



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.cclid.lib.ny.us

Agenda

The September meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday September 21, 2023 at 6:00 pm at the West Elmira 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 #2023-48)
4. Treasurer's report
 - a) Financial report (document #2023-53)
 - 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 #2023-50)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document #2023-51)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document #2023-52)
 - d) Personnel Committee (Appenzellar)
 - e) Election and Continuity Committee (Rogan)
9. Executive Session
10. Old business
11. New business
 1. Matt Burr, HR consultant –contract renewal
12. Period for public expression
13. Adjournment

(draft of the Minutes of the August 17, 2023 meeting of the Chemung County Library District Board of Trustees. Document #2023-48)

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. Penny Appenzellar, Ms. Muriel Friend, Mr. Jack Schamel, Mr. Wayne Adams, Ms. Bonnie Chollet, Ms. Martha Smith, Ms. Jessica Roberts, Mr. Karl Schwesinger, and Ms. Lee Saginario, Excused: Ms. Pat Silvernail, absent: Ms. Crystal Gullo-Buzzetti. Visitors: Pat Kinney, Judy Elston, Deborah Brimmer, and Bryan Boynton. Also present were Ms. Holly Melott and Mr. Paul Chapman on behalf of the Library District's Administration.

Minutes. The minutes of the July 20, 2023 meeting (Document #2023-42) were presented for board review. Mr. Schamel moved that the July Board minutes be approved as presented, seconded by Mr. Padgett. **VOTE: Unanimously Approved.**

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

Report of Unpaid Bills. Mr. Schamel moved, seconded by Ms. Chollet, that the board authorize the payment of the unpaid bills dated 08/17/2023 for the General Fund - \$33,508.15. **VOTE: Unanimously Approved.** Ms. Appenzellar moved, seconded by Ms. Chollet, that the board authorize the payment of the unpaid bills dated 08/17/2023 for the CBA Fund -\$1,720.84. **VOTE: Unanimously Approved.**

Correspondence:

- Mr. Chapman shared a flyer for an upcoming STLS sponsored opportunity on 9/23/23
- Thank you notes received by the Bookmobile were passed around
- A call was received from the Harris Hills Parks Department commending the Horseheads staff for the "impeccably clean" condition in which they left the facilities which they had used for the summer reading club final party

President's Report

Director's Report:

Mr. Chapman reported on the following:

- Rob Warholic, with Essential Constructs is preparing estimates for the following services: HVAC, landscaping, waste management, snow removal, plumbing, electrical, and construction. He is planning to attend the September Buildings and Grounds Committee meeting.
- STLS has stated that the new district wide email system should be up and running by the end of September
- Ms. Deborah Brimmer and Mr. Bryan Boynton, Network IT Specialists, presented on the VOIP services, which are now being used at West Elmira, Big Flats, and Horseheads, and on proposed changes to the security system at all locations.
- An informative meeting was held with the Steele Foundation and CCLD administration.
- He will be representing CCLD at an upcoming "Drug Free Chemung" event sponsored by CASA Trinity.
- He was asked to join the local "Civics for Action" board.
- Narcan will be made available at all libraries, once training has been conducted. Staff participation is voluntary.
- Librarians are compiling changes needed for the code of conduct and reviewing a new "ban patron" guideline which he has created

- Civil service has passed and approved the safety officer position and Mr. Boynton's promotion to Network Specialist
- Carpets at Steele were cleaned on 8/13, due to unforeseen circumstances, the area was wet, thus Steele was closed to the public Monday 8/14-Wednesday 8/14, staff reported on the 14th.
- An in-person training is scheduled with Paylocity on Tuesday, September 5th. The session will be recorded and made available to supervisors
- A copy of the Vestal Public Library 5 year plan was distributed for review. A similar approach will be implemented

CONSENT ITEM: Mr. Schwesinger moved, seconded by Ms. Chollet, that Eastern be contracted for needed fire and security services within the district. VOTE: Unanimously Approved.

CONSENT ITEM: Ms. Dworkin moved, seconded by Ms. Appenzellar, that all branches be closed for a district wide continuing education day on Friday, November 17, 2023. VOTE: Unanimously Approved.

CONSENT ITEM: Ms. Dworkin moved, seconded by Mr. Padgett, that the Wednesday hours of operation at the Van Etten branch, be changed to 11 a.m. to 5 pm. VOTE: Unanimously Approved.

CONSENT ITEM: Ms. Dworkin moved, seconded by Ms. Smith, that the August 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 #2023-44)

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board. (Document #2023-45)

Buildings & Grounds Committee. (Document #2023-46)

Personnel Committee.

Election & Continuity Committee.

Advocacy Committee.

Old Business.

New Business:

- Ms. Jessica Roberts volunteered to be the trustee representative to the Steele Memorial Library Foundation
- Ms. Rogan, Mr. Hansen, and Mr. Padgett volunteered to be part of the 5 year plan committee

Public Expression.

Mr. Adams moved, seconded by Ms. Chollet to adjourn. VOTE: Unanimously Approved.

The next regular meeting of the board will be held on Thursday, September 21, 2023, at 6:00pm at the West Elmira Library.

Document #2023-52

Report of the September 6, 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. Karl Schwesinger, Ms. Lee Saginario, Ms. Martha Smith and Ms. Phyllis Rogan. Also attending were Mr. Paul Chapman and Ms. Holly Melott, CCLD Management. Visitor: Mr. Rob Warholic.

Mr. Rob Warholic, from Essential Constructs Cooperative Contracting, gave an extensive overview of his organizations history/development, procedures, and policies. He has been working closely with Mr. Chapman and is compiling costs of services for 2024, which have been provided by the Chemung County Buildings and Grounds Department.

The meeting adjourned at 5:55pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, October 4, 2023 at 5:30pm in the auditorium of the Steele Memorial Library.

Document #2023-44

Report of the September 6, 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, Martha Smith, and Jack Schamel. Board members attending were Karl Schwesinger, Lee Saginario, Muriel Friend, Mark Padgett, 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 09/06/2023 in the amount of \$27,781.21 for the General Fund and \$4,111.06 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 \$27,781.21 and Central Book Aid Fund in the amount of \$4,111.06 as submitted in writing. VOTE: Unanimously Approved.**

Mr. Chapman reported on the following:

- He met with Mr. Schamel and Ms. Nancy Kirby
- He and Ms. Melott met with Ms. Nancy Kirby, who is volunteering her financial expertise, to assist in the implementation of best business practice and to act as a liaison between CCLD administration and the Steele Foundation
- He has been working with the librarians to update the code of conduct and the banned patron policy, both of which were sent to trustees for review
- He will be advertising the safety officer position online, applications will be submitted to civil service as they are received for status review

The meeting adjourned at 7:00 pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, October 4, 2023 at 6 pm in the auditorium at the Steele Memorial Library.

Document #2023-51

Report of the September 13, 2023 meeting of the Budget & Finance Committee of the Chemung County Library District

Attending the meeting via Zoom: Ms Jessica Roberts and Ms. Rachel Dworkin. Also in attendance Paul Chapman, CCLD Administration. The meeting opened at 8:45 a.m.

The August 31, 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 September 13, 2023 for the General Fund - \$36,355.84. For the CBA Fund - \$138.74. Details will be forwarded to the full CCLD board for its consideration.

Mr. Chapman and Ms. Melott will be meeting with Ms. Nancy Kirby, non-profit advisor, for the second time on September 14, 2023.

Mr. Chapman will be emailing a summary of quotes prepared by Essential Constructs, for 2024 necessary maintenance services.

The meeting adjourned at 9:00 a.m. The next meeting of the Budget & Finance Committee will be held on Wednesday, October 11, 2023 at 8:45 a.m. via Zoom.

CHEMUNG COUNTY LIBRARY DISTRICT

document #2023-53

Financial Report -August 31, 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	\$ 92,086		225.98%		
Grants (other than N.Y.S.)		\$ 49,434				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	\$ 3,623		60%		
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	\$ 3,622,854	\$ -	93%	67%	
Expense	Annual Budget	Expended to Date	Balance	Percent	Percentage	
Personnel						
Salaries	1,873,625	1135952.58		61%		
Overtime & Holiday Salaries	24,353	\$ 9,207		38%		
Employee Benefits						
FICA	140,529	\$ 85,083		61%		
NY State Retirement	274,894	\$ 185,516		67%		
Medical & Dental	541,291	\$ 329,571		61%		
Other (Disability, Wk. Comp, Unemp)	31,443	\$ 29,530		94%		
Subtotal - Personnel Expenses	2,886,135	1,774,860		61%	67%	
Contractual						
Equipment	50,000	\$ 6,100		12%		Gifts:\$641.59/\$458 Friends/\$745 Grant/HH Friends\$115
Telephone	10,800	\$ 10,436		97%		
Supplies	31,900	\$ 24,552		77%		HH Foundation:\$1788;HH Friends \$42;Grant\$Mspace\$32;\$1175;Mkt\$453
Travel & Continuing Education	7,920	\$ 3,576		45%		
Repairs & Maintenance	21,435	\$ 15,341		72%		
Postage	2,925	\$ 1,239		42%		
Library Materials (books, video, etc.)	394,329	\$ 244,293		62%		Gift:\$1136/Friends\$4500/HH Friends \$469.19
Utilities	59,000	\$ 52,326		89%		
Building Cleaning Supplies	15,000	\$ 18,473		123%		
Fuel, Gas & Oil (Bookmobile)	4,000	\$ 3,065		77%		
Insurance	35,675	\$ 35,675		100%		
Vehicle Operation / Maintenance	5,000	\$ 372		7%		
Professional Fees (audit, engineer/legal fees)	30,305	\$ 27,423		90%		
Data Processing Expenses (Cost Share)	117,505	\$ 77,384		66%		
Payment of Taxes	5,150	\$ 3,625		70%		
Library Programming	43,493	\$ 52,833		121%		\$2505Friends/Grant \$9040/HH Friends \$6363/Gifts\$2550
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	\$ 12,828		26%		insurance/bldg supplies/capital improvements
Subtotal Expenses	\$ 3,793,167	\$ 2,388,399.98	\$ -	63%	67%	
TOTAL EXPENSES	\$ 3,793,167	\$ 2,388,400				

Chemung County Library District General Fund Unpaid Bills Detail As of September 6, 2023

Type	Date	Memo	Open Balance
Aleta Yarrow			
Bill	09/06/2023	"Painting Past the Boundary" -9/12 -pd w/Com funds	250.00
Bill	09/06/2023	"Hint of Tint" - 9/11 - HH	250.00
Total Aleta Yarrow			500.00
Blackstone Publishing			
Bill	09/06/2023	BF -audiobooks	107.95
Total Blackstone Publishing			107.95
Boss Security and Automation			
Bill	09/06/2023	additional fire extinguisher @ SML -inv #1414798	55.00
Total Boss Security and Automation			55.00
Bryce Ensign			
Bill	09/06/2023	Gardening maintenance services @ BF - pd w/gift funds - 8/2 & 7/19	75.00
Total Bryce Ensign			75.00
Burr Consulting LLC			
Bill	09/06/2023	HR Consultant September retainer- services 2023	1,800.00
Total Burr Consulting LLC			1,800.00
Cengage Learning, Inc.			
Bill	09/06/2023	Udemy - online learning database-annual fee 9/1/23-08/31/2021	7,000.00
Total Cengage Learning, Inc.			7,000.00
Chemung Canal Trust Company			
Bill	09/06/2023	Mastercard charges:	192.70
Bill	09/06/2023	Mastercard charges:	1,070.70
Total Chemung Canal Trust Company			1,263.40
Chemung County Sewer District			
Bill	09/06/2023	2023 fees for WE	68.67
Total Chemung County Sewer District			68.67
Elmira Water Board			
Bill	09/06/2023	WE water 05/25/2023-07/24/2023	38.46
Bill	09/06/2023	6/2/23-8/1/23 +++ denied disputed back flow test fee	351.63
Total Elmira Water Board			390.09
Filomena Jack			
Bill	09/06/2023	"Cut Paper Self Portraits" - 9/13 - Steele-pd w/Com Grant Fund \$	285.00
Total Filomena Jack			285.00
Fire Alarm Service Technology, Inc.			
Bill	09/06/2023	- St/monthly security inv 45989	33.50
Total Fire Alarm Service Technology, Inc.			33.50
First Transit, Inc			
Bill	09/06/2023	Bkm fuel -06/01-06/30 -\$333.92/maintenance - \$23.3560.88 - invoice #11913696	357.27
Total First Transit, Inc			357.27
Imperial Door Controls, Inc.			
Bill	09/06/2023	maintenance/battery replacement - BF invoice #00080444	16.74
Total Imperial Door Controls, Inc.			16.74
Ingram Library Services			
Bill	09/06/2023	August Library material -	9,022.85
Total Ingram Library Services			9,022.85

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09/06/23

Chemung County Library District General Fund Unpaid Bills Detail As of September 6, 2023

Type	Date	Memo	Open Balance
Mark Margeson			
Bill	09/06/2023	HH Mowing x 5+landscaping /WE mowing x 5---7/27-8/26	935.00
Total Mark Margeson			935.00
MCI			
Bill	09/06/2023	Long distance charges HH & BF 2023	64.72
Total MCI			64.72
Michael Cassara			
Bill	09/06/2023	"NY in Postcards: Bringing Deltiology to your Genealogy" - 9/20 - SML	150.00
Total Michael Cassara			150.00
MidWest Tape			
Bill	09/06/2023	August- av materials -all branches	2,776.66
Total MidWest Tape			2,776.66
NYSEG			
Bill	09/06/2023	gas & electric -HH & WE	1,037.09
Bill	09/06/2023	gas & electric- BF & ST	72.46
Total NYSEG			1,109.55
Pitney Bowes			
Bill	09/06/2023	postage meter refill	200.00
Total Pitney Bowes			200.00
Staples Advantage			
Bill	09/06/2023	toner/head phones - patron use	180.30
Total Staples Advantage			180.30
Tim Collins			
Bill	09/06/2023	Teen writing - 9/6 & 9/13 (grant \$-400)--Improv 9/7 & 9/14--D & D 09/11	475.00
Total Tim Collins			475.00
Vasco Brands, Inc.			
Bill	09/06/2023	cleaning sup all lib-inv 138580A	281.72
Bill	09/06/2023	cleaning sup all lib-inv 138580	547.44
Total Vasco Brands, Inc.			829.16
Village of Horseheads			
Bill	09/06/2023	water - HH 4/30-7/25/23	61.77
Total Village of Horseheads			61.77
Xerox Corporation			
Bill	09/06/2023	BF copier usage contract through 08/30/23	23.58
Total Xerox Corporation			23.58
TOTAL			27,781.21

Chemung County Library District General Fund
Unpaid Bills Detail
As of September 21, 2023

Type	Date	Memo	Open Balance
Amazon Capital Services			
Bill	09/21/2023	- programming, supplies, materials	3,723.29
Total Amazon Capital Services			3,723.29
Baker & Taylor Books			
Bill	09/21/2023	Book purchase ST Juv	3,664.68
Total Baker & Taylor Books			3,664.68
Bryan Boynton			
Bill	09/21/2023	IT phone stipend for on call - 3rd quarter 2023	90.00
Total Bryan Boynton			90.00
Chemung County Sewer District			
Bill	09/21/2023	2023 fees for St	661.85
Total Chemung County Sewer District			661.85
Deborah L. Brimmer			
Bill	09/21/2023	IT phone stipend for on call - 3rd quarter 2023	90.00
Total Deborah L. Brimmer			90.00
Elmira City Chamberlain			
Bill	09/21/2023	Commercial inspection fee -invoice #1318	60.00
Total Elmira City Chamberlain			60.00
First Transit, Inc			
Bill	09/21/2023	Bkm fuel -08/01/-08/31/2023 - invoice #11918063	341.72
Total First Transit, Inc			341.72
High Point Scientific			
Bill	09/21/2023	invoice #1000305364- telescopes cases - pd w/grant funds	114.95
Total High Point Scientific			114.95
Image Integrator			
Bill	09/21/2023	Quote #C-6415--Book Scanner	4,970.00
Total Image Integrator			4,970.00
Jessica Janowsky			
Bill	09/21/2023	Gentle Chair Fitness - 9/13 & 9/27 pd w/Jr. Leauge grant funds	150.00
Total Jessica Janowsky			150.00
John van Otterloo			
Bill	09/21/2023	IT phone stipend for on call - 3rd quarter 2023	90.00
Total John van Otterloo			90.00
NYSEG			
Bill	09/21/2023	gas & electric-ST	2,797.84
Total NYSEG			2,797.84
ProQuest LLC			
Bill	09/21/2023	Fold3 database & newspapers.com renewal	6,949.62
Total ProQuest LLC			6,949.62
Southern Tier Library System			
Bill	09/21/2023	Quarterly STLS IT Contract - 3rd quarter - BF, HH, ST, WE	17,978.56
Total Southern Tier Library System			17,978.56
Tammy Wilcox			
Bill	09/21/2023	Gentle Movements -x 4 September sessions @ HH	100.00
Total Tammy Wilcox			100.00
TOTAL			41,782.51

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09/20/23

Central Library District and Central Book Aid Fund
Unpaid Bills Detail
As of September 21, 2023

Type	Date	Memo	Open Balance
Baker & Taylor Books			
Bill	09/21/2023	Reference materials - Acct #C0010083	138.74
Total Baker & Taylor Books			138.74
Southern Tier Library System			
Bill	09/21/2023	Downloadable e-books-STLS rebill- invoice#4236 & #4237	363.40
Total Southern Tier Library System			363.40
TOTAL			502.14