

**Chautauqua-Cattaraugus Library System
Board of Trustees Meeting**

December 11, 2024
Randolph Library, Randolph
6:00 pm

AGENDA

1. Meeting called to order
2. Public comment (3-minute limit per person)
3. Consent Agenda: Consent agenda items are considered to be routine and are acted on with one motion.
 - a. Changes or additions to the agenda
 - b. Approval of minutes of previous meeting
4. Treasurer's Report
 - a. Budget Update
 - b. 2025 Proposed Budget
5. Unfinished Business
 - a. Lease Negotiations with Prendergast Library
6. New Business
 - a. Seneca Nation Library Variance
 - b. 2025 Meeting Dates
 - i. February 12 - Randolph Library
 - ii. April 9 - Randolph Library
 - iii. June 11 - Location TBD
 - iv. August 13 - Location TBD
 - v. October 8 – Annual Meeting Location TBD
 - vi. December 10- Randolph Library
7. Director's Report:
 - a. Report on System activities – Janice Dekoff

Next meeting: Wednesday February 12, 2025 – 6:00pm, Randolph Library, Randolph

**Chautauqua-Cattaraugus Library System
Board of Trustees Meeting**

October 9, 2024
Chautauqua Harbor Hotel, Celoron
5:15 pm

MINUTES

1. Meeting called to order at 5:20 PM
 - a. Present: Don Watkins, President; Don Butler, Vice President; Reed McElfresh, Treasurer, and Cody Whitton, Barb Kittle, Sandy Blood (as of 5:28) Trustees; Jan Dekoff, Executive Director
 - b. Guest: Cassey Blakeslee Prendergast trustee
 - c. Absent: Nancy Padak, Ned Lindstrom Sandy Blood

2. Public comment (3-minute limit per person)

3. Consent Agenda: Consent agenda items are considered to be routine and are acted on with one motion.
 - a. Changes or additions to the agenda
 - b. Approval of minutes of previous meeting
 - c. Don B/Steve all in favor

4. Treasurer's Report
 - a. Budget Update
 - i Overall good things. Interest is still doing well! Have exceeded amount we budgeted, expecting downward shift soon. Third quarter payment in from Cattaraugus County. Other gifts: \$500 donation from Randolph patron to put towards ebooks. Mileage: still doing very well 35% of budget left. Jeff using Subaru is working well. Credit for 25 additional annual meeting dinners. Attorney fees: \$375 paid for help with issues Ellington Farming library vote (concerns regarding wording of proposition), we're being billed as we use the service—only paying for services we use. Workers comp—adjustment based on audit—increasing premium. Expenses have been standard. Cost for truck is \$50,009.78 before \$5000 trade in credit on 2017 truck. Reed/Cody all in favor

5. Unfinished Business

- a. 2024 Truck Purchase approval of purchase price of \$50,009.78 Don B/Cody all in favor
 - b. 2024 Construction Grants: retroactive approval of Ashville Free Library, Kennedy Free Library, Increase for Lakewood, Olean Public Library. Steve/Reed all in favor
 - c. Lease Negotiations with Prendergast Library—Prendergast is willing to negotiate.
6. New Business
- a. a. Ad-Hoc committee for Lease Negotiations: Reed McElfresh, Don Butler, Steve Crowley. Motion Sandy/Don B. all in favor
7. Director's Report:
- a. Report on System activities – Janice Dekoff
 - b. CCLS staff did an amazing job putting together workshops and events this evening.
 - c. All 11 construction grant applications in fall 2023 were funded!
 - d. Dunkirk is finishing their project
 - e. We have submitted the 15 construction applications-three additional libraries came together to help max out or fund.
 - f. Working on budget for 2025—have requested 5% increases from Catt & Chautauqua counties.
 - g. Meeting with Kathy G and Health Insurance broker next Wednesday. Rates likely going up.
 - h. Kathy G and Jan have met with Mid York library system regarding NYLAF investment option. Seems to be money management service and has fees associated with it. Feeling is we're fine to stay where we are right now. Not recommending moving forward with this option right now.
 - i. Jan has done a lot of trustee trainings including a lot of work on open meetings laws. Good session on votes and construction grants at Randolph. Change in director at Clymer French Creek. CCLS is assisting with clean up and will help with onboarding new director.
 - j. Sustainable funding: moving forward well—Ellington has 414 vote in November. Meyers in Frewsburg looking at 259 vote in spring.
 - k. Brocton library in starting stages of looking at going for a vote.
 - l. New delivery truck was brought to us on 10/1. Drivers outfitted it with shelves and it is now on the road. 2017 has been turned over to Schultz. 2023 and 2024 now.
 - m. Motion to accept: Sandy/Cody all in favor

8. Next meeting at 6:00 PM on 12/11 at Randolph Library, Randolph

Next meeting: Wednesday December 11, 2024 – 5:15pm, Randolph Library, Randolph

Respectfully submitted,

Reed McElfresh--Treasurer

**Chautauqua-Cattaraugus Library System
Annual Business Meeting**

October 9, 2024
Chautauqua Harbor Hotel, Celoron
6:00 pm

MINUTES

1. Meeting called to order at 6:01 PM
 - a. Present: Don Watkins, President; Don Butler, Vice President; Reed McElfresh, Treasurer, and Cody Whitton, Barb Kittle, Sandy Blood, Trustees; Jan Dekoff, Executive Director
 - b. See sign in sheets for additional
 - c. Absent: Nancy Padak, Ned Lindstrom,

2. Election of Chairman and Secretary
 - a. Motion to elect Don Watkins as Chairman and Reed Sandy/Cody W all in favor

3. Minutes of Previous Meeting
 - a. Darlene Barney/Graham Tedesco-Blair all in favor

4. Treasurer's Report
 - a. In 2024 we received a 4% increase in state funding and received a 2% increase from Catt co and 3% from Chautauqua county
 - b. Gifts/Grants/Other 2023 ARPA Grant, Summer Reading, Love your Library
 - i. 2024 Summer Reading, Love your library fund
 - c. Expenses: grants to member libraries, summer reading, payroll support, broadband services, local library services aid, cash grant
 - d. Capital: purchased a new trucks in 2023 and 2024. Fulfillment was much faster this time
 - e. Motion by Rhonda Thompson/Brette Hindman all in favor

5. Election of System Trustees
 - a. Cody Whitton - Partial Term: June 2024-December 2027
 - b. Motion by Darlene Barney/Michele La Voie all in favor

6. Report of Nominating Committee
 - a. Proposed Slate of Officers:

- i. President: Reed McElfresh
 - ii. Vice-President: Donald Butler
 - iii. Treasurer: Steve Crowley
 - iv. Secretary: Nancy Padak
- b. Slate motion by: Sue Gilman/Graham Tedesco-Blair

7. Old Business

8. New Business

- c. Seeking Cattaraugus County Trustee. Don Watkins is terming off after ten years of service
- d. 2023-2024 Construction Aid Awards
 - i. Received notice at the beginning of the month that all 11 applications received in 2023 were fully funded. One project is already closing the books on their project.
- e. 2024-2025 Construction Aid Applications
 - i. We had 15 libraries submit applications for just over \$1M in funding. We're using our full allotment from NYS. Currently at State Library and DLD for their review. Expect to hear in December on next steps.

9. System Director's Report

- a. We saw a 4% increase in state aid in 2024, hoping for additional increase in 2025.
- b. 30% increase in construction aid statewide. Money is vital and we're continuing to push for additional funding.
- c. Received additional distribution from Love Your Library fund.
- d. Advocacy efforts this year really paid off. A lobbying firm out of Buffalo has been contracted with by WNYLRC to advocate for increased funding for the nine library councils, public libraries, and school libraries.
- e. We've seen great interest in sustainable funding. We had two successful 259 votes: Seymore and Sinclairville libraries. Funding has increased 2.5x from what it is now. Ashville free library: funding will increase 3x current rate. We're up to 9 libraries in Chautauqua county with 259s. Ellington is going for a 414 vote this November. Kennedy was successful with 414 last year.
- f. We have a new delivery truck on the road now.
- g. 2024 is highest OverDrive use ever.
- h. Have a service for comics and graphic novels available for all CCLS card holders.
- i. Great year for upgrades to CCLS internet service 34/36 libraries are using our network. Speeds between 200-500 mbps.
- j. Trustee education requirements are now in force! Trustees are required to participate in two hours of continuing ed. Recorded or live trustee handbook book club meetings are eligible for hour requirement.
- k. Motion to accept Brette Hindman/Darlene Barney all in favor

10. Adjournment Motion: Darlene Barney / Bill Newton all in favor

Respectfully submitted,
Reed McElfresh—Meeting Secretary

CCLS 2024

		October	November	YTD	2024 Budget	Remaining	% Rem'g
Income							
Misc							
4240.01	Interest	\$ 4,055.21	\$ 3,565.10	\$ 35,776.54	\$ 15,000.00		
4240.07	Other Miscellaneous			\$ 5,000.00	\$ -		
	<i>Total Misc</i>	\$ 4,055.21	\$ 3,565.10	\$ 40,776.54	\$ 15,000.00		
Charges							
4218.01	ILL	\$ 72.00	\$ 104.00	\$ 828.00	\$ 1,200.00	\$ 372.00	31%
4218.02	DVD	\$ 106.10		\$ 426.69	\$ 400.00	\$ (26.69)	-7%
	<i>Total Charges</i>	\$ 178.10	\$ 104.00	\$ 1,254.69	\$ 1,600.00	\$ 345.31	22%
Gifts							
4275.10	Foundations			\$ 1,848.00	\$ 1,800.00		
4275.50	Other Gifts			\$ 902.00	\$ 100.00		
4275.63	CHQ CTY SUMMER READING GRANT			\$ 8,500.00			
	<i>Total Gifts</i>	\$ -	\$ -	\$ 11,250.00	\$ 1,900.00		
County Funding							
4281.10	Cattaraugus	\$ 20,718.25		\$ 82,873.00	\$ 82,872.96	\$ (0.04)	0%
4281.20	Chautauqua		\$ 27,887.25	\$ 111,549.00	\$ 111,549.00	\$ -	0%
	<i>Total County Funding</i>	\$ 20,718.25	\$ 27,887.25	\$ 194,422.00	\$ 194,421.96	\$ (0.04)	0%
State Funding							
4384.01	Annual Basic Aid			\$ 748,090.00	\$ 748,090.00	\$ -	0%
4384.02	LSSA Headquarters			\$ 64,230.00	\$ 71,367.00	\$ 7,137.00	10%
4384.03	Supplemental Aid			\$ 120,664.00	\$ 120,664.00	\$ -	0%
4384.04	LSSA Members			\$ 72,216.00	\$ 80,240.00	\$ 8,024.00	10%
4384.05	Central Library Aid			\$ 175,699.00	\$ 175,699.00	\$ -	0%
4384.07	Jails			\$ 3,019.00	\$ 3,019.00	\$ -	0%
4384.08	Correctional Facilities			\$ 11,501.00	\$ 11,501.00	\$ -	0%
4384.09	Coordinated Outreach			\$ 86,005.00	\$ 86,005.00	\$ -	0%
4384.20	Love Your Library Fund			\$ 2,345.00	\$ -		
	<i>Total State Funding</i>	\$ -	\$ -	\$ 1,363,769.00	\$ 1,296,585.00		
Federal Funding							
	<i>Total Federal Funding</i>	\$ -	\$ -	\$ -	\$ -	\$ -	
	Total Income	\$ 24,951.56	\$ 31,556.35	\$ 1,611,472.23	\$ 1,509,506.96	\$ 345.27	0%

Final Contract Payment

Notes

Expenses

		October	November	YTD	2024 Budget	Remaining	% Rem'g
Operations							
Materials and Catalog							
6206.05	Vendor Databases			\$ 1,411.85	\$ 1,600.00	\$ 188.15	12%
6410.01	Books-Outreach	\$ 361.90	\$ 602.22	\$ 8,117.07	\$ 9,000.00	\$ 882.93	10%
6410.02	Books-Headquarters			\$ 500.00	\$ 500.00	\$ -	0%
6410.07	eMaterials	\$ 97.24	\$ 213.26	\$ 5,296.90	\$ 5,000.00	\$ (296.90)	-6%

CCLS 2024

		October	November	YTD	2024 Budget	Remaining	% Rem'g	Notes
6411.20	AV-Outreach	\$ 207.95	\$ 115.97	\$ 1,831.53	\$ 2,000.00	\$ 168.47	8%	
6413.01	Periodicals- Headquarters		\$ 286.00	\$ 739.99	\$ 900.00	\$ 160.01	18%	
6414.02	Children's Activities		\$ 376.80	\$ 702.73	\$ 1,000.00	\$ 297.27	30%	Dino Dare Books & Bones
6418.00	Jails Materials		\$ 1,243.60	\$ 2,417.95	\$ 6,093.00	\$ 3,675.05	60%	
6419.00	Prisons Materials	\$ 1,398.39	\$ 1,095.64	\$ 5,460.25	\$ 7,770.55	\$ 2,310.30	30%	55% of income for materials
6420.00	ILL Service		\$ 230.00	\$ 3,534.27	\$ 4,600.00	\$ 1,065.73	23%	Postage for meter
6425.00	Book Processing	\$ 53.00	\$ 25.00	\$ 282.10	\$ 600.00	\$ 317.90	53%	Only CCLS processing
6432.08	KOHA/ILS Support	\$ 42,496.00	\$ 98.03	\$ 47,736.45	\$ 48,572.00	\$ 835.55	2%	
	Total Materials & Cat.	\$ 44,614.48	\$ 4,286.52	\$ 78,031.09	\$ 87,635.55	\$ 9,604.46	11%	
	Office Supplies							
6430.01	General Supplies & Misc	\$ 250.09	\$ 366.23	\$ 2,802.08	\$ 2,500.00	\$ (302.08)	-12%	
6430.08	Member Lib Supplies	\$ (144.76)	\$ 16.80	\$ 144.45	\$ -			Supplies replenished for MLs
	Total Office Supplies	\$ 105.33	\$ 383.03	\$ 2,946.53	\$ 2,500.00	\$ (446.53)	-18%	
	Telecommunications							
6431.03	Cell Phone			\$ 716.18	\$ 1,190.00	\$ 473.82	40%	
6431.04	Fiber Optic Line	\$ 85.41	\$ 85.41	\$ 939.51	\$ 1,025.00	\$ 85.49	8%	
6431.06	Telephone	\$ 108.73	\$ 108.39	\$ 1,203.92	\$ 1,560.00	\$ 356.08	23%	
	Total Telecommunications	\$ 194.14	\$ 193.80	\$ 2,859.61	\$ 3,775.00	\$ 915.39	24%	
	Computing							
6432.02	Software		\$ 14.95	\$ 2,845.25	\$ 4,000.00	\$ 1,154.75	29%	
6432.20	Hardware			\$ 1,102.17	\$ 2,000.00	\$ 897.83	45%	
	Total Computing	\$ -	\$ 14.95	\$ 3,947.42	\$ 6,000.00	\$ 2,052.58	34%	
	Postage							
6433.01	Mailings	\$ (135.31)	\$ 70.00	\$ 326.96	\$ 500.00	\$ 173.04	35%	Quarterly postage billing to JPLA
6433.03	Mailing Eqp't			\$ 1,057.02	\$ 1,300.00	\$ 242.98	19%	
	Total Postage	\$ (135.31)	\$ 70.00	\$ 1,383.98	\$ 1,800.00	\$ 416.02	23%	
	Marketing							
6434.00	Marketing			\$ 5,005.00	\$ 5,000.00		0%	
	Total Marketing	\$ -	\$ -	\$ 5,005.00	\$ 5,000.00	\$ (5.00)	0%	
	Travel & Training							
6435.01	Mileage	\$ 476.85	\$ 1,051.50	\$ 7,375.49	\$ 9,000.00	\$ 1,624.51	18%	
6435.02	Annual Meeting	\$ 3,589.30		\$ 2,839.30	\$ 5,000.00	\$ 2,160.70	43%	25 Additional Member Library Dinners for Annual Meeting
6435.03	Workshops	\$ 235.50	\$ 77.48	\$ 748.84	\$ 1,500.00	\$ 751.16	50%	
6435.04	Workforce Development	\$ 45.00	\$ 975.32	\$ 4,562.42	\$ 5,000.00	\$ 437.58	9%	
6435.05	Membership Dues			\$ 3,682.00	\$ 3,282.00		0%	
	Total Travel & Training	\$ 4,346.65	\$ 2,104.30	\$ 19,208.05	\$ 23,782.00	\$ 4,573.95	19%	
	Professional Fees							
6437.01	Auditor			\$ -	\$ 6,405.00	\$ 6,405.00	100%	
6437.02	Attorney			\$ 375.00	\$ 1,500.00	\$ 1,125.00	75%	
6437.04	Admin of Benefits Acct			\$ 875.00	\$ 1,200.00	\$ 325.00	27%	
6437.10	Payroll	\$ 144.14	\$ 144.14	\$ 1,678.29	\$ 1,750.00	\$ 71.71	4%	CCLS only
6437.15	Other Prof Fees			\$ 2,800.00	\$ 6,000.00	\$ 3,200.00	53%	Erate consultant
	Total Professional Fees	\$ 144.14	\$ 144.14	\$ 5,728.29	\$ 16,855.00	\$ 11,126.71	66%	
	Maintenance and Repair							

CCLS 2024

		October	November	YTD	2024 Budget	Remaining	% Rem'g	Notes
6438.01	Rent to Prendergast	\$ 4,875.00	\$ 4,875.00	\$ 53,625.00	\$ 58,500.00	\$ 4,875.00	8%	
6439.02	Copiers Service Contract	\$ 15.90	\$ 101.78	\$ 815.80	\$ 1,000.00	\$ 184.20	18%	
6439.03	Equipment Repair			\$ -	\$ 500.00	\$ 500.00	100%	
	<i>Total Maint. & Repair</i>	<i>\$ 4,890.90</i>	<i>\$ 4,976.78</i>	<i>\$ 54,440.80</i>	<i>\$ 60,000.00</i>	<i>\$ 5,559.20</i>	<i>9%</i>	
	Insurance							
6454.00	Insurance		\$ 53.00	\$ 9,594.80	\$ 9,000.00		0%	Auto Adjustment
	<i>Total Insurance</i>	<i>\$ -</i>	<i>\$ 53.00</i>	<i>\$ 9,594.80</i>	<i>\$ 9,000.00</i>		<i>0%</i>	
	Vehicle Operations							
6470.10	Vehicle Operations	\$ 866.66	\$ 909.42	\$ 9,940.02	\$ 9,000.00	\$ (940.02)	-10%	
6470.30	Vehicle Maintenance	\$ 96.90		\$ 6,468.94	\$ 4,500.00		0%	
	<i>Total Vehicle Operations</i>	<i>\$ 963.56</i>	<i>\$ 909.42</i>	<i>\$ 16,408.96</i>	<i>\$ 13,500.00</i>	<i>\$ (2,908.96)</i>	<i>-22%</i>	
	<i>Operations</i>	<i>\$ 55,123.89</i>	<i>\$ 13,135.94</i>	<i>\$ 199,554.53</i>	<i>\$ 229,847.55</i>	<i>\$ 30,293.02</i>	<i>13%</i>	
	Grants to Members							
6490.01	Local Library Services Aid			\$ 72,216.00	\$ 80,420.00	\$ 8,204.00	10%	
6490.02	Regular Cash Grant			\$ 9,500.00	\$ 9,500.00	\$ -	0%	
6490.03	Central Library Aid		\$ 7,000.00	\$ 175,699.00	\$ 175,699.00	\$ -	0%	Overdrive Annual Platform
6490.05	Adult Literacy			\$ 2,000.00	\$ 2,000.00	\$ -	0%	
6490.06	Family Literacy	\$ 291.87	\$ 649.38	\$ 6,003.62	\$ 8,000.00	\$ 1,996.38	25%	Launchpads
6490.07	RBDB	\$ 151.46	\$ 9.01	\$ 2,518.84			0%	Mobile Memory Lab
6490.08	Bullet Aid			\$ 40,000.00	\$ -		0%	
6490.09	Summer Reading			\$ 1,998.27	\$ 2,000.00	\$ 1.73	0%	
6490.10	Book Plan	\$ 32,500.00		\$ 130,000.00	\$ 130,000.00	\$ -	0%	
6490.11	Continuing Education Grants		\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ -	0%	
6490.12	Outreach Mini-Grant		\$ 4,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	0%	
6490.21	Broadband Project	\$ 1,063.87	\$ 4,295.91	\$ 27,922.15	\$ 16,000.00		0%	
6490.24	CHQ CTY SUMMER READING GRANT			\$ 8,500.00				
6490.25	ML Payroll Processing Service	\$ 1,631.41	\$ 1,523.67	\$ 15,944.60	\$ 18,500.00	\$ 2,555.40	14%	
6490.29	Love Your Library Aid			\$ 6,000.00	\$ 6,000.00			
	<i>Total Grants to ML</i>	<i>\$ 35,638.61</i>	<i>\$ 21,477.97</i>	<i>\$ 507,302.48</i>	<i>\$ 457,119.00</i>	<i>\$ (50,183.48)</i>	<i>-11%</i>	
	Personnel							
	Salaries							
6840.10	Professional Staff	\$ 44,353.68	\$ 44,353.68	\$ 487,890.48	\$ 532,243.56	\$ 44,353.08	8%	
6840.20	Other Staff	\$ 12,951.37	\$ 13,116.97	\$ 139,900.03	\$ 151,579.99	\$ 11,679.96	8%	
	<i>Total Salaries</i>	<i>\$ 57,305.05</i>	<i>\$ 57,470.65</i>	<i>\$ 627,790.51</i>	<i>\$ 683,823.56</i>	<i>\$ 56,033.05</i>	<i>8%</i>	
	Benefits							
6900.01	NYS Retirement		\$ 98,988.00	\$ 98,988.00	\$ 102,888.00	\$ 3,900.00	4%	
6900.03	Social Security	\$ 4,118.77	\$ 4,131.50	\$ 45,110.77	\$ 52,312.50	\$ 7,201.73	14%	
6900.04	Workers Comp			\$ 3,955.00	\$ 3,700.00	\$ (255.00)	-7%	
6900.05	Life Insurance	\$ 197.23		\$ 788.92	\$ 800.00	\$ 11.08	1%	
6900.08	Health Insurance	\$ 7,231.59	\$ 7,032.16	\$ 78,666.39	\$ 85,869.07	\$ 7,202.68	8%	
6900.09	Disability			\$ 508.50	\$ 680.00	\$ 171.50	25%	
6900.10	HRA	\$ 859.22	\$ 756.39	\$ 11,055.30	\$ 12,600.00	\$ 1,544.70	12%	Health Reimbursement
6900.11	EAP		\$ 89.38	\$ 357.52	\$ 360.00	\$ 2.48	1%	
	<i>Total Benefits</i>	<i>\$ 12,406.81</i>	<i>\$ 110,997.43</i>	<i>\$ 239,430.40</i>	<i>\$ 259,209.57</i>	<i>\$ 19,779.17</i>	<i>8%</i>	

CCLS 2024

	October	November	YTD	2024 Budget	Remaining	% Rem'g	Notes
Total Personnel	\$ 69,711.86	\$ 168,468.08	\$ 867,220.91	\$ 943,033.13	\$ 75,812.22	8%	
Capital					\$ -		
Vehicles			\$ 50,009.78		\$ (50,009.78)		
Building			\$ -	\$ -	\$ -		
Total Capital	\$ -	\$ -	\$ 50,009.78	\$ -	\$ (50,009.78)		
Total Expenses	\$ 160,474.36	\$ 203,081.99	\$ 1,624,087.70	\$ 1,629,999.68	\$ 5,911.98	0%	
Net income	\$ (135,522.80)	\$ (171,525.64)	\$ (12,615.47)	\$ (120,492.72)			
Net Transfers In			\$ -				
Income and Transfers	\$ (135,522.80)	\$ (171,525.64)	\$ (12,615.47)	\$ (120,492.72)			
Appropriated Fund Balance			-				
CARF Interest	\$ 554.41	\$ 476.28	\$ 5,849.52				
	\$ (134,968.39)	\$ (171,049.36)	\$ (6,765.95)	\$ (120,492.72)			

CHAUTAUQUA-CATTARAUGUS LIBRARY SYSTEM

Balance Sheet

12/05/24

Accrual Basis

As of November 30, 2024

	<u>Nov 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Petty Cash	50.00
1060 · NWSB - Checking Account	16,553.93
1070 · NWSB - Money Market	77,040.22
1080 · FSB - Checking Account	2,500.00
1080.50 · FSB - Cash Sweep	171,809.55
1090 · FSB - Money Market	2,501.11
1090.50 · FSB - CDARS	1,165,145.26
Total Checking/Savings	<u>1,435,600.07</u>
Accounts Receivable	
1200 · Accounts Receivable	24,967.14
Total Accounts Receivable	<u>24,967.14</u>
Other Current Assets	
1300 · Materials Member Libraries	1,659.60
1400 · Prepaid HRA Fund	841.83
1410 · Prepaid Expense	1,831.12
Total Other Current Assets	<u>4,332.55</u>
Total Current Assets	1,464,899.76
Fixed Assets	
1500 · Equipment	76,333.64
1504 · Leasehold Improvements	133,142.75
1505 · Vehicles	69,686.44
1525-00 · Accumulated Depreciation	-229,140.82
Total Fixed Assets	<u>50,022.01</u>
TOTAL ASSETS	<u><u>1,514,921.77</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	2,088.12
Total Accounts Payable	<u>2,088.12</u>
Other Current Liabilities	
2030 · ML Prepayments	1,841.74
2100 · Payroll Liabilities	420.22
2160 · Flex Withholding	3,136.88
2165 · Accrued Vacation	38,765.14
Total Other Current Liabilities	<u>44,163.98</u>
Total Current Liabilities	<u>46,252.10</u>
Total Liabilities	46,252.10
Equity	
3109 · Unrestricted Net Assets	1,318,079.69
3110 · Unrestrict Brd-Desig Net Assets	157,355.93
Net Income	-6,765.95
Total Equity	<u>1,468,669.67</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,514,921.77</u></u>

CHAUTAUQUA-CATTARAUGUS LIBRARY SYSTEM

FIVE STAR BANK - CDARS

INVESTMENTS AS OF NOVEMBER 30, 2024

INVESTMENT DATE	DESCRIPTION	MATURITY DATE	ORIGINAL AMOUNT INVESTED	2023	INTEREST EARNED 2024	CDARS BALANCE	COMMENTS
7/20/2023	CD - 6 MONTHS @ 4.00% APY	1/18/2024	\$850,000.00	\$15,204.88	\$1,581.94	\$866,786.82	Liquidated \$465,000 Reinvested \$401,786.82
1/18/2024	CD - 3 MONTHS @ 3.95% APY	4/18/2024	\$401,786.82	\$0.00	\$3,899.46	\$405,686.28	Reinvested
10/19/2023	CD - 6 MONTHS @ 4.10% APY	4/18/2024	\$166,221.79	\$1,359.66	\$2,004.35	\$169,585.80	Liquidated
11/9/2023	CD - 6 MONTHS @ 4.10% APY	5/9/2024	\$164,112.55	\$960.34	\$2,360.98	\$167,433.87	Reinvested
4/18/2024	CD - 3 MONTHS @ 3.95% APY	7/18/2024	\$405,686.28	\$0.00	\$3,937.29	\$409,623.57	Reinvested
1/25/2024	CD - 6 MONTHS @ 4.10% APY	7/25/2024	\$165,000.00	\$0.00	\$3,339.28	\$168,339.28	Reinvested
7/18/2024	CD - 3 MONTHS @ 3.90% APY	10/17/2024	\$409,623.57	\$0.00	\$3,925.88	\$413,549.45	Liquidated \$250,000 Reinvested \$163,549.45
7/25/2024	CD - 3 MONTHS @ 3.90% APY	10/24/2024	\$168,339.28	\$0.00	\$1,613.38	\$169,952.66	Reinvested
5/9/2024	CD - 6 MONTHS @ 4.10% APY	11/7/2024	\$167,433.87	\$0.00	\$3,388.53	\$170,822.40	Reinvested
7/25/2024	CD - 6 MONTHS @ 4.00% APY	1/23/2025	\$650,000.00	\$0.00	\$9,072.75	\$659,072.75	
10/17/2024	CD - 3 MONTHS @ 3.70% APY	1/16/2025	\$163,549.45	\$0.00	\$734.23	\$164,283.68	
10/24/2024	CD - 3 MONTHS @ 3.60% APY	1/23/2025	\$169,952.66	\$0.00	\$626.93	\$170,579.59	
11/7/2024	CD - 6 MONTHS @ 3.50% APY	5/8/2025	\$170,822.40	\$0.00	\$386.84	\$171,209.24	
				TOTAL	\$36,871.84	\$1,165,145.26	
					CDARS INTEREST	CDARS INVESTMENT	



**System Director's Report
December 11, 2024**

To: Members of the Chautauqua-Cattaraugus Library System

From: Janice Dekoff, Executive Director

Executive Director

Janice Dekoff

Delivery Driver

Driver, Dan Rowicki, will be leaving us at the end of the year. Dan has been a reliable and friendly driver for the last twelve years and he will be missed. A search has begun for a new driver and applications are under review.

Administrative Assistant Update

Emric Taylor was hired by the Prendergast Library to be their new Information Services Coordinator. His last day at CCLS was November 15. He began work at Prendergast November 18. We wish Emric the best in his new position!

2024 Library Votes

The Ellington Farman Library was successful in their efforts to secure sustainable funding! They are the second CCLS Member Library to win a 414 (municipal) vote.

Seneca Nation Library Variance

Library Systems are required to attest that their member libraries meet minimum standards annually in order to trigger the release of the final 10% of Local Library Services Aid that goes to member libraries. If there is a library that does not meet minimum standards, the library and system may request a variance. The Division of Library Development informed CCLS that a variance was needed for the Seneca Nation Library to allow their current director to serve without a public librarian's certificate. The 2020 Census revealed a population increase which changed their director's education requirement from 2 years of college to a public librarian's certificate. The current director may continue in her position with a variance that will need to be filed annually. When the time comes to hire a new director, the library board will be required to hire a director who meets the updated educational requirement. The Seneca Nation Library board has approved the variance form, it will be brought to the CCLS board for approval in December, and then sent to DLD.

Gather & Grow 2024

CCLS has worked with colleagues at the Finger Lakes Library System, Four County Library System, Mid York Library System, North Country Library System, OWWL Library System, and the Southern Tier Library System to plan and coordinate a virtual day of learning. Staff and trustees from across the state are invited to attend. STLS began holding the Gather & Grow days of virtual learning since 2021 and invited other systems

to participate in 2024. STLS took the lead in planning to allow other system staff to learn about the process and be able to assist more fully in 2025.

Recent Activities

- 10/18: Phone Call to DLD to reorganize BEM trustee terms
- 10/21: Site visit to CLY to work with new director
- 10/22: WNYLRC Annual Meeting – National Comedy Center
- 10/23: FRED-trustee training
- 11/6-11/9: NYLA Conference (Syracuse)
- 11/13: LIT – trustee training
- 11/15: FRB – meeting re: vote with School District Superintendent
- 11/19: WNYLRC Board Meeting (Zoom)
- 11/22: Directors and Officer Insurance webinar
- 11/22: Meeting with Erie 2 BOCES director re: school libraries supporting public libraries, partnerships
- 11/26: SHE: Rotary club grant award presentation - \$1,000 for Non-fiction
- 12/3: Meeting with Kathy Gustafson and Mike Jones to discuss QuickBooks migration
- 12/3: Census data webinar
- 12/4: Meeting with CCLS Finance Committee
- 12/5: Gather & Grow 2024
- 12/10: Advocacy meeting with new Cattaraugus County Assemblyman Joe Sempolinski at the Olean Public Library

Upcoming Activities

- 12/12: CCLS Staff meeting
- 12/12: Gather & Grow follow up meeting
- 12/19: DLD call
- 12/24 & 12/25: CCLS Closed
- 12/31 & 1/1/25: CCLS Closed
- 1/2/25: Attend RAN board meeting
- 1/9/25: FRB School Board meeting visit re: vote

Delivery/Vehicles

No maintenance to report

Business Office: Kathy Gustafson

Financial Reporting

- Prepared Profit & Loss Analysis for October 31, 2024.
- Prepared Profit & Loss Analysis, Balance Sheet and Investment Report for November 30, 2024.
- Prepared Bills Paid Reports for October 2024 and November 2024.
- Prepared and distributed October and November month end QuickBooks reports for CCLS staff with department budget lines.

Investments

- Prepared cash forecast analysis for one liquidation/reinvestment and two reinvestment recommendations for CDARS with values of \$413,549.45; \$169,952.66 and \$170,822.40 respectively.

Member Libraries

- Prepared October and November billings for books, DVDs, Overdrive, ILL, supplies, broadband, etc.
- Fulfilled member library supply order requests and replenished inventory on hand.

HR/Benefits Administration

- Coordinated employee benefit meetings with AFLAC representative.
- Met with insurance broker to review 2025 health insurance options.

Other

- Spectrum - Resolved contract and Erate billing issues with Spectrum for the funding/contract year beginning July 1, 2024.
- 2024 Chautauqua County Contract – Collected and compiled the 3rd Quarter 2024 Chautauqua County Statistics to complete a “Contract Progress Report” to receive the final payment of the 2024 Contract.
- QuickBooks Online – Visited two member libraries to discuss switching from QB Desktop to QB Online and to review the QB Online software features.
- Record Retention – Worked on creating PDFs of historical accounting records and reports from the QB Desktop CCLS company file that require permanent retention.

Youth Services: LJ Martin

Summer Reading Program (SRP)

- Answering questions as ML’s answer
- Sending out kits and storywalks for programs
- Passing along DLD SRP news
- Promoting theme and artwork for SRP 2025
- Submitted SRP report to DLD

Family Literacy

- Continued 12 rotating collections, delivering 5 new Launchpads each month
- Continued 11 Youth Large Print rotating collections
- Promoted Comics Plus database to school librarians
- Purchased small number of VOX books for ML’s to borrow and try out with communities

Community Contacts

- Met every 2 months with the School Librarian Council
- Attended DLD YS meeting
- Attended NYS YS meetings once a month

Library Communication

- All email communication supporting SRP and youth efforts

Bits and Bobs

- Continue to send out a monthly list of 10 newly published titles (picture, middle school, and YA)
- Promoting Storytime kits and highlighting what we have in the office
- Attended NYLA and have an outline for workshops for MLs in 2025
- Started YSO Confab series in Oct. Once a month, a Teams meeting is offered around a YS theme, and ML's staff are encouraged to come and talk candidly while sharing ideas
- Building new kits of Dino Bones for libraries to have out for families to engage in free play

Outreach: LJ Martin

Talking Books: Returned on player and tapes, but no reason was given. Promoted TYBBL resources to MLs. Have borrowed braille picture books to promote for storytimes

Correctional Facilities

- Continued communication with Lakeview Shock Librarian about needs
- Fulfilling ILL requests at Lakeview Shock and sending publishers catalogs
- Supported facility librarian attending NYLA
- Purchased and delivered materials needed for ChaCo Jail
- Purchased materials for CattCo Jail

COSAC

- Reviewed previous grant reports in Oct.
- Put out new grant cycle application to MLs at the end of Oct.
- Awarded 4 grants to MLs start of Nov.

Community Contacts

- Meeting once a month with NYS Outreach coordinators
- Sent out community events as I became aware through email
- Continued work on the Pathways to Belonging (P2B) project with the Southern Adirondack Library System and other systems. Working towards offering cohorts in 2025
- Presented 3-hour workshop on P2B at NYLA
- Partnering with 3 library systems to plan and offer Smart Risk Program Management webinar for MLs in Dec.
- Partnering with STLS and other library systems to offer a Gather and Grow full-day workshop to all MLs in Dec.

Bits and Bobs

- Ordering LP and Books on CD
- Continued adding to the Youth Large Print collection and advertising
- Visited 5 ML to talk about outreach youth and answer questions
- Working with Berkley University on the Forging Resilience Project in our area- passed out a survey for ML's staff to take and bring back a CHA CATT snapshot.
- Supported CCLS staff in planning Annual Meeting workshops and dinner

CCLS Consulting

- Checked in on 10 directors via email and calls to answer questions and promote CCLS services

- Hosted a come and chat sessions at Randolph Library to exchange ideas

Digital Services: Megan Disbro

Databases:

- We had 12,135 OverDrive/Libby checkouts in October and 11,782 in November
- Ordered and selected OverDrive titles for those members that have CCLS order
- Submitted all October and November OverDrive invoices to the Business Office
- Created and maintained the Libby non-automated curated collections
- Ran OverDrive and Kanopy circulation reports
- Worked with EBSCO on issues with the Core Collections online database
- Increased the Kanopy cap from \$500 to \$600 per month. The Seneca Nation Library offered to pay the extra \$100 per month
- Printed Libby app and Kanopy brochures for FLU
- Renewed OverDrive's content service plan fee for November 2024 – October 2025 at \$7,000

Training:

- Visited CASS: 11/4 to train staff on the Epson scanner for the Mobile Memory Lab, Scanner Digitization Kit
- 56 member library staff and trustees attended the Annual Meeting training

Digitization:

- Wrote and submitted the 2024/2025 Access and Innovation grant application to digitize The Fredonia Censor microfilm. If approved, The Fredonia Censor will be searchable at <https://nyshistoricnewspapers.org/>
- Worked with Mike to order two new Dell laptops for the Mobile Memory Lab

Websites:

- Working on a new system website with Carolyn and Jan
- Troubleshooting issues with the member website template with Carolyn

Other:

- Posted to system social media platforms daily
- Answered an increase in patron Libby questions, mainly expired library cards
- Forwarded training, OverDrive alerts, and notices to members
- Consultant visits to GOW and OLE in October
- Helped Delivery when short-staffed
- Posted WES and SHE job openings
- Surveyed the members on genre shelving

Technical Processing: Chris Spink

CCLS member libraries have added 2,625 new titles and 14,659 new items in October and November. For 2024, 95,232 new titles have been added, and 310,487 new items.

Chris keeps busy with 2024 year-end order carts and also setting up the Koha acquisitions module for 2025 orders.

She also adds new periodical records as needed to allow Koha to run smoothly. Too many items attached to a single catalog record reduces Koha searches to an absolute crawl.

As of this writing, a new cohort of Koha fast cataloging students is being trained.

IT Department Report: Mike Jones

A guide to IT abbreviations has been added to the last page of the report for easy reference.

Data wiring projects are almost complete. Bemus will finish up when they get their furniture. Cattaraugus has a few things that need to be corrected. Olean may also.

I have settled on DFT as the phone provider for the 8 locations that cannot port their phone numbers and do not want to get a new number when they change over to Fax over IP.

Comparing Ribbons Express to WB Mason for best toner costs.

Working on EFG contract and BEAR Form for taxes. Working on this year’s E-rate filling and have all quotes needed. Need to get ASEC to walk the CCLS offices to build a quote for a data project is all that remains. I would like to file by the end of January.

Jeff works daily on what issues come in, new equipment deliveries and setup and deliver of repurposed machines. Jeff has gotten to nearly every member for their Windows 11 compatibility check.

	LOCATION	IT Request
1	Allegany	Data project and outdoor WAP installation complete, repurposed computer for director
2	Ashville	Resolved network scanning issues, setup Minecraft licenses
3	Bemus Point	Data wiring project started -waiting for furniture for construction grant to finish
4	Brocton	Assist with Staff issues
5	Busti	Delivered three new monitors.
6	Cassadaga	Setup Minecraft, resolved issues with Minecraft login, assist with faxing issues
7	Cattaraugus	Moved data rack and fiber project- moved upstairs for installation of elevator, need to resolve issues with data wiring project. Moved data rack as part of a speed upgrade to save on costs
8	Chautauqua	Resolved wireless printing issues with vendor, tune-up on all PC- updates installed
9	Clymer	Data project and outdoor WAP installation complete, Jeff donated and delivered spare laptop to be used by patrons- assist new director
10	Delevan	Setup scan to folders on patron computers, setup template for label printing, still waiting on QuickBooks migration, need to review data work, need to install NAS upgrade
11	Dunkirk	Moved 3CX to new server and provider, assist with security cameras, Image 2019 computers (not many computers will be able to be upgraded to Windows 11), troubleshoot issues with phone system
12	Ellicottville	Cleaned up data rack mess, resolved printing issues to 4050

13	Ellington	Data project and outdoor WAP installation complete, move data switch to rack, cleaned up cable mess at Circulation
14	Falconer	5 new computers are almost ready to deliver
15	Findley Lake	ABC Mouse questions, resolved desktop errors
16	Fluvanna	Quoted laptop for bookkeeper. Upgraded laptop with new SSD, and reimage
17	Franklinville	One laptop DOA, need to ask how to repurpose the Telehealth laptop, one laptop reloaded for patron use
18	Fredonia	Working on door counter system, delete employee account
19	Frewsburg	Resolved issues with UPS, install UPS battery
20	Gowanda	Need AC Outlets in Basement for Data Rack, quality power strips, library has AC power related issues
21	Jamestown	Create and delete email and server accounts, working on accommodating BOCES with VLAN- Annie got them to be happy with what we provide. CUBE 3D rehab, phone system, review camera network connections. Image 2019 LTSC computers, need new phone system. upcoming QuickBooks migration and consulting
22	Kennedy	Repurposed telehealth, preparing two new computers for delivery
23	Lakewood	Repurposed telehealth computer for staff and Minecraft use
24	Little Valley	Complete data project and outdoor WAP install, assist with Internet outage
25	Machias	Assist with new copier installation 12/10/2024
26	Mayville	Resolved video out to TV/security camera
27	Olean	Delivered 3 new computers and monitors for staff, reloaded laptop, Business office email merge, review data wiring work done, review security cameras install as related to network and get installers, troubleshoot phone system issues, update servers, need to upgrade phone system and order a new phone
28	Portville	Data project and outdoor WAP installation complete, will soon image patron computers
29	Randolph	Repurposing telehealth computer for staff, assist with security camera installation, Research deepfreeze license count/cost, purchase Microsoft licenses - replacement printer still has issues
30	Ripley	Repaired and cleaned up laptop for staff, repurposing telehealth laptop, installed outdoor WAP
31	Salamanca	Resolved wireless printing issues, remove remote access for bookkeeper, convert to QuickBooks online
32	SNIC	
33	SNIA	Soon to work with them on imaging computers
34	Sherman	Assist with moving data rack for elevator installation, moving phones to DFT solution.
35	Silver Creek	Assist with pre-setup of a remote book pickup and drop off system
36	Sinclairville	Repurpose telehealth computer for Director's use, replaced patron laptops with new desktops, Need to resolve issues with Advent invoices- in progress
37	Stockton	Resolved Minecraft login issues,

38	Westfield	Upgraded to new director laptop and QuickBooks 2024, resolved printing issues for Janice, alarm issues, convert to SIP, elevator phone line can be converted to DFT, new director laptop delivered, monitor, webcam
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Abbreviation	Term	Definition
ATA	Analog Telephone Adapter	A device that's used to connect your old analog telephones or fax machines to a VoIP network.
Deep Freeze	Deep Freeze	Deep Freeze is software created to protect the integrity of computer workstations by locking the computer configuration.
MFP	Multifunction Printer	A device that consolidates the functionality of a printer, copier, scanner and/or fax into one machine.
NAS	Network-attached storage	A file-dedicated storage device that makes data continuously available for employees to collaborate effectively over a network
QB	QuickBooks	Accounting software
SIP	Session Initiation Protocol	SIP enables voice, messaging, video and other communications applications and services between two or more endpoints on IP networks.
SSD	Solid State Drive	A type of storage device used in computers.
WAPS	Wireless Access Points	A networking device that allows wireless-capable devices to connect to a wired network. It is simpler and easier to install WAPs to connect all the computers or devices in your network than to use wires and cables.

CCLS 2025

—Income—

		2025 Proposed Budget	2024 Budget
Misc			
4240.01	Interest	\$ 15,000.00	\$ 15,000.00
4240.07	Other Miscellaneous		\$ -
<i>Total Misc</i>		\$ 15,000.00	\$ 15,000.00
Charges			
4218.01	ILL	\$ 900.00	\$ 1,200.00
4218.02	DVD	\$ 500.00	\$ 400.00
<i>Total Charges</i>		\$ 1,400.00	\$ 1,600.00
Gifts			
4275.10	Foundations	\$ 1,848.00	\$ 1,800.00
4275.50	Other Gifts	\$ 100.00	\$ 100.00
<i>Total Gifts</i>		\$ 1,948.00	\$ 1,900.00
County Funding			
4281.10	Cattaraugus	\$ 84,530.42	\$ 82,872.96
4281.20	Chautauqua	\$ 114,895.47	\$ 111,549.00
<i>Total County Funding</i>		\$ 199,425.89	\$ 194,421.96
State Funding			
4384.01	Annual Basic Aid	\$ 748,090.00	\$ 748,090.00
4384.02	LSSA Headquarters	\$ 71,367.00	\$ 71,367.00
4384.03	Supplemental Aid	\$ 120,664.00	\$ 120,664.00
4384.04	LSSA Members	\$ 80,240.00	\$ 80,240.00
4384.05	Central Library Aid	\$ 175,699.00	\$ 175,699.00
4384.07	Jails	\$ 3,019.00	\$ 3,019.00
4384.08	Correctional Facilities	\$ 11,501.00	\$ 11,501.00
4384.09	Coordinated Outreach	\$ 86,005.00	\$ 86,005.00
4384.20	Love Your Library Fund		
<i>Total State Funding</i>		\$ 1,296,585.00	\$ 1,296,585.00
Federal Funding			
		\$ -	
<i>Total Federal Funding</i>		\$ -	\$ -
Total Income		\$ 1,514,358.89	\$ 1,509,506.96
—Expenses—			
Operations			
Materials and Catalog			
6206.05	Vendor Databases	\$ 1,600.00	\$ 1,600.00

6410.01	Books-Outreach	\$ 9,000.00	\$ 9,000.00
6410.02	Books-Headquarters	\$ -	\$ 500.00
6410.07	eMaterials	\$ 5,000.00	\$ 5,000.00
6411.20	AV-Outreach	\$ 2,000.00	\$ 2,000.00
6413.01	Periodicals- Headquarters	\$ 650.00	\$ 900.00
6414.02	Children's Activities	\$ 1,000.00	\$ 1,000.00
6418.00	Jails Materials	\$ 3,019.00	\$ 2,918.00
6419.00	Prisons Materials	\$ 6,325.55	\$ 6,086.85
6420.00	ILL Service	\$ 4,000.00	\$ 4,600.00
6425.00	Book Processing	\$ 400.00	\$ 600.00
6432.08	KOHA/ILS Support	\$ 48,752.00	\$ 48,572.00
	<i>Total Materials & Cat.</i>	\$ 81,746.55	\$ 82,776.85
	Office Supplies		
6430.01	General Supplies & Misc	\$ 2,500.00	\$ 2,500.00
6430.08	Member Lib Supplies		\$ -
	<i>Total Office Supplies</i>	\$ 2,500.00	\$ 2,500.00
	Telecommunications		
6431.03	Cell Phone	\$ 960.00	\$ 1,190.00
6431.04	Fiber Optic Line	\$ 1,025.00	\$ 1,025.00
6431.06	Telephone	\$ 1,560.00	\$ 1,560.00
	<i>Total Telecommunications</i>	\$ 3,545.00	\$ 3,775.00
	Computing		
6432.02	Software	\$ 4,000.00	\$ 4,000.00
6432.20	Hardware	\$ 3,000.00	\$ 2,000.00
	<i>Total Computing</i>	\$ 7,000.00	\$ 6,000.00
	Postage		
6433.01	Mailings	\$ 500.00	\$ 500.00
6433.03	Mailing Eq't	\$ 1,300.00	\$ 1,300.00
	<i>Total Postage</i>	\$ 1,800.00	\$ 1,800.00
	Marketing		
6434.00	Marketing	\$ 5,000.00	\$ 5,000.00
	<i>Total Marketing</i>	\$ 5,000.00	\$ 5,000.00
	Travel & Training		
6435.01	Mileage	\$ 9,000.00	\$ 9,000.00
6435.02	Annual Meeting	\$ 5,000.00	\$ 5,000.00
6435.03	Workshops	\$ 1,000.00	\$ 1,500.00
6435.04	Workforce Development	\$ 5,000.00	\$ 5,000.00
6435.05	Membership Dues	\$ 4,163.00	\$ 3,282.00
	<i>Total Travel & Training</i>	\$ 24,163.00	\$ 23,782.00
	Professional Fees		
6437.01	Auditor	\$ 6,725.25	\$ 6,405.00
6437.02	Attorney	\$ 1,000.00	\$ 1,500.00
6437.04	Admin of Benefits Acct	\$ 1,200.00	\$ 1,200.00

6437.10	Payroll	\$ 1,800.00	\$ 1,750.00
6437.15	Other Prof Fees	\$ 5,000.00	\$ 6,000.00
	<i>Total Professional Fees</i>	\$ 15,725.25	\$ 16,855.00
	Maintenance and Repair		
6438.01	Rent to Prendergast	\$ 59,670.00	\$ 58,500.00
6439.02	Copiers Service Contract	\$ 750.00	\$ 1,000.00
6439.03	Equipment Repair	\$ 500.00	\$ 500.00
	<i>Total Maint. & Repair</i>	\$ 60,920.00	\$ 60,000.00
	Insurance		
6454.00	Insurance	\$ 9,750.00	\$ 9,000.00
	<i>Total Insurance</i>	\$ 9,750.00	\$ 9,000.00
	Vehicle Operations		
6470.10	Vehicle Operations	\$ 12,000.00	\$ 9,000.00
6470.30	Vehicle Maintenance	\$ 4,500.00	\$ 4,500.00
	<i>Total Vehicle Operations</i>	\$ 16,500.00	\$ 13,500.00
	Operations	\$ 228,649.80	\$ 224,988.85
	Grants to Members		
6490.01	Local Library Services Aid	\$ 80,420.00	\$ 77,212.00
6490.02	Regular Cash Grant	\$ 9,500.00	\$ 9,500.00
6490.03	Central Library Aid	\$ 175,699.00	\$ 169,068.00
6490.05	Adult Literacy	\$ 2,000.00	\$ 2,000.00
6490.06	Family Literacy	\$ 8,000.00	\$ 8,000.00
6490.09	Summer Reading	\$ 2,000.00	\$ 2,000.00
6490.10	Book Plan	\$ 130,000.00	\$ 130,000.00
6490.11	Continuing Education Grants	\$ 4,000.00	\$ 4,000.00
6490.12	Outreach Mini-Grant	\$ 5,000.00	\$ 5,000.00
6490.21	Broadband Project	\$ 16,000.00	\$ 16,000.00
6490.25	ML Payroll Processing Service	\$ 18,500.00	\$ 18,500.00
6490.29	Love Your Library Aid	\$ 2,345.00	\$ 6,000.00
	<i>Total Grants to ML</i>	\$ 453,464.00	\$ 447,280.00
	Personnel		
	Salaries		
6840.10	Professional Staff	\$ 548,210.87	\$ 532,243.56
6840.20	Other Staff	\$ 111,729.44	\$ 151,579.99
	<i>Total Salaries</i>	\$ 659,940.31	\$ 683,823.56
	Benefits		
6900.01	NYS Retirement	\$ 113,115.00	\$ 102,888.00
6900.03	Social Security	\$ 51,316.02	\$ 52,312.50
6900.04	Workers Comp	\$ 4,000.00	\$ 3,700.00
6900.05	Life Insurance	\$ 720.00	\$ 800.00
6900.08	Health Insurance	\$ 81,213.61	\$ 85,869.07
6900.09	Disability	\$ 620.00	\$ 680.00
6900.10	HRA	\$ 10,800.00	\$ 12,600.00

6900.11	EAP	\$ 360.00	\$ 360.00
	<i>Total Benefits</i>	\$ 262,144.63	\$ 259,209.57
	<i>Total Personnel</i>	\$ 922,084.95	\$ 943,033.13
	Capital		
	Vehicles		
	Building		\$ -
	<i>Total Capital</i>	\$ -	\$ -
	Total Expenses	\$ 1,604,198.75	\$ 1,615,301.98
	Net income	\$ (89,839.86)	\$ (105,795.02)
	Net Transfers In		
	Income and Transfers	\$ (89,839.86)	\$ (105,795.02)
	Appropriated Fund Balance	\$89,839.86	\$ 105,795.02
	CARF Interest		
		\$ 0.00	\$ (0.00)

CCLS 2025 Proposed Budget Notes

Income

4240.01 Interest: Interest rates have gone down, but it hasn't been a large cut yet, so I am planning to us the same figure from 2024 (\$15,000). We were at \$32,211 as of the end of October 2024.

4218.02 DVD: These are DVD's that belong to CCLS, but are housed as a collection at Prendergast. I based the figures on current year receipts.

4281.10 Cattaraugus County Funding: Requested 5% increase. Budgeting 2% increase until we have confirmation.

4281.20 Chautauqua County Funding: Requested 5% increase. Budgeting 3% increase until we have confirmation.

State Funding: Planning for flat funding until we hear otherwise.

Expenses

6410.02 Books – Headquarters: We decided amongst the professional staff that we do not need to regularly invest in a collection of professional materials. Things change very quickly and so much in available digitally. In the future, we may budget to purchase the Core Collection books which assist libraries in weeding collections, but that would not be an annual purchase.

6413.01 Periodicals – Headquarters: Discontinuing two subscriptions.

6418.00 Jails Materials: Amount reflects anticipated funding for 2025. This is all pass-through funding. We may be underspent in 2024, so this will be updated once 2024 is complete.

6419.00 Prisons Materials: Amount reflects anticipated funding for 2025. The amount shown (55%) is pass-through funding. We may be underspent in 2024, so this will be updated once 2024 is complete.

6420.00 ILL Service: Based on current year figures.

6432.08 KOHA/ILS Support: Anticipated 3% increase in KOHA fee. We have planned for this increase for the past few years and haven't seen it yet. Annual Increase for Syndetics – book jackets, reviews, etc. Twilio service averaging \$90 per month – text message reminders to patrons.

6431.03 Cell Phone: This has been reduced because we are no longer providing the drivers cell phones. They were not being used and were another thing for them to keep track of through their day.

6432.20 Hardware: We will need to purchase one new staff computer in 2025. Additional funds for purchases necessary to help IT staff in their work.

6435.03 Workshops: We are holding fewer workshops with outside presenters and can keep costs down.

6435.05 Membership Dues: Increase in Excelsior dues. Funds paid to NYALS for NYLA funding.

6437.01 Auditor: Anticipated 5% increase.

CCLS 2025 Proposed Budget Notes

6437.02 Attorney: Reduced \$500. We are billed as we go. As of October 24, we spent \$375.

6438.01 Rent to Prendergast: 2% increase to \$59,670 as per negotiations.

6439.02 Copier Service Contract: Reduced \$250.

6454.00 Insurance: Based on billing in 2024.

6470.10 Vehicle Operations: Increased \$3,000 based on current year's spending. Increased fuel prices.

6490.20 Broadband Project: Maintaining level. In future years, anticipated expenses about \$13,000.

Salaries: The proposed salary increase is 3% for all staff.

Benefits: Proportionate increases based on salary.

Health Insurance: Two Silver plans are being offered.

Return this form by email to
the New York State Library at:
MINSTAN@nysed.gov

Variance Request Form



Commissioner's Regulation 90.2 - Standards for Registration of Public, Free Association and Indian Libraries

Instructions: Use this form to request a variance from the requirements of Commissioner's Regulations 90.2, Standards for Registration of Public, Free Association and Indian Libraries (effective January 1, 2021). **If the library is not in compliance with one or more of these Standards, request a variance on a separate form for each standard with which the library fails to comply.** The Library Director, the Library Board President, the System Director and the System Board President sign each variance request form. Attach any information that will strengthen the request. The library system submits all variance request forms to Library Development. No variance granted by Library Development shall be deemed to relieve a public, free association or Indian library of any obligation imposed by any other provision of federal or state law.

- Library Information** (Name of library, contact person, phone number)
Seneca Nation Library
Krista Jacobs
(716)945-3157
- Request for Variance from Standard Number:** 12
 - What is current status? (Please attach explanation.)**
- Circumstances Over Which the Library Has No Control That Are Barriers to Compliance.** Explain in detail on a separate sheet the circumstances that prevent the library from meeting this standard of service as set forward in *Commissioner's Regulations 90.2*. Attach documentation to demonstrate that the library has no control over the circumstances.
- Plan for Compliance.** Describe in detail on a separate sheet the library's plan for meeting this requirement before December 31st of this year. **(Please attach documentation.)**

Krista Jacobs 11-21-2024
Library Director Date

Marguerite Harney 11/21/24
Library Board President Date

System Comment and Review: Variance request

_____ may be approvable _____ may not be approvable
(Please include explanation.)

This variance request was reviewed at the _____ meeting of the Board of Trustees of
(Month/Day)
the _____ System.

System Director

Date

System Board President

Date

FOR SED USE ONLY: ___ Variance request is approvable; Variance granted until: _____
(Month/Day/Year)

___ Variance request is not approvable because:

Reviewed By: _____

Seneca Nation Library Variance Information

2b. **Current Status:** Director met the education requirement when she was hired. The 2020 Census changed the education required

3. Circumstances Over Which the Library Has No Control That Are Barriers to Compliance

There was a population increase as a result of the 2020 Census which increased the Director Education Requirement. The current director no longer met the requirement.

An email was sent from Francis Rees to the Chautauqua-Cattaraugus Library System, explaining that the Library would be “grandparented” in until the current director leaves their position. At that time, the library would be required to hire a director who meets the education requirement.

Email from Francis Rees – August 29, 2022

For population increases, Libraries are expected to adjust their hours upward immediately if needed, in order to meet minimum standard 7. Any population changes that occur through no specific action on the Board’s part, such as the 2020 Census, do not immediately affect the current staff. Library Directors/managers are “grandparented” until the current director/manager leaves their position. At that time, the Library Board must hire someone who meets the required minimum standard 12 education requirements based on the Library’s new 2020 service population.

Library	POPULATION 2010	POPULATION 2020	INCREASE IN MINIMUM HOURS (standard 7)	INCREASE IN MINIMUM EDUCATION (standard 12)
Lakewood Memorial	7351	7543	No	Yes
Seneca Nation	3179	9360	Yes	Yes

4. Plan for Compliance

The Library will continue with the director being “grandparented” in and, upon future departure of the current director at a date as yet unknown, the Library will hire a director who meets the education standard required.