

STLS BOARD MEETING

Tuesday, April 21, 2026 - 2:00 pm
Wayland Free Library, Wayland, NY 14572



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 |
| 7. | Treasurer’s Report –March 2026 | *FOR APPROVAL | Doc. #26-23 |
| 8. | Financial Clerk’s Report – March 2026 | *FOR APPROVAL | Doc. #26-24 |
| 9. | First Quarter Profit-Loss Statement – March 2026 | *FOR APPROVAL | Doc. #26-25 |
| 10. | First Quarter Claims Auditor Report – March 2026 | *FOR APPROVAL | Doc. #26-26 |

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

- | | | |
|-----|--|-----------------------|
| 11. | <u>Chemung County Trustee Seat (2023-2027) Appointment</u> | * 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:	

- | | | |
|-----|--|-----------------------|
| 12. | <u>Chemung County Trustee Seat (2026 – 2030) Appointment</u> | * 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

- | | | |
|-----|--|------------------------------|
| 13. | Executive Committee – Louise Richardson | |
| 14. | Personnel & Policies Committee – Barbara Hubbell | (Minutes) Doc. #26-27 |

(Training Policy) Doc. #26-28

(Delivery Driver Job Description – 19 Hours) Doc. #26-29

(Delivery Driver Job Description – 9 Hours) Doc. #26-30

- 15. Finance & Facilities Committee – Sisi Barr
- 16. Public Relations Committee – Lynnette Decker
- 17. Foundation for Southern Tier Libraries – Louise Richardson (Minutes) Doc. #26-31
(Minutes) Doc. #26-32

BOARD ACTIONS

- 18. Expenditure Approvals -Monthly Unpaid Bills Detail * **FOR APPROVAL** Doc. #26-33

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:			

- 19. Receipt Approvals – Monthly Deposit Summary * **FOR APPROVAL** Doc. #26-34

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:			

- 20. 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:			

21. Approve Job Title & Description Digital Literacy Trainer

*** FOR APPROVAL**

Doc. #26-35

Executive Director Recommendation: The STLS Board of Trustees approves the Job Title & Description of the Digital Literacy Trainer position as discussed at the April 21, 2026 board meeting. This is a temporary, level 2 part time, non-exempt, non-professional position serving within the Division of Librarianship. Temporary is defined as 24-months from the start of the position (April 13, 2026 – April 14, 2028). This 20-hour-per-week position serves under the supervision of the Assistant Director – Director of Librarianship and is responsible for a broad range of activities that supports digital literacy training to residents of the Southern Tier Library System through public libraries, agencies, or local governments.

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

22. Appointment of Digital Literacy Trainer

*** FOR APPROVAL**

Executive Director Recommendation: The STLS Board of Trustees approves the probationary appointment of Micayah Ambriz to the Temporary, Part Time Digital Literacy Trainer position at a starting hourly rate of \$20.00. Appointment is part of STLS’ Appalachian Regional Commission Digital Literacy Initiative and is temporary (April 13, 2026 – April 14, 2028) and dependent upon federal grant funding.

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

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

*** FOR APPROVAL**

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.

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

BOARD INFORMATION

- 24. Old Business
- 25. New Business
- 26. Library Networking
- 27. President's Report
- 28. Monthly System Team & Divisional Reports

Doc. #26-36

Public Expression (15 minutes)

Adjournment

Next meeting: Penn Yan Public Library – Tuesday, May 19, 2026 at 2 p.m.

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
--

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
--

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

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

	Total	
	As of Mar 31, 2026	As of Feb 28, 2026
ASSETS		
Current Assets		
Bank Accounts		
1200 Cash - Operating	4,325.54	5,879.00
1201 Cash - Payroll	34,199.34	29,904.98
1202 Cash - Money Market	484,448.48	422,275.23
1203 Cash in Certificate of Deposit	260,056.54	259,371.15
1204 Cash in Certificate of Deposit 2	266,260.43	265,578.39
Total Bank Accounts	\$ 1,049,290.33	\$ 983,008.75
Accounts Receivable		
1380 Accounts Receivable	177,943.98	414,741.22
Total Accounts Receivable	\$ 177,943.98	\$ 414,741.22
Other Current Assets		
12000 Undeposited Funds	607.00	0.00
Total Other Current Assets	\$ 607.00	\$ 0.00
Total Current Assets	\$ 1,227,841.31	\$ 1,397,749.97
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	1,049,570.19	1,049,570.19
1106 Vehicles	154,287.50	154,287.50
1112 Accumulated Dep Building	-907,313.33	-907,313.33
1114 Accumulated Depreciation	-1,392,999.76	-1,392,999.76
Total 1100 Fixed Assets	\$ 1,452,354.80	\$ 1,452,354.80
Total Fixed Assets	\$ 1,452,354.80	\$ 1,452,354.80
Other Assets		
1382 Prepaid expenses	96,345.47	96,345.47
1400 Right of Use Lease Asset	440,874.00	440,874.00
Total Other Assets	\$ 537,219.47	\$ 537,219.47
TOTAL ASSETS	\$ 3,217,415.58	\$ 3,387,324.24
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2600 Accounts Payable	0.00	3,475.00
Total Accounts Payable	\$ 0.00	\$ 3,475.00
Other Current Liabilities		
2601 Accrued P/R	16,777.69	16,777.69
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	-216.04	-216.06
2626 Flex Spending Deduction Payable	-1,452.38	-182.81
2627 PFL Payable to Insurance	4,623.24	4,308.79
2630 Due to Member Libraries Pay Pal	0.00	0.00
2635 Capital Notes Payable	51,579.04	53,882.20
2640 Accrued Compensated Absences	158,146.20	158,146.20
2800 Lease Liability Short Term	106,530.00	106,530.00
Total Other Current Liabilities	\$ 335,987.75	\$ 339,246.01
Total Current Liabilities	\$ 335,987.75	\$ 342,721.01
Long-Term Liabilities		
2850 Lease Liability - Long Term	334,344.00	334,344.00
Total Long-Term Liabilities	\$ 334,344.00	\$ 334,344.00
Total Liabilities	\$ 670,331.75	\$ 677,065.01
Equity		
3200 Fund Balance Unrestricted	1,960,987.49	1,960,987.49
3910 Board Restricted Capital Reserv	350,000.00	350,000.00
3911 Donor Restricted Capital Reserv	80,016.19	80,016.19
Net Revenue	156,080.15	319,255.55
Total Equity	\$ 2,547,083.83	\$ 2,710,259.23
TOTAL LIABILITIES AND EQUITY	\$ 3,217,415.58	\$ 3,387,324.24

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 Clerks Report
March 2026**

	Mar 2026	
	Current	Feb-26
Revenue		
4719 Interest	1,379.00	1,507.01
4723 Member Library Cost Share		2,257.53
4724 Member Library IT Contracts	1,800.00	
4725 Grants Revenue		500.00
4731 Arkport Support	3,508.11	1,707.63
4732 Greenwood Support	1,189.62	
4735 Non State Aid Pass Through	81,643.06	351.15
4784 General Reimbursements & Refund	520.84	16.50
Total Revenue	\$ 90,040.63	\$ 6,339.82
Gross Profit	\$ 90,040.63	\$ 6,339.82
Expenditures		
5100 Salaries		
5141 Professional Salaries	38,455.82	38,455.82
5142 Non-Professional Salaries	38,350.40	38,091.74
Total 5100 Salaries	\$ 76,806.22	\$ 76,547.56
5150 Personnel Benefits		
5153 Social Security	5,601.05	5,581.36
5154 Workers Compensation	358.33	358.33
5157 Health Insurance	19,506.68	18,325.28
5158 Payroll Expense - Other	860.12	850.50
Total 5150 Personnel Benefits	\$ 26,326.18	\$ 25,115.47
5204 STLS Software & Small Equipment	146.51	166.26
5205 Maintenance Contracts & Leases	615.47	1,230.94
5408 Platform Fees & Licenses	5,945.00	
5409 STLS Telephone/Internet	17,827.95	17,346.44
5417 Library Materials	630.14	373.56
5418 Consultant Collection		54.99
5420 Staff Development Travel	989.72	1,263.28
5424 Conference Registration	165.00	730.10
5425 Staff & Member Library Mileage	220.40	50.75
5427 Programming & Annual Conference	207.54	
5428 Meeting Supplies	0.00	660.13
5430 Office Supplies	-86.21	94.70
5433 Postage		1,035.71
5434 Public Relations	16.99	791.48
5435 Member Library Pass through	99,209.23	14,913.81
5442 Professional Fees	245.00	3,736.52
5444 Accounting Support & Audit	99.00	411.50
5450 Utilities	3,267.48	2,706.71
5451 Building Maintenance & Repairs	3,644.60	1,553.03

5454 Commercial Insurance	979.63	979.63
5471 Vehicle Maintenance & Repairs	1,955.87	
5473 Vehicle Fuel	1,322.50	1,168.57
5474 Vehicle Insurance	494.08	494.08
5480 Greenwood Expense Account	3,260.32	4,007.94
5485 Arkport Expense Account	1,916.19	2,066.00
5490 Grants	7,011.22	29,607.23
Total Expenditures	\$ 253,216.03	\$ 187,106.39
Net Operating Revenue	-\$ 163,175.40	-\$ 180,766.57
Net Revenue	-\$ 163,175.40	-\$ 180,766.57

Southern Tier Library System
Profit & Loss
January - March, 2026

	Total		
	Actual	Budget	Difference
Revenue			
4700 Basic State Aid	0.00	934,607.00	934,607.00
4706 Jails and Institutions	0.00	3,877.00	3,877.00
4709 Local Services Support	0.00	102,773.00	102,773.00
4710 Supplemental Aid	0.00	138,463.00	138,463.00
4711 Coordinated Outreach	0.00	96,014.00	96,014.00
4713 State Corrections	0.00	28,630.00	28,630.00
4714 Bullet Aid NYS	20,000.00	0.00	-20,000.00
4715 Love Your Library	0.00	2,375.00	2,375.00
4716 State Aid Pass Through	50,000.00	0.00	-50,000.00
4719 Interest	4,390.17	20,000.00	15,609.83
4721 E-Rate Funding	0.00	211,500.00	211,500.00
4723 Member Library Cost Share	449,391.10	439,776.00	-9,615.10
4724 Member Library IT Contracts	1,800.00	79,000.00	77,200.00
4725 Grants Revenue	500.00	250,000.00	249,500.00
4781 Retiree Health Ins Payments	1,981.68	2,500.00	518.32
4782 Donations	0.00	2,000.00	2,000.00
4784 General Reimbursements & Refund	537.34	3,000.00	2,462.66
Total Revenue	\$ 528,600.29	\$ 2,314,515.00	\$ 1,785,914.71
Gross Profit	\$ 528,600.29	\$ 2,314,515.00	\$ 1,785,914.71
Expenditures			
Total 5100 Salaries	\$ 238,616.75	\$ 1,032,292.00	\$ 793,675.25
Total 5150 Personnel Benefits	\$ 91,384.65	\$ 528,828.00	\$ 437,443.35
5203 STLS Equipment	0.00	2,500.00	2,500.00
5204 STLS Software & Small Equipment	337.76	7,500.00	7,162.24
5205 Maintenance Contracts & Leases	2,361.54	10,000.00	7,638.46
5407 Integrated Library System	0.00	85,900.00	85,900.00
5408 Platform Fees & Licenses	5,945.00	24,000.00	18,055.00
5409 STLS Telephone/Internet	49,759.97	235,000.00	185,240.03
5417 Library Materials	1,727.43	17,000.00	15,272.57
5418 Consultant Collection	876.88	1,800.00	923.12
5419 Electronic Materials	0.00	5,000.00	5,000.00
5420 Staff Development Travel	2,253.00	14,000.00	11,747.00
5422 Trustee Mileage	85.55	8,500.00	8,414.45
5423 Trustee Continuing Education	0.00	2,400.00	2,400.00
5424 Conference Registration	895.10	6,500.00	5,604.90
5425 Staff & Member Library Mileage	271.15	3,000.00	2,728.85
5427 Programming & Annual Conference	1,820.04	5,000.00	3,179.96
5428 Meeting Supplies	660.13	2,500.00	1,839.87
5430 Office Supplies	325.84	3,500.00	3,174.16
5433 Postage	1,035.71	2,400.00	1,364.29

5434 Public Relations	1,124.91	10,000.00	8,875.09
5436 STLS Grants to Member Libraries	0.00	15,000.00	15,000.00
5442 Professional Fees	3,981.52	15,000.00	11,018.48
5443 Legal Counsel	0.00	3,000.00	3,000.00
5444 Accounting Support & Audit	609.50	19,000.00	18,390.50
5450 Utilities	6,515.82	20,000.00	13,484.18
5451 Building Maintenance & Repairs	5,837.14	25,000.00	19,162.86
5454 Commercial Insurance	2,938.89	11,500.00	8,561.11
5471 Vehicle Maintenance & Repairs	3,156.47	6,000.00	2,843.53
5473 Vehicle Fuel	2,491.07	17,500.00	15,008.93
5474 Vehicle Insurance	1,482.24	6,000.00	4,517.76
5490 Grants	62,620.03	250,000.00	187,379.97
Total Expenditures	\$ 489,114.09	\$ 2,395,620.00	\$ 1,906,505.91
Net Operating Revenue	\$ 39,486.20	-\$ 81,105.00	-\$ 120,591.20
Net Revenue	\$ 39,486.20	-\$ 81,105.00	-\$ 120,591.20

QUARTERLY CLAIMS AUDITOR REPORT - SOUTHERN TIER LIBRARY SYSTEM
Q1 2026 January 1, 2026 - March 31, 2026

Audit Date	# of Invoices	Invoice Total	Exception	Check Numbers	Check Date	Paid Total
1/7/26	29	61,871.72	0	43016 - 43044	1/1/26	61,871.72
1/21/26	33	64,739.83	0	43045 - 43077	1/23/26	64,739.83
2/4/26	24	50,672.09	0	43078 - 43101	2/6/26	50,672.09
2/18/26	27	50,434.99	0	43102 - 43128	2/20/26	50,434.99
3/4/26	23	38,278.90	0	43129 - 43151	3/6/26	38,278.90
3/18/26	43	131,875.13	0	43152 - 43194	3/20/26	131,875.13

EXCEPTION REPORT

Exception Reference	Transaction No/Date	Invoice Date	Amount	Claim Payee/Vendor	Item Services of Invoice
43114	2/13/26	2/3/26	33.12	FNBO (credit card)	Logan's Deli lunch
Issue with Purchase Cause for Exception				Resolution	
No receipt				Nothing - restaurant does not supply receipts - not a material amount	

Exception Reference	Transaction No/Date	Invoice Date	Amount	Claim Payee/Vendor	Item Services of Invoice
43114	2/13/26	2/3/26	\$170.10	FNBO (credit card)	Hotel accomodations
Issue with Purchase Cause for Exception				Resolution	
Tax charged				Will be credited on next statement	

Submitted by Louise Richardson, Internal Auditor

3/31/26

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

STLS POLICY MANUAL

TRAINING POLICY

APPLIES TO: Library System Staff and Member Libraries

REFERENCES: STLS Sustainable Libraries Policy Statement

Professional development is a core value of librarianship and is a fundamental service of the Southern Tier Library System in partnership with member libraries. In accordance with the guidelines included in the American Library Associations' *Library Bill of Rights*, *Freedom to Read*, and *Freedom to View Statements*, STLS offers a wide variety of learning opportunities for member libraries as well as individuals and agencies within the field of librarianship.

This policy is intended to set guidelines for how library system staff work with member libraries to provide consistent and relevant learning opportunities that consider current trends, assist with acquiring news skills, and empower member libraries to contribute effectively to the library system's mission while considering STLS' commitment to economic, environmental, and social sustainability.

Participants: Member library employees, directors, trustees, volunteers, friends of the library, advocates, and other individuals or agencies within the library field.

Types of Training: The library system seeks to offer a wide variety of training opportunities on topics that are most relevant to member libraries based on work taking place in the field. Topics consider current trends, best practices, and foundational approaches that have been objectively proven to strengthen public library services. Training may involve diverse approaches that support participants' desired forms of learning, including one-to-one consultations, group presentations, experiential workshops, meetings, self-directed tutorials, print or electronic publications, or live and recorded online learning.

Live and Recorded Online Learning: Online trainings are developed and uploaded by STLS staff for access by member library staff, directors, trustees, volunteers, and Friends groups.

Recordings of online trainings should be made using Microsoft (MS) Teams and stored in Microsoft (MS) Stream.

Access will be provided as a direct link from MS Stream, or through LibGuides or Niche Academy. Access to online trainings should be limited to STLS member library staff, directors, trustees, volunteers, and Friends groups in all cases unless the training is part of a partnership with another library system or organization.

When developing training sessions to be provided by an STLS staff member or when recruiting an external presenter, STLS staff should approach development with the intention of recording

and providing access online for STLS member libraries. Online trainings should be accessible (see Accessibility section below). Recordings should be edited to exclude any sensitive information that should not be shared publicly.

LIBGUIDES: When uploading videos to LibGuides, STLS staff should use the embed code generated by MS Stream. LibGuides are viewable by the public; therefore, any video content embedded in LibGuides should be appropriate for viewing by the public. Viewing settings in Stream should be set to “Share with anyone, doesn't require sign-in.” The option to download the video should be disabled.

NICHE ACADEMY:

For Library Staff: STLS provides all library staff, directors, and volunteers access to the [Staff Academy](#), a specialized training platform run through Niche Academy. This platform offers on-demand courses and continuing education credit.

- All STLS member library staff, directors, and volunteers are eligible for membership to the Staff Academy at no cost.
- Individuals must register for the Staff Academy using an email account. Paid employees of member libraries should use their STLS email address (xxx@stls.org). Volunteers should use their personal email address. Volunteers will receive a follow-up email to verify their library affiliation before access is granted.
- The academy provides automatic tracking and certificate generation for completed courses.

For Library Trustees: STLS provides all library trustees and Friends groups access to the [Trustee Academy](#), a specialized training platform run through Niche Academy. This platform offers on-demand courses that fulfill the requirements of Education Law 260-D.

- All trustees and Friends groups of STLS member libraries are eligible for membership to the Trustee Academy at no cost.
- Trustees and Friends groups must register and be approved for access to the Trustee Academy. STLS staff will review registrations and provide access to individuals who are currently serving as trustees on an STLS member library board or Friends group.
 - [Registration Form](#)
- The platform includes courses specifically designed to meet the education requirements under Law 260-D.
- Courses cover essential topics including financial oversight, fiduciary responsibilities, trustee duties, and a wide array of public library administrative and governance topics.
- The on-demand format allows trustees to complete training at their own pace and convenience.

- The Academy provides automatic tracking and certificate generation for completed courses. Trustees must report completion of their education requirements to their Board President.

Environments: It is essential that all training participants feel comfortable, included, safe, and valued during their training experiences. Library system staff will do their very best to meet these prioritized needs of member participants while managing the training environment and ensuring that the intended training goals are met in accordance with the proposed training descriptions.

Accessibility: Training providers agree to make every reasonable effort to create a presentation that is fully accessible to individuals with disabilities, including but not limited to:

- Slides and supplemental materials should be available separate from the recording
- Videos are accessible to visually impaired and hearing-impaired users; videos should include captions
- Alternative text is included with all visuals
- Meaningful hyperlink text is added
- Color is not the only means used to convey information
- Sufficient contrast for text and background colors is used
- Presentations are designed with larger font size, sans serif fonts, and sufficient white space
 - See [checklist for creating an accessible PowerPoint](#)

Resources: The library system will allocate financial resources annually to ensure the goals of this policy are met. Library system staff will also seek resources, financial and in-kind, to leverage additional or supporting resources that enhance training opportunities for member libraries, as appropriate.

Locations: Library system training is in-person or online. The library system recognizes its mission statement calls for the *connection* of member libraries, which can be interpreted as bringing people together. This can be accomplished through in-person and online offerings. Library system staff will consider the following factors when determining the location of training environments:

- Safety of participants and staff
- Need for in-person connection
- Economic, environmental, and social impacts
- Effective use of participant and staff time
- Appropriateness of location given type of training

Record Keeping: Accurate record keeping is important for state and federal reporting as well as for assisting STLS in securing financial resources that support policy goals. Library system staff

will use available technologies to track training progress and inform member participants of their status. Each staff member who leads a training session is responsible for record keeping and post-event procedures.

Privacy: Participation in STLS sponsored or provided training is private. However, STLS cannot guarantee a member's privacy during online group training because the member's identity will be revealed as part of MS Teams protocol.

STLS will not verify a member's training participation records without express consent. Consent must be submitted by email to the STLS Executive Director or their designee. Only a member library director or board president may request these records, and only with the training participant's express consent.

Once consent is received, a formal request for training records must be emailed to the STLS Executive Director or their designee. Member library boards seeking a director's training record must follow the same process.

Evaluation and Feedback: The library system staff may conduct surveys at the end of selected training sessions to gather feedback on the efficiency and effectiveness of training. Results from surveys may be made available to other library system staff who conduct similar training to establish an environment of best practices among colleagues. The library system may also facilitate learning surveys to help offer training opportunities most relevant to members.

Code of Conduct: The Southern Tier Library System holds professional conferences and meetings to enable its members to receive continuing education, build professional networks, and discover new products and services for professional use. To provide all participants – members and other attendees, speakers, exhibitors, staff, and volunteers – the opportunity to benefit from the event, the Southern Tier Library System is committed to providing a harassment-free environment for everyone, regardless of race, gender, sexual orientation, gender identity, gender expression, disability, physical appearance, ethnicity, religion, or other group identity.

As an organization, STLS is strongly committed to diversity, equity, and the free expression of ideas. These values have been outlined in the [STLS Declaration Promoting Racial and Social Justice](#).

Within librarianship's professional practices, critical examination of beliefs and viewpoints does not constitute hostile conduct or harassment. Similarly, the use of sexual imagery or language in the context of a professional discussion *might not* constitute hostile conduct or harassment.

STLS seeks to provide a learning environment in which diverse participants may learn, network, and enjoy the company of colleagues in an environment of mutual human respect. We recognize a shared responsibility to create and hold that environment for the benefit of all.

Formatted: Underline, Font color: Blue

Formatted: Underline, Font color: Blue

In keeping with the *STLS Sexual Harassment Prevention Policy*, some behaviors are specifically prohibited:

- Harassment or intimidation based on race, religion, language, gender, sexual orientation, gender identity, gender expression, disability, appearance, or other group status.
- Sexual harassment or intimidation, including unwelcome sexual attention, stalking (physical or virtual), or unsolicited physical contact.
- Yelling at or threatening speakers (verbally or physically).

Speakers are asked to frame discussions as openly and inclusively as possible and to be aware of how language or images may be perceived by others.

All participants are expected to observe these rules and behaviors in all conference venues, including online venues, and conference social events. Participants asked to stop hostile or harassing behavior are expected to comply immediately. Participants seek to learn, network, and have fun, and are expected to do so responsibly and with respect to the rights of others.

Adopted by the Southern Tier Library System Board of Trustees on May 21, 2024.

DELIVERY DRIVER – 19 HOUR PER WEEKDIVISION OF PROFESSIONAL DEVELOPMENT & OUTREACH LIBRARIANSHIP**GENERAL STATEMENT OF DUTIES**

This is a level 2 part time non-exempt position serving within the Division of Professional Development & Outreach Librarianship. This 19-hour-per-a-week position works under the supervision of the Resource Consultant/Coordinator of Delivery Services and is responsible for ensuring the interchange of materials between STLS, and its members, and affiliated agencies.

ESSENTIAL FUNCTIONS OF THIS POSITION

Work involves loading and unloading the delivery van and driving to member libraries and affiliated agencies ~~so as to~~ deliver and ~~pick-up~~ pick up materials using ~~in~~ a prescribed ~~manner using the current~~ delivery schedule.

This person is expected to work without direct supervision and exercise good judgment ~~while on the road and interacting with member library staff and others encountered during the workday as a representative of STLS. when making decisions while on the road. Represents STLS with member library staff and others encountered during the work day.~~ workday. They ~~M~~ may be required to train other employees.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

~~This position requires the ability to make sound decisions in solving minor delivery problems and act prudently in the care and operation of STLS delivery vehicles.~~

~~This position requires the ability to exercise good judgment in handling of handling minor delivery problems and in the care and operation of delivery vehicles.~~ This person must be able to follow oral and written instructions, keep to a schedule, show attention to detail in sorting and delivering materials accurately, ~~and keep logs of maintenance supplies and garage schedules,~~ and be adaptable in the face of unforeseen circumstances. A high degree of responsibility and personal integrity is required, ~~as~~ this person has possession of keys to member libraries. This person must have a general knowledge of STLS services, be able to interact well with a variety of people, represent the System positively, and work well with colleagues.

MINIMUM QUALIFICATIONS

High school diploma or GED. Current New York state driver's license with a clean driving record. This job requires lifting, loading, and carrying up to 50 lb. bags in all weather conditions, up and down stairs, to up to 17 locations.

EXAMPLES OF WORK

- Load delivery vehicle with bags weighing up to 50 lbs.
- Offload & pick up deliveries at member libraries requiring walking up and down stairs, including marble steps, in all weather conditions – up to 17 locations per shift.
- Sort picked up materials ~~as picked up for delivery on en~~ route for subsequent delivery.
- Respond to requests for delivery supplies from librarians.
- Wash and clean assigned vehicle at least ~~once weekly~~ as assigned.
- ~~Take recyclables to transfer station.~~
- ~~Works~~ Driver works two to three, up to 9.5 hour days per week on a rotating schedule basis.
- Other duties as assigned.

DELIVERY DRIVER – 9 HOUR PER WEEK
 DIVISION OF [PROFESSIONAL DEVELOPMENT & OUTREACH](#)



[LIBRARIANSHIP](#)

GENERAL STATEMENT OF DUTIES

This is a level 2 part time non-exempt position serving within the Division of [Professional Development & Outreach-Librarianship](#). This 9-hour-pera-week position works under the supervision of the [Resource Consultant/Coordinator of Delivery Services](#), and is responsible for ensuring the interchange of materials between STLS, and its members, and affiliated agencies.

ESSENTIAL FUNCTIONS OF THIS POSITION

Work involves loading and unloading the delivery van and driving to member libraries and affiliated agencies so as to deliver and pick up materials using in a prescribed manner using the current delivery schedule.

This person is expected to work without direct supervision and exercise good judgment while on the road and interacting with member library staff and others encountered during the workday as a representative of STLS. T-when making decisions while on the road. Represents STLS with member library staff and others encountered during the work day. M may be required to train other employees.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

This position requires the ability to make sound decisions in solving minor delivery problems and act prudently in the care and operation of STLS delivery vehicles.
~~This position requires the ability to exercise good judgment in handling of handling minor delivery problems and in the care and operation of delivery vehicles.~~ This person must be able to follow oral and written instructions, keep to a schedule, show attention to detail in sorting and delivering materials accurately, and keep logs of maintenance supplies and garage schedules, and be adaptable in the face of unforeseen circumstances. A high degree of responsibility and personal integrity is required as this person has possession of keys to member libraries. This person must have a general knowledge of STLS services, be able to interact well with a variety of people, represent the System positively, and work well with colleagues.

MINIMUM QUALIFICATIONS

High school diploma or GED. Current New York state driver's license with a clean driving record. This job requires lifting, loading, and carrying up to 50 lb. bags in all weather conditions, up and down stairs, to up to 17 locations per day.

EXAMPLES OF WORK

- Load delivery vehicle with bags weighing up to 50 lbs.
- ~~Off load~~Offload & pick up deliveries at member libraries requiring walking up and down stairs, including marble steps, in all weather conditions – up to 17 locations per shift.
- Sort picked up materials ~~as picked up for delivery on en~~ route for subsequent delivery.
- Respond to requests for delivery supplies from librarians.
- Wash and clean assigned vehicle at the direction of the Delivery Coordinator ~~at least once weekly~~ assigned.

- ~~Take recyclables to transfer station.~~
- ~~Driver~~ Works ~~two to three~~ one, to two -up to 9.5 hour days per week on a rotating schedule basis.
- Other duties as assigned.

Approved by the Southern Tier Library System Board of Trustees 12/17/2019

FOUNDATION FOR SOUTHERN TIER LIBRARIES BOARD OF DIRECTORS MEETING

February 23, 2026 | Southern Tier Library System Building

Present: Ristiina Wigg, President; Gail Ebeltoft, Secretary; Louise Richardson, Vice-President, Dale Wexel, Brian Hildreth, STLS Executive Director, and Mary-Claire Krebs

Unable to attend: Charmaine Ushkow and Paul Webster, Treasurer

The meeting was called to order at 10:23 am.

MINUTES Minutes of the January 8, 2026 meeting were approved as written.

FINANCIAL REPORT: The Treasurer's report was accepted.

Rusty noted that she authorizes the transfer of donations received through Pay Pal to the Foundation's Community Bank account. She also thanks donors who contributed through Pay Pal.

Gail moved to authorize Rusty to have 1,000 Foundation donation envelopes printed for \$360.00; seconded by Mary-Claire and passed unanimously.

Louise distributed a sample of the new promotional brochure for board review. She requested authorization to print 500 brochures immediately so they will be ready for the pasta night fundraiser. Mary-Claire moved to allow the expenditure; seconded by Rusty and passed unanimously.

Rusty shared that she will be requesting approval of the renewal of the Directors and Officers insurance coverage soon. Coverage will be approximately \$1,200.

OLD BUSINESS

Accept Resignation of Paul Webster

Gail moved to accept the resignation of Paul Webster, seconded by Mary-Claire Krebs, and passed unanimously. Dale suggested that Rusty ask Paul to submit a letter of resignation.

Election of Louise Richardson to be Treasurer

The election of Louise Richardson to the treasurer's position was voted upon at the January meeting. The motion was carried unanimously and was recorded in the minutes of that meeting.

Resolution for purpose of authorizing signatories and establishing authority with respect to account at Community Bank

This resolution was voted upon at the January meeting. The motion was carried unanimously and was recorded in the minutes of that meeting.

Decision to discontinue Foundation credit card

At its December 2025 meeting the Board voted to cancel the Foundation's credit card. Immediately after that meeting, Charlotte used the credit card to pay for a three-month subscription to *Grant Watch*. Rusty asked the board whether that decision should be reconsidered. After discussion, Louise moved to cancel the credit card and have Community Bank issue a debit card, seconded by Gail, and passed unanimously.

Update on 2025 final Grantee Award Reports

Louise stated that all grantees have submitted their reports. She compiled the reports into a package and emailed it to the Board on January 15th.

Online (jotform) application for 2026 grants

Louise created the application and uploaded it. Brian has emailed information and application links to STLS members three or four times. Individuals needing assistance are offered three ways to get help: 1) Email the STLS Foundation; 2) Email Keturah Cappadonia, STLS Outreach & Sustainability Coordinator; 3) email Brian. Email addresses links are embedded in the email.

Louise reported that three libraries have submitted applications to date: Scio Memorial Library, Southeast Steuben County Library, and Belmont Literary and Historical Society Free Library.

Grantwatch

Rusty distributed Charmaine's report along with the agenda via email on February 21st. A copy of her comprehensive *January 2026 Development Report* is attached to these minutes.

Brian posed several thoughtfully constructed questions. If a grant is awarded, how does the Foundation plan to work with member libraries to administer the funds? Will Charmaine be the grant administrator? Will she also be the person who completes the required follow-up? Will either of these required functions be performed by another board member?

If the assigned administrator leaves the board, is there succession planning in place to ensure the next administrator can complete grant administration requirements accurately and timely?

Brian has comprehensive experience with grants funding and both administrative and reporting requirements. He knows there is a tremendous amount of work involved in administering grants. One of his responsibilities at the STLS is to apply for grants and administer them. As

administrator, he works with member library grant recipients directly to ensure all implementation, reporting and compliance requirements are fulfilled timely and accurately. He has reservations about Foundation Board members working directly with librarians as this would be moving out of their stated purpose and into administration of libraries.

Mary-Claire said that Charmaine has extensive experience administering grants. She would be the best person to answer Brian's questions. Rusty said that this issue "will be high on the agenda" at the March meeting.

Foundation Table at Veraisons, March 5 – Suggestions

On January 20th, Charmaine notified the Board that the Foundation has been chosen to be the recipient of a portion of the proceeds from *Veraisons Restaurant Pasta Night at Glenora Wine Cellars* on March 5th.

Charmaine emailed the flyer to board members on January 22nd, and Louise emailed a link to the Glenora Wine Cellars-Restaurant-Winter Series-Pasta Night. Both items will be useful promotional tools. Rusty emailed sixty plus donors that are in the Foundation's database. She has received several positive responses.

To familiarize patrons with the Foundation and encourage donations at the event, Rusty contacted *Veraisons* staff and requested an eight foot table be placed near the entrance. Brian offered the use of a tablecloth, one of several the STLS uses for a variety of events. Louise will get the tablecloth from Brian, then bring the cloth, freshly printed brochures, and Foundation donation envelopes. Louise will also bring several 8 ½ x 11" acrylic sheet holders filled with pictures of projects that have been funded by the Foundation which can be placed on the table, too.

Mary-Claire will arrive early to set up the table. She also volunteered to be the greeter and stay near the table and entrance during the event. Rusty will relieve her so she can enjoy the pasta meal with her friends.

NEW BUSINESS

2026 Fundraising Event(s)

Procedure to Host a "Non-Event"

- Create a FSTLS donation form and mailing list.
- Solicit area businesses/individuals for donations. (two donated prizes per member)
- Set date for drawing.
- Create postcard and flyer.

- Print the postcard. Postcards, stamps, and donor list should be ready for processing at the March meeting.
- Hang flyers and advertise on Facebook.

Semi-annual appeals

The board committed to sending appeal letters twice a year, in June and December. Mailings will be prepared at the May and November meetings. Inserting a rack card or a bookmark in each envelope was suggested as an alternative to inserting a brochure.

Incentive Fundraising Appeals

Dale has been receiving “incentives” from many of the solicitation letters he receives. Examples include enclosing a small thank you gift or token; acknowledging donors publicly (with their permission); entering donors into a drawing for prizes; creating categories of donors based on the size of their donation. Eligibility for different prizes is often based on the amount contributed.

Would the board like to try this approach? Louise was opposed to the idea. She thinks it is best to solicit funds without incentives. Other members thought it might be worth trying. Rusty encouraged members to think through their positions and be ready to vote on the Spring 2027 Fundraiser at the next meeting. This fundraiser should not impinge upon the semi-annual appeals. She noted that if members vote to enter donors into a drawing for prizes, they will be responsible for getting 3-5 prizes.

Expand mailing list.

Mary-Claire suggested the board discuss ways to expand the potential donor mailing list. Rusty explained additions she had already made. Attendees at a FSTLS event, presidents of local library boards and presidents of Friends groups have already been added. Purchasing a mailing list to increase the size of our potential donor list was discussed but discarded as being too expensive. Members were encouraged to each provide ten-fifteen names to add to the list.

NEXT MEETING

Monday, March 9, 2026 at 10:00am in the Southern Tier Library System Building

There being no further business to conduct, the meeting adjourned at 11:48 am.

Gail J. Ebeltoft, Recording Secretary

Approved: _____

Foundation Southern Tier Library Systems

Development Report

Jan 2026

Mud Creek Bison Ranch

They like the concept, but the Line Dancing profit margin isn't there. They are talking about other events where this might work. I suggested Bingo for a Cause. Jodi and Dave will get back to me

Grant Watch

1/12. Submitted for a \$3500 Training Grant from the American Library Association. If awarded, we will send out applications for our member libraries to apply for a training grant for their employee (s) to be able to present programming that would require training on their part. The training grant could also apply to staff development training. Deadline to submit: 3/1/26

1/19. Started two grant requests from Dollar General. They have a number of literacy grants available. We did prequalify, but after starting both grants, they want the recipients to directly provide the services and the Foundation does not qualify to be listed in a Literary Database that is required.

1/26 Submitted for a John Cotton Dana Award for Outstanding Public Relations. Deadline: 3/13. Award notification: 6/26. Amount: \$1-2,000. I needed to frame this application same as the Training Grant (above). The Foundation would be awarded the Grant, then ask member libraries to apply and show how they have partnered with the community to improve public relations.

2/2. Submitted a pre-request to the UW Gladys Brooks Foundation for Capital Funding or Equipment. Next step is to submit a formal letter of application. If accepted, we will be notified by July 31 and offered the opportunity to officially apply. The formal letter of application was submitted on Feb. 7

2/10. Submitted a letter of interest to the Calvin K Kazanjian Foundation for a \$2500 financial literacy program. One library from each county would receive \$500 to cover materials and refreshments for the class. The class would be promoted for families to attend, with age appropriate sessions for the attendees. Each library will ask a local

financial institution to guide the sessions. Grant deadline is 3/10 and winners will be announced in June. If the LOI is accepted, then we will be invited to officially apply.

Glenora Pasta Night

Thursday nights. They donate a portion of the proceeds and supply us with all marketing materials. We would need all member libraries to push this out. Kerry Keller (GM at Glenora) and I have texted. Our reserved date is March 5. I sent the flyer to members of the Foundation board with instructions to share and distribute widely. Brian will make sure the member libraries get the news and the flyer to distribute. We will receive any funds raised in advance of our April 22 meeting.

FOUNDATION FOR SOUTHERN TIER LIBRARIES BOARD OF DIRECTORS MEETING

March 16, 2026 | Southern Tier Library System Building

Present: Ristiina Wigg, President; Gail Ebeltoft, Secretary; Louise Richardson, Treasurer, Brian Hildreth, STLS Executive Director, and Mary-Claire Krebs, Vice-President

Unable to attend: Dale Wexel

The meeting was called to order at 10:13 am.

MINUTES Minutes of the January 8, 2026 meeting were approved as written.

FINANCIAL REPORT: The complete financial report was not available. However, the Treasurer reported that during the month of February the Foundation received \$200.00 in response to the December appeal and donations totaling \$297.00 at Pasta Night. Rusty added that there were no donations received through Pay Pal.

Louise requested \$35.00, payable to the credit card company. Mary-Claire moved to allow the bill, seconded by Charmaine, and carried unanimously. Louise will cancel the credit card after the payment has been processed.

The new debit card will be stored securely in Brian's office at FTLS.

Rusty stated that she and Louise went to *Community First Bank* and completed the work necessary to remove Paul Webster as Treasurer and authorize Louise as signatory. *Community First Bank* also required the Recording Secretary to attest to and sign an internal document., which Gail did the following day.

OLD BUSINESS

2025 Grantee Award Reports/ 2026 Applications

All 2025 grantee award reports have been submitted. Louise collated the reports and emailed them to board members on January 15th.

Brian emailed the application and instructions to the STLS libraries on March 6th. He has emailed several reminders along with offers to assist librarians who have questions. All applications are due on March 31st. Louise reported that eight applications have been received to date.

The board will review applications and select grant awardees at its April 6th meeting. Awards will be distributed at the Foundation's annual meeting on April 22nd.

2026 Application Question – Board Decision Required

Rusty reported that a librarian who was working on a grant application contacted her with a question. A \$600 piece of equipment, later identified by Louise as an aquarium stand, will be

part of the application. However, the librarian knew that this item was in limited supply and was concerned that if she waited to learn whether the grant was awarded, this item would no longer be available so the library plans to purchase the equipment before the grant is submitted. She wondered if she could include the item as part of the application and be reimbursed retroactively.

Rusty explained that the Foundation does not fund reimbursements and advised her to take the item out of the application which she did. The question for the board was whether to allow inclusion of the item in a grant application if an essential piece of the proposed project must be purchased prior to when grants have been reviewed or awarded. The consensus was to continue the current practice, i.e., items essential to the proposed project, but purchased prior to application submission are not eligible for reimbursement.

Pasta Night at Glenora Wine Cellars

Charmaine reported that 65 people attended, an excellent number! FSTLS will receive \$130.00 (\$2.00 per attendee) from Glenora Wine Cellars. Charmaine hopes to have the check by the April 6th meeting. Everyone agreed that in addition to the donations, the event raised awareness of the Foundation's work. If asked, the Foundation would like to participate again next year.

Suggestions for hosting future events of this type:

- The table positioned at the entry should be staffed throughout the entire event. Board members should actively engage with participants as they enter and when they exit. Assign shifts to ensure every board member has time to eat and entertain guests they brought.
- Gather email addresses from all attendees and add them to the database.
- Place donation envelopes on each table. This proved quite successful.
- Place a small plexiglass stand on each table with a message encouraging people to donate using the QR code provided.
- Share the QR code on social media advertisements. Encourage those who cannot attend to donate using the QR code.
- Ask if there could be more than one seating. There were instances where participants could not reserve a table at the time they wanted.
- Is there a possibility for this type of event to be held at another location, one that would be closer to some of the other areas STLS serves?
- Is it possible to do this event later in the season, adding outdoor seating as an option.
- Identify board members with a pin, tee shirt, name tag or other visual.

Grantwatch

Charlotte reported that she has applied for two grants and submitted an LOI for two other grants. Awards may not be announced or LOIs generate an invitation to submit until June or July. If any of the grants are awarded, the board must: send grant applications to qualifying libraries, collect applications, award, and administer the grants. Charlotte volunteered to serve as administrator and report progress to the board at each meeting. Louise suggested the board follow a procedure similar to the one used when applying for an FSTLS grant.

However, Grant Watch is up for renewal on April 1st. Charmaine has not applied for any other grants or written LOI's until she knows whether the Board wants to renew its membership.

Brian clarified that he had no issues with Charmaine or another board member serving as administrator. However, he wondered whether an all-volunteer board could sustain the amount of work this role entails. 75% of the libraries in the STLS are part-time employees. Directors find it difficult to leave the circulation desk, even for short periods of time. With these constraints, directors need quite a bit of assistance when working with all aspects of grants. Brian routinely answers 8-10 emails each day, meets with members in person, offers training about grant applications and administration, etc. Managing grants will become a job if the Foundation receives several awards.

He also suggested that Board members discuss whether it is the role of the Foundation or the STLS to apply for and administer grants. It was not the original intent of the Foundation when it was created. (See *Foundation for Southern Tier Libraries By-Laws*, Article II Purpose)

Charmaine moved to cancel the subscription to GrantWatch effective April 1st. She further stipulated that if one or more of the grants she has applied for is awarded in June or July, she will assume the role of grant administrator, thus allowing the Foundation to experiment with the role and Brian to report how it is being received by STLS members. Seconded by Mary-Claire and passed unanimously.

"Non-Event" Fundraiser

The board is not interested in pursuing this because it is a variation on an appeal letter of which we already have two each year.

Community Outreach Project

Louise shared the *PowerPoint* presentation she created, adding commentary to each slide. Louise plans to prepare a series of talking points to accompany the presentation. This will make it even easier for members to explain the Foundation's mission and its successes. Presentations should be 10-15 minutes long.

Louise will make a thumb drive of the *PowerPoint* for each member as well as email a pdf version to each member. Rusty asked that at the April meeting, each board member be prepared to share one or two civic groups they will contact to ask if they can make a presentation.

NEW BUSINESS

Recruitment of Board Members

Louise has recruited Betsy Gorman, a talented woman who completed two terms on the STLS Board. Several board members already know Ms. Gorman and are pleased that she is interested in serving.

Library Lion Award

Brian offered to update the information and application for the Library Lion Award. He will post it to the STLS listserv. Nominations are due on Friday, June 12, 2026. The board will review applications and determine the winner in late July or early August.

Annual Meeting and Awards Ceremony

The annual meeting of the FSTLS board will be held at 4:00pm on Thursday, April 22, 2026 in the Keuka conference room followed at 5:00pm by the Annual Awards Dinner and Awards Ceremony in the Seneca Conference Room. Dinner will be served before the program.

Invitations will be sent to 2025 and 2026 libraries who received grants and STLS Trustees.

Prior to the event, libraries which received grants will prepare 5-6 slides or short PowerPoint reports highlighting the projects they created with the grant money they received. When complete, each librarian will send their report to Brian, who will collate to create a single presentation. He has also offered to run the presentation while each librarian speaks.

A catered, buffet style meal will be served. Rusty and Gail will work with Wegman's Catering to select, order and pick up the food and beverages. Gluten-free options will be included. FSTLS does not have a business account at Wegman's. Louise offered to create one.

Rusty, Mary-Claire, Charmaine and Gail will provide desserts.

The STLS will provide paper plates, drink cups, cutlery and napkins.

Rusty will be the Master of Ceremonies. Program Order: 1) 2025 grant recipients give their reports. 2) 2026 awardees are presented checks. 3) Louise takes a group picture of the librarians and Brian.

NEXT MEETING

Monday, April 6, 2026 at 10:00am in the Keuka room at Southern Tier Library System Building

Note: The meeting is scheduled for 10:00 am – 1:00 pm.

There being no further business to conduct, the meeting adjourned at 11:42 am.

Gail J. Ebeltoft, Recording Secretary

Approved: _____

Southern Tier Library System

Unpaid Bills
As of April 3, 2026

Lin
4/12/26

Lin Kibele
4/11/2026

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Armstrong				
04/03/2026	Bill	0772021-01 4/26	04/03/2026	✓ 121.49 ✓
Total for Armstrong				\$121.49
Armstrong Telecommunications				
04/03/2026	Bill	0866050-01 426	04/03/2026	✓ 150.25 ✓
Total for Armstrong Telecommunications				\$150.25
Blackstone Publishing				
04/03/2026	Bill	2226538	04/03/2026	✓ 157.48 ✓
Total for Blackstone Publishing				\$157.48
Coming Library				
04/03/2026	Bill	2026 1st Qtr WkShare	04/03/2026	✓ 8,298.10 ✓
Total for Coming Library				\$8,298.10
Coming Natural Gas				
04/03/2026	Bill	Mar 2026	04/03/2026	✓ 354.14 ✓
Total for Coming Natural Gas				\$354.14
Excellus BC BS				
04/03/2026	Bill	Apr 2026	04/03/2026	✓ 6,501.95 ✓
04/03/2026	Bill	Apr 2026 Den	04/03/2026	✓ 326.68 ✓
Total for Excellus BC BS				\$6,828.63
First Class Glass & Mirror				
04/03/2026	Bill	18991	04/03/2026	✓ 65.00 ✓
Total for First Class Glass & Mirror				\$65.00
Friendly Freds				
04/03/2026	Bill	35064	04/03/2026	✓ 613.52 ✓
04/03/2026	Bill	35111	04/03/2026	✓ 182.72 ✓
04/03/2026	Bill	35127	04/03/2026	✓ 100.38 ✓
04/03/2026	Bill	35197	04/03/2026	✓ 75.00 ✓
Total for Friendly Freds				\$951.62
ID Label				
04/03/2026	Bill	2026-40902-00	04/03/2026	✓ 435.56 ✓
Total for ID Label				\$435.56
Matyohak, Xanthe				
04/03/2026	Bill	Mar 2026 STDEC #281	04/03/2026	✓ 1,250.00 ✓
Total for Matyohak, Xanthe				\$1,250.00
McCasey, Indl				
04/03/2026	Bill	Feb 2026 STDEC #2603	04/03/2026	✓ 1,250.00 ✓
Total for McCasey, Indl				\$1,250.00
McFarland, Sarah				

Southern Tier Library System

Unpaid Bills
As of April 3, 2028

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
04/03/2028	Bill	Mar 2028 BTDEC #8	04/03/2028	✓ 1,250.00 ✓
Total for McFarland, Sarah				\$1,250.00
NYLA				
518-432-8952 ext 103				
04/03/2028	Bill	8090	04/03/2028	✓ 195.00 ✓
Total for NYLA				\$195.00
NYSEG				
04/03/2028	Bill	Mar 2028	04/03/2028	✓ 491.85 ✓
Total for NYSEG				\$491.85
Overdrive				
216-573-8888				
04/03/2028	Bill	01453CO28085872	04/03/2028	✓ 633.82 ✓
04/03/2028	Bill	01453CO28085881	04/03/2028	✓ 373.47 ✓
04/03/2028	Bill	01453DA28087188	04/03/2028	✓ 87.99 ✓
04/03/2028	Bill	01453CO28090078	04/03/2028	✓ 404.31 ✓
04/03/2028	Bill	01453CO28090089	04/03/2028	✓ 399.70 ✓
04/03/2028	Bill	01453CO28091803	04/03/2028	✓ 22.89 ✓
04/03/2028	Bill	01453CO28091809	04/03/2028	✓ 3.99 ✓
04/03/2028	Bill	01453DA28094190	04/03/2028	✓ 874.35 ✓
04/03/2028	Bill	01453CO28095521	04/03/2028	✓ 2,022.89 ✓
04/03/2028	Bill	0153CO28095538	04/03/2028	✓ 1,188.29 ✓
Total for Overdrive				\$5,791.80
Philadelphia Insurance Companies				
(877) 438-7459				
04/03/2028	Bill	2008154588 Apr 28	04/03/2028	✓ 1,052.00 ✓
Total for Philadelphia Insurance Companies				\$1,052.00
Pitney Bowes				
800-243-7824				
04/03/2028	Bill	3322281250	04/03/2028	✓ 515.13 ✓
Total for Pitney Bowes				\$515.13
Spectrum				
04/03/2028	Bill	143864001 031428	04/03/2028	✓ 2,749.00 ✓
Total for Spectrum				\$2,749.00
Staples Business Credit				
888-753-4103				
04/03/2028	Bill	7008253936	04/03/2028	✓ 179.38 ✓
Total for Staples Business Credit				\$179.38
TOTAL				\$32,084.16

3/18/26

Southern Tier Library System

in Hdtb
3/19/26

Unpaid Bills
As of March 20, 2026

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Addison Library				
607-359-3888				
03/20/2026	Bill	2026 Steuben Co Aid	03/20/2026	✓ 3,276.87 ✓
Total for Addison Library				\$3,276.87
Arkport Library				
607-295-7811				
03/20/2026	Bill	2026 Steuben Co Aid	03/20/2026	✓ 883.23 ✓
Total for Arkport Library				\$883.23
Armstrong Telecommunications				
03/20/2026	Bill	0659996-01 3/26	03/20/2026	✓ 218.50 ✓
Total for Armstrong Telecommunications				\$218.50
Atlanta Library				
585-534-5030				
03/20/2026	Bill	2026 Steuben Co Aid	03/20/2026	✓ 2,159.24 ✓
Total for Atlanta Library				\$2,159.24
Avoca Library				
607-566-9279				
03/20/2026	Bill	2026 Steuben Co Aid	03/20/2026	✓ 6,118.52 ✓
Total for Avoca Library				\$6,118.52
Bath Library				
607-776-4613				
03/20/2026	Bill	2026 Steuben Co Aid	03/20/2026	✓ 8,822.58 ✓
Total for Bath Library				\$8,822.58
Brown, Lorle				
03/20/2026	Bill	Medicare B 3/26	03/20/2026	✓ 113.44 ✓
Total for Brown, Lorle				\$113.44
Button, Vickie				
03/20/2026	Bill	Medicare B 3/26	03/20/2026	✓ 113.44 ✓
Total for Button, Vickie				\$113.44
Canisteo Library				
607-698-4445				
03/20/2026	Bill	2026 Steuben Co Aid	03/20/2026	✓ 2,713.65 ✓
Total for Canisteo Library				\$2,713.65
Casella Waste Services				
607-796-2000				
03/20/2026	Bill	2417543	03/20/2026	✓ 142.09 ✓
Total for Casella Waste Services				\$142.09
CDW-G				
03/20/2026	Bill	AI39471	03/20/2026	✓ 481.24 ✓
Total for CDW-G				\$481.24
Cohocton Library				
585-384-5170				
03/20/2026	Bill	2026 Steuben Co Aid	03/20/2026	✓ 3,580.87 ✓

Southern Tier Library System

Unpaid Bills

As of March 20, 2026

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Total for Cohocton Library				✓ \$3,580.87
Corning Library 607-936-3713				
03/20/2026	Bill	2026 Steuben Co Aid	03/20/2026	✓ 20,973.22 ✓
Total for Corning Library				✓ \$20,973.22
Empire Natural Gas 607-656-7851				
03/20/2026	Bill	WSTLS-0313195	03/20/2026	✓ 539.05 ✓
Total for Empire Natural Gas				\$539.05
Energy Cooperative of America 03/20/2026 Bill				
		1051686	03/20/2026	✓ 1,745.01 ✓
Total for Energy Cooperative of America				\$1,745.01
English, Darleen 607-368-9157				
03/20/2026	Bill	Medicare B 3/26	03/20/2026	✓ 113.44 ✓
Total for English, Darleen				\$113.44
Erie Insurance Company 800-458-0811				
03/20/2026	Bill	Apr 2026	03/20/2026	✓ 1,832.04 ✓
Total for Erie Insurance Company				\$1,832.04
First Bankcard 1-800-819-4249				
03/20/2026	Bill	4418229218409335326	03/20/2026	✓ 386.49 ✓
03/20/2026	Bill	4418229257566235326	03/20/2026	✓ 236.09 ✓
03/20/2026	Bill	4418229234327727326	03/20/2026	✓ 967.18 ✓
03/20/2026	Bill	4418226439326439326	03/20/2026	✓ 339.35 ✓
03/20/2026	Bill	4418226412675992326	03/20/2026	✓ 520.26 ✓
03/20/2026	Bill	4418226436631229326	03/20/2026	✓ 505.84 ✓
Total for First Bankcard				\$2,955.21
Hallahan, Sheila 03/20/2026 Bill				
		Medicare B 3/26	03/20/2026	✓ 113.44 ✓
Total for Hallahan, Sheila				\$113.44
Hammondsport Library 607-569-2045				
03/20/2026	Bill	2026 Steuben Co Aid	03/20/2026	✓ 4,991.30 ✓
Total for Hammondsport Library				\$4,991.30
Holden, Loretta 6077384910				
03/20/2026	Bill	Medicare B 3/26	03/20/2026	✓ 113.44 ✓
Total for Holden, Loretta				\$113.44
Hornell Library 607-324-1210				
03/20/2026	Bill	2026 Steuben Co Aid	03/20/2026	✓ 8,139.36

Southern Tier Library System

Unpaid Bills

As of March 20, 2026

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Total for Homell Library				\$8,199.36 ✓
Howard Library 607-566-2412				
03/20/2026	Bill	2026 Steuben Co Aid	03/20/2026	✓ 3,728.07 ✓
Total for Howard Library				\$3,728.07
Isaac Hvac 585-546-1400				
03/20/2026	Bill	3972999	03/20/2026	✓ 384.16
Total for Isaac Hvac				\$384.16
Jasper Library 607-792-3494				
03/20/2026	Bill	2026 Steuben Co Aid	03/20/2026	✓ 1,858.44 ✓
Total for Jasper Library				\$1,858.44
Litwiler-Sutherby, Kendyl				
03/20/2026	Bill	3/3/26 Mileage	03/20/2026	✓ 31.90 ✓
03/20/2026	Bill	3/10/26 Mileage	03/20/2026	✓ 62.35 ✓
Total for Litwiler-Sutherby, Kendyl				\$94.25
McPherson, Marcla				
03/20/2026	Bill	Medicare B 3/26	03/20/2026	✓ 113.44 ✓
Total for McPherson, Marcla				\$113.44
Nelson, Jane 352-751-4547 (h)				
03/20/2026	Bill	Medicare B 3/26	03/20/2026	✓ 113.44 ✓
Total for Nelson, Jane				\$113.44
NYSHIP				
03/20/2026	Bill	628	03/20/2026	✓ 14,505.71 ✓
Total for NYSHIP				\$14,505.71
Overdrive 216-573-6886				
03/20/2026	Bill	H-0121617	03/20/2026	✓ 3,000.00 ✓
03/20/2026	Bill	01453DA26073631	03/20/2026	✓ 38.21 ✓
03/20/2026	Bill	01453CO26075288	03/20/2026	✓ 6,257.71 ✓
03/20/2026	Bill	01453CO26073936	03/20/2026	✓ 2,495.14 ✓
03/20/2026	Bill	01453CO26073943	03/20/2026	✓ 42.75 ✓
03/20/2026	Bill	01453CO26073947	03/20/2026	✓ 998.50 ✓
03/20/2026	Bill	01453CO26074301	03/20/2026	✓ 427.65 ✓
03/20/2026	Bill	01453DA26078945	03/20/2026	✓ 75.00 ✓
03/20/2026	Bill	01453CP26079830	03/20/2026	✓ 149.74 ✓
03/20/2026	Bill	01453DA26080721	03/20/2026	✓ 392.23 ✓
03/20/2026	Bill	01453CO26082703	03/20/2026	✓ 575.86 ✓
03/20/2026	Bill	01453CO26082705	03/20/2026	✓ 341.49 ✓
03/20/2026	Bill	01453CO26075040	03/20/2026	✓ 229.82 ✓
Total for Overdrive				\$15,024.10

Southern Tier Library System

Unpaid Bills As of March 20, 2026

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Passage, Mary				
03/20/2026	Bill	Medicare B 3/26	03/20/2026	✓ 113.44 ✓
Total for Passage, Mary				\$113.44
Prattsburgh Library 607-522-3490				
03/20/2026	Bill	2026 Steuben Co Aid	03/20/2026	✓ 1,432.03 ✓
Total for Prattsburgh Library				\$1,432.03
Pristine Lawn Services 607-333-5585				
12/31/2025	Bill	1490 Jun-Dec 2025	12/31/2025	✓ 3,475.00 ✓
03/20/2026	Bill	1490 Jan-Mar 2026	03/20/2026	✓ 2,160.00 ✓
Total for Pristine Lawn Services				\$5,635.00
Pulteney Library 607-868-3652				
03/20/2026	Bill	2026 Steuben Co Aid	03/20/2026	✓ 1,733.63 ✓
Total for Pulteney Library				\$1,733.63
Quiggle, Mary Kay 607-542-0886				
03/20/2026	Bill	Medicare B 3/26	03/20/2026	✓ 113.44 ✓
Total for Quiggle, Mary Kay				\$113.44
Rainbow Printing 330-896-5555				
03/20/2026	Bill	00163114	03/20/2026	✓ 607.00 ✓
Total for Rainbow Printing				\$607.00
Savona Library 607-583-4426				
03/20/2026	Bill	2026 Steuben Co Aid	03/20/2026	✓ 3,012.86 ✓
Total for Savona Library				\$3,012.86
Spectrum				
03/20/2026	Bill	240616301 030126	03/20/2026	✓ 425.00 ✓
03/20/2026	Bill	145513901 030126	03/20/2026	✓ 500.00 ✓
03/20/2026	Bill	145511001 030126	03/20/2026	✓ 500.00 ✓
03/20/2026	Bill	254743801 030126	03/20/2026	✓ 438.00 ✓
03/20/2026	Bill	120225701 030126	03/20/2026	✓ 124.98 ✓
03/20/2026	Bill	145510901 030126	03/20/2026	✓ 500.00 ✓
03/20/2026	Bill	145202001 030126	03/20/2026	✓ 425.00 ✓
03/20/2026	Bill	225336201 030126	03/20/2026	✓ 500.00 ✓
03/20/2026	Bill	241109301 030126	03/20/2026	✓ 124.98 ✓
03/20/2026	Bill	224328601 030126	03/20/2026	✓ 425.00 ✓
03/20/2026	Bill	086223501 030126	03/20/2026	✓ 189.98 ✓
Total for Spectrum				\$4,152.94
Springshare LLC 800-451-3160				
03/20/2026	Bill	26-R1978	03/20/2026	✓ 2,945.00

Southern Tier Library System

Unpaid Bills

As of March 20, 2026

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Total for Springshare LLC				\$2,945.00
Verizon Wireless				
800-922-0204				
03/20/2026	Bill	6137377308	03/20/2026	✓ 153.58 ✓
Total for Verizon Wireless				\$153.58
Wayland Library				
585-728-5380				
03/20/2026	Bill	2026 Steuben Co Ald	03/20/2026	✓ 5,286.51 ✓
Total for Wayland Library				\$5,286.51
Wigg, Ristina				
607-937-5040				
03/20/2026	Bill	Medicare B 3/26	03/20/2026	✓ 113.44 ✓
Total for Wigg, Ristina				\$113.44
Xerox				
(800) 343-7777				
03/20/2026	Bill	IN4989315	03/20/2026	✓ 615.47 ✓
Total for Xerox				\$615.47
TOTAL				\$131,875.13

Southern Tier Library System

L. R.
3/4/26

Unpaid Bills
As of March 6, 2026

Sue 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	✓ 1,582.40 ✓
Total for Guy, Lyndsie				\$1,582.40
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	✓ 12.80 ✓
Total for Ingram Library Services				\$12.80
Litwiler-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 Litwiler-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				\$9,595.00
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

Southern Tier Library System

Unpaid Bills

As of February 20, 2026

2/18/26

2/18/26

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				
607-798-2000				
02/20/2026	Bill	2411705	02/20/2026	✓ 142.28 ✓
Total for Casella Waste Services				\$142.28
COSUGI				
901-226-8054				
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	✓ 258.66 ✓
Total for Empire Natural Gas				\$258.66
Energy Cooperative of America				
02/20/2026	Bill	1050178	02/20/2026	✓ 1,456.12 ✓
Total for Energy Cooperative of America				\$1,456.12
English, Darleen				
607-368-9157				
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				
1-800-819-4249				
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	44182292343277226	02/20/2026	✓ 975.76 ✓
02/20/2026	Bill	4418228404723828226	02/20/2026	✓ 747.21 ✓
02/20/2026	Bill	4418228438926438226	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	999102055318	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 Heffahan, Sheila				113.44
Holden, Loretta 8077384910				
02/20/2026	Bill	Medicare B 2/26	02/20/2026	113.44 ✓
Total for Holden, Loretta				113.44
Litwiler-Sutherby, Kendyl				
02/20/2026	Bill	1/21/26 Mileage	02/20/2026	50.75 ✓
Total for Litwiler-Sutherby, Kendyl				50.75
McCasey, Indi				
02/20/2026	Bill	Jan 2026 STDEC #2801	02/20/2026	1,250.00 ✓
Total for McCasey, Indi				1,250.00
McPherson, Marola				
02/20/2026	Bill	Medicare B 2/26	02/20/2026	113.44 ✓
Total for McPherson, Marola				113.44
Nelson, Jane 352-751-4547 (h)				
02/20/2026	Bill	Medicare B 2/26	02/20/2026	113.44 ✓
Total for Nelson, Jane				113.44
NYSHIP				
02/20/2026	Bill	827	02/20/2026	14,505.71 ✓
Total for NYSHIP				14,505.71
Overdrive 216-573-6886				
02/20/2026	Bill	01453CP2629133	02/20/2026	28.90 ✓
02/20/2026	Bill	01453DA28038095	02/20/2026	478.41 ✓
02/20/2026	Bill	01453CO28039883	02/20/2026	1,287.05 ✓
02/20/2026	Bill	01453DA28042009	02/20/2026	65.00 ✓
02/20/2026	Bill	01453CO28042231	02/20/2026	6,375.58 ✓
02/20/2026	Bill	01453CO28042414	02/20/2026	402.47 ✓
02/20/2026	Bill	01453DA28043394	02/20/2026	65.00 ✓
02/20/2026	Bill	01453DA28045114	02/20/2026	898.83 ✓
02/20/2026	Bill	01453CO28045832	02/20/2026	405.82 ✓
02/20/2026	Bill	01453CO28045833	02/20/2026	418.65 ✓
Total for Overdrive				10,885.72
Passage, Mary				
02/20/2026	Bill	Medicare B 2/26	02/20/2026	113.44 ✓
Total for Passage, Mary				113.44
Quiggle, Mary Kay 807-542-0886				
02/20/2026	Bill	Medicare B 2/26	02/20/2026	113.44 ✓
Total for Quiggle, Mary Kay				113.44
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	7035	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				\$9,595.00
Spectrum				
02/20/2026	Bill	240616301 020126	02/20/2026	✓ 425.00
02/20/2026	Bill	145513901 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	✓ 438.00
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	225336201 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	085223501 020126	02/20/2026	✓ 188.98
Total for Spectrum				\$4,162.94
Tolls by Mail				
844-826-8400				
02/20/2026	Bill	20016926749	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				\$80,494.99

Southern Tier Library System

Unpaid Bills

As of February 6, 2026

Handwritten: 2/4/26

Handwritten: Lisa Hildtett
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 216-573-8886				
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	✓ 585.05 ✓
Total for Retterer & Sons LLC				\$585.05
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	✓ 1,188.57 ✓
Total for WEX Bank				\$1,188.57
TOTAL				\$50,672.09

Deposit Summary

Sara Nettell
3/24/2026

03/23/2026

Summary of Deposits to Cash - Money Market on 03/23/2026

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
80093	Check	Canisteo	Dark Fiber	300.00
1346	Check	Arkport	Payroll Reimbursement	1591.52
4387	Check	Angelica	Dark Fiber	420.00
7807	Check	CCLD-Elmira	Cost Share	38839.90
1119	Check	Individual	K Cappadonia reimbursement for ALA roundtable addition	15.00
2217	Check	Individual	Maple City Lions Club donation for GWL request list	300.00
DEPOSIT SUBTOTAL				41466.42
LESS CASH BACK				
DEPOSIT TOTAL				41466.42

Deposit Summary

Jim Hilduff
3/13/2026

03/12/2026

Summary of Deposits to Cash - Money Market on 03/13/2026

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
3705	Check	Avoca	Cost Share	5102.81
9383	Check	Cleary, Jule	Health Insurance	82.57
1919	Check	Hornell	Cost Share	18164.92
4635	Check	Odessa	Cost Share	4926.33
8760	Check	Rushford	PT/Phone	60.60
5756	Check	Scio	Pass Thru	23.19
23724	Check	Wellsville	Cost Share	15676.06
5967	Check	Whitesville	PT/Phone	41.26
1283	Check	Foundation For Southern Tier Libraries	Pass Thru	90.60
	Cash	Allington, N		14.00
104550	Check	Erie Insurance Company	Insurance reimbursement for towing	505.84
195712	Check	Steuben County	Steuben County Aid	79600.00
			DEPOSIT SUBTOTAL	124288.18
			LESS CASH BACK	
			DEPOSIT TOTAL	124288.18

Deposit Summary

Sue 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 Keldit
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 Kilduff
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
634	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	Hammondspport	Cost Share	14570.56
DEPOSIT SUBTOTAL				36741.38
LESS CASH BACK				
DEPOSIT TOTAL				36741.38

Deposit Summary

Sue Kilduff
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	Pulteny	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


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	Corning	Dark Fiber & VoIP	633.00
23691	Check	Weilsville	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

JD
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

[Handwritten Signature]
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

J.D.
1/14/2026

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	Corning	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	Canistota	GWL 2026 Funding	24714.00
			DEPOSIT SUBTOTAL	41324.80
			LESS CASH BACK	
			DEPOSIT TOTAL	41324.80



GENERAL STATEMENT OF DUTIES

This is a temporary, level 2 part time, non-exempt, non-professional position serving within the Division of Librarianship. Temporary is defined as 24-months from the start of the position (April 13, 2026 – April 14, 2028). This 20-hour-per-week position serves under the supervision of the Assistant Director – Director of Librarianship and is responsible for a range of activities that support digital literacy training to residents of the Southern Tier Library System through public libraries, agencies, or local governments.

ESSENTIAL FUNCTIONS OF THIS POSITION

The project coordinator and instructor for Southern Tier Library System’s Digital Literacy Initiative fall within the scope of the library system’s 2024 and 2025 Appalachian Regional Commission grants. Position is responsible for all work related to the role, except for grant reporting. Work includes developing curriculum, creating resources, scheduling and promoting classes, traveling to and from classes, building relationships with site hosts, reporting on classes offered and number of students attended, taking photographs of participants, posting to library system socials, and tabling at regional events to promote services.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Fundamental knowledge of computer operations (hardware, software, file management) including common operating systems such as Windows, macOS, ChromeOS. Good understanding of internet basics like browsers, search techniques, and online safety. Familiarity with productivity tools like Microsoft Office and Google Workspace. Strong proficiency in email and communication platforms such as MS Teams or Zoom with a basic understanding of digital privacy and cybersecurity best practices. Willingness to learn about and train users on accessibility tools and inclusive technology. Troubleshooting for devices and connectivity capabilities. Understanding digital equity and barriers to access.

Ability to teach technology concepts in simple, non-technical language with good verbal and written communication skills. Curriculum development and lesson planning for classroom or small-group instruction both in-person and/or virtual. Adaptability to different learning styles and skill levels while exercising patience and active listening. Demonstration and hands-on training techniques. Assessment of learner progress and needs, and good time management and organization skills.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent, plus some post-secondary academic study in Education or IT-related course work.
- 2 years of experience in library or educational instruction settings.
- Current New York State-issued driver’s license.
- This job requires lifting, loading, and carrying up to 50 pounds of technology equipment.

OTHER QUALIFICATIONS

- Demonstrated ability to build partnerships with other public libraries and agencies.
- Strong understanding of equity, diversity, inclusion and social justice professional practices.
- Commitment to environmental and social sustainability professional practices.
- Prior experience working in a fast-paced customer-focused organization.
- Professionalism and commitment to the field of library science and information.
- Active participation in State-level initiatives and Associations.

EXAMPLES OF WORK

- Develops digital literacy training curriculum to be offered to diverse community population groups.
- Schedules training based on the needs of community members and partnering libraries and agencies.
- Provides one-on-one coaching sessions tailored to community members' individual learning needs.
- Facilitates small group classes for population groups based on designed curriculum.
- Promotes one-on-one coaching sessions and small group classes through traditional and digital media.
- Fosters relationships with community population groups and partnering libraries and agencies.
- Designs and maintains library system websites and LibGuides relative to digital literacy outreach.
- Offers technical assistance to community members to troubleshoot and support personal devices.
- Assesses community member progress as an outcome of digital literacy training.
- Collects data on community member participation and engagement in training offerings.
- Communicates with partnering libraries and agencies about program offerings and schedules.
- Participates in professional development to stay current on digital literacy trends.
- Delivers presentations to community stakeholders and professional associations on project outcomes.
- Develops tutorials and online video content to assist with training (live or pre-recorded).
- Partners with other library system and division staff on curating social media content.
- Reports on program activities and outcomes to library system administration.
- Other duties as assigned.

ADDITIONAL DEMANDS AND WORK ENVIRONMENT

- Required in-person office work.
- Frequent travel throughout five-county library system.
- Reasonable accommodations can be made to enable eligible individuals to perform essential functions.

Approved by the Southern Tier Library System Board of Trustees April 21,2026

Monthly Consultant & Division Reports
April 21, 2026



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

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

Wins for the Past Two Months

Facilitating a trustee training and learning event for the Southeast Steuben County Library board of trustees and Friends group. There were about 20 people in attendance, and this was a first time retreat using team and communication building exercises to bring the two groups closer together. Assistant Director Erika Jenns co-facilitated the event.

List of Current Projects

- Continued development of *A Meeting with STLS* quasi-podcast.
- Creating planning frameworks for STLS Plan of Service, Direct Access Plan, and Central Library Plan for 2027 – 2031.
- Assisting the Division of IT and Division of Librarianship with the rollout of Message Bee communication services.
- Working with member libraries on completing their review of the Direct Access Plan.
- Completing the STLS 2025 Annual Statistical Report to the State Education Department.
- Completed and submitted Western New York Rural Library Grant for Allegany County libraries.

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
- Allegany County Director's meeting
- Reciprocal Lending Meeting with OWWL and Finger Lakes Library System
- NORTH STAR Planning meeting

Continuing Education Engagement

- New Director Handbook Book Club – THBC and DHBC Webinar Series

- Law Enforcement & ICE Inquires and - Public Library Association and New York State Library
- NYS Public Library Construction Aid – New York State Library
- Southeast Steuben County Library Board and Friends Trustee Training

Member or System Visits

- Dutton S. Peterson Memorial Library - Odessa
- 20th Century Club Library – Almond
- Penn Yan Public Library
- 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

In March, Erika collaborated with the STLS Executive Director to provide a workshop for the Southeast Steuben County Library Board and Friends Group. The training was fun to create and even more fun to deliver. Members of both groups seemed to make meaningful connections based on conversations observed in small groups.

Bulleted List of Current Projects

- Spring CE: Secured Spring CE keynote, continued working to finalize other sessions, began developing graphics/theme for the event
- PLA New Member Emails: Sent welcome emails to over 100 new PLA members as part of the Membership Committee
- Articles for DEI Newsletter: Collaborated with the STLS Outreach & Sustainability Consultant to write an article, “Support and Supporting in Challenging Times” and with the Director of the Dutton S. Peterson Memorial Library, “Notes on Information Literacy and the SIFT Method”
- Delivery Driver Hiring: Worked with the STLS Coordinator of Delivery Services to post the 19-hour-per-week delivery driver position in the Southern Tier Shopper; interviewed candidates

Meetings Attended/Facilitated

- **Meetings Attended**
 - OverDrive Reciprocal Lending Arrangement
 - E-Content Publishers Discussion
 - STLS Directors Advisory Council
 - STLS Sustainable Libraries Initiative
 - SCRLC Bylaws Committee
- **Meetings Facilitated**
 - STLS Training Team
 - STLS Division of Librarianship

Continuing Education Engagement

- **Workshops Attended**
 - Doxing Defense: Clean Up Your Digital Footprint
 - ICE Operations and Public Libraries
 - Leadership Transitions of Key Employees
 - Speaking Off the Cuff: Not Prepared to Speak? Try This Technique!
 - Director Handbook Book Club: Kick Off - What's New in the New Edition
- **Presentations or Workshops Facilitated In System or Out of System**
 - Provided training in collaboration with the STLS Executive Director to the Southeast Steuben County Library Board & Friends Group

Member or System Visits

- Met with the director of the Pulteney Free Library to discuss updating the library's website, adding board minutes and referendum information
- Met with the director of the EB Pert Memorial Library to discuss weeding, library administration, policy development, and library services

Other system site visits

- Met with the Member Services Librarian from the Finger Lakes Library System to discuss eContent, Annual Reports, AI, and Trustee Development

Coordinated Outreach

by Keturah Cappadonia, Outreach & Sustainability Consultant

Division of Librarianship

Win for the Month

Was awarded a scholarship from the Public Library Association to attend the 2026 PLA Conference in Minneapolis. Attended the conference and co-presented a session titled "Beyond the Binder: Summer Reading Strategies for Rural Libraries" which was attended by over 100 individuals.

Bulleated List of Current Projects

- Organized and sent the "Reaching Out" newsletter for month of March
- Organized and sent Issue 17 of the "DEI Newsletter."
- Organized a workshop for STLS member library directors and staff on the Trevor Project CARE training. 10 people attended the training and it was recorded and posted in the STLS Staff Academy.

Meetings Attended/Facilitated

- DAC Circulation Committee; DEI Programming Subcommittee; Allegany County Directors Meeting; Southern Tier – Finger Lakes COAD; Training Team; North Star Planning Meeting;

Division of Librarianship; Path to Belonging meeting; the DAC meeting; and the Sustainability Team meeting;

Continuing Education Engagement

- ICE Operations and Public Libraries; Sustainable Libraries Initiative Annual Report 2025; and PLA Conference sessions.

Member and Organization Visits

- Visited the Richburg Colonial Library to discuss mobile library outreach.
- Visited the Rushford Library to discuss mobile library outreach and to see the library's current building space.
- Visited the Dundee Library's Pop-Up Library at the Smoke N Dough Restaurant in Himrod.

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

Win for the Month

A win for me this month was just being able to be involved, and working with various library professionals across different platforms. From making connections in NYLA with the Legislative Committee and the YSS board, continuing communication with SCRLC about BARC, working with youth consultants from 10 other systems on the collaborative workshops, and connecting with local directors and staff on internal projects.

Bulleted List of Current Projects

- Summer Learning Open House: Registration opened for members, and final details regarding presenters and catering were solidified. Planning of around the building activities began, and connecting with other STLS departments to form roles and gain assistance for day of events.
- Messages from Our Orbit: Program documentation for members has begun. We have
 - solidified graphics themes, and made connections to purchase capsule plaques, and draft materials for a test capsule box.
- Collaborative Summer Learning Workshops: The teen workshop wrapped up with 388 attendees across 11 systems. Evaluation surveys, recordings and program materials were sent out system wide.
- Program Resource Kit Project: Throughout the month of March, I worked alongside our member intern to inventory, update and make additions to the Program Resource Kits. Kit usage has continued to rise and purchases are continually recommended by the members.

Meetings Attended/Facilitated

- Meeting Attended
 - STLS Allegany County Director’s Meeting
 - STLS Division of Librarianship
 - STLS Directors Advisory Committee
 - NYLA Legislative Committee Orientation
- Meeting Facilitated
 - Teen Collaborative Summer Learning Workshop
 - SWANK Movie Licensing webinar
 - **Continuing Education Engagement**

Workshop Attended on Topic

- ICE Operations
- Neuro-Inclusive Libraries: Rethinking Access, Engagement, and Belonging
- Trevor Project

Member site visits

- Hornell Public Library – Teen presentation follow up / internship work.

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

Win for the Month

Collected 1,662 Advocacy Postcards from member libraries. This year we also asked for testimonials on print postcards in addition to digital postcards. It was heartwarming to read some of the stories and learn why community members love their STLS libraries.

Bulleted List of Current Projects

- Web Accessibility Compliance – meeting with libraries that requesting help and have started initial reach outs to members to touch base and schedule consultations.
- DEI Marketing Materials – finalized designs and order form and sent to members.
- Outreach Marketing Materials – coordinated with members of my division to finalize designs. Working with National Brialle Press to get STARCat rack cards printed in braille.
- Annual Reports – the new portal is open, member libraries are now entering data and sending questions my way. I’ve been in contact with DLD about some glitches and issues within the new portal.
- Messages From Our Orbit – working on project materials for member libraries and for the public.

Meetings Attended/Facilitated

- Meetings Attended
- Monday Morning Meetup
- Training Team Meeting
- NORTH STAR planning meeting
- Meeting with STLS Assistant Director DoL – DEI Marketing Materials
- OverDrive Reciprocal Lending Agreement meeting with STLS, OWWL and FLLS
- Division of Librarianship meeting
- Interviewed by STLS Intern
- Director’s Advisory Council meeting
- Annual Evaluation with STLS Assistant Director DoL

Meetings Facilitated

- Digital Library Advisory Group
- Meeting with STLS Program Consultant on System Events
- Meeting with FLLS Member Services Librarian to discuss RLA data

Continuing Education Engagement

- Ice Operations and Public Libraries – NYSL
- Member or System Visits
- Greenwood Library – website consultation
- Bolivar Library – website consultation

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

During March, IT worked on 188 Help Desk requests for STLS staff and member libraries.

E-rate bid evaluations and 471 filings were completed in March. Preparation work for the Cyber Security Pilot, upgrades to the Help Desk and various web site hosting and SSL certificates were installed. The 6 ILS servers and the virtualization host servers had security patches installed. Began the process of upgrading the STARCat software version with SirsiDynix. Made a change in the remote desktop software vendor used by IT and ILS staff to improve workflow, save time and cut costs.

Pat Beeman

Configure, deploy a Meraki MS225-24P switch and a MR46 access point to provide WiFi service to the new upstairs space at the Corning Library.

Nick Allington

Shifting priorities to re-negotiate computer pricing with Dell due to a sudden change in pricing and working with 2 libraries wanting to join the STLS VoIP system.

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

Win for the Month

March was a very busy month for E-Rate filing. We filed BEAR (Billed Entity Applicant Reimbursement) forms for monthly internet charges through Armstrong, Spectrum and Southern Tier Network and received a total USAC reimbursement of \$88,181.96. We also filed 3 more Form 471 - Description of Services Ordered and Certification Forms for the 2026-2027 funding year and answered Program Integrity Assurance (PIA) questions.

Bulleted List of Current Projects

- Major Project 1: Larissa is focusing on the backlog of IMRRC items, and Kylie and Casey are assisting in various ways.
- Major Project 2: Casey is continuing to work on the LoT LibGuide.
- Major Project 3: Working with Unique Management, and Director of IT, on the back-end set up needed for the new Message Bee service.
- Major Project 4: Assisting libraries with Annual Report questions.

Meetings Attended/Facilitated

- Cataloging Advisory Group (Mandy, Kylie and Larissa – all prepared and presented information at the meeting).
- DAC Circulation Committee (Mandy).
- Met with vendor representatives from Follett, Supreme Books, Barnes and Noble and Playaway to discuss services offered and/or the Spring CE (Mandy).
- DEI Programming Subcommittee to speak on Optional Religion Arrangement in Dewey (Larissa).

Continuing Education Engagement

- Workshops Attended on Topic: Leadership Transitions of Key Employees (Mandy). ICE Operations and Public Libraries (Larissa), Doxing Defense, Clean Up your Digital Footprint (Larissa).

Member or System Visits

- Kylie visited Canisteo to provide BLUEcloud Analytics Training to a new staff member.
- Mandy visited Rushford to provide New Director Training.
- Casey visited Addison to provide Item Maintenance Training.
- Larissa visited Bolivar to provide BLUEcloud Analytics Training to the director and a staff member.