



The Chemung County Library District, with neighborhood libraries in Big Flats, the Bookmobile, Elmira, Harsheheads, Van Etten, West Elmira, and on the web at [www.cclid.lib.ny.us](http://www.cclid.lib.ny.us)

## Agenda

**The November 17, 2022 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday November 17, 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 #2022-66)
4. Treasurer's report
  - a) Financial report (document 2022-69)
  - b) Report of Unpaid Bills Detail (document 2022-71)
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 2022-68)
  - b) Budget & Finance Committee (Schamel)
    - 1) Report of the Committee meeting (document 2022-70)
  - c) Building & Grounds Committee (Schwesinger)
    - 1) Report of the Committee meeting (document 2022-67)
  - d) Personnel Committee (Appenzellar)
  - e) Election and Continuity Committee –report included (Rogan)
  - f) Advocacy Committee
9. Executive Session
10. Old business
11. New business
12. Period for public expression
13. Adjournment

*(Minutes of the October 20, 2022 meeting of the Chemung County Library District Board of Trustees. Document #2022-66)*

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

**Minutes.** The minutes of the September 15, 2022 meeting (Document #2022-54) were presented to the Board for review. Ms. Phyllis Rogan moved, seconded by Mr. Kevin Hansen, that the September Board meeting minutes be approved as presented. **VOTE: Unanimously Approved.**

**Financial Report.** The September 30, 2022 Financial Report (Document #2022-55) was presented for board review. Ms. Rachel Dworkin moved, seconded by Ms. Crystal Gullo-Buzzetti, that the September Financial Report be approved as distributed. **VOTE: Unanimously Approved.**

**Report of Unpaid Bills.** Mr. Karl Schwesinger moved, seconded by Ms. Martha Smith, that the board authorize the payment of the unpaid bills dated October 20, 2022, for the General Fund – \$12,531.45 and \$319.73 for the CBA **VOTE: Unanimously Approved.**

**CONSENT ITEM: Ms. Dworkin moved, seconded by Ms. Appenzellar, that the October Personnel Actions be approved as presented. VOTE: Unanimously Approved.**

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

- Mr. Kevin Hansen, Mr. Mark Padgett, Ms. Penny Appenzellar, Ms. Crystal Gullo-Buzzetti will be running in the Library Board election on Tuesday, November 8<sup>th</sup>. Polling places at both Steele and Horseheads will be open 12-7. Absentee ballots are available.
- Mr. Frank was encouraged to remind staff about the upcoming budget vote and to instruct them to solicit support from patrons.
- Members were directed to write letters to the editors for publication, highlighting the value of the local library.

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

- #2 staff members, both in branches are currently off with Covid
- Big Flats Library placed 2<sup>nd</sup> in the Community Days parade
- While attending the annual STLS meeting, Mr. Frank accepted an award on behalf of Ms. Amanda Farley, Steele Children's librarian, for the best promotional video
- The election notice has been submitted to and appeared in the Star Gazette
- Matt Burr, HR consultant has conducted an HR audit. Personnel paperwork, the employee handbook, and labor department postings will be updated in the near future.

**Executive Committee: Budget & Finance Committee:** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2022-63).

**Buildings & Grounds Committee:** The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2022-61).

**Personnel Committee:**

**Election & Continuity Committee:** Members who are running in the current election were reminded to equip their constituents with an accurate spelling of their name and their district number. County redistricting was reviewed, the election will not be impacted.

**New Business:**

- Ms. Phyllis Rogan shared her appreciation for the exemplary job that Mr. Owen Frank is doing in his role as interim director. She had received positive feedback from community participants.

**CONSENT ITEM: Mr. Kevin Hansen moved, seconded by Ms. Crystal Gullo-Buzzetti, that per the contract, annual HRA amounts be increased to \$2700 for an individual, and \$5200 for all others. VOTE: Unanimously Approved.**

- Youth board notes were discussed.

**CONSENT ITEM: Ms. Rachel Dworkin moved, seconded by Mr. Kevin Hansen, that the meeting be adjourned. VOTE: Unanimously Approved.**

The next regular meeting of the Board will be held on Thursday, November 17, 2022 at 6:00 pm in the auditorium of the Steele Memorial Library.

**CHEMUNG COUNTY LIBRARY DISTRICT**  
**10/31/2022**

Income	2022 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 57,150	\$ (224,425)	\$ 281,575	-393%		\$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	\$ 65,000	135,000	33%		
Library District Tax Receipts	\$ 3,194,512	\$ 3,194,512	0	100%		
PILOT Funds	\$ 65,000	\$ 33,067		51%		
Interest on Investments	\$ 8,000	\$ 4,359	3,641	54%		
<b>State Aid</b>						
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				
<b>TOTAL INCOME</b>	<b>\$ 3,654,785</b>	<b>\$ 3,196,243</b>	<b>\$ 511,798</b>	<b>87%</b>	<b>83%</b>	
<b>Expense</b>	<b>Annual Budget</b>	<b>Expended to Date</b>	<b>Balance</b>	<b>Percent</b>	<b>Percentage</b>	
<b>Personnel</b>						
Salaries	1,728,402	1384954.86	\$ 1,728,402	80%		
Overtime & Holiday Salaries	24,227	\$ 9,631	14,596	40%		
<b>Employee Benefits</b>						
FICA	133,852	\$ 102,014	\$ 31,838	76%		
NY State Retirement	261,806	\$ 224,872	\$ 36,934	86%		
Medical & Dental	504,158	\$ 441,743	\$ 62,415	88%		
Other (Disability, Wk. Comp, Unemp)	25,394	\$ 30,088	\$ (4,694)	118%		
<b>Subtotal - Personnel Expenses</b>	<b>2,677,839</b>	<b>2,193,302</b>	<b>\$ 484,537</b>	<b>82%</b>	<b>83%</b>	
<b>Contractual</b>						
Equipment	19,000	\$ 12,862	6,138	68%		Found:\$66
Telephone	10,800	\$ 8,814	1,986	82%		
Supplies	45,200	\$ 33,146	12,054	73%		\$15,000=split w/STLS:P'sTestprep&Brainfuse/\$103;Grant \$1390 Tlab sup/Mkting:\$133
Travel & Continuing Education	10,626	\$ 3,735	6,891	35%		
Repairs & Maintenance	28,635	\$ 12,859	15,776	45%		
Postage	2,925	\$ 947	1,978	32%		
Library Materials (books, video, etc.)	382,843	\$ 271,227	111,616	71%		Gifts:\$5522;Grant\$5748,\$63 HH Friends
Utilities	59,000	\$ 35,751	23,249	61%		
Building Cleaning Supplies	14,200	\$ 13,651	549	96%		
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	\$ 3,716	1,434	72%		
Library Programming	39,897	\$ 53,046	(13,149)	133%		\$11,703Grant/\$4,888Friends/HH Bullet Aide:\$150/HH Friends \$505/Gift\$682/HHFriends\$105
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	\$ 10,979	40,662	21%		Insurance/Fuel/Prof Fees
<b>Subtotal Expenses</b>	<b>\$ 3,562,085</b>	<b>\$ 2,877,579.50</b>	<b>\$ 718,316</b>	<b>81%</b>	<b>83%</b>	
2022 Projects:		\$ 33,811				\$22907 HH Pavilion - pd for by HH Foundation/\$5868 - Steele parking lot (retainer)
<b>TOTAL EXPENSES</b>	<b>\$ 3,562,085</b>	<b>\$ 2,877,580</b>				

**Document #2022-67**

**Report of the November 2, 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, Ms. Phyllis Rogan, and Mr. Karl Schwesinger. Also attending were Mr. Owen Frank and Ms. Holly Melott, CCLD Management.

The committee discussed the following:

- Elmira Structures has stated that the brick repair on the exterior of Steele will be completed by November 11<sup>th</sup>
- Staff have expressed concerned over the cracks in the parking lot and sidewalk at Steele. Mr. Frank will reach out to project manager, Bob Butcher for an assessment.
- Lewis Murray, custodian/laborer, will be buffing and stripping the floor in the West Elmira restroom. If an improvement is noted, he will use the same treatment at Big Flats.
- Mr. Frank will be meeting with Chemung County Buildings and Grounds supervisor, Don Bishop and the county's attorney on November 3<sup>rd</sup> concerning the county services received at Steele.

The meeting adjourned at 5:45pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, December 7, 2022 at 5:30pm in the auditorium of the Steele Memorial Library.



**Document #2022-68**

**Report of the November 2, 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, Jack Schamel, Phyllis Rogan, and Martha Smith. Board members attending were Karl Schwesinger, Mark Padgett, Pam Larnard, Penny Appenzellar, Kevin Hansen, Crystal Gullo-Buzzetti, Muriel Friend, and Bonnie Chollet. Owen Frank and Holly Melott, CCLD management, were also present.

UNPAID BILLS: Ms. Melott submitted the Unpaid Bill List dated 11/2/22 in the amount of \$32,072.58 for the General Fund and \$5,365.98 for the Central Library District and Central Book Aid Fund. **Mr. Schamel moved, seconded by Ms. Chollet to approve payment of the General and Central Library District and Central Book Aid Fund bills as submitted in writing. VOTE: Unanimously Approved.**

After hearing commendations from a community member, Ms. Rogan was prompted to reach out to Teen Librarian, Doris Jean Metzger for more details concerning the Teen Halloween dance which was held on Friday, October 28<sup>th</sup>. A record breaking 168 teens attended. The board expressed their gratitude for the fine work that Ms. Metzger and her staff are doing for the youth of Chemung county.

Mr. Schamel stated that he has submitted letters in support of the upcoming library budget to #3 local papers, none of which have been published.

Mr. Frank reported on the following:

- A labor management meeting was held on Tuesday, October 25<sup>th</sup>. Ms. Rogan attended on behalf of the Library Board. Meetings are scheduled on a quarterly basis for calendar year 2023, as follows: February 1 (Martha Smith), May 3 (Bonnie Chollet), August 2 (TBD), November 1 (Karl Schwesinger). Additional meetings can be scheduled if the need arises.
- Staff has requested that the Executive Committee meetings be held in the small conference room to accommodate additional programming in the auditorium
- Friends of the Horseheads Free Library have designated the proposed use of funds from their annual book sale in the amount of \$9,228.92
- Mr. Frank will be meeting with Chemung County Buildings and Grounds supervisor, Don Bishop and the county's attorney on November 3<sup>rd</sup> concerning the county services received at Steele.
- Mr. Frank attended the Steele Foundation meeting. Considering the current state of the economy, their investments are maintaining well. Per established past precedence, they will be dispersing funds to offset the cost of electronic genealogical services

**Ms. Dworking moved, seconded by Mr. Schamel, that the meeting be adjourned. VOTE: Unanimously Approved.**

The meeting adjourned at 7 pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, December 7, 2022 at 6 pm in the auditorium at the Steele Memorial Library.

**Document #2022-69**

**Report of the November 9, 2022 meeting of the Budget & Finance Committee of the Chemung County Library District.**

Attending the meeting via Zoom: Mr. Jack Schamel, Ms. Jessica Roberts, and Ms. Crystal Gullo-Buzzetti, and Ms. Rachel Dworkin. Also in attendance Holly Melott and Owen Frank, CCLD Administration. The meeting opened at 8:45 a.m.

Ms. Melott presented the October 31, 2022 Financial Report to the Committee. The report will be forwarded to the full CCLD board for its consideration.

Ms. Melott presented the Unpaid Bill List dated November 17, 2022 for the General Fund - \$5,133.18, CBA Fund - \$139.98. Details will be forwarded to the full CCLD board for its consideration.

Discussion was held regarding 2023 anticipated expenses for building maintenance and upkeep. Concerns will be presented to the full board for further discussion.

The meeting adjourned at 8:55 a.m. The next meeting of the Budget & Finance Committee will be held on Wednesday, December 14, 2022 at 8:45 a.m. via Zoom.

**Report of the CCLD Election and Continuity Committee  
November 17, 2022**

The CCLD Board of Trustees elections were held on November 8, 2022 in accordance with the founding legislation. The budget election was conducted by the Chemung County Board of Elections as in the past and was successful with 64% of the ballots in favor. This result is unofficial as of this writing, and is down slightly from last year (67.5%).

The Trustee Election was conducted by the Board of Trustees with Sue Cook serving as Election Coordinator. The election went smoothly with no significant issues during the election. There were 26 total ballots submitted, of which 2 were absentee ballots (mail-in or drop off). Those elected are shown in the table below.

District	Candidate	Votes
3rd	Wayne Adams	6
4th	Kevin Hansen	7
8th	Penny Apenzellar	5
9th	Crystal Buzzetti	4
13th	Mark Padgett	4

There were no opposing votes in any of the districts.

The total cost of conducting the 2020 Trustee Election was \$1976.40 from an approved budget of \$4000. A detailed list of expenditures is shown in the table below.

Election Commissioner	\$1,500.00
Election Inspectors	450.00
Ballot Printing	\$26.40
Stamps	\$0
Total	\$1976.40

The committee extends its thanks to everyone who helped with the election, with special thanks to Sue Cook for another smooth and efficient election.



11:12 AM

11/02/22

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
**As of November 2, 2022**

Type	Date	Memo	Open Balance
<b>Aleta Yarrow</b>			
Bill	11/02/2022	"Clay Acorns & Pinecones" art class @ HH 11/5	250.00
Bill	11/02/2022	"Book of Secrets" art class @ St pd w/grant funds 11/8	250.00
Total Aleta Yarrow			500.00
<b>Amazon Credit Plan</b>			
Bill	11/02/2022	09/07/2022-10/09/2022 all lib:including Friends, HH Foundation, Makerspace:Grant funds	2,873.40
Total Amazon Credit Plan			2,873.40
<b>Burr Consulting LLC</b>			
Bill	11/02/2022	HR Consultant -November retainer- services 2022	1,800.00
Total Burr Consulting LLC			1,800.00
<b>CCLD Petty Cash</b>			
Bill	11/02/2022	BF/St/Juv/WE petty cash	891.93
Total CCLD Petty Cash			891.93
<b>Chemung Canal Trust Company</b>			
Bill	11/02/2022	Mastercardcharges:recurring charges:Prime/constant contact/text alert	1,042.87
Bill	11/02/2022	Mastercardcharges:Postage/Teen prog & Hotspots:Friends\$/IT	321.28
Total Chemung Canal Trust Company			1,364.15
<b>Clinical Associates of the Southern Tier</b>			
Bill	11/02/2022	employee consultation	125.00
Total Clinical Associates of the Southern Tier			125.00
<b>Cris Johnson</b>			
Bill	11/02/2022	11/4 VE program - "Wacky Science"	395.00
Total Cris Johnson			395.00
<b>Dataflow, Inc.</b>			
Bill	11/02/2022	flyers for teen programming-invoice #396257	26.40
Total Dataflow, Inc.			26.40
<b>Demco, Inc.</b>			
Bill	11/02/2022	processing supplies invoice #7211910	157.21
Total Demco, Inc.			157.21
<b>Elmira City Chamberlain</b>			
Bill	11/02/2022	Downtown Development Tax - ST bill #729043	1,612.52
Bill	11/02/2022	Downtown Development Tax - ST bill #729042	18.84
Total Elmira City Chamberlain			1,631.36
<b>Elmira Water Board</b>			
Bill	11/02/2022	WE water 08/03/2022-10/03/2022	38.22
Bill	11/02/2022	St water -08/11/2022--10/07/2022-	188.37
Total Elmira Water Board			226.59
<b>Filomena Jack</b>			
Bill	11/02/2022	"Oil Pastels: Stained Glass" Art class - St- pd w/grant funds 11/16 - Steele	232.80
Total Filomena Jack			232.80
<b>Fire Alarm Service Technology, Inc.</b>			
Bill	11/02/2022	Tested phone lines - St invoice #43376	110.00
Total Fire Alarm Service Technology, Inc.			110.00
<b>First Transit, Inc</b>			
Bill	11/02/2022	Bkm fuel -08/21/2022-09/30/2022 invoice #11834026	477.77

11:12 AM

11/02/22

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
**As of November 2, 2022**

Type	Date	Memo	Open Balance
Total First Transit, Inc			477.77
<b>Horseheads Printing</b>			
Bill	11/02/2022	HH monthly flyers - pd by HH Foundation	166.05
Total Horseheads Printing			166.05
<b>Ingram Library Services</b>			
Bill	11/02/2022	October Library material -	13,337.04
Total Ingram Library Services			13,337.04
<b>MidWest Tape</b>			
Bill	11/02/2022	October - AV purchases - ST/WE/HH	5,031.33
Total MidWest Tape			5,031.33
<b>Past and Present DJ Productions</b>			
Bill	11/02/2022	Teen Halloween Dance - pd w/Friends \$	200.00
Total Past and Present DJ Productions			200.00
<b>Penworthy Company</b>			
Bill	11/02/2022	Library materials - Bkm-invoice #0585480-IN	1,118.13
Total Penworthy Company			1,118.13
<b>Pitney Bowes</b>			
Bill	11/02/2022	mail machine quarterly lease	503.50
Total Pitney Bowes			503.50
<b>Star-Gazette</b>			
Bill	11/02/2022	election legal notices:ad #GCI0960256 & 0005434616	640.36
Total Star-Gazette			640.36
<b>Tim Collins</b>			
Bill	11/02/2022	Teen program 11/17-Improv night	50.00
Total Tim Collins			50.00
<b>Vasco Brands, Inc.</b>			
Bill	11/02/2022	cleaning sup all lib-inv 134582A	214.56
Total Vasco Brands, Inc.			214.56
<b>TOTAL</b>			<b>32,072.58</b>

10:35 AM

11/02/22

**Central Library District and Central Book Aid Fund**  
**Unpaid Bills Detail**  
**As of November 2, 2022**

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Type	Date	Memo	Open Balance
<b>Baker &amp; Taylor Books</b>			
Bill	11/02/2022	Reference materials - Acct #C0010083	191.17
Total Baker & Taylor Books			191.17
<b>Ingram Library Services</b>			
Bill	11/02/2022	October Library material -	1,027.54
Total Ingram Library Services			1,027.54
<b>Midwest Tape, LLC</b>			
Bill	11/02/2022	October Av purchases	58.72
Total Midwest Tape, LLC			58.72
<b>Southern Tier Library System</b>			
Bill	11/02/2022	Downloadable e-books Non - Fic inv #3828	1,741.05
Bill	11/02/2022	Downloadable e-books Non - Fic inv #3825	1,035.35
Bill	11/02/2022	Downloadable e-books Non - Fic inv #3827	30.19
Bill	11/02/2022	Downloadable e-books Non - Fic inv #3826	1,281.96
Total Southern Tier Library System			4,088.55
<b>TOTAL</b>			<b>5,365.98</b>

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**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
**As of November 17, 2022**

Type	Date	Memo	Open Balance
<b>Baker &amp; Taylor Books</b>			
Bill	11/17/2022	Book purchase -St Juv October	4,876.02
Total Baker & Taylor Books			4,876.02
<b>Central NY Newspapers</b>			
Bill	11/17/2022	legal notice for 2022 budget vote proposal	640.36
Total Central NY Newspapers			640.36
<b>Charter Communications</b>			
Bill	11/17/2022	Cable service at ST - annual fee 2022 - end of year remaining costs	10.24
Total Charter Communications			10.24
<b>Collaborative Summer Library Program</b>			
Bill	11/17/2022	SRC 2023 BF materials - pd by Friends	125.27
Total Collaborative Summer Library Program			125.27
<b>Creative Product Source Inc</b>			
Bill	11/17/2022	prog supplies - St Juv -invoice #CP1097218 & CP1097171	516.67
Total Creative Product Source Inc			516.67
<b>Data443</b>			
Bill	11/17/2022	Smartshield License - annual -Smartshield License - quote #7237	1,852.88
Total Data443			1,852.88
<b>DexYP</b>			
Bill	11/17/2022	Corning - Bath Advertising advertising -phone book -2022 end of year c...	38.33
Total DexYP			38.33
<b>ELM USA, Inc.</b>			
Bill	11/17/2022	supplies for disk cleaning machine	41.86
Total ELM USA, Inc.			41.86
<b>Elmira Water Board</b>			
Bill	11/17/2022	St water -08/11/2022--10/07/2022-	188.37
Total Elmira Water Board			188.37
<b>H. L. Treu Office Supply Corp.</b>			
Bill	11/17/2022	calendars for meeting rooms & staff-2023	447.75
Total H. L. Treu Office Supply Corp.			447.75
<b>Jackie VonNeida</b>			
Bill	11/17/2022	2022 Trustee Election Inspector	125.00
Total Jackie VonNeida			125.00
<b>Katie Rhodes</b>			
Bill	11/17/2022	2022 Trustee Election Inspector	125.00
Total Katie Rhodes			125.00
<b>MidWest Tape</b>			
Bill	11/17/2022	October - AV purchases - ST/WE/HH	89.47
Total MidWest Tape			89.47
<b>Patricia Drake</b>			
Bill	11/17/2022	2022 Trustee Election Inspector	100.00
Total Patricia Drake			100.00
<b>Penworthy Company</b>			
Bill	11/17/2022	Library materials - HH Juv invoice #0585950-IN	1,567.20

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
**As of November 17, 2022**

Type	Date	Memo	Open Balance
Bill	11/17/2022	Library materials -St Juv invoice #0585720-IN	512.30
Total Penworthy Company			2,079.50
<b>Rebecca Jackson</b>			
Bill	11/17/2022	reimbursement for homeschool program 05/28/22-10/13/22	430.24
Total Rebecca Jackson			430.24
<b>Richard Doherty</b>			
Bill	11/17/2022	"What, Where, When, How:Introduction to Irish Records & Repositories"...	125.00
Total Richard Doherty			125.00
<b>Richard Roberts</b>			
Bill	11/17/2022	2022 Trustee Election Inspector	100.00
Total Richard Roberts			100.00
<b>Sue Cook</b>			
Bill	11/17/2022	2022 Election Commissioner Fee	1,500.00
Total Sue Cook			1,500.00
<b>Sue Larson</b>			
Bill	11/17/2022	Kindermusik program 12/8 at HH	80.00
Total Sue Larson			80.00
<b>Tim Collins</b>			
Bill	11/17/2022	Adult program 11/19-D & D program	150.00
Bill	11/17/2022	Teen D & D program: 11/7, 14, 21, 28	300.00
Total Tim Collins			450.00
<b>Vasco Brands, Inc.</b>			
Bill	11/17/2022	cleaning sup all lib-inv 135096	170.89
Total Vasco Brands, Inc.			170.89
<b>Verizon</b>			
Bill	11/17/2022	Teen Space phone line- end of year cost	35.91
Total Verizon			35.91
<b>Verizon Wireless</b>			
Bill	11/17/2022	annual mobile phone charge x 2 lines- IT & Bkm - end of year cost	56.28
Total Verizon Wireless			56.28
<b>W. B. Mason Co, Inc.</b>			
Bill	11/17/2022	office supplies:inv 234012466	11.98
Total W. B. Mason Co, Inc.			11.98
<b>WLKY Radio</b>			
Bill	11/17/2022	Radio spots for Teen Halloween Dance pd by Friends	150.00
Total WLKY Radio			150.00
<b>Xerox Corporation</b>			
Bill	11/17/2022	BF copier usage contract 09/20/2022-10/21/2022	34.86
Total Xerox Corporation			34.86
<b>TOTAL</b>			<b>14,401.88</b>



3:01 PM

11/15/22

**Central Library District and Central Book Aid Fund**  
**Unpaid Bills Detail**  
As of November 17, 2022

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Type	Date	Memo	Open Balance
<b>Baker &amp; Taylor Books</b>			
Bill	11/17/2022	Reference materials - Acct #C0010083	129.49
Total Baker & Taylor Books			129.49
<b>Southern Tier Library System</b>			
Bill	11/17/2022	Downloadable e-books Non - Fic inv #3830	139.98
Total Southern Tier Library System			139.98
<b>TOTAL</b>			<b>269.47</b>

**Board Meeting Notes – November/December 2022 – Circulation/AV**

**Circulation/AV:**

The circulation staff continue to train the new employees.

Daily numbers of patron visitors are definitely going up.

Staff will begin viewing the Gather & Grow STLS webinars on various topics this month.

We are getting ready to prepare a schedule for our annual fall weed of audio books and dvds.

Congratulations to Senior Clerk Emma Howard - she has been accepted into the University of Buffalo's graduate school MLIS program! She will start in January. The degree program is completed online.

Pam attended the STLS webinar: "Getting Started with Libby" on Wednesday, November 2.

Pam is attending the STLS ILS meeting on Wednesday, November 9.

<b>Library Materials Expenditure Report for 2022</b>					
<b>Oct-22</b>		<b>83%</b>	<b>through 2022</b>		
	gift funds	2022 Budget	total	total remaining for	% spend this
	Gift		spent	this year	year
Department	Funds	budget	this year		
<b>Steele Memorial Library</b>					
Children's (JUV)	\$ 1,837	\$ 37,000	\$ 25,589	\$ 13,248	65.89%
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	\$ 4,254	\$ 7,496	36.20%
YA eBook & audiobooks CBA Fund		\$ 4,500	\$ 213	\$ 4,287	4.73%
Graphic Novels		\$ 3,800	\$ 2,096	\$ 1,704	55.17%
Reference - CBA Fund		\$ 10,000	\$ 6,266	\$ 3,734	62.66%
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	\$ 5,447	\$ 6,200	46.76%
Fiction	\$ 5,995	\$ 41,190	\$ 34,400	\$ 12,784	72.91%
FIC LARGE Print		\$ 4,000	\$ 3,421	\$ 579	85.53%
FIC eBooks & audiobooks CBA Fund		\$ 20,461	\$ 16,319	\$ 4,142	79.76%
Adult Non-Fiction-General Fund	\$ 5,170	\$ 10,000	\$ 2,857	\$ 12,313	18.83%
Non-FIC eBooks & audiobooks CBA Fund		\$ 10,000	\$ 2,072	\$ 7,928	20.72%
Non-Fiction-CBA Fund		\$ 8,700	\$ 7,922	\$ 778	91.06%
AV/music/dvd	\$ 11,215	\$ 42,500	\$ 21,457	\$ 32,258	39.95%
Non-Fic Educ DVD GEN FUND	\$ 820	\$ 215		\$ 1,035	0.00%
Non-Fic Educ DVD - CBA Fund		\$ 4,000	\$ 3,101	\$ 899	77.53%
Subtotal for Steele	\$ 34,152	\$ 269,066	\$ 180,017	\$ 123,201	
<b>Big Flats Library</b>	\$ 2,563	\$ 25,196	\$ 18,569	\$ 9,190	66.89%
<b>Bookmobile</b>	\$ 1,220	\$ 7,819	\$ 5,084	\$ 3,955	56.25%
<b>West Elmira Library</b>	\$ 2,722	\$ 24,462	\$ 21,808	\$ 5,375	80.23%
<b>Horseheads Free Library</b>					
HFL Adult	\$ 4,313	\$ 21,000	\$ 17,178	\$ 8,135	67.86%
HFL- AV	\$ 305	10,000	\$ 7,958	\$ 2,347	77.22%
HFL - Juvenile	\$ 1,526	\$ 19,515	\$ 13,251	\$ 7,790	62.98%
<b>VanEtten Library</b>	\$ 50	\$ 6,304	\$ 4,560	\$ 1,794	71.76%
Subtotal for other libraries	\$ 12,698	\$ 114,296	\$ 88,409	\$ 20,066	
<b>GRAND TOTALS</b>	\$ 46,851	\$ 383,362	\$ 268,426	\$ 143,267	
<b>E-Books purchased from Cost Share NOT included in this report- STLS will track</b>					