

STLS BOARD MEETING

Tuesday, January 21, 2025 - 2:00 pm

STLS Headquarters, Painted Post, NY 14870

**AGENDA****Oaths of Office for Elected Trustees:** Betsy Gorman**Rachel Barbour**, Chemung County (2025 – 2029; first full term)**Barbara Hubbell**, Schuyler County (2025 – 2029; second full term)**Louise Richardson**, Steuben County – SSCL Service Area (2025 – 2029; second full term)**Richard Urban**, Steuben County – SSCL Service Area (2025 – 2029; first full term)**Dan Action**, Allegany County (2024 – 2025; partial term)

- | | | | |
|----|--|----------------------|-------------------|
| 1. | Agenda | | Doc. #25-1 |
| 2. | Approval of Minutes – December 2024 | *FOR APPROVAL | Doc. #25-2 |
| 3. | Treasurer’s Report –December 2024 | *FOR APPROVAL | Doc. #25-3 |
| 4. | Financial Clerk’s Report – December 2024 | *FOR APPROVAL | Doc. #25-4 |
| 5. | Fourth Quarter Profit-Loss Statement – December 2024 | *FOR APPROVAL | Doc. #25-5 |
| 6. | Fourth Quarter Claims Auditor Report – December 2024 | *FOR APPROVAL | Doc. #25-6 |

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

COMMITTEE REPORTS

- | | | |
|-----|--|------------------------------|
| 7. | Executive Committee – Kathy Green | |
| 8. | Personnel & Policies Committee – Barbara Hubbell | (Minutes) Doc. #25-7 |
| | | (Bylaws) Doc. #25-8 |
| 9. | Finance & Facilities Committee – Sisi Barr | (Minutes) Doc. #25-9 |
| 10. | Public Relations Committee – Lynnette Decker | |
| 11. | Foundation for Southern Tier Libraries – Louise Richardson | (Minutes) Doc. #25-10 |

BOARD ACTIONS

- | | | | |
|-----|---|-----------------------|--------------------|
| 12. | <u>Annual Organizational Meeting Actions</u> | * FOR APPROVAL | Doc. #25-11 |
| | <u>Finance & Facilities Committee Recommendation: Approve action items per STLS Organizational Meeting Policy</u> | | |

- A. Designation of the Official Newspaper – Corning Leader
- B. Appointment of the Financial Clerk – Brian Hildreth
- C. Appointment of the Financial Clerk Designee – Erika Jenns
- D. Appointment of the Internal Auditor – Louise Richardson
- E. Appointment of the Alternate Internal Auditor – Richard Urban
- F. Appointment of the External Auditor – Mengel, Metzger & Barr, LLC.
- G. Appointment of the Attorney – Sayles and Evans
- H. Authorization of the Executive Director to Certify Payrolls
- I. Authorization of Executive Director to Make Grant Applications

- J. Authorization of the Executive Director to certify payments
- K. Authorization of the Business Mileage Reimbursement Rate – 70 cents
- L. Designation of the Bank Depository – Community Bank NA
- M. Designation of the Authorized Signatories for Checks – President, V.P, Treasurer, Executive Director & Betsy Gorman – Alternate Signatory
- N. Authorization of Certain Payments between Board Meetings - Credit card, utility bills, lease payments, payroll, payroll taxes, payroll deductions, and fringe benefit expenses.
- O. Establish Treasurer and Internal Auditor surety coverage for the year - \$750,000

Move: _____ Aye _____ Nay _____ Approved/Failed Discussion:	Second _____ Abstain _____ Absent _____
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13. Approve 2025 Board Meeting Schedule

*** FOR APPROVAL**

Doc. #25-12

Executive Committee Recommendation: Approve the 2025 Board Meeting Schedule.

Move: _____ Aye _____ Nay _____ Approved/Failed Discussion:	Second _____ Abstain _____ Absent _____
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14. Expenditure Approvals -Monthly Unpaid Bills Detail

*** FOR APPROVAL**

Doc. #25-13

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

Move: _____ Aye _____ Nay _____ Approved/Failed Discussion:	Second _____ Abstain _____ Absent _____
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15. Receipt Approvals – Monthly Deposit Summary

*** FOR APPROVAL**

Doc. #25-14

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

Move: _____ Aye _____ Nay _____ Approved/Failed Discussion:	Second _____ Abstain _____ Absent _____
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16. Approve the Establishment of a 13-Month Certificate of Deposit

*** FOR APPROVAL**

Doc. #25-15

Finance & Facilities Committee Recommendation: The STLS Board of Trustees approves the proposed establishment of a 13-month certificate of deposit in the amount of \$250,000 through Community Bank N.A. at an interest rate of 3.39 percent, and authorizes the Executive Director to set up the certificate of deposit utilizing board signatories as approved during the library system's January 21, 2025 annual organizational meeting.

Move: _____

Second _____

Aye _____ Nay _____

Abstain _____ Absent _____

Approved/Failed

Discussion:

BOARD INFORMATION

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

*There are no Team or Divisional Reports for the months of January and March because STLS staff will be working on 2022-2026 Plan of Service Goal Reporting. Goal Reports will be provided at March's board meeting.

Public Expression (15 minutes)

Adjournment

Next meeting: Southern Tier Library System – Tuesday, March 18, 2025 at 2 p.m.

STLS BOARD MEETING
Tuesday, December 17, 2024 - 2:00 pm
Southern Tier Library System, Painted Post, NY 14870

MINUTES**TRUSTEES PRESENT:**

Dan Acton- 2025	Susan McGill – 2029
Richard Ahola – 2027	Richard Urban – 2029
Rachel Barbour – 2029 remote; non-voting	Louise Richardson – 2029
Lynnette Decker - 2026	
Betsy Gorman - 2025	
Kathy Green-2026	
David Haggstrom – 2026	
Barbara Hubbell – 2029	
Mary-Claire Krebs – 2027	

Excused: Vacant Chemung County Seat – 2027, Vacant Schuyler County Seat – 2028
 Sisi Barr – 2028

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

President K Green called the meeting to order at 2:04 pm

Allegany County Trustee Seat (2021 – 2025) Appointment *** FOR APPROVAL**

Executive Committee Recommendation: The STLS Board of Trustees approves the appointment of Dan Acton to the position of trustee to fill the vacant Allegany County seat, which was previously held by Cynthia Dutton and has a term of 2021 – 2025. The appointment will remain effective until the 2025 annual meeting of the Southern Tier Library System.

Aye _11_ Nay ____ Abstain ____1____ Absent _1____ Vacant ____2____ Approved/Failed: Approved

Discussion: B Hildreth stated that Dan will take his oath of office at the January 2025 Board meeting.

1. AGENDA
Received and Filed

***FOR APPROVAL**

Doc.#24-147

2. Approval of Minutes – November 2024

***FOR APPROVAL**

Doc. #24-148

Received and Filed**3. Treasurer's Report – November 2024 *FOR APPROVAL Doc. #24-149****Received and filed**

B Hildreth reported that the balance on hand is now \$1,225,714.00 which is down \$286,000.00 compared to this time last year. The reason for the difference is due to cash flow and state aid delays. B Hildreth added that STLS is paying down on the USDA Rural Development Loan. B Hildreth also noted that STLS is where it is supposed to be, financially, just a bit lower than usual.

**4. Financial Clerk's Report – November 2024 *FOR APPROVAL Doc. #24-150
Received and Filed**

B Hildreth stated that STLS has received the remainder of state aid. He also explained how line item 4725, grants revenue, is going to work in regards to Central Library Services Aid now that the library system will retain such funds for expenditures. The expenditure for line item 5471, vehicle maintenance & repairs, was for new tires for the delivery vans. Finally, line item 5490, grants, is state aid funds paid to member libraries.

Standing Committee Reports –**5. Executive Committee- K Green**

K Green reported the Executive Committee set the agenda and reviewed the minutes.

6. Personnel & Policies Committee – B Hubbell

Committee Did Not Meet in December

No report

7. Finance & Facilities Committee – S Barr

Committee Did Not Meet in December

No report

8. Public Relations Committee – Lynnette Decker

Doc. #24-151

Committee Did Not Meet in December

No report

9. Nominating Committee – Mary-Claire Krebs

M Krebs reported that everyone who served in 2024 as an officer on the Executive Committee has agreed to serve again in 2025.

10. Foundation for Southern Tier Libraries – Louise Richardson

L Richardson stated the Foundation is waiting on year end fundraising.

BOARD ACTIONS

11. Expenditure Approvals -Monthly Unpaid Bills Detail * **FOR APPROVAL**
Doc. #24-152

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

Move: B Hubbell Second: B Gorman
 Aye 11 Nay _____ Abstain 1 Absent 1 Vacant 2
 Approved/Failed: Approved
 Discussion: None

12. Receipt Approvals – Monthly Deposit Summary * **FOR APPROVAL** **Doc. #24-153**
Finance & Facilities Committee Recommendation: Approve receipts of the *Deposit Summary* for the most recent month as authorized by the Financial Clerk per the Finance Policy.

Move: B Gorman Second: S McGill
 Aye 11 Nay _____ Abstain 1 Absent 1 Vacant 2
 Approved/Failed: Approved
 Discussion: None

13. Approve Proposed Gift Acceptance Policy Revisions * **FOR APPROVAL**
See Doc. #24-138 from November 2024 Board Meeting
Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed Gift Acceptance Policy revisions as presented at the November 19, 2024 board meeting, and considers any revisions incorporated during board meeting discussion.

Move: B Hubbell Second: M Krebs
 Aye 11 Nay _____ Abstain 1 Absent 1 Vacant 2
 Approved/Failed: Approved
 Discussion: None

14. Proposed 2024/2025 Executive Director's Performance Objectives ***FOR APPROVAL**
See Doc. #24-139 from November 2024 Board Meeting
Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the Executive Director's Performance Objectives as presented at the November 19, 2024 board meeting, and considers any revisions incorporated during board meeting discussion.

Move: B Hubbell Second: R Urban
 Aye 11 Nay _____ Abstain 1 Absent 1 Vacant 2
 Approved/Failed: Approved
 Discussion: None

15. Proposed 2025 Executive Committee – Officers of the Board

Nominating Committee Recommendation: The STLS Board of Trustees approves the proposed 2025 Executive Committee – Officers of the Board for the 2025 Fiscal year. Committee Recommendation includes Kathy Green (President), Lynnette Decker (Vice President), Louise Richardson (Secretary), Sisi Barr (Treasurer), and Richard Ahola (Designated Trustee).

Aye _11___ Nay _____ Abstain _1_____ Absent _1_____ Vacant _2____ Approved/Failed: Approved Discussion: None
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BOARD INFORMATION

16. Old Business –

None

17. New Business –

None

18. Library Networking –

None

19. President's Report

None

20. Monthly Library System Staff Reports

Doc.#24-154

B Hildreth spoke about an online learning event that took place on December 6, 2024 from 9-4, called Gather and Grow. It was a collaborative effort of STLS and 5 other library systems. The event was a success and will happen again in 2025.

B Hubbell inquired about the meaning of “packet loss” in Ken Behn’s report. B Hildreth explained that it is considered slow internet service from an internet provider.

B Gorman commented that she was glad to read the bed bug issue was short lived. B Hildreth added that the issue was isolated to 3 confirmed libraries. STLS took the opportunity to inform libraries on procedures in the event of future occurrences.

Public Expression (15 minutes)

Adjournment 2:26 pm

Move: R Ahola

Second: R Urban

Next meeting: Southern Tier Library System, 9424 Scott Rd, Painted Post, NY 14870 – Tuesday, January 21, 2025 at 2 p.m.

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

Trustee Orientation and Annual Training

2:30 pm – 2:40 pm: Financials – Louise R. and Brian H.

STLS Internal Auditor and Executive Director offer overview of organizational financials.

2:40 pm – 2:55 pm: Duties and Responsibilities – Brian H.

Executive Director discusses 3 duties and 10 responsibilities of system trustees.

2:55 pm – 3:10 pm: Committee Charges – Kathy G., Sisi Barr, Lynnette D., and Barbara H.

Discussion led by Committee Chairs discussing the responsibilities of each committee.

3:10 pm – 3:15 pm: Foundation for Southern Tier Libraries– Louise R.

Foundation board member discusses important work of the foundation and its role supporting member libraries.

3:20 – 3:50 pm: Annual Sexual Harassment Prevention Training – Brian H.

Trustees participated in their annual harassment prevention training.

**Southern Tier Library System
Treasurer's Report
As of December 31, 2024**

	Total	
	As of Dec 31, 2024	As of Nov 30, 2024
ASSETS		
Current Assets		
Bank Accounts		
1200 Cash - Operating	4,464.39	5,713.59
1201 Cash - Payroll	12,349.50	7,815.67
1202 Cash - Money Market	565,700.77	594,021.97
1203 Cash in Certificate of Deposit	366,102.17	364,755.08
1204 Cash in Certificate of Deposit 2	254,246.49	253,408.20
Total Bank Accounts	\$ 1,202,863.32	\$ 1,225,714.51
Accounts Receivable		
1380 Accounts Receivable	6,561.95	52,967.53
Total Accounts Receivable	\$ 6,561.95	\$ 52,967.53
Other Current Assets		
12000 Undeposited Funds	0.00	0.00
Total Other Current Assets	\$ 0.00	\$ 0.00
Total Current Assets	\$ 1,209,425.27	\$ 1,278,682.04
Fixed Assets		
1100 Fixed Assets		
1102 Building	2,107,487.60	2,107,487.60
1104 Equipment	448,833.60	448,833.60
1105 Internet Fiber	1,066,290.03	1,066,290.03
1106 Vehicles	154,287.50	154,287.50
1112 Accumulated Dep Building	-763,740.84	-763,740.84
1114 Accumulated Depreciation	-1,201,316.05	-1,201,316.05
Total 1100 Fixed Assets	\$ 1,811,841.84	\$ 1,811,841.84
Total Fixed Assets	\$ 1,811,841.84	\$ 1,811,841.84
Other Assets		
1382 Prepaid expenses	85,892.80	85,892.80
1400 Right of Use Lease Asset	516,634.00	516,634.00
Total Other Assets	\$ 602,526.80	\$ 602,526.80
TOTAL ASSETS	\$ 3,623,793.91	\$ 3,693,050.68
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2600 Accounts Payable	3,461.20	0.00
Total Accounts Payable	\$ 3,461.20	\$ 0.00
Other Current Liabilities		
2601 Accrued P/R	5,818.22	5,818.22
2602 Accounts Payable Manual	0.00	0.00
2604 Deferred Grant	0.00	0.00

2605 Retainage Payable	0.00	0.00
2625 Payroll Deductions Payable	443.90	-0.02
2626 Flex Spending Deduction Payable	618.29	269.24
2627 PFL Payable to Insurance	3,512.87	3,296.77
2630 Due to Member Libraries Pay Pal	0.00	0.00
2635 Capital Notes Payable	85,571.21	87,810.59
2640 Accrued Compensated Absences	159,208.73	159,208.73
2800 Lease Liability Short Term	98,735.00	98,735.00
Total Other Current Liabilities	\$ 353,908.22	\$ 355,138.53
Total Current Liabilities	\$ 357,369.42	\$ 355,138.53
Long-Term Liabilities		
2850 Lease Liability - Long Term	417,899.00	417,899.00
Total Long-Term Liabilities	\$ 417,899.00	\$ 417,899.00
Total Liabilities	\$ 775,268.42	\$ 773,037.53
Equity		
3200 Fund Balance Unrestricted	2,583,165.29	2,583,165.29
3910 Board Restricted Capital Reserv	350,000.00	350,000.00
3911 Donor Restricted Capital Reserv	80,149.19	80,149.19
Net Income	-164,788.99	-93,301.33
Total Equity	\$ 2,848,525.49	\$ 2,920,013.15
TOTAL LIABILITIES AND EQUITY	\$ 3,623,793.91	\$ 3,693,050.68

Official Depository: Community Bank NA

Money Market: 0.03 Rate of Return

Checking Account: 0.01 Rate of Return

Certificates of Deposit: 4.4976% and 4.0184% interest

**Southern Tier Library System
Financial Clerks Report
December 2024**

	Dec-24	
	Dec. 2024	Nov. 2024
Income		
4706 Jails and Institutions		3,904.00
4711 Coordinated Outreach		93,782.00
4713 State Corrections		27,965.00
4719 Interest	2,200.09	2,270.39
4724 Member Library IT Contracts	900.00	1,127.00
4725 Grants Revenue	110,000.00	175,699.00
4731 Arkport Support		2,008.35
4735 Non State Aid Pass Through	7,228.82	9,419.14
4782 Donations	50.00	1,153.54
4784 General Reimbursements & Refund		95.43
Total Income	\$ 120,378.91	\$ 317,423.85
Gross Profit	\$ 120,378.91	\$ 317,423.85
Expenses		
5100 Salaries		
5141 Professional Salaries	39,520.05	46,878.48
5142 Non-Professional Salaries	51,131.08	68,341.86
Total 5100 Salaries	\$ 90,651.13	\$ 115,220.34
5150 Personnel Benefits		
5151 Retirement		124,631.00
5153 Social Security	6,677.36	8,598.83
5154 Workers Compensation	478.05	585.90
5157 Health Insurance	18,273.48	17,679.49
5158 Payroll Expense - Other	9,471.14	1,373.34
Total 5150 Personnel Benefits	\$ 34,900.03	\$ 152,868.56
5203 STLS Equipment	1,145.00	
5204 STLS Software & Small Equipment	1,898.97	519.23
5205 Maintenance Contracts & Leases	491.77	491.75
5407 Integrated Library System		80,970.65
5408 Platform Fees & Licenses	3,000.00	2,400.00
5409 STLS Telephone/Internet	18,117.84	19,399.47
5417 Library Materials	3,641.98	946.32
5418 Consultant Collection	365.66	
5419 Electronic Materials	5,762.31	
5420 Staff Development Travel	2.98	4,209.16
5422 Trustee Mileage	2,348.62	535.60
5423 Trustee Continuing Education		1,145.00
5424 Conference Registration		215.00
5425 Staff & Member Library Mileage	115.64	167.50
5427 Programming & Annual Conference		770.69
5428 Meeting Supplies	388.12	59.40

5430 Office Supplies	2,946.95	143.74
5433 Postage	21.50	12.38
5434 Public Relations	151.74	2,070.49
5435 Member Library Pass through	8,423.20	152,014.44
5436 STLS Grants to Member Libraries	-198.20	14,585.26
5442 Professional Fees	210.00	
5444 Accounting Support & Audit	99.00	1,786.50
5450 Utilities	2,403.16	1,525.72
5451 Building Maintenance & Repairs	2,003.64	1,756.50
5454 Commercial Insurance	3,804.62	912.58
5471 Vehicle Maintenance & Repairs	576.78	2,213.99
5473 Vehicle Fuel	1,470.21	1,658.00
5474 Vehicle Insurance	523.62	492.17
5480 Greenwood Reading Center Exp	1,509.11	1,942.58
5485 Arkport Expense Account	2,016.60	2,873.04
5490 Grants	3,074.59	137,519.95
Total Expenses	\$ 191,866.57	\$ 701,426.01
Net Operating Income	-\$ 71,487.66	-\$ 384,002.16
Net Income	-\$ 71,487.66	-\$ 384,002.16

Tuesday, Jan 07, 2025 05:41:17 AM GMT-8 - Accrual Basis

Southern Tier Library System
Profit and Loss
January - December 2024

	Total		
	Actual	Budget	Difference
Income			
4700 Basic State Aid	912,879.00	912,879.00	0.00
4706 Jails and Institutions	3,904.00	3,904.00	0.00
4709 Local Services Support	90,344.00	100,383.00	-10,039.00
4710 Supplemental Aid	135,244.00	135,244.00	0.00
4711 Coordinated Outreach	93,782.00	93,782.00	0.00
4713 State Corrections	27,965.00	27,965.00	0.00
4714 Bullet Aid NYS	70,000.00	40,000.00	30,000.00
4715 Love Your Library	2,531.00	2,531.00	0.00
4719 Interest	20,617.98	20,000.00	617.98
4721 E-Rate Funding	181,549.27	211,500.00	-29,950.73
4723 Member Library Cost Share	410,785.00	410,785.00	0.00
4724 Member Library IT Contracts	52,504.01	67,100.00	-14,595.99
4725 Grants Revenue	180,199.00	182,730.00	-2,531.00
4781 Retiree Health Ins Payments	2,364.72	2,500.00	-135.28
4782 Donations	1,716.27	1,500.00	216.27
4784 General Reimbursements & Refund	1,351.51	1,200.00	151.51
Total Income	\$ 2,187,736.76	\$ 2,214,003.00	-\$ 26,266.24
Gross Profit	\$ 2,187,736.76	\$ 2,214,003.00	-\$ 26,266.24
Expenses			
Total 5100 Salaries	\$ 1,054,921.60	\$ 1,060,726.00	-\$ 5,804.40
Total 5150 Personnel Benefits	\$ 469,684.73	\$ 423,006.00	\$ 46,678.73
5203 STLS Equipment	1,145.00	0.00	1,145.00
5204 STLS Software & Small Equipment	15,950.49	15,000.00	950.49
5205 Maintenance Contracts & Leases	7,940.90	12,000.00	-4,059.10
5407 Integrated Library System	85,204.65	85,204.00	0.65
5408 Platform Fees & Licenses	21,445.08	18,000.00	3,445.08
5409 STLS Telephone/Internet	218,618.84	217,272.00	1,346.84
5417 Library Materials	18,533.55	18,000.00	533.55
5418 Consultant Collection	1,763.63	2,400.00	-636.37
5419 Electronic Materials	5,762.31	5,000.00	762.31
5420 Staff Development Travel	13,981.24	15,000.00	-1,018.76
5422 Trustee Mileage	5,827.97	10,000.00	-4,172.03
5423 Trustee Continuing Education	1,145.00	2,400.00	-1,255.00
5424 Conference Registration	4,646.90	6,500.00	-1,853.10
5425 Staff & Member Library Mileage	1,678.93	3,000.00	-1,321.07
5427 Programming & Annual Conference	6,276.77	7,000.00	-723.23
5428 Meeting Supplies	2,904.89	3,500.00	-595.11
5430 Office Supplies	8,024.08	6,000.00	2,024.08
5433 Postage	2,491.88	2,500.00	-8.12

5434 Public Relations	15,112.69	14,000.00	1,112.69
5436 STLS Grants to Member Libraries	15,713.30	15,000.00	713.30
5442 Professional Fees	14,636.00	16,500.00	-1,864.00
5443 Legal Counsel	1,750.00	2,500.00	-750.00
5444 Accounting Support & Audit	18,591.00	17,000.00	1,591.00
5450 Utilities	14,234.39	13,500.00	734.39
5451 Building Maintenance & Repairs	29,175.88	27,500.00	1,675.88
5454 Commercial Insurance	16,990.00	12,500.00	4,490.00
5471 Vehicle Maintenance & Repairs	10,432.67	9,000.00	1,432.67
5473 Vehicle Fuel	17,935.62	20,000.00	-2,064.38
5474 Vehicle Insurance	6,248.49	5,875.00	373.49
5490 Grants	207,418.23	195,800.00	11,618.23
Total Expenses	\$ 2,316,186.71	\$ 2,261,683.00	\$ 54,503.71
Net Operating Income	-\$ 128,449.95	-\$ 47,680.00	\$ 80,769.95
Net Income	-\$ 128,449.95	-\$ 47,680.00	\$ 80,769.95

Tuesday, Jan 07, 2025 05:48:24 AM GMT-8 - Accrual Basis

QUARTERLY CLAIMS AUDITOR REPORT - SOUTHERN TIER LIBRARY SYSTEM
Q4 2024 October 1, 2024 - December 31, 2024

Audit Date	# of Invoices	Invoice Total	Exception	Check Numbers	Check Date	Paid Total
10/2/24	27	50,816.61	0	41934 41960	10/4/24	48,405.61
10/16/24	30	35,201.88	0	40612 - 40641	10/18/24	35,201.88
10/30/24	38	38,341.40	0	40642 - 40679	11/1/24	38,341.40
11/13/24	35	30,570.42	0	40680 - 40714	11/15/24	30,570.42
11/27/24	17	42,312.31	0	40715 - 40731	11/29/24	42,312.31
12/11/24	59	66,564.55	0	40732 - 40790	12/13/24	66,564.55
12/26/24	46	38,484.05	0	42166 42211	12/28/24	38,484.05

EXCEPTION REPORT

Exception	Transaction			Claim	Item Services	Issue with	
Reference	No/Date	Invoice Date	Amount	Payee/Vendor	of Invoice	Purchase Cause	Resolution
						for Exception	

Submitted by Louise Richardson, Internal Auditor

12/31/24

Personnel & Policies Committee

Meeting Minutes

Tuesday, January 14, 2025 at 12:00 pm

Meeting Location: Southern Tier Library System - Painted Post



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

Administration: Erika Jenns and Brian M. Hildreth

POLICIES**2025 List of Policies and Documents Needing Consideration, Review or Revisions**

The committee reviewed the list of policies that might be considered, reviewed, or updated in 2025. B. Hildreth noted a lot of policies had been reviewed in 2023 and 2024, so there are only a few policies and organizational documents needing review in 2025. B. Hubbell said this indicates the amount of work the committee has done over the last few years, and it will give the committee and board time to slow down and dig deeper into some of the policies. The committee agreed upon doing the work in 2025.

Bylaws – Review

The group reviewed and made edits to the remainder of the library system's bylaws. Everyone agreed to move the draft document to the full board for review during January's meeting. B. Hildreth said he would include in the meeting packet.

Social Justice Activities Plan – Review

Members of the committee began reviewing the proposed plan after B. Hildreth provided an overview of the plan's purpose. A few revisions were made to the first of eight pages. The committee agreed to continue their review between January and March's meetings.

Records Retention & Disposition Policy – Review

B. Hildreth noted this policy is up for consideration this year as part of his performance objectives. He informed the group a draft copy would be available at March's meeting.

ILS Specialists' Job Descriptions

B. Hildreth informed the committee he is currently reviewing these three job descriptions in partnership with the ILS Manager. He said the ILS Manager is also discussing the review with the ILS Specialists. He said a draft copy of these job descriptions would be available to the committee for March's meeting.

Meeting adjourned at 1:02 p.m.

Minutes respectfully submitted by: Brian M. Hildreth

SOUTHERN TIER LIBRARY SYSTEM
BY-LAWS

ARTICLE I
Name

This organization shall be known as the Southern Tier Library System.

ARTICLE II
Purpose

The purpose of the Southern Tier Library System shall be to expand and improve public library service in the counties of Allegany, Chemung, Schuyler, Steuben and Yates in the State of New York.

ARTICLE III
Membership

Section 1.

The Membership of the Southern Tier Library System (henceforth referred to as the System) shall be open to all libraries chartered by the New York State Board of Regents within the five-county area served by the system.

Section 2.

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.

Section 3.

An agenda for the Annual Meeting shall be sent to each member library at least thirty days in advance of the Annual Meeting. Agenda shall be addressed to the member library's Board President and Director. A minimum of three items shall be placed on the Annual Meeting agenda (1) Election of 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.

ARTICLE IV Board of Trustees

Section 1.

The System shall be governed by a Board of Trustees consisting of fifteen members. Each member of the Board of Trustees shall reside within the county they will represent on the Board. Ten of the Board positions shall be distributed equally among the five counties comprising the System. In recognition of the population differences between the five counties, the remaining Board positions shall be assigned as follows: Allegany County, one additional Trustee; Chemung County, two additional Trustees; and Steuben County, two additional Trustees. At least two, but not more than two, of the four Steuben County Trustees shall reside in the Southeast Steuben County Library service area. All Trustees shall be nominated by the member libraries in the counties they represent. Current employees of the System and current employees of member libraries are not eligible to serve as Trustees of the System.

Section 2.

A term of office of a Trustee shall be five calendar years, beginning on January 1. Terms of Trustees shall be staggered so that three expire each year. A Trustee may not be elected to more than two consecutive full five-year terms. Following such service, a Trustee may again be appointed or selected after an interim of at least one year.

Section 3.

When a vacancy occurs on the Board of Trustees, whether through the normal completion of a Trustee's authorized period of service, or the departure before the completion of an authorized period of service, the Public Relations Committee shall, in a timely fashion, actively canvass the library community in each county where ~~wherein~~ the vacancy exists to identify and nominate one or more candidates. In the case where the term was completed by a Trustee fulfilling the authorized period of service, the candidate or candidates shall stand for election at the next Annual Membership Meeting. In the case of a premature ending of a term, the candidate or candidates shall be presented to the current Board of Trustees for consideration for appointment as a Trustee, as noted in Article IV, Section 5.

Section 4.

The System shall inform, ~~in writing or by electronic mail~~, all Member Library ~~Trustee and Reading Center Boards Presidents and their Directors of the System~~ of the nominating process described in this section and encourage them to recommend potential candidates to the **STLS Board of Trustees** Public Relations Committee. At the same time, the Member Library ~~and Reading Center Directors~~ shall also be informed by ~~a copy of the communication from the System. The communications shall make clear~~

~~that,~~ where a System Trustee or Trustees have indicated a willingness to serve an additional five-year term, this in no way precludes the nomination of other candidates for election to the position.

Additional candidates may be nominated from the floor at the Annual Membership Meeting. These nominations shall be made solely by representatives from libraries in the same county as that of the Trustee position to be filled.

Section 5.

In the event of a vacancy on the board occurring during an unexpired term, a successor Trustee shall be elected by the remaining Trustees to serve from the day of election until the next Annual Meeting. Candidates for this Trustee position shall be nominated by the same process as stated in Section 4 of this Article. In the event that, after diligent effort by the Public Relations Committee, no candidate for an expired term is available for election at the Annual Meeting, the Public Relations Committee shall continue their efforts to identify a candidate for the open position. Such a candidate will be elected by the remaining Trustees to serve from the day of election until the next Annual Meeting.

Section 6.

In accordance with New York State Education Law, Section 226(4), "If any trustee shall fail to attend three consecutive meetings without excuse accepted as satisfactory by the trustees, they shall be deemed to have resigned..." The vacancy shall be filled in accordance with the provisions in Article IV, Section 5 of the System by-laws. Therefore, each Trustee shall notify either the Board President or the Executive Director in advance if unable to attend a Board meeting.

The Board of Trustees may remove a Trustee for misconduct, incapacity, neglect of duty, or refusal or failure to carry into effect the System's purpose as defined in the mission statement. In the event that information is brought forward that a Trustee is engaged in behavior(s) that suggest that the Trustee should be removed from the Board, the Trustee may be subject to a removal hearing conducted by the Board in a special meeting called for that purpose upon at least ten (10) days written notice specifying the time and place of such hearing and a description of the allegations.

The President of the Board, if not the accused, or the Vice President if the President is the accused, shall preside over such meeting as they would over any other Board meeting. The presiding officer will appoint a Board Trustee to present the substance of the allegations and the proof thereof and the accused Trustee will be permitted a full and fair opportunity to respond.

The hearing will take place in Executive Session which is not a hearing on the record, nor is it open to the public. Each Trustee shall have one vote, except for the accused. If the number of Trustees present at this Executive Session who vote in favor of removal constitutes a two-thirds majority vote of the full fifteen-member Board of Trustees then the motion shall be carried. For the purpose of this hearing, including the subsequent open meeting as noted below, the President or the presiding officer shall have a vote. Immediately following the Executive Session, if there is a determination that the accused Trustee is subject to removal, a resolution in open meeting shall be moved to a vote for the accused Trustee to be removed from the Board. The accused Trustee shall not be permitted to vote in the open meeting. This resolution shall require a two-thirds majority vote of the full fifteen-member Board of Trustees to become effective.

As directed by New York State Public Education Law, Section 226, the Executive Committee may not make removals from office.

Section 7.

Every Trustee, Officer, Executive Director and staff member of the System shall be indemnified by the System to the fullest extent provided by New York State law for claims arising out of the employee's duties for the System. The foregoing right of indemnification shall not be exclusive of any other right to which such person may be entitled.

ARTICLE V Officers

Section 1.

The Officers of the System and its Board of Trustees shall be President, Vice-President, Secretary and Treasurer. They shall be elected annually at the ~~December~~ January meeting of the System Board, as stated in Section 3 of this Article. Officers shall be members of the Board of Trustees; refer to Section 2D of this Article for Treasurer duties.

Section 2.

A. The President shall preside at all meetings of the Board and also at the Annual Membership Meeting; shall appoint members of all committees; shall be ex-officio member of all committees; shall authorize calls for Special Board Meetings and Emergency Board Meetings; shall sign official documents; shall serve as liaison to STLS Directors' Advisory Council; and shall perform all other duties of a presiding officer.

B. The Vice-President shall perform all the duties of the President in case of the absence or disability of the President; shall act as Parliamentarian for the interpretation of Robert's Rules of Order, if required; and shall be given first consideration for chairperson of any ad hoc committees that may be appointed by the President.

C. The Secretary shall ensure that the minutes of all Board meetings are kept and recorded.

D. The Treasurer, who may be a non-Board member duly appointed by the Board, shall have charge of the funds of the System; shall have oversight of all monies received and disbursed, and of all financial records; shall have oversight of all duly appointed signatories and the signing of all checks; shall make a report of the status of the funds of the System at each regular meeting of the Board; and shall be covered by a commercial fidelity bond.

E. The Past President or Elected Trustee, shall serve as the fifth member of the Officers of the Board, or Executive Committee.

F. In addition to the foregoing duties, each Officer shall have such additional powers or duties as conferred by the Board.

Section 3.

The term of office of all elected Officers shall be one calendar year. No Officer, except for the Secretary and the Treasurer, shall serve for more than three consecutive full year terms.

Section 4.

Any Officer may be removed from office by a two-thirds majority vote of the full Board of Trustees.

Section 5.

Should an office become vacant prior to its expiration, the Board at the first regular meeting held after such vacancy occurs, shall select one of the members of the Board to fill the unexpired term.

ARTICLE VI Committees

Section 1.

~~After the Annual Organizational Meeting in January,~~ **At the December meeting,** the incoming President of the Board of Trustees shall promptly appoint the Chairs and members of the Standing Board Committees. Each Committee Chair shall be responsible for reporting results of committee meetings for distribution to the Trustees at the time of notification of Board meetings.

- A. The Executive Committee shall consist of the President, Vice-President, Secretary, and Treasurer, as well as the immediate Past-President, if that person is a current member of the Board, or, if not, another Trustee elected by the Board. The responsibilities of this Committee are:
1. To create and set the agenda for all regular Board meetings;
 2. To make decisions required before the next regular Board meeting and to advise the Executive Director on crucial issues between regularly scheduled Board meetings, or when there is not a quorum at a regular board meeting;
 3. To plan and implement the orientation of newly appointed/elected Board members on the workings of the Board of Trustees and the System.
- B. The Finance and Facilities Committee shall consist of **up to** five members of the Board appointed by the President. The responsibilities of this committee are:
1. To review annual budgets, budget amendments, financial plans, borrowing arrangements and any other financial matters;
 2. To receive and investigate possible financial concerns under the STLS Whistleblower and Ethical Conduct Policy;
 3. To review, oversee and make recommendations concerning matters affecting the facility, property, equipment and vehicles of STLS.
- C. The Personnel and Policies Committee shall consist of **up to** five members of the Board appointed by the President. The responsibilities of this committee are:
1. To review, oversee and make recommendations concerning matters of personnel;
 2. To develop and review written policies to ensure the effective operation of the System, as required by NYS Commissioner's Regulation 90.2 for part of the minimum standards set by the Board of Regents;
 3. To oversee the Executive Director's Annual Performance Evaluation as established by the Board.
- D. The Public Relations Committee shall consist of **up to** five members of the Board of Trustees appointed by the President. The responsibilities of this committee are:
1. To oversee awarding of System grants;

2. To oversee such activities as System awards, and planning the Annual Meeting, etc.;
3. To oversee the process of nominating candidates for election to the Board of Trustees;
4. To advocate on behalf of the System.

Section 2.

The President may appoint Board members to *ad hoc* committees necessary to deal with temporary issues or projects as established by the Board.

Section 3.

All committee appointments shall continue until new appointments are made by the newly elected President of the Board as required in Article VI, Section 1.

Section 4.

All committee meetings except for the Executive Committee will have a quorum of a majority of enrolled members. The quorum for the Executive Committee is three (3).

Section 5.

All committee meetings are subject to the Open Meetings law.

ARTICLE VII The Executive Director

Section 1.

The Executive Director of the Southern Tier Library System shall be its chief administrative and financial officer, and shall possess at least the minimum qualifications required by New York State Education Law. The Executive Director shall be hired and appointed by a two-thirds majority of the full Board of Trustees, and shall perform their duties according to a written job description and/or contract with the Board of Trustees. Removal of the Executive Director shall be pursuant to the terms of the contract, upon a two-thirds majority vote of the full Board.

Section 2.

The Executive Director shall supervise the System staff and be responsible for the hiring, termination, direction, training and evaluation of personnel, their job classifications and job descriptions. These shall be approved by the Board.

Section 3.

The Executive Director shall administer the System in accordance with the policies adopted by the Board and shall efficiently serve the member libraries within the ~~board-approved budget and appropriations.~~ The Executive Director shall be responsible for the ~~oversight of~~ operations and maintenance of the System's headquarters, facility and equipment.

Section 4.

The Executive Director shall attend all Board meetings and may take part in deliberations but shall have no vote. The Executive Director shall furnish such information and reports as may be requested by the Board, assist in the development of the annual budget, make recommendations, and offer professional advice.

Section 5.

At each Annual Membership Meeting the Executive Director shall present a brief report on; (1) the condition and progress of the System concerning established goals and objectives during the current year, (2) recommendations for the coming year and (3) a report on the financial condition of the System as stated in Article III, Section 3.

Section 6.

The Executive Director shall be evaluated annually in writing by the Board. This evaluation of the Executive Director's performance shall be based on (1) performance against objectives jointly established by the Executive Director and the Board, and (2) a review by the Board of input from the Trustees of STLS and/or Directors of the member libraries.

ARTICLE VIII Board Meetings

Section 1. Meeting Procedure

A. Board meetings shall be held at least ~~ten (10)~~ **nine (9)** times each calendar year, as called by the President of the Board upon at least a seven-day notice to all Board members. Special meetings may be called as noted in Section 3 of this Article.

B. At all Board meetings a quorum shall consist of eight members of the Board.

C. Unless stated otherwise in these By-Laws, motions before the Board shall be approved by a simple majority of those Trustees present.

D. The latest edition of Robert's Rules of Order shall govern the Board in matters of parliamentary procedure.

E. Public notice of the time and place of all scheduled Board meetings shall be given to the news media at the beginning of the System's fiscal year, and shall be conspicuously posted in a public space of the System's offices **and on** the System's website.

F. All Board meetings are subject to **New York State** Open Meetings Law. ~~Board members may participate in meetings remotely, but must follow current Open Meetings Law in order to be eligible to vote.~~

Section 2.

A. Prior to each meeting, all members of the Board shall be sent a copy of the agenda, a copy of the minutes of the preceding meeting, a copy of the Treasurer's report and a copy of the committee reports.

B. An Executive session may be called at any time during a regular Board meeting by any Trustee by means of a motion to go into closed or Executive session. As directed by New York State Public Officers Law, Section 105, (1) the motion must identify the "general area or areas of the subject or subjects to be considered", (2) the subjects to be discussed must be limited to the eight items specified in the law, and (3) the motion must be adopted by majority vote of the full Board. As required by Section 105, attendance at an Executive session shall be permitted to all Trustees and to any other persons approved by the Board.

Section 3.

A. A Special meeting is a separate Board meeting held at a time different from that of any regular Board meeting. It is convened only to consider one or more items of business specified in the call for the meeting. Only business mentioned in the call for the meeting may be transacted.

B. Such Special meetings shall be called at the direction of the President of the Board or at the written request of four (4) Board members to the President.

C. Advance notice and an agenda should be given to the Trustees at least five business days before the day the Special meeting is to be held and should specify the time and place of the meeting.

D. If, in a Special meeting, it becomes necessary to take an emergency action for which no notice was given, that action must be ratified at the next regular Board meeting or at another Special meeting called for that purpose in order to be legal.

ARTICLE IX

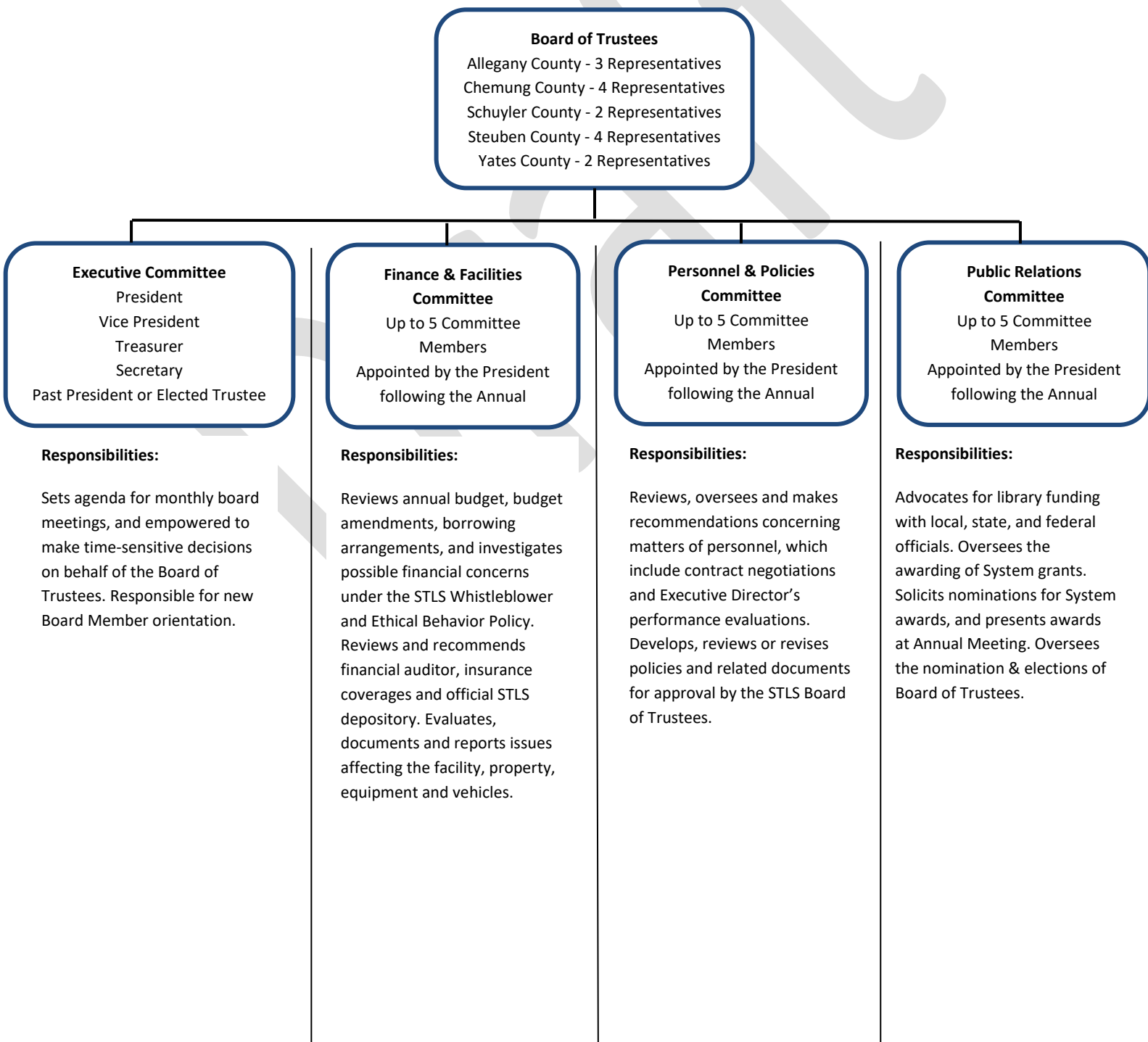
Amendment of the By-Laws

Section 1.

1. Amendment of these By-Laws shall be a two-step process requiring approval both by the Board of Trustees and subsequently by the member libraries at an Annual Membership Meeting.
2. Any member of the Board may initiate the amendment process as follows (1) By presenting a proposed amendment at any Board meeting with a vote to be taken at the next Board meeting, or (2) By presenting a proposed amendment in writing at least five days prior to a meeting, a vote to be taken at that meeting. In either case, this first step in the adoption of an amendment requires a two-thirds majority vote of the Trustees present, except that, as required by New York State Education Law, Section 226, "no rule by which more than a majority vote shall be required for any specified action by the trustees shall be amended, suspended, or repealed by a smaller vote than that required for action thereunder."
3. If the proposed amendment or amendments are approved by the Board, they shall be presented to the member libraries at the next regularly scheduled Annual Membership Meeting. Each amendment shall come into effect if it receives a simple majority of votes from the duly appointed representatives of the member libraries present at the Annual Membership Meeting. However, the Board may act in accordance with the Board approved amendment(s) between the first and second step of the amendment process. In the event that the Board approved amendment(s) is not ratified by the membership at the Annual Meeting, such amendment(s) shall be revoked until further approved revision.

*These By-Laws supersede those approved September 23, 1958, revised by vote November 13, 1989, revised by vote October 22, 1991, revised by vote February 15, 1995, revised by vote May 18, 1999, revised by vote December 18, 2001, revised by vote March 22, 2005, revised by vote May 16, 2006, revised by vote June 20, 2006, revised by vote October 16, 2007, revised by vote October 21, 2008, revised by vote October 25, 2011, revised by vote October 23, 2012, revised by vote October 23, 2012, revised by vote October 22, 2013, revised by vote October 7, 2014, revised by vote October 6, 2015, October 7, 2022, **Month/Day/Year**.*

Southern Tier Library System – Board of Trustees Committee Structure



Purpose: To organize the results of Committee work, and make certain Trustee meetings address key issues, and remain effective.

Purpose: To maximize System revenues, align expenses with Plan of Service, and maintain and enhance System assets.

Purpose: To develop a work environment that supports innovative personnel, and creates policy to align with the System's mission.

Purpose: To create awareness of System services to external and internal audiences through multiple outlets.

Draft

Finance & Facilities Committee

Meeting Minutes

January 13, 2025 – 1:00 pm

Meeting Location: Southern Tier Library System



Present: Betsy Gorman, Louise Richardson, Richard Urban, and Sisi Barr

Administration: Erika Jenns and Brian Hildreth

The meeting was called to order at 1:15 pm.

Brian introduced Erika Jenns who will be attending STLS committee meetings periodically throughout the year in training in the role of Assistant Director.

Review of Financial Statements: Brian reviewed the December financial statements with the committee.

Treasurer's Reports – Brian stated our account balance for December 2024 is roughly \$1.2 million. Compared to December 2023 we are down by about \$46,000. The Certificates of Deposit have yielded approximately \$20,000.

Financial Clerk's Reports – Brian highlighted several budget items which reflected end of year expenditures. Brian also noted the bullet aid amounts and designations to members libraries and STLS. Item 5454 Commercial Insurance is for cyber security policy.

Profit - Loss Vs Actual Statement – Brian stated the remaining 10% is expected for Local Services Support – Item 4709 as well as last quarterly billings for Item 4724 Member Library IT Contracts and final billing for E-Rate Funding – Item 4721. We received an unexpected, but welcomed, increase in Bullet Aid - Item 4714 from our local State Representatives. Personnel Benefits – Item 5150 was higher than normal with the retirement payouts to two long term staff. Brian stated by mid-February the P/L statement will be reflected on an actual cash basis.

Certificate of Deposit Renewal – discussion of renewing matured CD. Betsy made the motion for our Executive Director to open a new certificate of deposit in the amount of \$250,000, Richard seconded, all approved. Specific term length and rate of return will be presented at the next board meeting.

Annual Organizational Meeting Actions – Finance & Facilities Committee Recommendation: Approve action items per STLS Organizational Meeting Policy. Action items are detailed on Jan. 21, 2025 agenda. Louise made the motion for approval, Betsy seconded, and all approved,

USDA Grant – Brian reported that all materials in support of this grant have been submitted. STLS is waiting to hear from the funding agency on next steps.

The meeting was adjourned at 1:45 pm.

Respectfully submitted: Sisi Barr, Treasurer

Foundation for Southern Tier Libraries

BOARD OF DIRECTORS MEETING

January 9, 2025 | Southern Tier Library System

MEETING MINUTES

Present: Dale Wexell; President; Rusty Wigg, Vice President; Louise Richardson, Secretary; Gail Ebeltoft; Brian Hildreth, STLS Executive Director

Excused: Paul Webster, Treasurer

The meeting was called to order at 11:15 am. The agenda was approved as written.

MINUTES

The minutes of the December 12, 2024, meeting were accepted as written.

MAIL SOLICITATION UPDATE

The annual appeal has generated about \$4,900, which is comparable to 2023.

2025 GRANTS PROCESS

The caveat that we will not fund staff salaries, capital expenses, construction aid-eligible projects or previously incurred expenses will be added to the grant guidelines. We will also add the question: "How will this enhance the library experience for patrons?" will be added to the application. 2025 deadline will be April 4, with application review at the April 10 meeting. The annual meeting will be held on April 24 at 5:00 pm and will include refreshments, presentations by a few 2024 recipients and distribution of the 2025 checks.

Louise will update the guidelines and application and send it to board members for review. Once approved, Brian will distribute it to the member libraries.

FOUNDATION FUTURE

Each board member shared their thoughts about the strengths and challenges the Foundation faces. Dale and Brian shared some history about the Foundation's original intent and subsequent evolution.

History: FSTL was conceived by the STLS board at time that state funding was precarious. The original intent was to create an endowment whose income would providing funding to STLS (to help with the building mortgage) and to member libraries, with a two-thirds STLS/one-third libraries split. We currently only offer funding to member libraries and STLS supports the us with in-kind contributions.

Strengths identified included:

- Funding to libraries, in particular the small, rural libraries with limited budgets and staff; the money we contribute makes a palpable difference in what they are able to do to serve their patrons
- We offer a simple, less onerous grant process that gives libraries access to funds that enhance and enable programs and services they cannot otherwise afford.
- The Library Lion award was well-received by our supporters and serves as a means to acknowledge outstanding work.

Challenges identified included:

- Supporters – most library supporters prefer to give to their libraries directly.
- Visibility – the Foundation and its work are not well known, and we are sometimes conflated with STLS.
- Board membership – recruitment has been a struggle. Currently all board members reside in Steuben County. There is also only one STLS board member serving on the FSTL board and we do not have the requisite number of members (seven) as stipulated by our bylaws. The lack of depth has also led to insufficient internal controls.
- Fundraising – we are dependent on an event for the majority of our revenue. The event is a model that many other organizations use and does not attract a large enough audience. The audience is mostly from the Elmira-Corning area. We would do better by devising a creative, unique event that could be rotated around the STLS service area from year to year.

- All volunteer organization – while we are fortunate to have in-kind support from STLS staff, the majority of the work must be done by the volunteer board, limiting what can reasonably be accomplished.
- Imbalance between sources of revenue and recipients of grants – last year over 50% of our fundraising revenue came from the Elmira-Corning area but 97% of the grant monies went to libraries in other areas. While having the major population areas support the region as a whole is heartening, this points out the lack of financial support from most of the service area.

The board will continue the discussion about how to move forward in upcoming meetings.

NEXT MEETING

February 13, 2025 at Southern Tier Library System.

There being no further business, the meeting was adjourned.

Respectfully submitted,
Louise Richardson, Secretary

FOUNDATION FOR SOUTHERN TIER LIBRARIES *LIBRARY LION AWARD* NOMINATION

Pauline Emery, director of the Southeast Steuben County Library, is truly a Library Lion. Pauline began her career at SSCL in 2001 as the Children's Coordinator and became director in 2008.

Pauline excels at responding to the ever-changing needs of library patrons and the community; capitalizing on the opportunities offered by technology; leading a dedicated, long-tenured staff; and envisioning and securing the long term impact and success of the library.

Early in her tenure as director, Pauline recognized that relying on contracts for funding from local municipalities was tentative at best. She led the effort to secure taxpayer funding and was undaunted when the initial vote in December 2013 failed. A second vote, conducted in October 2014, was successful. As befits a true leader, she gave credit for that success to the volunteers and the community.

In 2018, the library assumed ownership of their building and Pauline added landlord to her job description. The library needed – and continues to need - a great deal of remedial work. While Pauline took full advantage of NYS Construction Aid for Libraries and other funding sources, the required funding matches and shortfalls put a great strain on the budget. In 2024, once again, seeing the threat to the library's sustainability, Pauline led the effort to override the tax cap to secure adequate funding from taxpayers that would allow the annual drawdown from the endowment to be used for capital projects. The override was approved with 60% of the vote.

Recognizing that serving an area that comprises over 230 squares with a single building in the area's largest town is a challenge, Pauline has made community outreach and collaborations with other organizations a priority.

The library facility is a draw as well. When a pair of board members were tabling in the library to educate people about the vote, they found that about 20% of the people they spoke with were from Horseheads, Bath and other out-of-area municipalities who frequent the SSCL because it such a welcoming place. The recently renovated Children's Room is a mecca for families. Her next improvement: a much-needed creation of a dedicated teen space.

Pauline has a highly productive working relationship with her board and with her colleagues throughout the Southern Tier Library System. She serves as a mentor to her staff, as well as other librarians.

She did a stellar job of providing services during the pandemic lockdown and quickly restored them as restrictions allowed. This included establishing an alternate location when a new HVAC system was being installed. She has worked hard, and successfully, to return library stats, including visits, programming attendance and circulation, to pre-COVID numbers.

Pauline is a longstanding member of Rotary and their Literacy Committee chair, spearheading Rotary's student reading programs at both Winfield Street and William E. Severn elementary schools. She has also been instrumental in Rotary's sponsorship of the Scripps Spelling Bee.

Finally, Pauline is the antithesis of the old-fashioned, stereotypical librarian. She is knowledgeable, fearless and unflappable. She faces a flooding basement or a stuck elevator (with people in it), not in a panic but with a "oh my, here we go again, what next?" attitude and gets the job done. She does not back down from complaints about programming and items in the collections but makes sure that the library has solid policies in place and patiently listens to parents' concerns without compromising the library's commitment to the Library Bill of Rights, the First Amendment and Freedom to Read. Her sense of humor and optimistic, "we can do it" attitude makes the library a great place to work for staff and volunteers alike. The library and the community are fortunate to have this dedicated Library Lion leading the way.

Louise Richardson
Southeast Steuben County Library Trustee

STLS Organizational Action Items

January 21, 2025



Annual Organizational Meeting Actions

- A. Designation of the Official Newspaper – Corning Leader
- B. Appointment of the Financial Clerk – Brian Hildreth
- C. Appointment of the Financial Clerk Designee – Erika Jenns
- D. Appointment of the Internal Auditor – Louise Richardson
- E. Appointment of the Alternate Internal Auditor – Richard Urban
- F. Appointment of the External Auditor – Mengel, Metzger & Barr, LLC.
- G. Appointment of the Attorney – Sayles and Evans
- H. Authorization of the Executive Director to Certify Payrolls
- I. Authorization of Executive Director to Make Grant Applications
- J. Authorization of the Executive Director to certify payments
- K. Authorization of the Business Mileage Reimbursement Rate – 70 cents
- L. Designation of the Bank Depository – Community Bank NA
- M. Designation of the Authorized Signatories for Checks – President, V.P, Treasurer, Executive Director & Betsy Gorman – Alternate Signatory
- N. Authorization of Certain Payments between Board Meetings - Credit card, utility bills, lease payments, payroll, payroll taxes, payroll deductions, and fringe benefit expenses.
- O. Establish Treasurer and Internal Auditor surety coverage for the year - \$750,000

2025 Board Meeting Dates & Locations
Board of Trustees



-
- January 21 - Southern Tier Library System, Painted Post
- March 18 - Southern Tier Library System, Painted Post
- April 15 - Watkins Glen Public Library, Watkins Glen (Schuyler County)
- May 20 - Friendship Free Library, Friendship, NY (Allegany County)
- June 17 - Dundee Library, Dundee, NY (Yates County)
- July 15 - Steele Memorial Library, Elmira, NY (Chemung County)
- September 16 - Cohocton Public Library, Cohocton, NY (Steuben)
- November 18 - Southern Tier Library System, Painted Post
- December 16 - Southern Tier Library System, Painted Post

All meetings begin at 2:00 pm and are open to the public and STLS member libraries.

Southern Tier Library System

Unpaid Bills

As of January 10, 2025

1/9/2025

1/8/25

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
* Armstrong Telecommunications				
12/31/2024	Bill	0666050-01 1224	12/31/2024	152.65 ✓
12/31/2024	Bill	0666050-01 1124	12/31/2024	29.91 ✓
01/10/2025	Bill	0666050-01 125	01/10/2025	152.65 ✓
Total for Armstrong Telecommunications				✓ \$335.21
* Barr, Mathilde				
12/31/2024	Bill	Oct-Dec 2024 Mileage	12/31/2024	259.96 ✓
Total for Barr, Mathilde				\$259.96
* Blackstone Publishing				
01/10/2025	Bill	2182279	01/10/2025	89.96 ✓
Total for Blackstone Publishing				\$89.96
* Chemung Canal Trust Co 607-737-3711				
01/10/2025	Bill	2025 HSA Deposit	01/10/2025	✓ 10,800.00 ✓
Total for Chemung Canal Trust Co				\$10,800.00
* Clearly IP 920-383-3100				
12/31/2024	Bill	INV-148027	12/31/2024	✓ 400.54 ✓
Total for Clearly IP				\$400.54
* Coming Natural Gas 607-936-3755				
12/31/2024	Bill	December 2024	12/31/2024	✓ 266.80 ✓
Total for Coming Natural Gas				\$266.80
* CPE InterLink 607-734-7988				
12/31/2024	Bill	24-1489	12/31/2024	✓ 387.02 ✓
Total for CPE InterLink				\$387.02
* Dell Marketing LP 800-456-3355				
01/10/2025	Bill	10792045255	01/10/2025	✓ 8,260.00 ✓
Total for Dell Marketing LP				\$8,260.00
* Eastern Managed Print Network 315-474-7000				
01/10/2025	Bill	IN4551899	01/10/2025	✓ 549.95 ✓
Total for Eastern Managed Print Network				\$549.95
* Energy Cooperative of America				
12/31/2024	Bill	1030280	12/31/2024	✓ 743.40 ✓
Total for Energy Cooperative of America				\$743.40
* Friendly Freds 607-937-5223				
12/31/2024	Bill	32987	12/31/2024	✓ 174.27 ✓
Total for Friendly Freds				\$174.27
* Gale/CENGAGE Learning				

Southern Tier Library System

Unpaid Bills

As of January 10, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
* 12/31/2024	Bill	85993341	12/31/2024	✓ 36.78 ✓
* 12/31/2024	Bill	85976671	12/31/2024	✓ 51.18 ✓
* 01/10/2025	Bill	86002520	01/10/2025	✓ 77.60 ✓
Total for Gale/CENGAGE Learning				\$165.56
Hornell Library 607-324-1210				
12/31/2024	Bill	2024 Bullet Aid	12/31/2024	✓ 20,000.00 ✓
Total for Hornell Library				\$20,000.00
Ingram Library Services 800-937-5300 opt 1				
* 12/31/2024	Bill	85592140	12/31/2024	✓ 365.66 ✓
* 12/31/2024	Bill	85592139	12/31/2024	✓ 49.99 ✓
Total for Ingram Library Services				\$415.65
NYLA 518-432-6952 ext 103				
01/10/2025	Bill	2025 Excelsior Dues	01/10/2025	✓ 2,581.00 ✓
Total for NYLA				\$2,581.00
NYSEG				
12/31/2024	Bill	Dec 2024	12/31/2024	✓ 470.12 ✓
Total for NYSEG				\$470.12
NYSHIP				
01/10/2025	Bill	614	01/10/2025	✓ 13,388.93 ✓
Total for NYSHIP				\$13,388.93
Overdrive 216-573-6886				
* 12/31/2024	Bill	01453CP24402602	12/31/2024	✓ 23.10 ✓
* 12/31/2024	Bill	01453CP24403554	12/31/2024	✓ 124.01 ✓
* 12/31/2024	Bill	01453CP24403870	12/31/2024	✓ 438.31 ✓
Total for Overdrive				\$585.42
Pitney Bowes 800-243-7824				
01/10/2025	Bill	3320142297	01/10/2025	✓ 476.97 ✓
Total for Pitney Bowes				\$476.97
Povero, Kelly				
12/31/2024	Bill	121624 Mileage	12/31/2024	✓ 85.09 ✓
Total for Povero, Kelly				\$85.09
Retterer & Sons LLC 607-973-2331				
01/10/2025	Bill	4634	01/10/2025	✓ 565.05 ✓
Total for Retterer & Sons LLC				\$565.05
Richardson, Louise				
12/31/2024	Bill	Oct-Dec 24 Mileage	12/31/2024	✓ 119.93 ✓
Total for Richardson, Louise				\$119.93

Southern Tier Library System

Unpaid Bills

As of January 10, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Smith, Karen				
12/31/2024	Bill	121624 Mileage	12/31/2024	✓ 30.82 ✓
Total for Smith, Karen				\$30.82
Southern Tier Network				
01/10/2025	Bill	6272	01/10/2025	✓ 1,000.00 ✓
01/10/2025	Bill	6273	01/10/2025	✓ 3,250.00 ✓
01/10/2025	Bill	6279	01/10/2025	✓ 3,845.00 ✓
01/10/2025	Bill	6285	01/10/2025	✓ 500.00 ✓
01/10/2025	Bill	6297	01/10/2025	✓ 250.00 ✓
01/10/2025	Bill	6301	01/10/2025	✓ 250.00 ✓
01/10/2025	Bill	6302	01/10/2025	✓ 500.00 ✓
Total for Southern Tier Network				\$9,595.00
*Staples Business Credit				
888-753-4103				
12/31/2024	Bill	7003485807	12/31/2024	✓ 203.67 ✓
Total for Staples Business Credit				\$203.67
*Tolls by Mail				
844-826-8400				
12/31/2024	Bill	18226890534	12/31/2024	✓ 2.98 ✓
Total for Tolls by Mail				\$2.98
*Town of Campbell				
607-527-8244 opt 3				
01/10/2025	Bill	2025 Water Charges	01/10/2025	✓ 546.56 ✓
Total for Town of Campbell				\$546.56
*WEX Bank				
12/31/2024	Bill	1101893029	12/31/2024	✓ 1,342.48 ✓
Total for WEX Bank				\$1,342.48
TOTAL				\$70,842.34

Southern Tier Library System

Unpaid Bills

As of December 27, 2024

12/26/24

12/26/24

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Adams, Stephanie Cole				
716-464-3386				
12/27/2024	Bill	3528	12/27/2024	800.00 ✓
Total for Adams, Stephanie Cole				\$800.00
Alfred Library				
607-567-9290				
12/27/2024	Bill	2024 PayPal Payout	12/27/2024	76.26 ✓
Total for Alfred Library				\$76.26
Almond Library				
607-276-6311				
12/27/2024	Bill	2024 PayPal Payout	12/27/2024	21.79 ✓
Total for Almond Library				\$21.79
Armstrong				
12/27/2024	Bill	120000000406001 1224	12/27/2024	122.37 ✓
Total for Armstrong				\$122.37
Armstrong Telecommunications				
12/27/2024	Bill	0859904-01 12/24	12/27/2024	202.60 ✓
Total for Armstrong Telecommunications				\$202.60
Avoca Library				
607-566-8279				
12/27/2024	Bill	2024 PayPal Payout	12/27/2024	5.39 ✓
Total for Avoca Library				\$5.39
Baker & Taylor				
300-340-5370				
12/27/2024	Bill	2036737366	12/27/2024	16.24 ✓
Total for Baker & Taylor				\$16.24
Bath Library				
607-778-4613				
12/27/2024	Bill	2024 PayPal Payout	12/27/2024	21.79 ✓
Total for Bath Library				\$21.79
Belfast Library				
585-385-2072				
12/27/2024	Bill	2024 PayPal Payout	12/27/2024	16.34 ✓
Total for Belfast Library				\$16.34
Blackstone Publishing				
12/27/2024	Bill	2179824	12/27/2024	40.50 ✓
12/27/2024	Bill	2180778	12/27/2024	933.07 ✓
Total for Blackstone Publishing				\$973.57
Brown, Lorie				
12/27/2024	Bill	Medicare B 12/24	12/27/2024	102.22 ✓
Total for Brown, Lorie				\$102.22
Button, Vickie				
12/27/2024	Bill	Medicare B 12/24	12/27/2024	102.22 ✓

Southern Tier Library System

Unpaid Bills

As of December 27, 2024

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Total for Button, Vickie				\$102.22
Chemung County Library District				
807-733-9173				
12/27/2024	Bill	2024 PayPal Payout	12/27/2024	✓ 600.14 ✓
Total for Chemung County Library District				\$600.14
Coming Library				
807-836-3713				
12/27/2024	Bill	2024 PayPal Payout	12/27/2024	✓ 274.89 ✓
Total for Coming Library				\$274.89
CPE InterLink				
807-734-7988				
12/27/2024	Bill	24-1428	12/27/2024	✓ 1,140.00 ✓
12/27/2024	Bill	Cuba 50% deposit	12/27/2024	✓ 578.50 ✓
Total for CPE InterLink				\$1,718.50
Decker, Lynnette				
12/27/2024	Bill	121724 Mileage	12/27/2024	✓ 100.50 ✓
Total for Decker, Lynnette				\$100.50
Dell Marketing LP				
800-458-3355				
12/27/2024	Bill	10785480050	12/27/2024	✓ 2,708.01 ✓
Total for Dell Marketing LP				\$2,708.01
English, Darleen				
807-888-9157				
12/27/2024	Bill	Medicare B 12/24	12/27/2024	✓ 102.22 ✓
Total for English, Darleen				\$102.22
Erie Insurance Company				
800-458-0811				
12/27/2024	Bill	January 2025	12/27/2024	✓ 1,989.29 ✓
Total for Erie Insurance Company				\$1,989.29
Excelius BC BS				
12/27/2024	Bill	Jan 2025	12/27/2024	✓ 5,818.61 ✓
12/27/2024	Bill	Jan 2025 Den	12/27/2024	✓ 310.00 ✓
Total for Excelius BC BS				\$6,128.61
First Bankcard				
1-800-819-4249				
12/27/2024	Bill	44182282184093351224	12/27/2024	✓ 644.72 ✓
12/27/2024	Bill	44182282575682351224	12/27/2024	✓ 17.48 ✓
12/27/2024	Bill	44182284390791801224	12/27/2024	✓ 6.05 ✓
12/27/2024	Bill	44182282671848291224	12/27/2024	✓ 259.28 ✓
12/27/2024	Bill	44182282343277271224	12/27/2024	✓ 988.38 ✓
12/27/2024	Bill	44182284126759921224	12/27/2024	✓ 1,148.24 ✓
12/27/2024	Bill	44182284393284391224	12/27/2024	✓ 371.64 ✓
12/27/2024	Bill	44182284386312291224	12/27/2024	✓ 3,770.37 ✓

Southern Tier Library System

Unpaid Bills

As of December 27, 2024

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Total for First Bankcard				\$7,188.14
Foster, James				
12/27/2024	Bill	2024 G&G Speaker	12/27/2024	✓ 200.00 ✓
Total for Foster, James				\$200.00
Friendly Frede				
607-937-5223				
12/27/2024	Bill	32989	12/27/2024	✓ 72.96 ✓
Total for Friendly Frede				\$72.96
Gale/CENGAGE Learning				
12/27/2024	Bill	85933802	12/27/2024	✓ 59.18 ✓
12/27/2024	Bill	85938900	12/27/2024	✓ 27.99 ✓
Total for Gale/CENGAGE Learning				\$87.17
Green, Kathy				
12/27/2024	Bill	2024 Mileage Reimb	12/27/2024	✓ 480.26 ✓
Total for Green, Kathy				\$480.26
Haggetrom, David				
12/27/2024	Bill	121724 Mileage	12/27/2024	✓ 77.45 ✓
Total for Haggetrom, David				\$77.45
Hallahan, Sheila				
12/27/2024	Bill	Medicare B 12/24	12/27/2024	✓ 102.22 ✓
Total for Hallahan, Sheila				\$102.22
Holden, Loretta				
6077384910				
12/27/2024	Bill	Medicare B 12/24	12/27/2024	✓ 102.22 ✓
Total for Holden, Loretta				\$102.22
Litwiler-Sutherby, Kendyl				
12/27/2024	Bill	121024 Mileage	12/27/2024	✓ 39.26 ✓
Total for Litwiler-Sutherby, Kendyl				\$39.26
McGill, Susan				
12/27/2024	Bill	2024 Mileage	12/27/2024	✓ 1,310.52 ✓
Total for McGill, Susan				\$1,310.52
McPherson, Marda				
12/27/2024	Bill	Medicare B 12/24	12/27/2024	✓ 102.22 ✓
Total for McPherson, Marda				\$102.22
Multi Media Services				
607-936-3166				
12/27/2024	Bill	93169	12/27/2024	✓ 136.75 ✓
Total for Multi Media Services				\$136.75
Nelson, Jane				
352-751-4547 (h)				
12/27/2024	Bill	Medicare B 12/24	12/27/2024	✓ 102.22 ✓
Total for Nelson, Jane				\$102.22

Southern Tier Library System

Unpaid Bills

As of December 27, 2024

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
O'Brien, Anita				
12/27/2024	Bill	2024 G&G Speaker	12/27/2024	300.00 ✓
Total for O'Brien, Anita				\$300.00
Overdrive				
216-573-8886				
12/27/2024	Bill	01453CO24383804	12/27/2024	✓ 3,127.98 ✓
12/27/2024	Bill	01453DA24385883	12/27/2024	✓ 79.97 ✓
12/27/2024	Bill	01453CO24388981	12/27/2024	✓ 373.18 ✓
12/27/2024	Bill	01453CO24388986	12/27/2024	✓ 449.48 ✓
12/27/2024	Bill	01453CO24388985	12/27/2024	✓ 178.49 ✓
12/27/2024	Bill	01453CO24389153	12/27/2024	✓ 1,261.06 ✓
12/27/2024	Bill	01453CO24389212	12/27/2024	✓ 626.44 ✓
12/27/2024	Bill	01453CO24389217	12/27/2024	✓ 809.82 ✓
12/27/2024	Bill	01453DZ24392783	12/27/2024	✓ 88.24 ✓
Total for Overdrive				\$6,794.61
Passage, Mary				
12/27/2024	Bill	Medicare B 12/24	12/27/2024	✓ 102.22 ✓
Total for Passage, Mary				\$102.22
Penn Yan Library				
315-536-6114				
12/27/2024	Bill	2024 PayPal Payout	12/27/2024	✓ 47.90 ✓
Total for Penn Yan Library				\$47.90
Piper Insurance Agency Inc				
12/27/2024	Bill	107757211 2024	12/27/2024	✓ 2,897.00 ✓
Total for Piper Insurance Agency Inc				\$2,897.00
Prattburgh Library				
807-522-3490				
12/27/2024	Bill	2024 PayPal Payout	12/27/2024	✓ 4.36 ✓
Total for Prattburgh Library				\$4.36
Quiggle, Mary Kay				
807-542-0886				
12/27/2024	Bill	Medicare B 12/24	12/27/2024	✓ 102.22 ✓
Total for Quiggle, Mary Kay				\$102.22
Solo Library				
585-593-4816				
12/27/2024	Bill	2024 PayPal Payout	12/27/2024	✓ 10.89 ✓
Total for Solo Library				\$10.89
Staples Business Credit				
888-753-4103				
12/27/2024	Bill	7003131815	12/27/2024	✓ 271.02 ✓
Total for Staples Business Credit				\$271.02
Time Warner Cable, PA				
12/27/2024	Bill	143884001 121424	12/27/2024	✓ 1,750.00 ✓

Southern Tier Library System

Unpaid Bills

As of December 27, 2024

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Total for Time Warner Cable, PA				\$1,780.00 ✓
Watkins Glen Library				
807-535-2348				
12/27/2024	Bill	2024 PayPal Payout	12/27/2024	✓ 67.50 ✓
Total for Watkins Glen Library				\$67.50
Wellsville Library				
585-593-3410				
12/27/2024	Bill	2024 PayPal Payout	12/27/2024	✓ 33.77 ✓
Total for Wellsville Library				\$33.77
Wigg, Ristina				
807-937-5040				
12/27/2024	Bill	Medicare B 12/24	12/27/2024	✓ 102.22 ✓
Total for Wigg, Ristina				\$102.22
TOTAL				\$38,484.05

Southern Tier Library System

Unpaid Bills

As of December 13, 2024

12/13/24

12/13/24

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Baker & Taylor				
900-340-5370				
*12/13/2024	Bill	2038695939	12/13/2024	280.74
*12/13/2024	Bill	2038692554	12/13/2024	19.19
Total for Baker & Taylor				\$299.93
Blackstone Publishing				
12/13/2024	Bill	2179383	12/13/2024	152.93
Total for Blackstone Publishing				\$152.93
Casella Waste Services				
307-796-2000				
12/13/2024	Bill	2328886	12/13/2024	127.52
Total for Casella Waste Services				\$127.52
Clearly IP				
920-383-3100				
12/13/2024	Bill	INV-143438	12/13/2024	400.46
Total for Clearly IP				\$400.46
Coming Library				
807-836-3713				
12/13/2024	Bill	2024 4th Qtr WkShare	12/13/2024	8,104.06
Total for Coming Library				\$8,104.06
Dalton, Tina				
12/13/2024	Bill	112024 Mileage	12/13/2024	76.38
Total for Dalton, Tina				\$76.38
Eastern Managed Print Network				
315-474-7000				
12/13/2024	Bill	IN4522468	12/13/2024	491.45
Total for Eastern Managed Print Network				\$491.45
Empire Natural Gas				
807-858-7851				
12/13/2024	Bill	WSTLS-0294847	12/13/2024	48.20
Total for Empire Natural Gas				\$48.20
Energy Cooperative of America				
12/13/2024	Bill	1028883	12/13/2024	487.12
Total for Energy Cooperative of America				\$487.12
FirstLight Fiber				
12/13/2024	Bill	18740698	12/13/2024	900.00
Total for FirstLight Fiber				\$900.00
Friendly Freds				
807-837-5223				
*12/13/2024	Bill	32882	12/13/2024	42.73
*12/13/2024	Bill	32910	12/13/2024	98.86
*12/13/2024	Bill	32922	12/13/2024	187.96
Total for Friendly Freds				\$329.55

Southern Tier Library System

Unpaid Bills

As of December 13, 2024

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
*Gale/CENGAGE Learning				
*12/13/2024	BILL	85883517	12/13/2024	✓ 140.74 ✓
*12/13/2024	BILL	85871331	12/13/2024	✓ 22.38 ✓
*12/13/2024	BILL	85891858	12/13/2024	✓ 254.79 ✓
Total for Gale/CENGAGE Learning				✓ 417.92 ✓
*Homell Library				
807-324-1210				
12/13/2024	BILL	2024 NYLA Parking	12/13/2024	✓ 76.00 ✓
Total for Homell Library				✓ 76.00 ✓
*Ingram Library Services				
800-837-5300 opt 1				
*12/13/2024	BILL	84980291	12/13/2024	✓ 22.78 ✓
*12/13/2024	BILL	84980290	12/13/2024	✓ 211.28 ✓
Total for Ingram Library Services				✓ 234.06 ✓
*Ireland, Sonnet				
12/13/2024	BILL	2024 G&G Presenter	12/13/2024	✓ 300.00 ✓
Total for Ireland, Sonnet				✓ 300.00 ✓
*Multi Media Services				
807-838-3188				
*12/13/2024	BILL	93188	12/13/2024	✓ 1,161.05 ✓
*12/13/2024	BILL	93348	12/13/2024	✓ 261.91 ✓
Total for Multi Media Services				✓ 1,422.96 ✓
*Northern NY Library Network				
*12/13/2024	BILL	DIGIT_2424_002	12/13/2024	✓ 360.00 ✓
*12/13/2024	BILL	DIGIT_2425_005	12/13/2024	✓ 816.20 ✓
Total for Northern NY Library Network				✓ 1,176.20 ✓
*NYSEG				
12/13/2024	BILL	Nov 2024	12/13/2024	✓ 388.62 ✓
Total for NYSEG				✓ 388.62 ✓
*NYSHIP				
12/13/2024	BILL	613	12/13/2024	✓ 13,388.93 ✓
Total for NYSHIP				✓ 13,388.93 ✓
*Overdrive				
216-573-8888				
*12/13/2024	BILL	H-0108988	12/13/2024	✓ 3,000.00 ✓
*12/13/2024	BILL	01453DA24368017	12/13/2024	✓ 373.22 ✓
*12/13/2024	BILL	01453DA24368305	12/13/2024	✓ 150.00 ✓
*12/13/2024	BILL	01453CP24371712	12/13/2024	✓ 76.30 ✓
*12/13/2024	BILL	01453CO24376570	12/13/2024	✓ 3,352.58 ✓
Total for Overdrive				✓ 6,952.10 ✓
*Reenan, Lori				
12/13/2024	BILL	2024 Bonus	12/13/2024	✓ 100.00 ✓
Total for Reenan, Lori				✓ 100.00 ✓

Southern Tier Library System

Unpaid Bills

As of December 13, 2024

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Reitterer & Sons LLC				
807-973-2331				
12/13/2024	BILL	4800	12/13/2024	✓ 540.75 ✓
Total for Reitterer & Sons LLC				\$540.75
Southern Tier Network				
12/13/2024	BILL	6195	12/13/2024	✓ 1,000.00 ✓
12/13/2024	BILL	6196	12/13/2024	✓ 3,250.00 ✓
12/13/2024	BILL	6201	12/13/2024	✓ 3,845.00 ✓
12/13/2024	BILL	6208	12/13/2024	✓ 500.00 ✓
12/13/2024	BILL	6217	12/13/2024	✓ 250.00 ✓
12/13/2024	BILL	6221	12/13/2024	✓ 250.00 ✓
12/13/2024	BILL	6222	12/13/2024	✓ 500.00 ✓
Total for Southern Tier Network				\$9,595.00
Time Warner Cable, PA				
12/13/2024	BILL	240616301 120124	12/13/2024	✓ 425.00 ✓
12/13/2024	BILL	145513901 120124	12/13/2024	✓ 500.00 ✓
12/13/2024	BILL	145511001 120124	12/13/2024	✓ 500.00 ✓
12/13/2024	BILL	120225701 120124	12/13/2024	✓ 89.98 ✓
12/13/2024	BILL	145510901 120124	12/13/2024	✓ 500.00 ✓
12/13/2024	BILL	145202001 120124	12/13/2024	✓ 500.00 ✓
12/13/2024	BILL	225336201 120124	12/13/2024	✓ 500.00 ✓
12/13/2024	BILL	241109301 120124	12/13/2024	✓ 24.99 ✓
12/13/2024	BILL	224328601 120124	12/13/2024	✓ 500.00 ✓
12/13/2024	BILL	096223501 120124	12/13/2024	✓ 189.98 ✓
Total for Time Warner Cable, PA				\$3,709.95
Verizon Wireless				
800-922-0204				
12/13/2024	BILL	6100016541	12/13/2024	✓ 177.28 ✓
Total for Verizon Wireless				\$177.28
WEX Bank				
12/13/2024	BILL	101440754	12/13/2024	✓ 1,470.21 ✓
Total for WEX Bank				\$1,470.21
TOTAL				\$51,365.48

Southern Tier Library System

Unpaid Bills

As of November 29, 2024

11/27/24

11/27/24

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Addison Library				
607-359-3888				
11/29/2024	Bill	2024 LLSA 100%	11/29/2024	✓ 1,493.00
Total for Addison Library				\$1,493.00 ✓
Alfred Library				
607-587-9290				
11/29/2024	Bill	2024 LLSA 100%	11/29/2024	✓ 1,591.00
Total for Alfred Library				\$1,591.00 ✓
Almond Library				
607-276-6311				
11/29/2024	Bill	2024 LLSA 100%	11/29/2024	✓ 1,493.00
Total for Almond Library				\$1,493.00 ✓
Andover Library				
607-478-8442				
11/29/2024	Bill	2024 LLSA 100%	11/29/2024	✓ 1,493.00
Total for Andover Library				\$1,493.00 ✓
Angelica Library				
585-468-7660				
11/29/2024	Bill	2024 LLSA 100%	11/29/2024	✓ 1,493.00
Total for Angelica Library				\$1,493.00 ✓
Arkport Library				
607-295-7811				
11/29/2024	Bill	2024 LLSA 100%	11/29/2024	✓ 1,493.00
Total for Arkport Library				\$1,493.00 ✓
Armstrong Telecommunications				
11/29/2024	Bill	0859904-01 11/24	11/29/2024	✓ 218.50
Total for Armstrong Telecommunications				\$218.50 ✓
Atlanta Library				
585-534-5030				
11/29/2024	Bill	2024 LLSA 100%	11/29/2024	✓ 1,493.00
Total for Atlanta Library				\$1,493.00 ✓
Avoca Library				
607-566-9279				
11/29/2024	Bill	2024 LLSA 100%	11/29/2024	✓ 1,493.00
Total for Avoca Library				\$1,493.00 ✓
Baker & Taylor				
600-340-5370				
11/29/2024	Bill	2038662453	11/29/2024	✓ 15.29
Total for Baker & Taylor				\$15.29 ✓
Belfast Library				
585-365-2072				
11/29/2024	Bill	2024 LLSA 100%	11/29/2024	✓ 1,493.00
Total for Belfast Library				\$1,493.00 ✓

Southern Tier Library System

Unpaid Bills

As of November 29, 2024

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Belmont Library				
595-268-5308				
11/29/2024	Bill	2024 LLSA 100%	11/29/2024	1,493.00
Total for Belmont Library				\$1,493.00 ✓
Blackstone Publishing				
11/29/2024	Bill	2177587	11/29/2024	✓ 44.99
Total for Blackstone Publishing				\$44.99 ✓
Bolivar Library				
585-828-2015				
11/29/2024	Bill	2024 LLSA 100%	11/29/2024	✓ 1,493.00
Total for Bolivar Library				\$1,493.00 ✓
Bond Exchange				
11/29/2024	Bill	Policy #495715 2025	11/29/2024	✓ 845.00
Total for Bond Exchange				\$845.00 ✓
Branchport Library				
315-595-2899				
11/29/2024	Bill	2024 LLSA 100%	11/29/2024	✓ 1,493.00
Total for Branchport Library				\$1,493.00 ✓
Brown, Lorie				
11/29/2024	Bill	Medicare B 11/24	11/29/2024	✓ 92.36
Total for Brown, Lorie				\$92.36 ✓
Button, Vickie				
11/29/2024	Bill	Medicare B 11/24	11/29/2024	✓ 92.36
Total for Button, Vickie				\$92.36 ✓
Canaseraga Library				
807-545-8443				
11/29/2024	Bill	2024 LLSA 100%	11/29/2024	✓ 1,493.00
Total for Canaseraga Library				\$1,493.00 ✓
Carlisle Library				
807-898-4445				
11/29/2024	Bill	2024 LLSA 100%	11/29/2024	✓ 1,493.00
Total for Carlisle Library				\$1,493.00 ✓
Casella Waste Services				
807-798-2000				
11/29/2024	Bill	2323605	11/29/2024	✓ 127.53
Total for Casella Waste Services				\$127.53 ✓
Chemung County Library District				
807-733-8173				
• 11/29/2024	Bill	2024 LLSA 100%	11/29/2024	✓ 41,842.00 ✓
• 11/29/2024	Bill	2024 Can Lib Svc Aid	11/29/2024	✓ 130,069.72 ✓
Total for Chemung County Library District				\$171,701.72
Cohocton Library				
585-384-5170				

Southern Tier Library System

Unpaid Bills

As of November 29, 2024

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
11/29/2024	Bill	2024 LLSA 100%	11/29/2024	✓ 1,483.00
Total for Cohocton Library				\$1,483.00 ✓
Corning Library				
607-838-3713				
11/29/2024	Bill	2024 LLSA 100%	11/29/2024	✓ 10,538.00
Total for Corning Library				\$10,538.00 ✓
Corning Natural Gas				
607-838-3755				
11/29/2024	Bill	November 2024	11/29/2024	✓ 217.53
Total for Corning Natural Gas				\$217.53 ✓
Cuba Library				
585-968-1888				
11/29/2024	Bill	2024 LLSA 100%	11/29/2024	✓ 1,745.00
Total for Cuba Library				\$1,745.00 ✓
Decker, Lynnette				
11/29/2024	Bill	111824 Mileage	11/29/2024	✓ 100.50
Total for Decker, Lynnette				\$100.50 ✓
Dell Marketing LP				
800-458-3355				
11/29/2024	Bill	10784318412	11/29/2024	✓ 2,829.00
Total for Dell Marketing LP				\$2,829.00 ✓
Dundee Library				
607-243-5838				
11/29/2024	Bill	2024 LLSA 100%	11/29/2024	✓ 1,902.00
Total for Dundee Library				\$1,902.00 ✓
Elizabeth Klindt				
11/29/2024	Bill	2024 NYLA Mileage	11/29/2024	✓ 164.82
Total for Elizabeth Klindt				\$164.82 ✓
English, Darleen				
607-368-9157				
11/29/2024	Bill	Medicare B 11/24	11/29/2024	✓ 92.38
Total for English, Darleen				\$92.38 ✓
Erie Insurance Company				
800-458-0811				
11/29/2024	Bill	December 2024	11/29/2024	✓ 1,990.65
Total for Erie Insurance Company				\$1,990.65 ✓
Excellus BC BS				
11/29/2024	Bill	Dec 2024	11/29/2024	✓ 4,475.80
11/29/2024	Bill	Dec 2024 Den	11/29/2024	✓ 257.73
Total for Excellus BC BS				\$4,733.53
Fillmore Library				
585-567-8301				
11/29/2024	Bill	2024 LLSA 100%	11/29/2024	✓ 1,565.00

→ under "K"
not "E"

Southern Tier Library System

Unpaid Bills

As of November 29, 2024

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Total for Fillmore Library				\$1,585.00 ✓
3 First Bankcard				
1-800-819-4249				
11/29/2024	BII	44182282184093351124	11/29/2024	✓ 892.49 ✓
11/29/2024	BII	44182282575882351124	11/29/2024	✓ 1,009.73 ✓
11/29/2024	BIII	44182284390791801124	11/29/2024	✓ 349.78 ✓
11/29/2024	BIII	44182282871949291124	11/29/2024	✓ 741.48 ✓
11/29/2024	BIII	44182282343277271124	11/29/2024	✓ 1,098.52 ✓
11/29/2024	BIII	44182284128759921124	11/29/2024	✓ 213.25 ✓
11/29/2024	BIII	44182284393284391124	11/29/2024	✓ 2,512.27 ✓
11/29/2024	BIII	44182284368312291124	11/29/2024	✓ 367.87 ✓
Total for First Bankcard				\$7,283.14
4 Friendly Freds				
807-837-5223				
11/29/2024	BIII	32857	11/29/2024	✓ 430.38 ✓
Total for Friendly Freds				\$430.38
9 Friendship Library				
585-873-7724				
11/29/2024	BII	2024 LLSA 100%	11/29/2024	✓ 1,493.00 ✓
Total for Friendship Library				\$1,493.00 ✓
G Gale/CENGAGE Learning				
11/29/2024	BIII	84822580	11/29/2024	✓ 518.04 ✓
Total for Gale/CENGAGE Learning				\$518.04 ✓
G Gorman, Elizabeth				
11/29/2024	BIII	2024 NYLA Mileage	11/29/2024	✓ 127.97 ✓
Total for Gorman, Elizabeth				\$127.97 ✓
G Grant, Emery				
11/29/2024	BII	2024 G&G Speaker	11/29/2024	✓ 250.00 ✓
Total for Grant, Emery				\$250.00 ✓
G Hagstrom, David				
11/29/2024	BII	111924 Mileage	11/29/2024	✓ 88.17 ✓
Total for Hagstrom, David				\$88.17 ✓
G Halahan, Sheila				
11/29/2024	BII	Medicare B 11/24	11/29/2024	✓ 92.36 ✓
Total for Halahan, Sheila				\$92.36 ✓
G Hammondsport Library				
807-589-2045				
11/29/2024	BII	2024 LLSA 100%	11/29/2024	✓ 1,493.00 ✓
Total for Hammondsport Library				\$1,493.00 ✓
G Heyer, Nate				
11/29/2024	BII	2024 G&G Speaker	11/29/2024	✓ 400.00 ✓
Total for Heyer, Nate				\$400.00 ✓
G Holden, Loretta				

Southern Tier Library System

Unpaid Bills

As of November 29, 2024

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
6077384910				
11/29/2024	Bill	Medicare B 11/24	11/29/2024	✓ 82.36
Total for Holden, Loretta				\$82.36 ✓
Homell Library				
607-324-1210				
11/29/2024	Bill	2024 LLSA 100%	11/29/2024	✓ 3,070.00
Total for Homell Library				\$3,070.00 ✓
Howard Library				
607-566-2412				
11/29/2024	Bill	2024 LLSA 100%	11/29/2024	✓ 1,493.00
Total for Howard Library				\$1,493.00 ✓
Jasper Library				
607-792-3494				
11/29/2024	Bill	2024 LLSA 100%	11/29/2024	✓ 1,493.00
Total for Jasper Library				\$1,493.00 ✓
Little Genesee Library				
585-928-1915				
11/29/2024	Bill	2024 LLSA 100%	11/29/2024	✓ 1,493.00
Total for Little Genesee Library				\$1,493.00 ✓
McPherson, Marla				
11/29/2024	Bill	Medicare B 11/24	11/29/2024	✓ 82.36
Total for McPherson, Marla				\$82.36 ✓
Middlesex Library				
585-554-8945				
11/29/2024	Bill	2024 LLSA 100%	11/29/2024	✓ 1,493.00
Total for Middlesex Library				\$1,493.00 ✓
Montour Falls Library				
607-535-7489				
11/29/2024	Bill	2024 LLSA 100%	11/29/2024	✓ 1,493.00
Total for Montour Falls Library				\$1,493.00 ✓
Nelson, Jane				
352-751-4547 (h)				
11/29/2024	Bill	Medicare B 11/24	11/29/2024	✓ 82.36
Total for Nelson, Jane				\$82.36 ✓
NYS & Local Employees Retirement				
11/29/2024	Bill	50782 ERS 2025	11/29/2024	✓ 124,631.00
Total for NYS & Local Employees Retirement				\$124,631.00 ✓
Odessa Library				
607-594-2791				
11/29/2024	Bill	2024 LLSA 100%	11/29/2024	✓ 1,493.00
Total for Odessa Library				\$1,493.00 ✓
Overdrive				
216-573-8886				

Southern Tier Library System

Unpaid Bills

As of November 29, 2024

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
11/29/2024	Bill	01453CO24353509	11/29/2024	✓ 1,400.88 ✓
11/29/2024	Bill	01453CO24353984	11/29/2024	✓ 519.13 ✓
11/29/2024	Bill	01453CO24353985	11/29/2024	✓ 641.30 ✓
11/29/2024	Bill	01453CO24353987	11/29/2024	✓ 108.25 ✓
11/29/2024	Bill	01453CO24353994	11/29/2024	✓ 75.00 ✓
11/29/2024	Bill	01453DA24352747	11/29/2024	✓ 74.99 ✓
11/29/2024	Bill	01453DA24380212	11/29/2024	✓ 578.88 ✓
11/29/2024	Bill	01453CO24382854	11/29/2024	✓ 2,282.21 ✓
11/29/2024	Bill	01453CO24382855	11/29/2024	✓ 2,279.04 ✓
11/29/2024	Bill	01453CO24382873	11/29/2024	✓ 77.15 ✓
11/29/2024	Bill	01453CO24382880	11/29/2024	✓ 379.89 ✓
11/29/2024	Bill	01453CO24382871	11/29/2024	✓ 181.97 ✓
11/29/2024	Bill	01453CO24382883	11/29/2024	✓ 2,802.11 ✓
11/29/2024	Bill	01453CO24382885	11/29/2024	✓ 1,208.67 ✓
Total for Overdrive				\$12,567.05
• Passage, Mary				
11/29/2024	Bill	Medicare B 11/24	11/29/2024	✓ 92.36
Total for Passage, Mary				\$92.36
• Pea, Bambi				
11/29/2024	Bill	2024 G&G Speaker	11/29/2024	✓ 300.00
Total for Pea, Bambi				\$300.00
• Penn Yan Library				
315-538-8114	Bill	2024 LLSA 100%	11/29/2024	✓ 4,899.00
Total for Penn Yan Library				\$4,899.00
• Prattburgh Library				
807-522-3490	Bill	2024 LLSA 100%	11/29/2024	✓ 1,493.00
Total for Prattburgh Library				\$1,493.00
• Pulteney Library				
807-888-3852	Bill	2024 LLSA 100%	11/29/2024	✓ 1,493.00
Total for Pulteney Library				\$1,493.00
• Quiggle, Mary Kay				
807-842-0888	Bill	Medicare B 11/24	11/29/2024	✓ 92.36
Total for Quiggle, Mary Kay				\$92.36
• Raeanne Smith				
11/29/2024	Bill	2024 NYLA Mileage	11/29/2024	✓ 215.74
Total for Raeanne Smith				\$215.74
• Richburg Library				
585-828-2894	Bill	2024 LLSA 100%	11/29/2024	✓ 1,493.00

Southern Tier Library System

Unpaid Bills

As of November 29, 2024

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Total for Fitchburg Library				\$1,493.00 ✓
Rushford Library				
585-437-2533				
11/29/2024	Bill	2024 LLSA 100%	11/29/2024	✓ 1,493.00
Total for Rushford Library				\$1,493.00 ✓
Rushville Library				
585-554-3839				
11/29/2024	Bill	2024 LLSA 100%	11/29/2024	✓ 1,493.00
Total for Rushville Library				\$1,493.00 ✓
Savona Library				
607-583-4428				
11/29/2024	Bill	2024 LLSA 100%	11/29/2024	✓ 1,493.00
Total for Savona Library				\$1,493.00 ✓
Solo Library				
585-593-4818				
11/29/2024	Bill	2024 LLSA 100%	11/29/2024	✓ 1,493.00
Total for Solo Library				\$1,493.00 ✓
Sheinkin, Steve				
11/29/2024	Bill	2024 G&G Speaker	11/29/2024	✓ 1,500.00
Total for Sheinkin, Steve				\$1,500.00 ✓
Spratford, Becky				
(708) 250-6698				
11/29/2024	Bill	202403STLS	11/29/2024	✓ 350.00
Total for Spratford, Becky				\$350.00 ✓
Swank Movie Licensing USA				
11/29/2024	Bill	3782348	11/29/2024	✓ 2,400.00
Total for Swank Movie Licensing USA				\$2,400.00 ✓
Time Warner Cable, PA				
11/29/2024	Bill	143884001 111424	11/29/2024	✓ 1,750.00
Total for Time Warner Cable, PA				\$1,750.00 ✓
Watkins Glen Library				
607-535-2346				
11/29/2024	Bill	2024 LLSA 100%	11/29/2024	✓ 2,582.00
Total for Watkins Glen Library				\$2,582.00 ✓
Wayland Library				
585-728-5380				
11/29/2024	Bill	2024 LLSA 100%	11/29/2024	✓ 2,721.00
Total for Wayland Library				\$2,721.00 ✓
Wellesville Library				
685-583-3410				
11/29/2024	Bill	2024 LLSA 100%	11/29/2024	✓ 3,488.00
Total for Wellesville Library				\$3,488.00 ✓
Wheaton, Arthur C				

Southern Tier Library System

Unpaid Bills

As of November 29, 2024

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
11/29/2024	Bill	2024 G&G Speaker	11/29/2024	✓ 250.00
Total for Wheaton, Arthur C				\$250.00 ✓
Whiteville Library				
607-356-3656				
11/29/2024	Bill	2024 LLBA 100%	11/29/2024	✓ 1,493.00
Total for Whiteville Library				\$1,493.00 ✓
Wigg, Ristina				
607-637-5040				
11/29/2024	Bill	Medicare B 11/24	11/29/2024	✓ 92.36
Total for Wigg, Ristina				\$92.36 ✓
TOTAL				\$415,493.25

Deposit Summary

01/09/2025

Summary of Deposits to Cash - Money Market on 01/09/2025

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
5169	Check	Bolivar	Dark Fiber	256.00
5021	Check	Rogers, Pam	1st Qtr Health Ins	245.85
5877	Check	Whitesville	Pass Thru-phone	41.18
9343	Check	Cleary, Jule	Health Ins	81.95
31572	Check	Owwl Library System	Gather & Grow Reimbursement	536.31
31882	Check	Four County Library System	Gather & Grow Reimbursement	513.97
DEPOSIT SUBTOTAL				1675.26
LESS CASH BACK				
DEPOSIT TOTAL				1675.26

Southern Tier Library System

Transaction Journal

All Dates

[Signature]
1/9/2024

BRIAN

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT #	ACCOUNT FULL NAME	DEBIT	CREDIT
63831								
12/30/2024	Deposit		NYS		1202	1202 Cash - Money Market	\$110,000.00	
12/30/2024	Deposit		NYS	Hornell	4716	4716 State Aid Pass Through		\$20,000.00
12/30/2024	Deposit		NYS	STLS Digital Lib & Prof Dev	4714	4714 Bullet Aid NYS		\$60,000.00
12/30/2024	Deposit		NYS	Other Libraries	4714	4714 Bullet Aid NYS		\$30,000.00
Total for 63831							\$110,000.00	\$110,000.00
							\$110,000.00	\$110,000.00

Deposit Summary


12/2/2024

12/30/2024

Summary of Deposits to Cash - Money Market on 12/30/2024

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
8188	Check	Bath	IT Contract & PT	3608.01
16314	Check	Cuba	Pass Thru	252.00
2275	Check	CCLD-Elmira	Pass Thru	3504.06
1039	Check	Cleary, Julie	Health Insurance	0.72
8634	Check	Rushford	Pass Thru	52.65
15188892	Check	Fidelity Charitable	Donation from Patricia & William LaCourse Giving Fund	50.00
DEPOSIT SUBTOTAL				7467.44
LESS CASH BACK				
DEPOSIT TOTAL				7467.44

Deposit Summary


12/13/2024

12/12/2024

Summary of Deposits to Cash - Money Market on 12/12/2024

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
16308	Check	Cuba	Pass Thru	30.00
9337	Check	Cleary, Jule	Health Insurance	98.50
3620	Check	Watkins Glen	IT Contracts/PT	3729.00
5440	Check	Belfast	Dark Fiber	406.00
2273	Check	CCLD-Elmira	Pass Thru	5941.91
7198	Check	CCLD-Elmira	Cost Share	35979.00
1703	Check	Homell	IT Contracts/PT	477.00
1702	Check	Hornell	Pass Thru	387.00
8626	Check	Rushford	Pass Thru	68.55
DEPOSIT SUBTOTAL				47116.96
LESS CASH BACK				
DEPOSIT TOTAL				47116.96

Certificate of Deposit Analysis and Options
Southern Tier Library System - 2025-2026

Doc. #25-15

Interest Rate	Term		Jan-25
3.39%	13 months		
Option #1			
Deposit	Earnings	Difference	
\$300,000	\$12,900	N/A	
Option #2			
Deposit	Earnings	Difference from Option #1	
\$250,000	\$10,750	\$2,150	
Option #3			
Deposit	Earnings	Difference	
\$200,000	\$7,355	\$5,545	