

STLS BOARD MEETING

Tuesday, October 15, 2024 - 2:00 pm

Fred & Harriet Taylor Memorial Library, Hammondsport, NY 14840

**AGENDA**

- | | | | |
|----|--|----------------------|---------------------|
| 1. | Agenda | | Doc. #24-115 |
| 2. | Approval of Minutes – September 2024 | *FOR APPROVAL | Doc. #24-116 |
| 3. | Treasurer’s Report – September 2024 | *FOR APPROVAL | Doc. #24-117 |
| 4. | Financial Clerk’s Report – September 2024 | *FOR APPROVAL | Doc. #24-118 |
| 5. | 3 rd Quarter Profit & Loss Statement 2024 | *FOR APPROVAL | Doc. #24-119 |
| 6. | 3 rd Quarter Claims Auditor Report 2024 | *FOR APPROVAL | Doc. #24-120 |

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

COMMITTEE REPORTS

- | | | | |
|-----|--|------------------------------------|---------------------|
| 7. | Executive Committee – Kathy Green | | |
| 8. | Personnel & Policies Committee – Barbara Hubbell | (Minutes) | Doc. #24-121 |
| | | (Purchasing Policy) | Doc. #24-122 |
| | | (Workers Protection Policy Policy) | Doc. #24-123 |
| | | (Workplace Environment Policy) | Doc. #24-124 |
| 9. | Finance & Facilities Committee – Sisi Barr | (Minutes) | Doc. #24-125 |
| | | (2024 Mid-Year Budget Revisions) | Doc. #24-126 |
| | | (2025 Proposed Budget) | Doc. #24-127 |
| 10. | Public Relations Committee – Lynnette Decker | | |
| 11. | Foundation for Southern Tier Libraries – Louise Richardson | | |

BOARD ACTIONS

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|-----|---|-----------------------|---------------------|
| 12. | <u>Expenditure Approvals -Monthly Unpaid Bills Detail</u> | * FOR APPROVAL | Doc. #24-128 |
|-----|---|-----------------------|---------------------|

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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- | | | | |
|-----|--|-----------------------|---------------------|
| 13. | <u>Receipt Approvals – Monthly Deposit Summary</u> | * FOR APPROVAL | Doc. #24-129 |
|-----|--|-----------------------|---------------------|

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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14. Approve Proposed Staff Guide Revisions* **FOR APPROVAL** See Doc. #24-105 from September 2024 Board Meeting

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed Staff Guide revisions as presented at the September 17, 2024 board meeting, and considers any revisions incorporated during board meeting discussion.

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

15. Approve Proposed Social Media Policy Revisions* **FOR APPROVAL** See Doc. #24-106 from September 2024 Board Meeting

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed Social Media Policy revisions as presented at the September 17, 2024 board meeting, and considers any revisions incorporated during board meeting discussion.

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

16. Approve Proposed Tuition Reimbursement Policy Revisions* **FOR APPROVAL** See Doc. #24-107 from September 2024 Board MeetingApprove Proposed Tuition Reimbursement Policy Revisions

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed Tuition Reimbursement Policy revisions as presented at the September 17, 2024 board meeting, and considers any revisions incorporated during board meeting discussion.

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

17. Authorize Filing of IRS Form 990 for the 2023 Fiscal Year* **FOR APPROVAL** See Doc. #24-109 from September 2024 Board Meeting

Finance & Facilities Committee Recommendation: The STLS Board of Trustees authorized the Executive Director to file IRS Form 990 for the 2023 fiscal year as presented at the September 19, 2023 on behalf of STLS.

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

18. Approve the Payment to SirsiDynix for 2024/2025 Automation Services

* FOR APPROVAL

Doc. #24-130

Executive Director Recommendation: The STLS Board of Trustees approves the payment to SirsiDynix for automation services for 2024/2025 on behalf of STLS member libraries and per the STLS Purchasing Policy in the amount of \$80,970.65.

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

19. Approve the USDA-Rural Development Loan Resolution Security Agreement

* FOR APPROVAL

Doc. #24-131

Executive Director Recommendation: The STLS Board of Trustees approves the United States Department of Agriculture – Rural Development Loan Resolution Security Agreement as it pertains to the library system’s Equipment and Vehicle Purchases Loan in the amount of \$188,000 and Grant in the amount of \$33,000. Reference USDA-RD letter dated September 10, 2024.

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

20. Appointment of Engagement Consultant Position

* FOR APPROVAL

Executive Director Recommendation: The STLS Board of Trustees approves the probationary appointment of Kendyl Litwiller-Sutherby to the Engagement Consultant position at a starting annual salary of \$47,000. Permanent position appointment is defined and determined by the Staff Organization Contract 2024 – 2027.

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

BOARD INFORMATION

21. Old Business
22. New Business
23. Library Networking
24. President’s Report
25. Monthly Library System Staff Reports

Doc. #24-132

Public Expression (15 minutes)

Adjournment

Next meeting: Southern Tier Library System, 9424 Scott Road / Painted Post, New York 14870
Tuesday, November 19, 2024 at 2:00 p.m.

STLS BOARD MEETING
Tuesday, September 17, 2024 - 2:00 pm
Montour Falls Library, Montour Falls, NY 14865

MINUTES**TRUSTEES PRESENT:**

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

Excused:, Kathy Green-2026, Vacant Allegany County Seat – 2025, Vacant Schuyler County Seat - 2023

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

Guest - External Auditor's Report – Kathy Stickler - Mengel, Metzger & Barr

President L Decker called the meeting to order at 2:03 pm

Independent Auditor's Report to the Board of Trustees – Mengel, Metzger, & Barr

1. AGENDA***FOR APPROVAL****Doc.#24-98****Received and Filed****2. Approval of Minutes – July 2024*****FOR APPROVAL****Doc. #24-99****Received and Filed****3.Treasurer's Report – July 2024*****FOR APPROVAL****Doc. #24-100****Received and filed**

S Barr reported that the balance compared to August 2023 is down but that is due to a delay in release of state aid. STLS is still in good standing.

4. Financial Clerk's Report – July 2024***FOR APPROVAL****Doc. #24-101****Received and Filed**

B Hildreth stated he will cover both July and August in the August 2024 report.

5. Treasurer's Report – August 2024 ***FOR APPROVAL** **Doc. #24-102**
Received and filed

S Barr asked the Board to refer back to the comments for the July 2024 Treasurer's Report

6. Financial Clerk's Report – August 2024 *FOR APPROVAL Doc. #24-103
Received and Filed

B Hildreth stated that salaries balance out for July and August , but professional salaries are higher for July. This is due to the retirement payout.

Standing Committee Reports –

7. Executive Committee- L Decker

R Ahola stated that the committee met and approved the agenda.

8. Personnel & Policies Committee – B Hubbell (Minutes) **Doc.#24-104**
(Staff Guide) **Doc.#24-105**
(Social Media Policy) **Doc.#24-106**
(Tuition Reimbursement Policy) **Doc.#24-107**

B Hubbell stated the committee met on September 10 and have put forth the Staff Guide, the Social Media Policy and the Tuition Reimbursement Policy to review. All documents will be up for vote at the October 2024 Board meeting.

B Hildreth gave an update on the Engagement Consultant candidate search. He stated that the three finalists for the position are interviewing this week . D Haggstrom asked for an explanation of the Engagement Consultant job position, B Hildreth gave a summary of what the job entails.

***** Move to go into Executive Session to discuss the Executive Director's Performance Evaluation. Motion to start the session was by B Hubbell and second by B Gorman. Motion to end the session was by R Ahola and second by M Krebs. Executive session started at 2:31 pm. Executive session ended at 2:41 pm. *****

9. Finance & Facilities Committee – S Barr

(Minutes) **Doc.#24-108**
(2023 Independent Audit) **Doc.#24-109**
(2023 IRS Form 990) **Doc.#24-110**

B Hildreth stated that the 2023 IRS form 990 is up for review and will be voted on at the October 2024 Board meeting. There is no further comment from the Finance and Facilities committee as the information was covered by Kathy Sticker and her audit report.

10. Public Relations Committee – Lynnette Decker

L Decker reported that the committee did not meet in September. She reminded the Board that the STLS annual meeting is Friday, October 4 at the Steele Memorial Library in Elmira.

11. Foundation for Southern Tier Libraries – Louise Richardson(Minutes) **Doc.#24-111**

L Richardson stated the Foundations Stand Up! for Libraries event is this upcoming Saturday, 9/21/24. Pauline Emery, Director of the Southeast Steuben County Library will receive this years Library Lion Award.

BOARD ACTIONS**12. Expenditure Approvals -Monthly Unpaid Bills Detail***** FOR APPROVAL****Doc. #24-112**

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 Abstain 1 Absent Vacant 1

Approved/Failed: Approved

Discussion: None

13. Receipt Approvals – Monthly Deposit Summary * FOR APPROVAL Doc. #24-113

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 Abstain 1 Absent Vacant 1

Approved/Failed: Approved

Discussion: None

14. Authorize Annual One-Time Salary Payment per Executive Director Contract*** FOR APPROVAL**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees authorizes the Business Office to make an annual one-time salary payment to the Executive Director in the amount of \$3,600, and designate such payment per the Executive Director's Contract 2022 – 2026 – Other Benefits of Employment.

Aye 11 Nay Abstain 1 Absent Vacant 1

Approved/Failed: Approved

Discussion: None

15. Approve the 2023 Library System Annual Report to State Library - Education Department

*** FOR APPROVAL**

(See July 2024 Board Packet for Document) **Doc. #24-88**
Finance & Facilities Committee Recommendation: The STLS Board of Trustees
approves the 2023 Library System Annual Report to the State Library - Education
Department as presented at the July 16, 2024 board meeting.

Aye <u>11</u> Nay <u> </u> Abstain <u>1</u> Absent <u> </u> Vacant <u>1</u> Approved/Failed: Approved Discussion: None
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BOARD INFORMATION

16. Old Business –

None

17. New Business –

None

18. Library Networking –

B Hubbell stated the Dolly Parton’s Imagination Library will now be available in Schuyler County

19. President’s Report –

None

20. Monthly Library System Staff Reports

Doc.#24-114

B Hildreth asked the Board to review the Staff Reports document. He also gave an update on StarQuest , He stated it is going well, it finishes at the end of the month. Other library systems are looking at the program and looking to do something similar in the future. StarQuest has been a wonderful success for the library system. B Hildreth also updated the Board on the status of the Reading Centers. Middlesex had received their charter and Hector is in the process of filing their paperwork. Once they receive their charter, the Hector Reading Center will be known as the E.B. Pert Memorial Library. As of now, Greenwood is the only remaining Reading Center. B Hildreth gave one final reminder that the Foundation event is this upcoming Saturday, September 21 and the STLS Annual Meeting is October 4.

Public Expression (15 minutes)

Adjournment 3:04 pm

Move: S Barr Second: B Hubbell

Next meeting: Fred and Harriet Taylor Memorial Library, 21 William St, Hammondsport, NY 14840 – Tuesday, October 15, 2024 at 2 p.m.

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

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

	Total	
	As of Sep 30, 2024	As of Aug 31, 2024
ASSETS		
Current Assets		
Bank Accounts		
1200 Cash - Operating	6,078.53	3,177.71
1201 Cash - Payroll	10,405.44	7,234.76
1202 Cash - Money Market	1,133,867.39	1,154,943.47
1203 Cash in Certificate of Deposit	362,031.27	360,654.84
1204 Cash in Certificate of Deposit 2	251,712.19	250,854.63
Total Bank Accounts	\$ 1,764,094.82	\$ 1,776,865.41
Accounts Receivable		
1380 Accounts Receivable	39,659.17	81,442.26
Total Accounts Receivable	\$ 39,659.17	\$ 81,442.26
Other Current Assets		
12000 Undeposited Funds	2,415.00	23.17
Total Other Current Assets	\$ 2,415.00	\$ 23.17
Total Current Assets	\$ 1,806,168.99	\$ 1,858,330.84
Fixed Assets		
1100 Fixed Assets		
1102 Building	2,107,487.60	2,107,487.60
1104 Equipment	448,833.60	448,833.60
1105 Internet Fiber	1,066,290.03	1,066,290.03
1106 Vehicles	154,287.50	154,287.50
1112 Accumulated Dep Building	-763,740.84	-763,740.84
1114 Accumulated Depreciation	-1,201,316.05	-1,201,316.05
Total 1100 Fixed Assets	\$ 1,811,841.84	\$ 1,811,841.84
Total Fixed Assets	\$ 1,811,841.84	\$ 1,811,841.84
Other Assets		
1382 Prepaid expenses	85,892.80	85,892.80
1400 Right of Use Lease Asset	516,634.00	516,634.00
Total Other Assets	\$ 602,526.80	\$ 602,526.80
TOTAL ASSETS	\$ 4,220,537.63	\$ 4,272,699.48
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2600 Accounts Payable	0.00	0.00
Total Accounts Payable	\$ 0.00	\$ 0.00
Other Current Liabilities		
2601 Accrued P/R	5,818.22	5,818.22
2602 Accounts Payable Manual	0.00	0.00
2604 Deferred Grant	0.00	0.00

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

	Total	
	As of Sep 30, 2024	As of Aug 31, 2024
2605 Retainage Payable	0.00	0.00
2625 Payroll Deductions Payable	61.73	278.62
2626 Flex Spending Deduction Payable	592.21	698.03
2627 PFL Payable to Insurance	2,729.82	2,483.24
2630 Due to Member Libraries Pay Pal	0.00	0.00
2635 Capital Notes Payable	92,276.79	94,503.63
2640 Accrued Compensated Absences	159,208.73	159,208.73
2800 Lease Liability Short Term	98,735.00	98,735.00
Total Other Current Liabilities	\$ 359,422.50	\$ 361,725.47
Total Current Liabilities	\$ 359,422.50	\$ 361,725.47
Long-Term Liabilities		
2850 Lease Liability - Long Term	417,899.00	417,899.00
Total Long-Term Liabilities	\$ 417,899.00	\$ 417,899.00
Total Liabilities	\$ 777,321.50	\$ 779,624.47
Equity		
3200 Fund Balance Unrestricted	2,583,165.29	2,583,165.29
3910 Board Restricted Capital Reserv	350,000.00	350,000.00
3911 Donor Restricted Capital Reserv	80,149.19	80,149.19
Net Income	429,901.65	479,760.53
Total Equity	\$ 3,443,216.13	\$ 3,493,075.01
TOTAL LIABILITIES AND EQUITY	\$ 4,220,537.63	\$ 4,272,699.48

Official Depository: Community Bank NA

Money Market Account: .10 Rate of Return

Checking Accounts: .05 Rate of Return

Certificates of Deposit: 4.3% and 4.6% Interest Rates

**Southern Tier Library System
Financial Clerks Report
September 2024**

	Sep. 2024	Aug. 2024
Income		
4719 Interest	2,261.32	2,256.81
4721 E-Rate Funding	97,386.02	
4724 Member Library IT Contracts	2,475.60	700.00
4731 Arkport Support	1,468.36	2,775.75
4735 Non State Aid Pass Through	9,525.58	11,304.41
4782 Donations	50.00	
Total Income	\$ 113,166.88	\$ 17,036.97
Gross Profit	\$ 113,166.88	\$ 17,036.97
Expenses		
5100 Salaries		
5141 Professional Salaries	31,177.08	31,177.08
5142 Non-Professional Salaries	44,715.18	44,474.12
Total 5100 Salaries	\$ 75,892.26	\$ 75,651.20
5150 Personnel Benefits	8,424.00	
5153 Social Security	5,590.26	5,571.79
5154 Workers Compensation	585.86	585.86
5157 Health Insurance	17,888.50	16,017.22
5158 Payroll Expense - Other	861.86	946.48
Total 5150 Personnel Benefits	\$ 33,350.48	\$ 23,121.35
5204 STLS Software & Small Equipment		1,840.00
5205 Maintenance Contracts & Leases	491.45	626.45
5408 Platform Fees & Licenses	3,231.70	485.80
5409 STLS Telephone/Internet	15,097.83	17,950.56
5417 Library Materials	1,113.50	2,807.01
5418 Consultant Collection	164.97	
5420 Staff Development Travel	709.91	1,630.80
5424 Conference Registration		385.00
5425 Staff & Member Library Mileage		232.96
5427 Programming & Annual Conference	1,000.00	200.00
5428 Meeting Supplies	265.90	18.98
5430 Office Supplies	389.56	919.64
5433 Postage	1,000.00	342.35
5434 Public Relations	1,549.61	149.13
5435 Member Library Pass through	14,964.30	20,167.82
5436 STLS Grants to Member Libraries	960.00	
5442 Professional Fees	2,790.00	5,470.00
5443 Legal Counsel		300.00
5444 Accounting Support & Audit	99.00	286.50
5450 Utilities	1,396.03	1,000.33
5451 Building Maintenance & Repairs	2,340.23	841.65

Southern Tier Library System
Financial Clerks Report
September 2024

	Sep. 2024	Aug. 2024
5454 Commercial Insurance	912.58	912.58
5471 Vehicle Maintenance & Repairs	298.88	179.51
5473 Vehicle Fuel	1,611.04	1,730.18
5474 Vehicle Insurance	492.17	492.17
5480 Greenwood Reading Center Exp	1,262.84	1,207.40
5485 Arkport Expense Account	1,468.36	1,579.49
5490 Grants	173.16	177.33
Total Expenses	\$ 163,025.76	\$ 160,706.19
Net Operating Income	-\$ 49,858.88	-\$ 143,669.22
Net Income	-\$ 49,858.88	-\$ 143,669.22

Tuesday, Oct 01, 2024 12:13:32 PM GMT-7 - Accrual Basis

Southern Tier Library System
Profit and Loss Statement
January - September, 2024

	Actual	Budget	Difference
Income			
4700 Basic State Aid	912,879.00	878,428.00	-34,451.00
4706 Jails and Institutions		3,796.00	3,796.00
4709 Local Services Support	90,344.00	96,594.00	6,250.00
4710 Supplemental Aid	135,244.00	130,140.00	-5,104.00
4711 Coordinated Outreach		90,243.00	90,243.00
4713 State Corrections		26,909.00	26,909.00
4714 Bullet Aid NYS	20,000.00	0.00	-20,000.00
4719 Interest	13,952.59	16,000.00	2,047.41
4721 E-Rate Funding	97,386.02	211,500.00	114,113.98
4723 Member Library Cost Share	411,172.00	411,172.00	0.00
4724 Member Library IT Contracts	33,763.06	70,000.00	36,236.94
4725 Grants Revenue	7,031.00	100,000.00	92,969.00
4781 Retiree Health Ins Payments	2,364.72	500.00	-1,864.72
4782 Donations	512.73	2,000.00	1,487.27
4784 General Reimbursements & Refund	456.08	1,200.00	743.92
Total Income	\$ 1,725,105.20	\$ 2,038,482.00	\$ 313,376.80
Expenses			
Total 5100 Salaries	\$ 769,173.70	\$ 1,072,726.00	\$ 303,552.30
Total 5150 Personnel Benefits	\$ 248,323.33	\$ 423,006.00	\$ 174,682.67
5203 STLS Equipment		0.00	0.00
5204 STLS Software & Small Equipment	9,662.31	5,000.00	-4,662.31
5205 Maintenance Contracts & Leases	5,988.96	12,000.00	6,011.04
5407 Integrated Library System	4,234.00	81,000.00	76,766.00
5408 Platform Fees & Licenses	16,045.08	18,000.00	1,954.92
5409 STLS Telephone/Internet	163,579.63	235,000.00	71,420.37
5417 Library Materials	13,058.81	16,000.00	2,941.19
5418 Consultant Collection	1,176.01	2,400.00	1,223.99
5419 Electronic Materials		10,000.00	10,000.00
5420 Staff Development Travel	8,783.35	15,000.00	6,216.65
5422 Trustee Mileage	2,283.13	10,000.00	7,716.87
5423 Trustee Continuing Education		2,400.00	2,400.00
5424 Conference Registration	4,122.90	11,000.00	6,877.10
5425 Staff & Member Library Mileage	1,276.80	3,000.00	1,723.20
5427 Programming & Annual Conference	19,293.55	5,000.00	-14,293.55
5428 Meeting Supplies	2,228.81	2,500.00	271.19
5430 Office Supplies	4,050.75	3,500.00	-550.75
5433 Postage	2,458.00	2,400.00	-58.00
5434 Public Relations	14,081.64	10,000.00	-4,081.64
5436 STLS Grants to Member Libraries	1,326.24	17,000.00	15,673.76

Southern Tier Library System
Profit and Loss Statement
January - September, 2024

	Actual	Budget	Difference
Income			
5442 Professional Fees	14,426.00	10,000.00	-4,426.00
5443 Legal Counsel	1,750.00	2,500.00	750.00
5444 Accounting Support & Audit	13,453.50	14,500.00	1,046.50
5450 Utilities	9,455.50	12,000.00	2,544.50
5451 Building Maintenance & Repairs	22,314.45	25,000.00	2,685.55
5454 Commercial Insurance	11,360.22	12,500.00	1,139.78
5471 Vehicle Maintenance & Repairs	7,235.27	3,000.00	-4,235.27
5473 Vehicle Fuel	13,050.75	24,000.00	10,949.25
5474 Vehicle Insurance	4,740.53	5,875.00	1,134.47
5490 Grants	42,299.81	100,000.00	57,700.19
Total Expenses	\$ 1,431,233.03	\$ 2,166,307.00	\$ 735,073.97
Net Operating Income	\$ 293,872.17	-\$ 127,825.00	-\$ 421,697.17

Thursday, Oct 03, 2024 - Accrual Basis

QUARTERLY CLAIMS AUDITOR REPORT - SOUTHERN TIER LIBRARY SYSTEM**Q3 2024 July 1, 2024 - September 30, 2024**

Audit Date	# of Invoices	Invoice Total	Exception	Check Numbers	Check Date	Paid Total
7/10/24	36	89,828.44	0	41770 - 41805	7/12/24	89,828.44
7/24/24	26	34,957.61	1	41806 - 41831	10/20/23	34,957.61
8/7/24	30	37,480.52	0	41039 - 41068	11/3/23	37,480.52
8/21/24	35	39,394.96	0	41069 - 41103	11/17/23	39,394.96
9/4/24	20	32,775.94	0	41104 - 41123	12/1/23	32,775.94
9/18/24	31	47,323.47	0	41902 - 41932	12/15/23	47,323.47

EXCEPTION REPORT

Exception	Transaction			Claim	
Reference	No/Date	Invoice Date	Amount	Payee/Vendor	Item Services of Invoice
7/26/24	6/13/24	7/11/24	10.50	First Bankcard	Gifts for Spring CE

Issue with Purchase | Cause for Exception

Missing receipt

Resolution

OK - immaterial amount

Submitted by Louise Richardson, Internal Auditor

9/30/24

Personnel & Policies Committee

Meeting Minutes

Tuesday, October 8, 2024 at 12:00 pm

Meeting Location: Southern Tier Library System - Painted Post



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

Administration: Brian M. Hildreth

POLICIES

B. Hubbell referenced the following policies as presented in the committee's meeting agenda. She asked if committee members, or B. Hildreth received any feedback from STLS trustees since the policies were presented at September's board meeting. Everyone responded that no feedback was provided, and no questions were submitted. The group voted to move all three policies out of committee for full board vote.

Staff Guide

Approve Proposed Staff Guide Revisions

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed Staff Guide revisions as presented at the September 17, 2024 board meeting, and considers any revisions incorporated during board meeting discussion.

Motion by S. McGill, Seconded by M-C Krebs. Passed unanimously out of committee.

Social Media Policy

Approve Proposed Social Media Policy Revisions

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed Social Media Policy revisions as presented at the September 17, 2024 board meeting, and considers any revisions incorporated during board meeting discussion.

Motion by M-C Krebs, Seconded by R. Ahola. Passed unanimously out of committee.

Tuition Reimbursement Policy

Approve Proposed Tuition Reimbursement Policy Revisions

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed Tuition Reimbursement Policy revisions as presented at the September 17, 2024 board meeting, and considers any revisions incorporated during board meeting discussion.

Motion by R. Ahola, Seconded by M-C Krebs. Passed unanimously out of committee.

Purchasing Policy

B. Hildreth informed the committee that the policy had been reviewed by the Finance & Facilities Committee at their October meeting. The committee did not have any questions, or concerns about the policy. The recognized the Sustainability clause did not change any other policy revisions made the year prior. And that the library system would do its best to adhere to the clause when it comes to purchasing decisions. The Personnel & Policies Committee agreed to include the policy in October's board meeting packet for full board review.

Bylaws

B. Hildreth discussed with the committee the amount of work that goes into planning for the Annual Meeting, and that prior to 2014 the Bylaws did not call for a regular board meeting in October. He noted this was probably due to the fact trustees were facilitating and attending the annual meeting; and there is a quick turnaround requirement for trustees to prepare for and meet in subsequent weeks after the Annual Meeting. He suggested that the committee and board discuss the idea of going back to not holding committee or regular board meetings in October. And trustees' sole responsibility that month would be to attend and help facilitate the Annual Meeting. B. Hubbell said she would add it to her report for the October board meeting.

PERSONNEL

Engagement Consultant

B. Hildreth updated the committee on the search process for this position. He let the committee know that an offer had been presented to the successful candidate, and the candidate accepted the position. They are scheduled to start work December 2, 2024. The Executive Director will make a recommendation to the full board to appoint this individual at October's board meeting.

Executive Director Evaluation

B. Hildreth informed the committee that he had met with Board President K. Green to go over the results of his 2023/2024 performance evaluation. He noted the feedback was helpful, and he would use this information to improve. He also said it was uplifting to read comments submitted by member library directors and trustees. B. Hildreth will provide a response letter to the evaluation at October's meeting as part of the Executive Director evaluation process.

Meeting adjourned at 12:57 pm.

Minutes respectfully submitted by: Brian M. Hildreth

PURCHASING POLICY

APPLIES TO: STLS Board of Trustees; STLS employees

REFERENCES: NYS Municipal Law, Article 5 (A) Section 103 and Section 104-b
STLS Authority of the Board Policy
STLS Conflict of Interest Policy

STLS is a cooperative library system. It is neither a political subdivision nor a district thereof and is not subject to General Municipal Law except when purchasing for a member library that must comply with NYS statutes.

It is the policy of the Southern Tier Library System (STLS) to obtain the maximum practical value when purchasing goods and services required for the effective operation of the organization consistent with the provisions of this policy, standard business practices, and in accordance with applicable laws and statutes. STLS requires competitive bids for certain items and services to keep costs at a minimum; to give interested, qualified suppliers and equal opportunity to supply goods and services to STLS; and to guard against favoritism, extravagance, fraud, waste and abuse. This policy sets forth the provisions to ensure compliance with applicable NYS General Municipal Law and STLS policies.

Purchased Items - Purchased items include all goods and services obtained using STLS funds except the following: postage, travel, utilities and loans. All purchasing actions over \$100 (one-hundred dollars) in value will require a purchase order issued by the STLS Business Office. Insurance, legal and professional services do not require issuance of a purchase order but will follow competition guidelines.

Authorization to Commit Funds and Sign Purchase Orders – The authorization to commit funds is described in the STLS Authority of the Board Policy, Commitment of Funds Section. Purchase orders may be signed by the Executive Director or their designee.

Competition Guidelines –

Formal Bids – When STLS executes procurement actions for member libraries that are required to comply with New York State Purchasing regulations, all purchasing actions will be in accordance with applicable New York State Municipal law.

When STLS executes procurement actions for itself or member libraries that are not required to comply with New York State Purchasing regulations, the following shall apply. All contracts for public works involving an expenditure of more than \$35,000.00 (thirty-five thousand dollars) and all purchase contracts involving an expenditure of more than \$20,000.00 (twenty thousand dollars) will be awarded based on best value resulting from responses from responsible suppliers to a written Request for Proposal. STLS will issue a Request for Proposal as needed for awards for professional services and insurance. Exceptions to the requirement for a formal bid or proposal are the same as described in Section 103 of NYS Municipal Law Article 5 (a).

Other Purchases – Purchases up to \$3,000 (three thousand dollars) may be justified by catalog/retail pricing. Purchases from \$3,000 (three thousand dollars) to \$10,000 (ten thousand dollars) require quotes from at least two qualified suppliers. Purchases over \$10,000 (ten thousand dollars) require quotes from at least three qualified suppliers in response to a formal written request for proposals issued by the library system specifying the type of product or work required, and the timeline for delivering such goods and services. Purchases may not be fragmented to avoid higher approval authorities.

Single and Sole Source Purchases – Single source purchases are allowed. Single source purchases are those in which other qualified sources may be available but competition would not be beneficial because of prior agreements, professional association, or technical considerations. Sole source purchases are those in which there are no other qualified suppliers. In the absence of competition, reasonable attempts to negotiate fair and reasonable pricing are required.

Purchase Order Documentation - A file that includes a copy of the purchase order, records of quotes/bids, price analysis, packing slip, invoice, vendor claim form and approval stamp, and check or voucher number will be established for each purchase order issued and filed in accordance with established procedures. If it is a sole or single source procurement, or the low bidder is not chosen, justification for the price paid is required.

Receipt of Goods and Services – Receipt of goods and services will be verified in writing by a staff person other than the originator of the purchase. Email confirmation addressed to the originator of the purchase will suffice for online purchases that represent non-physical items (software, licenses, platform fees).

Inspection and Monitoring – To ensure compliance with purchase order requirements, goods and services received will be inspected or verified by the originator of the request and results documented in the purchase order file. Services provided will be monitored by a staff person to ensure that contractual agreements are met.

Supplier Qualification – Reasonable efforts will be made to ensure suppliers providing goods and services to STLS are qualified and reputable. It is STLS policy to purchase goods and services from qualified local sources when prices are fair and reasonable.

Sales Tax Exemption – STLS is not required to pay New York State and local sales tax on purchased items. However, STLS will pay New York State sales tax for meal expenditures for staff travel if it is inconvenient for a retail establishment to accept and process a sales tax-exempt form.

Ethical Practices and Conflict of Interest - Individuals purchasing goods and services must conduct business in a professional manner and qualified vendors must be given an equal opportunity to compete for STLS business. Purchasing decisions should be made with integrity and objectivity, free from any personal bias or benefit. The STLS Conflict of Interest Policy provides specific guidelines regarding gifts, ~~and~~ gratuities, services, and conduct for STLS persons holding interests in suppliers doing business with STLS. Employees who would benefit from a given prospective supplier selling goods or services to STLS may not participate in the supplier selection process.

Sustainability- STLS strives to be a responsible steward of its resources, including decreasing its impact on the environment. Toward that end, STLS shall, wherever practicable and efficient, endeavor to use sustainable and environmentally sound procurement practices in purchasing supplies and equipment. The following should be taken into consideration when making purchases, although this is not an exhaustive list:

- Recyclability of the items
- Amount of post-consumer recycled content in the items and packaging
- Disposal of items such as batteries and hardware
- Transportation distances and impacts for delivery of the items
- Ability for an item to be repaired or repurposed rather than repurchased
- The environmentally friendly practices of the vendors under consideration.

Nothing in this policy shall prohibit STLS from considering a product or vendor that is more suitable for the intended use and/or available at a more competitive price that does not meet these aspirational standards.

Unauthorized Purchases – No individual may commit STLS funds without proper authorization.

Responsibility – The Executive Director, or acting director, of STLS has overall responsibility for purchasing for STLS and for implementing effective procedures that comply with the requirements of this policy and which demonstrate effective internal controls.

Adopted by the STLS Board of Trustees September 20, 2011.

*Revised by the Board of Trustees September 17, 2015; September 17, 2019; September 19, 2023;
MM/DD/YYYY*

WORKERS' PROTECTION POLICY

Applies to: STLS Board of Trustees
STLS Staff

References: STLS Staff Association Contract
New York State Disability Benefits Law
New York State Paid Family Leave Act
New York State Workers' Compensation Law
New York State Paid Sick Leave
New York State Unemployment Insurance Program

New York State requires most employers to maintain Disability, Worker's Compensation and Paid Family Leave benefits. The Southern Tier Library System provides such insurance coverages as required by law for the long-term wellness and financial protection of all employees. Each benefit is unique and is administered as described below.

Disability

Disability benefits coverage is provided to all employees for an off-the-job injury or illness. These benefits provide temporary weekly cash benefits to replace, in part, wages lost due to injuries or illnesses that do not arise out of or in the course of employment. New York State Compensation Board sets and determines the maximum benefit allowed. ~~Disability benefits are also paid to an unemployed worker to replace unemployment insurance benefits lost because of illness or injury.~~

STLS obtains this coverage through a disability benefits insurance carrier who is authorized by New York State's Workers Compensation Board. This coverage is paid for entirely by the employer. Employees who seek disability benefits shall notify the STLS **Account Clerk Business Manager** in a timely manner to file a claim. Employees will be asked to complete and submit a Notice and Proof of Claim for Disability Benefits form. The Workers Compensation Board is responsible for the review and approval of claims.

Workers Compensation

Workers Compensation coverage is insurance that provides cash benefits and/or medical care for workers who are injured or become ill as a direct result of their job **duties**. **The** New York State Compensation Board sets and determines the maximum benefit allowed. This coverage is paid for entirely by STLS, and is obtained through a disability benefits insurance carrier who is authorized by New York State's Workers Compensation Board.

Employees who are injured or become ill on the job shall seek medical attention immediately. The employee shall also notify **their** ~~her/his~~ direct supervisor of the accident and how it occurred. The employee's direct supervisor is responsible for completing an STLS Accident/**Incident Report** Form immediately following the accident and notifying the STLS Executive Director. The STLS Executive Director and **Account Clerk Business Manager**, or their designee, will file the accident form with STLS' insurance provider and file internally. Within 30-days of **injury or illness** ~~the accident~~, the employee will notify the STLS **Account Clerk Business Manager** of the accident in writing. STLS will work with the employee to complete and submit a Workers Compensation Board Claim Form (C-3).

Employees approved for benefits shall follow the required claims process. Partial use of sick time is allowed to bring compensation up to full normal pay. Employees do not usually accrue credit in the NYS Retirement System **while receiving Workers Compensation benefits** unless sick time is used. In that case, credit in the NYS Retirement System would be pro-rated. In any event, such credits are subject to the rules of the Retirement System. The Workers Compensation Board is responsible for the review and approval of claims.

Paid Family Leave

Paid Family Leave coverage provides employees with job-protected, paid leave to bond with a new child, care for a loved one with a serious health condition, or to help relieve family pressures when someone is called to active military service abroad. New York State sets and determines the maximum benefit allowed. This coverage is paid for entirely by the employee through bi-weekly payroll deductions. Deductions **are set by New York State** based on a percentage of the employee's weekly wage. ~~set by New York State.~~ STLS obtains coverage on behalf of the employee through a benefits insurance carrier who is authorized by New York State's Workers Compensation Board.

Employees who wish to apply for Paid Family Leave shall notify their direct supervisor and the STLS ~~Account Clerk Business Manager~~ at least 30 days before leave will start **when** if it is feasible. The employee must complete a *Request for Paid Family Leave (Form PFL-1)* and submit it to the **Account Clerk Business Manager**. The STLS ~~Account Clerk Business Manager~~ will complete the employer section of the form and return to the employee within 3 business days. The employee is responsible for submitting the form and all necessary documentation to STLS' Paid Family Leave insurance carrier as identified by the ~~Account Clerk Business Manager~~. The insurance carrier is responsible for the review and approval of claims.

Paid Sick Leave

Paid Sick Leave is afforded to all part- and full-time employees under the Contract between the Staff Organization and STLS Board of Trustees. This negotiated agreement meets the current requirements under New York State's Paid Sick Leave Program.

Unemployment Insurance

Unemployment Insurance provides temporary cash benefits to employees who have left, or been dismissed from STLS employment. STLS reserves the right to accept, or contest program benefits based on the circumstances surrounding an employee's leave or dismissal from employment. STLS will file all necessary paperwork required of the program in order for an employee to claim benefits if STLS believes the employee is entitled to benefits. In cases where STLS decides to contest a dismissed employee's benefits, the library system will file all necessary paperwork and supporting documents such as performance evaluations or written releases from employment to justify the reasons for contesting benefit claims. STLS will also retain legal counsel for all cases that require an Unemployment Claims Court determination.

The STLS ~~Account Clerk Business Manager~~ will facilitate all claims **under this policy**, unless ~~the involved~~ **in a claim is their own** him/herself. In that case, the Executive Director will facilitate that claim.

WORKPLACE ENVIRONMENT POLICY

The following policies are adopted to help ensure that Southern Tier Library System staff and visitors are afforded a safe and **healthy productive** workplace.

REFERENCES: Sexual Harassment Prevention Policy
STLS Staff Guide
Whistleblower & Ethical Behavior Policy

Smoking or Vaping –The Southern Tier Library System is a smoke **and vape**-free work area. Absolutely no smoking **or vaping** is permitted on BOCES property, or STLS premises, including buildings, parking lots, and outbuildings, or in STLS vehicles.

Alcohol and Substance Abuse – It is the policy of STLS to maintain a work environment that is free of substance abuse. This protects the safety of the public with whom we interact and the employees with whom we work. The manufacture, use, distribution, possession, sale, or purchase of illegal drugs on STLS property is prohibited. Being under the influence of illegal drugs or alcohol on STLS property is prohibited. The employment status of any person found to be in violation of this prohibition will be subject to a review by the Director and the Board of Trustees consistent with the provisions of local, State and Federal Law as a condition of continuing employment. While prescription drugs are not prohibited, **their use during working hours** should not render an employee unfit for duty.

Violence and Firearms in the Workplace – STLS is committed to providing a safe and **healthy productive** workplace for its employees. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, implicit or explicit bullying, passive aggressive behaviors, and/or coercion, which involve or affect STLS **staff**, or which occur on STLS property will not be tolerated. This includes acts or threats of violence that occur on STLS property, regardless of the relationship between STLS and the parties involved. Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at STLS, or to create a hostile, abusive, or intimidating work environment for one or several employees. This includes any and all threats or acts of violence occurring off STLS premises involving someone who is acting in the capacity of a representative of STLS.

STLS prohibits the possession and/or use of any and all kinds of firearms or other weapons on all premises owned by the library system **regardless of permit status**.

Any employee found guilty of violating these prohibitions may face immediate disciplinary action and/or termination, and reporting to the appropriate law enforcement agencies.

Staff Guide – The board approved *Staff Guide for STLS Employment* references the above policies, and includes additional guidelines that promote and encourage a healthy workplace environment. The staff guide is provided to all STLS staff upon hiring. ~~and requires an employee signature of acknowledgement, which is retained in the employee's personnel file.~~ The guide is reviewed annually by the Executive Director, and prior to hiring a new employee to ensure ~~current and accurate~~ information **is current**. Together, the Workplace Environment Policy and Staff Guide for STLS Employment are intended to serve as a function of a healthy workplace culture.

Staff are encouraged to **use** ~~utilize~~ reporting mechanisms that are part of operations when they observe or experience any behavior that violates a safe and **healthy productive** workplace environment as described in this policy.

***Adopted by the Board of Trustees of the Southern Tier Library System on September 21, 2010.
Revised by the Board of Trustees on July 21, 2020; MM/DD/YYYY***

Finance & Facilities Committee

Meeting Minutes

October 7, 2024 – 1:00 pm

Meeting Location: Southern Tier Library System



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

Excused: Richard Urban

The meeting was called to order at 1:12 pm.

Review of Financial Statements:

Third Quarter Claims Auditor Report – Louise reported there were no issues other than one missing VISA receipt of a nominal amount.

Treasurer's Reports – Brian stated our account balances for September 2024 as compared to September 2023 is down about \$230,000.00 based on cash flow – specifically delayed release of State Aid; last year State Aid was released by July and August. We remain in good standing.

Financial Clerk's Reports – Brian highlighted the following Items: Item 4721 – E-Rate Funding – we receive this reimbursement twice yearly for the period Jan. 31st through June 30th, 2024 in September and the final payment for the period July 1st through December 31st, 2024 in February 2025. Item 5100 – Salaries are the same for both current and previous months. Item 5408 – Platform Fees and Licenses reflect a fee paid quarterly. Item 5427 – Programming & Annual Conference – reflects cost for food for Annual Conference held at CCLD on Friday, Oct. 4th. Item 5433 – Postage – reflects prepaid postage meter costs for the rest of the year. Item 5451 – Building Maintenance and Repairs – reflects \$1,500 bill for pressure washing the exterior of the building.

Profit - Loss Vs Actual Statement – Brian stated we are expecting the remaining 10% Local Services Support, Item 4711. Brian shared that an increase in Item 5427 – Programming and Annual Conference was due to a change to the Radison in Corning for our Spring Conference.

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

Facilities- Brian shared that bids are out for snow plowing.

Policies- Purchasing policy was reviewed and will be included in our Board packet.

Budget – Brian presented the Mid-Year Budget Revisions and the 2025 Proposed Budget. The Proposed Budget is being developed based on flat funding from NYS.

Resolution – Finance and Facilities Committee Recommendation: The STLS Board of Trustees authorizes the Executive Director to file IRS Form 990 for the 2023 fiscal year as presented at the September 17, 2024 meeting on behalf of STLS. Motion made by Betsy and seconded by Louise.

Hearing no further new business, Betsy made a motion to adjourn, and Louise seconded.

Meeting adjourned at 2:07 pm

Respectfully submitted: Sisi Barr, Treasurer

2024 Library System Operating Budget - Proposed Mid-Year Budget Revisions
Southern Tier Library System

	*2023 Budget	2024 Budget	2024 Budget Revision	Difference
Revenue				
4700 · Basic State Aid	\$ 878,428	\$ 878,428.00	\$ 912,879.00	\$ 34,451.00
4706 · Jails and Institutions	\$ 3,796	\$ 3,796.00	\$ 3,904.00	\$ 108.00
4709 · Local Services Support	\$ 96,594	\$ 96,594.00	\$ 100,383.00	\$ 3,789.00
4710 · Supplemental Aid	\$ 130,140	\$ 130,140.00	\$ 135,244.00	\$ 5,104.00
4711 · Coordinated Outreach	\$ 90,243	\$ 90,243.00	\$ 93,782.00	\$ 3,539.00
4713 · State Corrections	\$ 26,909	\$ 26,909.00	\$ 27,965.00	\$ 1,056.00
4714 · Special Aid	\$ -	\$ -	\$ 40,000.00	\$ 40,000.00
4716 · Love Your Library Fund	\$ 450	\$ -	\$ 2,531.00	\$ 2,531.00
4719 · Interest	\$ 167,020	\$ 16,000.00	\$ 20,000.00	\$ 4,000.00
4721 · E-Rate Funding		\$ 211,500.00	\$ 211,500.00	\$ -
4723 · Member Library Cost Share	\$ 407,101	\$ 411,172.00	\$ 411,172.00	\$ -
4724 · Member Library IT Contracts	\$ 55,000	\$ 70,000.00	\$ 63,000.00	\$ (7,000.00)
4725 · Grants Revenue	\$ 223,061	\$ 100,000.00	\$ 100,000.00	\$ -
4781 · Retiree Health Ins Payments	\$ 1,000	\$ 500.00	\$ 2,500.00	\$ 2,000.00
4782 · Donations	\$ 1,400	\$ 2,000.00	\$ 1,500.00	\$ (500.00)
4784 · General Reimbursements & Refund	\$ 3,295	\$ 1,200.00	\$ 600.00	\$ (600.00)
Total Revenue	\$ 2,084,437.00	\$ 2,038,482.00	\$ 2,126,960.00	\$ 88,478.00
Expenses				
5100 · Salaries	\$ 927,000	\$ 1,072,726.00	\$ 1,067,726.00	\$ (5,000.00)
5150 · Personnel Benefits	\$ 405,000	\$ 423,006.00	\$ 423,006.00	\$ -
5203 · STLS Equipment		\$ -	\$ -	\$ -
5204 · STLS Software & Small Equipment	\$ 5,000	\$ 5,000.00	\$ 15,000.00	\$ 10,000.00
5205 · Maintenance Contracts & Leases	\$ 12,000	\$ 12,000.00	\$ 12,000.00	\$ -
5407 · Integrated Library System	\$ 75,623	\$ 81,000.00	\$ 85,204.00	\$ 4,204.00
5408 · Platform Fees & Licenses	\$ 25,000	\$ 18,000.00	\$ 18,000.00	\$ -
5409 · STLS Telephone/Internet	\$ 200,000	\$ 235,000.00	\$ 235,000.00	\$ -
5417 · Library Materials	\$ 21,000	\$ 16,000.00	\$ 16,000.00	\$ -
5418 · Consultant Collection	\$ 2,400	\$ 2,400.00	\$ 2,400.00	\$ -
5419 · Electronic Materials	\$ 10,000	\$ 10,000.00	\$ 10,000.00	\$ -
5420 · Staff Development Travel	\$ 15,000	\$ 15,000.00	\$ 15,000.00	\$ -
5422 · Trustee Mileage	\$ 10,000	\$ 10,000.00	\$ 10,000.00	\$ -
5423 · Trustee Continuing Education	\$ -	\$ 2,400.00	\$ 2,400.00	\$ -
5424 · Conference Registration	\$ 7,500	\$ 11,000.00	\$ 11,000.00	\$ -
5425 · Staff & Member Library Mileage	\$ 3,000	\$ 3,000.00	\$ 3,000.00	\$ -
5427 · Programming & Annual Conference	\$ 12,500	\$ 5,000.00	\$ 7,500.00	\$ 2,500.00
5428 · Meeting Supplies	\$ 3,500	\$ 2,500.00	\$ 3,000.00	\$ 500.00
5430 · Office Supplies	\$ 5,000	\$ 3,500.00	\$ 5,000.00	\$ 1,500.00
5433 · Postage	\$ 2,400	\$ 2,400.00	\$ 2,500.00	\$ 100.00
5434 · Public Relations	\$ 13,000	\$ 10,000.00	\$ 18,000.00	\$ 8,000.00
5436 · STLS Grants to Member Libraries	\$ 18,000	\$ 17,000.00	\$ 15,000.00	\$ (2,000.00)
5442 · Professional Fees	\$ 12,000	\$ 10,000.00	\$ 16,500.00	\$ 6,500.00
5443 · Legal Counsel	\$ 1,500	\$ 2,500	\$ 2,500.00	\$ -

2024 Library System Operating Budget - Proposed Mid-Year Budget Revisions**Southern Tier Library System**

5444 · Accounting Support & Audit	\$ 13,000	\$ 14,500.00	\$ 14,500.00	\$ -
5450 · Utilities	\$ 12,000	\$ 12,000.00	\$ 12,000.00	\$ -
5451 · Building Maintenance & Repairs	\$ 34,000	\$ 25,000.00	\$ 25,000.00	\$ -
5454 · Commercial Insurance	\$ 12,500	\$ 12,500.00	\$ 12,500.00	\$ -
5471 · Vehicle Maintenance & Repairs	\$ 12,500	\$ 3,000.00	\$ 8,500.00	\$ 5,500.00
5473 · Vehicle Fuel	\$ 21,000	\$ 24,000.00	\$ 24,000.00	\$ -
5474 · Vehicle Insurance	\$ 5,875	\$ 5,875.00	\$ 5,875.00	\$ -
5475 · Vehicle Purchase	\$ -	\$ -	\$ -	\$ -
5490 · Grants	\$ 143,844	\$ 100,000.00	\$ 100,000.00	\$ -
Total Expense	\$ 2,041,142.00	\$ 2,166,307.00	\$ 2,198,111.00	\$ 31,804.00
	\$ 43,295.00	\$ (127,825.00)	\$ (71,151.00)	\$ 56,674.00

*2023 budget figures represent Board Approved Mid-Year Budget Revisions - 11.21.2024

**2025 Proposed Library System Operating Budget
Southern Tier Library System**

Doc. #24-127

	2024 Budget	2025 Budget	Difference	
Revenue				
4700 · Basic State Aid	\$ 878,428.00	\$ 912,879.00	\$ 34,451.00	
4706 · Jails and Institutions	\$ 3,796.00	\$ 3,904.00	\$ 108.00	
4709 · Local Services Support	\$ 96,594.00	\$ 100,383.00	\$ 3,789.00	
4710 · Supplemental Aid	\$ 130,140.00	\$ 135,244.00	\$ 5,104.00	
4711 · Coordinated Outreach	\$ 90,243.00	\$ 93,782.00	\$ 3,539.00	
4713 · State Corrections	\$ 26,909.00	\$ 27,965.00	\$ 1,056.00	
4714 · Special Aid	\$ -	\$ 20,000.00	\$ 20,000.00	
4716 · Love Your Library Fund	\$ -	\$ 2,500.00	\$ 2,500.00	
4719 · Interest	\$ 16,000.00	\$ 20,000.00	\$ 4,000.00	
4721 · E-Rate Funding	\$ 211,500.00	\$ 211,500.00	\$ -	
4723 · Member Library Cost Share	\$ 411,172.00	\$ 419,395.00	\$ 8,223.00	
4724 · Member Library IT Contracts	\$ 70,000.00	\$ 70,000.00	\$ -	
4725 · Grants Revenue	\$ 100,000.00	\$ 250,000.00	\$ 150,000.00	
4781 · Retiree Health Ins Payments	\$ 500.00	\$ 2,500.00	\$ 2,000.00	
4782 · Donations	\$ 2,000.00	\$ 2,000.00	\$ -	
4784 · General Reimbursements & Refund	\$ 1,200.00	\$ 1,200.00	\$ -	
Total Revenue	\$ 2,038,482.00	\$ 2,273,252.00	\$ 234,770.00	
Expenses				
5100 · Salaries	\$ 1,072,726.00	\$ 1,083,385.00	\$ 10,659.00	
5150 · Personnel Benefits	\$ 423,006.00	\$ 438,604.00	\$ 15,598.00	
5203 · STLS Equipment	\$ -	\$ 10,000.00	\$ 10,000.00	
5204 · STLS Software & Small Equipment	\$ 5,000.00	\$ 5,000.00	\$ -	
5205 · Maintenance Contracts & Leases	\$ 12,000.00	\$ 12,000.00	\$ -	
5407 · Integrated Library System	\$ 81,000.00	\$ 83,430.00	\$ 2,430.00	
5408 · Platform Fees & Licenses	\$ 18,000.00	\$ 18,000.00	\$ -	
5409 · STLS Telephone/Internet	\$ 235,000.00	\$ 235,000.00	\$ -	
5417 · Library Materials	\$ 16,000.00	\$ 16,000.00	\$ -	
5418 · Consultant Collection	\$ 2,400.00	\$ 2,400.00	\$ -	
5419 · Electronic Materials	\$ 10,000.00	\$ 10,000.00	\$ -	
5420 · Staff Development Travel	\$ 15,000.00	\$ 15,000.00	\$ -	
5422 · Trustee Mileage	\$ 10,000.00	\$ 10,000.00	\$ -	
5423 · Trustee Continuing Education	\$ 2,400.00	\$ 2,400.00	\$ -	
5424 · Conference Registration	\$ 11,000.00	\$ 11,000.00	\$ -	
5425 · Staff & Member Library Mileage	\$ 3,000.00	\$ 3,000.00	\$ -	
5427 · Programming & Annual Conference	\$ 5,000.00	\$ 5,000.00	\$ -	
5428 · Meeting Supplies	\$ 2,500.00	\$ 2,500.00	\$ -	
5430 · Office Supplies	\$ 3,500.00	\$ 3,500.00	\$ -	
5433 · Postage	\$ 2,400.00	\$ 2,400.00	\$ -	
5434 · Public Relations	\$ 10,000.00	\$ 10,000.00	\$ -	
5436 · STLS Grants to Member Libraries	\$ 17,000.00	\$ 17,000.00	\$ -	
5442 · Professional Fees	\$ 10,000.00	\$ 10,000.00	\$ -	
5443 · Legal Counsel	\$ 2,500.00	\$ 5,000.00	\$ 2,500.00	
5444 · Accounting Support & Audit	\$ 14,500.00	\$ 16,000.00	\$ 1,500.00	

2025 Proposed Library System Operating Budget
Southern Tier Library System

5450 · Utilities	\$ 12,000.00	\$ 12,000.00	\$ -	
5451 · Building Maintenance & Repairs	\$ 25,000.00	\$ 25,000.00	\$ -	
5454 · Commercial Insurance	\$ 12,500.00	\$ 12,500.00	\$ -	
5471 · Vehicle Maintenance & Repairs	\$ 3,000.00	\$ 3,000.00	\$ -	
5473 · Vehicle Fuel	\$ 24,000.00	\$ 24,000.00	\$ -	
5474 · Vehicle Insurance	\$ 5,875.00	\$ 5,875.00	\$ -	
5475 · Vehicle Purchase	\$ -	\$ -	\$ -	
5490 · Grants	\$ 100,000.00	\$ 250,000.00	\$ 150,000.00	
Total Expense	\$ 2,166,307.00	\$ 2,358,994.00	\$ 192,687.00	
	\$ (127,825.00)	\$ (85,742.00)	\$ 42,083.00	

Southern Tier Library System

Unpaid Bills

As of October 4, 2024

Lin
10/2/24

GO
10/3/24

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
* Advantage Archives, LLC				
10/04/2024	Bill	40787	11/03/2024	✓ 3,940.00 ✓
Total for Advantage Archives, LLC				\$3,940.00
* Armstrong				
10/04/2024	Bill	0659904-01 9/24	10/04/2024	✓ 210.55 ✓
10/04/2024	Bill	120000000406001 924	10/04/2024	✓ 122.74 ✓
10/04/2024	Bill	0666050-01 1024	10/04/2024	✓ 152.56 ✓
Total for Armstrong				\$485.85
* Barr, Mathilde				
10/04/2024	Bill	Jul-Sep 2024 Mileage	10/04/2024	✓ 237.18 ✓
Total for Barr, Mathilde				\$237.18
* Clean & Green Softwash Solutions LLC				
(855) 567-9274				
10/04/2024	Bill	312060	10/04/2024	✓ 1,600.00 ✓
Total for Clean & Green Softwash Solutions LLC				\$1,600.00
* Clearly IP				
920-383-3100				
10/04/2024	Bill	INV-134593	10/04/2024	✓ 386.94 ✓
Total for Clearly IP				\$386.94
* Commonwealth of Massachusetts				
10/04/2024	Bill	105123463 AK5820	10/04/2024	✓ 4.55 ✓
10/04/2024	Bill	105126129 AK5821	10/04/2024	✓ 4.55 ✓
Total for Commonwealth of Massachusetts				\$9.10
* Corning Library				
607-936-3713				
10/04/2024	Bill	2024 3rd Qtr WkShare	10/04/2024	✓ 8,104.06 ✓
Total for Corning Library				\$8,104.06
* Corning Natural Gas				
607-936-3755				
10/04/2024	Bill	September 2024	10/04/2024	✓ 48.35 ✓
Total for Corning Natural Gas				\$48.35
* Cuba Library				
585-968-1668				
10/04/2024	Bill	091724	10/04/2024	✓ 225.00 ✓
Total for Cuba Library				\$225.00
* Dell Marketing LP				
800-456-3355				
10/04/2024	Bill	10770671124	10/04/2024	✓ 943.00 ✓
10/04/2024	Bill	10770656623	10/04/2024	✓ 2,829.00 ✓
Total for Dell Marketing LP				\$3,772.00
* Excellus BC BS				
10/04/2024	Bill	Oct 2024	10/04/2024	✓ 4,475.90 ✓
10/04/2024	Bill	Oct 2024 Den	10/04/2024	✓ 257.73 ✓

Southern Tier Library System

Unpaid Bills

As of October 4, 2024

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Total for Excellus BC BS				\$4,733.63
Friendly Freds				
607-937-5223				
10/04/2024	Bill	32598	10/04/2024	✓ 406.63 ✓
Total for Friendly Freds				\$406.63
Gale/CENGAGE Learning				
10/04/2024	Bill	84892179	10/04/2024	✓ 18.39 ✓
Total for Gale/CENGAGE Learning				\$18.39
GreenPoint Landscaping				
607-425-5131				
10/04/2024	Bill	2757	10/04/2024	✓ 714.00 ✓
Total for GreenPoint Landscaping				\$714.00
Hildreth, Brian				
10/04/2024	Bill	Jul-Sep 2024 Mileage	10/04/2024	✓ 339.02 ✓
Total for Hildreth, Brian				\$339.02
ID Label				
847-265-1200				
10/04/2024	Bill	2024-25789-00	10/04/2024	✓ 339.00 ✓
Total for ID Label				\$339.00
Mengel Metzger Barr & Co. LLP				
607-734-4183				
10/04/2024	Bill	525637	10/04/2024	✓ 3,153.00 ✓
Total for Mengel Metzger Barr & Co. LLP				\$3,153.00
NYSEG				
10/04/2024	Bill	Sep 2024	10/04/2024	✓ 372.61 ✓
Total for NYSEG				\$372.61
Overdrive				
216-573-6886				
10/04/2024	Bill	01453DA24274422	10/04/2024	✓ 811.64 ✓
10/04/2024	Bill	01453CO24271939	10/04/2024	✓ 43.47 ✓
10/04/2024	Bill	01453DA24281502	10/04/2024	✓ 467.82 ✓
10/04/2024	Bill	01453CO24282654	10/04/2024	✓ 72.50 ✓
10/04/2024	Bill	01453CO24282655	10/04/2024	✓ 84.99 ✓
10/04/2024	Bill	01453CO24282667	10/04/2024	✓ 79.99 ✓
10/04/2024	Bill	01453CO24285000	10/04/2024	✓ 1,023.37 ✓
10/04/2024	Bill	01453CO24285001	10/04/2024	✓ 880.51 ✓
10/04/2024	Bill	01453CO24285017	10/04/2024	✓ 1,314.17 ✖
10/04/2024	Bill	01453CO24285071	10/04/2024	✓ 2,163.69 ✓
Total for Overdrive				\$8,942.15
Pitney Bowes				
800-243-7824				
10/04/2024	Bill	3319734961	10/04/2024	✓ 476.97 ✓
Total for Pitney Bowes				\$476.97

Southern Tier Library System

Unpaid Bills

As of October 4, 2024

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Rushford Library				
585-437-2533				
10/04/2024	Bill	2024 CS Refund	10/04/2024	✓ 387.00 ✓
10/04/2024	Bill	Jul-Aug Armstrong	10/04/2024	✓ 299.90 ✓
Total for Rushford Library				\$686.90
SCRLC				
607-273-9106				
10/04/2024	Bill	7038	10/04/2024	✓ 165.00 ✓
Total for SCRLC				\$165.00
Southern Tier Network				
10/04/2024	Bill	6096	10/04/2024	✓ 1,000.00 ✓
10/04/2024	Bill	6097	10/04/2024	✓ 3,250.00 ✓
10/04/2024	Bill	6102	10/04/2024	✓ 3,845.00 ✓
10/04/2024	Bill	6107	10/04/2024	✓ 500.00 ✓
10/04/2024	Bill	6118	10/04/2024	✓ 250.00 ✓
10/04/2024	Bill	6123	10/04/2024	✓ 500.00 ✓
Total for Southern Tier Network				\$9,345.00
Spratford, Becky				
(708) 250-6698				
10/04/2024	Bill	202401STLS	11/03/2024	✓ 350.00 ✓
Total for Spratford, Becky				\$350.00
TERACAI				
315-883-3500				
10/04/2024	Bill	8092361	10/04/2024	✓ 135.00 ✓
10/04/2024	Bill	8092460	10/04/2024	✓ 1,920.00 ✓
Total for TERACAI				\$2,055.00
Time Warner Cable, PA				
10/04/2024	Bill	143864001 091424	10/04/2024	✓ 1,750.00 ✓
Total for Time Warner Cable, PA				\$1,750.00
Whitesville Library				
607-356-3656				
10/04/2024	Bill	Jul-Aug Armstrong	10/04/2024	✓ 160.23 ✓
Total for Whitesville Library				\$160.23
TOTAL				\$50,616.01

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9/19/24

Southern Tier Library System

Unpaid Bills
As of September 20, 2024

9/20/24

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Blackstone Publishing				
09/20/2024	Bill	2167518	09/20/2024	✓ 99.79
Total for Blackstone Publishing				\$99.79 ✓
Brown, Lorie				
09/20/2024	Bill	Medicare B 9/24	09/20/2024	✓ 92.36
Total for Brown, Lorie				\$92.36 ✓
Button, Vickie				
09/20/2024	Bill	Medicare B 9/24	09/20/2024	✓ 92.36
Total for Button, Vickie				\$92.36 ✓
Casella Waste Services				
307-796-2000				
09/20/2024	Bill	2312088	09/20/2024	✓ 127.62
Total for Casella Waste Services				\$127.62 ✓
CPE InterLink				
307-734-7988				
09/20/2024	Bill	24-1073	09/20/2024	✓ 179.00
Total for CPE InterLink				\$179.00 ✓
Eastern Managed Print Network				
315-474-7000				
09/20/2024	Bill	INV4412526	09/20/2024	✓ 491.45
Total for Eastern Managed Print Network				\$491.45 ✓
Empire Natural Gas				
307-656-7851				
09/20/2024	Bill	WSTLS-0291494	09/20/2024	✓ 3.28
Total for Empire Natural Gas				\$3.28 ✓
Energy Cooperative of America				
09/20/2024	Bill	1024589	09/20/2024	✓ 348.12
Total for Energy Cooperative of America				\$348.12 ✓
English, Darleen				
307-368-9157				
09/20/2024	Bill	Medicare B 9/24	09/20/2024	✓ 92.36
Total for English, Darleen				\$92.36 ✓
Erle Insurance Company				
800-458-0811				
09/20/2024	Bill	October 2024	09/20/2024	✓ 1,990.81
Total for Erle Insurance Company				\$1,990.81 ✓
First Bankcard				
1-800-819-4249				
09/20/2024	Bill	44182292184093360924	09/20/2024	✓ 520.68
09/20/2024	Bill	44182292575662350924	09/20/2024	✓ 35.99
09/20/2024	Bill	44182264390791600824	09/20/2024	✓ 314.91
09/20/2024	Bill	44182292343277270924	09/20/2024	✓ 134.63
09/20/2024	Bill	44182292647263270924	09/20/2024	✓ 80.00

Southern Tier Library System

Unpaid Bills

As of September 20, 2024

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
09/20/2024	Bill	44182284128759820824	09/20/2024	✓ 381.13 ✓
09/20/2024	Bill	44182284383284380824	09/20/2024	✓ 588.88 ✓
Total for First Bankcard				\$2,054.20
FirstLight Fiber				
09/20/2024	Bill	18063754	09/20/2024	✓ 900.00 ✓
Total for FirstLight Fiber				\$900.00
Friendly Freda				
807-937-5223				
09/20/2024	Bill	32513	09/20/2024	✓ 72.98 ✓
Total for Friendly Freda				\$72.98
Gale/CENGAGE Learning				
09/20/2024	Bill	84775981	09/20/2024	✓ 80.78 ✓
09/20/2024	Bill	84795087	09/20/2024	✓ 100.00 ✓
Total for Gale/CENGAGE Learning				\$180.78
Hallahan, Sheila				
09/20/2024	Bill	Medicare B 9/24	09/20/2024	✓ 92.38 ✓
Total for Hallahan, Sheila				\$92.38
Holden, Loretta				
6077384910				
09/20/2024	Bill	Medicare B 9/24	09/20/2024	✓ 92.38 ✓
Total for Holden, Loretta				\$92.38
Humana				
09/20/2024	Bill	Oct 2024	09/20/2024	✓ 73.90 ✓
Total for Humana				\$73.90
Ingram Library Services				
800-837-5300 opt 1				
09/20/2024	Bill	83471931	09/20/2024	✓ 176.70 ✓
09/20/2024	Bill	83235782	09/20/2024	✓ 367.81 ✓
09/20/2024	Bill	83848982	09/20/2024	✓ 50.16 ✓
09/20/2024	Bill	83848983	09/20/2024	✓ 184.97 ✓
Total for Ingram Library Services				\$759.64
McPherson, Marcia				
09/20/2024	Bill	Medicare B 9/24	09/20/2024	✓ 92.38 ✓
Total for McPherson, Marcia				\$92.38
Nelson, Jane				
352-751-4547 (h)				
09/20/2024	Bill	Medicare B 9/24	09/20/2024	✓ 92.38 ✓
Total for Nelson, Jane				\$92.38
NYLA				
618-432-6852 ext 103				
09/20/2024	Bill	1735	09/20/2024	✓ 95.00 ✓
09/20/2024	Bill	1748	09/20/2024	✓ 370.00 ✓
09/20/2024	Bill	1751	09/20/2024	• 295.00 ✓

Southern Tier Library System

Unpaid Bills

As of September 20, 2024

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
09/20/2024	BIII	1762	09/20/2024	✓295.00✓
09/20/2024	BIII	1768	09/20/2024	✓840.00✓
09/20/2024	BIII	1804	09/20/2024	✓295.00✓
09/20/2024	BIII	1826	09/20/2024	✓370.00✓
09/20/2024	BIII	1827	09/20/2024	✓340.00✓
09/20/2024	BIII	1861	09/20/2024	✓395.00✓
09/20/2024	BIII	2053	09/20/2024	✓295.00✓
09/20/2024	BIII	2096	09/20/2024	✓370.00✓
09/20/2024	BIII	2250	09/20/2024	✓295.00✓
09/20/2024	BIII	2043	09/20/2024	✓390.00✓
Total for NYLA				\$4,145.00✓
NYSHIP				
09/20/2024	BIII	610	09/20/2024	✓14,194.98✓
Total for NYSHIP				\$14,194.98✓
Overdrive				
216-573-6886				
09/20/2024	BIII	H-0107620	09/20/2024	✓3,000.00✓
09/20/2024	BIII	01453CP24255397	09/20/2024	✓947.11✓
09/20/2024	BIII	01453DA24259806	09/20/2024	✓423.95✓
09/20/2024	BIII	01453CO24262191	09/20/2024	✓79.99✓
09/20/2024	BIII	01453CO24266019	09/20/2024	✓1,093.05✓
09/20/2024	BIII	01453CO24266050	09/20/2024	✓2,170.63✓
09/20/2024	BIII	01453CO24266052	09/20/2024	✓926.33✓
09/20/2024	BIII	01453CO24266059	09/20/2024	✓299.76✓
09/20/2024	BIII	01453CO24269888	09/20/2024	✓2,683.37✓
09/20/2024	BIII	01453CO24269889	09/20/2024	✓3,813.54✓
Total for Overdrive				\$15,436.73✓
Passage, Mary				
09/20/2024	BIII	Medicare B 9/24	09/20/2024	✓92.36✓
Total for Passage, Mary				\$92.36
Quiggle, Mary Kay				
807-542-0888				
09/20/2024	BIII	Medicare B 9/24	09/20/2024	✓92.36✓
Total for Quiggle, Mary Kay				\$92.36
Staples Business Credit				
888-753-4103				
09/20/2024	BIII	7001931896	09/20/2024	✓12.97✓
Total for Staples Business Credit				\$12.97
Time Warner Cable, PA				
09/20/2024	BIII	240616301 090124	09/20/2024	✓425.00✓
09/20/2024	BIII	145513901 090124	09/20/2024	✓500.00✓
09/20/2024	BIII	120225701 090124	09/20/2024	✓89.98✓
09/20/2024	BIII	145511001 090124	09/20/2024	✓500.00✓
09/20/2024	BIII	145510901 090124	09/20/2024	✓500.00✓

Southern Tier Library System

Unpaid Bills

As of September 20, 2024

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
09/20/2024	BII	145202001 080124	09/20/2024	✓ 500.00 ✓
09/20/2024	BII	225336201 080124	09/20/2024	✓ 500.00 ✓
09/20/2024	BII	241109301 072224	09/20/2024	✓ 89.85 ✓
09/20/2024	BII	241109301 080124	09/20/2024	✓ 89.98 ✓
09/20/2024	BII	086070101 080124	09/20/2024	✓ 44.99 ✓
09/20/2024	BII	224328601 080124	09/20/2024	✓ 500.00 ✓
09/20/2024	BII	086223501 080124	09/20/2024	✓ 189.98 ✓
Total for Time Warner Cable, PA				\$3,839.58
United Healthcare Insurance Company				
09/20/2024	BII	Oct 2024	09/20/2024	✓ 332.00 ✓
Total for United Healthcare Insurance Company				\$332.00
United States Postal Service				
09/20/2024	BII	Sep 2024	09/20/2024	1,000.00 ✓
Total for United States Postal Service				\$1,000.00
Verizon Wireless				
800-822-0204				
09/20/2024	BII	9972754401	09/20/2024	✓ 177.28 ✓
Total for Verizon Wireless				\$177.28
Wigg, Ristina				
607-837-5040				
09/20/2024	BII	Medicare B B/24	09/20/2024	✓ 92.38 ✓
Total for Wigg, Ristina				\$92.38
TOTAL				\$47,323.47

Deposit Summary

Doc. #24-129

9/25/2024

09/24/2024

Summary of Deposits to Cash - Money Market on 09/25/2024

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
15013	Check	Penn Yan	Pass Thru	943.00
7078	Check	CCLD-Elmira	Cost Share	35979.00
2285		CCLD-Elmira	PT & CLSA	8596.28
14757062	Check	Fidelity Charitable	Donation from Dr & Mrs William LaCourse	50.00
DEPOSIT SUBTOTAL				45568.28
LESS CASH BACK				
DEPOSIT TOTAL				45568.28

Deposit Summary


9/11/2024

09/09/2024

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

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
8136	Check	Bath	Pass Thru	23.17
5247	Check	Almond	Pass Thru	23.17
142	Check	Rushville	Dark Fiber & PT	389.99
4257	Check	Montour Falls	IT Contract & PT	1243.00
5414	Check	Belfast	Dark Fiber & PT	422.17
1243	Check	Arkport	Payroll	1579.49
9329	Check	Cleary, Jule	Health Ins	98.50
1645	Check	Hornell	Pass Thru	69.51
4500	Check	Odessa	Pass Thru	46.34
2264	Check	CCLD-Elmira	PT/CLSA	3447.18
DEPOSIT SUBTOTAL				7342.52
LESS CASH BACK				
DEPOSIT TOTAL				7342.52

Invoice

**SirsiDynix®**Page 1
Invoice INV17424
Date 07-Aug-2024**Sirsi Corporation**

3300 North Ashton Blvd Ste 500

Lehi, UT 84043

Phone 1-800-288-8020

Bill To: Southern Tier Library System

9424 Scott Road

Painted Post, New York 14870

Reference #	Due Date
	06-Sep-2024

Description	Amount
API BLUECloud Analytics Debt Collection Enriched Content Enterprise eResource Central Materials Booking SIP-NCIP SirsiDynix Core Web Services	
Effective Period: September 1st, 2024 - August 31st, 2025	

Invoice Currency is USD

For questions or concerns, please contact:

@ AccountsReceivable@sirsidynix.com

Or call 1-800-288-8020

Subtotal	\$80,970.65
Tax	\$0.00
Total	\$80,970.65

Payment by bank transfer to:

Account Name: Sirsi Corporation

Bank Name & Address: Wells Fargo Bank, 299 S.

Main Street, Salt Lake City, UT 84111

Account #: 4121523732

ABA: 121000248

Swift #: WFBUS65

Payment by check to:

Name: Sirsi Corporation

Address: #774271 PO Box 854271, Minneapolis, MN

55485-4271

Attention Canadian customers: Tax breakdowns are included in the body of the email this invoice was sent on.

SirsiDynix is an Affirmative Action/Equal Opportunity employer and is proud to have a drug-free environment.

International Customers: These commodities, technology or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to U.S. law prohibited. Upon payment of this invoice, Customer agrees that SirsiDynix shall have the right to aggregate and retain non-personally identifiable data.

If paying by wire please reference the invoice number on your bank instructions.

September 10, 2024

Doc. #24-131

Brian Hildreth, Executive Director
Southern Tier Library System
9424 Scott Road
Painted Post, NY 14870

SUBJECT: Application for Federal Assistance – Southern Tier Library System
Letter of Conditions – Hardware-Software Equipment-Cargo Vans
CFDA #10.766 – Community Facilities Loans and Grants

Dear Mr. Hildreth:

This letter, with attachments, establishes conditions that must be understood and agreed to by you before further consideration may be given to the Application for Federal Assistance. The State and Area Office staff of USDA Rural Development (RD) will administer the loan and/or grant funds for this project on behalf of the Rural Housing Service. Any changes in project cost, source of funds, scope of services or any other significant changes (this includes significant changes in the Borrower's financial condition, operation, organizational structure or executive leadership) in the project or applicant must be reported to and approved by USDA Rural Development by written amendment to this letter. *Any changes not approved by USDA, Rural Development shall be cause for discontinuing processing of the application.*

This letter is not to be considered as loan and/or grant approval or as representation to the availability of funds. The application can be processed on the basis of a USDA Rural Development loan not to exceed \$188,000 and grant not to exceed \$33,000. Funds for this project are provided by the Rural Housing Service (RHS).

Please complete and return the attached Form RD 1942-46, "Letter of Intent to Meet Conditions," and Form RD 1940-1, "Request for Obligation of Funds," upon receipt, if you desire that we give further consideration to your application. The execution of these and all other documents required by USDA Rural Development must be authorized by appropriate resolutions of the applicant's governing body.

The loan and grant will be considered approved on the date Form RD 1940-1, "Request for Obligation of Funds," is mailed by USDA Rural Development. This is also the date that the interest rate is established. If the interest rate is lower at the time of loan closing, you may make a request in writing to receive the lower rate in effect.

Brenda L. Smith, Community Programs Director
Rural Development - New York State Office
1 N. Main Street, Cortland, New York 13845
Web: <http://www.rd.usda.gov/ny> Email: brenda.smith2@usda.gov
Tel. (315) 870-2487 Fax (855) 477 8536 TTY (315) 477 6447

USDA is an equal opportunity provider, employer and lender

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form AD-3027, found online at http://www.nacrr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-8982 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 890-7442 or email at program.intake@usda.gov.

LOAN RESOLUTION SECURITY AGREEMENTA RESOLUTION OF THE Board of DirectorsOF THE Southern Tier Library System

AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS IN THE

PRINCIPAL AMOUNT OF \$188,000.00 FOR THE PURPOSE
PROVIDING A PORTION OF THE COST OF ACQUIRING AND CONSTRUCTING AHardware-Software Equipment-Ca, PROVIDING FOR THE COLLECTION, HANDLING, AND
DISPOSITION OF REVENUES THEREFROM, AND AUTHORIZING MAKINGS OF PROMISSORY NOTES,
SECURITY INSTRUMENTS, AND PLEDGES OF REVENUES TO EVIDENCE AND SECURE THE PAYMENT
OF SAID INDEBTEDNESS AND FOR RELATED PURPOSES.

WHEREAS, the Southern Tier Library System, (hereinafter
referred to as the "Organization"), was organized under New York State
_____ for the purpose of providing a
Library Support Services

_____ (hereinafter referred to as the
"Facility") to serve the members of the said Organization; and

WHEREAS, a meeting of the members of the said Organization was held on the _____ day of _____
pursuant to proper notice thereof to consider plans for the acquisition, construction, and methods of financing the Facility:

and, as shown by the minutes of said meeting, of the _____ members of record of the Organization there were present and voting
_____, and by a recorded vote, the Facility and its financing were authorized; and,

WHEREAS, the proposed Facility is to be constructed and in accordance with plans and specifications
prepared by n/a Equipment and vehicle purchases

and in order to finance the Facility, the Board of Directors
(hereinafter referred to as the "Board") is authorized and empowered, in their discretion, for and in the name of the Organization, to make
application to the United States of America, through the United States Department of Agriculture, (hereinafter referred to as the "Government"),
for financial assistance; to cause the execution and delivery of an installment promissory note or notes or other evidence of indebtedness
(hereinafter referred to as the "Note"), and appropriate security instruments to secure any loan or loans made or insured by the Government; to
comply with any requirements, terms or conditions prescribed by the Government or by Government regulations; and to execute contracts or
enter into agreements and, without limitation, to take any and all other action as may be necessary, incidental or appropriate to finance, acquire,
construct, complete, or equip the Facility for and on behalf of the Organization.

NOW THEREFORE, it is hereby resolved by the Board as follows:

Section 1. (Determination of Board). That it is necessary to defray a portion of the costs of financing the Facility by obtaining a loan
made or insured by the Government in accordance with applicable provisions of the Consolidated Farm and Rural Development Act, it being
determined that the Organization is unable to obtain sufficient credit elsewhere to finance the Facility, taking into consideration prevailing
private and cooperative rates and terms currently available;

Section 2. (Terms of Loan). That the Organization borrow \$ 188,000.00 and issue as evidence thereof Note in the form prescribed by the Government for the full principal amount of the loan. The note shall be signed by the President, attested by the Secretary and if necessary, have the corporate seal of the Organization affixed thereto, and shall bear interest from its date, which shall be the date of delivery, at a rate not to exceed 4 percent per annum;

the principal and interest shall be paid over a period of 5 years in accordance with the payment schedule set forth in the Note, until the principal and interest are fully paid except the final payment of the entire indebtedness, if not sooner paid, shall be due and payable 5 years from the date of the Note. Each payment shall be applied first to the payment of the accrued interest and second to the payment of the principal. Prepayments of any installment may be made in any amount at any time at the option of the Organization.

Section 3. (Assignment and Pledge of Revenue). The indebtedness hereby authorized to be incurred, together with the interest thereon, shall be payable from the gross income and revenue to be derived from the operation of the Facility, a sufficient portion of which, to pay the principal and interest as and when the same shall become due, is hereby assigned, and pledged and shall be set aside for that purpose and this assignment and pledge shall extend to and include any assessments that may be levied pursuant to Section 5 (d) hereof.

Section 4. (Protection and Disposition of Funds). The Treasurer of the Organization shall be the custodian of all funds of the Organization. Funds may be deposited in institutions insured by the State or Federal Government or invested in readily marketable securities backed by the full faith and credit of the United States. Any income from these accounts will be considered as revenues of the system.

The Treasurer is hereby directed to establish the following accounts into which the current funds of the Organization, Note proceeds, the revenues from the Facility and any other income shall be deposited, which accounts shall be continually maintained, except as otherwise provided, so long as the indebtedness hereby authorized remains unpaid:

(a) Construction Account.

The proceeds of the Note, hereby authorized not disbursed contemporaneously with loan closing for incurred Facility costs, and at least the amount

of \$ 1,000.00 to be contributed by the Organization from the collection of initial connection fees, membership fees or contributions shall be deposited in an account designated as the Construction Account which shall be established as required by the Government. Withdrawals from the construction account shall be made only on checks signed by the Treasurer of the Organization as authorized by the Board from time to time, and with prior concurrence of the Government. At the option of the Government, the construction account may be established as a "supervised bank account". Amounts in the supervised bank account exceeding \$100,000 shall be secured by the depository bank in advance in accordance with 31 C.F.R. part 22. Withdrawals from a supervised bank account shall be made only on checks signed by the

Treasurer of the Organization and countersigned by an authorized official of the Government. The Organization's share of any insurance or liquidated damages and other monies paid by defaulting contractors or their sureties will be deposited in the Construction Account to assure completion of the Facility. When all construction costs have been paid in full, any balance remaining in the Construction Account may be applied on the loan or used for other authorized purposes that have been approved by the Government and the Construction Account shall be closed.

(b) General Account.

As soon as the Facility becomes revenue producing, all funds received shall be set aside in an account to be designated as the General Account. Disbursements and transfers from this account shall be for: debt service, operations and maintenance, and transfers to an account designated as the Reserve Account. Monies deposited in the General Account shall be used only in the manner and order as follows:

(1) Organizations making monthly Government debt service payments shall use the General Account for making such payments plus operating and maintenance expenses. Any remaining funds will be transferred from this account to the Reserve Account in accordance with (d) below.

(2) Borrowers making other than monthly Government debt service payments shall first use the General Account to pay operating and maintenance expenses. Then other transfers from this account will be made in the following order: (i) To an account designated as the Debt Service Account will be made in accordance with (c) below, (ii) Transfers to the Reserve Account will be made in accordance with (d) below.

(c) Debt Service Account

Organizations making other than monthly debt service payments, shall transfer subject to income availability from the General Account to the Debt Service Account, a sum not to increase the next installment on the note.

(d) Reserve Account.

From the remaining funds in the General Account, after transfers and payments required in (b) (1) or (b) (2) and (c), there shall be set aside into the Reserve Account the sum of \$ 346.30 each month until there is accumulated in that account the sum of \$ 41,556.00 after which deposits may be suspended, except to replace withdrawals. When necessary, disbursements may be used for payments due on the Note if sufficient funds are not available in the General or Debt Service Account. With the prior written approval of the Government, funds may be withdrawn for:

- (1) paying the cost of repairing or replacing any damage to the Facility which may have been caused by catastrophe, or
- (2) making extensions or improvements to the Facility.

Whenever disbursements are made from the Reserve Account, monthly deposits shall then be resumed until there is again

accumulated the amount \$ 41,556.00, at which time deposits may be discontinued. Whenever there shall accumulate in the General Account, amounts in excess of those required in subsections (b) (1) and (2), (c), and (d), such excess will be used by the Organization to make prepayments on the loan or retained in the General Account. The accounts required in subsections (b) (1) and (2), (c) and (d) may be established and maintained as bookkeeping accounts or as separate bank accounts at the election of the Organization, unless otherwise directed by the Government.

Section 5. (Other Covenants and Agreements of the Organization). The Organization covenants and agrees that so long as the indebtedness hereby authorized remains unpaid:

- (a) It will indemnify the Government for any payments made or losses suffered by the Government.
- (b) It will comply with applicable state laws and regulations and continually operate and maintain the Facility in good condition.
- (c) It will impose and collect such rates and charges that gross revenues will be sufficient at all times to provide for the payment of the operation and maintenance thereof and the installment payments on the Note and the maintenance of the various accounts herein created. All service rendered by or use of the Facility shall be subject to the full rates prescribed in the rules and regulations of the Organization.
- (d) If, for any reason, gross revenues are insufficient, it will cause to be levied and collected such assessments as may be necessary to operate and maintain the Facility in good condition and meet installment payments on the Note as the same become due.
- (e) It will (i) establish and maintain such books and records relating to the operation of the Facility and its financial affairs, (ii) will provide for the annual audit thereof in such manner as may be required by the Government, (iii) will provide the Government without its request a copy of each such audit, and (iv) will make and forward to the Government such additional information and reports as it may from time to time require.
- (f) It will provide the Government, at all reasonable times, access to the Facility and all its books and records so that the Government may ascertain that the Organization is complying with the provisions hereof and with the provisions of other instruments incident to the making or insuring of the loan.
- (g) It will maintain at least such insurance and fidelity bond or employee dishonesty coverage as may be required by the Government.
- (h) It will not borrow any money from any source or enter into any contract or agreement or incur any other liabilities in connection with making extensions or improvements to the Facility, exclusive of normal maintenance, without obtaining the prior written consent of the Government.
- (i) It will not cause or permit any voluntary dissolution of the Organization or merge or consolidate with an other organization, without obtaining the prior written consent of the Government. It will not dispose of, or transfer title to the Facility or any part thereof, including lands and interest in lands by sale, security instrument, lease or other encumbrance, without obtaining the prior written consent of the Government. Revenue, in excess of the amount required to maintain the accounts described by Section 4 herein, will not be distributed or transferred to any other organization or legal entity.
- (j) It will not modify or amend its organizational documents, including any articles of incorporation or bylaws without the written consent of the Government.
- (k) It will provide adequate service to all persons within the service area who can feasibly and legally be served and will obtain Government's concurrence prior to refusing new or adequate services to such persons. Upon failure to provide services which are feasible and legal, such person shall have a direct right of action against the Organization or public body.
- (l) All present and future contract rights, accounts receivable, and general intangibles arising in connection with the Facility are pledged as security for the loan.

(m) It will comply with the measures identified in the Government's environmental impact analysis for this Facility for the purpose of avoiding or reducing the adverse environmental impacts of the Facility's construction or operation.

Section 6. (Security Instruments). In order to secure the payment of the principal and interest of the Note, the President and Secretary of the Organization are hereby authorized and directed to execute and deliver good and sufficient lien instruments, where necessary, encumbering the properties and assets, both real and personal, constituting said Facility, as completed, or as the same may be thereafter extended, including an assignment and pledge of revenues and such other instruments as may be prescribed by the Government.

Section 7. (Refinancing). If at any time it shall appear to the Government that the Organization is able to refinance the amount of the indebtedness then outstanding, in whole or in part, by obtaining a loan for such purposes from responsible cooperative or private credit sources, at reasonable rates and terms for loans for similar purposes and periods of time the Organization will, upon request of the Government, apply for, and accept, such loan in sufficient amount to repay the Government and will take all such actions as may be required in connection with such loan.

Section 8. ("Equal Employment Opportunity under Construction Contracts and Nondiscrimination"). The President and the Secretary be and they are authorized and directed to execute for and on behalf of the Organization, Form RD 400- 1, "Equal Opportunity Agreement", and Form RD 400-4, "Assurance Agreement".

Section 9. (Authorization of Officials). In the case of a grant in the sum not to exceed \$ 3,000.00, the Organization hereby accepts the grant under the terms as offered by the Government and that the President and Secretary of the Organization are hereby authorized and empowered to take all action necessary or appropriate in the execution of all written instruments as may be required in regard to or as evidence of such grant and the Organization hereby resolves to operate the Facility under the terms as offered in said grant agreements.

Section 10. (Cross Default). Default under the provisions of this agreement or any instrument incident to the making or issuing of the loan may be construed by the Government to constitute default under any other instrument held by the Government and executed or assumed by the Organization, and default under any such instrument may be construed by the Government to constitute default hereunder.

Section 11. (Resolution of Contract). The provisions hereof and the provisions of all instruments incident to the making or the insuring of the loan, unless otherwise specifically provided by the terms of such instruments, shall constitute a contract between the Organization and the Government or assignee so long as the note hereby authorized remains unpaid.

Section 12. (Effective Date). This resolution shall take effect and be in force from and after the _____ day of _____, being the date of its enactment.

The vote was: Yeas _____ Nays _____ Absent _____

Southern Tier Library System

(SEAL) (if applicable)

By _____

Attest:

Title Brian Hildreth, Executive Director

Title Louise Richardson, Secretary

CERTIFICATION

I, the undersigned, as secretary of the Board of Directors
hereby certify that the Board of Directors of such Organization or Corporation is composed of _____
members of whom _____; constituting a quorum, were present at a meeting thereof duly called and held on the _____ day of _____;
that the foregoing resolution was adopted at such meeting by the vote shown above, and that said resolution has not been rescinded or amended in any way.






Dated, this _____ day of _____

Secretary of Board of Directors



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

The Executive Director spent the months of September/October engaged in the following activities:

-  **Week of September 2:** Facilitated online meeting with other rural public library systems to plan for an upcoming online conference, Gather & Grow, that will be offered to STLS members and members from other library systems. Met with library director from Wellsville's library to discuss upcoming trustee training. Met with STLS legal counsel regarding multiple matters facing member libraries. Met with a trustee from Corning's library to discuss an upcoming strategic planning facilitation session.
-  **Week of September 9:** Participated in Directors' Advisory Council DEI Subcommittee meeting to discuss current library system projects. Attended a meeting with the New York State Library to share project updates on charter registrations for Middlesex, Rushville, and Arkport libraries. Attended the Finance & Facilities Committee meeting and Personnel & Policies Committee meeting of the STLS Board of Trustees. Participated in the Public Library System Directors' Organization monthly meeting to discuss issues facing library systems. Visited the Town of Hector to discuss the charter process with town and library trustees. Participated in STLS staff professional development day.
-  **Week of September 16:** Participated in finalist interviews for the vacant Engagement Consultant position. Attended the STLS Board of Trustees meeting. Visited the Belfast Public Library to answer questions about NYS Public Library Construction Aid. Visited the Southeast Steuben County Library to facilitate a SWOT exercise with library trustees. Visited the David A. Howe Public Library to conduct trustee training.
-  **Week of September 23:** Visited Elmira Correctional Facility to conduct an annual negotiation of services with facility librarian and deputies. Attended the bi-monthly Directors' Advisory Council meeting. Met with Cornell Cooperative Extension to discuss sustainability initiatives that could partner with STLS construction aid program. Visited Arkport Public Library to conduct new director orientation.
-  **Week of September 30:** Met with STLS Board President Kathy Green to discuss 2023/2024 performance evaluation. Participated in meeting with SwanMorss Agency to discuss 2025 health and dental insurance offerings. Worked with STLS staff and trustees to coordinate STLS Annual Meeting.

Professional Development, Digital Librarianship & Public Relations
by Erika Jenns, Assistant Director – Director of Librarianship
Division of Librarianship

During September 2024, Erika Jenns participated in an initial meeting with other near-by library systems to discuss collaboratively working on Gather & Grow. The virtual continuing education event will be expanded to include other systems in the planning and will also open the event to their member libraries.

Erika worked collaboratively with the Program Consultant to create a video to promote the STLS system-wide voter registration campaign. Erika finished the STARQuest library tour by visiting all 48 STLS library locations. She connected with the Community Foundation about the upcoming FLX Gives event and opportunities for member library participation. Erika completed training with the Executive Director on accounts payable and collaborated with him on trustee training for the David A. Howe Public Library. Erika and the Executive Director also met with staff at the Chautauqua Cattaraugus Library System about creating an assistant director position at their library system.

Erika prepared finalist interview questions for the Engagement Consultant position and developed the finalist presentation prompt, as well as participated in the final round of interviews for the position. She had website consultations at the Middlesex Public Library and the Montour Falls Library and had website and Facebook consultations with the Howard Public Library and Avoca Free Library.

September meetings attended included: STLS DEI Subcommittee, Allegany County Directors Association, STLS Training Team, Directors Advisory Council, NYS-DLD Online Platform Working Group, and South Central Regional Library Council Board meeting.

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

Keturah attended the annual conference of the Association of Rural and Small Libraries in Springfield, MA. Keturah served as a facilitator for a presentation, “Path to Belonging: Creating Healthy, Vibrant and Resilient Communities,” with Outreach Consultants from other public library systems in NY State.

Keturah participated in interviews for the Engagement Consultant position. Keturah also coordinated the distribution of COVID test kits to libraries who requested them. Keturah planned and attended the annual negotiation meeting for services to the General Library with the Elmira Correctional Facility.

Keturah organized a virtual learning opportunity for members on “RA for All: Flip the Script and Think Like a Reader,” with Becky Spratford. This is the first of three workshops on readers advisory services.

Keturah attended the following meetings: Gather & Grow Online Conference planning meeting, Path to Belonging planning meeting, Sustainable Libraries meeting, NYLA Council meeting, and Division of

Librarianship meeting.

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

Week of September 2nd

Participated in multisystem Gather and Grow meeting. Continued promotion of Voter Registration in all 48 libraries. Sent out additional promotional material for the event upon the library's request. Assisted the Assistant Director-Director of Librarianship in the creation of Social Media content around voter registration. Continued with STARQuest visits across Steuben and Schuyler counties.

Week of September 9th

Participated in a subgroup from the New York State Youth Consultants group centered on AI in youth services. Attended the Allegany County Directors meeting in Angelica. Continued with STARQuest Visits. Attended the Association for Rural and Small Libraries conference in Springfield Massachusetts. This experience brought opportunities for networking, connections with other consultants, and new venues to present learning materials to our members.

Week of September 16th

Finished out interviews for the Engagement Consultant position and participated in selecting a candidate. Attended the Division of Librarianship meeting. Organized online learning opportunities for members during our 4th quarter. These include the League of Women Voters, topics on teen services, The Great Giveback, Pre-NYLA Networking, ILL services, and Program Resource Kits.

Week of September 23rd

Completed the STARQuest tour! Attended the Directors Advisory Council meeting in Dundee. Attended a webinar focused on the lifecycle of collections and weeding. Visited the Finger Lakes Library System headquarters. Met with their consultant on program resource kits, StoryWalks, youth summer learning events, and event planning for things like the STARQuest tour.

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

During September, IT worked on 158 Help Desk requests for STLS staff and member libraries. A software upgrade was performed on one of the ILS servers and a monthly log file cleanup was done on STARCat. Weekly meetings with IT department staff were held with a different staff member leading the meeting each week.

I started a USAC form 484 to apply for inclusion in the FY25 Cybersecurity Pilot program.

A defective storage appliance used to backup our virtual servers needed to be replaced and the new device is now online. We will upgrade the new device with additional hard drives and utilize it to backup M365 data and our HPE virtual server storage.

We held 4 M365 Office Hours Teams meetings and encouraged libraries to come with any questions. Attendance was poor so we will reevaluate how to offer libraries training on the platform.

Individually these are some highlights of IT staff work:

Pat Beeman -

- Worked on the Unitrends backup storage issue
- Replaced a faulty battery in a server room UPS

Tom Lawrence -

- Worked on software patches for our virtualization platform
- Resolved a case with HPE for a virtual storage lock

Nick Allington -

- Ordered PCs
- Resolved Printer issues for libraries

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

Here is our monthly ILS report for September of 2024 - it was a busy month, especially for system meetings:

E-rate

- Received BEAR reimbursements totaling \$97,386.02 for bills dated Jan-Jul of 2024, including monthly and one-time charges
- Worked with Cassie and IT on a number of service provider issues, including returning a Frontier modem from Greenwood and a Spectrum modem from Richburg. Also worked with Almond, Spectrum and IT to verify that a new fiber line and associated equipment had not been installed in Almond, resulting in the removal of an incorrect \$525 equipment charge

ILS

- Facilitated the DAC Circulation Committee Meeting
- ILS team facilitated the Cataloging Advisory Meeting
- Worked on a number of database cleanup projects, including a system-wide In-Transit Clean-up Project
- Kylie and Casey visited Middlesex - Kylie barcoded items and Casey worked with the Director on creating an Ingram account and provided training on ordering on Ingram's ipage
- Visited Arkport to provide New Director Training
- Kylie visited Dundee and Rushville to provide BLUEcloud Analytics Training
- Still working on a backlog of International Motor Racing Research Center (IMRRC) items, making progress and currently the oldest not-yet-cataloged items are within a year of submission
- Turnaround time of 9 working days for unopened "normal" cataloging Help Desk requests, this is higher than we prefer but low for this time of year. September to November is typically the busiest time of the year for the publishing industry
- We had a new record of 608 vendor uploads on Wednesday, September 18th (278 in a single file, also a record! 100-150 is a large file, typically) and Kylie was the lucky one who got to upload and clean all those records!

General STLS

- Served on the Engagement Consultant Search Committee - participated in second round interviews and helped select the finalist
- Attended the DAC and Allegany County Library meetings to share ILS information and solicit feedback on ILS initiatives