

STLS BOARD MEETING

Tuesday, May 20, 2025 - 2:00 pm

Friendship Free Library, Friendship, NY 14739

**AGENDA**

- | | | | |
|----|---------------------------------------|----------------------|--------------------|
| 1. | Agenda | | Doc. #25-46 |
| 2. | Approval of Minutes – April 2025 | *FOR APPROVAL | Doc. #25-47 |
| 3. | Treasurer’s Report – April 2025 | *FOR APPROVAL | Doc. #25-48 |
| 4. | Financial Clerk’s Report – April 2025 | *FOR APPROVAL | Doc. #25-49 |

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

COMMITTEE REPORTS

- | | | | |
|----|--|--|--------------------|
| 5. | Executive Committee – Kathy Green | | |
| 6. | Personnel & Policies Committee – Barbara Hubbell | (Minutes) | Doc. #25-50 |
| | | (Social Justice Activities Plan) | #25-51 |
| 7. | Finance & Facilities Committee – Sisi Barr | (Minutes) | Doc. #25-52 |
| | | (Annual Financial Report to NYS Comptroller) | Doc. #25-53 |
| 8. | Public Relations Committee – Lynnette Decker | | |
| 9. | Foundation for Southern Tier Libraries – Louise Richardson | (Minutes) | Doc. #25-54 |

BOARD ACTIONS

- | | | | |
|-----|---|-----------------------|--------------------|
| 10. | <u>Expenditure Approvals -Monthly Unpaid Bills Detail</u> | * FOR APPROVAL | Doc. #25-55 |
|-----|---|-----------------------|--------------------|

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

Aye _____ Nay _____ Abstain _____ Absent _____ Approved/Failed Discussion:
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- | | | | |
|-----|--|-----------------------|--------------------|
| 11. | <u>Receipt Approvals – Monthly Deposit Summary</u> | * FOR APPROVAL | Doc. #25-56 |
|-----|--|-----------------------|--------------------|

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

Aye _____ Nay _____ Abstain _____ Absent _____ Approved/Failed Discussion:
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12. Approve General Statement on Policies Revisions* **FOR APPROVAL**

Doc. #25-57

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed General Statement on Policies revisions as presented at the April 8, 2025 board meeting, and considers any revisions incorporated during board meeting discussion.

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

13. Approve ILS Specialists' Job Description Revisions* **FOR APPROVAL**(See April 2025 Board Packet for Document...) **Doc. #25-37**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed ILS Specialists' Job Description revisions as presented at the April 8, 2025 board meeting, and considers any revisions incorporated during board meeting discussion.

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

14. Approve the 2024 Annual Financial Report (AFR) to the New York State Comptroller's Office* **FOR APPROVAL**(See April 2025 Board Packet for Document...) **Doc. #25-38**

Executive Director Recommendation: The STLS Board of Trustees approves the 2024 Library System Annual Financial Report to the New York State Comptroller's Office as presented at the April 8, 2025 board meeting.

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

BOARD INFORMATION

- 15. Old Business
- 16. New Business
- 17. Library Networking
- 18. President's Report
- 19. Executive Director's Report

(Monthly Division Reports) **Doc. #25-58**

Public Expression (15 minutes)
 Adjournment

Next meeting: Dundee Library, 32 Water Street, Dundee, NY – Tuesday, June 17, 2025 at 2:00 p.m.

STLS BOARD MEETING
Tuesday, April 8, 2025 - 2:00 pm
Watkins Glen Public Library, Watkins Glen, NY 14891

MINUTES**TRUSTEES PRESENT:**

Dan Acton- 2025	Louise Richardson – 2029
Richard Ahola – 2027	
Rachel Barbour – 2029	
Kathy Green-2026	
David Haggstrom – 2026	
Barbara Hubbell – 2029	
Mary-Claire Krebs – 2027	
Susan McGill – 2029	
Richard Urban – 2029	

Excused: Sisi Barr – 2028, Lynnette Decker – 2026, Betsy Gorman – 2025, Vacant Chemung County Seat – 2027, Vacant Schuyler County Seat – 2028

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

President K Green called the meeting to order at 2:00 pm

1. AGENDA ***FOR APPROVAL** **Doc.#25-30**

Received and Filed

B Hubbell would like to add document #25-46, General Statement on Policies, will be discussed in the Personnel and Policies section of today's board meeting.

2. Approval of Minutes – March 2024 ***FOR APPROVAL** **Doc. #25-31**

Received and Filed

3. Treasurer's Report – March 2025 ***FOR APPROVAL** **Doc. #25-32**

Received and filed

B Hildreth reported that STLS has a balance of \$1,184,000.00, as of 3/1/2025. This is down \$89,000.00 from the same time in 2024. B Hildreth added that STLS is paying down the USDA Rural Development Loan.

4. Financial Clerk's Report – March 2025 ***FOR APPROVAL** **Doc. #25-19**

Received and Filed

For expenses, B Hildreth highlighted line items:

- 5408, Platform Fees and Licenses – The \$5,000.00 difference was because of the quarterly invoice from OverDrive.
- 5425 – Staff and Member Library Mileage – This line item reflects mileage paid out for two director's meetings for the month of March.
- 5490 – Grants – These expenses are for Central Library Services Aid for annual subscriptions for platforms.

5. First Quarter - Profit -Loss Statement – March 2025 *FOR APPROVAL

Doc.#25-34

Received and Filed

B Hildreth reported that STLS acquired interest in the amount of \$5,352.18. and is on track to earn \$20,000.00 in CD interest. Line item 4723, Member Library Cost Share, has earned \$419,000.00 and line item 4724, Member Library IT Contracts, is for the purchase of computers and related IT items for member libraries.

B Hildreth reported, for expenditures, that STLS is on track for salaries, and is anticipating an increase in spending in line item 5434, Public Relations, because of the increased advocacy work.

6. First Quarter Claims Auditor Report – March 2025 *FOR APPROVAL

Doc.#25-35

Received and Filed

L Richardson reported that there was one lost check, which was replaced.

7. End of Year Profit-Loss Statement – 2024 *FOR APPROVAL Doc.#25-36

B Hildreth reported that STLS is still waiting on the E-Rate payment for the last quarter of 2024. Personnel Benefits show a \$47,000.00 deficit for 2024, when it was actually a \$98,000.00 deficit. This was due to not including retirement payouts to retirees.

B Hildreth stated that for 2025, with flat funding, he is predicting a \$58,000.00 budget deficit. If there is a 5% increase in funding, STLS may have a balanced budget.

Standing Committee Reports –

8. Executive Committee- K Green

K Green reported the committee approved the minutes and agenda.

9. Personnel & Policies Committee – Barbara Hubbell

(ILS Specialist Job Description) **Doc.#25-37**

(General Statement on Policies) **Doc.#25-46**

B Hubbell stated the Records Retention and Disposition policy is up for approval at today's meeting. The General Statement on Policies, Doc.#25-46, is a simple statement, so there is not much to update. It will be up for approval at the May 2025 Board meeting. B Hubbell asked the board to review Doc.#25-37, ILS Job Description. L Ricahrdson stated that the verbs need to agree on the first page. It should read, " trains or supervises". Other wording changes were suggested and B Hildreth updated the policy as the suggestions were made.

B Hildreth updated the board on the progress made in achieving his performance objectives.

10. Finance & Facilities Committee – Brian Hildreth

(Annual Statistical Report to NYS State Education)

Doc.#25-38

B Hildreth explained to content of the Annual Statistical Report to New York State. He also stated that it has been submitted to New York State, and, as in years past, the board will approve it retroactively. Pristine Landscaping had the lowest bid for the lawncare this summer.

10. Public Relations Committee – Kathy Green

K Green reported the Public Relations committee did not meet this month.

11. Foundation for Southern Tier Libraries - Louise Richardson (Minutes) Doc.#25-26

L Richardson stated the Foundation is reviewing grant applications this week. The awards ceremony will be on Thursday, April 24 at 5:00pm at the Southern Tier Library System. Dinner will be provided and all are welcome to attend.

BOARD ACTIONS

12. Expenditure Approvals -Monthly Unpaid Bills Detail

*** FOR APPROVAL**

Doc. #25-41

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	___10___	Nay	___0___	Abstain	___0___	Absent	___3___	Vacant	___2___
Approved/Failed: Approved									
Discussion: None									

15. Receipt Approvals – Monthly Deposit Summary

*** FOR APPROVAL Doc. #25-42**

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

Aye	___10___	Nay	___0___	Abstain	___0___	Absent	___3___	Vacant	___2___
Approved/Failed: Approved									
Discussion: None									

14. Approve Proposed Records Retention & Disposition Policy Revisions

*** FOR APPROVAL**

See **Doc. #25-23** from March 18, 2025 Board Meeting

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed Records Retention & Disposition Policy revisions as presented at the March 18, 2025 board meeting, and considers any revisions incorporated during board meeting discussion.

Aye ____10____	Nay __0__	Abstain __0__	Absent ____3____	Vacant__2__
Approved/Failed: Approved				

BOARD INFORMATION**16. Old Business –**

None

17. New Business –

None

18. Library Networking –

R Ahola reported that he had trouble with his home computer and printer. He was able to contact the Dundee library and they helped him by printing the documents he needed.

LRichardson reported that the Corning Library has a new website. The library is also hosting a “Read In” on Friday, April 11 at 11:00am at the library.

19. President’s Report

K Green reiterated the importance of the Read In at Corning Library and encouraged all to attend.

20. Executive Director’s Report

(Monthly Division Reports) **Doc.#25-43**

(2026-2028 Proposed ILS Cost Share and Digital Library Contributions) **Doc.#25-44**
Doc.#25-45

B Hildreth explained the process of cost share with our member libraries. Cost share has been in place for more than 2 decades and is formula based. B Hildreth provided copies of document 25-44, 2026-2028 Proposed ILS Cost Share and Digital Library Contributions. He explained how the formula works and that STLS only asks for what is needed to run the ILS on behalf of member libraries. B Hildreth stated that he met with the Directors Advisory Council in March and there were no reported concerns from the library directors about the proposed costs.

B Hildreth explained that libraries’ Digital Library Contributions are based on transactions. He proposed at 4/2/2 percent increase over the next three years. Currently, libraries are in the process of deciding on the proposal. B Hildreth also gave an overview of what is being done in the wake of the funding cuts to the IMLS.

Public Expression (15 minutes)

Adjournment 3:10 pm

Move: M Krebs

Second: R Ahola

Next meeting: Friendship Free Library, 44 W Main St, Friendship, NY 14739 –
Tuesday, May 20, 2025 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 April 30, 2025**

	Totals	
	As of Apr 30, 2025	As of Mar 31, 2025
ASSETS		
Current Assets		
Bank Accounts		
1200 Cash - Operating	26,047.27	4,690.99
1201 Cash - Payroll	59,302.46	12,204.71
1202 Cash - Money Market	454,838.03	659,396.83
1203 Cash in Certificate of Deposit	252,099.62	251,374.43
1204 Cash in Certificate of Deposit 2	257,655.85	256,778.05
Total Bank Accounts	\$ 1,049,943.23	\$ 1,184,445.01
Accounts Receivable		
1380 Accounts Receivable	161,382.00	150,792.60
Total Accounts Receivable	\$ 161,382.00	\$ 150,792.60
Other Current Assets		
12000 Undeposited Funds	0.00	3,604.60
Total Other Current Assets	\$ 0.00	\$ 3,604.60
Total Current Assets	\$ 1,211,325.23	\$ 1,338,842.21
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	1,070,991.03	1,070,991.03
1106 Vehicles	154,287.50	154,287.50
1112 Accumulated Dep Building	-835,527.09	-835,527.09
1114 Accumulated Depreciation	-1,311,465.16	-1,311,465.16
Total 1100 Fixed Assets	\$ 1,634,607.48	\$ 1,634,607.48
Total Fixed Assets	\$ 1,634,607.48	\$ 1,634,607.48
Other Assets		
1382 Prepaid expenses	93,773.47	93,773.47
1400 Right of Use Lease Asset	516,634.00	516,634.00
Total Other Assets	\$ 610,407.47	\$ 610,407.47
TOTAL ASSETS	\$ 3,456,340.18	\$ 3,583,857.16
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2600 Accounts Payable	0.00	960.00
Total Accounts Payable	\$ 0.00	\$ 960.00
Other Current Liabilities		
2601 Accrued P/R	14,011.39	14,011.39
2602 Accounts Payable Manual	0.00	0.00
2604 Deferred Grant	0.00	0.00

**Southern Tier Library System
Treasurer's Report
As of April 30, 2025**

	Totals	
	As of Apr 30, 2025	As of Mar 31, 2025
2605 Retainage Payable	0.00	0.00
2625 Payroll Deductions Payable	1,385.09	1,471.80
2626 Flex Spending Deduction Payable	435.75	860.64
2627 PFL Payable to Insurance	4,730.36	4,440.58
2630 Due to Member Libraries Pay Pal	0.00	0.00
2635 Capital Notes Payable	76,571.66	78,827.87
2640 Accrued Compensated Absences	151,841.56	151,841.56
2800 Lease Liability Short Term	98,735.00	98,735.00
Total Other Current Liabilities	\$ 347,710.81	\$ 350,188.84
Total Current Liabilities	\$ 347,710.81	\$ 351,148.84
Long-Term Liabilities		
2850 Lease Liability - Long Term	417,899.00	417,899.00
Total Long-Term Liabilities	\$ 417,899.00	\$ 417,899.00
Total Liabilities	\$ 765,609.81	\$ 769,047.84
Equity		
3200 Fund Balance Unrestricted	2,340,390.73	2,340,390.73
3910 Board Restricted Capital Reserv	350,000.00	350,000.00
3911 Donor Restricted Capital Reserv	81,179.39	81,179.39
Net Revenue	-80,839.75	43,239.20
Total Equity	\$ 2,690,730.37	\$ 2,814,809.32
TOTAL LIABILITIES AND EQUITY	\$ 3,456,340.18	\$ 3,583,857.16

Official Depository: Community Bank NA

Money Market: 0.03 Rate of Return

Checking Account: 0.01 Rate of Return

Certificates of Deposit: 3.392% and 4.0184% interest

**Southern Tier Library System
Financial Clerk's Report
April 2025**

	April	March
Revenue		
4719 Interest	1,617.34	1,460.05
4724 Member Library IT Contracts	17,057.00	
4731 Arkport Support	2,179.24	4,330.56
4732 Reading Center Support	21,975.22	
4733 Member Library Processing Fees		385.00
4735 Non State Aid Pass Through	82,285.35	1,314.51
4782 Donations	500.00	
4784 General Reimbursements & Refund	400.00	
Total Revenue	\$ 126,014.15	\$ 7,490.12
Gross Profit	\$ 126,014.15	\$ 7,490.12
Expenditures		
5100 Salaries		
5141 Professional Salaries	35,726.08	35,599.56
5142 Non-Professional Salaries	42,464.76	44,004.12
Total 5100 Salaries	\$ 78,190.84	\$ 79,603.68
5150 Personnel Benefits		
5153 Social Security	5,731.99	5,840.06
5154 Workers Compensation	464.86	462.64
5157 Health Insurance	17,740.46	17,839.06
5158 Payroll Expense - Other	8,958.02	956.66
Total 5150 Personnel Benefits	\$ 32,895.33	\$ 25,098.42
5204 STLS Software & Small Equipment	183.89	456.28
5205 Maintenance Contracts & Leases	1,026.92	549.95
5408 Platform Fees & Licenses		5,845.00
5409 STLS Telephone/Internet	16,941.80	16,941.63
5417 Library Materials	1,054.60	551.68
5420 Staff Development Travel	222.22	1,265.18
5422 Trustee Mileage	693.56	
5424 Conference Registration		738.00
5425 Staff & Member Library Mileage	216.72	461.37
5427 Programming & Annual Conference	939.61	
5428 Meeting Supplies		80.94
5430 Office Supplies	301.95	
5433 Postage	63.85	
5434 Public Relations	1,828.76	417.79
5435 Member Library Pass through	97,663.39	12,850.25
5442 Professional Fees	205.00	600.00
5444 Accounting Support & Audit	99.00	99.00
5450 Utilities	1,588.90	2,319.49
5451 Building Maintenance & Repairs	4,092.73	698.00

**Southern Tier Library System
Financial Clerk's Report
April 2025**

	April	March
5454 Commercial Insurance	967.66	936.39
5471 Vehicle Maintenance & Repairs	952.20	3.97
5473 Vehicle Fuel	1,554.59	1,347.39
5474 Vehicle Insurance	503.41	487.13
5480 Greenwood Reading Center Exp	1,586.47	1,318.00
5485 Arkport Expense Account	2,179.24	2,301.88
5490 Grants	4,140.46	24,692.07
Total Expenditures	\$ 250,093.10	\$ 179,663.49
Net Operating Revenue	-\$ 124,078.95	-\$ 172,173.37
Net Revenue	-\$ 124,078.95	-\$ 172,173.37

Personnel & Policies Committee

Meeting Minutes

Tuesday, May 13, 2025 at 12:00 pm

Meeting Location: Southern Tier Library System



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

Administration: Brian M. Hildreth

POLICIESApprove General Statement on Policies Revisions

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed General Statement on Policies revisions as presented at the April 8, 2025 board meeting, and considers any revisions incorporated during board meeting discussion.

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

Social Justice Activities Plan – Review

The committee continued and completed its review of the plan. The group agreed to move the plan forward to the full board for review at May's meeting. B. Hildreth said it would be included in the board packet.

Trustee Job Description

B. Hildreth presented proposed revisions to the job description. He noted the job description is not an actual policy, but rather a document of the Trustee Manual. The document hasn't been reviewed by the board since 2012. The committee began editing some portions of the document. There was discussion about reformatting the job description to read more like a job description as opposed to an aspirational statement. Each committee member agreed to review the document, and make edits prior to the June committee meeting.

PersonnelApprove ILS Specialists' Job Description Revisions

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed ILS Specialists' Job Description revisions as presented at the April 8, 2025 board meeting, and considers any revisions incorporated during board meeting discussion.

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

Meeting adjourned at 12:55 p.m.

Minutes respectfully submitted by: Brian M. Hildreth

Social Justice Activities Plan

STLS Staff Practices and Aspirations to Foster
Diversity, Equity, and Inclusion
2024 - 2028



PREFACE

Southern Tier Library System staff subscribes to the [Library Bill of Rights](#) and [Core Values of Librarianship](#) as outlined by the American Library Association. We also recognize there are inequities within our communities, and we have a professional responsibility to strengthen humanity. For this reason, we feel compelled to uphold our library system's [Declaration Promoting Racial and Social Justice](#).

The activities within this document highlight specific work STLS staff will spearhead or incorporate into their practices over the next few years. Some activities are abstract, ongoing and evolving, while others are specific, time sensitive and **achievable** obtainable in the near term. All of the **goals and objectives described** activities contained within are tied to our current [Plan of Service](#).

We intend to continually **engage with** visit this document to ensure the listed practices are maintained, reviewed and updated to reflect the needs of our membership and region. The timeline of this framework is 2024 – 2028; however, regularly updating and collaborating on this document will allow us to remain committed to our values and ensure that the work is being done.

We are proud of this plan. And we look forward to doing this work!

2024 – 2028 PLAN ACTIVITIES

RESOURCE SHARING

Out of System Inter-Library Loan

1. Inform and educate member library staff on the availability of materials via the **inter-library** BARC system in alternative formats which would better serve ~~certain individuals~~ in their communities. (Ongoing/Program Consultant)

Rotating, Resource, and Consultant Collections

1. Review STLS Collection Development Policy ~~on behalf of the library system and member libraries~~ to incorporate Rotating and Consultant Collections as well as the inclusion of diverse titles, authors or materials. Determine specific parameters ~~perimeters~~ for **adding and purchasing** diverse titles and authors. ~~considering size of collection and percentage of diversity.~~ (Ongoing/Outreach Consultant)

2. Do not charge replacement fees for lost/ damaged items from Rotating Collections or Consultant Collections. (Ongoing/Outreach Consultant)

TECHNOLOGY

Integrated Library System

1. ~~Continue to~~ Evaluate system-wide circulation policies and procedures in partnership with member libraries to make them as equitable, and inclusive as possible through conversations with Directors Advisory Council (DAC), DAC Circulation Committee and STLS Cataloging Committee. (Ongoing/ILS Manager & ILS Specialists)
2. Provide ongoing promotion of the Directors Advisory Council's Reciprocal Borrowing Group to non-participating libraries. Membership in this group opens the range of materials available to the patrons of participating libraries including diverse titles and authors. (Ongoing/ILS Manager & ILS Specialists)

Cataloging

1. Provide access to additional DEI-related reports within BLUEcloud Analytics, which will help libraries evaluate their collections to ensure they are providing their communities with diverse, equitable and inclusive materials across a spectrum of subject headings. (Ongoing/ILS Manager & ILS Specialists)
2. Partner with members of the STLS Cataloging Committee, with input from the Directors Advisory Council's Diversity, Equity & Inclusion Committee, to routinely evaluate controversial subject headings and ensure the Integrated Library System is providing inclusive, conscientious cataloging. (Ongoing/ILS Manager & ILS Specialists)
3. Provide ILS support for online diversity tools, such as the *Diverse Book Finder - Collection Analysis Tool (CAT)*, to assist libraries in developing more diverse collections. Utilize BlueCloud Analytics to generate DEI-related reports. (Ongoing/ILS Manager, ILS Specialists, and Program Consultant)

Digitization

1. Encourage digitization of library materials, especially microfilmed newspapers. Ensure digitized files are freely available, include inclusive, comprehensive metadata, and are safely stored. (Ongoing/Engagement Consultant)

System & Member Websites

1. Assist member libraries by consulting on how to make websites more accessible, including accessible themes and alternative text for all images and graphics. (Ongoing/Engagement Consultant)

Digital Collections

1. Review STLS Collection Development Policy on behalf of the library system and member libraries to incorporate Digital Collections as well as the inclusion of diverse titles and authors (Engagement Consultant, in partnership with TT, Outreach Consultant, and Program Consultant)
2. Evaluate diversity of Digital Collections by collaborating with OverDrive to complete an annual Diversity Audit. (Ongoing/Engagement Consultant)
3. Work with the Digital Advisory Group to receive input on how to strengthen the diversity of digital collections through Overdrive. (Ongoing/Engagement Consultant)
4. Convene the Central Library Planning Committee to reconsider how Central Library Service Aid is used, and develop a budget that expands digital collections beyond Overdrive and current online collections. (Ongoing/Executive Director)

Public Computing Equipment

1. Secure state and federal funding to assist member libraries in the purchase of updated 21st century public computing technologies that help bridge the digital divide and foster digital equity for communities in the library system (Ongoing/ Executive Director and Director of IT)
2. Investigate the use of federal ERate funds to secure loanable WiFi hotspots for member libraries to loan to community members. (Ongoing/ Executive Director and Director of IT)

LEADERSHIP & MANAGEMENT

Library Culture

1. Work with the STLS Directors' Advisory Council's DEI Committee to present a panel discussion geared towards library practitioners to discuss how the library system and DAC have worked together to foster EDISJ in a rural system. **When**, presented at regional or state conferences, the workshop will feature a panel of member library directors or staff. (Executive Director)
2. Establish **re-envisioned** ~~post-pandemic~~ iteration of Leadership for Engaged & Active Directors (LEAD) within library system and seek possible partnerships with other library systems. (Ongoing/Executive Director and AD-Director of Librarianship)
3. Provide scholarships to member librarians to attend the region's Women's Empowerment Conference hosted by Corning Community College. (Ongoing/Executive Director and AD-Director of Librarianship)
4. Partner with the STLS Directors' Advisory Council's DEI Committee to offer training to library directors on how they can incorporate diversity and equity into things like collection development, hiring/personnel, programs, etc. Include DEI as part of new director orientation.

Grants

1. Encourage member librarians to include some aspects of EDISJ ~~practices precepts~~ in grant applications, particularly if funds are provided by STLS. (Ongoing/Executive Director)
2. Evaluate and potentially grow STLS DEI mini grants to member libraries that address community inequities or fall within the area of DEI and social justice practices. (Ongoing/Executive Director)

Personnel

1. Partner with a Human Resource consultant to offer training opportunities on legal hiring and promotion practices that encourage a diverse and inclusive workforce (Ongoing/Executive Director and Director of Librarianship)
2. Provide sample job descriptions and resources that encourage member libraries to review and update job titles and descriptions to be more diverse and inclusive. (Ongoing/Executive Director)
3. Update and maintain STLS' Personnel Policy Sample Template for member libraries to provide guidance on how to foster a diverse, inclusive, and equitable workforce. (Ongoing/Executive Director and Director of Librarianship)

AWARENESS & ADVOCACY

1. Highlight social justice work of member libraries in social media posts and email communications to membership. (Ongoing/Engagement Consultant)
2. Provide training on creating accessible social media content. (Ongoing/Engagement Consultant)
3. Advocate for library-specific initiatives or legislation that breaks down barriers for marginalized community members (i.e. digital equity, diverse workforce, equal pay, etc.) (Ongoing/Engagement Consultant, Executive Director and Director of Librarianship)
4. Incorporate library social justice case studies into advocacy stories when visiting with elected officials (Ongoing/Engagement Consultant, Executive Director)

GOVERNANCE

Funding

1. Discuss with member libraries the importance of securing sustainable funding ~~levels~~ to provide services ~~equitable~~ to other libraries within the library system. (Ongoing/Executive Director and AD-Director of Librarianship)
2. Train member library directors and trustees on allocating a fair portion of ~~such~~ funds to direct services such as collection development, programming, outreach, technology, and facilities to serve all people and pay livable wages to librarians through **Working Together Board/Director Framework*. (Ongoing/Executive Director and AD-Director of Librarianship)

Trustee Training

1. Work with the STLS Directors' Advisory Council's DEI Committee to host online workshops ~~geared towards~~ library trustees to discuss how EDISJ is **being implemented** ~~taking place~~ in member libraries. The workshop will feature a panel of member library directors and/or staff. (Ongoing/Executive Director and AD-Director of Librarianship)

2. Continue offering trustee trainings based on **Helping All Trustees Succeed* curriculum while incorporating new elements of the Trustee Handbook that reference the importance of social justice work. (Ongoing/Executive Director and AD-Director of Librarianship)

**Helping All Trustees Succeed* curriculum – New York State Library

3. Maintain *Social Justice Thought & Practice* in the monthly *Libraries in the Lead* eNewsletter. Provide resources that both inform and offer manageable practices **to be used** within the library setting. Include ways in which library directors can encourage boards to embrace DEI whether through director's reports, training, and/or policy development. (Ongoing/Executive Director)

Facilities

1. Assist library directors and trustees through construction aid programs, mini-grants, and training to ensure that building design incorporates the needs of all people. Update necessary training resources and documents to assist with the process. (Ongoing/Executive Director)

2. Develop guides and resources to assist library directors and trustees with obtaining Existing Conditions Studies that allow for short- and long-term planning of library facilities that address accessibility, environmental stewardship, and disaster readiness.

Policy Development

1. Encourage library boards to review and reaffirm their commitment to the Library Bill of Rights and Core Values of Librarianship at each annual meeting. (Ongoing/Executive Director and AD-Director of Librarianship)

2. Continue to develop the Directors' Advisory Council Team Policy files to provide a robust library of policy templates that are professionally reviewed, legally vetted, and adhere to *Core Values of Librarianship* as they apply to social justice. (Ongoing/Executive Director and AD-Director of Librarianship)

Planning & Evaluation

1. Work with library directors and trustees to conduct strategic planning that incorporates diverse population groups within the community, and develops goals, objectives, and outcomes that support all people who live within the community. (Ongoing/ Executive Director)
2. Assist library directors and boards with Disaster Preparedness and Resiliency Planning to be better positioned to serve the community when natural or unexpected disasters occur given the adverse impacts on marginalized population groups. (Ongoing/Executive Director)

Bylaws & Charter

- ~~1. Work with library directors and trustees to include statements in their Bylaws highlighting the importance of diversity, equity, inclusion and social justice principles through governance and operations. Develop a template for library boards to copy and paste into their existing Bylaws. (Ongoing/Executive Director)~~
2. Recommend to library boards the importance of including a statement within Bylaws that addresses New York State Legislated Trustee Training requirements, and how the library board intends to meet the requirement. ~~Statement encourages the participation in Duties & Responsibilities training, which incorporated EDISJ thoughts and practices.~~ (Ongoing/Executive Director)
3. Assist library boards in the review of Bylaws to incorporate **flexible** ~~more effective~~ ranges in the number of trustees per board that reflect the capacity of each member library, and address how library boards exercise Bylaws to promote diverse representation from the community. (Ongoing/Executive Director)
4. Review charters and work with members to expand service areas, so they cover the entire library system geographic region to enhance services to all community members. (Ongoing/Executive Director)

OUTREACH

Special Client Populations

1. Provide increased opportunities for member librarians to learn about special client populations and their unique needs through group training and individual consultations focusing on EDISJ and environmental and social sustainability. (Ongoing/Outreach Consultant)

2. Maintain and update STLS DEISJ LibGuide and other online resources for member librarians' use. (Ongoing/Outreach Consultant)
3. Create Sustainability LibGuide and other online resources for system and member librarians' use. (Ongoing/Outreach Consultant)
4. Commit to STLS participation in Sustainable Libraries Initiative to uphold the "triple bottom line" framework, particularly of environmentally sound and socially equitable practices. (Ongoing/Outreach Consultant with STLS Sustainability Team)
5. Assist member libraries with developing Sustainability policies and practices and guide them through participation in the Sustainable Libraries Initiative. (Ongoing/Outreach Consultant)
6. Reconfigure the *Reaching Out* newsletter to focus content on EDISJ and Sustainability topics and **continue to include** ~~retain~~ content on special client populations. (Ongoing/Outreach Consultant)

Agencies

1. Make concerted efforts to connect with and develop active partnerships with organizations **working with** ~~serving~~ underserved population groups. (Ongoing/Outreach Consultant)
2. Raise awareness **with** ~~to members of~~ the agencies and organizations providing services to diverse population groups and encourage and facilitate partnerships **with** ~~on the~~ member **libraries.** ~~level.~~ (Ongoing/Outreach Consultant)

Correctional Facilities

1. Work with Correctional Facility Librarian to help offer learning opportunities and consultations relating to diverse groups served within correctional facility libraries. (Ongoing/Outreach Consultant)
2. Assist with providing more reentry resources for those individuals leaving correctional facilities and returning to communities. (Ongoing/Outreach Consultant)
- ~~3. Assist with collection development efforts to create a Collection Development Policy and to develop diverse collections. (Ongoing/Outreach Consultant)~~

Jails

1. Work with Jail Administrators to determine what gaps may exist in jail book collections. Intentionally provide diverse materials in STLS' provided print collections. (Ongoing/Outreach

Consultant)

2. Learn more about the **demographic's composition** of county jail populations to provide materials that best meet individuals' needs, ~~including statistics on composition of the population of incarcerated individuals.~~ (Ongoing/Outreach Consultant)
3. Work to provide more reentry resources for those leaving jails and returning to local communities. (Ongoing/Outreach Consultant)

YOUTH SERVICES

Birth to Kindergarten

1. Deliver information on the *Mirrors & Windows' concept to be reflected in library collections and library programs—information will be age specific (For example: in Early Literacy programs—sensory awareness) (Ongoing – Program Consultant)

* Mirrors and Windows' is a style of teaching that proposes students need two types of representation in curriculum: stories in which they learn about others (windows) and stories in which they can see themselves (mirrors).

Elementary Grade Level

1. Deliver information on the Mirrors & Windows concept to be reflected in library collections and library programs—information will be age specific (For example: Family similarities and differences.) (Ongoing – Program Consultant)

Young Adult Services

1. Deliver information on the Mirrors & Windows concept to be reflected in library collections and library programs—information will be age specific (Ongoing – Program Consultant)

Youth Services General (All Ages)

1. Publish a newsletter that focuses on **wide range of topics affecting all things** youth with a special focus on EDISJ issues and concerns. (Ongoing – Program Consultant)
2. Share information on award winning books that honor creators/characters with diverse viewpoints. (For example: The Walter, sponsored by We Need Diverse Books; Sydney Taylor Book Award, sponsored by Association of Jewish Libraries; The Coretta Scott King Awards, Mildred L Batelder Award, Pura Belpre Awards, Schneider Family Book Award, Stonewall Book Awards, all sponsored by the American Library Association and its affiliates) (Ongoing – Program Consultant)

2024 Plan Authors:

Keturah Cappadonia, Outreach & Sustainability Consultant
Mandy Fleming, ILS Manager

Erika Jenns, Assistant Director – Director of Librarianship
Kendyl Litwiller-Sutherby – Engagement Consultant
Haleigh Mikolajczyk, Program Consultant
Ken Behn, Assistant Director – Director of Information Technology
Brian Hildreth, Executive Director

Adopted by the Southern Tier Library System Board of Trustees on June 17, 2025

Draft

Finance & Facilities Committee

Meeting Minutes

May 12, 2025 – 1:00 pm

Meeting Location: Southern Tier Library System



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

Excuse: Richard Urban

Guests: Mengel, Metzger and Barr

Meeting called to order at 1:00 pm.

Pre-Audit Meeting – was held today with the on-site audit taking place this week. Kathy Stickler and team shared that there are no new accounting standards for this past year. K. Stickler recapped the topics typically covered in our audit such as lease agreements, changes in income sources such as grants, scope limitations, risk assessment, and standard ethical practices. A new focus will be to determine how well the transition has been between the retirement of our long-term bookkeeper and new bookkeeper. K. Stickler also recommended a brief statement acknowledging the uncertainty in Federal awards (funding) which may have an unknown impact on our financial statements going forward. Brian shared that our 2024 grants with ARC and USDA Rural Development Funds have all past local and state review and have been submitted for federal review. E-Rate funding, which pays for all the internet and fiber connections within our Library System are under review. E-Rate reimbursement will be filed in August with disbursements expected in September. K. Stickler will present the audit findings to our board in July.

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

Treasurer's Report – April's report as compared to April 2024 is down about \$150,000.00 due in part to the Steuben County Legislature delay in pass through funding to Steuben County Libraries. Total Current Assets are \$1,211,325.00. We remain in good standing.

Financial Clerk's Report – Brian reported salaries expenses are on track for April. Items of note are #4724 – cost share, #4732 Reading Center Support for Greenwood Reading Center and # 4735 Non-State Aid Pass Through of \$79,000 of Steuben County Aid under Revenue. Under Expenses, Item 5435 – Member Library Pass Through, Item 5451 – Building Maintenance and Repairs for the front doors and septic system repairs.

Profit - Loss Vs Actual Statement – Brian reported the New York State budget increase will be 2% and construction aid will be about \$1.1 million system wide. This is an improvement over the flat funding expected. The mid-year budget revision will be after the summer break. It is expected that health insurance coverage will increase; last year's increase was 8%. E-Rate funding is expected in September.

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

Annual Financial Report to NYS Comptroller – submitted to NYS due May 31st. Will be included in the board packet.

Facilities – Brian will pursue new quotes for parking lot repaving. The parking lot will be sealed this year with repaving to be done in the future as part of NYS Public Library Construction Aid. dff

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

Respectfully submitted: Sisi Barr, Treasurer

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**SPU - Library System of Southern Tier Library System
Annual Financial Report
For the Fiscal Period 01/01/2024 - 12/31/2024**

SPU - Library System of Southern Tier Library System
Annual Financial Report
For the Fiscal Period 01/01/2024 - 12/31/2024

Authorization

Article 3, Section 30 of the General Municipal Law

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

Certification Statement

I, *** No certify event recorded ***, hereby certify that I am the Chief Financial Officer of the SPU - Library System of Southern Tier Library System, and that the information provided in the Annual Financial Report of the SPU - Library System of Southern Tier Library System for the fiscal year ended 12/31/2024, is true and correct to the best of my knowledge and belief.

NOT FINAL

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SPU - Library System of Southern Tier Library System
Annual Financial Report
For the Fiscal Period 01/01/2024 - 12/31/2024

Financial Statements

Financial information for the following funds and accounts groups are included in the Annual Financial Report filed by your government for the fiscal year ended 2024 and has been used by the OSC as the basis for preparing this Annual Financial Report for the fiscal year ended 2024:

List of funds being used

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

All amounts included in this Annual Financial Report for 2024 represent data filed by your government with OSC as reviewed and adjusted where necessary.

SPU - Library System of Southern Tier Library System
Annual Financial Report
For the Fiscal Period 01/01/2024 - 12/31/2024

**A - General
Balance Sheet**

	12/31/2024	12/31/2023	12/31/2022
Assets and Deferred Outflows			
Assets			
Cash and Cash Equivalents			
200 - Cash	\$584,007.66	\$898,927.86	\$962,917.41
201 - Cash In Time Deposits	\$620,348.66	\$350,000.00	\$0.00
Total for Cash and Cash Equivalents	\$1,204,356.32	\$1,248,927.86	\$962,917.41
Net Other Receivables			
380 - Accounts Receivable	-	-	\$148,760.26
454 - Leases Receivable	\$516,634.00	\$613,174.00	-
Total for Net Other Receivables	\$516,634.00	\$613,174.00	\$148,760.26
Due From			
410 - Due from State and Federal Government	\$110,455.79	\$105,463.25	\$107,640.00
440 - Due from Other Governments <i>Local Libraries</i>	\$27,422.20	\$61,694.36	\$25,133.71
Total for Due From	\$137,877.99	\$167,157.61	\$132,773.71
Other Assets			
480 - Prepaid Expenses	\$93,773.47	\$85,892.80	\$83,657.56
Total for Other Assets	\$93,773.47	\$85,892.80	\$83,657.56
Total for Assets	\$1,952,641.78	\$2,115,152.27	\$1,328,108.94
Total for Assets and Deferred Outflows	\$1,952,641.78	\$2,115,152.27	\$1,328,108.94

SPU - Library System of Southern Tier Library System
Annual Financial Report
For the Fiscal Period 01/01/2024 - 12/31/2024

**A - General
Balance Sheet**

	12/31/2024	12/31/2023	12/31/2022
Liabilities, Deferred Inflows and Fund Balances			
Liabilities			
Payables			
600 - Accounts Payable	\$43,480.26	\$13,702.84	\$16,076.28
601 - Accrued Liabilities	-	-	\$0.00
Total for Payables	\$43,480.26	\$13,702.84	\$16,076.28
Payroll Liabilities			
602 - Payroll Deductions	\$18,152.11	\$10,343.74	\$9,337.33
Total for Payroll Liabilities	\$18,152.11	\$10,343.74	\$9,337.33
Notes Payable			
622 - Budget Notes Payable	-	-	\$136,000.00
Total for Notes Payable	\$0.00	\$0.00	\$136,000.00
Other Liabilities			
687 - Compensated Absences	\$151,841.56	\$159,208.73	\$138,984.07
688 - Other Liabilities <i>Long & Short term leases</i>	\$516,634.00	\$613,174.00	-
Total for Other Liabilities	\$668,475.56	\$772,382.73	\$138,984.07
Total for Liabilities	\$730,107.93	\$796,429.31	\$300,397.68
Deferred Inflows			

SPU - Library System of Southern Tier Library System
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For the Fiscal Period 01/01/2024 - 12/31/2024

**A - General
Balance Sheet**

	12/31/2024	12/31/2023	12/31/2022
Deferred Inflows of Resources			
691 - Deferred Inflow Of Resources	-	-	\$3,597.89
Total for Deferred Inflows of Resources	\$0.00	\$0.00	\$3,597.89
Total for Deferred Inflows	\$0.00	\$0.00	\$3,597.89
Fund Balance			
Nonspendable Fund Balance			
806 - Not In Spendable Form	\$93,773.47	\$85,892.80	\$83,657.56
Total for Nonspendable Fund Balance	\$93,773.47	\$85,892.80	\$83,657.56
Assigned Fund Balance			
915 - Assigned Unappropriated Fund Balance	\$431,179.39	\$444,811.44	\$447,806.44
Total for Assigned Fund Balance	\$431,179.39	\$444,811.44	\$447,806.44
Unassigned Fund Balance			
917 - Unassigned Fund Balance	\$697,580.99	\$788,018.22	\$492,649.37
Total for Unassigned Fund Balance	\$697,580.99	\$788,018.22	\$492,649.37
Total for Fund Balance	\$1,222,533.85	\$1,318,722.46	\$1,024,113.37
Total for Liabilities, Deferred Inflows and Fund Balances	\$1,952,641.78	\$2,115,151.77	\$1,328,108.94

SPU - Library System of Southern Tier Library System
Annual Financial Report
For the Fiscal Period 01/01/2024 - 12/31/2024

**A - General
Results of Operations**

	12/31/2024	12/31/2023	12/31/2022
Revenues and Other Sources			
Revenues			
Property Tax Items			
1090 - Interest and Penalties on Real Prop Taxes	-	-	\$0.00
Total for Property Tax Items	\$0.00	\$0.00	\$0.00
Departmental Income			
1289 - Other General Departmental Income	\$4,116.23	\$4,746.43	\$15,087.56
2082 - Library Charges	\$68,739.01	\$378,558.88	\$372,344.64
Total for Departmental Income	\$72,855.24	\$383,305.31	\$387,432.20
Intergovernmental Charges			
2360 - Library Services Other Governments <i>Member Library Cost Share</i>	\$410,785.00	\$407,101.00	\$411,619.00
Total for Intergovernmental Charges	\$410,785.00	\$407,101.00	\$411,619.00
Use of Money and Property			
2401 - Interest and Earnings	\$20,617.98	\$431.34	\$536.96
Total for Use of Money and Property	\$20,617.98	\$431.34	\$536.96
Sales of Property and Compensation for Loss			
2665 - Sales of Equipment	-	-	\$2,900.00
Total for Sales of Property and Compensation for Loss	\$0.00	\$0.00	\$2,900.00
Other Revenues			

SPU - Library System of Southern Tier Library System
Annual Financial Report
For the Fiscal Period 01/01/2024 - 12/31/2024

**A - General
Results of Operations**

	12/31/2024	12/31/2023	12/31/2022
2705 - Gifts and Donations	\$1,716.27	\$1,461.56	\$3,469.48
2706 - Grants From Local Governments	\$46,972.28	\$97,244.02	\$118,844.82
2770 - Unclassified E-Rate	\$185,407.81	\$326,926.12	\$320,376.59
Total for Other Revenues	\$234,096.36	\$425,631.70	\$442,690.89
State Aid			
3840 - State Aid for Libraries	\$1,562,387.00	\$1,517,576.00	\$1,899,922.00
Total for State Aid	\$1,562,387.00	\$1,517,576.00	\$1,899,922.00
Federal Aid			
4840 - Federal Aid for Libraries	-	\$167,050.00	\$64,250.00
Total for Federal Aid	\$0.00	\$167,050.00	\$64,250.00
Total for Revenues	\$2,300,741.58	\$2,901,095.35	\$3,209,351.05
Total for Revenues and Other Sources	\$2,300,741.58	\$2,901,095.35	\$3,209,351.05

SPU - Library System of Southern Tier Library System
Annual Financial Report
For the Fiscal Period 01/01/2024 - 12/31/2024

**A - General
Results of Operations**

	12/31/2024	12/31/2023	12/31/2022
Expenditures and Other Uses			
Expenditures			
General Government Support			
Special Items			
19891 - General Government Support, Other - Personal Services Admin Salaries	\$165,755.82	\$142,179.48	\$128,539.64
19894 - General Government Support, Other - Contractual Admin Expenses	\$36,081.80	\$19,450.42	\$24,022.95
Total for Special Items	\$201,837.62	\$161,629.90	\$152,562.59
Total for General Government Support	\$201,837.62	\$161,629.90	\$152,562.59
Culture and Recreation			
Culture			
74101 - Library - Personal Services	\$889,427.14	\$772,526.85	\$797,164.08
74102 - Library - Equipment and Capital Outlay	-	\$10,468.21	-
74104 - Library - Contractual	\$804,647.64	\$1,273,079.26	\$2,730,706.50
Total for Culture	\$1,694,074.78	\$2,056,074.32	\$3,527,870.58
Total for Culture and Recreation	\$1,694,074.78	\$2,056,074.32	\$3,527,870.58
Employee Benefits			
Employee Benefits			
90108 - State Retirement System - Employee Benefits	\$124,631.00	\$98,908.00	\$87,206.00

SPU - Library System of Southern Tier Library System
Annual Financial Report
For the Fiscal Period 01/01/2024 - 12/31/2024

**A - General
Results of Operations**

	12/31/2024	12/31/2023	12/31/2022
90308 - Social Security - Employee Benefits	\$78,526.60	\$68,876.42	\$68,202.06
90408 - Workers' Compensation - Employee Benefits	\$7,413.14	\$6,678.04	\$8,018.17
90558 - Disability Insurance - Employee Benefits	\$314.24	\$874.64	\$2,760.07
90608 - Hospital, Medical and Dental Insurance - Employee Benefits	\$218,612.68	\$185,373.94	\$192,165.58
90898 - Employee Benefits, Other (Specify) - Employee Benefits <i>EAP, Tuition reimbursement, workshare employee, Paychex fees</i>	\$42,751.15	\$25,463.77	\$11,922.12
Total for Employee Benefits	\$472,248.81	\$386,174.81	\$370,274.00
Total for Employee Benefits	\$472,248.81	\$386,174.81	\$370,274.00
Debt Service			
Debt Service			
97896 - Long Term Debt, Other (Specify) - Debt Principal <i>USDA-Loan</i>	\$26,606.03	\$23,822.24	-
97897 - Long Term Debt, Other (Specify) - Debt Interest <i>USDA-Loan</i>	\$2,193.97	\$2,577.24	-
Total for Debt Service	\$28,800.00	\$26,399.48	\$0.00
Total for Debt Service	\$28,800.00	\$26,399.48	\$0.00
Total for Expenditures	\$2,396,961.21	\$2,630,278.51	\$4,050,707.17
Total for Expenditures and Other Uses	\$2,396,961.21	\$2,630,278.51	\$4,050,707.17

SPU - Library System of Southern Tier Library System
Annual Financial Report
For the Fiscal Period 01/01/2024 - 12/31/2024

**A - General
Changes in Fund Balance**

	12/31/2024	12/31/2023	12/31/2022
Analysis of Changes in Fund Balance			
8021 - Fund Balance - Beginning of Year	\$1,318,753.48	\$1,024,113.88	\$1,865,470.00
8012 - Prior Period Adjustment OR Change in Accounting Principle - Increase in Fund Balance	-	\$23,822.76	-
8022 - Restated Fund Balance - Beginning of Year	\$1,318,753.48	\$1,047,936.64	\$1,865,470.00
Add Revenues and Other Sources	\$2,300,741.58	\$2,901,095.35	\$3,209,351.05
Deduct Expenditures and Other Uses	\$2,396,961.21	\$2,630,278.51	\$4,050,707.17
8029 - Fund Balance - End of Year	\$1,222,533.85	\$1,318,753.48	\$1,024,113.88

SPU - Library System of Southern Tier Library System
Annual Financial Report
For the Fiscal Period 01/01/2024 - 12/31/2024

**A - General
Adopted Budget Summary**

	12/31/2025	12/31/2024	12/31/2023
Estimated Revenues and Other Sources			
Estimated Revenue			
1299 - Est Rev - Departmental Income	-	-	\$180,000.00
2399 - Est Rev - Intergovernmental Charges	\$739,395.00	\$581,172.00	\$467,101.00
2799 - Est Rev - Other Revenues	\$237,200.00	\$231,200.00	\$103,500.00
3099 - Est Rev - State Aid	\$1,326,657.00	\$1,226,110.00	\$1,169,297.00
Total for Estimated Revenue	\$2,303,252.00	\$2,038,482.00	\$1,919,898.00
Total for Estimated Revenues and Other Sources	\$2,303,252.00	\$2,038,482.00	\$1,919,898.00

SPU - Library System of Southern Tier Library System
Annual Financial Report
For the Fiscal Period 01/01/2024 - 12/31/2024

A - General
Adopted Budget Summary

	12/31/2025	12/31/2024	12/31/2023
Estimated Appropriations and Other Uses			
Estimated Appropriations			
1999 - App - General Government Support	\$1,083,385.00	\$1,072,726.00	\$507,920.00
7999 - App - Culture and Recreation	\$769,867.00	\$542,750.00	\$48,900.00
9199 - App - Employee Benefits	\$450,000.00	\$423,006.00	\$1,363,078.00
Total for Estimated Appropriations	\$2,303,252.00	\$2,038,482.00	\$1,919,898.00
Total for Estimated Appropriations and Other Uses	\$2,303,252.00	\$2,038,482.00	\$1,919,898.00

SPU - Library System of Southern Tier Library System
Annual Financial Report
For the Fiscal Period 01/01/2024 - 12/31/2024

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

	12/31/2024	12/31/2023	12/31/2022
Non-Current Assets			
Depreciable Capital Assets			
102 - Buildings	\$2,107,487.60	\$2,112,712.60	\$2,092,487.60
104 - Machinery and Equipment	\$1,674,112.13	\$1,669,411.13	\$1,459,641.13
Total for Depreciable Capital Assets	\$3,781,599.73	\$3,782,123.73	\$3,552,128.73
Accumulated Depreciation			
112 - Accumulated Depreciation Buildings	(\$835,527.09)	(\$799,960.87)	(\$692,371.30)
114 - Accumulated Depreciation Machinery and Equipment	(\$1,311,465.16)	(\$1,202,291.78)	(\$1,067,240.28)
Total for Accumulated Depreciation	(\$2,146,992.25)	(\$2,002,252.65)	(\$1,759,611.58)
Other Non-Current Assets			
108 - Net Pension Asset Proportionate Share	-	-	\$267,422.00
Total for Other Non-Current Assets	\$0.00	\$0.00	\$267,422.00
Total for Non-Current Assets	\$1,634,607.48	\$1,779,871.08	\$2,059,939.15

SPU - Library System of Southern Tier Library System
Annual Financial Report
For the Fiscal Period 01/01/2024 - 12/31/2024

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

	12/31/2024	12/31/2023	12/31/2022
Long-Term Obligations			
Debt Obligations			
689 - Other Long Term Debt <i>USDA Loan</i>	\$85,571.21	\$112,177.24	-
Total for Debt Obligations	\$85,571.21	\$112,177.24	\$0.00
Other Long-Term Obligations			
638 - Net Pension Liability Proportionate Share	\$397,728.00	\$648,373.00	\$0.00
687 - Compensated Absences	\$151,841.56	\$159,208.73	\$138,984.00
Total for Other Long-Term Obligations	\$549,569.56	\$807,581.73	\$138,984.00
Total for Long-Term Obligations	\$635,140.77	\$919,758.97	\$138,984.00

SPU - Library System of Southern Tier Library System
Annual Financial Report
For the Fiscal Period 01/01/2024 - 12/31/2024

Supplemental Schedules

The Supplemental Schedules includes the following schedules:

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

NOT FINAL

SPU - Library System of Southern Tier Library System
Annual Financial Report
For the Fiscal Period 01/01/2024 - 12/31/2024

**Statement of Indebtedness
Debt Summary**

Debt Type	Beginning Balance	Debt Issued	Principal Paid	Paid From debt Proceeds	Accreted Interest	Prior Year Adjustment	Ending Balance
Other	\$112,177.24	\$0.00	\$26,606.03	\$0.00	\$0.00	\$0.00	\$85,571.21
Total	\$112,177.24	\$0.00	\$26,606.03	\$0.00	\$0.00	\$0.00	\$85,571.21

NOT FINAL

SPU - Library System of Southern Tier Library System
Annual Financial Report
For the Fiscal Period 01/01/2024 - 12/31/2024

**Statement of Indebtedness
Debt Records**

Debt Type/ Purpose	Lender Name	Issue Date	Maturity Date	Beginning Balance	Debt Issued	Principal Paid	Paid From Debt Proceeds	Prior Year Adjustment	Accreted Interest	Ending Balance
Other To obtain a grant from USDA.		12/31/22	1/12/28	\$112,177.24	\$0.00	\$26,606.03	\$0.00	\$0.00	\$0.00	\$85,571.21

NOT FINAL

SPU - Library System of Southern Tier Library System
Annual Financial Report
For the Fiscal Period 01/01/2024 - 12/31/2024

Bond Repayment

NOT FINAL

SPU - Library System of Southern Tier Library System
Annual Financial Report
For the Fiscal Period 01/01/2024 - 12/31/2024

Bank Reconciliation

Accounts

Account No.	Account Type	Associated Fund(s)	Bank Balance	Deposits In Transit	Outstanding Checks	Adjustments	Total
329	Certificate of Deposit (CD)	A	\$366,102.17	\$0.00	\$0.00	\$0.00	\$366,102.17
384	Certificate of Deposit (CD)	A	\$254,246.49	\$0.00	\$0.00	\$0.00	\$254,246.49
8520	Checking	A	\$50,813.44	\$0.00	(\$44,856.05)	\$0.00	\$5,957.39
8538	Checking	A	\$14,146.15	\$0.00	(\$1,796.65)	\$0.00	\$12,349.50
8355	Savings	A	\$565,700.77	\$0.00	\$0.00	\$0.00	\$565,700.77
Total			\$1,251,009.02	\$0.00	(\$46,652.70)	\$0.00	\$1,204,356.32
Total Cash From Financials							\$1,204,356.32

SPU - Library System of Southern Tier Library System
Annual Financial Report
For the Fiscal Period 01/01/2024 - 12/31/2024

Bank Reconciliation

Collateralization of Cash

Total Bank Balance	\$1,251,009.02
FDIC Insurance	\$250,000.00
Collateralized with Securities held in possession of the municipality or its agent or otherwise secured	\$1,021,029.34
Total of FDIC Insurance and Collateralized with securities held in possession of the municipality or its agent or otherwise secured	\$1,271,029.34

Investments and Collateralization of Investments

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

SPU - Library System of Southern Tier Library System
Annual Financial Report
For the Fiscal Period 01/01/2024 - 12/31/2024

Employee and Retiree Benefits

Total Number

Full Time Employees	Part Time Employees	Volunteers with Paid Benefits	Retirees with Paid Benefits
11	13		12

Number Receiving Benefits

Benefit	Amount	Full Time	Part Time	Volunteer	Retiree
State Retirement System	\$124,631.00	11	6		0
Police Retirement					
Fire Retirement					
Local Pension Fund					
Social Security	\$78,526.80	11	13		0
Worker's Compensation	\$7,413.14	11	13		0
Life Insurance					
Unemployment Insurance					
Disability Insurance	\$314.24	11	13		0
Hospital, Medical and Dental Insurance	\$218,612.68	7	0		12
Union Welfare Benefits					
Supplemental Benefit Payments to Disabled Firefighters					
Employee Benefits, Other	\$42,751.15	11	13		0
Total Employee Benefits Paid	\$472,249.01				

FOUNDATION FOR SOUTHERN TIER LIBRARIES BOARD OF DIRECTORS MEETING

April 10, 2025 | Southern Tier Library System

Present: Ristiina Wigg, President; Paul Webster, Treasurer; Dale Wexell, Gail Ebeltoft, Secretary, Louise Richardson

Unable to attend: Brian Hildreth, STLS Executive Director

The meeting was called to order at 11:05 am. The agenda was approved as written.

President Ristiina welcomed Mary Claire-Krebs, board member of the Southern Tier Library System. Mary-Claire was invited to experience the grant award process and meet members of the board. Attendance was suggested to help her determine whether she is interested in becoming a Foundation STLS board member.

MINUTES

Minutes of the March 13, 2025 meeting were approved as written.

TREASURER'S REPORT

There was no activity in the account this month other than \$.09 accrued interest. The *Directors and Officers Liability Insurance* annual premium of \$1,108.63 is due. Upon payment, the account balance will be \$22,853.05.

The Treasurer's Report was accepted.

NEW BUSINESS

Dale Wexell made a motion to revise the slate of officers elected at the March meeting to include a Vice President. Seconded by Gail Ebeltoft

President – Ristiina Wigg

Vice-President – Louise Richardson

Treasurer – Paul Webster

Secretary – Gail Ebeltoft

Motion carried unanimously.

Annual Event

Louise spoke with Brian Hildreth about the series of five *Banned Book Trivia* events. Brian thought that hosting an event in Corning and a second one in Elmira would work well. He expressed concern about hosting trivia events in smaller libraries in other counties. There may be a perception that the Foundation will be “stepping on toes” i.e., undermining the local libraries' fundraising efforts. He suggested sharing the proceeds from the events held in Corning

and Elmira among all libraries in the STLS. Louise encouraged the board to think of other ideas for event locations.

Louise also spoke to Brian about the possibility of presenting the FSTLS Library Lion award during the STLS annual meeting, including it during the presentation of other annual awards. Brian agreed. Louise will send the request form for nominations for the Library Lion award to Brian within the next month. He will send it to the libraries in the STLS. Rusty added that the Foundation could hand out brochures explaining the Foundation's work and the Library Lion award at this time. This could be a way to encourage nominations for next year.

2025 Grant Awards-review of applications

The Board voted unanimously to award \$17,500 among the successful applicants. (Motion by Gail, seconded by Dale) Treasurer Paul Webster explained that this amount reserves enough funds to pay operating and fundraising expenses. The Board can award slightly more than this amount and still have enough cash reserve.

One library's application arrived after the posted deadline of Friday, April 4, 2025 and is not eligible for consideration. The library will be informed and encouraged to submit again next year.

Louise will add wording in the 2026 application guidelines that priority will be given to projects which directly impact patrons' experiences. She may also add an example from a particular library's application to illustrate this point.

After a thorough review and discussion, the Board awarded \$19,188 with \$1,000 of that amount donated by Dale and Kathleen Wexell. The Board expressed gratitude to Dale for his continuing generosity!

Nomination and Acceptance

Paul Webster made a motion to nominate Mary Claire Krebs to join the Board. Seconded by Louise and unanimously and enthusiastically accepted by the other Board members. Mary-Claire accepted immediately.

GRANT AWARD CEREMONY

Thursday, April 24 at 5:00 pm at the Southern Tier Library System Building

Board members should arrive at 4:30 pm to help set up.

NEXT MEETING

Thursday, May 8, 2025, at 11:00 am at the Southern Tier Library System Building

There being no further business, the meeting was adjourned at 1:15 pm.

Gail Ebeltoft, Secretary

Southern Tier Library System

Unpaid Bills
As of May 2, 2025

Handwritten: 4/30/25

Handwritten: 4/29/2024

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Adelman, Samantha				
05/02/2025	Bill	2025 Spring CE	05/02/2025	✓ 205.40
Total for Adelman, Samantha				\$205.40
Armstrong Telecommunications				
05/02/2025	Bill	0888050-01 525	05/02/2025	✓ 152.85
Total for Armstrong Telecommunications				\$152.85
Blackstone Publishing				
05/02/2025	Bill	2194811	05/02/2025	✓ 181.89
Total for Blackstone Publishing				\$181.89
Corning Community College (807) 982-8490				
05/02/2025	Bill	2025 WE Conference	05/02/2025	✓ 200.00
Total for Corning Community College				\$200.00
Corning Natural Gas 807-836-3765				
05/02/2025	Bill	April 2025	05/02/2025	✓ 289.80
Total for Corning Natural Gas				\$289.80
Dalton, Tina				
05/02/2025	Bill	2025 Spring CE	05/02/2025	✓ 80.00
Total for Dalton, Tina				\$80.00
Dell Marketing LP 800-456-3355				
05/02/2025	Bill	10810184815	08/02/2025	✓ 958.58
05/02/2025	Bill	10810170716	05/02/2025	✓ 1,565.00
Total for Dell Marketing LP				\$2,523.58
Excelius BC BS				
05/02/2025	Bill	May 2025	05/02/2025	✓ 5,818.61
05/02/2025	Bill	May 2025 Den	05/02/2025	✓ 310.00
Total for Excelius BC BS				\$6,128.61
Friendly Frede 807-837-5223				
05/02/2025	Bill	33488	05/02/2025	✓ 138.28
05/02/2025	Bill	33500	05/02/2025	✓ 619.00
Total for Friendly Frede				\$757.28
Gale/CENGAGE Learning				
05/02/2025	Bill	88879541	05/02/2025	✓ 48.78
05/02/2025	Bill	88887103	05/02/2025	✓ 48.13
Total for Gale/CENGAGE Learning				\$96.91
Graney, Jen				
05/02/2025	Bill	2025 Spring CE	05/02/2025	✓ 141.00
Total for Graney, Jen				\$141.00
Green, Melissa				
05/02/2025	Bill	2025 Spring CE	05/02/2025	✓ 70.88

Southern Tier Library System

Unpaid Bills As of May 2, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Total for Green, Melissa				\$70.98 ✓
Hass, Rebecca				
05/02/2025	Bill	2025 Spring CE	05/02/2025	✓ 1,800.00 ✓
Total for Hass, Rebecca				\$1,800.00
Honey Pot Chocolates				
807-382-8871				
05/02/2025	Bill	050925	05/02/2025	✓ 81.25 ✓
Total for Honey Pot Chocolates				\$81.25
Ingram Library Services				
800-837-5300 opt 1				
05/02/2025	Bill	87890792	05/02/2025	✓ 147.99 ✓
Total for Ingram Library Services				\$147.99
Isaac Hvac				
585-548-1400				
05/02/2025	Bill	3867107	05/02/2025	✓ 174.95 ✓
Total for Isaac Hvac				\$174.95
Multi Media Services				
807-838-3186				
05/02/2025	Bill	94507	05/02/2025	✓ 593.28 ✓
05/02/2025	Bill	94287	05/02/2025	✓ 587.49 ✓
Total for Multi Media Services				\$1,180.77
NYLA				
518-432-8952 ext 103				
05/02/2025	Bill	3871	05/02/2025	✓ 185.00 ✓
05/02/2025	Bill	2026 Member Dues	05/02/2025	✓ 1,510.00 ✓
Total for NYLA				\$1,695.00
Overdrive				
218-573-8886				
05/02/2025	Bill	01453DA25120686	05/02/2025	✓ 484.97 ✓
05/02/2025	Bill	01453DA25123816	05/02/2025	✓ 109.00 ✓
05/02/2025	Bill	01453DA25123880	05/02/2025	✓ 213.17 ✓
05/02/2025	Bill	01453DA25127313	05/02/2025	✓ 462.49 ✓
Total for Overdrive				\$1,249.63
Povero, Kelly				
05/02/2025	Bill	050925 Mileage	05/02/2025	✓ 30.24 ✓
05/02/2025	Bill	050924 Spring CE	05/02/2025	✓ 50.00 ✓
Total for Povero, Kelly				\$80.24
Raeanne Smith				
05/02/2025	Bill	050925 Mileage	05/02/2025	✓ 121.80 ✓
05/02/2025	Bill	2025 Spring CE	05/02/2025	✓ 50.00 ✓
Total for Raeanne Smith				\$171.80
Rushford Library				
585-437-2539				

Southern Tier Library System

Unpaid Bills As of May 2, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
05/02/2025	Bill	2025 CB Refund	05/02/2025	✓ 387.00 ✓
• Total for Rushford Library				\$387.00
05/02/2025	Bill	2025 Spring CE	05/02/2025	✓ 250.00 ✓
• Smith, Nat				\$250.00
05/02/2025	Bill	143864001 041425	05/02/2025	✓ 1,750.00 ✓
• Spectrum				\$1,750.00
05/02/2025	Bill	2025 Spring CE	05/02/2025	✓ 750.00 ✓
• Stevenson, Rachel				\$750.00
05/02/2025	Bill	2025 Spring CE	05/02/2025	✓ 287.00 ✓
• Stoltman, Joan				\$287.00
05/02/2025	Bill	10428	05/02/2025	✓ 187.50 ✓
• The Law Office of Stephanie Adams, PLLC 716-464-3386				\$187.50
05/02/2025	Bill	2025 Spring CE	05/02/2025	✓ 112.42 ✓
• Wise, Charlyn				\$112.42
TOTAL				\$21,017.23

Southern Tier Library System

Unpaid Bills

As of April 18, 2025

4/16/25

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
4imprint, Inc				
800-355-5043				
04/18/2025	Bill	13685973	04/18/2025	✓ 587.55 ✓
Total for 4imprint, Inc				\$587.55
Addison Library				
807-359-3888				
04/18/2025	Bill	2025 Steuben Co Aid	04/18/2025	✓ 3,276.87 ✓
Total for Addison Library				\$3,276.87
Arkport Library				
807-295-7811				
04/18/2025	Bill	2025 Steuben Co Aid	04/18/2025	✓ 883.23 ✓
Total for Arkport Library				\$883.23
Armstrong Telecommunications				
04/18/2025	Bill	0859904-01 4/25	04/18/2025	✓ 210.55 ✓
Total for Armstrong Telecommunications				\$210.55
Atlanta Library				
585-534-5030				
04/18/2025	Bill	2025 Steuben Co Aid	04/18/2025	✓ 2,159.24 ✓
Total for Atlanta Library				\$2,159.24
Avoca Library				
807-588-9279				
04/18/2025	Bill	2025 Steuben Co Aid	04/18/2025	✓ 8,118.52 ✓
Total for Avoca Library				\$8,118.52
Baker & Taylor				
800-340-5370				
04/18/2025	Bill	2038962048	04/18/2025	✓ 6.49 ✓
04/18/2025	Bill	2038952830	04/18/2025	✓ 3.89 ✓
Total for Baker & Taylor				\$10.38
Bath Library				
807-776-4813				
04/18/2025	Bill	2025 Steuben Co Aid	04/18/2025	✓ 8,822.58 ✓
Total for Bath Library				\$8,822.58
Brown, Lorie				
04/18/2025	Bill	Medicare B 4/25	04/18/2025	✓ 92.36 ✓
Total for Brown, Lorie				\$92.36
Button, Vickie				
04/18/2025	Bill	Medicare B 4/25	04/18/2025	✓ 92.36 ✓
Total for Button, Vickie				\$92.36
Canistota Library				
807-898-4445				
04/18/2025	Bill	2025 Steuben Co Aid	04/18/2025	✓ 2,713.85 ✓
Total for Canistota Library				\$2,713.85
Casella Waste Services				

Southern Tier Library System

Unpaid Bills As of April 18, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
807-796-2000				
04/18/2025	Bill	2351301	04/18/2025	✓ 133.08 ✓
Total for Cassella Waste Services				\$133.08
Cohocton Library				
585-384-5170				
04/18/2025	Bill	2025 Steuben Co Aid	04/18/2025	✓ 3,580.87 ✓
Total for Cohocton Library				\$3,580.87
Coming Library				
807-938-3713				
04/18/2025	Bill	2025 Steuben Co Aid	04/18/2025	✓ 20,973.22 ✓
Total for Coming Library				\$20,973.22
Dalton, Tina				
04/18/2025	Bill	032625 Mileage	04/18/2025	✓ 53.08 ✓
Total for Dalton, Tina				\$53.08
Eastern Managed Print Network				
315-474-7000				
04/18/2025	Bill	IN4649783	04/18/2025	✓ 549.95 ✓
Total for Eastern Managed Print Network				\$549.95
Empire Natural Gas				
807-858-7851				
04/18/2025	Bill	WSTLS-0290697	04/18/2025	✓ 148.09 ✓
Total for Empire Natural Gas				\$148.09
Energy Cooperative of America				
04/18/2025	Bill	1034868	04/18/2025	✓ 537.44 ✓
Total for Energy Cooperative of America				\$537.44
English, Darleen				
807-368-9157				
04/18/2025	Bill	Medicare B 4/25	04/18/2025	✓ 92.36 ✓
Total for English, Darleen				\$92.36
Erie Insurance Company				
800-458-0811				
04/18/2025	Bill	May 2025	04/18/2025	✓ 1,949.16 ✓
Total for Erie Insurance Company				\$1,949.16
First Bankcard				
1-800-819-4249				
04/18/2025	Bill	4418229218409335425	04/18/2025	✓ 2,376.04 ✓
04/18/2025	Bill	4418229257566235425	04/18/2025	✓ 30.00 ✓
04/18/2025	Bill	4418229234327727425	04/18/2025	✓ 131.29 ✓
04/18/2025	Bill	4418228412675992425	04/18/2025	✓ 339.84 ✓
04/18/2025	Bill	4418228439328439425	04/18/2025	✓ 150.85 ✓
04/18/2025	Bill	4418228436631229425	04/18/2025	✓ 114.71 ✓
Total for First Bankcard				\$3,142.39
FirstLight Fiber				

Southern Tier Library System

Unpaid Bills

As of April 18, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
04/18/2025	Bill	19710728	04/18/2025	✓ 900.00 ✓
Total for FirstLight Fiber				\$900.00
Friendly Freds				
807-837-5223				
04/18/2025	Bill	33430	04/18/2025	✓ 493.98 ✓
Total for Friendly Freds				\$493.98
Gale/CENGAGE Learning				
04/18/2025	Bill	88924408	04/18/2025	✓ 405.48 ✓
04/18/2025	Bill	88873978	04/18/2025	✓ 177.38 ✓
Total for Gale/CENGAGE Learning				\$582.86
Haggetrom, David				
04/18/2025	Bill	040825 Mileage	04/18/2025	✓ 116.76 ✓
Total for Haggetrom, David				\$116.76
Hallahan, Sheila				
04/18/2025	Bill	Medicare B 4/25	04/18/2025	✓ 82.36 ✓
Total for Hallahan, Sheila				\$82.36
Hammondsport Library				
807-589-2045				
04/18/2025	Bill	2025 Steuben Co Aid	04/18/2025	✓ 4,991.30 ✓
Total for Hammondsport Library				\$4,991.30
Holden, Loretta				
8077384910				
04/18/2025	Bill	Medicare B 4/25	04/18/2025	✓ 82.36 ✓
Total for Holden, Loretta				\$82.36
Homell Library				
807-324-1210				
04/18/2025	Bill	2025 Steuben Co Aid	04/18/2025	✓ 8,139.36 ✓
Total for Homell Library				\$8,139.36
Howard Library				
807-588-2412				
04/18/2025	Bill	2025 Steuben Co Aid	04/18/2025	✓ 3,728.07 ✓
Total for Howard Library				\$3,728.07
Jasper Library				
807-792-3494				
04/18/2025	Bill	2025 Steuben Co Aid	04/18/2025	✓ 1,858.44 ✓
Total for Jasper Library				\$1,858.44
Lawrence, Thomas				
04/18/2025	Bill	March 2025 Mileage	04/18/2025	✓ 48.20 ✓
Total for Lawrence, Thomas				\$48.20
Litwiler-Sutherby, Kendyl				
04/18/2025	Bill	Apr 2025 Mileage	04/18/2025	✓ 62.72 ✓
Total for Litwiler-Sutherby, Kendyl				\$62.72
McPherson, Marcia				

Southern Tier Library System

Unpaid Bills As of April 18, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
04/18/2025	Bill	Medicare B 4/25	04/18/2025	92.36 ✓
Total for McPherson, Marcia				\$92.36
Multi Media Services				
607-838-3186				
04/18/2025	Bill	94856	04/18/2025	71.46 ✓
Total for Multi Media Services				\$71.46
Nelson, Jane				
352-751-4547 (h)				
04/18/2025	Bill	Medicare B 4/25	04/18/2025	92.36 ✓
Total for Nelson, Jane				\$92.36
NYSHIP				
04/18/2025	Bill	617	04/18/2025	13,388.93 ✓
Total for NYSHIP				\$13,388.93
Overdrive				
216-573-8886				
04/18/2025	Bill	01453CO2518286	04/18/2025	1,376.11 ✓
04/18/2025	Bill	01453CO25109293	04/18/2025	2,504.96 ✓
04/18/2025	Bill	01453CO25109247	04/18/2025	340.95 ✓
04/18/2025	Bill	01453CO25109254	04/18/2025	332.94 ✓
04/18/2025	Bill	01453CO25109700	04/18/2025	2,671.39 ✓
04/18/2025	Bill	01453CO25109698	04/18/2025	2,656.81 ✓
04/18/2025	Bill	01453DA25113309	04/18/2025	193.02 ✓
04/18/2025	Bill	01453CO25111281	04/18/2025	5,583.14 ✓
Total for Overdrive				\$15,861.32
Passage, Mary				
04/18/2025	Bill	Medicare B 4/25	04/18/2025	92.36 ✓
Total for Passage, Mary				\$92.36
Prattsburgh Library				
607-522-3490				
04/18/2025	Bill	2025 Steuben Co Aid	04/18/2025	1,432.03 ✓
Total for Prattsburgh Library				\$1,432.03
Pulteney Library				
607-868-3652				
04/18/2025	Bill	2025 Steuben Co Aid	04/18/2025	1,733.63 ✓
Total for Pulteney Library				\$1,733.63
Quiggle, Mary Kay				
607-542-0686				
04/18/2025	Bill	Medicare B 4/25	04/18/2025	92.36 ✓
Total for Quiggle, Mary Kay				\$92.36
Richardson, Louise				
04/18/2025	Bill	Jan-Mar 25 Mileage	04/18/2025	100.00 ✓
Total for Richardson, Louise				\$100.00
Savona Library				

Southern Tier Library System

Unpaid Bills

As of April 18, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
807-583-4426				
04/18/2025	Bill	2025 Steuben Co Aid	04/18/2025	✓ 3,012.86 ✓
Total for Savona Library				\$3,012.86
Shaeley's				
(807) 733-1882				
04/18/2025	Bill	137126	04/18/2025	✓ 447.40 ✓
Total for Shaeley's				\$447.40
Southern Tier Network				
04/18/2025	Bill	6451	04/18/2025	✓ 1,000.00 ✓
04/18/2025	Bill	6452	04/18/2025	✓ 3,250.00 ✓
04/18/2025	Bill	6457	04/18/2025	✓ 3,845.00 ✓
04/18/2025	Bill	6462	04/18/2025	✓ 500.00 ✓
04/18/2025	Bill	6473	04/18/2025	✓ 250.00 ✓
04/18/2025	Bill	6477	04/18/2025	✓ 250.00 ✓
04/18/2025	Bill	6478	04/18/2025	✓ 500.00 ✓
Total for Southern Tier Network				\$9,595.00
Spectrum				
04/18/2025	Bill	240616301 040125	04/18/2025	✓ 425.00 ✓
04/18/2025	Bill	145513901 040125	04/18/2025	✓ 500.00 ✓
04/18/2025	Bill	145511001 040125	04/18/2025	✓ 500.00 ✓
04/18/2025	Bill	120225701 040125	04/18/2025	✓ 88.98 ✓
04/18/2025	Bill	145510901 040125	04/18/2025	✓ 500.00 ✓
04/18/2025	Bill	145202001 040125	04/18/2025	✓ 500.00 ✓
04/18/2025	Bill	225336201 040125	04/18/2025	✓ 500.00 ✓
04/18/2025	Bill	241109301 040125	04/18/2025	✓ 88.98 ✓
04/18/2025	Bill	224328601 040125	04/18/2025	✓ 500.00 ✓
04/18/2025	Bill	066223501 040125	04/18/2025	✓ 188.98 ✓
Total for Spectrum				\$3,754.94
Verizon Wireless				
800-922-0204				
04/18/2025	Bill	6109856683	04/18/2025	✓ 177.28 ✓
Total for Verizon Wireless				\$177.28
Wayland Library				
585-728-5380				
04/18/2025	Bill	2025 Steuben Co Aid	04/18/2025	✓ 5,288.51 ✓
Total for Wayland Library				\$5,288.51
Wigg, Ristina				
607-937-5040				
04/18/2025	Bill	Medicare B 4/25	04/18/2025	✓ 82.36 ✓
Total for Wigg, Ristina				\$82.36
Zimmerlin, Andrew				
04/18/2025	Bill	040925 Mileage	04/18/2025	✓ 70.00 ✓
Total for Zimmerlin, Andrew				\$70.00

Southern Tier Library System

Unpaid Bills

As of April 18, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
TOTAL				\$132,425.20

Southern Tier Library System

Unpaid Bills
As of April 4, 2025

4/12/25

4/13/25

DATE	TRANSACTION TYPE	NUM	DOE DATE	AMOUNT
Armstrong				
04/04/2025	Bill	0772021-01 4/25	04/04/2025	119.52 ✓
Total for Armstrong				\$119.52
Armstrong Telecommunications				
04/04/2025	Bill	0666050-01 425	04/04/2025	152.65 ✓
Total for Armstrong Telecommunications				\$152.65
Baker & Taylor				
800-340-5370				
04/04/2025	Bill	2038924204	04/04/2025	9.08 ✓
Total for Baker & Taylor				\$9.08
Barr, Mathilde				
04/04/2025	Bill	Jan-Mar 2025 Mileage	04/04/2025	263.20 ✓
Total for Barr, Mathilde				\$263.20
Blackstone Publishing				
04/04/2025	Bill	2191343	04/04/2025	35.99 ✓
Total for Blackstone Publishing				\$35.99
Clearly IP				
920-383-3100				
04/04/2025	Bill	INV-164929	04/04/2025	414.53 ✓
Total for Clearly IP				\$414.53
Coming Catering Inc				
807-962-2106				
04/04/2025	Bill	9444	04/04/2025	717.60 ✓
Total for Coming Catering Inc				\$717.60
Coming Library				
607-936-3713				
04/04/2025	Bill	2025 1st Qtr WkShare	04/04/2025	8,104.06 ✓
Total for Coming Library				\$8,104.06
Coming Natural Gas				
607-936-3755				
04/04/2025	Bill	March 2025	04/04/2025	332.28 ✓
Total for Coming Natural Gas				\$332.28
Decker, Lynnette				
04/04/2025	Bill	012125 Mileage	04/04/2025	106.40 ✓
04/04/2025	Bill	031825 Mileage	04/04/2025	106.40 ✓
Total for Decker, Lynnette				\$212.80
Excellus BC BS				
04/04/2025	Bill	Apr 2025	04/04/2025	5,818.61 ✓
04/04/2025	Bill	Apr 2025 Den	04/04/2025	310.00 ✓
Total for Excellus BC BS				\$6,128.61
Friendly Freds				
607-937-5223				
04/04/2025	Bill	33371	04/04/2025	355.16 ✓

Southern Tier Library System

Unpaid Bills As of April 4, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
04/04/2025	Bill	33381	04/04/2025	✓ 75.56 ✓
Total for Friendly Freds				\$430.72
Gale/CENGAGE Learning				
04/04/2025	Bill	85845613	04/04/2025	✓ 223.16 ✓
04/04/2025	Bill	86880830	04/04/2025	✓ 27.99 ✓
Total for Gale/CENGAGE Learning				\$251.15
ID Label				
847-265-1200				
04/04/2025	Bill	2025-30876-00	04/04/2025	✓ 460.70 ✓
Total for ID Label				\$460.70
Ingram Library Services				
800-937-5300 opt 1				
04/04/2025	Bill	87190122	04/04/2025	✓ 154.99 ✓
04/04/2025	Bill	87190123	04/04/2025	✓ 29.61 ✓
Total for Ingram Library Services				\$184.60
Institute For Human Services				
607-776-9487 ext 214				
04/04/2025	Bill	8667	04/04/2025	✓ 175.00 ✓
Total for Institute For Human Services				\$175.00
Multi Media Services				
607-936-3186				
04/04/2025	Bill	94264	04/04/2025	✓ 1,152.76 ✓
Total for Multi Media Services				\$1,152.76
NYSEG				
04/04/2025	Bill	Mar 2025	04/04/2025	✓ 571.09 ✓
Total for NYSEG				\$571.09
Overdrive				
216-573-6886				
04/04/2025	Bill	01453DA25086232	04/04/2025	✓ 168.95 ✓
04/04/2025	Bill	01453CO25089010	04/04/2025	✓ 60.72 ✓
04/04/2025	Bill	01453CO25089017	04/04/2025	✓ 570.90 ✓
04/04/2025	Bill	01453CO25089018	04/04/2025	✓ 571.74 ✓
04/04/2025	Bill	01453CO25089026	04/04/2025	✓ 1,339.91 ✓
04/04/2025	Bill	01453DA25093364	04/04/2025	✓ 307.47 ✓
Total for Overdrive				\$3,019.69
Pitney Bowes				
800-243-7824				
04/04/2025	Bill	3320526874	04/04/2025	✓ 476.97 ✓
04/04/2025	Bill	1027178755	04/04/2025	✓ 85.90 ✓
Total for Pitney Bowes				\$562.87
Pristine Lawn Services				
607-333-5585				
12/31/2024	Bill	1442 Dec2024	12/31/2024	✓ 960.00 ✓

Southern Tier Library System

Unpaid Bills


As of April 4, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
04/04/2025	Bill	1442 Jan-Mar2025	04/04/2025	✓ 2,880.00 ✓
Total for Pristine Lawn Services				\$3,840.00
Rainbow Printing				
330-896-5555				
04/04/2025	Bill	00162142	04/04/2025	✓ 516.00 ✓
Total for Rainbow Printing				\$516.00
Retterer & Sons LLC				
607-973-2331				
04/04/2025	Bill	4761	04/04/2025	✓ 565.05 ✓
Total for Retterer & Sons LLC				\$565.05
Smith, Karen				
04/04/2025	Bill	032625 Mileage	04/04/2025	✓ 37.80 ✓
Total for Smith, Karen				\$37.80
Spectrum				
04/04/2025	Bill	143864001 031425	04/04/2025	✓ 1,750.00 ✓
Total for Spectrum				\$1,750.00
Staples Business Credit				
888-753-4103				
04/04/2025	Bill	7004638741	04/04/2025	✓ 154.23 ✓
Total for Staples Business Credit				\$154.23
Tolls by Mail				
844-826-8400				
04/04/2025	Bill	18249116561	04/04/2025	✓ 2.49 ✓
Total for Tolls by Mail				\$2.49
WEX Bank				
04/04/2025	Bill		04/04/2025	✓ 1,554.59 ✓
Total for WEX Bank				\$1,554.59
TOTAL				\$31,719.06

Deposit Summary

Summary of Deposits to Cash - Money Market on 05/02/2025

05/01/2025



CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
1107	Check	Prattsburgh	Dark Fiber	300.00
1287	Check	Arkport	Dark Fiber	216.00
1288	Check	Arkport	Shared Svc	400.00
1289	Check	Arkport	Workers Comp	8.80
2596	Check	Int'l Motor Racing Research Center	Cataloging	157.50
5536	Check	Coming	Dark Fiber & VoIP	633.00
80277	Check	Bath	Dark Fiber	345.00
4304	Check	Montour Falls	Dark Fiber	300.00
193	Check	Rushville	Dark Fiber	345.00
14069	Check	Dundee	Pass Thru	80.00
8664	Check	Rushford	Pass Thru Phone	60.60
3723	Check	Watkins Glen	Dark Fiber	300.00
5478	Check	Belfast	Dark Fiber	420.00
1291	Check	Arkport	Payroll	2170.44
DEPOSIT SUBTOTAL				5736.34
LESS CASH BACK				
DEPOSIT TOTAL				5736.34

Deposit Summary

04/23/2025

Summary of Deposits to Cash - Money Market on 04/24/2025

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
10224	Check	Branchport	Dark Fiber	240.00
1587	Check	Wellsville	Pass Thru	516.00
4869	Check	Addison	Dark Fiber	300.00
1378	Check	Cohocton	Dark Fiber	300.00
4609	Check	Canaseraga	Dark Fiber	420.00
3683	Check	Avoca	Dark Fiber	330.00
7385	Check	CCLD-Elmira	Dark Fiber & VoIP	2541.00
5295	Check	Almond	Dark Fiber	420.00
7210	Check	Richburg	Dark Fiber	165.00
5902	Check	Whitesville	Dark Fiber	240.00
DEPOSIT SUBTOTAL				5472.00
LESS CASH BACK				
DEPOSIT TOTAL				5472.00

Deposit Summary

[Handwritten signature]
4/21/2025

Summary of Deposits to Cash - Money Market on 04/16/2025

04/16/2025

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
9352	Check	Cleary, Jule	Health Ins	81.95
5500	Check	Belmont	Pass Thru	39.41
13055	Check	Pulteney	Dark Fiber	270.00
8818	Check	Hammondsport	Dark Fiber	300.00
5716	Check	Scio	Dark Fiber	225.00
3892	Check	Savona	Dark Fiber	300.00
1534	Check	Alfred	Dark Fiber	330.00
14062	Check	Dundee	Dark Fiber& VoIP	507.00
2912	Check	Howard	Dark Fiber	330.00
4647	Check	Atlanta	Dark Fiber	300.00
15151	Check	Penn Yan	Dark Fiber & VoIP	660.00
6234	Check	Wayland	VoIP	210.00
5716	Check	Fillmore	Dark Fiber	450.00
5713	Check	Fillmore	Pass Thru	39.41
4312	Check	Friendship	Pass Thru	39.41
23459	Check	Wellsville	Dark Fiber	450.00
80071	Check	Canisteo	2025 GWL Funds	20646.00
80072	Check	Canisteo	GWL Tax Share Deficit	439.60
DEPOSIT SUBTOTAL				25617.78
LESS CASH BACK				
DEPOSIT TOTAL				25617.78

Deposit Summary

[Handwritten signature]
4/10/25

04/07/2025

Summary of Deposits to Cash - Money Market on 04/07/2025

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
1282		Arkport	Payroll	4330.56
8659	Check	Rushford	PT/phone	60.60
1365	Check	Cohocton	Pass Thru	23.17
5000	Check	Little Genesee	Pass Thru	39.41
1103	Check	Prattsburgh	Pass Thru	39.41
79845	Check	Overdrive Inc	Donation	250.00
2583	Check	Int'l Motor Racing Research Center	Cataloging	385.00
23446	Check	Wellsville	Pass Thru	39.41
5032	Check	Rogers, Pam	2nd Qtr Health Ins	245.85
7365	Check	CCLD-Elmira	Pass Thru	184.83
5898	Check	Whitesville	Pass Thru/phone	39.37
192377	Check	Steuben County	Steuben Co Ald	79600.00
DEPOSIT SUBTOTAL				85237.61
LESS CASH BACK				
DEPOSIT TOTAL				85237.61

GENERAL STATEMENT ON POLICIES

APPLIES TO: STLS Board of Trustees and Executive Director

References: STLS Authority of the Board Policy

Handbook for Library Trustees for New York State

It is the responsibility of the Board of Trustees to establish and maintain written policies to ensure the effective operation of the Southern Tier Library System. Policymaking is an important part of a Trustee's job, requiring a thoughtful study of the issues involved and a deep understanding of the System's mission.

The STLS Board is required by the NYS Commissioner's Regulation 90.2 to create certain policies as part of the Minimum Standards set by the Board of Regents for libraries and systems. These policies, along with other federal or state required policies, are intended to be used by the Board of Trustees for its own functions. The Board of Trustees is responsible for reviewing and revising these policies on a timely basis as well as ultimately enforcing them with the assistance of the library system staff.

This Policy Manual includes the STLS By-Laws, **internal** policies that **support** deal with board operations and **staff**, and external policies that **address partnering** deal with issues concerning member libraries and, ~~to a lesser extent,~~ **serving** the public. The STLS Personnel & Policies Committee will seek input from the Executive Director when developing new policies or revising existing policies. The Personnel & Policies Committee will establish procedures that apply to board functions. The Executive Director will implement those operations procedures necessary to comply with approved policies.

Policies established by the Board must comply with current laws and regulations and be consistent with the System's mission, goals and plans. Every effort has been made to have each policy be clearly written, easily understandable and enforceable without undue burden on library system staff. Each policy in this manual has been formally adopted by the Board of Trustees, and the date of the latest revision noted.

Each policy under development or review will be presented to the Board at one meeting for review and possible discussion, and presented to the Board at the next meeting for Board action.

The Personnel & Policies Committee of the STLS Board of Trustees will undertake to review and, if necessary, revise each policy every five ~~to ten~~ years from the date of adoption or latest revision. New proposals for policies must be presented to the Personnel & Policies Committee for approval before being presented to the Board of Trustees for adoption.

Keeping and maintaining the Policy Manual will be the responsibility of the STLS Executive Director. Each Trustee will be given a complete and updated copy of the Policy Manual following the Board's Annual Organizational Meeting, and copies of the Policy Manual must be on file at the library system, and be easily accessible ~~to by~~ staff and public through the STLS website.





ADOPTED by the STLS Board of Trustees on April 17, 2012.

*Revised by Board Approval on November 17, 2015; June 15, 2021; **May 20, 2025***



**Office of the Executive Director by Brian Hildreth, Executive Director
Division of Administration**

The Executive Director spent the month of April engaged in the following activities:

-  **Week of March 31:** Met with Swan & Morss Insurance agency to discuss health insurance options for member libraries in 2026, and schedule a webinar for members to learn more. Attended a meeting with several non-profit leaders across the Southern Tier to discuss current impacts of reduced federal funding to various state and local agencies. Assisted the Hornell Library with closing out its 2023 NYS Public Library Construction Aid application.
-  **Week of April 7:** Participated in the Bergren Forum at Alfred University with four other library directors to talk about the current state of public libraries. Attended STLS' Training Team meeting to plan for May's Spring Continuing Education Day for members. Met with the Personnel & Policies and Finance & Facilities committees of the STLS Board of Trustees, and attended the STLS Board of Trustees monthly meeting. Visited the Colonial Library in Richburg to provide Trustee Education training.
-  **Week of April 13:** The Executive Director was on Personal Leave.
-  **Week of April 21:** Attended the Digital Library Advisory Group meeting to discuss 2026 – 2028 Digital Library Contributions. Facilitated an online workshop titled, Building Equitable Library Worker Compensation with 32 participants from Chautauqua-Cattaraugus, Four County, and Southern Tier library systems. Consulted with the Board President and Director of the Middlesex Public Library. Attended the Directors' Advisory Council's DEI Committee meeting. Attended the Foundation for Southern Tier Libraries annual meeting.
-  **Week of April 28:** Participated in a planning meeting for the Gather and Grown online conference to be held December 2025. Attended the Directors' Advisory Council's Strategic Planning Committee meeting to review proposed goals and objectives of the group's proposed plan. Visited the Southeast Steuben County Library to discuss NYS Public Library Construction Aid. Attended a meeting with representatives from Southern Tier Network and STLS to discuss fiber infrastructure. Attended the New York Library Association's Membership Committee meeting. Assisted in the facilitation of Trustee Handbook Book Club, which is an online for training for library trustees across New York State.

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

During the month of April 2025, Erika Jenns provided training to the Division of Librarianship on using Niche Academy to create tutorials and upload videos. She also developed a best practices guide for STLS staff to use when creating content in Constant Contact, LibCal, and LibGuides. The guide includes details on accessibility and font size and color.

Three STLS member libraries are applying for Technology and Digitization Grant funding through the South Central Regional Library Council. Erika edited the three individual applications, and combined them so that all three libraries could apply under STLS. This year's projects include digitization of Women's Study Club materials at the Dundee Library, digitization of local history scrapbooks at the Dutton S. Peterson Memorial Library, and the finalization of the newspaper microfilm digitization project at the Cuba Circulating Library.

Erika facilitated a field trip for the Division of Librarianship to the North Country Library System. At NCLS, division members had a tour of the NCLS building, learned about operations and services, met with consulting staff, networked, and asked questions about services like delivery, interlibrary loan, and funding referendum support.

With Spring CE around the corner, Erika spent time in April preparing for the event. She worked collaboratively with the Member Services Librarian at the Finger Lakes Library System on a presentation for the trustee track. Erika reviewed designs created by the Engagement Consultant and created signage for the event. She gathered materials, ordered thank-you gifts for presenters and vendors, and purchased door prizes. Erika also created documentation to guide the day and to serve as a template for future years. She joined the STLS Administrative Assistant for a meeting with staff at the Radisson Hotel to finalize details for the event.

Erika led the Training Team meeting and the Division of Librarianship meeting. She also led the first Gather & Grow 2025 planning committee meeting. She met with the Program Consultant and Engagement Consultant to review plans for the Make Your Mark bookmark design contest. She attended various meetings and trainings throughout the month, including:

- STLS DEI Committee Virtual Open House
- STLS Digital Library Advisory Group meeting
- STLS Information Literacy Committee meeting
- STLS DEI Committee meeting
- STLS Summer Learning Open House
- STLS Earth Day litter clean up
- STLS DAC strategic planning group meeting
- STLS & STN meeting
- SCRLC Mission, Vision, and Values Committee meeting
- SCRLC Plan of Service Design Committee meeting
- Southeast Steuben County Library read-in to advocate for IMLS funding

- ALA webinar, “Show Up for Our Libraries: How to Protect Federal Library Funding”

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

In the month of April, Keturah visited the Fillmore Library to meet with the director and the Whitesville Library to meet with the director. Keturah assisted staff from the Hornell Public Library with a grant application.

Keturah attended the Corning Community College Job Fair and tabled with the Engagement Consultant to advertise STLS services and resources, primarily the databases JobNow and Peterson’s Test Prep.

Keturah attended the following meetings: Division of Librarianship, monthly Outreach Coordinators’ meeting, Sustainable Libraries Certification Program Mentor Meeting, monthly Training Team meeting, DEI Committee meeting, DEI Committee Open House, and the Path to Belonging meeting.

Keturah attended the following virtual education events: 15 Ways Libraries Can Use Generative AI, An Introduction to the National Climate Action Strategy for Libraries, Information Literacy: Autism Awareness for Library Workers, Cultural Partnerships and Programming to Support Inclusive Communities, Toward Equity and Inclusion in Library Services and Professions, How Can Libraries Support Immigrant and Refugee Communities?, and the DEI Discussion Group.

Keturah organized and participated in the STLS litter clean-up in partnership with the Friends of the Chemung River Watershed.

Keturah participated in the Summer Learning Open House and gave a presentation on Sustainability and Summer Learning Programs.

Keturah was appointed to the Public Library Association Annual Conference 2026 Program Subcommittee.

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

April 1st – 7th

The highlight of this week was attending the New York Library Association's annual youth services conference in Mount Kisco, New York. I attended sessions on managing the chaos of storytimes,

providing sexual and reproductive health materials to teens, and supporting LGBTQAI+ youth and families. I spent time outside of scheduled conference events connecting with our member library staff in attendance and networking with other system consultants. My in-office work this week consisted of working on youth and collection management Libguides and communicating with presenters for our upcoming Summer Learning Open House.

April 8th – 14th

Set up for the Summer Learning Open House began throughout the building. Activities and information around the building revolve around library advocacy, the I'm Your Neighbor and Youth rotating collections, program resource kits, interactive program sharing, and the Collaborative Summer Learning Program Manual. The front two rooms were also set up for members with free audio, large print and programming materials. I also attended the Library Read-In hosted by the Southeast Steuben County Library as apart of National Library Week.

April 15th – 21st

This week we hosted our annual Summer Learning Open House! We had 42 members in attendance from 33 of our member libraries. Members kicked off the day with an interactive networking activity and information session on the Make Your Mark: STLS Bookmark Making Contest. Our Sustainability and Outreach coordinator led a session on sustainability information followed up with a group game. A quick break for lunch gave attendees the opportunity to connect over their summer plans and explore services throughout the building. After lunch we held three separate breakout sessions centered around incorporating yoga into storytime activities, marketing summer learning programs, and upcycling discarded books through teen crafts. Two of these sessions were led by our Engagement Consultant, Library Clerk, and ILS Specialist. The day wrapped up with a presentation from our system DEI committee on their programming toolkits and a group vision board activity to help them think about that they want from this year's summer learning programs. Follow up survey responses have been incredibly positive and I look forward to continuing to offer this program in coming years.

We also took a division trip to the North Country Library System to connect with consultants, and see their physical space and workflows. This was a great trip and I plan to follow up on activities we talked about throughout the visit. I found this trip very valuable and I look forward to seeing other systems when the time comes.

April 22nd – 30th

The month wrapped up with an Earth Day clean up at Brand Park with fellow STLS coworkers. I spent a lot of time finalizing member materials and ordering materials for out upcoming Make Your Mark: STLS Bookmark Making Contest alongside our Engagement Consultant. We have started to solicit member feedback and publish content on the STLS website. I also made additions to our Program Resource Kit Collection. We now have a 20ft parachute for members to reserve. New children's kits on Baby Raves and Glow Parties. A multigenerational kit for paranormal activity programming, and a Mobile Makerspace. I started editing content to create new StoryWalks that I am hoping to get printed in the following month. This week was also the wrap up of the state libraries Supercharged Storytime course that I have been working through. I look forward to bringing this content to our membership in the coming year.

Meetings Attended

- Division of Librarianship Meetings
- Monday Morning Meetup
- Training Team
- STLS Bergen Forum at Alfred University
- Summer Learning Open House
- NCLS Visit
- Digital Library Advisory Group
- Earth Day Litter Pick-Up at Brand Park
- DEI Discussion Group
- SCRLC Resource Sharing Advisory Committee

Continuing Education

- YSS Conference
- Supercharged Storytimes DLD Course
- Occupational Stress for SCRLC
- Sensory Storytime and Sensory Play Programming Foundations

Digital Librarianship and General Public Awareness by Kendyl Litwiller-Sutherby, Engagement Consultant Division of Librarianship

Consultations: Kendyl visited Andover, Belfast and Greenwood libraries to work on their websites. Andover recently migrated their website to the STLS server, so Kendyl visited with the Director to teach her how to add pages and make changes to what was there. Kendyl met with the Greenwood library to teach the new staff person how to make edits to the library website. Kendyl met with the Director at Belfast library to work on getting their library website to meet minimum standards. They went over what items should be included on the library website and how to add the necessary documents. Kendyl also had a virtual consultation with the Prattsburg Library Director to work on Annual Report edits.

Annual Reports: Kendyl received a brief list of edits from DLD to make to member library annual reports. Kendyl coordinated with member libraries via phone and email to get these edits completed. All reports that required edits have been resubmitted to DLD for review.

Advocacy: In April, STLS launched a new advocacy campaign for the IMLS. This involved a new postcard design, flyers, selfie signs, social media posts and email communications. Kendyl created the designs, facilitated getting them printed and make packets for member libraries to be distributed via delivery.

Digital Resources: Kendyl led the Digital Library Advisory group meeting in April where she presented on the new statistics report that is prepared each month to show member libraries how their communities are accessing our digital resources. She also presented on accessibility tips/tools and introduced attendees to Niche Academy.

Presentations: Kendyl gave two presentations this month. She presented at the Summer Learning Open House, talking about using Canva as a tool to market your library and summer program online. Kendyl also gave a presentation titled "Creating an Annual Report to the Community" where she discussed with attendees the importance of crafting an annual report to the community, what kind of content to include, other uses and best practices.

Continuing Education:

ACRL/NY Presents: Marketing Your Library: Strategies For Community Engagement And Growth with Victor Caputo

Misc: Kendyl was able to attend the CCC Job fair with Keturah. It was her first outreach event for STLS and it was nice getting to talk with people and promote services available through STLS. Kendyl reviewed/created LibGuides for member libraries on Wordpress, Digital Equity, Digital Inclusion, Digital Literacy and Public Relations. Kendyl also went to visit the North County Library System with the rest of the Division of Librarianship.

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

- During April, IT worked on 218 Help Desk requests for STLS staff and member libraries. Software upgrades and disk cleanup were performed on the ILS Symphony servers and a Symphony WorkFlows upgrade was performed on a Sunday evening when libraries were closed.
- Staff worked throughout the month to verify the number of WorkFlows installs at each library and confirm that the computers were being tracked in the Help Desk.
- Received USAC Funding Commitments of \$408,672 for FY 2025-2026 E-rate 471 applications for Internet access and network equipment licensing.
- Continued work on the Cybersecurity Pilot Project to prepare to file 470s in May.
- Attended the SirsiDynix COSUGI conference.
- Individually these are some highlights of IT staff work:

Pat Beeman -

- 04/29/2025 Closed 69677 Extra Meraki SW for Steele
- 04/02/2025 Closed 71148 Steele Patron Network Migration
- 04/03/2025 Closed 71172 x5228 Password Reset
- 04/08/2025 Closed 71273 SysAid agent install
- 04/11/2025 Closed 71323 Phone not working
- 04/11/2025 Closed 71336 Bad UPS battery
- 04/16/2025 Closed 71362 UVB: Backup - ERROR (1 error) - File Share - Profiles 2012R2 Backup

- 04/21/2025 Closed 71502 x5228 No Internet on AP

Tom Lawrence -

- 04/01/2025 Closed 70982 Let's Encrypt certificate expiration notice for domain "cclid.lib.ny.us" (and 8 more)
- 04/09/2025 Closed 71054 Fax not working for external numbers
- 04/16/2025 Closed 71096 STN Outage Notification: Ticket#: STN206- April 14th, 2025
- 04/16/2025 Closed 71388 Fax not working again
- 04/08/2025 Closed 71241 Security Systems

Nick Allington -

- Assisted IT staff with WorkFlows upgrades
- Help Desk agent installs and deployed computers to Dundee, Penn Yan and Bath.