



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](http://www.cclld.lib.ny.us)

## Agenda

**The October meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday October 19, 2023 at 6:00 pm at the Big Flats 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 #2023-54)
4. Treasurer's report
  - a) Financial report (document #2023-59)
  - 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 #2023-56)
  - b) Budget & Finance Committee (Schamel)
    - 1) Report of the Committee meeting (document #2023-57)
  - c) Building & Grounds Committee (Schwesinger)
    - 1) Report of the Committee meeting (document #2023-58)
  - d) Personnel Committee (Appenzellar)
  - e) Election and Continuity Committee (Rogan)
9. Executive Session
10. Old business
11. New business
  1. Proposal for services contract with Nancy Kirby, non-profit consultant
12. Period for public expression
13. Adjournment

**Document #2023-58**

**Report of the October 4, 2023 meeting of the Buildings & Grounds Committee of the Chemung County Library District**

The meeting opened at 5:30 pm. Present were Ms. Rachel Dworkin, Mr. Kevin Hansen, and Ms. Phyllis Rogan. Also attending were Mr. Paul Chapman and Ms. Holly Melott, CCLD Management.

The Horseheads Foundation will be funding the repointing and sealing of slate on the front entrance of the Horseheads Library. Elmira Structure will be contracted to complete the work at a cost of \$8,925.

The annual waste management contact amount for 2024, will be \$9,000, an incorrect amount was stated at the September board meeting.

The meeting adjourned at 5:45pm.

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

**Document #2023-56**

**Report of the October 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, Phyllis Rogan, and Jack Schamel. Board members attending were Muriel Friend, Bonnie Chollet, Kevin Hansen, and Penny Appenzellar . Paul Chapman and Holly Melott, CCLD management were also present.

UNPAID BILLS: Ms. Melott submitted the Unpaid Bill List dated 10/4//2023 in the amount of \$49,057.53 for the General Fund and \$278.47 for the Central Library District and Central Book Aid Fund. **Ms. Dworkin moved, seconded by Mr. Schamel to approve payment of the General Fund in the amount of \$49,057.53 and Central Book Aid Fund in the amount of \$278.47 as submitted in writing. VOTE: Unanimously Approved.**

Mr. Chapman reported on the following:

- 3 new positions have been approved by Civil Service – librarian I, library assistant, and part time library clerk
- #30 applications have been received for the safety officer position, #6 interviews will be conducted via Zoon on 10/20/23
- The new email system is up and running
- Nancy Kirby will be presenting at the Budget and Finance Committee meeting on Wednesday, October 10<sup>th</sup>

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, November 1, 2023 at 6 pm in the auditorium at the Steele Memorial Library.

**Document #2023-57**

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

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

The September 30, 2023 Financial Report was presented to the Committee. The report will be forwarded to the full CCLD board for its consideration.

Ms. Melott presented the Unpaid Bill List dated October 19, 2023 for the General Fund - \$5,095.92. Details will be forwarded to the full CCLD board for its consideration.

Ms. Nancy Kirby, non-profit consultant, presented an overview of her findings, concerning the status and maintenance of CCLD finances.

The meeting adjourned at 9:30 a.m. The next meeting of the Budget & Finance Committee will be held on Wednesday, November 8, 2023 at 8:45 a.m. via Zoom.

9:14 AM  
10/19/23

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

Type	Date	Memo	Open Balance
<b>Amy Coston</b>			
Bill	10/19/2023	travel reimbursement 4/11/23-10/11/2023	53.19
Total Amy Coston			53.19
<b>Dataflow, Inc.</b>			
Bill	10/19/2023	ballots for trustee election - invoice #416878	15.00
Total Dataflow, Inc.			15.00
<b>Eastern Security Services</b>			
Bill	10/19/2023	sec install, panic buttons, 3rd Q monitor- inv 269336,R269336,269334 Acct #615001	1,559.85
Total Eastern Security Services			1,559.85
<b>Frank Carcelli</b>			
Bill	10/19/2023	Bingo performer 10/20 -- adult programming	225.00
Total Frank Carcelli			225.00
<b>H. L. Treu Office Supply Corp.</b>			
Bill	10/19/2023	calendars for meeting rooms 2024	75.85
Total H. L. Treu Office Supply Corp.			75.85
<b>Jessica Janowsky</b>			
Bill	10/19/2023	Gentle Chair Fitness 10/11 & 10/25 paid w/Jr. Leauge grant funds	150.00
Total Jessica Janowsky			150.00
<b>Kimberly Jones</b>			
Bill	10/19/2023	Travel & meal reimbursement for annual Bookmobile conference	261.98
Total Kimberly Jones			261.98
<b>Library Store, Inc</b>			
Bill	10/19/2023	chairs for Juv dept - paid w/gift funds	1,109.30
Total Library Store, Inc			1,109.30
<b>Mark Margeson</b>			
Bill	10/19/2023	HH & WE mowing x6 each-09/01-10/06	900.00
Total Mark Margeson			900.00
<b>Noah's Ark Animal Workshop, Inc.</b>			
Bill	10/19/2023	invoice #62562 & #62556 - HH Juv Prog & WE Juv prog	611.56
Total Noah's Ark Animal Workshop, Inc.			611.56
<b>NYSEG</b>			
Bill	10/19/2023	gas & electric-ST x 3 HH, BF, W	3,691.15
Total NYSEG			3,691.15
<b>OverDrive, Inc</b>			
Bill	10/19/2023	patron online resource checkouts- initial/annual payment exhausted	19.26
Total OverDrive, Inc			19.26
<b>Past and Present DJ Productions</b>			
Bill	10/19/2023	Teen Halloween Dance - pd w/Friends \$	300.00
Total Past and Present DJ Productions			300.00
<b>Pitney Bowes</b>			
Bill	10/19/2023	mail machine quarterly lease	435.90
Total Pitney Bowes			435.90
<b>Southern Tier Library System</b>			
Bill	10/19/2023	50% cost of Gather & Grow Conference speaker -invoice #4302	150.00

9:14 AM  
10/19/23

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

Type	Date	Memo	Open Balance
Total Southern Tier Library System			150.00
<b>Syracuse Peace Council/WTI</b>			
Bill	10/19/2023	"Witness to Injustice" program at SML 10/22/23	1,500.00
Total Syracuse Peace Council/WTI			1,500.00
<b>Tanglewood</b>			
Bill	10/19/2023	10/24 -Monarch Butterfly program @ SML	80.00
Total Tanglewood			80.00
<b>Tim Collins</b>			
Bill	10/19/2023	Teen writing -Oct:4,11,18 Improv: Oct 5,12,19, 26- D & D 10/2 - \$700 -grant funds	775.00
Total Tim Collins			775.00
<b>Vasco Brands, Inc.</b>			
Bill	10/19/2023	cleaning sup all lib-inv 139122	521.66
Bill	10/19/2023	cleaning sup all lib-inv 139122A	186.76
Total Vasco Brands, Inc.			708.42
<b>Xerox Corporation</b>			
Bill	10/19/2023	BF copier usage contract through 09/21/2023	16.97
Total Xerox Corporation			16.97
<b>TOTAL</b>			<b>12,638.43</b>

2:24 PM  
10/18/23

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

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Type	Date	Memo	Open Balance
<b>Baker &amp; Taylor Books</b>			
Bill	10/19/2023	Reference materials - A...	171.68
Total Baker & Taylor Books			171.68
<b>TOTAL</b>			<b>171.68</b>

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

Type	Date	Memo	Open Balance
<b>Amazon Capital Services</b>			
Bill	10/04/2023	- programming, supplies, materials	1,234.55
Total Amazon Capital Services			1,234.55
<b>Blackstone Publishing</b>			
Bill	10/04/2023	BF -audiobooks-invoice #2120988	246.32
Total Blackstone Publishing			246.32
<b>Burr Consulting LLC</b>			
Bill	10/04/2023	HR Consultant October retainer- services 2023	1,800.00
Total Burr Consulting LLC			1,800.00
<b>CCLD Petty Cash</b>			
Bill	10/04/2023	BF petty cash	163.85
Total CCLD Petty Cash			163.85
<b>Chemung Canal Trust Company</b>			
Bill	10/04/2023	Mastercard charges:	204.70
Bill	10/04/2023	Mastercard charges:	1,879.59
Total Chemung Canal Trust Company			2,084.29
<b>Dataflow, Inc.</b>			
Bill	10/04/2023	flyers for teen Halloween dance-invoice #21167 - Friends \$	60.00
Total Dataflow, Inc.			60.00
<b>Eastern Security Services</b>			
Bill	10/04/2023	security installations & 4th quarter monitoring Acct #615001	2,791.55
Total Eastern Security Services			2,791.55
<b>Filomena Jack</b>			
Bill	10/04/2023	Crochet & Beyond - 10/11-SML	285.00
Total Filomena Jack			285.00
<b>Fire Alarm Service Technology, Inc.</b>			
Bill	10/04/2023	cellular installation & annual service fee security SML-inv 46157 & 46158	1,043.00
Total Fire Alarm Service Technology, Inc.			1,043.00
<b>Horseheads Printing</b>			
Bill	10/04/2023	monthly flyers- pd by HH Foundation - invoice #30838	251.48
Total Horseheads Printing			251.48
<b>Image Integrator</b>			
Bill	10/04/2023	Microfice service contract - 10/1/23-9/30/24	695.00
Total Image Integrator			695.00
<b>Ingram Library Services</b>			
Bill	10/04/2023	September Library material -	8,222.90
Total Ingram Library Services			8,222.90
<b>Jane Kim-Pronti</b>			
Bill	10/04/2023	Adult HH -10/11/223 art class	300.00
Total Jane Kim-Pronti			300.00
<b>Janice Lovelace</b>			
Bill	10/04/2023	"Is Great Grandmother Really Native American" - 10/18 - via zoom	150.00
Total Janice Lovelace			150.00
<b>Lee Vergason</b>			

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

Type	Date	Memo	Open Balance
Bill	10/04/2023	patron refund	20.00
Total Lee Vergason			20.00
<b>Maggie Young</b>			
Bill	10/04/2023	reimbursement for yearbook purchases	362.88
Total Maggie Young			362.88
<b>MidWest Tape</b>			
Bill	10/04/2023	September- av materials -all branches	3,845.05
Total MidWest Tape			3,845.05
<b>No Tuxedo LLC c/o Russ Swagner</b>			
Bill	10/04/2023	Adult Improv class - 10/5 - SML	260.00
Total No Tuxedo LLC c/o Russ Swagner			260.00
<b>NYSEG</b>			
Bill	10/04/2023	gas & electric-ST	1,113.27
Total NYSEG			1,113.27
<b>Sayles &amp; Evans</b>			
Bill	10/04/2023	Attorney fees - 06/15/23-08/31/2023 -invoice #10457	3,652.00
Total Sayles & Evans			3,652.00
<b>Southern Tier Library System</b>			
Bill	10/04/2023	Quarterly STLS IT Contract - 3rd quarter - BF, HH, ST, WE	17,563.94
Bill	10/04/2023	Downloadable - audio & E-books - invoice #4127	203.74
Bill	10/04/2023	barcodes all libraries - invoice 4293	120.34
Bill	10/04/2023	Quarterly STLS IT Contract - Billed Entity Internet - BF, HH, ST, WE-invoice #...	1,800.00
Total Southern Tier Library System			19,688.02
<b>Staples Advantage</b>			
Bill	10/04/2023	office supplies	169.92
Total Staples Advantage			169.92
<b>Star-Gazette</b>			
Bill	10/04/2023	09/01/23-08/31/2024	601.48
Total Star-Gazette			601.48
<b>Xerox Corporation</b>			
Bill	10/04/2023	BF copier usage contract through 09/21/2023	16.97
Total Xerox Corporation			16.97
<b>TOTAL</b>			<b>49,057.53</b>

3:17 PM

10/03/23

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

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Type	Date	Memo	Open Balance
<b>Southern Tier Library System</b>			
Bill	10/04/2023	Downloadable e-books-STLS rebill- invoice#4299/4300/4...	278.47
Total Southern Tier Library System			278.47
<b>TOTAL</b>			<b>278.47</b>

**CHEMUNG COUNTY LIBRARY DISTRICT**

document #2023-59

**Financial Report September 30, 2023**

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<b>Income</b>	<b>2023 Annual Budget</b>	<b>Received to Date</b>	<b>Balance Remaining</b>	<b>Percentage Received</b>	<b>Percentage through Year</b>	<b>Notes</b>
Library Fines, Fees & Contributions	\$ 40,750	\$ 93,341		229.06%		
Grants (other than N.Y.S.)		\$ 50,514				CCLD Friends;United Way
Foundation Contributions (HH & Steele)	\$ 200,000	\$ 60,000		30%		
Library District Tax Receipts	\$ 3,398,615	\$ 3,398,615		100%		
PILOT Funds	\$ 72,000	\$ 39,097		54%		
Interest on Investments	\$ 6,000	\$ 4,081		68%		
<b>State Aid</b>						
Central Library Development	\$ 96,748	\$ 169,068		175%		
Central Book Aid	\$ 65,881			0%		
Local Library Services Aid	\$ 26,025			0%		
Other State Aid - State Construction Funds						
<b>TOTAL INCOME</b>	<b>\$ 3,906,019</b>	<b>\$ 3,814,716</b>	<b>\$ -</b>	<b>98%</b>	<b>75%</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	1,873,625	1271333.84		68%		
Overtime & Holiday Salaries	24,353	\$ 9,946		41%		
<b>Employee Benefits</b>						
FICA	140,529	\$ 95,155		148%		
NY State Retirement	274,894	\$ 207,567		#REF!		
Medical & Dental	541,291	\$ 369,973		68%		
Other (Disability, Wk. Comp, Unemp)	31,443	\$ 29,530		94%		
<b>Subtotal - Personnel Expenses</b>	<b>2,886,135</b>	<b>1,983,505</b>		<b>69%</b>	<b>75%</b>	
<b>Contractual</b>						
Equipment	50,000	\$ 6,434		13%		Gifts:\$641.59/\$458 Friends/\$745 Grant/HH Friends\$115
Telephone	10,800	\$ 10,500		97%		
Supplies	31,900	\$ 25,049		79%		HH Foundation:\$1788;HH Friends \$42;Grant\$Mspace\$32;\$1175;Mkt\$453
Travel & Continuing Education	7,920	\$ 3,625		46%		
Repairs & Maintenance	21,435	\$ 15,545		73%		<b>BF - gifts \$75</b>
Postage	2,925	\$ 1,505		51%		
Library Materials (books, video, etc.)	394,329	\$ 284,538		72%		<b>Gift:\$1156/Friends\$4500/HH Friends \$469.19</b>
Utilities	59,000	\$ 57,356		97%		
Building Cleaning Supplies	15,000	\$ 15,000		100%		
Fuel, Gas & Oil (Bookmobile)	4,000	\$ 3,741		94%		
Insurance	35,675	\$ 35,675		100%		
Vehicle Operation / Maintenance	5,000	\$ 3,097		62%		
Professional Fees (audit, engineer/legal fees)	30,305	\$ 29,685		98%		
Data Processing Expenses (Cost Share)	117,505	\$ 95,363		81%		
Payment of Taxes	5,150	\$ 3,625		70%		
Library Programming	43,493	\$ 57,611		132%		<b>\$2610Friends/Grant \$10643/HH Friends \$6650/Gifts\$2571</b>
Chemung County costs (B&G, vision)	14,000	\$ 14,000		100%		
Capital Improvements STATE CONST see below	10,000	\$ 10,000		100%		
Contingency Fund	48,595	\$ 18,065		37%		insurance/bldg supplies/capital improvements
<b>Subtotal Expenses</b>	<b>\$ 3,793,167</b>	<b>\$ 2,673,918.07</b>	<b>\$ -</b>	<b>70%</b>	<b>75%</b>	
<b>TOTAL EXPENSES</b>	<b>\$ 3,793,167</b>	<b>\$ 2,673,918</b>				