

STLS BOARD MEETING

Tuesday, November 15 - 2:00 pm

Southern Tier Library System, Painted Post, NY 14870

**AGENDA**

- | | | | |
|----|---|----------------------|---------------------|
| 1. | Agenda | | Doc. #22-130 |
| 2. | Approval of Minutes – October 2022 | *FOR APPROVAL | Doc. #22-131 |
| 3. | Treasurer’s Report – October 2022 | *FOR APPROVAL | Doc. #22-132 |
| 4. | Financial Clerk’s Report – October 2022 | *FOR APPROVAL | Doc. #22-133 |

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

COMMITTEE REPORTS

- | | | | |
|-----|--|-------------------------------------|---------------------|
| 5. | Executive Committee – Richard Ahola | | |
| 6. | Personnel & Policies Committee – Denise King | | |
| 7. | Finance & Facilities Committee – Betsy Gorman | (Minutes Provided at Board Meeting) | Doc. #22-134 |
| | | (2022 Mid-Year Budget Revisions) | Doc. #22-135 |
| 8. | Public Relations Committee – Lynnette Decker | | |
| 9. | Nominating Committee – Denise King | (2023 Proposed Slate of Officers) | Doc. #22-136 |
| 10. | Foundation for Southern Tier Libraries – Louise Richardson | (Minutes) | Doc. #22-137 |

BOARD ACTIONS

- | | | | |
|-----|---|-----------------------|---------------------|
| 11. | <u>Expenditure Approvals -Monthly Unpaid Bills Detail</u> | * FOR APPROVAL | Doc. #22-138 |
|-----|---|-----------------------|---------------------|

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.

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

- | | | | |
|-----|--|-----------------------|---------------------|
| 12. | <u>Receipt Approvals – Monthly Deposit Summary</u> | * FOR APPROVAL | Doc. #22-139 |
|-----|--|-----------------------|---------------------|

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.

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

13. Approve 2023 Library System Operating Budget

*** FOR APPROVAL**

Doc. #20-140

Finance & Facilities Recommendation: The STLS Board of Trustees approves the 2023 STLS Library System Operating Budget as originally presented during the October 18, 2022 Board Meeting considering changes made prior or during the November 15, 2022 meeting.

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

14. Approve the STLS' IRS Form 990 for the 2021 Fiscal Year

*** FOR APPROVAL**

Doc. #22-141

Finance & Facilities Committee Recommendation: The STLS Board of Trustees approves IRS Form 990 for the 2021 fiscal year as presented at the November 15, 2022 board meeting and authorizes the Executive Director to file on behalf of STLS.

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

15. Approve Member Library ILS Cost Share Contributions for 2023 - 2025

***FOR APPROVAL**

Doc. #19-142

Executive Director Recommendation: The STLS Board of Trustees approve the proposed Member Library ILS Cost Share Contributions for 2023 – 2025 as presented to STLS member libraries on March 28, 2022 and approved by the Directors Advisory Council during their September 28, 2022 meeting.

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

16. Approve Member Library Digital Library Contributions and Spending Plan for 2023 - 2025

***FOR APPROVAL**

Doc. #19-143

Executive Director Recommendation: The STLS Board of Trustees approve the proposed Member Library Digital Library Contributions and Spending Plan for 2023 - 2025 as approved by the Director's Advisory Council during their September 28, 2022 meeting.

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

17. Approve the Payment to Pro Audio Consulting for Conference & Meeting Room Audio/Video Services

*** FOR APPROVAL**

Doc. #22-144

Executive Director Recommendation: The STLS Board of Trustees approves the payment to Pro Audio Consulting for purchase and installation of audio and visual equipment in four meeting rooms and the IT Department as part of STLS Office Renovations Project in the amount of \$21,450 per STLS Purchasing Policy.

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

18. Approve Job Title & Job Description Revisions to the Resource Consultant position

***FOR APPROVAL**

(See October 18, 2022 STLS Board Packet) **Doc. #22-120**

Executive Director Recommendation: The STLS Board of Trustees approves the revisions to the Job Title & Description of the Resource Consultant position as presented at the October 18, 2022 board meeting, which includes a Job Title change to Member Services Consultant.

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

BOARD INFORMATION

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

Doc. #22-145

Public Expression (15 minutes)

Adjournment

Next meeting: Southern Tier Library System – Tuesday, December 20, 2022 at 2 p.m.

STLS BOARD MEETING
Tuesday, October 18, 2022 - 2:00 pm
Dormann Library, Bath, NY

MINUTES**TRUSTEES PRESENT:**

Richard Ahola – 2022	Louise Richardson - 2024
Sisi Barr – 2023	Richard Urban - 2024
Lynnette Decker -2025	Felicity Wright – 2023
Pat Finnerty -2022	
Betsy Gorman – 2024	
Kathy Green-2021	
David Haggstrom – 2025	
Barbara Hubbell – 2024 (remote)	
Denise King – 2024	

Excused: Susan McGill – 2024, Vacant Allegany County Seat – 2025, Vacant Chemung County Seat – 2022

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

Guest: Kathy Stickler of Mengel, Metzger and Barr.

President R Ahola called the meeting to order at 1:59 pm.

R Ahola opened the meeting by welcoming new Trustee Richard Urban and had everyone present introduce themselves.

K Stickler stated the audit is still in draft version, so if there are any changes to please let her know. She highlighted main points of the audit to the Board and explained each section. K Stickler stated there were no significant concerns with this year's audit.

1. AGENDA REVIEW ***FOR APPROVAL** **Doc.#22-112**
Approved

2. Approval of Minutes –September 2022 ***FOR APPROVAL** **Doc. #22-113**
Approved

3. Approval of 2022 Annual Meeting Minutes – October 7, 2022 **Doc.#22-114**
Approved

4. Treasurer's Report – September 2022 *FOR APPROVAL Doc. #22-115
Approved

B Gorman reported that the overall balance is down \$613,000.00 due to construction costs. In comparing numbers to pre-covid times, the balance is up about \$100,000.00, putting STLS in a good financial position.

5. Financial Clerk's Report – September 2022 *FOR APPROVAL Doc. #22-116
Approved

For income, B Hildreth reported on line item 4721, ERate Funding. This is reimbursement from the Federal Government for internet costs from January 2021-June 2022.

For expenses, B Hildreth reported on line item 5417, library materials. The \$7300.00 that was spent was for materials purchased by STLS for the Elmira Correctional Facilities. B Hildreth also reported on line item, 5475. The \$72,205.00 was to purchase two new delivery vans. The two vans that are being replaced will be put up for public bid later this month.

6. Third Quarter Profit & Loss Statement – September 2022 *FOR APPROVAL
Doc.#22-117
Approved

For income, B Hildreth reported that STLS is where we need to be. For expenses, B Hildreth noted that benefits and salary spending are down due to the vacant IT and consultant positions. The midyear budget is pending and he is anticipating a surplus of 20 to 40 thousand dollars.

7. 3rd Quarter Claims Auditor Report – September 2022 *FOR APPROVAL
Doc. #22-118
Approved

L Richardson stated the only items of note were three purchases where sales tax was charged. Two of the purchases were under \$10.00 and the third sales tax charge was much more significant at \$91.69. Melissa Morrissey is working on rectifying this.

Standing Committee Reports –

8. Executive Committee – Richard Ahola

R Ahola reported that the meeting agenda was set via email.

9. Personnel & Policies Committee – Denise King (Minutes) Doc.#22-119

D King reminded the Board that the Library Bill of Rights, the Freedom to Read and the Collection management policies will all be up for vote at today's meeting. Sha asked if there were any changes/correction. There were none.

(Resource Consultant Job Description) **Doc. #22-120**

D King stated there are significant changes in the Resource Consultant job description.

B Hildreth elaborated on the changes. The job title has changed to Member Services Consultant and job duties were reprioritized. The position will still be the same, mostly, but the focus of the position will change to more public awareness events. Job specific interests of former employee Lyndsie Guy, such as strategic planning and teen services, will be removed.

**** Move to go into Executive Session to discuss Executive Director's Annual Performance Evaluation. Motion by D King and second by S Barr. Executive session started at 2:44 pm. Executive session ended at 2:53 pm. ****

D King stated that an action item #20 will be added to today's agenda. I will read the same as last year's action item , only with updated information.

"Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the 2021 – 2022 Executive Director Evaluation which includes a starting annual salary of \$126,560.00, and is retroactive to September 16, 2022."

10. Finance & Facilities Committee – Betsy Gorman

Doc.#22-121

(Minutes Provided at Board Meeting)

B Gorman stated that Kathy Stickler covered everything she would report on in her report.

B Gorman added that the Building Renovation Project is almost done and the final billing will be done in November, so all payments for the project will be done by the end of 2022.

(2023 Proposed Budget) **Doc.#22-122**

B Hildreth stated that if there are any questions about the proposed budget to please reach out to Brian, or any member of the Finance and Facilities committee.

B Hildreth added that the revenue takes into account a 5% decrease in state aid because of the possibility of the economy entering into a soft recession.

At the present moment, there is a projected deficit of \$79,000.00. B Hildreth stated that number will change in November as he "buttons up" budget numbers. B Hildreth is projecting that 2023 will bring flat funding, which will also help with the deficit amount.

D King inquired about salaries and if all positions are budgeted for, or only those that are currently filled. B Hildreth answered that the budget includes all job positions, filled and vacant.

11. Public Relations Committee – Lynnette Decker

(Minutes) **Doc.#22-123**

L Decker stated the committee did not meet this month.

B Hildreth added that Phyllis Rogan will join the Board in January 2023. There are also two people, from Allegany County, potentially interested in joining the Board. One is from Belmont and one is from Rushford.

R Ahola commented that the annual meeting was good, but the in-person attendance numbers were down from years past. B Hildreth responded that the decline in attendance was anticipated, having been the first annual meeting since the start of the pandemic.

12. Foundation for Southern Tier Libraries – Louise Richardson

(Minutes) **Doc.#22-124**

L Richardson stated the Foundation Reviewed the results of the online auction. The auction raised a little over \$8,000.00. Those funds will go to next years grants program. The mid-year appeal mailing will be sent in mid-November. Lastly, L Richardson mentioned that there are 3 members of the Foundation that are stepping down, and asked the Board to please let her know of any potential new members to fill the vacancies. R Ahola stated that he would be joining the Foundation board.

***** At this point in the meeting, F Wright had to leave the meeting to attend an appointment. She left at 3:08pm. Before she left she mentioned that she connected with former STLS board member Maya DeRoche.***

BOARD ACTIONS

13. Expenditure Approvals -Monthly Unpaid Bills Detail

*** FOR APPROVAL Doc. #22-125**

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.

Aye <u>10</u> Nay <u> </u> Abstain <u>1</u> Absent <u>2</u> Vacant <u>2</u> Approved/Failed: Approved Discussion: None

14. Receipt Approvals – Monthly Deposit Summary

*** FOR APPROVAL Doc. #22-126**

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.

Aye <u>10</u> Nay <u> </u> Abstain <u>1</u> Absent <u>2</u> Vacant <u>2</u> Approved/Failed: Approved Discussion: None

15. Reaffirm Library Bill of Rights – American Library Association

***FOR APPROVAL (September 2022 Board Packet) Doc. #22-101**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees reaffirms the *Library Bill of Rights* as presented at the September 20, 2022 board meeting, and last reaffirmed by the library system board on July 18, 2017.

Aye <u>10</u> Nay <u> </u> Abstain <u>1</u> Absent <u>2</u> Vacant <u>2</u> Approved/Failed: Approved

Discussion: None

16. Reaffirm Freedom to Read Policy – American Library Association

***FOR APPROVAL** (September 2022 Board Packet) **Doc. #22-102**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees reaffirms the Freedom to Read Policy as presented at the September 20, 2022 board meeting, and last reaffirmed by the library system board on September 19, 2017.

Aye 10 Nay Abstain 1 Absent 2 Vacant 2

Approved/Failed: Approved

Discussion: None

17. Approve Revisions to the Collection Management Policy

***FOR APPROVAL** (September 2022 Board Packet) **Doc. #22-103**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the revisions to the Collection Management Policy as presented at the September 20, 2022 board meeting considering any agreed upon revisions.

Aye 10 Nay Abstain 1 Absent 2 Vacant 2

Approved/Failed: Approved

Discussion: None

18. Purchase of Delivery Vehicles

*** FOR APPROVAL Doc. #22-127**

Executive Director Recommendation: The STLS Board of Trustees approves the payment to Elm Chevrolet for Two New Delivery Vans per the STLS Purchasing Policy in the amount of \$72,205.

Move: B Gorman Second K Green

Aye 10 Nay Abstain 1 Absent 2 Vacant 2

Approved/Failed: Approved

Discussion: None

19. Approve the Payment to SirsiDynix for 2022/2023 Automation Services

* FOR APPROVAL Doc. #22-128

Executive Director Recommendation: The STLS Board of Trustees approves the payment to SirsiDynix for automation services for 2022/2023 on behalf of STLS member libraries and per the STLS Purchasing Policy in the amount of \$75,796.46.

Move: D Haggstrom Second S Barr

Aye	10	Nay	Abstain	1	Absent	2	Vacant	2
-----	----	-----	---------	---	--------	---	--------	---

Approved/Failed: Approved

Discussion: None

20. Approve 2022 Executive Director's Evaluation

*** FOR APPROVAL**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the 2021 – 2026 Executive Director Evaluation which includes an annual salary of \$126,560.00, and is retroactive to September 16, 2022

Aye <u>10</u> Nay <u> </u> Abstain <u> 1 </u> Absent <u> 2 </u> Vacant <u> 2 </u> Approved/Failed: Approved Discussion: None

21. Approve the 2021 990 with Stipulations

***FOR APPROVAL**

Finance and Facilities Committee Recommendation: The Finance and Facilities Committee proposes the STLS Board of Trustees approve the 2021 990 with the stipulation that it can be amended, if necessary

Aye <u>10</u> Nay <u> </u> Abstain <u> 1 </u> Absent <u> 2 </u> Vacant <u> 2 </u> Approved/Failed: Approved Discussion: None

BOARD INFORMATION

20. Old Business – None

21. New Business –

B Gorman inquired about when will the 990 be discussed. B Hildreth answered that due to this year's late audit, the 990 will not be up for discussion until the November 2022 Board meeting. This presents a problem, in that the 990 needs to be approved before the Board sees a draft because of the filing deadline date of November 15, 2022. STLS has already used a filing extension, so it must be filed on the 15th, which is also the day of the next Board meeting. The Finance and Facilities committee recommends the Board approve the 990, with the understanding it can be amended after filing, if needed. The vote occurred in action item #21

22. Library Networking –

L Richardson informed the Board of the Southeast Steuben County Library's renovation of the children's area. While the children's area is under construction, there is a temporary children's area upstairs, across from the Parent Resource Center. She also said the new children's area will be named for Mary Lu Walker. B Hubbell commented that it is great to have the children's department across from the Parent Resource Center.

23. President's Report –

R Ahola stated he attended STLS' annual meeting and was an award presenter. He also mentioned that he has served his maximum amount of time as Board President and set the nominating committee as: Betsy Gorman, Denise King and David Haggstrom

24. Monthly System Team & Divisional Reports

Doc.#22-111

B Hildreth commented that the report highlights a list of STLS system successes. He asked STLS employees to come up with the list and he spoke about them at the annual meeting.

Public Expression (15 minutes)

None

Adjournment 3:23 pm

Move: L Decker

Second: K Green

Next meeting: Southern Tier Library System -Tuesday, November 15, 2022 at 2 p.m.

"Minutes written by Melissa Morrissey and reviewed by Louise Richardson, Board Secretary."

	<u>Oct 31, 22</u>	<u>Sep 30, 22</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1200 · Cash - Operating	3,700.28	3,793.81	-93.53
1201 · Cash - Payroll	6,147.30	6,468.14	-320.84
1202 · Cash - Money Market	1,892,395.08	2,110,321.67	-217,926.59
Total Checking/Savings	<u>1,902,242.66</u>	<u>2,120,583.62</u>	<u>-218,340.96</u>
Accounts Receivable			
1380 · Accounts Receivable	46,623.07	46,579.20	43.87
Total Accounts Receivable	<u>46,623.07</u>	<u>46,579.20</u>	<u>43.87</u>
Other Current Assets			
12000 · Undeposited Funds	466.19	0.00	466.19
Total Other Current Assets	<u>466.19</u>	<u>0.00</u>	<u>466.19</u>
Total Current Assets	<u>1,949,331.92</u>	<u>2,167,162.82</u>	<u>-217,830.90</u>
Fixed Assets			
1100 · Fixed Assets			
1102 · Building	1,099,684.02	1,099,684.02	0.00
1104 · Equipment	217,660.43	217,660.43	0.00
1105 · Internet Fiber	862,208.03	862,208.03	0.00
1106 · Vehicles	125,229.86	125,229.86	0.00
1112 · Accumulated Dep Building	-656,629.29	-656,629.29	0.00
1114 · Accumulated Depreciation	-974,234.51	-974,234.51	0.00
Total 1100 · Fixed Assets	<u>673,918.54</u>	<u>673,918.54</u>	<u>0.00</u>
Total Fixed Assets	<u>673,918.54</u>	<u>673,918.54</u>	<u>0.00</u>
Other Assets			
1382 · Prepaid expenses	89,476.05	89,476.05	0.00
Total Other Assets	<u>89,476.05</u>	<u>89,476.05</u>	<u>0.00</u>
TOTAL ASSETS	<u><u>2,712,726.51</u></u>	<u><u>2,930,557.41</u></u>	<u><u>-217,830.90</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2600 · Accounts Payable	1,500.00	0.00	1,500.00
Total Accounts Payable	<u>1,500.00</u>	<u>0.00</u>	<u>1,500.00</u>
Other Current Liabilities			
2601 · Accrued P/R	4,657.95	4,657.95	0.00
2604 · Deferred Grant	328,777.89	328,777.89	0.00
2605 · Retainage Payable	50,299.84	50,074.84	225.00
2625 · Payroll Deductions Payable	504.78	505.85	-1.07
2626 · Flex Spending Deduction Payable	-233.53	-624.11	390.58
2627 · PFL Payable to Insurance	3,642.09	3,329.28	312.81
2640 · Accrued Compensated Absences	134,275.67	134,275.67	0.00
Total Other Current Liabilities	<u>521,924.69</u>	<u>520,997.37</u>	<u>927.32</u>
Total Current Liabilities	<u>523,424.69</u>	<u>520,997.37</u>	<u>2,427.32</u>
Total Liabilities	<u>523,424.69</u>	<u>520,997.37</u>	<u>2,427.32</u>

Southern Tier Library System
Treasurer's Report
As 10/31/22

	<u>Oct 31, 22</u>	<u>Sep 30, 22</u>	<u>\$ Change</u>
Equity			
3200 - Fund Balance Unrestricted	2,095,116.73	2,095,116.73	0.00
3910 - Board Restricted Capital Reserv	350,000.00	350,000.00	0.00
3911 - Donor Restricted Capital Reserv	97,806.44	97,806.44	0.00
Net Income	-353,621.35	-133,363.13	-220,258.22
Total Equity	<u>2,189,301.82</u>	<u>2,409,560.04</u>	<u>-220,258.22</u>
TOTAL LIABILITIES & EQUITY	<u>2,712,726.51</u>	<u>2,930,557.41</u>	<u>-217,830.90</u>

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

	Oct 22	Sep 22	\$ Change
Income			
4719 · Interest	50.86	53.75	-2.89
4721 · E-Rate Funding	0.00	86,986.64	-86,986.64
4724 · Member Library IT Contracts	13,094.91	787.58	12,307.33
4725 · Grants Revenue	4,000.00	1,500.00	2,500.00
4731 · Arkport Support	2,579.36	0.00	2,579.36
4733 · Member Library Processing Fees	672.00	0.00	672.00
4735 · Non State Aid Pass Through	981.73	11,211.77	-10,230.04
4782 · Donations	1,000.00	357.25	642.75
4784 · General Reimbursements & Refund	1,400.00	446.89	953.11
Total Income	23,778.86	101,343.88	-77,565.02
Gross Profit	23,778.86	101,343.88	-77,565.02
Expense			
5100 · Salaries			
5141 · Professional Salaries	31,729.20	29,652.32	2,076.88
5142 · Non-Professional Salaries	40,542.73	34,852.31	5,690.42
Total 5100 · Salaries	72,271.93	64,504.63	7,767.30
5150 · Personnel Benefits			
5153 · Social Security	5,375.47	4,751.66	623.81
5154 · Workers Compensation	639.28	649.50	-10.22
5157 · Health Insurance	12,238.57	11,039.99	1,198.58
5158 · Payroll Expense - Other	763.30	751.00	12.30
Total 5150 · Personnel Benefits	19,016.62	17,192.15	1,824.47
5204 · STLS Software & Small Equipment	3,489.98	0.00	3,489.98
5205 · Maintenance Contracts & Leases	596.19	1,247.57	-651.38
5407 · Integrated Library System	75,796.46	0.00	75,796.46
5408 · Platform Fees & Licenses	0.00	3,420.00	-3,420.00
5409 · STLS Telephone/Internet	4,117.45	5,901.91	-1,784.46
5417 · Library Materials	1,263.08	7,330.67	-6,067.59
5418 · Consultant Collection	271.97	120.29	151.68
5420 · Staff Development Travel	940.65	0.00	940.65
5422 · Trustee Mileage	825.20	0.00	825.20
5424 · Conference Registration	3,352.16	249.00	3,103.16
5425 · Staff & Member Library Mileage	0.00	28.18	-28.18
5427 · Programming & Annual Conference	3,868.40	100.00	3,768.40
5428 · Meeting Supplies	292.41	0.00	292.41
5430 · Office Supplies	418.75	511.56	-92.81
5433 · Postage	10.13	0.00	10.13
5434 · Public Relations	1,308.50	9.99	1,298.51
5435 · Member Library Pass through	9,049.96	20,713.55	-11,663.59
5442 · Professional Fees	860.00	0.00	860.00
5444 · Accounting Support & Audit	286.50	99.00	187.50
5450 · Utilities	937.56	1,094.60	-157.04
5451 · Building Maintenance & Repairs	647.58	1,638.97	-991.39

Southern Tier Library System
Financial Clerk's Report
October 2022

	Oct 22	Sep 22	\$ Change
5454 · Commercial Insurance	829.60	829.60	0.00
5471 · Vehicle Maintenance & Repairs	337.44	36.00	301.44
5473 · Vehicle Fuel	1,731.30	2,328.75	-597.45
5474 · Vehicle Insurance	480.58	437.58	43.00
5475 · Vehicle Purchase	0.00	72,205.00	-72,205.00
5480 · Greenwood Reading Center Exp	1,289.68	1,314.74	-25.06
5485 · Arkport Expense Account	1,736.96	1,290.83	446.13
5490 · Grants	38,010.04	17,760.48	20,249.56
Total Expense	244,037.08	220,365.05	23,672.03
Net Income	-220,258.22	-119,021.17	-101,237.05

Finance & Facilities Committee

Meeting Minutes

Monday, November 14, 2022 – 3:15 pm



Meeting Location: Southern Tier Library System

Present: Betsy Gorman (chair), Sisi Barr, Patricia Finnerty, Louise Richardson, Brian Hildreth.

Meeting was called to order at 3:20 pm.

Financial Statements- Brian reviewed October's financial statements with the committee.

Treasurer Report- Brian stated that our cash balance was about \$1.9 million cash on hand – last year was \$2.7 million. We are paying the last general contracting bill this month. Electrical and mechanical will be paid before the end of the year.

Financial Clerk's Report- Brian shared about \$13,000 came in from IT contracts. We will be a little under on personnel expenses for the remainder of the year.

Profit-Loss Statement - Although the report shows that grant expenses exceed the budget, most of these will be capitalized, as they are for our construction project.

Quarterly Claims Auditor Report- Deposit Summary and Expenditures Report will be presented at the next board meeting.

STLS Office Renovation Project- AV equipment has been installed, and almost all other items have been completed. Just need to hang artwork and clocks!

Proposed 2023 Library System Budget- Louise made a motion to approve and Pat seconded the motion as written. Finance & Facilities Recommendation: The STLS Board of Trustees approves the 2023 STLS Library System Operating Budget as originally presented during the October 18, 2022 Board Meeting considering changes made prior or during the November 15, 2022 meeting.

Mid-Year 2022 budget revisions- Brian reviewed the budget revisions, We had a 5% increase on State Aid. About \$54,000 more than last year. Good news is that we are pretty much a balanced budget for the year, after taking into account the construction project.

2021 IRS 990 Filing- Betsy moved, Louise seconded, and committee approved the motion as written.

Finance & Facilities Committee Recommendation: The STLS Board of Trustees approves IRS Form 990 for the 2021 fiscal year as presented at the November 15, 2022 board meeting and authorizes the Executive Director to file on behalf of STLS.

Hearing no further business, the meeting was adjourned at 4:10 pm.

Respectfully submitted: Sisi Barr for Betsy Gorman, Treasurer

2022 Library System Operating Budget - Proposed Mid-Year Budget Revisions
Southern Tier Library System

	*2021 Budget	2022 Budget	2022 Revision	Difference
Revenue				
4700 · Basic State Aid	\$ 844,972.00	\$ 844,972.00	\$ 876,495.00	\$ 31,523.00
4706 · Jails and Institutions	\$ 4,215.00	\$ 4,215.00	\$ 4,061.00	\$ (154.00)
4709 · Local Services Support	\$ 92,916.00	\$ 92,916.00	\$ 96,382.00	\$ 3,466.00
4710 · Supplemental Aid	\$ 127,404.00	\$ 127,404.00	\$ 129,854.00	\$ 2,450.00
4711 · Coordinated Outreach	\$ 73,906.00	\$ 73,906.00	\$ 90,044.00	\$ 16,138.00
4713 · State Corrections	\$ 25,884.00	\$ 25,884.00	\$ 26,850.00	\$ 966.00
4714 · Special Aid	\$ 25,000.00	\$ -	\$ -	\$ -
4719 · Interest	\$ 600.00	\$ 600.00	\$ 600.00	\$ -
4721 · E-Rate Funding	\$ 184,500.00	\$ 166,500.00	\$ 171,130.00	\$ 4,630.00
4722 · PPP Loan	\$ 195,845.00	\$ -	\$ -	\$ -
4723 · Member Library Cost Share	\$ 395,382.00	\$ 412,779.00	\$ 412,779.00	\$ -
4724 · Member Library IT Contracts	\$ 60,000.00	\$ 74,000.00	\$ 55,904.00	\$ (18,096.00)
**4725 · Grants Revenue	\$ 633,246.00	\$ 272,000.00	\$ 272,000.00	\$ -
4781 · Retiree Health Ins Payments	\$ 450.00	\$ 500.00	\$ 1,300.00	\$ 800.00
4782 · Donations	\$ 1,200.00	\$ 1,200.00	\$ 3,212.00	\$ 2,012.00
4784 · General Reimbursements & Refund	\$ 1,200.00	\$ 1,200.00	\$ 12,035.00	\$ 10,835.00
Total Revenue	\$ 2,666,720.00	\$ 2,098,076.00	\$ 2,152,646.00	\$ 54,570.00
Expenses				
5100 · Salaries	\$ 891,271.00	\$ 927,678.00	\$ 927,678.00	\$ -
5150 · Personnel Benefits	\$ 415,113.00	\$ 407,823.00	\$ 407,823.00	\$ -
5203 · STLS Equipment	\$ -	\$ -	\$ -	\$ -
5204 · STLS Software & Small Equipment	\$ 15,000.00	\$ 10,000.00	\$ 10,000.00	\$ -
5205 · Maintenance Contracts & Leases	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ -
5407 · Integrated Library System	\$ 73,815.98	\$ 75,000.00	\$ 75,000.00	\$ -
5408 · Platform Fees & Licenses	\$ 16,000.00	\$ 16,000.00	\$ 18,000.00	\$ 2,000.00
5409 · STLS Telephone/Internet	\$ 205,000.00	\$ 185,000.00	\$ 185,000.00	\$ -
5417 · Library Materials	\$ 16,300.00	\$ 22,000.00	\$ 17,000.00	\$ (5,000.00)
5418 · Consultant Collection	\$ 2,400.00	\$ 2,400.00	\$ 1,800.00	\$ (600.00)
5419 · Electronic Materials	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -
5420 · Staff Development Travel	\$ 11,967.00	\$ 16,820.00	\$ 13,500.00	\$ (3,320.00)

2022 Library System Operating Budget - Proposed Mid-Year Budget Revisions
Southern Tier Library System

5422 · Trustee Mileage	\$ 3,750.00	\$ 5,000.00	\$ 5,000.00	\$ -
5423 · Trustee Continuing Education	\$ 1,200.00	\$ 2,400.00	\$ -	\$ (2,400.00)
5424 · Conference Registration	\$ 8,666.00	\$ 12,180.00	\$ 12,180.00	\$ -
5425 · Staff & Member Library Mileage	\$ 2,000.00	\$ 3,000.00	\$ 3,000.00	\$ -
5427 · Programming & Annual Conference	\$ 15,000.00	\$ 10,000.00	\$ 8,500.00	\$ (1,500.00)
5428 · Meeting Supplies	\$ 2,000.00	\$ 1,500.00	\$ 1,500.00	\$ -
5430 · Office Supplies	\$ 4,000.00	\$ 3,500.00	\$ 5,000.00	\$ 1,500.00
5433 · Postage	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ -
5434 · Public Relations	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00	\$ 5,000.00
5436 · STLS Grants to Member Libraries	\$ 18,000.00	\$ 15,000.00	\$ 16,000.00	\$ 1,000.00
5442 · Professional Fees	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -
5443 · Legal Counsel	\$ 3,500.00	\$ 2,500.00	\$ 500.00	\$ (2,000.00)
5444 · Accounting Support & Audit	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ -
5450 · Utilities	\$ 10,000.00	\$ 10,000.00	\$ 11,500.00	\$ 1,500.00
5451 · Building Maintenance & Repairs	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -
5454 · Commercial Insurance	\$ 13,500.00	\$ 12,500.00	\$ 12,500.00	\$ -
5471 · Vehicle Maintenance & Repairs	\$ 10,000.00	\$ 3,000.00	\$ 4,500.00	\$ 1,500.00
5473 · Vehicle Fuel	\$ 16,500.00	\$ 17,500.00	\$ 25,900.00	\$ 8,400.00
5474 · Vehicle Insurance	\$ 5,875.00	\$ 5,875.00	\$ 5,875.00	\$ -
5475 · Vehicle Purchase	\$ -	\$ 28,000.00	\$ 73,205.00	\$ 45,205.00
**5490 · Grants	\$ 653,675.00	\$ 232,000.00	1,250,000.00	\$ 1,018,000.00
Total Expense	\$ 2,485,932.98	\$ 2,098,076.00	\$ 3,167,361.00	\$ 1,069,285.00
	\$ 180,787.02	\$ -	\$ (1,014,715.00)	\$ (1,014,715.00)
*2021 Budget figures represent Board Approved Mid-Year Budget Revisions - 7.20.2021				
** Operating deficit incorporates spending from grants/reserves for STLS Office Renovation Project				

Brian Hildreth

From:
Sent: Thursday, November 3, 2022 1:50 PM
To: Brian Hildreth; Richard Ahola
Subject: Slate for 2023

Hi,

Here is the report from our Nominating Committee. We have our slate of officers confirmed for 2023. Brian, do you want to send it out in the November packet? Richard, you will become immediate Past-President, and remain a member of the Executive Committee.

President: Kathy Green
Vice-President: Lynnette Decker
Treasurer: SiSi Barr
Secretary: Louise Richardson

All best,
Denise

Foundation for Southern Tier Libraries

BOARD OF DIRECTORS MEETING

October 13, 2022

Southern Tier Library System

MEETING MINUTES

Present: Sherry Collins, President; Rusty Wigg, Vice President; Paul Webster, Treasurer; Louise Richardson, Secretary; Denise King; David Paul; Bonnie Weber; Dale Wexell; Brian Hildreth, Southern Tier Library System Executive Director

Excused: Peter Gamba

The meeting was called to order at 2:02 pm.

The minutes of the September 8, 2022 meeting were approved with the following correction: Rusty Wigg, Vice President and Peter Gamba were present.

The financial reports were reviewed and approved.

OLD BUSINESS

Online Auction

Dale noted that we had three times as many bidders this year than last and there were more multiple bids on items.

All but two items have been paid for. Dale will follow up.

There was a problem with some of the bid increments – the increments were too low. We need to be more attentive to this in the future.

It was agreed that we should continue the online auction in 2023 but, should we decide to do an in-person event, that the auction finish at the event. We should consider doing the event earlier in the year when it can be done outdoors. Dale suggested the Harbor Hotel where the event could be moved indoors if it rains.

We could also consider presenting an award which could serve as an incentive for people to attend the event.

New Business

Direct Mail Campaign

The mailing will be processed at the November meeting. Denise and Louise will review the 2021 appeal letter and draft one for this year. Louise will send the letter and Rusty will send the mailing label file to Melissa Morrisey by November 4.

Rusty asked each board member to submit five to ten new names for the mailing list. She will distribute our current list to the board. We will add the director and board president of each STLS member library to the list. Brian will give this information to Rusty.

It was agreed that anyone who made a gift after June 30 will not be sent the year end appeal letter.

Other

Louise and Brian spoke briefly about the STLS Annual Meeting, including the awarding of the scholarship in memory of former STLS and FSTL board member Phil Archer.

A reminder that grant reports are due by the end of the year will be sent to recipients who have not submitted them.

Recruitment of new board members is essential as Dale, Bonnie and Sherry will be leaving the board at the end of the year and Denise will be leaving when her current term is up. Richard Ahola is interested in joining.

There being no further business, the meeting was adjourned at 2:55 pm.

Respectfully submitted,
Louise Richardson, Secretary

3:27 PM

11/01/22

Southern Tier Library System
Unpaid Bills Detail
 As of November 4, 2022

Not Signed

Type	Date	Num	Due Date	Open Balance
Addison Library Bill	11/04/2022	ARC G...	11/04/2022	266.27
Total Addison Library				266.27
Alfred Library Bill	11/04/2022	2022 D...	11/04/2022	500.00 ✓
Total Alfred Library				500.00
Arkport Library Bill	11/04/2022	2022 ...	11/04/2022	✓ 1,000.00 ✓
Total Arkport Library				1,000.00
Barr, Mathilde Bill	11/04/2022	Jul-Oct...	11/04/2022	✓ 135.00 ✓
Total Barr, Mathilde				135.00
Bath Library Bill	11/04/2022	2022 ...	11/04/2022	✓ 800.00 ✓
Total Bath Library				800.00
Branchport Library Bill	11/04/2022	2022 ...	11/04/2022	✓ 250.00 ✓
Bill	11/04/2022	2022 D...	11/04/2022	✓ 500.00 ✓
Total Branchport Library				750.00
Cappadonia, Keturah Bill	11/04/2022	Oct 20...	11/04/2022	✓ 76.88 ✓
Total Cappadonia, Keturah				76.88
Corning Natural Gas Bill	11/04/2022	Oct 2022	11/04/2022	✓ 102.33 ✓
Total Corning Natural Gas				102.33
CPE InterLink Bill	11/04/2022	22-1139	11/04/2022	✓ 179.00 ✓
Bill	11/04/2022	22-1143	11/04/2022	✓ 230.68 ✓
Total CPE InterLink				409.68
CQ Simple LLC Bill	11/04/2022	31673	11/04/2022	✓ 41.09 ✓
Total CQ Simple LLC				41.09
Cuba Library Bill	11/04/2022	2022 ...	11/04/2022	✓ 920.00 ✓
Total Cuba Library				920.00
Dundee Library Bill	11/04/2022	2022 ...	11/04/2022	✓ 625.00 ✓
Bill	11/04/2022	2022 D...	11/04/2022	✓ 500.00 ✓
Total Dundee Library				1,125.00
Eastern Managed Print Network Bill	11/04/2022	IN3557...	11/04/2022	✓ 392.57 ✓
Total Eastern Managed Print Network				392.57

Southern Tier Library System

Unpaid Bills Detail

As of November 4, 2022

Type	Date	Num	Due Date	Open Balance
Excellus BC BS				
Bill	11/04/2022	Nov 20...	11/04/2022	✓ 2,293.41 ✓
Bill	11/04/2022	Nov 20...	11/04/2022	✓ 160.89 ✓
Total Excellus BC BS				2,454.10
First Bankcard				
Bill	11/04/2022	44182...	11/04/2022	✓ 103.00 ✓
Bill	11/04/2022	44182...	11/04/2022	✓ 219.89 ✓
Bill	11/04/2022	44182...	11/04/2022	✓ 415.36 ✓
Bill	11/04/2022	44182...	11/04/2022	✓ 197.29 ✓
Bill	11/04/2022	44182...	11/04/2022	✓ 153.17 ✓
Total First Bankcard				1,088.71
Friendly Freds				
Bill	11/04/2022	29530	11/04/2022	✓ 58.95 ✓
Bill	11/04/2022	25924	11/04/2022	✓ 66.55 ✓
Total Friendly Freds				125.50
Gale/CENGAGE Learning				
Bill	11/04/2022	79237...	11/04/2022	✓ 24.80 ✓
Bill	11/04/2022	79360...	11/04/2022	✓ 22.39 ✓
Bill	11/04/2022	79274...	11/04/2022	✓ 139.94 ✓
Bill	11/04/2022	79301...	11/04/2022	✓ 22.39 ✓
Total Gale/CENGAGE Learning				209.52
Green, Elon				
Bill	10/26/2022	10/28/...	10/26/2022	✓ 1,500.00 ✓
Total Green, Elon				1,500.00
Hornell Library				
Bill	11/04/2022	2022 ...	11/04/2022	✓ 500.00 ✓
Total Hornell Library				500.00
Ingram Library Services				
Bill	11/04/2022	72080...	11/04/2022	✓ 32.36 ✓
Bill	11/04/2022	72303...	11/04/2022	✓ 42.89 ✓
Total Ingram Library Services				75.25
Kimble, Inc				
Bill	11/04/2022	C1751...	11/04/2022	✓ 4,430.00 ✓
Total Kimble, Inc				4,430.00
LaBella Associates				
Bill	11/04/2022	177992	11/04/2022	✓ 634.71 ✓
Total LaBella Associates				634.71
Little Genesee Library				
Bill	11/04/2022	2022 ...	11/04/2022	✓ 300.00 ✓
Bill	11/04/2022	2022 D...	11/04/2022	✓ 500.00 ✓
Total Little Genesee Library				800.00
Montour Falls Library				
Bill	11/04/2022	2022 ...	11/04/2022	✓ 600.00 ✓
Total Montour Falls Library				600.00
NYSEG				
Bill	11/04/2022	Oct 2022	11/04/2022	✓ 218.39 ✓
Total NYSEG				218.39

Southern Tier Library System

Unpaid Bills Detail

As of November 4, 2022

Type	Date	Num	Due Date	Open Balance
Overdrive				
Bill	11/04/2022	01453...	11/04/2022	✓ 177.98 ✓
Bill	11/04/2022	01453...	11/04/2022	✓ 144.14 ✓
Bill	11/04/2022	01453...	11/04/2022	✓ 1,035.35 ✓
Bill	11/04/2022	01453...	11/04/2022	✓ 1,281.96 ✓
Bill	11/04/2022	01453...	11/04/2022	✓ 891.69 ✓
Bill	11/04/2022	01453...	11/04/2022	✓ 1,741.05 ✓
Total Overdrive				5,272.17
Prattsburgh Library				
Bill	11/04/2022	2022 ...	11/04/2022	✓ 500.00 ✓
Bill	11/04/2022	2022 D...	11/04/2022	✓ 500.00 ✓
Total Prattsburgh Library				1,000.00
Pulteney Library				
Bill	11/04/2022	2022 D...	11/04/2022	✓ 500.00 ✓
Total Pulteney Library				500.00
Savona Library				
Bill	11/04/2022	2022 D...	11/04/2022	✓ 500.00 ✓
Total Savona Library				500.00
Scio Library				
Bill	11/04/2022	2022 ...	11/04/2022	✓ 1,000.00 ✓
Bill	11/04/2022	2022 D...	11/04/2022	✓ 500.00 ✓
Total Scio Library				1,500.00
Southern Tier Network				
Bill	11/04/2022	4438	11/04/2022	✓ 1,000.00 ✓
Bill	11/04/2022	4439	11/04/2022	✓ 3,250.00 ✓
Bill	11/04/2022	4447	11/04/2022	✓ 3,845.00 ✓
Bill	11/04/2022	4453	11/04/2022	✓ 500.00 ✓
Bill	11/04/2022	4468	11/04/2022	✓ 250.00 ✓
Bill	11/04/2022	4477	11/04/2022	✓ 250.00 ✓
Bill	11/04/2022	4498	11/04/2022	✓ 1,000.00 ✓
Bill	11/04/2022	4499	11/04/2022	✓ 3,250.00 ✓
Bill	11/04/2022	4507	11/04/2022	✓ 3,845.00 ✓
Bill	11/04/2022	4514	11/04/2022	✓ 500.00 ✓
Bill	11/04/2022	4529	11/04/2022	✓ 250.00 ✓
Bill	11/04/2022	4537	11/04/2022	✓ 250.00 ✓
Bill	11/04/2022	4557	11/04/2022	✓ 1,000.00 ✓
Bill	11/04/2022	4558	11/04/2022	✓ 3,250.00 ✓
Bill	11/04/2022	4566	11/04/2022	✓ 3,845.00 ✓
Bill	11/04/2022	4572	11/04/2022	✓ 500.00 ✓
Bill	11/04/2022	4587	11/04/2022	✓ 250.00 ✓
Bill	11/04/2022	4595	11/04/2022	✓ 250.00 ✓
Bill	11/04/2022	4625	11/04/2022	✓ 1,000.00 ✓
Bill	11/04/2022	4626	11/04/2022	✓ 3,250.00 ✓
Bill	11/04/2022	4634	11/04/2022	✓ 3,845.00 ✓
Bill	11/04/2022	4640	11/04/2022	✓ 500.00 ✓
Bill	11/04/2022	4655	11/04/2022	✓ 250.00 ✓
Bill	11/04/2022	4663	11/04/2022	✓ 250.00 ✓
Total Southern Tier Network				36,380.00
Southern Tier Wireless Inc				
Bill	11/04/2022	105748	11/04/2022	✓ 75.00 ✓
Total Southern Tier Wireless Inc				75.00
Staples Business Credit				
Bill	11/04/2022	16450...	11/04/2022	✓ 142.37
Total Staples Business Credit				142.37

3:27 PM

11/01/22

Southern Tier Library System
Unpaid Bills Detail
 As of November 4, 2022

Type	Date	Num	Due Date	Open Balance
Time Warner Cable, PA Bill	11/04/2022	14386...	11/04/2022	✓ 1,750.00 ✓
Total Time Warner Cable, PA				1,750.00
UGI Energy Services, Inc. Bill	11/04/2022	G5467...	11/04/2022	✓ 18.25 ✓
Total UGI Energy Services, Inc.				18.25
Verizon Bill	11/04/2022	Nov 20...	11/04/2022	✓ 27.95 ✓
Total Verizon				27.95
Wayland Library Bill	11/04/2022	2022 ...	11/04/2022	✓ 505.00 ✓
Total Wayland Library				505.00
TOTAL				66,825.74

6:20 PM
10/17/22

L-11
10/19/22

Southern Tier Library System
Unpaid Bills Detail
As of October 21, 2022

FT
10/19/22

Type	Date	Num	Due Date	Open Balance
4imprint, Inc Bill	10/21/2022	10457...	10/21/2022	✓ 769.51 ✓
Total 4imprint, Inc				769.51
Ahoia, Richard Bill	10/21/2022	Sept 2...	10/21/2022	✓ 97.50 ✓
Total Ahoia, Richard				97.50
Blackstone Publishing Bill	10/21/2022	2087778	10/21/2022	✓ 211.47 ✓
Total Blackstone Publishing				211.47
Button, Vickie Bill	10/21/2022	Medica...	10/21/2022	✓ 111.23 ✓
Total Button, Vickie				111.23
Casella Waste Services Bill	10/21/2022	2170832	10/21/2022	✓ 122.58 ✓
Total Casella Waste Services				122.58
Cleary, Julie L. Bill	10/21/2022	Medica...	10/21/2022	✓ 8.33 ✓
Total Cleary, Julie L.				8.33
Clinical Associates of the Southern Tier Bill	10/21/2022	10/28/...	10/21/2022	✓ 225.00 ✓
Total Clinical Associates of the Southern Tier				225.00
Corning Catering Inc Bill	10/21/2022	4106	10/21/2022	✓ 1,817.80 ✓
Total Corning Catering Inc				1,817.80
Empire Access Bill	10/21/2022	00004...	10/21/2022	✓ 88.87 ✓
Total Empire Access				88.87
Energy Cooperative of America Bill	10/21/2022	985249	10/21/2022	✓ 585.44 ✓
Total Energy Cooperative of America				585.44
English, Darleen Bill	10/21/2022	Medica...	10/21/2022	✓ 111.23 ✓
Total English, Darleen				111.23
Erie Insurance Company Bill	10/21/2022	Oct 2022	10/21/2022	✓ 1,859.88 ✓
Total Erie Insurance Company				1,859.88
First Bankcard Bill	10/21/2022	44182...	10/21/2022	✓ 1,767.14 ✓
Bill	10/21/2022	44182...	10/21/2022	✓ 171.82 ✓
Bill	10/21/2022	44182...	10/21/2022	✓ 1,290.85 ✓
Bill	10/21/2022	44182...	10/21/2022	✓ 1,408.78 ✓
Bill	10/21/2022	44182...	10/21/2022	✓ 1,905.30 ✓
Bill	10/21/2022	44182...	10/21/2022	✓ 601.89 ✓
Total First Bankcard				7,142.98

5:20 PM

10/17/22

Southern Tier Library System

Unpaid Bills Detail

As of October 21, 2022

Type	Date	Num	Due Date	Open Balance
FirstLight Fiber Bill	10/21/2022	12408...	10/21/2022	✓ 900.00 ✓
Total FirstLight Fiber				900.00
Friendly Freds Bill	10/21/2022	29444	10/21/2022	✓ 265.48 ✓
Bill	10/21/2022	29487	10/21/2022	✓ 71.95 ✓
Total Friendly Freds				337.44
Frontier Communications Bill	10/21/2022	Nov 20...	10/21/2022	✓ 191.30 ✓
Total Frontier Communications				191.30
Gale/CENGAGE Learning Bill	10/21/2022	79027...	10/21/2022	✓ 198.33 ✓
Bill	10/21/2022	79083...	10/21/2022	✓ 75.17 ✓
Bill	10/21/2022	79137...	10/21/2022	✓ 24.80 ✓
Total Gale/CENGAGE Learning				298.30
Halahan, Sheila Bill	10/21/2022	Medica...	10/21/2022	✓ 111.23 ✓
Total Halahan, Sheila				111.23
Holden, Loretta Bill	10/21/2022	Medica...	10/21/2022	✓ 111.23 ✓
Total Holden, Loretta				111.23
Humana Bill	10/21/2022	Nov 20...	10/21/2022	✓ 25.00 ✓
Total Humana				25.00
Ingram Library Services Bill	10/21/2022	71831...	10/21/2022	✓ 58.34 ✓
Bill	10/21/2022	71857...	10/21/2022	✓ 57.18 ✓
Bill	10/21/2022	71855...	10/21/2022	✓ 123.20 ✓
Bill	10/21/2022	71855...	10/21/2022	✓ 55.00 ✓
Bill	10/21/2022	71896...	10/21/2022	✓ 21.88 ✓
Bill	10/21/2022	71896...	10/21/2022	✓ 84.98 ✓
Total Ingram Library Services				350.31
McPherson, Mercia Bill	10/21/2022	Medica...	10/21/2022	✓ 111.23 ✓
Total McPherson, Mercia				111.23
National Business Furniture, LLC Bill	10/21/2022	ZK187...	10/21/2022	✓ 1,871.40 ✓
Bill	10/21/2022	ZK187...	10/21/2022	✓ 12,368.00 ✓
Bill	10/21/2022	ZK187...	10/21/2022	✓ 13,558.15 ✓
Bill	10/21/2022	ZK187...	10/21/2022	✓ 882.00 ✓
Total National Business Furniture, LLC				28,480.75
Nelson, Jane Bill	10/21/2022	Medica...	10/21/2022	✓ 111.23 ✓
Total Nelson, Jane				111.23
NYSHIP Bill	10/21/2022	582	10/21/2022	✓ 10,908.64 ✓
Total NYSHIP				10,908.64

6:20 PM

10/17/22

Southern Tier Library System

Unpaid Bills Detail

As of October 21, 2022

Type	Date	Num	Due Date	Open Balance
Overdrive				
Bill	10/21/2022	01453...	10/21/2022	✓ 21.57 ✓
Bill	10/21/2022	01453...	10/21/2022	✓ 250.00 ✓
Bill	10/21/2022	01453...	10/21/2022	✓ 249.75 ✓
Bill	10/21/2022	01453...	10/21/2022	✓ 2,273.04 ✓
Bill	10/21/2022	01453...	10/21/2022	✓ 119.25 ✓
Bill	10/21/2022	01453...	10/21/2022	✓ 833.73 ✓
Bill	10/21/2022	01453...	10/21/2022	✓ 75.85 ✓
Bill	10/21/2022	01453...	10/21/2022	✓ 793.92 ✓
Total Overdrive				4,518.91
PaLA				
Bill	10/21/2022	20001...	10/21/2022	✓ 80.00 ✓
Total PaLA				80.00
Passage, Mary				
Bill	10/21/2022	Medica...	10/21/2022	✓ 111.23 ✓
Total Passage, Mary				111.23
Quiggie, Mary Kay				
Bill	10/21/2022	Medica...	10/21/2022	✓ 111.23 ✓
Total Quiggie, Mary Kay				111.23
Rettner & Sons LLC				
Bill	10/21/2022	3597	10/21/2022	✓ 525.00 ✓
Total Rettner & Sons LLC				525.00
Rogers, Pamela				
Bill	10/21/2022	Medica...	10/21/2022	✓ 8.33 ✓
Total Rogers, Pamela				8.33
SirsiDynix #774271				
Bill	10/21/2022	INV11...	10/21/2022	✓ 75,796.46 ✓
Total SirsiDynix #774271				75,796.46
Time Warner Cable, PA				
Bill	10/21/2022	14558...	10/21/2022	✓ 450.00 ✓
Bill	10/21/2022	14551...	10/21/2022	✓ 230.00 ✓
Bill	10/21/2022	14551...	10/21/2022	✓ 594.17 ✓
Bill	10/21/2022	14551...	10/21/2022	✓ 517.50 ✓
Bill	10/21/2022	14377...	10/21/2022	✓ 321.10 ✓
Bill	10/21/2022	14520...	10/21/2022	✓ 816.57 ✓
Bill	10/21/2022	12022...	10/21/2022	✓ 44.99 ✓
Bill	10/21/2022	08822...	10/21/2022	✓ 154.98 ✓
Total Time Warner Cable, PA				2,929.41
United Healthcare Insurance Company				
Bill	10/21/2022	Nov 20...	10/21/2022	✓ 282.25 ✓
Total United Healthcare Insurance Company				282.25
Verizon Wireless				
Bill	10/21/2022	99170...	10/21/2022	✓ 177.30 ✓
Total Verizon Wireless				177.30
Wigg, Ristina				
Bill	10/21/2022	Medica...	10/21/2022	✓ 111.23 ✓
Total Wigg, Ristina				111.23
TOTAL				139,727.33

Deposit Summary
Southern Tier Library System

11/2/2022 2:54 PM

Summary of Deposits to 1202 - Cash - Money Market on 11/02/2022

Chk No.	PmtMethod	Red From	Memo	Amount
3802	Check	Friendship	Dark Fiber	399.00
3803	Check	Friendship	Pass Thru	67.19
17496	Check	Chemung County Historical Society	ILS/Processing	672.00
1281	Check	Alfred	Dark Fiber	300.00
9578	Check	Branchport	Dark Fiber	195.00
1118	Check	Arkport	Dark Fiber & Phone	238.72
1119	Check	Arkport	Payroll & WC	2,579.36
4565	Check	Corning	Dark Fiber	450.00
3596	Check	Savona	Dark Fiber	255.00
13385	Check	Dundee	Dark Fiber	300.00
80131	Check	Andover	Pass Thru	75.00
4328	Check	Odessa	Dark Fiber	300.00

Less Cash Back:**Deposit Total:****5,831.27**

Deposit Summary

Southern Tier Library System

10/26/2022 1:25 PM

Summary of Deposits to 1202 - Cash - Money Market on 10/26/2022

Chk No.	PmtMethod	Rcd From	Memo	Amount
7120	Check	Cohocton	Dark Fiber	270.00
4000	Check	Angelica	Dark Fiber	399.00
2986	Check	Addison	Dark Fiber	270.00
5734	Check	Wayland	Dark Fiber	450.00
5364	Check	CCLD-Elmira	Dark Fiber	1,800.00
12441	Check	Pulteney	Dark Fiber	225.00
3613	Check	Avoca	Dark Fiber	300.00
14525	Check	Penn Yan	Dark Fiber	450.00
1829	Check	Int'l Motor Racing Research Center	Pass Thru	25.75
5097	Check	Almond	Dark Fiber	399.00
4520	Check	Canaseraga	Dark Fiber	399.00
7802	Check	Hammondsport	Dark Fiber	255.00
1618	Check	J.R. Morris	Donation for library materials	1,000.00

Less Cash Back:

Deposit Total: 6,242.75

Deposit Summary

Southern Tier Library System

10/19/2022 2:02 PM

Summary of Deposits to 1202 - Cash - Money Market on 10/20/2022

Chk No.	Pmt/Method	Rcd From	Memo	Amount
3593	Check	Savona	Pass Thru	51.51
2853	Check	Howard	Dark Fiber	300.00
3790	Check	Friendship	Pass Thru	57.53
15911	Check	Cuba	Dark Fiber	450.00
4925	Check	Bolivar	Dark Fiber	246.00
3100	Check	Watkins Glen	Dark Fiber	270.00
165389	Check	Elm Chevrolet	Deposit refund & Reg fees	1,400.00

Less Cash Back:

Deposit Total: 2,775.04

Proposed 2023 Library System Operating Budget
Southern Tier Library System

	2022 Budget	2022 Revision	2023 Budget	Difference
Revenue				
4700 · Basic State Aid	\$ 844,972.00	\$ 876,495.00	\$ 844,972.00	\$ -
4706 · Jails and Institutions	\$ 4,215.00	\$ 4,061.00	\$ 4,215.00	\$ -
4709 · Local Services Support	\$ 92,916.00	\$ 96,382.00	\$ 92,916.00	\$ -
4710 · Supplemental Aid	\$ 127,404.00	\$ 129,854.00	\$ 127,404.00	\$ -
4711 · Coordinated Outreach	\$ 73,906.00	\$ 90,044.00	\$ 73,906.00	\$ -
4713 · State Corrections	\$ 25,884.00	\$ 26,850.00	\$ 25,884.00	\$ -
4714 · Special Aid	\$ -	\$ -	\$ -	\$ -
4719 · Interest	\$ 600.00	\$ 600.00	\$ 600.00	\$ -
4721 · E-Rate Funding	\$ 166,500.00	\$ 166,500.00	\$ 180,000.00	\$ 13,500.00
4722 · PPP Loan	\$ -	\$ -		\$ -
4723 · Member Library Cost Share	\$ 412,779.00	\$ 412,779.00	\$ 407,101.00	\$ (5,678.00)
4724 · Member Library IT Contracts	\$ 74,000.00	\$ 74,000.00	\$ 60,000.00	\$ (14,000.00)
**4725 · Grants Revenue	\$ 272,000.00	\$ 272,000.00	\$ 100,000.00	\$ (172,000.00)
4781 · Retiree Health Ins Payments	\$ 500.00	\$ 500.00	\$ 500.00	\$ -
4782 · Donations	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ -
4784 · General Reimbursements & Refund	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ -
Total Revenue	\$ 2,098,076.00	\$ 2,152,465.00	\$ 1,919,898.00	\$ 54,389.00
Expenses				
5100 · Salaries	\$ 927,678.00	\$ 927,678.00	\$ 953,122.00	\$ 25,444.00
5150 · Personnel Benefits	\$ 407,823.00	\$ 407,823.00	\$ 409,956.00	\$ 2,133.00
5203 · STLS Equipment	\$ -	\$ -		\$ -
5204 · STLS Software & Small Equipment	\$ 10,000.00	\$ 10,000.00	\$ 5,000.00	\$ (5,000.00)
5205 · Maintenance Contracts & Leases	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ -
5407 · Integrated Library System	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ -
5408 · Platform Fees & Licenses	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ -
5409 · STLS Telephone/Internet	\$ 185,000.00	\$ 185,000.00	\$ 200,000.00	\$ 15,000.00
5417 · Library Materials	\$ 22,000.00	\$ 22,000.00	\$ 18,500.00	\$ (3,500.00)
5418 · Consultant Collection	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ -
5419 · Electronic Materials	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -
5420 · Staff Development Travel	\$ 16,820.00	\$ 16,820.00	\$ 15,000.00	\$ (1,820.00)
5422 · Trustee Mileage	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00	\$ 5,000.00
5423 · Trustee Continuing Education	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ -
5424 · Conference Registration	\$ 12,180.00	\$ 12,180.00	\$ 11,000.00	\$ (1,180.00)
5425 · Staff & Member Library Mileage	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ -
5427 · Programming & Annual Conference	\$ 10,000.00	\$ 10,000.00	\$ 7,500.00	\$ (2,500.00)
5428 · Meeting Supplies	\$ 1,500.00	\$ 1,500.00	\$ 2,500.00	\$ 1,000.00
5430 · Office Supplies	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ -
5433 · Postage	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ -
5434 · Public Relations	\$ 5,000.00	\$ 5,000.00	\$ 7,500.00	\$ 2,500.00
5436 · STLS Grants to Member Libraries	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ -
5442 · Professional Fees	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -
5443 · Legal Counsel	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ -
5444 · Accounting Support & Audit	\$ 12,000.00	\$ 12,000.00	\$ 13,000.00	\$ 1,000.00

Proposed 2023 Library System Operating Budget
Southern Tier Library System

5450 · Utilities	\$ 10,000.00	\$ 10,000.00	\$ 12,000.00	\$ 2,000.00
5451 · Building Maintenance & Repairs	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -
5454 · Commercial Insurance	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ -
5471 · Vehicle Maintenance & Repairs	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ -
5473 · Vehicle Fuel	\$ 17,500.00	\$ 17,500.00	\$ 24,000.00	\$ 6,500.00
5474 · Vehicle Insurance	\$ 5,875.00	\$ 5,875.00	\$ 5,875.00	\$ -
5475 · Vehicle Purchase	\$ 28,000.00	\$ 28,000.00	\$ -	\$ (28,000.00)
**5490 · Grants	\$ 232,000.00	\$ 232,000.00	\$ 100,000.00	\$ (132,000.00)
Total Expense	\$ 2,098,076.00	\$ 2,098,076.00	\$ 1,984,653.00	
	\$ -	\$ 54,389.00	\$ (64,755.00)	

Caution: Forms printed from within Adobe Acrobat products may not meet IRS or state taxing agency specifications. When using Acrobat, select the "Actual Size" in the Adobe "Print" dialog.

CLIENT'S COPY



MENGEL METZGER BARR & CO. LLP

NOVEMBER 8, 2022

SOUTHERN TIER LIBRARY SYSTEM
9424 SCOTT ROAD
PAINTED POST, NY 14870

SOUTHERN TIER LIBRARY SYSTEM:

ENCLOSED IS THE ORGANIZATION'S 2021 EXEMPT ORGANIZATION RETURN.

SPECIFIC FILING INSTRUCTIONS ARE AS FOLLOWS.

FORM 990 RETURN:

THIS RETURN HAS BEEN PREPARED FOR ELECTRONIC FILING. IF YOU WISH TO HAVE IT TRANSMITTED ELECTRONICALLY TO THE IRS, PLEASE SIGN, DATE, AND RETURN FORM 8879-TE TO OUR OFFICE. WE WILL THEN SUBMIT THE ELECTRONIC RETURN TO THE IRS. DO NOT MAIL A PAPER COPY OF THE RETURN TO THE IRS. RETURN FORM 8879-TE TO US BY NOVEMBER 15, 2022.

WE SINCERELY APPRECIATE THE OPPORTUNITY TO SERVE YOU. PLEASE CONTACT US IF YOU HAVE ANY QUESTIONS CONCERNING THE TAX RETURN.

A COPY OF THE RETURN IS ENCLOSED FOR YOUR FILES. WE SUGGEST THAT YOU RETAIN THIS COPY INDEFINITELY.

VERY TRULY YOURS,

KATHERINE E. STICKLER, CPA

Form **8879-TE****IRS e-file Signature Authorization
for a Tax Exempt Entity**

OMB No. 1545-0047

Department of the Treasury
Internal Revenue Service

For calendar year 2021, or fiscal year beginning _____, 2021, and ending _____, 20____

2021▶ **Do not send to the IRS. Keep for your records.**
▶ **Go to www.irs.gov/Form8879TE for the latest information.**

Name of filer

SOUTHERN TIER LIBRARY SYSTEM

EIN or SSN

16-0836935

Name and title of officer or person subject to tax

**BRIAN HILDRETH
EXECUTIVE DIRECTOR****Part I Type of Return and Return Information**

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line **1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a, or 10a** below, and the amount on that line for the return being filed with this form was blank, then leave line **1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b, or 10b**, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than one line in Part I.

1a Form 990 check here	▶ <input checked="" type="checkbox"/>	b Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b 2,939,739.
2a Form 990-EZ check here	▶ <input type="checkbox"/>	b Total revenue, if any (Form 990-EZ, line 9)	2b _____
3a Form 1120-POL check here	▶ <input type="checkbox"/>	b Total tax (Form 1120-POL, line 22)	3b _____
4a Form 990-PF check here	▶ <input type="checkbox"/>	b Tax based on investment income (Form 990-PF, Part V, line 5)	4b _____
5a Form 8868 check here	▶ <input type="checkbox"/>	b Balance due (Form 8868, line 3c)	5b _____
6a Form 990-T check here	▶ <input type="checkbox"/>	b Total tax (Form 990-T, Part III, line 4)	6b _____
7a Form 4720 check here	▶ <input type="checkbox"/>	b Total tax (Form 4720, Part III, line 1)	7b _____
8a Form 5227 check here	▶ <input type="checkbox"/>	b FMV of assets at end of tax year (Form 5227, Item D)	8b _____
9a Form 5330 check here	▶ <input type="checkbox"/>	b Tax due (Form 5330, Part II, line 19)	9b _____
10a Form 8038-CP check here	▶ <input type="checkbox"/>	b Amount of credit payment requested (Form 8038-CP, Part III, line 22)	10b _____

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that ☒ I am an officer of the above entity or ☐ I am a person subject to tax with respect to (name of entity) _____, (EIN) _____ and that I have examined a copy of the

2021 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

☒ I authorize **MENGEL, METZGER, BARR & CO. LLP** to enter my PIN **93141**
ERO firm name Enter five numbers, but do not enter all zeros

as my signature on the tax year 2021 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☐ As an officer or person subject to tax with respect to the entity, I will enter my PIN as my signature on the tax year 2021 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax ▶

Date ▶

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

16052312000

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2021 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163**, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature ▶ **KATHERINE E. STICKLER, CPA**Date ▶ **11/08/22**

ERO Must Retain This Form - See Instructions
Do Not Submit This Form to the IRS Unless Requested To Do So

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

Form **8879-TE** (2021)

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

OMB No. 1545-0047

- **File a separate application for each return.**
► **Go to www.irs.gov/Form8868 for the latest information.**

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/e-file-providers/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.

Type or print File by the due date for filing your return. See instructions.	Name of exempt organization or other filer, see instructions. SOUTHERN TIER LIBRARY SYSTEM	Taxpayer identification number (TIN) 16-0836935
	Number, street, and room or suite no. If a P.O. box, see instructions. 9424 SCOTT ROAD	
	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)

0	1
---	---

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

BRIAN HILDRETH

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

Telephone No. ► **607-962-3141**

Fax No. ► _____

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

- 1 I request an automatic 6-month extension of time until **NOVEMBER 15, 2022**, to file the exempt organization return for the organization named above. The extension is for the organization's return for:
► ☒ calendar year **2021** or
► ☐ tax year beginning _____, and ending _____.

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

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

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

Form **990**Department of the Treasury
Internal Revenue Service**Return of Organization Exempt From Income Tax**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

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

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2021Open to Public
Inspection**A For the 2021 calendar year, or tax year beginning and ending****B** Check if applicable:

- ☐ Address change
☐ Name change
☐ Initial return
☐ Final return/terminated
☐ Amended return
☐ Application pending

C Name of organization**SOUTHERN TIER LIBRARY SYSTEM**

Doing business as

Number and street (or P.O. box if mail is not delivered to street address)

9424 SCOTT ROAD

Room/suite

City or town, state or province, country, and ZIP or foreign postal code

PAINTED POST, NY 14870**F** Name and address of principal officer: **BRIAN HILDRETH****SAME AS C ABOVE****D** Employer identification number**16-0836935****E** Telephone number**607-962-3141****G** Gross receipts \$**2,939,739.****H(a)** Is this a group returnfor subordinates? ☐ Yes ☒ No**H(b)** Are all subordinates included? ☐ Yes ☐ No

If "No," attach a list. See instructions

H(c) Group exemption number ▶**I** Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) () ◀ (insert no.) ☐ 4947(a)(1) or ☐ 527**J** Website: ▶ **WWW.STLS.ORG****K** Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other ▶**L** Year of formation: **1958****M** State of legal domicile: **NY****Part I Summary**

Activities & Governance	1	Briefly describe the organization's mission or most significant activities: SOUTHERN TIER LIBRARY SYSTEM STRENGTHENS AND SUPPORTS EXCELLENT LIBRARY SERVICE THROUGHOUT THE
	2	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.
	3	Number of voting members of the governing body (Part VI, line 1a) 13
	4	Number of independent voting members of the governing body (Part VI, line 1b) 13
	5	Total number of individuals employed in calendar year 2021 (Part V, line 2a) 31
	6	Total number of volunteers (estimate if necessary) 16
	7a	Total unrelated business revenue from Part VIII, column (C), line 12 0.
7b	Net unrelated business taxable income from Form 990-T, Part I, line 11 0.	
Revenue	8	Contributions and grants (Part VIII, line 1h) 2,104,522.
	9	Program service revenue (Part VIII, line 2g) 455,209.
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d) 639.
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e) 235,498.
	12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12) 2,795,868.
Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1-3) 0.
	14	Benefits paid to or for members (Part IX, column (A), line 4) 0.
	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10) 1,349,231.
	16a	Professional fundraising fees (Part IX, column (A), line 11e) 0.
	b	Total fundraising expenses (Part IX, column (D), line 25) ▶ 0.
	17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e) 1,444,112.
	18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25) 2,793,343.
19	Revenue less expenses. Subtract line 18 from line 12 2,525.	
Net Assets or Fund Balances	20	Total assets (Part X, line 16) 2,971,310.
	21	Total liabilities (Part X, line 26) 517,631.
	22	Net assets or fund balances. Subtract line 21 from line 20 2,453,679.

Part II Signature Block

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

Sign Here	Signature of officer	Date			
	BRIAN HILDRETH, EXECUTIVE DIRECTOR Type or print name and title				
Paid Preparer Use Only	Print/Type preparer's name KATHERINE E. STICKLER, CP	Preparer's signature KATHERINE E. STICKLER	Date 11/08/22	Check if self-employed <input type="checkbox"/>	PTIN P00385238
	Firm's name ▶ MENGEL, METZGER, BARR & CO. LLP	Firm's EIN ▶ 16-1092347			
	Firm's address ▶ 333 EAST WATER ST, STE 200 ELMIRA, NY 14901	Phone no. 607-734-4183			

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

Part III Statement of Program Service Accomplishments

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

☒ **X****1** Briefly describe the organization's mission:

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

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

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

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

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

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.**4a** (Code:) (Expenses \$ **910,220.** including grants of \$) (Revenue \$ **758,413.**)

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

4b (Code:) (Expenses \$ **208,742.** including grants of \$) (Revenue \$)

OUTREACH - PROVIDES SUPPORT SERVICES TO SPECIAL CLIENT POPULATION GROUPS. LOANS LARGE PRINT LIBRARY BOOKS AND AUDIO BOOKS TO ASSISTED LIVING FACILITIES AND SMALL RURAL LIBRARIES. PURCHASES BOOKS AND MAGAZINES FOR INMATES AT COUNTY JAILS. COORDINATES PROGRAMS FOR LIBRARIES IN PARTNERSHIP WITH AGENCIES, LOCAL GOVERNMENT AND NON-PROFITS. ADMINISTERS GRANTS TO LOCAL LIBRARIES TO PROVIDE SUPPORT PROGRAMS AND SERVICES TO UNDERSERVED POPULATIONS. PURCHASES LIBRARY BOOKS FOR INMATE POPULATIONS AT CORRECTIONAL FACILITIES AND COORDINATES DELIVERY OF LIBRARY MATERIALS FROM LOCAL LIBRARIES.

4c (Code:) (Expenses \$ **327,087.** including grants of \$) (Revenue \$)

MEMBER SERVICES - ADMINISTERS GRANTS AND MATERIALS FOR MEMBER LIBRARIES. RECEIVES AND DISTRIBUTES STATE AID AND STATE GRANTS. APPLIES FOR ADDITIONAL GRANTS AND ADVOCATES FOR COUNTY FUNDING. SELECTS, NEGOTIATES PRICES OF, AND PURCHASES SUPPLIES, BAR CODE LABELS AND BAR CODE READERS, AUDIO BOOKS, COMPUTERS, PERIPHERALS, SOFTWARE AND OTHER ITEMS ON BEHALF OF MEMBER LIBRARIES.

4d Other program services (Describe on Schedule O.)(Expenses \$ **897,569.** including grants of \$) (Revenue \$ **114,712.**)**4e** Total program service expenses **2,343,618.**

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)? <i>If "Yes," complete Schedule A</i>	1 X	
2 Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ? See instructions	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? <i>If "Yes," complete Schedule C, Part I</i>	3	X
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? <i>If "Yes," complete Schedule C, Part II</i>	4	X
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 Rev. Proc. 98-19? <i>If "Yes," complete Schedule C, Part III</i>	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? <i>If "Yes," complete Schedule D, Part I</i>	6	X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>	7	X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>	8	X
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? <i>If "Yes," complete Schedule D, Part IV</i>	9	X
10 Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? <i>If "Yes," complete Schedule D, Part V</i>	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.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>	11a X	
b Did the organization report an amount for investments - other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>	11b	X
c Did the organization report an amount for investments - program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>	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? <i>If "Yes," complete Schedule D, Part IX</i>	11d	X
e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>	11e X	
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>	11f X	
12a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>	12a X	
b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>	12b	X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>	13	X
14a Did the organization maintain an office, employees, or agents outside of the United States?	14a	X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>	14b	X
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 foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>	15	X
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? <i>If "Yes," complete Schedule F, Parts III and IV</i>	16	X
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? <i>If "Yes," complete Schedule G, Part I. See instructions</i>	17	X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>	18	X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>	19	X
20a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>	20a	X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b	
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>	21	X

Part IV Checklist of Required Schedules (continued)

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

Part V Statements Regarding Other IRS Filings and Tax ComplianceCheck 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	15
b Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable	1b	0
c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c	X

Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)

	Yes	No
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	31
b If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	2b	X
Note: If the sum of lines 1a and 2a is greater than 250, you may be required to e-file. See instructions.		
3a Did the organization have unrelated business gross income of \$1,000 or more during the year?	3a	X
b If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation on 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	X
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).		
5a Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a	X
b Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b	X
c If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c	
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	X
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).		
a 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	
c 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	7d	
e Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e	X
f Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f	X
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.		
a Did the sponsoring organization make any taxable distributions under section 4966?	9a	
b Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b	
10 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on Part VIII, line 12	10a	
b Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b	
11 Section 501(c)(12) organizations. Enter:		
a Gross income from members or shareholders	11a	
b Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b	
12a Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a	
b If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b	
13 Section 501(c)(29) qualified nonprofit health insurance issuers.		
a Is the organization licensed to issue qualified health plans in more than one state?	13a	
Note: See the instructions for additional information the organization must report on Schedule O.		
b Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b	
c Enter the amount of reserves on hand	13c	
14a Did the organization receive any payments for indoor tanning services during the tax year?	14a	X
b If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation on Schedule O	14b	
15 Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year?	15	X
If "Yes," see the instructions and file Form 4720, Schedule N.		
16 Is the organization an educational institution subject to the section 4968 excise tax on net investment income?	16	X
If "Yes," complete Form 4720, Schedule O.		
17 Section 501(c)(21) organizations. Did the trust, any disqualified person, or mine operator engage in any activities that would result in the imposition of an excise tax under section 4951, 4952 or 4953?	17	
If "Yes," complete Form 6069.		

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 on Schedule O. See instructions.

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

Section A. Governing Body and Management

	1a	1b	2	3	4	5	6	7a	7b	8a	8b	9	Yes	No
1a Enter the number of voting members of the governing body at the end of the tax year	13													
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 on Schedule O.														
b Enter the number of voting members included on line 1a, above, who are independent		13												
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?														X
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?														X
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?														X
5 Did the organization become aware during the year of a significant diversion of the organization's assets?														X
6 Did the organization have members or stockholders?													X	
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?													X	
b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?													X	
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:														
a The governing body?													X	
b Each committee with authority to act on behalf of the governing body?													X	
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 on Schedule O														X

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

	10a	10b	11a	11b	12a	12b	12c	13	14	15a	15b	16a	16b	Yes	No
10a Did the organization have local chapters, branches, or affiliates?															X
b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?															
11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?														X	
b Describe on 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														X	
b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?														X	
c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe on Schedule O how this was done														X	
13 Did the organization have a written whistleblower policy?														X	
14 Did the organization have a written document retention and destruction policy?														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?															
a The organization's CEO, Executive Director, or top management official														X	
b Other officers or key employees of the organization															X
If "Yes" to line 15a or 15b, describe the process on 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?															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?															

Section C. Disclosure

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

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

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

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

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent ContractorsCheck 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 the 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, Form 1099-MISC, and/or box 1 of Form 1099-NEC) 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.
- See the instructions for the order in which to list the persons above.

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

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) BRIAN HILDRETH EXECUTIVE DIRECTOR	37.50			X				114,041.	0.	51,478.
(2) RICHARD AHOLA PRESIDENT	1.50	X		X				0.	0.	0.
(3) KATHY GREEN VICE PRESIDENT	1.50	X		X				0.	0.	0.
(4) LOUISE RICHARDSON SECRETARY	1.50	X		X				0.	0.	0.
(5) BETSY GORMAN TREASURER	1.50	X		X				0.	0.	0.
(6) SISI BARR TRUSTEE	1.50	X						0.	0.	0.
(7) LYNNETTE DECKER TRUSTEE	1.50	X						0.	0.	0.
(8) PATRICIA FINNERTY TRUSTEE	1.50	X						0.	0.	0.
(9) DAVID HAGGSTROM TRUSTEE	1.50	X						0.	0.	0.
(10) BARBARA HUBBELL TRUSTEE	1.50	X						0.	0.	0.
(11) DENISE W. KING TRUSTEE	1.50	X						0.	0.	0.
(12) KIM SALISBURY TRUSTEE	1.50	X						0.	0.	0.
(13) FELICITY WRIGHT TRUSTEE	1.50	X						0.	0.	0.
(14) SUSAN MCGILL TRUSTEE	1.50	X						0.	0.	0.
(15) CINDY EMMER TRUSTEE	1.50	X						0.	0.	0.
(16) DEBORAH JOSEPH TRUSTEE	1.50	X						0.	0.	0.
(17) PAT SELWOOD TRUSTEE	1.50	X						0.	0.	0.

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

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
1b Subtotal								114,041.	0.	51,478.
c Total from continuation sheets to Part VII, Section A								0.	0.	0.
d Total (add lines 1b and 1c)								114,041.	0.	51,478.

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

- 3** Did the organization list any **former** officer, director, trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual*
- 4** For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? *If "Yes," complete Schedule J for such individual*
- 5** Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person*

	Yes	No
3		X
4	X	
5		X

Section B. Independent Contractors

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

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

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

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

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514
Contributions, Gifts, Grants and Other Similar Amounts	1 a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c					
	d Related organizations	1d					
	e Government grants (contributions)	1e	1,863,165.				
	f All other contributions, gifts, grants, and similar amounts not included above ...	1f	202,829.				
	g Noncash contributions included in lines 1a-1f	1g	\$				
	h Total. Add lines 1a-1f						
Program Service Revenue	2 a MEMBER LIBRARY COST SH	Business Code	519100	395,382.	395,382.		
	b MEMBER REIMBURSEMENTS		519100	106,850.	106,850.		
	c						
	d						
	e						
	f All other program service revenue						
	g Total. Add lines 2a-2f			502,232.			
	Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)			620.		
4 Income from investment of tax-exempt bond proceeds							
5 Royalties							
6 a Gross rents		(i) Real	(ii) Personal				
b Less: rental expenses ...							
c Rental income or (loss)							
d Net rental income or (loss)							
7 a Gross amount from sales of assets other than inventory		(i) Securities	(ii) Other				
b Less: cost or other basis and sales expenses							
c Gain or (loss)							
d Net gain or (loss)							
8 a Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18							
b Less: direct expenses							
c Net income or (loss) from fundraising events							
9 a Gross income from gaming activities. See Part IV, line 19							
b Less: direct expenses							
c Net income or (loss) from gaming activities							
10 a Gross sales of inventory, less returns and allowances							
b Less: cost of goods sold							
c Net income or (loss) from sales of inventory							
Miscellaneous Revenue	11 a TELEPHONE E-RATE DISCO	Business Code	519100	303,365.	303,365.		
	b SUNDRY		519100	67,528.	67,528.		
	c						
	d All other revenue						
	e Total. Add lines 11a-11d			370,893.			
	12 Total revenue. See instructions			2,939,739.	873,125.	0.	620.

Part IX Statement of Functional Expenses

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

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

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) 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, trustees, and key employees	165,518.	82,759.	82,759.	
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	804,848.	625,758.	179,090.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	94,537.	72,605.	21,932.	
9 Other employee benefits	208,263.	67,088.	141,175.	
10 Payroll taxes	80,023.	53,357.	26,666.	
11 Fees for services (nonemployees):				
a Management				
b Legal				
c Accounting				
d Lobbying				
e 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.)	16,986.	5,322.	11,664.	
12 Advertising and promotion	3,989.		3,989.	
13 Office expenses	6,047.	478.	5,569.	
14 Information technology	286,598.	286,598.		
15 Royalties				
16 Occupancy	8,084.	7,277.	807.	
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials ...				
19 Conferences, conventions, and meetings	21,140.	19,279.	1,861.	
20 Interest				
21 Payments to affiliates	581,521.	581,521.		
22 Depreciation, depletion, and amortization	213,882.	192,493.	21,389.	
23 Insurance	12,969.	11,672.	1,297.	
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a GRANT EXPENSE	143,785.	143,017.	768.	
b REPAIRS & MAINTENANCE	126,817.	123,442.	3,375.	
c VEHICLE EXPENSES	34,128.	29,978.	4,150.	
d LIBRARY MATERIALS & SUP	27,770.	27,770.		
e All other expenses	13,590.	13,204.	386.	
25 Total functional expenses. Add lines 1 through 24e	2,850,495.	2,343,618.	506,877.	0.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.				

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

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

		(A) Beginning of year		(B) End of year
Assets	1 Cash - non-interest-bearing	35,838.	1	12,134.
	2 Savings and temporary cash investments	1,457,720.	2	2,164,275.
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net	624,678.	4	132,798.
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges	71,285.	9	89,476.
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 2,216,211.		
	b Less: accumulated depreciation	10b 1,630,864.		
		752,012.	10c	585,347.
	11 Investments - publicly traded securities		11	
	12 Investments - other securities. See Part IV, line 11		12	
	13 Investments - program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
15 Other assets. See Part IV, line 11	29,777.	15	88,571.	
16 Total assets. Add lines 1 through 15 (must equal line 33)	2,971,310.	16	3,072,601.	
Liabilities	17 Accounts payable and accrued expenses	354,962.	17	200,900.
	18 Grants payable		18	
	19 Deferred revenue		19	
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	162,669.	25	328,778.
	26 Total liabilities. Add lines 17 through 25	517,631.	26	529,678.
Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 27, 28, 32, and 33.			
	27 Net assets without donor restrictions	2,317,826.	27	2,423,866.
	28 Net assets with donor restrictions	135,853.	28	119,057.
	Organizations that do not follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 29 through 33.			
	29 Capital stock or trust principal, or current funds		29	
	30 Paid-in or capital surplus, or land, building, or equipment fund		30	
	31 Retained earnings, endowment, accumulated income, or other funds		31	
	32 Total net assets or fund balances	2,453,679.	32	2,542,923.
	33 Total liabilities and net assets/fund balances	2,971,310.	33	3,072,601.

Part XI Reconciliation of Net AssetsCheck 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	2,939,739.
2	Total expenses (must equal Part IX, column (A), line 25)	2	2,850,495.
3	Revenue less expenses. Subtract line 2 from line 1	3	89,244.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	2,453,679.
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	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	2,542,923.

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

	Yes	No
1 Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.		
2a Were the organization's financial statements compiled or reviewed by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		X
b Were the organization's financial statements audited by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	X	
c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? _____ If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	X	
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133? _____		X
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 on Schedule O and describe any steps taken to undergo such audits _____		

Form 990 (2021)

SCHEDULE A
(Form 990)

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.
▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2021

Open to Public
Inspection

Name of the organization

SOUTHERN TIER LIBRARY SYSTEM

Employer identification number

16-0836935

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

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: _____
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
- 10 ☐ An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
- a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
- b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
- c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
- d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
- e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.

f Enter the number of supported organizations _____

g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
Total						

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

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

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	2036006.	2056050.	1735690.	2104522.	2065994.	9998262.
2 Tax revenues levied for the organization'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	2036006.	2056050.	1735690.	2104522.	2065994.	9998262.
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.						9998262.

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
7 Amounts from line 4	2036006.	2056050.	1735690.	2104522.	2065994.	9998262.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	1,175.	1,374.	1,487.	639.	620.	5,295.
9 Net income from unrelated business activities, whether or not the 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 Total support. Add lines 7 through 10						10003557.
12 Gross receipts from related activities, etc. (see instructions)					12	2,455,751.
13 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						

Section C. Computation of Public Support Percentage

14 Public support percentage for 2021 (line 6, column (f), divided by line 11, column (f))	14	99.95 %
15 Public support percentage from 2020 Schedule A, Part II, line 14	15	99.94 %
16a 33 1/3% support test - 2021. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		
b 33 1/3% support test - 2020. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		
17a 10% -facts-and-circumstances test - 2021. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization		
b 10% -facts-and-circumstances test - 2020. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization		
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 Support

Calendar year (or fiscal year beginning in) ►	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						

14 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ► ☐

Section C. Computation of Public Support Percentage

15 Public support percentage for 2021 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2020 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2021 (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from 2020 Schedule A, Part III, line 17	18	%

19a 33 1/3% support tests - 2021. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ► ☐

b 33 1/3% support tests - 2020. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ► ☐

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

Part IV Supporting Organizations

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

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>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.</i>		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer lines 3b and 3c below.</i>		
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)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.</i>		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>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.</i>		
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)? <i>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.</i>		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer lines 5b and 5c 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).</i>		
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? <i>If "Yes," provide detail in Part VI.</i>		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as 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? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
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))? <i>If "Yes," provide detail in Part VI.</i>		
b Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
c Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
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)? <i>If "Yes," answer line 10b below.</i>		
b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

Part IV Supporting Organizations *(continued)*

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

Section B. Type I Supporting Organizations

	Yes	No
1 Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? <i>If "No," describe in Part VI 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 officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.</i>		
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? <i>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.</i>		
2		

Section 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)? <i>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).</i>		
1		

Section 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? <i>If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).</i>		
2		
3 By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? <i>If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.</i>		
3		

Section E. Type III Functionally Integrated Supporting Organizations

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

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

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

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

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (<i>explain in detail in Part VI</i>):		
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 0.015 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 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 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	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

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

		Current Year
1	Amounts paid to supported organizations to accomplish exempt purposes	1
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	3
4	Amounts paid to acquire exempt-use assets	4
5	Qualified set-aside amounts (prior IRS approval required - <i>provide details in Part VI</i>)	5
6	Other distributions (<i>describe in Part VI</i>). See instructions.	6
7	Total annual distributions. Add lines 1 through 6.	7
8	Distributions to attentive supported organizations to which the organization is responsive (<i>provide details in Part VI</i>). See instructions.	8
9	Distributable amount for 2021 from Section C, line 6	9
10	Line 8 amount divided by line 9 amount	10

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2021	(iii) Distributable Amount for 2021
1 Distributable amount for 2021 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2021 (reasonable cause required - <i>explain in Part VI</i>). See instructions.			
3 Excess distributions carryover, if any, to 2021			
a From 2016			
b From 2017			
c From 2018			
d From 2019			
e From 2020			
f Total of lines 3a through 3e			
g Applied to underdistributions of prior years			
h Applied to 2021 distributable amount			
i Carryover from 2016 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4 Distributions for 2021 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2021 distributable amount			
c Remainder. Subtract lines 4a and 4b from line 4.			
5 Remaining underdistributions for years prior to 2021, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
6 Remaining underdistributions for 2021. Subtract lines 3h and 4b from line 1. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
7 Excess distributions carryover to 2022. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2017			
b Excess from 2018			
c Excess from 2019			
d Excess from 2020			
e Excess from 2021			

Supplemental Information.

Supplemental Information. Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

Schedule B
(Form 990)Department of the Treasury
Internal Revenue Service**Schedule of Contributors**▶ Attach to Form 990 or Form 990-PF.
▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2021

Name of the organization

SOUTHERN TIER LIBRARY SYSTEM

Employer identification number

16-0836935

Organization type (check one):

Filers of:**Section:**

Form 990 or 990-EZ

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

Form 990-PF

☐ 501(c)(3) exempt private foundation☐ 4947(a)(1) nonexempt charitable trust treated as a private foundation☐ 501(c)(3) taxable private foundationCheck if your organization is covered by the **General Rule** or a **Special Rule**.**Note:** Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.**General Rule**☐ For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.**Special Rules**☒ For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990), 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 (entering "N/A" in column (b) instead of the contributor name and address), 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 **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year ▶ \$ _____**Caution:** An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990), 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).

Name of organization	Employer identification number
SOUTHERN TIER LIBRARY SYSTEM	16-0836935

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

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	NYS DEPT OF EDUCATION 89 WASHINGTON AVENUE ALBANY, NY 12234	\$ 1,467,851.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	STEUBEN COUNTY 3 EAST PULTENEY SQUARE BATH, NY 14810	\$ 79,600.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
3	SMALL BUSINESS ADMINISTRATION WASHINGTON DC WASHINGTON, DC 20416	\$ 195,845.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Employer identification number

16-0836935

Part II

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
	_____ _____ _____	\$ _____	_____
(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
	_____ _____ _____	\$ _____	_____

Name of organization	Employer identification number
SOUTHERN TIER LIBRARY SYSTEM	16-0836935

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

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

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

SCHEDULE D
(Form 990)Department of the Treasury
Internal Revenue Service**Supplemental Financial Statements**▶ **Complete if the organization answered "Yes" on Form 990,
Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.**▶ **Attach to Form 990.**▶ **Go to www.irs.gov/Form990 for instructions and the latest information.**

OMB No. 1545-0047

2021**Open to Public
Inspection****Name of the organization****SOUTHERN TIER LIBRARY SYSTEM****Employer identification number****16-0836935****Part I****Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.** Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

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

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

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

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

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

	Held at the End of the Tax Year
a Total number of conservation easements	2a
b Total acreage restricted by conservation easements	2b
c Number of conservation easements on a certified historic structure included in (a)	2c
d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register	2d

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

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

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

☐ Yes ☐ No

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

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

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

☐ Yes ☐ No

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

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

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

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

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

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

(ii) Assets included in Form 990, Part X

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

a Revenue included on Form 990, Part VIII, line 1

b Assets included in Form 990, Part X

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

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

a ☐ Public exhibition

d ☐ Loan or exchange program

b ☐ Scholarly research

e ☐ Other _____

c ☐ Preservation for future generations

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

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets

to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

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

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

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

	Amount
c Beginning balance	1c
d Additions during the year	1d
e Distributions during the year	1e
f Ending balance	1f

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

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

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

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

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

a Board designated or quasi-endowment ☐ _____ %

b Permanent endowment ☐ _____ %

c Term endowment ☐ _____ %

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

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

(i) Unrelated organizations

(ii) Related organizations

b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? ☐

	Yes	No
3a(i)		
3a(ii)		
3b		

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

Part VI Land, Buildings, and Equipment.

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

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings	1,011,113.		656,629.	354,484.
c Leasehold improvements				
d Equipment	1,079,868.		878,607.	201,261.
e Other	125,230.		95,628.	29,602.
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				585,347.

Part VII Investments - Other Securities.

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

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
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 IV, line 11c. See Form 990, Part X, line 13.

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

Part IX Other Assets.

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

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

Part X Other Liabilities.

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

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) GRANT ADVANCES	328,778.
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.) ▶	328,778.

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 FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII ... ☒

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

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

1	Total revenue, gains, and other support per audited financial statements	1	2,939,739.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
a	Net unrealized gains (losses) on investments	2a	
b	Donated services and use of facilities	2b	
c	Recoveries of prior year grants	2c	
d	Other (Describe in Part XIII.)	2d	
e	Add lines 2a through 2d	2e	0.
3	Subtract line 2e from line 1	3	2,939,739.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	0.
5	Total revenue. Add lines 3 and 4c . (This must equal Form 990, Part I, line 12.)	5	2,939,739.

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

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

1	Total expenses and losses per audited financial statements	1	2,850,495.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:		
a	Donated services and use of facilities	2a	
b	Prior year adjustments	2b	
c	Other losses	2c	
d	Other (Describe in Part XIII.)	2d	
e	Add lines 2a through 2d	2e	0.
3	Subtract line 2e from line 1	3	2,850,495.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	0.
5	Total expenses. Add lines 3 and 4c . (This must equal Form 990, Part I, line 18.)	5	2,850,495.

Part XIII Supplemental Information.

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

PART X, LINE 2:

THE SYSTEM IS A NON-PROFIT ORGANIZATION EXEMPT FROM FEDERAL AND STATE INCOME TAXATION UNDER SECTION 501(C)(3) OF THE INTERNAL REVENUE CODE.

THE SYSTEM HAS FILED FOR AND RECEIVED INCOME TAX EXEMPTIONS IN THE VARIOUS JURISDICTIONS WHERE IT IS REQUIRED TO DO SO. THE SYSTEM FILES A FORM 990 TAX RETURN IN THE U.S. FEDERAL JURISDICTION AND IS NOT REQUIRED TO FILE IN NEW YORK STATE. WITH FEW EXCEPTIONS, AS OF DECEMBER 31, 2021, THE SYSTEM WOULD NOT BE SUBJECT TO U.S. FEDERAL INCOME TAX EXAMINATIONS BY TAX AUTHORITIES FOR YEARS ENDED PRIOR TO DECEMBER 31, 2018. THE TAX RETURNS FOR THE YEARS ENDED DECEMBER 31, 2018 THROUGH DECEMBER 31, 2021 ARE STILL SUBJECT TO POTENTIAL AUDIT BY THE IRS. MANAGEMENT OF THE SYSTEM BELIEVES

Part XIII Supplemental Information *(continued)*

IT HAS NO MATERIAL UNCERTAIN TAX POSITIONS AND, ACCORDINGLY HAS NOT
RECOGNIZED ANY LIABILITY FOR UNRECOGNIZED TAX BENEFITS.

**SCHEDULE J
(Form 990)**

Department of the Treasury
Internal Revenue Service

Compensation Information

- For certain Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees
- ▶ **Complete if the organization answered "Yes" on Form 990, Part IV, line 23.**
- ▶ **Attach to Form 990.**
- ▶ **Go to www.irs.gov/Form990 for instructions and the latest information.**

OMB No. 1545-0047

2021

Open to Public
Inspection

Name of the organization

SOUTHERN TIER LIBRARY SYSTEM

Employer identification number

16-0836935

Part I Questions Regarding Compensation

	Yes	No								
1a Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items. <table border="0"> <tr> <td><input type="checkbox"/> First-class or charter travel</td> <td><input type="checkbox"/> Housing allowance or residence for personal use</td> </tr> <tr> <td><input type="checkbox"/> Travel for companions</td> <td><input type="checkbox"/> Payments for business use of personal residence</td> </tr> <tr> <td><input type="checkbox"/> Tax indemnification and gross-up payments</td> <td><input type="checkbox"/> Health or social club dues or initiation fees</td> </tr> <tr> <td><input type="checkbox"/> Discretionary spending account</td> <td><input type="checkbox"/> Personal services (such as maid, chauffeur, chef)</td> </tr> </table>	<input type="checkbox"/> First-class or charter travel	<input type="checkbox"/> Housing allowance or residence for personal use	<input type="checkbox"/> Travel for companions	<input type="checkbox"/> Payments for business use of personal residence	<input type="checkbox"/> Tax indemnification and gross-up payments	<input type="checkbox"/> Health or social club dues or initiation fees	<input type="checkbox"/> Discretionary spending account	<input type="checkbox"/> Personal services (such as maid, chauffeur, chef)		
<input type="checkbox"/> First-class or charter travel	<input type="checkbox"/> Housing allowance or residence for personal use									
<input type="checkbox"/> Travel for companions	<input type="checkbox"/> Payments for business use of personal residence									
<input type="checkbox"/> Tax indemnification and gross-up payments	<input type="checkbox"/> Health or social club dues or initiation fees									
<input type="checkbox"/> Discretionary spending account	<input type="checkbox"/> Personal services (such as maid, chauffeur, chef)									
b If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain	1b									
2 Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a?	2									
3 Indicate which, if any, of the following the organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III. <table border="0"> <tr> <td><input type="checkbox"/> Compensation committee</td> <td><input type="checkbox"/> Written employment contract</td> </tr> <tr> <td><input type="checkbox"/> Independent compensation consultant</td> <td><input type="checkbox"/> Compensation survey or study</td> </tr> <tr> <td><input type="checkbox"/> Form 990 of other organizations</td> <td><input checked="" type="checkbox"/> Approval by the board or compensation committee</td> </tr> </table>	<input type="checkbox"/> Compensation committee	<input type="checkbox"/> Written employment contract	<input type="checkbox"/> Independent compensation consultant	<input type="checkbox"/> Compensation survey or study	<input type="checkbox"/> Form 990 of other organizations	<input checked="" type="checkbox"/> Approval by the board or compensation committee				
<input type="checkbox"/> Compensation committee	<input type="checkbox"/> Written employment contract									
<input type="checkbox"/> Independent compensation consultant	<input type="checkbox"/> Compensation survey or study									
<input type="checkbox"/> Form 990 of other organizations	<input checked="" type="checkbox"/> Approval by the board or compensation committee									
4 During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:										
a Receive a severance payment or change-of-control payment?	4a	X								
b Participate in or receive payment from a supplemental nonqualified retirement plan?	4b	X								
c Participate in or receive payment from an equity-based compensation arrangement?	4c	X								
If "Yes" to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III.										
Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5-9.										
5 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:										
a The organization?	5a	X								
b Any related organization?	5b	X								
If "Yes" on line 5a or 5b, describe in Part III.										
6 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:										
a The organization?	6a	X								
b Any related organization?	6b	X								
If "Yes" on line 6a or 6b, describe in Part III.										
7 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If "Yes," describe in Part III	7	X								
8 Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III	8	X								
9 If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)?	9									

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule J (Form 990) 2021

Part III	Supplemental Information
-----------------	---------------------------------

Provide the information, explanation, or descriptions required for Part I, lines 1a, 1b, 3, 4a, 4b, 4c, 5a, 5b, 6a, 6b, 7, and 8, and for Part II. Also complete this part for any additional information.

[illegible]

SCHEDULE O
(Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

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

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2021

Open to Public
Inspection

Name of the organization

SOUTHERN TIER LIBRARY SYSTEM

Employer identification number

16-0836935

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

REGION.

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

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

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

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

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

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

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

AN ANNUAL MEMBERSHIP MEETING OF THE SYSTEM SHALL BE HELD EACH YEAR,
PREFERABLY IN OCTOBER. THE EXECUTIVE DIRECTOR OF THE SYSTEM SHALL BE
RESPONSIBLE FOR NOTIFYING THE MEMBER LIBRARIES OF THE TIME AND PLACE OF THE
ANNUAL MEMBERSHIP MEETING. EACH MEMBER LIBRARY SHALL BE REPRESENTED AT THE
ANNUAL MEMBERSHIP MEETING BY AN INDIVIDUAL SELECTED BY THE BOARD OF
TRUSTEES OF THAT LIBRARY. THAT INDIVIDUAL SHALL CAST ONE VOTE IN ALL
ACTIONS TAKEN AT THE ANNUAL MEMBERSHIP MEETING.

AN AGENDA FOR THE ANNUAL MEETING SHALL BE FORWARDED TO EACH MEMBER LIBRARY
AT LEAST THIRTY DAYS IN ADVANCE OF THE ANNUAL MEETING. A MINIMUM OF THREE
ITEMS SHALL BE PLACED ON THE ANNUAL MEETING AGENDA (1) ELECTION OF

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule O (Form 990) 2021

Name of the organization

SOUTHERN TIER LIBRARY SYSTEM

Employer identification number

16-0836935

TRUSTEES, AS NEEDED, TO THE BOARD OF TRUSTEES OF THE SYSTEM -- THIS ELECTION SHALL BE MADE BY THE REPRESENTATIVES OF THE MEMBER LIBRARIES PRESENT AT THE MEETING; (2) A BRIEF REPORT BY THE EXECUTIVE DIRECTOR OF THE SYSTEM ON THE PERFORMANCE OF THE SYSTEM DURING THE PREVIOUS 12 MONTHS AND PLANS FOR THE YEAR AHEAD; (3) A REPORT BY THE EXECUTIVE DIRECTOR REGARDING THE AUDITED FINANCES OF THE SYSTEM FOR THE PREVIOUS FINANCIAL YEAR.

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.

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.

2023 - 2025 DAC Approved ILS Cost Share Contributions for Member Libraries
Southern Tier Library System

	Workflows Access Fee: Includes 1 Workflow Station per Library	# of Additional Workflow Stations Per Library	Cost of Additional Workflow Stations Per Library (\$387 per Station)	2021 Library Circulation	2023 Cost Per Circulation Transaction based on 2021 Figures (\$.357 per Transaction)	Total 2023 Cost Share Based on Formula	Total 2022 Cost Share Invoice Based on Formula	Percent Change from 2022 - 2023	*Equitable Percentage Adjustment for 2022 - 2023	Total 2023 Cost Share Invoice	Percent Increase 2023 - 2024	Total 2024 Cost Share Invoice	Percent Increase 2024-2025	Total 2025 Cost Share Invoice
Addison	\$ 2,001	2	\$ 774	2794	\$ 997	\$ 3,773	\$ 4,016	-6%	-3%	\$ 3,896	1%	\$ 3,935	2%	\$ 4,013
Alfred	\$ 2,001	1	\$ 387	11122	\$ 3,971	\$ 6,359	\$ 5,265	21%	1%	\$ 5,317	1%	\$ 5,370	2%	\$ 5,478
Almond	\$ 2,001	1	\$ 387	3996	\$ 1,427	\$ 3,815	\$ 4,323	-12%	-3%	\$ 4,193	1%	\$ 4,235	2%	\$ 4,320
Andover	\$ 2,001	1	\$ 387	2100	\$ 750	\$ 3,138	\$ 3,520	-11%	-3%	\$ 3,415	1%	\$ 3,449	2%	\$ 3,518
Angelica	\$ 2,001	1	\$ 387	5237	\$ 1,870	\$ 4,258	\$ 2,976	43%	1%	\$ 3,006	1%	\$ 3,036	2%	\$ 3,097
Arkport	\$ 2,001	0	\$ -	865	\$ 309	\$ 2,310	\$ 2,118	9%	1%	\$ 2,139	1%	\$ 2,160	2%	\$ 2,203
Atlanta	\$ 2,001	1	\$ 387	1521	\$ 543	\$ 2,931	\$ 3,498	-16%	-3%	\$ 3,393	1%	\$ 3,427	2%	\$ 3,495
Avoca	\$ 2,001	1	\$ 387	4919	\$ 1,756	\$ 4,144	\$ 4,017	3%	1%	\$ 4,057	1%	\$ 4,098	2%	\$ 4,180
Bath	\$ 2,001	8	\$ 3,096	27296	\$ 9,745	\$ 14,842	\$ 14,354	3%	1%	\$ 14,497	1%	\$ 14,642	2%	\$ 14,935
Belfast	\$ 2,001	2	\$ 774	7793	\$ 2,782	\$ 5,557	\$ 4,958	12%	1%	\$ 5,008	1%	\$ 5,058	2%	\$ 5,159
Belmont	\$ 2,001	1	\$ 387	6160	\$ 2,199	\$ 4,587	\$ 5,407	-15%	-3%	\$ 5,245	1%	\$ 5,297	2%	\$ 5,403
Bolivar	\$ 2,001	1	\$ 387	2441	\$ 871	\$ 3,260	\$ 4,468	-27%	-3%	\$ 4,334	1%	\$ 4,377	2%	\$ 4,465
Branchport	\$ 2,001	1	\$ 387	6957	\$ 2,484	\$ 4,872	\$ 5,133	-5%	-3%	\$ 4,979	1%	\$ 5,028	2%	\$ 5,129
Canaseraga	\$ 2,001	0	\$ -	1370	\$ 489	\$ 2,490	\$ 2,839	-12%	-3%	\$ 2,754	1%	\$ 2,781	2%	\$ 2,837
Canisteo	\$ 2,001	1	\$ 387	6732	\$ 2,403	\$ 4,792	\$ 4,083	17%	1%	\$ 4,124	1%	\$ 4,165	2%	\$ 4,248
Chemung Cty (6 libraries)	\$ 12,008	38	\$ 14,706	220051	\$ 78,558	\$ 105,272	\$ 113,047	-7%	-3%	\$ 109,656	1%	\$ 110,752	2%	\$ 112,968
Cohocton	\$ 2,001	1	\$ 387	7443	\$ 2,657	\$ 5,045	\$ 5,652	-11%	-3%	\$ 5,482	1%	\$ 5,537	2%	\$ 5,648
Corning	\$ 2,001	17	\$ 6,579	130446	\$ 46,569	\$ 55,150	\$ 51,288	8%	1%	\$ 51,801	1%	\$ 52,319	2%	\$ 53,365
Cuba	\$ 2,001	3	\$ 1,161	29487	\$ 10,527	\$ 13,689	\$ 10,667	28%	1%	\$ 10,774	1%	\$ 10,882	2%	\$ 11,099
Dundee	\$ 2,001	2	\$ 774	24594	\$ 8,780	\$ 11,555	\$ 8,395	38%	1%	\$ 8,479	1%	\$ 8,564	2%	\$ 8,735
Fillmore	\$ 2,001	1	\$ 387	32353	\$ 11,550	\$ 13,938	\$ 7,625	83%	1%	\$ 7,701	1%	\$ 7,778	2%	\$ 7,933
Friendship	\$ 2,001	1	\$ 387	3948	\$ 1,409	\$ 3,798	\$ 3,990	-5%	-3%	\$ 3,870	1%	\$ 3,909	2%	\$ 3,987
Greenwood- RC	\$ 2,001	0	\$ -	0	\$ -	\$ 2,001	\$ 2,118	-5%	-3%	\$ 2,054	1%	\$ 2,075	2%	\$ 2,116
Hammondsport	\$ 2,001	4	\$ 1,548	16573	\$ 5,917	\$ 9,466	\$ 10,780	-12%	-3%	\$ 10,457	1%	\$ 10,562	2%	\$ 10,773
Hector- RC (Automated)	\$ 2,001	1	\$ 387	678	\$ 242	\$ 2,630	\$ 3,083	-15%	-3%	\$ 2,990	1%	\$ 3,020	2%	\$ 3,080
Hornell	\$ 2,001	5	\$ 1,935	7619	\$ 2,720	\$ 6,656	\$ 12,634	-47%	-3%	\$ 12,255	1%	\$ 12,378	2%	\$ 12,625
Howard	\$ 2,001	0	\$ -	5054	\$ 1,804	\$ 3,806	\$ 3,876	-2%	-2%	\$ 3,798	1%	\$ 3,836	2%	\$ 3,913
Jasper	\$ 2,001	0	\$ -	3540	\$ 1,264	\$ 3,265	\$ 2,743	19%	1%	\$ 2,771	1%	\$ 2,798	2%	\$ 2,854
Little Genesee	\$ 2,001	0	\$ -	3303	\$ 1,179	\$ 3,180	\$ 2,595	23%	1%	\$ 2,621	1%	\$ 2,648	2%	\$ 2,701
Middlesex- RC	\$ 2,001	0	\$ -	0	\$ -	\$ 2,001	\$ 2,118	-5%	-3%	\$ 2,054	1%	\$ 2,075	2%	\$ 2,116
Montour Falls	\$ 2,001	4	\$ 1,548	10170	\$ 3,631	\$ 7,180	\$ 3,153	128%	1%	\$ 3,184.45	1%	\$ 3,216.29	2%	\$ 3,281
Odessa	\$ 2,001	2	\$ 774	3220	\$ 1,150	\$ 3,925	\$ 4,119	-5%	-3%	\$ 3,996	1%	\$ 4,036	2%	\$ 4,116
Penn Yan	\$ 2,001	8	\$ 3,096	62353	\$ 22,260	\$ 27,357	\$ 25,684	7%	1%	\$ 25,941	1%	\$ 26,200	2%	\$ 26,724
Prattsburgh	\$ 2,001	1	\$ 387	4215	\$ 1,505	\$ 3,893	\$ 3,419	14%	1%	\$ 3,453	1%	\$ 3,488	2%	\$ 3,558
Pulteney	\$ 2,001	1	\$ 387	4611	\$ 1,646	\$ 4,034	\$ 3,337	21%	1%	\$ 3,370	1%	\$ 3,404	2%	\$ 3,472
Richburg	\$ 2,001	0	\$ -	8596	\$ 3,069	\$ 5,070	\$ 4,552	11%	1%	\$ 4,598	1%	\$ 4,644	2%	\$ 4,737
Rushford	\$ 2,001	1	\$ 387	4023	\$ 1,436	\$ 3,825	\$ 4,689	-18%	-3%	\$ 4,548	1%	\$ 4,593	2%	\$ 4,685
Rushville- RC	\$ 2,001	0	\$ -	0	\$ -	\$ 2,001	\$ 2,118	-5%	-3%	\$ 2,054	1%	\$ 2,075	2%	\$ 2,116
Savona	\$ 2,001	0	\$ -	5562	\$ 1,986	\$ 3,987	\$ 4,314	-8%	-3%	\$ 4,184	1%	\$ 4,226	2%	\$ 4,311
Scio	\$ 2,001	0	\$ -	2822	\$ 1,007	\$ 3,009	\$ 2,583	16%	1%	\$ 2,609	1%	\$ 2,635	2%	\$ 2,688
Watkins Glen	\$ 2,001	3	\$ 1,161	17723	\$ 6,327	\$ 9,489	\$ 10,725	-12%	-3%	\$ 10,403	1%	\$ 10,507	2%	\$ 10,717
Wayland	\$ 2,001	3	\$ 1,161	12929	\$ 4,616	\$ 7,778	\$ 7,865	-1%	-3%	\$ 7,629	1%	\$ 7,706	2%	\$ 7,860
Wellsville	\$ 2,001	10	\$ 3,870	33279	\$ 11,881	\$ 17,752	\$ 21,776	-18%	-3%	\$ 21,123	1%	\$ 21,334	2%	\$ 21,761
Whitesville	\$ 2,001	0	\$ -	3115	\$ 1,112	\$ 3,113	\$ 2,859	9%	1%	\$ 2,888	1%	\$ 2,917	2%	\$ 2,975
TOTAL	\$ 98,063	128	\$ 49,536	749010	\$ 267,397	\$ 414,996	\$ 412,779	-36%	-1%	\$ 407,101	1%	\$ 411,172	2%	\$ 419,395
					Annual Increase in Support for STLS to Maintain <u>ILS</u> for Member Libraries					\$ (5,678)		\$ 4,071		\$ 8,223
					Annual Percentage Increase					-1%		1%		2%

2023 - 2025 DAC Approved Digital Library Contributions for Member Libraries
Southern Tier Library System

	2018 Digital Circulation (Overdrive)	2021 Digital Circulation (Overdrive)	Equitable Distribution Percentage Increase (2018 vs. 2021 Transactions)	Actual Digital Circulation Percentage Change 2018 - 2021	*2022 Digital Library Contribution Invoice	**2023 Digital Library Contribution Invoice	Increase Over 2022	***2024 Digital Library Contribution Invoice	Increase Over 2023	****2025 Digital Library Contribution Invoice	Increase Over 2024	
Addison	686	1357	19%	98%	\$ 756	\$ 900	\$ 144	\$ 918	\$ 18	\$ 936	\$ 18	Notes:
Alfred	1731	2734	19%	58%	\$ 1,909	\$ 2,272	\$ 363	\$ 2,317	\$ 45	\$ 2,364	\$ 46	
Almond	539	517	17%	-4%	\$ 594	\$ 695	\$ 101	\$ 709	\$ 14	\$ 723	\$ 14	1. *Based on DAC approved (9/25/2019) rate of 1.06 per 2018 Digital Library Transaction, and 2% annual increases (2021 and 2022).
Andover	491	1379	21%	181%	\$ 541	\$ 655	\$ 114	\$ 668	\$ 13	\$ 681	\$ 13	
Angelica	502	1097	20%	119%	\$ 553	\$ 664	\$ 111	\$ 677	\$ 13	\$ 691	\$ 14	
Arkport	1	59	21%	5800%	\$ 63	\$ 77	\$ 13	\$ 78	\$ 2	\$ 80	\$ 2	
Atlanta	82	31	17%	-62%	\$ 91	\$ 105.90	\$ 15	\$ 108	\$ 2	\$ 110	\$ 2	2. **Based on DAC approved (9/27/2022) "Equitable Distribution Percentage Increases (2018 vs. 2021 Transactions)" with a range of 17% - 21% for each member library.
Avoca	462	709	19%	53%	\$ 510	\$ 607	\$ 97	\$ 619	\$ 12	\$ 631	\$ 12	
Bath	4363	6093	18%	40%	\$ 4,812	\$ 5,678	\$ 866	\$ 5,792	\$ 114	\$ 5,907	\$ 116	
Belfast	848	1711	20%	102%	\$ 935	\$ 1,122	\$ 187	\$ 1,145	\$ 22	\$ 1,168	\$ 23	
Belmont	285	365	18%	28%	\$ 314	\$ 371	\$ 57	\$ 378	\$ 7	\$ 386	\$ 8	
Bolivar	713	903	18%	27%	\$ 787	\$ 928	\$ 142	\$ 947	\$ 19	\$ 966	\$ 19	3. *** 2% increase over previous year (2023).
Branchport	1941	2743	18%	41%	\$ 2,140	\$ 2,525	\$ 385	\$ 2,576	\$ 51	\$ 2,627	\$ 52	
Canaseraga	76	396	21%	421%	\$ 84	\$ 102	\$ 18	\$ 104	\$ 2	\$ 106	\$ 2	
Canisteo	594	955	19%	61%	\$ 655	\$ 780	\$ 125	\$ 796	\$ 16	\$ 811	\$ 16	
Chemung County (6 libraries)	24569	52373	20%	113%	\$ 27,095	\$ 32,514	\$ 5,419	\$ 33,164	\$ 650	\$ 33,828	\$ 663	4. **** 2% increase over previous year (2024).
Cohocton	183	566	21%	209%	\$ 202	\$ 244	\$ 42	\$ 249	\$ 5	\$ 254	\$ 5	
Corning	23873	36868	19%	54%	\$ 26,327	\$ 31,330	\$ 5,002	\$ 31,956	\$ 627	\$ 32,595	\$ 639	5. STLS will contribute \$12,000 annually to Overdrive platform fees as part of this spending plan, and contribute an additional \$10,000 annually to content from 2023 - 2025.
Cuba	2710	5186	19%	91%	\$ 2,989	\$ 3,557	\$ 568	\$ 3,628	\$ 71	\$ 3,701	\$ 73	
Dundee	2685	3502	18%	30%	\$ 2,961	\$ 3,494	\$ 533	\$ 3,564	\$ 70	\$ 3,635	\$ 71	
Fillmore	1858	5210	21%	180%	\$ 2,049	\$ 2,479	\$ 430	\$ 2,528	\$ 50	\$ 2,579	\$ 51	
Friendship	61	511	21%	738%	\$ 68	\$ 82	\$ 14	\$ 83	\$ 2	\$ 85	\$ 2	
Greenwood	1	20	21%	1900%	\$ 63	\$ 77	\$ 13	\$ 78	\$ 2	\$ 80	\$ 2	6. STLS will work with the Directors Advisory Council in 2025 to review the current Digital Library Contributions spending plan and develop a new plan for 2026 - 2028.
Hammondsport	2248	4808	20%	114%	\$ 2,479	\$ 2,975	\$ 496	\$ 3,035	\$ 60	\$ 3,095	\$ 61	
Hector- RC (Automated)	215	632	21%	194%	\$ 237	\$ 287	\$ 50	\$ 293	\$ 6	\$ 299	\$ 6	
Hornell	3247	5268	19%	62%	\$ 3,581	\$ 4,261	\$ 680	\$ 4,347	\$ 85	\$ 4,434	\$ 87	
Howard	194	649	21%	235%	\$ 214	\$ 259	\$ 45	\$ 265	\$ 5	\$ 270	\$ 5	
Jasper	602	565	17%	-6%	\$ 664	\$ 777	\$ 113	\$ 792	\$ 16	\$ 808	\$ 16	
Little Genesee	1	138	21%	13700%	\$ 63	\$ 77	\$ 13	\$ 78	\$ 2	\$ 80	\$ 2	
Middlesex - RC	1	4	21%	300%	\$ 63	\$ 77	\$ 13	\$ 78	\$ 2	\$ 80	\$ 2	
Montour Falls	416	1279	21%	207%	\$ 459	\$ 555	\$ 96	\$ 566	\$ 11	\$ 578	\$ 11	
Odessa	377	907	20%	141%	\$ 416	\$ 499	\$ 83	\$ 509	\$ 10	\$ 520	\$ 10	
Penn Yan	7122	13071	19%	84%	\$ 7,854	\$ 9,346	\$ 1,492	\$ 9,533	\$ 187	\$ 9,724	\$ 191	
Prattsburgh	132	486	21%	268%	\$ 146	\$ 176	\$ 31	\$ 180	\$ 4	\$ 183	\$ 4	
Pulteney	481	979	20%	104%	\$ 531	\$ 637	\$ 106	\$ 649	\$ 13	\$ 662	\$ 13	
Richburg	945	609	17%	-36%	\$ 1,042	\$ 1,220	\$ 177	\$ 1,244	\$ 24	\$ 1,269	\$ 25	
Rushford	499	1022	20%	105%	\$ 550	\$ 660	\$ 110	\$ 674	\$ 13	\$ 687	\$ 13	
Rushville- RC	1	5	21%	400%	\$ 63	\$ 77	\$ 13	\$ 78	\$ 2	\$ 80	\$ 2	
Savona	711	1151	19%	62%	\$ 784	\$ 934	\$ 149	\$ 952	\$ 19	\$ 971	\$ 19	
Scio	217	383	19%	76%	\$ 239	\$ 285	\$ 45	\$ 290	\$ 6	\$ 296	\$ 6	
Watkins Glen	3094	6083	19%	97%	\$ 3,413	\$ 4,061	\$ 648	\$ 4,142	\$ 81	\$ 4,225	\$ 83	
Wayland	2312	3546	19%	53%	\$ 2,550	\$ 3,035	\$ 485	\$ 3,095	\$ 61	\$ 3,157	\$ 62	
Wellsville	5786	10801	19%	87%	\$ 6,381	\$ 7,593	\$ 1,212	\$ 7,745	\$ 152	\$ 7,900	\$ 155	
Whitesville	609	914	18%	50%	\$ 672	\$ 793	\$ 121	\$ 809	\$ 16	\$ 825	\$ 16	
TOTAL	98464	178585	N/A	81%	\$ 108,903	\$ 129,842	\$ 20,939	\$ 132,438	\$ 2,597	\$ 135,087	\$ 2,649	



Southern Tier Library System
9424 Scott Road
Painted Post, NY 14870

Phone: 607-962-3141
Fax: 607-962-5356

STLS CODE _____

Financial Clerk _____

Auditor _____

Purchase Order

Vendor:

Pro Audio Consulting
3980 Meads Creek Rd.
Painted Post, NY 14870
607-329-9156

Purchase Order # 6772

Date: 10.21.22

Requested/Ordered By:	Order Date:	Confirmation No.:	STLS Expense Code	Ship Via
M. Morrisey	10.20.22			

Quantity	Item	Description	Unit Price	Total
	"SUNDOE AND SUNE SUNE"	Drumstation		
	PRODIGE AND PRODIGE	Displays installed + purchased	Large conf room	5300-
	Pro-f" - TESTER	configured + tested	small conf room	4600-
	CONFERENCING	- 2 breakout rooms	2350-	4700-
		- IT office, network applications/multimedia		1500-
		- install, config + training		4600-
		- Portable hearing loop + mic		750-
		for small conf room + breakout room		
Subtotal				21,450-
Tax				Exempt
Shipping				-
Miscellaneous				-
Balance Due				21,450-

Division Head Approval

Title

Executive Director

AUTHORIZED SIGNATURE

STLS IS EXEMPT, BY LAW, FROM NYS SALES TAX.
VENDOR: AN AUTHORIZED PURCHASE ORDER IS
YOUR PROOF OF COMPLIANCE: CERTIFICATE #
142465

REPORT IN 30 DAYS ON ITEMS NOT IN STOCK



Pro Audio Consulting
3980 Meads Creek Rd
Painted Post, NY 14870
607-329-9156

Quote No. AVUP22Q3

QUOTE

Customer

Name **Southern Tier Library System**
Address **9424 Scott Rd**
City **Painted Post** State **NY** ZIP **14870**
Phone _____






Date **10/20/2022**
Order No. _____
Rep **MRM**
FOB **PAC shop**

Qty	Description	Unit Price	TOTAL
1	Large Conference Room 85" presentation display, wall mounting bracket, wireless collaboration system to transmit audio and video, reinstall room speakers, USB camera for web meetings	\$5,300.00	\$5,300.00
1	Small Conference Room 2-75" presentation displays, wall mounting brackets, wireless collaboration systems to transmit audio and video	\$4,600.00	\$4,600.00
2	Small breakout Rooms 70" presentation displays, wall mounting brackets, wireless collaboration systems to transmit audio and video	\$2,350.00	\$4,700.00
1	IT Office - Network Operations/Status/Work Monitoring 70" low profile display, articulating wall mounting bracket 4 way multiviewer	\$1,500.00	\$1,500.00
1	Installation, configuration and training	\$4,600.00	\$4,600.00
1	Optional Portable Hearing Loop and External mic for small conference room or small breakout rooms	\$750.00	\$750.00
Deposit 50% upon contracting with balance on setup			
SubTotal			\$21,450.00
Delivery			\$0.00
			\$0.00
TOTAL			\$21,450.00



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

The Executive Director spent the months of October/November engaged in the following activities:

-  Week of October 11th: Participated in STLS Board of Trustees – Personnel & Policies Committee meeting. Met with STLS’ external auditor to discuss findings of 2021 financial audit and 990 financial statements. Attended Public Library System Director’s Organization meeting with New York State Library to receive state-level library updates and information. Visited the Friendship Free Library to discuss strategic planning with the library’s board of trustees and director. Attended the Foundation for Southern Tier Libraries meeting.
-  Week of October 17th: Attended STLS Board of Trustees meeting as well as STLS Board of Trustees - Finance and Facilities Committee meeting. Volunteered at the Food Bank of the Southern Tier with other STLS staff as part of a system-wide Great Giveback program. Visited Chemung County Library District Board of Trustees meeting to discuss the hiring of a new library district director. Participated in Public Library District Toolkit planning meeting with authors of the Library Trustee Handbook of NYS to prepare for November 1st training of library system consultants across New York State.
-  Week of October 24th: Assisted in the training of New York State Library – Division of Library Development staff on the topic of Public Library District Toolkit with authors of the Library Trustee Handbook of NYS. Met with Swan & Morss Agency to discuss health insurance and dental options for STLS in 2023. Visited the Prattsburg Free Library to discuss 2023 budgeting with library trustees and director. Visited the Wayland Free Library to provide Duties and Responsibilities training to library trustees with STLS Consultant E. Jenns. Participated in, facilitated, and offered a workshop as part of STLS’ online conference *Gather & Grow: Helping Your Communities Bloom*.
-  Week of October 31st: Attended the New York Library Association Conference in Saratoga Springs. Assisted in the training of public library system staff on the topic of Public Library District Toolkit with authors of the Library Trustee Handbook of NYS. Participated in meetings of the Public Library System Director’s Organization, and New York Alliance of Library Systems. Attended various meetings and workshops related to STLS services, and potential programs.
-  Week of November 7th: Facilitated discussions between the Hector Reading Center trustees and Watkins Glen Public Library trustees about school district public libraries and 259 funding referendums. Participated in STLS Board of Trustees – Personnel & Policies Committee meeting. Visited the Penn Yan Public Library to provide Duties and Responsibilities training as well as guidance on Open Meetings Law.

Visited Middlesex Library to meet with library director about library operations. Facilitated STLS Search Committee meeting with STLS staff to review applications for Member Services Consultant position. Attended Foundation for Southern Tier Libraries meeting.

Professional Development, ILL and Youth Services
by Lorie Brown, Professional Development Manager
Division of Professional Development and Outreach

Lorie participated or attended several workshops and conferences throughout the month. Lorie attended a regional Users Group meeting for Interlibrary Loan--the attendees and the program topics were mostly centered around academic libraries but still a valuable experience for a broader perspective on interlibrary loan in the region. Lorie participated in a statewide focus group to lay a foundation to create a NYS DEI/SJ program and protocol for all libraries to follow. My summation from our focus group (mostly public library staff) was that NYS has many resources of which library staff are unaware.

Lorie also attended the STLS Annual Meeting. She hosted a table full of 'goodies' available from STLS for member libraries to included early literacy elements into their programs and their communities. She also had the honor of presenting a Sustainable Library aware to Raeanne Smith from the Genesee Library.

Lorie presented, virtually, at the Chautauqua-Cattaraugus Library System. She talked about trending topics in library services to youth: Neighborhoods in the Picture Book Collection; Sensory Storytimes; and Play in Children's Rooms were the highlights of her chat. Lorie also participated in a statewide planning session for a collaborative summer workshops. Last year, 10 systems participated. This year, it will be expanded to include 14 systems. There will be 2 sessions: one with programs/activities for children and one with programs/activities for teens. More details are still being ironed out. [Additional note: After last year's sessions, member libraries like the statewide events but, if by March 2023 in-person events were being held, they STILL wanted to have a system-wide event. This will probably happen!]

Lorie, along with colleagues from the Division of Professional Development, promoted the NYS Great Give Back program. We had 8 libraries, plus STLS, participate in this day of meaningful service/volunteering in our communities. Several libraries did multiple projects. STLS staff participated in 2 ways: by collecting food staples to donate the Food Bank of the Southern Tier and by volunteering for a 3 hour shift of working at the Food Bank itself. It was fun and educational to see how food insecurity is met in our region. Special thanks to Keturah Cappadonia for connecting with the Food Bank to facilitate our Great Give Back activities. And, thanks to attendees at the STLS Annual Meeting for assisting with our food collection.

Lorie, along with the entire STLS Team, helped to present the second virtual conference: Gather & Grow. With just under 100 registrants, the event covered a wide variety of topics of interest to library staff: an author talk; developing policies; Central Library resources for Genealogy; Attracting teens to the library; Developing programs with little or no budget for programs; and so much more. This would not have been possible without all staff connecting with presenters, facilitating programs and recording the program sessions for those who could only attend a few of the sessions live. A huge thank you and pat on the back for the entire STLS team for making this event a success.

Other activities for Lorie this month, included a visit to the Wayland Free Library to re-refresh the library staff there on the process/procedures for out of system ILL via the BARC system. The content was new for a recent

hire there but a review for 2 others. In addition to BARC, we discussed searching techniques to use in other database such as WorkFlows. One attendee remarked as we ended our session: "I like trainings in which I learn new stuff. This was great." A wonderful summation of a training that, all too often, become routine.

Coordinated Outreach
by Keturah Cappadonia, Outreach Consultant
Division of Professional Development and Outreach

October was a very busy month for Keturah as she worked on a number of very interesting projects.

She attended the Annual Conference of the Association of Bookmobile and Outreach Services held in Arizona during the first week of October. Keturah was fortunate to receive a Carol Hole Conference Attendance Award to help offset the cost of attending this event. She presented a program during the conference on "Grant Writing for Library Outreach Services" to an audience of 55 library professionals from around the country. She also connected with vendors, networked with other library outreach professionals, and attended learning events.

Keturah worked with the COSAC group at their Fall Meeting to select the grantees for the STLS COSAC Outreach Mini-Grant and DEI Micro-Grant awards. For the Outreach Mini-Grants, a record-setting number of 15 libraries applied this year, with 31% of STLS member libraries submitting applications. Funding requests totaled \$12,136.00. As we had only \$7,000 in funds to award, the Committee members did a thorough reading and review of the applications to determine the best use of grant funds with 11 libraries receiving funding. For the first year of the DEI Micro-Grants, we had 9 libraries apply for the \$500 grants. As we had a total of \$4,000 to award, a total of 8 libraries received awards. COSAC awarded a total of \$11,000 to 14 member libraries. 29% of STLS member libraries will receive funding through these programs.

Keturah participated with other STLS staff at their volunteer shift at the Food Bank of the Southern Tier, and assisted Lorie Brown with setting up this project and the companion food drive.

Keturah facilitated a meeting with staff from the American Heart Association (AHA) of Western NY and the Library Directors of Steuben County about the Circulating Blood Pressuring Monitoring Kits initiative. Supplies for these kits have begun to arrive at STLS and Keturah will organize the delivery of the kits to member libraries before the end of the year. Three Steuben County libraries have also begun discussions about hosting an Americorp staff person to assist with health initiatives as a result of the meeting with AHA staff.

Keturah participated in the STLS Gather and Grow virtual learning event by organizing three learning sessions, one of which she co-presented with staff from the David A. Howe Library.

Keturah participated in the October virtual meeting of the NY State Public Library System Outreach Consultants. State Librarian Lauren Moore was a special guest at this meeting and conducted an discussion on the DLD Vision 2022 plan and how Outreach Consultants can support our member libraries in achieving identified strategic priorities, many of which involve outreach opportunities.

Keturah managed and facilitated the rotation of the STLS Large Print Rotating Collection over three weeks in October, with the assistance of Lorie Brown and the STLS Delivery team. Keturah did one of the delivery runs herself, due to illness of the scheduled delivery driver. It was her first time driving a delivery run, and she found it to be a good experience to better understand the work our Delivery staff does regularly.

Keturah visited the Arkport and Almond Libraries in October for New Director orientation visits. She attended a meeting of the Board of Trustees at the Angelica Library to help discuss the Five Year Plan which she has been working to help the library director write. She also visited the Wayland Library to attend their Readers Appreciation Celebration at the invitation of the Library Director.

Keturah attended the following meetings: ALA Public Programs Committee Meeting, ALA Conference Committee Meeting, Rural Libraries Roundtable Meeting, meeting with AnneMarie Gordon of the Sustainable Libraries Initiative,

Digital Librarianship & Public Relations
by Erika Jenns, Engagement Consultant
Division of Professional Development and Outreach

October 2022 Monthly Report

During the month of October 2022, Erika Jenns coordinated two digital literacy workshops as part of the Public Library Association Digital Literacy Incentive grant awarded to STLS this fall. The first workshop, Apple Device Basics, was offered at the Friendship Free Library. The second workshop, Cybersecurity Basics, was offered at the Pulteney Free Library. While there was no turnout for the Apple devices workshop, Erika did have four attendees at the Pulteney cybersecurity workshop. The group spent a few hours together going through the program and discussing cybersecurity basics. She also configured new tablets for participants to use during the workshops for hands-on experience. Throughout the month, Erika scheduled social media posts to promote the digital literacy workshop series and partnered with library directors to help spread the word.

Erika had visits with two new STLS directors, Curtis Decker at the Belmont library and Cody Herman at the Arkport library. During both visits, she discussed STLS digital resources like the databases and OverDrive, as well as reviewing STLS services like website help, program resources kits, trustee training, and annual report assistance.

Other activities throughout October included:

- Attending the STLS Annual Meeting, where she presented the NYLA scholarship awards and raffled off some Libby swag to help promote the Libby app.
- Participation in Sustainability Round Table, where she co-chairs the Public Relations and Advocacy Committee.
- Volunteering at the Food Bank of the Southern Tier as part of the Great Give Back.
- Attending the Finger Lakes Digital Inclusion Alliance annual meeting, and networking with other professionals in the region who are working to deliver digital literacy instruction and to bridge the digital divide.
- Coordinating the keynote for the Gather & Grow program with author Elon Green.
- Scheduling social media posts for the STLS accounts and creating the monthly events digest email to advertise STLS continuing education events.
- Leading a Trustee Roles & Responsibilities workshop with Brian Hildreth at the Wayland library.

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

In October, IT worked on 115 Help Desk requests for member libraries and performed 2 monthly operating system patches on ILS servers. Weekly meetings with IT department staff and the monthly CCLD meeting were held.

Finished rearranging network cabling in the remodeled server room and worked with HPE on the installation of new data center equipment that is part of several grant projects.

Began work on a software upgrade to STARCat.

Began ordering process for equipment requested by Allegany libraries participating in an ARC grant.

I took a much-needed vacation.

Individually these are some highlights of IT staff work:

Pat Beeman -

- Updated NComputing software licensing for Watkins Glen.
- Worked at Steele with Bryan on equipment configuration in their server/network room.
- X5228 calls.

Tom Lawrence -

- Updated WiFi access points in Hammondsport.
- Made changes to the public PC default settings for Cuba.
- X5228 calls.

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

Here is our monthly report for October...

E-rate

I continued working with Cathy in Bolivar, Tammy at Spectrum, and Cassie to get the Internet Spectrum billing issue in Bolivar straightened out – I hope to have the copies of the bills shortly and will then file the final monthly BEAR for FY2021-2022.

General STLS

October was a busy month for STLS system-wide meetings and events. Larissa was our ILS Department representative at the 2022 Annual Meeting and helped with registration. Kylie, Larissa and I prepared for and presented a *WorkFlows/STARCat Tips & Tricks* session at the STLS Gather & Grow Conference in late October. In mid-October, Kylie, Larissa and I participated in the STLS volunteer shift at the Food Bank of the Southern Tier, coordinated by Keturah. It was fun to get out of the building, and away from our laptops, to do some physical work together, to help feed our community. They have great staff there too, which made it even more enjoyable. I hope it becomes a regular event!

ILS

Kylie and I visited Scio in early October, to continue working with Raeanne on getting their collection fully labeled and updated in WorkFlows. Pam and Vickie also volunteered to help with the physical processing, as we added/updated items in the database. It was another enjoyable project that was part-physical and part-digital and it was a pleasure to work with Pam and Vickie again. While we were there, I also met with Raeanne to discuss Scio's current ILS policies and make changes to those to make them more consistent and user-friendly. I

visited Richburg to provide Yvonne with New Director ILS Training and Larissa visited Arkport to provide Item Maintenance Training to Cody.

In mid-October Daniel submitted his resignation and I worked with Brian and Ken to come up with a plan for staffing the department for the rest of the year. Larissa will be working additional hours for the remainder of the year and we will reevaluate in January to determine the best path forward.

The SirsiDynix Consortia Special Interest Group met in October, where consortia-specific ILS topics were discussed. It is a very helpful meeting each year, because it brings together Consortia ILS staff across the country, to learn about different features of the ILS and figure out solutions to consortia-related problems within the various software platforms. We also have the opportunity to share feedback with SirsiDynix officials about what is working well, and what is not, and learn from them – particularly about upcoming features.

Some smaller projects in October included resuming holds on STLS-owned items – now that they are out of storage and ready to be loaned again, and reminding libraries of the Enhanced Content now available in STARCat. This Enhanced Content includes “You may also like” suggested authors and titles, series information, librarian-curated lists, and much more. As a patron, I think this is the most exciting and helpful upgrade to STARCat since book cover images! Patrons are able to find their next reads and library staff are able to use it as a Reader’s Advisory tool, to help patrons, especially with genres they themselves are unfamiliar with. After sending the email, I heard back from two librarians who love it and use it regularly, which was wonderful to hear. Finally, I worked with Hannah in Corning on a rather involved BCA issue about varying report outputs that we were able to solve together.

Cataloging volume has stayed high, as it always does this time of year. We are currently at a turnaround time of 11 working days for unopened “normal” cataloging requests. This is always our busiest time of the year with publishing season, various holidays, illnesses (always seem to hit when the weather changes in October!) and the STLS Annual Meeting. This year we also have Gather & Grow in October, Daniel’s resignation, and an unusually large number of new directors starting this Fall, so I’m very pleased with our current turnaround time.