

CONFLICT OF INTEREST POLICY

APPLIES TO: STLS Board of Trustees and employees

REFERENCES: Authority of the Board Policy
Whistleblower and Ethical Behavior Policy

Trustees and employees of the Southern Tier Library System (STLS) shall adhere to the highest standards of honesty, good faith and fair dealing in all activities relating to the organization. STLS encourages all to use the four values of caring, respect, honesty and responsibility in all of their activities.

No trustee, employee or any member of their respective families or households shall accept gifts, gratuities, or favors of any kind from any person, firm or corporation doing business or seeking to do business with STLS and which could reasonably be expected to influence, or create the appearance of influencing, his or her actions affecting the Southern Tier Library System. This prohibition is not intended to preclude business meals or other nominal benefits with a maximum limit of \$50.00 (Fifty Dollars) in value during the reasonable and ordinary course of business.

Full and complete disclosure of any related party transaction is required. A “related party transaction” means any transaction or agreement in which a related party has a financial interest and in which STLS or a member library is a party. A related party can be any trustee, officer, or committee member to whom the board has delegated powers, a key employee of STLS or a member library; any person who exercises any power over the affairs of STLS or our member libraries; a relative of any of the above people, an entity in which any of these individuals has a 35+% beneficial interest; or partnership or professional corporation in which any of these individuals owns a direct or indirect ownership interest >5%.

Without full and complete disclosure to and approval by the Board of Trustees or its Executive Committee, no trustee or employee shall have any position of influence with, or a material financial interest in, any other entity, the existence of which does or could reasonably be expected to conflict with the proper performance of his or her duties or responsibilities to STLS, or which could reasonably be expected to affect his or her independent judgment and action with respect to transactions between the Southern Tier Library System and such other entity. If such a position exists, it must be disclosed to the Executive Director and to the President of the Board.

Each trustee and administrator shall provide the Board of Trustees or the Executive Committee with a written notification of any transaction or situation that may imply any reasonable doubt concerning the possible existence of a conflict of interest by the director or administrator.

In the event that STLS may wish to contract or enter into an arrangement for goods or services under circumstances that may present a conflict of interest affecting one or more of its trustees or administrators the following shall apply. The affected person(s) of the Southern Tier Library System agree(s) to provide full information to the Board of Trustees or its Executive Committee to allow the Board of Trustees or its Executive Committee to approve or disapprove by resolution, with the advantage of full disclosure, such contract or arrangement. The affected person shall recuse himself from the vote.

Annually, or upon start of duties, STLS trustees and non-union employees shall complete and return to the Executive Director or his or her designee a Disclosure of Interests Form.

The Executive Director shall administer this policy. Any disputed action of the Executive Director with respect to this policy shall be resolved by the Board of Trustees.

*Adopted by the STLS Board of Trustees September 18, 2007. Revisions adopted November 2008. Further revisions adopted March 2011. **Further revisions adopted June 16, 2011.***

**SOUTHERN TIER LIBRARY SYSTEM
DISCLOSURE OF INTEREST FORM**

Name of Person Completing the Form: _____

Position / Title: _____

Verified By Executive Director: _____ Date: _____

The conflict of interest policy, which sets forth standards of expected conduct, includes a provision which requires trustees and non-union employees to disclose all interests which could result in a conflict.

Please complete and return the enclosed Disclosure of Interests Form. Please be assured that the disclosure requirements are intended to provide the Board with a systematic and ongoing method of disclosing and ethically resolving potential conflicts of interest. Although it is impossible to list every circumstance giving rise to a possible conflict of interest, the following will serve as a guide to the types of activities that might cause conflicts and that should be fully reported:

1. Outside Interests

- A. To hold, directly or indirectly, a position or a material financial interest in any other entity from which the individual has reason to believe the Southern Tier Library System secures goods or services (including the services of buying or selling stocks, bonds, or other securities), or that provides services competitive with the system.
- B. To compete, directly or indirectly with the Southern Tier Library System in the purchase or sale of property or property rights, interests or services.

2. Outside Activities

To render directive, managerial, or consultative services to any outside concern that does business with, or competes with the services of the Southern Tier Library System, or to render other services in competition with the Southern Tier Library System.

3. Inside Information

To disclose or use information relating to the Southern Tier Library System's business for the personal profit or advantage of the individual or his/her respective families or households.

4. Gifts, Gratuities, and Entertainment

To accept gifts, excessive entertainment, or other favors from any outside concern that does, or is seeking to do, business with, or is a competitor of, the Southern Tier Library System - under circumstances from which it might be inferred that such action was intended to influence or possibly would influence the individual in the performance of his/her duties.

This prohibition is not intended to preclude business meals or other nominal benefits in the reasonable and ordinary course of business.

Full disclosure of any situation in doubt should be made so as to permit an impartial and objective determination. It should be particularly noted that disclosure relates not only to yourself, but also to your respective families or households.

TO: Executive Director and President, STLS Board of Trustees

RE: Conflict of Interest Disclosure

A copy of the Southern Tier Library System's Conflict of Interest Policy has been furnished to me. I hereby state that I, or members of my respective families or households, have the following affiliations or interest and have taken part in the following transactions that, when considered in conjunction with the position with or relation to the Southern Tier Library System, might possibly constitute a conflict of interest. (Check "None" where applicable)

1. Outside Interests

Identify any interests, other than investments, of yourself or your respective families or households, as described in the first numbered paragraph of the accompanying disclosure form.

() None

2. Investments

List and describe, with respect to yourself or your respective families or households, all investments that might be within the category of "financial interest", as described in the first numbered paragraph of the accompanying disclosure form.

() None

3. Outside Activities

Identify any outside activities, of yourself or your respective families or households, as described in paragraph number 2 of the accompanying disclosure form.

() None

STLS Disclosure of Interests Form – page 2

4. Other

List any other activities in which you or your respective families or households are engaged that may be regarded as constituting a conflict of interest, giving particular attention to the paragraphs numbered 2 and 3 of the accompanying disclosure form.

() None

5. I hereby certify that neither I nor any member of my respective families or households has accepted gifts, gratuities, or entertainment that might influence my judgment or actions concerning the business of the Library System, except as listed below:

I hereby agree to report to the Board Chairperson any further situation that may develop before completion of my next questionnaire.

Date

Name (Printed or typed)

Signature

Adopted by the Southern Tier Library System Board of Trustees November 20, 2007.

Include person needs to leave for vote.



Finance & Facilities Committee

Meeting Minutes

6.11.2018 at 3:15 pm

STLS Headquarters, Painted Post, NY

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

Meeting was called to order at 3:15 pm

2017 Auditor Report

Kathy Stickler, from Mengel, Metzger & Barr, reviewed STLS' 2017 audit results. She plans to review them with the Board of Trustees at their July meeting. She also discussed changes in accounting practices, which will be going into effect next year and in future years.

Executive Session

Sisi moved to go into executive session at 4:03pm, Pat seconded, all approved. Pat moved to come out of executive session at 4:18pm, Sarah seconded, all approved.

Mid-Year Budget Revision

Brian reviewed the proposed mid-year budget revision. Income increases are based on the increase in NYS funding. Expense increases include the purchase of fiber project equipment, the purchase of a van (instead of a car), and an increase in fuel expenses. There was also a reduction in Personnel Benefits expenses. The proposed budget revision will be presented to the Board for approval at their July meeting.

Review of Financial Statements

The committee reviewed the monthly financial statements. The new line in the Treasurer's Report for the funds designated for future fiber equipment replacement will show up in next month's report.

Deposit Summary and Unpaid Bill Detail Report

These reports will now be emailed to each board member, but individual paper copies will not be printed. A paper copy will be available for review at both the Finance and Facilities Committee meeting and at the monthly Board meeting.

Meeting adjourned at 4:20 pm.

Next meeting is July 9, 2018 at 3:15pm

Respectfully submitted: Betsy Gorman, Treasurer

	2017 Budget	Approved 2018 Budget	2018 Budget Revision
Revenue			
4700 · Basic State Aid	\$ 858,045.00	\$ 832,751.79	\$ 858,045.00
4706 · Jails and Institutions	\$ 4,113.00	\$ 3,981.85	\$ 4,113.00
4709 · Local Services Support	\$ 94,354.00	\$ 91,571.88	\$ 94,354.00
4710 · Supplemental Aid	\$ 129,375.00	\$ 125,581.85	\$ 129,375.00
4711 · Coordinated Outreach	\$ 75,049.00	\$ 72,837.30	\$ 75,049.00
4713 · State Corrections	\$ 26,285.00	\$ 25,510.03	\$ 26,285.00
4719 · Interest	\$ 950.00	\$ 825.00	\$ 1,100.00
4721 · E-Rate Funding	\$ 112,500.00	\$ 170,100.00	\$ 170,100.00
4723 · Member Library Cost Share	\$ 428,666.00	\$ 417,038.00	\$ 417,038.00
4724 · Member Library IT Contracts	\$ 38,000.00	\$ 52,000.00	\$ 52,000.00
4725 · Grants Revenue	\$ 65,000.00	\$ 120,000.00	\$ 120,000.00
4733 · Member Library Processing Fees	\$ 18,000.00	\$ 11,000.00	\$ 13,000.00
4740 · Prof Development & Conf Fees	\$ 1,000.00	\$ 2,050.00	\$ -
4781 · Retiree Health Ins Payments	\$ 2,300.00	\$ 2,500.00	\$ 2,050.00
4782 · Donations	\$ 1,500.00	\$ 3,473.50	\$ 2,500.00
4784 · General Reimbursements & Refund	\$ 3,000.00		\$ 3,473.50
	\$ 1,858,137.00	\$ 1,931,201.00	\$ 1,968,482.50
Expenses			
Total 5100 · Salaries	\$ 808,748.00	\$ 835,203.00	\$ 835,203.00
Total 5150 · Personnel Benefits	\$ 418,014.00	\$ 421,845.00	\$ 391,500.00
5203 · STLS Equipment	\$ 5,000.00	\$ 5,000.00	\$ 53,889.00
5204 · STLS Software & Small Equipment	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
5205 · Maintenance Contracts & Leases	\$ 15,000.00	\$ 16,000.00	\$ 16,000.00
5407 · Integrated Library System	\$ 69,000.00	\$ 67,200.00	\$ 67,200.00
5408 · Platform Fees & Licenses	\$ 16,000.00	\$ 15,500.00	\$ 15,500.00
5409 · STLS Telephone/Internet	\$ 125,000.00	\$ 189,000.00	\$ 189,000.00
5417 · Library Materials	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
5418 · Consultant Collection	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
5419 · Electronic Materials	\$ 89,747.00	\$ 91,953.00	\$ 91,953.00
5420 · Staff Development Travel	\$ 14,000.00	\$ 18,000.00	\$ 18,000.00
5422 · Trustee Mileage	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
5423 · Trustee Continuing Education	\$ 4,500.00	\$ 3,500.00	\$ 3,500.00
5424 · Conference Registration	\$ 7,000.00	\$ 6,000.00	\$ 9,500.00
5425 · Staff & Member Library Mileage	\$ 3,000.00	\$ 4,000.00	\$ 5,000.00
5427 · Programming & Annual Conference	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
5428 · Meeting Supplies	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
5430 · Office Supplies	\$ 12,000.00	\$ 14,000.00	\$ 14,000.00
5433 · Postage	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
5434 · Public Relations	\$ 20,000.00	\$ 18,000.00	\$ 20,000.00
5436 · STLS Grants to Member Libraries	\$ 12,000.00	\$ 12,500.00	\$ 12,500.00
5442 · Professional Fees	\$ 8,500.00	\$ 21,000.00	\$ 21,000.00
5443 · Legal Counsel	\$ 3,000.00	\$ 6,000.00	\$ 6,000.00
5444 · Accounting Support & Audit	\$ 10,500.00	\$ 14,000.00	\$ 14,000.00

**2018 Operating Budget
Southern Tier Library System**

	2017 Budget	Approved 2018 Budget	2018 Budget Revision
5450 · Utilities	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00
5451 · Building Maintenance & Repairs	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
5452 · Contingency	\$ 43,628.00	\$ -	\$ -
5454 · Commercial Insurance	\$ 15,000.00	\$ 14,500.00	\$ 14,500.00
5471 · Vehicle Maintenance & Repairs	\$ 7,000.00	\$ 4,500.00	\$ 4,500.00
5473 · Vehicle Fuel	\$ 17,000.00	\$ 15,500.00	\$ 18,737.50
5474 · Vehicle Insurance	\$ 5,500.00	\$ 6,000.00	\$ 6,000.00
5475 · Vehicle Purchase	\$ 20,000.00	\$ 23,000.00	\$ 32,000.00
5490 · Grants	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
	\$ 1,858,137.00	\$ 1,931,201.00	\$ 1,968,482.50
		\$ -	\$ -

**5-17-18
Foundation for Southern Tier Libraries
Meeting Minutes for 5-17-18**

In Attendance: Rusty, Denise, Peter, Judy, Phil, Brian, and Sherry.

Absent: Bonnie, Dale and Paul

We called to order at 2:15 pm. Paul sent a summary for the budget Balance which is \$2,802.41.

The meeting focus was planning for the Sept 27th fundraising event. We used the Planning event sheet that Dale presented at the last meeting.

The areas discussed include:

Judy is completing arrangements for the hotel venue. She has the Foundation ID to give to the hotel. We discussed where the wine should come from and it looks like we will let the hotel do it. It would be easier and probably less expensive. We discuss a fee of \$25 / person.

Brian will pass on PR connections to Sherry. Rusty will update the Flyer. We agreed on a theme "Libraries are for Everyone, Libraries for Life, Building Tomorrows Legacy Today".

Rusty and Peter will meet and create a list of donation ideas for the silent auction and talk to others to see what makes a silent auction.

An idea came up to create a FSTL membership list and consider donations levels.

Denise will create a list of talking points that will summarize what areas the grants supported.

We discussed creating a deadline for identifying SPONSORS of the event.. We also discussed identifying LEAD COUPLES for the event.

Areas discussed to connect to include: college president, Businesses, A sponsorship committee was created that includes Dale, Denise and Judy.

Denise will do a press release that includes grants and a Save the date after memorial day.

Rusty suggested we sent a special invitation to current donors.

Peter had an idea of music at the gathering

I read this e mail from Dale after the meeting :

"In any event the outcome of the meeting this afternoon must be a complete schedule of activities and delivery dates (including the responsible parties) on the Planning template that we have been using. Additionally the entry tickets must be printed by July 1 as there are several venues even in March where I can sell tickets."

We plan to meet on June 12th at 2 PM. Those of us meeting before then please consider the schedule. For activity and Could someone on take on the responsibility to get the tickets made my Dale's suggested date of July 1st.

Thank you all for coming.

Peace hope and Love

Peter

3:20 PM
06/06/18

Southern Tier Library System
Unpaid Bills Detail
As of June 8, 2018

Doc. #18-67

Handwritten: 06-06-2018

Handwritten: 6/6/2018

	Type	Date	Num	Due Date	Open Balance
0	Black's Auto Service Bill	6/8/2018	109561	6/8/2018	33.95 ✓
	Total Black's Auto Service				33.95
0	Boyar, Nick Bill	6/8/2018	2018 ...	6/8/2018	150.00 ✓
	Total Boyar, Nick				150.00
0	CDW-G Bill	6/8/2018	MTR4...	6/8/2018	132.00 ✓
	Total CDW-G				132.00
0	Center Point Large Print Bill	6/8/2018	1588...	6/8/2018	23.37 ✓
	Total Center Point Large Print				23.37
0	Corning Natural Gas Bill	6/8/2018	May 2...	6/8/2018	105.74 ✓
	Total Corning Natural Gas				105.74
0	Energy Cooperative of America Bill	6/8/2018	799127	6/8/2018	253.50 ✓
	Total Energy Cooperative of America				253.50
0	Finger Lakes Sign & Design Bill	6/8/2018	1301	6/8/2018	375.00 ✓
	Total Finger Lakes Sign & Design				375.00
0	GreenPoint Landscaping Bill	6/8/2018	1033	6/8/2018	714.00 ✓
	Total GreenPoint Landscaping				714.00
0	Hildreth, Brian Bill	6/8/2018	May/J...	6/8/2018	140.81 ✓
	Total Hildreth, Brian				140.81
0	Isaac Hvac Bill	6/8/2018	3128...	6/8/2018	340.00 ✓
	Total Isaac Hvac				340.00
0	McMann, Kim Bill	6/8/2018	2018 ...	6/8/2018	200.00 ✓
	Total McMann, Kim				200.00
0	Mengel Metzger Barr & Co. LLP Bill	6/8/2018	465261	6/8/2018	7,000.00 ✓
	Total Mengel Metzger Barr & Co. LLP				7,000.00
0	NYSEG Bill	6/8/2018	May 2...	6/8/2018	331.98 ✓
	Total NYSEG				331.98
0	Overdrive Bill	6/8/2018	0145...	6/8/2018	238.80 ✓
0	Bill	6/8/2018	0145...	6/8/2018	179.99 ✓
0	Bill	6/8/2018	0145...	6/8/2018	254.55 ✓
0	Bill	6/8/2018	0145...	6/8/2018	2,076.88 ✓
0	Bill	6/8/2018	0145...	6/8/2018	2,484.37 ✓
	Total Overdrive				5,204.67
0	Penguin Random House LLC Bill	6/8/2018	1088...	6/8/2018	87.50 ✓
0	Bill	6/8/2018	1088...	6/8/2018	1,535.25 ✓
0	Bill	6/8/2018	1088...	6/8/2018	87.50 ✓
	Total Penguin Random House LLC				1,700.25

Southern Tier Library System

Unpaid Bills Detail

As of June 8, 2018

	Type	Date	Num	Due Date	Open Balance
0	Smith, Karen				
	Bill	6/8/2018	4/20/...	6/8/2018	45.23 ✓
	Total Smith, Karen				45.23
	Southern Tier Network				
0	Bill	6/8/2018	1685	6/8/2018	1,000.00 ✓
0	Bill	6/8/2018	1689	6/8/2018	3,250.00 ✓
0	Bill	6/8/2018	1695	6/8/2018	3,845.00 ✓
	Total Southern Tier Network				8,095.00
	Southern Tier Wireless Inc				
0	Bill	6/8/2018	25465	6/8/2018	93.95 ✓
	Total Southern Tier Wireless Inc				93.95
	Staples Business Advantage				
0	Bill	6/8/2018	1619...	6/8/2018	294.02 ✓
	Total Staples Business Advantage				294.02
	Time Warner Cable				
0	Bill	6/8/2018	2029...	6/8/2018	650.00 ✓
0	Bill	6/8/2018	2029...	6/8/2018	234.99 ✓
0	Bill	6/8/2018	2029...	6/8/2018	92.95 ✓
0	Bill	6/8/2018	2029...	6/8/2018	690.00 ✓
	Total Time Warner Cable				1,647.94
	Verizon				
0	Bill	6/8/2018	Jun 2...	6/8/2018	499.84 ✓
	Total Verizon				499.84
	Verizon Wireless				
0	Bill	6/8/2018	9907...	6/8/2018	214.03 ✓
	Total Verizon Wireless				214.03
	Wagmans				
0	Bill	6/8/2018	0312...	6/8/2018	130.56 ✓
	Total Wagmans				130.56
	Wescott, Virginia				
0	Bill	6/8/2018	2018 ..,	6/8/2018	445.25 ✓
	Total Wescott, Virginia				445.25
	WEX Bank				
0	Bill	6/8/2018	5454...	6/8/2018	1,524.79 ✓
	Total WEX Bank				1,524.79
	TOTAL				<u>29,655.96</u> ✓

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05/22/18

Southern Tier Library System
Unpaid Bills Detail
As of May 25, 2018

5/25/18

Handwritten: *as/25/18*

Type	Date	Num	Due Date	Open Balance
AT&T Bill	5/25/2018	7498...	5/25/2018	1,184.83 ✓
Total AT&T				1,184.83
Baker & Taylor Bill	5/25/2018	2033...	5/25/2018	105.29 ✓
Baker & Taylor Bill	5/25/2018	2033...	5/25/2018	20.13 ✓
Baker & Taylor Bill	5/25/2018	2033...	5/25/2018	29.59 ✓
Total Baker & Taylor				155.01
Baker, Dolores Bill	5/25/2018	5/11/...	5/25/2018	102.46 ✓
Total Baker, Dolores				102.46
Brown, Lorie Bill	5/25/2018	Wkap...	5/25/2018	125.04 ✓
Total Brown, Lorie				125.04
Casella Waste Services Bill	5/25/2018	1854...	5/25/2018	100.91 ✓
Total Casella Waste Services				100.91
Center Point Large Print Bill	5/25/2018	1583...	5/25/2018	22.17 ✓
Total Center Point Large Print				22.17
Delta Dental Insurance Company Bill	5/25/2018	Jun 2...	5/25/2018	185.40 ✓
Total Delta Dental Insurance Company				185.40
Demco Bill	5/25/2018	6346...	5/25/2018	5,881.82 ✓
Total Demco				5,881.82
Emergency Power Systems Bill	5/25/2018	33021	5/25/2018	2,148.08 ✓
Total Emergency Power Systems				2,148.08
Empire Natural Gas Bill	5/25/2018	WST...	5/25/2018	108.02 ✓
Total Empire Natural Gas				108.02
English, Darleen Bill	5/25/2018	Medic...	5/25/2018	67.35 ✓
Total English, Darleen				67.35
Erie Insurance Company Bill	5/25/2018	May 2...	5/25/2018	1,903.50 ✓
Total Erie Insurance Company				1,903.50
First Bankcard Bill	5/25/2018	4418...	5/25/2018	710.04 ✓
First Bankcard Bill	5/25/2018	4418...	5/25/2018	431.40 ✓
First Bankcard Bill	5/25/2018	4418...	5/25/2018	2,225.80 ✓
First Bankcard Bill	5/25/2018	4418...	5/25/2018	2,817.98 ✓
First Bankcard Bill	5/25/2018	4418...	5/25/2018	45.91 ✓
First Bankcard Bill	5/25/2018	4418...	5/25/2018	19.50 ✓
First Bankcard Bill	5/25/2018	4418...	5/25/2018	85.08 ✓
First Bankcard Bill	5/25/2018	4418...	5/25/2018	521.28 ✓
Total First Bankcard				8,839.07
Frontier Communications Bill	5/25/2018	May 2...	5/25/2018	145.54 ✓
Total Frontier Communications				145.54

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05/22/18

Southern Tier Library System **Unpaid Bills Detail** **As of May 25, 2018**

Type	Date	Num	Due Date	Open Balance
Gonzalez, Angela				
Bill	5/25/2018	4/18/...	5/25/2018	33.24 ✓
Total Gonzalez, Angela				33.24
Gunning, Timothy (Nic)				
Bill	5/25/2018	5/11/...	5/25/2018	48.57 ✓
Bill	5/25/2018	5/11/...	5/25/2018	81.75 ✓
Total Gunning, Timothy (Nic)				128.62
Hallahan, Shella				
Bill	5/25/2018	Medic...	5/25/2018	57.35 ✓
Total Hallahan, Shella				57.35
Harris, Roseanna				
Bill	5/25/2018	Medic...	5/25/2018	57.35 ✓
Total Harris, Roseanna				57.35
Holden, Loretta				
Bill	11/10/2017	Re-la...	11/10/2017	48.80 ✓
Bill	5/25/2018	Medic...	5/25/2018	57.35 ✓
Total Holden, Loretta				114.15
McPherson, Marcia				
Bill	5/25/2018	Medic...	5/25/2018	57.35 ✓
Total McPherson, Marcia				57.35
Nelson, Jane				
Bill	5/25/2018	Medic...	5/25/2018	57.35 ✓
Total Nelson, Jane				57.35
NYLA				
Bill	5/25/2018	5337	5/25/2018	120.00 ✓
Total NYLA				120.00
NYSHIP				
Bill	5/25/2018	525	5/25/2018	19,405.83 ✓
Total NYSHIP				19,405.83
Overdrive				
Bill	5/25/2018	0148...	5/25/2018	421.11 ✓
Bill	5/25/2018	0148...	5/25/2018	101.98 ✓
Bill	5/25/2018	0148...	5/25/2018	119.99 ✓
Bill	5/25/2018	0148...	5/25/2018	804.31 ✓
Bill	5/25/2018	0148...	5/25/2018	271.99 ✓
Bill	5/25/2018	0148...	5/25/2018	148.00 ✓
Total Overdrive				1,868.34
Passage, Mary				
Bill	5/25/2018	Medic...	5/25/2018	57.35 ✓
Total Passage, Mary				57.35
Quiggle, Mary Kay				
Bill	5/25/2018	Medic...	5/25/2018	57.35 ✓
Total Quiggle, Mary Kay				57.35
Rottger & Sons LLC				
Bill	5/25/2018	RS-0...	5/25/2018	375.00 ✓
Total Rottger & Sons LLC				375.00
ShelterPoint Life				
Bill	5/25/2018	D200...	5/25/2018	2,748.44 ✓
Total ShelterPoint Life				2,748.44
Smith, Karen				
Bill	5/25/2018	4/18/...	5/25/2018	48.05 ✓
Total Smith, Karen				48.05

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05/23/18

Southern Tier Library System **Unpaid Bills Detail** **As of May 25, 2018**

	Type	Date	Num	Due Date	Open Balance
0	Smith, Roesanne				
0	Bill	5/25/2018	4/20/...	5/25/2018	18.53
0	Bill	5/25/2018	5/11/...	5/25/2018	15.28
	Total Smith, Roesanne				33.79
	TERACAJ				
0	Bill	5/25/2018	0093...	5/25/2018	50,829.19
	Total TERACAJ				50,829.19
	Time Warner Cable				
0	Bill	5/25/2018	2028...	5/25/2018	2,758.38
0	Bill	5/25/2018	2029...	5/25/2018	1,015.00
0	Bill	5/25/2018	2029...	5/25/2018	1,000.00
0	Bill	5/25/2018	2028...	5/25/2018	472.97
0	Bill	5/25/2018	2029...	5/25/2018	690.00
0	Bill	5/25/2018	2029...	5/25/2018	1,000.00
0	Bill	5/25/2018	2021...	5/25/2018	23.00
	Total Time Warner Cable				6,929.33
	United Healthcare Insurance Company				
0	Bill	5/25/2018	June ...	5/25/2018	203.75
	Total United Healthcare Insurance Company				203.75
	UnitedHealthcare				
0	Bill	5/25/2018	0187...	5/25/2018	26.80
	Total UnitedHealthcare				26.80
	Wigg, Rietline				
0	Bill	5/25/2018	Medic...	5/25/2018	67.35
	Total Wigg, Rietline				67.35
	TOTAL				102,058.48

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05/02/18

Southern Tier Library System Unpaid Bills Detail As of May 11, 2018

h...
5/10/2018

05-09-18

Type	Date	Num	Due Date	Open Balance
Baker, Dolores	5/11/2018	3/18/...	5/11/2018	102.48 ✓
Bill	5/11/2018	4/20/...	5/11/2018	87.20 ✓
Total Baker, Dolores				189.68
BC Plumbing Heating Electric AC/R	5/11/2018	132778	5/11/2018	629.80 ✓
Bill	5/11/2018			629.80
Total BC Plumbing Heating Electric AC/R				629.80
Black's Auto Service	5/11/2018	106709	5/11/2018	33.85 ✓
Bill	5/11/2018			33.85
Total Black's Auto Service				33.85
Eastern Managed Print Network	5/11/2018	IN135...	5/11/2018	260.91 ✓
Bill	5/11/2018			260.91
Total Eastern Managed Print Network				260.91
Energy Cooperative of America	5/11/2018	796784	5/11/2018	290.89 ✓
Bill	5/11/2018			290.89
Total Energy Cooperative of America				290.89
GreenPoint Landscaping	5/11/2018	998	5/11/2018	714.00 ✓
Bill	5/11/2018			714.00
Total GreenPoint Landscaping				714.00
Jenna, Erika	5/11/2018	2018 ...	5/11/2018	1,967.25 ✓
Bill	5/11/2018			1,967.25
Total Jenna, Erika				1,967.25
Miller, Melanie	5/11/2018	LEAD...	5/11/2018	89.38 ✓
Bill	5/11/2018			89.38
Total Miller, Melanie				89.38
Multi Media Services	5/11/2018	99910	5/11/2018	15.00 ✓
Bill	5/11/2018	99918	5/11/2018	388.72 ✓
Total Multi Media Services				388.72
NYSEG	5/11/2018	Apr 2...	5/11/2018	289.13 ✓
Bill	5/11/2018			289.13
Total NYSEG				289.13
Overdrive	5/11/2018	0145...	5/11/2018	132.97 ✓
Bill	5/11/2018	0145...	5/11/2018	785.21 ✓
Bill	5/11/2018	0145...	5/11/2018	803.25 ✓
Bill	5/11/2018	0145...	5/11/2018	87.00 ✓
Bill	5/11/2018	0145...	5/11/2018	821.31 ✓
Total Overdrive				2,728.74
Ramapo Catskill Library System	5/11/2018	28559	5/11/2018	130.00 ✓
Bill	5/11/2018			130.00
Total Ramapo Catskill Library System				130.00
Sayles & Evans	5/11/2018	2362...	5/11/2018	887.00 ✓
Bill	5/11/2018			887.00
Total Sayles & Evans				887.00
SCRLC	5/11/2018	6186	5/11/2018	2,040.00 ✓
Bill	5/11/2018			2,040.00
Total SCRLC				2,040.00
Southern Tier Network	5/11/2018	1640	5/11/2018	1,000.00 ✓
Bill	5/11/2018	1641	5/11/2018	3,260.00 ✓
Bill	5/11/2018	1650	5/11/2018	3,845.00 ✓
Total Southern Tier Network				8,095.00

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05/08/18

Southern Tier Library System **Unpaid Bills Detail** **As of May 11, 2018**

Type	Date	Num	Due Date	Open Balance
Southern Tier Wireless Inc				
Bill	5/11/2018	24731	5/11/2018	93.95 ✓
Total Southern Tier Wireless Inc				93.95
St Marie, Megan				
Bill	5/11/2018	5/22/...	5/11/2018	1,625.00 ✓
Total St Marie, Megan				1,625.00
Staples Business Advantage				
Bill	5/11/2018	1618...	5/11/2018	182.96 ✓
Total Staples Business Advantage				182.96
Time Warner Cable				
Bill	5/11/2018	2028...	5/11/2018	660.00 ✓
Bill	5/11/2018	2028...	5/11/2018	660.00 ✓
Bill	5/11/2018	2028...	5/11/2018	234.99 ✓
Bill	5/11/2018	2028...	5/11/2018	82.95 ✓
Total Time Warner Cable				1,647.94
Verizon				
Bill	5/11/2018	May 2...	5/11/2018	488.63 ✓
Total Verizon				488.63
Verizon Wireless				
Bill	5/11/2018	9805...	5/11/2018	214.03 ✓
Total Verizon Wireless				214.03
Watson Label Products				
Bill	5/11/2018	98454	5/11/2018	243.08 ✓
Total Watson Label Products				243.08
Wagmans				
Bill	5/11/2018	0312...	5/11/2018	121.73 ✓
Total Wagmans				121.73
WEX Bank				
Bill	5/11/2018	5407...	5/11/2018	1,357.89 ✓
Total WEX Bank				1,357.89
TOTAL				<u>24,815.14</u>

Deposit Summary

Doc. #18-68

5/29/2018 2:51 PM

Summary of Deposits to 1202 - Cash - Money Market on 05/29/2018

Chk No.	PmtMethod	Red From	Memo	Amount
4690	Check	Almond	Pass Thru	41.48
1941	Check	CCLD-Elmira	Pass Thru	21.99
7099	Check	Rushville	Processing	2.25
4398	Check	Bolivar	TWC	43.37
3779	Check	Odessa	Pass Thru	115.00
5046	Check	Individual	Arts Council of Southern Finger Lakes...	750.00
21090	Check	New York Library Association	K Cappadonia RASS event travel reim...	226.72

Less Cash Back:

Deposit Total: 1,200.81

Deposit Summary

[Handwritten Signature]
5/15/18

5/14/2018 1:54 PM

Summary of Deposits to 1202 · Cash - Money Market on 05/14/2018

Chk No.	PmtMethod	Red From	Memo	Amount
9189	Check	Int'l Motor Racing Research Center	Processing	10.50
499	Check	Hornell	Dark Fiber	300.00
3283	Check	Alfred	Pass Thru	41.48
12013	Check	Dundee	Dark Fiber	300.00
5501	Check	Whitesville	Pass Thru	25.00
14618	Check	Cuba	Dark Fiber	450.00
4862	Check	Fillmore	Pass Thru	41.48
9096	Check	Cleary, Jule	Health Ins	92.88
20328	Check	Wellsville	Pass Thru	77.16
310	Check	Individual	C Emerson T-Shirt Donation	100.00

Less Cash Back:

Deposit Total: 1,438.50