



STLS BOARD MEETING
Tuesday, March 18, 2025 - 2:00 pm
STLS Headquarters, Painted Post, NY 14870

AGENDA

Staff Presentation: Erika Jenns and Kendyl Litwiller-Sutherby – STLS Digital Collections

- | | | | |
|----|------------------------------------------|----------------------|--------------------|
| 1. | Agenda | | Doc. #25-16 |
| 2. | Approval of Minutes – January 2025 | *FOR APPROVAL | Doc. #25-17 |
| 3. | Treasurer’s Report – January 2025 | *FOR APPROVAL | Doc. #25-18 |
| 4. | Financial Clerk’s Report – January 2025 | *FOR APPROVAL | Doc. #25-19 |
| 5. | Treasurer’s Report – January 2025 | *FOR APPROVAL | Doc. #25-20 |
| 6. | Financial Clerk’s Report – February 2025 | *FOR APPROVAL | Doc. #25-21 |

• *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. #25-22 |
| | | (Policy – Records Retention & Disposition) Doc. #25-23 |
| 9. | Finance & Facilities Committee – Sisi Barr | (Minutes) Doc. #25-24 |
| | | (Construction Aid Guidelines) Doc. #25-25 |
| 10. | Public Relations Committee – Lynnette Decker | |
| 11. | Foundation for Southern Tier Libraries – Louise Richardson | (Minutes) Doc. #25-26 |

BOARD ACTIONS

- | | | | |
|-----|-----------------------------------------------------------|-----------------------|--------------------|
| 12. | <u>Expenditure Approvals -Monthly Unpaid Bills Detail</u> | * FOR APPROVAL | Doc. #25-27 |
|-----|-----------------------------------------------------------|-----------------------|--------------------|

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

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

13. Receipt Approvals – Monthly Deposit Summary

* FOR APPROVAL

Doc. #25-28

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: _____

Second _____

Aye _____ Nay _____

Abstain _____ Absent _____

Approved/Failed

Discussion:

14. Approve Proposed Bylaws Revisions

* FOR APPROVAL

See **Doc. #25-8** from January 21, 2025 Board Meeting

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed Bylaws revisions as presented at the January 21, 2025 board meeting, and considers any revisions incorporated during board meeting discussion.

Move: _____

Second _____

Aye _____ Nay _____

Abstain _____ Absent _____

Approved/Failed

Discussion:

BOARD INFORMATION

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

2024 Plan of Service Goal Reporting

(Provided at Board Meeting) **Doc. #24-29**

Public Expression (15 minutes)

Adjournment

Next meeting: Watkins Glen Public Library, 610 S Decatur Street, Watkins Glen, NY – Tuesday, April 8, 2025 at 2:00 p.m.

STLS BOARD MEETING
Tuesday, January 21, 2025 - 2:00 pm
Southern Tier Library System, Painted Post, NY 14870

MINUTES**TRUSTEES PRESENT:**

Dan Acton- 2025	Mary-Claire Krebs – 2027
Richard Ahola – 2027	Susan McGill – 2029
Rachel Barbour – 2029	Richard Urban – 2029
Sisi Barr – 2028	Louise Richardson – 2029
Lynnette Decker - 2026	
Betsy Gorman - 2025	
Kathy Green-2026	
David Haggstrom – 2026	
Barbara Hubbell – 2029	

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

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

President K Green called the meeting to order at 2:06 pm

Oaths of Office for Elected Trustees Administered: 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***FOR APPROVAL****Doc.#25-1**

Received and Filed

2. Approval of Minutes – December 2024***FOR APPROVAL****Doc. #25-2**

Received and Filed

3. Treasurer's Report – December 2024 *FOR APPROVAL Doc. #25-3
Received and filed

S Barr stated that Erika Jenns attended the meeting and will be doing so, occasionally, going forward. The account balance is about \$1.2 million, which is down \$46,000.00 compared to December 2023.

4. Financial Clerk's Report – December 2024 *FOR APPROVAL Doc. #25-4
Received and Filed

B Hildreth highlighted a few line items for income:

- Line item 4724 – Member Library IT Contracts – This was an IT service agreement for the purchase and setup of public computers at member libraries.

B Hildreth highlighted a few line items for expenses:

- Line item 5408- Platform Fees and Licenses – This is for 4th quarter bill from Overdrive
- Line item 5417 – Library Materials – This is for the purchase of library materials for the Elmira Correctional Facility.

B Hildreth reminded the Board to please hand in any mileage reimbursement forms from 2024 as soon as possible.

5. Fourth Quarter Profit-Loss Statement – December 2024
***FOR APPROVAL Doc. #25-5**

Received and Filed

B Hildreth reported that as of the morning of January 21, 2025, all state funding has been received from New York State. B Hildreth mentioned line item 4724, Member Library IT Contracts, reflects the last quarter of 2024 billing that went out to libraries for internet service.

For expenses, B Hildreth mentioned that line item 5150, Personnel Benefits, was higher than usual due to retirement benefit payouts in 2024.

6. Fourth Quarter Claims Auditor Report – December 2024
***FOR APPROVAL Doc. #25-6**

Received and Filed

L Richardson stated there is nothing to report on this quarter's Claims Auditor Report.

Standing Committee Reports –

7. Executive Committee- K Green

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

8. Personnel & Policies Committee – Barbara Hubbell

(Minutes) **Doc.#25-7**

B Hubbell reported that Brian Hildreth listed the 5 policies that would be up for review and revisions in 2025, and asked the committee to not only review the policies for grammar, but also understanding.

(Bylaws) **Doc.#25-8**

B Hubbell highlighted some of the revisions to the bylaws. The first update is the number of board meetings will be reduced from 10 meetings per year to 9 meetings per year. The October board meeting will no longer happen as the board meets at the annual meeting, which is also held in October. The verbiage has changes in regards to committee members. The Bylaws now state there will be up to 5 members on a committee as opposed to 5 members in a committee. Finally, officers will be elected in December; not January.

9. Finance & Facilities Committee – Sisi Barr

(Minutes) **Doc.#25-9**

S Barr stated the committee discussed the renewal of the matured CD. This will be approved in this month's action items.

B Hildreth reported that STLS is waiting to hear from the USDA on the next steps for the USDA Grant. STLS is preapproved for the grant/loan. Once the final determination is in STLS will purchase two electric vans for delivery and server equipment.

10. Public Relations Committee – Lynnette Decker

K Green stated that Lynnette Decker did a great job with this years Staff Appreciation Lunch.

B Hildreth noted that Advocacy Day is Wednesday, February 5 and the bus is already full. He also noted that the Public Relations committee has found potential board members to fill the vacant spot for Schuyler County.

11. Foundation for Southern Tier Libraries - Louise Richardson (Minutes) Doc.#25-10

L Richardson stated at the Foundations last meeting there was lengthy discussion on the future of the Foundation and how to proceed. She gave some of the history of the Foundation, how funds are raised and where they go, as well as obstacles now faced by the group. A few STLS trustees asked about membership and what it entails.

BOARD ACTIONS

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

- 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: _____ B Gorman _____ Second ____ R Ahola _____
 Aye ____ 13 ____ Nay ____ 0 ____ Abstain ____ 0 ____ Absent ____ 0 ____ Vacant ____ 2 ____
 Approved/Failed: Approved
 Discussion: None

13. Approve 2025 Board Meeting Schedule * **FOR APPROVAL** **Doc. #25-12**

Executive Committee Recommendation: Approve the 2025 Board Meeting Schedule.

Aye ____ 13 ____ Nay ____ 0 ____ Abstain ____ 0 ____ Absent ____ 0 ____ Vacant ____ 2 ____
 Approved/Failed: Approved
 Discussion: None

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.

Aye ____ 13 ____ Nay ____ 0 ____ Abstain ____ 0 ____ Absent ____ 0 ____ Vacant ____ 2 ____
 Approved/Failed: Approved
 Discussion: None

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: _____ B Gorman _____	Second __R Ahola _____
Aye ____13____	Nay __0____ Abstain __0____ Absent __0____ Vacant __2____
Approved/Failed: Approved	
Discussion:None	

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.

Aye ____13____	Nay __0____ Abstain __0____ Absent __0____ Vacant __2____
Approved/Failed: Approved	

Discussion: B Hildreth stated this is the same CD that was set up last year. The CD was \$350,000.00 last year and is \$100,000.00 less for purposes of cash flow management. The \$100,000.00 will be added to another CD that comes to maturity this summer.

BOARD INFORMATION**17. Old Business –**

None

18. New Business –

None

19. Library Networking –

L Decker stated that she went to the Cuba Library only to find it closed. She then went to the Friendship Library and was impressed with the assistance the library was providing to the community after a local disaster. She emphasized the importance of visiting all libraries.

L Richardson shared her statistics on how much money she saved using the library. She saved \$3754.52 and had books come from 20 libraries and all three reciprocal systems. She also thanked Brian Hildreth for his presentation at the last Books Sandwiched In.

B Hubbell gave an update on Dolly Parton's Imagination Library. The United Way is now paying the recovery fee for non-deliverable items. 743 books have been recovered so far and have been repurposed for the Bright Red Bookshelf campaign.

20. President's Report

K Green stated she got to know the STLS employees she sat with at today's luncheon.

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 2:53 pm

Move: S Barr

Second: S McGill

Next meeting: Southern Tier Library System, 9425 Scott Rd, Painted Post, NY 14870 – Tuesday, March 18, 2025 at 2 p.m.

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

**Southern Tier Library System
Treasurer's Report
As of January 31, 2025**

	Total	
	As of Jan 31, 2025	As of Dec 31, 2024
ASSETS		
Current Assets		
Bank Accounts		
1200 Cash - Operating	5,335.06	4,464.39
1201 Cash - Payroll	15,651.49	12,349.50
1202 Cash - Money Market	724,122.01	565,700.77
1203 Cash in Certificate of Deposit	250,000.00	366,102.17
1204 Cash in Certificate of Deposit 2	255,115.64	254,246.49
Total Bank Accounts	\$ 1,250,224.20	\$ 1,202,863.32
Accounts Receivable		
1380 Accounts Receivable	291,154.72	49,856.12
Total Accounts Receivable	\$ 291,154.72	\$ 49,856.12
Other Current Assets		
12000 Undeposited Funds	44,969.23	0.00
Total Other Current Assets	\$ 44,969.23	\$ 0.00
Total Current Assets	\$ 1,586,348.15	\$ 1,252,719.44
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	\$ 4,000,716.79	\$ 3,667,088.08
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2600 Accounts Payable	4,514.66	38,037.26
Total Accounts Payable	\$ 4,514.66	\$ 38,037.26
Other Current Liabilities		
2601 Accrued P/R	0.00	0.00
2602 Accounts Payable Manual	0.00	0.00
2604 Deferred Grant	0.00	0.00

**Southern Tier Library System
Treasurer's Report
As of January 31, 2025**

	Total	
	As of Jan 31, 2025	As of Dec 31, 2024
ASSETS		
2605 Retainage Payable	0.00	0.00
2625 Payroll Deductions Payable	-0.04	-0.08
2626 Flex Spending Deduction Payable	657.45	618.29
2627 PFL Payable to Insurance	3,854.71	3,522.43
2630 Due to Member Libraries Pay Pal	0.00	0.00
2635 Capital Notes Payable	83,327.64	85,571.21
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	\$ 345,783.49	\$ 347,655.58
Total Current Liabilities	\$ 350,298.15	\$ 385,692.84
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	\$ 768,197.15	\$ 803,591.84
Equity		
3200 Fund Balance Unrestricted	2,433,347.05	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 Revenue	369,023.40	-149,818.24
Total Equity	\$ 3,232,519.64	\$ 2,863,496.24
TOTAL LIABILITIES AND EQUITY	\$ 4,000,716.79	\$ 3,667,088.08

Official Depository: Cummunity Bank NA

Money Market: 0.03 Rate of Return

Checking Account: 0.01 Rate of Return

Certificates of Deposit: 3.392% and 4.0184% interest

**Southern Tier Library System
Financial Clerk's Report
January 2025**

	Jan 2025	
	January	Dec-24
Revenue		
4709 Local Services Support		10,039.00
4714 Bullet Aid NYS		90,000.00
4716 State Aid Pass Through		32,395.00
4719 Interest	2,282.35	2,200.09
4723 Member Library Cost Share	419,395.00	
4724 Member Library IT Contracts	2,400.00	16,498.00
4725 Grants Revenue	500.00	
4731 Arkport Support		4,899.67
4733 Member Library Processing Fees		157.50
4735 Non State Aid Pass Through	141,664.83	7,228.82
4781 Retiree Health Ins Payments	1,966.80	
4782 Donations		50.00
4784 General Reimbursements & Refund	3,843.56	400.00
Total Revenue	\$ 572,052.54	\$ 163,868.08
Gross Profit	\$ 572,052.54	\$ 163,868.08
Expenditures		
5100 Salaries		
5141 Professional Salaries	40,568.72	39,520.05
5142 Non-Professional Salaries	48,752.30	45,726.31
Total 5100 Salaries	\$ 89,321.02	\$ 85,246.36
5150 Personnel Benefits	713.00	
5153 Social Security	6,583.42	6,263.91
5154 Workers Compensation	471.90	461.82
5157 Health Insurance	27,616.86	17,839.06
5158 Payroll Expense - Other	1,246.10	13,118.02
Total 5150 Personnel Benefits	\$ 36,631.28	\$ 37,682.81
5203 STLS Equipment		1,145.00
5204 STLS Software & Small Equipment		1,898.97
5205 Maintenance Contracts & Leases	1,026.92	491.77
5408 Platform Fees & Licenses		5,637.00
5409 STLS Telephone/Internet	16,532.24	18,117.84
5417 Library Materials	2,676.10	4,480.95
5418 Consultant Collection	50.00	49.99
5419 Electronic Materials	95.00	2,505.97
5420 Staff Development Travel	1,123.47	12.73
5422 Trustee Mileage		3,164.68
5425 Staff & Member Library Mileage		252.45
5427 Programming & Annual Conference	250.00	
5428 Meeting Supplies		655.12

Southern Tier Library System
Finacial Clerk's Report
January 2025

	Jan 2025	
	January	Dec-24
Revenue		
5430 Office Supplies	201.80	2,924.63
5433 Postage		29.22
5434 Public Relations	1,724.60	151.74
5435 Member Library Pass through	19,614.47	35,911.96
5436 STLS Grants to Member Libraries		-198.20
5442 Professional Fees	2,981.00	210.00
5444 Accounting Support & Audit	99.00	99.00
5450 Utilities	546.56	2,510.35
5451 Building Maintenance & Repairs	750.05	2,135.46
5454 Commercial Insurance	955.13	3,804.62
5471 Vehicle Maintenance & Repairs	339.99	1,316.73
5473 Vehicle Fuel		2,812.69
5474 Vehicle Insurance	496.96	523.62
5480 Greenwood Reading Center Exp	3,239.22	1,710.31
5485 Arkport Expense Account	1,724.02	2,026.63
5490 Grants	22,650.31	3,074.59
Total Expenditures	\$ 203,029.14	\$ 220,384.99
Net Operating Revenue	\$ 369,023.40	-\$ 56,516.91
Net Revenue	\$ 369,023.40	-\$ 56,516.91

**Southern Tier Library System
Treasurer's Report
As of February 28, 2025**

	Total	
	As of Feb 28, 2025	As of Jan 31, 2025
ASSETS		
Current Assets		
Bank Accounts		
1200 Cash - Operating	4,429.11	5,335.06
1201 Cash - Payroll	9,028.71	15,651.49
1202 Cash - Money Market	704,489.57	724,122.01
1203 Cash in Certificate of Deposit	250,721.22	250,000.00
1204 Cash in Certificate of Deposit 2	255,987.76	255,115.64
Total Bank Accounts	\$ 1,224,656.37	\$ 1,250,224.20
Accounts Receivable		
1380 Accounts Receivable	195,030.00	291,154.72
Total Accounts Receivable	\$ 195,030.00	\$ 291,154.72
Other Current Assets		
12000 Undeposited Funds	5,206.36	44,969.23
Total Other Current Assets	\$ 5,206.36	\$ 44,969.23
Total Current Assets	\$ 1,424,892.73	\$ 1,586,348.15
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	0.00	0.00
1400 Right of Use Lease Asset	516,634.00	516,634.00
Total Other Assets	\$ 516,634.00	\$ 516,634.00
TOTAL ASSETS	\$ 3,753,368.57	\$ 3,914,823.99
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2600 Accounts Payable	75.00	7,504.66
Total Accounts Payable	\$ 75.00	\$ 7,504.66
Other Current Liabilities		
2601 Accrued P/R	0.00	0.00
2602 Accounts Payable Manual	0.00	0.00
2604 Deferred Grant	0.00	0.00

**Southern Tier Library System
Treasurer's Report
As of February 28, 2025**

	Total	
	As of Feb 28, 2025	As of Jan 31, 2025
2605 Retainage Payable	0.00	0.00
2625 Payroll Deductions Payable	1,471.76	-0.04
2626 Flex Spending Deduction Payable	724.67	657.45
2627 PFL Payable to Insurance	4,148.54	3,854.71
2630 Due to Member Libraries Pay Pal	0.00	0.00
2635 Capital Notes Payable	81,079.86	83,327.64
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	\$ 345,368.56	\$ 345,783.49
Total Current Liabilities	\$ 345,443.56	\$ 353,288.15
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	\$ 763,342.56	\$ 771,187.15
Equity		
3200 Fund Balance Unrestricted	2,344,464.25	2,344,464.25
3910 Board Restricted Capital Reserv	350,000.00	350,000.00
3911 Donor Restricted Capital Reserv	80,149.19	80,149.19
Net Revenue	215,412.57	369,023.40
Total Equity	\$ 2,990,026.01	\$ 3,143,636.84
TOTAL LIABILITIES AND EQUITY	\$ 3,753,368.57	\$ 3,914,823.99

Official Depository: Cummunity Bank NA

Money Market: 0.03 Rate of Return

Checking Account: 0.01 Rate of Return

Certificates of Deposit: 3.392% and 4.0184% interest

**Southern Tier Library System
Financial Clerks Report
February 2025**

	Feb-25	Jan-25
Revenue		
4719 Interest	1,609.78	2,282.35
4723 Member Library Cost Share		419,395.00
4724 Member Library IT Contracts		2,400.00
4725 Grants Revenue		500.00
4731 Arkport Support	1,724.02	
4735 Non State Aid Pass Through	739.79	141,664.83
4781 Retiree Health Ins Payments		1,966.80
4784 General Reimbursements & Refund		3,843.56
Total Revenue	\$ 4,073.59	\$ 572,052.54
Gross Profit	\$ 4,073.59	\$ 572,052.54
Expenditures		
5100 Salaries		
5141 Professional Salaries	35,897.32	40,568.72
5142 Non-Professional Salaries	43,780.46	48,752.30
Total 5100 Salaries	\$ 79,677.78	\$ 89,321.02
5150 Personnel Benefits		713.00
5153 Social Security	5,845.72	6,583.42
5154 Workers Compensation	277.07	471.90
5157 Health Insurance	14,204.41	27,616.86
5158 Payroll Expense - Other	1,019.72	1,246.10
Total 5150 Personnel Benefits	\$ 21,346.92	\$ 36,631.28
5204 STLS Software & Small Equipment	575.63	
5205 Maintenance Contracts & Leases	550.27	1,026.92
5408 Platform Fees & Licenses	174.00	
5409 STLS Telephone/Internet	15,768.13	16,532.24
5417 Library Materials	1,416.91	2,676.10
5418 Consultant Collection	576.94	50.00
5419 Electronic Materials		95.00
5420 Staff Development Travel	2,039.15	1,123.47
5422 Trustee Mileage	80.92	
5424 Conference Registration	1,620.00	
5425 Staff & Member Library Mileage	197.47	
5427 Programming & Annual Conference		250.00
5428 Meeting Supplies	646.83	
5430 Office Supplies	94.51	201.80
5433 Postage	1,002.10	
5434 Public Relations	1,019.38	1,724.60
5435 Member Library Pass through	11,888.33	19,614.47
5442 Professional Fees	267.00	2,981.00
5444 Accounting Support & Audit	286.50	99.00

**Southern Tier Library System
Financial Clerks Report
February 2025**

	Feb-25	Jan-25
5450 Utilities	2,107.13	546.56
5451 Building Maintenance & Repairs	697.41	750.05
5454 Commercial Insurance	955.13	955.13
5471 Vehicle Maintenance & Repairs	1,408.22	339.99
5473 Vehicle Fuel	1,443.68	
5474 Vehicle Insurance	495.96	496.96
5480 Greenwood Reading Center Exp	1,558.05	3,239.22
5485 Arkport Expense Account	2,028.68	1,724.02
5490 Grants	7,761.39	22,650.31
Total Expenditures	\$ 157,684.42	\$ 203,029.14
Net Operating Revenue	-\$ 153,610.83	\$ 369,023.40
Net Revenue	-\$ 153,610.83	\$ 369,023.40

Personnel & Policies Committee

Meeting Minutes

Tuesday, March 11, 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

Excused: Richard Ahola

Administration: Erika Jenns and Brian M. Hildreth

POLICIES

Bylaws – Review

Approve Proposed Bylaws Revisions

Personnel & Policies Committee Recommendation: The STLS Board of Trustees approves the proposed Bylaws revisions as presented at the January 21, 2025 board meeting, and considers any revisions incorporated during board meeting discussion.

Motion by M-C Krebs, Seconded by S. McGill. Passed unanimously out of committee.

Records Retention & Disposition Policy – Review

B. Hildreth provided a draft document for the committee to review. The committee made a few grammatical edits and recommendations. The committee also asked specific questions about schedule changes. B. Hildreth provided answers to their questions. The committee agreed the proposed edits and revisions were ready for full board review at March's meeting. B. Hildreth agreed to place the document in this month's board meeting packet.

Social Justice Activities Plan – Review

Members of the committee continued their review of the proposed plan. Revisions were made to pages 2 through 4 of the 8 page document. The committee agreed to continue their review at April's meeting.

ILS Specialists' Job Descriptions

B. Hildreth provided a draft of the Part Time ILS Specialist job description. The committee had limited time to review. B. Hildreth provided an overview of the proposed changes, and informed the committee that the ILS Manager and ILS Specialists were involved in the review process. The committee offered a few minor grammatical revisions. The remainder of the job description will be completed at April's committee meeting.

2024/2025 Executive Director's Performance Objectives

B. Hildreth provided a brief update of work completed to date on performance objectives. He said ILS Cost Share and Digital Library Contribution proposals have been presented to the Finance and Facilities Committee, and he will make a presentation to the Directors' Advisory Council in March. He also said an index has been created for organizing the Records Retention Room, so administrative staff can begin disposition based on the current policy. He also noted STLS' applications for Appalachian Regional Commission funding are either under review, or will be started in the coming months. He said a written update on performance objectives would be provided at April's committee meeting.

Meeting adjourned at 1:06 p.m.

Minutes respectfully submitted by: Brian M. Hildreth

RECORDS RETENTION & DISPOSITION POLICY

The purposes of the Policy include (a) retention and maintenance of documents necessary for the proper functioning of the Southern Tier Library System as well as to comply with applicable legal requirements; (b) disposition of documents which no longer need to be retained; and (c) guidance for **library system administrators**, the Board of Trustees, STLS staff, and other stakeholders with respect to their responsibilities concerning document retention and disposition.

Administration

The ~~Business Manager~~ and Executive Director **and Assistant Director – Director of Librarianship** shall be the administrators (“Administrator”) in charge of ~~the~~ implementing this Policy **in partnership with the Division of Administration staff**. The Administrator’s responsibilities shall include supervising and coordinating the retention and destruction of documents pursuant to this Policy and particularly the Document Retention Schedule included below. The Administrator’s shall also be responsible for documenting the actions taken to maintain and/or destroy organization documents and retaining such documentation. The Administrators may also modify the Document Retention Schedule as necessary to comply with law and/or to include additional or revised document categories as may be appropriate to reflect **updated** organizational policies and procedures. Modifications must be reviewed and approved by the Board of Trustees.

Privacy

It shall be the responsibility of the Administrators to determine how privacy laws will apply to the organization’s documents from, and with respect to, employees and other constituencies; to establish reasonable procedures for compliance with such privacy laws; and to allow for their audit and review on a regular basis.

Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the Document Retention Schedule will be maintained for the appropriate amount of time. Backup and recovery methods will be tested on a regular basis.

Emergency Planning

STLS records will be stored in a safe, secure, and accessible manner, **in fire- and water-resistant organizers**, ~~This includes appropriate fire and water resistant organizers,~~ and where appropriate stored electronically.

Document Destruction

The Administrators are responsible for the ongoing process of identifying records which have met the required retention period and **for** overseeing their disposition. Disposition of financial and personnel-related documents will be accomplished by shredding. Document disposition will be suspended immediately upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Disposition will be reinstated upon conclusion of **any** ~~the~~ investigation **or lawsuit**.

Compliance

Unauthorized modifications to or removal of records from STLS is not permitted. Disposition of records not in accordance with the Schedule below is prohibited.

Document Retention Schedule

<u>Document Type</u>	<u>Retention Period</u>
Accounting and Finance	
Annual Financial Statements and Audit Reports	Permanent
Cash Disbursements	Permanent
Cash Receipts	Permanent
Canceled Checks – special (e.g. taxes, loan payment)	Permanent
Chart of Accounts	Permanent
Depreciation Schedules	Permanent
General Journal	Permanent
General Ledger	Permanent
Payroll records (NYS Retirement Recommendation)	55 years
Time cards and employee absence records	7 years
Accounts Payable Ledger and Schedules	7 years
Accounts Receivable Ledger and Schedules	7 years
Bank Reconciliations	7 years
Bank Statements, Deposit Books & Deposit Slips	7 years
Canceled Checks – routine	7 years
Check Copies/Stubs	7 years
Claim Sheets (Vouchers) and supporting bills	7 years
Division of Library Development Aid & Grant Statements	7 years
Employee Requests for Leave	7 years
Invoices to Customers/Member Libraries	7 years
Budget	
Annual budget official copy when not included in minutes	Permanent
Budget status report (Cumulative)	7 years
Mid-Year budget revisions	Permanent
Preliminary or tentative budget	7 years
Special budget filed with State or Federal agency	Permanent
Grants Received and Disbursed	
Grant Applications, Proposal Agreement, Narrative, Evaluation, and Annual Report for Approved Grants	7 years after close of grant
Corporate and Exemption	
Agendas and Other Board Meeting Documents	7 years
Board of Trustee Meeting Minutes	Permanent
Bylaws and Amendments	Permanent
Charter	Permanent

Disclosure of Interest Forms

Employer Identification (EIN)

IRS Exemption Determination Letter

Licenses and Permits

SAM.gov Account and Unique Entity Identifier (UEI)

Sexual Harassment Prevention Training Certification

State Exemption Determination Letter

7 years

Permanent

Permanent

Permanent

Permanent

7 years

Permanent

Correspondence and Internal Memoranda

Correspondence and internal memoranda important to the organization or having lasting significance

Permanent, subject to review

Electronic Mail (E-mail) to or from the organization

Electronic mail (e-mails) relating to a particular topic otherwise addressed in this Schedule should be retained for the same period as the topic to which they email relates, but may be retained in hard copy form with the document to which they relate.

E-mails considered important to the organization or of lasting significance should be printed and stored in a central repository.

Permanent, subject to review

Employment, Personnel and Retirement

Employment Applications

Employee Benefit Plans

Personnel Records (NYS Retirement Recommendation)

Retirement/Pension records (NYS Retirement)

3 years

Permanent

Permanent

Permanent

Insurance

Accident Reports and Insurance Claims Records

General Liability Insurance Policies

Property, D&O, Workers' Compensation and Disability

7 years

Permanent

7 years

Legal and Contracts

Contracts, related correspondence and other supporting documentation (still in effect)

Legal correspondence

Contracts, related correspondence and other supporting documentation (expired)

Permanent

Permanent

7 years after termination

Management and Miscellaneous

Annual Statistical Report of Member Libraries

Member Libraries Annual Reports to Education Department

NYS Public Library Construction Aid

Policies and Procedures Manual

Strategic Plans

Summary of Library System Cost Share Schedules

Permanent

Permanent

7 years after close of grant

Current version with revision history

7 years after expiration

7 years after termination

Property – Real and Personal

Personal Property Leases	10 years after termination
Property deeds and purchase/sale agreements	Permanent
Property Tax	Permanent
Real Property Leases	Permanent

Purchasing

Purchase Order, or similar record, used to obtain materials, supplies, or services.	7 years
Purchase request, estimate or similar record, used to make purchase.	7 years
Performance guarantee or written warranty for products or similar record.	7 years
Invoice statement or similar notification by vendor.	7 years
Packing slip, shipping ticket, or similar record used to verify receipt of materials or supplies	7 years
List or abstract of purchase orders, claims or contracts	7 years
Standing order file, used for purchase of materials/supplies received on a regular basis	7 years

Survey Records

Completed survey forms	0 after survey results prepared
Survey results, including official copy of survey form	7 years after completion

Tax

Annual information returns (W2, W3, 1099 etc.)	Permanent
IRS Rulings	Permanent
Tax returns and worksheets – federal & state	Permanent

***Approved by the Southern Tier Library System Board of Trustees September 16, 2003;
Reviewed and revised April 16, 2019, MM/DD/YYYY***

Finance & Facilities Committee

Meeting Minutes

March 10, 2025 – 1:00 pm

Meeting Location: Southern Tier Library System



Present: Betsy Gorman, Brian Hildreth and Sisi Barr

Excused: Richard Urban and Louise Richardson

Meeting was called to order at 1:15 pm.

Review of Financial Statements - Brian reviewed January and February financial statements with the committee.

Treasurer's Report – January's report as compared to 2024 was up about \$100,000.00. February's report comparison was about \$92,000.00 less than February 2023. Brian stated this is due to paying down our USDA loan. Brian did a review of our financials revealing that our balances remain consistent over time. We remain in good standing. Brian stated that depreciation will be reflected in next month's reports.

Financial Clerk's Report – January's report highlights include Item 4723 – Member Library Cost Share, 50% of revenues received; Item 4733 – Non-State Aid Pass Through for digital library acquisitions through Overdrive pass through to member libraries. Expenditures include Item 5157 – Health Insurance – HSA payment of approximately \$10,000.00. Item – 5442 – Professional Fees – annual cost for New York Library Association and Item 5490 – Grants for Central Library purchasing. February's highlights include Item – 5420 Staff Development Travel for Advocacy Day, Item – 5424 Conference Registration for conference on SirsiDynix. Item- 5433 – Postage for 6 months and Item – 5450 Utilities for annual fee in an energy consortium. Brian stated that both the NYS Operating Aid and Construction Aid may be lower in 2025 due to the Executive Budget. We are waiting on one house budgets from the Senate and Assembly.

Profit - Loss Vs Actual Statement – Our cash flow is in good shape. Our salary spending is on budget. Going forward the Revenue Difference column will be reflected as a negative number showing what revenues still need to be expended.

Deposit Summary and Expenditures Report – will be included in board packet.

Independent Audit – The 2024 annual audit will be the week of May 12th.

Annual Statistical Report to NYS Library - April 2025

Annual Financial Report to NYS Comptroller – June 2025

2026 – 2028 ILS Cost Share and Digital Library Contributions – Brian discussed the ILS Cost Share increase of a proportional amount the first year and then 4% increases over the final two years. He will present proposed fees at March's Directors' Advisory Council meeting.

Facilities – items were not discussed.

The meeting was adjourned at 2:05 pm.

Respectfully submitted: Sisi Barr, Treasurer



Program Information

New York State has approved capital funds for public library construction. The STLS Board of Trustees – Construction Aid Review Committee is now accepting *Notifications of Intent to Apply*. It is important to note this year’s committee considerations...

1. Improved Accessibility
2. Improved Energy Efficiencies
3. Phased Building Additions/Expansion or New Building
4. Serving Underserved
5. *Projects that can be completed with 50% NYS matching funds.

***While all STLS chartered member libraries qualify for a 75% funding match, libraries should anticipate covering more of the match if necessary.** This allows our library system to maximize NYS’ investment in local library buildings.

A project minimum of \$5,000 is required. Decide the amount requested carefully – the library can’t appeal for more funds, and is also required to completely expend the funds as described in the application.

Routine maintenance is **not** an eligible expense, including masonry repointing, replacement of carpeting, roof repair, repainting, refinishing, etc. Books, library materials, or computer technologies are also ineligible expenses for this program.

In order to be considered for Construction Aid in 2025, please submit the following documents to the STLS Construction Aid Review Committee through STLS Delivery by **June 13, 2025**:

1. **Notification of Intent to Apply**
2. **Contractor Bid/Quote**
3. **Facility Plan** (can be of your own making or use the attached *Library Facility Plan* template)
4. ****Approval Letter from State Historic Preservation Office** if your library is more than 50 years old
 - a. Requests for approval must be made through the CRIS online portal: <https://cris.parks.ny.gov>
 - i. Use CRIS as a GUEST if you don’t have a current account
 - ii. Select Submit from the top bar menu (unless you have a number with SHPO)
 - iii. Choose Consultation Project from the list of wizards on the Submit page
 - b. Receipt of this mandatory letter can take weeks or months – don’t delay!**
5. **Lease Agreement** if the library doesn’t own the building or land, it must certify that the lease agreement stands for a minimum of 10 years from the anticipated date of project completion, and demonstrate written support from the building’s owner.

***In addition to obtaining a contractor quote, SHPO approval is the first grant requirement libraries should work towards. STLS cannot move applications to NYS if you do not have this letter by August 22, 2025. This is**

why you must get SHPO approval after you determine your project, and receive a cost estimate from a contractor. It is ideal to have this SHPO approval letter prior to submitting your Intent to Apply (June 13, 2025).

STLS timeline for 2025/2026 NYS Public Library Construction Aid applications

Friday, June 13, 2025: Deadline to submit Intent to Apply packet to STLS Construction Aid Review Committee **(Send packets via STLS Delivery addressed to Construction Aid Review Committee).** **Print packet materials single-sided, and paper clip together. Do not staple your documents.**

Tuesday, June 24, 2025: Committee meets with member libraries in-person or online via MS Teams to hear proposed projects.

Week of June 30, 2025: Member libraries are notified of Review Committee's decision.

July 1 – August 22, 2025: Libraries work on applications following committee approval.

Friday, August 22, 2025: Applications must be completed online through STLS support.

September 2025 – February 2026: The State Library may ask libraries to revise applications based on state-level review.

October – December 2026: *New York State announces successful applicants and issues funds to libraries.*

July 1, 2025 - June 30, 2031: This is the window for when construction can begin, and when it must be completed.

For more information contact Brian Hildreth, communitylibrarypartner@stls.org.

Notification of Intent to Apply Form

Director Name: _____

Library: _____

Library FEIN#/SED vendor #: _____

Describe the project in one sentence: _____

Describe the project briefly but completely: _____

How will this project improve service to community members? _____

If the project is funded, when will it begin? _____ ? End? _____ (month approximations)

This year's total cost of project: _____

Funding requested (eligible for up to 75% of Cost): _____

Can the library complete this project if only awarded a 50% match?: _____ Yes _____ No

Was this project identified through the STLS Coordinated Facilities Planning program? _____ Yes _____ No

Library Director Name

Library Director Signature

Date

Board President Name

Board President Signature

Date

If awarded funding through the NYS Public Library Construction Aid program, the library will begin the project within 180-days of award, and complete the project within 5-years of project start. For more information, please contact Brian Hildreth, STLS Executive Director (communitylibrarypartner@stls.org).

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

Southern Tier Library System

Unpaid Bills

As of March 7, 2025

Handwritten: 3/6/25

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Armstrong				
03/07/2025	Bill	0772021-01 3/25	03/07/2025	✓ 119.51
Total for Armstrong				\$119.51
Armstrong Telecommunications				
03/07/2025	Bill	0888050-01 325	03/07/2025	✓ 160.60
Total for Armstrong Telecommunications				\$160.60
Bontorno, Mairi				
03/07/2025	Bill	2025 Ann Rep Mlage	03/07/2025	✓ 41.02
Total for Bontorno, Mairi				\$41.02
CDW-G				
03/07/2025	Bill	AC74Z4J	03/07/2025	✓ 414.00
Total for CDW-G				\$414.00
Clearly IP				
920-383-3100				
03/07/2025	Bill	INV-158709	03/07/2025	✓ 414.37
Total for Clearly IP				\$414.37
Corning Community College				
(607) 862-8490				
12/31/2024	Bill	C00117354 121824	12/31/2024	✓ 75.00
Total for Corning Community College				\$75.00
Corning Natural Gas				
607-836-3755				
03/07/2025	Bill	February 2025	03/07/2025	✓ 489.82
Total for Corning Natural Gas				\$489.82
Eastern Managed Print Network				
315-474-7000				
03/07/2025	Bill	IN4813738	03/07/2025	✓ 549.95
Total for Eastern Managed Print Network				\$549.95
Excellus BC BS				
03/07/2025	Bill	Mar 2025	03/07/2025	✓ 5,818.81
03/07/2025	Bill	March 2025 Den	03/07/2025	✓ 310.00
Total for Excellus BC BS				\$6,128.81
Ingram Library Services				
800-937-5300 opt 1				
03/07/2025	Bill	86720561	03/07/2025	✓ 10.78
Total for Ingram Library Services				\$10.78
Mango Languages				
248-254-7450 ext 829				
03/07/2025	Bill	INV015455	03/07/2025	✓ 18,550.00
03/07/2025	Bill	INV015457	03/07/2025	✓ 5,500.00
Total for Mango Languages				\$22,050.00
Moses, Elizabeth				
607-368-3810				

Southern Tier Library System

Unpaid Bills

As of March 7, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
03/07/2025	Bill	021225	03/07/2025	✓ 100.00
Total for Moses, Elizabeth				\$100.00
Nichols, Andrea				
03/07/2025	Bill	2025 Ann Rep Milage	03/07/2025	✓ 53.90
Total for Nichols, Andrea				\$53.90
NYSEG				
03/07/2025	Bill	Feb 2025	03/07/2025	✓ 485.84
Total for NYSEG				\$485.84
Overdrive				
216-573-8888				
03/07/2025	Bill	01453DA25052689	03/07/2025	✓ 200.00
03/07/2025	Bill	01453CO25053080	03/07/2025	✓ 362.50
03/07/2025	Bill	01453CO25053087	03/07/2025	✓ 448.51
03/07/2025	Bill	01453CO25053088	03/07/2025	✓ 429.31
03/07/2025	Bill	01453CO25055350	03/07/2025	✓ 100.45
03/07/2025	Bill	01453DA25058203	03/07/2025	✓ 288.23
Total for Overdrive				\$1,828.00
Rettner & Sons LLC				
807-973-2331				
03/07/2025	Bill	4718	03/07/2025	✓ 585.05
Total for Rettner & Sons LLC				\$585.05
Rumsey, Leigh Ann				
03/07/2025	Bill	2025 Ann Rep Milage	03/07/2025	✓ 30.10
Total for Rumsey, Leigh Ann				\$30.10
Smith, Amanda				
03/07/2025	Bill	2025 Ann Rep Milage	03/07/2025	✓ 91.00
Total for Smith, Amanda				\$91.00
Spectrum				
03/07/2025	Bill	149854001 021425	03/07/2025	✓ 1,750.00
Total for Spectrum				\$1,750.00
Suffolk Cooperative Library System				
631-286-1800				
03/07/2025	Bill	808	03/07/2025	✓ 150.00
Total for Suffolk Cooperative Library System				\$150.00
Westbrook, Stephen				
03/07/2025	Bill	020525 Gratuity	03/07/2025	✓ 250.00
Total for Westbrook, Stephen				\$250.00
WEX Bank				
03/07/2025	Bill	103170888	03/07/2025	✓ 1,347.38
Total for WEX Bank				\$1,347.38
Wildnson, Molly				
03/07/2025	Bill	2025 Ann Rep Milage	03/07/2025	✓ 45.50

Southern Tier Library System

Unpaid Bills

As of March 7, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Total for Wilkinson, Molly				\$45.50 ✓
TOTAL				\$37,180.04

Southern Tier Library System

Unpaid Bills
As of February 21, 2025

2/19/25

2/19/25

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Armstrong				
02/21/2025	Bill	0772021-01 2/25	02/21/2025	✓ 119.51
Total for Armstrong				\$119.51 ✓
Armstrong Telecommunications				
02/21/2025	Bill	0859904-01 2/25	02/21/2025	✓ 210.55
Total for Armstrong Telecommunications				\$210.55 ✓
Baker & Taylor				
800-340-5370				
02/21/2025	Bill	2038808747	02/21/2025	✓ 17.06 ✓
02/21/2025	Bill	2038846129	02/21/2025	✓ 468.38 ✓
02/21/2025	Bill	2038834997	02/21/2025	✓ 40.76 ✓
Total for Baker & Taylor				\$524.20
Brown, Lorie				
02/21/2025	Bill	Medicare B 2/25	02/21/2025	✓ 102.22 ✓
Total for Brown, Lorie				\$102.22
Button, Vickie				
02/21/2025	Bill	Medicare B 2/25	02/21/2025	✓ 102.22 ✓
Total for Button, Vickie				\$102.22
Casella Waste Services				
807-796-2000				
02/21/2025	Bill	2340576	02/21/2025	✓ 132.36 ✓
Total for Casella Waste Services				\$132.36
Clearly IP				
920-383-3100				
02/21/2025	Bill	INV-153335	02/21/2025	✓ 414.37 ✓
Total for Clearly IP				\$414.37
CPE InterLink				
807-734-7988				
02/21/2025	Bill	25-0102	02/21/2025	✓ 576.50 ✓
Total for CPE InterLink				\$576.50
Dell Marketing LP				
800-456-3355				
02/21/2025	Bill	10790847450	02/21/2025	✓ 180.50 ✓
02/21/2025	Bill	10783723138	02/21/2025	✓ 180.50 ✓
02/21/2025	Bill	10783723128	02/21/2025	✓ 180.50 ✓
Total for Dell Marketing LP				\$481.50
Eastern Managed Print Network				
315-474-7000				
02/21/2025	Bill	IN4584890	02/21/2025	✓ 549.95 ✓
Total for Eastern Managed Print Network				\$549.95
Empire Natural Gas				
807-556-7851				
02/21/2025	Bill	WSTLS-0296676	02/21/2025	✓ 194.08 ✓

Southern Tier Library System

Unpaid Bills

As of February 21, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Total for Empire Natural Gas				\$184.08
Energy Cooperative of America				
02/21/2025	BILL	1032041	02/21/2025	✓ 1,012.44 ✓
Total for Energy Cooperative of America				\$1,012.44
English, Darleen				
007-388-9157				
02/21/2025	BILL	Medicare B 2/25	02/21/2025	✓ 102.22 ✓
Total for English, Darleen				\$102.22
Erie Insurance Company				
800-458-0811				
02/21/2025	BILL	March 2025	02/21/2025	✓ 1,728.16 ✓
Total for Erie Insurance Company				\$1,728.16
First Bankcard				
1-800-819-4249				
02/21/2025	BILL	4418229218409335225	02/21/2025	✓ 903.13 ✓
02/21/2025	BILL	4418229257566235225	02/21/2025	✓ 79.78 ✓
02/21/2025	BILL	4418228439079160225	02/21/2025	✓ 926.43 ✓
02/21/2025	BILL	4418229257194929225	02/21/2025	✓ 205.16 ✓
02/21/2025	BILL	4418229234327727225	02/21/2025	✓ 329.78 ✓
02/21/2025	BILL	4418228404723829225	02/21/2025	✓ 148.38 ✓
02/21/2025	BILL	4418228412575992225	02/21/2025	✓ 294.14 ✓
02/21/2025	BILL	4418228439328439225	02/21/2025	✓ 1,620.81 ✓
02/21/2025	BILL	4418228439631229225	02/21/2025	✓ 618.28 ✓
Total for First Bankcard				\$5,129.55
FirstLight Fiber				
02/21/2025	BILL	19211732	02/21/2025	✓ 900.00 ✓
Total for FirstLight Fiber				\$900.00
Friendly Freds				
607-937-8223				
02/21/2025	BILL	33205	02/21/2025	✓ 373.00 ✓
02/21/2025	BILL	33204	02/21/2025	✓ 491.98 ✓
Total for Friendly Freds				\$864.98
Gale/CENGAGE Learning				
02/21/2025	BILL	86098153	02/21/2025	✓ 28.59 ✓
02/21/2025	BILL	86077402	02/21/2025	✓ 22.39 ✓
02/21/2025	BILL	86026151	02/21/2025	✓ 735.01 ✓
Total for Gale/CENGAGE Learning				\$785.99
Hallahan, Sheila				
02/21/2025	BILL	Medicare B 2/25	02/21/2025	✓ 102.22 ✓
Total for Hallahan, Sheila				\$102.22
Holden, Loretta				
8077384910				
02/21/2025	BILL	Medicare B 2/25	02/21/2025	✓ 102.22 ✓

Southern Tier Library System

Unpaid Bills

As of February 21, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Total for Holden, Loretta				\$102.22 ✓
Ingram Library Services				
800-937-5300 opt 1				
02/21/2025	BILL	86325338	02/21/2025	✓ 89.89 ✓
02/21/2025	BILL	84624437	02/21/2025	✓ 17.10 ✓
02/21/2025	BILL	86623316	02/21/2025	✓ 34.16 ✓
02/21/2025	BILL	86455484	02/21/2025	✓ 84.67 ✓
Total for Ingram Library Services				\$225.82
Litwiler-Sutherby, Kendyl				
02/21/2025	BILL	021225 Mileage	02/21/2025	✓ 35.91 ✓
02/21/2025	BILL	012925 Mileage Reimb	02/21/2025	✓ 51.87 ✓
Total for Litwiler-Sutherby, Kendyl				\$87.78
McPherson, Marcia				
02/21/2025	BILL	Medicare B 2/25	02/21/2025	✓ 102.22 ✓
Total for McPherson, Marcia				\$102.22
Nelson, Jane				
252-751-4547 (h)				
02/21/2025	BILL	Medicare B 2/25	02/21/2025	✓ 102.22 ✓
Total for Nelson, Jane				\$102.22
NYLA				
518-432-8852 ext 103				
02/21/2025	BILL	3534	02/21/2025	✓ 195.00 ✓
Total for NYLA				\$195.00
NYSEG				
02/21/2025	BILL	Jan 2025	02/21/2025	✓ 514.43 ✓
Total for NYSEG				\$514.43
NYSHIP				
02/21/2025	BILL	616	02/21/2025	✓ 13,388.93 ✓
Total for NYSHIP				\$13,388.93
Overdrive				
218-573-6886				
02/21/2025	BILL	01453CO25028024	02/21/2025	✓ 374.09 ✓
02/21/2025	BILL	01453CO25037598	02/21/2025	✓ 2,621.44 ✓
02/21/2025	BILL	01453CO25037614	02/21/2025	✓ 1,207.88 ✓
02/21/2025	BILL	01453CO25037758	02/21/2025	✓ 838.75 ✓
02/21/2025	BILL	01453CO25043114	02/21/2025	✓ 354.91 ✓
02/21/2025	BILL	01453CO25043127	02/21/2025	✓ 75.00 ✓
02/21/2025	BILL	01453CO25043134	02/21/2025	✓ 5,720.40 ✓
02/21/2025	BILL	01453DA25045867	02/21/2025	✓ 484.48 ✓
02/21/2025	BILL	01453CO25048388	02/21/2025	✓ 79.93 ✓
02/21/2025	BILL	01453CO25048513	02/21/2025	✓ 367.48 ✓
02/21/2025	BILL	01453CO25048525	02/21/2025	✓ 236.97 ✓
Total for Overdrive				\$12,378.71

Southern Tier Library System

Unpaid Bills

As of February 21, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Passage, Mary				
02/21/2025	BII	Medicare B 2/25	02/21/2025	✓ 102.22 ✓
Total for Passage, Mary				\$102.22
Quiggle, Mary Kay				
607-542-0886				
02/21/2025	BII	Medicare B 2/25	02/21/2025	✓ 102.22 ✓
Total for Quiggle, Mary Kay				\$102.22
Reitterer & Sons LLC				
607-673-2331				
02/21/2025	BII	4683	02/21/2025	✓ 565.05 ✓
Total for Reitterer & Sons LLC				\$565.05
SCRLO				
607-273-9106				
12/31/2024	BII	7067	12/31/2024	✓ 2,915.00 ✓
Total for SCRLO				\$2,915.00
Spectrum				
02/21/2025	BII	240616301 020125	02/21/2025	✓ 425.00 ✓
02/21/2025	BII	145513901 020125	02/21/2025	✓ 500.00 ✓
02/21/2025	BII	145511001 020125	02/21/2025	✓ 500.00 ✓
02/21/2025	BII	120225701 020125	02/21/2025	✓ 69.98 ✓
02/21/2025	BII	145510901 020125	02/21/2025	✓ 500.00 ✓
02/21/2025	BII	145202001 020125	02/21/2025	✓ 500.00 ✓
02/21/2025	BII	225336201 020125	02/21/2025	✓ 500.00 ✓
02/21/2025	BII	241109301 020125	02/21/2025	✓ 69.98 ✓
02/21/2025	BII	224328601 020125	02/21/2025	✓ 500.00 ✓
02/21/2025	BII	066223501 020125	02/21/2025	✓ 159.98 ✓
Total for Spectrum				\$3,754.94
Staples Business Credit				
888-753-4103				
02/21/2025	BII	7003663412	02/21/2025	✓ 216.66 ✓
Total for Staples Business Credit				\$216.66
Thomas, Karin				
02/21/2025	BII	021325 Mileage Reimb	02/21/2025	✓ 36.40 ✓
Total for Thomas, Karin				\$36.40
United States Postal Service				
02/21/2025	BII	Feb 2024	02/21/2025	✓ 1,000.00 ✓
Total for United States Postal Service				\$1,000.00
Verizon Wireless				
800-922-0204				
02/21/2025	BII	6104901161	02/21/2025	✓ 177.28 ✓
Total for Verizon Wireless				\$177.28
WEX Bank				
02/21/2025	BII	102545240	02/21/2025	1,443.68 ✓

Southern Tier Library System

Unpaid Bills

As of February 21, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Total for WEX Bank				\$1,443.88
Wigg, Ristina				
607-937-8040				
02/21/2025	BN	Medicare B 2/25	02/21/2025	102.22
Total for Wigg, Ristina				\$102.22
TOTAL				\$1,541.30

Southern Tier Library System

Unpaid Bills

As of February 7, 2025

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2/5/25

LD
2/5/2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Acton, Dan				
12/31/2024	Bill	Nov-Dec 2024 Mileage	12/31/2024	✓ 125.96 ✓
Total for Acton, Dan				\$125.96
Armstrong Telecommunications				
02/07/2025	Bill	0666050-01 225	02/07/2025	✓ 152.65 ✓
Total for Armstrong Telecommunications				\$152.65
Brown, Lorie				
02/07/2025	Bill	Medicare B 1/25	02/07/2025	✓ 102.22 ✓
Total for Brown, Lorie				\$102.22
Button, Vickie				
02/07/2025	Bill	Medicare B 1/25	02/07/2025	✓ 102.22 ✓
Total for Button, Vickie				\$102.22
Coming Natural Gas				
607-936-3755				
02/07/2025	Bill	January 2025	02/07/2025	✓ 386.18 ✓
Total for Coming Natural Gas				\$386.18
COSUGI				
801-226-6054				
02/07/2025	Bill	2025 Conference	02/07/2025	✓ 1,425.00 ✓
Total for COSUGI				\$1,425.00
EBSCO Information Services				
800-633-4604				
02/07/2025	Bill	8044768	02/07/2025	✓ 494.95 ✓
Total for EBSCO Information Services				\$494.95
English, Darleen				
607-368-9157				
02/07/2025	Bill	Medicare B 1/25	02/07/2025	✓ 102.22 ✓
Total for English, Darleen				\$102.22
Friendly Freds				
607-937-5223				
02/07/2025	Bill	33146	02/07/2025	✓ 307.33 ✓
Total for Friendly Freds				\$307.33
Gale/CENGAGE Learning				
02/07/2025	Bill	86057000	02/07/2025	✓ 40.78 ✓
Total for Gale/CENGAGE Learning				\$40.78
Haggstrom, David				
02/07/2025	Bill	012125 Mileage	02/07/2025	✓ 80.92 ✓
Total for Haggstrom, David				\$80.92
Hallahan, Sheila				
02/07/2025	Bill	Medicare B 1/25	02/07/2025	✓ 102.22 ✓
Total for Hallahan, Sheila				\$102.22
Holden, Loretta				
6077384910				

Southern Tier Library System

Unpaid Bills

As of February 7, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
02/07/2025	Bill	Medicare B 1/25	02/07/2025	✓ 102.22 ✓
Total for Holden, Loretta				\$102.22 ✓
Ingram Library Services 800-937-5300 opt 1				
02/07/2025	Bill	86245984	02/07/2025	✓ 81.99 ✓
02/07/2025	Bill	86248985	02/07/2025	✓ 92.83 ✓
Total for Ingram Library Services				\$174.82
Litwiller-Sutherby, Kendyl				
02/07/2025	Bill	011624 Mileage	02/07/2025	✓ 34.93 ✓
Total for Litwiller-Sutherby, Kendyl				\$34.93
McPherson, Marcia				
02/07/2025	Bill	Medicare B 1/25	02/07/2025	✓ 102.22 ✓
Total for McPherson, Marcia				\$102.22
Nelson, Jane 352-751-4547 (h)				
02/07/2025	Bill	Medicare B 1/25	02/07/2025	✓ 102.22 ✓
Total for Nelson, Jane				\$102.22
Overdrive 216-573-6886				
02/07/2025	Bill	01453CO25017236	02/07/2025	✓ 3,100.45 ✓
02/07/2025	Bill	01453CO25017240	02/07/2025	✓ 3,046.85 ✓
02/07/2025	Bill	01453DA25017925	02/07/2025	✓ 233.93 ✓
02/07/2025	Bill	01453DA25020371	02/07/2025	✓ 66.50 ✓
02/07/2025	Bill	01453CO25023716	02/07/2025	✓ 56.18 ✓
01/29/2025	Bill	01453CO25023721	01/29/2025	✓ 350.37 ✓
01/29/2025	Bill	01453CO25023726	01/29/2025	✓ 391.45 ✓
02/07/2025	Bill	01453DA25025945	02/07/2025	✓ 183.24 ✓
Total for Overdrive				\$7,438.97
Passage, Mary				
02/07/2025	Bill	Medicare B 1/25	02/07/2025	✓ 102.22 ✓
Total for Passage, Mary				\$102.22
Povero, Kelly				
02/07/2025	Bill	011625 Mileage	02/07/2025	✓ 38.36 ✓
Total for Povero, Kelly				\$38.36
Quiggle, Mary Kay 607-542-0886				
02/07/2025	Bill	Medicare B 1/25	02/07/2025	✓ 102.22 ✓
Total for Quiggle, Mary Kay				\$102.22
Southern Tier Network				
02/07/2025	Bill	6346	02/07/2025	✓ 1,000.00 ✓
02/07/2025	Bill	6347	02/07/2025	✓ 3,250.00 ✓
02/07/2025	Bill	6354	02/07/2025	✓ 3,845.00 ✓
02/07/2025	Bill	6360	02/07/2025	✓ 500.00 ✓

Southern Tier Library System

Unpaid Bills

As of February 7, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
02/07/2025	Bill	6374	02/07/2025	✓ 250.00 ✓
02/07/2025	Bill	6380	02/07/2025	✓ 250.00 ✓
02/07/2025	Bill	6383	02/07/2025	✓ 500.00 ✓
Total for Southern Tier Network				\$9,595.00
Wagner, Larissa				
12/31/2024	Bill	F 24 Edu Reim	12/31/2024	✓ 3,646.88 ✓
Total for Wagner, Larissa				\$3,646.88
Wigg, Ristina 607-937-5040				
02/07/2025	Bill	Medicare B 1/25	02/07/2025	✓ 102.22 ✓
Total for Wigg, Ristina				\$102.22
TOTAL				\$24,964.93

Southern Tier Library System

Unpaid Bills
As of January 24, 2025

1/22/25

1/22/25

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Armstrong				
01/24/2025	Bill	120000000408001 125	01/24/2025	121.37 ✓
Total for Armstrong				\$121.37
Armstrong Telecommunications				
01/24/2025	Bill	0659904-01 1/25	01/24/2025	210.55 ✓
Total for Armstrong Telecommunications				\$210.55
Baker & Taylor				
01/24/2025	Bill	2038758824	01/24/2025	213.91 ✓
Total for Baker & Taylor				\$213.91
Bath Library				
12/31/2024	Bill	2024 LLSA 100%	12/31/2024	3,847.00 ✓
Total for Bath Library				\$3,847.00
Casella Waste Services				
12/31/2024	Bill	2334781	12/31/2024	131.82 ✓
Total for Casella Waste Services				\$131.82
CDW-G				
12/31/2024	Bill	AC1G97X	12/31/2024	2,637.00 ✓
Total for CDW-G				\$2,637.00
Clearly IP				
01/24/2025	Bill	INV-150138	01/24/2025	2.83 ✓
01/24/2025	Bill	INV-150838	01/24/2025	2.55 ✓
Total for Clearly IP				\$4.98
Empire Natural Gas				
12/31/2024	Bill	WSTLS-0295671	12/31/2024	107.19 ✓
Total for Empire Natural Gas				\$107.19
Erie Insurance Company				
01/24/2025	Bill	February 2025	01/24/2025	1,823.99 ✓
Total for Erie Insurance Company				\$1,823.99
Excellus BC BS				
01/24/2025	Bill	Feb 2025	01/24/2025	5,818.61 ✓
01/24/2025	Bill	February 2025 Den	01/24/2025	310.00 ✓
Total for Excellus BC BS				\$6,128.61
First Bankcard				
01/24/2025	Bill	4418226439079180125	01/24/2025	1,125.22 ✓
12/31/2024	Bill	4418226412675992125	12/31/2024	439.03 ✓
01/24/2025	Bill	4418226412675992125b	01/24/2025	21.68 ✓

Southern Tier Library System

Unpaid Bills

As of January 24, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
12/31/2024	Bill	4418228438328438125	12/31/2024	✓ 179.34 ✓
01/24/2025	Bill	4418228438328438125b	01/24/2025	✓ 8.81 ✓
12/31/2024	Bill	4418228438831228125	12/31/2024	✓ 653.37 ✓
01/24/2025	Bill	4418228438831228125b	01/24/2025	✓ 374.74 ✓
Total for First Bankcard				\$2,901.89
FirstLight Fiber				
01/24/2025	Bill	18980733	01/24/2025	✓ 900.00 ✓
Total for FirstLight Fiber				\$900.00
Friendly Freda				
007-937-5223				
01/24/2025	Bill	33073	01/24/2025	✓ 135.01 ✓
Total for Friendly Freda				\$135.01
Gate/CENGAGE Learning				
01/24/2025	Bill	88031351	01/24/2025	✓ 27.19 ✓
01/24/2025	Bill	88042249	01/24/2025	✓ 32.79 ✓
Total for Gate/CENGAGE Learning				\$59.98
Hildreth, Brian				
12/31/2024	Bill	Oct-Dec 2024 Mileage	12/31/2024	✓ 325.82 ✓
Total for Hildreth, Brian				\$325.82
Ingram Library Services				
800-837-5300 opt 1				
01/24/2025	Bill	85983113	01/24/2025	✓ 1,429.72 ✓
01/24/2025	Bill	85983112	01/24/2025	✓ 50.00 ✓
01/24/2025	Bill	88019953	01/24/2025	✓ 813.28 ✓
01/24/2025	Bill	88115179	01/24/2025	✓ 85.68 ✓
01/24/2025	Bill	88115180	01/24/2025	✓ 119.90 ✓
Total for Ingram Library Services				\$2,488.56
Kanopy Inc				
01/24/2025	Bill	433163	01/24/2025	✓ 11,200.00 ✓
Total for Kanopy Inc				\$11,200.00
Krebs, Mary-Claire				
12/31/2024	Bill	2024 Mileage	12/31/2024	✓ 364.48 ✓
Total for Krebs, Mary-Claire				\$364.48
Litwiler-Sutherby, Kendyl				
12/31/2024	Bill	122724 Mileage	12/31/2024	✓ 20.80 ✓
Total for Litwiler-Sutherby, Kendyl				\$20.80
Miniatt, Elizabeth				
01/24/2025	Bill	011525 Presenter	01/24/2025	✓ 500.00 ✓
Total for Miniatt, Elizabeth				\$500.00
Multi Media Services				
807-838-3188				
01/24/2025	Bill	93784	01/24/2025	✓ 219.95 ✓
01/24/2025	Bill	93792	01/24/2025	✓ 52.15 ✓

Southern Tier Library System

Unpaid Bills

As of January 24, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
Total for Mult Media Services				\$272.10
Overdrive				
216-573-8886				
01/24/2025	BIII	01453CO25003694	01/24/2025	✓ 126.00 ✓
01/24/2025	BIII	01453CO25003736	01/24/2025	✓ 89.99 ✓
01/24/2025	BIII	01453DA25004789	01/24/2025	✓ 203.25 ✓
01/24/2025	BIII	01453CO25003683	01/24/2025	✓ 6,888.97 ✓
01/24/2025	BIII	01453DA25002200	01/24/2025	✓ 39.95 ✓
01/24/2025	BIII	01453CO25002535	01/24/2025	✓ 2,586.91 ✓
01/24/2025	BIII	01453CO25002570	01/24/2025	✓ 1,843.88 ✓
01/24/2025	BIII	01453SB25008478	01/24/2025	✓ 3,750.00 ✓
01/24/2025	BIII	01453CO25010041	01/24/2025	✓ 189.99 ✓
01/24/2025	BIII	01453CO25010047	01/24/2025	✓ 346.98 ✓
01/24/2025	BIII	01453CO25010049	01/24/2025	✓ 405.28 ✓
01/24/2025	BIII	01453CO2501617	01/24/2025	✓ 60.00 ✓
Total for Overdrive				\$16,331.20
Pathways Inc				
807-837-3295				
01/24/2025	BIII	2025 EAP Services	01/24/2025	✓ 713.00 ✓
Total for Pathways Inc				\$713.00
PULISDO				
831-288-1800 x1304				
01/24/2025	BIII	2025 Membership Dues	01/24/2025	✓ 400.00 ✓
Total for PULISDO				\$400.00
Smith, Amy				
01/24/2025	BIII	011225 Presenter	01/24/2025	✓ 250.00 ✓
Total for Smith, Amy				\$250.00
SysAid Technologies Ltd				
01/24/2025	BIII	INVIL106146	01/24/2025	✓ 5,618.00 ✓
Total for SysAid Technologies Ltd				\$5,618.00
Terp's Enterprises Inc				
01/24/2025	BIII	18126	01/24/2025	✓ 2,905.00 ✓
Total for Terp's Enterprises Inc				\$2,905.00
Time Warner Cable, PA				
01/24/2025	BIII	240816301 010125	01/24/2025	✓ 425.00 ✓
01/24/2025	BIII	145513901 010125	01/24/2025	✓ 500.00 ✓
01/24/2025	BIII	145511001 010125	01/24/2025	✓ 500.00 ✓
01/24/2025	BIII	120225701 010125	01/24/2025	✓ 69.98 ✓
01/24/2025	BIII	145510901 010125	01/24/2025	✓ 500.00 ✓
01/24/2025	BIII	145202001 010125	01/24/2025	✓ 500.00 ✓
01/24/2025	BIII	225336201 010125	01/24/2025	✓ 500.00 ✓
01/24/2025	BIII	241109301 010125	01/24/2025	✓ 69.98 ✓
01/24/2025	BIII	224328601 010125	01/24/2025	✓ 500.00 ✓

Southern Tier Library System

Unpaid Bills

As of January 24, 2025

DATE	TRANSACTION TYPE	NUM	DUE DATE	AMOUNT
01/24/2025	Bill	088223501 010125	01/24/2025	✓ 189.98 ✓
01/24/2025	Bill	143864001 011425	01/24/2025	✓ 1,750.00 ✓
Total for Time Warner Cable, PA				<u>\$5,504.94</u>
United Fire Equipment Inc				
607-425-6158				
01/24/2025	Bill	14437	01/24/2025	✓ 185.00 ✓
Total for United Fire Equipment Inc				<u>\$185.00</u>
Verizon Wireless				
800-922-0204				
01/24/2025	Bill	6102463211	01/24/2025	✓ 177.28 ✓
Total for Verizon Wireless				<u>\$177.28</u>
TOTAL				<u>\$58,267.48</u>

Deposit Summary

Doc. #24-28

03/03/2025

Summary of Deposits to Cash - Money Market on 03/04/2025

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
5890	Check	Whitesville	PT/phone	39.37
3674	Check	Avoca	Cost Share	4811.00
3675	Check	Avoca	Dark Fiber	330.00
8782	Check	Hammondsport	Pass Thru	25.99
8205	Check	Bath	Pass Thru	29.94
5465	Check	Belfast	Cost Share & Dark Fiber	6747.00
8651	Check	Rushford	Phone	60.60
5710	Check	Scio	Pass Thru	23.17
1093	Check	Prattsburgh	Pass Thru	46.34
DEPOSIT SUBTOTAL				12113.41
LESS CASH BACK				
DEPOSIT TOTAL				12113.41

Deposit Summary

[Signature]
2/20/2025

02/19/2025

Summary of Deposits to Cash - Money Market on 02/19/2025

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
14017	Check	Dundee	Cost Share	12370.00
31990	Check	Four County Library System	PT-Advocacy Day Bus	1452.50
5679	Check	Fillmore	Cost Share	10512.00
80292	Check	Andover	Dark Fiber	300.00
9346	Check	Cleary, Jule	Health Insurance	81.95
7479	Check	Cohocton	Cost Share & Dark Fiber	6202.00
174	Check	Rushville	Cost Share	2196.00
175	Check	Rushville	Dark Fiber	680.00
4999	Check	Little Genesee	Cost Share	2781.00
5185	Check	Bolivar	Cost Share & Dark Fiber	5707.00
		Canistota	Cost Share	5059.00
15110	Check	Penn Yan	IT Contract, Dark Fiber, & VoIP	1060.00
133	Check	Middlesex	Cost Share	2196.00
DEPOSIT SUBTOTAL				50597.45
LESS CASH BACK				
DEPOSIT TOTAL				50597.45

Deposit Summary

JD
2/12/2025

Summary of Deposits to Cash - Money Market on 02/12/2025

02/11/2025

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
103	Check	Hector	Cost Share	3379.00
5886	Check	Whitesville	Phone	41.23
7184	Check	Richburg	Cost Share	6006.00
4828	Check	Addison	Dark Fiber	300.00
23390	Check	Wellsville	Cost Share	29661.00
3973	Check	Savona	Cost Share	5282.00
3972	Check	Savona	Dark Fiber	300.00
4610	Check	Atlanta	Pass Thru & partial Dark Fiber	492.00
4619	Check	Atlanta	Dark Fiber balance	66.50
8466	Check	Rushford	Pass Thru phone	60.60
5887	Check	Whitesville	Pass Thru	64.35
4268	Check	Friendship	Cost Share & Dark Fiber	4471.00
27697	Check	Chautauqua-Cattaraugus Library System	G & G reimbursement	469.27
1740	Check	Homell	Cost Share, Dark Fiber, & Phone	17511.00
4541		Odessa	Cost Share & Dark Fiber	4966.00
3866	Check	Watkins Glen	Dark Fiber	300.00
8760	Check	Hammondsport	Cost Share & Dark Fiber	14168.00
7285	Check	CCLD-Elmira	Pass Thru	216.00
DEPOSIT SUBTOTAL				87753.95
LESS CASH BACK				
DEPOSIT TOTAL				87753.95

Deposit Summary

[Signature]
1/28/2025

BRIAN

01/23/2025

Summary of Deposits to Cash - Money Market on 01/23/2025

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
	ACH	NYS		22434.00
DEPOSIT SUBTOTAL				22434.00
LESS CASH BACK				
DEPOSIT TOTAL				22434.00

Deposit Summary

01/23/2025

Summary of Deposits to Cash - Money Market on 01/24/2025

[Handwritten signature]
11/23/25

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
2276	Check	CCLD-Elmira	Pass Thru	107.47
4822	Check	Addison	Cost Share	4949.00
5880	Check	Whitesville	Cost Share	3800.00
5705	Check	Scio	Cost Share	2984.00
5480	Check	Belmont	Cost Share	5789.00
5419	Check	Coming	Cost Share	85960.00
5414	Check	Coming	Dark Fiber & Phone	572.00
14002	Check	Dundee	Dark Fiber & Phone	1004.00
2908	Check	Howard	Cost Share	4183.00
4999	Check	Little Genesee	Cost Share	2781.00
1088	Check	Prattsburgh	Cost Share & Dark Fiber	4041.00
3121	Check	Jasper	Dark Fiber	255.00
3211	Check	Jasper	Cost Share	3662.00
8741	Check	Hammondsport	PT & IT Contracts	4052.17
3848	Check	Watkins Glen	Cost Share	14942.00
7260		CCLD-Elmira	Dark Fiber & Phone	2541.00
4613	Cash	Atlanta	Cost Share	3605.00
15090	Check	Penn Yan	Pass Thru	540.28
DEPOSIT SUBTOTAL				145767.92
LESS CASH BACK				
DEPOSIT TOTAL				145767.92

Deposit Summary

50
1/20/2025

Summary of Deposits to Cash - Money Market on 01/24/2025

01/23/2025

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
8196	Check	Bath	Cost Share, PT, Dark Fiber, & IT Contract	29847.00
50151	Check	Mid-York Library System	Reimbursement	245.81
33783	Check	North Country Library System	Reimbursement	245.81
1265	Check	Arkport	Cost Share	2283.00
1270	Check	Arkport	Payroll Reimbursement	2016.60
1269	Check	Arkport	Payroll reimbursement	2873.04
1268	Check	Arkport	Workers Comp	10.03
1266	Check	Arkport	Shared Svc	400.00
1267	Check	Arkport	Dark Fiber	216.00
23386	Check	Wellsville	Dark Fiber	450.00
9157	Check	Finger Lakes Library System	Reimbursement	379.89
10175	Check	Branchport	Dark Fiber	240.00
10176	Check	Branchport	Cost Share	7756.00
4578	Check	Canaseraga	Cost Share	2943.00
4577	Check	Canaseraga	Dark Fiber	420.00
DEPOSIT SUBTOTAL				50326.18
LESS CASH BACK				
DEPOSIT TOTAL				50326.18

Deposit Summary

1/20/2025

Summary of Deposits to Cash - Money Market on 01/27/2025

01/27/2025

CHECK NO.	PMT METHOD	RECEIVED FROM	MEMO	AMOUNT
16322	Check	Cuba	Cost Share & Dark Fiber	15250.00
2909	Check	Howard	Dark Fiber	330.00
80287	Check	Andover	Cost Share	4199.00
6197	Check	Wayland	Cost Share	11017.00
6195	Check	Wayland	Dark Fiber	450.00
6196	Check	Wayland	Phone	210.00
8641	Check	Rushford	Cost Share	5372.00
4288	Check	Montour Falls	Cost Share & Dark Fiber	4159.00
5273	Check	Almond	Dark Fiber	420.00
5272	Check	Almond	Cost Share	5043.00
12996	Check	Pulteney	Cost Share	4134.00
		Pulteney	Dark Fiber	270.00
4263	Check	Angelica	Cost Share & Dark Fiber	4208.00
1515	Check	Alfred	Cost Share & Dark Fiber	8172.00
5706	Check	Scio	Dark Fiber	150.00
6949	Check	South Central Regional Library Council	2024 Allegany Digitization Grant	500.00
DEPOSIT SUBTOTAL				63884.00
LESS CASH BACK				
DEPOSIT TOTAL				63884.00