

**STLS BOARD MEETING**

Tuesday, May 21, 2024 - 2:00 pm

Southern Tier Library System, Painted Post, NY 14870

**AGENDA**

- |    |                                       |                      |                    |
|----|---------------------------------------|----------------------|--------------------|
| 1. | Agenda                                |                      | <b>Doc. #24-54</b> |
| 2. | Approval of Minutes – April 2024      | <b>*FOR APPROVAL</b> | <b>Doc. #24-55</b> |
| 3. | Treasurer’s Report – April 2024       | <b>*FOR APPROVAL</b> | <b>Doc. #24-56</b> |
| 4. | Financial Clerk’s Report – April 2024 | <b>*FOR APPROVAL</b> | <b>Doc. #24-57</b> |
- *Subject to corrections, above items may be approved without motion.*

**COMMITTEE REPORTS**

- |    |  |                                 |                    |
|----|--|---------------------------------|--------------------|
| 5. | Executive Committee – Kathy Green                          |                                 |                    |
| 6. | Personnel & Policies Committee – Barbara Hubbell           | (Minutes)                       | <b>Doc. #24-58</b> |
|    |  | (Public Comment Policy)         | <b>Doc. #24-59</b> |
| 7. | Finance & Facilities Committee – Sisi Barr                 | (Minutes)                       | <b>Doc. #24-60</b> |
|    |  | (2023 AFR to State Comptroller) | <b>Doc. #24-61</b> |
| 8. | Public Relations Committee – Lynnette Decker               |                                 |                    |
| 9. | Foundation for Southern Tier Libraries – Louise Richardson | (Minutes)                       | <b>Doc. #24-62</b> |

**BOARD ACTIONS**

- |     |   |                       |                    |
|-----|---|-----------------------|--------------------|
| 10. | <u>Expenditure Approvals -Monthly Unpaid Bills Detail</u> | <b>* FOR APPROVAL</b> | <b>Doc. #24-63</b> |
|-----|---|-----------------------|--------------------|

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

Aye _____ Nay _____ Abstain _____ Absent _____ Approved/Failed Discussion:
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- |     |  |                       |                    |
|-----|--|-----------------------|--------------------|
| 11. | <u>Receipt Approvals – Monthly Deposit Summary</u> | <b>* FOR APPROVAL</b> | <b>Doc. #24-64</b> |
|-----|--|-----------------------|--------------------|

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

Aye _____ Nay _____ Abstain _____ Absent _____ Approved/Failed Discussion:
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12. Approve Proposed Training Policy**\* FOR APPROVAL**(See April 2024 Board Packet) **Doc. #24-45**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed Training Policy as presented at the April 16, 2024 board meeting, and considers any revisions incorporated during board meeting discussion.

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

13. Approve Proposed Revisions to the Engagement Consultant Job Title/Description**\* FOR APPROVAL****Doc. #24-65**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the Job Title & Description of the Engagement Consultant position as presented at the May 21, 2024 board meeting, and considers any revisions incorporated during board meeting discussion.

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

14. Appointment of Assistant Director – Director of Librarianship**\* FOR APPROVAL**

Executive Director Recommendation: The STLS Board of Trustees approves the probationary appointment of Erika Jenns to the Assistant Director – Director of Librarianship position. Permanent position appointment and all other benefits are defined and determined by the Staff Organization Contract 2021 – 2024.

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

15. Approve Proposed Revisions to the STLS Organizational Chart**\* FOR APPROVAL****Doc. #24-66**

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 May 21, 2024 board meeting considering any revisions during board meeting discussion.

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

**BOARD INFORMATION**

16. Old Business
17. New Business
18. Library Networking
19. President's Report
20. Monthly Library System Staff Reports

**Doc. #24-67**

Public Expression (15 minutes)

Adjournment

Next meeting: Penn Yan Public Library, 214 Main St, Penn Yan NY 14527  
Tuesday, June 18, 2024 at 2:00 p.m.

**STLS BOARD MEETING**  
**Tuesday, April 16, 2024 - 2:00 pm**  
**Angelica Free Library, Angelica, NY 14709**

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

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

Excused: Richard Ahola – 2027, Richard Urban – 2024\_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 2:00 pm

**1. AGENDA** **\*FOR APPROVAL** **Doc.#24-37**  
**Received and Filed**

**2. Approval of Minutes – March 2024** **\*FOR APPROVAL** **Doc. #24-38**  
**Received and Filed**

**3.Treasurer’s Report – March 2024** **\*FOR APPROVAL** **Doc. #24-39**  
**Received and filed**

B Hildreth reported that STLS is on target with income and expenses. STLS is down \$99,000.00 from last year at this time. M Steffens inquired why the \$99,000.00 difference. B. Hildreth answered that aid from Steuben County had been released later than usual, which impacted library system bank balances.

**4. Financial Clerk’s Report – March 2024** **\*FOR APPROVAL** **Doc. #24-40**  
**Received and Filed**

B Hildreth stated that line STLS has earned \$1283.05 in interest from the certificate of deposit that was opened last year and that salaries have been on track with no major changes. Line item 5204, STLS Software and Small Equipment had a notable change that was not budgeted. That is due to the Windows Operating Certificate Update for all computers in the system. Other budgeted expenses were for the OverDrive Platform fee

and speaker fees for the Spring CE on June 14. There was a mis-categorization in line item 5490. The money in this line item was supposed to be pass thru money for the Prattsburg library.

**5. 1<sup>st</sup> Quarter Profit & Loss Statement – March 2024**

**Doc. #24-41**

**\*FOR APPROVAL**

B Hildreth stated that the funds received in line item 4723 are payments for member library cost share. The increase in line item 4724 reflects the uptick in requests from member libraries for computer purchases. Salaries and personnel benefits are on budget. Line item 5204 is overbudget due to the Windows operating system update.

**6. 1<sup>st</sup> Quarter Claims Auditor Report – March 2024 \*FOR APPROVAL Doc. #24-42**

L Richardson reported that she was overpaid by \$4.00 on her mileage reimbursement. She adjusted a subsequent mileage reimbursement form to make up for the overpayment. L Richardson also reported that STLS contracted with a graphic designer and the amount on the contract does not match the amount on the invoice. The invoice was over the agreed upon amount by \$122.00, which was a charge for self-employment tax. STLS will pay the amount on the invoice, but will be sure to be aware of this issue in the future. Finally, STLS was charged sales tax on a purchase from Kabrics screen printing. STLS is requesting a sales tax refund.

**7. 2023 End of Year Profit & Loss Statement \*FOR APPROVAL**

**Doc. #24-43**

B Hildreth reported that income played out as predicted with the mid-year budget revision. STLS took in a little more than 2 million dollars in 2023.

B Hildreth reported that expenses were higher than budgeted, but everything was on track from the mid-year budget revision. In 2023, STLS was predicted to have a \$60,000.00 deficit and ended up with a \$2500.00 carryover. B Gorman asked if March's ERate reimbursement was reflected in the Profit & Loss statement. B Hildreth answered it was.

**Standing Committee Reports –**

**8. Executive Committee – Kathy Green**

K Green reported the committee set the agenda.

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

(Minutes) **Doc. #24-44**

B Hubbell reported the negotiation committee met with Brian and is in the process of scheduling a meeting with the Staff Association representatives. B Hubbell also reported that Brian's evaluation will be in August and Brian is on track with his performance objectives.

B Hubbell stated that the Meeting Room Policy, the Internet Safety Policy and the Sustainability Policy are all up for vote at today's meeting.

(Training Policy) **Doc. #24-45**

B Hildreth stated the Training Policy and the Sustainability Policy are both new policies to STLS. The Training Policy is good to have to help interpret how and where trainings will take place, as well as evaluate the effectiveness of the training. It is also a good policy to have in place from an ecological perspective and a socioeconomic standpoint.

**\*\* Move to go into Executive Session to discuss matters leading to the appointment of an employee. Motion by B Hubbell and second by M Steffens. Executive session started at 2:19 pm. Executive session ended at 2:38 pm**

#### **10. Finance & Facilities Committee – S Barr**

(Minutes – Provided at Meeting) **Doc.#24-46**

S Barr stated the committee met with Kathy Stickler regarding the yearly audit. There are no new changes for this year's audit and the audit team is on site at STLS this week.

#### **11. Public Relations Committee – Lynnette Decker**

(Minutes) **Doc.#24-47**

L Decker stated the Construction Aid meeting will be on June 26, 2024 and encouraged attendance from the trustees. The location of the meeting is still being determined and there will be an online attendance option.

#### **12. Foundation for Southern Tier Libraries – Louise Richardson**

(Minutes) **Doc.#24-48**

L Richardson reported that the Foundation will be giving member libraries \$17,500.00 in grants at the May meeting. The meeting date is May 9, 2024.

### **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 11      Nay 0      Abstain 1      Absent 1      Vacant 2

Approved/Failed: Approved

Discussion: None

#### **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 11      Nay 0      Abstain 1      Absent 1      Vacant 2

Approved/Failed: Approved

Discussion: None

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 11      Nay 0      Abstain 1      Absent 1      Vacant 2  
Approved/Failed: Approved  
Discussion:

B Hubbell stated that this policy also addresses video recording in the library system's building. B Hildreth added that STLS legal counsel has reviewed the policy and stated that STLS is in good shape in the event of incidents.

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

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

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

**BOARD INFORMATION**

**17. Old Business –**

None

**18. New Business –**

None

**19. Library Networking –**

None

**20. President's Report –**

None

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

**Doc.#24-36**

B Hildreth stated that STLS is assisting multiple libraries with their upcoming funding referendums. These libraries would like to address sustainable funding challenges. L Richardson added that the Southeast Steuben County Library now owns the building where it is housed and the building needs work.

B Hildreth also discussed the complexities of the Watkins Glen and Hector libraries votes. Both votes need to go forward in order to help the Hector Reading Center become a chartered public library.

**Public Expression (15 minutes)**

Adjournment

Move: B Gorman

Second: S Barr

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

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

	Apr 30, 24	Mar 31, 24	\$ Change
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
1200 · Cash - Operating	3,387.70	4,966.51	-1,578.81
1201 · Cash - Payroll	8,645.45	6,297.27	2,348.18
1202 · Cash - Money Market	848,355.60	908,840.15	-60,484.55
1203 · Cash in Certificate of Deposit	355,288.56	353,937.76	1,350.80
Total Checking/Savings	1,215,677.31	1,274,041.69	-58,364.38
Accounts Receivable			
1380 · Accounts Receivable	154,748.36	248,396.54	-93,648.18
Total Accounts Receivable	154,748.36	248,396.54	-93,648.18
Total Current Assets	1,370,425.67	1,522,438.23	-152,012.56
Fixed Assets			
1100 · Fixed Assets			
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
Total 1100 · Fixed Assets	1,779,871.08	1,779,871.08	0.00
Total Fixed Assets	1,779,871.08	1,779,871.08	0.00
Other Assets			
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
Total Other Assets	699,066.80	699,066.80	0.00
<b>TOTAL ASSETS</b>	<b>3,849,363.55</b>	<b>4,001,376.11</b>	<b>-152,012.56</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
2600 · Accounts Payable	0.00	3,548.90	-3,548.90
Total Accounts Payable	0.00	3,548.90	-3,548.90
Other Current Liabilities			
2601 · Accrued P/R	5,818.22	5,818.22	0.00
2625 · Payroll Deductions Payable	929.26	929.34	-0.08
2626 · Flex Spending Deduction Payable	769.63	510.03	259.60
2627 · PFL Payable to Insurance	4,989.61	4,702.48	287.13
2635 · Capital Notes Payable	103,365.26	105,575.48	-2,210.22
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
Total Other Current Liabilities	371,620.71	373,284.28	-1,663.57
Total Current Liabilities	371,620.71	376,833.18	-5,212.47
Long Term Liabilities			
2850 · Lease Liability - Long Term	516,634.00	516,634.00	0.00

Southern Tier Library System  
Treasurer's Report  
As of April 30, 2024

	<b>Apr 30, 24</b>	<b>Mar 31, 24</b>	<b>\$ Change</b>
<b>Total Long Term Liabilities</b>	<b>516,634.00</b>	<b>516,634.00</b>	<b>0.00</b>
<b>Total Liabilities</b>	<b>888,254.71</b>	<b>893,467.18</b>	<b>-5,212.47</b>
<b>Equity</b>			
<b>3200 - Fund Balance Unrestricted</b>	<b>2,545,094.28</b>	<b>2,542,232.28</b>	<b>2,862.00</b>
<b>3910 - Board Restricted Capital Reserv</b>	<b>350,000.00</b>	<b>350,000.00</b>	<b>0.00</b>
<b>3911 - Donor Restricted Capital Reserv</b>	<b>91,949.44</b>	<b>94,811.44</b>	<b>-2,862.00</b>
<b>Net Income</b>	<b>-25,934.88</b>	<b>120,865.21</b>	<b>-146,800.09</b>
<b>Total Equity</b>	<b>2,961,108.84</b>	<b>3,107,908.93</b>	<b>-146,800.09</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,849,363.55</b>	<b>4,001,376.11</b>	<b>-152,012.56</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

	Apr 24	Mar 24	\$ Change
<b>Income</b>			
4719 · Interest	1,373.35	1,283.05	90.30
4721 · E-Rate Funding	0.00	0.00	0.00
4724 · Member Library IT Contracts	12,989.62	0.00	12,989.62
4731 · Arkport Support	1,914.03	0.00	1,914.03
4732 · Reading Center Support	1,389.62	0.00	1,389.62
4733 · Member Library Processing Fees	42.00	0.00	42.00
4735 · Non State Aid Pass Through	82,908.16	23.17	82,884.99
4782 · Donations	91.64	50.00	41.64
4784 · General Reimbursements & Refund	400.00	0.00	400.00
<b>Total Income</b>	<b>101,108.42</b>	<b>1,356.22</b>	<b>99,752.20</b>
<b>Gross Profit</b>	<b>101,108.42</b>	<b>1,356.22</b>	<b>99,752.20</b>
<b>Expense</b>			
5100 · Salaries			
5141 · Professional Salaries	35,222.57	35,293.88	-71.31
5142 · Non-Professional Salaries	43,869.13	43,888.48	-19.35
<b>Total 5100 · Salaries</b>	<b>79,091.70</b>	<b>79,182.36</b>	<b>-90.66</b>
5150 · Personnel Benefits			
5153 · Social Security	5,813.34	5,822.13	-8.79
5154 · Workers Compensation	1,807.16	0.00	1,807.16
5157 · Health Insurance	17,796.14	18,452.10	-655.96
5158 · Payroll Expense - Other	839.00	839.00	0.00
<b>Total 5150 · Personnel Benefits</b>	<b>26,255.64</b>	<b>25,113.23</b>	<b>1,142.41</b>
5204 · STLS Software & Small Equipment	58.13	4,141.96	-4,083.83
5205 · Maintenance Contracts & Leases	968.42	491.45	476.97
5408 · Platform Fees & Licenses	1,848.00	5,948.98	-4,100.98
5409 · STLS Telephone/Internet	17,857.95	16,247.14	1,610.81
5417 · Library Materials	380.67	712.50	-331.83
5418 · Consultant Collection	0.00	516.09	-516.09
5420 · Staff Development Travel	1,359.14	2,070.84	-711.70
5422 · Trustee Mileage	224.49	0.00	224.49
5424 · Conference Registration	883.05	819.46	63.59
5425 · Staff & Member Library Mileage	268.88	147.74	121.14
5427 · Programming & Annual Conference	54.79	1,000.00	-945.21
5428 · Meeting Supplies	38.00	536.81	-498.81
5430 · Office Supplies	547.15	421.03	126.12
5433 · Postage	51.90	10.35	41.55
5434 · Public Relations	464.98	21.73	443.25
5435 · Member Library Pass through	94,548.18	9,689.69	84,858.49
5442 · Professional Fees	0.00	362.00	-362.00
5444 · Accounting Support & Audit	99.00	99.00	0.00
5450 · Utilities	1,294.44	1,260.26	34.18
5451 · Building Maintenance & Repairs	1,905.91	2,068.42	-162.51
5454 · Commercial Insurance	1,825.16	0.00	1,825.16

Southern Tier Library System  
Financial Clerk's Report  
April 2024

	<b>Apr 24</b>	<b>Mar 24</b>	<b>\$ Change</b>
5471 • Vehicle Maintenance & Repairs	2,194.18	870.85	1,323.33
5473 • Vehicle Fuel	1,339.82	1,427.22	-87.40
5474 • Vehicle Insurance	984.34	0.00	984.34
5480 • Greenwood Reading Center Exp	1,586.51	1,757.60	-171.09
5485 • Arkport Expense Account	2,238.30	1,905.93	332.37
5490 • Grants	189.78	40,198.04	-40,008.26
<b>Total Expense</b>	<b>238,558.51</b>	<b>197,020.68</b>	<b>41,537.83</b>
<b>Net Income</b>	<b>-137,450.09</b>	<b>-195,664.46</b>	<b>58,214.37</b>

**Personnel & Policies Committee**

Meeting Minutes

Tuesday, May 14, 2024 at 12:00 pm

Meeting Location: Southern Tier Library System - Painted Post



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

Excused: Mary-Claire Krebs

Administration: Brian M. Hildreth

**POLICIES**

**Training Policy**

Committee Chair asked if the proposed policy had received any questions from other board members since April'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 the Proposed Training Policy

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed Training Policy as presented at the April 16, 2024 board meeting, and considers any revisions incorporated during board meeting discussion.

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

**Public Comment Policy**

The committee reviewed the proposed policy and made some grammatical revisions. B. Hildreth informed the committee the policy was required as it will determine how the board handles public comment during open meetings moving forward. The group agreed the policy was ready to move to the full board for review.

**Social Media Policy**

B. Hildreth reviewed the proposed policy. He noted it has been nearly six years since it was last updated. The policy is currently being reviewed by STLS staff, but it was helpful to have the committee review too. Committee members reviewed the policy and offered grammatical as well as content changes. The changes were incorporated into the draft document. The committee agreed to review the policy at the June meeting after receiving staff revisions.

**Tuition Reimbursement Policy**

The committee discussed information shared by the Negotiating Committee that the Staff Association had requested some changes to the policy. B. Hildreth informed the committee that it would be prudent to wait until the negotiations were completed to update the policy to reflect what was agreed upon by the Staff Association

and Board of Trustees. The committee said it would take the lead on updating the policy after negotiations, and per the final contract.

### **Staff Guide**

B. Hildreth informed the committee that the Staff Guide was due for updates. The guide received some updates during the pandemic, but it was time for a review given new staff have joined the organization, and administration has learned what types of information would be helpful to new staff as part of an onboarding process. Updates would also be helpful to current staff, so everyone is receiving the same information, which is formally approved by the Board of Trustees.

### **PERSONNEL**

#### **Assistant Director – Director of Librarianship**

B. Hildreth reminded the committee that he would recommend to the board that Erika Jenns be appointed to this position at May's board meeting. He noted all STLS staff will have been informed of the decision-making prior to the meeting, and member libraries will be formally notified in June.

#### **Engagement Consultant Job Description**

Committee members reviewed the job description. Several grammatical and structural changes were made. The committee agreed it was ready to bring to the board for a vote in May, so STLS can advertise for the position.

#### Approve Proposed Revisions to the Engagement Consultant Job Title/Description

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the Job Title & Description of the Engagement Consultant position as presented at the May 21, 2024 board meeting, and considers any revisions incorporated during board meeting discussion.

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

#### **Organizational Chart**

B. Hildreth reviewed the STLS Organizational Chart considering recent appointments and vacancies. He informed the committee he would make a recommendation to the board to approve the revisions at May's meeting.

Meeting adjourned at 1:10 pm.

Minutes respectfully submitted by: Brian M. Hildreth

## **PUBLIC COMMENT POLICY**

APPLIES TO: STLS Board of Trustees  
General Public

The Southern Tier Library System Board of Trustees incorporates an opportunity for Public Comment during its regular board meetings in accordance with New York State's Open Meetings Law. Residents of the library system's service area may use this time to verbally address the board. The Library Board reserves the right to determine the manner in which public comments are received in order to maintain a fair, respectful, and well-managed meeting. The following Rules and Procedures apply to the Library's Public Comment section of the meeting Agenda:

### **Rules and Procedures for Public Comment**

- Participants must sign in and identify community of residence
- Participants must be a resident of Allegany, Chemung, Schuyler, Steuben, or Yates counties
- Residents will be recognized in order of sign-in
- Residents will be allotted a maximum of 3-minutes to speak
- A resident can only speak once, and can only use *their* 3-minutes to speak
- Residents must limit their comments to library-related matters
- A designated library trustee will preside over the meeting
- A designated trustee will introduce each resident and keep track of the time
- The Library Board may limit the total amount of time allowed for Public Comment
- The Library Board may only listen to residents during Public Comment
- The Library Board may not address an issue, or answer questions during Public Comment
- The Library Board may not vote upon any issue raised during Public Comment unless specified on the agenda

***Adopted by the Southern Tier Library System Board of Trustees on Month/Day/Year***



**Finance & Facilities Committee**

**Meeting Minutes**

May 13, 2024 – 1:00 pm

Meeting Location: Southern Tier Library System

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

Meeting was called to order at 1:06 pm.

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

Treasurer's Report – Brian stated our balance this month as compared to this month in 2023 is down roughly \$95,000. As compared to 2019, pre-covid, we are up roughly \$50,000. We remain in good financial standing considering the competition of the construction project. The auditors calculated the Right of Use Lease Assets, a yearly figure, located on Item 1400 versus Liabilities Items 2800 – Lease Liability Short Term and Item 2850 – Lease Long Term.

Financial Clerk's Report – Brian highlighted Item 4735 – Non-State Aid Pass Through and Item 5435 – Member Library Pass through as well as Items 5454 – Commercial Insurance and Item 5474 - Vehicle Insurance.

Profit - Loss Vs Actual Statement – Item 5204 – STLS Software and Small Equipment reflect increases in Microsoft licenses that were purchased. The committee discussed Item 5451 – Building Maintenance and Repairs listing several upcoming needed repairs such as parking lot sealing, power washing building, tree removal. These items will be incorporated into the mid-year budget revision.

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

Facilities- Brian shared the Elmira Structures bid to replace the roof with either metal or asphalt shingles. Construction aid is being pursued which will cover 50% of construction costs. Brian has yet to receive the bid for the vestibule and front door renovations. CJ Brown will be on site this week to conduct an Energy Audit which in part will detail what our costs are per kilowatt-hour (kwh). It is anticipated the audit will detail how STLS will be able to reduce its energy costs.

Annual Financial Report to the State Comptroller - shared with the committee and May Board Meeting with approval at the June Board Meeting.

The meeting was adjourned at 1:44 pm.

Respectfully submitted: Sisi Barr, Treasurer  
Next Meeting is Monday, June 10<sup>th</sup> at 1:00pm.



Office of the State Comptroller

New York State &amp; Local Retirement System

New York State Comptroller  
Thomas P. DiNapoli

## GASB 68 Report for NYSLRS Measurement Date 03/31/2023

SOUTHERN TIER LIBRARY SYSTEM - 50782 ERS

Employer Fiscal Year: 12/31/2023 Employer Allocation Percentage: 0.0030236%

Measurement Date	03/31/2023
Actuarial Valuation Date	04/01/2022
<b>Net pension Liability (Asset) – Ending</b>	<b>\$648,373</b>

### DEFERRED OUTFLOWS – as of Measurement Date

Difference Between Expected and Actual Experience	\$69,057
Change of Assumptions	\$314,892
Net Difference Between Projected and Actual Investment Earning on Pension Plan Investments	\$0
Changes in Proportion and Differences Between Employer Contribution and Proportionate Share of Contributions	\$32,254
Employer Contributions Subsequent to the Measurement Date	PROVIDED BY EMPLOYER

### DEFERRED INFLOWS – as of Measurement Date

Difference Between Expected and Actual Experience	\$18,209
Changes of Assumptions	\$3,480
Net Difference Between Projected and Actual Investment Earnings on Pension Plan Investments	\$3,809
Changes in Proportion and Differences Between Employer Contributions and Proportionate Share of Contributions	\$58,065

### PENSION EXPENSE

Proportionate Share of Plan Pension Expense	\$226,641
Net Amortization of Deferred Amounts from Changes in Proportion and Differences Between Employer Contributions and Proportionate Share of Contributions	(\$11,184)
<b>Total Pension Expense (Income)</b>	<b>\$215,458</b>

Additional GASB 68 Employer Disclosures

GASB 68 requires significant Note Disclosures. The information below is specific to the employer for whom this valuation has been calculated. More information related to Note Disclosures will be available on the NYSLRS website for all employers including NYSLRS' financial statements and related GASB schedules.

**SOUTHERN TIER LIBRARY SYSTEM - 50782 ERS**

Employer Fiscal Year: 12/31/2023    Employer Allocation Percentage: 0.0030236%

**Sensitivity of the Employer's Proportionate Share of the Net Pension Liability  
Due to Changes in the Discount Rate**

	<b>1% Decrease (4.90%)</b>	<b>Current Discount Rate(5.90%)</b>	<b>1% Increase (6.90%)</b>
<b>Employer's Proportionate Share of the Net Pension Liability (Asset)</b>	<b>\$1,566,839</b>	<b>\$648,373</b>	<b>(\$119,113)</b>

Net amount of the employer's balances of deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Fiscal Year End:

2024	\$76,417
2025	(\$37,274)
2026	\$122,259
2027	\$171,238
2028	\$0
Thereafter	\$0

Employer's Covered Payroll

PROVIDED BY EMPLOYER

Employer's Contribution

\$87,206

NOT FINAL

**SPU - Library System of Southern Tier Library System  
Annual Financial Report  
For the Fiscal Period 01/01/2023 - 12/31/2023**

Annual Financial Report

For the Fiscal Period 01/01/2023 - 12/31/2023

**Authorization**

Article 3, Section 30 of the General Municipal Law

1. \*\*\*Every Municipal Corporation\*\*\* shall annually make a report of its financial condition to the Comptroller. Such report shall be made by the Chief Fiscal Officer of such Municipal Corporation\*\*\*
5. All reports shall be certified by the officer making the same and shall be filed with the Comptroller\*\*\* It shall be the duty of the incumbent officer at the time such reports are required to be filed with the Comptroller to file such report\*\*\*

**Certification Statement**

I, \*\*\* No certify event recorded \*\*\* , hereby certify that I am the Chief Financial Officer of the SPU - Library System of Southern Tier Library System, and that the information provided in the Annual Financial Report of the SPU - Library System of Southern Tier Library System for the fiscal year ended 12/31/2023, is true and correct to the best of my knowledge and belief.

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Annual Financial Report

For the Fiscal Period 01/01/2023 - 12/31/2023

Financial Statements

Financial information for the following funds and accounts groups are included in the Annual Financial Report filed by your government for the fiscal year ended 2023 and has been used by the OSC as the basis for preparing this Annual Financial Report for the fiscal year ended 2023:

List of funds being used

- A - General
- K - Schedule of Non-Current Government Assets
- W - Schedule of Non-Current Government Liabilities

All amounts included in this Annual Financial Report for 2023 represent data filed by your government with OSC as reviewed and adjusted where necessary.

## Annual Financial Report

For the Fiscal Period 01/01/2023 - 12/31/2023

A - General  
Balance Sheet

	12/31/2023	12/31/2022	12/31/2021
<b>Assets and Deferred Outflows</b>			
<b>Assets</b>			
<b>Cash and Cash Equivalents</b>			
200 - Cash	\$898,927.86	\$962,917.41	\$12,134.00
201 - Cash In Time Deposits	\$350,000.00	\$0.00	\$2,164,275.00
Total for Cash and Cash Equivalents	<b>\$1,248,927.86</b>	<b>\$962,917.41</b>	<b>\$2,176,409.00</b>
<b>Net Other Receivables</b>			
380 - Accounts Receivable	-	\$148,760.26	\$132,798.00
454 - Leases Receivable	\$613,174.00	-	-
Total for Net Other Receivables	<b>\$613,174.00</b>	<b>\$148,760.26</b>	<b>\$132,798.00</b>
<b>Due From</b>			
410 - Due from State and Federal Government	\$105,463.25	\$107,640.00	-
440 - Due from Other Governments Local Libraries	\$61,694.36	\$25,133.71	-
Total for Due From	<b>\$167,157.61</b>	<b>\$132,773.71</b>	<b>\$0.00</b>
<b>Other Assets</b>			
480 - Prepaid Expenses	\$85,892.80	\$83,657.56	\$86,130.00
Total for Other Assets	<b>\$85,892.80</b>	<b>\$83,657.56</b>	<b>\$86,130.00</b>
Total for Assets	<b>\$2,115,152.27</b>	<b>\$1,326,108.94</b>	<b>\$2,395,337.00</b>
<b>Total for Assets and Deferred Outflows</b>	<b>\$2,115,152.27</b>	<b>\$1,326,108.94</b>	<b>\$2,395,337.00</b>

## Annual Financial Report

For the Fiscal Period 01/01/2023 - 12/31/2023

A - General  
Balance Sheet

	12/31/2023	12/31/2022	12/31/2021
<b>Liabilities, Deferred Inflows and Fund Balances</b>			
<b>Liabilities</b>			
<b>Payables</b>			
600 - Accounts Payable	\$13,702.84	\$16,076.28	\$57,478.00
601 - Accrued Liabilities	-	\$0.00	\$4,658.00
<b>Total for Payables</b>	<b>\$13,702.84</b>	<b>\$16,076.28</b>	<b>\$62,136.00</b>
<b>Payroll Liabilities</b>			
602 - Payroll Deductions	\$10,343.74	\$9,337.33	\$4,489.00
<b>Total for Payroll Liabilities</b>	<b>\$10,343.74</b>	<b>\$9,337.33</b>	<b>\$4,489.00</b>
<b>Notes Payable</b>			
622 - Budget Notes Payable	-	\$136,000.00	-
<b>Total for Notes Payable</b>	<b>\$0.00</b>	<b>\$136,000.00</b>	<b>\$0.00</b>
<b>Other Liabilities</b>			
687 - Compensated Absences	\$159,208.73	\$138,984.07	\$134,464.00
688 - Other Liabilities	\$613,174.00	-	-
<i>Lease Liability Short Term, Lease Liability - Long Term</i>			
<b>Total for Other Liabilities</b>	<b>\$772,382.73</b>	<b>\$138,984.07</b>	<b>\$134,464.00</b>
<b>Total for Liabilities</b>	<b>\$796,429.31</b>	<b>\$300,397.68</b>	<b>\$201,089.00</b>
<b>Deferred Inflows</b>			

## Annual Financial Report

For the Fiscal Period 01/01/2023 - 12/31/2023

A - General  
Balance Sheet

	12/31/2023	12/31/2022	12/31/2021
<b>Deferred Inflows of Resources</b>			
691 - Deferred Inflow Of Resources	-	\$3,597.89	\$328,778.00
<b>Total for Deferred Inflows of Resources</b>	\$0.00	<b>\$3,597.89</b>	\$328,778.00
Total for Deferred Inflows	\$0.00	\$3,597.89	\$328,778.00
<b>Fund Balance</b>			
<b>Nonspendable Fund Balance</b>			
806 - Not In Spendable Form	\$85,892.80	\$83,657.56	\$86,130.00
<b>Total for Nonspendable Fund Balance</b>	<b>\$85,892.80</b>	<b>\$83,657.56</b>	<b>\$86,130.00</b>
<b>Assigned Fund Balance</b>			
915 - Assigned Unappropriated Fund Balance	\$444,811.44	\$447,806.44	\$447,806.00
<b>Total for Assigned Fund Balance</b>	<b>\$444,811.44</b>	<b>\$447,806.44</b>	<b>\$447,806.00</b>
<b>Unassigned Fund Balance</b>			
917 - Unassigned Fund Balance	\$788,018.22	\$492,649.37	\$1,331,534.00
<b>Total for Unassigned Fund Balance</b>	<b>\$788,018.22</b>	<b>\$492,649.37</b>	<b>\$1,331,534.00</b>
Total for Fund Balance	\$1,318,722.46	\$1,024,113.37	\$1,865,470.00
<b>Total for Liabilities, Deferred Inflows and Fund Balances</b>	<b>\$2,115,151.77</b>	<b>\$1,328,108.94</b>	<b>\$2,395,337.00</b>

SPU - Library System of Southern Tier Library System  
Annual Financial Report  
For the Fiscal Period 01/01/2023 - 12/31/2023

A - General  
Results of Operations

	12/31/2023	12/31/2022	12/31/2021
<b>Revenues and Other Sources</b>			
<b>Revenues</b>			
<b>Property Tax Items</b>			
1090 - Interest and Penalties on Real Prop Taxes	-	\$0.00	-
<b>Total for Property Tax Items</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Departmental Income</b>			
1289 - Other General Departmental Income	\$4,746.43	\$15,087.56	\$4,079.00
2082 - Library Charges	\$378,558.88	\$372,344.64	\$368,172.00
<b>Total for Departmental Income</b>	<b>\$383,305.31</b>	<b>\$387,432.20</b>	<b>\$372,251.00</b>
<b>Intergovernmental Charges</b>			
2360 - Library Services Other Governments Member Library Cost Share	\$407,101.00	\$411,619.00	\$395,382.00
<b>Total for Intergovernmental Charges</b>	<b>\$407,101.00</b>	<b>\$411,619.00</b>	<b>\$395,382.00</b>
<b>Use of Money and Property</b>			
2401 - Interest and Earnings	\$431.34	\$536.96	\$619.00
<b>Total for Use of Money and Property</b>	<b>\$431.34</b>	<b>\$536.96</b>	<b>\$619.00</b>
<b>Sales of Property and Compensation for Loss</b>			
2665 - Sales of Equipment	-	\$2,900.00	-
<b>Total for Sales of Property and Compensation for Loss</b>	<b>\$0.00</b>	<b>\$2,900.00</b>	<b>\$0.00</b>
<b>Other Revenues</b>			

## Annual Financial Report

For the Fiscal Period 01/01/2023 - 12/31/2023

**A - General**  
**Results of Operations**

	12/31/2022	12/31/2022
2705 - Gifts and Donations	\$1,461.56	\$3,469.48
2706 - Grants From Local Governments	\$97,244.02	\$118,844.82
2770 - Unclassified E- Rate Funding	\$326,926.12	\$320,376.59
<b>Total for Other Revenues</b>	<b>\$425,631.70</b>	<b>\$442,690.89</b>
<b>State Aid</b>		
3840 - State Aid for Libraries	\$1,517,576.00	\$1,899,922.00
<b>Total for State Aid</b>	<b>\$1,517,576.00</b>	<b>\$1,899,922.00</b>
<b>Federal Aid</b>		
4840 - Federal Aid for Libraries	\$167,050.00	\$64,250.00
<b>Total for Federal Aid</b>	<b>\$167,050.00</b>	<b>\$64,250.00</b>
<b>Total for Revenues</b>	<b>\$2,901,095.35</b>	<b>\$3,209,351.05</b>
<b>Total for Revenues and Other Sources</b>	<b>\$2,901,095.35</b>	<b>\$3,209,351.05</b>
		<b>\$3,105,846.00</b>

## Annual Financial Report

For the Fiscal Period 01/01/2023 - 12/31/2023

**A - General  
Results of Operations**

	12/31/2023	12/31/2022	12/31/2021
<b>Expenditures and Other Uses</b>			
<b>Expenditures</b>			
<b>General Government Support</b>			
<b>Special Items</b>			
19891 - General Government Support, Other - Personal Services <i>Admin Salaries</i>	\$142,179.48	\$128,539.64	\$115,919.00
19894 - General Government Support, Other - Contractual <i>Admin Expenses</i>	\$19,450.42	\$24,022.95	\$17,823.00
<b>Total for Special Items</b>	<b>\$161,629.90</b>	<b>\$152,562.59</b>	<b>\$133,742.00</b>
<b>Total for General Government Support</b>	<b>\$161,629.90</b>	<b>\$152,562.59</b>	<b>\$133,742.00</b>
<b>Culture and Recreation</b>			
<b>Culture</b>			
74101 - Library - Personal Services	\$772,528.85	\$797,164.08	\$774,672.00
74102 - Library - Equipment and Capital Outlay	\$10,468.21	-	-
74104 - Library - Contractual	\$1,273,079.26	\$2,730,706.50	\$1,588,597.00
<b>Total for Culture</b>	<b>\$2,056,074.32</b>	<b>\$3,527,870.58</b>	<b>\$2,373,269.00</b>
<b>Total for Culture and Recreation</b>	<b>\$2,056,074.32</b>	<b>\$3,527,870.58</b>	<b>\$2,373,269.00</b>
<b>Employee Benefits</b>			
<b>Employee Benefits</b>			
90108 - State Retirement System - Employee Benefits	\$98,908.00	\$87,206.00	\$115,578.00

## Annual Financial Report

For the Fiscal Period 01/01/2023 - 12/31/2023

A - General  
Results of Operations

90308 - Social Security - Employee Benefits	\$68,876.42	\$68,202.06	\$64,086.00
90408 - Workers' Compensation - Employee Benefits	\$6,678.04	\$8,018.17	\$8,725.00
90558 - Disability Insurance - Employee Benefits	\$874.64	\$2,760.07	\$3,275.00
90608 - Hospital, Medical and Dental Insurance - Employee Benefits	\$185,373.94	\$192,165.58	\$205,722.00
90898 - Employee Benefits, Other (Specify) - Employee Benefits <i>Paychex Fees, Unemployment Fees, Vanguard Fees (retirement)</i>	\$25,463.77	\$11,922.12	\$9,742.00
<b>Total for Employee Benefits</b>	<b>\$386,174.81</b>	<b>\$370,274.00</b>	<b>\$407,108.00</b>
<b>Total for Employee Benefits</b>	<b>\$386,174.81</b>	<b>\$370,274.00</b>	<b>\$407,108.00</b>
<b>Debt Service</b>			
<b>Debt Service</b>			
97896 - Long Term Debt, Other (Specify) - Debt Principal <i>USDA Loan</i>	\$23,822.24	-	-
97897 - Long Term Debt, Other (Specify) - Debt Interest <i>USDA Loan</i>	\$2,577.24	-	-
<b>Total for Debt Service</b>	<b>\$26,399.48</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total for Debt Service</b>	<b>\$26,399.48</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total for Expenditures</b>	<b>\$2,630,278.51</b>	<b>\$4,050,707.17</b>	<b>\$2,914,119.00</b>
<b>Total for Expenditures and Other Uses</b>	<b>\$2,630,278.51</b>	<b>\$4,050,707.17</b>	<b>\$2,914,119.00</b>

Annual Financial Report

For the Fiscal Period 01/01/2023 - 12/31/2023

**A - General  
Changes in Fund Balance**

	12/31/2023	12/31/2022	12/31/2021
<b>Analysis of Changes in Fund Balance</b>			
8021 - Fund Balance - Beginning of Year	\$1,024,113.88	\$1,865,470.00	\$1,673,743.13
8012 - Prior Period Adjustment OR Change in Accounting Principle - Increase in Fund Balance	\$23,822.76	-	-
<i>Last Year's Fund Balance</i>			
8022 - Restated Fund Balance - Beginning of Year	\$1,047,936.64	\$1,865,470.00	\$1,673,743.13
Add Revenues and Other Sources	\$2,901,095.35	\$3,209,351.05	\$3,105,846.00
Deduct Expenditures and Other Uses	\$2,630,278.51	\$4,050,707.17	\$2,914,119.00
8029 - Fund Balance - End of Year	\$1,318,753.48	\$1,024,113.88	\$1,865,470.00

Annual Financial Report

For the Fiscal Period 01/01/2023 - 12/31/2023

A - General  
Adopted Budget Summary

	12/31/2024	12/31/2023	12/31/2022
Estimated Revenues and Other Sources			
<b>Estimated Revenues</b>			
1299 - Est Rev - Departmental Income	-	\$180,000.00	\$438,500.00
2399 - Est Rev - Intergovernmental Charges	\$581,172.00	\$467,101.00	\$486,779.00
2799 - Est Rev - Other Revenues	\$231,200.00	\$103,500.00	\$3,500.00
3099 - Est Rev - State Aid	\$1,226,110.00	\$1,169,297.00	\$1,169,297.00
<b>Total for Estimated Revenues</b>	<b>\$2,038,482.00</b>	<b>\$1,919,898.00</b>	<b>\$2,098,076.00</b>
<b>Total for Estimated Revenues and Other Sources</b>	<b>\$2,038,482.00</b>	<b>\$1,919,898.00</b>	<b>\$2,098,076.00</b>

Annual Financial Report

For the Fiscal Period 01/01/2023 - 12/31/2023

**A - General  
Adopted Budget Summary**

	12/31/2024	12/31/2023	12/31/2022
Estimated Appropriations and Other Uses			
Estimated Appropriations			
1999 - App - General Government Support	\$1,072,726.00	\$507,920.00	\$325,775.00
7999 - App - Culture and Recreation	\$542,750.00	\$48,900.00	\$436,800.00
9199 - App - Employee Benefits	\$423,006.00	\$1,363,078.00	\$1,335,501.00
Total for Estimated Appropriations	\$2,038,482.00	\$1,919,898.00	\$2,098,076.00
Total for Estimated Appropriations and Other Uses	\$2,038,482.00	\$1,919,898.00	\$2,098,076.00

**K - Schedule of Non-Current Government Assets**  
**Schedule of Non-Current Government Assets**

		12/31/2022	12/31/2021
<b>Non-Current Assets</b>			
<b>Depreciable Capital Assets</b>			
102 - Buildings	\$2,112,712.60	\$2,092,487.60	\$1,099,684.00
104 - Machinery and Equipment	\$1,669,411.13	\$1,459,641.13	\$1,205,098.00
Total for Depreciable Capital Assets	\$3,782,123.73	\$3,552,128.73	\$2,304,782.00
<b>Accumulated Depreciation</b>			
112 - Accumulated Depreciation Buildings	(\$799,960.87)	(\$692,371.30)	(\$656,629.00)
114 - Accumulated Depreciation Machinery and Equipment	(\$1,202,291.78)	(\$1,067,240.28)	(\$973,666.00)
Total for Accumulated Depreciation	(\$2,002,252.65)	(\$1,759,611.58)	(\$1,630,295.00)
<b>Other Non-Current Assets</b>			
108 - Net Pension Asset Proportionate Share	-	\$267,422.00	\$0.00
Total for Other Non-Current Assets	\$0.00	\$267,422.00	\$0.00
Total for Non-Current Assets	\$1,779,871.08	\$2,059,939.15	\$674,487.00

**W - Schedule of Non-Current Government Liabilities**  
**Schedule of Non-Current Government Liabilities**

	12/31/2023	12/31/2022	12/31/2021
<b>Long-Term Obligations</b>			
<b>Debt Obligations</b>			
689 - Other Long Term Debt	\$112,177.24	-	-
USDA Loan			
Total for Debt Obligations	\$112,177.24	\$0.00	\$0.00
<b>Other Long Term Obligations</b>			
638 - Net Pension Liability Proportionate Share	\$648,373.00	\$0.00	\$3,176.00
687 - Compensated Absences	\$159,208.73	\$138,984.00	\$134,464.00
Total for Other Long Term Obligations	\$807,581.73	\$138,984.00	\$137,640.00
Total for Long-Term Obligations	\$919,758.97	\$138,984.00	\$137,640.00

**Annual Financial Report**

For the Fiscal Period 01/01/2023 - 12/31/2023

**Supplemental Schedules**

The Supplemental Schedules includes the following schedules:

- Statement of Indebtedness
- Bond Repayment
- Bank Reconciliation
- Employee and Retiree Benefits

NOT FINAL

Statement of Indebtedness  
Debt Summary

Debt Type	Beginning Balance	Debt Issued	Principal Paid	Paid From debt Proceeds	Accreted Interest	Prior Year Adjustment	Ending Balance
Other	\$0.00	\$0.00	\$23,822.76	\$0.00	\$0.00	\$136,000.00	\$112,177.24
Total	\$0.00	\$0.00	\$23,822.76	\$0.00	\$0.00	\$136,000.00	\$112,177.24

## Annual Financial Report

For the Fiscal Period 01/01/2023 - 12/31/2023

Statement of Indebtedness  
Debt Records

Debt Type/ Purpose	Lender Name	Issue Date	Maturity Date	Beginning Balance	Debt Issued	Principal Paid	Paid From Debt Proceeds	Prior Year Adjustment	Accreted Interest	Ending Balance
Other To obtain a grant from USDA.		12/31/22	1/12/28	\$0.00	\$0.00	\$23,822.76	\$0.00	\$138,000.00	\$0.00	\$112,177.24

Annual Financial Report

For the Fiscal Period 01/01/2023 - 12/31/2023

Bond Repayment

Fiscal Year Ending	Bond Principal Due	Bond Interest Due	Total Due	Remaining Principal Balance
2024	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00	
\$0.00 Total Bond Ending Balance for Statement of Indebtedness.				

## Annual Financial Report

For the Fiscal Period 01/01/2023 - 12/31/2023

## Bank Reconciliation

## Accounts

Account No.	Account Type	Associated Fund(s)	Bank Balance	Deposits in Transit	Outstanding Checks	Adjustments	Total
329	Certificate of Deposit (CD)	A	\$350,000.00	\$0.00	\$0.00	\$0.00	\$350,000.00
8538	Checking	A	\$2,766.11	\$0.00	(\$1,014.45)	\$0.00	\$1,751.66
8355	Checking	A	\$892,241.35	\$0.00	\$0.00	\$0.00	\$892,241.35
8520	Checking	A	\$106,660.33	\$0.00	(\$107,566.17)	\$6,859.69	\$4,934.85
<b>Total</b>			<b>\$1,350,667.79</b>	<b>\$0.00</b>	<b>(\$108,566.62)</b>	<b>\$6,859.69</b>	<b>\$1,248,927.86</b>
<b>Total Cash From Financials</b>							<b>\$1,248,927.86</b>

## Annual Financial Report

For the Fiscal Period 01/01/2023 - 12/31/2023

## Bank Reconciliation

## Collateralization of Cash

Total Bank Balance	\$1,350,657.79
FDIC Insurance	\$250,000.00
Collateralized with Securities held in possession of the municipality or its agent or otherwise secured	\$1,122,681.41
Total of FDIC Insurance and Collateralized with securities held in possession of the municipality or its agent or otherwise secured	\$1,372,681.41

## Investments and Collateralization of Investments

Investments From Financials		\$0.00
Market Value as of Fiscal Year End Date		\$0.00
Collateralized with Securities held in possession of the municipality or its agent or otherwise secured		\$0.00

## Annual Financial Report

For the Fiscal Period 01/01/2023 - 12/31/2023

## Employee and Retiree Benefits

## Total Number

Full Time Employees	Part Time Employees	Volunteers with Paid Benefits	Retirees with Paid Benefits
10	10		

## Number Receiving Benefits

Benefit	Amount	Full Time	Part Time	Volunteer	Retiree
Police Retirement					
Fire Retirement					
State Retirement System	\$98,908.00	10	7		
Local Pension Fund					
Social Security	\$68,876.42	10	10		
Worker's Compensation	\$6,678.04	10	10		
Life Insurance					
Unemployment Insurance					
Disability Insurance	\$874.64	10	10		
Hospital, Medical and Dental Insurance	\$185,373.94	10	0		
Union Welfare Benefits					
Supplemental Benefit Payments to Disabled Firefighters					
Employee Benefits, Other	\$25,463.77	10	10		
<b>Total Employee Benefits Paid</b>	<b>\$386,174.81</b>				



Foundation for Southern Tier Libraries  
**BOARD OF DIRECTORS MEETING**  
**March 14, 2024** | Southern Tier Library System

**MEETING MINUTES**

Present: Dale Wexell; President; Rusty Wigg, Vice President; Louise Richardson, Secretary; Gail Ebeltoft; Peter Gamba; Tom Nichols (via GoToMeeting); Brian Hildreth, STLS Executive Director

Excused: Paul Webster, Treasurer

The meeting was called to order at 11:12 am.

**MINUTES**

The minutes of the February 8, 2024, meeting were unanimously approved.

**TREASURER'S REPORT**

The Treasurer's Report was accepted.

**FUND DEVELOPMENT SOFTWARE**

Rusty noted that she will set read-only profiles for board members in the EELO CRM. It was noted that the information in the database is confidential and that it should not be share by board members. Gail suggested that the bylaws might be amended to codify the commitment to confidentiality. Rusty will investigate and report back.

**AWARD PROPOSAL**

The group discussed the Library Lion proposal drafted by Dale. Brian noted that the response to the creation of STLS awards has been positive. It was agreed that we would remove "STLS trustees" from description of those eligible for the award as trustees are also include in the other descriptions. Gail moved, Rusty seconded to accept the proposal with that amendment. Motion carried. Louise agreed to create an image for the award and to set up the announcement of the award.

**FUNDRAISING EVENT**

It was agreed that the ticket price for the 2024 event will be \$75. A budget will be reviewed at the April meeting. Louise has contacted 171 Cedar Arts Center to reserve the date. Rusty will distribute a list of businesses that have donated in the past that could be prospective sponsors for the event. Event sponsorship will be discussed at the April meeting.

**GRANT PROGRAM**

Louise reported we have received three applications thus far, from Corning, Friendship and Odessa. Once the application period has ended, she will create a PDF with applications and attachments, and will distribute it to board members. Brian will send a reminder about the deadline to STLS libraries.

**NEXT MEETING**

Thursday, April 11, 2024, at the STLS offices.

There being no further business, the meeting was adjourned at 12:10 pm.

Respectfully submitted,  
Louise Richardson, Secretary

4:21 PM

04/30/24

**Southern Tier Library System**  
**Unpaid Bills Detail**  
**As of May 3, 2024**

Type	Date	Num	Due Date	Open Balance
b Barr, Mathilde Bill	05/03/2024	Jan-Fe...	05/03/2024	✓ 168.84 ✓
Total Barr, Mathilde				168.84
#Corning Catering Inc Bill	05/03/2024	9029	05/03/2024	✓ 840.00 ✓
Total Corning Catering Inc				840.00
wCorning Natural Gas Bill	05/03/2024	Apr 2024	05/03/2024	✓ 284.16 ✓
Total Corning Natural Gas				284.16
@Dell Marketing LP Bill	05/03/2024	10745...	05/03/2024	✓ 585.84 ✓
Total Dell Marketing LP				585.84
#Empire Access Bill	05/03/2024	00004...	05/03/2024	✓ 9.18 ✓
Total Empire Access				9.18
gExcellus BC BS Bill	05/03/2024	May 2...	05/03/2024	✓ 4,475.80 ✓
gBCI	05/03/2024	May 2...	05/03/2024	✓ 257.73 ✓
Total Excellus BC BS				4,733.63
p Friendly Freds Bill	05/03/2024	31870	05/03/2024	✓ 71.78 ✓
p Bill	05/03/2024	31884	05/03/2024	✓ 73.86 ✓
p Bill	05/03/2024	31895	05/03/2024	✓ 71.78 ✓
Total Friendly Freds				217.08
@Gale/CENGAGE Learning Bill	05/03/2024	64083...	05/03/2024	✓ 24.00 ✓
Total Gale/CENGAGE Learning				24.00
@Gorman, Elizabeth Bill	05/03/2024	4/18/1...	05/03/2024	✓ 100.23 ✓
Total Gorman, Elizabeth				100.23
@Hildreth, Brian Bill	05/03/2024	Jan-Ap...	05/03/2024	✓ 371.18 ✓
Total Hildreth, Brian				371.18
@Marvin's Appliance Repair Center Bill	05/03/2024	12833	05/03/2024	✓ 887.31 ✓
Total Marvin's Appliance Repair Center				887.31
p Mengel Metzger Barr & Co. LLP Bill	05/03/2024	514671	05/03/2024	✓ 5,700.00 ✓
Total Mengel Metzger Barr & Co. LLP				5,700.00
@Multi Media Services Bill	05/03/2024	91478	05/03/2024	✓ 133.08 ✓
Total Multi Media Services				133.08
@ NYSEG Bill	05/03/2024	Apr 2024	05/03/2024	✓ 314.09 ✓
Total NYSEG				314.09

# Southern Tier Library System

## Unpaid Bills Detail

As of May 3, 2024

Type	Date	Num	Due Date	Open Balance
<b>Overdrive</b>				
• Bill	05/03/2024	01453...	05/03/2024	✓ 140.95 ✓
• Bill	05/03/2024	01453...	05/03/2024	✓ 240.15 ✓
• Bill	05/03/2024	01453...	05/03/2024	✓ 2,290.69 ✓
• Bill	05/03/2024	01453...	05/03/2024	✓ 241.72 ✓
• Bill	05/03/2024	01453...	05/03/2024	✓ 342.48 ✓
• Bill	05/03/2024	01453...	05/03/2024	✓ 38.65 ✓
• Bill	05/03/2024	01453...	05/03/2024	✓ 3,935.47 ✓
• Bill	05/03/2024	01453...	05/03/2024	✓ 1,168.66 ✓
• Bill	05/03/2024	01453...	05/03/2024	✓ 1,853.18 ✓
• Bill	05/03/2024	01453...	05/03/2024	✓ 176.49 ✓
• Bill	05/03/2024	01453...	05/03/2024	✓ 317.77 ✓
• Bill	05/03/2024	01453...	05/03/2024	✓ 262.90 ✓
• Bill	05/03/2024	01453...	05/03/2024	✓ 2,421.37 ✓
• Bill	05/03/2024	01453...	05/03/2024	✓ 486.82 ✓
• Bill	05/03/2024	01453...	05/03/2024	✓ 475.72 ✓
• Bill	05/03/2024	01453...	05/03/2024	✓ 375.54 ✓
<b>Total Overdrive</b>				<b>14,889.67</b>
<b>Southern Tier Network</b>				
• Bill	05/03/2024	5801	05/03/2024	✓ 1,000.00 ✓
• Bill	05/03/2024	5802	05/03/2024	✓ 3,280.00 ✓
• Bill	05/03/2024	5809	05/03/2024	✓ 3,845.00 ✓
• Bill	05/03/2024	5816	05/03/2024	✓ 500.00 ✓
• Bill	05/03/2024	5828	05/03/2024	✓ 250.00 ✓
• Bill	05/03/2024	5836	05/03/2024	✓ 250.00 ✓
• Bill	05/03/2024	5838	05/03/2024	✓ 500.00 ✓
<b>Total Southern Tier Network</b>				<b>9,585.00</b>
<b>Staffens, Michael C</b>				
• Bill	05/03/2024	Mileag...	05/03/2024	✓ 104.82 ✓
<b>Total Staffens, Michael C</b>				<b>104.82</b>
<b>Time Warner Cable, PA</b>				
• Bill	05/03/2024	14386...	05/03/2024	✓ 1,750.00 ✓
<b>Total Time Warner Cable, PA</b>				<b>1,750.00</b>
<b>TOTAL</b>				<b>40,889.79</b>

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04/18/24

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Southern Tier Library System  
Unpaid Bills Detail  
As of April 19, 2024

142.7

Type	Date	Num	Due Date	Open Balance
# Addison Library Bill	04/19/2024	2024 S...	04/19/2024	✓ 3,276.87 ✓
Total Addison Library				3,276.87
# Arkport Library Bill	04/19/2024	2024 S...	04/19/2024	✓ 883.23 ✓
Total Arkport Library				883.23
# Atlanta Library Bill	04/19/2024	2024 S...	04/19/2024	✓ 2,159.24 ✓
Total Atlanta Library				2,159.24
# Avoca Library Bill	04/19/2024	2024 S...	04/19/2024	✓ 8,118.52 ✓
Total Avoca Library				8,118.52
# Bath Library Bill	04/19/2024	2024 S...	04/19/2024	✓ 8,822.58 ✓
Total Bath Library				8,822.58
# Button, Vickie Bill	04/19/2024	Medica...	04/19/2024	✓ 92.36 ✓
Total Button, Vickie				92.36
# Canisteo Library Bill	04/19/2024	2024 S...	04/19/2024	✓ 2,713.65 ✓
Total Canisteo Library				2,713.65
# Casella Waste Services Bill	04/19/2024	2381562	04/19/2024	✓ 125.71 ✓
Total Casella Waste Services				125.71
# CCC Workforce Education Bill	04/19/2024	052024	04/19/2024	✓ 200.00 ✓
Total CCC Workforce Education				200.00
# Cohocton Library Bill	04/19/2024	2024 S...	04/19/2024	✓ 3,580.87 ✓
Total Cohocton Library				3,580.87
# Corning Library Bill	04/19/2024	2024 S...	04/19/2024	✓ 20,973.22 ✓
Total Corning Library				20,973.22
# CPE InterLink Bill	04/19/2024	24-0429	04/19/2024	✓ 180.00 ✓
# CPE InterLink Bill	04/19/2024	24-0451	04/19/2024	✓ 50.00 ✓
Total CPE InterLink				230.00
# Dell Marketing LP Bill	04/19/2024	10740...	04/19/2024	✓ 847.00 ✓
Total Dell Marketing LP				847.00
# Eastern Managed Print Network Bill	04/19/2024	IN4244...	04/19/2024	✓ 491.45 ✓
Total Eastern Managed Print Network				491.45

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04/18/24

# Southern Tier Library System

## Unpaid Bills Detail

As of April 18, 2024

Type	Date	Num	Due Date	Open Balance
6 Empire Natural Gas				
Bill	04/18/2024	WSTL...	04/18/2024	✓ 84.49 ✓
Total Empire Natural Gas				84.49
8 Energy Cooperative of America				
Bill	04/18/2024	1017017	04/18/2024	✓ 484.98 ✓
Total Energy Cooperative of America				484.98
9 English, Darleen				
Bill	04/18/2024	Medica...	04/18/2024	✓ 92.36 ✓
Total English, Darleen				92.36
9 Erie Insurance Company				
Bill	04/18/2024	May 2...	04/18/2024	✓ 1,985.81 ✓
Total Erie Insurance Company				1,985.81
*First Bankcard				
Bill	04/18/2024	44182...	04/18/2024	✓ 1,985.83 ✓
Bill	04/18/2024	44182...	04/18/2024	✓ 85.51 ✓
Bill	04/18/2024	44182...	04/18/2024	✓ 1,285.32 ✓
Bill	04/18/2024	44182...	04/18/2024	✓ 102.82 ✓
Bill	04/18/2024	44182...	04/18/2024	✓ 70.00 ✓
Bill	04/18/2024	44182...	04/18/2024	✓ 882.98 ✓
Bill	04/18/2024	44182...	04/18/2024	✓ 459.38 ✓
Bill	04/18/2024	44182...	04/18/2024	✓ 314.03 ✓
Total First Bankcard				4,959.84
*First Class Glass & Mirror				
Bill	04/18/2024	16483	04/18/2024	✓ 88.00 ✓
Bill	04/18/2024	18294	04/18/2024	✓ 340.00 ✓
Total First Class Glass & Mirror				408.00
2 FirstLight Fiber				
Bill	04/18/2024	18882...	04/18/2024	✓ 900.00 ✓
Total FirstLight Fiber				900.00
9 Friendly Freds				
Bill	04/18/2024	31772	04/18/2024	✓ 524.50 ✓
Bill	04/18/2024	31784	04/18/2024	✓ 449.56 ✓
Total Friendly Freds				574.06
2 Frontier Communications				
Bill	04/18/2024	May 2...	04/18/2024	✓ 283.20 ✓
Total Frontier Communications				283.20
9 Hallahan, Sheila				
Bill	04/18/2024	Medica...	04/18/2024	✓ 92.36 ✓
Total Hallahan, Sheila				92.36
9 Hammondsport Library				
Bill	04/18/2024	2024 S...	04/18/2024	✓ 4,981.30 ✓
Total Hammondsport Library				4,981.30
9 Holden, Loretta				
Bill	04/18/2024	Medica...	04/18/2024	✓ 92.36 ✓
Total Holden, Loretta				92.36

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04/18/24

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4/18/24

**Southern Tier Library System**  
**Unpaid Bills Detail**  
As of April 19, 2024

1/12/24

Type	Date	Num	Due Date	Open Balance
• Homell Library Bill	04/19/2024	2024 S...	04/19/2024	✓ 8,139.36 ✓
Total Homell Library				8,139.36
• Howard Library Bill	04/19/2024	2024 S...	04/19/2024	✓ 3,728.07 ✓
Total Howard Library				3,728.07
• Humana Bill	04/19/2024	May 2...	04/19/2024	✓ 73.90 ✓
Total Humana				73.90
• Jasper Library Bill	04/19/2024	2024 S...	04/19/2024	✓ 1,858.44 ✓
Total Jasper Library				1,858.44
• McPherson, Marcia Bill	04/19/2024	Medica...	04/19/2024	✓ 92.36 ✓
Total McPherson, Marcia				92.36
• Nelson, Jane Bill	04/19/2024	Medica...	04/19/2024	✓ 92.36 ✓
Total Nelson, Jane				92.36
• NYSHIP Bill	04/19/2024	805	04/19/2024	✓ 14,194.98 ✓
Total NYSHIP				14,194.98
• Overdrive Bill	04/19/2024	01453...	04/19/2024	✓ 43.19 ✓
• Overdrive Bill	04/19/2024	01453...	04/19/2024	✓ 7.99 ✓
• Overdrive Bill	04/19/2024	01453...	04/19/2024	✓ 385.19 ✓
• Overdrive Bill	04/19/2024	01453...	04/19/2024	✓ 514.63 ✓
Total Overdrive				951.00
• Passage, Mary Bill	04/19/2024	Medica...	04/19/2024	✓ 92.36 ✓
Total Passage, Mary				92.36
• Prattsburgh Library Bill	04/19/2024	2024 S...	04/19/2024	✓ 1,432.03 ✓
Total Prattsburgh Library				1,432.03
• Putteney Library Bill	04/19/2024	2024 S...	04/19/2024	✓ 1,733.63 ✓
Total Putteney Library				1,733.63
• Quiggle, Mary Kay Bill	04/19/2024	Medica...	04/19/2024	✓ 92.36 ✓
Total Quiggle, Mary Kay				92.36
• Retterer & Sons LLC Bill	04/19/2024	4290	04/19/2024	✓ 540.75 ✓
Total Retterer & Sons LLC				540.75
• Richardson, Louise Bill	04/19/2024	Jan-M...	04/19/2024	✓ 55.65 ✓
Total Richardson, Louise				55.65

2:11 PM

04/18/24

# Southern Tier Library System

## Unpaid Bills Detail

As of April 18, 2024

Type	Date	Num	Due Date	Open Balance
Seavona Library Bill	04/18/2024	2024 S...	04/18/2024	✓ 3,012.88 ✓
Total Seavona Library				3,012.88
Staples Business Credit Bill	04/18/2024	80008...	04/18/2024	✓ 238.24 ✓
Bill	04/18/2024	80008...	04/18/2024	✓ 40.48 ✓
Total Staples Business Credit				278.72
Time Warner Cable, PA Bill	04/18/2024	14555...	04/18/2024	✓ 500.00 ✓
Bill	04/18/2024	14551...	04/18/2024	✓ 500.00 ✓
Bill	04/18/2024	14551...	04/18/2024	✓ 500.00 ✓
Bill	04/18/2024	12022...	04/18/2024	✓ 44.88 ✓
Bill	04/18/2024	14551...	04/18/2024	✓ 500.00 ✓
Bill	04/18/2024	14520...	04/18/2024	✓ 500.00 ✓
Bill	04/18/2024	22533...	04/18/2024	✓ 500.00 ✓
Bill	04/18/2024	08807...	04/18/2024	✓ 44.88 ✓
Bill	04/18/2024	22432...	04/18/2024	✓ 500.00 ✓
Bill	04/18/2024	08822...	04/18/2024	✓ 154.88 ✓
Total Time Warner Cable, PA				3,744.88
United Healthcare Insurance Company Bill	04/18/2024	May 2...	04/18/2024	✓ 332.00 ✓
Total United Healthcare Insurance Company				332.00
Verizon Wireless Bill	04/18/2024	99804...	04/18/2024	✓ 177.22 ✓
Total Verizon Wireless				177.22
Wayland Library Bill	04/18/2024	2024 S...	04/18/2024	✓ 5,288.51 ✓
Total Wayland Library				5,288.51
Wigg, Ristina Bill	04/18/2024	Medica...	04/18/2024	✓ 82.38 ✓
Total Wigg, Ristina				82.38
TOTAL				111,810.94

## Deposit Summary

Southern Tier Library System

5/2/2024 4:47 PM

Summary of Deposits to 1202 - Cash - Money Market on 05/03/2024

Chk No.	PmtMethod	Red From	Memo	Amount
3201	Check	Jasper	Dark Fiber	255.00
4674	Check	Addison	Dark Fiber	270.00
6057	Check	Wayland	Pass Thru	23.17
80051	Check	Canisteo	Dark Fiber	255.00
16193	Check	Cuba	Dark Fiber	450.00
5101	Check	Bolivar	Pass Thru	46.34

Less Cash Back:

Deposit Total: 1,299.51

# Deposit Summary

Southern Tier Library System

4/24/2024 11:33 AM

Summary of Deposits to 1202 - Cash - Money Market on 04/24/2024

Chk No.	PmtMethod	Red From	Memo	Amount
5216	Check	Almond	Dark Fiber	399.00
4529	Check	Atlanta	Dark Fiber	246.00
4167	Check	Angelica	Dark Fiber	399.00
3863	Check	Savona	Dark Fiber	255.00
3651	Check	Avoca	Dark Fiber	300.00
4289	Check	Canaseraga	Dark Fiber	399.00
7385	Check	Cohocton	Dark Fiber	270.00
7078	Check	Richburg	Dark Fiber	246.00
14903	Check	Penn Yan	Dark Fiber	450.00
4465	Check	Odessa	Dark Fiber	300.00
2252	Check	CCLD-Elmira	PT CLSA	113.37
80242	Check	Andover	Dark Fiber	255.00
1008	Check	Prattsburgh	Dark Fiber	255.00

Less Cash Back:

Deposit Total: 3,887.37

# Deposit Summary

Southern Tier Library System

4/16/2024 3:57 PM

Summary of Deposits to 1202 - Cash - Money Market on 04/17/2024

Chk No.	PmtMethod	Red From	Memo	Amount
9978	Check	Branchport	Dark Fiber	195.00
23087	Check	Wellsville	Cost Share	14,539.50
2891	Check	Howard	Dark Fiber	300.00
5102	Check	Corning	Dark Fiber	450.00
12801	Check	Pulteney	Dark Fiber	225.00
5661	Check	Scio	Dark Fiber	75.00
8082	Check	Bath	Dark Fiber	300.00
6052	Check	Wayland	Dark Fiber	450.00
23102	Check	Wellsville	Dark Fiber	450.00
1442	Check	Alfred	Dark Fiber	300.00
4217	Check	Montour Falls	Dark Fiber	255.00
1220	Check	Arkport	Payroll	1,905.93
1219	Check	Arkport	Shared Svc	400.00
1218	Check	Arkport	Dark Fiber	209.85
1217	Check	Arkport	WC	8.10

Less Cash Back:

Deposit Total: 20,063.38

# Deposit Summary

Southern Tier Library System

4/9/2024 3:52 PM

Summary of Deposits to 1202 - Cash - Money Market on 04/09/2024

Chk No.	PmtMethod	Red From	Memo	Amount
7377	Check	Cohocton	PT/IT Contract	23.67
4996	Check	Rogers, Pam	Health Ins	295.50
8484	Check	Hammondsport	Dark Fiber	255.00
1227	Check	Foundation For Southern Tier Librar...	Pass Thru	23.88
2251	Check	CCLD-Elmira	PT CLSA	1,691.44
6249	Check	CCLD-Elmira	Dark Fiber	1,800.00
9313	Check	Cleary, Jule	Health Ins	98.50
1053	Check	Greenwood	GWL - Raffle	500.00
188774	Check	Steuben County	Steuben County Budget Allocation	79,600.00

Less Cash Back:

Deposit Total: 84,287.99

# Deposit Summary

Southern Tier Library System

3/12/2024 4:10 PM

Summary of Deposits to 1202 - Cash - Money Market on 03/22/2024

Chk No.	PmtMethod	Red From	Memo	Amount
1210	Check	Arkport	Pass Thru/Phone	27.97
1213	Check	Arkport	Payroll	1,792.74
1212	Check	Arkport	Payroll	1,873.79
1211	Check	Arkport	Payroll	2,511.36
126	Check	Middlesex	Cost Share	2,153.00
2248	Check	CCLD-Elmira	Pass Thru/CLSA	1,278.38
9310	Check	Cleary, Jule	Health Insurance	98.50
80047	Check	Canisteo	Pass Thru	753.42
80048	Check	Canisteo	IT Contracts	200.00
80049	Check	Canisteo	Pass Thru	23.17

Less Cash Back:

Deposit Total: 10,712.33

**ENGAGEMENT CONSULTANT**DIVISION OF **LIBRARIANSHIP** ~~PROFESSIONAL DEVELOPMENT & OUTREACH~~**GENERAL STATEMENT OF DUTIES**

This is a level 4 full-time, **non-exempt**, professional position serving in a leadership role within the Division of **Librarianship** ~~Professional Development & Outreach~~. The Engagement Consultant provides support to member libraries relative to all aspects and approaches of library operations specific to system-wide digital collections, website development, digital platform instruction, and regional public library awareness. Areas of specialization might include: digital librarianship, website design, brand development, project management, community engagement, relationship building, trending services, leadership, and marketing.

**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 learns to serve as a library system expert in all things related to public library practices and specifically digital librarianship, community engagement and overall public awareness.

**Programming:** Works to educate, encourage, and support directors, trustees, and staff to lead at high levels of efficiency, which results in local library services that enhance community engagement through digital librarianship and overall public awareness. Focuses on **using** ~~utilizing~~ tools, resources, and knowledge that align with best practices to help libraries and their staff exceed standards through training opportunities. Employs trending and innovative approaches within the field. Benchmarks national and state practices.

**Public & Member Awareness:** Responsible for overall library system marketing to member libraries and library system communities to make visible **the** organization's programs and resources. Communication activities include newsletters, email, press releases, website content, social media, and all other outlet forms. Strives to make library system services well-known to member libraries and their communities.

**Advocacy:** Leads library system advocacy programs at local, state, and national levels. Brings visibility to the successful work of public libraries throughout the region by building relationships with media outlets and elected officials. Encourages member libraries to participate in advocacy initiatives and provides training to advocates on how to promote their services and outreach to key decision-makers. Coordinates marketing materials for Library Advocacy Day, and spearheads social media campaigns on and around the event. ~~in collaboration with the Outreach Consultant.~~

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Exhibits innovative, enthusiastic, and adaptive qualities
- Willing to work flexible schedule to meet member libraries' needs
- Strong desire to enhance digital presence of library system and member libraries
- Demonstrates leadership skills, and aspires to **advance** ~~move up within~~ the field **forward**
- Works cohesively in a team and project-based environment.

- Communicates successfully in front of audiences, board members, and library staff
- Expresses a high-level of empathy for libraries and people with diverse skill-sets
- Ability to collaborate with other library system Divisions and align goals with Plan of Service
- Proficient in multiple computer applications and technologically savvy

### **MINIMUM QUALIFICATIONS**

- Master's degree from an American Library Association accredited library school, or Bachelor's degree with a minimum of 3 years of relevant full-time experience and strong project management skills, experience with marketing (including brand management, social media management, and website development), and experience managing digital platforms. ~~relevant digital librarianship and marketing experience~~
- Strong commitment to providing public library support within fast-paced work environment
- Valid driver's license

### **DESIRED QUALIFICATIONS**

- Knowledge of New York State Education laws as they pertain to Public and Association Libraries
- Prior experience working in digital collections, preservation, or customer service
- 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**

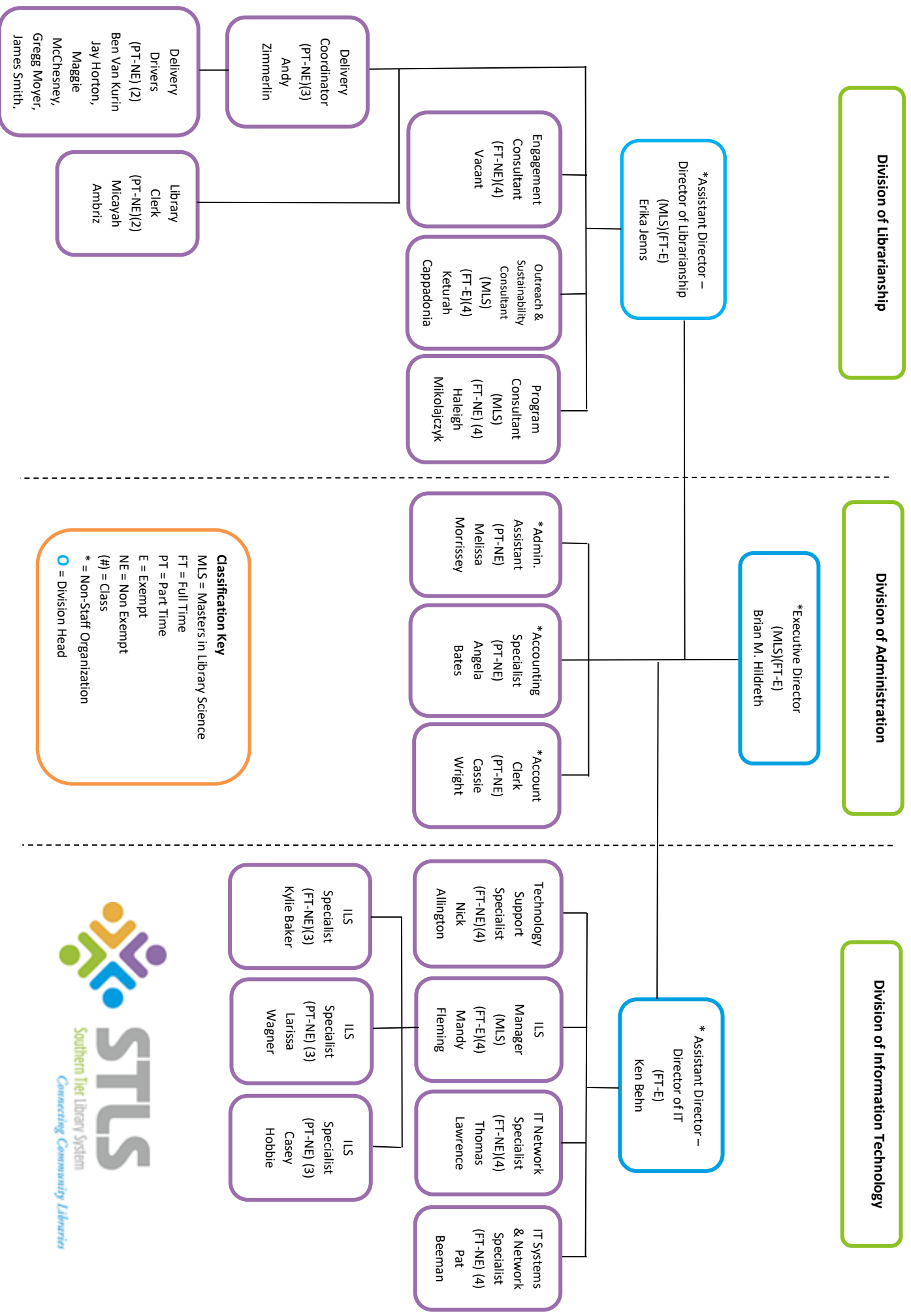
- Organizes and/or conducts training workshops pertaining to *Essential Functions of Position*
- Collaborates with library system MLS team to create system-wide learning opportunities, including: conferences, workshops, meetings, webinars, tutorials, and online learning
- Serves as consultant to member libraries with a focus on digital librarianship and overall public awareness
- Makes regular site visits to member libraries and meets with directors, trustees, and staff
- Manages overall digital collection for library system and member libraries with select vendors
- Chairs library system Digital Library Advisory Group to analyze and maximize digital collection use
- Explores innovative practices and support for member libraries specific to digital library presence, including: digitization of local collections, library created content and promotion of digital services and collections
- Oversees and maintains library system website and social media with support of library system staff
- Trains member libraries on website setup and maintenance
- Develops an active and ongoing regional public library awareness program
- ~~Assists member libraries with policy development and local public awareness efforts. Offers trustees~~
- ~~Duties — Roles & Responsibilities training.~~
- Coordinates the on-time submission of member libraries' annual reports with library system staff
- Works with library system staff to develop member library training materials, and provides support to the Program Resource Consultant with program resource kit lending
- Participates in library system team meetings and member library meetings
- Networks and engages with other librarians across New York State specific to *Essential Functions of Position*, and participates in professional associations to stay connected to the library community
- Participates in local, regional, and state meetings to offer knowledge and stay informed
- Other duties as assigned

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

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

# Southern Tier Library System Organizational Chart - Board Approved

Doc. #24-66











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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 April/May engaged in the following activities:

-  **Week of April 15:** Attended Directors' Advisory Council's Strategic Planning Committee meeting with member directors. Participated in STLS Board of Trustees Finance & Facilities Committee meeting, and met with STLS Independent Auditor ahead of 2023 audit. Visited the Dundee Library to provide NYS Legislated Trustee Training to library board members. Participated in STLS Board of Trustees Negotiating Committee meeting to discuss upcoming negotiations with the Staff Association, and attended the STLSs Board of Trustees monthly meeting at the Angelica Free Library. Attended the Southern Tier Digital Equity Coalition's Strategic Planning Committee meeting to facilitate the coalition's planning process. Met with the President of the Friends of the Cuba Circulating Library to discuss Friends' matters. committees' meetings. Facilitated an online workshop, Director Evaluations: A Workshop for Trustees and Directors with 15 member stakeholders in attendance. Met with consultant from the NYS Library Division of Library Development to discuss the chartering process for reading centers.
  
-  **Week of April 22:** Executive Director was on vacation 4/22/2024 – 4/26/2024.
  
-  **Week of April 29:** Met with the Director of the Hornell Public Library to discuss personnel matters. Participated in meeting with representatives from the Division of IT and the Division of Administration to discuss open and current IT Service Agreements. Facilitated NYS Public Library Construction Aid – Notification of Intent to Apply workshop to inform member libraries on how to apply for construction aid with 12 member stakeholders in attendance. Attended the South Central Regional Library Council's Awareness and Advocacy Committee meeting to discuss library advocacy issues. Met with a staff member from Southeast Steuben County Library as part of New York Library Association's Developing Leaders Program. Participated in the monthly meeting of the Southern Tier Digital Equity Coalition.
  
-  **Week of May 6:** Participated in monthly STLS Staff Monday Morning Meet-up meeting. Met with the director of the Southeast Steuben County Library to discuss funding and personnel matters. Met with a trustee from the Fred & Harriet Taylor Memorial Library to answer questions related to library funding. Met with directors of the Prattsburg Free Library and Dutton S. Peterson Memorial Library to discuss the library construction aid applications. Attended the monthly STLS Training Team meeting to plan for

the library system's upcoming Spring CE event and discuss other training related topics. Attended the Foundation for Southern Tier Libraries Annual meeting. Participated in a meeting with the STLS Board of Trustees Negotiating Committee.

 **Week of May 13:** Participated in STLS Board of Trustees Finance & Facilities Committee and Personnel & Policies Committee meetings. Attended the STLS Sustainable Libraries Initiative meeting to discuss the library system's current projects. Attended the Integrated Library System quarterly meeting facilitated by the Division of Information Technology with member libraries. Facilitated quarterly Mid-Quarter Refresh training for STLS Staff. Met with engineers from CJ Brown who conducted an energy audit for the library system.

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

Threaded throughout a flurry of April activities related to ILL, to library visits and to transferring of job tasks and contacts to the Program Consultant was, of course, Summer Learning Workshop. This workshop is fun to plan and to implement. It wouldn't be possible without the assistance of the entire STLS staff. Their participation makes it possible that a wide variety of programming ideas can be offered to all who attend. Free kits from the USDA/Forestry Dept to help celebrate the 80th Birthday of Smokey Bear also were distributed.

Lorie presented a workshop, assisted by Program Consultant, for a small group of folks on STORYTIME BASICS. New staff from Steele were among the attendees. Follow up queries included more copies of 'storytime planning' handouts presented as a mechanism to be intentional in including the foundational Early Literacy Skills and the 5 Practices that help to instill these skills. Written 'storytime planning' helps the storytime practitioners to be able to scaffold their storytime to older or younger audiences—depending on the actual audience.

Lorie, along with all consultants on the STLS Training Team, has been assembling the details of STLS' Spring CE event for June 14. This day-long learning opportunity offers member library directors, staff and trustees to network and learn on a myriad of topics related to delivering library services to their communities.

Lorie with Program Consultant attended the NYLA/YSS (NYLA/Youth Services Section) Spring Conference. Noteworthy sessions that Lorie attended were on the Science of Reading (the up-and-coming new buzz for reading instruction) and how to host a Baby Rave. During the month, Lorie visited the Montour Falls Library to chat with staff new to programming about the 'how-to' of programming. She also visited the Pulteney Free Library for a deliciously fun tour of the library and its various community engagement activities. The Pulteney library has ditched Dewey to genrefy their nonfiction collection for more patron accessibility and browsability. The community is responded very well to this shelving style. Lorie also participated in the Earth Day clean up of the Lackawanna Trail that was organized by the STLS Sustainability Committee.

**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 attended the Public Library Association Conference in Columbus, OH, at the beginning of the month. She was part of a group presentation on “Path to Belonging: Creating Vibrant, Healthy, and Resilient Communities.” She also attended a number of educational sessions, spoke with vendors, and networked with colleagues.

Keturah participated as a volunteer in the Montour Falls Repair Café, an event held by the Sustainable Montour Falls Committee to encourage individuals to have items repaired instead of throwing them away. Keturah hopes to use this experience to help libraries across the system hold repair café events in the future.

Keturah organized and participated in an Earth Day litter pick-up with members of the STLS staff. The group cleaned up trash along the Lackawanna Trail in Elmira in partnership with the Friends of the Chemung River Watershed.

Keturah presented an online workshop, “Grant Writing Basics,” for STLS members.

Keturah attended the following meetings: Summer Learning Adventures Workshop, Training Team, and Division of Professional Development and Outreach

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

During the month of April 2024, Erika Jenns collaborated with the Coordinator of Delivery Services to arrange delivery of solar eclipse kits from the South Central Regional Library Council. She also collaborated with the Program Consultant on planning for STARQuest, the STLS Summer Library Tour; with the Executive Director on corrections to member library FY23 annual reports; and with the Outreach & Sustainability Consultant on plans for acting as a vendor at the upcoming Women’s Empowerment Conference at Corning Community College.

Erika met with the Member Services Librarian from the Finger Lakes Library System to discuss planning for summer library tours at both systems. She had consultations with library staff at the Hector library regarding the website calendar; at the Pulteney Free Library to redesign the library website; and with staff at the Belfast Public Library to review WordPress. She also had conversations with the Cuba Circulating Library and the Andover Free Library regarding submission of a collaborative application with both libraries for a Technology & Digitization Grant through the South Central Regional Library Council. Erika also participated in meetings regarding the Watkins Glen and Hector libraries’ funding campaign, and she created social media graphics, copy, and vote-reminder postcards for the campaign.

Other April activities included the creation of a promotional flyer and emails for the STLS Spring CE event and securing quotes and trial access for potential new digital platforms for the Central Library Planning Committee. Erika also presented a workshop on Creating Accessible Content Online to staff from 9 member libraries, and she attended the New York Library Association's Spring on the Hill event in Albany where she participated in learning sessions and meetings throughout the day.

April committee meetings included:

- ALA Sustainability Roundtable Public Advocacy and Awareness Committee
- ALA Sustainability Roundtable Committee
- Public Library Association – Digital Literacy Committee
- South Central Regional Library Council – Advisory Committee on Information Technology & Services

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

**April 1st – 5th**

Much of this week was spent finalizing plans for the upcoming Summer Learning Workshop. Communication went out to members and internal employees regarding the event as many assisted. I also attended webinars on hip hop programming, reducing stress in the workplace, and expanding summer reading programming to different age levels. This week I also visited the Addison Public Library to conduct my first solo training on Inter Library Loan.

**April 8th – 12th**

Set up began for the Summer Learning Workshop. Program resource kits were being displayed along with activities that could be folded into members summer learning programs. I attended a NYS Lunch and Learn session on Summer meals programs that are free to member libraries and communities. This information was useful and has been recommended to members as additional programming efforts in their communities. I met with the Engagement consultant to continue our work on the STARQuest Tour and finalize details for a member presentation at the Summer Learning Workshop. I finished out the week by visiting the Whitesville library to see their new playground, learning about their community and discuss programming ideas for the upcoming months.

**April 15th – 19th**

Finalization and hosting of the Summer Learning Workshop occurred. Staff from member libraries attended a day hosted by myself and the Professional Development Manager where we shared information to help them with the upcoming Summer Learning events in their libraries. Information included topics such as the STARQuest tour, glow parties, program resource kits, programs with food, and book displays. Many STLS staff assisted in the day and it was great to see members explore and play with resources provided. The following day I attended a conference for the Youth Services Section

of the New York State Library. Here I attended sessions on decodable books, LGBTQ programming, and table talks revolving around youth programming efforts.

#### **April 22nd – 30th**

Tear down and reflection from the Summer Learning Workshop took up much of this week. A survey was sent to attendees to gain insight on what was valuable to them and what might be useful to duplicate in the future. I assisted in hosting an in-person session alongside the Professional Development Manager to members from both the Steel and Canisteo libraries. Another meeting occurred with the Engagement consultant to talk about feedback from members on the STARQuest presentation and to discuss next steps with tour planning. I also joined many of the STLS staff on a garbage pick-up for Earth day in support of our sustainability team. I finished out the month with a visit to Friendships library to get a tour, talk with the director about youth programming and connect on their ideas for Summer Learning.

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

During December, IT worked on 106 Help Desk requests for STLS staff and member libraries. The monthly operating system patch cycle was performed on all Red Hat Linux and Windows servers. Weekly meetings with IT department staff and a monthly meeting with Bryan from CCLD were held.

E-rate reviews are underway and we received \$196,527 in funding commitments for fiber Internet access at libraries.

Individually these are some highlights of IT staff work:

##### **Pat Beeman -**

- Disabled some unnecessary WordPress update notifications for all the web sites hosted on the old WP server.
- Responded to a 5228 calls about STARCat, Email authentication and not being able to print for various libraries.

##### **Tom Lawrence -**

- Worked on WordPress website migrations.
- Patched Windows Servers needing security updates.

##### **Nick Allington -**

- Replaced the Canisteo Director's laptop and converted a public PC to a staff PC.
- Setup a staff PC, public PC and fax machine in Greenwood.

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

**E-rate**

In April, Ken and I answered PIA (Program Integrity Assurance) review questions on our FY2024-2025 Form 471s (Description of Services Ordered and Certification Form). We also worked with Armstrong on filing the forms they need for new and existing connections in Whitesville, Rushford and Greenwood and answered E-rate questions for the STLS Independent Audit. In late April, 15 of our 18 471s were approved.

**ILS**

Kylie and Casey have continued working on the project to inventory all items at the Chemung County Historical Society (CCHS), and add items not currently in our catalog. Between the two of them, they visited 3 CCHS times in April. Kylie visited Steele to provide BCA training. For the Summer Learning Adventures Workshop at STLS, we set up a Sensory Scavenger Hunt for participants - Kylie did the bulk of the work for this project and she and I enjoyed chatting with library staff from around the system on the day of the workshop. In April, we also began preparing for the STLS Spring CE event in June, where our department will be providing 2 programs - one on BCA which Larissa will lead and one on WorkFlows and STARCat which Casey will lead. I shared the code for a STARCat Search Box that staff at the International Motor Racing Research Center requested, as they update the Collections section of their website. I also worked on Ingram issues with libraries and our Ingram rep, and did research for a number of DAC Circ Committee projects, such as cleaning up in-transit items.

We are currently at a turnaround time of 8 working days for unopened "normal" cataloging requests - we should be able to get that number down, later this week. Kylie, Larissa, Casey and myself attended a virtual demo of BT Cat (a cataloging tool that would help us find records now that we no longer have OCLC FirstSearch access within our ILS) and will be testing the tool, to determine whether it meets our needs, in May.

**General STLS**

Kylie and Casey joined other STLS staff as they celebrated Earth Day by doing litter pick-up on the Lackawanna Trail in Elmira, with the Friends of the Chemung River Watershed, Inc.