



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 July meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday July 20, 2023 at 6:00 pm at the Van Etten 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. Chapman (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2023-36)
4. Treasurer's report
 - a) Financial report (document #2023-41)
 - b) Report of Unpaid Bills Detail
5. Correspondence
6. President's report (Dworkin)
7. Director's Report
 - Resolved that the CCLD Board of Trustees approve the personnel actions as submitted.
- Committee reports:
 - a) Executive Committee (Dworkin)
 - 1) Report of the Committee meeting (document #2023-36)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document #2023-37)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document #2023-40)
 - d) Personnel Committee (Appenzellar)
 - e) Election and Continuity Committee (Rogan)
9. Executive Session
10. Old business
11. New business
 1. Receipt of \$7,500 grant for teen services
 2. Steele Pop Expo - Annual Event - staff asking to close the branches and have this be a district event at Steele- 2024 Date May 18th
 3. Safety & Security Guard Position at Steele
 4. Approval to have carpets cleaned at SML at a cost of \$3,500
 5. Close all branches for continuing education day –early/mid November
 6. 2024 budget proposal
12. Period for public expression
13. Adjournment

Document #2023-40

Report of the July 5, 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. Paul Chapman and Ms. Holly Melott, CCLD Management.

Mr. Chapman presented a detailed, proposed overview of a 3-phase update and renovation for Steele. Application for funding has been submitted to STLS, exact approval amounts will be released soon.

Quotes are being sought to have the carpets at Steele cleaned.

The meeting adjourned at 5:45pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, August 2, 2023 at 5:30pm in the auditorium of the Steele Memorial Library.

Document #2023-37

Report of the July 5, 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, Phyllis Rogan, Jack Schamel, and Martha Smith. Board members attending were Karl Schwesinger, Penny Appenzellar, Lee Saginario, and Crystal Gullo-Buzzetti. Paul Chapman and Holly Melott, CCLD management were also present.

UNPAID BILLS: Ms. Melott submitted the Unpaid Bill List dated 07/05/2023 in the amount of \$31,175.45 for the General Fund and \$1,155.68 for the Central Library District and Central Book Aid Fund. **Mr. Schamel moved, seconded by Ms. Appenzellar to approve payment of the General Fund in the amount of \$31,175.45 and Central Library District and Central Book Aid Fund in the amount of \$1,155.68 as submitted in writing. VOTE: Unanimously Approved.**

Ms. Dworkin reminded trustees that the “Meet & Greet” with the new library director, would be held on Monday, July 10, from 4-6 p.m. She encouraged all members to attend.

Mr. Chapman reported that a transition overview meeting had been held with the Paylocity representative. The new timekeeping and payroll process will be implemented in the near future.

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, August 2, 2023 at 6 pm in the auditorium at the Steele Memorial Library.

Central Library District and Central Book Aid Fund
Unpaid Bills Detail
As of July 20, 2023

Type	Date	Memo	Open Balance
Baker & Taylor Books			
Bill	07/20/2023	Reference materials - Acct #C0010083	138.74
Total Baker & Taylor Books			138.74
Southern Tier Library System			
Bill	07/20/2023	Downloadable e-books - STLS rebill: 4...	1,387.29
Bill	07/20/2023	Overdrive -electronic magazine charge...	17,500.00
Bill	07/20/2023	50% speaker fee for Cont Ed - invoice ...	1,300.00
Bill	07/20/2023	Downloadable e-books - STLS rebill: i...	70.00
Total Southern Tier Library System			20,257.29
TOTAL			20,396.03

Document #2023-31

Report of the June 14, 2023 meeting of the Budget & Finance Committee of the Chemung County Library District

Attending the meeting via Zoom: Ms. Crystal Gullo-Buzzetti and Ms. Rachel Dworkin. Also in attendance Holly Melott and Paul Chapman, CCLD Administration. The meeting opened at 8:45 a.m.

Ms. Melott presented the May 31, 2023 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 June 15, 2023 for the General Fund - \$39,997.98. For the CBA Fund - \$2132.55. Details will be forwarded to the full CCLD board for its consideration.

Mr. Chapman reported that two bids for auditing services have been received. A quote for a card free Jamex machine has been received. Both topics will be reviewed at the June board meeting.

The meeting adjourned at 9:00 a.m. The next meeting of the Budget & Finance Committee will be held on Wednesday, July 12, 2023 at 8:45 a.m. via Zoom.

(Minutes of the June 15, 2023 meeting of the Chemung County Library District Board of Trustees. Document #2023-36)

The meeting was called to order at 6:00 pm by President Rachel Dworkin. Present Ms. Phyllis Rogan, Mr. Kevin Hansen, Mr. Mark Padgett, Ms. Pat Silvernail, Ms. Penny Appenzellar, Ms. Lee Saginario, Ms. Muriel Friend, Mr. Jack Schamel, Ms. Bonnie Chollet, and Ms. Martha Smith. Excused: Ms. Jessica Roberts. Absent: Mr. Karl Schwesinger, Mr. Wayne Adams, and Ms. Crystal Gullo-Buzzetti. Visitors: Pat Kinney, Joan Russen, and Michael Steffens. Also present were Ms. Holly Melott and Mr. Paul Chapman on behalf of the Library District's Administration.

Minutes. The minutes of the May 18, 2023 meeting (Document #2023-29) were presented for board review. Mr. Schamel moved that the May Board minutes be approved as amended, seconded by Ms. Appenzellar. Correction: Meet and greet with the director will be 4-6 pm on Monday, July 10. **VOTE: Unanimously Approved.**

Financial Report. The May 2023 Financial Report was presented for board review. Mr. Schamel moved, seconded by Mr. Padgett, to approve the May Financial Report as presented. **VOTE: Unanimously Approved.**

Report of Unpaid Bills. Mr. Schamel moved, seconded by Ms. Smith, that the board authorize the payment of the unpaid bills dated 06/15/2023 for the General Fund - \$45,825.39. **VOTE: Unanimously Approved.** Mr. Schamel moved, seconded by Ms. Smith, that the board authorize the payment of the unpaid bills dated 06/15/23 for the CBA Fund -\$3,599.24. **VOTE: Unanimously Approved.**

Correspondence:

- Mr. Chapman shared thank you cards given to Ms. Kim Jones, Bookmobile Driver, from grateful students and staff of the St. Mary Our Mother Pre-K class

President's Report

Director's Report:

Mr. Chapman reported on the following:

- He met with Don Bishop, Chemung County Buildings and Grounds superintendent. As of 1/1/2024, the county will no longer be providing maintenance services.
- A detailed overview of multiple payroll/timekeeping services was presented. He recommends that the district purchase and utilize the basic package offered by "Paylocity".
- Two bids for full financial audits were received and reviewed. One from EFPR Group, LLC at a cost of \$29,000 and one from Insero & Co. at a cost of \$22,000.
- All staff participated in a continuing education day on Friday, June 9 at Corning Community College.
- STLS is requiring Starcat users to change their current passwords. Staff are assisting patrons with this transition.
- A new purchase requisition and program/project proposal process has been implemented district-wide. Such an implementation ensures a best practice approach and streamlines the audit from various angles.
- Narcan supplies have arrived from Casa-Trinity and will be made available to the public, once training has been offered. Training will simultaneously be offered to both staff and the public.
- Recurring internal staff meetings are being scheduled and held with various departments throughout the district.

- Research and collaboration has begun on a new 5 year plan.
- An “intent to apply” for state funding will be submitted to STLS on Friday, June 16, 2023
- He represented CCLD at the “Mural Fest” on Saturday, June 3.
- He will be attending an upcoming Arnot Wellness Fair to spotlight the blood pressure cuffs which are available for patron rental.
- Personnel issues are being addressed across the district.
- STLS anticipates the installation of the new phone system in the next few months.

CONSENT ITEM: Ms. Dworkin moved, seconded by Mr. Padgett, that the library purchase timekeeping/payroll services from “Paylocity” in the amount of \$4810.88. VOTE: Unanimously Approved.

CONSENT ITEM: Ms. Dworkin moved, seconded by Mr. Schamel, that the library hire Inero & Co. at a cost of \$22,000 to prepare a financial audit for calendar year 2022. VOTE: Unanimously Approved.

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

Ms. Dworkin moved, seconded by Mr. Padgett that the board enter executive session to discuss personnel matters. VOTE: Unanimously Approved.

Mr. Schamel moved, seconded by Ms. Silvernail that the board exit executive session. VOTE: Unanimously Approved.

Ms. Dworkin moved, seconded by Mr. Schamel that Ms. Melott’s hourly rate be \$25.05 effective July 1, 2023. VOTE: Unanimously Approved.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2023-30) Ms. Dworkin moved, seconded by Mr. Schamel that the Executive committee meeting minutes be amended as follows: respectfully submitted by Ms. Martha Smith

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board. (Document #2023-31)

Buildings & Grounds Committee. (Document #2023-34)

Personnel Committee.

Election & Continuity Committee.

Advocacy Committee.

Old Business.

New Business. Ms. Rogan commented on the following: it was a pleasure to see the Bookmobile participating in the Memorial Day parade, she is enjoying the monthly displays at Steele customer service, and she has heard from community members that they are eagerly anticipating the upcoming photography class which will be held at Steele on Monday June 26.

Ms. Dworkin found the video editing class offered by the Makerspace to be very beneficial. She has slides, let her know of your interest.

Ms. Appenzellar attended the continuing education day. The day was full of valuable learning and interaction. She found the “Director/Board Relation” session to be especially informative.

Public Expression.

Mr. Schamel moved, seconded by Ms. Smith to adjourn. VOTE: Unanimously Approved.

The next regular meeting of the board will be held on Thursday, July 20, 2023, at 6:00pm at the Van Etten Library.

11:24 AM

07/19/23

Chemung County Library District General Fund
Unpaid Bills Detail
As of July 20, 2023

Type	Date	Memo	Open Balance
Amazon Capital Services			
Bill	07/20/2023	- programming, supplies, materials -June	2,426.87
Total Amazon Capital Services			2,426.87
Baker & Taylor Books			
Bill	07/20/2023	Book purchase ST Juv	2,825.21
Total Baker & Taylor Books			2,825.21
Brodart Co.			
Bill	07/20/2023	processing needs -- invoice # 627096	109.45
Total Brodart Co.			109.45
Chemung County Health Department			
Bill	07/20/2023	Food Permit for HH Juv SRC end of year party	20.00
Total Chemung County Health Department			20.00
Cloud 9			
Bill	07/20/2023	HH SRC - final party - bounce house rental	414.32
Total Cloud 9			414.32
Eastern Managed Print Network			
Bill	07/20/2023	Maint Agreemt public copiers at Steele 06/01/23-05/31/2024 invoice # IN3880846	816.30
Total Eastern Managed Print Network			816.30
EBSCO Information Services			
Bill	07/20/2023	Invoice #9241994 annual subscriptions -all branches	7,116.88
Total EBSCO Information Services			7,116.88
Elmira Water Board			
Bill	07/20/2023	St Water - 03/31-06/02	155.84
Total Elmira Water Board			155.84
Filomena Jack			
Bill	07/20/2023	Teen Sewing program: July 10,17, 24	180.00
Total Filomena Jack			180.00
Fire Alarm Service Technology, Inc.			
Bill	07/20/2023	Annual Fire Alarm Monitoring \$798 - St/monthly security \$100-inv 45533/45461	898.00
Total Fire Alarm Service Technology, Inc.			898.00
First Transit, Inc			
Bill	07/20/2023	Bkm fuel -06/01-06/30 -\$316.91/maintenance - \$60.88 - invoice #11908431	377.79
Total First Transit, Inc			377.79
High Point Scientific			
Bill	07/20/2023	invoice #1000447322-A--telescopes & cases - pd w/grant funds	849.99
Total High Point Scientific			849.99
Jay Leeming			
Bill	07/20/2023	Storytelling sessions at HH Library - pd w/HH Friends \$	600.00
Total Jay Leeming			600.00
Jennifer Sekella			
Bill	07/20/2023	Face painting - WE SRC kick off & final party	120.00
Total Jennifer Sekella			120.00
Jessica Bennett			
Bill	07/20/2023	reimbursement for lost item	10.00

11:24 AM

07/19/23

Chemung County Library District General Fund
Unpaid Bills Detail
 As of July 20, 2023

Type	Date	Memo	Open Balance
Total Jessica Bennett			10.00
Jessica Janowsky			
Bill	07/20/2023	Gentle Chair Fitness - 7/12 & 7/26 - pd w/Jr. League grant funds	150.00
Total Jessica Janowsky			150.00
Kirkus Reviews			
Bill	07/20/2023	annual subscription - DIGITAL +Print HH	199.00
Total Kirkus Reviews			199.00
Mark Margeson			
Bill	07/20/2023	replacement ck -less banking fee	720.00
Total Mark Margeson			720.00
Martha Weber			
Bill	07/20/2023	Woodland Trio - All Together Now - HH Juv & Adult program 7/25-pd w/HH Friends \$	225.00
Total Martha Weber			225.00
MidWest Tape			
Bill	07/20/2023	Hoopla Streaming- pd w/designated Friends \$	2,000.00
Total MidWest Tape			2,000.00
Mobile Beacon			
Bill	07/20/2023	HotSpots additional/replacement pd w/Friends\$ Invoice #MB-160341	198.00
Total Mobile Beacon			198.00
NYSEG			
Bill	07/20/2023	gas & electric -St meter	28.65
Bill	07/20/2023	gas & electric -St meter	2,803.45
Total NYSEG			2,832.10
Pinnacle Rental Centers, INC 2			
Bill	07/20/2023	Rentals for SRC party - WE	331.70
Total Pinnacle Rental Centers, INC 2			331.70
Pitney Bowes			
Bill	07/20/2023	mail machine quarterly lease	435.90
Total Pitney Bowes			435.90
Powerful Dave LLC			
Bill	07/20/2023	SRC program @ HH 7/26 -pd w/HH Friends \$	550.00
Total Powerful Dave LLC			550.00
South Central Regional Library Council			
Bill	07/20/2023	SCRLC membership dues 2023/2024	288.00
Total South Central Regional Library Council			288.00
Southern Tier Library System			
Bill	07/20/2023	inv #4157 Quarterly STLS IT Contract - 3rd quarter - BF, HH, ST, WE	1,800.00
Bill	07/20/2023	Downloadable - audio & E-books - Juv Inv 4184 & 4185	926.07
Total Southern Tier Library System			2,726.07
Swift Office Equipment, Inc.			
Bill	07/20/2023	HH copier usage charges Invoice #077037	320.34
Total Swift Office Equipment, Inc.			320.34
Tanglewood			
Bill	07/20/2023	BF prog 7/18 /HH prog 7/11 - SRC programs -pd w/Friends \$ (HH)--1069/1064	170.00
Total Tanglewood			170.00

11:24 AM

07/19/23

Chemung County Library District General Fund
Unpaid Bills Detail
As of July 20, 2023

Type	Date	Memo	Open Balance
Tim Cleary			
Bill	07/20/2023	7/25 balloon program @ BF - pd by BF Women's Club	170.00
Total Tim Cleary			170.00
Tom Sieling			
Bill	07/20/2023	7/28 -program @ VE - Tromp Through the Swamp	225.00
Total Tom Sieling			225.00
TOTAL			28,461.76

CHEMUNG COUNTY LIBRARY DISTRICT

document #2023-41

Financial Report -June 30, 2023

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Income	2023 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 40,750	\$ 88,764		217.83%		
Grants (other than N.Y.S.)		\$ 40,859				CCLD Friends;United Way
Foundation Contributions (HH & Steele)	\$ 200,000	\$ 40,000		20%		
Library District Tax Receipts	\$ 3,398,615	\$ 3,398,615		100%		
PILOT Funds	\$ 72,000	\$ 39,097		54%		
Interest on Investments	\$ 6,000	\$ 2,576		43%		
State Aid						
Central Library Development	\$ 96,748			0%		
Central Book Aid	\$ 65,881			0%		
Local Library Services Aid	\$ 26,025			0%		
Other State Aid - State Construction Funds						
TOTAL INCOME	\$ 3,906,019	\$ 3,609,910	\$ -	92%	50%	
Expense	Annual Budget	Expended to Date	Balance	Percent	Percentage	
Personnel						
Salaries	1,873,625	863,610.75		46%		
Overtime & Holiday Salaries	24,353	8,122		33%		
Employee Benefits						
FICA	140,529	64,853		46%		
NY State Retirement	274,894	141,221		51%		
Medical & Dental	541,291	276,467		51%		
Other (Disability, Wk. Comp, Unemp)	31,443			0%		
Subtotal - Personnel Expenses	2,886,135	1,354,273		47%	50%	
Contractual						
Equipment	50,000	4,564		9%		Gifts:\$641.59/\$360 Friends/\$745 Grants
Telephone	10,800	10,374		96%		
Supplies	31,900	17,150		54%		HH Foundation:\$1788;HH Friends \$42;Grant\$Mspace\$32;\$1175;Mkt\$453
Travel & Continuing Education	7,920	3,576		45%		
Repairs & Maintenance	21,435	8,890		41%		
Postage	2,925	1,195		41%		
Library Materials (books, video, etc.)	394,329	168,099		43%		Gift:\$1136/Friends\$2500/HH Friends \$469.19
Utilities	59,000	43,982		75%		
Building Cleaning Supplies	15,000	15,000		100%		
Fuel, Gas & Oil (Bookmobile)	4,000	2,447		61%		
Insurance	35,675	35,675		100%		
Vehicle Operation / Maintenance	5,000	311		6%		
Professional Fees (audit, engineer/legal fees)	30,305	22,627		75%		
Data Processing Expenses (Cost Share)	117,505	75,584		64%		
Payment of Taxes	5,150	3,625		70%		
Library Programming	43,493	34,507		79%		\$1559Friends/Grant \$6710/HH Friends \$1014/Gifts\$2380
Chemung County costs (B&G, vision)	14,000	11,362		81%		
Capital Improvements STATE CONST see below	10,000	10,000		100%		
Contingency Fund	48,595	2,330		5%		insurance/bldg supplies/capital improvements
Subtotal Expenses	\$ 3,793,167	\$ 1,825,571.95	\$ -	48%	50%	
TOTAL EXPENSES	\$ 3,793,167	\$ 1,825,572				