

**STLS BOARD MEETING**

Tuesday, November 21, 2023 - 2:00 pm  
Cuba Circulating Library, Cuba, NY 14727

**AGENDA**Chemung County Trustee Seat (2020 – 2024) Appointment**\* FOR APPROVAL**

Executive Committee Recommendation: The STLS Board of Trustees approves the appointment of Rachel Barbour to the position of trustee to fill the vacant Chemung County seat, which was previously held by Denise King and has a term of 2020 – 2024. The appointment will remain effective until the 2024 annual meeting of the Southern Tier Library System.

- |    |  |                      |                     |
|----|--|----------------------|---------------------|
| 1. | Agenda   |                      | <b>Doc. #23-133</b> |
| 2. | Approval of Minutes – October 2023                 | <b>*FOR APPROVAL</b> | <b>Doc. #23-134</b> |
| 3. | Approval of 2023 Annual Membership Meeting Minutes | <b>*FOR APPROVAL</b> | <b>Doc. #22-135</b> |
| 4. | Treasurer's Report – October 2023                  | <b>*FOR APPROVAL</b> | <b>Doc. #23-136</b> |
| 5. | Financial Clerk's Report – October 2023            | <b>*FOR APPROVAL</b> | <b>Doc. #23-137</b> |

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

**COMMITTEE REPORTS**

- |     |  |  |  |
|-----|--|--|--|
| 6.  | Executive Committee – Kathy Green                          |  |  |
| 7.  | Personnel & Policies Committee – Barbara Hubbell           |  | (Minutes) <b>Doc. #23-138</b>                    |
|     |  |  | (External Consultant Policy) <b>Doc. #23-139</b> |
|     |  |  | (Volunteer Policy) <b>Doc. #23-140</b>           |
| 8.  | Finance & Facilities Committee – Sisi Barr                 |  | (Minutes) <b>Doc. #23-141</b>                    |
| 9.  | Public Relations Committee – Lynnette Decker               |  |  |
| 10. | Foundation for Southern Tier Libraries – Louise Richardson |  |  |

**BOARD ACTIONS**

- |     |   |                       |                     |
|-----|---|-----------------------|---------------------|
| 11. | <u>Expenditure Approvals -Monthly Unpaid Bills Detail</u> | <b>* FOR APPROVAL</b> | <b>Doc. #23-142</b> |
|-----|---|-----------------------|---------------------|

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

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

- |     |  |                       |                     |
|-----|--|-----------------------|---------------------|
| 12. | <u>Receipt Approvals – Monthly Deposit Summary</u> | <b>* FOR APPROVAL</b> | <b>Doc. #23-143</b> |
|-----|--|-----------------------|---------------------|

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

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

13. Approve Proposed Revisions to the Sexual Harassment Prevention Policy**\* FOR APPROVAL (See Doc. #23-122 - October 2023 Board Packet)**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the Sexual Harassment Prevention Policy as presented at the October 17, 2023 board meeting considering any revisions during board meeting discussion.

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

14. Approve the 2023-2024 STLS Executive Director's Performance Objectives**\* FOR APPROVAL (See Doc. #23-123 - October 2023 Board Packet)**

Executive Director Recommendation: The STLS Board of Trustees approves the 2023-2024 STLS Executive Director's Performance Objectives, which were developed by the board in consultation with the Executive Director as part of the director's 2022-2023 performance evaluation per the Executive Director's Performance and Salary Evaluation Policy.

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

15. Approve 2023 Library System Mid-Year Budget Revisions**\* FOR APPROVAL****Doc. #23-144**

Finance & Facilities Recommendation: The STLS Board of Trustees approves the 2023 STLS Library System Mid-Year Budget Revisions as originally presented during the October 17, 2023 Board Meeting considering changes made prior or during the November 21, 2023 meeting.

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

16. Approve 2024 Library System Operating Budget**\* FOR APPROVAL****Doc. #23-145**

Finance & Facilities Recommendation: The STLS Board of Trustees approves the 2024 STLS Library System Operating Budget as originally presented during the October 17, 2023 Board Meeting considering changes made prior or during the November 21, 2023 meeting.

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

17. Approve the Establishment of a 13-Month Certificate of Deposit \* **FOR APPROVAL**

Doc. #23-146

Finance & Facilities Committee Recommendation: The STLS Board of Trustees approves the proposed establishment of a 13-month certificate of deposit in the amount of \$350,000 through Community Bank N.A. at an interest rate of 4.6 percent, and authorizes the Executive Director to set up the certificate of deposit utilizing board signatories as approved during the library system's January 17, 2023 annual organizational meeting.

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

18. Approve Proposed Resolution of Library System Board Support for USDA-Rural Development Funding\* **FOR APPROVAL** Doc. #23-147

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: \_\_\_\_\_

19. Approve December's One-Time Personnel Payment to STLS Staff\***FOR APPROVAL**

Executive Director Recommendation: Approve the one-time net payment of \$100 to each STLS staff member excluding the Executive Director as included in the board approved 2023 STLS Operating Budget.

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

**BOARD INFORMATION**

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

Doc. #23-148

Public Expression (15 minutes)

Adjournment

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

**STLS BOARD MEETING**  
**Tuesday, October 17, 2023 - 2:00 pm**  
**Dundee Library, Dundee, NY 14837**

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

Richard Ahola – 2027	Louise Richardson – 2024
Sisi Barr – 2023	Michael Steffens – 2027 (Remote-Non-Voting)
Lynnette Decker -2025	Richard Urban - 2024
Betsy Gorman – 2024	Felicity Wright – 2023
Kathy Green-2021	
David Haggstrom – 2025	
Barbara Hubbell – 2024	
Mary-Claire Krebs - 2023	
Susan McGill - 2024	

Excused: Vacant Allegany County Seat – 2025, Vacant Chemung County Seat - 2024

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

President K Green called the meeting to order at 12:06 pm

**1. AGENDA** **\*FOR APPROVAL** **Doc.#23-115**  
**Received and Filed**

**2. Approval of Minutes – September 2023** **\*FOR APPROVAL** **Doc. #23-116**  
**Received and Filed**

**3. Treasurer’s Report – September 2023** **\*FOR APPROVAL** **Doc. #23-117**  
**Received and Filed**

S Barr reported that checking and savings balances total about \$2,100,000. Compared to 2019, the balance is up \$219,000.

**4. Financial Clerk’s Report – September 2023** **\*FOR APPROVAL** **Doc. #23-118**  
**Received and Filed**

B Hildreth stated there is no report for income. For expenses, B Hildreth reported of the \$182,000.00 on line item 5435, Member Library Passthrough, \$160,000 went to the Chemung County Library District for Central Library Development Aid.

**5. 3<sup>rd</sup> Quarter Profit & Loss Statement – September 2023**

Doc. #23-119

**\*FOR APPROVAL****Received and Filed**

For income, B Hildreth stated all State Aid and Member Library Cost Share money has come in. E-Rate and Member Library IT Contracts have not been completely billed. For expenses, STLS is on budget. B Hildreth reported that salaries are on budget and personnel benefits will be adjusted on the mid-year budget review. There will also be adjustments to Public Relations and Building Maintenance line items.

**6. 3<sup>rd</sup> Quarter Claims Auditor Report – September 2023**

Doc. #23-120

**\*FOR APPROVAL****Received and Filed**

L Richardson reported that credit card statements, not receipts were submitted for reimbursements. B Hildreth explained how he was able to verify the information on the credit card statements, so that is what was used as record of documentation for the reimbursement.

**Standing Committee Reports –****7. Executive Committee – Kathy Green**

K Green stated the Executive Committee set the agenda.

**8. Personnel & Policies Committee – B Hubbell**

(Minutes) Doc.#23-121

(Sexual Harassment Prevention Policy) Doc.#23-122

(Proposed Executive Director Performance Objectives) Doc.#23-123

B Hubbell reported that the Whistleblower Policy and the Sustainable Libraries Initiative Resolution are action items for this meeting. She also asked the Board to review the Sexual Harassment Prevention Policy and submit any changes or comments to the Committee. The policy will be up for vote at the November Board meeting.

(Resolution of Board Support – ALA) Doc.#23-124

B Hildreth explained the resolution that STLS plans to make to support the ALA (American Library Association). The ALA has come under scrutiny from special interest groups and in their work to uphold the Library Bill of Rights, the Freedom to Read Act and First Amendment Rights. The resolution is in this month's Board packet for review and will be up for approval at the November 2023 meeting.

**\*\* Move to go into Executive Session to discuss the Executive Director's Performance Objectives. Motion by B Hubbell and second by B Gorman. Executive session started at 12:20 pm. Executive session ended at 12:30 pm. \*\***

B Hildreth updated the Board on the candidate searches for the Accounting Specialist Position and the Program Consultant position. The deadline for applications for the Accounting Specialist position was October 13 and there were 15 applicants. There are not many applicants for the Program Consultant position, so the October 21 application deadline may have to be extended.

**9. Finance & Facilities Committee – S 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**

S Barr reported that the resolution to Support the USDA grant will be put on hold until the November meeting. This is because the resolution needs a public notice, published in the newspaper, and to give the public a chance to comment.

B Hildreth spoke about the mid-year budget revisions. STLS budgeted for a 3% cut in funding, which did not happen, so we received more state aid than anticipated. B Hildreth stated that we took in \$75,000.00 more in grants, this past year, due to the ARC grant. Salaries and personnel benefits are under what was budgeted for the year. B Hildreth also spoke about expenses STLS hired a graphic designer to design the van wraps. The exterior lighting and parking lot sealcoat were also an additional \$15,000.00 expense this past year. Overall, B Hildreth stated we are in a good place, financially, since the budget was proposed with a \$60,000.00 deficit. B Hildreth asked the Finance & Facilities Committee to have an extra month to work with the numbers for the budget revision. For the proposed 2024 budget, B Hildreth stated that the budget is not known yet, but flat funding is anticipated. There are anticipated increases in personnel benefits and salaries (payout of sick time to retirees, the creation of the Library Clerk position, filling the Deputy Director position, and staff contract negotiations) that will be added to the 2024 budget. The proposed budget will be presented to the Board for approval at the November board meeting.

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

(Minutes) **Doc. #23-128**

L Decker commended Brian Hildreth and all of the STLS staff on the work put into the Annual Meeting.

**11. Foundation for Southern Tier Libraries – Louise Richardson**

L Richardson reported that the Foundation's annual fundraising event was on September 23. The financial goal of the event was to raise about \$7500.00 . The official numbers are not in yet and will be reported in the future. The Foundation is now starting to work on their annual direct mail appeal. M Krebs inquired about how the mailing list is generated. L Richardson stated that the list is reviewed each year and Foundation members are asked to remove or add potential donors at that time. There was discussion of adding all Board members from STLS libraries to the mailing list. This can be done via email and L Richardson is able to send the letter electronically.

**BOARD ACTIONS**12. Expenditure Approvals -Monthly Unpaid Bills Detail**\* FOR APPROVAL****Doc. #23-129**

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 \_\_12\_\_ Nay \_\_0\_\_ Abstain \_\_1\_\_ Absent \_\_\_\_ Vacant \_\_2\_\_  
 Approved/Failed: Approved  
 Discussion: None

13. Receipt Approvals – Monthly Deposit Summary**\* FOR APPROVAL****Doc. #23-130**

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 \_\_12\_\_ Nay \_\_0\_\_ Abstain \_\_1\_\_ Absent \_\_\_\_ Vacant \_\_2\_\_  
 Approved/Failed: Approved  
 Discussion: None

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 \_\_12\_\_ Nay \_\_0\_\_ Abstain \_\_1\_\_ Absent \_\_\_\_ Vacant \_\_2\_\_  
 Approved/Failed: Approved  
 Discussion: None

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 \_\_12\_\_ Nay \_\_0\_\_ Abstain \_\_1\_\_ Absent \_\_\_\_ Vacant \_\_2\_\_  
 Approved/Failed: Approved  
 Discussion: None

**16. Resolution item #16 has been stricken from the agenda pending public notice and commentary.**

20. Approve 2023 Executive Director's Evaluation

**\* FOR APPROVAL**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the 2021 – 2026 Executive Director Evaluation which includes an annual salary of \$130,356.80, and is retroactive to September 16, 2023.

Aye __12__    Nay __0__    Abstain __1__    Absent _____    Vacant __2__ Approved/Failed: Approved Discussion: None
---

## **BOARD INFORMATION**

**17. Old Business –  
None**

### **17. New Business – Appointment of Ad Hoc Nominating Committee for 2024 Executive Committee Slate**

B Hildreth explained this committee is to appoint those who will serve on the Executive Committee in 2024. The nominating committee consists of Sisi Barr, Felicity Wright, and Richard Urban.

### **18. Library Networking –**

L Richardson stated that she likes that CCLD Changed their loan policy on new books, which makes it easier to get them through ILL.

At the Annual Meeting, L Decker said it was nice to talk to directors she does not normally get to see.

**19. President's Report –  
No Report**

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

**Doc.#23-132**

B Hildreth mentioned the system wide email migration, to Microsoft Teams, just happened. Teams makes it much easier to share and is easier to use overall. It is projected that it will take 18 months to get everyone acclimated to Teams.

### **Public Expression (15 minutes)**

Adjournment 1:04 pm

Move: B Gorman

Second: L Decker

Next meeting: Cuba Circulating Library, Cuba, NY (Allegany County) – Tuesday, November 21, 2023 at 2 p.m.

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



## STLS ANNUAL MEETING MINUTES

Friday, October 6, 2023 – 10:00 am – 12:00 pm

David A. Howe Public Library / 155 North Main Street / Wellsville, NY 14895

### MINUTES

#### TRUSTEES:

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

Library Communities Represented: Addison, Alfred, Almond, Angelica, Bath, Belfast, Belmont, Big Flats, Canisteo, Cohocton, Corning, Cuba, Elmira, Fillmore, Friendship, Genesee, Hornell, Horseheads, Montour Falls, Odessa, Penn Yan, Pulteney, Rushford, Scio, Van Etten, Watkins Glen, Wayland, Wellsville, West Elmira.

Meeting Began at 10:02 pm.

#### Welcome & Election of Trustees

STLS Board President Kathy Green held the annual elections of trustees.

*STLS has three trustee seats up for election or re-election, and seeks new candidates.*

- 1. The first seat is one of four representing Chemung County, which was previously filled by STLS Trustee Phyllis Rogan. Michael Steffens is running for election to serve a partial term, 2023 – 2027. He was approved by the Chemung County Library District board of trustees in the early part of 2023 to carry out this term. **Would the library director, or one board member from the library district please formally cast your ballot for Michael Steffens by raising their hand, and saying Aye?** P. Chapman voted, "Yes."*
- 2. The next seat is one of four representing Chemung County, which is presently filled by STLS Trustee and Treasurer Sisi Barr. Sisi is running for re-election to serve a full term, 2024 – 2028. And she is running unopposed. She was approved by the Chemung County Library District board of trustees in 2019 to carry out this role. **Would the library director, or one board member from the library district please formally cast your ballot for Sisi Barr by raising their hand, and saying Aye?** Paul Chapman voted, "Yes."*

3. *The third seat is one of two representing Steuben County, which was previously filled by Pat Finnerty. Mary-Claire Krebs is running for election to serve a partial term, 2023 – 2027. And she is running unopposed. **Would a representative from each Steuben County library please formally cast your ballot for Mary-Claire Krebs by raising their hand, and saying Aye?** Member libraries from Steuben County; not SSCL service area voted unanimously, “Yes.”*
4. *There are presently three vacant seats on the STLS Board of Trustees. The first vacant seat represents Allegany County, the second vacant seat represents Schuyler County, and the third vacant seat represents Chemung County. Member libraries of all three counties are encouraged to contact STLS Director Brian Hildreth or myself with nominee information. Thank you for your consideration and ongoing engagement.*

### **Executive Director – Library System Report - Brian Hildreth**

Brian Hildreth facilitated a discussion among attendees about why we serve in libraries, what we believe in about libraries, and who we are charged to serve. He also shared the importance of all people serving in libraries, and the impact they have on their communities.

Recognition of STLS Professional Development Manager Lorie Brown for her multiple decades of service to STLS, member libraries, and the greater New York State library community.

### **Celebration of Award & Scholarship Recipients**

2023 New York Library Association Conference Scholarships presented by Erika Jenns  
Connie Beall, Addison Public Library (Steuben County)  
Kate Elliott, David A. Howe Public Library – Wellsville (Allegany County)  
Molly Fox, Cohocton Public Library (Steuben County)  
Catherine Miller, David A. Howe Public Library – Wellsville (Allegany County)

2023 NYLA Conference Scholarship in Memory of Philip D. Archer presented by Erika Jenns

Denise Chilson, Hornell Public Library (Steuben County)  
Jess Westlake, Montour Falls Library (Schuyler County) Best Promotional Video

Best Use of Social Media Award presented by Brian Hildreth

Maggie Young, Chemung County Library District – Steele Memorial Library  
Genealogy and Local History Resources

Library Volunteer Award presented by Lorie Brown

Dorothy Graham, Pulteney Free Library (Steuben County)

Outstanding Library Advocate Award presented by David Haggstrom

Stacey Edwards, Watkins Glen Public Library (Schuyler County)

Sustainable Practices Award presented by Kathy Green

Vanessa Jacobs, Hornell Public Library (Steuben County)

Innovative in Outreach Programming Award presented by Keturah Cappadonia

Belfast Public Library (Allegany County)

### **Keynote Presentation**

Stephane Cole Adams, Law Offices of Stephanie Cole Adams and Ask the Lawyer Service through Empire State Library Network

Program Description: Libraries have experienced a tremendous increase in the number of challenges to materials and services since 2021. They have also become an intentional space for the practice of First Amendment audits as well as sought after board seats to advance personal agendas. Stephanie Cole Adams will discuss how libraries can proactively plan for these situations, and provide guidance on how to legally react and respond while maintaining community support.

Meeting Concluded at 12:13 pm

	<u>Oct 31, 23</u>	<u>Sep 30, 23</u>	<u>\$ Change</u>
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
1200 · Cash - Operating	5,738.14	5,041.05	697.09
1201 · Cash - Payroll	5,914.28	7,607.83	-1,693.55
1202 · Cash - Money Market	1,850,632.94	1,989,353.59	-138,720.65
Total Checking/Savings	<u>1,862,285.36</u>	<u>2,002,002.47</u>	<u>-139,717.11</u>
Accounts Receivable			
1380 · Accounts Receivable	<u>40,766.78</u>	<u>77,046.48</u>	<u>-36,279.70</u>
Total Accounts Receivable	<u>40,766.78</u>	<u>77,046.48</u>	<u>-36,279.70</u>
Other Current Assets			
12000 · Undeposited Funds	<u>0.00</u>	<u>-18,278.56</u>	<u>18,278.56</u>
Total Other Current Assets	<u>0.00</u>	<u>-18,278.56</u>	<u>18,278.56</u>
Total Current Assets	<u>1,903,052.14</u>	<u>2,060,770.39</u>	<u>-157,718.25</u>
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	<u>-1,067,240.28</u>	<u>-1,067,240.28</u>	<u>0.00</u>
Total 1100 · Fixed Assets	<u>1,792,517.15</u>	<u>1,792,517.15</u>	<u>0.00</u>
Total Fixed Assets	<u>1,792,517.15</u>	<u>1,792,517.15</u>	<u>0.00</u>
Other Assets			
1382 · Prepaid expenses	83,657.56	83,657.56	0.00
1400 · Right of Use Lease Asset	<u>613,174.00</u>	<u>613,174.00</u>	<u>0.00</u>
Total Other Assets	<u>696,831.56</u>	<u>696,831.56</u>	<u>0.00</u>
<b>TOTAL ASSETS</b>	<b><u>4,392,400.85</u></b>	<b><u>4,550,119.10</u></b>	<b><u>-157,718.25</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
2600 · Accounts Payable	<u>0.00</u>	<u>50.00</u>	<u>-50.00</u>
Total Accounts Payable	<u>0.00</u>	<u>50.00</u>	<u>-50.00</u>
Other Current Liabilities			
2601 · Accrued P/R	4,278.73	4,278.73	0.00
2604 · Deferred Grant	3,597.89	3,597.89	0.00
2625 · Payroll Deductions Payable	696.52	0.00	696.52
2626 · Flex Spending Deduction Payable	-230.01	-469.27	239.26
2627 · PFL Payable to Insurance	3,146.78	2,861.89	284.89
2635 · Capital Notes Payable	116,549.67	118,727.04	-2,177.37
2640 · Accrued Compensated Absences	138,984.07	138,984.07	0.00
2800 · Lease Liability Short Term	<u>96,540.00</u>	<u>96,540.00</u>	<u>0.00</u>
Total Other Current Liabilities	<u>363,563.65</u>	<u>364,520.35</u>	<u>-956.70</u>

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

	<b>Oct 31, 23</b>	<b>Sep 30, 23</b>	<b>\$ Change</b>
<b>Total Current Liabilities</b>	363,563.65	364,570.35	-1,006.70
<b>Long Term Liabilities</b>			
2850 - Lease Liability - Long Term	516,634.00	516,634.00	0.00
<b>Total Long Term Liabilities</b>	516,634.00	516,634.00	0.00
<b>Total Liabilities</b>	880,197.65	881,204.35	-1,006.70
<b>Equity</b>			
3200 - Fund Balance Unrestricted	2,536,859.33	2,536,859.33	0.00
3910 - Board Restricted Capital Reserv	350,000.00	350,000.00	0.00
3911 - Donor Restricted Capital Reserv	94,811.44	94,811.44	0.00
Net Income	530,532.43	687,243.98	-156,711.55
<b>Total Equity</b>	3,512,203.20	3,668,914.75	-156,711.55
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,392,400.85</b>	<b>4,550,119.10</b>	<b>-157,718.25</b>

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

	Oct 23	Sep 23	\$ Change
<b>Income</b>			
4719 · Interest	48.49	50.92	-2.43
4721 · E-Rate Funding	83,510.72	0.00	83,510.72
4724 · Member Library IT Contracts	12,905.99	878.25	12,027.74
4725 · Grants Revenue	6,000.00	0.00	6,000.00
4731 · Arkport Support	8.15	1,535.20	-1,527.05
4733 · Member Library Processing Fees	0.00	157.50	-157.50
4735 · Non State Aid Pass Through	4,180.38	3,828.35	352.03
4782 · Donations	1,000.00	0.00	1,000.00
4784 · General Reimbursements & Refund	625.00	0.00	625.00
<b>Total Income</b>	<b>108,278.73</b>	<b>6,450.22</b>	<b>101,828.51</b>
<b>Gross Profit</b>	<b>108,278.73</b>	<b>6,450.22</b>	<b>101,828.51</b>
<b>Expense</b>			
5100 · Salaries			
5141 · Professional Salaries	32,032.86	35,632.86	-3,600.00
5142 · Non-Professional Salaries	42,535.49	41,563.68	971.81
<b>Total 5100 · Salaries</b>	<b>74,568.35</b>	<b>77,196.54</b>	<b>-2,628.19</b>
5150 · Personnel Benefits			
5153 · Social Security	5,493.02	5,694.04	-201.02
5154 · Workers Compensation	532.42	519.37	13.05
5157 · Health Insurance	12,548.17	14,961.07	-2,412.90
5158 · Payroll Expense - Other	5,928.82	1,359.30	4,569.52
<b>Total 5150 · Personnel Benefits</b>	<b>24,502.43</b>	<b>22,533.78</b>	<b>1,968.65</b>
5204 · STLS Software & Small Equipment	0.00	454.33	-454.33
5205 · Maintenance Contracts & Leases	916.18	1,559.21	-643.03
5408 · Platform Fees & Licenses	0.00	3,420.00	-3,420.00
5409 · STLS Telephone/Internet	14,072.36	21,890.38	-7,818.02
5417 · Library Materials	7,745.67	1,046.16	6,699.51
5418 · Consultant Collection	39.59	0.00	39.59
5419 · Electronic Materials	1,381.59	2,629.81	-1,248.22
5420 · Staff Development Travel	0.00	2,249.43	-2,249.43
5422 · Trustee Mileage	604.83	0.00	604.83
5424 · Conference Registration	140.00	2,140.00	-2,000.00
5425 · Staff & Member Library Mileage	310.33	175.28	135.05
5427 · Programming & Annual Conference	3,872.50	400.00	3,472.50
5428 · Meeting Supplies	0.00	609.02	-609.02
5430 · Office Supplies	1,429.81	189.48	1,240.33
5433 · Postage	0.00	1,016.67	-1,016.67
5434 · Public Relations	704.23	786.45	-82.22
5435 · Member Library Pass through	121,277.16	182,104.01	-60,826.85
5436 · STLS Grants to Member Libraries	2,025.00	0.00	2,025.00
5442 · Professional Fees	120.00	236.00	-116.00
5443 · Legal Counsel	925.00	0.00	925.00
5444 · Accounting Support & Audit	286.50	99.00	187.50

Southern Tier Library System  
Financial Clerk's Report  
October 2023

	<b>Oct 23</b>	<b>Sep 23</b>	<b>\$ Change</b>
5450 · Utilities	736.33	710.46	25.87
5451 · Building Maintenance & Repairs	2,369.04	177.33	2,191.71
5453 · Loan Interest	222.63	226.71	-4.08
5454 · Commercial Insurance	868.53	868.53	0.00
5471 · Vehicle Maintenance & Repairs	654.98	87.90	567.08
5473 · Vehicle Fuel	1,637.15	1,752.16	-115.01
5474 · Vehicle Insurance	464.00	464.00	0.00
5480 · Greenwood Reading Center Exp	1,256.23	-3,545.68	4,801.91
5485 · Arkport Expense Account	1,859.86	1,543.35	316.51
5490 · Grants	0.00	508.34	-508.34
<b>Total Expense</b>	<b>264,990.28</b>	<b>323,528.65</b>	<b>-58,538.37</b>
<b>Net Income</b>	<b>-156,711.55</b>	<b>-317,078.43</b>	<b>160,366.88</b>

## **Personnel & Policies Committee**

### **Meeting Minutes**

Tuesday, November 14, 2023 at 12:00 pm

Meeting Location: Southern Tier Library System - Painted Post



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

Staff: Brian M. Hildreth

### **Policies**

#### **Sexual Harassment Prevention Policy**

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

#### Approve Proposed Revisions to the Sexual Harassment Prevention Policy

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the Sexual Harassment Prevention Policy as presented at the October 17, 2023 board meeting considering any revisions during board meeting discussion.

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

#### **External Consultant Policy**

Committee members reviewed proposed changes to the policy. Several grammatical and formatting changes were suggested. There was no further discussion, or context changes. The committee agreed to add the proposed policy to the board packet for November's meeting for full board review.

#### **Volunteer Policy**

Trustees reviewed proposed changes to the policy. Formatting changes were suggested and incorporated into the document. The committee agreed to add the proposed policy to the board packet for November's meeting for full board review.

### **Personnel**

#### **Executive Director Performance Goals for 2023/2024**

The committee asked if any suggestions were submitted by trustees following October's board meeting. B. Hildreth and committee members indicated there had been no communication from trustees since October. The committee agreed to add the proposed performance goals to the November's board meeting agenda as an action item for approval.



### Approve the 2023-2024 STLS Executive Director's Performance Objectives

Executive Director Recommendation: The STLS Board of Trustees approves the 2023-2024 STLS Executive Director's Performance Objectives, which were developed by the board in consultation with the Executive Director as part of the director's 2022-2023 performance evaluation per the Executive Director's Performance and Salary Evaluation Policy.

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

### **Administrative Assistant Job Description Review**

Committee members reviewed and discussed the proposed changes. They suggested several grammatical and formatting edits. They also asked questions about the *Required Knowledge, Skills & Abilities* as well as *Examples of Work* sections. B. Hildreth provided answers to their questions. The committee inquired if the proposed revisions had been discussed with the Administrative Assistant. B. Hildreth said the revisions were created with the current Administrative Assistant through two separate meetings, and several of proposed edits were at the suggestion of the Administrative Assistant. The committee agreed to move the job description to the full board for review at November's meeting.

### **Vacant Staff Positions - Accounting Specialist & Program Consultant**

B. Hildreth provided the committee an update on the search process for both vacant positions. The library system is currently interviewing finalists for the Accounting Specialist position. And the deadline for the Program Consultant position has been extended to November 21, 2023.

Meeting adjourned at 12:57 pm.

Minutes respectfully submitted by: Brian M. Hildreth

## EXTERNAL CONSULTANT POLICY

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

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

### Associations, Councils and Organizations

STLS believes all staff should be connected to a professional association in order to evolve within their position. Active staff involvement is mutually beneficial to the professional association. For this reason, board, committee, section and roundtable work, as verbally approved by the Executive Director, is encouraged. Associations may include New York Library Association, American Library Association and Association for Small and Rural Libraries **as well as any of their affiliates.**

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

Appointments, consultations and presentations for these institutions are **within** the scope of work for STLS staff as they build capacity to offer greater service to member libraries through our Plan of Service.

Staff shall not charge honorarium fees to these associations, councils or organizations. It is reasonable and expected that staff recoup the cost of participation, where possible through:

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

### Regional Library System Partners

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

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

### All Other Organizations

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

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

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

**Option #2: An Independent Contractor**

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

- Staff member must file an ~~and disclose any private consulting done while employed as an STLS consultant using the~~ STLS Transparency in Consulting Form (see attached form).

***Approved by the Southern Tier Library System Board of Trustees May 21, 2019***

***Revised by the Board of Trustees on Month/Day/Year***

Draft

**STLS VOLUNTEER POLICY**

APPLIES TO: STLS Trustees, Staff and Volunteers

REFERENCES: STLS Authority of the Board Policy

An STLS volunteer is anyone who, without compensation or expectation of compensation, performs a task at the direction of and on behalf of STLS. Volunteers are viewed as a valuable resource to STLS, its staff, and its Board of Trustees. It is the policy of STLS to support the **engagement** utilization of volunteers where **possible**. ~~practicable~~. Volunteers providing services to STLS must comply with the policies and procedures of STLS.

Prior to being accepted as a volunteer, all ~~candidates~~ **volunteers** **must submit a Volunteer Application Form, and participate in an interview with** ~~will be interviewed by~~ the appropriate STLS staff member to **assess** ~~ascertain~~ their suitability for and interest in opportunities available. **Volunteers under the age of 18-years must obtain Parental/Guardian Consent.**

Volunteers are not authorized to make any statements or take any action which might significantly affect or obligate STLS, and are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves an individual staff member, volunteer, member library, or other person, or involves overall STLS business.

***Adopted by STLS Board of Trustees March 19, 2013***  
***Revised by the Board of Trustees on 9/17/2019, MM/DD/YY***

**Volunteer Parental/Guardian Consent Form**

By signing below, I, \_\_\_\_\_ hereby attest to the following:

- 1) I am the legal guardian of \_\_\_\_\_, who is under eighteen years of age.
- 2) I give my consent for ~~their him/her~~ to provide **defined** ~~certain~~ volunteer services to STLS at times mutually agreeable to STLS and the volunteer.
- 3) I verify that the volunteer ~~has read and~~ understands the types of duties **they** ~~he/she~~ will be expected to perform.
- 4) I understand that volunteers are not entitled to any employee benefits, including Worker's Compensation.
- 5) I take full responsibility for any and all actions of the volunteer during their volunteer service to STLS.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Volunteer Application

NAME (Last) (First) (Middle)

\_\_\_\_\_

PRESENT ADDRESS: STREET CITY STATE ZIP CODE

\_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_

ALTERNATE PHONE NO: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

IN CASE OF EMERGENCY NOTIFY: NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ARE YOU A STUDENT? : YES \_\_\_\_\_ NO \_\_\_\_\_ IF YES:

1. ARE YOUR VOLUNTEER ACTIVITIES PART OF A SCHOOL PROGRAM? YES \_\_\_\_\_ NO \_\_\_\_\_

2. IF YOU ANSWERED "YES" TO QUESTION ONE, SCHOOL NAME: \_\_\_\_\_

DO YOUR VOLUNTEER HOURS NEED TO BE REPORTED TO ANY OTHER AGENCY OR ORGANIZATION?

Please provide agency or organization contact information including: person, mailing address, phone number, and email address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that all statements contained in this application are correct to the best of my knowledge. I also agree that if I am accepted as a volunteer, I will abide by all policies and hold the library system harmless.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only

Contacted by: \_\_\_\_\_

Date: \_\_\_\_\_

**Finance & Facilities Committee**

Meeting Minutes

Monday, November 13, 2023 – 3:00 pm



Meeting Location: Southern Tier Library System

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

Meeting was called to order at 3:20 pm

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

Treasurer's Reports- Brian stated that our total checking/savings on hand is \$1.82 million; down approximately \$30,000 from October 2022.

Financial Clerk's Report- Brian stated we received E-Rate Funding for the period Jan. through June. Next form filing for E-Rate for the period July – December will be in 2024. Item 4724 – received payment from member libraries for internet connectivity. Item 4782 reflects a yearly donation from the Jeff Morris Foundation for Overdrive content. Other items of note include 5427- fees for Gather and Grow presenters; item 5435 – State Aid paid to member libraries; and item 5451 – payments made for lawn and landscaping.

Profit-Loss Statements- Brian stated most revenues have been received except for the remaining 10% of item 4709 – Local Services Support. On the expense side a couple of items are overbudget – programming and annual conference, public relations, and building maintenance and repairs; these items were discussed earlier.

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

Budget – Brian discussed the proposed 2023 Mid-Year Budget Revisions and proposed 2024 Library System Operating Budget. Based on flat-rate state funding Brian projects approximately a \$80,000 deficit.

The Finance Committee recommends the following motions for Board approval.

Betsy moved and Louise seconded that the Finance and Facilities Committee makes the following recommendation: The STLS Board of Trustees approves the 2023 STLS Library System Mid-Year Budget Revisions as originally presented during the October 17, 2023 Board Meeting considering changes made prior or during the November 21, 2023 meeting.

Louise moved and Richard seconded that the Finance and Facilities Committee makes the following recommendation: The STLS Board of Trustees approves the 2024 STLS Library System Operating Budget as originally presented during the October 17, 2023 Board Meeting considering changes made prior or during the November 21, 2023 meeting.

Betsy moved and Richard seconded that the Finance and Facilities Committee makes the following recommendation: The STLS Board of Trustees approves the 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 of the October 17, 2023 board meeting.

Banking – Brian shared Certificate of Deposit Analysis and Options with the committee. Based on the discussion the following motion was proposed. Louise made the motion and seconded by Betsy to have The STLS Board of Trustees approves the proposed establishment of a 13-month certificate of deposit in the amount of \$350,000 through Community Bank N.A. at an interest rate of 4.6 percent, and authorizes the Executive Director to set up the certificate of deposit utilizing board signatories as approved during the library system's January 17, 2023 annual organizational meeting.

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



2:17 PM  
10/31/23

# Southern Tier Library System Unpaid Bills Detail As of November 3, 2023

11/1/23

10/31/23

Type	Date	Num	Due Date	Open Balance
✓ Aloziem, Ozloma Bill	11/03/2023	10272...	11/03/2023	✓ 1,500.00 ✓
Total Aloziem, Ozloma				1,500.00
✓ Barr, Mathilde Bill	11/03/2023	Sep-O...	11/03/2023	✓ 145.41 ✓
Total Barr, Mathilde				145.41
✓ Beaman, Robert Bill	10/24/2023	10/18/...	10/24/2023	✓ 37.99 ✓
Total Beaman, Robert				37.99
✓ Behrends, Dawn Bill	11/03/2023	10272...	11/03/2023	✓ 300.00 ✓
Total Behrends, Dawn				300.00
✓ Blackstone Publishing Bill	11/03/2023	2122405	11/03/2023	✓ 473.15 ✓
Total Blackstone Publishing				473.15
✓ Cappadonia, Keturah Bill	11/03/2023	10/24/...	11/03/2023	✓ 31.44 ✓
Total Cappadonia, Keturah				31.44
✓ Corning Natural Gas Bill	11/03/2023	Oct 2023	11/03/2023	✓ 89.36 ✓
Total Corning Natural Gas				89.36
✓ Excelius BC BS Bill	11/03/2023	Nov 20...	11/03/2023	✓ 3,266.06 ✓
Bill	11/03/2023	Nov 20...	11/03/2023	✓ 206.80 ✓
Total Excelius BC BS				3,472.86
✓ First Bankcard Bill	11/03/2023	44182...	11/03/2023	✓ 3,724.35 ✓
Bill	11/03/2023	44182...	11/03/2023	✓ 566.73 ✓
Bill	11/03/2023	44182...	11/03/2023	✓ 823.89 ✓
Bill	11/03/2023	44182...	11/03/2023	✓ 1,247.94 ✓
Bill	11/03/2023	44182...	11/03/2023	✓ 132.25 ✓
Bill	11/03/2023	44182...	11/03/2023	✓ 584.53 ✓
Total First Bankcard				6,889.89
✓ Gale/CENGAGE Learning Bill	11/03/2023	82651...	11/03/2023	✓ 35.18 ✓
Total Gale/CENGAGE Learning				35.18
✓ Haggetrom, David Bill	11/03/2023	Misc...	11/03/2023	✓ 88.20 ✓
Total Haggetrom, David				88.20
✓ Mag Medina Books, Inc Bill	11/03/2023	10272...	11/03/2023	✓ 2,500.00 ✓
Total Mag Medina Books, Inc				2,500.00
✓ Murphy, Sally Jacoby Bill	11/03/2023	10/23 ...	11/03/2023	✓ 50.00 ✓
Total Murphy, Sally Jacoby				50.00

Why are  
you not  
paying?  
(4/26/23)

2:17 PM  
10/31/23

**Southern Tier Library System**  
**Unpaid Bills Detail**  
**As of November 3, 2023**

Type	Date	Num	Due Date	Open Balance
NYSEG				
Bill	11/03/2023	Oct 2023	11/03/2023	✓ 283.39 ✓
Total NYSEG				283.33
Overdrive				
Bill	11/03/2023	01483...	11/03/2023	✓ 273.97 ✓
Bill	11/03/2023	01483...	11/03/2023	✓ 171.20 ✓
Bill	11/03/2023	01483...	11/03/2023	✓ 71.04 ✓
Bill	11/03/2023	01483...	11/03/2023	✓ 781.48 ✓
Total Overdrive				1,297.67
Rainbow Printing				
Bill	11/03/2023	180707	11/03/2023	✓ 922.00 ✓
Bill	11/03/2023	180741	11/03/2023	✓ 550.00 ✓
Total Rainbow Printing				1,172.00
TERACAI				
Bill	11/03/2023	C148827	11/03/2023	✓ 85,323.00 ✓
Bill	11/03/2023	C148825	11/03/2023	✓ 102,452.00 ✓
Total TERACAI				198,775.00
Time Warner Cable, PA				
Bill	11/03/2023	14386...	11/03/2023	✓ 1,750.00 ✓
Total Time Warner Cable, PA				1,750.00
TOTAL				<u>219,899.10</u>

3:58 PM  
10/17/23

*Lin*  
10/18/23

**Southern Tier Library System**  
**Unpaid Bills Detail**  
As of October 20, 2023

*10/19/2023*

Type	Date	Num	Due Date	Open Balance
Adams, Stephanie Cole Bill	10/20/2023	2924	10/20/2023	✓ 825.00 ✓
Total Adams, Stephanie Cole				925.00
Addison Library Bill	10/20/2023	2023 L...	10/20/2023	✓ 1,434.00 ✓
Total Addison Library				1,434.00
Alfred Library Bill	10/20/2023	2023 L...	10/20/2023	✓ 1,525.00 ✓
Total Alfred Library				1,525.00
Almond Library Bill	10/20/2023	2023 L...	10/20/2023	✓ 1,434.00 ✓
Total Almond Library				1,434.00
Andover Library Bill	10/20/2023	2023 L...	10/20/2023	✓ 1,434.00 ✓
Total Andover Library				1,434.00
Angelica Library Bill	10/20/2023	2023 L...	10/20/2023	✓ 1,434.00 ✓
Total Angelica Library				1,434.00
Arkport Library Bill	10/20/2023	2023 L...	10/20/2023	✓ 1,434.00 ✓
Total Arkport Library				1,434.00
Atlanta Library Bill	10/20/2023	2023 L...	10/20/2023	✓ 1,434.00 ✓
Total Atlanta Library				1,434.00
Avoca Library Bill	10/20/2023	2023 L...	10/20/2023	✓ 1,434.00 ✓
Total Avoca Library				1,434.00
Bath Library Bill	10/20/2023	2023 L...	10/20/2023	✓ 3,502.00 ✓
Total Bath Library				3,502.00
Beeman, Robert Bill	10/20/2023	Oct 20...	10/20/2023	✓ 47.16 ✓
Total Beeman, Robert				47.16
Belfast Library Bill	10/20/2023	2023 L...	10/20/2023	✓ 1,434.00 ✓
Total Belfast Library				1,434.00
Belmont Library Bill	10/20/2023	2023 L...	10/20/2023	✓ 1,434.00 ✓
Total Belmont Library				1,434.00
Bolivar Library Bill	10/20/2023	2023 L...	10/20/2023	✓ 1,434.00 ✓
Total Bolivar Library				1,434.00

3:55 PM  
10/17/23

# Southern Tier Library System Unpaid Bills Detail As of October 20, 2023

Type	Date	Num	Due Date	Open Balance
Branchport Library Bill	10/20/2023	2023 L...	10/20/2023	✓ 1,434.00 ✓
Total Branchport Library				1,434.00
Button, Vickie Bill	10/20/2023	Medias...	10/20/2023	✓ 95.35 ✓
Total Button, Vickie				95.35
Cassadaga Library Bill	10/20/2023	2023 L...	10/20/2023	✓ 1,434.00 ✓
Total Cassadaga Library				1,434.00
Canistota Library Bill	10/20/2023	2023 L...	10/20/2023	✓ 1,434.00 ✓
Total Canistota Library				1,434.00
Cassella Waste Services Bill	10/20/2023	2246086	10/20/2023	✓ 128.29 ✓
Total Cassella Waste Services				128.29
Chelso's Catering & Confections Bill	10/20/2023	10082...	10/20/2023	✓ 1,897.50 ✓
Total Chelso's Catering & Confections				1,897.50
Chemung County Library District Bill	10/20/2023	2023 L...	10/20/2023	✓ 38,879.00 ✓
Total Chemung County Library District				38,879.00
Cohocton Library Bill	10/20/2023	2023 L...	10/20/2023	✓ 1,434.00 ✓
Total Cohocton Library				1,434.00
Corning Library Bill	10/20/2023	2023 L...	10/20/2023	✓ 10,113.00 ✓
Total Corning Library				10,113.00
CPE InterLink Bill	10/20/2023	23-102...	10/20/2023	✓ 2,959.25 ✓
Total CPE InterLink				2,959.25
Cuba Library Bill	10/20/2023	2023 L...	10/20/2023	✓ 1,875.00 ✓
Total Cuba Library				1,875.00
Dundee Library Bill	10/20/2023	2023 L...	10/20/2023	✓ 1,827.00 ✓
Total Dundee Library				1,827.00
Empire Access Bill	10/20/2023	00004...	10/20/2023	✓ 87.14 ✓
Total Empire Access				87.14
Empire Natural Gas Bill	10/20/2023	WSTL...	10/20/2023	✓ 13.16 ✓
Total Empire Natural Gas				13.16

3:58 PM

10/17/23

# Southern Tier Library System

## Unpaid Bills Detail

As of October 20, 2023

Type	Date	Num	Due Date	Open Balance
Energy Cooperative of America Bill	10/20/2023	1007771	10/20/2023	✓ 354.97 ✓
Total Energy Cooperative of America				354.97
English, Darleen Bill	10/20/2023	Medica...	10/20/2023	✓ 95.35 ✓
Total English, Darleen				95.35
Erie Insurance Company Bill	10/20/2023	Nov 20...	10/20/2023	✓ 1,894.95 ✓
Total Erie Insurance Company				1,894.95
Filmore Library Bill	10/20/2023	2023 L...	10/20/2023	✓ 1,503.00 ✓
Total Filmore Library				1,503.00
FirstLight Fiber Bill	10/20/2023	15272...	10/20/2023	✓ 900.00 ✓
Total FirstLight Fiber				900.00
Freedom To Read Bill	10/20/2023	10001...	10/20/2023	✓ 300.00 ✓
Total Freedom To Read				300.00
Friendly Freds Bill	10/20/2023	31039	10/20/2023	✓ 10.00 ✓
Bill	10/20/2023	31029	10/20/2023	✓ 10.00 ✓
Total Friendly Freds				20.00
Friendship Library Bill	10/20/2023	2023 L...	10/20/2023	✓ 1,434.00 ✓
Total Friendship Library				1,434.00
Frontier Communications Bill	10/20/2023	Nov 20...	10/20/2023	✓ 248.88 ✓
Total Frontier Communications				248.88
Gorman, Elizabeth Bill	10/20/2023	10/6/2...	10/20/2023	✓ 85.07 ✓
Total Gorman, Elizabeth				85.07
Hallehan, Sheila Bill	10/20/2023	Medica...	10/20/2023	✓ 95.35 ✓
Total Hallehan, Sheila				95.35
Hammondsport Library Bill	10/20/2023	2023 L...	10/20/2023	✓ 1,434.00 ✓
Total Hammondsport Library				1,434.00
Holden, Loretta Bill	10/20/2023	Medica...	10/20/2023	✓ 95.35 ✓
Total Holden, Loretta				95.35
Hornell Library Bill	10/20/2023	2023 L...	10/20/2023	✓ 2,948.00 ✓
Total Hornell Library				2,948.00

3:58 PM  
10/17/23

# Southern Tier Library System Unpaid Bills Detail As of October 20, 2023

Type	Date	Num	Due Date	Open Balance
Howard Library Bill	10/20/2023	2023 L...	10/20/2023	✓ 1,434.00 ✓
Total Howard Library				1,434.00
Humana Bill	10/20/2023	Nov 20...	10/20/2023	✓ 41.40 ✓
Total Humana				41.40
Isaac Hvac Bill	10/20/2023	2004016	10/20/2023	✓ 860.00 ✓
Total Isaac Hvac				860.00
Jasper Library Bill	10/20/2023	2023 L...	10/20/2023	✓ 1,434.00 ✓
Total Jasper Library				1,434.00
Little Genesee Library Bill	10/20/2023	2023 L...	10/20/2023	✓ 1,434.00 ✓
Total Little Genesee Library				1,434.00
McPherson, Marla Bill	10/20/2023	Medica...	10/20/2023	✓ 95.35 ✓
Total McPherson, Marla				95.35
Montour Falls Library Bill	10/20/2023	2023 L...	10/20/2023	✓ 1,434.00 ✓
Total Montour Falls Library				1,434.00
Nelson, Jane Bill	10/20/2023	Medica...	10/20/2023	✓ 95.35 ✓
Total Nelson, Jane				95.35
New York State Unemployment Insurance Bill	10/20/2023	3Q23 ...	10/20/2023	✓ 5,098.82 ✓
Total New York State Unemployment Insurance				5,098.82
NYLA Bill	10/20/2023	AC23R	10/20/2023	✓ 2,025.00 ✓
Total NYLA				2,025.00
NYS Education Department Bill	10/20/2023	Chart...	10/20/2023	✓ 120.00 ✓
Total NYS Education Department				120.00
NYSHIP Bill	10/20/2023	690	10/20/2023	✓ 12,859.26 ✓
Total NYSHIP				12,859.26
Odesse Library Bill	10/20/2023	2023 L...	10/20/2023	✓ 1,434.00 ✓
Total Odesse Library				1,434.00
Passage, Mary Bill	10/20/2023	Medica...	10/20/2023	✓ 95.35 ✓
Total Passage, Mary				95.35

3:58 PM  
10/17/23

**Southern Tier Library System**  
**Unpaid Bills Detail**  
**As of October 20, 2023**

Type	Date	Num	Due Date	Open Balance
• Penn Yan Library Bill	10/20/2023	2023 L...	10/20/2023	✓ 4,502.00 ✓
Total Penn Yan Library				4,502.00
• Prattsburgh Library Bill	10/20/2023	2023 L...	10/20/2023	✓ 1,434.00 ✓
Total Prattsburgh Library				1,434.00
• Putney Library Bill	10/20/2023	2023 L...	10/20/2023	✓ 1,434.00 ✓
Total Putney Library				1,434.00
• Quiggle, Mary Kay Bill	10/20/2023	Medica...	10/20/2023	✓ 95.35 ✓
Total Quiggle, Mary Kay				95.35
• Retterer & Sons LLC Bill	10/20/2023	081	10/20/2023	✓ 540.75 ✓
Total Retterer & Sons LLC				540.75
• Richardson, Louise Bill	10/20/2023	Jul-Se...	10/20/2023	✓ 78.60 ✓
Total Richardson, Louise				78.60
• Richburg Library Bill	10/20/2023	2023 L...	10/20/2023	✓ 1,434.00 ✓
Total Richburg Library				1,434.00
• Rochester Accessible Adventures Bill	10/20/2023	Annual...	10/20/2023	✓ 300.00 ✓
Total Rochester Accessible Adventures				300.00
• Rushford Library Bill	10/20/2023	2023 L...	10/20/2023	✓ 1,434.00 ✓
Total Rushford Library				1,434.00
• Savona Library Bill	10/20/2023	2023 L...	10/20/2023	✓ 1,434.00 ✓
Total Savona Library				1,434.00
• Scio Library Bill	10/20/2023	2023 L...	10/20/2023	✓ 1,434.00 ✓
Total Scio Library				1,434.00
• Staffens, Michael C Bill	10/20/2023	Mileag...	10/20/2023	✓ 97.86 ✓
Total Staffens, Michael C				97.86

3:00 PM

10/17/23

# Southern Tier Library System

## Unpaid Bills Detail

As of October 20, 2023

Type	Date	Num	Due Date	Open Balance
Time Warner Cable, PA				
Bill	10/20/2023	14555...	10/20/2023	✓ 800.00 ✓
Bill	10/20/2023	14551...	10/20/2023	✓ 800.00 ✓
Bill	10/20/2023	14551...	10/20/2023	✓ 800.00 ✓
Bill	10/20/2023	12022...	10/20/2023	✓ 44.89 ✓
Bill	10/20/2023	14551...	10/20/2023	✓ 800.00 ✓
Bill	10/20/2023	14520...	10/20/2023	✓ 800.00 ✓
Bill	10/20/2023	22533...	10/20/2023	✓ 38.08 ✓
Bill	10/20/2023	06607...	10/20/2023	✓ 44.89 ✓
Bill	10/20/2023	22432...	10/20/2023	✓ 800.00 ✓
Bill	10/20/2023	06622...	10/20/2023	✓ 154.96 ✓
Total Time Warner Cable, PA				3,283.04
United Healthcare Insurance Company				
Bill	10/20/2023	Nov 20...	10/20/2023	✓ 305.50 ✓
Total United Healthcare Insurance Company				305.50
Verizon Wireless				
Bill	10/20/2023	99457...	10/20/2023	✓ 177.24 ✓
Total Verizon Wireless				177.24
Watkins Glen Library				
Bill	10/20/2023	2023 L...	10/20/2023	✓ 2,480.00 ✓
Total Watkins Glen Library				2,480.00
Wayland Library				
Bill	10/20/2023	2023 L...	10/20/2023	✓ 2,512.00 ✓
Total Wayland Library				2,512.00
Wellsville Library				
Bill	10/20/2023	2023 L...	10/20/2023	✓ 3,348.00 ✓
Total Wellsville Library				3,348.00
Whitesville Library				
Bill	10/20/2023	2023 L...	10/20/2023	✓ 1,434.00 ✓
Total Whitesville Library				1,434.00
Wigg, Rustine				
Bill	10/20/2023	Medica...	10/20/2023	✓ 95.35 ✓
Total Wigg, Rustine				95.35
TOTAL				162,217.89



Deposit Summary  
Southern Tier Library System

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11/9/2023

Doc. #23-143

11/8/2023 3:19 PM

Summary of Deposits to 1202 · Cash - Money Market on 11/17/2023

Chk No.	PmtMethod	Red From	Memo	Amount
5331	Check	Belfast	Dark Fiber	399.00
4424	Check	Odessa	Dark Fiber	300.00
1473	Check	Hornell	Dark Fiber	300.00
13679	Check	Dundee	Dark Fiber	300.00
8504	Check	Rushford	Dark Fiber	246.00
2232	Check	CCLD-Elmira	PT/CLSA	171.20
5977	Check	CCLD-Elmira	Pass Thru	2,959.25
9298	Check	Cleary, Jule	Health Insurance	31.56
7.72	Check	Cappadonia, Keturah	Reimbursement for accidental use of cr...	7.72

Less Cash Back:

Deposit Total: 4,714.73

# Deposit Summary

Southern Tier Library System

10/25/2023 4:01 PM

Summary of Deposits to 1202 - Cash - Money Market on 10/26/2023

Chk No.	PmtMethod	Rcd From	Memo	Amount
4150	Check	Montour Falls	Dark Fiber	255.00
5182	Check	Almond	Dark Fiber	399.00
1191	Check	Arkport	Pass Thru/Phone	27.14
5946	Check	CCLD-Elmira	Pass Thru/Speaker	150.00
3982	Check	Friendship	Dark Fiber	399.00
3983	Check	Friendship	Pass Thru	40.11
80038	Check	Canisteo	Dark Fiber	255.00
80206	Check	Andover	Dark Fiber	255.00
1640	Check	J.R. Morris	Donation	1,000.00

Less Cash Back:

Deposit Total: 2,780.25

# Deposit Summary

10/24/2023 2:49 PM

Southern Tier Library System

Summary of Deposits to 1202 - Cash - Money Market on 10/24/2023

Chk No.	PmtMethod	Rcd From	Memo	Amount
		E-Rate	2023 E-Rate funds	83,510.72

Less Cash Back:

Deposit Total: 83,510.72

# Deposit Summary

Southern Tier Library System

10/16/2023 4:53 PM

Summary of Deposits to 1202 - Cash - Money Market on 10/17/2023

Chk No.	PmtMethod	Red From	Memo	Amount
4573	Check	Addison	Dark Fiber	270.00
2877	Check	Howard	Dark Fiber	300.00
7315	Check	Cohocton	Dark Fiber	270.00
4890	Check	Corning	Pass Thru / Dark Fiber	742.31
5630	Check	Scio	Dark Fiber	75.00
2121	Check	Int'l Motor Racing Research Center	Processing	157.50
5965	Check	Wayland	Dark Fiber	450.00
4154	Check	Montour Falls	Pass Thru	40.11
3638	Check	Avoca	Dark Fiber	300.00
3611	Check	Prattsburgh	Pass Thru	40.11
22894	Check	Wellsville	Pass Thru	40.11
7007	Check	Richburg	Dark Fiber	246.00
14787	Check	Penn Yan	Dark Fiber/Pass Thru	1,552.25

Less Cash Back:

Deposit Total: 4,483.39

# Deposit Summary

Southern Tier Library System

10/4/2023 4:19 PM

Summary of Deposits to 1202 - Cash - Money Market on 10/03/2023

Chk No.	PmtMethod	Red From	Memo	Amount
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	NYS		Love Your Library Grant	6,000.00
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Less Cash Back:

Deposit Total:				6,000.00
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# Deposit Summary Southern Tier Library System

10/10/2023 3:49 PM

Summary of Deposits to 1202 - Cash - Money Market on 10/11/2023

Chk No.	PmtMethod	Red From	Memo	Amount
1370	Check	Alfred	Dark Fiber/PT	640.11
4119	Check	Angelica	Dark Fiber	399.00
4632	Check	Canaseraga	Dark Fiber	399.00
8020	Check	Bath	Dark Fiber	300.00
3193	Check	Jasper	Dark Fiber	255.00
22875	Check	Wellsville	Dark Fiber	450.00
9295	Check	Cleary, Jule	Health Ins	31.58
4150	Check	Montour Falls	Dark Fiber	255.00
2228	Check	CCLD-Elmira	PT/CLSA	278.47
5926	Check	CCLD-Elmira	Cost Share/PT/Dark Fiber	19,688.02
7004	Check	Richburg	Pass Thru	69.30
5043	Check	Bolivar	Dark Fiber	246.00
3327	Check	Watkins Glen	Dark Fiber	270.00
1187	Check	Arkport	Dark Fiber	209.85
1188	Check	Arkport	Shared Svc	400.00
1189	Check	Arkport	Payroll	1,535.20
1190	Check	Arkport	Worker's Comp	8.15
2823	Check	New York Library Association	Refund for overpayment	225.00

Less Cash Back:

Deposit Total: 25,659.68

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

	<b>*2022 Budget</b>	<b>2023 Budget</b>	<b>2023 Revision</b>	<b>Difference</b>
<b>Revenue</b>				
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	\$ 450	\$ (150)
4721 · E-Rate Funding	\$ 171,130	\$ 180,000	\$ 167,020	\$ (12,980)
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	\$ 223,061	\$ 123,061
4781 · Retiree Health Ins Payments	\$ 1,300	\$ 500	\$ 1,000	\$ 500
4782 · Donations	\$ 3,212	\$ 1,200	\$ 1,400	\$ 200
4784 · General Reimbursements & Refund	\$ 12,035	\$ 1,200	\$ 3,295	\$ 2,095
<b>Total Revenue</b>	<b>\$ 2,152,646</b>	<b>\$ 1,919,898</b>	<b>\$ 2,084,437</b>	<b>\$ 164,539</b>
<b>Expenses</b>				
5100 · Salaries	\$ 927,678	\$ 953,122	\$ 927,000	\$ (26,122)
5150 · Personnel Benefits	\$ 407,823	\$ 409,956	\$ 405,000	\$ (4,956)
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	\$ 25,000	\$ 9,000
5409 · STLS Telephone/Internet	\$ 185,000	\$ 200,000	\$ 200,000	\$ -
5417 · Library Materials	\$ 17,000	\$ 18,500	\$ 21,000	\$ 2,500
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	\$ 7,500	\$ (3,500)
5425 · Staff & Member Library Mileage	\$ 3,000	\$ 3,000	\$ 3,000	\$ -
5427 · Programming & Annual Conference	\$ 8,500	\$ 7,500	\$ 12,500	\$ 5,000
5428 · Meeting Supplies	\$ 1,500	\$ 2,500	\$ 3,500	\$ 1,000
5430 · Office Supplies	\$ 5,000	\$ 3,500	\$ 5,000	\$ 1,500
5433 · Postage	\$ 2,400	\$ 2,400	\$ 2,400	\$ -
5434 · Public Relations	\$ 10,000	\$ 7,500	\$ 13,000	\$ 5,500
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	\$ 1,500	\$ (1,000)
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	\$ 34,000	\$ 14,000
5454 · Commercial Insurance	\$ 12,500	\$ 12,500	\$ 12,500	\$ -
5471 · Vehicle Maintenance & Repairs	\$ 4,500	\$ 3,000	\$ 12,500	\$ 9,500
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	\$ 143,844	\$ 43,844
<b>Total Expense</b>	<b>\$ 3,167,361</b>	<b>\$ 1,984,653</b>	<b>\$ 2,041,142</b>	<b>\$ 56,489</b>
	\$ (1,014,715)	\$ (64,755)	\$ 43,295	
*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**

	2023 Budget	2024 Budget	Difference	
<b>Revenue</b>				
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	\$ 16,000.00	\$ 15,400.00	
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	\$ -	
<b>Total Revenue</b>	<b>\$ 1,919,898.00</b>	<b>\$ 2,038,482.00</b>	<b>\$ 118,584.00</b>	
<b>Expenses</b>				
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	\$ -	
<b>Total Expense</b>	<b>\$ 1,984,653.00</b>	<b>\$ 2,166,307.00</b>	<b>\$ 181,654.00</b>	
	\$ (64,755.00)	\$ (127,825.00)	\$ (63,070.00)	

**Certificate of Deposit Analysis and Options**  
Southern Tier Library System - 2023

Doc. #23-146

**Historical Minimum Account Balances Prior to Release of NYS Funding**

2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
\$ 922,697	\$ 508,399	\$1,722,131	\$1,083,177	\$895,814	\$468,364	\$715,520	\$814,217	\$664,227	\$819,234	\$744,904	\$775,260

Interest Rate	Term		
4.60%	13 months		
<b>Option #1</b>			
Deposit	Earnings	Difference	
\$400,000	\$19,971	N/A	
<b>Option #2</b>			
Deposit	Earnings	Difference from Option #1	
\$375,000	\$18,722	\$1,249	
<b>Option #3</b>			
Deposit	Earnings	Difference	
\$350,000	\$17,474	\$2,497	
<b>Option #4</b>			
Deposit	Earnings	Difference	
\$325,000	\$16,226	\$3,745	

**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 October/November engaged in the following activities:

- 
**Week of October 9:** Met with Swan & Morss Insurance Agency to discuss health insurance options for STLS staff in 2023. Participated in STLS Board of Trustees Personnel & Policies Committee meeting. Attended the Public Library System Director's Organization monthly meeting to discuss state-related issues. Met with Greenwood Reading Center trustees to discuss chartering process and responsibilities of municipal public library boards.
  
- 
**Week of October 16:** Participated in STLS Board of Trustees Finance & Facilities Committee meeting. Visited the Food Bank of Southern Tier with STLS staff for the Great Give Back initiative. Visited Southeast Steuben County Library to discuss upcoming construction aid projects with library director. Attended New York State Library monthly meeting with public library system directors to discuss state-related library matters.
  
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**Week of October 23:** Participated in remote annual Elmira Correctional Facility meeting to discuss STLS services to correctional facility library. Visited Wayland Free Library to conduct new director orientation. Participated in meeting Program Consultant Search Committee meeting with STLS staff. Met with Upper Hudson Library System Director to prepare for upcoming NYLA workshop. Conducted Accounting Specialist interviews. Participated in STLS' Gather & Grow annual online learning event. Participated in Civics4Action Inaugural Meeting at Corning Radisson.
  
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**Week of October 30:** Participated in Directors' Advisory Council's Ad Hoc Ingram Record Committee meeting. Attended the New York Library Association Conference in Saratoga Springs. Facilitated 3-hour workshop on Communication Strategies for Developing Leaders. Attended Public Library System Directors' Organization and New York Association of Library Systems meetings. Participated in several continuing education workshops that focused on management, legal issues, and best practices.
  
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**Week of November 6:** Visited Arkport Public Library to assist with the closeout of their 2021/2022 Construction Aid Grant. Participated in Public Library System Director's Organization Policies for Annual Report Committee. Attended STLS Training Team meeting. Attended in New York State's ConnectALL Strategic Planning Overview meeting.

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

Lorie attended several training/learning opportunities throughout the month. These opportunities were presented by colleagues at STLS as well as by agencies outside of the system: Empower thru Language; Marketing for Small Libraries; Debut Picture Books (presented by the Children's Book Council) . She attended the STLS Annual Meeting held at the David A. Howe Library (Wellsville) and facilitated two session at STLS' Gather and Grow: Cultivating Knowledge and Understanding. She facilitated the Keynote with Meg Medina and the session entitled, Serving the Neurodiverse Library Patron.

Lorie along with Mel Miller, Box of Books Library (Alfred) facilitated The Great Give Back 2023. This year's Great Give Back saw the largest number of member libraries participating: 21 member libraries (44% of our membership). STLS staff encouraged participation by library trustees and attendees at the Annual Meeting. Food staples were collected to add to the David A. Howe Library's FILL THE SHELVES AT THE SALVATION ARMY program for The Great Give Back. STLS staff also participated by giving back a morning of service to the Food Bank of the Southern Tier. Many thanks to Keturah Cappadonia for facilitating our volunteer efforts there.

Lorie also attended the GST School Library Council meeting, the NYS Youth Consultants meeting (of YS Consultants from around the state). She visited with new directors, Paul Chapman from CCLD and Samantha Brooks from the Prattsburgh Library. She spent an evening with Beth Garlock at the Middlesex Reading Center assisting with weeding their collection in preparation for their chartering process.

Lorie continued to work with Andy Zimmerlin to transition him to Delivery Coordinator. She helped facilitate the shuffling of vans to the garage for the new van wraps. The vans are colorful, positive tools to draw attention to STLS and to member libraries.

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

Keturah attended the 2023 STLS Annual Meeting at the David A. Howe Public Library and presented the award for the Innovation in Outreach Programming Award.

Keturah attended the 2023 Association of Bookmobile and Outreach Services Conference in Hershey, PA. Keturah presented a session on "Connecting with Correctional Facilities," to an audience of 75 attendees. Keturah also attended a number of workshop learning sessions and networked with fellow outreach librarians and vendors specializing in outreach products.

Keturah attended the 2023 Western New York Library Resources Council Annual Intersect Conference at the Buffalo and Erie County Public Library in downtown Buffalo. Keturah co-presented a session on "Creating a Healthy Community Through Library Programming" with Tim Allman of the Orchard Park Public Library.

Keturah volunteered at the Food Bank of the Southern Tier as part of the STLS Great Give Back Initiative.

Keturah facilitated two learning sessions at the STLS virtual Gather and Grow learning event. She facilitated events on Intellectual Freedom and Fostering Equity Through Employee Wellbeing.

Keturah began lining up presenters and scheduling workshops for 2024, with a webinar series on Collection Management topics to be held in the first quarter of 2024.

Keturah visited the Elmira Correctional Facility for the 2024 Annual Negotiation meeting.

Keturah served as a grant review for the National Network of Libraries of Medicine Health Information Outreach award.

Keturah visited the Southern Adirondack Library System to meet with outreach coordinators from other NY public library systems to work on the Path to Belonging rural DEI project and to plan for our workshop at the PLA Conference in April.

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

October 2023 Monthly Report

During the Month of October 2023, Erika Jenns had a new director visit with Samantha Brooks at the Prattsburg Free Library; had a consultation with Dodie Baker at the Mabel D. Blodgett Memorial Library about the Libby app and adding other library system collections through the Reciprocal Lending Arrangement; and consulted with Lynne Mason at the Fred and Harriett Taylor Memorial Library about a library website issue.

Erika met with Heidi Eckerson from Finger Lakes Library System to discuss OverDrive purchasing and areas of potential collaboration between systems. Erika and Heidi have been engaged in ongoing discussions about how to best leverage various lending models to address holds in OverDrive. Other system collaboration included coordination of a workshop titled Marketing for Small Libraries led by Suzanne Macaulay from the OWWL Library System. This workshop was rescheduled from the Spring CE event, and there were 21 attendees.

The application of vinyl wraps on the delivery vans was completed this month. Erika worked with Lorie Brown and Andy Zimmerlin to coordinate drop off and pick up of delivery vans at Goody's Graphics where the wraps were applied to the two newest delivery vans in the STLS fleet. Both vans now have brand new wraps featuring STARCat and promoting STLS. Many thanks to Lorie, Andy, and Dave for making this possible.

Other October activities included: participation in Niche Academy training, designing and ordering new business cards and name tags for STLS staff, attending the STLS Annual Meeting, and organization and attendance at the Gather & Grow virtual day of learning. STLS will use Niche Academy to host online trainings, particularly trustee trainings. The platform will allow for tracking of virtual training participation, and a certificate of completion will be provided by the platform. This will help member

library trustees complete and track training as required by Ed Law 260-d. For Gather & Grow, Erika developed and updated content on the learning.stls.org website both before and after the event. She also coordinated pre- and post-event emails, along with a post-event survey. Erika is collaborating with STLS IT staff to upload session recordings and materials to the event website.

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

Here is our monthly report for October:

**E-rate:** Our final 2023-2024 application for connecting Rushville and Arkport to Dark Fiber has been approved! We are now moving forward with those connections. In October we submitted and received \$83,510.72 in E-rate reimbursements.

**ILS:** October was a very busy month for ILS and STLS trainings and meetings. The DAC Ingram Committee met in October and will likely meet again before the November DAC meeting - we are still working on a solution to the problem of each library having to pay for the same MARC record. The Cataloging Advisory Committee also met - our ILS team will be working on searching tips and tricks documentation for our members as requested by the committee. We will come up with the documentation and share it with the committee for fine-tuning, then share it systemwide. Ken and I attended the *Consortia Special Interest Group* conference in Lehi, Utah, at SirsiDynix (SD) headquarters. It was a very helpful conference, learning from SD staff and other consortia staff, about software features and issues that are unique to consortium. Our ILS team also attended SD's online *Connections Summit* where we again learned from SD staff about new ILS products and features, learned how other customers are utilizing SD software, and learned about more general library trends from library industry leaders such as Marshall Breeding and John Chrastka. Finally, available ILS staff attended the STLS Annual Meeting (where Kylie helped with registration) and the STLS *Gather & Grow* online conference.

Larissa visited Prattsburg to provide BLUEcloud Analytics training and the IMRRC to provide item maintenance and database clean-up support. I visited Elisabeth in Wayland to provide New Director Training. I assisted Bath, Prattsburg and West Elmira with inventory projects and assisted Bath with a project to start emailing programming information to their patrons. Ken and I worked on new, updatable patron fields in STARCat - something that the DAC requested and our instance of Enterprise/STARCat can now support. We plan to make it live in November. Finally, I worked on a number of database clean-up projects including removing holds older than 1 year and removing patron accounts with no activity in 6 years.

As for cataloging, we are currently at a turnaround time of 4 working days for unopened "normal" cataloging requests. We are very pleased that we've been able to stick at or below our 1-week turnaround goal this month, as October is always a very busy month for cataloging.

**General STLS:** Kylie and I participated in the STLS Elmira Food Bank volunteer shift - it was a satisfying change of pace to do physical tasks and work with STLS staff and other food bank volunteers to box hundreds of pounds of corn and fill dozens of bags of food for their Backpack Program.