

STLS BOARD MEETING
Tuesday, June 18, 2024 - 2:00 pm
Penn Yan Public Library, Penn Yan, NY 14870



AGENDA

1. Agenda

Doc. #24-68
2. Approval of Minutes – May 2024

*FOR APPROVAL

Doc. #24-69
3. Treasurer’s Report – May 2024

*FOR APPROVAL

Doc. #24-70
4. Financial Clerk’s Report – May 2024

*FOR APPROVAL

Doc. #24-71
- Subject to corrections, above items may be approved without motion.

COMMITTEE REPORTS

5. Executive Committee – Kathy Green
6. Personnel & Policies Committee – Barbara Hubbell

(Minutes) Doc. #24-72
- (FOIL Policy) Doc. #24-73
7. Finance & Facilities Committee – Sisi Barr

(Minutes) Doc. #24-74
8. Public Relations Committee – Lynnette Decker
9. Foundation for Southern Tier Libraries – Louise Richardson

(Minutes) Doc. #24-75

BOARD ACTIONS

10. Expenditure Approvals -Monthly Unpaid Bills Detail

* FOR APPROVAL

Doc. #24-76

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:

11. Receipt Approvals – Monthly Deposit Summary

* FOR APPROVAL

Doc. #24-77

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:

12. Approve Proposed Public Comment Policy*** FOR APPROVAL**(See May 2024 Board Packet) **Doc. #24-59**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed Public Comment Policy 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:

13. Approve the 2023 Annual Financial Report (AFR) to the New York State Comptroller's Office*** FOR APPROVAL**(See June 2024 Board Packet for Document...) **Doc. #23-61**

Finance & Facilities Committee Recommendation: The STLS Board of Trustees approves the 2023 Library System Annual Financial Report to the New York State Comptroller's Office as presented at the May 21, 2024 board meeting.

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

14. Approve Participation in Cooperative Energy Supply Bid*** FOR APPROVAL****Doc. #23-78**

Executive Director Recommendation: The STLS Board of Trustees approves the organization's participation in the Cooperative Energy Supply Bid coordinated by BOCES of Ontario, Seneca, Wayne and Yates counties for fiscal year 2025.

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

15. Approve Appointment of Financial Clerk Designee*** FOR APPROVAL**

Executive Director Recommendation: The STLS Board of Trustees approves the appointment of Erika Jenns, Assistant Director – Director of Librarianship, to the serve as the library system's Financial Clerk Designee. .

Motion _____ 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. #24-79

Public Expression (15 minutes)

Adjournment

Next meeting: Steele Memorial Library – CCLD 101 East Church Street / Elmira, NY 14901
Tuesday, July 16, 2024 at 2:00 p.m.

STLS BOARD MEETING
Tuesday, May 21, 2024 - 2:00 pm
Southern Tier Library System, Painted Post, NY 14870

MINUTES**TRUSTEES PRESENT:**

Richard Ahola – 2027	
Sisi Barr – 2028	
Rachel Barbour – 2024	
Betsy Gorman - 2024	
David Haggstrom – 2025	
Mary-Claire Krebs – 2027	
Michael Steffens – 2027	
Louise Richardson – 2024	

Excused: Lynnette Decker -2025, Kathy Green-2026 , Barbara Hubbell – 2024, Susan McGill – 2024, Richard Urban – 2024, Vacant Allegany County Seat – 2025, Vacant Schuyler County Seat - 2023

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

Past President R Ahola called the meeting to order at 2:00 pm

1. AGENDA***FOR APPROVAL****Doc.#24-54****Received and Filed****2. Approval of Minutes – April 2024*****FOR APPROVAL****Doc. #24-55****Received and Filed****3. Treasurer's Report – April 2024*****FOR APPROVAL****Doc. #24-56****Received and filed**

S Barr reported that the account balance is down \$95,000.00 as compared to last year at this time, but compared to pre-covid 2019 the account balance is up by \$50,000.00, STLS cash flow for this time of year is average.

4. Financial Clerk's Report – April 2024***FOR APPROVAL****Doc. #24-57****Received and Filed**

B Hildreth reported for income, line item 4724, Member Library IT Contracts. The \$12,989.00 that was taken in was for the quarterly billing, sent out to member libraries, for internet. Line item 4735, non-state aid pass through, was money for Steuben County Library Aid. For Expense, B Hildreth noted that line items 5154, 5454, and 5474 had

higher payments in April due to adjustments in insurance payment amounts. M Steffens inquired about the changes in insurance premiums. B Hildreth stated that STLS will be reaching out to insurers to get answers. Line item 5435, pass through, is for the money received to aid Steuben county libraries.

Standing Committee Reports –

5. Executive Committee – R Ahola

R Ahola reported that the executive committee approved the agenda and stated that the staff contract is being negotiated. M Krebs added that the committee had an initial meeting with the Staff Association. The Staff Association came with proposals of a salary increase, an increase to vacation time after 20 years, and some language changes to the bereavement leave policy. M Krebs stated the Board countered the staff associations requests with a lower salary increase, but to add Juneteenth as a holiday R Barbour added that the Staff Association accepted most of the counter offer from the Board, but there is still some back and forth regarding salary. R Barbour also added that the experience of being on the negotiating committee has been cordial and nice.

6. Personnel & Policies Committee – R Ahola

(Minutes) **Doc.#24-58**

(Public Comment Policy) **Doc.#24-59**

R Ahola stated the Committee reviewed the Public Comment, Social Media, and Tuition Reimbursement policies, as well as the STLS Staff Guide. B Hildreth reminded the board that they approved the job description of Assistant Director at the April 2024 board meeting. B Hildreth stated that he met with Erika Jenns and they agreed to a starting salary with a 6-month probationary period. B Hildreth stated that Erika accepted the position of Assistant Director. All staff have been notified and the Organizational Chart that is in the board packet, is the current state of the organization.

B Hildreth also notified the board about part of the negotiations. Part time employees are eligible for tuition reimbursement, but if an employee takes this benefit, they must stay on with STLS for 24 months.

B Gorman commented that there is unclear wording in the Public Comment Policy. In the 11th bullet point, the wording was changed to “ The Library Board may choose not to address an issue”. The statement originally read, “The Library Board may not address an issue...”.

7. Finance & Facilities Committee – S Barr

(Minutes) **Doc.#24-60**

(2023 AFR to State Comptroller) **Doc.#24-61**

S Barr stated the auditors calculated line item 1400, the Right of Use Lease Assets. She also stated that the committee discussed power washing the building, tree removal and parking lot sealing. B Hildreth added that STLS received a cost estimate from Elmira Structures for the roof replacement project. Construction aid would cover 50% of the project cost.

8. Public Relations Committee – Brian Hildreth

B Hildreth stated the committee did not meet this month. The next meeting will be in June for Construction Aid presentations.

9. Foundation for Southern Tier Libraries – Louise Richardson(Minutes) **Doc.#24-62**

L Richardson stated the Foundation held their annual meeting on May 9, 2024. There was dinner and grant recipients attended to pick up their checks. A new addition to the meeting was last year's grant recipients attended and shared how they used the money awarded to them.

BOARD ACTIONS**10. 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 _8___ Nay __0__ Abstain ____0____ Absent __5__ Vacant ____2____

Approved/Failed: Approved

Discussion: None

11. 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 _8___ Nay __0__ Abstain ____0____ Absent __5__ Vacant ____2____

Approved/Failed: Approved

Discussion: None

12. Approve Proposed Training Policy (See April 2024 Board Packet) Doc. #24-45*** FOR APPROVAL**

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 _8___ Nay __0__ Abstain ____0____ Absent __5__ Vacant ____2____

Approved/Failed: Approved

Discussion: B Gorman suggested a grammatical change to the policy to help the last section flow. The change was made to the policy, at the meeting, by Brian Hildreth

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 _8___ Nay __0__ Abstain ____0____ Absent __5__ Vacant ____2____

Approved/Failed: Approved

Discussion: B Hildreth stated that Erika Jenns will stay in her current position until July 1, 2024. B Hildreth also stated other changes were made to the job description, such as educational requirement changes and a status change to non-exempt.

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 __M Steffens__ Second __B Gorman__
 Aye __8__ Nay __0__ Abstain __0__ Absent __5__ Vacant __2__
 Approved/Failed: Approved
 Discussion: None

B Hildreth stated the position will have a salary of \$85,000 per year with a 6-month probationary period.

15. Approve Proposed Revisions to the STLS Organizational Chart **Doc. #24-66**
 * **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 May 21, 2024 board meeting considering any revisions during board meeting discussion.

Move __M Krebs__ Second __L Richardson__
 Aye __8__ Nay __0__ Abstain __0__ Absent __5__ Vacant __2__
 Approved/Failed: Approved
 Discussion: None

BOARD INFORMATION

16. Old Business –

None

17 New Business –

None

18. Library Networking –

M Steffens gave congratulations to all of the libraries that made it through their materials challenges.

R Ahola noted that the Dundee Library has new front steps.

19. President's Report –

None

20. Monthly Library System Staff Reports

Doc.#24-67

B Hildreth gave an update on the progress of the Reading Centers becoming chartered public libraries. Middlesex, Rushville, and Arkport are all now chartered public libraries. Hector is on the way to getting its charter. Greenwood Reading Center did not get approval from the Town of Greenwood to charter after several meetings with the Town and two public hearings. STLS is doing everything it can to assist Greenwood at this

time. B Hildreth stated he is waiting to hear from the State Librarian on how to proceed with Greenwood's situation.

Public Expression (15 minutes)

Adjournment

Move: B Gorman

Second: S Barr

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

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

	May 31, 24	Apr 30, 24	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1200 · Cash - Operating	6,967.61	3,424.42	3,543.19
1201 · Cash - Payroll	4,732.33	8,603.68	-3,871.35
1202 · Cash - Money Market	613,153.87	848,355.60	-235,201.73
1203 · Cash in Certificate of Deposit	356,600.68	355,288.56	1,312.12
Total Checking/Savings	981,454.49	1,215,672.26	-234,217.77
Accounts Receivable			
1380 · Accounts Receivable	147,059.02	156,978.56	-9,919.54
Total Accounts Receivable	147,059.02	156,978.56	-9,919.54
Total Current Assets	1,128,513.51	1,372,650.82	-244,137.31
Fixed Assets			
1100 · Fixed Assets			
1102 · Building	2,107,487.60	2,107,487.60	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	-763,740.84	-763,740.84	0.00
1114 · Accumulated Depreciation	-1,201,316.05	-1,201,316.05	0.00
Total 1100 · Fixed Assets	1,811,841.84	1,811,841.84	0.00
Total Fixed Assets	1,811,841.84	1,811,841.84	0.00
Other Assets			
1382 · Prepaid expenses	85,892.80	85,892.80	0.00
1400 · Right of Use Lease Asset	516,634.00	516,634.00	0.00
Total Other Assets	602,526.80	602,526.80	0.00
TOTAL ASSETS	3,542,882.15	3,787,019.46	-244,137.31
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2600 · Accounts Payable	36.72	36.72	0.00
Total Accounts Payable	36.72	36.72	0.00
Other Current Liabilities			
2601 · Accrued P/R	5,818.22	5,818.22	0.00
2625 · Payroll Deductions Payable	0.16	929.26	-929.10
2626 · Flex Spending Deduction Payable	722.47	727.86	-5.39
2627 · PFL Payable to Insurance	1,562.73	4,989.61	-3,426.88
2635 · Capital Notes Payable	101,159.17	103,369.39	-2,210.22
2640 · Accrued Compensated Absences	159,208.73	159,208.73	0.00
2800 · Lease Liability Short Term	98,735.00	98,735.00	0.00
Total Other Current Liabilities	367,206.48	373,778.07	-6,571.59
Total Current Liabilities	367,243.20	373,814.79	-6,571.59
Long Term Liabilities			
2850 · Lease Liability - Long Term	417,899.00	417,899.00	0.00

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

	May 31, 24	Apr 30, 24	\$ Change
Total Long Term Liabilities	417,899.00	417,899.00	0.00
Total Liabilities	785,142.20	791,713.79	-6,571.59
Equity			
3200 - Fund Balance Unrestricted	2,583,165.29	2,583,165.29	0.00
3910 - Board Restricted Capital Reserv	350,000.00	350,000.00	0.00
3911 - Donor Restricted Capital Reserv	80,149.19	80,149.19	0.00
Net Income	-255,574.53	-18,008.81	-237,565.72
Total Equity	2,757,739.95	2,995,305.67	-237,565.72
TOTAL LIABILITIES & EQUITY	3,542,882.15	3,787,019.46	-244,137.31

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

	May 24	Apr 24	\$ Change
Income			
4719 · Interest	1,330.51	1,373.35	-42.84
4724 · Member Library IT Contracts	1,338.00	12,989.62	-11,651.62
4731 · Arkport Support	48.96	4,144.23	-4,095.27
4732 · Reading Center Support	0.00	1,389.62	-1,389.62
4733 · Member Library Processing Fees	0.00	42.00	-42.00
4735 · Non State Aid Pass Through	4,445.70	82,908.16	-78,462.46
4782 · Donations	0.00	91.64	-91.64
4784 · General Reimbursements & Refund	28.04	400.00	-371.96
Total Income	7,191.21	103,338.62	-96,147.41
Gross Profit	7,191.21	103,338.62	-96,147.41
Expense			
5100 · Salaries			
5141 · Professional Salaries	52,726.89	35,222.57	17,504.32
5142 · Non-Professional Salaries	65,594.76	43,869.13	21,725.63
Total 5100 · Salaries	118,321.65	79,091.70	39,229.95
5150 · Personnel Benefits			
5153 · Social Security	8,814.44	5,813.34	3,001.10
5154 · Workers Compensation	585.86	1,807.16	-1,221.30
5156 · Disability	398.16	0.00	398.16
5157 · Health Insurance	21,791.50	17,796.14	3,995.36
5158 · Payroll Expense - Other	1,334.18	839.00	495.18
5150 · Personnel Benefits - Other	200.00	0.00	200.00
Total 5150 · Personnel Benefits	33,124.14	26,255.64	6,868.50
5204 · STLS Software & Small Equipment	259.98	58.13	201.85
5205 · Maintenance Contracts & Leases	491.45	968.42	-476.97
5408 · Platform Fees & Licenses	80.00	1,848.00	-1,768.00
5409 · STLS Telephone/Internet	19,198.38	27,207.95	-8,009.57
5417 · Library Materials	424.41	380.67	43.74
5420 · Staff Development Travel	634.60	1,359.14	-724.54
5422 · Trustee Mileage	851.97	224.49	627.48
5424 · Conference Registration	178.00	883.05	-705.05
5425 · Staff & Member Library Mileage	22.11	268.88	-246.77
5427 · Programming & Annual Conference	1,340.00	54.79	1,285.21
5428 · Meeting Supplies	173.64	38.00	135.64
5430 · Office Supplies	581.66	547.15	34.51
5433 · Postage	1,020.30	51.90	968.40
5434 · Public Relations	2,057.55	464.98	1,592.57
5435 · Member Library Pass through	27,524.23	94,548.18	-67,023.95
5436 · STLS Grants to Member Libraries	299.24	0.00	299.24
5442 · Professional Fees	1,355.00	0.00	1,355.00
5443 · Legal Counsel	700.00	0.00	700.00
5444 · Accounting Support & Audit	17,986.50	99.00	17,887.50
5450 · Utilities	1,625.10	1,294.44	330.66

Southern Tier Library System
Financial Clerk's Report
May 2024

	May 24	Apr 24	\$ Change
5451 · Building Maintenance & Repairs	4,137.99	1,905.91	2,232.08
5454 · Commercial Insurance	912.58	1,825.16	-912.58
5471 · Vehicle Maintenance & Repairs	326.62	2,194.18	-1,867.56
5473 · Vehicle Fuel	1,971.14	1,339.82	631.32
5474 · Vehicle Insurance	497.17	984.34	-487.17
5480 · Greenwood Reading Center Exp	2,453.41	1,586.51	866.90
5485 · Arkport Expense Account	3,018.22	2,238.30	779.92
5490 · Grants	3,189.89	193.91	2,995.98
Total Expense	244,756.93	247,912.64	-3,155.71
Net Income	-237,565.72	-144,574.02	-92,991.70

Personnel & Policies Committee

Meeting Minutes

Tuesday, June 11, 2024 at 12:00 pm

Meeting Location: Southern Tier Library System - Painted Post



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

Excused: Richard Ahola

Administration: Brian M. Hildreth

POLICIES

FOIL Policy

The committee reviewed the draft policy and made several revisions to the proposed template. B. Hildreth informed the committee the policy provided clear guidelines for how the library system handles FOIL requests, and what documents within the organization fall under FOIL. The group agreed the policy was ready to move to the full board for review.

Staff Guide

B. Hildreth informed the committee that the Staff Guide was due for updates. He noted that the guide is presently under review by members of staff. Newer employees who would have received the guide most recently have been asked to comment as well as division heads and the staff association president. The guide should be ready for committee consideration and review at July's meeting.

PERSONNEL

Executive Director – Evaluation Survey Questions

B. Hildreth presented proposed questions for the survey to member library directors as well as STLS trustees. The committee reviewed the questions and made revisions based on discussions between the trustees and Executive Director. The suggestions were incorporated into the director's survey document. The committee said it would review the final version of both surveys at July's meeting. B. Hubbell indicated she would then work with the Administrative Assistant to issue the survey to member directors and STLS trustees during the months of July/August. The committee would use survey feedback to prepare the Executive Director's evaluation for 2023/2024 in partnership with the full board.

Accounting Specialist

Move to go into Executive Session to discuss matters leading to the dismissal of an employee. Motion by S. McGill and second by M-C Krebs. Executive session started at 1:00 pm. Executive session ended at 1:18 pm.

Meeting adjourned at 1:10 pm.

Minutes respectfully submitted by: Brian M. Hildreth

Freedom of Information Law (FOIL) Policy

APPLIES TO: STLS Board of Trustees
STLS Employees
~~STLS Member Libraries~~
General Public

The primary goals of the Southern Tier Library System's FOIL Policy are to establish **and define**:

- The Administrator of system records
- The process for requesting information from the system
- The system's process for responding to information requests.

New York State's Freedom of Information Law (**FOIL**) allows members of the public to access records from certain agencies. The full scope of Public Officers Law Article 6 §87 can be found on the New York State Committee on Open Government website.

This policy was drafted using the "Model Rules for Agencies" on the Freedom of Information Law Website.¹

SCOPE

1. The people's right to know the process of government decision-making and the documents and statistics leading to determinations is basic to our society. Access to such information should not be thwarted by shrouding it with ~~the cloak of secrecy of~~ confidentiality.
2. These regulations provide information concerning the procedures by which records may be obtained.
3. Employees shall furnish to the public the information and records required by the Freedom of Information Law, as well as records otherwise available by law.
4. Any conflicts among laws governing public access to records shall be construed in favor of the widest possible availability of public records.

ADMINISTRATION

The Executive Director is responsible for **ensuring** ~~insuring~~ compliance with the regulations herein, and the Executive Director and Assistant Director – Director of Librarianship shall act as records access officers for the System.

The records access officers are responsible for **ensuring** ~~insuring~~ appropriate agency response to public requests for access to records. The designation of a records access officer shall not be

¹ Freedom of Information Law, Model Rules for Agencies, <https://opengovernment.ny.gov/freedom-information-law>

construed to prohibit officials who have in the past been authorized to make records or information available to the public from continuing to do so.

The records access officers shall ensure that agency employees:

1. Maintain an up-to-date subject matter list.
2. Assist persons seeking records to identify the records sought, if necessary, and when appropriate, indicate the manner in which the records are filed, retrieved, or generated to assist persons in reasonably describing records.
3. Contact persons seeking records when a request is voluminous or when locating the records involves substantial effort, so that staff may ascertain the nature of records of primary interest and attempt to reasonably reduce the volume of records requested.
4. Upon locating the records, take one of the following actions:
 - a. Make records available for inspection; or
 - b. Deny access to the records in whole or in part and explain in writing the reasons therefore.
5. Upon request for copies of records:
 - a. Make a copy available upon payment or offer to pay established fees, if any, in accordance with this policy; or
 - b. Permit the **requesting person or entity** requester to copy those records.
6. Upon request, certify that a record is a true copy; and
7. Upon failure to locate records, certify that:
 - a. Southern Tier Library System is not the custodian for such records, or
 - b. The records of which the Southern Tier Library System is a custodian cannot be found after diligent search.

LOCATION AND HOURS FOR PUBLIC INSPECTION

Records shall be available for public inspection and copying at:

Southern Tier Library System
9424 Scott Road
Painted Post, New York 14870

Requests for public access to records shall be accepted and records produced during all hours regularly open for business.

REQUESTS FOR PUBLIC ACCESS TO RECORDS

1. A written request may be required, but oral requests may be accepted when records are readily available.
2. If records are maintained on the internet, the **requesting person or entity** requester shall be informed that the records are accessible via the internet and in printed form either on paper or other information storage medium.
3. A response shall be given within five business days of receipt of a request by:

- a. Informing the ~~requesting person or entity~~ ~~person~~-requesting records that the request or portion of the request does not reasonably describe the records sought, including direction, to the extent possible, that would enable that person to request records reasonably described;
 - b. Granting or denying access to records in whole or in part;
 - c. Acknowledging the receipt of a request in writing, including an approximate date when the request will be granted or denied in whole or in part, which shall be reasonable under the circumstances of the request and shall not be more than twenty business days after the date of the acknowledgment, or if it is known that circumstances prevent disclosure within twenty business days from the date of such acknowledgment, providing a statement in writing indicating the reason for inability to grant the request within that time and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted or denied in whole or in part; or
 - d. If the receipt of request was acknowledged in writing and included an approximate date when the request would be granted or denied in whole or in part within twenty business days of such acknowledgment, but circumstances prevent disclosure within that time, providing a statement in writing within twenty business days of such acknowledgment specifying the reason for the inability to do so and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted or denied in whole or in part.
4. In determining a reasonable time for granting or denying a request under the circumstances of a request, employee shall consider the volume of a request, the ease or difficulty in locating, retrieving or generating records, the complexity of the request, the need to review records to determine the extent to which they must be disclosed, the number of requests received by the agency, and similar factors that bear on the ability to grant access to records promptly and within a reasonable time.
5. Failure to comply with the time limitations described herein shall constitute a denial of a request that may be appealed. Such failure shall include situations in which an officer or employee:
- a. fails to grant access to the records sought, deny access in writing, or acknowledge the receipt of a request within five business days of the receipt of a request;
 - b. acknowledges the receipt of a request within five business days but fails to furnish an approximate date when the request will be granted or denied in whole or in part;
 - c. furnishes an acknowledgment of the receipt of a request within five business days with an approximate date for granting or denying access in whole or in part that is unreasonable under the circumstances of the request;
 - d. fails to respond to a request within a reasonable time after the approximate date given or within twenty business days after the date of the acknowledgment of the receipt of a request;

- e. determines to grant a request in whole or in part within twenty business days of the acknowledgment of the receipt of a request, but fails to do so, unless the agency provides the reason for its inability to do so in writing and a date certain within which the request will be granted in whole or in part;
- f. does not grant a request in whole or in part within twenty business days of the acknowledgment of the receipt of a request and fails to provide the reason in writing explaining the inability to do so and a date certain by which the request will be granted in whole or in part; or
- g. responds to a request, stating that more than twenty business days is needed to grant or deny the request in whole or in part and provides a date certain within which that will be accomplished, but such date is unreasonable under the circumstances of the request.

SUBJECT MATTER LIST

1. The records access officers shall maintain a reasonably detailed current list by subject matter of all records in its possession, whether or not records are available pursuant to subdivision two of Section eighty-seven of the §Public Officers Law.
2. The subject matter list shall be sufficiently detailed to permit identification of the category of the record sought.
3. The subject matter list shall be updated annually. The most recent update shall appear on the first page of the subject matter list.

DENIAL OF ACCESS OF RECORDS

1. Denial of access to records shall be in writing stating the reason therefore and advising the requester of the right to appeal to the individual or body established to determine appeals. The Executive Director shall be identified by name, title, business address and business phone number.
2. If requested records are not provided promptly, as required in this policy, such failure shall also be deemed a denial of access.
3. The Executive Director and Southern Tier Library System Board President shall determine appeals regarding denial of access to records under the Freedom of Information Law.
4. Any person denied access to records may appeal within thirty days of a denial.
5. The time for deciding an appeal by the individual or body designated to determine appeals shall commence upon receipt of a written appeal identifying:
 - a. the date and location of requests for records;
 - b. a description, to the extent possible, of the records that were denied; and
 - c. the name and return address of the person denied access.
6. Failure to determine an appeal within ten business days of its receipt by granting access to the records sought or fully explaining the reasons for further denial in writing shall constitute a denial of the appeal.

7. The person or body designated to determine appeals shall transmit to the Committee on Open Government copies of all appeals upon receipt of appeals. Such copies shall be addressed to:

NYS Committee on Open Government
Department of State
One Commerce Plaza
99 Washington Avenue, Suite 650
Albany, NY 12231

8. The person or body designated to determine appeals shall inform the appellant and the Committee on Open Government of its determination in writing within ten business days of receipt of an appeal. The determination shall be transmitted to the Committee on Open Government in the same manner as set forth in item 7 of this section.

FEES

1. There shall be no fee charged for:
 - a. inspection of records;
 - b. search for records; or
 - c. any certification pursuant to this part.
2. Copies may be provided without charging a fee.
3. Fees for copies may be charged **when the request is excess of reasonable standards**, provided that:
 - a. the fee for copying records shall not exceed 25 cents per page for photocopies not exceeding 9 by 14 inches. This section shall not be construed to mandate the raising of fees where agencies or municipalities in the past have charged less than 25 cents for such copies;
 - b. the fee for photocopies of records in excess of 9 x 14 inches shall not exceed the actual cost of reproduction; or
 - c. an agency has the authority to redact portions of a paper record and does so prior to disclosure of the record by making a photocopy from which the proper redactions are made.
4. The fee an agency may charge for a copy of any other record is based on the actual cost of reproduction and may include only the following:
 - a. an amount equal to the hourly salary attributed to the lowest paid employee who has the necessary skill required to prepare a copy of the requested record, but only when more than two hours of the employee's time is necessary to do so; and
 - b. the actual cost of the storage devices or media provided to the person making the request in complying with such request; or
 - c. the actual cost to the agency of engaging an outside professional service to prepare a copy of a record, but only when an agency's information technology

equipment is inadequate to prepare a copy, and if such service is used to prepare the copy.

5. When an agency has the ability to retrieve or extract a record or data maintained in a computer storage system with reasonable effort, or when doing so requires less employee time than engaging in manual retrieval or redactions from non-electronic records, the agency shall be required to retrieve or extract such record or data electronically. In such case, the agency may charge a fee in accordance with paragraph (4)(a) and (b) above.
6. The System shall inform a person **or entity** requesting a record of the estimated cost of preparing a copy of the record if more than two hours of an agency employee's time is needed, or if it is necessary to retain an outside professional service to prepare a copy of the record.
7. The System may require that the fee for copying or reproducing a record be paid in advance of the preparation of such copy.
- ~~8. The System may waive a fee in whole or in part when making copies of records available.~~

PUBLIC NOTICE

A notice containing the title or name and business address of the records access officers and appeals person or body and the location where records can be seen or copies shall be posted in a conspicuous location wherever records are kept and/or published in the System's Designated Newspaper.

SEVERABILITY

If any provision of these regulations or the application thereof to any person or circumstances is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the other provisions of these regulations or the application thereof to other persons and circumstances.

List of Records Maintained by the Southern Tier Library System Freedom of Information Law

LEGAL COMPLIANCE

Maintained pursuant to Public Officers Law § 87(3)(c)

"a reasonably detailed current list by subject matter, of all records in the possession of the agency, whether or not available under this article. Each agency shall update its subject matter list annually, and the date of the most recent update shall be conspicuously indicated on the list. Each state agency as defined in subdivision four of this section that maintains a website shall post its current list on its website and such posting shall be linked to the website of the committee on open government. Any such

agency that does not maintain a website shall arrange to have its list posted on the website of the committee on open government.”

(Note: Not all listed records are available pursuant to the Freedom of Information Law [FOIL]).

Items below and other records maintained by the Southern Tier Library System are subject to the System’s Records Retention Policy.

Subject Matter List

Board

- Annual Reports/Plans of Service
- Bylaws
- Charter
- Conflicts of Interest Reports
- Meeting Agendas
- Meeting Minutes
- Organizational Amendments
- Records of Motions
- Resolutions
- Strategic Plans
- Whistleblower Reports

Financial Records

- 990(s) Current and Past Years – Current and Previous Year Filing
- Accounts Payable Records
- Accounts Receivable Records
- Annual Update Document(s) – Current and Previous Year Filing
- Assigned Reserve Records
- Audit Work Papers, Reports, and Files
- *Bank Reconciliations
- *Bank Statements
- Cash Activity Reports
- *Depreciation Schedules
- List of Monthly Warrants – Paid, Reviewed, and Board Approved
- Planning and Budget Documents
- Receipt and Deposit of Funds Records/Logs
- Year to Date Reports/Trial Balances/General Ledger/Balance Sheets
- Year-End Financial Statements

Contracts/Purchasing Records

- Bidders' Proposal Files
- Contract Files
- Requisition Form/Purchase Order Files (Non-Contracts)
- Sales Tax Exemption Information

Employment Information

- Employee Contracts or Agreements
- Employee Summary Service Records
- Employee Travel Authorizations and Expense Files
- Job Descriptions
- Payroll Records
- Timesheets

Policy Manuals

- Policies: External Policy Manual/Internal Employee Handbook

Program Service Files

- Central Library Expenditure Files
- Correctional Facility Expenditure Files
- Outreach Services Expenditure Files
- Services to Member Libraries

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

Finance & Facilities Committee



Meeting Minutes

June 10, 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 1:13 pm.

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

Treasurer's Report – Brian stated our balance this month as compared to this month in 2023 is down approximately \$119,000 based on cash flow. Brian stated the auditors have calculated the fixed assets verses what was audited; the difference will be posted on the June report.

Financial Clerk's Report – Brian highlighted Item 4724 – Member Library IT Contracts – amount is down due to billing done quarterly. Expenses – Item 5141 and 5142 – Salaries are higher due to three payrolls rather than the typical two. Items 5427 and 5434 will be higher due to upcoming conference and prizes for those who successfully complete the Forty-Eight (48) Library Passport Challenge. Item 5444 – Support and Audit will be adjusted as the Auditors did not bill their final quarter invoice for 2023 for roughly \$5,000.00. Items 5451 and 5473 are higher due a new landscaping contract and increase mileage (floating stops) to member libraries.

Profit - Loss Vs Actual Statement – Brian shared State Aid in all income categories will be increased by 4.5%. STLS will also receive a sizable increase in Bullet Aid of approximately \$70,000.00 a portion of which is earmarked for member libraries. Item 4719 – Interest received from the CD with Community Bank. Brian stated it is anticipated the health insurance carrier will increase their rates and item 5444 – Accounting Support and Audit will increase to reflect the payment for the last quarter of 2023. Brian suggested that STLS secure another CD for approximately \$250,000.00 once State Aid is received. This would bring interest earnings up to roughly \$25,000.00 per year.

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

Facilities- Brian shared we received 2 bids for pressure washing the building. A firm from Penn Yan will complete the work next Sunday. Captain Sealcoat received the bid for sealing the parking lot. The janitorial contract will be reviewed and updated. The Energy Audit is not completed yet although it is expected to be very thorough.

Staffing – Brian shared there is an opening for STLS part-time accounting specialist. The committee discussed a variety of options and extends a Thank You to Barb Mack who expressed a willingness to train a new staff person.

Hearing no further new business, Richard made a motion to adjourn with Betsy seconded.

Meeting adjourned at 1:53 pm

Respectfully submitted: Sisi Barr, Treasurer

Foundation for Southern Tier Libraries
BOARD OF DIRECTORS MEETING
April 11, 2024 | Southern Tier Library System

MEETING MINUTES

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

Excused: Peter Gamba

The meeting was called to order at 11:15 am.

MINUTES

The minutes of the March 14, 2024, meeting were unanimously approved.

TREASURER'S REPORT

The Treasurer's Report was accepted.

AWARD PROPOSAL

Dale asked the group to review the logo samples for the award. Details regarding the award will be discussed at the May meeting.

FUNDRAISING EVENT

The Stand Up for Libraries! event will be held on September 21, 2024, from 6:00 to 8:00 pm. Dale noted that we will include a wine raffle. Rusty suggested we send Save the Date postcards to past and prospective donors and to the STLS libraries. Louise will create the postcard.

GRANT PROGRAM

The 2024 grant application asks totaled \$22,142. It was agreed that we hold \$5,000 of our balance in reserve and provide \$17,500 to \$18,000 in funding this year. Grants will be awarded at the FSTL Annual Meeting to be held on Thursday, May 9 at 5:00 pm. 2023 recipients will be invited to give a brief review of their funded projects and the STLS board will be invited. The group then reviewed the 2024 applications and determined the funding level for each (attached).

NEXT MEETING

Thursday, May 9, 2024, at 4:00 pm at the STLS offices.

There being no further business, the meeting was adjourned at 1:30 pm.

Respectfully submitted,
Louise Richardson, Secretary

2024 FOUNDATION FOR SOUTHERN TIER LIBRARIES GRANTS

Library	Project		Project Name	for	Amount granted	% of request
	Request	Budget				
Bath: Dormann Library	1,500	1,500		Red Cross babysitting course and lunch for 25	775	52%
Bolivar	1,105	1,300	The Art of ...	Supplies and presenter fees for programs with 5 themes	1105	100%
Cohocton Public Library	1,022	1,022	Enhancing Community Engagement Through Gaming	Games and accessories	1,022	100%
Corning: Southeast Steuben County	1,620	1,620	Movies Under the Stars	4 movie licenses	810	50%
Cuba Circulating Library	1,183	1,183	Day Adventure Pass Program	5 sets of passes, lanyards, cardholders and printing	1,183	100%
Friendship Free Library	1,675	1,675	Buildnga Makerspace	Building materials, furniture and supplies	1,675	100%
Genesee Library	1,105	1,300	Learning More	8 programs	900	81%
Hammondsport: Fred & Harriet Taylor Memorial Library	1,750	3,500	Yoga & Meditation Classes	Ongoing classes	900	51%
Hornell Public Library	1,730	1,730	T(w)een Tech & Gaming Club	Gaming and VR equipment	1065	62%
Montour Falls Library	1,700	2,100	Patron Tech Euqipment Upgrades	Computer, all-in-on printer, chair, docking station, headphones	1700	100%
Odessa: Dutton S Peterson Memorial Library	1,308	1,308	Public Computer Replacement	Computer, monitor, calbe and service contract	1308	100%
Prattsburg Free Library	1,750	1,750	Expanding Lego Collection	Legos	1250	71%
Pulteney Free Library	700	700	Adventure at Your Library	Outdoor games and craft supplies	700	100%

2024 FOUNDATION FOR SOUTHERN TIER LIBRARIES GRANTS

Richburg Colonial Library	1,209	1,209	IT Upgrades for Community and Events	Printer, laptop, projector, screen and 2 tablets	1209	100%
Rushford Free Library	1,200	1,200	Crafting Program for Adults	12 programs	800	67%
Scio Memorial Library	1,085	1,205	Linger Longer	Couches, end table, toys and storage, work table and charging station, artist fee for Carnival Day	1085	100%
Whitesville Public Library	500	747	AED for the Library	AED (already purchased)		0%
TOTAL REQUESTED	22,142		TOTAL FUNDED		17,487	

12:42 PM

05/28/24

Southern Tier Library System
Unpaid Bills Detail
 As of May 31, 2024

Doc. #24-76

Type	Date	Num	Due Date	Open Balance
Baker & Taylor				
Bill	05/31/2024	20382...	05/31/2024	✓ 365.74 ✓
Total Baker & Taylor				365.74
Blackstone Publishing				
Bill	05/31/2024	2153271	05/31/2024	✓ 40.50 ✓
Total Blackstone Publishing				40.50
Button, Vickie				
Bill	05/31/2024	Medica...	05/31/2024	✓ 92.36 ✓
Total Button, Vickie				92.36
Corning Natural Gas				
Bill	05/31/2024	May 2...	05/31/2024	✓ 233.42 ✓
Total Corning Natural Gas				233.42
English, Darleen				
Bill	05/31/2024	Medica...	05/31/2024	✓ 92.36 ✓
Total English, Darleen				92.36
Erie Insurance Company				
Bill	05/31/2024	June 2...	05/31/2024	✓ 1,995.61 ✓
Total Erie Insurance Company				1,995.61
Excellus BC BS				
Bill	05/31/2024	Jun 20...	05/31/2024	✓ 4,475.90 ✓
Bill	05/31/2024	June 2...	05/31/2024	✓ 257.73 ✓
Total Excellus BC BS				4,733.63
Friendly Freds				
Bill	05/31/2024	31972	05/31/2024	✓ 71.76 ✓
Total Friendly Freds				71.76
Frontier Communications				
Bill	05/31/2024	June 2...	05/31/2024	✓ 263.20 ✓
Total Frontier Communications				263.20
Haggstrom, David				
Bill	05/31/2024	Mileag...	05/31/2024	✓ 77.72 ✓
Total Haggstrom, David				77.72
Hallahan, Shella				
Bill	05/31/2024	Medica...	05/31/2024	✓ 92.36 ✓
Total Hallahan, Shella				92.36
Holden, Loretta				
Bill	05/31/2024	Medica...	05/31/2024	✓ 92.36 ✓
Total Holden, Loretta				92.36
Honey Pot Chocolates				
Bill	05/31/2024	04202...	05/31/2024	✓ 22.50 ✓
Total Honey Pot Chocolates				22.50
Long, Jami				
Bill	05/31/2024	5/21/2...	05/31/2024	✓ 33.50 ✓
Total Long, Jami				33.50

Southern Tier Library System

Unpaid Bills Detail

As of May 31, 2024

Type	Date	Num	Due Date	Open Balance
McPherson, Marcia				
Bill	05/31/2024	Medica...	05/31/2024	✓ 92.36 ✓
Total McPherson, Marcia				92.36
Mengel Metzger Barr & Co. LLP				
General Journal	12/31/2023	690		5,700.00 ✓
General Journal	01/01/2024	690R		-5,700.00 ✓
Bill	05/31/2024	522787	05/31/2024	✓ 12,000.00 ✓
Total Mengel Metzger Barr & Co. LLP				✓ 12,000.00
Moses, Elizabeth				
Bill	05/31/2024	2/28/2...	05/31/2024	✓ 100.00 ✓
Bill	05/31/2024	5/15/2...	05/31/2024	✓ 100.00 ✓
Total Moses, Elizabeth				✓ 200.00
Multi Media Services				
Bill	05/31/2024	91612	05/31/2024	✓ 99.07 ✓
Total Multi Media Services				99.07
Nelson, Jane				
Bill	05/31/2024	Medica...	05/31/2024	✓ 92.36 ✓
Total Nelson, Jane				92.36
NYSEG				
Bill	05/31/2024	May 2...	05/31/2024	✓ 414.41 ✓
Total NYSEG				414.41
Overdrive				
Bill	05/31/2024	01453...	05/31/2024	✓ 70.00 ✓
Bill	05/31/2024	01453...	05/31/2024	✓ 75.00 ✓
Bill	05/31/2024	01453...	05/31/2024	✓ 129.98 ✓
Bill	05/31/2024	01453...	05/31/2024	✓ 288.05 ✓
Total Overdrive				563.03
Passage, Mary				
Bill	05/31/2024	Medica...	05/31/2024	✓ 92.36 ✓
Total Passage, Mary				92.36
Quiggle, Mary Kay				
Bill	05/31/2024	Medica...	05/31/2024	✓ 92.36 ✓
Total Quiggle, Mary Kay				92.36
Scholastic				
Bill	05/31/2024	60512...	05/31/2024	✓ 25.60 ✓
Total Scholastic				25.60
ShelterPoint Life				
Bill	05/31/2024	D2004...	05/31/2024	✓ 4,334.77 ✓
Total ShelterPoint Life				4,334.77
Steffens, Michael C				
Bill	05/31/2024	Mileag...	05/31/2024	✓ 29.48 ✓
Total Steffens, Michael C				29.48
Time Warner Cable, PA				
Bill	05/31/2024	14386...	05/31/2024	✓ 2,250.00 ✓
Total Time Warner Cable, PA				2,250.00

12:42 PM

05/28/24

Southern Tier Library System
Unpaid Bills Detail
As of May 31, 2024

Type	Date	Num	Due Date	Open Balance
United States Postal Service Bill	05/31/2024	May 2...	05/31/2024	✓ 1,000.00 ✓
Total United States Postal Service				1,000.00
Wigg, Ristina Bill	05/31/2024	Medica...	05/31/2024	✓ 92.36 ✓
Total Wigg, Ristina				92.36
TOTAL				29,585.18

5:30 PM
05/14/24

5/15/24

Southern Tier Library System
Unpaid Bills Detail
As of May 17, 2024

5/15/24

Type	Date	Num	Due Date	Open Balance
4Imprint, Inc Bill	05/17/2024	12451...	05/17/2024	✓ 846.25 ✓
Total 4Imprint, Inc				846.25
Adams, Stephanie Cole Bill	05/17/2024	3327	05/17/2024	✓ 700.00 ✓
Total Adams, Stephanie Cole				700.00
Baker & Taylor Bill	05/17/2024	20381...	05/17/2024	✓ 32.58 ✓
Total Baker & Taylor				32.58
Beeman, Robert Bill	05/17/2024	5/7/24 ...	05/17/2024	✓ 22.11 ✓
Total Beeman, Robert				22.11
Blackstone Publishing Bill	05/17/2024	2151172	05/17/2024	✓ 182.69 ✓
Bill	05/17/2024	2152895	05/17/2024	✓ 141.24 ✓
Total Blackstone Publishing				323.93
Casella Waste Services Bill	05/17/2024	2287421	05/17/2024	✓ 125.93 ✓
Total Casella Waste Services				125.93
Clearly IP Bill	05/17/2024	INV-11...	05/17/2024	✓ 380.81 ✓
Total Clearly IP				380.81
Delta Dental Insurance Company Bill	05/17/2024	May 2...	05/17/2024	✓ 190.86 ✓
Total Delta Dental Insurance Company				190.86
Eastern Managed Print Network Bill	05/17/2024	IN4281...	05/17/2024	✓ 491.45 ✓
Total Eastern Managed Print Network				491.45
Empire Natural Gas Bill	05/17/2024	WSTL...	05/17/2024	✓ 48.40 ✓
Total Empire Natural Gas				48.40
Energy Cooperative of America Bill	05/17/2024	1018396	05/17/2024	✓ 350.62 ✓
Total Energy Cooperative of America				350.62
First Bankcard Bill	05/17/2024	44182...	05/17/2024	✓ 516.17 ✓
Bill	05/17/2024	44182...	05/17/2024	✓ 408.00 ✓
Bill	05/17/2024	44182...	05/17/2024	✓ 285.74 ✓
Bill	05/17/2024	44182...	05/17/2024	✓ 308.42 ✓
Bill	05/17/2024	44182...	05/17/2024	✓ 178.00 ✓
Bill	05/17/2024	44182...	05/17/2024	✓ 35.98 ✓
Bill	05/17/2024	44182...	05/17/2024	✓ 479.37 ✓
Bill	05/17/2024	44182...	05/17/2024	✓ 148.99 ✓
Total First Bankcard				2,340.67
FirstLight Fiber Bill	05/17/2024	17083...	05/17/2024	✓ 900.00 ✓
Total FirstLight Fiber				900.00

Southern Tier Library System

Unpaid Bills Detail

As of May 17, 2024

Type	Date	Num	Due Date	Open Balance
GreenPoint Landscaping				
Bill	05/17/2024	2704	05/17/2024	✓ 714.00 ✓
Total GreenPoint Landscaping				714.00
Humana				
Bill	05/17/2024	June 2...	05/17/2024	✓ 73.90 ✓
Total Humana				73.90
ID Label				
Bill	05/17/2024	2024-2...	05/17/2024	✓ 836.50 ✓
Total ID Label				836.50
Institute For Human Services				
Bill	05/17/2024	8497	05/17/2024	✓ 175.00 ✓
Total Institute For Human Services				175.00
Multi Media Services				
Bill	05/17/2024	91580	05/17/2024	✓ 364.02 ✓
Bill	05/17/2024	91523	05/17/2024	✓ 392.16 ✓
Total Multi Media Services				756.18
NYLA				
Bill	05/17/2024	24-25 ...	05/17/2024	✓ 1,180.00 ✓
Total NYLA				1,180.00
NYSHIP				
Bill	05/17/2024	606	05/17/2024	✓ 14,194.98 ✓
Total NYSHIP				14,194.98
Overdrive				
Bill	05/17/2024	01453...	05/17/2024	✓ 397.50 ✓
Bill	05/17/2024	01453...	05/17/2024	✓ 573.44 ✓
Bill	05/17/2024	01453...	05/17/2024	✓ 1,945.63 ✓
Bill	05/17/2024	01453...	05/17/2024	✓ 122.98 ✓
Bill	05/17/2024	01453...	05/17/2024	✓ 439.98 ✓
Bill	05/17/2024	01453...	05/17/2024	✓ 114.45 ✓
Bill	05/17/2024	01453...	05/17/2024	✓ 255.98 ✓
Bill	05/17/2024	01453...	05/17/2024	✓ 75.00 ✓
Bill	05/17/2024	01453...	05/17/2024	✓ 188.45 ✓
Bill	05/17/2024	01453...	05/17/2024	✓ 2,812.34 ✓
Bill	05/17/2024	01453...	05/17/2024	✓ 2,844.72 ✓
Total Overdrive				9,770.45
Pristine Lawn Services				
Bill	05/17/2024	1368	05/17/2024	✓ 1,890.00 ✓
Total Pristine Lawn Services				1,890.00
Rainbow Printing				
Bill	05/17/2024	00161...	05/17/2024	✓ 1,168.00 ✓
Total Rainbow Printing				1,168.00
Retterer & Sons LLC				
Bill	05/17/2024	4325	05/17/2024	✓ 540.75 ✓
Total Retterer & Sons LLC				540.75
Scholastic				
Bill	05/17/2024	60154...	05/17/2024	✓ 2,974.51 ✓
Total Scholastic				2,974.51

Southern Tier Library System

Unpaid Bills Detail

As of May 17, 2024

Type	Date	Num	Due Date	Open Balance
Southern Tier Network				
Bill	05/17/2024	5475A	05/17/2024	✓ 250.00 ✓
Total Southern Tier Network				250.00
Time Warner Cable, PA				
Bill	05/17/2024	14558...	05/17/2024	✓ 500.00 ✓
Bill	05/17/2024	14551...	05/17/2024	✓ 500.00 ✓
Bill	05/17/2024	14551...	05/17/2024	✓ 500.00 ✓
Bill	05/17/2024	12022...	05/17/2024	✓ 44.99 ✓
Bill	05/17/2024	14551...	05/17/2024	✓ 500.00 ✓
Bill	05/17/2024	14520...	05/17/2024	✓ 500.00 ✓
Bill	05/17/2024	22533...	05/17/2024	✓ 500.00 ✓
Bill	05/17/2024	08607...	05/17/2024	✓ 44.99 ✓
Bill	05/17/2024	22432...	05/17/2024	✓ 500.00 ✓
Bill	05/17/2024	08622...	05/17/2024	✓ 154.98 ✓
Total Time Warner Cable, PA				3,744.96
United Healthcare Insurance Company				
Bill	05/17/2024	June 2...	05/17/2024	✓ 332.00 ✓
Total United Healthcare Insurance Company				332.00
Valenti, Elizabeth				
Bill	05/17/2024	11.27.23	05/17/2024	✓ 500.00 ✓
Total Valenti, Elizabeth				500.00
Verizon Wireless				
Bill	05/17/2024	99604...	05/17/2024	✓ 177.22 ✓
Total Verizon Wireless				177.22
WEX Bank				
Bill	05/17/2024	96736...	05/17/2024	✓ 1,971.14 ✓
Total WEX Bank				1,971.14
TOTAL				47,803.20

Deposit Summary

5/28/2024 12:14 PM

Southern Tier Library System

Summary of Deposits to 1202 - Cash - Money Market on 5/28/2024

Chk No.	PmtMethod	Red From	Memo	Amount
1230	Check	Arkport	Annual Disability	48.96
1229	Check	Arkport	Pass Thru	23.17
1228	Check	Arkport	Payroll	2,230.20
1227	Check	Arkport	PT/phone	30.70
1226	Check	Arkport	PT/phone	26.07
1225	Check	Arkport	IT Contracts	26.02
5840	Check	Whitesville	Pass Thru	27.88
8095	Check	Bath		51.05
7398	Check	Cohocton	Pass Thru	359.15
6069	Check	Wayland	Pass Thru	275.50

Less Cash Back:

Deposit Total: 3,098.70

Deposit Summary

Southern Tier Library System

5/23/2024 3:02 PM

Summary of Deposits to 1202 - Cash - Money Market on 05/24/2024

Chk No.	PmtMethod	Red From	Memo	Amount
4108	Check	Friendship	Dark Fiber	399.00
14927	Check	Penn Yan	Phone Contract	210.00
6318	Check	CCLD-Elmira	Phone Contract	741.00
3476	Check	Watkins Glen	Dark Fiber/PT	297.88
13840	Check	Dundee	Pass Thru	83.66
43926	Check	Spread Shirt	Spreadshirt payment	28.04

Less Cash Back:

Deposit Total: 1,759.58

Deposit Summary

5/15/2024 5:04 PM

Southern Tier Library System

Summary of Deposits to 1202 - Cash - Money Market on 05/16/2024

Chk No.	PmtMethod	Red From	Memo	Amount
3202	Check	Jasper	Cost Share	3,590.00
5386	Check	Belfast	Dark Fiber	399.00
4519	Check	Dundee	Dark Fiber	177.00
2307	Check	Int'l Motor Racing Research Center	Processing	42.00
8574	Check	Rushford	PT/IT Contracts	886.84
6064	Check	Wayland	Dark Fiber	210.00
16203	Check	Cuba	Pass Thru	105.00

Less Cash Back:

Deposit Total: 5,409.84

Deposit Summary

Southern Tier Library System

5/9/2024 1:47 PM

Summary of Deposits to 1202 - Cash - Money Market on 05/10/2024

5/13/2024

Chk No.	PmtMethod	Red From	Memo	Amount
1576	Check	Hornell	Dark Fiber	300.00
2253	Check	CCLD-Elmira	PT/CLSA	1,976.95
9316	Check	Cleary, Julie	Health Ins	98.50
16197	Check	Cuba	Pass Thru	240.16
4469	Check	Odessa	PT/IT Contract	1,147.00
5594	Check	Fillmore	Dark Fiber	450.00

Less Cash Back:

Deposit Total: 4,212.61

GENERAL RESOLUTION

FOR THE PURPOSE OF

PARTICIPATING IN A COOPERATIVE BID COORDINATED BY

THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES OF

ONTARIO, SENECA, WAYNE AND YATES COUNTIES

FOR

Cooperative Electricity Supply Bid WFL 2025-12

WHEREAS, The (County) (Town) (Village) of Southern Tier Library System of New York State desires to participate in a Cooperative Bidding Program conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties from year to year or, until this Resolution is rescinded, for the purchase for supply of electricity. And...

WHEREAS, The (County) (Town) (Village) of Southern Tier Library System of New York State is desirous of participating with The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties in the joint bid of the commodities and/or services mentioned below as authorized by General Municipal Law, Section 119-o... And...

WHEREAS, The (County) (Town) (Village) of Southern Tier Library System of New York State has appointed The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties as representative to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the Southern Tier Library System of New York State and making recommendations thereon...

THEREFORE...

BE IT RESOLVED, That The (County) (Town) (Village) of Southern Tier Library System of New York State and The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties hereby accepts the appointment of The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters related above... And...

BE IT FURTHER RESOLVED, That The (County) (Town) (Village) of Southern Tier Library System of New York State authorizes the above-mentioned Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters regarding the entering into contract for the purchase of the below-mentioned commodities and/or services... And...

BE IT FURTHER RESOLVED, That The (County) (Town) (Village) of Southern Tier Library System of New York State agrees to assume its equitable share of the costs incurred as a result of the cooperative bidding... And...

NOW, THEREFORE, BE IT RESOLVED, That The Southern Tier Library System on behalf of the
(County) (Town) (Village) of Southern Tier Library System of New York State hereby is
authorized to participate in cooperative bidding conducted by The Board of Cooperative Educational
Services of Ontario, Seneca, Wayne and Yates Counties for supply of electricity and if requested to furnish
The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties an
estimated minimum number of units that will be purchased by The Board of Cooperative Educational
Services of Ontario, Seneca, Wayne and Yates Counties. The Board of Cooperative Educational Services
of Ontario, Seneca, Wayne and Yates Counties is hereby authorized to award cooperative bids to the bidder
deemed to be the lowest responsive and responsible meeting the bid specifications and otherwise
complying with Article 5-A of the General Municipal Law of the State of New York relating to public bids
and contracts.

6/3/24
Date


Barbara Mack
Municipality Representative


Southern Tier Library System
(County) (Town) (Village)





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

The Executive Director spent the months of May/June engaged in the following activities:

-  **Week of May 20:** Attended Directors' Advisory Council's DEI Subcommittee meeting to discuss upcoming programs and events. Visited Mabel D. Blodgett Memorial Library to discuss the registration process with the New York State Library. Met with STLS Independent Auditor to discuss findings of 2023 audit. Attended the STLS Board of Trustees monthly meeting. Facilitated DEI Panel Discussion for Boards and Directors via Teams webinar. Met with the Dutton S. Peterson Memorial Library Board via Zoom to discuss Construction Aid.

-  **Week of May 27:** Attended the Directors Advisory Council meeting at Pulteney Free Library. Facilitated the Engagement Consultant Search Committee meeting. Met with the Cuba Circulating Library Director to prepare for an upcoming presentation at the Four County Library System.

-  **Week of June 3:** Presented at the Four County Library System's Annual Meeting at Afton River Club on the topic of book challenges in a rural library system. Met with the Southeast Steuben County Library Director to discuss potential shared accounting services. Hosted South Central Library Regional Library Council staff at STLS Offices for a brief tour. Attended the Southern Tier Digital Equity Coalition board meeting. Participated in monthly STLS Staff Monday Morning Meet-up meeting.

-  **Week of June 10:** Participated in Strategic Planning Committee meeting with member directors. Participated in STLS Board of Trustees Finance & Facilities Committee meeting and Personnel & Policies Committee meeting. Attended the Public Library System Director's Organization meeting with other system directors across New York State. Visited the Friendship Free Library to attend the Allegany County Library Director's Association meeting. Attended the Foundation for Southern Tier Libraries meeting. Worked with STLS staff to host the Spring CE (continuing education event) at the Corning Radisson with over 150 member library stakeholders in attendance.

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

Lorie worked with colleagues to help lay a foundation for STARQuest: the library tour. She visited several libraries and will visit several more before mid-June. While the purpose of the visit is to highlight and focus on any questions about the upcoming system-wide event, STARQuest, as always, the conversation becomes a bit wider as members share news about their library and their activities. All libraries that Lorie visited are excited about the potential of showcasing their library to the public via the tour.

Lorie investigated some overdue interlibrary loan concerns for the Hornell library. Communicated the details of the requests and dates of return to ILL/BARC staff which resulted in a quick solution and remedy the situation. All future communications about out of system ILLs will be forwarded to the Program Consultant for resolution.

Lorie visiting the Jasper Free Library with Program Consultant. While there making introductions and discussing the resources that STLS has to assist libraries, we discussed weeding collections. This conversation resulted in an email discussion of the principles of weeding. Jasper staff know that STLS can assist with their weeding project when they are ready to begin.

Lorie has worked with her colleagues to plan and execute the 2024 Spring CE event. Lorie continues to work with colleagues to ensure a smooth transition of services and contacts will be in place upon her retirement.

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

Keturah participated in the following meetings: Outreach Coordinators monthly meet-up, Sustainable Libraries Certification Program monthly meet-up, NYLA Council meeting, STLS Training Team meeting, STLS Sustainability Team meeting, Path to Belonging meeting, DEI Programming Committee meeting, Division of Professional Development and Outreach meeting, STLS Mid-Quarter Refresh, and Engagement Consultant Search Committee meeting.

Keturah facilitated the webinar, “Free and Low-Cost Library Programming” for members.

Keturah met with the library director and staff at the Scio Library and the Little Genesee Library.

Keturah reviewed grant applications for the Judith F. Krug Memorial Fund Programming Grant for the Freedom to Read Foundation.

Keturah prepared and sent out a “Reaching Out” newsletter for the month of May.

Keturah tabled with the Engagement Consultant at the Women’s Empowerment Conference at Corning Community College.

Keturah prepared and sent out the application materials for the 2024 STLS COSAC Outreach Mini-Grants and the DEI Micro-Grants.

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

This month, Erika Jenns visited 13 STLS member libraries in person. She had a consultation with staff at the Hornell Public Library to discuss marketing strategies and social media; she met with staff at the Richburg Colonial Library to review website editing, with staff at the Dutton S. Peterson Memorial Library to review website editing, with the Arkport Public Library on website editing, with the Mabel D. Blodgett Memorial Library on website editing, and with the Dormann Library Board of Trustees on trustee duties and responsibilities. She met with library staff at the Andover, Greenwood, Jasper, Canisteo, Pulteney, Prattsburg, and Atlanta libraries to review the STARQuest library tour. And, Erika met with staff at the Steele Memorial Library to plan a presentation to BOCES students. Later in the month, they delivered a presentation on library services and the career databases to a combination of three BOCES classes: one of teens, one of adults, and one of ESOL students.

Erika attended the South Central Regional Library Council board meeting in person at their offices in Ithaca, NY. While there, she met with the Finger Lakes Library System Member Services Librarian to discuss planning for summer library tours. She also participated in the following meetings throughout the month:

- STLS Sustainability Committee meeting
- ALA Sustainability Roundtable Steering Committee meeting
- ALA Sustainability Roundtable Public Awareness and Advocacy Committee meeting
- STLS DEI Subcommittee meeting
- STLS Directors Advisory Council

Erika collaborated with the STLS Program Consultant on planning for the STARQuest library tour and with her division colleagues to schedule visits with all 48 STLS member libraries to go over the tour logistics. She held regular meetings with the Program Consultant to continue tour planning and preparation, and co-presented a webinar for STLS membership on the upcoming library tour. Webinar participation included 24 individuals from across the system. Erika also collaborated with the Outreach and Sustainability Consultant to offer a table at the Women's Empowerment Conference held at Corning Community College, attended the event and promoted library resources.

Other May activities included participation in WorkFlows training from the ILS Manager, creation of social media posts to promote library votes, and design work for the Spring CE (signs, online schedule, surveys, etc.). Erika also designed a retractable banner to advertise the Libby app and digital collection, worked with Multi Media Services to print two copies of the banner for use at member library events, and sent the banners to the Belmont Library and David A. Howe Library for use in outreach activities.

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

Haleigh met with the Executive Director to go over the STLS Social Justice Activities Plan and continued onboarding information. Multiple meetings were held with the Engagement Consultant to finalize prize information for the STARQuest tour and map out our upcoming messaging to member libraries. This led to the continued coordination of Libguides, a member information packet, and email messaging. Haleigh has used this partnership to help guide future planning of system wide events and ideas. A meeting with the Outreach and Sustainability consultant about upcoming Summer Learning events where STLS is requested to table – Haleigh will be attending the Penn Yan Book and Bike Festival. A virtual consultation was held with a staff from the Penn Yan Public Library to discuss a partnership on creating Program Resource Kits for book clubs and book discussions. This sparked meetings with the Executive Director to discuss financials and kit creation as well as the ILS manager for the circulation of these materials. Work on this project is ongoing. Continued discussions and mentoring come from the Professional Development Manager. This experience has been greatly valued by Haleigh in her beginning months.

Member library visits consisted of a trip to the Dutton S. Peterson library and met with their library director for a tour and to discuss youth services, program resource kits, and Inter Library Loan. Discussion also took place about possible county wide partnerships that could expand into system wide events. Haleigh joined the Professional Development Manager on a visit to the Jasper Free Library to meet with the Director and discuss the idea of a possible weeding project for their library. Communication on this is ongoing. Visits were also made to the Alfred Box of Books, the Bolivar Free Library, and the Almond 20th Century club as a part of the Professional Development division's effort to educate member libraries about the upcoming STARQuest Tour.

Haleigh attended and participated in the STLS Monday Morning Meet-up, ILS meeting, and Mid-Quarter Refresh. She was also apart of the Training Team and Division of Professional Development meetings which focused heavily on the upcoming and anticipated Spring CE. Haleigh hosted a webinar for the membership to showcase potential partnerships with PBS Kids and their Ready To Learn programming. This was well received by attendees. Haleigh established a monthly campaign through constant contact to begin highlighting program resource kits, programming opportunities, and events within the system to members. This was also used to advertise a free book giveaway. This is a free resource for member libraries and is something they have asked about in the coming months.

A few new program resource kits were added into circulation this month. Two StoryWalk's were brought back into circulation after member requests and are now apart of the resource kits for checkout. Kits were developed to partner with the USDAs 80th celebration of Smokey Bear. Materials from this were provided by the state and pulled from the Smokey Bear website. A polaroid camera and space themed photo op kit was also made available. This was highlighted at the Summer Learning Workshop and is intended to partner with the STARQuest tour.

Other May activities included joining the Collaborative Summer Learning Programs planning committee for their annual summer symposium. This event happens virtually in December and is

attended by roughly 3,000 individuals. This experience will be beneficial for youth services, mass event planning and building professional connections. Haleigh attended a two-day webinar series on project management and project management tools. Information from this will be applied to future system wide events.

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

Here is our monthly ILS report for May 2024:

E-rate

In May, Ken and I answered additional PIA (Program Integrity Assurance) review questions on our FY2024-2025 Form 471s (Description of Services Ordered and Certification Form). To date, 17 of our 18 471s have been approved - the Dark Fiber Alfred-Andover application is currently in Final Review.

ILS

Kylie has continued working on the project to inventory all items at the Chemung County Historical Society (CCHS), and add items not currently in our catalog. She visited CCHS 3 times in May. Kylie, Casey and Larissa have begun barcoding Middlesex's collection, to prepare them for automation. Kylie and Casey visited twice in May, and Kylie and Larissa also visited once. Casey worked with their director to determine what home locations, item types and call numbers to use for each material format, in WorkFlows. Both Casey and Kylie provided training on barcoding items and further training and support on classifying and organizing the collection. I visited Hector to provide Patron Registration training and other general ILS training. I also provided the STLS Engagement Consultant with a WorkFlows laptop and trained her on Patron Registration, in preparation for an outreach visit to BOCES.

In May, we prepared for and presented an ILS/IT Workshop along with the IT Department - it was a lively meeting with helpful library staff participation. We also continued preparing for the STLS Spring CE event in June. Casey prepared slides for the "STARCat & WorkFlows Wizardry" presentation and Larissa prepared slides for the presentation titled "Using BLUEcloud Analytics to Assess your Collection." I received quotes for OCLC's cataloging subscription as well as Baker & Taylor's BT Cat. As a team, we tested BT Cat for one week, to see if it was user-friendly, and had the MARC records we were looking for. We each felt it was a very useful tool, and would help speed up the cataloging process, which has slowed down since we lost access to OCLC FirstSearch in our ILS, earlier this year. I also worked closely with Ken and SirsiDynix Support to fix an ongoing issue with connections to other systems' catalogs in our ILS that allowed us to search but not import records. We are now able to both search and import records for all new connections.

I helped Cuba with a project to clean up long-missing items and Bolivar with a project to discard the bulk of their audiobooks, and share them with other libraries. I spent time researching and preparing

for DAC Circ Committee projects/questions, including family cards and changing juvenile and child profiles to adult in Workflows.

Just this week, Kylie and Casey were able to get the turnaround time down to 3 working days for unopened “normal” cataloging requests, which is excellent considering the other projects our team is working on.

General STLS

I attended and presented a DAC Circulation Committee update at the DAC Meeting at the beautiful Pulteney Library and began serving on the search committee for a new STLS Engagement Consultant.