

STLS BOARD MEETING

Tuesday, October 17, 2023 - 12:00 pm
Dundee Library, Dundee, NY 14837

**AGENDA**

- | | | | |
|----|--|----------------------|---------------------|
| 1. | Agenda | | Doc. #23-115 |
| 2. | Approval of Minutes – September 2023 | *FOR APPROVAL | Doc. #23-116 |
| 3. | Treasurer’s Report – September 2023 | *FOR APPROVAL | Doc. #23-117 |
| 4. | Financial Clerk’s Report – September 2023 | *FOR APPROVAL | Doc. #23-118 |
| 5. | 3 rd Quarter Profit & Loss Statement – September 2023 | *FOR APPROVAL | Doc. #23-119 |
| 6. | 3 rd Quarter Claims Auditor Report – September 2023 | *FOR APPROVAL | Doc. #23-120 |
- *Subject to corrections, above items may be approved without motion.*

COMMITTEE REPORTS

- | | | | |
|-----|--|--|---------------------|
| 7. | Executive Committee – Kathy Green | | |
| 8. | Personnel & Policies Committee – Barbara Hubbell | (Minutes) | Doc. #23-121 |
| | | (Sexual Harassment Prevention Policy) | Doc. #23-122 |
| | | (Proposed Executive Director Performance Objectives) | Doc. #23-123 |
| | | (Resolution of Board Support – ALA) | Doc. #23-124 |
| 9. | Finance & Facilities Committee – Sisi Barr | (Provided at Meeting: Minutes) | Doc. #23-125 |
| | | (Provided at Meeting: Mid-Year Budget Revisions) | Doc. #23-126 |
| | | (Provided at Meeting: 2024 Proposed Budget) | Doc. #23-127 |
| 10. | Public Relations Committee – Lynnette Decker | (Minutes) | Doc. #23-128 |
| 11. | Foundation for Southern Tier Libraries – Louise Richardson | | |

BOARD ACTIONS

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|-----|---|-----------------------|---------------------|
| 12. | <u>Expenditure Approvals -Monthly Unpaid Bills Detail</u> | * FOR APPROVAL | Doc. #23-129 |
|-----|---|-----------------------|---------------------|

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:			

- | | | | |
|-----|--|-----------------------|---------------------|
| 13. | <u>Receipt Approvals – Monthly Deposit Summary</u> | * FOR APPROVAL | Doc. #23-130 |
|-----|--|-----------------------|---------------------|

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:			

14. Approve Proposed Revisions to Whistleblower & Ethical Behavior Policy*** FOR APPROVAL (See Doc. #23-103 - September 2023 Board Packet)**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the Whistleblower & Ethical Behavior Policy as presented at the September 19, 2023 board meeting considering any revisions during board meeting discussion.

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

15. Approve Proposed Resolution of Library System Board Support for Sustainable Libraries Initiative*** FOR APPROVAL (See Doc. #23-114 - September 2023 Board Packet)**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed Resolution of Library System Board Support for the STLS Sustainable Libraries Initiative as presented at the September 19, 2023 board meeting considering any revisions during board meeting discussion.

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

16. Approve Proposed Resolution of Library System Board Support for USDA-Rural Development Funding*** FOR APPROVAL Doc. #23-131**

Finance & Facilities Committee Recommendation: The STLS Board of Trustees approves the proposed Resolution of Library System Board Support for the library system's application to the United States Department of Agriculture – Rural Development Community Facilities Program as presented at the October 17, 2023 board meeting.

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

BOARD INFORMATION

- 17. Old Business
- 18. New Business: Appointment of Ad Hoc Nominating Committee for 2024 Executive Committee Slate
- 19. Library Networking
- 20. President's Report
- 21. Monthly System Team & Divisional Reports

Doc. #23-132

Public Expression (15 minutes)

Adjournment

Next meeting: Cuba Circulating Library, Cuba, NY – Tuesday, November 21st, 2023 at 2 p.m.

168STLS BOARD MEETING
Tuesday, September 19, 2023 - 2:00 pm
Southern Tier Library System, Painted Post, NY 14870

MINUTES**TRUSTEES PRESENT:**

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

Excused: Lynnette Decker -2025, Michael Steffens - 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 2:00 pm

Service Recognition for STLS Trustee Denise King
Received and Filed

***FOR APPROVAL**

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

B Hildreth presented Denise with a cake and flowers recognized her service to the Southern Tier Library System

Independent Auditor's Report to the Board of Trustees – Mengel, Metzger, & Barr

STLS Staff Presentation – Sustainable Libraries Initiative

Members of the Sustainable Libraries Initiative Committee (Keturah Cappadonia, Erika Jenns, Melissa Morrissey, and Brian Hildreth: Kylie Baker was absent) presented to the Board the mission of the Sustainable Libraries Initiative to inform and request board support.

1. AGENDA ***FOR APPROVAL** **Doc.#23-96**
Received and Filed

2. Approval of Minutes – July 2023 ***FOR APPROVAL** **Doc. #23-97**
Received and Filed

3. Treasurer’s Report – July 2023 ***FOR APPROVAL** **Doc. #23-98**
Received and Filed
 S Barr reported that STLS had a cash savings on hand of \$2,200,000.

4. Financial Clerk’s Report – July 2023 ***FOR APPROVAL** **Doc. #23-99**
Received and Filed
 B Hildreth reported that he will include all information in the August 2023 Financial Clerk’s report.

5. Treasurer’s Report – August 2023 ***FOR APPROVAL** **Doc. #23-100**
Received and Filed
 S Barr reported that STLS has 2.2 million dollars on hand, which is up \$26,000.00 from last August.

6. Financial Clerk’s Report – August 2023 ***FOR APPROVAL** **Doc. #23-101**
Received and Filed
 B Hildreth reported that STLS has received almost all of our allotted state aid early. STLS is still waiting on 10% of local services support. The paperwork has been filed for that.
 B Hildreth reported that for expenses salaries did not have any fluctuations and the money paid out of line item 5442 was for our contract with SCRLC for ILL Services.

Standing Committee Reports –

7. Executive Committee – Kathy Green

K Green reported that the committee set the agenda and reviewed the minutes.

8. Personnel & Policies Committee – Denise King (Minutes) **Doc.#23-102**
 (Whistle Blower & Ethical Behavior Policy) **Doc.#23-103**

D King reported that the Purchasing Policy will be up for vote today. The committee is reviewing the Sexual Harassment Prevention Policy and asks that the Board review the Whistle Blower policy, which will be up for vote at October’s meeting.

D King also noted that the Board will be asked to approve the one time salary payment to Executive Director Brian Hildreth, per his contract.

D King asked B Hildreth to explain the current vacant positions at STLS. B Hildreth stated that Barb Mack is filling Business Manager position for the time being. B Hildreth is proposing Business Manager job title be changed to Accounting Specialist.

B Hildreth spoke about changes to the Member Services Consultant position, which will become the new position of Program Consultant once Lorie Brown retires in June 2024.

**** Move to go into Executive Session to discuss the Executive Director's review. Motion by D King and second by S Barr. Executive session started at 3:10 pm. Executive session ended at 3:27 pm, motion by B Hubbell and second by B Gorman. ****

9. Finance & Facilities Committee – S Barr (Minutes) Doc.#23-104

S Barr asked the Board to review the Deposit Summaries and Expenditures report. S Barr also reported that the 2022 990 IRS Report will also be up for vote at today's meeting.

10. Public Relations Committee – D Haggstrom

(Minutes) **Doc. #23-105**

D Haggstrom stated the committee discussed the upcoming Annual Meeting. The committee reviewed the meeting agenda and determined who the presenters would be. D Haggstrom also reminded the Board that there are three trustee vacancies, one each in Schuyler, Allegany and Chemung counties.

11. Foundation for Southern Tier Libraries – Louise Richardson

(Minutes) **Doc. #23-106**

L Richardson stated the Foundation's annual fundraiser is this upcoming Saturday. She thanked all who have already supported the Foundation and asked the Board to spread the word about the upcoming fundraiser.

BOARD ACTIONS

12. Expenditure Approvals -Monthly Unpaid Bills Detail

*** FOR APPROVAL**

Doc. #23-107

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

Aye ____11____ Nay ____0____ Abstain ____0____ Absent ____3____ Vacant ____1____ Approved/Failed: Approved Discussion: None

13. Receipt Approvals – Monthly Deposit Summary

*** FOR APPROVAL**

Doc. #23-108

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

Aye ____11____ Nay ____0____ Abstain ____0____ Absent ____3____ Vacant ____1____
 Approved/Failed: Approved
 Discussion: None

14. Approve Proposed Revisions to Purchasing Policy * **FOR APPROVAL**
(See Doc. 23-85 - July 2023 Board Packet)

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the Purchasing Policy as presented at the July 18, 2023 board meeting considering any revisions during board meeting discussion.

Aye ____11____ Nay ____0____ Abstain ____0____ Absent ____3____ Vacant ____1____
 Approved/Failed: Approved
 Discussion: None

15. Approve Proposed 2024 – 2028 Information Technology Plan * **FOR APPROVAL**
(See Doc. 23-86 - July 2023 Board Packet)

Board of Trustees approves the proposed 2024 – 2028 Information Technology Plan as presented at the July 18, 2023 board meeting considering any revisions during board meeting discussion.

Aye ____11____ Nay ____0____ Abstain ____0____ Absent ____3____ Vacant ____1____
 Approved/Failed: Approved
 Discussion: None

16. Authorize Annual One-Time Salary Payment per Executive Director Contract * **FOR APPROVAL**

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

Aye ____11____ Nay ____0____ Abstain ____0____ Absent ____3____ Vacant ____1____
 Approved/Failed: Approved
 Discussion: None

17. Authorize Filing of IRS Form 990 for the 2022 Fiscal Year * **FOR APPROVAL**
Doc. #23-109

Finance & Facilities Committee Recommendation: The STLS Board of Trustees authorized the Executive Director to file IRS Form 990 on behalf of STLS for the 2022 fiscal year as presented at the September 19, 2023.

Aye ____11____ Nay __0__ Abstain __0__ Absent __3__ Vacant __1____
 Approved/Failed: Approved
 Discussion: None

18. Approve Proposed 2023/2024 NYS Public Library Construction Aid Allocations
*** FOR APPROVAL (See Doc. 23-89 - July 2023 Board Packet)**

Public Relations Committee Recommendation: The STLS Board of Trustees approves the proposed 2023/2024 NYS Public Library Construction Aid Allocations as presented at the July 18, 2023 board meeting considering any revisions during board meeting discussion.

Aye ____11____ Nay __0__ Abstain __0__ Absent __3__ Vacant __1____
 Approved/Failed: Approved

Discussion: B Hildreth reported that 14 libraries applied for grants and all received grants. Amount granted totaled \$860,584.00

19. Approve the Payment to SirsiDynix for 2023/2024 Automation Services
*** FOR APPROVAL Doc. #23-110**

Executive Director Recommendation: The STLS Board of Trustees approves the payment to SirsiDynix for automation services for 2023/2024 on behalf of STLS member libraries and per the STLS Purchasing Policy in the amount of \$78,623.69.

Move: __R Ahola____ Second: __L Richardson____
 Aye ____11____ Nay __0__ Abstain __0__ Absent __3__ Vacant __1____
 Approved/Failed: Approved
 Discussion: None

20. Approve Business Manager Wage Increase *** FOR APPROVAL**
Executive Director Recommendation: The STLS Board of Trustees approves an hourly wage increase for the current Part Time Business Manager Barb Mack at a new rate of \$24.00 per hour retroactive to July 1, 2023.

Move: ____S Barr____ Second: ____R Urban____
 Aye ____11____ Nay __0__ Abstain __0__ Absent __3__ Vacant __1____
 Approved/Failed: Approved

Discussion: B Hildreth stated that the current rate paid to Barb Mack is \$21.61/hour, which is the highest allowable amount in conjunction with her retirement contract. The new position of Accounting Specialist will have a starting pay rate of 23 to 27 dollars an hour.

21. Approve the Program Consultant Job Title/Job Description ***FOR APPROVAL**
Doc. #23-111

Executive Director Recommendation: The STLS Board of Trustees approves the Job Title/Job Description of the Program Consultant replacing the position's previous Job Title/Job Description of Member Services Consultant.

Move: <u> M Krebs </u>	Second: <u> S Barr </u>
Aye <u> 11 </u>	Nay <u> 0 </u> Abstain <u> 0 </u> Absent <u> 3 </u> Vacant <u> 1 </u>
Approved/Failed: Approved	
Discussion: None	

22. Approve the Accounting Specialist Job Title/Job Description

*** FOR APPROVAL Doc. #23-112**

Executive Director Recommendation: The STLS Board of Trustees approves the proposed the Job Title/Job Description of the Accounting Specialist replacing the position's previous Job Title/Job Description of Business Manager.

Move: <u> D Haggstrom </u>	Second: <u> R Ahola </u>
Aye <u> 11 </u>	Nay <u> 0 </u> Abstain <u> 0 </u> Absent <u> 3 </u> Vacant <u> 1 </u>
Approved/Failed: Approved	
Discussion: None	

BOARD INFORMATION

16. Old Business –

None

17. New Business –

None

18. Library Networking –

B Gorman stated the Big Flats Library had a successful concert, with about 90 people attending. It was the first concert held at the library since 2019.

19. President's Report –

None

20. Monthly System Team & Divisional Reports -

Doc.#23-113

B Hildreth stated the STLS staff members have been busy and asked the Board to review the report to get details of what every one has been doing.

B Hildreth also informed the Board that a few STLS member libraries have received first amendment audits. STLS has kept everyone in the loop regarding where and when the audits have occurred, as well as keeping libraries trained in how to handle the audits and provide guidance for any issues/questions that arise from the audits.

B Hildreth informed the Board that book challenges have taken place at STLS libraries. One is currently under review by the governing board of trustees.

Public Expression (15 minutes)

Adjournment 3 :52 pm

Move: S Barr

Second: M Krebs

Next meeting: Dundee Library, Dundee, NY (Yates County) – Tuesday, October 17, 2023 at 2 p.m.

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

	Sep 30, 23	Aug 31, 23	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1200 · Cash - Operating	5,041.05	5,053.32	-12.27
1201 · Cash - Payroll	7,607.83	10,706.93	-3,099.10
1202 · Cash - Money Market	1,989,353.59	2,246,988.63	-257,635.04
Total Checking/Savings	2,002,002.47	2,262,748.88	-260,746.41
Accounts Receivable			
1380 · Accounts Receivable	77,046.48	116,868.42	-39,821.94
Total Accounts Receivable	77,046.48	116,868.42	-39,821.94
Other Current Assets			
12000 · Undeposited Funds	-18,278.56	29.99	-18,308.55
Total Other Current Assets	-18,278.56	29.99	-18,308.55
Total Current Assets	2,060,770.39	2,379,647.29	-318,876.90
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
1400 · Right of Use Lease Asset	613,174.00	613,174.00	0.00
Total Other Assets	696,831.56	696,831.56	0.00
TOTAL ASSETS	4,550,119.10	4,868,996.00	-318,876.90
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2600 · Accounts Payable	50.00	0.00	50.00
Total Accounts Payable	50.00	0.00	50.00
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
2626 · Flex Spending Deduction Payable	-469.27	-492.73	23.46
2627 · PFL Payable to Insurance	2,861.89	2,560.53	301.36
2635 · Capital Notes Payable	118,727.04	120,900.33	-2,173.29
2640 · Accrued Compensated Absences	138,984.07	138,984.07	0.00
2800 · Lease Liability Short Term	96,540.00	96,540.00	0.00
Total Other Current Liabilities	364,520.35	366,368.82	-1,848.47
Total Current Liabilities	364,570.35	366,368.82	-1,798.47

Southern Tier Library System
Treasurer's Report
As of September 30, 2023

	Sep 30, 23	Aug 31, 23	\$ Change
Long Term Liabilities			
2850 - Lease Liability - Long Term	516,634.00	516,634.00	0.00
Total Long Term Liabilities	516,634.00	516,634.00	0.00
Total Liabilities	881,204.35	883,002.82	-1,798.47
Equity			
3200 - Fund Balance Unrestricted	2,536,859.33	2,533,864.33	2,995.00
3910 - Board Restricted Capital Reserv	350,000.00	350,000.00	0.00
3911 - Donor Restricted Capital Reserv	94,811.44	97,806.44	-2,995.00
Net Income	687,243.98	1,004,322.41	-317,078.43
Total Equity	3,668,914.75	3,985,993.18	-317,078.43
TOTAL LIABILITIES & EQUITY	4,550,119.10	4,868,996.00	-318,876.90

	Sep 23	Aug 23	\$ Change
Income			
4706 • Jails and Institutions	0.00	3,796.00	-3,796.00
4711 • Coordinated Outreach	0.00	90,243.00	-90,243.00
4713 • State Corrections	0.00	26,909.00	-26,909.00
4716 • State Aid Pass Through	0.00	169,068.00	-169,068.00
4719 • Interest	50.92	51.50	-0.58
4724 • Member Library IT Contracts	878.25	600.00	278.25
4725 • Grants Revenue	0.00	20,000.00	-20,000.00
4731 • Arkport Support	1,535.20	7,121.59	-5,586.39
4733 • Member Library Processing Fees	157.50	0.00	157.50
4735 • Non State Aid Pass Through	3,828.35	9,222.90	-5,394.55
4784 • General Reimbursements & Refund	0.00	151.48	-151.48
Total Income	6,450.22	327,163.47	-320,713.25
Gross Profit	6,450.22	327,163.47	-320,713.25
Expense			
5100 • Salaries			
5141 • Professional Salaries	35,632.86	32,032.86	3,600.00
5142 • Non-Professional Salaries	41,563.68	41,116.06	447.62
Total 5100 • Salaries	77,196.54	73,148.92	4,047.62
5150 • Personnel Benefits			
5153 • Social Security	5,694.04	5,377.33	316.71
5154 • Workers Compensation	519.37	532.42	-13.05
5157 • Health Insurance	14,961.07	15,151.93	-190.86
5158 • Payroll Expense - Other	1,359.30	3,827.66	-2,468.36
Total 5150 • Personnel Benefits	22,533.78	24,889.34	-2,355.56
5204 • STLS Software & Small Equipment	454.33	335.69	118.64
5205 • Maintenance Contracts & Leases	1,559.21	439.21	1,120.00
5408 • Platform Fees & Licenses	3,420.00	0.00	3,420.00
5409 • STLS Telephone/Internet	21,890.38	17,076.04	4,814.34
5417 • Library Materials	1,046.16	4,164.13	-3,117.97
5418 • Consultant Collection	0.00	49.99	-49.99
5419 • Electronic Materials	2,629.81	1,026.22	1,603.59
5420 • Staff Development Travel	2,249.43	1,462.00	787.43
5424 • Conference Registration	2,140.00	325.00	1,815.00
5425 • Staff & Member Library Mileage	175.28	512.60	-337.32
5427 • Programming & Annual Conference	400.00	400.00	0.00
5428 • Meeting Supplies	609.02	316.17	292.85
5430 • Office Supplies	189.48	80.00	109.48
5433 • Postage	1,016.67	0.00	1,016.67
5434 • Public Relations	786.45	478.19	308.26
5435 • Member Library Pass through	182,104.01	24,056.57	158,047.44
5442 • Professional Fees	236.00	5,180.00	-4,944.00
5444 • Accounting Support & Audit	99.00	99.00	0.00
5450 • Utilities	710.46	804.36	-93.90

Southern Tier Library System
Financial Clerk's Report
September 2023

	Sep 23	Aug 23	\$ Change
5451 · Building Maintenance & Repairs	177.33	1,389.53	-1,212.20
5453 · Loan Interest	226.71	230.77	-4.06
5454 · Commercial Insurance	868.53	868.53	0.00
5471 · Vehicle Maintenance & Repairs	87.90	124.00	-36.10
5473 · Vehicle Fuel	1,752.16	1,548.16	204.00
5474 · Vehicle Insurance	464.00	464.00	0.00
5480 · Greenwood Reading Center Exp	-3,545.68	1,395.72	-4,941.40
5485 · Arkport Expense Account	1,543.35	2,053.64	-510.29
5490 · Grants	508.34	18,036.62	-17,528.28
Total Expense	323,528.65	180,954.40	142,574.25
Net Income	<u>-317,078.43</u>	<u>146,209.07</u>	<u>-463,287.50</u>

	Jan - Sep 23	Budget	\$ Over Budget
Income			
4700 · Basic State Aid	878,428.00	844,972.00	33,456.00
4706 · Jails and Institutions	3,796.00	4,215.00	-419.00
4709 · Local Services Support	86,935.00	92,916.00	-5,981.00
4710 · Supplemental Aid	130,140.00	127,404.00	2,736.00
4711 · Coordinated Outreach	90,243.00	73,906.00	16,337.00
4713 · State Corrections	26,909.00	25,884.00	1,025.00
4719 · Interest	315.51	600.00	-284.49
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	28,617.60	60,000.00	-31,382.40
4725 · Grants Revenue	217,061.50	100,000.00	117,061.50
4733 · Member Library Processing Fees	395.50		
4781 · Retiree Health Ins Payments	939.96	500.00	439.96
4782 · Donations	409.87	1,200.00	-790.13
4784 · General Reimbursements & Refund	2,668.75	1,200.00	1,468.75
Total Income	1,873,960.69	1,919,898.00	-45,937.31
Gross Profit	1,873,960.69	1,919,898.00	-45,937.31
Expense			
Total 5100 · Salaries	645,145.34	953,122.00	-307,976.66
Total 5150 · Personnel Benefits	209,062.46	409,956.00	-200,893.54
5204 · STLS Software & Small Equipment	3,307.69	5,000.00	-1,692.31
5205 · Maintenance Contracts & Leases	7,255.22	12,000.00	-4,744.78
5407 · Integrated Library System	0.00	75,000.00	-75,000.00
5408 · Platform Fees & Licenses	19,835.57	16,000.00	3,835.57
5409 · STLS Telephone/Internet	154,383.25	200,000.00	-45,616.75
5417 · Library Materials	10,300.40	18,500.00	-8,199.60
5418 · Consultant Collection	1,627.08	2,400.00	-772.92
5419 · Electronic Materials	3,656.03	10,000.00	-6,343.97
5420 · Staff Development Travel	8,557.22	15,000.00	-6,442.78
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	4,644.80	11,000.00	-6,355.20
5425 · Staff & Member Library Mileage	1,749.50	3,000.00	-1,250.50
5427 · Programming & Annual Conference	5,629.04	7,500.00	-1,870.96
5428 · Meeting Supplies	2,938.99	2,500.00	438.99
5430 · Office Supplies	2,556.91	3,500.00	-943.09
5433 · Postage	2,182.91	2,400.00	-217.09
5434 · Public Relations	10,525.89	7,500.00	3,025.89
5436 · STLS Grants to Member Libraries	0.00	15,000.00	-15,000.00
5442 · Professional Fees	10,856.00	10,000.00	856.00
5443 · Legal Counsel	0.00	2,500.00	-2,500.00
5444 · Accounting Support & Audit	10,266.00	13,000.00	-2,734.00
5450 · Utilities	7,562.07	12,000.00	-4,437.93

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

	Jan - Sep 23	Budget	\$ Over Budget
5451 · Building Maintenance & Repairs	29,318.71	20,000.00	9,318.71
5453 · Loan Interest	1,927.04		
5454 · Commercial Insurance	12,105.33	12,500.00	-394.67
5471 · Vehicle Maintenance & Repairs	3,196.07	3,000.00	196.07
5473 · Vehicle Fuel	13,611.21	24,000.00	-10,388.79
5474 · Vehicle Insurance	4,176.00	5,875.00	-1,699.00
5475 · Vehicle Purchase	0.00	0.00	0.00
5490 · Grants	140,923.47	100,000.00	40,923.47
Total Expense	1,328,589.50	1,984,653.00	-656,063.50
Net Income	545,371.19	-64,755.00	610,126.19

QUARTERLY CLAIMS AUDITOR REPORT - SOUTHERN TIER LIBRARY SYSTEM**Q3 2023 July 1, 2023 - September 30, 2023**

Audit Date	# of Invoices	Invoice Total	Exception	Check Numbers	Check Date	Paid Total
7/12/23	27	72,965.17	0	40978 - 41004	7/14/23	72,965.17
7/26/23	34	30,023.97	0	41005 - 41038	7/28/23	30,023.97
8/9/23	30	62,863.11	0	41039 - 41068	8/11/23	62,863.11
8/23/23	35	37,125.26	0	41069 - 41103	8/25/23	37,125.26
9/6/23	20	210,125.43	0	41104 - 41123	9/8/23	210,125.43
9/20/23	30	28,487.59	0	41124 - 41153	9/22/23	28,487.59

EXCEPTION REPORT

Exception	Transaction			Claim	
Reference	No/Date	Invoice Date	Amount	Payee/Vendor	Item Services of Invoice
Check 41061	8/11/23	7/21/23	3,760.00	South Central Regional Library Council	Reimbursements and salaries for CONNECT-All meeting

Issue with Purchase | Cause for Exception

Submitted credit card statement, not receipts, for reimbursement

Resolution

B Hildreth confirmed that charges are legitimate

Submitted by Louise Richardson, Internal Auditor

9/30/23

Personnel & Policies Committee

Meeting Minutes

Tuesday, October 10, 2023 at 12:00 pm

Meeting Location: Southern Tier Library System - Painted Post



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

Staff: Brian M. Hildreth

Policies

Whistleblower & Ethical Behavior Policy

The committee discussed proposed changes to the policy. There were no comments or questions following September's board meeting after it was presented to the full board of trustees. The committee agreed to add the proposed policy changes to the October board meeting agenda as an action item for approval.

Approve Proposed Revisions to Whistleblower & Ethical Behavior Policy

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the Whistleblower & Ethical Behavior Policy as presented at the September 19, 2023 board meeting considering any revisions during board meeting discussion.

Motion made by R. Ahola; seconded by S. McGill. Unanimously approved.

Sexual Harassment Prevention Policy

Committee members reviewed proposed changes to the policy after comprehensive review at September's committee meeting. A few grammatical changes were incorporated. There was no further discussion, or context changes. The committee agreed to add the proposed policy to the board packet for October's meeting for full board review.

Resolution of Library System Board Support for Sustainable Libraries Initiative

The group reviewed the resolution presented by STLS' Sustainable Libraries Initiative Team during September's board meeting. There was a minor grammatical revision requested in order to move the document forward to the full board for a vote. The change was incorporated into the document. The committee agreed to add the proposed resolution to the October board meeting agenda as an action item for approval.

Approve Proposed Resolution of Library System Board Support for Sustainable Libraries Initiative

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed Resolution of Library System Board Support for the STLS Sustainable Libraries Initiative as presented at the September 19, 2023 board meeting considering any revisions during board meeting discussion.

Motion made by S. McGill; seconded by M-C Krebbs. Unanimously approved.

American Library Association – Board Support Resolution

B. Hildreth discussed the proposed resolution publicly supporting the library system's membership in the American Library Association (ALA). He informed the committee that ALA has come under scrutiny from special interest groups considering social media comments made by sitting ALA President as well as the association's work to uphold Freedom to Read, First Amendment Rights as well as the Library Bill of Rights. He noted other library systems in New York State and other states have passed similar resolutions at the governance level. The committee discussed the merits of the resolution. It was agreed to bring the resolution to the full board for consideration at October's meeting. The document will be included in the meeting packet.

Personnel

Executive Director Performance Evaluation 2022/2023

B. Hildreth informed the committee that he had met with STLS Board President Kathy Green as part of his annual performance evaluation. He said the meeting was pleasant, and the discussion involved the results of the evaluation survey completed by STLS trustees. B. Hildreth said he was grateful for the praise as well as constructive feedback. He said he would have a response letter prepared for the October meeting to share with the full board. He said he looks forward to working with the committee on goals for the 2023/2024 year.

Executive Director Performance Goals for 2023/2024

The committee reviewed the proposed goals by B. Hildreth. B. Hildreth discussed each goal as it related to STLS' Plan of Service 2022 – 2026, the goals' impacts, and the deadlines for when tangible deliverables would be provided to the STLS Board of Trustees for review. The committee asked several clarification questions about each goal to better understand how they relate to the Executive Director's job description and the library system's plan. The group agreed the goals were in alignment with the organization's mission. B. Hildreth will present the goals to the full board for consideration at October's board meeting.

Vacant Staff Positions (Accounting Specialist & Program Consultant) Advertising Update

B. Hildreth provided the committee an update on the search process for both vacant positions. The deadline for the Accounting Specialist position is October 13, and the deadline for the Program Consultant position is October 21. Review of applicant pools will begin shortly after these deadlines, and first round interviews will be scheduled. The committee will meet after interviews take place to learn about the progress of these searches.

Meeting adjourned at 1:05 pm.

Minutes respectfully submitted by: Brian M. Hildreth

SEXUAL HARASSMENT PREVENTION POLICY

REFERENCES: New York State Labor Law Section 201-g(1)(b)

Introduction

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

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

Policy:

1. Southern Tier Library System's Policy applies to all employees, applicants for employment, interns, whether paid or unpaid, **trustees**, contractors and persons conducting business with STLS including member libraries and their community members.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination.
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse employment action including being discharged, disciplined, discriminated against, or otherwise subject to adverse employment action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. STLS has a zero-tolerance policy for such retaliation against anyone who, in good faith complains or provides information about suspected sexual harassment. Any employee of Southern Tier Library System who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. Any employee, paid or unpaid intern, or non-employee working in the workplace who believes they have been subject to such retaliation should inform a supervisor, manager, or Executive Director. Any employee, paid or unpaid intern or non-employee who believes they have been a victim of such retaliation may also seek compensation in other available forums, as explained below in the section on Legal Protections.
4. A non-employee is someone who is (or is employed by) a member library, contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

5. Sexual harassment is offensive, a violation of our policies, unlawful, and subjects Southern Tier Library System to liability for harm to victims of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers, supervisors, or the Executive Director, ~~who engage in sexual harassment~~ or who knowingly allow such behavior to continue, will be penalized for such misconduct.

6. Southern Tier Library System will conduct a prompt, thorough and confidential investigation that ensures due process for all parties whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers, supervisors and the Executive Director, are required to cooperate with any internal investigation of sexual harassment.

7. All employees are encouraged to report any harassment or behaviors that violate this policy. STLS will ~~provide~~ **make available to** provide all employees a complaint form ~~for employees to report harassment and file complaints.~~

8. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe, to the Executive Director.

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

What Is “Sexual Harassment”?

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

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

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

A sexually harassing hostile work environment consists of words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually

explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, ~~and which~~ cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

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

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

Examples of sexual harassment

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

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

- Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

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

Where can sexual harassment occur?

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

What is “Retaliation”?

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

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

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

Reporting Sexual Harassment

Preventing sexual harassment is everyone’s responsibility. STLS cannot prevent or remedy sexual harassment unless it **is reported**. ~~knows about it~~. Any employee, paid or unpaid intern, trustee, or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to their immediate supervisor or Executive Director in confidence. Anyone who witnesses or becomes aware of potential instances of sexual harassment should also report such

behavior to their immediate supervisor or Executive Director in confidence. An employee who suspects the Executive Director is involved in behavior that may constitute sexual harassment is encouraged to take his or her concerns directly to the President of the Board of Trustees.

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

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

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior, or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to the Executive Director.

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

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

Complaint and Investigation of Sexual Harassment

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

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

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Employees who participate in any investigation will not be retaliated against.

Investigations will be done in accordance with the following steps:

- Upon receipt of complaint, the Executive Director will conduct an immediate review of the allegations, and take any interim actions, as appropriate. If complaint is oral, encourage the individual to complete the "Complaint Form" in writing. If ~~they~~ ~~he or she~~ refuses, prepare a Complaint Form based on the oral reporting. The STLS Board of Trustees President will conduct

an immediate review of the allegations in the event a complaint has been lodged against the Executive Director.

- If documents, emails or phone records are relevant to the allegations, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses.
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
- The final resolution of the complaint, together with any corrective actions action(s).
- Keep the written documentation and associated documents in the employer's records.
- Promptly notify the individual who complained and the individual(s) who responded of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who complained of their right to file a complaint or charge externally as outlined below.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by Southern Tier Library System but is also prohibited by state, federal, and, where applicable, local law.

In addition, ~~Aside from the internal process at Southern Tier Library System, employees may also choose to pursue legal remedies with the following governmental entities. at any time.~~

New York State Division of Human Rights (DHR)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court.

Complaints with DHR may be filed any time within one year of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged

discrimination. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to Southern Tier Library System does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400 [appropriate other contact info], www.dhr.ny.gov

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

United States Equal Employment Opportunity Commission (EEOC)

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

If an employee believes that he/she has been discriminated against at work, he/she can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at www.eeoc.gov or via email at info@eeoc.gov

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For

example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml

Contact ~~the~~ Local Law Enforcement ~~Police Department~~

If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact ~~the local law enforcement. police department.~~

Adopted by the Southern Tier Library System Board of Trustees on November 20, 2018.

Updated by the Board of Trustees on MM/DD/YYYY

Complaint Form for Reporting Sexual Harassment

(An Addendum to the STLS Sexual Harassment Prevention Policy)

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form for employees to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the Executive Director of STLS. Once you submit this form, your employer must follow its sexual harassment prevention policy and investigate any claims.

You are welcome to submit your complaint verbally based on STLS Sexual Harassment Prevention Policy.

COMPLAINANT INFORMATION

Name: _____

Home Address: _____

Work Address: _____

Home Phone: _____

Work Phone: _____

Job Title: _____

Email: _____

SUPERVISORY INFORMATION

Immediate Supervisor's Name: _____

Title: _____

Work Phone: _____

Work Address: _____

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made against:

Name: _____

Title: _____

Work Address: _____

Work Phone: _____

Relationship to you (circle one): Supervisor Subordinate Co-Worker Other _____

2. Please describe the conduct or incident(s) that is the basis of this complaint and your reasons for concluding that the conduct is sexual harassment. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred: _____

Is the sexual harassment continuing (circle one)? Yes No

4. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint:

The last two questions are optional, but may help facilitate the investigation.

5. Have you previously complained, or provided information (verbal or written) about sexual harassment **that occurred within** at Southern Tier Library System? (circle one) Yes No

If yes, when and to whom did you complain or provide information?

6. Have you filed a claim regarding this complaint with a federal, state or local government agency? (circle one): Yes No

Have you instituted a legal suit or court action regarding this complaint? (circle one): Yes No

Have you hired an attorney with respect to this complaint? (circle one): Yes No

*I request that Southern Tier Library System investigate this complaint of sexual harassment in a timely and confidential manner as outlined **above** ~~below~~, and advise me of the results of the investigation.*

Signature: _____ Date: _____

Adopted by the Southern Tier Library System Board of Trustees on November 20, 2018

Updated by the Board of Trustees on MM/DD/YYYY

Draft

2023-2024 Executive Director Performance Objectives

Brian M. Hildreth

Board Approved – MM/DD/YYYY



1. Work with Central Library Director to reconvene Central Library Planning Committee in 2024 to evaluate progress of Central Library Plan 2022-2026, and revise plan as needed to address needs of member libraries through allocation of New York State-issued Central Library Services Aid. Meet with ad hoc committee before March 2024, and present any proposed revisions in the form of a revised plan to the STLS Board of Trustees and Central Library Board of Trustees by June 30, 2024.

Addresses STLS Plan of Service 2022 – 2026 – Addendum Central Library Plan 2022 - 2026: 2023 Central Library Development Aid Objective #6: Chemung County Library District – Central Library and Southern Tier Library System facilitate an ad hoc Central Library Planning Committee meeting comprised of member library representatives from diverse libraries and communities to review Central Library Plan Services and make recommendations for change if needed.

2. In partnership with STLS Board of Trustees Personnel & Policies Committee and Library System Staff – Review and update library system’s Social Justice Activities Plan 2021 – 2023 to incorporate new goals and objectives for library system staff as well as the library system board. Present updated plan to Board of Trustees at April 2024 for consideration with an anticipated approval date of May 2024.

Addresses STLS Plan of Service 2022 – 2026: 8. Goal Statement: Increased opportunities for member library staff to learn about and implement diversity, equity, inclusion, and social justice practices into their library services, resources, and programs. Also addresses Executive Director’s Job Description:

3. Work with United States Department of Agriculture – Rural Development to secure necessary funds to afford an updated STLS’ fleet of vehicles (delivery vans and consultant cars), based on schedule set by STLS Board of Trustees, to transition away from fossil fuels as part of the library system’s Sustainable Libraries Initiative. Develop schedule with STLS Board of Trustees Finance & Facilities Committee by April 2023, and submit all necessary paperwork to USDA-RD by June 30, 2024 for funding.

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

RESOLUTION OF LIBRARY SYSTEM BOARD SUPPORT

American Library Association
Review Date: October 17, 2023



The Southern Tier Library System states its support for The American Library Association (ALA) in light of the benefits of the work of the association on behalf of STLS, our member libraries, and the residents of the Finger Lakes, Southern Tier, and Western New York including:

- Its national advocacy and policy work that has changed the course of public support for libraries for the better for more than 100 years.
- Its professional development programs that have enhanced delivery of library services.
- The provision of a platform for the debate of important ideas that have led to standards that call upon libraries to uphold the basic rights of a functioning democracy, including the defense of First Amendment rights.

For these reasons the Southern Tier Library System reaffirms our membership in the American Library Association and our support for its mission to "...to provide leadership for the development, promotion, and improvement of library and information services and the profession of librarianship in order to enhance learning and ensure access to information for all.

Adopted by the Southern Tier Library System Board of Trustees November 21, 2023

Finance & Facilities Committee

Meeting Minutes

Monday, October 16, 2023 – 2:30 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 2:35 pm

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

Treasurer's Reports- Brian stated that our total checking/savings on hand is a little over \$2 million. As compared to last year, 2022, the total deposits was approximately \$2.1 million about \$100,000.00 less. However, compared to 2019, pre-pandemic, we are up over \$100,000.00. Our bank balances are in a healthy position for this time of year.

Financial Clerk's Report- Brian shared that all State Aid was received in August and Item 5435 – Member Library Pass Through was received and disbursed to CCLD for Central Library Aid.

Profit-Loss Statements- Brian stated that all State Aid and Member Library Cost Share is in, we expect 2 more billings in E-Rate and Member Library IT Contracts. We are on target for anticipated income. Brian stated we are under budget in most categories and we can anticipate a carryover for 2024.

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

Quarterly Claims Auditor Report - will be presented at the board meeting.

Budget – Brian shared the proposed 2023 Mid-Year Budget Revisions and 2024 Library System Operating Budget. Highlights include changes to cost items in public relations and building maintenance and repairs. A significant change in salaries will involve the added Deputy Director position and anticipated retirements. The budget was prepared based on a flat rate increase from New York. Brian briefly reported on his research of the Community Bank CD increase rates.

Grants – Voting on item 16, the resolution to Support of STLS' USDA-RD Community Facilities Application, will be put on hold to give the public notice and opportunity to comment as per the grantor guidelines.

Hearing no further business, Betsy made the motion to adjourn, Richard seconded, meeting adjourned at 3:30 pm.

Respectfully submitted: Sisi Barr, Treasurer

2023 Library System Operating Budget - Proposed Mid-Year Budget Revisions
Southern Tier Library System

	*2022 Budget	2023 Budget	2023 Revision	Difference
Revenue				
4700 · Basic State Aid	\$ 876,495	\$ 844,972	\$ 878,428	\$ 33,456
4706 · Jails and Institutions	\$ 4,061	\$ 4,215	\$ 3,796	\$ (419)
4709 · Local Services Support	\$ 96,382	\$ 92,916	\$ 96,594	\$ 3,678
4710 · Supplemental Aid	\$ 129,854	\$ 127,404	\$ 130,140	\$ 2,736
4711 · Coordinated Outreach	\$ 90,044	\$ 73,906	\$ 90,243	\$ 16,337
4713 · State Corrections	\$ 26,850	\$ 25,884	\$ 26,909	\$ 1,025
4714 · Special Aid	\$ -	\$ -	\$ -	\$ -
4719 · Interest	\$ 600	\$ 600	\$ 600	\$ -
4721 · E-Rate Funding	\$ 171,130	\$ 180,000	\$ 180,000	\$ -
4722 · PPP Loan	\$ -			\$ -
4723 · Member Library Cost Share	\$ 412,779	\$ 407,101	\$ 407,101	\$ -
4724 · Member Library IT Contracts	\$ 55,904	\$ 60,000	\$ 55,000	\$ (5,000)
**4725 · Grants Revenue	\$ 272,000	\$ 100,000	\$ 175,000	\$ 75,000
4781 · Retiree Health Ins Payments	\$ 1,300	\$ 500	\$ 1,000	\$ 500
4782 · Donations	\$ 3,212	\$ 1,200	\$ 1,200	\$ -
4784 · General Reimbursements & Refund	\$ 12,035	\$ 1,200	\$ 2,750	\$ 1,550
Total Revenue	\$ 2,152,646	\$ 1,919,898	\$ 2,048,761	\$ 128,863
Expenses				
5100 · Salaries	\$ 927,678	\$ 953,122	\$ 953,122	\$ -
5150 · Personnel Benefits	\$ 407,823	\$ 409,956	\$ 395,000	\$ (14,956)
5203 · STLS Equipment	\$ -			\$ -
5204 · STLS Software & Small Equipment	\$ 10,000	\$ 5,000	\$ 5,000	\$ -
5205 · Maintenance Contracts & Leases	\$ 12,000	\$ 12,000	\$ 12,000	\$ -
5407 · Integrated Library System	\$ 75,000	\$ 75,000	\$ 75,623	\$ 623
5408 · Platform Fees & Licenses	\$ 18,000	\$ 16,000	\$ 20,000	\$ 4,000
5409 · STLS Telephone/Internet	\$ 185,000	\$ 200,000	\$ 200,000	\$ -
5417 · Library Materials	\$ 17,000	\$ 18,500	\$ 18,500	\$ -
5418 · Consultant Collection	\$ 1,800	\$ 2,400	\$ 2,400	\$ -
5419 · Electronic Materials	\$ 10,000	\$ 10,000	\$ 10,000	\$ -
5420 · Staff Development Travel	\$ 13,500	\$ 15,000	\$ 15,000	\$ -
5422 · Trustee Mileage	\$ 5,000	\$ 10,000	\$ 10,000	\$ -
5423 · Trustee Continuing Education	\$ -	\$ 2,400	\$ -	\$ (2,400)
5424 · Conference Registration	\$ 12,180	\$ 11,000	\$ 9,000	\$ (2,000)
5425 · Staff & Member Library Mileage	\$ 3,000	\$ 3,000	\$ 2,500	\$ (500)
5427 · Programming & Annual Conference	\$ 8,500	\$ 7,500	\$ 7,500	\$ -
5428 · Meeting Supplies	\$ 1,500	\$ 2,500	\$ 3,500	\$ 1,000
5430 · Office Supplies	\$ 5,000	\$ 3,500	\$ 3,500	\$ -
5433 · Postage	\$ 2,400	\$ 2,400	\$ 2,400	\$ -
5434 · Public Relations	\$ 10,000	\$ 7,500	\$ 15,000	\$ 7,500
5436 · STLS Grants to Member Libraries	\$ 16,000	\$ 15,000	\$ 18,000	\$ 3,000
5442 · Professional Fees	\$ 10,000	\$ 10,000	\$ 12,000	\$ 2,000
5443 · Legal Counsel	\$ 500	\$ 2,500	\$ 2,000	\$ (500)
5444 · Accounting Support & Audit	\$ 12,000	\$ 13,000	\$ 13,000	\$ -

2023 Library System Operating Budget - Proposed Mid-Year Budget Revisions

Southern Tier Library System

5450 · Utilities	\$ 11,500	\$ 12,000	\$ 12,000	\$ -
5451 · Building Maintenance & Repairs	\$ 20,000	\$ 20,000	\$ 35,000	\$ 15,000
5454 · Commercial Insurance	\$ 12,500	\$ 12,500	\$ 12,500	\$ -
5471 · Vehicle Maintenance & Repairs	\$ 4,500	\$ 3,000	\$ 4,500	\$ 1,500
5473 · Vehicle Fuel	\$ 25,900	\$ 24,000	\$ 21,000	\$ (3,000)
5474 · Vehicle Insurance	\$ 5,875	\$ 5,875	\$ 5,875	\$ -
5475 · Vehicle Purchase	\$ 73,205	\$ -	\$ -	\$ -
**5490 · Grants	\$ 1,250,000	\$ 100,000	\$ 100,000	\$ -
Total Expense	\$ 3,167,361	\$ 1,984,653	\$ 1,995,920	\$ 11,267
	\$ (1,014,715)	\$ (64,755)	\$ 52,841	
*2022 budget figures represent Board Approved Mid-Year Budget Revisions - 12.20.2022				
** 2022 operating deficit incorporates spending from grants/reserves for STLS Office Renovation Project				

**Proposed 2024 Library System Operating Budget
Southern Tier Library System**

Doc. #23-127

	2023 Budget	2024 Budget	Difference	
Revenue				
4700 · Basic State Aid	\$ 844,972.00	\$ 878,428.00	\$ 33,456.00	
4706 · Jails and Institutions	\$ 4,215.00	\$ 3,796.00	\$ (419.00)	
4709 · Local Services Support	\$ 92,916.00	\$ 96,594.00	\$ 3,678.00	
4710 · Supplemental Aid	\$ 127,404.00	\$ 130,140.00	\$ 2,736.00	
4711 · Coordinated Outreach	\$ 73,906.00	\$ 90,243.00	\$ 16,337.00	
4713 · State Corrections	\$ 25,884.00	\$ 26,909.00	\$ 1,025.00	
4714 · Special Aid	\$ -	\$ -	\$ -	
4719 · Interest	\$ 600.00	\$ 600.00	\$ -	
4721 · E-Rate Funding	\$ 180,000.00	\$ 211,500.00	\$ 31,500.00	
4723 · Member Library Cost Share	\$ 407,101.00	\$ 411,172.00	\$ 4,071.00	
4724 · Member Library IT Contracts	\$ 60,000.00	\$ 70,000.00	\$ 10,000.00	
4725 · Grants Revenue	\$ 100,000.00	\$ 100,000.00	\$ -	
4781 · Retiree Health Ins Payments	\$ 500.00	\$ 500.00	\$ -	
4782 · Donations	\$ 1,200.00	\$ 2,000.00	\$ 800.00	
4784 · General Reimbursements & Refund	\$ 1,200.00	\$ 1,200.00	\$ -	
Total Revenue	\$ 1,919,898.00	\$ 2,023,082.00	\$ 103,184.00	
Expenses				
5100 · Salaries	\$ 953,122.00	\$ 1,072,726.00	\$ 119,604.00	
5150 · Personnel Benefits	\$ 409,956.00	\$ 423,006.00	\$ 13,050.00	
5203 · STLS Equipment	\$ -	\$ -	\$ -	
5204 · STLS Software & Small Equipment	\$ 5,000.00	\$ 5,000.00	\$ -	
5205 · Maintenance Contracts & Leases	\$ 12,000.00	\$ 12,000.00	\$ -	
5407 · Integrated Library System	\$ 75,000.00	\$ 81,000.00	\$ 6,000.00	
5408 · Platform Fees & Licenses	\$ 16,000.00	\$ 18,000.00	\$ 2,000.00	
5409 · STLS Telephone/Internet	\$ 200,000.00	\$ 235,000.00	\$ 35,000.00	
5417 · Library Materials	\$ 18,500.00	\$ 16,000.00	\$ (2,500.00)	
5418 · Consultant Collection	\$ 2,400.00	\$ 2,400.00	\$ -	
5419 · Electronic Materials	\$ 10,000.00	\$ 10,000.00	\$ -	
5420 · Staff Development Travel	\$ 15,000.00	\$ 15,000.00	\$ -	
5422 · Trustee Mileage	\$ 10,000.00	\$ 10,000.00	\$ -	
5423 · Trustee Continuing Education	\$ 2,400.00	\$ 2,400.00	\$ -	
5424 · Conference Registration	\$ 11,000.00	\$ 11,000.00	\$ -	
5425 · Staff & Member Library Mileage	\$ 3,000.00	\$ 3,000.00	\$ -	
5427 · Programming & Annual Conference	\$ 7,500.00	\$ 5,000.00	\$ (2,500.00)	
5428 · Meeting Supplies	\$ 2,500.00	\$ 2,500.00	\$ -	
5430 · Office Supplies	\$ 3,500.00	\$ 3,500.00	\$ -	
5433 · Postage	\$ 2,400.00	\$ 2,400.00	\$ -	
5434 · Public Relations	\$ 7,500.00	\$ 10,000.00	\$ 2,500.00	
5436 · STLS Grants to Member Libraries	\$ 15,000.00	\$ 17,000.00	\$ 2,000.00	
5442 · Professional Fees	\$ 10,000.00	\$ 10,000.00	\$ -	
5443 · Legal Counsel	\$ 2,500.00	\$ 2,500.00	\$ -	
5444 · Accounting Support & Audit	\$ 13,000.00	\$ 14,500.00	\$ 1,500.00	
5450 · Utilities	\$ 12,000.00	\$ 12,000.00	\$ -	

Proposed 2024 Library System Operating Budget
Southern Tier Library System

5451 · Building Maintenance & Repairs	\$ 20,000.00	\$ 25,000.00	\$ 5,000.00	
5454 · Commercial Insurance	\$ 12,500.00	\$ 12,500.00	\$ -	
5471 · Vehicle Maintenance & Repairs	\$ 3,000.00	\$ 3,000.00	\$ -	
5473 · Vehicle Fuel	\$ 24,000.00	\$ 24,000.00	\$ -	
5474 · Vehicle Insurance	\$ 5,875.00	\$ 5,875.00	\$ -	
5475 · Vehicle Purchase	\$ -	\$ -	\$ -	
**5490 · Grants	\$ 100,000.00	\$ 100,000.00	\$ -	
Total Expense	\$ 1,984,653.00	\$ 2,166,307.00	\$ 181,654.00	
	\$ (64,755.00)	\$ (143,225.00)	\$ (78,470.00)	

Public Relations Committee

Meeting Minutes

Tuesday, September 19, 2023 – 1:30 pm



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

Board Members in Attendance: Kathy Green and David Haggstrom

Staff Present: Brian Hildreth

Meeting called to order at 1:30 pm

Annual Meeting Agenda

Committee members reviewed the proposed agenda for the annual meeting. There was discussion about sequence of events as well as presenters. The committee agreed the agenda was ready for publication.

Award Presentations

The committee discussed the presentation of awards. B. Hildreth informed the committee that three STLS staff members were delighted to present some of the categories. He asked if either committee member would be willing to present. K. Green was happy to present the Sustainable Practices Award, and D. Haggstrom said he could present the Outstanding Advocate Award.

Election or Re-election of STLS Trustees

The committee confirmed the following individuals would be up for election or re-election to the STLS board of trustees. All three candidates have wholeheartedly agreed to serve an upcoming term.

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

Recruitment of new trustees

There was discussion about filling vacant seats in Allegany, Chemung and Schuyler counties. B. Hildreth informed the group that there is already a potential candidate for the Chemung County seat. We are just looking for candidates for Allegany and Schuyler counties. Information is being sent to the membership in the coming weeks.

Meeting adjourned at 1:55 pm

Respectfully submitted: Brian M. Hildreth, STLS Executive Director

2:25 PM

10/03/23

Southern Tier Library System
Unpaid Bills Detail
 As of October 6, 2023

Type	Date	Num	Due Date	Open Balance
Adams, Stephanie Cole Bill	10/06/2023	10062...	10/06/2023	✓ 1,500.00 ✓
Total Adams, Stephanie Cole				1,500.00
Ahola, Richard Bill	10/06/2023	Sep 20...	10/06/2023	✓ 89.08 ✓
Total Ahola, Richard				89.08
Barr, Mathilde Bill	10/06/2023	3rd Qt...	10/06/2023	✓ 176.85 ✓
Total Barr, Mathilde				176.85
Blackstone Publishing Bill	10/06/2023	2117952	10/06/2023	✓ 208.75 ✓
Bill	10/06/2023	2120342	10/06/2023	✓ 498.31 ✓
Bill	10/06/2023	2120784	10/06/2023	✓ 61.18 ✓
Total Blackstone Publishing				768.24
Clearly IP Bill	10/06/2023	INV-08...	10/06/2023	✓ 372.10 ✓
Total Clearly IP				372.10
Corning Natural Gas Bill	10/06/2023	Sep 20...	10/06/2023	✓ 47.24 ✓
Total Corning Natural Gas				47.24
CPE InterLink Bill	09/26/2023	23-1193	09/26/2023	✓ 50.00 ✓
Total CPE InterLink				50.00
Dalton, Tina Bill	10/06/2023	9/27/2...	10/06/2023	✓ 106.63 ✓
Total Dalton, Tina				106.63
Eastern Managed Print Network Bill	10/06/2023	IN4024...	10/06/2023	✓ 439.21 ✓
Total Eastern Managed Print Network				439.21
Friendly Freds Bill	10/06/2023	30976	10/06/2023	✓ 69.36 ✓
Bill	10/06/2023	30986	10/06/2023	✓ 497.76 ✓
Bill	10/06/2023	31015	10/06/2023	✓ 67.86 ✓
Total Friendly Freds				634.98
Haggstrom, David Bill	10/06/2023	Mileag...	10/06/2023	✓ 76.37 ✓
Total Haggstrom, David				76.37
Hildreth, Brian Bill	10/06/2023	Jul-Se...	10/06/2023	✓ 156.54 ✓
Total Hildreth, Brian				156.54
ID Label Bill	10/06/2023	2023-1...	10/06/2023	✓ 361.00 ✓
Total ID Label				361.00

2:25 PM

10/03/23

Southern Tier Library System

Unpaid Bills Detail

As of October 6, 2023

Type	Date	Num	Due Date	Open Balance
Ingram Library Services				
Bill	10/06/2023	78074...	10/06/2023	✓ 67.16 ✓
Bill	10/06/2023	78074...	10/06/2023	✓ 9.60 ✓
Bill	10/06/2023	78104...	10/06/2023	✓ 50.58 ✓
Bill	10/06/2023	78104...	10/06/2023	✓ 29.99 ✓
Total Ingram Library Services				157.33
LMxAC				
Bill	10/06/2023	MQ3691	10/06/2023	✓ 140.00 ✓
Total LMxAC				140.00
Multi Media Services				
Bill	10/06/2023	89224	10/06/2023	✓ 1,161.05 ✓
Bill	10/06/2023	89387	10/06/2023	✓ 104.23 ✓
Total Multi Media Services				1,265.28
NYSEG				
Bill	10/06/2023	Sept 2...	10/06/2023	✓ 320.96 ✓
Total NYSEG				320.96
Overdrive				
Bill	10/06/2023	01453...	10/06/2023	✓ 382.15 ✓
Bill	10/06/2023	01453...	10/06/2023	✓ 1,045.05 ✓
Bill	10/06/2023	01453...	10/06/2023	✓ 115.97 ✓
Bill	10/06/2023	01453...	10/06/2023	✓ 336.54 ✓
Bill	10/06/2023	01453...	10/06/2023	✓ 90.99 ✓
Bill	10/06/2023	01453...	10/06/2023	✓ 435.49 ✓
Bill	10/06/2023	01453...	10/06/2023	✓ 605.17 ✓
Total Overdrive				3,011.36
Pitney Bowes				
Bill	10/06/2023	33180...	10/06/2023	✓ 476.97 ✓
Total Pitney Bowes				476.97
Pristine Lawn Services				
Bill	10/06/2023	1355	10/06/2023	✓ 850.00 ✓
Total Pristine Lawn Services				850.00
Southern Tier Network				
Bill	10/06/2023	5279	10/06/2023	✓ 1,000.00 ✓
Bill	10/06/2023	5280	10/06/2023	✓ 3,250.00 ✓
Bill	10/06/2023	5285	10/06/2023	✓ 3,845.00 ✓
Bill	10/06/2023	5290	10/06/2023	✓ 500.00 ✓
Bill	10/06/2023	5301	10/06/2023	✓ 250.00 ✓
Bill	10/06/2023	5305	10/06/2023	✓ 250.00 ✓
Total Southern Tier Network				9,095.00
Staples Business Credit				
Bill	10/06/2023	16512...	10/06/2023	✓ 268.76 ✓
Total Staples Business Credit				268.76
Swan, Emily				
Bill	10/06/2023	092223	10/06/2023	✓ 600.00 ✓
Total Swan, Emily				600.00
Wellesville Library				
Bill	10/06/2023	2023 A...	10/06/2023	✓ 225.00 ✓
Total Wellesville Library				225.00

Southern Tier Library System
Unpaid Bills Detail
As of October 6, 2023

Type	Date	Num	Due Date	Open Balance
WEX Bank Bill	10/06/2023	92114...	10/06/2023	✓ 1,637.15 ✓
Total WEX Bank				1,637.15
TOTAL				22,826.06

1:25 PM

09/20/23

Southern Tier Library System
Unpaid Bills Detail
 As of September 22, 2023

Type	Date	Num	Due Date	Open Balance
• Button, Vickie Bill	09/22/2023	Medica...	09/22/2023	✓ 95.35 ✓
Total Button, Vickie				95.35
• Casella Waste Services Bill	09/22/2023	2238974	09/22/2023	✓ 127.33 ✓
Total Casella Waste Services				127.33
• Clark, Danalyn Bill	09/22/2023	2nd Qt...	09/22/2023	✓ 85.16 ✓
Total Clark, Danalyn				85.16
• Dell Marketing LP Bill	09/22/2023	10697...	09/22/2023	✓ 1,094.91 ✓
Total Dell Marketing LP				1,094.91
• Empire Access Bill	09/22/2023	00004...	09/22/2023	✓ 88.02 ✓
Total Empire Access				88.02
• Empire Natural Gas Bill	09/22/2023	WSTL...	09/22/2023	✓ 8.21 ✓
Total Empire Natural Gas				8.21
• Energy Cooperative of America Bill	09/22/2023	1006487	09/22/2023	✓ 336.74 ✓
Total Energy Cooperative of America				336.74
• English, Darleen Bill	09/22/2023	Medica...	09/22/2023	✓ 95.35 ✓
Total English, Darleen				95.35
• Erie Insurance Company Bill	09/22/2023	Oct 2023	09/22/2023	✓ 1,864.95 ✓
Total Erie Insurance Company				1,864.95
• Excellus BC BS ✓ Bill	09/22/2023	Oct 2023	09/22/2023	✓ 3,266.08 ✓
✓ Bill	09/22/2023	Oct 20...	09/22/2023	✓ 206.60 ✓
Total Excellus BC BS				3,472.68
• First Bankcard ✓ Bill	09/22/2023	44182...	09/22/2023	✓ 2,188.62 ✓
✓ Bill	09/22/2023	44182...	09/22/2023	✓ 45.33 ✓
✓ Bill	09/22/2023	44182...	09/22/2023	✓ 382.63 ✓
✓ Bill	09/22/2023	44182...	09/22/2023	✓ 1,503.81 ✓
✓ Bill	09/22/2023	44182...	09/22/2023	✓ 1,204.43 ✓
✓ Bill	09/22/2023	44182...	09/22/2023	✓ 885.85 ✓
Total First Bankcard				6,210.67
• FirstLight Fiber Bill	09/22/2023	14588...	09/22/2023	✓ 900.00 ✓
Total FirstLight Fiber				900.00
• Friendly Freds ✓ Bill	09/22/2023	30960	09/22/2023	✓ 87.90 ✓
Total Friendly Freds				87.90

Southern Tier Library System

Unpaid Bills Detail

As of September 22, 2023

Type	Date	Nun	Due Date	Open Balance
Frontier Communications Bill	09/22/2023	Oct 2023	09/22/2023	247.10 ✓
Total Frontier Communications				247.10
Hallahan, Sheila Bill	09/22/2023	Medica...	09/22/2023	95.35 ✓
Total Hallahan, Sheila				95.35
Holden, Loretta Bill	09/22/2023	Medica...	09/22/2023	95.35 ✓
Total Holden, Loretta				95.35
Humana Bill	09/22/2023	Oct 2023	09/22/2023	41.40 ✓
Total Humana				41.40
McPherson, Marcia Bill	09/22/2023	Medica...	09/22/2023	95.35 ✓
Total McPherson, Marcia				95.35
Murphy, Sally Jacoby Bill	09/22/2023	9/23 M...	09/22/2023	54.23 ✓
Total Murphy, Sally Jacoby				54.23
Nelson, Jane Bill	09/22/2023	Medica...	09/22/2023	95.35 ✓
Total Nelson, Jane				95.35
NYLA Bill	09/22/2023	REG-0...	09/22/2023	330.00 ✓
Total NYLA				330.00
Overdrive Bill	09/22/2023	01453...	09/22/2023	208.96 ✓
Overdrive Bill	09/22/2023	01453...	09/22/2023	79.44 ✓
Overdrive Bill	09/22/2023	01453...	09/22/2023	157.85 ✓
Overdrive Bill	09/22/2023	01453...	09/22/2023	303.41 ✓
Overdrive Bill	09/22/2023	01453...	09/22/2023	1,895.95 ✓
Overdrive Bill	09/22/2023	01453...	09/22/2023	960.87 ✓
Overdrive Bill	09/22/2023	01453...	09/22/2023	206.92 ✓
Overdrive Bill	09/22/2023	01453...	09/22/2023	138.37 ✓
Overdrive Bill	09/22/2023	01453...	09/22/2023	17.50 ✓
Overdrive Bill	09/22/2023	01453...	09/22/2023	1,100.22 ✓
Overdrive Bill	09/22/2023	01453...	09/22/2023	498.78 ✓
Total Overdrive				5,568.27
Passage, Mary Bill	09/22/2023	Medica...	09/22/2023	95.35 ✓
Total Passage, Mary				95.35
Povero, Kelly Bill	09/22/2023	9/7/23 ...	09/22/2023	35.89 ✓
Total Povero, Kelly				35.89
Quiggle, Mary Kay Bill	09/22/2023	Medica...	09/22/2023	95.35 ✓
Total Quiggle, Mary Kay				95.35

Southern Tier Library System
Unpaid Bills Detail
As of September 22, 2023

Type	Date	Num	Due Date	Open Balance
Safe Zone Initiative				
Bill	09/22/2023	09142...	09/22/2023	✓ 400.00 ✓
Total Safe Zone Initiative				400.00
Time Warner Cable, PA				
✓ Bill	09/22/2023	14551...	09/22/2023	✓ 425.00 ✓
✓ Bill	09/22/2023	14551...	09/22/2023	✓ 425.00 ✓
✓ Bill	09/22/2023	12022...	09/22/2023	✓ 44.99 ✓
✓ Bill	09/22/2023	14551...	09/22/2023	✓ 425.00 ✓
✓ Bill	09/22/2023	14520...	09/22/2023	✓ 500.00 ✓
✓ Bill	09/22/2023	22533...	09/22/2023	✓ 500.00 ✓
✓ Bill	09/22/2023	08607...	09/22/2023	✓ 44.99 ✓
✓ Bill	09/22/2023	22432...	09/22/2023	✓ 1,366.67 ✓
✓ Bill	09/22/2023	08622...	09/22/2023	✓ 154.98 ✓
✓ Bill	09/22/2023	14558...	09/22/2023	✓ 500.00 ✓
✓ Bill	09/22/2023	14377...	09/22/2023	✓ 56.69 ✓
✓ Bill	09/22/2023	14386...	09/22/2023	✓ 1,750.00 ✓
Total Time Warner Cable, PA				6,193.32
United Healthcare Insurance Company				
Bill	09/22/2023	Oct 2023	09/22/2023	✓ 305.50 ✓
Total United Healthcare Insurance Company				305.50
Verizon Wireless				
Bill	09/22/2023	99432...	09/22/2023	✓ 177.16 ✓
Total Verizon Wireless				177.16
Wigg, Ristina				
Bill	09/22/2023	Medica...	09/22/2023	✓ 95.35 ✓
Total Wigg, Ristina				95.35
TOTAL				28,487.59

3:42 PM
09/08/23

9/7/23

Southern Tier Library System
Unpaid Bills Detail
As of September 8, 2023

9/6/23

Type	Date	Num	Due Date	Open Balance
CDW-G Bill	09/08/2023	LF08052	09/08/2023	✓ 65.78 ✓
Total CDW-G				65.78
Chemung County Library District Bill	09/08/2023	2023 C...	09/08/2023	✓ 169,058.00 ✓
Total Chemung County Library District				169,058.00
Clearly IP Bill	09/08/2023	INV-07...	09/08/2023	✓ 370.95 ✓
Total Clearly IP				370.95
Corning Natural Gas Bill	09/08/2023	Aug 20...	09/08/2023	✓ 47.24 ✓
Total Corning Natural Gas				47.24
CPE InterLink Bill	09/08/2023	23-0884	09/08/2023	✓ 1,120.00 ✓
Total CPE InterLink				1,120.00
Dell Marketing LP Bill	09/08/2023	10882...	09/08/2023	✓ 1,094.91 ✓
Total Dell Marketing LP				1,094.91
Eastern Managed Print Network Bill	09/08/2023	IN3985...	09/08/2023	✓ 439.21 ✓
Total Eastern Managed Print Network				439.21
Gale/CENGAGE Learning Bill	09/08/2023	81588...	09/08/2023	✓ 30.39 ✓
Gale/CENGAGE Learning Bill	09/08/2023	81590...	09/08/2023	✓ 27.29 ✓
Gale/CENGAGE Learning Bill	09/08/2023	81576...	09/08/2023	✓ 659.13 ✓
Gale/CENGAGE Learning Bill	09/08/2023	81624...	09/08/2023	✓ 24.80 ✓
Total Gale/CENGAGE Learning				741.61
Ingram Library Services Bill	09/08/2023	77395...	09/08/2023	✓ 22.79 ✓
Ingram Library Services Bill	09/08/2023	77395...	09/08/2023	✓ 167.27 ✓
Total Ingram Library Services				190.06
Multi Media Services Bill	09/08/2023	89215	09/08/2023	✓ 176.46 ✓
Total Multi Media Services				176.46
NYLA Bill	09/08/2023	REG-0...	09/08/2023	✓ 360.00 ✓
NYLA Bill	09/08/2023	REG-0...	09/08/2023	✓ 335.00 ✓
NYLA Bill	09/08/2023	REG-0...	09/08/2023	✓ 335.00 ✓
NYLA Bill	09/08/2023	REG-0...	09/08/2023	✓ 290.00 ✓
Total NYLA				1,350.00
NYSEG Bill	09/08/2023	Aug 20...	09/08/2023	✓ 318.27 ✓
Total NYSEG				318.27
NYSHIP Bill	09/08/2023	668	09/08/2023	✓ 12,296.00 ✓
Total NYSHIP				12,296.00

Southern Tier Library System

Unpaid Bills Detail

As of September 8, 2023

Type	Date	Num	Due Date	Open Balance
Overdrive				
• BUI	09/08/2023	01453...	09/08/2023	✓ 418.84 ✓
• BUI	09/08/2023	01453...	09/08/2023	✓ 532.25 ✓
• BUI	09/08/2023	01453...	09/08/2023	✓ 1,420.38 ✓
• BUI	09/08/2023	01453...	09/08/2023	✓ 89.99 ✓
• BUI	09/08/2023	01453...	09/08/2023	✓ 383.90 ✓
• BUI	09/08/2023	01453...	09/08/2023	✓ 283.75 ✓
• BUI	09/08/2023	01453...	09/08/2023	✓ 137.99 ✓
• BUI	09/08/2023	01453...	09/08/2023	✓ 39.99 ✓
• BUI	09/08/2023	01453...	09/08/2023	✓ 394.95 ✓
• BUI	09/08/2023	01453...	09/08/2023	✓ 322.49 ✓
• BUI	09/08/2023	01453...	09/08/2023	✓ 300.49 ✓
• BUI	09/08/2023	01453...	09/08/2023	✓ 399.30 ✓
• BUI	09/08/2023	01453...	09/08/2023	✓ 699.76 ✓
• BUI	09/08/2023	01453...	09/08/2023	✓ 1,460.27 ✓
• BUI	09/08/2023	H-009...	09/08/2023	✓ 3,000.00 ✓
Total Overdrive				10,169.65
Southern Tier Network				
• BUI	09/08/2023	5235	09/08/2023	✓ 1,000.00 ✓
• BUI	09/08/2023	5237	09/08/2023	✓ 3,280.00 ✓
• BUI	09/08/2023	5242	09/08/2023	✓ 3,848.00 ✓
• BUI	09/08/2023	5247	09/08/2023	✓ 800.00 ✓
• BUI	09/08/2023	5256	09/08/2023	✓ 280.00 ✓
• BUI	09/08/2023	5262	09/08/2023	✓ 280.00 ✓
Total Southern Tier Network				9,088.00
Southern Tier Wireless Inc				
• BUI	09/08/2023	120435	09/08/2023	✓ 75.00 ✓
Total Southern Tier Wireless Inc				75.00
Staples Business Credit				
• BUI	09/08/2023	16907...	09/08/2023	✓ 159.13 ✓
Total Staples Business Credit				159.13
Swan, Emily				
• BUI	09/08/2023	090823	09/08/2023	✓ 800.00 ✓
Total Swan, Emily				800.00
United States Postal Service				
• BUI	09/08/2023	Sep 20...	09/08/2023	✓ 1,000.00 ✓
Total United States Postal Service				1,000.00
WEX Bank				
• BUI	09/08/2023	91460...	09/08/2023	✓ 1,782.16 ✓
Total WEX Bank				1,782.16
TOTAL				210,128.43

Deposit Summary
Southern Tier Library System

Summary of Deposits to 1202 - Cash - Money Market on 10/05/2023

Chk No.	PmtMethod	Red From	Memo	Amount
16096	Check	Cuba	Dark Fiber	450.00
5322	Check	Belfast	Pass Thru	79.17
5512	Check	Fillmore	Dark Fiber/PT	491.11
80203	Check	Andover	Pass Thru	38.50
8497	Check	Rushford	PT/IT Contracts	1,394.91
3609	Check	Prattsburgh	Dark Fiber	255.00
3816	Check	Savona	Dark Fiber	255.00
12673	Check	Pulteney	Dark Fiber	225.00
3968	Check	Friendship	Pass Thru	33.98
3967	Check	Friendship	PT phone	56.69
9845	Check	Branchport	Dark Fiber	195.00
4478	Check	Atlanta	Dark Fiber	246.00
8274	Check	Hammondsport	Dark Fiber	255.00
7307	Check	Cohocton	Pass Thru	77.00

Less Cash Back:

Deposit Total: 4,052.36

Deposit Summary

Southern Tier Library System

9/27/2023 2:12 PM

Summary of Deposits to 1202 - Cash - Money Market on 09/28/2023

Chk No.	PmtMethod	Red From	Memo	Amount
8015	Check	Bath	Pass Thru	28.96
1184	Check	Arkport	Pass Thru Phone	26.56
2227	Check	CCLD-Elmira	PT/CLSA	363.40
5805	Check	Whitesville	Pass Thru	23.17
5902	Check	CCLD-Elmira	Cost Share partial Qtr	17,978.56
80198	Check	Andover	IT Contracts	300.00

Less Cash Back:

Deposit Total: 18,720.65

Deposit Summary

Southern Tier Library System

9/13/2023 4:48 PM

Summary of Deposits to 1202 - Cash - Money Market on 09/14/2023

Chk No.	PmtMethod	Red From	Memo	Amount
2225	Check	CCLD-Elmira	Pass Thru	2,453.49
80195	Check	Andover	Pass Thru	1,075.99
9292	Check	Cleary, Jule	Health Insurance	31.56
7302	Check	Cohocton	Pass Thru/IT Contracts	1,411.35

Less Cash Back:

Deposit Total: 4,972.39

Deposit Summary

Southern Tier Library System

Summary of Deposits to 1202 - Cash - Money Market on 07/31/2023

9/12/2023 1:23 PM

Chk No.	PmtMethod	Rcd From	Memo	Amount
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	E-Check	Empire State Development		35,344.90
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Less Cash Back:

Deposit Total:				35,344.90
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Deposit Summary

Southern Tier Library System

Summary of Deposits to 1202 · Cash - Money Market on 09/06/2023

9/6/2023 1:02 PM

[Signature]
9/11/23

Chk No.	PmtMethod	Red From	Memo	Amount
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	Check	NYS		36,132.00
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Less Cash Back:

Deposit Total:				36,132.00
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Deposit Summary

Southern Tier Library System

9/6/2023 4:47 PM

Summary of Deposits to 1202 - Cash - Money Market on 09/07/2023

Chk No.	PmtMethod	Red From	Memo	Amount
5032	Check	Bolivar	Pass Thru	29.99
80034	Check	Canisteo	Pass Thru	255.00
6984	Check	Richburg	Pass Thru	694.43
5315	Check	Belfast	Pass Thru	100.70
7294	Check	Cohocton	PT/IT Contracts	1,375.99
1183	Check	Arkport	Payroll	2,053.64

Less Cash Back:

Deposit Total: 4,509.75

RESOLUTION OF LIBRARY SYSTEM BOARD SUPPORT

United States Department of Agriculture – Rural Development
Community Facilities – Equipment Program

Issued Date: October 17, 2023



1. Whereas the Southern Tier Library System is a chartered public library system in New York State with a duty to serve the public libraries of Allegany, Chemung, Schuyler, Steuben, and Yates counties.
2. Whereas the library system believes it has a responsibility to connect, empower, and advocate for all public libraries within its chartered service area.
3. Whereas the library system aspires to foster a program of best practices and civic stewardship considering the profession's core values.
4. Whereas the library system has a steadfast desire to address matters of economic, social, and environmental sustainability for the betterment of its residents and humanity in general.
5. Whereas the library system believes the purchase of electronic devices, server equipment, electric powered vehicles, and all other supporting equipment will help reduce the library system's carbon foot print and reliance on fossil fuels.
6. Whereas the library system has previously partnered on similar type projects with the United State Department of Agriculture – Rural Development to improve energy efficiencies and strengthen broadband infrastructures for rural residents.
7. Whereas the library system is willing to build upon past project successes with the United States Department of Agriculture – Rural Development by successfully implementing another Community Facilities – Equipment project to improve the lives of rural communities and residents served by the library system.






Now it be resolved, the Southern Tier Library System Board of Trustees fully supports the library system's application to the United States Department of Agriculture -Rural Development for financial support (financing and grant funds) through the federal agency's Community Facilities Program to empower the library system to accomplish the overarching goals set forward in this resolution.

Adopted by the Southern Tier Library System Board of Trustees October 17, 2023



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

The Executive Director spent the months of September/October engaged in the following activities:

-  **Week of September 4:** Facilitated STLS staff Sustainable Libraries Initiative meeting in partnership with Keturah Cappadonia. Planned for upcoming presentation to the STLS Board, and Sustainable Libraries Policy Statement. Visited Montour Falls Memorial Library to conduct new director orientation. Attended Trustee Handbook Book Club planning meeting to prepare for October's workshop. Participated in the Director's Advisory Council's DEI Committee half day work session to prepare for goals and objectives in 2024/2025. Visited Belmont Free Library to assist with NYS Public Library Construction Aid application.
-  **Week of September 11:** Participated in STLS Board of Trustees Finance & Facilities Committee meeting, and Personnel & Policies Committee meeting. Attended Director's Advisory Council's Strategic Planning Committee meeting. Attended the Allegany County Director's meeting at Whitesville Public Library to report on system initiatives. Attended the Public Library System Director's Organization monthly meeting to discuss state-related issues. Participated in STLS Training Team meeting. Met with Watkins Glen Public Library Board of Trustees to discuss 255 Education Law. Participated in Foundation for Southern Tier Libraries board meeting. Met with Southern Tier Regional Planning and Economic Development offices to discuss work of Southern Tier Digital Equity Coalition.
-  **Week of September 18:** Visited Chemung County Library District – Steele Memorial Library to discuss Central Library Planning 2022 – 2026. Met with Almond Library Director to discuss library's policies. Participated in the STLS Board of Trustees meeting, and Public Relations Committee meeting. Met with Addison Library director to discuss library's personnel policy. Attended New York State Library monthly meeting with public library system directors to discuss state-related library matters.
-  **Week of September 24:** Participated in Director's Advisory Council's bi-monthly meeting at Southeast Steuben County Library to report on library system initiatives. Met with STLS Board President Kathy Green to discuss annual performance evaluation. Met with prospective library system Board of Trustees candidate from Chemung County.
-  **Week of October 2:** Attended Director's Advisory Council's DEI Subcommittee meeting to work on current projects. Attended a meeting with the ConnectALL Office relative to Southern Tier Digital Equity Coalition's work with strategic planning. Participated in Public Library System Director's Organization Policies for Annual Report Committee. Assisted in the facilitation of the STLS Annual Meeting at David A. Howe Public Library.

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

Keturah visited the Steuben County Jail to deliver books purchased for the use of individuals incarcerated there.

Keturah organized the workshop, "Creating LGBTQ+ Inclusive Libraries," which was presented by the Safe Zone Initiative. 15 people attended the live virtual workshop.

Keturah attended the virtual portion of the Association for Rural and Small Libraries (ARSL) annual conference which included a number of workshops and vendor interactions.

As part of ALA and PLA Committee work, Keturah reviewed conference workshop proposals for the 2024 ALA Annual Conference jury and met with the ALA Conference Committee and the PLA Annual Conference Program Subcommittee.

Keturah worked to secure two speakers for the upcoming STLS Gather and Grow Virtual Conference in October.

Keturah attended the following meetings: STLS Sustainability Team, Triple M Staff Meeting, STLS Training Team, Division of Professional Development and Outreach meeting, Public Library System Outreach Coordinators' meeting, and the STLS DAC Circulation Committee.

Keturah attended the Allegany County Directors' meeting at the Whitesville Library and the Directors' Advisory Council meeting at the Southeast Steuben County Library.

Keturah also continued work with several other Outreach Coordinators from public library systems in NY State on the Path to Belonging rural and small library DEI project.

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

September 2023 Monthly Report

During the month of September 2023, Erika Jenns requested a Diversity Audit for the STLS OverDrive collection. Staff at OverDrive prepared the audit and reviewed it with Erika. Then, Erika presented the audit to both the Digital Library Advisory Group (DLAG) and the Directors Advisory Council. The audit is linked to with the DLAG meeting minutes on the STLS website. After reviewing the audit, Erika met with Keturah Cappadonia to discuss Census and American Community Survey data. They focused particularly on responses to languages spoken at home. The STLS OverDrive collection is largely made up of English-language materials. By reviewing the Census and ACS data, Erika and Keturah hoped to identify languages that should be better represented in the OverDrive collection.

Erika attended the STLS Diversity Equity and Inclusion Committee's work day at the Fred and Harriett Taylor Memorial Library in Hammondsport. The group spent the day reviewing goals and creating a work plan. Other meetings included the Watkins Glen Public Library board meeting and the South Central Regional Library Council board meeting. Additionally, Erika visited the OWWL Library System and spent the day meeting with staff to discuss system projects, initiatives, and areas of potential collaboration.

A partnership with the Allegany Office for the Aging and the David A. Howe Library in Wellsville kicked off with the first in a series of digital literacy workshops for seniors. The workshops are held at the OFA senior luncheon site in Wellsville. The first workshop, on Android Device Basics, was attended by 13 folks. There will be five additional workshops in the series, offered bi-monthly and led by staff from the David A. Howe Library.

Other September activities included a website consultation at the Montour Falls Library, creation of the fourth quarter events calendar, finalization of the designs for the delivery van wraps, and several Constant Contact emails including: the October events digest email, an email introducing STLS staff, and promotion for the Gather & Grow event.

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

During September, IT worked on 142 Help Desk requests for STLS staff and member libraries. The monthly operating system patch cycle was performed on 3 Red Hat Linux and all Windows servers. Weekly meetings with IT department staff and a monthly meeting with CCLD IT were held.

Most of the month was preparation for the M365 email migration with KnowBe4 Security Awareness Training, old email account usage verification, creating content for and conducting end user training classes and finally the migration itself.

All IT staff worked over the weekend of 9/29 migrating email accounts, creating distribution lists and monitoring account migration.

Ten training classes on using M365 Outlook for email were held with 186 library staff members attending.

Individually these are some highlights of IT staff work:

Pat Beeman -

- Assisted with M365 training and the migration.
- X5228 calls.

Tom Lawrence -

- Completed the NComputing vSpace virtual server for Bath.
- Preparation for the M365 migration with the creation of custom migration tools.

Nick Allington -

- Assisted with M365 training and the migration.
- X5228 calls.

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

Here is our monthly report for September:

E-rate

One 2023-2024 application remains in a status of "In Review" – the application for connecting Rushville and Arkport to Dark Fiber, with recent PIA (Program Integrity Assurance) questions. Each time we think we are done with PIA questions; we get another round. We now hope to have the final approval for that application in the Fall. In September, Ken and I completed and submitted the Form 486 for all of the approved 2023-2024 applications. I also began preparing the BEARs (Billed Entity Applicant Reimbursement) for Jan-Jun 2023. As I was looking through service provider bills, I noticed another Spectrum billing issue and am currently working with Cassie and Tammy (our Spectrum rep) to make sure all of our bills and payments are up-to-date and were assigned to the correct accounts.

ILS

Back in May, libraries noticed and reported that Ingram began charging for MARC records for items. I have been working with Rob Scott at Ingram since - including meeting multiple times - to find a solution or workaround to having each library essentially pay for the same record. So far, each possible solution has been a dead-end (mostly on Ingram's side). At September's DAC Meeting we created a short-term committee, to address this issue. We will meet before the November DAC and come up with a system-wide recommendation.

I visited Prattsburg to provide Samantha with New Director ILS Orientation and Kylie visited to provide Item Maintenance Training. In September we had our quarterly DAC Circulation Committee meeting - for this meeting, I prepared and shared circulation statistics for the Lucky Day Project. Both Tina and Kelly have been pleased with how it is going in their libraries and at the full DAC meeting we all reported on the project and opened it up to other interested libraries. Both Kelly and Tina recommended looking forward, to authors with new releases that they knew their patrons would want, rather than using the BCA Top Holds report - as that does not always reflect local preferences.

I continued working with staff at Bath, Addison and Andover to complete email notice projects in each library. I also worked with Samantha in Prattsburg and Dodie in Rushville, to get each of their libraries set up to receive all patron notice emails. I cleaned up lingering holds on Elmira Correctional items and made long-overdue updates to the WorkFlows and BCA Annual Report templates, to make Erika and I's process of supplying that data to libraries a little smoother in January. I restarted the Patron Purge Project in September, using a new custom report from SirsiDynix (SD). This report was purchased with yearly SD credits, and it allows admins to fully remove patrons with bills, checkouts and holds. The report removes the bills and holds, and discharges and then discards any user checkouts. I have run the report for Addison and Alfred and it is making a world of difference in the patron clean-up project. Before we had this report, I had to take care of holds and checkouts separately (we already have a report running regularly to remove old bills) and now I can run this one report to remove everything that needs to be removed.

As for cataloging, we are currently at a turnaround time of 4 working days for unopened "normal" cataloging requests. We are pleased to be caught back up to our 1-week goal! We are also excited to resume cataloging projects (such as updating terminology in bib record Subject Headings) once Casey is fully trained. Larissa and

Kylie are now training Casey on loading and cleaning vendor MARC records - the last large training segment of the ILS Specialist position.

General STLS

We spent time cleaning up our email inboxes, in preparation for the STLS email migration and completed required STLS email and Workplace Harassment training. I met with Erika to review STLS's role in updating the Community Voices Collections which were created by the DAC DEI Committee - 3 of those collections are being decommissioned after years of circulation among, and the books are being split up and sent to interested libraries. Kelly in Watkins Glen determined which libraries will get which items and Casey is updating the item records based on that determination. We hope to complete that project, and send all of the books out to libraries, by the end of October. One collection will remain in circulation for interested libraries.