

STLS BOARD MEETING

Tuesday, March 17, 2026 - 2:00 pm
 STLS Headquarters, Painted Post, NY 14870



AGENDA

- | | | | |
|----|--|----------------------|--------------------|
| 1. | Agenda | | Doc. #26-17 |
| 2. | Approval of Minutes – January 2026 | *FOR APPROVAL | Doc. #26-18 |
| 3. | Treasurer’s Report –January 2026 | *FOR APPROVAL | Doc. #26-19 |
| 4. | Financial Clerk’s Report – January 2026 | *FOR APPROVAL | Doc. #26-20 |
| 5. | Treasurer’s Report –February 2026 | *FOR APPROVAL | Doc. #26-21 |
| 6. | Financial Clerk’s Report – February 2026 | *FOR APPROVAL | Doc. #26-22 |

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

Chemung County Trustee Seat (2023-2027) Appointment *** FOR APPROVAL**

Executive Committee Recommendation: The STLS Board of Trustees approves the partial term appointment of Kevin Wechtaluk to the position of trustee to fill the vacant Chemung County seat, which was previously held by Michael Steffens and has a term of 2023 – 2027. The appointment will remain effective until the 2026 annual meeting of the Southern Tier Library System.

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

Chemung County Trustee Seat (2026 – 2030) Appointment *** FOR APPROVAL**

Executive Committee Recommendation: The STLS Board of Trustees approves the full term appointment of Corey McCall to the position of trustee to fill the vacant Chemung County seat, which was previously held by Betsy Gorman and has a term of 2026 – 2030. The appointment will remain effective until the 2030 annual meeting of the Southern Tier Library System.

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

COMMITTEE REPORTS

- | | | |
|-----|--|------------------------------|
| 7. | Executive Committee – Louise Richardson | |
| 8. | Personnel & Policies Committee – Barbara Hubbell | (Minutes) Doc. #26-23 |
| 9. | Finance & Facilities Committee – Sisi Barr | |
| 10. | Public Relations Committee – Lynnette Decker | |
| 11. | Foundation for Southern Tier Libraries – Louise Richardson | (Minutes) Doc. #26-24 |

BOARD ACTIONS

- 12. Expenditure Approvals -Monthly Unpaid Bills Detail * **FOR APPROVAL** **Doc. #26-25**

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

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

- 13. Receipt Approvals – Monthly Deposit Summary * **FOR APPROVAL** **Doc. #26-26**

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

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

- 14. Approve Proposed Intern and Volunteer Policy Revisions
* **FOR APPROVAL** (See Doc. #26-8 from January 2026 Board Meeting Packet)

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the Volunteer Policy, which includes a name change to Intern and Volunteer Policy as presented at the January 20, 2026 board meeting, and considers any revisions incorporated during board meeting discussion.

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

- 15. Approve the Establishment of a 6-Month Certificate of Deposit

Executive Director Recommendation: The STLS Board of Trustees approves the proposed establishment of a 6-month certificate of deposit in the amount of \$259,371 through Community Bank N.A. at an interest rate of 3.44 percent, and authorizes the Executive Director to set up the certificate of deposit utilizing board signatories as approved during the library system’s January 20, 2026 organizational meeting.

BOARD INFORMATION

- 16. Old Business
- 17. New Business
- 18. Library Networking

- 19. President's Report
- 20. Monthly System Team & Divisional Reports

Public Expression (15 minutes)
Adjournment

Next meeting: Wayland Free Library – Tuesday, April 21, 2026 at 2 p.m.

Trustee Orientation:

2:45 pm – 2:55 pm: Duties and Responsibilities – Brian H.

Executive Director discusses 3 duties and 10 responsibilities of system trustees.

2:55 pm – 3:05 pm: Financials – Sisi B. and Brian H.

STLS Internal Auditor and Executive Director offer quick glimpse at financials.

3:05 pm – 3:15 pm: Committee Charges – Louise R., Sisi B., Lynnette D., and Barbara H.

Discussion led by Committee Chairs discussing the responsibilities of each committee.

3:15 pm – 3:20 pm: Foundation for Southern Tier Library – Louise R.

Foundation board member discusses important work of the foundation and its role supporting member libraries.

STLS BOARD MEETING
Tuesday, January 20, 2026 - 2:00 pm
Southern Tier Library System, Painted Post, NY 14814

MINUTES

TRUSTEES PRESENT:

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

Excused: Richard Ahola – 2027, (2) Vacant Chemung County Seat – 2027, Vacant Schuyler County Seat – 2028

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

Guest – Kevin Wechtaluk and Corey McCall, prospective board members for Chemung County

President L Richardson called the meeting to order at 2:00 pm

1. AGENDA ***FOR APPROVAL** **Doc.#26-1**
Received and Filed

2. Approval of Minutes – December 2025 ***FOR APPROVAL** **Doc. #26-2**
Received and Filed
 The November 2025 minutes were approved.

3. Treasurer’s Report – December 2025 ***FOR APPROVAL** **Doc. #26-3**
Received and filed
 B Hildreth stated that there was not a Finance and Facilities Committee meeting this month. He did highlight that STLS has a balance of about \$120,000.00 less than this time in January 2025. This is because the final 10% of LLSA and LSSA has not been

released. Overall, STLS balance on hand is comparable to what it was before COVID at this time of the year.

**4. Financial Clerk's Report – December 2025 *FOR APPROVAL Doc. #26-4
Received and Filed**

B Hildreth stated that the revenue from line item 4784, General Reimbursements & Refund, was from the other library systems that participated in Gather and Grow. B Hildreth highlighted a few line items for expenses:

- Line Items 5141 and 5142, Professional and Non-Professional Salaries: These line items are slightly higher than previous months because of the end of year sick leave buy back.
- Line item 5419, Electronic Materials: This is money for the digital library collections.
- Line item 5422, Trustee Mileage: This is the reimbursement to STLS Trustees for their 2025 submitted mileage forms.
- Line item 5451, Building Maintenance and Repairs: This amount will be higher because STLS has not yet been billed for landscape and snow removal.

**5. Fourth Quarter Profit-Loss Statement – December 2025 *FOR APPROVAL
Doc.#26-5
Received and Filed**

For revenue, B Hildreth stated that STLS had received all budgeted state aid. Line item 4721, E-Rate Funding reflects the amount of E-Rate funding STLS can expect. Mandy Fleming is determining an amount, but as of report time, STLS is anticipating \$175,902.00 for 2025.

Line item 4724, Member Library IT Contracts reflect the amount that STLS is billing member libraries for the last quarter of 2025.

B Hildreth stated that STLS is estimating an \$89,000.00 deficit in the mid-year budget revision.

**6. Fourth Quarter Claims Auditor Report – December 2025 *FOR APPROVAL
Doc.#26-6
Received and Filed**

L Richardson stated that STLS issued a check to an individual that was supposed to be issued to an institution. That individual is going to pay forward the funds to the institution that were accidentally issued to them. There was sales tax charged on an Adobe purchase. STLS is setting up the account to be tax free in the future. L Richardson reported that there were late fees charged to STLS from the bank card. The late fees were charged to STLS in error and Cassie Wright worked to get all fees refunded.

Standing Committee Reports –

7. Executive Committee- L Richardson

L Richardson stated the committee set the January board meeting agenda.

8. Personnel & Policies Committee – Barbara Hubbell (Minutes) **Doc.#26-7**
(Intern & Volunteer Policy) **Doc.#26-8**

B Hubbell stated that the IT Procurement and Vendor Policy will be up for vote at today's meeting. The next policy that is up for board review is the Intern and Volunteer Policy. The Privacy Policy is currently being worked on by staff and will be ready for committee review in March.

9. Finance & Facilities Committee – Sisi Barr

No Report, the committee did not meet.

10. Public Relations Committee – L Decker

L Decker stated that she worked on today's staff appreciation lunch. She asked Brian to talk about advocacy. B Hildreth stated that the Advocacy Day bus trip to Albany is Tuesday, February 3. STLS is expecting flat funding for the upcoming year and that construction aid will be cut from \$1.1 million to about \$800,000.00 . B Hildreth asked trustees to advocate for libraries any way they can; emails to representatives, postcard campaign, etc.

11. Foundation for Southern Tier Libraries – Louise Richardson

(Minutes) **Doc.#26-9**

L Richardson stated the Foundation updated this year's grant application for STLS member libraries. The total amount that libraries can apply for was reduced from \$1750.00 per library to \$1500.00 per library based on the amount distribution. The Foundation has a new board member that signed the Foundation up for GrantWatch and is already applying for grants on behalf of the Foundation. L Richardson also informed the board that the Foundation is updating their marketing materials (a new slideshow and brochure.) B Hubbell clarified a question on the Dolly Parton Foundation.

BOARD ACTIONS

12. Annual Organizational Meeting Actions * **FOR APPROVAL** **Doc. #26-10**

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 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 – 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: ___ S McGill ___ Second ___ R Urban ___
 Aye ___ 11 ___ Nay ___ 0 ___ Abstain ___ 0 ___ Absent ___ 1 ___ Vacant ___ 3 ___
 Approved/Failed: Approved
 Discussion: None

13. Approve 2026 Board Meeting Schedule * **FOR APPROVAL** **Doc. #26-11**
Executive Director Recommendation: Approve the 2026 Board Meeting Schedule.

Move: ___ S Barr ___ Second ___ M Krebs ___
 Aye ___ 11 ___ Nay ___ 0 ___ Abstain ___ 0 ___ Absent ___ 1 ___ Vacant ___ 3 ___
 Approved/Failed: Approved
 Discussion: None

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: ___ K Green ___ Second ___ D Haggstom ___
 Aye ___ 11 ___ Nay ___ 0 ___ Abstain ___ 0 ___ Absent ___ 1 ___ Vacant ___ 3 ___
 Approved/Failed: Approved
 Discussion: None

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: ___ S McGill ___ Second ___ R Barbour ___
 Aye ___ 11 ___ Nay ___ 0 ___ Abstain ___ 0 ___ Absent ___ 1 ___ Vacant ___ 3 ___
 Approved/Failed: Approved
 Discussion: None

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.

Aye ___11___ Nay ___0___ Abstain ___0___ Absent ___1___ Vacant ___3___ Approved/Failed: Approved Discussion: None

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: ___R Urban___ Second ___S Barr___ Aye ___11___ Nay ___0___ Abstain ___0___ Absent ___1___ Vacant ___3___ Approved/Failed: Approved
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Discussion: B Hildreth stated that all information was sent out to Board Presidents and member libraries. There is a 4% increase for this year, as well as 2027 and 2028. There will be improved service and communication to patrons because of the increased cost and technology updates.

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: ___S McGill___ Second ___K Green___ Aye ___11___ Nay ___0___ Abstain ___0___ Absent ___1___ Vacant ___3___ Approved/Failed: Approved
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Discussion: B Hildreth stated that the DAC approved costs are lower than previous discussion years because costs for the ILS increased due to communication services.

BOARD INFORMATION

19. Old Business –

None

20. New Business –

None

21. Library Networking –

L Richardson stated that, at the last Spring CE she attended the presentation on baby raves. The Southeast Steuben County Library held a baby rave. It was a big success, and many new families attended. She also gave her statistics of how much the library saved her in 2025.

S McGill reported that the Penn Yan Library held its first annual New Year's celebration for young kids. It was a success.

M Krebs announced that the Hammondsport Library will be hosting a week-long book sale at the library the week of February 9 from 10-5 each day.

22. President's Report –

None

23. Executive Director's Report

(Monthly Division Reports) **Doc.#26-16**

B Hildreth reminded the board that two trustees are needed to consult for the upcoming Plan of Service document. It is a short commitment consisting of 2 meetings that are about an hour in length.

B Hildreth shared a thank you note from former STLS board member, Betsy Gorman. He also reminded all board members to please sign, and hand in, their 'Disclosure of Interest' forms at the end of the meeting.

Public Expression (15 minutes)

Adjournment 2:52 pm

Move: M Krebs

Second: S Barr

Next meeting: March 17, 2026 - STLS, 9424 Scott Rd, Painted Post, NY 14870

"Minutes written by Melissa Morrissey and reviewed by Barbara Hubbell, Board Secretary."

**Southern Tier Library System
Treasurer's Report
As of January 31, 2026**

	Total	
	As of Jan 31, 2026	As of Dec 31, 2025
ASSETS		
Current Assets		
Bank Accounts		
1200 Cash - Operating	3,385.71	5,396.57
1201 Cash - Payroll	26,100.97	21,961.97
1202 Cash - Money Market	329,991.99	427,578.96
1203 Cash in Certificate of Deposit	258,625.04	257,881.08
1204 Cash in Certificate of Deposit 2	264,825.31	264,074.37
Total Bank Accounts	\$ 882,929.02	\$ 976,892.95
Accounts Receivable		
1380 Accounts Receivable	607,551.98	33,014.35
Total Accounts Receivable	\$ 607,551.98	\$ 33,014.35
Other Current Assets		
12000 Undeposited Funds	0.00	16,280.52
Total Other Current Assets	\$ 0.00	\$ 16,280.52
Total Current Assets	\$ 1,490,481.00	\$ 1,026,187.82
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	\$ 3,659,735.95	\$ 3,195,442.77
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2600 Accounts Payable	201.60	33,356.88
Total Accounts Payable	\$ 201.60	\$ 33,356.88
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	-118.34	44.18
2626 Flex Spending Deduction Payable	474.61	740.62
2627 PFL Payable to Insurance	3,997.16	3,646.14
2630 Due to Member Libraries Pay Pal	0.00	0.00
2635 Capital Notes Payable	56,131.54	58,426.09
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	\$ 332,867.92	\$ 335,239.98
Total Current Liabilities	\$ 333,069.52	\$ 368,596.86
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	\$ 667,413.52	\$ 702,940.86
Equity		
3200 Fund Balance Unrestricted	2,062,485.72	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	499,820.52	-279,140.17
Total Equity	\$ 2,992,322.43	\$ 2,492,501.91
TOTAL LIABILITIES AND EQUITY	\$ 3,659,735.95	\$ 3,195,442.77

Official Depository: Cummunity Bank NA

Money Market: 0.03 Rate of Return

Checking Account: 0.01 Rate of Return

Certificates of Deposit: 3.392% and 3.3436% interest

**Southern Tier Library System
Financial Clerk's Report
January 2026**

	Jan 2026	
	Jan-26	Dec-25
Revenue		
4714 Bullet Aid NYS	20,000.00	
4716 State Aid Pass Through	50,000.00	12,690.00
4719 Interest	1,504.16	1,457.54
4723 Member Library Cost Share	447,133.57	
4724 Member Library IT Contracts		19,167.00
4731 Arkport Support		6,202.10
4732 Reading Center Support	24,714.00	
4733 Member Library Processing Fees		381.50
4735 Non State Aid Pass Through	140,832.32	9,160.07
4781 Retiree Health Ins Payments	1,981.68	
4782 Donations		2,514.03
4784 General Reimbursements & Refund		6,782.86
Total Revenue	\$ 686,165.73	\$ 58,355.10
Gross Profit	\$ 686,165.73	\$ 58,355.10
Expenditures		
5100 Salaries		
5141 Professional Salaries	43,755.82	44,500.56
5142 Non-Professional Salaries	41,507.15	44,784.64
Total 5100 Salaries	\$ 85,262.97	\$ 89,285.20
5150 Personnel Benefits		
5153 Social Security	6,248.01	6,589.83
5154 Workers Compensation	358.33	342.75
5157 Health Insurance	31,227.80	15,990.71
5158 Payroll Expense - Other	1,372.86	16,472.18
Total 5150 Personnel Benefits	\$ 39,943.00	\$ 39,395.47
5204 STLS Software & Small Equipment	24.99	253.31
5205 Maintenance Contracts & Leases	515.13	549.95
5408 Platform Fees & Licenses		4,995.61
5409 STLS Telephone/Internet	14,585.58	17,487.79
5417 Library Materials	723.73	6,281.76
5418 Consultant Collection	821.89	
5419 Electronic Materials		8,814.19
5420 Staff Development Travel		867.55
5422 Trustee Mileage	287.15	3,165.12
5425 Staff & Member Library Mileage		109.06
5427 Programming & Annual Conference	1,612.50	2,537.96
5428 Meeting Supplies		146.86
5430 Office Supplies	317.35	649.81
5434 Public Relations	316.44	16.99
5435 Member Library Pass through	9,006.71	138,176.96

5436 STLS Grants to Member Libraries		-62.01
5442 Professional Fees		-72.28
5444 Accounting Support & Audit	99.00	99.00
5450 Utilities	541.63	3,522.66
5451 Building Maintenance & Repairs	639.51	3,942.75
5454 Commercial Insurance	979.63	3,523.62
5471 Vehicle Maintenance & Repairs	1,200.60	1,006.44
5473 Vehicle Fuel		2,596.14
5474 Vehicle Insurance	494.08	489.12
5480 Greenwood Reading Center Exp	1,264.11	1,824.73
5485 Arkport Expense Account	1,707.63	1,622.79
5490 Grants	26,001.58	26,824.38
Total Expenditures	\$ 186,345.21	\$ 358,050.93
Net Operating Revenue	\$ 499,820.52	-\$ 299,695.83
Net Revenue	\$ 499,820.52	-\$ 299,695.83

Southern Tier Library System
Treasurer's Report
As of February 28, 2026

	Total	
	As of Feb 28, 2026	As of Jan 31, 2026
ASSETS		
Current Assets		
Bank Accounts		
1200 Cash - Operating	5,879.00	3,385.71
1201 Cash - Payroll	29,904.98	26,106.72
1202 Cash - Money Market	422,275.23	329,991.99
1203 Cash in Certificate of Deposit	259,371.15	258,625.04
1204 Cash in Certificate of Deposit 2	265,578.39	264,825.31
Total Bank Accounts	\$ 983,008.75	\$ 882,934.77
Accounts Receivable		
1380 Accounts Receivable	323,767.47	607,551.98
Total Accounts Receivable	\$ 323,767.47	\$ 607,551.98
Other Current Assets		
12000 Undeposited Funds	0.00	0.00
Total Other Current Assets	\$ 0.00	\$ 0.00
Total Current Assets	\$ 1,306,776.22	\$ 1,490,486.75
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	\$ 3,476,031.17	\$ 3,659,741.70
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2600 Accounts Payable	0.00	201.60
Total Accounts Payable	\$ 0.00	\$ 201.60
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	-280.85	-118.34
2626 Flex Spending Deduction Payable	-182.81	474.61
2627 PFL Payable to Insurance	4,308.79	3,997.16
2630 Due to Member Libraries Pay Pal	0.00	0.00
2635 Capital Notes Payable	53,882.20	56,181.05
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	\$ 330,110.28	\$ 332,917.43
Total Current Liabilities	\$ 330,110.28	\$ 333,119.03
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	\$ 664,454.28	\$ 667,463.03
Equity		
3200 Fund Balance Unrestricted	2,062,240.36	2,062,240.36
3910 Board Restricted Capital Reserv	350,000.00	350,000.00
3911 Donor Restricted Capital Reserv	80,016.19	80,016.19
Net Revenue	319,320.34	500,022.12
Total Equity	\$ 2,811,576.89	\$ 2,992,278.67
TOTAL LIABILITIES AND EQUITY	\$ 3,476,031.17	\$ 3,659,741.70

Official Depository: Cummunity Bank NA

Money Market: 0.03 Rate of Return

Checking Account: 0.01 Rate of Return

Certificates of Deposit: 3.4403% and 3.3436% interest

**Southern Tier Library System
Financial Clerk's Report
February 2026**

	Feb 2026	
	Current	Jan-26
Revenue		
4714 Bullet Aid NYS		20,000.00
4716 State Aid Pass Through		50,000.00
4719 Interest	1,507.01	1,504.16
4723 Member Library Cost Share		447,133.57
4725 Grants Revenue	500.00	
4731 Arkport Support	1,707.63	
4732 Reading Center Support		24,714.00
4735 Non State Aid Pass Through	267.15	140,832.32
4781 Retiree Health Ins Payments		1,981.68
4784 General Reimbursements & Refund	16.50	
Total Revenue	\$ 3,998.29	\$ 686,165.73
Gross Profit	\$ 3,998.29	\$ 686,165.73
Expenditures		
5100 Salaries		
5141 Professional Salaries	38,455.82	43,755.82
5142 Non-Professional Salaries	38,091.74	41,507.15
Total 5100 Salaries	\$ 76,547.56	\$ 85,262.97
5150 Personnel Benefits		
5153 Social Security	5,581.36	6,248.01
5154 Workers Compensation	358.33	358.33
5157 Health Insurance	18,260.49	31,227.80
5158 Payroll Expense - Other	850.50	1,372.86
Total 5150 Personnel Benefits	\$ 25,050.68	\$ 39,943.00
5204 STLS Software & Small Equipment	166.26	24.99
5205 Maintenance Contracts & Leases	1,230.94	515.13
5409 STLS Telephone/Internet	17,346.44	14,585.58
5417 Library Materials	373.56	723.73
5418 Consultant Collection	54.99	821.89
5420 Staff Development Travel	1,263.28	
5422 Trustee Mileage		85.55
5424 Conference Registration	730.10	
5425 Staff & Member Library Mileage	50.75	
5427 Programming & Annual Conference		1,612.50
5428 Meeting Supplies	660.13	
5430 Office Supplies	94.70	317.35
5433 Postage	1,035.71	
5434 Public Relations	791.48	316.44
5435 Member Library Pass through	14,913.81	9,006.71
5442 Professional Fees	3,736.52	
5444 Accounting Support & Audit	411.50	99.00

5450 Utilities	2,706.71	541.63
5451 Building Maintenance & Repairs	1,553.03	639.51
5454 Commercial Insurance	979.63	979.63
5471 Vehicle Maintenance & Repairs		1,200.60
5473 Vehicle Fuel	1,168.57	
5474 Vehicle Insurance	494.08	494.08
5480 Greenwood Reading Center Exp	1,666.41	1,264.11
5485 Arkport Expense Account	2,066.00	1,707.63
5490 Grants	29,607.23	26,001.58
Total Expenditures	\$ 184,700.07	\$ 186,143.61
Net Operating Revenue	-\$ 180,701.78	\$ 500,022.12
Net Revenue	-\$ 180,701.78	\$ 500,022.12

Personnel & Policies Committee

Meeting Minutes

Tuesday, March 10, 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

1. Approve Proposed Intern and Volunteer Policy Revisions

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the Volunteer Policy, which includes a name change to Intern and Volunteer Policy as presented at the January 20, 2026 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

The committee reviewed proposed language to the library system's Privacy Policy. Several grammatical and structure revisions were incorporated. Board members also asked a number of clarifying questions about library card registration and third-party websites. B. Hildreth said he would share the policy with STLS staff for a second time to include their revisions based on the committee's edits. The committee will review a second time in April considering staff edits.

3. Executive Director's Performance Evaluation and Contract Negotiation

B. Hildreth informed the committee his contract with the STLS Board of Trustees expires on September 16, 2026. The group discussed the performance evaluation and contract negotiation procedure. B. Hildreth said he would propose survey questions to the committee for gathering feedback from STLS trustees, staff, and member directors. The committee would be charged with overseeing the evaluation and negotiations in partnership with the STLS Board President. An update on the Executive Director's Performance Objectives for 2025/2026 would also be provided at April's committee meeting.

4. Delivery Driver Job Descriptions

B. Hildreth shared the Delivery Driver job descriptions for STLS. He noted they both require review because they have not been reviewed or updated since 2019. The committee agreed to review by April's meeting and be prepared to discuss.

Meeting adjourned at 1:01 p.m.

Minutes respectfully submitted by: Brian M. Hildreth

FOUNDATION FOR SOUTHERN TIER LIBRARIES BOARD OF DIRECTORS MEETING

January 8, 2026 | Southern Tier Library System Building

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

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

The meeting was called to order at 10:20 am.

MINUTES Minutes of the December 12, 2025 meeting were approved as written.
(Ushkow/Krebs)

FINANCIAL REPORT: Balance as of December 31, 2025 was \$14,594.66. An additional \$400 has been received, bringing the balance to date \$14,994.66.

The Treasurer's report was accepted.

OLD BUSINESS

Recruitment of Board Members

Mary-Claire offered to reach out to Kathy Green, who is currently an STLS Trustee. If she accepts, the Foundation Board would have more than 45% of its membership comprised of STLS Trustees which is not allowed. (Foundation for Southern Tier Libraries Bylaws, Article III, Section 2). Mary-Claire's suggestion was tabled until at least one more non-trustee member is seated. Louise will reach out to Betsy Gorman, who recently termed off the STLS Board.

Rusty will post a call for new board members on the Foundation website and will ask Brian if the same message may be posted on the STLS website.

Recruitment of Treasurer

Louise Richardson submitted her resignation as Vice-President.

Gail Ebeltoft nominated Mary-Claire Krebs to be Vice-President, seconded by Louise Richardson, and carried unanimously.

Charmaine Ushkow nominated Louise Richardson to be Treasurer, seconded by Mary-Claire Krebs, and carried unanimously.

Thereafter, upon motion by Gail Ebeltoft, seconded by Charmaine Ushkow and unanimously carried, the Board adopted the following resolution:

Resolved, that the Board of Directors accepts the resignation of Paul Webster as treasurer of the Foundation for Southern Tier Libraries and as a member of its Board of Directors, effective February 28, 2026; and

Resolved, that the Board of Directors elects Louise Richardson as Treasurer of the Foundation for Southern Tier Libraries; and

Resolved, that amending and superseding all resolutions all earlier resolutions passed in this regard, the Board of Directors of the Foundation for Southern Tier Libraries authorizes

1. Louise Richardson
2. Ristiina Wigg

to be signatories to the Foundation for Southern Tier Libraries accounts with Community Bank bearing Account Number _____ and Account Number _____; and

Resolved, that the Board of Directors of the Foundation for Southern Tier Libraries instructs Community Bank to remove Paul Webster from any privilege whatsoever associated with the previously mentioned bank accounts, effective immediately; and

Resolved, that the Board of Directors of the Foundation for Southern Tier Libraries instructs Community Bank to honor all checks, drafts, bills of exchange, promissory noted, and other negotiable instruments signed drawn, accepted or made on its behalf by either of the aforesaid authorized signatories, separately; and

Resolved, that the Board of Directors of the Foundation for Southern Tier Libraries directs Community Bank to act on any instructions relating to the aforesaid bank accounts, including but not limited to closing one or both of said accounts, and relating to any transaction of the Foundation for Southern Tier Libraries given to Community Bank by either of the aforesaid authorized signatories, separately; and

Resolved, that the Board of Directors of the Foundation for Southern Tier Libraries instructs Community Bank to avail the Board of the Foundation for Southern Tier Libraries of any service offered by Community Bank in the normal course of business upon the request and instruction given by either of the previously mentioned authorized signatories, separately; and

Resolved, that upon its request, a copy of this resolution certified to be true and correct may be given to Community Bank and that, upon doing so the Board of Directors of the Southern Tier Libraries request that Community Bank act upon the same immediately.

Online Application for 2026 Grant Applications

Louise shared the application form she created using Jotform. After approval, she will upload to a new online platform through which libraries may submit applications for 2026 grants. Members reviewed language regarding the types of projects that will and will not be considered for funding. The maximum grant award for 2026 will be \$1,500.

Grantwatch

Charmaine made a \$100 designated gift to the Foundation. The money is to be used to fund a one-quarter-year subscription to Grantwatch, a grant clearinghouse website. Charmaine will monitor the site for grant opportunities for one quarter, after which time the Board will decide 1) whether to continue the subscription, and if so, 2) to take over payment. Charmaine signed up for the service using the Foundation's credit card. The subscription will expire on April 8, 2026. Charmaine will keep track of the expiration date, then inform the board prior to expiration, so it has time to make its decision. Board members who would like login credentials should contact Charmaine.

Dolly Parton Foundation

Rusty quoted Brian Hildreth's explanation: "Barbara Hubbell at United Way coordinates Dolly Parton Foundation grants on behalf of our region. STLS has worked with our member libraries to let the United Way be the lead grant agency on these funds as UW is best positioned to administer the program. Barbara also serves on the STLS board, so it has been a good partnership."

Community Bank – Possible Grant

Dale explained that most banks have an online submission for grant proposals. Before submitting, read their mission statements, grant information, etc. to find out what causes they support or have supported in the past. He advised proposing a project that would affect a significant number of people in the community. He stated that applications should be made in the first quarter of the year, as banks receive their funds at the beginning of the calendar year. Explore credit unions should also be explored for grant opportunities.

Rusty will call Community Bank to get advice and clarification on their application process.

Community Outreach Project

Louise circulated a draft of a new Foundation brochure. It contained many colorful photos highlighting Foundation-funded programs and projects. She is also working on a Foundation slide deck presentation which can be used at community events. She plans to present this at the February meeting.

Meeting Date for 2026

10:00 am on the third Monday of the month will be the regular meeting time. The STLS building will be closed on February 16th in observance of President’s Day, so the board will meet in the Southeast Steuben County Library’s Community Room (larger section).

NEW BUSINESS

2026 Fundraising Event

The Board set a goal of raising an additional \$5,000 by April 2026. The following ideas were discussed.

Mud Creek Bison Ranch – Charlotte has made multiple attempts to contact this business to ask them to sponsor an event titled Dance for a Cause, but she has not received a response. She will continue trying.

Contact Supporters – Reach out to people who have donated consistently (especially if they have not contributed recently) and ask for an additional contribution to help the Foundation meet its goal.

Host a “Non-Event” – Send invitations to a “non-event” and ask people to contribute to “not show up” for a physical event. Suggest an amount to donate, perhaps \$40. All contributors will be entered into a drawing for prizes. Each board member will be asked to solicit two prizes. This will be discussed again at the February meeting. Think about a date for the drawing and names for a mailing list.

NEXT MEETING

Monday, February 16, 2026 at 10:00am in the Southeast Steuben County Library

There being no further business to conduct, the meeting adjourned at 11:59am.

Gail J. Ebeltoft, Recording Secretary

Approved: _____

Southern Tier Library System

3/4/26

Unpaid Bills
As of March 6, 2026

Gina Kilduff
3/5/26

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Armstrong				
03/06/2026	Bill	0772021-01 3/26	03/06/2026	✓ 121.43 ✓
Total for Armstrong				\$121.43
Armstrong Telecommunications				
03/06/2026	Bill	0659996-01 2/26	03/06/2026	✓ 210.55 ✓
03/06/2026	Bill	0666050-01 326	03/06/2026	✓ 150.25 ✓
Total for Armstrong Telecommunications				\$360.80
Blackstone Publishing				
03/06/2026	Bill	2225982	03/06/2026	✓ 189.85 ✓
Total for Blackstone Publishing				\$189.85
Clearly IP				
920-383-3100				
03/06/2026	Bill	INV-253879	03/06/2026	✓ 497.28 ✓
Total for Clearly IP				\$497.28
Corning Natural Gas				
607-936-3755				
03/06/2026	Bill	Feb 2026	03/06/2026	✓ 436.81 ✓
Total for Corning Natural Gas				\$436.81
Erik W House				
03/06/2026	Bill	2026 DEI facilltator	03/06/2026	✓ 50.00 ✓
Total for Erik W House				\$50.00
Excellus BC BS				
03/06/2026	Bill	Mar 2026	03/06/2026	✓ 6,501.95 ✓
03/06/2026	Bill	Mar 2026 Den	03/06/2026	✓ 326.68 ✓
Total for Excellus BC BS				\$6,828.63
Friendly Freds				
607-937-5223				
03/06/2026	Bill	34974	03/06/2026	✓ 75.38 ✓
03/06/2026	Bill	34980	03/06/2026	✓ 75.98 ✓
03/06/2026	Bill	34995	03/06/2026	✓ 769.29 ✓
03/06/2026	Bill	34992	03/06/2026	✓ 429.00 ✓
03/06/2026	Bill	35020	03/06/2026	✓ 100.38 ✓
Total for Friendly Freds				\$1,450.03
Gale/CENGAGE Learning				
03/06/2026	Bill	999102164750	03/06/2026	✓ 27.20 ✓
Total for Gale/CENGAGE Learning				\$27.20
Guy, Lyndsie				
03/06/2026	Bill	Feb 2026 STDEC #5	03/06/2026	✓ 1,562.40 ✓
Total for Guy, Lyndsie				\$1,562.40
Ilegbusi, Aderonke				
03/06/2026	Bill	Jan 2026 STDEC #4	03/06/2026	✓ 1,245.00 ✓
Total for Ilegbusi, Aderonke				\$1,245.00
Ingram Library Services				

Southern Tier Library System

Unpaid Bills

As of March 6, 2026

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
800-937-5300 opt 1				
03/06/2026	Bill	94689098	03/06/2026	12.60 ✓
Total for Ingram Library Services				\$12.60
Litwiller-Sutherby, Kendyl				
03/06/2026	Bill	2/17/26 Mileage	03/06/2026	52.20 ✓
03/06/2026	Bill	2/23/26 Mileage	03/06/2026	73.95 ✓
Total for Litwiller-Sutherby, Kendyl				\$126.15
Matychak, Xanthe				
03/06/2026	Bill	Feb 2026 STDEC #279	03/06/2026	1,250.00 ✓
Total for Matychak, Xanthe				\$1,250.00
McFarland, Sarah				
03/06/2026	Bill	Feb 2026 STDEC #5	03/06/2026	1,250.00 ✓
Total for McFarland, Sarah				\$1,250.00
NYLA				
518-432-6952 ext 103				
03/06/2026	Bill	7947	03/06/2026	165.00 ✓
Total for NYLA				\$165.00
NYSEG				
03/06/2026	Bill	Feb 2026	03/06/2026	546.61 ✓
Total for NYSEG				\$546.61
Overdrive				
216-573-6886				
03/06/2026	Bill	01453CO26048747	03/06/2026	145.74 ✓
03/06/2026	Bill	01453DA26052535	03/06/2026	837.44 ✓
03/06/2026	Bill		03/06/2026	576.75 ✓
03/06/2026	Bill	01453CO26061141	03/06/2026	504.93 ✓
03/06/2026	Bill	01453CO26061142	03/06/2026	404.85 ✓
03/06/2026	Bill	01453CO26061148	03/06/2026	2,582.03 ✓
03/06/2026	Bill	01453CO26061159	03/06/2026	2,629.78 ✓
03/06/2026	Bill	01453CP26067569	03/06/2026	11.96 ✓
Total for Overdrive				\$7,693.48
Retterer & Sons LLC				
607-973-2331				
03/06/2026	Bill	5224	03/06/2026	619.00 ✓
Total for Retterer & Sons LLC				\$619.00
Rushford Library				
585-437-2533				
03/06/2026	Bill	Dec25-Jan26 Armstrong	03/06/2026	180.13 ✓
Total for Rushford Library				\$180.13
Southern Tier Network				
03/06/2026	Bill	7079	03/06/2026	1,000.00 ✓
03/06/2026	Bill	7080	03/06/2026	3,250.00 ✓
03/06/2026	Bill	7085	03/06/2026	3,845.00 ✓

Southern Tier Library System

Unpaid Bills

As of March 6, 2026

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
03/06/2026	Bill	7090	03/06/2026	✓ 500.00 ✓
03/06/2026	Bill	7098	03/06/2026	✓ 250.00 ✓
03/06/2026	Bill	7105	03/06/2026	✓ 250.00 ✓
03/06/2026	Bill	7106	03/06/2026	✓ 500.00 ✓
Total for Southern Tier Network				\$9,565.00
Spectrum				
03/06/2026	Bill	143864001 021426	03/06/2026	✓ 2,749.00 ✓
Total for Spectrum				\$2,749.00
WEX Bank				
03/06/2026	Bill	110931826	03/06/2026	✓ 1,322.50 ✓
Total for WEX Bank				\$1,322.50
TOTAL				\$38,278.90

2/18/26

2/18/26

Southern Tier Library System

Unpaid Bills

As of February 20, 2026

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Brown, Lorie				
02/20/2026	Bill	Medicare B 2/26	02/20/2026	113.44 ✓
Total for Brown, Lorie				\$113.44
Button, Vickie				
02/20/2026	Bill	Medicare B 2/26	02/20/2026	113.44 ✓
Total for Button, Vickie				\$113.44
Casella Waste Services				
607-796-2000				
02/20/2026	Bill	2411705	02/20/2026	142.28 ✓
Total for Casella Waste Services				\$142.28
COSUGI				
601-226-8054				
02/20/2026	Bill	2026 Conference	02/20/2026	775.00 ✓
Total for COSUGI				\$775.00
Empire Natural Gas				
607-656-7851				
02/20/2026	Bill	WSTLS-0311787	02/20/2026	256.66 ✓
Total for Empire Natural Gas				\$256.66
Energy Cooperative of America				
02/20/2026	Bill	1050178	02/20/2026	1,458.12 ✓
Total for Energy Cooperative of America				\$1,458.12
English, Darleen				
607-388-9157				
02/20/2026	Bill	Medicare B 2/26	02/20/2026	113.44 ✓
Total for English, Darleen				\$113.44
Erie Insurance Company				
800-458-0811				
02/20/2026	Bill	Mar 2026	02/20/2026	1,832.04 ✓
Total for Erie Insurance Company				\$1,832.04
First Bankcard				
1-800-819-4248				
02/20/2026	Bill	4418229218408335226	02/20/2026	369.92 ✓
02/20/2026	Bill	4418228439079160226	02/20/2026	2.83 ✓
02/20/2026	Bill	4418229267194928226	02/20/2026	49.55 ✓
02/20/2026	Bill	4418229234327727226	02/20/2026	975.76 ✓
02/20/2026	Bill	4418228404723628226	02/20/2026	747.21 ✓
02/20/2026	Bill	4418226439326439226	02/20/2026	688.45 ✓
02/20/2026	Bill		02/20/2026	412.23 ✓
Total for First Bankcard				\$3,245.95
Gale/CENGAGE Learning				
02/20/2026	Bill	999102055316	02/20/2026	30.39 ✓
Total for Gale/CENGAGE Learning				\$30.39

Hallahan, Sheila

Southern Tier Library System

Unpaid Bills

As of February 20, 2026

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
02/20/2026	Bill	Medicare B 2/26	02/20/2026	✓ 113.44 ✓
Total for Hallahan, Sheila				<u>\$113.44</u>
Holden, Loretta 8077384810				
02/20/2026	Bill	Medicare B 2/26	02/20/2026	✓ 113.44 ✓
Total for Holden, Loretta				<u>\$113.44</u>
Litwiler-Sutherby, Kendyl				
02/20/2026	Bill	1/21/26 Mileage	02/20/2026	✓ 50.75 ✓
Total for Litwiler-Sutherby, Kendyl				<u>\$50.75</u>
McCasey, Indi				
02/20/2026	Bill	Jan 2026 STDEC #2601	02/20/2026	✓ 1,250.00 ✓
Total for McCasey, Indi				<u>\$1,250.00</u>
McPherson, Marcia				
02/20/2026	Bill	Medicare B 2/26	02/20/2026	✓ 113.44 ✓
Total for McPherson, Marcia				<u>\$113.44</u>
Nelson, Jane 352-751-4547 (h)				
02/20/2026	Bill	Medicare B 2/26	02/20/2026	✓ 113.44 ✓
Total for Nelson, Jane				<u>\$113.44</u>
NYSHIP				
02/20/2026	Bill	027	02/20/2026	✓ 14,505.71 ✓
Total for NYSHIP				<u>\$14,505.71</u>
Overdrive				
216-573-6886				
02/20/2026	Bill	01453CP2629133	02/20/2026	✓ 28.90 ✓
02/20/2026	Bill	01453DA26039095	02/20/2026	✓ 478.41 ✓
02/20/2026	Bill	01453CO26039693	02/20/2026	✓ 1,297.05 ✓
02/20/2026	Bill	01453DA26042009	02/20/2026	✓ 65.00 ✓
02/20/2026	Bill	01453CO26042231	02/20/2026	✓ 6,375.59 ✓
02/20/2026	Bill	01453CO26042414	02/20/2026	✓ 402.47 ✓
02/20/2026	Bill	01453DA26043394	02/20/2026	✓ 65.00 ✓
02/20/2026	Bill	01453DA26045114	02/20/2026	✓ 698.83 ✓
02/20/2026	Bill	01453CO26045632	02/20/2026	✓ 405.82 ✓
02/20/2026	Bill	01453CO26045633	02/20/2026	✓ 418.65 ✓
Total for Overdrive				<u>\$10,835.72</u>
Passage, Mary				
02/20/2026	Bill	Medicare B 2/26	02/20/2026	✓ 113.44 ✓
Total for Passage, Mary				<u>\$113.44</u>
Quiggle, Mary Kay 607-542-0886				
02/20/2026	Bill	Medicare B 2/26	02/20/2026	✓ 113.44 ✓
Total for Quiggle, Mary Kay				<u>\$113.44</u>
Southern Tier Network				

Southern Tier Library System

Unpaid Bills

As of February 20, 2026

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
02/20/2026	Bill	7029	02/20/2026	✓ 1,000.00
02/20/2026	Bill	7030	02/20/2026	✓ 3,250.00
02/20/2026	Bill	7036	02/20/2026	✓ 3,845.00
02/20/2026	Bill	7040	02/20/2026	✓ 500.00
02/20/2026	Bill	7048	02/20/2026	✓ 250.00
02/20/2026	Bill	7051	02/20/2026	✓ 250.00
02/20/2026	Bill	7052	02/20/2026	✓ 500.00
Total for Southern Tier Network				\$9,895.00
Spectrum				
02/20/2026	Bill	240616301 020126	02/20/2026	✓ 425.00
02/20/2026	Bill	145513601 020126	02/20/2026	✓ 500.00
02/20/2026	Bill	145511001 020126	02/20/2026	✓ 500.00
02/20/2026	Bill	254743801 020126	02/20/2026	✓ 436.00
02/20/2026	Bill	120225701 020126	02/20/2026	✓ 124.98
02/20/2026	Bill	145510901 020126	02/20/2026	✓ 500.00
02/20/2026	Bill	145202001 020126	02/20/2026	✓ 425.00
02/20/2026	Bill	225338201 020126	02/20/2026	✓ 500.00
02/20/2026	Bill	241109301 020126	02/20/2026	✓ 124.98
02/20/2026	Bill	224328601 020126	02/20/2026	✓ 425.00
02/20/2026	Bill	086223501 020126	02/20/2026	✓ 189.98
Total for Spectrum				\$4,152.94
Tolls by Mail				
844-826-8400				
02/20/2026	Bill	20015925749	02/20/2026	✓ 2.98
Total for Tolls by Mail				\$2.98
United States Postal Service				
02/20/2026	Bill	Feb 2026	02/20/2026	✓ 1,000.00
Total for United States Postal Service				\$1,000.00
Verizon Wireless				
800-922-0204				
02/20/2026	Bill	6134872302	02/20/2026	✓ 153.58
Total for Verizon Wireless				\$153.58
Wigg, Ristina				
807-937-5040				
02/20/2026	Bill	Medicare B 2/26	02/20/2026	✓ 113.44
Total for Wigg, Ristina				\$113.44
Xerox				
(800) 343-7777				
02/20/2026	Bill	IN4961124	03/22/2026	✓ 615.47
Total for Xerox				\$615.47
TOTAL				\$80,434.89

2/4/26

Southern Tier Library System

Unpaid Bills
As of February 6, 2026

Lisa Kilstott
2/4/2026

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Armstrong				
* 02/06/2026	Bill	0772021-01 2/26	02/06/2026	✓ 121.43 ✓
Total for Armstrong				\$121.43
Armstrong Telecommunications				
* 02/06/2026	Bill	0666050-01 226	02/06/2026	✓ 150.25 ✓
Total for Armstrong Telecommunications				\$150.25
Barr, Mathilde				
* 12/31/2025	Bill	Oct-Dec 2025 Mileage	12/31/2025	✓ 201.60 ✓
Total for Barr, Mathilde				\$201.60
Blackstone Publishing				
* 02/06/2026	Bill	2221952	02/06/2026	✓ 40.49 ✓
* 02/06/2026	Bill	2223148	02/06/2026	✓ 179.93 ✓
Total for Blackstone Publishing				\$220.42
Clearly IP				
920-383-3100				
* 02/06/2026	Bill	INV-245212	02/06/2026	✓ 495.80 ✓
Total for Clearly IP				\$495.80
Corning Community College				
(607) 962-9490				
* 02/06/2026	Bill	2026 WE Conference	02/06/2026	✓ 200.00 ✓
Total for Corning Community College				\$200.00
Corning Natural Gas				
607-936-3755				
* 02/06/2026	Bill	Jan 2026	02/06/2026	✓ 440.32 ✓
Total for Corning Natural Gas				\$440.32
Eastern Managed Print Network				
315-474-7000				
* 02/06/2026	Bill	IN4954795	02/06/2026	✓ 615.47 ✓
Total for Eastern Managed Print Network				\$615.47
Excellus BC BS				
* 02/06/2026	Bill	Feb 2026	02/06/2026	✓ 5,418.29 ✓
* 02/06/2026	Bill	Feb 2026 Den	02/06/2026	✓ 326.68 ✓
Total for Excellus BC BS				\$5,744.97
Gale/CENGAGE Learning				
* 02/06/2026	Bill	999101837701	02/06/2026	✓ 28.80 ✓
Total for Gale/CENGAGE Learning				\$28.80
Guy, Lyndsie				
* 02/06/2026	Bill	Jan 2026 STDEC #4	02/06/2026	✓ 1,562.40 ✓
Total for Guy, Lyndsie				\$1,562.40
Ingram Library Services				
800-937-5300 opt 1				
* 02/06/2026	Bill	94046095	02/06/2026	✓ 93.95 ✓
* 02/06/2026	Bill	94046094	02/06/2026	✓ 54.99 ✓

Southern Tier Library System

Unpaid Bills

As of February 6, 2026

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Total for Ingram Library Services				\$148.94
Isaac Hvac 585-546-1400				
*02/06/2026	Bill	3945986	02/06/2026	850.00 ✓
Total for Isaac Hvac				\$850.00
Kabric's (607) 962-3644				
*02/06/2026	Bill	89192	02/06/2026	557.50 ✓
Total for Kabric's				\$557.50
Mango Languages 248-254-7450 ext 829				
*02/06/2026	Bill	INV017631	02/06/2026	16,881.00 ✓
*02/06/2026	Bill	INV017632	02/06/2026	5,610.00 ✓
Total for Mango Languages				\$22,491.00
Matychak, Xanthe				
*02/06/2026	Bill	Jan 2026 STDEC #276	02/06/2026	1,250.00 ✓
Total for Matychak, Xanthe				\$1,250.00
McFarland, Sarah				
*02/06/2026	Bill	Jan 2026 STDEC #4	02/06/2026	1,250.00 ✓
Total for McFarland, Sarah				\$1,250.00
NYLA 518-432-6952 ext 103				
*02/06/2026	Bill	2026 Excelsior Dues	02/06/2026	2,774.00 ✓
Total for NYLA				\$2,774.00
NYSEG				
*02/06/2026	Bill	Jan 2026	02/06/2026	553.61 ✓
Total for NYSEG				\$553.61
Overdrive 216-573-6886				
*02/06/2026	Bill	01453CO26013499	02/06/2026	106.62 ✓
*02/06/2026	Bill	01453CO26015000	02/06/2026	55.25 ✓
*02/06/2026	Bill	01453DA2616814	02/06/2026	1,035.16 ✓
*02/06/2026	Bill	01453DA26023709	02/06/2026	708.33 ✓
*02/06/2026	Bill	01453CO26022889	02/06/2026	633.95 ✓
*02/06/2026	Bill	01453CO26022888	02/06/2026	369.65 ✓
*02/06/2026	Bill	01453CO26024755	02/06/2026	2,494.27 ✓
*02/06/2026	Bill	01453CO26024768	02/06/2026	729.73 ✓
Total for Overdrive				\$6,132.96
PULISDO 631-286-1600 x1304				
*02/06/2026	Bill	2026 Membership Dues	02/06/2026	400.00 ✓
Total for PULISDO				\$400.00
Retterer & Sons LLC				

Southern Tier Library System

Unpaid Bills

As of February 6, 2026

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
607-973-2331				
02/06/2026	Bill	5182	02/06/2026	✓ 565.05 ✓
Total for Retterer & Sons LLC				\$565.05
Spectrum				
02/06/2026	Bill	143864001 011426	02/06/2026	✓ 2,749.00 ✓
Total for Spectrum				\$2,749.00
WEX Bank				
02/06/2026	Bill	110285928	02/06/2026	✓ 1,168.57 ✓
Total for WEX Bank				\$1,168.57
TOTAL				\$50,872.09

Deposit Summary

Sia Hellett
3/6/2026

03/05/2026

Summary of Deposits to Cash - Money Market on 03/06/2026

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
633	Check	Watkins Glen	Cost Share	16114.17
4730	Check	Canaseraga	Cost Share	3108.64
5551	Check	Belmont	Cost Share	6114.18
7498	Check	Cohocton	Pass Thru	23.19
16486	Check	Cuba	Cost Share	15879.94
4468	Check	Friendship	Cost Share	4340.42
5832	Check	Fillmore	Cost Share	11443.91
80090	Check	Canisteo	Pass Thru	23.19
80091	Check	Canisteo	Cost Share	5454.94
1629	Check	Alfred	Pass Thru	23.19
4390	Check	Montour Falls	Cost Share	4234.94
249	Check	Rushville	Pass Thru	23.19
			DEPOSIT SUBTOTAL	66783.90
			LESS CASH BACK	
			DEPOSIT TOTAL	66783.90

Deposit Summary

Jan Riddit
3/2/2026

02/25/2026

Summary of Deposits to Cash - Money Market on 02/26/2026

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
80349	Check	Andover	Cost Share	4453.91
4378	Check	Angelica	Cost Share	4117.54
7291	Check	Richburg	Cost Share	6432.23
3222	Check	Jasper	Cost Share	3922.34
5008	Check	Addison	Cost Share	5346.37
7017	Check	South Central Regional Library Council	Digitization Grant for 25/26	500.00
DEPOSIT SUBTOTAL				24772.39
LESS CASH BACK				
DEPOSIT TOTAL				24772.39

Deposit Summary

Susan Hildt
2/24/2026

02/18/2026

Summary of Deposits to Cash - Money Market on 02/18/2026

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
1624	Check	Alfred	Cost Share	8357.77
1625	Check	Alfred	Pass Thru	55.25
4730	Check	Atlanta	Cost Share	3809.23
241	Check	Rushville	Dark Fiber	345.00
242	Check	Rushville	Cost Share	2406.41
164	Check	Middlesex	Cost Share	2363.16
6344	check	Wayland	Cost Share	11878.10
1069	Check	Belfast	Cost Share	6759.49
7494	Check	Cohocton	Cost Share	6289.35
14289	Check	Dundee	Cost Share	13168.42
5013	Check	Little Genesee	Cost Share	2964.97
5754	Check	Scio	Cost Share	3206.03
23705	Check	Wellsville	Cost Share	15676.06
10395	Check	Branchport	Cost Share	8177.69
5883	Check	Corning	Cost Share	90504.42
			DEPOSIT SUBTOTAL	175961.35
			LESS CASH BACK	
			DEPOSIT TOTAL	175961.35

Deposit Summary

Jim Keldahl
2/24/2026

02/11/2026

Summary of Deposits to Cash - Money Market on 02/11/2026

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
8284	Check	Bath	Cost Share	22170.82
9085	Check	Hammondsport	Cost Share	14570.56
DEPOSIT SUBTOTAL				36741.38
LESS CASH BACK				
DEPOSIT TOTAL				36741.38

Deposit Summary

Sue Hildt
2/24/2026

02/11/2026

Summary of Deposits to Cash - Money Market on 02/11/2026

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
3221	Check	Jasper	Dark Fiber	255.00
1059	Check	Belfast	Dark Fiber	840.00
1905	Check	Hornell	Dark Fiber & VoIP	513.00
231970501	Check	Behn, K	STLS merch	65.00
9382	Check	Cleary, Jule	Health Insurance	82.57
5366	Check	Almond	Cost Share	5316.65
4044	Check	Savona	Cost Share	5554.66
2598	Check	Bolivar	Cost Share	5721.55
2921	Check	Howard	Cost Share	4407.40
4629	Check	Odessa	Dark Fiber	330.00
13256	Check	Pulteney	Cost Share	4385.79
5962	Check	Whitesville	PT/phone	41.26
5963	Check	Whitesville	Cost Share	4062.19
1342	Check	Arkport	Cost Share	2457.14
1341	Check	Arkport	Payroll Reimbursement	1707.63
1187	Check	Prattsburgh	Cost Share	4057.24
8755	Check	Rushford	Cost Share	5665.59
7277	Check	Richburg	Dark Fiber	165.00
DEPOSIT SUBTOTAL				45627.67
LESS CASH BACK				
DEPOSIT TOTAL				45627.67

Deposit Summary

Sue Hellett
1/5/2026

02/03/2026

Summary of Deposits to Cash - Money Market on 02/04/2026

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
5546	Check	Belmont	Dark Fiber	150.00
32765	Check	Four County Library System	Advocacy Trip	1612.50
2832	Check	Int'l Motor Racing Research Center	IT Contract	381.50
4458	Check	Friendship	Dark Fiber	399.00
3704	Check	Avoca	Dark Fiber	330.00
80346	Check	Andover	Dark Fiber	300.00
			DEPOSIT SUBTOTAL	3173.00
			LESS CASH BACK	
			DEPOSIT TOTAL	3173.00

Deposit Summary

[Handwritten Signature]
2/2/2026

01/28/2026

Summary of Deposits to Cash - Money Market on 01/28/2026

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
7492	Check	Cohocton	Dark Fiber & VoIP	422.00
5854	Check	Coming	Dark Fiber & VoIP	633.00
23691	Check	Wellsville	Dark Fiber	900.00
10386	Check	Branchport	Dark Fiber	179.00
13242	Check	Pulteney	Dark Fiber	270.00
615	Check	Watkins Glen	Dark Fiber	300.00
4380	Check	Montour Falls	Dark Fiber	300.00
6389	Check	Wayland	Dark Fiber	450.00
6390	Check	Wayland	VoIP	210.00
16474	Check	Cuba	Dark Fiber, VoIP, PT	1221.91
2920	Check	Howard	Dark Fiber	330.00
4041	Check	Savona	Dark Fiber	300.00
			DEPOSIT SUBTOTAL	5515.91
			LESS CASH BACK	
			DEPOSIT TOTAL	5515.91

Deposit Summary

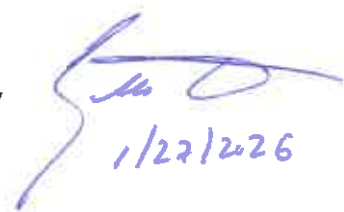
TD
1/22/2026

01/22/2026

Summary of Deposits to Cash - Money Market on 01/23/2026

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
15288	Check	Penn Yan	PT & IT Contract	1693.00
15290	Check	Penn Yan	Dark Fiber & VoIP	660.00
7754	Check	CCLD-Elmira	Dark Fiber & VoIP	2541.00
DEPOSIT SUBTOTAL				4894.00
LESS CASH BACK				
DEPOSIT TOTAL				4894.00

Deposit Summary


1/22/2026

01/22/2026

Summary of Deposits to Cash - Money Market on 01/23/2026

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
	Cash	Mikolajczyk, H	STLS Merc	55.00
8278	Check	Bath	Dark Fiber	345.00
5955	Check	Whitesville	PT/phone	41.31
1334	Check	Arkport	Workers Comp	9.00
1333	Check	Arkport	Shared Svc	400.00
1332	Check	Arkport	Dark Fiber	216.00
14270	Check	Dundee	Dark Fiber & VoIP	507.00
5363	Check	Almond	Dark Fiber	420.00
5815	Check	Fillmore	Dark Fiber	450.00
2592	Check	Bolivar	Dark Fiber	276.00
28377	Check	Chautauqua-Cattaraugus Library System	Gather & Grow	135.44
1184	Check	Prattsburgh	Dark Fiber	300.00
5956	Check	Whitesville	Dark Fiber	240.00
5752	Check	Scio	Dark Fiber	225.00
9071	Check	Hammondsport	Dark Fiber	300.00
4712	Check	Canaseraga	Dark Fiber	420.00
1617	Check	Alfred	Dark Fiber	330.00
			DEPOSIT SUBTOTAL	4669.75
			LESS CASH BACK	
			DEPOSIT TOTAL	4669.75

Deposit Summary

[Handwritten Signature]
6/14/2026

01/12/2026

Summary of Deposits to Cash - Money Market on 12/31/2025

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
9381	Check	Cleary, Jule	Health Insurance	82.57
203.15	Check	Four County Library System	Gather & Grow	203.15
10376	Check	Branchport	Pass Thru	1886.00
10377	Check	Branchport	IT Contract	1500.00
5827	Check	Coming	Pass Thru	2172.83
50852	Check	Mid-York Library System	Gather & Grow	203.15
4991	Check	Addison	Dark Fiber	300.00
34335	Check	North Country Library System	Gather & Grow	118.51
9711	Check	Finger Lakes Library System	Gather & Grow	228.55
5061	Check	Rogers, Pam	1st Qtr Health Insurance	247.71
5361	Check	Almond	Pass Thru	283.97
7745	Check	CCLD-Elmira	Pass Thru	2591.26
4715	Check	Atlanta	Dark Fiber	600.00
1330	Check	Arkport	Payroll Reimbursement	6193.10
80087	Check	Canisteo	GWL 2026 Funding	24714.00
			DEPOSIT SUBTOTAL	41324.80
			LESS CASH BACK	
			DEPOSIT TOTAL	41324.80



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

The Executive Director spent the month of January and February engaged in the following activities:

Wins for the Past Two Months

Learning STLS was awarded its 2024 Appalachian Regional Commission grant in the amount of \$187,320 to help member libraries update public meeting room technologies and offer digital literacy training to Southern Tier residents. Coordinating a successful Advocacy Day in Albany for Southern Tier libraries in partnership with STLS staff and member libraries.

List of Current Projects

- Assisting 2025/2026 construction aid applicants with edits and revisions to their applications for the New York State Library.
- Working on State Aid Advocacy Campaign emails to library system stakeholders.
- Creating planning frameworks for STLS Plan of Service, Direct Access Plan, and Central Library Plan for 2027 – 2031.
- Assisting Southern Tier Digital Equity Coalition facilitates its ConnectALL Technical Services grant where STLS is serving as the lead agency.
- Partnering with STLS Administrative Assistant on updating STLS' Policy Manual and Administrative documents for 2026.
- Providing guidance and support to 4 member libraries on upcoming funding referendum campaigns through their school district levies.

Meetings Attended/Facilitated

- Southern Tier Digital Equity Coalition Meeting
- Public Library System Directors' Organization Meeting
- New York State Library Meeting with Public Library System Directors
- 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 – Open Meetings Law and Freedom of Information Law
- Law Enforcement & ICE Inquires and - Public Library Association and New York State Library
- NYS Public Library Construction Aid – New York State Library
- Communication Strategies – New York Library Association

Member or System Visits

- Taylor Memorial Library - Hammondsport
- 20th Century Club Library – Almond
- Dormann Library – Bath
- Southeast Steuben County Library - Corning

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

Win for the Month

Erika spent the month of February focused on library advocacy. She attended the New York Library Association's Pre-Advocacy Day programming and Library Advocacy Day in Albany. She also attended the American Library Association's National Library Legislative Day in Washington D.C. and participated in meetings with five legislators. The opportunity to connect and advocate with so many library supporters at the state and federal level was inspiring and impactful.

Bulleted List of Current Projects

- Spring CE Planning: Created a commitment form for vendor attendees; reviewed member presentation applications; continued brainstorming a keynote.
- Delivery Driver Hiring: Conducted a second round of interviews in partnership with the Coordinator of Delivery Services.
- Advocacy: Led a group of advocates in Albany; met with two legislators. Prepared talking points for federal advocacy; spoke with five legislators.

Meetings Attended/Facilitated

- Meetings Attended:
 - NY Library Advocacy Day
 - DAC Information Literacy
 - STLS Advocacy Day Debrief
 - STLS Mid-Quarter Refresh
 - SCRLC Board of Trustees

- NY Cohort Meeting for National Library Legislative Day
- E-Content Publishers Discussion – Rural NY Systems
- Meetings Facilitated:
 - STLS Division of Librarianship
 - STLS Training Team

Continuing Education Engagement

- Workshop Attended on Topic:
 - NYLA Pre-Advocacy Day
 - Colorado Library Consortium – Online Conference
 - Designing for Resilience: The 7 Types of Rest in Library Work
 - Succession Planning to Build Future Leaders
 - Springshare Accessibility Webinar
 - American Library Association Advocacy Training
 - Responding to ICE at the Library
 - American Library Association Pre-Advocacy Day

Member or System Visits

- Met with Director of Cuba Circulating Library
- Met with Director of Arkport Public Library
- Met virtually with Directors and Trustees from Fred & Harriett Taylor Memorial Library and Pulteney Free Library

Win for the Month

To kick off the new year, I spent time engaging with staff through one-on-one check-in meetings. Meetings allow space for review of current and ongoing projects, as well as goal setting and planning for the year ahead. It was helpful to understand where staff are spending their time and provide direction to help us work collaboratively toward shared goals for 2026.

Bulleted List of Current Projects

- Member Funding Campaign Support: With the STLS Executive Director, attended meetings with member libraires pursuing funding campaigns to provide consultation and support.
- Promotion of Trustee and Director Handbook Book Club: Collaborated with the Executive Director of the Mid-Hudson Library System to promote these events across various listservs and to stakeholder/partner groups and organizations in NYS.
- Planning for Spring CE: Emailed potential presenters and vendors for Spring CE, which is scheduled for 6/5/2026 at Corning Community College. Collected member proposals for sessions. Continued to develop the event schedule.

Meetings Attended/Facilitated

- Meeting Attended: Public Library System Directors Organization (PULISDO), South Central Regional Library Council (SCRLC) Mission Vision and Values Task Group
- Meeting Facilitated: Quarterly Check-ins with Coordinator of Delivery Services, Engagement Consultant, Programming Consultant, Sustainability and Outreach Consultant, and Library Clerk; Division of Librarianship Meeting; STLS Training Team Meeting

Continuing Education Engagement

- STLS Library Advocacy Day Kick-Off

Member or System Visits

- Member site visits: Pulteney Free Library, Dormann Library, Fred & Harriett Taylor Memorial Library and Pulteney Free Library (Joint Meeting)

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

Win for the Month

I attended the United Way of the Southern Tier's Impact Exchange and participated in a 'Nonprofit Speed Dating' event which allowed me to meet with various nonprofit leaders from around the area. It was a fun networking event which has already proven to be helpful in establishing connections.

Bulleted List of Current Projects

- Participated in the Advocacy Day Kick-Off webinar
- Organized and sent the "Reaching Out" newsletter for month of January
- Facilitated a meeting between the Community Impact Director of the American Heart Association and ten member libraries to develop Cardiac Emergency Response Plans and apply for funding for AEDs and CPR training for staff.
- Reviewed and scored 20 grant applications for the ALA Libraries Transforming Communities: Accessible Small and Rural Communities grant program.

Meetings Attended/Facilitated

Outreach Coordinators meeting, Monday Morning Meet-Up, Advocacy Day Planning meeting, Training Team monthly meeting, Path to Belonging planning meeting, Sustainable Libraries Certification Program

meet up, Allegany Cattaraugus Counties Community Organizations Active in Disaster (COAD) meeting, PLA EDISJ Committee meeting, DAC meeting,

Continuing Education Engagement

Building a Culture of Accessibility at Your Library webinar, Creative Resilience: Climate Action Through Arts Programming webinar, and Annual Report Portal webinar

Member and Organization Visits

- Visited the Corning Bridge to Hope Center to meet their director and learn about the programs and services offered by the Center. Shared the resources and services STLS provides and left brochures for STLS resources for distribution.
- Met twice with the Assistant Director of the Dormann Library to talk about her ILS internship and the Sustainable Libraries Initiative.

Win for the Month

Participated in the 2026 Advocacy Day bus trip to Albany alongside STLS member library stakeholders. It was a rewarding experience connecting with library staff, trustees, and STLS colleagues while advocating for libraries and listening to powerful stories about the impact of libraries across our system.

Bulleed List of Current Projects

- Organized and sent the “Reaching Out” newsletter for month of February
- Coordinated a follow-up meeting between the American Heart Association’s Community Impact Director and representatives from eight member libraries to support the development of Cardiac Emergency Response Plans and pursue funding for AEDs and staff CPR training.
- Led a “Library Outreach Opportunities” webinar with 10 participants in attendance.
- Participated in the DEI Community Work Day at the Fred & Harriett Taylor Memorial Library in Hammondsport.

Meetings Attended/Facilitated

- Outreach Coordinators meeting, Monday Morning Meet-Up, DEI Programming Sub Committee meeting, Division of Librarianship, Advocacy Day Debrief, Training Team, PLA EDISJ Committee meeting.

Continuing Education Engagement

- Designing for Resilience: The Seven Types of Rest in Library Work; Colorado Library Consortium Virtual Winter Workshop; DEI Discussion Group; Big Talk From Small Libraries.

Member and Organization Visits

- Visited the Dormann Library in Bath to meet with the Assistant Director about the Sustainable Libraries Initiative.
- Visited the Bolivar Public Library to discuss the NY State Talking Book and Braille Library with the Director and to see the improvements to the facility after a recent construction project.

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 working with a graduate student and supervising her last semester internship. It has been wonderful to see her skills develop and to see her coursework and experience inform new ideas. She has been doing a wonderful job with the assigned tasks and seems to be benefiting from the experience.

Bulleted List of Current Projects

- Collaborative Summer Learning Workshops: Finalized and ran the Children's workshop, and began work on the Teen program that will be presented in March.
- Summer Learning Open House: Finalized open house schedule, catering, and around-the-building activities for members.
- Time Capsule Project: Drafting of the physical capsule is underway. We have connected with ASK for digital drafts of the 3D prints and with Corning Community College's makerspace for library plaque design.
- BARC/ILL: Attended trainings and continue to support members throughout the transition. Communication continues to address member concerns and questions as this pilot program is further developed.

Meetings Attended/Facilitated

- Meeting Attended
 - STLS Monday Morning Meeting
 - STLS Division of Librarianship
 - STLS Training Team
 - STLS ILS
 - DEI Committee
 - STLS Advocacy Day trip

Meeting Facilitated

- CCC Makerspace Tour/Training

- Continued Internship meetings with a graduate student.
- Collaborative Summer Learning Planning Group
- Time Capsule Build coordination

Continuing Education Engagement

- Workshop Attended on Topic
 - Programming with small budgets
 - BARC Trainings (3)
- Presentations or Workshops Facilitated in System or Out of System
 - Children’s Collaborative Summer Learning Workshop

Member or System Visits

- Wellsville – New youth staff introduction.

Win for the Month

I had the opportunity to present alongside the STLS Executive Director for the Greater Southern Tier Library Media continuing education day about school and public library partnerships. It was great to learn about their needs and share resources that could further partnerships within our communities.

Bulleted List of Current Projects

- ILL/BARC: Meetings continue with SCRLC to develop and implement new BARC procedures. Initial updates of STLS documentation and LibGuide have begun.
- Collaborative Summer Learning Group: This group has had continued meetings and is set to go for our first workshop in February. The teen workshop call to presenters has gone out.
- Summer Learning Open House: A draft schedule has been completed, and presenters are lined up. Currently, tackling catering options before finalizing and sharing with members.
- Time Capsules: Initial meetings for capsule design took place, and the idea was pitched to the DAC. All feedback so far has been positive, and details on this project will firm up in the coming month.

Meetings Attended/Facilitated

- Meeting Attended
 - STLS Monday Morning Meetup
 - Library of Things
 - STLS Division of Librarianship
 - STLS Training Team
 - STLS Board Thank You Lunch
 - STLS Directors Advisory Council
- Meeting Facilitated

- Collaborative Summer Learning Group
- STLS Youth Advisory Group Meeting
- STLS Internship Kickoff

Continuing Education Engagement

- Workshop Attended on Topic
 - Building a Culture of Accessibility – DoL
 - BARC Test Webinar
 - Website Compliance Workshop
- Presentations or Workshops Facilitated In System or Out of System
 - Co-Presented for Greater Southern Tier Boces Library Media Continuing Ed. day

Member or System Visits

- Member site visits
 - Alfred Box of Books - System-Wide Events/Youth
 - Greenwood - New Director Visit

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

Win for the Month

Many members have been reaching out with questions and wanting to get started on website accessibility. I am so glad that members are already thinking about this and want to take action.

Bulleted List of Current Projects

- Web Accessibility Compliance – had multiple consultations with members to work on accessibility
- Marketing Materials DEI and Outreach – worked on new print material designs for outreach events this summer and a special marketing project requested by the DEI committee
- Annual Reports – finished the FY2025 Annual Report LibGuide and have been in contact with DLD to update contact information for members for the new portal

Meetings Attended/Facilitated

- Meetings Attended
 - Division of Librarianship
 - Training Team Meeting
 - Mid Quarter Refresh

- Web Accessibility Learning Circle (SCRLC)
- Meetings Facilitated
 - Advocacy Day Debrief

Continuing Education Engagement

- Pre-Advocacy Day – NYLA
- E-Accessibility, WCAG 2.1, Title II, and Your Library (in NY) – WNYLRC
- Responding to ICE at the Library: Real World Approaches – PLA
- Beyond the Headlines: Advanced Features of NYS Historic Newspapers – NNYLN

Member or System Visits

- Branchport Library – website accessibility consultation
- Montour Falls Library – website consultation
- Genesee Library – website accessibility consultation (Genesee and Scio)
- Rushford Library – website consultation

Win for the Month

Library Advocacy Day – members were engaged, had great energy and spoke up during our meetings.

Bulleted List of Current Projects

- Web Accessibility Compliance – presented on the checklist created to help member libraries. Currently booking consultations through mid March.
- Library Advocacy Day – promoting library advocacy on social media and coordinating the postcard campaign.
- Annual Reports – DLD provided a training recently to introduce system staff to the new portal. LibGuide and data are ready for our members for when the portal opens.

Meetings Attended/Facilitated

- Meetings Attended
 - Monday Morning Meetup
 - Division of Librarianship
 - Training Team meeting
 - Board Luncheon
 - Advocacy Day final check in
 - DLD Annual Report Update
 - Director’s Advisory Council

- Meetings Facilitated
 - Advocacy Day Kick-Off for Members
 - Library Website Compliance Webinar

Continuing Education Engagement

- Telling Your Library Story – OCLC
- Building a Culture of Accessibility – NYSL
- Accessibility for LibGuides – Springshare

Member or System Visits

- · Rushville Library – website consultation
- · Odessa Library – website consultation
- · Watkins Glen Library – DAC

Information Technology Infrastructure
by Ken Behn, Assistant Director – Head of Information Technology
Division of Information Technology

During January and February, IT worked on 251 Help Desk requests for STLS staff and member libraries.

Much of the period was spent working on E-rate 470, 471 filings, bid evaluations and member library annual report on WiFi stats. The combination of 3 Meraki reports for each library are needed for an annual total.

Installed ILS and virtualization server patches, worked on performance and security improvements for multiple web sites servers and spent time troubleshooting an issue with our 40-storage volume nightly backups.

Remaining time was dedicated to working on deployment planning for the Cybersecurity Pilot Project software components.

Individually these are some highlights of IT staff work:

Pat Beeman -

- Presented IT information at the February ILS meeting.
- Created many new M365 email accounts.
- Worked with the new IT support staff member at the David A. Howe Library to improve WiFi speeds.

- Replaced UPS batteries in Pulteney and West Elmira.
- Installed VPN software on a library director laptop for Dundee.

Nick Allington -

- Presented IT information at the February ILS meeting.
- Established support agreements and computer upgrades for the Greenwood Reading Center.
- Managed the Rushford Free Library to move their internet connection.
- Assisted the ILS team with installation of the Bookware bibliographic record software.
- Helped Middlesex, Penn Yan, Bath and Rushford remedy various computer issues.

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

Win for the Month

After months of deliberation, and careful consideration of feedback from STLS staff and member library staff, STLS signed a contract for Message Bee - a patron communication tool - from Unique Management. Message Bee will allow us to send modern, attractive emails to patrons for overdue notices, hold pickup notices, and similar ILS transactional notices. Message Bee will also provide libraries with text message notifications and the ability to create library newsletters, and additional marketing emails, for patrons. We are very excited to get this new patron service up and running, later this year!

Bulleted List of Current Projects

- Major Project 1: Completed bid evaluations for the Form 470s within allowable contract range and completed fourteen of fifteen E-rate Form 471s (Description of Services Ordered and Certification Form) for the 2026-2027 funding cycle. Filed an E-Rate Form 470s (Description of Services Requested and Certification Form) for Prattsburg library's move next year, to cover the relocation of their dark fiber connection.
- Major Project 2: Kylie facilitated a twice-yearly order of item barcodes and patron cards for our member libraries, in order to keep prices as low as possible.
- Major Project 3: Met with various library materials vendors and worked on an update for libraries, showing them multiple vendor options along with discounts, contact information and cataloging and processing information. Shared the update via email and discussed during the ILS Meeting.
- Major Project 4: Worked with the Rushford Director, STLS Account/HR Clerk and Armstrong staff to straighten out a billing issue, due to the library's move in December.

Meetings Attended/Facilitated

- ILS/IT Workshop (Mandy, Casey, Kylie and Larissa – all prepared and presented slides at the meeting, along with IT staff).
- Message Bee Next Steps (Mandy).

Continuing Education Engagement

- Workshops Attended on Topic: BookWhere Macros and MARC Notepad (Mandy, Kylie, Casey and Larissa); OCLC Cataloging Community Meeting (Larissa); LC PCC Participants Meeting (Larissa); A Plan for Personal Productivity for Library Staff: From Inbox to Completion (Larissa)

Member or System Visits

- Kylie visited Canisteo to provide Item Maintenance Training to a new staff member.
- Mandy visited the Greenwood Reading Center to provide New Director Training and discuss automation, and the Rushford Free Library to provide training on Ingram and Amazon ordering.
- Online consultation with Alfred Director to discuss Dewey numbers for religions (Larissa).

Win for the Month

The Library of Things Project had two major wins in January. Casey has worked hard on the framework for the patron-facing LibGuide, and he was able to share that at our January Advisory Group meeting. This LibGuide is the main project deliverable and he has a great draft to build upon. We also came up with an improved method for categorizing KITS, for the LoT Project. This is an issue because we have over 500 KIT items in the catalog. We had considered a number of options – using item record categories, adding a tag to the bibliographic/title record, etc., but none were ideal and all required a large amount of additional work for ILS Staff and/or member library staff. After talking through it during a weekly meeting, we discovered a solution we hadn't considered before – using existing subject headings to narrow search targets in STARCat for the LibGuide. This will allow us to group similar KITS - for example, all educational KITS - and make them easier to browse for patrons using the LibGuide. This is a much more manageable approach and we will submit it for the Advisory Group's approval at our next meeting in April.

Bulleted List of Current Projects

- Major Project 1: Completed four E-Rate Form 470s (Description of Services Requested and Certification Form) for the 2026-2027 funding cycle and started eleven E-rate Form471s (Description of Services Ordered and Certification Form).
- Major Project 2: Worked on Annual Reports in WorkFlows and BLUEcloud Analytics. Worked with Engagement Consultant to make sure the ILS numbers we provide are accurate and complete.
- Major Project 3: Finished an inventory project for Belmont by marking 195 items not inventoried as MISSING. This was the very first time the library has done a WorkFlows inventory, so it was exciting to see them go through and complete the process.

- Major Project 4: System-Wide Patron Notes and Comments Cleanup Project led by the DAC Circulation Committee System. While a few larger libraries are still working on this project, the majority are done and libraries have removed thousands of out-date and unnecessary notes and comments, leading to a 30% reduction in the total number of notes and comments in user records.

Meetings Attended/Facilitated

- Director's Advisory Council (Mandy).
- Library of Things Advisory Group (Casey, Kylie, Larissa and Mandy).