

# STLS TRUSTEE MEETING

Tuesday, September 15, 2015 - 2:00 pm

Fred & Harriet Taylor Memorial Library, Hammondsport, NY

## AGENDA

- |    |  |                      |             |
|----|--|----------------------|-------------|
| 1. | Agenda                                 |                      | Doc. #15-86 |
| 2. | Approval of Minutes – July 2015        | <b>*FOR APPROVAL</b> | Doc. #15-87 |
| 3. | Treasurer's Report – July 2015         | <b>*FOR APPROVAL</b> | Doc. #15-88 |
| 4. | Financial Clerk's Report – July 2015   | <b>*FOR APPROVAL</b> | Doc. #15-89 |
| 5. | Treasurer's Report – August 2015       | <b>*FOR APPROVAL</b> | Doc. #15-90 |
| 6. | Financial Clerk's Report – August 2015 | <b>*FOR APPROVAL</b> | Doc. #15-91 |

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

## COMMITTEE REPORTS

- |     |  |  |                          |
|-----|--|--|--------------------------|
| 7.  | Executive Committee – Denise King                              |  |                          |
| 8.  | Negotiations Committee (Ad Hoc) – Maija DeRoche                |  |                          |
| 9.  | Personnel & Policies Committee – Bonnie Weber & Sherry Collins |  | Doc. #15-92 (Minutes)    |
| 10. | Finance & Facilities Committee – Cindy Emmer                   |  | Doc. #15-93 (Minutes)    |
|     |  |  | Doc. #15-94 (990 Filing) |
| 11. | Public Relations Committee – Lynnette Decker                   |  | Doc. #15-95 (Minutes)    |
| 12. | Foundation for Southern Tier Libraries – Dale Wexell           |  |                          |

## BOARD ACTIONS

- |     |  |                       |                    |
|-----|--|-----------------------|--------------------|
| 13. | <b><u>Rescind the STLS Reading Center Policy</u></b> | <b>* FOR APPROVAL</b> | <b>Doc. #15-96</b> |
|-----|--|-----------------------|--------------------|

**Personnel & Policies Committee Recommendation:** Approve rescinding the Reading Center Policy, which has been replaced by the Chartered Libraries Policy.

Move: \_\_\_\_\_ Second \_\_\_\_\_  
 Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_  
 Approved/Failed

Discussion:

- |     |  |                       |                    |
|-----|--|-----------------------|--------------------|
| 14. | <b><u>Approve the STLS Purchasing Policy</u></b> | <b>* FOR APPROVAL</b> | <b>Doc. #15-97</b> |
|-----|--|-----------------------|--------------------|

**Personnel & Policies Committee Recommendation:** Approve the proposed revisions to the STLS Purchasing Policy as presented at the July 2015 STLS Board Meeting.

Move: \_\_\_\_\_ Second \_\_\_\_\_  
 Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_  
 Approved/Failed

Discussion:

15. **Approve the Purchase of New STLS Delivery Vehicle** \* FOR APPROVAL **Doc. #15-98**

**Executive Director Recommendation:** Approve the Purchase of New STLS Delivery Vehicle (Ford E-250 Econoline Van, 9,081 miles in the amount of \$22,999).

Move: \_\_\_\_\_ Second \_\_\_\_\_  
Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_  
Approved/Failed

Discussion:

## **BOARD INFORMATION**

- 16. Old Business
- 17. New Business
- 18. Library Networking
- 19. President's Report
- 20. Monthly System Management Team & Divisional Reports

**Doc. #15-99**

Public Expression (15 minutes)

Adjournment

Next meeting to be held: Tuesday, October 20th, 2015 at 2:00 pm – STLS Headquarters, Painted Post, NY.

Reminder: STLS Annual Meeting and Conference – Tuesday, October 6<sup>th</sup> at Watson Homestead and Retreat Center. Trustees can register online at [www.stls.org/2015AnnualMeetingConference](http://www.stls.org/2015AnnualMeetingConference), or by filling out a Registration Form at September's board meeting.

**STLS TRUSTEE MEETING**  
**Tuesday, July 21, 2015 - 2:00 pm**  
**Dundee Library, Dundee, NY**  
**MINUTES**

**TRUSTEES PRESENT:**

Richard Ahola	- 2017	Gaile Felli	- 2019
Sarah Collins	- 2019	Patricia Finnerty	- 2017
Sherry Collins	- 2015	Denise King	- 2019
Maija DeRoche	- 2018	Pat Selwood	- 2019
Lynnette Decker	- 2016	Bonnie Weber	- 2016
Cindy Emmer	- 2017	Dale Wexell	- 2015
Melodie Farwell	- 2015		

**TRUSTEES EXCUSED:**

Al Yanda - 2016  
 Before Board Actions: Maija DeRoche -2018

Staff present – Brian Hildreth, Executive Director and Margo Gustina, Member Services Consultant

Denise King called the meeting to order at 2:01 pm.

**AGENDA REVIEW**

July Agenda Doc. #15-70  
 Sherry Collins moved to amend the agenda to include by-laws change under executive committee. P. Selwood seconded.

**APPROVAL OF MINUTES**

**June Board Minutes** Doc. #15-71  
 Everywhere STLS lawyer Conrad Wolan's name appears, the spelling should be corrected to read "Wolan. Under the Auditor's Report, the auditor recommended checks received be marked for deposit "as soon as received", this being the most important part of that particular recommendation. The date of the upcoming Foundation meeting is Sept 24<sup>th</sup>, 2015 and invitees include members of the STLS Board of Trustees. Pg.2 incorrectly states that Sarah Collins "surname" is Sarah. Her first name is Sarah. The minutes are approved as amended by unanimous consent.

**APPROVAL OF FINANCIAL REPORTS**

**Treasurer's Report** – Pat Finnerty Received and filed Doc. #15-72  
 We currently have \$689,889. We are looking for the release of funds from the state. We have funds for 3 months without additional income.

**Financial Clerk's Report** – Brian M. Hildreth Received and filed Doc. #15-73  
 B. Hildreth had no comments.

**Quarterly Profit & Loss Report** – Brian M. Hildreth Received and filed Doc. #15-74  
 Because we are on an accrual basis, the expenditure of \$68,000 for Sirsi ILS to be approved today that will be spent next quarter. Accrual accounting system keeps last year's expense on the books.  
 Line #5471 – Vehicle maintenance and repairs – Over budget. We needed to put a new engine in an old van (\$3,000).

P. Selwood asked about why Member Library IT contracts seemed low. For the most part this line is Freegal revenue and extended broadband. Numbers will be up when recent bills sent out are paid by the membership.

## **STANDING COMMITTEE REPORTS**

### **Executive Committee – D. King**

Met in person to discuss the agenda. They incorporated new information from Conrad Wolan about going into Executive Session. The acceptable reasons for going into executive session were handed out:

- a) matters which will imperil the public safety if disclosed;
- b) any matter which may disclose the identity of a law enforcement agency or informer;
- c) Information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if discloses;
- d) discussions regarding proposed, pending or current litigation;
- e) collective negotiations pursuant to Article 14 of the Civil Service Law (the Taylor Law);
- f) the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
- g) the preparation, grading or administration of examinations; and
- h) the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

By-laws need to be amended to match current practice. This came up in Executive Committee because the Personnel & Policies Committee had already met. Include the Revision language. D. Wexell noted that the revision could include greater clarifying language. The revision will be voted on in October at the Annual Meeting.

M. DeRoche moved and C. Emmer seconded to enter into Executive Session at 2:20pm to discuss contract negotiations and Executive Director's evaluation.

P. Selwood moved and C. Emmer seconded to exit Executive Session at 2:43pm.

### **Personnel & Policies Committee –Sherry Collins & Bonnie Weber, Co-Chairs Doc. #15-75, Doc. #15-76** Purchasing Policy was revised by P. Finnerty.

- Under the Purchased Item category: “purchased actions” should be “purchasing actions” (language change) amount was changed from \$25 to \$50.
- Under Purchase Order Documentation, addition of “stamp” rather than a new form and removed “adequate” from last sentence.
- Under Receipt of Goods and Services, added staff and staff person monitoring services to more completely cover all actions under this category.
- Under Sales Tax Exemption, added NY state and local to the sentence.
- Under Inspection P. Selwood asked, “goods and services received will be inspected or verified” does “inspected” confuse the meaning. R. Ahola said verified is received and inspected is that it works. Sherry Collins confirmed the original intent of the language. P. Selwood wanted to know if the language was redundant with the section “Receipt of Goods and Services” above it. D. Wexell illuminated ways in which they are separate actions and both are required. D. Wexell recommended to make “Inspection” into “Inspection and Monitoring” and move the addition of “Sevices provided will be monitored...” to under the Inspection and Monitoring category rather than “Receipt of Goods and Services”. Vote will take place in September.

**Finance and Facilities Committee – Pat Finnerty**

Doc. #15-77

P. Finnerty shared that the important thing out of the meeting was that Brian asked the Board to review the contract with Marc Rubin and Associates on signage. That will be explored further in Board Actions. P. Finnerty also contacted Kathy Stickler about actions on the audit. B. Hildreth stated that Kathy Stickler sent the 990 to STLS for review. The Committee will review it. Kathy will file an extension. The 990 will be reviewed by the whole board in September and voted on in October.

G. Felli asked what the new sign is made of. B. Hildreth said it will be made of a composite material with a lifetime warranty.

**Public Relations Committee – Lynette Decker, Chair**

L. Decker discussed the Annual Meeting plans, taking place at the Watson Homestead, October 6<sup>th</sup>, four sessions plus a keynote speaker, Jamie LaRue. B. Hildreth will be taking care of logistics like printed agenda, spatial set up, catering. The committee extended the deadline for award nominations and NYLA scholarships. Bullet Aid was not received by STLS, but Senator Young allocated \$5,000 per library in Allegany County. C. Emmer recommended board member participation in all meetings with politicians. D. King additionally commented that we should follow-up in a way that invites additional funding options.

**Foundation for Southern Tier Libraries – Bonnie Weber**

Doc. #15-78

B. Weber invited input from Board members on possible invitees. They are hoping for committed community stakeholders who are interested in the strategic planning of the funding for the system. They are hoping for five directors from the system. In total, organizers desire 25 to 35 participants for the September 24<sup>th</sup>, 2015 from 9:30 am to 3:00 pm strategic planning meeting. Mike McDonald will be the chief facilitator. D. Wexell clarified that the session won't result in a finished plan but rather the broad strokes of the plan.

B. Weber requested that pledges be finalized and that questions on outstanding pledges come to her. The foundation thanks all their generous supporters.

**BOARD ACTIONS****Approval of the Chartered Libraries Policy****\* FOR APPROVAL****Doc. #15-79**

**Personnel & Policies Committee Recommendation:** Approve the proposed Chartered Libraries Policy as presented by the Personnel & Policies Committee

Move: out of committee Second

Aye 12 Nay 0 Abstain 0 Absent 2

Approved

Discussion: Some discussion about whether it is clear that the policy in its entirety applies to the established reading centers. Language change recommended "Southern Tier Library Systems will work with all [established] reading centers..." in last paragraph. The state does not recognize reading centers.

**Approval of Meeting Room Policy****\* FOR APPROVAL****Doc. #15-80**

**Personnel & Policies Committee Recommendation:** Approve the Meeting Room Policy as presented.

Move: Out of Committee Second \_\_\_\_\_

Aye 0 Nay 0 Abstain 0 Absent 0

Postponed

Discussion: P. Selwood noted that there was little room for exceptions. Perhaps there should be space for exception. Sherry Collins felt that regular renters of the room could go elsewhere. D. King noted that the Foundation for Southern Tier Libraries wasn't included in the groups listed. Postpone for later consideration.

**Approval of Marc Rubin & Associates**

**\* FOR APPROVAL**

**Doc. #15-81**

**Finance & Facilities Committee recommends:** The STLS Board of Trustees approves the expenditure of \$5,560 for Exterior Building Signage that displays new STLS logo.

Move: out of committee\_ Second :

Aye 12 Nay 0 Abstain 0 Absent 2

Approved

Discussion: G. Felli asked about the material and also whether the logo was on both sides. D. Wexell moved to amend the resolution to include in the final cost shipping and delivery. Sherry Collins seconded.

**Approval of Construction Aid**

**\* FOR APPROVAL**

**Doc. #15-82**

**Public Relations Committee recommends:**

Move: out of committee\_ Second :

Aye 12 Nay 0 Abstain 0 Absent 2

Approved

Discussion: D. King invited comments and questions on the Aid recommendations. None offered. This committee is working on priorities and guidelines to give to libraries applying for aid. D. Wexell asked if we know that the libraries have complete matching funds. They need proof of monies on hand at time of formal application to the state.

**Approval of SirsiDynix Purchase Order**

**\* FOR APPROVAL**

**Doc. #15-83**

**Executive Director recommends:**

Move: Second :

Aye 12 Nay 0 Abstain 0 Absent 2

Approved

Discussion: Per purchasing policy, needs to be approved.

**Approval of Freegal**

**\* FOR APPROVAL**

**Doc. #15-84**

**Executive Director recommends:**

Move: \_ Second :

Aye 12 Nay 0 Abstain 0 Absent 2

Approved

Discussion: Per purchasing policy, needs to be approved.

**BOARD INFORMATION**

**Old Business**

LTA was a smashing success! STLS building a relationship with LTA is a wonderful asset to our libraries. Conrad Wolan was fantastic and we will invite him for training in the future.

**New Business**

D. King asked for clarification on the "Audit Committee" under the Non-profit Revitalization Act from Conrad Wolan. He clarified that the Audit Committee is a group that only kicks in when a Whistle Blower or Conflict of Interest issue comes up that requires adjudication. At that time, the board can pull "independent directors" from the board to serve this function. Conrad offered to review whatever policy STLS drafts.

C. Emmer attended a CCLD meeting last week. CCLD feels that there is a concern that people outside the building are using CCLD wireless and would like only cardholders to have that ability.

**Library Networking**

**President's Report**

D. King will be at the DAC meeting July 22 at 9:30 in Hammondsport, NY. Spoke with Martin Greene and he says hello. Andy King will be on Jeopardy on July 30<sup>th</sup>.

**Monthly System Management Team & Divisional Reports**

Doc. # 15-85

B. Hildreth stated that STLS's ARC grant received a high funding priority standing. All libraries in 4 of the 5 counties will receive dark fiber connections. He then spoke about the Zinio magazine service. PULISDO is next week. 4 of 5 STLS MLSs will be attending. We'll be participating in a strategic planning panel discussion.

**Public Expression**

No public expression.

**ADJOURNMENT**

P. Selwood moved to adjourn the meeting at 4:04 p.m. D. Wexell seconded.

Next meeting to be held at the Fred & Harriett Taylor Memorial Library, Hammondsport, NY; Tuesday, September 15, 2015 at 2:00 pm.

Respectfully submitted,  
Margo Gustina

Jul 31, 15

**ASSETS**

**Current Assets**

**Checking/Savings**

1200 · Cash - Operating 7,348.16

1201 · Cash - Payroll 5,109.22

1202 · Cash - Money Market 570,707.08

**Total Checking/Savings 583,164.46**

**Accounts Receivable**

1380 · Accounts Receivable 84,642.26

**Total Accounts Receivable 84,642.26**

**Other Current Assets**

12000 · Undeposited Funds 959.67

**Total Other Current Assets 959.67**

**Total Current Assets 668,766.39**

**Fixed Assets**

**1100 · Fixed Assets**

1102 · Building 952,454.06

1104 · Equipment 741,162.39

1112 · Accumulated Dep Building -455,937.98

1114 · Accumulated Depreciation -608,399.25

**Total 1100 · Fixed Assets 629,279.22**

**Total Fixed Assets 629,279.22**

**TOTAL ASSETS 1,298,045.61**

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

2601 · Accrued P/R 9,788.63

2604 · Deferred Grant 3,597.89

2625 · Payroll Deductions Payable 3,119.12

2626 · Flex Spending Deduction Payable 1,139.75

2630 · Due to Member Libraries Pay Pal 9,444.38

2640 · Accrued Compensated Absences 68,613.67

**Total Other Current Liabilities 95,703.44**

**Total Current Liabilities 95,703.44**

**Total Liabilities 95,703.44**



1:29 PM  
08/03/15  
Accrual Basis

Southern Tier Library System  
Treasurer's Report  
July 2015

Jul 31, 15

Equity

3200 - Unrestricted Net Assets 202,424.92

3909 - Fund Balance Unreserved 1,258,468.74

3910 - Fund Balance Replacement Res 100,000.00

Net Income -358,551.49

Total Equity 1,202,342.17

TOTAL LIABILITIES & EQUITY

1,298,045.61

Official Depository: Community Bank NA  
Money Market Account: .10 Rate of Return  
Checking Accounts: .05 Rate of Return

	Jul 15	Jun 15	\$ Change
1200 · Cash - Operating	7,348.16	7,145.92	202.24
1201 · Cash - Payroll	5,109.22	4,106.71	1,002.51
1202 · Cash - Money Market	570,707.08	652,974.61	-82,267.53
1380 · Accounts Receivable	84,642.26	94,729.11	-10,086.85
12000 · Undeposited Funds	959.67	0.00	959.67
1100 · Fixed Assets	629,279.22	629,279.22	0.00
2601 · Accrued P/R	-9,788.63	-9,788.63	0.00
2604 · Deferred Grant	-3,597.89	-3,597.89	0.00
2625 · Payroll Deductions Payable	-3,119.12	-385.14	-2,733.98
2626 · Flex Spending Deduction Payable	-1,139.75	-1,554.75	415.00
2630 · Due to Member Libraries Pay Pal	-9,444.38	-9,444.38	0.00
2640 · Accrued Compensated Absences	-68,613.67	-68,613.67	0.00
3200 · Unrestricted Net Assets	-202,424.92	-202,424.92	0.00
3909 · Fund Balance Unreserved	-1,269,468.74	-1,269,468.74	0.00
3910 · Fund Balance Replacement Res	-89,000.00	-89,000.00	0.00
4719 · Interest	-477.14	-424.83	-52.31
4723 · Member Library Cost Share	-391,781.00	-391,781.00	0.00
4724 · Member Library IT Contracts	-22,460.62	-1,966.82	-20,493.80
4725 · Grants Revenue	-10,000.00	-10,000.00	0.00
4732 · Reading Center Support	-1,112.00	-1,112.00	0.00
4733 · Member Library Processing Fees	-12,085.25	-9,196.75	-2,888.50
4735 · Non State Aid Pass Through	-124,628.48	-117,502.41	-7,126.07
4782 · Donations	-194.50	-178.75	-15.75
4784 · General Reimbursements & Refund	-2,220.56	-2,190.56	-30.00
5100 · Salaries	382,102.00	332,734.82	49,367.18
5150 · Personnel Benefits	122,595.54	118,136.20	4,459.34
5204 · STLS Software & Small Equipment	9,023.57	8,502.52	521.05
5205 · Maintenance Contracts & Leases	7,515.05	6,742.13	772.92
5407 · Integrated Library System	50,512.07	50,512.07	0.00
5408 · Platform Fees & Licenses	7,910.62	7,910.62	0.00
5409 · STLS Telephone/Internet	46,971.11	40,171.73	6,799.38
5417 · Library Materials	9,349.43	7,202.70	2,146.73
5418 · Consultant Collection	61.60	0.00	61.60
5419 · Electronic Materials	70,435.36	33,999.89	36,435.47
5420 · Staff Development Travel	4,849.89	3,128.74	1,721.15
5422 · Trustee Mileage	3,604.47	2,108.33	1,496.14
5424 · Conference Registration	2,980.00	2,980.00	0.00
5425 · Staff & Member Library Mileage	877.66	871.66	6.00
5427 · Programming & Annual Conference	1,629.00	1,629.00	0.00
5428 · Meeting Supplies	686.04	549.88	136.16
5430 · Office Supplies	5,734.55	3,954.57	1,779.98
5433 · Postage	2,980.31	1,980.31	1,000.00
5434 · Public Relations	5,153.54	4,727.50	426.04
5435 · Member Library Pass through	122,219.00	115,103.30	7,115.70

Southern Tier Library System  
Financial Clerk's Report  
July 2015

	<b>Jul 15</b>	<b>Jun 15</b>	<b>\$ Change</b>
5436 - STLS Grants to Member Libraries	750.00	0.00	750.00
5442 - Professional Fees	7,360.92	4,849.92	2,511.00
5443 - Legal Counsel	2,371.80	985.80	1,386.00
5444 - Accounting Support & Audit	8,275.00	8,200.00	75.00
5450 - Utilities	5,866.99	5,105.69	761.30
5451 - Building Maintenance & Repairs	6,095.34	6,031.67	63.67
5454 - Commercial Insurance	8,797.54	8,797.54	0.00
5471 - Vehicle Maintenance & Repairs	6,438.67	5,417.52	1,021.15
5473 - Vehicle Fuel	7,861.68	6,444.42	1,417.26
5474 - Vehicle Insurance	3,565.00	3,565.00	0.00
5490 - Grants	8,937.29	8,052.14	885.15
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

# Southern Tier Library System

Treasurer's Report  
August 2015

Doc. #15-90

Aug 31, 15

## ASSETS

### Current Assets

#### Checking/Savings

1200 - Cash - Operating 6,851.65

1201 - Cash - Payroll 5,855.58

1202 - Cash - Money Market 1,619,521.00

Total Checking/Savings 1,632,228.23

#### Accounts Receivable

1380 - Accounts Receivable 63,608.77

Total Accounts Receivable 63,608.77

#### Other Current Assets

12000 - Undeposited Funds 134.84

Total Other Current Assets 134.84

Total Current Assets 1,695,971.84

### Fixed Assets

#### 1100 - Fixed Assets

1102 - Building 952,454.06

1104 - Equipment 741,162.39

1112 - Accumulated Dep Building -455,937.98

1114 - Accumulated Depreciation -608,399.25

Total 1100 - Fixed Assets 629,279.22

Total Fixed Assets 629,279.22

**TOTAL ASSETS 2,325,251.06**

## LIABILITIES & EQUITY

### Liabilities

#### Current Liabilities

##### Other Current Liabilities

2601 - Accrued P/R 9,788.63

2604 - Deferred Grant 3,597.89

2625 - Payroll Deductions Payable 1,158.82

2626 - Flex Spending Deduction Payable 1,079.75

2630 - Due to Member Libraries Pay Pal 9,444.38

2640 - Accrued Compensated Absences 68,613.67

Total Other Current Liabilities 93,683.14

Total Current Liabilities 93,683.14

Total Liabilities 93,683.14

1:34 PM  
09/03/15  
Accrual Basis

## Southern Tier Library System

Treasurer's Report

August 2015

Aug 31, 15

### Equity

3200 - Unrestricted Net Assets 202,424.92

3909 - Fund Balance Unreserved 1,258,468.74

3910 - Fund Balance Replacement Res 100,000.00

Net Income 670,674.26

Total Equity 2,231,567.92

TOTAL LIABILITIES & EQUITY 2,325,251.06

Official Depository: Community Bank NA

Money Market Account: .10 Rate of Return

Checking Accounts: .05 Rate of Return

	Aug 15	Jul 15	\$ Change
1200 · Cash - Operating	6,851.65	7,348.16	-496.51
1201 · Cash - Payroll	5,855.58	5,106.22	749.36
1202 · Cash - Money Market	1,619,521.00	570,707.08	1,048,813.92
1380 · Accounts Receivable	63,608.77	86,566.26	-22,957.49
12000 · Undeposited Funds	134.84	959.67	-824.83
1100 · Fixed Assets	629,279.22	629,279.22	0.00
2601 · Accrued P/R	-9,788.63	-9,788.63	0.00
2604 · Deferred Grant	-3,597.89	-3,597.89	0.00
2625 · Payroll Deductions Payable	-1,158.82	-3,119.12	1,960.30
2626 · Flex Spending Deduction Payable	-1,079.75	-1,139.75	60.00
2630 · Due to Member Libraries Pay Pal	-9,444.38	-9,444.38	0.00
2640 · Accrued Compensated Absences	-68,613.67	-68,613.67	0.00
3200 · Unrestricted Net Assets	-202,424.92	-202,424.92	0.00
3909 · Fund Balance Unreserved	-1,269,468.74	-1,269,468.74	0.00
3910 · Fund Balance Replacement Res	-100,000.00	-100,000.00	0.00
4700 · Basic State Aid	-822,566.00	0.00	-822,566.00
4709 · Local Services Support	-81,406.00	0.00	-81,406.00
4710 · Supplemental Aid	-124,026.00	0.00	-124,026.00
4716 · State Aid Pass Through	-97,185.00	0.00	-97,185.00
4719 · Interest	-532.08	-477.14	-54.94
4723 · Member Library Cost Share	-391,781.00	-391,781.00	0.00
4724 · Member Library IT Contracts	-22,727.55	-22,460.62	-266.93
4725 · Grants Revenue	-10,000.00	-10,000.00	0.00
4732 · Reading Center Support	-1,112.00	-1,112.00	0.00
4733 · Member Library Processing Fees	-14,137.50	-14,009.25	-128.25
4735 · Non State Aid Pass Through	-127,609.47	-124,628.48	-2,980.99
4782 · Donations	-194.50	-194.50	0.00
4784 · General Reimbursements & Refund	-3,639.06	-2,220.56	-1,418.50
5100 · Salaries	431,112.15	382,102.00	49,010.15
5150 · Personnel Benefits	152,791.02	122,598.54	30,192.48
5204 · STLS Software & Small Equipment	9,325.02	9,023.57	301.45
5205 · Maintenance Contracts & Leases	7,787.00	7,515.05	271.95
5407 · Integrated Library System	50,512.07	50,512.07	0.00
5408 · Platform Fees & Licenses	9,734.62	7,910.62	1,824.00
5409 · STLS Telephone/Internet	53,606.48	46,971.11	6,635.37
5417 · Library Materials	11,262.62	9,349.43	1,913.19
5418 · Consultant Collection	61.60	61.60	0.00
5419 · Electronic Materials	74,178.94	70,435.36	3,743.58
5420 · Staff Development Travel	5,876.53	4,849.89	1,026.64
5422 · Trustee Mileage	4,055.85	3,604.47	451.38
5424 · Conference Registration	2,980.00	2,980.00	0.00
5425 · Staff & Member Library Mileage	892.61	877.66	14.95
5427 · Programming & Annual Conference	1,629.00	1,629.00	0.00
5428 · Meeting Supplies	700.98	686.04	14.94

Southern Tier Library System  
Financial Clerk's Report  
August 2015

	<b>Aug 15</b>	<b>Jul 15</b>	<b>\$ Change</b>
5430 · Office Supplies	6,733.32	5,734.55	998.77
5433 · Postage	3,001.70	2,980.31	21.39
5434 · Public Relations	5,370.59	5,153.54	217.05
5435 · Member Library Pass through	123,584.99	122,219.00	1,365.99
5436 · STLS Grants to Member Libraries	750.00	750.00	0.00
5442 · Professional Fees	7,205.03	5,732.92	1,472.11
5443 · Legal Counsel	2,371.80	2,371.80	0.00
5444 · Accounting Support & Audit	8,350.00	8,275.00	75.00
5450 · Utilities	6,604.62	5,866.99	737.63
5451 · Building Maintenance & Repairs	6,534.01	6,095.34	438.67
5454 · Commercial Insurance	8,797.54	8,797.54	0.00
5471 · Vehicle Maintenance & Repairs	6,948.27	6,438.67	509.60
5473 · Vehicle Fuel	9,353.25	7,861.68	1,491.57
5474 · Vehicle Insurance	3,565.00	3,565.00	0.00
5490 · Grants	10,565.29	10,565.29	0.00
<b>TOTAL</b>	<b>-11,000.00</b>	<b>-11,000.00</b>	<b>0.00</b>

Southern Tier Library System  
Personnel & Policies Committee Meeting

MINUTES  
September 8, 2015 at 1:00 pm  
STLS Headquarters / Painted Post, NY

**Committee Members in Attendance:** Sherry Collins, (Co-Chair), Bonnie Weber (Co-Chair), Richard Ahola, Denise King

Sherry Collins called the meeting to order at 1:00 pm.

Sherry Collins recommended a revision to the Agenda prior to the start of the meeting. The revision called for the Executive Director's review to take place at the end of the meeting as opposed to the beginning to accommodate Brian Hildreth's schedule.

I. Recommend Rescinding Reading Center Policy

Sherry Collins informed Committee members the Reading Center Policy should be a rescinded at September's meeting. The STLS Board approved the Chartered Libraries Policy at July's meeting, which is intended to replace the Reading Center Policy. Committee members agreed the Executive Committee should include as an Action Item for September's Agenda.

II. Discussion Resolution vs Policy for Meeting Room Policy

Sherry Collins asked Committee members to discuss the possibility of passing a Meeting Room Resolution that incorporated all STLS affiliates who would be provided access to the meeting room. She reminded the Committee there were some concerns about the previously proposed Meeting Room Policy. It was discussed, and Committee members agreed to move forward with re-drafting the proposed Meeting Room Policy, so STLS board members would feel more comfortable reviewing. Sherry Collins agreed to make necessary changes, and would bring revisions to the next Personnel & Policies Committee meeting in October.

The Committee went into Executive Session at 1:20 pm to discuss Personnel Matters pertaining to the Executive Director's 2014-2015 Performance Evaluation. B. Hildreth recused himself from the meeting. The meeting was adjourned following the Executive Session.

Respectfully submitted by:

Brian M. Hildreth, Executive Director



Southern Tier Library System  
Finance and Facilities Committee Meeting  
September 2, 2015

Present: Pat Finnerty, Cindy Emmer, Brian Hildreth

Monthly Review of Financial Documents

August statements will be sent by e-mail to committee members for them to review prior to the board meeting.

Meeting Time and Day Change

Brian has suggested the committee meet on the second Tuesday of the month at 3:00. This would allow more time to have the monthly financial reports ready for review. It would also be better for Brian's schedule. Since there was not a quorum, with two committee members absent, we will follow up on this.

Policies Review

The committee continued review of the Finance Policy and the Authority of the Board Policy. This also included a review of NYS Code of Rules and Regulations, Part 90.6c [11, 12], which is referred to in the Authority of the Board Policy. This leads to some additional questions to address.

Responsibility for reviewing bank reconciliations

Recommendation from Kathy Stickler is that the Business Manager does the reconciliation and the Executive Director reviews it. In exceptional circumstances when the Business Manager is not available to do the reconciliation, the Account Clerk can do it, and the Executive Director would review it.

990 Form

The committee reviewed parts of the report. Committee members should review the copy that is sent with the Board Meeting Packet.

Sign

The STLS sign is in place.

Next Finance and Facilities meeting October 7 at 2:30 at STLS

Form **990**Department of the Treasury  
Internal Revenue Service**Return of Organization Exempt From Income Tax**  
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

OMB No. 1545-0047

**2014**Open to Public  
Inspection

Do not enter social security numbers on this form as it may be made public.

Information about Form 990 and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).**A For the 2014 calendar year, or tax year beginning and ending**

<b>B</b> Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<b>C</b> Name of organization <b>SOUTHERN TIER LIBRARY SYSTEM</b>		<b>D</b> Employer identification number <b>16-0836935</b>
	Doing business as		<b>E</b> Telephone number <b>607-962-3141</b>
	Number and street (or P.O. box if mail is not delivered to street address)	Room/suite	
	<b>9424 SCOTT ROAD</b>		<b>G</b> Gross receipts \$ <b>2,085,866.</b>
	City or town, state or province, country, and ZIP or foreign postal code <b>PAINTED POST, NY 14870</b>		
<b>F</b> Name and address of principal officer: <b>BRIAN HILDRETH</b> <b>SAME AS C ABOVE</b>			<b>H(a)</b> Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>H(b)</b> Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. (see instructions) <b>H(c)</b> Group exemption number
<b>I</b> Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) ( ) (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527 <b>J</b> Website: <b>WWW.STLS.ORG</b> <b>K</b> Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other <b>L</b> Year of formation: <b>1958</b> <b>M</b> State of legal domicile: <b>NY</b>			

**Part I Summary**

<b>Activities &amp; Governance</b>	<b>1</b> Briefly describe the organization's mission or most significant activities: <b>SOUTHERN TIER LIBRARY SYSTEM STRENGTHENS AND SUPPORTS EXCELLENT LIBRARY SERVICE THROUGHOUT THE</b>		
	<b>2</b> Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	<b>3</b> Number of voting members of the governing body (Part VI, line 1a)	<b>3</b>	<b>16</b>
	<b>4</b> Number of independent voting members of the governing body (Part VI, line 1b)	<b>4</b>	<b>16</b>
	<b>5</b> Total number of individuals employed in calendar year 2014 (Part V, line 2a)	<b>5</b>	<b>30</b>
	<b>6</b> Total number of volunteers (estimate if necessary)	<b>6</b>	<b>1</b>
	<b>7a</b> Total unrelated business revenue from Part VIII, column (C), line 12	<b>7a</b>	<b>0.</b>
<b>b</b> Net unrelated business taxable income from Form 990-T, line 34	<b>7b</b>	<b>0.</b>	
<b>Revenue</b>	<b>8</b> Contributions and grants (Part VIII, line 1h)	<b>Prior Year</b> <b>1,638,009.</b>	<b>Current Year</b> <b>1,515,837.</b>
	<b>9</b> Program service revenue (Part VIII, line 2g)	<b>414,541.</b>	<b>474,287.</b>
	<b>10</b> Investment income (Part VIII, column (A), lines 3, 4, and 7d)	<b>1,817.</b>	<b>1,081.</b>
	<b>11</b> Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	<b>29,022.</b>	<b>94,661.</b>
	<b>12</b> Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	<b>2,083,389.</b>	<b>2,085,866.</b>
<b>Expenses</b>	<b>13</b> Grants and similar amounts paid (Part IX, column (A), lines 1-3)	<b>0.</b>	<b>0.</b>
	<b>14</b> Benefits paid to or for members (Part IX, column (A), line 4)	<b>0.</b>	<b>0.</b>
	<b>15</b> Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	<b>1,058,162.</b>	<b>891,573.</b>
	<b>16a</b> Professional fundraising fees (Part IX, column (A), line 11e)	<b>0.</b>	<b>0.</b>
	<b>b</b> Total fundraising expenses (Part IX, column (D), line 25)	<b>0.</b>	
	<b>17</b> Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	<b>1,039,846.</b>	<b>981,961.</b>
	<b>18</b> Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	<b>2,098,008.</b>	<b>1,873,534.</b>
<b>19</b> Revenue less expenses. Subtract line 18 from line 12	<b>-14,619.</b>	<b>212,332.</b>	
<b>Net Assets or Fund Balances</b>	<b>20</b> Total assets (Part X, line 16)	<b>Beginning of Current Year</b> <b>1,848,247.</b>	<b>End of Year</b> <b>1,673,911.</b>
	<b>21</b> Total liabilities (Part X, line 26)	<b>489,778.</b>	<b>103,110.</b>
	<b>22</b> Net assets or fund balances. Subtract line 21 from line 20	<b>1,358,469.</b>	<b>1,570,801.</b>

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

<b>Sign Here</b>	Signature of officer		Date		
	<b>BRIAN HILDRETH, EXECUTIVE DIRECTOR</b> Type or print name and title				
<b>Paid Preparer Use Only</b>	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
	<b>KATHERINE E. STICKLER</b>		<b>07/20/15</b>		<b>P00385238</b>
	Firm's name <b>MENGEL, METZGER, BARR &amp; CO. LLP</b>	Firm's EIN <b>16-1092347</b>			
	Firm's address <b>333 EAST WATER ST, STE 200</b> <b>ELMIRA, NY 14901</b>		Phone no. <b>607-734-4183</b>		

May the IRS discuss this return with the preparer shown above? (see instructions) ☒ Yes ☐ No

**Part III Statement of Program Service Accomplishments**Check if Schedule O contains a response or note to any line in this Part III ☒ **X****1** Briefly describe the organization's mission:

THE SOUTHERN TIER LIBRARY SYSTEM, A REGIONAL CONSORTIUM OF PUBLIC LIBRARIES, WORKS IN PARTNERSHIP WITH ITS MEMBERS TO SUPPORT AND STRENGTHEN THEM THROUGH CLEARLY DEFINED, COST-EFFECTIVE SERVICES THAT MAKE POSSIBLE THE COORDINATION AND SHARING OF RESOURCES, ENABLING ALL

**2** Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

**3** Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

**4** Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

**4a** (Code: ) (Expenses \$ 392,449. including grants of \$ ) (Revenue \$ 375,254.)  
**INFORMATION TECHNOLOGY - MAINTAINS THE ONLINE INTEGRATED LIBRARY SYSTEM SOFTWARE THAT ENABLES RESIDENTS TO USE STARCAT, THE ONLINE REGIONAL LIBRARY CATALOG. AS A RESULT, RESIDENTS CAN USE COMPUTERS AT HOME, SCHOOL OR WORK TO SEARCH FOR, REQUEST AND EVEN DOWNLOAD MATERIALS OWNED BY ANY PUBLIC LIBRARY IN THE FIVE-COUNTY REGION. SOUTHERN TIER LIBRARY SYSTEM ALSO PROVIDES MEMBER LIBRARIES WITH TECHNICAL ASSISTANCE IN THE USE OF HARDWARE, SOFTWARE, NETWORK SECURITY, WEBSITE SUPPORT, TRAINING LABS AND THE PERIPHERALS USED TO ACCESS SOUTHERN TIER AUTOMATED SERVICES. THIS ASSISTANCE MAKES POSSIBLE INTERNET ACCESS TO RESIDENTS ON IN-LIBRARY COMPUTERS AND THROUGH WIRELESS ACCESS.**

**4b** (Code: ) (Expenses \$ 101,917. including grants of \$ ) (Revenue \$ 17,809.)  
**TECHNICAL SERVICES - PROVIDES CENTRALIZED CATALOGING AND PHYSICAL PROCESSING SERVICES FOR SYSTEM MEMBERS. SOUTHERN TIER LIBRARY SYSTEM CATALOGERS PUT STANDARDIZED ELECTRONIC RECORDS IN STARCAT FOR EACH ITEM ADDED BY LOCAL LIBRARIES, ENABLING RESIDENTS TO FIND THE INFORMATION.**

**4c** (Code: ) (Expenses \$ 99,867. including grants of \$ ) (Revenue \$ 83,811.)  
**MEMBER SERVICES - ADMINISTERS GRANTS AND MATERIALS FOR MEMBER LIBRARIES. RECEIVES AND DISTRIBUTES STATE AID AND STATE GRANTS. APPLIES FOR ADDITIONAL GRANTS AND ADVOCATES FOR COUNTY FUNDING. SELECTS, NEGOTIATES PRICES OF, AND PURCHASES SUPPLIES, BAR CODE LABELS AND BAR CODE READERS, AUDIO BOOKS, COMPUTERS, PERIPHERALS, SOFTWARE AND OTHER ITEMS ON BEHALF OF MEMBER LIBRARIES.**

**4d** Other program services (Describe in Schedule O.)(Expenses \$ 930,973. including grants of \$ ) (Revenue \$ 36,866.)**4e** Total program service expenses **1,525,206.**

**Part IV Checklist of Required Schedules**

	Yes	No
<b>1</b> Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	<b>1</b> X	
<b>2</b> Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ?	<b>2</b> X	
<b>3</b> Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>	<b>3</b>	X
<b>4</b> <b>Section 501(c)(3) organizations.</b> Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>	<b>4</b>	X
<b>5</b> Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If "Yes," complete Schedule C, Part III</i>	<b>5</b>	X
<b>6</b> Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>	<b>6</b>	X
<b>7</b> Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>	<b>7</b>	X
<b>8</b> Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>	<b>8</b>	X
<b>9</b> Did the organization report an amount in Part X, line 21, for escrow or custodial account liability; serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>	<b>9</b>	X
<b>10</b> Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? <i>If "Yes," complete Schedule D, Part V</i>	<b>10</b>	X
<b>11</b> If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
<b>a</b> Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>	<b>11a</b> X	
<b>b</b> Did the organization report an amount for investments - other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>	<b>11b</b>	X
<b>c</b> Did the organization report an amount for investments - program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>	<b>11c</b>	X
<b>d</b> Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>	<b>11d</b>	X
<b>e</b> Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>	<b>11e</b> X	
<b>f</b> Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>	<b>11f</b> X	
<b>12a</b> Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>	<b>12a</b> X	
<b>b</b> Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>	<b>12b</b>	X
<b>13</b> Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>	<b>13</b>	X
<b>14a</b> Did the organization maintain an office, employees, or agents outside of the United States?	<b>14a</b>	X
<b>b</b> Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>	<b>14b</b>	X
<b>15</b> Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>	<b>15</b>	X
<b>16</b> Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>	<b>16</b>	X
<b>17</b> Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I</i>	<b>17</b>	X
<b>18</b> Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>	<b>18</b>	X
<b>19</b> Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>	<b>19</b>	X
<b>20a</b> Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>	<b>20a</b>	X
<b>b</b> If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	<b>20b</b>	

**Part IV Checklist of Required Schedules** (continued)

	Yes	No
<b>21</b> Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i> .....	<b>21</b>	X
<b>22</b> Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i> .....	<b>22</b>	X
<b>23</b> Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i> .....	<b>23</b>	X
<b>24a</b> Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i> .....	<b>24a</b>	X
<b>b</b> Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception? .....	<b>24b</b>	
<b>c</b> Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds? .....	<b>24c</b>	
<b>d</b> Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year? .....	<b>24d</b>	
<b>25a</b> <b>Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.</b> Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i> .....	<b>25a</b>	X
<b>b</b> Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i> .....	<b>25b</b>	X
<b>26</b> Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? <i>If "Yes," complete Schedule L, Part II</i> .....	<b>26</b>	X
<b>27</b> Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i> .....	<b>27</b>	X
<b>28</b> Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):		
<b>a</b> A current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i> .....	<b>28a</b>	X
<b>b</b> A family member of a current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i> .....	<b>28b</b>	X
<b>c</b> An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? <i>If "Yes," complete Schedule L, Part IV</i> .....	<b>28c</b>	X
<b>29</b> Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i> .....	<b>29</b>	X
<b>30</b> Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i> .....	<b>30</b>	X
<b>31</b> Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i> .....	<b>31</b>	X
<b>32</b> Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i> .....	<b>32</b>	X
<b>33</b> Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i> .....	<b>33</b>	X
<b>34</b> Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i> .....	<b>34</b>	X
<b>35a</b> Did the organization have a controlled entity within the meaning of section 512(b)(13)? .....	<b>35a</b>	X
<b>b</b> If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i> .....	<b>35b</b>	
<b>36</b> <b>Section 501(c)(3) organizations.</b> Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i> .....	<b>36</b>	X
<b>37</b> Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i> .....	<b>37</b>	X
<b>38</b> Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? <b>Note.</b> All Form 990 filers are required to complete Schedule O .....	<b>38</b>	X

**Part V Statements Regarding Other IRS Filings and Tax Compliance**Check if Schedule O contains a response or note to any line in this Part V ☐

		Yes	No
<b>1a</b>	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable		
<b>1b</b>	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable		
<b>c</b>	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	X	
<b>2a</b>	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return		
<b>b</b>	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? <b>Note.</b> If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)	X	
<b>3a</b>	Did the organization have unrelated business gross income of \$1,000 or more during the year?		X
<b>b</b>	If "Yes," has it filed a Form 990-T for this year? If "No," to line 3b, provide an explanation in Schedule O		
<b>4a</b>	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		X
<b>b</b>	If "Yes," enter the name of the foreign country: See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
<b>5a</b>	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		X
<b>b</b>	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		X
<b>c</b>	If "Yes," to line 5a or 5b, did the organization file Form 8886-T?		
<b>6a</b>	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?		X
<b>b</b>	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		
<b>7</b>	<b>Organizations that may receive deductible contributions under section 170(c).</b>		
<b>a</b>	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?		X
<b>b</b>	If "Yes," did the organization notify the donor of the value of the goods or services provided?		
<b>c</b>	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		X
<b>d</b>	If "Yes," indicate the number of Forms 8282 filed during the year		
<b>e</b>	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		
<b>f</b>	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		
<b>g</b>	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		
<b>h</b>	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		
<b>8</b>	<b>Sponsoring organizations maintaining donor advised funds.</b> Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?		
<b>9</b>	<b>Sponsoring organizations maintaining donor advised funds.</b>		
<b>a</b>	Did the sponsoring organization make any taxable distributions under section 4966?		
<b>b</b>	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?		
<b>10</b>	<b>Section 501(c)(7) organizations.</b> Enter:		
<b>a</b>	Initiation fees and capital contributions included on Part VIII, line 12		
<b>b</b>	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities		
<b>11</b>	<b>Section 501(c)(12) organizations.</b> Enter:		
<b>a</b>	Gross income from members or shareholders		
<b>b</b>	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)		
<b>12a</b>	<b>Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041?		
<b>b</b>	If "Yes," enter the amount of tax-exempt interest received or accrued during the year		
<b>13</b>	<b>Section 501(c)(29) qualified nonprofit health insurance issuers.</b>		
<b>a</b>	Is the organization licensed to issue qualified health plans in more than one state? <b>Note.</b> See the instructions for additional information the organization must report on Schedule O.		
<b>b</b>	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans		
<b>c</b>	Enter the amount of reserves on hand		
<b>14a</b>	Did the organization receive any payments for indoor tanning services during the tax year?		X
<b>b</b>	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O		

**Part VI Governance, Management, and Disclosure** For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI

☒**Section A. Governing Body and Management**

	1a	1b	Yes	No
<b>1a</b> Enter the number of voting members of the governing body at the end of the tax year	16			
If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.				
<b>b</b> Enter the number of voting members included in line 1a, above, who are independent		16		
<b>2</b> Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?				X
<b>3</b> Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person?				X
<b>4</b> Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?				X
<b>5</b> Did the organization become aware during the year of a significant diversion of the organization's assets?				X
<b>6</b> Did the organization have members or stockholders?			X	
<b>7a</b> Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?			X	
<b>b</b> Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?				X
<b>8</b> Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
<b>a</b> The governing body?			X	
<b>b</b> Each committee with authority to act on behalf of the governing body?			X	
<b>9</b> Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O				X

**Section B. Policies** (This Section B requests information about policies not required by the Internal Revenue Code.)

	Yes	No
<b>10a</b> Did the organization have local chapters, branches, or affiliates?		X
<b>b</b> If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?		
<b>11a</b> Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	X	
<b>b</b> Describe in Schedule O the process, if any, used by the organization to review this Form 990.		
<b>12a</b> Did the organization have a written conflict of interest policy? If "No," go to line 13	X	
<b>b</b> Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	X	
<b>c</b> Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done	X	
<b>13</b> Did the organization have a written whistleblower policy?	X	
<b>14</b> Did the organization have a written document retention and destruction policy?	X	
<b>15</b> Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
<b>a</b> The organization's CEO, Executive Director, or top management official	X	
<b>b</b> Other officers or key employees of the organization		X
If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).		
<b>16a</b> Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		X
<b>b</b> If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?		

**Section C. Disclosure**

**17** List the states with which a copy of this Form 990 is required to be filed: **NONE**

**18** Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.  
☐ Own website ☐ Another's website ☒ Upon request ☐ Other (explain in Schedule O)

**19** Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

**20** State the name, address, and telephone number of the person who possesses the organization's books and records: **THE ORGANIZATION - 607-962-3141**  
**9424 SCOTT ROAD, PAINTED POST, NY 14870**

**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**Check if Schedule O contains a response or note to any line in this Part VII ☐**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees****1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) DENISE KING PRESIDENT	1.00	X		X				0.	0.	0.
(2) SHERRY COLLINS VICE PRESIDENT	1.00	X		X				0.	0.	0.
(3) PHILLIP ARCHER SECRETARY	1.00	X		X				0.	0.	0.
(4) PAT SELWOOD SECRETARY	1.00	X		X				0.	0.	0.
(5) PATRICIA FINNERTY TREASURER	1.00	X		X				0.	0.	0.
(6) KENNITH AUSTIN TRUSTEE	1.00	X						0.	0.	0.
(7) JUDITH CROSS TRUSTEE	1.00	X						0.	0.	0.
(8) MAIJA DEROCHE TRUSTEE	1.00	X						0.	0.	0.
(9) LYNNETTE DECKER TRUSTEE	1.00	X						0.	0.	0.
(10) CINDY EMMER TRUSTEE	1.00	X						0.	0.	0.
(11) MELODIE FARWELL TRUSTEE	1.00	X						0.	0.	0.
(12) GAILE FELLI TRUSTEE	1.00	X						0.	0.	0.
(13) BONNIE WEBER TRUSTEE	1.00	X						0.	0.	0.
(14) DALE WEXELL TRUSTEE	1.00	X						0.	0.	0.
(15) ALFRED YANDA TRUSTEE	1.00	X						0.	0.	0.
(16) SARAH COLLINS TRUSTEE	1.00	X						0.	0.	0.
(17) BRIAN HILDRETH EXECUTIVE DIRECTOR	37.50			X				86,130.	0.	30,149.



**Part VII** Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
<b>1b Sub-total</b>								86,130.	0.	30,149.
<b>c Total from continuation sheets to Part VII, Section A</b>								0.	0.	0.
<b>d Total (add lines 1b and 1c)</b>								86,130.	0.	30,149.

**2** Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **1**

	Yes	No
<b>3</b> Did the organization list any <b>former</b> officer, director, or trustee, key employee, or highest compensated employee on line 1a? If "Yes," complete Schedule J for such individual		X
<b>4</b> For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If "Yes," complete Schedule J for such individual		X
<b>5</b> Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? If "Yes," complete Schedule J for such person		X

**Section B. Independent Contractors**

**1** Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
NONE		

**2** Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **0**

**Part VIII Statement of Revenue**Check if Schedule O contains a response or note to any line in this Part VIII ☐

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514
<b>Contributions, Gifts, Grants and Other Similar Amounts</b>	<b>1 a</b> Federated campaigns .....	<b>1a</b>					
	<b>b</b> Membership dues .....	<b>1b</b>					
	<b>c</b> Fundraising events .....	<b>1c</b>					
	<b>d</b> Related organizations .....	<b>1d</b>					
	<b>e</b> Government grants (contributions) .....	<b>1e</b>	1,472,470.				
	<b>f</b> All other contributions, gifts, grants, and similar amounts not included above .....	<b>1f</b>	43,367.				
	<b>g</b> Noncash contributions included in lines 1a-1f: \$ .....						
	<b>h Total.</b> Add lines 1a-1f .....				1,515,837.		
<b>Program Service Revenue</b>	<b>2 a</b> MEMBER LIBRARY COST SH .....	<b>Business Code</b>	519100	372,667.	372,667.		
	<b>b</b> MEMBER REIMBURSEMENTS .....		519100	83,811.	83,811.		
	<b>c</b> PROCESSING FEES COLLEC .....		519100	17,809.	17,809.		
	<b>d</b> .....						
	<b>e</b> .....						
	<b>f</b> All other program service revenue .....						
	<b>g Total.</b> Add lines 2a-2f .....				474,287.		
	<b>Other Revenue</b>	<b>3</b> Investment income (including dividends, interest, and other similar amounts) .....			1,081.		
<b>4</b> Income from investment of tax-exempt bond proceeds .....							
<b>5</b> Royalties .....							
<b>6 a</b> Gross rents .....		(i) Real	(ii) Personal				
<b>b</b> Less: rental expenses .....							
<b>c</b> Rental income or (loss) .....							
<b>d</b> Net rental income or (loss) .....							
<b>7 a</b> Gross amount from sales of assets other than inventory .....		(i) Securities	(ii) Other				
<b>b</b> Less: cost or other basis and sales expenses .....							
<b>c</b> Gain or (loss) .....							
<b>d</b> Net gain or (loss) .....							
<b>8 a</b> Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18 .....		<b>a</b>					
<b>b</b> Less: direct expenses .....		<b>b</b>					
<b>c</b> Net income or (loss) from fundraising events .....							
<b>9 a</b> Gross income from gaming activities. See Part IV, line 19 .....		<b>a</b>					
<b>b</b> Less: direct expenses .....		<b>b</b>					
<b>c</b> Net income or (loss) from gaming activities .....							
<b>10 a</b> Gross sales of inventory, less returns and allowances .....		<b>a</b>					
<b>b</b> Less: cost of goods sold .....	<b>b</b>						
<b>c</b> Net income or (loss) from sales of inventory .....							
<b>Miscellaneous Revenue</b>			<b>Business Code</b>				
<b>11 a</b> TELEPHONE E-RATE DISCO .....		519100	55,208.	55,208.			
<b>b</b> SUNDRY .....		519100	39,453.	39,453.			
<b>c</b> .....							
<b>d</b> All other revenue .....							
<b>e Total.</b> Add lines 11a-11d .....				94,661.			
<b>12 Total revenue.</b> See instructions. ....				2,085,866.	568,948.	0.	1,081.

**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☐

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
<b>Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.</b>				
<b>1</b> Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
<b>2</b> Grants and other assistance to domestic individuals. See Part IV, line 22				
<b>3</b> Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
<b>4</b> Benefits paid to or for members				
<b>5</b> Compensation of current officers, directors, trustees, and key employees	116,279.	69,767.	46,512.	
<b>6</b> Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
<b>7</b> Other salaries and wages	494,534.	451,551.	42,983.	
<b>8</b> Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	73,483.	65,715.	7,768.	
<b>9</b> Other employee benefits	154,545.	74,133.	80,412.	
<b>10</b> Payroll taxes	52,732.	37,373.	15,359.	
<b>11</b> Fees for services (non-employees):				
<b>a</b> Management				
<b>b</b> Legal	40.		40.	
<b>c</b> Accounting				
<b>d</b> Lobbying				
<b>e</b> Professional fundraising services. See Part IV, line 17				
<b>f</b> Investment management fees				
<b>g</b> Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch O.)	18,724.	4,308.	14,416.	
<b>12</b> Advertising and promotion	7,883.	3,000.	4,883.	
<b>13</b> Office expenses	21,834.	17,012.	4,822.	
<b>14</b> Information technology	76,681.	72,389.	4,292.	
<b>15</b> Royalties				
<b>16</b> Occupancy	13,440.		13,440.	
<b>17</b> Travel	18,933.	9,889.	9,044.	
<b>18</b> Payments of travel or entertainment expenses for any federal, state, or local public officials				
<b>19</b> Conferences, conventions, and meetings	13,355.	4,302.	9,053.	
<b>20</b> Interest	2,897.		2,897.	
<b>21</b> Payments to affiliates	493,561.	493,436.	125.	
<b>22</b> Depreciation, depletion, and amortization	70,612.	70,612.		
<b>23</b> Insurance	11,370.		11,370.	
<b>24</b> Other expenses. Itemize expenses not covered above. (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
<b>a</b> <b>REPAIRS &amp; MAINTENANCE</b>	102,851.	74,180.	28,671.	
<b>b</b> <b>LIBRARY MATERIALS &amp; SUP</b>	88,180.	42,677.	45,503.	
<b>c</b> <b>VEHICLE EXPENSES</b>	33,008.	28,827.	4,181.	
<b>d</b> <b>SMALL EQUIPMENT</b>	4,473.	2,913.	1,560.	
<b>e</b> All other expenses	4,119.	3,122.	997.	
<b>25</b> <b>Total functional expenses.</b> Add lines 1 through 24e	1,873,534.	1,525,206.	348,328.	0.
<b>26</b> <b>Joint costs.</b> Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.				

Check here ☐ if following SOP 98-2 (ASC 958-720)

**Part X Balance Sheet**Check if Schedule O contains a response or note to any line in this Part X ☐

		(A) Beginning of year		(B) End of year
<b>Assets</b>	<b>1</b> Cash - non-interest-bearing .....	8,632.	<b>1</b>	11,900.
	<b>2</b> Savings and temporary cash investments .....	1,121,071.	<b>2</b>	943,377.
	<b>3</b> Pledges and grants receivable, net .....		<b>3</b>	
	<b>4</b> Accounts receivable, net .....	9,471.	<b>4</b>	19,225.
	<b>5</b> Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L .....		<b>5</b>	
	<b>6</b> Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instr). Complete Part II of Sch L .....		<b>6</b>	
	<b>7</b> Notes and loans receivable, net .....		<b>7</b>	
	<b>8</b> Inventories for sale or use .....		<b>8</b>	
	<b>9</b> Prepaid expenses and deferred charges .....	47,364.	<b>9</b>	60,816.
	<b>10a</b> Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D .....	<b>10a</b> 1,697,711.		
	<b>b</b> Less: accumulated depreciation .....	<b>10b</b> 1,059,118.		
		661,709.	<b>10c</b>	638,593.
	<b>11</b> Investments - publicly traded securities .....		<b>11</b>	
	<b>12</b> Investments - other securities. See Part IV, line 11 .....		<b>12</b>	
	<b>13</b> Investments - program-related. See Part IV, line 11 .....		<b>13</b>	
	<b>14</b> Intangible assets .....		<b>14</b>	
<b>15</b> Other assets. See Part IV, line 11 .....		<b>15</b>		
<b>16</b> <b>Total assets.</b> Add lines 1 through 15 (must equal line 34) .....	1,848,247.	<b>16</b>	1,673,911.	
<b>Liabilities</b>	<b>17</b> Accounts payable and accrued expenses .....	86,402.	<b>17</b>	99,512.
	<b>18</b> Grants payable .....	10,218.	<b>18</b>	
	<b>19</b> Deferred revenue .....		<b>19</b>	
	<b>20</b> Tax-exempt bond liabilities .....		<b>20</b>	
	<b>21</b> Escrow or custodial account liability. Complete Part IV of Schedule D .....		<b>21</b>	
	<b>22</b> Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L .....		<b>22</b>	
	<b>23</b> Secured mortgages and notes payable to unrelated third parties .....	377,560.	<b>23</b>	
	<b>24</b> Unsecured notes and loans payable to unrelated third parties .....		<b>24</b>	
	<b>25</b> Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D .....	15,598.	<b>25</b>	3,598.
	<b>26</b> <b>Total liabilities.</b> Add lines 17 through 25 .....	489,778.	<b>26</b>	103,110.
<b>Net Assets or Fund Balances</b>	<b>Organizations that follow SFAS 117 (ASC 958), check here</b> <input checked="" type="checkbox"/> <b>and complete lines 27 through 29, and lines 33 and 34.</b>			
	<b>27</b> Unrestricted net assets .....	1,324,736.	<b>27</b>	1,522,703.
	<b>28</b> Temporarily restricted net assets .....	33,733.	<b>28</b>	48,098.
	<b>29</b> Permanently restricted net assets .....		<b>29</b>	
	<b>Organizations that do not follow SFAS 117 (ASC 958), check here</b> <input type="checkbox"/> <b>and complete lines 30 through 34.</b>			
	<b>30</b> Capital stock or trust principal, or current funds .....		<b>30</b>	
	<b>31</b> Paid-in or capital surplus, or land, building, or equipment fund .....		<b>31</b>	
	<b>32</b> Retained earnings, endowment, accumulated income, or other funds .....		<b>32</b>	
	<b>33</b> <b>Total net assets or fund balances</b> .....	1,358,469.	<b>33</b>	1,570,801.
	<b>34</b> <b>Total liabilities and net assets/fund balances</b> .....	1,848,247.	<b>34</b>	1,673,911.

Form 990 (2014)

**Part XI Reconciliation of Net Assets**Check if Schedule O contains a response or note to any line in this Part XI ☐

<b>1</b>	Total revenue (must equal Part VIII, column (A), line 12)	<b>1</b>	2,085,866.
<b>2</b>	Total expenses (must equal Part IX, column (A), line 25)	<b>2</b>	1,873,534.
<b>3</b>	Revenue less expenses. Subtract line 2 from line 1	<b>3</b>	212,332.
<b>4</b>	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	<b>4</b>	1,358,469.
<b>5</b>	Net unrealized gains (losses) on investments	<b>5</b>	
<b>6</b>	Donated services and use of facilities	<b>6</b>	
<b>7</b>	Investment expenses	<b>7</b>	
<b>8</b>	Prior period adjustments	<b>8</b>	
<b>9</b>	Other changes in net assets or fund balances (explain in Schedule O)	<b>9</b>	0.
<b>10</b>	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	<b>10</b>	1,570,801.

**Part XII Financial Statements and Reporting**Check if Schedule O contains a response or note to any line in this Part XII ☒

	Yes	No
<b>1</b> Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
<b>2a</b> Were the organization's financial statements compiled or reviewed by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	<b>2a</b>	<b>X</b>
<b>b</b> Were the organization's financial statements audited by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	<b>2b</b>	<b>X</b>
<b>c</b> If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? _____ If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.	<b>2c</b>	<b>X</b>
<b>3a</b> As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133? _____	<b>3a</b>	<b>X</b>
<b>b</b> If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits _____	<b>3b</b>	

Form **990** (2014)

**SCHEDULE A**  
**(Form 990 or 990-EZ)**

Department of the Treasury  
Internal Revenue Service

**Public Charity Status and Public Support**  
Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.  
▶ Attach to Form 990 or Form 990-EZ.

▶ Information about Schedule A (Form 990 or 990-EZ) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

OMB No. 1545-0047

**2014**

**Open to Public  
Inspection**

Name of the organization

**SOUTHERN TIER LIBRARY SYSTEM**

Employer identification number

**16-0836935**

**Part I Reason for Public Charity Status** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 11, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i)**.
- 2 ☐ A school described in **section 170(b)(1)(A)(ii)**. (Attach Schedule E.)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii)**.
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii)**. Enter the hospital's name, city, and state: \_\_\_\_\_
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv)**. (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v)**.
- 7 ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 9 ☐ An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions - subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2)**. (Complete Part III.)
- 10 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4)**.
- 11 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3)**. Check the box in lines 11a through 11d that describes the type of supporting organization and complete lines 11e, 11f, and 11g.
- a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
- b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
- c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
- d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
- e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
- f Enter the number of supported organizations: \_\_\_\_\_
- g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-9 above or IRC section (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see Instructions)	(vi) Amount of other support (see Instructions)
			Yes	No		
<b>Total</b>						

**Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2010	(b) 2011	(c) 2012	(d) 2013	(e) 2014	(f) Total
<b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") .....	1,674,975.	1,596,551.	1,517,896.	1,633,107.	1,472,470.	7,894,999.
<b>2</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf .....						
<b>3</b> The value of services or facilities furnished by a governmental unit to the organization without charge .....						
<b>4 Total.</b> Add lines 1 through 3 .....	1,674,975.	1,596,551.	1,517,896.	1,633,107.	1,472,470.	7,894,999.
<b>5</b> The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f) .....						
<b>6 Public support.</b> Subtract line 5 from line 4.						7,894,999.

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2010	(b) 2011	(c) 2012	(d) 2013	(e) 2014	(f) Total
<b>7</b> Amounts from line 4 .....	1,674,975.	1,596,551.	1,517,896.	1,633,107.	1,472,470.	7,894,999.
<b>8</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources .....	3,452.	3,623.	2,563.	1,817.	1,081.	12,536.
<b>9</b> Net income from unrelated business activities, whether or not the business is regularly carried on .....						
<b>10</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) .....						
<b>11 Total support.</b> Add lines 7 through 10						7,907,535.
<b>12</b> Gross receipts from related activities, etc. (see instructions) .....					12	
<b>13 First five years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and <b>stop here</b> .....						<input type="checkbox"/>

**Section C. Computation of Public Support Percentage**

<b>14</b> Public support percentage for 2014 (line 6, column (f) divided by line 11, column (f)) .....	<b>14</b>	99.84 %
<b>15</b> Public support percentage from 2013 Schedule A, Part II, line 14 .....	<b>15</b>	99.80 %
<b>16a 33 1/3% support test - 2014.</b> If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization .....		<input checked="" type="checkbox"/>
<b>b 33 1/3% support test - 2013.</b> If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization .....		<input type="checkbox"/>
<b>17a 10% -facts-and-circumstances test - 2014.</b> If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization .....		<input type="checkbox"/>
<b>b 10% -facts-and-circumstances test - 2013.</b> If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization .....		<input type="checkbox"/>
<b>18 Private foundation.</b> If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions .....		<input type="checkbox"/>

**Part III Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 9 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ►	(a) 2010	(b) 2011	(c) 2012	(d) 2013	(e) 2014	(f) Total
<b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") .....						
<b>2</b> Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose .....						
<b>3</b> Gross receipts from activities that are not an unrelated trade or business under section 513 .....						
<b>4</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf .....						
<b>5</b> The value of services or facilities furnished by a governmental unit to the organization without charge .....						
<b>6 Total.</b> Add lines 1 through 5 .....						
<b>7a</b> Amounts included on lines 1, 2, and 3 received from disqualified persons .....						
<b>b</b> Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year .....						
<b>c</b> Add lines 7a and 7b .....						
<b>8 Public support.</b> (Subtract line 7c from line 6.)						

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ►	(a) 2010	(b) 2011	(c) 2012	(d) 2013	(e) 2014	(f) Total
<b>9</b> Amounts from line 6 .....						
<b>10a</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources .....						
<b>b</b> Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975 .....						
<b>c</b> Add lines 10a and 10b .....						
<b>11</b> Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on .....						
<b>12</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) .....						
<b>13 Total support.</b> (Add lines 9, 10c, 11, and 12.)						

**14 First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ..... ► ☐

**Section C. Computation of Public Support Percentage**

<b>15</b> Public support percentage for 2014 (line 8, column (f) divided by line 13, column (f)) .....	<b>15</b>	%
<b>16</b> Public support percentage from 2013 Schedule A, Part III, line 15 .....	<b>16</b>	%

**Section D. Computation of Investment Income Percentage**

<b>17</b> Investment income percentage for 2014 (line 10c, column (f) divided by line 13, column (f)) .....	<b>17</b>	%
<b>18</b> Investment income percentage from 2013 Schedule A, Part III, line 17 .....	<b>18</b>	%

**19a 33 1/3% support tests - 2014.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ..... ► ☐

**b 33 1/3% support tests - 2013.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ..... ► ☐

**20 Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ..... ► ☐



**Part IV Supporting Organizations**

(Complete only if you checked a box on line 11 of Part I. If you checked 11a of Part I, complete Sections A and B. If you checked 11b of Part I, complete Sections A and C. If you checked 11c of Part I, complete Sections A, D, and E. If you checked 11d of Part I, complete Sections A and D, and complete Part V.)

**Section A. All Supporting Organizations**

	Yes	No
<b>1</b> Are all of the organization's supported organizations listed by name in the organization's governing documents? If "No" describe in <b>Part VI</b> how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.		
<b>2</b> Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If "Yes," explain in <b>Part VI</b> how the organization determined that the supported organization was described in section 509(a)(1) or (2).		
<b>3a</b> Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If "Yes," answer (b) and (c) below.		
<b>b</b> Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? If "Yes," describe in <b>Part VI</b> when and how the organization made the determination.		
<b>c</b> Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If "Yes," explain in <b>Part VI</b> what controls the organization put in place to ensure such use.		
<b>4a</b> Was any supported organization not organized in the United States ("foreign supported organization")? If "Yes" and if you checked 11a or 11b in Part I, answer (b) and (c) below.		
<b>b</b> Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If "Yes," describe in <b>Part VI</b> how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.		
<b>c</b> Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? If "Yes," explain in <b>Part VI</b> what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.		
<b>5a</b> Did the organization add, substitute, or remove any supported organizations during the tax year? If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in <b>Part VI</b> , including (i) the names and EIN numbers of the supported organizations added, substituted, or removed, (ii) the reasons for each such action, (iii) the authority under the organization's organizing document authorizing such action, and (iv) how the action was accomplished (such as by amendment to the organizing document).		
<b>b</b> <b>Type I or Type II only.</b> Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
<b>c</b> <b>Substitutions only.</b> Was the substitution the result of an event beyond the organization's control?		
<b>6</b> Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (a) its supported organizations; (b) individuals that are part of the charitable class benefited by one or more of its supported organizations; or (c) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If "Yes," provide detail in <b>Part VI</b> .		
<b>7</b> Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (defined in IRC 4958(c)(3)(C)), a family member of a substantial contributor, or a 35-percent controlled entity with regard to a substantial contributor? If "Yes," complete Part I of Schedule L (Form 990).		
<b>8</b> Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? If "Yes," complete Part I of Schedule L (Form 990).		
<b>9a</b> Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? If "Yes," provide detail in <b>Part VI</b> .		
<b>b</b> Did one or more disqualified persons (as defined in line 9(a)) hold a controlling interest in any entity in which the supporting organization had an interest? If "Yes," provide detail in <b>Part VI</b> .		
<b>c</b> Did a disqualified person (as defined in line 9(a)) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If "Yes," provide detail in <b>Part VI</b> .		
<b>10a</b> Was the organization subject to the excess business holdings rules of IRC 4943 because of IRC 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? If "Yes," answer (b) below.		
<b>b</b> Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)		

**Part IV Supporting Organizations** (continued)

	Yes	No
<b>11</b> Has the organization accepted a gift or contribution from any of the following persons?		
<b>a</b> A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?		
<b>11a</b>		
<b>b</b> A family member of a person described in (a) above?		
<b>11b</b>		
<b>c</b> A 35% controlled entity of a person described in (a) or (b) above? If "Yes" to a, b, or c, provide detail in <b>Part VI</b> .		
<b>11c</b>		

**Section B. Type I Supporting Organizations**

	Yes	No
<b>1</b> Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? If "No," describe in <b>Part VI</b> how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.		
<b>1</b>		
<b>2</b> Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in <b>Part VI</b> how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.		
<b>2</b>		

**Section C. Type II Supporting Organizations**

	Yes	No
<b>1</b> Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in <b>Part VI</b> how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).		
<b>1</b>		

**Section D. Type III Supporting Organizations**

	Yes	No
<b>1</b> Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (1) a written notice describing the type and amount of support provided during the prior tax year, (2) a copy of the Form 990 that was most recently filed as of the date of notification, and (3) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
<b>1</b>		
<b>2</b> Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in <b>Part VI</b> how the organization maintained a close and continuous working relationship with the supported organization(s).		
<b>2</b>		
<b>3</b> By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in <b>Part VI</b> the role the organization's supported organizations played in this regard.		
<b>3</b>		

**Section E. Type III Functionally-Integrated Supporting Organizations**

<b>1</b> Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions):			
<b>a</b> <input type="checkbox"/> The organization satisfied the Activities Test. Complete <b>line 2</b> below.			
<b>b</b> <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete <b>line 3</b> below.			
<b>c</b> <input type="checkbox"/> The organization supported a governmental entity. Describe in <b>Part VI</b> how you supported a government entity (see instructions).			
<b>2</b> Activities Test. Answer (a) and (b) below.			
<b>a</b> Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in <b>Part VI</b> identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.	Yes	No	
<b>2a</b>			
<b>b</b> Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in <b>Part VI</b> the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.			
<b>2b</b>			
<b>3</b> Parent of Supported Organizations. Answer (a) and (b) below.			
<b>a</b> Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in <b>Part VI</b> .			
<b>3a</b>			
<b>b</b> Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in <b>Part VI</b> the role played by the organization in this regard.			
<b>3b</b>			

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations**

- 1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970. **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	<b>Adjusted Net Income</b> (subtract lines 5, 6 and 7 from line 4)	8	

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	<b>Total</b> (add lines 1a, 1b, and 1c)	1d	
e	<b>Discount</b> claimed for blockage or other factors (explain in detail in <b>Part VI</b> ):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d	3	
4	Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by .035	6	
7	Recoveries of prior-year distributions	7	
8	<b>Minimum Asset Amount</b> (add line 7 to line 6)	8	

Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, Column A)	1	
2	Enter 85% of line 1	2	
3	Minimum asset amount for prior year (from Section B, line 8, Column A)	3	
4	Enter greater of line 2 or line 3	4	
5	Income tax imposed in prior year	5	
6	<b>Distributable Amount.</b> Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions)	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally-integrated Type III supporting organization (see instructions).		

**Part V** Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions			Current Year
<b>1</b>	Amounts paid to supported organizations to accomplish exempt purposes		
<b>2</b>	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity		
<b>3</b>	Administrative expenses paid to accomplish exempt purposes of supported organizations		
<b>4</b>	Amounts paid to acquire exempt-use assets		
<b>5</b>	Qualified set-aside amounts (prior IRS approval required)		
<b>6</b>	Other distributions (describe in <b>Part VI</b> ). See instructions.		
<b>7</b>	<b>Total annual distributions.</b> Add lines 1 through 6.		
<b>8</b>	Distributions to attentive supported organizations to which the organization is responsive (provide details in <b>Part VI</b> ). See instructions.		
<b>9</b>	Distributable amount for 2014 from Section C, line 6		
<b>10</b>	Line 8 amount divided by Line 9 amount		

Section E - Distribution Allocations (see instructions)		(i) Excess Distributions	(ii) Underdistributions Pre-2014	(iii) Distributable Amount for 2014
<b>1</b>	Distributable amount for 2014 from Section C, line 6			
<b>2</b>	Underdistributions, if any, for years prior to 2014 (reasonable cause required-see instructions)			
<b>3</b>	Excess distributions carryover, if any, to 2014:			
<b>a</b>				
<b>b</b>				
<b>c</b>				
<b>d</b>				
<b>e</b>	From 2013			
<b>f</b>	<b>Total</b> of lines 3a through e			
<b>g</b>	Applied to underdistributions of prior years			
<b>h</b>	Applied to 2014 distributable amount			
<b>i</b>	Carryover from 2009 not applied (see instructions)			
<b>j</b>	Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
<b>4</b>	Distributions for 2014 from Section D, line 7: \$			
<b>a</b>	Applied to underdistributions of prior years			
<b>b</b>	Applied to 2014 distributable amount			
<b>c</b>	Remainder. Subtract lines 4a and 4b from 4.			
<b>5</b>	Remaining underdistributions for years prior to 2014, if any. Subtract lines 3g and 4a from line 2 (if amount greater than zero, see instructions).			
<b>6</b>	Remaining underdistributions for 2014. Subtract lines 3h and 4b from line 1 (if amount greater than zero, see instructions).			
<b>7</b>	<b>Excess distributions carryover to 2015.</b> Add lines 3j and 4c.			
<b>8</b>	Breakdown of line 7:			
<b>a</b>				
<b>b</b>				
<b>c</b>				
<b>d</b>	Excess from 2013			
<b>e</b>	Excess from 2014			

**Part VI** **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; and Part III, line 12.

**Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; and Part III, line 12.

Also complete this part for any additional information. (See instructions).

**Schedule B**(Form 990, 990-EZ,  
or 990-PF)Department of the Treasury  
Internal Revenue Service**Schedule of Contributors**

▶ Attach to Form 990, Form 990-EZ, or Form 990-PF.  
▶ Information about Schedule B (Form 990, 990-EZ, or 990-PF) and  
its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

OMB No. 1545-0047

**2014**

Name of the organization

SOUTHERN TIER LIBRARY SYSTEM

Employer identification number

16-0836935

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

☒ 501(c)( 3 ) (enter number) organization☐ 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation☐ 527 political organization

Form 990-PF

☐ 501(c)(3) exempt private foundation☐ 4947(a)(1) nonexempt charitable trust treated as a private foundation☐ 501(c)(3) taxable private foundationCheck if your organization is covered by the **General Rule** or a **Special Rule**.**Note.** Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.**General Rule**☐ For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.**Special Rules**☒ For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of (1) \$5,000 or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h, or (ii) Form 990-EZ, line 1. Complete Parts I and II.☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I, II, and III.☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Do not complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year ..... ▶ \$ \_\_\_\_\_

**Caution.** An organization that is not covered by the General Rule and/or the Special Rules does not file Schedule B (Form 990, 990-EZ, or 990-PF), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it does not meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

**LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990, 990-EZ, or 990-PF. Schedule B (Form 990, 990-EZ, or 990-PF) (2014)**

Name of organization	Employer identification number
<b>SOUTHERN TIER LIBRARY SYSTEM</b>	<b>16-0836935</b>

**Part I Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	NYS DEPT OF EDUCATION 89 WASHINGTON AVENUE ALBANY, NY 12234	\$ 1,372,970.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	STEUBEN COUNTY 3 EAST PULTENEY SQUARE BATH, NY 14810	\$ 99,500.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Employer identification number

16-0836935

## Part II

(a) No. from Part I	(b)  Description of noncash property given	(c)  FMV (or estimate) (see instructions)	(d)  Date received
	<div></div> <div></div> <div></div> <div></div>	\$ <div></div>	<div></div>
(a) No. from Part I	(b)  Description of noncash property given	(c)  FMV (or estimate) (see instructions)	(d)  Date received
	<div></div> <div></div> <div></div> <div></div>	\$ <div></div>	<div></div>
(a) No. from Part I	(b)  Description of noncash property given	(c)  FMV (or estimate) (see instructions)	(d)  Date received
	<div></div> <div></div> <div></div> <div></div>	\$ <div></div>	<div></div>
(a) No. from Part I	(b)  Description of noncash property given	(c)  FMV (or estimate) (see instructions)	(d)  Date received
	<div></div> <div></div> <div></div> <div></div>	\$ <div></div>	<div></div>
(a) No. from Part I	(b)  Description of noncash property given	(c)  FMV (or estimate) (see instructions)	(d)  Date received
	<div></div> <div></div> <div></div> <div></div>	\$ <div></div>	<div></div>
(a) No. from Part I	(b)  Description of noncash property given	(c)  FMV (or estimate) (see instructions)	(d)  Date received
	<div></div> <div></div> <div></div> <div></div>	\$ <div></div>	<div></div>
(a) No. from Part I	(b)  Description of noncash property given	(c)  FMV (or estimate) (see instructions)	(d)  Date received
	<div></div> <div></div> <div></div> <div></div>	\$ <div></div>	<div></div>



Name of organization	Employer identification number
<b>SOUTHERN TIER LIBRARY SYSTEM</b>	<b>16-0836935</b>

**Part III** Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor. Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of exclusively religious, charitable, etc., contributions of \$1,000 or less for the year. (Enter this info. once.) ▶ \$ \_\_\_\_\_

Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee

**SCHEDULE D**  
**(Form 990)**Department of the Treasury  
Internal Revenue Service**Supplemental Financial Statements**▶ **Complete if the organization answered "Yes" to Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.**▶ **Attach to Form 990.**▶ **Information about Schedule D (Form 990) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).**

OMB No. 1545-0047

**2014****Open to Public Inspection****Name of the organization**

SOUTHERN TIER LIBRARY SYSTEM

**Employer identification number**

16-0836935

**Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.** Complete if the organization answered "Yes" to Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year .....		
2 Aggregate value of contributions to (during year) .....		
3 Aggregate value of grants from (during year) .....		
4 Aggregate value at end of year .....		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Part II Conservation Easements.** Complete if the organization answered "Yes" to Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

<input type="checkbox"/> Preservation of land for public use (e.g., recreation or education)	<input type="checkbox"/> Preservation of a historically important land area
<input type="checkbox"/> Protection of natural habitat	<input type="checkbox"/> Preservation of a certified historic structure
<input type="checkbox"/> Preservation of open space	

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements .....	2a
b Total acreage restricted by conservation easements .....	2b
c Number of conservation easements on a certified historic structure included in (a) .....	2c
d Number of conservation easements included in (c) acquired after 8/17/06, and not on a historic structure listed in the National Register .....	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶ .....

4 Number of states where property subject to conservation easement is located ▶ .....

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? .....

☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, and enforcing conservation easements during the year ▶ .....

7 Amount of expenses incurred in monitoring, inspecting, and enforcing conservation easements during the year ▶ \$ .....

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? .....

☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.**

Complete if the organization answered "Yes" to Form 990, Part IV, line 8.

1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included in Form 990, Part VIII, line 1 .....

(ii) Assets included in Form 990, Part X .....

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items:

a Revenue included in Form 990, Part VIII, line 1 .....

b Assets included in Form 990, Part X .....

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets** (continued)

**3** Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):

- a** ☐ Public exhibition **d** ☐ Loan or exchange programs  
**b** ☐ Scholarly research **e** ☐ Other \_\_\_\_\_  
**c** ☐ Preservation for future generations

**4** Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

**5** During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

**Part IV Escrow and Custodial Arrangements.** Complete if the organization answered "Yes" to Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

**1a** Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

**b** If "Yes," explain the arrangement in Part XIII and complete the following table:

	Amount
<b>c</b> Beginning balance	<b>1c</b>
<b>d</b> Additions during the year	<b>1d</b>
<b>e</b> Distributions during the year	<b>1e</b>
<b>f</b> Ending balance	<b>1f</b>

**2a** Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

**b** If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided in Part XIII ☐

**Part V Endowment Funds.** Complete if the organization answered "Yes" to Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
<b>1a</b> Beginning of year balance					
<b>b</b> Contributions					
<b>c</b> Net investment earnings, gains, and losses					
<b>d</b> Grants or scholarships					
<b>e</b> Other expenditures for facilities and programs					
<b>f</b> Administrative expenses					
<b>g</b> End of year balance					

**2** Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a** Board designated or quasi-endowment  %  
**b** Permanent endowment  %  
**c** Temporarily restricted endowment  %

The percentages in lines 2a, 2b, and 2c should equal 100%.

**3a** Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

	Yes	No
<b>(i)</b> unrelated organizations	<b>3a(i)</b>	
<b>(ii)</b> related organizations	<b>3a(ii)</b>	
<b>b</b> If "Yes" to 3a(ii), are the related organizations listed as required on Schedule R?	<b>3b</b>	

**4** Describe in Part XIII the intended uses of the organization's endowment funds.

**Part VI Land, Buildings, and Equipment.**

Complete if the organization answered "Yes" to Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
<b>1a</b> Land				
<b>b</b> Buildings	986,953.		406,665.	580,288.
<b>c</b> Leasehold improvements				
<b>d</b> Equipment	616,764.		571,994.	44,770.
<b>e</b> Other	93,994.		80,459.	13,535.
<b>Total.</b> Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				638,593.

**Part VII Investments - Other Securities.**

Complete if the organization answered "Yes" to Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives .....		
(2) Closely-held equity interests .....		
(3) Other .....		
(A) .....		
(B) .....		
(C) .....		
(D) .....		
(E) .....		
(F) .....		
(G) .....		
(H) .....		
<b>Total.</b> (Col. (b) must equal Form 990, Part X, col. (B) line 12.) ▶		

**Part VIII Investments - Program Related.**

Complete if the organization answered "Yes" to Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) .....		
(2) .....		
(3) .....		
(4) .....		
(5) .....		
(6) .....		
(7) .....		
(8) .....		
(9) .....		
<b>Total.</b> (Col. (b) must equal Form 990, Part X, col. (B) line 13.) ▶		

**Part IX Other Assets.**

Complete if the organization answered "Yes" to Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1) .....	
(2) .....	
(3) .....	
(4) .....	
(5) .....	
(6) .....	
(7) .....	
(8) .....	
(9) .....	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 15.) ▶	

**Part X Other Liabilities.**

Complete if the organization answered "Yes" to Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value	
(1) Federal income taxes		
(2) GRANT ADVANCES	3,598.	
(3) .....		
(4) .....		
(5) .....		
(6) .....		
(7) .....		
(8) .....		
(9) .....		
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 25.) ▶	3,598.	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740). Check here if the text of the footnote has been provided in Part XIII ☒

**Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.**

Complete if the organization answered "Yes" to Form 990, Part IV, line 12a.

<b>1</b>	Total revenue, gains, and other support per audited financial statements	<b>1</b>	2,085,866.
<b>2</b>	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
<b>a</b>	Net unrealized gains (losses) on investments	<b>2a</b>	
<b>b</b>	Donated services and use of facilities	<b>2b</b>	
<b>c</b>	Recoveries of prior year grants	<b>2c</b>	
<b>d</b>	Other (Describe in Part XIII.)	<b>2d</b>	
<b>e</b>	Add lines <b>2a</b> through <b>2d</b>	<b>2e</b>	0.
<b>3</b>	Subtract line <b>2e</b> from line <b>1</b>	<b>3</b>	2,085,866.
<b>4</b>	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
<b>a</b>	Investment expenses not included on Form 990, Part VIII, line 7b	<b>4a</b>	
<b>b</b>	Other (Describe in Part XIII.)	<b>4b</b>	
<b>c</b>	Add lines <b>4a</b> and <b>4b</b>	<b>4c</b>	0.
<b>5</b>	Total revenue. Add lines <b>3</b> and <b>4c</b> . (This must equal Form 990, Part I, line 12.)	<b>5</b>	2,085,866.

**Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.**

Complete if the organization answered "Yes" to Form 990, Part IV, line 12a.

<b>1</b>	Total expenses and losses per audited financial statements	<b>1</b>	1,873,534.
<b>2</b>	Amounts included on line 1 but not on Form 990, Part IX, line 25:		
<b>a</b>	Donated services and use of facilities	<b>2a</b>	
<b>b</b>	Prior year adjustments	<b>2b</b>	
<b>c</b>	Other losses	<b>2c</b>	
<b>d</b>	Other (Describe in Part XIII.)	<b>2d</b>	
<b>e</b>	Add lines <b>2a</b> through <b>2d</b>	<b>2e</b>	0.
<b>3</b>	Subtract line <b>2e</b> from line <b>1</b>	<b>3</b>	1,873,534.
<b>4</b>	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
<b>a</b>	Investment expenses not included on Form 990, Part VIII, line 7b	<b>4a</b>	
<b>b</b>	Other (Describe in Part XIII.)	<b>4b</b>	
<b>c</b>	Add lines <b>4a</b> and <b>4b</b>	<b>4c</b>	0.
<b>5</b>	Total expenses. Add lines <b>3</b> and <b>4c</b> . (This must equal Form 990, Part I, line 18.)	<b>5</b>	1,873,534.

**Part XIII Supplemental Information.**

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

**PART X, LINE 2:**

THE SYSTEM IS A NON-PROFIT ORGANIZATION EXEMPT FROM FEDERAL AND STATE INCOME TAXATION UNDER SECTION 501(C)(3) OF THE INTERNAL REVENUE CODE. THE SYSTEM HAS FILED FOR AND RECEIVED INCOME TAX EXEMPTIONS IN THE VARIOUS JURISDICTIONS WHERE IT IS REQUIRED TO DO SO. THE SYSTEM FILES A FORM 990 TAX RETURN IN THE U.S. FEDERAL JURISDICTION AND IS NOT REQUIRED TO FILE IN NEW YORK STATE. WITH FEW EXCEPTIONS, AS OF DECEMBER 31, 2014, THE SYSTEM WOULD NOT BE SUBJECT TO U.S. FEDERAL INCOME TAX EXAMINATIONS BY TAX AUTHORITIES FOR YEARS ENDED PRIOR TO DECEMBER 31, 2011. THE TAX RETURNS FOR THE YEARS ENDED DECEMBER 31, 2011 THROUGH DECEMBER 31, 2014 ARE STILL SUBJECT TO POTENTIAL AUDIT BY THE IRS. MANAGEMENT OF THE SYSTEM BELIEVES IT HAS NO MATERIAL UNCERTAIN TAX POSITIONS AND, ACCORDINGLY, HAS NOT

RECOGNIZED ANY LIABILITY FOR UNRECOGNIZED TAX BENEFITS.

**SCHEDULE O**  
**(Form 990 or 990-EZ)**

Department of the Treasury  
Internal Revenue Service

**Supplemental Information to Form 990 or 990-EZ**

Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Information about Schedule O (Form 990 or 990-EZ) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

OMB No. 1545-0047

**2014**

Open to Public  
Inspection

Name of the organization

SOUTHERN TIER LIBRARY SYSTEM

Employer identification number  
16-0836935

FORM 990, PART I, LINE 1, DESCRIPTION OF ORGANIZATION MISSION:

REGION.

FORM 990, PART III, LINE 1, DESCRIPTION OF ORGANIZATION MISSION:

INDIVIDUALS IN THE FIVE COUNTY REGION TO HAVE EQUAL ACCESS TO EXCELLENT  
LIBRARY SERVICES.

FORM 990, PART VI, SECTION A, LINE 6:

MEMBERS ARE CHARTERED LIBRARIES WHO HAVE ADOPTED A RESOLUTION REQUESTING  
MEMBERSHIP IN THE LIBRARY SYSTEM.

FORM 990, PART VI, SECTION A, LINE 7A:

MEMBERS ELECT LIBRARY SYSTEM TRUSTEES AND VOTE ON CHANGES TO THE BY-LAWS.

FORM 990, PART VI, SECTION B, LINE 11:

COMPLETED FORM 990 WAS PROVIDED TO THE BOARD OF TRUSTEES FOR REVIEW PRIOR  
TO FILING.

FORM 990, PART VI, SECTION B, LINE 12C:

ANNUALLY, OFFICERS AND DIRECTORS ARE REQUIRED TO COMPLETE AND SIGN A  
CONFLICT OF INTEREST FORM.

FORM 990, PART VI, SECTION B, LINE 15A:

THE COMPENSATION FOR THE EXECUTIVE DIRECTOR IS DETERMINED BY THE BOARD  
EXECUTIVE COMMITTEE AS PART OF THE ANNUAL EVALUATION PROCESS.

Name of the organization

SOUTHERN TIER LIBRARY SYSTEM

Employer identification number

16-0836935

FORM 990, PART VI, SECTION C, LINE 19:

DOCUMENTS ARE AVAILABLE UPON REQUEST.

FORM 990, PART XII, LINE 2C

THE PROCESS HAS NOT CHANGED FROM THE PRIOR YEAR.



# Application for Extension of Time To File an Exempt Organization Return

OMB No. 1545-1709

► **File a separate application for each return.**

► **Information about Form 8868 and its instructions is at [www.irs.gov/form8868](http://www.irs.gov/form8868).**

- If you are filing for an **Automatic 3-Month Extension**, complete only **Part I** and check this box ☒ **X**
- If you are filing for an **Additional (Not Automatic) 3-Month Extension**, complete only **Part II** (on page 2 of this form).

**Do not complete Part II unless** you have already been granted an automatic 3-month extension on a previously filed Form 8868.

**Electronic filing (e-file).** You can electronically file Form 8868 if you need a 3-month automatic extension of time to file (6 months for a corporation required to file Form 990-T), or an additional (not automatic) 3-month extension of time. You can electronically file Form 8868 to request an extension of time to file any of the forms listed in Part I or Part II with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, which must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit [www.irs.gov/efile](http://www.irs.gov/efile) and click on *e-file for Charities & Nonprofits*.

## **Part I Automatic 3-Month Extension of Time.** Only submit original (no copies needed).

A corporation required to file Form 990-T and requesting an automatic 6-month extension - check this box and complete

Part I only ☐

*All other corporations (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.*

		Enter filer's identifying number
<b>Type or print</b>	Name of exempt organization or other filer, see instructions.	Employer identification number (EIN) or
	<b>SOUTHERN TIER LIBRARY SYSTEM</b>	<b>16-0836935</b>
	Number, street, and room or suite no. If a P.O. box, see instructions.	Social security number (SSN)
	<b>9424 SCOTT ROAD</b>	
	City, town or post office, state, and ZIP code. For a foreign address, see instructions.	
	<b>PAINTED POST, NY 14870</b>	

Enter the Return code for the return that this application is for (file a separate application for each return)

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 990-T (corporation)	07
Form 990-BL	02	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12

### THE ORGANIZATION

- The books are in the care of ► **9424 SCOTT ROAD - PAINTED POST, NY 14870**

Telephone No. ► **607-962-3141** Fax No. ►

- If the organization does not have an office or place of business in the United States, check this box ☐
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) . If this is for the whole group, check this box ☐. If it is for part of the group, check this box ☐ and attach a list with the names and EINs of all members the extension is for.

- 1** I request an automatic 3-month (6 months for a corporation required to file Form 990-T) extension of time until **AUGUST 15, 2015**, to file the exempt organization return for the organization named above. The extension is for the organization's return for:
- ☒ calendar year **2014** or
- ☐ tax year beginning , and ending .

- 2** If the tax year entered in line 1 is for less than 12 months, check reason: ☐ Initial return ☐ Final return ☐ Change in accounting period

<b>3a</b> If this application is for Forms 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	<b>3a</b>	\$	<b>0.</b>
<b>b</b> If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	<b>3b</b>	\$	<b>0.</b>
<b>c Balance due.</b> Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	<b>3c</b>	\$	<b>0.</b>

**Caution.** If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions.

Southern Tier Library System  
Public Relations Committee

Meeting Minutes – July 21, 2015

Committee Members in Attendance: Lynnette Decker (Chair), Sarah Collins, Maija DeRoche, Melodie Farwell, Denise King, Pat Selwood

Meeting was called to order at 12:42 pm

I. Advocacy Initiatives

STLS Executive Director B. Hildreth discussed the results of Bullet Aid allocations to member libraries. No Bullet Aid was allocated to Southern Tier Library System from either Senate representative. However, Allegany County libraries did receive funding within their Senate District. B. Hildreth expressed disappointment in the funding outcome because the benefit to STLS member libraries through wireless routers would have been great. Board President D. King indicated STLS' approach lacked advocacy from community members, and next year this should be considered. B. Hildreth agreed.

II. Construction Aid Grants

Members Services Consultant Margo Gustina thanked Committee members for their participation in reviewing Construction Aid applications. M. Gustina has planned a workshop in August to assist member libraries with their applications. She highlighted the recent changes in the program to include MWBE requirements. This aspect of the program will be a challenge for some libraries because of past practice. B. Hildreth mentioned the intent is good, but the learning curve for getting successful bids is high. An application process update will be provided in September. Applications are due in October.

III. Annual Awards, Meeting & Conference Planning

B. Hildreth reviewed plans for the 2015 STLS Annual Meeting and Conference. He thanked Committee members for extending Award and Scholarship deadlines to increase participation. Nominees and applicants will be notified August 31<sup>st</sup> of the Committee's decisions. L. Decker agreed to work with the Committee to review award nominations in the month of August.

Meeting adjourned at 1:39 pm.

Respectfully submitted: Brian M. Hildreth, STLS Executive Director

**Southern Tier Library System  
Policy on Services for new Reading Centers**

The following resolution establishes policy for the Library System when it is approached by a municipality or community group wishing reading center services from STLS after November 16, 1999:

R E S O L U T I O N

- Whereas,       The typical public library in New York state receives about 90% of its financial support from local public funds, i.e. real property taxes paid to a local municipality, and,
- Whereas,       STLS is not able, because of limited resources, to provide reading center services to communities not willing (or unable because of a small tax base) to provide meaningful financial support with local public funds for library service, and,
- Whereas,       Agreements made with other than municipal bodies would not provide the necessary stability in funding for a proposed reading center,

Now therefore, be it resolved:

Southern Tier Library System will enter into agreements for reading center services only with municipalities or school districts, and,

1. The Reading center's first and subsequent total annual budgets must be at least \$10,000 in cash from local public funds, and
2. The reading center must meet all state laws and regulations for chartering and registering with the Education Department and obtain steadily increasing tax support to a minimum amount of \$25,000 or greater per capita amount needed to provide sufficient library services, within seven years of the signing of the original agreement with STLS, and,
3. The municipality or school district must apply for a charter and registration certificate to become a public library, or merge with or become a branch of a neighboring library, within eight years of the signing of the original agreement with STLS, and
4. The municipality must employ staff with compensation and benefits comparable to similarly-situated employees in the local school district or municipality, and
5. The municipality or school district must provide suitable ADA compliant quarters for the reading center.

Adopted by the Board of Trustees of the Southern Tier Library  
System at its meeting on November 16, 1999.

**SOUTHERN TIER LIBRARY SYSTEM BOARD MEETING**

Tuesday, December 15, 1999  
Steele Memorial Library, Elmira  
2:00 PM

**MINUTES**

**TRUSTEES PRESENT:**

Mr. Tom Daulton (presiding)	- 1999
Mrs. E. Jane Booth	- 2000
Judge John Callanan	- 1999
Mrs. Nana Clute	- 2003
Mr. Robert Heywood	- 2000
Mr. Steven Hoover	- 1999
Mrs. Jane Jamison	- 2002
Mrs. Cathleen Linnecke	- 2001
Mrs. Marialyce Martin	- 2001
Mrs. Claudia Radin	- 2002
Mr. Joseph Sartori	- 2003
Mrs. Sandra Van Wormer	- 2000
Mr. Donald Walker	- 1999
Mr. John Wilgus	- 1999

**TRUSTEES ABSENT: (excused)**

Mrs. Renchen Falvey	- 2002
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Staff Present: Ristiina Wigg, Ken Behn, Shawn Brommer, Jule Cleary, Darleen English and Mary Kay Quiggle.

Meeting was called to order by President Tom Daulton.

**AGENDA REVIEW**

Doc. #99-79	The agenda was reviewed.
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**MINUTES**

Doc. #99-80	Motion by Judge Callanan, seconded by Mrs. Clute to accept the November 16, 1999 minutes with the following correction:
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“Motion by Mrs. Martin, seconded by Mrs. Radin to adopt the reading center policy as outlined in the packet. An additional item will be included stating that the new policy does not apply to Reading Centers established on or before November 16, 1999.” Carried.

**FINANCIAL REPORTS**

Doc. #99-81	Treasurer's Report for November
Doc. #99-82	Financial Clerk's Report for November
Doc. #99-83	Budget Summary November
	Approved.

cont'd

SOUTHERN TIER LIBRARY SYSTEM  
PURCHASING POLICY  
Mod 4 July 1, 2015

APPLIES TO: STLS Board of Trustees; STLS Employees

REFERENCES: NYS Municipal Law, Article 5 (A) Section 103 and Section 104-b  
STLS Authority of the Board Policy  
STLS Conflict of Interest Policy

It is the policy of the Southern Tier Library System (STLS) to obtain the maximum practical value when purchasing goods and services required for the effective operation of the organization consistent with the provisions of this policy, standard business practices and in accordance with applicable laws and statutes. STLS requires competitive bids for certain items and services to keep costs at a minimum; to give interested, qualified suppliers an equal opportunity to supply goods and services to STLS; and, to guard against favoritism, extravagance and fraud, waste and abuse. This policy sets forth the provisions to ensure compliance with applicable NYS General Municipal Law and STLS policies. STLS is a cooperative library system. It is neither a political subdivision nor a district thereof and is not subject to General Municipal Law except when purchasing for a member library that must comply with New York State statutes.

**Purchased Items** – Purchased items include all goods and services obtained using STLS funds except the following: postage, travel, utilities, and loans. All purchased actions over ~~\$25.00~~ ~~\$50.00 (twenty-five dollars)~~ (fifty dollars) in value will require a purchase order issued by the business office.

Insurance and legal and professional services do not require issuance of a purchase order but will follow competition guidelines below.

**Authorization to Commit Funds and Sign Purchase Orders** - The authorization to commit funds is described in the STLS Authority of the Board Policy, Commitment of Funds section. Purchase orders may be signed by the Executive Director or his/her designee.

### Competition Guidelines

**Formal Bids** - When STLS executes procurement actions for member libraries that are required to comply with New York State Purchasing regulations, all purchasing actions will be in accordance with applicable New York State Municipal Law.

When STLS executes procurement actions for itself or member libraries that are not required to comply with New York State Purchasing regulations, the following shall apply. All contracts for public works involving an expenditure of more than \$35,000.00 (thirty-five thousand dollars) and all purchase contracts involving an expenditure of more than \$20,000.00 (twenty thousand dollars) will be awarded based on best value resulting from responses from responsible suppliers to a written Request for Proposal or Request for Quote. STLS will issue a Request for Proposal or Request for Quotation as a basis for awards for professional services and insurance. Exceptions to the requirement for a formal bid or proposal are the

same as described in Section 103 of NYS Municipal Law Article 5 (a).

**Other Purchases** - Purchases up to \$1500.00 (one thousand five hundred dollars) in value do not require competitive quotes and may be justified by catalog/retail pricing. Purchases from \$1500.00 (one thousand five hundred dollars) to \$3000.00 (three thousand dollars) require quotes from at least two qualified suppliers. Purchases over \$3000.00 (three thousand dollars) require written quotations from at least three qualified suppliers. Purchases may not be fragmented to avoid higher approval authorities.

**Single and Sole Source Purchases** – Single source purchases are allowed. Single source purchases are those in which other qualified sources may be available but competition would not be beneficial because of prior agreements or technical considerations. Sole source purchases are those in which there are no other qualified suppliers. In the absence of competition, reasonable attempts to negotiate fair and reasonable pricing are required.

**Purchase Order Documentation** – A file that includes a copy of the purchase order, records of quotes/bids, price analysis, packing slip, invoice, vendor claim form and **approval stamp, and** check or voucher number will be established for each purchase order issued and filed in accordance with established procedures. If it is a sole or single source procurement or the low bidder is not chosen, **adequate** justification for price paid is required.

**Receipt of Goods and Services** – Receipt of goods and services will be verified in writing by a **staff** person other than the originator of the purchase. **Services provided will be monitored by a staff person to ensure that contractual agreements are met.**

**Inspection** – To ensure compliance with purchase order requirements, goods and services received will be inspected or verified by the originator of the request and results documented in the purchase order file.

**Supplier Qualification** – Reasonable efforts will be made to ensure suppliers providing goods and services to STLS are qualified and reputable. It is STLS policy to purchase goods and services from qualified local sources when prices are fair and reasonable.

**Sales Tax Exemption** – STLS is not required to pay NY **state and local** sales tax on purchased items.

**Ethical Practices and Conflict of Interest** – Individuals purchasing goods and services must conduct business in a professional manner and qualified vendors must be given an equal opportunity to compete for STLS business. Purchasing decisions should be made with integrity and objectivity, free from any personal bias or benefit. The STLS Conflict of Interest Policy provides specific guidelines regarding gifts and gratuities and STLS persons holding interests in suppliers doing business with STLS. Employees who would benefit financially from a given prospective supplier selling goods or services to STLS may not participate in the supplier selection process.

**Unauthorized Purchases** – No individual may commit STLS funds without proper authorization.

**Responsibility** – The Executive Director of STLS has overall responsibility for purchasing for STLS and for implementing effective procedures that comply with the requirements of this policy and demonstrate effective internal controls.

*Adopted by the STLS Board of Trustees September 20, 2011*

2014 Ford Econoline E-250		
<b>Dealership</b>	<b>Mileage</b>	<b>Competitive Price</b>
Genesee Valley Ford	6260	\$ 24,900.00
Basil Resale		
Vehicle #1	4398	\$ 23,990.00
Simmons-Rockwell		
Vehicle #1	9081	\$ 22,999.00
Vehicle #2	8000	\$ 21,999.00





\$22,999

**Stock No:** 7-9260dr

**Mileage:** ~~8000~~ 9,081

**Transmission:** Automatic

**Exterior:** White

**Options:** 4.6V8

cloth seat

head rack

Power Windows

Cruise Control

double swing out cargo side  
door

Air Conditioning

Taxes and DMV fees are extra. Vehicles with the letters "dr" following the stock number are of previous rental use, "n" following the stock number denotes a vehicle of Canadian origin. Vehicles subject to availability.



**E-SERIES**  
2014 E250 VAN  
CARGO VAN 138 WB  
4.6L EFI V8 ENGINE  
ELECT 4-SPD AUTO O/D TRANS  
EXTERIOR: OXFORD WHITE  
INTERIOR: MEDIUM FLINT CLOTH  
VIN: 1FTNE2EW1ED31757

**EQUIPMENT**

**SAFETY/SECURITY**  
• DRIVER/PASSENGER AIR BAGS  
• 3-POINT SAFETY BELTS  
• SIDE IMPACT DOOR BEAMS  
• ADVANCE TRAC W/ESC  
• 4-WHEEL ANTI-LOCK DISC  
BRAKING SYSTEM  
• TIRE PRESSURE MONITOR SYS

**OPTIONAL EQUIPMENT**

4062-611E01/01/13 YB617Y  
138 INCH WHEELBASE  
PREFERRED EQUIPMENT PKG.750A  
• STANDARD TRIM  
• GASOLINE FFV  
ELECT 4-SPD AUTO O/D TRANS  
LT245/75R16 BSW ALL SEASON  
4/10 RATIO REGULAR AXLE X22  
VINYL FLOOR COVERING, FRONT  
GLASS, FIXED SIDE/RR CARGO  
8900# GVWR PACKAGE  
50 STATE EMISSIONS  
CRUISE CONTROL  
PASS AIR BAG CUT-OFF SWITCH  
FREE POWER GROUP  
INSIDE REARVIEW MIRROR  
CLOTH BUCKET SEATS  
POWER GROUP  
• MIRRORS, PWR RH & LH  
EXTERIOR  
• REMOTE KEYLESS ENT/PANIC  
ALAR

U-HAUL VSO (E2E)  
\*NOT FOR AMBULANCE USE.  
USING  
• THIS VEHICLE TO PRODUCE \*  
• AN AMBULANCE VOIDS \*  
• FORD WARRANTY \*  
SPECIAL ORDER 71 3995  
FUEL GAUGE CALIBRATION 014 E S  
AERO HEADLAMPS FOR 014  
REMOTE ODO FUSE WIRING FOR  
014  
FRT CHROME BUMPGRILLE 014  
DOOR MOLDING, E VAN 014 MY  
PWR AERO MIRRORS FOR VAN 014



1FTNE2EW1ED31757

TOTAL VEHICLE AND OPTIONS:

**\$30,086**

**Simmons Rockwell**

**Ford of Bath**

7329 Old Hammondsport  
Road  
Bath, NY 14810  
(607) 776 8100

BEH ABOVE IS A USED VEHICLE. THE EQUIPMENT DESCRIBED REPRESENTS FACTORY-INSTALLED ITEMS AT FINAL ASSEMBLY. NEITHER FORD NOR ITS  
AGENTS ARE RESPONSIBLE FOR MISSING, DAMAGED, CONVERTED OR DEALER-INSTALLED EQUIPMENT. NOTE: TOTAL VEHICLE AND OPTIONS PRICE IS FROM THE ORIGINAL  
LABEL AND MAY NOT INCLUDE EQUIPMENT PACKAGE DISCOUNTS AND/OR DESTINATION AND DELIVERY CHARGES.

**Southern Tier Library System  
Monthly System Management Team & Divisional Reports  
September 15th, 2015**

**Office of the Executive Director by Brian Hildreth, Executive Director  
Division of Library Sustainability and System Resources**

The Executive Director's office spent the months of July, August and September participating in the following activities:

- Attended Directors Advisory Council meeting to discuss universal loan policies – July 22<sup>nd</sup>.
- Participated in the Public Library System Director's Organization Conference July 28<sup>th</sup> – 30<sup>th</sup> in Vernon Downs, NY. Attended strategic planning sessions and presented with Margo Gustina on STLS' Library Sustainability Module.
- Met with Marc Rubin & Associates to finalize rebranding designs for delivery vehicles – August 8<sup>th</sup>.
- Attended SCRLC grant opportunity meeting to partner with public library systems to provide financial planning resources for local communities – August 14<sup>th</sup>.
- Met with CCLD Director Ron Shaw to assist with Construction Aid applications – August 18<sup>th</sup>.
- Attended STLS Board committee meetings, PULISDO conference calls, NYLA Council conference calls, Public Libraries Section - NYLA conference calls.
- Provided consultation to Cohocton and Cuba libraries regarding hiring of a new director and best approaches for developing a Friends group – August 26<sup>th</sup>.
- Participated in Conference Call with NYLA, CCLS, SCRLC and Syracuse University iSchool to share ideas about online learning certification for library paraprofessionals – August 27<sup>th</sup>.
- Attended Allegany County Directors meeting to discuss Tax Cap/Freeze filings, Policy Development for library boards, and direction of Directors Advisory Council – September 8<sup>th</sup>.
- Met with ION broadband providers for Allegany County to discuss the Internet connectivity of seven Allegany County libraries. Met with Simmons-Rockwell to discuss pricing of new delivery vehicle and test drive – September 9<sup>th</sup>.

**Member Services by Margo Gustina, Member Services Consultant  
Division of Library Sustainability and System Resources**

Construction Aid applications are in from all of our five member libraries! Two of the projects were mentioned in local papers: Canaseraga in the Wellsville Daily and David A. Howe in the Olean Times. All the applications read well and I, as yet, anticipate few problems in my first year administering this grant. The ExCEL grant bore its first fruits over the summer with participating libraries hosting their first digital literacy programs.

July and August were big months for beginning work on transformative projects for our member libraries. They were information gathering and meeting months wherein we discussed improved systems for:

- ≡ Annual Reports – automating large sections of the reporting process and facilitating easier program tracking for our member libraries.
- ≡ Plan of Service – As an attendee and presenter at this year’s PULISDO conference I was inspired by diverse approaches to the Plan of Service and system wide strategic planning.
- ≡ Marketing – developing a social media strategy and an overall marketing plan is underway with help from neighboring systems’ templates.
- ≡ Learning opportunities – in collaboration with Tom Vitale, Chautauqua-Cattaraugus Library System, we opened the discussion of unified learning offerings for non-MLS holding librarians, including development of AS and/or BS level programs. Our first state-wide call, including stakeholders from NYLA, SU, SCRLC, and CNYRLC was August 27<sup>th</sup>.

In addition to these big ideas, there have been changes in plans. Al Oliveras has decided his efforts are more appropriately focused in higher level departmental charges and we have invited Filomena Jack to take his place in the ExCEL workshops. Additionally, Jasper Free Library elected not to hold their Community Conversation, citing, among other things, a lack of community will to prioritize the library. Avoca held program sessions over the summer and is eager to begin talks with Howard. I will visit them in coming months to continue to assist in their library improvement campaign.

### **Professional Development and Outreach by Al Oliveras, Deputy Director Division of Professional Development and Library Outreach**

- On July 28<sup>th</sup> and 29<sup>th</sup> I attended the PULISDO conference in Vernon, NY. Outreach coordinators throughout NYS were in attendance. Topics included a review of new and exciting outreach projects , as well as a discussion on community partnerships.
- On August 5<sup>th</sup>-7<sup>th</sup> I attended the DigiPalooza conference in Cleveland Ohio. The conference (hosted by Overdrive) brings together librarians, publishers, and other industry experts to discuss issues and share successes related to the promotion and consumption of digital content (e-books, audiobooks, etc.). Highlights from the conference are available at <http://www.stls.org/staff-training-and-development/digipalooza-2015-highlights/>.
- On August 19<sup>th</sup> I hosted a Digital Library Advisory Committee meeting (via GotoMeeting). Agenda items included a review of the DigiPalooza conference, an introduction to creating curated collections within Overdrive, as well as a primer on Overdrive end-user support.

- On August 25<sup>th</sup> I conducted the webinar, MOOCs: Lifelong Learning in the Library. The webinar provided information on how member libraries can act as MOOC (Massive Open Online Course) meetups. Highlights from the webinar, as well as, a link to the slides and archived recording can be found here: <http://www.stls.org/public-services/moocs-lifelong-learning-in-the-library-review/>.

**Youth Services & Interlibrary Loan**  
**by Lorie Brown, Youth Service Consultant and Head of ILL**  
**Division of Professional Development and Library Outreach**

Over the past two months of July and August:

- Worked with Division colleagues to weed the STLS Consultant's Collection; to work on our Divisional Challenge; to brainstorm ideas and plans to revitalize STLS' collections—make them more relevant and useful to member libraries and their customers.
- As chair of SCRLC's Resource Sharing Working Group, working with Sarah Shank and Jessica Brooks from SCRLC and Anna Dobkowski from CLRC to plan a Resource Sharing Meeting/Training for staff from libraries from the 2 Regional Research Councils. This Resource Sharing Meeting/Training will be held in November at SUNY Cortland.
- Partnering with Valle Blair, Youth Services Consultant from Chatauqua-Cattaraugus Library System to present the next training offering in the statewide initiative, Ready to Read at New York Libraries—Our first training will be held at the Cuba Circulating Library on September 30.
- Trained the Belfast Library director, Carlene Hardy, in placing ILL requests via the wizard in WorkFlows.
- Prepared and submitted the final grant report for the NYS Family Literacy Library Services Grant; Year 2.
- Gathering end-of-summer reports from member libraries in order to summarize and tally and eventually, submit a report on summer activities (system-wide) to DLD in early October.
- Working with Al Oliveras to plan and implement a program in December focusing on sharing the Best Books and Programs of 2015. The program, Book Breakfast will be held at the Dormann Library, Bath.

**Information Technology**  
**by Ken Behn, Assistant Director**  
**Division of Information Technology**

The months of July and August had 371 Help Desk Requests submitted, a 22% increase over the same time period last year. After hours or urgent support was provided 59 times (a 37% increase) and 15 visits (also a 37% increase) to libraries were made.

I came away from the PULISDO Conference with over 20 specific ideas shared by other library systems that could be ways for STLS to improve services to member libraries.

Dark Fiber and e-rate wireless projects will continue to take time and an important step was achieved as we upgraded the Fiber Internet access to STLS from 25Mbps to 200Mbps. This access will be shared with libraries connected to STLS via Dark Fiber. The upgrade was completed during early morning hours without impact to member libraries.

Discussions with SirsiDynix are ongoing in an attempt to reduce our Software Maintenance expense for the Director's Station product.

There was not a noticeable backlog for cataloging and general Help Desk support for libraries as those services continue to be caught up.