

STLS BOARD MEETING

Tuesday, June 20, 2023 - 2:00 pm

Pulteney Free Library, Pulteney, NY 14874

**AGENDA**

- | | | | |
|----|-------------------------------------|----------------------|--------------------|
| 1. | Agenda | | Doc. #23-65 |
| 2. | Approval of Minutes – May 2023 | *FOR APPROVAL | Doc. #23-66 |
| 3. | Treasurer’s Report – May 2023 | *FOR APPROVAL | Doc. #23-67 |
| 4. | Financial Clerk’s Report – May 2023 | *FOR APPROVAL | Doc. #23-68 |

- *Subject to corrections, above items may be approved without motion.*

COMMITTEE REPORTS

- | | | | |
|----|--|--|---|
| 5. | Executive Committee – Kathy Green | | |
| 6. | Personnel & Policies Committee – Denise King | | (Minutes) Doc. #23-69 |
| | | | (Conflict of Interest Policy) Doc. #23- 70 |
| 7. | Finance & Facilities Committee – Sisi Barr | | (Minutes) Doc. #23-71 |
| 8. | Public Relations Committee – Lynnette Decker | | (Minutes) Doc. #23-72 |
| 9. | Foundation for Southern Tier Libraries – Louise Richardson | | (Minutes) Doc. #23-73 |

BOARD ACTIONS

- | | | | |
|-----|---|-----------------------|--------------------|
| 10. | <u>Expenditure Approvals -Monthly Unpaid Bills Detail</u> | * FOR APPROVAL | Doc. #23-74 |
|-----|---|-----------------------|--------------------|

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 _____ Nay _____ Abstain _____ Absent _____ Approved/Failed Discussion: |
|--|

- | | | | |
|-----|--|-----------------------|--------------------|
| 11. | <u>Receipt Approvals – Monthly Deposit Summary</u> | * FOR APPROVAL | Doc. #23-75 |
|-----|--|-----------------------|--------------------|

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 _____ Nay _____ Abstain _____ Absent _____ Approved/Failed Discussion: |
|--|

12. Approve the 2022 Annual Update Document to the New York State Comptroller's Office*** FOR APPROVAL** (See June 2023 Board Packet for Document...) **Doc. #23-57**

Finance & Facilities Committee Recommendation: The STLS Board of Trustees approves the 2022 Library System Annual Update Document to the New York State Comptroller's Office as presented at the May 16, 2023 board meeting.

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

13. Approve the 2022 Library System Annual Report to State Library - Education Department*** FOR APPROVAL** (See June 2023 Board Packet for Document...) **Doc. #23-58**

Finance & Facilities Committee Recommendation: The STLS Board of Trustees approves the 2022 Library System Annual Report to the State Library - Education Department as presented at the May 16, 2023 board meeting.

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

14. Approve Participation in Cooperative Energy Supply Bid*** FOR APPROVAL** **Doc. #23-76**

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 2024.

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

15. 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 Thomas Wenban to the Part Time 19-Hour per Week Delivery Driver position at a starting hourly rate of \$15.00. Permanent position appointment is defined and determined by the Staff Organization Contract 2021 – 2024.

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

16. 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 Mark Eckler 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: _____ | Second _____ |
| Aye _____ Nay _____ | Abstain _____ Absent _____ |
| Approved/Failed _____ | |
| Discussion: _____ | |

17. Appointment of Part Time ILS Specialist Position * **FOR APPROVAL**

Executive Director Recommendation: The STLS Board of Trustees approves the probationary appointment of Casey Hobbie to the Part Time ILS Specialist position at a starting hourly rate of \$17.00. Permanent position appointment is defined and determined by the Staff Organization Contract 2021 – 2024.

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

18. Appointment of Full Time Technology Support Specialist Position * **FOR APPROVAL**

Executive Director Recommendation: The STLS Board of Trustees approves the probationary appointment of Nicholas Allington to the Full Time Technology Support Specialist position at a starting annual salary of \$49,000. Permanent position appointment is defined and determined by the Staff Organization Contract 2021 – 2024.

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

BOARD INFORMATION

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

Doc. #23-77

Public Expression (15 minutes)

Tour of Pulteney Free Library

Adjournment

Next meeting: Watkins Glen Public Library, Schuyler County – Tuesday, July 18 2023 at 2 p.m.

STLS BOARD MEETING
Tuesday, May 16, 2023 - 2:00 pm
Steele Memorial Library, Elmira, NY

MINUTES

TRUSTEES PRESENT:

| | |
|--------------------------|--------------------------|
| | Susan McGill - 2024 |
| Sisi Barr – 2023 | Louise Richardson – 2024 |
| | Michael Steffens - 2027 |
| Betsy Gorman – 2024 | Richard Urban - 2024 |
| Kathy Green-2026 | Felicity Wright – 2023 |
| David Haggstrom – 2025 | |
| Barbara Hubbell – 2024 | |
| Denise King – 2024 | |
| Mary-Claire Krebs - 2023 | |

Excused: Richard Ahola – 2027, Lynnette Decker -2025, Vacant Allegany County Seat – 2025

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

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

B Hildreth introduced the new director of the Chemung County Library District, Paul Chapman.

Steuben County Trustee Seat (2023 – 2027) Appointment *** FOR APPROVAL**

Executive Committee Recommendation: The STLS Board of Trustees approves the appointment of Mary-Claire Krebs to the position of trustee to fill the vacant Steuben County seat, which was previously held by Patricia Finnerty and has a term of 2023 – 2027. The appointment will remain effective until the 2023 annual meeting of the Southern Tier Library System.

| |
|--|
| Aye __12__ Nay _____ Abstain _____ Absent _2__ Vacant__1__ Approved/Failed: Approved Discussion: None |
|--|

Oaths of office were administered to Mary-Claire Krebs and Michael Steffens by Betsy Gorman.

Oaths of Office for Elected Trustees: Betsy Gorman
Mary-Claire Krebs, Steuben County (2023 – 2027; partial term)
Michael Steffens, Chemung County (2023-2027; partial term)

1. AGENDA ***FOR APPROVAL** **Doc.#23-51**
Received and Filed

2. Approval of Minutes – April 2023 ***FOR APPROVAL** **Doc. #23-52**
Received and Filed

3. Treasurer's Report – April 2023 ***FOR APPROVAL** **Doc. #23-53**
Received and Filed

S Barr reported that the balance on the Treasurer's Report is up about \$100,000.00 from pre-pandemic times.

4. Financial Clerk's Report – April 2023 **Received and Filed** **Doc. #23-54**

B Hildreth reported the income reflected on line item 4724, Member Library IT Contracts, is from internet billing. The \$23,000.00 in income from line item 4725, Grants Revenue, is from the American Recovery Act and the money will be distributed to member libraries.

B Hildreth stated there was nothing to note on the expense portion of the report.

Standing Committee Reports –

5. Executive Committee – Kathy Green

K Green reported the committee set the agenda for May.

6. Personnel & Policies Committee – Denise King (Minutes) **Doc.#23-55**

D King asked the Board to approve the Emergency Closing Policy and stated that it will be inserted into the proper place within the Disaster Preparedness Policy, instead of being a standalone policy. In the upcoming month, the committee will be reviewing the Whistleblower and Conflict of Interest policies. The Finance and Facilities committee and the Personnel and Policies committee will review the Purchasing Policy, B Hildreth updated the Board on the status of vacant positions at STLS.

- There are 4 candidates who will interview in-person for the Technology Support Specialist position.
- The final interviews will take place for the part time ILS position the week of 5/22/23.
- There are several candidates for the part time library clerk position to date.

D King added a new organizational chart will be made once the vacant job positions are filled and explained the process for Brian's evaluation for 2023.

7. Finance & Facilities Committee – Betsy Gorman (Minutes) Doc.#23-56

S Barr summarized the results of the Audit. Only minor adjustments were needed. B Hildreth explained the changes in the regulations regarding lease agreements. S Barr stated a bid of \$5,000.00 was accepted for the STLS parking lot reseal and restriping. Future projects the committee will be looking at are for a new roof and windows.

(2022 State Comptroller Update Document) **Doc. #23-57**

B Hildreth stated the document is completed but has not been submitted. He asked the Board to please review the document.

(2022 Library System Report to the State Library) **Doc. #23-58**

B Hildreth asked the Board to review the report and let him know of any changes. The report will be up for approval at the June Board meeting and will then be submitted to the state.

8. Public Relations Committee – K Green

(2023 NYS Construction Aid Guidelines) **Doc. #23-59**

K Green informed the Board that capital and operating aid are the same as last year. She also informed the Board that Construction Aid applications are due June 16. B Gorman inquired about Construction Aid guidelines. B Hildreth explained the process STLS follows state guidelines but also sets guidelines based on the need of our member libraries. K Green informed the Board that the Annual meeting will be October 6, 2023 at the David Howe Library in Wellsville.

9. Foundation for Southern Tier Libraries – Louise Richardson

(Minutes) **Doc. #23-60**

L Richardson reported that the Foundation held it's Annual Meeting where \$18,000.00 of grant was given away to all 17 applicants. For the future, the Foundation board is looking into the bringing the grant application process online for more efficiency. L Richardson stated the next major Foundation fundraiser will be on September 23, 2023 at 171 Cedar Arts Center. There will be wine, food and an auction.

BOARD ACTIONS

10. Expenditure Approvals -Monthly Unpaid Bills Detail

*** FOR APPROVAL**

Doc. #23-61

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 __12__ Nay _____ Abstain _____ Absent _2__ Vacant__1__ Approved/Failed: Approved Discussion: None |
|--|

11. Receipt Approvals – Monthly Deposit Summary

*** FOR APPROVAL**

Doc. #23-62

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.

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|--|
| Aye __12__ Nay _____ Abstain _____ Absent _2__ Vacant__1__ Approved/Failed: Approved Discussion: None |
|--|

12. Approve Proposed Revisions to Emergency Closing Policy

*** FOR APPROVAL**

Doc. #23-63

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the Emergency Closing Policy as presented at the April 18, 2023 board meeting considering any revisions during board meeting discussion, and include the approved changes as part of the library system's Disaster Preparedness Policy as opposed to maintaining as a separate policy.

| |
|--|
| Aye __12__ Nay _____ Abstain _____ Absent _2__ Vacant__1__ Approved/Failed: Approved Discussion: None |
|--|

BOARD INFORMATION

**16. Old Business –
None**

**17. New Business –
None**

18. Library Networking –

L Richardson reminded everyone to please vote on their local library budgets

**19. President's Report –
None**

20. Monthly System Team & Divisional Reports -

Doc.#23-64

B Hildreth stated that STLS is working with the Sustainable Libraries Initiative and summarized what the program entails.

Public Expression (15 minutes)

F Wright inquired if STLS libraries have had any issues with book banning. B Hildreth stated that if the issue comes up what STLS is doing/has done to support our libraries.

Library safety, first amendment audits and administration of Narcan were also discussed.

Adjournment 3:05 pm

Move: B Hubbell Second: S McGill

Next meeting: Pulteney Free Library, Steuben County –Tuesday, June 16, 2023 at 2 p.m.

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

| | May 31, 23 | Apr 30, 23 | \$ Change |
|--|---------------------|---------------------|--------------------|
| ASSETS | | | |
| Current Assets | | | |
| Checking/Savings | | | |
| 1200 · Cash - Operating | 4,598.59 | 2,658.12 | 1,940.47 |
| 1201 · Cash - Payroll | 40,302.76 | 2,883.47 | 37,419.29 |
| 1202 · Cash - Money Market | 1,056,325.49 | 1,302,709.15 | -246,383.66 |
| Total Checking/Savings | 1,101,226.84 | 1,308,250.74 | -207,023.90 |
| Accounts Receivable | | | |
| 1380 · Accounts Receivable | 182,770.60 | 189,664.57 | -6,893.97 |
| Total Accounts Receivable | 182,770.60 | 189,664.57 | -6,893.97 |
| Other Current Assets | | | |
| 12000 · Undeposited Funds | 0.00 | 246.00 | -246.00 |
| Total Other Current Assets | 0.00 | 246.00 | -246.00 |
| Total Current Assets | 1,283,997.44 | 1,498,161.31 | -214,163.87 |
| Fixed Assets | | | |
| 1100 · Fixed Assets | | | |
| 1102 · Building | 2,092,487.60 | 2,092,487.60 | 0.00 |
| 1104 · Equipment | 352,510.60 | 352,510.60 | 0.00 |
| 1105 · Internet Fiber | 960,843.03 | 960,843.03 | 0.00 |
| 1106 · Vehicles | 146,287.50 | 146,287.50 | 0.00 |
| 1112 · Accumulated Dep Building | -692,371.30 | -692,371.30 | 0.00 |
| 1114 · Accumulated Depreciation | -1,067,240.28 | -1,067,240.28 | 0.00 |
| Total 1100 · Fixed Assets | 1,792,517.15 | 1,792,517.15 | 0.00 |
| Total Fixed Assets | 1,792,517.15 | 1,792,517.15 | 0.00 |
| Other Assets | | | |
| 1382 · Prepaid expenses | 83,657.56 | 83,657.56 | 0.00 |
| Total Other Assets | 83,657.56 | 83,657.56 | 0.00 |
| TOTAL ASSETS | 3,160,172.15 | 3,374,336.02 | -214,163.87 |
| LIABILITIES & EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Other Current Liabilities | | | |
| 2601 · Accrued P/R | 4,278.73 | 4,278.73 | 0.00 |
| 2604 · Deferred Grant | 3,597.89 | 3,597.89 | 0.00 |
| 2625 · Payroll Deductions Payable | 532.96 | 532.96 | 0.00 |
| 2626 · Flex Spending Deduction Payable | -714.97 | -739.79 | 24.82 |
| 2627 · PFL Payable to Insurance | 5,770.19 | 5,494.14 | 276.05 |
| 2635 · Capital Notes Payable | 127,395.85 | 129,552.93 | -2,157.08 |
| 2640 · Accrued Compensated Absences | 138,984.07 | 138,984.07 | 0.00 |
| Total Other Current Liabilities | 279,844.72 | 281,700.93 | -1,856.21 |
| Total Current Liabilities | 279,844.72 | 281,700.93 | -1,856.21 |
| Total Liabilities | 279,844.72 | 281,700.93 | -1,856.21 |
| Equity | | | |
| 3200 · Fund Balance Unrestricted | 2,546,574.08 | 2,546,574.08 | 0.00 |
| 3910 · Board Restricted Capital Reserv | 350,000.00 | 350,000.00 | 0.00 |

Southern Tier Library System
Treasurer's Report
As of May 31, 2023

| | May 31, 23 | Apr 30, 23 | \$ Change |
|--|---------------------|---------------------|--------------------|
| 3911 - Donor Restricted Capital Reserv | 97,806.44 | 97,806.44 | 0.00 |
| Net Income | -114,053.09 | 98,254.57 | -212,307.66 |
| Total Equity | 2,880,327.43 | 3,092,635.09 | -212,307.66 |
| TOTAL LIABILITIES & EQUITY | 3,160,172.15 | 3,374,336.02 | -214,163.87 |

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

| | May 23 | Apr 23 | \$ Change |
|--|------------------|------------------|-------------------|
| Income | | | |
| 4719 · Interest | 29.33 | 32.82 | -3.49 |
| 4724 · Member Library IT Contracts | 84.32 | 13,083.53 | -12,999.21 |
| 4725 · Grants Revenue | 0.00 | 23,989.00 | -23,989.00 |
| 4731 · Arkport Support | 0.00 | 1,809.88 | -1,809.88 |
| 4735 · Non State Aid Pass Through | 13,234.99 | 8,967.70 | 4,267.29 |
| 4782 · Donations | 128.27 | 34.65 | 93.62 |
| 4784 · General Reimbursements & Refund | 0.00 | 848.78 | -848.78 |
| Total Income | 13,476.91 | 48,766.36 | -35,289.45 |
| Gross Profit | 13,476.91 | 48,766.36 | -35,289.45 |
| Expense | | | |
| 5100 · Salaries | | | |
| 5141 · Professional Salaries | 31,069.60 | 31,069.60 | 0.00 |
| 5142 · Non-Professional Salaries | 22,786.33 | 32,647.18 | -9,860.85 |
| Total 5100 · Salaries | 53,855.93 | 63,716.78 | -9,860.85 |
| 5150 · Personnel Benefits | | | |
| 5153 · Social Security | 4,536.40 | 4,672.55 | -136.15 |
| 5154 · Workers Compensation | 532.42 | 877.42 | -345.00 |
| 5157 · Health Insurance | 14,809.40 | 12,475.54 | 2,333.86 |
| 5158 · Payroll Expense - Other | 936.14 | 1,529.95 | -593.81 |
| Total 5150 · Personnel Benefits | 20,814.36 | 19,555.46 | 1,258.90 |
| 5204 · STLS Software & Small Equipment | 9.71 | 0.00 | 9.71 |
| 5205 · Maintenance Contracts & Leases | 439.21 | 439.21 | 0.00 |
| 5408 · Platform Fees & Licenses | 0.00 | 4,505.00 | -4,505.00 |
| 5409 · STLS Telephone/Internet | 15,649.57 | 14,328.40 | 1,321.17 |
| 5417 · Library Materials | 1,004.76 | 422.25 | 582.51 |
| 5420 · Staff Development Travel | 0.00 | 443.90 | -443.90 |
| 5422 · Trustee Mileage | 0.00 | 264.62 | -264.62 |
| 5424 · Conference Registration | 105.00 | 1,602.40 | -1,497.40 |
| 5425 · Staff & Member Library Mileage | 359.59 | 0.00 | 359.59 |
| 5427 · Programming & Annual Conference | 990.09 | 350.00 | 640.09 |
| 5428 · Meeting Supplies | 484.93 | 557.95 | -73.02 |
| 5430 · Office Supplies | 653.74 | 201.46 | 452.28 |
| 5433 · Postage | 0.00 | 1,150.54 | -1,150.54 |
| 5434 · Public Relations | 123.74 | 1,720.09 | -1,596.35 |
| 5435 · Member Library Pass through | 23,846.25 | 18,142.45 | 5,703.80 |
| 5442 · Professional Fees | 175.00 | 256.00 | -81.00 |
| 5444 · Accounting Support & Audit | 99.00 | 286.50 | -187.50 |
| 5450 · Utilities | 818.59 | 1,056.80 | -238.21 |
| 5451 · Building Maintenance & Repairs | 15,668.59 | 917.65 | 14,750.94 |
| 5453 · Loan Interest | 242.92 | 246.95 | -4.03 |
| 5454 · Commercial Insurance | 868.53 | 868.53 | 0.00 |
| 5471 · Vehicle Maintenance & Repairs | 547.30 | 325.00 | 222.30 |
| 5473 · Vehicle Fuel | 1,422.15 | 1,436.41 | -14.26 |

Southern Tier Library System
Financial Clerk's Report
May 2023

| | May 23 | Apr 23 | \$ Change |
|-------------------------------------|-------------|------------|-------------|
| 5474 · Vehicle Insurance | 464.00 | 464.00 | 0.00 |
| 5480 · Greenwood Reading Center Exp | 1,284.76 | 1,619.87 | -335.11 |
| 5485 · Arkport Expense Account | 2,391.60 | 1,809.88 | 581.72 |
| 5490 · Grants | 83,465.25 | 3,333.46 | 80,131.79 |
| Total Expense | 225,784.57 | 140,021.56 | 85,763.01 |
| Net Income | -212,307.66 | -91,255.20 | -121,052.46 |

Personnel & Policies Committee

Meeting Minutes

Tuesday, June 13, 2023 at 12:00 pm

Meeting Location: Southern Tier Library System - Painted Post



Committee Members in Attendance: Denise King (chair), Barbara Hubbell, Susan McGill, Mary-Claire Krebs, and Richard Ahola

Staff: Brian M. Hildreth

Policies

Conflict of Interest Policy

The committee reviewed proposed changes to the Conflict of Interest Policy as well as its Disclosure of Interest Form. Several grammatical edits were incorporated into the draft. The group agreed the draft was ready to share with the full STLS Board of Trustees. B. Hildreth said it would be included in the June board meeting packet.

Purchasing Policy.

Committee members reviewed the policy and made several grammatical edits. They also asked questions about the purchasing thresholds for number of quote/bid requirements. B. Hildreth explained the changes, and said the thresholds were being increased to support current costs of living. The thresholds have not been updated in more than a decade. He also noted the policy was reviewed by the Finance & Facilities Committee on June 12, 2023. The committee asked that their edits be incorporated into the draft and shared with the Finance & Facilities Committee at their July meeting. The policy should be ready for full board consideration after both committees review twice (June and July, 2023).

Personnel

B. Hildreth updated committee members on the search and hiring status of vacant library system positions. He informed the committee that four candidates would be recommended for appointment at the June STLS Board of Trustees meeting. The positions that will be filled include: Technology Support Specialist, Part Time ILS Specialist, and two Delivery Driver positions. He said a recommendation for the Part Time Library Clerk position would wait until July because final interviews take place the Week of June 12. The committee will also be asked to review the Member Services Consultant position in July. An updated Organizational Chart will be provided next month too.

Executive Director Performance Objectives Update

B. Hildreth presented the committee with a Draft IT Plan, which was Goal #1 of the 2022/2023 performance objectives. He also discussed the Funding Level Ranking Worksheet relative to assisting libraries with public funding votes, which is Goal #3. Committee members asked questions about both documents. He said the IT Plan will be ready for full board review in July, and he will update his performance objectives document before then, so board members have a current version before conducting his evaluation.

D. King asked if B. Hildreth had any suggestions for how the board evaluates his performance that will be useful to the process. B. Hildreth indicated the questions on the trustees' survey could be reviewed to make sure trustees are providing constructive feedback as part of the evaluation process. D. King said any suggestions could be submitted to B. Hubbell prior to July's committee meeting. B. Hildreth thanked the committee for leading the process.

Executive Session: The committee went into Executive Session at 12:56 pm to discuss the Executive Director's Performance Evaluation. The committee came out of Executive Session at 1:14 pm.

Meeting adjourned at 1:15 pm.

Minutes respectfully submitted by: Brian M. Hildreth

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 **integrity** ~~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 create 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 **its** ~~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.

~~Any~~ ~~Each~~ trustee and/or 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 ~~a~~ the trustee ~~director~~ and/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 ~~themselves~~ himself from the vote.

Annually, or upon start of duties, STLS trustees and non-~~Staff Organization~~ ~~union~~ employees shall complete and return to the Executive Director or ~~their~~ 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-~~Staff Organization~~ ~~union~~ employees to disclose all ~~outside~~ 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 ~~Services~~ Entertainment

To accept gifts, ~~services~~, ~~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 ~~their~~ ~~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 ~~the individual~~ ~~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 ~~services 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 |

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

Finance & Facilities Committee

Meeting Minutes

Monday, June 12, 2023 – 3:30 pm



Meeting Location: Southern Tier Library System

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

Meeting was called to order at 3:35 pm

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

Treasurer's Report- Brian stated that our cash balance is \$1,101,226, a small change from last month. Compared to 2022 our cash balance is down approximately \$400,000, taking into consideration the expenditures on capital improvements. Compared to 2019 we are up approximately \$75,000. We remain in good financial standing.

Financial Clerk's Reports- Brian shared that the non-state aid pass through was up due to Overdrive collection purchases. Item 5408 – Platform Fees & Licenses has gone down due to Overdrive fees that are collected quarterly. Item 5142 is down, as grant funds were used to pay for some IT salaries. Item 5451 – Building Maintenance and Repairs reflects the new exterior lighting installed last month. Item 5490 – Grants – Increase due to federal stimulus money for technology for public libraries.

May Profit-Loss Statement- Brian stated that he will be submitting state aid requests for funding this month. Brian also shared that a mid-year budget revision will be done later this year to reflect adjustments needed on public relations and building maintenance and repairs. Brian is encouraging Trustees to take advantage of continuing education as there is some money budgeted for this which has not been utilized to date.

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

Policies - Purchasing Policy was reviewed and corrections made.

Facilities – Two construction projects need to be accomplished over the next couple of years. Roof project projected cost \$383,000.00 and parking lot project projected cost \$89,000.00. Brian shared he will be seeking grants to help cover the costs.

Reports

Betsy made a motion, Louise seconded, and the committee approved the following: Finance & Facilities Committee Recommendation: The STLS Board of Trustees approves the 2022 Library System Annual Report to the State Library – Education Department as presented at the May 16, 2023 board meeting.

Louise made a motion, Richard seconded, and the committee approved the following: Finance & Facilities Committee Recommendation: The STLS Board of Trustees approves the 2022 Library System Annual Update Document to the New York State Comptroller's Office as presented at the May 16, 2023 board meeting.

Hearing no further business, Betsy made the motion to adjourn, Richard seconded, meeting adjourned at 4:17 pm.

Respectfully submitted: Sisi Barr, Treasurer

Public Relations Committee

Meeting Minutes

Tuesday, May 16, 2023 – 1:00 pm



Meeting Location: CCLD – Steele Memorial Library – Elmira, New York

Committee Members in Attendance: Felicity Wright, Kathy Green, and David Haggstrom

Staff Present: Brian Hildreth

Meeting called to order at 1:00 pm

State Aid – Final Budget for 2023/2024

B. Hildreth presented updated financials for 2023/2024 NYS operating and capital aid. He noted both types of aid reflect flat funding over the 2022/2023 State Budget. He said libraries are disappointed with the allocations because all other areas of the education under the State Budget received funding increases. The Governor cut libraries in her original budget proposal, and the Legislature helped get funding back to previous year's levels. Committee members thanked STLS staff for their work on advocacy in partnership with members this year.

Construction Aid Guidelines for 2023/2024

Committee members reviewed guidelines from the last committee meeting, and discussed the changes. B. Hildreth informed the committee that member libraries received updated guidelines the Week of April 24, 2023 via STLS Delivery, and several notices have been sent to library directors and trustees via *Libraries in the Lead* bi-weekly e-newsletter. A workshop was held on April 27th to discuss the new guidelines as well as provide information on applying for funds. He said 12-member libraries were represented at the workshop, which is a good indicator of how many libraries intend to apply. B. Hildreth also noted he has visited a couple libraries to review projects, and taken phone calls from members about their intentions to apply. The committee will review Notifications of Intent to Apply on June 28, 2023.

2022/2023 Construction Aid Revised Amounts

B. Hildreth presented the revised Construction Aid allocations for the 2022/2023 funding year. He said the library system was awarded \$104,000 in additional funding from other library systems' carryover. These funds have been allocated to several member libraries' projects that did not originally receive a 75% match from the program. 9 of 13 applicants are now funded at the 75% match level, and 13 of 13 applicants received increases in their original award amounts. He said the NYS Library and Dormitory Authority continue to request edits to applications, but the number of edits have been manageable and limited. Award announcements appear to be on schedule for early fall 2023. Successful member applicants can expect funds in November or December 2023. Committee members agreed to vote on the revisions since no additional carryover funds are anticipated.

Approve Proposed Revisions to NYS Public Library Construction Aid Allocations

*** FOR APPROVAL**

Public Relations Committee Recommendation: The STLS Board of Trustees approves the proposed 2022/2023 NYS Public Library Construction Aid Allocations as presented at the June 20, 2023 board meeting considering any revisions during board meeting discussion.

Motion by F. Wright; Seconded by D. Haggstrom. Unanimously approved.

Election or Re-election of STLS Trustees

Committee members identified who was up for election or re-election at the 2023 STLS Annual Meeting. B. Hildreth noted in addition to re-election, there was still a vacant seat in Allegany County. The committee will defer to L. Decker to contact trustees to see if they would like to run for re-election. Upcoming elections and re-elections include:

- Felicity Wright: 2024 – 2028 (Schuyler)
- Sisi Barr: 2024 – 2028 (Chemung)
- Michael Steffens: 2022 – 2026 (Chemung)
- Mary-Claire Krebs: 2023 – 2027 (Steuben)

Annual Meeting

B. Hildreth said the annual meeting is scheduled for Friday, October 6, 2023. He informed the group he contacted the David A. Howe Public Library in Wellsville to see if the facility would be available. The library said it would be able to host the meeting on several dates including October 6. Committee members agreed to host the meeting in Wellsville. There was also discussion about moving the meeting to other STLS counties and member libraries in subsequent years. The committee decided upon the following schedule:

Allegany – 2023
Chemung – 2024
Yates – 2025
Steuben – 2026
Schuyler – 2027

B. Hildreth indicated he would contact libraries to see if any of them would have the capacity and interest to host based on the schedule. He highlighted that facility accessibility as well as space to host the most people would be part of location criteria. The committee agreed to start planning for the event at the next meeting.

Awards and Scholarships

Committee members reviewed the slate of awards and scholarships for 2023. There were no revisions to the slate considering 2022 achievements. B. Hildreth said advertising would go out the Week of May 22, 2023 if the group agreed to the slate. Committee members agreed it was appropriate to send to members. The committee will review nominations at their July 2023 meeting.

Meeting adjourned at 1:58 pm

Respectfully submitted: Brian M. Hildreth, STLS Executive Director

Foundation for Southern Tier Libraries

BOARD OF DIRECTORS MEETING

May 11, 2023 | Southern Tier Library System

MEETING MINUTES

Present: Dale Wexell; President; Rusty Wigg, Vice President; Louise Richardson, Secretary; Gail Ebeltoft; Peter Gamba; Denise King; Rusty Wigg

Excused: Richard Ahola; Paul Webster, Treasurer; Brian Hildreth, Southern Tier Library System Executive Director

The meeting was called to order at 4:05 pm.

The minutes of the April 21, 2023 meeting were approved as written.

The financial report for the period ending April 30, 2023 was reviewed. The sole expense, other than the grant awards, was payment of the Directors and Officers Insurance premium.

FUNDRAISING EVENT

It was decided that the price per ticket for the September 23 fundraiser will be \$60. The attendance goal is 125.

The theme for the event will be Stand Up for Libraries. Louise will draft some ideas for the event identify to be used in publicity, invitations, etc.

Sponsorship levels will be: \$1,000, \$500, \$250 and \$100. The sponsorship goal is a minimum of \$5,000. Dale pledged a \$1,000 sponsorship.

Sponsorship asks are best made in person. We can develop talking points that we can leave with prospective sponsors including our grantmaking and the importance of libraries in our communities. We have the rack card that was created last year that we can include as well. Sponsorships will be discussed further at the June meeting.

Louise has agreed to provide hors d'oeuvres for the event. Moved by Denise King, seconded by Rusty Wigg, to engage Louise Richardson to provide hors d'oeuvres for the September 23, 2023 Stand Up for Libraries fundraiser at a price of no more than \$1,750. Motion passed. (6 aye, 0 nay, 1 abstention)

Dale will donate the wine for the event and we will purchase soft drinks. Dale will apply for the special events license that we need to serve wine at the event.

The auction was briefly discussed. Each board member is expected to recruit five items. Experiences are typically most popular that goods, with meals attracting the most bids. Ideas of people to approach about donating culinary experiences included Mary Campbell, Bill Knapp at the Jennie Fassett Cottage and Suzanne Sanders at the Rosewood Inn. Denise noted that the lunch gift certificates from Elmira restaurants that she bundled into an auction item was popular and that we should consider expanding the concept to include Corning and Watkins Glen restaurants. The auction will be discussed further at the June meeting.

We should identify volunteers to help with serving and other duties.

Louise will make name tags for attendees.

Public relations for the event will include:

- Press releases
- Social media posts
- A listing on FLX Calendar
- Email and print invitations
- Tickets
- TV interview

Louise will research online event ticketing platforms.

There being no further business, the meeting was adjourned at 4:47 pm.

Respectfully submitted,
Louise Richardson, Secretary

1:47 PM
05/30/23

Southern Tier Library System
Unpaid Bills Detail
As of June 2, 2023

| Type | Date | Num | Due Date | Open Balance |
|-----------------------------------|------------|-----------|------------|--------------|
| • Adams, Stephanie Cole Bill | 05/23/2023 | 06092... | 05/23/2023 | ✓ 2,600.00 ✓ |
| Total Adams, Stephanie Cole | | | | 2,600.00 |
| • Baker & Taylor Bill | 06/02/2023 | 20375... | 06/02/2023 | ✓ 174.29 ✓ |
| Total Baker & Taylor | | | | 174.29 |
| • Blackstone Publishing Bill | 06/02/2023 | 2100808 | 06/02/2023 | ✓ 36.00 ✓ |
| Total Blackstone Publishing | | | | 36.00 |
| • Cappadonia, Keturah Bill | 06/02/2023 | 5/18/2... | 06/02/2023 | ✓ 111.35 ✓ |
| Total Cappadonia, Keturah | | | | 111.35 |
| • Coming Natural Gas Bill | 06/02/2023 | May 2... | 06/02/2023 | ✓ 131.14 ✓ |
| Total Coming Natural Gas | | | | 131.14 |
| • CPE InterLink Bill | 06/02/2023 | 23-0658 | 06/02/2023 | ✓ 528.75 ✓ |
| Total CPE InterLink | | | | 528.75 |
| • Excelius BC BS • Bill | 06/02/2023 | Jun 20... | 06/02/2023 | ✓ 2,449.56 ✓ |
| • Bill | 06/02/2023 | Jun 20... | 06/02/2023 | ✓ 165.52 ✓ |
| Total Excelius BC BS | | | | 2,615.08 |
| • Friendly Freds Bill | 06/02/2023 | 30364 | 06/02/2023 | ✓ 77.96 ✓ |
| Total Friendly Freds | | | | 77.96 |
| • Gale/CENGAGE Learning Bill | 06/02/2023 | 80935... | 06/02/2023 | ✓ 61.58 ✓ |
| Total Gale/CENGAGE Learning | | | | 61.58 |
| • Haggetrom, David Bill | 06/02/2023 | Mileag... | 06/02/2023 | ✓ 109.25 ✓ |
| Total Haggetrom, David | | | | 109.25 |
| • Ingram Library Services Bill | 06/02/2023 | 75032... | 06/02/2023 | ✓ 359.33 ✓ |
| Total Ingram Library Services | | | | 359.33 |
| • NYSEG Bill | 06/02/2023 | May 2... | 06/02/2023 | ✓ 285.07 ✓ |
| Total NYSEG | | | | 285.07 |

1:47 PM
06/30/23

Southern Tier Library System
Unpaid Bills Detail
As of June 2, 2023

| Type | Date | Num | Due Date | Open Balance |
|--|------------|-----------|------------|--------------|
| Overdrive | | | | |
| • Bill | 06/02/2023 | 01483... | 06/02/2023 | ✓ 188.88 ✓ |
| • Bill | 06/02/2023 | 01453... | 06/02/2023 | ✓ 132.08 ✓ |
| • Bill | 06/02/2023 | 01453... | 06/02/2023 | ✓ 332.21 ✓ |
| • Bill | 06/02/2023 | 01453... | 06/02/2023 | ✓ 324.78 ✓ |
| • Bill | 06/02/2023 | 01453... | 06/02/2023 | ✓ 1,345.93 ✓ |
| • Bill | 06/02/2023 | 01453... | 06/02/2023 | ✓ 50.00 ✓ |
| • Bill | 06/02/2023 | 01453... | 06/02/2023 | ✓ 534.79 ✓ |
| • Bill | 06/02/2023 | 01453... | 06/02/2023 | ✓ 403.04 ✓ |
| • Bill | 06/02/2023 | 01453... | 06/02/2023 | ✓ 127.29 ✓ |
| Total Overdrive | | | | 3,417.04 |
| • Pristine Lawn Services | | | | |
| • Bill | 06/02/2023 | 1336 | 06/02/2023 | ✓ 940.00 ✓ |
| Total Pristine Lawn Services | | | | 940.00 |
| • Southern Tier Wireless Inc | | | | |
| • Bill | 06/02/2023 | 114124 | 06/02/2023 | ✓ 70.00 ✓ |
| Total Southern Tier Wireless Inc | | | | 70.00 |
| • Suffolk Cooperative Library System | | | | |
| • Bill | 06/02/2023 | 223 | 06/02/2023 | ✓ 800.00 ✓ |
| Total Suffolk Cooperative Library System | | | | 800.00 |
| • TERACAI | | | | |
| • Bill | 06/02/2023 | 8088037 | 06/02/2023 | ✓ 135.00 ✓ |
| Total TERACAI | | | | 135.00 |
| • Time Warner Cable, PA | | | | |
| • Bill | 06/02/2023 | 14386... | 06/02/2023 | ✓ 1,750.00 ✓ |
| Total Time Warner Cable, PA | | | | 1,750.00 |
| • Wright, Felicity | | | | |
| • Bill | 06/02/2023 | Mileag... | 06/02/2023 | ✓ 83.84 ✓ |
| Total Wright, Felicity | | | | 83.84 |
| TOTAL | | | | 14,285.88 |

3:48 PM
05/16/23

5/17/23

Southern Tier Library System
Unpaid Bills Detail
As of May 19, 2023

5/17/23

| Type | Date | Num | Due Date | Open Balance |
|--|------------|-----------|------------|--------------|
| Blackstone Publishing Bill | 05/19/2023 | 2100030 | 05/19/2023 | 818.58 ✓ |
| Total Blackstone Publishing | | | | 818.58 |
| Button, Vickie Bill Pmt -Check | 04/21/2023 | 40778 | | -83.40 ✓ |
| Bill | 04/21/2023 | Medica... | 04/21/2023 | 83.40 ✓ |
| Bill | 05/19/2023 | Medica... | 05/19/2023 | 83.40 ✓ |
| Total Button, Vickie | | | | 83.40 |
| Cassella Waste Services Bill | 05/19/2023 | 2213815 | 05/19/2023 | 127.84 ✓ |
| Total Cassella Waste Services | | | | 127.84 |
| Delta Dental Insurance Company Bill | 05/19/2023 | May 2... | 05/19/2023 | 190.86 ✓ |
| Total Delta Dental Insurance Company | | | | 190.86 |
| Eastern Managed Print Network Bill | 05/19/2023 | IN3839... | 05/19/2023 | 438.21 ✓ |
| Total Eastern Managed Print Network | | | | 438.21 |
| Empire Access Bill | 05/19/2023 | 00004... | 05/19/2023 | 87.98 ✓ |
| Total Empire Access | | | | 87.98 |
| Empire Natural Gas Bill | 05/19/2023 | WSTL... | 05/19/2023 | 82.71 ✓ |
| Total Empire Natural Gas | | | | 82.71 |
| Energy Cooperative of America Bill | 05/19/2023 | 999888 | 05/19/2023 | 274.28 ✓ |
| Total Energy Cooperative of America | | | | 274.28 |
| Engleth, Darleen Bill | 05/19/2023 | Medica... | 05/19/2023 | 93.40 ✓ |
| Total Engleth, Darleen | | | | 93.40 |
| Erie Insurance Company Bill | 05/19/2023 | Jun 20... | 05/19/2023 | 1,884.95 ✓ |
| Total Erie Insurance Company | | | | 1,884.95 |
| First Bankcard Bill | 05/19/2023 | 44182... | 05/19/2023 | 784.58 ✓ |
| Bill | 05/19/2023 | 44182... | 05/19/2023 | 750.90 ✓ |
| Bill | 05/19/2023 | 44182... | 05/19/2023 | 35.00 ✓ |
| Bill | 05/19/2023 | 44182... | 05/19/2023 | 248.84 ✓ |
| Bill | 05/19/2023 | 44182... | 05/19/2023 | 407.84 ✓ |
| Bill | 05/19/2023 | 44182... | 05/19/2023 | 529.90 ✓ |
| Total First Bankcard | | | | 2,736.58 |
| FirstLight Fiber Bill | 05/19/2023 | 14131... | 05/19/2023 | 900.00 ✓ |
| Total FirstLight Fiber | | | | 900.00 |
| Friendly Freds Bill | 05/19/2023 | 30258 | 05/19/2023 | 61.30 ✓ |
| Total Friendly Freds | | | | 61.30 |

Southern Tier Library System

Unpaid Bills Detail

As of May 19, 2023

| Type | Date | Num | Due Date | Open Balance |
|---|------------|-----------|------------|---------------|
| ④ Passage, Mary Bill | 05/19/2023 | Medica... | 05/19/2023 | ✓ 93.40 ✓ |
| Total Passage, Mary | | | | 93.40 |
| ④ Quiggle, Mary Kay Bill | 05/19/2023 | Medica... | 05/19/2023 | ✓ 93.40 ✓ |
| Total Quiggle, Mary Kay | | | | 93.40 |
| ④ Rottner & Sons LLC Bill | 05/19/2023 | 3892 | 05/19/2023 | ✓ 540.75 ✓ |
| Total Rottner & Sons LLC | | | | 540.75 |
| ④ Rogers, Pamela Bill | 05/19/2023 | 23 Hea... | 05/19/2023 | ✓ 60.84 ✓ |
| Total Rogers, Pamela | | | | 60.84 |
| ④ Schuler-Hase Electric Corp. Bill | 05/19/2023 | 23030... | 05/19/2023 | ✓ 15,000.00 ✓ |
| Total Schuler-Hase Electric Corp. | | | | 15,000.00 |
| ④ Staples Business Credit Bill | 05/19/2023 | 16484... | 05/19/2023 | ✓ 252.67 ✓ |
| Total Staples Business Credit | | | | 252.67 |
| ④ Time Warner Cable, PA Bill | 05/19/2023 | 14558... | 05/19/2023 | ✓ 500.00 ✓ |
| ④ Bill | 05/19/2023 | 14551... | 05/19/2023 | ✓ 575.00 ✓ |
| ④ Bill | 05/19/2023 | 14551... | 05/19/2023 | ✓ 575.00 ✓ |
| ④ Bill | 05/19/2023 | 12022... | 05/19/2023 | ✓ 44.88 ✓ |
| ④ Bill | 05/19/2023 | 14551... | 05/19/2023 | ✓ 575.00 ✓ |
| ④ Bill | 05/19/2023 | 14520... | 05/19/2023 | ✓ 500.00 ✓ |
| ④ Bill | 05/19/2023 | 14377... | 05/19/2023 | ✓ 631.36 ✓ |
| ④ Bill | 05/19/2023 | 08807... | 05/19/2023 | ✓ 44.88 ✓ |
| ④ Bill | 05/19/2023 | 08822... | 05/19/2023 | ✓ 154.88 ✓ |
| Total Time Warner Cable, PA | | | | 3,601.32 |
| ④ Uline Bill | 05/19/2023 | 16298... | 05/19/2023 | ✓ 356.10 ✓ |
| Total Uline | | | | 356.10 |
| ④ United Healthcare Insurance Company Bill | 05/19/2023 | June 2... | 05/19/2023 | ✓ 305.50 ✓ |
| Total United Healthcare Insurance Company | | | | 305.50 |
| ④ Verizon Wireless Bill | 05/19/2023 | 88337... | 05/19/2023 | ✓ 177.16 ✓ |
| Total Verizon Wireless | | | | 177.16 |
| ④ Wigg, Ristina Bill | 05/19/2023 | Medica... | 05/19/2023 | ✓ 93.40 ✓ |
| Total Wigg, Ristina | | | | 93.40 |
| TOTAL | | | | 54,438.75 |

Deposit Summary
Southern Tier Library System

6/7/2023

6/1/2023 5:04 PM

Summary of Deposits to 1202 - Cash - Money Market on 06/02/2023

| Chk No. | PmtMethod | Rcd From | Memo | Amount |
|---------|-----------|---------------------------------------|------------------------------|----------|
| 1335 | Check | Alfred | Pass Thru | 26.70 |
| 5268 | Check | Belmont | Pass Thru | 21.17 |
| 7977 | Check | Bath | Pass Thru | 80.10 |
| 3909 | Check | Friendship | Pass Thru | 56.36 |
| 13555 | Check | Dundee | Pass Thru | 53.40 |
| 6823 | Check | South Central Regional Library Cou... | 90% 2023 SCRLC-RBDB Angelica | 4,710.60 |

Less Cash Back:

Deposit Total: 4,948.33

Deposit Summary

Southern Tier Library System

5/22/2023 3:20 PM

Summary of Deposits to 1202 - Cash - Money Market on 5/22/2023

| Chk No. | PmtMethod | Red From | Memo | Amount |
|---------|-----------|---------------|--------------------|----------|
| 3186 | Check | Jasper | Dark Fiber | 255.00 |
| 9279 | Check | Cleary, Jule | Health Insurance | 41.70 |
| 1376 | Check | Hornell | Dark Fiber | 300.00 |
| 2203 | Check | CCLD-Elmira | Pass thru | 2,220.90 |
| 3620 | Check | Avoca | Dark fiber | 300.00 |
| 2205 | Check | CCLD-Elmira | Pass Thru | 7,800.90 |
| 5715 | Check | CCLD-Elmira | Pass thru | 400.35 |
| 12579 | Check | Pulteney | Pass Thru | 26.70 |
| 7228 | Check | Cohocton | Pass Thru | 423.73 |
| 16011 | Check | Cuba | Pass Thru | 143.61 |
| 4103 | Check | Montour Falls | Pass Thru | 26.70 |
| 1161 | Check | Arkport | Pass Thru | 28.33 |
| 1164 | Check | Arkport | Jan Payroll | 1,427.60 |
| 1158 | Check | Arkport | Mar 2023 Payroll | 1,679.57 |
| 1162 | Check | Arkport | April 2023 Payroll | 1,809.88 |
| 1160 | Check | Arkport | Dark fiber | 209.85 |
| 1159 | Check | Arkport | Bookkeeping Q1 | 400.00 |
| 1163 | Check | Arkport | Pass thru | 27.96 |

Less Cash Back:

Deposit Total:

17,522.78

Deposit Summary

Southern Tier Library System

5/22/2023 3:22 PM

Summary of Deposits to 1202 - Cash - Money Market on 05/22/2023

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

| | | | | |
|------------|-------|------------|-----------------------|-------|
| 0070918462 | Check | Individual | Cauze Charitable Fund | 55.78 |
|------------|-------|------------|-----------------------|-------|

Less Cash Back:

| | | | | |
|----------------|--|--|--|-------|
| Deposit Total: | | | | 55.78 |
|----------------|--|--|--|-------|

Deposit Summary

Southern Tier Library System

5/22/2023 3:20 PM

Summary of Deposits to 1202 - Cash - Money Market on 5/19/2023

Handwritten signature and date: 5/23/2-23

| Chk No. | Pmt/Method | Red From | Memo | Amount |
|---------|------------|----------|------|--------|
|---------|------------|----------|------|--------|

| | | | | |
|--|--|--------------|-----------------------|-------|
| | | Spread Shirt | Spread Shirt proceeds | 27.07 |
|--|--|--------------|-----------------------|-------|

Less Cash Back:

| | | | | |
|----------------|--|--|--|-------|
| Deposit Total: | | | | 27.07 |
|----------------|--|--|--|-------|

Deposit Summary

Southern Tier Library System

5/22/2023 3:20 PM

Summary of Deposits to 1202 - Cash - Money Market on 05/19/2023

| Chk No. | PmtMethod | Rcd From | Memo | Amount |
|---------|-----------|----------|------|--------|
|---------|-----------|----------|------|--------|

| | | | | |
|--|--|---------------|---------------------------------|-------|
| | | Amazon Smiles | May 2023 Amazon Smiles Donation | 40.42 |
|--|--|---------------|---------------------------------|-------|

Less Cash Back:

| | | | | |
|----------------|--|--|--|-------|
| Deposit Total: | | | | 40.42 |
|----------------|--|--|--|-------|

GENERAL RESOLUTION
FOR THE PURPOSE OF
PARTICIPATING IN A COOPERATIVE BID COORDINATED BY
THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES OF
ONTARIO, SENECA, WAYNE AND YATES COUNTIES
FOR

| |
|---|
| Cooperative Electricity Supply Bid WFL 2024-12 |
|---|

WHEREAS, The (County) (Town) (Village) of Southern Tier Library System of New York State desires to participate in a Cooperative Bidding Program conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties from year to year or, until this Resolution is rescinded, for the purchase for supply of electricity. And...

WHEREAS, The (County) (Town) (Village) of Southern Tier Library System of New York State is desirous of participating with The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties in the joint bid of the commodities and/or services mentioned below as authorized by General Municipal Law, Section 119-o... And...

WHEREAS, The (County) (Town) (Village) of Southern Tier Library System of New York State has appointed The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties as representative to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the Southern Tier Library System of New York State and making recommendations thereon...

THEREFORE...

BE IT RESOLVED, That The (County) (Town) (Village) of Southern Tier Library System of New York State and The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties hereby accepts the appointment of The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters related above... And...

BE IT FURTHER RESOLVED, That The (County) (Town) (Village) of Southern Tier Library System of New York State authorizes the above-mentioned Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters regarding the entering into contract for the purchase of the below-mentioned commodities and/or services... And...

BE IT FURTHER RESOLVED, That The (County) (Town) (Village) of Southern Tier Library System of New York State agrees to assume its equitable share of the costs incurred as a result of the cooperative bidding... And...

NOW, THEREFORE, BE IT RESOLVED, That The Southern Tier Library System behalf of the (County) (Town) (Village) of Parroted Ror of New York State hereby is authorized to participate in cooperative bidding conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties for supply of electricity and if requested to furnish The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties an estimated minimum number of units that will be purchased by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties. The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties is hereby authorized to award cooperative bids to the bidder deemed to be the lowest responsive and responsible meeting the bid specifications and otherwise complying with Article 5-A of the General Municipal Law of the State of New York relating to public bids and contracts.

6/9/2022

Date



Municipality Representative

Southern Tier Library System

(County)





(Town)

(Village)



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

The Executive Director spent the months of May/June engaged in the following activities:

-  **Week of May 15:** Participated in STLS Public Relations Board Committee meeting and STLS Board of Trustees meeting. Attended monthly meeting with the State Library – Division of Library Development to discuss current public library issues. Participated in Southern Tier Digital Equity Coalition’s strategic planning meeting for the ConnectALL Office. Facilitated meeting with Cattaraugus-Allegany Workforce NY and Allegany County Employment and Training Center to discuss sub-grant funds to assist libraries in Allegany County with workforce development outreach. Visited Dutton S. Peterson Library in Odessa to discuss Construction Aid with the library board.
-  **Week of May 22:** Attended the Southern Tier Digital Equity Coalition meeting to discuss strategic planning for the ConnectALL Office. Met with the STLS Staff First Generation Sustainable Libraries Initiative (SLI) Team to discuss STLS’ enrollment in the SLI program. Visited the Rushville Reading Center to discuss next steps for chartering the reading center as a public library. They are scheduled to receive their Provisional Charter through the State Education Department in June 2023. Participated in South Central Regional Library Council’s Awareness and Advocacy Committee meeting. Participated in interviews for the vacant STLS Technology Support Specialist position.
-  **Week of May 29:** Met with STLS Engagement Consultant Erika Jenns to prepare for Working Together Trustee Training workshop as part of Spring CE. Visited the Angelica Free Library to provide trustee training. Attended the Directors Advisory Council meeting. Fielded questions and concerns from directors about the library system’s decision to transition from Pin to Password in STARCat. Discussed the process behind the decision-making, and informed directors that the topic should have been part of DAC meeting discussions despite information being shared through ILS meetings since November 2022. DAC representatives voted to extend the change until August 25, 2023 as opposed to June 19, 2023.
-  **Week of June 5:** Met with Trustee Handbook Authors to plan for June 20 session of the Trustee Handbook Book Club. Participated in interviews for the Technology Support Specialist position. Attended the Directors Advisory Council’s Diversity, Equity and Inclusion Committee meeting to report on group finances and discuss STLS’ work on updating its Social Justice Activities Plan. Attended the Foundation for Southern Tier Libraries Board meeting. Hosted the 2023 Spring CE in partnership with Chemung County Library District. We had 150 attendees representing 62% of the membership. It was our biggest turnout in the event’s history.

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

The month of May was consumed by personnel & staffing matters. Throughout the month, resume review and interviews for delivery driver positions as well as resume review for the new Part-Time Library Clerk position. Happily, the selection process for new delivery drivers was successful. They will begin training for the job in mid-June. The Division of Professional Development and Outreach has narrowed the candidate list for the Part-Time Library Clerk position and will begin interviewing in early June.

Lorie visited 2 libraries this month. She met Molly Fox (Cohocton Library) for new director orientation. Molly is continuing to build on the library's master plan to utilize the space upstairs for a Maker space instead of its current use: storage. She also visited the Arkport Public Library with the goal of retrieving their new door key in order to resume delivery services to them. While there, she was treated to a look-around their new space and a advance look at the raised gardening beds that director, Cody Herman, has built to encourage community gardening, sharing of resulting vegetables and a little bit of growing/gardening science planned for kids.

Lorie worked with the GST BOCES School Library System Council on their interlibrary loan policy. She attended meetings of the GST School Library System Council, the DAC (STLS' Directors Advisory Council) and hosted a Youth Advisory Group. This small gathering of staff from member libraries discussed picture book genres. Members shared sources for Graphic Novels (GNs) and for books that address special needs such as autism.

Lorie was able to distribute a NYS Summer Reading Poster to all libraries before May 31. Many thanks to the Delivery Team for their ongoing efforts to get materials out to our members. She is 'collecting' invitations to visit libraries' special events this summer. So far, Big Flats, Penn Yan Public, and Watkins Glen are scheduled.

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

Keturah collaborated with other Outreach Coordinators from around the state on different projects. Keturah participated in the quarterly call with DLD and system Outreach Coordinators. Keturah facilitated the monthly Outreach Coordinators virtual meeting. Keturah volunteered to host the first Correctional Facility Librarian and Outreach Coordinator Training Day since before the pandemic for our local library systems. That will take place at STLS in August. Keturah also participated in a number of meetings of the Outreach Coordinators group who have been working on a rural EDISJ project, now titled "A Path to Belonging." The group have built out their project framework and met with librarians from the Tennessee State Library to get input and will next be seeking input from other colleagues. Keturah is specifically working on the Community aspect of the pathway framework.

Keturah worked with Penn Yan Library Director Angela Gonzalez to revise the COSAC Outreach Mini-Grant application forms and advertised the Outreach Mini-Grants and DEI Micro-Grants beginning on May 31.

Keturah was notified ALA awarded STLS funding for the Great Stories Club grant application she submitted for a project in partnership with the Facility Librarian at the Elmira Correctional Facility. The project will begin this summer.

Keturah led webinar on Improving Your Grant Writing Skills on 5/10/23. Ten people attended the live webinar and nine people have viewed the recording on the STLS YouTube page.

Upon the request of a member librarian, Keturah is working with the Buffalo Zoo on the development of an Adventure Pass program for all libraries in the system and has developed an MOU for the program.

Keturah organized and sent out the Youth Rotating Collections in collaboration with the STLS Delivery Department.

Keturah facilitated new director orientation sessions and visited with Paul Chapman at Steele Memorial Library (CCLD), Bec Cronk at Almond, and Molly Fox at Cohocton. She also visited the new library building in Atlanta. Keturah also tabled at the Whitesville Library Craft and Vendor Show in May to distribute information about JobNow and Peterson's Test Prep, along with other library services. Keturah partnered with LeighAnn Rumsey of the Dormann Library to table at the Arnot Health Information Fair at the Ira Davenport Hospital in Bath. Keturah and LeighAnn promoted the circulating Blood Pressure Monitoring kits and other library services.

Keturah attended the following meetings: Training Team meeting, SMART Steuben meeting, Division of Professional Development and Outreach, ALA Conference Committee, STLS Mid-Quarter Refresh, STLS ILS meeting. Keturah completed the Suicide Prevention in Rural Communities live, interactive workshop offered by the University of Rochester Recovery Center of Excellence and Safe Side Prevention.

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

During the month of May 2023, Erika Jenns participated in the hiring process for the Technology Support Specialist and the Library Clerk positions at STLS. Activities included interviews for the Technology Support Specialist position and application review for the Library Clerk position.

Erika met with members throughout the month. She had a virtual consultation with Kelly Povero at Watkins Glen Public Library to discuss the Community Voices Collections. The collections that are no longer rotating will be broken up and books will be distributed to member libraries that requested them. Erika met with Molly Fox at the Cohocton Public Library for a new member orientation visit; they reviewed the library website, social media, and digital collections. She met with Beth Garlock at the Middlesex Reading Center to discuss an array of topics ranging from updating library information in Google to Facebook to digital collections. Additionally, Erika met with Wilsinia from the Prattsburg Free Library to discuss the recent library vote, digital collections, and library promotion. She also attended a board meeting at the Greenwood Reading Center alongside Brian Hildreth to discuss the charter process.

Throughout the month, Erika hosted several workshops and meetings. The Digital Literacy Training with DigitalLearn.org workshop had five online attendees and robust conversation about how best to provide digital literacy training, especially when interest/need is typically focused on on-demand learning. Erika organized an

OverDrive Selectors meeting where the group reviewed purchasing guidelines and discussed purchasing progress for the year. The group left the meeting with a recommendation for the Directors Advisory Council that OverDrive carts submitted be made up of 50% ebooks, 50% audiobooks (with 50% being the number of copies in the cart). When Erika brought this to the DAC, DAC representatives voted to approve this change. Erika also discussed this change, along with an overview of OverDrive collection usage trends at the Digital Library Advisory Group Meeting, which was attended by representatives from nine-member libraries.

Erika participated in various meetings throughout the month, including the newly formed STLS Sustainability Committee, the South Central Regional Library Council Board meeting, the SCRLC Advisory Committee on Information & Technology Services meeting, as well as the Sustainability Roundtable Public Awareness and Advocacy Committee and Steering Committee meetings. Erika attended a webinar on Global Accessibility Day and Best Practices and ADA Considerations for Municipal Websites. She collaborated with Ken Behn and Mandy Fleming on the PIN to Password change and helped create print and digital marketing to announce this change. Erika created promotional emails about the Spring Continuing Education event, along with the monthly STLS events digest email. And, she collaborated with Brian Hildreth to plan a presentation for Spring CE, "Working Together: Roles & Responsibilities," along with coordinating a session on project management that will be led by Ron Kirsop, Executive Director of the OWWL Library System.

**Member and STLS IT Infrastructure
by Ken Behn, Assistant Director – Director of IT
Division of Information Technology**

IT worked short staffed throughout most of May with Tom on leave. Pat and I worked on 188 Help Desk requests for STLS staff and member libraries. The monthly operating system patches on the 3 ILS Red Hat Linux and 3 Windows servers. Weekly meetings with IT department staff and a quarterly ILS meeting meeting was held.

We held the May ILS meeting and reviewed for the 3rd consecutive meeting, the securing of patron PINs in the ILS. This took a lot of staff preparation that included code editing across various ILS and web servers, testing, and getting advice from our ILS vendor SirsiDynix and other customers. By the months end over 2,000 patrons had updated their PINs to a more secure password. At the present, only password changes and new library card accounts require a secure password. Patrons with an email account on their record can update their PIN to a password without library staff help. The DAC has recommended that STLS wait until August 28th, as opposed to the ILS meeting discussed date of June 19th, to force all patrons to have updated their PIN.

The sharepoint.stls.org calendar website was retired at the end of May with all staff familiarized with the new SharePoint calendar that is part of our Microsoft 365 implementation.

Ordered VoIP phones for Wayland with a tentative date of June 14th to connect them to the STLS VoIP phone system.

As part of the process to fill the open Technology Support Specialist position, we offered to meet with 9 candidates and video call screened 6 of them. The 3 best candidates were interviewed in-person at STLS and the process will be wrapped up in June.

Individually these are some highlights of IT staff work:

Pat Beeman -

- Completed movement of the STN fiber to a new library building in Atlanta.
- Worked with Dundee to schedule the installation of a network drop for their Xerox multifunction printer/fax machine.
- Helped libraries with receipt printers and WiFi issues.
- X5228 calls.

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

Here is our monthly report for May:

E-rate

In early May, we continued answering PIA questions for the 3 Form 471 applications that were still pending approval. The Dark Fiber Round 2 and Dark Fiber Round 3 applications were approved in late May, totaling \$46,926.00 in funding. One application remains in a status of “Review” – the application for connecting Rushville and Arkport to Dark Fiber. We hope to have the final approval for that application in June.

ILS

May was an extremely busy month for STLS ILS work. We prepared for and held an ILS Meeting in mid-May, where we strongly encouraged at least one staff member from each of our libraries to attend, to learn about the PIN to Password change. We had our largest number of registrations for that particular meeting, at 63 – registrations are typically in the 30s. It was a well-attended meeting and attendees seemed to understand and be prepared for the switch from 4-digit PINs to secure passwords.

In May, we continued to research and prepare for the change from 4-digit PINs to secure passwords (8-20 digits, 1 uppercase, 1 lowercase, 1 number and a special character) in order to better protect patron data, including patron record details such as contact information and birthdate, as well as patron checkouts, bills and holds. I worked with Erika and Ken on the messaging surrounding this change and we came up with notification language for STARCat and Libby; we created an FAQ PDF about the change, specifically for patron questions. Erika also created social media posts about this change for STLS, and provided libraries with text and images for their own social media posts. In May, we sent out paper flyers to each member library, with instructions for patrons on how to update their password in STARCat.

Phase 1 of this project was implemented on May 18th, after the ILS meeting –PIN Policies were enabled in WorkFlows (WF), which made existing PINs/passwords case sensitive, and required newly created passwords to

follow the above security requirements. On the 18th and 19th we fielded a handful of x5228 calls and Help Desk tickets from libraries that needed their case sensitive WF logins, in order for circ staff to login to WF. Patrons are currently being encouraged to update their passwords to a secure password now, in advance of being required to update in late August.

Phase 2 of this project will be implemented on August 28th – and will involve resetting all existing passwords that do not currently meet the new requirements. This was originally planned for mid-June, but the DAC voted to move the date later, to avoid confusion during Summer Learning Programs at libraries this summer. At the May DAC meeting, some directors also shared their frustrations with this change, in general. Ken and I will be working on additional ways of helping patrons make this switch, before and after existing passwords are reset.

Also in May, libraries noticed and reported that Ingram began charging for MARC records for items, something that has been free from them, since we switched many libraries to having Ingram (and Baker & Taylor and Brodart) physically process their materials. Each library was being charged \$0.55 per MARC record, even though only 1 record is needed in our catalog. Since this new charge was reported, I have been working with Rob Scott at Ingram, and Katie Jezik, Contract Management Specialist at the Office of General Services/Procurement Services of NYS, to find a solution or workaround to having each library essentially pay for the same record.

Kylie visited Rushville 3 times in May, to assist with barcoding their collection, in preparation for automating. I visited Cohocton to provide WF and circ desk training to Cohocton staff; I also met with Molly to provide New Direction Orientation info on the ILS. I visited Almond to provide New Director Orientation on the ILS to Bec.

We conducted reference checks and prepared for and held our second round of interviews for the Part Time ILS Specialist Position. In early June we selected Casey Hobbie as our new ILS Specialist. We are excited for him to start later in June.

We are currently at a turnaround time of 5 working days for unopened “normal” cataloging requests. Kylie and Larissa have continued to do an excellent job of keeping the turnaround time reasonable, while still providing system-wide training and barcoding support to Rushville. Other large cataloging projects (such as updating terminology in bib record Subject Headings) have remained paused until we are fully staffed again.

General STLS

Larissa, Kylie and myself prepared 2 presentations for the Spring CE Conference in June. Larissa took the lead on creating the first presentation: *BLUEcloud Analytics – Running Reports for Collections* and I took the lead on *WorkFlows/STARCat Tips & Tricks*. Kylie provided a number of slides for each presentation and we all worked together to make each one as clear and helpful as we could. I provided conference details to Rob from Ingram and Frank from Baker & Taylor, who will be in attendance as vendors.