

**STLS BOARD MEETING**

Tuesday, April 16, 2024 - 2:00 pm  
Angelica Free Library, Angelica, NY 14709



**AGENDA**

- 1. Agenda Doc. #24-37
- 2. Approval of Minutes – March 2024 \*FOR APPROVAL Doc. #24-38
- 3. Treasurer’s Report –March 2024 \*FOR APPROVAL Doc. #24-39
- 4. Financial Clerk’s Report – March 2024 \*FOR APPROVAL Doc. #24-40
- 5. 1<sup>st</sup> Quarter Profit & Loss Statement – March 2024 \*FOR APPROVAL Doc. #24-41
- 6. 1<sup>st</sup> Quarter Claims Auditor Report – March 2024 \*FOR APPROVAL Doc. #24-42
- 7. 2023 End of Year Profit & Loss Statement \*FOR APPROVAL Doc. #24-43

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

**COMMITTEE REPORTS**

- 8. Executive Committee – Kathy Green
- 9. Personnel & Policies Committee – Barbara Hubbell (Minutes) Doc. #24-44
- 10. Finance & Facilities Committee – Sisi Barr (Training Policy) Doc. #24-45
- 11. Public Relations Committee – Lynnette Decker (Minutes – Provided at Meeting) Doc. #24-46
- 12. Foundation for Southern Tier Libraries – Louise Richardson (Minutes) Doc. #24-47
- 12. Foundation for Southern Tier Libraries – Louise Richardson (Minutes) Doc. #24-48

**BOARD ACTIONS**

- 13. Expenditure Approvals -Monthly Unpaid Bills Detail \* FOR APPROVAL Doc. #24-49

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

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

- 14. Receipt Approvals – Monthly Deposit Summary \* FOR APPROVAL Doc. #24-50

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

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

15. Approve Proposed Revisions to Meeting Room Policy

**\* FOR APPROVAL**

(See March 2024 Board Packet) **Doc. #24-28**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the Meeting Room Policy as presented at the March 19, 2024 board meeting, which includes a name change to the Building Use and Access Policy, and considers any revisions incorporated during board meeting discussion.

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

16. Approve Proposed Revisions to Internet Safety Policy

**\* FOR APPROVAL**

(See March 2024 Board Packet) **Doc. #24-29**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the Internet Safety Policy as presented at the March 19, 2024 board meeting, and considers any revisions incorporated during board meeting discussion.

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

17. Approve the Sustainability Policy

**\* FOR APPROVAL**

**Doc. #24-51**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the Sustainability Policy as presented at the March 19, 2024 board meeting, and considers any revisions incorporated during the Personnel & Policies Committee meeting on April 9, 2024 and during board meeting discussion.

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

18. Approve Proposed Revisions to the Deputy Director Job Title/Description

**\* FOR APPROVAL**

**Doc. #24-52**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the revisions to the Job Title & Description of the Deputy Director position as presented at the April 16, 2024 board meeting, which includes a name change to Assistant Director – Director of Librarianship, and considers any revisions incorporated during board meeting discussion.

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

**BOARD INFORMATION**

19. Old Business
20. New Business
21. Library Networking
22. President's Report
23. Monthly Library System Staff Reports

**Doc. #24-53**

Public Expression (15 minutes)

Adjournment

Next meeting: Southern Tier Library System, 9424 Scott Road/Painted Post, NY  
Tuesday, May 21, 2024 at 2:00 p.m.

**STLS BOARD MEETING**  
**Tuesday, March 19, 2024 - 2:00 pm**  
**Southern Tier Library System, Painted Post, NY 14870**

**MINUTES**

**TRUSTEES PRESENT:**

Richard Ahola – 2027	
Betsy Gorman – 2024	
Kathy Green-2026	
David Haggstrom – 2025	
Barbara Hubbell – 2024	
Susan McGill - 2024	
Louise Richardson – 2024	
Richard Urban – 2024	

Excused: Sisi Barr – 2028, Rachel Barbour – 2024, Lynnette Decker -2025, Mary-Claire Krebs – 2027, Michael Steffens – 2027, Vacant Allegany County Seat – 2025, Vacant Schuyler County Seat - 2023

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

President K Green called the meeting to order at 2:10 pm

**1. AGENDA** **\*FOR APPROVAL** **Doc.#24-21**  
**Received and Filed**

**2. Approval of Minutes – January 2024** **\*FOR APPROVAL** **Doc. #24-22**  
**Received and Filed**

**3. Treasurer’s Report – January 2024** **\*FOR APPROVAL** **Doc. #24-23**  
**Received and filed**  
 See #4, February 2024 Treasurer’s Report.

**4. Treasurer’s Report – February 2024** **\*FOR APPROVAL** **Doc. #24-24**  
**Received and filed.**

B Hildreth’s Treasurer’s report for February 2024 considers January 2024 Treasurer’s Report numbers. STLS is up about \$200,000.00 in accounts receivable from this time last year due to January ILS Cost Share billing. There are no major changes to fixed assets. The yearly audit with Mengel, Metzger and Barr will take place the third week of April 2024. After the audit, the board will see changes in depreciation in future

Treasurer's reports.

**5. Financial Clerk's Report – January 2024 \*FOR APPROVAL Doc. #24-25  
Received and Filed**

See #6, February 2024 Financial Clerk's Report.

**6. Financial Clerk's Report – February 2024 \*FOR APPROVAL Doc. #24-26  
Received and Filed**

B Hildreth's Financial Clerk's report for February 2024 considered January 2024 Financial Clerk's Report numbers. ILS Cost Share revenues show a decrease from January to February. This is because the library system only invoices once for this revenue annually. Staff Development costs are associated with attendance to the SirsiDynix Conference in Utah. 3 staff members attended. Vehicle Maintenance and Repairs were up in February due to cracked windshields on 3 of 3 delivery vans. Public Relations' costs were also unusually high in February because of Advocacy Day and STLS covering the full cost of the bus to and from Albany.

**Standing Committee Reports –**

**7. Executive Committee – Kathy Green**

K Green reported that the Executive Committee met via email and approved the agenda.

**8. Personnel & Policies Committee – B Hubbell (Minutes) Doc.#24-9**

B Hubbell asked that the Board review the Building Access and Use policy and the Internet Use policy . They will be on the agenda for approval in April. B Hildreth added that he will have the Committee review the Sustainability policy in April and it will be presented to the Board after the review.

The committee received the Deputy Director job description to review. Changes to the description were suggested, those will be made and the job description will be brought back to the Personnel and Policies Committee in April. B Hildreth reported the position will be reinstated near the time current Division of Professional Development and Outreach head Lorie Brown retires, which is in June 2024.

**\*\* Move to go into Executive Session to discuss staff contract negotiations.  
Motion by B Hubbell and second by D Haggstrom. Executive session started at  
2:22 pm. Executive session ended at 2:29 pm. \*\***

**9. Finance & Facilities Committee – B Gorman**

(Minutes) **Doc.#24-10**

(Minutes) **Doc.#24-11**

B Gorman reported the Finance and Facilities Committee reviewed the January and February financial statements. Cost-share invoices were sent to member libraries in January and those payments are starting to come in. Cash flow is in good shape, and all job positions currently filled. The annual audit will be held the week of April 18.

B Gorman reported on Facilities. B Hildreth will be gathering quotes for tree trimming and removal. The front doors of the building need to be replaced. Elmira Structures will give a quote for the replacement. Elmira Structures also provided a roof replacement quote for the building. It will be roughly \$365,000 for a complete replacement. B Hildreth added that STLS will put in a construction aid application for the roof replacement.

**10. Public Relations Committee – K Green**

K Green stated that the committee discussed Advocacy day. The trip to Albany was a success. Construction Aid will have the same guidelines as before. The Annual meeting will be held at the Steele Memorial Library in Elmira on Friday, October 4, 2024.

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

L Richardson reported that the Foundation distributed grant applications. The applications are due in April and the grants will be awarded in May. The application process is all online this year. The Foundation is creating an award for a person who goes above and beyond for libraries. The award will be given out in September. L Richardson added that the Foundation also purchased fundraising software.

**BOARD ACTIONS**

12. Expenditure Approvals -Monthly Unpaid Bills Detail **Doc. #24-33**  
**\* FOR APPROVAL**

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 \_\_\_8\_\_\_ Nay \_\_\_0\_\_\_ Abstain \_\_\_0\_\_\_ Absent \_\_\_5\_\_\_ Vacant \_\_\_2\_\_\_  
 Approved/Failed: Approved  
 Discussion: None

13. Receipt Approvals – Monthly Deposit Summary **Doc. #24-34**  
**\* FOR APPROVAL**

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 \_\_\_8\_\_\_ Nay \_\_\_0\_\_\_ Abstain \_\_\_0\_\_\_ Absent \_\_\_5\_\_\_ Vacant \_\_\_2\_\_\_  
 Approved/Failed: Approved  
 Discussion: None

14. Appointment of Accounting Specialist Position **\* FOR APPROVAL**

Executive Director Recommendation: The STLS Board of Trustees approves the probationary appointment of Angela Bates to the Part Time Accounting Specialist position at a starting hourly rate of \$30.00. Permanent position appointment is defined and determined by the Staff Organization Contract 2021 – 2024.

Move: \_\_\_\_\_ B Gorman \_\_\_\_\_ Second \_\_ L Richardson \_\_\_\_\_  
Aye \_\_ 8 \_\_ Nay \_\_ 0 \_\_ Abstain \_\_ 0 \_\_ Absent \_\_ 5 \_\_ Vacant \_\_ 2 \_\_  
Approved/Failed: Approved

Discussion: B Hildreth reported that Angela has been with STLS since December. Her training is ongoing, and she is continuing to learn in the position.

15. Appointment of Program Consultant Position \* **FOR APPROVAL**

Executive Director Recommendation: The STLS Board of Trustees approves the probationary appointment of Haleigh Mikolajczyk to the Program Consultant position at a starting annual salary of \$47,000. Permanent position appointment is defined and determined by the Staff Organization Contract 2021 – 2024.

Move: \_\_\_\_\_ B Hubbell \_\_\_\_\_ Second \_\_ R Ahola \_\_\_\_\_  
Aye \_\_ 8 \_\_ Nay \_\_ 0 \_\_ Abstain \_\_ 0 \_\_ Absent \_\_ 5 \_\_ Vacant \_\_ 2 \_\_  
Approved/Failed: Approved

Discussion: B Hildreth stated that Haleigh has a Master’s Degree from the University of Buffalo. She has worked at Alfred University Libraries and the Hornell Public Library. She has been a great addition to the team by helping with current projects and meeting with member libraries.

16. Approve Proposed Revisions to the STLS Organizational Chart **Doc. #24-35**  
\* **FOR APPROVAL**

Executive Director Recommendation: The STLS Board of Trustees approves the proposed revisions to the STLS Organizational Chart to reflect current staff appointments as presented at the March 19, 2024 board meeting considering any revisions during board meeting discussion.

Move: \_\_\_\_\_ B Gorman \_\_\_\_\_ Second \_\_ R Ahola \_\_\_\_\_  
Aye \_\_ 8 \_\_ Nay \_\_ 0 \_\_ Abstain \_\_ 0 \_\_ Absent \_\_ 5 \_\_ Vacant \_\_ 2 \_\_  
Approved/Failed: Approved

Discussion: B. Hubbell inquired about the timing of the approval of the organizational chart when there will be a new position to fill soon. B Hildreth stated that the org chart reflects the current status to the organization and will have to be presented to the board, again, after that change is made.

**BOARD INFORMATION**

**17. Old Business –**

None

**18. New Business –**

None

**19. Library Networking –**

B Hubbell reported that the Dolly Parton Imagination Library is now serving Yates county. It is being funded by Pro Action of Steuben and Yates. In the first two weeks of the program, 56 kids have enrolled.

R Ahola reported that the Dundee library now has front steps and use of the front door.

**20. President's Report –**

K Green wanted to thank everyone who was able to go to Advocacy Day. She also reported that the security at the Capitol thought that STLS had the "coolest" shirts.

**21. 2023 Plan of Service Goal Reporting -**

**Doc.#24-36**

B Hildreth stated that STLS is now in the third year of the 2022-2026 Plan of Service. He encouraged the board to read through the document. It will be posted online. The number of opportunities for our membership have increased. There is also an increase in participation in the programs offered. STLS has also offered more trustee training opportunities than it ever has in the past.

**Public Expression (15 minutes)**

Adjournment 2:55pm

Move: R Urban

Second: S McGill

Next meeting: Angelica Free Library, 55 W Main St, Angelica , NY – Tuesday, April 16, 2024 at 2 p.m.

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



	<u>Mar 31, 24</u>	<u>Feb 29, 24</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
1200 · Cash - Operating	4,966.51	4,242.97	723.54
1201 · Cash - Payroll	6,297.27	5,015.11	1,282.16
1202 · Cash - Money Market	908,840.15	954,816.59	-45,976.44
1203 · Cash in Certificate of Deposit	353,937.76	352,678.77	1,258.99
<b>Total Checking/Savings</b>	<u>1,274,041.69</u>	<u>1,316,753.44</u>	<u>-42,711.75</u>
<b>Accounts Receivable</b>			
1380 · Accounts Receivable	164,233.29	318,150.89	-153,917.60
<b>Total Accounts Receivable</b>	<u>164,233.29</u>	<u>318,150.89</u>	<u>-153,917.60</u>
<b>Total Current Assets</b>	<u>1,438,274.98</u>	<u>1,634,904.33</u>	<u>-196,629.35</u>
<b>Fixed Assets</b>			
<b>1100 · Fixed Assets</b>			
1102 · Building	2,112,712.60	2,112,712.60	0.00
1104 · Equipment	448,833.60	448,833.60	0.00
1105 · Internet Fiber	1,066,290.03	1,066,290.03	0.00
1106 · Vehicles	154,287.50	154,287.50	0.00
1112 · Accumulated Dep Building	-799,960.87	-799,960.87	0.00
1114 · Accumulated Depreciation	-1,202,291.78	-1,202,291.78	0.00
<b>Total 1100 · Fixed Assets</b>	<u>1,779,871.08</u>	<u>1,779,871.08</u>	<u>0.00</u>
<b>Total Fixed Assets</b>	<u>1,779,871.08</u>	<u>1,779,871.08</u>	<u>0.00</u>
<b>Other Assets</b>			
1382 · Prepaid expenses	85,892.80	85,892.80	0.00
1400 · Right of Use Lease Asset	613,174.00	613,174.00	0.00
<b>Total Other Assets</b>	<u>699,066.80</u>	<u>699,066.80</u>	<u>0.00</u>
<b>TOTAL ASSETS</b>	<u><u>3,917,212.86</u></u>	<u><u>4,113,842.21</u></u>	<u><u>-196,629.35</u></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
2600 · Accounts Payable	604.64	-822.58	1,427.22
<b>Total Accounts Payable</b>	<u>604.64</u>	<u>-822.58</u>	<u>1,427.22</u>
<b>Other Current Liabilities</b>			
2601 · Accrued P/R	5,818.22	5,818.22	0.00
2625 · Payroll Deductions Payable	929.34	1,106.24	-176.90
2626 · Flex Spending Deduction Payable	510.03	810.00	-299.97
2627 · PFL Payable to Insurance	4,702.48	4,415.76	286.72
2635 · Capital Notes Payable	105,575.48	107,777.44	-2,201.96
2640 · Accrued Compensated Absences	159,208.73	159,208.73	0.00
2800 · Lease Liability Short Term	96,540.00	96,540.00	0.00
<b>Total Other Current Liabilities</b>	<u>373,284.28</u>	<u>375,676.39</u>	<u>-2,392.11</u>
<b>Total Current Liabilities</b>	<u>373,888.92</u>	<u>374,853.81</u>	<u>-964.89</u>
<b>Long Term Liabilities</b>			
2850 · Lease Liability - Long Term	516,634.00	516,634.00	0.00

Southern Tier Library System  
 Treasurer's Report  
 As of March 31, 2024

	<b>Mar 31, 24</b>	<b>Feb 29, 24</b>	<b>\$ Change</b>
<b>Total Long Term Liabilities</b>	516,634.00	516,634.00	0.00
<b>Total Liabilities</b>	890,522.92	891,487.81	-964.89
<b>Equity</b>			
<b>3200 - Fund Balance Unrestricted</b>	2,461,013.29	2,461,013.29	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>	120,865.21	316,529.67	-195,664.46
<b>Total Equity</b>	3,026,689.94	3,222,354.40	-195,664.46
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,917,212.86</b>	<b>4,113,842.21</b>	<b>-196,629.35</b>

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

	<b>Mar 24</b>	<b>Feb 24</b>	<b>\$ Change</b>
<b>Income</b>			
4714 · Bullet Aid NYS	0.00	20,000.00	-20,000.00
4716 · State Aid Pass Through	0.00	40,000.00	-40,000.00
4719 · Interest	1,283.05	1,360.92	-77.87
4724 · Member Library IT Contracts	0.00	927.97	-927.97
4731 · Arkport Support	0.00	1,792.74	-1,792.74
4732 · Reading Center Support	0.00	17,500.00	-17,500.00
4735 · Non State Aid Pass Through	23.17	5,855.32	-5,832.15
4782 · Donations	50.00	0.00	50.00
<b>Total Income</b>	<b>1,356.22</b>	<b>87,436.95</b>	<b>-86,080.73</b>
<b>Gross Profit</b>	<b>1,356.22</b>	<b>87,436.95</b>	<b>-86,080.73</b>
<b>Expense</b>			
<b>5100 · Salaries</b>			
5141 · Professional Salaries	35,293.88	34,694.17	599.71
5142 · Non-Professional Salaries	43,888.48	43,555.51	332.97
<b>Total 5100 · Salaries</b>	<b>79,182.36</b>	<b>78,249.68</b>	<b>932.68</b>
<b>5150 · Personnel Benefits</b>			
5153 · Social Security	5,822.13	5,735.41	86.72
5154 · Workers Compensation	0.00	516.42	-516.42
5157 · Health Insurance	18,452.10	14,182.50	4,269.60
5158 · Payroll Expense - Other	839.00	1,241.90	-402.90
<b>Total 5150 · Personnel Benefits</b>	<b>25,113.23</b>	<b>21,676.23</b>	<b>3,437.00</b>
5204 · STLS Software & Small Equipment	4,341.94	747.92	3,594.02
5205 · Maintenance Contracts & Leases	491.45	491.45	0.00
5408 · Platform Fees & Licenses	5,749.00	117.60	5,631.40
5409 · STLS Telephone/Internet	16,247.14	16,294.14	-47.00
5417 · Library Materials	712.50	1,832.74	-1,120.24
5418 · Consultant Collection	516.09	0.00	516.09
5420 · Staff Development Travel	2,070.84	2,194.25	-123.41
5424 · Conference Registration	819.46	52.39	767.07
5425 · Staff & Member Library Mileage	147.74	228.61	-80.87
5427 · Programming & Annual Conference	1,000.00	553.30	446.70
5428 · Meeting Supplies	536.81	375.91	160.90
5430 · Office Supplies	421.03	360.47	60.56
5433 · Postage	10.35	0.00	10.35
5434 · Public Relations	21.73	3,095.57	-3,073.84
5435 · Member Library Pass through	9,689.69	13,290.27	-3,600.58
5442 · Professional Fees	362.00	412.00	-50.00
5444 · Accounting Support & Audit	99.00	286.50	-187.50
5450 · Utilities	1,260.26	1,539.21	-278.95
5451 · Building Maintenance & Repairs	2,068.42	1,957.98	110.44
5453 · Loan Interest	0.00	198.04	-198.04
5454 · Commercial Insurance	0.00	757.08	-757.08
5471 · Vehicle Maintenance & Repairs	870.85	1,314.87	-444.02

Southern Tier Library System  
Financial Clerk's Report  
March 2024

	<u>Mar 24</u>	<u>Feb 24</u>	<u>\$ Change</u>
5473 - Vehicle Fuel	1,427.22	1,557.73	-130.51
5474 - Vehicle Insurance	0.00	642.67	-642.67
5480 - Greenwood Reading Center Exp	1,757.60	1,202.56	555.04
5485 - Arkport Expense Account	1,905.93	1,792.74	113.19
5490 - Grants	40,198.04	435.17	39,762.87
<b>Total Expense</b>	<u>197,020.68</u>	<u>151,657.08</u>	<u>45,363.60</u>
<b>Net Income</b>	<u><u>-195,664.46</u></u>	<u><u>-64,220.13</u></u>	<u><u>-131,444.33</u></u>

	<u>Jan - Mar 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Income</b>			
4700 · Basic State Aid	0.00	878,428.00	-878,428.00
4706 · Jails and Institutions	0.00	3,796.00	-3,796.00
4709 · Local Services Support	0.00	96,594.00	-96,594.00
4710 · Supplemental Aid	0.00	130,140.00	-130,140.00
4711 · Coordinated Outreach	0.00	90,243.00	-90,243.00
4713 · State Corrections	0.00	26,909.00	-26,909.00
4714 · Bullet Aid NYS	20,000.00	0.00	20,000.00
4719 · Interest	4,003.62	16,000.00	-11,996.38
4721 · E-Rate Funding	0.00	211,500.00	-211,500.00
4723 · Member Library Cost Share	411,172.00	411,172.00	0.00
4724 · Member Library IT Contracts	1,253.99	70,000.00	-68,746.01
4725 · Grants Revenue	0.00	100,000.00	-100,000.00
4781 · Retiree Health Ins Payments	2,364.72	500.00	1,864.72
4782 · Donations	213.00	2,000.00	-1,787.00
4784 · General Reimbursements & Refund	0.00	1,200.00	-1,200.00
<b>Total Income</b>	<u>439,007.33</u>	<u>2,038,482.00</u>	<u>-1,599,474.67</u>
<b>Gross Profit</b>	439,007.33	2,038,482.00	-1,599,474.67
<b>Expense</b>			
Total 5100 · Salaries	241,894.06	1,072,726.00	-830,831.94
Total 5150 · Personnel Benefits	79,299.15	423,006.00	-343,706.85
5203 · STLS Equipment	0.00	0.00	0.00
5204 · STLS Software & Small Equipment	7,044.24	5,000.00	2,044.24
5205 · Maintenance Contracts & Leases	1,951.32	12,000.00	-10,048.68
5407 · Integrated Library System	0.00	81,000.00	-81,000.00
5408 · Platform Fees & Licenses	5,866.60	18,000.00	-12,133.40
5409 · STLS Telephone/Internet	50,203.48	235,000.00	-184,796.52
5417 · Library Materials	5,511.39	16,000.00	-10,488.61
5418 · Consultant Collection	1,011.04	2,400.00	-1,388.96
5419 · Electronic Materials	0.00	10,000.00	-10,000.00
5420 · Staff Development Travel	4,265.09	15,000.00	-10,734.91
5422 · Trustee Mileage	104.52	10,000.00	-9,895.48
5423 · Trustee Continuing Education	0.00	2,400.00	-2,400.00
5424 · Conference Registration	2,221.85	11,000.00	-8,778.15
5425 · Staff & Member Library Mileage	376.35	3,000.00	-2,623.65
5427 · Programming & Annual Conference	1,619.25	5,000.00	-3,380.75
5428 · Meeting Supplies	1,266.56	2,500.00	-1,233.44
5430 · Office Supplies	1,033.08	3,500.00	-2,466.92
5433 · Postage	10.35	2,400.00	-2,389.65
5434 · Public Relations	5,842.30	10,000.00	-4,157.70
5436 · STLS Grants to Member Libraries	0.00	17,000.00	-17,000.00
5442 · Professional Fees	3,147.00	10,000.00	-6,853.00
5443 · Legal Counsel	0.00	2,500.00	-2,500.00
5444 · Accounting Support & Audit	484.50	14,500.00	-14,015.50

Southern Tier Library System  
Profit Loss Budget vs. Actual  
January through March 2024

	<u>Jan - Mar 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>
5450 · Utilities	2,799.47	12,000.00	-9,200.53
5451 · Building Maintenance & Repairs	4,122.40	25,000.00	-20,877.60
5453 · Loan Interest	198.04		
5454 · Commercial Insurance	4,972.16	12,500.00	-7,527.84
5471 · Vehicle Maintenance & Repairs	2,254.48	3,000.00	-745.52
5473 · Vehicle Fuel	2,984.95	24,000.00	-21,015.05
5474 · Vehicle Insurance	1,290.34	5,875.00	-4,584.66
5490 · Grants	40,835.37	100,000.00	-59,164.63
<b>Total Expense</b>	<u>472,609.34</u>	<u>2,166,307.00</u>	<u>-1,693,697.66</u>
<b>Net Income</b>	<u><b>-33,602.01</b></u>	<u><b>-127,825.00</b></u>	<u><b>94,222.99</b></u>

**QUARTERLY CLAIMS AUDITOR REPORT - SOUTHERN TIER LIBRARY SYSTEM**  
**Q1 2024      January 1, 2024 - March 31, 2024**

Audit Date	# of Invoices	Invoice Total	Exception	Check Numbers	Check Date	Paid Total
1/10/24	23	48,405.61	0	41411 - 41433	1/12/24	48,405.61
1/24/24	34	35,201.88	0	41434 - 41467	1/26/24	35,201.88
2/8/24	22	38,341.40	0	41468 - 41489	2/9/24	38,341.40
2/21/24	35	30,570.42	0	41490 - 41524	2/23/24	30,570.42
3/6/24	20	42,312.31	0	41525 - 41544	3/8/24	42,312.31
3/20/24	31	66,564.55	0	41545 - 41575	3/22/24	66,564.55

**EXCEPTION REPORT**

Exception Reference	Transaction No/Date	Invoice Date	Amount	Claim Payee/Vendor	Item   Services of Invoice
41460	1/24/24	1/4/24	207.37	Louise Richardson	Q4 2023 mileage reimbursemnt
<b>Issue with Purchase   Cause for Exception</b>				<b>Resolution</b>	
Accounting office mistakenly changed rate on invoice to the 2024 mileage rate resultine in an overpayment \$4.65				Will deduct that amount from Q1 2024 mileage reimbursement request	

Exception Reference	Transaction No/Date	Invoice Date	Amount	Claim Payee/Vendor	Item   Services of Invoice
41500	2/23/24	2/12/24	922.4	Zoe Fabian	Graphic design
<b>Issue with Purchase   Cause for Exception</b>				<b>Resolution</b>	
Amount paid does not agree with amount on contract (\$800) and purchase order; payee added \$122.40 self employment tax				Full amount paid, will be attentive to issue in the future	

Exception Reference	Transaction No/Date	Invoice Date	Amount	Claim Payee/Vendor	Item   Services of Invoice
41501	2/23/24	12/13/23	\$1,131.98	Kabric's (on Visa bill)	Advocacy Day Tshirts
<b>Issue with Purchase   Cause for Exception</b>				<b>Resolution</b>	
Sales tax charged: \$43.54				Will request refund	

Submitted by Louise Richardson, Internal Auditor

3/31/24

	TOTAL		
	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	96,595.00	96,594.00	1.00
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	326,926.12	167,020.00	159,906.12
4723 · Member Library Cost Share	407,101.00	407,101.00	0.00
4724 · Member Library IT Contracts	56,002.83	55,000.00	1,002.83
4725 · Grants Revenue	227,182.79	223,061.00	4,121.79
4733 · Member Library Processing Fees	444.50		
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>	<u>2,250,407.57</u>	<u>2,084,437.00</u>	<u>165,970.57</u>
<b>Expense</b>			
Total 5100 · Salaries	914,706.33	927,000.00	-12,293.67
Total 5150 · Personnel Benefits	386,174.81	405,000.00	-18,825.19
5204 · STLS Software & Small Equipment	10,468.21	5,000.00	5,468.21
5205 · Maintenance Contracts & Leases	11,388.82	12,000.00	-611.18
5407 · Integrated Library System	76,738.87	75,623.00	1,115.87
5408 · Platform Fees & Licenses	26,309.17	25,000.00	1,309.17
5409 · STLS Telephone/Internet	400,193.35	200,000.00	200,193.35
5417 · Library Materials	17,640.90	21,000.00	-3,359.10
5418 · Consultant Collection	2,290.76	2,400.00	-109.24
5419 · Electronic Materials	8,502.68	10,000.00	-1,497.32
5420 · Staff Development Travel	16,534.71	15,000.00	1,534.71
5422 · Trustee Mileage	3,710.44	10,000.00	-6,289.56
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	2,999.88	3,000.00	-0.12
5427 · Programming & Annual Conference	12,009.82	12,500.00	-490.18
5428 · Meeting Supplies	3,989.94	3,500.00	489.94
5430 · Office Supplies	4,464.52	5,000.00	-535.48
5433 · Postage	3,203.81	2,400.00	803.81
5434 · Public Relations	13,940.25	13,000.00	940.25
5436 · STLS Grants to Member Libraries	18,560.93	18,000.00	560.93
5442 · Professional Fees	13,286.00	12,000.00	1,286.00
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	11,279.86	12,000.00	-720.14
5451 · Building Maintenance & Repairs	37,707.78	34,000.00	3,707.78



Southern Tier Library System  
 End of Year Profit Loss Statement  
 January through December 2023

	<b>TOTAL</b>		
	<b>Jan - Dec 23</b>	<b>Budget</b>	<b>\$ Over Budget</b>
5454 · Commercial Insurance	14,698.75	12,500.00	2,198.75
5471 · Vehicle Maintenance & Repairs	13,385.32	12,500.00	885.32
5473 · Vehicle Fuel	20,355.44	21,000.00	-644.56
5474 · Vehicle Insurance	5,563.00	5,875.00	-312.00
5475 · Vehicle Purchase	0.00	0.00	0.00
5490 · Grants	180,711.45	143,844.00	36,867.45
<b>Total Expense</b>	<b>2,247,883.77</b>	<b>2,041,142.00</b>	<b>206,741.77</b>
<b>Net Income</b>	<b>2,523.80</b>	<b>43,295.00</b>	<b>-40,771.20</b>

**Personnel & Policies Committee**

Meeting Minutes

Tuesday, April 9, 2024 at 12:00 pm

Meeting Location: Southern Tier Library System - Painted Post



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

**Policies**

**Building Access and Use Policy**

The Committee Chair asked if the proposed policy had received any questions from other board or committee members since March’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 Meeting Room Policy

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the Meeting Room Policy as presented at the March 19, 2024 board meeting, which includes a name change to the Building Use and Access Policy, and considers any revisions incorporated during board meeting discussion.

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

**Internet Security Policy**

The Committee Chair asked if the proposed policy had received any questions from other board or committee members since March’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 Internet Security Policy

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the Internet Safety Policy as presented at the March 19, 2024 board meeting, and considers any revisions incorporated during board meeting discussion.

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

**Sustainability Policy**

B. Hildreth reviewed the proposed policy as first presented at the March 2024 board meeting. He shared with the committee that the policy was developed by STLS’ Sustainable Libraries Initiative Team as part of the SLI Program. The policy is one of many policies that will be created or reviewed for the library system to work towards its sustainability goals. Committee members made some formatting and grammatical corrections and

suggestions. Changes were incorporated to the draft policy. The committee agreed the policy was ready to move to the full board for a vote.

#### Approve the Sustainability Policy

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the Sustainability Policy as presented at the March 19, 2024 board meeting, and considers any revisions incorporated during the Personnel & Policies Committee meeting on April 9, 2024 and during board meeting discussion.

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

#### **Training Policy**

B. Hildreth reviewed the proposed policy. He shared with the committee that similar to the Sustainability Policy, the policy was developed by STLS' Sustainable Libraries Initiative Team as part of the SLI Program. The policy is intended to guide library system staff on how they approach offering training opportunities to member libraries and other agencies while considering economic, environmental, and social sustainability. He noted drafting the policy was a good exercise in determining areas of current operations that could be improved to lessen the library system's carbon footprint as well as improve the accessibility of learning systemwide. Committee members asked questions, and made some formatting and grammatical corrections. Changes were incorporated to the draft policy. The committee agreed the policy was ready to move to the full board for review. B. Hildreth said the policy would be included in the board packet.

#### **Personnel**

##### **Deputy Director Job Description Review**

The committee reviewed the draft job description considering minor edits following the March committee meeting. B. Hildreth indicated the description had been reviewed by administration multiple times, and he felt the current draft is ready for board review and approval. He requested the committee vote on the description revision, and move the full board for approval.

#### Approve Proposed Revisions to the Deputy Director Job Title/Description

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the revisions to the Job Title & Description of the Deputy Director position as presented at the April 16, 2024 board meeting, which includes a name change to Assistant Director – Director of Librarianship, and considers any revisions incorporated during board meeting discussion.

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

## **Assistant Director – Director of Librarianship Hiring and Appointment**

\*\* Move to go into Executive Session to discuss matters leading to the appointment of an employee. Motion by S. McGill and second by M-C Krebbs. Executive session started at 12:45 pm. Executive session ended at 12:57 pm.

\*\*

## **Executive Director Annual Performance Objectives Update**

B. Hildreth updated committee members on current performance objectives. Committee members reviewed the shared document, which highlighted accomplishments to date including the facilitation of the Central Library Planning Committee, the filing of the library system's USDA-Rural Development Financing Application, and updating the library systems' Social Justice Activities Plan 2024 – 2027. B. Hildreth stated the document would be updated again in June or July prior to the board beginning the evaluation process for 2023/2024. The committee discussed next steps for the Executive Director's performance evaluation. B. Hildreth said he would share survey questions from previous Member Director surveys, so the committee can review and update as needed during their May meeting

Meeting adjourned at 1:05 pm.

Minutes respectfully submitted by: Brian M. Hildreth

## TRAINING POLICY

APPLIES TO: Library System Staff and Member Libraries

REFERENCES: STLS Sustainable Libraries Policy Statement

Professional development is a core value of librarianship and is a fundamental service of the Southern Tier Library System (“**library system**”) in partnership with member libraries. In accordance with the guidelines included in the American Library Associations’ *Library Bill of Rights, Freedom to Read, and Freedom to View Statements*, STLS offers a wide variety of learning opportunities for member libraries as well as individuals and agencies within the field of librarianship.

This policy is intended to set guidelines for how library system staff work with member libraries to provide consistent and relevant learning opportunities that consider current trends, assist with acquiring news skills, and empower member libraries to contribute effectively to the library system’s mission while considering STLS’ commitment to economic, environmental, and social sustainability.

**Participants:** Member library employees, directors, trustees, volunteers, friends of the library, advocates, and other individuals or agencies within the library field.

**Types of Training:** The library system seeks to offer a wide variety of training opportunities on topics that are most relevant to member libraries based on work taking place in the field. Topics consider current trends, best practices, and foundational approaches that have been objectively proven to strengthen public library services. Training may involve diverse approaches that support participants’ desired forms of learning, including one-to-one consultations, group presentations, experiential workshops, meetings, self-directed tutorials, print or electronic publications, or live and recorded online learning.

**Environments:** It is necessary that all training participants feel comfortable, included, safe, and valued during their training experiences. Library system staff will do their very best to meet these prioritized needs of member participants while managing the training environment and ensuring the intended training goals **in accordance with** ~~are met given~~ the proposed training descriptions.

**Resources:** The library system will allocate financial resources annually to make **ensure the goals scope** ~~of this policy are met. is instituted.~~ Library system staff will also seek resources, financial and in-kind, ~~within their job descriptions~~ to leverage additional or supporting resources that enhance training opportunities for member libraries, **as appropriate**.

**Locations:** The primary locations for Library system training are in-person or online. Library system staff will balance efficiency and effectiveness to identify the ideal locations for learning environments. The library system recognizes its mission statement calls for the *connection* of member libraries, which can be interpreted as bringing people together. This can be accomplished through in-person and online locations. Library system staff will consider the following factors when determining the location of training environments:

- Safety of participants and staff
- Need for in-person connection
- Economic, environmental, and social impacts
- **Effective use** Time of participants and staff **time**
- **Appropriateness** Effectiveness of location given type of training

**Record Keeping:** Library system staff will use available technologies to track training and inform member participants of their progress. Each staff member is responsible for training-related record keeping and for informing members about the training they lead. Additionally, Record keeping is important for state and federal reporting, so accuracy of record keeping should be prioritized. It also assists the library system in securing financial resources that support this **Training Programming** Policy.

**Evaluation and Feedback:** The library system will facilitate bi-annual learning surveys to help offer training opportunities most relevant to members. The survey will be distributed at the end of the operating year to gather information in time for the upcoming year. Library system staff will consider the data collected to form ideas about intended participants, types of training, training environments, resources needed, and locations.

Furthermore, staff may conduct surveys at the end of selected training sessions to gather feedback on the efficiency and effectiveness of training. Results from surveys may be made available to other library system staff who conduct similar training to establish an environment of best practices among colleagues.

**Code of Conduct:** The Southern Tier Library System holds professional conferences and meetings to enable its members to receive continuing education, build professional networks, and discover new products and services for professional use. To provide all participants – members and other attendees, speakers, exhibitors, staff, and volunteers – the opportunity to benefit from the event, the Southern Tier Library System is committed to providing a harassment-free environment for everyone, regardless of race, gender, sexual orientation, gender identity, gender expression, disability, physical appearance, ethnicity, religion, or other group identity.

As an organization, STLS is strongly committed to diversity, equity, and the free expression of ideas. These values have been outlined in the [STLS Declaration Promoting Racial and Social Justice](#)

Within librarianship's professional practices, critical examination of beliefs and viewpoints does not constitute hostile conduct or harassment. Similarly, use of sexual imagery or language in the context of a professional discussion *might not* constitute hostile conduct or harassment.

STLS seeks to provide a learning environment in which diverse participants may learn, network, and enjoy the company of colleagues in an environment of mutual human respect. We recognize a shared responsibility to create and hold that environment for the benefit of all.

**In keeping with the STLS Sexual Harassment Prevention Policy**, some behaviors are, ~~therefore,~~ specifically prohibited:

- Harassment or intimidation based on race, religion, language, gender, sexual orientation, gender identity, gender expression, disability, appearance, or other group status.
- Sexual harassment or intimidation, including unwelcome sexual attention, stalking (physical or virtual), or unsolicited physical contact.
- Yelling at or threatening speakers (verbally or physically).

Speakers are asked to frame discussions as openly and inclusively as possible and to be aware of how language or images may be perceived by others.

All participants are expected to observe these rules and behaviors in all conference venues, including online venues, and conference social events. Participants asked to stop hostile or harassing behavior are expected to comply immediately. Participants seek to learn, network, and have fun.

And are expected to ~~Please~~ do so responsibly and with respect for the right of others to do likewise.

***Adopted by the STLS Board of Trustees Month, Day, Year***



**Finance & Facilities Committee**

Meeting Minutes

April 15, 2024 – 2:00 pm

Meeting Location: Southern Tier Library System

Present: Betsy Gorman, Richard Urban, Brian Hildreth, and Sisi Barr

Excused: Louise Richardson

Meeting was called to order at 2:02 pm.

Pre-Audit meeting with Mengel, Metzger, and Barr - Kathy Stickler presented the audit process stating a team of auditors began their work today and will be on site this week. Kathy also shared there are no new changes that would affect our organization. Two changes that took place last year that have an impact on our financials deal with Right of Use Lease Asset and an accounting standard change to credit losses.

Review of Financial Statements - Brian reviewed March's financial statements with the committee.

Treasurer's Report – Brian stated our balance for this month is approximately \$99,000.00 less than this time last year. Overall, we are on target with income and expenses as outlined in the budget.

Financial Clerk's Report – items of interest are 4719 – Interest accumulated monthly; 5204 and 5408 are computer purchases and Overdrive fees for member libraries. Item 5409 – Grants was incorrectly expensed; the \$40,000.00 bullet aid should be credited to Item 4716 as pass through for Prattsburg.

Profit - Loss Vs Actual Statement – Our cash flow is in good shape. Our salary spending is on-budget, and all positions are currently filled. Brian stated that we ended the year with a carryover of \$2,523.00.

Deposit Summary and Expenditures Report – will be included in board packet.

*\*\* Move to go into Executive Session to discuss matters leading to the appointment of an employee.*

*Motion by B. Gorman and second by R. Urban. Executive session started at 3:00 pm. Executive session ended at 3:16 pm. \*\**

The meeting was adjourned at 3:18 pm.

Respectfully submitted: Sisi Barr, Treasurer

Next Meeting is Monday, May 13<sup>th</sup> at 1:00pm.



**Public Relations Committee**

Meeting Minutes

Tuesday, March 24, 2024 – 1:30 pm



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

Board Members in Attendance: Kathy Green and David Haggstrom

Excused: Rachel Barbour, Lynnette Decker, Michael Steffens

Staff Present: Brian Hildreth

Meeting called to order at 1:30 pm

**State Aid Advocacy**

B. Hildreth informed the committee of Advocacy Day efforts in Albany. He said STLS was able to bring 25 advocates from the region to meet with elected officials during the February 7th event. Legislators seemed optimistic that increased funding would be made available through one-house budgets, which would be above the Executive Branch's proposal. They also said negotiations between the legislature and governor's office would determine the final figures for operating and capital aid to libraries. The budget is not anticipated to be on time this year, but it is also likely to pass within a couple week of the April 1<sup>st</sup> deadline.

**Construction Aid**

Committee members reviewed proposed updates to this year's construction aid guidelines. B. Hildreth said the funding priorities should remain the same as well as the application timeline. The only changes are actual deadline dates and total amount allocated to the library system. The committee agreed the updates were ready to be sent to member libraries as soon as New York State passes the 2024/2025 Budget, and a final Construction Aid amount is allocated to the region. B. Hildreth said he would send out the request for proposals to member libraries a couple days after the budget was approved. He also had plans for updating the library system's website with necessary forms, and offering a workshop to help libraries with the Notification of Intent to Apply process.

**Awards and Scholarships**

Committee members reviewed the proposed 2024 awards and scholarships. They agreed the award categories could remain the same this year. They also discussed the limit on scholarship opportunities given this year's budget constraints. The committee agreed to offer up to three NYLA Conference Scholarships, and maintain the Philip D. Archer Memorial Scholarship to the NYLA Conference. In total, STLS would only offer one less scholarship in 2024 compared to 2023. The committee could consider revising the amount of scholarships awarded pending an improved State Budget. B. Hildreth said he would send out the information to member libraries before the April 2024 committee meeting. This would give member libraries 2-months to nominate or apply.

## **Annual Meeting**

B. Hildreth updated the committee on the Annual Meeting planning process. The group decided Friday, October 4, 2024 would be the chosen date. The location has already been set for the Steele Memorial Library in Elmira. B. Hildreth said the library has agreed to accommodate the event. He also said the committee should suggest keynote speakers before the next committee meeting. STLS staff will also consider some potential speakers. B. Hildreth suggested a possible speaker with local ties to Elmira, who would intersect well with libraries, the media, and freedom of speech. Committee members agreed to share speaker ideas in the coming weeks.

Meeting adjourned at 1:55 pm

Respectfully submitted: Brian M. Hildreth, STLS Executive Director

Foundation for Southern Tier Libraries  
**BOARD OF DIRECTORS MEETING**  
**February 8, 2024** | Southern Tier Library System

**MEETING MINUTES**

Present: Dale Wexell; President; Rusty Wigg, Vice President; Paul Webster, Treasurer; Louise Richardson, Secretary; Gail Ebeltoft; Peter Gamba

Excused: Tom Nichols; Brian Hildreth, STLS Executive Director

The meeting was called to order at 11:05 am.

**MINUTES**

The minutes of the January 11, 2024, meeting were unanimously approved.

**TREASURER'S REPORT**

The Treasurer's Report was accepted. There was no activity in February.

**GRANT PROGRAM**

Louise reported that the online grant application has been created and distributed to Southern Tier Library System member libraries. She will share information on accessing the applications at the next meeting. She will also create an online report form for grant recipients.

We are also working on securing an email address that uses our domain, rather than stls.org.

Rusty will send an email reminder to 2023 grant recipients regarding their reports. Dale will distribute the reports to board members.

Checks will be distributed at the Annual Meeting. Recipients will be asked to give a brief presentation.

**FUNDRAISING EVENT**

It was decided to have the event at 171 Cedar Arts Center again this year, ideally on Saturday, September 21. Louise will contact them to reserve the date.

Dale will donate the wine and Louise will provide the catering. We will create a Save the Date card to distribute to grant recipients at the grants awards ceremony and will ask them to send a representative.

Sponsor levels were defined as follows:

- \$100
- \$250, includes one ticket
- \$500, includes two tickets
- \$1,000, includes four tickets

Sponsors will be recognized on the website, in social media posts, from the podium at the event, on signage at the event and in marketing materials.

Rusty will send a list of businesses that have donated in the past. Prospective sponsors will be discussed at the March meeting.

**FUNDRAISING SOFTWARE**

We need to select a payment processor that will interface with the fundraising software. Louise suggested Stripe.

**NEXT MEETING**

Thursday, February 8, 2024, at the STLS offices.

There being no further business, the meeting was adjourned at 12:30 pm.

Respectfully submitted,  
Louise Richardson, Secretary

1:35 PM  
04/02/24

*Handwritten:* 4/3/24

**Southern Tier Library System  
Unpaid Bills Detail  
As of April 5, 2024**

*Handwritten:* 4/12/2024

Type	Date	Num	Due Date	Open Balance
Ahola, Richard Bill	04/05/2024	Mar 20...	04/05/2024	✓ 91.12 ✓
Total Ahola, Richard				91.12
Blackstone Publishing Bill	04/05/2024	2144515	04/05/2024	✓ 193.47 ✓
Total Blackstone Publishing				193.47
Clearly IP Bill	04/05/2024	INV-10...	04/05/2024	✓ 380.79 ✓
Total Clearly IP				380.79
Corning Natural Gas Bill	04/05/2024	Mar 20...	04/05/2024	✓ 399.23 ✓
Total Corning Natural Gas				399.23
Dalton, Tina Bill	04/05/2024	3/24 C...	04/05/2024	✓ 81.47 ✓
Total Dalton, Tina				81.47
Erie Insurance Company Bill	04/05/2024	Apr 2024	04/05/2024	✓ 2,644.61 ✓
Total Erie Insurance Company				2,644.61
Excellus BC BS Bill	04/05/2024	Apr 2024	04/05/2024	✓ 4,475.90 ✓
Bill	04/05/2024	Apr 20...	04/05/2024	✓ 257.73 ✓
Total Excellus BC BS				4,733.63
Friendly Freds Bill	04/05/2024	31726	04/05/2024	✓ 643.00 ✓
Bill	04/05/2024	31764	04/05/2024	- 130.40 ✓
Total Friendly Freds				773.40
Gale/CENGAGE Learning Bill	04/05/2024	83853...	04/05/2024	✓ 25.60 ✓
Bill	04/05/2024	83853...	04/05/2024	✓ 50.40 ✓
Bill	04/05/2024	83857...	04/05/2024	✓ 24.00 ✓
Bill	04/05/2024	83904...	04/05/2024	✓ 24.80 ✓
Bill	04/05/2024	83889...	04/05/2024	✓ 23.40 ✓
Bill	04/05/2024	83982...	04/05/2024	✓ 20.80 ✓
Bill	04/05/2024	83982...	04/05/2024	✓ 18.20 ✓
Total Gale/CENGAGE Learning				187.20
Gunning, Timothy (Nic) Bill	04/05/2024	3/22/2...	04/05/2024	✓ 48.91 ✓
Total Gunning, Timothy (Nic)				48.91
Haggstrom, David Bill	04/05/2024	Mileag...	04/05/2024	✓ 77.72 ✓
Total Haggstrom, David				77.72
Isaac Hvac Bill	04/05/2024	2148765	04/05/2024	✓ 850.00 ✓
Bill	04/05/2024	2164341	04/05/2024	✓ 159.45 ✓
Total Isaac Hvac				1,009.45

## Southern Tier Library System Unpaid Bills Detail As of April 5, 2024

Type	Date	Num	Due Date	Open Balance
Nichols, Andrea				
Bill	04/05/2024	2/16/2...	04/05/2024	✓ 52.06 ✓
<b>Total Nichols, Andrea</b>				<b>52.06</b>
NYSEG				
Bill	04/05/2024	Mar 20...	04/05/2024	✓ 365.74 ✓
<b>Total NYSEG</b>				<b>365.74</b>
Overdrive				
Bill	04/05/2024	01453...	04/05/2024	✓ 445.56 ✓
Bill	04/05/2024	01453...	04/05/2024	✓ 2,010.81 ✓
Bill	04/05/2024	01453...	04/05/2024	✓ 339.92 ✓
Bill	04/05/2024	01453...	04/05/2024	✓ 169.00 ✓
Bill	04/05/2024	01453...	04/05/2024	✓ 158.47 ✓
Bill	04/05/2024	01453...	04/05/2024	✓ 3,150.68 ✓
Bill	04/05/2024	01453...	04/05/2024	✓ 2,645.28 ✓
Bill	04/05/2024	01453...	04/05/2024	✓ 809.70 ✓
Bill	04/05/2024	01453...	04/05/2024	✓ 99.84 ✓
Bill	04/05/2024	01453...	04/05/2024	✓ 817.39 ✓
Bill	04/05/2024	01453...	04/05/2024	✓ 60.00 ✓
Bill	04/05/2024	01453...	04/05/2024	✓ 266.25 ✓
Bill	04/05/2024	01453...	04/05/2024	✓ 65.50 ✓
Bill	04/05/2024	01453...	04/05/2024	✓ 2,032.47 ✓
<b>Total Overdrive</b>				<b>13,070.67</b>
Pitney Bowes				
Bill	04/05/2024	33189...	04/05/2024	✓ 476.97
<b>Total Pitney Bowes</b>				<b>476.97</b>
Southern Tier Network				
Bill	04/05/2024	5738	04/05/2024	✓ 1,000.00 ✓
Bill	04/05/2024	5739	04/05/2024	✓ 3,250.00 ✓
Bill	04/05/2024	5748	04/05/2024	✓ 3,845.00 ✓
Bill	04/05/2024	5752	04/05/2024	✓ 500.00 ✓
Bill	04/05/2024	5766	04/05/2024	✓ 250.00 ✓
Bill	04/05/2024	5772	04/05/2024	✓ 250.00 ✓
Bill	04/05/2024	5775	04/05/2024	✓ 500.00 ✓
Bill	04/05/2024	5475	04/05/2024	✓ 9,350.00 ✓
<b>Total Southern Tier Network</b>				<b>18,945.00</b>
TERACAI				
Bill	12/31/2023	8089781	12/31/2023	✓ 3,600.00 ✓
Bill	04/05/2024	8090127	04/05/2024	✓ 2,758.00 ✓
Bill	04/05/2024	8090193	04/05/2024	✓ 104.00 ✓
<b>Total TERACAI</b>				<b>6,462.00</b>
Weaver, Shelia				
Bill	04/05/2024	2023 4...	04/05/2024	✓ 28.82 ✓
Bill	04/05/2024	3/22/2...	04/05/2024	✓ 57.62 ✓
<b>Total Weaver, Shelia</b>				<b>86.44</b>
WEX Bank				
Bill Pmt -Check	01/12/2024	41433		✓ -51.10 ✓
Bill	04/05/2024	96066...	04/05/2024	✓ 1,339.82 ✓
<b>Total WEX Bank</b>				<b>1,288.72</b>
<b>TOTAL</b>				<b>51,388.60</b>

## Southern Tier Library System Unpaid Bills Detail As of March 22, 2024

3/19/24

Type	Date	Num	Due Date	Open Balance
Button, Vickie Bill	03/22/2024	Medica...	03/22/2024	✓ 92.38 ✓
Total Button, Vickie				92.38
Casella Waste Services Bill	03/22/2024	2275551	03/22/2024	✓ 125.93 ✓
Total Casella Waste Services				125.93
Empire Natural Gas Bill	03/22/2024	WSTL...	03/22/2024	✓ 113.82 ✓
Total Empire Natural Gas				113.82
Energy Cooperative of America Bill	03/22/2024	1015631	03/22/2024	✓ 429.84 ✓
Total Energy Cooperative of America				429.84
English, Darleen Bill	03/22/2024	Medica...	03/22/2024	✓ 92.36 ✓
Total English, Darleen				92.36
First Bankcard Bill	03/22/2024	44182...	03/22/2024	✓ 5,732.28 ✓
Bill	03/22/2024	44182...	03/22/2024	✓ 67.97 ✓
Bill	03/22/2024	44182...	03/22/2024	✓ 282.00 ✓
Bill	03/22/2024	44182...	03/22/2024	✓ 788.23 ✓
Bill	03/22/2024	44182...	03/22/2024	✓ 6.74 ✓
Bill	03/22/2024	44182...	03/22/2024	✓ 14.98 ✓
Bill	03/22/2024	44182...	03/22/2024	✓ 752.77 ✓
Bill	03/22/2024	44182...	03/22/2024	✓ 740.62 ✓
Total First Bankcard				8,345.80
FirstLight Fiber Bill	03/22/2024	16813...	03/22/2024	✓ 900.00 ✓
Total FirstLight Fiber				900.00
Fox, Donna Bill	03/22/2024	2/22/2...	03/22/2024	✓ 21.04 ✓
Total Fox, Donna				21.04
Friendly Freds Bill	03/22/2024	31595	03/22/2024	✓ 71.76 ✓
Total Friendly Freds				71.76
Frontier Communications Bill	03/22/2024	Apr 2024	03/22/2024	✓ 283.81 ✓
Total Frontier Communications				283.81
Gale/CENGAGE Learning Bill	03/22/2024	83897...	03/22/2024	✓ 28.00 ✓
Bill	03/22/2024	83817...	03/22/2024	✓ 22.10 ✓
Bill	03/22/2024	83843...	03/22/2024	✓ 48.80 ✓
Bill	03/22/2024	83843...	03/22/2024	✓ 24.80 ✓
Total Gale/CENGAGE Learning				121.70
Hallahan, Shella Bill	03/22/2024	Medica...	03/22/2024	✓ 92.36 ✓
Total Hallahan, Shella				92.36

## Southern Tier Library System Unpaid Bills Detail As of March 22, 2024

Type	Date	Num	Due Date	Open Balance
Holden, Loreta Bill	03/22/2024	Medica...	03/22/2024	✓ 92.38 ✓
Total Holden, Loreta				92.38
Humans Bill	03/22/2024	April 2...	03/22/2024	✓ 73.90 ✓
Total Humans				73.90
Ingram Library Services Bill	03/22/2024	80923...	03/22/2024	✓ 423.13 ✓
Bill	03/22/2024	80923...	03/22/2024	✓ 66.59 ✓
Total Ingram Library Services				489.72
L&S Energy Services Bill	03/22/2024	032224	03/22/2024	✓ 250.00 ✓
Total L&S Energy Services				250.00
McPherson, Marla Bill	03/22/2024	Medica...	03/22/2024	✓ 92.38 ✓
Total McPherson, Marla				92.38
Nelson, Jane Bill	03/22/2024	Medica...	03/22/2024	✓ 92.38 ✓
Total Nelson, Jane				92.38
NYLA Bill	03/22/2024	829	03/22/2024	✓ 148.00 ✓
Bill	03/22/2024	828	03/22/2024	✓ 148.00 ✓
Total NYLA				296.00
Overdrive Bill	03/13/2024	01483...	03/13/2024	✓ 2,711.93 ✓
Bill	03/22/2024	01483...	03/22/2024	✓ 69.99 ✓
Bill	03/22/2024	01483...	03/22/2024	✓ 563.42 ✓
Bill	03/22/2024	01483...	03/22/2024	✓ 234.88 ✓
Bill	03/22/2024	01483...	03/22/2024	✓ 199.91 ✓
Bill	03/22/2024	01483...	03/22/2024	✓ 2,830.23 ✓
Bill	03/22/2024	01483...	03/22/2024	✓ 197.05 ✓
Total Overdrive				6,794.19
Passage, Mary Bill	03/22/2024	Medica...	03/22/2024	✓ 92.38 ✓
Total Passage, Mary				92.38
Prattsburgh Library Bill	03/22/2024	2024 S...	03/22/2024	✓ 40,000.00 ✓
Total Prattsburgh Library				40,000.00
Quiggle, Mary Kay Bill	03/22/2024	Medica...	03/22/2024	✓ 92.38 ✓
Total Quiggle, Mary Kay				92.38
Radisson Hotel Corning Bill	03/22/2024	08142...	03/22/2024	✓ 1,000.00 ✓
Total Radisson Hotel Corning				1,000.00
Rettner & Sons LLC Bill	03/22/2024	4255	03/22/2024	✓ 540.75 ✓
Total Rettner & Sons LLC				540.75



## Southern Tier Library System Unpaid Bills Detail As of March 22, 2024

Type	Date	Num	Due Date	Open Balance
Staples Business Credit Bill	03/22/2024	70001...	03/22/2024	✓ 303.03 ✓
Total Staples Business Credit				303.03
Time Warner Cable, PA Bill	03/22/2024	14558...	03/22/2024	✓ 500.00 ✓
Bill	03/22/2024	14551...	03/22/2024	✓ 500.00 ✓
Bill	03/22/2024	14551...	03/22/2024	✓ 500.00 ✓
Bill	03/22/2024	12022...	03/22/2024	✓ 44.99 ✓
Bill	03/22/2024	14820...	03/22/2024	✓ 500.00 ✓
Bill	03/22/2024	22533...	03/22/2024	✓ 500.00 ✓
Bill	03/22/2024	08607...	03/22/2024	✓ 44.99 ✓
Bill	03/22/2024	22432...	03/22/2024	✓ 500.00 ✓
Bill	03/22/2024	08622...	03/22/2024	✓ 154.99 ✓
Bill	03/22/2024	14551...	03/22/2024	✓ 500.00 ✓
Bill	03/22/2024	14388...	03/22/2024	✓ 1,250.00 ✓
Total Time Warner Cable, PA				4,994.99
United Healthcare Insurance Company Bill	03/22/2024	Apr 2024	03/22/2024	✓ 332.00 ✓
Total United Healthcare Insurance Company				332.00
Verizon Wireless Bill	03/22/2024	99879...	03/22/2024	✓ 177.26 ✓
Total Verizon Wireless				177.26
Westbrook, Stephen Bill	03/22/2024	03222...	03/22/2024	✓ 100.00 ✓
Total Westbrook, Stephen				100.00
WEX Bank Bill Pmt -Check	01/12/2024	41433		51.10
Total WEX Bank				51.10
Wigg, Ristina Bill	03/22/2024	Medica...	03/22/2024	✓ 82.36 ✓
Total Wigg, Ristina				82.36
<b>TOTAL</b>				<b>66,513.45</b>
				+ 51.10
				<b>66,564.55</b>

credit will be on next bill

Deposit Summary  
Southern Tier Library System

Summary of Deposits to 1202 · Cash - Money Market on 4/03/2024

*[Handwritten signature]*  
4/4/2024

Chk No.	PmtMethod	Rcd From	Memo	Amount
	E-Check	E-Rate		84,163.25
<b>Less Cash Back:</b>				
<b>Deposit Total:</b>				<b>84,163.25</b>

# Deposit Summary

Southern Tier Library System

Summary of Deposits to 1202 · Cash - Money Market on 03/27/2024

3/27/2024 1:45 PM

*[Handwritten signature]*  
3/28/24

Chk No.	PmtMethod	Rcd From	Memo	Amount
2156989	Check	NYS Defered Comp	Refund	9.13
115	Check	Rushville	Pass Thru	10.17
5657	Check	Scio	Pass Thru	23.17
17714	Check	Chemung County Historical Society	ILS contract	400.00
5371	Check	Belfast	Cost Share	6,203.00
6222	Check	CCLD-Elmira	Cost Share	35,979.00
5214	Check	Almond	Pass Thru	39.99
3753	Check	Individual	In Memory of Andy Kelly from Kathle...	25.00
	Cash	Individual	Donation towards resouce kits	25.00

**Less Cash Back:**

**Deposit Total:**

**42,714.46**

## SUSTAINABILITY POLICY

The Board of the Southern Tier Library System believes that in order to fulfill our mission to “connect, empower and advocate for all Southern Tier public libraries,” our organization must adopt the “Triple Bottom Line” mindset of sustainability as defined by the American Library Association’s Resolution for the Adoption of Sustainability as a Core Value of Librarianship: “To be truly sustainable an organization or community must embody practices that are environmentally sound AND economically feasible AND socially equitable.”

The Board of Trustees pledges its commitment to support sustainable principles that follow the triple-bottom line methodology to **contribute to ensure** a resilient, sustainable community and library system for all residents.

### Environmentally Sound

STLS is committed to reducing our environmental footprint and promoting environmental stewardship at all levels of our organization. Our goal is to minimize our organization’s impact and maximize future generations’ ability to live, work, and play in our shared natural environment, with equal access to clean air, clean water, and natural resources.

STLS staff are encouraged to participate in procedures and programs in our organization that strive to minimize pollution and waste, conserve energy and water, protect habitat, **and** support renewable energy resources. **Staff is encouraged to** buy environmentally friendly products, and encourage environmentally preferable transportation.

### Economically Feasible

STLS is committed to ~~making good use~~ **ing** of the public and private dollars **in ways that most effectively support** ~~invested in our organization’s to carry out the mission. of the organization.~~ Our goal is to leverage state and member funds to the maximum benefit of the communities served by our member libraries, while honoring our commitment to environmental stewardship and equity, diversity, and inclusion. This **commitment** will be reflected in our fiscal policies.

### Socially Equitable

The Board of Trustees strives to govern the system in a way that promotes equity, diversity, and inclusion as core values. STLS is committed to a culture of inclusion and mutual respect that welcomes the differences and variety of backgrounds, perspectives, interests, and talents represented by the members served and **those of** our staff members. These efforts will extend to contractor and supplier relationships.

Employee **awareness** ~~understanding~~ and **engagement** ~~involvement~~ are essential to the implementation of our sustainability policies. All employees will receive a copy of this policy and will have access to education about our organization’s efforts to dedicate our work to creating a more equitable society and **improving** our environmental performance. Employees at all levels of the organization will be involved in supporting these goals.

**DEPUTY DIRECTOR ASSISTANT DIRECTOR – DIRECTOR OF  
LIBRARIANSHIP**

**DIVISION OF LIBRARIANSHIP LIBRARY SUSTAINABILITY**



**GENERAL STATEMENT OF DUTIES**

This is an administrative, full time, exempt, professional position charged with overall leadership of the **Division of Librarianship**. Under the general supervision of the Executive Director, the Assistant Director – Director of Librarianship ~~Deputy Director~~ assists in the administration and management of the library system, and acts for the Executive Director as assigned, or in the absence of the Executive Director. **The Director of Librarianship oversees successful implementation of all operations within the Division of Librarianship.** ~~This is a full time, exempt administrative position serving in a leadership role within the Division of Library Sustainability.~~ **Additionally, this position provides support to member libraries relative to all aspects and approaches of general librarianship, requiring a strong understanding of In addition to library system administrative duties, the Deputy Director leads all initiatives that support member libraries specific to library trustees and the boards and committees on which they serve. Areas of specialization include professional development for member libraries, policy development, strategic planning, and library administration and library system governance that includes a wide spectrum of topics such as budgeting and finance, human resources, capital and funding campaigns, charters, and Friends’ groups.**

**ESSENTIAL FUNCTIONS OF THIS POSITION**

**Continuing Education:** Consistently participates in professional development trainings to stay current on trends and best practices relative to *General Statement of Duties*. **Continually develops proficiency** ~~Consistently learns~~ to serve as a library system expert in all things related to public library practices and more specifically **overall professional development for member libraries, strategic planning, policy development, budgeting and finance, human resources, and library and library system governance.** ~~Trustee Development.~~

**Library System Professional Development-Programming:** Leads the Division of Librarianship in partnership with division staff to coordinate overall professional development opportunities for all library system members (staff, directors, librarians, trustees, volunteers, Friends). Works to educate, encourage and support member ~~library trustees~~ to **lead administer** at high levels of efficiency, which results in local library services that enhance overall community outreach. Focuses on **using utilizing** tools, resources and knowledge that align with best practices to help libraries and their **governing bodies boards** exceed minimum standards through training opportunities. Employs trending and innovative ways within the field. Benchmarks international, national and state practices.

**Administration and Governance:** Trains and assists member libraries on the duties and responsibilities of public library administration and governance. Helps directors and trustees work together collaboratively through field-tested methods what result in healthy organizational cultures, fiscally responsible institutions, and objectively successful public libraries. Assists in the administration and leadership of Southern Tier Library System.

**Policy Development:** Trains and assists member libraries on effective policy development practices. Member support addresses legal and financial stewardship that empowers public libraries to serve as an example for

open and transparent government. Training also incorporates policy development that is tied to library procedures and upholds the Library Bill of Rights as well as Constitutional First and Fourth Amendment rights.

**Funding:** Collaborates with MLS team members experienced in funding campaigns to work with library boards to secure adequate and sustainable funding sources. Primary focus is on working with libraries that are considered inadequately funded by the library system, and utilizing member library trustee relations to build understanding and confidence in the funding campaign process. Helps team members lead campaign implementation from the beginning until the end.

~~**Strategic & Facility Planning:** Actively engages member library boards to constructively think about short and long term planning specific to operations and facilities. Planning targets include high level aspirations that allow libraries to incorporate sustainability practices within their missions. Complete oversight of NYS Public Library Construction Aid program in partnership with the STLS Public Relations Committee.~~

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Exhibits innovative, enthusiastic and adaptive qualities
- Works a flexible schedule to meet member libraries' needs
- Understands the challenges of all types of libraries
- Demonstrates leadership skills, and aspires to move up within the field
- Schedules time effectively, meets deadlines, and deals with interruptions
- Works cohesively in a team and project-based environment
- Plans, develops and implements library system training
- Communicates successfully in front of audiences, board members, elected officials and library staff
- Expresses a high-level of empathy for libraries and people with diverse skill-sets
- Collaborates with other library system Divisions and align goals with Plan of Service
- Understands multiple types computer applications and systems

### **MINIMUM QUALIFICATIONS**

- Master's Degree in Library Science from an ALA accredited library school
- Eligibility for a New York State Public Librarians Professional Certificate
- **Four years of sufficient** experience and success in public libraries **or library systems**
- Valid driver's license

### **OTHER QUALIFICATIONS**

- Knowledge of New York State Education laws as they pertain to Public and Association Libraries
- Experience working in fast-paced cooperative membership-focused organization
- **Strong understanding of equity, diversity, inclusion and social justice professional practices**
- **Commitment to environmental and social sustainability professional practices**
- 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~~ Chairs the work of library system Training MLS Team to create system-wide learning opportunities, including: conferences, workshops, meetings, webinars, tutorials and online learning
- Leads and evaluates all employees within the Division of Librarianship
- Develops library system online learning infrastructure including Niche Academy and Springshare.
- Assists the Executive Director in ~~Leads all activities and duties~~ specific to member library trustee development
- Makes regular site visits to member libraries and meets with library directors and boards
- Maintains ~~Assists in maintaining~~ library system website resources for policies and trustee development
- Maintains and develops Directors' Advisory Council's policy resources through MS Teams
- Assists Executive Director with member library charter revisions through NYS Education Department.
- Supports member libraries in the fostering of Friends' groups
- Coordinates necessary research, and print or online resources ~~documents~~ for member library funding campaigns
- ~~Works with library system staff to develop member library training materials.~~
- Attends Southern Tier Library System Board of Trustee's meetings to report on division or library system operations
- Participates in library system team meetings and member library meetings
- ~~Organizes and consults member libraries on Construction Aid application process.~~
- Participates in local, regional and state meetings to offer knowledge and stay informed
- Networks and engages with other librarians across New York State specific to Trustee Development, and participates in professional associations and activities to stay connected to the library community
- Prepares state, local, and other library system plans, statistical, or narrative reports as needed
- Other duties as assigned
  
- **ADDITIONAL DEMANDS AND WORK ENVIRONMENT**
  
- Frequent travel throughout library system's region, and quarterly State-wide travel.
- Reasonable accommodations can be made to enable all eligible individuals to perform the essential functions.

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




*Updated: Month/ Day/ Year*




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

The Executive Director spent the months of March/April engaged in the following activities:

-  **Week of March 18:** Moderated and presented during Trustee Handbook Book Club with authors of the handbook. Discussed changes to the updated 2023 Edition of the Trustee Handbook for Library Trustees of New York State. Participated in meeting with USDA-Rural Development to discuss STLS' 2023/2024 application for financing. Attended STLS' Sustainable Libraries Initiative team meeting to work on updating the library system's Sustainability Policy and Training Policy, and discuss current projects. Attended monthly meeting with New York State Library to discuss state-related issues. Met with representatives from Southern Tier Central Regional Planning and Development Board to discuss proposed STLS' projects. Facilitated the Central Library Planning Committee meeting to discuss updating the 2022 – 2026 Central Library Plan of Service. 12-member library directors served on the committee along with one STLS staff member.
-  **Week of March 25:** Conducted annual performance evaluations with library system staff. Attended the Directors' Advisory Council's Diversity, Equity, Inclusion Subcommittee-System Services meeting. Participated in the Directors' Advisory Council meeting at Steele Memorial Library. Updated directors on State Aid advocacy, Construction aid 2024/2025, OCLC subscription for material records, upcoming federal/state funding for digital equity, Central Library Planning Committee, and Spring CE 2024. Attended the Allegany County Legislature meeting to celebration National Library Week in Allegany County. Visited Dutton S. Peterson Memorial Library in Odessa to consult on Construction Aid.
-  **Week of April 1:** Met with Law Offices of SCA to discuss policy-related matters on behalf of member libraries. Attended Southern Tier Digital Equity Coalition meeting to discuss bylaws creation and strategic planning. Met with a staff member from Southeast Steuben County Library as part of New York Library Association's Developing Leaders Program. Reviewed Construction Aid project close out reports, and assisted three libraries with closing out their open projects. Developed NYS Public Library Construction Aid LibGuide for the 2024/2025 funding cycle.



 **Week of April 8:** Participated in STLS Board of Trustees Personnel & Policies committees' meetings. Attended monthly STLS Training Team meeting. Participated in Foundation for Southern Tier Libraries monthly meeting. Attended Construction Aid Program Coordinators meeting through the New York State Library.

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

Lorie has continued to assist the Middlesex Public Library to make changes to move them closer to their goal of being a fully chartered library. This process includes weeding and tweaking their collection to be a bit smaller and consist of materials that are being used by the Middlesex community. Weeding assistance continues and conversations/connecting with other STLS staff for the purchase of barcodes (for both patrons and items); opening accounts with library vendors to make more effective use of their budgetary dollars; discussions accessibility—encompassing pros/cons of genre style shelving as well as placement of shelving units for ease in browsing and 'flow' of collection. Consideration of existing lights to be in the aisles will also enhance accessibility.

Lorie participated in two virtual programming idea sessions (one for children and one for teens) with 13 other public library systems. These fast-paced 3 hour events include small, big, rural and suburban library staff sharing programs ideas in a 10-12 minutes window that could be replicated in other libraries. Staff from two member libraries presented at these: Barb Radigan (Pulteney Free Library) at the Children's session and Sarah Crevelling (Penn Yan Public Library) at the Teen session.

Lorie participated in the two Annual Report parties. These events held in person and organized by Erika Jenns, Engagement Consultant lay the groundwork for direct consultation and assistance as members work on their NYS Annual Report. These work-parties help libraries get their reports submitted in a timely manner and assist them with any problems or concerns that they may encounter. Great collaboration of all STLS staff to get necessary reporting completed accurately.

Lorie visited the Cohocton and the Prattsburgh libraries (with Haleigh Mikolajczyk) for brush ups and/or training on interlibrary loan processes and procedures. She also connected with Jess Westlake (Montour Falls library) for a quick phone call clarification about interloan and a follow up email with necessary instruction sheets.

Lorie partnered with colleague Tonia Burton, Monroe County Public Library System, to present a virtual training on Sensory Storytimes.

Lorie visited (along with Haleigh Mikolajczyk) the Addison library to discuss the implementation of a grant they received for the creation of a Maker/Creation Space. This session centered on many questions to help determine the targeted audience, the mechanics of offering a DIY Maker/Creation space that potentially wouldn't be supervised by staff as well as specific items to include in the space.

Lorie attended a wide variety of meetings and webinars to further assist member libraries with programming efforts and delivering library services to youth. These included a phone call of NYS Consultants with presentations by Hunger Solutions NY and a grant application that PBS Kids (WXXI-Rochester) is offering as a partnership with public libraries. And, SCRLC's Resource Sharing meeting to discuss the delivery of Interlibrary Loan services across the region.

Much time was devoted throughout the reporting period to lay the groundwork for Haleigh Mikolajczyk, Program Consultant, to offer support to members for youth and interlibrary loan services. This has been a very rewarding experience watching her learn and grow in knowledge about our library system in such a very short time.

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

Keturah participated in the following activities during January and February 2024.

Keturah participated in meetings for the STLS Advocacy team, Division of Professional Development, and the STLS Training Team. Keturah also participated in meetings for the STLS Sustainability team, and STLS Triple M.

Keturah participated in a meeting of the ALA Planning and Budget Assembly and attended meetings of the ALA Council as the NY State Chapter Councilor during the ALA LibLearn X conference. Keturah attended the virtual LibLearn X Conference.

She participated in a meeting of the ALA Planning and Budget Assembly and attended meetings of the ALA Council as the NY State Chapter Councilor during the ALA LibLearn X conference.

Keturah facilitated two webinars for STLS: "Genrefying Your Library" by Alec Staley, which had 15 attendees, and "Your Library and the Eclipse" by Melanie Miller, which had 16 attendees. Recordings of both webinars were uploaded to the internet.

Keturah visited the Montour Falls Library for a consultation with the library director and sent out two "Reaching Out" newsletters.

Keturah reviewed grant applications for the ALA Libraries Transforming Communities: Accessible Small and Rural Communities. Keturah also reviewed poster proposals for the ALA Annual Conference.

Keturah also participated in the STLS Advocacy Kickoff webinar and attended two Annual Report Party workshops at STLS and Bath to help members fill out the 2023 Annual Report. Keturah also help review annual report submissions and attended the DEI Committee workday at the Hammondsport Library.

Keturah completed the ALA eCourse: Sustainable Librarianship Core Competencies and Practices.

She became a mentor for the New York Library Association Developing Leaders program.

Keturah began working with Larissa Wagner as the STLS guide for a graduate school class assignment.

Keturah attended the following meetings in April: Freedom to Read Foundation Banned Book Weeks grant committee, Allegany County Library Directors meeting, Training Team meeting, Sustainability Committee, and DAC meeting.

Keturah published a Reaching Out newsletter and submitted an application for an Energy Audit for STLS through the Green Jobs – Green New York program. Keturah helped sort advocacy postcards to be sent to legislators and continued to distribute eclipse glasses to member libraries.

Keturah met with a representative of the Southern Tier Health Network to discuss a new location for a Telehealth Suite at a library in Allegany County. Keturah also met with the County Planner who heads the Schuyler County Climate Committee. Keturah attended the Allegany County Legislature meeting for the proclamation of National Library Week.

Keturah visited the Cuba Library for a consultation with the library director and did a virtual consultation with the Director of the Watkins Glen Library.

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

In January, Erika Jenns participated in the interview process for the Program Consultant position. She prepared data for member libraries to use in completion of the Annual Report in partnership with Mandy Fleming. Erika prepared the 2024 Library Advocacy campaign; this included: sending out postcards to member libraries; creating the digital postcard form; designing t-shirts, as well as selfie signs and social media post templates; updating the STLS website with advocacy campaign information; and leading the advocacy kickoff workshop in partnership with Keturah Cappadonia and Brian Hildreth. Erika had website consultations with the Belmont and Bath libraries. She also prepared 5 new solar eclipse kits for the STLS Program Resources collection.

January meetings outside of STLS included a meeting with OWWL Library System and Finger Lakes Library System regarding the OverDrive reciprocal lending arrangement; a meeting with the director of the Putnam County Historical Society regarding newspaper microfilm digitization; a meeting with Heidi Eckerson at Finger Lakes Library System about summer library tour plans; and a meeting with Allison Midgley from the Westchester Library System about annual reports. January committee meetings included: PLA Digital Literacy Committee meeting, SustainRT Public Awareness & Advocacy meeting, SustainRT Steering Committee meeting, and the STLS Sustainable Libraries Committee meeting.

In February, Erika attended Library Advocacy Day activities in Albany, including pre-Advocacy Day meetings. She met with Allegany County directors to discuss the summer 2024 library tour and the hike tour they are planning within their county. Erika held consultations with the Rushford about their

Facebook page and with staff at Rushville to set up a library website and to assist with the library Facebook page. The FY2023 annual report opened in February, and Erika provided assistance throughout the month to member libraries with questions about the report, including two annual report workshops. She also created a newsletter about STLS staff and a new staff social media post. Committee meetings included: the SustainRT Steering Committee meeting and the SustainRT Public Advocacy and Awareness Committee meeting, as well as the South Central Regional Library Council board meeting.

In March, Erika designed new library cards for Hammondsport, Middlesex, and Cohocton. Erika had consultations with staff at Rushville about annual reports and public library minimum standards; with Hornell about social media; with Hector to set up a new library website; and with staff at Steele Memorial Library about OverDrive purchasing. She also collaborated with Brian Hildreth to present a Policy Development workshop after the Allegany County Directors meeting. Erika attended the Central Library Planning Committee meeting, the STLS Sustainable Libraries Committee meeting, SustainRT Steering Committee meeting, SustainRT Public Advocacy & Awareness Committee meeting, SCRLC board meeting, and she hosted the Digital Library Advisory Group meeting.

Throughout the first quarter of 2024, Erika attended meetings with the Watkins Glen and Hector libraries to prepare for their funding campaign. She also reviewed campaign materials for both libraries. Additionally, Erika worked on preparation of the Summer 2024 Southern Tier Library Tour – STARQuest, in partnership with Haleigh Mikolajczyk. Annual report completion also took place throughout the first quarter. Members of the Training Team collaborated to review member reports and all have been submitted for FY2023.

**Youth Services, ILL, and Public Awareness Events  
by Haleigh Mikolajczyk, Program Consultant  
Division of Professional Development and Outreach**

**Week of March 4th:** Met with the New York State youth consultants' groups to finalize details for the upcoming Teen Collaborative Workshop. Visted Alfred Box of Books Library to meet with their director to discuss the Allegany county hike, STARQuest tour, and current youth programming in the Alfred community. Also visited the Addison Public Library to discuss their plans for a grant funded makerspace alongside the Manager of the Division of Professional Development. Met with Engagement Consultant to discuss development of the STARQuest tour. Attended STLS facilitated Storytime ukulele session and NYS lunch and learn on Smokey Bear 80<sup>th</sup> anniversary events.

**Week of March 11th:** Co-hosted the 1<sup>st</sup> STLS Youth Services Advisory Group meeting of the 2024 year alongside other New York State Youth Consultants. Met some of the youth related librarians and staff within our system and discussed different program possibilities for this year's Summer Learning programs. Attended the Allegany County Director's council meeting and promoted the upcoming Summer Learning Workshop. Co-hosted the 2024 Summer Learning Collaborative Summer Programming Workshop alongside other NYS youth consultants. Attended a webinar on trauma and

copyright in libraries in relation to book banning and communication. Worked on learning how to make libguides in springshare and began developing pages for both staff and patrons in relation to the STARQuest Tour.

**Week of March 18th:** Attended the youth services consultant's call as part of the New York State Division of Library Developments. This led to further conversations and a planned webinar for STLS members on potential partnership opportunities with PBS Kids. Visited Southeast Steuben County Library to meet with their lead youth programmers. Discussion revolved around STLS resource kits, partnerships within youth members, and future programming ideas. Also visited Cohocton public library to shadow the Manager of the Division of Professional Development in training on Inter Library Loan. Much time was spent working on our upcoming Summer Learning Workshop and learning about our current Program Resource Kits.

**Week of March 25th:** Joined the South Central Regional Library Council's (SCRLC) Resource Sharing Advisory Committee for their first meeting of the 2024 year. Was able to network with other resource sharing individuals within the state and within the SCRLC community. Attended the STLS Directors Advisory Council at Steele Memorial Library followed by a tour of their spaces with the Director. He shared future plans for layout changes and collection management projects. Met with Engagement Consultant to continue work on STARQuest tour and discuss Program Resource Kits. Met with STLS's Executive Director to discuss my position and development of skills as I take on more during the onboarding process. Discussed future ideas for program resource kits and system wide programs. Viewed webinars related to difficult conversations in library spaces and community driven science programs in libraries. Continued work on upcoming Summer Learning Workshop. Organized a Teen programmers panel for upcoming spring CE targeted at highlighting successful teen programs that can be replicated for other members.

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

**E-rate**

This is by far, our busiest time of year for E-rate. In January and February, Ken and I filed a total of ten Form 470s (Description of Services Requested and Certifications Form) for the 2024-2025 funding year. In March, we evaluated the bids we received from the Form 470s, signed contracts for new/updated services, and filed a total of eighteen Form 471s (Description of Services Ordered and Certification Form). These included newly- STLS-managed connections in Rushford and Whitesville.

In March, we also filed four BEARs (Billed Entity Applicant Reimbursement form) for July through December of 2023, and received \$84,163.25 in reimbursements in early April.

## ILS

In January and February, I worked closely with Erika to provide libraries with ILS data in order to accurately answer their Annual Report questions. As a reminder, I update and run the back-end reports in BCA, check them against WorkFlows reports, and Erika creates and formats the final spreadsheets from those BCA reports. The spreadsheets include data such as user registrations, transactions and holdings – which directly correspond to questions on the Annual Report and are used by each library. We also answer library questions about that data. I attended and briefly presented at the in-person Annual Report parties held at Bath and STLS in February.

We had a cataloging predicament this quarter - for many many years (longer than I have been in Cataloging), we have used a z39.50 connection in WorkFlows to OCLC's FirstSearch for finding MARC records. Years ago, we used FirstSearch as our primary MARC record source, now we get most records from book vendors such as Ingram, Baker & Taylor and Brodart. However, we still used FirstSearch for donated items and items libraries purchased from vendors that do not provide MARC records (such as Amazon). The FirstSearch connection was a benefit of our South Central Regional Library Council (SCRLC) membership. Unbeknownst to us, OCLC stopped supporting the z39.50 connection, for libraries that do not also purchase their cataloging service(s) and unexpectedly disconnected our FirstSearch access on February 7th. We worked closely with the Digital Services Librarian at SCRLC to determine why we could no longer connect and learned about the new OCLC requirements and that this method of finding MARC records was no longer an option for our catalogers.

Since that time, we have added and corrected z39.50 connections to other library systems and are investigating other MARC Record sources. Practically speaking, this means that Kylie, Larissa and Casey must do more searching and more copying and pasting, from various sources, to get robust, accurate and complete records for the items submitted to the Help Desk and for items that come through with brief bib records from the vendors. They have been extremely understanding and adaptive throughout the process. If I were in their shoes, I would be very frustrated with the situation (I am frustrated, but it doesn't directly impact my day-to-day work in the same way), but if they are, they are hiding it well! Instead, they are powering through and continuing to provide the best possible records to our member libraries, in a reasonable, though often a bit slower, timeframe.

Kylie and Casey are working on a project to inventory all items at the Chemung County Historical Society, and add items not currently in our catalog, that are on their shelves. Between the two of them, they have visited 9 times so far in 2024. It is a much more arduous and time-consuming project than a normal public library inventory, as the CCHS items do not have scannable item barcodes. Kylie provided a remote BCA training to Raeanne of Scio and Little Genesee. I visited Corning with Lorie and Haleigh, and met with Kyla and Erik, to discuss generifying their YA collection. March was a busy month for committee meetings - we had both the DAC Circulation Committee meeting and the

Cataloging Advisory Committee meeting. Kylie and I were grateful to attend the COSUGI (Customers of SirsiDynix User Group Inc) Conference in Provo, Utah - the first in-person one since 2019. We attended helpful sessions, met directly with SirsiDynix staff about existing issues, met with vendors such as Baker & Taylor, and networked with other customers. It was a truly valuable, and enjoyable conference. Finally, we presented a quarterly system-wide ILS Meeting in February with IT Staff.

We are currently at a turnaround time of 6 working days for unopened "normal" cataloging requests - which is pretty remarkable, given the circumstances. In January, we were able to finish the Unfillable Holds Project with 257 fewer unfillable holds that we had at the start (libraries did an excellent job of hunting down missing and lost items in Phase 1, and following up with their patrons that still had holds in Phase 2), and the Patron Purge Project - with a total of 30,415 inactive patron records removed in this final round.

### **General STLS**

I worked with STLS consultants to review all submitted Annual Reports. I was also a member of the search committee for the Program Consultant position and am very pleased that we selected Haleigh and she accepted - I think she's off to a great start and I am enjoying working with her!