



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.cclld.lib.ny.us

Agenda

The January meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday January 19, 2023 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. Swearing in of new member. Election of 2023 slate of officers.
4. Approval of minutes (document #2022-79)
5. Treasurer's report
 - a) Financial report (document 2022-80)
 - b) Report of Unpaid Bills Detail (document 2022-04)
6. Correspondence
7. President's report (Dworkin)
8. Director's Report
 - Consent Item: Approval of Personnel Actions**
Resolved that the CCLD Board of Trustees approve the personnel actions as submitted.
9. Committee reports:
 - a) Executive Committee (Dworkin)
 - 1) Report of the Committee meeting (document 2023-01)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2023-03)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document 2023-02)
 - d) Personnel Committee (Appenzellar)
 - e) Election and Continuity Committee (Rogan)
10. Executive Session
11. Old business
12. New business
13. Period for public expression
14. Adjournment

(Minutes of the December 19, 2022 special meeting of the Chemung County Library District Board of Trustees. Document #2022-79)

The meeting was called to order at the Horseheads Free Library at 6:01 pm by President Rachel Dworkin. Present: Ms. Rachel Dworkin, Ms. Penny Appenzellar, Ms. Muriel Friend, Ms. Crystal Gullo-Buzzetti, Mr. Kevin Hansen, Ms. Pamela Larnard, Mr. Mark Padgett, Ms. Lee Saginario, Mr. Karl Schwesinger, Ms. Pat Silvernail, and Ms. Martha Smith. Absent: Ms. Bonnie Chollet, Ms. Jessica Roberts, Ms. Phyllis Rogan, Mr. Jack Schamel, Ms. Holly Melott (Library District Administration). Also present was Mr. Owen Frank, Interim CCLD Director, on behalf of the Library District Administration.

[The board meeting scheduled for Thursday, December 15, 2022, was canceled due to severe winter weather. Interim CCLD Director Owen Frank asked for a special meeting to consider several items that had to be dealt with before the end of 2022.]

1. Proposed contracted service agreement between CCLD and Chemung County for building maintenance.

Owen Frank estimated that it would cost CCLD about \$49,000 for Chemung County maintenance services in 2023. This figure is contingent on not getting more snow than we did in 2022, and on no breakdowns or damage to CCLD buildings, property, and machinery. Mr. Frank's estimate included all CCLD library locations. Mr. Mark Padgett moved, seconded by Mr. Karl Schwesinger, that the board accept the proposed service agreement. **VOTE: Unanimously Approved.**

2. Approval of the payment of unpaid bills for December 2022.

Ms. Pamela Larnard moved, seconded by Ms. Penny Appenzellar, that the board authorize the payment of the unpaid bills dated December 19, 2022, for the General Fund (\$46,940.78), and the unpaid bills dated December 15, 2022, for the Grant Fund (CBA) (\$2,908.22). **VOTE: Unanimously Approved.**

3. Approval of a contractor to repair one of Steele Memorial Library's boilers.

One of the Steele Library's two boilers, which was installed in 2019, has an issue with its computer components, and has been taken offline until the issue can be fixed. (The other boiler is fully functional and is currently online.) The library has received a quote for repair or replacement of the boiler. Because the boiler is relatively new, it was suggested that before starting repairs, the library should find out if there are warranties in place for the affected parts and/or repair of the boiler. The warranties might be held by the manufacturer, the vendor, and/or the company that installed the boiler. Mr. Frank agreed and will look into the warranty question. He recommended that in the meantime, the board should approve the repair quote.

Mr. Kevin Hansen moved, seconded by Mr. Mark Padgett, that the board accept the quote for repair or replacement of the Steele Memorial Library's boiler. **VOTE: Unanimously Approved.**

4. Acceptance of the Public Library Foundation of Chemung County's annual distribution.

The Public Library Foundation of Chemung County has donated \$150,000 to the CCLD in its annual distribution for 2022. Ms. Rachel Dworkin moved, seconded by Mr. Mark Padgett, that the board

accept the annual distribution from the foundation as described above. **VOTE: Unanimously Approved.**

Ms. Rachel Dworkin moved, seconded by Mr. Karl Schwesinger, that the meeting be adjourned. **VOTE: Unanimously Approved.**

The meeting was adjourned at 6:15 pm.

The next regular meeting of the Board will be held on Thursday, January 19, 2023 at 6:00 pm in the auditorium of the Steele Memorial Library.

Respectfully submitted,
Martha Smith
Secretary and Trustee for the 14th District, CCLD

Chemung County Library District General Fund
Unpaid Bills Detail
 As of January 19, 2023

Type	Date	Memo	Open Balance
Aleta Yarrow			
Bill	01/19/2023	"Abstract Botanicals" art class @ HH 1/28	250.00
Total Aleta Yarrow			250.00
Amazon Credit Plan			
Bill	01/19/2023	12/1/22-12/31/22- all libs - including Friends \$	1,185.88
Bill	01/19/2023	11/10-12/31/22 all libs - including Grant \$ for Makerspace	2,965.37
Total Amazon Credit Plan			4,151.25
Baker & Taylor Books			
Bill	01/19/2023	Book purchase Bkm & ST Juv	2,565.06
Total Baker & Taylor Books			2,565.06
Blackstone Publishing			
Bill	01/19/2023	Audiobooks BF invoice #2078599-2079065-2076288-2076530	194.33
Total Blackstone Publishing			194.33
Casella Waste Systems, Inc.			
Bill	01/19/2023	Garbage annual invoice - WE/BF/HH	2,424.48
Total Casella Waste Systems, Inc.			2,424.48
CCLD Petty Cash			
Bill	01/19/2023	VE petty cash	322.37
Bill	01/19/2023	St/HH//St Juv petty cash - postage, supplies, travel, bldg maintenance	978.11
Total CCLD Petty Cash			1,300.48
Charter Communications			
Bill	01/19/2023	Cable service at ST -final cost	90.08
Total Charter Communications			90.08
Chemung Canal Trust Company			
Bill	01/19/2023	Mastercardcharges:Postage/Teen prog:/IT/Juv prog/PS 4 games	3,725.59
Total Chemung Canal Trust Company			3,725.59
Collaborative Summer Library Program			
Bill	01/19/2023	SRC 2023 BF materials - pd by Friends - invoice # 24515	35.00
Bill	01/19/2023	SRC 2023 WE materials - pd by Friends - order #269942	326.51
Bill	01/19/2023	SRC 2023 Bkm materials - pd by Friends - invoice #24913	185.22
Total Collaborative Summer Library Program			546.73
Filomena Jack			
Bill	01/19/2023	Teen art 1/17, 1/24, & 1/31 - pd w/Com Grant Fund \$	300.00
Total Filomena Jack			300.00
First Transit, Inc			
Bill	01/19/2023	Bkm fuel -12/01-12/31/22 invoice #11856197 & maintenance (fuel:\$423.51)	439.77
Total First Transit, Inc			439.77
Homeless Training Institute			
Bill	01/19/2023	homeless training subscription for staff & board x 1 yr	649.00
Total Homeless Training Institute			649.00
Horseheads Do It Center			
Bill	01/19/2023	invoice #369576- rock salt HH	38.84
Total Horseheads Do It Center			38.84
Horseheads Printing			
Bill	01/19/2023	HH monthly flyers - pd by HH Foundation invoice #30154	167.51

Chemung County Library District General Fund
Unpaid Bills Detail
As of January 19, 2023

Type	Date	Memo	Open Balance
Total Horseheads Printing			167.51
MidWest Tape			
Bill	01/19/2023	Hoopla streaming	1,000.00
Total MidWest Tape			1,000.00
New York Genealogical & Biographical Soc.			
Bill	01/19/2023	2023 subscription	50.00
Total New York Genealogical & Biographical Soc.			50.00
NYSEG			
Bill	01/19/2023	gas & electric -Steele-01/01-01/13/23	771.53
Total NYSEG			771.53
OverDrive, Inc			
Bill	01/19/2023	patron online resource checkouts - annual cost	250.00
Total OverDrive, Inc			250.00
Perry & Carroll, Inc.			
Bill	01/19/2023	Directors and Officers renewal - invoice #444919	4,593.00
Total Perry & Carroll, Inc.			4,593.00
ProQuest LLC			
Bill	01/19/2023	Heritage Quest/Ancestry elec ref invoice #SPB22_0076	4,414.61
Total ProQuest LLC			4,414.61
Staples Credit Plan			
Bill	01/19/2023	IT supplies - VE	323.99
Total Staples Credit Plan			323.99
Storycrafters			
Bill	01/18/2023	1/31 prog at HH	745.00
Total Storycrafters			745.00
Tim Collins			
Bill	01/19/2023	Dungeons and Dragons Adult program 1/21 & 1/28	150.00
Bill	01/19/2023	Creative Writing workshop - 1/25- pd w/Com Found Grant \$	100.00
Bill	01/19/2023	Dungeons and Dragons Teen program - 1/30/23	75.00
Total Tim Collins			325.00
Town of Big Flats			
Bill	01/19/2023	08/01/2022-11/01/2022 -BF	64.71
Total Town of Big Flats			64.71
Verizon			
Bill	01/19/2023	annual phone line - elevator - & teen space annual line	830.00
Bill	01/19/2023	HH phone bill x 12 months	825.00
Bill	01/19/2023	BF phone bill x 12 months	398.88
Total Verizon			2,053.88
Xerox Corporation			
Bill	01/19/2023	BF copier usage contract 11/20/2022-12/27/2022	40.30
Total Xerox Corporation			40.30
TOTAL			31,475.14

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01/18/23

Central Library District and Central Book Aid Fund
Unpaid Bills Detail
As of January 19, 2023

Type	Date	Memo	Open Balance
Baker & Taylor Books			
Bill	01/19/2023	Reference materials - Acct #C0010083	62.34
Total Baker & Taylor Books			62.34
Information Today, Inc.			
Bill	01/19/2023	reference material order #1756931-B1	483.53
Total Information Today, Inc.			483.53
Southern Tier Library System			
Bill	01/19/2023	Downloadable e-books & audiobooks - STLS locations: rebill invoice#3916 & 3917	1,796.93
Total Southern Tier Library System			1,796.93
TOTAL			2,342.80

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01/04/23

Chemung County Library District General Fund
Unpaid Bills Detail
As of January 4, 2023

Type	Date	Memo	Open Balance
Bakers Landscaping			
Bill	01/04/2023	snow removal/salt @ WE 12/15-12/23 -salt #6/plow #3	495.00
Total Bakers Landscaping			495.00
Blackstone Publishing			
Bill	01/04/2023	Audiobooks - ST- invoice #2077648	150.00
Total Blackstone Publishing			150.00
Burr Consulting LLC			
Bill	01/04/2023	HR Consultant -January retainer- services 2023	1,800.00
Total Burr Consulting LLC			1,800.00
City of Elmira			
Bill	01/04/2023	sewer tax ST parking lot 2023	16.33
Bill	01/04/2023	sewer tax ST bldg 2023	1,561.55
Total City of Elmira			1,577.88
Elmira Water Board			
Bill	01/04/2023	WE water 10/03-11/29/22	39.37
Total Elmira Water Board			39.37
Filomena Jack			
Bill	01/04/2023	"Decorative Luminary" St- pd w/grant funds 1/11 - Steele	290.00
Total Filomena Jack			290.00
First Transit, Inc			
Bill	01/04/2023	Bkm fuel -11/01-11/20/2022 invoice #11850403 & maintenance	775.34
Total First Transit, Inc			775.34
Haefele TV, Inc.			
Bill	01/04/2023	Internet service for VE for 2023	899.40
Total Haefele TV, Inc.			899.40
Ingram Library Services			
Bill	01/04/2023	December Library material -	4,471.35
Total Ingram Library Services			4,471.35
Jane Kim-Pronti			
Bill	01/04/2023	"Snowy Landscapes" @ HH -1/17 art class	375.00
Total Jane Kim-Pronti			375.00
JanWay Company USA, Inc.			
Bill	01/04/2023	CCLD tote bag - all libraries	1,400.00
Total JanWay Company USA, Inc.			1,400.00
Jessica Janowsky			
Bill	01/04/2023	Gentle Chair Fitness - 1/4, 1/11, 1/18 St	120.00
Total Jessica Janowsky			120.00
MH Software			
Bill	01/04/2023	Calendar Software - all libraries-2023 annual fee	625.08
Total MH Software			625.08
MidWest Tape			
Bill	01/04/2023	December AV Materials - HH Juv & Adult/St - Juv & Adult - WE	3,883.08
Total MidWest Tape			3,883.08
Pitney Bowes			

1:11 PM

01/04/23

Chemung County Library District General Fund
Unpaid Bills Detail
As of January 4, 2023

Type	Date	Memo	Open Balance
Bill	01/04/2023	mail machine quarterly lease	435.90
Total Pitney Bowes			435.90
Rebecca Jackson			
Bill	01/04/2023	reimbursement for homeschool program 11/17-12/21/22 & travel	502.53
Total Rebecca Jackson			502.53
Sayles & Evans			
Bill	01/04/2023	Attorney fees - General Svcs through 09/02-11/18 bill #10457	1,842.57
Total Sayles & Evans			1,842.57
Southern Tier Library System			
Bill	01/04/2023	Quarterly STLS IT Contract - Billed Entity Internet - BF, HH, ST, WE invoice #3885	1,800.00
Bill	01/04/2023	Downloadable audio - YA - invoice #3909 & 3908 & 3870	4,614.65
Total Southern Tier Library System			6,414.65
Town of Big Flats			
Bill	01/04/2023	Water Dist tax 2023	27.84
Total Town of Big Flats			27.84
Town of Elmira			
Bill	01/04/2023	WE - Sewer Tax - 2023	138.76
Total Town of Elmira			138.76
Town of Horseheads			
Bill	01/04/2023	HFL- Sewer Tax - 2023	303.19
Total Town of Horseheads			303.19
Verizon			
Bill	01/04/2023	15 phone lines @ Steele -annual fees	5,500.00
Total Verizon			5,500.00
Verizon Wireless			
Bill	01/04/2023	annual mobile phone charge x 2 lines- IT & Bkm - end of year	1,300.00
Total Verizon Wireless			1,300.00
TOTAL			33,366.94

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01/04/23

Central Library District and Central Book Aid Fund
Unpaid Bills Detail
As of January 4, 2023

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Ingram Library Services			
Bill	01/04/2023	December Library materi...	1,175.23
Total Ingram Library Services			1,175.23
Midwest Tape, LLC			
Bill	01/04/2023	December AV Materials	302.45
Total Midwest Tape, LLC			302.45
Southern Tier Library System			
Bill	01/04/2023	Downloadable e-books ...	4,849.92
Total Southern Tier Library System			4,849.92
TOTAL			6,327.60

Document #2023-01

Report of the January 4, 2023 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, Kevin Hansen, Lee Saginario, Bonnie Chollet, Penny Appenzellar, and Muriel Friend. Owen Frank and Holly Melott, CCLD management were also present. Visitor: Matt Burr, HR Consultant.

UNPAID BILLS: Ms. Melott submitted the Unpaid Bill List dated 1/04/2023 in the amount of \$33,366.94 for the General Fund and \$6,327.60 for the Central Library District and Central Book Aid Fund. **Mr. Schamel moved, seconded by Mr. Padgett to approve payment of the General and Central Library District and Central Book Aid Fund bills as submitted in writing. VOTE: Unanimously Approved.**

Mr. Jack Schamel moved, seconded by Ms. Martha Smith, that Steele and Horseheads are both closed on Saturday, November 11, 2023. VOTE: Unanimously Approved.

Mr. Matt Burr presented an overview of his recent interaction, accomplishments, and goals for staff.

Mr. Jack Schamel, seconded by Ms. Bonnie Chollet, that the town of Elmira be given permission to place a dog waste receptacle on the West Elmira Library property, with a written contingency in place, acknowledging that the library will not be involved in any maintenance, otherwise the receptacle will be removed. VOTE: Yea: Rachel Dworkin, Jack Schamel, Martha Smith, Karl Schwesinger, Mark Padgett, Kevin Hansen, Lee Saginario, Bonnie Chollet, Penny Appenzellar, and Muriel Friend. Abstain: Phyllis Rogan

Ms. Rachel Dworkin moved, seconded by Ms. Rogan, to accept a donation in the amount of \$2,000 from Dr. K. Kamalakar Rao. VOTE: Unanimously Approved.

Mr. Jack Schamel moved, seconded by Mr. Karl Schwesinger, that the meeting be adjourned. 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, February 1, 2023 at 6 pm in the auditorium at the Steele Memorial Library.

Document #2023-02

Report of the January 4, 2023 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. Karl Schwesinger, and Ms. Lee Saginario. Also attending were Mr. Owen Frank and Ms. Holly Melott, CCLD Management.

The committee received updates on the following:

- A signed maintenance agreement was delivered to the county attorney on December 20, 2022.
- The Town of Elmira has requested permission to erect a dog waste receptacle on library property in West Elmira.
- Big Flats staff will replace a broken clip on the outdoor flag pole.
- A work order has been received and parts are ordered for the boiler repair at Steele
- Per the advice of Kim Middaugh, Owen has contacted the Van Etten town supervisor to discuss a service agreement.
- CCLD Laborer, Lew Murray, has replaced face plates on the 1st floor of Steele.
- The hot water in downstairs patron restroom "B" is currently shut off due to a leak. A work order has been submitted to the county.

The meeting adjourned at 5:45pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, February 1, 2023 at 5:30pm in the auditorium of the Steele Memorial Library.

Document #2023-03

Report of the January 11, 2023 meeting of the Budget & Finance Committee of the Chemung County Library District

Attending the meeting via Zoom: Mr. Jack Schamel, Ms. Jessica Roberts, 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 December 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 January 19, 2023 for the General Fund - \$5,176.12 CBA Fund - \$6,327.60. 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 9:00 a.m. The next meeting of the Budget & Finance Committee will be held on Wednesday, February 8, 2023 at 8:45 a.m. via Zoom.

Library Materials Expenditure Report for 2022					
	Dec-22	100%	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	\$ 34,012	\$ 4,825	87.58%
Juv AV		\$ 2,500	\$ 238	\$ 2,262	9.52%
Juv eBooks & audiobooks CBA Fund		\$ 4,000	\$ 2,385	\$ 1,615	59.63%
Young Adult	\$ 50	\$ 11,700	\$ 5,764	\$ 5,986	49.05%
YA eBook & audiobooks CBA Fund		\$ 4,500	\$ 997	\$ 3,503	22.16%
Graphic Novels		\$ 3,800	\$ 2,413	\$ 1,387	63.50%
Reference - CBA Fund		\$ 10,000	\$ 10,022	\$ (22)	100.22%
Electronic Database - CBA Fund		\$ 5,000		\$ 5,000	0.00%
Elec Ref-Gen:Proquest/Heritage/Ancestry databases		\$ 14,000	\$ 15,756	\$ (1,756)	112.54%
Periodicals	\$ 1,419	\$ 7,000	\$ 8,649	\$ (230)	102.73%
Recorded Books/Magazine platform- CBA Fund		\$ 17,500	\$ 17,500	\$ -	100.00%
RB Digital/Streaming	\$ 4,000	\$ 3,000	\$ 5,988	\$ 1,013	85.54%
Microforms/Genealogy	\$ 3,647	\$ 8,000	\$ 6,357	\$ 5,290	54.58%
Fiction	\$ 6,022	\$ 41,190	\$ 42,970	\$ 4,242	91.01%
FIC LARGE Print		\$ 4,000	\$ 6,430	\$ (2,430)	160.74%
FIC eBooks & audiobooks CBA Fund		\$ 20,461	\$ 18,827	\$ 1,634	92.01%
Adult Non-Fiction-General Fund	\$ 5,647	\$ 10,000	\$ 2,896	\$ 12,750	18.51%
Non-FIC eBooks & audiobooks CBA Fund		\$ 10,000	\$ 8,859	\$ 1,141	88.59%
Non-Fiction-CBA Fund		\$ 8,700	\$ 10,163	\$ (1,463)	116.82%
AV/music/dvd	\$ 11,215	\$ 42,500	\$ 26,984	\$ 26,731	50.24%
Non-Fic Educ DVD GEN FUND	\$ 820	\$ 215		\$ 1,035	0.00%
Non-Fic Educ DVD - CBA Fund		\$ 4,000	\$ 3,825	\$ 175	95.63%
Subtotal for Steele	\$ 34,656	\$ 269,066	\$ 231,035	\$ 72,687	
Big Flats Library	\$ 2,588	\$ 25,196	\$ 23,515	\$ 4,268	84.64%
Bookmobile	\$ 1,220	\$ 7,819	\$ 8,144	\$ 895	90.09%
West Elmira Library	\$ 2,747	\$ 24,462	\$ 25,582	\$ 1,627	94.02%
Horseheads Free Library					
HFL Adult	\$ 4,439	\$ 21,000	\$ 20,838	\$ 4,601	81.91%
HFL- AV	\$ 305	10,000	\$ 10,067	\$ 238	97.69%
HFL - Juvenile	\$ 1,545	\$ 19,515	\$ 19,642	\$ 1,418	93.27%
VanEtten Library	\$ 50	\$ 6,304	\$ 5,383	\$ 971	84.71%
Subtotal for other libraries	\$ 12,893	\$ 114,296	\$ 113,170	\$ 7,228	
GRAND TOTALS	\$ 47,549	\$ 383,362	\$ 344,206	\$ 79,915	
E-Books purchased from Cost Share NOT included in this report- STLS will track					

CHEMUNG COUNTY LIBRARY DISTRICT
12/31/2022

Income	2022 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 57,150	\$ (198,796)	\$ 255,946	-348%		\$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	\$ 235,479	(35,479)	118%		
Library District Tax Receipts	\$ 3,194,512	\$ 3,194,512	0	100%		
PILOT Funds	\$ 65,000	\$ 50,856		78%		
Interest on Investments	\$ 8,000	\$ 5,100	2,900	64%		
State Aid						
Central Library Development	\$ 57,200	\$ 269,070	(211,870)	470%		
Central Book Aid	\$ 46,898	\$ 68,322	(21,424)	146%		
Local Library Services Aid	\$ 26,025	\$ 78,520	(52,495)	302%		
Other State Aid - State Construction Funds		\$ 25,010				
TOTAL INCOME	\$ 3,654,785	\$ 3,788,252	\$ (62,423)	104%	100%	
Expense	Annual Budget	Expended to Date	Balance	Percent	Percentage	
Personnel						
Salaries	1,728,402	1698497.61	\$ 1,728,402	98%		
Overtime & Holiday Salaries	24,227	\$ 12,650	11,577	52%		
Employee Benefits						
FICA	133,852	\$ 125,599	\$ 8,253	94%		
NY State Retirement	261,806	\$ 266,002	\$ (4,196)	102%		
Medical & Dental	504,158	\$ 521,123	\$ (16,965)	103%		
Other (Disability, Wk. Comp, Unemp)	25,394	\$ 30,088	\$ (4,694)	118%		
Subtotal - Personnel Expenses	2,677,839	2,653,959	\$ 23,880	99%	100%	
Contractual						
Equipment	19,000	\$ 14,850	4,150	78%		Found:\$66
Telephone	10,800	\$ 9,134	1,666	85%		
Supplies	45,200	\$ 41,472	3,728	92%		\$15,000split/STLS:prep&Brainfuse/\$103;Grant\$1415Tlab sup/Mkting:\$133;HH Foud:296.02
Travel & Continuing Education	10,626	\$ 4,547	6,079	43%		
Repairs & Maintenance	28,635	\$ 16,104	12,531	56%		
Postage	2,925	\$ 1,546	1,379	53%		
Library Materials (books, video, etc.)	382,843	\$ 346,871	35,972	91%		Gifts:\$5522;Grant\$5772,\$63 HH Friends
Utilities	59,000	\$ 49,257	9,743	83%		
Building Cleaning Supplies	14,200	\$ 14,200	0	100%		
Fuel, Gas & Oil (Bookmobile)	3,100	\$ 3,100	0	100%		
Insurance	34,700	\$ 34,700	0	100%		
Vehicle Operation / Maintenance	5,000	3084.94	1,915	62%		
Professional Fees (audit, engineer/legal fees)	31,395	\$ 31,395	0	100%		
Data Processing Expenses (Cost Share)	116,134	\$ 116,134	0	100%		
Payment of Taxes	5,150	\$ 5,150	0	100%		
Library Programming	39,897	\$ 64,619	(24,722)	162%		\$13,023Grant/\$7136Friends/HH Bullet Aide:\$150/\$1086HH Friends \$/Gift\$682
Chemung County costs (B&G, vision)	14,000	\$ 10,881	3,119	78%		
Capital Improvements STATE CONST see below	10,000		10,000	0%		
Contingency Fund	51,641	\$ 51,571	70	100%		Insurance/Fuel/Prof Fees/Taxes
Subtotal Expenses	\$ 3,562,085	\$ 3,506,427.63	\$ 89,510	98%	100%	
2022 Projects:		\$ 33,853				\$22949 HH Pavilion - pd for by HH Foundation/\$5868 - Steele parking lot (retainer)
TOTAL EXPENSES	\$ 3,562,085	\$ 3,506,428				