

**STLS BOARD MEETING**

Tuesday, December 17, 2024 - 2:00 pm

Southern Tier Library System, Painted Post, NY 14870

**AGENDA**

- |    |  |                      |                     |
|----|--|----------------------|---------------------|
| 1. | Agenda                                   |                      | <b>Doc. #24-147</b> |
| 2. | Approval of Minutes – November 2024      | <b>*FOR APPROVAL</b> | <b>Doc. #24-148</b> |
| 3. | Treasurer’s Report – November 2024       | <b>*FOR APPROVAL</b> | <b>Doc. #24-149</b> |
| 4. | Financial Clerk’s Report – November 2024 | <b>*FOR APPROVAL</b> | <b>Doc. #24-150</b> |

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

Allegany County Trustee Seat (2021 – 2025) Appointment**\* FOR APPROVAL**

Executive Committee Recommendation: The STLS Board of Trustees approves the appointment of Dan Acton to the position of trustee to fill the vacant Allegany County seat, which was previously held by Cynthia Dutton and has a term of 2021 – 2025. The appointment will remain effective until the 2025 annual meeting of the Southern Tier Library System.

**COMMITTEE REPORTS**

- |     |  |                                    |
|-----|--|------------------------------------|
| 5.  | Executive Committee – Kathy Green                          |                                    |
| 6.  | Personnel & Policies Committee – Barbara Hubbell           | Committee Did Not Meet in December |
| 7.  | Finance & Facilities Committee – Sisi Barr                 | Committee Did Not Meet in December |
| 8.  | Public Relations Committee – Lynnette Decker               | <b>Doc. #24-151</b>                |
| 9.  | Nominating Committee - Mary-Claire Krebs                   |                                    |
| 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. #24-152</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.

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

- |     |  |                       |                     |
|-----|--|-----------------------|---------------------|
| 12. | <u>Receipt Approvals – Monthly Deposit Summary</u> | <b>* FOR APPROVAL</b> | <b>Doc. #24-153</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.

Move: _____ Aye _____ Nay _____ Approved/Failed Discussion:	Second _____ Abstain _____ Absent _____
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13. Approve Proposed Gift Acceptance Policy Revisions

**\* FOR APPROVAL    See Doc. #24-138 from November 2024 Board Meeting**

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

Move: _____ Aye _____ Nay _____ Approved/Failed Discussion:	Second _____ Abstain _____ Absent _____
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14. Proposed 2024/2025 Executive Director's Performance Objectives

**\* FOR APPROVAL    See Doc. #24-139 from November 2024 Board Meeting**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed Workers' Protections Policy revisions as presented at the November 19, 2024 board meeting, and considers any revisions incorporated during board meeting discussion.

Move: _____ Aye _____ Nay _____ Approved/Failed Discussion:	Second _____ Abstain _____ Absent _____
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15. Proposed 2025 Executive Committee – Officers of the Board

Nominating Committee Recommendation: The STLS Board of Trustees approves the proposed 2025 Executive Committee – Officers of the Board for the 2025 Fiscal year. Committee Recommendation includes Kathy Green (President), Lynnette Decker (Vice President), Louise Richardson (Secretary), Sisi Barr (Treasurer), and Richard Ahola (Designated Trustee).

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

16. Old Business

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

**Doc. #24-154**

Public Expression (15 minutes)

Adjournment

**Next meeting:** Southern Tier Library System, 9424 Scott Road / Painted Post, New York 14870  
Tuesday, January 21, 2025 at 2:00 p.m.

### **Trustee Orientation**

**2:30 pm – 2:40 pm: Financials – Louise R. and Brian H.**

STLS Internal Auditor and Executive Director offer quick glimpse at financials.

**2:40 pm – 2:55 pm: Duties and Responsibilities – Brian H.**

Executive Director discusses 3 duties and 10 responsibilities of system trustees.

**2:55 pm – 3:10 pm: Committee Charges – Kathy G., Sisi Barr, Lynnette D., and Barbara H.**

Discussion led by Committee Chairs discussing the responsibilities of each committee.

**3:10 pm – 3:15 pm: Foundation for Southern Tier Library – Louise R.**

Foundation board member discusses important work of the foundation and its role supporting member libraries.

**3:20 – 3:50 pm: Annual Sexual Harassment Prevention Training – Brian H.**

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

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

Richard Ahola – 2027	Susan McGill – 2029
Rachel Barbour – 2029 - remote	Richard Urban – 2029
Sisi Barr – 2028	Louise Richardson – 2029
Lynnette Decker -2026	
Betsy Gorman - 2025	
Kathy Green-2026	
David Haggstrom – 2026	
Barbara Hubbell – 2029	
Mary-Claire Krebs – 2027	

Excused: Vacant Allegany County Seat – 2024, Vacant Chemung County Seat – 2027, Vacant Schuyler County Seat - 2028

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

Guest – Dan Acton – potential trustee for Allegany County

President K Green called the meeting to order at 2:01 pm

**Service Recognition for STLS Trustee Michael Steffens**      **\*FOR APPROVAL**  
**Received and Filed**

Executive Committee Recommendation: The STLS Board of Trustees recognizes the time, effort and talent Trustee Michael Steffens offered the Southern Tier Library System through mindful governance, and regretfully accepts his resignation.

Move: ___ L Decker _____ Second: ___ M Krebs _____ Aye _11_    Nay ____ Abstain ___1___ Absent ____ Vacant ___3___ Approved/Failed: Approved Discussion: None
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**1. AGENDA**  
**Received and Filed**

**\*FOR APPROVAL**

**Doc.#24-132**

**2. Approval of Minutes – October 2024**  
**Received and Filed**

**\*FOR APPROVAL**

**Doc. #24-133**

**2. Approval of the 2024 Annual Meeting Minutes – October 2024      Doc.#24-134**  
**\*FOR APPROVAL**

**Received and Filed**

### 3. Treasurer's Report – October 2024 \*FOR APPROVAL Doc. #24-135

## Received and filed

S Barr stated that account balances are down about \$275,000.00 from this time in 2023. This is due to the delay in release of NY state aid.

**4. Financial Clerk's Report – October 2024    \*FOR APPROVAL    Doc. #24-136**

**Received and Filed**

B Hildreth highlighted line item 4727, IT Contracts, had an increase due to third quarter billing to our member libraries.

Line item, 5100 and 5150, Salaries and personnel benefits, stayed the same as last month because of the same number of pay periods.

Line item 5427, Programming and Annual conference, was increased due to catering costs and post event expenses for the annual meeting.

**5. STLS Staff Presentation – STARQuest with Haleigh Mikolajczyk ( Program Consultant) and Erika Jenns (Assistant Director- Director of Librarianship)**

H Mikolajczyk and E Jenns gave a summary and details of the summer STARQuest program. They highlighted how the program worked, incentives, highlights, and statistics from the successful program.

## Standing Committee Reports –

**6. Executive Committee- K Green**

K Green stated the Executive Committee reviewed the minutes and set the agenda.

**7. Personnel & Policies Committee – B Hubbell** (Minutes) **Doc.#24-137**

(Gift Acceptance Policy) **Doc.#24-138**

(Executive Director's Performance Objectives) **Doc.#24-139**

B Hubbell stated the Workers' Protection, the Workers' Environment, and the Purchasing Policies, as well as the STLS Organizational Chart are all up for vote at today's meeting.

B Hubbell stated the committee reviewed Brian Hildreth's performance objectives. B Hildreth spoke about his objectives for this upcoming year.

*\*\*B Hubbell moved, L Richardson seconded, to go into Executive Session at 2:34pm to discuss the Executive Director's Performance Evaluation and Compensation. Executive Session ended at 2:37pm.\*\**

Personnel and Policies Committee Recommendation: The STLS Board of Trustees approves the Executive Director's salary of \$135,570.00 for Brian Hildreth retroactive to September 16, 2024 following successful completion of his 2023/2024 performance evaluation.

Aye _11_    Nay ____    Abstain __1____    Absent ____    Vacant ____3____ Approved/Failed: Approved Discussion: None
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## 8. Finance & Facilities Committee – S Barr

(Minutes-Provided at Board Meeting) **Doc.#24-140**

S Barr stated the committee reviewed the mid-year budget revision and stated that the 2025 proposed budget is based on flat funding.

S Barr stated that health insurance premiums are set to increase by 8% in 2025.

## 9. Public Relations Committee – Lynnette Decker

L Decker stated the committee discussed upcoming 2025 advocacy, which is themed "I Love My Library". Advocacy day is Wednesday, February 5, 2025.

L Decker stated the 2025 Annual Meeting will be held in Yates County and the committee discussed various options for the meeting.

L Decker mentioned that there are trustee vacancies in Schuyler and Chemung Counties. B Hildreth added that, regretfully, Chemung County trustee Michael Steffens had to resign due to other commitments.

L Decker gave a reminder of the upcoming Staff luncheon on Tuesday, January 21, 2025.

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

L Richardson stated the Foundation met and during that meeting they processed the annual appeal mailing.

## BOARD ACTIONS

### 11. Expenditure Approvals -Monthly Unpaid Bills Detail \* **FOR APPROVAL**

**Doc. #24-142**

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 ____3____ Approved/Failed: Approved Discussion: None
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### 12. Receipt Approvals – Monthly Deposit Summary \* **FOR APPROVAL Doc. #24-143**

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 3  
 Approved/Failed: Approved  
 Discussion: None

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 11 Nay      Abstain 1 Absent      Vacant 3  
 Approved/Failed: Approved  
 Discussion: None

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 11 Nay      Abstain 1 Absent      Vacant 3  
 Approved/Failed: Approved  
 Discussion: None

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 11 Nay      Abstain 1 Absent      Vacant 3  
 Approved/Failed: Approved  
 Discussion: None

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

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 \_11\_\_ Nay \_\_\_\_ Abstain \_\_1\_\_\_\_ Absent \_\_\_\_ Vacant \_\_\_\_3\_\_\_\_  
 Approved/Failed: Approved

Discussion: B Gorman inquired as to what has changed on the chart. B Hildreth stated that the only change is the addition of K. Litwiller- Sutherby

17. Approve 2024 Library System Mid-Year Budget Revisions **Doc. #24-144**  
**\* FOR APPROVAL**

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 \_11\_\_ Nay \_\_\_\_ Abstain \_\_1\_\_\_\_ Absent \_\_\_\_ Vacant \_\_\_\_3\_\_\_\_  
 Approved/Failed: Approved

Discussion: B Hildreth discussed, in detail, some of the changes in the revised budget. They are:

- The first five line items are state aid, no change has been made to those.
- Line item 4724 is not budgeted for, since we do not know if we will get extra funds in 2025.
- Line item 4716 is revenue from the Love Your Library campaign.
- Line item 4725 is the restructuring of Central Library Services Aid.
- Salaries are less than anticipated due to position vacancies.
- Line item 5204 has increased due to STLS purchasing more equipment than anticipated
- Line item 5434 is the cost of the STARQuest program
- Line item 5427 increased due to the additional cost of having the Spring CE at the Corning Radisson
- Line item 5444 was due to the fees from our independent auditor, Mengel, Metzger and Barr, increasing in 2023, but they did not bill us for the increase until 2024
- Vehicle fuel costs are down due to the cost of fuel decreasing.
- STLS has an anticipated deficit of \$47,000.00 for 2024. This is an improvement compared to the original budget deficit of \$120,000.

18. Approve 2025 Library System Operating Budget **Doc. #24-145**  
**\* FOR APPROVAL**

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 \_11\_\_ Nay \_\_\_\_ Abstain \_\_1\_\_\_\_ Absent \_\_\_\_ Vacant \_\_\_\_3\_\_\_\_  
 Approved/Failed: Approved

Discussion: B Hildreth stated that the budget was developed with the anticipation of flat funding. Grants will increase by \$150,000 due to the change in central library services aid. Staff salaries will increase about \$10,000. Benefits will increase by 8% in 2025. A



deficit of \$58,000.00 is anticipated for 2025. He noted revenues and expenses will change throughout the year, so this is the best approach to maintain services to members.

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 11 Nay      Abstain 1 Absent      Vacant 3  
 Approved/Failed: Approved  
 Discussion: None

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.

Motion:      L Richardson      Second:      R Ahola       
 Aye 11 Nay      Abstain 1 Absent      Vacant 3  
 Approved/Failed: Approved  
 Discussion: None

**BOARD INFORMATION**

**16. Old Business –**

None

**17. New Business –**

B Hildreth accepted the resignation of Chemung County Trustee Michael Steffens. \*\*

***See the action item at the beginning of the minutes\*\****

The Nominating Committee, comprised of Mary-Claire Krebs, Richard Urban, and Betsy Gorman has been set.

**18. Library Networking –**

S McGill reported the Penn Yan Library is holding a puzzle sale Friday and Saturday, 11/22/24 and 11/23/24 at the library.

B Hubbell reported that Dolly Parton's Imagination Library enrolled over 200 children for Schuyler County.

L Richardson reported on FLX Gives. She was pleased to see the number of libraries that participated.

S Barr inquired about the "Safe Options Support Program". B Hildreth explained the program provides resources to people experiencing homelessness, and member libraries are figuring out ways to provide the program support.

L Decker added at thought that, *"Libraries are generational, and they are the gift that keeps on giving."*

**19. President's Report –**

K Green congratulated Brian on his Librarian of the Year award, which he received at the 2024 NYLA Conference.

**20. Monthly Library System Staff Reports**

**Doc.#24-114**

B Hildreth stated that now that the federal elections have taken place, he will be attending a meeting hosted by the ALA, American Library Association, to discuss the future of library funding.

B Hildreth stated that Middlesex and Rushville have sent in paperwork for their charters. Hector has signed its provisional charter paperwork.

B Hildreth thanked all those who attended the NYLA Conference Awards Ceremony.

**Public Expression (15 minutes)**

Adjournment 3:22 pm

Move: L Decker

Second: R Ahola

Next meeting: Southern Tier Library System, 9424 Scott Rd, Painted Post, NY 14870 – Tuesday, December 17, 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 November 30, 2024

	Total	
	As of Nov 30, 2024	As of Oct 31, 2024
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
1200 Cash - Operating	5,713.59	113,943.19
1201 Cash - Payroll	7,815.67	57,063.09
1202 Cash - Money Market	594,021.97	803,713.01
1203 Cash in Certificate of Deposit	364,755.08	363,368.30
1204 Cash in Certificate of Deposit 2	253,408.20	252,544.87
Total Bank Accounts	<b>\$ 1,225,714.51</b>	<b>\$ 1,590,632.46</b>
Accounts Receivable		
1380 Accounts Receivable	52,967.53	74,273.65
Total Accounts Receivable	<b>\$ 52,967.53</b>	<b>\$ 74,273.65</b>
Other Current Assets		
12000 Undeposited Funds	0.00	-770.00
Total Other Current Assets	<b>\$ 0.00</b>	<b>-\$ 770.00</b>
Total Current Assets	<b>\$ 1,278,682.04</b>	<b>\$ 1,664,136.11</b>
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	<b>\$ 1,811,841.84</b>	<b>\$ 1,811,841.84</b>
Total Fixed Assets	<b>\$ 1,811,841.84</b>	<b>\$ 1,811,841.84</b>
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	<b>\$ 602,526.80</b>	<b>\$ 602,526.80</b>
<b>TOTAL ASSETS</b>	<b>\$ 3,693,050.68</b>	<b>\$ 4,078,504.75</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2600 Accounts Payable	0.00	0.00
Total Accounts Payable	<b>\$ 0.00</b>	<b>\$ 0.00</b>
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 November 30, 2024**

	<b>Total</b>	
	<b>As of Nov 30, 2024</b>	<b>As of Oct 31, 2024</b>
2605 Retainage Payable	0.00	0.00
2625 Payroll Deductions Payable	-0.02	-155.16
2626 Flex Spending Deduction Payable	269.24	-25.39
2627 PFL Payable to Insurance	3,296.77	2,963.26
2630 Due to Member Libraries Pay Pal	0.00	0.00
2635 Capital Notes Payable	87,810.59	90,045.78
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>\$ 355,138.53</b>	<b>\$ 356,590.44</b>
<b>Total Current Liabilities</b>	<b>\$ 355,138.53</b>	<b>\$ 356,590.44</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>\$ 773,037.53</b>	<b>\$ 774,489.44</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	-93,301.33	290,700.83
<b>Total Equity</b>	<b>\$ 2,920,013.15</b>	<b>\$ 3,304,015.31</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 3,693,050.68</b>	<b>\$ 4,078,504.75</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 Clerk's Report  
November 2024**

	<b>Totals</b>	
	<b>November</b>	<b>October</b>
<b>Income</b>		
4706 Jails and Institutions	3,904.00	
4711 Coordinated Outreach	93,782.00	
4713 State Corrections	27,965.00	
4719 Interest	2,270.39	2,194.91
4723 Member Library Cost Share		-387.00
4724 Member Library IT Contracts	1,127.00	16,713.95
4725 Grants Revenue	175,699.00	
4731 Arkport Support	2,008.35	6.17
4733 Member Library Processing Fees		367.50
4735 Non State Aid Pass Through	9,419.14	30,557.66
4782 Donations	1,153.54	
4784 General Reimbursements & Refund	95.43	800.00
<b>Total Income</b>	<b>\$ 317,423.85</b>	<b>\$ 50,253.19</b>
<b>Gross Profit</b>	<b>\$ 317,423.85</b>	<b>\$ 50,253.19</b>
<b>Expenses</b>		
5100 Salaries		
5141 Professional Salaries	46,878.48	34,983.99
5142 Non-Professional Salaries	68,341.86	44,892.44
<b>Total 5100 Salaries</b>	<b>\$ 115,220.34</b>	<b>\$ 79,876.43</b>
5150 Personnel Benefits		
5151 Retirement	124,631.00	
5153 Social Security	8,598.83	5,895.02
5154 Workers Compensation	585.90	574.40
5157 Health Insurance	17,679.49	17,888.50
5158 Payroll Expense - Other	1,373.34	9,234.89
<b>Total 5150 Personnel Benefits</b>	<b>\$ 152,868.56</b>	<b>\$ 33,592.81</b>
5204 STLS Software & Small Equipment	519.23	3,869.98
5205 Maintenance Contracts & Leases	491.75	968.42
5407 Integrated Library System	80,970.65	
5408 Platform Fees & Licenses	2,400.00	
5409 STLS Telephone/Internet	19,399.47	17,521.90
5417 Library Materials	946.32	886.44
5418 Consultant Collection		221.96
5420 Staff Development Travel	4,209.16	985.75
5422 Trustee Mileage	535.60	660.62
5423 Trustee Continuing Education	1,145.00	
5424 Conference Registration	215.00	309.00
5425 Staff & Member Library Mileage	167.50	118.99
5427 Programming & Annual Conference	770.69	3,151.27
5428 Meeting Supplies	59.40	228.56

5430 Office Supplies	143.74	882.64
5433 Postage	12.38	
5434 Public Relations	2,070.49	14.99
5435 Member Library Pass through	152,014.44	26,863.91
5436 STLS Grants to Member Libraries	14,585.26	
5444 Accounting Support & Audit	1,786.50	3,252.00
5450 Utilities	1,525.72	850.01
5451 Building Maintenance & Repairs	1,756.50	3,101.29
5454 Commercial Insurance	912.58	912.58
5471 Vehicle Maintenance & Repairs	2,213.99	406.63
5473 Vehicle Fuel	1,658.00	1,756.66
5474 Vehicle Insurance	492.17	492.17
5480 Greenwood Reading Center Exp	1,942.58	2,010.51
5485 Arkport Expense Account	2,873.04	2,014.52
5490 Grants	137,519.95	4,503.97
<b>Total Expenses</b>	<b>\$ 701,426.01</b>	<b>\$ 189,454.01</b>
<b>Net Operating Income</b>	<b>-\$ 384,002.16</b>	<b>-\$ 139,200.82</b>
<b>Net Income</b>	<b>-\$ 384,002.16</b>	<b>-\$ 139,200.82</b>

Thursday, Dec 12, 2024 06:30:39 AM GMT-8 - Accrual Basis

## **Public Relations Committee**

### **Meeting Minutes**

Tuesday, November 19, 2024 – 1:30 pm



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

Board Members in Attendance: Lynnette Decker, Kathy Green, and David Haggstrom

Excused: Rachel Barbour

Staff Present: Brian Hildreth

Meeting called to order at 1:30 pm

### **State Aid Advocacy**

B. Hildreth informed the committee of plans to advocate for funding in 2025. He noted STLS will coordinate a bus trip to Albany in February to meet with elected officials, run a postcard and social media campaign, and work with member libraries to encourage community members to contact their legislators. He also informed the group that the New York Library Association is working with its coalition of stakeholders to advocate for funding and legislative priorities in 2025.

### **Annual Meeting**

The committee talked about plans for the 2025 annual meeting. The meeting is scheduled to take place in Yates County in 2025. B. Hildreth said he would reach out to member libraries in that county to determine a location that will accommodate the event. He said space might be limited within all the locations, so STLS may have to work with one of the libraries to host the event during non-library hours. He also noted it would be good to review the program lineup to reduce the amount of time attendees sit at the event. He suggested a poster board session as opposed to keynote speech, which would encourage networking and sharing of ideas. Committee members agreed it was a good idea. B. Hildreth will do more research before the next committee meeting.

### **Construction Aid**

The committee briefly discussed 2024/2025 Construction Aid Applications. B. Hildreth informed the committee that all applications were turned in on time this year, and the State Library is currently reviewing them. There have been a few applications that have already been flagged for corrections. B. Hildreth is working with member libraries to make any necessary revisions.

### **Election of Trustees**

B. Hildreth informed the committee STLS has two vacancies. One for Schuyler County, and another one, most recently, for Chemung County. He said he would reach out to board presidents and directors within the counties to encourage recommendations for the STLS Board of Trustees.

**Staff Appreciation Luncheon**

L. Decker reminded committee members that the Staff Appreciation Luncheon would take place on Tuesday, January 21, 2024 at 12:30 pm. Trustees are asked to sign up for a dish to pass. This year's theme is currently being determined. L. Decker said she would also discuss with the full board of trustees at November and December's meetings.

Meeting adjourned at 1:55 pm

Respectfully submitted: Brian M. Hildreth, STLS Executive Director



# Southern Tier Library System

## Unpaid Bills

As of November 15, 2024

11/13/24

11/12/24

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
<b>Alfred Library</b>				
807-587-9290				
11/15/2024	Bill	2024 DEI Micro Grant	11/15/2024	500.00
<b>Total for Alfred Library</b>				<b>\$500.00</b>
<b>Armstrong</b>				
11/15/2024	Bill	120000000408001 1124	11/15/2024	121.32
<b>Total for Armstrong</b>				<b>\$121.32</b>
<b>Baker &amp; Taylor</b>				
800-340-5370				
11/15/2024	Bill	2038632851	11/15/2024	83.28
<b>Total for Baker &amp; Taylor</b>				<b>\$83.28</b>
<b>Bath Library</b>				
807-778-4613				
11/15/2024	Bill	2024 OR Mini Grant	11/15/2024	762.00
<b>Total for Bath Library</b>				<b>\$762.00</b>
<b>Beeman, Robert</b>				
11/15/2024	Bill	2024 NYLA Mileage	11/15/2024	117.92
<b>Total for Beeman, Robert</b>				<b>\$117.92</b>
<b>Clearly IP</b>				
820-383-3100				
11/15/2024	Bill	INV-139105	11/15/2024	405.18
<b>Total for Clearly IP</b>				<b>\$405.18</b>
<b>Comes, Shauna</b>				
11/15/2024	Bill	2024 NYLA Mileage	12/15/2024	237.85
<b>Total for Comes, Shauna</b>				<b>\$237.85</b>
<b>CPE InterLink</b>				
607-734-7988				
11/15/2024	Bill	24-1230	11/15/2024	100.00
11/15/2024	Bill	24-1262	11/15/2024	250.00
<b>Total for CPE InterLink</b>				<b>\$350.00</b>
<b>Cuba Library</b>				
885-988-1688				
11/15/2024	Bill	2024 OR Mini Grant	11/15/2024	1,000.00
11/15/2024	Bill	2024 OR Mini Grants	11/15/2024	950.00
<b>Total for Cuba Library</b>				<b>\$1,950.00</b>
<b>Delta Dental Insurance Company</b>				
888-281-4275				
11/15/2024	Bill	Dec 2024	11/15/2024	85.59
<b>Total for Delta Dental Insurance Company</b>				<b>\$85.59</b>
<b>Dundee Library</b>				
807-243-5938				
11/15/2024	Bill	2024 DEI Micro Grant	11/15/2024	500.00
11/15/2024	Bill	2024 OR Mini Grant	11/15/2024	1,000.00

# Southern Tier Library System

## Unpaid Bills

As of November 15, 2024

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
<b>Total for Dundee Library</b>				<b>\$1,800.00</b>
<b>Eastern Managed Print Network</b>				
315-474-7000				
11/15/2024	Bill	IN4488293	11/15/2024	✓ 491.45 ✓
<b>Total for Eastern Managed Print Network</b>				<b>\$491.45</b>
<b>Empire Natural Gas</b>				
607-858-7851				
11/15/2024	Bill	WSTLS-0293507	11/15/2024	✓ 20.28 ✓
<b>Total for Empire Natural Gas</b>				<b>\$20.28</b>
<b>Energy Cooperative of America</b>				
11/15/2024 Bill				
		1027288	11/15/2024	✓ 379.28 ✓
<b>Total for Energy Cooperative of America</b>				<b>\$379.28</b>
<b>Erik W House</b>				
11/15/2024 Bill				
		2024 DEI facilitator	12/15/2024	✓ 50.00 ✓
<b>Total for Erik W House</b>				<b>\$50.00</b>
<b>FirstLight Fiber</b>				
11/15/2024 Bill				
		18539733	11/15/2024	✓ 900.00 ✓
<b>Total for FirstLight Fiber</b>				<b>\$900.00</b>
<b>Friendly Freds</b>				
607-937-5223				
11/15/2024	Bill	32777	11/15/2024	✓ 523.84 ✓
11/15/2024	Bill	32791	11/15/2024	✓ 21.00 ✓
<b>Total for Friendly Freds</b>				<b>\$544.84</b>
<b>GreenPoint Landscaping</b>				
607-425-5131				
11/15/2024	Bill	2772	11/15/2024	✓ 714.00 ✓
<b>Total for GreenPoint Landscaping</b>				<b>\$714.00</b>
<b>Hammondsport Library</b>				
607-589-2045				
11/15/2024	Bill	2024 OR Mini Grant	11/15/2024	✓ 1,000.00 ✓
<b>Total for Hammondsport Library</b>				<b>\$1,000.00</b>
<b>Hink, Betty Jean</b>				
11/15/2024 Bill				
		2024 Supplies Reimbur	11/15/2024	✓ 67.78 ✓
<b>Total for Hink, Betty Jean</b>				<b>\$67.78</b>
<b>Homell Library</b>				
607-324-1210				
11/15/2024	Bill	2024 DEI Micro Grant	11/15/2024	✓ 500.00 ✓
11/15/2024	Bill	2024 OR Mini Grant	11/15/2024	✓ 1,000.00 ✓
<b>Total for Homell Library</b>				<b>\$1,500.00</b>
<b>Humana</b>				
11/15/2024 Bill				
		Dec 2024	11/15/2024	✓ 73.90 ✓
<b>Total for Humana</b>				<b>\$73.90</b>
<b>ID Label</b>				

# Southern Tier Library System

## Unpaid Bills

As of November 15, 2024

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
247-265-1200				
11/15/2024	Bill	2024-26869-00	11/15/2024	✓ 258.50 ✓
Total for ID Label				\$258.50
Ingram Library Services				
800-937-5300 opt 1				
11/15/2024	Bill	84486921	11/15/2024	✓ 30.29 ✓
Total for Ingram Library Services				\$30.29
Isaac Hvac				
585-546-1400				
11/15/2024	Bill	3813426	11/15/2024	✓ 850.00 ✓
Total for Isaac Hvac				\$850.00
Little Genesee Library				
585-928-1915				
11/15/2024	Bill	2024 OR Mini Grant	11/15/2024	✓ 840.00 ✓
Total for Little Genesee Library				\$840.00
NYLA				
518-432-8952 ext 103				
11/15/2024	Bill	2709	11/15/2024	✓ 890.00 ✓
Total for NYLA				\$890.00
NYSHIP				
11/15/2024	Bill	812	11/15/2024	✓ 8,814.72 ✓
Total for NYSHIP				\$8,814.72
Odesa Library				
807-594-2791				
11/15/2024	Bill	2024 DEI Micro Grant	11/15/2024	✓ 500.00 ✓
11/15/2024	Bill	2024 OR Mini Grant	11/15/2024	✓ 848.00 ✓
Total for Odesa Library				\$1,348.00
Overdrive				
216-573-8888				
11/15/2024	Bill	01453CO24332193	11/15/2024	✓ 623.23 ✓
11/15/2024	Bill	01453CO24332199	11/15/2024	✓ 2,080.32 ✓
11/15/2024	Bill	01453CO24332202	11/15/2024	✓ 437.18 ✓
11/15/2024	Bill	01453CO24332204	11/15/2024	✓ 1,053.12 ✓
11/15/2024	Bill	01453DA24334648	11/15/2024	✓ 395.85 ✓
11/07/2024	Bill	01453CO24345096	11/07/2024	✓ 99.96 ✓
11/07/2024	Bill	01453CA24346349	11/07/2024	✓ 340.31 ✓
11/15/2024	Bill	01453DA24347840	11/15/2024	✓ 83.00 ✓
Total for Overdrive				\$5,092.97
Prattburgh Library				
807-522-3490				
11/15/2024	Bill	2024 OR Mini Grant	11/15/2024	✓ 1,000.00 ✓
Total for Prattburgh Library				\$1,000.00
Southern Tier Network				

# Southern Tier Library System

## Unpaid Bills

As of November 15, 2024

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
11/15/2024	Bill	6154	11/15/2024	✓ 1,000.00 ✓
11/15/2024	Bill	6155	11/15/2024	✓ 3,250.00 ✓
11/15/2024	Bill	6160	11/15/2024	✓ 3,845.00 ✓
11/15/2024	Bill	6165	11/15/2024	✓ 500.00 ✓
11/15/2024	Bill	6176	11/15/2024	✓ 250.00 ✓
11/15/2024	Bill	6180	11/15/2024	✓ 250.00 ✓
11/15/2024	Bill	6181	11/15/2024	✓ 500.00 ✓
<b>Total for Southern Tier Network</b>				<b>✓ \$9,595.00 ✓</b>
<b>Staples Business Credit</b>				
888-753-4103				
11/15/2024	Bill	7002720755	11/15/2024	✓ 117.48 ✓
<b>Total for Staples Business Credit</b>				<b>✓ \$117.48</b>
<b>Time Warner Cable, PA</b>				
11/15/2024	Bill	240616301 110124	11/15/2024	✓ 425.00 ✓
11/15/2024	Bill	145513901 110124	11/15/2024	✓ 500.00 ✓
11/15/2024	Bill	145511001 110124	11/15/2024	✓ 500.00 ✓
11/15/2024	Bill	120225701 110124	11/15/2024	✓ 69.98 ✓
11/15/2024	Bill	145510901 110124	11/15/2024	✓ 500.00 ✓
11/15/2024	Bill	14520201 110124	11/15/2024	✓ 500.00 ✓
11/15/2024	Bill	225336201 110124	11/15/2024	✓ 500.00 ✓
11/15/2024	Bill	241109301 110124	11/15/2024	✓ 69.98 ✓
11/15/2024	Bill	224328601 110124	11/15/2024	✓ 500.00 ✓
11/15/2024	Bill	086223501 110124	11/15/2024	✓ 189.98 ✓
<b>Total for Time Warner Cable, PA</b>				<b>✓ \$3,764.94</b>
<b>Tolls by Mail</b>				
844-826-8400				
11/15/2024	Bill	18206006432	11/15/2024	✓ 9.84 ✓
<b>Total for Tolls by Mail</b>				<b>✓ \$9.84</b>
<b>United Healthcare Insurance Company</b>				
11/15/2024	Bill	Dec 2024	11/15/2024	✓ 332.00 ✓
<b>Total for United Healthcare Insurance Company</b>				<b>✓ \$332.00</b>
<b>Verizon Wireless</b>				
800-822-0204				
11/15/2024	Bill	9977611490	11/15/2024	✓ 177.28 ✓
<b>Total for Verizon Wireless</b>				<b>✓ \$177.28</b>
<b>Wayland Library</b>				
885-728-5390				
11/15/2024	Bill	2024 OR Mini Grant	11/15/2024	✓ 1,000.00 ✓
<b>Total for Wayland Library</b>				<b>✓ \$1,000.00</b>
<b>WEX Bank</b>				
11/15/2024	Bill	100627299	11/15/2024	✓ 1,658.00 ✓
<b>Total for WEX Bank</b>				<b>✓ \$1,658.00</b>
<b>Whiteville Library</b>				

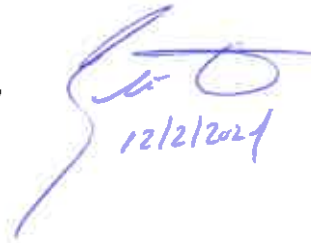
# Southern Tier Library System

## Unpaid Bills

As of November 15, 2024

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
607-358-3858				
11/15/2024	BILL	2024 OR Mini Grant	11/15/2024	800.00
Total for Whitesville Library				800.00
TOTAL				800.00

# Deposit Summary



11/27/2024

Summary of Deposits to Cash - Money Market on 11/27/2024

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
1258	Check	Arkport	Payroll reimbursement	2008.35
5341	Check	Coming	Pass Thru	992.00
8624	Check	Rushford	Pass Thru	88.55
5462	Check	Belmont	Pass Thru	23.17
15059	Check	Penn Yan	Pass Thru	193.50
80060	Check	Canlsteo	Dark Fiber & PT	803.98
7004938013	Check	Individual	North Lane refund for GWL's Frontier account	95.43
6020008168	Check	Individual	The Blackbaud Giving Fnd/YourCause Donation for Coming Inc Community Impact & Investment	125.00
DEPOSIT SUBTOTAL				4109.98
LESS CASH BACK				
DEPOSIT TOTAL				4109.98

# Deposit Summary

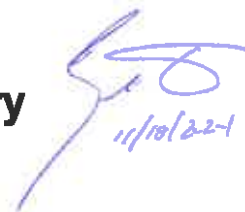


11/21/2024

Summary of Deposits to Cash - Money Market on 11/21/2024

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
	ACH	NYS	Institutional Library Aid	3904.00
	ACH	NYS	Coordinated Outreach Aid	93782.00
	ACH	NYS	State Corrections Aid	27965.00
	ACH	NYS	Central Library Aid	175699.00
DEPOSIT SUBTOTAL				301350.00
LESS CASH BACK				
DEPOSIT TOTAL				301350.00

# Deposit Summary

  
11/18/2024

11/18/2024

Summary of Deposits to Cash - Money Market on 11/18/2024

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
1682	Check	Hornell	Dark Fiber	320.00
2459	Check	Int'l Motor Racing Research Center	Cataloging	367.50
4554	Check	Canaseraga	Dark Fiber	406.00
5325	Check	Corning	Pass Thru, IT Contracts	1627.00
7159	Check	Richburg	Dark Fiber	219.00
1076	Check	Prattsburgh	Dark Fiber	285.00
8167	Check	Bath	Pass Thru	193.50
3206	Check	Jasper	Dark Fiber	255.00
1254	Check	Arkport	Shared Svc	400.00
5867	Check	Whitesville	Pass Thru	124.00
7154	Check	CCLD-Elmira	Dark Fiber	1800.00
7154	Check	CCLD-Elmira	VoIP	741.00
4517	Check	Odessa	Dark Fiber	320.00
9335	Check	Cleary, Jule	Health Ins	98.50
5655	Check	Fillmore	PT & Dark Fiber	837.00
DEPOSIT SUBTOTAL				7993.50
LESS CASH BACK				
DEPOSIT TOTAL				7993.50



## Deposit Summary



11/18/2024

Summary of Deposits to Cash - Money Market on 11/18/2024





CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
2271	Check	CCLD-Elmira	CLSA	643.84
2271	Check	CCLD-Elmira	CLSA	1640.95
2271	Check	CCLD-Elmira	CLSA	289.96
2271	Check	CCLD-Elmira	Pass Thru	121.50
2271	Check	CCLD-Elmira	Pass Thru	1197.42
2271	Check	CCLD-Elmira	Pass Thru	2302.15
2271	Check	CCLD-Elmira	Pass Thru	2246.05
2271	Check	CCLD-Elmira	CLSA	129.99
2271	Check	CCLD-Elmira	CLSA	4990.09
2271	Check	CCLD-Elmira	Pass Thru	3837.72
2271	Check	CCLD-Elmira	Pass Thru	3807.89
1701	Check	J.R. Morris	Donation	1000.00
DEPOSIT SUBTOTAL				22207.56
LESS CASH BACK				
DEPOSIT TOTAL				22207.56




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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 November/December engaged in the following activities:

- 
**Week of November 4:** Attended the New York Library Association Conference in Syracuse. Hosted a workshop titled, *“Navigating America’s Polarized Political Climate”* with guest speaker L. Perry from Utica University. Presented a workshop titled, *“Trustee Handbook Book Club for Directors”* in partnership with R. Smith Aldrich and R. Kirsop. Attended the Public Library System Directors’ Organization (PULISDO) meeting, and the New York Alliance of Library Systems (NYALS) meeting to discuss pertinent library issues in New York State. Attended several continuing education workshops. Participated in the Southern Tier Digital Equity Coalition meeting.
  
- 
**Week of November 11:** Visited David A. Howe Public Library to attend a monthly board meeting. Participated in STLS professional staff Training Team meeting to discuss upcoming learning opportunities for member libraries. Visited Howard Public Library to attend monthly board meeting. Met with members of the Directors’ Advisory Council’s Strategic Planning Committee to discuss December’s focus groups. Attended STLS’ Quarterly Integrated Library System and IT meeting. Participated in a planning meeting for the library system’s upcoming online conference, Gather & Grow. Attended the Foundation for Southern Tier Libraries monthly meeting. Met with the Personnel & Policies Committee of the STLS Board of Trustees
  
- 
**Week of November 18:** Met with the Finance & Facilities Committee of the STLS Board of Trustees. Attended the Directors’ Advisory Council’s DEI Subcommittee meeting. Attended the STLS Board of Trustees and PR Committee meetings. Participated in the Directors’ Advisory Council meeting at Wayland Free Library. Visited Bolivar Free Library to view current progress on their Construction Aid project. Attended meetings with New York State Library and other Public Library System Directors to discuss current issues in the field. Participated in a *Standing Up for Libraries* professional development workshop hosted by the American Library Association.
  
- 
**Week of November 25:** Executive Director was on Vacation and Holiday



**Week of December 2:** Met with STLS' new Engagement Consultant to facilitate Staff Guide onboard training. Participated in our library system's monthly Monday Morning Meetup with STLS staff. Attended the Southern Tier Digital Equity Coalition Board meeting. Attended the Directors' Advisory Council's Circulation Committee meeting. Met with M. Hagen of Southern Tier West to discuss ways libraries can support entrepreneurial and small business efforts in rural communities. Partnered with STLS staff and 6 other library systems on hosting 185 plus attendees during our library system's Gather & Grow online learning event.

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

November 2024 Monthly Report

During the month of November 2024, Erika Jenns collaborated with the Program Consultant and staff at the Community Foundation of Elmira-Corning and the Finger Lakes to develop a hidden gem contest as part of FLX Gives. Participating member libraries were given a "gem" to hide in their libraries. When a community member found the gem, they were given the option to direct a sponsored-\$50 donation to the organization of their choice. The library received a matching \$50 donation for hosting the gem as well.

Erika attended the New York Library Association conference in Syracuse. While there, she attended several sessions on developing Friends groups, including a session on a new board game produced by Stephanie Cole Adams – Forming Friends – which helpfully identifies the steps in creating a Friends group at a library. Erika also coordinated the STLS social event at NYLA, which was attended by ~20 folks from STLS, member libraries and other systems in NYS.

Erika facilitated final planning meeting for the Gather & Grow online learning event. In partnership with the Program Consultant, she coordinated submission of PO's for Gather & Grow speakers. She also created links in Teams for Gather & Grow sessions, and collaborated with the Member Services Librarian at the Finger Lakes Library System to develop a session on trustee roles and responsibilities.

Additional November activities included the facilitation of the STLS Digital Library Advisory Group meeting and presented a workshop on member library websites and NYS minimum standards. She met with the Alfred Box of Books Library Board of Trustees and provided trustee education. She worked with member libraries to respond to a potential pest issue, and met with staff at the Southeast Steuben County Library to review procedures for treating and responding to items with pest concerns. Erika created a template for a Library-Owned Device Policy, which is now available to member libraries. She met with the Delivery Coordinator for an annual evaluation. And, she spoke with staff at OverDrive about adding Kanopy services for STLS member libraries.

Other meetings attended in November included: South Central Regional Library Council Bylaws Committee meeting, STLS DEI system services subcommittee meeting, and Directors Advisory Council meeting in Wayland.

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

Keturah attended the following meetings this month: Training Team meeting, Gather and Grow Conference planning meeting, DEI Subcommittee Meeting, Mid Quarter Refresh, and Division of Librarianship meeting.

Keturah attended the 2024 New York Library Association Conference in Syracuse, where she was part of a panel of presenters for “A Path to Belonging” pre-conference workshop. She also attended the Outreach Coordinators meeting, various conference sessions, and networked with library colleagues from around the state.

Keturah facilitated the Fall Coordinated Outreach Services Advisory Committee (COSAC) meeting, where members awarded 2024 Outreach Mini-Grants and DEI Micro-Grants to member libraries. This year there were 11 grant applications for Outreach Mini-Grants and four applicants for DEI Micro-Grants. All applicants were awarded funds for their projects.

Keturah attended the DAC meeting at the Wayland Library. She also organized a webinar for STLS members, “Demystifying Genre” with Becky Spratford.

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

**November 4th – 9th**

This week started by offering a webinar to the members on updated training for our Inter Library Loan requests with the Library Director of Thompkins Cortland Community College. This event was well attended. The rest of the week revolved around attending the New York Library Association annual conference in Syracuse NY. This was a wonderful opportunity where I was able to attend a variety of sessions related to youth services and program planning. I was also able to attend an in-person youth consultants meeting and connect with individuals I have been regularly meeting with virtually.

**November 11th – 15th**

Goodie bags for all STLS member library staff went out in the delivery this week. Goodie included a thank you note, a link to a survey, and a few snacks to show our thanks for their hard work and participation in STARQuest. This week I created packets for all youth services staff that included copies

of their 2024 summer learning reports, a system-wide summer learning report, information on upcoming webinars, and their 2025 Color Our World summer manuals and online codes. These are purchased by the state and distributed every year. Many libraries also participated in FLX gives this week. I followed many libraries in their social media campaigns and recorded participation.

### **November 18th – 22nd**

I met with our Outreach and Sustainability consultant to discuss an upcoming presentation for the Collaborative Summer Learning Programs Summer Symposium. I gave a STARQuest wrap-up presentation at the Board of Trustee meeting and the Directors Advisory Council. Both audiences were pleased with the outcomes. I visited the Southeast Steuben County Library along with the Assistant Director, Director of Librarianship to get some hands-on bedbug training from a member who regularly follows Bed Bug protocols. I also attended a webinar this week on Inclusive and Inspiring Community Programs.

### **November 25th – 29th**

Youth summer learning packets went out in the delivery to all libraries. I met virtually with other New York State consultants for an ongoing project we hope to share with our libraries on using AI tools in youth programming. I met with other members of the Collaborative Summer Learning Partners Summer Symposium committee to firm up details for the upcoming event. I also purchased many items for program resource kit development.

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

During November, IT worked on 105 Help Desk requests for STLS staff and member libraries. Software upgrades were performed on the ILS Symphony Test server to prepare for a January upgrade for WorkFlows. Weekly meetings with IT department staff were held each week.

We started reviewing broadband bandwidth needs for member library in preparation of E-rate 470 filings.

Obtained computer equipment for the new STLS Engagement Consultant and prepared digital resources for their use.

Individually these are some highlights of IT staff work:

### **Pat Beeman -**

- Work on packet loss for Wellsville fiber connection
- Visited Branchport to confirm STN fiber connection for Internet access in the library
- Work with STN to repair damaged fiber connecting Jasper to Canisteo and Alfred

**Tom Lawrence -**

- Update M365 organization settings to stop email tagging for KnowBe4 testing and training messages.
- Updated SSL certificates for vmware VSphere and VCenter.stls.org

**Nick Allington -**

- Placed orders for new laptops, desktops and monitors
- Delivered new PC deployments to libraries
- Signed new Software Maintenance agreements with libraries getting new computers

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

Here is our monthly ILS report for November of 2024:

**E-rate**

- Still working with Whitesville on filing a BEAR (Billed Entity Applicant Reimbursement) for FY2023-2024
- Began creation of Form 470s (Description of Services Requested and Certification Form) for the 2025-2026 funding year

**ILS**

- Kylie and Casey visited Middlesex twice to work on barcoding their collection
- We prepared for and presented the November ILS Meeting and I attended the DAC Meeting and shared information from the DAC Circulation Committee
- Updated Offline in WorkFlows Instructions for libraries, with more information about offline mode
- Ran requested Bed Bugs Reports in WorkFlows for a library that had a potential issue, which turned out not to be bed bugs, thankfully
- Sent out the final reports for the In-Transit Cleanup Project to help libraries track down items that have been in-transit for over 2 weeks
- Supplied Canaseraga with post-inventory report of items not inventoried
- Worked with Belmont staff on enabling emailed ILS notifications such as overdue notices and hold pick up notices
- Casey and Larissa have continued to work on the IMRRC backlog
- Worked with staff at Baker & Taylor and SirsiDynix to enable a "connector" that we can use while cataloging in BTCat, to hopefully streamline our process and get the most out of that cataloging utility

- Turnaround time of 3 working days for unopened “normal” cataloging Help Desk requests - we are still well-within our goal of a 1-week turnaround time

### **General STLS**

- Worked with STLS staff to help a library address a possible bed bugs infestation, and provide support and options in the event they had to close for treatment, again, luckily this ended up being theoretical only, but it helped to work through various challenges a library would face if they did have a bed bugs infestation that required them to close temporarily, and remove a large number of impacted items
- Kylie, Larissa, Casey and I all got the opportunity to attend and enjoy the NYLA conference in Syracuse. I attended a session entitled "Card Holder Sign Up Policies: Access in Practice" and am working with the DAC Circulation committee to put some of the ideas from that program into practice, in order to improve access to library services. It was also valuable to network with STLS member librarians and other librarians from around the state - we greatly appreciate that we were all able to go!