

STLS BOARD MEETING
Tuesday, July 15, 2025 - 2:00 pm
Steele Memorial Library, Elmira, NY 14901



AGENDA

Staff Presentation: Keturah Cappadonia, STLS Outreach and Sustainability Consultant, Outreach Events

- | | | | |
|----|--|----------------------|--------------------|
| 1. | Agenda | | Doc. #25-69 |
| 2. | Approval of Minutes – June 2025 | *FOR APPROVAL | Doc. #25-70 |
| 3. | Treasurer’s Report – June 2025 | *FOR APPROVAL | Doc. #25-71 |
| 4. | Financial Clerk’s Report – June 2025 | *FOR APPROVAL | Doc. #25-72 |
| 5. | Second Quarter – Profit-Loss Statement – June 2025 | *FOR APPROVAL | Doc. #25-73 |
| 6. | Second Quarter Claims Auditor Report - June 2025 | *FOR APPROVAL | Doc. #25-74 |
- *Subject to corrections, above items may be approved without motion.*

COMMITTEE REPORTS

- | | | | |
|-----|--|---------------------------------|--------------------|
| 7. | Executive Committee – Kathy Green | | |
| 8. | Personnel & Policies Committee – Barbara Hubbell | (Minutes) | Doc. #25-75 |
| | | (Staff Guide) | Doc. #25-76 |
| | | (Trustee Job Description) | Doc. #25-77 |
| 9. | Finance & Facilities Committee – Sisi Barr | (Minutes - Provided at Meeting) | Doc. #25-78 |
| 10. | Public Relations Committee – Lynnette Decker | (Minutes) | Doc. #25-79 |
| 11. | Foundation for Southern Tier Libraries – Louise Richardson | (Minutes) | Doc. #25-80 |

BOARD ACTIONS

- | | | | |
|-----|---|-----------------------|--------------------|
| 12. | <u>Expenditure Approvals -Monthly Unpaid Bills Detail</u> | * FOR APPROVAL | Doc. #25-81 |
|-----|---|-----------------------|--------------------|

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:			

13. Receipt Approvals – Monthly Deposit Summary

* FOR APPROVAL

Doc. #25-82

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:

14. Approve Proposed NYS Public Library Construction Aid Allocations

* FOR APPROVAL

Doc. #25-83

Public Relations Committee Recommendation: The STLS Board of Trustees approves the proposed 2025/2026 NYS Public Library Construction Aid Allocations as presented at the July 15, 2025 board meeting considering any revisions during board meeting discussion.

Aye _____ Nay _____ Abstain _____ Absent _____
 Approved/Failed

Discussion: All libraries with Total Project Costs below \$150,000 were funded at the 75% match level, and the libraries with projects exceeding \$150,000 received equal portions of the remaining funds. *Additional funds from other library systems will be distributed to STLS applicants who didn't receive a 75% match based on an equitable formula: (Applicant's Total Project Cost / Total Cost of All Projects Not Funded at 75% Match)*Total Funds from Other Library Systems. **David A. Howe Public Library removed application to enable other applying libraries to receive more funds in 2025-2026 funding cycle. STLS Board of Trustees will earmark a minimum of \$125,758 to DAHPL's 2026-2027 Construction Aid Application for making the 2025-2026 accommodation.

15. Approve Purchase of Cisco Meraki Licenses

* FOR APPROVAL

Doc. #25-84

Executive Director Recommendation: The STLS Board of Trustees approves the proposed purchase of Cisco Meraki Licenses through Teracai as part of STLS' 2025 Category 2 ERate Funding Application at a cost of \$40,448.90 per the Purchasing Policy.

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

BOARD INFORMATION

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

(Monthly Division Reports) **Doc. #25-85**

Public Expression (15 minutes)

Adjournment

Next meeting: Cohocton Public Library, 8 Maple Avenue, Cohocton, NY – September 16, 2025 at 2:00 p.m.

STLS BOARD MEETING
Tuesday, June 17, 2025 - 2:00 pm
Dundee Library, Dundee, NY 14615

MINUTES**TRUSTEES PRESENT:**

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

Excused: Richard Ahola – 2027 , Lynnette Decker – 2026, David Haggstrom – 2026,
 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 :06 pm

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

C Hobbie presented on the Library of Things Advisory Group. He explained what the group does and the challenges faced by having non-traditional library items in a collection. The goal of the group is to make it easier for patrons to browse the non-traditional items and how to make it easier for libraries to promote these items. So far 33 libraries have started using the new item types created for these collections. Trustees asked questions about items travelling through the delivery. C Hobbie stated they will not be available via delivery. The patron will have to travel to pick up the item. C Hobbie also stated there are safety issues involved with some of the items, and that existing library policies cover those liabilities.

1. AGENDA***FOR APPROVAL****Doc.#25-59****Received and Filed****2. Approval of Minutes – May 2025*****FOR APPROVAL****Doc. #25-60****Received and Filed**

3. Treasurer's Report – May 2025 *FOR APPROVAL

Doc. #25-61

Received and filed

B Gorman reported that, after 10 years and all that has been done, STLS' cash balance is about the same as it was in 2013. A portion of cash has been concentrated to CDs, so the money market account may be tight if NYS funding is late this year. If needed, money can be pulled from a CD until the funding arrives.

4. Financial Clerk's Report – May 2025 *FOR APPROVAL

Doc. #25-62

Received and Filed

B Hildreth reported that there were 3 pay periods in May so salary expenses increased for the month.

B Hildreth also noted increases in three-line items:

- 5490 - Grants. This was for costs associated with the Spring CE
- 5420 – Staff Development Travel – the cost for three staff to travel to the SirsiDynix conference
- 5442 – Professional Fees – annual dues to NYLA

Standing Committee Reports –

5. Executive Committee- K Green

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

6. Personnel & Policies Committee – Mary-Claire Krebs

Doc.#25-63

M Krebs reported there was not a quorum at the committee meeting. Those present discussed the Social Justice Activities Plan, gave feedback and clarifications to the plan. It will be up for vote at today's meeting. The Draft Trustee Job Description was also discussed. It will need further review at the July committee meeting. The Deferred Compensation Plan will be removed from the Trustee Manual to the Staff Guide. Brian's annual review will be in August. This year it is just trustees that will give feedback. M Krebs reminded the Board they are looking for 100% participation.

7. Finance & Facilities Committee – Betsy Gorman

Doc.#25-64

B Gorman stated there was not a quorum at the committee meeting. They discussed the profit/loss statements, which indicate that STLS is on track with spending. STLS is waiting on NYS funding to come in. There should be a 2% increase in funding, but if the state has to redo the budget because of federal cuts, that 2% increase may change. B Gorman informed the board that the Facilities policy will be reviewed.

8. Public Relations Committee – Brian Hildreth

B Hildreth informed the Board that the Construction Aid meeting will be at the Almond Library on June 24. There are 16 libraries applying for aid.

9. Foundation for Southern Tier Libraries - Louise Richardson (Minutes) Doc.#25-65

L Richardson stated that the Foundation has a new member, Mary-Claire Krebs. She also stated that the Foundation is looking to do 2, instead of 1, appeal mailings in the future.

BOARD ACTIONS**10. Expenditure Approvals -Monthly Unpaid Bills Detail * FOR APPROVAL****Doc. #25-66**

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

Move: _____ B Gorman _____ Second _____ L Richardson _____
 Aye ____10____ Nay ____0____ Abstain ____0____ Absent ____3____ Vacant ____2____
 Approved/Failed: Approved
 Discussion: None

11. Receipt Approvals – Monthly Deposit Summary * FOR APPROVAL Doc. #25-67

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

Move: _____ S Barr _____ Second _____ R Urban _____
 Aye ____10____ Nay ____0____ Abstain ____0____ Absent ____3____ Vacant ____2____
 Approved/Failed: Approved
 Discussion: None

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: _____ M Krebs _____ Second _____ S McGill _____
 Aye ____10____ Nay ____0____ Abstain ____0____ Absent ____3____ Vacant ____2____
 Approved/Failed: Approved

Discussion: B Hubbell noted that the changes made to the document were specific to acronyms and specific service terms.

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: _____ B Gorman _____	Second _____ R Urban _____
Aye ____ 10 ____	Nay ____ 0 ____ Abstain ____ 0 ____ Absent ____ 3 ____ Vacant ____ 2 ____
Approved/Failed: Approved	
Discussion: None	

BOARD INFORMATION

15. Old Business –

None

16. New Business –

None

17. Library Networking –

L Richardson stated that it was great to see the STLS/Southeast Steuben County Library table, with system library directors, at the Corning Pride event.

S McGill stated the Penn Yan library just finished their book sale and made \$3,000.00.

18. President's Report

No report

19. Executive Director's Report

(Monthly Division Reports) **Doc.#25-68**

B Hildreth stated in July there will be a new format to the Monthly Division Reports. B Hildreth highlighted the "Make Your Mark" program. It is the system-wide summer program for STLS, where participants design a bookmark. B Hildreth mentioned a system wide event that is in the works for September 2025. It is a free viewing on "Free for All", the PBS documentary on public libraries, that will happen at libraries, local cinemas and schools.

Public Expression (15 minutes)

L Richardson asked everyone to get out and vote

Adjournment 3 : 09 pm

Move: B Gorman Second: S McGill

Next meeting: Steele Memorial Library (CCLD), 101 East Church St St, Elmira, NY 14904 – Tuesday, July 15, 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 June 30, 2025**

	As of Jun 30, 2025		As of May 31, 2025	
ASSETS				
Current Assets				
Bank Accounts				
1200 Cash - Operating		4,647.33		4,814.48
1201 Cash - Payroll		20,588.40		17,381.08
1202 Cash - Money Market		98,045.61		287,878.81
1203 Cash in Certificate of Deposit		253,532.72		252,803.41
1204 Cash in Certificate of Deposit 2		259,391.91		258,508.19
Total Bank Accounts	\$	636,205.97	\$	821,385.97
Accounts Receivable				
1380 Accounts Receivable		149,035.37		153,282.76
Total Accounts Receivable	\$	149,035.37	\$	153,282.76
Other Current Assets				
12000 Undeposited Funds		0.00		276.00
Total Other Current Assets	\$	0.00	\$	276.00
Total Current Assets	\$	785,241.34	\$	974,944.73
Fixed Assets				
1100 Fixed Assets				
1102 Building		2,107,487.60		2,107,487.60
1104 Equipment		433,811.60		433,811.60
1105 Internet Fiber		1,086,013.03		1,086,013.03
1106 Vehicles		154,287.50		154,287.50
1112 Accumulated Dep Building		-835,527.08		-835,527.08
1114 Accumulated Depreciation		-1,311,465.17		-1,311,465.17
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		440,874.00		440,874.00
Total Other Assets	\$	534,647.47	\$	534,647.47
TOTAL ASSETS	\$	2,954,496.29	\$	3,144,199.68
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
2605 Retainage Payable	0.00	0.00
2625 Payroll Deductions Payable	5.83	5.87
2626 Flex Spending Deduction Payable	-350.24	37.64
2627 PFL Payable to Insurance	1,943.62	1,650.83
2630 Due to Member Libraries Pay Pal	0.00	0.00
2635 Capital Notes Payable	72,103.54	74,311.22
2640 Accrued Compensated Absences	151,841.56	151,841.56
2800 Lease Liability Short Term	106,530.00	106,530.00
Total Other Current Liabilities	\$ 346,085.70	\$ 348,388.51
Total Current Liabilities	\$ 346,085.70	\$ 348,388.51
Long-Term Liabilities		
2850 Lease Liability - Long Term	334,344.00	334,344.00
Total Long-Term Liabilities	\$ 334,344.00	\$ 334,344.00
Total Liabilities	\$ 680,429.70	\$ 682,732.51
Equity		
3200 Fund Balance Unrestricted	2,341,625.89	2,341,625.89
3910 Board Restricted Capital Reserv	350,000.00	350,000.00
3911 Donor Restricted Capital Reserv	80,016.19	80,016.19
Net Revenue	-497,575.49	-310,174.91
Total Equity	\$ 2,274,066.59	\$ 2,461,467.17
TOTAL LIABILITIES AND EQUITY	\$ 2,954,496.29	\$ 3,144,199.68

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
June 2025**

	Jun-25	May-25
Revenue		
4719 Interest	1,618.47	1,566.48
4723 Member Library Cost Share		-387.00
4731 Arkport Support		4,089.25
4735 Non State Aid Pass Through	613.26	217.61
4782 Donations		328.66
4784 General Reimbursements & Refund	525.00	
Total Revenue	\$ 2,756.73	\$ 5,815.00
Gross Profit	\$ 2,756.73	\$ 5,815.00
Expenditures		
5100 Salaries		
5141 Professional Salaries	36,744.47	53,513.54
5142 Non-Professional Salaries	42,196.38	65,375.09
Total 5100 Salaries	\$ 78,940.85	\$ 118,888.63
5150 Personnel Benefits		
5153 Social Security	5,789.34	8,844.90
5154 Workers Compensation		325.28
5156 Disability		1,972.67
5157 Health Insurance	17,901.69	22,495.91
5158 Payroll Expense - Other	10,478.79	1,310.96
Total 5150 Personnel Benefits	\$ 34,169.82	\$ 34,949.72
5204 STLS Software & Small Equipment	2,012.86	123.98
5205 Maintenance Contracts & Leases	549.95	549.95
5408 Platform Fees & Licenses	3,433.00	
5409 STLS Telephone/Internet	16,821.85	18,811.75
5417 Library Materials	1,468.14	963.64
5420 Staff Development Travel	51.24	2,093.59
5422 Trustee Mileage	303.80	119.00
5424 Conference Registration	257.00	165.00
5425 Staff & Member Library Mileage	239.40	127.40
5427 Programming & Annual Conference	514.00	261.25
5428 Meeting Supplies		229.23
5430 Office Supplies	400.36	173.56
5433 Postage	1,023.95	12.10
5434 Public Relations	371.48	714.24
5435 Member Library Pass through	17,839.42	15,814.68
5442 Professional Fees		1,510.00
5443 Legal Counsel	675.00	275.00
5444 Accounting Support & Audit	13,099.00	286.50
5450 Utilities	948.15	1,571.32
5451 Building Maintenance & Repairs	2,443.72	5,602.93

5454 Commercial Insurance		658.37
5471 Vehicle Maintenance & Repairs	1,548.38	1,222.99
5473 Vehicle Fuel	1,385.74	1,399.75
5474 Vehicle Insurance		342.51
5480 Greenwood Reading Center Exp	1,251.45	2,319.44
5485 Arkport Expense Account	1,928.61	4,089.25
5490 Grants	8,480.14	21,874.38
Total Expenditures	\$ 190,157.31	\$ 235,150.16
Net Operating Revenue	-\$ 187,400.58	-\$ 229,335.16
Net Revenue	-\$ 187,400.58	-\$ 229,335.16

Southern Tier Library System
Profit & Loss
January - June, 2025

	Actual	Budget	Difference
Revenue			
4700 Basic State Aid	0.00	912,879.00	-912,879.00
4706 Jails and Institutions	0.00	3,904.00	-3,904.00
4709 Local Services Support	0.00	100,383.00	-100,383.00
4710 Supplemental Aid	0.00	135,244.00	-135,244.00
4711 Coordinated Outreach	0.00	93,782.00	-93,782.00
4713 State Corrections	0.00	27,965.00	-27,965.00
4714 Bullet Aid NYS	0.00	50,000.00	-50,000.00
4715 Love Your Library	0.00	2,500.00	-2,500.00
4719 Interest	10,154.47	20,000.00	-9,845.53
4721 E-Rate Funding	0.00	211,500.00	-211,500.00
4723 Member Library Cost Share	419,008.00	419,395.00	-387.00
4724 Member Library IT Contracts	19,457.00	70,000.00	-50,543.00
4725 Grants Revenue	500.00	250,000.00	-249,500.00
4733 Member Library Processing Fees	385.00	0.00	385.00
4781 Retiree Health Ins Payments	1,966.80	2,500.00	-533.20
4782 Donations	828.66	2,000.00	-1,171.34
4784 General Reimbursements & Refund	3,316.06	1,200.00	2,116.06
Total Revenue	\$ 455,615.99	\$ 2,303,252.00	-\$ 1,847,636.01
Gross Profit	\$ 455,615.99	\$ 2,303,252.00	-\$ 1,847,636.01
Expenditures			
Total 5100 Salaries	\$ 524,622.80	\$ 1,083,385.00	\$ 558,762.20
Total 5150 Personnel Benefits	\$ 185,091.49	\$ 450,000.00	\$ 264,908.51
5203 STLS Equipment	0.00	2,500.00	2,500.00
5204 STLS Software & Small Equipment	2,847.97	5,000.00	2,152.03
5205 Maintenance Contracts & Leases	4,253.96	12,000.00	7,746.04
5407 Integrated Library System	0.00	83,430.00	83,430.00
5408 Platform Fees & Licenses	9,452.00	18,000.00	8,548.00
5409 STLS Telephone/Internet	101,817.40	235,000.00	133,182.60
5417 Library Materials	8,131.07	20,000.00	11,868.93
5418 Consultant Collection	626.94	2,400.00	1,773.06
5419 Electronic Materials	95.00	10,000.00	9,905.00
5420 Staff Development Travel	6,794.85	15,000.00	8,205.15
5422 Trustee Mileage	1,197.28	10,000.00	8,802.72
5423 Trustee Continuing Education	0.00	2,400.00	2,400.00
5424 Conference Registration	2,780.00	8,500.00	5,720.00
5425 Staff & Member Library Mileage	1,242.36	3,000.00	1,757.64
5427 Programming & Annual Conference	2,253.03	5,000.00	2,746.97
5428 Meeting Supplies	957.00	2,500.00	1,543.00
5430 Office Supplies	1,172.18	3,500.00	2,327.82
5433 Postage	2,102.00	2,400.00	298.00

Southern Tier Library System
Profit & Loss
January - June, 2025

	Actual	Budget	Difference
5434 Public Relations	5,801.25	10,000.00	4,198.75
5436 STLS Grants to Member Libraries	0.00	15,000.00	15,000.00
5442 Professional Fees	5,563.00	10,000.00	4,437.00
5443 Legal Counsel	950.00	3,000.00	2,050.00
5444 Accounting Support & Audit	13,969.00	17,000.00	3,031.00
5450 Utilities	9,081.55	12,000.00	2,918.45
5451 Building Maintenance & Repairs	14,284.84	27,500.00	13,215.16
5454 Commercial Insurance	4,472.68	12,500.00	8,027.32
5471 Vehicle Maintenance & Repairs	5,475.75	5,000.00	-475.75
5473 Vehicle Fuel	7,131.15	20,000.00	12,868.85
5474 Vehicle Insurance	2,325.97	5,875.00	3,549.03
5490 Grants	90,090.25	250,000.00	159,909.75
Total Expenditures	\$ 1,014,582.77	\$ 2,361,890.00	\$ 1,347,307.23
Net Operating Revenue	-\$ 558,966.78	-\$ 58,638.00	\$ 500,328.78
Net Revenue	-\$ 558,966.78	-\$ 58,638.00	\$ 500,328.78

QUARTERLY CLAIMS AUDITOR REPORT - SOUTHERN TIER LIBRARY SYSTEM

Q2 2025 April 1, 2025 - June 30, 2025

Audit Date	# of Invoices	Invoice Total	Exception	Check Numbers		Check Date	Paid Total	
4/2/25	28	31,719.06	0	42385	42412	4/4/25	31,719.06	
4/16/25	51	132,425.20	0	42413 -	42463	4/18/25	132,425.20	
4/30/25	28	21,017.23	1	42464 -	42491	5/2/25	20,946.25	*
5/14/25	26	46,939.10	0	42492 -	42517	5/16/25	46,939.10	
5/28/25	27	34,947.73	0	42518	42544	5/30/25	34,947.73	
6/11/25	26	48,873.20	0	42545 -	42570	6/13/25	48,873.20	
6/25/25	30	54,894.24	0	42571	42600	6/27/25	54,894.24	*

EXCEPTION REPORT

Exception Reference	Transaction No/Date	Invoice Date	Amount	Claim Payee/Vendor	Item Services of Invoice
*42475	5/2/25		70.98	Melissa Green	Presenter-Spring CE
Issue with Purchase Cause for Exception			Resolution		
Cancelled after check was executed			Check voided		

Exception Reference	Transaction No/Date	Invoice Date	Amount	Claim Payee/Vendor	Item Services of Invoice
+42583	6/8/25	6/11/25	431.96	First	Software subscription
Issue with Purchase Cause for Exception			Resolution		
Includes \$32 sales tax			Exempt form submitted for refund/credit next bill		

Submitted by Louise Richardson, Internal Auditor

6/30/24

Personnel & Policies Committee

Meeting Minutes

Tuesday, July 8, 2025 at 12:00 pm

Meeting Location: Southern Tier Library System



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

Administration: Brian M. Hildreth

POLICIES

Trustee Job Description – Review

The committee continued its review of the Trustee Job Description created and proposed by B. Hubbell. Several revisions were incorporated from last meeting's iteration based on committee discussion. The committee agreed the document was ready for full board review. B. Hildreth agreed to share the document with the board in July's meeting packet.

Deferred Compensation Plan and Staff Guide

B. Hildreth reviewed prior discussions about this plan and how it is offered to STLS employees. He proposed removing the plan from the Trustee Manual, and moving it into 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. He said it would still be in the Trustee Manual, but its new location would be in the Staff Guide as opposed to a stand-alone document.

The committee reviewed the Staff Guide based on discussions between M-C Krebs and B. Hildreth from last month's meeting. B. Hildreth discussed the addition of language about STLS' limited idle practices for Delivery Drivers as part of the library system's Sustainable Libraries Initiative. The committee also discussed the additions pertaining to the Deferred Compensation Plan and 403(b) Plan. It was agreed to move the Staff Guide to the full board for review. B. Hildreth agreed to include in July's meeting packet.

Personnel

Executive Director's Performance Evaluation

B. Hildreth gave an update on his performance objectives for 2024/2025. He said he would email the document to STLS trustees after July's meeting, so they can review as part of the evaluation process. The committee 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. B. Hubbell said she would work with STLS' Administrative Assistant to administer the survey to STLS trustees.

Meeting adjourned at 1:01 p.m.

Minutes respectfully submitted by: Brian M. Hildreth

Staff Guide for STLS Employment

Adopted: May 16, 2017

Updated: October 15, 2024



A. INTRODUCTION

Purpose of the Guide

The purpose of this guide is to acquaint new and current STLS staff with the culture of our organization and the ways in which we work together to achieve the organization's goals.

STLS Purpose

Governed by a 15-member board of trustees, STLS is a cooperative library system focused on *Connecting Community Libraries* within the region. We subscribe to a single mission of empowering 48 public libraries to provide meaningful services within our communities. We do this to make the Southern Tier a vibrant community in which we are all proud to live.

Your Role

STLS believes in fostering a supportive, collaborative, innovative, and dynamic work environment. We acknowledge that public librarians are a unique group of individuals who are passionate about their cause. Our organization provides staff with the resources needed to exceed member library expectations. In return, it is our goal that staff will succeed in their positions through the support of STLS administration.

B. ORGANIZATIONAL CULTURE

Professional Expectations

STLS is a professional organization charged with leading public library services throughout the region. Employees are expected to fulfill their role as professionals based on their job title and description. In addition to meeting professional expectations, staff should be aware that their work is viewed by hundreds if not thousands of people working within the New York State library community.

Staff activities including but not limited to consultations, presentations, writings, meetings, committees, board work, and social media all represent the collective mission of STLS. Any action or communication directly tied to an employee's position should professionally represent the organization and the field of librarianship. For this reason, STLS staff subscribe to the Library Bill of Rights as adopted by the American Library Association and the STLS Board of Trustees as well as Core Values of Librarianship.

Diversity, Equity, Inclusion & Social Justice

Southern Tier Library System recognizes racism, discrimination, and systemic inequalities exist within our communities, and we have a professional responsibility to work in ways that promote equality. For this reason, we also feel compelled to uphold our library system's *Declaration Promoting Racial and Social Justice*.

STLS professional staff have developed an evolving plan to spearhead activities that promote Diversity, Equity, Inclusion, and Social Justice. All STLS staff are encouraged to review STLS' Social Justice Activities Plan and consider how their daily work can encompass activities within the plan as well as create additional activities that empower our organization to foster a more just community.

Ethical Behavior and Reporting

The ***Ethical Behavior and Whistleblower Policy*** requires STLS trustees, staff, and volunteers to embrace high standards of business and personal ethics in the conduct of their duties and responsibilities. Below is an excerpt from this policy which is available to everyone at STLS.

The STLS board embraces the organization's values of integrity, honesty, ethical behavior, loyalty to the organization, courtesy, civility, respect for and cooperation among team members, trustees, member libraries, and vendors. Harassment, on the basis of sex, race, age, color, creed, religion, sexual orientation, disability or any other reason, whether conducted by, or affecting, an employee, vendor, client, volunteer, board member, or other individual connected with STLS is strictly prohibited.

Each trustee, employee, and volunteer of STLS has an obligation to report in accordance with this Whistleblower and Ethical Behavior Policy (a) harassment or bullying, (b) questionable or improper accounting or auditing matters, (c) violations and suspected violations of this policy and (d) wrongful conduct.

In accordance with this policy, STLS provides procedures for reporting, corrective action, acting in good faith, confidentiality and no retaliation. This policy is intended to hold STLS to the highest standard for personal and professional behavior.

In addition to promoting ethical behaviors, STLS has zero tolerance for sexual or workplace harassment. All STLS staff, trustees, and volunteers will receive annual sexual harassment prevention training as part of the organization's ***Sexual Harassment Prevention Policy***. All staff are encouraged to exercise reporting procedures as warranted. A copy of the policy is available in the Kitchen along with Complaint Form. The documents are also made available through shared files on MS Teams – All STLS Staff – Files.

Workplace Environment

STLS seeks to provide a safe and healthy working environment. As a result, we have a policy that prohibits smoking, vaping, alcohol, illegal substances, violence, and firearms on the property.

Sustainability

STLS joined the Sustainable Libraries Initiative in 2023. We are doing our best through transactional and transformational change to reduce our carbon footprint, and think mindfully about how our services, programs, and actions impact the triple bottom line. Staff are encouraged to join the STLS Staff SLI Team, or follow the recommendations of SLI team members to help STLS do its part economically, socially, and environmentally.

C. WORKPLACE GUIDELINES

Building Access

Each employee will receive a key fob and personalized security code for building access. This fob and code will be provided by the Director of Information Technology, Ken Behn, behnk@stls.org. Ken is also able to answer any questions about how the security system works.

Security alarms are active on weekdays from 9:00 pm until 5:00 am. They are also activated all weekends from 9:00 pm on Friday until 5:00 am Monday morning. Staff will need to use their key fob and security code to enter the building during these activated times. A key fob is the only device needed to enter the building during regular business hours. Staff should only be in the building during business hours unless their duties require them to have access at other times.

Parking

Parking for staff is provided on site. There are two reserved parking spaces at the side entrance. These spots are made available for staff on a rotating monthly basis. When there are STLS-sponsored meetings and trainings, staff should park at the far end of the parking lot, leaving closer spaces for guests. Both ADA compliant and visitor spaces are available near the Front Entrance. Employees are encouraged to keep vehicles locked while unattended. STLS is not responsible for loss or damage to vehicles.

Dress Code

The dress code for STLS is considered business casual Monday through Thursday between Labor Day and Memorial Day. Staff are expected to use their professional discretion when dressing for work. Friday is considered a “dress down” day. When dressing down, staff should still be mindful of the professional space in which we work. Employees conducting site visits on Friday or working with member libraries should exercise the Monday – Thursday’s dress code. Staff are expected to dress professionally while traveling for business or attending STLS-sponsored events. Summer months

between Memorial Day and Labor Day are considered dress down everyday unless traveling for business or attending STLS-sponsored events.

Meal Space

The Kitchen is located on the west side of the building near the wash rooms. Staff may store personal food items and kitchen supplies in designated areas of the Kitchen. The refrigerator and freezer are also available for storing personal food items. Staff are encouraged to mark their personal items to identify their belongings. STLS is not responsible for missing personal items. As a shared space, all staff should do their very best to keep the Kitchen organized and sanitary.

Staff are asked to dispose of all meal waste in proper locations as part of our Sustainable Libraries Initiative. This includes sorting recyclables, composting food scraps, and disposing as little as possible in trash receptacles.

Cell Phone Usage

Staff are expected to use reasonable and professional practice when it comes to personal cell phone usage while at work. Break times and lunch are best for texting, social media, gaming, or phone calls.

Phone System

Most employees have access to a phone for their work space. The phone is for library system purposes and emergencies only. Assistant Director – Head of IT Ken Behn (behnk@stls.org) maintains the phone system, and will provide training to all staff.

Company Vehicles & Property

Vehicles are provided to staff for the purpose of serving member libraries throughout the five-county region. STLS has two vehicles for staff to use in visiting libraries to consult, meet, or coordinate IT support, and three additional delivery vehicles to coordinate system-wide delivery of library materials. Vehicles are to be used in accordance with all traffic laws and treated as STLS property. Employees found in violation of traffic laws are responsible for all legal liabilities, and will receive appropriate corrective action up to and including dismissal as is appropriate.

Staff should use the SharePoint Calendar to sign-out consultant vehicles based on assigned library visits. Vehicles are available on a first come first served basis unless more than two consultants are traveling at the same time. In this case, the consultant traveling the farthest distance is guaranteed an STLS vehicle, while the consultant traveling the shortest distance should use their personal vehicle and submit for mileage reimbursement. Consultants are responsible for recording mileage and refueling vehicles with a designated STLS credit card.

~~Delivery drivers are to use delivery~~ Vehicles **are intended** for the sole purpose of delivering STLS library materials **to and from member libraries and partnering agencies. The Delivery Coordinator is charged with developing the Delivery Schedule in consultation with the Executive Director to meet**

member needs. The Delivery Driver Schedule is also created by the Delivery Coordinator. Delivery Drivers should communicate schedule requests to the coordinator.

STLS subscribes to a limited idle practice, which is intended to save fuel, limit carbon emissions, and reduce health hazards. Delivery Drivers should refrain from idling from April 1 to October 31 when stopped at member libraries and partnering agencies for delivery.

D. HEALTH, SAFETY, AND SECURITY

Health, Safety and Emergency Preparedness

STLS strives to offer a safe space that promotes mental, emotional, and physical wellness of all staff. Several practices have been put in place to ensure our culture and environment is healthy. Employees are provided various health, safety, and emergency preparedness training during the year. This training is intended to encourage healthy personal and professional lifestyles, and help all staff in handling emergency situations.

Inclement Weather

In the event STLS deems it necessary to close the library system's headquarters due to inclement weather or other unforeseen circumstances, or if roads are closed by the employee's county of residence, employees who are unable to work remotely will be paid for the hours that they are scheduled to work on that particular day. Compensation will consist of up to five work days per incident each year.

Incident/Accident Report Forms

If an accident or incident occurs within, on STLS property, or while conducting STLS business an incident or accident report form must be completed. These reports are important for documenting incidents or accidents. They help STLS administration work with staff to ensure they receive the insurance benefits offered as a result of injury or accident. Staff must complete an Incident/Accident Report Form if they witness the injury of STLS staff or visitor to the STLS building. This form is also completed in the event of a vehicle accident. Forms are available in the Business Office or on MS Teams – All STLS Staff – Files.

Basic First Aid/CPR/AED Training

STLS will make this training available to all staff on a biennial schedule. The training will either take place online or in-person dependent upon the provider of the training service. Any staff who complete this training will be certified in Basic First Aid/CPR/AED. Certifications will need to be renewed as they are only typically valid for two years. Staff may use the skills acquired in this training to help an injured STLS staff person, STLS building guest, person at a member library, or in their personal life.

E. COMPENSATION, BENEFITS, AND PROFESSIONAL SUPPORT

Staff Organization Contract

Compensation is an important part of employment. The Staff Organization Contract is where all salaries, wages and benefits are afforded to STLS staff. Staff should contact the Business Office, the Executive Director or a Staff Organization Representative with any questions.

Cassie Wright, Account Clerk / HR - Accounting Office: wrightc@stls.org

Brian Hildreth, Executive Director: communitylibrarypartner@stls.org

Tom Lawrence, Staff Organization President: lawrencet@stls.org

Keturah Cappadonia, Staff Organization Secretary: cappadoniak@stls.org

A copy of the current contract is made available on the shared STLS Public Drive at [Z:\Staff\Contracts](#)

Employee Supported Retirement Options

STLS is a member of the New York State and Local Retirement System. Employee benefits of this program are covered in the current Staff Organization Contract. In addition to membership, STLS participates in two optional, employee-supported retirement plans. Employees can enroll in these plans by communicating with the Business Office. The office coordinates employee contributions to these plans as part of bi-weekly payroll deductions.

New York State 457(b) Deferred Compensation Plan

This deferred compensation plan is a State-sponsored employee benefit for State employees and employees of participating employers (STLS). This voluntary retirement savings plan provides quality investment options, investment education programs, and related services to help State and local public employees achieve their retirement savings goals.

Enrolled employees may consult with account executives to answer questions about the plan and monitor investments. The plan provides an online portal that employees can use to track savings.

Vanguard 403(b) Plan

This retirement savings plan is a private program established by STLS for the benefit of its employees. It is a voluntary tax-deferred plan administered by The Vanguard Group, Inc. The plan offers target retirement date investment options to assist employees with their savings goals.

Enrolled employees may consult with account executives to answer questions about the plan and monitor investments. The plan provides an online portal that employees can use to track savings.

Performance Evaluation

Each employee will participate in performance evaluations based on their job description and performance objectives. Evaluations are completed after a staff member's probationary period and

on an annual basis thereafter. A Staff Performance Evaluation is completed by the employee's direct supervisor and is presented during a face-to-face discussion. Staff have up to 15 workdays to respond to the evaluation and return a signed copy to the direct supervisor. The evaluation will then be reviewed by the Executive Director within five business days. A copy will be retained in the employee's personnel file.

Employee Reimbursement for Expenses

STLS has comprehensive finance and purchasing policies. Employees are not permitted to use personal funds to conduct STLS business. Proper procedures and practices have been put in place to ensure employees are not expending their own financial resources for business purposes. STLS purchase orders, credit cards and mileage reimbursement forms should be used to cover business-related expenses in all cases.

STLS-Supported Staff Technology

All staff will be afforded a laptop or desktop and any necessary equipment/software accessories that support the essential functions of their job title/description. Staff are responsible for updating this equipment every three years after receiving verbal approval from the Executive Director.

Staff may request this equipment by submitting a HelpDesk request to STLS IT. STLS IT will be responsible for purchasing this equipment for the staff member and completing the proper paperwork as outlined in the STLS Purchasing Policy. Any equipment/software purchased is property of Southern Tier Library System and must be returned to STLS IT at the end of the equipment's lifespan.

The purchase of other small equipment (headphones, speakers, mice, etc.) may be coordinated with the Administrative Assistant or through submission of Purchase Order to the employee's Division Head. Division Heads will consult with the Executive Director on budget guidelines at time of purchase.

Staff Supplies for Remote Work

Staff may purchase supplies to support remote work within the guidelines of division budgets. The opportunity to work remotely is afforded to employees through the library systems *Disaster and Emergency Operations Response Plan*, all staff still have access to the STLS building on a scheduled-basis to use building equipment such as printers, scanners, copiers or postage meter. Staff should work with the Administrative Assistant to purchase supplies as needed.

Travel, Working Remotely & Conferences

Business travel and continuing education are essential functions of staff duties. For this reason, the board of trustees has established the ***Travel, Working Remotely and Conference Policy***. This policy is

Addendum A to The Staff Guide for STLS Employment. Staff are asked to read this policy and encouraged to discuss with their Division Head or the Executive Director.

STLS does its best to accommodate necessary travel, fluctuations in personal/professional schedules and professional development needs. Accommodations are made based on work demands and STLS' ability to pay.

Professional Associations

STLS recognizes the important role of professional associations. Two associations that provide the most benefit to the mission of STLS include the New York Library Association (NYLA) and American Library Association (ALA).

STLS pays for the annual membership of all interested staff to NYLA. Membership includes: 1 Section and 1 Roundtable. Staff are financially responsible for any additional Sections or Roundtables. The Executive Director renews NYLA memberships for all staff in June. Staff are responsible for indicating their choice of Sections and Roundtables at that time.

The organization also pays for the annual membership of all interested MLS librarians or professional staff to ALA. Membership includes: 1 Division and 1 Roundtable. Staff are financially responsible for any additional Divisions or Roundtables. Eligible staff are individually responsible for keeping their membership current. They can do this by purchasing ALA membership online using an STLS credit card and submitting an appropriate Purchase Order with documented receipts.

STLS also maintains organizational memberships for the Library Trustee Association of New York, Public Library System Directors Organization of New York, the New York Alliance of Library Systems, South Central Regional Library Council and the Institute for Human Services of Steuben County, NY.

ADOPTED by the STLS Board of Trustees on May 16, 2017.

Updated on May 17, 2022; October 15, 2024.

ADDENDUM A: TRAVEL, WORKING REMOTELY & CONFERENCE POLICY

TRAVEL, WORKING REMOTELY & CONFERENCES POLICY

APPLIES TO: STLS Employees

REFERENCES: Finance Policy

Travel

STLS employees travel as an essential function of their duties. The specific nature of an employee's travel depends on the employee's job title and description. All necessary and job-related travel shall be communicated to an employee's direct supervisor and documented on the organizational calendar.

Each employee who visits a member library, or attends a meeting or conference within, or outside the STLS service region shall drive one of two STLS vehicles. Employees shall use their own vehicle if it reduces drive time relative to the travel location, the employee's home and STLS offices. An employee shall also use their own vehicle if an STLS vehicle is not available. In such cases, the employee will be reimbursed for mileage based on the current IRS rate.

Employees shall communicate among each other about the need and availability of STLS vehicles to minimize organizational travel expenses. Employees traveling the farthest on any given day have first access to STLS vehicles.

Working Remotely

Working Remotely is defined as an employee working outside of STLS offices for one or more days within an employee's normal work week. Examples of *working remotely* include member library site visits, local, regional or state meetings, and on occasion, the employee's home or another suitable location.

Each employee who indicates they are *working remotely* on the organizational calendar shall record all hours worked on their time sheets, and note the hours worked were remote. Employees are responsible for managing their schedules to stay within the hours allotted under a regular work week. This includes travel, meals and time at meetings.

Member Library Site Visits

Employees visit member libraries frequently. Employees shall document their time away from STLS offices on the organizational calendar by indicating the name of the library or libraries they are visiting, the time frame of the visit and the STLS vehicle they are using to drive there.

Meetings

Employees who attend meetings within and outside the STLS' service region shall document their time away from STLS offices on the organizational calendar by indicating the name of the library, libraries or agency they are visiting, the time frame of the visit and the STLS vehicle

they are using to drive there.

Home or Another Suitable Location

Employees may work from home or another suitable location on occasion, so long as they can perform most of their essential duties *Working Remotely* within their regular work, and do not require accommodations that are already afforded through STLS offices. This option shall be exercised when it is most efficient to the job-related work of the employee.

As a general rule, full time employees are allotted two days per week for *Working Remotely*, and part time employees are allotted one shift per week for *Working Remotely*. All other work days should take place within STLS offices, member libraries, or locations specific to library system operations. Employees must obtain verbal approval from their direct supervisor prior to exercising this option.

Time worked away from the office shall be documented on the organizational calendar as *Remote* and the hours worked. The employee shall respond to phone calls and email as well as produce tangible work as defined by their direct supervisor while *Working Remotely*.

Conferences

The Executive Director establishes the conference budget annually. This budget is communicated to division heads. Employees shall communicate their interest in attending conferences to their direct supervisors. Conference expenses will only be paid for by STLS if an employee receives approval from their direct supervisor. An employee may register and make travel/lodging accommodations upon supervisor approval. Conference expenses are limited to: registration, travel, lodging and meals. The Executive Director establishes meal allowances prior to each conference.

All conference expenditures shall be realized through a purchase order or STLS issued credit card. Employees will not be reimbursed for conference expenditures if they use their own credit or debit card. Employees shall seek reasonable pricing for all conference expenses.

STLS vehicles are to be considered the primary means for conference transportation unless air travel is required. Use of a personal vehicle requires approval from the Executive Director. Employees shall coordinate the sharing of vehicles if more than one employee is attending the same conference.

Employees may also attend conferences which are job-related at their own expense if the STLS budget does not support participation. Conference attendance will be considered as a regularly scheduled working day, as approved by the Executive Director. Employees should record travel, meals and time spent at conference-related events on their time sheets.

Adopted by the STLS Board of Trustees on 05/15/ 2018.

Revised by the STLS Board of Trustees on 05/17/2022.

GENERAL STATEMENT OF DUTIES

The Trustees hold a volunteer **governance** position serving the Southern Tier Library System (STLS) on behalf of the county with which the individual is associated.

Trustees play a unique and important role in supporting the dedicated and prudent use of library system resources, while striving to ensure the services which most benefit the library community at large are provided. They must be tireless advocates for improving library services while demonstrating “care, loyalty, and obedience” to the STLS mission.

An STLS Trustee is someone to whom STLS property is legally committed in trust, including both the physical property and the resources and services the library system provides to its member libraries. While delegating day-to-day activities to competent staff, Trustees must always be mindful of how their decisions impact the library community.

Trustees owe allegiance to the library system and must act with the best interest of the system in mind, with fiduciary responsibility and dedication to the fulfillment of the library system’s mission and goals.

ESSENTIAL FUNCTIONS OF THE TRUSTEE

Oversight of Executive Director:

- Select, hire, and regularly evaluate ~~a qualified~~ **the** STLS Executive Director.

Financial and Facility Oversight:

- Manage the system’s assets using accepted business practices with care, integrity, and honesty
- Oversee the STLS financial strategy in keeping with STLS Finance Policy ensuring there are adequate resources to support the system’s mission
- Review and make recommendations concerning matters affecting STLS facilities, equipment, and vehicles

Policy **and Planning Development:**

- Develop, revise, and adopt policies pertinent to system governance, operations, and employee and public safety
- **Partner with the Executive Director and library system staff to regularly plan and evaluate the library system’s service program based on member needs**

Ethics and Conduct:

- Conduct the business of the system in an open and ethical manner in compliance with all applicable laws and regulations, ALA Core Values and STLS By-Laws, policies, and procedures.
- Avoid conflict of interest when exercising Trustee duties.

Advocacy:

- Participate in advocacy initiatives along with STLS staff
- When engaged in public-facing activities, speak in concert with fellow trustees in support of the STLS mission

SKILLS AND ABILITIES

- Well-versed in good governance practices that will enable the board to meet the challenges of a rapidly changing political, social, and cultural environment
- Awareness of the ways in which libraries function in diverse communities and the challenges those libraries face
- ~~Desire~~ ~~Willingness~~ to devote time, resources, and talent to ensuring that STLS ~~services~~ resources are used ~~to better~~ for the betterment of the entire library community
- Strong commitment to equity, diversity, inclusion, and social justice, environmental, and sustainability ~~professional practices.~~
- ~~Strong commitment to environmental and social sustainability professional practices.~~
- Willingness to take on leadership positions and/or special projects

DUTIES

- Attend all monthly STLS Board meetings, unless excused
- Serve on one or more Board committees
- Attend other system-sponsored events as assigned or as ~~interested~~ appropriate
- Support Board decisions and maintain confidentiality of the board's executive sessions
- Support the Foundation for Southern Tier Libraries and its fundraising activities
- Serve as an ambassador when visiting member libraries, and interacting with STLS staff ~~as circumstances permit~~
- Suggest and recruit nominees to the Board ~~considering~~ with an eye to their potential for making significant contributions to the STLS mission

ADDITIONAL INFORMATION

Occasional travel throughout the STLS region for meeting attendance is required.
Mileage reimbursement is provided.

REFERENCES: Handbook for Library Trustees of New York State;
 Statement of the Governance Role of a Trustee or Board Member;
 Authority of the Board Policy
 Conflict of Interest Policy

Public Relations Committee**Meeting Minutes**

Wednesday, June 24, 2025 – 9:00 am

Meeting Location: 20th Century Club Library, Almond, New York

Board Members in Attendance: Lynnette Decker (chair), Kathy Green, Rachel Barbour, David Haggstrom

Staff Present: Brian Hildreth

Meeting called to order at 9:00 pm

2025/2026 NYS Public Library Construction Aid Presentations

Committee members met to hear presentations from fourteen member libraries. Each member library presented on their proposed 2025/2026 NYS Public Library Construction Aid project. Discussion took place between member libraries and committee members to share information about the library's project, eligibility under program guidelines, and alignment with library system funding priorities.

Following presentations and discussions, committee members reviewed each member's Notification of Intent to Apply materials, and made recommendations for funding. Funding was determined as follows:

Library Name	Library Community	Total Project Cost	Requested Funding	% Req.	STLS Allocated Funding	*Additional Funds from Other Systems	Total Allocated Funding	Allocated Percentage	Brief Project	Most Recent Year	Most Recent Award	10 Year Sum of Awards
Almond 20th Century Club Library	Almond	\$ 41,900.00	\$ 31,425.00	75%	\$ 31,425.00	\$ -	\$ 31,425.00	75%	Accessibility and Electrical: Installation of New Railings and Electronic Sign Board	2021/2022	\$ 66,420	\$ 215,446
Angelica Free Library	Angelica	\$ 11,500.00	\$ 8,625.00	75%	\$ 8,625.00	\$ -	\$ 8,625.00	75%	Accessibility: Installation of Automatic Door Opener	2021/2022	\$ 4,537	\$ 4,537
Belfast Public Library*	Belfast	\$ 366,750.00	\$ 275,062.50	75%	\$ 125,758.00	\$ -	\$ 125,758.00	34%	Addition/Expansion: Library Addition Interior Renovations - Phase IV	2024/2025	\$ 162,225	\$ 465,186
Chemung County Library District*	Southport	\$ 355,000.00	\$ 266,250.00	75%	\$ 125,758.00	\$ -	\$ 125,758.00	35%	Addition/Expansion: Purchase of Library Building	2024/2025	\$ 169,654	\$ 913,089
Cohocton Public Library	Cohocton	\$ 14,037.00	\$ 10,527.75	75%	\$ 10,527.75	\$ -	\$ 10,527.75	75%	Energy Efficiency: Furnace Replacement Project	2023/2024	\$ 20,589	\$ 212,721
Cuba Circulating Library	Cuba	\$ 134,000.00	\$ 100,500.00	75%	\$ 100,500.00	\$ -	\$ 100,500.00	75%	Energy Efficiency: Roof Replacement Project	2023/2024	\$ 189,185	\$ 382,412
David A. Howe Public Library**	Wellsville	\$ 1,609,750.00	\$ 1,207,312.50	75%	\$ -	\$ -	\$ -	0%	Energy Efficiency: Roof Replacement Project	2024/2025	\$ 134,280	\$ 479,548
Dormann Library*	Bath	\$ 175,805.00	\$ 131,853.75	75%	\$ 125,758.00	\$ -	\$ 125,758.00	72%	Accessibility, Energy Efficiencies, and Electrical: Entryway and Bathroom Renovations, and Electronic Sign Installation	2024/2025	\$ 45,442	\$ 231,606
Howard Public Library	Howard	\$ 27,687.00	\$ 20,765.25	75%	\$ 20,765.25	\$ -	\$ 20,765.25	75%	Energy Efficiency and Electrical: Electrical system upgrade, new lighting, and generator installation.	2014/2015	\$ 14,178	\$ -
Penn Yan Public Library*	Penn Yan	\$ 244,800.00	\$ 183,600.00	75%	\$ 125,758.00	\$ -	\$ 125,758.00	51%	Renovation: Circulation Area and Office Renovations	2024/2025	\$ 163,700	\$ 372,706
Southeast Steuben County Library	Corning	\$ 99,679.00	\$ 74,759.25	75%	\$ 74,759.25	\$ -	\$ 74,759.25	75%	Accessibility and Energy Efficiency: Women's Bathroom Renovation	2024/2025	\$ 166,448	\$ 1,047,246
Southern Tier Library System	Painted Post	\$ 140,000.00	\$ 70,000.00	50%	\$ 70,000.00	\$ -	\$ 70,000.00	50%	Accessibility: Parking Lot Replacement and Drainage Project	2024/2025	\$ 168,681	\$ 661,704
Watkins Glen Public Library*	Watkins Glen	\$ 364,600.00	\$ 273,450.00	75%	\$ 125,758.00	\$ -	\$ 125,758.00	34%	Energy Efficiency: HVAC System Replacement	2021/2022	\$ 212,348	\$ 248,123
Wayland Free Library*	Wayland	\$ 235,048.00	\$ 176,286.00	75%	\$ 125,758.00	\$ -	\$ 125,758.00	54%	Accessibility: Parking Lot Addition Project	2018/2019	\$ 11,909	\$ 88,129
Whitesville Public Library	Whitesville	\$ 14,188.00	\$ 10,641.00	75%	\$ 10,641.00	\$ -	\$ 10,641.00	75%	Energy Efficiency: Window Replacement Project	2019/2020	\$ 5,062	\$ 11,662
Wimodaughian Library	Canisteo	\$ 42,541.00	\$ 31,905.75	75%	\$ 31,905.75	\$ -	\$ 31,905.75	75%	Accessibility: Installation of ADA compliant lift to enter building.	2021/2022	\$ 9,862	\$ 9,862
Total Request		\$ 2,872,963.75	\$ 2,113,697.00	Total Granted	\$ 1,113,697.00	\$ -	\$ 1,113,697.00					
Total Allocation		\$ 1,113,697.00	\$ 1,113,697.00	Total Allocation	\$ 1,113,697.00	\$ -	\$ 1,113,697.00					
		Difference	\$ (1,759,266.75)	Difference	\$ -							

*Additional funds from other library systems will be distributed to STLS applicants who didn't receive a 75% match based on an equitable formula: (Applicant's Total Project Cost / Total Cost of All Projects Not Funded at 75% Match) * Total Funds from Other Library Systems. **David A. Howe Public Library removed application to enable other applying libraries to receive more funds in 2025-2026 funding cycle. STLS Board of Trustees will earmark a minimum of \$125,758 to DAHP's 2026-2027 Construction Aid Application for making the 2025-2026 accommodation.

All libraries with Total Project Costs below \$150,000 were funded at the 75% match level, and the libraries with projects exceeding \$150,000 received equal portions of the remaining funds. *Additional funds from other library systems will be distributed to STLS applicants who didn't receive a 75% match based on an equitable formula: (Applicant's Total Project Cost / Total Cost of All Projects Not Funded at 75% Match)*Total Funds from Other Library Systems. **David A. Howe Public Library removed application to enable other applying libraries to receive more funds in 2025-2026 funding cycle. STLS Board of Trustees will earmark a minimum of \$125,758 to DAHPL's 2026-2027 Construction Aid Application for making the 2025-2026 accommodation.

Approve Proposed NYS Public Library Construction Aid Allocations *** FOR APPROVAL** **Doc. #25-83**

Public Relations Committee Recommendation: The STLS Board of Trustees approves the proposed 2025/2026 NYS Public Library Construction Aid Allocations as presented at the July 15, 2025 board meeting considering any revisions during board meeting discussion.

Motion by K. Green; Seconded by D. Haggstrom. Unanimously approved.

Meeting adjourned at 1:00 pm

Respectfully submitted: Brian M. Hildreth, STLS Executive Director

FOUNDATION FOR SOUTHERN TIER LIBRARIES BOARD OF DIRECTORS MEETING

June 12, 2025 | Southern Tier Library System

Present: Ristiina Wigg, President; Gail Ebeltoft, Secretary; Louise Richardson, Mary-Claire Krebs, Charlotte Ushkow and Dale Wexell

Unable to attend: Paul Webster, Treasurer; Brian Hildreth, STLS Executive Director

The meeting was called to order at 11:15 am. The agenda was approved as presented.

MINUTES

Minutes of the May 8, 2025 meeting were approved as written.

TREASURERS REPORT

The Treasurer distributed the May bank statement via email prior to the meeting. Hard copies were also distributed and reviewed at the meeting.

The Treasurer's Report was accepted.

OLD BUSINESS

New Board Member Recruitment Board members welcomed Charlotte Ushkow and shared some information about their backgrounds and interests, particularly those experiences that related to their interest in serving on this board.

Mary Claire, Rusty and Louise each reported on their efforts to recruit additional members. Suggestions for attracting board members from other counties included: 1) advertising open positions on social media-Louise will post on Facebook 2) stressing the Board's ability to have members join us via Microsoft Teams and 3) changing the regular meeting date or time to accommodate a potential member's work schedule.

Review of Constitution and Bylaws

Rusty provided copies of the constitution and bylaws with revisions made at the May meeting highlighted in red. The Board voted to accept all changes, then examined Article V, Section 3A a second time. That section will be reworded and presented for review at another meeting.

The Board then reviewed the *Foundation for Southern Tier Libraries Financial Policies*. The board has never used the Claims Auditor section, so it was deemed best to eliminate it.

Although the position is not required, the Board wants to have a layer of scrutiny. Since the Foundation rarely has a bill that cannot wait a month, regular bills will be presented at the board meeting following receipt and approved for payment. If there is an urgent need for approval, the treasurer can request approval electronically.

Charlotte suggested that authorization and discussion for reimbursement of board member's expenses be secured prior to need. Upon securing board approval, the secretary should record said approval in the minutes. To standardize this process, forms will be created: one for reimbursement and one for claims. Board members agreed to this suggestion by consensus.

Charlotte asked how board members access policies and procedures. Rusty said that, ideally, each new board member receives all policies in a new board member packet. However, that practice has not been consistent. An electronic storage place, such as a google drive for board members, was suggested. Further discussion is needed. Rusty will place *Records Retention and Review* on a future agenda. She will email board members ahead, so they have time to collect their thoughts on this important topic.

Fall Fundraising | Annual Event

Further refinements to the Trivia Night fundraiser were discussed. Suggestions included:

- \$30/ticket
- Eight-ten competitors per table or
- Teams (size tbd) at each table with the option to dress as a literary character and/or decorate their table.
- Maximum cash prize of \$250
- Several bucket raffles for unique themed baskets

Gail will contact *Carrie's Brew House* and *Corning Country Club* to ascertain their interest, availability, and requirements for hosting this type of event.

Louise will ask Bob Smith, an experienced trivia host, to lead the event. She will contact Lindsey Guy and ask whether she will develop a unique list of trivia questions that could be interspersed with regular questions or used during the *Stump the Librarian* portion of the event.

Since more time is needed to plan, Dale suggested that the first competition be held in 2026. Others readily agreed, then set a goal of hosting either a January or February event in Corning.

Award for Retiring Board Member

Dale announced that he will retire from the Board after the December 11, 2025 meeting. He is one of the founding members of this Foundation, having begun work on its creation in 2015.

Rusty researched the details of the award given to another founding board member who retired in 2023, Denise King. She will chair a subcommittee to work with her on the award and presentation.

NEW BUSINESS

Dale provided an overview of operational funds. Year-to-year expenses are approximately \$4,000. The annual appeal raises \$11,000 - \$12,000 each year. In 2025, the board awarded \$18,500. To award the same amount in 2026, he estimated that the Board will need \$26,500 by March 2026.

Since the Board will not be hosting a fundraising event this fall, Gail suggested sending a midsummer fundraising appeal letter to patrons. The idea was supported by consensus.

Louise will draft a letter, focusing on stories about project successes and inserting photos of children taking part in these projects. She will add one line about sending a gift. She will send to board members to review.

Rusty will print mailing labels, check the envelope supply, and purchase envelopes (both mailing and return) and stamps as needed.

After the letter has been approved, Dale will take the letter to be printed.

Members will prepare the mailing at a future meeting.

NEXT MEETING

Thursday, July 10, 2025, at 11:00 am at the Southern Tier Library System Building

There being no further business, the meeting was adjourned at 12:45 pm.

Gail Ebeltoft, Secretary

Southern Tier Library System

Unpaid Bills
As of June 27, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Allegany County Office for the Aging				
(585) 268-7612				
06/27/2025	Bill	202509	06/27/2025	275.00 ✓
Total for Allegany County Office for the Aging				\$275.00
Armstrong Telecommunications				
06/27/2025	Bill	0659904-01 8/25	06/27/2025	210.55 ✓
Total for Armstrong Telecommunications				\$210.55
Beeman, Robert				
06/27/2025	Bill	062025 Mileage	06/27/2025	36.40 ✓
Total for Beeman, Robert				\$36.40
Brown, Lorie				
06/27/2025	Bill	Medicare B 8/25	06/27/2025	102.22 ✓
Total for Brown, Lorie				\$102.22
Button, Vickie				
06/27/2025	Bill	Medicare B 8/25	06/27/2025	102.22 ✓
Total for Button, Vickie				\$102.22
Casella Waste Services				
807-798-2000				
06/27/2025	Bill	2362657	06/27/2025	132.72 ✓
Total for Casella Waste Services				\$132.72
CDW-G				
06/27/2025	Bill	AE5LC6J	06/27/2025	466.00 ✓
06/27/2025	Bill	AE5239L	06/27/2025	823.47 ✓
Total for CDW-G				\$1,289.47
Coming Library				
807-838-3713				
06/27/2025	Bill	2025 2nd Qtr WkShare	06/27/2025	8,104.06 ✓
Total for Coming Library				\$8,104.06
Eastern Managed Print Network				
315-474-7000				
06/27/2025	Bill	IN4724848	06/27/2025	549.95 ✓
Total for Eastern Managed Print Network				\$549.95
Empire Natural Gas				
807-856-7851				
06/27/2025	Bill	WSTLS-0302005	06/27/2025	42.62 ✓
Total for Empire Natural Gas				\$42.62
English, Darleen				
807-368-9157				
06/27/2025	Bill	Medicare B 8/25	06/27/2025	102.22 ✓
Total for English, Darleen				\$102.22
Excelius BC BS				
06/27/2025	Bill	Jul 2025	06/27/2025	5,816.81 ✓
06/27/2025	Bill	Jul 2025 Den	06/27/2025	310.00 ✓

Southern Tier Library System

Unpaid Bills

As of June 27, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Total for Excellus BC BS				\$8,128.81
First Bankcard				
1-800-819-4249				
06/27/2025	BILL	4418228218409335825	06/27/2025	1,245.19
06/27/2025	BILL	4418228257588235825	06/27/2025	287.88
06/27/2025	BILL	4418228234327727825	06/27/2025	756.98
06/27/2025	BILL	4418228404723828825	06/27/2025	284.94
06/27/2025	BILL	4418228412675882825	06/27/2025	158.48
06/27/2025	BILL	4418228438328438825	06/27/2025	25.50
06/27/2025	BILL	4418228438831228825	06/27/2025	182.85
Total for First Bankcard				\$2,892.03
FirstLight Fiber				
06/27/2025	BILL	20256737	06/27/2025	900.00
Total for FirstLight Fiber				\$900.00
Friendly Frodo				
807-837-5223				
06/27/2025	BILL	33781	06/27/2025	210.88
Total for Friendly Frodo				\$210.88
Gala's Greens				
(807) 331-7757				
06/27/2025	BILL	06112025	06/27/2025	500.00
Total for Gala's Greens				\$500.00
Gale/CENGAGE Learning				
06/27/2025	BILL	999100548782	06/27/2025	44.78
06/27/2025	BILL	99100522832	06/27/2025	1,182.06
06/27/2025	BILL	999100588941	06/27/2025	18.39
06/27/2025	BILL	999100577844	06/27/2025	37.58
Total for Gale/CENGAGE Learning				\$1,382.81
Halahan, Sheila				
06/27/2025	BILL	Medicare B 6/25	06/27/2025	102.22
Total for Halahan, Sheila				\$102.22
Holden, Loretta				
8077384910				
06/27/2025	BILL	Medicare B 6/25	06/27/2025	102.22
Total for Holden, Loretta				\$102.22
Isaac Hvae				
585-548-1400				
06/27/2025	BILL	3877102	06/27/2025	880.00
06/27/2025	BILL	3881679	06/27/2025	334.88
Total for Isaac Hvae				\$1,184.88
Litwiler-Sutherby, Kendyl				
06/27/2025	BILL	0625 Mileage	06/27/2025	123.20
Total for Litwiler-Sutherby, Kendyl				\$123.20

Southern Tier Library System

Unpaid Bills

As of June 27, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
McCheesney, Brian				
06/27/2025	Bill	Pump Repair	06/27/2025	15.00
Total for McCheesney, Brian				\$15.00
McPherson, Marcia				
06/27/2025	Bill	Medicare B 6/25	06/27/2025	102.22
Total for McPherson, Marcia				\$102.22
Mengel Metzger Barr & Co. LLP				
807-734-4183				
06/27/2025	Bill	537543	06/27/2025	13,000.00
Total for Mengel Metzger Barr & Co. LLP				\$13,000.00
Nelson, Jane				
352-751-4547 (h)				
06/27/2025	Bill	Medicare B 6/25	06/27/2025	102.22
Total for Nelson, Jane				\$102.22
Overdrive				
216-573-6886				
06/27/2025	Bill	01453DA25185621	06/27/2025	332.47
06/27/2025	Bill	01453CO25186531	06/27/2025	6,369.95
06/27/2025	Bill	01453CO25189166	06/27/2025	86.47
06/27/2025	Bill	01453CO25189186	06/27/2025	3,014.80
06/27/2025	Bill	01453CO25189199	06/27/2025	167.25
06/27/2025	Bill	01453CO25189221	06/27/2025	3,184.64
06/27/2025	Bill	01453CO25190571	06/27/2025	263.98
06/27/2025	Bill	01453DA25192654	06/27/2025	106.40
06/27/2025	Bill	01453CO25195226	06/27/2025	670.05
06/27/2025	Bill	01453CO25195228	06/27/2025	853.07
Total for Overdrive				\$15,241.06
Passage, Mary				
06/27/2025	Bill	Medicare B 6/25	06/27/2025	102.22
Total for Passage, Mary				\$102.22
Quiggle, Mary Kay				
807-542-0886				
06/27/2025	Bill	Medicare B 6/25	06/27/2025	102.22
Total for Quiggle, Mary Kay				\$102.22
Spectrum				
06/27/2025	Bill	143864001 061425	06/27/2025	1,750.00
Total for Spectrum				\$1,750.00
Wigg, Ristina				
807-937-5040				
06/27/2025	Bill	Medicare B 6/25	06/27/2025	102.22
Total for Wigg, Ristina				\$102.22
TOTAL				\$34,894.24

Southern Tier Library System

Unpaid Bills
As of June 13, 2025

6/11/25

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
*Armstrong				
06/13/2025	Bill	0772021-01 6/25	06/13/2025	✓ 121.31 ✓
Total for Armstrong				\$121.31
*Blackstone Publishing				
06/13/2025	Bill	2198693	06/13/2025	✓ 185.33 ✓
Total for Blackstone Publishing				\$185.33
*Clearly IP				
920-383-3100				
06/13/2025	Bill	INV-182027	06/13/2025	✓ 414.53 ✓
Total for Clearly IP				\$414.53
*Corning Library				
607-936-3713				
06/13/2025	Bill	5/8/25 Honorarium	06/13/2025	✓ 50.00 ✓
Total for Corning Library				\$50.00
*Energy Cooperative of America				
06/13/2025	Bill	1038267	06/13/2025	✓ 408.79 ✓
Total for Energy Cooperative of America				\$408.79
*Friendly Freds				
807-937-5223				
*06/13/2025	Bill	33730	06/13/2025	✓ 1,080.87 ✓
*06/10/2025	Bill	33757	06/10/2025	✓ 99.96 ✓
Total for Friendly Freds				\$1,180.83
*Gunning, Timothy (Nlc)				
06/13/2025	Bill	5/28/25 Mileage Reim.	06/13/2025	✓ 30.80 ✓
Total for Gunning, Timothy (Nlc)				\$30.80
*Hildreth, Brian				
06/13/2025	Bill	Jan-Jun 2025 Mileage	06/13/2025	✓ 303.80 ✓
Total for Hildreth, Brian				\$303.80
*Homell Library				
607-324-1210				
06/13/2025	Bill	5/8/25 Honorarium	06/13/2025	✓ 50.00 ✓
Total for Homell Library				\$50.00
*Murphy, Sally Jacoby				
*06/13/2025	Bill	5/8/25 Honorarium	06/13/2025	✓ 50.00 ✓
*06/13/2025	Bill	5/8/25 Mileage Reimb	06/13/2025	✓ 49.00 ✓
Total for Murphy, Sally Jacoby				\$99.00
*NYSEG				
06/13/2025	Bill	May 2025	06/13/2025	✓ 498.74 ✓
Total for NYSEG				\$498.74
*NYSHIP				
06/13/2025	Bill	619	06/13/2025	✓ 13,451.56 ✓
Total for NYSHIP				\$13,451.56
Overdrive				

Southern Tier Library System

Unpaid Bills
As of June 13, 2025

6/16/2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
216-573-8888				
06/13/2025	BILL	01453CO25163481	06/13/2025	✓ 472.88 ✓
06/13/2025	BILL	01453CO25163484	06/13/2025	✓ 405.85 ✓
06/13/2025	BILL	01453CO25163480	06/13/2025	✓ 59.19 ✓
06/13/2025	BILL	01453DA25168185	06/13/2025	✓ 499.97 ✓
06/13/2025	BILL	01453DA25168189	06/13/2025	✓ 10.98 ✓
06/13/2025	BILL	01453DA25170230	06/13/2025	✓ 109.00 ✓
06/13/2025	BILL	H-0114071	06/13/2025	✓ 3,000.00 ✓
06/13/2025	BILL	01453CO25176025	06/13/2025	✓ 422.97 ✓
06/13/2025	BILL	01453CO25176029	06/13/2025	✓ 463.33 ✓
06/13/2025	BILL	01453CO25176045	06/13/2025	✓ 2,535.41 ✓
06/13/2025	BILL	01453CO25176050	06/13/2025	✓ 1,135.43 ✓
06/13/2025	BILL	01453CO25176076	06/13/2025	✓ 104.96 ✓
06/13/2025	BILL	01453CO25176095	06/13/2025	✓ 399.48 ✓
06/13/2025	BILL	01453CO25176100	06/13/2025	✓ 1,025.03 ✓
06/13/2025	BILL	01453CO25176104	06/13/2025	✓ 1,848.98 ✓
06/13/2025	BILL	01453DA25179050	06/13/2025	✓ 222.83 ✓
*Total for Overdrive				\$13,057.30
*Rettler & Sons LLC				
607-873-2331				
06/13/2025	BILL	4846	06/13/2025	✓ 585.05 ✓
Total for Rettler & Sons LLO				\$585.05
*Smith, Karen				
06/13/2025	BILL	052825 Mileage	06/13/2025	✓ 49.00 ✓
Total for Smith, Karen				\$49.00
*Southern Tier Network				
06/13/2025	BILL	6566	06/13/2025	✓ 1,000.00 ✓
06/13/2025	BILL	6567	06/13/2025	✓ 3,250.00 ✓
06/13/2025	BILL	6572	06/13/2025	✓ 3,845.00 ✓
06/13/2025	BILL	6577	06/13/2025	✓ 500.00 ✓
06/13/2025	BILL	6588	06/13/2025	✓ 250.00 ✓
06/13/2025	BILL	6592	06/13/2025	✓ 250.00 ✓
06/13/2025	BILL	6593	06/13/2025	✓ 500.00 ✓
Total for Southern Tier Network				\$9,595.00
*Spectrum				
06/13/2025	BILL	240816301 080125	06/13/2025	✓ 425.00 ✓
06/13/2025	BILL	145513901 080125	06/13/2025	✓ 500.00 ✓
06/13/2025	BILL	145511001 080125	06/13/2025	✓ 500.00 ✓
06/13/2025	BILL	120225701 080125	06/13/2025	✓ 69.98 ✓
06/13/2025	BILL	145510901 080125	06/13/2025	✓ 500.00 ✓
06/13/2025	BILL	145202001 080125	06/13/2025	✓ 500.00 ✓
06/13/2025	BILL	225336201 080125	06/13/2025	✓ 500.00 ✓
06/13/2025	BILL	241109301 080125	06/13/2025	✓ 69.98 ✓
06/13/2025	BILL	224328801 080125	06/13/2025	✓ 500.00 ✓

Southern Tier Library System

Unpaid Bills

As of June 13, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
* 06/13/2025	Bill	086223501 060125	06/13/2025	✓ 189.99 ✓
Total for Spectrum				<u>\$3,754.94</u>
*Staples Business Credit				
888-753-4103				
06/13/2025	Bill	7005455188	06/13/2025	✓ 185.44 ✓
Total for Staples Business Credit				<u>\$185.44</u>
*The Law Office of Stephanie Adams, PLLC				
716-464-3386				
06/13/2025	Bill	10597	06/13/2025	✓ 675.00 ✓
Total for The Law Office of Stephanie Adams, PLLC				<u>\$675.00</u>
*Uline				
800-295-5510				
06/13/2025	Bill	193054199	06/13/2025	✓ 70.01 ✓
Total for Uline				<u>\$70.01</u>
*United States Postal Service				
06/13/2025	Bill	Jun 2025	06/13/2025	✓ 1,000.00 ✓
Total for United States Postal Service				<u>\$1,000.00</u>
*Verizon Wireless				
800-822-0204				
06/13/2025	Bill	6114860750	06/13/2025	✓ 177.28 ✓
Total for Verizon Wireless				<u>\$177.28</u>
*Wagner, Larissa				
06/13/2025	Bill	S 25 Edu Reim	06/13/2025	✓ 1,485.75 ✓
Total for Wagner, Larissa				<u>\$1,485.75</u>
*Wayland Library				
585-728-5380				
06/13/2025	Bill	5/9/25 Honorarium	06/13/2025	✓ 50.00 ✓
Total for Wayland Library				<u>\$50.00</u>
*WEX Bank				
06/13/2025	Bill	105071758	06/13/2025	✓ 1,385.74 ✓
Total for WEX Bank				<u>\$1,385.74</u>
*Wise, Chertyn				
06/13/2025	Bill	2025 S CE Presenter	06/13/2025	✓ 50.00 ✓
Total for Wise, Chertyn				<u>\$50.00</u>
TOTAL				<u>\$45,873.20</u>

Deposit Summary

07/01/2025

Summary of Deposits to Cash - Money Market on 07/01/2025

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
7462	Check	CCLD-Elmira	Cost Share	36699.25
5912	Cash	Whitesville	Pass Thru/Phone	41.16
7536	Check	Cohocton	Pass Thru	6.59
DEPOSIT SUBTOTAL				36747.00
LESS CASH BACK				
DEPOSIT TOTAL				36747.00

2025/2026 Construction Aid Member Requests to Allocation
Southern Tier Library System

Library Name	Library Community	Total Project Cost	Requested Funding	% Req.	STLS Allocated Funding	*Additional Funds from Other Systems	Total Allocated Funding	Allocated Percentage	Brief Project	Most Recent Year	Most Recent Award	10 Year Sum of Awards
Almond 20th Century Club Library	Almond	\$ 41,900.00	\$ 31,425.00	75%	\$ 31,425.00	\$ -	\$ 31,425.00	75%	Accessibility and Electrical: Installation of New Railings and Electronic Sign Board	2021/2022	\$ 66,420	\$ 215,449
Angelica Free Library	Angelica	\$ 11,500.00	\$ 8,625.00	75%	\$ 8,625.00	\$ -	\$ 8,625.00	75%	Accessibility: Installation of Automatic Door Opener	2021/2022	\$ 4,537	\$ 4,537
Belfast Public Library*	Belfast	\$ 366,750.00	\$ 275,062.50	75%	\$ 125,758.00	\$ -	\$ 125,758.00	34%	Addition/Expansion: Library Addition Interior Renovations - Phase IV	2024/2025	\$ 162,225	\$ 465,186
Chemung County Library District*	Southport	\$ 355,000.00	\$ 266,250.00	75%	\$ 125,758.00	\$ -	\$ 125,758.00	35%	Addition/Expansion: Purchase of Library Building	2024/2025	\$ 169,654	\$ 913,089
Cohocton Public Library	Cohocton	\$ 14,037.00	\$ 10,527.75	75%	\$ 10,527.75	\$ -	\$ 10,527.75	75%	Energy Efficiency: Furnace Replacement Project	2023/2024	\$ 20,589	\$ 212,721
Cuba Circulating Library	Cuba	\$ 134,000.00	\$ 100,500.00	75%	\$ 100,500.00	\$ -	\$ 100,500.00	75%	Energy Efficiency: Roof Replacement Project	2023/2024	\$ 189,185	\$ 382,412
David A. Howe Public Library**	Wellsville	\$ 1,609,750.00	\$ 1,207,312.50	75%	\$ -	\$ -	\$ -	0%	Energy Efficiency: Roof Replacement Project	2024/2025	\$ 134,280	\$ 479,548
Dormann Library*	Bath	\$ 175,805.00	\$ 131,853.75	75%	\$ 125,758.00	\$ -	\$ 125,758.00	72%	Accessibility, Energy Efficiencies, and Electrical: Entryway and Bathroom Renovations, and Electronic Sign Installation	2024/2025	\$ 45,442	\$ 231,600
Howard Public Library	Howard	\$ 27,687.00	\$ 20,765.25	75%	\$ 20,765.25	\$ -	\$ 20,765.25	75%	Energy Efficiency and Electrical: Electrical system upgrade, new lighting, and generator installation.	2014/2015	\$ 14,178	\$ -
Penn Yan Public Library*	Penn Yan	\$ 244,800.00	\$ 183,600.00	75%	\$ 125,758.00	\$ -	\$ 125,758.00	51%	Renovation: Circulation Area and Office Renovations	2024/2025	\$ 163,700	\$ 372,700
Southeast Steuben County Library	Corning	\$ 99,679.00	\$ 74,759.25	75%	\$ 74,759.25	\$ -	\$ 74,759.25	75%	Accessibility and Energy Efficiency: Women's Bathroom Renovation	2024/2025	\$ 166,448	\$ 1,047,246
Southern Tier Library System	Painted Post	\$ 140,000.00	\$ 70,000.00	50%	\$ 70,000.00	\$ -	\$ 70,000.00	50%	Accessibility: Parking Lot Replacement and Drainage Project	2024/2025	\$ 168,681	\$ 661,704
Watkins Glen Public Library*	Watkins Glen	\$ 364,600.00	\$ 273,450.00	75%	\$ 125,758.00	\$ -	\$ 125,758.00	34%	Energy Efficiency: HVAC System Replacement	2021/2022	\$ 212,348	\$ 248,123
Wayland Free Library*	Wayland	\$ 235,048.00	\$ 176,286.00	75%	\$ 125,758.00	\$ -	\$ 125,758.00	54%	Accessibility: Parking Lot Addition Project	2018/2019	\$ 11,909	\$ 88,129
Whitesville Public Library	Whitesville	\$ 14,188.00	\$ 10,641.00	75%	\$ 10,641.00	\$ -	\$ 10,641.00	75%	Energy Efficiency: Window Replacement Project	2019/2020	\$ 5,062	\$ 11,662
Wimodaughian Library	Canisteo	\$ 42,541.00	\$ 31,905.75	75%	\$ 31,905.75	\$ -	\$ 31,905.75	75%	Accessibility: Installatioin of ADA compliant lift to enter building.	2021/2022	\$ 9,862	\$ 9,862
		Total Request	\$ 2,872,963.75	Total Granted	\$ 1,113,697.00	\$ -	\$ 1,113,697.00					
		Total Allocation	\$ 1,113,697.00	Total Allocation	\$ 1,113,697.00		\$ 1,113,697.00					
		Difference	\$ (1,759,266.75)	Difference	\$ -				*Additional funds from other library systems will be distributed to STLS applicants who didn't receive a 75% match based on an equitable formula: (Applicant's Total Project Cost / Total Cost of All Projects Not Funded at 75% Match)*Total Funds from Other Library Systems. **David A. Howe Public Library removed application to enable other applying libraries to receive more funds in 2025-2026 funding cycle. STLS Board of Trustees will earmark a minimum of \$125,758 to DAHPL's 2026-2027 Construction Aid Application for making the 2025-2026 accomodation.			



Southern Tier Library System
9424 Scott Road
Painted Post, NY 14870

Phone: 607-962-3141

STLS CODE _____

Financial Clerk _____

Auditor _____

Purchase Order

Vendor:

TERACA I

Purchase Order # 7680

Date: 7/8/25

Requested/Ordered By:	Order Date:	Confirmation No.:	STLS Expense Code	Ship Via
143	7/8/25			N/A

Quantity	Item	Description	Unit Price	Total
	E-RATE	471 APPROVED FUNDING ORDER FOR MENTECI NETWORK EQUIPMENT OPERATIONAL LICENSES THROUGH 2032		269,659.13
		SEE ATTACHED FOR ITEM # AND QTY		
	TERACA I - BILL TO	USAC 471# 251031439		229,210.42
	- BILL TO	STLS		40,448.90

	Subtotal	
Division Head Approval	Tax	Exempt
	Shipping	
	Miscellaneous	
AUTHORIZED SIGNATURE	Balance Due	

STLS IS EXEMPT, BY LAW, FROM NYS SALES TAX.
VENDOR: AN AUTHORIZED PURCHASE ORDER IS
YOUR PROOF OF COMPLIANCE: CERTIFICATE #
142465

REPORT IN 30 DAYS ON ITEMS NOT IN STOCK



TERACAI

Quote#	40105658	Prepared By:	Dawn McIlroy
Expires:	04/03/2025		315-883-3562
			dawn.mcilroy@teracai.com

Requested By:	Ship To:	Bill To:
Southern Tier Library Technology	Ken Behn	Ken Behn
Ken Behn	9424 Scott Road	9424 Scott Road
Fax:(607)962-5356	Painted Post, NY 14870	Painted Post, NY 14870
	United States	United States

Notes: Form 470 Application Number: 250025147 - 2025-2026 Meraki Network Licensing
 Billed Entity Number: 125132 / FCC Registration Number: 0012038448.
 TERACAI 498 ID Number (formerly SPIN): 143033469. TERACAI FCC Registration Number: 0025237108
 7 years Enterprise Agreement Licensing paid yearly or prepaid.
 Annual payment = \$39,152.76

QTY	Mfr Part No.	Description	Unit Price	Ext Price
15120	E3N-MR-E	MERAKI MR ESSENTIALS EA 3.0 LIC Q. 180 x 84 Mo. / Annual Billing	\$5.32	\$80,438.40
588	E3N-MS-100-S-E	MERAKI MS100 SMALL ESSENTIALS EA 3.0 LIC Q. 7 x 84 Mo. / Annual Billing	\$1.89	\$1,111.32
3024	E3N-MS-200-M-E	MERAKI MS200 MEDIUM ESSENTIALS EA 3.0 Q. 36 x 84 Mo. / Annual Billing	\$9.90	\$29,937.60
336	E3N-MS-200-L-E	MERAKI MS200 LARGE ESSENTIALS EA 3.0 LIC Q. 4 x 84 Mo. / Annual Billing	\$15.20	\$5,107.20
3024	E3N-MS-300-M-E	Meraki MS300 Medium Essentials EA 3.0 LIC Q. 36 x 84 Mo. / Annual Billing	\$20.20	\$61,084.80
168	E3N-MS-400-M-E	MERAKI MS400 MEDIUM ESSENTIALS EA 3.0 LIC Q. 2 x 84 Mo. / Annual Billing	\$21.50	\$3,612.00
4116	E3N-MX-S-E	MERAKI MX SMALL ESSENTIALS EA 3.0 LIC Q. 49 x 84 Mo. / Annual Billing	\$16.00	\$65,856.00
84	E3N-MX-XL-E	MERAKI MX X-LARGE ESSENTIALS EA 3.0 LIC Q. 1 x 84 Mo. / Annual Billing	\$268.00	\$22,512.00
This line item is not included in the 471 filed for this service				
Subtotal				\$269,659.32

Payment Terms: 30 Days
 Check/ACH/wire payment. All net terms are subject to standard terms and conditions.

Combined Subtotals \$269,659.32

TOTAL PURCHASE PRICE \$269,659.32

Shipping Information

Priority GROUND
Carrier UPS

Terms Prepaid & Add
FOB Origin/Shipping

TERACAI
 400 South Salina St
 Suite 201
 Syracuse NY 13202
 www.teracai.com
 www.cablexpress.com

North American Offices: 315.883.3500
 North American Fax: 315.883.3510
 International Offices: 011-315-883-3500
 International Fax: 011-315-883-3510

Terms & Conditions
Shipping Information:

Billing Your Freight Carrier's Account: In order to accommodate your shipping preferences, TERACAI will make every effort to bill your freight carrier account directly. Sometimes however, we are unable to comply with this request due to limitations based on carrier availability, shipment weight, or other circumstances. When this occurs, TERACAI will ensure that the product is shipped to you in the most economical way possible, and will inform you of any associated costs subject to additional billing.

Prepaid & Add: All freight charges from Syracuse, NY are separately billed.

Warranty Information:

New Equipment and Premise Wiring Product: TERACAI warrants that any item will be in compliance with the original manufacturer's warranty from the date of shipment.

Alteration, abuse or misuse voids all warranties. Some products have extended warranties available or may have warranties exceeding the standards listed.

Return Information:

All returns must be pre-approved, issued a Return Material Authorization # prior to returning, and shipped prepaid to TERACAI.

Returnable items may be subject to a restocking fee. Opened products, custom cables, bulk cable, connectors, tools, test equipment, configured products, special orders, discontinued items, and items held more than 30 days are not returnable.

CANCELLATIONS:

Cancellation of any Accepted Order, in whole or in part, is subject to Seller's receipt of Buyer's written notice of such cancellation prior to any product being shipped or released for shipment. In the event of any such cancellation, Buyer shall be responsible for any reasonable costs and expenses (including, without limitation, expenses and commitments to Seller's suppliers and subcontractors) incurred by Seller prior to Seller's receipt of the cancellation notice. Orders placed directly or indirectly with OEM or Distributor by Seller are subject to all OEM cancellation policies. Orders for custom, special or non-standard products and/or services are final and non-cancelable.

Payment Information:

TERACAI standard terms are net 30 for customers with approved credit. An account can be established by submitting a completed credit application (available upon request). Instant credit will be extended for companies favorably rated by D&B. All purchase orders must be for the full purchase price plus taxes and freight as applicable.

Billing Information: TERACAI utilizes electronic invoicing practices, and will email all invoices to the "Bill To" contact referenced on the customer's purchase order.

Confidentiality Notice: This document, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender and destroy all copies of the original document.

All orders subject to Terms and Conditions located at <http://www.teracai.com/teracai/terms>, and if applicable, TERACAI's Master Service Agreement.

Payments made by credit cards will be subject to applicable credit card surcharges.

Exempt from sales tax? If so, please forward a copy of your company's sales tax exemption forms when placing your order, to avoid being charged sales tax.

3/26/25

TBD

Customer Signature for Quote 40105658

Date

Purchase Order Number

The person signing above is authorized to approve this purchase.
All amounts are in US Dollars.

All prices are subject to manufacturer price variations and this price quote may contain special pricing established for the customer's particular requirement. Please

TERACAI
400 South Salina St
Suite 201
Syracuse NY 13202
www.teracai.com
www.cablexpress.com

North American Offices:	315.883.3500
North American Fax:	315.883.3510
International Offices:	011-315-883-3500
International Fax:	011-315-883-3510

Meraki Network Equipment Licensing - 2599058643



- Service Agreement Details
- FRN Line Items
- FCDL Comments
- FCC Forms
- Appeals
- SPIN Changes
- Service Substitutions
- News
- Related Actions

Funding Request Details

FRN	2599058643	Service Type	Internal Connections
Nickname	Meraki Network Equipment Licensing	Service Provider	Teracal Corporation (SPIN: 143033469)
FCC Form	471 #251031439	Service Start Date	7/1/2025
Applicant	SOUTHERN TIER LIBRARY SYSTEM (BEN: 125132)	Contract Expiration Date	6/30/2026
		Status	Funded
		Service Delivery Deadline	9/30/2026
		Invoice Deadline Date	1/28/2027

Narrative

Licenses required to operate network switches, access points and routerssecurity appliances that are utilized to connect computers and provide internet access.

FRN Calculation

Monthly Charges		Total Requested Amount	
Total Monthly Recurring Charges	\$0.00	Total Eligible Pre-Discount Recurring Charges	\$0.00
Total Monthly Ineligible Charges	- \$0.00	Total Eligible Pre-Discount One-Time Charges	+ \$269,659.32
Total Monthly Eligible Charges	= \$0.00	Total Pre-Discount Charges	= \$269,659.32
Total Number of Months of Service	x 12	Discount Rate	85%
Total Eligible Pre-Discount Recurring Charges	= \$0.00	Funding Commitment Request	= \$229,210.42

One-Time Charges	
Total One-Time Charges	\$269,659.32
Total Ineligible One-Time Charges	- \$0.00
Total Eligible Pre-Discount One-Time Charges	= \$269,659.32





Invoicing Status

Ready for Invoicing? No



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

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

-  **Week of June 2:** 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 STLS' Training Team meeting to discuss services to member libraries. Met with one of STLS' attorneys to gather information on legal matters impacting member libraries. Met with representatives from Montour Falls Library to discuss the library's proposed construction aid application. Attended the New York Library Association's Membership Committee meeting. Met with the host of the Learning Leader Show to discuss their upcoming Malcolm Hill Lecture at the New York Library Association Conference. Met with STLS' insurance representative from the Dunn Group to prepare for an upcoming workshop on ancillary benefits.
-  **Week of June 9:** Attended the Allegany County Directors' meeting at the Whitesville Public Library to provide a system service's updates. Met with the Personnel & Policies and Finance & Facilities committees of the STLS Board of Trustees. Visited the Cuba Circulating Library to provide Trustee Education training. Participated in a meeting with the New York State Library and Public Library System Directors' Organization. Hosted a workshop with the Dunn Group on ancillary benefits for members.
-  **Week of June 16:** Met with STLS Outreach and Sustainability Consultant to discuss current projects. Attended the STLS Board of Trustees Meeting. Visited the Dundee Library and Mabel D. Blodgett Memorial Library to provide Trustee Education training. Met with STLS staff to conduct annual evaluations. Visited the Cohocton Public Library to discuss upcoming construction aid projects. Participated in the Directors' Advisory Council's DEI Committee meeting.
-  **Week of June 23:** Facilitated an ILS Add On Committee meeting of the Directors' Advisory Council as part of Cost Share Discussions. Met with the Executive Director of Finger Lakes Library System to discuss possible partnerships for inter-library loan services. Facilitated Construction Review presentations with the STLS Board of Trustees PR Committee. Presented on Pay Equity for Library Workers for partnering Mid-Hudson Library System. Visited EJ Cottrell Library in Atlanta to provide Trustee Education training. Attended a planning meeting for STLS' online Gather and Grow Conference happening December 2025.

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

During the month of June 2025, Erika Jenns had several opportunities to connect and network with colleagues from other NYS library systems. She hosted a visit from the Assistant Director of the Nassau Library System. Erika provided a tour of the STLS offices and had discussions around delivery services, program resource kits, and addressing AI-generated titles in library collections. Erika arranged a field trip to the Chautauqua-Cattaraugus Library System (CCLS) for staff from the Division of Librarianship, ILS Team, and IT Team. Eight STLS staff members visited CCLS headquarters in Jamestown. The entire CCLS team was available to network and chat with STLS counterparts. STLS staff received a tour of the CCLS offices and central library where they learned about services like delivery, rotating collections, and IT support. Erika also attended an orientation for new library system directors and assistant directors at the NYS Division of Library Development (DLD) in Albany. She spent the day learning from DLD consultants and connecting with colleagues from five other library systems.

Other June activities included:

- Participation in various Plan of Service design team committee meetings for the South Central Regional Library Council (SCRLC). Erika is part of the committee that is reviewing and revising the SCRLC mission statement, as well as the committee charged with evaluating plan of service survey results.
- Observation of member presentations for Construction Aid and the review meeting.
- A tour of the Corning Community College Commons as a possible venue for Spring CE.
- Meetings with advocacy staff from the American Library Association regarding the STLS IMLS postcard campaign. Erika will facilitate connections with several advocates across the region for further storytelling and advocacy opportunities with ALA.
- A meeting with a representative from Patron Point to learn more about the platform and to record a demo for members to consider as they explore potential products for automating patron communication like text messages and phone calls.
- Erika led a planning meeting for the Gather & Grow virtual conference. The group reviewed potential presenters and made plans to move forward with securing speakers for the event.
- In collaboration with the Program Consultant and Engagement Consultant, Erika explored a potential partnership with a local news station for Library Card Sign-Up Month and a general library awareness campaign.
- Erika was appointed to the Public Library Association Membership Committee.

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

Keturah tabled at the following events: Allegany County Blind Association Information Fair and the Southern Finger Lakes Pride Festival. She partnered with the David A. Howe Library to promote the NY

State Talking Book and Braille Library services at the Blind Association Info Fair to approximately 50 people. She partnered with the Southeast Steuben County Library to host a library resources and services booth that reached over 400 people.

Keturah attended the following meetings: Monday Morning Meetup, NY State Outreach Coordinators Monthly meeting, DAC Circulation Committee meeting, Training Team meeting, Allegany County Library Directors meeting, Division of Librarianship, ALA Membership Meeting,

Keturah facilitated a workshop on the New York State Talking Book and Braille Library for members.

Keturah attended a field trip to the Chautauqua Cattaraugus Library System with members of the Division of Librarianship and the IT department.

Keturah attended the following workshops: Introduction to Foundation Directory and GuideStar and Know Your Rights Workshop with the New York Immigration Coalition.

Keturah facilitated the installation of live plants into the STLS office building as part of the Sustainable Libraries Initiative.

Keturah attended the 2025 American Library Association Annual Conference in Philadelphia. She participated in the Expanding Information Access for Incarcerated People Convening, ALA Council meetings as NY Library Association Chapter Councilor, tour of the Philadelphia Free Library green roof with the Sustainable Libraries Initiative, and various learning sessions.

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

June 2nd – 6th

A lot of emails went out this week to libraries as it was the launch of our bookmark making contest. We had some good questions, and multiple requests from libraries that were already in need of more supplies. I visited the Alfred Box of Books library to discuss AI services in libraries, our AI Libguide, and development of a program resource kit to go along with AI education for teens. Planning began for system wide events throughout Library Card Signup month, and initial emails went out to coordinate.

June 8th – 14th

Met with the Engagement Consultant to talk about the bookmark making contest and discuss engagement across our social media platforms. We have planned to do a media tour with the libraries in

a few weeks to get content of the contest and community involvement. Met with the Assistant Director-Director of Librarianship to do a check in as well and discuss upcoming projects. I connected with the coordinators of The Great Give Back to set up an information session for our member libraries this coming fall.

June 16th – 20th

Messaging began to go out to member libraries to pause ILL services starting in early July. I met with the Finger Lakes Community Foundation to discuss grant opportunities for system wide events and program resource kits. I traveled with other STLS staff to CCLS to connect with their system staff about workflows, projects, and to see their space. The trip was really helpful and I left with a lot of valuable information about how they manage ILL and program resource kits within their system.

June 23rd – 30th

I hosted the Youth Advisory Group this week at the Hornell Public Library. We had the Director of the Box of Books Library do a presentation on program planning in OneNote, and discussed the upcoming Summer Learning season. I met with your rep. from SWANK to discuss our contracted services, and learn about changes to their platform in regards to streaming. Continued communication went out about the bookmark making contest and upcoming changes to ILL

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

Consultations: Kendyl visited with Canisteo, Rushford, and Whitesville this month and had a virtual consultation with Hector. At Canisteo Library, Kendyl met with the staff to go over components of the Make Your Mark contest. We discussed how to promote to the community, how to submit the designs and touched on when the voting will take place. At Rushford, Kendyl met with the Director to have a refresher on editing the website, updating pages, adding pages and items needed to meet minimum standards. Kendyl also met with a board member from the Hector Library who was temporarily helping with the website. We went over the basics of editing on WordPress, discussed accessibility and minimum standards. Kendyl shared resources from the NYS Library on minimum standards to help guide them. Kendyl also visited with staff at Whitesville Library to incorporate using an events calendar plug-in on their website.

Continuing Education:

- Levelling Up Stakeholder Engagement – RRLC
- Kanopy Town Hall – Overdrive
- Designs that Captivate – Tech Talk
- GAIL – Generative AI in Libraries Virtual Conference

Meetings Attended:

· Training Team, PLA Membership Monday, Make Your Mark Check in with Program Consultant, Division Meeting, ADAC, Check in with Assistant Director – Director of Librarianship,

Graphic Design projects: Kendyl has started working on designing new banner ups with STLS branding, as well as flyers for member libraries to promote digital resources to their communities. Kendyl has been creating additional promotional graphics for the Make Your Mark contest and sharing on social media, as well as boosting posts in order to get more reach.

Web Accessibility: Kendyl has started creating a new LibGuide that outlines the WCAG 2.2 AA guidelines in order to help member libraries meet the DOJ ADA ruling deadline. Kendyl is in the process of creating a project plan in order to help member libraries meet these standards and minimum standards on their websites.

Misc: Kendyl, along with the rest of the Division of Librarianship and members of the ILS team and IT team, visited Chautauqua-Cattaraugus Library System. We received a tour of the space and had the opportunity to sit down and chat with staff there that most resembled our positions at STLS.

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

During June, IT worked on 199 Help Desk requests for STLS staff and member libraries.

Staff worked to test and verify UPS devices needing battery replacement installed at member libraries and upgraded Wi-Fi access points at a number of libraries. ILS server OS updates for 4 servers and an issue that developed with the online library card registration form.

Continued work on the Cybersecurity Pilot Project form 470. Individually these are some highlights of IT staff work:

Pat Beeman - 107 incidents modified

- 06/05/2025 Closed 72384 Wellsville Fiber Line prep work
- 06/09/2025 Closed 72468 Bath UPS Notifications
- 06/20/2025 Closed 72681 Odessa UPS Notifications
- 06/20/2025 Closed 72683 West Elmira UPS Notifications
- 06/24/2025 Closed 72758 Avoca UPS Notifications
- 06/24/2025 Closed 72765 Hornell UPS Notifications
- 06/12/2025 Closed 70018 Library UPS inventory in libraries

Tom Lawrence - 66 incidents modified

- 06/26/2025 Closed 68557 Setup VMWare vSphere backup of Virtual Machines on Synology Active Backup for Business in the STLS data center
- 06/27/2025 Closed 71090 Belmont Spectrum Fiber install at Belmont
- 06/04/2025 Closed 71818 Andover UPS: Replaced UPS battery
- 06/13/2025 Closed 72245 Howard UPS failed and needed replacement
- 06/05/2025 Closed 72317 Cuba library Spectrum fiber install

- 06/05/2025 Closed 72318 Wellsville library Spectrum fiber install
- 06/25/2025 Closed 72774 Rushville MR46 install to replace remaining MR18
- 06/25/2025 Closed 72775 Pulteney MR46 install to replace MR18

Nick Allington - 15 incidents modified

- 06/06/2025 Closed 70954 General Staff Computer Ordering for Cohocton
- 06/06/2025 Closed 71724 Wireless printing for Cuba
- 06/02/2025 Closed 72311 Printer Quote for Whitesville

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

Here is our monthly ILS Team report for June 2025:

E-rate

- Worked with IT staff and Spectrum staff to facilitate new fiber connections in Cuba, Wellsville and Belmont, with scheduled 'go live' dates of 7/1

ILS

- I visited Middlesex to provide Automation training, and install a receipt printer - the director has worked hard on this initiative and the library is now fully automated!
- Continued working on an Update Existing LoT Items Project, including virtual meetings with libraries and updates to library hold and circulation policies
- Kylie met with STLS Library Clerk to work on the catalog records for Accu Cut dies in order to make them more consistent and searchable, and ensure that all Accu Cut items are available in the catalog for member library staff to find and request
- Larissa visited Cohocton to provide BCA Training
- Completed the annual purge of inactive patron records and inactive ILL items
- The DAC Circ Committee started a system-wide project to clean up old and outdated patron notes and comments. I am sending each library a report of patrons with notes and comments in their WorkFlows record, along with instructions on how to remove notes and comments that are no longer relevant. This project should be completed in Q4 of this year
- I attended a meeting for the ILS Add On Committee, created to choose a vendor that provides modern patron email notices and newsletter emails, (among other secondary services) and reached out to Unique Management for more information about their platform, Message Bee
- Kylie visited Pulteney and Rushford to provide assistance with cataloging items not currently in the catalog. We identified a number of libraries that reported "uncataloged items" on their annual report and Kylie has begun a project to work with those libraries to get as many of the items cataloged as possible. This has been on our 'to do' list for a long time and it feels

great to have the time to work on it and improve the visibility and accessibility of all items in our libraries' collections

- Turnaround time of 4 working days for unopened “normal” cataloging Help Desk requests
- we are right within our goal of a 1-week turnaround time

General STLS

- Casey and Larissa visited the Chautauqua-Cattaraugus Library System with the Division of Librarianship, in order to learn more about how that system provides services to their membership, particularly cataloging services. It was a very productive meeting