____

Type of Evaluation: ☐ Probationary ☐ Annual ☐ Other: _____

Evaluation Period: From _____ To _____ Date of Meeting: _____

◆ **Review of Attached Job Description**

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

◆ **Review of Performance Factors**

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

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

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

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

Factor	Does Not Meet Expectations	Meets Expectations	Notes/Comments
Other <ul style="list-style-type: none"> Additional factors of particular significance, as needed. Factors specified: 			

◆ Action Plan & Development Goals

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

- Goal #1: _____
 - Actions/Comments: _____

- Goal #2: _____
 - Actions/Comments: _____

- Goal #3: _____
 - Actions/Comments: _____

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

- Goal #1: _____

▪ Associated Action/Training Plans: _____

○ Goal #2: _____

▪ Associated Action/Training Plans: _____

○ Goal #3: _____

▪ Associated Action/Training Plans: _____

◆ **Comments & Signatures**

• **Supervisor's Comments:**

print or type name

signature

position title

date

• **Employee’s Comments**

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

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

print or type name

signature

position title

date

• **Review by System Director**

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

print or type name

signature

position title

date

Distribution of Final Evaluation

Original: Personnel File

Copy: Employee

Copy: Supervisor

Staff Guide for STLS Employment

Adopted: May 16, 2017

Updated: November 16, 2021



Purpose of the Guide

The purpose of this guide is to help new and current STLS staff understand the culture of our organization and how we work well together.

STLS Purpose

Governed by a 15-member board of trustees, STLS is a cooperative library system focused on *Connecting Community Libraries* within the region. We subscribe to a single mission of empowering 48 public libraries to provide meaningful services within our communities. We do it to make the Southern Tier a vibrant community in which we are all proud to live.

Your Purpose

STLS believes in fostering a supportive, collaborative, innovative and dynamic work environment. We acknowledge that public librarians are a unique group of individuals who are passionate about their cause. Our organization provides staff with the resources needed to exceed member library expectations. In return, it is our goal staff will succeed in their positions through the support of STLS administration.

Staff Organization Contract

Compensation is an important part of employment. The Staff Organization Contract is where all benefits are afforded to STLS staff. Staff should contact the Business Office, the Executive Director or a Staff Organization Representative with any questions.

Cassie Wright, Account Clerk / HR - Accounting Office: wrightc@stls.org

Brian Hildreth, Executive Director: communitylibrarypartner@stls.org

Lyndsie Guy, Staff Organization President: guyl@stls.org

Keturah Cappadonia, Staff Organization Secretary: cappadoniak@stls.org

A copy of the current contract is made available on the shared STLS Public Drive at Z:\Staff\Contracts

Professional Expectations

STLS is a professional organization charged to lead public library services throughout the region. Employees are expected to fulfill their role as professionals based on their job title and description. In addition to meeting professional expectations, staff should acknowledge their work is viewed by hundreds if not thousands of people working within the New York State library community.

Staff activities including but not limited to consultations, presentations, writings, meetings, committees, board work and social media all represent the collective mission of STLS. Any type of action or communication directly tied to an employee's position should best represent the organization and the field of librarianship. For this reason, STLS staff subscribe to the Library Bill of Rights as adopted by the American Library Association and the STLS Board of Trustees as well as Core Values of Librarianship.

Diversity, Equity, Inclusion & Social Justice

Southern Tier Library System recognizes racism, discrimination and systemic inequalities exist within our communities, and we have a professional responsibility to strengthen humanity. It is for this reason, we also feel compelled to uphold our library system's [Declaration Promoting Racial and Social Justice](#).

STLS professional staff have developed an evolving plan to spearhead activities that promote Diversity, Equity, Inclusion and Social Justice. All STLS staff are encouraged to review [STLS' Social Justice Activities Plan](#) and consider how their daily work can encompass activities within the plan as well as create additional activities that empower our organization to foster a more just community.

Ethical Behavior and Reporting

The ***Ethical Behavior and Whistleblower Policy*** requires STLS trustees, staff and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Below is an excerpt from this policy which is available to everyone at STLS.

The STLS board embraces the organization's values of integrity, honesty, ethical behavior, loyalty to the organization, courtesy, civility, respect for and co-operation among team members, trustees, member libraries, and vendors. Harassment, because of sex, race, age, color, creed, religion, sexual orientation, disability or any other reason, whether conducted by, or affecting, an employee, vendor, client, volunteer, board member, or other individual connected with STLS is strictly prohibited.

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

As part of this policy, STLS provides procedures for reporting, corrective action, acting in good faith, confidentiality and no retaliation. This policy is intended to hold STLS to the highest standard for personal and business behavior.

In addition to promoting ethical behaviors, STLS has zero tolerance for sexual harassment or inappropriate behaviors. All STLS staff, trustees and volunteers will receive annual sexual harassment prevention training as part of the organization's ***Sexual Harassment Prevention Policy***. All staff are encouraged to exercise reporting procedures. A copy of the policy is available in the Kitchenette along with Complaint Form. The documents are also made available on the shared STLS Public Drive at [P:\Sexual Harassment Prevention Policy & Complaint Form](#)

Workplace Environment

STLS seeks to provide a safe and healthy working environment. As a result we have a policy that prohibits smoking, vaping, alcohol, illegal substances, violence and fire arms on the property.

Health, Safety and Emergency Preparedness

We strive to offer a safe space that promotes mental, emotional and physical wellness of all staff. Several practices have been put in place to ensure our culture and environment is healthy. Employees are provided various health, safety and emergency preparedness training during the year. This training is intended to encourage healthy personal and professional lifestyles, and help all staff in handling emergency situations. Building design, resources and programs will also be considered in these initiatives.

STLS-Supported Staff Technology

All staff will be afforded a laptop or desktop and any necessary equipment/software accessories that support the essential functions of a staff person's job title/description. Staff are responsible for updating this equipment every three years after receiving verbal approval from the Executive Director.

Staff may purchase this equipment by submitting a HelpDesk request to STLS IT. STLS IT will be responsible for purchasing this equipment for the staff member and completing the proper paperwork as outlined in the STLS Purchasing Policy. Any equipment/software purchased is property of Southern Tier Library System and must be "turned-in" to STLS IT at the end of the equipment's lifespan.

All other small equipment (headphones, speakers, mice, etc.) an STLS staff person might need to purchase may be coordinated with the Administrative Assistant or through submission of Purchase Order to the employee's Division Head. Division Heads will consult with the Executive Director on budget guidelines at time of purchase.

Staff Supplies for Remote Work

Staff may purchase supplies to support remote work within the guidelines of division budgets. While remote work is afforded to employees through the library systems *Disaster and Emergency Operations Response Plan*, all staff still have access to the STLS building on a scheduled-basis to utilize building equipment such as printers, scanners, copiers or postage meter. Staff should work with the Administrative Assistant to purchase supplies as needed.

Performance Evaluation

Each employee will have evaluations based on their job description and performance objectives. Evaluations are completed after a staff's probationary period and on an annual basis thereafter. A Staff Performance Evaluation is filled out by the employee's direct supervisor and is presented during a face-to-face discussion. Staff have up to 15 workdays to respond to the evaluation and return a signed copy to the direct supervisor. The evaluation will then be reviewed by Executive Director within five workdays. A copy will be retained in the employee's personnel file.

Travel, Working Remotely & Conferences

Business travel and continuing education are essential functions of staff duties. For this reason, the board of trustees has established the ***Travel, Working Remotely and Conference Policy***. This policy is *Addendum A* to The Staff Guide for STLS Employment. Staff are asked to read this policy and encouraged to discuss with their Division Head or the Executive Director.

STLS does its best to accommodate necessary travel, fluctuations in personal/professional schedules and professional development needs. Accommodations are made based on work demands and STLS' ability to pay.

March 16, 2020 Temporary Amendment to the "Working Remotely" Section of the Travel, Working Remotely & Conferences Policy.

Due to the COVID-19 Pandemic, all STLS staff have been granted the ability to work remotely within the parameters and schedules set by the Executive Director in consultation with the STLS Board of Trustees. The STLS Disaster Preparedness Policy, which includes a **Disaster and Emergency Operations Response Plan** details how STLS addresses pandemic-related procedures as well as the remote work of all or some staff. STLS staff will be able to work remotely until these schedules change at the discretion of the Executive Director in consultation with the Board of Trustees, and the plan is postponed for another epidemic or pandemic emergency.

Professional Associations

STLS recognizes the important role of professional associations. Two associations that provide the most benefit to the mission of STLS include the New York Library Association (NYLA) and American Library Association (ALA).

STLS pays for the annual membership of all interested staff to NYLA. Membership includes: 1 Section and 1 Roundtable. Staff are financially responsible for any additional Sections or Roundtables. The Executive Director renews NYLA memberships for all staff in June. Staff are responsible for indicating their choice of Sections and Roundtables at that time.

The organization also pays for the annual membership of all interested MLS librarians or professional staff to ALA. Membership includes: 1 Division and 1 Roundtable. Staff are financially responsible for any additional Divisions or Roundtables. Eligible staff are individually responsible for keeping their membership current. They can do this by purchasing ALA membership online using an STLS credit card and submitting an appropriate Purchase Order with documented receipts.

STLS also maintains organizational memberships for the Library Trustee Association of New York, Public Library System Directors Organization of New York, the New York Alliance of Library Systems, South Central Regional Library Council and the Institute for Human Services of Steuben County, NY.

Building access

Upon hire, each employee will receive a key fob and personalized security code for building access. This fob and code will be provided by the Director of Information Technology, Ken Behn, behnk@stls.org. He is also able to answer any questions about how the security system works.

Security alarms are active on weekdays from 9:00 pm until 5:00 am. They are also activated all weekend from 9:00 pm on Friday until 5:00 am Monday morning. Staff will need to use their key fob and security code to enter the building during these activated times. A key fob is the only device needed to enter the building during regular business hours. Staff should only be in the building during business hours unless their duties require them to have access at other times.

Parking

Parking is provided on site for staff. There are two reserved parking spaces at the side entrance. These spots are made available for staff on a rotating monthly basis. When there are STLS-sponsored meetings and trainings, staff should park at the far end of the parking lot, leaving closer spaces for guests. Both ADA compliant and visitor spaces are available near the Front Entrance. Employees are encouraged to keep vehicles locked while unattended. STLS is not responsible for loss or damage to vehicles.

Dress Code

Dress code for STLS is considered business casual Monday through Thursday between Labor Day and Memorial Day. Staff are expected to use their professional discretion when dressing for work. Friday is considered a “dress down” day. Dressing down should still be mindful of the professional space in which we work. Employees conducting site visits on Friday or working with member libraries should

exercise Monday – Thursday’s dress code. Staff are expected to dress professionally while traveling for business or attending STLS-sponsored events.

Meal Space

The Kitchenette is located on the west side of the building near the Wash Rooms. Staff may store personal food items and kitchen supplies in designated areas of the Kitchenette. The refrigerator and freezer are also available for storing personal food items. Staff are encouraged to mark their items to identify their belongings. STLS is not responsible for missing personal items. As a shared space, all staff should do their very best to keep the Kitchenette organized and sanitary.

Cell Phone Usage

Staff are expected to use reasonable and professional practice when it comes to personal cell phone usage. Break times such as coffee and lunch are best for texting, social media, gaming or phone calls.

Phone System

The phone system at STLS is standard. Most employees will receive a phone for their personal work space. Instructions for using the phone will be provided during time of hire. The phone is for library system purposes and emergencies only. Assistant Director – Head of IT Ken Behn (behnk@stls.org) maintains the phone system, and will provide training to all team members.

Company Vehicles & Property

Vehicles are provided to staff for the purpose of serving member libraries throughout the five-county region. STLS has two vehicles for consultants to use in visiting libraries to consult, meet, or carryout IT support and three delivery vehicles exist to coordinate system-wide delivery of library materials. Vehicles are to be used in accordance with all traffic laws and treated as STLS property. Employees found in violation of laws are responsible for all legal liabilities and will receive appropriate action.

Staff should use the SharePoint Calendar to sign-out consultant vehicles based on assigned library visits. Vehicles are on a first come first served basis unless more than two consultants are traveling at the same time. In this case, the consultant traveling the farthest distance is guaranteed an STLS vehicle, while the consultant traveling the shortest distance should submit for mileage reimbursement. Consultants are responsible for recording mileage and refueling vehicles with a designated STLS credit card.

Delivery drivers are to use delivery vehicles for the sole purpose of delivery.

Employee Reimbursement for Expenses

STLS has comprehensive finance and purchasing policies. Employees are not permitted to use personal funds to conduct STLS business. Proper procedures and practices have been put in place to ensure employees are not expending their own financial resources for business purposes. STLS purchase orders, credit cards and mileage reimbursement forms should be used to cover business-related expenses in all cases.

Inclement Weather Alerts

Our member services run Sunday through Saturday. On days of dangerous weather conditions such as heavy snow, STLS will close its offices to prevent unnecessary travel for staff. Staff will be notified via text message from the Executive Director by 5:40 am if the offices are closed due to Inclement Weather. Staff who cannot be contacted by text message will be notified by phone from their immediate supervisor by 5:45 am.

Incident/Accident Report Forms

These reports are important for documenting incidents or accidents that take place on or within STLS property. They help STLS administration work with staff to receive the insurance benefits offered as a result of injury or accident. Staff must complete an Incident/Accident Report Form if they witness another STLS staff person or visitor to the STLS building injured. This form is also completed when there is a vehicle accident. Forms are available in the Business Office or on the public drive/STLS Staff/Forms.

Basic First Aid/CPR/AED Training

STLS will make this training available to all staff on a biennial schedule. The training will either take place online or in-person dependent upon the provider of the training service. Any staff who complete this training will be certified in Basic First Aid/CPR/AED for two years. Certifications will need to be renewed as they are only good for two years. Staff may use this training to help an injured STLS staff person, STLS building guest or person at a member library.

ADOPTED by the STLS Board of Trustees on May 16, 2017. Revised November 16, 2021.

DEFERRED COMPENSATION PLAN

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

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

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

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

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

NOW, THEREFORE, it is hereby:

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

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

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

SOUTHERN TIER LIBRARY SYSTEM
BY-LAWS

ARTICLE I
Name

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

ARTICLE II
Purpose

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

ARTICLE III
Membership

Section 1.

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

Section 2.

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

Section 3.

An agenda for the Annual Meeting shall be sent to each member library at least thirty days in advance of the Annual Meeting. Agenda shall be addressed to the member library's Board President and Director. A minimum of three items shall be placed on the Annual Meeting agenda (1) Election of Trustees, as needed, to the Board of Trustees of the System -- this election shall be made by the representatives of the member libraries present at the meeting; (2) A brief report by the Executive Director of the System on the performance of the System

during the previous 12 months and plans for the year ahead; (3) a report by the Executive Director regarding the audited finances of the System for the previous financial year.

ARTICLE IV Board of Trustees

Section 1.

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

Section 2.

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

Section 3.

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

Section 4.

The System shall inform, in writing or by electronic mail, all Member Library Trustee and Reading Center Board Presidents of the System of the nominating process described in this section and encourage them to recommend potential candidates to the Public Relations Committee. At the same time, the Member Library and Reading Center Directors shall also be informed by a copy of the communication from the System. The communications shall make clear that, where a System Trustee or Trustees have indicated a willingness to serve an additional five-year term, this in no way precludes the nomination of other candidates for election to the position.

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

Section 5.

In the event of a vacancy on the board occurring during an unexpired term, a successor Trustee shall be elected by the remaining Trustees to serve from the day of election until the next Annual Meeting. Candidates for this Trustee position shall be nominated by the same process as stated in Section 4 of this Article. In the event that, after diligent effort by the Public Relations Committee, no candidate for an expired term is available for election at the Annual Meeting, the Public Relations Committee shall continue their efforts to identify a candidate for the open position. Such a candidate will be elected by the remaining Trustees to serve from the day of election until the next Annual Meeting.

Section 6.

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

The Board of Trustees may remove a Trustee for misconduct, incapacity, neglect of duty, or refusal or failure to carry into effect the System's purpose as defined

in the mission statement. In the event that information is brought forward that a Trustee is engaged in behavior(s) that suggest that the Trustee should be removed from the Board, the Trustee may be subject to a removal hearing conducted by the Board in a special meeting called for that purpose upon at least ten (10) days written notice specifying the time and place of such hearing and a description of the allegations.

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

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

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

Section 7.

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

ARTICLE V Officers

Section 1.

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

Section 2.

- A. The President shall preside at all meetings of the Board and also at the Annual Membership Meeting; shall appoint members of all committees; shall be ex-officio member of all committees; shall authorize calls for Special Board Meetings and Emergency Board Meetings; shall sign official documents; shall serve as liaison to STLS Directors' Advisory Council; and shall perform all other duties of a presiding officer.
- B. The Vice-President shall perform all the duties of the President in case of the absence or disability of the President; shall act as Parliamentarian for the interpretation of Robert's Rules of Order, if required; and shall be given first consideration for chairperson of any ad hoc committees that may be appointed by the President.
- C. The Secretary shall ensure that the minutes of all Board meetings are kept and recorded.
- D. The Treasurer, who may be a non-Board member duly appointed by the Board, shall have charge of the funds of the System; shall have oversight of all monies received and disbursed, and of all financial records; shall have oversight of all duly appointed signatories and the signing of all checks; shall make a report of the status of the funds of the System at each regular meeting of the Board; and shall be covered by a commercial fidelity bond.
- E. The Past President or Elected Trustee, shall serve as the fifth member of the Officers of the Board, or Executive Committee.
- F. In addition to the foregoing duties, each Officer shall have such additional powers or duties as conferred by the Board.

Section 3.

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

Section 4.

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

Section 5.

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

ARTICLE VI Committees

Section 1.

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

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

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

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

1. To review annual budgets, budget amendments, financial plans, borrowing arrangements and any other financial matters;
2. To receive and investigate possible financial concerns under the STLS

Whistleblower and Ethical Conduct Policy;

3. To review, oversee and make recommendations concerning matters affecting the facility, property, equipment and vehicles of STLS.

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

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

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

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

Section 2.

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

Section 3.

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

Section 4.

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

Section 5.

All committee meetings are subject to the Open Meetings law.

ARTICLE VII
The Executive Director

Section 1.

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

Section 2.

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

Section 3.

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

Section 4.

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

Section 5.

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

Section 6.

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

ARTICLE VIII Board Meetings

Section 1. Meeting Procedure

- A. Board meetings shall be held at least ten (10) times each calendar year, as called by the President of the Board upon at least a seven day notice to all Board members. Special meetings may be called as noted in Section 3 of this Article.
- B. At all Board meetings a quorum shall consist of eight members of the Board.
- C. Unless stated otherwise in these By-Laws, motions before the Board shall be approved by a simple majority of those Trustees present.
- D. The latest edition of Robert's Rules of Order shall govern the Board in matters of parliamentary procedure.
- E. Public notice of the time and place of all scheduled Board meetings shall be given to the news media at the beginning of the System's fiscal year, and shall be conspicuously posted in a public space of the System's offices with the System's website.
- F. All Board meetings are subject to the Open Meetings Law. Board members may participate in meetings remotely, but must follow current Open Meetings Law in order to be eligible to vote.

Section 2.

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

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

Section 3.

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

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

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

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

Amendment of the By-Laws

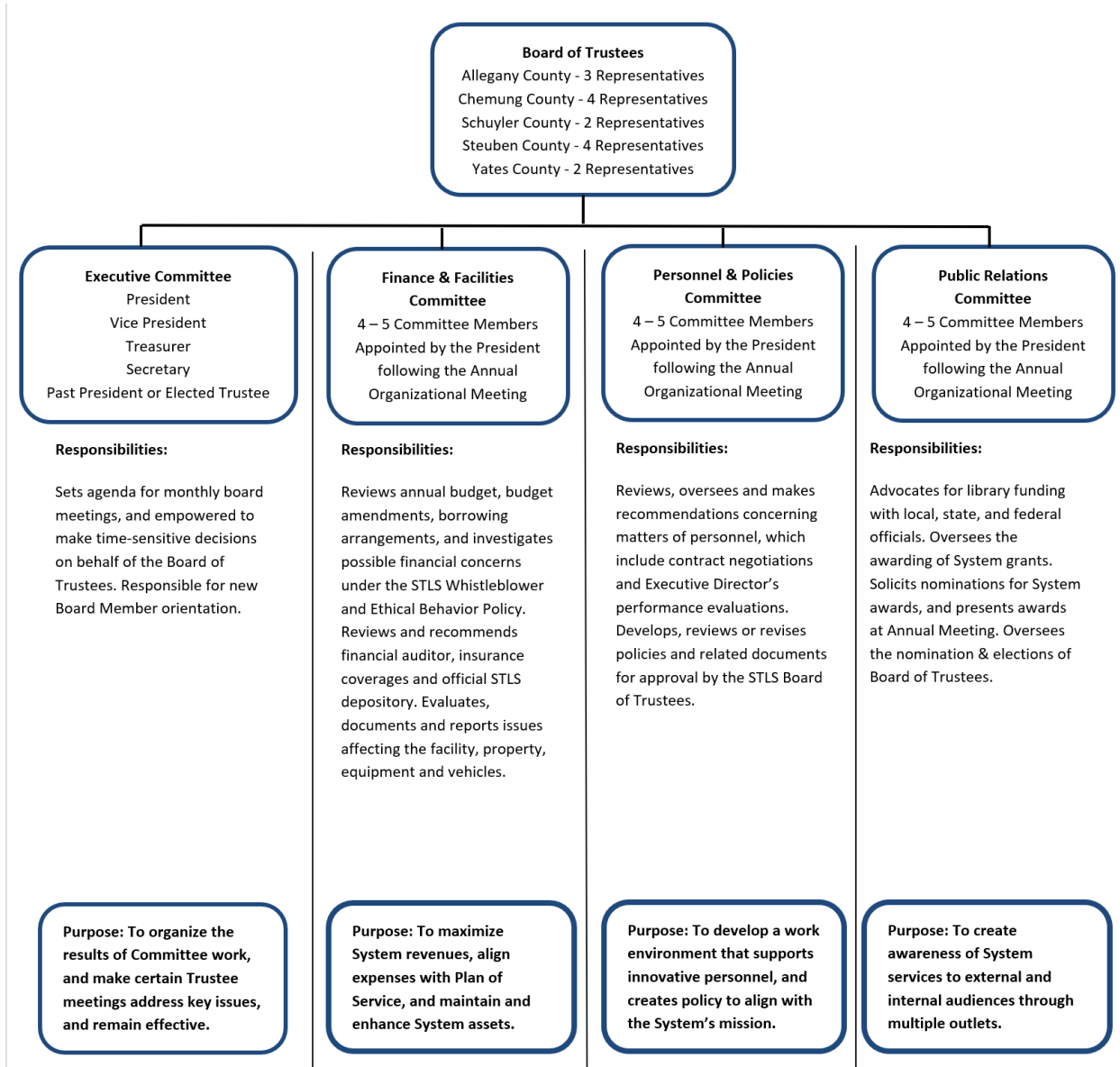
1. Amendment of these By-Laws shall be a two-step process requiring approval both by the Board of Trustees and subsequently by the member libraries at an Annual Membership Meeting.
2. Any member of the Board may initiate the amendment process as follows (1) By presenting a proposed amendment at any Board meeting with a vote to be taken at the next Board meeting, or (2) By presenting a proposed amendment in writing at least five days prior

to a meeting, a vote to be taken at that meeting. In either case, this first step in the adoption of an amendment requires a two-thirds majority vote of the Trustees present, except that, as required by New York State Education Law, Section 226, “no rule by which more than a majority vote shall be required for any specified action by the trustees shall be amended, suspended, or repealed by a smaller vote than that required for action thereunder.”

3. If the proposed amendment or amendments are approved by the Board, they shall be presented to the member libraries at the next regularly scheduled Annual Membership Meeting. Each amendment shall come into effect if it receives a simple majority of votes from the duly appointed representatives of the member libraries present at the Annual Membership Meeting. However, the Board may act in accordance with the Board approved amendment(s) between the first and second step of the amendment process. In the event that the Board approved amendment(s) is not ratified by the membership at the Annual Meeting, such amendment(s) shall be revoked until further approved revision.

*These By-Laws supersede those approved September 23, 1958, revised by vote November 13, 1989, revised by vote October 22, 1991, revised by vote February 15, 1995, revised by vote May 18, 1999, revised by vote December 18, 2001, revised by vote March 22, 2005, revised by vote May 16, 2006, revised by vote June 20, 2006, revised by vote October 16, 2007, revised by vote October 21, 2008, revised by vote October 25, 2011, revised by vote October 23, 2012, revised by vote October 23, 2012, revised by vote October 22, 2013, revised by vote October 7, 2014, revised by vote October 6, 2015, revised by vote **October 7, 2022.***

Southern Tier Library System – Board of Trustees Committee Structure



STLS POLICY MANUAL

GENERAL STATEMENT ON POLICIES

APPLIES TO: STLS Board of Trustees and Executive Director

References: STLS Authority of the Board Policy

Handbook for Library Trustees for New York State

It is the responsibility of the Board of Trustees to establish and maintain written policies to ensure the effective operation of the Southern Tier Library System. Policymaking is an important part of a Trustee's job, requiring a thoughtful study of the issues involved and a deep understanding of the System's mission.

The STLS Board is required by the NYS Commissioner's Regulation 90.2 to create certain policies as part of the Minimum Standards set by the Board of Regents for libraries and systems. These policies, along with other federal or state required policies, are intended to be used by the Board of Trustees for its own functions. The Board of Trustees is responsible for reviewing and revising these policies on a timely basis as well as ultimately enforcing them with the assistance of the library system staff.

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

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

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

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

Keeping and maintaining the Policy Manual will be the responsibility of the STLS Executive Director. Each Trustee will be given a complete and updated copy of the Policy Manual following the Board's Annual Organizational Meeting, and copies of the Policy Manual must be on file at the library system, and be easily accessible by staff and public through the STLS website.

ADOPTED by the STLS Board of Trustees on April 17, 2012.
Revised by Board Approval on November 17, 2015; June 15, 2021.

AUTHORITY OF THE BOARD POLICY

APPLIES TO: STLS Board of Trustees

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

INTRODUCTION

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

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

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

COMMITMENT OF FUNDS

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

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

DISBURSEMENT OF FUNDS

In conformance with the New York State Code of Rules and Regulations, Part 90.6c[11,12] *Financial accounting in cooperative library systems and reference and research library resources systems* (8NYCRR90.6c[11,12]) the STLS Board of Trustees shall disburse all library funds only on the basis of itemized vouchers which have been certified by the claimants or the purchasing agent and audited and approved by the Board except as otherwise provided below.

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

- That the proposed payment is for a valid and legal purpose:
- That the obligation was incurred by an authorized STLS official⁴
- That the items for which payment is claimed were in fact received, or to ensure that in the case of services, that they were actually rendered;
- That the obligation does not exceed the available funding; and
- That the submitted vendor claim form is in proper form, mathematically correct, does not include previously paid charges and agrees with the purchase order or contract.

The Executive Director or their designee is authorized to inspect and sign Purchase Orders, invoices marked with a vendor claim stamp, and vendor claim forms as part of the Accounts Payable process, and will do so before the Auditor or Alternate Auditor examines the Accounts

⁴“official” means any person authorized to act on behalf of STLS

Payable packet. The Executive Director or their designee in the long-term absence of the Executive Director is the only staff member authorized to sign the Purchase Order form when approving the purchase transaction and moving it to the Accounts Payable process. The Board Auditor shall examine each packet in accordance with the provisions of this policy and initial the vendor claim form or vendor claim stamp for approval of payment.

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

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

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

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

CONTRACTUAL COMMITMENTS

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

contracts is covered by the STLS Purchasing Policy. All approved contracts shall be signed either by the President or the Executive Director, except as noted below.

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

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

PERSONNEL ACTIONS

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

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

Personnel actions are not final until they have been approved by the Board or Executive Committee as described above. In any personnel action at STLS, whether involving a current or potentially new employee, the individual involved should be made aware that he or she has not been formally hired or separated from employment by STLS until Board action has been completed.

DELEGATION OF AUTHORITY

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

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

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

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

***Adopted by the STLS Board of Trustees April 19, 2011 to be effective July 1, 2011
Revised by the Board of Trustees July 19, 2011; November 15, 2011; April 17, 2012; June 21, 2016; January 18, 2022***

STLS POLICY MANUAL

CHARTERED PUBLIC LIBRARIES POLICY

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

The intent of this document is to assist reading centers identify with public library best practices, and strive to become chartered public libraries with the New York State Education Department within a set period of time.

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

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

These standards, adopted by the NYS Education Department and Division for Library Development in 1994, and revised in 2021 require that all libraries:

- have a Board of Trustees of at least five (5) members;
 - have Board of Trustees' meetings at least four (4) times a year;
 - be governed by written By-Laws which outline the responsibilities and procedures of the Reading Center Board of Trustees;
 - has Board-approved written policies for the operation of the Reading Center and oversight of its finances;
 - has a Board-approved, written Long Range Plan of Service;
 - presents a written budget annually to the appropriate funding agencies which would enable the Reading Center to meet or exceed these standards, and carry out its Long Range Plan of Service;
 - annually present a narrative report to the community on the Reading Center's progress toward meeting its goals and objectives, as well as a statistical report to the Southern Tier Library System;
 - periodically evaluates the effectiveness of the Reading Center's collection and services in meeting community needs;
 - maintains a facility adequate to meet community needs, including adequate space, lighting, shelving, seating, and a restroom;
 - compiles and maintains regular library records;
 - maintains its collection with standard library classification and arrangement;
 - procures the technology to meet community needs, which provides a circulation system that facilitates access to the local library collection and other library catalogs; and provides equipment, technology, and internet connectivity to

address community needs and facilitate access to information.

- distributes printed information listing the library's hours open, borrowing rules, services, location and phone number.
- offers technology training for staff, which provides library staff with annual technology training, appropriate to their position, to address community needs as outlined in the library's long-range plan of service.
- reaches out to community partners to establish and maintain relationships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.

In addition, each STLS reading center must:

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

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

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

Southern Tier Library System will work with all reading centers to apply for, and leverage sustainable funds to provide services aligning with public library best practices. Reading centers will need to begin the work within the scope of Minimum Standards for Public Libraries, chartered service areas and mechanisms prescribed in NYS Education Law to become chartered entities by December 31, 2024.

Adopted by STLS Board of Trustees July 21, 2015
Revised by the STLS Board of Trustees April 9, 2022

COLLECTION MANAGEMENT POLICY

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

REFERENCES: Authority of the Board Policy
The Library Bill of Rights. American Library Association
Freedom to Read Statement. American Library Association
Freedom to View Statement. American Library Association
Italiano, Julie. Library Collection Management 101. Infopeople Project, 2006.
Request for Reconsideration of Library Materials

This Collection Management policy reflects the mission and core values of the Southern Tier Library System, which includes the library system's Board of Trustees, and member libraries. In accordance with the guidelines included in the American Library Associations' *Library Bill of Rights*, *Freedom to Read* and *Freedom to View Statements*, the Southern Tier Library System maintains a collection of materials, both print and digital, that meet the needs of a diverse community of member libraries, library staff, and residents.

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

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

The purpose of STLS collections is to facilitate access to library materials that:

1. Support member libraries by enhancing the availability of cultural, educational, and recreational resources;
2. Increase access to library materials that assist members of *historically underserved population groups.
3. Identify and encourage use of new formats and technologies.

4. Encourage equity, diversity, inclusion and social justice in subject matter, authors, illustrators, and publishers.
5. Facilitate professional learning for staff, trustees, volunteers and friends at STLS and member libraries.

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

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

While some STLS materials are of lasting importance, the majority are of temporary value, purchased to reside within member libraries or online by supplementing member library or facility collections and encouraging cooperative collection management.

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

Selection criteria include:

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

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

It is an essential role of the library system to facilitate free access to a wide array of library materials, including possible controversial materials, to all community members. The library system and its member libraries, to the best of their abilities, strive to include a wide and inclusive spectrum of materials and topics. The inclusion of an item in the collection does not imply the library system's endorsement of the author, publisher, or subject matter. STLS supports its member libraries in this role by collecting materials representing minority or controversial viewpoints not owned by member libraries and supplementing titles on lightly represented topics or formats.

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

However, it is not the role of STLS to advocate for or endorse any particular idea, opinion, or point of view; nor will STLS act *in loco parentis*. Any community member who wishes to express opinions regarding STLS materials on loan to a member library should use local member library procedures established by its Board of Trustees. A community member may also use STLS' Request for Library Materials form if they wish to express an opinion regarding STLS materials on loan at a local member library.

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

1. Examine the material in question, the issues raised and the circumstances involved.
2. Determine if action is needed.
3. Notify the American Library Association and New York Library Association of any challenges.

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

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

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

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

Member Library Name: _____

Contact Name: _____ Date: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ E-Mail: _____

Resource on which you are commenting:

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

Title: _____

Author/Producer: _____

What brought this title to your attention?

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

What do you believe is the theme of this title?

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

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

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

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

Contact Person's Signature: _____

Reconsideration action:

Date request received: _____

Findings of Reconsideration Committee:

Date response sent to member library: _____

***Adopted by the STLS Board of Trustees July 15, 2013.
Revised by the Board of Trustees January 19, 2016; October 18, 2022***

STLS POLICY MANUAL

CONFLICT OF INTEREST POLICY

APPLIES TO: STLS Board of Trustees and employees

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

Trustees and employees of the Southern Tier Library System (STLS) shall adhere to the highest standards of honesty, good faith and fair dealing in all activities relating to the organization. STLS

encourages all to use the four values of caring, respect, honesty and responsibility in all of their activities.

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

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

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

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

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

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

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

Adopted by the STLS Board of Trustees September 18, 2007

Revised by the STLS Board of Trustees on November 2008, March 2011, June 16, 2011.

Revised by the STLS Board of Trustees on July 17, 2018.

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

Name of Person Completing the Form: _____

Position / Title: _____

Verified By Executive Director: _____ Date: _____

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

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

1. Outside Interests

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

2. Outside Activities

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

3. Inside Information

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

4. Gifts, Gratuities, and Entertainment

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

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

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

TO: Executive Director and President, STLS Board of Trustees

RE: Conflict of Interest Disclosure

A copy of the Southern Tier Library System's Conflict of Interest Policy has been furnished to me. I hereby state that I, or members of my respective families or households, have the following affiliations or interest and have taken part in the following transactions that, when considered in conjunction with the position with or relation to the Southern Tier Library System, might possibly constitute a conflict of interest. (Check "None" where applicable)

1. Outside Interests

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

() None

2. Investments

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

() None

3. Outside Activities

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

() None

4. Other

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

() None

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

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

_____ Date	_____ Name (Printed or typed)	_____ Signature
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Adopted by the Southern Tier Library System Board of Trustees November 20, 2007.

STLS POLICY MANUAL

Declaration Promoting Racial & Social Justice

our cooperative library system's statement acknowledging the need to grow diversity, equity & inclusion through librarianship

We, as library leaders, recognize that systemic racism and discrimination exist in our communities. We reject oppression in all forms, and we acknowledge the important role that libraries have as advocates and spaces of solace.

The Southern Tier Library System, in partnership with our region's member libraries, has upheld the Library Bill of Rights and Core Values of Librarianship since the inception of our library system in 1958. Both documents serve as the foundation of our practice and its implementation.

Our library system recognizes that members of our communities have endured discriminatory treatment because of their race, ethnicity, age, religion, sex, gender identity, sexual orientation, ability, or socioeconomic status.

Moreover, ongoing and historic tragedies involving race and discrimination demonstrate that libraries share a social and civic responsibility to unite our communities around a purpose of ending widespread violence and racism towards Black people, Indigenous people, and People of Color.

We know that libraries are integral to the well-being of our communities, and we share the responsibility to speak up in the face of injustice. Libraries must be actively antiracist in all communities, so we can continually evolve and strive toward a future that is safe and equitable for all.

To that end, we pledge our energy and creativity in our continued efforts to build genuine racial and social justice throughout our communities.

Adopted By the STLS Board of Trustees on March 16, 2021

STLS POLICY MANUAL

DISASTER PREPAREDNESS POLICY

APPLIES TO: STLS Board of Trustees
STLS Staff
STLS Insurers

REFERENCES: Authority of the Board Policy
Facilities Maintenance Policy
Steuben County Office of Emergency Services
Federal Emergency Management Agency
Records Retention & Disposition Policy

Natural and man-made disasters, resulting from events such as fires, floods, storms and outbreak illnesses cannot always be prevented; however the severity of their effects can be minimized by preparing ahead of time. The safety and well-being of STLS staff, trustees, volunteers and visitors within the STLS building are of paramount importance should disaster occur. Also concerning is the preservation of library system critical resources.

To ensure practical safety of staff, trustees and visitors in the event of any disaster, the Southern Tier Library System will maintain up-to-date practices. Practices will include but not be limited to such items as:

1. Implementation of a Disaster and Emergency Operations Response Plan
2. Periodic training of staff to facilitate staff, trustee, volunteer and visitor safety
 - a. Inclement weather closings
 - b. Evacuations due to fire, flood, ~~and~~ storms and outbreak illnesses

- c. Severe weather alerts (tornado & storms)
- d. Basic CPR, AED & first aid
- 3. Posted information concerning layout of building, location of fire extinguishers, fire exits and alternate escape routes; emergency contact numbers and emergency shelters
- 4. Communication with Steuben County Office of Emergency Services
- 5. Review of Federal Emergency Management Agency guidance

Practices will also protect all legal and essential documents, such as the original STLS charter, current payroll and personnel records, and any necessary records highlighted in the *STLS Records Retention and Disposition Policy*. Critical documents are housed in a fireproof, lockable cabinet and backups of digital information are maintained.

STLS staff and trustees will be provided with a copy of this policy and the Emergency Procedures & Disaster Recovery Plan. The policy and plan will be reviewed and updated as necessary by the Executive Director and STLS Board of Trustees.

Adopted by the STLS Board of Trustees on September 17, 2013.
Revised by the Board of Trustees on October 17, 2019; May 19, 2020; November 16, 2021;
May 17, 2022

Disaster and Emergency Operations Response Plan

A Working Addendum to the *Disaster Preparedness Policy*

Health-Related Outbreaks (Epidemic or Pandemic)

Overview

STLS will respond to the needs of the organization and its member libraries in the event of a health-related outbreak that adversely impacts system-wide library services. In such cases, STLS will make decisions, and provide guidance to member libraries based on directives from federal, state and local governments.

Guidance Documents

In order to respond to an outbreak of large-scale proportions, STLS will develop, maintain and issue outbreak-related *Guidance Documents* that aid in organizational decisions specific to staff, trustees and operations, and support member libraries with local decisions and actions. *Guidance Documents* along with the implementation of this plan are the responsibility of the Executive Director in consultation with trustees and through delegation to key staff.

Guidance Documents shall include:

- Overview of services to member libraries based on governmental directives
- List of services to be maintained, altered, paused or discontinued during an outbreak
- General time frame for how long services will be revised or maintained
- Means of communication with members during an outbreak
- Evolving interpretations from federal, state and local agencies for how STLS and members shall respond to an outbreak
- List of options for how STLS and members will resume normal operations

Guidance Documents will be updated regularly during an outbreak and shared with trustees, staff and member libraries. Primary means for sharing out information will include library system email distribution lists as well as documentation on library system's website. The library system will also host "as needed" meetings to keep library system staff and member libraries informed.

Working Remotely & Paid Outbreak Leave

When the library system closes due to a declared state of emergency, and all or some staff are instructed not to come in to work, STLS will retain and pay all staff positions based on the current board-approved Organizational Chart to assist members through a health-related outbreak.

To be eligible for compensation during outbreak leave, staff must be ready, willing and able to work remotely on projects identified by the Executive Director and Division Heads during their regularly scheduled working hours, and must complete such duties as assigned. When performing tasks remotely, staff should note the time worked through the usual process for logging hours.

Staff should reference STLS' *Travel, Working Remotely & Conference Policy* for general guidance on remote work.

Full time staff shall be paid at their regular rate of pay. Part time staff shall be paid for their regularly scheduled shifts; part-time staff with variable schedules, the weekly amount will be based on the number of hours allotted to their job title/description within their initial job offer.

Working Remotely & Paid Outbreak Leave will begin and end based on the timeline set by the Executive Director in consultation with the library system Board of Trustees.

Capacity Limits and Social Distancing

In addition to allowing for Working Remotely and Paid Outbreak Leave, the library system will establish capacity limits and social distancing requirements. Examples of limits include:

- Assessing and limiting the number of staff members, guests and vendors allowed in the building or specific rooms of the building based on square footage space and recommendations from federal, state or local health agencies.
- Requiring staff members, guests and vendors to maintain a specific distance from other individuals based on recommendations from federal, state or local health agencies.

- Establishing and placing ample signage throughout the library system building to inform individuals of limits and distances.

Masking

Masking is a proven and highly effective form of limiting the spread of airborne viruses. The library system will institute masking policies based on recommendations from the Centers for Disease Control and Prevention as well as New York State Department of Health. These recommendations will influence masking practices inside STLS' building, vehicles and visits to member libraries. The Executive Director will work with Division Heads to determine necessary masking practices. Current practices will be communicated to the Board of Trustees, staff, guests and vendors.

Personal Protective Equipment and Building Cleaning

The library system will obtain and provide staff, guests and vendors with any necessary personal protective equipment in order to maintain safe office operations. Equipment and supplies may include:

- Face masks or shields
- Latex gloves
- Hand sanitizer
- Disinfectant wipes or sprays
- Soaps
- Thermometers
- Basic first aid kits

The building will also experience regular or heightened cleaning to offset exposures or possible risks. This includes library system vehicles. HVAC filters will maintain a MERV-13 rating or higher.

Wellness Principles

The following *Wellness Principles* will be established to minimize risk of illness or exposure when staff, guests or vendors are in the building:

- Stay home when sick
- Check for symptoms before work
- Wash or sanitize hands often
- Sanitize shared objects as needed
- Wear masks in shared spaces when required
- Maintain six feet of distance
- Report exposure to system director

Cases, Exposures, Screening and Contact Tracing

Confidentiality of cases, exposures and activities surrounding contact tracing will be maintained at the highest levels possible. The library system will take the following steps if it learns a staff member, guest or vendor contracts a virus (case) or is exposed (contact of a case).

1. Ensure the case is seeking and/or receiving necessary medical attention.
2. Identify when and where the case may have contracted illness.
3. Determine the names of individuals who the case may have exposed through work activities.
4. Assess the level of contact (close or proximate) the case had with individuals exposed.
5. Notify the exposed individuals and inform them if they are a close or proximate contact.
(Contacts of a contact will not be notified).
6. Notify the local health department as well as any member libraries or agencies if the case was onsite and posed a possible exposure.
7. Staff, guests and vendors who were a case or exposure may return to the library system following 10-day quarantine and documented proof of a negative virus test.
8. If a vaccine is available and a vaccinated person is exposed, they must quarantine until they get tested 3 days following exposure and produce a documented negative virus test.
9. Vaccinated persons who are a case must quarantine for 10-days and produce a documented negative virus test before returning to work.
10. Employees must work with the Executive Director to complete a *Request to Work Remotely & Self-Quarantine Form* if they are a case, exposed or need to work remotely for any virus-related reason. This form will document how the library system dealt with each individual case, contact and exposure. Forms will be retained for 60-days for contact tracing purposes, and shredded following this time period.

The library system will ask all library system staff, guests and vendors to complete a Wellness Form when entering the building. Individuals must certify they feel well and don't pose a health risk to other individuals in order to start work or enter the building. The library system will retain Wellness Forms for 60-days to assist with contact tracing, and shred following this time period.

Time sheets will be used to contact trace staff who work in the building. A log sheet will also be used for guests and vendors at the library system's two public entrances. Log sheets will be retained for 60-days to assist with contract tracing, and shredded following this time period.

Vaccines

Library system staff are encouraged to receive a vaccine when it becomes available for an epidemic or pandemic-related virus. The library system will ask all current employees and new hires to present proof of vaccine for the sole purpose of assessing *total overall vaccine-status* of library system employees, which will enable library system administration to make decisions about Working Remotely, Masking Requirements, Capacity Limits, Social Distancing, Wellness Principles and overall virus-related operations. Documentation of a staff member's vaccine status will be filed in the employee's *personnel medical file, which may be inspected by the staff member upon request. Staff

who cannot show documented proof of vaccine will be determined unvaccinated, and may be required to test as needed to maintain the health and safety of all library system staff.

**Personnel files and personnel medical files may only be accessed by the Executive Director, Business Manager, Account Clerk and the individual staff member.*

Adopted by the STLS Board of Trustees on May 19, 2020. Revised November 16, 2021; May 17, 2022

STLS POLICY MANUAL

EMERGENCY CLOSINGS POLICY

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

Adopted by the STLS Board of Trustees, November 2004

Reviewed by Policies Committee, November 2008

Revised by the STLS Board of Trustees on January 17, 2017

STLS POLICY MANUAL

EXECUTIVE DIRECTOR'S PERFORMANCE AND SALARY EVALUATION POLICY

Applies To: Executive Director
Southern Tier Library Board of Trustees

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

Policy: The Executive Director of the Southern Tier Library System shall have their performance and salary evaluated annually in accordance with the anniversary date of the Executive Director's hiring by

the Board of Trustees. The performance assessment instrument will be developed by the Personnel and Policies Committee based on the following:

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

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

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

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

Considerations for determining salary change will include:

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

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

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

***Adopted by the STLS Board of Trustees April 19, 2011;
Revised by the STLS Board of Trustees December 16, 2014; May 18, 2021.***

EXTERNAL CONSULTANT POLICY

Southern Tier Library System employs knowledgeable, competent and innovative staff. It is important to recognize that professional and non-professional staff will be asked by outside institutions to share their expertise through presentations, workshops and consultations.

This policy provides guidance for all staff on how to ethically work with all types of institutions with the support of STLS' administration and board of trustees.

Associations, Councils and Organizations

STLS believes all staff should be connected to a professional association in order to evolve within their position. Active staff involvement is mutually beneficial to the professional association. For this reason, board, committee, section and roundtable work, as verbally approved by the Executive Director, is encouraged.

Associations may include New York Library Association, American Library Association and Association for Small and Rural Libraries.

Additionally, STLS is associated with Institute for Human Services, NYS Board of Regents Advisory Council, Public Library System Directors Organization and South Central Regional Library Council. Staff are encouraged to serve on governing or advisory boards as well as committees for these councils or organizations.

Appointments, consultations and presentations for these institutions are in the scope of work for STLS staff as they build capacity to offer greater service to member libraries through our Plan of Service. Staff shall not charge honorarium fees to these associations, councils or organizations. It is reasonable and expected that staff recoup the cost of participation, where possible through:

- travel and/or lodging reimbursements
- reduced or reimbursed cost conference registration

Regional Library System Partners

STLS has specific regional library system partners that are encouraged through our Plan of Service and specifically listed in this policy. Partnerships include Chautauqua-Cattaraugus Library System, Finger Lakes Library System, Four County Library System and Pioneer Library System.

It is understood staff does not charge honorarium fees for consultations, presentations or workshops conducted at these partnering library systems. Staff shall not recoup costs for travel as they are encouraged to use an STLS consultant vehicle for these engagements. It is reasonable and expected that staff recoup the cost of participation when it is professionally efficient to spend the night in the partnering library system's region. Staff shall request lodging reimbursements in these instances.

All Other Organizations

STLS staff shall seek compensation for consultations, presentations or workshops for all other organizations not listed in the previous two sections of this policy. It is the responsibility of all STLS staff, in communication with the Executive Director, to choose one of the following options:

Option #1 – STLS Professional or Non-professional Staff:

- Staff member works on the engagement on STLS time, and records on time sheets
- Staff member utilizes STLS resources to do the work, including:
 - Travel in STLS vehicles
 - Immediate costs incurred with STLS credit card
 - Printing using STLS photocopier
- Staff member is responsible for establishing a formal agreement with the contracting organization using one of the following:
 - STLS Speaker Agreement template
 - STLS MOU template
 - Agreement provided by contracting organization
- All agreements with contracting organization must be signed by the Executive Director
- Staff member is responsible for tracking hours worked and other costs related costs
- Staff member is responsible for invoicing the contracting organization, as well as sharing that invoice with Business Office for proper coding and accounting
- Completed work is attributed to the staff member, STLS the organization and owned by the contracting organization, unless otherwise specified in formal agreement
- All STLS policies apply to the work of the staff member in interactions with outside organizations as an STLS representative.
- Responses to proposals, contracts and invoicing will follow this schedule in consultation with the Executive Director
 - Per Hour: \$ 65
 - Per ½ Day: \$300
 - Per Day: \$500
 - Per Travel Hour: \$ 25
 - Keynote Flat Rate: \$400
 - Workshop Flat Rate: \$250
 - Reimbursement for all travel and accommodation costs

Option #2: An Independent Contractor

- Staff member is taking separate and distinct employment and as such will not engage in this work on STLS time
- Staff member must use vacation/personal leave time for any hours which conflict with STLS standard work hours
- Staff member is working independently and will not make claims during project that they are representing STLS in their opinions, views, practices, or work
- Staff member is solely responsible and liable for the work they produce and its consequences (eg. taxes, insurances, etc.)
- Staff member must file and disclose any private consulting done while employed as an STLS consultant using the STLS Transparency in Consulting Form.

Adopted by the STLS Board of Trustees on May 21, 2019

FACILITIES POLICY

APPLIES TO: STLS Trustees and Management

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

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

The Finance & Facilities Committee will support activities relating to major equipment acquisition and facility acquisition, renovation and modification projects as required by the Board or requested by the Executive Director. The Finance & Facilities Committee will inspect the facilities and grounds each year and as needed. Recommendations for actions to be taken resulting from inspections will be discussed with the Executive Director and reported to the Board of Trustees. The Finance & Facilities Committee will review recommendations from the Executive Director on major facility and equipment needs and provide guidance on how to address immediate and long-term issues.

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

Adopted By the Southern Tier Library System Board of Trustees on June 19, 2012

Revised by the Board of Trustees on January 19, 2021

FINANCE POLICY

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

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

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

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

Ensure the maintenance of accurate records of STLS financial activities;

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

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

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

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

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

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

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

MEMBER LIBRARY CONTRIBUTIONS

ILS Cost Share Contributions: Member libraries and reading centers contribute monies to STLS to facilitate and pay for the System's Integrated Library System. STLS works with member libraries to set this cost sharing model every three years. The Executive Director facilitates the determination of cost shares through the Directors Advisory Council. The Directors Advisory Council makes a formal recommendation to the STLS Board of Trustees, who approves the final cost share amounts. STLS is charged with developing and maintaining a cost model that provides for an equitable distribution of these costs to each member based on usage of the Integrated Library System. Cost share monies are recorded as part of STLS operating revenues.

Digital Library Contributions: STLS assists member libraries and reading centers in the procurement of digital library content that is made available by all members to their patrons. Each member contributes to the shared collection based on a Digital Library Contribution model set every three years through a recommendation of the Directors Advisory Council to the STLS Board of Trustees. Digital Library contributions are recorded as pass through funds, not STLS operating revenues.

IT Contracts: The STLS Information Technology Division provides direct support to member libraries who enter into IT Service Agreements with STLS. Services under the agreement can include: procurement of equipment and software, data warehousing, remote server support, or other IT-related services that are outside the operational scope of STLS IT services. Agreements may include one-time situational support or reoccurring annual support. STLS invoices member libraries for this support based on services and fees outlined in the signed service agreement. IT Contracts are recorded as STLS operating revenues.

Billed-Entity Internet Service Agreements: STLS administers Internet connections for any member library that enters into a Billed-entity Internet Service agreement with the library system. This service is provided because STLS can leverage significant cost savings for member libraries through federal ERate funds and ensure libraries offer high quality broadband access to patrons. STLS invoices member libraries reoccurring monthly fees, set by the library system, based on STLS' cost to administer the internet connections, prices charged by third-party internet service providers, and the amount of money STLS secures through federal ERate funds.

AUDITS – The Finance and Facilities Committee will select a qualified external auditor to audit accounting records on an annual basis. Official annual audit reports will be reviewed by the Finance and Facilities Committee and presented to the Board of Trustees for review and approval. An internal auditor will audit disbursements made during the bi-weekly accounts payable cycle in accordance with guidelines provided in the Authority of the Board Policy. A claims auditor report will be furnished by the internal auditor to the Board of Trustees quarterly.

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

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

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

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

CREDIT CARDS - Employees who make purchases are provided an organizational credit card for the purpose of conducting STLS business. Credit card users and credit limit approvals are at the discretion of the Executive Director. In general, credit card accounts will be managed by the Executive Director and/or Business Manager.

Credit Card Policy Requirements:

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

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

Credit cards may not be used for cash advances.

Travel expenses charged to a credit card must be accompanied by appropriate receipts.

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

Credit card statements will be reviewed for validity and accuracy by the Executive Director, Account Clerk, Internal Auditor and Treasurer prior to being paid.

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

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

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

INSURANCE - Reasonable, adequate coverage will be maintained to safeguard the assets of STLS and its trustees, management and employees. Such coverage will include property and liability, Workers Compensation, Directors and Officers Insurance and other insurance deemed necessary by the Board of Trustees.

PROPERTY

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

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

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

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

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

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

MILEAGE REIMBURSEMENT

TRUSTEES: Trustees may apply for mileage reimbursement when attending STLS Board meetings, assigned Board committee meetings, and assigned duties. They are eligible to be reimbursed for the distance traveled to and from their places of residence to the meeting. Reimbursement will be made only where transportation has not otherwise been provided by STLS. The mileage reimbursement rate

will be established each year during the annual organizational trustee meeting. Trustees will be reimbursed by submitting a completed Mileage Claim Form.

STAFF: Normal travel back and forth to work is not reimbursable. When business travel is required, employees will use STLS-owned vehicles when available. In circumstances where it is necessary for staff to use their own vehicles for business travel, employees will be reimbursed for mileage costs incurred for trips authorized by the Executive Director or their Division Heads. The mileage reimbursement rate will be the same as provided for in the current contract between the Staff Organization of Southern Tier Library System and the Southern Tier Library System. Employees will be reimbursed by submitting a completed Mileage Claim Form.

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

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

ADOPTED by the STLS Board of Trustees on April 17, 2012
Revised by Board of Trustees on September 20, 2016; May 17, 2022

STLS POLICY MANUAL

FREEDOM TO READ POLICY

American Library Association - The Freedom to Read Statement

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

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in

order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

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

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

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

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

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

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

We therefore affirm these propositions:

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

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the

freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

GIFT ACCEPTANCE POLICY

APPLIES TO: STLS Board of Trustees, STLS Staff

REFERENCES: STLS Conflict of Interest Policy
STLS IT Procurement & Vendor Selection Policy
STLS Materials Selection Policy
STLS Plan of Service
Guidelines for Implementing Gift Acceptance Policy

The mission of the Southern Tier Library System is to “connect, empower, and advocate for all Southern Tier public libraries” within the five county service area. To this end, STLS will accept gifts with the following considerations:

1. STLS will accept new or used library materials, such as books, electronic media, etc. if they are in good physical condition and if, in the opinion of the System staff responsible for selection they meet objective criteria for the selection of library materials as specified in the STLS Materials Selection Policy.
2. Although donors are encouraged to make gifts of monies, personal property, real property, securities, or equivalent to The Foundation for Southern Tier Libraries, gifts of this sort may be accepted by STLS. STLS will convert gifts of real property and securities to cash in a timely manner.
3. Cash gifts in memory or honor of individuals will be accepted by STLS and will be used to enhance System resources.
4. All forms of gifts or donated properties may be subject to review prior to acceptance as noted in the attached implementation guidelines. STLS will seek the advice of legal counsel in matters relating to the acceptance of gifts when appropriate.

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

GIFT ACCEPTANCE POLICY IMPLEMENTATION GUIDELINES

The President of the STLS Board of Trustees will review all restricted gifts and gifts over \$1000 in value prior to presentation to the Board of Trustees for the normal approval process. Trustees are not permitted to accept gifts on behalf of STLS without prior Board approval.

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

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

GIFTS GENERALLY ACCEPTED

- A. Cash gifts are acceptable by check, money order, or online payment.
- B. MARKETABLE SECURITIES. In some cases marketable securities may be restricted, for example, by applicable securities laws or the terms of the proposed gift; in such instances the decision whether to accept the restricted securities shall be made by the Board of Trustees. Marketable securities may be transferred electronically to an account maintained at one or more brokerage firms or delivered physically with the transferor's endorsement or signed stock power (with appropriate signature guarantees) attached. All marketable securities will be sold promptly upon receipt.
- C. BEQUESTS AND BENEFICIARY DESIGNATIONS UNDER REVOCABLE TRUSTS, LIFE INSURANCE POLICIES, COMMERCIAL ANNUITIES AND RETIREMENT PLANS. Donors may make bequests to STLS under trusts, life insurance policies, commercial annuities and retirement plans. (see below.)
- D. CHARITABLE REMAINDER TRUSTS. STLS will accept designation as a remainder beneficiary of charitable remainder trusts which will receive the assets of a trust when the donor dies.
- E. CHARITABLE LEAD TRUSTS. STLS will accept designation as an income beneficiary of charitable lead trusts, which will allow STLS to receive income from a trust until the donor dies.
- F. TANGIBLE PERSONAL PROPERTY. The STLS Board of Trustees shall review and determine whether to accept any gifts of tangible personal property in light of the following considerations: Does the property further the mission of STLS? Is the property marketable? Are there any unacceptable restrictions imposed on the property? Are there any carrying costs for the property for which STLS may be responsible? Is the title/provenance of the property clear?

- G. LIFE INSURANCE. STLS will accept gifts of life insurance where STLS is named as both beneficiary and irrevocable owner of the insurance policy. The donor must agree to pay, before due, any future premiums owing on the policy.
- H. REAL ESTATE/REAL PROPERTY. All gifts of real estate are subject to review by the STLS Board of Trustees. Prior to acceptance of any gift of real estate STLS shall require an initial environmental review by a qualified environmental firm. In the event that the initial review reveals a potential problem, the organization may retain a qualified environmental firm to conduct an environmental audit. Criteria for acceptance of gifts of real estate include: Is the property useful for STLS's purposes? Is the property readily marketable? If there are structures on the property, has a safety inspection been performed by a licensed inspector? Are there covenants, conditions, restrictions, reservations, easements, encumbrances or other limitations associated with the property? Are there carrying costs (including insurance, property taxes, mortgages, notes, or the like) or maintenance expenses associated with the property? Does the environmental review or audit reflect that the property is damaged or otherwise requires remediation?

***Adopted by STLS Board of Trustees April 17, 2012.
Revised by the Board of Trustees on November 17, 2020.***

STLS POLICY MANUAL

GRANT FUNDS POLICY

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

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

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

***Adopted by the STLS Board of Trustees on September 21, 2010
Revised by the STLS Board of Trustees on November 21, 2017***

STLS POLICY MANUAL

INFORMATION SECURITY POLICY

Applies To: Southern Tier Library System, Library System Staff and Member Libraries

References: STLS Purchasing Policy

Policy: The STLS Information Security Policy defines guidelines, standards and practices for computing and networking related to usage, security, identification, and STLS maintained domains.

Guidelines, Standards & Practices

STLS guidelines outline specific requirements or rules that must be met. In the information/network security realm, guidelines will be point-specific, covering a single area. For example, an "Email Policy" statement covers the rules and regulations for appropriate use of a STLS Division of IT service.

STLS standards are a collection of system-specific or procedural-specific requirements that must be met by everyone. For example, the Personal Computer Operating System standard is Microsoft Windows 10.

STLS practices are typically a collection of system specific or procedural specific "suggestions" for best practice. They are not requirements to be met, but are strongly recommended. An example of this would be Password Construction Guidelines.

Email Policy

The Southern Tier Library System (STLS) provides each staff person at member libraries with an email account upon the request of the library director, manager or board of trustees. All STLS staff also receive an email account. The STLS email system, currently IPSwitch IMail, is made available for the purpose of conducting business and communicating with other member libraries and STLS.

1. STLS email accounts (@stls.org, @pypl.org) are provided to member library staff (full or part time) for the purpose of facilitating communication between and among library staff within a library and between libraries and STLS.
 - a. Email accounts may be provided to member library trustees upon request of the library Director.
 - b. Email accounts may not be provided to members of Friends groups, volunteers or any other individual or organization.
2. Requests for email accounts must come from library directors or board presidents.
3. In the case of a newly appointed library director or manager, the request may come from the library's board of trustees or the interim director.
4. Requests for email accounts are to be made to the STLS IT staff.
5. When a STLS staff person or member library staff person leaves the employment of a member library it is the responsibility of the library director or board to notify STLS, in writing or email, that the

account should be suspended. If STLS does not receive written notification, the account will remain active. The suspension request should indicate which of the following actions should be taken:

- a. The email account will be set to the status of “disabled,” which prevents the account receiving any emails and will not allow anyone access to the account; or
- b. The password for the account will be changed and provided to the library director or so the account can remain active and be monitored. Once it is determined that all relevant activity has been transferred to other active accounts, the account will be deleted.
- c. Inactive accounts, those where no login has been made in three (3) months and then deleted.

6. The STLS email service is setup to automatically delete emails that are older than 60 days in the “Trash” folders.

7. STLS email accounts should be used primarily for conducting business on behalf of the member library; personal communication is permitted on a limited basis. In particular, STLS email accounts should not be used to purchase goods or services intended for personal use.

8. STLS email accounts and their contents are the sole property of STLS and the member library, not the employee.

9. Employees should be aware that they do not have a right to privacy as related to the email account or its contents.

10. All STLS email content is treated as a business record. Emails are subject to Freedom of Information Law (FOIL) requests and may be the subject of a law enforcement subpoena or warrant.

11. STLS may authorize access to a member library email account in a number of circumstances including, but not limited to:

- a. Situation involving the health or safety of people or property;
- b. Possible violations of STLS or member library regulations and policies;
- c. Other legal responsibilities or obligations of STLS or member libraries.

12. The STLS email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including comments about race, gender, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this type of content from any STLS or member library employee should report the matter to their supervisor immediately.

13. All email users with a STLS provided account must participate at least annually in Security Awareness Training made available by STLS twice per year.

Password Protection

A password should be used to protect access to any staff or user account. Examples include e-mail accounts, domain accounts, web site admin accounts, file storage access accounts, and patron accounts.

Password Construction

Passwords should be constructed as a passphrase using a minimum of 16 characters that include lower and upper case letters, a number and a special character. An example of this Blu3GatorButterP#p. See <https://xkcd.com/936/> for more information.

When a password is expired a new password should be created by changing more than 1 or 2 characters. Password expiration periods may be different for certain resources.

Remote Access

Defined as connecting to the organization's network from any host or network external to STLS.

1. A password following STLS Password Guidelines is required.
2. Multi-Factor Authentication (MFA) should be utilized.
3. A Virtual Private Network (VPN) connection is required for all access to patron data.
4. Web browser access should use https: sites.
5. The remote device should have all Operating System (OS) and application security patches installed.
6. The SysAid Help Desk agent should be installed for patch management that is performed on a scheduled basis.
7. For mobile devices, the Meraki Systems Manager should be configured to provide mobile device management.

Server Security & Backup Procedures

Virtual Servers (VMs) are backed up using a Unitrends Backup Appliance software with a daily, weekly or monthly schedule depending on the resource type. These backups are kept up to a year with a daily for a week and weekly for a month, then monthly for a year schedule.

Virtual Server Storage Repositories (SRs) are replicated to Four County Library System on a daily basis.

Technology Equipment Disposal

Outdated technology equipment must be properly disposed of with a qualified electronics recycler. All storage devices must be removed and destroyed to prohibit the release of private data.

Data Breach Response

In the event of a data breach, STLS Division of IT will inform STLS administration of the specific time the breach took place, the resources affected, implications of the breach, individuals/institutions impacted, and the best way to remedy the situation.

IT staff will communicate with any appropriate 3rd party IT vendors that were involved in the breach or have the ability to help further minimize the breach's impacts. STLS IT staff are authorized to work within STLS' Purchasing Policy and any existing contracts with 3rd party IT vendors to recover or protect library system, member library or library patron data. STLS IT is also authorized to enter into

contracts with a new 3rd party IT vendor to recover or protect data by following STLS' Purchasing Policy.

STLS will inform member libraries and library patrons if a data breach has occurred, and provide all pertinent and necessary details to verify professional or personal accounts have not been compromised. Information will be shared as soon all details are made available to STLS administration and the details are confirmed as true and accurate.

STLS administration will conduct an internal investigation following proper remedies of the data breach to determine its causes, responsible parties along with next steps to prevent future breaches. A full report of this breach will be issued to the STLS Board of Trustees and library system member libraries.

Information Logging and Standard

Access to private resources is logged in that particular resource. An example is WorkFlows access to the ILS data where staff access and patron transactions are logged in the ILS.

STLS network and server resources are logged in the Meraki dashboard or Network Performance Monitor for software changes, firmware updates, online status and other metrics.

Disaster Recovery Plan

STLS Division of IT will immediately inform STLS administration in the event a natural or technological disaster occurs preventing STLS from performing daily computing and networking operations. STLS IT will share the specific time the event occurred, the resources affected, implications of the event, individuals/institutions impacted, and the best way to remedy the situation.

IT staff will communicate with any appropriate 3rd party IT vendors that have been affected by the event or have the ability to minimize its impacts. STLS IT staff are authorized to work within STLS' Purchasing Policy and any existing contracts with 3rd party IT vendors to reinstate daily computing and networking operations. STLS IT is also authorized to enter into contracts with a new 3rd party IT vendor if existing vendors are not able to help.

STLS will inform member libraries and library patrons, if appropriate, in such an event, and provide all pertinent and necessary details. Information will be shared as soon all details are made available to STLS administration and the details are confirmed as true and accurate.

STLS administration will conduct an internal investigation following such an event to determine its causes, responsible parties along with next steps to prevent future instances. A full report will be issued to the STLS Board of Trustees and library system member libraries.

STLS currently partners with other library systems to backup library system data and IT-specific operations. The library system does not negotiate with outside parties as a result of criminal activity.

Wireless Access Policy

The goal of this policy is to protect the Southern Tier Library System technology-based resources from unauthorized use and/or malicious attack that could result in loss of information, damage to critical applications.

Supported Technology and Configuration

STLS supports the 802.11b through 802.11ax protocols as its wireless network standards, transmitting in the 2.4 GHz and 5 GHz radio frequency spectrums, with the intention of delivering speeds of up to 100 Mbps to mobile and wireless devices.

In order to provide WiFi access, cloud managed access points are installed inside and outside of STLS public libraries.

Non-supported access points may not be installed on the STLS managed library local area network. Those "rogue" access points are devices that are installed without the knowledge or permission of the STLS are security risks and will be blocked from access when discovered.

Separate WiFi networks may be configured for public (guest) access, staff (private) with WorkFlows access, staff (private) without WorkFlows access and Internet of Things (IoT) access. WiFi networks should use WPA2 encryption and a minimum of an eight character passphrase for access.

Policy and Appropriate Use

1. Staff WiFi networks may not have public devices connected to them.
2. Staff WiFi with WorkFlows access networks may not have staff mobile devices connected to them.
3. Cameras, thermometers, sensors and other IoT devices may only be connected to a specific IoT WiFi network that cannot communicate with other staff or public devices.
4. The access points continuously conduct sweeps of the wireless network to ensure there are no rogue access points present.
5. The STLS Division of IT reserves the right to turn off any access point connected to the network that appears to put the systems, data, and users at risk.
6. Access point broadcast frequencies and channels are auto set.
7. All computer equipment and devices used to connect to the library network must display reasonable physical security measures. Wireless access users agree to acceptable use policy.
8. Guest WiFi access may use a captive portal or splash page.
9. WiFi usage statistics are provided monthly and annually.

***Adopted by the STLS Board of Trustees January 15, 2013.
Revised by the STLS Board of Trustees September 21, 2021.***

IT PROCUREMENT AND VENDOR SELECTION POLICY

APPLIES TO: STLS Board of Trustees and STLS Staff

REFERENCES: STLS Purchasing Policy
STLS Gift Acceptance Policy

STLS' Division of Information Technology serves as a support resource to STLS staff and member libraries for developing, maintaining and repairing necessary Information Technology (IT). Pertinent services include the Integrated Library System (ILS), internet connections, email client, website hosting, wireless technologies, hardware and software.

A component of these services includes the purchasing of necessary hardware and software for STLS staff, and for member libraries. STLS' general *Purchasing Policy* defines the guidelines for how the organization implements most purchasing transactions. The *IT Procurement & Vendor Selection Policy* addresses and establishes how STLS IT staff work with other STLS staff and member libraries to inventory and ethically purchase IT-related equipment for STLS and its members.

Procurement for STLS Staff and On Behalf of Member Libraries

STLS purchases hardware, software and subscribes to various online platforms that allow staff to conduct routine day-to-day work functions within the organization's offices. STLS also makes similar purchases on behalf of its member libraries.

Most purchasing on behalf of members is defined through STLS' *Technology Service & Support Agreement* or *Virtual Server Hosting Agreement*. Both agreements define the type of equipment STLS purchases for its members, the services provided to support the equipment, responsibilities of both STLS and its members, and associated costs. Agreements require administrative signatures of the member library and STLS prior to any purchasing or installation of equipment.

Signoff Form as Part of Procurement Process

The Division of Information Technology will follow guidelines established in the *STLS Purchasing Policy* for all IT procurement. In addition to these guidelines, IT staff are required to obtain a sign off on all equipment purchased for STLS and its members. The *IT Procurement Signoff Form*, which is an addendum to this policy serves as documentation that STLS staff or member libraries received all equipment and software that was specified in an *STLS Purchase Order*, a *Technology Service & Support Agreement* or a *Virtual Server Hosting Agreement*.

The signoff form also confirms that STLS IT staff purchased this equipment by adhering to STLS' *Purchasing Policy* and *Gift Acceptance Policy*. Signoff forms are required documentation of all procurement.

Member Library Signoff

Directors, board presidents or member-designated paid staff members are approved representatives to sign off on STLS IT installation. The member library representative

should verify the equipment installed by STLS IT staff reflects the equipment specified in their *Technology Service & Support Agreement* or a *Virtual Server Hosting Agreement*. The *Signoff Form* then becomes part of the retained *Purchase Order* for this member's purchase.

STLS Staff Signoff

STLS division heads or a staff member who is receiving IT-related equipment as specified in an STLS *Purchase Order* is authorized to sign off on IT installation. The division head or staff member should verify that the installed equipment reflects all documentation in the original *Purchase Order* including records of quotes/bids, price analysis, packing slip and invoice. The *Signoff Form* then becomes part of the retained *Purchase Order*.

Inventory

STLS' Assistant Director & Head of IT is responsible for working with IT staff to maintain an ongoing inventory of all active IT-related equipment that is purchased for STLS staff and member libraries. This inventory shall be maintained electronically, but may be furnished in print format for inspection. This inventory will also serve as a financial schedule for STLS' Business Office for the purpose of calculating assets and depreciation. The Assistant Director & Head of IT must review this schedule annually with the Business Manager for accuracy, and the Executive Director is responsible for review and approval.

Vendor Selection

STLS' *Purchasing Policy* and *Gift Acceptance Policy* both reference the economical, legal and ethical practices of selecting a vendor as part of procurement. It is important to note all *Signoff Forms* reaffirm that IT staff are committed to the values and mission of Southern Tier Library System with each individual transaction. This includes competitive bidding, adherence to local, state and federal purchasing laws and avoiding as well as disclosing all conflicts of interest.

STLS IT does maintain vendors from one year to the next in order to obtain best possible pricing. This process of relationship building allows the organization to purchase equipment and software efficiently. However, STLS acknowledges this vendor relationship should be reconsidered or renewed every three years to support competitive markets and ensure economical pricing for STLS and its members.

Additionally, STLS and the Division of Information Technology recognize all vendor relationships are professional. STLS IT staff reject any equipment, software or services a vendor may provide for free or at a discounted rate to an IT staff member personally, or STLS the organization where there is an expectation of receiving a contract from STLS. This includes IT staff rejecting free equipment, software or services from a vendor where an STLS contract is established or not established.

STLS will publish a list of current vendors for member libraries and public inspection. This list will be renewed annually to reflect any vendor changes over the past twelve months. Any transactions that result in a vendor change representing more than \$20,000 in purchased equipment or services will be updated upon transaction. The Executive Director is responsible for maintaining the current vendor list.

Adopted by the STLS Board of Trustees on January 21, 2020

**IT PROCUREMENT SIGN OFF FORM
& VENDOR SELECTION CERTIFICATION**



Member Library Sign Off

I have reviewed the *Technology Service & Support Agreement* or *Virtual Server Hosting Agreement* between Southern Tier Library System (STLS) and our member library, and I can confirm all specific IT equipment has been delivered and installed within our library as specified under the agreement. Our library will adhere to all equipment guidelines and policies shared with us by STLS. We will notify the IT Department when we decide to no longer maintain or house any equipment covered under these agreements for guidance on proper disposal.

Acknowledged by:

Printed Name of Member Library Representative

Title

Signature of Member Library Representative

Date

STLS Staff Member Sign Off

I have reviewed all purchasing information presented in the Purchase Order referenced below, and I can confirm all IT equipment has been delivered to my work space for professional use as an employee of the Southern Tier Library System (STLS). I acknowledge this equipment is property of STLS. I will adhere to all equipment guidelines and policies shared with me by my employer, and return any equipment to the STLS IT Department upon the completion of my employment.

Acknowledged by:

Printed Name of STLS Staff Member

Title

Signature of STLS Staff Member

Date

PURCHASE ORDER #: _____

STLS IT - Procurement & Vendor Selection Certification

Equipment purchased under the *Technology Service & Support Agreement*, *Virtual Server Hosting Agreement* or Purchase Order listed above adheres to STLS' *Procurement & Vendor Selection Policy*, *Purchasing Policy* and *Gift Acceptance Policy*. All purchased equipment was installed and inventoried as financial records reflect.

Printed Name of STLS IT Staff

Title

Signature of STLS IT Staff

Date

STLS POLICY MANUAL

INTERNET SAFETY POLICY

APPLIES TO: Board of Trustees
Member Libraries
Public Information

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

INTRODUCTION:

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

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

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

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

PRIVACY:

The Southern Tier Library System will take reasonable and prudent measures to protect the privacy of data provided by patrons and generated by the System and its member libraries when using the System's Integrated Library System (ILS) and the shared wide-area network. The contents of the STLS wide-area network and ILS are confidential; unauthorized users are prohibited from attempting to gain access to the network, or stored information. STLS uses firewall equipment, software and other means to protect the confidentiality of library records. However there is no absolute guarantee of the privacy of personal information stored on STLS network servers and no guarantee of the privacy of information and communications, including e-mail, that travels across the STLS wide-area network. STLS maintains personal information only as long as needed to conduct library business. Library records are legally confidential under New York State law:

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

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, inter-library loan transactions, reference queries, requests for photocopies of library materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.⁵

⁵ Civil Practice Laws and Rules, Sec. 4509. Consolidated Laws of New York State. NYS Code website 2012.

INTERNET ACCESS:

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

The STLS maintains an Internet filtering mechanism for use on all computers in the STLS Service Center and in its member libraries. The filtering mechanism will, at a minimum, block access to the three categories of visual depictions specified by the Federal Children's Internet Protection Act (CIPA)—visual depictions of material deemed child pornography, obscene, or any material deemed harmful to minors.⁶ The filtering mechanism can be disabled on individual computers as needed by local libraries. STLS has evaluated various filtering mechanisms before choosing the most appropriate method; however, the System does not warrant the effectiveness of Internet filtering.

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

ACCESS BY MINORS:

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

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

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

1. To address the issue of safety and security of minors when using e-mail and other forms of direct electronic communications, as well as the unauthorized disclosure, use and dissemination of personal identification information regarding minors, STLS urges minors and their parents or guardians to keep in mind the following safety guidelines:
 - a. Never give out identifying information such as home address, school name, or telephone number.
 - b. Let parents or guardians decide whether personal family information such as age, marital status, or financial information should be revealed.
 - c. Never arrange a face-to-face meeting with someone via the computer without parents' or guardians' approval.

⁶ www.fcc.gov. Children's Internet Protection Act, 2012

- d. Never respond to messages that are suggestive, obscene, threatening, or make one uncomfortable. Tell a parent, guardian or library staff member if you receive such a message.
 - e. Have parents or guardians report an incident to the National Center for Missing and Exploited Children via www.cybertipline.com. or call 1-800-843-5678 if one becomes aware of the transmission of child pornography.
 - f. Remember that people online may not be who they say they are.
 - g. Remember that everything that one reads online may not be true.
 - h. Don't open e-mail, files or website pages sent to you by people or organizations that you don't know or trust.
2. To address the issue of unauthorized access, including so-called "hacking" and other unlawful activities by minors online, minors and all other users of STLS libraries are hereby advised that any unlawful activity is strictly prohibited.
 3. Assist member libraries to create and post an introductory web page (splash) for wireless Internet access which requires a patron to verify that he or she will accept the library's terms for using that access. Unless the patron agrees to this verification, he or she will be blocked from using the library's wireless Internet connection.

PROHIBITED LIBRARY ACTIVITY:

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

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

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

STLS POLICY MANUAL

INVESTMENT POLICY

APPLIES TO: STLS Board of Trustees

REFERENCES: STLS Finance Policy

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

It is the policy of the Southern Tier Library System to invest funds in a manner that will maximize the security of principal, satisfy cash flow demands, and use approved methods to provide the highest possible return. All investments will conform to applicable laws and regulations of New York State.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence might exercise in the management of their own affairs.

Primary Objectives of the System's financial investments:

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

Delegation of Authority

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

Authorized and Suitable Investments

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

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

Designation of Depositories

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

Collateralizing of Deposits

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

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

Reporting

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

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

Adopted by the STLS Board of Trustees July 20, 2010

Revised ~~adopted~~ by the STLS Board of Trustees September 16, 2014; May 17, 2022

STLS POLICY MANUAL

LIBRARY BILL OF RIGHTS

American Library Association - Library Bill of Rights

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

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

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

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

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

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

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

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

Adopted by the STLS Board of Trustees on September 16, 2008
Reaffirmed by the STLS Board of Trustees on July 18, 2017, October 18, 2022.

STLS POLICY MANUAL

MEETING ROOM POLICY

APPLIES TO: STLS Board of Trustees, STLS member libraries and other STLS affiliates.

The Southern Tier Library System is a cooperative library system chartered through the New York State Education Department consisting of 48-member libraries. It maintains meeting room space for use by STLS staff, as well as member libraries, the STLS Board of Trustees, and other affiliated groups, such as the Foundation for Southern Tier Libraries.

Meeting rooms may be used by existing STLS-partnering agencies within the library system's five-county service region if the rooms are not in use for STLS-related activities, and at the discretion of the Executive Director. STLS will suggest that individual residents and local agencies utilize meeting room resources provided by the nearest member library as a first-choice option.

Agencies that are granted meeting room space must schedule use of the room at least two-weeks in advance of desired date by contacting STLS' Administrative Assistant. All agencies are required to

follow STLS policies and procedures, and will be held financially accountable for any damage incurred to the space while being utilized by the agency.

Adopted by the Board of Trustees December 16, 2008.
Revised by the Board of Trustees November 17, 2015; January 18, 2022.

STLS POLICY MANUAL

ORGANIZATIONAL MEETING POLICY

APPLIES TO: STLS Board of Trustees

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

The Southern Tier Library System will hold an annual organizational meeting to elect officers of the Board and take the necessary actions to ensure the proper management of STLS for the coming fiscal year. This 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 current President will call the meeting to order, swear in new trustees, and administer their Oaths of Office. The chair of the Nominating Committee will 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 conduct its general business following the approval of its annual meeting action items.

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

Revised November 21, 2017; December 20, 2022.

STLS POLICY MANUAL

PUBLIC COMMUNICATIONS POLICY

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

REFERENCES: Authority of the Board Policy

Organizational Meeting Policy

Trustee Job Description

Disaster Preparedness Policy

Ethical Behavior Policy

Social Media Policy

STLS Website (www.stls.org)

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

The Board of Trustees recognizes that effective public relations involves every person

who has connection with STLS. The Board urges its own members and STLS staff members to remember that they represent STLS in every public contact and that professionalism and good service enhances good public relations.

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

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

Social media platforms, including mass email communication services, play an important and active role in STLS communications to the public and its members. STLS' Engagement Consultant along with other designated library system staff are responsible for posting information to all STLS subscribed social media sites. Staff will adhere to the board approved *Social Media Policy* when sharing information or images. The Engagement Consultant in consultation with the Executive Director manages overall social media content.

Adopted by the Southern Tier Library System Board of Trustees November 20, 2012.

Revised by the Board of Trustees on July 21, 2020

STLS POLICY MANUAL

PURCHASING POLICY

APPLIES TO: STLS Board of Trustees; STLS employees

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

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

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

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

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

Competition Guidelines –

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

When STLS executes procurement actions for itself or member libraries that are not required to comply with New York State Purchasing regulations, the following shall apply. All contracts for public works involving an expenditure of more than \$35,000.00 (thirty-five thousand dollars) and all purchase contracts involving an expenditure of more than \$20,000.00 (twenty thousand dollars) will be awarded based on best value resulting from responses from responsible suppliers to a written Request for Proposal or Request for Quote. STLS will issue a Request for Proposal or Request for Quotation as a basis for awards for professional services and insurance. Exceptions to the requirement for a formal bid or proposal are the same as described in Section 103 of NYS Municipal Law Article 5 (a).

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

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

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

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

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

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

Sales Tax Exemption – STLS is not required to pay New York State and local sales tax on purchased items. *However, STLS will pay New York State sales tax for meal expenditures for staff travel if it is inconvenient for a retail establishment to accept and process a sales tax exempt form.*

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

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

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

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

Revised by the STLS Board of Trustees on September 17, 2015

Revised by the STLS Board of Trustees on September 17, 2019

STLS POLICY MANUAL

RECORDS RETENTION & DISPOSITION POLICY

The purposes of the Policy include (a) retention and maintenance of documents necessary for the proper functioning of the Southern Tier Library System as well as to comply with applicable legal requirements; (b) disposition of documents which no longer need to be retained; and (c) guidance for the Board of Trustees, STLS staff and other stakeholders with respect to their responsibilities concerning document retention and disposition.

Administration

The Business Manager and Executive Director shall be the administrators (“Administrators”) in charge of the implementing this Policy. The Administrator’s responsibilities shall include supervising and coordinating the retention and destruction of documents pursuant to this Policy and particularly the Document Retention Schedule included below. The Administrators shall also be responsible for documenting the actions taken to maintain and/or destroy organization documents and retaining such documentation. The Administrators may also modify the Document Retention Schedule as necessary to comply with law and/or to include additional or revised document categories as may be appropriate to reflect organizational policies and procedures. Modifications must be reviewed and approved by the Board of Trustees.

Privacy

It shall be the responsibility of the Administrators to determine how privacy laws will apply to the organization’s documents from and with respect to employees and other constituencies; to establish reasonable procedures for compliance with such privacy laws; and to allow for their audit and review on a regular basis.

Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the Document Retention Schedule will be maintained for the appropriate amount of time. Backup and recovery methods will be tested on a regular basis.

Emergency Planning

STLS records will be stored in a safe, secure, and accessible manner. This includes appropriate fire and water resistant organizers, and where appropriate stored electronically.

Document Destruction

The Administrators are responsible for the ongoing process of identifying records, which have met the required retention period, and overseeing their disposition. Disposition of financial and personnel-related documents will be accomplished by shredding. Document disposition will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Disposition will be reinstated upon conclusion of the investigation.

Compliance

Unauthorized removal or modification of records from STLS is not permitted. Disposition of records not in accordance with the Schedule below is prohibited.

Document Retention Schedule

Document Type

Retention Period

Accounting and Finance

Annual Financial Statements and Audit Reports	Permanent
Cash Disbursements	Permanent
Cash Receipts	Permanent
Canceled Checks – special (e.g. taxes, loan payment)	Permanent
Chart of Accounts	Permanent

Depreciation Schedules	Permanent
General Journal	Permanent
General Ledger	Permanent
Payroll records (NYS Retirement Recommendation)	55 years
Time cards and employee absence records	7 years
Accounts Payable Ledger and Schedules	7 years
Accounts Receivable Ledger and Schedules	7 years
Bank Reconciliations	7 years
Bank Statements, Deposit Books & Deposit Slips	7 years
Canceled Checks – routine	7 years
Check Copies/Stubs	7 years
Claim Sheets (Vouchers) and supporting bills	7 years
Division of Library Development Aid & Grant Statements	7 years
Employee Requests for Leave	7 years
Invoices to Customers/Member Libraries	7 years

Budget

Annual budget official copy when not included in minutes	Permanent
Mid-Year budget revisions	Permanent
Special budget filed with State or Federal agency	Permanent
Budget status report (Cumulative)	7 years
Preliminary or tentative budget	7 years

Grants Received and Disbursed

Grant Applications, Proposal Agreement, Narrative, Evaluation, and Annual Report for Approved Grants	7 years after close of grant
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Corporate and Exemption

Board of Trustee Meeting Minutes	Permanent
Bylaws and Amendments	Permanent
Charter	Permanent
IRS Exemption Determination Letter	Permanent
State Exemption Determination Letter	Permanent
Licenses and Permits	Permanent
Employer Identification (EIN)	Permanent
Agendas and Other Board Meeting Documents	7 years

Correspondence and Internal Memoranda

Correspondence and internal memoranda important to the organization or having lasting significance	Permanent, subject to review
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Electronic Mail (E-mail) to or from the organization

Electronic mail (e-mails) relating to a particular topic otherwise addressed in this Schedule should be retained for the same period as the topic to which they relate, but may be retained in hard copy form with the document to which they relate.

E-mails considered important to the organization or of lasting significance should be printed and stored in a central repository.

Permanent, subject to review

Employment, Personnel and Retirement

Employee Benefit Plans

Permanent

Personnel Records (NYS Retirement Recommendation)

Permanent

Retirement/Pension records (NYS Retirement)

Permanent

Employment Applications

3 years

Insurance

General Liability Insurance Policies

Permanent

Accident Reports and Insurance Claims Records

7 years

Property, D&O, Workers' Compensation and

Legal and Contracts

Contracts, related correspondence and other supporting documentation (still in effect)

Permanent

Legal correspondence

Permanent

Contracts, related correspondence and other supporting documentation (expired)

7 years after termination

Management and Miscellaneous

Strategic Plans

7 years after expiration

Policies and Procedures Manual

Current version with revision history

Property – Real and Personal

Property deeds and purchase/sale agreements

Permanent

Property Tax

Permanent

Real Property Leases

Permanent

Personal Property Leases

10 years after termination

Purchasing

Purchase Order, or similar record, used to obtain materials, supplies, or services.

7 years

Purchase request, estimate or similar record, used to make purchase.

7 years

Performance guarantee or written warranty for products or similar record.

7 years

Invoice statement or similar notification by vendor.

7 years

Packing slip, shipping ticket, or similar record used to verify receipt of materials or supplies	7 years
List or abstract of purchase orders, claims or contracts	7 years
Standing order file, used for purchase of materials/supplies received on a regular basis	7 years

Survey Records

Survey results, including official copy of survey form	7 years after completion
Completed survey forms	0 after survey results prepared

Tax

Annual information returns (W2, W3, 1099 etc.)	Permanent
IRS Rulings	Permanent
Tax returns and worksheets – federal & state	Permanent

Adopted by the STLS Board of Trustees on September 16, 2003
Revised by the STLS Board of Trustees on April 16, 2019

STLS POLICY MANUAL

SEXUAL HARASSMENT PREVENTION POLICY

Introduction

Southern Tier Library System (STLS) is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. STLS has a zero-tolerance policy for any form of sexual harassment, and all employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Southern Tier Library System's commitment to a discrimination-free work environment.

Sexual harassment is against the law. All employees have a legal right to a workplace free from sexual harassment, and employees can enforce this right by filing a complaint internally with STLS, or with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

1. Southern Tier Library System's Policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business with STLS including member libraries and their community members.

2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination.
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse employment action including being discharged, disciplined, discriminated against, or otherwise subject to adverse employment action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. STLS has a zero-tolerance policy for such retaliation against anyone who, in good faith complains or provides information about suspected sexual harassment. Any employee of Southern Tier Library System who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. Any employee, paid or unpaid intern, or non-employee working in the workplace who believes they have been subject to such retaliation should inform a supervisor, manager, or Executive Director. Any employee, paid or unpaid intern or non-employee who believes they have been a victim of such retaliation may also seek compensation in other available forums, as explained below in the section on Legal Protections.
4. A non-employee is someone who is (or is employed by) a member library, contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, “gig” workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.
5. Sexual harassment is offensive, is a violation of our policies, is unlawful, and subjects Southern Tier Library System to liability for harm to victims of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers, supervisors or the Executive Director who engage in sexual harassment or who knowingly allow such behavior to continue, will be penalized for such misconduct.
6. Southern Tier Library System will conduct a prompt, thorough and confidential investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers, supervisors and the Executive Director, are required to cooperate with any internal investigation of sexual harassment.
7. All employees are encouraged to report any harassment or behaviors that violate this policy. STLS will provide all employees a complaint form for employees to report harassment and file complaints.
8. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe to the Executive Director.

9. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be posted prominently in all work locations and be provided to employees upon hiring.

What Is “Sexual Harassment”?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment, even if the complaining individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual’s employment.

A sexually harassing hostile work environment consists of words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual’s sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient’s job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called “quid pro quo” harassment.

Any employee who feels harassed should complain so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical assaults of a sexual nature, such as:
- Touching, pinching, patting, grabbing, brushing against another employee’s body or poking another employees’ body;

- Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
- Requests for sexual favors accompanied by implied or overt threats concerning the victim's job performance evaluation, a promotion or other job benefits or detriments;
- Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
- Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
- Sabotaging an individual's work;
- Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. A perpetrator of sexual harassment can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises or not during work hours.

What is "Retaliation"?

Unlawful retaliation can be any action that would keep a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation.

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- filed a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- complained that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone’s responsibility. STLS cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to their immediate supervisor or Executive Director in confidence. Anyone who witnesses or becomes aware of potential instances of sexual harassment should also report such behavior to their immediate supervisor or Executive Director in confidence. An employee who suspects the Executive Director is involved in behavior that may constitute sexual harassment is encouraged to take his or her concerns directly to the President of the Board of Trustees.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee’s behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a victim of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual

harassment is occurring, are required to report such suspected sexual harassment to the Executive Director.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about suspected sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, and should be completed within 30 days. The investigation will be confidential to the extent possible. All persons involved, including complainants, witnesses and alleged perpetrators will be accorded due process to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Employees who participate in any investigation will not be retaliated against.

Investigations will be done in accordance with the following steps:

- Upon receipt of complaint, the Executive Director will conduct an immediate review of the allegations, and take any interim actions, as appropriate. If complaint is oral, encourage the individual to complete the “Complaint Form” in writing. If he or she refuses, prepare a Complaint Form based on the oral reporting. The STLS Board of Trustees President will conduct an immediate review of the allegations in the event a complaint has been lodged against the Executive Director.
- If documents, emails or phone records are relevant to the allegations, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;

- A timeline of events;
- A summary of prior relevant incidents, reported or unreported; and
- The final resolution of the complaint, together with any corrective actions action(s).
- Keep the written documentation and associated documents in the employer's records.
- Promptly notify the individual who complained and the individual(s) who responded of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who complained of their right to file a complaint or charge externally as outlined below.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by Southern Tier Library System but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at Southern Tier Library System employees may also choose to pursue legal remedies with the following governmental entities **at any time**.

New York State Division of Human Rights (DHR)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged discrimination. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to Southern Tier Library System does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400 [appropriate other contact info], www.dhr.ny.gov

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

United States Equal Employment Opportunity Commission (EEOC)

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

If an employee believes that he/she has been discriminated against at work, he/she can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at www.eeoc.gov or via email at info@eeoc.gov

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml

Contact the Local Police Department

If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Adopted by the Southern Tier Library System Board of Trustees on November 20, 2018

Complaint Form for Reporting Sexual Harassment
(An Addendum to the STLS Sexual Harassment Prevention Policy)

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form for employees to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the Executive Director of STLS. Once you submit this form, your employer must follow its sexual harassment prevention policy and investigate any claims.

You are welcome to submit your complaint verbally based on STLS Sexual Harassment Prevention Policy.

COMPLAINANT INFORMATION

Name: _____
Home Address: _____
Work Address: _____
Home Phone: _____
Work Phone: _____
Job Title: _____
Email: _____

SUPERVISORY INFORMATION

Immediate Supervisor's Name: _____
Title: _____
Work Phone: _____
Work Address: _____

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made against:

Name: Title: _____
Work Address: _____
Work Phone: _____

Relationship to you (circle one): Supervisor Subordinate Co-Worker Other _____

2. Please describe the conduct or incident(s) that is the basis of this complaint and your reasons for concluding that the conduct is sexual harassment. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred: _____

Is the sexual harassment continuing (circle one)? Yes No

4. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint:

The last two questions are optional, but may help facilitate the investigation.

5. Have you previously complained or provided information (verbal or written) about sexual harassment at Southern Tier Library System? (circle one) Yes No

If yes, when and to whom did you complain or provide information?

6. Have you filed a claim regarding this complaint with a federal, state or local government agency? (circle one): Yes No

Have you instituted a legal suit or court action regarding this complaint? (circle one): Yes No

Have you hired an attorney with respect to this complaint? (circle one): Yes No

I request that Southern Tier Library System investigate this complaint of sexual harassment in a timely and confidential manner as outlined below, and advise me of the results of the investigation.

Signature: _____ Date: _____

Adopted by the STLS Board of Trustees on November 20, 2018

STLS POLICY MANUAL

Social Justice Activities Plan

STLS Staff Practices to Address Diversity, Equity & Inclusion
2021 - 2023



PREFACE

Southern Tier Library System staff subscribe to the [Library Bill of Rights](#) and [Core Values of Librarianship](#) as outlined by the American Library Association. We also recognize there are inequities within our communities, and we have a professional responsibility to strengthen humanity. It is for this reason, we also feel compelled to uphold our library system's [Declaration Promoting Racial and Social Justice](#).

The activities within this document highlight specific work STLS staff will spearhead or incorporate into their practices over the next few years. Some activities are abstract, ongoing and evolving, while others are specific, time sensitive and obtainable in the near term. All of the activities contained within are tied to our current [Plan of Service](#).

It is our intention to continually visit this document to ensure the listed practices are maintained, reviewed and updated to reflect the needs of our membership and region. The timeline of this framework is 2021 – 2023. However, ongoing engagement with the intended activities will ensure the work as well as this document are updated as needed, so we remain committed to our values.

We are proud of this plan. And we look forward to doing this work!

RESOURCE SHARING

Out of System Inter-Library Loan

1. Train member librarians on procedures for placing out of system requests and create awareness of various available formats including: large type, easy-to-read books, videos with subtitles or sign language, talking books/newspapers/magazines, eBooks or tactile picture books. (2021-2022/PD&O Manager)
2. Create print publications or guides that can be distributed by member librarians to patrons that highlight ILL services and various formats available. (2022-2023/PD&O Manager)
3. Train member librarians on search techniques and search terms for improved searching of ILS. Include necessary information in Online Computer Library Center (OCLS) records--the specific fields to 'see' the correct notations (2021-2023/Manager PD&O)

4. Promote New York State Talking Book & Braille Library and Library of Congress Braille and Audio Reading Download services to member librarians and patrons. (Ongoing/ Manager PD&O, Outreach Consultant)

Rotating, Resource & Consultant Collections

1. Review STLS Collection Development Policy on behalf of the library system and member libraries to incorporate Rotating & Resource Collections as well as the inclusion of diverse titles, authors or materials (Ongoing/Resource Consultant)
2. Partner with Directors Advisory Council to implement new diverse purchasing ratio for Rotating & Resource Collections. (2022/Resource Consultant)
3. Evaluate diversity of Rotating & Resource Collections by establishing review procedures that align with STLS Collection Development Policy and diverse titles purchasing ratio. (Ongoing/Resource Consultant)
4. Take prices out of item records; do not charge replacement fees for lost/ damaged items (Ongoing/Resource Consultant)

TECHNOLOGY

Automation

1. Partner with member libraries to make circulation policies and procedures as equitable and inclusive as possible through conversations with Directors Advisory Council , DAC Circulation Committee and STLS Cataloging Committee. (Ongoing/ILS Manager & ILS Specialists)
2. Promote initiatives such as going fine free and providing patrons with automatic renewals to remove barriers to service and improve access for all patrons. (Ongoing/ILS Manager & ILS Specialists)
3. Promote the Directors Advisory Council's Reciprocal Borrowing Group, which opens up the range of materials available to the patrons of participating libraries including diverse titles and authors (Ongoing/ILS Manager & ILS Specialists)

Cataloging

1. Partner with members of the STLS Cataloging Committee, with input from the Directors Advisory Council's Diversity, Equity & Inclusion Committee, to evaluate controversial subject headings and ensure the Integrated Library System is providing inclusive, conscientious cataloging. (Ongoing/ILS

Manager & ILS Specialists)

2. Incorporate examples of inclusive titles in Integrated Library System meetings, presentations, training with member libraries. (Ongoing/ILS Manager & ILS Specialists)
3. Provide ILS support for online diversity tools, such as the *Diverse Book Finder - Collection Analysis Tool (CAT)*, to assist libraries in developing more diverse collections. (Ongoing/ILS Manager & ILS Specialists)

Digitization

1. Ensure digitized materials are be made freely available via an accessible site (Ongoing/Engagement Consultant)
2. Ensure digitized materials are safely stored (Ongoing/Engagement Consultant)
3. Ensure digitized materials must have comprehensive, inclusive metadata (Ongoing/Engagement Consultant)

System & Member Websites

1. Assist member libraries by consulting on how to make websites more accessible including accessible themes and alternative text for all images and graphics. (Ongoing/Engagement Consultant)
2. Review member library websites for image copyright compliance. (Ongoing/Engagement Consultant)
3. Encourage member libraries to feature diverse digital collections and resources where appropriate. (Ongoing/Engagement Consultant)
4. Develop STLS website to provide resources for member librarians and patrons on how to support diverse, equitable and inclusive spaces and communities. (Ongoing/Engagement Consultant, in partnership with TT)

Digital Collections

5. Review STLS Collection Development Policy on behalf of the library system and member libraries to incorporate Digital Collections as well as the inclusion of diverse titles and authors (Ongoing/Engagement Consultant, in partnership with TT, Resource Consultant)

6. Partner with Digital Advisory Group and Directors Advisory Council to implement new diverse titles purchasing ratio for Overdrive Digital Collections. (Done, 2021/Engagement Consultant)
7. Evaluate diversity of Digital Collections by establishing review procedures that align with STLS Collection Development Policy and diverse titles purchasing ratio. (Ongoing/Engagement Consultant, Resource Consultant)
8. Train member librarians and promote continuing education for Digital Collection Selectors in areas of collection development and diverse materials. (Ongoing/Engagement Consultant)

LEADERSHIP

Organizational & Library Culture

1. Train member librarians on implicit bias through online and in person workshops. Provide self-guided resources to learn at times convenient to member librarians. (Ongoing/Executive Director)
2. Train member librarians on effective communications through the lens of diversity, equity, inclusion and social justice. Provide learning on basic key terms, situational simulations and internal/external community relations. (Ongoing/Executive Director)

MANAGEMENT & SUPERVISORY

Grants

1. Encourage member librarians to include some aspect of DEI precepts into every grant application especially if funds are provided by STLS. (Ongoing/Executive Director)
2. Commit STLS funds through seed grants to member libraries that address community inequities or fall within the area of DEI and social justice practices. (Ongoing/Executive Director)

Personnel

1. Train member librarians and trustees on legal hiring and promotion practices that encourage a diverse and inclusive workforce (Ongoing/Executive Director)
2. Provide sample job descriptions and resources that encourage member libraries to review and update diverse and inclusive job titles and descriptions. (Ongoing/Executive Director)

AWARENESS & ADVOCACY

1. Review Social Media Policy and check for DEI & social justice elements. (Ongoing/Engagement Consultant)
2. Highlight social justice work of member libraries in social media posts and email communications to membership. (Ongoing/Engagement Consultant in partnership with Division of PDO)
3. Advocate for library-specific initiatives or legislation that breaks down barriers for marginalized community members (i.e. digital equity, diverse workforce, equal pay, etc.) (Ongoing/Engagement Consultant, Executive Director)
4. Incorporate library social justice case studies into advocacy stories when visiting with elected officials (Ongoing/Engagement Consultant, Executive Director)

TRUSTEE TRAINING

Funding

1. Discuss with member libraries the importance of securing sustainable levels of funding in order to provide services equitable to other libraries within the library system. (Ongoing/Executive Director)
2. Train member library directors and trustees on allocating a fair portion of such funds to direct services such as collection development, programming, outreach, technology and facilities to serve all people and pay livable wages to librarians. (Ongoing/Executive Director)

Governance

1. Conduct Trustee Orientation Trainings based on Helping All Trustee Succeed Curriculum – Include Social Justice as the 10th Responsibility on the list of *9 Trustee Responsibilities*. (Ongoing/Executive Director)
2. Include *Social Justice Thought & Practice* in the bi-weekly *Libraries in the Lead* eNewsletter. (Ongoing/Executive Director)

Facilities

1. Assist library directors and trustees through construction aid programs, mini-grants and training to ensure building design incorporates the needs of all people. (Ongoing/Executive Director)

Policy Development

1. Encourage boards to adopt Commitment Statement to address DEI and social justice work as part of policy manual that is reviewed at each annual meeting along with Library Bill of Rights. (Ongoing/Executive Director)
2. Offer policy review for boards to diminish discriminatory practices including but not limited to: circulation, collection, public space, personnel technology and safety. (Ongoing/Resource Consultant)

Planning & Evaluation

1. Work with library directors and trustees to conduct strategic planning that involves diverse and historically oppressed and marginalized groups within the community, and develops goals, objectives and outcomes that support all members of their community. (Ongoing/ Resource Consultant)

Bylaws & Charter

1. Work with library directors and trustees to include genuine Bylaw's statements highlighting the importance of diversity, equity, inclusion and social justice principles through governance and operations. (Ongoing/Executive Director)
2. Review charters and work with members to expand service areas, so they cover the entire library system geographic region to enhance services to all community members. (Ongoing/Executive Director)

OUTREACH

Special Client Populations

1. Provide increased opportunities for member librarians to learn about special client populations and their unique needs through group training and individual consultations. (Ongoing/Outreach Consultant)

Agencies

1. Make concerted efforts to connect with and development active partnerships with organizations serving underserved population groups. (Ongoing/Outreach Consultant)
2. Raise awareness to members of the agencies and organizations providing such services and encourage and facilitate partnerships on the member level. (Ongoing/Outreach Consultant)

Correctional Facilities

1. Work with Correctional Facility Librarians to help offer learning opportunities and consultations relating to diverse groups served within correctional facility libraries. (Ongoing/Outreach Consultant)
2. Assist with providing more reentry resources for those individuals leaving correctional facilities and returning to communities. (Ongoing/Outreach Consultant)
3. Assist with Collection Development efforts to develop diverse collections including:
 - Content in multiple formats
 - Content created by and representative of marginalized and underrepresented groups
 - Including content in all of the languages used in the facility
 - Providing resources in formats that meet the needs of users with disability, as permitted by DOCCS.
 - Consideration of obtaining resources from self-published, small, independent, and local producers. (Ongoing/Outreach Consultant)

Jails

1. Work with Jail Administrators to determine what gaps may exist in jail book collections. Intentionally provide diverse materials for the print collections STLS provides each jail. (Ongoing/Outreach Consultant)
2. Learn more about the composition of county jail populations, including statistics on composition of inmate population. (Ongoing/Outreach Consultant)
3. Work to provide more reentry resources for those leaving jails and returning to local communities. (Ongoing/Outreach Consultant)

YOUTH SERVICES

Birth to Kindergarten

1. Incorporate more tactile crafts and activities into library system training with members. (Ongoing/PD&O Manager, Outreach Consultant)
2. Discuss philosophy of Windows and Mirrors with member libraries and encourage incorporation of more stories in programs that reflect diverse characters. (Ongoing/ PD&O Manager)
3. Encourage the use of diversity audits & other tools for collection management--such as using the Collection Analysis Tool (CAT) of the Diverse Book Finder. (Ongoing/ PD&O Manager & ILS)

Manager/ILS Specialists)

4. Provide examples to promote collections and displays of collections that reflect DEI concepts/philosophies and reflect 'own voices.' (Ongoing/Manager Division of PD &O, Resource Consultant)

Elementary Grade Levels

1. Train member librarians and consult on diverse collections including:
 - Reflect a 'Windows and Mirrors' philosophy so independent readers can see themselves and see the world
 - Reflect diverse characters -- BIPOC/Differently abled/Gender ID
 - Feature BIPOC and other diverse characters in current as well as historical settings
 - Feature 'own voices'(Ongoing/Resource Consultant, Outreach Consultant, Manager PD&O)
2. Promote the incorporation of more stories into programs and displays that reflect diverse characters. (Ongoing/Manager PD&O, Resource Consultant)

Young Adult Services

1. Facilitate conversations with member librarians about 'Windows and Mirrors'.
 - Ensure that collections feature 'own voices.'
 - Ensure that collections/displays etc. reflect DEI concepts/philosophies; ensure that collection reflects current as well as historical views of BIPOC (Ongoing/Manager PD&O, Resource Consultant)

Youth Services General (All Ages)

1. Train and promote collection audit skills and procedures--both retrospective collection and an order by order plan (i.e. percentage of every order meets diversity, equity and inclusion goals) (Ongoing/Resource Consultant)
2. Facilitate discussion about facility barriers to attendance for youth and their caretakers
 - Review of facility space/lighting etc for programming--Example: lighting during programs--softer for kids on the Spectrum; Be sure that there is space/equipment to include routines that increase comfort level of kids with special needs in programs (Ongoing/Manager PD&O)

3. Consult with members and encourage librarians to make special services during programs available--sign language interpreters for example. (Ongoing/Manager PD&O)
4. Create awareness of professional resources readily available via the web--Book Awards: The Walter; The Schneider Family Book award; The Stonewall award; Coretta Scott King award; the Pura Belpre; the Batchelder award; Website: We need Diverse Books; American Indians in Children's Literature (Ongoing/Manager PD&O)

ADULT SERVICES

1. Educate and inform members on diverse collection development practices for adult fiction and non-fiction resources. (Ongoing/Outreach Consultant, Resource Consultant)
2. Encourage and assist members in creating displays in libraries and online which feature content created by and representative of marginalized and underrepresented groups. (Ongoing/Outreach Consultant, Resource Consultant)
3. Encourage and assist members with offering adult or multigenerational inclusive programming. (Ongoing/Outreach Consultant, Resource Consultant)
4. Assist members with making programs and services accessible for all through services such as sign-language translation, and closed captioning. (Ongoing/Outreach Consultant)
5. Encourage and assist in helping members reach underserved populations through outreach activities outside the library, such as library staff presence at food banks, WIC clinics, and other off-site programs. (Ongoing/Outreach Consultant)
6. Educate and familiarize members with the practice of incorporating materials in various formats, including formats that fit the needs of users with disabilities. (Ongoing/Outreach Consultant, Resource Consultant)
7. Collect and provide adult materials in various formats through STLS resource collections. (Ongoing/Outreach Consultant, Resource Consultant)
8. Promote the resources available through the NY State Talking Book and Braille Library and the National Library Service for the Blind and Print Disabled, including:
 - NY TBBL membership for individuals and libraries
 - NLS BARD service (Ongoing/Outreach Consultant)

Authors:

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Keturah Cappadonia, Outreach Consultant

Mandy Fleming, ILS Manager

Lyndsie Guy, Resource Consultant

Erika Jenns, Engagement Consultant

Ken Behn, Assistant Director – Head of IT

Brian Hildreth, Executive Director

Adopted by the Southern Tier Library System Board of Trustees on June 15, 2021

STLS POLICY MANUAL

SOCIAL MEDIA POLICY

Southern Tier Library System (STLS) social media sites are intended to inform community members about programs, services, events and educational opportunities taking place at STLS or its member libraries. Sites also encourage dialogue and the exchange of information and ideas between STLS, member libraries and community members.

Social media is defined as any web application, site or account registered to STLS that facilitates the sharing of information and ideas about library-related subjects, community events or library system services. Social media formats include: blogs, listservs, websites, social networks and any other digital platforms that facilitate information exchange.

STLS reserves the right to create, edit and remove any content on its social media sites created by either STLS staff, member libraries or community members. Content comprises of posts, comments, messages and all other types of written, visual or audio content.

Southern Tier Library System strives to foster a positive, creative and healthy social media experience. Anyone who interacts with social media formats in contrast to this belief will be blocked from use. Content containing the following are against STLS policy and will be removed:

- Posts or conversation that promotes, fosters, or perpetuates discrimination and/or harassment on the basis of race, creed, color, age, gender, marital status, religion, national origin, physical or mental ability, sexual orientation, ancestry or any other protected category.
- Slanderous, libelous, threatening or defamatory statements.
- Copyrighted or trademarked material.
- Spam.
- Content not related to STLS' mission, programs, events, resources, or materials.
- Advertising or sale of merchandise or services; or
- Charitable solicitations or political campaigning.
- Duplicated posts from the same individual.
- Inappropriate/obscene/off-topic posts, images, or comments.
- Specific and imminent threats.

STLS encourages member libraries and community members to comment on or share library system posts. The sharing of ideas about related subjects, resources and programs is also permitted. Comments or postings by member libraries or community members do not indicate STLS endorsement.

Member libraries and community members are responsible for their own content and should be aware they may be held liable for commentary that is defamatory, obscene, proprietary or libelous by any offended party, not just STLS. By choosing to comment on STLS social media sites, member libraries and community members agree to these terms. STLS does not collect, maintain or otherwise use personal information stored on any third party social media sites other than to communicate with users.

STLS Staff Responsibilities

Employees who contribute to STLS social media accounts shall present content in a professional manner, check facts, cite sources, avoid copyright infringement, present balanced views, acknowledge and correct errors, and check grammar and spelling before posting. STLS employees shall not discuss confidential, work-related matters through social media.

Content that is posted on STLS-sponsored social media sites is subject to the Freedom of Information Act and records retention requirements.

- STLS staff are public employees and cautioned that content shared pursuant to official duties is not protected speech under the First Amendment and may form the basis for discipline if deemed a violation of STLS policy or procedure. Employees shall keep in mind the following best practices.

When representing STLS via social media, staff shall:

- Conduct themselves at all times as representatives of STLS.
- Identify themselves by name as STLS personnel, when appropriate.
- Not make statements about patrons, or post, transmit, or otherwise disseminate confidential information in violation of STLS's Confidentiality Policy.
- Not represent postings as official STLS opinion or policy, unless this has been clearly approved by the Executive Director of STLS.
- Not conduct political activities or personal business.
- Observe and abide by all copyright, trademark, and service mark restrictions in posting materials to social media.

Adopted by the Southern Tier Library System Board of Trustees on October 16, 2018

STLS POLICY MANUAL

TRAVEL, WORKING REMOTELY & CONFERENCES POLICY

APPLIES TO: STLS Employees

REFERENCES: Finance Policy
Purchasing Policy
Staff Organization Contract

Travel

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

Each employee who visits a member library, or attends a meeting or conference within, or outside the STLS service region shall drive one of two STLS vehicles. Employees shall use their own vehicle if it reduces drive time relative to the travel location, the employee's home and STLS offices. An employee shall also use their own

vehicle if an STLS vehicle is not available. In such cases, the employee will be reimbursed for mileage based on the current IRS rate.

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

Working Remotely

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

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

Member Library Site Visits

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

Meetings

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

Home or Another Suitable Location

Employees may work from home or another suitable location on occasion, so long as they can perform most of their essential duties *Working Remotely* within their regular work, and do not require accommodations that are already afforded through STLS offices. This option shall be exercised when it is most efficient to the job-related work of the employee.

As a general rule, full time employees are allotted two days per week for *Working Remotely*, and part time employees are allotted one shift per week for *Working Remotely*. All other work days should take place within STLS offices, member libraries, or locations specific to library system operations. Employees must obtain verbal approval from their direct supervisor prior to exercising this option.

Time worked away from the office shall be documented on the organizational calendar as *Remote* and the hours worked. The employee shall respond to phone calls and email as well as produce tangible work as defined by their direct supervisor while *Working Remotely*.

Conferences

The Executive Director establishes the conference budget annually. This budget is communicated to division heads. Employees shall communicate their interest in attending conferences to their direct supervisors.

Conference expenses will only be paid for by STLS if an employee receives approval from their direct supervisor. An employee may register and make travel/lodging accommodations upon supervisor approval. Conference expenses are limited to: registration, travel, lodging and meals. The Executive Director establishes meal allowances prior to each conference.

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

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

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

Adopted by the STLS Board of Trustees on May 15, 2018

Revised by the STLS Board of Trustees on May 17, 2022

STLS POLICY MANUAL

TRUSTEE SELECTION AND ELECTION POLICY

APPLIES TO: STLS Board of Trustees

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

Handbook for Library Trustees of New York State by Jerry Nichols and Rebekkah Smith Aldrich et.al.; STLS Trustee Job Description

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

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

Prospective trustees will be contacted by a member of the STLS Board from the county to be represented for a personal introduction and given a copy of the Trustee Job Description. The Executive Director will also contact

the prospective trustee to provide an overview of the organization as well as trustee duties and responsibilities. At that time candidates should submit a letter of interest. Candidates who express interest in writing will be placed on the ballot for election by the membership at the Annual Meeting, or on the next Board Meeting Agenda for appointment by the Board until the next Annual Meeting.

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

Adopted by STLS Board of Trustees January 17, 2012
Revised by the Board of Trustees on June 16, 2015; March 15, 2022

STLS POLICY MANUAL

TUITION REIMBURSEMENT POLICY

Proposed STLS Tuition Reimbursement Policy

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

Employee Qualifications

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

Qualifying Education Programs

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

Qualifying Institutions

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

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

- (1) Employees who meet the requirements of the tuition program will be partially reimbursed for the tuition costs of courses they successfully complete with a final grade of an A or a B.

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

Post Degree Requirement

Prior to tuition reimbursement approval, all employees must agree to and sign a *Post Degree Commitment Form* that requires a minimum of 24 months of service to STLS upon the date of degree attainment. Employees who voluntarily leave employment from STLS prior to 24 months of service, and for reasons other than to care for a family member as described under Paid Family Leave, or due to the geographic relocation of a legal partner are obligated to pay back in full their tuition reimbursement to STLS. Employees who are released from employment at the decision of STLS prior to 24 months of service are also obligated to pay back in full their tuition reimbursement.

Employee Application Procedure

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

- (1) The request shall include the following items documented, where appropriate, by material copied from the educational institution's course catalog or other documents.

- (a) The name of the college or educational institution.

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

(2) Upon receipt of the employee's application the Executive Director shall approve or disapprove the employee's application on a course by course basis. Approval of a planned course of study implies that STLS will provide tuition reimbursement in the amount specified in this policy document after the employee successfully completes the course with an A or B grade and continues to satisfy the other requirements of this policy.

(3) After completion of a course approved for tuition reimbursement, the employee shall submit the following.

- (a) A copy of an official transcript or other equivalent official document verifying completion of the course and grade awarded.
- (b) A copy of a detailed statement by the educational institution's registrar of the tuition costs for the course including grants, scholarships, and other reimbursements not originating with STLS.
- (c) A signed statement by the employee that the documents submitted are to his or her knowledge are complete and accurate.

(4) Upon receipt of the required documentation and verification of eligibility, STLS will reimburse that portion of the employee's tuition that conforms with the provisions of this policy.

Adopted by the STLS Board of Trustees on December 15, 2009

Revised by the STLS Board of Trustees on June 18, 2019

STLS POLICY MANUAL

VOLUNTEER POLICY

APPLIES TO: STLS Trustees, Staff and Volunteers

REFERENCES: STLS Authority of the Board Policy

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

practicable. Volunteers providing services to STLS must comply with the policies and procedures of STLS

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

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

Adopted by STLS Board of Trustees September 17, 2019

Volunteer Parental/Guardian Consent Form

By signing below, I, _____ hereby attest to the following:

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

Print Name: _____

Signature: _____

Date: _____

Volunteer Application

NAME (Last)

(First)

(Middle)

PRESENT ADDRESS: STREET CITY STATE ZIP CODE

DAYTIME PHONE: _____ EVENING PHONE: _____

ALTERNATE PHONE NO: _____ EMAIL ADDRESS: _____

IN CASE OF EMERGENCY NOTIFY: NAME _____ PHONE _____

ARE YOU A STUDENT?: YES _____ NO _____ IF YES:

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

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

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

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

Signature: _____ Date: _____

Office Use Only

Contacted by: _____ Date: _____

STLS POLICY MANUAL

WHISTLEBLOWER and ETHICAL BEHAVIOR POLICY

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

with STLS is strictly prohibited. This policy applies to all employees, directors, officers, volunteers, and agents of the STLS, including the Executive Director and the Board of Trustees.

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

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

Reporting Responsibility

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

Authority of the Board of Trustees

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

Reporting Procedures and Corrective Action for Employees

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

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

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

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

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

Acting in Good Faith

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

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

Confidentiality

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

No Retaliation Provision

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

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

*Approved by the Southern Tier Library System Board of Trustees December 15, 2009.
Revised by the STLS Board of Trustees September 19, 2017*

STLS POLICY MANUAL

WORKERS' PROTECTION POLICY

Applies to: STLS Board of Trustees
STLS Staff

References: STLS Staff Association Contract
New York State Disability Benefits Law
New York State Paid Family Leave Act
New York State Workers' Compensation Law

New York State requires most employers to maintain Disability, Worker's Compensation and Paid Family Leave benefits. The Southern Tier Library System provides such insurance coverages as required by law for the long-term wellness and financial protection of all employees. Each benefit is unique and is administered as described below.

Disability

Disability benefits coverage is provided to all employees for an off-the-job injury or illness. These benefits provide temporary weekly cash benefits to replace, in part, wages lost due to injuries or illnesses that do not arise out of or in the course of employment. New York State Compensation Board sets and determines the maximum benefit allowed. Disability benefits are also paid to an unemployed worker to replace unemployment insurance benefits lost because of illness or injury.

STLS obtains this coverage through a disability benefits insurance carrier who is authorized by New York State's Workers Compensation Board. This coverage is paid for entirely by the employer. Employees who seek disability benefits shall notify the STLS Business Manager in a timely manner to file a claim. Employees will be asked to complete and submit a Notice and Proof of Claim for Disability Benefits form. The Workers Compensation Board is responsible for the review and approval of claims.

Workers Compensation

Workers Compensation coverage is insurance that provides cash benefits and/or medical care for workers who are injured or become ill as a direct result of their job. New York State Compensation Board sets and determines the maximum benefit allowed. This coverage is paid for entirely by STLS, and is obtained through a disability benefits insurance carrier who is authorized by New York State's Workers Compensation Board.

Employees who are injured or become ill on the job shall seek medical attention immediately. The employee shall also notify her/his direct supervisor of the accident and how it occurred. The employee's direct supervisor is responsible for completing an STLS Accident Form immediately following the accident and notifying the STLS Executive Director. The STLS Executive Director and Business Manager, or their designee, will file the accident form with STLS' insurance provider and file internally. Within 30-days of the accident, the employee will notify the STLS Business Manager of the accident in writing. STLS will work with the employee to complete and submit a Workers Compensation Board Claim Form (C-3).

Employees approved for benefits shall follow the required claims process. Partial use of sick time is allowed to bring compensation up to full normal pay. Employees do not usually accrue credit in the NYS Retirement System unless sick time is used. In that case, credit in the NYS Retirement System

would be pro-rated. In any event, such credits are subject to the rules of the Retirement System. The Workers Compensation Board is responsible for the review and approval of claims.

Paid Family Leave

Paid Family Leave coverage provides employees with job-protected, paid leave to bond with a new child, care for a loved one with a serious health condition or to help relieve family pressures when someone is called to active military service abroad. New York State sets and determines the maximum benefit allowed. This coverage is paid for entirely by the employee through bi-weekly payroll deductions. Deductions are based on a percentage of the employee's weekly wage set by New York State. STLS obtains coverage on behalf of the employee through a benefits insurance carrier who is authorized by New York State's Workers Compensation Board.

Employees who wish to apply for Paid Family Leave shall notify their direct supervisor and the STLS Business Manager at least 30 days before leave will start if it is feasible. The employee must complete a *Request for Paid Family Leave (Form PFL-1)* and submit it to the Business Manager. The STLS Business Manager will complete the

employer section of the form and return to the employee within 3 business days. The employee is responsible for submitting the form and all necessary documentation to STLS' Paid Family Leave insurance carrier as identified by the Business Manager. The insurance carrier is responsible for the review and approval of claims.

The STLS Business Manager will facilitate all claims, unless involved in a claim him/herself. In that case, the Executive Director will facilitate that claim.

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

STLS POLICY MANUAL

WORKPLACE ENVIRONMENT POLICY

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

REFERENCES: Sexual Harassment Prevention Policy
STLS Staff Guide

Whistleblower & Ethical Behavior Policy

Smoking –The Southern Tier Library System is a smoke-free work area. Absolutely no smoking is permitted on BOCES property, or STLS premises, including buildings, parking lots and outbuildings or in STLS vehicles.

Alcohol and Substance Abuse – It is the policy of STLS to maintain a work environment that is free of substance abuse. This protects the safety of the public with whom we interact and the employees with whom we work. The manufacture, use, distribution, possession, sale, or purchase of illegal drugs on STLS property is prohibited. Being under the influence of illegal drugs or alcohol on STLS property is prohibited. The employment status of any person found to be in violation of this prohibition will be subject to a review by the Director and the Board of Trustees consistent with the provisions of local, State and Federal Law as a condition of continuing employment. While prescription drugs are not prohibited, they should not render an employee unfit for duty.

Violence and Firearms in the Workplace – STLS is committed to providing a safe and productive workplace for its employees. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, implicit or explicit bullying, passive aggressive behaviors, and/or coercion, which involve or affect STLS or which occur on STLS property will not be tolerated. This includes acts or threats of violence that occur on STLS property, regardless of the relationship between STLS and the parties involved. Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at STLS, or to create a hostile, abusive, or intimidating work environment for one or several employees. This includes any and all threats or acts of violence occurring off STLS premises involving someone who is acting in the capacity of a representative of STLS. STLS prohibits the possession and/or use of any and all kinds of firearms or other weapons on all premises owned by the System.

Any employee found guilty of violating these prohibitions may face immediate disciplinary action and/or termination, and reporting to the appropriate law enforcement agencies.

Staff Guide – The board approved *Staff Guide for STLS Employment* references the above policies, and includes additional guidelines that promote and encourage a healthy workplace environment. The staff guide is provided to all STLS staff upon hiring and requires an employee signature of acknowledgement, which is retained in the employee's personnel file. The guide is reviewed annually by the executive director, and prior to hiring a new employee to ensure current and accurate information. Together, the Workplace Environment Policy and Staff Guide for STLS Employment are intended to serve as a function of a healthy workplace culture.

Staff are encouraged to utilize reporting mechanisms that are part of operations when they observe or experience any behavior that violates a safe and productive workplace environment as described in this policy.

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

Revised by the Board of Trustees on July 21, 2020.