

**STLS BOARD MEETING**

Tuesday, July 18, 2023 - 2:00 pm

Watkins Glen Public Library, Watkins Glen, NY 14891

**AGENDA****STLS Staff Presentation** – Outreach Consultant Keturah Cappadonia - Blood Pressure Monitoring Kit Initiative

- |    |   |                      |                    |
|----|---|----------------------|--------------------|
| 1. | Agenda  |                      | <b>Doc. #23-78</b> |
| 2. | Approval of Minutes – June 2023                             | <b>*FOR APPROVAL</b> | <b>Doc. #23-79</b> |
| 3. | Treasurer’s Report – June 2023                              | <b>*FOR APPROVAL</b> | <b>Doc. #23-80</b> |
| 4. | Financial Clerk’s Report – June 2023                        | <b>*FOR APPROVAL</b> | <b>Doc. #23-81</b> |
| 5. | 2 <sup>nd</sup> Quarter Profit & Loss Statement – June 2023 | <b>*FOR APPROVAL</b> | <b>Doc. #23-82</b> |
| 6. | 2 <sup>nd</sup> Quarter Claims Auditor Report – June 2023   | <b>*FOR APPROVAL</b> | <b>Doc. #23-83</b> |

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

**COMMITTEE REPORTS**

- |     |  |  |  |
|-----|--|--|--|
| 7.  | Executive Committee – Kathy Green                          |  |  |
| 8.  | Personnel & Policies Committee – Denise King               |  | (Minutes) <b>Doc. #23-84</b>                     |
|     |  |  | (Purchasing Policy) <b>Doc. #23- 85</b>          |
|     |  |  | (Draft IT Plan) <b>Doc. #23- 86</b>              |
| 9.  | Finance & Facilities Committee – Sisi Barr                 |  | (Minutes) <b>Doc. #23-87</b>                     |
| 10. | Public Relations Committee – Lynnette Decker               |  | (Minutes) <b>Doc. #23-88</b>                     |
|     |  |  | (2023/2024 Construction Aid) <b>Doc. #23- 89</b> |
| 11. | Foundation for Southern Tier Libraries – Louise Richardson |  | (Minutes) <b>Doc. #23-90</b>                     |

**BOARD ACTIONS**

- |     |   |                       |                    |
|-----|---|-----------------------|--------------------|
| 12. | <u>Expenditure Approvals -Monthly Unpaid Bills Detail</u> | <b>* FOR APPROVAL</b> | <b>Doc. #23-91</b> |
|-----|---|-----------------------|--------------------|

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:
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- |     |  |                       |                    |
|-----|--|-----------------------|--------------------|
| 13. | <u>Receipt Approvals – Monthly Deposit Summary</u> | <b>* FOR APPROVAL</b> | <b>Doc. #23-92</b> |
|-----|--|-----------------------|--------------------|

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:
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14. Approve Proposed Revisions to Conflict of Interest Policy**\* FOR APPROVAL (See Doc. 23-70 - June 2023 Board Packet)**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the Conflict of Interest Policy as presented at the June 20, 2023 board meeting considering any revisions during board meeting discussion.

Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_  
 Approved/Failed  
 Discussion:

15. Approve Proposed Revisions to NYS Public Library Construction Aid Allocations**\* FOR APPROVAL Doc. #23-93**

Public Relations Committee Recommendation: The STLS Board of Trustees approves the proposed 2022/2023 NYS Public Library Construction Aid Allocations as presented at the May 16, 2023 board meeting considering any revisions during board meeting discussion.

Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_  
 Approved/Failed  
 Discussion:

16. Appointment of Part Time Library Clerk**\* FOR APPROVAL**

Executive Director Recommendation: The STLS Board of Trustees approves the probationary appointment of Micayah Ambriz to the Part Time Library Clerk 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 Delivery Driver**\* FOR APPROVAL**

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

Move: \_\_\_\_\_ Second \_\_\_\_\_  
 Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_  
 Approved/Failed  
 Discussion:

18. Approve Revisions to the STLS Organizational Chart

**\*FOR APPROVAL**

**Doc. #23-94**

Executive Director Recommendation: The STLS Board of Trustees approves the proposed revisions to the STLS Organizational Chart considering recent changes in STLS staff appointments.

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. #23-95**

Public Expression (15 minutes)

Tour of Watkins Glen Public Library

Adjournment

Next meeting: Southern Tier Library System, Painted Post, NY – Tuesday, September 19, 2023 at 2 p.m.

**STLS BOARD MEETING**  
**Tuesday, June 20, 2023 - 2:00 pm**  
**Pulteney Free Library, Pulteney, NY**

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

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

Excused: Richard Ahola – 2027, Felicity Wright – 2023 , Vacant Allegany County Seat – 2025

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

President K Green called the meeting to order at 2:05 pm.

**1. AGENDA** **\*FOR APPROVAL** **Doc.#23-65**

**Received and Filed**

**2. Approval of Minutes – May 2023** **\*FOR APPROVAL** **Doc. #23-66**

**Received and Filed**

**3. Treasurer’s Report – May 2023** **\*FOR APPROVAL** **Doc. #23-67**

**Received and Filed**

**4. Financial Clerk’s Report – May 2023** **Received and Filed** **Doc. #23-68**

B Hildreth reported on line item 4735, Non-State Aid Pass Through. This is money received for purchases within the Overdrive collection for our member libraries.

B Hildreth reported on a few line items for expenses. The first is line item 5408, Platform Fees and Licenses. These are the fees we pay to OverDrive, GoToMeeting and Constant Contact. Line item 5451, Building Maintenance and Repairs, is for the exterior lighting upgrade at the STLS building. The final line item, 5490. Grants, had an increase

of 83,000.00 in May. This money is from the is the American Recovery Plan Act Grant and will be used to purchase computers for our member libraries.

**Standing Committee Reports –**

**5. Executive Committee – Kathy Green**

K Green reported the Executive Committee approved the agenda for today's meeting.

**6. Personnel & Policies Committee – Denise King (Minutes) Doc.#23-69  
(Conflict of Interest Policy) Doc.#23-70**

D King started by welcoming Mary-Claire Krebs to the Personnel and Policies Committee. She asked the Board to review the Conflict of Interest Policy, included in this month's Board packet. D King stated only grammatical changes were made to the policy, and it will be up for vote at the June 2023 Board meeting. The committee is also working with the Finance and Facilities Committee to update the Purchasing Policy which will be forthcoming for full board review.

B Hildreth updated the board on new hires. Two Delivery Drivers have been hired, Tom Wenben and Mark Eckler. The Technical Support Specialist position has been filled by Nick Allington. Once all vacant positions are filled, an updated organizational chart will be presented to the Board.

D King spoke about Brian's annual evaluation. The evaluation will be orchestrated by Barbara Hubbell and there will be new questions on the survey. The goal is for 100% participation.

D King also mentioned that it has been some time since the Board has conducted a self-evaluation. It is not something that is required, but is helpful, and is headed by the executive committee.

**7. Finance & Facilities Committee – S Barr (Minutes) Doc.#23-71**

S Barr reported that the cash balance is 1.1 million dollars. Comparing that amount to 2022, the cash balance is down about \$400,000.00. This is because of the construction project. Compared to 2019, pre-COVID, the balance is up \$75,000.00

S Barr reported the committee reviewed the Purchasing Policy. Suggested changes were correcting grammatical errors and increasing purchasing amounts to reflect the recent increase in cost of goods and services. S Barr stated that two projects will need to be completed over the next few years: the parking lot replacement, with an estimated cost of \$89,000.00 and the roof replacement, with an estimated cost of \$383,000.00.

**8. Public Relations Committee –L Decker**

**(Minutes) Doc. #23-72**

L Decker reported there will be a Public Relations Committee meeting on Wednesday, June 28 to review Construction Aid applications. The meeting starts and 9:00 and is

done by 3:45. Fourteen libraries applied for funds, which total more than \$1 million in requests.

## 9. Foundation for Southern Tier Libraries – Louise Richardson

(Minutes) **Doc. #23-73**

L Richardson passed around save the date post cards for the Annual Foundation Fundraiser event. She also reported that the libraries that received this year's Foundation grants were posting thank you messages on social media.

## BOARD ACTIONS

### 10. Expenditure Approvals -Monthly Unpaid Bills Detail \* **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	___11___	Nay	___	Abstain	___1___	Absent	___2___	Vacant	___1___
Approved/Failed: Approved									
Discussion:None									

### 11. Receipt Approvals – Monthly Deposit Summary \* **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	___11___	Nay	___	Abstain	___1___	Absent	___2___	Vacant	___1___
Approved/Failed: Approved									
Discussion:None									

### 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	___11___	Nay	___	Abstain	___1___	Absent	___2___	Vacant	___1___
Approved/Failed: Approved									
Discussion:None									

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 \_\_\_11\_\_\_ Nay \_\_\_ Abstain \_\_\_1\_\_\_ Absent \_\_\_2\_\_\_ Vacant \_\_\_1\_\_\_  
 Approved/Failed: Approved  
 Discussion:None

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.

Move: \_\_\_B Gorman\_\_\_ Second \_\_\_L Richardson\_\_\_  
 Aye \_\_\_11\_\_\_ Nay \_\_\_ Abstain \_\_\_1\_\_\_ Absent \_\_\_2\_\_\_ Vacant \_\_\_1\_\_\_  
 Approved/Failed: Approved  
 Discussion: None

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: \_\_\_D King\_\_\_ Second \_\_\_M Krebs\_\_\_  
 Aye 11\_\_\_ Nay \_\_\_ Abstain \_\_\_1\_\_\_ Absent \_\_\_2\_\_\_ Vacant \_\_\_1\_\_\_  
 Approved/Failed: Approved  
 Discussion:None

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: \_\_\_S McGill\_\_\_ Second \_\_\_L Decker\_\_\_  
 Aye \_\_\_11\_\_\_ Nay \_\_\_ Abstain \_\_\_1\_\_\_ Absent \_\_\_2\_\_\_ Vacant \_\_\_1\_\_\_

Approved/Failed: Approved  
Discussion: None

#### 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: \_\_\_ R Urban \_\_\_\_\_ Second \_\_\_ B Gorman \_\_\_\_\_  
Aye \_\_\_ 11 \_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_ 1 \_\_\_ Absent \_\_\_ 2 \_\_\_ Vacant \_\_\_ 1 \_\_\_  
Approved/Failed: Approved  
Discussion: None

#### 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: \_\_\_\_\_ D Haggstrom \_\_\_\_\_ Second \_\_\_ S Barr \_\_\_\_\_  
Aye \_\_\_ 11 \_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_ 1 \_\_\_ Absent \_\_\_ 2 \_\_\_ Vacant \_\_\_ 1 \_\_\_  
Approved/Failed: Approved  
Discussion: None

### **BOARD INFORMATION**

**16. Old Business –**  
**None**

**17. New Business –**  
**None**

#### **18. Library Networking –**

L Richardson reported she attended the June 9 Spring CE at Corning Community College. She stated the event was great and had a great turn out.

L Decker noted that the Cuba Library had the Diversity Collection on display.

S Barr noted the maker space center and the teen room at the Steele Memorial Library are both very impressive.



M Steffens attended the CCLD Board meeting. He stated he is impressed with the new director, Paul Chapman, as well as the decisions he is making for CCLD.

**19. President's Report –**

K Green reminded the board there is no meeting in August.

**20. Monthly System Team & Divisional Reports -**

**Doc.#23-77**

B Hildreth spoke about the change from using PIN numbers to secure passwords on STARCat accounts and the importance of the change for reasons of security and privacy. There has been feedback from patrons who were not happy with the change both to member libraries and STLS. Member directors also voiced concern at the recent Directors Advisory Council meeting. B. Hildreth indicated he listened to those concerns and agreed the change should have been discussed with the Directors Advisory Council in 2022 to keep directors best informed. He also said it was a good learning experience for himself as well as staff moving forward. The change was discussed multiple times through ILS meetings over the course of 6-months and shared through multiple email messages, but it was clear from the discussions not all directors receive their administrative information through ILS meetings. Lastly, he noted, the change will be extended to the end of August to give member libraries more time to help patrons prepare for the change. The DAC voted to approve this extension.

**Public Expression (15 minutes)**

Adjournment 2 : 54 pm

Move: S Barr Second: M Krebs

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

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

	Jun 30, 23	May 31, 23	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
1200 · Cash - Operating	3,279.01	12,147.01	-8,868.00
1201 · Cash - Payroll	6,846.01	40,302.76	-33,456.75
1202 · Cash - Money Market	912,572.32	1,056,325.49	-143,753.17
<b>Total Checking/Savings</b>	922,697.34	1,108,775.26	-186,077.92
<b>Accounts Receivable</b>			
1380 · Accounts Receivable	159,711.13	182,770.60	-23,059.47
<b>Total Accounts Receivable</b>	159,711.13	182,770.60	-23,059.47
<b>Total Current Assets</b>	1,082,408.47	1,291,545.86	-209,137.39
<b>Fixed Assets</b>			
<b>1100 · Fixed Assets</b>			
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
<b>Total 1100 · Fixed Assets</b>	1,792,517.15	1,792,517.15	0.00
<b>Total Fixed Assets</b>	1,792,517.15	1,792,517.15	0.00
<b>Other Assets</b>			
1382 · Prepaid expenses	83,657.56	83,657.56	0.00
<b>Total Other Assets</b>	83,657.56	83,657.56	0.00
<b>TOTAL ASSETS</b>	<b>2,958,583.18</b>	<b>3,167,720.57</b>	<b>-209,137.39</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
2600 · Accounts Payable	0.00	7,548.42	-7,548.42
<b>Total Accounts Payable</b>	0.00	7,548.42	-7,548.42
<b>Other Current Liabilities</b>			
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	163.38	532.96	-369.58
2626 · Flex Spending Deduction Payable	-834.17	-714.97	-119.20
2627 · PFL Payable to Insurance	1,911.05	5,770.19	-3,859.14
2635 · Capital Notes Payable	125,234.73	127,395.85	-2,161.12
2640 · Accrued Compensated Absences	138,984.07	138,984.07	0.00
<b>Total Other Current Liabilities</b>	273,335.68	279,844.72	-6,509.04
<b>Total Current Liabilities</b>	273,335.68	287,393.14	-14,057.46
<b>Total Liabilities</b>	273,335.68	287,393.14	-14,057.46
<b>Equity</b>			
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 June 30, 2023

	<b>Jun 30, 23</b>	<b>May 31, 23</b>	<b>\$ Change</b>
3911 - Donor Restricted Capital Reserv	97,806.44	97,806.44	0.00
Net Income	-309,133.02	-114,053.09	-195,079.93
Total Equity	2,685,247.50	2,880,327.43	-195,079.93
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,958,583.18</b>	<b>3,167,720.57</b>	<b>-209,137.39</b>

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

	<b>Jun 23</b>	<b>May 23</b>	<b>\$ Change</b>
<b>Income</b>			
4719 · Interest	24.61	29.33	-4.72
4724 · Member Library IT Contracts	56.36	84.32	-27.96
4725 · Grants Revenue	13,210.60	0.00	13,210.60
4731 · Arkport Support	2,835.60	0.00	2,835.60
4733 · Member Library Processing Fees	136.50	0.00	136.50
4735 · Non State Aid Pass Through	12,853.86	13,234.99	-381.13
4782 · Donations	70.15	128.27	-58.12
<b>Total Income</b>	<b>29,187.68</b>	<b>13,476.91</b>	<b>15,710.77</b>
<b>Gross Profit</b>	<b>29,187.68</b>	<b>13,476.91</b>	<b>15,710.77</b>
<b>Expense</b>			
5100 · Salaries			
5141 · Professional Salaries	46,604.40	31,069.60	15,534.80
5142 · Non-Professional Salaries	54,655.86	22,786.33	31,869.53
<b>Total 5100 · Salaries</b>	<b>101,260.26</b>	<b>53,855.93</b>	<b>47,404.33</b>
5150 · Personnel Benefits			
5153 · Social Security	7,534.98	4,536.40	2,998.58
5154 · Workers Compensation	532.42	532.42	0.00
5156 · Disability	196.75	0.00	196.75
5157 · Health Insurance	16,331.60	14,809.40	1,522.20
5158 · Payroll Expense - Other	1,154.35	936.14	218.21
<b>Total 5150 · Personnel Benefits</b>	<b>25,750.10</b>	<b>20,814.36</b>	<b>4,935.74</b>
5204 · STLS Software & Small Equipment	2,249.97	9.71	2,240.26
5205 · Maintenance Contracts & Leases	596.19	439.21	156.98
5408 · Platform Fees & Licenses	4,563.97	0.00	4,563.97
5409 · STLS Telephone/Internet	20,426.20	15,649.57	4,776.63
5417 · Library Materials	1,278.87	1,004.76	274.11
5418 · Consultant Collection	500.30	0.00	500.30
5420 · Staff Development Travel	220.89	0.00	220.89
5422 · Trustee Mileage	1,024.68	0.00	1,024.68
5424 · Conference Registration	322.40	105.00	217.40
5425 · Staff & Member Library Mileage	542.21	359.59	182.62
5427 · Programming & Annual Conference	4,438.95	990.09	3,448.86
5428 · Meeting Supplies	41.45	484.93	-443.48
5430 · Office Supplies	548.03	653.74	-105.71
5434 · Public Relations	209.99	123.74	86.25
5435 · Member Library Pass through	33,680.57	23,846.25	9,834.32
5442 · Professional Fees	800.00	175.00	625.00
5444 · Accounting Support & Audit	9,099.00	99.00	9,000.00
5450 · Utilities	773.03	818.59	-45.56
5451 · Building Maintenance & Repairs	1,607.75	15,668.59	-14,060.84
5453 · Loan Interest	238.88	242.92	-4.04
5454 · Commercial Insurance	868.53	868.53	0.00
5471 · Vehicle Maintenance & Repairs	139.96	547.30	-407.34

Southern Tier Library System  
Financial Clerk's Report  
June 2023

	<b>Jun 23</b>	<b>May 23</b>	<b>\$ Change</b>
5473 - Vehicle Fuel	1,733.92	1,422.15	311.77
5474 - Vehicle Insurance	464.00	464.00	0.00
5480 - Greenwood Reading Center Exp	2,396.30	1,284.76	1,111.54
5485 - Arkport Expense Account	3,491.21	2,391.60	1,099.61
5490 - Grants	5,000.00	83,465.25	-78,465.25
<b>Total Expense</b>	<b>224,267.61</b>	<b>225,784.57</b>	<b>-1,516.96</b>
<b>Net Income</b>	<b>-195,079.93</b>	<b>-212,307.66</b>	<b>17,227.73</b>

	Jan - Jun 23	Budget	\$ Over Budget
<b>Income</b>			
4700 · Basic State Aid	0.00	844,972.00	-844,972.00
4706 · Jails and Institutions	0.00	4,215.00	-4,215.00
4709 · Local Services Support	0.00	92,916.00	-92,916.00
4710 · Supplemental Aid	0.00	127,404.00	-127,404.00
4711 · Coordinated Outreach	0.00	73,906.00	-73,906.00
4713 · State Corrections	0.00	25,884.00	-25,884.00
4719 · Interest	172.04	600.00	-427.96
4721 · E-Rate Funding	0.00	180,000.00	-180,000.00
4723 · Member Library Cost Share	407,101.00	407,101.00	0.00
4724 · Member Library IT Contracts	13,981.89	60,000.00	-46,018.11
4725 · Grants Revenue	75,517.15	100,000.00	-24,482.85
4733 · Member Library Processing Fees	238.00		
4781 · Retiree Health Ins Payments	939.96	500.00	439.96
4782 · Donations	409.87	1,200.00	-790.13
4784 · General Reimbursements & Refund	2,117.27	1,200.00	917.27
<b>Total Income</b>	<b>500,477.18</b>	<b>1,919,898.00</b>	<b>-1,419,420.82</b>
<b>Gross Profit</b>	<b>500,477.18</b>	<b>1,919,898.00</b>	<b>-1,419,420.82</b>
<b>Expense</b>			
Total 5100 · Salaries	420,407.19	953,122.00	-532,714.81
Total 5150 · Personnel Benefits	136,137.56	409,956.00	-273,818.44
5204 · STLS Software & Small Equipment	2,286.67	5,000.00	-2,713.33
5205 · Maintenance Contracts & Leases	3,388.43	12,000.00	-8,611.57
5407 · Integrated Library System	0.00	75,000.00	-75,000.00
5408 · Platform Fees & Licenses	12,515.57	16,000.00	-3,484.43
5409 · STLS Telephone/Internet	97,824.03	200,000.00	-102,175.97
5417 · Library Materials	4,045.67	18,500.00	-14,454.33
5418 · Consultant Collection	1,577.09	2,400.00	-822.91
5419 · Electronic Materials	0.00	10,000.00	-10,000.00
5420 · Staff Development Travel	1,981.35	15,000.00	-13,018.65
5422 · Trustee Mileage	1,289.30	10,000.00	-8,710.70
5423 · Trustee Continuing Education	0.00	2,400.00	-2,400.00
5424 · Conference Registration	2,029.80	11,000.00	-8,970.20
5425 · Staff & Member Library Mileage	990.88	3,000.00	-2,009.12
5427 · Programming & Annual Conference	6,129.04	7,500.00	-1,370.96
5428 · Meeting Supplies	1,505.89	2,500.00	-994.11
5430 · Office Supplies	2,195.06	3,500.00	-1,304.94
5433 · Postage	1,160.74	2,400.00	-1,239.26
5434 · Public Relations	7,323.42	7,500.00	-176.58
5436 · STLS Grants to Member Libraries	0.00	15,000.00	-15,000.00
5442 · Professional Fees	3,776.00	10,000.00	-6,224.00
5443 · Legal Counsel	0.00	2,500.00	-2,500.00
5444 · Accounting Support & Audit	9,781.50	13,000.00	-3,218.50
5450 · Utilities	5,430.98	12,000.00	-6,569.02

Southern Tier Library System  
Profit Loss Budget vs. Actual  
January through June 2023

	<b>Jan - Jun 23</b>	<b>Budget</b>	<b>\$ Over Budget</b>
5451 · Building Maintenance & Repairs	21,350.38	20,000.00	1,350.38
5453 · Loan Interest	1,234.73		
5454 · Commercial Insurance	9,499.74	12,500.00	-3,000.26
5471 · Vehicle Maintenance & Repairs	2,483.40	3,000.00	-516.60
5473 · Vehicle Fuel	8,691.36	24,000.00	-15,308.64
5474 · Vehicle Insurance	2,784.00	5,875.00	-3,091.00
5475 · Vehicle Purchase	0.00	0.00	0.00
5490 · Grants	109,205.16	100,000.00	9,205.16
<b>Total Expense</b>	<b>877,024.94</b>	<b>1,984,653.00</b>	<b>-1,107,628.06</b>
<b>Net Income</b>	<b>-376,547.76</b>	<b>-64,755.00</b>	<b>-311,792.76</b>

## QUARTERLY CLAIMS AUDITOR REPORT - SOUTHERN TIER LIBRARY SYSTEM

**Q2 2023      April 1, 2023 - June 30, 2023**

Audit Date	# of Invoices	Invoice Total	Exception	Check Numbers		Check Date	Paid Total
4/5/23	15	22,142.28	0	40761	40775	4/7/23	22,142.28
4/19/22	34	47,488.43	0	40776 -	40809	4/21/22	47,488.43
5/3/23	55	102,221.32	0	40810 -	40864	5/5/23	102,221.32
5/17/23	36	54,438.75	0	40865 -	40900	5/19/23	54,438.75
5/31/23	19	14,265.68	0	40901	40919	6/2/23	14,265.68
6/14/23	27	84,647.32	0	40920 -	40946	6/16/23	84,647.32
6/28/23	31	24,555.32	1	40947	40977	6/30/23	24,555.32

## EXCEPTION REPORT

Exception Reference	Transaction No/Date	Invoice Date	Amount	Claim Payee/Vendor	Item   Service s of Invoice	Issue with Purchase   Cause for Exception
40920	6/16/23	2/23/22*	7,498.42	AFT Mechanical	Construction	Lost check
	<i>Resolution: Payee found original check #40680 issued on 2/24/23 and returned in to STLS. The Finance Department has voided the check.</i>					
	<i>* This was the final payment on the building project for electrical and related work.</i>					



## **Personnel & Policies Committee**

### **Meeting Minutes**

Tuesday, June 11, 2023 at 1:30 pm

Meeting Location: Southern Tier Library System - Painted Post



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

Staff: Brian M. Hildreth

## **Policies**

### **Conflict of Interest Policy**

The committee discussed if further review of the policy was required. B. Hildreth said no trustees had reached out with questions since the June 2023 board meeting, where it was presented. Everyone agreed it was ready to move out of committee.

#### Approve Proposed Revisions to Conflict of Interest Policy

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the Conflict of Interest Policy as presented at the June 20, 2023 board meeting considering any revisions during board meeting discussion.

S. McGill made a motion to approve. R. Ahola seconded. Unanimously approved.

### **Purchasing Policy.**

Committee members reviewed the policy. B Hildreth discussed revisions to spending thresholds given review by the Finance & Facilities Committee. He also explained requirement differences between purchases for goods and services at the \$3,000 - \$10,000 threshold versus purchases above \$10,000. He highlighted the revised language that brought more clarity to the policy for administration, staff, and trustees. The committee made additional recommendations for formatting and grammar. It was agreed the policy was ready to go forward to the Board of Trustees for review. B. Hildreth said the policy would be added to the July 18, 2023 board packet.

## **Personnel**

B. Hildreth updated committee members on the search and hiring status of vacant library system positions. He informed the committee that Micayah Ambriz has been hired for the Part Time Library Clerk position, and Ben Van Kurin has been hired for the Part Time 19-hour-per week Delivery Driver

position. An Executive Director Recommendation to appoint both staff members would take place at the July meeting.

The committee also reviewed the Organizational Chart considering all of the recent appointments and hires. At this time, only one position remains vacant, Member Services Consultant. B. Hildreth said an update on this position would be provided at September's committee meeting. The Division of Professional Development & Outreach meets in August to review the job description.

The committee agreed B. Hildreth would make an Executive Director Recommendation at July's meeting to approve the updated Organizational Chart.

### **Executive Director Annual Evaluation**

B. Hubbell reviewed the suggested questions presented by B. Hildreth for the upcoming Executive Director Performance Survey, which will be issued to all STLS Trustees. Committee members discussed the suggested questions, and confirmed if answers to the questions would be useful to the Executive Director for strengthening practices in working with the STLS Board of Trustees. B. Hildreth stated he felt the questions would provide helpful information that would enable him to support the board with administrative work. B. Hubbell said she would share the questions with STLS' Administrative Assistant to begin the survey process.

B. Hildreth also stated his update document on 2022/2023 Performance Objectives had been completed. A copy of this document will be shared with the STLS Board of Trustees by email. The document is intended to inform trustees of B. Hildreth's work on performance objectives going into the survey stage of the evaluation. Both the survey and update document would be discussed during the July 18, 2023 board meeting.

Meeting adjourned at 2:17 pm.

Minutes respectfully submitted by: Brian M. Hildreth

## 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

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.

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)~~ **\$100 (one-hundred 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 ~~Executive Director~~ **Executive Director** or ~~their~~ **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 ~~needed~~ **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 ~~\$3,000~~ **\$1500.00** (~~three one thousand five hundred~~ **three one thousand five hundred** dollars) may be justified by catalog/retail pricing. Purchases from ~~\$3,000~~ **\$1500.00** (~~three one thousand five hundred~~ **three one thousand five hundred** dollars) to ~~\$10,000~~ **\$3000.00** (~~ten three thousand~~ **ten three thousand** dollars) require quotes from at least two qualified suppliers. Purchases over ~~\$10,000~~ **\$3000.00** (~~ten three thousand~~ **ten three thousand** dollars) require ~~written quotes~~ **quotations** from at least three qualified suppliers **in response to a formal written**

request for proposals issued by the library system specifying the type of product or work required, and the timeline for delivering such goods and services. 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, professional association, 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. Email confirmation addressed to the originator of the purchase will suffice for online purchases that represent non-physical items (software, licenses, platform fees).

**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, services, and conduct for 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, or acting director, of STLS has overall responsibility for purchasing for STLS and for implementing effective procedures that comply with the requirements of this policy and which demonstrate effective internal controls.

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

*Revised by the Board of Trustees September 17, 2015; September 17, 2019; September 19, 2023.*



# STLS IT Plan 2024 - 2028

**MISSION OF STLS DIVISION OF INFORMATION TECHNOLOGY**

Supporting, Educating, Maintaining, and Resource for Technology Needs....

**TABLE OF CONTENTS...**

Cover.....Page 1

Table of Contents and Mission of Division of IT.....Page 2

Goal Statement #1: Support and Develop STLS’ Integrated Library System (ILS).....Page 3

Goal Statement #2: Establish & Maintain Internet Connections.....Page 3

Goal Statement #3: Purchasing & Maintenance of Member Libraries’ Computers.....Page 4

Goal Statement #4: Partner with STLS Staff to Incorporate Supportive Technologies.....Page 5

Goal Statement #5: Email Communications for STLS Staff & Member Librarians.....Page 5

Goal Statement #6: Host & Support Member Libraries’ Websites.....Page 6

Goal Statement #7: Develop Policies and Procedures.....Page 7

**1. Goal Statement:** Support and develop STLS' member-driven Integrated Library System (ILS).

**Purpose (Intended Result):** Offer an Integrated Library System experience that empowers member librarians to provide equitable access to resources for the interest, information and enlightenment of their communities.

**Actions:**

- Offer quarterly ILS Workshops/Meetings to keep members informed of changes.
- Offer in-person ILS training opportunities at existing member library and system events.
- Establish regular one-on-one ILS Manager and Specialists' consultation site visits with member libraries.
- Facilitate Cost Share Discussions with member libraries to demonstrate tangible costs and benefits of the ILS and determine a fair cost sharing structure for 2024– 2026.
- Maintain ILS resiliency and improve through updates, new features and usability.
- Establish a survey schedule for members and users.

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**2. Goal Statement:** Establish and maintain internet connections for STLS and all member libraries.

**Purpose (Intended Result):** Enable member librarians to provide high quality broadband internet connections, within and outside the physical library, to ensure all community members have access to online resources.

**Actions:**

- Work towards connecting remaining libraries to STN fiber in Chemung, Schuyler, Steuben & Yates counties.
- Advocate to state and local stakeholders for a non-profit model fiber network in Allegany County.
- Work with all remaining Allegany County libraries to connect to a broadband network that offers greater than 100x100 Mbps.
- Inventory all STLS-purchased hardware supporting internet and wireless connections in member libraries. Includes maintenance of internal and external WiFi.
- Evolve existing library networks to take advantage of current 10Gbps connections to STN fiber libraries.
- Improve STLS fiber connections to libraries to 40Gbps

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**3. Goal Statement:** Offer equitable, accessible and transparent purchasing and maintenance services for STLS member library computers.

**Purpose (Intended Result):** Address member library digital access challenges to improve system-wide computing and online services.

**Actions:**

- Further develop guidelines and resources for successful purchasing and maintenance services that allow for the timely install, upkeep and repair member library equipment.
  - Determine equitable pricing structure that requires STLS IT accountability on the timely delivery of services.
  - Maintain inventory of member library equipment purchased and maintained through services.
  - Seek federal and state funding sources to subsidize public and staff technology at member libraries.
  - Review IT Procurement Policy in partnership with Board of Trustees.
- 

**4. Goal Statement:** Partner with all STLS staff by investigating, adopting and supporting current and new technologies that empower staff to best serve member libraries and their communities.

**Purpose (Intended Result):** Influence the service impacts of STLS staff on member libraries and communities by incorporating new technologies that allow for excellence through the maintenance and enhancement of staff knowledge and skills.

**Actions:**

- Inventory current staff hardware and develop replacement schedule based on needs.
  - Assess staff technology needs and develop plan to meet needs including financial plan.
  - Investigate and procure a modern productivity platform to address staff functionality needs based on staff technology assessment.
  - Expand VoIP phone systems to members connected to dark fiber network for cost savings.
  - Leverage federal and state funding sources to support STLS and member libraries' needs.
- 

**5. Goal Statement:** Provide and support messaging for all STLS staff and paid member library staff.

**Purpose (Intended Result):** Provide a collaborative communication platform that assists member libraries in the performance of their duties

**Actions:**

- Develop an end user-based training for member librarian on the proper and effective use of STLS email clients.
  - Document Division of IT proactive maintenance procedures to achieve 99.9999% uptime of communication services.
  - Implement collaborative communication tools and shared platforms for project-based work between member libraries and STLS.
-



**6. Goal Statement:** Host and support STLS and member libraries' websites.

**Purpose (Intended Result):** Enable member libraries to offer a consistent and informative online presence that promotes the mission, services and governance of library operations.

**Actions:**

- Survey member libraries on website needs and wants to determine most feasible path for library system and member partnerships on maintaining websites that meet purpose.
  - Establish written guidelines for member libraries to develop and maintain their own website.
  - Build annual schedule for one-on-one training & consultation with member librarians to maintain their website.
  - Investigate ways to better support member libraries in tracking website usage or providing usage statistics on behalf of member libraries.
- 

**7. Goal Statement:** Develop STLS Security Policy and requisite supporting plans/policies to allow for an innovative, productive, and secure IT infrastructure for STLS and member libraries.

**Purpose (Intended Result):** Administratively organize the valuable work of STLS IT to ensure safe, efficient and sustainable practices.

**Actions:**

- Develop written policies and procedures that support current and incoming library system staff to offer a consistent level of service to member libraries and community members.
- Continue to evolve STLS security measures for library system network and online platforms.
- Draft IT resilience procedures for addressing IT security challenges as they relate to virtual network.
- Maintain ongoing end user based security training to protect STLS network endpoints.

**Finance & Facilities Committee**

Meeting Minutes

Monday, July 10, 2023 – 3:15 pm



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Meeting Location: Virtual Meeting

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

Meeting was called to order at 3:17 pm

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

Treasurer's Report- Brian stated that our cash balance is \$922,697.34. Compared to 2019 we are up approximately \$26,882.45. We remain in good financial standing.

Financial Clerk's Reports- Brian shared that under Grants Revenue we received an Empire State Development Grant of \$8,500 which will be passed through to the Southern Tier Digital Equity Coalition for digital equity projects. He also stated that an additional \$5,000 is earmarked for digitization work at Angelica Free Library through a grant from South Central Regional Library Council. Under Expenses the non-professional salaries increased due to there being 3 payrolls in June and the addition of 4 positions: Technology Support Specialist, Part Time ILS Specialist, and 2 Delivery Drivers. Line item 5409, almost \$5,000 was used to connect Atlanta's library to a new fiber connection. Other line item increases to Line item 5427 and 5444 were due to Spring Conference at CCC and payment for audit by Mengel, Metzger, and Barr.

Profit-Loss Statement- Brian shared that under Income – we will be receiving approximately \$54,379 more than we anticipated in the State Aid categories. Salary expenditures are under at this time with salary increases going into effect on July 1, 2023. Brian states he expects salaries to come in a bit under budget at the end of the year due to vacancies in the early part of 2023. Brian states he will be working on budget revisions in August and present it to the board in September.

2<sup>nd</sup> Quarter Claims Auditor Report- Louise shared the report with the committee.

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

Policies - Purchasing Policy was reviewed and corrections made.

Hearing no further business, Betsy made the motion to adjourn, Richard seconded, meeting adjourned at 3:40 pm.

Respectfully submitted: Sisi Barr, Treasurer

**Public Relations Committee**

## Meeting Minutes

Wednesday, June 28, 2023 – 9:00 am



Meeting Location: 20<sup>th</sup> Century Club Library, Almond, New York

Board Members in Attendance: Lynnette Decker (chair), Felicity Wright, Kathy Green, Louise Richardson, and David Haggstrom

Staff Present: Brian Hildreth

Meeting called to order at 9:00 pm

**2023/2024 NYS Public Library Construction Aid Presentations**

Committee members met to hear presentations from 14-member libraries. Each member library presented on their proposed 2023/2024 NYS Public Library Construction Aid project. Discussion took place between member libraries and committee members to share information about the library's project, eligibility under program guidelines, and alignment with library system funding priorities.

Following presentations and discussions, committee members reviewed each member's Notification of Intent to Apply materials, and made recommendations for funding. Funding was determined as follows:

Library Name	Total Project Cost	Requested Funding	Allocated Funding	Allocated Percentage
Arkport Public Library	\$ 29,640.00	\$ 22,230.00	\$ 22,230.00	75%
*Chemung County Library District - Steele Library	\$ 300,000.00	\$ 225,000.00	\$ 128,584.00	43%
*Belfast Public Library	\$ 251,133.00	\$ 188,349.75	\$ 128,583.00	51%
Belmont Literary & Historical Society Free Library	\$ 31,700.00	\$ 23,775.00	\$ 23,775.00	75%
Cohocton Public Library	\$ 27,452.00	\$ 20,589.00	\$ 20,589.00	75%
Dormann Library	\$ 117,950.00	\$ 88,462.50	\$ 88,462.00	75%
*Cuba Circulating Library	\$ 352,765.00	\$ 264,573.75	\$ 128,584.00	36%
Friendship Free Library	\$ 23,100.00	\$ 17,325.00	\$ 17,325.00	75%
Hornell Public Library	\$ 15,869.00	\$ 11,901.75	\$ 11,900.00	75%
Dutton S. Peterson Library	\$ 37,500.00	\$ 28,125.00	\$ 28,125.00	75%
*Prattsburg Free Library	\$ 230,000.00	\$ 172,500.00	\$ 128,583.00	56%
Southeast Steuben County Library	\$ 77,950.00	\$ 58,462.50	\$ 58,462.00	75%
Modeste Bedient Memorial Library	\$ 13,202.00	\$ 9,901.50	\$ 9,901.00	75%
Pulteney Free Library	\$ 87,309.00	\$ 65,481.75	\$ 65,481.00	75%
	<b>Total Request</b>	<b>\$1,131,195.75</b>	<b>\$ 860,584.00</b>	
	Total Allocation	\$ 860,584.00		

*\*Additional funds allocated to STLS from other library systems' carryover will be divided evenly among these noted libraries (Belfast, CCLD, Cuba, Prattsburg).*

Approve Proposed 2023/2024 NYS Public Library Construction Aid Allocations

**\* FOR APPROVAL**

Public Relations Committee Recommendation: The STLS Board of Trustees approves the proposed 2023/2024 NYS Public Library Construction Aid Allocations as determined on June 28, 2023 as part of the library system's NYS Public Library Construction Aid grant program.

Motion by K. Green; Seconded by D. Haggstrom. Unanimously approved.

Meeting adjourned at 2:05 pm

Respectfully submitted: Brian M. Hildreth, STLS Executive Director

**2023/2024 Construction Aid Applicant Summary and Award Amounts**  
**Southern Tier Library System**

Library Name	Library Community	Total Project Cost	Requested Funding	% Req.	Allocated Funding	Allocated Percentage	Brief Project	Most Recent Year	Most Recent Award	10 Year Sum of Awards
Arkport Public Library	Arkport	\$ 29,640.00	\$ 22,230.00	75%	\$ 22,230.00	75%	Accessibility: ADA Compliant Back Entrance	2021/2022	\$ 63,792	\$ 63,792
*Chemung County Library District Steele Library	Chemung County - Elmira	\$ 300,000.00	\$ 225,000.00	75%	\$ 128,584.00	43%	Expansion: Renovation of IT Department	2020/2021	\$ 87,000	\$ 712,282
*Belfast Public Library	Belfast	\$ 251,133.00	\$ 188,349.75	75%	\$ 128,583.00	51%	Addition/Expansion: Library Addition - Phase II	2022/2023	\$ 48,750	\$ 154,870
Belmont Literary & Historical Society Free Library	Belmont	\$ 31,700.00	\$ 23,775.00	75%	\$ 23,775.00	75%	Accessibility: New ADA Compliant Ramp and Brick Repointing for Safety	2004/2005	\$ 3,659	\$ -
Cohocton Public Library	Cohocton	\$ 27,452.00	\$ 20,589.00	75%	\$ 20,589.00	75%	Expansion: Renovation of 2nd Floor Public and Program Spaces	2022/2023	\$ 81,731	\$ 206,007
Dormann Library	Bath	\$ 117,950.00	\$ 88,462.50	75%	\$ 88,462.00	75%	Accessibility: Installation of Outdoor Program Space Fencing	2022/2023	\$ 45,488	\$ 112,321
*Cuba Circulating Library	Cuba	\$ 352,765.00	\$ 264,573.75	75%	\$ 128,584.00	36%	Expansion: Renovation of Children's Space Phase II	2022/2023	\$ 137,993	\$ 193,227
Friendship Free Library	Friendship	\$ 23,100.00	\$ 17,325.00	75%	\$ 17,325.00	75%	Energy Efficiencies: Window Replacements	2022/2023	\$ 15,431	\$ 17,664
Hornell Public Library	Hornell	\$ 15,869.00	\$ 11,901.75	75%	\$ 11,900.00	75%	Accessibility: Security Camera Installation	2022/2023	\$ 15,588	\$ 33,095
Dutton S. Peterson Library	Odessa	\$ 37,500.00	\$ 28,125.00	75%	\$ 28,125.00	75%	Accessibility: ADA Compliant Restroom	2017/2018	\$ 9,466	\$ 17,539
*Prattsburg Free Library	Prattsburg	\$ 230,000.00	\$ 172,500.00	75%	\$ 128,583.00	56%	Energy Efficiencies: New Roof, Electrical and	2022/2023	\$ 137,992	\$ 143,316
Southeast Steuben County Library	Corning	\$ 77,950.00	\$ 58,462.50	75%	\$ 58,462.00	75%	Energy Efficiencies: Generator	2022/2023	\$ 137,992	\$ 928,290
Modeste Bedient Memorial Library	Branchport	\$ 13,202.00	\$ 9,901.50	75%	\$ 9,901.00	75%	Energy efficiencies - Generator	2012/2013	\$ 46,500	\$ -
Pulteney Free Library	Pulteney	\$ 87,309.00	\$ 65,481.75	75%	\$ 65,481.00	75%	Accessibility: Elevator Installation	2019/2020	\$ 21,487	\$ 409,450
		<b>Total Request</b>	<b>\$ 1,131,195.75</b>		<b>\$ 860,584.00</b>					
		Total	\$ 860,584.00							
		Difference	\$ (270,611.75)	Difference	\$ -		*Additional funds allocated to STLS from other library systems' carryover will be divided evenly among these noted libraries (Belfast, CCLD, Cuba, Prattsburg).			

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

4:31 PM  
06/27/23

**Southern Tier Library System**  
**Unpaid Bills Detail**  
 As of June 30, 2023

6/28/23

6/29/23

Type	Date	Num	Due Date	Open Balance
<b>Barr, Mathilde</b>				
Bill	06/30/2023	2nd Qt...	06/30/2023	✓ 323.57 ✓
<b>Total Barr, Mathilde</b>				323.57
<b>Button, Vickie</b>				
Bill	06/30/2023	Medica...	06/30/2023	✓ 93.40 ✓
<b>Total Button, Vickie</b>				93.40
<b>Corning Natural Gas</b>				
Bill	06/30/2023	Jun 20...	06/30/2023	✓ 95.78 ✓
<b>Total Corning Natural Gas</b>				95.78
<b>CPE InterLink</b>				
Bill	06/30/2023	23-0801	06/30/2023	✓ 528.75 ✓
Bill	06/30/2023	23-0706	06/30/2023	✓ 80.00 ✓
Bill	06/30/2023	23-080...	06/30/2023	✓ 441.00 ✓
Bill	06/30/2023	23-080...	06/30/2023	✓ 441.00 ✓
Bill	06/30/2023	23-080...	06/30/2023	✓ 981.00 ✓
Bill	06/30/2023	23-080...	06/30/2023	✓ 1,352.25 ✓
<b>Total CPE InterLink</b>				3,824.00
<b>Decker, Lynnette</b>				
Bill	06/30/2023	4/18/2...	06/30/2023	✓ 103.49 ✓
<b>Total Decker, Lynnette</b>				103.49
<b>English, Darleen</b>				
Bill	06/30/2023	Medica...	06/30/2023	✓ 93.40 ✓
<b>Total English, Darleen</b>				93.40
<b>Erie Insurance Company</b>				
Bill	06/30/2023	Jul 2023	06/30/2023	✓ 1,864.95 ✓
<b>Total Erie Insurance Company</b>				1,864.95
<b>Excellus BC BS</b>				
Bill	06/30/2023	Jul 20...	06/30/2023	✓ 165.52 ✓
Bill	06/30/2023	Jul 2023	06/30/2023	✓ 2,449.56 ✓
<b>Total Excellus BC BS</b>				2,615.08
<b>Friendly Freds</b>				
Bill	06/30/2023	30473	06/30/2023	✓ 62.00 ✓
<b>Total Friendly Freds</b>				62.00
<b>Frontier Communications</b>				
Bill	06/30/2023	Jul 2023	06/30/2023	✓ 203.25 ✓
<b>Total Frontier Communications</b>				203.25
<b>Gale/CENGAGE Learning</b>				
Bill	06/30/2023	81124...	06/30/2023	✓ 148.75 ✓
Bill	06/30/2023	81076...	06/30/2023	✓ 52.80 ✓
Bill	06/30/2023	81068...	06/30/2023	✓ 53.58 ✓
Bill	06/30/2023	81044...	06/30/2023	✓ 258.29 ✓
Bill	06/30/2023	81194...	06/30/2023	✓ 70.37 ✓
Bill	06/30/2023	81130...	06/30/2023	✓ 185.53 ✓
<b>Total Gale/CENGAGE Learning</b>				769.32
<b>Gonzalez, Angela</b>				
Bill	06/30/2023	May-J...	06/30/2023	✓ 79.91 ✓
<b>Total Gonzalez, Angela</b>				79.91



4:31 PM  
06/27/23

*Handwritten signature/initials*

**Southern Tier Library System**  
**Unpaid Bills Detail**  
As of June 30, 2023

Type	Date	Num	Due Date	Open Balance
Haggstrom, David Bill	06/30/2023	Mileag...	06/30/2023	✓ 73.10 ✓
Total Haggstrom, David				73.10
Hallahan, Sheila Bill	06/30/2023	Medica...	06/30/2023	✓ 93.40 ✓
Total Hallahan, Sheila				93.40
Holden, Loretta Bill	06/30/2023	Medica...	06/30/2023	✓ 93.40 ✓
Total Holden, Loretta				93.40
Ingram Library Services Bill	06/30/2023	76032...	06/30/2023	✓ 379.58 ✓
Bill	06/30/2023	76534...	06/30/2023	✓ 140.97 ✓
Bill	06/30/2023	76534...	06/30/2023	✓ 32.39 ✓
Total Ingram Library Services				552.94
King, Denise Bill	06/30/2023	Jan-Ju...	06/30/2023	✓ 192.57 ✓
Total King, Denise				192.57
KnowBe4 Inc Bill	06/30/2023	INV26...	06/30/2023	✓ 3,897.78 ✓
Total KnowBe4 Inc				3,897.78
McPherson, Marcia Bill	06/30/2023	Medica...	06/30/2023	✓ 93.40 ✓
Total McPherson, Marcia				93.40
Murphy, Sally Jacoby Bill	06/30/2023	5/23 D...	06/30/2023	✓ 43.23 ✓
Total Murphy, Sally Jacoby				43.23
Nelson, Jane Bill	06/30/2023	Medica...	06/30/2023	✓ 93.40 ✓
Total Nelson, Jane				93.40
Overdrive Bill	06/30/2023	01453...	06/30/2023	✓ 634.97 ✓
Bill	06/30/2023	01453...	06/30/2023	✓ 362.13 ✓
Bill	06/30/2023	01453...	06/30/2023	✓ 609.84 ✓
Bill	06/30/2023	01453...	06/30/2023	✓ 76.30 ✓
Bill	06/30/2023	01453...	06/30/2023	✓ 443.55 ✓
Bill	06/30/2023	01453...	06/30/2023	✓ 39.49 ✓
Bill	06/30/2023	01453...	06/30/2023	✓ 381.43 ✓
Bill	06/30/2023	01453...	06/30/2023	✓ 168.67 ✓
Bill	06/30/2023	01453...	06/30/2023	✓ 1,104.42 ✓
Bill	06/30/2023	01453...	06/30/2023	✓ 118.97 ✓
Bill	06/30/2023	01453...	06/30/2023	✓ 434.95 ✓
Total Overdrive				4,374.72
Passage, Mary Bill	06/30/2023	Medica...	06/30/2023	✓ 93.40 ✓
Total Passage, Mary				93.40
Pitney Bowes Bill	06/30/2023	33176...	06/30/2023	✓ 596.19 ✓
Bill	06/30/2023	10233...	06/30/2023	✓ 158.98 ✓
Total Pitney Bowes				755.17

# Southern Tier Library System

## Unpaid Bills Detail

As of June 30, 2023

Type	Date	Num	Due Date	Open Balance
Quiggie, Mary Kay Bill	06/30/2023	Medica...	06/30/2023	✓ 93.40 ✓
Total Quiggie, Mary Kay				93.40
Southern Tier Wireless Inc Bill	06/30/2023	115656	06/30/2023	✓ 75.00 ✓
Total Southern Tier Wireless Inc				75.00
Steffens, Michael C Bill	06/30/2023	Mileag...	06/30/2023	✓ 75.98 ✓
Total Steffens, Michael C				75.98
TERACAI Bill	06/30/2023	8086229	06/30/2023	✓ 1,920.00 ✓
Total TERACAI				1,920.00
Time Warner Cable, PA Bill	06/30/2023	14386...	06/30/2023	✓ 1,750.00 ✓
Total Time Warner Cable, PA				1,750.00
Urban, Richard Bill	06/30/2023	Jun 20...	06/30/2023	✓ 62.88 ✓
Total Urban, Richard				62.88
Wigg, Ristilna Bill	06/30/2023	Medica...	06/30/2023	✓ 93.40 ✓
Total Wigg, Ristilna				93.40
<b>TOTAL</b>				<b>24,555.32</b>

4:21 PM  
06/13/23

6/14/23

Southern Tier Library System  
Unpaid Bills Detail  
As of June 16, 2023

6/15/23

Type	Date	Num	Due Date	Open Balance
AFT Mechanical Bill	12/31/2022	6-9809	12/31/2022	7,498.42
Total AFT Mechanical				7,498.42
American Dining Creations at CCC Bill	06/16/2023	3318	06/16/2023	1,417.50
Bill	06/16/2023	3319	06/16/2023	2,242.50
Total American Dining Creations at CCC				3,660.00
Baker & Taylor Bill	06/16/2023	20375...	06/16/2023	45.53
Total Baker & Taylor				45.53
Beeman, Robert Bill	06/16/2023	6/13/2...	06/16/2023	20.96
Total Beeman, Robert				20.96
Casella Waste Services Bill	06/16/2023	2219966	06/16/2023	127.00
Total Casella Waste Services				127.00
Cattaraugus-Allegany Workforce Devt Board Bill	06/16/2023	2022 A...	06/16/2023	5,000.00
Total Cattaraugus-Allegany Workforce Devt Board				5,000.00
Chapman, Paul Bill	06/16/2023	5/31/2...	06/16/2023	38.65
Total Chapman, Paul				38.65
Dalton, Tina Bill	06/16/2023	5/31/2...	06/16/2023	49.78
Total Dalton, Tina				49.78
Empire Access Bill	06/16/2023	00004...	06/16/2023	31.24
Total Empire Access				31.24
Empire Natural Gas Bill	06/16/2023	WSTL...	06/16/2023	38.78
Total Empire Natural Gas				38.78
Energy Cooperative of America Bill	06/16/2023	1001446	06/16/2023	242.26
Total Energy Cooperative of America				242.26
First Bankcard Bill	06/16/2023	44182...	06/16/2023	1,190.13
Bill	06/16/2023	44182...	06/16/2023	8.95
Bill	06/16/2023	44182...	06/16/2023	743.29
Bill	06/16/2023	44182...	06/16/2023	41.45
Bill	06/16/2023	44182...	06/16/2023	303.99
Bill	06/16/2023	44182...	06/16/2023	89.90
Total First Bankcard				2,357.71
FirstLight Fiber Bill	06/16/2023	14372...	06/16/2023	900.00
Total FirstLight Fiber				900.00

# Southern Tier Library System

## Unpaid Bills Detail

As of June 16, 2023

Type	Date	Num	Due Date	Open Balance
Fox, Donna				
Bill	06/16/2023	5/12/2...	06/16/2023	✓ 54.23 ✓
Total Fox, Donna				54.23
Gunning, Timothy (Nic)				
Bill	06/16/2023	5/31/2...	06/16/2023	✓ 35.37 ✓
Total Gunning, Timothy (Nic)				35.37
Humana				
Bill	06/16/2023	July 20...	06/16/2023	✓ 41.40 ✓
Total Humana				41.40
Mengel Metzger Barr & Co. LLP				
Bill	06/16/2023	511416	06/16/2023	✓ 9,000.00 ✓
Total Mengel Metzger Barr & Co. LLP				9,000.00
NYSHIP				
Bill	06/16/2023	595	06/16/2023	✓ 12,296.00 ✓
Total NYSHIP				12,296.00
Ocasio, Wilsinia				
Bill	12/31/2022	12/22/...	12/31/2022	✓ 50.00 ✓
Bill	06/16/2023	5/31/2...	06/16/2023	✓ 108.73 ✓
Total Ocasio, Wilsinia				158.73
<b>Overdrive</b>				
Bill	06/16/2023	01453...	06/16/2023	✓ 1,056.39 ✓
Bill	06/16/2023	01453...	06/16/2023	✓ 789.54 ✓
Bill	06/16/2023	01453...	06/16/2023	✓ 707.71 ✓
Bill	06/16/2023	01453...	06/16/2023	✓ 488.61 ✓
Bill	06/16/2023	01453...	06/16/2023	✓ 174.00 ✓
Bill	06/16/2023	01453...	06/16/2023	✓ 921.34 ✓
Bill	06/16/2023	01453...	06/16/2023	✓ 579.81 ✓
Bill	06/16/2023	01453...	06/16/2023	✓ 182.92 ✓
Bill	06/16/2023	01453...	06/16/2023	✓ 1,047.25 ✓
Bill	06/16/2023	01453...	06/16/2023	✓ 157.48 ✓
Bill	06/16/2023	01453...	06/16/2023	✓ 2,409.25 ✓
Bill	06/16/2023	01453...	06/16/2023	✓ 2,309.56 ✓
Bill	06/16/2023	01453...	06/16/2023	✓ 149.98 ✓
Bill	06/16/2023	01453...	06/16/2023	✓ 574.40 ✓
Bill	06/16/2023	01453...	06/16/2023	✓ 529.10 ✓
Bill	06/16/2023	01453...	06/16/2023	✓ 544.60 ✓
Bill	06/16/2023	01453...	06/16/2023	✓ 396.67 ✓
Bill	06/16/2023	01453...	06/16/2023	✓ 522.46 ✓
Bill	06/16/2023	01453...	06/16/2023	✓ 507.31 ✓
Bill	06/16/2023	01453...	06/16/2023	✓ 296.43 ✓
Bill	06/16/2023	01453...	06/16/2023	✓ 495.62 ✓
Bill	06/16/2023	01453...	06/16/2023	✓ 203.74 ✓
Bill	06/16/2023	01453...	06/16/2023	✓ 1,206.50 ✓
Bill	06/16/2023	01453...	06/16/2023	✓ 2,926.06 ✓
Bill	06/16/2023	01453...	06/16/2023	✓ 65.00 ✓
Total Overdrive				19,241.73
Retterer & Sons LLC				
Bill	06/16/2023	3931	06/16/2023	✓ 540.75 ✓
Total Retterer & Sons LLC				540.75
ShelterPoint Life				
Bill	06/16/2023	D2004...	06/16/2023	✓ 5,218.89 ✓
Total ShelterPoint Life				5,218.89

# Southern Tier Library System

## Unpaid Bills Detail

As of June 16, 2023

Type	Date	Num	Due Date	Open Balance
<b>Southern Tier Network</b>				
Bill	06/16/2023	5087	06/16/2023	1,000.00
Bill	06/16/2023	5088	06/16/2023	3,250.00
Bill	06/16/2023	5086	06/16/2023	3,845.00
Bill	06/16/2023	5102	06/16/2023	500.00
Bill	06/16/2023	5117	06/16/2023	250.00
Bill	06/16/2023	5125	06/16/2023	250.00
Bill	06/16/2023	5135	06/16/2023	2,995.00
<b>Total Southern Tier Network</b>				<b>12,090.00</b>
<b>Staples Business Credit</b>				
Bill	06/16/2023	16489...	06/16/2023	319.15
<b>Total Staples Business Credit</b>				<b>319.15</b>
<b>Time Warner Cable, PA</b>				
Bill	06/16/2023	14558...	06/16/2023	500.00
Bill	06/16/2023	14551...	06/16/2023	575.00
Bill	06/16/2023	14551...	06/16/2023	575.00
Bill	06/16/2023	12022...	06/16/2023	44.99
Bill	06/16/2023	14551...	06/16/2023	575.00
Bill	06/16/2023	14520...	06/16/2023	500.00
Bill	06/16/2023	14377...	06/16/2023	631.36
Bill	06/16/2023	08607...	06/16/2023	44.99
Bill	06/16/2023	08622...	06/16/2023	154.98
<b>Total Time Warner Cable, PA</b>				<b>3,601.32</b>
<b>United Healthcare Insurance Company</b>				
Bill	06/16/2023	July 20...	06/16/2023	305.50
<b>Total United Healthcare Insurance Company</b>				<b>305.50</b>
<b>WEX Bank</b>				
Bill	06/16/2023	89524...	06/16/2023	1,733.92
<b>Total WEX Bank</b>				<b>1,733.92</b>
<b>TOTAL</b>				<b>84,647.32</b>

## Deposit Summary

Southern Tier Library System

Summary of Deposits to 1202 · Cash - Money Market on 07/06/2023

Chk No.	PmtMethod	Red From	Memo	Amount
3922	Check	Friendship	Jun 2023 Phone service	56.36
3923	Check	Friendship	GoDaddy domain renewal	21.17
2096703	Check	(ALA) American Library Association	2023 ALA Great Stories Club	1,000.00

Less Cash Back:

Deposit Total:

1,077.53

# Deposit Summary

Southern Tier Library System

6/29/2023 4:05 PM

Summary of Deposits to 1202 - Cash - Money Market on 06/30/2023

Chk No.	PmtMethod	Red From	Memo	Amount
1170	Check	Arkport	Annual disability	444.00
1171	Check	Arkport	May 2023 Payroll	2,391.60

Less Cash Back:

Deposit Total: 2,835.60

# Deposit Summary

Southern Tier Library System

Summary of Deposits to 1202 - Cash - Money Market on 06/30/2023

6/20/2023 2:02 PM

Chk No.	PmtMethod	Red From	Memo	Amount
5757	Check	CCLD-Elmira	PT/Cost Share	38,357.02
2211	Check	CCLD-Elmira	Pass Thru	2,938.70
Less Cash Back:				
Deposit Total:				41,295.72



# Deposit Summary

Southern Tier Library System

Summary of Deposits to 1202 - Cash - Money Market on 06/20/2023

6/20/2023 4:48 PM

Chk No.	PmtMethod	Red From	Memo	Amount
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		Spread Shirt	Spread Shirt proceeds	70.15
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Less Cash Back:

Deposit Total:				70.15
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# Deposit Summary

Southern Tier Library System

6/15/2023 4:48 PM

Summary of Deposits to 1202 - Cash - Money Market on 06/16/2023

Chk No.	PmtMethod	Red From	Memo	Amount
44166	Check	Belfast	Pass Thru	1,349.63
5891	Check	Wayland	Pass Thru	528.75
4059	Check	Angelica	Pass Thru	21.17
7241	Check	Cohocton	Pass Thru	125.70
2207	Check	CCLD-Elmira	Pass Thru	869.29
9282	Check	Cleary, Jule	Health Ins	41.70
2015	Check	Int'l Motor Racing Research Center	ILS/Processing	136.50

Less Cash Back:

Deposit Total: 3,072.74

**2022/2023 Construction Aid Applicant Summary and Award Amounts**  
Southern Tier Library System - 7/13/2022; Revised 7/18/2023 (Carryover from Other Systems)

Library Name	Library Community	Total Project Cost	Requested Funding	% Req.	Allocated Funding	Allocated Percentage	Brief Project	Most Recent Year	Most Recent Award	10 Year Sum of Awards
*Cohocton Public Library	Cohocton	\$ 108,975.00	\$ 81,731.25	75%	\$ 81,731.00	75%	Accessibility & Energy efficiencies: New Roof,	2021/2022	\$ 37,469	\$ 124,051
*David A. Howe Public Library	Wellsville	\$ 73,880.00	\$ 55,410.00	75%	\$ 55,410.00	75%	Accessibility: Replace Auditorium Entrway.	2021/2022	\$ 150,622	\$ 449,025
*Dormann Library	Bath	\$ 60,650.00	\$ 45,487.50	75%	\$ 45,488.00	75%	Addition/Expansion: Outdoor Learning Classroom	2021/2022	\$ 48,750	\$ 100,977
*E.J. Cottrell Memorial Library	Atlanta	\$ 147,700.00	\$ 110,775.00	75%	\$ 110,775.00	75%	Addition/Expansion: Purchase of Property and Renovation of Purchased Building	N/A	\$ -	\$ -
Addison Public Library	Addison	\$ 11,771.00	\$ 8,828.25	75%	\$ 8,828.00	75%	Energy efficiencies- Window Replacements.	2017/2018	\$ 22,603	\$ 22,603
Belfast Public Library	Belfast	\$ 200,000.00	\$ 150,000.00	75%	\$ 137,995.00	69%	Addition/Expansion: Demolition of Existing Library Building and Site	2018/2019	\$ 4,500	\$ 16,875
Cuba Circulating Library	Cuba	\$ 244,804.00	\$ 183,603.00	75%	\$ 137,993.00	56%	Renovation: Children's Space Renovation.	2020/2021	\$ 31,234	\$ 55,234
Friendship Free Library	Friendship	\$ 20,574.00	\$ 15,430.50	75%	\$ 15,431.00	75%	Energy efficiencies- Window Replacements	2017/2018	\$ 17,664	\$ 17,664
Hornell Public Library	Hornell	\$ 45,359.59	\$ 34,019.69	75%	\$ 34,019.00	75%	Renovation and Energy efficiencies: Replace basement walls/floor, drainage, and LED lighting.	2018/2019	\$ 15,588	\$ 15,588
Montour Falls Memorial Library	*Montour Falls	\$ 71,750.00	\$ 53,812.50	75%	\$ 53,813.00	75%	Energy efficiencies: HVAC heating/cooling replacement, and improved insulation.	2018/2019	\$ 71,250	\$ 76,428
Prattsburg Free Library	Prattsburg	\$ 274,502.00	\$ 205,876.50	75%	\$ 137,992.00	50%	Expansion/Addition: Renovation of Existing	2014/2015	\$ 5,080	\$ 11,909
Southeast Steuben County Library	Corning	\$ 568,000.00	\$ 150,000.00	26%	\$ 137,992.00	24%	Renovation: Children's Space Renovation.	2021/2022	\$ 95,925	\$ 833,764
Taylor Memorial Library	Hammondsport	\$ 14,900.00	\$ 11,175.00	75%	\$ 11,175.00	75%	Energy efficiencies - Air Conditioning Replacement.	2009/2010	\$ 27,437	\$ -
		<b>Total Request</b>	<b>\$ 1,106,149.19</b>		<b>\$ 968,642.00</b>					
		Total Allocation	\$ 964,625.00				*David A. Howe Library, Dormann Library and Montour Falls will share additional funds allocated by New York State from other library systems. Any funds above a 75% match to David A. Howe, Dormann, and Montour Falls libraries will be shared between Cohocton Public Library and E.J. Cottrell Library.			
		Difference	\$ (141,524.19)	Difference	\$ (4,017.00)					

**Southern Tier Library System**  
**Organizational Chart - Board Approved: July 18, 2023**

Doc. #23-94

**Division of Librarianship**

**Division of Library Sustainability**

**Division of Information Technology**

**\*Executive Director**  
(FT-E)  
Brian M. Hildreth

**Professional Development Manager**  
(MLS)(FT-E) (4)  
Lorie Brown

**\* Assistant Director – Director of IT** (FT-E)  
Ken Behn

**Engagement Consultant**  
(MLS)  
(FT-E)(4)  
Erika Jenns

**Outreach Consultant**  
(MLS)  
(FT-E)(4)  
Keturah Cappadonia

**Member Services Consultant**  
(MLS)  
(FT-E) (4)  
Vacant

**\*Admin. Assistant**  
(PT-NE)  
Melissa Morrissey

**\*Business Manager**  
(PT-NE)  
Andy Zimmerlin

**\*Account Clerk**  
(PT-NE)  
Cassie Wright

**Technology Support Specialist**  
(FT-NE)(4)  
Nick Allington

**ILS Manager**  
(MLS)  
(FT-E)(4)  
Mandy Fleming

**IT Network Specialist**  
(FT-E)(4)  
Thomas Lawrence

**IT Systems & Network Specialist**  
(FT-E) (4)  
Pat Beeman

**Delivery Drivers**  
(PT-NE) (2)  
Jay Horton,  
Maggie McChesney,  
Dave Riff,  
Gregg Moyer,  
James Smith,  
Mark Eckler  
Ben Van Kurin

**Library Clerk**  
(PT-NE)(2)  
Micayah Ambriz

**Team Member Classification Key**





MLS = Master in Library Science  
FT = Full Time  
PT = Part Time  
E = Exempt  
NE = Non Exempt





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

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

-  **Week of June 12:** Participated in STLS Personnel & Policies Committee and Finance & Facilities Committee meetings. Attended monthly meeting with the Public Library System Director's Organization to discuss current public library issues. Visited Arkport Public Library to celebrate library's reopening following significant Construction Aid renovations. Facilitated focus group session at Four County Library System in Binghamton as part of STLS' partnership with the ConnectALL Office to assist with strategic planning. Met with Belfast Library board of trustees online to discuss approaches to hosting a capital campaign.
-  **Week of June 19:** Participated in STLS Board of Trustees meeting, and hosted new STLS trustee orientation with members of the Executive Committee. Presented on the subject of Financial Planning & Budgeting through NYS Trustee Handbook Book Club in partnership with Handbook Author Rebekkah Smith Aldrich. Roughly 400 NYS public library trustees were in attendance.  
<https://www.youtube.com/watch?v=JBMJbptL3Ok&t=1277s>  
 Conducted new director orientation at Friendship Free Library.
-  **Week of June 26:** Provided federal ARC grant consultation to Cuba Circulating Library. Met with Arkport Public Library to discuss 2023/2024 Construction Aid application. Facilitated Construction Aid Review Committee presentations with STLS Board of Trustees Public Relations Committee and 14-member libraries. Visted AIM Independent Living to facilitate a focus group session as part of STLS' partnership with the ConnectALL Office to assist with strategic planning.
-  **Week of July 3:** Attended Southern Tier Digital Equity Coalition meeting to discuss work with ConnectALL Office on strategic planning. Presented at the AIP Committee Meeting of the Steuben County Legislature to discuss funding for Steuben County libraries in 2024. Director was on holiday June 30, and July 3 & 4.

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

Throughout the month, Lorie participated in several procedures to for new staff. Lorie partnered new delivery drivers with experienced drivers on multiple routes to ensure that new drivers understand the routes as well as

the drop off/pick up locations at each member library. This is designed to prepare new drivers for the vagaries of each route. Lorie participated in the interview and selection process with her colleagues in the Division of Professional Development and Outreach for the new position, Library Clerk. This process resulted in the hiring of Micayah Ambriz. She will begin working for us in mid-July.

Lorie delivered some of the large print rotating collections. This partial delivery helped to relieve additional stress of more bags on several delivery runs. The upside of this partial run--Lorie interacted with member library staff at several libraries. Large Print Collection delivery was the primary reason for the visit but a tour of the new children's space at the Cuba Circulating Library was a delightful side benefit. Delivery of the LP Collection to the Genesee Library resulted in a lengthy conversation with Library Director, Raeanne Smith about summer plans at the Genesee Library and as well as plans for their sister library, Scio Memorial Library. Lorie also visited the Bolivar Public Library and the Friendship Free Library. These two almost neighboring libraries are very similar and yet very different. One with a creative, experienced director who is actively engaging her community in summer activities and one with a new director is discovering all the connections and resources her community has to offer.

Hopefully, these neighboring libraries can work together to further their connections and engagements in their communities.

Lorie hosted a workshop, BARC--ILL Training, in which staff from Tompkins Cortland Community College presented details on using BARC to obtain materials from collections beyond the 44 libraries in our system. Ten staff from 7 libraries attended this session. (14 % of our member libraries.)

Lorie joined her colleagues in the presentation of the signature event, Spring CE and participated in staff training in Basic First Aid. During Air Quality alerts--Lorie distributed face masks to all libraries. Later, Lorie and Keturah distributed high quality N-95 masks to Steuben County libraries as a public service from the Steuben County Dept of Public Health. The partnership with the Dept of Public Health is a wonderful way for our member libraries to help make an impact in their communities.

Lorie also attended the GST School Library System Council meeting, the SCRLC Resource Sharing meeting, a state-wide call of Youth Services Consultants facilitated by DLD staff and Lorie facilitated a Meet-up of Youth Services staff from other systems across the state.

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

Keturah represented STLS at two outreach events in June; the Allegany County Blind Association Information Fair in Wellsville with the David A. Howe Public Library and the Southern Finger Lakes Pride Festival in Corning with the Southeast Steuben County Library. Keturah distributed information about STLS services at both events.

Working with Mandy Fleming and Kylie Baker, Keturah facilitated a circulating Free Youth Pass for the Buffalo Zoo. Each member library has received two passes to circulate to patrons. Keturah communicated with Buffalo Zoo staff and wrote an MOU for the program, which will last until June 2024.

Keturah participated in the STLS Spring CE training event, organizing three presentations and serving as room monitor for four sessions.

Keturah worked with other members of the Division of Professional Development and Outreach to interview candidates for the Library Clerk position.

Keturah facilitated the movement of the Large Print Rotating Collections over a period of three weeks this month. She also drove one of the delivery runs, due to a shortage of available delivery drivers.

Keturah assisted Lorie Brown with distributing high-quality face masks provided by Steuben County to Steuben County libraries to assist community members during high incidences of wildfire smoke.

Keturah attended the 2023 ALA Annual Conference in Chicago. While there, Keturah attended a preconference Chapter Leaders Forum for representatives from state chapters to meet and discuss trending topics. Keturah represented the NY Library Association as the ALA Chapter Councilor at the ALA Membership Meeting and all three Council governing sessions. Keturah was elected by ALA Council to serve on the ALA Planning and Budget Assembly (PBA) for a two year term: the duties of the Planning and Budget Assembly are to study the budget and planning documents submitted by the ALA Executive Board, raise questions concerning them, and offer suggestions to the ALA Executive Board and Budget Analysis and Review Committee. Keturah also attended informational sessions including a State Legislative Update and a session on Public Library Disaster Preparedness. Keturah also visited with vendors and networked with library colleagues from across the country.

Keturah attended the following meetings and trainings: SCRLC webinar on Trauma Informed Librarianship; NYLA Council meeting; STLS First Aid & CPR Training; STLS Training Team; Steuben County Regional Planning public input session.

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

**June 2023 Monthly Report**

During the month of June 2023, Erika Jenns had two consultations with the Scio Memorial Library. Erika and Raeanne discussed some rare books in the library's collection during the first consultation, and in the second, they went over email marketing and set up a MailChimp account for the library. Erika also had a consultation with Heidi from the Wimodaughsian Library in Canisteo to resolve some problems she was having with the library's Facebook account. Later in the month, Erika and Mandy Fleming rode together to Arkport to attend the library's open house and retirement party for Cathy Smith.

The STLS Spring CE took place in June. Erika prepared and delivered a sustainability statement at the opening of the event. She also collaborated with Brian Hildreth to present a session titled, "Working Together: Roles and Responsibilities." And, she arranged for representatives from OverDrive and Gale to attend the vendor showcase portion of the event.

Erika participated in interviews with the Division of Professional Development and Outreach for the Library Clerk position. The group hosted two rounds of interviews. Erika collaborated with Keturah Cappadonia to explore opportunities to collaborate with the Allegany Office for the Aging to host digital literacy workshops at senior luncheons in Allegany County. If successful, this partnership will be between STLS, Allegany OFA, and two member libraries - Wide Awake Club Library and David A. Howe Library over a six-month time period.

Additionally, Erika facilitated the close out of a Technology and Digitization Grant from the South Central Regional Library Council awarded to the Friendship Free Library for newspaper digitization. And, she met with Erik House at the Dormann Library to discuss two presentations. Erika and Erik will present a session together at the OWWL Library System Small Libraries Summer Symposium on July 7, and Erika presented responses from STLS and Dormann Library at an American Library Association conference session in June.

At the American Library Association conference, Erika met with five library vendors: OverDrive, Hoopla, Springshare, MyLIBRO, and Niche Academy. She learned more about platforms that STLS already uses and investigated new platforms that might be useful to the membership in the future. At the conference, Erika attended committee meetings for the Public Library Association Digital Literacy Committee and the Sustainability Roundtable. In addition, Erika delivered a presentation titled, "News You Can Use: Plug Into Digital Learn." There were 20 attendees at the session, as well as folks online attending virtually. Erika also presented a poster session at the conference titled, "Not a Spare to Spare: An experimental study in reducing average hold time between public library system digital collections." During the poster session presentation, she spoke with at least 30 attendees about the research project and digital collections management.

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

IT welcomed Nick Allington to the department and together with Tom coming back from leave worked on 211 Help Desk requests for STLS staff and member libraries. The monthly operating system patch cycle was performed on 5 Red Hat Linux and 5 Windows servers and we had weekly meetings with IT department staff and our monthly meeting with CCLD IT.

The Spring CE had an IT session on our upcoming email platform change to M365 and staff assisted with any presentation needs for laptops, projectors and Internet access in other sessions. Ken donated audio equipment for one of the session spaces.

Staff visited Wayland to install VoIP phones and connect them to the STLS VoIP phone system. Worked with Wayland staff to learn how to use the new phones.

Ordered VoIP phones for Penn Yan, West Elmira, Big Flats and Horseheads as they are the next libraries to connect to the STLS VoIP system using our dark fiber connection to them.

Worked on an issue with Four County Library System regarding the virtual server snapshot replication that is part of our Disaster Recovery process.

Individually these are some highlights of IT staff work:

**Pat Beeman -**

- Worked with SSCL on email changes for staff.
- Visited Bath to replace a failing network switch and assist with other computer questions.
- Visited Belmont to deploy new computers.
- Helped libraries with receipt printers and Help Desk login questions.
- X5228 calls.



**Tom Lawrence -**

- Successfully passed the CISSP exam.
- Had his annual performance evaluation.
- Visits to Wayland, Cohocton.
- Continuing migration of WordPress websites to a new server.

**Nick Allington -**

- Received training on PC imaging and deployment from Tom and Pat.
- Received Help Desk and email maintenance training and began working on those tickets.
- Received ordering training from Ken and Tom.
- Visited Wayland, Cohocton and Belmont for computer deployments.

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

Here is our monthly report for June:

**E-rate**

One application remains in a status of “Review” – the application for connecting Rushville and Arkport to Dark Fiber, with recent PIA (Program Integrity Assurance) questions. We now hope to have the final approval for that application in July.

**ILS**

June was another extremely busy month for STLS ILS work and member library training. We prepared for and presented two programs at the STLS Spring CE event at the Corning Community College. Larissa took the lead on the “BLUEcloud Analytics – Running Reports for Collections” presentation, with Kylie and I presenting a few slides and I took the lead on the “WorkFlows/STARCat Tips & Tricks” presentation, with Larissa and Kylie presenting slides and information as well. I worked with Frank from Baker and Taylor and Rob from Ingram to attend the event as vendors. Both of them had very positive feedback about the event and it was especially timely to have them there, following the Ingram MARC record charge update that happened in May. The Spring CE this year was very well attended and was a fun and busy day for all STLS staff – feedback was generally very positive and attendees learned from the programs and especially enjoyed getting back together in person and networking.

In May, libraries noticed and reported that Ingram began charging for MARC records for items. 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. I have reached out to other NYS library system ILS staff to see how they are handling this change (those that are impacted by it are doing very similar things to what we are currently doing) and have

researched other vendors that provide MARC records. I had originally hoped that Ingram would be willing to waive the charge for our libraries, or be willing to negotiate a separate contract, but they are firm in their unwillingness to waive the charge, and the possibility of a separate contract seems less likely than it did last month.

Casey Hobbie, our new ILS Specialist, started on June 21st and training with Kylie and Larissa is underway. Casey will continue working part-time at the Montour Falls Library.

Kylie placed an emergency barcode order for Hammondsport and an emergency card order for Hornell. I worked with Ken and the business office on an issue with PayPal payments in STARCcat – payments were not getting properly posted in WorkFlows (WF). The underlying issue has been resolved and the WF bills corrected. In June I scheduled bi-annual emailed reports of Assumed Lost items to run every July 1st, for assumed lost items billed in the previous year. These reports were requested and finetuned by the DAC Circulation Committee and this is the first time that they were scheduled to run automatically in BCA.

Kylie and Casey visited Rushville in June, to assist with barcoding their collection, in preparation for automating. I visited them in late June to provide Patron Registration training. Dodie, Dawn and I set a tentative automation “go live” date of September 1st and I will visit again in July and August to review circulation procedures in WF. Kylie attended her first ALA conference in Chicago. She participated in a daylong RDA workshop and attended as many cataloging-related programs as she could. She was very thankful for the opportunity to attend! I visited Dundee to provide WF and circ desk training to Dundee staff; Elmira to provide New Director ILS Training to Paul; and Friendship for New Director ILS Training to Julia. Larissa (and Casey) visited Hector to provide staff with Item Maintenance training and Larissa did remote training on the same topic with Julia in Friendship. Kylie and I visited Arkport for their post-construction Open House and Retirement Party for Cathy – it was a lovely send-off for Cathy and the interior of the library looks completely different and much more open and inviting now.

We are currently at a turnaround time of 11 working days for unopened “normal” cataloging requests. We are a little backed up, due to ALA, holidays/vacations and training Casey, but will likely get caught up to our 1-week average in the next week or two. We are excited to resume large cataloging projects (such as updating terminology in bib record Subject Headings) once Casey is fully trained, hopefully within the next few months.

#### General STLS

Kylie, Larissa and I were fortunate to be able to attend the STLS-sponsored Red Cross Training in order to be recertified for Adult and Pediatric First Aid/CPR/AED. In June, Kylie and I also worked with Keturah to enter the donated Buffalo Zoo passes into the catalog, and make sure that they circulated appropriately, for all libraries, in WF. These zoo passes were provided to each member library and is a system-wide program – unlike most passes which are purchased or donated individually.