



STLS BOARD MEETING
Tuesday, September 16, 2025 - 2:00 pm
Cohocton Public Library, Cohocton, NY 14826

AGENDA

Presentation: Mengel, Metzger, and Barr – 2024 Independent Auditor’s Report

- | | | | |
|----|--|----------------------|--------------------|
| 1. | Agenda | | Doc. #25-86 |
| 2. | Approval of Minutes – July 2025 | *FOR APPROVAL | Doc. #25-87 |
| 3. | Treasurer’s Report – July 2025 | *FOR APPROVAL | Doc. #25-88 |
| 4. | Financial Clerk’s Report – July 2025 | *FOR APPROVAL | Doc. #25-89 |
| 5. | Treasurer’s Report – August 2025 | *FOR APPROVAL | Doc. #25-90 |
| 6. | Financial Clerk’s Report – August 2025 | *FOR APPROVAL | Doc. #25-91 |

- *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. #25-92 |
| | | (Public Communications Policy) | Doc. #25-93 |
| 9. | Finance & Facilities Committee – Sisi Barr | (Minutes) | Doc. #25-94 |
| | | (Preliminary 2026 Proposed Budget) | Doc. #25-95 |
| 10. | Public Relations Committee – Lynnette Decker | (Minutes) | Doc. #25-96 |
| 11. | Foundation for Southern Tier Libraries – Louise Richardson | (Minutes) | Doc. #25-97 |

BOARD ACTIONS

- | | | | |
|-----|---|-----------------------|--------------------|
| 12. | <u>Expenditure Approvals -Monthly Unpaid Bills Detail</u> | * FOR APPROVAL | Doc. #25-98 |
|-----|---|-----------------------|--------------------|

Finance & Facilities Committee Recommendation: Approve expenditures of the *Unpaid Bills Detail* for the most recent months 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. #25-99

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

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

14. Approve Proposed Staff Guide Revisions

* FOR APPROVAL

(See July 15, 2025 Board Packet) Doc. #25-76

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the STLS Staff Guide as presented at the July 15, 2025 board meeting, and considers any revisions incorporated during board meeting discussion.

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

15. Approve Proposed Trustee Job Description Revisions

* FOR APPROVAL

(See July 15, 2025 Board Packet) Doc. #25-77

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed Trustee Job Description as presented at the July 15, 2025 board meeting, and considers any revisions incorporated during board meeting discussion.

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

16. Approve to Remove the Deferred Compensation Plan Document from the Trustee Manual

* FOR APPROVAL Doc. #25-100

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the removal of the Deferred Compensation Plan document from the STLS Trustee Manual and include new language that refers to the plan in the proposed revisions to the STLS Staff Guide as presented at the July 15, 2025 board meeting, and considers any revisions incorporated during board meeting discussion.

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

17. Authorize Annual Salary Payment per Executive Director Contract * **FOR APPROVAL**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees authorizes the Business Office to make an annual salary payment contribution to the Executive Director in the amount of \$3,600, and designate such payment per the Executive Director’s Contract 2022 – 2026 – Other Benefits of Employment.

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

18. Approve the Payment to SirsiDynix for 2025/2026 Automation Services

* **FOR APPROVAL** **Doc. #24-101**

Executive Director Recommendation: The STLS Board of Trustees approves the payment to SirsiDynix for automation services for 2025/2026 on behalf of STLS member libraries and per the STLS Purchasing Policy in the amount of \$83,388.34.

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

BOARD INFORMATION

- 19. Old Business
- 20. New Business
- 21. Library Networking
- 22. President’s Report
- 23. Executive Director’s Report (Monthly Division Reports) **Doc. #25-102**

Public Expression (15 minutes)
Adjournment

Next meeting: Southern Tier Library System, 9424 Scott Rd., Painted Post, NY – November 18, 2025 at 2:00 p.m.

STLS BOARD MEETING
Tuesday, July 15, 2025 - 2:00 pm
Steele Memorial Library, Elmira, NY 14904

MINUTES**TRUSTEES PRESENT:**

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

Excused: Richard Ahola – 2027 , Vacant Chemung County Seat – 2027, Vacant Schuyler County Seat – 2028

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

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

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

K Cappadonia explained her job position and summarized the community outreach events attended by STLS and what STLS contributed to those events. The most recent events included the Allegany County Association for the Blind and Visually Impaired, the Southern Finger Lakes Pride Festival, The Yates County Fair, the Wellsville Balloon Rally, and the Allegany County Senior Picnic.

1. AGENDA***FOR APPROVAL****Doc.#25-69****Received and Filed****2. Approval of Minutes – June 2025*****FOR APPROVAL****Doc. #25-70****Received and Filed**

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

Doc. #25-71

Received and filed

S Barr reported that STLS is still waiting for state aid. B Hildreth added that the timing of the release of state aid has varied, during the month of July, in past years. Without state aid, STLS is still able to make accounts payable and payroll without closing out its certificates of deposit.

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

Doc. #25-72

Received and Filed

B Hildreth reported that STLS was reimbursed for an overage paid to Spectrum. Payroll is up because there were three pay periods in the month of May. STLS also paid the Southeast Steuben County Library for the quarterly billing for the part time Accounting Specialist. Line items 5204 and 5205 reflect the cost for technology updates and replacements. There was an increase to line item 5408 for payment of platform fees and licenses. Line item 5427 are the costs associated with recent outreach events. Line item 5433 is for legal counsel for member libraries who are pursuing shared staff documentation. Line item 5444 is the cost of the yearly audit with MMB & Co and the cost to file the 990 with the IRS.

5. Second Quarter – Profit-Loss Statement – June 2025

***FOR APPROVAL**

Doc. #25-73

Received and Filed

B Hildreth pointed out that the statement shows that STLS is still waiting on state aid to come in. He also highlighted line item 4724 – Member Library IT Contracts - is low, for now, but second quarter billing has gone out.

For expenses, B Hildreth stated that STLS is on budget for salaries, which now include the 3% yearly pay increase, per the Staff Association contract. Line item 5407 is a contract expense with SirsiDynix. The USDA grant funds, for purchase of new delivery vehicles, are at a standstill. B Hildreth also noted that utility costs have risen more than anticipated. These increases will be addressed in this year's budget revision.

6. Second Quarter Claims Auditor Report - June 2025

***FOR APPROVAL**

Doc. #25-74

Received and Filed

L Richardson reported that a presenter for the Spring CE cancelled, so the presenter's check was voided. There is also a tax charge on the Visa bill that is waiting on a refund of that charge.

Standing Committee Reports –

7. Executive Committee- K Green

K Green reported the committee reviewed the minutes and set the agenda.

8. Personnel & Policies Committee – Barbara Hubbell (Minutes)**Doc.#25-75**
(Staff Guide)**Doc.#25-76**
(Trustee Job Description)**Doc.#25-77**

B Hubbell asked the Board to review the Staff Guide, which now includes the deferred compensation plan. If there are any questions or changes, please let Brian know. This is also the case for the Trustee job description. Please review and if there are any questions or changes, please let Brian know. B Hubbell stated that after the meeting, the executive Director's performance evaluation survey will be out. All trustees are asked to complete as part of the annual evaluation process.

9. Finance & Facilities Committee – Sisi Barr (Minutes Provided at Meeting) **Doc.#25-78**

S Barr stated that the yearly audit is complete and Kathy Stickler will meet with the Board at the September meeting to go over the results.

S Barr noted that the SLI team is reviewing the Facilities Policy.

10. Public Relations Committee – Lynnette Decker (Minutes) **Doc.#25-79**

L Decker reported the committee is reviewing nominees for the annual meeting awards. K Green and R Barbour have made preliminary decisions on the recipients.

L Decker reported on Construction Aid. The committee was able to fund 16 projects this year. The Wellsville library had a large project and they decided to pull their project out of bid for this year. In doing so, they will be first on the list for funding in 2026.

B Hubbell inquired if project applications are ever denied. B Hildreth provided a few examples of the denials. D Acton inquired if the aid amount is the same every year. B Hildreth stated it is not and is determined yearly by the state legislature.

11. Foundation for Southern Tier Libraries - Louise Richardson (Minutes) .
Doc.#25-80

L Richardson stated the Foundation updated the bylaws and finance policy. There will not be an event this year, instead there will be 2 appeal mailings.

L Richardson stated there are two new board members, but the Foundation is always looking for more.

BOARD ACTIONS

12. Expenditure Approvals -Monthly Unpaid Bills Detail * **FOR APPROVAL**
Doc. #25-81

Finance and 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 ___9___ Nay _____ Abstain ___3___ Absent _1___ Vacant _2___
 Approved/Failed: Approved
 Discussion: None

13. Receipt Approvals – Monthly Deposit Summary * FOR APPROVAL Doc. #25-82

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

Aye ___9___ Nay _____ Abstain ___3___ Absent _1___ Vacant _2___
 Approved/Failed: Approved
 Discussion: None

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 _9___ Nay _____ Abstain _3___ Absent _1___ Vacant _2___
 Approved/Failed: Approved
 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: ___B Gorman_____ Second ___B Hubbell_____

Aye 9 Nay Abstain 3 Absent 1 Vacant 2
Approved/Failed

Discussion: K Green wanted to know what the Licenses are? B Hildreth explained that it is Erate funding.

BOARD INFORMATION

16. Old Business –

None

17. New Business –

None

18. Library Networking –

M Krebs stated that a boating museum attendee visits the Steele Memorial Library to use the maker space to design canoes.

L Richardson stated the Southeast Steuben County Library's parking lot project is almost complete.

D Haggstrom spoke about the Heritage Days festival in Angelica.

19. President's Report

No Report

20. Executive Director's Report

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

B. Hildreth informed the board about the temporary disruption to out-of-system interlibrary loan services (ILL). He explained that South Central Regional Library Council (SCRLC) did not receive any bids for its BARC program, which enables ILL for STLS and its member libraries. This means Tompkins-Cortland Community College Library (TCCCL) is no longer providing the service through SCRLC. B. Hildreth said the library system is investigating potential work arounds to the service, but it is difficult because it is a costly service to coordinate, and the usage only represents 1/10th of 1 percent of all library transactions at the 48 member libraries. He noted it would not be a good use of tax dollars to bring the program back in-house because the cost would far out weight the benefits. The funds would be better spent on services that would be heavily utilized by community members. Trustees asked about some of the work around options. B. Hildreth said at this time it does not look like there is an easy or cost-effective solution. It is likely the service will need to be phased out, but the library system has not given up yet. There a couple options still available, but they would not be equal to the services previously provided through SCRLC and TCCCL.

Public Expression (15 minutes)

Adjournment 3 : 05 pm

Move: M Krebs

Second: S McGill

Next meeting: September 16, 2025 - Cohocton Public Library, 8 Maple Avenue,
Cohocton, NY 14826

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

**Southern Tier Library System
Treasurer's Report
As of July 31, 2025**

	Total	
	As of Jul 31, 2025	As of Jun 30, 2025
ASSETS		
Current Assets		
Bank Accounts		
1200 Cash - Operating	2,636.03	4,647.33
1201 Cash - Payroll	4,508.04	20,588.40
1202 Cash - Money Market	52,565.92	98,045.61
1203 Cash in Certificate of Deposit	254,240.51	253,532.72
1204 Cash in Certificate of Deposit 2	260,250.00	259,391.91
Total Bank Accounts	\$ 574,200.50	\$ 636,205.97
Accounts Receivable		
1380 Accounts Receivable	79,351.82	149,035.37
Total Accounts Receivable	\$ 79,351.82	\$ 149,035.37
Other Current Assets		
12000 Undeposited Funds	0.00	0.00
Total Other Current Assets	\$ 0.00	\$ 0.00
Total Current Assets	\$ 653,552.32	\$ 785,241.34
Fixed Assets		
1100 Fixed Assets		
1102 Building	2,107,487.60	2,107,487.60
1104 Equipment	441,322.60	441,322.60
1105 Internet Fiber	1,078,502.03	1,078,502.03
1106 Vehicles	154,287.50	154,287.50
1112 Accumulated Dep Building	-835,527.08	-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	\$ 2,822,807.27	\$ 2,954,496.29
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	97.48	5.83
2626 Flex Spending Deduction Payable	-208.37	-350.24
2627 PFL Payable to Insurance	2,243.77	1,943.62
2630 Due to Member Libraries Pay Pal	0.00	0.00
2635 Capital Notes Payable	69,834.62	72,103.54
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	\$ 344,350.45	\$ 346,085.70
Total Current Liabilities	\$ 344,350.45	\$ 346,085.70
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	\$ 678,694.45	\$ 680,429.70
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	-627,529.26	-497,575.49
Total Equity	\$ 2,144,112.82	\$ 2,274,066.59
TOTAL LIABILITIES AND EQUITY	\$ 2,822,807.27	\$ 2,954,496.29

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
July 2025**

	July-25	Jun-25
Revenue		
4719 Interest	1,568.00	1,618.47
4724 Member Library IT Contracts	18,168.00	
4725 Grants Revenue	4,500.00	
4731 Arkport Support	11.54	
4735 Non State Aid Pass Through	3,950.35	613.26
4784 General Reimbursements & Refund	400.00	525.00
Total Revenue	\$ 28,597.89	\$ 2,756.73
Gross Profit	\$ 28,597.89	\$ 2,756.73
Expenditures		
5100 Salaries		
5141 Professional Salaries	38,408.12	36,744.47
5142 Non-Professional Salaries	42,365.21	42,196.38
Total 5100 Salaries	\$ 80,773.33	\$ 78,940.85
5150 Personnel Benefits		
5153 Social Security	5,929.56	5,789.34
5154 Workers Compensation	937.85	
5157 Health Insurance	17,839.06	17,901.69
5158 Payroll Expense - Other	884.17	10,478.79
Total 5150 Personnel Benefits	\$ 25,590.64	\$ 34,169.82
5204 STLS Software & Small Equipment	87.94	2,012.86
5205 Maintenance Contracts & Leases	476.97	549.95
5408 Platform Fees & Licenses	561.40	3,433.00
5409 STLS Telephone/Internet	10,209.30	16,821.85
5417 Library Materials	1,098.81	1,468.14
5418 Consultant Collection	144.98	
5420 Staff Development Travel	1,882.55	51.24
5422 Trustee Mileage	240.10	303.80
5424 Conference Registration	21.01	257.00
5425 Staff & Member Library Mileage		239.40
5427 Programming & Annual Conference	375.00	514.00
5428 Meeting Supplies	80.00	
5430 Office Supplies	55.72	400.36
5433 Postage	19.47	1,023.95
5434 Public Relations	226.11	371.48
5435 Member Library Pass through	6,432.32	17,839.42
5443 Legal Counsel		675.00
5444 Accounting Support & Audit	99.00	13,099.00
5450 Utilities	735.07	948.15
5451 Building Maintenance & Repairs	33.46	2,443.72
5454 Commercial Insurance	1,935.32	

5471 Vehicle Maintenance & Repairs		1,548.38
5473 Vehicle Fuel	1,445.23	1,385.74
5474 Vehicle Insurance	1,001.82	
5480 Greenwood Reading Center Exp	1,485.94	1,251.45
5485 Arkport Expense Account	2,388.74	1,928.61
5490 Grants	21,151.43	8,480.14
Total Expenditures	\$ 158,551.66	\$ 190,157.31
Net Operating Revenue	-\$ 129,953.77	-\$ 187,400.58
Net Revenue	-\$ 129,953.77	-\$ 187,400.58

**Southern Tier Library System
Treasurer's Report
As of August 31, 2025**

	As of Aug 31, 2025	As of Jul 31, 2025
ASSETS		
Current Assets		
Bank Accounts		
1200 Cash - Operating	4,493.61	2,636.03
1201 Cash - Payroll	7,872.01	4,421.18
1202 Cash - Money Market	1,151,199.62	52,565.92
1203 Cash in Certificate of Deposit	254,973.97	254,240.51
1204 Cash in Certificate of Deposit 2	261,139.67	260,250.00
Total Bank Accounts	\$ 1,679,678.88	\$ 574,113.64
Accounts Receivable		
1380 Accounts Receivable	82,542.22	79,351.82
Total Accounts Receivable	\$ 82,542.22	\$ 79,351.82
Other Current Assets		
12000 Undeposited Funds	4,396.55	0.00
Total Other Current Assets	\$ 4,396.55	\$ 0.00
Total Current Assets	\$ 1,766,617.65	\$ 653,465.46
Fixed Assets		
1100 Fixed Assets		
1102 Building	2,107,487.60	2,107,487.60
1104 Equipment	441,322.60	441,322.60
1105 Internet Fiber	1,078,502.03	1,078,502.03
1106 Vehicles	154,287.50	154,287.50
1112 Accumulated Dep Building	-835,527.08	-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	\$ 3,935,872.60	\$ 2,822,720.41
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	1,477.55	5.81
2626 Flex Spending Deduction Payable	111.62	-208.37
2627 PFL Payable to Insurance	2,547.16	2,243.77
2630 Due to Member Libraries Pay Pal	0.00	0.00
2635 Capital Notes Payable	67,561.45	69,834.62
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	\$ 344,080.73	\$ 344,258.78
Total Current Liabilities	\$ 344,080.73	\$ 344,258.78
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	\$ 678,424.73	\$ 678,602.78
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	485,805.79	-627,524.45
Total Equity	\$ 3,257,447.87	\$ 2,144,117.63
TOTAL LIABILITIES AND EQUITY	\$ 3,935,872.60	\$ 2,822,720.41

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 .55% interest

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

Doc. #25-91

	Aug-25	Jul-25
Revenue		
4700 Basic State Aid	934,607.00	
4709 Local Services Support	102,773.00	
4710 Supplemental Aid	138,463.00	
4716 State Aid Pass Through	114,208.00	
4719 Interest	1,648.24	1,568.00
4724 Member Library IT Contracts	2,250.00	18,168.00
4725 Grants Revenue		4,500.00
4731 Arkport Support	6,151.33	11.54
4735 Non State Aid Pass Through	4,743.51	3,950.35
4784 General Reimbursements & Refund		400.00
Total Revenue	\$ 1,304,844.08	\$ 28,597.89
Gross Profit	\$ 1,304,844.08	\$ 28,597.89
Expenditures		
5100 Salaries		
5141 Professional Salaries	38,565.80	38,408.12
5142 Non-Professional Salaries	43,321.46	42,365.21
Total 5100 Salaries	\$ 81,887.26	\$ 80,773.33
5150 Personnel Benefits		
5153 Social Security	6,014.69	5,929.56
5154 Workers Compensation	478.09	937.85
5157 Health Insurance	13,844.23	17,839.06
5158 Payroll Expense - Other	992.72	879.36
Total 5150 Personnel Benefits	\$ 21,329.73	\$ 25,585.83
5204 STLS Software & Small Equipment	1,177.77	87.94
5205 Maintenance Contracts & Leases	2,129.12	476.97
5408 Platform Fees & Licenses	4,361.02	561.40
5409 STLS Telephone/Internet	23,644.50	10,209.30
5417 Library Materials	1,033.94	1,098.81
5418 Consultant Collection	442.91	144.98
5420 Staff Development Travel	589.15	1,882.55
5422 Trustee Mileage	424.48	240.10
5424 Conference Registration		21.01
5425 Staff & Member Library Mileage	396.20	
5427 Programming & Annual Conference	1,503.99	375.00
5428 Meeting Supplies		80.00
5430 Office Supplies	349.45	55.72
5433 Postage		19.47
5434 Public Relations	105.99	226.11
5435 Member Library Pass through	25,706.43	6,432.32
5442 Professional Fees	6,148.00	

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

	Aug-25	Jul-25
5444 Accounting Support & Audit	3,194.92	99.00
5450 Utilities	1,917.66	735.07
5451 Building Maintenance & Repairs	1,367.76	33.46
5454 Commercial Insurance	967.66	1,935.32
5471 Vehicle Maintenance & Repairs	1,140.28	
5473 Vehicle Fuel	1,591.71	1,445.23
5474 Vehicle Insurance	503.41	1,001.82
5480 Greenwood Reading Center Exp	1,367.58	1,485.94
5485 Arkport Expense Account	1,845.52	2,388.74
5490 Grants	6,387.40	21,151.43
Total Expenditures	\$ 191,513.84	\$ 158,546.85
Net Operating Revenue	\$ 1,113,330.24	-\$ 129,948.96
Net Revenue	\$ 1,113,330.24	-\$ 129,948.96

Personnel & Policies Committee

Meeting Minutes

Tuesday, September 9, 2025 at 12:00 pm

Meeting Location: Southern Tier Library System



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

Administration: Brian M. Hildreth

POLICIES

1. Trustee Job Description

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed Trustee Job Description as presented at the July 15, 2025 board meeting, and considers any revisions incorporated during board meeting discussion.

Motion to Approve: M-C Krebs; Seconded by: S. McGill. Unanimously approved out of committee.

2. Deferred Compensation Plan

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the removal of the Deferred Compensation Plan from the STLS Trustee Manual to include new language that refers to the plan in the proposed revisions to the STLS Staff Guide as presented at the July 15, 2025 board meeting, and considers any revisions incorporated during board meeting discussion.

Motion to Approve: S. McGill; Seconded by: M-C Krebs. Unanimously approved out of committee.

3. Staff Guide

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the STLS Staff Guide as presented at the July 15, 2025 board meeting, and considers any revisions incorporated during board meeting discussion.

Motion to Approve: M-C Krebs; Seconded by: S. McGill. Unanimously approved out of committee.

4. Authorize Annual One-Time Salary Payment per Executive Director Contract

Personnel & Policies Committee Recommendation: The STLS Board of Trustees authorizes the Business Office to make an annual salary payment contribution to the Executive Director in the amount of \$3,600, and designate such payment per the Executive Director's Contract 2022 – 2026 – Other Benefits of Employment.

Motion to Approve: M-C Krebs; Seconded by: S. McGill. Unanimously approved out of committee.

5. Public Communication Policy - Review

The committee reviewed the Public Communications Policy. Several revisions were incorporated into the proposed policy from committee members and the Executive Director. Some of the edits included adding the title of Assistant Director – Director of Librarianship to specific areas of the policy as well as reducing redundant language. The committee agreed the policy was ready for full board review at Septembers' board meeting. B. Hildreth said he would include in the meeting packet.

Personnel

Executive Director's Performance Evaluation

The committee made a motion to go into Executive Session at 12:30 pm to discuss the results of the Executive Director's Performance Evaluation Survey for 2024/2025.

Motion: S. McGill; Seconded by: M-C Krebs. Unanimously approved to go into Executive Session.

The committee made a motion to come out of Executive Session at 12:54 pm

Motion: S. McGill; Seconded by: M-C Krebs. Unanimously approved to come out of Executive Session.

Meeting adjourned at 12:55 p.m.

Minutes respectfully submitted by: Brian M. Hildreth

PUBLIC COMMUNICATIONS POLICY

APPLIES TO: Southern Tier Library Board of Trustees, Employees and Volunteers

REFERENCES: Authority of the Board Policy
Organizational Meeting Policy
Trustee Job Description
Disaster Preparedness Policy
Ethical Behavior Policy
Social Media Policy
STLS Website (www.stls.org)

~~The STLS Board of Trustees has a responsibility to promote public awareness of STLS library services and programs, to develop public understanding and support of STLS and the vital role it plays in the support of its member libraries, and to encourage active utilization of its services by the STLS member libraries.~~

~~The Board of Trustees recognizes that effective public relations involve every person who ~~is connected~~ has connection with STLS. The Board urges its own members and STLS staff members to remember that they represent STLS in every public contact and that professionalism and good service enhances good public relations.~~

The Board of Trustees acknowledges public relations is important to the mission of the organization. Every person of the organization, paid or unpaid, is charged with positively representing STLS to our community.

Official statements to the public and media will be made by the Executive Director or the Board President in consultation with the Executive Director. If it is necessary for anyone other than the Executive Director or Board President to provide the public with information, such information will be reviewed and approved by the Executive Director and Board President prior to its release. The Assistant Director-Director of Librarianship may act in the Executive Director's place when the Executive Director is not available within a timely manner.

Social media platforms, including mass email communication services, play an important and active role in STLS communications to the public and its members. The Engagement Consultant, in consultation with the Executive Director and Assistant Director-Director of Librarianship, manages overall social media content. STLS Engagement Consultant along with other designated library system staff are responsible for posting information to all STLS subscribed social media sites. Library system staff will adhere to the board approved Social Media Policy when sharing information or images.

Regarding print media, the STLS Board of Trustees will designate the official newspaper to be used for all public announcements at its annual Organization Meeting in January. of each year.

Finance & Facilities Committee



Meeting Minutes

September 8, 2025 – 1:00 pm

Meeting Location: Southern Tier Library System

Present: Betsy Gorman, Richard Urban, Dan Acton (remote), Brian Hildreth and Sisi Barr

Excuse: Louise Richardson

Meeting called to order at 1:07pm.

Review of Financial Statements - Brian reviewed July's and August's financial statements with the committee.

Treasurer's Report – Brian reported State Aid had not been received as of the end of July. STLS was able to work with creditors, and all accounts were paid without having to cash in a Certificate of Deposit early. State Aid was received on August 7th. Revenue still outstanding are Jails and Corrections, Coordinated Outreach, State Corrections, and Love Your Library Aid. Love Your Library Aid is through the Department of Motor Vehicles which features a custom license plate stating Love Your Library which can be acquired when you need to replace your plates.

Financial Clerk's Report – Brian highlighted several line items from both months of the Financial Clerks Reports; July - Member Library IT Contracts for the second quarter Internet Connections, Grants Revenue (RBD grant) which provides technical support for the digitization of data from reels to a digital format which can be accessed through multiple search types. August highlights include Member Library IT Contracts for maintenance service agreement. Professional Fees and Accounting Support and Audit payment for audit. Utilities have almost doubled this year.

Profit - Loss Vs Actual Statement – Brian reported that Budget Aid will be disseminated to member libraries. E-Rate last quarter funding is expected. Grants Revenue and Grants Expenditures will be a wash meaning if the grant income is not realized there will be no expenditures. Brian stated we will not overspend; the expenditures will be even or slightly under budget.

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

Preliminary 2026 Proposed Budget – Brian presented the proposed budget one month early due to no Board Meeting in October. Due to Federal economic uncertainty STLS will propose a budget with a 5% decrease in State Aid. It is expected that E-Rate will not change and Member Cost Share has already been presented to members.

Audit – Mengel, Metzger, and Barr will present the Audit results at our next Board Meeting on September 16, 2025.

Hearing no further business the meeting was adjourned at 2:07pm.

Respectfully submitted: Sisi Barr, Treasurer

2026 Proposed Library System Operating Budget
Southern Tier Library System

	2025 Budget	2026 Budget	Difference	
Revenue				
4700 · Basic State Aid	\$ 912,879.00	\$ 867,235.00	\$ (45,644.00)	
4706 · Jails and Institutions	\$ 3,904.00	\$ 3,708.00	\$ (196.00)	
4709 · Local Services Support	\$ 100,383.00	\$ 95,364.00	\$ (5,019.00)	
4710 · Supplemental Aid	\$ 135,244.00	\$ 128,482.00	\$ (6,762.00)	
4711 · Coordinated Outreach	\$ 93,782.00	\$ 93,782.00	\$ -	
4713 · State Corrections	\$ 27,965.00	\$ 26,567.00	\$ (1,398.00)	
4714 · Special Aid	\$ 50,000.00	\$ -	\$ (50,000.00)	
4716 · Love Your Library Fund	\$ 2,500.00	\$ 2,375.00	\$ (125.00)	
4719 · Interest	\$ 20,000.00	\$ 20,000.00	\$ -	
4721 · E-Rate Funding	\$ 211,500.00	\$ 211,500.00	\$ -	
4723 · Member Library Cost Share	\$ 419,395.00	\$ 439,776.00	\$ 20,381.00	
4724 · Member Library IT Contracts	\$ 70,000.00	\$ 79,000.00	\$ 9,000.00	
4725 · Grants Revenue	\$ 250,000.00	\$ 250,000.00	\$ -	
4781 · Retiree Health Ins Payments	\$ 2,500.00	\$ 2,500.00	\$ -	
4782 · Donations	\$ 2,000.00	\$ 2,000.00	\$ -	
4784 · General Reimbursements & Refund	\$ 1,200.00	\$ 3,000.00	\$ 1,800.00	
Total Revenue	\$2,303,252.00	\$2,225,289.00	\$ (77,963.00)	
Expenses				
5100 · Salaries	\$ 1,083,385.00	\$ 1,058,776.00	\$ (24,609.00)	
5150 · Personnel Benefits	\$ 450,000.00	\$ 461,673.00	\$ 11,673.00	
5203 · STLS Equipment	\$ 2,500.00	\$ 2,500.00	\$ -	
5204 · STLS Software & Small Equipment	\$ 5,000.00	\$ 7,500.00	\$ 2,500.00	
5205 · Maintenance Contracts & Leases	\$ 12,000.00	\$ 10,000.00	\$ (2,000.00)	
5407 · Integrated Library System	\$ 83,430.00	\$ 85,900.00	\$ 2,470.00	
5408 · Platform Fees & Licenses	\$ 18,000.00	\$ 24,000.00	\$ 6,000.00	
5409 · STLS Telephone/Internet	\$ 235,000.00	\$ 235,000.00	\$ -	
5417 · Library Materials	\$ 20,000.00	\$ 18,000.00	\$ (2,000.00)	
5418 · Consultant Collection	\$ 2,400.00	\$ 1,800.00	\$ (600.00)	
5419 · Electronic Materials	\$ 10,000.00	\$ 5,000.00	\$ (5,000.00)	
5420 · Staff Development Travel	\$ 15,000.00	\$ 14,000.00	\$ (1,000.00)	
5422 · Trustee Mileage	\$ 10,000.00	\$ 8,500.00	\$ (1,500.00)	
5423 · Trustee Continuing Education	\$ 2,400.00	\$ 2,400.00	\$ -	
5424 · Conference Registration	\$ 8,500.00	\$ 6,500.00	\$ (2,000.00)	
5425 · Staff & Member Library Mileage	\$ 3,000.00	\$ 3,500.00	\$ 500.00	
5427 · Programming & Annual Conference	\$ 5,000.00	\$ 5,000.00	\$ -	
5428 · Meeting Supplies	\$ 2,500.00	\$ 2,500.00	\$ -	
5430 · Office Supplies	\$ 3,500.00	\$ 3,500.00	\$ -	
5433 · Postage	\$ 2,400.00	\$ 2,400.00	\$ -	
5434 · Public Relations	\$ 10,000.00	\$ 10,000.00	\$ -	
5436 · STLS Grants to Member Libraries	\$ 15,000.00	\$ 15,000.00	\$ -	
5442 · Professional Fees	\$ 10,000.00	\$ 15,000.00	\$ 5,000.00	
5443 · Legal Counsel	\$ 3,000.00	\$ 3,000.00	\$ -	
5444 · Accounting Support & Audit	\$ 17,000.00	\$ 19,000.00	\$ 2,000.00	

2026 Proposed Library System Operating Budget

Southern Tier Library System

5450 · Utilities	\$ 12,000.00	\$ 20,000.00	\$ 8,000.00	
5451 · Building Maintenance & Repairs	\$ 27,500.00	\$ 25,000.00	\$ (2,500.00)	
5454 · Commercial Insurance	\$ 12,500.00	\$ 12,500.00	\$ -	
5471 · Vehicle Maintenance & Repairs	\$ 5,000.00	\$ 6,500.00	\$ 1,500.00	
5473 · Vehicle Fuel	\$ 20,000.00	\$ 17,500.00	\$ (2,500.00)	
5474 · Vehicle Insurance	\$ 5,875.00	\$ 6,200.00	\$ 325.00	
5475 · Vehicle Purchase	\$ -	\$ -	\$ -	
5490 · Grants	\$ 250,000.00	\$ 250,000.00	\$ -	
Total Expense	\$ 2,361,890.00	\$ 2,358,149.00	\$ (3,741.00)	
	\$ (58,638.00)	\$ (132,860.00)	\$ 74,222.00	

Public Relations Committee

Meeting Minutes

Tuesday, July 15, 2025 – 1:30 pm



Meeting Location: Steele Memorial Library, Elmira, New York

Board Members in Attendance: Kathy Green and Rachel Barbour

Meeting called to order at 1:30 pm

2025 Library System Awards & Scholarships

Committee members reviewed award nominations as well as scholarship applications. The committee selected recipients for all award categories. The committee also agreed to award scholarships to three applicants. Recipients and applicants will be notified in August of their awards.

Meeting adjourned at 1:52 pm

Respectfully submitted: Brian M. Hildreth, STLS Executive Director

FOUNDATION FOR SOUTHERN TIER LIBRARIES BOARD OF DIRECTORS MEETING

August 14, 2025 | Southern Tier Library System

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

Unable to attend: Brian Hildreth, STLS Executive Director, Mary-Claire Krebs and Charmaine Ushkow

The meeting was called to order at 11:20 am. The agenda was approved as presented.

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

TREASURER'S REPORT A warrant for \$385.98 was issued to Ristiina (Rusty) Wigg. The invoice submitted at the July meeting for Studio LMG will be paid this month. The Treasurer's report was accepted.

OLD BUSINESS

Board Member Recruitment Efforts

Rusty and Gail submitted drafts of a board member recruitment letter for review. Upon board approval, Rusty will send the letter to the Directors of each library in the STLS, the President of each library's Board of Trustees and the President of the Friends of the Library (to libraries which have a Friends organization). Members edited the drafts. Gail will email the revised letter to the entire board for a second review. Gail will make changes requested, then forward the letter to Rusty who will coordinate printing, address labels and mailing.

Karen Ash, trustee on the Angelica Library Board, suggested STLS advertise the need for Board members on our Facebook page. Louise will post that notice. Ms. Ash also suggested a press release containing similar information. Louise and Rusty will work on a press release. Ms. Ash will help with the press release placement in Allegheny County. Two other possibilities for press releases were mentioned - *The Addison Post* and *The Southern Tier Shopper*.

Approval of Foundation STLS Constitution & Bylaws Revisions Proposed at June Meeting

Louise moved to approve the revisions proposed at the June meeting. Seconded by Dale. Motion carried unanimously.

Review of Foundation STLS Financial Policies

The board continued reviewing the *Foundation for Southern Tier Libraries Financial Policies*.

Two Signature Checks – Paul informed the Board that the Bank no longer offers the option for two signature authorization. When new checks are ordered, there will be one signature line.

Strike and replace language in that paragraph to read: It is the policy of the Foundation that all checks being issued for payment of bills will be signed by ~~two authorized persons~~ *an authorized person*. Check-signing authority is assigned to the following Foundation officers:

- President
- Treasurer
- Vice-President in the absence of either the President or Treasurer

Financial Reports – No change

Reimbursement of Vendors and Board Members - The first paragraph was reviewed and revised after the June meeting. No additional changes were requested.

~~Discussion and~~ Approval of board member purchases shall be secured prior to need. Board approval shall be recorded in the minutes. Documentation of Board Approval, Expenses and Claims Reimbursed shall be recorded using the attached Reimbursement Voucher.

~~Claims delivered to the Treasurer shall have the following tests performed prior releasing the claims for payment:~~ *Prior to submission to the Board for approval, claims delivered to the Treasurer*

- ~~1. Proof the mathematical accuracy of all computations, including verification of extensions and additions and the recalculation of any discount:~~
- ~~2. Determine that the changes do not duplicate items already paid:~~

The audit *and payment (by the Board)* ~~by the Treasurer~~ shall be a deliberate and thorough process. ~~to determine that each proposed payment is proper and just. This audit process shall ascertain that:~~

According to the Treasurer

1. The proposed payment is a valid, legal, and appropriate purpose.
2. The obligation was incurred by an authorized official.
3. The goods or services for which payment is claimed were in fact received *and not duplicated*.
4. The voucher is in proper form and is mathematically correct and does not include any charges for taxes from which the Foundation is exempt, including any discounts to which the Foundation is entitled; and
- ~~5. The voucher does not include charges previously claimed and paid and is, in agreement with the attached purchase order.~~

Rusty will create another draft of the FSTL Financial Policies incorporating these changes and present the draft at the September meeting. Review will continue.

Change to Meeting Day and Time

Attendees agreed to change the meeting date and time to the first Tuesday of the month at 10:00am. Rusty will email that information to those unable to attend and confirm their availability to meet regularly on that day and time.

NEW BUSINESS

Library Lion Award

For the first time, presentation of the Library Lion Award will be part of the annual awards ceremony during the Southern Tier Library Systems' annual meeting in October.

Mail Solicitation Appeal

Paul reported that the Foundation has received a good response from the appeal. He will report totals at the September meeting. Rusty will also compile and report expenses.

NEXT MEETING

Tuesday, September 2, 2025 at 10:00 am in the Southern Tier Library System building

There being no further business, the meeting was adjourned at 12:21 pm.

Southern Tier Library System

Unpaid Bills

As of September 5, 2025

9/3/25

9/3/25

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Armstrong Telecommunications				
09/05/2025	Bill	0666050-01 925	09/05/2025	152.65
*Total for Armstrong Telecommunications				\$152.65
Blackstone Publishing				
09/05/2025	Bill	2208295	09/05/2025	7.95
*Total for Blackstone Publishing				\$7.95
CDW-G				
09/05/2025	Bill	AF6825J	09/05/2025	788.82
*Total for CDW-G				\$788.82
Clearly IP				
920-363-3100				
09/05/2025	Bill	INV-203141	09/05/2025	486.48
*Total for Clearly IP				\$486.48
Coming Natural Gas				
607-838-3755				
09/05/2025	Bill	Aug 2025	09/05/2025	63.99
*Total for Coming Natural Gas				\$63.99
Coming Palace Theatre				
09/05/2025	Bill	093025 LCSM	09/05/2025	180.00
*Total for Coming Palace Theatre				\$180.00
CPE InterLink				
607-734-7988				
09/05/2025	Bill	25-0937	09/05/2025	50.00
*Total for CPE InterLink				\$50.00
Dalton, Tina				
09/05/2025	Bill	073025 Mileage	09/05/2025	106.36
*Total for Dalton, Tina				\$106.36
Excellus BC BS				
09/05/2025	Bill	Sep 2025	09/05/2025	5,818.81
09/05/2025	Bill	Sep 2025 Den	09/05/2025	310.00
*Total for Excellus BC BS				\$6,128.81
Friendly Freds				
607-937-5223				
09/05/2025	Bill	34197	09/05/2025	25.00
*Total for Friendly Freds				\$25.00
Ingram Library Services				
800-937-5300 opt 1				
09/05/2025	Bill	89773337	09/05/2025	11.99
*Total for Ingram Library Services				\$11.99
KnowBe4 Inc				
09/05/2025	Bill	INV392886	09/05/2025	4,093.17
*Total for KnowBe4 Inc				\$4,093.17
Litwiler-Sutherby, Kendyl				

Southern Tier Library System

Unpaid Bills

As of September 5, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
09/05/2025	Bill	8/20/25 Mileage	09/05/2025	81.80 ✓
*Total for Litwiler-Guthrie, Kendyl				\$81.80
Multi Media Services				
607-638-3188				
09/05/2025	Bill	95479	09/05/2025	951.01 ✓
*Total for Multi Media Services				\$951.01
Office of the State Comptroller				
(518) 473-0005				
09/05/2025	Bill	25INT_Reenan_3831	09/05/2025	85.00 ✓
*Total for Office of the State Comptroller				\$85.00
Overdrive				
216-573-8886				
09/05/2025	Bill	01453CO25251052	09/05/2025	80.20 ✓
09/05/2025	Bill	01453CO25255773	09/05/2025	285.98 ✓
09/05/2025	Bill	01453CO25255775	09/05/2025	445.97 ✓
09/05/2025	Bill	01453CO25255779	09/05/2025	237.30 ✓
09/05/2025	Bill	01453CO25258054	09/05/2025	3,014.54 ✓
09/05/2025	Bill	01453CO25258058	09/05/2025	2,998.55 ✓
09/05/2025	Bill	01453DA25258185	09/05/2025	197.13 ✓
*Total for Overdrive				\$7,260.67
Retterer & Sons LLC				
807-873-2331				
09/05/2025	Bill	4972	09/05/2025	585.05 ✓
*Total for Retterer & Sons LLC				\$585.05
Southern Tier Network				
09/05/2025	Bill	6722	09/05/2025	1,000.00 ✓
09/05/2025	Bill	6723	09/05/2025	3,250.00 ✓
09/05/2025	Bill	6728	09/05/2025	3,845.00 ✓
09/05/2025	Bill	6733	09/05/2025	500.00 ✓
09/05/2025	Bill	6744	09/05/2025	250.00 ✓
09/05/2025	Bill	6748	09/05/2025	250.00 ✓
09/05/2025	Bill	6749	09/05/2025	500.00 ✓
*Total for Southern Tier Network				\$9,595.00
Spectrum				
09/05/2025	Bill	143884001 081425	09/05/2025	2,749.00 ✓
*Total for Spectrum				\$2,749.00
The Glen Theatre				
09/05/2025	Bill	091725 LCSM	09/05/2025	225.00 ✓
*Total for The Glen Theatre				\$225.00
Watkins Glen Chamber of Commerce				
(807) 515-4300				
09/05/2025	Bill	41775	09/05/2025	249.00 ✓
*Total for Watkins Glen Chamber of Commerce				\$249.00

Southern Tier Library System

Unpaid Bills

As of September 5, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
WEX Bank				
09/05/2025	BILL	108993535	09/05/2025	1,385.04
Total for WEX Bank				\$1,385.04
TOTAL				\$35,181.17

Southern Tier Library System

Unpaid Bills

As of August 22, 2025

h n
8/20/25

8/20/25

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Armstrong Telecommunications				
08/22/2025	Bill	0659904-01 8/25	08/22/2025	✓ 218.50 ✓
Total for Armstrong Telecommunications				\$218.50
Brown, Lorie				
08/22/2025	Bill	Medicare B 8/25	08/22/2025	✓ 102.22 ✓
Total for Brown, Lorie				\$102.22
Button, Vickie				
08/22/2025	Bill	Medicare B 8/25	08/22/2025	✓ 102.22 ✓
Total for Button, Vickie				\$102.22
Casella Waste Services				
607-796-2000				
08/22/2025	Bill	2374696	08/22/2025	✓ 137.90 ✓
Total for Casella Waste Services				\$137.90
Dell Marketing LP				
800-456-3355				
08/22/2025	Bill	10828010026	08/22/2025	902.67 ✓
08/22/2025	Bill	10828345599	08/22/2025	✓ 1,886.00 ✓
Total for Dell Marketing LP				\$2,788.67
Empire Natural Gas				
607-656-7851				
08/22/2025	Bill	WSTLS-0304275	08/22/2025	✓ 6.27 ✓
Total for Empire Natural Gas				\$6.27
Energy Cooperative of America				
08/22/2025	Bill	1041327	08/22/2025	✓ 654.82 ✓
Total for Energy Cooperative of America				\$654.82
English, Darleen				
607-368-9157				
08/22/2025	Bill	Medicare B 8/25	08/22/2025	✓ 102.22 ✓
Total for English, Darleen				\$102.22
Erie Insurance Company				
800-458-0811				
08/22/2025	Bill	Sep 2025	08/22/2025	✓ 1,949.16 ✓
Total for Erie Insurance Company				\$1,949.16
First Bankcard				
1-800-819-4249				
08/22/2025	Bill	4418229218409335825	08/22/2025	✓ 223.93 ✓
08/22/2025	Bill	4418229267194929825	08/22/2025	✓ 256.99 ✓
08/22/2025	Bill	4418229234327727825	08/22/2025	✓ 398.45 ✓
08/22/2025	Bill	4418226404723628825	08/22/2025	✓ 89.00 ✓
08/22/2025	Bill	4418226412675992825	08/22/2025	✓ 1,523.05 ✓
08/22/2025	Bill	4418226439326439825	08/22/2025	✓ 11.32 ✓
08/22/2025	Bill	4418226436631229825	08/22/2025	✓ 1,471.19 ✓
Total for First Bankcard				\$3,973.93

Southern Tier Library System

Unpaid Bills As of August 22, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
FirstLight Fiber				
08/22/2025	Bill	20748728	08/22/2025	✓ 260.23 ✓
Total for FirstLight Fiber				\$260.23
Friendly Freds				
607-937-5223				
08/22/2025	Bill	34097	08/22/2025	✓ 95.38 ✓
08/22/2025	Bill	34129	08/22/2025	✓ 75.98 ✓
Total for Friendly Freds				\$171.36
Gale/CENGAGE Learning				
08/22/2025	Bill	999100773689	08/22/2025	✓ 79.20 ✓
Total for Gale/CENGAGE Learning				\$79.20
Gorman, Elizabeth				
08/22/2025	Bill	Jun-Aug Mileage	08/22/2025	✓ 96.88 ✓
Total for Gorman, Elizabeth				\$96.88
Hallahan, Sheila				
08/22/2025	Bill	Medicare B 8/25	08/22/2025	✓ 102.22 ✓
Total for Hallahan, Sheila				\$102.22
Holden, Loretta				
6077384910				
08/22/2025	Bill	Medicare B 8/25	08/22/2025	✓ 102.22 ✓
Total for Holden, Loretta				\$102.22
Ingram Library Services				
800-937-5300 opt 1				
08/22/2025	Bill	89081403	08/22/2025	✓ 387.92 ✓
08/22/2025	Bill	89773334	08/22/2025	✓ 54.99 ✓
08/22/2025	Bill	89773335	08/22/2025	✓ 21.59 ✓
08/22/2025	Bill	89773336	08/22/2025	✓ 21.59 ✓
Total for Ingram Library Services				\$486.09
Litwiller-Sutherby, Kendyl				
08/22/2025	Bill	7/28 & 7/30/25 Mileage	08/22/2025	✓ 80.50 ✓
Total for Litwiller-Sutherby, Kendyl				\$80.50
McPherson, Marcia				
08/22/2025	Bill	Medicare B 8/25	08/22/2025	✓ 102.22 ✓
Total for McPherson, Marcia				\$102.22
Mengel Metzger Barr & Co. LLP				
607-734-4183				
08/22/2025	Bill	539056	08/22/2025	✓ 2,783.42 ✓
Total for Mengel Metzger Barr & Co. LLP				\$2,783.42
Nelson, Jane				
352-751-4547 (h)				
08/22/2025	Bill	Medicare B 8/25	08/22/2025	✓ 102.22 ✓
Total for Nelson, Jane				\$102.22
New York State Unemployment Insurance				

Southern Tier Library System

Unpaid Bills

As of August 22, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
08/22/2025	Bill	2Q25 BR	08/22/2025	✓ 113.36 ✓
Total for New York State Unemployment Insurance				\$113.36
NYSHIP				
08/22/2025	Bill	621	08/22/2025	✓ 14,050.95 ✓
Total for NYSHIP				\$14,050.95
Overdrive				
216-573-6886				
08/22/2025	Bill	01453CO25240993	08/22/2025	✓ 319.67 ✓
08/22/2025	Bill	01453DA25242587	08/22/2025	✓ 328.38 ✓
08/22/2025	Bill	01453CO25245016	08/22/2025	✓ 331.00 ✓
08/22/2025	Bill	01453CO25245975	08/22/2025	✓ 6,319.47 ✓
08/22/2025	Bill	01453DA252478075	08/22/2025	✓ 807.00 ✓
Total for Overdrive				\$8,105.52
Passage, Mary				
08/22/2025	Bill	Medicare B 8/25	08/22/2025	✓ 102.22 ✓
Total for Passage, Mary				\$102.22
Quiggle, Mary Kay				
607-542-0886				
08/22/2025	Bill	Medicare B 8/25	08/22/2025	✓ 102.22 ✓
Total for Quiggle, Mary Kay				\$102.22
Spectrum				
08/22/2025	Bill	240616301 080125	08/22/2025	✓ 425.00 ✓
08/22/2025	Bill	145513901 080125	08/22/2025	✓ 500.00 ✓
08/22/2025	Bill	145511001 080125	08/22/2025	✓ 500.00 ✓
08/22/2025	Bill	254743801 080125	08/22/2025	✓ 438.00 ✓
08/22/2025	Bill	120225701 080125	08/22/2025	✓ 124.98 ✓
08/22/2025	Bill	145510901 080125	08/22/2025	✓ 500.00 ✓
08/22/2025	Bill	145202001 080125	08/22/2025	✓ 425.00 ✓
08/22/2025	Bill	225336201 080125	08/22/2025	✓ 500.00 ✓
08/22/2025	Bill	241109301 080125	08/22/2025	✓ 124.98 ✓
08/22/2025	Bill	224328601 080125	08/22/2025	✓ 425.00 ✓
08/22/2025	Bill	086223501 080125	08/22/2025	✓ 189.98 ✓
Total for Spectrum				\$4,152.94
Verizon Wireless				
800-922-0204				
08/22/2025	Bill	6119890641	08/22/2025	✓ 177.28 ✓
Total for Verizon Wireless				\$177.28
Wigg, Ristina				
607-937-5040				
08/22/2025	Bill	Medicare B 8/25	08/22/2025	✓ 102.22 ✓
Total for Wigg, Ristina				\$102.22
TOTAL				\$41,309.18

Southern Tier Library System

Unpaid Bills
As of August 8, 2025

Handwritten signature and date 8/25

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Acton, Dan				
08/08/2025	Bill	Jan-Jun 2025 Mileage	08/08/2025	327.80 ✓
Total for Acton, Dan				\$327.80
Ambriz, Micoayah				
08/08/2025	Bill	073025 Mileage	08/08/2025	19.80 ✓
Total for Ambriz, Micoayah				\$19.80
Armstrong				
08/08/2025	Bill	0772021-01 8/25	08/08/2025	121.24 ✓
Total for Armstrong				\$121.24
Armstrong Telecommunications				
08/08/2025	Bill	0659804-01 7/25	08/08/2025	210.55 ✓
08/08/2025	Bill	0666050-01 8/25	08/08/2025	152.65 ✓
Total for Armstrong Telecommunications				\$363.20
Baker & Taylor 800-340-5370				
08/08/2025	Bill	NS25070049	08/08/2025	4,361.02 ✓
Total for Baker & Taylor				\$4,361.02
Baker, Kylie				
08/08/2025	Bill	7/10/25 Mileage	08/08/2025	51.80 ✓
Total for Baker, Kylie				\$51.80
Beeman, Robert				
08/08/2025	Bill	070825 Mileage	08/08/2025	67.90 ✓
Total for Beeman, Robert				\$67.90
Blackstone Publishing				
08/08/2025	Bill	2203776	08/08/2025	48.48 ✓
08/08/2025	Bill	2205324	08/08/2025	163.71 ✓
Total for Blackstone Publishing				\$212.20
Casella Waste Services 607-796-2000				
08/08/2025	Bill	2368532	08/08/2025	133.32 ✓
Total for Casella Waste Services				\$133.32
Clearly IP 920-383-3100				
08/08/2025	Bill	INV-195285	08/08/2025	466.48 ✓
Total for Clearly IP				\$466.48
Coming Natural Gas 607-836-3755				
08/08/2025	Bill	Jul 2025	08/08/2025	51.53 ✓
Total for Coming Natural Gas				\$51.53
CPE InterLink 607-734-7888				
08/08/2025	Bill	25-0598	08/08/2025	280.00 ✓
08/08/2025	Bill	25-0772	08/08/2025	420.00 ✓

Southern Tier Library System

Unpaid Bills As of August 8, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
✓ 08/08/2025	Bill	25-2794	08/08/2025	120.00 ✓
Total for CPE InterLink				\$120.00
Dell Marketing LP 800-456-3355				
✓ 08/08/2025	Bill	10819621514	08/08/2025	782.50 ✓
✓ 08/08/2025	Bill	10823911189	08/08/2025	943.00 ✓
Total for Dell Marketing LP				\$1,725.50
Eastern Managed Print Network 315-474-7000				
✓ 08/08/2025	Bill	IN4749230	08/08/2025	1,159.17 ✓
✓ 08/08/2025	Bill	IN4778522	08/08/2025	549.95 ✓
Total for Eastern Managed Print Network				\$1,709.12
Empire Natural Gas 807-656-7851				
✓ 08/08/2025	Bill	WSTLS-0303087	08/08/2025	23.77 ✓
Total for Empire Natural Gas				\$23.77
Energy Cooperative of America				
✓ 08/08/2025	Bill	1089710	08/08/2025	477.01 ✓
Total for Energy Cooperative of America				\$477.01
FirstLight Fiber				
✓ 08/08/2025	Bill	20508729	08/08/2025	913.88 ✓
Total for FirstLight Fiber				\$913.88
Friendly Freds 807-937-6229				
✓ 08/08/2025	Bill	33876	08/08/2025	80.78 ✓
✓ 08/08/2025	Bill	33922	08/08/2025	747.76 ✓
✓ 08/08/2025	Bill	33997	08/08/2025	100.38 ✓
Total for Friendly Freds				\$928.92
Gale/CENGAGE Learning				
✓ 08/08/2025	Bill	999100845810	08/08/2025	28.79 ✓
✓ 08/08/2025	Bill	999100838550	08/08/2025	59.18 ✓
✓ 08/08/2025	Bill	999100832211	08/08/2025	22.39 ✓
✓ 08/08/2025	Bill	999100890841	08/08/2025	25.60 ✓
Total for Gale/CENGAGE Learning				\$135.96
Ingram Library Services 800-937-6300 opt 1				
✓ 08/08/2025	Bill	89319774	08/08/2025	22.18 ✓
✓ 08/08/2025	Bill	89319775	08/08/2025	317.80 ✓
✓ 08/08/2025	Bill	89319776	08/08/2025	222.42 ✓
Total for Ingram Library Services				\$562.40
Isaac Hvac 585-548-1400				
08/08/2025	Bill	3896484	08/08/2025	216.71

Southern Tier Library System

Unpaid Bills

As of August 8, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Total for Isaac Hvaeo				\$216.71
Littler-Sutherby, Kendyl				
08/08/2025	Bill	6/25 & 7/1/25 Mileage	08/08/2025	109.20
08/08/2025	Bill	7/17/25 Mileage	08/08/2025	87.20
Total for Littler-Sutherby, Kendyl				\$178.40
Murphy, Sally Jacoby				
08/08/2025	Bill	7/25 DEI Facilitator	08/08/2025	50.00
Total for Murphy, Sally Jacoby				\$50.00
NYSEG				
08/08/2025	Bill	Jul 2025	08/08/2025	704.28
Total for NYSEG				\$704.28
Overdrive				
218-573-8888				
08/08/2025	Bill	01453DA25210080	08/08/2025	27.50
08/08/2025	Bill	01453CO25210841	08/08/2025	466.23
08/08/2025	Bill	01453CO25210842	08/08/2025	483.93
08/08/2025	Bill	01453CO25210851	08/08/2025	182.49
08/08/2025	Bill	01453CO25210880	08/08/2025	85.50
08/08/2025	Bill	01453DA25215551	08/08/2025	378.46
08/08/2025	Bill	01453DA25220887	08/08/2025	288.73
08/08/2025	Bill	01453CO25222484	08/08/2025	398.93
08/08/2025	Bill	01453CO25222503	08/08/2025	467.54
08/08/2025	Bill	01453CO25222508	08/08/2025	455.95
08/08/2025	Bill	01453CO25224375	08/08/2025	6,302.07
08/08/2025	Bill	01453DA25224883	08/08/2025	75.00
08/08/2025	Bill	01453DA25228251	08/08/2025	349.98
08/08/2025	Bill	01453CO25227918	08/08/2025	24.98
08/08/2025	Bill	01453DA25231191	08/08/2025	60.00
08/08/2025	Bill	01453CO25232404	08/08/2025	1,399.89
08/08/2025	Bill	01453CO25232387	08/08/2025	2,742.88
Total for Overdrive				\$14,183.87
Reiterer & Sons LLC				
607-973-2331				
08/08/2025	Bill	4829	08/08/2025	585.05
Total for Reiterer & Sons LLC				\$585.05
SCRLC				
607-273-9108				
08/08/2025	Bill	7122	08/08/2025	1,753.00
08/08/2025	Bill	7182	08/08/2025	4,385.00
Total for SCRLC				\$6,148.00
Southern Tier Network				
08/08/2025	Bill	6677	08/08/2025	1,000.00
08/08/2025	Bill	6678	08/08/2025	3,250.00

Southern Tier Library System

Unpaid Bills

As of August 8, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
✓ 08/08/2025	BII	8883	08/08/2025	3,845.00 ✓
✓ 08/08/2025	BII	8888	08/08/2025	500.00 ✓
✓ 08/08/2025	BII	8899	08/08/2025	250.00 ✓
✓ 08/08/2025	BII	8703	08/08/2025	250.00 ✓
✓ 08/08/2025	BII	8704	08/08/2025	500.00 ✓
Total for Southern Tier Network				\$9,595.00
Spectrum				
✓ 08/08/2025	BII	240816301 070125	08/08/2025	425.00 ✓
✓ 08/08/2025	BII	146513901 070125	08/08/2025	500.00 ✓
✓ 08/08/2025	BII	146511001 070125	08/08/2025	500.00 ✓
✓ 08/08/2025	BII	254743801 070125	08/08/2025	438.00 ✓
✓ 08/08/2025	BII	120225701 070125	08/08/2025	124.98 ✓
✓ 08/08/2025	BII	146510901 070125	08/08/2025	500.00 ✓
✓ 08/08/2025	BII	146202001 070125	08/08/2025	425.00 ✓
✓ 08/08/2025	BII	225338201 070125	08/08/2025	500.00 ✓
✓ 08/08/2025	BII	241109301 070125	08/08/2025	124.98 ✓
✓ 08/08/2025	BII	224328601 070125	08/08/2025	425.00 ✓
✓ 08/08/2025	BII	086223501 070125	08/08/2025	189.98 ✓
08/08/2025	BII	143884001 071425	08/08/2025	3,248.50
Total for Spectrum				\$7,401.44
Staples Business Credit				
888-753-4103				
✓ 08/08/2025	BII	7005821829	08/08/2025	280.39 ✓
Total for Staples Business Credit				\$280.39
TERACAI				
315-883-3500				
✓ 08/08/2025	BII	CI45896	08/08/2025	4,410.00 ✓
Total for TERACAI				\$4,410.00
Verizon Wireless				
800-922-0204				
✓ 08/08/2025	BII	8117370362	08/08/2025	177.28 ✓
Total for Verizon Wireless				\$177.28
WEX Bank				
✓ 08/08/2025	BII	106348982	08/08/2025	1,591.71 ✓
Total for WEX Bank				\$1,591.71
TOTAL				\$58,933.54

LM
7/23/25

Southern Tier Library System

Unpaid Bills
As of July 25, 2025

LT
7/23/25

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Brown, Lorie				
07/25/2025	Bill	Medicare B 7/25	07/25/2025	✓ 102.22 ✓
Total for Brown, Lorie				\$102.22
Button, Vickie				
07/25/2025	Bill	Medicare B 7/25	07/25/2025	✓ 102.22 ✓
Total for Button, Vickie				\$102.22
English, Darleen				
607-368-9157				
07/25/2025	Bill	Medicare B 7/25	07/25/2025	✓ 102.22 ✓
Total for English, Darleen				\$102.22
Erie Insurance Company				
800-458-0811				
07/25/2025	Bill	Jul/Aug 2025	07/25/2025	✓ 3,893.32 ✓
Total for Erie Insurance Company				\$3,893.32
Excellus BC BS				
07/25/2025	Bill	Aug 2025	07/25/2025	✓ 5,818.61 ✓
07/25/2025	Bill	Aug 2025 Den	07/25/2025	✓ 310.00 ✓
Total for Excellus BC BS				\$6,128.61
First Bankcard				
1-800-819-4249				
07/25/2025	Bill	4418229218409335725	07/25/2025	✓ 61.24 ✓
07/25/2025	Bill	4418229257566235725	07/25/2025	✓ 1,814.11 ✓
07/25/2025	Bill	4418229267194929725	07/25/2025	✓ 585.39 ✓
07/25/2025	Bill	4418229234327727725	07/25/2025	✓ 38.00 ✓
07/25/2025	Bill	4418226404723628725	07/25/2025	✓ 76.07 ✓
07/25/2025	Bill	4418226412675992725	07/25/2025	✓ 192.08 ✓
07/25/2025	Bill	4418226439326439725	07/25/2025	✓ 99.47 ✓
07/25/2025	Bill	4418226436631229725	07/25/2025	✓ 89.18 ✓
Total for First Bankcard				\$2,955.54
Hallahan, Sheila				
07/25/2025	Bill	Medicare B 7/25	07/25/2025	✓ 102.22 ✓
Total for Hallahan, Sheila				\$102.22
Hanley, Marianne				
07/25/2025	Bill		08/24/2025	✓ 375.00 ✓
Total for Hanley, Marianne				\$375.00
Holden, Loretta				
6077384910				
07/25/2025	Bill	Medicare B 7/25	07/25/2025	✓ 102.22 ✓
Total for Holden, Loretta				\$102.22
McPherson, Marcia				
07/25/2025	Bill	Medicare B 7/25	07/25/2025	✓ 102.22 ✓
Total for McPherson, Marcia				\$102.22
Nelson, Jane				

Southern Tier Library System

Unpaid Bills As of July 25, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
352-751-4547 (h)				
07/25/2025	Bill	Medicare B 7/25	07/25/2025	✓ 102.22 ✓
Total for Nelson, Jane				\$102.22
NYSHIP				
07/25/2025	Bill	620	07/25/2025	✓ 13,388.93 ✓
Total for NYSHIP				\$13,388.93
Passage, Mary				
07/25/2025	Bill	Medicare B 7/25	07/25/2025	✓ 102.22 ✓
Total for Passage, Mary				\$102.22
Quiggle, Mary Kay				
607-542-0886				
07/25/2025	Bill	Medicare B 7/25	07/25/2025	✓ 102.22 ✓
Total for Quiggle, Mary Kay				\$102.22
Wigg, Ristiina				
607-937-5040				
07/25/2025	Bill	Medicare B 7/25	07/25/2025	✓ 102.22 ✓
Total for Wigg, Ristiina				\$102.22
TOTAL				\$27,763.60

Southern Tier Library System

Unpaid Bills
As of July 11, 2025

h in
7/9/25

7/10/25

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Armstrong				
07/11/2025	Bill	0772021-01 7/25	07/11/2025	121.31 ✓
Total for Armstrong				\$121.31
Armstrong Telecommunications				
07/11/2025	Bill	0668050-01 725	07/11/2025	152.65 ✓
Total for Armstrong Telecommunications				\$152.65
Barr, Mathilde				
07/11/2025	Bill	Apr-Jun 2025 Mileage	07/11/2025	240.10 ✓
Total for Barr, Mathilde				\$240.10
Blackstone Publishing				
07/11/2025	Bill	2201580	07/11/2025	148.44 ✓
Total for Blackstone Publishing				\$148.44
CDW-G				
07/11/2025	Bill	AE5849C	07/11/2025	119.94 ✓
Total for CDW-G				\$119.94
Clearly IP				
920-383-3100				
07/11/2025	Bill	INV-189437	07/11/2025	414.20 ✓
Total for Clearly IP				\$414.20
Corning Natural Gas				
807-938-3755				
07/11/2025	Bill	Jun 2025	07/11/2025	92.59 ✓
Total for Corning Natural Gas				\$92.59
Dell Marketing LP				
800-458-3355				
07/11/2025	Bill	10812588470	07/11/2025	802.67 ✓
Total for Dell Marketing LP				\$802.67
Gale/ENGAGE Learning				
07/11/2025	Bill	999100802372	07/11/2025	80.78 ✓
07/11/2025	Bill	999100805857	07/11/2025	44.79 ✓
07/11/2025	Bill	999100813540	07/11/2025	29.59 ✓
Total for Gale/ENGAGE Learning				\$155.16
Ingram Library Services				
800-937-5300 opt 1				
07/11/2025	Bill	88902827	07/11/2025	144.98 ✓
07/11/2025	Bill	88902828	07/11/2025	288.40 ✓
Total for Ingram Library Services				\$433.38
Multi Media Services				
807-938-3188				
07/11/2025	Bill	95223	07/11/2025	510.73 ✓
Total for Multi Media Services				\$510.73
TYSEG				
07/11/2025	Bill	Jun 2025	07/11/2025	642.48 ✓

Southern Tier Library System

Unpaid Bills

As of July 11, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Total for NYSEG				\$842.48 ✓
Overdrive				
218-573-6888				
07/11/2025	BN	01453CO25198570	07/11/2025	344.22 ✓
07/11/2025	BN	01453CO25198571	07/11/2025	291.98 ✓
07/11/2025	BN	01453CO25198528	07/11/2025	1,419.87 ✓
07/11/2025	BN	01453CO25198523	07/11/2025	2,072.17 ✓
07/11/2025	BN	01453DA25198498	07/11/2025	448.88 ✓
07/11/2025	BN	01453DA25200020	07/11/2025	35.25 ✓
07/11/2025	BN	01453CO25201389	07/11/2025	1,099.27 ✓
07/11/2025	BN	01453CO25201372	07/11/2025	1,911.18 ✓
07/11/2025	BN	01453CO25201457	07/11/2025	253.29 ✓
07/11/2025	BN	01453CO25201470	07/11/2025	101.88 ✓
07/11/2025	BN	01453MG25201961	07/11/2025	17,500.00 ✓
07/11/2025	BN	01453CO25202877	07/11/2025	841.42 ✓
Total for Overdrive				\$28,417.10
Pitney Bowes				
800-243-7824				
07/11/2025	BN	3320928888	07/11/2025	476.97 ✓
Total for Pitney Bowes				\$476.97
Southern Tier Network				
07/11/2025	BN	8830	07/11/2025	1,000.00 ✓
07/11/2025	BN	8831	07/11/2025	3,250.00 ✓
07/11/2025	BN	8838	07/11/2025	3,845.00 ✓
07/11/2025	BN	8841	07/11/2025	500.00 ✓
07/11/2025	BN	8852	07/11/2025	250.00 ✓
07/11/2025	BN	8858	07/11/2025	250.00 ✓
07/11/2025	BN	8857	07/11/2025	500.00 ✓
Total for Southern Tier Network				\$8,595.00
WEX Bank				
07/11/2025	BN	105703144	07/11/2025	1,445.23 ✓
Total for WEX Bank				\$1,445.23
TOTAL				\$41,847.95

Deposit Summary

09/03/2025

Summary of Deposits to Cash - Money Market on 09/04/2025

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
1312	Check	Arkport	Payroll reimbursement	2377.20
1311	Check	Arkport	Payroll reimbursement	1928.61
8693	Check	Rushford	PT/phone	68.55
5768	Check	Fillmore	Pass Thru	22.19
7563	Check	Cohocton	Pass Thru	125.00
5326	Check	Almond	Pass Thru	23.19
4322	Check	Montour Falls	Dark Fiber	300.00
1574	Check	Alfred	Pass Thru	375.00
4230036247	Check	Individual	Donation on behalf of Cardinal Health from Blackbaud Giving Fund	200.00
DEPOSIT SUBTOTAL				5419.74
LESS CASH BACK				
DEPOSIT TOTAL				5419.74

Deposit Summary

[Signature]
8/27/2025

08/20/2025

Summary of Deposits to Cash - Money Market on 08/20/2025

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
5923	Check	Whitesville	Pass Thru/phone	41.10
1600	Check	Wellsville	Dark Fiber	450.00
1275	Check	Foundation For Southern Tier Libraries	Pass Thru	103.55
7556	Check	Cohocton	Pass Thru & IT Contracts	1532.50
4592	Check	Odessa	Dark Fiber	330.00
9368	Check	Cleary, Jule	Health Ins	81.95
DEPOSIT SUBTOTAL				2539.10
LESS CASH BACK				
DEPOSIT TOTAL				2539.10

Deposit Summary

Handwritten signature and date:
8/19/25

08/12/2025

Summary of Deposits to Cash - Money Market on 08/07/2025

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
	ACH	NYS	Supplemental Aid-2025	138463.00
	ACH	NYS	Basic Aid-2025	934607.00
DEPOSIT SUBTOTAL				1073070.00
LESS CASH BACK				
DEPOSIT TOTAL				1073070.00

Deposit Summary

ST
8/19/25

08/12/2025

Summary of Deposits to Cash - Money Market on 08/07/2025

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
	ACH	NYS	LSSA-2025	102773.00
	ACH	NYS	LLSA-2025	114208.00
DEPOSIT SUBTOTAL				216981.00
LESS CASH BACK				
DEPOSIT TOTAL				216981.00

- SEE ATTACHED NOTE

Deposit Summary

8/19/25

08/04/2025

Summary of Deposits to Cash - Money Market on 08/04/2025

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
2914	Check	Howard	Dark Fiber	330.00
4373	Check	Friendship	Dark Fiber	399.00
1842	Check	Hornell	Dark Fiber & VoIP	513.00
8688	Check	Rushford	PT phone	60.60
1570	Check	Alfred	PT & IT Contract	1693.00
14139	Check	Dundee	Pass Thru	23.19
DEPOSIT SUBTOTAL				3018.79
LESS CASH BACK				
DEPOSIT TOTAL				3018.79

Deposit Summary

Handwritten signature and date:
7/29/2025

07/28/2025

Summary of Deposits to Cash - Money Market on 07/28/2025

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
80321	Check	Andover	Dark Fiber	300.00
80078	Check	Canisteo	Dark Fiber	300.00
14121	Check	Dundee	Dark Fiber & VoIP	507.00
7239	Check	Richburg	Dark Fiber	165.00
4312	Check	Angelica	Dark Fiber	420.00
3217	Check	Jasper	Dark Fiber	255.00
DEPOSIT SUBTOTAL				1947.00
LESS CASH BACK				
DEPOSIT TOTAL				1947.00

Deposit Summary

Summary of Deposits to Cash - Money Market on 07/21/2025

07/21/2025

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
5623	Check	Corning	Dark Fiber & VoIP	633.00
8240	Check	Bath	Dark Fiber	345.00
4908	Check	Addison	Dark Fiber	300.00
1307	Check	Arkport	Dark Fiber	216.00
1308	Check	Arkport	Shared Svc	400.00
1306	Check	Arkport	Workers Comp	11.54
5919	Check	Whitesville	Dark Fiber & PT/Phone	281.16
10285	Check	Branchport	Dark Fiber	240.00
207	Check	Rushville	Dark Fiber	345.00
4582	Check	Odessa	Pass Thru	12.74
247	Check	Watkins Glen	Dark Fiber	300.00
7508	Check	CCLD-Elmira	Dark Fiber, VoIP, & PT	4452.18
		Wayland	Dark Fiber	450.00
6285	Check	Wayland	VoIP	210.00
6284	Check	Wayland	Dark Fiber	450.00
15193	Check	Penn Yan	Cost Share, Dark Fiber, & VoIP	37108.00
8686	Check	Rushford	Pass Thru	23.17
5315	Check	Almond	Dark Fiber	420.00
DEPOSIT SUBTOTAL				46197.79
LESS CASH BACK				
DEPOSIT TOTAL				46197.79

Deposit Summary

FO
7/10/2025

07/10/2025

Summary of Deposits to Cash - Money Market on 07/10/2025

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
8680	Check	Rushford	PT/Phone	60.60
16406	Check	Cuba	Dark Fiber & VoIP	633.00
5232	Check	Bolivar	Dark Fiber	276.00
4362	Check	Friendship	Pass Thru	23.17
80075	Check	Canisteo	Dark Fiber	300.00
5040	Check	Rogers, Pam	Health Insurance	245.85
3689	Check	Avoca	Dark Fiber	330.00
9365	Check	Clary, Julie	Health Insurance	81.95
DEPOSIT SUBTOTAL				1950.57
LESS CASH BACK				
DEPOSIT TOTAL				1950.57

Deposit Summary

7/15/2025

07/14/2025

Summary of Deposits to Cash - Money Market on 07/14/2025

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
1121	Check	Prattsburgh	Dark Fiber	300.00
1565		Alfred	Dark Fiber, IT Contracts, & PT	2151.67
3917	Check	Savona	Dark Fiber	300.00
5752	Check	Fillmore	Dark Fiber	450.00
1005	Check	Belfast	Dark Fiber & PT	459.41
4634	Check	Canaseraga	Dark Fiber	420.00
4672	Check	Atlanta	Dark Fiber	300.00
5727	Check	Scio	Dark Fiber	225.00
7544	Check	Cohocton	Dark Fiber	300.00
13111	Check	Pulteney	Dark Fiber	270.00
6986	Check	South Central Regional Library Council	25/26 Digitization Grant	4500.00
DEPOSIT SUBTOTAL				9676.08
LESS CASH BACK				
DEPOSIT TOTAL				9676.08

DEFERRED COMPENSATION PLAN

**Southern Tier Library System Adoption Of
The State of New York Deferred Compensation Plan**

WHEREAS, the Southern Tier Library System wishes to adopt the Deferred Compensation Plan for Employees of the State of New York and Other Participating Public Jurisdictions (the "Plan") for the voluntary participation of all eligible employees; and

WHEREAS, the Southern Tier Library System is a local public employer eligible to adopt the Plan pursuant to Section 5 of the State Finance Law; and

WHEREAS, the Southern Tier Library System has reviewed the Plan established in accordance with Section 457 of the Internal Revenue Code and Section 5 of the State Finance Law of the State of New York; and

WHEREAS, the purpose of the Plan is to encourage employees to make and continue careers with the Southern Tier Library System by providing eligible employees with a convenient and tax-favored method of saving on a regular and long-term basis and thereby providing additional funds for their retirement;

NOW, THEREFORE, it is hereby:

RESOLVED, that the Southern Tier Library System hereby adopts the Plan for the voluntary participation of all eligible employees; and it is further

RESOLVED, that the appropriate officials of the Southern Tier Library System are hereby authorized to take such actions and enter such agreements as are required or necessary for the adoption, implementation, and maintenance of the Plan; and it is further

RESOLVED, that the Administrative Services Agency is hereby authorized to file copies of these resolutions and other required documents with the President of the State of New York Civil Service Commission.



Phone: 607-962-3141

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

STLS CODE _____

Financial
Clerk _____

Auditor _____

Purchase Order

Vendor:

SIRSI CORPORATION

Purchase Order # **7726**Date: 9/5/25

Requested/Ordered By:	Order Date:	Confirmation No.:	STLS Expense Code	Ship Via
KAB	9/5/25		5407-IT-125N/A	

Quantity	Item	Description	Unit Price	Total
1		SIRSI ILS SOFTWARE MAINTENANCE RENEWAL 2025-2026 SOG ATTACHED		83,388.37
		"SOG" OR SOG SOURCE PACKAGE" PRIOR CONTRACTS AND TECHNICAL CONSIDERATIONS		

Subtotal **83,388.37**

Tax Exempt

Shipping

Miscellaneous

Balance Due

Division Head Approval

DIRECTOR OF IT

Title

Executive Director

AUTHORIZED SIGNATURE

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



SirsiDynix[®]

Invoice

Page 1
Invoice INV20201
Date 13-Aug-2025

Sirsi Corporation
3300 North Ashton Blvd Ste 500
Lehi, UT 84043
Phone 1-800-288-8020

Bill To: Southern Tier Library System

9424 Scott Road
Painted Post, New York 14870

Reference #	Due Date
	12-Oct-2025

Description	Amount
API BLUECloud Analytics Debt Collection Enriched Content Enterprise eResource Central Materials Booking SIP-NCIP SirsiDynix Core Web Services ----- This invoice covers the 2025-2026 maintenance period	

Invoice Currency is USD

For questions or concerns, please contact:
@ AccountsReceivable@sirsidynix.com
Or call 1-800-288-8020

Subtotal	\$83,388.34
Tax	\$0.00
Total	\$83,388.34

Payment by bank transfer to:
Account Name: Sirsi Corporation
Bank Name & Address: Wells Fargo Bank, 299 S.
Main Street, Salt Lake City, UT 84111
Account #: 4121523732
ABA: 121000248
Swift #: WFBUIUS65

Payment by check to:
Name: Sirsi Corporation
Address: #774271 PO Box 854271, Minneapolis, MN
55485-4271

Attention Canadian customers: Tax breakdowns are included in the body of the email this invoice was sent on.

SirsiDynix is an Affirmative Action/Equal Opportunity employer and is proud to have a drug-free environment.
International Customers: These commodities, technology or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to U.S. law prohibited. Upon payment of this invoice, Customer agrees that SirsiDynix shall have the right to aggregate and retain non-personally identifiable data.

If paying by wire please reference the invoice number on your bank instructions.



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

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

Win for the Month

Southern Tier Library System's Appalachian Regional Commission Application for Allegany County was approved by the Southern Tier West Regional Planning Board in the amount of \$138,798 for a total project cost of \$277,596 to expand digital literacy training across the library system and upgrade conference room technologies for community members.

Bulleted List of Current Projects

- Reviewing 14 NYS Public Library Construction Aid Applications for Member Libraries
- Planning for the Annual Meeting with STLS Staff and Board of Trustees
- Working on 2024 Appalachian Regional Commission Grant for Chemung, Schuyler, and Steuben counties

Meetings Attended/Facilitated

- Allegany County Directors Association Meeting
- STLS Director's Advisory Council Meeting
- Southern Tier Digital Equity Coalition Meeting
- Public Library System Director's Organization Meeting
- STLS DAC ILS Add on Committee Meeting
- STLS Digital Advisory Group Meeting

Continuing Education Engagement

- Public Library System Director's Organization Conference with a focus on leadership
- Trustee Handbook Book Club – Recruiting and Retaining Quality Employees

Member or System Visits

- | | |
|-------------------------------|------------------------------------|
| • Essential Club Free Library | • EB Pert Memorial Library |
| • Dundee Library | • Pulteney Free Library |
| • Arkport Public Library | • Modeste Bedient Memorial Library |
| • Alfred Box of Books Library | |

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

July & August 2025 Monthly Report

During the months of July and August 2025, Erika Jenns worked in partnership with the Program Consultant and Engagement Consultant to plan for Library Card Sign-Up Month. STLS will host seven showings of the PBS documentary *Free for All: The Public Library* at libraries and movie theaters across the region during the month of September. Erika and the Program Consultant met with staff at the David A. Howe Library to plan a showing at the library and with board members and staff at the Southeast Steuben County Library to plan a showing in the Corning community.

Erika had consultations with member library staff and boards throughout July and August. She met with the library director and a staff member at the EJ Cotrell Memorial Library to work on the library's website. Erika joined the Executive Director at a joint board meeting between the Pulteney Free Library and the Fred & Harriett Memorial Library to discuss funding referendums. And, she provided trustee training for the board at the Wayland Free Library.

Erika gave presentations at two conferences in August. She attended the PULISDO Conference in Utica at the Mid York Library System and presented on the Department of Justice ruling on web accessibility and the impacts of the ruling on member libraries. She also attended the OverDrive Digipalooza conference in Cleveland and presented on the STARQuest Library Tour and use of OverDrive promotional tools for an audience of over 450 attendees.

Erika worked with the ILS Manager to develop a guidance document for member libraries on AI-generated materials. They also met with staff from the Nassau Library System to review the guidance document created by NLS for their members and organized a workshop for STLS members which will be led by NLS staff in October.

In partnership with the Director of IT, ILS Manager, and Executive Director, Erika investigated platforms for sending emails and text messages from the ILS. Erika met with a representative from Patron Point to secure software demos that could be shared with the working group. She communicated with the representative to seek answers to questions from the group, and participated in meetings to discuss the platforms being considered.

Other July & August activities included:

- Participated in discussions around the conclusion of interlibrary loan services through the South Central Regional Library Council and exploration of new service options.
- Participated in meetings for the development of the South Central Regional Library Council's new plan of service.
- Participated in a Public Library Association Membership Committee meeting as a new member of the committee.

- Attended the New York Library Association's Meet the President event at the South Central Regional Library Council.
- Collaborated with the Engagement Consultant and Administrative Assistant to review the 2024 Annual Statistical Report before the final draft was sent to the printer.
- Organized a Basic Book Repair for Libraries webinar, in collaboration with the Outreach & Sustainability Consultant, which was attended by 15 member libraries.
- Coordinated a meeting between members of the Division of Librarianship and the Executive Director to discuss the results of the delivery survey, as well as delivery services broadly, program resource kits, and rotating collections.
- Prepared speaker agreements for Gather & Grow presenters.
- Participated in final meeting with the STLS auditor.

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

Keturah visited the Greenwood Reading Center to consult on a grant writing project.

Keturah attended the Allegany County Senior Picnic where she tabled with the directors of the Cuba and Belfast Libraries. She spoke with between 400-500 people at the event and distributed STLS brochures, information about STLS resources, and STLS pens.

Keturah participated in a SCRLC Regional Conversation to help SCRLC develop their updated Plan of Service.

Keturah met with the Adult Services librarian from the Penn Yan Library to consult about a Sustainability project.

Keturah attended a ribbon cutting for the new mural at the Big Flats Library.

Keturah attended the ILS meeting, the Training Team meeting, the bimonthly Outreach Coordinators meeting organized by DLD, the PLA EDISJ Committee meeting, the ALA Council Special Meeting, the Division of Librarianship meeting, the Path to Belonging meeting, the NYLA Council meeting, the Triple M monthly meeting, the DEI Discussion Group, and the monthly Outreach Coordinators discussion group.

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

Win for the Month

All member libraries sent in their Make Your Mark tracking sheets tallied, alerting us that there was 1009 bookmark submissions system wide. This was a huge win for me, because my original goal for this

project was to receive 500 submissions. I'm really proud of the work our members did in promoting and executing the contest to get us to that number.

Bulleted List of Major Projects

- Make Your Mark: Bookmark finalists were sent in from member libraries and STLS held an internal vote to narrow bookmarks down to the top 20. A survey went out to all 48 libraries to be shared with their communities to vote on the final 20 and help us pick 4 bookmarks to print and distribute amongst the members.
- Library Card Sign Up Month: Final details for screening information, and library communication happened throughout the month. Panelists have been selected to host the Q&A sessions at each event and social media promotion has begun.
- The Great Give Back (GGB): Survey went out to member libraries to gauge their participation in this year's GGB program. So far, we have 32 members signed up to participate in this year's programming. We also hosted a webinar with the program runner to remind members of the goals, and introduce newer staff to the program.
- Summer Programming Statistics: Received the 2025 report from the state, and created an accessible form for member libraries to complete. All summer programming statistics are due to the system by September 15th.

Meetings Attended/Facilitated

- Meeting Attended
 - Monday Morning Meetup
 - SCRLC Resource Sharing Advisory Committee
 - Division of Librarianship
 - Delivery Meeting
 - DEI Committee Meeting
- Meeting Facilitated
 - The Great Give Back Webinar
 - Trustee Open Hours for Bookmark voting

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.

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

Here is our monthly ILS Team report for July and August of 2025:

E-rate

- Worked with the Belmont Director and Spectrum staff to update billing address of new fiber connection in Belmont

ILS

- I visited Middlesex one last time to wrap up their automation project
- We continued working on an Update Existing LoT Items Project, including virtual meetings with libraries and updates to library hold and circulation policies, Casey also presided over a Library of Things Advisory Group meeting
- I visited Hector, Arkport and Dundee to provide New Director ILS Training

- We continued work on the DAC Circ Committee system-wide project to clean up old and outdated patron notes and comments
- We presented a quarterly ILS/IT Workshop with IT Staff
- The Assistant Director, Director of Librarianship, and I met with staff from the Nassau Library System to discuss AI-generated materials being purchased by libraries and the best ways to provide guidance to our members on this topic. It was very timely, as we had 2 titles submitted that Casey flagged as being likely AI-generated - we confirmed they were, and the library followed our recommendation to remove them from the catalog. We also shared documentation on this topic, created by the Director of Librarianship, at our ILS Meeting, where it was well-received and appreciated
- Kylie visited Pulteney, Whitesville and Rushford to provide assistance with cataloging items not currently in the catalog. She also visited West Elmira to provide training on Blue Cloud Analytics and Arkport to provide Item Maintenance training
- During the week of August 25th, our team worked closely with SirsiDynix Support staff to identify and resolve an indexing issue that was preventing the search of a number of titles in the catalog
- Kylie coordinated a large item barcode and patron card order for member libraries
 - Turnaround time of 8 working days for unopened “normal” cataloging Help Desk requests - we are just below our goal of a 1-week turnaround time, which is typical for this time of year, as now through November is the busiest publishing season of the year. Checkout STARCcat (and Libby) for lots of interesting new titles!

General STLS

- Our team happily coordinated the STLS End of Summer Cookout - we were thankful for the opportunity to share a meal and have fun with our coworkers!