

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

February 12, 2025
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
5. Unfinished Business
 - a.
6. New Business
 - a. Approval and Oath of Office: Cassie Blakeslee
 - b. Check signers
 - i. Northwest Bank
 - ii. Five Star Bank
 - c. Conflict of Interest Forms
 - d. Phone System Replacement
7. Director's Report:
 - a. Report on System activities – Janice Dekoff

Next meeting: Wednesday April 9, 2025 – 6:00pm, Randolph Library, Randolph

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

December 18, 2024
Randolph Library, Randolph
6:00 pm

Minutes

1. Meeting called to order at 6:02 PM
 - a. Present: Don Watkins, President; Don Butler, Vice President; Reed McElfresh, Treasurer, Ned Lindstrom, and Cody Whitton Trustees; Jan Dekoff, Executive Director
 - b. Absent: Nancy Padak, Sandy Blood, Barb Kittle, Steve Crowley
2. Public comment (3-minute limit per person)
 - a. No public present
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
 - i. Added Personnel Matters and accept changes in Employment statuses under New Business
 - b. Approval of minutes of previous meeting
 - c. Motion to accept the consent agenda items by Don B/Second by Ned L; all in favor
4. Treasurer's Report
 - a. Budget Update
 - i. 2024 Budget is uneventful. We have received the final payment from both counties for the year. Change we made to how IT services get to libraries has worked well. We paid out the final book plan payment to ML. The NYS retirement bill payment was made early to receive a slight discount. Not forecasting any major issues in December that will impact budget.
 - ii. Motion to accept update made by Reed/seconded by Ned; all in favor
 - b. 2025 Proposed Budget
 - i. Finance committee reviewed the proposed budget earlier in December. Main proposed change is 3% increases in salaries for 2024. Additional budget notes are available with the board material posted online.

Budgeted with projected 2% increases in funding from Cattaraugus county and 3% from Chautauqua county but we haven't received the final budget figures yet. Budgeted flat NYS funding into 2025 until we know the final amount in April/May. The position of Administrative Assistant was eliminated. The projected budget deficit for 2025 is \$89,839.86, the lowest in several years.

- ii. Motion to accept 2025 budget by Don B/seconded by Cody; all in favor

5. Unfinished Business

a. Lease Negotiations with Prendergast Library

- i. Both parties negotiated in good faith. Highlights include this is a 3-year lease with 2% increases per year. We have negotiated two additional parking spots for staff in the Prendergast lot. Additionally, there is a new 'out' clause that will allow us to terminate the lease with 45-day notice.
- ii. Motion to accept lease by Reed/seconded by Don B; all in favor

6. New Business

a. Seneca Nation Library Variance

- i. Due to an increase in population based on the 2020 census the Seneca Nation Library director is now expected to have an MLS degree. The current director is grandfathered in, however future directors will need to meet the education requirement. We were asked to approve a variance accepting the grandfathering.
- ii. Motion to approve variance by Cody/seconded by Ned; all in favor

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
- vii. Motion to accept proposed 2025 meeting dates by Don B/seconded by Reed; all in favor

c. Employment Changes:

- i. The following changes in Employment Status have (or will) occur:
 - Accept the resignation of Dan Rowicki effective 12/31/2024
 - Accept appointment of Chet Shields effective 12/18/2024
 - Accept resignation of Emric Taylor effective 11/15/2024

- ii. Motion to accept the above changes by Reed/seconded by Don B; all in favor
 - d. Personnel Matters
 - i. Motion to enter Executive Session to discuss the employment of particular person made by Reed at 6:35 PM/seconded by Cody; all in favor
 - ii. Motion to exit Executive Session by Ned at 6:47 PM/seconded by Cody; all in favor
 - iii. No action taken
- 7. Director's Report:
 - a. Report on System activities – Janice Dekoff
 - i. Great news from NYLA: our members will be getting free access to Amazon Business Prime in 2025! A training will be forthcoming.
 - ii. Ellington/Farman Library 414 vote passed in November! This is the second library in our system that has had a successful 414 vote.
 - iii. Sometime soon, we'll need to transition to a different phone system. Mike Jones is investigating options including Voice over IP options (VOIP) may be eligible for ERATE funding.
- 8. Motion to Adjourn Meeting made by Cody at 6:58/seconded by Ned; all in favor

Respectfully submitted,
Reed McElfresh—acting secretary

CCLS 2024			YTD	2024 Budget	Remaining	% Rem'g	Notes
	October	November					
Income							
Misc							
4240.01	Interest	\$ 4,055.21	\$ 3,565.10	\$ 35,776.54	\$ 15,000.00		Final Contract Payment
4240.07	Other Miscellaneous			\$ 5,000.00	\$ -		
Total Misc		\$ 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%	
Total Charges		\$ 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			
Total Gifts		\$ -	\$ -	\$ 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%	
Total County Funding		\$ 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	LLSA 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	\$ -		
Total State Funding		\$ -	\$ -	\$ 1,363,769.00	\$ 1,296,585.00		
					\$ -		
Federal Funding					\$ -		
					\$ -		
Total Federal Funding		\$ -	\$ -	\$ -	\$ -		
					\$ -		
Total Income		\$ 24,951.56	\$ 31,556.35	\$ 1,611,472.23	\$ 1,509,506.96	\$ 345.27 0%	
Expenses							
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%	

Final Contract Payment

CCLS 2024				YTD	2024 Budget	Remaining	% Rem'g	Notes
	October	November						
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				YTD	2024 Budget	Remaining	% Rem'g	Notes
		October	November					
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			YTD	2024 Budget	Remaining	% Rem'g	Notes
	October	November					
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

01/30/25

Balance Sheet

Accrual Basis

As of December 31, 2024

	Dec 31, 24
ASSETS	
Current Assets	
Checking/Savings	
1000 · Petty Cash	50.00
1060 · NWSB - Checking Account	28,474.44
1070 · NWSB - Money Market	79,469.95
1080 · FSB - Checking Account	2,500.00
1080.50 · FSB - Cash Sweep	77,021.67
1090 · FSB - Money Market	2,501.32
1090.50 · FSB - CDARS	1,168,866.18
Total Checking/Savings	1,358,883.56
Accounts Receivable	
1200 · Accounts Receivable	17,234.41
Total Accounts Receivable	17,234.41
Other Current Assets	
1240 · Due From Other Agencies	15,161.00
1300 · Materials Member Libraries	2,978.42
1400 · Prepaid HRA Fund	841.83
1410 · Prepaid Expense	2,998.44
Total Other Current Assets	21,979.69
Total Current Assets	1,398,097.66
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	50,022.01
TOTAL ASSETS	1,448,119.67
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	4,540.81
Total Accounts Payable	4,540.81
Other Current Liabilities	
2030 · ML Prepayments	1,000.00
2160 · Flex Withholding	3,311.78
2165 · Accrued Vacation	38,765.14
Total Other Current Liabilities	43,076.92
Total Current Liabilities	47,617.73
Total Liabilities	47,617.73
Equity	
3109 · Unrestricted Net Assets	1,318,079.69
3110 · Unrestrict Brd-Desig Net Assets	157,355.93
Net Income	-74,933.68
Total Equity	1,400,501.94
TOTAL LIABILITIES & EQUITY	1,448,119.67

CHAUTAUQUA-CATTARAUGUS LIBRARY SYSTEM							
FIVE STAR BANK - CDARS							
INVESTMENTS AS OF DECEMBER 31, 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	\$11,271.84	\$661,271.84	
10/17/2024	CD - 3 MONTHS @ 3.70% APY	1/16/2025	\$163,549.45	\$0.00	\$1,241.95	\$164,791.40	
10/24/2024	CD - 3 MONTHS @ 3.60% APY	1/23/2025	\$169,952.66	\$0.00	\$1,140.08	\$171,092.74	
11/7/2024	CD - 6 MONTHS @ 3.50% APY	5/8/2025	\$170,822.40	\$0.00	\$887.80	\$171,710.20	
				TOTAL	\$40,592.76	\$1,168,866.18	
					CDARS INTEREST	CDARS INVESTMENT	

CCLS 2025		January	YTD	2025 Budget	Remaining	% Rem'g	Notes
Income							
Misc							
4240.01	Interest	\$ 2,907.39	\$ 2,907.39	\$ 15,000.00			
4240.07	Other Miscellaneous		\$ -	\$ -			
<i>Total Misc</i>		<i>\$ 2,907.39</i>	<i>\$ 2,907.39</i>	<i>\$ 15,000.00</i>			
Charges							
4218.01	ILL	\$ 128.00	\$ 128.00	\$ 900.00	\$ 772.00	86%	Quarterly billing to JPLA
4218.02	DVD	\$ 41.12	\$ 41.12	\$ 500.00	\$ 458.88	92%	
<i>Total Charges</i>		<i>\$ 169.12</i>	<i>\$ 169.12</i>	<i>\$ 1,400.00</i>	<i>\$ 1,230.88</i>	<i>88%</i>	
Gifts							
4275.10	Foundations		\$ -	\$ 1,848.00			
4275.50	Other Gifts	\$ 24.01	\$ 24.01	\$ 100.00			
4275.63	CHQ CTY SUMMER READING GRANT		\$ -				
<i>Total Gifts</i>		<i>\$ 24.01</i>	<i>\$ 24.01</i>	<i>\$ 1,948.00</i>			
County Funding					\$ -		
4281.10	Cattaraugus		\$ -	\$ 84,530.42	\$ 84,530.42	100%	
4281.20	Chautauqua		\$ -	\$ 114,895.00	\$ 114,895.00	100%	
<i>Total County Funding</i>		<i>\$ -</i>	<i>\$ -</i>	<i>\$ 199,425.42</i>	<i>\$ 199,425.42</i>	<i>100%</i>	
State Funding					\$ -		
4384.01	Annual Basic Aid		\$ -	\$ 748,090.00	\$ 748,090.00	100%	
4384.02	LSSA Headquarters		\$ -	\$ 71,367.00	\$ 71,367.00	100%	
4384.03	Supplemental Aid		\$ -	\$ 120,664.00	\$ 120,664.00	100%	
4384.04	LLSA Members		\$ -	\$ 80,240.00	\$ 80,240.00	100%	
4384.05	Central Library Aid		\$ -	\$ 175,699.00	\$ 175,699.00	100%	
4384.07	Jails		\$ -	\$ 3,019.00	\$ 3,019.00	100%	
4384.08	Correctional Facilities		\$ -	\$ 11,501.00	\$ 11,501.00	100%	
4384.09	Coordinated Outreach		\$ -	\$ 86,005.00	\$ 86,005.00	100%	
4384.20	Love Your Library Fund		\$ -	\$ -			
<i>Total State Funding</i>		<i>\$ -</i>	<i>\$ -</i>	<i>\$ 1,296,585.00</i>			
Federal Funding					\$ -		
<i>Total Federal Funding</i>		<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>		
Total Income		\$ 3,100.52	\$ 3,100.52	\$ 1,514,358.42	\$ 200,656.30	13%	
Expenses							
Operations							
Materials and Catalog							
6206.05	Vendor Databases		\$ -	\$ 1,600.00	\$ 1,600.00	100%	

CCLS 2025		January	YTD	2025 Budget	Remaining	% Rem'g	Notes
6410.01	Books-Outreach		\$ -	\$ 9,000.00	\$ 9,000.00	100%	
6410.02	Books-Headquarters		\$ -		\$ -	#DIV/0!	
6410.07	eMaterials	\$ 30.49	\$ 30.49	\$ 5,000.00	\$ 4,969.51	99%	
6411.20	AV-Outreach		\$ -	\$ 2,000.00	\$ 2,000.00	100%	
6413.01	Periodicals- Headquarters		\$ -	\$ 650.00	\$ 650.00	100%	
6414.02	Children's Activities		\$ -	\$ 1,000.00	\$ 1,000.00	100%	
6418.00	Jails Materials	\$ 497.59	\$ 497.59	\$ 3,019.00	\$ 2,521.41	84%	
6419.00	Prisons Materials	\$ 170.94	\$ 170.94	\$ 6,325.55	\$ 6,154.61	97%	55% of income for materials
6420.00	ILL Service	\$ 100.00	\$ 100.00	\$ 4,000.00	\$ 3,900.00	98%	
6425.00	Book Processing		\$ -	\$ 400.00	\$ 400.00	100%	Only CCLS processing
6432.08	KOHA/ILS Support	\$ 4,580.01	\$ 4,580.01	\$ 48,752.00	\$ 44,171.99	91%	Syndetics, etc. for KOHA ; Unique Management Services Annual Fee
	Total Materials & Cat.	\$ 5,379.03	\$ 5,379.03	\$ 81,746.55	\$ 76,367.52	93%	
	Office Supplies						
6430.01	General Supplies & Misc	\$ 359.95	\$ 359.95	\$ 2,500.00	\$ 2,140.05	86%	
6430.08	Member Lib Supplies	\$ 181.02	\$ 181.02	\$ -			Supplies replenished
	Total Office Supplies	\$ 540.97	\$ 540.97	\$ 2,500.00	\$ 1,959.03	78%	
	Telecommunications						
6431.03	Cell Phone		\$ -	\$ 960.00	\$ 960.00	100%	
6431.04	Fiber Optic Line	\$ 85.41	\$ 85.41	\$ 1,025.00	\$ 939.59	92%	
6431.06	Telephone	\$ 108.01	\$ 108.01	\$ 1,560.00	\$ 1,451.99	93%	
	Total Telecommunications	\$ 193.42	\$ 193.42	\$ 3,545.00	\$ 3,351.58	95%	
	Computing				\$ -		
6432.02	Software	\$ 2,412.88	\$ 2,412.88	\$ 4,000.00	\$ 1,587.12	40%	WP Forms software; QB Online annual fee; Domain Name Renewals; Liquid
6432.20	Hardware		\$ -	\$ 3,000.00	\$ 3,000.00	100%	Web Hosting; GoTo Assist Renewal
	Total Computing	\$ 2,412.88	\$ 2,412.88	\$ 7,000.00	\$ 4,587.12	66%	
	Postage						
6433.01	Mailings	\$ 40.30	\$ 40.30	\$ 500.00	\$ 459.70	92%	
6433.03	Mailing Eqp't		\$ -	\$ 1,300.00	\$ 1,300.00	100%	
	Total Postage	\$ 40.30	\$ 40.30	\$ 1,800.00	\$ 1,759.70	98%	
	Marketing						
6434.00	Marketing		\$ -	\$ 5,000.00		0%	
	Total Marketing	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	100%	
	Travel & Training						
6435.01	Mileage	\$ 347.48	\$ 347.48	\$ 9,000.00	\$ 8,652.52	96%	
6435.02	Annual Meeting		\$ -	\$ 5,000.00	\$ 5,000.00	100%	
6435.03	Workshops		\$ -	\$ 1,000.00	\$ 1,000.00	100%	
6435.04	Workforce Development		\$ -	\$ 5,000.00	\$ 5,000.00	100%	
6435.05	Membership Dues	\$ 2,981.00	\$ 2,981.00	\$ 4,163.00		0%	NYLA Excelsior; PULISDO; ALA
	Total Travel & Training	\$ 3,328.48	\$ 3,328.48	\$ 24,163.00	\$ 20,834.52	86%	
	Professional Fees				\$ -		

CCLS 2025		January	YTD	2025 Budget	Remaining	% Rem'g	Notes
6437.01	Auditor		\$ -	\$ 6,725.25	\$ 6,725.25	100%	
6437.02	Attorney		\$ -	\$ 1,000.00	\$ 1,000.00	100%	
6437.04	Admin of Benefits Acct		\$ -	\$ 1,200.00	\$ 1,200.00	100%	
6437.10	Payroll	\$ 156.46	\$ 156.46	\$ 1,800.00	\$ 1,643.54	91%	CCLS only
6437.15	Other Prof Fees		\$ -	\$ 5,000.00	\$ 5,000.00	100%	Erate consultant
	<i>Total Professional Fees</i>	<i>\$ 156.46</i>	<i>\$ 156.46</i>	<i>\$ 15,725.25</i>	<i>\$ 15,568.79</i>	<i>99%</i>	
	Maintenance and Repair						
6438.01	Rent to Prendergast	\$ 4,972.50	\$ 4,972.50	\$ 59,670.00	\$ 54,697.50	92%	
6439.02	Copiers Service Contract	\$ 56.99	\$ 56.99	\$ 750.00	\$ 693.01	92%	
6439.03	Equipment Repair		\$ -	\$ 500.00	\$ 500.00	100%	
	<i>Total Maint. & Repair</i>	<i>\$ 5,029.49</i>	<i>\$ 5,029.49</i>	<i>\$ 60,920.00</i>	<i>\$ 55,890.51</i>	<i>92%</i>	
	Insurance						
6454.00	Insurance	\$ 10,106.85	\$ 10,106.85	\$ 9,750.00		0%	2025 Insurance Paid in Full including 2025 D&O Insurance of \$1,240
	<i>Total Insurance</i>	<i>\$ 10,106.85</i>	<i>\$ 10,106.85</i>	<i>\$ 9,750.00</i>		<i>0%</i>	
	Vehicle Operations				\$ -		
6470.10	Vehicle Operations	\$ 109.75	\$ 109.75	\$ 12,000.00	\$ 11,890.25	99%	
6470.30	Vehicle Maintenance	\$ 690.24	\$ 690.24	\$ 4,500.00		0%	
	<i>Total Vehicle Operations</i>	<i>\$ 799.99</i>	<i>\$ 799.99</i>	<i>\$ 16,500.00</i>	<i>\$ 15,700.01</i>	<i>95%</i>	
	<i>Operations</i>	<i>\$ 27,987.87</i>	<i>\$ 27,987.87</i>	<i>\$ 228,649.80</i>	<i>\$ 200,661.93</i>	<i>88%</i>	
	Grants to Members						
6490.01	Local Library Services Aid		\$ -	\$ 80,420.00	\$ 80,420.00	100%	
6490.02	Regular Cash Grant		\$ -	\$ 9,500.00	\$ 9,500.00	100%	
6490.03	Central Library Aid		\$ -	\$ 175,699.00	\$ 175,699.00	100%	
6490.05	Adult Literacy		\$ -	\$ 2,000.00	\$ 2,000.00	100%	
6490.06	Family Literacy	\$ 454.96	\$ 454.96	\$ 8,000.00	\$ 7,545.04	94%	
6490.08	Bullet Aid		\$ -	\$ -		0%	
6490.09	Summer Reading		\$ -	\$ 2,000.00	\$ 2,000.00	100%	
6490.10	Book Plan		\$ -	\$ 130,000.00	\$ 130,000.00	100%	
6490.11	Continuing Education Grants		\$ -	\$ 4,000.00	\$ 4,000.00	100%	
6490.12	Outreach Mini-Grant		\$ -	\$ 5,000.00	\$ 5,000.00	100%	
6490.21	Broadband Project	\$ 3,779.87	\$ 3,779.87	\$ 16,000.00		0%	
6490.25	ML Payroll Processing Service		\$ -	\$ 18,500.00	\$ 18,500.00	100%	
6490.29	Love Your Library Aid		\$ -	\$ 2,345.00			
	<i>Total Grants to ML</i>	<i>\$ 4,234.83</i>	<i>\$ 4,234.83</i>	<i>\$ 453,464.00</i>	<i>\$ 449,229.17</i>	<i>99%</i>	
	Personnel						
	Salaries						
6840.10	Professional Staff	\$ 45,684.34	\$ 45,684.34	\$ 548,210.87	\$ 502,526.53	92%	
6840.20	Other Staff	\$ 9,691.29	\$ 9,691.29	\$ 111,729.44	\$ 102,038.15	91%	
	<i>Total Salaries</i>	<i>\$ 55,375.63</i>	<i>\$ 55,375.63</i>	<i>\$ 659,940.31</i>	<i>\$ 604,564.68</i>	<i>92%</i>	
	Benefits				\$ -		
6900.01	NYS Retirement		\$ -	\$ 113,115.00	\$ 113,115.00	100%	

CCLS 2025

		January	YTD	2025 Budget	Remaining	% Rem'g	Notes
6900.03	Social Security	\$ 4,036.22	\$ 4,036.22	\$ 51,316.02	\$ 47,279.80	92%	
6900.04	Workers Comp	\$ 3,279.00	\$ 3,279.00	\$ 4,000.00	\$ 721.00	18%	2025 Insurance Paid in Full
6900.05	Life Insurance	\$ 173.32	\$ 173.32	\$ 720.00	\$ 546.68	76%	
6900.08	Health Insurance	\$ 6,630.38	\$ 6,630.38	\$ 81,213.61	\$ 74,583.23	92%	
6900.09	Disability		\$ -	\$ 620.00	\$ 620.00	100%	
6900.10	HRA	\$ 1,364.14	\$ 1,364.14	\$ 10,800.00	\$ 9,435.86	87%	Health Reimbursement
6900.11	EAP		\$ -	\$ 360.00	\$ 360.00	100%	
<i>Total Benefits</i>		\$ 15,483.06	\$ 15,483.06	\$ 262,144.63	\$ 246,661.57	94%	
<i>Total Personnel</i>		\$ 70,858.69	\$ 70,858.69	\$ 922,084.95	\$ 851,226.26	92%	
Capital							
Vehicles			\$ -		\$ -		
Building			\$ -	\$ -	\$ -		
<i>Total Capital</i>		\$ -	\$ -	\$ -	\$ -		
Total Expenses		\$ 103,081.39	\$ 103,081.39	\$ 1,604,198.75	\$ 1,501,117.36	94%	
Net income		\$ (99,980.87)	\$ (99,980.87)	\$ (89,840.33)			
Net Transfers In			\$ -				
Income and Transfers		\$ (99,980.87)	\$ (99,980.87)	\$ (89,840.33)			
Appropriated Fund Balance			\$ -				
CARF Interest		\$ 478.93	\$ 478.93				
		\$ (99,501.94)	\$ (99,501.94)	\$ (89,840.33)			

CHAUTAUQUA-CATTARAUGUS LIBRARY SYSTEM

Balance Sheet

As of January 31, 2025

	Total
ASSETS	
Current Assets	
Bank Accounts	
1000 Petty Cash	50.00
1060 NWSB - Checking Account	15,767.62
1070 NWSB - Money Market	80,153.36
1080 FSB - Checking Account	2,500.00
1080.50 FSB - Cash Sweep	338,648.64
1090 FSB - Money Market	2,501.15
1090.50 FSB - CDARS	835,619.95
Total Bank Accounts	\$ 1,275,240.72
Accounts Receivable	
1200 Accounts Receivable	25,249.35
Total Accounts Receivable	\$ 25,249.35
Other Current Assets	
1300 Materials Member Libraries	1,103.60
1400 Prepaid HRA Fund	841.83
1410 Prepaid Expense	585.56
Total Other Current Assets	\$ 2,530.99
Total Current Assets	\$ 1,303,021.06
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	\$ 50,022.01
TOTAL ASSETS	\$ 1,353,043.07
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	667.98
Total Accounts Payable	\$ 667.98
Other Current Liabilities	
2030 ML Prepayments	9,425.00
2100 Payroll Liabilities	206.09
2160 Flex Withholding	2,978.86
2165 Accrued Vacation	38,765.14
Total Other Current Liabilities	\$ 51,375.09
Total Current Liabilities	\$ 52,043.07
Total Liabilities	\$ 52,043.07
Equity	
3109 Unrestricted Net Assets	1,243,146.01
3110 Unrestrict Brd-Desig Net Assets	157,355.93
Net Income	-99,501.94
Total Equity	\$ 1,301,000.00
TOTAL LIABILITIES AND EQUITY	\$ 1,353,043.07

CHAUTAUQUA-CATTARAUGUS LIBRARY SYSTEM							
FIVE STAR BANK - CDARS							
INVESTMENTS AS OF JANUARY 31, 2025							
INVESTMENT DATE	DESCRIPTION	MATURITY DATE	ORIGINAL AMOUNT INVESTED	2024	INTEREST EARNED 2025	CDARS BALANCE	COMMENTS
10/17/2024	CD - 3 MONTHS @ 3.70% APY	1/16/2025	\$163,549.45	\$1,241.95	\$246.23	\$165,037.63	Liquidated
10/24/2024	CD - 3 MONTHS @ 3.60% APY	1/23/2025	\$169,952.66	\$1,140.08	\$365.12	\$171,457.86	Liquidated
7/25/2024	CD - 6 MONTHS @ 4.00% APY	1/23/2025	\$650,000.00	\$11,271.84	\$1,565.09	\$662,836.93	Reinvested
11/7/2024	CD - 6 MONTHS @ 3.50% APY	5/8/2025	\$170,822.40	\$887.80	\$502.43	\$172,212.63	
1/23/2025	CD - 3 MONTHS @ 3.55% APY	4/24/2025	\$662,836.93	\$0.00	\$570.39	\$663,407.32	
				TOTAL	\$3,249.26	\$835,619.95	
					CDARS INTEREST	CDARS INVESTMENT	



**System Director's Report
February 2025**

To: Members of the Chautauqua-Cattaraugus Library System
From: Janice Dekoff, Executive Director

Executive Director
Janice Dekoff

Advocacy

I spent February 4 and 5 in Albany to advocate for library funding. I attended meetings with Assemblyman Sempolinski (CAT), Assemblyman Molitor (CHA), and Senator Borrello. As we have two new assemblymen, I created a very brief document that provides information on CCLS as well as statistics for the system and their individual counties. I shared the documents with Senator Borrello as well as the new Assemblymen. In addition to the meetings with our local legislators, I joined the Buffalo & Erie County Public Library meetings with Assemblyman Rivera and Senator Baskin. The meeting with Assemblyman Molitor was short due to conflicts in his schedule. I will be making an appointment to meet with him in his Jamestown district office to talk more about CCLS and member library needs. He was aware that Assemblyman Goodell allocated Bullet Aid to CCLS libraries and seemed inclined to continue that practice.

Building Safety

As we have had more snow this winter, we have also had more water tracked into the building. There were a couple of near falls in the delivery area, so I began looking at solutions. After meeting with a representative from Cintas, I arranged for them to provide mat service for a modest cost. During the winter, mats will be replaced weekly to ensure safety. The replacement schedule will change when the snow is gone and there is less water being tracked into the building. CCLS is paying for the cost of the mats in the delivery area. I discussed the situation with Tress Williams, the new JPLA director, and she agreed to pay for mats in the mailroom and outside of the door to the loading dock. Staff have been very happy with this development and the evidence of water being tracked through the building has decreased significantly.

2024 Annual Reports

The Annual Report workshop was held on January 22. Libraries attended in person and remotely. Annual report software opened early this year on January 6. Completed reports are due to CCLS for review on Friday February 14. Ten libraries have submitted reports as of Friday February 7.

2025 Library Votes

Myers Memorial Library is moving forward in the 259 process. I assisted them with a presentation to inform and educate the Frewsburg School Board. Their vote presentation has been added to the library website along with a vote calculator.

Randolph Library is looking to go for an increase in their 259 funding this year. This will be the first increase in 20 years. I met with two trustees, the library director, the Randolph school district superintendent and business manager to discuss the vote. The board is reviewing information to determine what the increase request will be.

2024 Construction Applications

DLD sent over a list of edits to be made to the applications submitted in October 2024 before they are sent to DASNY for review. Minor changes were made on applications. We are waiting for SHPO information for two projects. Once that arrives, the 2024 projects will be ready to move on to DASNY for review.

Recent Activities

12/19/25: DLD Annual Report meeting
1/3/25: Meeting with BEM President/Vice President (as requested) to help them as they take office
1/7/25: HR Fundamentals Webinar, Annual Report workshop meeting with CCLS staff
1/8/25: BEM: trustee training and strategic planning guidance meeting
1/9/25: CCLS staff meeting, RAN board meeting visit, FRB school board meeting visit re: 2025 vote
1/13/25: WNYLRC meeting
1/14/25: NYALS meeting, PULISDO meeting, meet with Cintas rep re: floor mats
1/15/25: Meeting with new CCLS JPLA Trustee Cassie Blakeslee to share information on CCLS, DEL Board meeting
1/16/25: DLD Meeting
1/17/25: Meeting at RAN to discuss budget information and asking amount for 259 vote, Meeting at RIP to assist with NYS Retirement issues/library visit
1/21/25: WNYLRC Board Meeting
1/22/25: Annual Report workshop
1/23/25: RAN meeting with school district re: vote
1/24/25: HR Legal Updates webinar, BEM strategic planning meeting
1/27/25: MAY library visit
2/3/25: DLD Construction Contacts meeting
2/4/25-2/5/25: Advocacy Day Albany

Upcoming Activities

2/13/25: CCLS Staff meeting
2/14/25: Annual Reports due to CCLS
2/20/25: DLD Meeting
2/21/25: CCLS Directors Call
3/4/25: SHE Trustee Training visit
3/5/25: DEL meeting with Director

Delivery/Vehicles

- A new step to aid with ease of entry for both delivery trucks have been added by Boyles in Jamestown. Drivers are happy and report the step is working well for them.
- 2023 Delivery truck had battery replacement in January.

Business Office: Kathy Gustafson

Financial Reporting

- Prepared Profit & Loss Analysis, Balance Sheet and Investment Report for December 31, 2024
- Prepared Profit & Loss Analysis, Balance Sheet and Investment Report for January 31, 2025

- Prepared and submitted documents for Workers' Comp Virtual Audit scheduled for February 13
- Prepared Bills Paid Reports for December 2024 and January 2025
- Prepared and distributed December 2024 and January 2025 month end QuickBooks reports for CCLS staff with department budget lines.

Funding

- Collected, compiled and reported 2024 Chautauqua County Statistics for the 2025 Chautauqua County Contract

Investments

- Prepared cash forecast analysis for two liquidations and one reinvestment recommendation for CDARS with values of \$165,037.63; \$171,457.86 and \$662,836.93 respectively.

Annual Reports

- Presented training on the financial sections of the Annual Report at the Annual Report Workshop on January 22, 2025
- Prepared and distributed Member Library 2024 Financial Memos, Prior Year notes and Financial Section handouts for 2024 Annual Report
- Reviewing financial sections of member library annual reports.

HR/Benefits Administration

- Completed administrative work for 2025 insurance year including Independent Health plan changes and HRA and FSA employee plan elections.

Member Libraries

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

Other

- QuickBooks Online – Migrated from desktop software to online software at the start of the new year. Maintaining 2024 records in desktop and online per auditor's request. Learning new software features including creating online templates for invoicing, check printing and reporting.
- Record Retention - Disposed of 2017 documents in accordance with the CCLS Retention and Disposition Policy.

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
- Collecting ML's summer reading incentive orders
- Passing along SRP performer news
- Working with 12 Youth consultants across NY to present SRP workshop in Feb and Mar
- Planning CCLS SRP workshop in April

Family Literacy

- Continued 12 rotating collections, delivering 5 new Launchpads each month

- Continued 14 Youth Large Print rotating collections
 - Added 3 more ML's to rotation
- Promoted Comics Plus database to school librarians
- Promoting VOX books for ML's to borrow and use

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
- Continued Youth Services Office Confab series. 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
- Sent out new kits: Dino Bones and Black Light Party – with good feedback

Outreach: LJ Martin

Talking Books: Promoted TYBBL resources to MLs

Adult Literacy- In the middle of the cycle

Correctional Facilities

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

COSAC

- In the middle of the cycle

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
- Back on Homelessness Coalition Email updates

Bits and Bobs

- Ordering LP and Books on CD
- Continued adding to the Youth Large Print collection and advertising
- Visited 3 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 Report workshops

- Reviewing ML's annual reports section 3, once submitted
- Starting to plan 2025 CCLS Road Trip program

CCLS Consulting

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

Digital Services: Megan Disbro

Databases:

- Last year was our highest CIRC year for OverDrive at 144,526 checkouts
- 464 OverDrive orders were submitted in 2024. Total cost of titles purchased: \$140,493.54
- January 2025 was our highest circulation month for OverDrive at 13,048 checkouts
- Ancestry Library Edition has been renewed at \$16,079.60
- Booklist Online for Staff and Patrons (includes remote access) was renewed at \$620.00

Training:

- Annual Report Workshop/Webinar held on January 22, 2025
- Planning 2025 Member Library training with system staff

Websites:

- Worked with Carolyn and Jan on a new system website
- Worked with Carolyn on changing over cclsny.org to the new website
- Working with Jan and Carolyn on moving interested Member Libraries over to the new website template

Digitization:

- Mobile Memory Lab Book Scanner Digitization Kit is at FAL

Other:

- Posted to social media daily
- Spending lots of time on the Annual Reports. Inputting Carolyn's KOHA reports into Parts 2&4 of member reports and reviewing those lines. Also helping Member Libraries with Part 5 of the Annual Report which now covers Electronic Use.
- Renewed Library Journal and School Library Journal

Technical Processing: Chris Spink

Since December 1, 2024, CCLS member libraries have added 2,087 new titles, and 84,187 new items. In 2025, 1041 new titles and 53,204 new items have been added.

Chris continues her catalog clean-up efforts. Emric Taylor, now of Jamestown/Prendergast, has written a utility program that identifies duplicate title records, old titles that still have only minimal cataloging, and titles with foreign language diacritical marks that Koha can't read, and which make searching difficult or impossible.

She is currently compiling an order for library-specific barcodes for patrons' library cards, as well as the generic item barcodes that CCLS keeps on hand. She is also reviewing annual reports, submitting orders,

fielding order questions, adding cataloging for Prendergast's library of things (games, tools, toys and ukuleles), and making consulting visits whenever possible.

IT Department Report: Mike Jones

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

A new contract is in place for e-rate consultants, EFG. We are working with a new EFG rep, Michele. Everything stays the same with E-rate this year except Cattaraugus gets a speed increase as part of a deal I worked out to get their data rack moved for the elevator install. I will ask for networking equipment and UPS and replacement batteries as needed. Michele will be working with us to file a BEAR form for reimbursement from 2024.

Next year begins a new 5 Year C2 window, so I am working on verifying square footage for members as this is how the budget is determined.

Rolling out DFT VoIP via ATA at Sherman, Mayville, Ripley, Brocton on 2/19/2025, these are the locations that have phone numbers that cannot be ported to anyone but Spectrum, DFT and Consolidated/C&E. The cost will be about \$21 per line, down from \$40/month with Spectrum. If they have a fax line that will go from \$40 to \$10/month with my Fax over IP system. Jeff is a great help in rolling this out.

3CX rollout- Cattaraugus, Ellicottville, will soon be on 3CX, Dunkirk has been. I have discussed the switch with others.

Fax Over IP- I had some issues with the new ATA's not being fully compatible with the fax service. I am told they have worked the issues out and Jeff and I will soon be able to resume delivering these.

Data Jobs- Ripley, Bemus, Fluvanna – Are waiting dates to start work with Advent.

Windows 11- Jeff has made his way around to most every library to inform them what can and cannot be upgraded to Windows 11. Regular reminders are provided

Jeff spends his days solving the day-to-day onsite issues. As an example, yesterday he imaged Portville all day. This allows me to keep working on projects. He is doing upgrades, helping me with FOIP rollout, and printer installs. Every day enough work comes in to fill the next and then some. But most immediate issues are resolved same day or next day.

	LOCATION	IT Request
1	Allegany	Connected all devices to new data wiring, troubleshoot copier issues, installed receipt printer- USB
2	Ashville	Troubleshoot minor PC issues
3	Bemus Point	Data wiring project started, waiting on furniture, remodeling project reviewed with Katie Smith- waiting on furniture to complete data wiring project, assist with QuickBooks Online issues
4	Brocton	Repurpose telehealth, removed electronics for recycling
5	Busti	Resolve Symantec issues, needs double checking
6	Cassadaga	New director related name changes

7	Cattaraugus	Need to increase speed on upcoming Form 471, ordering new AIO, install new fax ATA, order and setup new VoIP phone service
8	Chautauqua	Repaired broken screen, provide quotes for new computers
9	Clymer	Resolved printing issues
10	Delevan	Still waiting on QuickBooks migration, need to review Data work, Need to install NAS upgrade
11	Dunkirk	Resolved elevator UPS issue, Cleaned up cables around circ desk due to new wiring, connected computers in remodeled children's dept., assist with security cameras, Image 2019 computers, Not many computers will go to Windows 11, troubleshoot issues with phone system
12	Ellicottville	Moving to new 3CX VoIP system, using Telehealth as a telehealth device
13	Ellington	
14	Falconer	Delivered 3 staff Windows 11 computers, 2 more to go patron
15	Findley Lake	
16	Fluvanna	Repurposed telehealth computer, Quoted laptop for bookkeeper. Upgraded laptop with new SSD, and reimage for bookkeeper, data wiring approved - waiting start, ordered new Dell tower and 2 all in ones, help quote security cameras
17	Franklinville	Repurposed telehealth
18	Fredonia	Working on door counter system, UPS issue, ordering new drives for museum computers, resolved issues with museum web-based software.
19	Frewsburg	Ordering barcode scanner
20	Gowanda	Need AC Outlets in Basement for Data Rack, quality power strips, library has AC power related issues
21	Jamestown	Annie to Tress conversion, Create and delete email and server accounts, CUBE 3D rehab, phone system, review camera network connections. Image 2019 LTSC computers, need new phone system. Migrated to QuickBooks Online, resolve Megan issues
22	Kennedy	Preparing two new computers for delivery- waiting for furniture install, installing new receipt printer
23	Lakewood	Install fax ATA
24	Little Valley	Replaced monitor on circ
25	Machias	
26	Mayville	Switching to VoIP phone and fax, Resolved video out to TV/security camera
27	Olean	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	Imaged computers, resolved Advent billing issues
29	Randolph	Research deepfreeze license count and cost, purchase Microsoft licenses -, Jeff worked on AV system, Projector works, no sound out. Mary is looking at a TV and speaker as an alternative solution
30	Ripley	Switching to VoIP fax and phone, data wiring approved but not yet signed. Resolved scan to functions,
31	Salamanca	Repair RAM issue in circulation computer, resolve internet outages after several power outages

32	SNIC	
33	SNIA	Soon to work with them on imaging computers
34	Sherman	Need to check on data rack move, moving phones to DFT solution and installed fax ATA, Returned Advent phones. Delivered second monitor to circ/director computer
35	Silver Creek	Install fax ATA, assist with pre-setup of a remote book pickup and drop off system- much consulting on this. Involves Jeff, Carolyn and I
36	Sinclairville	Resolve Advent billing issues
37	Stockton	Resolved Minecraft login issues,
38	Westfield	Connect all patron computers to new data wiring, Alarm issues, convert to SIP, Elevator phone line can be converted to DFT

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.



We are CCLS



Our System

- Created in 1960 by agreement of member library boards
- Chartered by the NYS Board of Regents
- Cooperative Library System
- Primary funding sources: NYS Library Aid & County aid
- Plan of Service approved by NYS Education Department



Our Members

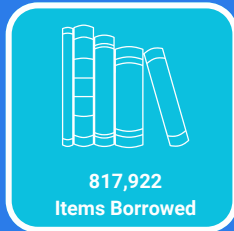
- Our 36 member libraries are autonomous
- Serve communities ranging from 28,712 to 306 residents
- Receive support from local governments, tax levies, and private sources.



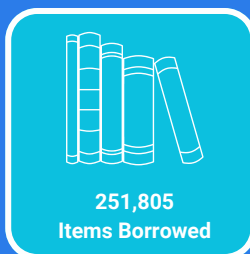
Services for our Member Librarians

- | | |
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| • Materials delivery between libraries | • Professional Consulting Services |
| • Coordinated materials purchasing | • System Sponsored Grants |
| • Cataloging services | • Support & Guidance for NYS Library Construction Aid |
| • Children's activity kits | • IT Purchasing and Service Support |
| • Database assistance | • Print Shop services |
| • Story Walks | • Staff & Trustee Training |
| • Large Print & Audiobook Deposit Collections | • Liaison with Division of Library Development |
| • Supply ordering | • Payroll Processing Assistance |
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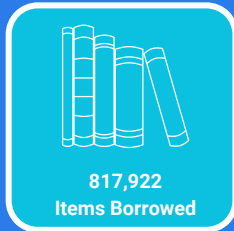
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