



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 May meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday May 16, 2024 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 (733-9173, ext. 2308), or Mr. Chapman (733-9173, ext 2307).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2024-22)
4. Treasurer's report
 - a) Financial report
 - b) Report of Unpaid Bills Detail
 - c) Monthly Cash Balance Report
 - d) Transition review & update – Ms. Nancy Kirby
5. Correspondence
6. President's report (Dworkin)
7. Director's Report
 - a) Resolved that the CCLD Board of Trustees approve the personnel actions as submitted
 - b) Sexual Harassment: Training/Review
 - c) Construction: update on current projects, proposal of new projects
- Committee reports:
 - a) Executive Committee (Dworkin)
 - 1) Report of the Committee meeting (document #2024-26)
 - b) Budget & Finance Committee (Roberts)
 - 1) Report of the Committee meeting (document #2024-27)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document #2024-25)
 - d) Personnel Committee (Appenzellar)
 - e) Election and Continuity Committee (Hansen)
9. Executive Session
10. Old business
11. New business
12. Period for public expression
13. Adjournment

Chemung County Library District Balance Sheet

As of December 31, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
1100 General Cash Funds	1,155.04
1110 General Now CHECKING	1,188.03
1115 CCTC Paypal transfer account	250.25
1116 PayPal ONLINE Account	1,551.46
1120 CBA Checking	913.69
1125 CBA Savings	139,517.67
1130 ICS-Insured Cash Sweep	4,281,501.46
1200 Payroll NOW Checking	91,804.92
1201 Brouse-retiree health ins pay	669.94
1202 Shaw-retiree health ins payment	227.00
1204 Corter-retiree health ins pay	456.74
1205 Ferrell-retiree health ins pay	513.95
1206 Harris - retiree health ins pay	1,201.22
1207 Hubbard - retiree health ins pa	1,007.48
1208 Knapp- retiree health ins pay	1,082.08
1209 Patchett-retiree health ins pay	611.28
1210 Tuller - retiree health ins pay	306.94
1211 Peel- retiree health ins pay	(113.50)
1212 Rogan-retiree health ins pay	476.50
1213 Santulli-retiree health ins pay	113.50
1214 Thayer-retiree health ins pay	878.72
Total 1200 Payroll NOW Checking	\$ 99,236.77
1400 General IMMA Savings	506,737.73
1404 Ret. Emp Ben-Sleeth for Shepson	3,298.22
Total 1400 General IMMA Savings	\$ 510,035.95
Total Bank Accounts	\$ 5,035,350.32
Other Current Assets	
1730 Prepaid Expenses	16,994.16
1735 Prepaid/Retirement Expenses	91,390.25
1740 Restricted Investments - M & N	434,473.73
Total Other Current Assets	\$ 542,858.14
Total Current Assets	\$ 5,578,208.46
TOTAL ASSETS	\$ 5,578,208.46
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	46,901.30
Total Accounts Payable	\$ 46,901.30
Other Current Liabilities	

2150 Retiree sick liability		
2154 Retiree-Sick-Sleeth		3,298.22
Total 2150 Retiree sick liability	\$	3,298.22
2205 Federal Taxes		4,067.90
2206 NY State Tax - withheld		33.58
2215 Employee Health Insurance		4,142.14
2220 CSEA Health Ins		508.80
2221 CSEA Life Insuranc		(676.10)
2222 CSEA Member Dues		2,206.94
2223 CSEA People		36.65
2224 CSEA Persnl/OI		507.12
2231 Retirement Arrears		509.74
2240 Def/Comp Amount		2,512.83
2241 Def Comp Percent		1,629.36
2255 Aflac		400.62
2299 Accrued Payroll		41,762.23
Total Other Current Liabilities	\$	60,940.03
Total Current Liabilities	\$	107,841.33
Total Liabilities	\$	107,841.33
Equity		
3120 Unrestricted fund balance		4,364,401.14
3160 Net Investment in capital asset		432,246.45
Net Income		673,719.54
Total Equity	\$	5,470,367.13
TOTAL LIABILITIES AND EQUITY	\$	5,578,208.46

Tuesday, May 14, 2024 07:31:40 AM GMT-7 - Accrual Basis

Chemung County Library District
Profit and Loss
January - December 2023

	Total
Income	
4110 Property Tax Income	3,398,615.00
4120 Pilot funds	60,438.76
4200 State Aid	
4210 Central Library Development	169,068.00
4230 Local Library Aid	40,226.00
Total 4200 State Aid	\$ 209,294.00
4300 Grants	43,722.39
4400 Foundation Support	
4410 Steele Foundation Support	88,211.00
4420 Horseheads Foundation Support	165,000.00
Total 4400 Foundation Support	\$ 253,211.00
4500 Restricted Contributions Income	0.00
4555 Restricted Contib Inc	71,495.91
Total 4500 Restricted Contributions Income	\$ 71,495.91
4600 UnrestrictedContributionsIncome	
4610 Spencer/VanEtten School Dist	3,096.31
4620 Friends of HH Free Library	10,960.00
4630 Friends of CCLD Library	18,500.00
4640 Gifts	19,334.48
Total 4600 UnrestrictedContributionsIncome	\$ 51,890.79
4800 Interest Income	8,214.92
4820 Fees and Services	70.00
4822 Library Cards	525.00
4824 Non-Resident Fee	550.00
4825 Lost/damaged fees	2,068.47
4830 Other fees & services income	1,163.83
Total 4820 Fees and Services	\$ 4,377.30
4950 Miscellaneous	970.78
4955 Photocopier	9,558.29
4960 Misc - 3D Printing	2,307.02
4965 Misc - Fax revenue	558.25
4970 Refunds	(6,441.00)
4975 Rental Books	319.00
Total 4950 Miscellaneous	\$ 7,272.34
Collection Agency (deleted)	60.00
Total Income	\$ 4,108,592.41
Gross Profit	\$ 4,108,592.41
Expenses	
5000 Payroll & related expenses	
5100 Salaries	
5110 Librarians	782,552.75
5120 Administrative	745,960.83

5130 Pages		132,030.60
5140 Building Maintenance		43,054.52
5150 Drivers Salary		58,595.07
5199 Overtime		19,080.93
Total 5100 Salaries	\$	1,781,274.70
5200 Payroll Taxes & Benefits		
5210 FICA		132,285.88
5220 Unemployment		13,330.11
5230 Disability		2,266.10
5240 Worker's Compensation		14,087.83
5250 Medical & Dental		396,791.88
5290 NYS Retirement		151,481.75
5295 Payroll Processing Fees		340.34
5299 Payroll misc other expenses		3,022.50
Total 5200 Payroll Taxes & Benefits	\$	713,606.39
Total 5000 Payroll & related expenses	\$	2,494,881.09
6000 Library services		
6300 Library Collection - materials		
6310 Adult Fiction		36,913.66
6311 AF-Print		86,126.90
6312 AF -electronic		10,232.74
Total 6310 Adult Fiction	\$	133,273.30
6320 Adult Non-Fiction		11,299.77
6321 AN Print		1,841.39
6322 AN- Electronic		1,838.80
Total 6320 Adult Non-Fiction	\$	14,979.96
6330 Genealogy		
6335 Genealogy Electronic		13,077.08
Total 6330 Genealogy	\$	13,077.08
6340 Young Adult		
6341 YA Print - Fiction		11,066.29
6345 YA Electronic -fiction		5,035.55
Total 6340 Young Adult	\$	16,101.84
6350 Juvenile		
6351 Juvenile - Print- fiction		60,136.20
6355 Juv - Electronic - fiction		4,076.11
Total 6350 Juvenile	\$	64,212.31
6360 AV		47,197.82
412 Steele Streaming Services (deleted)		4,667.00
Total 6360 AV	\$	51,864.82
6370 Electronic-misc other ele		32,449.16
6375 Periodicals		7,620.41
6380 EMagazines		17,500.00
6385 Database(central)		32,543.62
6395 Cost Share		151,713.04
6399 Patron Refund		116.99
Total 6300 Library Collection - materials	\$	535,452.53
6400 Library Programming		19,121.74

6410 Adult Program	21,368.00
6430 Teen Programs	11,596.05
6440 Juv program	17,212.86
6450 Makerspace Programming	3,184.60
Total 6400 Library Programming	\$ 72,483.25
Total 6000 Library services	\$ 607,935.78
6500 Programming support	
6520 Telephone	10,605.17
BF phones (deleted)	177.00
BKM phones (deleted)	33.66
HFL phones (deleted)	177.00
ST phones (deleted)	70.00
WE phones (deleted)	177.00
Total 6520 Telephone	\$ 11,239.83
Total 6500 Programming support	\$ 11,239.83
6560 Payroll Transfer Account	(3,810.12)
6600 Operations Support	
6620 Supplies-office/operating	13,264.85
6630 Postage	2,971.85
6640 Membership Dues	288.00
6690 Travel & Continuing Education	7,684.66
Total 6600 Operations Support	\$ 24,209.36
6700 Technology	
6710 Hardware	11,543.09
6720 Computer Software	7,379.67
Total 6700 Technology	\$ 18,922.76
6800 Bookmobile costs	
6810 Fuel for Bookmobile	4,502.73
6820 Vehicle Maintenance	3,650.27
6830 Vehicle Insurance	1,600.00
Total 6800 Bookmobile costs	\$ 9,753.00
6900 Administrative -Other	
6930 Legal	16,487.57
6940 General Liability Insurance	35,395.83
Total 6900 Administrative -Other	\$ 51,883.40
7000 Facilities cost	
7100 Utilities	60,647.90
7200 Maintenance	31,398.99
7250 Building Maintenance	36,631.03
Total 7200 Maintenance	\$ 68,030.02
7310 Property Tax Payments	5,316.83
Total 7000 Facilities cost	\$ 133,994.75
8000 Capital Improvements	22,051.16
8500 Other Miscellaneous Costs	8,112.44
8510 Marketing Committee Purchases	2,618.25
8520 Chemung County costs	39,135.18
8530 Professional Fees	53,725.66
8900 Other Misc Expenses	5,686.15

Total 8500 Other Miscellaneous Costs	\$	109,277.68
Total Expenses	\$	3,480,338.69
Net Operating Income	\$	628,253.72
Other Income		
Unrealized Gain/Loss on Inv		45,465.82
Total Other Income	\$	45,465.82
Net Other Income	\$	45,465.82
Net Income	\$	673,719.54

Tuesday, May 14, 2024 07:35:44 AM GMT-7 - Accrual Basis

(draft of the Minutes of the April 18, 2024 meeting of the Chemung County Library District Board of Trustees. Document #2024-22)

The meeting was called to order at 6:00 pm by President Rachel Dworkin. Present Mr. Kevin Hansen, Mr. Mark Padgett, Ms. Lee Saginario, Ms. Jessica Roberts, Mr. Karl Schwesinger, Ms. Martha Smith, Ms. Judith Elston, Mr. Wayne Adams, Ms. Muriel Friend, Ms. Laurie Garner, Ms. Karen Snyder, Ms. Pat Kinney, and Ms. Penny Appenzellar. Absent: Ms. Crystal Gullo-Buzzetti. Also present were Ms. Holly Melott and Mr. Paul Chapman on behalf of the Library District's Administration. Visitors: Ms. Ann Hayes, Ms. Betsy Gorman, Mr. Stephen Crupi, and Mr. Matthew Burr.

Minutes. The minutes of the March 21, 2024 meeting (Document #2024-16) were presented for board review. Ms. Roberts moved that the March Board minutes be approved as amended, seconded by Ms. Garner. **VOTE: Unanimously Approved.** Correction: (Personnel Committee Report): The annual director evaluation will be distributed in the near future.

Mr. Padgett moved, seconded by Ms. Roberts, that the board accept the Cash Balance Position Report, dated 03/30/2024. VOTE: Unanimously Approved

Financial Report. The March 2024 Financial Report is pending and will be presented for approval at a later date.

Report of Unpaid Bills. Mr. Padgett moved, seconded by Ms. Snyder, that the board authorize the payment of the unpaid bills dated 04/18/2024 for the General Fund - \$38,700.44. **VOTE: Unanimously Approved.**

Correspondence:

Ms. Dworkin moved, seconded by Mr. Padgett that the check in the amount of \$16,500 received from the Friends of the Library, be accepted. VOTE: Unanimously Approved.

Ms. Dworkin moved, seconded by Ms. Friend, that the check in the amount of \$1,500 received from the Community Foundation for the Pop Expo, be accepted. VOTE: Unanimously Approved.

President's Report: Ms. Dworkin encouraged members to attend the monthly Executive Committee meetings held the first Wednesday of each month, beginning at 6 pm at the Steele Memorial Library.

Director's Report: Mr. Chapman will be attending the Steele Foundation quarterly meeting on April 25th. A request will be submitted that funds in the amount of \$12,257 from the Foundation be used to construct an external book drop at the West Elmira Library.

CONSENT ITEM: Ms. Roberts moved, seconded by Ms. Appenzellar, that the April Personnel Actions be approved as presented. VOTE: Unanimously Approved.

Ms. Appenzellar moved, seconded by Ms. Garner, that the New York State Annual Financial Report for CCLD be overseen by Inero & Co. at a cost of approximately \$2,000. VOTE: Unanimously Approved.

Ms. Dworkin moved, seconded by Mr. Padgett, that Vittatoc Consulting LLC, be hired to assess and consult on the security process of CCLD at a cost of \$5,000 for a total of 25 hours of remote access, including biweekly meetings. VOTE: Unanimously Approved.

Mr. Padgett moved, seconded by Ms. Roberts, that HR consultant, Matt Burr's contract be renewed beginning in May 2024 for an additional 6 months, at a rate of \$1,800 per month. VOTE: Unanimously Approved.

Ms. Dworkin moved, seconded by Mr. Schwesinger, that the proposed masonry work be completed by Elmira Structures, at the Big Flats Library at a cost of \$4,165. VOTE: Unanimously Approved.

Mr. Adams moved, seconded by Mr. Padgett, that Matt Burr, HR Consultant, coordinate with a third party contractor to conduct and compile the director's annual evaluation at a cost of \$1,200. VOTE: Unanimously Approved.

Ms. Ann Hayes and Ms. Betsy Gorman presented a mural project proposal for the exterior of the Big Flats Library. Grant monies are potentially available from the Community Foundation.

Ms. Dworkin moved, seconded by Mr. Padgett, that the Big Flats Advocates be granted permission to pursue a grant to cover a portion of the expense of an exterior mural project at the Big Flats Library, the board will render approval for the specific design prior to its inception. VOTE: Unanimously Approved.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2024-20)

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board. (Document #2024-21) Mr. Chapman, Ms. Melott, Ms. Nancy Kirby, and Ms. Regina Cobb met with Mr. Ben Owens, CPA with Insero & Co.

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

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

Ms. Dworkin moved, seconded by Mr. Padgett, that the board hire Mr. T.J. Lamanna as a Provisional Librarian III, step 4 VOTE: Unanimously Approved.

Ms. Dworkin moved, seconded by Ms. Roberts, that the board hire Ms. Christine Stevens as a Provisional Librarian I step 1. VOTE: Unanimously Approved.

Buildings & Grounds Committee. (Document #2024-19)

Personnel Committee.

Election & Continuity Committee.

Advocacy Committee.

Old Business. The building needs of the proposed mobile dental unit were assessed with Essential Constructs. A memorandum of understanding will be submitted for the board's approval.

New Business:

Public Expression.

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

The next regular meeting of the board will be held on Thursday, May 16, 2024, at 6:00pm at the Big Flats Library.

Acct #	Description	03/31/24 Balance	APR	Interest Earned - April 2024	Balance as of 04/30/24	Maturity date
	General Fund Checking	3,652.81	0.02%	0.31	1,590.94	
	Grant Fund Checking	1,058.29	0.02%	0.02	872.22	
	Payroll Checking Account	91,303.71	0.02%	1.52	131,665.86	
	General Imma/Savings	983,773.00	0.10%	73.43	718,390.79	
	Grant/CBA Imma Savings	129,751.11	0.10%	11.22	127,762.33	
	PayPal Account	250.00			250.00	
	ICS Shadow Account	5,300,615.80	1.97%	2,578.71	1,303,164.51	
	Subtotal	6,510,404.72		2,665.21	2,283,696.65	
4609	CDAR-26 weeks		4.75%	10,316.03	3,010,316.03	10/3/2024
4587	CDAR-26 weeks	250,000.00	4.75%	859.67	250,859.67	10/3/2024
4676	CDAR-52 weeks	500,000.00	4.40%	1,595.15	501,595.15	4/3/2025
4641	CDAR -13 weeks	250,000.00	4.80%	868.52	250,868.52	7/5/2024
4536	CDAR-13 weeks	252,969.43	4.80%	878.84	253,848.27	7/5/2024
5468	CDAR-13 weeks	252,870.97	4.85%		-	4/4/2024
5484	CDAR -26 weeks	252,900.04	4.90%	996.31	253,896.35	7/5/2024
5492	CDAR -52 weeks	1,011,134.82	4.70%	3,824.24	1,014,959.06	1/2/2025
	Subtotal	2,769,875.26		19,338.76	5,536,343.05	
	Total Cash	9,280,279.98		22,003.97	7,820,039.70	
	Subtotal					

Chemung County Library District

Balance Sheet

As of April 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1100 General Cash Funds	1,155.04
1110 General Now CHECKING	1,590.94
1115 CCTC Paypal transfer account	250.25
1116 PayPal ONLINE Account	1,505.90
1120 CBA Checking	872.22
1125 CBA Savings	127,762.33
1130 ICS-Insured Cash Sweep	1,303,194.51
1190 CDARS Restricted CDs	2,000,000.00
1195 CDARS-Non-Restricted/Other cds	3,500,000.00
1200 Payroll NOW Checking	72,107.96
1201 Brouse-retiree health ins pay	555.86
1202 Shaw-retiree health ins payment	-15.00
1204 Corter-retiree health ins pay	214.74
1205 Ferrell-retiree health ins pay	392.95
1206 Harris - retiree health ins pay	632.63
1207 Hubbard - retiree health ins pa	1,007.48
1208 Knapp- retiree health ins pay	997.08
1209 Patchett-retiree health ins pay	309.28
1210 Tuller - retiree health ins pay	185.94
1211 Peel- retiree health ins pay	-355.50
1212 Rogan-retiree health ins pay	234.50
1213 Santulli-retiree health ins pay	234.50
1214 Thayer-retiree health ins pay	636.72
1216 Ogilvie-retiree health ins pay	0.00
Total 1200 Payroll NOW Checking	77,139.14
1400 General IMMA Savings	775,261.23
1401 Health Ins - Brimmer	8,929.52
1404 Ret. Emp Ben-Sleeth for Shepson	2,693.22
Total 1400 General IMMA Savings	786,883.97
Total Bank Accounts	\$7,800,354.30
Other Current Assets	
1730 Prepaid Expenses	16,994.16
1735 Prepaid/Retirement Expenses	91,390.25
1740 Restricted Investments - M & N	434,473.73
1790 Year End Accounts Receivable	0.00
Total Other Current Assets	\$542,858.14
Total Current Assets	\$8,343,212.44

Chemung County Library District

Balance Sheet As of April 30, 2024

	TOTAL
Fixed Assets	
1810 Land	0.00
1820 Buildings	0.00
1830 Furniture, Fixtures & Equipment	559.96
1840 Vehicles	0.00
1850 Construction in Progress	0.00
1890 Accumulated Depreciation	0.00
Total Fixed Assets	\$559.96
TOTAL ASSETS	\$8,343,772.40
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
2150 Retiree sick liability	
2151 Retiree Sick - Brimmer	9,534.52
2154 Retiree-Sick-Sleeth	3,298.22
Total 2150 Retiree sick liability	12,832.74
2190 Year End Accounts Payable	0.00
2205 Federal Taxes	14,607.15
2206 NY State Tax - withheld	3,174.10
2210 Accrued Vacation	0.00
2211 Accrued Sick	-9,534.52
2215 Employee Health Insurance	-108,264.97
2220 CSEA Health Ins	545.51
2221 CSEA Life Insuranc	-725.90
2222 CSEA Member Dues	2,166.74
2223 CSEA People	36.65
2224 CSEA Persnl/OI	529.88
2230 Pension	1,333.42
2231 Retirement Arrears	542.44
2232 Retirement Loan	282.00
2240 Def/Comp Amount	2,512.83
2241 Def Comp Percent	1,916.44
2250 Child Support Chemung County	0.00
2255 Aflac	375.36
2290 NYS Ret - employer portion	81,028.00
2299 Accrued Payroll	41,762.23
Total Other Current Liabilities	\$45,120.10
Total Current Liabilities	\$45,120.10

Chemung County Library District

Balance Sheet As of April 30, 2024

	TOTAL
Long-Term Liabilities	
2300 Bond Payable-1999	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$45,120.10
Equity	
3120 Unrestricted fund balance	5,038,120.68
3160 Net Investment in capital asset	432,246.45
Net Income	2,828,285.17
Total Equity	\$8,298,652.30
TOTAL LIABILITIES AND EQUITY	\$8,343,772.40

Document #2024-26

Report of the May 1, 2024 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, Mark Padgett, and Jessica Roberts. Board members attending were Kevin Hansen, Lee Saginario, Muriel Friend, Karen Snyder, Penny Appenzellar, Pat Kinney, Crystal Gullo-Buzzetti, and Karl Schwesinger. Paul Chapman and Holly Melott, CCLD management were also present.

UNPAID BILLS: Ms. Melott submitted the Unpaid Bill List dated 05/1/2024 for the General Fund in the amount of \$18,549.58. **Mr. Padgett moved, seconded by Ms. Appenzellar, to approve payment of the General Fund in the amount of \$18,549.58 as submitted in writing. VOTE: Unanimously Approved.**

Ms. Dworkin moved, seconded by Mr. Schwesinger, that cash reserve balance funds be use for the HVAC renovation project at Horseheads, in lieu of using Horseheads Foundation monies. VOTE: Unanimously Approved.

Mr. Chapman reported on the following:

- Quickbooks online has been purchased and migration will take place soon
- Central Library Aide distribution will be reduced in 2025. DAC is in agreement with the allocations. STLS will oversee the funding at that time.

Ms. Dworkin reported on the following:

- Members were instructed to view the sexual harassment training videos prior to the May board meeting on the 16th. Content will be reviewed and discussed on the 16th
- The annual director performance survey will be distributed to members and staff within the next few days

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, June 5, 2024 at 6 pm in the auditorium at the Steele Memorial Library.

Document #2024-25

Report of the May 1, 2024 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, and Mr. Kevin Hansen. Also attending were Mr. Paul Chapman and Ms. Holly Melott, CCLD Management.

Details are being finalized for multiple, approved restoration projects at Steele.

- Technology center panels are due to arrive in July
- Rob Warholic, with Essential Constructs, has lined up movers as needed
- Friends will be moving their bookstore to a temporary location during construction, but will be given a designated permanent space close to the entry way when the work is completed

The meeting adjourned at 5:45pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, June 5, 2024 at 5:30pm in the auditorium of the Steele Memorial Library.

Document #2024-27

Report of the May 8, 2024 meeting of the Budget & Finance Committee of the Chemung County Library District

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

Ms. Melott presented the unpaid bill list dated May 16, 2024 for the General Fund, \$15,423.79. Details will be forwarded to the full CCLD board for its consideration.

Ms. Melott presented the April Monthly Cash Balance Report which will be forwarded to the full CCLD board for its consideration.

Mr. Chapman and Ms. Melott continue to coordinate with Ms. Nancy Kirby and Ms. Regina Hill. They have begun using Quickbooks online, bank accounts are being evaluated, and documentation has been submitted to Inero for the 2023 audit.

Unpaid bills detail will be sent to the full board, via email, by noon on the monthly meeting day.

The meeting adjourned at 9:00 a.m. The next meeting of the Budget & Finance Committee will be held on Wednesday, June 12, 2024 at 8:45 a.m. via Zoom.

Chemung County Library District

Profit and Loss

January - April, 2024

	TOTAL
Income	
4110 Property Tax Income	3,773,615.00
4300 Grants	2,782.50
4400 Foundation Support	
4410 Steele Foundation Support	88,434.83
Total 4400 Foundation Support	88,434.83
4600 UnrestrictedContributionsIncome	451.00
4630 Friends of CCLD Library	16,500.00
4640 Gifts	927.75
Total 4600 UnrestrictedContributionsIncome	17,878.75
4800 Interest Income	22,050.97
4820 Fees and Services	
4822 Library Cards	191.00
4824 Non-Resident Fee	225.00
4825 Lost/damaged fees	737.05
4830 Other fees & services income	721.00
Total 4820 Fees and Services	1,874.05
4950 Miscellaneous	-0.07
4955 Photocopier	2,705.14
4960 Misc - 3D Printing	430.68
4965 Misc - Fax revenue	103.25
4970 Refunds	106.12
4975 Rental Books	132.00
4985 CCLD Bling sales	111.00
4999 Other - miscellaneous income	161.90
Total 4950 Miscellaneous	3,750.02
Total Income	\$3,910,386.12
GROSS PROFIT	\$3,910,386.12
Expenses	
5000 Payroll & related expenses	
5100 Salaries	
5110 Librarians	91,612.28
5120 Administrative	122,823.18
5124 IT Staff	4,018.52
5126 Clerks -Support/Circ Staff	31,720.75
5130 Pages	265,167.51
5140 Building Maintenance	15,801.75
5150 Drivers Salary	18,373.52
5190 Safety & Security	3,693.00
5199 Overtime	4,974.49
Total 5100 Salaries	558,185.00

Chemung County Library District

Profit and Loss

January - April, 2024

	TOTAL
5200 Payroll Taxes & Benefits	58.22
5210 FICA	57,107.46
5220 Unemployment	8,945.13
5230 Disability	2,299.16
5240 Worker's Compensation	9,028.00
5250 Medical & Dental	56,609.57
5290 NYS Retirement	79,628.95
5295 Payroll Processing Fees	1,866.94
5299 Payroll misc other expenses	1,513.00
Total 5200 Payroll Taxes & Benefits	217,056.43
Total 5000 Payroll & related expenses	775,241.43
6000 Library services	
6300 Library Collection - materials	
412HJUV HFL Juvenile books (deleted)	
412VE VanEtten Materials (deleted)	0.00
412WE West Elmira books (deleted)	
6310 Adult Fiction	647.28
6311 AF-Print	17,527.08
6312 AF -electronic	
6313 Graphic Novels	
Total 6310 Adult Fiction	18,174.36
6320 Adult Non-Fiction	
6321 AN Print	4,047.04
6322 AN- Electronic	
6323 Reference -print	387.00
Total 6320 Adult Non-Fiction	4,434.04
6330 Genealogy	
6331 Genealogy -Print	550.90
6335 Genealogy Electronic	8,844.34
Total 6330 Genealogy	9,395.24
6340 Young Adult	
6341 YA Print - Fiction	1,291.08
6345 YA Electronic -fiction	817.39
Total 6340 Young Adult	2,108.47
6350 Juvenile	
6351 Juvenile - Print- fiction	4,701.11
6355 Juv - Electronic - fiction	263.24

Chemung County Library District

Profit and Loss

January - April, 2024

	TOTAL
Total 6350 Juvenile	4,964.35
6360 AV	4,498.72
412 Library Materials AV (deleted)	
412 Steele Streaming Services (deleted)	
6361 Audiobooks -physical	
6362 DVD/Music - physical/feature	
Total 6360 AV	4,498.72
6370 Electronic-misc other ele	9,207.74
6375 Periodicals	3,021.85
6385 Database(central)	1,684.00
6395 Cost Share	38,122.80
445BF BF Cost Share (deleted)	
445BKM BKM Cost Share (deleted)	
445HFL HFL Cost Share (deleted)	
445ST ST Cost Share (deleted)	
445VE VE Cost Share (deleted)	
445WE WE Cost Share (deleted)	
Total 6395 Cost Share	38,122.80
6399 Patron Refund	29.00
Big Flats Books (deleted)	
Bookmobile Books (deleted)	0.00
HFL-AV Horseheads AV (deleted)	
Horseheads Adult Materials (deleted)	696.06
Total 6300 Library Collection - materials	96,336.63
6400 Library Programming	318.55
599BF - BF Programs (deleted)	
599BKM - Bookmobile Programs (deleted)	
599HHAd - HH Adult Programs (deleted)	0.00
599HHJuv - HH Juv Programs (deleted)	
599VE - VanEtten Programs (deleted)	
599WE - WE Programs (deleted)	0.00
6410 Adult Program	8,676.14
6415 Genealogy Programming	150.00
6430 Teen Programs	10,215.28
6440 Juv program	10,028.44
6450 Makerspace Programming	284.54
HH Homesch (deleted)	0.00
Total 6400 Library Programming	29,672.95
Total 6000 Library services	126,009.58

Chemung County Library District

Profit and Loss

January - April, 2024

	TOTAL
6500 Programming support	
6520 Telephone	-962.51
BF phones (deleted)	
HFL phones (deleted)	
ST phones (deleted)	
WE phones (deleted)	0.00
Total 6520 Telephone	-962.51
Total 6500 Programming support	-962.51
6600 Operations Support	
6620 Supplies-office/operating	2,921.35
Admin Supplies (deleted)	0.00
BF supplies (deleted)	
BKM supplies (deleted)	0.00
HFL supplies (deleted)	0.00
ST supplies (deleted)	179.96
Tinker Lab Supplies (deleted)	
Total ST supplies (deleted)	179.96
VE supplies (deleted)	
WESupplies (deleted)	0.00
Total 6620 Supplies-office/operating	3,101.31
6630 Postage	786.53
AD Postage (deleted)	
BF postage (deleted)	
BKM postage (deleted)	
HFL postage (deleted)	
ST postage (deleted)	
VE postage (deleted)	
WE postage (deleted)	
Total 6630 Postage	786.53
6635 Copier Usage Contract Expense	654.70
6640 Membership Dues	350.00
6690 Travel & Continuing Education	1,768.91
Admin Transp/Ins. (deleted)	
BKM Transport/Ins (deleted)	
ST Transport/Ins (deleted)	
Total 6690 Travel & Continuing Education	1,768.91
Total 6600 Operations Support	6,661.45

Chemung County Library District

Profit and Loss

January - April, 2024

	TOTAL
6700 Technology	97.19
6710 Hardware	5,174.80
BF Equipment (deleted)	0.00
BKM Equipment (deleted)	
HFL Equipmt. (deleted)	
ST Equipment (deleted)	
VE Equipmt. (deleted)	
WE Equipmt (deleted)	
Total 6710 Hardware	5,174.80
6720 Computer Software	1,045.08
6730 Hotspot Program	256.45
6750 IT cell phone	90.00
Total 6700 Technology	6,663.52
6800 Bookmobile costs	
6810 Fuel for Bookmobile	1,002.57
6820 Vehicle Maintenance	1,620.43
6830 Vehicle Insurance	2,000.00
Total 6800 Bookmobile costs	4,623.00
6900 Administrative -Other	
6930 Legal	6,583.20
6940 General Liability Insurance	38,608.51
Total 6900 Administrative -Other	45,191.71
7000 Facilities cost	
7100 Utilities	12,752.47
BF Utilities (deleted)	
HFL Utilites (deleted)	
ST Utilities (deleted)	3,071.69
WE Utilities (deleted)	511.55
Total 7100 Utilities	16,335.71
7200 Maintenance	
7210 HVAC maintenance	210.00
7240 Snow removal	9,210.00
7250 Building Maintenance	50,045.82
BF Bldg Supp/Maint (deleted)	
HFL Bldg Supp/Maint (deleted)	
ST Bldg Supp/Maint (deleted)	3,186.00
WE Bldg Supp/Maint (deleted)	
Total 7250 Building Maintenance	53,231.82
7260 Security System Expense	402.50
7280 Trash removal	730.00
AD Rep/Maint (deleted)	
BF Rep/Maint (deleted)	195.00

Chemung County Library District

Profit and Loss

January - April, 2024

	TOTAL
HFL Rep/Maint (deleted)	
ST Rep/Maint (deleted)	
VE Rep/Maint (deleted)	
WE Rep/Maint (deleted)	
Total 7200 Maintenance	63,979.32
7310 Property Tax Payments	3,171.20
484BF BF Tax Payments (deleted)	
Total 7310 Property Tax Payments	3,171.20
Total 7000 Facilities cost	83,486.23
8000 Capital Improvements	7,250.00
8500 Other Miscellaneous Costs	296.85
8510 Marketing Committee Purchases	16,092.88
8530 Professional Fees	11,339.45
8900 Other Misc Expenses	207.36
Total 8500 Other Miscellaneous Costs	27,936.54
Total Expenses	\$1,082,100.95
NET OPERATING INCOME	\$2,828,285.17
NET INCOME	\$2,828,285.17

Chemung County Library District General Fund
Unpaid Bills Detail
As of April 3, 2024

Type	Date	Memo	Open Balance
Air Temp Heating & Air			
Bill	04/03/2024	SML HVAC maintenance outside of contract--invoice #184604	763.00
Total Air Temp Heating & Air			763.00
Aleta Yarrow			
Bill	04/03/2024	"Mark Making in Watercolor" adult prog 4/16 SML pd w/grant funds	250.00
Total Aleta Yarrow			250.00
Amazon Capital Services			
Bill	04/03/2024	- programming, supplies, materials	5,593.54
Total Amazon Capital Services			5,593.54
Burr Consulting LLC			
Bill	04/03/2024	HR Consultant April retainer- services 2024	1,800.00
Total Burr Consulting LLC			1,800.00
Chemung Canal Trust Company			
Bill	04/03/2024	Mastercard charges:	2,810.32
Bill	04/03/2024	Mastercard charges:	205.70
Total Chemung Canal Trust Company			3,016.02
Culligan Water			
Bill	04/03/2024	staff water dispenser-monthly rental fee	60.00
Total Culligan Water			60.00
Eastern Metal			
Bill	04/03/2024	parking lot barricades	559.96
Total Eastern Metal			559.96
Falkowski Excavating & Sewer Service			
Bill	04/03/2024	Plumbing call @ BF - inv 6760	350.00
Total Falkowski Excavating & Sewer Service			350.00
Filomena Jack			
Bill	04/03/2024	Adult prog-Oil Pastel "Umbrellas" pd w/grant funds - 04/08 @ WE	250.00
Total Filomena Jack			250.00
Fire Alarm Service Technology, Inc.			
Bill	04/03/2024	monthly maintenance alarm @ SML Invoice #47715	330.00
Total Fire Alarm Service Technology, Inc.			330.00
Haefele TV, Inc.			
Bill	04/03/2024	monthly internet service for VE for April 2024 service	85.95
Total Haefele TV, Inc.			85.95
IBFG Farms			
Bill	04/03/2024	plowing/salt SML/HH/BF/WE 3/24/24 - invoice #022	2,445.00
Bill	04/03/2024	plowing/salt SML/HH/BF/WE 3/21 & 3/24/24 - invoice #021 & #022	2,160.00
Total IBFG Farms			4,605.00
Ingram-Library Services			
Bill	04/03/2024	Library materials - non fiction print	381.28
Total Ingram-Library Services			381.28
Ingram Library Services			
Bill	04/03/2024	Library material -	10,258.40
Total Ingram Library Services			10,258.40

Jemco

Chemung County Library District General Fund
Unpaid Bills Detail
 As of April 3, 2024

Type	Date	Memo	Open Balance
Bill	04/03/2024	quarterly contract installment - cooling tower invoice #78103	635.00
Total Jemco			635.00
JGF Funding			
Bill	04/03/2024	monthly copier leases - inv #436768	1,635.31
Total JGF Funding			1,635.31
Johnny's Selected Seeds			
Bill	04/03/2024	Seed lending library collection -	99.90
Total Johnny's Selected Seeds			99.90
Kim Chebalo			
Bill	04/03/2024	04/08/24 HH class- Vintage Spoon Ring Making	400.00
Total Kim Chebalo			400.00
Mary Alice Little			
Bill	04/03/2024	Silent Reading party - Harpist 4/12/24	100.00
Total Mary Alice Little			100.00
MidWest Tape			
Bill	04/03/2024	AV collection - SML/BF/HH/WE	1,171.48
Total MidWest Tape			1,171.48
NYSEG			
Bill	04/03/2024	gas & elec -BF	627.32
Total NYSEG			627.32
Penworthy Company			
Bill	04/03/2024	Library materials -Bkm- invoice #0597100-IN	1,026.89
Total Penworthy Company			1,026.89
Pitney Bowes			
Bill	04/03/2024	postal machine ink	200.38
Total Pitney Bowes			200.38
Regina Hill			
Bill	04/03/2024	QB consultant services - invoice 1113	625.00
Total Regina Hill			625.00
Southern - Tier Library System			
Bill	04/03/2024	STLS rebill & YA downloadables- invoice # 4464/4463/4462	1,691.44
Total Southern - Tier Library System			1,691.44
Southern Tier Library System			
Bill	04/03/2024	Quarterly STLS IT Contract - Billed Entity Internet - BF, HH, ST, WE - invoice #4480	1,800.00
Total Southern Tier Library System			1,800.00
Staples			
Bill	04/03/2024	office supplies	215.91
Total Staples			215.91
Verizon Wireless			
Bill	04/03/2024	Bkm mobile phone charge x 2 lines	88.67
Total Verizon Wireless			88.67
W. B. Mason Co, Inc.			
Bill	04/03/2024	office supplies -invoice #245488728	79.99
Total W. B. Mason Co, Inc.			79.99

2:48 PM
04/03/24

Chemung County Library District General Fund
Unpaid Bills Detail
As of April 3, 2024

	Type	Date	Memo	Open Balance
TOTAL				<u>38,700.44</u>

Chemung County Library District

Unpaid Bills

As of May 16, 2024

DATE	TRANSACTION TYPE	NUM	BUSINESS	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
Air Temp Heating & Air							
05/16/2024	Bill			06/15/2024	-30	6,941.00	6,941.00
Total for Air Temp Heating & Air						\$6,941.00	\$6,941.00
Aleta Yarrow							
05/16/2024	Bill			06/15/2024	-30	250.00	250.00
Total for Aleta Yarrow						\$250.00	\$250.00
Baker & Taylor Books							
05/16/2024	Bill			06/15/2024	-30	244.99	244.99
Total for Baker & Taylor Books						\$244.99	\$244.99
Cloud 9							
05/16/2024	Bill			06/15/2024	-30	115.98	115.98
Total for Cloud 9						\$115.98	\$115.98
Culligan Water							
05/16/2024	Bill			06/15/2024	-30	60.00	60.00
Total for Culligan Water						\$60.00	\$60.00
Demco, Inc.							
05/16/2024	Bill			06/15/2024	-30	480.22	480.22
Total for Demco, Inc.						\$480.22	\$480.22
Dippity Do Dahs Ice Cream							
05/16/2024	Bill			06/15/2024	-30	198.90	198.90
Total for Dippity Do Dahs Ice Cream						\$198.90	\$198.90
Emma Howard							
05/16/2024	Bill			06/15/2024	-30	154.77	154.77
Total for Emma Howard						\$154.77	\$154.77
Erica Unterman							
05/16/2024	Bill			06/15/2024	-30	333.00	333.00
Total for Erica Unterman						\$333.00	\$333.00
Filomena Jack							
05/16/2024	Bill			06/15/2024	-30	980.00	980.00
Total for Filomena Jack						\$980.00	\$980.00
First Transit, Inc							
05/16/2024	Bill			06/15/2024	-30	332.01	332.01
Total for First Transit, Inc						\$332.01	\$332.01
Greenleaf Recycling							
05/16/2024	Bill			06/15/2024	-30	365.00	365.00
Total for Greenleaf Recycling						\$365.00	\$365.00
Heroes Comic Shop							
05/16/2024	Bill			06/15/2024	-30	1,640.00	1,640.00
Total for Heroes Comic Shop						\$1,640.00	\$1,640.00
Ingram Library Services							
05/16/2024	Bill			06/15/2024	-30	13,816.54	13,816.54
Total for Ingram Library Services						\$13,816.54	\$13,816.54

Chemung County Library District

Unpaid Bills

As of May 16, 2024

DATE	TRANSACTION TYPE	NUM	BUSINESS	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
Jeffrey Mathews							
05/16/2024	Bill			06/15/2024	-30	61.77	61.77
Total for Jeffrey Mathews						\$61.77	\$61.77
Jennifer Sekella							
05/16/2024	Bill			06/15/2024	-30	575.00	575.00
Total for Jennifer Sekella						\$575.00	\$575.00
Lauren Dowd							
05/16/2024	Bill			06/15/2024	-30	360.00	360.00
Total for Lauren Dowd						\$360.00	\$360.00
Lookout Books							
05/16/2024	Bill			06/15/2024	-30	691.95	691.95
Total for Lookout Books						\$691.95	\$691.95
NYSEG							
05/16/2024	Bill			06/15/2024	-30	522.62	522.62
05/16/2024	Bill			06/15/2024	-30	5,330.60	5,330.60
Total for NYSEG						\$5,853.22	\$5,853.22
Orkin							
05/16/2024	Bill			06/15/2024	-30	78.38	78.38
Total for Orkin						\$78.38	\$78.38
OverDrive, Inc							
05/16/2024	Bill			06/15/2024	-30	17.94	17.94
Total for OverDrive, Inc						\$17.94	\$17.94
Penworthy Company							
05/16/2024	Bill			06/15/2024	-30	170.85	170.85
Total for Penworthy Company						\$170.85	\$170.85
Queen City Basement Designs							
05/16/2024	Bill			06/15/2024	-30	532.00	532.00
Total for Queen City Basement Designs						\$532.00	\$532.00
Radigan Broadcasting Group LLC							
05/16/2024	Bill			06/15/2024	-30	200.00	200.00
Total for Radigan Broadcasting Group LLC						\$200.00	\$200.00
Sayles & Evans							
05/16/2024	Bill			06/15/2024	-30	3,460.74	3,460.74
Total for Sayles & Evans						\$3,460.74	\$3,460.74
Southern Tier Library System							
05/16/2024	Bill			06/15/2024	-30	741.00	741.00
Total for Southern Tier Library System						\$741.00	\$741.00
Tim Collins							
05/16/2024	Bill			06/15/2024	-30	3,190.00	3,190.00
Total for Tim Collins						\$3,190.00	\$3,190.00
Verizon Wireless							
05/16/2024	Bill			06/15/2024	-30	88.65	88.65

Chemung County Library District

Unpaid Bills

As of May 16, 2024

DATE	TRANSACTION TYPE	NUM	BUSINESS	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
Total for Verizon Wireless						\$88.65	\$88.65
TOTAL						\$41,933.91	\$41,933.91