



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 March meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday March 16, 2023 at 6:00 pm at [Horseheads Free 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 #2023-11)
4. Treasurer's report
 - a) Financial report (document #2023-14)
 - b) Report of Unpaid Bills Detail (document #2023-15)
5. Correspondence
6. President's report (Dworkin)
7. Director's Report

Consent Item: Approval of Raspberry Pi Kit Circulation Policy and Agreement

Consent Item: Approval of Personnel Actions

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 #2023-12)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document #2023-13)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting –no March meeting
 - d) Personnel Committee (Appenzellar)
 - e) Election and Continuity Committee (Rogan)
9. Executive Session
 10. Old business
 - a) Board photos
 11. New business
 - a) Review of VOIP phone proposal
 - b) Review of CCTC "Positive Pay" services
 12. Period for public expression
 13. Adjournment

(Minutes of the February 16, 2023 meeting of the Chemung County Library District Board of Trustees. Document #2023-9)

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. Martha Smith, Ms. Pat Silvernail, Mr. Karl Schwesinger, Ms. Muriel Friend, Ms. Bonnie Chollet, Ms. Penny Appenzellar, Mr. Jack Schamel, and Mr. Wayne Adams. Excused: Ms. Lee Saginario, Ms. Jessica Roberts, and Ms. Crystal Gullo-Buzzetti. Also present were Ms. Holly Melott and Mr. Owen Frank on behalf of the Library District's Administration.

Minutes. The minutes of the January 19, 2023 meeting (Document #2023-05) were presented for board review. Ms. Dworkin moved that the January Board minutes be approved as amended, seconded by Mr. Padgett. Correction: The town of Elmira has rescinded their request to place a dog waste receptacle on West Elmira Library property. **VOTE: Unanimously Approved.**

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

Report of Unpaid Bills Mr. Schamel moved, seconded by Mr. Padgett, that the board authorize the payment of the unpaid bills dated 02/16/2023 for the General Fund - \$28,092.66. Mr. Schamel moved, seconded by Ms. Smith that the board authorize the payment of the unpaid bills dated 02/16/2023 for the CBA Fund - \$4,348.83. **VOTE: Unanimously Approved.**

Correspondence:

- A donation in the amount of \$123 was received from the Southside High School Class of 1956.

President's Report:

- Ms. Dworkin received an email from staff concerning the Friends in house book sale display.
- Brian Hildreth, STLS director, will be conducting an online board training session on Thursday, March 9 at 5:30.

CONSENT ITEM: Mr. Schamel moved, seconded by Mr. Padgett, that the contract with Matt Burr, HR consultant, be renewed for 6 months, upon its expiration date. VOTE: Unanimously Approved.

CONSENT ITEM: Ms. Dworkin moved, seconded by Mr. Schamel, that the check received from the Steele Foundation in the amount of \$6,456.06, be accepted and allocated for genealogical resources as per the direction of the donor. VOTE: Unanimously Approved.

Director's Report:

- Librarian, Jennie Lewis and Branch Manager, Michelle Barrett, both received grants from the Community Arts Foundation. Monies will be used for adult programming throughout the year.
- Auditing services are being sought.

CONSENT ITEM: Ms. Dworkin moved, seconded by Ms. Smith, that the board approve the following tax cap override: Whereas, the adoption of the 2024 budget for the Chemung County Library District may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it Resolved, that the Board of Trustees of the Chemung County Library District voted and approved to exceed the tax levy limit for 2023 by at least the sixty percent of the board of trustees as required by state law on February 16, 2023.

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

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2023-01)

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board. (Document #2023-03)

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2023-02) The invoice from Elmira Structures for the brick repair at Steele has arrived and been submitted to Perry and Carroll. Boiler parts have begun to arrive for the repair project at Steele. The Horseheads Foundation would like to have an electrical power source in the pavilion and shrubbery planted. Options are being evaluated.

Personnel Committee.

CONSENT ITEM: Mr. Schwesinger moved, seconded by Ms. Chollet, that the estimated budget proposal for candidate interviews be accepted as presented. **VOTE: Those in favor: Ms. Rachel Dworkin, Ms. Phyllis Rogan, Mr. Kevin Hansen, Mr. Mark Padgett, Ms. Martha Smith, Ms. Pat Silvernail, Mr. Karl Schwesinger, Ms. Bonnie Chollet, Ms. Muriel Friend, Ms. Penny Appenzellar, and Mr. Wayne Adams. Abstain: Mr. Jack Schamel.**

Election & Continuity Committee. Trustees who are ineligible to run for re-election in November 2023 are encouraged to seek out prospective candidates.

CONSENT ITEM: Mr. Hansen moved, seconded by Mr. Schwesinger, that Michael Steffens be appointed as the Chemung County Board representative to STLS. **VOTE: Unanimously Approved.**

Advocacy Committee. Ms. Martha Smith will be attending the March Friends meeting.

Old Business. The board photo display needs to be updated. Arrangements will be made for a photographer to attend the March board meeting. A suggestion was made that monthly board meeting should be promoted on the electronic sign at Steele.

New Business.

Public Expression.

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

The next regular meeting of the board will be held on Thursday, March 16, 2023, at 6:00pm at the Horseheads Free Library.

Document #2023-12

Report of the March 1, 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, Pat Silvernail, Kevin Hansen, Lee Saginario, Penny Appenzellar, and Jessica Roberts. Owen Frank and Holly Melott, CCLD management were also present.

UNPAID BILLS: Ms. Melott submitted the Unpaid Bill List dated 03/01/2023 in the amount of \$51,834.25 for the General Fund and \$514.78 for the Central Library District and Central Book Aid Fund. **Mr. Schamel moved, seconded by Ms. Smith to approve payment of the General Fund in the amount of \$51,834.25 and Central Library District and Central Book Aid Fund in the amount of \$514.78 as submitted in writing. VOTE: Unanimously Approved.**

Mr. Frank reported on the following:

- The drinking fountain on the second floor at Steele is no longer working. Mr. Frank is working alongside the county buildings and grounds department to assess replacement options.
- Several needed parts for the cooling tower repair at Steele have arrived, they are being stored at the county nursing facility.
- The Friends have ordered new shelving for their book sale display at Steele. The unit is to arrive on Thursday, March 2.
- IT department is creating a usage policy for the Playstation console.

Ms. Dworkin reminded trustees that Brian Hildreth, STLS director, will be conducting a board training via Zoom on Thursday, March 9 at 5:30.

The meeting adjourned at 7:15 pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, April 5, 2023 at 6 pm in the auditorium at the Steele Memorial Library.

Document #2023-13

Report of the March 8, 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 February 28, 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 March 16, 2023 for the General Fund - \$49,906.52 CBA Fund - \$849.71. Details will be forwarded to the full CCLD board for its consideration.

The committee discussed Chemung Canal Trust Company “Positive Pay” services and the ongoing search for an auditor.

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

Chemung County Library District General Fund
Unpaid Bills Detail
As of March 16, 2023

Type	Date	Memo
Aleta Yarrow		
Bill	03/16/2023	"Well Dressed Book" art class @ St 3/28 - pd w/Grant funds
Total Aleta Yarrow		
Amazon Capital Services		
Bill	03/16/2023	all libraries - programming, supplies, materials
Total Amazon Capital Services		
AT&T - Illinois		
Bill	03/16/2023	long distance charges-ST x 3 lines - approximate annual for 2023
Total AT&T - Illinois		
Baker & Taylor Books		
Bill	03/16/2023	Book purchase Bkm & ST Juv
Total Baker & Taylor Books		
Bakers Landscaping		
Bill	03/16/2023	snow removal/salt @ HH in February
Bill	03/16/2023	snow removal/salt @ WE in February
Total Bakers Landscaping		
Bryan Boynton		
Bill	03/16/2023	IT phone stipend for on call - 1st quarter 2023
Total Bryan Boynton		
CCLD Petty Cash		
Bill	03/16/2023	St/WE/BF petty cash- postage, supplies, travel, prog
Total CCLD Petty Cash		
Chemung Canal Trust Company		
Bill	03/16/2023	Mastercardcharges:renewals/subscriptions: text alert, go to assist, zoom, constant contact
Bill	03/16/2023	Mastercardcharges:Juv prog, Juv books, checks, & ballot box
Total Chemung Canal Trust Company		
chemung County Youth Bureau		
Bill	03/16/2023	Youth Bureau Awards Reception (4/7/23)registration for Doris Jean Metzger
Total chemung County Youth Bureau		
Corning Community College		
Bill	03/16/2023	Job fair 4/25 - participation fee
Total Corning Community College		
Deborah L. Brimmer		
Bill	03/16/2023	IT phone stipend for on call - 1st quarter 2023
Total Deborah L. Brimmer		
Dell Marketing L.P.		
Bill	03/16/2023	Cannon printer -invoice #10657077261
Total Dell Marketing L.P.		
Demco, Inc.		
Bill	03/16/2023	shelving for Friends booksale- pd w/Friends \$ - invoice #7268825
Bill	03/16/2023	processing supplies -invoice #7270325
Bill	03/16/2023	Magazine display - paid w/Omara funds- invoice #7274791
Total Demco, Inc.		
DexYP		
Bill	03/16/2023	Corning - Bath Advertising advertising -phone book -subscription will expire 4/23

Chemung County Library District General Fund
Unpaid Bills Detail
As of March 16, 2023

03/15/23

Type	Date	Memo
Total DexYP		
Elmira City Chamberlain		
Bill	03/16/2023	Downtown Development Tax - ST bill #819033 & 819090 - first installment
Total Elmira City Chamberlain		
Elmira Water Board		
Bill	03/16/2023	St water 12/7/22-2/2/23 - credit applied from previous payment
Total Elmira Water Board		
Filomena Jack		
Bill	03/16/2023	Teen art -3/7, 3/14, 3/21, & 3/28 pd w/Com Grant Fund \$
Total Filomena Jack		
Horseheads Printing		
Bill	03/16/2023	Monthly flyers pd by HH Foundation - invoice #30292
Total Horseheads Printing		
Jessica Janowsky		
Bill	03/16/2023	Gentle Chair Fitness - 03/01, 03/08, 03/15, 03/22, & 3/29
Total Jessica Janowsky		
John van Otterloo		
Bill	03/16/2023	IT phone stipend for on call - 1st quarter 2023
Total John van Otterloo		
Karen Curren		
Bill	03/16/2023	Gourd Birdhouse Painting Kits - week of 3/6-3/10 - HH
Total Karen Curren		
Kimberly Jones		
Bill	03/16/2023	2023 DOT physical required by CCLD
Total Kimberly Jones		
NYSEG		
Bill	03/16/2023	gas & electric - St x 2 meters
Bill	03/16/2023	gas & electric - WE 12/31/22-02/16/2023
Total NYSEG		
Pitney Bowes		
Bill	03/16/2023	ink for postal machine
Total Pitney Bowes		
Southern Tier Library System		
Bill	03/16/2023	2023 Quarterly cost share -all libraries -invoice #3967
Total Southern Tier Library System		
Tim Collins		
Bill	03/16/2023	Dungeons and Dragons Adult program 3/4, 3/18 & 3/23
Bill	03/16/2023	Teen Improv program - 3/23
Bill	03/16/2023	Creative Writing sessions 3/1, 3/15, 3/22, 3/29 - Grant \$
Bill	03/16/2023	Dungeons and Dragons Teen program 3/6
Bill	03/16/2023	TC Commons Session - teen program 3/2
Total Tim Collins		
Xerox Corporation		
Bill	03/16/2023	BF copier usage contract 01/23/2023-02/27/2023
Total Xerox Corporation		

12:12 PM

03/15/23

Chemung County Library District General Fund
Unpaid Bills Detail
As of March 16, 2023

Type	Date	Memo
TOTAL		

Chemung County Library District General Fund
Unpaid Bills Detail
As of March 16, 2023

Open Balance

<u>250.00</u>
250.00
<u>3,001.46</u>
3,001.46
<u>75.00</u>
75.00
<u>1,903.45</u>
1,903.45
<u>110.00</u>
<u>220.00</u>
330.00
<u>90.00</u>
90.00
<u>966.77</u>
966.77
<u>582.99</u>
<u>598.26</u>
1,181.25
<u>10.00</u>
10.00
<u>30.00</u>
30.00
<u>90.00</u>
90.00
<u>286.00</u>
286.00
<u>3,664.39</u>
<u>192.24</u>
<u>311.22</u>
4,167.85
<u>43.75</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of March 16, 2023

Open Balance

43.75

1,577.38

1,577.38

11.30

11.30

400.00

400.00

198.15

198.15

200.00

200.00

90.00

90.00

600.00

600.00

107.00

107.00

2,183.43

1,251.30

3,434.73

79.49

79.49

35,542.50

35,542.50

150.00

50.00

400.00

75.00

50.00

725.00

21.78

21.78

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03/15/23

Chemung County Library District General Fund
Unpaid Bills Detail
As of March 16, 2023

Open Balance

55,412.86

Central Library District and Central Book Aid Fund
Unpaid Bills Detail
 As of March 16, 2023

Type	Date	Memo	Open Balance
Southern Tier Library System			
Bill	03/16/2023	Downloadable e-books -Juv-& rebill	849.71
Bill	03/16/2023	Downloadable e-books---STLS rebill #4012	1,180.33
Total Southern Tier Library System			2,030.04
Value Line Publishing, Inc.			
Bill	03/16/2023	reference materials -invoice #14476548	470.00
Total Value Line Publishing, Inc.			470.00
TOTAL			2,500.04

Chemung County Library District General Fund
Unpaid Bills Detail
As of March 1, 2023

Type	Date	Memo	Open Balance
Aleta Yarrow			
Bill	03/01/2023	"Pop up Books" art class @ St 3/14 - pd w/Grant funds	250.00
Total Aleta Yarrow			250.00
Amazon Credit Plan			
Bill	03/01/2023	Final Amazon payment through credit plan	5,557.62
Total Amazon Credit Plan			5,557.62
Baker & Taylor Books			
Bill	03/01/2023	Book purchase Bkm & ST Juv	1,754.25
Total Baker & Taylor Books			1,754.25
Banfield-Baker Corp			
Bill	03/01/2023	Seed order for ST for seed lending collection	198.00
Total Banfield-Baker Corp			198.00
Blackstone Publishing			
Bill	03/01/2023	Audiobooks St - Statement: 2/25/23	40.71
Total Blackstone Publishing			40.71
Burr Consulting LLC			
Bill	03/01/2023	HR Consultant March retainer- services 2023	1,800.00
Total Burr Consulting LLC			1,800.00
Checkpoint Gamer Lounge			
Bill	03/01/2023	Teen Lock in 2/24 @ St	250.00
Total Checkpoint Gamer Lounge			250.00
Chemung County Buildings & Grounds Dept.			
Bill	03/01/2023	4th Quarter 2022 Maintenance:Utilities -14,607.59/Maintenance -1,306.96	15,914.55
Total Chemung County Buildings & Grounds Dept.			15,914.55
Elmira Water Board			
Bill	03/01/2023	WE water 11/29/22-01/27/2023	38.46
Total Elmira Water Board			38.46
Ingram Library Services			
Bill	03/01/2023	February Library material -	10,668.58
Total Ingram Library Services			10,668.58
Lori Perry			
Bill	03/01/2023	2/23 -HH Juv program	80.00
Total Lori Perry			80.00
MidWest Tape			
Bill	03/01/2023	February AV Materials	3,873.76
Total MidWest Tape			3,873.76
NYSEG			
Bill	03/01/2023	gas & electric -HH (x2 invoices) St x 3 meters	6,774.93
Total NYSEG			6,774.93
Penworthy Company			
Bill	03/01/2023	Library materials -BKM invoice #0588196-IN	903.54
Total Penworthy Company			903.54
Town of Big Flats			
Bill	03/01/2023	11/01/2022 -02/06/2023 BF	64.71

12:15 PM

03/01/23

Chemung County Library District General Fund
Unpaid Bills Detail
As of March 1, 2023

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Town of Big Flats			64.71
Vasco Brands, Inc.			
Bill	03/01/2023	cleaning sup all lib-inv 136395	2,273.45
Total Vasco Brands, Inc.			2,273.45
Village of Horseheads			
Bill	03/01/2023	10/31/22-01/31/2023 water bill HH	44.70
Total Village of Horseheads			44.70
TOTAL			50,487.26

1:52 PM

03/01/23

Chemung County Library District General Fund
Unpaid Bills Detail
As of March 1, 2023

Type	Date	Memo	Open Balance
Sherry Lynn Machones			
Bill	03/01/2023	reimbursement for interview travel expenses	1,346.99
Total Sherry Lynn Machones			1,346.99
TOTAL			1,346.99

1:35 PM
03/01/23

Central Library District and Central Book Aid Fund
Unpaid Bills Detail
As of March 1, 2023

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Ingram Library Services			
Bill	03/01/2023	February Library material -	132.06
Total Ingram Library Services			132.06
Midwest Tape, LLC			
Bill	03/01/2023	February AV Materials	382.72
Total Midwest Tape, LLC			382.72
TOTAL			514.78

CHEMUNG COUNTY LIBRARY DISTRICT

Financial Report - February 28, 2023

Income	2023 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 40,750	\$ 6,725		16.50%		
Grants (other than N.Y.S.)		\$ 18,500				CCLD Friends
Foundation Contributions (HH & Steele)	\$ 200,000			0%		
Library District Tax Receipts	\$ 3,398,615			0%		
PILOT Funds	\$ 72,000			0%		
Interest on Investments	\$ 6,000	\$ 44		1%		
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	\$ 25,269	\$ -	1%	17%	
Expense	Annual Budget	Expended to Date	Balance	Percent	Percentage	
Personnel						
Salaries	1,873,625	269766.2		14%		
Overtime & Holiday Salaries	24,353	\$ 3,341		14%		
Employee Benefits						
FICA	140,529	\$ 20,203		14%		
NY State Retirement	274,894	\$ 44,243		16%		
Medical & Dental	541,291	\$ 75,810		14%		
Other (Disability, Wk. Comp. Unemp)	31,443	\$ 18,682		59%		
Subtotal - Personnel Expenses	2,886,135	432,046		15%	17%	
Contractual						
Equipment	50,000	\$ 1,466		0%		Gifts: \$641.59
Telephone	10,800	\$ 10,166		94%		
Supplies	31,900	\$ 5,165		16%		HH Foundation: \$167.51
Travel & Continuing Education	7,920	\$ 788		10%		
Repairs & Maintenance	21,435	\$ 2,250		10%		
Postage	2,925	\$ 538		18%		
Library Materials (books, video, etc.)	394,329	\$ 56,048		14%		Gift:\$1000
Utilities	59,000	\$ 876		1%		
Building Cleaning Supplies	15,000	\$ 3,941		26%		
Fuel, Gas & Oil (Bookmobile)	4,000	\$ 1,437		36%		
Insurance	35,675	\$ 36,996		104%		
Vehicle Operation / Maintenance	5,000	\$ 218		4%		
Professional Fees (audit, engineer/legal fees)	30,305	\$ 8,659		29%		
Data Processing Expenses (Cost Share)	117,505	\$ 2,699		2%		
Payment of Taxes	5,150	\$ 2,048		40%		
Library Programming	43,493	\$ 11,662		27%		\$1851.73 Friends/\$690/Grant \$1825/\$167.51 HH Foundation - \$167.19
Chemung County costs (B&G, vision)	14,000			0%		
Capital Improvements STATE CONST see below	10,000			0%		
Contingency Fund	48,595			0%		
Subtotal Expenses	\$ 3,793,167	\$ 577,003.09	\$ -	15%	17%	
TOTAL EXPENSES	\$ 3,793,167	\$ 577,003				