

**STLS BOARD MEETING**

Tuesday, September 19, 2023 - 2:00 pm

Southern Tier Library System, Painted Post, NY 14870

**AGENDA****Independent Auditor's Report to the Board of Trustees** – Mengel, Metzger, & Barr**STLS Staff Presentation** – Sustainable Libraries Initiative

- |    |  |                      |                     |
|----|--|----------------------|---------------------|
| 1. | Agenda                                 |                      | <b>Doc. #23-96</b>  |
| 2. | Approval of Minutes – July 2023        | <b>*FOR APPROVAL</b> | <b>Doc. #23-97</b>  |
| 3. | Treasurer's Report – July 2023         | <b>*FOR APPROVAL</b> | <b>Doc. #23-98</b>  |
| 4. | Financial Clerk's Report – July 2023   | <b>*FOR APPROVAL</b> | <b>Doc. #23-99</b>  |
| 5. | Treasurer's Report – August 2023       | <b>*FOR APPROVAL</b> | <b>Doc. #23-100</b> |
| 6. | Financial Clerk's Report – August 2023 | <b>*FOR APPROVAL</b> | <b>Doc. #23-101</b> |

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

**COMMITTEE REPORTS**

- |     |  |  |                               |
|-----|--|--|-------------------------------|
| 7.  | Executive Committee – Kathy Green                          |  |                               |
| 8.  | Personnel & Policies Committee – Denise King               |  | (Minutes) <b>Doc. #23-102</b> |
|     |  | (Whistle Blower & Ethical Behavior Policy) | <b>Doc. #23-103</b>           |
| 9.  | Finance & Facilities Committee – Sisi Barr                 |  | (Minutes) <b>Doc. #23-104</b> |
| 10. | Public Relations Committee – Lynnette Decker               |  | (Minutes) <b>Doc. #23-105</b> |
| 11. | Foundation for Southern Tier Libraries – Louise Richardson |  | (Minutes) <b>Doc. #23-106</b> |

**BOARD ACTIONS**

- |     |   |                       |                     |
|-----|---|-----------------------|---------------------|
| 12. | <u>Expenditure Approvals -Monthly Unpaid Bills Detail</u> | <b>* FOR APPROVAL</b> | <b>Doc. #23-107</b> |
|-----|---|-----------------------|---------------------|

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

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

- |     |  |                       |                     |
|-----|--|-----------------------|---------------------|
| 13. | <u>Receipt Approvals – Monthly Deposit Summary</u> | <b>* FOR APPROVAL</b> | <b>Doc. #23-108</b> |
|-----|--|-----------------------|---------------------|

Finance & Facilities Committee Recommendation: Approve receipts of the *Deposit Summary* for the most recent two months as authorized by the Financial Clerk per the Finance Policy.

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

14. Approve Proposed Revisions to Purchasing Policy**\* FOR APPROVAL (See Doc. 23-85 - July 2023 Board Packet)**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the Purchasing Policy as presented at the July 18, 2023 board meeting considering any revisions during board meeting discussion.

Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_  
 Approved/Failed  
 Discussion:

15. Approve Proposed 2024 – 2028 Information Technology Plan**\* FOR APPROVAL (See Doc. 23-86 - July 2023 Board Packet)**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed 2024 – 2028 Information Technology Plan as presented at the July 18, 2023 board meeting considering any revisions during board meeting discussion.

Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_  
 Approved/Failed  
 Discussion:

16. Authorize Annual One-Time Salary Payment per Executive Director Contract**\* FOR APPROVAL**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees authorizes the Business Office to make an annual one-time salary payment to the Executive Director in the amount of \$3,600, and designate such payment per the Executive Director's Contract 2022 – 2026 – Other Benefits of Employment.

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

17. Authorize Filing of IRS Form 990 for the 2022 Fiscal Year**\* FOR APPROVAL****Doc. #23-109**

Finance & Facilities Committee Recommendation: The STLS Board of Trustees authorized the Executive Director to file IRS Form 990 for the 2022 fiscal year as presented at the September 19, 2023 on behalf of STLS.

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

18. Approve Proposed 2023/2024 NYS Public Library Construction Aid Allocations\* **FOR APPROVAL** (See Doc. 23-89 - July 2023 Board Packet)

Public Relations Committee Recommendation: The STLS Board of Trustees approves the proposed 2023/2024 NYS Public Library Construction Aid Allocations as presented at the July 18, 2023 board meeting considering any revisions during board meeting discussion.

Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_  
 Approved/Failed  
 Discussion:

19. Approve the Payment to SirsiDynix for 2023/2024 Automation Services \* **FOR APPROVAL** Doc. #23-110

Executive Director Recommendation: The STLS Board of Trustees approves the payment to SirsiDynix for automation services for 2023/2024 on behalf of STLS member libraries and per the STLS Purchasing Policy in the amount of \$78,623.69.

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

20. Approve Business Manager Wage Increase \* **FOR APPROVAL**

Executive Director Recommendation: The STLS Board of Trustees approves an hourly wage increase for the current Part Time Business Manager Barb Mack at a new rate of \$24.00 per hour retroactive to July 1, 2023.

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

21. Approve the Program Consultant Job Title/Job Description \* **FOR APPROVAL** Doc. #23-111

Executive Director Recommendation: The STLS Board of Trustees approves the Job Title/Job Description of the Program Consultant from the position's previous Job Title/Job Description of Member Services Consultant.

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

22. Approve the Accounting Specialist Job Title/Job Description

**\* FOR APPROVAL Doc. #23-112**

Executive Director Recommendation: The STLS Board of Trustees approves the proposed the Job Title/Job Description of the Accounting Specialist from the position's previous Job Title/Job Description of Business Manager.

\_\_Move: \_\_\_\_\_

Second \_\_\_\_\_

Aye \_\_\_\_\_ Nay \_\_\_\_\_

Abstain \_\_\_\_\_ Absent \_\_\_\_\_

Approved/Failed

Discussion:

**BOARD INFORMATION**

23. Old Business

24. New Business

25. Library Networking

26. President's Report

27. Monthly System Team & Divisional Reports

**Doc. #23-113**

**Sustainable Libraries Initiative Resolution of Library System Board Support**

**Doc. #23-114**

Public Expression (15 minutes)

Adjournment

Next meeting: Dundee Library, Dundee, NY – Tuesday, October 17, 2023 at 2 p.m.

**STLS BOARD MEETING**  
**Tuesday, July 18, 2023 - 2:00 pm**  
**Watkins Glen Public Library, Watkins Glen, NY**

**MINUTES****TRUSTEES PRESENT:**

Richard Ahola – 2027	Susan McGill - 2024
Sisi Barr – 2023	Louise Richardson – 2024
Lynnette Decker -2025	Michael Steffens - 2027
Betsy Gorman – 2024	Richard Urban - 2024
Kathy Green-2026	Felicity Wright – 2023
David Haggstrom – 2025	
Barbara Hubbell – 2024	
Mary-Claire Krebs - 2023	

Excused:, Denise King – 2024, Vacant Allegany County Seat – 2025

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

President K Green called the meeting to order at 2:01pm

**STLS Staff Presentation** – Outreach Consultant Keturah Cappadonia - Blood Pressure Monitoring Kit Initiative

K Cappadonia presented the Blood Pressure Monitoring Kit Initiative she set forth in Steuben County. She explained how she set it up, what the kits entail and why the kits are needed.

**1. AGENDA** **\*FOR APPROVAL** **Doc.#23-78**  
**Received and Filed**

**2. Approval of Minutes – June 2023** **\*FOR APPROVAL** **Doc. #23-79**  
**Received and Filed**

**3. Treasurer's Report – June 2023** **\*FOR APPROVAL** **Doc. #23-80**  
**Received and Filed**  
 S Barr reported the cash on hand balance is \$922,697.00, which is up \$26,000.00 from 2019.

**4. Financial Clerk's Report – June 2023** **Received and Filed** **Doc. #23-81**

B Hildreth reported, for revenue, that line item 4725, Grants Revenue, has increased by \$13,000.00 due to two grants, Empire State Development and SCRLC.

B Hildreth reported, for expenses, that there was an increase in payroll amount due to three pay periods in June. He also reported there is an increase on line item 5409, STLS Telephone and Internet. This increase is to pay for internet connection at the new Atlanta library.

**5. 2<sup>nd</sup> Quarter Profit & Loss Statement – June 2023**

**Doc. #23-82**

**Received and Filed**

B Hildreth reported that state aid will be up \$54,000.00 from what was budgeted for 2023. Overall, funding is flat compared to 2022. So far, STLS received \$800,000.00 in basic state aid, and more is expected in the coming weeks

**6. 2<sup>nd</sup> Quarter Claims Auditor Report – June 2023**

**Doc. #23-83**

**Received and Filed**

L Richardson reported there was a lost check that was reissued to AFT Mechanical. AFT then located the lost check and sent it back to STLS and the finance department voided that check.

**Standing Committee Reports –**

**7. Executive Committee – Kathy Green**

No Report

**6. Personnel & Policies Committee – Denise King**

(Minutes) **Doc.#23-84**

(Purchasing Policy) **Doc.#23-85**

(Draft IT Policy) **Doc.#23-86**

B Hubbell reported the Conflict of Interest policy did not need further review and is an action item at today's meeting. The organizational chart is also an action item at today's meeting. B Hubbell added the committee discussed the Purchasing Policy spending thresholds and asked the Board to review as the policy will be up for vote at the September meeting, as well as the Draft IT plan.

B Hubbell reported Brian's annual evaluation survey will be for STLS Trustees only this year and will be sent out in August. The committee is hoping for 100% participation and asked that all survey takers pay attention to the details of the questions.

**7. Finance & Facilities Committee – S Barr**

(Minutes) **Doc.#23-87**

S Barr reported the committee reviewed and suggested corrections to be made to the Purchasing Policy. If there are any further suggestions, please let Brian know.

**8. Public Relations Committee –L Decker**(Minutes) **Doc. #23-88**(2023/2024 Construction Aid) **Doc.#23-89**

L Decker reported the committee reviewed the award nominations and scholarship applications for the annual meeting. She added all candidates were doing excellent work.

L Decker reported that this year's annual meeting will be held at the David A Howe library in Wellsville, NY on October 6. The meeting will run from 9:30-10 for networking/arrival, then 10-12 for the meeting.

**9. Foundation for Southern Tier Libraries – Louise Richardson**(Minutes) **Doc. #23-90**

L Richardson stated that planning for the annual fundraising event is going well, and tickets will be available to purchase online. The event date is September 23, 2023 from 5:30-7:30 at 171 Cedar Arts center. There will be complimentary hors d'oeuvres and beverages and a silent auction.

**BOARD ACTIONS****12. Expenditure Approvals -Monthly Unpaid Bills Detail****\* FOR APPROVAL****Doc. #23-91**

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

Aye \_\_\_13\_\_\_ Nay \_\_\_0\_\_\_ Abstain \_\_\_0\_\_\_ Absent \_\_\_1\_\_\_ Vacant \_\_\_1\_\_\_  
 Approved/Failed: approved  
 Discussion: none

**13. Receipt Approvals – Monthly Deposit Summary****\* FOR APPROVAL****Doc. #23-92**

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

Aye \_\_\_13\_\_\_ Nay \_\_\_0\_\_\_ Abstain \_\_\_0\_\_\_ Absent \_\_\_1\_\_\_ Vacant \_\_\_1\_\_\_  
 Approved/Failed: approved  
 Discussion: none

**14. Approve Proposed Revisions to Conflict of Interest Policy****\* FOR APPROVAL****(See Doc. 23-70 - June 2023 Board Packet)**

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the Conflict of Interest Policy as presented at the June 20, 2023 board meeting considering any revisions during board meeting discussion.

Aye \_\_\_13\_\_\_ Nay \_\_\_0\_\_\_ Abstain \_\_\_0\_\_\_ Absent \_\_\_1\_\_\_ Vacant \_\_\_1\_\_\_  
 Approved/Failed: approved  
 Discussion: none

15. Approve Proposed Revisions to NYS Public Library Construction Aid Allocations**\* FOR APPROVAL Doc. #23-93**

Public Relations Committee Recommendation: The STLS Board of Trustees approves the proposed 2022/2023 NYS Public Library Construction Aid Allocations as presented at the May 16, 2023 board meeting considering any revisions during board meeting discussion.

Aye \_\_\_13\_\_\_ Nay \_\_\_0\_\_\_ Abstain \_\_\_0\_\_\_ Absent \_\_\_1\_\_\_ Vacant \_\_\_1\_\_\_  
 Approved/Failed: approved  
 Discussion: none

16. Appointment of Part Time Library Clerk**\* FOR APPROVAL**

Executive Director Recommendation: The STLS Board of Trustees approves the probationary appointment of Micayah Ambriz to the Part Time Library Clerk position at a starting hourly rate of \$15.00. Permanent position appointment is defined and determined by the Staff Organization Contract 2021 – 2024.

Move: \_\_\_L Richardson\_\_\_ Second \_\_\_R Urban\_\_\_  
 Aye \_\_\_13\_\_\_ Nay \_\_\_0\_\_\_ Abstain \_\_\_0\_\_\_ Absent \_\_\_1\_\_\_ Vacant \_\_\_1\_\_\_  
 Approved/Failed: Approved  
 Discussion: None

17. Appointment of Part Time Delivery Driver**\* FOR APPROVAL**

Executive Director Recommendation: The STLS Board of Trustees approves the probationary appointment of Ernest Van Kurin to the Part Time 19-Hour-Per-Week Delivery Driver position at a starting hourly rate of \$15.00. Permanent position appointment is defined and determined by the Staff Organization Contract 2021 – 2024.

Move: \_\_\_R Ahola\_\_\_ Second: \_\_\_M Krebs\_\_\_  
 Aye \_\_\_13\_\_\_ Nay \_\_\_0\_\_\_ Abstain \_\_\_0\_\_\_ Absent \_\_\_1\_\_\_ Vacant \_\_\_1\_\_\_  
 Approved/Failed: Approved  
 Discussion: None

18. Approve Revisions to the STLS Organizational Chart **\*FOR APPROVAL****Doc. #23-94**

Executive Director Recommendation: The STLS Board of Trustees approves the proposed revisions to the STLS Organizational Chart considering recent changes in STLS staff appointments.

Move: \_\_\_S McGill\_\_\_ Second: \_\_\_L Richardson\_\_\_  
 Aye \_\_\_13\_\_\_ Nay \_\_\_0\_\_\_ Abstain \_\_\_0\_\_\_ Absent \_\_\_1\_\_\_ Vacant \_\_\_1\_\_\_  
 Approved/Failed: Approved  
 Discussion: None

**BOARD INFORMATION**

**16. Old Business –  
None**

**17. New Business –**



None

**18. Library Networking –**

L Decker informed the Board that the Cuba Library will be hosting a chocolate, wine and cheese tasting on Friday, August 4, 2023.

**19. President's Report –**

None

**20. Monthly System Team & Divisional Reports -**

Doc.#23-77

***\*\* Move to go into Executive Session to discuss a personnel appointment. Motion by S Barr and second by M Krebs. Executive session started at 2:45 pm. Executive session ended at 2:52 pm. \*\****

S Barr inquired about Mandy Fleming's report and the charges from Ingram for MARC records. B Hildreth explained how Ingram's charges were set up in the past and how libraries are being charged now. The new charges appeared without warning. STLS tried to appeal, but the appeal was unsuccessful.

**Public Expression (15 minutes)**

Adjournment 3 :05 pm

Move: S McGill

Second: S Barr

Next meeting: Southern Tier Library System, Steuben County – Tuesday, September 19, 2023 at 2 p.m.

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

	<u>Jul 31, 23</u>	<u>Jun 30, 23</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
1200 · Cash - Operating	5,390.14	3,279.01	2,111.13
1201 · Cash - Payroll	9,997.78	6,846.01	3,151.77
1202 · Cash - Money Market	2,089,576.98	912,572.32	1,177,004.66
<b>Total Checking/Savings</b>	<u>2,104,964.90</u>	<u>922,697.34</u>	<u>1,182,267.56</u>
<b>Accounts Receivable</b>			
1380 · Accounts Receivable	130,145.89	159,711.13	-29,565.24
<b>Total Accounts Receivable</b>	<u>130,145.89</u>	<u>159,711.13</u>	<u>-29,565.24</u>
<b>Total Current Assets</b>	<u>2,235,110.79</u>	<u>1,082,408.47</u>	<u>1,152,702.32</u>
<b>Fixed Assets</b>			
<b>1100 · Fixed Assets</b>			
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
<b>Total 1100 · Fixed Assets</b>	<u>1,792,517.15</u>	<u>1,792,517.15</u>	<u>0.00</u>
<b>Total Fixed Assets</b>	<u>1,792,517.15</u>	<u>1,792,517.15</u>	<u>0.00</u>
<b>Other Assets</b>			
1382 · Prepaid expenses	83,657.56	83,657.56	0.00
<b>Total Other Assets</b>	<u>83,657.56</u>	<u>83,657.56</u>	<u>0.00</u>
<b>TOTAL ASSETS</b>	<u><b>4,111,285.50</b></u>	<u><b>2,958,583.18</b></u>	<u><b>1,152,702.32</b></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Other Current Liabilities</b>			
2601 · Accrued P/R	4,278.73	4,278.73	0.00
2604 · Deferred Grant	3,597.89	3,597.89	0.00
2625 · Payroll Deductions Payable	-92.86	163.38	-256.24
2626 · Flex Spending Deduction Payable	-521.96	-834.17	312.21
2627 · PFL Payable to Insurance	2,238.21	1,911.05	327.16
2635 · Capital Notes Payable	123,069.56	125,234.73	-2,165.17
2640 · Accrued Compensated Absences	138,984.07	138,984.07	0.00
<b>Total Other Current Liabilities</b>	<u>271,553.64</u>	<u>273,335.68</u>	<u>-1,782.04</u>
<b>Total Current Liabilities</b>	<u>271,553.64</u>	<u>273,335.68</u>	<u>-1,782.04</u>
<b>Total Liabilities</b>	<u>271,553.64</u>	<u>273,335.68</u>	<u>-1,782.04</u>
<b>Equity</b>			
3200 · Fund Balance Unrestricted	2,546,574.08	2,546,574.08	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
<b>Net Income</b>	<u>845,351.34</u>	<u>-309,133.02</u>	<u>1,154,484.36</u>
<b>Total Equity</b>	<u>3,839,731.86</u>	<u>2,685,247.50</u>	<u>1,154,484.36</u>

Southern Tier Library System  
Treasurer's Report  
As of July 31, 2023

	Jul 31, 23	Jun 30, 23	\$ Change
TOTAL LIABILITIES & EQUITY	<u>4,111,285.50</u>	<u>2,958,583.18</u>	<u>1,152,702.32</u>

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

	Jul 23	Jun 23	\$ Change
<b>Income</b>			
4700 • Basic State Aid	878,428.00	0.00	878,428.00
4709 • Local Services Support	86,935.00	0.00	86,935.00
4710 • Supplemental Aid	130,140.00	0.00	130,140.00
4716 • State Aid Pass Through	104,757.00	0.00	104,757.00
4719 • Interest	41.05	24.61	16.44
4724 • Member Library IT Contracts	13,157.46	56.36	13,101.10
4725 • Grants Revenue	103,783.35	13,210.60	90,572.75
4731 • Arkport Support	17.79	2,835.60	-2,817.81
4733 • Member Library Processing Fees	0.00	136.50	-136.50
4735 • Non State Aid Pass Through	22,050.04	12,853.86	9,196.18
4782 • Donations	0.00	70.15	-70.15
4784 • General Reimbursements & Refund	400.00	0.00	400.00
<b>Total Income</b>	<b>1,339,709.69</b>	<b>29,187.68</b>	<b>1,310,522.01</b>
<b>Gross Profit</b>	<b>1,339,709.69</b>	<b>29,187.68</b>	<b>1,310,522.01</b>
<b>Expense</b>			
5100 • Salaries			
5141 • Professional Salaries	31,709.62	46,604.40	-14,894.78
5142 • Non-Professional Salaries	42,683.07	54,655.86	-11,972.79
<b>Total 5100 • Salaries</b>	<b>74,392.69</b>	<b>101,260.26</b>	<b>-26,867.57</b>
5150 • Personnel Benefits			
5153 • Social Security	5,479.50	7,534.98	-2,055.48
5154 • Workers Compensation	505.04	532.42	-27.38
5156 • Disability	0.00	196.75	-196.75
5157 • Health Insurance	17,002.55	16,331.60	670.95
5158 • Payroll Expense - Other	817.25	1,154.35	-337.10
<b>Total 5150 • Personnel Benefits</b>	<b>23,804.34</b>	<b>25,750.10</b>	<b>-1,945.76</b>
5204 • STLS Software & Small Equipment	231.00	2,249.97	-2,018.97
5205 • Maintenance Contracts & Leases	1,868.37	596.19	1,272.18
5408 • Platform Fees & Licenses	3,900.00	4,563.97	-663.97
5409 • STLS Telephone/Internet	16,537.94	20,426.20	-3,888.26
5417 • Library Materials	1,044.44	1,278.87	-234.43
5418 • Consultant Collection	0.00	500.30	-500.30
5420 • Staff Development Travel	2,864.44	220.89	2,643.55
5422 • Trustee Mileage	0.00	1,024.68	-1,024.68
5424 • Conference Registration	150.00	322.40	-172.40
5425 • Staff & Member Library Mileage	70.74	542.21	-471.47
5427 • Programming & Annual Conference	1,697.44	3,138.95	-1,441.51
5428 • Meeting Supplies	507.91	41.45	466.46
5430 • Office Supplies	92.37	548.03	-455.66
5433 • Postage	5.50	0.00	5.50
5434 • Public Relations	1,937.83	209.99	1,727.84
5435 • Member Library Pass through	31,521.23	34,980.57	-3,459.34
5442 • Professional Fees	1,664.00	800.00	864.00

Southern Tier Library System  
Financial Clerk's Report  
July 2023

	Jul 23	Jun 23	\$ Change
5444 · Accounting Support & Audit	286.50	9,099.00	-8,812.50
5450 · Utilities	616.27	773.03	-156.76
5451 · Building Maintenance & Repairs	6,401.47	1,607.75	4,793.72
5453 · Loan Interest	234.83	238.88	-4.05
5454 · Commercial Insurance	868.53	868.53	0.00
5471 · Vehicle Maintenance & Repairs	500.77	139.96	360.81
5473 · Vehicle Fuel	1,619.53	1,733.92	-114.39
5474 · Vehicle Insurance	464.00	464.00	0.00
5480 · Greenwood Reading Center Exp	1,731.31	2,396.30	-664.99
5485 · Arkport Expense Account	2,038.53	3,491.21	-1,452.68
5490 · Grants	8,173.35	5,000.00	3,173.35
<b>Total Expense</b>	<b>185,225.33</b>	<b>224,267.61</b>	<b>-39,042.28</b>
<b>Net Income</b>	<b><u>1,154,484.36</u></b>	<b><u>-195,079.93</u></b>	<b><u>1,349,564.29</u></b>

	<u>Aug 31, 23</u>	<u>Jul 31, 23</u>	<u>\$ Change</u>
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
1200 · Cash - Operating	5,053.32	5,441.39	-388.07
1201 · Cash - Payroll	10,706.93	9,997.78	709.15
1202 · Cash - Money Market	2,211,643.73	2,089,576.98	122,066.75
Total Checking/Savings	2,227,403.98	2,105,016.15	122,387.83
Accounts Receivable			
1380 · Accounts Receivable	152,213.32	130,146.89	22,066.43
Total Accounts Receivable	152,213.32	130,146.89	22,066.43
Other Current Assets			
12000 · Undeposited Funds	29.99	0.00	29.99
Total Other Current Assets	29.99	0.00	29.99
Total Current Assets	2,379,647.29	2,235,163.04	144,484.25
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
1400 · Right of Use Lease Asset	613,174.00	613,174.00	0.00
Total Other Assets	696,831.56	696,831.56	0.00
<b>TOTAL ASSETS</b>	<b>4,868,996.00</b>	<b>4,724,511.75</b>	<b>144,484.25</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
2600 · Accounts Payable	650.28	0.00	650.28
Total Accounts Payable	650.28	0.00	650.28
Other Current Liabilities			
2601 · Accrued P/R	4,278.73	4,278.73	0.00
2604 · Deferred Grant	3,597.89	3,597.89	0.00
2625 · Payroll Deductions Payable	0.00	-92.86	92.86
2626 · Flex Spending Deduction Payable	-492.73	-521.96	29.23
2627 · PFL Payable to Insurance	2,560.53	2,238.21	322.32
2635 · Capital Notes Payable	120,900.33	123,069.56	-2,169.23
2640 · Accrued Compensated Absences	138,984.07	138,984.07	0.00
2800 · Lease Liability Short Term	96,540.00	96,540.00	0.00
Total Other Current Liabilities	366,368.82	368,093.64	-1,724.82

Southern Tier Library System  
Treasurer's Report  
As of August 31, 2023

	<b>Aug 31, 23</b>	<b>Jul 31, 23</b>	<b>\$ Change</b>
<b>Total Current Liabilities</b>	367,019.10	368,093.64	-1,074.54
<b>Long Term Liabilities</b>			
2850 - Lease Liability - Long Term	516,634.00	516,634.00	0.00
<b>Total Long Term Liabilities</b>	516,634.00	516,634.00	0.00
<b>Total Liabilities</b>	883,653.10	884,727.64	-1,074.54
<b>Equity</b>			
3200 - Fund Balance Unrestricted	2,533,864.33	2,533,864.33	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	1,003,672.13	858,113.34	145,558.79
<b>Total Equity</b>	3,985,342.90	3,839,784.11	145,558.79
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,868,996.00</b>	<b>4,724,511.75</b>	<b>144,484.25</b>

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

	Aug 23	Jul 23	\$ Change
<b>Income</b>			
4700 · Basic State Aid	0.00	878,428.00	-878,428.00
4706 · Jails and Institutions	3,796.00	0.00	3,796.00
4709 · Local Services Support	0.00	86,935.00	-86,935.00
4710 · Supplemental Aid	0.00	130,140.00	-130,140.00
4711 · Coordinated Outreach	90,243.00	0.00	90,243.00
4713 · State Corrections	26,909.00	0.00	26,909.00
4716 · State Aid Pass Through	169,068.00	104,757.00	64,311.00
4719 · Interest	51.50	41.05	10.45
4724 · Member Library IT Contracts	600.00	13,157.46	-12,557.46
4725 · Grants Revenue	20,000.00	103,783.35	-83,783.35
4731 · Arkport Support	7,121.59	17.79	7,103.80
4735 · Non State Aid Pass Through	9,222.90	22,051.04	-12,828.14
4784 · General Reimbursements & Refund	151.48	400.00	-248.52
<b>Total Income</b>	<b>327,163.47</b>	<b>1,339,710.69</b>	<b>-1,012,547.22</b>
<b>Gross Profit</b>	<b>327,163.47</b>	<b>1,339,710.69</b>	<b>-1,012,547.22</b>
<b>Expense</b>			
5100 · Salaries			
5141 · Professional Salaries	32,032.86	31,709.62	323.24
5142 · Non-Professional Salaries	41,116.06	42,683.07	-1,567.01
<b>Total 5100 · Salaries</b>	<b>73,148.92</b>	<b>74,392.69</b>	<b>-1,243.77</b>
5150 · Personnel Benefits			
5153 · Social Security	5,377.33	5,479.50	-102.17
5154 · Workers Compensation	532.42	505.04	27.38
5157 · Health Insurance	15,151.93	17,002.55	-1,850.62
5158 · Payroll Expense - Other	3,827.66	817.25	3,010.41
5150 · Personnel Benefits - Other	0.00	1,697.44	-1,697.44
<b>Total 5150 · Personnel Benefits</b>	<b>24,889.34</b>	<b>25,501.78</b>	<b>-612.44</b>
5204 · STLS Software & Small Equipment	335.69	231.00	104.69
5205 · Maintenance Contracts & Leases	439.21	1,868.37	-1,429.16
5408 · Platform Fees & Licenses	0.00	3,900.00	-3,900.00
5409 · STLS Telephone/Internet	16,891.06	16,537.94	353.12
5417 · Library Materials	4,164.13	1,044.44	3,119.69
5418 · Consultant Collection	49.99	0.00	49.99
5419 · Electronic Materials	1,026.22	0.00	1,026.22
5420 · Staff Development Travel	1,462.00	2,864.44	-1,402.44
5424 · Conference Registration	325.00	150.00	175.00
5425 · Staff & Member Library Mileage	512.60	70.74	441.86
5427 · Programming & Annual Conference	400.00	0.00	400.00
5428 · Meeting Supplies	316.17	507.91	-191.74
5430 · Office Supplies	80.00	92.37	-12.37
5433 · Postage	0.00	5.50	-5.50
5434 · Public Relations	478.19	1,937.83	-1,459.64
5435 · Member Library Pass through	24,706.85	31,521.23	-6,814.38



Southern Tier Library System  
Financial Clerk's Report  
August 2023

	<b>Aug 23</b>	<b>Jul 23</b>	<b>\$ Change</b>
5442 · Professional Fees	5,180.00	1,664.00	3,516.00
5444 · Accounting Support & Audit	99.00	286.50	-187.50
5450 · Utilities	804.36	616.27	188.09
5451 · Building Maintenance & Repairs	1,389.53	6,401.47	-5,011.94
5453 · Loan Interest	230.77	234.83	-4.06
5454 · Commercial Insurance	868.53	868.53	0.00
5471 · Vehicle Maintenance & Repairs	124.00	500.77	-376.77
5473 · Vehicle Fuel	1,548.16	1,619.53	-71.37
5474 · Vehicle Insurance	464.00	464.00	0.00
5480 · Greenwood Reading Center Exp	1,580.70	1,731.31	-150.61
5485 · Arkport Expense Account	2,053.64	2,038.53	15.11
5490 · Grants	18,036.62	8,173.35	9,863.27
<b>Total Expense</b>	<b>181,604.68</b>	<b>185,225.33</b>	<b>-3,620.65</b>
<b>Net Income</b>	<b>145,558.79</b>	<b>1,154,485.36</b>	<b>-1,008,926.57</b>

## **Personnel & Policies Committee**

### **Meeting Minutes**

Tuesday, September 12, 2023 at 12:00 pm

Meeting Location: Southern Tier Library System - Painted Post



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

Staff: Brian M. Hildreth

### **Policies**

#### **Purchasing Policy**

The committee referenced proposed changes to the Purchasing Policy. B. Hildreth reported no proposed revisions were submitted since the July 2023 board of trustee's meeting. And the Finance & Facilities Committee agreed with the changes at their last July meeting. The committee agreed it was ready to move out of committee for full board consideration.

Approve Proposed Revisions to Purchasing Policy

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed revisions to the Purchasing Policy as presented at the July 18, 2023 board meeting considering any revisions during board meeting discussion.

M-C. Krebs made a motion to approve; seconded by B. Hubbell. Unanimously approved.

#### **2024 – 2028 Information Technology Plan**

The committee referenced proposed changes to the plan. B. Hildreth reported no comments or proposed revisions were submitted since the July 2023 board of trustee's meeting. B. Hubbell requested the text of the plan not be underlined throughout. B. Hildreth confirmed this was a formatting error, and the final version would be corrected. The committee agreed it was ready to move out of committee for full board consideration.

Approve Proposed 2024 – 2028 Information Technology Plan

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed 2024 – 2028 Information Technology Plan as presented at the July 18, 2023 board meeting considering any revisions during board meeting discussion.

R. Ahola made a motion to approve; seconded by B. Hubbell. Unanimously approved.

#### **Whistle Blower & Ethical Behavior Policy**

Committee members reviewed the policy and made several grammatical edits. They also asked questions about the process of investigations as they pertain to the board. The committee discussed the process, and included references to current New York State Labor law. The committee agreed to move the policy to the full board for review at September's meeting.

### **Sexual Harassment Prevention Policy**

The committee reviewed the policy. Several grammatical and formatting changes were made. The committee also reviewed the process of complaints and investigations from the perspective of complainants, staff, and management. The committee will review for the next 30 days, and make any additional edits at October's meeting.

### **Personnel**

The committee discussed the annual approval on the Executive Director's benefit payment, which is authorized in the 2022 – 2026 Executive Director Contract. It was noted that the action item for September's board meeting is to reaffirm this benefit, so the Business Office has supporting documentation in addition to the contract.

#### Authorize Annual One-Time Salary Payment per Executive Director Contract

Personnel & Policies Committee Recommendation: The STLS Board of Trustees authorizes the Business Office to make an annual one-time salary payment to the Executive Director in the amount of \$3,600, and designate such payment per the Executive Director's Contract 2022 – 2026 – Other Benefits of Employment.

R. Ahola made a motion to approve; seconded by B. Hubbell. Unanimously approved.

### **Business Manager /Accounting Specialist Position**

B. Hildreth informed committee members about the vacancy of this position. He said he would make a recommendation at the upcoming board meeting to revise the Job Title from Business Manager to Accounting Specialist. Committee members said they would support the change.

### **Program Consultant Position**

B. Hildreth provided a brief overview of changes to the current Member Services Consultant position to the new position of Program Consultant. Committee members asked questions about the changes, and how they impacted staff and the organizational chart. B. Hildreth provided answers to committee member questions, and asked committee members to review before the next board meeting. He said he would provide a detailed report at the upcoming board meeting, and make an Executive Director's recommendation to approve. The documents will be included in this month's board packet.

### **Executive Director Performance Evaluation**

The committee made a motion to go into Executive Session at 1:18 pm to discuss the Executive Director's Performance Evaluation. The Executive Director recused himself from the session.

R. Ahola made a motion to go into Executive Session; seconded by B. Hubbell. Unanimously approved.

The committee came out of Executive Session at 1:31 pm.

Meeting adjourned at 1:35 pm.

Minutes respectfully submitted by: Brian M. Hildreth

**WHISTLEBLOWER and ETHICAL BEHAVIOR POLICY**

REFERENCES: New York State Labor Law Chapter 31, Article 20-C666666f

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

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

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

**Reporting Responsibility**

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

**Authority of the Board of Trustees**

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

**Reporting Procedures and Corrective Action for Employees**

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

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

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

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

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

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

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

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

### **Confidentiality**

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

### **No Retaliation Provision**

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

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

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

***Updated by the Board of Trustees September 19, 2017; MM/DD/YYYY***

## Finance & Facilities Committee

### Meeting Minutes

Monday, September 11, 2023 – 2:30 pm



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Meeting Location: Southern Tier Library System

Present: Sisi Barr (chair), Betsy Gorman, Richard Urban, Louise Richardson, and Brian Hildreth.

Guest: Kathy Stickler, Mengel, Metzger and Barr

Meeting was called to order at 2:30 pm

Financial Statements- Brian reviewed July's and August's financial statements with the committee.

Treasurer's Reports- Brian stated that our total checking/savings on hand was \$2.1 million and \$2.2 million for July and August. We have received all of the State Aid with the exception of 10% of Local Library Services Aid which will be requested. Compared to August 2022 we are up approximately \$26,000.00.

Financial Clerk's Reports- Brian shared that State Aid Pass Through was received and disbursed to CCLD for Central Library Aid for support services they provide. Grants revenue was disbursed for public computers and infrastructure for Allegany Libraries.

Profit-Loss Statements- Brian stated E-Rate Funding is paid out twice a year. The first quarter payment received in 2023 are for costs incurred the prior year and is accounted for in 2022. Brian stated that expenditures are on-track and few adjustments will be needed mid-fall. We are on track for a balanced budget at the end of the year.

Deposit Summary and Expenditures Report - will be presented at the board meeting.

Policies - Purchasing Policy review – not discussed.

2022 Independent Auditor's Report- Kathy Stickler, Auditor from Mengel, Metzger and Barr, presented our 2022 audit results. Ms. Stickler will be presenting this report to the full board on September 19<sup>th</sup> at STLS. Highlights include new accounting rules for leases to access internet fiber connections to member libraries to be known as right-of-use (ROU) and rules for – credit losses.

2022 990 IRS Report- presented to committee members and will be presented to the full board.

Personnel- Business Manager job description reviewed.

Hearing no further business, Betsy made the motion to adjourn, Richard seconded, meeting adjourned at 3:46 pm.

Respectfully submitted: Sisi Barr, Treasurer



**Public Relations Committee**

Meeting Minutes

Tuesday, July 18, 2023 – 1:30 pm



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Meeting Location: Watkins Glen Public Library, Watkins Glen, New York

Board 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 Library System Awards & Scholarships**

Committee members reviewed award nominations as well as scholarship applications. The committee selected recipients for all award categories with the exception of Best Promotional Video Award because there were no nominations. The committee also agreed to award scholarships to all six applicants even though the library system had budgeted for five applicants. B. Hildreth said the sixth application could be funded through mid-year budget revisions, which will take place in early fall. Recipients and applicants will be notified in August of their awards.

**Election or Re-election of STLS Trustees**

The committee discussed upcoming elections. All seats on the board set to expire are filled by trustees who are eligible for another term. Three of four trustees indicated they are committed to running for election. F. Wright noted it might be time to find another trustee from Schuyler County to fill her seat. She has enjoyed her time on the board, but other commitments prevent her from being fully engaged. B. Hildreth said he would work with the Executive Committee to place the trustees on the ballot for 2023, and inform Schuyler County libraries of the potential vacancy given F. Wright's term expiring.

- Felicity Wright: 2024 – 2028 (Schuyler)
- Sisi Barr: 2024 – 2028 (Chemung)
- Michael Steffens: 2022 – 2026 (Chemung)
- Mary-Claire Krebs: 2023 – 2027 (Steuben)

**Annual Meeting**

B. Hildreth informed the committee that he is working on finalizing the agenda for the meeting, and a draft copy will be sent to committee members in early August.

Meeting adjourned at 1:55 pm

Respectfully submitted: Brian M. Hildreth, STLS Executive Director

Foundation for Southern Tier Libraries

**BOARD OF DIRECTORS MEETING**

**August 25, 2023** | Southern Tier Library System and via Zoom

**MEETING MINUTES**

Present: Dale Wexell; President; Rusty Wigg, Vice President; Louise Richardson, Secretary; Gail Ebeltoft; Denise King

Attending remotely: (guest)

Excused: Peter Gamba; Tom Nichols; Paul Webster, Treasurer; Brian Hildreth, STLS Executive Director

The meeting was called to order at 11:20 am.

**FUNDRAISING EVENT**

Rusty reported that she met with Paul Webster about the onsite financial aspects of the event. She has ordered a new PayPal card reader. Paul will test it ahead of time and will set up log sheets for the financial transactions. Dale moved and Louise seconded that we purchase a tablet to use for transactions at the event. Motion passed. Rusty will talk with Brian Hildreth about ordering it through STLS.

Barbara Twombly will has volunteered to assist Paul at the event. Gail suggested we have two lines for auction checkout: Credit and Cash/Check.

Louise will check with Paul to make sure we are receiving the proceeds from Ticket Spice/WebConnex, the online ticketing platform.

Louise will check with Noelle from 171 about the venue capacity. We will stop selling ticket sales at 125. If people sell offline tickets, they should notify Dale. Each board member will be given 10 printed tickets.

Dale will ask Wegmans for a contribution of a gift card with which to purchase soft drinks. He will also secure the liquor license. He will also see about recruiting some Rotary volunteers.

Louise will provide napkins and plates. Gail will bring paper towels. Louise will check with the ARTS Council about using their glasses and will also check with Monahan's about renting glasses.

**Auction**

Information about secured auction items should be sent to Dale and copied to Louise. Auction items should be given to Dale at the next meeting.

The auction will close at 7:15 pm, with a warning at 7:00. Louise will make a poster on which to record winners' names and will draft an auction procedure. We will set opening bids and bid increments at the next meeting.

Auction asks:

Denise will put together the lunch package like the one she did last year. She will also ask Bill Knapp to donate a catered dinner at the Jennie Fassett Cottage in Elmira.

Rusty will ask the Studio at CMOG for classes. She has asked AJ Fratarcangelo and will contact some breweries for certificates to pair with the vintage beer glasses and Serendipity Hair Salon for a donation.

Louise will contact the Clemens Center and Chris Walters.

Confirmed auction items:

- 6 vintage handblown beer glasses
- Catered dinner hosted by Gail and Paul Ebeltoft
- 8 tickets to the Rockwell Museum's lecture series: January through May 2024

- Pampering package with gift certificates from Studio Two and K. Rae Salon, a travel pillow and TSA approved travel kit
- Dessert of the Month Club
- Small vase from Colleen McCall Ceramics
- \$50 gift card from Connors Mercantile
- 2 wine baskets
- Gift certificate from Rye Bar and Restaurant
- Sashiko Mending Class for 4 with supplies from Rabbit Row Yarns and Haberdashery
- One year membership and handmade mug from 171 Cedar Arts Center

**NEXT MEETING**

Thursday, September 14, 2023, at the STLS offices.

There being no further business, the meeting was adjourned.

Respectfully submitted,  
Louise Richardson, Secretary

10:33 AM  
08/22/23Lin  
8/23/23Southern Tier Library System  
Unpaid Bills Detail  
As of August 25, 2023SEP  
9/15/23

Type	Date	Num	Due Date	Open Balance
Blackstone Publishing Bill	08/25/2023	2113507	08/25/2023	✓ 188.95 ✓
Total Blackstone Publishing				188.95
Button, Vickie Bill	08/25/2023	Medica...	08/25/2023	✓ 95.35 ✓
Total Button, Vickie				95.35
Casella Waste Services Bill	08/25/2023	2232578	08/25/2023	✓ 129.03 ✓
Total Casella Waste Services				129.03
CPE InterLink Bill	08/25/2023	23-1066	08/25/2023	✓ 1,102.25 ✓
Bill	08/25/2023	23-1071	08/25/2023	✓ 179.00 ✓
Total CPE InterLink				1,281.25
Dell Marketing LP Bill	08/25/2023	10690...	08/25/2023	✓ 1,075.99 ✓
Bill	08/25/2023	10685...	08/25/2023	✓ 2,446.08 ✓
Total Dell Marketing LP				3,522.07
Demco Bill	08/25/2023	7342984	08/25/2023	✓ 98.12 ✓
Total Demco				98.12
Eastern Managed Print Network Bill	08/25/2023	IN3955...	08/25/2023	✓ 439.21 ✓
Total Eastern Managed Print Network				439.21
English, Darleen Bill	08/25/2023	Medica...	08/25/2023	✓ 95.35 ✓
Total English, Darleen				95.35
Erie Insurance Company Bill	08/25/2023	Sep 20...	08/25/2023	✓ 1,864.95 ✓
Total Erie Insurance Company				1,864.95
Excellus BC BS Bill	08/25/2023	Sep 20...	08/25/2023	✓ 3,266.08 ✓
Bill	08/25/2023	Sep 20...	08/25/2023	✓ 206.80 ✓
Total Excellus BC BS				3,472.88
First Bankcard Bill	08/25/2023	44182...	08/25/2023	✓ 476.78 ✓
Bill	08/25/2023	44182...	08/25/2023	✓ 127.57 ✓
Bill	08/25/2023	44182...	08/25/2023	✓ 2,186.71 ✓
Bill	08/25/2023	44182...	08/25/2023	✓ 98.12 ✓
Bill	08/25/2023	44182...	08/25/2023	✓ 9.99 ✓
Bill	08/25/2023	44182...	08/25/2023	✓ 81.00 ✓
Bill	08/25/2023	44182...	08/25/2023	✓ 1,462.00 ✓
Total First Bankcard				4,424.17
Friendly Freds Bill	08/25/2023	30786	08/25/2023	✓ 62.00 ✓
Bill	08/25/2023	30806	08/25/2023	✓ 62.00 ✓
Total Friendly Freds				124.00

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08/22/23

# Southern Tier Library System

## Unpaid Bills Detail

As of August 25, 2023

Type	Date	Num	Due Date	Open Balance
<b>Frontier Communications</b>				
Bill	08/25/2023	Sep 20...	08/25/2023	✓ 244.35 ✓
Total Frontier Communications				244.35
<b>Gale/CENGAGE Learning</b>				
Bill	08/25/2023	81456...	08/25/2023	✓ 98.80 ✓
Bill	08/25/2023	81546...	08/25/2023	✓ 30.39 ✓
Total Gale/CENGAGE Learning				127.19
<b>Hallahian, Sheila</b>				
Bill	08/25/2023	Medica...	08/25/2023	✓ 95.35 ✓
Total Hallahan, Sheila				95.35
<b>Holden, Loretta</b>				
Bill	08/25/2023	Medica...	08/25/2023	✓ 95.35 ✓
Total Holden, Loretta				95.35
<b>Humana</b>				
Bill	08/25/2023	Sep 20...	08/25/2023	✓ 41.40 ✓
Total Humana				41.40
<b>I'm Your Neighbor Books</b>				
Bill	08/25/2023	1066	08/25/2023	✓ 7,500.00 ✓
Total I'm Your Neighbor Books				7,500.00
<b>Ingram Library Services</b>				
Bill	08/25/2023	77033...	08/25/2023	✓ 312.37 ✓
Bill	08/25/2023	77213...	08/25/2023	✓ 19.20 ✓
Bill	08/25/2023	77213...	08/25/2023	✓ 64.18 ✓
Bill	08/25/2023	77263...	08/25/2023	✓ 28.72 ✓
Bill	08/25/2023	77213...	08/25/2023	✓ 12.00 ✓
Total Ingram Library Services				436.47
<b>McPherson, Marcia</b>				
Bill	08/25/2023	Medica...	08/25/2023	✓ 95.35 ✓
Total McPherson, Marcia				95.35
<b>Multi Media Services</b>				
Bill	08/25/2023	89003	08/25/2023	✓ 268.20 ✓
Total Multi Media Services				268.20
<b>Nelson, Jane</b>				
Bill	08/25/2023	Medica...	08/25/2023	✓ 95.35 ✓
Total Nelson, Jane				95.35
<b>New York State Unemployment Insurance</b>				
Bill	08/25/2023	2Q23 ...	08/25/2023	✓ 11.92 ✓
Total New York State Unemployment Insurance				11.92
<b>NYLA</b>				
Bill	08/25/2023	2023 ...	08/25/2023	✓ 1,420.00 ✓
Total NYLA				1,420.00

# Southern Tier Library System

## Unpaid Bills Detail

As of August 25, 2023

Type	Date	Num	Due Date	Open Balance
<b>Overdrive</b>				
Bill	08/25/2023	01453...	08/25/2023	✓ 559.46 ✓
Bill	08/25/2023	01453...	08/25/2023	✓ 118.49 ✓
Bill	08/25/2023	01453...	08/25/2023	✓ 359.49 ✓
Bill	08/25/2023	01453...	08/25/2023	✓ 683.18 ✓
Bill	08/25/2023	01453...	08/25/2023	✓ 927.17 ✓
Bill	08/25/2023	01453...	08/25/2023	✓ 490.06 ✓
Bill	08/25/2023	01453...	08/25/2023	✓ 346.89 ✓
<b>Total Overdrive</b>				<b>3,484.74</b>
<b>Passage, Mary</b>				
Bill	08/25/2023	Medica...	08/25/2023	✓ 95.35 ✓
<b>Total Passage, Mary</b>				<b>95.35</b>
<b>Quiggle, Mary Kay</b>				
Bill	08/25/2023	Medica...	08/25/2023	✓ 95.35 ✓
<b>Total Quiggle, Mary Kay</b>				<b>95.35</b>
<b>Retterer &amp; Sons LLC</b>				
Bill	08/25/2023	3854	08/25/2023	✓ 540.75 ✓
<b>Total Retterer &amp; Sons LLC</b>				<b>540.75</b>
<b>Rogers, Pamela</b>				
Bill	08/25/2023	2023 T...	08/25/2023	✓ 80.00 ✓
<b>Total Rogers, Pamela</b>				<b>80.00</b>
<b>SCRLC</b>				
Bill	08/25/2023	6890	08/25/2023	✓ 3,760.00 ✓
<b>Total SCRLC</b>				<b>3,760.00</b>
<b>Southern Tier Wireless Inc</b>				
Bill	08/25/2023	118830	08/25/2023	✓ 75.00 ✓
<b>Total Southern Tier Wireless Inc</b>				<b>75.00</b>
<b>Time Warner Cable, PA</b>				
Bill	08/25/2023	22533...	08/25/2023	✓ 500.00 ✓
Bill	08/25/2023	14386...	08/25/2023	✓ 1,750.00 ✓
<b>Total Time Warner Cable, PA</b>				<b>2,250.00</b>
<b>United Healthcare Insurance Company</b>				
Bill	08/25/2023	Sep 20...	08/25/2023	✓ 305.50 ✓
<b>Total United Healthcare Insurance Company</b>				<b>305.50</b>
<b>Verizon Wireless</b>				
Bill	08/25/2023	99408...	08/25/2023	✓ 177.16 ✓
<b>Total Verizon Wireless</b>				<b>177.16</b>
<b>Wigg, Ristlina</b>				
Bill	08/25/2023	Medica...	08/25/2023	✓ 95.35 ✓
<b>Total Wigg, Ristlina</b>				<b>95.35</b>
<b>TOTAL</b>				<b>37,125.26</b>

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8/9/23

**Southern Tier Library System**  
**Unpaid Bills Detail**  
As of August 11, 2023

8/11/23

Type	Date	Num	Due Date	Open Balance
• Allegany County Employment & Training Bill	08/11/2023	081123	08/11/2023	✓ 5,000.00 ✓
Total Allegany County Employment & Training				5,000.00
• Baker & Taylor Bill	08/11/2023	20376...	08/11/2023	✓ 89.88 ✓
• Bill	08/11/2023	20376...	08/11/2023	✓ 12.01 ✓
Total Baker & Taylor				101.97
• CDW-G Bill	08/11/2023	KQ171...	08/11/2023	✓ 583.50 ✓
• Bill	08/11/2023	KR236...	08/11/2023	✓ 87.84 ✓
• Bill	08/11/2023	KB556...	08/11/2023	✓ 81.54 ✓
Total CDW-G				752.88
• Clearly IP Bill	08/11/2023	INV-07...	08/11/2023	✓ 2.00 ✓
• Bill	08/11/2023	INV-07...	08/11/2023	✓ 2.00 ✓
• Bill	08/11/2023	INV-07...	08/11/2023	✓ 2.00 ✓
• Bill	08/11/2023	INV-07...	08/11/2023	✓ 2.00 ✓
• Bill	08/11/2023	INV-07...	08/11/2023	✓ 358.80 ✓
• Bill	08/11/2023	INV-07...	08/11/2023	✓ 2.00 ✓
• Bill	08/11/2023	INV-07...	08/11/2023	✓ 2.00 ✓
Total Clearly IP				370.80
• Corning Natural Gas Bill	08/11/2023	Jul 2023	08/11/2023	✓ 46.90 ✓
Total Corning Natural Gas				46.90
• CPE InterLink Bill	08/11/2023	23-103...	08/11/2023	✓ 378.50 ✓
• Bill	08/11/2023	23-103...	08/11/2023	✓ 318.00 ✓
• Bill	08/11/2023	23-103...	08/11/2023	✓ 606.00 ✓
Total CPE InterLink				1,300.50
• Dalton, Tina Bill	08/11/2023	7/26/2...	08/11/2023	✓ 119.80 ✓
Total Dalton, Tina				119.80
• Delta Dental Insurance Company Bill	08/11/2023	Aug 20...	08/11/2023	✓ 190.88 ✓
Total Delta Dental Insurance Company				190.88
• Empire Access Bill	08/11/2023	00004...	08/11/2023	✓ 87.30 ✓
Total Empire Access				87.30
• Empire Natural Gas Bill	08/11/2023	WSTL...	08/11/2023	✓ 8.40 ✓
Total Empire Natural Gas				8.40
• Energy Cooperative of America Bill	08/11/2023	1004715	08/11/2023	✓ 407.08 ✓
Total Energy Cooperative of America				407.08
• FirstLight Fiber Bill	08/11/2023	14588...	08/11/2023	✓ 913.88 ✓
Total FirstLight Fiber				913.88

# Southern Tier Library System

## Unpaid Bills Detail

As of August 11, 2023

Type	Date	Num	Due Date	Open Balance
Four County Lib Sys				
Bill	08/11/2023	Project...	08/11/2023	✓ 88.07 ✓
Total Four County Lib Sys				88.07
Gale/CENGAGE Learning				
Bill	08/11/2023	81423...	08/11/2023	✓ 88.87 ✓
Bill	08/11/2023	81431...	08/11/2023	✓ 22.98 ✓
Total Gale/CENGAGE Learning				81.88
Hildreth, Brian				
Bill	08/11/2023	Apr-Jul...	08/11/2023	✓ 383.00 ✓
Total Hildreth, Brian				383.00
Ingram Library Services				
Bill	08/11/2023	78824...	08/11/2023	✓ 534.18 ✓
Bill	08/11/2023	78848...	08/11/2023	✓ 130.87 ✓
Bill	08/11/2023	78848...	08/11/2023	✓ 48.89 ✓
Bill	08/11/2023	78848...	08/11/2023	✓ 17.39 ✓
Bill	08/11/2023	77033...	08/11/2023	✓ 43.20 ✓
Bill	08/11/2023	77033...	08/11/2023	✓ 360.89 ✓
Total Ingram Library Services				1,135.89
New York State Unemployment Insurance				
Bill	08/11/2023	2Q23	08/11/2023	✓ 2,881.00 ✓
Total New York State Unemployment Insurance				2,881.00
NYSEG				
Bill	08/11/2023	Jul 2023	08/11/2023	✓ 341.98 ✓
Total NYSEG				341.98
NYSHIP				
Bill	08/11/2023	687	08/11/2023	✓ 12,288.00 ✓
Total NYSHIP				12,288.00
Overdrive				
Bill	08/11/2023	01483...	08/11/2023	✓ 474.08 ✓
Bill	08/11/2023	01483...	08/11/2023	✓ 806.90 ✓
Bill	08/11/2023	01483...	08/11/2023	✓ 177.98 ✓
Bill	08/11/2023	01483...	08/11/2023	✓ 419.88 ✓
Bill	08/11/2023	01483...	08/11/2023	✓ 808.27 ✓
Bill	08/11/2023	01483...	08/11/2023	✓ 748.30 ✓
Bill	08/11/2023	01483...	08/11/2023	✓ 213.48 ✓
Bill	08/11/2023	01483...	08/11/2023	✓ 128.00 ✓
Bill	08/11/2023	01483...	08/11/2023	✓ 881.45 ✓
Bill	08/11/2023	01483...	08/11/2023	✓ 129.38 ✓
Bill	08/11/2023	01483...	08/11/2023	✓ 2,480.48 ✓
Bill	08/11/2023	01483...	08/11/2023	✓ 2,478.81 ✓
Bill	08/11/2023	01483...	08/11/2023	✓ 488.99 ✓
Bill	08/11/2023	01483...	08/11/2023	✓ 33.25 ✓
Bill	08/11/2023	01483...	08/11/2023	✓ 106.87 ✓
Bill	08/11/2023	01483...	08/11/2023	✓ 182.81 ✓
Bill	08/11/2023	01483...	08/11/2023	✓ 588.63 ✓
Bill	08/11/2023	01483...	08/11/2023	✓ 628.23 ✓
Bill	08/11/2023	01483...	08/11/2023	✓ 721.88 ✓
Bill	08/11/2023	01483...	08/11/2023	✓ 84.89 ✓
Bill	08/11/2023	01483...	08/11/2023	✓ 109.00 ✓
Bill	08/11/2023	01483...	08/11/2023	✓ 3,130.91 ✓
Bill	08/11/2023	01483...	08/11/2023	✓ 1,384.88 ✓
Total Overdrive				18,882.89



# Southern Tier Library System

## Unpaid Bills Detail

As of August 11, 2023

Type	Date	Num	Due Date	Open Balance
<b>Retterer &amp; Sons LLC</b>				
Bill	08/11/2023	4004	08/11/2023	✓ 540.75 ✓
<b>Total Retterer &amp; Sons LLC</b>				540.75
<b>Scholastic</b>				
Bill	08/11/2023	13323...	08/11/2023	✓ 489.08 ✓
Bill	08/11/2023	50725...	08/11/2023	✓ 2,264.88 ✓
<b>Total Scholastic</b>				2,753.96
<b>SCRLC</b>				
Bill	08/11/2023	Conne...	08/11/2023	599.31 ✓
<b>Total SCRLC</b>				599.31
<b>Southern Tier Network</b>				
Bill	08/11/2023	5187	08/11/2023	✓ 1,000.00 ✓
Bill	08/11/2023	5188	08/11/2023	✓ 3,250.00 ✓
Bill	08/11/2023	5193	08/11/2023	✓ 3,845.00 ✓
Bill	08/11/2023	5198	08/11/2023	✓ 500.00 ✓
Bill	08/11/2023	5209	08/11/2023	✓ 250.00 ✓
Bill	08/11/2023	5213	08/11/2023	✓ 250.00 ✓
<b>Total Southern Tier Network</b>				9,095.00
<b>Staples Business Credit</b>				
Bill	08/11/2023	16501...	08/11/2023	✓ 137.05 ✓
<b>Total Staples Business Credit</b>				137.05
<b>Tarzi, Nick</b>				
Bill	08/11/2023	06082...	08/11/2023	✓ 400.00 ✓
<b>Total Tarzi, Nick</b>				400.00
<b>Time Warner Cable, PA</b>				
Bill	08/11/2023	14558...	08/11/2023	✓ 500.00 ✓
Bill	08/11/2023	14551...	08/11/2023	✓ 500.00 ✓
Bill	08/11/2023	14551...	08/11/2023	✓ 500.00 ✓
Bill	08/11/2023	12022...	08/11/2023	✓ 44.98 ✓
Bill	08/11/2023	14551...	08/11/2023	✓ 500.00 ✓
Bill	08/11/2023	14520...	08/11/2023	✓ 500.00 ✓
Bill	08/11/2023	22533...	08/11/2023	✓ 500.00 ✓
Bill	08/11/2023	08607...	08/11/2023	✓ 44.98 ✓
Bill	08/11/2023	08622...	08/11/2023	✓ 154.98 ✓
Bill	08/11/2023	22432...	08/11/2023	✓ 500.00 ✓
<b>Total Time Warner Cable, PA</b>				3,744.96
<b>Verizon Wireless</b>				
Bill	08/11/2023	99351...	08/11/2023	✓ 177.16 ✓
<b>Total Verizon Wireless</b>				177.16
<b>Wellsville Library</b>				
Bill	08/11/2023	2023 B...	08/11/2023	✓ 448.41 ✓
<b>Total Wellsville Library</b>				448.41
<b>WEX Bank</b>				
Bill	08/11/2023	90796...	08/11/2023	✓ 1,548.16 ✓
<b>Total WEX Bank</b>				1,548.16
<b>TOTAL</b>				<b>52,863.11</b>

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07/28/23

Southern Tier Library System  
Unpaid Bills Detail  
As of July 28, 2023

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7/26/23

Type	Date	Num	Due Date	Aging	Open Balance
Blackstone Publishing Bill	07/28/2023	2108211	07/28/2023	✓	193.49 ✓
Total Blackstone Publishing					193.49
Button, Vickie Bill	07/28/2023	Medic...	07/28/2023	✓	95.35 ✓
Total Button, Vickie					95.35
Casella Waste Services Bill	07/28/2023	2226388	07/28/2023	✓	125.72 ✓
Total Casella Waste Services					125.72
Chemung Canal Trust Co Bill	07/28/2023	2023 ...	07/28/2023	✓	900.00 ✓
Total Chemung Canal Trust Co					900.00
Clearly IP Bill	07/28/2023	INV-0...	07/28/2023	✓	2.00 ✓
Total Clearly IP					2.00
CQ Simple LLC Bill	07/28/2023	32918...	07/28/2023	✓	48.45 ✓
Total CQ Simple LLC					48.45
Eastern Managed Print Network Bill	07/28/2023	IN388...	07/28/2023	✓	439.21 ✓
Total Eastern Managed Print Network					439.21
Emergency Power Systems Bill	07/28/2023	SCI-0...	07/28/2023	✓	795.00 ✓
Total Emergency Power Systems					795.00
Empire Natural Gas Bill	07/28/2023	W8TL...	07/28/2023	✓	25.50 ✓
Total Empire Natural Gas					25.50
English, Darleen Bill	07/28/2023	Medic...	07/28/2023	✓	95.35 ✓
Total English, Darleen					95.35
Erie Insurance Company Bill	07/28/2023	Aug 2...	07/28/2023	✓	1,864.95 ✓
Total Erie Insurance Company					1,864.95
Excellus BC BS Bill	07/28/2023	Aug 2...	07/28/2023	✓	4,545.29 ✓
Excellus BC BS Bill	07/28/2023	Aug 2...	07/28/2023	✓	270.95 ✓
Total Excellus BC BS					4,816.25
First Bankcard Bill	07/28/2023	44182...	07/28/2023	✓	1,023.48 ✓
First Bankcard Bill	07/28/2023	44182...	07/28/2023	✓	89.21 ✓
First Bankcard Bill	07/28/2023	44182...	07/28/2023	✓	1,885.07 ✓
First Bankcard Bill	07/28/2023	44182...	07/28/2023	✓	283.48 ✓
First Bankcard Bill	07/28/2023	44182...	07/28/2023	✓	24.24 ✓
First Bankcard Bill	07/28/2023	44182...	07/28/2023	✓	111.50 ✓
First Bankcard Bill	07/28/2023	44182...	07/28/2023	✓	957.10 ✓
Total First Bankcard					4,384.03

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07/28/23

*7/26/23*

# Southern Tier Library System Unpaid Bills Detail As of July 28, 2023

Type	Date	Num	Due Date	Aging	Open Balance
• FirstLight Fiber Bill	07/28/2023	14688...	07/28/2023		✓ 800.00 ✓
Total FirstLight Fiber					800.00
• Friendly Frodo Bill	07/28/2023	30843	07/28/2023		✓ 132.00 ✓
Total Friendly Frodo					132.00
• Frontier Communications Bill	07/28/2023	Aug 2...	07/28/2023		✓ 244.53 ✓
Total Frontier Communications					244.53
• Gale/CENGAGE Learning • Bill	07/28/2023	81363...	07/28/2023		✓ 27.96 ✓
• Bill	07/28/2023	81348...	07/28/2023		✓ 28.39 ✓
• Bill	07/28/2023	81359...	07/28/2023		✓ 85.57 ✓
Total Gale/CENGAGE Learning					139.96
• Halahan, Sheila Bill	07/28/2023	Medic...	07/28/2023		✓ 95.35 ✓
Total Halahan, Sheila					95.35
• Holden, Loretta Bill	07/28/2023	Medic...	07/28/2023		✓ 95.35 ✓
Total Holden, Loretta					95.35
• Humana Bill	07/28/2023	Augus...	07/28/2023		✓ 41.40 ✓
Total Humana					41.40
• Ingram Library Services • Bill	07/28/2023	78874...	07/28/2023		✓ 84.18 ✓
• Bill	07/28/2023	78880...	07/28/2023		✓ 367.27 ✓
Total Ingram Library Services					421.45
• Kirkland, Arden Bill	07/28/2023	7/20/23	07/28/2023		✓ 7,500.00 ✓
Total Kirkland, Arden					7,500.00
• McPherson, Marcia Bill	07/28/2023	Medic...	07/28/2023		✓ 95.35 ✓
Total McPherson, Marcia					95.35
• Multi Media Services Bill	07/28/2023	88500	07/28/2023		✓ 122.84 ✓
Total Multi Media Services					122.84
• Nelson, Jane Bill	07/28/2023	Medic...	07/28/2023		✓ 95.35 ✓
Total Nelson, Jane					95.35
• Overdrive • Bill	07/28/2023	01463...	07/28/2023		✓ 843.26 ✓
• Bill	07/28/2023	01483...	07/28/2023		✓ 887.72 ✓
• Bill	07/28/2023	01453...	07/28/2023		✓ 43.47 ✓
Total Overdrive					1,784.45

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07/26/23

**Southern Tier Library System**  
**Unpaid Bills Detail**  
 As of July 28, 2023

Type	Date	Num	Due Date	Aging	Open Balance
# Passage, Mary Bill	07/28/2023	Medic...	07/28/2023	✓	95.35 ✓
Total Passage, Mary					95.35
# Pristine Lawn Services Bill	07/28/2023	1348	07/28/2023	✓	510.00 ✓
Total Pristine Lawn Services					510.00
# Quiggia, Mary Kay Bill	07/28/2023	Medic...	07/28/2023	✓	95.35 ✓
Total Quiggia, Mary Kay					95.35
# SCRLC Bill	07/28/2023	8884	07/28/2023	✓	1,684.00 ✓
Total SCRLC					1,684.00
# Southern Tier Wireless Inc Bill	07/28/2023	117237	07/28/2023	✓	75.00 ✓
Total Southern Tier Wireless Inc					75.00
# Time Warner Cable, PA Bill	07/28/2023	14388...	07/28/2023	✓	1,750.00 ✓
Total Time Warner Cable, PA					1,750.00
# United Healthcare Insurance Company Bill	07/28/2023	Augus...	07/28/2023	✓	305.80 ✓
Total United Healthcare Insurance Company					305.80
# Wigg, Ristline Bill	07/28/2023	Medic...	07/28/2023	✓	95.35 ✓
Total Wigg, Ristline					95.35
<b>TOTAL</b>					<b>30,023.97</b>

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07/11/23

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2/13/23

**Southern Tier Library System**  
**Unpaid Bills Detail**  
As of July 14, 2023

7/12/23

Type	Date	Num	Due Date	Open Balance
Allegany County Office for the Aging Bill	07/14/2023	234	07/14/2023	✓ 305.00 ✓
Total Allegany County Office for the Aging				305.00
American Red Cross Bill	07/14/2023	22603...	07/14/2023	✓ 1,867.44 ✓
Total American Red Cross				1,867.44
Baker & Taylor Bill	07/14/2023	20375...	07/14/2023	✓ 34.25 ✓
Bill	07/14/2023	20375...	07/14/2023	✓ 189.36 ✓
Total Baker & Taylor				223.61
Baker, Kylie Bill	07/14/2023	2023 A...	07/14/2023	✓ 28.00 ✓
Total Baker, Kylie				28.00
Captain's Sealcoating, LLC Bill	07/14/2023	435892	07/14/2023	✓ 5,225.00 ✓
Total Captain's Sealcoating, LLC				5,225.00
Clearly IP Bill	07/14/2023	INV-08...	07/14/2023	✓ 2.27 ✓
Bill	07/14/2023	5652 S...	07/14/2023	✓ 345.32 ✓
Total Clearly IP				347.59
Eastern Managed Print Network Bill	07/14/2023	IN3916...	07/14/2023	✓ 634.18 ✓
Total Eastern Managed Print Network				634.18
Empire Access Bill	07/14/2023	00004...	07/14/2023	✓ 67.25 ✓
Total Empire Access				67.25
Energy Cooperative of America Bill	07/14/2023	1003292	07/14/2023	✓ 318.08 ✓
Total Energy Cooperative of America				318.08
Fleming, Amanda Bill	07/14/2023	7/6/23 ...	07/14/2023	✓ 40.61 ✓
Total Fleming, Amanda				40.61
Friendly Freds Bill	07/14/2023	30575	07/14/2023	✓ 62.00 ✓
Bill	07/14/2023	30608	07/14/2023	✓ 306.77 ✓
Total Friendly Freds				368.77
Gale/CENGAGE Learning Bill	07/14/2023	81202...	07/14/2023	✓ 73.57 ✓
Bill	07/14/2023	81338...	07/14/2023	✓ 30.38 ✓
Bill	07/14/2023	81260...	07/14/2023	✓ 185.59 ✓
Total Gale/CENGAGE Learning				289.55
ID Label Bill	07/14/2023	2023-1...	07/14/2023	✓ 172.00 ✓
Total ID Label				172.00

3:53 PM

07/11/23

# Southern Tier Library System

## Unpaid Bills Detail

As of July 14, 2023

Type	Date	Num	Due Date	Open Balance
☛ Swan, Emily BI	07/14/2023	033123	07/14/2023	✓ 1,500.00 ✓
Total Swan, Emily				1,500.00
☛ SysAid Technologies Ltd BI	07/14/2023	E12360...	07/14/2023	✓ 231.00 ✓
Total SysAid Technologies Ltd				231.00
☛ Time Warner Cable, PA 6BI	07/14/2023	14555...	07/14/2023	✓ 500.00 ✓
0BI	07/14/2023	14551...	07/14/2023	✓ 575.00 ✓
7BI	07/14/2023	14551...	07/14/2023	✓ 575.00 ✓
8BI	07/14/2023	12022...	07/14/2023	✓ 44.98 ✓
9BI	07/14/2023	14551...	07/14/2023	✓ 575.00 ✓
1BI	07/14/2023	14520...	07/14/2023	✓ 500.00 ✓
2BI	07/14/2023	14377...	07/14/2023	✓ 631.36 ✓
3BI	07/14/2023	08607...	07/14/2023	✓ 44.98 ✓
4BI	07/14/2023	08622...	07/14/2023	✓ 154.98 ✓
5BI	07/14/2023	22432...	07/14/2023	✓ 500.00 ✓
Total Time Warner Cable, PA				4,101.32
☛ Verizon Wireless BI	07/14/2023	88385...	07/14/2023	✓ 177.16 ✓
Total Verizon Wireless				177.16
☛ WEX Bank BI	07/14/2023	80154...	07/14/2023	✓ 1,518.53 ✓
Total WEX Bank				1,518.53
TOTAL				72,986.17

## Deposit Summary

Southern Tier Library System

8/30/2023 12:13 PM

Summary of Deposits to 1202 - Cash - Money Market on 08/30/2023

Chk No.	PmtMethod	Red From	Memo	Amount
	NYS		Central Library Aid	169,068.00
	NYS		Coordinated Outreach	90,243.00
	NYS		State Corrections Aid	26,909.00
	NYS		Interinstitutional Aid	3,796.00

Less Cash Back:

Deposit Total:

290,016.00

# Deposit Summary

Southern Tier Library System

Summary of Deposits to 1202 - Cash - Money Market on 08/25/2023

8/24/2023 11:22 AM

Chk No.	PmtMethod	Red From	Memo	Amount
7284	Check	Cohocton	Pass Thru	167.83
14747	Check	Penn Yan	Pass Thru	1,352.25
5860	Check	CCLD-Elmira	Pass Thru	1,559.18
2215	Check	CCLD-Elmira	PT/CLSA	1,582.10
3947	Check	Friendship	Pass Thru	31.04
5169	Check	Almond	Pass Thru	21.17
634	Check	Individual	K Baker reimbursement for extra night ...	151.48

Less Cash Back:

Deposit Total: 4,865.05



# Deposit Summary

Southern Tier Library System

8/9/2023 9:53 AM

Summary of Deposits to 1202 - Cash - Money Market on 08/10/2023

Chk No.	PmtMethod	Recd From	Memo	Amount
6971	Check	Richburg	Dark Fiber	246.00
80026	Check	Canisteo	Dark Fiber	255.00
2221	Check	CCLD-Elmira	Pass Thru	60.00
13613	Check	Dundee	Pass Thru	21.17
3633	Check	Avoca	Dark Fiber	300.00
9288	Check	Cleary, Jule	Health Insurance	31.56

Less Cash Back:

Deposit Total: 913.73

# Deposit Summary

8/15/2023 11:33 AM

Southern Tier Library System

Summary of Deposits to 1202 · Cash - Money Market on 08/16/2023

Chk No.	PmtMethod	Rcd From	Memo	Amount
8000	Check	Bath	Dark Fiber	300.00
3189	Check	Jasper	Pass Thru	26.70
4395	Check	Odessa	Dark Fiber	300.00
5305	Check	Belfast	Dark Fiber/PT	420.17
1426	Check	Hornell	Dark Fiber/PT	850.00
1179	Check	Arkport	Payroll	2,020.74
1178	Check	Arkport	Payroll	3,047.21
8474	Check	Rushford	Pass Thru	21.17

Less Cash Back:

Deposit Total: 6,985.99

# Deposit Summary

7/31/2023 3:44 PM

Southern Tier Library System

Summary of Deposits to 1202 · Cash - Money Market on 07/21/2023

Chk No.	PmtMethod	Red From	Memo	Amount
		Federal Government	Final Payment for the ARC 2022 grant	87,438.45

Less Cash Back:

Deposit Total: 87,438.45

# Deposit Summary

7/31/2023 4:23 PM

Southern Tier Library System

Summary of Deposits to 1202 · Cash - Money Market on 07/31/2023

*Handwritten signature and date 8/1/23*

Chk No.	PmtMethod	Red From	Memo	Amount
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	Check	Empire State Development		8,500.00
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Less Cash Back:

Deposit Total:				8,500.00
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# Deposit Summary

Southern Tier Library System

8/1/2023 9:51 AM

Summary of Deposits to 1202 - Cash - Money Market on 08/02/2023

Chk No.	PmtMethod	Red From	Memo	Amount
3804	Check	Savona	Dark Fiber	255.00
4460	Check	Atlanta	Dark Fiber	246.00
3188	Check	Jasper	Dark Fiber	255.00
7272	Check	Cohocton	Dark Fiber	270.00
3934	Check	Friendship	PT phone	56.36
1176	Check	Arkport	PT phone	27.25
4079	Check	Angelica	Dark Fiber	399.00
5490	Check	Fillmore	Dark Fiber/PT	471.17
80189	Check	Andover	Dark Fiber	255.00

Less Cash Back:

Deposit Total: 2,234.78

# Deposit Summary

Southern Tier Library System

Summary of Deposits to 1202 · Cash - Money Market on 07/17/2023

7/19/2023 3:03 PM

Chk No.	PmtMethod	Red From	Memo	Amount
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		NYS	2023 Supplemental Aid	130,140.00
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Less Cash Back:

Deposit Total:				130,140.00
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# Deposit Summary

Southern Tier Library System

Summary of Deposits to 1202 - Cash - Money Market on 07/21/2023

7/24/2023 1:41 PM

Chk No.	PmtMethod	Rcd From	Memo	Amount
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		NYS	Local Library Services Aid 90%	104,757.00
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Less Cash Back:

Deposit Total:				104,757.00
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# Deposit Summary

Southern Tier Library System

Summary of Deposits to 1202 · Cash - Money Market on 07/20/2023

7/24/2023 1:40 PM

Chk No.	PmtMethod	Rcd From	Memo	Amount
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		NYS	Local Services Support Aid 90%	86,935.00
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Less Cash Back:

Deposit Total:				86,935.00
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# Deposit Summary

Southern Tier Library System

7/24/2023 1:18 PM

Summary of Deposits to 1202 · Cash - Money Market on 07/24/2023

Chk No.	PmtMethod	Red From	Memo	Amount
2867	Check	Howard	Dark Fiber	300.00
5164	Check	Almond	dark fiber	399.00
1410	Check	Hornell	reimbursement	303.24
9782	Check	Branchport	dark fiber	195.00
2217	Check	CCLD-Elmira	reimbursement	20,257.29
5815	Check	CCLD-Elmira	reimbursement	2,726.07
13604	Check	Dundee	dark fiber	300.00
01717	Check	Penn Yan	cost share	35,287.00
014725	Check	Penn Yan	dark fiber	450.00
8471	Check	Rushford	dark fiber	246.00
3271	Check	Watkins Glen	dark fiber	270.00
5926	Check	Wayland	dark fiber	450.00

Less Cash Back:

Deposit Total: 61,183.60

# Deposit Summary

Southern Tier Library System

7/18/2023 8:49 AM

Summary of Deposits to 1202 - Cash - Money Market on 07/19/2023

Chk No.	PmtMethod	Red From	Memo	Amount
4609	Check	Canaseraga	Dark Fiber	399.00
16048	Check	Cuba	Dark Fiber	450.00
5013	Check	Bolivar	Dark Fiber	246.00
5615	Check	Scio	Dark Fiber	75.00
4125	Check	Montour Falls	Dark Fiber	255.00
3935	Check	Friendship	Dark Fiber	399.00
3584	Check	Prattsburgh	Dark Fiber	255.00
4804	Check	Corning	Dark Fiber	450.00
8139	Check	Hammondsport	Dark Fiber/PT	427.00
1174	Check	Arkport	Shared Svc	400.00
1173	Check	Arkport	WC	17.79
1175	Check	Arkport	Dark Fiber	209.85
4527	Check	Addison	Dark Fiber	270.00
12621	Check	Pulteney	Dark Fiber	225.00
22782	Check	Wellsville	Dark Fiber	450.00

Less Cash Back:

Deposit Total: 4,528.64

# Deposit Summary

Southern Tier Library System

Summary of Deposits to 1202 · Cash - Money Market on 07/11/2023

7/11/2023 12:55 PM

Chk No.	PmtMethod	Red From	Memo	Amount
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		NYS	2023 General Library Aid	878,428.00
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Less Cash Back:

Deposit Total:				878,428.00
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# Deposit Summary

Southern Tier Library System

7/11/2023 5:02 PM

Summary of Deposits to 1202 - Cash - Money Market on 07/12/2023

Chk No.	PmtMethod	Rcd From	Memo	Amount
5913	Check	Wayland	Reimbursement	528.75
9285	Check	Clary, Jule	Health Insurance Payment	31.56
5781	Check	CCLD-Elmira	Reimbursement	4,521.93
2214	Check	CCLD-Elmira	Reimbursement	713.42
3577	Check	Prattsburgh	Q1 Dark Fiber	255.00

Less Cash Back:

Deposit Total: 6,050.66

EXTENDED TO NOVEMBER 15, 2023

Form **990****Return of Organization Exempt From Income Tax**

OMB No. 1545-0047

Department of the Treasury  
Internal Revenue Service

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

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

Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.**2022**Open to Public  
Inspection**A For the 2022 calendar year, or tax year beginning and ending****B** Check if applicable:

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

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

Doing business as

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

**9424 SCOTT ROAD**

Room/suite

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

**PAINTED POST, NY 14870****F** Name and address of principal officer: **BRIAN HILDRETH****SAME AS C ABOVE****D** Employer identification number**16-0836935****E** Telephone number**607-962-3141****G** Gross receipts \$ **3,369,341.****H(a)** Is this a group returnfor subordinates? ..... ☐ Yes ☒ No**H(b)** Are all subordinates included? ☐ Yes ☐ No

If "No," attach a list. See instructions

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

Activities & Governance	<b>1</b>	Briefly describe the organization's mission or most significant activities: <b>SOUTHERN TIER LIBRARY SYSTEM STRENGTHENS AND SUPPORTS EXCELLENT LIBRARY SERVICE THROUGHOUT THE</b>
	<b>2</b>	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.
	<b>3</b>	Number of voting members of the governing body (Part VI, line 1a) ..... <b>3</b> <b>13</b>
	<b>4</b>	Number of independent voting members of the governing body (Part VI, line 1b) ..... <b>4</b> <b>13</b>
	<b>5</b>	Total number of individuals employed in calendar year 2022 (Part V, line 2a) ..... <b>5</b> <b>32</b>
	<b>6</b>	Total number of volunteers (estimate if necessary) ..... <b>6</b> <b>14</b>
	<b>7a</b>	Total unrelated business revenue from Part VIII, column (C), line 12 ..... <b>7a</b> <b>0.</b>
<b>7b</b>	Net unrelated business taxable income from Form 990-T, Part I, line 11 ..... <b>7b</b> <b>0.</b>	
Revenue	<b>8</b>	Contributions and grants (Part VIII, line 1h) ..... <b>2,065,994.</b>
	<b>9</b>	Program service revenue (Part VIII, line 2g) ..... <b>502,232.</b>
	<b>10</b>	Investment income (Part VIII, column (A), lines 3, 4, and 7d) ..... <b>620.</b>
	<b>11</b>	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e) ..... <b>370,893.</b>
	<b>12</b>	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12) ..... <b>2,939,739.</b>
	<b>12</b>	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12) ..... <b>2,939,739.</b>
Expenses	<b>13</b>	Grants and similar amounts paid (Part IX, column (A), lines 1-3) ..... <b>0.</b>
	<b>14</b>	Benefits paid to or for members (Part IX, column (A), line 4) ..... <b>0.</b>
	<b>15</b>	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10) ..... <b>1,353,189.</b>
	<b>16a</b>	Professional fundraising fees (Part IX, column (A), line 11e) ..... <b>0.</b>
	<b>b</b>	Total fundraising expenses (Part IX, column (D), line 25) ..... <b>0.</b>
	<b>17</b>	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e) ..... <b>1,497,306.</b>
	<b>18</b>	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25) ..... <b>2,850,495.</b>
	<b>19</b>	Revenue less expenses. Subtract line 18 from line 12 ..... <b>89,244.</b>
Net Assets or Fund Balances	<b>20</b>	Total assets (Part X, line 16) ..... <b>3,072,601.</b>
	<b>21</b>	Total liabilities (Part X, line 26) ..... <b>529,678.</b>
	<b>22</b>	Net assets or fund balances. Subtract line 21 from line 20 ..... <b>2,542,923.</b>
	<b>22</b>	Net assets or fund balances. Subtract line 21 from line 20 ..... <b>2,542,923.</b>

**Part II Signature Block**

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

<b>Sign Here</b>	Signature of officer		Date		
	<b>BRIAN HILDRETH, EXECUTIVE DIRECTOR</b>				
<b>Paid Preparer Use Only</b>	Print/Type preparer's name	Preparer's signature	Date	Check if self-employed <input type="checkbox"/>	PTIN
	<b>KATHERINE E. STICKLER, CP</b>	<b>KATHERINE E. STICKLER</b>	<b>09/07/23</b>		<b>P00385238</b>
<b>Paid Preparer Use Only</b>	Firm's name	Firm's EIN		Phone no.	
	<b>MENGEL, METZGER, BARR &amp; CO. LLP</b>	<b>16-1092347</b>		<b>607-734-4183</b>	
<b>Paid Preparer Use Only</b>	Firm's address				
	<b>333 EAST WATER ST, STE 200</b>				
	<b>ELMIRA, NY 14901</b>				

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

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

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

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

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

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

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

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

**4a** (Code: ) (Expenses \$ 880,316. including grants of \$ ) (Revenue \$ 787,451.)  
 INFORMATION TECHNOLOGY - MAINTAINS THE ONLINE INTEGRATED LIBRARY SYSTEM SOFTWARE THAT ENABLES RESIDENTS TO USE STARCAT, THE ONLINE REGIONAL LIBRARY CATALOG. AS A RESULT, RESIDENTS CAN USE COMPUTERS AT HOME, SCHOOL OR WORK TO SEARCH FOR, REQUEST AND EVEN DOWNLOAD MATERIALS OWNED BY ANY PUBLIC LIBRARY IN THE FIVE-COUNTY REGION. SOUTHERN TIER LIBRARY SYSTEM ALSO PROVIDES MEMBER LIBRARIES WITH TECHNICAL ASSISTANCE IN THE USE OF HARDWARE, SOFTWARE, NETWORK SECURITY, WEBSITE SUPPORT, TRAINING LABS AND THE PERIPHERALS USED TO ACCESS SOUTHERN TIER AUTOMATED SERVICES. THIS ASSISTANCE MAKES POSSIBLE INTERNET ACCESS TO RESIDENTS ON IN-LIBRARY COMPUTERS AND THROUGH WIRELESS ACCESS.

**4b** (Code: ) (Expenses \$ 145,262. including grants of \$ ) (Revenue \$ 300.)  
 OUTREACH - PROVIDES SUPPORT SERVICES TO SPECIAL CLIENT POPULATION GROUPS. LOANS LARGE PRINT LIBRARY BOOKS AND AUDIO BOOKS TO ASSISTED LIVING FACILITIES AND SMALL RURAL LIBRARIES. PURCHASES BOOKS AND MAGAZINES FOR INMATES AT COUNTY JAILS. COORDINATES PROGRAMS FOR LIBRARIES IN PARTNERSHIP WITH AGENCIES, LOCAL GOVERNMENT AND NON-PROFITS. ADMINISTERS GRANTS TO LOCAL LIBRARIES TO PROVIDE SUPPORT PROGRAMS AND SERVICES TO UNDERSERVED POPULATIONS. PURCHASES LIBRARY BOOKS FOR INMATE POPULATIONS AT CORRECTIONAL FACILITIES AND COORDINATES DELIVERY OF LIBRARY MATERIALS FROM LOCAL LIBRARIES.

**4c** (Code: ) (Expenses \$ 501,810. including grants of \$ ) (Revenue \$ 5,911.)  
 MEMBER SERVICES - ADMINISTERS GRANTS AND MATERIALS FOR MEMBER LIBRARIES. RECEIVES AND DISTRIBUTES STATE AID AND STATE GRANTS. APPLIES FOR ADDITIONAL GRANTS AND ADVOCATES FOR COUNTY FUNDING. SELECTS, NEGOTIATES PRICES OF, AND PURCHASES SUPPLIES, BAR CODE LABELS AND BAR CODE READERS, AUDIO BOOKS, COMPUTERS, PERIPHERALS, SOFTWARE AND OTHER ITEMS ON BEHALF OF MEMBER LIBRARIES.

**4d** Other program services (Describe on Schedule O.)

(Expenses \$ 906,838. including grants of \$ ) (Revenue \$ 125,315.)

**4e** Total program service expenses 2,434,226.

**Part IV Checklist of Required Schedules**

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

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

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

Note: All Form 990 filers are required to complete Schedule O

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

	Yes	No
<b>1a</b> Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable .....	<b>1a</b>	10
<b>b</b> Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable .....	<b>1b</b>	0
<b>c</b> Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners? .....	<b>1c</b>	X



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

	Yes	No
<b>2a</b> Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a	32
<b>b</b> If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	2b	X
<b>3a</b> Did the organization have unrelated business gross income of \$1,000 or more during the year?	3a	X
<b>b</b> If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation on Schedule O	3b	
<b>4a</b> At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a	X
<b>b</b> If "Yes," enter the name of the foreign country See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
<b>5a</b> Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a	X
<b>b</b> Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b	X
<b>c</b> If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c	
<b>6a</b> Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a	X
<b>b</b> If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b	
<b>7 Organizations that may receive deductible contributions under section 170(c).</b>		
<b>a</b> Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	7a	X
<b>b</b> If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b	
<b>c</b> Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c	X
<b>d</b> If "Yes," indicate the number of Forms 8282 filed during the year	7d	
<b>e</b> Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e	X
<b>f</b> Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f	X
<b>g</b> If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g	
<b>h</b> If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h	
<b>8 Sponsoring organizations maintaining donor advised funds.</b> Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8	
<b>9 Sponsoring organizations maintaining donor advised funds.</b>		
<b>a</b> Did the sponsoring organization make any taxable distributions under section 4966?	9a	
<b>b</b> Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b	
<b>10 Section 501(c)(7) organizations.</b> Enter:		
<b>a</b> Initiation fees and capital contributions included on Part VIII, line 12	10a	
<b>b</b> Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b	
<b>11 Section 501(c)(12) organizations.</b> Enter:		
<b>a</b> Gross income from members or shareholders	11a	
<b>b</b> Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b	
<b>12a Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041?	12a	
<b>b</b> If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b	
<b>13 Section 501(c)(29) qualified nonprofit health insurance issuers.</b>		
<b>a</b> Is the organization licensed to issue qualified health plans in more than one state? <b>Note:</b> See the instructions for additional information the organization must report on Schedule O.	13a	
<b>b</b> Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b	
<b>c</b> Enter the amount of reserves on hand	13c	
<b>14a</b> Did the organization receive any payments for indoor tanning services during the tax year?	14a	X
<b>b</b> If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation on Schedule O	14b	
<b>15</b> Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see the instructions and file Form 4720, Schedule N.	15	X
<b>16</b> Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	16	X
<b>17 Section 501(c)(21) organizations.</b> Did the trust, or any disqualified or other person engage in any activities that would result in the imposition of an excise tax under section 4951, 4952 or 4953? If "Yes," complete Form 6069.	17	

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

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

**Section A. Governing Body and Management**

	1a	1b	Yes	No
<b>1a</b> Enter the number of voting members of the governing body at the end of the tax year ..... If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.	13			
<b>b</b> Enter the number of voting members included on line 1a, above, who are independent .....		13		
<b>2</b> Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee? .....				X
<b>3</b> Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person? .....				X
<b>4</b> Did the organization make any significant changes to its governing documents since the prior Form 990 was filed? .....				X
<b>5</b> Did the organization become aware during the year of a significant diversion of the organization's assets? .....				X
<b>6</b> Did the organization have members or stockholders? .....			X	
<b>7a</b> Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body? .....			X	
<b>b</b> Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body? .....			X	
<b>8</b> Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
<b>a</b> The governing body? .....			X	
<b>b</b> Each committee with authority to act on behalf of the governing body? .....			X	
<b>9</b> Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O .....				X

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

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

**Section C. Disclosure**

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

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

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

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

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

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.

- List all of the organization's **current** key employees, if any. See the instructions for definition of "key employee."

- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, box 6 of Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than \$100,000 from the organization and any related organizations.

- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.

- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

See the instructions for the order in which to list the persons above.

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

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) BRIAN HILDRETH EXECUTIVE DIRECTOR	37.50			X				116,957.	0.	53,387.
(2) RICHARD AHOLA PRESIDENT	1.50	X		X				0.	0.	0.
(3) KATHY GREEN VICE PRESIDENT	1.50	X		X				0.	0.	0.
(4) LOUISE RICHARDSON SECRETARY	1.50	X		X				0.	0.	0.
(5) BETSY GORMAN TREASURER	1.50	X		X				0.	0.	0.
(6) SISI BARR TRUSTEE	1.50	X						0.	0.	0.
(7) LYNNETTE DECKER TRUSTEE	1.50	X						0.	0.	0.
(8) PATRICIA FINNERTY TRUSTEE	1.50	X						0.	0.	0.
(9) DAVID HAGGSTROM TRUSTEE	1.50	X						0.	0.	0.
(10) BARBARA HUBBELL TRUSTEE	1.50	X						0.	0.	0.
(11) DENISE W. KING TRUSTEE	1.50	X						0.	0.	0.
(12) KIM SALISBURY TRUSTEE	1.50	X						0.	0.	0.
(13) FELICITY WRIGHT TRUSTEE	1.50	X						0.	0.	0.
(14) SUSAN MCGILL TRUSTEE	1.50	X						0.	0.	0.
(15) RICHARD URBAN TRUSTEE	1.50	X						0.	0.	0.

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

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
<b>1b Subtotal</b> .....								116,957.	0.	53,387.
<b>c Total from continuation sheets to Part VII, Section A</b> .....								0.	0.	0.
<b>d Total (add lines 1b and 1c)</b> .....								116,957.	0.	53,387.

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

1

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

	Yes	No
3		X
4	X	
5		X

**Section B. Independent Contractors**

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

(A) Name and business address	(B) Description of services	(C) Compensation
ELMIRA STRUCTURES, INC. 66 PHILO ROAD WEST, ELMIRA, NY 14903	BUILDING UPDATES	648,275.
AFT MECHANICAL PO BOX 145, ELMIRA, NY 14902	BUILDING UPDATES	142,470.
SCHULER-HAAS ELECTRIC CORP 240 COMMERCE DRIVE, ROCHESTER, NY 14623	BUILDING UPDATES	141,869.

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

3

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

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514
<b>Contributions, Gifts, Grants and Other Similar Amounts</b>	<b>1 a</b> Federated campaigns .....	<b>1a</b>					
	<b>b</b> Membership dues .....	<b>1b</b>					
	<b>c</b> Fundraising events .....	<b>1c</b>					
	<b>d</b> Related organizations .....	<b>1d</b>					
	<b>e</b> Government grants (contributions) .....	<b>1e</b>	2,301,905.				
	<b>f</b> All other contributions, gifts, grants, and similar amounts not included above ...	<b>1f</b>	147,922.				
	<b>g</b> Noncash contributions included in lines 1a-1f .....	<b>1g</b>	\$				
	<b>h Total.</b> Add lines 1a-1f .....						
<b>Program Service Revenue</b>	<b>2 a</b> MEMBER LIBRARY COST SH	<b>Business Code</b>	519200	411,619.	411,619.		
	<b>b</b> MEMBER REIMBURSEMENTS		519200	108,899.	108,899.		
	<b>c</b> .....						
	<b>d</b> .....						
	<b>e</b> .....						
	<b>f</b> All other program service revenue .....						
	<b>g Total.</b> Add lines 2a-2f .....				520,518.		
	<b>Other Revenue</b>	<b>3</b> Investment income (including dividends, interest, and other similar amounts) .....			537.		
<b>4</b> Income from investment of tax-exempt bond proceeds .....							
<b>5</b> Royalties .....							
<b>6 a</b> Gross rents .....		<b>6a</b>	(i) Real (ii) Personal				
<b>b</b> Less: rental expenses ...		<b>6b</b>					
<b>c</b> Rental income or (loss) .....		<b>6c</b>					
<b>d</b> Net rental income or (loss) .....							
<b>7 a</b> Gross amount from sales of assets other than inventory .....		<b>7a</b>	(i) Securities (ii) Other				
<b>b</b> Less: cost or other basis and sales expenses .....		<b>7b</b>					
<b>c</b> Gain or (loss) .....		<b>7c</b>					
<b>d</b> Net gain or (loss) .....							
<b>8 a</b> Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18 .....		<b>8a</b>					
<b>b</b> Less: direct expenses .....		<b>8b</b>					
<b>c</b> Net income or (loss) from fundraising events .....							
<b>9 a</b> Gross income from gaming activities. See Part IV, line 19 .....		<b>9a</b>					
<b>b</b> Less: direct expenses .....		<b>9b</b>					
<b>c</b> Net income or (loss) from gaming activities .....							
<b>10 a</b> Gross sales of inventory, less returns and allowances .....		<b>10a</b>					
<b>b</b> Less: cost of goods sold .....	<b>10b</b>						
<b>c</b> Net income or (loss) from sales of inventory .....							
<b>Miscellaneous Revenue</b>	<b>11 a</b> TELEPHONE E-RATE DISCO	<b>Business Code</b>	519200	320,377.	320,377.		
	<b>b</b> SUNDRY		519200	78,082.	78,082.		
	<b>c</b> .....						
	<b>d</b> All other revenue .....						
	<b>e Total.</b> Add lines 11a-11d .....				398,459.		
	<b>12 Total revenue.</b> See instructions .....				3,369,341.	918,977.	0.

**Part IX Statement of Functional Expenses**

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

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

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
<b>1</b> Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21 ...				
<b>2</b> Grants and other assistance to domestic individuals. See Part IV, line 22 .....				
<b>3</b> Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16 .....				
<b>4</b> Benefits paid to or for members .....				
<b>5</b> Compensation of current officers, directors, trustees, and key employees .....	170,344.	85,172.	85,172.	
<b>6</b> Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B) .....				
<b>7</b> Other salaries and wages .....	822,868.	671,319.	151,549.	
<b>8</b> Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions) .....	99,973.	75,322.	24,651.	
<b>9</b> Other employee benefits .....	156,886.	50,361.	106,525.	
<b>10</b> Payroll taxes .....	80,989.	54,688.	26,301.	
<b>11</b> Fees for services (nonemployees):				
<b>a</b> Management .....				
<b>b</b> Legal .....				
<b>c</b> Accounting .....				
<b>d</b> Lobbying .....				
<b>e</b> Professional fundraising services. See Part IV, line 17				
<b>f</b> Investment management fees .....				
<b>g</b> Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Sch O.)	25,439.	8,722.	16,717.	
<b>12</b> Advertising and promotion .....	8,299.		8,299.	
<b>13</b> Office expenses .....	4,770.	1,682.	3,088.	
<b>14</b> Information technology .....	202,718.	202,718.		
<b>15</b> Royalties .....				
<b>16</b> Occupancy .....	11,682.	10,513.	1,169.	
<b>17</b> Travel .....				
<b>18</b> Payments of travel or entertainment expenses for any federal, state, or local public officials ...				
<b>19</b> Conferences, conventions, and meetings .....	31,395.	23,959.	7,436.	
<b>20</b> Interest .....				
<b>21</b> Payments to affiliates .....	627,009.	627,009.		
<b>22</b> Depreciation, depletion, and amortization .....	189,662.	170,695.	18,967.	
<b>23</b> Insurance .....	12,862.	11,575.	1,287.	
<b>24</b> Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
<b>a GRANT EXPENSE</b>	287,227.	250,341.	36,886.	
<b>b REPAIRS &amp; MAINTENANCE</b>	126,316.	122,947.	3,369.	
<b>c VEHICLE EXPENSES</b>	34,945.	30,946.	3,999.	
<b>d LIBRARY MATERIALS &amp; SUP</b>	20,800.	20,800.		
<b>e All other expenses</b> .....	16,460.	15,457.	1,003.	
<b>25 Total functional expenses.</b> Add lines 1 through 24e	2,930,644.	2,434,226.	496,418.	0.
<b>26 Joint costs.</b> Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

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

		(A) Beginning of year		(B) End of year
<b>Assets</b>	<b>1</b> Cash - non-interest-bearing .....	12,134.	<b>1</b>	8,555.
	<b>2</b> Savings and temporary cash investments .....	2,164,275.	<b>2</b>	954,362.
	<b>3</b> Pledges and grants receivable, net .....		<b>3</b>	
	<b>4</b> Accounts receivable, net .....	132,798.	<b>4</b>	305,523.
	<b>5</b> Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons .....		<b>5</b>	
	<b>6</b> Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B) .....		<b>6</b>	
	<b>7</b> Notes and loans receivable, net .....		<b>7</b>	
	<b>8</b> Inventories for sale or use .....		<b>8</b>	
	<b>9</b> Prepaid expenses and deferred charges .....	89,476.	<b>9</b>	88,657.
	<b>10a</b> Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D .....	<b>10a</b> 3,552,130.		
	<b>b</b> Less: accumulated depreciation .....	<b>10b</b> 1,759,612.		
		585,347.	<b>10c</b>	1,792,518.
	<b>11</b> Investments - publicly traded securities .....		<b>11</b>	
	<b>12</b> Investments - other securities. See Part IV, line 11 .....		<b>12</b>	
	<b>13</b> Investments - program-related. See Part IV, line 11 .....		<b>13</b>	
	<b>14</b> Intangible assets .....		<b>14</b>	
<b>15</b> Other assets. See Part IV, line 11 .....	88,571.	<b>15</b>	613,174.	
<b>16</b> <b>Total assets.</b> Add lines 1 through 15 (must equal line 33) .....	3,072,601.	<b>16</b>	3,762,789.	
<b>Liabilities</b>	<b>17</b> Accounts payable and accrued expenses .....	200,900.	<b>17</b>	164,397.
	<b>18</b> Grants payable .....		<b>18</b>	
	<b>19</b> Deferred revenue .....		<b>19</b>	
	<b>20</b> Tax-exempt bond liabilities .....		<b>20</b>	
	<b>21</b> Escrow or custodial account liability. Complete Part IV of Schedule D .....		<b>21</b>	
	<b>22</b> Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons .....		<b>22</b>	
	<b>23</b> Secured mortgages and notes payable to unrelated third parties .....		<b>23</b>	
	<b>24</b> Unsecured notes and loans payable to unrelated third parties .....		<b>24</b>	
	<b>25</b> Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D .....	328,778.	<b>25</b>	616,772.
	<b>26</b> <b>Total liabilities.</b> Add lines 17 through 25 .....	529,678.	<b>26</b>	781,169.
<b>Net Assets or Fund Balances</b>	<b>Organizations that follow FASB ASC 958, check here</b> <input checked="" type="checkbox"/> <b>and complete lines 27, 28, 32, and 33.</b>			
	<b>27</b> Net assets without donor restrictions .....	2,423,866.	<b>27</b>	2,792,611.
	<b>28</b> Net assets with donor restrictions .....	119,057.	<b>28</b>	189,009.
	<b>Organizations that do not follow FASB ASC 958, check here</b> <input type="checkbox"/> <b>and complete lines 29 through 33.</b>			
	<b>29</b> Capital stock or trust principal, or current funds .....		<b>29</b>	
	<b>30</b> Paid-in or capital surplus, or land, building, or equipment fund .....		<b>30</b>	
	<b>31</b> Retained earnings, endowment, accumulated income, or other funds .....		<b>31</b>	
	<b>32</b> <b>Total net assets or fund balances</b> .....	2,542,923.	<b>32</b>	2,981,620.
	<b>33</b> <b>Total liabilities and net assets/fund balances</b> .....	3,072,601.	<b>33</b>	3,762,789.

Form 990 (2022)

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

<b>1</b>	Total revenue (must equal Part VIII, column (A), line 12)	<b>1</b>	3,369,341.
<b>2</b>	Total expenses (must equal Part IX, column (A), line 25)	<b>2</b>	2,930,644.
<b>3</b>	Revenue less expenses. Subtract line 2 from line 1	<b>3</b>	438,697.
<b>4</b>	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	<b>4</b>	2,542,923.
<b>5</b>	Net unrealized gains (losses) on investments	<b>5</b>	
<b>6</b>	Donated services and use of facilities	<b>6</b>	
<b>7</b>	Investment expenses	<b>7</b>	
<b>8</b>	Prior period adjustments	<b>8</b>	
<b>9</b>	Other changes in net assets or fund balances (explain on Schedule O)	<b>9</b>	0.
<b>10</b>	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	<b>10</b>	2,981,620.

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

	Yes	No
<b>1</b> Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.		
<b>2a</b> Were the organization's financial statements compiled or reviewed by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		<b>X</b>
<b>b</b> Were the organization's financial statements audited by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	<b>X</b>	
<b>c</b> If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? _____ If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	<b>X</b>	
<b>3a</b> As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Uniform Guidance, 2 C.F.R. Part 200, Subpart F? _____		<b>X</b>
<b>b</b> If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits _____		

Form 990 (2022)



**SCHEDULE A**  
**(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Public Charity Status and Public Support**

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.  
Attach to Form 990 or Form 990-EZ.

Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2022**

Open to Public  
Inspection

Name of the organization

**SOUTHERN TIER LIBRARY SYSTEM**

Employer identification number

**16-0836935**

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

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

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

f Enter the number of supported organizations \_\_\_\_\_

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

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

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

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

**Section A. Public Support**

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
<b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") .....	2056050.	1735690.	2104522.	2065994.	2449827.	10412083.
<b>2</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf .....						
<b>3</b> The value of services or facilities furnished by a governmental unit to the organization without charge .....						
<b>4 Total.</b> Add lines 1 through 3 .....	2056050.	1735690.	2104522.	2065994.	2449827.	10412083.
<b>5</b> The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f) .....						
<b>6 Public support.</b> Subtract line 5 from line 4.						10412083.

**Section B. Total Support**

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
<b>7</b> Amounts from line 4 .....	2056050.	1735690.	2104522.	2065994.	2449827.	10412083.
<b>8</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources .....	1,374.	1,487.	639.	620.	537.	4,657.
<b>9</b> Net income from unrelated business activities, whether or not the business is regularly carried on .....						
<b>10</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) .....						
<b>11 Total support.</b> Add lines 7 through 10 .....						10416740.
<b>12</b> Gross receipts from related activities, etc. (see instructions) .....					12	2,491,894.
<b>13 First 5 years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and <b>stop here</b> .....						

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

<b>14</b> Public support percentage for 2022 (line 6, column (f), divided by line 11, column (f)) .....	<b>14</b>	99.96 %
<b>15</b> Public support percentage from 2021 Schedule A, Part II, line 14 .....	<b>15</b>	99.95 %
<b>16a 33 1/3% support test - 2022.</b> If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization .....		
		<input checked="" type="checkbox"/>
<b>b 33 1/3% support test - 2021.</b> If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization .....		
		<input type="checkbox"/>
<b>17a 10% -facts-and-circumstances test - 2022.</b> If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization .....		
		<input type="checkbox"/>
<b>b 10% -facts-and-circumstances test - 2021.</b> If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization .....		
		<input type="checkbox"/>
<b>18 Private foundation.</b> If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions .....		
		<input type="checkbox"/>

Schedule A (Form 990) 2022

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

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
<b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") .....						
<b>2</b> Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose .....						
<b>3</b> Gross receipts from activities that are not an unrelated trade or business under section 513 .....						
<b>4</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf .....						
<b>5</b> The value of services or facilities furnished by a governmental unit to the organization without charge .....						
<b>6 Total.</b> Add lines 1 through 5 .....						
<b>7a</b> Amounts included on lines 1, 2, and 3 received from disqualified persons .....						
<b>b</b> Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year .....						
<b>c</b> Add lines 7a and 7b .....						
<b>8 Public support.</b> (Subtract line 7c from line 6.)						

**Section B. Total Support**

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
<b>9</b> Amounts from line 6 .....						
<b>10a</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources .....						
<b>b</b> Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975 .....						
<b>c</b> Add lines 10a and 10b .....						
<b>11</b> Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on .....						
<b>12</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) .....						
<b>13 Total support.</b> (Add lines 9, 10c, 11, and 12.)						

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

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

<b>15</b> Public support percentage for 2022 (line 8, column (f), divided by line 13, column (f)) .....	<b>15</b>	%
<b>16</b> Public support percentage from 2021 Schedule A, Part III, line 15 .....	<b>16</b>	%

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

<b>17</b> Investment income percentage for 2022 (line 10c, column (f), divided by line 13, column (f)) .....	<b>17</b>	%
<b>18</b> Investment income percentage from 2021 Schedule A, Part III, line 17 .....	<b>18</b>	%

**19a 33 1/3% support tests - 2022.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ☐

**b 33 1/3% support tests - 2021.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ☐

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

**Part IV Supporting Organizations**

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

**Section A. All Supporting Organizations**

	Yes	No
<b>1</b> Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
<b>2</b> Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
<b>3a</b> Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer lines 3b and 3c below.</i>		
<b>b</b> Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
<b>c</b> Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
<b>4a</b> Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.</i>		
<b>b</b> Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
<b>c</b> Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
<b>5a</b> Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
<b>b</b> <b>Type I or Type II only.</b> Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
<b>c</b> <b>Substitutions only.</b> Was the substitution the result of an event beyond the organization's control?		
<b>6</b> Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
<b>7</b> Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
<b>8</b> Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
<b>9a</b> Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
<b>b</b> Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
<b>c</b> Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
<b>10a</b> Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer line 10b below.</i>		
<b>b</b> Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

**Part IV** Supporting Organizations (continued)

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

**Section B. Type I Supporting Organizations**

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

**Section C. Type II Supporting Organizations**

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

**Section D. All Type III Supporting Organizations**

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

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

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

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

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

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

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	<b>Total</b> (add lines 1a, 1b, and 1c)	1d	
e	<b>Discount</b> claimed for blockage or other factors ( <i>explain in detail in Part VI</i> ):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	<b>Minimum Asset Amount</b> (add line 7 to line 6)	8	

Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	<b>Distributable Amount.</b> Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

Schedule A (Form 990) 2022

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

		Current Year
<b>1</b>	Amounts paid to supported organizations to accomplish exempt purposes	<b>1</b>
<b>2</b>	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	<b>2</b>
<b>3</b>	Administrative expenses paid to accomplish exempt purposes of supported organizations	<b>3</b>
<b>4</b>	Amounts paid to acquire exempt-use assets	<b>4</b>
<b>5</b>	Qualified set-aside amounts (prior IRS approval required - <i>provide details in Part VI</i> )	<b>5</b>
<b>6</b>	Other distributions ( <i>describe in Part VI</i> ). See instructions.	<b>6</b>
<b>7</b>	<b>Total annual distributions.</b> Add lines 1 through 6.	<b>7</b>
<b>8</b>	Distributions to attentive supported organizations to which the organization is responsive ( <i>provide details in Part VI</i> ). See instructions.	<b>8</b>
<b>9</b>	Distributable amount for 2022 from Section C, line 6	<b>9</b>
<b>10</b>	Line 8 amount divided by line 9 amount	<b>10</b>

<b>Section E - Distribution Allocations</b> (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2022	(iii) Distributable Amount for 2022
<b>1</b> Distributable amount for 2022 from Section C, line 6			
<b>2</b> Underdistributions, if any, for years prior to 2022 (reasonable cause required - <i>explain in Part VI</i> ). See instructions.			
<b>3</b> Excess distributions carryover, if any, to 2022			
<b>a</b> From 2017			
<b>b</b> From 2018			
<b>c</b> From 2019			
<b>d</b> From 2020			
<b>e</b> From 2021			
<b>f</b> <b>Total</b> of lines 3a through 3e			
<b>g</b> Applied to underdistributions of prior years			
<b>h</b> Applied to 2022 distributable amount			
<b>i</b> Carryover from 2017 not applied (see instructions)			
<b>j</b> Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
<b>4</b> Distributions for 2022 from Section D, line 7: \$			
<b>a</b> Applied to underdistributions of prior years			
<b>b</b> Applied to 2022 distributable amount			
<b>c</b> Remainder. Subtract lines 4a and 4b from line 4.			
<b>5</b> Remaining underdistributions for years prior to 2022, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
<b>6</b> Remaining underdistributions for 2022. Subtract lines 3h and 4b from line 1. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
<b>7</b> <b>Excess distributions carryover to 2023.</b> Add lines 3j and 4c.			
<b>8</b> Breakdown of line 7:			
<b>a</b> Excess from 2018			
<b>b</b> Excess from 2019			
<b>c</b> Excess from 2020			
<b>d</b> Excess from 2021			
<b>e</b> Excess from 2022			

Schedule A (Form 990) 2022

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



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

OMB No. 1545-0047

**2022**

Name of the organization

SOUTHERN TIER LIBRARY SYSTEM

Employer identification number

16-0836935

Organization type (check one):

**Filers of:****Section:**

Form 990 or 990-EZ

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

Form 990-PF

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

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

Schedule B (Form 990) (2022)

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

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

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	NYS DEPT OF EDUCATION 89 WASHINGTON AVENUE ALBANY, NY 12234	\$ 1,894,834.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	STEUBEN COUNTY 3 EAST PULTENEY SQUARE BATH, NY 14810	\$ 79,600.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
3	APPALACHIAN REGIONAL COMMISSION 1666 CONNECTICUT AVENUE, NW, SUITE 700 WASHINGTON, DC 20009	\$ 150,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
4	USDA RURAL DEVELOPMENT 415 W MORRIS ST BATH, NY 14810	\$ 50,250.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
5	SOUTH CENTRAL REGIONAL LIBRARY COUNCIL - ARPA FUNDS 1300 DRYDEN RD ITHACA, NY 14850	\$ 95,989.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)



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

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

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

**SCHEDULE D**  
**(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Supplemental Financial Statements**

Complete if the organization answered "Yes" on Form 990,  
Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.

Attach to Form 990.

Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2022**

Open to Public  
Inspection

Name of the organization

SOUTHERN TIER LIBRARY SYSTEM

Employer identification number

16-0836935

**Part I**

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

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

**Part II**

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

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

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

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

	Held at the End of the Tax Year
a Total number of conservation easements .....	2a
b Total acreage restricted by conservation easements .....	2b
c Number of conservation easements on a certified historic structure included in (a) .....	2c
d Number of conservation easements included in (c) acquired after July 25, 2006, and not on a historic structure listed in the National Register .....	2d

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

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

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

☐ Yes ☐ No

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

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

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

☐ Yes ☐ No

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

**Part III**

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

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

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

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

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

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

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

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

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

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

Schedule D (Form 990) 2022

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

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

a ☐ Public exhibition

d ☐ Loan or exchange program

b ☐ Scholarly research

e ☐ Other \_\_\_\_\_

c ☐ Preservation for future generations

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

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

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

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

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

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

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

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

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

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

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

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

a Board designated or quasi-endowment \_\_\_\_\_ %

b Permanent endowment \_\_\_\_\_ %

c Term endowment \_\_\_\_\_ %

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

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

(i) Unrelated organizations

(ii) Related organizations

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

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

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

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

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

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings	2,092,488.		692,371.	1,400,117.
c Leasehold improvements				
d Equipment	1,313,354.		1,003,930.	309,424.
e Other	146,288.		63,311.	82,977.
<b>Total.</b> Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				1,792,518.

Schedule D (Form 990) 2022

**Part VII Investments - Other Securities.**

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

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

**Part VIII Investments - Program Related.**

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

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

**Part IX Other Assets.**

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

(a) Description	(b) Book value
(1) OPERATING LEASE RIGHT-OF-USE ASSETS	613,174.
(2) .....	
(3) .....	
(4) .....	
(5) .....	
(6) .....	
(7) .....	
(8) .....	
(9) .....	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 15.)	613,174.

**Part X Other Liabilities.**

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

(a) Description of liability	(b) Book value
1. (1) Federal income taxes	
(2) GRANT ADVANCES	3,598.
(3) OPERATING LEASE LIABILITIES	613,174.
(4) .....	
(5) .....	
(6) .....	
(7) .....	
(8) .....	
(9) .....	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 25.)	616,772.

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

Schedule D (Form 990) 2022

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

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

<b>1</b>	Total revenue, gains, and other support per audited financial statements .....	<b>1</b>	3,369,341.
<b>2</b>	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
<b>a</b>	Net unrealized gains (losses) on investments .....	<b>2a</b>	
<b>b</b>	Donated services and use of facilities .....	<b>2b</b>	
<b>c</b>	Recoveries of prior year grants .....	<b>2c</b>	
<b>d</b>	Other (Describe in Part XIII.) .....	<b>2d</b>	
<b>e</b>	Add lines <b>2a</b> through <b>2d</b> .....	<b>2e</b>	0.
<b>3</b>	Subtract line <b>2e</b> from line <b>1</b> .....	<b>3</b>	3,369,341.
<b>4</b>	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
<b>a</b>	Investment expenses not included on Form 990, Part VIII, line 7b .....	<b>4a</b>	
<b>b</b>	Other (Describe in Part XIII.) .....	<b>4b</b>	
<b>c</b>	Add lines <b>4a</b> and <b>4b</b> .....	<b>4c</b>	0.
<b>5</b>	Total revenue. Add lines <b>3</b> and <b>4c</b> . (This must equal Form 990, Part I, line 12.) .....	<b>5</b>	3,369,341.

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

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

<b>1</b>	Total expenses and losses per audited financial statements .....	<b>1</b>	2,930,644.
<b>2</b>	Amounts included on line 1 but not on Form 990, Part IX, line 25:		
<b>a</b>	Donated services and use of facilities .....	<b>2a</b>	
<b>b</b>	Prior year adjustments .....	<b>2b</b>	
<b>c</b>	Other losses .....	<b>2c</b>	
<b>d</b>	Other (Describe in Part XIII.) .....	<b>2d</b>	
<b>e</b>	Add lines <b>2a</b> through <b>2d</b> .....	<b>2e</b>	0.
<b>3</b>	Subtract line <b>2e</b> from line <b>1</b> .....	<b>3</b>	2,930,644.
<b>4</b>	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
<b>a</b>	Investment expenses not included on Form 990, Part VIII, line 7b .....	<b>4a</b>	
<b>b</b>	Other (Describe in Part XIII.) .....	<b>4b</b>	
<b>c</b>	Add lines <b>4a</b> and <b>4b</b> .....	<b>4c</b>	0.
<b>5</b>	Total expenses. Add lines <b>3</b> and <b>4c</b> . (This must equal Form 990, Part I, line 18.) .....	<b>5</b>	2,930,644.

**Part XIII Supplemental Information.**

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

**PART X, LINE 2:**

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

THE SYSTEM HAS FILED FOR AND RECEIVED INCOME TAX EXEMPTIONS IN THE VARIOUS JURISDICTIONS WHERE IT IS REQUIRED TO DO SO. THE SYSTEM FILES A FORM 990 TAX RETURN IN THE U.S. FEDERAL JURISDICTION AND IS NOT REQUIRED TO FILE IN NEW YORK STATE. WITH FEW EXCEPTIONS, AS OF DECEMBER 31, 2022, THE SYSTEM WOULD NOT BE SUBJECT TO U.S. FEDERAL INCOME TAX EXAMINATIONS BY TAX AUTHORITIES FOR YEARS ENDED PRIOR TO DECEMBER 31, 2019. THE TAX RETURNS FOR THE YEARS ENDED DECEMBER 31, 2019 THROUGH DECEMBER 31, 2022 ARE STILL SUBJECT TO POTENTIAL AUDIT BY THE IRS. MANAGEMENT OF THE SYSTEM BELIEVES



**Part XIII** Supplemental Information *(continued)*

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

**SCHEDULE J  
(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Compensation Information**

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

OMB No. 1545-0047

**2022**

Open to Public  
Inspection

Name of the organization

**SOUTHERN TIER LIBRARY SYSTEM**

Employer identification number

**16-0836935**

**Part I Questions Regarding Compensation**

**1a** Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.

- |  |  |
|--|--|
| <input type="checkbox"/> First-class or charter travel             | <input type="checkbox"/> Housing allowance or residence for personal use   |
| <input type="checkbox"/> Travel for companions                     | <input type="checkbox"/> Payments for business use of personal residence   |
| <input type="checkbox"/> Tax indemnification and gross-up payments | <input type="checkbox"/> Health or social club dues or initiation fees     |
| <input type="checkbox"/> Discretionary spending account            | <input type="checkbox"/> Personal services (such as maid, chauffeur, chef) |

**b** If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain .....

**2** Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a? .....

**3** Indicate which, if any, of the following the organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III.

- |  |   |
|--|---|
| <input type="checkbox"/> Compensation committee              | <input type="checkbox"/> Written employment contract                                |
| <input type="checkbox"/> Independent compensation consultant | <input type="checkbox"/> Compensation survey or study                               |
| <input type="checkbox"/> Form 990 of other organizations     | <input checked="" type="checkbox"/> Approval by the board or compensation committee |

**4** During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:

**a** Receive a severance payment or change-of-control payment? .....

**b** Participate in or receive payment from a supplemental nonqualified retirement plan? .....

**c** Participate in or receive payment from an equity-based compensation arrangement? .....

If "Yes" to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III.

**Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5-9.**

**5** For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:

**a** The organization? .....

**b** Any related organization? .....

If "Yes" on line 5a or 5b, describe in Part III.

**6** For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:

**a** The organization? .....

**b** Any related organization? .....

If "Yes" on line 6a or 6b, describe in Part III.

**7** For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If "Yes," describe in Part III .....

**8** Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III .....

**9** If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)? .....

Yes No

<b>1b</b>		
<b>2</b>		
<b>4a</b>		<b>X</b>
<b>4b</b>		<b>X</b>
<b>4c</b>		<b>X</b>
<b>5a</b>		<b>X</b>
<b>5b</b>		<b>X</b>
<b>6a</b>		<b>X</b>
<b>6b</b>		<b>X</b>
<b>7</b>		<b>X</b>
<b>8</b>		<b>X</b>
<b>9</b>		

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

Schedule J (Form 990) 2022

**Note:** The sum of columns (B)(i)-(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1a, applicable column (D) and (E) amounts for that individual.

[illegible]

**Part III** Supplemental Information

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

Area for supplemental information with horizontal lines.

**SCHEDULE O**  
**(Form 990)**

Department of the Treasury  
Internal Revenue Service

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

Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.  
Attach to Form 990 or Form 990-EZ.  
Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

OMB No. 1545-0047

**2022**

Open to Public  
Inspection

Name of the organization

SOUTHERN TIER LIBRARY SYSTEM

Employer identification number  
16-0836935

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

REGION.

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

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

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

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

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

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

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

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

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

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

Schedule O (Form 990) 2022

Name of the organization

SOUTHERN TIER LIBRARY SYSTEM

Employer identification number

16-0836935

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

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

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

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

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

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

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

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

DOCUMENTS ARE AVAILABLE UPON REQUEST.

FORM 990, PART XII, LINE 2C

THE PROCESS HAS NOT CHANGED FROM THE PRIOR YEAR.

## Purchase Details

All prices are in U.S. dollars (\$) and are exclusive of taxes unless otherwise noted.

	Year 1	Estimated Year 2	Estimated Year 3	Estimated Year 4	Estimated Year 5	Estimated Year 6	Estimated Year 7
Active Products	78,623.69	80,803.78	83,249.99	85,664.24	88,148.50	90,704.81	93,335.25

### Active Products

Quantity	Total Price	Component	Note
1.00	1,681.95	API	
1.00	0.00	API - Web Services SDK for Libraries Internal Use - Included with API subscription	
1.00	6,923.04	BLUEcloud Analytics Platform Pro, Annual Subscription	
1.00	0.00	Oracle Embedded License Upgrade from ISAM or MS SQL	
1.00	6,693.19	SirsiDynix Enterprise, Annual Subscription	
1.00	0.00	SirsiDynix eRC Connector for Freegal Music, Annual Subscription	
1.00	0.00	SirsiDynix eRC Connector for OverDrive - Annual Subscription	
1.00	3,542.48	SirsiDynix eResource Central Gateway Services - Annual Subscription Promotion	
1.00	48,516.73	SirsiDynix Symphony Core, Maintenance	
1.00	1,887.39	SirsiDynix Symphony Data Control, Annual Subscription [Data Control Package]	
1.00	0.00	SirsiDynix Symphony Materials Booking, Maintenance	
1.00	252.33	SirsiDynix Symphony SIP2 Interface Per Certified Vendor, Maintenance	NeedSN-341295
1.00	0.00	SirsiDynix Symphony SmartPORT Unlimited Users, Maintenance	

This Quote is hereby fully incorporated into the current Agreement executed between SirsiDynix and Customer, if any. The above information is a trade secret, proprietary and confidential and is only for use by the library named above and not to be released.

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1.00	3,047.80	SirsiDynix Symphony Test System, Maintenance	
1.00	0.00	Symphony Web Services	
1,100.00	6,078.78	Syndetics Unbound Base Package, Annual Subscription	NeedSN-340770
1.00	0.00	Unique Management Interface	
	75,623.69	Active Product Total Year 1	

**Initial Term: Seven (7) Years**

**Initial Term Annual Price Increase Cap for SirsiDynix Products/Services: 2.9% until Term renewal**

**The Initial Term and the Initial Term Annual Price Increase Cap set forth above shall apply to Active Products and new purchased Products/Services.**

Customer's usage is subject to limitations that can be found in the Terms and Conditions section at the end of the Quote.

SirsiDynix reserves the right to adjust Initial Term pricing for Third Party/Integrated products/services if a Third Party vendor increases pricing for Third Party/Integrated products/services.

Any applicable discount shall be applied on final payment. Any and all pre-printed terms and conditions on Customer's Purchase Order(s) submitted to SirsiDynix are hereby rejected and shall be superseded by the current Master Agreement, unless such additional terms are statutorily required of the Customer.

This Purchase Details section may not include pre-existing obligations for ongoing Products not listed in the Quote.

This Quote is hereby fully incorporated into the current Agreement executed between SirsiDynix and Customer, if any. The above information is a trade secret, proprietary and confidential and is only for use by the library named above and not to be released.

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# Terms and Conditions

**Current Contract License Limits:**

Up to 1,530,000 titles.

Customer shall not integrate products offered by third parties into Software, Subscriptions or Subscription Software without additional license from SirsiDynix.

SirsiDynix shall have the right to aggregate and retain non-personally identifiable data.

## Payment Terms

The term of any quoted products is for no less than the Initial Term and shall automatically renew for the length of the Initial Term. Subsequent years' Maintenance and Subscription fees are to be paid annually in advance. Following the first year of System operation, Maintenance and Subscription fees will be subject to annual increases. Unless otherwise specifically stated in writing, products and/or services purchased at promotional prices or with promotional discounts do not qualify for such discounts or limitations on price increases for subsequent years.

Any reference to license metrics and/or licensed amounts included in this quote shall be applicable only to the Products and/or services mentioned in this quote. This document and any software or professional services associated with this document are hereby fully incorporated into the current Agreement executed between SirsiDynix and Customer. If there is no current agreement between the parties, the terms and conditions of the current SirsiDynix Master Software License and Services Agreement shall be deemed the controlling Agreement between the parties, a copy of which shall be furnished upon Customer's request. Any and all pre-printed terms and conditions on Customer's Purchase Order(s) submitted to SirsiDynix are hereby rejected and shall be superseded by the current Agreement, unless such additional terms are statutorily required of the Customer. In the event of a conflict, the terms, payment terms, discounts, product lists and/or statement of work contained within this document shall take precedence over the current Agreement between the parties. In the event Customer desires or requires updated terms and conditions for the continuing business relationship with SirsiDynix, please contact your regional Sales Representative.

This Quote is hereby fully incorporated into the current Agreement executed between SirsiDynix and Customer, if any. The above information is a trade secret, proprietary and confidential and is only for use by the library named above and not to be released.

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**PROGRAM CONSULTANT**  
DIVISION OF PROFESSIONAL DEVELOPMENT and OUTREACH



## **GENERAL STATEMENT OF DUTIES**

This is a level 4 full time, non-exempt, professional position serving in a leadership role within the Division of Professional Development and Outreach. The Program Consultant provides support to member libraries relative to all aspects and approaches of library operations, specifically children & young adult services, library system public awareness events, coordination of programmatic resources, and interlibrary loan. Areas of expertise might include children & young adult services, programming for all ages, event planning and implementation, collection management and resource sharing, community engagement, relationship building, trending services, leadership, and marketing.

## **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 strives to serve as a library system expert in all things related to public library practices, and specifically children & young adult services, library system public awareness events, coordination of programmatic resources, and interlibrary loan.

**Children & Young Adult Services:** Works to educate, encourage, and assist member libraries to offer local level services that enhance overall community outreach through children & young adult services. Focuses on utilizing tools, resources, and knowledge that align with best practices to help libraries exceed minimum standards by facilitating and providing training opportunities using multiple platforms. Employs trending and innovative practices within the field. Benchmarks state, national, and international practices.

**Program & Resource Management:** Supports member libraries' service programs by coordinating system-wide public awareness events that generate overall community interest in visiting local libraries and utilizing library resources. Develops and manages programmatic resources that can be shared among member libraries to encourage community attendance at libraries as well as broad library outreach to community members.

**Resource Sharing:** Facilitates and promotes the overall usage of out-of-library-system interlibrary loan to member libraries, and trains member library staff on the policies and procedures for utilizing interlibrary loan. Communicates with interlibrary loan provider on the effectiveness of services and manages contracts.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Exhibits innovative, enthusiastic, and adaptive qualities.  
Willingness to work flexible schedule to meet member libraries' needs.  
Enthusiasm for programming geared towards all ages.  
Demonstrates leadership skills and passion for the profession.  
Works cohesively in a team and project-based environment.  
Communicates successfully in front of audiences, board members, and library staff.  
Expresses a high-level of empathy for libraries and people with diverse backgrounds, skill sets, and experiences.  
Ability to collaborate with other library system Divisions and align goals with Plan of Service.

## **MINIMUM QUALIFICATIONS**

Master's degree from an ALA accredited library school.

2-3 years of job-specific public library experience.

Eligible for New York State Public Librarian's Certificate.

Strong commitment to providing public library support within a fast-paced work environment.

Valid driver's license.

## **DESIRED QUALIFICATIONS**

Passion for diverse programming and outreach to children & young adult service populations.

Understanding of public library programming with a focus on diverse perspectives and communities.

Professionalism and commitment to the field of library science and information.

Active participation and leadership in regional and state initiatives, associations, and committees.

## **EXAMPLES OF WORK**

- Organizes and/or conducts training workshops pertaining to *Essential Functions of Position*.
- Collaborates with library system Training Team to create system-wide learning opportunities, including conferences, workshops, meetings, webinars, tutorials, and online learning.
- Leads and develops comprehensive children & young adult support services to member libraries.
- Facilitates library system Youth Services Advisory Group on behalf of membership.
- Coordinates system-wide public awareness events (i.e., regional read, Great Give Back, library passport program).
- Develops and promotes program resources geared towards all ages to enhance member library programs and public awareness events.
- Communicates with community agencies and groups about library system youth services and upcoming regional events.
- Consults and assists member libraries with collection management.
- Facilitates overall usage of interlibrary loans to member libraries in partnership with provider.
- Trains library staff on proper usage of interlibrary loan requests – technical and abstract.
- Maintains library system website resources and publications for children & young adult services, library system public awareness events, coordination of programmatic resources, and interlibrary loan.
- Represents library system at public-facing and membership events, and other divisional activities.
- Networks and engages with other librarians across New York State specific to *Essential Functions of Position* and participates in professional associations to stay connected to the library community.
- Participates in local, regional, and state meetings to offer knowledge and stay informed.
- Prepares state, local, and library system plans, statistical, and narrative reports as needed.
- Other duties as assigned.

## **ADDITIONAL DEMANDS AND WORK ENVIRONMENT**

- Frequent travel throughout library system's region, and quarterly state-wide travel.

- Required in-person office work with option to work remotely 2 days per week.
- Reasonable accommodations can be made to enable all eligible individuals to perform the essential functions.

**ACCOUNTING SPECIALIST**  
DIVISION OF ADMINISTRATION



**GENERAL STATEMENT OF DUTIES**

This is a level 4 part time, non-exempt, professional position serving in a leadership role within the Division of Administration. The Accounting Specialist provides support to library system administration relative to all aspects and approaches of accounting, budgeting, reporting, insurances, and elements of human resources. Areas of specialization include: accounting software, accounts payables & receivables, payroll, reporting (local, state and federal), independent audits, organizational insurances, NYS pension and retirement accounts. The Accounting Specialist reports to the Executive Director and works directly with the Account Clerk.

**ESSENTIAL FUNCTIONS OF THE POSTION**

Requires overall management of accounting (organizational receipts and purchasing) and payroll functions as well as development of fiscal controls in alignment with generally accepted accounting principles. Assists library system administration through planning, gathering and providing relevant fiscal information. Serves as project manager for filing local, state and federal reports, works with internal and independent auditors, and understands library system staff contracts. Assists Account Clerk with administration of organizational insurances as well as NYS pension and retirement accounts.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Demonstrates comprehensive knowledge of generally accepted accounting practices and procedures.  
Upholds professional values and ethics, and abides by all laws.  
Understands and skillfully employs QuickBooks accounting software.  
Utilizes spreadsheets, word processing, online interfaces, and multiple computer applications  
Gathers statistics, analyzes information, and writes reports.  
Respects and maintains confidentiality of organizational records.  
Exhibits innovative, enthusiastic, and adaptive qualities.  
Schedules time effectively, meets deadlines, and deals with interruptions.  
Plans, develops, and, implements administrative duties including accounting and human resource functions.  
Communicates well with colleagues, and expresses empathy for people.  
Collaborates with other library system divisions, and aligns office goals with Plan of Service.  
Works cohesively in a team and project-based environment.  
Valid driver's license.

**MINIMUM QUALIFICATIONS**

Associates's Degree in Accounting with a minimum of 2-3 years of successful accounting experience.

**EXAMPLES OF WORK**

- Assists and advises the Executive Director in developing, implementing, and evaluating the annual budget and organizational policies and procedures relative to finances and personnel.

Approved by the Southern Tier Library System Board of Trustees 09/16/2014

- Manages accounting functions and preparation of reports and statistics detailing financial results.
- Establishes and maintains accounting practices to ensure accurate and reliable data necessary for business operations.
- Establishes, interprets, and analyzes complex accounting records of financial statements.
- Verifies and posts transactions to journals, ledgers, and other records.
- Analyzes, investigates, and corrects accounting entries as needed.
- Performs reconciliation of complex transactions. Makes projections; develops statistical information. Provides individual budget accounts' information throughout the year to the Executive Director, Board of Trustees, auditors and library system staff.
- Oversees accounts payables & receivables, payroll, organizational insurances, pension & retirement accounts, as well as benefits relating to library system staff contracts.
- Develops and maintains the organization's balance statement including assets, liabilities, and equity in partnership with independent auditors.
- Works cooperatively with library system staff to coordinate activities involving purchasing, payroll, and implementation of policies and contracts.
- Communicates directly with member library administrators and outside agencies to assist with financial matters relative to individual libraries or reporting.
- Compiles and inputs organizational financials for state and federal reports.
- Produces W-2 and W-9 statements for tax reporting, and files library system's Foundation 990.
- Works with and assists independent auditors in locating official organizational documents.
- Maintains print and electronic documents per organization's Record Retention and Disposition Policy.
- Assists Executive Director with ad hoc assignments.







#### **ADDITIONAL DEMANDS AND WORK ENVIRONMENT**

- In-person work requirement.
- Reasonable accommodations can be made to enable all eligible individuals to perform the essential functions.



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

The Executive Director spent the months of July/August engaged in the following activities:

- 
**Week of July 10:** Participated in STLS Personnel & Policies Committee and Finance & Facilities Committee meetings. Attended monthly meeting with the Public Library System Director's Organization to discuss current public library issues. Visited David A. Howe Public Library to facilitate library trustee training for the member's board of trustees. Visited Cuba Circulating Library to meet with representatives from Appalachian Regional Commissions' Washington D.C. Offices to provide an overview of STLS' 2022 ARC Project. Participated in STLS' Training Team meeting and Foundation for Southern Tier Libraries meeting.
- 
**Week of July 17:** Participated in STLS Board of Trustees meeting, and Public Relations Committee meeting at Watkins Glen Public Library. Met with STLS' Independent Auditor to discuss the outcomes of the library system's 2022 annual audit and 990 filing. Participated in a conference call with the New York State Library to discuss current public library issues with public library system directors.
- 
**Week of July 31:** Participated in STLS' Sustainable Libraries Initiative Team meeting. Also attended Director's Advisory Councils' DEI Subcommittee meeting to discuss current projects as well as a meeting with STLS' Division of Professional Development and Outreach to discuss hiring a new Program Consultant. Met with Belmont Library's director to assist with NYS Public Library Construction Aid application. Attended Southern Tier Digital Equity Coalition meeting to discuss work with ConnectALL Office on strategic planning.
- 
**Week of August 7:** Executive Director was on personal leave.
- 
**Week of August 14:** Assisted Branchport, Odessa, and Belfast libraries with their construction aid application via conference call. Facilitated state-wide Trustee Handbook Book Club with the authors of the Trustee Handbook for Library Trustees in NYS on the subject of Strategic Planning. Attended the morning portion of the Correctional Facility Librarians learning event host by STLS for correctional facility librarians across New York State.
- 
**Week of August 21 & 28:** Attended the STLS Digital Advisory Group meeting. Met with STLS' Division of Professional Development & Outreach to discuss the hiring process for the Program Consultant position. Visited Prattsburg Library to conduct new director orientation.

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

Summer began with a full 'slate' of delivery drivers on board and rolling throughout the system. The Delivery Team attends to the distribution of materials from one library to the next--this is their primary job task. But, this Delivery Team is also very invested in the 'life' of each of the member libraries as well. Examples of their observations and reporting of unusual things: 1. Bags not being unpacked or moved for a delivery or two--Follow up revealed that volunteers forgot to unpack the deliveries when director was off; library not opening due to carpet cleaning that left the floors too wet/slippy to have patrons in the building. 2. Buildings not securely locked--Follow up established that library's crash bar has been locked down rendering any activity with a key useless; Keys left in door when staff the night before leaving the building (potentially) open for all. These are just a few of the examples that occurred over the summer and are indicative of the delivery drivers attention to details as they make their 'rounds' from one library to the next.

Lorie is once again spearheading participation in The Great Give Back. This statewide event is designed to be a day in which public libraries lead their patrons in 'giving back' to the local community. The library facilitates and leads the activities. Lorie gave a short presentation to the STLS DAC (Directors Advisory Council) about this event. This presentation resulted in the formation of a volunteer committee to assist with ideas to encourage participation. Mel Miller, Director of the Alfred Box of Books Library concurred with Lorie that a collaborative between libraries or even by county was a great idea but perhaps to introduce this year for implementation next. Mel suggested that the creation of an informational flyer to share electronically as well as in print might generate more participation. Lorie and Mel brainstormed content and main points. Lorie created a flyer, assisted by Erika Jenns, STLS Engagement Consultant. Erika created a graphic for the flyer as well as a graphic for social media. Both of these have been archived for use in the coming years. STLS staff will once again spend a morning volunteering at the Southern Tier Food Bank. Keturah Cappadonia made the arrangements for this. The Great Give Back in the libraries of the Southern Tier wouldn't happen without the support and assistance of the DAC and the Division of Professional Development & Outreach.

The BARC/Interlibrary Loan workshop in June sparked a training with the Howard Public Library staff at their library. With the knowledge gained at the workshop, Howard Library staff offered to 'get' materials from outside the system for a patron. An additional training at the library bolstered the confidence of the library staff.

Filled requests from outside the system for 2023:

January	119
February	131
March	127
April	101
May	107
June	110
July	149
August	119

Requests hover in and around 100 each month.



Lorie visited the Watkins Glen Public Library, the Van Etten Library and the Southeast Steuben County Library (Corning) during one of their summer programs. She also was thrilled to see that four member libraries use the puzzle dies (STLS program resource) that were introduced during the Summer Learning Workshop in their programming this summer. (Belfast, Bolivar, Corning and Whitesville)

Lorie attended a wide variety of workshops and webinars: Small Library Symposium presented by the OWWL System, AI in the Library; PicturebookPalooza; Disability is not a bad word; listening sessions for about future themes and slogans for summer--to name a few. She also prepped FLASH newsletter to focus on program ideas and guidelines for using the Public Performance License.

Currently attention is being directed on end of summer reports; preparation for Gather & Grow: Cultivating Knowledge and Understanding (October 27) and learning opportunities for Q4 of 2023.

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

**July**

Keturah participated in the Summer Reading Program Kick-Off event at the Dormann Library in Bath, by tabling with STLS information and resources and a craft activity for youth. Keturah also attended the Yates County Fair in Penn Yan, to assist the Penn Yan Library at their outreach booth. And Keturah participated in the Balloon Rally Parade in Wellsville with the staff of the David A. Howe Library.

Keturah assisted with onboarding and training of new STLS Library Clerk Mikayah Ambriz. Working with Mikayah, Keturah facilitated the movement of the Audiobook Rotating Collection in July.

Keturah attended the following meetings and events: Division of Professional Development and Outreach, Small Libraries Summer Symposium at OWWL Library System, Triple M monthly meeting, DAC Circulation Committee meeting, Libraries Transforming Communities advisors' meeting, Path to Belonging Rural Libraries DEI meeting, and the DAC meeting.

Keturah met with Greg Harris, Correctional Facility Librarian at the Elmira Correctional Facility, to assist him in ordering books and air conditioning units through STLS. Additionally, Keturah ordered and delivered books for the Schuyler County Jail and the Yates County Jail.

Keturah worked with Kylie Baker to begin a new plastic recycling program as part of the activities of the STLS Sustainability Team.

**August**

Keturah facilitated a multi library system training day for Correctional Facility Librarians and Public Library System Outreach Consultants at STLS. Outreach Consultants from Chautauqua Cattaraugus, Nioga, and Finger Lakes Library Systems attended, along with librarians from five correctional facilities and the head of the

Department of Corrections and Community Supervision. The group enjoyed professional development and formal and informal networking opportunities.

Keturah attended the Allegany County Senior Picnic in Angelica, together with the Directors of the Cuba Library and the Whitesville Library. Over 400 individuals attended and received information about library programs and services.

Keturah continued to help new STLS Library Clerk, Mikayah, learn about Rotating Collections and processing materials.

Keturah worked with the STLS Sustainability Team on presentations for STLS staff and STLS administrators, as part of the Sustainable Libraries certification program requirements.

Keturah organized a virtual training opportunity for STLS member library staff on “AI in the Library,” which had 18 participants. The video recording of the session has had 48 views.

Keturah attended the following meetings: ALA Chapter Leadership meeting, NYLA Council meeting, Training Team meeting, Division of Professional Development and Outreach meeting, and Path to Belonging Rural Libraries DEI meeting.

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

**July Report:**

During the month of July 2023, Erika Jenns met with the new director at the Friendship Free Library, Julia Lampson, for a new director consultation. During the meeting, they discussed the library website and the Technology & Digitization Grant that the library received in 2022-23.

Erika also met with directors at the Belfast Public Library and Addison Public Library for website consultations. Erika and Sheila reviewed the process for editing and updating the content on the Belfast website. They also discussed adding a donation button to the library site so that funds could be collected for the library’s upcoming building project. In Addison, Erika and Connie reviewed the process for changing the website layout and updating page content. They discussed adding new events to the library’s website and created a page to display information about the library’s board of trustees.

In the beginning of the month, Erika collaborated with Erik House at the Dormann Library to deliver a presentation at the OWWL Library System Small Libraries Summer Symposium. Erika and Erik presented on DigitalLearn.org, a resource for digital literacy instruction provided by the Public Library Association.

Erika met with Emily Swan, a graphic designer that STLS has been working with to create a suite of graphics for social media posts and other promotional activities. Erika will be working with Emily to create a design for the three STLS delivery vans. When the design is complete, it will be applied as a vehicle wrap on the vans. Erika also collaborated with Lorie Brown to gather information on the van’s (year, make, model) and to take photos for the

vendor.

Additional activities in July included creating the monthly events digest email for August learning opportunities; renewing the STLS subscription to Breakout EDU and transferring the account ownership; and participating in the STLS Sustainable Libraries Initiative meeting.

**Member and STLS IT Infrastructure**  
**by Ken Behn, Assistant Director – Director of IT**  
**Division of Information Technology**

During July and August, IT worked on 225 Help Desk requests for STLS staff and member libraries. The monthly operating system patch cycle was performed on 3 Red Hat Linux and all Windows servers. Weekly meetings with IT department staff and two monthly meetings with CCLD IT were held.

The August ILS meeting had over 40 attendees where we talked upcoming email platform migration to M365 that will take place starting September 29th.

Staff visited Penn Yan, West Elmira, Big Flats and Horseheads to installed VoIP phones and connect them to the STLS VoIP system. Those phones use the dark fiber connection to STLS.

Much of the time was spent working on the ILS patron PIN to password project and prep work for the email migration project.

Individually these are some highlights of IT staff work:

**Pat Beeman -**

- Assisted with the library website migration project by creating new WordPress sites on the dHCI infrastructure for about half of our total number of hosted web sites. New sites will have the data from the old site migrated and then "go live".
- Visited Friendship to install ARC computers.
- Visited Big Flats and West Elmira to install VoIP phones.
- Worked with staff from SSCL to install the WiFi directional antenna to better cover virtual display in the park across the street.
- Visited Bath to install NComputing clients and assist with other computer questions.
- Worked on the Domain Controller server for Wayland when their on premise server was offline.
- X5228 calls.

**Tom Lawrence -**

- Designed the the library website migration project process and instructions to create new WordPress web sites on the new virtual server platform.
- Migrated all STLS hosted website to use free of charge Let'sEncrypt SSL certificates saving STLS the cost of those from GoDaddy.com.
- Resolved issues with some end users not receiving Help Desk notification emails.
- Continued working on the NComputing vSpace virtual server for Bath.
- Recovered the expired domain and web site for Montour Falls Library.

## **Nick Allington -**

- Developed VoIP phones instructional videos and PDF files.
- Visited Bolivar for computer deployments.
- Assisted with the library website migration project by creating new WordPress sites on the dHCI infrastructure for about half of our total number of hosted web sites. New sites will have the data from the old site migrated and then "go live".
- Configured requested VoIP phone option programming for Penn Yan.
- Visited Friendship to install ARC computers.
- Visited Bath to install NComputing clients and assist with other computer questions.
- Ordered, imaged and deploy a new staff computer to Cohocton

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

Here is our monthly report for June:

### **E-rate**

One 2023-2024 application remains in a status of "Review" – the application for connecting Rushville and Arkport to Dark Fiber, with recent PIA (Program Integrity Assurance) questions. Each time we think we are done with PIA questions, we get another round. We now hope to have the final approval for that application in the Fall. In July I filled in the Form 486 for all of the approved 2023-2024 applications.

### **ILS**

Back in May, libraries noticed and reported that Ingram began charging for MARC records for items. I have been working with Rob Scott at Ingram since - including meeting multiple times - to find a solution or workaround to having each library essentially pay for the same record. So far each possible solution has been a dead-end (mostly on Ingram's side), and our next approach is to discuss the remaining options with library directors at the DAC meeting in September.

July and August were busy months for ILS library visits and training. Kylie and Casey visited Rushville a final time in August, to finish up with barcoding their collection, in preparation for automating. I visited them in July to provide circulation training and again in August to install a receipt printer and provide WorkFlows (WF) reports training – as of September 1<sup>st</sup>, they are an automated library! Kylie also visited Cohocton, Almond, Friendship and Hammondsport to provide BLUEcloud Analytics (BCA) training and Dundee to provide Item Maintenance training. Larissa visited Arkport and Elmira to provide BCA training and Wayland to provide Item Maintenance and general WF training. I visited Addison to review emailed notice options, Bath twice, once to discuss inventory procedures and once to deliver 2 WF laptop kits and 2 loanable book trucks to assist in their Inventory project. The ILS team also met with Nick, to share WF information, as it pertains to IT, and I met with Micah to provide basic WF training. Finally, along with IT, we prepared for and presented a quarterly ILS Meeting in August.

This summer was also busy with general ILS projects and updates. A number of libraries increased their email communication with patrons in July and August. Bath began sending emailed hold pickup notices and Addison began emailing overdue and automatic renewal notices. Addison and Andover are currently going through the process to begin sending hold pick up notices as well. I updated and shared Patron Registration documentation, with input from the DAC Circulation Committee, to include new information on comments vs notes in a patron account, new PIN/password instructions for new user registrations and user modifications, and clarified duplicate checking information. I also worked with Lorie on our yearly purge of ILL titles from the catalog and created new item categories and “Move Collection” reports in support of new youth rotating collections Lorie is working on. We supported libraries through the switch from PINs to secure passwords, with the 2nd phase of that project taking place in late August. This phase included resetting existing passwords that did not meet the new security requirements.

Earlier in the year, Tina in Cuba requested ILS support for a Lucky Day project – where duplicate copies of hot titles could be added to the catalog and not be holdable, but patrons that come in and see them on the shelf can check them out. This is similar to a feature in OverDrive that works the same way – a limited number of items in a Lucky Day collection can be checked out as soon as they are available, but cannot be placed on hold. The DAC Circulation Committee came up with parameters for this project at our meeting in July, and I added a new item type, home location, and set up the circulation and hold map rules in WF in August. I also worked with Erika to provide print and social media marketing materials, explaining this new collection to patrons. Currently, Cuba and Watkins Glen are piloting this and will report to the DAC in September. If it is successful, we will open it up to other libraries after that meeting.

And finally, my favorite ILS update so far this year – Paul requested that the CCLD libraries join the DAC Reciprocal Borrowing Group. This group shares their new items with other members of the group. Previously, CCLD had only shared new items within their own county-wide group, but they now share them with the majority of our libraries. Currently all but 11 of our libraries are in the DAC group, and one library is actively considering it. Being part of this group means that patrons get new, popular titles much faster. Rushville also joined this group as part of their automation preparation.

As for cataloging, we are currently at a turnaround time of 8 working days for unopened “normal” cataloging requests. While we were caught up, in mid-August, we are back to being a little behind, due to holidays, vacations and training Casey. We hope to get caught back up to our 1-week average in the next few weeks. We are also excited to resume large cataloging projects (such as updating terminology in bib record Subject Headings) once Casey is fully trained.

### **General STLS**

Kylie is a member of the Sustainable Libraries Initiative Working Group at STLS and she and Keturah are spearheading a project to provide a receptacle for staff to bring in recyclable plastic bags to STLS, rather than staff having to take those into a grocery store. They are working on other helpful sustainable library initiatives as well.

**RESOLUTION OF LIBRARY SYSTEM BOARD SUPPORT**

Sustainable Libraries Initiative

September 19, 2023



1. Whereas the Southern Tier Library System is a chartered public library system in New York State with a duty to serve the public libraries of Allegany, Chemung, Schuyler, Steuben, and Yates counties.
2. Whereas the library system believes it has a responsibility to connect, empower, and advocate for all public libraries within its chartered service area.
3. Whereas the library system aspires to foster a program of best practices and civic stewardship considering the profession's core values.
4. Whereas the library system has a steadfast desire to address matters of economic, social, and environmental sustainability for the betterment its residents and humanity in general.
5. Whereas the library system has already taken active steps to assist with (1) library economic self-sufficiency through its funding referendum work, and (2) social advancement through its *Social Justice Activities Plan*.
6. Whereas the library system understands environmental mindfulness is also a component of full sustainability, and is excited to add this work to its existing commitments of economic self-sufficiency and social advancement.
6. Whereas the library system acknowledges progress in these areas cannot be obtained without the cooperation of library system administration, professionals, or its public libraries. And the library system must prioritize these commitments through the thoughtful establishment of planning, policy, procedure, and practice.

Now it be resolved, the Southern Tier Library System Board of Trustees fully supports the library system's involvement in the *Sustainable Libraries Initiative* to make whole its organizational commitment to sustainability with the intentions of making our community and world a better place to live.