

STLS BOARD MEETING

Tuesday, December 16, 2025 - 2:00 pm

Southern Tier Library System, Painted Post, NY 14870

**AGENDA**

- | | | | |
|----|--|----------------------|---------------------|
| 1. | Agenda | | Doc. #25-124 |
| 2. | Approval of Minutes – November 2025 | *FOR APPROVAL | Doc. #25-125 |
| 3. | Treasurer’s Report – November 2025 | *FOR APPROVAL | Doc. #25-126 |
| 4. | Financial Clerk’s Report – November 2025 | *FOR APPROVAL | Doc. #25-127 |

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

COMMITTEE REPORTS

- | | | | |
|----|--|-----------|---------------------|
| 5. | Executive Committee – Kathy Green | | |
| 6. | Personnel & Policies Committee – Barbara Hubbell | (Minutes) | Doc. #25-128 |
| | (Proposed IT Procurement & Vendor Selection Policy) | | Doc. #25-129 |
| 7. | Finance & Facilities Committee – Sisi Barr | (Minutes) | Doc. #25-130 |
| 8. | Public Relations Committee – Lynnette Decker | (Minutes) | Doc. #25-131 |
| 9. | Foundation for Southern Tier Libraries – Louise Richardson | (Minutes) | Doc. #25-132 |

BOARD ACTIONS

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|-----|---|-----------------------|---------------------|
| 10. | <u>Expenditure Approvals -Monthly Unpaid Bills Detail</u> | * FOR APPROVAL | Doc. #25-133 |
|-----|---|-----------------------|---------------------|

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

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

- | | | | |
|-----|--|-----------------------|---------------------|
| 11. | <u>Receipt Approvals – Monthly Deposit Summary</u> | * FOR APPROVAL | Doc. #25-134 |
|-----|--|-----------------------|---------------------|

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:			

12. Proposed 2025/2026 Executive Director's Performance Objectives

*** FOR APPROVAL** **See Doc. #25-113** from November 2025 Board Meeting Packet

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed Executive Director's Performance Objectives as presented at the November 18, 2025 board meeting, and considers any revisions incorporated during board meeting discussion.

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

13. Approve Proposed Facilities Policy Revisions

*** FOR APPROVAL** **See Doc. #25-116** from November 2025 Board Meeting Packet

Personnel & Policies Committee and Finance & Facilities Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the Facilities Policy as presented at the November 18, 2025 board meeting, and considers any revisions incorporated during board meeting discussion.

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

14. Approve Proposed Executive Director's Salary

Personnel and Policies Committee Recommendation: The STLS Board of Trustees approves the Executive Director's salary of \$139,637.00 for Brian Hildreth retroactive to September 16, 2025 based on the successful completion of his 2024/2025 performance evaluation.

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

15. Approve 2025 Library System Mid-Year Budget Revisions

*** FOR APPROVAL** **See Doc. #25-115** from November 2025 Board Meeting Packet

Executive Director Recommendation: The STLS Board of Trustees approves the 2025 STLS Library System Mid-Year Budget Revisions as originally presented during the November 18 2025 board meeting, and considers any revisions incorporated during board meeting discussion.

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

16. Authorize Filing of IRS Form 990 for the 2024 Fiscal Year

*** FOR APPROVAL** **See Doc. #25-117** from November 2025 Board Meeting

Executive Director Recommendation: The STLS Board of Trustees authorizes the Executive Director to file IRS Form 990 for the 2024 fiscal year as presented at the November 18, 2025 board meeting on behalf of STLS.

Move: _____ Aye _____ Nay _____ Approved/Failed Discussion:	Second _____ Abstain _____ Absent _____
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17. Proposed 2026 Executive Committee – Officers of the Board

Nominating Committee Recommendation: The STLS Board of Trustees approves the proposed 2026 Executive Committee – Officers of the Board for the 2026 Fiscal year. Committee Recommendation includes Louise Richardson (President), Lynnette Decker (Vice President), Barbara Hubbell (Secretary), Sisi Barr (Treasurer), and Kathy Green (Designated Trustee).

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

- 18. Old Business
- 19. New Business
- 20. Library Networking
- 21. President’s Report
- 22. Executive Director’s Report (Monthly Division Reports) **Doc. #25-135**

Public Expression (15 minutes)
 Adjournment

Next meeting: Southern Tier Library System, 9424 Scott Rd., Painted Post, NY – January 20, 2026 at 2:00 p.m.

Staff Appreciation Luncheon: January 20, 2026 at 12:30 pm at STLS

Trustee Training:

Following the December 2025 meeting: Annual Harassment Prevention Training

STLS BOARD MEETING
Tuesday, November 18, 2025 - 2:00 pm
Southern Tier Library System, Painted Post, NY 14814

MINUTES**TRUSTEES PRESENT:**

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

Excused: Richard Ahola – 2027, Richard Urban – 2029
 Vacant Chemung County Seat – 2027, Vacant Schuyler County Seat – 2028

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

Guest – Erika Jenns – Assistant Director – STLS, Haleigh Mikolajczyk - Programming Consultant - STLS

President K Green called the meeting to order at 2:03 pm

Presentation: Haleigh Mikolajczyk – Make Your Mark – STLS Public Awareness Recap

H Mikolajczak spoke about various programs she has worked on. The first was the “Make Your Mark” bookmark design contest. The second was the Free For All movie screenings, which occurred throughout the library system. The third was the Great Give Back. She summed up the purpose of each program and highlighted their successes.

1. AGENDA***FOR APPROVAL****Doc.#25-103****Received and Filed**

The agenda was approved

2. Approval of Minutes – September 2025***FOR APPROVAL****Doc. #25-104****Received and Filed**

The September 2025 minutes were approved.

3. Approval of Annual Meeting Minutes – October 2025***FOR APPROVAL****Doc. #25-105****Received and Filed**

The 2025 Annual Meeting minutes were approved.

4. Treasurer's Report – September 2025 *FOR APPROVAL Doc. #25-106
Received and filed

S Barr reported that the cash flow for STLS is consistent. STLS assets are about \$1500.00 more than this time last year and October's report is almost the same as this time last year.

5. Financial Clerk's Report – September 2025 *FOR APPROVAL Doc. #25-107
Received and Filed

B Hildreth stated that the remainder of state aid came in in September. B Hildreth noted that the Central Library Services Aid has also come in, as reflected in line item 4725, Grants Revenue. Instead of passing the funds to CCLD to distribute, STLS will directly distribute the funds. B Hildreth informed the Board that STLS paid for cyber security licenses, paid Sirsi Dynix the agreed upon contract amount. There was also spending related to the Digipalooza Conference and NYLA Conference registrations

6. 3rd Quarter Profit-Loss Statement – September 2025 *FOR APPROVAL
Doc. #25-108
Received and Filed

For income, B Hildreth reported that all state aid has come in except for 10%, which will be coming soon. It is local support aid. Line item 4724, Member Library IT Contracts, is about \$10,000.00 short right now. That deficit will be made up with fourth quarter billing.

B Hildreth stated there was nothing of note to report on for expenses.

7. 3rd Quarter Claims Auditor Report – September 2025 *FOR APPROVAL
Doc. #25-109
Received and Filed

L Richardson stated everything on the Claims Auditor report was in order. There was nothing additional to report.

8. Treasurer's Report – October 2025 *FOR APPROVAL Doc. #25-110
Received and Filed

S Barr stated that the October 2025 Treasurers report was combined with the September 2025 Treasurers report. See item 4 in the minutes for the report.

9. Financial Clerk's Report – October 2025 *FOR APPROVAL Doc. #25-111
Received and Filed

B Hildreth reported that the income recorded in line item 4721, E-Rate Funding, is the amount the federal government owed us for the period of January -June 2025. STLS will get reimbursed for E-Rate expenses for July-December 2025 in 2026.

For expenses, B Hildreth reported on line item 5427, Programming and Annual Conference. The expenses incurred with this line item were for the STLS Annual Meeting, which took place on October 3, 2025.

Standing Committee Reports –

10. Executive Committee- K Green

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

11. Personnel & Policies Committee – Barbara Hubbell (Minutes)Doc.#25-112

(Proposed 2025-2026 Executive Director's Performance Objectives)Doc.#25-113

B Hubbell stated the Public Communications Policy is up for vote today and asked the Board to please review the Finance Policy for a December Vote. The committee has yet to review the IT Procurement Policy, but it will in the coming months.

B Hildreth discussed the Right of Use Library Card Application Information Policy. He explained what it is and the importance to have a policy in place. The service will not go live until later in 2026. The organizational chart will also be reviewed, in the coming months, due to the vacant IT Network Specialist position.

***** Move to go into Executive Session to discuss the Executive Director's Performance Objectives. Motion to start the session was by B Hubbell and seconded by L Decker. Motion to end the session was by S Barr and seconded by B Gorman. Executive session started at 2:29 pm. Executive session ended at 2:42 pm. *****

12. Finance & Facilities Committee – Sisi Barr

Doc.#25-114

(Preliminary 2025 Mid-Year Budget Revisions) Doc.#25-115

(Facilities Policy) Doc.#25-116

(2024 IRS 990 Filing) Doc.#25-117

S Barr stated the committee reviewed the 2025 mid-year budget revisions. There is a possibility of a \$40,000.00 increase in pension benefits for 2026. Because of this, and other increases, if there is flat funding, STLS will have an \$89,000.00 deficit.

B Hildreth stated that there could be an increase to pension costs. Money was saved in a reduction of salary costs. This is due to the Delivery Driver position that was not filled and the vacant position in IT. There were also unexpected expenses, such as an unanticipated increase in utility costs and vehicle maintenance and repairs on aging delivery vans. Unfortunately, there is no news on the UDSA grant that was going to be used to purchase new delivery vans. There will also be, at least, a 11% increase to the cost of health insurance. Overall, B Hildreth stated that STLS is still in a good financial position (similar to the financial position STLS was in in 2017). STLS did a good job with cost control.

For the proposed budget, B Hildreth is now proposing flat funding in state revenue. STLS is still in a position to make good on service commitments. The IT department has also agreed to take on additional work to help administer the ARC grants. By doing this, the anticipated \$80,000.00 deficit will be reduced to a \$50,000.00 deficit.

13. Public Relations Committee – L Decker

L Decker reported that the "I Love My Library" campaign will kick off. It will be comprised of postcards, emails and phone calls. There will be a bus for Advocacy Day on February 3, 2026. The committee reviewed the overall outcomes of the Annual Meeting. All construction aid applications have been

submitted. Upcoming, there are empty seats on the STLS board that will need to be filled. The staff luncheon will be held on January 20, 2026 at STLS.

14. Nominating Committee – B Gorman

2026 STLS Slate of Officers for the Executive Committee

President - Louise Richardson

VP - Lynnette Decker

Treasurer - Sisi Barr

Secretary - Barbara Hubbell

Past-President – Kathy Green

B Gorman stated that the positions will be voted on at the December 2025 board meeting.

15. Foundation for Southern Tier Libraries – L Richardson (Minutes) **Doc.#25-118**
L Richardson reported that the Foundation sent out the year end appeal, and reviews the grant reports for 2025. The application for 2026 funding is being updated.

BOARD ACTIONS

16. Expenditure Approvals -Monthly Unpaid Bills Detail * **FOR APPROVAL** **Doc. #25-119**

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 __11__ Nay __0__ Abstain __0__ Absent __2__ Vacant __2__
Approved/Failed: Approved
Discussion: None

17. Receipt Approvals – Monthly Deposit Summary * **FOR APPROVAL** **Doc. #25-120**
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 __11__ Nay __0__ Abstain __0__ Absent __2__ Vacant __2__
Approved/Failed: Approved
Discussion: None

18. Public Communications Policy
* **FOR APPROVAL** (See September 16, 2025 Board Packet) **Doc. #25-93**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the Public Communications Policy as presented at the September 16, 2025 board meeting, and considers any revisions incorporated during board meeting discussion.

Aye __11__ Nay __0__ Abstain __0__ Absent __2__ Vacant __2__
Approved/Failed: Approved
Discussion: None

**** *B Hubbell had to leave the meeting* ****

19. Approve 2026 Library System Operating Budget * **FOR APPROVAL**
Doc. #25-121

Finance & Facilities Recommendation: The STLS Board of Trustees approves the 2026 STLS Library System Operating Budget as originally presented during the September

16. 2025 Board Meeting considering changes made prior or during the November 18, 2025 meeting.

Aye 10 Nay 0 Abstain 0 Absent 3 Vacant 2

Approved/Failed: Approved

Discussion: None

20. Approve 2024 Independent Auditor's Report * **FOR APPROVAL Doc. #25-122**
Finance & Facilities Committee Recommendation: The STLS Board of Trustees approves the 2024 Independent Auditor's Report as presented at the September 16, 2025 Board Meeting by the library system's independent auditor.

Aye 10 Nay 0 Abstain 0 Absent 3 Vacant 2

Approved/Failed: Approved

Discussion: None

21. Approve December's One-Time Personnel Payment to STLS Staff

***FOR APPROVAL**

Executive Director Recommendation: Approve the one-time net payment of \$100 to each STLS staff member excluding the Executive Director as included in the board approved 2025 STLS Operating Budget.

Move: L Richardson Second B Gorman

Aye 10 Nay 0 Abstain 0 Absent 3 Vacant 2

Approved/Failed: Approved

Discussion: None

BOARD INFORMATION

16. Old Business –

None

17. New Business –

None

18. Library Networking –

S Barr inquired if the winning bookmarks are available at all STLS libraries. E Jenns stated they are.

S McGill stated the Penn Yan puzzle sale netted \$426.00

L Richardson reported that the Southeast Steuben County Libraries fall book sale made \$34,000.00.

D Haggstrom reported on the Angelica Library's 125th Porch Party

19. President's Report –

K Green thanked all board members for their reports.

20. Executive Director's Report

(Monthly Division Reports) **Doc.#25-123**

E Jenns stated that STLS staff and member library staff and scholarship winners attended the NYLA conference in Saratoga Springs at the beginning of November. She also discussed AI and how it affects our libraries. E Jenns fielded questions from board members regarding AI. L Richardson stated that there is someone who is interested in joining the STLS Board of Trustees.

Public Expression (15 minutes)

Adjournment 3:15 pm

Move: S Bar

Second: M Krebs

Next meeting: December 16, 2025 - STLS, 9424 Scott Rd, Painted Post, NY 14870

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

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

	Total	
	As of Nov 30, 2025	As of Oct 31, 2025
ASSETS		
Current Assets		
Bank Accounts		
1200 Cash - Operating	2,228.01	4,983.51
1201 Cash - Payroll	17,845.32	14,911.74
1202 Cash - Money Market	704,341.31	1,050,936.21
1203 Cash in Certificate of Deposit	257,163.16	256,423.41
1204 Cash in Certificate of Deposit 2	263,349.68	262,602.93
Total Bank Accounts	\$ 1,244,927.48	\$ 1,589,857.80
Accounts Receivable		
1380 Accounts Receivable	48,564.74	68,541.72
Total Accounts Receivable	\$ 48,564.74	\$ 68,541.72
Other Current Assets		
12000 Undeposited Funds	0.00	0.00
Total Other Current Assets	\$ 0.00	\$ 0.00
Total Current Assets	\$ 1,293,492.22	\$ 1,658,399.52
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	\$ 3,462,747.17	\$ 3,827,654.47
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	-1,594.28	5.75
2626 Flex Spending Deduction Payable	794.87	549.88
2627 PFL Payable to Insurance	3,437.54	3,218.40
2630 Due to Member Libraries Pay Pal	0.00	0.00
2635 Capital Notes Payable	60,716.35	63,002.32
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	\$ 335,737.43	\$ 339,159.30
Total Current Liabilities	\$ 335,737.43	\$ 339,159.30
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	\$ 670,081.43	\$ 673,503.30
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	21,023.66	382,509.09
Total Equity	\$ 2,792,665.74	\$ 3,154,151.17
TOTAL LIABILITIES AND EQUITY	\$ 3,462,747.17	\$ 3,827,654.47

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 3.3436% interest

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

	November	October
Revenue		
4719 Interest	1,508.77	1,464.81
4721 E-Rate Funding		88,181.96
4724 Member Library IT Contracts	195.00	19,560.00
4731 Arkport Support	9.86	
4735 Non State Aid Pass Through	4,396.87	12,578.67
4782 Donations		1,000.00
4784 General Reimbursements & Refund		750.00
Total Revenue	\$ 6,110.50	\$ 123,535.44
Gross Profit	\$ 6,110.50	\$ 123,535.44
Expenditures		
5100 Salaries		
5141 Professional Salaries	38,834.04	58,008.49
5142 Non-Professional Salaries	38,743.86	66,580.83
Total 5100 Salaries	\$ 77,577.90	\$ 124,589.32
5150 Personnel Benefits	100.00	
5151 Retirement	141,934.00	
5153 Social Security	5,615.13	9,281.47
5154 Workers Compensation	462.65	478.09
5157 Health Insurance	27,730.83	22,495.91
5158 Payroll Expense - Other	953.97	10,177.13
Total 5150 Personnel Benefits	\$ 176,796.58	\$ 42,432.60
5204 STLS Software & Small Equipment	264.23	170.03
5205 Maintenance Contracts & Leases	549.95	1,026.92
5408 Platform Fees & Licenses	2,952.88	599.98
5409 STLS Telephone/Internet	17,379.70	20,360.10
5417 Library Materials	1,287.39	343.70
5418 Consultant Collection	35.81	
5419 Electronic Materials	1,171.90	
5420 Staff Development Travel	6,845.83	983.19
5422 Trustee Mileage	85.12	976.92
5424 Conference Registration		359.00
5425 Staff & Member Library Mileage	464.10	356.86
5427 Programming & Annual Conference	432.46	2,514.56
5428 Meeting Supplies	21.25	213.04
5430 Office Supplies	116.00	375.82
5433 Postage	29.85	
5434 Public Relations	492.90	1,517.66
5435 Member Library Pass through	10,877.24	32,763.51
5436 STLS Grants to Member Libraries	10,914.01	
5442 Professional Fees	125.00	

5444 Accounting Support & Audit	510.50	1,600.00
5450 Utilities	1,580.59	1,078.62
5451 Building Maintenance & Repairs	706.06	702.87
5454 Commercial Insurance	967.66	967.66
5471 Vehicle Maintenance & Repairs	307.88	419.57
5473 Vehicle Fuel	1,472.82	1,553.86
5474 Vehicle Insurance	503.41	503.41
5480 Greenwood Reading Center Exp	1,554.72	2,005.71
5485 Arkport Expense Account	1,448.72	2,666.37
5490 Grants	50,123.47	49,940.82
Total Expenditures	\$ 367,595.93	\$ 291,022.10
Net Operating Revenue	-\$ 361,485.43	-\$ 167,486.66
Net Revenue	-\$ 361,485.43	-\$ 167,486.66

Personnel & Policies Committee

Meeting Minutes

Tuesday, December 9, 2025 at 12:00 pm

Meeting Location: Southern Tier Library System



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

Excused: Richard Ahola

Administration: Brian M. Hildreth

POLICIES

1. Facilities Policy

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the Facilities Policy as presented at the November 18, 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. IT Procurement and Vendor Selection Policy

The committee reviewed this policy. Several revisions were incorporated into the policy from committee members and the Executive Director. The committee agreed the policy was ready for full board review at December's board meeting. B. Hildreth said he would include in the meeting packet.

Personnel

3. Executive Director's Performance Objectives for 2025/2026

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed Executive Director's Performance Objectives as presented at the November 18, 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. Approve Proposed Executive Director's Salary

Personnel and Policies Committee Recommendation: The STLS Board of Trustees approves the Executive Director's salary of \$139,637.00 for Brian Hildreth retroactive to September 16, 2025 based on the successful completion of his 2024/2025 performance evaluation.

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

Meeting adjourned at 12:59 p.m.

Minutes respectfully submitted by: Brian M. Hildreth

IT PROCUREMENT AND VENDOR SELECTION POLICY

APPLIES TO: STLS Board of Trustees and STLS Staff

REFERENCES: STLS Purchasing Policy
STLS Gift Acceptance Policy

STLS Division of Information Technology (IT) serves as a supports resource to STLS staff and member libraries in for developing, maintaining, and repairing necessary Information Technology (IT). Pertinent Services include the Integrated Library System (ILS), internet connections, **online collaboration platforms**, email **accounts** client, website hosting, wireless technologies, **data warehousing**, and hardware and software.

~~A component of these~~ This service includes the purchasing of necessary hardware and software for STLS staff and for member libraries. STLS' general *Purchasing Policy* **provides** ~~defines the~~ guidelines for ~~how the organization implements most~~ purchasing transactions. The *IT Procurement & Vendor Selection Policy* **is a separate policy** establishing guidelines for ~~how~~ STLS IT staff ~~work with other STLS staff and member libraries~~ to inventory and ethically purchase IT-related equipment for STLS and its members.

Procurement for STLS Staff and ~~On Behalf of~~ Member Libraries

STLS purchases hardware, software, and subscribes to various online **collaboration** platforms that allow staff to conduct routine ~~day-to-day~~ work functions within the organization. ~~offices~~. STLS also makes similar purchases on behalf of its member libraries.

~~Most purchasing on behalf of members is defined through~~ The STLS' *Technology Service & Support Agreement* or *Virtual Server Hosting Agreement* **provide guidelines for purchasing decisions made on behalf of member libraries**. Both agreements define the type of equipment STLS purchases for its members, the services provided to support the equipment, responsibilities of both STLS and its members, and associated costs. Agreements require administrative signatures of the member library and STLS prior to any **purchasing** or installation of equipment.

~~Signoff~~ **Acknowledgement** Form as Part of Procurement Process

The Division of Information Technology ~~will follow~~s guidelines established in the STLS *Purchasing Policy* for all IT procurement. In addition to these guidelines, IT staff are required to ~~obtain a~~ sign off on all equipment purchased for STLS and its members. The ***Equipment Detail and STLS IT Acknowledgement Form*** ~~section of the Technology Services and Support Agreement~~ ~~if~~ ~~Procurement Signoff Form~~, which is an addendum to this policy, serves as documentation that IT STLS staff **and** ~~or~~ member libraries received all equipment and software ~~that was~~ specified in an STLS Purchase Order, a Technology Service & Support Agreement, or a Virtual Server Hosting Agreement.

The **Acknowledgement** signoff Forms also confirms that STLS IT staff purchased this equipment by adhering to STLS' *Purchasing Policy* and *Gift Acceptance Policy*. Signoffs forms are required documentation of all procurement.

Member Library Signoff

Library directors, board presidents, or member-designated paid staff members are **authorized** approved representatives to **verify** sign off on STLS IT installation. The member library representative should verify **that** the equipment installed by STLS IT staff reflects the equipment specified in **corresponding** their *Technology Service & Support Agreement* or a *Virtual Server Hosting Agreement*. **STLS IT staff will sign the Acknowledgement Signoff Form section of the agreement**, which then becomes part of the retained *Purchase Order* for this member's purchase.

STLS Staff Signoff

STLS division heads or a staff member **within their division**, who is receiving IT-related equipment as specified in an STLS *Purchase Order* **are** is authorized to sign off on IT installation. The division head or staff member should verify that the installed equipment reflects all documentation in the original *Purchase Order* including records of quotes/bids, price analysis, packing slip and invoice. **A signed packing slip** ~~The Signoff Form~~ then becomes part of the retained *Purchase Order*.

Inventory

The STLS Assistant Director - Head of IT is responsible for working with IT staff to maintain an ongoing inventory of all active IT-related equipment ~~that is purchased for STLS staff and member libraries~~. This inventory shall be maintained electronically, **and** ~~but~~ may be furnished in print format for inspection **as required**. This inventory will also serve as a financial schedule for **the** STLS Business Office ~~to for the purpose of~~ calculate assets and depreciation. The Assistant Director - Head of IT must review this schedule annually **for accuracy** with the **Accounting Specialist** ~~Business Manager for accuracy~~, and the Executive Director is responsible for review and approval.

Vendor Selection

The STLS *Purchasing Policy* and *Gift Acceptance Policy* both **outline** ~~reference~~ the economical, legal, and ethical practices **required for** ~~of selecting a vendor~~ **selection**. ~~as part of procurement~~. It is important to note all **Acknowledgment Form Signoff-sections of the Technology Services and Support Agreement Forms** reaffirm that IT staff are committed to the values and mission of Southern Tier Library System with each individual transaction. This includes competitive bidding, adherence to local, state, and federal purchasing laws, and avoiding as well as disclosing all conflicts of interest.

STLS IT **may** ~~does~~ maintain vendors from one year to **year**. ~~the next in order to obtain best possible pricing~~. This process of relationship building allows the organization to purchase equipment and software efficiently, while securing competitive pricing. ~~However, STLS acknowledges this~~ **The** vendor relationship should be **reassessed** ~~reconsidered or renewed as~~

~~needed~~ every three years to support competitive markets and ensure ~~competitive~~ economical pricing for STLS and its members.

~~Additionally,~~ STLS and the Division of Information Technology recognize all vendor relationships are professional. STLS IT staff ~~will~~ reject any equipment, software, or services a vendor ~~offers~~ ~~may provide~~ for free or at a discounted rate to ~~the organization or an IT staff member.~~ personally, or STLS the organization where there is an expectation of receiving a contract from STLS. This includes IT staff rejecting free equipment, software, or services from a vendor ~~whether or not there is~~ where an ~~established~~ STLS contract. ~~is established or not established.~~

~~STLS will publish a list of current vendors for member libraries and public inspection. This list will be renewed annually to reflect any vendor changes over the past twelve months. Any transactions that result in a vendor change representing more than \$20,000 in purchased equipment or services will be updated upon transaction. The Executive Director is responsible for maintaining the current vendor list.~~

Adopted by the STLS Board of Trustees on January 21, 2020

Revised by Board of Trustees on Month, Day, Year

**~~IT PROCUREMENT SIGN OFF FORM
& VENDOR SELECTION CERTIFICATION~~**



~~Member Library Sign Off~~

~~I have reviewed the Technology Service & Support Agreement or Virtual Server Hosting Agreement between Southern Tier Library System (STLS) and our member library, and I can confirm all specific IT equipment has been delivered and installed within our library as specified under the agreement. Our library will adhere to all equipment guidelines and policies shared with us by STLS. We will notify the IT Department when we decide to no longer maintain or house any equipment covered under these agreements for guidance on proper disposal.~~

Acknowledged by:

Printed Name of Member Library Representative _____ Title

Signature of Member Library Representative _____ Date

~~STLS Staff Member Sign Off~~

I have reviewed all purchasing information presented in the Purchase Order referenced below, and I can confirm all IT equipment has been delivered to my work space for professional use as an employee of the Southern Tier Library System (STLS). I acknowledge this equipment is property of STLS. I will adhere to all equipment guidelines and policies shared with me by my employer, and return any equipment to the STLS IT Department upon the completion of my employment.

Acknowledged by:

Printed Name of STLS Staff Member

Title

Signature of STLS Staff Member

Date

PURCHASE ORDER #: _____

~~STLS IT Procurement & Vendor Selection Certification~~

Equipment purchased under the *Technology Service & Support Agreement*, *Virtual Server Hosting Agreement* or *Purchase Order* listed above adheres to STLS' *Procurement & Vendor Selection Policy*, *Purchasing Policy* and *Gift Acceptance Policy*. All purchased equipment was installed and inventoried as financial records reflect.

Printed Name of STLS IT Staff

Title

Signature of STLS IT Staff

Date

Appendix to Policy

Technology Service and Support Agreement



Service Overview

The goal of this Technology Service and Support Agreement between the Southern Tier Library System ("STLS") and the undersigned member library is to provide our membership with support for and access to secure, cost-effective technology to fulfill the needs of their communities. To that end, we use our expertise to procure and support their hardware and software purchases and licensing as requested. This agreement details the services that will be provided for all technology products purchased through the Southern Tier Library System. New equipment that is not purchased through STLS is eligible for

service and support upon pre-approval from the STLS Information Technology Department on a case-by-case basis.

*Cost

For any purchase where STLS is acting on behalf of the member library, the member library will be responsible for the cost of the equipment. The additional cost for support and maintenance of this equipment will be invoiced to the member library at the following rates:

- Per Desktop computer: \$750/5 years of service and support provided by STLS from the installation date.
- Per Laptop computer: \$750/5 years of service and support provided by STLS from the installation date.
- A Flat Discount of \$75 per device will be applied for Contracts Paid in Full.
- For all contracts not paid in full, yearly billing (\$165 per year, per device) in which the discount will not be eligible.
- Printer (desktop and receipt): 1 desktop and receipt printer installation/setup per purchased PC will be included in the initial cost.

**Current pricing through Dell for similar support and maintenance is \$200 - \$390 per computer per year. STLS is \$50 below the lowest level pricing when a member pays in full, and \$35 below this pricing when a member makes yearly payments.*

What's Included

Procurement consultation and purchase planning is a core service of STLS and we will not charge for this service. As part of the Technology Service and Support Agreement STLS will:

- Purchase equipment to fulfill the specific need of the member library in a timely manner.
- Install purchased equipment at the member library.
- Troubleshoot and service supported operating systems, software, applications, and approved peripherals for a period of 5 years from the device's installation date, remotely and on-site.
- Manage any cases that fall under manufacturer warranties on behalf of the member library.
- Support installation, reinstallation, upgrade, performance, administrative, and configuration assistance on hardware and software.

STLS reserves the right to deny support for devices that are older than 5 years from the installation date if it is deemed cost ineffective. Any device outside of the 5 years from the installation date after which the device will no longer be eligible for technical service or support provided by STLS. These devices will be evaluated on a case-by-case basis.

What's Not Included

- Service and support for previously used and donated equipment.
- Service and support for equipment older than 5 years.
- Service for any printers outside of the initial installation and setup.
- Support or service for any self-inflicted, malicious, or willful sabotaging of equipment.

Supported Products

The list of supported products will change over time and the following list is not meant to be exhaustive. Due to the fluctuating prices of technology equipment, STLS will provide members with a quarterly selection of equipment and prices to choose from. STLS will not support any downloadable game not listed in the **Supported Products** section.

Hardware	Software
Dell products	SirsiDynix Workflows
Apple products	Games: Minecraft, etc.
Hewlett-Packard products	Microsoft Office
Receipt printers	Web browsers: Google Chrome; Mozilla Firefox; Internet Explorer
Barcode scanners	Operating systems: Windows 10 Pro/Enterprise; Windows Server 2016; Mac OS X
Chrome OS devices	Adobe Reader

Device Security and Software Updates

STLS will periodically update any equipment purchased through the agreement in order to fulfill its obligation to member libraries to maintain the security and integrity of its IT network and infrastructure.

Member Library Responsibilities

- Authority to grant access: the undersigned member library grants permission to STLS designated employees to access client locations necessary to fulfill the terms of this agreement, to perform physical inventory of equipment previously purchased through the agreement, and has the authority to allow STLS this permission.
- Cooperate with STLS IT staff: the undersigned member library will assist STLS IT staff with the maintenance and support of devices purchased through this agreement.
- Security Notification Policy: the undersigned member library must report any damaged or compromised equipment purchased through this agreement to STLS via the STLS Help Desk either by phone or designated email. It is the responsibility of the member library to ensure all security issues are reported in a timely manner.

Equipment Details & STLS Acknowledgement Form:

Agreed and accepted by:

Signature Date

Name of authorized signer

Title (Director or Board President)

Library

Signature Date

Brian Hildreth
Executive Director
Southern Tier Library System

Please Choose a Payment Option Below:

I, _____, state that I agree to pay my STLS Contract in Full, for which I will receive a \$75 discount per device as stated above.

OR:

I, _____, state that I agree to pay yearly on my STLS Contract, making the contract ineligible for the \$75 discount per device as stated above

PO #: _____

Make/model/serial number: _____

Purchase date: _____

Installation date: _____

Make/model/serial number: _____

Purchase date: _____

Installation date: _____

Make/model/serial number: _____

Purchase date: _____

Installation date: _____

Make/model/serial number: _____

Purchase date: _____

Installation date: _____

Make/model/serial number: _____

Purchase date: _____

Installation date: _____

Make/model/serial number: _____

Purchase date: _____

Installation date: _____

STLS IT Staff Name: _____

STLS IT Staff Signature: _____

Date: _____

Finance & Facilities Committee

Meeting Minutes
December 8, 2025



Present: Betsy Gorman, Richard Urban, Louise Richardson, Dan Acton, Brian Hildreth and Sisi Barr

Meeting called to order at 1:04 pm.

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

Treasurer Reports – Brian reported the November 2025 Total Bank Account compared to last year at this time is up about \$20,000.00. Item 1380 – Accounts Receivable is the 4th quarter billing from member libraries. We remain in good financial shape.

Financial Clerk's Report – Brian reported we received revenue Item 4735 – Non-State Aid Pass Through for the purchase of additional books, eBooks, Overdrive, and equipment/printers for member libraries. On the expense side Brian reported NYS health insurance went up less than expected, but NYS pension increased by \$20,000. Blue Cross insurance did go up by about 13%. Other items of note are Items 5408 – Platform Fee & Licenses, 5420 – Staff Development and Travel, and 5436 – STLS Grants to Member Libraries.

Profit - Loss Vs Actual Statement – Brian compared the November P&L against the Mid-year Budget Revisions. Items of note were Item – 4720 E-Rate Funding and Item – 4724 – Member Library Cost Share. Brian stated we have hit all targets for revenue. On the expense side, there are two more pay periods before the new year, and we are on target on payroll. Personnel Benefits will be more than expected due to pension costs. Item – 5450 – Utilities is also more than expected. Brian stated the amount of grants revenue was less than expected. The deficit is projected to be roughly \$85,000.

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

The following items will be presented as Executive Director resolutions for the committee:

- Proposed 2025 Mid-Year Budget Revision
- 2024 IRS 990 Filing
- Facility Policy

Commercial Insurance Bids – Brian reported bids have been received and he is evaluating the coverages and premiums for 2026. There does appear to be a costs savings of roughly \$2,000 for 2026.

Hearing no further business, the meeting was adjourned at 1:40 pm.
Respectfully submitted: Sisi Barr, Treasurer

Public Relations Committee

Meeting Minutes

Tuesday, November 18, 2025 – 1:30 pm



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

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

Administration: Brian Hildreth

Meeting called to order at 1:30 pm

2026 Advocacy Efforts

B. Hildreth updated committee members on plans for 2026 advocacy efforts. He informed the committee that Advocacy Day will be the first Tuesday in February, and STLS is coordinating a bus to bring advocates from the region. He also said the library system will coordinate the I Love Libraries Campaign in partnership with member libraries, which will include social media posts, post card signatures, and email writing campaigns. Information will start being distributed once the Governor releases the 2026/2027 Executive Budget.

2026 Annual Meeting

Committee members debriefed the positives of the recent annual meeting in October at Penn Yan Public Library. They also discussed ways the event can be improved. B. Hildreth said they will try to coordinate another poster session in 2026 to grow participation. Attendees commented on how enjoyable it was to see the accomplishments of member libraries. The library system will determine a location for the next event, which will take place at a member library in Steuben County. The proposed date is Friday, October 2nd. More details will be provided at March's committee meeting.

Construction Aid Update

B. Hildreth said all applications for 2025 have been submitted. We are now waiting on the State Library to offer up recommendations for revisions before the applications will be submitted to the Dormitory Authority for review. All applications were submitted on time.

The library system is still waiting to hear on the 2024 awards. This is the latest awards have been announced. STLS anticipates all members' application will be approved because all edits have been received, and the library system would have been notified by now if there was a concern with any of the applications. We are hopeful award funds will be distributed to member libraries by the end of 2025.

The committee will review construction aid grant program guidelines at their March 2026 meeting to distribute to member libraries in April after the completion of the New York State Budget.

Trustees Elections and Vacancies

The committee reviewed current trustee seats for term limits. The following schedule is being considered:

- Allegany County (1 or 2 seats)
 - Lynnette Decker terms out December 31, 2026
 - David Haggstrom finishes first full term December 31, 2026; can serve one more term 2027 - 2031
- Chemung County (2 seats)
 - Betsy Gorman terms out December 31, 2025
 - Vacant Seat (Term 2023 – 2027)
- Schuyler County (1 seat)
 - Vacant (Term 2024 – 2028)
- Steuben County (1 seat)
 - Kathy Green terms out December 31, 2026
- Yates County (1 seat)
 - Richard Ahola terms out December 31, 2026

L. Decker said she would work with B. Hildreth to find candidates from each of the counties depending on what seats require new candidates. Names for consideration will be presented at the March 2026 meeting.

Meeting adjourned at 1:58 pm

Respectfully submitted: Brian M. Hildreth, STLS Executive Director

FOUNDATION FOR SOUTHERN TIER LIBRARIES BOARD OF DIRECTORS MEETING

November 4, 2025 | Southern Tier Library System

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

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

The meeting was called to order at 10:20 am. Board members worked on the fundraising mailing before and during the meeting. The agenda was approved as presented.

MINUTES Minutes of the October 7, 2025 meeting were approved as written.

TREASURER'S REPORT Two vouchers were submitted. Louise moved to approve payment of \$97.50 to *Studio LMG* for printing the appeal letter. Motion seconded by Mary-Claire Krebs, carried unanimously.

Rusty moved to approve payment of \$171.60 to her for stamps needed to mail the appeal letter. Motion seconded by Gail, carried unanimously.

The October financial report was not available. It will be emailed to board members.

OLD BUSINESS

Board Member Recruitment Efforts

Rusty met with Janeen Sheehe, who recently retired as the chair of the nursing department at Mansfield University. Ms. Sheehe supports the cause but is not interested in committing to a board position at this time. Rusty will send her an appeal letter and add her contact information to the donor list.

As part of ongoing recruitment efforts, Rusty suggested the Board create a list of responsibilities expected of board members and a second list of individual officers' duties. The lists would be useful when meeting with prospective board members.

Grant Recipients 2025 Final Reports

Alfred Box of Books, Belmont, Bolivar, Cuba, Dundee, Genessee, Pulteney, Scio Memorial, Watkins Glen and Whitesville libraries sent their reports. Arkport's report is in process. Montour Falls will report later because their project has just begun.

Grant Watch Report – Tabled

2025 Fundraising and Community Awareness

Dale estimated there is approximately \$13,000 in the Foundation's account. The Foundation usually reserves \$5,000 for annual operating costs. If the annual appeal raises \$4,000, the board should raise about \$6,000 if it wishes to award \$18,000 in 2026. Several ideas were discussed.

Sponsors

Obtain sponsors to offset the cost of a fundraising event.

Conduct an Online Auction

Offer ten "great" items.

Send postcards explaining the event, include a QR code directing the recipient to bid online.

Louise has experience with this type of fundraiser. Gary Dieg could be approached to help set it up.

32 *Auction* software company could be the host site. Both Louise and Dale have had experience using this software and felt their 3% fee was reasonable.

Host a Trivia Event

Venues: *Care First* is not a suitable location. Gail will check with *Carrie's Brew House* and *Corning Country Club*. Locations in Elmira should be considered as well.

Date: Mid-to-late February would allow enough time for planning and advertising. Tie the event into Valentine's Day to boost attendance.

Theme: *Southern Tier Championship Trivia Contest* is a possibility. Teams of 2-4 would pay a minimum of \$100 to participate. If you had 40 teams paying \$150 each, the event would raise \$6,000. Sponsorships could offset costs and/or boost revenue.

Host the event at a neutral site. Provide wine at cost or select a venue that provides beverages and food.

Community Awareness Louise suggested that the board develop a group presentation before members begin speaking to service groups such as *Rotary* and *Lions* or retirement groups such as *Corning Retired Teachers* or *Dresser-Rand* retirement group. As a first step, Louise will update the Foundation's brochure and prepare a draft power point to share with the board at the December meeting. The focus of each presentation will be to explain who we are, rather than to solicit donations. Brochures will be available to take if attendees wish to share the information with others.

NEW BUSINESS

Rusty told the Board that Paul Webster will retire from the Foundation Board in February. A new treasurer will need to be elected. Rusty volunteered to take the position if someone would take the President's role.

Rusty expressed concern that her management of the website was not up to her standards. Mary-Claire volunteered to operate the website if someone would teach her. Louise offered to update the website and teach Mary-Claire how to manage it.

Rusty urged each member to continue thinking about both roles, that of the President and Treasurer. The topic will be discussed again at the annual meeting in December.

NEXT MEETING

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

There being no further business, the meeting was adjourned at 12:00 pm.

Southern Tier Library System

Unpaid Bills

As of November 28, 2025

Li
11/25/25

50
11/25/25

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
*Ambriz, Micoyah				
11/28/2025	Bill	25 NYLA Mileage	11/28/2025	✓ 387.40 ✓
Total for Ambriz, Micoyah				\$387.40
*Armstrong Telecommunications				
11/28/2025	Bill	0859904-01 11/25	11/28/2025	✓ 210.56 ✓
Total for Armstrong Telecommunications				\$210.56
*Blackstone Publishing				
11/28/2025	Bill	2214842	11/28/2025	✓ 183.39 ✓
Total for Blackstone Publishing				\$183.39
*Brown, Lorie				
11/28/2025	Bill	Medicare B 11/25	11/28/2025	✓ 102.22 ✓
Total for Brown, Lorie				\$102.22
*Button, Vickie				
11/28/2025	Bill	Medicare B 11/25	11/28/2025	✓ 102.22 ✓
Total for Button, Vickie				\$102.22
*Cascadia Wellness				
11/28/2025	Bill	111225 Honor/Mileage	12/28/2025	✓ 382.48 ✓
Total for Cascadia Wellness				\$382.48
*Casella Waste Services 607-798-2000				
11/28/2025	Bill	2363348	11/28/2025	✓ 141.01 ✓
Total for Casella Waste Services				\$141.01
*Coming Natural Gas 607-936-3755				
11/28/2025	Bill	Nov 2025	11/28/2025	✓ 215.35 ✓
Total for Coming Natural Gas				\$215.35
*CPE InterLink 607-734-7988				
11/28/2025	Bill	25-1293	11/28/2025	✓ 50.00 ✓
Total for CPE InterLink				\$50.00
*English, Darleen 607-368-9157				
11/28/2025	Bill	Medicare B 11/25	11/28/2025	✓ 102.22 ✓
Total for English, Darleen				\$102.22
*Erie Insurance Company 800-458-0811				
11/28/2025	Bill	Dec 2025	11/28/2025	✓ 1,949.16 ✓
Total for Erie Insurance Company				\$1,949.16
*Excellus BC BS				
11/28/2025	Bill	Dec 2025	11/28/2025	✓ 17,455.85 ✓
11/28/2025	Bill	Dec 2025 Den	11/28/2025	✓ 310.00 ✓
Total for Excellus BC BS				\$17,765.85
First Bankcard				

Southern Tier Library System

Unpaid Bills

As of November 28, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
1-800-818-4248				
11/28/2025	BII	44182292184093351125	11/28/2025	✓ 1,018.76 ✓
11/28/2025	BII	44182292575682351125	11/28/2025	✓ 1,355.38 ✓
11/28/2025	BII	44182284390791601125	11/28/2025	✓ 1,892.34 ✓
11/28/2025	BII	44182282671948291125	11/28/2025	✓ 337.17 ✓
11/28/2025	BII	44182292343277271125	11/28/2025	✓ 1,183.34 ✓
11/28/2025	BII	44182284047238281125	11/28/2025	✓ 585.08 ✓
11/28/2025	BII	44182284126759921125	11/28/2025	✓ 890.15 ✓
11/28/2025	BII	44182284393284391125	11/28/2025	✓ 1,791.29 ✓
11/28/2025	BII	44182284386312291125	11/28/2025	✓ 996.43 ✓
Total for First Bankcard				89,549.84
Friendly Freds				
807-937-5223				
11/28/2025	BII	34520	11/28/2025	✓ 136.12 ✓
11/28/2025	BII	34528	11/28/2025	✓ 96.38 ✓
11/28/2025	BII	34577	11/28/2025	✓ 75.38 ✓
Total for Friendly Freds				\$307.88
Hagstrom, David				
11/28/2025	BII	111825 Mileage	11/28/2025	✓ 85.12 ✓
Total for Hagstrom, David				\$85.12
Hallehan, Sheila				
11/28/2025	BII	Medicare B 11/25	11/28/2025	✓ 102.22 ✓
Total for Hallehan, Sheila				\$102.22
Holden, Loretta				
8077384810				
11/28/2025	BII	Medicare B 11/25	11/28/2025	✓ 102.22 ✓
Total for Holden, Loretta				\$102.22
ID Label				
847-285-1200				
11/28/2025	BII	2025-37585-00	11/28/2025	✓ 284.37 ✓
Total for ID Label				\$284.37
Klindt, Elizabeth				
11/28/2025	BII	2025 NYLA Mileage	11/28/2025	✓ 378.00 ✓
Total for Klindt, Elizabeth				\$378.00
McPherson, Marcia				
11/28/2025	BII	Medicare B 11/25	11/28/2025	✓ 102.22 ✓
Total for McPherson, Marcia				\$102.22
Moses, Elizabeth				
807-368-3810				
11/28/2025	BII	111225 Yoga Session	11/28/2025	✓ 100.00 ✓
Total for Moses, Elizabeth				\$100.00
Mullen, Julie				
11/28/2025	BII	Nov 2025 Reimburse	11/28/2025	19.27

Southern Tier Library System

Unpaid Bills

As of November 28, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Total for Mullen, Julie				✓ \$19.27 ✓
• Multi Media Services				
807-936-3188				
11/28/2025	Bill	95970	11/28/2025	✓ 395.92 ✓
Total for Multi Media Services				\$395.92
• Murphy, Sally Jacoby				
11/28/2025	Bill	8/25 DEI Facilitator	11/28/2025	✓ 50.00 ✓
Total for Murphy, Sally Jacoby				\$50.00
• Nelson, Jane				
352-751-4547 (h)				
11/28/2025	Bill	Medicare B 11/25	11/28/2025	✓ 102.22 ✓
Total for Nelson, Jane				\$102.22
• Overdrive				
216-573-8886				
11/28/2025	Bill	01453DA25358223	11/28/2025	✓ 857.80 ✓
11/28/2025	Bill	01453DA25358222	11/28/2025	✓ 139.98 ✓
11/28/2025	Bill	01453CO25380429	11/28/2025	✓ 523.81 ✓
11/28/2025	Bill	01453CO25381441	11/28/2025	✓ 4,347.28 ✓
11/28/2025	Bill	01453CO25381457	11/28/2025	✓ 1,021.90 ✓
11/28/2025	Bill	01453CO2538837	11/28/2025	✓ 388.98 ✓
11/28/2025	Bill	01453CO25381943	11/28/2025	✓ 400.15 ✓
11/28/2025	Bill	01453DA25384804	11/28/2025	✓ 717.48 ✓
11/28/2025	Bill	01453CO25388812	11/28/2025	✓ 2,810.82 ✓
11/28/2025	Bill	01453CO25388817	11/28/2025	✓ 1,448.66 ✓
11/28/2025	Bill	01453CO25388924	11/28/2025	✓ 88.75 ✓
Total for Overdrive				\$12,524.55
• Passage, Mary				
11/28/2025	Bill	Medicare B 11/25	11/28/2025	✓ 102.22 ✓
Total for Passage, Mary				\$102.22
• Guligle, Mary Kay				
607-542-0886				
11/28/2025	Bill	Medicare B 11/25	11/28/2025	✓ 102.22 ✓
Total for Guligle, Mary Kay				\$102.22
• Spectrum				
11/28/2025	Bill	143864001 111425	11/28/2025	✓ 2,749.00 ✓
Total for Spectrum				\$2,749.00
• Swank Movie Licensing USA				
11/28/2025	Bill	4193285	11/28/2025	✓ 2,448.00 ✓
Total for Swank Movie Licensing USA				\$2,448.00
• Verizon Wireless				
800-922-0204				
11/28/2025	Bill	6127348095	11/28/2025	✓ 165.44 ✓
Total for Verizon Wireless				\$165.44

Southern Tier Library System

Unpaid Bills

As of November 28, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Wigg, Ristina 807-937-5040				
11/28/2025	Bill	Medicare B 11/25	11/28/2025	✓ 102.22 ✓
Total for Wigg, Ristina				<u>\$102.22</u>
Willkison, Molly				
11/28/2025	Bill	2025 NYLA Mileage	11/28/2025	✓ 161.00 ✓
Total for Willkison, Molly				<u>\$161.00</u>
TOTAL				<u>\$263.22</u>

Southern Tier Library System

Unpaid Bills

As of November 14, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Alfred Library 807-587-9290				
11/14/2025	Bill	2025 OR Mini Grant	11/14/2025	✓ 800.00 ✓
Total for Alfred Library				\$800.00
Armstrong				
11/14/2025	Bill	0772021-01 11/25	11/14/2025	✓ 121.48 ✓
Total for Armstrong				\$121.48
Beeman, Robert				
11/14/2025	Bill	110725 Mileage	11/14/2025	✓ 48.00 ✓
Total for Beeman, Robert				\$48.00
Belmont Library 585-268-5308				
11/14/2025	Bill	2025 OR Mini Grant	11/14/2025	✓ 800.00 ✓
Total for Belmont Library				\$800.00
CDW-G				
11/14/2025	Bill	AG4RB9A	11/14/2025	✓ 119.94 ✓
Total for CDW-G				\$119.94
Clearly IP 820-383-3100				
11/14/2025	Bill	INV-219258	11/14/2025	✓ 487.20 ✓
Total for Clearly IP				\$487.20
Coming Library 807-836-3713				
11/14/2025	Bill	Nov 2025 Honorarium	11/14/2025	✓ 50.00 ✓
11/14/2025	Bill	2025 DEI Micro Grant	11/14/2025	✓ 500.00 ✓
Total for Coming Library				\$550.00
CPE InterLink 807-794-7988				
11/14/2025	Bill	25-1189	11/14/2025	✓ 1,540.50 ✓
Total for CPE InterLink				\$1,540.50
Dundee Library 807-243-5838				
11/14/2025	Bill	2025 DEI Micro Grant	11/14/2025	✓ 500.00 ✓
Total for Dundee Library				\$500.00
Eastern Managed Print Network 315-474-7000				
11/14/2025	Bill	INV4874802	11/14/2025	✓ 549.95 ✓
Total for Eastern Managed Print Network				\$549.95
Empire Natural Gas 807-858-7851				
11/14/2025	Bill	WSTLS-0307894	11/14/2025	✓ 20.57 ✓
Total for Empire Natural Gas				\$20.57
Energy Cooperative of America				

Southern Tier Library System

Unpaid Bills

As of November 14, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
11/14/2025	Bill	1045606	11/14/2025	✓ 533.16
Total for Energy Cooperative of America				✓ \$533.16
Homell Library 807-324-1210				
11/14/2025	Bill	2025 DEI Micro Grant	11/14/2025	✓ 500.00
11/14/2025	Bill	2025 OR Mini Grant	11/14/2025	✓ 500.00
Total for Homell Library				✓ \$1,000.00
Ingram Library Services 800-937-5900 opt 1				
11/14/2025	Bill	91522751	11/14/2025	✓ 1,013.58
Total for Ingram Library Services				✓ \$1,013.58
Litwiler-Sutherby, Kendyl				
11/14/2025	Bill	Oct 2025 Mileage	11/14/2025	✓ 79.80
Total for Litwiler-Sutherby, Kendyl				✓ \$79.80
Northern NY Library Network				
11/14/2025	Bill	2525 Digit 010	11/14/2025	✓ 184.53
Total for Northern NY Library Network				✓ \$184.53
NYS & Local Employees Retirement				
11/14/2025	Bill	50752 ERS 2025	11/14/2025	✓ 141,834.00
Total for NYS & Local Employees Retirement				✓ \$141,834.00
NYSEG				
11/14/2025	Bill	Oct 25	11/14/2025	✓ 519.51
Total for NYSEG				✓ \$519.51
NYSHIP				
11/14/2025	Bill	624	11/14/2025	✓ 13,388.93
Total for NYSHIP				✓ \$13,388.93
Odesa Library 807-594-2791				
11/14/2025	Bill	2025 DEI Micro Grant	11/14/2025	✓ 500.00
11/14/2025	Bill	2025 OR Mini Grant	11/14/2025	✓ 500.00
Total for Odesa Library				✓ \$1,000.00
Overdrive 216-573-8886				
11/14/2025	Bill	01453DA25335307	11/14/2025	✓ 540.45
11/14/2025	Bill	01453CO25346200	11/14/2025	✓ 1,511.94
11/14/2025	Bill	01453CO25346202	11/14/2025	✓ 1,522.18
11/14/2025	Bill	01453CO25346212	11/14/2025	✓ 2,561.37
11/14/2025	Bill	01453DA253350013	11/14/2025	✓ 417.94
Total for Overdrive				✓ \$6,553.88
Penn Yan Library 315-536-6114				
11/14/2025	Bill	2025 OR Mini Grant	11/14/2025	✓ 2,000.00
Total for Penn Yan Library				✓ \$2,000.00

Southern Tier Library System

Unpaid Bills

As of November 14, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Pulteney Library 607-868-3852				
11/14/2025	Bill	2025 DEI Micro Grant	11/14/2025	✓ 500.00 ✓
Total for Pulteney Library				\$500.00
Patterson & Sons LLC 607-973-2331				
11/14/2025	Bill	6048	11/14/2025	✓ 565.05 ✓
Total for Patterson & Sons LLC				\$565.05
Southern Tier Network				
11/14/2025	Bill	8841	11/14/2025	✓ 1,000.00 ✓
11/14/2025	Bill	8842	11/14/2025	✓ 3,250.00 ✓
11/14/2025	Bill	8847	11/14/2025	✓ 3,845.00 ✓
11/14/2025	Bill	8852	11/14/2025	✓ 500.00 ✓
11/14/2025	Bill	8863	11/14/2025	✓ 250.00 ✓
11/14/2025	Bill	8867	11/14/2025	✓ 250.00 ✓
11/14/2025	Bill	8868	11/14/2025	✓ 500.00 ✓
Total for Southern Tier Network				\$6,595.00
Spectrum				
11/14/2025	Bill	240616301 110125	11/14/2025	✓ 425.00 ✓
11/14/2025	Bill	145513901 110125	11/14/2025	✓ 500.00 ✓
11/14/2025	Bill	145511001 110125	11/14/2025	✓ 500.00 ✓
11/14/2025	Bill	254743801 110125	11/14/2025	✓ 438.00 ✓
11/14/2025	Bill	120225701 110125	11/14/2025	✓ 124.98 ✓
11/14/2025	Bill	145510901 110125	11/14/2025	✓ 500.00 ✓
11/14/2025	Bill	145202001 110125	11/14/2025	✓ 425.00 ✓
11/14/2025	Bill	225336201 110125	11/14/2025	✓ 500.00 ✓
11/14/2025	Bill	241109301 110125	11/14/2025	✓ 124.98 ✓
11/14/2025	Bill	224328601 110125	11/14/2025	✓ 425.00 ✓
11/14/2025	Bill	088223501 110125	11/14/2025	✓ 189.98 ✓
Total for Spectrum				\$4,152.94
TERACAI 915-883-3500				
11/14/2025	Bill	C145948	11/14/2025	✓ 40,448.90 ✓
Total for TERACAI				\$40,448.90
Watkins Glen Library 607-535-2348				
11/14/2025	Bill	2025 DEI Micro Grant	11/14/2025	✓ 500.00 ✓
Total for Watkins Glen Library				\$500.00
Wayland Library 565-728-6380				
11/14/2025	Bill	2025 OR Mini Grant	11/14/2025	✓ 900.00 ✓
Total for Wayland Library				\$900.00
Wayne-Finger Lakes BOCES				
11/14/2025	Bill	306-26A	11/14/2025	✓ 292.00 ✓

Southern Tier Library System

Unpaid Bills

As of November 14, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Total for Wayne-Finger Lakes BOCES				\$292.00
WEX Bank				
11/14/2025	Bill	108361303	11/14/2025	✓ 1,472.82
Total for WEX Bank				\$1,472.82
Whitesville Library				
607-356-3656				
11/14/2025	Bill	2025 OR Mini Grant	11/14/2025	✓ 600.00
Total for Whitesville Library				\$600.00
TOTAL				\$222,870.82

Deposit Summary

Doc. #25-134

11/19/2025

Summary of Deposits to Cash - Money Market on 11/20/2025

[Signature]
11/20/2025

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
7670	Check	CCLD-Elmira	PT, Dark Fiber, & VoIP	10886.40
2567	Check	Bolivar	PT & Dark Fiber	302.98
4353	Check	Angelica	Dark Fiber	420.00
568	Check	Watkins Glen	Dark Fiber	300.00
8377	Check	Cleary, Jule	Health Ins	81.95
3219	Check	Jasper	Dark Fiber	255.00
1033	Check	Belfast	Pass Thru	23.19
1869	Check	Hornell	Dark Fiber & VoIP	513.00
5345	Check	Almond	Dark Fiber	420.00
14219	Check	Dundee	VoIP	177.00
14220	Check	Dundee	Dark Fiber	330.00
DEPOSIT SUBTOTAL				13709.52
LESS CASH BACK				
DEPOSIT TOTAL				13709.52

Deposit Summary

Handwritten signature and date:
11/20/2025

11/19/2025

Summary of Deposits to Cash - Money Market on 11/20/2025

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
8709	Check	Rushford	PT/phone	60.60
5800	Check	Fillmore	PT, IT Contract, & Dark Fiber	1953.35
5741	Check	Scio	Dark Fiber	225.00
8265	Check	Bath	Dark Fiber	345.00
4425	Check	Friendship	Dark Fiber	399.00
4962	Check	Addison	Dark Fiber	300.00
16450	Check	Cuba	VoIP	183.00
16451	Check	Cuba	Dark Fiber	450.00
5748	Check	Coming	Dark Fiber & VoIP	633.00
1325	Check	Arkport	Workers Comp	9.86
DEPOSIT SUBTOTAL				4558.81
LESS CASH BACK				
DEPOSIT TOTAL				4558.81



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

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

Win for the Month

Southern Tier Library System learned that four libraries will be going on the ballot in 2026 to leverage necessary funds through 259 funding referendums. This is always good news as it brings Southern Tier libraries on par with funding per capital levels of other libraries across New York State, and strengthens services to community members across the library system.

Bulleted List of Current Projects

- Assisting Hector, Middlesex and Rushville libraries with completing charter registrations
- Developing a 2026 Appalachian Regional Commission Grant for Chemung, Schuyler, and Steuben counties, and administering current grants for 2024 and 2025 ARC applications
- Assessing member's Public Library Construction Aid needs for the State Education Department
- Finalizing the review and awarding of commercial insurance bids for 2026
- Administering the library system's Benefits Survey of Member Libraries for 2025
- Assisting member libraries with filing Tax Cap Forms

Meetings Attended/Facilitated

- Southern Tier Network Board Meeting
- New York Library Association's Membership Committee Meeting
- Southern Tier Digital Equity Coalition Meeting
- Public Library System Directors' Organization Meeting
- New York State Library Meeting with Public Library System Directors
- STLS Quarterly Delivery Driver Meeting
- Trustee Handbook Book Club for New York State Trustees Planning Meeting
- STLS Sustainability Committee meeting
- STLS Directors Advisory Council meeting
- STLS DEI Subcommittee meeting

Continuing Education Engagement

- Trustee Handbook Book Club – High Level Trusteeship
- Gather & Grow Annual Online Conference

- Legal Issues for Libraries
- Budgeting and Finance
- Project Management
- Performance Evaluations

Member or System Visits

- Hornell Public Library
- Pulteney Free Library
- Modeste Bedient Memorial Library
- David A. Howe Public Library
- Genesee Library
- Elizabeth B. Pert Library

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

Win for the Month

During the month of November, over 25 STLS staff and member library staff, directors, and trustees attended the New York Library Association conference. It is a point of pride and brings excitement to see so many STLS faces around the conference, especially to see how many sessions were presented by folks from STLS. Our system is taking a leading role in the NYS library community.

Current Projects

- Gather & Grow: Coordinated Teams practice sessions with presenters, contacted presenters to request slides and presentation materials, created post-event survey, wrote script for event hosts, planned debrief meeting
- Spring CE: Contacted a photographer about offering headshots for attendees, connected with the Administrative Assistant to finalize a contract with Corning Community College, created a Call for Proposals to send to member libraries, worked with division colleagues to brainstorm potential keynote presenters
- Hiring New Delivery Driver: Worked with the Coordinator of Delivery Services to develop the job posting, review applications, and conduct interviews

Meetings Attended/Facilitated

Meetings Attended:

- PULISDO
- NYALS
- STLS Advocacy Day planning meeting
- STLS Mid-Quarter Refresh
- STLS Sustainability Committee meeting
- STLS Board of Trustees meeting
- STLS Directors Advisory Council meeting
- STLS DEI Subcommittee meeting

Meetings Facilitated:

- STLS Social at NYLA
- Division of Librarianship monthly meeting
- Training Team meeting

Continuing Education

- Presented as part of the STLS DEI Committee panel, *Fostering DEI in Rural Communities*, at the New York Library Association Conference
- Facilitated the Web Accessibility Series, Workshop #3: Web Accessibility for Social Media and Multimedia Content, presented by S. McFadden, DLD

Member or System Visits

- Virtual consultation with Hornell Public Library staff member about internship

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

Win for the Month

· Attended the 2025 NYLA Conference in Saratoga Springs where I was able to interact and network with other Outreach Coordinators from around the state and completed my term on the NYLA Council as ALA Chapter Councilor

Bulleted List of Current Projects

- Published and sent “Reaching Out” newsletter for month of November
- Organized and sent the “DEI Newsletter” for month of November
- Reviewed and rated session proposals for the ALA 2026 Annual Conference
- Selected and ordered books for the STLS Large Print Rotating Collections

Meetings Attended/Facilitated

- Facilitated a meeting for STLS member library directors with the American Heart Association about Community Emergency Response Plans and funding for AEDs
- Attended the 2025 NYLA Conference in Saratoga Springs
- Outreach Coordinators meeting, Monday Morning Meet-Up, NYLA Council meeting, Advocacy Day Planning meeting, ILS/IT Meeting, Division of Librarianship monthly meeting, Sustainability Team meeting, Training Team monthly meeting, Directors’ Advisory Committee meeting, Mid-Quarter Refresh

Continuing Education Engagement

- Nourishing Minds: A Free Toolkit for Teen Mental Health Programming in Libraries

- Sessions at the NYLA Conference including the Keynote by Micaela Blei; Sustainable Programming; No, I'm Not Scared; A Crafty Way to Support Sustainability; Celebrating Diversity Through Multilingual Story-Time

Member or System Visits

- Met with a grant writer for the Penn Yan Public Library to discuss the ALA Libraries Transforming Communities: Accessible Small and Rural Communities grant opportunity

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

Win for the Month

My win for the month is related to the system-wide donations collected as part of The Great Give Back. Being the first year doing a coordinated system event, I wasn't sure what to expect in terms of donations, but I was blown away by what our members were able to collect. It took multiple van loads to get all of the items to their county shelters.

Bulleted List of Current Projects

- The Great Give Back: Picked up items from all participating member libraries and coordinated the delivery to county animal shelters. Sent out final updates to members, a follow-up survey, and thank you's to everyone who participated in TGGB system-wide. Worked with the Engagement consultant to get press releases sent out to local news/media.
- Program Resource Kits: Began purchasing kits for the 2026 summer learning theme, Unearth A Story. Developing dinosaur bone building kits with accompanying Storytime books, as well as a rock discovery kit for littles using microscope-like tools titled Rocknoculars. General kit purchases were also made for a teen-themed kit about positive relationships/relationship building, and a youth/tween kit consisting of MakeDo tools for cardboard construction.
- Collaborative Summer Learning Workshops: Sent out doodle polls to 14 other systems to begin coordinating the annual collaborative summer learning workshops. Worked with consultants at Nassau Library System, Upper Hudson Library System, and Ramapo Catskill Library System to set and develop a meeting agenda. Work continued with members from Mid York Library System, Southern Adirondack Library System, Onondaga Library System, Mohawk Valley Library System, Suffolk Cooperative Library System, Mid-Hudson Library System, and Chautauqua Cattaraugus Library System to continue with save-the-dates and presenter reach-outs to be shared in December.
-

Meetings Attended/Facilitated

- Meeting Attended
 - STLS MMM
 - STLS ILS/IT Workshop
 - STLS Mid Quarter Refresh

- STLS Division of Librarianship
- STLS Board of Trustees Meeting
- STLS Directors Advisory Council
- STLS Training Team
- NYS Youth Consultants Meeting
- Meeting Facilitated
 - Internship meeting with the Assistant Director – Director of Librarianship, and a Member library employee
 - Summer Collaboration Planning Meeting for 2026

Continuing Education Engagement

- Conference Attended
 - NYLA 2026

Member/System Visits

- Member site visits
 - Stopped at the following member libraries to collect items for The Great Give Back: Cuba, Big Flats, Horseheads, Montour Falls, Watkins Glen, Bath, Cohocton, Wayland, Dundee, Middlesex, Penn Yan, and Rushville.

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

Win for the Month

NYLA was a win! I very much enjoyed getting to connect and network with our members that attended and enjoyed being in a learning environment alongside them. I was also so impressed that we had so much representation from our system in attendance and in presenters.

Bulleted List of Current Projects

- Web Accessibility Compliance for members
- STLS website migration
- Library Advocacy Day
- Annual reports

Meetings Attended/Facilitated

- Meeting Attended
- Monday Morning Meetup
- Division of Librarianship Meeting
- Training Team Meeting
- Mid Quarter Refresh
- Director's Advisory Council
- Meeting Facilitated
- Advocacy Day Planning meeting

Continuing Education Engagement

- NYLA

Member or System Visits

- Alfred Library: Website accessibility consultation
- Odessa Library: Website accessibility consultation

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

Win for the Month

Kylie, Casey and Larissa were able to get a large backlog of Help Desk tickets back down to within the 1-week turnaround time goal. November is always a challenging month, as it is the tail end of the busy publishing season, plus NYLA and Core Forum conferences and the Thanksgiving holiday. At one point in the month, we were over 2 weeks but by the end of the month it was below 1 week. This is excellent, as December is often a challenging month too, with holidays, vacations and inclement weather.

Bulleted List of Current Projects

- Major Project 1: Continued helping libraries create new accounts with Ingram and working with vendor reps, to help facilitate the creation and configuration of new STLS library accounts. Also worked with libraries on switching to Amazon Business Prime Library accounts, for deeper discounts and free Prime memberships.
- Major Project 2 (ongoing): Identified AI-Generated materials purchased by libraries and discussed items with those libraries.
- Major Project 3: Started working on E-Rate Form 470s (Description of Services Requested and Certification Form) for the 2026-2027 funding cycle.
- Major Project 4: Worked on cleaning blank notes and comments in WorkFlows patron records, as part of a system-wide project to update and remove outdated notes and comments.

Meetings Attended/Facilitated

- Meeting Attended: Directors Advisory Council Meeting (Larissa and Mandy)

Meetings Facilitated: Larissa prepared content for, and Kylie, Casey and I prepared and presented the quarterly ILS/IT Meeting, along with IT.

Continuing Education Engagement

- Workshops Attended on Topic: Creating and Maintaining Community Focused, Balanced Collections (Mandy); Web Accessibility for Social Media and Multimedia Content (Mandy); Amazon Business Accounts for Member Libraries (Mandy, Casey, Kylie, and Larissa), Ingram iPage Ordering Webinar (Mandy).

Conferences Attended: New York Library Association Conference (Casey and Kylie); Core Forum: The annual conference for ALA's newest division, Core: Leadership, Infrastructures, Futures (Larissa)

Member or System Visits

- Member site visits: Online consultation with Canisteo for Amazon Business Prime Accounts for Libraries (Mandy). We held off on non-essential member library visits in order to get caught up with the Help Desk backlog.
- Internal system visit: In-person consultation with STLS Engagement Consultant to introduce WorkFlows circulation functions to aid her in her consultations with member libraries (Casey and Larissa)