#### STLS BOARD MEETING

Tuesday, September 19, 2017 - 2:00 pm Cuba Circulating Library, Cuba, NY



#### **AGENDA**

1.	Agenda		Doc. #17 - 96
2.	Approval of Minutes – July 2017	*FOR APPROVAL	Doc. #17- 97
3.	Treasurer's Report – July 2017	*FOR APPROVAL	Doc. #17- 98
4.	Financial Clerk's Report – July 2017	*FOR APPROVAL	Doc. #17- 99
5.	Treasurer's Report – August 2017	*FOR APPROVAL	Doc. #17- 100
6.	Financial Clerk's Report – August 2017	*FOR APPROVAL	Doc. #17- 101

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

#### **COMMITTEE REPORTS**

- 7. Executive Committee Pat Selwood
- 8. Personnel & Policies Committee Maija DeRoche
- 9. Finance & Facilities Committee Betsy Gorman
- 10. Public Relations Committee Lynnette Decker
- 11. Foundation for Southern Tier Libraries Dale Wexell

(Minutes) **Doc. #17- 102** 

(Minutes) Doc. #17- 103

(990 IRS Report) Doc. #17- 104

(Minutes) Doc. #17- 105

# **BOARD ACTIONS**

12. Reaffirmation of Votes Taken by STLS Trustees \* FOR APPROVAL

<u>Executive Committee Recommendation:</u> The STLS Board of Trustees recognizes the election of Cynthia Dutton and Kathy Green as Trustees on April 18, 2017 and affirms the results of all votes taken by STLS Board of Trustees in the conduct of its business subsequent to their election.

Move:		Second:	
Aye	Nay	Abstain	Absent
Approved			

Discussion:

13.	Expenditure Approvals -Monthly	Unpaid Bills Detail	* FOR APPROVAL	Doc. #17- 106
	ce & Facilities Committee Recomme t month as authorized by the Finan			
<u>Policy</u>	<u>.</u>			
Move Aye Appro	Nay	Second: Abstain	Absent	
Discus				
14.	Receipt Approvals – Monthly Dep	osit Summary	* FOR APPROVAL	Doc. #17- 107
	ce & Facilities Committee Recomme t month as authorized by the Finan			for the most
Move Aye Appro	Nay	Second: Abstain	Absent	
Discus	ssion:			
15.	Approve Revisions to the Whistle	blowers & Ethical Behavior	Policy * FOR APPROVAL	Doc. #17-108
	nnel & Policies Committee Recomm histleblowers & Ethical Behavior Po			
Move Aye Appro	Nay	Second: Abstain	Absent	
Discus	ssion:			
16.	Reaffirm the Freedom to Read Po	licy * FOR APPRO	VAL	Doc. #17-109
	nnel & Policies Committee Recommom to Read Policy as presented at t			the current
Move Aye	: Nay	Second: Abstain	Absent	
Appro	•	Abstalli	Absell	

Discussion:

Page **2** of **4** 

\*FOR APPROVAL (Resume provided at board meeting) Doc. #17- 110

Executive Director Recommendation: The STLS Board of Trustees approves the appointment of Melissa Morrissey to the position of Administrative Assistant as presented and include a salary as set by the Board of Trustees.

Move:			Second:	
Aye	Nay	0	Abstain	Absent
Approved				

Discussion:

# 18. Approve the Appointment of Erika Jenns to Engagement Consultant

\*FOR APPROVAL (Resume provided at board meeting) Doc. #17- 111

<u>Executive Director Recommendation: The STLS Board of Trustees approves the appointment of Erika Jenns to the position of Engagement Consultant as presented and include a salary as set by the Board of Trustees.</u>

Move:			Second:	
Aye	Nay	0	Abstain	Absent
Approved				

Discussion:

### 19. Approve the Appointment of Thomas Collins to Delivery Driver

\*FOR APPROVAL (Resume provided at board meeting) Doc. #17- 112

<u>Executive Director Recommendation: The STLS Board of Trustees approves the appointment of Thomas Collins</u> to the position of Delivery Driver as presented and include a salary as set by the Board of Trustees.

Move:			Second:	
Aye	Nay	0	Abstain	Absent
Approved				

Discussion:

20. Approve the Proposed the STLS Organizational Chart

\* FOR APPROVAL

Doc. #17- 113

Executive Director Recommendation: The STLS Board of Trustees approves the proposed revisions to the STLS Organizational Chart, which incorporates the changes as presented at the September 19, 2017 STLS Board Meeting.

Move: Second:
Aye Nay 0 Abstain Absent
Approved

Discussion:

### **BOARD INFORMATION**

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

Doc. #17 - 114

Public Expression (15 minutes)

Adjournment

Next meeting: STLS Headquarters, Painted Post (Steuben County) – Tuesday, October 17 at 2 p.m.

Doc. #17-97

# STLS TRUSTEE MEETING Tuesday, July 18, 2017 - 2:00 pm Watkins Glen Public Library – Watkins Glen, NY (Schuyler County)

### **MINUTES**

### TRUSTEES PRESENT:

Richard Ahola	- 2017	Cindy Emmer	- 2017
Sisi Barr	- 2018	Betsy Gorman	- 2020
Sarah Collins	- 2019	Patricia Finnerty	- 2017
Lynnette Decker	- 2021	Denise King	- 2019
Maija DeRoche	- 2018	Pat Selwood	- 2019
-		Dale Wexell	- 2020

### Excused:

Cynthia Dutton - 2020 Kathy Green - 2021

Staff present - Brian Hildreth, Executive Director

President Pat Selwood called the meeting to order at 2:02 pm.

AGENDA REVIEW Approved Doc. #17-76

L. Decker made a motion to add an Action Item to the Agenda to review and approve the proposed 2017/2018 Construction Aid Applications as presented by the Public Relations Committee. C. Emmer seconded the motion. Agenda was approved with added Action Item #20.

Move: L. Decker Second: C. Emmer

Aye 11 Nay 0 Abstain 0 Absent 2

Approved

### **EXTERNAL AUDITOR'S REPORT**

K. Stickler of Mengel, Metzger, Barr & Co. LLP presented the 2016 audited financial statements and report to the STLS Board of Trustees. She provided an overview of both reports and highlighted any details that were specific to the audit team's findings and financial statements. She indicated the audit was not intended to focus on internal controls, but the audit team did review organizational procedures at the request of STLS administration. She noted STLS controls align with good practices. She also said the audit went very well as staff and administration made themselves available to the auditors and were accommodating.

Some adjustments of financial statements were needed to better reflect the position of the organization. K. Stickler discussed in depth STLS' fiber project and prepaid health insurance payments. She indicated to the Board this is a significant project with revenue coming from multiple state and federal sources. The audit team worked with STLS staff and administration to best account for project revenues and expenses. A new mechanism has been put in place, which will allow administration and Board members to see how the project was implemented financially. This mechanism will be helpful in understanding the full impact of the project.

K. Stickler also mentioned some changes in financial regulations that will occur in 2018. She put the Board on notice to be aware of these regulatory changes. They are also documented in the report. D. King asked about reporting requirements and how that would impact reports to the Board. K. Stickler indicated these new regulations would not change how you see internal documents, but would impact finalized audited statements. K. Stickler referenced NYS pension and retirement health insurance liabilities.

K. Stickler completed the audit presentation by providing an overview of financial statements. B. Hildreth informed the Board that the Finance & Facilities Committee met with K. Stickler in June to review audit findings. An even more in depth presentation was provided at that time. The report to the board and audited financial statements will be made available on the STLS website, <a href="http://www.stls.org/about-stls/">http://www.stls.org/about-stls/</a> along with STLS annual budgets for the membership and public to view.

# **Approval of June Minutes**

Received and filed

Doc. #17-77

P. Selwood noted there was a misprint in the June Meeting Minutes. They were titled the May Meeting Minutes, which is not correct. She also said there was no need for a motion on the minutes.

Treasurer's Report(s) for June 2017

Received and filed

Doc. #17-78

B. Gorman asked Board members to review June's Treasurer's Report and asked if there were any questions. She mentioned State Aid should be received between August and September, which will be reflected under assets. No questions were asked.

Financial Clerk's Report for June 2017

Received and filed

Doc. #17-79

B. Hildreth asked Board members to review June's Financial Clerk's report. He said there were no major changes from May to June. No questions were asked.

Doc. #17-80

# Quarterly Profit Loss Statement – 2<sup>nd</sup> Quarter Received and filed

B. Hildreth presented the 2017 2<sup>nd</sup> Quarter Profit Loss Statement. He indicated most Cost Share contributions have been received by member libraries. Some of the larger libraries will still make payments as they have quarterly payment arrangements with STLS throughout the year. He also said revenues from IT Contracts are anticipated to be higher than budgeted for 2017 because six libraries in Allegany County have opted to connect to Spectrum fiber for improved broadband connectivity. State Aid should arrive in August or September. STLS just received notification from the Division of Library Development that these payments have been approved. Grant revenue will also increase in the coming months as STLS will receive State Construction Aid for fiber projects and federal aid through ERate and ARC.

On the expense side, B. Hildreth noted Personnel expenses will be about \$12,000 below budgeted amounts due to vacant positions throughout the year. These positions have now been filled. STLS will also purchase a new delivery vehicle in the 3<sup>rd</sup> quarter of the year to replace one of our existing older delivery vans. L. Decker asked if STLS has considered lease options versus purchasing outright. She referenced Allegany County leases. B. Hildreth said this has not been considered in his time, but that he had reservations about leases. R. Ahola said in his experiences working and consulting with school districts, that leasing is only a good option if your vehicles don't travel far and are used less frequently. This is not the case for STLS as our delivery vans are on the road 6 days per week and accumulate many miles. B. Hildreth confirmed each delivery van will log 200,000 plus miles before expiring. B. Hildreth said he would consider lease options before purchasing.

# Quarterly Claims Auditor Report – 2<sup>nd</sup> Quarter Received and filed Doc. #17-81

D. Wexell reported on the 2<sup>nd</sup> Quarter Claims Auditor Report. He asked if there were any questions. All payments were approved with one exception. He indicated there were two missing receipts for a credit card statement purchase. He also noted the receipts were found by STLS accounting and have now been attached to the paid invoice. All other payments had proper documentation.

# **Standing Committee Reports**

# **Executive Committee -**

P. Selwood said the committee met on July 11 to set the July 18 meeting agenda and review June's board meeting minutes. She also said the committee received information from D. Wexell regarding formal approval of minutes that highlighted Action Items taken at April's board meeting. She said the committee will review D. Wexell's written conclusions, but the committee was not ready to make recommendations. R. Ahola noted a quorum is not required in the election of trustees. He referenced Roberts Rules of Order. P. Selwood said the

Executive Committee will review at the next committee meeting to determine a resolution on the formal election of trustees and how it is reflected in the minutes.

# Personnel & Policies Committee – Maija DeRoche

Doc. #17-82

M. DeRoche reported the committee's progress on reviewing and updating the Whistle Blowers and Ethical Behavior Policy. The committee has been working on this throughout 2017 and it is now being presented for Board review. Copies were made available in the July Board packet. She asked Board members to review before September's meeting. It will most likely be presented as an Action Item for the board. She said this is also true for the Freedom to Read Policy included in the Board packet. It can also be found in your Trustee & Policy Manual. This month the committee is asking the full Board to reaffirm its commitment to the Library Bill of Rights. We will vote on it today.

B. Hildreth reported on staff vacancies. He reported that E. Jenns has been hired to fill the Engagement Consultant position and M. Morrissey has been hired to fill the part time Administrative Assistant position. Both individual's appointments will be included in the September board meeting packet. They will begin work the first week of September.

M. DeRoche reported on the committee's work specific to the evaluation of the Executive Director. This year a survey will be sent to the member libraries' Directors as well as STLS trustees to gage performance. The survey will be administered through Survey Monkey, which is online. E. Chatlani will submit to the membership and trustees on the board's behalf. Results will be available for consideration and review in September. The committee will meet in September to prepare findings for the Board.

# Finance & Facilities Committee - Betsy Gorman

Doc. #17-85

B. Gorman reported on Finance & Facilities Committee meeting minutes from July 10. She said the time was spent reviewing multiple monthly and quarterly financial statements. The committee will work with B. Hildreth to put commercial insurance coverages out to bid for 2018. The initial RFP will be drafted by September. B. Hildreth is also looking into a vehicle purchase as previously discussed at this meeting. The committee recommends the board approve the 2016 audited financial statements as presented by K. Stickler earlier in the meeting. It is listed as an Action Item for today's meeting. Trustees should also receive the organization's 990 Report via US mail in August. Trustees will need to review and approve it in September, so STLS can file in a timely manner. K. Stickler has already filed one extension on our behalf. This takes place each year to provide trustees ample time to review and ask questions.

# Public Relations Committee – Lynnette Decker

Doc. #17-86

- L. Decker reported on the last committee meeting of July 18. She said the committee had the pleasure of reviewing Construction Aid applications and presentations on July 12. An Action Item will be presented for allocation approvals at today's meeting.
- L. Decker also said the committee is working on the re-election of STLS trustees. R. Ahola and C. Emmer agreed to serve on the STLS board for another term.

The committee made decisions on member library awards and scholarships for 2017. Announcements will be made to the membership in August to plan for Annual Meeting & Conference.

B. Hildreth updated Board on a potential candidate for the Allegany County Trustee Seat. The candidate will attend September's meeting in Cuba. M. DeRoche indicated there is also an interested candidate in Schuyler for its vacant seat. There might also be a possible candidate to fill her seat when she relocates out of the area. She will provide more information in September.

# Foundation for Southern Tier Libraries - Dale Wexell

Doc. #17-87

D. Wexell said the Penn Yan Library Friends Group has donated \$1,000 to the Foundation for 2018 grants. He also informed the Board another trustee has been appointed to the Foundation Board. The Foundation is currently looking into potential fundraising activities.

### **BOARD ACTIONS**

13. Expenditure Approvals -Monthly Unpaid Bills Detail \* FOR APPROVAL Doc. #17- 88

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

Move:			Second:		
Aye 11	Nay	0	Abstain 0	Absent 2	
Approved					

Discussion: None

14. Receipt Approvals – Monthly Deposit Summary

\* FOR APPROVAL Do

Doc. #17-89

<u>Finance & Facilities Committee Recommendation: Approve receipts of the Deposit Summary for the most recent month as authorized by the Financial Clerk per the Finance Policy.</u>

Move:		Second:		
Aye 11 Approved	Nay 0	Abstain 0	Absent	2

Discussion: None

15. Reaffirm the Adoption of the Library Bill of Rights \* FOR APPROVAL Doc. #17-90

<u>Personnel & Policies Committee Recommendation: that the STLS Board of Trustees reaffirms its committment to the Library Bill of Rights and subscribes to its values as adopted by American Library Association.</u>

Move:		Second:		
Aye 11	Nay 0	Abstain 0	Absent 2	
Approved				

Discussion: None

16. Approve the STLS Staff Guide \* FOR APPROVAL Doc. #17- 91

<u>Personnel & Policies Committee Recommendation: Approve the proposed Staff Guide that</u> was presented at the April 18, 2017 board meeting.

Move:			Second:			
Aye 11	Nay	0	Abstain	0	Absent	2
Approved						

*Discussion*: M. DeRoche said the committee did not make an further revisions to the Staff Guide and it was being presented as it was in May. B. Hildreth said the guide is strictly operational and does not conflict with the current Staff Organizational Contract. The guide is an expanded and more organized version of what STLS uses to inform new employees about organizational norms. D. King thanked the committee for its work on the guide. She said it is more professional and better represents the organization than what has been used historically. R. Ahola agreed.

17. 2016 Independent Financial Auditor's Report \* FOR APPROVAL Doc. #17-92

Finance & Facilities Committee Recommendation: accept the 2016 Independent Financial Auditor's Report as presented by Mengel, Metzger, Barr & LLP.

Move:		Second:		
Aye 11	Nay 0	Abstain 0	Absent 2	ļ

*Discussion*: R. Ahola asked B. Hildreth about his professional assessment of the auditor's report. B. Hildreth indicated he appreciates the audit each year because it empowers the organization to become more efficient and transparent. He is comfortable with our internal controls, but we are always looking for more ways to improve. The feedback about how to best manage our fiber project was useful, and the financial mechanisms that have been put into place will paint a clear picture about the project impacts and ROI.

18. Approve the Purchase of Freegal Music Services to Member Libraries for 2017/2018

\* FOR APPROVAL

Doc. #17-93

Executive Director's Recommendation: The STLS Board of Trustees approves the expenditure of \$35,000 for contracted Downloadable Music Services with Library Ideas for 2017/2018 per STLS Purchasing Policy.

Move: D. King			Second: S. Collins		
Aye 11	Nay	0	Abstain 0	Absent	2
Approved					

Discussion: None

19. <u>Approve Payment for Dark Fiber Installation and Lease Payment to Southern Tier Network for Member Libraries in Steuben and Yates counties.</u>

\* FOR APPROVAL

Doc. #17-94

Executive Director's Recommendation: The STLS Board of Trustees approves the expenditure of \$146,634 for the installation of lateral dark fiber from STLS Headquarters to 10 library sites (Addison, Branchport, Dundee, Hammondsport, Hornell, Penn Yan, Prattsburg, Pulteney, Savona, Wayland) per STLS Purchasing Policy.

Move: R. Ahola			Se	econd:	B. Gorman		
Aye 11	Nay	0	Abstain	0	Absent	2	
Approved							

Discussion: None

Doc. #17- 97

# 20. Approve Construction Aid Allocations for 2017/2018

# Allocation's Document Provided at Meeting and Attached to July's Meeting Minutes

<u>Public Relations Committee Recommendation: approve the NYS Construction Aid allocations as approved by the Public Relations Committee for STLS member libraries.</u>

Move:			Second:				
Aye 11	Nay	0	Abstain	0	Absent	2	
Approved							

*Discussion:* C. Emmer asked if each library who applied for funding received at least partial funding. S. Collins highlighted two projects that didn't get full funding because of how the bidding took place. However, 11 of 13 members received a 75% match, while the remaining two received above 50% matches for their projects. Committee members thanked M. Gustina for her expertise and hard work.

#### **BOARD INFORMATION**

- 21. Old Business No discussion
- 22. New Business No discussion
- 23. Library Networking
  - M. DeRoche talked about an early literacy program at Montour Falls Library. Their director did a presentation at Rotary for matching funds. The purpose is to develop Little Library projects throughout Schuyler County. She discussed challenges with early literacy in the county.
- 24. President's Report
  - P. Selwood encouraged trustees to enjoy the remainder of their summer. The board will take recess until September. She looks forward to seeing everyone then.
- 25. Monthly System Management Team & Divisional Reports
  - B. Hildreth encouraged trustees to review their monthly management team reports. The STLS organization is functioning well. STLS staff are all doing really good work.

Public Expression (15 minutes) – No discussion

# **Adjournment**

Move: S. Collins Second: C. Emmer
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Doc. #17- 97

Aye 11	Nay	0	Abstain	0	Absent 2
Adjourned at 3:4	17 pm				

Next meeting: Cuba Circulating Library, Cuba (Allegany County) – Tuesday, September 19 at 2 p.m.

Minutes written by Brian Hildreth and reviewed by Cindy Emmer, Board Secretary

	Jul 31, 17	Jun 30, 17	\$ Change
SSETS			
Current Assets			
Checking/Savings			
1200 · Cash - Operating	6,059.56	3,851.38	2,208.18
1201 · Cash - Payroll	5,352.56	5,521.68	-169.12
1202 · Cash - Money Market	1,902,088.74	706,147.32	1,195,941.42
Total Checking/Savings	1,913,500.86	715,520.38	1,197,980.48
Accounts Receivable			
1380 · Accounts Receivable	69,087.31	120,167.24	-51,079.93
Total Accounts Receivable	69,087.31	120,167.24	-51,079.93
Other Current Assets			
12000 · Undeposited Funds	484.57	3,302.92	-2,818.35
Total Other Current Assets	484.57	3,302.92	-2,818.35
Total Current Assets	1,983,072.74	838,990.54	1,144,082.20
Fixed Assets			
1100 · Fixed Assets			
1102 · Building	992,538.06	992,538.06	0.00
1104 · Equipment	955,022.14	955,022.14	0.00
1112 · Accumulated Dep Building	-477,343.77	-477,343.77	0.00
1114 · Accumulated Depreciation	-649,044.70	-649,044.70	0.00
Total 1100 · Fixed Assets	821,171.73	821,171.73	0.00
Total Fixed Assets	821,171.73	821,171.73	0.00
Other Assets			
1382 · Prepaid expenses	72,292.70	72,292.70	0.00
Total Other Assets	72,292.70	72,292.70	0.00
OTAL ASSETS	2,876,537.17	1,732,454.97	1,144,082.20
IABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
2601 · Accrued P/R	18,800.32	18,800.32	0.00
2604 · Deferred Grant	3,597.89	3,597.89	0.00
2625 · Payroll Deductions Payable	0.00	252.18	-252.18
2626 · Flex Spending Deduction Payable	536.23	549.23	-13.00
	536.23 90,138.04	549.23 90,138.04	-13.00 0.00

# Southern Tier Library System Treasurer's Report 7/31/2017

	Jul 31, 17	Jun 30, 17	\$ Change
Total Current Liabilities	113,072.48	113,337.66	-265.18
Total Liabilities	113,072.48	113,337.66	-265.18
Equity			
3200 · Fund Balance Unrestricted	1,848,236.78	1,848,236.78	0.00
3910 · Fund Balance Replacement Res	100,000.00	100,000.00	0.00
Net Income	815,227.91	-329,119.47	1,144,347.38
Total Equity	2,763,464.69	1,619,117.31	1,144,347.38
TOTAL LIABILITIES & EQUITY	2,876,537.17	1,732,454.97	1,144,082.20

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

	Jul 17	Jun 17	\$ Change
Income			
4700 ⋅ Basic State Aid	858,507.00	0.00	858,507.00
4709 · Local Services Support	84,963.00	0.00	84,963.00
4710 · Supplemental Aid	129,445.00	0.00	129,445.00
4716 · State Aid Pass Through	101,431.00	0.00	101,431.00
4719 · Interest	100.21	63.88	36.33
4724 · Member Library IT Contracts	5,449.65	159.74	5,289.91
4725 ⋅ Grants Revenue	88,128.00	0.00	88,128.00
4733 · Member Library Processing Fees	0.00	4,999.00	-4,999.00
4735 · Non State Aid Pass Through	20.17	1,151.29	-1,131.12
4784 · General Reimbursements & Refund	0.00	303.90	-303.90
Total Income	1,268,044.03	6,677.81	1,261,366.22
Gross Profit	1,268,044.03	6,677.81	1,261,366.22
Expense			
5100 · Salaries			
5141 · Professional Salaries	25,580.78	25,025.60	555.18
5142 · Non-Professional Salaries	31,654.84	31,700.04	-45.20
Total 5100 · Salaries	57,235.62	56,725.64	509.98
5150 · Personnel Benefits			
5153 · Social Security	4,144.85	4,067.26	77.59
5157 · Health Insurance	15,751.96	16,518.96	-767.00
5158 · Payroll Expense - Other	397.82	386.82	11.00
Total 5150 · Personnel Benefits	20,294.63	20,973.04	-678.41
5204 · STLS Software & Small Equipment	1,633.26	889.85	743.41
5205 · Maintenance Contracts & Leases	1,867.96	224.45	1,643.51
5408 · Platform Fees & Licenses	0.00	3,000.00	-3,000.00
5409 · STLS Telephone/Internet	13,336.65	12,051.05	1,285.60
5417 · Library Materials	695.68	233.65	462.03
5419 · Electronic Materials	7,338.93	5,703.43	1,635.50
5420 · Staff Development Travel	305.50	1,221.00	-915.50
5422 · Trustee Mileage	1,213.01	0.00	1,213.01
5424 · Conference Registration	325.00	60.00	265.00
5425 · Staff & Member Library Mileage	118.77	605.09	-486.32
5427 · Programming & Annual Conference	2,673.65	1,325.00	1,348.65
5428 · Meeting Supplies	147.61	369.21	-221.60
5430 · Office Supplies	298.64	2,310.30	-2,011.66
5433 · Postage	0.00	7.16	-7.16
5434 · Public Relations	0.00	433.38	-433.38
5435 · Member Library Pass through	345.79	825.67	-479.88
5436 · STLS Grants to Member Libraries	5,000.00	0.00	5,000.00

# Southern Tier Library System Financial Clerk's Report July 2017

	Jul 17	Jun 17	\$ Change
5442 · Professional Fees	0.00	155.92	-155.92
5443 · Legal Counsel	304.00	0.00	304.00
5444 · Accounting Support & Audit	75.00	8,275.00	-8,200.00
5450 · Utilities	742.50	767.98	-25.48
5451 · Building Maintenance & Repairs	1,176.09	3,772.71	-2,596.62
5454 · Commercial Insurance	0.00	2,668.00	-2,668.00
5471 · Vehicle Maintenance & Repairs	913.56	161.89	751.67
5473 · Vehicle Fuel	1,233.63	1,323.41	-89.78
5474 · Vehicle Insurance	0.00	1,544.00	-1,544.00
5480 · Greenwood Reading Center Exp	145.05	0.00	145.05
5490 · Grants	6,276.12	91.70	6,184.42
Total Expense	123,696.65	125,718.53	-2,021.88
Net Income	1,144,347.38	-119,040.72	1,263,388.10

	Aug 31, 17	Jul 31, 17	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1200 · Cash - Operating	6,248.92	6,059.56	189.36
1201 · Cash - Payroll	7,069.04	5,352.56	1,716.48
1202 · Cash - Money Market	1,550,363.01	1,902,088.74	-351,725.73
Total Checking/Savings	1,563,680.97	1,913,500.86	-349,819.89
Accounts Receivable			
1380 · Accounts Receivable	80,224.83	69,087.31	11,137.52
Total Accounts Receivable	80,224.83	69,087.31	11,137.52
Other Current Assets			
12000 · Undeposited Funds	962.35	484.57	477.78
Total Other Current Assets	962.35	484.57	477.78
Total Current Assets	1,644,868.15	1,983,072.74	-338,204.59
Fixed Assets			
1100 · Fixed Assets			
1102 · Building	992,538.06	992,538.06	0.00
1104 · Equipment	955,022.14	955,022.14	0.00
1112 · Accumulated Dep Building	-477,343.77	-477,343.77	0.00
1114 · Accumulated Depreciation	-649,044.70	-649,044.70	0.00
Total 1100 · Fixed Assets	821,171.73	821,171.73	0.00
Total Fixed Assets	821,171.73	821,171.73	0.00
Other Assets			
1382 · Prepaid expenses	72,292.70	72,292.70	0.00
Total Other Assets	72,292.70	72,292.70	0.00
TOTAL ASSETS	2,538,332.58	2,876,537.17	-338,204.59
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
2601 · Accrued P/R	18,800.32	18,800.32	0.00
2604 · Deferred Grant	3,597.89	3,597.89	0.00
2626 · Flex Spending Deduction Payable	893.23	536.23	357.00
2640 · Accrued Compensated Absences	90,138.04	90,138.04	0.00
Total Other Current Liabilities	113,429.48	113,072.48	357.00

# Southern Tier Library System Treasurer's Report August 2017

	Aug 31, 17	Jul 31, 17	\$ Change
Total Current Liabilities	113,429.48	113,072.48	357.00
Total Liabilities	113,429.48	113,072.48	357.00
Equity			
3200 · Fund Balance Unrestricted	1,848,236.78	1,848,236.78	0.00
3910 · Fund Balance Replacement Res	100,000.00	100,000.00	0.00
Net Income	476,666.32	815,227.91	-338,561.59
Total Equity	2,424,903.10	2,763,464.69	-338,561.59
TOTAL LIABILITIES & EQUITY	2,538,332.58	2,876,537.17	-338,204.59

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

	Aug 17	Jul 17	\$ Change
Income			
4700 ⋅ Basic State Aid	0.00	858,507.00	-858,507.00
4709 · Local Services Support	0.00	84,963.00	-84,963.00
4710 ⋅ Supplemental Aid	0.00	129,445.00	-129,445.00
4716 ⋅ State Aid Pass Through	0.00	101,431.00	-101,431.00
4719 · Interest	3.58	100.21	-96.63
4724 · Member Library IT Contracts	13,377.23	5,449.65	7,927.58
4725 · Grants Revenue	0.00	88,128.00	-88,128.00
4735 · Non State Aid Pass Through	2,512.34	20.17	2,492.17
Total Income	15,893.15	1,268,044.03	-1,252,150.88
Gross Profit	15,893.15	1,268,044.03	-1,252,150.88
Expense			
5100 · Salaries			
5141 · Professional Salaries	25,508.74	25,580.78	-72.04
5142 · Non-Professional Salaries	31,492.10	31,654.84	-162.74
Total 5100 · Salaries	57,000.84	57,235.62	-234.78
5150 ⋅ Personnel Benefits			
5153 · Social Security	4,107.60	4,144.85	-37.25
5157 · Health Insurance	15,942.82	15,751.96	190.86
5158 · Payroll Expense - Other	386.82	397.82	-11.00
Total 5150 · Personnel Benefits	20,437.24	20,294.63	142.61
5204 · STLS Software & Small Equipment	36,555.93	1,633.26	34,922.67
5205 · Maintenance Contracts & Leases	224.45	1,867.96	-1,643.51
5409 · STLS Telephone/Internet	11,996.31	13,336.65	-1,340.34
5417 · Library Materials	1,921.64	695.68	1,225.96
5418 · Consultant Collection	242.35	0.00	242.35
5419 · Electronic Materials	43,744.80	7,338.93	36,405.87
5420 · Staff Development Travel	1,941.75	305.50	1,636.25
5422 · Trustee Mileage	599.20	1,213.01	-613.81
5424 · Conference Registration	0.00	325.00	-325.00
5425 · Staff & Member Library Mileage	0.00	118.77	-118.77
5427 · Programming & Annual Conference	1,437.04	2,673.65	-1,236.61
5428 · Meeting Supplies	94.37	147.61	-53.24
5430 · Office Supplies	24,359.90	298.64	24,061.26
5433 · Postage	1,000.00	0.00	1,000.00
5434 · Public Relations	576.08	0.00	576.08
5435 · Member Library Pass through	302.40	345.79	-43.39
5436 · STLS Grants to Member Libraries	0.00	5,000.00	-5,000.00
5442 · Professional Fees	2,346.00	0.00	2,346.00
5443 · Legal Counsel	0.00	304.00	-304.00
• • • • • • • • • • • • • • • • • • • •			

# Southern Tier Library System Financial Clerk's Report August 2017

	Aug 17	Jul 17	\$ Change
5444 · Accounting Support & Audit	75.00	75.00	0.00
5450 · Utilities	724.23	742.50	-18.27
5451 · Building Maintenance & Repairs	714.00	1,176.09	-462.09
5471 · Vehicle Maintenance & Repairs	101.85	913.56	-811.71
5473 · Vehicle Fuel	1,071.33	1,233.63	-162.30
5480 · Greenwood Reading Center Exp	147.26	145.05	2.21
5490 · Grants	146,840.77	6,276.12	140,564.65
Total Expense	354,454.74	123,696.65	230,758.09
Net Income	-338,561.59	1,144,347.38	-1,482,908.97

# **Personnel & Policies Committee Meeting** September 12, 2017 at 12:00 pm



Committee Members Present: Cindy Emmer, Maija DeRoche, Richard Ahola, Denise King & Pat Selwood, Brian Hildreth at 12:45

Maija DeRoche called the meeting to order at 12:00pm.

#### **Director's Evaluation**

In B. Hildreth's absence the committee discussed the results of the surveys regarding his performance last year conducted last month. The material will be presented to the Board in September for discussion. The committee also touched briefly on objectives for 2018 but will want to have B. Hildreth's thought on those before any action is suggested. Reviewed the procedures to be followed in completing the evaluation process and the committee is ready to proceed.

# **Staff Appointments**

There will be three staff appointments on the agenda to be made at the September meeting.

Melissa Morrissey - Administrative Assistant

Thomas Collins – Delivery Driver

Erika Jenns – Engagement Consultant

### Policies to be Approved

The Whistle Blowers Policy and the Library Bill of Rights will be on the agenda for action at the September Meeting. The status of the Record Retention Policy was questioned and B. Hildreth responded that M. Gustina was looking into that policy for some of the libraries and that our policy would be going to Conrad fairly soon.

Meeting adjourned at 1:05pm

Next Meeting: October 12, 2017 @ 12;00pm

Respectfully submitted by: Pat Selwood, Committee Member

#### **Finance & Facilities Committee**



Meeting Minutes
9.11.2017 at 3:15 pm
STLS Headquarters, Painted Post, NY

Present: Betsy Gorman (Chair), Sisi Barr, Pat Finnerty, Dale Wexell and Brian Hildreth

Meeting was called to order at 3:20 pm

### **Review of Financial Statements**

Brian reviewed the August financial statements. Finances are on an even keel, and the budget should break even or have a little surplus at the end of the year.

#### 2018 Preliminary Budget

Brian reviewed a preliminary budget for 2018, based on flat funding from the State and a 3% increase in salaries. It will be presented to the Board in October, and the Board will vote on it in November.

#### Commercial Insurance RFP

Brian will be sending out an RFP for our commercial insurance coverage. This is done every three years, as a standard best practice. Bids will be due in late October, with a decision made in November.

The new Paid Family Leave insurance was also discussed. This is provided through an insurance carrier, much like workers comp and disability insurances, but is paid for entirely by employee payroll deduction. However, it is an opt-in - employees have the choice as to whether they purchase it or not.

#### 2017 Reserve Fund Report

STLS's goal is to maintain a reserve fund equal to 1/3 of our operating budget. This allows the organization to keep operating, in case the State's budget is passed late. That, along with the libraries' cost share payments, would allow STLS to keep operating for about six months, should we not receive State funding in a timely manner for some reason. Our reserve fund is on track.

#### 2016 IRS Form 990 Report

The committee reviewed the 990 prepared by Mengel, Metzger & Barr. It will be presented to the Board this month, voted on in October, and submitted by the 11/15/2017 due date.

# **Facilities Update**

A contractor will soon be finishing up the building maintenance and repair items from last year's facilities review. If the weather cooperates, the committee will complete another facilities review next month.

Meeting adjourned at 4:20 pm.

Respectfully submitted:

Betsy Gorman, Treasurer

Next Meeting is October 9, 2017 at 3:15pm

OMB No. 1545-0047

# EXTENDED TO NOVEMBER 15, 2017

990

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

Open to Public

Internal Revenue Service

▶ 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.

Inspection

ΑF	or the	2016 calendar year, or tax year beginning and	ending					
<b>B</b> c	heck if pplicable:	C Name of organization		D Employer identific	cation number			
	Address change	SOUTHERN TIER LIBRARY SYSTEM			00000			
L	Name ]change ∏Initial	Doing business as		16-0	836935			
	return Final return/	Number and street (or P.0. box if mail is not delivered to street address) 9424 SCOTT ROAD	Room/suite	E Telephone numbe 607 –	r 962-31 <b>4</b> 1			
	termin- ated	City or town, state or province, country, and ZIP or foreign postal code		G Gross receipts \$	2,682,855.			
	Amende return			H(a) Is this a group re	pup return			
	Application	F Name and address of principal officer: DK LAN 111 DK L111		for subordinates				
	pending	SAME AS C ABOVE		H(b) Are all subordinates in				
ΙT	ax-exe	mpt status: X 501(c)(3) 501(c) ( ) (insert no.) 4947(a)(1) c	or 527	If "No," attach a	list. (see instructions)			
J۷	Vebsite	WWW.STLS.ORG		H(c) Group exemptio	n number 🕨			
K F	orm of c	organization: X Corporation Trust Association Other	<b>L</b> Year		A State of legal domicile: NY			
	ırt I	Summary						
_	1 E	riefly describe the organization's mission or most significant activities: ${\color{Mygray} { ext{SOUTI}}}$	HERN I	IER LIBRARY	SYSTEM			
Activities & Governance	5	STRENGTHENS AND SUPPORTS EXCELLENT LIBRA	RY SER	VICE THROUG	HOUT THE			
rna	2	Check this box  if the organization discontinued its operations or dispose	sed of more	than 25% of its net as	ssets.			
ove				3	15			
Ğ	4 1	lumber of independent voting members of the governing body (Part VI, line 1b)			15			
es 8		otal number of individuals employed in calendar year 2016 (Part V, line 2a)			30			
Ϋ́		otal number of volunteers (estimate if necessary)			16			
<b>∤</b> cti		otal unrelated business revenue from Part VIII, column (C), line 12			0.			
		let unrelated business taxable income from Form 990-T, line 34			0.			
				Prior Year	Current Year			
<u>e</u>	8 0	Contributions and grants (Part VIII, line 1h)		1,625,521.	1,936,661.			
Revenue	1	Program service revenue (Part VIII, line 2g)		462,120.	495,786.			
	10 li	nvestment income (Part VIII, column (A), lines 3, 4, and 7d)		1,012.	1,218.			
	11 (	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)		78,907.	249,190.			
		otal revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)		2,167,560.	2,682,855.			
	<b>13</b> G	Grants and similar amounts paid (Part IX, column (A), lines 1-3)		0.	0.			
	1	Benefits paid to or for members (Part IX, column (A), line 4)		0.	0.			
es		salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)		1,026,381.	1,043,897.			
Expenses	1	Professional fundraising fees (Part IX, column (A), line 11e)		0.	0.			
Ϋ́	l	otal fundraising expenses (Part IX, column (D), line 25)	0.	1 050 241	1 417 606			
_		Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)		1,059,341.				
		otal expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)		2,085,722.				
	<b>19</b> F	Revenue less expenses. Subtract line 18 from line 12		81,838.				
Assets or Balances			Be	ginning of Current Year	End of Year			
Sse Bala	l	otal assets (Part X, line 16)		1,795,058. 142,419.	2,098,876.			
Net A Fund E		otal liabilities (Part X, line 26)		1,652,639.	150,739.			
		let assets or fund balances. Subtract line 21 from line 20		1,032,039.	1,940,137.			
		ies of perjury, I declare that I have examined this return, including accompanying schedules	e and etatom	unter and to the heet of m	y knowledge and helief it is			
		and complete. Declaration of preparer (other than officer) is based on all information of wh			y knowieuge and belief, it is			
uu,	COITCUL,	and complete. Declaration of preparer (other than officer) is based on an information of will	ποιτ ρι οραι σι	las any knowledge.				
Sigr	,	Signature of officer		I Date				
Her		BRIAN HILDRETH, EXECUTIVE DIRECTOR						
1101	ັ	Type or print name and title			_			
		Print/Type preparer's name Preparer's signature		Date Check	PTIN			
Paid		KATHERINE E. STICKLER, CP	la	07/24/17 if self-employ	P00385238			
Prep	-	Firm's name MENGEL, METZGER, BARR & CO. LLP		Firm's EIN	16-1092347			
Use		Firm's address 333 EAST WATER ST, STE 200						
		ELMIRA, NY 14901		Phone no. 60	7-734-4183			
May	the IR	S discuss this return with the preparer shown above? (see instructions)			X Yes No			
			_					

	990 (2016) SOUTHERN TIER LIBRARY SYSTEM	16-083693	35 Page <b>2</b>
Pai	rt 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:	0E DUDI 1	~
	THE SOUTHERN TIER LIBRARY SYSTEM, A REGIONAL CONSORTIUM		<u> </u>
	LIBRARIES, WORKS IN PARTNERSHIP WITH ITS MEMBERS TO SUPP		
	STRENGTHEN THEM THROUGH CLEARLY DEFINED, COST-EFFECTIVE		
	MAKE POSSIBLE THE COORDINATION AND SHARING OF RESOURCES	FNABLING	э Ашш
2	Did the organization undertake any significant program services during the year which were not listed on the		Yes X No
	prior Form 990 or 990-EZ?		Yes 🕰 No
•	If "Yes," describe these new services on Schedule O.		Yes X No
3	Did the organization cease conducting, or make significant changes in how it conducts, any program services?		Tes L21 No
4	If "Yes," describe these changes on Schedule O.  Describe the organization's program service accomplishments for each of its three largest program services, as	massurad by ava	oneoe
7	Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to other		
	revenue, if any, for each program service reported.	is, the total exper	ises, and
4a	(Code: ) (Expenses \$ 580,594 • including grants of \$ ) (Revenue)	es 62	28,362.
	INFORMATION TECHNOLOGY - MAINTAINS THE ONLINE INTEGRATEI		
	SOFTWARE THAT ENABLES RESIDENTS TO USE STARCAT, THE ONLY	NE REGIO	NAL
	LIBRARY CATALOG. AS A RESULT, RESIDENTS CAN USE COMPUTER	RS AT HOM	Ξ,
	SCHOOL OR WORK TO SEARCH FOR, REQUEST AND EVEN DOWNLOAD	MATERIALS	S OWNED
	BY ANY PUBLIC LIBRARY IN THE FIVE-COUNTY REGION. SOUTH		
	SYSTEM ALSO PROVIDES MEMBER LIBRARIES WITH TECHNICAL ASS		
	USE OF HARDWARE, SOFTWARE, NETWORK SECURITY, WEBSITE SUR	-	AINING
	LABS AND THE PERIPHERALS USED TO ACCESS SOUTHERN TIER AU		
	SERVICES. THIS ASSISTANCE MAKES POSSIBLE INTERNET ACCESS	TO RESII	DENTS
	ON IN-LIBRARY COMPUTERS AND THROUGH WIRELESS ACCESS.		
416	(Code: ) (Expenses \$ 132,352 • including grants of \$ ) (Revenue		17,900.
4b	(Code: ) (Expenses \$ 132,332 • including grants of \$ ) (Revenue TECHNICAL SERVICES - PROVIDES CENTRALIZED CATALOGING ANI		
	PROCESSING SERVICES FOR SYSTEM MEMBERS. SOUTHERN TIER LI		
	CATALOGERS PUT STANDARDIZED ELECTRONIC RECORDS IN STARCE		
	ADDED BY LOCAL LIBRARIES, ENABLING RESIDENTS TO FIND THE		
	· · · · · · · · · · · · · · · · · · ·		
	107 167		10 220
4c	(Code: ) (Expenses \$ 197,167. including grants of \$ ) (Revenue MEMBER SERVICES - ADMINISTERS GRANTS AND MATERIALS FOR MEMBER SERVICES - ADMINISTERS GRANTS OF AND MATERIALS FOR MEMBER SERVICES - ADMINISTERS OF ADMINISTERS OF AND MATERIALS FOR MEMBER SERVICES - ADMINISTERS OF ADMINISTERS O		49,220.
	LIBRARIES. RECEIVES AND DISTRIBUTES STATE AID AND STATE		ADDI.TEC
	FOR ADDITIONAL GRANTS AND ADVOCATES FOR COUNTY FUNDING.		АРРИТЕЗ
	NEGOTIATES PRICES OF, AND PURCHASES SUPPLIES, BAR CODE I		ר אם
	CODE READERS, AUDIO BOOKS, COMPUTERS, PERIPHERALS, SOFTW		
	ITEMS ON BEHALF OF MEMBER LIBRARIES.	MIN GIAN	711111
	TIBID OI, DHIMINI OI MIMDHE HIDIENITHO.		
	-		

4d Other program services (Describe in Schedule O.)

1,155,248 • including grants of \$
ce expenses ► 2,065,361 •

49,494.) ) (Revenue \$

4e Total program service expenses

# Form 990 (2016) SOUTHERN TIES Part IV Checklist of Required Schedules

			Yes	NO
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)?  If "Yes," complete Schedule A	1	х	
2	Is the organization required to complete Schedule B, Schedule of Contributors?	2	X	
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for			
	public office? If "Yes," complete Schedule C, Part I	3		Х
4	Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect			
	during the tax year? If "Yes," complete Schedule C, Part II	4		Х
5	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? If "Yes," complete Schedule C, Part III	5		X
6	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? If "Yes," complete Schedule D, Part I	6		Х
7	Did the organization receive or hold a conservation easement, including easements to preserve open space,			
	the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II	7		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III	8		Х
9	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?			
	If "Yes," complete Schedule D, Part IV	9		Х
10	Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent			
	endowments, or quasi-endowments? If "Yes," complete Schedule D, Part V	10		X
11	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.			
а	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI	11a	х	
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? If "Yes," complete Schedule D, Part VII	11b		X
С	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? If "Yes," complete Schedule D, Part VIII	11c		X
d	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? If "Yes," complete Schedule D, Part IX	11d		Х
е	Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X	11e	Х	
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses			37
	the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X	11f		X
12a	Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete		v	
	Schedule D, Parts XI and XII	12a	X	
b	Was the organization included in consolidated, independent audited financial statements for the tax year?	12b		Х
12	If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional  Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E			X
13	Did the organization maintain an office, employees, or agents outside of the United States?	13 14a		X
14a b	Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business,	1 <del>1</del> a		
b	investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000			
	or more? If "Yes," complete Schedule F, Parts I and IV	14b		Х
15	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any	- 1.0		
٠	foreign organization? If "Yes," complete Schedule F, Parts II and IV	15		Х
16	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? If "Yes," complete Schedule F, Parts III and IV	16		Х
17	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? If "Yes," complete Schedule G, Part I	17		Х
18	Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines			
	1c and 8a? If "Yes," complete Schedule G, Part II	18		Х
19	Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes,"			
	complete Schedule G, Part III	19		X

# Form 990 (2016) SOUTHERN TIER LIBR Part IV Checklist of Required Schedules (continued)

<ul> <li>Did the organization operate one or more hospital facilities? If "Yes," complete Schedule H</li> <li>If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?</li> <li>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? If "Yes," complete Schedule I, Parts I and II</li> <li>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? If "Yes," complete Schedule I, Parts I and III</li> <li>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? If "Yes," complete Schedule J</li> </ul>	20a 20b 21 22 23 24a 24b		X X X
<ul> <li>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? If "Yes," complete Schedule I, Parts I and II</li> <li>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? If "Yes," complete Schedule I, Parts I and III</li> <li>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? If "Yes," complete</li> </ul>	21 22 23 24a 24b		х
<ul> <li>domestic government on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II</li> <li>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? If "Yes," complete Schedule I, Parts I and III</li> <li>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? If "Yes," complete</li> </ul>	22 23 24a 24b		х
<ul> <li>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? If "Yes," complete Schedule I, Parts I and III</li> <li>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? If "Yes," complete</li> </ul>	22 23 24a 24b		х
Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III  23 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? If "Yes," complete	23 24a 24b		х
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? If "Yes," complete	23 24a 24b		х
and former officers, directors, trustees, key employees, and highest compensated employees? If "Yes," complete	24a 24b		
Orbital to I	24a 24b		
Schedule J	24a 24b		
	24b		х
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the	24b		х
last day of the year, that was issued after December 31, 2002? If "Yes," answer lines 24b through 24d and complete	24b		_ <u> </u>
Schedule K. If "No", go to line 25a			•
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24c		<u> </u>
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease	24c		
any tax-exempt bonds?			
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit			v
transaction with a disqualified person during the year? If "Yes," complete Schedule L, Part I	25a		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? If "Yes," complete			x
Schedule L, Part I	25b		
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? If "Yes,"			x
complete Schedule L, Part II	26		
27 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	07		$ _{\mathbf{x}}$
of any of these persons? If "Yes," complete Schedule L, Part III	27		
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):	28a		x
<ul> <li>a A current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV</li> <li>b A family member of a current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV</li> </ul>	28b		X
c An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer,	200		<del></del>
	28c		x
director, trustee, or direct or indirect owner? If "Yes," complete Schedule L, Part IV			X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation	25		<del></del>
contributions? If "Yes," complete Schedule M	30		x
31 Did the organization liquidate, terminate, or dissolve and cease operations?	00		
If "Yes," complete Schedule N, Part I	31		х
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If "Yes," complete	J.		
Schedule N, Part II	32		х
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations	<u> </u>		
sections 301.7701-2 and 301.7701-3? If "Yes," complete Schedule R, Part I	33		Х
34 Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Part II, III, or IV, and			
Part V, line 1	34		х
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?			Х
<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)? If "Yes," complete Schedule R, Part V, line 2	35b		
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization?			
If "Yes," complete Schedule R, Part V, line 2	36		Х
37 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? If "Yes," complete Schedule R, Part VI	37		Х
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19?			
Note. All Form 990 filers are required to complete Schedule O	38	Х	

Form 990 (2016) SOUTHERN TIER LIBRARY SYSTEM

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
1a	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable 1a 6			
	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable 1b 0			
С	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming			
	(gambling) winnings to prize winners?	1c	Х	
2a	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 2a 30			
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	2b	Х	
	Note. If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)			
За	Did the organization have unrelated business gross income of \$1,000 or more during the year?	3a		Х
b	If "Yes," has it filed a Form 990-T for this year? If "No," to line 3b, provide an explanation in Schedule O	3b		
4a	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)?	4a		Х
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).			
5а	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a		Х
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b		Х
С	If "Yes," to line 5a or 5b, did the organization file Form 8886-T?	5с		
6a	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?	6a		Х
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts			
	were not tax deductible?	6b		
7	Organizations that may receive deductible contributions under section 170(c).			
а	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?	7a		X
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b		
С	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required			
	to file Form 8282?	7c		X
d	If "Yes," indicate the number of Forms 8282 filed during the year			
е	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e		
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f		
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g		
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h		
8	Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the			
	sponsoring organization have excess business holdings at any time during the year?	8		
9	Sponsoring organizations maintaining donor advised funds.	_		
	Did the sponsoring organization make any taxable distributions under section 4966?	9a		
	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b		
10	Section 501(c)(7) organizations. Enter:			
	Initiation fees and capital contributions included on Part VIII, line 12  Cyrea yearinta included an Farra 000 Part VIII, line 10 for public year of plub facilities			
	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities			
11	Section 501(c)(12) organizations. Enter:			
	Gross income from members or shareholders 11a			
a	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)			
100	amounts due or received from them.)  Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	100		
		12a		
13	If "Yes," enter the amount of tax-exempt interest received or accrued during the year			
	Is the organization licensed to issue qualified health plans in more than one state?	13a		
а	Note. See the instructions for additional information the organization must report on Schedule O.	134		
h	Enter the amount of reserves the organization is required to maintain by the states in which the			
D	organization is licensed to issue qualified health plans			
c	Enter the amount of reserves on hand 13c			
	Did the appropriation was in a programme for indeed to wind a project during the tax years?	14a		Х
	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	14b		
~				

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			X
Sec	tion A. Governing Body and Management			
			Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year	5		
	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	Enter the number of voting members included in line 1a, above, who are independent 15	5		
2	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?	2		Х
3	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?	3		Х
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4		Х
5	Did the organization become aware during the year of a significant diversion of the organization's assets?	5		Х
6	Did the organization have members or stockholders?	6	Х	
7a	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?	7a	Х	
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or			
	persons other than the governing body?	7b		Х
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:			
а	The governing body?	8a	Х	
b	Each committee with authority to act on behalf of the governing body?	8b	Х	
9	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	9		Х
Sec	tion B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)			
			Yes	No
10a	Did the organization have local chapters, branches, or affiliates?	10a		Х
	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?	10b		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11a	X	
b	Describe in Schedule O the process, if any, used by the organization to review this Form 990.			
12a	Did the organization have a written conflict of interest policy? If "No," go to line 13	12a	Х	
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b	X	
С	Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe			
	in Schedule O how this was done	12c	X	
13	Did the organization have a written whistleblower policy?	13	X	
14	Did the organization have a written document retention and destruction policy?	14	X	
15	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?			
а	The organization's CEO, Executive Director, or top management official	15a	X	
b	Other officers or key employees of the organization	15b		X
	If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).			
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a			
	taxable entity during the year?	16a		X
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?	16b		
Sec	tion 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)	availat	ole	
	for public inspection. Indicate how you made these available. Check all that apply.			
	Own website Another's website X 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, an	d finar	icial	
	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.

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

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

(A)	(B)				C)			(D)	(E)	(F)
Name and Title	Average	(do			ition more	than	one	Reportable	Reportable	Estimated
	hours per	box	, unle	ss pe	rsoni	is bot or/trus	h an	compensation	compensation	amount of
	week (list any	_				17 11 00	100,	from the	from related organizations	other compensation
	hours for	Individual trustee or director				p		organization	(W-2/1099-MISC)	from the
	related	tee or	ıstee			Highest compensated employee		(W-2/1099-MISC)	(,	organization
	organizations	Itrus	nal tru		oyee	dwo				and related
	below	ividua	Institutional trustee	Officer	Key employee	hest o	Former			organizations
743	line)	밀	lns	#5	, Ke	Hig en	For			
(1) DENISE KING	1.00	X		x				0.	0.	0.
PRESIDENT	1.00	^		_				0.	0.	<u> </u>
(2) PAT SELWOOD	1.00	Х		x				0.	0.	0.
VICE PRESIDENT (3) CINDY EMMER	1.00	^		^				0.	0.	<u> </u>
SECRETARY	1.00	X		x				0.	0.	0.
(4) PATRICIA FINNERTY	1.00	^		_				0.	0.	<u></u>
TREASURER	1.00	Х		x				0.	0.	0.
(5) MAIJA DEROCHE	1.00	^		<u> </u>				0.	0.	
TRUSTEE	1.00	х						0.	0.	0.
(6) LYNNETTE DECKER	1.00							0.	0.	
TRUSTEE	1.00	x						0.	0.	0.
(7) BETSY GORMAN	1.00							•	•	
TRUSTEE		x						0.	0.	0.
(8) SISI BARR	1.00									
TRUSTEE		х						0.	0.	0.
(9) RICHARD AHOLA	1.00									
TRUSTEE		Х						0.	0.	0.
(10) GAILE FELLI	1.00									
TRUSTEE		Х						0.	0.	0.
(11) BONNIE WEBER	1.00									
TRUSTEE		Х						0.	0.	0.
(12) DALE WEXELL	1.00									_
TRUSTEE		Х						0.	0.	0.
(13) ALFRED D. YANDA II	1.00									
TRUSTEE		Х						0.	0.	0.
(14) SARAH COLLINS	1.00							_	_	_
TRUSTEE		Х						0.	0.	0.
(15) ED PEKAREK	1.00									_
TREASURER	25.50	Х						0.	0.	0.
(16) BRIAN HILDRETH	37.50							04 055	_	05 405
EXECUTIVE DIRECTOR				Х				91,255.	0.	27,495.
										- 000

Form **990** (2016)

Part VII Section A. Officers, Directors,	Trustees, Key Em	ploye	ees,	, and	d Hi	ghe	st C	Compensated Employe	es (continued)				
(A)	(B)			(C	<b>C)</b>			(D)	(E)			(F)	
Name and title	Average	(do r		Posi		than	one	Reportable	Reportable	)	Es	timate	ed
	hours per	box,	unles	ss per	rson i	is bot	h an	compensation	compensation	on	an	nount	of
	week	$\vdash$	er an	d a di	irecto	or/trus	tee)	from	from related			other	
	(list any	ector						the	organization			pensa	
	hours for related	or dir	gg.			ated		organization	(W-2/1099-MI	SC)		om the	
	organizations	ustee	truste		e)	suadi		(W-2/1099-MISC)			_	anizati	
	below	ual tri	onal		ploye	t com						d relati anizatio	
	line)	Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former				l	ai iizatii	2112
		+=+	=	0	3	Ξē	Œ						
		1											
		П	$\Box$										
		-											
		$\vdash\vdash$	$\vdash$										
		1											
		П	$\Box$										
		Ш											
		-											
		$\vdash$	$\vdash$										
		1											
		$\forall$	$\dashv$										
		1											
		П											
		Ш	$\Box$					04 055					<u> </u>
1b Sub-total							<b>&gt;</b>	91,255.		0.	2	7,4	
c Total from continuation sheets to Pa								0.		0.		7 4	0.
d Total (add lines 1b and 1c)								91,255.		0.		7,4	95.
2 Total number of individuals (including		iose l	liste	ed at	OOV	e) wh	no re	eceived more than \$100	0,000 of reportab	ile			1
compensation from the organization	<u> </u>											Yes	No
3 Did the organization list any former of	ficer, director, or tr	ustee	. ke	v en	nplo	vee.	or l	highest compensated e	mplovee on			100	110
line 1a? If "Yes," complete Schedule J				•	•	•		•			3		Х
4 For any individual listed on line 1a, is t													
and related organizations greater than	\$150,000? If "Yes,	" cor	npl€	ete S	Sche	edule	J f	for such individual			4		Х
5 Did any person listed on line 1a receiv	e or accrue compe	nsatio	on f	rom	any	unr/	elat	ed organization or indiv	idual for services	}			
rendered to the organization? If "Yes,"	complete Schedui	e J fo	or su	ıch <sub>l</sub>	pers	son .					5		X
Section B. Independent Contractors	-4 4 4 !	.1						U1	\$400,000 of a sec		-414		
1 Complete this table for your five higher the organization. Report compensation	· ·	-								npens	sation i	rom	
(A		carc	, I I GII	ilg v	VILIT	OI W	T	(B)	ycar.		(C	:)	
Name and bus		NO	NE	S				Description of s	ervices	C	Compe		n
							1						
2 Total number of independent contract		ot lin	nite	d to	tho	se lis	sted	d above) who received n	nore than				
\$100,000 of compensation from the o	rganization >												

Form 990 (2016) SOUTHERI
Part VIII Statement of Revenue

		Check if Schedule O cont	ains a response	or note to any lin	ne in this Part VIII			. <u>.</u>
					(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	Revenue excluded from tax under sections 512 - 514
ts	1 a	Federated campaigns	1a					
iran		Membership dues	I					
Å,		Fundraising events						
ar/a		Related organizations						
s, G		Government grants (contribut		859,008.	-			
ion		All other contributions, gifts, gran	· · ·	· · · · · · · · · · · · · · · · · · ·	-			
the		similar amounts not included above		77,653.				
Contributions, Gifts, Grants and Other Similar Amounts	g	Noncash contributions included in lines		-				
a C	h	Total. Add lines 1a-1f		<b>&gt;</b>	1,936,661.			
				Business Code				
e l	2 a	MEMBER LIBRARY	COST SH	519100	428,666.	428,666.		
اه چَ	b	MEMBER REIMBURS	EMENTS	519100	49,220.	49,220.		
Se	С	PROCESSING FEES	COLLEC	519100	17,900.	17,900.		
eve	d							
Program Service Revenue	е							
ᇫ	f	All other program service reve	nue					
	g	Total. Add lines 2a-2f		<b>&gt;</b>	495,786.			
	3	Investment income (including						
		other similar amounts)			1,218.			1,218.
	4	Income from investment of tax	x-exempt bond p	oroceeds <b>&gt;</b>				
	5	Royalties		<u></u>				
			(i) Real	(ii) Personal				
	6 a	Gross rents						
		Less: rental expenses						
		Rental income or (loss)						
	d	Net rental income or (loss)		<u></u>				
	7 a	Gross amount from sales of	(i) Securities	(ii) Other	_			
		assets other than inventory			_			
	b	Less: cost or other basis						
		and sales expenses			_			
		Gain or (loss)		L				
		Net gain or (loss)		······ •				
ne	8 a	Gross income from fundraising	•					
		including \$						
Other Rever		contributions reported on line						
her		Part IV, line 18			-			
₽		Less: direct expenses  Net income or (loss) from func						
		Gross income from gaming ac		<b></b>				
	Эа	Part IV, line 19						
	h	Less: direct expenses			-			
		Net income or (loss) from gam						
		Gross sales of inventory, less	-					
		and allowances						
	h	Less: cost of goods sold			-			
		Net income or (loss) from sale						
•		Miscellaneous Revenu		Business Code				
ţ	11 a	TELEPHONE E-RAT		519100	199,696.	199,696.		
		SUNDRY		519100	49,494.	49,494.		
	c							
		All other revenue						
		Total. Add lines 11a-11d		<b>&gt;</b>	249,190.			
		Total revenue. See instructions.		<b></b>	2,682,855.	744,976.	0.	1,218.

# 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).

0001	on 501(c)(3) and 501(c)(4) organizations must com Check if Schedule O contains a respon				
Do	not include amounts reported on lines 6b,	(A)	(B)	(C)	(D)
	8b, 9b, and 10b of Part VIII.	Total expenses	Program service expenses	Management and general expenses	Fundraising expenses
1	Grants and other assistance to domestic organizations				
	and domestic governments. See Part IV, line 21				
2	Grants and other assistance to domestic				
	individuals. See Part IV, line 22				
3	Grants and other assistance to foreign				
	organizations, foreign governments, and foreign				
	individuals. See Part IV, lines 15 and 16				
4	Benefits paid to or for members				
5	Compensation of current officers, directors,	118,750.	71,250.	47,500.	
•	trustees, and key employees	110,750.	71,250.	47,300.	
6	Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and				
7	Other salaries and wages	603,436.	541,523.	61,913.	
8	Pension plan accruals and contributions (include	233,1300	011,020.	0=7510	
3	section 401(k) and 403(b) employer contributions)	85,981.	72,513.	13,468.	
9	Other employee benefits	174,812.	91,956.	82,856.	
10	Payroll taxes	60,918.	44,011.	16,907.	
11	Fees for services (non-employees):	, , ,	, -	, , , , ,	
а	Management				
b		2,066.		2,066.	
	Accounting	-		-	
	Lobbying				
е	Professional fundraising services. See Part IV, line 17				
f	Investment management fees				
g	Other. (If line 11g amount exceeds 10% of line 25,				
	column (A) amount, list line 11g expenses on Sch O.)	18,834.	4,470.	14,364.	
12	Advertising and promotion	14,382.	3,421.	10,961.	
13	Office expenses	32,430.	9,160.	23,270.	
14	Information technology	130,929.	130,929.		
15	Royalties	2 274		2 274	
16	Occupancy	9,274.	15.050	9,274.	
17	Travel	27,755.	15,959.	11,796.	
18	Payments of travel or entertainment expenses				
	for any federal, state, or local public officials	C 170	E 100	1 071	
19	Conferences, conventions, and meetings	6,178.	5,107.	1,071.	
20	Interest	763,978.	763,878.	100.	
21	Payments to affiliates	73,170.	73,170.	100.	
22	Depreciation, depletion, and amortization	12,638.	13,110.	12,638.	
23	Other expenses. Itemize expenses not covered	14,050.		12,030.	
24	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 0.)				
•	REPAIRS & MAINTENANCE	174,150.	93,052.	81,098.	
d h	LIBRARY MATERIALS & SUP	109,709.	109,709.	01,000	
C	VEHICLE EXPENSES	27,722.	22,436.	5,286.	
d	SMALL EQUIPMENT	5,216.	5,161.	55.	
	All other expenses	9,255.	7,656.	1,599.	
25	Total functional expenses. Add lines 1 through 24e	2,461,583.	2,065,361.	396,222.	0.
26	<b>Joint costs.</b> Complete this line only if the organization	. ,		•	<u> </u>
•	reported in column (B) joint costs from a combined				
	educational campaign and fundraising solicitation.				
	Check here if following SOP 98-2 (ASC 958-720)				
					C 000 (0010)

Form 990 (2016)

Part X | Balance Sheet

Pa	rt X	X Balance Sheet						
		Check if Schedule O contains a response or not	e to ar	y line in this Part X				
					<b>(A)</b> Beginning of year		<b>(B)</b> End of year	
	1	Cash - non-interest-bearing			406.	1	1,722.	
	2	Savings and temporary cash investments		1,106,296.	2	1,059,270.		
	3	Pledges and grants receivable, net			3			
	4	Accounts receivable, net		15,240.	4	144,420.		
	5	Loans and other receivables from current and for						
		trustees, key employees, and highest compensa						
		Part II of Schedule L				5		
	6	Loans and other receivables from other disquali						
		section 4958(f)(1)), persons described in section	-	· ·				
		employers and sponsoring organizations of sect						
Ø		employees' beneficiary organizations (see instr).				6		
Assets	7	Notes and loans receivable, net				7		
As	8	Inventories for sale or use				8		
	9				57,508.	9	72,292.	
	10a	Land, buildings, and equipment: cost or other						
		basis. Complete Part VI of Schedule D	10a	1,947,560.				
	b	basis. Complete Part VI of Schedule D Less: accumulated depreciation	10b	1,126,388.	615,608.	10c	821,172.	
	11	Investments - publicly traded securities				11	-	
	12	Investments - other securities. See Part IV, line				12		
	13	Investments - program-related. See Part IV, line				13		
	14	Intangible assets				14		
	15	Other assets. See Part IV, line 11		15				
	16	Total assets. Add lines 1 through 15 (must equ		1,795,058.	16	2,098,876.		
	17	Accounts payable and accrued expenses	1	138,821.	17	147,141.		
	18	Grants payable		18				
	19	Deferred revenue			19			
	20	Tax-exempt bond liabilities			20			
	21	Escrow or custodial account liability. Complete				21		
S	22	Loans and other payables to current and former	rs, directors, trustees,					
Liabilities		key employees, highest compensated employee						
iabi		Complete Part II of Schedule L			22			
=	23	Secured mortgages and notes payable to unrela			23			
	24	Unsecured notes and loans payable to unrelated	parties		24			
	25	Other liabilities (including federal income tax, pa	to related third					
		parties, and other liabilities not included on lines						
		Schedule D	3,598.	25	3,598.			
	26	Total liabilities. Add lines 17 through 25			142,419.	26	150,739.	
		Organizations that follow SFAS 117 (ASC 958	), ched	ck here ▶ X and				
es		complete lines 27 through 29, and lines 33 and		1 610 500		4 044 005		
auc	27	Unrestricted net assets	1,619,533.	27	1,911,897.			
Net Assets or Fund Balances	28	Temporarily restricted net assets	33,106.	28	36,240.			
	29	Permanently restricted net assets		29				
		Organizations that do not follow SFAS 117 (A						
		and complete lines 30 through 34.						
	30	Capital stock or trust principal, or current funds		30				
	31	Paid-in or capital surplus, or land, building, or ed		31				
	32	Retained earnings, endowment, accumulated in	1 (5) (2)	32	1 040 127			
~	33	Total net assets or fund balances	1,652,639.	33	1,948,137.			
	34	Total liabilities and net assets/fund balances	1,795,058.	34	2,098,876.			

Pai	Reconciliation of Net Assets							
	Check if Schedule O contains a response or note to any line in this Part XI							
1	Total revenue (must equal Part VIII, column (A), line 12)	1	2,68					
2	Total expenses (must equal Part IX, column (A), line 25)	2	2,46					
3	Revenue less expenses. Subtract line 2 from line 1	3		1,2				
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	1,65	2,6	<u>39.</u>			
5	Net unrealized gains (losses) on investments	5						
6	Donated services and use of facilities	6						
7	Investment expenses	7						
8	Prior period adjustments	8	7	4,2	26.			
9	Other changes in net assets or fund balances (explain in Schedule O)	9			0.			
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33,							
	column (B))	10	1,94	8,1	37.			
Part XII Financial Statements and Reporting								
	Check if Schedule O contains a response or note to any line in this Part XII				X			
				Yes	No			
1	Accounting method used to prepare the Form 990: Cash X Accrual Other							
	If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule							
2a	Were the organization's financial statements compiled or reviewed by an independent accountant?	2a		X				
	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:							
	Separate basis Consolidated basis Both consolidated and separate basis							
b	Were the organization's financial statements audited by an independent accountant?	2b	Х					
	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:							
	X Separate basis Consolidated basis Both consolidated and separate basis							
С	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the	e audit,						
	review, or compilation of its financial statements and selection of an independent accountant?		2c	Х				
	If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.							
За	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Si							
	Act and OMB Circular A-133?	3a		Х				
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		3b					

Form **990** (2016)

### **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.

OMB No. 1545-0047

Open to Public Inspection

Name of the organization

SOUTHERN TIER LIBRARY SYSTEM

**Employer identification number** 16-0836935

Pa	rt I	Reason for Public	Charity Status (	All organizations must co	mplete th	is part.) Se	ee instructions.	
The	organ	ization is not a private found	lation because it is: (	For lines 1 through 12, c	heck only	one box.)		
1	$\prod$	A church, convention of ch						
2		A school described in <b>sect</b>					-NN-1-	
3	П	A hospital or a cooperative					ii\	
4	Ħ	A medical research organiz					-	the hospital's name
4			ation operated in co	rijuriction with a nospita	described	ı III Sectio	ii iro(b)( i)(A)(iii). Liitei	the nospital's name,
_		city, and state:		Hana au mais anaith s anns a				1 i
5		An organization operated for		niege or university owner	or opera	ted by a g	overnmental unit descrit	ped in
		section 170(b)(1)(A)(iv). (C	· · · · · · · · · · · · · · · · · · ·					
6		A federal, state, or local government						
7	X	An organization that norma	Illy receives a substa	intial part of its support f	rom a gov	ernmental	unit or from the general	public described in
		section 170(b)(1)(A)(vi). (C	omplete Part II.)					
8	Ш	A community trust describe	ed in <b>section 170(b)(</b>	(1)(A)(vi). (Complete Par	t II.)			
9		An agricultural research org	ganization described	in section 170(b)(1)(A)(	ix) operate	ed in conju	ınction with a land-grant	college
		or university or a non-land-g	grant college of agric	ulture (see instructions).	Enter the	name, city	y, and state of the colleg	e or
		university:						
10		An organization that norma	Illy receives: (1) more	than 33 1/3% of its sur	port from	contributi	ons, membership fees, a	and aross receipts from
		activities related to its exen						
		income and unrelated busin						
		See section 509(a)(2). (Con		(lood doction of really in	om baoine	ooco doqe	med by the organization	artor barro oo, 1070.
11		An organization organized	. ,	ively to tost for public so	foty Soo	caction 50	10(2)(4)	
	H	-	•	*	•			nurnages of one or
12		An organization organized	· ·	•	-		•	
		more publicly supported or	•					neck the box in
		lines 12a through 12d that				-	· · · · · ·	
а			· · · · · · · · · · · · · · · · · · ·	•	•			
		the supported organization	on(s) the power to re	gularly appoint or elect a	a majority o	of the dire	ctors or trustees of the s	supporting
	_	organization. You must o	complete Part IV, Se	ections A and B.				
b			anization supervised	d or controlled in connec	tion with it	s support	ed organization(s), by ha	iving
		control or management o	of the supporting orga	anization vested in the s	ame perso	ons that co	ontrol or manage the sup	ported
		organization(s). You mus	t complete Part IV,	Sections A and C.				
С		☐ Type III functionally inte	grated. A supporting	g organization operated	in connec	tion with, a	and functionally integrate	ed with,
		its supported organizatio	n(s) (see instructions	s). You must complete I	Part IV, Se	ctions A,	D, and E.	
d		Type III non-functionally		•				zation(s)
		that is not functionally int						• •
		requirement (see instruct	-	• •	•		•	
е		Check this box if the orga	·	-				
·		functionally integrated, or					rype i, rype ii, rype iii	
	Ent	er the number of supported of						
		• •		ad organization(s)				•
g		vide the following information  i) Name of supported	(ii) EIN	(iii) Type of organization	(iv) Is the orga	nization listed	(v) Amount of monetary	(vi) Amount of other
	`	organization	(,	(described on lines 1-10	in your governi <b>Yes</b>	ng document?	support (see instructions)	support (see instructions)
				above (see instructions))	163	140		,
Tota								

### 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.)

Sec	ction A. Public Support						
Cale	ndar year (or fiscal year beginning in)	(a) 2012	<b>(b)</b> 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
1	Gifts, grants, contributions, and						
	membership fees received. (Do not						
	include any "unusual grants.")	1,517,896.	1,633,107.	1,472,470.	1,588,685.	1,859,008.	8,071,166.
2	Tax revenues levied for the organ-						
	ization's benefit and either paid to						
	or expended on its behalf						
3	The value of services or facilities						
	furnished by a governmental unit to						
	the organization without charge						
4	Total. Add lines 1 through 3	1,517,896.	1,633,107.	1,472,470.	1,588,685.	1,859,008.	8,071,166.
5	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)						
6	Public support. Subtract line 5 from line 4.						8,071,166.
	ction B. Total Support	( ) 22/2	#10040	() 2011	( D 00 / =	( ) 00/0	
	ndar year (or fiscal year beginning in)	(a) 2012	<b>(b)</b> 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
	Amounts from line 4	1,517,896.	1,633,107.	1,472,470.	1,588,685.	1,859,008.	8,071,166.
8	Gross income from interest,						
	dividends, payments received on						
	securities loans, rents, royalties	2,563.	1,817.	1,081.	1,012.	1,218.	7,691.
_	and income from similar sources	2,303.	1,01/•	1,001.	1,012.	1,210.	1,091.
9	Net income from unrelated business						
	activities, whether or not the						
40	business is regularly carried on						
10	Other income. Do not include gain						
	or loss from the sale of capital assets (Explain in Part VI.)						
11							8,078,857.
12	Gross receipts from related activities,	etc (see instructi	one)			12	0,070,037.
13	First five years. If the Form 990 is for			I fourth or fifth ta	v vear as a sectio		
.0	organization, check this box and <b>stor</b>	- 1			-	11 00 1(0)(0)	ightharpoonup
Sec	ction C. Computation of Publ						<u></u>
	Public support percentage for 2016 (			olumn (f))		14	99.90 %
15	Public support percentage from 2015					15	99.87 %
16a	33 1/3% support test - 2016. If the					nore, check this bo	x and
	stop here. The organization qualifies	as a publicly supp	orted organization				<b>▶</b> X
b	33 1/3% support test - 2015. If the						is box
	and stop here. The organization qual						<b>&gt;</b>
17a	10% -facts-and-circumstances tes						or more,
	and if the organization meets the "fac	cts-and-circumstan	ces" test, check th	is box and <b>stop h</b> e	ere. Explain in Pai	t VI how the organ	ization
	meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization						
b	10% -facts-and-circumstances tes						
	more, and if the organization meets the	he "facts-and-circu	mstances" test, ch	eck this box and s	stop here. Explair	in Part VI how the	
	organization meets the "facts-and-circ	cumstances" test.	The organization q	ualifies as a public	cly supported orga	anization	
18	18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions						

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

(Complete only if you checked the box on line 10 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 S	r the tests listed be Support	low, please com	piete Part II.)				
Calendar year (or fiscal ye		(a) 2012	<b>(b)</b> 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
1 Gifts, grants, contril	· · · · -	(/	(=,====	(:,=:::	(-,	(-,	(-)
membership fees re							
include any "unusu	,						
2 Gross receipts from	, F						
merchandise sold o							
formed, or facilities							
any activity that is r							
organization's tax-e	· · · · -						
3 Gross receipts from							
are not an unrelated	540						
iness under section							
4 Tax revenues levied	· ·						
ization's benefit and	·						
or expended on its	behalf						
5 The value of service	es or facilities						
furnished by a gove	ernmental unit to						
the organization wit	hout charge						
6 Total. Add lines 1 tl	hrough 5						
7a Amounts included of	on lines 1, 2, and						
3 received from disc	qualified persons						
<b>b</b> Amounts included on lines							
from other than disqualifie exceed the greater of \$5,0							
amount on line 13 for the							
c Add lines 7a and 7b							
8 Public support. (Sub							
Section B. Total Su	upport		•	•	•	•	•
Calendar year (or fiscal ye	i	(a) 2012	<b>(b)</b> 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
9 Amounts from line 6	· · · · · -	(/	(=,=====	(-,	(-,,	(-,	(4)
10a Gross income from							
dividends, payment	ts received on						
securities loans, rer and income from sir	nts, royalties						
<b>b</b> Unrelated business tax						+	
(less section 511 taxes							
acquired after June 30	1075						
•							
c Add lines 10a and 1						-	
11 Net income from un activities not include							
whether or not the							
regularly carried on							
12 Other income. Do n or loss from the sale							
assets (Explain in P							
13 Total support. (Add line	es 9, 10c, 11, and 12.)						
14 First five years. If t	he Form 990 is for	the organization'	s first, second, thi	rd, fourth, or fifth t	ax year as a secti	on 501(c)(3) organia	zation,
check this box and							<u></u> ▶□
Section C. Compu	tation of Public	c Support Pe	rcentage				
15 Public support perc	entage for 2016 (lir	ne 8, column (f) d	livided by line 13,	column (f))		15	%
16 Public support perc						16	%
Section D. Compu	tation of Inves	tment Incom	e Percentage	!			
17 Investment income	percentage for 201	<b>I6</b> (line 10c, colur	mn (f) divided by li	ne 13, column (f))		17	%
18 Investment income	percentage from 20	<b>015</b> Schedule A,	Part III, line 17			18	%
19a 33 1/3% support to						33 1/3%, and line	17 is not
more than 33 1/3%	, check this box an	d <b>stop here.</b> The	e organization qua	lifies as a publicly	supported organia	zation	<b>&gt;</b> □
b 33 1/3% support to							
line 18 is not more t		•			·	•	
20 Private foundation							

### Part IV | Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

### Section A. All Supporting Organizations

- 1 Are all of the organization's supported organizations listed by name in the organization's governing documents? If "No," describe in **Part VI** how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.
- 2 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 **Part VI** how the organization determined that the supported organization was described in section 509(a)(1) or (2).
- **3a** Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If "Yes," answer (b) and (c) below.
- **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 **Part VI** when and how the organization made the determination.
- c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If "Yes," explain in **Part VI** what controls the organization put in place to ensure such use.
- **4a** Was any supported organization not organized in the United States ("foreign supported organization")? *If* "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.
- **b** Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If "Yes," describe in **Part VI** how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.
- c 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 Part VI 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.
- 5a 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 **Part VI**, 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** Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?
- c Substitutions only. Was the substitution the result of an event beyond the organization's control?
- 6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If "Yes," provide detail in Part VI.
- 7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).
- 8 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 or 990-EZ).
- **9a** 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 **Part VI**.
- **b** Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? If "Yes," provide detail in **Part VI.**
- c Did a disqualified person (as defined in line 9a) 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 Part VI.
- **10a** Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? *If* "Yes," *answer 10b below.* 
  - **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.)

	Yes	No
1		
2		
_		
За		
3b		
Зс		
4a		
41-		
4b		
4c		
5a		
5b		
5c		
6		
7		
8		
9a		
0.		
9b		
9с		
10a		
401-		
10b m 990 or 99	1 90-F7	2016
555 61 3	,	,

Par	t IV   Supporting Organizations <sub>(continued)</sub>			
	, i i i i i i i i i i i i i i i i i i i		Yes	No
11	Has the organization accepted a gift or contribution from any of the following persons?			
а	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?	11a		
b	A family member of a person described in (a) above?	11b		
	A 35% controlled entity of a person described in (a) or (b) above? If "Yes" to a, b, or c, provide detail in Part VI.	11c		
	tion B. Type I Supporting Organizations			
	<u> </u>		Yes	No
1	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.	1		
2	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			
	Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated,			
	supervised, or controlled the supporting organization.	2		
Sec	tion C. Type II Supporting Organizations			
	· · · · · · · · · · · · · · · · · · ·		Yes	No
1	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 Part VI how control			
	or management of the supporting organization was vested in the same persons that controlled or managed			
	the supported organization(s).	1		
Sec	tion D. All Type III Supporting Organizations			
			Yes	No
1	Did the organization provide to each of its supported organizations, by the last day of the fifth month of the			
	organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax			
	year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the			
	organization's governing documents in effect on the date of notification, to the extent not previously provided?	1		
2	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 Part VI how			
	the organization maintained a close and continuous working relationship with the supported organization(s).	2		
3	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			ĺ
	income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's			
	supported organizations played in this regard.	3		
Sec	tion E. Type III Functionally Integrated Supporting Organizations			
1	Check the box next to the method that the organization used to satisfy the Integral Part Test during the yea(see instructions).			
а	The organization satisfied the Activities Test. Complete line 2 below.			
b	The organization is the parent of each of its supported organizations. Complete line 3 below.			
С	The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instru	uctions	).	
2	Activities Test. Answer (a) and (b) below.		Yes	No
а	Did substantially all of the organization's activities during the tax year directly further the exempt purposes of			ĺ
	the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify			ĺ
	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.	2a		
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 Part VI the			
	reasons for the organization's position that its supported organization(s) would have engaged in these			
	activities but for the organization's involvement.	2b		
3	Parent of Supported Organizations. Answer (a) and (b) below.			
а	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 Part VI.	3a		
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 Part VI the role played by the organization in this regard.	3b		

Pa	Type III Non-Functionally Integrated 509(a)(3) Supporting	g Orgar	nizations	
1	Check here if the organization satisfied the Integral Part Test as a qualifyin	g trust on	Nov. 20, 1970 (explain in	Part VI.) See instructions. A
	other Type III non-functionally integrated supporting organizations must co	mplete Se	ections A through E.	
Sect	ion 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	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8		
Sect	ion 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):			
а	Average monthly value of securities	1a		
b	Average monthly cash balances	<b>1</b> b		
с	Fair market value of other non-exempt-use assets	1c		
d	Total (add lines 1a, 1b, and 1c)	1d		
е	Discount claimed for blockage or other			
	factors (explain in detail in Part VI):			
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_	Minimum Asset Amount (add line 7 to line 6)	8		
Sect	ion 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	Distributable Amount. Subtract line 5 from line 4, unless subject to			
	emergency temporary reduction (see instructions)	6		
7	Check here if the current year is the organization's first as a non-functional	ly integrat	ed Type III supporting org	anization (see
	instructions).			

Schedule A (Form 990 or 990-EZ) 2016

Pai	<sup>₹</sup>	(a)(3) Supporting Org	anizations <sub>(continued)</sub>	
Sect	on D - Distributions		,	Current Year
1	Amounts paid to supported organizations to accomplish exe	mpt purposes		
2	Amounts paid to perform activity that directly furthers exemp	ot purposes of supported		
	organizations, in excess of income from activity			
3	Administrative expenses paid to accomplish exempt purpose	es of supported organization	าร	
4	Amounts paid to acquire exempt-use assets			
5	Qualified set-aside amounts (prior IRS approval required)			
6	Other distributions (describe in Part VI). See instructions			
7	Total annual distributions. Add lines 1 through 6			
8	Distributions to attentive supported organizations to which to	he organization is responsiv	е	
	(provide details in Part VI). See instructions			
9	Distributable amount for 2016 from Section C, line 6			
10	Line 8 amount divided by Line 9 amount			
		(i)	(ii)	(iii)
Soot	on E. Distribution Allocations (see instructions)	Excess Distributions	Underdistributions	Distributable
Secu	on E - Distribution Allocations (see instructions)		Pre-2016	Amount for 2016
1	Distributable amount for 2016 from Section C, line 6			
2	Underdistributions, if any, for years prior to 2016 (reason-			
	able cause required- explain in Part VI). See instructions			
3	Excess distributions carryover, if any, to 2016:			
a				
b				
c	From 2013			
d	From 2014			
e	From 2015			
f	Total of lines 3a through e			
g	Applied to underdistributions of prior years			
h	Applied to 2016 distributable amount			
i_	Carryover from 2011 not applied (see instructions)			
j	Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4	Distributions for 2016 from Section D,			
	line 7: \$			
a	Applied to underdistributions of prior years			
b	Applied to 2016 distributable amount			
c	Remainder. Subtract lines 4a and 4b from 4			
5	Remaining underdistributions for years prior to 2016, if			
	any. Subtract lines 3g and 4a from line 2. For result greater			
	than zero, explain in Part VI. See instructions			
6	Remaining underdistributions for 2016. Subtract lines 3h			
	and 4b from line 1. For result greater than zero, explain in			
	Part VI. See instructions			
7	Excess distributions carryover to 2017. Add lines 3j			
	and 4c			
_8_	Breakdown of line 7:			
<u>a</u>				
	Excess from 2013			
c	Excess from 2014			
	Excess from 2015			
_	Excess from 2016			

Schedule A (Form 990 or 990-EZ) 2016

Schedule A	(Form 990 or 990-EZ) 2016	SOUTHERN '	TIER LIBR	ARY SYSTE	M	16-0836935 Page	e <b>8</b>
Part VI	Supplemental Information Part IV, Section A, lines 1, line 1; Part IV, Section D, Section D, lines 5, 6, and (See instructions.)	, 2, 3b, 3c, 4b, 4c, 5a lines 2 and 3; Part IV	, 6, 9a, 9b, 9c, 1 , Section E, lines	1a, 11b, and 11c; F 1c, 2a, 2b, 3a, and	Part IV, Section B, lines 1 I 3b; Part V, line 1; Part \	1 and 2; Part IV, Section C, V, Section B, line 1e; Part V,	

### 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.

OMB No. 1545-0047

Name of the organization

**Employer identification number** 

SOUTHERN TIER LIBRARY SYSTEM

16-0836935

Organization type (check one):						
Filers of:	Section:					
Form 990 or 990-EZ	$\overline{\mathbf{X}}$ 501(c)( $3$ ) (enter number) organization					
	4947(a)(1) nonexempt charitable trust <b>not</b> 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 foundation					
• •	covered by the <b>General Rule</b> or a <b>Special Rule</b> . 7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.					
General Rule						
-	filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.					
Special Rules						
sections 509(a)(1) a any one contributo	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. Don't complete any of the parts unless the <b>General Rule</b> applies to this organization because it received nonexclusively religious, charitable, etc., contributions totaling \$5,000 or more during the year   \$\sum_{\text{s}}\$						
Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't 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 doesn't meet the filing requirements of Schedule B (Form 990, 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) (2016)

Name of organization Employer identification number

### SOUTHERN TIER LIBRARY SYSTEM

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Part I	Contributors (See instructions). Use duplicate copies of Part I if additional	al space is needed.	
(a)	(b)	(c)	(d)
No.	Name, address, and ZIP + 4	Total contributions	Type of contribution
1	NYS DEPT OF EDUCATION  89 WASHINGTON AVENUE  ALBANY, NY 12234	\$ <u>1,759,508</u> .	Person X Payroll
(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
2	STEUBEN COUNTY  3 EAST PULTENEY SQUARE  BATH, NY 14810	\$\$	Person X Payroll
(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
		\$	Person Payroll Noncash (Complete Part II for noncash contributions.)
(a)	(b)	(c)	(d)
No.	Name, address, and ZIP + 4	Total contributions  \$	Person Payroll Complete Part II for noncash contributions.
(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
		\$	Person Payroll Noncash (Complete Part II for noncash contributions.)
(a) No.	(b)	(c) Total contributions	(d)
1 <b>40.</b>	Name, address, and ZIP + 4	\$	Person Payroll Noncash (Complete Part II for noncash contributions.)

 $\frac{\mbox{Schedule B (Form 990, 990-EZ, or 990-PF) (2016)}}{\mbox{Name of organization}}$ Employer identification number

### SOUTHERN TIER LIBRARY SYSTEM

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Part II	<b>Noncash Property</b> (See instructions). Use duplicate copies of Part II if	additional space is needed.	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions)	(d) Date received
		\$	
(a) No. from Part I	(b)  Description of noncash property given	(c) FMV (or estimate) (See instructions)	(d) Date received
		\$	
(a) No. from Part I	(b)  Description of noncash property given	(c) FMV (or estimate) (See instructions)	(d) Date received
		\$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions)	(d) Date received
		\$	
(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions)	(d) Date received
		\$	
(a) No. from Part I	(b)  Description of noncash property given	(c) FMV (or estimate) (See instructions)	(d) Date received
		\$	

### SOUTHERN TIER LIBRARY SYSTEM

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Part III	the year from any one contributor. Complete	columns (a) through (e) and the follo	ed in section 501(c)(7), (8), or (10) that total more than \$1,000 fo lowing line entry. For organizations		
	completing Part III, enter the total of exclusively religion Use duplicate copies of Part III if addition	us, charitable, etc., contributions of \$1,000 o	or less for the year. (Enter this info. once.)  \$		
(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held		
	Transferse's name address of	(e) Transfer of git			
	Transferee's name, address, a		Relationship of transferor to transferee		
(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held		
	Transferee's name, address, a	(e) Transfer of git	Relationship of transferor to transferee		
(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held		
_	Transferee's name, address, a	(e) Transfer of git	ift  Relationship of transferor to transferee		
(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held		
	Transferee's name, address, a	(e) Transfer of git	ift  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" on Form 990,
Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.

► Attach to Form 990.

OMB No. 1545-0047 Open to Public

▶ Information about Schedule D (Form 990) and its instructions is at www.irs.gov/form990.

Inspection

Name of the organization

SOUTHERN TIER LIBRARY SYSTEM

Employer identification number 16-0836935

Pa	rt I Organizations Maintaining Donor Adviso	ed Funds or Other Similar Funds	or Accounts. Complete if the
	organization answered "Yes" on Form 990, Part IV, li	ne 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 advis	ed funds
	are the organization's property, subject to the organization's	s exclusive legal control?	Yes No
6	Did the organization inform all grantees, donors, and donor		
	for charitable purposes and not for the benefit of the donor		
	impermissible private benefit?		Yes No
Pa	rt II Conservation Easements. Complete if the or		
1	Purpose(s) of conservation easements held by the organization	tion (check all that apply).	
	Preservation of land for public use (e.g., recreation or	education) Preservation of a histo	orically important land area
	Protection of natural habitat	Preservation of a cert	ified historic structure
	Preservation of open space		
2	Complete lines 2a through 2d if the organization held a qual	ified 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
а	Total number of conservation easements		2a
b			
С	Number of conservation easements on a certified historic st	ructure included in (a)	2c
d	Number of conservation easements included in (c) acquired	after 8/17/06, and not on a historic structu	ure
	listed in the National Register		2d
3	Number of conservation easements modified, transferred, re		
	year ▶		
4	Number of states where property subject to conservation ea	asement is located >	
5	Does the organization have a written policy regarding the pe	eriodic monitoring, inspection, handling of	
	violations, and enforcement of the conservation easements	it holds?	Yes No
6	Staff and volunteer hours devoted to monitoring, inspecting	, handling of violations, and enforcing cons	servation easements during the year
	<b>&gt;</b>		
7	Amount of expenses incurred in monitoring, inspecting, han	dling of violations, and enforcing conserva	tion easements during the year
	<b>&gt;</b> \$		
8	Does each conservation easement reported on line 2(d) about	ve 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	tion easements in its revenue and expense	statement, and balance sheet, and
	include, if applicable, the text of the footnote to the organization	ation's financial statements that describes	the organization's accounting for
	conservation easements.		
Pa	rt III Organizations Maintaining Collections of	of Art, Historical Treasures, or O	ther Similar Assets.
	Complete if the organization answered "Yes" on Forr	n 990, Part IV, line 8.	
1a	If the organization elected, as permitted under SFAS 116 (A	SC 958), not to report in its revenue staten	nent and balance sheet works of art,
	historical treasures, or other similar assets held for public ex	chibition, education, or research in furthera	nce of public service, provide, in Part XIII,
	the text of the footnote to its financial statements that descri	ribes these items.	
b	If the organization elected, as permitted under SFAS 116 (A	SC 958), to report in its revenue statement	and balance sheet works of art, historical
	treasures, or other similar assets held for public exhibition, e	education, or research in furtherance of pul	blic service, provide the following amounts
	relating to these items:		
	(i) Revenue included on Form 990, Part VIII, line 1		<b>&gt;</b> \$
	(ii) Assets included in Form 990, Part X		<b>&gt;</b> \$
2	If the organization received or held works of art, historical tre	easures, or other similar assets for financia	I gain, provide
	the following amounts required to be reported under SFAS	116 (ASC 958) relating to these items:	
а	Revenue included on Form 990, Part VIII, line 1		<b>&gt;</b> \$
h	Assets included in Form 990 Part Y		

Sche	edule D (Form 990) 2016 SOUTHER	N TIER L	IBRARY	SYSTE	M		16-	0836935	Page <b>2</b>
	rt III Organizations Maintaining C	Collections of	f Art, His	torical Tr	easures,	or Other			
3	Using the organization's acquisition, access	ion, and other re	cords, chec	k any of the	following tha	at are a sigr	nificant use of	its collection	items
	(check all that apply):								
а	Public exhibition		d $\square$	Loan or exc	hange progra	ams			
b	Scholarly research		е 🗌	Other					
С	Preservation for future generations								
4	Provide a description of the organization's control of the organization of the organiz	ollections and e	xplain how tl	ney further t	he organizati	ion's exem	ot purpose in	Part XIII.	
5	During the year, did the organization solicit of								
	to be sold to raise funds rather than to be m	aintained as par	t of the orga	nization's co	ollection?			Yes	☐ No
Par	rt IV Escrow and Custodial Arran							IV, line 9, or	
	reported an amount on Form 990, Pa		·	· ·			•	, ,	
1a	Is the organization an agent, trustee, custod	ian or other inte	rmediary for	contribution	ns or other as	ssets not in	cluded		
	on Form 990, Part X?							Yes	☐ No
b	If "Yes," explain the arrangement in Part XIII								
	, ,	·	J					Amount	
С	Beginning balance						1c		
d	Additions during the year						1d		
	Distributions during the year						1e		
f	Ending balance						1f		
2a	Did the organization include an amount on F						?	Yes	No
	If "Yes," explain the arrangement in Part XIII.					-			
_	rt V Endowment Funds. Complete i								
	<u> </u>	(a) Current ye		rior year	(c) Two yea		Three years ba	ack (e) Four y	ears back
1a	Beginning of year balance			<u> </u>	, , ,	,	•		
b	Contributions								
С	Net investment earnings, gains, and losses								
d	Grants or scholarships								
	Other expenditures for facilities								
_	and programs								
f	Administrative expenses								
g	End of year balance								
2	Provide the estimated percentage of the cur	rent vear end b	alance (line 1	a column (a	a)) held as:				
– a	Board designated or quasi-endowment	rone your ond be	%	9, 00.0	2)) 11014 40.				
b	Permanent endowment	%							
	Temporarily restricted endowment		%						
Ū	The percentages on lines 2a, 2b, and 2c sho	ould equal 100%	-						
32	Are there endowment funds not in the posse	· ·		at are held a	nd administe	ered for the	organization		
ou	by:	2331011 OF THE OF	anization tin	at are ricid a	iria aarriiriista	ored for the	organization	Г	res No
	-							<del></del>	163 140
									_
b	(ii) related organizations	ations listed as	equired on S	Schedula P2				3b	
_								Ju	
4 Par	Describe in Part XIII the intended uses of the rt VI Land, Buildings, and Equipm		endowinent	iulius.					
. ui	Complete if the organization answere		1 990 Dart IV	/ line 11a C	See Form and	n Part V liv	ne 10		
	Description of property		or other		or other		umulated	(d) Book	value
	bescription of property	1 ' '	/estment)	. ,	(other)	. ,	eciation	(u) DOOK	value
10	Land	<u> </u>		54010	(54.101)	аорго			
14	Land		2 E20			4 -	77 244	E1E	101

i	,	. '		
Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
<b>b</b> Buildings	992,538.		477,344.	515,194.
c Leasehold improvements				
<b>d</b> Equipment	840.335.		579,032.	261,303.
e Other	114,687.		70,012.	44,675.
Total, Add lines 1a through 1e. (Column (d) must ed	gual Form 990. Part X. colui	mn (B), line 10c.)		821,172.

Schedule D (Form 990) 2016

Schedule D (Form 990) 2016 SOUTHERN TI	ER LIBRARY	SYSTEM	16	-0836935 <sub>Page</sub> 3
Part VII Investments - Other Securities.				rage e
Complete if the organization answered "Yes"				
(a) Description of security or category (including name of security)	(b) Book value	(c) Method of v	/aluation: Cost or end	d-of-year market value
(1) Financial derivatives				
(2) Closely-held equity interests				
(3) Other				
(A)				
(B)				
(C)				
(D)				
(E)				
(F)				
(G)				
(H)				
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 12.)				
Part VIII Investments - Program Related.				
Complete if the organization answered "Yes"	on Form 990. Part I\	/. line 11c. See Form 990.	Part X. line 13.	
(a) Description of investment	(b) Book value			d-of-year market value
(1)		, ,		,
(2)				
(3)	-			
(4)				
(5)	<del> </del>			
(6)	-			
(7)	-			
(8)				
(9)				
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 13.)				
Part IX Other Assets.				
Complete if the organization answered "Yes"		/, line 11d. See Form 990	Part X, line 15.	#ND
(a)	Description			(b) Book value
(1)				
(2)				
(3)	_			
(4)				
(5)				
(6)				
(7)				
(8)				
(9)				
Total. (Column (b) must equal Form 990, Part X, col. (B) lin	e 15.)		<b>&gt;</b>	
Part X Other Liabilities.	,			
Complete if the organization answered "Yes"	on Form 990, Part I\	V, line 11e or 11f. See For	m 990, Part X, line 25	
1. (a) Description of liability	, , , , , , , , , , , , , , , , , , , ,	(b) Book value	, , ,	
(1) Federal income taxes				
(2) GRANT ADVANCES		3,598.		
(3)		2,230		
(4)				

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) GRANT ADVANCES	3,598.
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (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

Pai	rt XI Reconciliation of Revenue per Audited Financia	al Statements With Revenu	ie per Return	
	Complete if the organization answered "Yes" on Form 990, Pa	rt IV, line 12a.		
1	Total revenue, gains, and other support per audited financial statement	nts	1	2,682,855.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:			
а	Net unrealized gains (losses) on investments	2a		
b	Donated services and use of facilities	2b		
С	Recoveries of prior year grants	2c		
d	Other (Describe in Part XIII.)	2d		
е	Add lines 2a through 2d		2e	0.
3	Subtract line 2e from line 1		3	2,682,855.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:			
а	Investment expenses not included on Form 990, Part VIII, line 7b	4a		
b	Other (Describe in Part XIII.)	4b		
С	Add lines 4a and 4b		4c	0.
5	Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, I			2,682,855.
Pai	rt XII Reconciliation of Expenses per Audited Financ	-	ses per Retu	rn.
	Complete if the organization answered "Yes" on Form 990, Pa	·		
1	Total expenses and losses per audited financial statements		1	2,461,583.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:			
а	Donated services and use of facilities	2a		
b	Prior year adjustments	2b		
С	Other losses	2c		
d	Other (Describe in Part XIII.)	2d		
е	Add lines 2a through 2d		2e	0.
3	Subtract line <b>2e</b> from line <b>1</b>		3	2,461,583.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:			
а	Investment expenses not included on Form 990, Part VIII, line 7b	4a		
b	Other (Describe in Part XIII.)	4b		
	Carlor (Secondo III Carlo IIII)	40		•
	Add lines <b>4a</b> and <b>4b</b>			0.
с 5	Add lines <b>4a</b> and <b>4b</b> Total expenses. Add lines <b>3</b> and <b>4c.</b> (This must equal Form 990, Part I			0. 2,461,583.
5 Pai	Add lines 4a and 4b  Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I rt XIII Supplemental Information. ide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1	, line 18.) a and 4; Part IV, lines 1b and 2b; P	5	2,461,583.
5 Pai	Add lines <b>4a</b> and <b>4b</b> Total expenses. Add lines <b>3</b> and <b>4c.</b> ( <i>This must equal Form</i> 990, <i>Part I</i> rt XIII Supplemental Information.	, line 18.) a and 4; Part IV, lines 1b and 2b; P	5	2,461,583.
5 Pai	Add lines 4a and 4b  Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I rt XIII Supplemental Information. ide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1	, line 18.) a and 4; Part IV, lines 1b and 2b; P	5	2,461,583.
5 Pai	Add lines 4a and 4b  Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I rt XIII Supplemental Information. ide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1	, line 18.) a and 4; Part IV, lines 1b and 2b; P	5	2,461,583.
5 Pai	Add lines 4a and 4b  Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I rt XIII Supplemental Information. ide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1	, line 18.) a and 4; Part IV, lines 1b and 2b; P	5	2,461,583.
5 Pai	Add lines 4a and 4b  Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I rt XIII Supplemental Information. ide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1	, line 18.) a and 4; Part IV, lines 1b and 2b; P	5	2,461,583.
5 Pai	Add lines 4a and 4b  Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I rt XIII Supplemental Information. ide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1	, line 18.) a and 4; Part IV, lines 1b and 2b; P	5	2,461,583

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

Department of the Treasury

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.

h **Open to Public** 

OMB No. 1545-0047

► Information about Schedule O (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990. Internal Revenue Service

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 11B: 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.	
FORM 990, PART XI, LINE 8	
PRIOR PERIOD ADJUSTMENT - THE SYSTEM HAS RESTATED ITS 201	5 FINANCIAL
STATEMENTS IN ORDER TO CORRECT CERTAIN PREVIOUSLY REPORTE	D AMOUNTS. IN
2016, MANAGEMENT DETERMINED CERTAIN ACCOUNTS RECEIVABLE,	PREPAID
EXPENSES AND EQUIPMENT FOR THE PERIOD PRIOR TO 2016 WERE	NOT RECORDED.
AS A RESULT, 2015 ACCOUNTS RECEIVABLE, PREPAID EXPENSES,	AND FURNITURE,
FIXTURES AND EQUIPMENT WERE INCREASED BY \$33,131, \$14,257	AND \$26,838,
RESPECTIVELY. IN ADDITION, 2015 REVENUE INCREASED BY \$8,0	31, EMPLOYEE
BENEFIT EXPENSE DECREASED BY \$1,568, MEMBER LIBRARY PASS	THROUGH
EXPENSE DECREASED BY \$26,838, AND NET ASSETS AT JANUARY 1	, 2015
INCREASED BY \$37,789.	

### Form **8868**

(Rev. January 2017)

Department of the Treasury Internal Revenue Service

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

File a separate application for each return.

▶ Information about Form 8868 and its instructions is at www.irs.gov/form8868 .

OMB No. 1545-1709

**Electronic filing (e-file).** You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request 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, click on Charities & Non-Profits, and click on e-file for Charities and Non-Profits.

### Automatic 6-Month Extension of Time. Only submit original (no copies needed). All corporations required to file an income tax return other than Form 990-T (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 Employer identification number (EIN) or Type or Name of exempt organization or other filer, see instructions. print 16-0836935 SOUTHERN TIER LIBRARY SYSTEM File by the Number, street, and room or suite no. If a P.O. box, see instructions. Social security number (SSN) due date for filing your 9424 SCOTT ROAD instructions City, town or post office, state, and ZIP code. For a foreign address, see instructions. PAINTED POST, NY 14870 Enter the Return Code for the return that this application is for (file a separate application for each return) Application Return Application Return Is For Code Is For Code Form 990 or Form 990-EZ 01 Form 990-T (corporation) 07 Form 990-BL 02 Form 1041-A 80 Form 4720 (individual) 03 Form 4720 (other than individual) 09 Form 990-PF Form 5227 10 04 Form 990-T (sec. 401(a) or 408(a) trust) 05 Form 6069 11 Form 990-T (trust other than above) 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 」. 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. NOVEMBER 15, 2017 to file the exempt organization return I request an automatic 6-month extension of time until for the organization named above. The extension is for the organization's return for: ► X calendar year 2016 or tax year beginning , and ending If the tax year entered in line 1 is for less than 12 months, check reason: Initial return Final return Change in accounting period

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.

LHA For Privacy Act and Paperwork Reduction Act Notice, see instructions.

by using EFTPS (Electronic Federal Tax Payment System). See instructions.

nonrefundable credits. See instructions.

If this application is for Forms 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any

If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and

Balance due. Subtract line 3b from line 3a. Include your payment with this form, if required.

estimated tax payments made. Include any prior year overpayment allowed as a credit.

Form **8868** (Rev. 1-2017)

За

3b

3c

0.

0.

Doc. #17-105

### **Public Relations Committee**

July 18, 2017 – 12:30 pm Watkins Glen Public Library, Watkins Glen, NY



Committee Members Present: Lynnette Decker (chair), Pat Selwood, Denise King, Sarah Collins

Library System Staff: Brian Hildreth

Meeting called to order at 12:32 pm.

### **Construction Aid Update**

Committee members reviewed the allocation of STLS Member Library Construction Aid Awards as decided upon at the July 12 presentation workshop. P. Selwood made a motion to present awards as decided upon by the committee. S. Collins seconded this motion. The motion would be carried out of committee to the full STLS board for review and approval.

### **Nomination and Election of Board of Trustees**

L. Decker reported she contacted current STLS trustees who have seats up for reappointment. She has heard from R. Ahola and C. Emmer as they plan to run again. She also noted D. Haggstrom of Angelica is interested in serving on the STLS board as a representative of Allegany County and will attend the September board meeting. The committee awaits on a response from P. Finnerty regarding her Steuben County seat. The Schuyler County seat still remains vacant.

Richard Ahola – Term Expires 2017 Cindy Emmer – Term Expires 2017 Pat Finnerty – Term Expires 2017 Allegany County – 1 Vacant Seat Schuyler County – 1 Vacant Seats

### **2017 Member Library Awards**

L. Decker led the committee members in discussion about this year's award nominations. All categories received nominations as presented in the awards packet, which committee members received in late June. Following extensive discussion, the committee decided on winners for each category. The committee agreed to announce the winners in August to the entire membership at the same time of the Annual Meeting and Conference announcement. B. Hildreth said this would happen the week of August 21<sup>st</sup>.

Meeting adjourned at 1:47 pm.

Next meeting: Tuesday, September 19 at 12:30 pm at Cuba Circulating Library

Respectfully submitted: Brian M. Hildreth, STLS Executive Director

3:35 PM 08/29/17 Southern Tier Library System
Unpaid Bills Detail
As of September 1, 2017

Doc. #17-106

J.		_			
W.W	Туре	Date	Num	<b>Due Date</b>	Open Balance
Associated Bil	ciation of Bookm	obile & Outread 9/1/2017	h Svc 426442	9/1/2017	280.00
O( Total	Association of Boo	kmobile & Outre	each Svc		280.00
ATA T	I	9/1/2017	5243	9/1/2017	1,248.99
Total	AT&T				1,248.99
Casel OV Bil	la Waste Service:	8 9/1/2017	1800	9/1/2017	89.20 ~
Total	Casella Waste Ser	vices			89.20
Ceyite	r Point Large Pri	nt			/
₽ V Bil		9/1/2017 9/1/2017	1504 1504	9/1/2017 9/1/2017	109.05
	Center Point Large		1004	3/1/2017	.130.62
_	ng Natural Gas	71 1016			.130.02
Bil		9/1/2017	Aug 2	9/1/2017	38.20
Total	Coming Natural Ga	ıs			38.20
Empli Bill	e Natural Gas	9/1/2017	WST	9/1/2017	4.86
Total I	Empire Natural Ga	8			4.86
	er Communication				
Ø BIII	'	9/1/2017	Augu	9/1/2017	147.29
	Frontier Communic				147.29
Gale/C	CENGAGE Learni	ng 9/1/2017	6099	9/1/2017	28.79
•	Gale/CENGAGE Lo			0,112011	28.79
Jany⁄?		<b>g</b>			20.70
o Veill	•	9/1/2017	126799	9/1/2017	386.96
_	lanWay				386.96
Meng Ø Bill	el Metzger Barr &	<b>Co. LLP</b> 9/1/2017	459190	9/1/2017	900.00 🗸
Total f	dengel Metzger Ba	rr & Co. LLP			900.00
Movie	Licensing USA				/
o Bill		9/1/2017	2377	9/1/2017	2,016.00
	Movie LicensIng US	SA			2,016.00
Muja i	Media Services	9/1/2017	66831	9/1/2017	438.31 5/
ø ∨Bill		9/1/2017	67476	9/1/2017	1,821.31
Total N	Aulti Media Service	98			2,259.62
NYSE	G	0///00/7	A 15	0440045	
<b>ο Υ</b> ΒΙΙΙ Τοtο Ι Ν	YSEG	9/1/2017	Aug 2	9/1/2017	324.25
Overd					324.25
6 VRIII	IIVG	9/1/2017	0145	9/1/2017	243.00
6 BIII		9/1/2017	0145	9/1/2017	1,201.89
o Bill		9/1/2017 9/1/2017	0145 0145	9/1/2017 9/1/2017	332.02 85.75
o Bill		9/1/2017	0145	9/1/2017	349.99
o Bill		9/1/2017	0145	9/1/2017	26.99 4
o Bill		9/1/2017	0145	9/1/2017	457.00 🗸
o <b>"</b> BIII		9/1/2017 9/1/2017	0145 0145	9/1/2017 9/1/2017	81.00 🗸
о <b>ч</b> Вііі		9/1/2017	0145	9/1/2017	390.00 🖍 25.95 🗸
Total C	Overdrive			-	3,193.59

### Southern Tier Library System Unpaid Bills Detail As of September 1, 2017

	Туре	Date	Num	Due Date	Open Balance
0	Pengain Random Hous Bill Bill Bill Bill	9/1/2017 9/1/2017 9/1/2017 9/1/2017 9/1/2017	1083 1083 1083 1083	9/1/2017 9/1/2017 9/1/2017 9/1/2017	1,563.00 30.00 60.00 101.25
	Total Penguin Random I	louse LLC.			1,754.25
0	Plymouth Rocket, Inc	9/1/2017	2017	9/1/2017	900.00
	Total Plymouth Rocket,	Inc			900.00
•	Retterer & Sons LLC Bill	9/1/2017	RS-0	9/1/2017	375.00 🗸
	Total Retterer & Sons LL	.c			375.00
4	Sayles & Evans Bill	9/1/2017	2352	9/1/2017	282.50
	Total Sayles & Evans				282.50
0	Staples Business Adva    Bill     Bill     Total Staples Business A	9/1/2017 9/1/2017 9/1/2017	8045 8045 8045	9/1/2017 9/1/2017 9/1/2017	94.10 V 299.00 V 127.79 V 520.89
	Time Warner Cable	Manifedo			520.09
,		9/1/2017 9/1/2017 9/1/2017 9/1/2017 9/1/2017 9/1/2017	2028 2028 2029 2028 2021 2029 2028	9/1/2017 9/1/2017 9/1/2017 9/1/2017 9/1/2017 9/1/2017	148.29 25.00 1,000.00 3,178.65 23.00 1,000.00 234.99
	Total Time Warner Cable	,			5,607.93-
6	USA Toy Library Assoc	9/1/2017	0923	9/1/2017	40.00 /
	Total USA Toy Library A	ssociation			40.00
	Verizon Wireless Bill	9/1/2017	9791	9/1/2017	213.81 🗸
	Total Verizon Wireless				213.81
0	Wayne-Finger Lakes Bo	9/1/2017	014-1	9/1/2017	112.00
	Total Wayne-Finger Lake	s BOCES			112.00
то	TAL.				20,854.75

11:03 AM 08/14/17

### Southern Tier Library System Unpaid Bills Detail As of August 18, 2017

Si To plata

				01-10
Туре	Date	Num	Due Date	Open Balance
Acco Brands/ GBC Bill	8/18/2017	2651	8/18/2017	3,990.08
Total Acco Brands/ GBC				3,990.08
Baker & Taylor Bill	8/18/2017	2032	8/18/2017	34.00
Total Baker & Taylor				34.00
Black's Auto Service				
BIII Bill	8/18/2017 8/18/2017	101835 101515	8/18/2017 8/18/2017	33.95 33.95
Bill	8/18/2017	101350	8/18/2017	33.95
Total Black's Auto Service	<b>:e</b>			101.85
CDW-G	0/40/0047	IDVA	0//0/2047	0 454 52
Bill	8/18/2017	JPX0	8/18/2017	6,451.53
Total CDW-G				6,451.53
Delta Dental Insurance Bill	8/18/2017	Sept	8/18/2017	190.86
Total Delta Dental Insura	nce Company	•		190.86
Eastern Managed Print	Network			
Bill	8/18/2017	IN953	8/18/2017	224.45
Total Eastern Managed F				224.45
Energy Cooperative of a Bill	America 8/18/2017	764440	8/18/2017	315.53
Total Energy Cooperative	of America			315.53
English, Darleen				
BIII	8/18/2017	Medic	8/18/2017	46.80
Total English, Darleen				46.80
First Bankcard	8/18/2017	4418	8/18/2017	132.41
Bill	8/18/2017	4418	8/18/2017	810.15
<b>Ø</b> ✓ Bill	8/18/2017	4418	8/18/2017	32.35
o veiii o veiii	8/18/2017	4418	8/18/2017	32.37
O Visili Total First Bankcard	8/18/2017	4418	8/18/2017	374.79 1.382.07
Gale/CENGAGE Learning	201			1,302.07
Bill	8/18/2017	6094	8/18/2017	27.19
Total Gale/CENGAGE Le	earning			27.19
Glen Iris Inn Bili	8/18/2017	2017-6	8/18/2017	1,317.04
Total Gien Iris Inn	0/10/2017	2017-0	0/10/2017	1,317.04
GreenPoint Landscapir	ng ·			1,017.07
Bill	8/18/2017	552	8/18/2017	714.00
Total GreenPoint Landso	aping			714.00
Hallahan, Shelia Bill	8/18/2017	Medic	8/18/2017	46.80
Total Hallahan, Sheila				46.80
Harris, Roseanna Bill	8/18/2017	Medic	8/18/2017	46.80
Total Harris, Roseanna				46.80
Holden, Loretta Bill	8/18/2017	Medic	8/18/2017	46.80
Total Holden, Loretta	<del></del>			46.80

### Southern Tier Library System Unpaid Bills Detail As of August 18, 2017

	Туре	Date	Num	Due Date	Open Balance			
	Lead Local				•			
	Bill	8/18/2017	001S	8/18/2017	210.00			
	Total Lead Local				210.00			
	McPherson, Marcia Bili	8/18/2017	Medic	8/18/2017	46.80			
	Total McPherson, Marci	a			46.80			
	Nelson, Jane Bill	8/18/2017	Medic	8/18/2017	46.80			
	Total Nelson, Jane				45.80			
	NYLA Bill	8/18/2017	7517	8/18/2017	696.00			
	Total NYLA				696.00			
مارارات	NYSHIP Bill	8/18/2017	515	8/18/2017	18,045.00			
्मनार	Total NYSHIP				18,045.00			
	Overdrive Bill	8/18/2017	0145	8/18/2017	3,332.74			
	Total Overdrive		• 1 10	G. TO/LOT/	3,332.74			
	Passage, Mary	8/18/2017	Medic	8/18/2017	•			
	Total Passage, Mary	0/10/2017	Medic	0/10/2017	46.80			
	Pitney Bowes	9/46/0047	1001	040004	46.80			
	Bill	8/18/2017	1004	8/18/2017	158.98			
	Total Pitney Bowes				158.98			
	Quiggle, Mary Kay Bill	8/18/2017	Medic	8/18/2017	46.80			
	Total Quiggle, Mary Kay		1310010.11	071072017	46.80			
	Southern Tier Network				70.09			
	Bill	8/18/2017	1258	8/18/2017	1,000.00			
	Bill	8/18/2017	1259	8/18/2017	3,250.00			
	Bill Bill	8/18/2017 8/18/2017	1269 1229	8/18/2017	3,075.00			
	<del></del>		1228	8/18/2017	148,170.50 155,495.50			
	Time Warner Cable	Total Southern Tier Network						
	Bill Bill	8/18/2017 8/18/2017	2028 2029	8/18/2017 8/18/2017	92.95 1,015.00			
	Total Time Wamer Cable	•			1,107.95			
	United Healthcare Insu	rance Compai	1v		1,101100			
	Bill	8/18/2017	Sept	8/18/2017	193.00			
	Total United Healthcare	Insurance Com	pany		193.00			
	UnitedHealthcare Bill	8/18/2017	0187	8/18/2017	22.50			
	Total UnitedHealthcare				22.50			
	Wegmans Bill	8/18/2017	0312	8/18/2017	62.00			
	Total Wegmans				62.00			
	Wigg, Ristlina Bill	8/18/2017	Medic	8/18/2017	46.80			
	Total Wigg, Ristlina	J J			46.80			
					40.00			
	TOTAL				194,493.47			

### **Southern Tier Library System** Unpaid Bills Detail As of August 4, 2017

		Unpaid	Bills I	Detail				
As of August 4, 2017								
08/03	Туре	Date	Num	Due Date	Open Balance			
N	Bill	8/4/2017	2ŋd Q	8/4/2017	201.16 4			
	Total Ackerman, Delore	8			201.16			
1	Baker & Taylor Bill Bill Total Baker & Taylor	8/4/2017 8/4/2017	2032 2032	8/4/2017 8/4/2017	74.53 61:25 <i>0</i>			
4	Brodart Co Bill	8/4/2017	475379	8/4/2017	135.78 751.04 <b>0</b>			
	Total Brodart Co				751.04			
D	201	8/4/2017	1493	8/4/2017	929.340			
	Total Center Point Large	e Print			929.34			
b	Corning Natural Gas	8/4/2017	Juy 2	8/4/2017	36.93			
	Total Coming Natural G	as			36.93			
•	Empire Natural Gas Bill	8/4/2017	WST	8/4/2017	16.36-			
	Total Empire Natural Ga	16.36						
è	-	8/4/2017	2nd Q	8/4/2017	105.93			
	Total Finnerty, Patricia				105.93			
0		8/4/2017	July 2	8/4/2017	147.26			
	Total Frontier Communic				147.26			
0	Gale CENGAGE Learni Bili	8/4/2017	6087	8/4/2017	765.33			
	Total Gale/CENGAGE L	-			765.33			
9	Ingram Library Service VBIII BIII	8 8/4/2017 8/4/2017	9921 9937	8/4/2017 8/4/2017	70.45 L			
	Total Ingram Library Ser	vices			207.77			
0	Jerins, Erika Bill	8/4/2017	Alrfar	8/4/2017	1,131.60			
	Total Jenns, Erika				1,131.60			
ь	King, Denise Biii	8/4/2017	1 st 2	8/4/2017	292.11			
	Total King, Denise				,292.11			
ь	Library Ideas Bili	8/4/2017	56349	8/4/2017	35,000.00			
	Total Library Ideas				35,000.00			
0	Multi Media Services Bili	8/4/2017	67241	8/4/2017	576.08			
	Total Multi Media Service	<b>)S</b>			576.08			
0	NYSEG BIII	8/4/2017	July 2	8/4/2017	355.41 € ,			
	Total NYSEG				355.41			

### Southern Tier Library System Unpaid Bills Detail As of August 4, 2017

	Туре	Date	Num	Due Date	Open Balance
90000	Overdrive  Bit  Strii  Bit  Bit  Bit  Bit  Bit  Bit  Bit	8/4/2017 8/4/2017 8/4/2017 8/4/2017 8/4/2017	1453 1453 1453 1453	8/4/2017 8/4/2017 8/4/2017 8/4/2017 8/4/2017	376.95 2,102.27 1,211.86 586.93 1,134.05
Ĭ	Total Overdrive			-	5,412.06
D	Pengain Random Hous	e LLC 8/4/2017	1082	8/4/2017	30.0p Q
	Total Benguin Random H	louse LLC			30.00
ò	SCRLC Bill	8/4/2017	5975	8/4/2017	1,650.90
	Total SCRLC	f			1,650.00
D	Southern Tier Wireless  Bill	8/4/2017	18554	8/4/2017	93.95.
	Total Southern Tier Wirel	ess inc			93.95
0 0	TERACAI  BIII  BIII  BIII  BIII	8/4/2017 8/4/2017 8/4/2017 8/4/2017	CI434 CI434 CI434 CI434	8/4/2017 8/4/2017 8/4/2017 8/4/2017	3,397.36 7,703.16 7,768.91 11,234.97-t
Ū	Total TERACAI				30,104.40
0	The Human Solution Up Bill	olift Desk 8/4/2017	325025	8/4/2017	19,375.00
	Total The Human Solution	n Uplift Desk			19,375.00
ة 0	Tinge Warner Cable  Bill  Bill	8/4/2017 8/4/2017	2029 2028	8/4/2017 8/4/2017	1,000.00
	Total Time Warner Cable				1,234.99
Э	Unifed States Postal Se VBill		July 2	8/4/2017	1,000.00
	Total United States Posts	ul Service			1,000.00
0	Yerizon Bili	8/4/2017	Aug 2 *	8/4/2017	483.11 <b>E</b> /
	Total Verizon				483.11
b	Verizon Wireless Bill	8/4/2017	9789	8/4/2017	213.81
	Total Verizon Wireless				213.81
6	WEX Bank Bill	8/4/2017	5068	8/4/2017	1,071.33
	Total WEX Bank				1,071.33
то	TAL			=	101,320.75

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## Southern Tier Library System Unpaid Bills Detail As of July 21, 2017

7/10/17

61.	d,	As of	July 21, 2		e).		
FU G	Type	Dațe	Num	Due Date	Open Balance		
103/14/	Alfred University Bo	7/ /2017	0711	7/21/2017	75.00		
	Total Alfred Universit				75.00		
	American Dining Cr	eations at CCC 7/21/2017 7/21/2017	826 827	7/21/2017 7/21/2017	900.00 1,356.05		
	Total American Dinin	g Creations at CC			2,256.05		
	Anther, Philip	7/21/2017	2nd Q	7/21/2017	180.83		
	Total Archer, Philip	772 1720 17	Zna Q	7/21/2017	180.83		
	TSTA				100.03		
8	BIII	7/21/2017	1406	7/21/2017	1,248.99		
	Total AT&T				1,248.99		
	Balder & Taylor	7/21/2017	2032	7/24/2017	7 22 20 1		
1	) VBIII	7/21/2017	2032	7/21/2017	32.38 57.10		
	Total Baker & Taylor				89.48		
	Bayr, Mathilde				/		
1	Bill Tatal Bass Mashilds	7/21/2017	2nd	7/21/2017	57.78		
	Total Barr, Mathide Birck's Auto Service				57.78		
0	Bill	7/21/2017	100217	7/21/2017	33.95		
0	BIII	7/21/2017	100419	7/21/2017	33.95		
9	Bill Bill	7/21/2017 7/21/2017	100639 100717	7/21/2017 7/21/2017	33.95 33.95		
·	Total Black's Auto Se	***	100717	112112011	135.80 ′		
	Cagella Waste Services						
0	Bill	7/21/2017	1794	7/21/2017	87.09 🗸		
	Total Casella Waste S	Services			87.09		
b	CDAC Bill	7/21/2017	10310	7/21/2017	100.00		
	Total/CDRC	772 172017	10010	172172017	100.00		
	Coming Catering Inc						
0	V <sub>Bill</sub>	7/21/2017	Annu	7/21/2017	1,056.25		
	Total Coming Catering	-			1,056.25		
•	Bill Bill	Int Network 7/21/2017	IN912	7/21/2017	1,274.65		
	Total Eastern Manage	d Print Network			1,274.65		
0	Emmer, Cindy Bill	7/21/2017	2nd	7/21/2017	117.70		
	Total Emmer, Cindy	//2 //2017	2110	772172017	117.70		
	Energy Cooperative	of America			117.70		
0			761735	7/21/2017	311.92 🗸		
	Total Energy Coopera	tive of America			311.92		
6	English, Darleen V Bill	7/21/2017	Medic	7/21/2017	46.80		
	Total English, Darleen	1			46.80		
•	Find Bankcard						
0	<b>Y</b> Bill	7/21/2017	4418	7/21/2017	20.17		
	4 m	7/21/2017 7/21/2017	4418 4418	7/21/2017 7/21/2017	717.64 ✓ 63.09 ,		
_	Biii	7/21/2017	4418	7/21/2017	122.01		
,	Total First Bankcard				922.91		

### Southern Tier Library System Unpaid Bills Detail As of July 21, 2017

	Туре	Date	Num	Due Date	Open Balance	
6	Friendly Freds Bill Bill	7/21/2017 7/21/2017	20594 20610	7/21/2017 7/21/2017	646.80 130.96	<del>/</del>
·	Total Friendly Freds				777.76	
	Frontier Communication	ns 7/21/2017	June	7/21/2017	145.05 1	/
	Total Frontier Communic	ations			145.05	
(	GreenPoint Landscapia	ng 7/21/2017	460	7/21/2017	714.00	/
	Total GreenPoint Landso	aping			714.00	
0		7/21/2017	2nd Q	7/21/2017	94.16	<b>√</b>
	Total Gunning, Nic				94.16	
	Gustafan A thi	/2017	Sum	7/21/2017	490.00	- PULLED FAMM AP BPEN AD FOR LATER
	Total Gustafson, Kathlee	n			400.00	018 6
0	Hallahan, Shella Bill	7/21/2017	Medic	7/21/2017	46.80	1 2
	Total Hallahan, Sheila				46.80	
•	Harris, Roseanna V Bill	7/21/2017	Medic	7/21/2017	46.80~	/
	Tetal Harris, Roseanna				46.80	
0	Holden, Loretta Bill	7/21/2017	Medic	7/21/2017	46.80	
	Total Holden, Loretta				46.80	
1	Ingram Library Services	7/21/2017	9905	7/21/2017	20.97	/
	Total Ingram Library Sen				20.97	
6	Kapian Early Learning (	7/21/2017	0004	7/21/2017	458.56	✓
	Total Kaplan Early Learn	ing Company		(*)	458.56	
0 0	Pherson, Marcia	7/21/2017	Medic	7/21/2017	46.80	/
	Total McPherson, Marcia				46.80	
•	Mid-York Library System Bill	7/21/2017	2017	7/21/2017	130.00	/
	Total Mid-York Library Sy	rstern			130.00	
•	Netson, Jane Bill	7/21/2017	Medic	7/21/2017	46.80	J
	Total Nelson, Jane				46.80	
•	N SEG Bill	7/21/2017	June	7/21/2017	374.92	/
	Total NYSEG				374.92	
0	NYSAIP	7/17/2017	514	7/17/2017	18,045.00	V
	Total NYSHIP				18,045.00	

### Southern Tier Library System Unpaid Bills Detail As of July 21, 2017

	Туре	Date	Num	Due Date	Open Balance	
	Overcrive	//				
6	L BINI	7/21/2017	1453	7/21/2017	37.70	<i>y</i> ,
	· PH	7/21/2017	1453	7/21/2017	78.00	<i>7</i> ,
0	<b>P</b> ill	7/21/2017	1453	7/21/2017	342.97	
0		7/21/2017	1453	7/21/2017	786.33	
0	<b>√</b> Bill	7/21/2017	1453	7/21/2017	17.99	V
	Total Overdrive				1,262.99	
4	Passage, Mary	7/21/2017	Medic	7/21/2017	46.80	$\checkmark$
•	Total Passage, Mary	112112011	IVICUIC	1/21/2017	46.80	
					40.00	
	Penguin Random Hous		4000	7/04/0047	04.00	
0	<b>YB</b> iii	7/21/2017	1082	7/21/2017	24.00	•
	Total Penguin Random I	louse LLC			24.00	
	Polls And I	D				
	BYCIL	/21/2017	Sum	7/21/2017	900.00	- PULLED FROM AF.
		72172011		772 172017		DEN INVOLE FOR
	Total Pollak, Carrie				900.00	gres prote por
	Quiggle, Mary Kay					Laten Date 6
9	Bill	7/21/2017	Medic	7/21/2017	46.80	
	Total Quiggle, Mary Kay				46.80	
					40.00	
	Retterer & Sons LLC					./
•	V Bill	7/21/2017	RS-0	7/21/2017	375.00	•
	Total Retterer & Sons LL	.C			375.00	
	Savies & Evans					
Ð	Bill	7/21/2017	2352	7/21/2017	304.00	$\checkmark$
		772 112011	400£	772 172017		-
	Total Sayles & Evans				304.00	
	Southern Tier Wireless	Inc				,
	<b>Leii</b>	7/21/2017	17913	7/21/2017	93.95	
-	Total Southern Tier Wire	less Inc			93.95	
	/				30.80	
0	Staples Business Adva		00.45			./
•		7/21/2017	8045	7/21/2017	54.99	•
	Total Staples Business A	dvantage			54.99	
	Time Warner Cable					_
•	P LEW	7/13/2017	2028	7/13/2017	146.29	5,
6	Biii	7/21/2017	2028	7/21/2017	92.95	
0	BIH	7/21/2017	2029	7/21/2017	1,015.00	V
0	pin /	7/21/2017	2028	7/21/2017	3.507.32	V <sub>2</sub>
0	BILL	7/21/2017	2028	7/21/2017	25.00	<b>V</b> ,
O		7/21/2017	2029	7/21/2017	1,014.33	✓,
0	Bill	7/21/2017	2021	7/21/2017	23.00	
	Total Time Warner Cable	)			5,823.89	
					0,020.00	
0	United Healthcare Insui	ance Compan 7/21/2017		7/04/0047	402.00	1.
•			Aug 2	7/21/2017	193.00	
	Total United Healthcare I	nsurance Comp	oany		193.00	
	UnitedHealthcare					
0	V BIII	7/21/2017	0187	7/21/2017	22.50	9
	Total UnitedHealthcare				22.50	
	4				22.50	
0	Wegmans					
•	BIII	7/21/2017	0312	7/21/2017	163.05	₹
	Total Wegmans				163.05	
	Wexell, Dale					
ol		7/21/2017	2nd Q	7/21/2017	146.59	$\checkmark$
<i>-</i>			mile Will	TE UEVII		•
	Total Wexell, Dale				146.59	

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# Southern Tier Library System Unpaid Bills Detail As of July 21, 2017

Туре	Date	Num	Due Date	Open Balance	
Wigg, Ristlina Bill	7/21/2017	Medic	7/21/2017	46.80	/
votal Wigg, Ristina				46.80	
TOTAL				38,860.03	

Doc. #17-107

Deposit Summary

for 6 9/6/2002 9/5/2017 3:12 PM

Summary of Deposits to 1202 · Cash - Money Market on 09/05/2017

Chk No.	PmtMethod	Rcd From	Memo	Amount
6215	Check	Bath	Pass Thru	280.00
2351	Check	Howard	IT Contract/Freegal	270.60
4316	Check	Bolivar	IT Contracts/TWC	43.35
2843	Check	Montour Falls	It Contracts	97.80
11838	Check	Dundee	IT Contract/Freegal	270.60
2729	Check	Friendship	IT Contracts/TWC	116.30
14324	Check	Cuba	IT Contract/Freegal	338.40
3969	Check	Canaseraga	IT Contract/Freegal	33.90
22198	Check	Chautauqua-Cattaraugus Libray Syst	Retreat Reimbursement	1,217.64
1774	Check	Watkins Glen	IT Contract/Freegal	338.40
5767	Check	Cohocton	IT Contracts/Freegal	101.40
1995	Check	Corning	IT Contract/Freegal	1,736.70
2734	Check	Friendship	IT Contracts/Freegal	67.60
4318	Check	Bolivar	IT Contracts/Freegal	67.80
19830	Check	Wellsville	IT Contract/Freegal	1,736.00

Less Cash Back:

6,716.49 Deposit Total:

Deposit Summary 21/2017 4/22/17

8/21/2017 10:47 AM

Cummon, of Deposits to	1202 Cosh Man-	- M-1-4 00/01/001
Summary of Deposits to	1202 · Cash - Mone	y Market on 08/21/2017

Chk No.	PmtMethod	Red From	Memo 6	Amount
3078	Check	Jasper	IT Contracts/Dark Fiber	255.00
2166	Check	CCLD-Big Flats	IT Contract/Dark Fiber	450.00
2166	Check	CCLD-Elmira	IT Contract/Dark Fiber	450.00
2166	Check	CCLD-Horseheads	IT Contract/Dark FIber	450.00
2166	Check	CCLD-West Elmira	IT Contract/Dark Fiber	450.00
26921	Check	Pioneer Lib System	Retreat reimbursement	1,014.70

Less Cash Back:

Deposit Total: 3,069.70

Deposit Summary 3/3/12

8/8/2017 10:04 AM

Summary of Deposits to 1202 · Cash - Money Market on 08/08/2017

Chk No.	PmtMethod	Rcd From	Memo	Amount
2719	Check	Friendship	IT Contracts/TWC	116.30
6860	Check	Canisteo	IT Contract/Dark Fiber	255.00
9055	Check	Cleary, Jule	Health Ins	113.27
5742	Check	Cohocton	IT Contract/Dark Fiber	270.00
4698	Check	Fillmore	IT Contract/Dark Fiber	450.00
Less Cook D	1			

Less Cash Back:

Deposit Total: 1,204.57 Deposit Summary

6 10 117 7/24/2017 12:52 PM

54,773.76

Summary of Deposits to 1202 · Cash - Money Market on 07/24/2017

Deposit Total:

Chk No.	PmtMethod	Red From	Memo	Amount
28385	Check	GST BOCES	Processing	87.75
2808	Check	Montour Falls	IT Contracts/Dark Fiber	255.00
1734	Check	Watkins Glen	IT Contracts/Dark Fiber	270.00
14264	Check	Cuba	IT Contracts/Dark Fiber	450.00
12955	Check	Penn Yan	Cost Share	25,307.29
2099	Check	CCLD-Elmira	Cost Share & Pass Thur	27,868.72
19760	Check	Wellsville	IT Contracts/Dark Fiber	450.00
3201	Check	Savona	IT Contracts/Dark Fiber	85.00
Less Cash B	ack:			

Page 1

Deposit Summary

7/17/2017 12:51 PM

Summary of Deposits to 1202 · Cash - Money Market on 07/17/2017

Chk No.	PmtMethod	Red From	Memo	Amount
4532	Check	Little Genesee	Pass Thru	149.98
2709	Check	Friendship	Pass Thru	20.17
9051	Check	Cleary, Jule	Health Ins	113.27
3347	Check	Angelica	Pass Thru	115.67
1942	Check	Corning	IT Contract/Dark Fiber	450.00
6181	Check	Bath	IT Contracts/Dark Flber	300.00
4302	Check	Bolivar	IT Contracts/TWC	43.35

Less Cash Back:

Deposit Total: 1,192.44

Doc. #17-83

### WHISTLEBLOWER and ETHICAL BEHAVIOR POLICY

Doc. #17-108

The Southern Tier Library System requires trustees, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the organization must practice honesty, fair dealing, and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. The Board embraces the organization's values of integrity, honesty, ethical behavior, loyalty to the organization, courtesy, civility, respect for and co-operation among staff, trustees, member libraries, and vendors. Harassment, because of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit based factors, whether conducted by, or affecting, an employee, vendor, client, volunteer, board member, or other individual connected with STLS is strictly prohibited. This policy applies to all employees, directors, officers, volunteers, and agents of the STLS, including the Executive Director and the Board of Trustees.

The objectives of the STLS Whistleblower and Ethical Behavior Policy are to establish standards of conduct and procedures for:

- The submission of concerns, on a confidential basis, regarding:
  - (a) Harassment and bullying, sufficiently severe or pervasive to create a hostile work environment, or resulting in a tangible change in an employee's employment status or benefits,
  - (b) Questionable accounting or auditing actions by employees, trustees, officers and other stakeholders of the organization,
  - (c) Wrongful conduct such as a violation of applicable state and/or Federal laws and regulations; a serious violation of STLS Policy; or the use of STLS property, resources, or authority for personal gain or other non-STLS purpose except as provided under STLS policy
- The receipt, retention, and treatment of complaints received by the organization regarding harassment, accounting, internal controls, auditing matters or other wrongful conduct
- The protection from retaliatory actions of trustees, employees, and volunteers reporting concerns.

### **Reporting Responsibility**

Each trustee, employee, and volunteer of STLS has an obligation to report in accordance with this Whistleblower and Ethical Behavior Policy (a) harassment or bullying, (b) questionable or improper accounting or auditing matters, (c) violations and suspected violations of this policy and (d) wrongful conduct.

### **Authority of the Board of Trustees**

All concerns submitted in writing will be forwarded to the President of the Board of Trustees in accordance with the procedures set forth below. The President shall be is responsible for designating the appropriate committee to investigate and make appropriate recommendations to the Board of Trustees with respect to the following: (a) concerns that originate from trustees and other non-employees or (b) concerns submitted by employees that have not been resolved by the System Executive Director to the satisfaction of the complainant.

## **Reporting Procedures and Corrective Action for Employees**

Employees should shall first discuss their concern, in confidence, with their immediate supervisor. If, after speaking with his or her supervisor, the employee is convinced that his or her concern is unwarranted or that, in the opinion of the employee, the supervisor will take appropriate steps to resolve the employee's concern no further action is required by the employee.

- However, further action is required if the employee (a) continues to have reasonable grounds to believe
  the concern is valid and that the response of his or her immediate supervisor is not adequate or (b) the
  immediate supervisor recommends that the issue should be referred to a higher level in the organization.
  In this situation the employee should shall write a formal complaint which the first level supervisor is
  obligated to take to the System Executive Director (or Acting System Director) in five working days.
- The Executive Director shall will promptly inform the employee of receipt of the complaint. A copy of the complaint shall will be forwarded to the President of the Board of Trustees. The Executive Director shall will investigate the circumstances of the complaint in a timely fashion and, where warranted, take disciplinary and other actions. At the completion of the investigation the Executive Director shall will provide the employee initiating the complaint and the President with a written summary of the action taken.
- Not withstanding the procedure stated above, if the employee's supervisor is the subject of the
  employee's concern or is possibly involved, the employee may choose to discuss their concern directly and
  in confidence with the Executive Director and then write a formal complaint. It is the responsibility of the
  Executive Director to investigate promptly the circumstances of the complaint in the manner stated in the
  previous paragraph.
- In extraordinary circumstances, and after due consideration, an employee who suspects or believes that
  the Executive Director is involved in unethical or illegal behavior may take his or her concerns directly to
  the President of the Board of Trustees using the procedure below entitled "Reporting Procedures for
  Trustees and Other Volunteers."

### Reporting Procedures and Corrective Action for Individuals Not Employed by the System

System trustees, System volunteers, individuals in the Member Libraries of the System and members of the general public should shall submit concerns in writing directly to the President of the Board of Trustees. If the President of the Board of Trustees is not available or is the subject of the concern, the complaint should shall be directed to the Vice-President of the Board of Trustees.

- The President shall be is responsible for designating an appropriate committee, as circumstances dictate, to investigate and make appropriate recommendations to the Board of Trustees, with respect to all concerns received in writing. The designated committee has the authority to retain outside legal counsel, accountants, private investigators, or any other resource deemed necessary to conduct a full and complete investigation of the allegations.
- The President shall will inform the originator of the receipt of the written complaint. All trustees of the System shall will be informed of the nature of the complaint with emphasis on maintaining the confidentiality appropriate for personnel issues.
- The Board of Trustees and its designated committee shall will resolve all complaints in a timely fashion and inform the individual submitting the complaint of the Board's final action.
- If the concern, for any reason, is not dealt with by the Board of Trustees to the satisfaction of the complainant, he or she may request a review by the State Librarian.

#### **Acting in Good Faith**

Anyone reporting a concern must act in good faith and have reasonable grounds for believing the information disclosed indicates harassment or bullying; a questionable or improper accounting or auditing practice; a violation or suspected violation of this STLS Policy; or wrongful conduct.

The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment or dismissal from the trustee or volunteer position. Such conduct may also give rise to other actions, including civil lawsuits.

### Confidentiality

Reports of concerns and their investigations shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Disclosure of reports of concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

### **No Retaliation Provision**

This Whistleblower and Ethical Behavior Policy is intended to encourage and enable employees, trustees, volunteers and others to raise concerns within STLS for investigation and appropriate action. With this goal in mind, no trustee, employee or volunteer who, in good faith, reports a concern shall be subject to retaliation or, in the case of an employee, adverse employment consequences. Moreover, an employee, trustee or volunteer who retaliates against someone who has reported a concern in good faith shall be subject to discipline, up to and including termination of employment or dismissal from the trustee or volunteer position.

Approved by the Southern Tier Library System Board of Trustees Revised to incorporate STLS Policy on Maintaining an Ethical Environment (Doc. #05-85, November 22, 2005).

Approved by the Southern Tier Library System Board of Trustees December 15, 2009

Doc. #17-109

#### FREEDOM TO READ POLICY

### American Library Association - The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend.

We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

# We therefore affirm these propositions:

- 1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.
  - Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.
- 2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.
  - Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

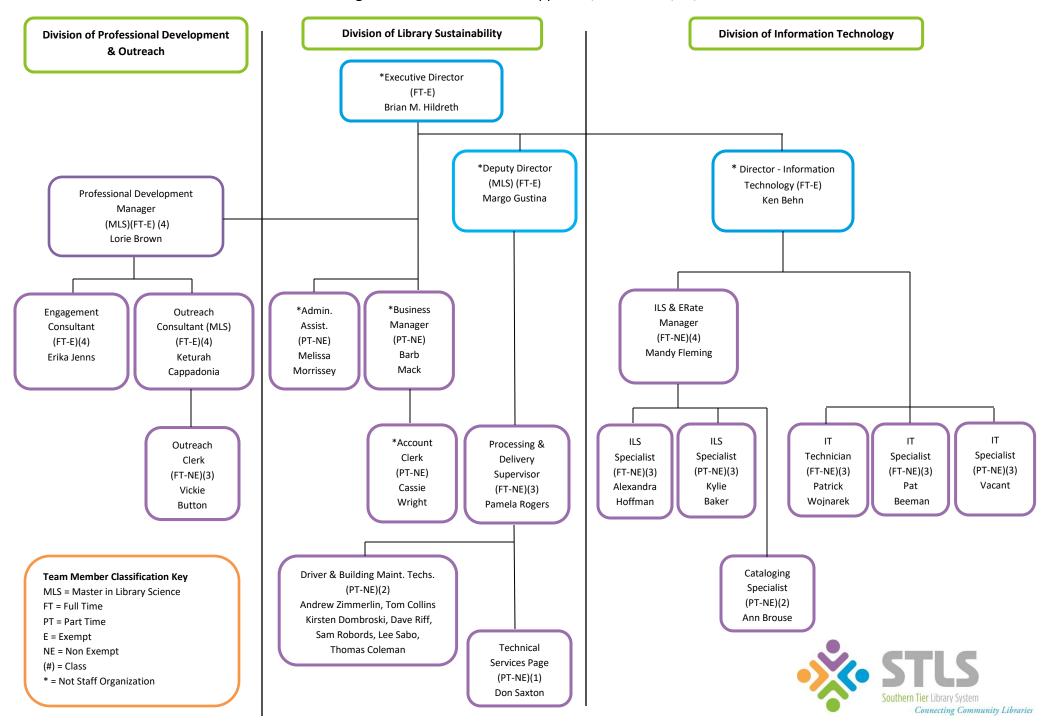
Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

Adopted by the Board of Trustees of the Southern Tier Library System September 16, 2008.

Revised by the Board of Trustees September 19, 2017

# **Southern Tier Library System**

Organizational Chart - Board Approved/Revised: 04/18/2017



Monthly System Management Team & Divisional Reports September 19, 2017



# 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 & September 2017 participating in the following activities:

- July 27 & 28, attended a tri-system retreat with CCLS and Pioneer Library Systems to develop upon ideas from 2016 retreat and plan for member libraries' training opportunities in 2017/2018.
- July 31 August 4, Executive Director was on vacation leave.
- August 8, participated in a think tank strategy group with library leaders across the state to address paths forward for special legislative districts. A follow-up meeting was scheduled for September 4, 2017.
- August 12, with Deputy Director Margo Gustina presented on Service-based Budgets at STLS Headquarters with member library directors and trustees.
- August 14 August 18, Executive Director was on vacation leave.
- August 23<sup>rd</sup>, attended STLS ILS Meeting at STLS Headquarters.
- August 25, attended panel discussion of Restore Opportunity Now an advocacy group for human services across NYS. Shared advocacy ideas for both libraries and human services.
- August 30, with STLS staff, hosted a Fee-based services discussion with STLS member to discuss options for future services of Processing and Information Technology.
- September 5, participated in conference calls with the Public Library System Directors Organization and Division of Library Development of the State Library to discuss library-related state matters.
- September 7 and 8: travelled to Albany to participate in special legislative districts think tank discussions and attend the advocacy launch meeting of the New York Alliance of Library Systems.
- Week of September 11, met with STLS board committees and visited the Atlanta Library to meet with library director and staff.

# Member Services by Margo Gustina, Deputy Director - Trustee Development Consultant Division of Library Sustainability and System Resources

- In August, I sent each library three copies of our public facing Plan of Service document. While our actual Plan of Service is action based and living, the Plan of Service 2017-2021 that was delivered to the membership could be read as a compact our service commitment to our members for the next five years. In keeping with my thinking on the importance of framing, I'll be framing my reports to the board within the context of the Plan of Service and my goals within it.
- Learning: Trustee Education In July I reflected on my past year working directly on developing a culture of learning among trustees. I now view this as a three part approach: Formal Workshops, Trustee Tuesday, and Consultation. I've imposed limits on each of the areas of work to create a more sustainable flow and to allow me to develop more asynchronous resources since I will never see many of our member trustees, but they still want & need guidance on certain elements of library governance. I will only offer one workshop a month to trustees, will do Trustee Tuesday every other week, and not perform more than one evening consultation per week. My hope is that this pace will increase the impact of my face to face interactions and afford time to develop additional ratification-ready policy and procedural guidance.
- Facilitating: Make Visible Social Inclusion for All Rural librarianship is social justice work. This July the ALA released the report, Rural Libraries in the United States (http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/pdfs/Rural%20paper%2007-31-2017.pdf), which, while primarily focused on technology related services and the digital divide, the report surfaces challenges that rural communities face including the demographic shift toward populations with limited physical, economic, and social mobility opportunities. As our libraries serve communities without local philanthropists and partner organizations, they have to find new approaches.
- In August, I organized and held a Rural Resources Symposium (funded, in the main by the NYLA Rural Libraries Round Table) in Cazenovia. The assembled 30 + mixed crowd of librarians and non-profit people worked through collaborative problem solving and resource identification practices. It was inspiring and useful and opened the door for Keturah and I to present at the next Institute for Human Services Executive Director's meeting on library-agency partnerships. Other systems have asked that I re-produce the Symposium local to their libraries, but I think we'll do that here first. Our approach to service necessarily has to shift if we want to continue to grow positive impacts without exponential funding growth.
- Building: Increase Funding for Local Libraries Prattsburg Free Library's budget revote passed! In future campaigns we will more directly address revote processes earlier in the planning timeline. Additionally, we will intensify our recommendations to our libraries to be as fully transparent in their budgeting processes as is practicable. We are so pleased for them and their community.

- Building: Improve Access to Member Libraries Facilities July and August are Construction Aid application months. This year an unprecedented 13 libraries presented to STLS trustees on projects totaling over a million dollars. They have now all submitted their state applications and I am in the process of reviewing them.
- Some of our members' projects came into conflict with the State Historic Preservation Office's (SHPO) view of libraries. I have started an ongoing dialogue with our field representative, Sloane Bullough, which will assist our libraries in maintaining their architectural character while also making their buildings more accessible.

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

- Day-long workshop on designing better surveys. Gathered some ideas to try. End of Summer evaluation for member libraries allowed me to incorporate idea discussed: Change the order of questions with the information MOST desired or will take the most 'work' on the part of responders <u>first</u>. Not demographic data such as name/library name etc. Evaluations still coming in...not sure about results yet.
- Day long workshop on Social Justice. Interesting is that all STLS staff had a distinct and unique experiences/takeaways from this workshop. Most impressive to me was during a session designed to discover our own prejudices. The object being to KNOW these prior to interviewing. When asked to quickly respond to specific words or phrases, a room-ful of professional librarians responded with negative words and phrases to the prompt: SINGLE MOTHER and responded with positive words and phrases to the prompt: SINGLE FATHER. I was stunned at the implications this has hiring and, of course for society.
- Attended a day and half long, Three System Retreat with 2 other NYS public library systems (Pioneer Library System & Chautauqua-Cattaraugus Library System.) The combination of socialization, sharing and learning is a great way to strengthen services to our members as well as raises awareness of happenings in nearby systems.
- Attended the NYLA Rural Libraries Round Table's Symposium (along with Margo Gustina and Keturah Cappadonia). The day was all about connecting with community. From Betsy Kennedy's keynote to the exercises throughout the day...connecting with community. Betsy's advice is to "change up" our library's goals. It isn't about program attendance numbers nor about circulation of materials but about getting people out of their houses into the community. To encourage community members to take advantage of what the community has to offer. For the library—it isn't about the library but about the community. Collaborate!
- Attended a morning session, conducted by Brian and Margo on Service based Budgeting. A library management course in library school used a similar approach but called it Program-Based Budgeting. The concept of thinking about the budget as service-driven is better than thinking about it as a program. I will be approaching the Division of Professional Development's budget for 2018 using this philosophy.

- Participated in the FLX Maker Fest in Canandaigua. Not a "learning" experience in the same way as other activities, but it was GREAT fun. And while not in our service area and didn't attract (that I know of) community members from our services area, it scratched an itch to program/interact with the public again. Also, it allowed me to 'test-drive' a Program Resource that I've been developing for our collection of resources, entitled Spots, Dots and Circles. Many attendees were teachers who eagerly read the picture books I took, grabbed the bibliography of books and played. One gentleman asked, "Where do you buy this stuff?" He was amazed that I put it together. Fun day.
- Next up....2018 Division Budget; learning programs for 4<sup>th</sup> quarter of 2017 and 1<sup>st</sup> quarter of 2018; creating more Program Resources; welcoming Erika Jenns; and so much more.

# Outreach by Keturah Cappadonia, Outreach Consultant Division of Professional Development and Library Outreach

- On July 12, I attended an all-day training at the Chautauqua Cattaraugus County Library System in Jamestown. The training was led by Erica Freudenberger, Outreach & Engagement Consultant at the Southern Adirondack Library System, on the topic of Community Engagement.
- On July 13, I attended the Corning Grants Workshop at CCLD co-presented by Humanities New York, the ARTS Council of the Southern Finger Lakes, and the Community Foundation of Elmira-Corning and the Finger Lakes.
- On July 15, I participated in the Yates County Libraries' Outreach Booth at the Yates County Fair in Penn Yan.
- On July 19, I attended a day-long Social Justice Symposium at Binghamton University sponsored by SCRLC and Binghamton University.
- In July I made initial site visits to the Dundee Public Library, the Branchport Public Library, and the Middlesex Reading Center, all in Yates County.
- On July 27 and July 28, I attended the three library system retreat at Letchworth State Park. I was able to meet system staff from the Pioneer Library System and also work with system staff from CCLS who I had previously met. I enjoyed talking with the Outreach Coordinators from the other two library systems and I felt they gave me helpful input about some of the specific aspects of our jobs. I also enjoyed learning more about how the other two library systems function and how their system staff, member library staff, and trustees work together to connect and build communities.
- On Aug. 1 and 3, I traveled to the Watkins Glen Library to continue working with Library Director Sarah Kurcoba on the project to get access to legal databases configured for the library per their status as the Schuyler County Law Library location. I have been working on this project since May. Through the remote assistance of Paul Drezelo, Senior Court Analyst at the New York State Unified Court System in Albany, the Watkins Library now has online access to LexisAccess, Westlaw, and Lexis eBooks. Mr. Drezelo is working to secure training for staff at both the Watkins Glen Library and the Penn Yan Library

(which serves as the Yates County Law Library, but had received access to the legal databases previously). He is also coordinating the installation of software to facilitate the "Ask a Law Librarian" remote chat service with the STLS IT Department.

- On Aug. 8, I participated in the Trustee Book Club led by Margo Gustina. I enjoyed being able to meet and interact with member library and system trustees.
- On Aug. 9, I visited the Little Genesee Public Library to visit Library Director Raeanne Smith with Lorie Brown. On Aug. 16, I visited the David A. Howe Public Library to meet with Library Director Nic Gunning and Circulation Operations Manager Niki Gordon regarding their new Language Resource collection and plans to begin partnering with area agencies to offer ESL classes and outreach activities.
- On Aug. 14, I attended NYLA's Rural Libraries Round Table Symposium at the Cazenovia Public Library with Lorie Brown.
- On Aug. 17, I held my first solo training workshop for member librarians and staff. Mike Pirrozolo, Executive Director of EMSTAR, and Bruce Erway, Education and Program Agency Coordinator of EMSTAR presented a program on Opioid and Naloxone Education for Library Staff at STLS Headquarters. The program involved the presentation of educational material and a hands-on demonstration of how Narcan is administered.
- I accepted an appointment from the Public Library Association to become a member of the DEMCO New Leaders Travel Grant Jury, with a term running from July 2017 – July 2019.
- I was contacted by the Southern Tier Central Regional Planning & Development Board to help disseminate their Steuben County transportation study among our member libraries. I distributed print copies of the survey to our libraries in Steuben County. I also sent the libraries the online survey link to be placed on websites and social media sites.
- I had a phone conference on Aug. 22 with the Southern Tier Tobacco Awareness Coalition to discuss the possibility of undertaking a campaign to encourage all STLS member libraries to make their grounds tobacco free. This would entail working with three agencies, due to our geographical area. The STTC is currently working on drawing up a survey for me to implement to member libraries to gauge interest, current tobacco and drug policies, and the possible success of moving forward with the project.
- Throughout August I assisted with collecting promotional materials for the STLS Annual Meeting & Conference and assembled them for the invitation, program, and webpage to be distributed to members and trustees.
- On Aug. 28, I participated in outreach at the NY State Libraries booth at the NY State Fair in Syracuse. I worked with librarians from across the state and interacted with members of the public. I also met State Senator DeFrancisco of Syracuse and State Senator Akshar of Binghamton

Projects I will be working on in September include continuing to help plan the STLS Annual Meeting & Conference, coordinating the review by COSAC of the Grass Roots Coordinated Library Outreach Award applications, organizing a training workshop for member librarians on library security tentatively scheduled in November, continuing to make initial library visits with Steuben County libraries, developing veteran outreach programs at member libraries in partnership with the Bath VA, and joining the board of SCRLC and learning more about what they do.

# Information Technology by Ken Behn, Assistant Director – Head of IT Division of Information Technology & Digital Resources

- Fiber connections with libraries switched to dark fiber Internet for Branchport, Dundee, and Penn Yan. Addison connection is up but not switched over.
- Upgraded 3 servers to a new version of Windows Server and an email server software upgrade.
- Re-imaged STLS laptop loaner lab, updated Bath laptop lab AV software licenses and procured and setup 4 new STLS laptops for staff.
- \* E-rate document responses, STARCat CCLD Newspaper project, STARCat version upgrade, collaboration with the Consortia Special Interest Group of SirsiDynix customers and the PULISDO IT Group.
- Visits to 25 libraries, 415 Help Desk Requests and 31 x528.

# Information Technology by Mandy Fleming, ILS & Technical Services Manager Division of Information Technology & Digital Resources

- Our department is continuing to work with Rei in Little Genesee. Pam, Kylie, Alex and I are visiting the library whenever possible to get their collection done we are adding their items to the catalog and processing them from STLS as well. We hope to have everything fully barcoded and processed by the end of September. I am working with Rei to teach her the ins and outs of WorkFlows, STARCat and everything related to the ILS. We are also working with Keturah, Lorie and Margo to get all of Rei's general library questions answered. It is the first time (since I've worked here) that we've had a brand new director going through the process of automation in a one-person library. In short Rei has a tremendous amount of information to learn from everyone here and she's doing an amazing job!
- In July I worked with Ken on another round of questions from PIA (Program Integrity Assurance) about our 2017-2018 E-Rate applications. These questions were for Dark Fiber applications and were very indepth. Following completion of the review, we were approved for another \$45,900.00 in E-Rate funding. We have also worked on other program review questions from USAC.

- This summer we surveyed member libraries about ILS-related topics. We will analyze the results of the survey in order to provide more useful training and information delivery to our members.
- Improvements to WorkFlows: With input from member libraries we updated the WorkFlows toolbar to get rid of unused/unavailable wizards and tabs. In September we will streamline the process libraries use to notify patrons of overdue and assumed lost items.
- Unfortunately for us, Alex was offered a great position at Hinkle Memorial Library at Alfred State. She will continue to work a few hours a week but we will miss having her full time. September will be busy with finding and training a new ILS Specialist while staying on top of the items coming in to be cataloged. Alex is currently training Kylie to handle the cataloging of items submitted electronically (through the Help Desk) and loading vendor provided bib records.