

**STLS BOARD MEETING**

Tuesday, January 16, 2023 - 2:00 pm

STLS Headquarters, Painted Post, NY 14870

**AGENDA**

- |    |                    |                      |                   |
|----|--------------------|----------------------|-------------------|
| 1. | Agenda             |                      | <b>Doc. #24-1</b> |
| 2. | Board Action Items | <b>*FOR APPROVAL</b> |                   |

**Election of Officers:** Nominating Committee – Richard Urban  
 President – Kathy Green  
 Vice President – Lynnette Decker  
 Treasurer – Sisi Barr  
 Secretary – Louise Richardson  
 Elected Trustee – Richard Ahola

**Oaths of Office for Elected Trustees:** Betsy Gorman  
 Michael Steffens, Chemung County (2023 – 2027; partial term)  
 Sisi Barr, Chemung County (2024 – 2028; second full term)  
 Mary-Claire Krebs, Steuben County (2023 – 2027; partial term)

- |    |  |                      |                   |
|----|--|----------------------|-------------------|
| 3. | Approval of Minutes – November 2023                  | <b>*FOR APPROVAL</b> | <b>Doc. #24-2</b> |
| 4. | Treasurer's Report – November 2023                   | <b>*FOR APPROVAL</b> | <b>Doc. #24-3</b> |
| 5. | Treasurer's Report – December 2023                   | <b>*FOR APPROVAL</b> | <b>Doc. #24-4</b> |
| 6. | Financial Clerk's Report – November 2023             | <b>*FOR APPROVAL</b> | <b>Doc. #24-5</b> |
| 7. | Financial Clerk's Report – December 2023             | <b>*FOR APPROVAL</b> | <b>Doc. #24-6</b> |
| 8. | Fourth Quarter Profit-Loss Statement – December 2023 | <b>*FOR APPROVAL</b> | <b>Doc. #24-7</b> |
| 9. | Fourth Quarter Claims Auditor Report – December 2023 | <b>*FOR APPROVAL</b> | <b>Doc. #24-8</b> |

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

**COMMITTEE REPORTS**

- |     |  |                              |
|-----|--|------------------------------|
| 10. | Executive Committee – Kathy Green                          |                              |
| 11. | Personnel & Policies Committee – Barbara Hubbell           | (Minutes) <b>Doc. #24-9</b>  |
| 12. | Finance & Facilities Committee – Betsy Gorman              | (Minutes) <b>Doc. #24-10</b> |
|     |  | (Minutes) <b>Doc. #24-11</b> |
| 13. | Public Relations Committee – Lynnette Decker               |                              |
| 14. | Foundation for Southern Tier Libraries – Louise Richardson |                              |

**BOARD ACTIONS**

- |     |   |                       |                    |
|-----|---|-----------------------|--------------------|
| 15. | <u>Annual Organizational Meeting Actions</u>  | <b>* FOR APPROVAL</b> | <b>Doc. #24-12</b> |
|     | <u>Finance &amp; Facilities Committee Recommendation: Approve action items per STLS Organizational Meeting Policy</u> |                       |                    |

A. Designation of the Official Newspaper – Corning Leader

- B. Appointment of the Financial Clerk – Brian Hildreth
- C. Appointment of the Financial Clerk Designee – Lorie Brown
- D. Appointment of the Internal Auditor – Louise Richardson
- E. Appointment of the Alternate Internal Auditor – Richard Urban
- F. Appointment of the External Auditor – Mengel, Metzger & Barr, LLC.
- G. Appointment of the Attorney – Sayles and Evans
- H. Authorization of the Executive Director to Certify Payrolls
- I. Authorization of Executive Director to Make Grant Applications
- J. Authorization of the Executive Director to certify payments
- K. Authorization of the Business Mileage Reimbursement Rate – 67 cents
- L. Designation of the Bank Depository – Community Bank NA
- M. Designation of the Authorized Signatories for Checks – President, V.P, Treasurer, Executive Director & Betsy Gorman – Alternate Signatory
- N. Authorization of Certain Payments between Board Meetings - Credit card, utility bills, lease payments, payroll, payroll taxes, payroll deductions, and fringe benefit expenses.
- O. Establish Treasurer and Internal Auditor surety coverage for the year - \$750,000

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

16. Approve 2024 Board Meeting Schedule

**\* FOR APPROVAL**

**Doc. #24-13**

Executive Committee Recommendation: Approve the 2024 Board Meeting Schedule.

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

17. Expenditure Approvals -Monthly Unpaid Bills Detail

**\* FOR APPROVAL**

**Doc. #24-14**

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

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

18. Receipt Approvals – Monthly Deposit Summary

\* FOR APPROVAL

Doc. #24-15

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

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

19. Approve Proposed Revisions to the External Consultant Policy

\* FOR APPROVAL (See November 2023 Board Packet) Doc. #23-139

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the External Consultant Policy as presented at the November 21, 2023 board meeting considering any revisions during board meeting discussion.

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

20. Approve Proposed Revisions to the Volunteer Policy

\* FOR APPROVAL (See November 2023 Board Packet) Doc. #23-140

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the Volunteer Policy as presented at the November 21, 2023 board meeting considering any revisions during board meeting discussion.

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

21. Approve Job Title & Job Description Revisions to the Administrative Assistant position

\* FOR APPROVAL

Doc. #24-16

Executive Director Recommendation: The STLS Board of Trustees approves the revisions to the Job Title & Description of the Administrative Assistant position as discussed at the January 16, 2024 board meeting.

Move: _____ Aye _____ Nay _____ Approved/Failed _____ Discussion: _____	Second _____ Abstain _____ Absent _____
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22. Approve Job Title & Job Description Revisions to the Delivery Coordinator position

**\* FOR APPROVAL**

**Doc. #24-17**

Executive Director Recommendation: The STLS Board of Trustees approves the revisions to the Job Title & Description of the Delivery Coordinator position as presented at the January 16, 2024 board meeting.

Move: _____ Aye _____ Nay _____ Approved/Failed _____ Discussion: _____	Second _____ Abstain _____ Absent _____
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23. Approve Job Title & Job Description Revisions to the Outreach and Sustainability Consultant position

**\* FOR APPROVAL**

**Doc. #24-18**

Executive Director Recommendation: The STLS Board of Trustees approves the revisions to the Job Title & Description of the Outreach Consultant position as presented at the January 16, 2024 board meeting.

Move: _____ Aye _____ Nay _____ Approved/Failed _____ Discussion: _____	Second _____ Abstain _____ Absent _____
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24. Approve Proposed Resolution of Library System Board Support for USDA-RD Form 1942-8

**\* FOR APPROVAL**

**Doc. #24-19**

Executive Director Recommendation: The STLS Board of Trustees approves the proposed Resolution of Library System Board Support for United States Department of Agriculture – Rural Development Form 1942-8 outlining the library system’s Resolution of Members or Stockholders to serve as Certification for application funding.

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

- 25. Old Business
- 26. New Business
- 27. Library Networking
- 28. President's Report
- 29. \*Monthly System Team & Divisional Reports

**Doc. #24-20**

Public Expression (15 minutes)

Adjournment

Next meeting: Southern Tier Library System – Tuesday, March 19, 2024 at 2 p.m.

**STLS BOARD MEETING**  
**Tuesday, November 21, 2023 - 2:00 pm**  
**Cuba Circulating Library, Cuba, NY 14727**

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

Sisi Barr – 2028	Louise Richardson – 2024
Rachel Barbour - 2024	Michael Steffens – 2027- phone in
Lynnette Decker -2025	Felicity Wright – 2023 – phone in
Betsy Gorman – 2024	
Kathy Green-2026	
David Haggstrom – 2025	
Barbara Hubbell – 2024	
Mary-Claire Krebs - 2027	
Susan McGill - 2024	

Excused: Richard Ahola – 2027, Richard Urban – 2024, Vacant Allegany County Seat – 2025

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

President K Green called the meeting to order at 2:02 pm.

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.

Aye <u>  9  </u> Nay <u>  0  </u> Abstain <u>  2  </u> Absent <u>  2  </u> Vacant <u>  2  </u> Approved/Failed: Approved Discussion: None
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**1. AGENDA**

**\*FOR APPROVAL**

**Doc.#23-133**

**Received and Filed**

**2. Approval of Minutes – October 2023**

**\*FOR APPROVAL**

**Doc. #23-134**

**Received and Filed**

**3. Approval of 2023 Annual Membership Meeting Minutes \*FOR APPROVAL**  
**Doc.#23-135**

**Received and Filed**

**4.Treasurer's Report – October 2023 \*FOR APPROVAL Doc. #23-117**  
**Received and Filed**

S Barr reported the checking and savings balance is \$1.82 million, down \$30,000 from October 2022.

B Hildreth added the Accounting Specialist is going to create a separate schedule for prepaid expenses that are reoccurring but are not on a January-December cycle.

**5. Financial Clerk's Report – October 2023 \*FOR APPROVAL Doc. #23-137**  
**Received and Filed**

Income:

B Hildreth reported on line item 4721, E-Rate Funding. This is reimbursement money for member libraries internet from January to June 2023. STLS will be applying for E-rate funding reimbursement for the remainder of 2023 in early 2024.

B Hildreth reported that line item 4725, Grants Revenue, is money from NY State for the "Love Your Library Campaign" and is earmarked for youth services.

B Hildreth added that the \$1,000.00 in line item 4782, Donations, is from the Jeff Morris Foundation for the purchase of Ebooks.

Expenses:

B Hildreth stated that payroll is where it should be. Line item 5435, Member Library Pass Through, is NY State aid that was paid to member libraries. Line item 5451, Building Maintenance and Repairs, are the costs associated with generator repairs and HVAC maintenance.

**Standing Committee Reports –**

**6. Executive Committee – Kathy Green**

K Green reported the committee set the agenda.

**7. Personnel & Policies Committee – B Hubbell (Minutes) Doc.#23-138**  
**(External Consultant Policy) Doc.#139**  
**(Volunteer Policy) Doc.#23-140**

B Hubbell reported the Sexual Harassment Prevention Policy and the Executive Director's goals are up for approval at today's meeting and there are two policies up for review, the Volunteer Policy and the External Consultant Policy.

B Hildreth updated the Board on the status of the vacant staff positions. For the Accounting Specialist, there were 10 applicants, 4 interviews and a job offer has been made to Angela Bates. B Hildreth stated that he is waiting for her response to the offer. The Program Consultant position initially received 4 applications. The search has been

extended to November 24, 2023. Despite advertising the job position numerous places, it has been difficult to find applicants.

## 8. Finance & Facilities Committee – S Barr

(Minutes) **Doc.#23-141**

S Barr stated that the Committee discussed the Mid-Year Budget Revisions and the proposed 2024 budget. Brian has proposed a budget, for 2024, with an \$127,825.00 deficit, based on predicted flat funding from NY State as well as uncontrollable expenses.

B Hildreth stated, for revenue, that STLS will take out a 13-month CD and that will generate about \$16,000.00 in revenue.

B Hildreth stated, for expenses, that salaries and benefits for 2024 are going to stay about the same with a few small fluctuations here and there.

B Hildreth explained the factors that determined the \$80,000.00 deficit when taking into considering 2023's mid-year revisions and carryover.

## 9. Public Relations Committee – L Decker

L Decker stated the committee did not meet today. She stated the committee will be reaching out to government officials, over the next few months, in preparation of Advocacy Day 2024.

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

L Richardson stated the Foundation met and put together the annual mail appeal. The Foundation is also working on an online grant application platform for STLS libraries.

## BOARD ACTIONS

### 12. Expenditure Approvals -Monthly Unpaid Bills Detail

**\* FOR APPROVAL**  
**Doc. #23-142**

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.

<p>Aye <u>  10  </u>    Nay <u>  0  </u>    Abstain <u>  2  </u>    Absent <u>  2  </u>    Vacant <u>  1  </u></p> <p>Approved/Failed: Approved</p> <p>Discussion: None</p>
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### 13. Receipt Approvals – Monthly Deposit Summary

**\* FOR APPROVAL**  
**Doc. #23-143**

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 10 Nay 0 Abstain 2 Absent 2 Vacant 1  
 Approved/Failed: Approved  
 Discussion: None

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 10 Nay 0 Abstain 2 Absent 2 Vacant 1  
 Approved/Failed: Approved  
 Discussion: None

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.

Move: B Gorman Second B Hubbell  
 Aye 10 Nay 0 Abstain 2 Absent 2 Vacant 1  
 Approved/Failed: Approved

15. Approve 2023 Library System Mid-Year Budget Revisions

**Doc. #23-144**

**\* FOR APPROVAL**

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 10 Nay 0 Abstain 2 Absent 2 Vacant 1  
 Approved/Failed: Approved

Discussion: Add the interest in the USDA Rural Development Grant, \$2,400.00 for 2023 create a line item for the loan interest so would read \$2400.00 instead of 0

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 to or during the November 21, 2023 meeting.

Aye 10 Nay 0 Abstain 2 Absent 2 Vacant 1  
 Approved/Failed: Approved  
 Discussion: None

17. Approve the Establishment of a 13-Month Certificate of Deposit

Doc. #23-146

\* **FOR APPROVAL**

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   10   Nay   0   Abstain   2   Absent   2   Vacant   1  

Approved/Failed: Approved

Discussion: S Barr commented that she is happy to see we are utilizing the high interest rates and generating some income.

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   10   Nay   0   Abstain   2   Absent   2   Vacant   1  

Approved/Failed: Approved

Discussion: B Hildreth commented that the Resolution was advertised for public comment. No members of the public attended the Board meeting, so no comment. D Haggstrom asked how much STLS would be applying for. B Hildreth stated that STLS is applying for \$220,915.19 to use toward email server equipment, training equipment, and electric delivery vehicles.

19. Approve 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:            L Richardson            Second            M Krebs           

Aye   10   Nay        Abstain   2   Absent   2   Vacant   1  

Approved/Failed: Approved

Discussion: None

**BOARD INFORMATION****20. Old Business –**

**None**

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

S Barr stated that everyone who currently holds an office position has agreed to keep those positions for 2024.

**22. Library Networking –**

L Richardson stated that the Corning library raised \$9,600.00 through their FLXGives campaign to put toward a new teen space.

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

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

**Doc.#23-148**

B Hildreth stated that advocacy season is coming up. There is a push to advocate for libraries as well as getting a meeting time to discuss this with Governor Hochul.

B Hildreth informed the Board that the Novel NY databases will be going away in June of 2024, due to funding cuts at the state-level.

B Hildreth informed the Board of STLS libraries that have received challenges to materials. The Almond Library has fielded a challenge stemming from September 2023, and B Hildreth is assisting the Almond Library Board. B Hildreth also stated that he just found out about another STLS Library that has received a challenge to materials. He will inform the Board as he learns more.

B Hildreth stated that the Rushville Reading Center became a Chartered Public Library this past summer. The Middlesex Reading Center is also in the process and will be up for vote with the Board of Regents in December.

Finally, B Hildreth stated the Central Library Planning Committee has several volunteers who want to serve, but it would be advantageous to have an STLS Trustee sit on the committee, as well. Trustees should contact B. Hildreth if they are interested in this ad hoc assignment.

**Public Expression (15 minutes)**

Adjournment 2:57 pm

Move: L Decker

Second: S Barr

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

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

	<u>Nov 30, 23</u>	<u>Oct 31, 23</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
1200 · Cash - Operating	154,982.95	5,738.14	149,244.81
1201 · Cash - Payroll	46,542.43	5,914.28	40,628.15
1202 · Cash - Money Market	1,310,427.94	1,850,632.94	-540,205.00
<b>Total Checking/Savings</b>	<u>1,511,953.32</u>	<u>1,862,285.36</u>	<u>-350,332.04</u>
<b>Accounts Receivable</b>			
1380 · Accounts Receivable	40,125.09	40,766.78	-641.69
<b>Total Accounts Receivable</b>	<u>40,125.09</u>	<u>40,766.78</u>	<u>-641.69</u>
<b>Total Current Assets</b>	<u>1,552,078.41</u>	<u>1,903,052.14</u>	<u>-350,973.73</u>
<b>Fixed Assets</b>			
<b>1100 · Fixed Assets</b>			
1102 · Building	2,092,487.60	2,092,487.60	0.00
1104 · Equipment	352,510.60	352,510.60	0.00
1105 · Internet Fiber	960,843.03	960,843.03	0.00
1106 · Vehicles	146,287.50	146,287.50	0.00
1112 · Accumulated Dep Building	-692,371.30	-692,371.30	0.00
1114 · Accumulated Depreciation	-1,067,240.28	-1,067,240.28	0.00
<b>Total 1100 · Fixed Assets</b>	<u>1,792,517.15</u>	<u>1,792,517.15</u>	<u>0.00</u>
<b>Total Fixed Assets</b>	<u>1,792,517.15</u>	<u>1,792,517.15</u>	<u>0.00</u>
<b>Other Assets</b>			
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
<b>Total Other Assets</b>	<u>696,831.56</u>	<u>696,831.56</u>	<u>0.00</u>
<b>TOTAL ASSETS</b>	<u><b>4,041,427.12</b></u>	<u><b>4,392,400.85</b></u>	<u><b>-350,973.73</b></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Other Current Liabilities</b>			
2601 · Accrued P/R	4,278.73	4,278.73	0.00
2604 · Deferred Grant	3,597.89	3,597.89	0.00
2625 · Payroll Deductions Payable	696.52	696.52	0.00
2626 · Flex Spending Deduction Payable	251.89	-230.01	481.90
2627 · PFL Payable to Insurance	3,434.45	3,146.78	287.67
2635 · Capital Notes Payable	114,360.04	116,549.67	-2,189.63
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
<b>Total Other Current Liabilities</b>	<u>362,143.59</u>	<u>363,563.65</u>	<u>-1,420.06</u>
<b>Total Current Liabilities</b>	<u>362,143.59</u>	<u>363,563.65</u>	<u>-1,420.06</u>
<b>Long Term Liabilities</b>			
2850 · Lease Liability - Long Term	516,634.00	516,634.00	0.00
<b>Total Long Term Liabilities</b>	<u>516,634.00</u>	<u>516,634.00</u>	<u>0.00</u>
<b>Total Liabilities</b>	<u>878,777.59</u>	<u>880,197.65</u>	<u>-1,420.06</u>
<b>Equity</b>			

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

	<b>Nov 30, 23</b>	<b>Oct 31, 23</b>	<b>\$ Change</b>
<b>3200 - Fund Balance Unrestricted</b>	2,536,859.33	2,536,859.33	0.00
<b>3910 - Board Restricted Capital Reserv</b>	350,000.00	350,000.00	0.00
<b>3911 - Donor Restricted Capital Reserv</b>	94,811.44	94,811.44	0.00
<b>Net Income</b>	180,978.76	530,532.43	-349,553.67
<b>Total Equity</b>	3,162,649.53	3,512,203.20	-349,553.67
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,041,427.12</b>	<b>4,392,400.85</b>	<b>-350,973.73</b>

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

	Dec 31, 23	Nov 30, 23	\$ Change
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
1200 · Cash - Operating	5,561.77	154,982.95	-149,421.18
1201 · Cash - Payroll	1,751.66	46,542.43	-44,790.77
1202 · Cash - Money Market	892,241.35	1,310,427.94	-418,186.59
1203 · Cash in Certificate of Deposit	350,000.00	0.00	350,000.00
Total Checking/Savings	1,249,554.78	1,511,953.32	-262,398.54
Accounts Receivable			
1380 · Accounts Receivable	58,157.89	40,125.09	18,032.80
Total Accounts Receivable	58,157.89	40,125.09	18,032.80
Total Current Assets	1,307,712.67	1,552,078.41	-244,365.74
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
<b>TOTAL ASSETS</b>	<b>3,797,061.38</b>	<b>4,041,427.12</b>	<b>-244,365.74</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Other Current Liabilities			
2601 · Accrued P/R	4,278.73	4,278.73	0.00
2604 · Deferred Grant	3,597.89	3,597.89	0.00
2625 · Payroll Deductions Payable	7.05	696.52	-689.47
2626 · Flex Spending Deduction Payable	663.46	251.89	411.57
2627 · PFL Payable to Insurance	3,855.01	3,434.45	420.56
2635 · Capital Notes Payable	112,166.31	114,360.04	-2,193.73
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	360,092.52	362,143.59	-2,051.07
Total Current Liabilities	360,092.52	362,143.59	-2,051.07
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	876,726.52	878,777.59	-2,051.07

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

	<b>Dec 31, 23</b>	<b>Nov 30, 23</b>	<b>\$ Change</b>
<b>Equity</b>			
<b>3200 - Fund Balance Unrestricted</b>	2,536,859.33	2,536,859.33	0.00
<b>3910 - Board Restricted Capital Reserv</b>	350,000.00	350,000.00	0.00
<b>3911 - Donor Restricted Capital Reserv</b>	94,811.44	94,811.44	0.00
<b>Net Income</b>	-61,335.91	180,978.76	-242,314.67
<b>Total Equity</b>	<u>2,920,334.86</u>	<u>3,162,649.53</u>	<u>-242,314.67</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>3,797,061.38</b></u>	<u><b>4,041,427.12</b></u>	<u><b>-244,365.74</b></u>

Official Depository: Community Bank NA  
Money Market Account: .10 Rate of Return  
Checking Accounts: .05 Rate of Return  
Certificate of Deposit: 4.6% Interest Rate

	Nov 23	Oct 23	\$ Change
<b>Income</b>			
4719 · Interest	38.23	48.49	-10.26
4721 · E-Rate Funding	0.00	83,510.72	-83,510.72
4724 · Member Library IT Contracts	26.82	12,905.99	-12,879.17
4725 · Grants Revenue	0.00	6,000.00	-6,000.00
4731 · Arkport Support	1,859.86	8.15	1,851.71
4735 · Non State Aid Pass Through	7,180.81	4,180.38	3,000.43
4782 · Donations	40.66	1,000.00	-959.34
4784 · General Reimbursements & Refund	7.72	625.00	-617.28
<b>Total Income</b>	<b>9,154.10</b>	<b>108,278.73</b>	<b>-99,124.63</b>
<b>Gross Profit</b>	<b>9,154.10</b>	<b>108,278.73</b>	<b>-99,124.63</b>
<b>Expense</b>			
5100 · Salaries			
5141 · Professional Salaries	32,690.00	32,032.86	657.14
5142 · Non-Professional Salaries	42,697.37	42,535.49	161.88
<b>Total 5100 · Salaries</b>	<b>75,387.37</b>	<b>74,568.35</b>	<b>819.02</b>
5150 · Personnel Benefits			
5153 · Social Security	5,555.66	5,493.02	62.64
5154 · Workers Compensation	0.00	532.42	-532.42
5157 · Health Insurance	15,151.93	12,548.17	2,603.76
5158 · Payroll Expense - Other	1,759.75	5,928.82	-4,169.07
5150 · Personnel Benefits - Other	233.28	0.00	233.28
<b>Total 5150 · Personnel Benefits</b>	<b>22,700.62</b>	<b>24,502.43</b>	<b>-1,801.81</b>
5204 · STLS Software & Small Equipment	-71.86	0.00	-71.86
5205 · Maintenance Contracts & Leases	1,345.21	916.18	429.03
5408 · Platform Fees & Licenses	499.98	0.00	499.98
5409 · STLS Telephone/Internet	185,058.05	14,072.36	170,985.69
5417 · Library Materials	-5,215.66	7,745.67	-12,961.33
5418 · Consultant Collection	405.95	39.59	366.36
5419 · Electronic Materials	1,163.33	1,381.59	-218.26
5420 · Staff Development Travel	2,271.87	0.00	2,271.87
5422 · Trustee Mileage	231.61	604.83	-373.22
5424 · Conference Registration	260.67	140.00	120.67
5425 · Staff & Member Library Mileage	339.94	310.33	29.61
5427 · Programming & Annual Conference	4,580.79	3,872.50	708.29
5428 · Meeting Supplies	390.52	0.00	390.52
5430 · Office Supplies	236.63	1,429.81	-1,193.18
5434 · Public Relations	1,992.56	704.23	1,288.33
5435 · Member Library Pass through	11,581.01	121,277.16	-109,696.15
5436 · STLS Grants to Member Libraries	2,099.93	2,025.00	74.93
5442 · Professional Fees	0.00	120.00	-120.00
5443 · Legal Counsel	0.00	925.00	-925.00
5444 · Accounting Support & Audit	99.00	286.50	-187.50
5450 · Utilities	685.65	736.33	-50.68



Southern Tier Library System  
Financial Clerk's Report  
November 2023

	Nov 23	Oct 23	\$ Change
5451 · Building Maintenance & Repairs	3,092.69	2,369.04	723.65
5453 · Loan Interest	210.37	222.63	-12.26
5454 · Commercial Insurance	0.00	868.53	-868.53
5471 · Vehicle Maintenance & Repairs	8,541.56	654.98	7,886.58
5473 · Vehicle Fuel	1,966.73	1,637.15	329.58
5474 · Vehicle Insurance	0.00	464.00	-464.00
5480 · Greenwood Reading Center Exp	1,257.30	1,256.23	1.07
5485 · Arkport Expense Account	2,024.45	1,859.86	164.59
5490 · Grants	35,571.50	0.00	35,571.50
Total Expense	358,707.77	264,990.28	93,717.49
Net Income	-349,553.67	-156,711.55	-192,842.12

	<b>Dec 23</b>	<b>Nov 23</b>	<b>\$ Change</b>
<b>Income</b>			
4719 · Interest	29.11	38.23	-9.12
4721 · E-Rate Funding	159,252.15	0.00	159,252.15
4724 · Member Library IT Contracts	14,257.42	26.82	14,230.60
4731 · Arkport Support	2,024.45	1,859.86	164.59
4735 · Non State Aid Pass Through	11,850.06	7,180.81	4,669.25
4782 · Donations	11.03	40.66	-29.63
4784 · General Reimbursements & Refund	505.00	7.72	497.28
<b>Total Income</b>	<b>187,929.22</b>	<b>9,154.10</b>	<b>178,775.12</b>
<b>Gross Profit</b>	<b>187,929.22</b>	<b>9,154.10</b>	<b>178,775.12</b>
<b>Expense</b>			
5100 · Salaries			
5141 · Professional Salaries	53,124.28	32,690.00	20,434.28
5142 · Non-Professional Salaries	44,826.23	42,697.37	2,128.86
<b>Total 5100 · Salaries</b>	<b>97,950.51</b>	<b>75,387.37</b>	<b>22,563.14</b>
5150 · Personnel Benefits			
5151 · Retirement	98,908.00	0.00	98,908.00
5153 · Social Security	9,608.29	5,555.66	4,052.63
5154 · Workers Compensation	1,048.80	0.00	1,048.80
5157 · Health Insurance	19,838.31	15,151.93	4,686.38
5158 · Payroll Expense - Other	1,625.85	1,759.75	-133.90
5150 · Personnel Benefits - Other	77.76	233.28	-155.52
<b>Total 5150 · Personnel Benefits</b>	<b>131,107.01</b>	<b>22,700.62</b>	<b>108,406.39</b>
5204 · STLS Software & Small Equipment	32.38	-71.86	104.24
5205 · Maintenance Contracts & Leases	439.21	1,345.21	-906.00
5407 · Integrated Library System	78,623.69	0.00	78,623.69
5408 · Platform Fees & Licenses	9,169.67	499.98	8,669.69
5409 · STLS Telephone/Internet	16,481.50	185,058.05	-168,576.55
5417 · Library Materials	4,160.12	-5,215.66	9,375.78
5418 · Consultant Collection	218.14	405.95	-187.81
5419 · Electronic Materials	3,233.02	1,163.33	2,069.69
5420 · Staff Development Travel	5,694.80	2,271.87	3,422.93
5422 · Trustee Mileage	437.54	231.61	205.93
5424 · Conference Registration	347.00	260.67	86.33
5425 · Staff & Member Library Mileage	382.65	339.94	42.71
5427 · Programming & Annual Conference	77.49	2,430.79	-2,353.30
5428 · Meeting Supplies	646.44	390.52	255.92
5430 · Office Supplies	146.49	236.63	-90.14
5433 · Postage	20.90	0.00	20.90
5434 · Public Relations	320.58	1,992.56	-1,671.98
5435 · Member Library Pass through	21,264.58	13,731.01	7,533.57
5436 · STLS Grants to Member Libraries	14,436.00	2,099.93	12,336.07
5444 · Accounting Support & Audit	99.00	99.00	0.00
5450 · Utilities	1,619.86	685.65	934.21

Southern Tier Library System  
Financial Clerk's Report  
December 2023

	<b>Dec 23</b>	<b>Nov 23</b>	<b>\$ Change</b>
5451 · Building Maintenance & Repairs	2,257.40	3,092.69	-835.29
5454 · Commercial Insurance	1,781.17	0.00	1,781.17
5471 · Vehicle Maintenance & Repairs	583.61	8,541.56	-7,957.95
5473 · Vehicle Fuel	1,662.03	1,966.73	-304.70
5474 · Vehicle Insurance	951.13	0.00	951.13
5480 · Greenwood Reading Center Exp	1,966.01	1,257.30	708.71
5485 · Arkport Expense Account	2,511.36	2,024.45	486.91
5490 · Grants	31,622.60	35,781.87	-4,159.27
<b>Total Expense</b>	<b>430,243.89</b>	<b>358,707.77</b>	<b>71,536.12</b>
<b>Net Income</b>	<b>-242,314.67</b>	<b>-349,553.67</b>	<b>107,239.00</b>

	Jan - Dec 23	Budget	\$ Over Budget
<b>Income</b>			
4700 · Basic State Aid	878,428.00	878,428.00	0.00
4706 · Jails and Institutions	3,796.00	3,796.00	0.00
4709 · Local Services Support	86,935.00	96,594.00	-9,659.00
4710 · Supplemental Aid	130,140.00	130,140.00	0.00
4711 · Coordinated Outreach	90,243.00	90,243.00	0.00
4713 · State Corrections	26,909.00	26,909.00	0.00
4719 · Interest	431.34	450.00	-18.66
4721 · E-Rate Funding	242,762.87	167,020.00	75,742.87
4723 · Member Library Cost Share	407,101.00	407,101.00	0.00
4724 · Member Library IT Contracts	55,807.83	55,000.00	807.83
4725 · Grants Revenue	223,061.50	223,061.00	0.50
4733 · Member Library Processing Fees	395.50		
4781 · Retiree Health Ins Payments	939.96	1,000.00	-60.04
4782 · Donations	1,461.56	1,400.00	61.56
4784 · General Reimbursements & Refund	3,806.47	3,295.00	511.47
<b>Total Income</b>	<b>2,152,219.03</b>	<b>2,084,437.00</b>	<b>67,782.03</b>
<b>Gross Profit</b>	<b>2,152,219.03</b>	<b>2,084,437.00</b>	<b>67,782.03</b>
<b>Expense</b>			
Total 5100 · Salaries	893,051.57	927,000.00	-33,948.43
Total 5150 · Personnel Benefits	387,372.52	405,000.00	-17,627.48
5204 · STLS Software & Small Equipment	3,268.21	5,000.00	-1,731.79
5205 · Maintenance Contracts & Leases	9,955.82	12,000.00	-2,044.18
5407 · Integrated Library System	78,623.69	75,623.00	3,000.69
5408 · Platform Fees & Licenses	25,174.24	25,000.00	174.24
5409 · STLS Telephone/Internet	369,995.16	200,000.00	169,995.16
5417 · Library Materials	16,990.53	21,000.00	-4,009.47
5418 · Consultant Collection	2,290.76	2,400.00	-109.24
5419 · Electronic Materials	9,433.97	10,000.00	-566.03
5420 · Staff Development Travel	16,523.89	15,000.00	1,523.89
5422 · Trustee Mileage	2,563.28	10,000.00	-7,436.72
5423 · Trustee Continuing Education	0.00	0.00	0.00
5424 · Conference Registration	5,392.47	7,500.00	-2,107.53
5425 · Staff & Member Library Mileage	2,782.42	3,000.00	-217.58
5427 · Programming & Annual Conference	12,009.82	12,500.00	-490.18
5428 · Meeting Supplies	3,975.95	3,500.00	475.95
5430 · Office Supplies	4,369.84	5,000.00	-630.16
5433 · Postage	2,203.81	2,400.00	-196.19
5434 · Public Relations	13,543.26	13,000.00	543.26
5436 · STLS Grants to Member Libraries	18,560.93	18,000.00	560.93
5442 · Professional Fees	10,976.00	12,000.00	-1,024.00
5443 · Legal Counsel	925.00	1,500.00	-575.00
5444 · Accounting Support & Audit	10,750.50	13,000.00	-2,249.50
5450 · Utilities	10,603.91	12,000.00	-1,396.09

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

	<b>Jan - Dec 23</b>	<b>Budget</b>	<b>\$ Over Budget</b>
5451 - Building Maintenance & Repairs	37,037.84	34,000.00	3,037.84
5454 - Commercial Insurance	14,755.03	12,500.00	2,255.03
5471 - Vehicle Maintenance & Repairs	12,976.22	12,500.00	476.22
5473 - Vehicle Fuel	18,877.12	21,000.00	-2,122.88
5474 - Vehicle Insurance	5,591.13	5,875.00	-283.87
5475 - Vehicle Purchase	0.00	0.00	0.00
5490 - Grants	214,808.59	143,844.00	70,964.59
<b>Total Expense</b>	<b>2,215,383.48</b>	<b>2,041,142.00</b>	<b>174,241.48</b>
<b>Net Income</b>	<b>-63,164.45</b>	<b>43,295.00</b>	<b>-106,459.45</b>

**QUARTERLY CLAIMS AUDITOR REPORT - SOUTHERN TIER LIBRARY SYSTEM****Q4 2023      October 1, 2023 - December 31, 2023**

<b>Audit Date</b>	<b># of Invoices</b>	<b>Invoice Total</b>	<b>Exception</b>	<b>Check Numbers</b>	<b>Check Date</b>	<b>Paid Total</b>
10/4/20	25	22,826.05	0	41154 - 41178	10/6/23	22,826.05
10/18/23	76	152,217.69	0	41179 - 41254	10/20/23	152,217.69
11/1/23	18	218,869.10	0	41255 - 41272	11/3/23	218,869.10
11/15/23	46	63,346.57	0	41273 - 41318	11/17/23	63,346.57
11/29/23	32	146,937.52	0	41319 - 41350	12/1/23	146,937.52
12/13/23	28	44,967.84	0	41351 - 41378	12/15/23	44,967.84
12/27/23	32	98,116.35	1	41379    41410	12/14/23	98,116.35

**EXCEPTION REPORT**

Exception Reference	Transaction No/Date	Invoice Date	Amount	Claim Payee/Vendor	Item Services of Invoice
41397	12/5/23	12/12/23	76.30	Wegmans via First Bankcard	
Issue with Purchase   Cause for Exception				Resolution	
Missing receipt					

Submitted by Louise Richardson, Internal Auditor

12/31/23

## **Personnel & Policies Committee**

### **Meeting Minutes**

Tuesday, January 9, 2024 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**

### **2024 Review of Policies Needing Revision**

B. Hildreth informed committee members of policies that needed revisions based on matters discussed in 2023. He also said a couple policies had fallen out of the 5-year timeframe for when policies need to be reviewed, so 2024 is the proper you to review and act if needed.

The committee reviewed the entire list, discussed policies that required higher priority, and agreed to begin work on the library system's Building Access and Use Policy, Public Communications Policy, and Social Media Policy. B. Hildreth said he would draft a Building Access and Use Policy before the committee's March meeting. And share proposed revisions on the other policies in partnership with appropriate STLS staff.

### **External Consultant Policy**

The Committee Chair asked if the proposed policy had received any questions from other board or committee members since November's board meeting. Committee members and B. Hildreth noted no questions have been presented. The committee agreed to vote on the policy and bring to the full STLS Board for a vote.

#### Approve Proposed Revisions to the External Consultant Policy

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the External Consultant Policy as presented at the November 21, 2023 board meeting considering any revisions during board meeting discussion.

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

### **Volunteer Policy**

The Committee Chair asked if the proposed policy had received any questions from other board or committee members since November's board meeting. Committee members and B. Hildreth noted no questions have been presented. The committee agreed to vote on the policy and bring to the full STLS Board for a vote.

#### Approve Proposed Revisions to the Volunteer Policy

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the Volunteer Policy as presented at the November 21, 2023 board meeting considering any revisions during board meeting discussion.

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

### **Building Access and Use Policy**

B. Hildreth informed the committee that he has been in communication with one of STLS' lawyers about the needs of this policy, and how it might apply to STLS relative to the library system's sources of funding and charter status. He said he would work on a policy draft in partnership with STLS' lawyer to present to the committee in March. The committee agreed this policy was necessary, and would take up the review at next meeting.

### **Personnel**

#### **Job Description Revisions**

Committee members reviewed job descriptions up for review, and made recommended changes to each. Most edits were grammatical or format-based. The job descriptions included Administrative Assistant, Outreach Consultant, and Delivery Coordinator.

B. Hildreth said he had met with each staff member multiple times to discuss these changes, and each staff member had participated in the review and edit process. He noted staff were receptive to the changes and were supportive of board revisions. He said he would make an Executive Director's recommendation at the January board meeting to approve the revisions. The action items would require a motion because they are not coming out of committee.

#### **Vacant Staff Positions (Accounting Specialist & Program Consultant)**

B. Hildreth provided an update on staff positions. He noted any appointments would be presented at the March 2024 STLS Board of Trustees meeting. He is hopeful all positions are filled in the coming months.

#### **Negotiations Committee for Upcoming Staff Association Contract Review**

B. Hildreth informed the committee that the Staff Association Contract is up for review in 2024. In the past, members of the Personnel & Policies Committee would serve on the Negotiating Committee, which is established by the Board President. He said it is anticipated that the Board President will ask for volunteers at January's board meeting.

Meeting adjourned at 1:08 pm.

Minutes respectfully submitted by: Brian M. Hildreth



**Finance & Facilities Committee**

Meeting Minutes

Monday, December 18, 2023 – 3:00 pm



Meeting Location: Southern Tier Library System

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

Excused: Louise Richardson

Meeting was called to order at 3:03 pm

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

Treasurer's Reports- Brian stated that our total checking/savings on hand is \$1.5 million. Compared to November 2022 we are down roughly \$200,000 however compared to November 2019 we are down about \$100,000. We remain in good financial standing as we approach the end of the fiscal year.

Financial Clerk's Report- Brian stated we are on target with spending with the following highlights. Item 5157- Health Insurance went up and we paid a portion of expenses for 2024 this month. Item 5420 – Staff Development Travel expenses for NY Library Association Conference in Nov. Item 5409 – Telephone/Internet – member library payment for internet Wi-Fi devices which will be reimbursed at 90% by ERate. Item 5471- Vehicle Maintenance was for the van wraps.

Profit-Loss Statements- Brian stated most revenues have been received except for the remaining 10% of item 4709 – Local Services Support Aid. We received 90% E-Rate reimbursement in December which will apply to Telephone/Internet for member libraries.

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

2023 Independent Audit and 990 Filing – Brian discussed maintaining Mengel, Metzger, and Barr as our auditors for 2023.

Certificate of Deposit – has been established. Brian discussed looking into another CD for the upcoming year if we maintain current account balances.

Facilities-

Construction Projects: Brian discussed projected building projects to include a roof replacement of STLS Offices and 3 vehicle charging stations for STLS Delivery Vans – one station to be placed in Allegany County, the maximum distance a vehicle can travel on one charge. Two charging stations would be placed at STLS.

USDA Rural Development Community Facilities Application: plans for this grant are for electric delivery fleet of 2 vehicles, server upgrades, staff computers, and training equipment.

Hearing no further business, Richard made the motion to adjourn, and Betsy seconded. The meeting was adjourned at 3:45 pm.

Respectfully submitted: Sisi Barr, Treasurer

**Finance & Facilities Committee**

## Meeting Minutes

Monday, January 8, 2024 – 3:00 pm



Meeting Location: Southern Tier Library System

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

Excused: Louise Richardson

Meeting was called to order at 3:10 pm

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

Treasurer's Reports- Brian stated that our total checking/savings cash on hand is \$1.2 million. Compared to December 2022 we are up approximately \$287,000 and compared to December 2019 we are down approximately \$194,000. We remain in good financial standing. Brian stated that the first month of interest on the CD opened in January will be posted in February.

Financial Clerk's Report- Brian stated we are on target with spending with the following highlights. Item 4721 – E-Rate Funding – we filed for the last reimbursement to cover Wi-Fi access points and security devices. On the expense side, Item 5151 – Retirement is prepaid yearly costs for 2024. Item 5141 – Professional Salaries reflects sick leave buy out. Items 5407 – Integrated Library System and 5419 and 5420 reflect end of the year spending and travel cost for the November conference. Items 5436 and 5490 – paid out for mini grants and to presenters. Item 5454 – commercial insurance billed quarterly.

Profit-Loss Statements- Brian stated most revenues have been received except for the remaining 10% of item 4709 – Local Services Support. We received 90% E-Rate reimbursement in December which will apply to Telephone/Internet for member libraries. Brian stated we should have a carryover of about \$20,000 going into 2024.

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

Annual Organizational Meeting Action Items – Betsy made the motion and Richard seconded the recommendation for approval of action items per STLS Organizational Meeting Policy

- A. Designation of the Official Newspaper – Corning Leader
- B. Appointment of the Financial Clerk – Brian Hildreth
- C. Appointment of the Financial Clerk Designee – Lorie Brown
- D. Appointment of the Internal Auditor – Louise Richardson
- E. Appointment of the Alternate Internal Auditor – Richard Urban
- F. Appointment of the External Auditor – Mengel, Metzger & Barr, LLC.
- G. Appointment of the Attorney – Sayles and Evans
- H. Authorization of the Executive Director to Certify Payrolls
- I. Authorization of Executive Director to Make Grant Applications
- J. Authorization of the Executive Director to certify payments.
- K. Authorization of the Business Mileage Reimbursement Rate – 67 cents
- L. Designation of the Bank Depository – Community Bank NA
- M. Designation of the Authorized Signatories for Checks – President, V.P, Treasurer, Executive Director & Betsy Gorman – Alternate Signatory
- N. Authorization of Certain Payments between Board Meetings - Credit card, utility bills, lease payments, payroll, payroll taxes, payroll deductions, and fringe benefit expenses.
- O. Establish Treasurer and Internal Auditor surety coverage for the year - \$750,000

Facilities- Brian shared he would be contacting contractors for a bid on steel roof installation. We have 6 years to complete a construction project which will give time to secure additional funding in addition to construction aid.

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

Respectfully submitted: Sisi Barr, Treasurer

## Annual Organizational Meeting Actions



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### Finance & Facilities Committee Recommendation: Approve action items per STLS Organizational Meeting Policy

- A. Designation of the Official Newspaper – Corning Leader
- B. Appointment of the Financial Clerk – Brian Hildreth
- C. Appointment of the Financial Clerk Designee – Lorie Brown
- D. Appointment of the Internal Auditor – Louise Richardson
- E. Appointment of the Alternate Internal Auditor – Richard Urban
- F. Appointment of the External Auditor – Mengel, Metzger & Barr, LLC.
- G. Appointment of the Attorney – Sayles and Evans
- H. Authorization of the Executive Director to Certify Payrolls
- I. Authorization of Executive Director to Make Grant Applications
- J. Authorization of the Executive Director to certify payments
- K. Authorization of the Business Mileage Reimbursement Rate – 67 cents
- L. Designation of the Bank Depository – Community Bank NA
- M. Designation of the Authorized Signatories for Checks – President, V.P, Treasurer, Executive Director & Betsy Gorman – Alternate Signatory
- N. Authorization of Certain Payments between Board Meetings - Credit card, utility bills, lease payments, payroll, payroll taxes, payroll deductions, and fringe benefit expenses.
- O. Establish Treasurer and Internal Auditor surety coverage for the year - \$750,000

**2024 Board Meeting Dates & Locations**  
Board of Trustees



- 
- |              |  |
|--------------|--|
| January 16   | - Southern Tier Library System, Painted Post                   |
| March 19     | - Southern Tier Library System, Painted Post                   |
| April 16     | - Southern Tier Library System, Painted Post                   |
| May 21       | - Angelica Free Library, Angelica, NY (Allegany County)        |
| June 18      | - Penn Yan Public Library, Penn Yan , NY (Yates County)        |
| July 16      | - Steele Memorial Library, Elmira, NY (Chemung County)         |
| September 17 | - Montour Falls Memorial Library. Montour Falls, NY (Schuyler) |
| October 15   | - Fred and Harriett Taylor Mem Lib, Hammondsport, NY (Steuben) |
| November 19  | - Southern Tier Library System, Painted Post                   |
| December 17  | - Southern Tier Library System, Painted Post                   |

*All meetings begin at 2:00 pm and are open to the public and STLS member libraries.*

9:44 AM  
12/27/23

12/27/23

**Southern Tier Library System**  
**Unpaid Bills Detail**  
As of December 29, 2023

12/27/23

Type	Date	Num	Due Date	Open Balance
Alfred Library Bill	12/28/2023	2023 P...	12/28/2023	✓ 53.28 ✓
Total Alfred Library				53.28
Angelica Library Bill	12/29/2023	2023 P...	12/29/2023	✓ 25.41 ✓
Total Angelica Library				25.41
Bath Library Bill	12/29/2023	2023 P...	12/29/2023	✓ 130.60 ✓
Total Bath Library				130.60
Bolivar Library Bill	12/29/2023	2023 P...	12/29/2023	✓ 25.41 ✓
Total Bolivar Library				25.41
Button, Vickie Bill	12/29/2023	Medica...	12/29/2023	✓ 95.35 ✓
Total Button, Vickie				95.35
Cappadonia, Keturah Bill	12/29/2023	Nov-D...	12/29/2023	✓ 62.36 ✓
Total Cappadonia, Keturah				62.36
Chemung County Library District Bill	12/29/2023	2023 P...	12/29/2023	✓ 474.30 ✓
Total Chemung County Library District				474.30
Coming Library Bill	12/29/2023	2023 P...	12/29/2023	✓ 251.47 ✓
Total Coming Library				251.47
Coming Natural Gas Bill	12/29/2023	Dec 20...	12/26/2023	✓ 282.05 ✓
Total Coming Natural Gas				282.05
CPE InterLink Bill	12/29/2023	23-1550	12/29/2023	✓ 360.08 ✓
	12/29/2023	23-155...	12/29/2023	✓ 4,279.25 ✓
Total CPE InterLink				4,639.33
English, Darleen Bill	12/29/2023	Medica...	12/29/2023	✓ 95.35 ✓
Total English, Darleen				95.35
Erie Insurance Company Bill	12/29/2023	Jan 20...	12/26/2023	✓ 1,816.13 ✓
Total Erie Insurance Company				1,816.13
Excelus BC BS Bill	12/29/2023	Jan 20...	12/29/2023	✓ 3,580.72 ✓
	12/29/2023	Jan 20...	12/29/2023	✓ 214.98 ✓
Total Excelus BC BS				3,795.70
Fillmore Library Bill	12/29/2023	2023 P...	12/29/2023	✓ 39.38 ✓
Total Fillmore Library				39.38

9:44 AM  
12/27/23

# Southern Tier Library System

## Unpaid Bills Detail

As of December 28, 2023

Type	Date	Num	Due Date	Open Balance
<b>First Bankcard</b>				
Bill	12/29/2023	44182...	12/29/2023	✓ 65.80 ✓
Bill	12/29/2023	44182...	12/29/2023	✓ 180.14 ✓
Bill	12/29/2023	44182...	12/29/2023	✓ 347.00 ✓
Bill	12/29/2023	44182...	12/29/2023	✓ 182.00 ✓
Bill	12/29/2023	44182...	12/29/2023	✓ 48.20 ✓
Bill	12/29/2023	44182...	12/29/2023	✓ 434.57 ✓
<b>Total First Bankcard</b>				1,208.71
<b>Frontier Communications</b>				
Bill	12/29/2023	Jan 20...	12/29/2023	✓ 282.72 ✓
<b>Total Frontier Communications</b>				282.72
<b>Gale/CENGAGE Learning</b>				
Bill	12/29/2023	82874...	12/29/2023	✓ 29.59 ✓
<b>Total Gale/CENGAGE Learning</b>				29.59
<b>Hallahan, Sheila</b>				
Bill	12/29/2023	Medica...	12/29/2023	✓ 95.35 ✓
<b>Total Hallahan, Sheila</b>				95.35
<b>Holden, Loretta</b>				
Bill	12/29/2023	Medica...	12/29/2023	✓ 95.35 ✓
<b>Total Holden, Loretta</b>				95.35
<b>Hornell Library</b>				
Bill	12/29/2023	2023 P...	12/29/2023	✓ 21.58 ✓
<b>Total Hornell Library</b>				21.58
<b>Howard Library</b>				
Bill	12/29/2023	2023 P...	12/29/2023	✓ 7.62 ✓
<b>Total Howard Library</b>				7.62
<b>Ingram Library Services</b>				
Bill	12/29/2023	78836...	12/29/2023	✓ 124.98 ✓
Bill	12/29/2023	78389...	12/29/2023	✓ 78.99 ✓
Bill	12/29/2023	78389...	12/29/2023	✓ 18.17 ✓
Bill	12/29/2023	78389...	12/29/2023	✓ 208.15 ✓
<b>Total Ingram Library Services</b>				429.29
<b>McPherson, Marcia</b>				
Bill	12/29/2023	Medica...	12/29/2023	✓ 95.35 ✓
<b>Total McPherson, Marcia</b>				95.35
<b>Nelson, Jane</b>				
Bill	12/29/2023	Medica...	12/29/2023	✓ 95.35 ✓
<b>Total Nelson, Jane</b>				95.35
<b>Overdrive</b>				
Bill	12/29/2023	01453...	12/29/2023	✓ 231.82 ✓
Bill	12/29/2023	01453...	12/29/2023	✓ 179.78 ✓
Bill	12/29/2023	01453...	12/29/2023	✓ 188.62 ✓
Bill	12/29/2023	01453...	12/29/2023	✓ 482.85 ✓
Bill	12/29/2023	01453...	12/29/2023	✓ 2,325.80 ✓
Bill	12/29/2023	01453...	12/29/2023	✓ 84.47 ✓
Bill	12/29/2023	01453...	12/29/2023	✓ 15.99 ✓
<b>Total Overdrive</b>				3,479.11

8:44 AM

12/27/23

**Southern Tier Library System  
Unpaid Bills Detail  
As of December 28, 2023**

Type	Date	Num	Due Date	Open Balance
Passage, Mary Bill	12/29/2023	Medica...	12/29/2023	✓ 95.35 ✓
Total Passage, Mary				95.35
Penn Yan Library Bill	12/29/2023	2023 P...	12/29/2023	✓ 188.11 ✓
Total Penn Yan Library				188.11
Quiggle, Mary Kay Bill	12/29/2023	Medica...	12/29/2023	✓ 95.35 ✓
Total Quiggle, Mary Kay				95.35
SiralDynix #774271 Bill	12/29/2023	INV15...	12/29/2023	✓ 78,623.89 ✓
Total SiralDynix #774271				78,623.89
Suffolk Cooperative Library System Bill	12/29/2023	90934	12/29/2023	✓ 1,225.00 ✓
Total Suffolk Cooperative Library System				1,225.00
Watkins Glen Library Bill	12/29/2023	2023 P...	12/29/2023	✓ 100.38 ✓
Total Watkins Glen Library				100.38
Wigg, Ristina Bill	12/29/2023	Medica...	12/29/2023	✓ 95.35 ✓
Total Wigg, Ristina				95.35
<b>TOTAL</b>				<b>99,118.38</b>

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12/13/23

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12/13/23

**Southern Tier Library System**  
**Unpaid Bills Detail**  
As of December 15, 2023

*GO*  
12/13/23

Type	Date	Num	Due Date	Open Balance
Seaman, Robert Bill	12/15/2023	Nov-D...	12/15/2023	✓ 161.78 ✓
Total Seaman, Robert				161.78
Blackstone Publishing				
• Bill	12/15/2023	2129171	12/15/2023	✓ 1,118.85 ✓
• Bill	12/15/2023	2130847	12/15/2023	✓ 60.25 ✓
• Bill	12/15/2023	2131297	12/15/2023	✓ 37.79 ✓
Total Blackstone Publishing				1,217.99
Casella Waste Services Bill	12/15/2023	2257235	12/15/2023	✓ 130.87 ✓
Total Casella Waste Services				130.87
Clark, Danalyn Bill	12/15/2023	Dec 20...	12/15/2023	✓ 41.82 ✓
Total Clark, Danalyn				41.82
Clearly IP				
• Bill	12/15/2023	INV-08...	12/15/2023	✓ 380.34 ✓
• Bill	12/15/2023	INV-08...	12/15/2023	✓ 1.00 ✓
• Bill	12/15/2023	INV-08...	12/15/2023	✓ 1.00 ✓
• Bill	12/15/2023	INV-08...	12/15/2023	✓ 2.00 ✓
Total Clearly IP				384.34
CPE InterLink Bill	12/15/2023	23-1825	12/15/2023	✓ 1,140.00 ✓
Total CPE InterLink				1,140.00
Eastern Managed Print Network Bill	12/15/2023	IN4102...	12/15/2023	✓ 439.21 ✓
Total Eastern Managed Print Network				439.21
Empire Access Bill	12/15/2023	00004...	12/15/2023	✓ 88.57 ✓
Total Empire Access				88.57
Empire Natural Gas Bill	12/15/2023	W8TL...	12/15/2023	✓ 75.17 ✓
Total Empire Natural Gas				75.17
Energy Cooperative of America Bill	12/15/2023	1010941	12/15/2023	✓ 428.72 ✓
Total Energy Cooperative of America				428.72
FirstLight Fiber Bill	12/15/2023	15272...	12/15/2023	✓ 900.00 ✓
Total FirstLight Fiber				900.00
Friendly Freds				
• Bill	12/15/2023	31302	12/15/2023	✓ 83.38 ✓
• Bill	12/15/2023	31286	12/15/2023	✓ 483.47 ✓
Total Friendly Freds				528.85
Gale/CENGAGE Learning				
• Bill	12/15/2023	82857...	12/15/2023	✓ 47.18 ✓
• Bill	12/15/2023	82901...	12/15/2023	✓ 48.39 ✓
Total Gale/CENGAGE Learning				93.57



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12/12/23

# Southern Tier Library System Unpaid Bills Detail As of December 15, 2023

Type	Date	Num	Due Date	Open Balance
Green, Kathy Bill	12/15/2023	Jan-No...	12/15/2023	✓ 437.54 ✓
Total Green, Kathy				437.54
Humana Bill	12/15/2023	Jan 20...	12/15/2023	✓ 73.90 ✓
Total Humana				73.90
NYSEG Bill	12/15/2023	Nov 20...	12/15/2023	✓ 359.85 ✓
Total NYSEG				359.85
NYSHIP Bill	12/15/2023	601	12/15/2023	✓ 14,194.98 ✓
Total NYSHIP				14,194.98
Overdrive Bill	12/15/2023	01483...	12/15/2023	✓ 381.00 ✓
Bill	12/15/2023	01483...	12/15/2023	✓ 82.99 ✓
Bill	12/15/2023	01483...	12/15/2023	✓ 43.55 ✓
Bill	12/15/2023	01483...	12/15/2023	✓ 775.21 ✓
Bill	12/15/2023	01483...	12/15/2023	✓ 1,708.73 ✓
Bill	12/15/2023	H-010...	12/15/2023	✓ 3,000.00 ✓
Total Overdrive				6,001.48
Rottler & Sons LLC Bill	12/15/2023	4148	12/15/2023	✓ 540.75 ✓
Total Rottler & Sons LLC				540.75
Smith, Karen Bill	12/15/2023	11/29...	12/15/2023	✓ 17.03 ✓
Total Smith, Karen				17.03
Southern Tier Network Bill	12/15/2023	5385	12/15/2023	✓ 1,000.00 ✓
Bill	12/15/2023	5385	12/15/2023	✓ 2,250.00 ✓
Bill	12/15/2023	5381	12/15/2023	✓ 3,845.00 ✓
Bill	12/15/2023	5385	12/15/2023	✓ 600.00 ✓
Bill	12/15/2023	407	12/15/2023	✓ 250.00 ✓
Bill	12/15/2023	5411	12/15/2023	✓ 250.00 ✓
Total Southern Tier Network				8,085.00
Staples Business Credit Bill	12/15/2023	16524...	12/15/2023	✓ 28.29 ✓
Total Staples Business Credit				28.29
Swank Movie Licensing USA Bill	12/15/2023	3500920	12/15/2023	✓ 2,400.00 ✓
Total Swank Movie Licensing USA				2,400.00

5:04 PM

12/12/23

# Southern Tier Library System

## Unpaid Bills Detail

As of December 15, 2023

Type	Date	Num	Due Date	Open Balance
<b>@ Time Warner Cable, PA</b>				
@ Bill	12/15/2023	14558...	12/15/2023	500.00 ✓
@ Bill	12/15/2023	14551...	12/15/2023	500.00 ✓
@ Bill	12/15/2023	14551...	12/15/2023	500.00 ✓
@ Bill	12/15/2023	12022...	12/15/2023	44.99 ✓
@ Bill	12/15/2023	14551...	12/15/2023	500.00 ✓
@ Bill	12/15/2023	14520...	12/15/2023	500.00 ✓
@ Bill	12/15/2023	22533...	12/15/2023	500.00 ✓
@ Bill	12/15/2023	06807...	12/15/2023	44.99 ✓
@ Bill	12/15/2023	22432...	12/15/2023	500.00 ✓
@ Bill	12/15/2023	06622...	12/15/2023	154.98 ✓
<b>Total Time Warner Cable, PA</b>				<b>3,744.98</b>
<b>@ United Healthcare Insurance Company</b>				
Bill	12/15/2023	Jan 20...	12/15/2023	332.00 ✓
<b>Total United Healthcare Insurance Company</b>				<b>332.00</b>
<b>@ Verizon Wireless</b>				
Bill	12/15/2023	99505...	12/15/2023	177.24 ✓
<b>Total Verizon Wireless</b>				<b>177.24</b>
<b>@ Wayne-Finger Lakes BOCES</b>				
Bill	12/15/2023	300-24A	12/15/2023	276.00 ✓
<b>Total Wayne-Finger Lakes BOCES</b>				<b>276.00</b>
<b>@ WEX Bank</b>				
Bill	12/15/2023	63470...	12/15/2023	1,682.03 ✓
<b>Total WEX Bank</b>				<b>1,682.03</b>
<b>TOTAL</b>				<b>44,967.84</b>

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11/28/23

11/29/23

# Southern Tier Library System Unpaid Bills Detail As of December 1, 2023

11/29/23

Type	Date	Num	Due Date	Open Balance
• Addison Library				
• Bill	12/01/2023	2023 C...	12/01/2023	✓ 500.00 ✓
• Bill	12/01/2023	2023 D...	12/01/2023	✓ 500.00 ✓
Total Addison Library				1,000.00
• Almond Library				
• Bill	12/01/2023	2023 C...	12/01/2023	✓ 650.00 ✓
Total Almond Library				650.00
• Artport Library				
• Bill	12/01/2023	2023 C...	12/01/2023	✓ 500.00 ✓
• Bill	12/01/2023	2023 D...	12/01/2023	✓ 500.00 ✓
Total Artport Library				1,000.00
• Bath Library				
• Bill	12/01/2023	2023 C...	12/01/2023	✓ 300.00 ✓
Total Bath Library				300.00
• Behn, Ken				
• Bill	12/01/2023	2023 N...	12/01/2023	✓ 8.00 ✓
Total Behn, Ken				8.00
• Blackstone Publishing				
• Bill	12/01/2023	2127342	12/01/2023	✓ 128.69 ✓
Total Blackstone Publishing				128.69
• Corning Natural Gas				
• Bill	12/01/2023	Nov 20...	12/01/2023	✓ 198.27 ✓
Total Corning Natural Gas				198.27
• Dippel, Kyrstina				
• Bill	12/01/2023	12012...	12/01/2023	✓ 400.00 ✓
Total Dippel, Kyrstina				400.00
• Dundee Library				
• Bill	12/01/2023	2023 C...	12/01/2023	✓ 525.00 ✓
Total Dundee Library				525.00
• Erie Insurance Company				
• Bill	12/01/2023	Dec 20...	12/01/2023	✓ 1,884.97 ✓
Total Erie Insurance Company				1,884.97
• Excelius BC BS				
• Bill	12/01/2023	Dec 20...	12/01/2023	✓ 3,288.08 ✓
• Bill	12/01/2023	Dec 20...	12/01/2023	✓ 208.50 ✓
Total Excelius BC BS				3,472.88
• First Bankcard				
• Bill	12/01/2023	44182...	12/01/2023	✓ 3,843.43 ✓
• Bill	12/01/2023	44182...	12/01/2023	✓ 1,287.34 ✓
• Bill	12/01/2023	44182...	12/01/2023	✓ 1,452.52 ✓
• Bill	12/01/2023	44182...	12/01/2023	✓ 1,072.58 ✓
• Bill	12/01/2023	44182...	12/01/2023	✓ 559.26 ✓
• Bill	12/01/2023	44182...	12/01/2023	✓ 774.83 ✓
• Bill	12/01/2023	44182...	12/01/2023	✓ 648.88 ✓
• Bill	12/01/2023	44182...	12/01/2023	✓ 4,433.80 ✓
Total First Bankcard				13,878.73

3:34 PM

11/28/23

# Southern Tier Library System

## Unpaid Bills Detail

As of December 1, 2023

Type	Date	Num	Due Date	Open Balance
4 Friendly Frodo Bill	12/01/2023	31267	12/01/2023	✓ 58.78 ✓
Total Friendly Frodo				58.78
9 Friendship Library Bill	12/01/2023	2023 D...	12/01/2023	✓ 500.00 ✓
Total Friendship Library				500.00
9 Frontier Communications Bill	12/01/2023	Dec 20...	12/01/2023	✓ 248.88 ✓
Total Frontier Communications				248.88
9 Gale/CENGAGE Learning Bill	12/01/2023	82849...	12/01/2023	✓ 178.33 ✓
9 Bill	12/01/2023	82895...	12/01/2023	✓ 28.80 ✓
Total Gale/CENGAGE Learning				207.13
9 Hammondport Library Bill	12/01/2023	2023 C...	12/01/2023	✓ 1,000.00 ✓
Total Hammondport Library				1,000.00
9 Hornell Library Bill	12/01/2023	2023 D...	12/01/2023	✓ 500.00 ✓
Total Hornell Library				500.00
9 Matthews, Sarah Bill	12/01/2023	12012...	12/01/2023	✓ 400.00 ✓
Total Matthews, Sarah				400.00
9 NYS & Local Employees Retirement Bill	12/01/2023	80782 ...	12/01/2023	✓ 98,908.00 ✓
Total NYS & Local Employees Retirement				98,908.00
9 Odessa Library Bill	12/01/2023	2023 C...	12/01/2023	✓ 500.00 ✓
Total Odessa Library				500.00
Overdrive				
9 Bill	12/01/2023	01483...	12/01/2023	✓ 301.50 ✓
9 Bill	12/01/2023	01483...	12/01/2023	✓ 78.00 ✓
9 Bill	12/01/2023	01483...	12/01/2023	✓ 648.27 ✓
9 Bill	12/01/2023	01483...	12/01/2023	✓ 908.84 ✓
9 Bill	12/01/2023	01483...	12/01/2023	✓ 383.03 ✓
9 Bill	12/01/2023	01483...	12/01/2023	✓ 1,443.71 ✓
9 Bill	12/01/2023	01483...	12/01/2023	✓ 826.41 ✓
9 Bill	12/01/2023	01483...	12/01/2023	✓ 370.98 ✓
9 Bill	12/01/2023	01483...	12/01/2023	✓ 74.99 ✓
9 Bill	12/01/2023	01483...	12/01/2023	✓ 2,480.88 ✓
9 Bill	12/01/2023	01483...	12/01/2023	✓ 1,086.72 ✓
9 Bill	12/01/2023	01483...	12/01/2023	✓ 790.82 ✓
9 Bill	12/01/2023	01483...	12/01/2023	✓ 1,032.72 ✓
9 Bill	12/01/2023	01483...	12/01/2023	✓ 288.72 ✓
9 Bill	12/01/2023	01483...	12/01/2023	✓ 136.98 ✓
9 Bill	12/01/2023	01483...	12/01/2023	✓ 178.98 ✓
9 Bill	12/01/2023	01483...	12/01/2023	✓ 16.99 ✓
9 Bill	12/01/2023	01483...	12/01/2023	✓ 143.18 ✓
9 Bill	12/01/2023	01483...	12/01/2023	✓ 1,883.31 ✓
9 Bill	12/01/2023	01483...	12/01/2023	✓ 388.03 ✓
Total Overdrive				13,222.85

3:34 PM  
11/28/23

# **Southern Tier Library System** **Unpaid Bills Detail** **As of December 1, 2023**

Type	Date	Num	Due Date	Open Balance
• Rainbow Printing Bill	12/01/2023	180788	12/01/2023	✓ 442.00 ✓
Total Rainbow Printing				442.00
• Richburg Library Bill	12/01/2023	2023 C...	12/01/2023	✓ 425.00 ✓
Total Richburg Library				425.00
• Solo Library Bill	12/01/2023	2023 D...	12/01/2023	✓ 500.00 ✓
Total Solo Library				500.00
• Suffolk Cooperative Library System Bill	12/01/2023	90784	12/01/2023	✓ 1,050.00 ✓
Total Suffolk Cooperative Library System				1,050.00
• Time Warner Cable, PA Bill	12/01/2023	14386...	12/01/2023	✓ 1,750.00 ✓
Total Time Warner Cable, PA				1,750.00
• Watkins Glen Library Bill	12/01/2023	2023 D...	12/01/2023	✓ 1,000.00 ✓
Total Watkins Glen Library				1,000.00
• Wayland Library Bill	12/01/2023	2023 C...	12/01/2023	✓ 1,000.00 ✓
Total Wayland Library				1,000.00
• Weaver, Sheila Bill	12/01/2023	2023 D...	12/01/2023	✓ 89.58 ✓
Total Weaver, Sheila				89.58
• Wellsville Library Bill	12/01/2023	2023 C...	12/01/2023	✓ 1,000.00 ✓
Total Wellsville Library				1,000.00
• Whitesville Library Bill	12/01/2023	2023 C...	12/01/2023	✓ 600.00 ✓
Total Whitesville Library				600.00
<b>TOTAL</b>				<b>148,937.82</b>

3:11 PM

11/14/23

11/15/23

# Southern Tier Library System

## Unpaid Bills Detail

As of November 17, 2023

11/15/23

Type	Date	Num	Due Date	Open Balance
4Imprint, Inc Bill	11/17/2023	11884...	11/17/2023	✓ 983.48 ✓
Total 4Imprint, Inc				983.48
Beall, Connie Bill	11/17/2023	2023 N...	11/17/2023	✓ 322.28 ✓
Total Beall, Connie				322.28
Beeman, Robert Bill	11/17/2023	Oct-No...	11/17/2023	✓ 119.88 ✓
Total Beeman, Robert				119.88
Behn, Ken Bill	11/17/2023	Oct-No...	11/17/2023	✓ 356.32 ✓
Total Behn, Ken				356.32
Blackstone Publishing Bill	11/17/2023	2125449	11/17/2023	✓ 349.12 ✓
Total Blackstone Publishing				349.12
Button, Vickie Bill	11/17/2023	Medica...	11/17/2023	✓ 95.35 ✓
Total Button, Vickie				95.35
Casella Waste Services Bill	11/17/2023	2251237	11/17/2023	✓ 128.13 ✓
Total Casella Waste Services				128.13
Chemung County Library District Bill	11/17/2023	2023 L...	11/17/2023	✓ 247.00 ✓
Total Chemung County Library District				247.00
Chileon-Cline, Denise Bill	11/17/2023	2023 N...	11/17/2023	✓ 384.18 ✓
Total Chileon-Cline, Denise				384.18
Clearly IP Bill	11/17/2023	INV-08...	11/17/2023	✓ 372.10 ✓
Total Clearly IP				372.10
Delta Dental Insurance Company Bill	11/17/2023	Nov 20...	11/17/2023	✓ 180.88 ✓
Total Delta Dental Insurance Company				180.88
Eastern Managed Print Network Bill	11/17/2023	IN4088...	11/17/2023	✓ 439.21 ✓
Total Eastern Managed Print Network				439.21
Elliott, Kate Bill	11/17/2023	2023 N...	11/17/2023	✓ 385.49 ✓
Total Elliott, Kate				385.49
Emergency Power Systems Bill	11/17/2023	WOI-0...	11/17/2023	✓ 1,045.32 ✓
Bill	11/17/2023	SCI-00...	11/17/2023	✓ 808.00 ✓
Bill	11/17/2023	BQI-00...	11/17/2023	✓ 1,375.49 ✓
Total Emergency Power Systems				3,228.81

3:11 PM

11/14/23

# Southern Tier Library System

## Unpaid Bills Detail

As of November 17, 2023

Type	Date	Num	Due Date	Open Balance
4Empire Access Bill	11/17/2023	00004...	11/17/2023	86.82 ✓
Total Empire Access				86.82
6Empire Natural Gas Bill	11/17/2023	WSTL...	11/17/2023	20.80 ✓
Total Empire Natural Gas				20.80
6Energy Cooperative of America Bill	11/17/2023	1009180	11/17/2023	282.16 ✓
Total Energy Cooperative of America				282.16
9English, Darleen Bill	11/17/2023	Medica...	11/17/2023	95.35 ✓
Total English, Darleen				95.35
6FirstLight Fiber Bill	11/17/2023	16272...	11/17/2023	600.00 ✓
Total FirstLight Fiber				600.00
6Fox, Molly Bill	11/17/2023	2023 N...	11/17/2023	358.94 ✓
Total Fox, Molly				358.94
9Friendly Freds Bill	11/17/2023	31171	11/17/2023	429.00 ✓
Bill	11/17/2023	31187	11/17/2023	21.00 ✓
Bill	11/17/2023	31223	11/17/2023	91.56 ✓
Total Friendly Freds				541.56
Gale/CENGAGE Learning Bill	11/17/2023	62708...	11/17/2023	27.20 ✓
Bill	11/17/2023	62802...	11/17/2023	308.70 ✓
Bill	11/17/2023	62810...	11/17/2023	28.79 ✓
Bill	11/17/2023	62822...	11/17/2023	329.48 ✓
Bill	11/17/2023	62818...	11/17/2023	50.39 ✓
Total Gale/CENGAGE Learning				744.57
6Goody's Graphics LLC Bill	11/17/2023	200402	11/17/2023	8,000.00 ✓
Total Goody's Graphics LLC				8,000.00
6Hallahan, Sheila Bill	11/17/2023	Medica...	11/17/2023	95.35 ✓
Total Hallahan, Sheila				95.35
6Holden, Loretta Bill	11/17/2023	Medica...	11/17/2023	95.35 ✓
Total Holden, Loretta				95.35
6Humana Bill	11/17/2023	Dec 20...	11/17/2023	41.40 ✓
Total Humana				41.40
Angram Library Services Bill	11/17/2023	78397...	11/17/2023	42.01 ✓
Bill	11/17/2023	78397...	11/17/2023	405.96 ✓
Total Ingram Library Services				447.96

# Southern Tier Library System

## Unpaid Bills Detail

As of November 17, 2023

Type	Date	Num	Due Date	Open Balance
McPherson, Marla Bill	11/17/2023	Medica...	11/17/2023	✓ 95.35 ✓
Total McPherson, Marla				95.35
Miller, Catherine Bill	11/17/2023	2023 N...	11/17/2023	✓ 379.90 ✓
Total Miller, Catherine				379.90
Multi Media Services Bill	11/17/2023	88635	11/17/2023	✓ 382.00 ✓
Bill	11/17/2023	88742	11/17/2023	✓ 516.53 ✓
Total Multi Media Services				898.53
Nelson, Jane Bill	11/17/2023	Medica...	11/17/2023	✓ 95.35 ✓
Total Nelson, Jane				95.35
Northern NY Library Network Bill	11/17/2023	DIG22...	11/17/2023	✓ 3,433.40 ✓
Total Northern NY Library Network				3,433.40
NYSHIP Bill	11/17/2023	600	11/17/2023	✓ 12,296.00 ✓
Total NYSHIP				12,296.00
Overdrive Bill	11/17/2023	01453...	11/17/2023	✓ 530.03 ✓
Bill	11/17/2023	01453...	11/17/2023	✓ 828.37 ✓
Bill	11/17/2023	01453...	11/17/2023	✓ 484.81 ✓
Bill	11/17/2023	01453...	11/17/2023	✓ 886.46 ✓
Bill	11/17/2023	01453...	11/17/2023	✓ 271.00 ✓
Bill	11/17/2023	01453...	11/17/2023	✓ 808.09 ✓
Bill	11/17/2023	01453...	11/17/2023	✓ 374.94 ✓
Bill	11/17/2023	01453...	11/17/2023	✓ 823.48 ✓
Bill	11/17/2023	01453...	11/17/2023	✓ 1,322.67 ✓
Bill	11/17/2023	01453...	11/17/2023	✓ 342.73 ✓
Bill	11/17/2023	01453...	11/17/2023	✓ 3,815.66 ✓
Total Overdrive				9,866.21
Passage, Mary Bill	11/17/2023	Medica...	11/17/2023	✓ 95.35 ✓
Total Passage, Mary				95.35
Quiggle, Mary Kay Bill	11/17/2023	Medica...	11/17/2023	✓ 95.35 ✓
Total Quiggle, Mary Kay				95.35
Rattner & Sons LLC Bill	11/17/2023	4111	11/17/2023	✓ 540.75 ✓
Total Rattner & Sons LLC				540.75
Southern Tier Network Bill	11/17/2023	8320	11/17/2023	✓ 1,000.00 ✓
Bill	11/17/2023	8321	11/17/2023	✓ 3,250.00 ✓
Bill	11/17/2023	8326	11/17/2023	✓ 3,845.00 ✓
Bill	11/17/2023	8331	11/17/2023	✓ 500.00 ✓
Bill	11/17/2023	8342	11/17/2023	✓ 250.00 ✓
Bill	11/17/2023	8348	11/17/2023	✓ 250.00 ✓
Total Southern Tier Network				9,095.00



3:11 PM

11/14/23

# Southern Tier Library System

## Unpaid Bills Detail

As of November 17, 2023

Type	Date	Num	Due Date	Open Balance
Staples Business Credit Bill	11/17/2023	16516...	11/17/2023	236.63 ✓
Total Staples Business Credit				236.63
Time Warner Cable, PA				
Bill	11/17/2023	14556...	11/17/2023	✓ 500.00 ✓
Bill	11/17/2023	14551...	11/17/2023	✓ 500.00 ✓
Bill	11/17/2023	14551...	11/17/2023	✓ 500.00 ✓
Bill	11/17/2023	12022...	11/17/2023	✓ 44.99 ✓
Bill	11/17/2023	14551...	11/17/2023	✓ 500.00 ✓
Bill	11/17/2023	14520...	11/17/2023	✓ 500.00 ✓
Bill	11/17/2023	22533...	11/17/2023	✓ 500.00 ✓
Bill	11/17/2023	06907...	11/17/2023	✓ 44.99 ✓
Bill	11/17/2023	22432...	11/17/2023	✓ 500.00 ✓
Bill	11/17/2023	06922...	11/17/2023	✓ 164.88 ✓
Total Time Warner Cable, PA				3,744.96
United Healthcare Insurance Company Bill	11/17/2023	Dec 20...	11/17/2023	✓ 305.50 ✓
Total United Healthcare Insurance Company				305.50
Verizon Wireless Bill	11/17/2023	88461...	11/17/2023	✓ 177.24 ✓
Total Verizon Wireless				177.24
Wagner, Larissa Bill	11/17/2023	2023 N...	11/17/2023	✓ 235.80 ✓
Total Wagner, Larissa				235.80
Westlake, Jess Bill	11/17/2023	2023 N...	11/17/2023	✓ 309.16 ✓
Total Westlake, Jess				309.16
WEX Bank Bill	11/17/2023	92799...	11/17/2023	✓ 1,896.73 ✓
Total WEX Bank				1,896.73
Wigg, Ristina Bill	11/17/2023	Medica...	11/17/2023	✓ 95.35 ✓
Total Wigg, Ristina				95.35
<b>TOTAL</b>				<b>63,346.57</b>

## Deposit Summary

Southern Tier Library System

1/4/2024 2:19 PM

Summary of Deposits to 1202 - Cash - Money Market on 01/04/2024

Chk No.	PmtMethod	Red From	Memo	Amount
4615	Check	Addison		270.00
3620	Check	Prattsburgh		255.00
14046132	Check	Fidelity Charitable	Donation Patricia and William LaCour...	50.00
14044682	Check	Fidelity Charitable	Donation Patricia and William LaCour...	50.00

Less Cash Back:

Deposit Total:

625.00

# Deposit Summary

Southern Tier Library System

1/4/2024 2:07 PM

Summary of Deposits to 1202 - Cash - Money Market on 01/04/2024

Chk No.	PmtMethod	Red From	Memo	Amount
22974	Check	Wellsville	Dark Fiber	450.00
16133	Check	Cuba	Dark Fiber	450.00
2239	Check	CCLD-Elmira	PT CLSA	3,100.81
6069	Check	CCLD-Elmira	PT Phone, Dark Fiber, Cost Share	41,207.13
5200	Check	Almond	Dark Fiber	399.00
014830	Check	Penn Yan	Dark Fiber	450.00
13726	Check	Dundee	Dark Fiber	300.00
4139	Check	Angelica		399.00
5644	Check	Scio	Dark Fiber	75.00
4252	Check	Canaseraga		399.00
5065	Check	Bolivar	Dark Fiber	246.00
1406	Check	Alfred	PT	54.47
80215	Check	Andover	Dark Fiber	255.00
8040	Check	Bath		300.00
3833	Check	Savona	Dark Fiber	255.00
1506	Check	Hornell		300.00
2884	Check	Howard	Dark Fiber	300.00
7339	Check	Cohocton	Dark Fiber	270.00

Less Cash Back:

**Deposit Total: 49,210.41**

# Deposit Summary

Southern Tier Library System

Summary of Deposits to 1202 - Cash - Money Market on 12/27/2023

12/27/2023 9:54 AM

12/27/2023

Chk No.	Pmt/Method	Rcd From	Memo	Amount
1405	Check	Alfred	Dark Fiber	300.00
5345	Check	Belmont	Pass Thru	0.40
1202	Check	Arkport	Payroll	2,024.45
1200	Check	Arkport	Dark Fiber	209.85
1199	Check	Arkport	PT Phone	26.57
4964	Check	Corning	Dark Fiber	450.00
12734	Check	Pulteney	Dark Fiber	225.00

Less Cash Back:

Deposit Total: 3,236.27

# Deposit Summary

Southern Tier Library System

Summary of Deposits to 1202 - Cash - Money Market on 12/19/2023

12/21/2023 3:23 PM

Chk No.	PmtMethod	Red From	Memo	Amount
12717	Check	Pulteney	Pass Thru	442.00
5993	Check	Wayland	Pass Thru	46.35

Less Cash Back:

Deposit Total:

488.35

# Deposit Summary

Southern Tier Library System

12/19/2023 12:18 PM

Summary of Deposits to 1202 - Cash - Money Market on 12/19/2023

Chk No.	PmtMethod	Red From	Memo	Amount
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		Spread Shirt	Spread shirt proceeds 12/19/23	11.03
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Less Cash Back:

Deposit Total:				11.03
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# Deposit Summary

Southern Tier Library System

12/13/2023 12:37 PM

Summary of Deposits to 1202 - Cash - Money Market on 12/13/2023

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

	E-Rate		Erate for BEARS - Teracai	157,572.15
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Less Cash Back:

Deposit Total:				157,572.15
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# Deposit Summary

Southern Tier Library System

Summary of Deposits to 1202 - Cash - Money Market on 12/13/2023

12/13/2023 12:41 PM

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

	Paypal		Transfer from Paypal	1,318.03
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Less Cash Back:

Deposit Total:				1,318.03
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# Deposit Summary

Southern Tier Library System

12/13/2023 2:06 PM

Summary of Deposits to 1202 - Cash - Money Market on 12/01/2023

Chk No.	PmtMethod	Red From	Memo	Amount
5340	Check	Belfast	Pass Thru	18.79
2237	Check	CCLD-Elmira	PT-CLSA	6,723.65
9301	Check	Cleary, Jule	Health Ins	31.56
6680	Check	Individual	L Brown NYLA hotel reimbursement	105.00

Less Cash Back:

Deposit Total: 6,879.00

# Deposit Summary

Southern Tier Library System

12/11/2023 1:09 PM

Summary of Deposits to 1202 - Cash - Money Market on 12/05/2023

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

	E-Rate		Jan-Jun 2023 ERate funding	1,680.00
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Less Cash Back:

Deposit Total:				1,680.00
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# Deposit Summary

Southern Tier Library System

11/27/2023 4:21 PM

Summary of Deposits to 1202 - Cash - Money Market on 11/21/2023

Chk No.	PmtMethod	Red From	Memo	Amount
1193	Check	Arkport	Payroll	1,859.86
4931	Check	Coming	Pass Thru	622.00
1195	Check	Arkport	Pass Thru/phone	26.82
2233	Check	CCLD-Elmira	PT/CLSA	1,943.49
3995	Check	Friendship	Pass Thru	550.00

Less Cash Back:

Deposit Total: 5,002.17

## ADMINISTRATIVE ASSISTANT

### DIVISION OF ADMINISTRATION

#### GENERAL STATEMENT OF DUTIES

This is a **level 4** part time, **non-exempt, professional administrative assistant** position serving in a leadership role within the Division of Administration. The Administrative Assistant provides support to library system administration relative to all aspects and approaches of communication, project management, purchasing, record keeping, reporting, scheduling, facilities and strategic priorities. Areas of specialization include data processing and statistical interpretation, English composition, online organization and communication platforms, project management, spreadsheet and word processing applications, relationship building, and organizational development. The Administrative Assistant reports to the Executive Director and collaborates with other Division and professional staff. ~~working under the leadership of the Executive Director by assisting in the daily operations of library system administrative work.~~

#### ESSENTIAL FUNCTIONS OF THIS POSITION

**Works** ~~Involves working~~ directly with the Executive Director **on a daily basis to assist in carrying out** ~~facilitate~~ **essential administrative priorities. Facilitates** ~~in~~ the organization of written communication that documents library system **operations work**, project initiatives, and activities of the Board of Trustees. Entails preparing documents for distribution to member libraries, funding agencies, and the library system's governing board. ~~Expected to~~ **Attends** all monthly board meetings, and ~~some~~ committee meetings **as needed**. Prepares required documents prior to meetings and records meeting minutes **in both print and digital form**. ~~The written communication will be in print and digital form.~~ Assists the Executive Director in preparing, gathering, filing, and ~~properly~~ discarding library system documents **in accordance with library system policy** including works of professional team members. **Helps professional team members with document filing on occasion and in consultation with the Executive Director.**

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

~~Familiarity of working in a non-profit administrative setting. Ability to work with, and assist library system Executive Director and fifteen member Board of Trustees. Experience communicating frequently and effectively by email and phone with member libraries, board members and other organizations. Knowledge of computer applications for combining documents, sending and receiving documents, and filing/storing documents both in digital and print format. Setup for all library system meetings.~~

- **Demonstrates comprehensive knowledge of administrative assistant work.**
- **Upholds professional values and ethics and abides by all laws.**
- **Proficiency in use of spreadsheets, word processing, online interfaces, and multiple computer applications.**
- **Gathers statistics, analyzes information, and writes reports.**
- **Respects and maintains confidentiality of library system privileged or propriety information. Exhibits innovative, enthusiastic, and adaptive qualities.**
- **Schedules time effectively, meets deadlines, and manages interruptions.**
- **Plans, develops, and implements administrative duties using strong project management skills.**
- **Communicates well and demonstrates empathy.**
- **Collaborates with other library system divisions and aligns office goals with Plan of Service.**

- Works cohesively in a team and project-based environment.
- Demonstrates a commitment to environmental and social sustainability practices.

### **GENERAL KNOWLEDGE, SKILLS AND ABILITIES**

~~Ability to make decisions in accordance with policies and procedures of the library system. Capacity to handle multiple priorities, and is accurate and attentive to detail. Meets deadlines while managing interruptions. Good written and verbal communication skills. Knack to deal tactfully and courteously with others. Aptitude to recognize and maintain need for confidentiality.~~

### **MINIMUM QUALIFICATIONS**

- Associate degree in business administration or related field, and/or equivalent experience.
- Prior experience working in non-profit environment including work with administrative professionals and board members.
- Notary public.
- Valid driver's license.

### **EXAMPLES OF WORK**

- Assists Executive Director by preparing and distributing documents to member libraries.
- Supports professional staff in coordinating grant and funding applications.
- Works cooperatively with library system team members to coordinate supply purchases.
- Communicates by phone and email with libraries and other organizations for the Executive Director.
- Prepares Board Packet for library system board meetings.
- Attends library system board meetings and ~~some~~ committee meetings as needed to record accurate minutes in collaboration working with library system Secretary.
- Maintains member library directory.
- Supports Foundation for Southern Tier Libraries projects work when needed.
- Assists with compiling library system and member library annual statistics.
- Works with third-party vendors on office equipment maintenance contracts.
- ~~Updates library system calendar both in-house and online.~~
- Serves as notary public for organizational documents.
- Uploads administrative documents to library system website.
- Makes copies of library system documents, and files according to library system policy.
- Assists in the coordination of library system events.
- Helps with processing of delivery mailbags and ILL materials when needed.
- Maintains current listservs for online platforms.
- Performs other duties as assigned.

### **ADDITIONAL DEMANDS AND WORK ENVIRONMENT**

- Required in-person office work with a flexible weekday schedule.
- Occasional remote work.
- Reasonable accommodation shall ~~may~~ be made to enable all qualified individuals to perform the essential functions.

- Infrequent local travel. ~~Ability to drive library system vehicle to and from libraries, businesses or agencies.~~

*Approved by the Southern Tier Library System Board of Trustees 01/16/2016. Updated 01/16/2024.*

**DELIVERY COORDINATOR**  
DIVISION OF PROFESSIONAL DEVELOPMENT & OUTREACH



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**GENERAL STATEMENT OF DUTIES**

This is a level 3 part time non-exempt position serving within the Division of Professional Development & Outreach. This 19 hour a week position works under the supervision of the Division Head, and is responsible for the coordination of overall delivery services, and ensuring the interchange of materials between STLS and its members and affiliated agencies.

**ESSENTIAL FUNCTIONS OF THIS POSITION**

Coordinates library system delivery services, which includes general oversight of part time delivery drivers, delivery routes, and the movement of library materials and resources to and from member libraries and affiliated agencies.

Fosters professional relationships between drivers and libraries, and regularly communicates delivery changes to affected libraries and agencies.

Trains drivers on delivery procedures and library system policies as they apply to delivery.

Drives delivery routes on a weekly-basis, and serves as a substitute to drivers when routes can not be staffed.

Facilitates the maintenance of library system delivery and consultant vehicles.

This person is expected to work without direct supervision and exercise good judgment when making decisions while on the road. Represents STLS with member library staff and others encountered during the work day.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

This position requires the ability to exercise good judgment in handling of minor delivery problems and in the care and operation of delivery vehicles. This person must be able to set schedules, analyze and determine delivery routes, follow oral and written instructions, keep to a schedule, show attention to detail in sorting and delivering materials accurately and keep logs of maintenance supplies and garage schedules, and be adaptable in the face of unforeseen circumstances. A high degree of responsibility and personal integrity is required as this person has possession of keys to member libraries. This person must have a general knowledge of STLS services, be able to interact well with a variety of people, represent the library system positively, and work well with colleagues. Demonstrates a commitment to environmental and social sustainability practices.

**MINIMUM QUALIFICATIONS**

- High school diploma or GED.

- Current New York state driver's license with a clean driving record.
- This job requires lifting, loading, and carrying up to 50 lb. bags in all weather conditions, up and down stairs, including up to 17 locations per day.

## **EXAMPLES OF WORK**

- Coordinates and oversees overall library system delivery services by scheduling library system delivery drivers and delivery routes, including the movement of material and resource delivery to member libraries, assisted-living facilities, and correctional facilities.
- Maintains administrative and mechanical records of overall delivery services per STLS policy.
- Conducts probationary and annual evaluations of delivery drivers.
- Develops procedures and policies for successful implementation of delivery.
- Onboards and trains delivery drivers consistently.
- Communicates with libraries and delivery drivers about delivery-related matters.
- Responds to requests and concerns from libraries and affiliated agencies.
- Coordinates regular maintenance and service of all STLS vehicles with appropriate vendors.
- Keeps all STLS vehicles equipped and cleaned regularly.
- Facilitates quarterly delivery driver meetings to help drivers network and stay informed.
- Organizes and cleans STLS garages for safe storage of vehicles.
- Loads delivery vehicle with bags weighing up to 50 lbs.
- Off loads and picks up deliveries at member libraries requiring walking up and down stairs in all weather conditions – up to 17 locations per shift.
- Sorts materials as picked up for delivery on route.
- Responds to requests for delivery supplies from librarians.
- Takes recyclables to transfer station, and performs building maintenance tasks as needed.
- Assists Division Head and Executive Director with delivery-related projects.
- Other duties as assigned.

*Approved by the Southern Tier Library System Board of Trustees 12/17/2019.*

*Updated: January 16, 2024.*



**OUTREACH & SUSTAINABILITY CONSULTANT**  
DIVISION OF PROFESSIONAL DEVELOPMENT & OUTREACH

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**GENERAL STATEMENT OF DUTIES**

This is a level 4 full time, exempt, professional position serving in a leadership role within the Division of Professional Development & Outreach. The Outreach & Sustainability Consultant provides support to member libraries relative to all aspects and approaches of library operations specific to ~~adult services, agency partnerships and~~ coordinated outreach, agency partnerships, ~~with a focus on~~ EDISJ (equity, diversity, inclusion and social justice) practices, and environmental and social sustainability. Areas of specialization include community engagement, relationship building, development of innovative and accessible library spaces, monitoring trending services, leadership, and EDISJ and sustainability practices.

**ESSENTIAL FUNCTIONS OF THIS POSITION**

**Continuing Education:** Consistently participates in professional development training to stay current on trends and best practices relative to *General Statement of Duties*. Continually develops proficiency ~~learns to serve~~ as a library system expert in all things related to public library practices, specifically ~~adult services~~ agency partnerships, coordinated outreach, ~~and~~ EDISJ, and environmental and social sustainability.

**Programming:** Works to educate, encourage and support library directors and staff to lead at high levels of efficiency, ~~resulting in which results~~ in local library services that enhance community engagement through ~~adult services~~, agency partnerships, coordinated outreach, ~~and~~ EDISJ, and environmental and social sustainability. Focuses on ~~using~~ utilizing tools, resources and knowledge that align with best practices to help libraries exceed standards through training opportunities. Employs trending and innovative ~~methods~~ ways within the field. Benchmarks national and state practices.

**Outreach:** Coordinates system-wide activities specific to outreach services while incorporating EDISJ and environmental and social sustainability practices. Such activities include establishing agency relationships to support residents most in need, administering mini-grants and awards to libraries, assisting correctional facilities and jails, ~~coordinating chairing~~ library system Coordinated Outreach Services Advisory Council (COSAC), actively participating in NYS library system's outreach coordinators group, and fielding requests for NY State Talking Book and Braille Library.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Exhibits innovative, enthusiastic and adaptive qualities.
- Willing to work flexible schedules to meet member libraries' needs.
- Strong desire to develop agency partnerships and professional relationships.
- Demonstrates leadership skills and aspires to ~~advance~~ move up within the field forward.
- Schedules time effectively, meets deadlines, and ~~manages~~ deals with interruptions.
- Works cohesively in a team and project-based environment.
- Able to plan, develop, and implement library system training.
- Communicates successfully in front of audiences, board members and library staff.
- Expresses a high-level of empathy for libraries and people with diverse skill sets.

Ability to collaborate with other library system Divisions and align goals with Plan of Service.  
Proficient in multiple computer applications, and technologically savvy.

### **MINIMUM QUALIFICATIONS**

- Master's degree from an ALA accredited library school
- Strong commitment to providing public library support within a fast-paced work environment.
- Valid driver's license.

### **OTHER QUALIFICATIONS**

- Knowledge of New York State Education laws as they pertain to Public and Association Libraries.
- Demonstrated ability to build partnerships with other public agencies.
- Strong understanding of equity, diversity, inclusion and social justice professional practices.
- **Commitment to environmental and social sustainability professional practices**
- Prior experience working in a fast-paced customer-focused organization.
- Professionalism and commitment to the field of library science and information.
- Active participation in State-level initiatives and Associations.

### **EXAMPLES OF WORK**

- Organizes and/or conducts training workshops pertaining to *Essential Functions of Position*.
- Collaborates with library system MLS team to create learning opportunities, including conferences, workshops, meetings, webinars, tutorials and online learning.
- Serves as consultant to member libraries with a focus on ~~adult services~~, agency partnerships, coordinated outreach, ~~and~~ EDISJ, **environmental and social sustainability**, and **grant writing**.
- Makes regular site visits to member libraries and meets with library directors and staff.
- Builds relationships between non-profit agencies, member libraries and library system.
- Helps libraries develop ~~adult-based~~ services and programs that incorporate **agency partnerships**, outreach, **EDISJ**, and **environmental and social sustainability**, ~~and EDISJ through agency partnerships.~~
- ~~Authors~~ **Leads curation of EDISJ and environmental and social sustainability web and social media content.** ~~to engage with members and assists in library system website and social media pages. maintaining~~
- **Leads STLS' Sustainable Libraries Initiative Team and coordinates related activities and reporting.**
- Designs EDISJ training for library system staff in partnership with Executive Director.
- **Represents STLS on the Directors' Advisory Council's DEI Committee and participates on subcommittees.**
- Works with library system staff to develop member library training materials; ~~includes resource kits to support member library programs.~~
- Facilitates consultant collection **management development** through book and subscription vendors.
- **Facilitates collection management development of the Adult Large Print and Audio rotating collections.**
- Participates in library system team meetings and member library meetings.
- Works with correctional facilities' librarians to implement state required annual service agreements.
- Networks with other librarians across New York State specific to *Essential Functions of Position* and participates in professional associations and activities to stay connected to the library community.
- Participates in local, regional and state meetings to offer knowledge and stay informed.
- Prepares state, local, and other System plans, statistical, or narrative reports as needed.
- Other duties as assigned.

### **ADDITIONAL DEMANDS AND WORK ENVIRONMENT**

- Frequent travel throughout System's region, and quarterly State-wide travel.
- ~~Sitting, talking, listening and standing.~~
- Reasonable accommodations can be made to enable all eligible individuals to perform the essential functions.

*Approved by the Southern Tier Library System Board of Trustees 04/18/2017.*

*Updated: 10/15/2019, 04/20/2021, 01/16/2024.*

Form RD 1942-8  
(Rev. 2-98)

*Position 5*  
UNITED STATES DEPARTMENT OF AGRICULTURE  
RURAL DEVELOPMENT

FORM APPROVED  
OMB NO. 0575-0015

## RESOLUTION OF MEMBERS OR STOCKHOLDERS

Southern Tier Library System

(Name of Association)

9424 Scott Road / Painted Post, New York 14870

(Address, including Zip Code)

RESOLVED, that the Governing Board of this Association be and it hereby is authorized and empowered to take all action necessary or appropriate —

1. To obtain for and on behalf of the Association through the United States Department of Agriculture (USDA) or any other Governmental agency:

(a) A loan in a sum not to exceed \$ 220,915.19 ;

(b) A grant in a sum not to exceed \$ 220,915.19 ;

to be advanced by the lender or grantor in one or more advances at such time or times as may be agreed upon.

2. In case of a loan or grant or both —

(a) For the execution of such application or applications (including exhibits, amendments and/or supplements thereto) as may be required;

(b) For the execution and delivery to the lender or grantor of all such written instruments as may be required in regard to or as evidence of such loan or grant; and

(c) In its judgment to carry out the terms of this resolution.

3. And in case of a loan —

(a) To obligate this Association for the repayment of the loan at such rates of interest and on such other terms and conditions as the Governing Board shall deem proper;

(b) To pledge, hypothecate, mortgage, convey, or assign property of this Association of any kind and in any amount now owned or hereafter acquired, as security for any or all obligations (past, present and/or future) of this Association to such lender; and

(c) From time to time to pay, extend, or renew any such obligations.

### CERTIFICATION

I, the undersigned, as Louise Richardson, Secretary of the above named Association, hereby  
(Secretary) (Acting Secretary)

certify that said Association on the 16th day of January, 19 2024, had Twelve (12)  
(Number)

Trustees of the Board ; that Twelve (12) of these  
(members) (stockholders) or (shares of voting stock outstanding)

constituted a quorum; that Twelve (12) said members or stockholders or shares of voting stock were present at a meeting  
of the members or stockholders duly called and held on the 16th day of January, 19 2024;

that the foregoing resolution was adopted at such meeting by the affirmative vote of Twelve (12) said members  
or stockholders or shares of voting stock; and that said resolution has not been rescinded or amended in any way.

Dated this day 16th of January, 19 2024.






Secretary of Southern Tier Library System Board

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.





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

The Executive Director spent the months of November/December engaged in the following activities:

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**Week of November 13:** Attended Advocacy Planning meeting with STLS staff to discuss 2024 campaign. Participated in STLS Board of Trustees Finance & Facilities and Personnel & Policies committees' meetings. Visited Cuba Circulating Library to conduct annual trustee training for library board. Interviewed candidate for Accounting Specialist position. Attended STLS IT/ILS meeting. Facilitated STLS Staff training and meeting with a focus on emergency procedures. Attended monthly meeting with New York State Library to discuss state-related issues. Attended Chemung County Library District's continuing education morning workshops.
  
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**Week of November 20:** Attended STLS Directors' Advisory Council's Strategic Planning Committee meeting. Met with Southern Tier Digital Equity Coalition to discuss bylaws creation and strategic planning. Participated in STLS Board of Trustees monthly meeting. Visited the Whitesville Public Library to conduct annual trustee training for library board.
  
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**Week of November 27:** Attended NYS Public Library Construction Aid facilitators meeting with NYS Library. Facilitated Southern Tier Digital Equity Coalition's Public Comment Session meeting on behalf of NYS ConnectALL Office. Met with Belfast Library representatives to discuss the creation of a Friends' Group. Attended STLS Sustainable Libraries Initiative Team meeting. Attended Almond Library board meeting to assist in planning for upcoming public hearing on a challenge to library services. Attended the Directors' Advisory Council meeting at David A. Howe Public Library. Attended Almond Library's public hearing on a challenge to library services. Participated in Southern Tier Digital Equity Coalition's monthly meeting.
  
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**Week of December 4:** Met with Law Offices of SCA to discuss recent library service challenges, and discuss policies relating to service challenges and first amendment audits. Visited Friendship Free Library to conduct new director orientation. Attended the Directors' Advisory Council's Diversity, Equity, Inclusion Committee meeting. Visited Cuba Circulating Library to provide training on library policies. Attended STLS Overdrive Selector's meeting with member library selectors.
  
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**Week of December 11:** Participated in interviews for STLS' Program Consultant position with search committee members. Attended Cuba Circulating Library's public meeting regarding a challenge to library services. Attended Allegany County Director's meeting at David A. Howe Public Library. Participated in STLS Board of Trustees Personnel & Policies Committee meeting. Attended monthly STLS Training Team

meeting. Participated in Public Library System Directors' Organization meeting to discuss state-related library matters. Attended Foundation for Southern Tier Library monthly meeting.

 **Week of December 18:** Participated in STLS Board of Trustees Finance & Facilities Committee meeting. Met with representatives from the Friends of the Watkins Glen Public Library to discuss organizational development. Moderated Trustee Handbook Book Club with authors of the handbook. Discussed topic of financing and management of construction projects. Visited Hornell Public Library to assist with Construction Aid project closeout. Attended STLS Delivery Driver meeting. Met with Pathways – Clinical Associates to discuss STLS 2024 Employee Assistance Program contract. Met with representatives from the Village of Rushville to discuss the transitioning of the village's reading center to a municipal public library and building-related matters. Attended monthly meeting with New York State Library to discuss state-related issues.

 **Week of December 25:** Library System Director was on vacation/holiday.

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

## **November Report**

Lorie attended the New York Library Association conference in Saratoga Springs. She attended meetings for the Youth Consultants; attended a session on sustainability and climate change; attended a session on weeding; attended a session on creating calming centers for teens; attended the Empire State Award luncheon to hear Nina Crews talk about creating books for kids; attended a session of the history of LGBTQ+ characters in picture books. It was a rewarding experience in professional development and revitalization as well as an informative connection with consultants across the state.

The Great Give Back, a statewide event designed as a day of community service led by public libraries, occurred last month (October.) STLS had 46% of its membership participate in this event (22 libraries, branches & reading centers.) Libraries took the lead in 'giving' back to the community with a wide variety of community service projects. Most projects were "collections" of some sort: winter coats; supplies for local SPCAs; supplies for local Food Pantries. These "collections" created opportunities to partner with area agencies including those addressing area homelessness; issues/concerns around domestic violence; food insecurity; and with local nursing homes. Lorie, along with Box of Books Director, Mel Miller, coordinated this event.

STLS continues to distribute test kits and masks to member libraries. These supplies are shared with STLS through county Departments of Health. Supplies were distributed to 11 member libraries across 4 counties. Many thanks to Micayah Ambriz, Library Clerk, for her continued efforts to distribute the materials in a timely manner. We are grateful for the partnership with the Departments of Health.

Lorie is continuing to assist the Middlesex Public Library with weeding its collection in preparation for becoming a fully automated library with their collection barcoded and accessible via the ILS. This project will continue on into the New Year. She visited their library, made weeding recommendations and chatted with library director, Beth Garlock about plans for their future.

Exciting news from the Interlibrary Loan front: Two more libraries are familiar with the process of interlibrary loan. Both, the Bolivar Free Library and the Howard Free Library have, for the first time, placed a request for an out of system ILL. A long term goal is to ensure that all libraries are aware of this service and can assist their patrons in finding materials for their information and recreational needs that are not owned within the public libraries of the our 5 county service area.

## **December Report**

Throughout the month, Lorie attended meetings of the STLS Director's Advisory Committee (The DAC); the GST BOCES School Library Council, the Youth Services Consultants from system across the state as well as began working with Youth Services Consultants from 13 other public library systems to plan collaborative virtual summer programming sessions for children and for teens. This is the 3<sup>rd</sup> year that system consultants have provided a collaborative program. Lorie also attended a public hearing about challenged materials on the shelves of the 20<sup>th</sup> Century Club Library (Almond.)

In memory, December has always seemed like a slo-o-ow down time frame to 'catch up' on a variety of tasks. That doesn't seem to be really true now—if it ever was. December began with several gatherings for YOUTH folks. A presentation on programming tips and tricks entitled, Youth Services Hacks. This presentation drew 10 library staff members from 6 different library outlets (13% of our membership.) STLS also hosted the 4<sup>th</sup> quarter, Youth Services Advisory Group. The group was small (5 staff members from 5 library outlets—8% of our membership). Main discussion topic was adding diversity into youth collections—a particular focus was on publishers who have a commitment to diverse materials in their business plan. Keturah Cappadonia, spoke about the various Outreach Mini-Grants that members could apply for next Spring for increasing the diverse offerings at their libraries. Larissa Wagner, ILS Specialist, explained current cataloguing practices and how the ILS Team are working to make subject headings more inclusive. A 3<sup>rd</sup> gathering was the national Summer Symposium presented by CSLP (Collaborative Summer Library Program). No real 'numbers' of attendance from STLS can be determined—it is a wonderful way to begin thinking and planning for 2024 summer activities. Many thanks to the Pulteney Free Library for agreeing to host a 'watch party.' Sometimes watch parties mean that virtual events can 'take' on the aura of an in-person event—ensuring nearby folks to discuss the program content. STLS also had space for a 'watch party.' No one took advantage of these.

Lorie also participated in the statewide Youth Services phone meeting hosted by DLD (Division of Library Development), in activities surrounding the search for a Program Consultant, and in activities to assist with the transition Andy Zimmerlin to the Coordinator of Delivery Services.

Finally, dashing all the memories of December as a slo-o-ow month, much time was devoted to plans for 2024—calendar, professional development offerings including planning and partnering colleagues around the state for Collaborative Programming, with 13 other systems, and for sharing a trainer for a Sensory Storytime training with the Monroe County Library System.

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

## **November Report**

Keturah attended the 2023 NYLA Annual Conference in Saratoga Springs. While there she participated in the

NYLA Council meeting, a meeting of NY Public Library System Outreach Coordinators, STLS meet-up, various workshops, and the trade show.

Keturah participated in the virtual Northeast Summit on Climate Adaptation co-sponsored by the Sustainable Libraries Initiative.

Keturah facilitated a webinar featuring Chris Walters from the ARTS Council of the Southern Finger Lakes to help member library staff in Steuben, Schuyler, Yates, and Chemung Counties learn about ARTS Council grant funding opportunities. The webinar was attended by representatives from seven STLS member libraries.

Keturah facilitated the Fall meeting of the Coordinated Outreach Services Advisory Committee (COSAC), where the committee made grant funding decisions for the 2023 Outreach Mini-Grants and the 2023 Diversity, Equity, and Inclusion Micro-Grants. \$7,000 was awarded in Outreach Mini-Grants to eleven member libraries. \$3,500 was awarded in DEI Micro-Grants to six member libraries.

Keturah submitted fourth quarter orders for STLS Rotating Collection materials including audiobooks and large print books.

Keturah visited the Belmont Library to meet with Library Director Curtis Decker to consult about grant writing.

Keturah served as a reviewer for applications for the Public Library Association 2024 Conference Scholarship grants.

Keturah attended various meetings including STLS Training Team, STLS Advocacy Team meeting, Division of Professional Development and Outreach, ILS meeting, STLS Mid-Quarter Refresh, STLS Sustainability Committee, DAC meeting in Wellsville, STLS Program Consultant Search Committee meeting and an ALA Special Council Virtual Meeting.

## **December Report**

Keturah met with Greg Harris, Senior Librarian at Elmira Correctional Facility, for a consultation on collection development and book ordering for ECF.

Keturah participated in virtual interviews for candidates for the Program Consultant position.

Keturah completed the activities report for the Social Justice Activities Plan 2021-2023 and created goals for the 2024-2027 plan.

Keturah attended meetings of the Board of Trustees of the Almond and Cuba libraries to hear public comment about book challenges.

Keturah visited the Prattsburg and Friendship libraries for consultations with recently hired Library Directors.

Keturah presented on outreach grant projects at the Youth Services Advisory group meeting.

Keturah attended the STLS Triple M meet up, DAC Circulation Committee Meeting, DLD Outreach quarterly meeting, monthly Outreach Coordinators meeting, Allegany County Library Directors meeting in Wellsville, and the STLS Training Team monthly meeting.



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

**November 2023 Monthly Report**

During the month of November 2023, Erika Jenns attended the New York Library Association conference in Saratoga Springs. While there, she met with Claire Lovell from the South Central Regional Library Council about possible funding for newspaper digitization at STLS member libraries. Erika presented a session at the conference with Erik House from the Southeast Steuben County Library and Jin Hyun Bae from Queens Public Library about using DigitalLearn.org resources to provide technology training in libraries. She coordinated the STLS social event and networked with STLS staff, members, and guests. And, she met with staff from North Country Library System to discuss OverDrive collection management.

Erika continued coordinating the partnership between STLS, Wide Awake Club Library, David A. Howe Public Library, and the Allegany County Office for the Aging to offer digital literacy workshops at senior luncheons in Allegany County. Two new staff members have taken on the role of presenting workshops at both the Fillmore and Wellsville luncheon sites. Erika met with Sarah Trumpp from Wide Awake Club Library to prepare for the November workshop.

Other November activities included virtual meetings with staff around the state about planning a system-wide library tour. Erika had calls with folks at Nassau Library System, Chautauqua-Cattaraugus Library System, and Upper Hudson Library System. She led the Sustainability Round Table Public Advocacy and Awareness subcommittee meeting this month and attended the SustainRT Steering Committee meeting. She also participated in the STLS Sustainable Libraries Initiative Committee meeting.

Erika met with Brian and Keturah to begin planning for the 2024 library advocacy season. She consulted with Michelle at Southeast Steuben County Library and Claire Lovell from South Central Regional Library Council to discuss options for newspaper digitization at SSCL. She participated in the review of applications for the Program Consultant position; collaborated with Lorie Brown to review items in the solar eclipse kits and planned for kit distribution; she attended the Almond Library public hearing; and she had a new director meeting with Elisabeth Cowley at the Wayland Free Library where they discussed the library building, technology needs, and STLS services.

During the month of December 2023, Erika Jenns attended the South Central Regional Library Council Board meeting, STLS DEI Committee meeting, SCRLC Digitization Advisory Group meeting, Sustain RT Public Awareness and Advocacy meeting, and the Sustain RT Steering Committee meeting. Outside of committee work, Erika met with Mandy Fleming to discuss the STLS website and pages related to the ILS, cataloging, and processing. And, she attended board meetings for the Cuba Circulating Library and the Southeast Steuben County Library.

**December 2023 Monthly Report**

With regard to the OverDrive digital collection, Erika met with Doris Jean Metzger and Emma Howard at Steele Memorial Library to talk about OverDrive selecting. The group spent a few hours reviewing the OverDrive Marketplace for selectors and discussing selection strategies. Erika also connected with Holly Melott at Steele

Memorial Library to discuss CCLD OverDrive spending in 2023. And, she hosted the STLS OverDrive selectors meeting where the group reviewed collection development policies and goals, along with 2024 spending totals.

As part of an ongoing project, Erika hosted a check-in meeting between the Allegany Office for the Aging, the David A. Howe Library, and the Friendship Free Library to discuss the Allegany Digital Literacy Project. At this time, workshops are being offered every other month in both Wellsville and Friendship, using the curriculum provided by the Public Library Association through DigitalLearn.org.

Erika visited the Dormann Library for a website consultation with Wayne Grimes. She spent a few hours with Wayne reviewing the current library website and discussing options for how the site can be managed going forward. She also connected with another staff member, Jami Long, regarding the Dormann website, and encouraged library staff to work with their director to submit a Help Desk request for a sandbox, which will allow them to rebuild the website offline. Erika also had a new director visit with Sarah Trumpp at the Friendship Free Library.

Other December activities included: participation in the interview process for the Program Consultant position at STLS; creation of social media posts and emails to library advocates encouraging them to take action and contact Governor Hochul, urging her to fund libraries; and a meeting with Heidi Eckerson from Finger Lakes Library System to discuss OverDrive and planning for summer 2024 library tours. Additionally, Erika led a virtual workshop with Brian Hildreth on member library websites and New York State Minimum Standards.

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

## **November Report**

During November, IT worked on 112 Help Desk requests for STLS staff and member libraries. The monthly operating system patch cycle was performed on all Red Hat Linux and many Windows servers. Weekly meetings with IT department staff were held.

Staff attended a NYS Public Sector Cyber-security conference in Albany and a Technology Summit. The last quarter ILS meeting was held and several E-rate filings were completed. A meeting with STN and 4CLS was held.

Individually these are some highlights of IT staff work:

### **Pat Beeman -**

- Visited Montour to work on a M67 issue.
- Help library staff with a MS Publisher problem.

### **Tom Lawrence -**

- Migrated the Help Desk server to our VMware platform and upgraded it to the latest version.
- Worked with Meraki so change our MX250 to an advanced security license and test a DNS security option for malware blocking.
- Worked on WordPress migrations.

**Nick Allington -**

- Imaged and deployed ARC PCs to Belfast.
- Work on Friendship desktop and printer issues.
- X5228 calls.

**December Report**

During December, IT worked on 104 Help Desk requests for STLS staff and member libraries. The monthly operating system patch cycle was performed on all Red Hat Linux servers and the annual subscription for patches was renewed. Weekly meetings with IT department staff and a monthly meeting with CCLD were held.

Staff presented an Intro to Microsoft Teams workshop for libraries, fixed a STARCat issue with the Tomcat webserver stopping and resolved a WiFi printing issue in Arkport.

The annual renewal for the Meraki mobile device management software was processed. This MDM product secures STLS and library laptops.

Individually these are some highlights of IT staff work:

**Pat Beeman -**

- Helped Rushford resolve an audio issue preventing a laptop from joining a Teams meeting.
- Responded to a 5228 call about STARCat being down on Christmas Day.

**Tom Lawrence -**

- Continued WordPress website migrations.
- Worked on a content filtering issue for dark fiber libraries causing web pages to load slowly.

**Nick Allington -**

- Helped the Cohocton library with a computer that couldn't print.
- Assisted a Penn Yan library staff member gain access to old email.

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

Here is our monthly report for November, I tried to keep it extra short and sweet:

**E-rate**

- Submitted \$1,680.00 in E-rate reimbursements for Scio monthly charges - the last of the monthly charges for FY 2022-2023; funds received in December.

## **ILS**

- Kylie, Larissa and Casey were very thankful for the opportunity to attend NYLA! Two of the most useful programs they attended addressed weeding and dealing with difficult people.
- Discarded 8,292 LOST and OLDLOST items.
- Removed 4,252 inactive patron records from the database.
- Prepared for and presented a well-attended ILS Meeting.
- Kylie visited Rushville to review Item Maintenance Training.
- Kylie and Casey visited Belmont to provide BCA Training.
- I visited Friendship to provide New Director ILS Training.
- Patrons are now able to update their own contact information in STARCat, and renew their borrowing privileges - this is a wonderful customer service improvement for STARCat.
- The ILS Team is working on updated documentation for searching in WorkFlows - we will share the documentation with the Cataloging Advisory Committee for feedback, and then the system at large.
- We are also working on SirsiDynix-provided custom BCA reports that show total titles with DEI-related subject headings, to make them more useful for our libraries.

## **Cataloging**

- We are currently at a turnaround time of 2 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, and are trying to 'get ahead' of the upcoming holidays and vacations that usually put us a little behind.
- After continued efforts to work with Ingram on the MARC record charges, they are now willing to negotiate an STLS-specific sales agreement that includes free MARC records for our libraries. The DAC approved a change in the Ingram discount level for trade hardcovers from 44% to 43% so that the MARC record fees could be waived. We are waiting to hear back from Rob to see if Ingram approves this change.
- Working with Tam at Baker and Taylor to increase their discount level on trade hardbacks, which is currently at 41%.

## **General STLS**

- Worked with Erika to update the STLS website page that addresses vendors and physical processing.

## **E-rate**

- Submitted and received \$157,572.15 in E-rate reimbursements for Category 2 Network Equipment Upgrades and Licenses, with Ken.

## **General ILS**

- Removed 9,545 inactive patron records from the database.
- Kylie and Casey visited Belmont to provide BCA Training.
- I visited Bath to provide User Announcement Email Training.
- Casey visited Hector to provide barcoding support and Montour Falls to provide BCA Training.

- Kylie, Larissa and Casey visited the Chemung County Historical Society to assist with an Inventory Project. Kylie has taken the lead on this project and has been inventorying the items in WF, after working from a spreadsheet of titles found during their visit in December. Inventories are usually a straight-forward project of scanning all books' item IDs in a library's collection, however the majority of CCHS's collection does not have item IDs notated on the items - which makes it a much more time-consuming project. Kylie and Casey (plus Larissa and myself as time allows) will continue to work on this project in 2024. We are also cataloging items on the shelf that are not currently in the catalog.
- Casey attended a SirsiDynix instructor-led course on BCA and put the knowledge gained there to immediate use by creating a helpful report that allows us to isolate incorrect DVD call numbers.
- Larissa had created a work-in-progress report in BCA showing the number of titles in the system with LGBTQIA+ related subject headings, this proved to be extremely timely and helpful when a library requested that information about their collection in December.
- Prepared for and facilitated a DAC Circulation Committee meeting.
- Scheduled biannual Assumed Lost reports to run yearly on Jan 1<sup>st</sup> that show libraries the titles they own that have gone assumed lost in 2023, so they can decide whether or not to replace them.
- Scheduled WorkFlows and BCA Annual Statistical Reports to run on Jan 1st.
- Completed Round 1 of the Unfillable Holds Project - sent libraries reports of items they owned with holds, that were missing or lost. Thirty-six items were found and holds were filled during this round. In early January, I will run the Round 2 reports for libraries to follow up with their patrons that still have holds on missing or lost items.

### **Cataloging**

- We are currently at a turnaround time of 1 working day for unopened "normal" cataloging requests. While we were behind our target of 1 week in late December, due to holidays and vacations, we are now back to being fully caught up with Help Desk tickets and vendor uploads.
- After many months of back and forth on the Ingram MARC record charges; Rob at Ingram has provided us with a new Special Offer Contract which sets the Trade Hardcover discount at 43% and the MARC record fee at \$0.00 per our DAC-approved request - our lawyer is currently reviewing the new contract and we will notify libraries once that step is complete.
- Still working with Tam at Baker and Taylor to increase their discount level on trade hardbacks, which is currently at 41%.

### **General STLS**

- Prepared for and attended the first round of interviews for the Program Consultant position.