

**STLS BOARD MEETING**

Tuesday, November 19, 2024 - 2:00 pm

Southern Tier Library System, Painted Post, NY 14870

**AGENDA**

- |    |  |                      |                     |
|----|--|----------------------|---------------------|
| 1. | Agenda   |                      | <b>Doc. #24-132</b> |
| 2. | Approval of Minutes – October 2024                     | <b>*FOR APPROVAL</b> | <b>Doc. #24-133</b> |
| 2. | Approval of 2024 Annual Meeting Minutes – October 2024 | <b>*FOR APPROVAL</b> | <b>Doc. #24-134</b> |
| 3. | Treasurer’s Report – October 2024                      | <b>*FOR APPROVAL</b> | <b>Doc. #24-135</b> |
| 4. | Financial Clerk’s Report – October 2024                | <b>*FOR APPROVAL</b> | <b>Doc. #24-136</b> |
- *Subject to corrections, above items may be approved without motion.*
5. STLS Staff Presentation – STARQuest with Haleigh Mikolajczyk (Program Consultant) and Erika Jenns (Assistant Director – Director of Librarianship)

**COMMITTEE REPORTS**

- |     |  |   |                     |
|-----|--|---|---------------------|
| 6.  | Executive Committee – Kathy Green                          |   |                     |
| 7.  | Personnel & Policies Committee – Barbara Hubbell           | (Minutes)                                     | <b>Doc. #24-137</b> |
|     |  | (Gift Acceptance Policy)                      | <b>Doc. #24-138</b> |
|     |  | (Executive Director’s Performance Objectives) | <b>Doc. #24-139</b> |
| 8.  | Finance & Facilities Committee – Sisi Barr                 | (Minutes – Provided at Board Meeting)         | <b>Doc. #24-140</b> |
| 9.  | Public Relations Committee – Lynnette Decker               |   |                     |
| 10. | Foundation for Southern Tier Libraries – Louise Richardson |   |                     |

**BOARD ACTIONS**

- |     |   |                       |                     |
|-----|---|-----------------------|---------------------|
| 11. | <u>Expenditure Approvals -Monthly Unpaid Bills Detail</u> | <b>* FOR APPROVAL</b> | <b>Doc. #24-141</b> |
|-----|---|-----------------------|---------------------|

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

Aye _____ Nay _____ Abstain _____ Absent _____ Approved/Failed Discussion:
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- |     |  |                       |                     |
|-----|--|-----------------------|---------------------|
| 12. | <u>Receipt Approvals – Monthly Deposit Summary</u> | <b>* FOR APPROVAL</b> | <b>Doc. #24-142</b> |
|-----|--|-----------------------|---------------------|

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

Aye _____ Nay _____ Abstain _____ Absent _____ Approved/Failed Discussion:
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13. Approve Proposed Purchasing Policy Revisions**\* FOR APPROVAL      See Doc. #24-122 from October 2024 Board Meeting**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed Purchasing Policy revisions as presented at the October 15, 2024 board meeting, and considers any revisions incorporated during board meeting discussion.

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

14. Approve Workers' Protections Policy Revisions**\* FOR APPROVAL      See Doc. #24-123 from October 2024 Board Meeting**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed Workers' Protections Policy revisions as presented at the October 15, 2024 board meeting, and considers any revisions incorporated during board meeting discussion.

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

15. Approve Proposed Workplace Environment Policy Revisions**\* FOR APPROVAL      See Doc. #24-124 from October 2024 Board Meeting**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed Workplace Environment Policy revisions as presented at the October 15, 2024 board meeting, and considers any revisions incorporated during board meeting discussion.

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

16. Approve Proposed Revisions to the STLS Organizational Chart      **\* FOR APPROVAL      Doc. #24-143**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the STLS Organizational Chart to reflect current staff appointments as presented at the November 19, 2024 board meeting considering any revisions during board meeting discussion.

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

17. Approve 2024 Library System Mid-Year Budget Revisions \* **FOR APPROVAL**

Doc. #24-144

Finance & Facilities Recommendation: The STLS Board of Trustees approves the 2024 STLS Library System Mid-Year Budget Revisions as originally presented during the October 15, 2024 Board Meeting considering changes made prior or during the November 19, 2024 meeting.

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

18. Approve 2025 Library System Operating Budget \* **FOR APPROVAL**

Doc. #24-145

Finance & Facilities Recommendation: The STLS Board of Trustees approves the 2025 STLS Library System Operating Budget as originally presented during the October 15, 2024 Board Meeting considering changes made prior or during the November 19, 2024 meeting.

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

19. Approve 2023 Independent Auditor's Report\* **FOR APPROVAL** See Doc. #24-109 from September 2024 Board Meeting

Finance & Facilities Committee Recommendation: The STLS Board of Trustees approves the 2023 Independent Auditor's Report as presented at the September 17, 2024 Board Meeting considering changes made prior or during the November 19, 2024 meeting.

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

20. Approve December's One-Time Personnel Payment to STLS Staff\***FOR APPROVAL**

Executive Director Recommendation: Approve the one-time net payment of \$100 to each STLS staff member excluding the Executive Director as included in the board approved 2024 STLS Operating Budget.

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. #24-146**

Public Expression (15 minutes)

Adjournment

**Next meeting:** Southern Tier Library System, 9424 Scott Road / Painted Post, New York 14870  
Tuesday, December 17, 2024 at 2:00 p.m.

**STLS BOARD MEETING****Tuesday, October 15, 2024 - 2:00 pm****Fred & Harriet Taylor Memorial Library, Hammondsport, NY 14840****MINUTES****TRUSTEES PRESENT:**

Richard Ahola – 2027	Susan McGill – 2029
Sisi Barr – 2028	Michael Steffens – 2027
Lynnette Decker -2026	Louise Richardson – 2029
Betsy Gorman - 2025	Richard Urban – 2029 (Remote: Non-Voting)
Kathy Green-2026	
David Haggstrom – 2026	
Barbara Hubbell – 2029	
Mary-Claire Krebs – 2027	

Excused: Rachel Barbour – 2029, Vacant Allegany County Seat – 2024, Vacant Schuyler County Seat - 2028

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

President K Green called the meeting to order at 2:08 pm

**1. AGENDA** **\*FOR APPROVAL** **Doc.#24-115**  
**Received and Filed**

**2. Approval of Minutes – September 2024** **\*FOR APPROVAL** **Doc. #24-116**  
**Received and Filed**

**3.Treasurer’s Report – September 2024** **\*FOR APPROVAL** **Doc. #24-117**  
**Received and filed**

B Hildreth stated that the account balances are down \$230,000.00 from this time last year due to cash flow. He also pointed out that state aid is delayed. We usually begin to receive state aid in July or August, and most aid is in by September. Remaining funds should arrive by November.

**4. Financial Clerk’s Report – August 2024** **\*FOR APPROVAL** **Doc. #24-118**  
**Received and Filed**

B Hildreth highlighted the following line items. Line item 4721, E-Rate Funding took in \$97,000.00 for reimbursement for expenses incurred throughout the year. Line item 5408, Platform Fees and Licenses, is up \$3,000.00 to pay the quarterly invoice for OverDrive. Line item 5427, Programming and Annual Conference is for Annual Meeting

expenses. Line item 5433, Postage, is up \$1,000.00 to cover postage costs on our postage meter for the rest of 2024. We paid \$1,500.00 for pressure washing of the STLS building, which came out of line item 5451, Building Maintenance and Repairs.

**5. 3<sup>rd</sup> Quarter Profit & Loss Statement 2024 \*FOR APPROVAL Doc. #24-119  
Received and Filed**

B Hildreth stated that all expected state aid has come in except for line item 4706, Jails and Institutions. Line item 5100 is down due to the vacant Engagement Consultant position. Personnel Benefits, line item 5150, are on budget, but STLS is anticipating a pension bill in November 2024. Line item 5427, Programming and Annual Conference, is up by \$14,000.00 due to the increased cost of the Spring CE. The increase in cost is because the Spring CE was held at the Corning Radisson, which provided more extensive services and saved a great deal of staff time.

**6. 3<sup>rd</sup> Quarter Claims Auditor Report 2024 \*FOR APPROVAL Doc. #24-120  
Received and Filed**

L Richardson stated the only item to mention was a lost receipt for \$10.50 for purchase of Spring CE gifts.

**Standing Committee Reports –**

**7. Executive Committee- K Green**

K Green stated the committee set the agenda for October.

**8. Personnel & Policies Committee – B Hubbell (Minutes) Doc.#24-121  
(Purchasing Policy) Doc.#24-122  
(Workers Protection Policy) Doc.#24-123  
(Workplace Environment Policy) Doc.#24-124**

B Hubbell stated the Staff Guide, Social Media and Tuition Reimbursement policies did not have any feedback since last meeting, so they will be up for vote with the other action items at this meeting. B Gorman added that she found a typo in one of the documents. She could not locate the typo at the time of the meeting, but will contact Barb Hubbell as soon as she finds it. B Hubbell then gave a summary of the policies that are up for review at this month's meeting.

B Hubbell spoke about a change in the Bylaws regarding the yearly October Board meeting. B Hildreth added that before 2014, STLS did not have an additional October regular Board meeting because of the Annual Meeting. This is the proposal again, to revise the Bylaws to, so the board only has 9 regular meetings each year. S Barr inquired if this will affect the off months of August and February. B Hildreth stated it would not. B Hubbell asked the Board if there was any opposition to this change. There was not.

R Ahola moved and L Decker seconded the motion to change the bylaws to state there will be 9 STLS Board meetings a year instead of 10. The committee agreed to draft

Bylaw revisions for the full board to review. The board can vote to update the language, but they require final approval by member libraries at the 2025 annual meeting.

B Hildreth gave an update on the Engagement Consultant position. The selected candidate will start on December 2. She was chosen for the position out of 10 initial candidates, 5 second round and 3 finalists.

K Green added that she met with Brian to discuss his performance evaluation.

## 9. Finance & Facilities Committee – S Barr

(Minutes) **Doc.#24-125**

(2024 Mid-Year Budget Revisions) **Doc.#24-126**

(2025 Proposed Budget) **Doc.#24-127**

S Barr reported bids for snow plowing are out. STLS is waiting on responses. She reiterated that the revised Purchasing policy, the 2024 Mid-Year Budget Revision and the 2025 Proposed budget are all in the board packet for review.

## 10. Public Relations Committee – Lynnette Decker

L Decker reported the committee will meet next month. S Barr inquired about a statistic given at the Annual Meeting of 400 challenges to books. Is that 400 challenges statewide or nationally. B. Hildreth confirmed that nationally 414 attempted challenges were issued between January 2024 and August 2024, referencing statistics from the American Library Association.

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

L Richardson stated the Foundation held their annual meeting last month. The turnout was not as high as they would have liked, due to many other events also happening at the same time. The preliminary earning amount for the event was about \$10,000.00. The Foundation has also planned their year end appeal to be mailed out in November.

## BOARD ACTIONS

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

**\* 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 11 Nay     Abstain 1 Absent 1 Vacant 2

Approved/Failed: Approved

Discussion: None

### 13. Receipt Approvals – Monthly Deposit Summary **\* FOR APPROVAL Doc. #24-29**

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 1 Vacant 2

Approved/Failed: Approved

Discussion: None

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 11    Nay      Abstain   1      Absent   1   Vacant   2  

Approved/Failed: Approved

Discussion: None

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 11    Nay      Abstain   1      Absent   1   Vacant   2  

Approved/Failed: Approved

Discussion: None

16. Approve Proposed Tuition Reimbursement Policy Revisions

**\* FOR APPROVAL**

**See Doc. #24-107 from September 2024 Board Meeting**

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.

Aye 11    Nay      Abstain   1      Absent   1   Vacant   2  

Approved/Failed: Approved

Discussion: None

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 17, 2024 on behalf of STLS.

Aye 11    Nay      Abstain   1      Absent   1   Vacant   2  

Approved/Failed: Approved



Discussion: The minutes have updated the incorrect date on the agenda in the action item. The date has been updated from the incorrect September 19, 2023 to the correct date of September 17, 2024

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:   L Richardson   Second   R Ahola    
 Aye  11  Nay        Abstain   1  Absent   1  Vacant   2   
 Approved/Failed: Approved  
 Discussion: None

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:   M Krebs   Second   L Richardson    
 Aye  11  Nay        Abstain   1  Absent   1  Vacant   2   
 Approved/Failed: Approved

Discussion: R Ahola commented that the USDA was happy that STLS was partaking in the grant. B Hildreth added that this grant would be used to purchase electric delivery vehicles.

B Gorman inquired about the status of our previous USDA loan. B Hildreth stated that the older USDA loan will be paid off once the current application is finalized.

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:   S McGill   Second   B Hubbell    
 Aye  11  Nay        Abstain   1  Absent   1  Vacant   2   
 Approved/Failed: Approved

Discussion: D Haggstrom inquired about the length of the probationary period. B Hildreth answered that the probationary period is 3 months.

**BOARD INFORMATION**

**16. Old Business –**

None

**17. New Business –**

None

**18. Library Networking –**

S Barr asked for an update on StarQuest. B Hildreth provided preliminary final numbers for participation and informed the Board that Haleigh Mikolajczyk will be at the November meeting to provide a thorough overview of the program.

**19. President's Report –**

K Green reminded the Board to vote.

**20. Monthly Library System Staff Reports**

**Doc.#24-114**

B Hildreth congratulated STLS staff and member libraries on all their work during the STARQuest tour. It was a wonderful program with great successes. He also encouraged STLS trustees to review staff reports and ask questions.

**Public Expression (15 minutes)**

Adjournment 2:55 pm

Move: S McGill

Second: R Ahola

Next meeting: Southern Tier Library System, 9424 Scott Rd, Painted Post, NY 14870 – Tuesday, November 19, 2024 at 2 p.m.

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

**STLS ANNUAL MEETING MINUTES**  
**Friday, October 4, 2024 – 10:00 am – 12:00 pm**  
**Chemung County Library District – Steele Memorial Library**  
**101 East Church Street / Elmira, NY 14901**

**MINUTES****TRUSTEES:**

Sisi Barr – 2023	Barbara Hubbell - 2024
Louise Richardson – 2024	Susan McGill - 2024
Betsy Gorman - 2025	Michael Steffens - 2027
Kathy Green - 2026	Richard Urban - 2024
David Haggstrom - 2026	Lynnette Decker -2025
Mary-Claire Krebs - 2023	Rachel Barbour - 2029
Susan McGill - 2024	Richard Ahola - 2026

Library Communities Represented: Addison, Almond, Angelica, Belfast, Big Flats, Canisteo, Cohocton, Corning, Cuba, Dundee, Elmira, Fillmore, Genesee, Greenwood, Hector, Hornell, Horseheads, Montour Falls, Odessa, Penn Yan, Pulteney, Rushford, Scio, Van Etten, Watkins Glen, Wayland, Wellsville, West Elmira, Whitesville.

Meeting Began at 10:02 pm.

**Welcome & Election of Trustees**

STLS Board President Kathy Green held the annual elections of trustees.

*STLS has five trustee seats up for election or re-election, and seeks new candidates.*

- 1. The first seat is one of four representing Chemung County, which was previously filled by STLS Trustee Denise King. Rachel Barbour is running for election to serve a full term, 2025 – 2029. She was approved by the Chemung County Library District board of trustees in the early part of 2023 to carry out this seat's partial term held by Denise King. Would the library director, or one board member from the library district please formally cast your ballot for Rachel Barbour by raising their hand, and saying Aye? **P. Chapman, CCLD Director, voted Aye.***
- 2. The next seat is one of two representing Schuyler County, which is presently filled by STLS Trustee Barbara Hubbell. Barbara is running for re-election to serve a full term, 2025 – 2029. And she is running unopposed. Would a representative from each Schuyler County library please formally cast your ballot for Barbara Hubbell by*

*raising their hand, and saying Aye? **Member libraries from Schuyler County in attendance unanimously voted Aye.***

3. *The third seat is the first of two representing Steuben County – Southeast Steuben County Service Area, which is presently filled by STLS Trustee and Secretary Louise Richardson. Louise is running for re-election to serve a full term, 2025 – 2028. And she is running unopposed. Would the library director, or one board member from Southeast Steuben County Library please formally cast your ballot for Louise Richardson by raising their hand, and saying Aye? **P. Emery, SSCL Director, voted Aye.***
4. *The fourth seat is the second of two representing Steuben County – Southeast Steuben County Service Area, which is presently filled by STLS Trustee Richard Urban. Richard is running for re-election to serve a full term, 2025 – 2028. And he is running unopposed. Would the library director, or one board member from Southeast Steuben County Library please formally cast your ballot for Richard Urban by raising their hand, and saying Aye? **B. Hubbell, SSCL Board President, voted Aye.***
5. *The fifth seat is one of two representing Yates County, which is presently filled by STLS Trustee Susan McGill. Susan is running for re-election to serve a full term, 2025 – 2029. And she is running unopposed. Would a representative from each Yates County library please formally cast your ballot for Susan McGill by raising their hand, and saying Aye? **Member libraries from Yates County in attendance unanimously voted Aye.***
6. *There are presently two vacant seats on the STLS Board of Trustees. The first vacant seat represents Allegany County, the second vacant seat represents Schuyler County. Member libraries of both counties are encouraged to contact STLS Director Brian Hildreth or Board President Kathy Green with nominee information. Thank you for your consideration and ongoing engagement.*

#### **Executive Director – Library System Report - Brian Hildreth**

Brian Hildreth facilitated a discussion among attendees about the importance of caring for one's self first in order to be positioned to serve others. He also reiterated the importance of the profession's Core Values. Member libraries participated in reading the Core Values aloud.

#### **Celebration of Award & Scholarship Recipients**

2024 New York Library Association Conference Scholarships presented by Erika Jenns

- Elizabeth "Eba" Klindt, Hornell Public Library (Steuben County)
- Raeanne Smith, Genesee Library and Scio Memorial Library (Allegany County)

2024 NYLA Conference Scholarship in Memory of Philip D. Archer presented by Erika Jenns

- Shauna Comes, Cuba Circulating Library (Allegany County)

Best Use of Social Media Award presented by David Haggstrom

- Cori Lunn, David A. Howe Public Library – Wellsville (Allegany County)

Freedom to Read Award presented by Haleigh Mikolajczyk

- Almond 20th Century Club Library (Allegany County)
- Cuba Circulating Library (Allegany County)

Library Volunteer Award presented by Brian Hildreth

- Rick Recktenwald, Wimodaughasian Library - Canisteo (Steuben County)

Outstanding Library Advocate Award presented by Lynnette Decker

- Patty Preston, Belfast Public Library (Allegany County)

Outstanding Promotional Video Award presented by Louise Richardson

- Southeast Steuben County Library - Corning (Steuben County)

Sustainable Practices Award presented by Brian Hildreth

- E.B Pert Memorial Library – Hector (Schuyler County)
- Southeast Steuben County Library - Corning (Steuben County)
- Watkins Glen Public Library (Schuyler County)

Innovation in Outreach Programming Award presented by Keturah Cappadonia

- Cherilyn Wise, Cuba Circulating Library (Allegany County)

### **Keynote Presentation**

NYLA Executive Director AnnaLee Dragon and NYLA Director of Government Relations & Advocacy Max Prime

**Program Description:** Advocating for New York State Libraries & the Impacts of Your Professional Association – Leaders of the New York Library Association will provide an overview of behind the scenes advocacy efforts to help fund and support NYS libraries and library systems, which is a year-round initiative, and how grassroots efforts at the local level make all the difference.

Meeting Concluded at 11:55 am

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

	<b>Total</b>	
	<b>As of Oct 31, 2024</b>	<b>As of Sep 30, 2024</b>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
1200 Cash - Operating	113,943.19	6,078.53
1201 Cash - Payroll	57,063.09	10,405.44
1202 Cash - Money Market	803,713.01	1,133,867.39
1203 Cash in Certificate of Deposit	363,368.30	362,031.27
1204 Cash in Certificate of Deposit 2	252,544.87	251,712.19
<b>Total Bank Accounts</b>	<b>\$ 1,590,632.46</b>	<b>\$ 1,764,094.82</b>
<b>Accounts Receivable</b>		
1380 Accounts Receivable	74,273.65	39,659.17
<b>Total Accounts Receivable</b>	<b>\$ 74,273.65</b>	<b>\$ 39,659.17</b>
<b>Other Current Assets</b>		
12000 Undeposited Funds	-770.00	2,415.00
<b>Total Other Current Assets</b>	<b>-\$ 770.00</b>	<b>\$ 2,415.00</b>
<b>Total Current Assets</b>	<b>\$ 1,664,136.11</b>	<b>\$ 1,806,168.99</b>
<b>Fixed Assets</b>		
<b>1100 Fixed Assets</b>		
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
<b>Total 1100 Fixed Assets</b>	<b>\$ 1,811,841.84</b>	<b>\$ 1,811,841.84</b>
<b>Total Fixed Assets</b>	<b>\$ 1,811,841.84</b>	<b>\$ 1,811,841.84</b>
<b>Other Assets</b>		
1382 Prepaid expenses	85,892.80	85,892.80
1400 Right of Use Lease Asset	516,634.00	516,634.00
<b>Total Other Assets</b>	<b>\$ 602,526.80</b>	<b>\$ 602,526.80</b>
<b>TOTAL ASSETS</b>	<b>\$ 4,078,504.75</b>	<b>\$ 4,220,537.63</b>
<b>LIABILITIES AND EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2600 Accounts Payable	0.00	0.00
<b>Total Accounts Payable</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Other Current Liabilities</b>		
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

2605 Retainage Payable	0.00	0.00
2625 Payroll Deductions Payable	-155.16	61.73
2626 Flex Spending Deduction Payable	-25.39	592.21
2627 PFL Payable to Insurance	2,963.26	2,729.82
2630 Due to Member Libraries Pay Pal	0.00	0.00
2635 Capital Notes Payable	90,045.78	92,276.79
2640 Accrued Compensated Absences	159,208.73	159,208.73
2800 Lease Liability Short Term	98,735.00	98,735.00
<b>Total Other Current Liabilities</b>	<b>\$ 356,590.44</b>	<b>\$ 359,422.50</b>
<b>Total Current Liabilities</b>	<b>\$ 356,590.44</b>	<b>\$ 359,422.50</b>
<b>Long-Term Liabilities</b>		
2850 Lease Liability - Long Term	417,899.00	417,899.00
<b>Total Long-Term Liabilities</b>	<b>\$ 417,899.00</b>	<b>\$ 417,899.00</b>
<b>Total Liabilities</b>	<b>\$ 774,489.44</b>	<b>\$ 777,321.50</b>
<b>Equity</b>		
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	290,700.83	429,901.65
<b>Total Equity</b>	<b>\$ 3,304,015.31</b>	<b>\$ 3,443,216.13</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 4,078,504.75</b>	<b>\$ 4,220,537.63</b>

Official Depository: Community Bank NA

Money Market: 0.03 Rate of Return

Checking Account: 0.01 Rate of Return

Certificates of Deposit: 4.4976% and 4.0184% interest

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

	<b>Totals</b>	
	<b>October</b>	<b>September</b>
<b>Income</b>		
4719 Interest	2,194.91	2,261.32
4721 E-Rate Funding		97,386.02
4723 Member Library Cost Share	-387.00	
4724 Member Library IT Contracts	16,782.50	2,475.60
4731 Arkport Support	6.17	1,468.36
4733 Member Library Processing Fees	367.50	
4735 Non State Aid Pass Through	30,489.11	9,525.58
4782 Donations		50.00
4784 General Reimbursements & Refund	800.00	
<b>Total Income</b>	<b>\$ 50,253.19</b>	<b>\$ 113,166.88</b>
<b>Gross Profit</b>	<b>\$ 50,253.19</b>	<b>\$ 113,166.88</b>
<b>Expenses</b>		
5100 Salaries		
5141 Professional Salaries	34,983.99	31,177.08
5142 Non-Professional Salaries	44,892.44	44,715.18
<b>Total 5100 Salaries</b>	<b>\$ 79,876.43</b>	<b>\$ 75,892.26</b>
5150 Personnel Benefits		
5153 Social Security	5,895.02	5,590.26
5154 Workers Compensation	574.40	585.86
5157 Health Insurance	17,888.50	17,888.50
5158 Payroll Expense - Other	9,234.89	9,285.86
<b>Total 5150 Personnel Benefits</b>	<b>\$ 33,592.81</b>	<b>\$ 33,350.48</b>
5204 STLS Software & Small Equipment	3,869.98	
5205 Maintenance Contracts & Leases	968.42	491.45
5408 Platform Fees & Licenses		3,231.70
5409 STLS Telephone/Internet	17,480.79	15,097.83
5417 Library Materials	886.44	1,113.50
5418 Consultant Collection	221.96	164.97
5420 Staff Development Travel	985.75	709.91
5422 Trustee Mileage	660.62	
5424 Conference Registration	309.00	
5425 Staff & Member Library Mileage	118.99	
5427 Programming & Annual Conference	3,151.27	
5428 Meeting Supplies	228.56	265.90
5430 Office Supplies	882.64	389.56
5433 Postage		1,000.00
5434 Public Relations	14.99	1,549.61
5435 Member Library Pass through	26,875.02	14,964.30
5436 STLS Grants to Member Libraries		960.00
5442 Professional Fees		2,790.00



5444 Accounting Support & Audit	3,252.00	99.00
5450 Utilities	850.01	1,396.03
5451 Building Maintenance & Repairs	3,101.29	2,340.23
5454 Commercial Insurance	912.58	912.58
5471 Vehicle Maintenance & Repairs	406.63	298.88
5473 Vehicle Fuel	1,756.66	1,611.04
5474 Vehicle Insurance	492.17	492.17
5480 Greenwood Reading Center Exp	2,010.51	1,262.84
5485 Arkport Expense Account	2,014.52	1,468.36
5490 Grants	4,533.97	1,173.16
<b>Total Expenses</b>	<b>\$ 189,454.01</b>	<b>\$ 163,025.76</b>
<b>Net Operating Income</b>	<b>-\$ 139,200.82</b>	<b>-\$ 49,858.88</b>
<b>Net Income</b>	<b>-\$ 139,200.82</b>	<b>-\$ 49,858.88</b>

Friday, Nov 01, 2024 08:23:51 AM GMT-7 - Accrual Basis

## **Personnel & Policies Committee**

### **Meeting Minutes**

Tuesday, November 12, 2024 at 12:00 pm

Meeting Location: Southern Tier Library System - Painted Post

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

Excused: Susan McGill

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 October'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.

### **Workers' Protections Policy Revisions**

#### Approve Proposed Workers' Protections Policy Revisions

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed Workers' Protections Policy revisions as presented at the October 15, 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.

### **Workplace Environment Policy**

#### Approve Proposed Workplace Environment Policy Revisions

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed Workplace Environment Policy revisions as presented at the October 15, 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**

#### Approve Proposed Purchasing Policy Revisions

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed Purchasing 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.

### **Gift Acceptance Policy**

The committee reviewed the policy, and asked questions about proposed revisions. Several grammatical and formatting suggestions were included in the document as well as minor content changes. The group agreed the policy was ready to move to the full board for review. B. Hildreth said it would be included in November's board meeting packet.

### **Bylaws**

The committee reviewed the policy, and considered some of the proposed revisions. Trustees noticed several other changes should be considered before moving to the full board for review. Committee members agreed to spend more time with the policy between November and January, and bring any additional revisions to January's committee meeting.

### **PERSONNEL**

#### **Engagement Consultant**

B. Hildreth presented updates to the organizational chart considering the appointment of the Engagement Consultant. The committee agreed to vote upon the revisions as they reflect the current staffing structure of the organization.

#### **Approve Proposed Revisions to the STLS Organizational Chart**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the STLS Organizational Chart to reflect current staff appointments as presented at the November 19, 2024 board meeting considering any revisions during board meeting discussion.

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

#### **Executive Director Performance Objectives**

B. Hildreth presented his proposed performance objectives for 2024/2025. The committee asked questions about the proposed objectives. B. Hildreth provided them with answers. Objectives included:

- Facilitating ILS Cost Share and Digital Library Contribution discussions with the Directors' Advisory Council
- Administering STLS' Appalachian Regional Commission grants
- Working with STLS Administrative Staff to complete the organization of the Records Retention Room per organizational policy, and update the policy to reflect current needs.

**\*\* Move to go into Executive Session to discuss the Executive Director's Performance Evaluation and Proposed Objectives. Motion to start the session was by M-C Krebs and second by R. Ahola. Motion to end the session was by R Ahola and second by M-C Krebs. Executive session started at 12:48 pm. Executive session ended at 1:05 pm. B. Hildreth recused himself from the Executive Session\*\***

Meeting adjourned at 1:05 p.m.

Minutes respectfully submitted by: Brian M. Hildreth

**GIFT ACCEPTANCE POLICY**

APPLIES TO: STLS Board of Trustees, STLS Staff

REFERENCES: STLS Conflict of Interest Policy  
 STLS IT Procurement & Vendor Selection Policy  
 STLS Materials Selection Policy  
 STLS Plan of Service  
 Guidelines for Implementing Gift Acceptance Policy

The mission of the Southern Tier Library System is to “connect, empower, and advocate for all Southern Tier public libraries” within the five-county service area. To this end, STLS will accept gifts with the following considerations:

1. STLS will accept new or used library materials, such as books, electronic media, etc. if they are in good physical condition and if, in the opinion of the System staff responsible for selection they meet objective criteria for the selection, of library materials as specified in the STLS Materials Selection Policy.
2. Although donors are encouraged to make gifts of monies, personal property, real property, securities, or equivalent to The Foundation for Southern Tier Libraries, gifts of this sort may be accepted by STLS. STLS will convert gifts of real property and securities to cash in a timely manner.
3. Cash gifts in memory or honor of individuals will be accepted by STLS and will be used to enhance System resources.
4. All forms of gifts or donated properties may be subject to review prior to acceptance as noted in the attached implementation guidelines. STLS will seek the advice of legal counsel in matters relating to the acceptance of gifts, when appropriate.

In accordance with the STLS Conflict of Interest Policy, in no case shall a Southern Tier Library System Trustee or staff member accept personal gifts, gratuities, or favors from any person, firm, or corporation doing business with, or seeking to do business with STLS that might appear to influence ~~their~~ ~~his or her~~ actions affecting the Southern Tier Library System.

**GIFT ACCEPTANCE POLICY IMPLEMENTATION GUIDELINES**

The President of the STLS Board of Trustees will review all restricted gifts and gifts over ~~\$5,000~~ ~~\$1000~~ in value prior to presentation to the Board of Trustees for the normal approval process. Trustees are not permitted to accept gifts on behalf of STLS without prior Board approval.

The Southern Tier Library System (STLS) will seek the advice of legal counsel in matters relating to acceptance of gifts, when appropriate. Review by counsel is recommended for:

- Gifts of securities that are subject to restrictions or buy-sell agreements.
- Documents naming STLS as trustee or requiring STLS to act in any fiduciary capacity.
- Gifts requiring STLS to assume financial or other obligations.
- Transactions with potential conflicts of interest.
- **Any** gifts of property which may be subject to environmental or other regulatory restrictions.

## GIFTS GENERALLY ACCEPTED

- **CASH GIFTS.** Acceptable by check, money order, or online payment.
- **MARKETABLE SECURITIES.** In some instances, marketable securities may be restricted, for example, by applicable securities laws or the terms of the proposed gift; in such instances the decision whether to accept the restricted securities shall be made by the Board of Trustees. Marketable securities may be transferred electronically to an account maintained at one or more brokerage firms or delivered physically with the transferor's endorsement or signed stock power (with appropriate signature guarantees) attached. All marketable securities will be sold promptly upon receipt.
- **BEQUESTS AND BENEFICIARY DESIGNATIONS.** ~~UNDER REVOCABLE TRUSTS, LIFE INSURANCE POLICIES, COMMERCIAL ANNUITIES AND RETIREMENT PLANS.~~ Donors may make bequests to STLS under trusts, life insurance policies, commercial annuities and retirement plans. (see below.)
- **CHARITABLE REMAINDER TRUSTS.** STLS will accept designation as a remainder beneficiary of charitable remainder trusts, which ~~will~~ receive the assets of a trust when the donor dies.
- **CHARITABLE LEAD TRUSTS.** STLS will accept designation as an income beneficiary of charitable lead trusts, which will allow STLS to receive income from a trust until the donor dies
- **LIFE INSURANCE.** STLS will accept gifts of life insurance where STLS is named as both beneficiary and irrevocable owner of the insurance policy. The donor must agree to pay, before due, any future premiums owing on the policy.
- **TANGIBLE PERSONAL PROPERTY.** The STLS Board of Trustees shall review and determine whether to accept any gifts of tangible personal property in light of the following considerations:
  - Does the **property hold financial value and** further the mission of STLS?
  - Is the property marketable?
  - Are there any unacceptable restrictions imposed on the property?
  - Are there any carrying costs for the property for which STLS may be responsible?
  - Is the title/provenance of the property clear?
- **REAL ESTATE/REAL PROPERTY.** All gifts of real estate are subject to review **and approval** by the STLS Board of Trustees. Prior to acceptance of any gift of real estate STLS shall require an initial environmental review by a qualified environmental firm. In the event that the initial review reveals a potential problem, the organization may retain a qualified environmental firm to conduct an environmental audit. Criteria for acceptance of gifts of real estate include:
  - **Does** ~~is~~ the property **hold financial value and is it** useful for STLS' purposes?
  - Is the property readily marketable?

- If there are structures on the property, has a safety inspection been performed by a licensed inspector?
- Are there covenants, conditions, restrictions, reservations, easements, encumbrances or other limitations associated with the property?
- Are there carrying costs (including insurance, property taxes, mortgages, notes, or the like) or maintenance expenses associated with the property?
- Does the environmental review or audit reflect that the property is damaged or otherwise requires remediation?

***Adopted by STLS Board of Trustees April 17, 2012.***

***Revised by the Board of Trustees on November 17, 2020, Month/Day/Year.***

**2024-2025 Executive Director Performance Objectives**

Brian M. Hildreth

Board Approved:



**1.** Work with the Directors' Advisory Council to establish a new ILS Cost Share schedule for STLS, and Digital Library Contributions model for the years 2026 – 2028. Build consensus around updated fee structure among member libraries, and have the DAC vote on the new schedule and model by August 2025. Present to the STLS Board of Trustees at the September 2025 board meeting for approval.

***Addresses STLS Plan of Service 2022 – 2026 – 2. Goal Statement: Improved Integrated Library System - Online Catalog (STARCat), and 3. Goal Statement: Improved knowledge of the Integrated Library System (ILS) for member library staff members.***

**2.** Partner with Southern Tier Central and Southern Tier West Regional Economic Development and Planning boards to secure Appalachian Regional Commission funds that assist member libraries in improving Public Meeting Room Technologies, and enable STLS to offer Digital Literacy Training to community members focused on promoting online library system resources that assist with workforce development throughout the Southern Tier. Update the STLS Board of Trustees on grant funding and project progress by August 2025.

***Addresses STLS Plan of Service 2022 – 2026: 5. Goal Statement: Improve ability of member libraries to serve a pivotal role in providing programs and services for underserved and unserved populations in our communities, and 10. Goal Statement: Develop and support necessary Information Technology infrastructure for member libraries to facilitate community access and foster digital equity.***

**3.** Facilitate the organization of STLS administrative documents as it pertains to the organizations Records Retention Policy. First, update the Records Retention Policy in partnership with the Personnel & Policies Committee. Second, purchase new fire safe filing cabinets that will hold current and future files. Third, work with administrative staff to properly file organizational records using a classification system that makes sense to current and future administrators of the organization. Present final project to STLS Board of Trustees at September 2025 board meeting.

***Addresses STLS Plan of Service 2022 – 2026: 1. Goal Statement: Collection Management activities ensure that libraries meet the core values of librarianship (<https://www.ala.org/advocacy/intfreedom/corevalues>). Core values of librarianship define, inform and guide the professional practice in managing the collection***





## Finance & Facilities Committee

### Meeting Minutes

November 18, 2024 – 1:00 pm

Meeting Location: Southern Tier Library System

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

The meeting was called to order at 1:15 pm.

### Review of Financial Statements:

Treasurer's Reports – Brian stated our account balances for October 2024 as compared to October 2023 are down about \$275,000.00 based on cash flow – specifically delayed release of the following State Aid: Jails and Institutions, Coordinated Outreach, and State Corrections. Our total account balance was about \$1.6 million as compared to \$1.8 million in 2023. The remaining State funds should arrive by the end of November.

Financial Clerk's Reports – Brian highlighted the following Items: Item 4724 – Member Library IT Contracts – we received quarterly payments. Item 5444 – Accounting Support and Audit – reflects the last payment to Mengel, Metzger and Barr.

Profit - Loss Vs Actual Statement – Discussion centered on the delay of receipt of State Aid. Brian will reach out to the state by the end of the week to get a timeline for payment.

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

Budget – Brian presented the Mid-Year Budget Revisions and the 2025 Proposed Budget. The total 2024 budget revision will be about \$2.2 million with a projected deficit of about \$48,000.00. The Proposed 2025 Budget is being developed based on flat funding from NYS. It includes increases in Item 4714 – Special Aid and the inclusion of Central Library Aid, ARC and Dept. of Agriculture grants – Item 4725 – Grants Revenue. Other items of note: health insurance and NYS pension will be going up 8% respectively. The proposed deficit for 2025 is projected at \$58,638.00.

### Resolution – Finance and Facilities Committee Recommendations:

#### Approve 2024 Library System Mid-Year Budget Revisions

Finance and Facilities Recommendation: The STLS Board of Trustees approves the 2024 STLS Library System Mid-Year Budget Revisions as originally presented during the October 15, 2024 Board Meeting considering changes made prior or during the November 19, 2024 meeting. Louise made the motion, Betsy seconded, all approved.

#### Approve 2025 Library System Operating Budget

Finance and Facilities Recommendation: The STLS Board of Trustees approves the 2025 STLS Library System Operating Budget as originally presented during the October 15, 2024 Board Meeting considering changes made prior or during the November 19, 2024 meeting. Richard made the motion, Louise seconded, all approved.

#### Approve the 2023 Independent Auditor's Report

Finance and Facilities Recommendation: The STLS Board of Trustees approves the 2023 Independent Auditor's Report as presented at the September 17, 2024 Board Meeting considering changes made prior or during the November 19, 2024 meeting. Betsy made the motion, Richard seconded, all approved.

Hearing no further business the meeting was adjourned at 2:00 pm.

Respectfully submitted: Sisi Barr, Treasurer

## Southern Tier Library System

## Unpaid Bills

As of November 1, 2024

10/30/24

10/31/2024

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
<b>Armstrong</b>				
11/01/2024	Bill	120000000406001 1024	11/01/2024	✓ 122.37 ✓
<b>Total for Armstrong</b>				<b>\$122.37</b>
<b>Blackstone Publishing</b>				
11/01/2024	Bill	2172329	11/01/2024	✓ 40.50 ✓
11/01/2024	Bill	2173531	11/01/2024	✓ 112.49 ✓
11/01/2024	Bill	2174881	11/01/2024	✓ 71.99 ✓
<b>Total for Blackstone Publishing</b>				<b>\$224.98</b>
<b>Clearly IP</b>				
920-383-3100				
11/01/2024	Bill	INV-136812	11/01/2024	✓ 2.35 ✓
11/01/2024	Bill	INV-136922	11/01/2024	✓ 2.35 ✓
<b>Total for Clearly IP</b>				<b>\$4.70</b>
<b>Corning Natural Gas</b>				
607-936-3755				
11/01/2024	Bill	October 2024	11/01/2024	✓ 98.13 ✓
<b>Total for Corning Natural Gas</b>				<b>\$98.13</b>
<b>CPE InterLink</b>				
607-734-7988				
11/01/2024	Bill	24-1214 SSL	11/01/2024	✓ 1,500.00 ✓
<b>Total for CPE InterLink</b>				<b>\$1,500.00</b>
<b>Excellus BC BS</b>				
11/01/2024	Bill	Nov 2024	11/01/2024	✓ 4,475.90 ✓
11/01/2024	Bill	Nov 2024 Den	11/01/2024	✓ 257.73 ✓
<b>Total for Excellus BC BS</b>				<b>\$4,733.63</b>
<b>First Bankcard</b>				
1-800-819-4249				
11/01/2024	Bill	44182292184093351124a	11/01/2024	✓ 848.43 ✓
11/01/2024	Bill	44182292343277271124a	11/01/2024	✓ 2,312.98 ✓
11/01/2024	Bill	44182264126759921124a	11/01/2024	✓ 47.20 ✓
11/01/2024	Bill	44182264393264391124a	11/01/2024	✓ 6.27 ✓
11/01/2024	Bill	44182264366312291124a	11/01/2024	✓ 28.04 ✓
<b>Total for First Bankcard</b>				<b>\$3,242.92</b>
<b>Friendly Freds</b>				
607-937-5223				
11/01/2024	Bill	32698	11/01/2024	✓ 72.96 ✓
11/01/2024	Bill	32709	11/01/2024	✓ 520.96 ✓
11/01/2024	Bill	32715	11/01/2024	✓ 564.85 ✓
<b>Total for Friendly Freds</b>				<b>\$1,158.77</b>
<b>Gale/CENGAGE Learning</b>				
11/01/2024	Bill	85705415	11/01/2024	✓ 51.19 ✓
<b>Total for Gale/CENGAGE Learning</b>				<b>\$51.19</b>
<b>Gorman, Elizabeth</b>				

# Southern Tier Library System

## Unpaid Bills

As of November 1, 2024

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
11/01/2024	Bill	10/15/24 Mileage	11/01/2024	✓ 55.88
Total for Gorman, Elizabeth				\$55.88 ✓
Haggstrom, David				
11/01/2024	Bill	Sep-Oct 2024 Mileage	11/01/2024	✓ 163.08
Total for Haggstrom, David				\$163.08 ✓
Ingram Library Services 800-937-5300 opt 1				
11/01/2024	Bill	84354197	11/01/2024	✓ 76.83
Total for Ingram Library Services				\$76.83
Mengel Metzger Barr & Co. LLP 607-734-4183				
11/01/2024	Bill		11/01/2024	✓ 1,500.00
Total for Mengel Metzger Barr & Co. LLP				\$1,500.00
Mikolajczyk, Haleigh				
11/01/2024	Bill	October 2024 Mileage	11/01/2024	✓ 49.58
Total for Mikolajczyk, Haleigh				\$49.58
Moses, Elizabeth 607-368-3810				
11/01/2024	Bill	100724	11/01/2024	✓ 100.00
Total for Moses, Elizabeth				\$100.00
NYSEG				
11/01/2024	Bill	Oct 2024	11/01/2024	✓ 380.82
Total for NYSEG				\$380.82
Overdrive 216-573-6886				
11/01/2024	Bill	01453DA24314370	11/01/2024	✓ 252.50
11/01/2024	Bill	01453CO24317085	11/01/2024	✓ 275.19
11/01/2024	Bill	01453CO24317103	11/01/2024	✓ 3,807.89
11/01/2024	Bill	01453CO24317104	11/01/2024	✓ 3,837.72
11/01/2024	Bill	01453CO24317264	11/01/2024	✓ 458.63
11/01/2024	Bill	01453CO24317266	11/01/2024	✓ 475.15
11/01/2024	Bill	01453CO24326634	11/01/2024	✓ 379.63
11/01/2024	Bill	01453DA24327601	11/01/2024	✓ 414.75
Total for Overdrive				\$9,901.46
Rainbow Printing 330-896-5555				
11/01/2024	Bill	00161823	11/01/2024	✓ 2,277.00
Total for Rainbow Printing				\$2,277.00
SirsiDynix #774271 800-288-2020 x5696				
11/01/2024	Bill	INV17424	11/01/2024	✓ 80,970.65
Total for SirsiDynix #774271				\$80,970.65
Spratford, Becky				

# Southern Tier Library System

## Unpaid Bills

As of November 1, 2024

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
(708) 250-6698				
11/01/2024	Bill	202402STLS	12/01/2024	✓ 350.00 ✓
Total for Spratford, Becky				\$350.00
Time Warner Cable, PA				
11/01/2024	Bill	241109301 100124	11/01/2024	✓ 69.48 ✓
11/01/2024	Bill	143864001 101424	11/01/2024	✓ 2,250.00 ✓
Total for Time Warner Cable, PA				\$2,319.48
Town of Campbell				
607-527-8244 opt 3				
11/01/2024	Bill	5010 Jul-Oct 2024	11/01/2024	✓ 145.70 ✓
Total for Town of Campbell				\$145.70
Wayne-Finger Lakes BOCES				
11/01/2024	Bill	272-25A	11/01/2024	✓ 284.00 ✓
Total for Wayne-Finger Lakes BOCES				\$284.00
Whitesville Library				
607-356-3656				
11/01/2024	Bill	Sep Armstrong	11/01/2024	✓ 81.63 ✓
Total for Whitesville Library				\$81.63
TOTAL				\$109,792.80

# Southern Tier Library System

## Unpaid Bills

As of October 18, 2024

6-11-24  
10/16/24

*Erik*

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Armstrong Telecommunications				
10/18/2024	Bill	0859904-01 10/24	10/18/2024	✓ 218.50
Total for Armstrong Telecommunications				\$218.50
Baker & Taylor				
800-340-5370				
10/18/2024	Bill	2038570853	10/18/2024	✓ 421.22
Total for Baker & Taylor				\$421.22
Brodart Co				
10/18/2024	Bill	847098	10/18/2024	✓ 100.29
Total for Brodart Co				\$100.29
Brown, Lorie				
10/18/2024	Bill	Medicare B 10/24	10/18/2024	✓ 92.36
Total for Brown, Lorie				\$92.36
Button, Vickie				
10/18/2024	Bill	Medicare B 10/24	10/18/2024	✓ 92.36
Total for Button, Vickie				\$92.36
Casella Waste Services				
607-796-2000				
10/18/2024	Bill	2317707	10/18/2024	✓ 127.12
Total for Casella Waste Services				\$127.12
Corning Catering Inc				
607-862-2108				
10/18/2024	Bill	9216	10/18/2024	✓ 1,435.20
Total for Corning Catering Inc				\$1,435.20
Dalton, Tina				
10/18/2024	Bill	092524 Mileage	10/18/2024	✓ 118.99
Total for Dalton, Tina				\$118.99
Eastern Managed Print Network				
315-474-7000				
10/18/2024	Bill	IN4449114	10/18/2024	✓ 491.45
Total for Eastern Managed Print Network				\$491.45
Empire Natural Gas				
607-856-7851				
10/18/2024	Bill	WSTLS-0292427	10/18/2024	✓ 3.16
Total for Empire Natural Gas				\$3.16
Energy Cooperative of America				
10/18/2024	Bill	1025987	10/18/2024	✓ 425.89
Total for Energy Cooperative of America				\$425.89
English, Darleen				
607-368-9157				
10/18/2024	Bill	Medicare B 10/24	10/18/2024	✓ 92.36
Total for English, Darleen				\$92.36
Erie Insurance Company				

# Southern Tier Library System

## Unpaid Bills

As of October 18, 2024

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
800-458-0811				
10/18/2024	BILL	November 2024	10/18/2024	✓ 1,990.81
Total for Erie Insurance Company				\$1,990.81 ✓
First Bankcard				
1-800-819-4249				
10/18/2024	BILL	44182292184093351024	10/18/2024	✓ 2,074.98 ✓
10/18/2024	BILL	44182292575862351024	10/18/2024	✓ 853.28 ✓
10/18/2024	BILL	44182292571949291024	10/18/2024	✓ 88.08 ✓
10/18/2024	BILL	44182292343277271024	10/18/2024	✓ 202.04 ✓
10/18/2024	BILL	44182292647263271024	10/18/2024	✓ 76.88 ✓
10/18/2024	BILL	44182264128789821024	10/18/2024	✓ 1,147.23 ✓
10/18/2024	BILL	44182264393264391024	10/18/2024	✓ 1,313.43 ✓
10/18/2024	BILL	44182264398312291024	10/18/2024	✓ 139.42 ✓
Total for First Bankcard				\$5,695.10
FirstLight Fiber				
10/18/2024	BILL	18331729	10/18/2024	✓ 800.00 ✓
Total for FirstLight Fiber				\$800.00 ✓
Gale/CENGAGE Learning				
10/18/2024	BILL	84858516	10/18/2024	✓ 113.58
Total for Gale/CENGAGE Learning				\$113.58 ✓
Hallahan, Sheila				
10/18/2024	BILL	Medicare B 10/24	10/18/2024	✓ 92.38 ✓
Total for Hallahan, Sheila				\$92.38
Holden, Loretta				
8077384910				
10/18/2024	BILL	Medicare B 10/24	10/18/2024	✓ 92.38 ✓
Total for Holden, Loretta				\$92.38 ✓
Humana				
10/18/2024	BILL	Nov 2024	10/18/2024	✓ 73.90
Total for Humana				\$73.90 ✓
Ingram Library Services				
800-937-5300 opt 1				
10/18/2024	BILL	83989077	10/18/2024	✓ 108.18 ✓
10/18/2024	BILL	84047743	10/18/2024	✓ 56.09 ✓
10/18/2024	BILL	84020858	10/18/2024	✓ 73.91 ✓
10/18/2024	BILL	83989078	10/18/2024	✓ 34.99 ✓
10/18/2024	BILL	84020859	10/18/2024	✓ 188.97 ✓
Total for Ingram Library Services				\$458.12
McPherson, Marla				
10/18/2024	BILL	Medicare B 10/24	10/18/2024	✓ 92.38 ✓
Total for McPherson, Marla				\$92.38 ✓
Nelson, Jane				
352-751-4547 (h)				

# Southern Tier Library System

## Unpaid Bills

As of October 18, 2024

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
10/18/2024	Bill	Medicare B 10/24	10/18/2024	✓ 82.36
Total for Nelson, Jane				\$82.36
NYSHIP				
10/18/2024	Bill	611	10/18/2024	✓ 14,194.98
Total for NYSHIP				\$14,194.98
Overdrive				
216-573-6886				
10/18/2024	Bill	01453DA24294754	10/18/2024	✓ 809.40
10/18/2024	Bill	01453CO24298997	10/18/2024	✓ 691.85
10/18/2024	Bill	01453CI24298943	10/18/2024	✓ 1,640.95
10/18/2024	Bill	01453CO24298980	10/18/2024	✓ 297.71
10/18/2024	Bill	01453CO24298981	10/18/2024	✓ 643.84
10/18/2024	Bill	01453CA24300743	10/18/2024	✓ 1,197.42
10/18/2024	Bill	01453CO24300755	10/18/2024	✓ 55.03
10/18/2024	Bill	01453CO24300756	10/18/2024	✓ 121.50
10/18/2024	Bill	01453DA24301844	10/18/2024	✓ 83.99
10/18/2024	Bill	01453CO24302704	10/18/2024	✓ 2,302.15
10/18/2024	Bill	01453CO24302705	10/18/2024	✓ 2,246.05
10/18/2024	Bill	01453CO24303800	10/18/2024	✓ 129.99
10/18/2024	Bill	01453CO24304887	10/18/2024	✓ 255.94
10/18/2024	Bill	0145CO24304738	10/18/2024	✓ 4,990.09
10/18/2024	Bill	0145CO24305072	10/18/2024	✓ 227.49
Total for Overdrive				\$15,693.40
Passage, Mary				
10/18/2024	Bill	Medicare B 10/24	10/18/2024	✓ 92.36
Total for Passage, Mary				\$92.36
Quiggle, Mary Kay				
807-542-0886				
10/18/2024	Bill	Medicare B 10/24	10/18/2024	✓ 92.36
Total for Quiggle, Mary Kay				\$92.36
Rettler & Sons LLC				
807-973-2331				
10/18/2024	Bill	4511	10/18/2024	✓ 540.75
Total for Rettler & Sons LLC				\$540.75
Richardson, Louise				
10/18/2024	Bill	Jul-Sep 24 Mileage	10/18/2024	✓ 84.42
Total for Richardson, Louise				\$84.42
Southern Tier Network				
10/18/2024	Bill	5122	10/18/2024	✓ 250.00
Total for Southern Tier Network				\$250.00
Staples Business Credit				
888-753-4103				
10/18/2024	Bill	7002328077	10/18/2024	✓ 672.33



# Southern Tier Library System

## Unpaid Bills

As of October 18, 2024

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Total for Staples Business Credit				\$572.33 ✓
Time Warner Cable, PA				
10/18/2024	Bill	145580801 100124	10/18/2024	✓ 25.00 ✓
10/18/2024	Bill	240618301 100124	10/18/2024	✓ 425.00 ✓
10/18/2024	Bill	148513601 100124	10/18/2024	✓ 500.00 ✓
10/18/2024	Bill	148511001 100124	10/18/2024	✓ 500.00 ✓
10/18/2024	Bill	120225701 100124	10/18/2024	✓ 88.98 ✓
10/18/2024	Bill	145510801 100124	10/18/2024	✓ 500.00 ✓
10/18/2024	Bill	14520201 100124	10/18/2024	✓ 500.00 ✓
10/18/2024	Bill	225338201 100124	10/18/2024	✓ 500.00 ✓
10/18/2024	Bill	224328801 100124	10/18/2024	✓ 500.00 ✓
10/18/2024	Bill	088223501 100124	10/18/2024	✓ 188.98 ✓
Total for Time Warner Cable, PA				\$3,708.98
Tolls by Mail 844-828-8400				
10/18/2024	Bill	18148245338	10/18/2024	✓ 10.82 ✓
Total for Tolls by Mail				\$10.82 ✓
United Healthcare Insurance Company				
10/18/2024	Bill	Nov 2024	10/18/2024	✓ 332.00 ✓
Total for United Healthcare Insurance Company				\$332.00
Verizon Wireless 800-922-0204				
10/18/2024	Bill	9975189878	10/18/2024	✓ 177.28 ✓
Total for Verizon Wireless				\$177.28 ✓
WEX Bank				
10/18/2024	Bill	99874822	10/18/2024	✓ 1,758.88 ✓
Total for WEX Bank				\$1,758.88
Wigg, Ristina 807-837-5040				
10/18/2024	Bill	Medicare B 10/24	10/18/2024	✓ 82.38 ✓
Total for Wigg, Ristina				\$82.38
TOTAL				\$50,919.11

**Deposit Summary**

10/30/2024

Summary of Deposits to Cash - Money Market on 10/30/2024

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
23312	Check	Wellsville	Dark Fiber	450.00
3584	Check	Watkins Glen	Dark Fiber	290.00
15033	Check	Penn Yan	DF, VoIP, PT, IT Contracts	2059.00
3666	Check	Avoca	Dark Fiber	320.00
8663	Check	Hammondsport	Dark Fiber	285.00
4773	Check	Addison	Dark Fiber	290.00
5309	Check	Corning	Dark Fiber	450.00
4266	Check	Montour Falls	Dark Fiber	285.00
16286	Check	Cuba	Dark Fiber	450.00
2904	Check	Howard	Dark Fiber	320.00
5691	Check	Scio	Dark Fiber	150.00
1503	Check	Alfred	Dark Fiber	320.00
80271	Check	Andover	Dark Fiber	285.00
6144	Check	Wayland	VoIP	210.00
6143	Check	Wayland	Dark Fiber	450.00
5865	Check	Whitesville	Phone	41.18
DEPOSIT SUBTOTAL				6655.18
LESS CASH BACK				
DEPOSIT TOTAL				6655.18

# Deposit Summary

*10/22/2024*

10/21/2024

Summary of Deposits to Cash - Money Market on 10/21/2024

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
1252	Check	Arkport	Workers Comp	6.17
1250	Check	Arkport	Dark Fiber	213.95
1251	Check	Arkport	Shared Svc	400.00
3948	Check	Savona	Pass Thru	42.37
3952	Check	Savona	Dark Fiber	285.00
12936	Check	Pulteney	Dark Fiber	255.00
4213	Check	Friendship	Dark Fiber	399.00
10107	Check	Branchport	Dark Fiber	225.00
4234	Check	Angelica	Dark Fiber	406.00
7152	Check	Richburg	Pass Thru	86.64
4586	Check	Atlanta	Dark Fiber	282.00
23301	Check	Wellsville	Pass Thru	42.37
8158	Check	Bath	Dark Fiber	330.00
7447	Check	Cohocton	Dark Fiber	290.00
5258	Check	Almond	Dark Fiber	406.00
1363	Check	Hector	Pass Thru	42.37
DEPOSIT SUBTOTAL				3711.87
LESS CASH BACK				
DEPOSIT TOTAL				3711.87

# Deposit Summary

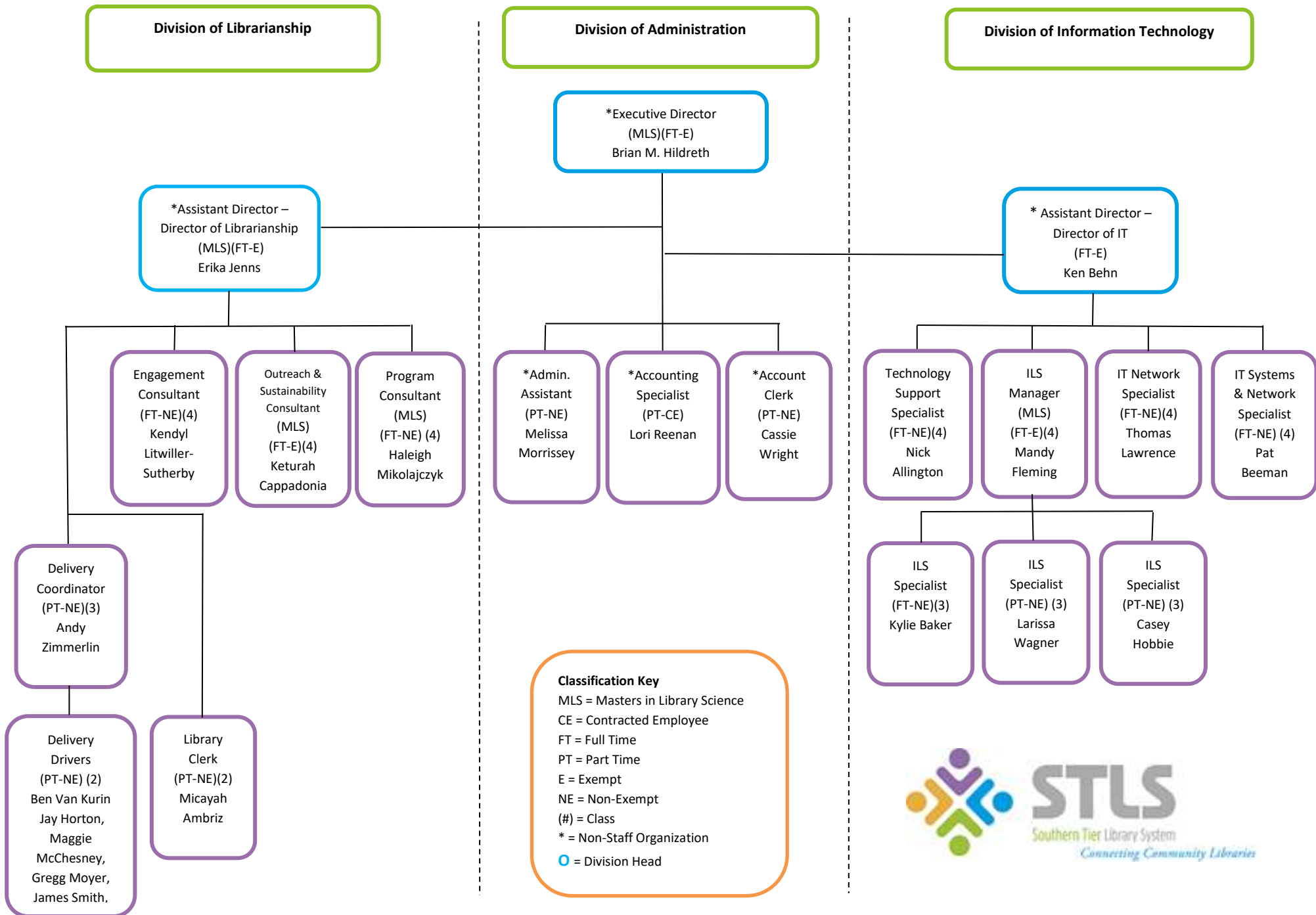
10/09/2024

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

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
17795		Chemung County Historical Society	ILS	2415.00
1246	Check	Arkport	Pass Thru	42.37
1244	Check	Arkport	Payroll Reimbursement	1468.36
12923	Check	Pulteney	Pass Thru	23.17
7109	Check	CCLD-Elmira	Pass Thru	127.13
2267	Check	CCLD-Elmira	PT & CLSA	1923.12
9332	Check	Cleary, Jule	Health Ins	98.50
5011	Check	Rogers, Pam	Health Ins	295.50
8611	Check	Rushford	Pass Thru	60.60
DEPOSIT SUBTOTAL				6453.75
LESS CASH BACK				
DEPOSIT TOTAL				6453.75

**Southern Tier Library System**  
**Organizational Chart - Board Approved**

Doc. #24-143



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

Doc. #24-144

	<b>*2023 Budget</b>	<b>2024 Budget</b>	<b>2024 Budget Revision</b>	<b>Difference</b>
<b>Revenue</b>				
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	\$ 410,785.00	\$ (387.00)
4724 · Member Library IT Contracts	\$ 55,000	\$ 70,000.00	\$ 67,100.00	\$ (2,900.00)
4725 · Grants Revenue	\$ 223,061	\$ 100,000.00	\$ 182,730.00	\$ 82,730.00
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	\$ 1,200.00	\$ -
<b>Total Revenue</b>	<b>\$ 2,084,437.00</b>	<b>\$ 2,038,482.00</b>	<b>\$ 2,214,003.00</b>	<b>\$ 175,521.00</b>
<b>Expenses</b>				
5100 · Salaries	\$ 927,000	\$ 1,072,726.00	\$ 1,060,726.00	\$ (12,000.00)
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	\$ 217,272.00	\$ (17,728.00)
5417 · Library Materials	\$ 21,000	\$ 16,000.00	\$ 18,000.00	\$ 2,000.00
5418 · Consultant Collection	\$ 2,400	\$ 2,400.00	\$ 2,400.00	\$ -
5419 · Electronic Materials	\$ 10,000	\$ 10,000.00	\$ 5,000.00	\$ (5,000.00)
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	\$ 6,500.00	\$ (4,500.00)
5425 · Staff & Member Library Mileage	\$ 3,000	\$ 3,000.00	\$ 3,000.00	\$ -
5427 · Programming & Annual Conference	\$ 12,500	\$ 5,000.00	\$ 7,000.00	\$ 2,000.00
5428 · Meeting Supplies	\$ 3,500	\$ 2,500.00	\$ 3,500.00	\$ 1,000.00
5430 · Office Supplies	\$ 5,000	\$ 3,500.00	\$ 6,000.00	\$ 2,500.00
5433 · Postage	\$ 2,400	\$ 2,400.00	\$ 2,500.00	\$ 100.00
5434 · Public Relations	\$ 13,000	\$ 10,000.00	\$ 14,000.00	\$ 4,000.00
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	\$ -
5444 · Accounting Support & Audit	\$ 13,000	\$ 14,500.00	\$ 17,000.00	\$ 2,500.00

# 2024 Proposed Mid-Year Budget Revisions

## Southern Tier Library System

5450 · Utilities	\$ 12,000	\$ 12,000.00	\$ 13,500.00	\$ 1,500.00
5451 · Building Maintenance & Repairs	\$ 34,000	\$ 25,000.00	\$ 27,500.00	\$ 2,500.00
5454 · Commercial Insurance	\$ 12,500	\$ 12,500.00	\$ 12,500.00	\$ -
5471 · Vehicle Maintenance & Repairs	\$ 12,500	\$ 3,000.00	\$ 9,000.00	\$ 6,000.00
5473 · Vehicle Fuel	\$ 21,000	\$ 24,000.00	\$ 20,000.00	\$ (4,000.00)
5474 · Vehicle Insurance	\$ 5,875	\$ 5,875.00	\$ 5,875.00	\$ -
5475 · Vehicle Purchase	\$ -	\$ -	\$ -	\$ -
5490 · Grants	\$ 143,844	\$ 100,000.00	\$ 195,800.00	\$ 95,800.00
<b>Total Expense</b>	<b>\$ 2,041,142.00</b>	<b>\$ 2,166,307.00</b>	<b>\$ 2,261,683.00</b>	<b>\$ 95,376.00</b>
	\$ 43,295.00	\$ (127,825.00)	\$ (47,680.00)	\$ 80,145.00

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

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

Doc. #24-145

	2024 Budget	2025 Budget	Difference	
<b>Revenue</b>				
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	\$ -	\$ 50,000.00	\$ 50,000.00	
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	\$ -	
<b>Total Revenue</b>	<b>\$ 2,038,482.00</b>	<b>\$ 2,303,252.00</b>	<b>\$ 264,770.00</b>	
<b>Expenses</b>				
5100 · Salaries	\$ 1,072,726.00	\$ 1,083,385.00	\$ 10,659.00	
5150 · Personnel Benefits	\$ 423,006.00	\$ 450,000.00	\$ 26,994.00	
5203 · STLS Equipment	\$ -	\$ 2,500.00	\$ 2,500.00	
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	\$ 20,000.00	\$ 4,000.00	
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	\$ 8,500.00	\$ (2,500.00)	
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	\$ 15,000.00	\$ (2,000.00)	
5442 · Professional Fees	\$ 10,000.00	\$ 10,000.00	\$ -	
5443 · Legal Counsel	\$ 2,500.00	\$ 3,000.00	\$ 500.00	
5444 · Accounting Support & Audit	\$ 14,500.00	\$ 17,000.00	\$ 2,500.00	



**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	\$ 27,500.00	\$ 2,500.00	
5454 · Commercial Insurance	\$ 12,500.00	\$ 12,500.00	\$ -	
5471 · Vehicle Maintenance & Repairs	\$ 3,000.00	\$ 5,000.00	\$ 2,000.00	
5473 · Vehicle Fuel	\$ 24,000.00	\$ 20,000.00	\$ (4,000.00)	
5474 · Vehicle Insurance	\$ 5,875.00	\$ 5,875.00	\$ -	
5475 · Vehicle Purchase	\$ -	\$ -	\$ -	
5490 · Grants	\$ 100,000.00	\$ 250,000.00	\$ 150,000.00	
<b>Total Expense</b>	<b>\$ 2,166,307.00</b>	<b>\$ 2,361,890.00</b>	<b>\$ 195,583.00</b>	
	\$ (127,825.00)	\$ (58,638.00)	\$ (69,187.00)	




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

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

-  **Week of October 7:** Attended the Finance & Facilities Committee meeting and Personnel & Policies Committee meeting of the STLS Board of Trustees. Attended 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. Participated in the Southern Tier Digital Equity Coalition Board meeting to discuss filing 501(c)(3) paperwork. Attended in the Public Library System Directors' Organization monthly meeting to discuss issues facing library systems. Participated in STLS professional staff Training Team meeting to discuss upcoming learning opportunities for member libraries. Attended the Foundation for Southern Tier Libraries Board meeting.
-  **Week of October 14:** Met with library system's liaison from the New York State Library – Division of Library Development to discuss variances for member libraries. Attended the STLS Board of Trustees meeting. Met with the Director of the New York Library Association and their professional development director to discuss an upcoming workshop for the Association's Developing Leaders Program. Visited the Food Bank of the Southern Tier for STLS' involvement in the Great Give Back. Received a tour of facilities and recent building renovations. Attended meetings with New York State Library and other Public Library System Directors to discuss current issues in the field.
-  **Week of October 21:** Met with the Watkins Glen Library Director to discuss upcoming presentation at the SPARK Conference hosted by the Watkins Glen Area Chamber of Commerce. Attended online meeting with other rural public library systems to plan for an upcoming online conference, Gather & Grow. Attended online meeting with the Library Director of Chemung County Library District and other financial consultants to answer questions about Central Library Services Aid. Met with the library directors of Wellsville and Montour Falls libraries to answer questions about policy development.
-  **Week of October 28:** Met with the Library Director from Bath to discuss Minimum Standards Variances. Attended and presented at the SPARK Conference hosted by Watkins Glen Chamber of Commerce on the topic of service challenges to libraries. Attended the DAC's Book Discussion on the topic of DEI in all library types.

 **Week of November 4:** Participated in our library system's monthly Monday Morning Meetup with STLS staff. Attended the Southern Tier Digital Equity Coalition Board meeting to discuss recent technical assistance grant funding to the organization. Attended the New York Library Association Conference in Syracuse. Participated in continuing education workshops, hosted a session on voting in America, co-presented a Trustee Handbook Book Club for Directors workshop, and attended the Public Library System Director's Organization meeting and New York Alliance of Library System's meeting.

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

During the month of October 2024, Erika Jenns collaborated with colleagues around the state to form a Web Accessibility Working Group. The purpose of the group is to better understand the recent Justice Department ruling under Title II of the Americans with Disabilities Act to ensure the accessibility of web content and mobile apps for people with disabilities. The group is hoping to make recommendations for member libraries to ensure compliance. Erika continued an ongoing partnership with the Member Services Librarian at the Finger Lakes Library System on library tour projects, digital collections, and trustee training. Erika will work with the FLLS Member Services Librarian to present a session on trustee roles and responsibilities at the upcoming Gather & Grow online learning event.

Erika collaborated with the Program Consultant to wrap up the STARQuest library tour. She designed and ordered the final prizes for 24 and 48 library visit milestones. Erika also had consultations with the Middlesex Public Library director on uploading library policies to the library website, and at the Jasper Free Library with the director and a board member on the library's new website and updating their Facebook page. She had a conversation with the board president at Alfred Box of Books Library to prepare for an upcoming visit to the library's board of trustees meeting. She also had a new director consultation at the Arkport Public Library and reviewed library website development.

Other October activities included: two Gather & Grow planning meetings with partner systems (Chautauqua-Cattaraugus Library System, Finger Lakes Library System, Four County Library System, Mid York Library System, North Country Library System, OWWL Library System); budget and accounts payable training with the STLS Executive Director; creation of a Banned Books campaign and graphic for use on Libby and social media, as well as new merch for STLS merch shop; and development of an onboarding packet for the new Engagement Consultant.

Meetings attending in October included: STLS Sustainable Libraries Initiative; Public Library Association - Digital Literacy Advisory Committee Meeting; South Central Regional Library Council annual meeting and board meeting; and the STLS annual meeting.

**Coordinated Outreach**  
**by Keturah Cappadonia, Outreach Consultant**  
**Division of Librarianship**

Keturah attended the following meetings this month: DLD Outreach Consultants call, Sustainable Libraries Certification Program Meet-Up, two Gather and Grow planning meetings, Training Team meeting, two Path to Belonging Rural DEI project meetings, Sustainability Team meeting, and the Division of Librarianship monthly meeting.

Keturah attended the STLS Annual Meeting and Reception and handed out the award for Innovation in Outreach Programming.

Keturah facilitated a virtual information session with the ARTS Council of the Southern Finger Lakes on grant opportunities.

Keturah organized and attended the STLS volunteer shift at the Food Bank of the Southern Tier as part of the Great Give Back.

Keturah organized a webinar called “Booktalk Your Way to the Friendliest Library in Town” with Becky Spratford.

Keturah did a New Director visit with the new director of the Arkport Library.

Keturah met with Cassi Stives, Street Outreach and Engagement Specialist for Allegany Council on Alcoholism and Substance Abuse, to discuss resources for Allegany County Libraries. Keturah also talked with the Street Outreach and Engagement Specialist for Steuben County, Carli Clark, about resources for Steuben County.

Keturah attended a meeting with Paul Chapman, head of the Chemung County Library District, and personnel from the Safe Options Support program that has recently begun operating in Chemung and Steuben Counties. This program supports individuals experiencing homelessness.

Keturah attended the Spark: Disrupting the Status Quo Conference sponsored by the Watkins Glen Chamber of Commerce. Keturah also attended the Annual Meeting of the South Central Regional Library Council and gave a short presentation on the work of the STLS Sustainability Team.

Keturah helped research information on Bed Bugs for the STLS Protocol on Bed Bugs for members.

Keturah also ordered books for the STLS Consultant Collection and the Large Print rotating collections.

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

October 1st – 4th

This week I spent evaluating the Summer Learning Reports that were collected from member libraries before completing our System Report Survey to the State Library. I also attended an in-person workshop for Participants in FLX Gives. This sparked the opportunity for our entire system to be permitted to participate. I also attended the STLS Annual Meeting and presented the Freedom To Read award to two of our member libraries. Began collecting STARQuest Tally sheets and materials from member libraries.

#### October 7th – 11th

I attended multiple virtual meetings this week revolving around Gather & Grow, Voter Registration, and our Training Team. I met in person with our Outreach and Sustainability Consultant about an upcoming presentation we will be giving at the Collaborative Summer Learning Programs Summer Symposium. I participated in the South-Central Regional Libraries Resource Sharing Advisory Committee meeting. Lastly, I hosted a webinar for our members with the League of Women Voters about the resources they provide and support.

#### October 14th – 18th

Organized a Gather and Grow meeting to determine who we would like to invite to present and began contacting possible presenters. I attended webinars titled *Being The Change We Wish To See* and *You Can't Teach Nice*. Participated in the New York States Youth Consultants Call to receive updates from other systems and our state representative. Hosted the STLS Youth Advisory Group at a member library and partnered with a local food truck to provide food and partnership opportunities. Volunteered with STLS employees as apart of The Great Giveback at the Corning Food Bank. Visited the Arkport library for a new director visit.

#### October 21st – 25th

Attended the Division of Librarianship monthly meeting, the STLS Library of Things meeting and a follow up Gather and Grow meeting. Hosted a webinar for teen programmers with a Teen Services Librarian from the system. Met with fellow youth consultants as apart of a state-wide AI programming project. Our work revolved around AI and image creation for youth programming. Visited the Penn Yann library to meet about developing adult book club program resource kits. Hosted a networking event at STLS for members attending the New York Public Library Conference.

#### October 28th – 31st

Hosted a follow up webinar for teen programmers revolving around teen spaces. Hosted another webinar to members with the organizers of FLX Gives in hopes of gaining sign ups from our system. Both webinars were well attended. Participated in a Collaborative Summer Learning Programs Summer Symposium planning committee meeting. Visited the Prattsburg library to discuss programming opportunities and resources. Packed all STARQuest prize material for participants and goodie bags for all member library employees as a thank you for their hard work during this program.

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

During October, IT worked on 109 Help Desk requests for STLS staff and member libraries. Software upgrades were performed on the vmware virtual host servers in our data center. Libraries in Corning and Hornell were added to the STLS VoIP phone system. Weekly meetings with IT department staff were held with a different staff member leading the meeting each week.

I submitted the USAC form 484 Part 1 application for STLS inclusion in the FCC FY25 Cybersecurity Pilot program. We hope to hear by the end of December whether or not we can submit a 470 to accept bids for additional Cybersecurity resources to protect our data center and library computers.

The repaired storage appliance was configured to backup M365 data for all stls.org email, contacts, Teams and OneDrive accounts.

Individually these are some highlights of IT staff work:

**Pat Beeman -**

- Worked on the M365 Synology backup of M365
- Replaced another faulty battery in a server room UPS
- Visited Corning for VoIP conversion

**Tom Lawrence -**

- Visited Hornell and Corning for VoIP conversion
- Updated SSL certificates for STARCat and Web Services servers

**Nick Allington -**

- Prepared PCs being deployed to libraries
- Created email accounts and 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 October of 2024:

**E-rate**

- Working with Whitesville on filing a BEAR for FY2023-2024 - they are now a child organization of STLS
- Researched square footage for a number of libraries to make sure the information in EPC for each library is correct, which impacts our Category 2 Budget

## **ILS**

- Kylie visited Wellsville and Arkport to provide BCA training; and Middlesex twice to work on barcoding their collection
- Casey visited Arkport to provide Item Maintenance Training
- I visited Canaseraga to provide support for the In Transit Project and to train them on inventorying their collection
- I attended the SirsiDynix Consortia Special Interest Group meeting remotely, and the SirsiDynix Connections Summit
- Ken and I attended a Message Bee demonstration to learn more about patron email notices and marketing services provided by Unique Management
- Casey led our 2nd Library of Things (LoT) Advisory Group Meeting where we reviewed the new LoT item types and started planning the LoT LibGuide
- Added 7 new LoT item types to WorkFlows, along with agreed-upon hold map rules, circ map rules and Enterprise descriptions, verified that monthly WorkFlows and BCA reports would include the new item types. Casey added LoT Reports to BCA to help libraries see their current LoT items and Kylie updated the spreadsheet libraries use to submit new items for cataloging, to include LoT examples
- Sent out reports for Steps 2 and 3 in the In-Transit Cleanup Project to help libraries track down items that have been in-transit for over 2 weeks
- Our team attended the Module 3 Training for BT Cat and have shared the list of macros Larissa created with BT staff - these macros will hopefully make edits to multiple MARC records possible with the click of a button, making our record cleaning process more efficient
- After months of back and forth with Baker and Taylor, we finally have updated contract terms, which benefit our member libraries. The highlights are an increase in the discount for trade hardcovers from 41% to 43% and the removal of a 2% surcharge for shipping
- Casey and Larissa have continued to work on the IMRRC backlog, as time allows; we hope to make considerable progress as vendor records and Help Desk tickets slow back down to their normal rate in November (typically)
- Turnaround time of 3 working days for unopened “normal” cataloging Help Desk requests - we are back to well-within our goal of a 1-week turnaround time, just in time for NYLA!

## **General STLS**

- Casey, Kylie and myself attended the STLS Annual Meeting in Elmira where it was a pleasure to chat with other attendees and celebrate the awards and accomplishments of many of our member libraries. It was also inspiring to see the building changes in-progress at the Steele Memorial Library and interact with staff and patrons there
- Kylie and I worked the annual STLS Great Give Back shift at the Elmira Food Bank where we packed up many bags of bread crumbs. It was a busy week, and hard to step away from the computer but it was rewarding to do something physical together, and see so many boxes of bread crumbs ready to be shared with community members