STLS BOARD MEETING

Aye

Approved/Failed Discussion:

Tuesday, April 18, 2023 - 2:00 pm STLS Headquarters, Painted Post, NY 14870

Service Recognition for STLS Trustee Phyllis Rogan

Nay



AGENDA

-	 		
Executive Committee Reco	mmendation: The STLS Board of Tru	ustees recognizes the time, effort and talent Trustee P	hyllis
Rogan offered the Souther	n Tier Library System through mindf	ful governance, and regretfully accepts her resignation	<u>1.</u>
Move:	Second	nd	

Chemung County Trustee Seat (2023 – 2027) Appointment

* FOR APPROVAL

*FOR APPROVAL

Abstain Absent

Executive Committee Recommendation: The STLS Board of Trustees approves the appointment of Michael Steffens to the position of trustee to fill the vacant Chemung County seat, which was previously held by Phyllis Rogan and has a term of 2023 – 2027. The appointment will remain effective until the 2023 annual meeting of the Southern Tier Library System.

1.	Agenda		Doc. #23-30
2.	Approval of Minutes – March 2023	*FOR APPROVAL	Doc. #23-31
3.	Treasurer's Report –March 2023	*FOR APPROVAL	Doc. #23-32
4.	Financial Clerk's Report – March 2023	*FOR APPROVAL	Doc. #23-33
5.	1 st Quarter Profit & Loss Statement – March 2023	*FOR APPROVAL	Doc. #23-34
6.	1 st Quarter Claims Auditor Report – March 2023	*FOR APPROVAL	Doc. #23-35
7.	Treasurer's Report – January 2023 (Depreciation)	*FOR APPROVAL	Doc. #23-36
8.	2022 End of Year Profit & Loss Statement – December 2022	*FOR APPROVAL	Doc. #23-37

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

COMMITTEE REPORTS

- 9. Executive Committee Kathy Green
- 10. Personnel & Policies Committee Denise King

(Minutes) **Doc. #23-38**

(Emergency Closing Policy) Doc. #23-39

11. Finance & Facilities Committee – Sisi Barr

(Minutes) **Doc. #23-40**

(STLS Office Renovation Financial Close Out Statement) Doc. #23-41

12. Public Relations Committee – Lynnette Decker

(Minutes) Doc. #23-42

13. Foundation for Southern Tier Libraries – Louise Richardson

BOARD ACTIONS

14. <u>Expenditure Approvals - Monthly Unpaid Bills Detail</u>

* FOR APPROVAL

Doc. #23-43

Finance & Facilities Committee Recommendation: Approve expenditures of the *Unpaid Bills Detail* for the most recent months (January 2, 2023 – April 7, 2023) as authorized by the Financial Clerk, Internal Auditor and Treasurer per the Authority of Board Policy.

Doc. #23-30 Aye _____ Nay ____ Abstain Absent Approved/Failed Discussion: 15. Receipt Approvals – Monthly Deposit Summary * FOR APPROVAL Doc. #23-44 Finance & Facilities Committee Recommendation: Approve receipts of the Deposit Summary for the most recent months (January 17, 2023 – April 7, 2023) as authorized by the Financial Clerk per the Finance Policy. Abstain _____ Absent ____ Aye _____ Nay ____ Approved/Failed Discussion: 16. * FOR APPROVAL Approve Proposed Revisions to Grant Funds Policy Doc. #23-45 Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the Grants Fund Policy as presented at the January 17, 2023 board meeting considering any revisions during board meeting Discussion. Abstain ______ Absent _____ Aye _____ Nay ____ Approved/Failed Discussion: 17. Approve Job Title & Job Description Revisions to the IT Procurement Specialist position * FOR APPROVAL Doc. #23-46 Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the revisions to the Job Title & Description of the IT Procurement Specialist position, which includes a job title change to Technology Support Specialist and supports the advertisement of this vacant position. Aye _____ Nay _____ Abstain Absent Approved/Failed Discussion: 18. Approve Creation of Job Title & Job Description of Part Time Library Clerk position * FOR APPROVAL Doc. #23-47

Aye _____ Nay ____ Abstain ____ Absent ____ Approved/Failed

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves to creation of the Job Title &

Description of the Part Time Library Clerk position, and supports the advertisement of this vacant position.

Discussion:

19. Approve the Purchase and Installation of External Building Light Sconces

* FOR APPROVAL

Doc. #23-48

Executive Director Recommendation: The STLS Board of Trustees approves to the purchase of 11 new exterior lights to replace existing light sconces, and authorizes the Executive Director to spend up to \$27,000, which includes contingency expenses.

Move:		Second	
Aye Na	эу	Abstain	Absent
Approved/Failed			
Discussion:			

20. <u>Approve the Appointment of the Part Time Business Manager</u>

*FOR APPROVAL

(Provided at Meeting) Doc. #22-49

Executive Director Recommendation: The STLS Board of Trustees approves the probationary appointment of Andrew Zimmerlin to the part time position of Business Manager with an official start date of Monday, April 10, 2023 and a beginning annual wage of \$23.00 per hour that includes benefits as defined in the 2021 – 2024 Staff Organization Contract.

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

BOARD INFORMATION

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

Doc. #23-50

Public Expression (15 minutes)

NYS Sexual Harassment Prevention Training for STLS Trustees

Adjournment

Next meeting: Steele Memorial Library, Elmira – Tuesday, May 16, 2023 at 2 p.m.

STLS BOARD MEETING Tuesday, March 21, 2023 - 2:00 pm Southern Tier Library System, Painted Post, NY

MINUTES

TRUSTEES PRESENT:

Lynnette Decker -2025	Felicity Wright – 2023
Betsy Gorman – 2024	
Kathy Green - 2026	
David Haggstrom – 2025	
Barbara Hubbell – 2024	
Denise King – 2024	
Susan McGill - 2024	
Louise Richardson – 2024	
Richard Urban - 2024	

Excused: Richard Ahola – 2022; Sisi Barr – 2023; Michael Steffens - 2027, Vacant Allegany County Seat – 2025, Vacant Steuben County Seat – 2022

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

Vice President L Decker called the meeting to order at 2:00 pm

1. AGENDA *FOR APPROVAL Doc.#23-21 Approved

- 2. Approval of Minutes January 2023 *FOR APPROVAL Doc. #23-22 Approved
- **3. Treasurer's Report January 2023** Received and Filed Doc. #23-23 B Hildreth stated that, following STLS' Office Renovation Project, the checking and savings balance is relatively the same as it was in 2019.
- **4. Financial Clerk's Report January 2023** Received and Filed Doc. #23-24 For Revenue, B Hildreth reported that the funds from the USDA Rural Development grant were released to STLS, about \$92,000.00

For Expenses, B Hildreth reported that salaries had a decrease since December. This is because there were only 2 pay periods in January, as opposed to three in December.

5. Treasurer's Report – February 2023 Received and Filed Doc. #23-25

B Hildreth reported that the checking and savings balances are up by \$40,000.00. The report is also not showing depreciation because it has not been calculated yet. The books will be closed this week and the 2022 depreciation will be included in the April reports.

6. Financial Clerk's Report – February 2023 Received and Filed Doc. #23-26 B Hildreth reported there is an increase in revenue due to cost share billing, almost all payments have been received.

Approved

Standing Committee Reports -

5. Executive Committee – Kathy Green

K Green asked that if anyone would like a committee change assignment to please let her know.

6. Personnel & Policies Committee – Denise King

D King reported the Committee did not meet due to illness and weather. They will review the Grant Funds Policy and Emergency Closing policies at the April meeting. B Hildreth reported a candidate has been selected for the Business Manager position. They will be starting next week and training with Barb until the end of June. B Hildreth also reported that the vacant IT position has been advertised in house and will be opened to the public next week.

7. Finance & Facilities Committee – Betsy Gorman

B Gorman reported the committee was unable to meet and will have a report at April's meeting.

8. Public Relations Committee – Lynnette Decker

L Decker reported that the Committee discussed Advocacy Day. Due to weather, all of STLS' meetings were held online and went well. The representatives stated they were hopeful for even funding for both state and construction aid. The state budget may be late, so that will affect construction aid timing. For construction aid, there has been a change to the application deadline. In the past, the applications were due in July, but the due date has been moved back to June. L Decker also stated that they are still looking for an Allegany County and a Steuben County representative.

9. Foundation for Southern Tier Libraries – Louise Richardson

L Richardson reported the Foundation did not meet this past month. There is a virtual meeting planned for this week. L Richardson also reported the Foundation is looking into purchasing fund development software.

BOARD ACTIONS

There was not a quorum at the March 2023 STLS Board of Trustees meeting, so all March 2023 Action items will be moved to the April 2023 STLS Board meeting and voted on at that time.

BOARD INFORMATION 16. Old Business – None

17. New Business -

D King inquired about anticipated State funding amounts. B Hildreth stated that it is anticipated that funding will be the same as last year for both operations and construction aid, so long as the legislative and executive branches negotiate an agreement.

18. Library Networking -

L Richardson reported that the Southeast Steuben County Library had the dedication of the new Mary Lu Walker children's room and that former STLS employee has joined the library's board.

19. President's Report – None

20. Monthly System Team & Divisional Reports -

B Hildreth asked that the board review the Plan of Service goal reporting for 2022. New Trustee Manuals will be handed out at next month's meeting.

Public Expression (15 minutes) None

Adjournment 2:26 pm Move: Second:

Next meeting: Southern Tier Library System -Tuesday, April 18, 2023 at 2 p.m.

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

	Mar 31, 23	Feb 28, 23	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1200 · Cash - Operating	8,688.47	7,321.22	1,367.25
1201 · Cash - Payroll	5,392.82	5,369.88	22.94
1202 · Cash - Money Market	1,359,091.75	1,189,262.62	169,829.13
Total Checking/Savings	1,373,173.04	1,201,953.72	171,219.32
Accounts Receivable			
1380 · Accounts Receivable	197,659.48	534,141.72	-336,482.24
Total Accounts Receivable	197,659.48	534,141.72	-336,482.24
Other Current Assets			
12000 · Undeposited Funds	21,358.33	0.00	21,358.33
Total Other Current Assets	21,358.33	0.00	21,358.33
Total Current Assets	1,592,190.85	1,736,095.44	-143,904.59
Fixed Assets			
1100 · Fixed Assets			
1102 · Building	2,092,487.60	2,092,487.60	0.00
1104 · Equipment	352,510.60	352,510.60	0.00
1105 · Internet Fiber	960,843.03	960,843.03	0.00
1106 · Vehicles	146,287.50	146,287.50	0.00
1112 · Accumulated Dep Building	-692,371.30	-692,371.30	0.00
1114 · Accumulated Depreciation	-1,067,240.28	-1,067,240.28	0.00
Total 1100 · Fixed Assets	1,792,517.15	1,792,517.15	0.00
Total Fixed Assets	1,792,517.15	1,792,517.15	0.00
Other Assets			
1382 · Prepaid expenses	83,657.56	83,657.56	0.00
Total Other Assets	83,657.56	83,657.56	0.00
TOTAL ASSETS	3,468,365.56	3,612,270.15	-143,904.59
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2600 · Accounts Payable	865.78	865.78	0.00
Total Accounts Payable	865.78	865.78	0.00
Other Current Liabilities			
2601 · Accrued P/R	4,278.73	4,278.73	0.00
2604 · Deferred Grant	328,777.89	328,777.89	0.00
2626 · Flex Spending Deduction Payable	-227.38	609.40	-836.78
2627 · PFL Payable to Insurance	5,209.36	4,922.51	286.85
2635 · Capital Notes Payable	131,705.98	133,855.00	-2,149.02
2640 · Accrued Compensated Absences	138,984.07	138,984.07	0.00
Total Other Current Liabilities	608,728.65	611,427.60	-2,698.95
Total Current Liabilities	609,594.43	612,293.38	-2,698.95
Total Liabilities	609,594.43	612,293.38	-2,698.95
Equity			

Southern Tier Library System Treasurer's Report As 3/31/23

	Mar 31, 23	Feb 28, 23	\$ Change
3200 · Fund Balance Unrestricted	2,221,394.08	2,221,394.08	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	189,570.61	330,776.25	-141,205.64
Total Equity	2,858,771.13	2,999,976.77	-141,205.64
TOTAL LIABILITIES & EQUITY	3,468,365.56	3,612,270.15	-143,904.59

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

Income		Mar 23	Feb 23	\$ Change
4723 - Member Library Cost Share 0.00 407,101.00 -407,101.00 4724 - Member Library IT Contracts 85.58 85.77 -0.19 4725 - Grants Revenue 0.00 38,317.55 -38,317.55 4731 - Arkport Support 0.00 889.62 -888.62 4732 - Reading Center Support 0.00 24.50 52.50 4733 - Mon State Aid Pass Through 10,768.24 212,666.99 -201,898.75 4782 - Donations 63.16 43.53 19.63 4784 - General Reimbursements & Refund 0.00 1,268.49 -1,268.49 Total Income 12,705.61 663,732.23 -651,026.62 Gross Profit 12,705.61 663,732.23 -651,026.62 Expense 5161 - Professional Salaries 31,090.00 31,290.32 -220.72 5142 - Non-Professional Salaries 31,069.60 31,290.32 -220.72 5153 - Social Security 4,713.90 4,762.41 -48.51 5154 - Workers Compensation 532.42 532.42 0.00 5155 - Personnel Benefits - Other 90.33 </th <th>Income</th> <th></th> <th></th> <th></th>	Income			
4724 · Member Library IT Contracts 85.58 85.77 -0.19 4725 · Grants Revenue 0.00 38.317.55 -38.317.55 4731 · Arkport Support 1.679.57 3.308.86 1.629.29 4732 · Reading Center Support 0.00 889.62 -889.62 4733 · Member Library Processing Fees 77.00 24.50 52.50 4735 · Non State Aid Pass Through 10.768.24 212,666.99 -201,898.75 4784 · General Reimbursements & Refund 0.00 1.268.49 -12,268.49 Total Income 12,705.61 663,732.23 -651,026.62 Gross Profit 12,705.61 663,732.23 -651,026.62 Expense 5100 · Salaries 31,069.60 31,290.32 -220.72 5141 · Professional Salaries 31,069.60 31,290.32 -220.72 5142 · Non-Professional Salaries 31,069.60 31,290.32 -220.72 5153 · Social Security 4,713.90 4,762.41 -48.51 5154 · Workers Compensation 532.42 532.42 0.00 5155 · Payroll Expense - Other	4719 · Interest	32.06	25.92	6.14
4725 · Grants Revenue 0.00 38,317.55 -38,317.55 4731 · Arkport Support 1,679.57 3,308.86 -1,629.29 4732 · Reading Center Support 0.00 889.62 -889.62 4733 · Member Library Processing Fees 77.00 24.50 52.50 4735 · Non State Aid Pass Through 10,768.24 21,266.99 -201,898.75 4782 · Donations 63.16 43.53 19,63 4784 · General Relimbursements & Refund 0.00 1,268.49 -1,268.49 Total Income 12,705.61 663,732.23 -651,026.62 Beyense 5141 · Professional Salaries 31,069.60 31,290.32 -220.72 5142 · Non-Professional Salaries 33,187.52 33,601.06 -413.54 5150 · Personnel Benefits 64,257.12 64,891.38 -634.26 5150 · Personnel Benefits 5153 · Social Security 4,713.90 4,762.41 -48.51 5154 · Workers Compensation 532.42 532.42 0.00 5157 · Health Insurance 14,557.66 14,748.56 -190.90 51	4723 · Member Library Cost Share	0.00	407,101.00	-407,101.00
4731 - Arkport Support 1,679,57 3,308.86 -1,629,29 4732 - Reading Center Support 0.00 889,62 -889,62 4733 - Member Library Processing Fees 77,00 24,50 52,50 4735 - Non State Aid Pass Through 10,768,24 212,666,99 -201,898,75 4782 - Donations 63,16 44,53 19,63 4784 - General Reimbursements & Refund 0.00 1,268,49 -1,268,49 Total Income 12,705,61 663,732,23 -651,026,62 Gross Profit 12,705,61 663,732,23 -651,026,62 Expense 5100 - Salaries 31,069,60 31,290,32 -220,72 5142 - Non-Professional Salaries 33,187,52 33,601,06 -413,54 Total 5100 - Salaries 64,257,12 64,891,38 -634,26 5150 - Personnel Benefits 5153 - Social Security 4,713,90 4,762,41 -48,51 5154 - Workers Compensation 532,42 532,42 532,42 0.00 5155 - Personnel Benefits 0ther 903,30 734,60 148,70	4724 · Member Library IT Contracts	85.58	85.77	-0.19
4732 · Reading Center Support 0.00 889.62 -889.62 4733 · Member Library Processing Fees 77.00 24.50 52.50 4735 · Non State Aid Pass Through 10,768.24 212,666.99 -201,898.75 4784 · Ceneral Reimbursements & Refund 0.00 1,268.49 -1,268.49 Total Income 12,705.61 663,732.23 -651,026.62 Gross Profit 12,705.61 663,732.23 -651,026.62 Expense 5141 · Professional Salaries 31,069.60 31,290.32 -220.72 5142 · Non-Professional Salaries 33,187.52 33,601.06 -413.54 Total 5100 · Salaries 64,257.12 64.891.38 -634.26 5150 · Personnel Benefits 5150 · Personnel Benefits 5154 · Workers Compensation 532.42 0.00 5157 · Health Insurance 14,557.66 14,748.56 -190.90 5158 · Payroll Expense · Other 903.30 734.60 168.70 5150 · Personnel Benefits 20,707.28 22,187.11 -1,409.12 Total 5150 · Personnel Benefits 20ther 903.30 734.6	4725 · Grants Revenue	0.00	38,317.55	-38,317.55
4733 · Member Library Processing Fees 77.00 24.50 52.50 4735 · Non State Aid Pass Through 10,768.24 212,666.99 -201,898.75 4782 · Donations 63.16 43.53 19,63 4784 · General Reimbursements & Refund 0.00 1,268.49 -1,268.49 Total Income 12,705.61 663,732.23 -651,026.62 Expense 5141 · Professional Salaries 31,069.60 31,290.32 -220.72 5142 · Non-Professional Salaries 33,187.52 33,601.06 -413.54 Total 5100 · Salaries 64,257.12 64,891.38 -634.26 5150 · Personnel Benefits 64,257.12 64,891.38 -634.26 5150 · Personnel Benefits 4,713.90 4,762.41 -48.51 5154 · Workers Compensation 532.42 532.42 0.00 5157 · Health Insurance 14,557.66 14,748.56 190.90 5150 · Personnel Benefits · Other 903.30 734.60 168.70 5150 · Personnel Benefits · Other 90.00 26.99 5204 · STLS Software & Small Equipment 26	4731 · Arkport Support	1,679.57	3,308.86	-1,629.29
4735 · Non State Aid Pass Through 10,768.24 212,666.99 -201,898.75 4782 · Donations 63.16 43.53 19.63 4784 · General Reimbursements & Refund 0.00 1,268.49 -1,286.49 Total Income 12,705.61 663,732.23 -651,026.62 Gross Profit 12,705.61 663,732.23 -651,026.62 Expense 5100 · Salaries 31,069.60 31,290.32 -220.72 5142 · Non-Professional Salaries 33,187.52 33,601.06 -413.54 Total 5100 · Salaries 64,257.12 64,891.38 -534.26 5153 · Social Security 4,713.90 4,762.41 -48.51 5154 · Workers Compensation 532.42 532.42 0.00 5157 · Health Insurance 14,557.66 14,748.56 190.90 5158 · Payroll Expense - Other 90.30 734.60 16.709.12 Total 5150 · Personnel Benefits 20,707.28 22,187.11 -1,479.83 5204 · STLS Software & Small Equipment 26.99 0.00 26.99 5408 · Platform Fees & Licenses 3	4732 · Reading Center Support	0.00	889.62	-889.62
4782 · Donations 63.16 43.53 19.63 4784 · General Reimbursements & Refund 0.00 1,268.49 -1,268.49 Total Income 12,705.61 663,732.23 -651,026.62 Gross Profit 12,705.61 663,732.23 -651,026.62 Expense 5141 · Professional Salaries 31,069.60 31,290.32 -220.72 5142 · Non-Professional Salaries 31,069.60 31,290.32 -220.72 5150 · Personnel Benefits 4,771.390 4,762.41 -48.51 5151 · Social Security 4,713.90 4,762.41 -48.51 5152 · Personnel Benefits 20.00 14,748.56 -190.90 5153 · Payroll Expense · Other 90.30 734.60 168.70 5150 · Personnel Benefits ·	4733 · Member Library Processing Fees	77.00	24.50	52.50
4784 · General Reimbursements & Refund 0.00 1,268.49 -1,268.49 Total Income 12,705.61 663,732.23 -651,026.62 Gross Profit 12,705.61 663,732.23 -651,026.62 Expense 5100 · Salaries 31,069.60 31,290.32 -220.72 5142 · Non-Professional Salaries 33,187.52 33,601.06 -413.54 Total 5100 · Salaries 64,257.12 64,891.38 -634.26 5150 · Personnel Benefits 5153 · Social Security 4,713.90 4,762.41 -48.51 5154 · Workers Compensation 532.42 532.42 0.00 5155 · Payroll Expense - Other 903.30 734.60 188.70 5150 · Personnel Benefits - Other 903.30 734.60 188.70 5150 · Personnel Benefits - Other 900.30 734.60 188.70 5150 · Personnel Benefits - Other 900.30 734.60 188.70 5150 · Personnel Benefits - Other 900.00 26,99 5204 · STLS Software & Small Equipment 26.99 0.00 26,99 5205 · Maintenance Contracts	4735 · Non State Aid Pass Through	10,768.24	212,666.99	-201,898.75
Total Income 12,705.61 663,732.23 -651,026.62 Gross Profit 12,705.61 663,732.23 -651,026.62 Expense 5100 - Salaries 31,069.60 31,290.32 -220.72 5142 - Non-Professional Salaries 33,187.52 33,601.06 -413.54 Total 5100 - Salaries 64,257.12 64,891.38 -634.26 5150 - Personnel Benefits 5153 - Social Security 4,713.90 4,762.41 -48.51 5154 - Workers Compensation 532.42 532.42 0.00 5157 - Health Insurance 14,557.66 14,748.56 -190.90 5158 - Payroll Expense - Other 903.30 734.60 168.70 5150 - Personnel Benefits 20,707.28 22,187.11 -1,409.12 Total 5150 - Personnel Benefits 20,707.28 22,187.11 -1,479.83 5204 - STLS Software & Small Equipment 26.99 0.00 26.99 5205 - Maintenance Contracts & Leases 1,035.40 439.21 596.19 5408 - Platform Fees & Licenses 3,000.00 321.60 2,678.40	4782 · Donations	63.16	43.53	19.63
Gross Profit 12,705.61 663,732.23 -651,026.62 Expense 5100 · Salaries 5100 · Salaries 31,069.60 31,290.32 -220.72 5142 · Non-Professional Salaries 33,187.52 33,601.06 -413.54 Total 5100 · Salaries 64,257.12 64,891.38 -634.26 5150 · Personnel Benefits 5153 · Social Security 4,713.90 4,762.41 -48.51 5154 · Workers Compensation 532.42 532.42 0.00 5157 · Health Insurance 14,557.66 14,748.56 -190.90 5158 · Payroll Expense · Other 903.30 734.60 168.70 5150 · Personnel Benefits · Other 0.00 1,409.12 -1,409.12 Total 5150 · Personnel Benefits 20,707.28 22,187.11 -1,479.83 5204 · STLS Software & Small Equipment 26.99 0.00 26.99 5205 · Maintenance Contracts & Leases 1,035.40 439.21 596.19 5408 · Platform Fees & Licenses 3,000.00 321.60 2,678.40 5417 · Library Materials 562.05 350.69 211.36<	4784 · General Reimbursements & Refund	0.00	1,268.49	-1,268.49
State	Total Income	12,705.61	663,732.23	-651,026.62
5100 · Salaries 31,069.60 31,290.32 -220.72 5142 · Non-Professional Salaries 33,187.52 33,601.06 -413.54 Total 5100 · Salaries 64,257.12 64,891.38 -634.26 5150 · Personnel Benefits -5153 · Social Security 4,713.90 4,762.41 -48.51 5154 · Workers Compensation 532.42 532.42 0.00 5157 · Health Insurance 14,557.66 14,748.56 -190.90 5158 · Payroll Expense · Other 903.30 734.60 168.70 5150 · Personnel Benefits · Other 0.00 1,409.12 -1,409.12 Total 5150 · Personnel Benefits 20,707.28 22,187.11 -1,479.83 5204 · STLS Software & Small Equipment 26.99 0.00 26.99 5205 · Maintenance Contracts & Leases 1,035.40 439.21 596.19 5408 · Platform Fees & Licenses 3,000.00 321.60 2,678.40 5409 · STLS Telephone/Internet 16,102.18 15,701.62 400.56 5417 · Library Materials 562.05 350.69 211.36 5418 · Co	Gross Profit	12,705.61	663,732.23	-651,026.62
5141 · Professional Salaries 31,069,60 31,290,32 -220,72 5142 · Non-Professional Salaries 33,187,52 33,601,06 -413,54 Total 5100 · Salaries 64,257,12 64,891,38 -634,26 5150 · Personnel Benefits 4,713,90 4,762,41 -48,51 5154 · Workers Compensation 532,42 532,42 0.00 5157 · Health Insurance 14,557,66 14,748,56 -190,90 5158 · Payroll Expense · Other 903,30 734,60 168,70 5150 · Personnel Benefits 20,707,28 22,187,11 -1,479,83 5204 · STLS Software & Small Equipment 26,99 0.00 26,99 5205 · Maintenance Contracts & Leases 1,035,40 439,21 596,19 5408 · Platform Fees & Licenses 3,000,00 321,60 2,678,40 5409 · STLS Telephone/Internet 16,102,18 15,701,62 400,56 5417 · Library Materials 562,05 350,69 211,36 5418 · Consultant Collection 576,91 0.00 576,91 5420 · Staff Development Travel 253,	Expense			
5142 · Non-Professional Salaries 33,187.52 33,601.06 -413.54 Total 5100 · Salaries 64,257.12 64,891.38 -634.26 5150 · Personnel Benefits 5153 · Social Security 4,713.90 4,762.41 -48.51 5154 · Workers Compensation 532.42 532.42 0.00 5157 · Health Insurance 14,557.66 14,748.56 -190.90 5158 · Payroll Expense · Other 903.30 734.60 168.70 5150 · Personnel Benefits · Other 0.00 1,409.12 -1,409.12 Total 5150 · Personnel Benefits 20,707.28 22,187.11 -1,479.83 5204 · STLS Software & Small Equipment 26.99 0.00 26.99 5205 · Maintenance Contracts & Leases 1,035.40 439.21 596.19 5408 · Platform Fees & Licenses 3,000.00 321.60 2,678.40 5409 · STLS Telephone/Internet 16,102.18 15,701.62 400.56 5417 · Library Materials 562.05 350.69 211.36 5418 · Consultant Collection 576.91 0.00 576.91 5420 ·	5100 · Salaries			
Total 5100 · Salaries 64,257.12 64,891.38 -634.26 5150 · Personnel Benefits 5153 · Social Security 4,713.90 4,762.41 -48.51 5154 · Workers Compensation 532.42 532.42 0.00 5157 · Health Insurance 14,557.66 14,748.56 -190.90 5158 · Payroll Expense · Other 903.30 734.60 168.70 5150 · Personnel Benefits 20,707.28 22,187.11 -1,409.12 Total 5150 · Personnel Benefits 20,707.28 22,187.11 -1,479.83 5204 · STLS Software & Small Equipment 26.99 0.00 26.99 5205 · Maintenance Contracts & Leases 1,035.40 439.21 596.19 5408 · Platform Fees & Licenses 3,000.00 321.60 2,678.40 5409 · STLS Telephone/Internet 16,102.18 15,701.62 400.56 5417 · Library Materials 562.05 350.69 211.36 5418 · Consultant Collection 576.91 0.00 576.91 5420 · Staff Development Travel 253.77 1,062.79 -809.02 5425 · Staff	5141 · Professional Salaries	31,069.60	31,290.32	-220.72
5150 · Personnel Benefits 4,713.90 4,762.41 -48.51 5153 · Social Security 4,713.90 4,762.41 -48.51 5154 · Workers Compensation 532.42 532.42 0.00 5157 · Health Insurance 14,557.66 14,748.56 -190.90 5158 · Payroll Expense · Other 903.30 734.60 168.70 5150 · Personnel Benefits · Other 0.00 1,409.12 -1,409.12 Total 5150 · Personnel Benefits 20,707.28 22,187.11 -1,479.83 5204 · STLS Software & Small Equipment 26.99 0.00 26.99 5205 · Maintenance Contracts & Leases 1,035.40 439.21 596.19 5408 · Platform Fees & Licenses 3,000.00 321.60 2,678.40 5409 · STLS Telephone/Internet 16,102.18 15,701.62 400.56 5417 · Library Materials 562.05 350.69 211.36 5418 · Consultant Collection 576.91 0.00 576.91 5420 · Staff Development Travel 253.77 1,062.79 -809.02 5425 · Staff & Member Library Mileage <t< th=""><th>5142 · Non-Professional Salaries</th><th>33,187.52</th><th>33,601.06</th><th>-413.54</th></t<>	5142 · Non-Professional Salaries	33,187.52	33,601.06	-413.54
5153 · Social Security 4,713.90 4,762.41 -48.51 5154 · Workers Compensation 532.42 532.42 0.00 5157 · Health Insurance 14,557.66 14,748.56 -190.90 5158 · Payroll Expense · Other 903.30 734.60 168.70 5150 · Personnel Benefits · Other 0.00 1,409.12 -1,409.12 Total 5150 · Personnel Benefits 20,707.28 22,187.11 -1,479.83 5204 · STLS Software & Small Equipment 26.99 0.00 26.99 5205 · Maintenance Contracts & Leases 1,035.40 439.21 596.19 5408 · Platform Fees & Licenses 3,000.00 321.60 2,678.40 5409 · STLS Telephone/Internet 16,102.18 15,701.62 400.56 5417 · Library Materials 562.05 350.69 211.36 5418 · Consultant Collection 576.91 0.00 576.91 5420 · Staff Development Travel 253.77 1,062.79 -809.02 5425 · Staff & Member Library Mileage 40.61 48.47 -7.86 5427 · Programming & Annual Conference	Total 5100 · Salaries	64,257.12	64,891.38	-634.26
5154 · Workers Compensation 532.42 532.42 0.00 5157 · Health Insurance 14,557.66 14,748.56 -190.90 5158 · Payroll Expense · Other 903.30 734.60 168.70 5150 · Personnel Benefits · Other 0.00 1,409.12 -1,409.12 Total 5150 · Personnel Benefits 20,707.28 22,187.11 -1,479.83 5204 · STLS Software & Small Equipment 26.99 0.00 26.99 5205 · Maintenance Contracts & Leases 1,035.40 439.21 596.19 5408 · Platform Fees & Licenses 3,000.00 321.60 2,678.40 5409 · STLS Telephone/Internet 16,102.18 15,701.62 400.56 5417 · Library Materials 562.05 350.69 211.36 5418 · Consultant Collection 576.91 0.00 576.91 5420 · Staff Development Travel 253.77 1,062.79 -809.02 5425 · Staff & Member Library Mileage 40.61 48.47 -7.86 5427 · Programming & Annual Conference 250.00 100.00 150.00 5433 · Postage 10.2	5150 · Personnel Benefits			
5157 · Health Insurance 14,557.66 14,748.56 -190.90 5158 · Payroll Expense - Other 903.30 734.60 168.70 5150 · Personnel Benefits - Other 0.00 1,409.12 -1,409.12 Total 5150 · Personnel Benefits 20,707.28 22,187.11 -1,479.83 5204 · STLS Software & Small Equipment 26.99 0.00 26.99 5205 · Maintenance Contracts & Leases 1,035.40 439.21 596.19 5408 · Platform Fees & Licenses 3,000.00 321.60 2,678.40 5409 · STLS Telephone/Internet 16,102.18 15,701.62 400.56 5417 · Library Materials 562.05 350.69 211.36 5418 · Consultant Collection 576.91 0.00 576.91 5420 · Staff Development Travel 253.77 1,062.79 -809.02 5425 · Staff & Member Library Mileage 40.61 48.47 -7.86 5427 · Programming & Annual Conference 250.00 100.00 150.00 5428 · Meeting Supplies 343.60 326.24 17.36 5433 · Postage 10.20 </th <th>5153 · Social Security</th> <th>4,713.90</th> <th>4,762.41</th> <th>-48.51</th>	5153 · Social Security	4,713.90	4,762.41	-48.51
5158 · Payroll Expense - Other 903.30 734.60 168.70 5150 · Personnel Benefits - Other 0.00 1,409.12 -1,409.12 Total 5150 · Personnel Benefits 20,707.28 22,187.11 -1,479.83 5204 · STLS Software & Small Equipment 26.99 0.00 26.99 5205 · Maintenance Contracts & Leases 1,035.40 439.21 596.19 5408 · Platform Fees & Licenses 3,000.00 321.60 2,678.40 5409 · STLS Telephone/Internet 16,102.18 15,701.62 400.56 5417 · Library Materials 562.05 350.69 211.36 5418 · Consultant Collection 576.91 0.00 576.91 5420 · Staff Development Travel 253.77 1,062.79 -809.02 5425 · Staff & Member Library Mileage 40.61 48.47 -7.86 5427 · Programming & Annual Conference 250.00 100.00 150.00 5428 · Meeting Supplies 343.60 326.24 17.36 5430 · Office Supplies 343.60 326.24 17.36 5434 · Public Relations 2,182.6	5154 · Workers Compensation	532.42	532.42	0.00
5150 · Personnel Benefits - Other 0.00 1,409.12 -1,409.12 Total 5150 · Personnel Benefits 20,707.28 22,187.11 -1,479.83 5204 · STLS Software & Small Equipment 26.99 0.00 26.99 5205 · Maintenance Contracts & Leases 1,035.40 439.21 596.19 5408 · Platform Fees & Licenses 3,000.00 321.60 2,678.40 5409 · STLS Telephone/Internet 16,102.18 15,701.62 400.56 5417 · Library Materials 562.05 350.69 211.36 5418 · Consultant Collection 576.91 0.00 576.91 5420 · Staff Development Travel 253.77 1,062.79 -809.02 5425 · Staff & Member Library Mileage 40.61 48.47 -7.86 5427 · Programming & Annual Conference 250.00 100.00 150.00 5428 · Meeting Supplies 343.60 326.24 17.36 5433 · Postage 10.20 0.00 10.20 5434 · Public Relations 2,182.66 59.49 2,123.17 5435 · Member Library Pass through 21,011.02 </th <th>5157 · Health Insurance</th> <th>14,557.66</th> <th>14,748.56</th> <th>-190.90</th>	5157 · Health Insurance	14,557.66	14,748.56	-190.90
Total 5150 · Personnel Benefits 20,707.28 22,187.11 -1,479.83 5204 · STLS Software & Small Equipment 26.99 0.00 26.99 5205 · Maintenance Contracts & Leases 1,035.40 439.21 596.19 5408 · Platform Fees & Licenses 3,000.00 321.60 2,678.40 5409 · STLS Telephone/Internet 16,102.18 15,701.62 400.56 5417 · Library Materials 562.05 350.69 211.36 5418 · Consultant Collection 576.91 0.00 576.91 5420 · Staff Development Travel 253.77 1,062.79 -809.02 5425 · Staff & Member Library Mileage 40.61 48.47 -7.86 5427 · Programming & Annual Conference 250.00 100.00 150.00 5428 · Meeting Supplies 343.60 326.24 17.36 5433 · Postage 10.20 0.00 10.20 5434 · Public Relations 2,182.66 59.49 2,123.17 5435 · Member Library Pass through 21,011.02 92,321.59 -71,310.57 5442 · Professional Fees 0.00	5158 · Payroll Expense - Other	903.30	734.60	168.70
5204 · STLS Software & Small Equipment 26.99 0.00 26.99 5205 · Maintenance Contracts & Leases 1,035.40 439.21 596.19 5408 · Platform Fees & Licenses 3,000.00 321.60 2,678.40 5409 · STLS Telephone/Internet 16,102.18 15,701.62 400.56 5417 · Library Materials 562.05 350.69 211.36 5418 · Consultant Collection 576.91 0.00 576.91 5420 · Staff Development Travel 253.77 1,062.79 -809.02 5425 · Staff & Member Library Mileage 40.61 48.47 -7.86 5427 · Programming & Annual Conference 250.00 100.00 150.00 5428 · Meeting Supplies 244.85 176.71 68.14 5430 · Office Supplies 343.60 326.24 17.36 5433 · Postage 10.20 0.00 10.20 5434 · Public Relations 2,182.66 59.49 2,123.17 5435 · Member Library Pass through 21,011.02 92,321.59 -71,310.57 5442 · Professional Fees 0.00 346.00 <th>5150 · Personnel Benefits - Other</th> <th>0.00</th> <th>1,409.12</th> <th>-1,409.12</th>	5150 · Personnel Benefits - Other	0.00	1,409.12	-1,409.12
5205 · Maintenance Contracts & Leases 1,035.40 439.21 596.19 5408 · Platform Fees & Licenses 3,000.00 321.60 2,678.40 5409 · STLS Telephone/Internet 16,102.18 15,701.62 400.56 5417 · Library Materials 562.05 350.69 211.36 5418 · Consultant Collection 576.91 0.00 576.91 5420 · Staff Development Travel 253.77 1,062.79 -809.02 5425 · Staff & Member Library Mileage 40.61 48.47 -7.86 5427 · Programming & Annual Conference 250.00 100.00 150.00 5428 · Meeting Supplies 244.85 176.71 68.14 5430 · Office Supplies 343.60 326.24 17.36 5433 · Postage 10.20 0.00 10.20 5434 · Public Relations 2,182.66 59.49 2,123.17 5435 · Member Library Pass through 21,011.02 92,321.59 -71,310.57 5442 · Professional Fees 0.00 346.00 -346.00 5444 · Accounting Support & Audit 99.00 99.00 0.00 5450 · Utilities 1,323.21 1,4	Total 5150 · Personnel Benefits	20,707.28	22,187.11	-1,479.83
5408 · Platform Fees & Licenses 3,000.00 321.60 2,678.40 5409 · STLS Telephone/Internet 16,102.18 15,701.62 400.56 5417 · Library Materials 562.05 350.69 211.36 5418 · Consultant Collection 576.91 0.00 576.91 5420 · Staff Development Travel 253.77 1,062.79 -809.02 5425 · Staff & Member Library Mileage 40.61 48.47 -7.86 5427 · Programming & Annual Conference 250.00 100.00 150.00 5428 · Meeting Supplies 244.85 176.71 68.14 5430 · Office Supplies 343.60 326.24 17.36 5433 · Postage 10.20 0.00 10.20 5434 · Public Relations 2,182.66 59.49 2,123.17 5435 · Member Library Pass through 21,011.02 92,321.59 -71,310.57 5442 · Professional Fees 0.00 346.00 -346.00 5444 · Accounting Support & Audit 99.00 99.00 0.00 5450 · Utilities 1,323.21 1,459.35 -136.14 5451 · Building Maintenance & Repairs 684.05 86	5204 · STLS Software & Small Equipment	26.99	0.00	26.99
5409 · STLS Telephone/Internet 16,102.18 15,701.62 400.56 5417 · Library Materials 562.05 350.69 211.36 5418 · Consultant Collection 576.91 0.00 576.91 5420 · Staff Development Travel 253.77 1,062.79 -809.02 5425 · Staff & Member Library Mileage 40.61 48.47 -7.86 5427 · Programming & Annual Conference 250.00 100.00 150.00 5428 · Meeting Supplies 244.85 176.71 68.14 5430 · Office Supplies 343.60 326.24 17.36 5433 · Postage 10.20 0.00 10.20 5434 · Public Relations 2,182.66 59.49 2,123.17 5435 · Member Library Pass through 21,011.02 92,321.59 -71,310.57 5442 · Professional Fees 0.00 346.00 -346.00 5444 · Accounting Support & Audit 99.00 99.00 0.00 5450 · Utilities 1,323.21 1,459.35 -136.14 5451 · Building Maintenance & Repairs 684.05 861.10 -177.0	5205 · Maintenance Contracts & Leases	1,035.40	439.21	596.19
5417 · Library Materials 562.05 350.69 211.36 5418 · Consultant Collection 576.91 0.00 576.91 5420 · Staff Development Travel 253.77 1,062.79 -809.02 5425 · Staff & Member Library Mileage 40.61 48.47 -7.86 5427 · Programming & Annual Conference 250.00 100.00 150.00 5428 · Meeting Supplies 244.85 176.71 68.14 5430 · Office Supplies 343.60 326.24 17.36 5433 · Postage 10.20 0.00 10.20 5434 · Public Relations 2,182.66 59.49 2,123.17 5435 · Member Library Pass through 21,011.02 92,321.59 -71,310.57 5442 · Professional Fees 0.00 346.00 -346.00 5444 · Accounting Support & Audit 99.00 99.00 0.00 5450 · Utilities 1,323.21 1,459.35 -136.14 5451 · Building Maintenance & Repairs 684.05 861.10 -177.05	5408 · Platform Fees & Licenses	3,000.00	321.60	2,678.40
5418 · Consultant Collection 576.91 0.00 576.91 5420 · Staff Development Travel 253.77 1,062.79 -809.02 5425 · Staff & Member Library Mileage 40.61 48.47 -7.86 5427 · Programming & Annual Conference 250.00 100.00 150.00 5428 · Meeting Supplies 244.85 176.71 68.14 5430 · Office Supplies 343.60 326.24 17.36 5433 · Postage 10.20 0.00 10.20 5434 · Public Relations 2,182.66 59.49 2,123.17 5435 · Member Library Pass through 21,011.02 92,321.59 -71,310.57 5442 · Professional Fees 0.00 346.00 -346.00 5444 · Accounting Support & Audit 99.00 99.00 0.00 5450 · Utilities 1,323.21 1,459.35 -136.14 5451 · Building Maintenance & Repairs 684.05 861.10 -177.05	5409 · STLS Telephone/Internet	16,102.18	15,701.62	400.56
5420 · Staff Development Travel 253.77 1,062.79 -809.02 5425 · Staff & Member Library Mileage 40.61 48.47 -7.86 5427 · Programming & Annual Conference 250.00 100.00 150.00 5428 · Meeting Supplies 244.85 176.71 68.14 5430 · Office Supplies 343.60 326.24 17.36 5433 · Postage 10.20 0.00 10.20 5434 · Public Relations 2,182.66 59.49 2,123.17 5435 · Member Library Pass through 21,011.02 92,321.59 -71,310.57 5442 · Professional Fees 0.00 346.00 -346.00 5444 · Accounting Support & Audit 99.00 99.00 0.00 5450 · Utilities 1,323.21 1,459.35 -136.14 5451 · Building Maintenance & Repairs 684.05 861.10 -177.05	5417 · Library Materials	562.05	350.69	211.36
5425 · Staff & Member Library Mileage 40.61 48.47 -7.86 5427 · Programming & Annual Conference 250.00 100.00 150.00 5428 · Meeting Supplies 244.85 176.71 68.14 5430 · Office Supplies 343.60 326.24 17.36 5433 · Postage 10.20 0.00 10.20 5434 · Public Relations 2,182.66 59.49 2,123.17 5435 · Member Library Pass through 21,011.02 92,321.59 -71,310.57 5442 · Professional Fees 0.00 346.00 -346.00 5444 · Accounting Support & Audit 99.00 99.00 0.00 5450 · Utilities 1,323.21 1,459.35 -136.14 5451 · Building Maintenance & Repairs 684.05 861.10 -177.05	5418 · Consultant Collection	576.91	0.00	576.91
5427 · Programming & Annual Conference 250.00 100.00 150.00 5428 · Meeting Supplies 244.85 176.71 68.14 5430 · Office Supplies 343.60 326.24 17.36 5433 · Postage 10.20 0.00 10.20 5434 · Public Relations 2,182.66 59.49 2,123.17 5435 · Member Library Pass through 21,011.02 92,321.59 -71,310.57 5442 · Professional Fees 0.00 346.00 -346.00 5444 · Accounting Support & Audit 99.00 99.00 0.00 5450 · Utilities 1,323.21 1,459.35 -136.14 5451 · Building Maintenance & Repairs 684.05 861.10 -177.05	5420 · Staff Development Travel	253.77	1,062.79	-809.02
5428 · Meeting Supplies 244.85 176.71 68.14 5430 · Office Supplies 343.60 326.24 17.36 5433 · Postage 10.20 0.00 10.20 5434 · Public Relations 2,182.66 59.49 2,123.17 5435 · Member Library Pass through 21,011.02 92,321.59 -71,310.57 5442 · Professional Fees 0.00 346.00 -346.00 5444 · Accounting Support & Audit 99.00 99.00 0.00 5450 · Utilities 1,323.21 1,459.35 -136.14 5451 · Building Maintenance & Repairs 684.05 861.10 -177.05	5425 · Staff & Member Library Mileage	40.61	48.47	-7.86
5430 · Office Supplies 343.60 326.24 17.36 5433 · Postage 10.20 0.00 10.20 5434 · Public Relations 2,182.66 59.49 2,123.17 5435 · Member Library Pass through 21,011.02 92,321.59 -71,310.57 5442 · Professional Fees 0.00 346.00 -346.00 5444 · Accounting Support & Audit 99.00 99.00 0.00 5450 · Utilities 1,323.21 1,459.35 -136.14 5451 · Building Maintenance & Repairs 684.05 861.10 -177.05	5427 · Programming & Annual Conference	250.00	100.00	150.00
5433 · Postage 10.20 0.00 10.20 5434 · Public Relations 2,182.66 59.49 2,123.17 5435 · Member Library Pass through 21,011.02 92,321.59 -71,310.57 5442 · Professional Fees 0.00 346.00 -346.00 5444 · Accounting Support & Audit 99.00 99.00 0.00 5450 · Utilities 1,323.21 1,459.35 -136.14 5451 · Building Maintenance & Repairs 684.05 861.10 -177.05	5428 · Meeting Supplies	244.85	176.71	68.14
5434 · Public Relations 2,182.66 59.49 2,123.17 5435 · Member Library Pass through 21,011.02 92,321.59 -71,310.57 5442 · Professional Fees 0.00 346.00 -346.00 5444 · Accounting Support & Audit 99.00 99.00 0.00 5450 · Utilities 1,323.21 1,459.35 -136.14 5451 · Building Maintenance & Repairs 684.05 861.10 -177.05	5430 · Office Supplies	343.60	326.24	17.36
5435 · Member Library Pass through 21,011.02 92,321.59 -71,310.57 5442 · Professional Fees 0.00 346.00 -346.00 5444 · Accounting Support & Audit 99.00 99.00 0.00 5450 · Utilities 1,323.21 1,459.35 -136.14 5451 · Building Maintenance & Repairs 684.05 861.10 -177.05	5433 · Postage	10.20	0.00	10.20
5442 · Professional Fees 0.00 346.00 -346.00 5444 · Accounting Support & Audit 99.00 99.00 0.00 5450 · Utilities 1,323.21 1,459.35 -136.14 5451 · Building Maintenance & Repairs 684.05 861.10 -177.05	5434 · Public Relations	2,182.66	59.49	2,123.17
5444 · Accounting Support & Audit 99.00 99.00 0.00 5450 · Utilities 1,323.21 1,459.35 -136.14 5451 · Building Maintenance & Repairs 684.05 861.10 -177.05	5435 · Member Library Pass through	21,011.02	92,321.59	-71,310.57
5450 · Utilities 1,323.21 1,459.35 -136.14 5451 · Building Maintenance & Repairs 684.05 861.10 -177.05	5442 · Professional Fees	0.00	346.00	-346.00
5451 · Building Maintenance & Repairs 684.05 861.10 -177.05	5444 · Accounting Support & Audit	99.00	99.00	0.00
	5450 · Utilities	1,323.21	1,459.35	-136.14
5453 · Loan Interest 250.98 255.00 -4.02	5451 · Building Maintenance & Repairs	684.05	861.10	-177.05
	5453 · Loan Interest	250.98	255.00	-4.02

Southern Tier Library System Financial Clerk's Report March 2023

	Mar 23	Feb 23	\$ Change
5454 · Commercial Insurance	868.53	856.31	12.22
5471 · Vehicle Maintenance & Repairs	553.64	555.11	-1.47
5473 · Vehicle Fuel	1,513.12	1,319.28	193.84
5474 · Vehicle Insurance	464.00	464.00	0.00
5480 · Greenwood Reading Center Exp	1,037.48	3,528.89	-2,491.41
5485 · Arkport Expense Account	1,679.57	1,881.26	-201.69
5490 · Grants	14,833.03	1,928.42	12,904.61
Total Expense	153,911.25	211,540.62	-57,629.37
Net Income	-141,205.64	452,191.61	-593,397.25

Income		Jan - Mar 23	Budget	\$ Over Budget
4706 - Jails and Institutions 0.00 4_215.00 4_215.00 4709 - Local Services Support 0.00 92,916.00 -92,916.00 4710 - Supplemental Aid 0.00 127,404.00 -72,906.00 4711 - Coordinated Outreach 0.00 25,884.00 -25,884.00 4713 - State Corrections 0.00 180,000.00 -514.72 4721 - E-Rate Funding 0.00 180,000.00 -180,000.00 4723 - Member Library Cost Share 407,101.00 407,101.00 0.00 4724 - Member Library IT Contracts 757.68 60,000.00 -59,242.32 4725 - Grants Revenue 38,317.55 100,000.00 -61,682.45 4733 - Member Library Processing Fees 101.50 100,000.00 -60,882.45 4781 - Retiree Health Ins Payments 1,000.80 500.00 500.80 4782 - Donations 176.80 1,200.00 -1,023.20 4784 - General Reimbursements & Refund 1,284.90 1,919,898.00 -1,471,088.90 Fepense Total Sri0 - Salaries 70,017.64 409,956.00 -339,938.36	Income			
4709 · Local Services Support 0.00 92,916.00 -92,916.00 4710 · Supplemental Aid 0.00 127,404.00 -127,404.00 4711 · Coordinated Outreach 0.00 25,884.00 -25,884.00 4713 · State Corrections 0.00 25,884.00 -25,884.00 4719 · Interest 85.28 600.00 -180,000.00 4721 · E-Rate Funding 0.00 180,000.00 -514.72 4723 · Member Library Cost Share 407,101.00 407,000.00 -61,682.45 4725 · Grants Revenue 38,317.55 100,000.00 -61,682.45 4733 · Member Library Processing Fees 101.50 500.00 500.80 4781 · Retiree Health Ins Payments 1,000.80 500.00 68.49 4782 · Donations 176.80 1,200.00 -1,471,088.90 Gross Profit 448,809.10 1,919,898.00 -1,471,088.90 Expense Total Income 201,574.22 953,122.00 -751,547.78 Total S100 · Salaries 201,574.22 953,122.00 -751,547.78 Total S100 · Salaries 201,	4700 · Basic State Aid	0.00	844,972.00	-844,972.00
4710 · Supplemental Aid 0.00 127,404.00 -127,404.00 4711 · Coordinated Outreach 0.00 73,906.00 -73,906.00 4713 · State Corrections 0.00 25,884.00 -25,884.00 4719 · Interest 85,28 600.00 -180,000.00 4721 · E-Rate Funding 0.00 407,101.00 407,101.00 0.00 4723 · Member Library IT Contracts 757.68 60,000.00 -59,242.32 4725 · Grants Revenue 38,317.55 100,000.00 -61,682.45 4733 · Member Library Processing Fees 101.50 -100,000.00 -60,882 4784 · Retiree Health Ins Payments 1,000.80 500.00 68,49 4784 · Ceneral Reimbursements & Refund 12,884.99 1,200.00 -1,471,088.90 4784 · Ceneral Reimbursements & Refund 448,809.10 1,919,898.00 -1,471,088.90 Forss Profit 448,809.10 1,919,898.00 -1,471,088.90 Forss Profit 448,809.10 1,919,898.00 -1,471,088.90 Forst Interest Constructs & Leases 1,913,892.00 -751,647.78 Tot	4706 - Jails and Institutions	0.00	4,215.00	-4,215.00
4711 · Coordinated Outreach 0.00 73,906.00 -73,906.00 4713 · State Corrections 0.00 25,884.00 -25,884.00 4719 · Interest 85.28 600.00 -514.72 4721 · E-Rate Funding 0.00 180,000.00 -180,000.00 4723 · Member Library Cost Share 407,101.00 407,101.00 0.00 4724 · Member Library IT Contracts 757.68 60,000.00 -59,242.32 4733 · Member Library Processing Fees 101.50	4709 · Local Services Support	0.00	92,916.00	-92,916.00
4713 - State Corrections 0.00 25,884.00 -25,884.00 4719 - Interest 85.28 600.00 -514.72 4721 - E-Rate Funding 0.00 180,000.00 -180,000.00 4723 - Member Library TO Cost Share 407,101.00 407,101.00 0.00 4724 - Member Library Tr Contracts 757.68 60,000.00 -59,242.32 4725 - Grants Revenue 38,317.55 100,000.00 -61,682.45 4733 - Member Library Processing Fees 101.50 500.00 500.80 4781 - Retiree Health Ins Payments 1,000.80 500.00 500.80 4782 - Donations 176.80 1,200.00 -1,023.20 4782 - Obnations 448,809.10 1,919,898.00 -1,471,088.90 Gross Profit 448,809.10 1,919,898.00 -1,471,088.90 Expense 7 1,502.00 1,919,898.00	4710 · Supplemental Aid	0.00	127,404.00	-127,404.00
4719 · Interest 85.28 600.00 -514.72 4721 · E-Rate Funding 0.00 180,000.00 -180,000.00 4723 · Member Library Cost Share 407,101.00 407,101.00 0.00 4724 · Member Library IT Contracts 757.68 60,000.00 -59,242.32 4725 · Grants Revenue 38,317.55 100,000.00 -61,682.45 4733 · Member Library Processing Fees 101.50 1,200.00 -50,880 4784 · Retiree Health Ins Payments 1,000.80 500.00 -1,023.20 4784 · General Reimbursements & Refund 1,268.49 1,200.00 -1,023.20 4784 · General Reimbursements & Refund 1,268.49 1,200.00 -1,471,088.90 Gross Profit 448,809.10 1,919,898.00 -1,471,088.90 Expense Total 5100 · Salaries 201,574.22 953,122.00 -751,547.78	4711 · Coordinated Outreach	0.00	73,906.00	-73,906.00
4721 - E-Rate Funding 0.00 180,000.00 -180,000.00 4723 - Member Library Cost Share 407,101.00 407,101.00 59,242.32 4724 - Member Library IT Contracts 757.68 60,000.00 -59,242.32 4725 - Grants Revenue 38,317.55 100,000.00 -61,682.45 4733 - Member Library Processing Fees 101.50 100,000.00 500.80 4781 - Retiree Health Ins Payments 1,000.80 500.00 -1,023.20 4782 - Donations 176.80 1,200.00 -1,023.20 4784 - General Reimbursements & Refund 1,268.49 1,200.00 -1,471,088.90 Gross Profit 448,809.10 1,919,898.00 -1,471,088.90 Expense Total \$100 - Salaries 201,574.22 953,122.00 -751,547.78 Total \$100 - Salaries 70,017.64 409,956.00 -339,393.36 \$204 - STLS Software & Small Equipment 26.99 5,000.00 -4,973.01 \$205 - Maintenance Contracts & Leases 1,913.82 12,000.00 -10,086.18 \$407 - Integrated Library System 0.00 75,000.00 -15,	4713 · State Corrections	0.00	25,884.00	-25,884.00
4723 · Member Library Cost Share 407,101.00 407,101.00 0.00 4724 · Member Library IT Contracts 757.68 60,000.00 -59,242.32 4725 · Grants Revenue 38,317.55 100,000.00 -61,682.45 4733 · Member Library Processing Fees 101.50 500.00 500.80 4781 · Retiree Health Ins Payments 1,000.80 500.00 500.80 4782 · Donations 176.80 1,200.00 -68.49 4784 · General Reimbursements & Refund 1,268.49 1,200.00 -68.49 Total Income 448,809.10 1,919,898.00 -1,471,088.90 Gross Profit 448,809.10 1,919,898.00 -1,471,088.90 Expense 70tal 5100 · Salaries 201,574.22 953,122.00 -751,547.78 Total 5150 · Personnel Benefits 70,017.64 409,956.00 -339,938.36 5204 · STLS Software & Small Equipment 26.99 5,000.00 -4,973.01 5407 · Integrated Library System 0.00 75,000.00 -12,553.40 5408 · Platform Fees & Licenses 3,446.60 16,000.00 -12,553.40 <	4719 · Interest	85.28	600.00	-514.72
4724 - Member Library IT Contracts 757.68 60,000.00 -59,242.32 4725 - Grants Revenue 38,317.55 100,000.00 -61,682.45 4733 - Member Library Processing Fees 101.50 -500,00 500,80 4781 - Retiree Health Ins Payments 1,000,80 500,00 -500,80 4782 - Donations 176,80 1,200,00 -1,023,20 4784 - General Reimbursements & Refund 1,268,49 1,200,00 -68,49 Total Income 448,809,10 1,919,898,00 -1,471,088,90 Gross Profit 448,809,10 1,919,898,00 -751,547,78 Total 5100 - Salaries 201,574,22 953,122,00 -751,547,78 Total 5150 - Personnel Benefits 70,017,64 409,956,00 -339,938,36 5204 - STLS Software & Small Equipment 26,99 5,000,00 -4,973,01 5205 - Maintenance Contracts & Leases 1,913,82 12,000,00 -10,086,18 5407 - Integrated Library System 0,00 75,000,00 -75,000,00 5408 - Platform Fees & Licenses 3,446,60 16,000,00 -17,160,21	4721 · E-Rate Funding	0.00	180,000.00	-180,000.00
4725 · Grants Revenue 38,317.55 100,000.00 -61,682.45 4731 · Member Library Processing Fees 101.50 500.00 500.80 4781 · Retiree Health Ins Payments 1,000.80 500.00 500.80 4782 · Donations 176.80 1,200.00 -1,023.20 4784 · General Reimbursements & Refund 41,869.91 1,919,898.00 -1,471,086.90 Total Income 448,809.10 1,919,898.00 -1,471,086.90 Expense 70,1764 409,956.00 -339,938.36 Total 5100 · Salaries 70,017.64 409,956.00 -349,930.1 5204 · STLS Software & Small Equipment 26.99 5,000.00 -4,973.01 5205 · Maintenance Contracts & Leases 1,913.82 12,000.00 -10,086.18 5407 · Integrated Library System 0.00 75,000.00 -75,000.00 5408 · Platform Fees & Licenses 3,446.60 16,000.00 -12,553.40 5418 · Consultant Collection 1,076.79 2,400.00 -13,232.21 5419 · Electronic Materials 0.00 10,000.00 -10,000.00 5420 ·	4723 · Member Library Cost Share	407,101.00	407,101.00	0.00
4733 · Member Library Processing Fees 101.50 500.00 500.80 4781 · Retiree Health Ins Payments 1,000.80 500.00 500.80 4782 · Donations 176.80 1,200.00 -1,023.20 4784 · General Reimbursements & Refund 1,268.49 1,200.00 68.49 Total Income 448,809.10 1,919,898.00 -1,471,088.90 Gross Profit 448,809.10 1,919,898.00 -1,471,088.90 Expense 7013 5100 · Salaries 201,574.22 953,122.00 -751,547.78 Total 5150 · Personnel Benefits 70,017.64 409,956.00 -339,938.36 5204 · STLS Software & Small Equipment 26.99 5,000.00 -4,973.01 5205 · Maintenance Contracts & Leases 1,913.82 12,000.00 -10,086.18 5407 · Integrated Library System 0.00 75,000.00 -75,000.00 5408 · Platform Fees & Licenses 3,446.60 16,000.00 -12,253.40 5409 · STLS Telephone/Internet 47,419.86 200.000.00 -12,253.40 5417 · Library Materials 1,307.679 2,400.00 -17,160.21<	4724 · Member Library IT Contracts	757.68	60,000.00	-59,242.32
4781 - Retiree Health Ins Payments 1,000.80 500.00 500.80 4782 - Donations 176.80 1,200.00 -1,023.20 4784 - General Reimbursements & Refund 1,268.49 1,200.00 68.49 Total Income 448,809.10 1,919,898.00 -1,471,088.90 Gross Profit 448,809.10 1,919,898.00 -1,471,088.90 Expense 201,574.22 953,122.00 -751,547.78 Total 5100 - Salaries 201,574.22 953,122.00 -751,547.78 Total 5150 - Personnel Benefits 70,017.64 409,956.00 -339,938.36 5204 - STLS Software & Small Equipment 26.99 5,000.00 -4,973.01 5205 - Maintenance Contracts & Leases 1,913.82 12,000.00 -10,086.18 5407 - Integrated Library System 0.00 75,000.00 -75,000.00 5408 - Platform Fees & Licenses 3,446.60 16,000.00 -12,253.40 5417 - Library Materials 1,339.79 18,500.00 -17,160.21 5418 - Consultant Collection 1,076.79 2,400.00 -10,000.00 5420 - Sta	4725 - Grants Revenue	38,317.55	100,000.00	-61,682.45
4782 · Donations 176.80 1,200.00 -1,023.20 4784 · General Reimbursements & Refund 1,268.49 1,200.00 68.49 Total Income 448,809.10 1,919,898.00 -1,471,088.90 Gross Profit 448,809.10 1,919,898.00 -1,471,088.90 Expense Total 5100 · Salaries 201,574.22 953,122.00 -751,547.78 Total 5150 · Personnel Benefits 70,017.64 409,956.00 -339,938.36 5204 · STLS Software & Small Equipment 26.99 5,000.00 -4,973.01 5205 · Maintenance Contracts & Leases 1,913.82 12,000.00 -10,086.18 5407 · Integrated Library System 0.00 75,000.00 -75,000.00 5408 · Platform Fees & Licenses 3,446.60 16,000.00 -12,553.40 5417 · Library Materials 1,339.79 18,500.00 -17,160.21 5418 · Consultant Collection 1,076.79 2,400.00 -13,683.44 5420 · Staff Development Travel 1,316.56 15,000.00 -13,683.44 5422 · Trustee Mileage 0.00 10,000.00 <	4733 · Member Library Processing Fees	101.50		
4784 · General Reimbursements & Refund 1,268.49 1,200.00 68.49 Total Income 448,809.10 1,919,898.00 -1,471,088.90 Gross Profit 448,809.10 1,919,898.00 -1,471,088.90 Expense Total 5100 · Salaries 201,574.22 953,122.00 -751,547.78 Total 5150 · Personnel Benefits 70,017.64 409,956.00 -339,938.30 5204 · STLS Software & Small Equipment 26.99 5,000.00 -4,973.01 5205 · Maintenance Contracts & Leases 1,913.82 12,000.00 -10,086.18 5407 · Integrated Library System 0.00 75,000.00 -75,000.00 5408 · Platform Fees & Licenses 3,446.60 16,000.00 -12,553.40 5409 · STLS Telephone/Internet 47,419.86 200,000.00 -152,580.14 5417 · Library Materials 1,339.79 18,500.00 -17,160.21 5418 · Consultant Collection 1,076.79 2,400.00 -1,323.21 5419 · Electronic Materials 0.00 10,000.00 -10,000.00 5422 · Trustee Mileage 0.00 10,000.00 <td>4781 · Retiree Health Ins Payments</td> <td>1,000.80</td> <td>500.00</td> <td>500.80</td>	4781 · Retiree Health Ins Payments	1,000.80	500.00	500.80
Total Income 448,809.10 1,919,898.00 -1,471,088.90 Gross Profit 446,809.10 1,919,898.00 -1,471,088.90 Expense Total 5100 · Salaries 201,574.22 953,122.00 -751,547.78 Total 5150 · Personnel Benefits 70,017.64 409,956.00 -339,938.36 5204 · STLS Software & Small Equipment 26.99 5,000.00 -4,973.01 5205 · Maintenance Contracts & Leases 1,913.82 12,000.00 -10,086.18 5407 · Integrated Library System 0.00 75,000.00 -75,000.00 5408 · Platform Fees & Licenses 3,446.60 16,000.00 -12,553.40 5409 · STLS Telephone/Internet 47,419.86 200,000.00 -152,580.14 5417 · Library Materials 1,339.79 18,500.00 -17,160.21 5418 · Consultant Collection 1,076.79 2,400.00 -1,323.21 5420 · Staff Development Travel 1,316.56 15,000.00 -10,000.00 5422 · Trustee Mileage 0.00 10,000.00 -2,400.00 5423 · Trustee Continuing Education 0.00 1,000.00 -2,	4782 · Donations	176.80	1,200.00	-1,023.20
Gross Profit 448,809.10 1,919,898.00 -1,471,088.90 Expense Total 5100 · Salaries 201,574.22 953,122.00 -751,547.78 Total 5150 · Personnel Benefits 70,017.64 409,956.00 -339,938.36 5204 · STLS Software & Small Equipment 26.99 5,000.00 -4,973.01 5205 · Maintenance Contracts & Leases 1,913.82 12,000.00 -10,086.18 5407 · Integrated Library System 0.00 75,000.00 -75,000.00 5408 · Platform Fees & Licenses 3,446.60 16,000.00 -12,553.40 5409 · STLS Telephone/Internet 47,419.86 200,000.00 -152,580.14 5417 · Library Materials 1,339.79 18,500.00 -17,160.21 5418 · Consultant Collection 1,076.79 2,400.00 -1,323.21 5419 · Electronic Materials 0.00 10,000.00 -10,000.00 5422 · Trustee Mileage 0.00 10,000.00 -13,683.44 5422 · Trustee Continuing Education 0.00 2,400.00 -2,400.00 5423 · Trustee Continuing Annual Conference 350.00 7,500.00	4784 · General Reimbursements & Refund	1,268.49	1,200.00	68.49
Expense Total 5100 · Salaries 201,574.22 953,122.00 -751,547.78 Total 5150 · Personnel Benefits 70,017.64 409,956.00 -339,938.36 5204 · STLS Software & Small Equipment 26.99 5,000.00 -4,973.01 5205 · Maintenance Contracts & Leases 1,913.82 12,000.00 -10,086.18 5407 · Integrated Library System 0.00 75,000.00 -75,000.00 5408 · Platform Fees & Licenses 3,446.60 16,000.00 -12,553.40 5409 · STLS Telephone/Internet 47,419.86 200,000.00 -152,580.14 5417 · Library Materials 1,339.79 18,500.00 -17,160.21 5418 · Consultant Collection 1,076.79 2,400.00 -1,323.21 5419 · Electronic Materials 0.00 10,000.00 -10,000.00 5420 · Staff Development Travel 1,316.56 15,000.00 -13,683.44 5422 · Trustee Mileage 0.00 10,000.00 -2,400.00 5423 · Trustee Continuing Education 0.00 2,400.00 -2,400.00 5424 · Conference Registration 0.00 11,000.00	Total Income	448,809.10	1,919,898.00	-1,471,088.90
Total 5100 · Salaries 201,574.22 953,122.00 -751,547.78 Total 5150 · Personnel Benefits 70,017.64 409,956.00 -339,938.36 5204 · STLS Software & Small Equipment 26.99 5,000.00 -4,973.01 5205 · Maintenance Contracts & Leases 1,913.82 12,000.00 -10,086.18 5407 · Integrated Library System 0.00 75,000.00 -75,000.00 5408 · Platform Fees & Licenses 3,446.60 16,000.00 -12,553.40 5409 · STLS Telephone/Internet 47,419.86 200,000.00 -152,580.14 5417 · Library Materials 1,339.79 18,500.00 -17,160.21 5418 · Consultant Collection 1,076.79 2,400.00 -1,323.21 5419 · Electronic Materials 0.00 10,000.00 -10,000.00 5420 · Staff Development Travel 1,316.56 15,000.00 -10,000.00 5422 · Trustee Mileage 0.00 10,000.00 -2,400.00 5424 · Conference Registration 0.00 11,000.00 -2,400.00 5425 · Staff & Member Library Mileage 89.08 3,000.00 -2,910.92	Gross Profit	448,809.10	1,919,898.00	-1,471,088.90
Total 5150 · Personnel Benefits 70,017.64 409,956.00 -339,938.36 5204 · STLS Software & Small Equipment 26.99 5,000.00 -4,973.01 5205 · Maintenance Contracts & Leases 1,913.82 12,000.00 -10,086.18 5407 · Integrated Library System 0.00 75,000.00 -75,000.00 5408 · Platform Fees & Licenses 3,446.60 16,000.00 -12,553.40 5409 · STLS Telephone/Internet 47,419.86 200,000.00 -152,580.14 5417 · Library Materials 1,339.79 18,500.00 -17,160.21 5418 · Consultant Collection 1,076.79 2,400.00 -1,323.21 5419 · Electronic Materials 0.00 10,000.00 -10,000.00 5420 · Staff Development Travel 1,316.56 15,000.00 -13,683.44 5422 · Trustee Mileage 0.00 10,000.00 -2,400.00 5423 · Trustee Continuing Education 0.00 2,400.00 -2,400.00 5424 · Conference Registration 0.00 11,000.00 -2,910.92 5427 · Programming & Annual Conference 350.00 7,500.00 -2,708.17 <td>Expense</td> <td></td> <td></td> <td></td>	Expense			
5204 · STLS Software & Small Equipment 26.99 5,000.00 -4,973.01 5205 · Maintenance Contracts & Leases 1,913.82 12,000.00 -10,086.18 5407 · Integrated Library System 0.00 75,000.00 -75,000.00 5408 · Platform Fees & Licenses 3,446.60 16,000.00 -12,553.40 5409 · STLS Telephone/Internet 47,419.86 200,000.00 -152,580.14 5417 · Library Materials 1,339.79 18,500.00 -17,160.21 5418 · Consultant Collection 1,076.79 2,400.00 -1,323.21 5419 · Electronic Materials 0.00 10,000.00 -10,000.00 5420 · Staff Development Travel 1,316.56 15,000.00 -13,683.44 5422 · Trustee Mileage 0.00 10,000.00 -10,000.00 5423 · Trustee Continuing Education 0.00 2,400.00 -2,400.00 5424 · Conference Registration 0.00 11,000.00 -11,000.00 5425 · Staff & Member Library Mileage 89.08 3,000.00 -2,910.92 5427 · Programming & Annual Conference 350.00 7,500.00 -2,708.17 <td>Total 5100 ⋅ Salaries</td> <td>201,574.22</td> <td>953,122.00</td> <td>-751,547.78</td>	Total 5100 ⋅ Salaries	201,574.22	953,122.00	-751,547.78
5205 · Maintenance Contracts & Leases 1,913.82 12,000.00 -10,086.18 5407 · Integrated Library System 0.00 75,000.00 -75,000.00 5408 · Platform Fees & Licenses 3,446.60 16,000.00 -12,553.40 5409 · STLS Telephone/Internet 47,419.86 200,000.00 -152,580.14 5417 · Library Materials 1,339.79 18,500.00 -17,160.21 5418 · Consultant Collection 1,076.79 2,400.00 -1,323.21 5419 · Electronic Materials 0.00 10,000.00 -10,000.00 5420 · Staff Development Travel 1,316.56 15,000.00 -13,683.44 5422 · Trustee Mileage 0.00 10,000.00 -10,000.00 5423 · Trustee Continuing Education 0.00 2,400.00 -2,400.00 5424 · Conference Registration 0.00 11,000.00 -2,910.92 5427 · Programming & Annual Conference 350.00 7,500.00 -7,150.00 5428 · Meeting Supplies 421.56 2,500.00 -2,078.44 5430 · Office Supplies 791.83 3,500.00 -2,708.17	Total 5150 · Personnel Benefits	70,017.64	409,956.00	-339,938.36
5407 · Integrated Library System 0.00 75,000.00 -75,000.00 5408 · Platform Fees & Licenses 3,446.60 16,000.00 -12,553.40 5409 · STLS Telephone/Internet 47,419.86 200,000.00 -152,580.14 5417 · Library Materials 1,339.79 18,500.00 -17,160.21 5418 · Consultant Collection 1,076.79 2,400.00 -1,323.21 5419 · Electronic Materials 0.00 10,000.00 -10,000.00 5420 · Staff Development Travel 1,316.56 15,000.00 -13,683.44 5422 · Trustee Mileage 0.00 10,000.00 -2,400.00 5423 · Trustee Continuing Education 0.00 2,400.00 -2,400.00 5424 · Conference Registration 0.00 11,000.00 -11,000.00 5425 · Staff & Member Library Mileage 89.08 3,000.00 -2,910.92 5427 · Programming & Annual Conference 350.00 7,500.00 -7,150.00 5428 · Meeting Supplies 421.56 2,500.00 -2,708.17 5433 · Postage 10.20 2,400.00 -2,389.80 5434 · Pu	5204 · STLS Software & Small Equipment	26.99	5,000.00	-4,973.01
5408 · Platform Fees & Licenses 3,446.60 16,000.00 -12,553.40 5409 · STLS Telephone/Internet 47,419.86 200,000.00 -152,580.14 5417 · Library Materials 1,339.79 18,500.00 -17,160.21 5418 · Consultant Collection 1,076.79 2,400.00 -1,323.21 5419 · Electronic Materials 0.00 10,000.00 -10,000.00 5420 · Staff Development Travel 1,316.56 15,000.00 -13,683.44 5422 · Trustee Mileage 0.00 10,000.00 -10,000.00 5423 · Trustee Continuing Education 0.00 2,400.00 -2,400.00 5424 · Conference Registration 0.00 11,000.00 -11,000.00 5425 · Staff & Member Library Mileage 89.08 3,000.00 -2,910.92 5427 · Programming & Annual Conference 350.00 7,500.00 -7,150.00 5428 · Meeting Supplies 421.56 2,500.00 -2,078.44 5430 · Office Supplies 791.83 3,500.00 -2,230.40 5434 · Public Relations 5,269.60 7,500.00 -2,230.40 5442 ·	5205 · Maintenance Contracts & Leases	1,913.82	12,000.00	-10,086.18
5409 · STLS Telephone/Internet 47,419.86 200,000.00 -152,580.14 5417 · Library Materials 1,339.79 18,500.00 -17,160.21 5418 · Consultant Collection 1,076.79 2,400.00 -1,323.21 5419 · Electronic Materials 0.00 10,000.00 -10,000.00 5420 · Staff Development Travel 1,316.56 15,000.00 -13,683.44 5422 · Trustee Mileage 0.00 10,000.00 -10,000.00 5423 · Trustee Continuing Education 0.00 2,400.00 -2,400.00 5424 · Conference Registration 0.00 11,000.00 -11,000.00 5425 · Staff & Member Library Mileage 89.08 3,000.00 -2,910.92 5427 · Programming & Annual Conference 350.00 7,500.00 -7,150.00 5428 · Meeting Supplies 421.56 2,500.00 -2,078.44 5430 · Office Supplies 791.83 3,500.00 -2,708.17 5433 · Postage 10.20 2,400.00 -2,389.80 5434 · Public Relations 5,269.60 7,500.00 -2,230.40 5442 · Professional Fees <td>5407 · Integrated Library System</td> <td>0.00</td> <td>75,000.00</td> <td>-75,000.00</td>	5407 · Integrated Library System	0.00	75,000.00	-75,000.00
5417 · Library Materials 1,339.79 18,500.00 -17,160.21 5418 · Consultant Collection 1,076.79 2,400.00 -1,323.21 5419 · Electronic Materials 0.00 10,000.00 -10,000.00 5420 · Staff Development Travel 1,316.56 15,000.00 -13,683.44 5422 · Trustee Mileage 0.00 10,000.00 -10,000.00 5423 · Trustee Continuing Education 0.00 2,400.00 -2,400.00 5424 · Conference Registration 0.00 11,000.00 -11,000.00 5425 · Staff & Member Library Mileage 89.08 3,000.00 -2,910.92 5427 · Programming & Annual Conference 350.00 7,500.00 -7,150.00 5428 · Meeting Supplies 421.56 2,500.00 -2,078.44 5430 · Office Supplies 791.83 3,500.00 -2,708.17 5433 · Postage 10.20 2,400.00 -2,389.80 5434 · Public Relations 5,269.60 7,500.00 -2,230.40 5442 · Professional Fees 2,545.00 10,000.00 -7,455.00 5443 · Legal Counsel 0.00 2,500.00 -2,500.00 5444 · Accounting	5408 · Platform Fees & Licenses	3,446.60	16,000.00	-12,553.40
5418 · Consultant Collection 1,076.79 2,400.00 -1,323.21 5419 · Electronic Materials 0.00 10,000.00 -10,000.00 5420 · Staff Development Travel 1,316.56 15,000.00 -13,683.44 5422 · Trustee Mileage 0.00 10,000.00 -10,000.00 5423 · Trustee Continuing Education 0.00 2,400.00 -2,400.00 5424 · Conference Registration 0.00 11,000.00 -11,000.00 5425 · Staff & Member Library Mileage 89.08 3,000.00 -2,910.92 5427 · Programming & Annual Conference 350.00 7,500.00 -7,150.00 5428 · Meeting Supplies 421.56 2,500.00 -2,078.44 5430 · Office Supplies 791.83 3,500.00 -2,708.17 5433 · Postage 10.20 2,400.00 -2,389.80 5434 · Public Relations 5,269.60 7,500.00 -2,230.40 5436 · STLS Grants to Member Libraries 0.00 15,000.00 -7,455.00 5442 · Professional Fees 2,545.00 10,000.00 -7,455.00 5444 · Accounting Support & A	5409 · STLS Telephone/Internet	47,419.86	200,000.00	-152,580.14
5419 · Electronic Materials 0.00 10,000.00 -10,000.00 5420 · Staff Development Travel 1,316.56 15,000.00 -13,683.44 5422 · Trustee Mileage 0.00 10,000.00 -10,000.00 5423 · Trustee Continuing Education 0.00 2,400.00 -2,400.00 5424 · Conference Registration 0.00 11,000.00 -11,000.00 5425 · Staff & Member Library Mileage 89.08 3,000.00 -2,910.92 5427 · Programming & Annual Conference 350.00 7,500.00 -7,150.00 5428 · Meeting Supplies 421.56 2,500.00 -2,078.44 5430 · Office Supplies 791.83 3,500.00 -2,708.17 5433 · Postage 10.20 2,400.00 -2,389.80 5434 · Public Relations 5,269.60 7,500.00 -2,230.40 5436 · STLS Grants to Member Libraries 0.00 15,000.00 -15,000.00 5442 · Professional Fees 2,545.00 10,000.00 -7,455.00 5444 · Accounting Support & Audit 297.00 13,000.00 -12,703.00	5417 · Library Materials	1,339.79	18,500.00	-17,160.21
5420 · Staff Development Travel 1,316.56 15,000.00 -13,683.44 5422 · Trustee Mileage 0.00 10,000.00 -10,000.00 5423 · Trustee Continuing Education 0.00 2,400.00 -2,400.00 5424 · Conference Registration 0.00 11,000.00 -11,000.00 5425 · Staff & Member Library Mileage 89.08 3,000.00 -2,910.92 5427 · Programming & Annual Conference 350.00 7,500.00 -7,150.00 5428 · Meeting Supplies 421.56 2,500.00 -2,078.44 5430 · Office Supplies 791.83 3,500.00 -2,708.17 5433 · Postage 10.20 2,400.00 -2,389.80 5434 · Public Relations 5,269.60 7,500.00 -2,230.40 5436 · STLS Grants to Member Libraries 0.00 15,000.00 -15,000.00 5442 · Professional Fees 2,545.00 10,000.00 -7,455.00 5443 · Legal Counsel 0.00 2,500.00 -2,500.00 5444 · Accounting Support & Audit 297.00 13,000.00 -12,703.00	5418 · Consultant Collection	1,076.79	2,400.00	-1,323.21
5422 · Trustee Mileage 0.00 10,000.00 -10,000.00 5423 · Trustee Continuing Education 0.00 2,400.00 -2,400.00 5424 · Conference Registration 0.00 11,000.00 -11,000.00 5425 · Staff & Member Library Mileage 89.08 3,000.00 -2,910.92 5427 · Programming & Annual Conference 350.00 7,500.00 -7,150.00 5428 · Meeting Supplies 421.56 2,500.00 -2,078.44 5430 · Office Supplies 791.83 3,500.00 -2,708.17 5433 · Postage 10.20 2,400.00 -2,389.80 5434 · Public Relations 5,269.60 7,500.00 -2,230.40 5436 · STLS Grants to Member Libraries 0.00 15,000.00 -15,000.00 5442 · Professional Fees 2,545.00 10,000.00 -7,455.00 5443 · Legal Counsel 0.00 2,500.00 -2,500.00 5444 · Accounting Support & Audit 297.00 13,000.00 -12,703.00	5419 · Electronic Materials	0.00	10,000.00	-10,000.00
5423 · Trustee Continuing Education 0.00 2,400.00 -2,400.00 5424 · Conference Registration 0.00 11,000.00 -11,000.00 5425 · Staff & Member Library Mileage 89.08 3,000.00 -2,910.92 5427 · Programming & Annual Conference 350.00 7,500.00 -7,150.00 5428 · Meeting Supplies 421.56 2,500.00 -2,078.44 5430 · Office Supplies 791.83 3,500.00 -2,708.17 5433 · Postage 10.20 2,400.00 -2,389.80 5434 · Public Relations 5,269.60 7,500.00 -2,230.40 5436 · STLS Grants to Member Libraries 0.00 15,000.00 -15,000.00 5442 · Professional Fees 2,545.00 10,000.00 -7,455.00 5443 · Legal Counsel 0.00 2,500.00 -2,500.00 5444 · Accounting Support & Audit 297.00 13,000.00 -12,703.00	5420 · Staff Development Travel	1,316.56	15,000.00	-13,683.44
5424 · Conference Registration 0.00 11,000.00 -11,000.00 5425 · Staff & Member Library Mileage 89.08 3,000.00 -2,910.92 5427 · Programming & Annual Conference 350.00 7,500.00 -7,150.00 5428 · Meeting Supplies 421.56 2,500.00 -2,078.44 5430 · Office Supplies 791.83 3,500.00 -2,708.17 5433 · Postage 10.20 2,400.00 -2,389.80 5434 · Public Relations 5,269.60 7,500.00 -2,230.40 5436 · STLS Grants to Member Libraries 0.00 15,000.00 -15,000.00 5442 · Professional Fees 2,545.00 10,000.00 -7,455.00 5443 · Legal Counsel 0.00 2,500.00 -2,500.00 5444 · Accounting Support & Audit 297.00 13,000.00 -12,703.00	5422 · Trustee Mileage	0.00	10,000.00	-10,000.00
5425 · Staff & Member Library Mileage 89.08 3,000.00 -2,910.92 5427 · Programming & Annual Conference 350.00 7,500.00 -7,150.00 5428 · Meeting Supplies 421.56 2,500.00 -2,078.44 5430 · Office Supplies 791.83 3,500.00 -2,708.17 5433 · Postage 10.20 2,400.00 -2,389.80 5434 · Public Relations 5,269.60 7,500.00 -2,230.40 5436 · STLS Grants to Member Libraries 0.00 15,000.00 -15,000.00 5442 · Professional Fees 2,545.00 10,000.00 -7,455.00 5443 · Legal Counsel 0.00 2,500.00 -2,500.00 5444 · Accounting Support & Audit 297.00 13,000.00 -12,703.00	5423 · Trustee Continuing Education	0.00	2,400.00	-2,400.00
5427 · Programming & Annual Conference 350.00 7,500.00 -7,150.00 5428 · Meeting Supplies 421.56 2,500.00 -2,078.44 5430 · Office Supplies 791.83 3,500.00 -2,708.17 5433 · Postage 10.20 2,400.00 -2,389.80 5434 · Public Relations 5,269.60 7,500.00 -2,230.40 5436 · STLS Grants to Member Libraries 0.00 15,000.00 -15,000.00 5442 · Professional Fees 2,545.00 10,000.00 -7,455.00 5443 · Legal Counsel 0.00 2,500.00 -2,500.00 5444 · Accounting Support & Audit 297.00 13,000.00 -12,703.00	5424 · Conference Registration	0.00	11,000.00	-11,000.00
5428 · Meeting Supplies 421.56 2,500.00 -2,078.44 5430 · Office Supplies 791.83 3,500.00 -2,708.17 5433 · Postage 10.20 2,400.00 -2,389.80 5434 · Public Relations 5,269.60 7,500.00 -2,230.40 5436 · STLS Grants to Member Libraries 0.00 15,000.00 -15,000.00 5442 · Professional Fees 2,545.00 10,000.00 -7,455.00 5443 · Legal Counsel 0.00 2,500.00 -2,500.00 5444 · Accounting Support & Audit 297.00 13,000.00 -12,703.00	5425 · Staff & Member Library Mileage	89.08	3,000.00	-2,910.92
5430 · Office Supplies 791.83 3,500.00 -2,708.17 5433 · Postage 10.20 2,400.00 -2,389.80 5434 · Public Relations 5,269.60 7,500.00 -2,230.40 5436 · STLS Grants to Member Libraries 0.00 15,000.00 -15,000.00 5442 · Professional Fees 2,545.00 10,000.00 -7,455.00 5443 · Legal Counsel 0.00 2,500.00 -2,500.00 5444 · Accounting Support & Audit 297.00 13,000.00 -12,703.00	5427 · Programming & Annual Conference	350.00	7,500.00	-7,150.00
5433 · Postage 10.20 2,400.00 -2,389.80 5434 · Public Relations 5,269.60 7,500.00 -2,230.40 5436 · STLS Grants to Member Libraries 0.00 15,000.00 -15,000.00 5442 · Professional Fees 2,545.00 10,000.00 -7,455.00 5443 · Legal Counsel 0.00 2,500.00 -2,500.00 5444 · Accounting Support & Audit 297.00 13,000.00 -12,703.00	5428 · Meeting Supplies	421.56	2,500.00	-2,078.44
5434 · Public Relations 5,269.60 7,500.00 -2,230.40 5436 · STLS Grants to Member Libraries 0.00 15,000.00 -15,000.00 5442 · Professional Fees 2,545.00 10,000.00 -7,455.00 5443 · Legal Counsel 0.00 2,500.00 -2,500.00 5444 · Accounting Support & Audit 297.00 13,000.00 -12,703.00	5430 · Office Supplies	791.83	3,500.00	-2,708.17
5436 · STLS Grants to Member Libraries 0.00 15,000.00 -15,000.00 5442 · Professional Fees 2,545.00 10,000.00 -7,455.00 5443 · Legal Counsel 0.00 2,500.00 -2,500.00 5444 · Accounting Support & Audit 297.00 13,000.00 -12,703.00	5433 · Postage	10.20	2,400.00	-2,389.80
5442 · Professional Fees 2,545.00 10,000.00 -7,455.00 5443 · Legal Counsel 0.00 2,500.00 -2,500.00 5444 · Accounting Support & Audit 297.00 13,000.00 -12,703.00	5434 · Public Relations	5,269.60	7,500.00	-2,230.40
5443 · Legal Counsel 0.00 2,500.00 -2,500.00 5444 · Accounting Support & Audit 297.00 13,000.00 -12,703.00	5436 · STLS Grants to Member Libraries	0.00	15,000.00	-15,000.00
5444 · Accounting Support & Audit 297.00 13,000.00 -12,703.00	5442 · Professional Fees	2,545.00	10,000.00	-7,455.00
	5443 · Legal Counsel	0.00	2,500.00	-2,500.00
5450 · Utilities 2,782.56 12,000.00 -9,217.44	5444 · Accounting Support & Audit	297.00	13,000.00	-12,703.00
	5450 · Utilities	2,782.56	12,000.00	-9,217.44

	Jan - Mar 23	Budget	\$ Over Budget
5451 · Building Maintenance & Repairs	3,156.39	20,000.00	-16,843.61
5453 · Loan Interest	505.98		
5454 · Commercial Insurance	6,894.15	12,500.00	-5,605.85
5471 · Vehicle Maintenance & Repairs	1,471.14	3,000.00	-1,528.86
5473 · Vehicle Fuel	4,098.88	24,000.00	-19,901.12
5474 · Vehicle Insurance	1,392.00	5,875.00	-4,483.00
5475 · Vehicle Purchase	0.00	0.00	0.00
5490 · Grants	17,406.45	100,000.00	-82,593.55
Total Expense	375,614.09	1,984,653.00	-1,609,038.91
Net Income	73,195.01	-64,755.00	137,950.01

QUARTERLY CLAIMS AUDITOR REPORT - SOUTHERN TIER LIBRARY SYSTEM Q1 2023 January 1, 2023 - March 31, 2023

Audit Date	# of Invoices	Invoice Total	Exceptior	Check Numbers	Check Date	Paid Total
1/11/23	25	47,626.91	0	40587 40611	1/13/23	47,626.91
1/25/23	30	21,514.33	0	40612 - 40641	1/27/23	21,514.33
2/8/23	38	123,224.26	0	40642 - 40679	2/10/23	123,224.26
2/22/23	35	30,352.52	1	40680 - 40714	2/24/23	30,352.52
3/8/23	17	42,925.25	0	40715 - 40731	3/10/23	42,925.25
3/22/23	59	40,307.88	0	40732 - 40790	3/24/23	40,307.88

EXCEPTION REPORT

Exception	Transaction			Claim	Item Service	Issue with Purchase Cause for
Reference	No/Date	Invoice Date	Amount	Payee/Vendor	•	Exception
40695	12/1/22	12/1/22	900.00	First Light Fiber	Service	Lost check
	Resolution:	Original chec	k voided; a	amount included	with February p	payment

Submitted by Louise Richardson, Internal Auditor

3/31/23

	Jan 31, 23	Dec 31, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1200 · Cash - Operating	3,572.54	2,713.40	859.14
1201 · Cash - Payroll	2,635.61	4,941.77	-2,306.16
1202 · Cash - Money Market	1,143,376.46	954,362.24	189,014.22
Total Checking/Savings	1,149,584.61	962,017.41	187,567.20
Accounts Receivable			
1380 · Accounts Receivable	27,563.32	111,641.24	-84,077.92
Total Accounts Receivable	27,563.32	111,641.24	-84,077.92
Other Current Assets			
12000 · Undeposited Funds	1,502.47	0.00	1,502.47
Total Other Current Assets	1,502.47	0.00	1,502.47
Total Current Assets	1,178,650.40	1,073,658.65	104,991.75
Fixed Assets			
1100 · Fixed Assets			
1102 · Building	2,092,487.60	1,099,684.02	992,803.58
1104 · Equipment	352,510.60	217,660.43	134,850.17
1105 · Internet Fiber	960,843.03	862,208.03	98,635.00
1106 · Vehicles	146,287.50	125,229.86	21,057.64
1112 · Accumulated Dep Building	-692,371.30	-656,629.29	-35,742.01
1114 · Accumulated Depreciation	-1,067,240.28	-974,234.51	-93,005.77
Total 1100 · Fixed Assets	1,792,517.15	673,918.54	1,118,598.61
Total Fixed Assets	1,792,517.15	673,918.54	1,118,598.61
Other Assets			
1382 · Prepaid expenses	83,657.56	89,476.05	-5,818.49
Total Other Assets	83,657.56	89,476.05	-5,818.49
TOTAL ASSETS	3,054,825.11	1,837,053.24	1,217,771.87
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2600 · Accounts Payable	865.78	1,968.56	-1,102.78
Total Accounts Payable	865.78	1,968.56	-1,102.78
Other Current Liabilities			
2601 · Accrued P/R	4,278.73	4,657.95	-379.22
2604 · Deferred Grant	328,777.89	328,777.89	0.00
2605 ⋅ Retainage Payable	7,498.42	7,498.42	0.00
2625 · Payroll Deductions Payable	0.02	167.42	-167.40
2626 · Flex Spending Deduction Payable	506.20	581.84	-75.64
2627 · PFL Payable to Insurance	4,631.80	4,309.34	322.46
2635 · Capital Notes Payable	136,000.00	0.00	136,000.00
2640 · Accrued Compensated Absences	138,984.07	134,275.67	4,708.40
Total Other Current Liabilities	620,677.13	480,268.53	140,408.60
Total Current Liabilities	621,542.91	482,237.09	139,305.82

Southern Tier Library System Treasurer's Report As 1/31/23 (Depreciation)

	Jan 31, 23	Dec 31, 22	\$ Change
Total Liabilities	621,542.91	482,237.09	139,305.82
Equity			
3200 · Fund Balance Unrestricted	2,014,594.87	2,095,116.73	-80,521.86
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	-29,119.11	-1,188,107.02	1,158,987.91
Total Equity	2,433,282.20	1,354,816.15	1,078,466.05
TOTAL LIABILITIES & EQUITY	3,054,825.11	1,837,053.24	1,217,771.87

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

	Jan - Dec 22	2022 Budget		Difference
Income				
4700 · Basic State Aid	876,495.00	\$	876,495.00	0.00
4706 · Jails and Institutions	4,061.00	\$	4,061.00	0.00
4709 · Local Services Support	96,382.00	\$	96,382.00	0.00
4710 · Supplemental Aid	129,854.00	\$	129,854.00	0.00
4711 · Coordinated Outreach	90,044.00	\$	90,044.00	0.00
4713 · State Corrections	26,850.00	\$	26,850.00	0.00
4714 · Bullet Aid NYS	0.00		0.00	0.00
4719 · Interest	536.96	\$	600.00	-63.04
4721 · E-Rate Funding	320,376.59	\$	171,130.00	149,246.59
4722 · PPP Loan	0.00		0.00	0.00
4723 · Member Library Cost Share	411,619.00	\$	412,779.00	-1,160.00
4724 · Member Library IT Contracts	55,477.03	\$	55,904.00	-426.97
4725 · Grants Revenue	366,924.00	\$	272,000.00	94,924.00
4733 · Member Library Processing Fees	1,148.00		0.00	1,148.00
4781 · Retiree Health Ins Payments	1,294.16	\$	1,300.00	-5.84
4782 · Donations	3,469.48	\$	3,212.00	257.48
4784 · General Reimbursements & Refund	13,793.40	\$	12,035.00	1,758.40
4785 ⋅ Gain/Loss on Disposal of Assets	2,900.00		0.00	2,900.00
Total Income	2,401,224.62		2,152,646.00	248,578.62
Gross Profit	2,401,224.62		2,152,646.00	248,578.62
Expense				
Total 5100 · Salaries	925,703.72	\$	927,678.00	-1,974.28
Total 5150 · Personnel Benefits	370,274.51		407,108.40	-36,833.89
5190 · Depreciation Expense	189,662.12		0.00	189,662.12
5204 · STLS Software & Small Equipment	13,333.76	\$	10,000.00	3,333.76
5205 · Maintenance Contracts & Leases	11,515.42	\$	12,000.00	-484.58
5407 · Integrated Library System	74,001.90	\$	75,000.00	-998.10
5408 · Platform Fees & Licenses	21,923.78	\$	18,000.00	3,923.78
5409 · STLS Telephone/Internet	334,144.70	\$	185,000.00	149,144.70
5417 · Library Materials	11,802.28	\$	17,000.00	-5,197.72
5418 · Consultant Collection	719.05	\$	1,800.00	-1,080.95
5419 · Electronic Materials	8,279.16	\$	10,000.00	-1,720.84
5420 · Staff Development Travel	9,058.50	\$	13,500.00	-4,441.50
5422 · Trustee Mileage	2,689.56	\$	5,000.00	-2,310.44
5424 · Conference Registration	8,801.66	\$	12,180.00	-3,378.34
5425 · Staff & Member Library Mileage	3,215.40	\$	3,000.00	215.40
5427 · Programming & Annual Conference	7,629.62	\$	8,500.00	-870.38
5428 · Meeting Supplies	1,181.86	\$	1,500.00	-318.14
5430 · Office Supplies	3,588.08	\$	5,000.00	-1,411.92
5433 · Postage	3,125.74	\$	2,400.00	725.74
5434 · Public Relations	8,298.50	\$	10,000.00	-1,701.50
5436 · STLS Grants to Member Libraries	11,116.88	\$	16,000.00	-4,883.12
5442 · Professional Fees	10,739.00	\$	10,000.00	739.00

	Jan - Dec 22	2	022 Budget	Difference
5444 · Accounting Support & Audit	14,700.49	\$	12,000.00	2,700.49
5450 · Utilities	11,682.25	\$	11,500.00	182.25
5451 · Building Maintenance & Repairs	18,875.30	\$	20,000.00	-1,124.70
5454 · Commercial Insurance	12,862.18	\$	12,500.00	362.18
5471 · Vehicle Maintenance & Repairs	5,138.77	\$	4,500.00	638.77
5473 · Vehicle Fuel	23,228.47	\$	25,900.00	-2,671.53
5474 · Vehicle Insurance	5,578.09	\$	5,875.00	-296.91
5475 · Vehicle Purchase	1,000.00	\$	73,205.00	-72,205.00
5490 · Grants	305,441.00		123,816.51	181,624.49
Total Expense	2,429,311.75		2,039,962.91	389,348.84
Net Income	-28,087.13		112,683.09	-140,770.22

*Net Income Without Depreciation Expense or Prepaid Calculations \$ (1,079,481.17)

** Net Income Without Depreciation or Capital Costs

\$ 9,095.78

Personnel & Policies Committee

Meeting Minutes Tuesday, April 11, 2023 at 12:00 pm

Meeting Location: Southern Tier Library System - Painted Post



Committee Members in Attendance: Denise King (chair), Susan McGill, Barbara Hubbell, and Richard Ahola

Staff: Brian M. Hildreth

Policies

Committee members reviewed and discussed the Grant Funds Policy and Emergency Closing Policy B. Hildreth presented changes to the Emergency Closing Policy that reflect current practice relative to the Travel, Working Remotely, and Conferences Policy. Committee members asked questions about the policy. It was recommended the policy eventually become part of the Emergency Preparedness Policy because it is short, and the content of the policy is most appropriate for the Emergency Preparedness Policy. A few revisions were suggested and incorporated. Committee members asked B. Hildreth to include the policy in April's board packet for full board consideration.

The committee also voted on the Grant Funds Policy...

<u>Approve Proposed Revisions to Grant Funds Policy</u>

<u>Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the Organizational Meeting Policy as presented at the January 17, 2022 board meeting considering any revisions during board meeting Discussion.</u>

Motion by R. Ahola; Seconded by S. McGill. Unanimously passed.

Personnel

Part Time Business Manager

B. Hildreth informed the committee that A. Zimmerlin has been selected for the position. His start date was April 10, 2023, and he will be training with the Business Office and current Business Manager until June 30, 2023. An Executive Director recommendation will be made at April's board meeting for his probationary appointment.

Full Time Technology Support Specialist Job Description and Advertisement

B. Hildreth presented proposed revisions to the IT Procurement Specialist position, which fell vacant in September 2022. The Division of Information Technology has reviewed the position, and recommends

changes based on board-approved revisions to the ILS Manager and Director of IT positions. The job title of the position would change to Technology Support Specialist, and focus strictly on equipment and software procurement for member libraries and STLS. It would also incorporate training on equipment. The committee reviewed the description, asked questions, and made suggestions. B. Hildreth asked the committee to make a recommendation to the full board for approval.

Approve Job Title & Job Description Revisions to the IT Procurement Specialist position

<u>Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the revisions to the Job Title & Description of the IT Procurement Specialist position, which includes a job title change to Technology Support Specialist and supports the advertisement of this vacant position.</u>

Motion by B. Hubbell; Seconded by R. Ahola. Unanimously passed.

Part Time Professional Development and Outreach Library Clerk and Member Services Consultant Position

B. Hildreth proposed the Library Clerk position, which is a new position to STLS. The Division of Professional Development and Outreach had worked with B. Hildreth to create the position after lengthy discussions around the current job description of the Member Services Consultant position. He noted it was difficult to fill the Member Services Consultant position because it contained a significant percentage of clerical tasks, but also had managerial responsibilities, which created difficulty recruiting and hiring for the position. The new Library Clerk position would remove all clerical duties from all professional staff within the division, which will free them up to focus on member services.

Committee members asked several questions about the position's responsibilities, and financial impacts. They also made suggestions. B. Hildreth asked the committee to make a recommendation to the full board for approval.

Approve Creation of Job Title & Job Description of Part Time Library Clerk position

<u>Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves to creation of the Job Title & Description of the Part Time Library Clerk position, and supports the advertisement of this vacant position.</u>

Motion by S. McGill; Seconded by B. Hubbell. Unanimously passed.

Organizational Chart Review

The committee discussed changes to the organizational chart based on information shared during the meeting. B. Hildreth answered questions, and indicated he still needed to communicate with staff

about possible revisions once decisions were made about the Member Services Consultant position. No time frame was set for finalizing the changes, but B. Hildreth indicated all revisions could be determined by June 2023.

Meeting adjourned at 1:07 pm.

Minutes respectfully submitted by: Brian M. Hildreth

EMERGENCY CLOSING POLICY

In the event the Executive Director or their Designee of the Southern Tier Library System, or their Designee deems it necessary to close the library system's headquarters due to inclement weather or other unforeseen circumstances, or if roads are closed by the employee's county of residence, employees who are unable to work remotely will be paid for the hours that they are scheduled to work on that particular day.; Compensation will consist of up to five work days per incident each year. If more than five work days is required by the status of the situation, or there is an exceptional emergency, the Executive Director or their Designee will-consult with the Board of Trustees. In exceptional or emergency circumstances the Executive Director or their Designee may consult with inform the Board President of the Board of Trustees, Vice President, or Board of Trustees. a Designee. If closure of the building is deemed necessary, or if roads are closed by the employee's county of residence, employees will be paid for the hours that they are scheduled to work on that particular day if they are unable to work remotely.

Original policy adopted by STLS Board of Trustees, November 2004 Reviewed by Policies Committee, November 2008 Revised by Board Approval January 17, 2017, Month, Day, Year.

Finance & Facilities Committee

Meeting Minutes Monday, April 10, 2023



Members Present: Sisi Barr (chair), Betsy Gorman, Richard Urban, Louise Richardson, and Brian Hildreth Guest: Kathy Stickler, Auditor, attended virtually.

Meeting was called to order at 3:18 pm

<u>Pre-Audit Meeting with Mengel, Metzger & Barr</u> – Kathy Stickler, as in previous years, shared the focus of the annual audit process to include identifying assets, revenues, and risks based on accepted accounting practices. She also shared as of 2022 new lease auditing standards will need to be implemented to keep track of all our leases to include assets (right of use) and lease liabilities. Kathy will discuss this further with the board. Kathy stated that the auditing team will be on site the week of April 24th.

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

March's Treasurer's Report- Brian shared that our cash balance is a little over \\$1.3 million as compared to about \$2 million last year. Brian stated that we are in good shape considering the capital renovation project and the pandemic shutdowns. Brian also shared the USDA loan portion, line item 2635 of approximately \$137,000, will be paid back in fixed monthly amounts this fiscal year. We are in a slightly better financial place than in 2019..

<u>March's Financial Clerk's Report</u>- Brian noted that item 5408 – Platform Fees and Licenses reflects the 1st of 4 quarterly payments for <u>Overdrive</u> E-Books. Item 5453 – Loan Interest is the amount for the USDA loan repayment.

<u>March's Profit-Loss Statement</u> – is the first quarter statement. We expect to receive State Aid hopefully in July or August depending on when the State Budget is passed. Also noted is the amount Item 5436 – Public Relations – for new graphic designs to enhance STAR-CAT on all formats.

<u>March's Treasurer's Report (Depreciation)</u> – Fixed Assets of approximately \$1.8 million, about \$674,000 over last year is attributed to our office renovation project.

<u>Profit Loss Budget vs. Actual End of Year 2021 Statement</u> – Brian shared that we are in good financial shape. We took in more in grants – Item 4725 than expected. Net income without depreciation or capital cost shows a carryover of roughly \$9,000 for the year.

<u>1st Quarter Claims Auditor Report</u> – Louise reported the one check need to be re-issued. No other issues. <u>Deposit Summary and Expenditures Report</u> – are included in the Board packet.

STLS Office Renovations – Financial Revenue/Cost Summary.

Exterior Lighting – the Goose neck fixtures have failed and need to be replaced, Brian has begun securing bids for fixtures and labor cost. The parking lot will need to be re-sealed; this may be the last year for this type of maintenance as the surface is degrading and will need to be replaced. Brian will put

a bid out next week for re-sealing.

<u>Business Manager Position</u> – Andy Zimmerman who has worked with STLS since 2014 as a van driver will be appointed as Business Manager after completing an accounting degree recently.

Hearing no other business, Betsy made a motion to adjourn the meeting and Richard seconded. Meeting adjourned at 4:30 pm.

Submitted by: Sisi Barr, Treasurer

Profit Loss Statement

REVENUES

	Name	Aı	nount	Percent of Project
	NYS Bullet Aid	\$	13,000.00	1%
	NYS Construction Aid 2019/2020 (90%)	\$	361,312.00	32%
	2020/2021 Operating Carryover	\$	391,565.00	35%
	Reserve Funds	\$	361,308.67	32%
Total Reve	nue	\$1	1,127,185.67	
EXPENSES				
Expenses				
	Name	Aı	mount	Percent Project
	Mechanical Contract	\$	149,968.35	13%
	General Construction Contract	\$	648,274.48	58%
	Electrical Contract	\$	142,528.16	13%
	Plumbing Contract	\$	88,600.00	8%
	Archtectural, Engineering and Project Management Contract	\$	56,522.71	5%
	Appliances & Furniture	\$	37,178.07	3%
	Miscellaneous	\$	4,113.90	0%
Total Expe	nses	\$1	1,127,185.67	
Difference	Between Revenue and Expenses	\$	-	

		Bu	dgeted	Act	ual	Dif	ference
Project Cos	t: Contracts Only (General, Mechanical, Plumbing, and Electric	\$	957,900.00	\$	1,029,370.99	\$	71,470.99
Project Cos	t: Contracts with Architectural, Engineering & Project Mgmt.	\$1	,111,720.67	\$	1,085,893.70	\$	(25,826.97)
Project Cos	t: Contracts & AEP with Contingency	\$1	,207,900.00	\$	1,085,893.70	\$	(122,006.30)
Project Cos	t: Overall Spending (Contracts, Appliances, Furniture, Misc.)	\$1	,207,900.00	\$	1,127,185.67	\$	(80,714.33)

Public Relations Committee

Meeting Minutes
Tuesday, March 21, 2023 – 1:30 pm



Meeting Location: Southern Tier Library System – Painted Post, New York

Committee Members in Attendance: Lynnette Decker (chair), Felicity Wright, Kathy Green, and David Haggstrom

Staff Present: Brian Hildreth

Meeting called to order at 1:30 pm

2023 Advocacy Efforts

B. Hildreth updated committee members on 2023 Advocacy Calendar activities. He noted Advocacy Day was a success despite cancelling in-person visits due to poor weather and travel conditions. Library advocates met with legislators online. He said the Senate and Assembly had released one house budgets to counter the governor's proposal. Both legislative proposals called for increases in library operating and capital aid. STLS is communicating with members about the importance of advocating between now and when the budget is approved. Several emails and social media posts are being generated to encourage advocacy efforts. It is possible the budget does not pass on time due to political negotiations. However, a mid-April deadline will be helpful, so STLS can inform member libraries about next year's aid amounts including NYS Public Library Construction Aid.

Construction Aid Applicants and Allocations to Member Libraries

B. Hildreth informed trustees that all 13-member library applications have been submitted to the State, and all required edits presented by the New York State Library have been completed for 2022/2023 applicants. The library system is now waiting on reviews done by the Dormitory Authority in Albany. It will be several months before we know the status of applications.

Committee members reviewed the guidelines for 2023/2024 NYS Public Library Construction Aid to STLS Member Libraries. The Committee agreed the priorities for the upcoming year should be: (1) Improved Accessibility, (2) Improved Energy Efficiencies, (3) Phased Building Additions/Expansion or New Building, (4) Serving Underserved, and (5) Projects that can be completed with 50% NYS matching funds. The committee also reviewed the timeline for submitting Notifications of Intent to Apply, and the Application Deadline. The committee set June 16, 2023 as the date for when Notifications of Intent to Apply are due to the library system, and August 25, 2023 is the Application Deadline. The committee will meet with member libraries on July 28, 2023 to review projects.

Vacant Library System Trustee Seats

Committee members identified possible candidates to serve on the library system board from Allegany and Steuben counties. Both counties have a vacant seat on the board. Committee members agreed to reach out to prospective trustees between now and the April meeting. Trustees will report on findings in April.

Meeting adjourned at 1:58 pm

Respectfully submitted: Brian M. Hildreth, STLS Executive Director

10:51 AM 04/04/23 45123

Southern Tier Library System Unpaid Bills Detail As of April 7, 2023

1/15/23

	700 01 74	P1111 - 1	7	
Тура	Date	Num	Due Date	Open Balance
Berr, Mathilde Bill	04/07/2023	1st Qtr	04/07/2023	√ 185.06 √
Total Berr, Mathilde				166.06
ø Bower, Sarina				
BIII	04/07/2023	04192	04/07/2023	✓ 350.00 ✓
Total Bower, Sarina				350.00
@Corning Netural Gas 8M	04/07/2023	Mer 20	04/07/2023	✓ 307.19 ✓
Total Coming Natural Gas				307.19
€ CQ Simple LLC Bill	04/07/2023	32916	04/07/2023	✓ 51.28√
Total CQ Simple LLC				51.28
Decker, Lynnette Bill	04/07/2023	Jan 20	04/07/2023	✓ 99.56
Total Decker, Lynnette				99.56
Gale/CENGAGE Learning - Bill - Bill - Bill - Bill - Bill - Bill	04/07/2023 04/07/2023 04/07/2023 04/07/2023 04/07/2023 04/07/2023	80848 80674 80632 80897 80721	04/07/2023 04/07/2023 04/07/2023 04/07/2023 04/07/2023 04/07/2023	48.78 / 22,40 / ~111,18 / ~26,39 / ~80,77 / ~25.59 /
Total Gale/CENGAGE Learn	ning			315.09
a LaBella Associates Bill	12/31/2022	168303	12/31/2022	₩ 865.78
Total LaBella Associates				885.78
Affuit Media Services Bill	04/07/2023	87597	04/07/2023	V1,710.10V
Total Multi Media Services				1,710.10
ANYSEG Bill	04/07/2023	Mar 20,	04/07/2023	265,86
Total NYSEG				265.86
Overdrive (Bill (Bill	04/07/2023 04/07/2023 04/07/2023 04/07/2023 04/07/2023 04/07/2023 04/07/2023	01453 01453 01453 01453 01453 01453 01453	04/07/2023 04/07/2023 04/07/2023 04/07/2023 04/07/2023 04/07/2023 04/07/2023	149.76 1,076.88 1,650.19 75.00 93.93 114.95 182.96 386.38
Total Overdrive				3,690,02
O Southern Tier Network				7
• Bill • Bill • Bill • Bill • Bill	04/07/2023 04/07/2023 04/07/2023 04/07/2023 04/07/2023 04/07/2023	4957 4958 4936 4972 4987 4995	04/07/2023 04/07/2023 04/07/2023 04/07/2023 04/07/2023 04/07/2023	1,000.00 3,280.00 5,848.00 500.00 250.00
Total Southern Tier Network				9,095.00

Southern Tier Library System Unpaid Bills Detail As of April 7, 2023

Туре	Date	Num	Due Date	Open Baignce
#Springehare LLC Bill	04/07/2023	23-R1	04/07/2023	2,857.00
Total Springshare LLC				2,657.00
ØStaptee Business Cre Bill	dit 04/07/2023	16478	04/07/2023	133.93
Total Staples Business	Gredit			133.93
© United States Poetal & Bill	Bervice 04/07/2023	Apr 2023	04/07/2023	1,000.00
Total United States Por	sta! Service			1,000.00
& WEX Bank Bill	04/07/2023	68193	04/07/2023	1,438.41
Total WEX Bank				1,436.41
TOTAL				22,142,28

4:22 PM 03/21/23

Southern Tier Library System Unpaid Bills Detail As of March 24, 2023

3/22/2023

Туре	Date	Num	Due Date	Open Balance
⁰ Button, Vickle Bij	03/24/2023	Medica	03/24/2023	₩93.40
Total Button, Vickle				93.40
© Casella Wasto Services Bill	03/24/2023	2200873	03/24/2023	<u>~ 131.81</u> √
Total Casella Waste Service	16			131.81
*Deil Marketing LP Biil	03/24/2023	10857	03/24/2023	→ 9,510.00 ✓
Total Dell Marketing LP				9,510.00
ODemoo Biii	03/24/2023	7274043	03/24/2023	✓ 92.97 ✓
Total Demoo				92.97
• Eastern Managed Print Ne Bill	twork 03/24/2023	IN3759	03/24/2023	✓ 439,21 ✓
Total Eastern Managed Prin	t Network			439.21
© Empire Access Bill	03/24/2023	00004	03/24/2023	✓88.60 ✓
Total Empire Access				88.80
Empire Natural Gen Bill	03/24/2023	WSTL	03/24/2023	✓ 285.45 ✓
Total Empire Natural Gas				255.45
9 Hinglish, Darleen Bill	03/24/2023	Medica	03/24/2023	93.40
Total English, Darleen				93.40
9 Erie insurance Company Bill	03/24/2023	Apr 2023	03/24/2023	√1,8 84.95 √
Total Erie Insurance Compa	ny			1,864.95
◆ Excellus BC BS ▼ Bill ✓ Bill	03/24/2023	Apr 2023 Apr 20	03/24/2023 03/24/2023	2,449.56 165.52
Total Excellus BC BS				2,615.06
Firet Benkcerd Bill Bill Bill Bill Sill	03/24/2023 03/24/2023 03/24/2023 03/24/2023 03/24/2023	44182 44182 44182 44182 44182	03/24/2023 03/24/2023 03/24/2023 03/24/2023 03/24/2023	239.78 250.99 172.80 21,290.40 2389.03
Total First Benkcard				2,451.98
• Frontier Communications Bill	03/24/2023	Apr 2023	03/24/2023	✓ 204.38 ✓
Total Frontier Communication	ns.			204.38
6Gele/CENGAGE Learning Bill	03/24/2023	80535	03/24/2023	499.81
Total Gala/CENGAGE Learn	iling			499.81

Southern Tier Library System Unpaid Bills Detail As of March 24, 2023

Туре	Dela	Num	Due Date	Open Balance
éHallahan, Shella Bili	03/24/2025	Medics	03/24/2023	63.45
Total Hallehan, Shelle				93.40
PHolden, Lorstin Bill	03/24/2023	Medica	03/24/2023	₩83.40 ✓
Total Holden, Lorette				93.40
& Hurrana Bill	03/24/2023	Apr 2023	03/24/2023	€41.40 √
Total Humana				41.40
Otherson, Marola Bill	03/24/2023	Medica	03/24/2023	✓ 93.40 ✓
Total McPherson, Marola				93.40
Cheleon, Jane Bill	03/24/2023	Mades	03/24/2023	✓ 93.40 ✓
Total Releon, Jana				93.40
Gyship Bij	03/24/2023	588	03/24/2023	✓ 12,841.14 ✓
Total NYSHIP				12,841.14
Overchivs -(Bil) -(Bil) -(Bil) -(Bil) -(Bil) -(Bil) -(Bil) -(Bil) -(Bil) -(Bil)	03/16/2023 03/24/2023 03/24/2023 03/24/2023 03/24/2023 03/24/2023	01463 01463 01463 01483 01463	03/15/2023 03/24/2023 03/24/2023 03/24/2023 03/24/2023	58.42 -61.98 -789.99 -403.95 -309.01
Total Overdrive				1,498.65
ePasange, Mary Bill: Total Pasange, Mary	03/24/2023	Medica	03/24/2023	4-83.40 V
Pitney Bowee				/
	03/24/2023	33172	03/24/2023	₩ 89 <u>8.19</u>
Total Pitney Bowse				568.19
⁶ Quiggle, Mary Kay Bill	03/24/2023	Medice	03/24/2023	₩93.40 ✓
Total Quiggla, Mary Key				93.40
a Soud, Danie Etti	03/24/2023	03282	03/24/2023	¥200.00 V
Total Soud, Dania				200.00
Time Warner Cable, II. Bill	03/24/2023	83565	03/24/2023	₩ 500.00 V
Total Time Warner Cable, II	L			500,00

Southern Tier Library System Unpaid Bills Detail As of March 24, 2023

Туре	Date	Num	Due Date	Open Balance
CTime Warner Cable, PA				
-	03/24/2023	14558	03/24/2023	√ 800.00 √
√ j3	03/24/2023	14651	03/24/2023	✓ 575.00 ✓ /
₽ BIII	03/24/2023	14651	03/24/2023	- 575.00
1- 1	03/24/2023	12022	03/24/2023	L 44.99
AIII	03/24/2023	14551 14520	03/24/2023	-675 .00
BIII	03/24/2023	14377	03/24/2023	500.00
Valii	03/24/2023	08807	03/24/2023	44.99
VOIII	03/24/2023	08822	03/24/2023	154.98
VBIII	03/24/2023	14388	03/24/2023	-1,75 0.00
Total Time Warner Cable	, PA			6,351.94
4United Healthcare Insur	ance Company			
BIII .	03/24/2023	Apr 2023	03/24/2023	305.50
Total United Healthcare in	nsurance Company			305.50
[€] Vertzon Wireless				
Bill	03/24/2023	99289	03/24/2023	└ 177.22 ✓
Total Vertzon Wireless				177.22
Wigg, Ristlina				/
Bill	03/24/2023	Medice	03/24/2023	S3.40
#Total Wigg, Ristlina				83.40
TOTAL				40,307,88
-				70,001.00

2:13 PM 03/07/23 3/8/23

Southern Tier Library System Unpaid Bills Detail As of March 10, 2023

3/0/2023

Туре	Date	Num	Due Date	Open Balance
ρ Cappadonia, Keturah Bili	03/10/2028	Mar 20	03/10/2023	40.61
Total Cappadonia, Keturah				40.61
PCorning Netural Gas Bill	03/10/2023	Feb 20	03/10/2023	. ∠ 363.49 √
Total Coming Natural Gas				363.49
0 CPR interLink Bill	03/10/2023	23-0253	03/10/2023	✓ 728.00 ✓
Total CPE InterLink				726.00
© Dell Marketing LP Bill	03/10/2023	10656	03/10/2023	√ 11,174.36 √
Total Dell Marketing LP				11,174.38
9 Energy Cooperative of An	nerica 03/10/2023	998044	03/10/2023	✓ 446.74 V
Total Energy Cooperative of				448.74
#FiretLight Fiber	03/10/2023	13203	03/10/2023	800.00
Total FirstLight Fiber		10100111		
6 Friendly Freds				900.00
/ Bill / Bill	03/10/2023 03/10/2023	29941 29955	03/10/2023 03/10/2023	492.84 √ 61.00 √
Total Friendly Freds				683.84
1 ingram Library Services 7 Bill 7 Bill	03/10/2023 03/10/2023	74468, 74430,	03/10/2023 03/10/2023	✓12.57 [√] / ✓ 49.87 √
48M 48M	03/10/2023 03/10/2023	74456 74456	03/10/2023 03/10/2023	344.85 V
1881	03/10/2023	74430	03/10/2023	171.97
Total Ingram Library Service	6			639.15
0 Murphy, Sally Jacoby Elli	03/10/2023	2/23 D	03/10/2023	□ 50.00 ✓
Total Murphy, Sally Jacoby				50.00
o nyseg Bill	03/10/2023	Feb 20	03/10/2023	257.53
Total NYSEG				257.53
© Overdrive				
7 80 780	08/10/2023 03/10/2023	01463 01463	03/10/2023	240.78
4 8W	03/10/2023	01453	03/10/2023	1,078.34 234.55
. vàin ∼Bui	03/10/2023 03/10/2023	01463 01453	03/10/2023 03/10/2023	✓3.028.27 ✓
√94 1	03/10/2023	01453	03/10/2023	1,814,12 √
7811 7811	03/10/2023	01463 01463	03/10/2023 03/10/2023	482.83 283.88
√311 ,∕311	03/10/2023	01463	03/10/2023	✓ 267.78
- Bill - Bill - Bill	03/10/2023 03/10/2023 03/10/2023	01453 01453 H-009	03/10/2023 03/10/2023 03/10/2023	90.48 3,000.00

Southern Tier Library System Unpaid Bills Detail As of March 10, 2023

Type	Dete	Num	Due Date	Open Belance
✓BAII ✓BAII	03/10/2023 03/10/2023	014 63 014 63	03/10/2023 03/10/2023	✓1,180.33 ✓3,082.03
Total Overdrive				14,998.39
• Retterer & Sone LLC BIII	03/10/2023	3815	03/10/2023	≈ 540.75 ✓
Total Retierer & Sons LLC				540.75
Southern Tier Notwork JBNI JBNI JBNI JBNI JBNI JBNI JBNI JBN	03/10/2023 03/10/2023 03/10/2023 03/10/2023 03/10/2023 03/10/2023	4894 4896 4903 4809 4824 4932	03/10/2023 03/10/2023 03/10/2023 03/10/2023 03/10/2023 03/10/2023	7,000.00 -1,250.00 -3,845.00 -800.00 -250.00
Total Southern Tier Network				0,005.00
6Bouthern Tier Wireless inc	03/10/2023	111358	03/10/2023	₩ 75.00 ✓
Total Southern Tier Wireless	Ing			75,00
≠Otapica Businees Credit Bill	03/10/2023	18472	03/10/2023	<i>y</i> 53.46 √
Total Staples Business Cred	lt			53.46
a Swan, Emily Bill	03/10/2023	030623	03/10/2023	∠ 1,800.00 ✓
Total Swen, Emily				1,500.00
• WEX Bank Bill	03/10/2023	87537	03/10/2023	-1,813.12
Total WEX Bank				1,513.12
TOTAL				42,825.26

11:55 AM 02/21/23

2/23/23 Southern Tier Library System Unpaid Bills Detail As of February 24, 2023



Туре	Dete	Num	Due Deta	Open Balance
 AFT Mechanical Bit 	12/31/2022	6-9609	12/31/2022	V7,498.42
Total AFT Mechanical				7,498.42
QAlmond Library Bill	02/24/2028	2 022 A	02/24/2023	∠1,459.43 ✓
Total Almond Library				1,489.43
_D Beell, Connie Bill	02/24/2023	2/9/23	02/24/2023	✓ 48.47 ✓
Total Beall, Connie				48.47
g Button, Vickle Bill	02/24/2023	Medica	02/24/2023	✓ 93.40 √
Total Button, Vickle				93.40
pCasella Wasts Servic Bili	02/24/2023	2195063	02/24/2023	✓ 134.07 √
Total Casella Waste Sc	ervices			134.07
PClark, Denelyn Bill	12/31/2022	11/29/	12/31/2022	
Total Clark, Danalyn				41.26
⁶ -CQ Simple LLC Bill	02/24/2023	32916	02/24/2023	✓ 42.78 ✓
Total CQ Simple LLC				42.7B
# Eastern Managed Pris 9M	nt Network 02/24/2023	IN3720	02/24/2023	√439.21 ✓
Total Eastern Managed	Print Network			439.21
ρ Empire Access Bill	02/24/2023	00004	02/24/2023	√ 88.79 √
Total Empire Access				88.79
PEmpire Naturel Ges Bill	02/24/2023	WSTL	02/24/2023	255.45 🗸
Total Empire Natural G	8			255.45
ø English, Derleen Bill	02/24/2023	Medica	02/24/2023	⊌ 93.40 √
Total English, Darleen				93.40
◆ Erie Insurance Compa Bill	uny 02/24/2023	Mar 20	02/24/2023	√ 1,852.73 √
Total Erie Insurance Co	ompany			1,852.73
© Excellus BC BS Bili Bili	02/24/2023 02/24/2023	Mar 20 Mar 20	02/24/2023 02/24/2023	2,449.56 V
Total Excellus BC BS				2,815.08
Fillmore Library Bill	02/24/2023	2022 A	02/24/2023	✓ 488.99 √
Total Fillmore Library				488.99

Southern Tier Library System Unpaid Bills Detail As of February 24, 2023

_					
	Туре	Date	Num	Due Daio	Open Belance
	First Bankcard (#30) (#30) (#30) (#30) (#30) (#30) (#30) (#30) (#30) (#30) (#30)	02/24/2028 02/24/2028 02/24/2028 02/24/2028 02/24/2023 02/24/2023 02/24/2023	44182 44182 44182 44182 44182 44182 44182	02/24/2023 02/24/2023 02/24/2023 02/24/2023 02/24/2023 02/24/2023	18.16 18.16 1,082.79 1,167.82 429.99 317.80
	Total First Sankcard				3,676.42
	© FiretLight Piber • Bill • Bill	12/30/2022 02/24/2023	129 5 2 13203	12/30/2022 02/24/2023	/ 900.00 913.88
	Total FirstLight Fiber				1,813.88
	# Friendly Freds # Bill #Bill	02/24/2023 02/24/2023	29908 29936	02/24/2023 02/24/2023	58.95 61.00
	Total Friendly Freds				119.95
	PFrontier Communications Bili	02/24/2023	Mar 20	02/24/2028	204.38
	Total Frontier Communicatio	ns .			204.38
	O Gale/CENGAGE Learning Bill	02/24/2023	79786	02/24/2023	125.65
	Total Gale/CENGAGE Learn	ing			125.65
	e Hatiahan, Shella Bill	02/24/2023	Medica	02/24/2023	√93.40 √
	Total Hallshan, Shells				83.40
	# Holden, Lorette Bill	02/24/2023	Medica	02/24/2023	₩83.40
	Total Holden, Loretta				93.40
	#Humana Bill	02/24/2023	Mar 20	02/24/2023	¥ 41.40 V
	Total Humana				41.40
	gMaPherson, Marcie Bil	02/24/2023	Medica	02/24/2023	23.40
	Total McPherson, Marcia				83,40
	Ø Moses, Elizabeth Bill	02/24/2023	02152	02/24/2023	✓ 100.00 ✓
	Total Moses, Elizabeth				700.00
	t Nelson, Jane Sili	02/24/2023	Medica	02/24/2023	✓ 83.40 ✓
	Total Nelson, Jene				93.40
	NYS Education Department Bit	t 02/24/2023	Middle	02/24/2023	100.00
	Total NYS Education Depart	ment			100.00

Southern Tier Library System Unpaid Bills Detail As of February 24, 2023

Туре	Date	Num	Due Date	Open Balance
4 Overdrive 43 43 43 63	02/24/2023 02/24/2023 02/24/2023 02/24/2023	01453 01453 01453	02/24/2023 02/24/2023 02/24/2023 02/24/2023	1,3674,94 1,381.88 119.98 358.40
Total Overdrive				5,832,20
SPALA Bill	02/24/2023	20001	02/24/2023	80.00
Total PaLA				80.00
& Passage, Mary Bill	02/24/2023	Medica	02/24/2023	√ 93.40 √
Total Passage, Mary				93.40
4 Quiggle, Mary Kay Bii	02/24/2023	Medica	02/24/2023	₩83.40
Total Quiggie, Mary Kay				93.40
i Retterer & Sone LLC Bill	02/24/2023	3778	02/24/2023	√ 540.75 ✓
Total Retterer & Sons LLC				840.75
@ Time Warner Cable, PA Biii	02/24/2023	14386	02/24/2023	√ 1,780.00 √
Total Time Warner Cable, P	'A			1,750.00
 United Healthcare Insuran Bill 	ce Company 02/24/2023	Mar 20	02/24/2023	306.50
Total United Healthcare Inst	irance Company			305.50
// Verizon Wireless Bill	02/24/2023	99265	02/24/2028	V 177.22
Total Verizon Wireless				177.22
/ Wigg, Rietlina Bill	02/24/2023	Medica	02/24/2023	√83.40 ✓
Total Wigg, Ristlina				93.40
TOTAL				30,362.62

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	Туре	Date	Num	Due Date	Open Balance
n Addi:	on Library II	02/10/2023	2023 8	02/10/2023	V 3,276.87 ✓
Total	Addison Library				3,276.87
₫ Arkp c	ort Library	02/10/2023	2023 S	02/10/2023	✓ 883.23
Total	Arkport Library				863,23
Atlant Bi	ta Library	02/10/2023	2023 8	02/10/2023	✓ 2,159,24 ✓
Total a	Atlanta Library				2,159.24
† Avoci Bi	a Library 	02/10/2023	2023 \$	02/10/2023	√ 6,118.52 ✓
Total a	Avoca Library				6,118.52
© Bake r Bi	& Taylor }	02/10/2023	20372	02/10/2023	✓ 18.48 ✓
Total 1	Baker & Taylor				16.48
© Rath I Bi		02/10/2023	2023 8	02/10/2023	✓ 8,822.58 ✓
Total i	Bath Library				8,822.58
Cania Bi	teo Librery ii	02/10/2023	2023 \$	02/10/2023	✓ 2,713.65
Total	Cenisteo Library				2,713.66
Coho Bi	cton Library I	02/10/2023	2023 8	02/10/2023	~ 3,580.87 √
Total (Cohocton Library				3,580.87
© Comi Bil	n g Library I	02/10/2023	2023 8	02/10/2023	~ 20, 9 73.22
Total (Corning Library				20,973.22
GorniBil	ng Natural Gee I	02/10/2023	Jan 20	02/10/2023	√ 317.53 ✓
Total (Coming Natural Gas				317.63
CPE II Sii Bii	•	12/31/2022 12/31/2022	22-1536 22-1804	12/31/2022 12/31/2022	125.00
Total (CPE InterLink				1,073.00
CQ SI	mple LLC I	02/10/2023	32916	02/10/2023	✓ 42.78√
Total (CQ Simple LLC				42.78
la Delta Bi	Dental Insurance Ci i	ompany 02/10/2023	Feb 20	02/10/2023	✓ 180.86 ✓
Total I	Delta Dental Incurenc	se Company			190.86
∅ Energ Bil	y Cooperative of Ar	nerica 02/10/2023	993959	02/10/2023	✓ 836.80 ✓
Total I	Energy Cooperative o	f America			838.60

Type					
Bill	Туре	Date	Num	Due Date	Open Balance
Total Friendly Freds Carlo/2023 29677 02/10/2023 110.00 Gele/CENGAGE Learning Sill 02/10/2023 767741 02/10/2023 28.59 Sill 02/10/2023 767745 02/10/2023 28.59 Sill 02/10/2023 20/10/2023 28.50 Total Gele/CENGAGE Learning Hermanondaport Library Bill 02/10/2023 2023 8 02/10/2023 28.10 Hornell Library Bill 02/10/2023 2023 8 02/10/2023 28.138.36 Hornell Library Bill 02/10/2023 2023 8 02/10/2023 28.138.36 Hornell Library Bill 02/10/2023 2023 8 02/10/2023 28.25 Total Howard Library Jesper Library Bill 02/10/2023 2023 8 02/10/2023 28.25 Total Howard Library Jesper Library Bill 02/10/2023 2023 8 02/10/2023 28.50 Total NYSEG NYSEG NYSEG NYSEG NYSEG NYSEG NYSEG NYSEG NYSEG Sill 02/10/2023 586 02/10/2023 24.58 Bill 02/10/2023 5					
Gale/CBINGAQE Learning Bill G2/10/2023 79734 C2/10/2023 78.59 Bill C2/10/2023 79736 C2/10/2023 78.59 Fill C2/10/2023					¥110.00 110.00
Bill	Total Friendly Freds				220.00
Bill	6 Gale/CENGAGE Learning	1			
C2/10/2023			79734	02/10/2023	≥/28.70 √.
Bill			79741		
Total Gele/CENGAGE Learning Total Gele/CENGAGE Learning (2/10/2023	-				
Total Gele/CENGAGE Learning Hammandaport Librery Bill C2/10/2023 2023 8 C2/10/2023 4.891.30 Hornell Librery Bill C2/10/2023 2023 8 C2/10/2023 2.39.36 Hornell Librery Bill C2/10/2023 2023 8 C2/10/2023 2.39.36 Howard Librery Bill C2/10/2023 2023 8 C2/10/2023 2.3728.07 Total Howard Librery Bill C2/10/2023 2023 8 C2/10/2023 2.3728.07 Jesper Librery Bill C2/10/2023 2023 8 C2/10/2023 7.3728.07 Jesper Librery Bill C2/10/2023 2023 8 C2/10/2023 7.3728.07 Total Jesper Librery Bill C2/10/2023 Jan 20 C2/10/2023 7.3728.07 Total NYSEG NYSHIP Bill C2/10/2023 586 C2/10/2023 7.2541.18 Total NYSHIP COverdive Bill C2/10/2023 01453 C2/10/2023 7.1941.72 Bill C2/10/2023 01453 C2/10/2023 7.1				·	
Hammanondaport Library Bill C2/10/2023 2023 8 C2/10/2023 4,891.30 Hornell Library Bill C2/10/2023 2023 8 C2/10/2023 2,138.38 Total Homell Library Bill C2/10/2023 2023 8 C2/10/2023 2,138.38 Howard Library Bill C2/10/2023 2023 8 C2/10/2023 3,728.07 Jeaper Library Bill C2/10/2023 2023 8 C2/10/2023 2,728.07 Jeaper Library Bill C2/10/2023 2023 8 C2/10/2023 2,728.07 NYSEQ Bill C2/10/2023 2023 8 C2/10/2023 2,728.44 NYSEQ Bill C2/10/2023 Jan 20 C2/10/2023 2,757 Total NYSEQ 247.57 NYSHIP Bill C2/10/2023 686 C2/10/2023 2,241.18 Overdrive Bill C2/10/2023 C1453 C2/10/2023 119.98 C2/10/2023 C1453 C2/10/202			/4/90	02/10/2023	
Dill		umug			225.14
Hornell Library Bill		02/10/2023	2023 8	02/10/2023	1/ 4,991.30
Total Homeli Library Bill	Total Hammondaport Libra	ry			4,991,30
Total Homeli Library Howerd Library Bill					,
Howerd Library Bill		02/10/2023	2023 8	02/10/2023	≥ 8,139.38 ✓
Total Howard Library 3,728.07	Total Homell Library				8,139.36
Total Howerd Library Bill 02/10/2023 2023 S 02/10/2023		02/10/2023	2021 0	02/40/2029	4 n 700 mm
Jesper Library Bill C2/10/2023 2023 S C2/10/2023 1,858.44 Total Jesper Library 1,858.44 NYBEG Bill C2/10/2023 Jan 20 C2/10/2023 247.57 Total NYSEG 247.57 NYSHIP C2/10/2023 586 C2/10/2023 12,641.18 Total NYSHIP 12,641.18 Overdrive Bill C2/10/2023 C1453 C2/10/2023 171.51 Bill C2/10/2023 C1453 C2/10/2023 C2/10/2023 C2/10/2023 C2/10/2023 C2/10/2023 C2/10/2023 C2/10/2023 C2/10/2023 C2/10/2023 C2/10	Total Howard Library		2025 0	OID IGIZOZO	
Total Jesper Library 1,858.44					3,729.07
NYSEG		02/10/2023	2023 8	02/10/2023	✓ 1,858.44 ✓
Dili O2/10/2023 Jan 20 O2/10/2023 247.57	Total Jesper Library				1,888,44
Total NYSEG NYSHIP Bill 02/10/2023 586 02/10/2023 12,841.18 Total NYSHIP Bill 02/10/2023 01453 02/10/2023 171.51 Bill 02/10/2023 01453 02/10/2023 171.51 Bill 02/10/2023 01453 02/10/2023 1,941.72 Bill 02/10/2023 01453 02/10/2023 3.6.91 Bill 02/10/2023 01453 02/10/2023 3.6.91 Bill 02/10/2023 01453 02/10/2023 157.48 Bill 02/10/2023 01453 02/10/2023 497.44 Bill 02/10/2023 01453 02/10/2023 487.44 Bill 02/10/2023 01453 02/10/2023 482.18 Bill 02/10/2023 01453 02/10/2023 59.99 Bill 02/10/2023 01453 02/10/2023 572.48 Collidation of the collidation of	NYBEG				
Total NYSEG NYSHIP Bill 02/10/2023 586 02/10/2023 /12,641.18 Total NYSHIP Overdrive Bill 02/10/2023 01453 02/10/2023 /171.51 Bill 02/10/2023 01453 02/10/2023 /171.51 Bill 02/10/2023 01453 02/10/2023 /171.51 Bill 02/10/2023 01453 02/10/2023 /181.72 Bill 02/10/2023 01453 02/10/2023 /187.48 Bill 02/10/2023 01453 02/10/2023 /467.44 Bill 02/10/2023 01453 02/10/2023 /467.44 Bill 02/10/2023 01453 02/10/2023 /467.48 Bill 02/10/2023 01453 02/10/2023 /59.99 Bill 02/10/2023 01453 02/10/2023 /59.99 Bill 02/10/2023 01453 02/10/2023 /572.48 Bill 02/10/2023 01453 02/10/2023 /59.99 Bill 02/10/2023 01453 02/10/2023 /572.48	BII	02/10/2023	Jan 20	02/10/2023	✓ 247.57 ✓
Total NYSHIP 12,641.18 Coverdrive Ball	Total NYSEG				
Total NYSHIP 12,641.18 Coverdrive Ball	9 AVSHIP				
Total NYSHIP Overdrive Bill 02/10/2023 01453 02/10/2023 171.51 Bill 02/10/2023 01453 02/10/2023 158.41 Bill 02/10/2023 01453 02/10/2023 157.48 Bill 02/10/2023 01453 02/10/2023 157.48 Bill 02/10/2023 01453 02/10/2023 167.44 Bill 02/10/2023 01453 02/10/2023 1682.18 Colloredrive Pathways inc 880.00 Pratisburgh Library Bill 02/10/2023 2023 8 02/10/2023 1/,432.03		02/10/2023	585	02/10/2028	A2841 48 V
Overdrive Bill	Total NYSHIP				, , , , , , , , , , , , , , , , , , , ,
Bill	-				12,041.15
Bill					
Bill					119.96
Bill 02/10/2023 01453 02/10/2023 157.48 Bill 02/10/2023 01453 02/10/2023 157.48 Bill 02/10/2023 01453 02/10/2023 487.44 Bill 02/10/2023 01453 02/10/2023 482.18 Bill 02/10/2023 01453 02/10/2023 289.89 Bill 02/10/2023 01453 02/10/2023 572.48 Bill 02/10/2023 01453 02/10/2023 2,283.42 Total Overdrive 6,312.07 Patinways inc 6,312.07 Praitisburgh Library Bill 02/10/2023 2023 8 02/10/2023 1/,432.03 Total Patinways inc 680.00					
Bill 02/10/2023 01453 02/10/2023 497.44 Bill 02/10/2023 01453 02/10/2023 487.44 Bill 02/10/2023 01453 02/10/2023 482.18 Bill 02/10/2023 01453 02/10/2023 589.99 Bill 02/10/2023 01453 02/10/2023 572.48 Bill 02/10/2023 01453 02/10/2023 572.48 Bill 02/10/2023 01453 02/10/2023 589.99 Bill 02/10/2023 01453 02/10/2023 589.99 Total Overdrive 6,312.07 Patinways inc 630.00 Praitisburgh Library Bill 02/10/2023 2023 8 02/10/2023 7.432.03		02/10/2023			
Bill 02/10/2023 01463 02/10/2023 482.18 689.99 89.99 89.99 672.48 672.			01453		
Bill 02/10/2023 01453 02/10/2023 572.48 572.48 6,312.07					497.44
Bill 02/10/2023 01453 02/10/2023 > 572.48 > 2,283.42 Total Overdrive 6,312.07 Pathways inc 02/10/2023 2023 E 02/10/2023 > 680.00 Total Pathways inc 680.00 Praitsburgh Library Bill 02/10/2023 2023 8 02/10/2023 > /,432.03					10
Bill					
Petinways inc 680.00 / Cotal Pathways inc 680.00 / Cotal P	-88				
### 02/10/2023 2023 E 02/10/2023	Total Overdrive				6,312.07
Total Pathways Inc 680.00 Praitisburgh Library Bill 02/10/2023 2023 8 02/10/2023 1.432.03					
Preitsburgh Library Bill 02/10/2023 2023 8 02/10/2023 1,432.03		02/10/2023	2023 E.,,	02/10/2023	✓ 680.00 ✓
Bill 02/10/2023 2023 8 02/10/2023 1/,432.03					690,00
Water Chattabases to Sansa		02/10/2023	2023 8	02/10/2023	1,432.03
	Total Pratiaburgh Library			_	, ,,

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Туре	Date	Num	Due Date	Open Balance
© Pultency Library Bill	02/10/2023	2023 8	02/10/2023	✓ 1,733.63 ✓
Total Pullency Library				1,733.63
() Richardson, Louise Bill	12/31/2022	Oct-Da	12/31/2022	✓ 73.75 ✓
Total Richardson, Louise	10000			73.75
Savona Library Bill	02/10/2023	2023 S	02/10/2023	✓ 3,012.86 ✓
Total Savona Library				3,012.86
© SCRLC				,
BIR	12/31/2022	6786	12/31/2022	∠ 2,560.00 ✓
Total SCRLC				2,560.00
Southern Tier Network	00 H 0 M 000	4005	02/10/2023	1/1000 00
13日	02/10/2023 02/10/2023	4825 4828	02/10/2023	✓1,000.00 ✓3,250.00
ENI	02/10/2023	4834	02/10/2023	3,545,00
Bill	02/10/2023	4840	02/10/2023	500.00
Bill	02/10/2023	4855	02/10/2023	250.00
Sill Total Southern Tier Network	02/10/2023	4863	02/10/2023	280.00
Southern Tier Wireless Inc				9,095.00
BAII	02/10/2023	110011	02/10/2023	75.00
Total Southern Tier Wireles	inc			75.00
Stapice Business Credit Bill	02/10/2023	18486	02/10/2023	. /2000.00.
Total Staples Business Cred		10400	02/10/2023	✓259.82 ✓ 259.52
©Terp's Enterprises inc	IR.			204,02
Bill	02/10/2023	18241	02/10/2023	2,425.00
Total Terp's Enterprises inc				2,425.00
Time Warner Cable, PA				, ,
, Bil	02/10/2023	14556	02/10/2023	500.00
- 13 M	02/10/2023	14551 14551	02/10/2023 02/10/2023	575.00 575.00
au	02/10/2023	12022	02/10/2023	✓ 44.99
- 80	02/10/2023	14551	02/10/2023	575.00
(BH	02/10/2023	14520	02/10/2023	~500.00 ✓
·BII	02/10/2023	14377	02/10/2023	-831.98
(21) (21)	02/10/2023 02/10/2023	08807 08822	02/10/2023 02/10/2023	- 44.99 - 154.98
Total Time Warner Cable, P	A			3,601,94
United Fire Equipment inc Bill	02/10/2023	11724	02/10/2023	₩ 89.00
Total United Fire Equipment	Inc			89.00
USDA Rural Development Bill	02/10/2023	Loan #	02/10/2023	2,400.00
Total USDA Rural Developm		LUGIT P	OU IMENES	
Wayland Library				2,400.00
Bill	02/10/2023	2023 8	02/10/2023	5,286.51
Total Wayland Library				6 ,286 .51

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Туре	Date	Num	Due Date	Open Balance
⇔WIX Benk Bili	02/10/2023	86748	02/10/2023	1,319.28
Total WEX Bank				1,319.28
TOTAL				123,224.26

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Southern Tier Library System Unpaid Bills Detail

1/24/2023 As of January 27, 2023

Date **Due Dete** Num **Open Balance ◆ (ALA) American Library Association** 236.00 01/27/2023 11160... 01/27/2023 Total (ALA) American Library Association 238.00 a Beiter & Taylor 01/27/2023 20372,,. 01/27/2023 ¥108.78 **▼** 01/27/2028 20372... 01/27/2023 **1** 39.77 ⋅ Total Baker & Taylor 148.55 <u> 2 Burns, Sheuntee</u> 01/27/2023 Speak... 01/27/2023 500.00 Total Burne, Shauntee 500.00 **9 Button, Vickle** 01/27/2023 Medice... 01/27/2023 93.40 Total Button, Vicide 93.40 **Casella Waste Services** BN 12/31/2022 2188608 12/31/2022 137.94 Total Casella Waste Services 137.94 ⁴ Deli Marketing LP 01/27/2023 10644... 01/27/2023 634.34 Total Deli Marketing LP 834.34 Sizestern Menaged Print Network 439.21 IN3682... 01/27/2023 01/27/2023 **Total Eastern Managed Print Network** 439.21 ● Empire Natural Gea 12/31/2022 WSTL... 12/31/2022 351.68 **Total Empire Natural Gas** 351.68 9 English, Derleen 01/27/2023 Medica... 01/27/2023 93.40 Total English, Derleen 93.40 **Ette Insurance Company** 01/27/2023 01/27/2023 Feb 20... **-1,852.73** ✓ Total Erie Insurance Company 1,852.73 Excellus BC BS 2,449.56 Bill 01/27/2023 Feb 20... 01/27/2023 165.52 01/27/2023 Feb 20... 01/27/2023 Total Excellus BC BS 2,615.08 First Benkoard 01/27/2023 44182... 01/27/2023 **294.99** • 01/27/2023 44162... 01/27/2023 425.00° 44162... 伊田 01/27/2023 01/27/2023 110.69 /BIII 44182... 01/27/2023 01/27/2023 **/BIB** 01/27/2023 44182... 01/27/2023 118.35 'BIII 01/27/2023 44182... 01/27/2023 121.99 **/Bill** 01/27/2023 01/27/2023 44182... 254,48 Total First Bankcard 1,087.50 Friendly Freds 01/27/2023 29630 01/27/2023 252.39 **Total Friendly Freds** 252.30

Тура	Date	Num	Due Date	Open Balance
© Frontier Communications Siti	01/27/2023	Fab 20	01/27/2023	207.52
Total Frontier Communication	278			207.62
• Gale/CENGAGE Learning / Bill Bill	01/27/2023 01/27/2023 01/27/2023 01/27/2023 01/27/2023	79868 79848 79884 79886 79889	01/27/2023 01/27/2023 01/27/2023 01/27/2023 01/27/2023	30.39 56.35 44.78 19.99 160.14
Total Gala/CENGAGE Lean	ning			312.68
e Hallahan, Shella Bill	01/27/2023	Medica	01/27/2023	₩ 83.40 V
Total Hallshan, Shella				93.40
SHolden, Loretta Bill	01/27/2023	Medica	01/27/2023	∠-93.40 √
Total Holden, Loretta				93.40
© Humene Bill	01/27/2023	Feb 20	01/27/2023	L-41.40 V
Total Humans				41.40
e McPherson, Marcis Bill	01/27/2023	Medice	01/27/2023	~83.40 \
Total McPherson, Marcia				93.40
Stuft Media Services L Bill L Bill	01 <i>/27/2</i> 023 01 <i>/27/2</i> 023	80606 80863	01/27/2023 01/27/2023	3,881.88
Total Multi Media Services				4,419.28
€ Neisen, Jana Bili	01/27/2023	Medica	01/27/2023	~ 93.40 √
Total Nelson, Jane				88.40
• Cessio, Witsinia Bill	01/27/2023	12/22/	01/27/2023	∠ 50.00√
Total Ocealo, Wilsinia				80.00
Overdrive *BH *BH *BB - BB *BH	01/27/2023 01/27/2023 01/27/2023 01/27/2023 01/27/2023	01453 01453 01453 01453	01/27/2023 01/27/2023 01/27/2023 01/27/2023 01/27/2023	705.35 1,179.04 1,488.44 481.42
Total Overdrive				3,866.25
←Pacaage, Mery Bill	01/27/2028	Medica	01/71/2023	283.40
Total Pessage, Mary				93.40
€ Gulgglo, Mary Kay Bili	01/27/2023	Medics	01/27/2023	93.40
Total Quiggle, Mary Kay				93.40

Туре	Date	Num	Due Date	Open Balance
J Time Werner Cable, PA Bill	01/27/2023	14386	01/27/2023	ر 1,750.00 ر
Total Time Warner Cable, I	PA			1,750.00
e Uline Bil	01/27/2023	15837	01/27/2023	1,070.49
Total Uline				1,070.49
GUnited Healthcare Insura Bill	nce Company 01/27/2023	Feb 20	01/27/2023	305.50
Total United Healthcare Inc	urance Company			305.50
\$ Verizon Wireless Bill	01/27/2023	92420	01/27/2023	✓177.22 ✓
Total Verizon Wireless				177.22
6 Wigg, Rietlina Bil	01/27/2023	Medica	01/27/2023	≥ 83.40 √
Total Wigg, Ristline				93.40
TOTAL				21,814.33

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Туре	Date	Num	Due Date	Open Salance
() Baker & Tayl or Bill	12/31/2022	20372	12/31/2022	190.85
Total Baker & Taylor				190.85
O Berr, Mathilde Bill	12/31/2022	Dec 20	12/31/2022	∦ 67.50 √
Total Barr, Mathilde				67.50
Chemung Canal Trust Co	01/13/2023	2023 H	01/13/2023	V5,400.00 J
Total Chemung Canal Trust	Co			5,400.00
© EBSCO Information Service Bill	01/13/2023	P 7979	01/13/2023	✓ 490.88 ✓
Total EBSCO Information S	ervices			499.88
Empire Access Bill	01/13/2023	00004	01/13/2023	√ 80.28 ✓
Total Empire Access				89.28
© Empire Natural Gas Bill	12/31/2022	W8TL	12/31/2022	√ 5.32 √
Total Empire Natural Gas				5.32
Energy Cooperative of Am Bill	12/ 31 /2022	992009	12/31/2022	√ 452.01 √
Total Energy Cooperative of	America			462.01
© Excellus BC B8 Bill	01/13/2023	Jan 20	01/13/2023	185.52
Total Excellus BC BS				185.62
© FiretLight Fiber Bill	01/13/2023	13203	01/13/2023	J 913.68
Total FirstLight Fiber				913.88
Priendly Freds Bill	12/31/2022	29753	12/31/2022	√ 61.00 √
Total Friendly Freds				61.00
P Gele/CENGAGE Learning B樹 BM BM QB BM BM	12/31/2022 12/31/2022 12/31/2022 12/31/2022 01/13/2023 01/13/2023	79628 79576 79580 79621 79632 79576	12/31/2022 12/31/2022 12/31/2022 12/31/2022 01/13/2023 01/13/2023	22.39 22.39 30.39 24.79 88.57 24.80
Total Gale/CENGAGE Lean	ning			280.71
* NYLA Biji	01/13/2023	10405	01/13/2023	√ 1,663.00 √
Total NYLA				1,663.00
e Nyaeg Biii	12/31/2022	Dec 20	12/31/2022	V 213.21 J
Total NYSEG				213.21

Туре	Date	Num	Due Date	Open Balance
NYSHIP Bil	01/13/2023	565	01/13/2023	12,841.16
Total NYSHIP				12,841.18
Overdrive				-/ /
BIII BIII	12/31/2022 12/31/2022	01453 01453	12/31/2022 12/31/2022	37.99
	01/13/2023	01463	01/13/2023	2 · 89.98 √ 577.38 √
Bili	01/13/2025	01453	01/13/2023	1,219.55
BIII	01/13/2023	01453	01/13/2023	∠2,916.71 ✓
Total Overdrive				4,821.62
O Piper Incurance Agency Bill	ins 01/13/2023	01822	01/13/2023	±/ 845.00 √
Total Piper Insurance Age		0,000		646.00
	NOT HIS			G-10.(A)
PULISDO Bili	01/13/2023	2023	01/13/2023	/ 400.00
Total PULISDO				400.00
Referer & Sone LLC				/
Bill	01/13/2023	3732	01/13/2023	√ 540.75 √
Total Retterer & Sons LLC				540.75
Southern Tier Network				
Bill Bill	01/13/2023 01/13/2023	4747 4748	01/13/2023 01/13/2023	1,000.00
eni Eni	01/13/2023	4748 4757	01/13/2023	√3,250.00 √
BHI	01/13/2023	4784	01/13/2023	V.500.00
BUI	01/13/2023	4780	01/13/2023	250.00
BUI	01/13/2023	4788	01/13/2023	<i>-</i> 250.00 √
Total Southern Tier Netwo				9,096,00
Southern Tier Wireless in	nc 01/13/2023	108640	01/13/2023	√78.00√
Total Southern Tier Wirele		10010	· · · · · · · · · · · · · · · · · · ·	75.00
Staples Business Credit				70.00
Sill Site of the second	12/31/2022	16461	12/31/2022	√214.73 ✓
Total Staples Business Cri	edit			214.73
Time Werner Cable, PA				
Biji	01/13/2023	14558	01/13/2023	~ ⁵500,00 ✓
BIII	01/13/2023	14651	01/13/2023	~ 575.00 √
8 8	01/13/2023 01/13/2023	14651 12022	01/13/2023 01/13/2023	√576.00√ /
8II	01/13/2023	14651	01/13/2023	/ 44.99 / 575.00
811	01/13/2023	14520	01/13/2023	2800.00
- }	01/13/2023	14377	01/13/2023	₩ 632.07
ew Ew	01/13/2023 01/13/2023	08607 08622	01/13/2023	44.90
		U9522	01/13/2023	154.98
Total Time Warner Cable,	FA			3,602.03
Travelers ine Bij	01/13/2023	6128C	01/13/2023	4,313.00
Total Travelers ins				4,313,00
Twin Tier Detailing				1 1
Bill Dealling	01/13/2023	1017	01/13/2023	√ 110.00 √
Total Twin Tier Detailing				110.00

2:40 PM 01/10/23

Type	Date	Num	Due Date	Open Belance
♥WEX Benk Bill	01/13/2023	86267	01/13/2023	∕ 1,256.48 √
Total WEX Bank				1,268.48
TOTAL.				47,626.91

Southern Tier Library System

Doc. #23-44
4/3/2023 1:11 PM

Summary of Deposits to 1202 · Cash - Mone	y Market on 04/03/2023
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Chk No.	PmtMethod	Red From	Memo	Amount
4972	Check	Bolivar	Pass Thru	380.40
3881	Check	Friendship	Pass Thru	982.89
80024	Check	Canisteo	Cost Share	4,904.00
80025	Check	Canisteo	Pass Thru	21.17
1964	Check	Int'l Motor Racing Research Center	Processing	77.00
5837	Check	Wayland	Pass Thru	10.17
5441	Check	Fillmore	Cost Share/Pass Thru	10,386.39
4083	Check	Montour Falls	Cost Share	3,739.00
7927	Check	Bath	Pass Thru	476.91
5143	Check	Almond	Pass Thru	380.40
3557	Check	Prattsburgh	Cost Share/Pass Thru	3,671.34
80159	Check	Andover	Pass Thru	840.97
3615	Check	Avoca	Cost Share/Dark Fiber	4,964.00
31857330	Check	Individual	MIT/PLIX food reimbursement	449.78
Less Cash Ba	ek:			

Deposit Total:

31,284.42

3/27/2023 12:55 PM

			Deposit Summary	1 1023	3/27/2023 12:55 PM
			Southern Tier Library System	3/20/223	
		Summary of	Deposits to 1202 · Cash - Money Market of	on 03/27/2023	
Chk No.	PmtMethod	Red From	Memo		Amount
***	Check	E-Rate			83,510.73
Less Cash B	ack:				
Deposit Tota	al:				83,510.73

3 127 2-2

Deposit Summary

Southern Tier Library System

3/23/2023 3:26 PM

Summary of Deposits to 1202 · Cash - Money Market on 03/24/2023

Amou	Memo	Red From	PmtMethod	Chk No.
5,698.	Cost Share/PT	Belmont	Check	5240
420.	Pass Thru	Canaseraga	Check	4571
420.4	Pass Thru	Whitesville	Check	5773
630.	Pass Thru	Angelica	Check	4040
834.:	Pass Thru	Dundee	Check	13496
35,542.:	Cost Share	CCLD-Elmira	Check	5612
2,030.0	Pass Thru	CCLD-Elmira	Check	2196
1,881.2	Payrol1	Arkport	Check	1146
3,548.0	Cost Share	Jasper	Check	3185
28.0	PT/Phone	Arkport	Check	1148
82.:	Pass Thru	Bolivar	Check	4970
210.2	Pass Thru	Rushford	Check	3440
27.0	One4All Charitable Fund/Cauze Donat	Individual	Check	59520162

Less Cash Back:

Deposit Total: 51,354.79

3122 2023

3/21/2023 12:22 PM

Southern Tier Library System

Summary of Deposits to 1202 · Cash - Money Market on 03/21/2023

Chk No.	PmtMethod	Rcd From	Memo	Amount
		Spread Shirt	Spreadshirt donations	36.16
Less Cash B	Back:			
Deposit Tot	al:			36.16

Southern Tier Library System

3 |21/223

3/15/2023 2:29 PM

Summary of Deposits to 1202 · Cash - Money Market on 03/16/2023

Chk No.	PmtMethod	Red From	Memo	Amount
7961	Check	Hammondsport	Cost Share	13,432.00
9273	Check	Cleary, Jule	Health Ins	41.70
4365	Check	Odessa	Cost Share	4,495.00
6914	Check	Richburg	Cost Share	5,818.00
15971	Check	Cuba	Cost Share	14,331.00
17559	Check	Chemung County Historical Society	ILS Processing	24.50
80155	Check	Andover	Cost Share	4,070.00
43884	Check	Belfast	Cost Share	6,130.00
22632	Check	Wellsville	Cost Share	14,358.00
5136	Check	Almond	Pass Thru	292.80
118	Check	Middlesex	Cost Share	2,131.00
9500	Check	Rushville	Cost Share	2,131.00
				•
Less Cash B	ack:			

Deposit Total:

67,255.00

Southern Tier Library System

3/2/223

3/6/2023 3:40 PM

Summary of Deposits to	1202 · Cash - Mone	Market on	2/28/2023
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Chk No.	PmtMethod	Rcd From	Memo	Amount
		Federal Government	Federal Government Appalachian Regi	37,861.55
Less Cash B	Back:			
Deposit Tota	al:			37,861.55

Doc. #23-29

Deposit Summary

Southern Tier Library System

3/2/2023

3/6/2023 4:31 PM

Summary of Deposits to 1202 · Cash - Money Market on 03/07/2023

Chk No.	PmtMethod	Rcd From	Memo	Amount
2862	Check	Howard	Cost Share	4,057.00
4411	Check	Atlanta	Cost Share	3,499.00
4681	Check	Corning	Cost Share	83,131.00
4037	Check	Angelica	Cost Share	3,670.00
13479	Check	Dundee	IT Contracts	500.00
13480	Check	Dundee	Pass Thru	49.99
13478	Check	Dundee	Cost Share	11,973.00
1335	Check	Homell	Cost Share	16,516.00
1144	Check	Arkport	Pass Thru/Phone	28.79
1145	Check	Arkport	Cost Share	2,216.00
Less Cash B	ack:			
Deposit Tots	ıl:			125,640.78

3/6/2023

3/1/2023 2:44 PM

Southern Tier Library System

Summary of Deposits to 1202 · Cash - Money Market on 02/28/2023

Chk No.	PmtMethod	Red From	Memo	Amount
		Federal Government	Federal Government Appalachian Regi	37,861.55
Less Cash B	ack:			
Deposit Tota	al:			37,861.55

Southern Tier Library System

2/20/2023

2/27/2023 3:53 PM

Summary of Deposits to 1202 · Cash - Money Market on 02/28/2023

Chk No.	PmtMethod	Red From	Memo	Amoun
4845	Check	Little Genesee	Cost Share	2,698.00
5132	Check	Almond	Cost Share	4,888.00
3056	Check	Addison	Cost Share	4,796.00
8431	Check	Rushford	Cost Share	5,208.00
22615	Check	Wellsville	Cost Share	14,358.00
4564	Check	Сапаѕетада	Cost Share	2,856.00
5824	Check	Wayland	Cost Share	`10,664.00
5533	Check	Scio	Cost Share	2,894.00
1307	Check	Alfred	Pass Thru	21.17
1306	Check	Alfred	Cost Share	7,589.00
3869	Check	Friendship	Cost Share/Pass Thru	4,008.98
7186	Check	Cohocton	Cost Share/Pass Thru	5,747.17
9669	Check	Branchport	Cost Share	7,504.00
4957	Check	Bolivar	Cost Share	5,262.00
5770	Check	Whitesville	Cost Share	3,681.00
Less Cash Ba	ack:			

Deposit Total: 82,175.32

Southern Tier Library System

2/23/2023

2/22/2023 12:12 PM

Summary of Deposits to	1202 · Cash - Money	Market on 02/22/2023
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Chk No.	PmtMethod	Red From	Memo	Amount
9269	Check	Cleary, Jule	Health Ins	41.70
3178	Check	Watkins Glen	Cost Share/ILL	14,464.00
30170	Check	Four County Library System	Pass Thru	1,212.50
5566	Check	CCLD-Elmira	Pass Thru	479.00
2193	Check	CCLD-Elmira	Pass Thru	4,348.83
5512	Check	Scio	Pass Thru	21.17
7899	Check	Bath	Cost Share/ILL	20,175.00
3623	Check	Savona	Cost Share/ILL	5,118.00
12522	Check	Pulteney	Cost Share/ILL	4,007.00
6798	Check	South Central Regional Library Cou	Friendship RBDB final 10%	456.00
			-	
Less Cash B	ack:			

Deposit Total:

50,323.20

Southern Tier Library System

2/21/2023 12:01 PM

Summary of Deposits to 1202 · Cash - Money Market on 02/21/2023

Chk No.	PmtMethod	Red From	Memo	Amount
		Spread Shirt	Spreadshirt revenue	32.54
Less Cash B	ack:			
Deposit Tota	d:			32.54

Southern Tier Library System

Summary of Deposits to 1202 · Cash - Money Market on 02/10/2023

2/14/2023 12:45 PM

Chk No.	PmtMethod	Red From	Memo	Amount
	Check	NYS		21,253.00
Less Cash B	ack:			
Deposit Tota	l:			21,253.00

Sa zlialinis

2/14/2023 12:51 PM

Southern Tier Library System

Summary of Deposits to 1202 · Cash - Money Market on 02/10/2023

Chk No.	PmtMethod	Red From	Memo	Amount
		Amazon Smiles		10.99
Less Cash Ba	ck:			
Deposit Total	e e			10.99

2/9/2023 4:35 PM

Southern Tier Library System

Summary of Deposits to $1202 \cdot \text{Cash}$ - Money Market on 02/10/2023

Chk No.	PmtMethod	Rcd From	Memo	Amount
3546	Check	Prattsburgh	Dark Fiber	10.00
1315	Check	Hornell	Dark Fiber	300.00
7888	Check	Bath	Pass Thru	245.00
4069	Check	Montour Falls	Dark Fiber	255.00
1139	Check	Arkport	Pass Thru/Phone	28.94
1200	Check	Foundation For Southern Tier Librar	Domain Renewal	206.70

Less Cash Back:

Deposit Total: 1,045.64

Southern Tier Library System

2/6/223 2

2/1/2023 4:15 PM

Summary of Deposits to 1202 · Cash - Money Market on 02/10/2023

Chk No.	PmtMethod	Rcd From	Memo	Amount
3849	Check	Friendship	PT/Phone	57.07
4355	Check	Odessa	Dark Fiber	300.00
6899	Check	Richburg	Dark Fiber	246.00
4961	Check	Rogers, Pam	Health Insurance	500.40
43732	Check	Belfast	Dark Fiber	399.00
183514	Check	Steuben County	Steuben County Aid	79,600.00
7003460577	Check	Time Warner Cable, PA	Spectrum acct # 86560801 for Atlanta	55.99
Less Cash Bac	ek:			

Deposit Total: 81,158.46

Southern Tier Library System

1/26/2023 1:32 PM

Summary of Deposits to 1202 · Cash - Money Market on 01/23/2023

Chk No.	PmtMethod	Rcd From	Memo /	Amount
		Spread Shirt	Spread Shirt proceeds	20.11
Less Cash E	Back:			
Deposit Tot	al:			20.11

Southern Tier Library System

1/26/2023 2:20 PM

Summary of Deposits to 1202 · Cash - Money Market on 01/12/2023

Chk No.	PmtMethod	Red From	Memo	Amount
		USDA	Grant from USDA	92,000.00
		USDA	Loan From USDA	136,000.00
Less Cash E	Back:			
Deposit Tot	al:			228,000.00

1/26/2023 1:29 PM

		1	Southern Tier Library System	
		Summary of Deposi	ts to 1202 · Cash - Money Market on 01/25/2023	
Chk No.	PmtMethod	Red From	Memo	Amount
	Check	E-Rate	V.	17,850.00
Less Cash B	Back:			
Deposit Tot	al:			17,850.00

Southern Tier Library System

1/22/223

1/26/2023 1:28 PM

Summary of Deposits to	1202 · Cash - Money	Market on 01/23/2023
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Chk No.	PmtMethod	Red From	Memo /	Amount
	Check	E-Rate		47,399.53
Less Cash B	lack:			
Deposit Tot	al:			47,399.53

1/10/2023 4:26 PM

Southern Tier Library System

Summary of Deposits to 1202 \cdot Cash - Money Market on 01/11/2023

PmtMethod	Red From	Memo	Amount
Check	Arkport	Dark Fiber	209.85
Check	Arkport	Payroll & WC	2,016.57
Check	Howard	Dark Fiber	300.00
Check	CCLD-Elmira		4,849.92
Check	CCLD-Elmira	Dark Fiber/PT	6,414.65
Check	Atlanta	Dark Fiber	246.00
Check	Watkins Glen	Dark Fiber	270.00
Check	Hammondsport	Dark Fiber	255.00
Check	Corning	Dark Fiber	450.00
Check	Friendship	Dark Fiber	399.00
Check	Branchport	Dark Fiber	195.00
Check	Wayland	Dark Fiber	450.00
Check	Dundee	Dark Fiber	300.00
Check	Wellsville	Dark Fiber	450.00
Check	Belfast	Dark Fiber	399.00
Check	Alfred	Dark Fiber	300.00
	Check	Check Arkport Check Howard Check CCLD-Elmira Check CCLD-Elmira Check Atlanta Check Watkins Glen Check Hammondsport Check Corning Check Friendship Check Branchport Check Wayland Check Dundee Check Wellsville Check Belfast	Check Howard Dark Fiber Check CCLD-Elmira Check CCLD-Elmira Dark Fiber/PT Check Atlanta Dark Fiber Check Watkins Glen Dark Fiber Check Hammondsport Dark Fiber Check Corning Dark Fiber Check Friendship Dark Fiber Check Branchport Dark Fiber Check Wayland Dark Fiber Check Wayland Dark Fiber Check Dundee Dark Fiber Check Wellsville Dark Fiber Check Belfast Dark Fiber

Less Cash Back:

Deposit Total: 17,504.99

Southern Tier Library System

1/25/2023

1/24/2023 1:59 PM

Summary of Deposits to 1202 · Cash - Money Market on 01/25/2023

Chk No.	PmtMethod	Red From	Memo	Amount
3181	Check	Jasper	Dark Fiber	255.00
7166	Check	Cohocton	Dark Fiber	270.00
15950	Check	Cuba	Dark Fiber	450.00
4020	Check	Angelica	Dark Fiber	399.00
4549	Check	Canaseraga	Dark Fiber	399.00
5427	Check	Fillmore	Dark Fiber/PT	638.00
3611	Check	Savona	Dark Fiber	255.00
8418	Check	Rushford	Dark Fiber	246.00
1135	Check	Arkport	PT Phone	29.26
14585	Check	Penn Yan	Dark Fiber/PT	826.00
2189	Check	CCLD-Elmira	Pass Thru	1,796.93
5123	Check	Almond	Dark Fiber	399.00
3036	Check	Addison	Dark Fiber	270.00
80019	Check	Canisteo	Dark Fiber	255.00
80145	Check	Andover	Dark Fiber	255.00
800200	Check	Canisteo	Greenwood Tax Share	17,500.00

Deposit Total: 24,243.19

GRANT FUNDS POLICY

Federal and New York State grant funds issued to STLS, or passed through by STLS to member libraries will be managed by the Executive Director or his/her designee in accordance with applicable Federal and New York State laws, and policies and procedures approved by the STLS Board of Trustees. Grants from local governments and non-profit organizations shall be managed by the Executive Director or his/her designee in accordance with the grantors' requirements and standard business practices.

Grant funds that are designated for the direct benefit of member libraries shall be passed on to them in a timely manner following receipt of the funds by the library system. Member libraries that participate in grant programs administered by the library system, and where delayed funding is expected should be prepared to either-begin the project with their own institutional funds at their own risk, or wait until STLS has received the grant funds.

The Executive Director is charged with general oversight of all library system grants in partnership with the Business Office, and other STLS staff members or divisions responsible for administering grant funds. All grant projects and proposals intended to benefit the operations of STLS must be authorized by the Executive Director before a grant application is submitted. Criteria for pursuing grant projects, and submitting their applications shall consider (1) the library system's Plan of Service, (2) strategic priorities of an STLS Division, and (3) the Essential Functions of the STLS staff member administering the grant project.

STLS staff who are authorized to submit a grant proposal are responsible for all elements of administering the grant, and ensuring its overall success from start to finish. As part of the authorization process, staff are required to present a succession plan that addresses how the project will be administered in the unforeseen absence of the staff member. Staff are responsible for all other Essential Functions within their job description as part of any grant project. The Executive Director is responsible for the success of any grant administered by the Executive Director.

In some instances, the library system is required to make advance payments to qualify for specific grants, or to efficiently administer grants. The Executive Director is responsible for working with the Business Office and STLS Board of Trustees to ensure library system cash reserves allow for advance payment while maintaining regular business operations.

The Business Office will maintain an accounting schedule of all open grant projects. A schedule shall be made available for inspection during the library system's annual independent audit, and at the request of the STLS Board of Trustees.

It is the policy of the Southern Tier Library System not to advance payment to any library for grant funds prior to receiving the grant money at STLS.

Adopted by the Board of Trustees of the Southern Tier Library System on September 21, 2010.

Revised on November 21, 2017; Month, Day, 2023.

Doc. #23-46

TECHNOLOGY SUPPORT IT PROCUREMENT SPECIALIST DIVISION OF INFORMATION TECHNOLOGY



GENERAL STATEMENT OF DUTIES

This is a level 4 full time, non-exempt, non-professional position serving in a project management leadership role within the Division of Information Technology. The Technology Support Specialist provides support to member libraries relative to staff and patron computer design specifications, procurement, setup, and maintenance of staff & public computers and supported peripherals. This position also purchases and maintains IT-related equipment/software for STLS staff and assists through training. Areas of expertise might include: computer space design, equipment specs and ordering, setup and configuration, computer security, printers and barcode scanners.

ESSENTIAL FUNCTIONS OF THE POSITION

Continuing Education: Consistently participates in professional development training to stay current on trends and best practices relative to *General Statement of Duties*. Always learns to serve as a library system expert in all things related to public library equipment design and practices as well as technology needs of library system staff.

Member Computer & Equipment Layout: Responsible for staff and public computer systems and equipment design specifications, procurement, imaging, deployment and support for STLS and member libraries. Maintains a comprehensive computer and equipment program that allows for the quick deployment of staff and public computers at member libraries considering user-experience and routine maintenance efficiencies.

Library System Technology Support: Manages and maintains technology needs for library system staff including equipment, software, online platforms, and learning environments (audio/visual). Assists staff in the use of technology through continuous training and support.

Inventorying and Invoicing: Maintains inventory of equipment purchases for member libraries and STLS based on organizational purchasing policies. Administers and retains IT Service Agreements with member libraries. Works with STLS Business Office to track service agreements and provide on-time invoicing.

Internet Connections: Supports IT staff with local network and Internet services to maintain fiber, cable or wireless Internet connections at the library system and member libraries. Procures and works with IT staff to support member libraries' network and wireless equipment and security appliances.

REQUIRED KNOWLEDGE OF SKILLS AND ABILITIES

Exhibits innovative, enthusiastic and adaptive qualities.

Is Willing to work flexible schedules to meet member libraries' needs.

Demonstrates leadership skills and passion for the profession.

Works cohesively in a team and project-based environment.

Expresses a high-level of empathy for libraries and people with diverse skill sets.

Displays a high level of organizational skill and attention to detail.

Demonstrates internal motivation.

Collaborates with other library system Divisions and aligns goals with Plan of Service.

MINIMUM QUALIFICATIONS

An associate degree in computer-related science, or 2-3 years of job-specific experience within the IT field. Strong commitment to providing IT support within a fast-paced work environment. Project management experience. Valid driver's license.

EXAMPLES OF WORK

- Assists in developing and maintaining computer images for deployment to staff and library devices.
- Designs staff and public computing layouts for member libraries considering user experience, routine maintenance, ongoing support and uniformity.
- Purchases, configures, installs, maintains and troubleshoots computers, laptops and equipment at member libraries with high level of customer service.
- Administers and retains IT Service Agreements with member libraries.
- Works with STLS Business Office to track service agreements and provide invoicing.
- Evaluates new technology and seeks innovative ways to utilize it in support of library system staff.
- Purchases, configures, installs, maintains, and troubleshoots IT equipment, software and learning environments (audio/visual) for STLS staff based on division and individual professional needs.
- Maintains inventory of equipment purchases for member libraries and STLS based on organizational purchasing policies.
- Assists and provides training to STLS staff and member libraries on the usage of IT equipment, software, and platforms.
- Develops policy and procedures to support work associated with *Essential Functions* of *Position* in partnership with Division of IT and library system administration.
- Participates in local, regional and state meetings to offer knowledge and stay informed. Performs other duties as assigned.

ADDITIONAL DEMANDS AND WORK ENVIRONMENT

- Frequent travel throughout library system's region, and quarterly state-wide travel.
- Reasonable accommodations can be made to enable all eligible individuals to perform the essential functions.

Approved by the Southern Tier Library System Board of Trustees 10/16/2019; Revised 03/16/2021; MM/DD/YYYY.

Doc. #23-47

LIBRARY CLERK

DIVISION OF PROFESSIONAL DEVELOPMENT & OUTREACH



GENERAL STATEMENT OF DUTIES

This is a level 2 part time, non-exempt, non-professional position serving within the Division of Professional Development & Outreach. This 19-hour-per-week position serves under the supervision of the Division Head and is responsible for carrying out a broad range of clerical tasks including handling of library materials, shelving, shipping and receiving, checking mailbags, communicating with others, interpreting and creating reports, and overall organization of library-related items.

ESSENTIAL FUNCTIONS OF THIS POSITION

Assists professional staff in the handling, processing, organization, shipping, and receiving of library materials to and from member libraries and local agencies. Supports the division by performing clerical and technical duties that facilitate the overall operation of services to member libraries. Carries out projects that are assigned by professional staff and participates in division activities as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of office terminology, procedures, and equipment as applied to library clerical work; ability to understand library filing and shelving rules; ability to make simple arithmetic calculations accurately and with reasonable speed; capacity ability to understand and follow oral and written instructions; capabilities ability to effectively use computer applications such as spreadsheets, word processing, calendar systems, email, and online platforms database software; desire ability to establish and maintain healthy and effective working relationships with library system staff co-workers, member librarians, and local agencies. A high degree of responsibility and personal integrity is required. This position person must also be able to develop have a general knowledge of STLS services, and be able to interact well with a diverse group variety of people, and represent the library system System positively., and work well with colleagues.

MINIMUM QUALIFICATIONS

High school diploma or GED, and 1-year relevant library experience, or equivalent combination of training and experience sufficient to perform duties of position.

Current state-issued driver's license.

This job requires lifting, loading, and carrying up to 50 lb. bags

EXAMPLES OF WORK

- Prepares rotating collections for delivery to and from member libraries and assisted living facilities.
- Arranges or files materials and items according to library system filing rules;
- Catalogs and processes rotating collections, resource kits, and correctional facility materials.
- Uses integrated library system (ILS) computerized library software to place holds and conduct searches.
 update library database and perform routine searches;
- Assists in the physical upkeep of library materials and items, including repair and/or cleaning
- Receives and validates divisional purchasing of library materials and other types of purchased items.

- Tracks InterLibrary Loan (ILL); handles and processes mailing of ILL materials to and from libraries.
- Operates office machinery such as ILL postage meter, laminator, photocopiers, scanner, fax machines or computers;
- Communicates with delivery drivers, members, and assisted living facilities about movement of collections.
- Tallies numerical totals for record-keeping purposes; prepares and reviews relevant data statistical reports;
- Uses computer applications such as spreadsheets, word processing, calendars, and online platforms.
 database software in performing work assignments;
- Sends and receives emails, answers calls and makes calls to discuss, or shares information about library materials;
- Produces and maintains routing slips for member libraries to support delivery services.
- Prints and places divisional publications and documents into delivery to be routed to members.
- May assist library patrons in using materials and equipment;
- Assists divisional staff with preparing for continuing education, outreach and special events.
- Checks green delivery pouches regularly and routes documents to addressed locations.
- Organizes and maintains division's supply closets and shelves.
- Other duties as assigned.

ADDITIONAL DEMANDS AND WORK ENVIRONMENT

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

Approved by the Southern Tier Library System Board of Trustees MM/DD/YYYY

Doc. #23-48



Schuler-Haas Electric Corp.

598 RITA'S WAY. • PAINTED POST NY • (607)936-3840 • FAX (607) 936-3849• www.schuler-haas.com

March 9, 2023 Southern Tier Library – Light Swap

We are pleased to provide a Contract price in the amount of (\$15,000.00)

Scope Includes:

- ~Provide Labor to demo 10 existing Light fixtures
- ~Provide 11 new light fixtures
- ~Provide labor and materials to install new fixtures

Exclusions:

- Premium Time
- Programming of any PLC or Control Cabinet
- Hazardous materials handling or removal.
- Owner provided materials
- Allowances
- Utility fees
- Sales tax
- Concrete encasement of all duct bank
- Rigging and setting of Generators
- Fire Alarm Install or Demo
- Security Install or Demo
- Patching or Painting
- Roof Penetrations
- Bond
- Control Wiring for DDC Controls for equipment
- Excavation / backfill / trenching

If you have any questions or concerns please feel free to contact me at 607-542-2371, thank you for the opportunity to quote this project.

Pricing is good for 30 days

Sincerely

598 Rita's Way Painted Post, NY 14870

Geffrey C. Osbarne

Cell: 607-542-2371 Fax: 607-936-3849

Email: icosborne@schulerhaas.com



electric supply co., inc. people • products • performance

ph. 585-325-1950 fx. 585-546-6904

208 Saint Paul Street Rochester, NY 14604-1120

QUOTE

Job Name: Southern Tier Library Syst

Issue Date: 1/27/2023

Expire Date: 2/27/2023

Quoted By: Cody Sarkis

Email: csarkis@kovalskycarr.com

Estimator: Brian M. Hildreth

Southern Tier Library System Estin

Quoted To:

Туре	Qty	Item Description	Line Comment	Ď	Jnit Price
GOOSENECK 1	10	TROY LIGHTING - RS16-LED1830-BK-F	PLUS FREIGHT	v.	260.00
GOOSENECK 2	10	TMS LIGHTING - 3W O L15LED 30X 120 WM F16	PLUS FREIGHT	45	645.00
CYLINDER	10	G LIGHTING - GL-6543-C-CC-R2-TBZ-A	QUOTING DOWNLIGHT ONLY	s	432.00
INVUE CLEARCURVE	10	COOPER - CCW-VA3-830-T3-BK		₩.	774.00
INVUE LIGHTSQUARE	10	COOPER - ENV-SA1C-830-U-T3-BK		S	894.00

FREIGHT ALLOWED UNLESS NOTED SUBJECT TO APPROVAL

CYLINDER FIXTURE IS QUOTED IN QTY OF 10. IF QTY IS CHANGED A REQUOTE IS REQUIRED



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

The Executive Director spent the months of February/March engaged in the following activities:

- Week of February 20: Participated in interviews for the Business Manager position. Attended meeting with Southern Tier Central Regional Planning and Economic Development Board. Assisted in the facilitation of Trustee Handbook Book Club with handbook author Rebekkah Smith Aldrich, and the Committee on Open Government on the topic of Open Meetings Law. Facilitated a workshop with member library directors and trustees in partnership with STLS Outreach Consultant on the topic of Strategic Planning.
- Week of February 27: Visited the Southeast Steuben County Library to interview a librarian for The Membership. Participated in Advocacy Day meetings with NYS elected officials representing the Assembly and Senate to discuss library funding. Attended meeting of New York State Alliance of Library Systems. Consulted with several member directors on annual reports. Participated in the Southern Tier Digital Equity Coalition meeting.
- Week of March 6: Facilitated a workshop with Upper Hudson Library System Director for the New York Library Association's Developing Leaders Program. The workshop assisted participants with communication strategies for library boards and advocacy. Participated in STLS Training Team meeting with STLS staff. Met with Cornell University professor to discuss potential workshop on the subject of Women in Leadership.
- Week of March 20: Participated in Director's Advisory Council's Strategic Planning Committee meeting. Visited the Town of Belfast to offer information about the Belfast Library's capital improvement project relative to NYS Public Library Construction Aid. Attended the STLS Board of Trustees and Public Relations Committee meetings. Visited Belmont Library to discuss budgeting and policy development with the library director. Participated in the Director's Advisory Council's Diversity, Equity, and Inclusion Committee meeting.
- Week of March 27: Participated in the Southern Tier Digital Equity Coalition meeting, and the STLS Delivery Driver's meeting facilitated by STLS' Professional Development Manager. Attended the Director's Advisory Council meeting at Watkins Glen Public Library. Discussed STLS advocacy efforts, American Recovery Plan Funds, and the library system's June Spring CE Conference. Visited Atlanta's library to discuss NYS Public Library Construction Aid. Participated in New York State Library Construction Aid 2023/2024 Program learning session.

- Week of April 3: Met with the library director from Greenwood Reading Center to discuss chartering as a public library through State Education Department. Participated in the Southern Tier Digital Equity Coalition meeting. Facilitated a workshop for directors and trustees on Equity, Diversity, Inclusion and Social Justice in Libraries.
- Week of April 10: Participated in STLS Board of Trustees Finance and Facilities Committee meeting and Personnel and Policies Committee meeting. Attended the Public Library System Director's Organization meeting. Attended an STLS Training Team meeting to prepare for June's Spring CE. Attended an Allegany County Legislature meeting to participate in National Library Week proclamation reading with Allegany County library directors. Visited the Addison Public Library to provide trustee training.

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

Interlibrary Loan, a traditional library service that has undergone many changes in the manner in which requests are made and materials shipped from one library to another. But, it is heartening to see that the 'old' methods still work. STLS was contacted by a library in Ohio via an ALA form (granted not a paper form but an email attachment but....) for an item for one of their patrons. The item, a large print book owned by the Fred & Harriett Taylor Memorial Library (Hammondsport), was supplied to the requesting library via USPS. Nice to be able to supply an item for their patron. Our members are doing this for their patrons as well. But, we use the BARC program through the South Central Regional Library Council. A steady increase in use is evident across the system. The first quarter of 2023 reflects an increase of 65.5% in the number of requested materials from outside the system's boundaries over the same period in 2022. This increase in use can be attributed to many things but, most importantly, it illustrates that library staff are offering this traditional service to meet the informational and recreational needs of their patrons.

Lorie partnered with the PLIX, Public Library Innovation Exchange program at MIT to present two hybrid workshops (one at STLS HQ and one at David A. Howe, Wellsville) facilitated PLIX/MIT staff as well as local staff to learn about STEAM programming and about Creative Learning techniques. The two workshops in the system had 15 staff from 11 library outlets (23% of STLS' membership).

Lorie participated in a Collaborative Summer Reading event with 13 other library systems to present a morning of program ideas for teens. Staff from 7 member libraries (15% of our members) attended this virtual event. Due to family concerns, Lorie was unable to participate in the Collaborative Summer Reading event for children (held in February) but did promote it to the membership. The February workshop for children's programming had 21 staff from one-third (33%) of our member libraries in attendance.

Lorie visited the Middlesex Reading Center to meet library director, Beth Garlock and to discuss summer activities, weeding assistance that STLS can offer to help prep them for becoming a fully chartered library.

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

Keturah worked on a variety of things during January and February, starting the year off with many interesting projects.

Keturah continued work on the circulating Blood Pressure Kits project, with participating libraries receiving the equipment in January. Keturah worked with the American Heart Association to create signage, social media posts, and a press release for the project. These promotional materials were implemented in early February in conjunction with Heart Health Month. In February, the project was expanded into Chemung County, with Steele Memorial Library joining as the first non-Steuben County library loaning the kits. It is hoped that the project may move into other STLS counties if the AHA has funding available.

Keturah facilitated the movement of the Youth Rotating Collections in January and the Large Print Rotating Collections in February. 32 STLS member libraries participate in the Youth Rotating Collection program. Each collection contains about 60 books, so this rotating includes the movement of more than 1,900 books. 39 STLS member libraries participate in the Large Print Rotating Collection, with one library receiving two collections. Each collection contains about 35 books, so this rotation includes the movement of over 1,300 books. Keturah works with Lorie Brown and the STLS Delivery team to make these rotations possible.

Keturah worked with Brian Hildreth and Erika Jenns to prepare for 2023 Library Advocacy Day and took part in Advocacy Day planning meetings. Keturah helped prepare worksheets for the planned bus trip and took part in a virtual meeting with Legislators Friend, Palmesano, and a representative from the office of Senator Tom O'Mara. Keturah assisted in delivering the virtual Advocacy Day Kick-Off Workshop in January with Brian and Erika.

Keturah attended the 2023 ALA LibLearn X Conference in New Orleans during January. This conference replaced the former ALA Midwinter Conference. At the conference, Keturah attended ALA Council governance meetings as the NYLA Chapter Councilor. She also attended the ALA Governance Institute, ALA Bylaws Convention, several educational programs, and volunteered as an ambassador for the pilot launch of the ALA Community of Care.

Keturah worked with Brian Hildreth to enroll STLS in the Sustainable Libraries Certification program, a process STLS will embark on for the next several months.

Keturah attended the two STLS Annual Report Workshops, held in Wellsville and at the STLS office, to assist members in working on their annual reports. Keturah volunteered for the African American Read-In project, led by staff at Corning, Inc., and visited the W.E. Severn Elementary School in Corning, to read books to Kindergarten and 1st grade classrooms. Keturah attended a Blood Pressure Check Program for the public at the Dormann Library in Bath. This program was organized in partnership with Arnot Health and helped promote the circulating Blood Pressure kits.

Keturah also acted as a grant reviewer for the Network of the National Library of Medicine. She attended the STLS Trustees' Staff Appreciation Luncheon. She attended meetings of the ALA Conference Committee, Division of Professional Development and Outreach, with the American Heart Association, Public Library Association,

NYLA Council meeting, Directors Advisory Council, STLS Strategic Planning Interest Group, STLS Training Team, and the Allegany County Round Table Meeting with U.S. Congressman Nick Langworthy.

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

During the month of March 2023, Erika Jenns:

- Collaborated with Keturah Cappadonia to begin organizing a series of digital literacy workshop in
 partnership with Allegany County Office of the Aging, David A Howe Library, and Wide Awake Club
 Library. Workshops will be held at OFA luncheons and will be led by local library staff using resources
 from DigitalLearn.org.
- Offered a digital literacy workshop Apple Device Basics online. This workshop was the last in a series
 offered by Erika with funding from the Public Library Association Digital Literacy Incentive Fund. The
 Cuba Circulating Library hosted a live viewing session for the workshop, and four community members
 attended.
- Attended committee meetings for various local, regional, and national groups. Erika co-chaired the
 Sustainability Round Table Advocacy and Awareness Committee meeting and attended the Sustainability
 Round Table Steering Committee meeting. She hosted the Digital Library Advisory Group meeting. She
 attended the South Central Regional Library Council Digitization Advisory Group meeting. She also
 attended the Allegany County Directors Advisory Council meeting and the DAC DEI Committee meeting.
- For continuing education, Erika attended a NYS Division of Library Development session on website accessibility. And, she attended sessions that were part of an online conference ConnectedLibFEST 2023 an event focused on bringing connected learning to small and rural libraries and communities.
- Created the quarterly events calendar for Q2 events (April-June) and distributed print copies of the calendar via delivery. Erika also created the monthly events digest email for April.
- Met with a representative from ReciteMe, a company that produces a website accessibility toolbar. She requested a quote for the product, so that it might be implemented on all STLS and member websites.
- Met with Melanie Miller, Director of the Alfred Box of Books Library, to discuss email platforms to use
 for the DEI newsletter. Erika and Melanie decided to use Constant Contact, a platform STLS already has
 access to and uses for STLS-based newsletters. Melanie will continue to coordinate content submission,
 and Erika will create the newsletter in Constant Contact for delivery to inboxes system-wide.
- In collaboration with Keturah Cappadonia and Melissa Morrissey, Erika coordinated the 2023 advocacy
 postcard campaign. Print postcards were collected from member libraries throughout February and
 March. Digital postcards were also collected via an online form. Over 2,000 postcards were collected this
 year. Erika, Keturah, and Melissa sorted all of the postcards by library, and then, Melissa sorted into
 stacks to be sent to our legislators ahead of the final budget.

 In collaboration with members of the Training Team, Erika reviewed FY2022 member library annual reports. All reports were submitted to the NYS Division of Library Development for review on 3/18/2023.

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

E-rate

This is our busiest time of year for E-rate. In January, with Ken, I continued answering questions related to our BEAR (Billed Entity Applicant Reimbursement form) for the large Web Caching Category 2 Project, which was implemented by IT in mid-November. We received partial reimbursement in January: \$65,249.53 and will refile for the remainder later this year. We have one final Category 2 Project from 2021 - APC UPS Batteries — which was delayed due to product shortages.

In January and February, Ken and I filed a total of nine Form 470s (Description of Services Requested and Certifications Form) for the 2023-2024 funding year. In March, we evaluated the bids we received from the Form 470s, signed contracts for new/updated services, and filed a total of fifteen Form 471s (Description of Services Ordered and Certification Form). These included new STN connections to Arkport and Rushville and two Category 2 projects for Network Equipment Upgrades and Licenses.

We also filed BEARs (Billed Entity Applicant Reimbursement form) for July through December of 2022, and received \$83,510.73 in reimbursements in March.

ILS

In January and February I worked closely with Erika to provide libraries with ILS data in order to accurately answer their Annual Report questions. Each year this process gets a little smoother as Erika and I fine-tune it. I run the back-end reports in BCA, check them against WorkFlows reports, and Erika creates and formats the final spreadsheets from those BCA reports. The spreadsheets include data such as user registrations, transactions and holdings – which directly correspond to questions on the Annual Report. We also answer library questions about that data, leading up to the due date of the Annual Report. I attended and briefly presented at the inperson Annual Report parties held at Wellsville and STLS in February.

Larissa completed testing of the new-and-improved monthly statistical reports via BCA Dossiers with a few pilot libraries and scheduled monthly runs of the Dossiers for each member library for January 2023 stats. After the first run, we asked for feedback system-wide – the only request being the addition of totals in some of the reports. Libraries have been very pleased with these new easier-to-read reports of their monthly statistics.

I visited Rushville in February and met with Dodie and Dawn about the automation process. We completed a spreadsheet of call numbers, item types and locations, in order to prepare for barcoding their collection. Kylie and Larissa visited in March and provided training on barcoding – they also entered a number of items into the

catalog. They are each visiting roughly every other week in order, on an alternating basis, to assist with the barcoding of Rushville's collection.

We provided a number of trainings in the first quarter of 2023. Kylie visited Branchport to provide Item Maintenance Training; and Arkport, Wellsville and Whitesville to provide BCA training. Larissa did a group training on BCA for CCLD and visited Friendship to provide BCA training to the interim director and a board member. Finally, we presented a quarterly system-wide ILS Meeting with IT Staff.

I created a job posting for the Part Time ILS Specialist Position and sent it to be posted on a number of different job sites, including Indeed. Kylie, Larissa and I evaluated applications and held interviews in March. We had a number of qualified applicants and will hold a final round of interviews in early May.

We are currently at a turnaround time of 7 working days for unopened "normal" cataloging requests. Kylie and Larissa have continued doing an excellent job of keeping the turnaround time reasonable. Larger cataloging projects (such as updating terminology in bib record Subject Headings) have been paused until we are fully staffed again. Kylie worked on the biannual barcode and patron card order that was placed in March.

General STLS

I worked with STLS consultants to review all submitted Annual Reports. With input from Ken, Kylie and Larissa - Keturah, Melissa and I were very excited to host an STLS Baby Shower for Tom and his wife Shalini in March.