

**STLS BOARD MEETING**

Tuesday, January 20, 2026 - 2:00 pm

STLS Headquarters, Painted Post, NY 14870

**AGENDA**

1. Agenda		Doc. #26-1
2. Approval of Minutes – December 2025	*FOR APPROVAL	Doc. #26-2
3. Treasurer’s Report –December 2025	*FOR APPROVAL	Doc. #26-3
4. Financial Clerk’s Report – December 2025	*FOR APPROVAL	Doc. #26-4
5. Fourth Quarter Profit-Loss Statement – December 2025	*FOR APPROVAL	Doc. #26-5
6. Fourth Quarter Claims Auditor Report – December 2025	*FOR APPROVAL	Doc. #26-6

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

**COMMITTEE REPORTS**

7. Executive Committee – Louise Richardson		
8. Personnel & Policies Committee – Barbara Hubbell		(Minutes) Doc. #26-7
		(Intern & Volunteer Policy) Doc. #26-8
9. Finance & Facilities Committee – Sisi Barr		
10. Public Relations Committee – Lynnette Decker		
11. Foundation for Southern Tier Libraries – Louise Richardson		(Minutes) Doc. #26-9

**BOARD ACTIONS**

12. <u>Annual Organizational Meeting Actions</u>	* FOR APPROVAL	Doc. #26-10
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Executive Director Recommendation: Approve action items per STLS Organizational Meeting Policy

- A. Designation of the Official Newspaper – Corning Leader
- B. Appointment of the Financial Clerk – Brian Hildreth
- C. Appointment of the Financial Clerk Designee – Erika Jenss
- D. Appointment of the Internal Auditor – Louise Richardson
- E. Appointment of the Alternate Internal Auditor – Richard Urban
- F. Appointment of the External Auditor – Mengel, Metzger & Barr, LLC.
- G. Appointment of the Attorney – Sayles and Evans
- H. Authorization of the Executive Director to Certify Payrolls
- I. Authorization of Executive Director to Make Grant Applications
- J. Authorization of the Executive Director to certify payments
- K. Authorization of the Business Mileage Reimbursement Rate – 72.5 cents
- L. Designation of the Bank Depository – Community Bank NA
- M. Designation of the Authorized Signatories – President, V.P, Treasurer, Executive Director
- N. Authorization of Certain Payments between Board Meetings - Credit card, utility bills, lease payments, payroll, payroll taxes, payroll deductions, and fringe benefit expenses.
- O. Establish Treasurer and Internal Auditor surety coverage for the year - \$750,000

Move: \_\_\_\_\_

Second \_\_\_\_\_

Aye \_\_\_\_\_ Nay \_\_\_\_\_

Abstain \_\_\_\_\_ Absent \_\_\_\_\_

Approved/Failed

Discussion:

13. Approve 2026 Board Meeting Schedule

\* FOR APPROVAL

Doc. #26-11

Executive Director Recommendation: Approve the 2026 Board Meeting Schedule.

Move: \_\_\_\_\_

Second \_\_\_\_\_

Aye \_\_\_\_\_ Nay \_\_\_\_\_

Abstain \_\_\_\_\_ Absent \_\_\_\_\_

Approved/Failed

Discussion:

14. Expenditure Approvals -Monthly Unpaid Bills Detail

\* FOR APPROVAL

Doc. #26-12

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

Move: \_\_\_\_\_

Second \_\_\_\_\_

Aye \_\_\_\_\_ Nay \_\_\_\_\_

Abstain \_\_\_\_\_ Absent \_\_\_\_\_

Approved/Failed

Discussion:

15. Receipt Approvals – Monthly Deposit Summary

\* FOR APPROVAL

Doc. #26-13

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

Move: \_\_\_\_\_

Second \_\_\_\_\_

Aye \_\_\_\_\_ Nay \_\_\_\_\_

Abstain \_\_\_\_\_ Absent \_\_\_\_\_

Approved/Failed

Discussion:

16. Approve Proposed IT Procurement and Vendor Selection Policy Revisions

\* FOR APPROVAL

(See Doc. #25-129 from December 2025 Board Meeting Packet)

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

Move: \_\_\_\_\_  
 Aye \_\_\_\_\_ Nay \_\_\_\_\_  
 Approved/Failed  
 Discussion:

Second \_\_\_\_\_  
 Abstain \_\_\_\_\_ Absent \_\_\_\_\_

17. Approve Member Library ILS Cost Share Contributions for 2026 - 2028

**\*FOR APPROVAL**

**Doc. #26-14**

Executive Director Recommendation: The STLS Board of Trustees approve the proposed Member Library ILS Cost Share Contributions for 2026 – 2028 as presented to STLS member libraries on March 26, 2025 and approved by the Directors Advisory Council during their November 19, 2025 meeting.

Move: \_\_\_\_\_  
 Aye \_\_\_\_\_ Nay \_\_\_\_\_  
 Approved/Failed  
 Discussion:

Second \_\_\_\_\_  
 Abstain \_\_\_\_\_ Absent \_\_\_\_\_

18. Approve Member Library Digital Library Contributions and Spending Plan for 2026 - 2028

**\*FOR APPROVAL**

**Doc. #26-15**

Executive Director Recommendation: The STLS Board of Trustees approve the proposed Member Library Digital Library Contributions and Spending Plan for 2026 - 2028 as approved by the Director's Advisory Council during their November 19, 2025 meeting.

Move: \_\_\_\_\_  
 Aye \_\_\_\_\_ Nay \_\_\_\_\_  
 Approved/Failed  
 Discussion:

Second \_\_\_\_\_  
 Abstain \_\_\_\_\_ Absent \_\_\_\_\_

**BOARD INFORMATION**

- 19. Old Business
- 20. New Business
- 21. Library Networking
- 22. President's Report
- 23. Monthly System Team & Divisional Reports

**Doc. #26-16**

Public Expression (15 minutes)  
 Adjournment

Next meeting: Southern Tier Library System – Tuesday, March 17, 2026 at 2 p.m.

**STLS BOARD MEETING**  
**Tuesday, December 16, 2025 - 2:00 pm**  
**Southern Tier Library System, Painted Post, NY 14814**

**MINUTES****TRUSTEES PRESENT:**

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

Excused: Richard Ahola – 2027, David Haggstrom – 2026 , Louise Richardson – 2029, Vacant Chemung County Seat – 2027, Vacant Schuyler County Seat – 2028

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

Guest – Karen Martin, prospective board member for Schuyler County

President K Green called the meeting to order at 2:15 pm

**1. AGENDA** \*FOR APPROVAL Doc.#25-124

**Received and Filed**

**2. Approval of Minutes – November 2025** \*FOR APPROVAL Doc. #25-125

**Received and Filed**

The November 2025 minutes were approved.

**3. Treasurer's Report – November 2025** \*FOR APPROVAL Doc. #25-126

**Received and filed**

S Barr reported that STLS' total bank balance is up \$20,000.00 from this time in 2024. All member libraries have paid their quarterly invoices, line item 1380.

**4. Financial Clerk's Report – November 2025** \*FOR APPROVAL Doc. #25-127

**Received and Filed**

B Hildreth reported that revenue was received for Overdrive and eBook purchases, as well as printers and equipment for member libraries.

For expenses, B Hildreth reported that payroll increased because there were three pay periods in October 2025. STLS also paid the NY state pension bill. This bill is paid ahead of time to receive a discount. Line item 5408, Platform Fees and Licenses, increased because STLS purchased movie licensing for all member libraries. Line item 5420, Staff Development and Travel, had an increase because of staff attendance at the 2025 NYLA conference. Line item 2436, STLS Grants to Member Libraries, paid about \$10,000.00 to member libraries for Coordinated Outreach and DEI grants.

R Barbour inquired about the difference in mileage costs, in line item 5422, between October and November. B Hildreth stated that the mileage reimbursements are paid out as the forms are submitted by trustees.

**Standing Committee Reports –**

**5. Executive Committee- K Green**

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

**6. Personnel & Policies Committee – Barbara Hubbell (Minutes)Doc.#25-129**

(Proposed IT Procurement & Vendor Selection Policy)Doc.#25-130

B Hubbell stated that document 25-116, the proposed facilities policy revisions, as well as document 25-113, executive director's performance objectives and proposed salary are up for vote at today's meeting. B Hubbell also asked the board to review document 25-129, the proposed it procurement and vendor selection policy. Please report any suggestions or changes to the committee and the policy will be up for vote at the January meeting.

**7. Finance & Facilities Committee – Sisi Barr Doc.#25-130**

S Barr stated the committee reviewed the Mid-Year Budget Revisions, the IRS Filing, and the Facilities Policy. There are also bids out for commercial insurance. B Hildreth added that of the submitted bids, Piper Insurance was the lowest with a savings of \$2000.00 for the year.

**8. Public Relations Committee – L Decker Doc.#25-131**

L Decker stated the committee did not meet today, so there is no report. She did encourage all trustees to sign up for an entrée for January's Staff Appreciation Lunch

**9. Foundation for Southern Tier Libraries – M Krebs (Minutes) Doc.#25-132**

M Krebs stated the Foundation met and is exploring new options for fundraising.

**BOARD ACTIONS**

**10. Expenditure Approvals -Monthly Unpaid Bills Detail**

**\* FOR APPROVAL**

**Doc. #25-133**

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 10 Nay 0 Abstain 0 Absent 3 Vacant 2

Approved/Failed: Approved

Discussion: None

**11. Receipt Approvals – Monthly Deposit Summary \* 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 10 Nay 0 Abstain 0 Absent 3 Vacant 2

Approved/Failed: Approved

Discussion: None

**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 10 Nay 0 Abstain 0 Absent 3 Vacant 2

Approved/Failed: Approved

Discussion: There was discussion as to who would be surveyed this year. B Hubbell stated the survey changes would be discussed.

**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 10 Nay 0 Abstain 0 Absent 3 Vacant 2

Approved/Failed: Approved

Discussion: None

**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 10 Nay 0 Abstain 0 Absent 3 Vacant 2

Approved/Failed: Approved

Discussion: None

**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:        B Gorman        Second        R Urban       

Aye 10 Nay 0 Abstain 0 Absent 3 Vacant 2

Approved/Failed: Approved

Discussion: None

**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:        M Krebs        Second        S Barr       

Aye 10 Nay 0 Abstain 0 Absent 3 Vacant 2

Approved/Failed: Approved

Discussion: None

**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 10 Nay 0 Abstain 0 Absent 3 Vacant 2

Approved/Failed: Approved

Discussion: None

**BOARD INFORMATION**

**18. Old Business – none**

**19. New Business – none**

**20. Library Networking –**

B Hubbell wanted to congratulate the STLS staff on the new format for the Monthly Division Reports. They are easier to read and much more concise.

B Gorman stated that she attended Gather and Grow on December 5. She stated it was “great” and well organized. M Krebs added that the event was very informative and time well spent.

**21. President’s Report –**

K Green thanked the board and stated that she enjoyed her time as president for the past 2 years.

**22. Executive Director’s Report**

(Monthly Division Reports) **Doc.#25-135**

B Hildreth covered a number of topics. He first spoke about Gather and Grow. He gave the statistics and stated how the event has grown over the last 5 years. STLS will brainstorm how to proceed with the event to make it beneficial for all organizing and participating.

B Hildreth stated, as part of his performance objectives, he will be looking for 2 or 3 volunteers, from the STLS trustees, to participate in the Strategic Planning Committee. Finally, there are 2 vacant seats on the STLS board for Chemung County. B Hildreth is meeting with a prospective board member to hopefully fill one of those spots.

**Public Expression (15 minutes)**

R Barbour asked about AI and what libraries are doing to address it. There was general discussion of AI, how it is affecting the environment as well as the information we receive every day, from various platforms. B Hildreth noted several guidance documents have been developed by STLS staff and shared with member libraries. Multiple trainings have also been provided over the last two years as AI has become more apparent.

Adjournment 2 :53 pm

Move: R Barbour Second: R Urban

Next meeting: January 20, 2026 - 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 December 31, 2025**

	<b>Total</b>	
	<b>As of Dec 31, 2025</b>	<b>As of Nov 30, 2025</b>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
1200 Cash - Operating	5,396.57	2,228.01
1201 Cash - Payroll	21,961.97	17,839.57
1202 Cash - Money Market	427,578.96	704,341.31
1203 Cash in Certificate of Deposit	257,881.08	257,163.16
1204 Cash in Certificate of Deposit 2	264,074.37	263,349.68
<b>Total Bank Accounts</b>	<b>\$ 976,892.95</b>	<b>\$ 1,244,921.73</b>
<b>Accounts Receivable</b>		
1380 Accounts Receivable	12,899.27	48,096.74
<b>Total Accounts Receivable</b>	<b>\$ 12,899.27</b>	<b>\$ 48,096.74</b>
<b>Other Current Assets</b>		
12000 Undeposited Funds	0.00	0.00
<b>Total Other Current Assets</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Total Current Assets</b>	<b>\$ 989,792.22</b>	<b>\$ 1,293,018.47</b>
<b>Fixed Assets</b>		
<b>1100 Fixed Assets</b>		
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
<b>Total 1100 Fixed Assets</b>	<b>\$ 1,634,607.48</b>	<b>\$ 1,634,607.48</b>
<b>Total Fixed Assets</b>	<b>\$ 1,634,607.48</b>	<b>\$ 1,634,607.48</b>
<b>Other Assets</b>		
1382 Prepaid expenses	93,773.47	93,773.47
1400 Right of Use Lease Asset	440,874.00	440,874.00
<b>Total Other Assets</b>	<b>\$ 534,647.47</b>	<b>\$ 534,647.47</b>
<b>TOTAL ASSETS</b>	<b>\$ 3,159,047.17</b>	<b>\$ 3,462,273.42</b>
<b>LIABILITIES AND EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2600 Accounts Payable	8,374.03	0.00
<b>Total Accounts Payable</b>	<b>\$ 8,374.03</b>	<b>\$ 0.00</b>
<b>Other Current Liabilities</b>		
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

<b>2605 Retainage Payable</b>	0.00	0.00
<b>2625 Payroll Deductions Payable</b>	44.18	-1,600.03
<b>2626 Flex Spending Deduction Payable</b>	740.62	794.87
<b>2627 PFL Payable to Insurance</b>	3,646.14	3,437.54
<b>2630 Due to Member Libraries Pay Pal</b>	0.00	0.00
<b>2635 Capital Notes Payable</b>	58,426.09	60,716.35
<b>2640 Accrued Compensated Absences</b>	151,841.56	151,841.56
<b>2800 Lease Liability Short Term</b>	106,530.00	106,530.00
<b>Total Other Current Liabilities</b>	<b>\$ 335,239.98</b>	<b>\$ 335,731.68</b>
<b>Total Current Liabilities</b>	<b>\$ 343,614.01</b>	<b>\$ 335,731.68</b>
<b>Long-Term Liabilities</b>		
<b>2850 Lease Liability - Long Term</b>	334,344.00	334,344.00
<b>Total Long-Term Liabilities</b>	<b>\$ 334,344.00</b>	<b>\$ 334,344.00</b>
<b>Total Liabilities</b>	<b>\$ 677,958.01</b>	<b>\$ 670,075.68</b>
<b>Equity</b>		
<b>3200 Fund Balance Unrestricted</b>	2,341,625.89	2,341,625.89
<b>3910 Board Restricted Capital Reserv</b>	350,000.00	350,000.00
<b>3911 Donor Restricted Capital Reserv</b>	80,016.19	80,016.19
<b>Net Revenue</b>	-290,552.92	20,555.66
<b>Total Equity</b>	<b>\$ 2,481,089.16</b>	<b>\$ 2,792,197.74</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 3,159,047.17</b>	<b>\$ 3,462,273.42</b>

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**  
**December 2025**

	<b>Dec 2025</b>	
	<b>December</b>	<b>November</b>
<b>Revenue</b>		
4719 Interest	1,457.54	1,508.77
4724 Member Library IT Contracts	2,250.00	195.00
4731 Arkport Support		9.86
4735 Non State Aid Pass Through	9,160.07	3,928.87
4782 Donations	2,514.03	
4784 General Reimbursements & Refund	6,382.86	
<b>Total Revenue</b>	<b>\$ 21,764.50</b>	<b>\$ 5,642.50</b>
<b>Gross Profit</b>	<b>\$ 21,764.50</b>	<b>\$ 5,642.50</b>
<b>Expenditures</b>		
5100 Salaries		
5141 Professional Salaries	44,500.56	38,834.04
5142 Non-Professional Salaries	44,784.64	38,743.86
<b>Total 5100 Salaries</b>	<b>\$ 89,285.20</b>	<b>\$ 77,577.90</b>
5150 Personnel Benefits		100.00
5151 Retirement		141,934.00
5153 Social Security	6,589.83	5,615.13
5154 Workers Compensation	358.37	462.65
5157 Health Insurance	15,990.71	27,730.83
5158 Payroll Expense - Other	2,156.08	953.97
<b>Total 5150 Personnel Benefits</b>	<b>\$ 25,094.99</b>	<b>\$ 176,796.58</b>
5204 STLS Software & Small Equipment	129.99	264.23
5205 Maintenance Contracts & Leases	549.95	549.95
5408 Platform Fees & Licenses	4,995.61	2,952.88
5409 STLS Telephone/Internet	17,487.79	17,379.70
5417 Library Materials	5,333.24	1,287.39
5418 Consultant Collection		35.81
5419 Electronic Materials	8,814.19	1,171.90
5420 Staff Development Travel	867.55	6,845.83
5422 Trustee Mileage	2,074.38	85.12
5425 Staff & Member Library Mileage	65.66	464.10
5427 Programming & Annual Conference	2,390.00	432.46
5428 Meeting Supplies	122.86	21.25
5430 Office Supplies	724.24	116.00
5433 Postage		29.85
5434 Public Relations	16.99	492.90
5435 Member Library Pass through	138,176.96	10,877.24
5436 STLS Grants to Member Libraries	-62.01	10,914.01
5442 Professional Fees	-72.28	125.00
5444 Accounting Support & Audit	99.00	510.50
<b>5450 Utilities</b>	<b>1,608.94</b>	<b>1,580.59</b>

<b>5451 Building Maintenance &amp; Repairs</b>	3,197.34	706.06
<b>5454 Commercial Insurance</b>	3,523.62	967.66
<b>5471 Vehicle Maintenance &amp; Repairs</b>	416.44	307.88
<b>5473 Vehicle Fuel</b>	1,332.31	1,472.82
<b>5474 Vehicle Insurance</b>	489.12	503.41
<b>5480 Greenwood Reading Center Exp</b>	1,517.83	1,554.72
<b>5485 Arkport Expense Account</b>	1,613.79	1,448.72
<b>5490 Grants</b>	23,079.38	50,123.47
<b>Total Expenditures</b>	<b>\$ 332,873.08</b>	<b>\$ 367,595.93</b>
<b>Net Operating Revenue</b>	<b>-\$ 311,108.58</b>	<b>-\$ 361,953.43</b>
<b>Net Revenue</b>	<b>-\$ 311,108.58</b>	<b>-\$ 361,953.43</b>

**Southern Tier Library System**  
**Profit & Loss**  
**January - December 2025**

	<b>Total</b>		
	<b>Actual</b>	<b>Budget</b>	<b>Difference</b>
<b>Revenue</b>			
4700 Basic State Aid	\$934,607.00	\$934,607.00	\$0.00
4706 Jails and Institutions	\$3,877.00	\$3,877.00	\$0.00
4709 Local Services Support	\$102,773.00	\$102,773.00	\$0.00
4710 Supplemental Aid	\$138,463.00	\$138,463.00	\$0.00
4711 Coordinated Outreach	\$96,014.00	\$96,014.00	\$0.00
4713 State Corrections	\$28,630.00	\$28,630.00	\$0.00
4714 Bullet Aid NYS	\$20,000.00	\$20,000.00	\$0.00
4715 Love Your Library	\$0.00	\$1,500.00	-\$1,500.00
4719 Interest	\$19,309.07	\$19,500.00	-\$190.93
4721 E-Rate Funding	\$175,902.00	\$175,902.00	\$0.00
4723 Member Library Cost Share	\$419,008.00	\$419,008.00	\$0.00
4724 Member Library IT Contracts	\$74,000.00	\$74,000.00	\$0.00
4725 Grants Revenue	\$184,881.00	\$184,881.00	\$0.00
4733 Member Library Processing Fees	\$385.00	\$385.00	\$0.00
4781 Retiree Health Ins Payments	\$1,966.80	\$2,000.00	-\$33.20
4782 Donations	\$4,762.90	\$1,500.00	\$3,262.90
4784 General Reimbursements & Refund	\$12,682.83	\$5,600.00	\$7,082.83
<b>Total Revenue</b>	<b>\$2,217,261.60</b>	<b>\$2,208,640.00</b>	<b>\$8,621.60</b>
<b>Expenditures</b>			
5203 STLS Equipment	\$129.99	\$0.00	\$129.99
5204 STLS Software & Small Equipment	\$9,304.22	\$16,200.00	-\$6,895.78
5205 Maintenance Contracts & Leases	\$9,536.82	\$12,000.00	-\$2,463.18
5407 Integrated Library System	\$83,388.34	\$83,389.00	-\$0.66
5408 Platform Fees & Licenses	\$25,922.89	\$21,500.00	\$4,422.89
5409 STLS Telephone/Internet	\$208,389.51	\$195,446.00	\$12,943.51
5417 Library Materials	\$17,583.61	\$17,250.00	\$333.61
5418 Consultant Collection	\$1,250.64	\$1,800.00	-\$549.36
5419 Electronic Materials	\$10,081.09	\$0.00	\$10,081.09
5420 Staff Development Travel	\$19,001.68	\$15,000.00	\$4,001.68
5422 Trustee Mileage	\$5,183.78	\$8,500.00	-\$3,316.22
5423 Trustee Continuing Education	\$0.00	\$0.00	\$0.00
5424 Conference Registration	\$5,993.01	\$7,500.00	-\$1,506.99
5425 Staff & Member Library Mileage	\$2,695.14	\$3,000.00	-\$304.86
5427 Programming & Annual Conference	\$10,111.07	\$6,500.00	\$3,611.07
5428 Meeting Supplies	\$1,535.29	\$2,500.00	-\$964.71
5430 Office Supplies	\$4,190.70	\$3,500.00	\$690.70
5433 Postage	\$2,151.32	\$2,400.00	-\$248.68
5434 Public Relations	\$9,835.11	\$9,500.00	\$335.11
5436 STLS Grants to Member Libraries	\$12,282.00	\$13,500.00	-\$1,218.00
5442 Professional Fees	\$11,763.72	\$12,000.00	-\$236.28
5443 Legal Counsel	\$950.00	\$1,500.00	-\$550.00
5444 Accounting Support & Audit	\$19,571.42	\$17,600.00	\$1,971.42
5450 Utilities	\$17,424.87	\$20,000.00	-\$2,575.13
5451 Building Maintenance & Repairs	\$21,173.87	\$22,500.00	-\$1,326.13
5454 Commercial Insurance	\$13,802.26	\$14,448.00	-\$645.74
5471 Vehicle Maintenance & Repairs	\$9,823.82	\$11,500.00	-\$1,676.18
5473 Vehicle Fuel	\$15,912.12	\$17,500.00	-\$1,587.88
5474 Vehicle Insurance	\$5,830.55	\$5,981.00	-\$150.45
5490 Grants	\$245,117.42	\$187,684.00	\$57,433.42
<b>Total Expenditures</b>	<b>\$2,369,636.63</b>	<b>\$2,297,957.00</b>	<b>\$71,679.63</b>
<b>Net Operating Revenue</b>	<b>-\$152,375.03</b>	<b>-\$89,317.00</b>	

## QUARTERLY CLAIMS AUDITOR REPORT - SOUTHERN TIER LIBRARY SYSTEM

Q4 2025 October 1, 2025 - December 31, 2025

Audit Date	# of Invoices	Invoice Total	Exception	Check Numbers	Check Date	Paid Total
10/1/25	18	29,566.92	0	42754 42771	10/3/25	29,566.92
10/15/25	19	70,842.34	0	42772 - 42790	10/17/25	70,842.34
10/29/25	35	88,324.22	0	42791 - 42825	10/31/25	88,324.22
11/12/25	35	232,870.62	0	42826 - 42860	11/14/25	232,870.62
11/25/25	33	51,485.76	0	42861 - 42893	11/28/25	51,485.76
12/10/25	52	73,370.72	0	42894 - 42945	12/12/25	73,370.72
12/24/25	46	153,061.43	0	42946 43015	12/26/35	153,061.43

## EXCEPTION REPORT

Exception	Transaction	Claim			
Reference	No/Date	Invoice Date	Amount	Payee/Vendor	Item Services of Invoice
	42910	12/12/25	11/19/25	50.00	Christina Bamberg Presenter Honorarium - Gather and Grow

## Issue with Purchase | Cause for Exception

Documentation indicated check should be payable to Carthage Free Library

## Resolution

Christina Bamberg will make payment to Carthage Free Library

Exception	Transaction	Claim			
Reference	No/Date	Invoice Date	Amount	Payee/Vendor	Item Services of Invoice
	42998	12/26/25	28.79	Adobe	Creative Suite purchase
Issue with Purchase   Cause for Exception					Resolution
Sales tax charged					Pursuing a refund; setting up tax-exemption status for future purchases

Exception	Transaction	Claim			
Reference	No/Date	Invoice Date	Amount	Payee/Vendor	Item Services of Invoice
	42998	12/26/25	12/26/25	446.69	First Bankcard Interest and late fees on 9 cards
Issue with Purchase   Cause for Exception					Resolution
Charged in error					Will be credited next cycle

Submitted by Louise Richardson, Internal Auditor

12/31/25

**Personnel & Policies Committee**

Meeting Minutes

Tuesday, January 13, 2026 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. IT Procurement and Vendor Selection Policy Revisions**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the IT Procurement and Vendor Selection Policy as presented at the December 16, 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. Privacy Policy**

B. Hildreth indicated STLS staff still need time to work on the policy because it requires a few more sections. A final proposed version of the policy will be ready for the committee to review in March 2026. M-C Krebs said she would forward along her proposed edits to be included into the work of STLS staff. B. Hubbell also said she would email B. Hildreth any recommendations based on her review. The committee can do a full review in March.

**3. Intern and Volunteer Policy**

B. Hildreth presented changes to the Volunteer Policy. He noted a name change to the policy to include Intern, and highlighted the added language to support the inclusion of interns in policy and practice. He stated STLS has been sought after by member library staff who are working on their Masters in Library Science and Information Studies degrees to conduct an internship at STLS. He added that interns are not intended to replace staff positions, but rather enhance organizational impacts as long as the internship does not interfere with the work of STLS. There would be no limit on the number of interns STLS hosted at one time, but capacity constraints would probably limit STLS to 1-2 interns per year. Similar to volunteer positions, internships would be unpaid practicum. The committee reviewed the document and made several revisions. The group agreed to move the proposed policy to the full board for review.

**Personnel**

There were no personnel documents for the committee to review this month.

Meeting adjourned at 12:59 p.m.

Minutes respectfully submitted by: Brian M. Hildreth

**STLS INTERN AND VOLUNTEER POLICY**

APPLIES TO: STLS Trustees, Staff, **Interns**, and Volunteers

REFERENCES: STLS Authority of the Board Policy

STLS Internship Application Form

STLS Volunteer Application Form

An STLS **intern or** volunteer is anyone who, without compensation or expectation of compensation, performs a task at the direction of and on behalf of STLS **staff**. **Interns and volunteers are viewed as** a valuable resource to STLS, its staff, and its Board of Trustees. ~~It is the policy of STLS to support the engagement of interns and volunteers where possible. Interns and volunteers providing services to STLS must comply with STLS the policies and procedures of STLS.~~

~~Prior to being accepted as an intern or volunteer, All candidates must submit an Intern or Volunteer Application Form. and participate in an interview with the Appropriate STLS staff will then interview prospective interns and volunteers to assess their interest in and suitability for available opportunities. Volunteers under the age of 18-years must obtain Parental/Guardian Consent~~

~~Interns and volunteers are not authorized to make any statements or take any action which might significantly affect or obligate STLS, and are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a intern or volunteer, whether this information involves an individual staff member, intern, volunteer, member library, or other person, or involves overall STLS business.~~

Volunteers are defined as any member of the public who wish to support the mission of STLS by completing routine, non-clerical and non-professional task which benefit the organization as a whole. Examples of work might include, but are not limited to making photocopies, stuffing mailers, shelving materials, organizing files, preparing crafts, assisting with events, and shelf reading.

Interns are defined as anyone enrolled in a higher education institution and working towards the completion of a degree. In addition to completing the Intern Application Form, prospective interns should provide detailed information about the requirements of their internship from their educational institution. Details should include required tasks, projects, outcomes, institutional contacts, deadlines, and STLS reporting requirements. There is an understanding that internships are timebound with a specific start and end date. STLS can work with the intern and educational institution to develop a program that meets the internship's requirements.

STLS reserves the right to decline an intern or volunteer if the library system believes the candidate does not possess the basic knowledge, skills, abilities, and general interest to complete a project or position requirements. STLS may also release an intern or volunteer from assignment if they do not execute the required responsibilities as agreed upon at the start of their internship or volunteerism, or if they do not adhere to STLS policies and procedures.

*Adopted by STLS Board of Trustees on March 19, 2013*

*Revised by the Board of Trustees on September 17, 2019, January 16, 2024, Month, Day, Year*

## Internship Application Form Southern Tier Library System

### Applicant Information

- **Full Name:** \_\_\_\_\_
- **Primary Phone Number:** \_\_\_\_\_
- **Email Address:** \_\_\_\_\_
- **Current Address:** \_\_\_\_\_

### Educational Background

- **Current Institution:** \_\_\_\_\_
- **Degree / Program:** \_\_\_\_\_
- **Year of Study:** \_\_\_\_\_
- **Expected Graduation Date:** \_\_\_\_\_

### \*Internship Details

- **Preferred STLS Division:** \_\_\_\_\_
- **Desired Internship Period:** \_\_\_\_\_
- **Availability (days & hours):** \_\_\_\_\_
- **Total Number of Hours Required:** \_\_\_\_\_

\*Please attach specific internship requirements from your educational institution including the name and contact information of your internship program coordinator. This information will help us facilitate your internship if approved.

### Skills & Experience

- **Relevant Skills (e.g., cataloging, IT, customer service):**

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- **Previous Work / Volunteer Experience (if any):**

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### Motivation Statement

- **Why are you interested in an internship at STLS?**

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**References (Please provide contacts for two individuals)**

- **Reference Name:** \_\_\_\_\_
- **Relationship:** \_\_\_\_\_
- **Phone:** \_\_\_\_\_
- **Email:** \_\_\_\_\_

- **Reference Name:** \_\_\_\_\_
- **Relationship:** \_\_\_\_\_
- **Phone:** \_\_\_\_\_
- **Email:** \_\_\_\_\_

**Declaration**

I hereby declare that the information provided above is true and accurate. I understand that submitting this application does not guarantee placement as an intern.

- **Applicant Signature:** \_\_\_\_\_
- **Date:** \_\_\_\_\_

**Volunteer Application Form  
Southern Tier Library System****Applicant Information**

- **Full Name:** \_\_\_\_\_
- **\*Date of Birth (if under the Age of 18 at time of application):** \_\_\_\_\_
- **Primary Phone Number:** \_\_\_\_\_
- **Email Address:** \_\_\_\_\_
- **Home Address:** \_\_\_\_\_

**\*If under the Age of 18, please have the Parent/Legal Guardian Authorization Form completed.**

**Emergency Contact**

- **Name:** \_\_\_\_\_
- **Relationship:** \_\_\_\_\_
- **Primary Phone Number:** \_\_\_\_\_

**Availability**

- **Days Available (check all that apply):**  
 Monday  Tuesday  Wednesday  Thursday  Friday
- **Preferred Time(s):**  
 Morning  Afternoon  Evening
- **How many hours per week can you volunteer?** \_\_\_\_\_

Areas of Interest (check all that apply)

- Working with library materials
- Events & workshops
- Administrative support
- Other: \_\_\_\_\_

Skills & Experience

- **Relevant skills or experience (library, customer service, education, etc.):**

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Interest

- **Why would you like to volunteer with STLS?**

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References (Please provide contacts for two individuals)

- **Reference Name:** \_\_\_\_\_
- **Relationship:** \_\_\_\_\_
- **Primary Phone:** \_\_\_\_\_
- **Email:** \_\_\_\_\_
  
- **Reference Name:** \_\_\_\_\_
- **Relationship:** \_\_\_\_\_
- **Primary Phone:** \_\_\_\_\_
- **Email:** \_\_\_\_\_

Additional Information

- **Do you require community service hours?**  Yes  No
- **If yes, number of hours needed:** \_\_\_\_\_
- **Are you a student?**  Yes  No
- **Are your volunteer activities part of a school requirement?**  Yes  No

- If you answered, "Yes" to school requirement, please provide school name and school coordinator.

**School Name:** \_\_\_\_\_

**School Coordinator Name/Email Contact:** \_\_\_\_\_

- Do your volunteer hours need to be reported to any other agency or organization?

Please provide agency or organization contact information including: organization name, contact, person, phone number, and email address:

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#### Agreement

I certify that the information provided is true and accurate. I understand that submitting this application does not guarantee placement as a volunteer.

- **Signature:** \_\_\_\_\_
- **Date:** \_\_\_\_\_

#### **Parent/Legal Guardian Authorization Form for Volunteers Under the Age of 18 at Time of Application**

#### Parent/Legal Guardian Information

- **Full Name of Parent/Legal Guardian:** \_\_\_\_\_
- **Relationship to Volunteer:** \_\_\_\_\_
- **Primary Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_
- **Home Address:** \_\_\_\_\_

#### Authorization and Consent

I, the undersigned parent or legal guardian, give permission for the child named above to participate as a **volunteer** at the Southern Tier Library System.

I understand that:

- Volunteer duties may include, but are not limited to, shelving materials, assisting with programs, and general support activities under staff supervision.
- The child will not be considered an employee of STLS and will not receive wages or benefits.
- STLS will provide reasonable supervision; however, I acknowledge that participation involves normal risks associated with volunteer activities in a nonprofit office setting.

#### Release and Acknowledgment

I release and hold harmless Southern Tier Library System, its governing board of trustees, employees, and volunteers from liability for injuries or damages arising from the child's participation, except where caused by gross negligence or willful misconduct as defined by law.

I certify that the information provided is accurate and complete.

**Parent/Legal Guardian Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## FOUNDATION FOR SOUTHERN TIER LIBRARIES BOARD OF DIRECTORS MEETING

**December 12, 2025** | Southern Tier Library System

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

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

The meeting was called to order at 10:00 am.

**MINUTES** Minutes of the November 4, 2025 meeting were approved as written.

**TREASURER REPORT:** Two warrants were issued. Donations received in November in response to the recent fundraiser letter totaled \$350.00 Donations received in December bring the current balance to \$13,618.67.

The Treasurer's report was accepted.

## OLD BUSINESS

### 2025 Grantee Award Reports

President Rusty encouraged board members to review the grant reports submitted by 2025 awardees which she had distributed via email on December 11<sup>th</sup>. Rusty thanked Louise for compiling the documents and inserting pictures.

Rusty will remind the three libraries with reports outstanding that the deadline to submit report will be January 31, 2026. Libraries not meeting this deadline will be ineligible to compete for a grant in 2026.

To enhance the Foundation's awareness, the following were implemented or strengthened:

- At the beginning of a program funded by a grant, the library should state that the Foundation of the Southern Tier Library System (FSTLS) funds this program. FSTLS will provide prepared text.
- Foundation brochures should be available at grant-sponsored events or near displays of materials funded by the FSTLS.
- FSTLS will prepare a press release and distribute it to grant awardees for submission to local media.
- During the annual grant-award check presentations, the screen behind the presenter and recipients will have FSTLS branding.
- Prior to the annual grant-award presentations, Louise will provide a short tutorial on social media posting. Her handout will include a step-by-step guide, a logo package, and her contact information.

- Grant recipients will be notified that they are expected to attend the annual meeting in person to receive their awards.

Louise will update the Jot grant application form and email instructions, incorporating suggestions as needed. She will bring it to the January meeting for board review.

After approval, Brian Hildreth will email the grant application with email application information to the libraries in the Southern Tier Library System. Application deadline was set as March 31, 2026. The board will review applications and determine awards at its April meeting.

Dale reminded the Board that when the Foundation began awarding grants, one of its goals was to assist libraries who were not familiar with the protocols involved when writing grants. The Foundation was to be a “bridge” for learning the process. As personnel change in libraries, the Board should keep that goal in mind and help when needed.

### **Board Member Recruitment Efforts - Tabled**

#### **Grant Watch**

Charmaine researched the costs associated with using this sortable database. There are a variety of payment options available. Charmaine recommended that \$100 be spent to purchase a three-month subscription. She volunteered to donate the \$100 as a designated gift to the Foundation if that does not represent a conflict of interest. Board members did not see this as a conflict. Louise Richardson moved to accept the \$100 designated donation from Charmaine Ushkow, to be used to open an account with *Grant Watch*. Charmaine is to purchase a first quarter (January – March 2026) membership and serve as administrator for that quarter. Seconded by Gail Ebeltoft. Motion carried unanimously.

Charmaine asked if Rusty would serve as the contact when Charmaine receives a grant award that needs to be regranted. Rusty agreed. In other words, Charmaine will apply for the grant in the name of the Foundation, and when successful, Rusty, as the Foundation’s representative, will invite libraries that fit the grant’s criteria to apply for these funds.

#### **2026 Grant Application Review**

To finalize grant application requirements Rusty distributed a sheet containing comments board members had made during prior application review cycles.

Improvements to application decisions centered on answering the following:

If the proposed program is partnering with a local entity(ies) to produce a community event, how does the event integrate the resources of the community with the library? What is the connection between the resources the library has and the proposed community event? How will this event get people into libraries?

If a library sponsored event is held outside the library, how is the library presence promoted? For example, could library books that relate to the event be displayed? Could attendees sign up for a library card? Are there other ideas that would promote the idea that the library is providing yet another service, this one beyond its own walls?

## **NEW BUSINESS**

### **Replacement of Treasurer**

Paul Webster will resign his position on February 28, 2026. Rusty asked Paul to outline his duties. Paul explained that there are four main areas: deposits, receipts, warrants and disbursements. He also prepares profit/loss statements for events, prepares monthly and annual reports and files for a liquor tax permit when needed. Brian Hildreth and his team have filed the 990 short form on behalf of the Foundation.

Paul's work for the Foundation has been conducted as his place of business where the data is backed up every night. When another board member takes over, frequent back up should be continued. Dale suggested the Board consider purchasing a computer dedicated to the Treasurer's use. Another option suggested was using an external storage drive for Foundation business.

The Foundation has a no annual fee credit card which was secured using Paul's personal information, including his social security number. Since usage has been minimal, the board discussed whether it needed a credit card and by consensus, decided to discontinue it. Paul will cancel the card.

Paul had asked if there was an employee in the school district who would be interested in taking his place but did not receive any responses. Rusty volunteered to take the Treasurer's position if someone would take the Presidency.

Rusty suggested that a job description for the Treasurer's position be created. She would post the vacancy on the website. Dale said the ad should stress that the Foundation is at 501(c) 3 organization with 0% spent on administration.

This topic will be discussed again in January.

### **Annual Organization Meeting**

*The Corning Leader* was designated the official newspaper and *Community Bank* was designated the official bank depository. Motion by Louise Richardson, seconded by Dale Wexell and carried unanimously.

Paul Webster (Treasurer) and Rustiina Wigg (President) were designated authorized signatories for the Foundation's bank account at *Community Bank*. Motion by Gail Ebeltoft, seconded by Charmaine Ushkow. There were five pro votes and one abstention. Motion carried.

#### Set Regular Meeting Date and Time for 2026

To try and accommodate every board member's organizational commitments and the Treasurer's need to receive the monthly bank statement, Rusty proposed a variety of meeting dates and times. Members were encouraged to check their schedules to see whether meeting:

The 2<sup>nd</sup> Thursday from 10am-12 pm

or

The 3<sup>rd</sup> Monday from 10am-12pm

will work. The meeting schedule will be discussed again and voted upon at the January 2026 meeting.

The Annual Meeting will be held on Wednesday, April 22, 2026 at 5:00pm in the Southern Tier Library System Office Building.

Rusty distributed a *2026 Planning Schedule for Yearly Activities*. The schedule will be discussed in January.

Rusty distributed *Disclosure of Interest* forms. All members present signed.

#### **2026 Fundraising Event**

Fundraising is needed to increase the amount available for grants in 2026. Gail asked if the bank account carryover amount (currently \$5,000) could be reduced as part of the effort to raise more funds. Although the board has never had a budget, annual expenses cited such board liability insurance, Eleo database, materials for two appeal letters, and printing a new brochure made that suggestion unfeasible.

Several fundraisers were discussed. Each was examined considering the need to raise \$10,000. The money would not have to be raised until March or early April.

#### *Trivia Event*

Title: Southern Tier Trivia Event

There are two options for conducting: 1) Through an app on your phone or paper and pencil. If the first, what is the cost to download app on your phone? Are there other details involved in running this type of event? 2) Paper and pencil To conduct, the FSTLS needs a host (Louise

volunteered to check with a local personality, Bob Smith, who leads Trivia Events.) FSLTS will need to supply questions and answers.

Should a Trivia event offer prizes for best decorated table around a theme such as a famous book?

Possible Locations: Carrie's Brew House, Corning Country Club, Watson Homestead, Corning Catering and The Center in South Corning (This location will provide a cash bar. STLS could donate cookies.)

Admission charge would be \$100 per team. 100 teams would be needed to raise \$10,000. This may be difficult. Many bar trivia events are free.

To offset a smaller number of teams, a trivia event would need sponsors and donations from those who purchase tickets but do not attend the event.

#### *Silent Online Auction*

Secure ten high quality events or experiences. Use an online auction app to conduct auction bidding. An online was tried in 2024. It met with limited success. Could it be paired with a trivia event?

#### *Soliciting Donations for the Foundation from Service Groups*

Rotary has clubs in all five counties. Lions and Kiwanis' clubs are also possibilities.

The Board decided that rather than asking for financial sponsors it was better to focus on community awareness of the Foundation first. Secure an invitation to attend a club meeting, then explaining our work using the new brochure and a PowerPoint presentation.

Further research needs to be done to locate service groups in Yates, Alleghany, Schuyler, and Chemung counties.

As part of the *Community Awareness Project*, Rusty asked members to think about what content should be included in the revised brochure and PowerPoint presentation.

#### *Partnering with an Established Event*

Charmaine suggested partnering with an existing community event that already has a large following, such as a charity dance or bingo night. A board member would ask the sponsor to share a percentage of their proceeds for that evening. The Foundation's role would be to increase attendance by advertising the event to its patrons, personal contacts and in its social media account.

The *Bison Ranch* holds a dance on a regular basis. Charmain volunteered to contact the owner and ask about this possibility.

*Dolly Parton Foundation*

This foundation was founded to encourage literacy in young children. Charmaine volunteered to contact the Foundation and ask if they have a process for securing donations or grants.

*Community Bank*

Does the bank we use offer grants or other support to its depositors?

*Casino Night and Horseracing Night*

These used to be popular fundraisers. Could one be resurrected and used to attract a new group of participants/donors?

**NEXT MEETING**

Thursday, January 8, 2026 at 10:00am in the Southern Tier Library System Building

There being no further business to conduct, the meeting adjourned at 12:01pm.



**STLS Organizational Action Items**

January 20, 2026



**Annual Organizational Meeting Actions**

- A. Designation of the Official Newspaper – Corning Leader
- B. Appointment of the Financial Clerk – Brian Hildreth
- C. Appointment of the Financial Clerk Designee – Erika Jenns
- D. Appointment of the Internal Auditor – Louise Richardson
- E. Appointment of the Alternate Internal Auditor – Richard Urban
- F. Appointment of the External Auditor – Mengel, Metzger & Barr, LLC.
- G. Appointment of the Attorney – Sayles and Evans
- H. Authorization of the Executive Director to Certify Payrolls
- I. Authorization of Executive Director to Make Grant Applications
- J. Authorization of the Executive Director to certify payments
- K. Authorization of the Business Mileage Reimbursement Rate – 72.5 cents
- L. Designation of the Bank Depository – Community Bank NA
- M. Designation of the Authorized Signatories for Checks – President, Vice President, Treasurer, Executive Director
- N. Authorization of Certain Payments between Board Meetings - Credit card, utility bills, lease payments, payroll, payroll taxes, payroll deductions, and fringe benefit expenses.
- O. Establish Treasurer and Internal Auditor surety coverage for the year - \$750,000

## 2026 Board Meeting Dates & Locations

Board of Trustees



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- January 20 - Southern Tier Library System, Painted Post, NY
- March 17 - Southern Tier Library System, Painted Post, NY
- April 21 - Wayland Free Library, Wayland, NY (Steuben County)
- May 19 - Penn Yan Public Library, Penn Yan, NY (Yates County)
- June 16 - \*\* Montour Falls Memorial Library, Montour Falls, NY (Schuyler County)
- July 21 - Wide Awake Club Library, Fillmore, NY (Allegany County)
- September 15 - \*\*Steele Memorial Library, Elmira, NY (Chemung County)
- October - STLS Annual Meeting
- November 17 - Southern Tier Library System, Painted Post
- December 15 - Southern Tier Library System, Painted Post

**\*\* Still awaiting confirmation as of January 15, 2026**

*All meetings begin at 2:00 pm and are open to the public and STLS member libraries.*

## Southern Tier Library System

LJ  
1/1/26

## Unpaid Bills

As of January 9, 2026

S  
1/9/2026

DATE	TRANSACTION TYPE	NUM	DUUE DATE	AMOUNT
Armstrong				
01/09/2026	BILL	0772021-01 1/26	01/09/2026	- 121.48 ✓
<b>Total for Armstrong</b>				<b>\$121.48</b>
Armstrong Telecommunications				
01/09/2026	BILL	0666050-01 126	01/09/2026	✓ 150.25 ✓
<b>Total for Armstrong Telecommunications</b>				<b>\$150.25</b>
Blackstone Publishing				
12/31/2025	Bill	2221546	12/31/2025	✓ 152.94 ✓
<b>Total for Blackstone Publishing</b>				<b>\$152.94</b>
Chemung Canal Trust Co				
607-737-3711				
01/09/2026	BILL	2026 HSA Deposit	01/09/2026	✓ 10,800.00 ✓
<b>Total for Chemung Canal Trust Co</b>				<b>\$10,800.00</b>
Clearly IP				
920-383-3100				
01/09/2026	BILL	INV-235469	01/09/2026	✓ 495.80 ✓
<b>Total for Clearly IP</b>				<b>\$495.80</b>
Coming Natural Gas				
607-936-3755				
12/31/2025	BILL	Dec 2025	12/31/2025	✓ 287.67 ✓
<b>Total for Coming Natural Gas</b>				<b>\$287.67</b>
EBSCO Information Services				
800-633-4604				
01/09/2026	Bill	8060026	01/09/2026	✓ 515.00 ✓
<b>Total for EBSCO Information Services</b>				<b>\$515.00</b>
Excellus BC BS				
01/09/2026	BILL	Jan 2026	01/09/2026	- 7,585.61 ✓
01/09/2026	Bill	Jan 2026 Den	01/09/2026	- 326.68 ✓
<b>Total for Excellus BC BS</b>				<b>\$7,912.29</b>
Gale/CENGAGE Learning				
12/31/2025	BILL	999101636610	12/31/2025	- 24.80 ✓
12/31/2025	BILL	999101317516	12/31/2025	✓ 24.80 ✓
12/31/2025	BILL	9991017581208	12/31/2025	✓ 59.98 ✓
12/31/2025	BILL	999101738651	12/31/2025	✓ 126.36 ✓
12/31/2025	BILL	999101766862	12/31/2025	✓ 25.60 ✓
<b>Total for Gale/CENGAGE Learning</b>				<b>\$261.54</b>
Guy, Lyndsie				
12/31/2025	Bill	Dec 2025 STDEC #3	12/31/2025	✓ 1,562.40 ✓
<b>Total for Guy, Lyndsie</b>				<b>\$1,562.40</b>
ID Label				
847-265-1200				
12/31/2025	BILL	2025-38392-00	12/31/2025	✓ 283.97 ✓
<b>Total for ID Label</b>				<b>\$283.97</b>

# Southern Tier Library System

## Unpaid Bills

As of January 9, 2026

DATE	TRANSACTION TYPE	NUM	DU DATE	AMOUNT
1/1/2025	Bill	Dec 2025 STDEC #3	12/31/2025	✓ 1,245.00 ✓
<b>Total for Ilegbusi, Aderonke</b>				<b>\$1,245.00</b>
1/1/2025	Bill	93316337	12/31/2025	✓ 659.34 ✓
1/1/2025	Bill	93272097	12/31/2025	✓ 17.10 ✓
1/1/2025	Bill	93316336	12/31/2025	✓ 35.34 ✓
<b>Total for Ingram Library Services</b>				<b>\$711.78</b>
1/1/2025	Bill	12/9/25 Mileage	12/31/2025	✓ 43.40 ✓
<b>Total for Litwiller-Sutherby, Kendyl</b>				<b>\$43.40</b>
1/1/2025	Bill	Dec 2026 STDEC #2512	12/31/2025	✓ 1,250.00 ✓
<b>Total for McC Casey, Indi</b>				<b>\$1,250.00</b>
1/1/2025	Bill	Dec 2025 STDEC #3	12/31/2025	✓ 1,250.00 ✓
<b>Total for McFarland, Sarah</b>				<b>\$1,250.00</b>
1/1/2025	Bill	11/20/25 Reimburse	12/31/2025	✓ 10.25 ✓
1/1/2025	Bill	11/29/25 Reimburse	12/31/2025	✓ 9.44 ✓
1/1/2025	Bill	12/4/25 Reimburs	12/31/2025	✓ 18.02 ✓
1/1/2025	Bill	12/12/25 Reimburse	12/31/2025	✓ 25.84 ✓
<b>Total for Mullen, Julie</b>				<b>\$63.55</b>
1/1/2025	Bill	Dec 2025	12/31/2025	✓ 653.16 ✓
<b>Total for NYSEG</b>				<b>\$653.16</b>
1/1/2025	Bill	626	01/09/2026	✓ 14,505.71 ✓
<b>Total for NYSHIP</b>				<b>\$14,505.71</b>
Overdrive				
216-573-6886				
1/1/2025	Bill	01453CO25402390	12/31/2025	✓ 2,167.29 ✓
1/1/2025	Bill	01453CO25402396	12/31/2025	✓ 1,082.41 ✓
<b>Total for Overdrive</b>				<b>\$3,248.70</b>
Pathways Inc				
607-937-3295				
01/09/2026	Bill	2026 EAP Services	01/09/2026	✓ 736.00 ✓
<b>Total for Pathways Inc</b>				<b>\$736.00</b>
Pitney Bowes				
800-243-7824				
01/09/2026	Bill	0012600297	01/09/2026	✓ 515.13 ✓
<b>Total for Pitney Bowes</b>				<b>\$515.13</b>

# Southern Tier Library System

## Unpaid Bills

As of January 9, 2026

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Retterer & Sons LLC				
607-973-2331				
* 12/31/2025	Bill	5139	12/31/2025	✓ 565.05 ✓
<b>Total for Retterer &amp; Sons LLC</b>				<b>\$565.05</b>
Richardson, Louise				
* 12/31/2025	Bill	Oct-Dec 25 Mileage	12/31/2025	✓ 100.80 ✓
<b>Total for Richardson, Louise</b>				<b>\$100.80</b>
Southern Tier Network				
* 01/09/2026	Bill	6981	01/09/2026	✓ 1,000.00 ✓
* 01/09/2026	Bill	6982	01/09/2026	✓ 3,250.00 ✓
* 01/09/2026	Bill	6987	01/09/2026	✓ 3,845.00 ✓
* 01/09/2026	Bill	6992	01/09/2026	✓ 500.00 ✓
* 01/09/2026	Bill	7000	01/09/2026	✓ 250.00 ✓
* 01/09/2026	Bill	7003	01/09/2026	✓ 250.00 ✓
* 01/09/2026	Bill	7004	01/09/2026	✓ 500.00 ✓
<b>Total for Southern Tier Network</b>				<b>\$9,595.00</b>
Spectrum				
* 12/31/2025	Bill	143864001 121425	12/31/2025	✓ 2,749.00 ✓
<b>Total for Spectrum</b>				<b>\$2,749.00</b>
Staples Business Credit				
888-753-4103				
* 01/09/2026	Bill	7008147976	01/09/2026	✓ 289.64 ✓
<b>Total for Staples Business Credit</b>				<b>\$289.64</b>
Town of Campbell				
607-527-8244 opt 3				
* 01/09/2026	Bill	2026 Water Charges	01/09/2026	✓ 541.63 ✓
<b>Total for Town of Campbell</b>				<b>\$541.63</b>
WEX Bank				
* 12/31/2025	Bill	109669103	12/31/2025	✓ 1,263.83 ✓
<b>Total for WEX Bank</b>				<b>\$1,263.83</b>
<b>TOTAL</b>				<b>\$61,871.72</b>

# Southern Tier Library System

*lin*  
12/11/25

Unpaid Bills  
As of December 12, 2025

*GT*  
12/11/2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
(ALA) American Library Association				
12/12/2025	BILL	2025 G&G Honor	12/12/2025	✓ 450.00 ✓
<b>Total for (ALA) American Library Association</b>				<b>\$450.00</b>
Alfred Library				
607-587-9290				
12/12/2025	BILL	2025 PayPal Payout	12/12/2025	✓ 41.48 ✓
<b>Total for Alfred Library</b>				<b>\$41.48</b>
Armstrong				
12/12/2025	BILL	0772021-01 12/26	12/12/2025	✓ 121.48 ✓
<b>Total for Armstrong</b>				<b>\$121.48</b>
Armstrong Telecommunications				
12/12/2025	BILL	0666060-01 1225	12/12/2025	✓ 150.25 ✓
<b>Total for Armstrong Telecommunications</b>				<b>\$150.25</b>
Avoca Library				
607-588-9279				
12/12/2025	BILL	2025 PayPal Payout	12/12/2025	✓ 27.00 ✓
<b>Total for Avoca Library</b>				<b>\$27.00</b>
Bamberg, Christine				
12/12/2025	BILL	2025 G&G Honor	12/12/2025	✓ 50.00 ✓
<b>Total for Bamberg, Christine</b>				<b>\$50.00</b>
Bath Library				
607-778-4813				
12/12/2025	BILL	2025 PayPal Payout	12/12/2025	✓ 8.20 ✓
<b>Total for Bath Library</b>				<b>\$8.20</b>
Blackstone Publishing				
12/12/2025	BILL	2219230	12/12/2025	✓ 205.06 ✓
<b>Total for Blackstone Publishing</b>				<b>\$205.06</b>
Chemung Canal Trust Co				
607-737-8711				
12/12/2025	BILL	2025 HSA Beaman	12/12/2025	✓ 1,800.00 ✓
<b>Total for Chemung Canal Trust Co</b>				<b>\$1,800.00</b>
Chemung County Library District				
607-733-8173				
12/12/2025	BILL	2025 PayPal Payout	12/12/2025	781.98 ✓
<b>Total for Chemung County Library District</b>				<b>\$781.98</b>
Clearly IP				
920-369-3100				
12/12/2025	BILL	INV-227230	12/12/2025	✓ 487.20 ✓
<b>Total for Clearly IP</b>				<b>\$487.20</b>
Corning Library				
607-838-3713				
12/12/2025	BILL	2025 PayPal Payout	12/12/2025	✓ 43.87 ✓
<b>Total for Corning Library</b>				<b>\$43.87</b>

# Southern Tier Library System

## Unpaid Bills

As of December 12, 2025

DATE	TRANSACTION TYPE	NUM	DUUE DATE	AMOUNT
• CPE InterLink 607-734-7988				
12/12/2025	BILL	25-1367	12/12/2025	✓ 1,140.00 ✓ \$1,140.00
Total for CPE InterLink				
• Creveling, Molly				
12/12/2025	BILL	2025 G&G Honor	12/12/2025	✓ 50.00 ✓ \$50.00
Total for Creveling, Molly				
• Dundee Library 607-249-5938				
12/12/2025	BILL	2025 PayPal Payout	12/12/2025	✓ 37.80 ✓ \$37.80
Total for Dundee Library				
• Eastern Managed Print Network 315-474-7000				
12/12/2025	BILL	IN4903911	12/12/2025	✓ 549.95 ✓ \$549.95
Total for Eastern Managed Print Network				
• Energy Cooperative of America				
12/12/2025	BILL	1047074	12/12/2025	✓ 621.63 ✓ \$621.63
Total for Energy Cooperative of America				
• Fillmore Library 505-567-8301				
12/12/2025	BILL	2025 PayPal Payout	12/12/2025	✓ 17.36 ✓ \$17.36
Total for Fillmore Library				
• Friendly Freda 607-837-5223				
12/12/2025	BILL	34596	12/12/2025	✓ 21.00 ✓ \$21.00
12/12/2025	BILL	34613	12/12/2025	✓ 21.00 ✓ \$21.00
Total for Friendly Freda				
• Friends of Crestwood Library Inc 12/12/2025	BILL	2025 G&G Honor	12/12/2025	✓ 200.00 ✓ \$200.00
Total for Friends of Crestwood Library Inc				
• Guy, Lyndale				
12/12/2025	BILL	Oct 2025 STDEC #1	12/12/2025	✓ 1,582.40 ✓ \$1,582.40
12/12/2025	BILL	Nov 2025 STDEC #2	12/12/2025	✓ 1,582.40 ✓ \$1,582.40
Total for Guy, Lyndale				
• Hornell Library 607-324-1210				
12/12/2025	BILL	2025 G&G Honor	12/12/2025	✓ 100.00 ✓ \$100.00
Total for Hornell Library				
• Ilegbus, Aderonke				
12/12/2025	BILL	Oct 2025 STDEC #1	12/12/2025	✓ 1,245.00 ✓ \$1,245.00
12/12/2025	BILL	Nov 2025 STDEC #2	12/12/2025	✓ 1,245.00 ✓ \$1,245.00
Total for Ilegbus, Aderonke				
• Ingram Library Services				

# Southern Tier Library System

## Unpaid Bills

As of December 12, 2025

DATE	TRANSACTION TYPE	NUM	DUEDATE	AMOUNT
800-937-5300 opt 1				
12/12/2025	BILL	92387508	12/12/2025	✓ 3,055.52 ✓
<b>Total for Ingram Library Services</b>				<b>\$3,055.52</b>
LeRoy C Merritt Humanitarian Fund				
(312) 280-4226				
12/12/2025	BILL	2025 G&G Honor	12/12/2025	✓ 450.00 ✓
<b>Total for LeRoy C Merritt Humanitarian Fund</b>				<b>\$450.00</b>
Matychak, Xanthe				
12/12/2025	BILL	Oct 2025 STDEC #261	12/12/2025	✓ 1,250.00 ✓
12/12/2025	BILL	Nov 2025 STDEC #262	12/12/2025	✓ 1,250.00 ✓
<b>Total for Matychak, Xanthe</b>				<b>\$2,500.00</b>
McCussey, Indi				
12/12/2025	BILL	Oct 2025 STDEC #2510	12/12/2025	✓ 1,250.00 ✓
12/12/2025	BILL	Nov 2025 STDEC #2511	12/12/2025	✓ 1,250.00 ✓
<b>Total for McCussey, Indi</b>				<b>\$2,500.00</b>
McFarland, Sarah				
12/12/2025	BILL	Oct 2025 STDEC #1	12/12/2025	✓ 1,250.00 ✓
12/12/2025	BILL	Nov 2025 STDEC #1	12/12/2025	✓ 1,250.00 ✓
<b>Total for McFarland, Sarah</b>				<b>\$2,500.00</b>
Morgan, Joshua				
12/12/2025	BILL	2025 G&G Honor	12/12/2025	✓ 200.00 ✓
<b>Total for Morgan, Joshua</b>				<b>\$200.00</b>
NYSEG				
12/12/2025	BILL	Nov 25	12/12/2025	✓ 609.04 ✓
<b>Total for NYSEG</b>				<b>\$609.04</b>
NYSHIP				
12/12/2025	BILL	625	12/12/2025	✓ 14,505.71 ✓
<b>Total for NYSHIP</b>				<b>\$14,505.71</b>
Odessa Library				
607-594-2781				
12/12/2025	BILL	2025 PayPal Payout	12/12/2025	✓ 5.78 ✓
<b>Total for Odessa Library</b>				<b>\$5.78</b>
Overdrive				
218-573-6886				
12/12/2025	BILL	01453CO25388332	12/12/2025	✓ • 489.49 ✓
12/12/2025	BILL	01453DA25371813	12/12/2025	✓ • 106.25 ✓
12/12/2025	BILL	H-0119345	12/12/2025	✓ • 3,000.00 ✓
12/12/2025	BILL	01453CP2575464	12/12/2025	✓ • 17.80 ✓
12/12/2025	BILL	01453CO25380546	12/12/2025	✓ • 52.62 ✓
12/12/2025	BILL	01453CO25382673	12/12/2025	✓ • 336.46 ✓
12/12/2025	BILL	01453CO25382685	12/12/2025	✓ • 278.19 ✓
12/12/2025	BILL	01453CO25382708	12/12/2025	✓ • 680.20 ✓
12/12/2025	BILL	01453CO25382717	12/12/2025	✓ • 941.78 ✓

# Southern Tier Library System

## Unpaid Bills

As of December 12, 2025

DATE	TRANSACTION TYPE	NUM	DUUE DATE	AMOUNT
12/12/2025	BILL	01453DA25389313	12/12/2025	✓ □ 418.87 ✓
12/12/2025	BILL	01453CO25384622	12/12/2025	✓ □ 4,202.01 ✓
12/12/2025	BILL	01453CO25387130	12/12/2025	✓ □ 1,301.89 ✓
<b>Total for Overdrive</b>				✓ □ <b>\$11,520.00</b>
• Penn Yan Library 315-638-8114				
12/12/2025	BILL	2025 PayPal Payout	12/12/2025	✓ □ 98.22 ✓
<b>Total for Penn Yan Library</b>				✓ □ <b>\$98.22</b>
• Prattsburgh Library 807-522-9490				
12/12/2025	BILL	2025 PayPal Payout	12/12/2025	✓ □ 15.43 ✓
<b>Total for Prattsburgh Library</b>				✓ □ <b>\$15.43</b>
• Rainbow Printing 330-588-5555				
12/12/2025	BILL	00162889	12/12/2025	✓ □ 380.00 ✓
<b>Total for Rainbow Printing</b>				✓ □ <b>\$380.00</b>
• Reenan, Lori				
12/12/2025	BILL	2025 Bonus	12/12/2025	✓ □ 100.00 ✓
<b>Total for Reenan, Lori</b>				✓ □ <b>\$100.00</b>
• Retterer & Sons LLC 807-973-2331				
12/12/2025	BILL	5098	12/12/2025	✓ □ 585.05 ✓
<b>Total for Retterer &amp; Sons LLC</b>				✓ □ <b>\$585.05</b>
• Richardson, Louise				
12/12/2025	BILL	Jul-Sep 25 Mileage	12/12/2025	✓ □ 92.40 ✓
<b>Total for Richardson, Louise</b>				✓ □ <b>\$92.40</b>
• Romeijn-Stout, Milly L				
12/12/2025	BILL	2025 G&G Honor	12/12/2025	✓ □ 100.00 ✓
<b>Total for Romeijn-Stout, Milly L</b>				✓ □ <b>\$100.00</b>
• Singleton, Erin				
12/12/2025	BILL	2025 G&G Honor	12/12/2025	✓ □ 40.00 ✓
<b>Total for Singleton, Erin</b>				✓ □ <b>\$40.00</b>
• Smith, Karen				
12/12/2025	BILL	111825 Mileage	12/12/2025	✓ □ 42.00 ✓
<b>Total for Smith, Karen</b>				✓ □ <b>\$42.00</b>
• Southern Tier Network				
12/12/2025	BILL	6933	12/12/2025	✓ □ 1,000.00 ✓
12/12/2025	BILL	6934	12/12/2025	✓ □ 3,250.00 ✓
12/12/2025	BILL	6939	12/12/2025	✓ □ 3,845.00 ✓
12/12/2025	BILL	6944	12/12/2025	✓ □ 500.00 ✓
12/12/2025	BILL	6953	12/12/2025	✓ □ 250.00 ✓
12/12/2025	BILL	6957	12/12/2025	✓ □ 250.00 ✓
12/12/2025	BILL	6958	12/12/2025	✓ □ 500.00 ✓

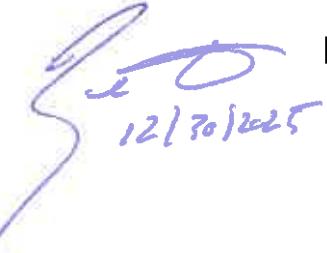
# Southern Tier Library System

## Unpaid Bills

As of December 12, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
<b>Total for Southern Tier Network</b>				<b>\$0,695.00</b>
Staples Business Credit 888-753-4103				
12/12/2025 Bill		7007797348	12/12/2025	✓ 138.88 ✓
12/12/2025 Bill		7007410143	12/12/2025	✓ 133.08 ✓
<b>Total for Staples Business Credit</b>				<b>\$271.96</b>
Stark Tech Group (716) 693-4490				
12/12/2025 Bill		10034234	12/12/2025	✓ 1,359.94 ✓
<b>Total for Stark Tech Group</b>				<b>\$1,359.94</b>
SyaAid Technologies Ltd 607-535-2348				
12/12/2025 Bill		INVIL109603	12/12/2025	✓ 5,616.76 ✓
<b>Total for SyaAid Technologies Ltd</b>				<b>\$5,616.76</b>
The Law Office of Stephanie Adams, PLLC 716-464-3386				
12/12/2025 Bill		10916	12/12/2025	✓ 850.00 ✓
<b>Total for The Law Office of Stephanie Adams, PLLC</b>				<b>\$850.00</b>
Watkins Glen Library 607-535-2348				
12/12/2025 Bill		2025 PayPal Payout	12/12/2025	✓ 44.33 ✓
<b>Total for Watkins Glen Library</b>				<b>\$44.33</b>
Webolarity Software Inc 585-593-3410				
12/12/2025 Bill		60644	12/12/2025	✓ 2,071.00 ✓
<b>Total for Webolarity Software Inc</b>				<b>\$2,071.00</b>
Wellsville Library 585-593-3410				
12/12/2025 Bill		2025 PayPal Payout	12/12/2025	✓ 81.62 ✓
<b>Total for Wellsville Library</b>				<b>\$81.62</b>
WEX Bank 607-356-3866				
12/12/2025 Bill		109012858	12/12/2025	✓ 1,332.31
<b>Total for WEX Bank</b>				<b>\$1,332.31</b>
Whitesville Library 607-356-3866				
12/12/2025 Bill		2025 PayPal Payout	12/12/2025	✓ 6.75 ✓
<b>Total for Whitesville Library</b>				<b>\$6.75</b>
<b>TOTAL</b>				<b>\$73,370.72</b>

# Deposit Summary



12/30/2025

Summary of Deposits to Cash - Money Market on 12/30/2025

12/30/2025

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
5951	Check	Whitesville	PT/Phone	41.31
32106	Check	Owwl Library System	Gather & Grow	330.12
8728	Check	Rushford	PT/Phone	60.60
7730	Check	CCLD-Elmira	CS & PT	36915.25
5806	Check	Filmore	IT Contract & PT	244.94
9055	Check	Hammondsport	PT	23.19
1000008767	Check	FirstLight Fiber	Overpayment refund	913.88

DEPOSIT SUBTOTAL 38529.29

LESS CASH BACK

DEPOSIT TOTAL 38529.29

# Deposit Summary

12/23/2025

Summary of Deposits to Cash - Money Market on 12/23/2025

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
4614	Check	Odessa	Dark Fiber	330.00
8715	Check	Rushford	PT/phone	60.60
822	Check	Beeman, Robert	P Beeman Ins Premium & Buy Out reimbursement	4250.06
16141211	Check	Fidelity Charitable	Newbury Giving Fund donation	2500.00
			DEPOSIT SUBTOTAL	7140.66
			LESS CASH BACK	
			DEPOSIT TOTAL	7140.66

# Deposit Summary

  
12/10/2025

Summary of Deposits to Cash - Money Market on 12/10/2025

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
158	Check	Middlesex	PT & IT Contracts	3732.67
7270	Check	Richburg	Dark Fiber	165.00
10355	Check	Branchport	Pass Thru	513.50
7594	Check	Cohocton	Pass Thru	513.50
80084	Check	Canisteo	Dark Fiber	300.00
5941	Check	Whitesville	PT/Phone	41.31
15261	Check	Penn Yan	Dark Fiber & VoIP	660.00
7699	Check	CCLD-Elmira	Pass Thru	1632.15
	Cash	Horton, J		4.50
4355	Check	Montour Falls	Dark Fiber	300.00
4028	Check	Savona	Dark Fiber	300.00
226	Check	Rushville	Dark Fiber	345.00
80071	Check	Litwiller-Sutherby, K	Pass Thru	10.00
9379	Check	Cleary, Jule	Health Ins	81.95
4433	Cash	Friendship	Pass Thru	125.00
1598	Check	Alfred	Pass Thru	797.87
5537	Check	Belmont	Dark Fiber	150.00
1065	Check	Jenns, E	Pass Thru	115.00
383	Check	Wagner, L	Pass Thru	32.50

DEPOSIT SUBTOTAL 9819.95

LESS CASH BACK

DEPOSIT TOTAL 9819.95

**2026 - 2028 DAC Approved ILS Cost Share Contributions for Member Libraries - Southern Tier Library System**

Doc. #26-14

	Workflows Access Fee: Includes 1 Workflow Station per Library	# of Additional Workflow Stations Per Library	Cost of Additional Workflow Stations Per Library (\$402 per Station)	2024 Library Circulation	2026 Cost Per Circulation Transaction based on 2024 Figures (\$407 per Transaction)	Total 2026 Cost Share Based on Formula	Total 2025 Cost Share Invoice Based on Formula	Percent Change from 2025 - 2026	Dollar Change from 2025 - 2026	*Equitable Percentage Adjustment for 2025 - 2026 - % Does Not Include Message Bee ILS Add On	Total 2026 Cost Share Invoice (Includes Message Bee ILS Add On)	Percent Increase 2026 - 2027	Total 2027 Cost Share Invoice	Percent Increase 2027-2028	Total 2028 Cost Share Invoice
Addison	\$ 2,081	2	\$ 804	6005	\$ 2,444	\$ 5,329	\$ 4,013	33%	\$ 350	6%	\$ 4,363.67	4%	\$ 4,560	4%	\$ 4,765
Alfred	\$ 2,081	1	\$ 402	10909	\$ 4,440	\$ 6,923	\$ 5,478	26%	\$ 422	5%	\$ 5,899.77	4%	\$ 6,165	4%	\$ 6,443
Almond	\$ 2,081	1	\$ 402	4429	\$ 1,803	\$ 4,286	\$ 4,320	-1%	\$ 245	3%	\$ 4,564.65	4%	\$ 4,770	4%	\$ 4,985
Andover	\$ 2,081	1	\$ 402	3416	\$ 1,390	\$ 3,873	\$ 3,518	10%	\$ 235	4%	\$ 3,752.91	4%	\$ 3,922	4%	\$ 4,098
Angelica	\$ 2,081	1	\$ 402	6452	\$ 2,626	\$ 5,109	\$ 3,097	65%	\$ 302	7%	\$ 3,398.54	4%	\$ 3,551	4%	\$ 3,711
Arkport	\$ 2,081	0	\$ -	1759	\$ 716	\$ 2,797	\$ 2,203	27%	\$ 170	5%	\$ 2,373.14	4%	\$ 2,480	4%	\$ 2,591
Atlanta	\$ 2,081	1	\$ 402	1706	\$ 694	\$ 3,177	\$ 3,495	-9%	\$ 198	3%	\$ 3,693.23	4%	\$ 3,859	4%	\$ 4,033
Avoca	\$ 2,081	1	\$ 402	4515	\$ 1,838	\$ 4,321	\$ 4,180	3%	\$ 279	4%	\$ 4,458.81	4%	\$ 4,659	4%	\$ 4,869
Bath	\$ 2,081	8	\$ 3,216	33191	\$ 13,509	\$ 18,806	\$ 14,935	26%	\$ 1,151	5%	\$ 16,085.82	4%	\$ 16,810	4%	\$ 17,566
Belfast	\$ 2,081	2	\$ 804	8892	\$ 3,619	\$ 6,504	\$ 5,159	26%	\$ 397	5%	\$ 5,556.49	4%	\$ 5,806	4%	\$ 6,068
Belmont	\$ 2,081	1	\$ 402	2865	\$ 1,166	\$ 3,649	\$ 5,403	-32%	\$ 306	3%	\$ 5,709.18	4%	\$ 5,966	4%	\$ 6,234
Bolivar	\$ 2,081	1	\$ 402	2387	\$ 972	\$ 3,455	\$ 4,465	-23%	\$ 253	3%	\$ 4,717.55	4%	\$ 4,930	4%	\$ 5,152
Branchport	\$ 2,081	1	\$ 402	7118	\$ 2,897	\$ 5,380	\$ 5,129	5%	\$ 343	4%	\$ 5,471.69	4%	\$ 5,718	4%	\$ 5,975
Canaseraga	\$ 2,081	0	\$ -	1749	\$ 712	\$ 2,793	\$ 2,837	-2%	\$ 161	3%	\$ 2,997.64	4%	\$ 3,133	4%	\$ 3,273
Canisteo	\$ 2,081	1	\$ 402	8240	\$ 3,354	\$ 5,837	\$ 4,248	37%	\$ 371	6%	\$ 4,618.94	4%	\$ 4,827	4%	\$ 5,044
Chemung Cty (6 libraries)	\$ 12,486	38	\$ 15,276	252260	\$ 102,670	\$ 130,432	\$ 112,968	15%	\$ 7,549	4%	\$ 120,516.63	4%	\$ 125,939	4%	\$ 131,605
Cohocton	\$ 2,081	1	\$ 402	8179	\$ 3,329	\$ 5,812	\$ 5,648	3%	\$ 377	4%	\$ 6,025.35	4%	\$ 6,296	4%	\$ 6,580
Corning	\$ 2,081	17	\$ 6,834	132219	\$ 53,813	\$ 62,728	\$ 53,365	18%	\$ 3,566	4%	\$ 56,931.42	4%	\$ 59,493	4%	\$ 62,169
Cuba	\$ 2,081	3	\$ 1,206	30712	\$ 12,500	\$ 15,787	\$ 11,099	42%	\$ 969	6%	\$ 12,067.94	4%	\$ 12,611	4%	\$ 13,178
Dundee	\$ 2,081	2	\$ 804	24289	\$ 9,886	\$ 12,771	\$ 8,735	46%	\$ 762	6%	\$ 9,497.42	4%	\$ 9,925	4%	\$ 10,371
Fillmore	\$ 2,081	1	\$ 402	43103	\$ 17,543	\$ 20,026	\$ 7,933	152%	\$ 854	8%	\$ 8,787.91	4%	\$ 9,183	4%	\$ 9,596
Friendship	\$ 2,081	1	\$ 402	5446	\$ 2,217	\$ 4,700	\$ 3,987	18%	\$ 266	4%	\$ 4,253.42	4%	\$ 4,445	4%	\$ 4,645
Greenwood- RC-NA*	\$ 2,081	0	\$ -	145	\$ 59	\$ 2,140	\$ 2,116	1%	\$ 141	4%	\$ 2,257.53	4%	\$ 2,359	4%	\$ 2,465
Hammondsport	\$ 2,081	4	\$ 1,608	16784	\$ 6,831	\$ 10,520	\$ 10,773	-2%	\$ 610	3%	\$ 11,382.56	4%	\$ 11,895	4%	\$ 12,430
Hector- RC	\$ 2,081	1	\$ 402	1289	\$ 525	\$ 3,008	\$ 3,080	-2%	\$ 174	3%	\$ 3,254.75	4%	\$ 3,401	4%	\$ 3,554
Hornell	\$ 2,081	5	\$ 2,010	29748	\$ 12,107	\$ 16,198	\$ 12,625	28%	\$ 973	5%	\$ 13,597.92	4%	\$ 14,210	4%	\$ 14,849
Howard	\$ 2,081	0	\$ -	4017	\$ 1,635	\$ 3,716	\$ 3,913	-5%	\$ 221	3%	\$ 4,134.40	4%	\$ 4,320	4%	\$ 4,515
Jasper	\$ 2,081	0	\$ -	3389	\$ 1,379	\$ 3,460	\$ 2,854	21%	\$ 220	5%	\$ 3,074.34	4%	\$ 3,213	4%	\$ 3,357
Little Genesee	\$ 2,081	0	\$ -	1656	\$ 674	\$ 2,755	\$ 2,701	2%	\$ 180	4%	\$ 2,880.97	4%	\$ 3,011	4%	\$ 3,146
Middlesex*	\$ 2,081	0	\$ -	1200	\$ 488	\$ 2,569	\$ 2,116	21%	\$ 163	5%	\$ 2,279.16	4%	\$ 2,382	4%	\$ 2,489
Montour Falls	\$ 2,081	4	\$ 1,608	7386	\$ 3,006	\$ 6,695	\$ 3,281	104%	\$ 353	8%	\$ 3,633.94	4%	\$ 3,797.43	4%	\$ 3,968
Odessa	\$ 2,081	2	\$ 804	4123	\$ 1,678	\$ 4,563	\$ 4,116	11%	\$ 275	4%	\$ 4,391.33	4%	\$ 4,589	4%	\$ 4,795
Penn Yan	\$ 2,081	8	\$ 3,216	65415	\$ 26,624	\$ 31,921	\$ 26,724	19%	\$ 1,786	4%	\$ 28,509.85	4%	\$ 29,793	4%	\$ 31,133
Prattsburgh	\$ 2,081	1	\$ 402	6132	\$ 2,496	\$ 4,979	\$ 3,558	40%	\$ 310	6%	\$ 3,868.24	4%	\$ 4,042	4%	\$ 4,224
Pulteney	\$ 2,081	1	\$ 402	3782	\$ 1,539	\$ 4,022	\$ 3,472	16%	\$ 232	4%	\$ 3,703.79	4%	\$ 3,870	4%	\$ 4,045
Richburg	\$ 2,081	0	\$ -	10478	\$ 4,265	\$ 6,346	\$ 4,737	34%	\$ 413	6%	\$ 5,150.23	4%	\$ 5,382	4%	\$ 5,624
Rushford	\$ 2,081	0	\$ -	3587	\$ 1,460	\$ 3,541	\$ 4,685	-24%	\$ 265	3%	\$ 4,950.59	4%	\$ 5,173	4%	\$ 5,406
Rushville	\$ 2,081	0	\$ -	3186	\$ 1,297	\$ 3,378	\$ 2,116	60%	\$ 206	7%	\$ 2,322.41	4%	\$ 2,427	4%	\$ 2,536
Savona	\$ 2,081	0	\$ -	3413	\$ 1,389	\$ 3,470	\$ 4,311	-19%	\$ 244	3%	\$ 4,554.66	4%	\$ 4,760	4%	\$ 4,974
Scio	\$ 2,081	0	\$ -	3213	\$ 1,308	\$ 3,389	\$ 2,688	26%	\$ 207	5%	\$ 2,895.03	4%	\$ 3,025	4%	\$ 3,161
Watkins Glen	\$ 2,081	3	\$ 1,206	32116	\$ 13,071	\$ 16,358	\$ 10,717	53%	\$ 1,045	7%	\$ 11,762.17	4%	\$ 12,291	4%	\$ 12,844
Wayland	\$ 2,081	3	\$ 1,206	20896	\$ 8,505	\$ 11,792	\$ 7,860	50%	\$ 766	7%	\$ 8,626.10	4%	\$ 9,014	4%	\$ 9,420
Wellsville	\$ 2,081	10	\$ 4,020	44804	\$ 18,235	\$ 24,336	\$ 21,761	12%	\$ 1,454	4%	\$ 23,215.12	4%	\$ 24,260	4%	\$ 25,351
Whitesville	\$ 2,081	0	\$ -	3832	\$ 1,560	\$ 3,641	\$ 2,975	22%	\$ 229	5%	\$ 3,204.19	4%	\$ 3,348	4%	\$ 3,499
<b>TOTAL</b>	<b>\$ 101,971</b>	<b>127</b>	<b>\$ 51,054</b>	<b>870432</b>	<b>\$ 354,266</b>	<b>\$ 507,291</b>	<b>\$ 419,395</b>	<b>-30%</b>	<b>\$ 29,996</b>	<b>7%</b>	<b>\$ 449,391</b>	<b>4%</b>	<b>\$ 469,610</b>	<b>4%</b>	<b>\$ 490,737</b>

## 2026 - 2028 DAC Approved Digital Library Contributions for Member Libraries - Southern Tier Library System

	2021 Digital Circulation (Overdrive)	2024 Digital Circulation (Overdrive)	Equitable Distribution Percentage Increase (2021 vs. 2024 Transactions)	Actual Digital Circulation Percentage Change 2021 - 2024	*2025 Digital Library Contribution Invoice	**2026 Digital Library Contribution Invoice	Increase Over 2025	***2027 Digital Library Contribution Invoice	Increase Over 2026	****2028 Digital Library Contribution Invoice	Increase Over 2027	
Addison	1357	3,333	5%	146%	\$ 936	\$ 983	\$ 47	\$ 1,003	\$ 20	\$ 1,023	\$ 20	Notes:
Alfred	2734	4,664	4%	71%	\$ 2,364	\$ 2,458	\$ 95	\$ 2,507	\$ 49	\$ 2,558	\$ 50	
Almond	517	947	4%	83%	\$ 723	\$ 752	\$ 29	\$ 767	\$ 15	\$ 782	\$ 15	1. *Based on DAC approved (9/28/2022) fee per 2021 Digital Library Transaction, and 2% annual increases (2023 and 2024).
Andover	1379	1,998	3%	45%	\$ 681	\$ 701	\$ 20	\$ 716	\$ 14	\$ 730	\$ 14	
Angelica	1097	2,156	4%	97%	\$ 691	\$ 719	\$ 28	\$ 733	\$ 14	\$ 748	\$ 15	
Arkport	59	593	5%	905%	\$ 80	\$ 84	\$ 4	\$ 86	\$ 2	\$ 87	\$ 2	
Atlanta	31	269	5%	768%	\$ 110	\$ 116	\$ 6	\$ 118	\$ 2	\$ 120	\$ 2	2. **3% increase from 2025 to 2026
Avoca	709	740	2%	4%	\$ 631	\$ 644	\$ 13	\$ 657	\$ 13	\$ 670	\$ 13	
Bath	6093	8,844	3%	45%	\$ 5,907	\$ 6,085	\$ 177	\$ 6,206	\$ 122	\$ 6,330	\$ 124	
Belfast	1711	2,428	3%	42%	\$ 1,168	\$ 1,203	\$ 35	\$ 1,227	\$ 24	\$ 1,251	\$ 25	
Belmont	365	1,088	5%	198%	\$ 386	\$ 405	\$ 19	\$ 413	\$ 8	\$ 421	\$ 8	
Bolivar	903	1,492	4%	65%	\$ 966	\$ 1,004	\$ 39	\$ 1,024	\$ 20	\$ 1,045	\$ 20	3. *** 2% increase from 2026 to 2027
Branchport	2743	3,672	3%	34%	\$ 2,627	\$ 2,706	\$ 79	\$ 2,760	\$ 54	\$ 2,815	\$ 55	
Canaseraga	396	796	5%	101%	\$ 106	\$ 111	\$ 5	\$ 114	\$ 2	\$ 116	\$ 2	
Canisteo	955	1,366	3%	43%	\$ 811	\$ 836	\$ 24	\$ 853	\$ 17	\$ 870	\$ 17	
Chemung County (6 libraries)	52373	68870	3%	31%	\$ 33,828	\$ 34,843	\$ 1,015	\$ 35,539	\$ 697	\$ 36,250	\$ 711	4. **** 2% increase from 2027 to 2028
Cohocton	566	972	4%	72%	\$ 254	\$ 264	\$ 10	\$ 270	\$ 5	\$ 275	\$ 5	
Corning	36868	55,147	3%	50%	\$ 32,595	\$ 33,573	\$ 978	\$ 34,245	\$ 671	\$ 34,929	\$ 685	
Cuba	5186	7,087	3%	37%	\$ 3,701	\$ 3,812	\$ 111	\$ 3,888	\$ 76	\$ 3,966	\$ 78	
Dundee	3502	3,295	1%	-6%	\$ 3,635	\$ 3,671	\$ 36	\$ 3,745	\$ 73	\$ 3,820	\$ 75	
Fillmore	5210	6,441	3%	24%	\$ 2,579	\$ 2,656	\$ 77	\$ 2,709	\$ 53	\$ 2,764	\$ 54	
Friendship	511	533	2%	4%	\$ 85	\$ 87	\$ 2	\$ 89	\$ 2	\$ 90	\$ 2	
Greenwood - RC	20	165	5%	725%	\$ 80	\$ 84	\$ 4	\$ 86	\$ 2	\$ 87	\$ 2	
Hammondsport	4808	6,938	3%	44%	\$ 3,095	\$ 3,188	\$ 93	\$ 3,252	\$ 64	\$ 3,317	\$ 65	
Hector- RC	632	1,019	4%	61%	\$ 299	\$ 311	\$ 12	\$ 317	\$ 6	\$ 323	\$ 6	
Hornell	5268	7,197	3%	37%	\$ 4,434	\$ 4,567	\$ 133	\$ 4,658	\$ 91	\$ 4,751	\$ 93	
Howard	649	599	1%	-8%	\$ 270	\$ 273	\$ 3	\$ 278	\$ 5	\$ 284	\$ 6	
Jasper	565	1,158	5%	105%	\$ 808	\$ 848	\$ 40	\$ 865	\$ 17	\$ 883	\$ 17	
Little Genesee	138	437	5%	217%	\$ 80	\$ 84	\$ 4	\$ 86	\$ 2	\$ 87	\$ 2	
Middlesex	4	151	5%	3675%	\$ 80	\$ 84	\$ 4	\$ 86	\$ 2	\$ 87	\$ 2	
Montour Falls	1279	2,250	4%	76%	\$ 578	\$ 601	\$ 23	\$ 613	\$ 12	\$ 625	\$ 12	
Odessa	907	1,124	3%	24%	\$ 520	\$ 535	\$ 16	\$ 546	\$ 11	\$ 557	\$ 11	
Penn Yan	13071	19,017	3%	45%	\$ 9,724	\$ 10,016	\$ 292	\$ 10,216	\$ 200	\$ 10,420	\$ 204	
Prattsburgh	486	679	3%	40%	\$ 183	\$ 189	\$ 6	\$ 193	\$ 4	\$ 196	\$ 4	
Pulteney	979	1,260	3%	29%	\$ 662	\$ 682	\$ 20	\$ 696	\$ 14	\$ 710	\$ 14	
Richburg	609	582	1%	-4%	\$ 1,269	\$ 1,282	\$ 13	\$ 1,307	\$ 26	\$ 1,333	\$ 26	
Rushford	1022	1,625	4%	59%	\$ 687	\$ 715	\$ 27	\$ 729	\$ 14	\$ 743	\$ 15	
Rushville	5	119	5%	2280%	\$ 80	\$ 84	\$ 4	\$ 86	\$ 2	\$ 87	\$ 2	
Savona	1151	1,398	3%	21%	\$ 971	\$ 1,000	\$ 29	\$ 1,020	\$ 20	\$ 1,041	\$ 20	
Scio	383	824	5%	115%	\$ 296	\$ 311	\$ 15	\$ 317	\$ 6	\$ 324	\$ 6	
Watkins Glen	6083	8,116	3%	33%	\$ 4,225	\$ 4,352	\$ 127	\$ 4,439	\$ 87	\$ 4,528	\$ 89	
Wayland	3546	4,811	3%	36%	\$ 3,157	\$ 3,252	\$ 95	\$ 3,317	\$ 65	\$ 3,383	\$ 66	
Wellsville	10801	14,496	3%	34%	\$ 7,900	\$ 8,137	\$ 237	\$ 8,300	\$ 163	\$ 8,466	\$ 166	
Whitesville	914	1,707	4%	87%	\$ 825	\$ 858	\$ 33	\$ 875	\$ 17	\$ 893	\$ 18	
<b>TOTAL</b>	<b>178585</b>	<b>252403</b>		<b>41%</b>	<b>\$ 135,087</b>	<b>\$ 139,164</b>	<b>\$ 4,077</b>	<b>\$ 141,947</b>	<b>\$ 2,783</b>	<b>\$ 144,786</b>	<b>\$ 2,839</b>	

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**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**

Presenting on 2026 Advocacy for State Library Aid with STLS Colleagues to member libraries. Getting people excited about advocating for general operating aid and capital aid. Receiving a warm reception from those who attended the event and knowing we have booked the advocacy bus for Albany this year.

**List of Current Projects** Assisting 2025/2026 construction aid applicants with edits and revisions to their applications for the New York State Library.

- Developing a new leadership program for member library staff called North STAR in partnership with STLS professional staff. The program is set to launch in 2026.
- Working with STLS staff to prepare for Advocacy Day on February 3, 2026.
- Partnering with the Personnel & Policies Committee and STLS staff to draft the STLS Privacy Policy on behalf of STLS and member libraries.
- Finalizing ILS Cost Share invoice amounts for member libraries considering Message Bee ILS communication services.

**Meetings Attended/Facilitated**

- Southern Tier Network Board 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 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
- Greenwood Reading Center

**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 December 2025, STLS hosted the Gather & Grow online learning event. For the second year, we partnered with six other library systems to offer a packed schedule with a keynote from ALA President, Sam Helmick, followed by three tracks with four sessions each covering topics like library administration, advocacy and access, and programming. The reach for this event increased this year, with 244 total registrants (94 from STLS), up from 181 registrants in 2024. During each program timeslot, there were approximately 150 attendees actively participating. Event feedback was positive, and all sessions were recorded and posted to the event website (<https://learning.stls.org/>).

### **Bulleted List of Current Projects**

- **Spring Continuing Education Day:** Exploring potential keynotes, securing vendors, brainstorming presentations. Call for proposals sent to STLS membership in Dec.
- **Finalized AI Guidance Document:** Reviewed and implemented edits from STLS staff. Sent to membership.

### **Meetings Attended/Facilitated:**

- Facilitated the STLS Monday Morning Meetup
- Facilitated the Gather & Grow Planning Committee Debrief Meeting
- Facilitated the STLS Training Team Meeting
- Attended the Public Library System Directors Organization Meeting
- Attended the South Central Regional Library Council Board Meeting

### **Continuing Education Engagement**

- Gather & Grow online conference sessions
- The Digital Shelf Publishing & Library Forum: Ebook Advocacy Action Round Up

### **Member or System Visits**

- Meeting with Pulteney Free Library and Fred & Harriett Taylor Memorial Library (Hammondsport)

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

## **Win for the Month**

Led a Chair Yoga session for the 2025 Gather and Grow online conference. The session was well-received, and it was joyful to see many attendees taking part in the movement and music exercises.

## **Bulleted List of Current Projects**

- Facilitated a “Know Your Rights” workshop with the NY Immigration Coalition
- Organized and sent the “DEI Newsletter” for month of December
- Responded to mailed requests from Incarcerated Individuals to send printed copies of Re-Entry guides
- Distributed Mobile Library Outreach survey to member library directors and area agency contacts

## **Meetings Attended/Facilitated**

- Outreach Coordinators meeting
- DLD Outreach Coordinators Bimonthly Meeting
- Monday Morning Meet-Up
- Advocacy Day Planning meeting
- Training Team monthly meeting
- Path to Belonging planning meeting

## **Continuing Education Engagement**

- ·Gather and Grow Conference

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

## **Win for the Month**

My win for the month (and year) is that Program Resource Kits official 111 total check-outs for the year, and I had multiple member libraries submit kit suggestions heading into the 2026 season. It makes me happy to know this resource is being used and appreciated!

## **List of Current Projects**

- ILL Services Transition: I participated in multiple meetings about updating ILL services through SCRLC. This is something that looks to be moving forward, and I hope to continue work on this in 2026
- 2026 System Wide Event: Began drafting and documenting ideas/topics for the 2026 System Wide Event that will hopefully correlate with the America 250 celebration as well as the CSLP Summer Learning theme Unearth A Story.

- Collaborative Summer Learning Workshops: Began contacting members for presentations, and continued meetings with other NYS Youth Consultants regarding workshop details.
- Summer Learning Open House: Started to pull ideas for programming and hands-on activities for members. I look forward to drafting and continuing this event in January.

### **Meetings Attended/Facilitated**

- Meeting Attended
  - STLS Monday Morning Meetup
  - STLS Division of Librarianship
  - STLS Training Team
  - Allegany County Directors Meeting
  - SCRLC ILL Updates Meeting
- Meeting Facilitated
  - Program Resource Kit Inventory Meeting

### **Continuing Education Engagement**

- Workshop Attended on Topic
  - CSLP Summer Symposium
  - DLD: Transforming Teen Services
- Conference Attended
  - STLS Gather & Grow

### **Member or System Visits**

- Member site visits
  - Addison Public Library

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

### **Win for the Month**

Gather and Grow. This event was well attended and very well organized. It was great that STLS staff was able to work together and make this event happen, it was an enjoyable experience.

### **Bulleted List of Current Projects**

- Web Accessibility Compliance for members
- STLS website migration
- Library Advocacy Day
- Annual Reports
- Updating marketing / promotional materials

### **Meetings Attended/Facilitated**

- Meeting Attended
  - Monday Morning Meetup
  - ACITS Meeting (SCRLC)
  - Division of Librarianship
  - Staff Association Meeting
  - Digitization Advisory Committee (SCRLC)
  - Allegany County Director's Advisory Council
  - Training Team
  - STLS Website Workday with Erika
- Meeting Facilitated
  - Selector's Meeting
  - Advocacy Day Check-In

## **Continuing Education Engagement**

- Gather and Grow

## **Member or System Visits**

Odessa Library: Website accessibility consultation

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

## **Win for the Month**

The closure of Baker & Taylor has been very disruptive for our libraries and our department, but the largest direct impact of the closure for us, was the loss of BT Cat – the cataloging tool we purchased in 2024. Luckily, because of Larissa and Casey's meeting with the CCLS Technical Services Librarian this summer, we were aware of another cataloging tool— BookWhere. Larissa also attended a webinar on BookWhere and shared what she learned with us, giving us an advantage many other BT Cat libraries did not have. Once we heard the likely end date of BT Cat, we were able to purchase licenses for BookWhere, and while it is not as robust as BT Cat, it does serve our primary need – a source for records we are unable to find via our Z39.50 connections. Members of STLS IT assisted us with the installation of the software, and we were very fortunate and thankful to have had a replacement in place right before BT Cat was terminated.

## **Bulleted List of Current Projects**

- Major Project 1 (ongoing): Identified AI-Generated materials purchased by libraries and discussed items with those libraries. Encouraged all libraries to watch the "Bootlegs, Summaries, and Slop: Collection Development in the Age of AI" webinar, by offering a drawing for an STLS beanie. We had 27 libraries participate and will continue to encourage libraries to watch it, as AI-generated items are submitted for cataloging.
- Major Project 2: Completed three E-Rate Form 470s (Description of Services Requested and Certification Form) for the 2026-2027 funding cycle and began work on a fourth.
- Major Project 3: Worked with the director of the Rushford library, staff at Armstrong, and STLS IT Staff to get Rushford's internet and phone connection moved to their new temporary location.
- Major Project 4: Continued the patron notes and comments clean-up project and removed holds that were older than one year in WorkFlows.

#### Meetings Attended/Facilitated

- None - this was a quiet month for external meetings.

#### Continuing Education Engagement

- Workshops Attended on Topic: Gather and Grow (Kylie, Larissa and Mandy).
- Customer Training: BookWhere Suite (Larissa, Casey, Kylie and Mandy).

#### Member or System Visits

- Member site visits: Kylie visited Canaseraga to provide BLUEcloud Analytics training to their new director.
- Casey visited Canisteo to train their director and staff member on identifying AI content and accessing records from Amazon.