



The Chemung County Library District, with neighborhood libraries in Big Flats, the Bookmobile, Elmira, Horseheads, Van Etten, West Elmira, and on the web at www.cclid.lib.ny.us

Agenda

The December 15, 2022 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday December 15, 2022 at 6:00 pm at Steele Memorial Library. The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Dworkin (607-398-2021), Mrs. Melott (733-8607), or Mr. Frank (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2022-73)
4. Treasurer's report
 - a) Financial report (document 2022-77)
 - b) Report of Unpaid Bills Detail (document 2022-78)
5. Correspondence
6. President's report (Dworkin)
7. Director's Report
 - Consent Item: Approval of Personnel Actions**
Resolved that the CCLD Board of Trustees approve the personnel actions as submitted.
8. Committee reports:
 - a) Executive Committee (Dworkin)
 - 1) Report of the Committee meeting (document 2022-75)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2022-76)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document 2022-74)
 - d) Personnel Committee (Appenzellar)
 - e) Election and Continuity Committee (Rogan)
9. Executive Session
10. Old business
11. New business
 - a) Update/presentation from HR consultant, Matt Burr
 - b) Review of proposed boiler work at Steele
 - c) Review of proposed maintenance service agreement with Chemung County
 - d) Acceptance of annual Horseheads Foundation disbursement
12. Period for public expression
13. Adjournment

Steele Youth Board Notes for November 7th – December 2nd

Storytime continues there has been a strong group of regular participants.

We have begun plans for our 2023 programs, planning programs remains difficult due to staffing issues that are still in the process of being resolved. The youth department continues to be understaffed and now youth staff are being pulled to cover the Reference desk leaving the department further understaffed.

The part time Clerk that was assigned to assist with materials processing was incredibly helpful, her last day was November 22nd.

This month's passive programs included left over trick-or-treat bags from Halloween that were distributed on Nov. 1st, crossword puzzles and activity sheets, and a Native American Heritage Month Poster display. Altogether these program were used/seen by 575 patrons throughout the month.

In December we held six in-person programs and two take and make programs, with a total number of 115 attendees.

Finn Kindergarten classes reached out again to hold their annual Expedition after school in the children's department stage. This was the first Expedition since the pandemic and we were glad to let them use our space again. As in previous years I asked if they wouldn't rather use the large meeting room but they like the ambiance of being in the children's department. There were approximately 105 visitors that attended their Expedition.

Document #2022-74

Report of the December 7, 2022 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:30 pm. Present were Ms. Martha Smith, Ms. Rachel Dworkin, Mr. Kevin Hansen, and Mr. Karl Schwesinger. Also attending was Ms. Holly Melott, CCLD Management.

The committee discussed the following:

- Elmira Structures has completed the brick work on the outside of Steele
- CCLD attorney, Kim Middaugh is working in conjunction with the county attorney to establish a maintenance agreement between CCLD and Chemung County Buildings and Grounds. As per the direction of the county's legal advisor, CCLD will be opening gas and electric accounts beginning 1/1/23 at West Elmira, Big Flats, Horseheads, and Steele
- A patron expressed discontent over the appearance of the outside poetry stand at the Horseheads Library.

The meeting adjourned at 5:45pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, January 4, 2023 at 5:30pm in the auditorium of the Steele Memorial Library.

Document #2022-75

Report of the December 7, 2022 meeting of the Executive Committee of the Chemung County Library District:

The meeting came to order at 6:00pm. Attending the meeting from the Executive Committee were Rachel Dworkin, Phyllis Rogan, and Martha Smith. Board members attending were Karl Schwesinger, Mark Padgett, Pam Larnard, Kevin Hansen, and Muriel Friend. Holly Melott, CCLD management, was also present.

UNPAID BILLS: Ms. Melott submitted the Unpaid Bill List dated 12/7/22 in the amount of \$56,027.01 for the General Fund and \$10,592.83 for the Central Library District and Central Book Aid Fund. **Ms. Larnard moved, seconded by Ms. Rogan to approve payment of the General and Central Library District and Central Book Aid Fund bills as submitted in writing. VOTE: Unanimously Approved.**

Members were updated on the following:

- Elmira Structures has completed the brick work on the outside of Steele
- Mengel, Metzger, and Barr will no longer be able to provide auditing services, a proposal is being developed and distributed to secure a new auditor
- HR Consultant, Matt Burr, has been meeting meet with staff.
- CCLD attorney, Kim Middaugh is working in conjunction with the county attorney to establish a maintenance agreement between CCLD and Chemung County Buildings and Grounds. As per the direction of the county's legal advisor, CCLD will be opening gas and electric accounts beginning 1/1/23 at West Elmira, Big Flats, Horseheads, and Steele

Ms. Dworkin moved, seconded by Mr. Hansen, to accept the following gifts: \$5,000 from Ms. Charlotte Cook and \$8,000 from Mr. William Porter. VOTE: Unanimously Approved.

The meeting adjourned at 6:30 pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, January 4, 2023 at 6 pm in the auditorium at the Steele Memorial Library.

(Minutes of the November 17, 2022 meeting of the Chemung County Library District Board of Trustees. Document #2022-73)

The meeting was called to order at 6:00 pm by President Rachel Dworkin. Present: Ms. Phyllis Rogan, Ms. Penny Appenzellar, Mr. Karl Schwesinger, Ms. Martha Smith, Ms. Lee Saginario, Mr. Kevin Hansen, Ms. Pam Larnard, Mr. Jack Schamel, Ms. Bonnie Chollet, and Mr. Mark Padgett. Excused: Ms. Pat Silvernail, Ms. Muriel Friend, Ms. Jessica Roberts. Absent: Ms. Crystal Gullo-Buzzett. Also present were Mr. Owen Frank and Ms. Holly Melott on behalf of the Library District Administration and Mr. Wayne Adams, visitor.

Minutes. The minutes of the October 20, 2022 meeting (Document #2022-66) were presented to the Board for review. Mr. Schamel moved, seconded by Ms. Larnard, that the October Board meeting minutes be approved as presented. **VOTE: Unanimously Approved.**

Financial Report. The October 31, 2022 Financial Report (Document #2022-69) was presented for board review. Mr. Jack Schamel moved, seconded by Mr. Mark Padgett, that the October Financial Report be approved as distributed. **VOTE: Unanimously Approved.**

Report of Unpaid Bills. Mr. Jack Schamel moved, seconded by Ms. Penny Appenzellar, that the board authorize the payment of the unpaid bills dated November 17, 2022, for the General Fund – \$14,401.88 and \$269.47 for the CBA **VOTE: Unanimously Approved.**

CONSENT ITEM: Mr. Jack Schamel moved, seconded by Ms. Appenzellar, that the November Personnel Actions be approved as presented. VOTE: Unanimously Approved.

Correspondence: Mr. Frank is working with local artist, Julie Thurber. The feasibility of displaying Ms. Thurber's garment exhibition is being evaluated.

President's Report: Ms. Dworkin reported on the following:

- A complaint had been received from a patron, expressing discontent about the layout of the Steele Juvenile Department

Director's Report: Mr. Frank reported on the following:

- A report has been submitted from the Chemung County Buildings and Grounds, detailing the approximate labor costs that have been incurred over the last two years for all of CCLD. An estimated cost of the Big Flats HVAC and the Steele cooling tower were included.

CONSENT ITEM: Mr. Schamel moved, seconded by Mr. Padgett, that all services provided or performed by a municipality, be written up in a contract which is reviewed by the CCLD lawyer and approved by the board. VOTE: Unanimously Approved

CONSENT ITEM: Ms. Dworkin moved, seconded by Mr. Schamel, that the aforementioned motion be amended to read as follows: all services provided or performed by a government entity, be written up in a contract which is reviewed by the CCLD lawyer and approved by the board. VOTE: Unanimously Approved

- The video game kiosks are underway, technicalities concerning required email accounts for the systems to be properly accessed are being resolved.
- Mr. Frank is awaiting details from STLS concerning the exact hardware which is to be purchase in order to utilize the proposed VOIP system. STLS has stated that the current fax machines will be compatible.
- The Horseheads Foundation will be giving an annual disbursement of \$150,000.

Executive Committee: Budget & Finance Committee: The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2022-70).

Buildings & Grounds Committee: The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2022-67).

Personnel Committee: Members are asked to remain for discussion following tonight's meeting. Ms. Appenzellar reported that a job listing for the vacant director position has been approved by Brian Hildreth, she has been in contact with Civil Service and is awaiting their response. Publication costs are being collected.

Election & Continuity Committee: - Report included.

New Business:

CONSENT ITEM: Ms. Rachel Dworkin moved, seconded by Ms. Bonnie Chollet, that the meeting be adjourned. VOTE: Unanimously Approved.

The next regular meeting of the Board will be held on Thursday, December 15, 2022 at 6:00 pm in the auditorium of the Steele Memorial Library.

Library Materials Expenditure Report for 2022					
Nov-22		92%	through 2022		
	gift funds	2022 Budget	total	total remaining for	% spend this
	Gift		spent	this year	year
Department	Funds	budget	this year		
Steele Memorial Library					
Children's (JUV)	\$ 1,837	\$ 37,000	\$ 31,321	\$ 7,516	80.65%
Juv AV		\$ 2,500	\$ 102	\$ 2,398	4.08%
Juv eBooks & audiobooks CBA Fund		\$ 4,000		\$ 4,000	0.00%
Young Adult	\$ 50	\$ 11,700	\$ 4,767	\$ 6,983	40.57%
YA eBook & audiobooks CBA Fund		\$ 4,500	\$ 213	\$ 4,287	4.73%
Graphic Novels		\$ 3,800	\$ 2,244	\$ 1,556	59.05%
Reference - CBA Fund		\$ 10,000	\$ 6,586	\$ 3,414	65.86%
Electronic Database - CBA Fund		\$ 5,000		\$ 5,000	0.00%
Elec Ref-Gen:Proquest/Heritage/Ancestry databases		\$ 14,000	\$ 13,456	\$ 544	96.11%
Periodicals	\$ 1,419	\$ 7,000	\$ 7,677	\$ 742	91.18%
Recorded Books/Magazine platform- CBA Fund		\$ 17,500	\$ 17,500	\$ -	100.00%
RB Digital/Streaming	\$ 4,000	\$ 3,000	\$ 5,868	\$ 1,132	83.83%
Microforms/Genealogy	\$ 3,647	\$ 8,000	\$ 5,634	\$ 6,013	48.37%
Fiction	\$ 6,022	\$ 41,190	\$ 38,737	\$ 8,475	82.05%
FIC LARGE Print		\$ 4,000	\$ 3,421	\$ 579	85.53%
FIC eBooks & audiobooks CBA Fund		\$ 20,461	\$ 16,350	\$ 4,111	79.91%
Adult Non-Fiction-General Fund	\$ 5,647	\$ 10,000	\$ 2,896	\$ 12,750	18.51%
Non-FIC eBooks & audiobooks CBA Fund		\$ 10,000	\$ 6,270	\$ 3,730	62.70%
Non-Fiction- CBA Fund		\$ 8,700	\$ 8,950	\$ (250)	102.87%
AV/music/dvd	\$ 11,215	\$ 42,500	\$ 24,042	\$ 29,673	44.76%
Non-Fic Educ DVD GEN FUND	\$ 820	\$ 215		\$ 1,035	0.00%
Non-Fic Educ DVD - CBA Fund		\$ 4,000	\$ 3,210	\$ 790	80.25%
Subtotal for Steele	\$ 34,656	\$ 269,066	\$ 199,244	\$ 104,479	
Big Flats Library	\$ 2,588	\$ 25,196	\$ 20,356	\$ 7,427	73.27%
Bookmobile	\$ 1,220	\$ 7,819	\$ 6,793	\$ 2,246	75.15%
West Elmira Library	\$ 2,747	\$ 24,462	\$ 25,039	\$ 2,170	92.03%
Horseheads Free Library					
HFL Adult	\$ 4,439	\$ 21,000	\$ 19,645	\$ 5,793	77.23%
HFL- AV	\$ 305	\$ 10,000	\$ 9,111	\$ 1,194	88.41%
HFL - Juvenile	\$ 1,545	\$ 19,515	\$ 16,611	\$ 4,448	78.88%
VanEtten Library	\$ 50	\$ 6,304	\$ 5,157	\$ 1,197	81.16%
Subtotal for other libraries	\$ 12,893	\$ 114,296	\$ 102,712	\$ 12,633	
GRAND TOTALS	\$ 47,549	\$ 383,362	\$ 301,956	\$ 117,112	
E-Books purchased from Cost Share NOT included in this report- STLS will track					

CHEMUNG COUNTY LIBRARY DISTRICT
11/30/2022

Income	2022 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 57,150	\$ (213,979)	\$ 271,129	-374%		\$337,945 transferred to Steele Foundation - Denton & Krazinski donations
Grants (other than N.Y.S.)		\$ 60,179				Friends:\$18,000Appalachian:\$27,080.85;United Way \$250;Arts Council \$3,200;SCRLC \$5600
Foundation Contributions (HH & Steele)	\$ 200,000	\$ 215,479	(15,479)	108%		
Library District Tax Receipts	\$ 3,194,512	\$ 3,194,512	(0)	100%		
PILOT Funds	\$ 65,000	\$ 50,856		78%		
Interest on Investments	\$ 8,000	\$ 4,728	3,272	59%		
State Aid						
Central Library Development	\$ 57,200		57,200	0%		
Central Book Aid	\$ 46,898		46,898	0%		
Local Library Services Aid	\$ 26,025	\$ 38,541	(12,516)	148%		
Other State Aid - State Construction Funds		\$ 25,010				
TOTAL INCOME	\$ 3,654,785	\$ 3,375,325	\$ 350,505	92%	92%	
Expense	Annual Budget	Expended to Date	Balance	Percent	Percentage	
Personnel						
Salaries	1,728,402	1510501.99	\$ 1,728,402	87%		
Overtime & Holiday Salaries	24,227	\$ 11,935	12,292	49%		
Employee Benefits						
FICA	133,852	\$ 111,641	\$ 22,211	83%		
NY State Retirement	261,806	\$ 245,584	\$ 16,222	94%		
Medical & Dental	504,158	\$ 482,302	\$ 21,856	96%		
Other (Disability, Wk. Comp, Unemp)	25,394	\$ 30,088	\$ (4,694)	118%		
Subtotal - Personnel Expenses	2,677,839	2,392,051	\$ 285,788	89%	92%	
Contractual						
Equipment	19,000	\$ 12,862	6,138	68%		Found:\$66
Telephone	10,800	\$ 8,945	1,855	83%		
Supplies	45,200	\$ 36,153	9,047	80%		\$15,000split/STLS:prep&Brainfuse/\$103;Grant\$1415Tlab sup/Mkting:\$133;HH Foud:296.02
Travel & Continuing Education	10,626	\$ 3,878	6,748	36%		
Repairs & Maintenance	28,635	\$ 13,004	15,631	45%		
Postage	2,925	\$ 1,471	1,454	50%		
Library Materials (books, video, etc.)	382,843	\$ 304,757	78,086	80%		Gifts:\$5522;Grant\$5772,\$63 HH Friends
Utilities	59,000	\$ 36,166	22,834	61%		
Building Cleaning Supplies	14,200	\$ 14,036	164	99%		
Fuel, Gas & Oil (Bookmobile)	3,100	\$ 3,100	0	100%		
Insurance	34,700	\$ 34,700	0	100%		
Vehicle Operation / Maintenance	5,000	2117.64	2,882	42%		
Professional Fees (audit, engineer/legal fees)	31,395	\$ 31,395	0	100%		
Data Processing Expenses (Cost Share)	116,134	\$ 111,406	4,728	96%		
Payment of Taxes	5,150	\$ 5,150	0	100%		
Library Programming	39,897	\$ 59,384	(19,487)	149%		\$12,264Grant/\$6536Friends/HH Bullet Aide:\$150/\$676HH Friends \$/Gift\$682
Chemung County costs (B&G, vision)	14,000	\$ 7,015	6,985	50%		
Capital Improvements STATE CONST see below	10,000		10,000	0%		
Contingency Fund	51,641	\$ 17,046	34,595	33%		Insurance/Fuel/Prof Fees/Taxes
Subtotal Expenses	\$ 3,562,085	\$ 3,128,489.53	\$ 467,448	88%	92%	
2022 Projects:		\$ 33,853				\$22949 HH Pavilion - pd for by HH Foundation/\$5868 - Steele parking lot (retainer)
TOTAL EXPENSES	\$ 3,562,085	\$ 3,128,490				

Chemung County Library District General Fund Unpaid Bills Detail As of December 7, 2022

Type	Date	Memo	Open Balance
Aleta Yarrow			
Bill	12/07/2022	"Seeing the Light Within" art class @ St pd w/grant funds 12/13	250.00
Bill	12/07/2022	"Beaded Butterflies" art class @ HH 12/10	250.00
Total Aleta Yarrow			500.00
Amazon Credit Plan			
Bill	12/07/2022	10/9-11/05 - all libs - including Friends \$	2,958.11
Total Amazon Credit Plan			2,958.11
Baker & Taylor Books			
Bill	12/07/2022	Book purchase Bkm	509.76
Total Baker & Taylor Books			509.76
Blackstone Publishing			
Bill	12/07/2022	Audiobooks - BF & ST- invoice #2074511 & 2068300	215.27
Bill	12/07/2022	Audiobooks - BF & ST- invoice #2074511 & 2068300	435.06
Total Blackstone Publishing			650.33
Book Page			
Bill	12/07/2022	Subscription fee 2023	390.00
Total Book Page			390.00
Brodart Co.			
Bill	12/07/2022	processing labels - - invoice # 614011	134.52
Total Brodart Co.			134.52
Burr Consulting LLC			
Bill	12/07/2022	HR Consultant -December retainer- services 2022	1,800.00
Total Burr Consulting LLC			1,800.00
Chemung Canal Trust Company			
Bill	12/07/2022	Mastercardcharges:Postage/Teen prog & Hotspots:Friends\$/IT	313.34
Bill	12/07/2022	Mastercardcharges:Postage/Teen prog:Friends\$/IT-Genealogy/Juv prog-flash drives/PS 4 games	3,042.92
Total Chemung Canal Trust Company			3,356.26
Chemung County Buildings & Grounds Dept.			
Bill	12/07/2022	2nd Quarter 2022 Maintenance: \$3865.65 & Utilities Fees:\$8191.62	12,057.27
Total Chemung County Buildings & Grounds Dept.			12,057.27
Collaborative Summer Library Program			
Bill	12/07/2022	SRC 2023 St Juv materials - pd by Friends - invoice #24691	201.50
Total Collaborative Summer Library Program			201.50
Creative Product Source Inc			
Bill	12/07/2022	prog supplies - St Juv -invoice #CP1097538	121.43
Total Creative Product Source Inc			121.43
Dell Marketing L.P.			
Bill	12/07/2022	IT Supervisor Laptop replacement -invoice #10631661764	867.10
Total Dell Marketing L.P.			867.10
Eastern Managed Print Network			
Bill	12/07/2022	Maint Agreemt staff copiers at Steele 11/15/22-02/14/23-invoice # IN3629323	2,165.43
Total Eastern Managed Print Network			2,165.43
Erica Unterman			
Bill	12/07/2022	"Leather & Ice Wrap Bracelets" - 12/12 @ St - pd w/grant funds	350.00
Total Erica Unterman			350.00
Findaway World LLC			
Bill	12/07/2022	St Juv Material - invoice #414095--414043--414034	1,984.77
Total Findaway World LLC			1,984.77
Fire Alarm Service Technology, Inc.			
Bill	12/07/2022	Annual monitoring for panic alarms-BF & WE invoice #43730/43731	600.00
Total Fire Alarm Service Technology, Inc.			600.00
First Transit, Inc			

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12/07/22

Chemung County Library District General Fund
Unpaid Bills Detail
As of December 7, 2022

Type	Date	Memo	Open Balance
Bill	12/07/2022	Bkm fuel -10/01-10/31/2022 invoice #11841694 & maintenance	1,234.45
Total First Transit, Inc			1,234.45
Horseheads Printing			
Bill	12/07/2022	HH monthly flyers - pd by HH Foundation invoice #30087	166.05
Total Horseheads Printing			166.05
Image Integrator			
Bill	12/07/2022	Toner cartridge for microfiche @ St - invoice #19015	595.00
Total Image Integrator			595.00
Imperial Door Controls, Inc.			
Bill	12/07/2022	maintenance not under warranty - WE invoice #00078360	16.74
Total Imperial Door Controls, Inc.			16.74
Ingram Library Services			
Bill	12/07/2022	November Library material -	10,941.80
Total Ingram Library Services			10,941.80
JanWay Company USA, Inc.			
Bill	12/07/2022	Earbuds for patron purchase - all libraries-Invoice #141691	465.85
Total JanWay Company USA, Inc.			465.85
LaBrenda Garrett-Nelson			
Bill	12/07/2022	"African American Genealogy DNA " Genealogy prog - 12/13 via zoom	200.00
Total LaBrenda Garrett-Nelson			200.00
Mark Margeson			
Bill	12/07/2022	mowing @ WE x 3 & @ HH x 3 09/30-10/16	450.00
Total Mark Margeson			450.00
MidWest Tape			
Bill	12/07/2022	November- AV purchases - ST/WE/HH	3,847.41
Bill	12/07/2022	streaming costs	119.56
Total MidWest Tape			3,966.97
NYSEG			
Bill	12/07/2022	utilities security deposit x 4 locations	4,820.00
Total NYSEG			4,820.00
Southern Tier Library System			
Bill	12/07/2022	Downloadable audio - Juv:invoice:3849, 3847,3845,3843,3851	2,431.58
Bill	12/07/2022	Downloadable audio - YA - invoice #3838	737.05
Total Southern Tier Library System			3,168.63
Swift Office Equipment, Inc.			
Bill	12/07/2022	HH copier usage charges Invoice #076752	264.49
Total Swift Office Equipment, Inc.			264.49
Tim Collins			
Bill	12/07/2022	Teen Improv 12/8	50.00
Total Tim Collins			50.00
Vasco Brands, Inc.			
Bill	12/07/2022	cleaning sup all lib-inv 135347	775.21
Bill	12/07/2022	cleaning sup all lib-inv 135347a	42.88
Total Vasco Brands, Inc.			818.09
Verizon			
Bill	12/07/2022	St main phone line- end of year cost	50.04
Total Verizon			50.04
Verizon Wireless			
Bill	12/07/2022	annual mobile phone charge x 2 lines- IT & Bkm - end of year cost	56.28
Total Verizon Wireless			56.28
Village of Horseheads			

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12/07/22

Chemung County Library District General Fund
Unpaid Bills Detail
As of December 7, 2022

Type	Date	Memo	Open Balance
Bill	12/07/2022	07/31/22-10/31/22 water bill HH	79.53
Total Village of Horseheads			79.53
Xerox Corporation			
Bill	12/07/2022	BF copier usage contract 10/21/2022-11/20/2022	36.61
Total Xerox Corporation			36.61
TOTAL			56,027.01

12:14 PM

12/07/22

Central Library District and Central Book Aid Fund
Unpaid Bills Detail
As of December 7, 2022

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Ingram Library Services			
Bill	12/07/2022	November Library material -	1,213.76
Total Ingram Library Services			1,213.76
Matthew Bender & Co., Inc.			
Bill	12/07/2022	Reference Material	3,280.86
Total Matthew Bender & Co., Inc.			3,280.86
Midwest Tape, LLC			
Bill	12/07/2022	November Av purchases	615.40
Total Midwest Tape, LLC			615.40
Southern Tier Library System			
Bill	12/07/2022	Downloadable e-books Juv/Non-fic/YA/fiction	5,482.81
Total Southern Tier Library System			5,482.81
TOTAL			10,592.83