

STLS BOARD MEETING

Tuesday, June 17, 2025 - 2:00 pm
Dundee Library, Dundee, NY 14837



AGENDA

Staff Presentation: Casey Hobbie, STLS ILS Specialist, Library of Things

- | | | | |
|----|-------------------------------------|----------------------|--------------------|
| 1. | Agenda | | Doc. #25-59 |
| 2. | Approval of Minutes – May 2025 | *FOR APPROVAL | Doc. #25-60 |
| 3. | Treasurer’s Report – May 2025 | *FOR APPROVAL | Doc. #25-61 |
| 4. | Financial Clerk’s Report – May 2025 | *FOR APPROVAL | Doc. #25-62 |

• *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. #25-63 |
| 7. | Finance & Facilities Committee – Sisi Barr | | (Minutes) Doc. #25-64 |
| 8. | Public Relations Committee – Lynnette Decker | | |
| 9. | Foundation for Southern Tier Libraries – Louise Richardson | | (Minutes) Doc. #25-65 |

BOARD ACTIONS

- | | | | |
|-----|---|-----------------------|--------------------|
| 10. | <u>Expenditure Approvals -Monthly Unpaid Bills Detail</u> | * FOR APPROVAL | Doc. #25-66 |
|-----|---|-----------------------|--------------------|

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

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

- | | | | |
|-----|--|-----------------------|--------------------|
| 11. | <u>Receipt Approvals – Monthly Deposit Summary</u> | * FOR APPROVAL | Doc. #25-67 |
|-----|--|-----------------------|--------------------|

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

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

12. Approve Social Justice Activities Plan 2024 – 2028

(See April 2025 Board Packet for Document...) **Doc. #25-51**

Executive Director Recommendation: The STLS Board of Trustees approves the proposed Social Justice Activities Plan 2024 - 2028 as presented at the May 20, 2025 board meeting, and considers any revisions incorporated during board meeting discussion.

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

13. Approve the 2024 Annual Financial Report (AFR) to the New York State Comptroller’s Office

*** FOR APPROVAL** (See May 2025 Board Packet for Document...) **Doc. #25-53**

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 May 20, 2025 board meeting.

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

BOARD INFORMATION

- 14. Old Business
- 15. New Business
- 16. Library Networking
- 17. President’s Report
- 18. Executive Director’s Report (Monthly Division Reports) **Doc. #25-68**

Public Expression (15 minutes)
Adjournment

Next meeting: Steele Memorial Library, 101 East Church Street, Elmira, NY – Tuesday, July 15, 2025 at 2:00 p.m.

STLS BOARD MEETING
Tuesday, May 20, 2025 - 2:00 pm
Friendship Free Library, Friendship, NY 14739

MINUTES

TRUSTEES PRESENT:

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

Excused: Richard Ahola – 2027, 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 2:03 pm

1. AGENDA ***FOR APPROVAL** **Doc.#25-46**
Received and Filed

2. Approval of Minutes – March 2024 ***FOR APPROVAL** **Doc. #25-47**
Received and Filed

3.Treasurer’s Report – March 2025 ***FOR APPROVAL** **Doc. #25-48**
Received and filed

S Barr reported that the April 2025 report was down about \$150,000.00 compared to April 2024 due to a delay in release of Steuben County Aid, which is pass through funding for libraries in Steuben County.

**4. Financial Clerk's Report – March 2025 *FOR APPROVAL Doc. #25-49
Received and Filed**

B Hildreth reported for revenue:

- Line item 4724 – Member Library IT Contracts – received \$17,000.00 in revenue due to quarterly billing to member libraries for internet
- Line item 4732 – Reading Center Support – this is pass through tax revenue for the Greenwood Reading Center.

B Hildreth reported for expenses:

- Line item 5435 – Member Library Pass Through – this is the pass through funding for the Steuben County Libraries.
- Line item 5451 – Building Maintenance and Repairs – the increases in this line item are due to the septic tank pump and the front door repairs.
- Line item 5490 – Grants – there was a decrease on this line item because STLS prepays on databases through Central Library Services Aid.

Standing Committee Reports –

5. Executive Committee- K Green

K Green reported the committee reviewed and set the agenda.

6. Personnel & Policies Committee – Barbara Hubbell

Doc.#25-50

(Social Justice Activities Plan) **Doc.#25-51**

B Hubbell stated that the General Statement on Policies and the ILS Specialist's Job Description are up for approval at today's meeting. The Social Justice Activities Plan has been reviewed by the committee and is up for review by the board.

B Hubbell stated that the Trustee Job Description was last reviewed in 2012. The committee is taking extra time in reviewing the document since it should be reformatted to align with other types of job descriptions in the organization.

7. Finance & Facilities Committee – Brian Hildreth

Doc.#25-52

(Annual Financial Report to NYS Comptroller) **Doc.#25-53**

S Barr reported that K. Stickler from Mengel, Metzger and Barr met with the committee. She reported there are no new accounting standards for 2024. Construction Aid is 1.1 million for the system, which is flat funding from last year. B Hildreth is collecting bids for STLS parking lot repaving.

8. Public Relations Committee – Lynette Decker

L Decker stated the committee did not meet this month because it meets in June to review Construction Aid Notification of Intent to Apply forms from member libraries. The Construction Aid meeting will take place at the Almond Library. B Hildreth added that as of meeting time, there are at least 6 libraries applying for funding. STLS will be one of the libraries and will be applying for funds for parking lot repaving L Decker invited all the join the meeting. It will start at 9:00 am.

9. Foundation for Southern Tier Libraries - Louise Richardson (Minutes) Doc.#25-54

L Richardson reported that the Foundation’s Annual Meeting was held and about \$18,000.00 in grants were given out to 14 libraries. At the meeting, past grant recipients did short presentations on how they used the Foundation’s funds. L Richardson stated the Foundation welcomed new member Mary-Clair Krebs and reviewed the bylaws. The Foundation also discussed future fundraising events.

BOARD ACTIONS

10. Expenditure Approvals -Monthly Unpaid Bills Detail * **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 __12__ Nay __0__ Abstain __0__ Absent __1__ Vacant __2__
Approved/Failed: Approved
Discussion: None

11. Receipt Approvals – Monthly Deposit Summary * **FOR APPROVAL** **Doc. #25-56**

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 __12__ Nay __0__ Abstain __0__ Absent __1__ Vacant __2__
Approved/Failed: Approved
Discussion: None

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 __12__ Nay __0__ Abstain __0__ Absent __1__ Vacant __2__
Approved/Failed: Approved
Discussion: None

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 __12__ Nay __0__ Abstain __0__ Absent __1__ Vacant __2__
Approved/Failed: Approved

Discussion: B Hildreth stated that M. Fleming met with L. Wagner and C. Hobbie to review the job description.

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 Education Department as presented at the April 8, 2025 board meeting.

Move: __L Richardson__ Second __B Hubbell__
Aye __12__ Nay __0__ Abstain __0__ Absent __1__ Vacant __2__
Approved/Failed: Approved

Discussion: B Hildreth pointed out a mistake in the May 20 agenda for this action item. The action item has been amended to read “New York State Education Department”. This was to fix the incorrect version of the action item was included in the May 20, 2025 agenda that read “New York State Comptroller’s Office”

BOARD INFORMATION

15. Old Business –

None

16. New Business –

B Hubbell attended the Spring CE event on May 9, 2025, and had a take away. B Hubbell’s suggestion is to condense the monthly staff report into a few key bullet points, instead of a full report. The thought of bullet points of monthly achievements would be beneficial for both the trustees and the composing staff members. There was board discussion on the benefits of doing so.

17. Library Networking –

K Green reported on the vandalism of the Hornell Library doors. B Hildreth stated that the doors had already been refinished and put back on the building.

L Richardson stated that the Corning school board and library votes are today. B Hildreth added that he Wellsville Library and the Cuba Library also have votes in today's elections.

L Decker was visiting the Fillmore library and found out that a past Current Topic group was instrumental in having the Fillmore Library built. L Decker is currently a Current Topic group member.

B Hubbell gave an update the Dolly Parton Imagination Library was awarded \$49,000.00 for Chemung/Steuben counties, and \$4,000.00 for Schuyler/Yates counties.

B Hildreth asked the trustees who attended the Spring CE to share their feedback. All feedback was positive and all attendees stated they learned a lot from the conference.

18. President's Report

No Report

19. Executive Director's Report

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

B Hildreth thanked the trustees for their Spring CE feedback. He stated that the in-house portion of the yearly independent audit is complete, and Business Office staff did a great job of working with the auditors. B Hildreth asked the board to review the State Comptroller Report before it is up for approval at June's meeting.

Public Expression (15 minutes)

Adjournment 2:49 pm

Move: B Gorman

Second: M Krebs

Next meeting: Dundee Library, 32 Water St, Dundee, NY 14739 – Tuesday, June 17, 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 May 31, 2025**

	Total	
	As of May 31, 2025	As of Apr 30, 2025
ASSETS		
Current Assets		
Bank Accounts		
1200 Cash - Operating	4,814.48	26,047.27
1201 Cash - Payroll	17,381.08	59,308.21
1202 Cash - Money Market	287,878.81	454,838.03
1203 Cash in Certificate of Deposit	252,803.41	252,099.62
1204 Cash in Certificate of Deposit 2	258,508.19	257,655.85
Total Bank Accounts	\$ 821,385.97	\$ 1,049,948.98
Accounts Receivable		
1380 Accounts Receivable	153,282.76	161,453.96
Total Accounts Receivable	\$ 153,282.76	\$ 161,453.96
Other Current Assets		
12000 Undeposited Funds	276.00	0.00
Total Other Current Assets	\$ 276.00	\$ 0.00
Total Current Assets	\$ 974,944.73	\$ 1,211,402.94
Fixed Assets		
1100 Fixed Assets		
1102 Building	2,107,487.60	2,107,487.60
1104 Equipment	441,322.60	441,322.60
1105 Internet Fiber	1,078,502.03	1,078,502.03
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	\$ 3,219,959.68	\$ 3,456,417.89
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2600 Accounts Payable	0.00	0.00
Total Accounts Payable	\$ 0.00	\$ 0.00
Other Current Liabilities		
2601 Accrued P/R	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 May 31, 2025**

	Total	
	As of May 31, 2025	As of Apr 30, 2025
2605 Retainage Payable	0.00	0.00
2625 Payroll Deductions Payable	-36,146.99	
2625 Payroll Deductions Payable	36,152.86	1,390.84
2626 Flex Spending Deduction Payable	37.64	435.75
2627 PFL Payable to Insurance	1,650.83	4,730.36
2630 Due to Member Libraries Pay Pal	0.00	0.00
2635 Capital Notes Payable	74,311.22	76,571.66
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	\$ 340,593.51	\$ 347,716.56
Total Current Liabilities	\$ 340,593.51	\$ 347,716.56
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	\$ 758,492.51	\$ 765,615.56
Equity		
3200 Fund Balance Unrestricted	2,340,462.69	2,340,462.69
3910 Board Restricted Capital Reserv	350,000.00	350,000.00
3911 Donor Restricted Capital Reserv	81,179.39	81,179.39
Net Revenue	-310,174.91	-80,839.75
Total Equity	\$ 2,461,467.17	\$ 2,690,802.33
TOTAL LIABILITIES AND EQUITY	\$ 3,219,959.68	\$ 3,456,417.89

Official Depository: Cummunity 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
May 2025**

	May	April
Revenue		
4719 Interest	1,566.48	1,617.34
4723 Member Library Cost Share	-387.00	
4724 Member Library IT Contracts		17,057.00
4731 Arkport Support	4,089.25	2,179.24
4732 Reading Center Support		21,975.22
4735 Non State Aid Pass Through	217.61	82,285.35
4782 Donations	328.66	500.00
4784 General Reimbursements & Refund		400.00
Total Revenue	\$ 5,815.00	\$ 126,014.15
Gross Profit	\$ 5,815.00	\$ 126,014.15
Expenditures		
5100 Salaries		
5141 Professional Salaries	53,513.54	35,726.08
5142 Non-Professional Salaries	65,375.09	42,464.76
Total 5100 Salaries	\$ 118,888.63	\$ 78,190.84
5150 Personnel Benefits		
5153 Social Security	8,844.90	5,731.99
5154 Workers Compensation	325.28	464.86
5156 Disability	1,972.67	
5157 Health Insurance	22,495.91	17,740.46
5158 Payroll Expense - Other	1,310.96	8,958.02
Total 5150 Personnel Benefits	\$ 34,949.72	\$ 32,895.33
5204 STLS Software & Small Equipment	123.98	183.89
5205 Maintenance Contracts & Leases	549.95	1,026.92
5409 STLS Telephone/Internet	18,811.75	16,941.80
5417 Library Materials	963.64	1,054.60
5420 Staff Development Travel	2,093.59	222.22
5422 Trustee Mileage	119.00	693.56
5424 Conference Registration	165.00	
5425 Staff & Member Library Mileage	127.40	216.72
5427 Programming & Annual Conference	261.25	939.61
5428 Meeting Supplies	229.23	
5430 Office Supplies	173.56	301.95
5433 Postage	12.10	63.85
5434 Public Relations	714.24	1,828.76
5435 Member Library Pass through	15,814.68	97,663.39
5442 Professional Fees	1,510.00	205.00
5443 Legal Counsel	275.00	
5444 Accounting Support & Audit	286.50	99.00
5450 Utilities	1,571.32	1,588.90

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

	May	April
5451 Building Maintenance & Repairs	5,602.93	4,092.73
5454 Commercial Insurance	658.37	967.66
5471 Vehicle Maintenance & Repairs	1,222.99	952.20
5473 Vehicle Fuel	1,399.75	1,554.59
5474 Vehicle Insurance	342.51	503.41
5480 Greenwood Reading Center Exp	2,319.44	1,586.47
5485 Arkport Expense Account	4,089.25	2,179.24
5490 Grants	21,874.38	4,140.46
Total Expenditures	\$ 235,150.16	\$ 250,093.10
Net Operating Revenue	-\$ 229,335.16	-\$ 124,078.95
Net Revenue	-\$ 229,335.16	-\$ 124,078.95

Personnel & Policies Committee

Meeting Minutes

Tuesday, June 10, 2025 at 12:00 pm

Meeting Location: Southern Tier Library System



Committee Members in Attendance: Mary-Claire Krebs, Susan McGill

Administration: Brian M. Hildreth

POLICIESApprove Social Justice Activities Plan

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed Social Justice Activities Plan 2024 - 2028 as presented at the May 20, 2025 board meeting, and considers any revisions incorporated during board meeting discussion.

There was no quorum, so the committee was unable to vote on this measure. It was agreed that B. Hildreth would make an Executive Director's recommendation to approve at June's board meeting since the document had already been received and reviewed by the full board. The committee discussed and incorporated changes to the document based on board members' recommendations from June's meeting.

Trustee Job Description – Review

M-C Krebs and B. Hildreth reviewed and discussed the Draft Trustee Job Description created and proposed by B. Hubbell. Both individuals made recommendations and documented proposed edits. It was agreed further work and discussion was needed when the full committee is back in session at July's meeting. B. Hildreth agreed to share the document with the full committee, so they could review the revisions and suggestions made during the meeting. The committee will do more work on the document in July.

Deferred Compensation Plan and Staff Guide

B. Hildreth discussed this plan and how it is offered to STLS employees. He stated he is asking the committee to rescind the plan from the Trustee Manual, and move it to the Staff Guide where it is best placed for STLS employees to review when they are onboarded to the organization, or when employees review the Staff Guide for informational purposes.

M-C Krebs and B. Hildreth reviewed the Staff Guide's proposed changes. B. Hildreth highlighted the addition of language about STLS' limited idle practices for Delivery Drivers as part of the library system's Sustainable Libraries Initiative. Both individuals also reviewed new language about STLS' Deferred Compensation Plan as well as 403(b) Plan that are voluntary, and offered to employees at full cost to the

employees. They both agreed to share the changes with the full committee for consideration at July's committee meeting.

Personnel

Executive Director's Performance Evaluation

B. Hildreth and M-C Krebs discussed the trustee survey for the upcoming performance evaluation. B. Hildreth said he preferred the survey remain the same for 2025 because it provides him a good benchmark of progress as well as areas needing improvement over the previous two years. M-C Krebs noted the committee could discuss the performance evaluation process at July's meeting when the full committee is back in session.

Meeting adjourned at 1:05 p.m.

Minutes respectfully submitted by: Brian M. Hildreth

Finance & Facilities Committee

Meeting Minutes

Monday, June 9, 2025 – 1:00 pm



Meeting Location: Southern Tier Library System

Present: Betsy Gorman, Richard Urban, Dan Acton (via Zoom) and Brian Hildreth.

Excused: Sisi Barr

Meeting was called to order at 1:00 pm

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

Treasurer's Reports- Our cash balance is about \$160,000 down from this month last year. But interestingly, it is about the same as this month in 2013, and we have accomplished a lot since that time – expanding the Internet throughout the System and making large improvements to our building. Because we have put much of our cash into CDs, our Money Market account may be tight if State funding runs late this year. In the worst case, we would need to pull some funds from a CD early, but we would be fine.

Financial Clerk's Report- Salary expenses were up, as there were three pay periods in May. Staff Development Travel (Line 5420) was higher, as three staff traveled to the SirsiDynix conference. The increase in Professional Fees (Line 5442) was our annual dues to NYLA, and the increase in Grants expenditures (Line 5490) was for our Spring CE.

Profit-Loss Statements- We are on track with our spending and are waiting for State Aid to start coming in. NYS has budgeted a 2% increase in funding for 2025, but they may need to revise that, based on the proposed federal budget cuts. Our current budget is based on flat funding.

Deposit Summary and Expenditures Report - will be presented at the board meeting.

The 2024 Annual Financial Report to the New York State's Comptroller's Office – as we did not have a quorum at this meeting, Brian will make an Executive Director's recommendation to accept the report at our June board meeting.

Facilities Policy – Brian and committee members discussed the Facilities Policy, which was last updated in 2021. Brian plans to email the committee proposed updates in early July, which we will discuss at our next meeting.

Meeting was adjourned at 1:45 pm.

Respectfully submitted, Betsy Gorman o/b/o Sisi Barr, Treasurer

FOUNDATION FOR SOUTHERN TIER LIBRARIES BOARD OF DIRECTORS MEETING

May 8, 2025 | Southern Tier Library System

Present: Ristiina Wigg, President; Paul Webster, Treasurer; Gail Ebeltoft, Secretary, Louise Richardson, Mary-Claire Krebs, Brian Hildreth, STLS Executive Director

Unable to attend: Dale Wexell

The meeting was called to order at 11:15 am. The agenda was approved with the addition of one item – discussion of an award for a retiring board member.

MINUTES

Minutes of the April 10, 2025 meeting were approved as corrected.

TREASURERS REPORT

The April bank statement was distributed via email. Two donations totaling \$600 were received recently. The balance to date is \$4,265.23. The annual subscription of \$468 to *Eleo* is due and will be paid today.

Paul Webster received a copy of the insurance policy. He gave it to Brian Hildreth who will file it with other STLS Foundation records.

The Treasurer's Report was accepted.

OLD BUSINESS

New Board Member Recruitment

Mary Claire Krebs will visit again with Charmaine Ushkow and Todd Martin and plans to contact a third person who lives in a different area. Louise Richardson plans to discuss the Foundation's work with Mike Crosby. Rusty plans to contact Karen Ash and call former board member Claudia Radan again to discuss names of people to contact.

Annual Grant Award Ceremony Review

Board members agreed that it was an extremely successful evening. Librarians and board members enjoyed visiting before and after the event. The Share-Outs were an excellent vehicle for communicating project results and a chance for all attendees to recognize the amazing efforts each library makes to engage with their communities.

All but one library was represented. The librarian who could not attend had a family health emergency.

Suggestions for improvement: Louise Richardson will add the following to the grant requirements: 1) each awardee will provide a report at the Award Ceremony using a slide deck to prepare and project it.

Reporting remotely will not be an option.

Fall Fundraising | Annual Event

Begin my hosting one or two Trivia Nights on a Tuesday or a Thursday evening from 6:30 – 8:30pm.

Host the event at a location that serves food and drink.

Louise will ask Bob Smith, an experienced trivia host, to lead the event.

Unique to this event: *Stump the Librarian*. During the intermission, halfway through the event, a series of ten trivia questions will be answered by a librarian or (hopefully) a team of librarians.

The goal is to net \$2,000 for each event. Forty attendees at \$50 per ticket or \$125 for a team of five people plus a total of \$1,000 worth of sponsorship to cover costs was suggested.

To increase revenue:

- Offer a large cash prize to the winning team. \$1,000 was suggested.
- Hold a bucket raffle. Board members secure donations from area merchants. Attendees purchase tickets, then “bid” on the items they would like to win by placing their tickets in the bucket that is in front of the donated item. Three buckets were suggested.
- Host a 50-50 raffle.

Corning was selected to host the first event. Locations suggested were *Carrie’s Brew House* and the *Corning Country Club*.

The event will be discussed again at the June meeting.

NEW BUSINESS

Award for Retiring Board Member

President Rusty commended Dale for his many years of service. She suggested that the board honor Dale with an award like the one given to Denise King when she retired. Discussion was held concerning the best way to present the award. If Dale continues as a board member, the award could be presented at a regular meeting. If he has retired, the award could be handed out along with other awards at the STLS annual meeting (to be held in Penn Yan on October 3, 2025) or during a Trivia Event. Gail Ebeltoft volunteered to contact Dale to ascertain his interest in continuing as a board member.

FDN STLS Bylaws Review

Members began a section-by-section review of the bylaws.

Article V Section 1E. should be eliminated. The Foundation is a private 501(c)3 and is not subject to NYS Open Meetings Law.

Related to that discussion, Brian shared that the STSL staff files a 990 every year on behalf of the Foundation. Rusty posts this on the website as reassurance to potential donors that this organization is a qualified non-profit.

When reviewing the Financial Policies, Treasurer Paul Webster was informed by Community Bank that they no longer require two signatures on each check. The last time Paul re-ordered checks, there was no room for two signatures.

The Board reaffirmed its position to have two officers provide oversight of funds received and disbursed as best practice. With board members dispersed geographically, the current procedure, i.e., the President and Treasurer meet twice a month at the STLS office to open mail and record donations is sufficient.

The Board will continue its review at the June meeting, beginning with the red-lined Claims Auditor section of the Financial Policy.

NEXT MEETING

Thursday, June 12, 2025, at 11:00 am at the Southern Tier Library System Building

There being no further business, the meeting was adjourned at 1:00 pm.

Gail Ebeltoft, Secretary

Southern Tier Library System

Unpaid Bills
As of May 30, 2025

h
5/28/25

5/27/25

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Armstrong Telecommunications				
05/30/2025	Bill	0659904-01 5/25	05/30/2025	✓ 210.55 ✓
05/30/2025	Bill	0666050-01 625	05/30/2025	✓ 152.65 ✓
Total for Armstrong Telecommunications				\$363.20
ASSA ABLOY				
05/30/2025	Bill	SEI 1862738	05/30/2025	✓ 1,193.84 ✓
Total for ASSA ABLOY				\$1,193.84
Baker & Taylor				
800-340-5370				
05/30/2025	Bill	2039049890	05/30/2025	✓ 3.89 ✓
Total for Baker & Taylor				\$3.89
Brown, Lorie				
05/30/2025	Bill	Medicare B 5/25	05/30/2025	✓ 102.22 ✓
Total for Brown, Lorie				\$102.22
Button, Vickie				
05/30/2025	Bill	Medicare B 5/25	05/30/2025	✓ 102.22 ✓
Total for Button, Vickie				\$102.22
Corning Natural Gas				
807-936-3755				
05/30/2025	Bill	May 2025	05/30/2025	✓ 185.55 ✓
Total for Corning Natural Gas				\$185.55
English, Darleen				
807-368-9157				
05/30/2025	Bill	Medicare B 5/25	05/30/2025	✓ 102.22 ✓
Total for English, Darleen				\$102.22
Erie Insurance Company				
800-458-0811				
05/30/2025	Bill	June 2025	05/30/2025	✓ 1,326.16 ✓
Total for Erie Insurance Company				\$1,326.16
Excellus BC BS				
05/30/2025	Bill	Jun 2025	05/30/2025	✓ 5,818.81 ✓
05/30/2025	Bill	Jun 2025 Den	05/30/2025	✓ 310.00 ✓
Total for Excellus-BC BS				\$6,128.81
First Bankcard				
1-800-818-4248				
05/30/2025	Bill	4418229218409335525	05/30/2025	✓ 1,412.82 ✓
05/30/2025	Bill	4418229257586235525	05/30/2025	✓ 224.77 ✓
05/30/2025	Bill	4418226439079160525	05/30/2025	✓ 892.41 ✓
05/30/2025	Bill	4418229234327727525	05/30/2025	✓ 571.98 ✓
05/30/2025	Bill	4418226404723626525	05/30/2025	✓ 41.99 ✓
05/30/2025	Bill	4418226412675992525	05/30/2025	✓ 323.47 ✓
05/30/2025	Bill	4418226439326439525	05/30/2025	✓ 1,321.85 ✓
05/30/2025	Bill	4418226438631229525	05/30/2025	✓ 293.21 ✓

Southern Tier Library System

Unpaid Bills

As of May 30, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Total for First Bankcard				\$4,872.50
Gale/CENGAGE Learning				
05/30/2025	Bill	87078312	05/30/2025	✓ 82.55 ✓
05/30/2025	Bill	87082180	05/30/2025	✓ 23.39 ✓
05/30/2025	Bill	87087028	05/30/2025	✓ 63.89 ✓
05/30/2025	Bill	999100322337	05/30/2025	✓ 48.79 ✓
Total for Gale/CENGAGE Learning				\$216.42
Gorman, Elizabeth				
05/30/2025	Bill	05/20/25 Mileage	05/30/2025	✓ 119.00 ✓
Total for Gorman, Elizabeth				\$119.00
Hallahan, Sheila				
05/30/2025	Bill	Medicare B 5/25	05/30/2025	✓ 102.22 ✓
Total for Hallahan, Sheila				\$102.22
Holden, Loretta				
8077384910				
05/30/2025	Bill	Medicare B 5/25	05/30/2025	✓ 102.22 ✓
Total for Holden, Loretta				\$102.22
Ingram Library Services				
800-837-5300 opt 1				
05/30/2025	Bill	88226327	05/30/2025	✓ 39.98 ✓
Total for Ingram Library Services				\$39.98
Klindt, Elizabeth				
05/30/2025	Bill	050925 Mileage	05/30/2025	✓ 64.88 ✓
Total for Klindt, Elizabeth				\$64.88
McPherson, Marcia				
05/30/2025	Bill	Medicare B 5/25	05/30/2025	✓ 102.22 ✓
Total for McPherson, Marcia				\$102.22
Morrissey, Melissa				
05/30/2025	Bill	May Board Mtg Mile	05/30/2025	✓ 95.20 ✓
Total for Morrissey, Melissa				\$95.20
Nelson, Jane				
352-751-4847 (h)				
05/30/2025	Bill	Medicare B 5/25	05/30/2025	✓ 102.22 ✓
Total for Nelson, Jane				\$102.22
Overdrive				
216-573-8886				
05/30/2025	Bill	01453CO25152993	05/30/2025	✓ 834.19 ✓
05/30/2025	Bill	01453CO25152995	05/30/2025	✓ 115.86 ✓
05/30/2025	Bill	01453DA25154208	05/30/2025	✓ 421.21 ✓
05/30/2025	Bill	01453DA25160412	05/30/2025	✓ 684.84 ✓
Total for Overdrive				\$2,056.20
Passage, Mary				
05/30/2025	Bill	Medicare B 5/25	05/30/2025	✓ 102.22 ✓

Southern Tier Library System

Unpaid Bills

As of May 30, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Total for Passage, Mary				✓ \$102.22 ✓
Pristine Lawn Services				
607-333-5585				
05/30/2025	Bill	1467 April- May 2025	05/30/2025	✓ 2,009.00 ✓
Total for Pristine Lawn Services				\$2,009.00
Quiggle, Mary Kay				
607-542-0886				
05/30/2025	Bill	Medicare B 5/25	05/30/2025	✓ 102.22 ✓
Total for Quiggle, Mary Kay				\$102.22
Radisson Hotel Corning				
607-962-5000				
05/30/2025	Bill	050925 Deposit	05/30/2025	✓ 12,595.40 ✓
Total for Radisson Hotel Corning				\$12,595.40
ShelterPoint Life				
800-365-4999				
05/30/2025	Bill	D200408 625	05/30/2025	✓ 5,908.10 ✓
Total for ShelterPoint Life				\$5,908.10
Spectrum				
05/30/2025	Bill	143864001 051425	05/30/2025	✓ 1,750.00 ✓
Total for Spectrum				\$1,750.00
Wigg, Ristina				
607-937-5040				
05/30/2025	Bill	Medicare B 5/25	05/30/2025	✓ 102.22 ✓
Total for Wigg, Ristina				\$102.22
TOTAL				\$39,947.73

Southern Tier Library System

Unpaid Bills
As of May 16, 2025

Handwritten: 5/14/25

Handwritten: 5/14/2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
4Imprint, Inc				
800-355-5043				
05/16/2025	Bill	13774080	05/16/2025	✓ 198.77 ✓
Total for 4Imprint, Inc				\$198.77
Armstrong				
05/16/2025	Bill	0772021-01 5/25	05/16/2025	✓ 121.31 ✓
Total for Armstrong				\$121.31
Casella Waste Services				
607-796-2000				
05/16/2025	Bill	2356863	05/16/2025	✓ 132.41 ✓
Total for Casella Waste Services				\$132.41
Clearly IP				
920-383-3100				
05/16/2025	Bill	INV-175802	05/16/2025	✓ 414.53 ✓
Total for Clearly IP				\$414.53
Dalton, Tina				
05/16/2025	Bill	050925 Mileage	05/16/2025	✓ 112.00 ✓
Total for Dalton, Tina				\$112.00
Eastern Managed Print Network				
315-474-7000				
05/16/2025	Bill	IN4683623	05/16/2025	✓ 549.95 ✓
Total for Eastern Managed Print Network				\$549.95
Empire Natural Gas				
607-656-7851				
05/16/2025	Bill	WSTLS-0300840	05/16/2025	✓ 131.90 ✓
Total for Empire Natural Gas				\$131.90
Energy Cooperative of America				
05/16/2025	Bill	1036806	05/16/2025	✓ 467.18 ✓
Total for Energy Cooperative of America				\$467.18
FirstLight Fiber				
05/16/2025	Bill	20006737	05/16/2025	✓ 900.00 ✓
Total for FirstLight Fiber				\$900.00
Friendly Freds				
607-937-5223				
05/16/2025	Bill	33589	05/16/2025	✓ 465.73 ✓
Total for Friendly Freds				\$465.73
Gale/CENGAGE Learning				
05/16/2025	Bill	87005083	05/16/2025	✓ 30.53 ✓
05/16/2025	Bill	87033228	05/16/2025	✓ 48.08 ✓
05/16/2025	Bill	87009802	05/16/2025	✓ 57.82 ✓
05/16/2025	Bill	87045543	05/16/2025	✓ 44.18 ✓
05/16/2025	Bill	87055460	05/16/2025	✓ 74.07 ✓
Total for Gale/CENGAGE Learning				\$254.68

Southern Tier Library System

Unpaid Bills
As of May 16, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Litwiller-Sutherby, Kendyl				
05/16/2025	Bill	042425 Mileage	05/16/2025	✓ 32.20 ✓
Total for Litwiller-Sutherby, Kendyl				\$32.20
Miller, Melanie				
05/16/2025	Bill	050925 Mileage Reimb	05/16/2025	✓ 78.40 ✓
05/16/2025	Bill	2025 Spring CE	05/16/2025	✓ 50.00 ✓
Total for Miller, Melanie				\$128.40
Multi Media Services 607-936-3186				
05/16/2025	Bill	94635	05/16/2025	✓ 115.74 ✓
05/16/2025	Bill	94524	05/16/2025	✓ 288.01 ✓
05/16/2025	Bill	94708	05/16/2025	✓ 93.36 ✓
05/16/2025	Bill	94735	05/16/2025	✓ 119.45 ✓
Total for Multi Media Services				\$616.56
NYSEG				
05/16/2025	Bill	Apr 2025	05/16/2025	✓ 497.09 ✓
Total for NYSEG				\$497.09
NYSHIP				
05/16/2025	Bill	618	05/16/2025	✓ 13,388.93 ✓
Total for NYSHIP				\$13,388.93
Overdrive 216-573-6886				
05/16/2025	Bill	01453DA25132376	05/16/2025	✓ 150.00 ✓
05/16/2025	Bill	01453CO25141861	05/16/2025	✓ 62.72 ✓
05/16/2025	Bill	01453CO25141875	05/16/2025	✓ 348.36 ✓
05/16/2025	Bill	01453CO25141881	05/16/2025	✓ 242.34 ✓
05/16/2025	Bill	01453DA25134674	05/16/2025	✓ 182.87 ✓
05/16/2025	Bill	01453CO25144507	05/16/2025	✓ 1,341.68 ✓
05/16/2025	Bill	01453CO25144518	05/16/2025	✓ 274.73 ✓
05/16/2025	Bill	01453CO25144520	05/16/2025	✓ 1,935.81 ✓
05/16/2025	Bill	01453CO25146021	05/16/2025	✓ 394.98 ✓
05/16/2025	Bill	01453DA25146774	05/16/2025	✓ 27.50 ✓
05/16/2025	Bill	01453DA25148687	05/16/2025	✓ 79.99 ✓
05/16/2025	Bill	01453CO25148856	05/16/2025	✓ 6,474.83 ✓
Total for Overdrive				\$11,515.81
Overhead Door Company of Elmira 807-734-1629				
05/16/2025	Bill	EL0525-0021	05/16/2025	✓ 125.00 ✓
Total for Overhead Door Company of Elmira				\$125.00
Retterer & Sons LLC 807-973-2331				
05/16/2025	Bill	4804	05/16/2025	✓ 565.05 ✓
Total for Retterer & Sons LLC				\$565.05

Southern Tier Library System

Unpaid Bills

As of May 16, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Southern Tier Network				
05/16/2025	Bill	6510	05/16/2025	✓ 1,000.00 ✓
05/16/2025	Bill	6511	05/16/2025	✓ 3,250.00 ✓
05/16/2025	Bill	6516	05/16/2025	✓ 3,845.00 ✓
05/16/2025	Bill	6521	05/16/2025	✓ 500.00 ✓
05/16/2025	Bill	6532	05/16/2025	✓ 250.00 ✓
05/16/2025	Bill	6536	05/16/2025	✓ 250.00 ✓
05/16/2025	Bill	6537	05/16/2025	✓ 500.00 ✓
Total for Southern Tier Network				\$9,595.00
Spectrum				
05/16/2025	Bill	240616301 050125	05/16/2025	✓ 425.00 ✓
05/16/2025	Bill	145513901 050125	05/16/2025	✓ 500.00 ✓
05/16/2025	Bill	145511001 050125	05/16/2025	✓ 500.00 ✓
05/16/2025	Bill	120225701 050125	05/16/2025	✓ 69.98 ✓
05/16/2025	Bill	145510901 050125	05/16/2025	✓ 500.00 ✓
05/16/2025	Bill	145202001 050125	05/16/2025	✓ 500.00 ✓
05/16/2025	Bill	225336201 050125	05/16/2025	✓ 500.00 ✓
05/16/2025	Bill	241109301 050125	05/16/2025	✓ 69.98 ✓
05/16/2025	Bill	224328601 050125	05/16/2025	✓ 500.00 ✓
05/16/2025	Bill	086223501 050125	05/16/2025	✓ 189.98 ✓
Total for Spectrum				\$3,754.94
Staples Business Credit				
888-753-4103				
05/16/2025	Bill	7005046244	05/16/2025	✓ 76.13 ✓
Total for Staples Business Credit				\$76.13
Stark Tech Services				
(716) 693-4490				
05/16/2025	Bill	10010869	05/16/2025	✓ 1,231.00 ✓
Total for Stark Tech Services				\$1,231.00
The Law Office of Stephanie Adams, PLLC				
716-464-3386				
05/16/2025	Bill	10506	05/16/2025	✓ 87.50 ✓
Total for The Law Office of Stephanie Adams, PLLC				\$87.50
Verizon Wireless				
800-922-0204				
05/16/2025	Bill	6112351515	05/16/2025	✓ 177.28 ✓
Total for Verizon Wireless				\$177.28
WEX Bank				
05/16/2025	Bill	104460550	05/16/2025	✓ 1,399.75 ✓
Total for WEX Bank				\$1,399.75
TOTAL				\$46,939.10

Deposit Summary



06/10/2025

Summary of Deposits to Cash - Money Market on 06/10/2025

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
1798	Check	Homell	Voided	0.00
5207	Check	Bolivar	Dark Fiber	276.00
1798	Check	Homell	Dark Fiber & VoIP	513.00
4292	Check	Angelica	Pass Thru	23.17
8672	Check	Rushford	Pass Thru/Phone	60.60
9361	Check	Cleary, Jule	Health Insurance	81.95
3905	Check	Savona	Pass Thru	69.51
5512	Check	Belmont	Pass Thru	23.17
1303	Check	Arkport	Payroll	3842.65
1302	Check	Arkport	Annual Disability Premium	246.60
7005362229	Check	Spectrum	Spectrum refund for acc #145580601	525.00
DEPOSIT SUBTOTAL				5661.65
LESS CASH BACK				
DEPOSIT TOTAL				5661.65

Deposit Summary

[Handwritten Signature]
5/22/2025

05/22/2025

Summary of Deposits to Cash - Money Market on 05/21/2025

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
16364	Check	Cuba	VoIP	122.00
16363	Check	Cuba	Dark Fiber	450.00
3216	Check	Jasper	Dark Fiber	255.00
4328	Check	Friendship	Dark Fiber	399.00
4282	Check	Angelica	Dark Fiber	420.00
2206	Check	Klaus, Rob	Spring CE Donation	250.00
14072	Check	Dundee	IT Contract & PT	1256.58
4564	Check	Odessa	Dark Fiber	330.00
9356	Check	Cleary, Jule	Health Ins	81.95
15156	Check	Penn Yan	IT Contract & PT	2165.00
5906	Check	Whitesville	PT Phone	41.16
6251	Check	Wayland	Pass Thru	23.17
80306	Check	Andover	Dark Fiber	300.00
3069	Check	Individual	Holly & Frank McDonald-Spring CE support	250.00
DEPOSIT SUBTOTAL				6343.86
LESS CASH BACK				
DEPOSIT TOTAL				6343.86



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

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

-  **Week of May 5:** Attended Monday Morning Meet Up with STLS staff. Participated in the Southern Tier Digital Equity Coalition meeting to discuss the organization's current grant application with NYS ConnectALL Office. Attended the STLS Sustainable Libraries Initiative meeting to discuss the group's current projects. Met with STLS' Selectors Group to discuss proposed Digital Library Contributions for 2026 – 2028. Met with the State Library and other NYS Public Library Construction Aid contacts to learn about current and upcoming years' projects and guidelines. Attended the Spring CE hosted by STLS and CCLD. Facilitated a workshop on Director and Trustee Duties and Roles with 32 participants.
-  **Week of May 12:** Attended STLS' Training Team meeting to debrief on May's Spring Continuing Education Day for members. Met with the Personnel & Policies and Finance & Facilities committees of the STLS Board of Trustees. Attended the Directors' Advisory Council's DEI Subcommittee meeting for System Services. Visited the Pulteney Free Library and Middlesex Public Library to provide Trustee Education training. Attended Mid-Quarter Refresh with STLS staff to learn how to create MS Teams Surveys. Participated in a meeting with the New York State Library and Public Library System Directors' Organization.
-  **Week of May 19:** Attended the STLS Board of Trustees Meeting. Visited the Dormann Library to provide Trustee Education training. Participated in the quarterly Integrated Library System facilitated by STLS IT staff. Met with the creators of the Trustee Handbook Book Club to discuss 2025 and 2026 projects. Met with the CEO of Southern Tier Network to discuss the possibility of serving on the organization's governing board.
-  **Week of May 26:** Attended a meeting at the Belfast Central School District to discuss the Belfast Library's current accounting set up in partnership with the school district. Attended the Directors' Advisory Council meeting at Cuba Circulating Library to present on several library system-related topics. Met with the Library Director of the Cuba Circulating Library about the library's upcoming board meeting. Submitted STLS' Appalachian Regional Commission grant paperwork for Allegany County libraries.

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

During the month of May 2025, Erika Jenns prepared for the STLS Spring Continuing Education (Spring CE) event, which took place on Friday, May 9th at the Radisson Hotel in Corning. There were over 160 confirmed attendees at the event, which ran from 8:30am to 4:00pm, with a keynote session on library joy to kickstart the day, followed by four breakout sessions with four programs in each session on topics like DEI, sustainability, library programming, and library administration. Through anecdotal and survey feedback, event attendees reflected positively on the event. The entire STLS team made the event a success.

In addition to event coordination for Spring CE, Erika also prepared a presentation for the Library Administration track. She collaborated with the Finger Lakes Library System Member Services Consultant on an interactive session titled, “All the World’s a Stage: Library Board Meeting Reader’s Theatre.” Audience members were encouraged to draw roles from a hat and participate in a mock board meeting.

Other May activities included coordination of the state-wide Web Accessibility Working Group. The group, made up of system consultants from around the state, met to discuss progress toward identifying platforms, plugins, and tools to help members come into compliance with DOJ ADA standards for accessible web design. Erika also met with Sarah McFadden, Senior Librarian – Digital Services Unit at the NYS Division of Library Development, to discuss a series of webinars for public libraries across the state on web accessibility and methods to meet the DOJ requirements.

In May, Erika met with the STLS Program Consultant to create a plan for Library Card Sign-Up Month. She hopes to work with the Program Consultant and Engagement Consultant to arrange showings of the PBS documentary *Free For All* at theaters across the system. Erika also met with the STLS Administrative Assistant to discuss the Annual Statistical Report for 2024. They decided which data sets should be included, which should be removed, and went through some organizational questions for the final version of the report. Erika coordinated the next planning meeting for the virtual Gather & Grow event, which will take place on Friday, December 5th. She joined the Program Consultant to watch the AI Challenge finale webinar, “Future-Ready Youth: Preparing Our Patrons to Navigate the Age of AI.” Erika collaborated with the ILS Manager to update the STLS Pest Management Guidance document on bed bug protocols for member libraries. And, she scheduled kickoff posts for the Make Your Mark bookmark design contest to STLS social media accounts, updated the contest banner on Libby, added a STARCcat widget, and posted about the contest on the STLS website.

Meetings attended in May included:

- STLS Sustainability Committee
- STLS Selectors Committee meeting to discuss new proposals for cost share modeling.
- Led the STLS Division of Librarianship meeting
- STLS DEI System Services Subcommittee meeting
- STLS ILS Meeting

- STLS DAC meeting in Cuba
- Led the STLS Training Team meeting
- SCRLC Plan of Service Design Team meeting

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

Keturah visited the Greenwood Reading Center to discuss COSAC Outreach Mini-Grants with the Director. Keturah tabled with the Library Clerk at the Women’s Empowerment Conference at Corning Community College, which was attended by nearly 300 people. Information about STLS and its resources was shared with attendees. Keturah tabled at the Rainbow Revolution Pride Festival in Wellsville with Directors and staff from the David A. Howe Library and the Friendship Free Library. Information about STLS and Allegany County libraries and Pride stickers were shared with the 200 attendees.

Keturah attended the 2025 STLS Spring Continuing Education Day in Corning and assisted with set-up, take-down, and distribution of door prizes. She also acted as Room Monitor for four sessions and coordinated one session. She also coordinated with three vendors for their attendance at the event.

Keturah worked with the Coordinator of Delivery Services on two action items for the Sustainable Libraries Certification Program: a Spill/ Clean Up Program and a Fleet Fuel Reduction Strategy.

Keturah attended the following meetings: Sustainability Team meeting, Division of Librarianship meeting, NY State Outreach Coordinators Meeting, Training Team meeting, NYLA Council meeting, Path to Belonging Rural DEISJ Project meeting, the Directors Advisory Council meeting, ALA Planning and Budgeting Assembly meeting, and an ALA Special Council Session.

Keturah attended the following webinars: AI in Public Libraries, Libraries as Cooling Centers: Every Library Can Be One, Building an Empowerment Library for Incarcerated Individuals, Show Up for Our Libraries: Act Now to Save Federal Funding, Supporting LGBTQIA+ Families in Your Library, and Libraries Working with Vulnerable Patrons.

Keturah was appointed to the Public Library Association Committee on Equity, Diversity, Inclusion and Social Justice.

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

1st – 9th

This week was spent prepping for Spring CE and connecting with presenters. I picked up presenter and vendor gifts, meet with members who were presenting in one of the sessions, and helped the division in loading materials to be taken to the Radisson. The day of I was able to connect with a variety of members, learn from presenters and soak in all of the library joy. I also had a planning meeting this week with the Assistant Director – Director of Librarianship and the Engagement Consultant about the upcoming Make Your Mark: STLS Bookmark Making Contest.

12th – 16th

Met with the ILS Manager regarding a collection management/development Libguide to help members find resources for purchasing, weeding and record management. I continued work on Make Your Mark by packing information folders for to go out to all member libraries and co-hosting a webinar with the Engagement Consultant. I also presented information at our quarterly staff meeting on Microsoft forms. The week wrapped up with a trip to the Scio library to discuss upcoming programming and program development.

19th – 30th

This time was spent traveling to 15-member libraries to conduct training and information sessions on the upcoming Make Your Mark: STLS Bookmark Making Contest (MYM). Starting June 1st member libraries will provide templates to their communities to submit bookmark designs which will be later voted on across all 5 counties. Final communication on MYM went out to libraries sharing prep, digital resources, and social media content for them to share with staff. During this time, I also met with the Executive Director to discuss upcoming projects and updating program resource kit procedures.

Meetings Attended

- Division of Librarianship
- Training Team
- DAC
- ILS Meeting
- Mid Quarter Refresh
- Triple M Meeting

Continuing Education

- Spring CE
- Mural Toolkit (DLD)
- Libraries and Literacy (DLD)
- Future-Ready Youth: Preparing Our Patrons to Navigate the Age of AI

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

Advocacy: In May Kendyl went to NYLA's Spring on the Hill event in Albany. This was a one-day conference focused on library advocacy. There were some great speakers and a lot of emphasis on

storytelling. The content was informative and useful, and much of it can be incorporated into our advocacy efforts next spring. Our most recent advocacy campaign wrapped up in May, and with the help of our member libraries and communities, we were able to mail over 1,000 postcards to our federal representatives in support of the IMLS.

Consultations: Kendyl visited Canisteo, Big Flats, West Elmira and Horseheads libraries in May. Canisteo library needed assistance with their website and Kendyl was able to go over how to access the site, update themes and add documents. Kendyl, along with Haleigh, visited Big Flats, West Elmira and Horseheads libraries to chat about the Make Your Mark bookmark contest as well as have tour of the space and meet the staff. Kendyl had not previously been to any of those branches, so it was nice to meet the staff and learn more about each library.

Continuing Education:

- Spring CE
- Spring on the Hill

Digital Library: Kendyl, along with Brian, coordinated a meeting for the selectors group to discuss digital library contributions for 2026-2028. She prepared a presentation with data on digital library usage, users, spending and acquisitions from 2017 to present in order to help inform the conversation among the selectors. Their task was to review the data and decide whether or not the proposed contributions will meet the needs of the digital collection.

Presentations: Kendyl took part in the Make Your Mark bookmark contest information session hosted by Haleigh. Kendyl spoke about the social media graphics and ways that the contest can be promoted in communities. Kendyl also presented at Spring CE about the digital resources available from STLS and highlighted how these are resources available for our patrons, but also resources that can be used by library workers to help serve their patrons.

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

During May, IT worked on 201 Help Desk requests for STLS staff and member libraries. Staff worked to confirm other staff and public computers being tracked in the Help Desk. Continued work on the Cybersecurity Pilot Project with vendor meetings.

Individually these are some highlights of IT staff work:

Pat Beeman -

- 05/07/2025 Closed 71844 Verify Meraki Reports Pat Beeman
- 05/07/2025 Closed 71857 Unclaim Unused MR18s Pat Beeman
- 05/21/2025 Closed 72126 User Department/Location Pat Beeman
- 05/27/2025 Closed 72215 Correct Last Name Pat Beeman
- 05/27/2025 Closed 72216 Update KB4 User Info to match M365
- 05/28/2025 Closed 72248 Email changes for Linda Nichols

Tom Lawrence -

- 05/29/2025 Closed 71872 Events Keeper Pro - Issue activating license for Kelly Povero
- 05/30/2025 Closed 72285 Wireless Connection for Samantha Brooks

Nick Allington -

- 05/21/2025 Closed 69678 Order new Public Computer
- 05/30/2025 Closed 71177 laptop won't turn on for Karin Thomas
- 05/30/2025 Closed 71856 Receipt Printer for Middlesex for Mandy Fleming

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

Here is our monthly ILS Team report for a very busy May 2025:

E-rate

- Received USAC Funding Commitment Decision Letter for our final application, Dark Fiber in Atlanta, in the amount of \$2,700.00
- Received \$371.86 in BEAR payments (Billed Entity Applicant Reimbursement) for July through December of 2024

ILS

- We presented *STARCat, WorkFlows & BCA - A little bit of all 3* for Spring CE and prepared for and presented a quarterly ILS Meeting
- I visited Middlesex to provide Automation training, they will likely be fully automated by July
- Continued working on an Update Existing LoT Items Project, including virtual meetings with libraries and updates to library hold and circulation policies
- ILS Team met with Assistant Director and Library Clerk to discuss the catalog records for Accu Cut dies (along with the machine, these dies allow users to cut paper in shapes - such as animals, bookmarks, etc.- for bulletin boards and other displays) to make them more easily searchable for library staff, and to complement the very helpful Accu Cut guide that the Library Clerk is creating for our membership
- Larissa visited Corning and Casey visited Hammondsport, to provide BCA Training
- I met with the Program Consultant to discuss STLS LibGuides and ILS/library vendor information that our team could contribute
- Worked with Larissa and the Executive Director on updates to the International Motor Racing Research Center (IMRRC) Contract and shared that draft with the Archivist at the IMRRC
- Turnaround time of 2 working days for unopened "normal" cataloging Help Desk requests - we are well under our goal of a 1-week turnaround time; library ordering is typically a little

slower this time of year and we plan to spend time on training, database cleaning, and getting caught up in other areas

General STLS

- We assisted with parking, registration, vendor needs and provided support as needed at the Spring CE
- Worked with Program Consultant and Assistant Director to update Bed Bugs Guidance Documentation
- Worked with Assistant Director to compile and share information on AI and Collection Development - particularly purchasing AI-created content and MARC record notations - with information from Ingram, Brodart and Baker & Taylor