

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

April 9, 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. Assistant Director Position
 - b. Trustee Candidates
6. New Business
 - a. Interim Secretary
 - b. Meeting locations for June and August meetings
 - c. Update on IMLS
7. Director's Report:
 - a. Report on System activities – Janice Dekoff

Next meeting: Wednesday June 11, 2025 – 6:00pm, TBD

Chautauqua-Cattaraugus Library System
Board of Trustees Meeting February 25, 2025
Randolph Library, Randolph 6:00 pm

Attending: Reed McElfresh, President, Steve Crowley, Treasurer; Nancy Padak, Secretary; Cassie Blakeslee, Sandy Blood, Barb Kittle, Cody Whitten, Trustees

Absent: Don Butler

Guest: Ed Erhart

AGENDA

1. Meeting called to order. Those present introduced themselves. Reed called meeting to order at 6:01.

2. Public comment (3-minute limit per person): none

3. Consent Agenda: Consent agenda items are considered to be routine and are acted on with one motion. Sandy/ Cassie moved to approve. Passed unanimously.

a. Changes or additions to the agenda—will add to new business discussion of Assistant Director.

b. Approval of minutes of previous meeting

4. Treasurer's Report. Budget Update: ended 2024 in the black; most bullet aid passed on to member libraries. ILL has been working well. 2025—quiet so far, 2% raise from Catt County; 3% increase from Chautauqua County. Cody/ Sandy moved to accept update. Accepted for filing.

5. Unfinished Business a. Steve/ Barb moved begin an executive session to discuss a personnel issue. Summary of last meeting's conversation. No action taken. Cody/ Cassie moved to adjourn from the executive session. Passed unanimously.

6. New Business

a. Approval and Oath of Office: Cassie Blakeslee. Sandy/ Cody moved approval of Cassie as a Trustee. Passed unanimously (Vote held prior to Consent Agenda)

b. Check signers: New Check Signers approval for Northwest Bank and Five Star Bank accounts as presented. Two signers are required for all checks. Cody and Cassie have agreed to be check signers for Northwest Bank. Nancy and Don as signers for the Northwest Bank account that is infrequently used to write checks. CD approvals—Nancy

and Reed. Steve/ Cassie moved approval of new signatories. Passed unanimously.
Summary of check signers:

- **Acct#6692 – 5 Signers:**
 - Janice Dekoff, Executive Director
 - Donald Butler, Vice President
 - Nancy Padak, Secretary
 - Cody Whitton, Trustee
 - Kathleen Blakeslee, Trustee
- **Acct#2518 – 3 Signers:**
 - Janice Dekoff, Executive Director
 - Donald Butler, Vice President
 - Nancy Padak, Secretary
- **Five Star Account**
 - Janice Dekoff, Executive Director (current signer)
 - Nancy Padak, Secretary (current signer)
 - Reed McElfresh, President

c. Conflict of Interest Forms: Members present signed Conflict of Interest forms.

d. Phone System Replacement: Mike Jones explained the weaknesses of the current phone system and offered an alternative. System cost-- \$109 plus hardware. Total cost will be much the same as it currently is. Cody/ Cassie moved approval of new phone system. Passed unanimously.

e. Potential Assistant Director—Jan has explored possibilities of adding an Assistant Director with a couple of other systems. Jan wishes to do more advocacy. Also, she wishes to offer more support to member libraries re: strategic planning and 259 work, do more grant work, and offer more trustee training for member libraries. LJ asked to be considered for this position last fall. An Assistant Director, could a) be sounding board for Jan, b) develop a PD program for members, c) oversee consulting program, d) prepare data updates and stories for local government officials, e) manage NYLA travel grants, f)

help develop budget, g) schedule director meetings, h) oversee trustee education, i) develop policies, and j) become a part of the construction grant process. Jan suggested a salary increase of \$10,000. Jan will send an outline of proposed changes. Board will act on this proposition at the next meeting.

7. Director's Report: a. Report on System activities – Janice Dekoff. Jan developed Fast Facts for legislators; Governor added a bit to state library funding; hoping Senate and Assembly will build on this. Governor's budget reduced construction aid by 10 million; may be added back by Senate and Assembly. Annual reports going well. CCLS and JPL are splitting cost of mats over slippery tiles inside delivery area. Randolph Library and Myers Memorial Library going for 259.

Cody/ Sandy moved adjournment Adjourned at 7:56.

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

Respectfully Submitted,

Nancy Padak, Secretary

CCLS 2025		February	March	YTD	2025 Budget	Remaining	% Rem'g	Notes
Income								
Misc								
4240.01	Interest	\$ 2,067.22	\$ 2,246.88	\$ 7,221.49	\$ 15,000.00			
4240.07	Other Miscellaneous			\$ -	\$ -			
<i>Total Misc</i>		<i>\$ 2,067.22</i>	<i>\$ 2,246.88</i>	<i>\$ 7,221.49</i>	<i>\$ 15,000.00</i>			
Charges								
4218.01	ILL	\$ 60.00	\$ 76.00	\$ 264.00	\$ 900.00	\$ 636.00	71%	Quarterly billing to JPLA
4218.02	DVD			\$ 41.12	\$ 500.00	\$ 458.88	92%	
<i>Total Charges</i>		<i>\$ 60.00</i>	<i>\$ 76.00</i>	<i>\$ 305.12</i>	<i>\$ 1,400.00</i>	<i>\$ 1,094.88</i>	<i>78%</i>	
Gifts								
4275.10	Foundations			\$ -	\$ 1,848.00			
4275.50	Other Gifts			\$ 24.01	\$ 100.00			
4275.63	CHQ,CTY SUMMER READING GRANT			\$ -				
<i>Total Gifts</i>		<i>\$ -</i>	<i>\$ -</i>	<i>\$ 24.01</i>	<i>\$ 1,948.00</i>			
County Funding						\$ -		
4281.10	Cattaraugus	\$ 21,132.75		\$ 21,132.75	\$ 84,530.42	\$ 63,397.67	75%	1st Quarter Payment
4281.20	Chautauqua	\$ 86,171.25		\$ 86,171.25	\$ 114,895.00	\$ 28,723.75	25%	75% of Contract paid upon execution
<i>Total County Funding</i>		<i>\$ 107,304.00</i>	<i>\$ -</i>	<i>\$ 107,304.00</i>	<i>\$ 199,425.42</i>	<i>\$ 92,121.42</i>	<i>46%</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%	
4384.12	RBDB		\$ 8,947.50	\$ 8,947.50	\$ -			
4384.20	Love Your Library Fund			\$ -	\$ -			
<i>Total State Funding</i>		<i>\$ -</i>	<i>\$ 8,947.50</i>	<i>\$ 8,947.50</i>	<i>\$ 1,296,585.00</i>			
Federal Funding						\$ -		
<i>Total Federal Funding</i>		<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>		
Total Income		\$ 109,431.22	\$ 11,270.38	\$ 123,802.12	\$ 1,514,358.42	\$ 93,216.30	6%	
Expenses								
Operations								
Materials and Catalog								
6206.05	Vendor Databases		\$ 902.00	\$ 902.00	\$ 1,600.00	\$ 698.00	44%	
6410.01	Books-Outreach	\$ 1,341.01	\$ 140.75	\$ 1,481.76	\$ 9,000.00	\$ 7,518.24	84%	
6410.07	eMaterials	\$ 839.08	\$ 2,147.38	\$ 3,016.95	\$ 5,000.00	\$ 1,983.05	40%	
6411.20	AV-Outreach	\$ 164.96	\$ 107.97	\$ 272.93	\$ 2,000.00	\$ 1,727.07	86%	
6413.01	Periodicals- Headquarters	\$ 339.98		\$ 339.98	\$ 650.00	\$ 310.02	48%	
6414.02	Children's Activities		\$ 136.09	\$ 136.09	\$ 1,000.00	\$ 863.91	86%	

CCLS 2025		February	March	YTD	2025 Budget	Remaining	% Rem'g	Notes
6418.00	Jails Materials	\$ 1,310.37		\$ 1,807.96	\$ 3,019.00	\$ 1,211.04	40%	
6419.00	Prisons Materials	\$ 40.77		\$ 211.71	\$ 6,325.55	\$ 6,113.84	97%	55% of income for materials
6420.00	ILL Service	\$ 200.00		\$ 300.00	\$ 4,000.00	\$ 3,700.00	93%	Postage for meter
6425.00	Book Processing	\$ 15.00	\$ 5.00	\$ 20.00	\$ 400.00	\$ 380.00	95%	Only CCLS processing
6432.08	KOHA/ILS Support	\$ 91.35	\$ 86.11	\$ 4,757.47	\$ 48,752.00	\$ 43,994.53	90%	
	<i>Total Materials & Cat.</i>	<i>\$ 4,342.52</i>	<i>\$ 3,525.30</i>	<i>\$ 13,246.85</i>	<i>\$ 81,746.55</i>	<i>\$ 68,499.70</i>	<i>84%</i>	
	Office Supplies							
6430.01	General Supplies & Misc	\$ 52.05	\$ 220.43	\$ 632.43	\$ 2,500.00	\$ 1,867.57	75%	
6430.08	Member Lib Supplies	\$ (9.81)	\$ 66.57	\$ 237.78	\$ -			Supplies billed, not replenished yet
	<i>Total Office Supplies</i>	<i>\$ 42.24</i>	<i>\$ 287.00</i>	<i>\$ 870.21</i>	<i>\$ 2,500.00</i>	<i>\$ 1,629.79</i>	<i>65%</i>	
	Telecommunications							
6431.03	Cell Phone		\$ 240.00	\$ 240.00	\$ 960.00	\$ 720.00	75%	
6431.04	Fiber Optic Line	\$ 85.41	\$ 85.41	\$ 256.23	\$ 1,025.00	\$ 768.77	75%	
6431.06	Telephone	\$ 111.40	\$ 120.52	\$ 339.93	\$ 1,560.00	\$ 1,220.07	78%	
	<i>Total Telecommunications</i>	<i>\$ 196.81</i>	<i>\$ 445.93</i>	<i>\$ 836.16</i>	<i>\$ 3,545.00</i>	<i>\$ 2,708.84</i>	<i>76%</i>	
	Computing							
6432.02	Software	\$ 165.67		\$ 2,578.55	\$ 4,000.00	\$ 1,421.45	36%	
6432.20	Hardware	\$ 174.98	\$ 34.87	\$ 209.85	\$ 3,000.00	\$ 2,790.15	93%	
	<i>Total Computing</i>	<i>\$ 340.65</i>	<i>\$ 34.87</i>	<i>\$ 2,788.40</i>	<i>\$ 7,000.00</i>	<i>\$ 4,211.60</i>	<i>60%</i>	
	Postage							
6433.01	Mailings	\$ 100.00		\$ 140.30	\$ 500.00	\$ 359.70	72%	
6433.03	Mailing Eqp't		\$ 242.34	\$ 242.34	\$ 1,300.00	\$ 1,057.66	81%	50% of quarterly mail machine lease
	<i>Total Postage</i>	<i>\$ 100.00</i>	<i>\$ 242.34</i>	<i>\$ 382.64</i>	<i>\$ 1,800.00</i>	<i>\$ 1,417.36</i>	<i>79%</i>	
	Marketing							
6434.00	Marketing	\$ 26.70	\$ 1,273.99	\$ 1,300.69	\$ 5,000.00		0%	Road trip prizes, ML library card signs
	<i>Total Marketing</i>	<i>\$ 26.70</i>	<i>\$ 1,273.99</i>	<i>\$ 1,300.69</i>	<i>\$ 5,000.00</i>	<i>\$ 3,699.31</i>	<i>74%</i>	
	Travel & Training							
6435.01	Mileage	\$ 855.61	\$ 269.15	\$ 1,472.24	\$ 9,000.00	\$ 7,527.76	84%	
6435.02	Annual Meeting			\$ -	\$ 5,000.00	\$ 5,000.00	100%	
6435.03	Workshops	\$ 63.32		\$ 63.32	\$ 1,000.00	\$ 936.68	94%	
6435.04	Workforce Development	\$ 233.82		\$ 233.82	\$ 5,000.00	\$ 4,766.18	95%	
6435.05	Membership Dues			\$ 2,981.00	\$ 4,163.00		0%	NYLA Excelsior; PULISDO; ALA
	<i>Total Travel & Training</i>	<i>\$ 1,152.75</i>	<i>\$ 269.15</i>	<i>\$ 4,750.38</i>	<i>\$ 24,163.00</i>	<i>\$ 19,412.62</i>	<i>80%</i>	
	Professional Fees							
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	\$ 1,025.00		\$ 1,025.00	\$ 1,200.00	\$ 175.00	15%	BRI 2025 Plan Year Admin Fee (FSA/HRA)
6437.10	Payroll	\$ 142.56	\$ 215.98	\$ 515.00	\$ 1,800.00	\$ 1,285.00	71%	CCLS only
6437.15	Other Prof Fees			\$ -	\$ 5,000.00	\$ 5,000.00	100%	Erate consultant
	<i>Total Professional Fees</i>	<i>\$ 1,167.56</i>	<i>\$ 215.98</i>	<i>\$ 1,540.00</i>	<i>\$ 15,725.25</i>	<i>\$ 14,185.25</i>	<i>90%</i>	
	Maintenance and Repair							
6438.01	Rent to Prendergast	\$ 4,972.50	\$ 4,972.50	\$ 14,917.50	\$ 59,670.00	\$ 44,752.50	75%	
6439.02	Copiers Service Contract		\$ 80.58	\$ 137.57	\$ 750.00	\$ 612.43	82%	
6439.03	Equipment Repair	\$ 24.00	\$ 56.00	\$ 80.00	\$ 500.00	\$ 420.00	84%	50% share of Cintas Floor Mat Service Fees
	<i>Total Maint. & Repair</i>	<i>\$ 4,996.50</i>	<i>\$ 5,109.08</i>	<i>\$ 15,135.07</i>	<i>\$ 60,920.00</i>	<i>\$ 45,784.93</i>	<i>75%</i>	
	Insurance							

CCLS 2025		February	March	YTD	2025 Budget	Remaining	% Rem'g	Notes
6454.00	Insurance			\$ 10,106.85	\$ 9,750.00		0%	2025 Insurance Paid in Full including 2025 D&O Insurance of \$1,240
	Total Insurance	\$ -	\$ -	\$ 10,106.85	\$ 9,750.00		0%	
	Vehicle Operations					\$ -		
6470.10	Vehicle Operations	\$ 968.58	\$ 891.69	\$ 1,970.02	\$ 12,000.00	\$ 10,029.98	84%	
6470.30	Vehicle Maintenance	\$ 767.17	\$ 58.44	\$ 1,515.85	\$ 4,500.00		0%	
	Total Vehicle Operations	\$ 1,735.75	\$ 950.13	\$ 3,485.87	\$ 16,500.00	\$ 13,014.13	79%	
	Operations	\$ 14,101.48	\$ 12,353.77	\$ 54,443.12	\$ 228,649.80	\$ 174,206.68	76%	
	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	\$ 16,699.60		\$ 16,699.60	\$ 175,699.00	\$ 158,999.40	90%	
6490.05	Adult Literacy			\$ -	\$ 2,000.00	\$ 2,000.00	100%	
6490.06	Family Literacy	\$ 239.36	\$ 1,167.75	\$ 1,862.07	\$ 8,000.00	\$ 6,137.93	77%	
6490.07	RBDB		\$ 27.13	\$ 27.13			0%	Postage
6490.08	Bullet Aid			\$ -	\$ -		0%	
6490.09	Summer Reading			\$ -	\$ 2,000.00	\$ 2,000.00	100%	
6490.10	Book Plan	\$ 26,737.00	\$ 4,513.00	\$ 31,250.00	\$ 130,000.00	\$ 98,750.00	76%	1st payment to 31 MLs
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	\$ 4,259.87	\$ (906.13)	\$ 7,133.61	\$ 16,000.00		0%	
6490.25	ML Payroll Processing Service		\$ 2,049.48	\$ 2,049.48	\$ 18,500.00	\$ 16,450.52	89%	
6490.29	Love Your Library Aid			\$ -	\$ 2,345.00			
	Total Grants to ML	\$ 49,688.42	\$ 6,851.23	\$ 60,774.48	\$ 453,464.00	\$ 392,689.52	87%	
	Personnel							
	Salaries							
6840.10	Professional Staff	\$ 45,684.34	\$ 45,684.34	\$ 137,053.02	\$ 548,210.87	\$ 411,157.85	75%	
6840.20	Other Staff	\$ 9,212.64	\$ 9,334.14	\$ 28,238.07	\$ 111,729.44	\$ 83,491.37	75%	
	Total Salaries	\$ 54,896.98	\$ 55,018.48	\$ 165,291.09	\$ 659,940.31	\$ 494,649.22	75%	
	Benefits					\$ -		
6900.01	NYS Retirement			\$ -	\$ 113,115.00	\$ 113,115.00	100%	
6900.03	Social Security	\$ 3,999.60	\$ 4,008.89	\$ 12,044.71	\$ 51,316.02	\$ 39,271.31	77%	
6900.04	Workers Comp	\$ (92.00)	\$ 72.00	\$ 3,259.00	\$ 4,000.00	\$ 741.00	19%	2025 Premium Credit
6900.05	Life Insurance			\$ 173.32	\$ 720.00	\$ 546.68	76%	
6900.08	Health Insurance	\$ 6,352.09	\$ 6,829.81	\$ 19,812.28	\$ 81,213.61	\$ 61,401.33	76%	
6900.09	Disability		\$ 154.50	\$ 154.50	\$ 620.00	\$ 465.50	75%	Quarterly billing
6900.10	HRA	\$ 930.63	\$ 158.49	\$ 2,453.26	\$ 10,800.00	\$ 8,346.74	77%	Health Reimbursement
6900.11	EAP	\$ 89.38		\$ 89.38	\$ 360.00	\$ 270.62	75%	
	Total Benefits	\$ 11,279.70	\$ 11,223.69	\$ 37,986.45	\$ 262,144.63	\$ 224,158.18	86%	
	Total Personnel	\$ 66,176.68	\$ 66,242.17	\$ 203,277.54	\$ 922,084.95	\$ 718,807.41	78%	
	Capital					\$ -		
	Vehicles			\$ -		\$ -		
	Building			\$ -	\$ -	\$ -		
	Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -		
	Total Expenses	\$ 129,966.58	\$ 85,447.17	\$ 318,495.14	\$ 1,604,198.75	\$ 1,285,703.61	80%	

CCLS 2025

	February	March	YTD	2025 Budget	Remaining	% Rem'g
Net income	\$ (20,535.36)	\$ (74,176.79)	\$ (194,693.02)	\$ (89,840.33)		
Net Transfers In			\$ -			
Income and Transfers	\$ (20,535.36)	\$ (74,176.79)	\$ (194,693.02)	\$ (89,840.33)		
Appropriated Fund Balance			-			
CARF Interest	\$ 433.79	\$ 481.61	\$ 1,394.33			
	\$ (20,101.57)	\$ (73,695.18)	\$ (193,298.69)	\$ (89,840.33)		

Notes

CHAUTAUQUA-CATTARAUGUS LIBRARY SYSTEM

Balance Sheet

As of March 31, 2025

	Total
ASSETS	
Current Assets	
Bank Accounts	
1000 Petty Cash	50.00
1060 NWSB - Checking Account	15,970.81
1070 NWSB - Money Market	97,231.02
1080 FSB - Checking Account	2,500.00
1080.50 FSB - Cash Sweep	204,152.85
1090 FSB - Money Market	2,501.54
1090.50 FSB - CDARS	840,331.71
Total Bank Accounts	\$ 1,162,737.93
Accounts Receivable	
1200 Accounts Receivable	38,967.60
Total Accounts Receivable	\$ 38,967.60
Other Current Assets	
1300 Materials Member Libraries	4,064.25
1400 Prepaid HRA Fund	841.83
1410 Prepaid Expense	585.56
Total Other Current Assets	\$ 5,491.64
Total Current Assets	\$ 1,207,197.17
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	\$ 1,257,219.18
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	1,040.76
Total Accounts Payable	\$ 1,040.76
Other Current Liabilities	
2030 ML Prepayments	7,675.00
2160 Flex Withholding	2,806.03
2165 Accrued Vacation	38,765.14
Total Other Current Liabilities	\$ 49,246.17
Total Current Liabilities	\$ 50,286.93
Total Liabilities	\$ 50,286.93
Equity	
3109 Unrestricted Net Assets	1,242,875.01
3110 Unrestrict Brd-Desig Net Assets	157,355.93
Net Income	-193,298.69
Total Equity	\$ 1,206,932.25
TOTAL LIABILITIES AND EQUITY	\$ 1,257,219.18

CHAUTAUQUA-CATTARAUGUS LIBRARY SYSTEM							
FIVE STAR BANK - CDARS							
INVESTMENTS AS OF MARCH 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	\$1,462.73	\$173,172.93	
1/23/2025	CD - 3 MONTHS @ 3.55% APY	4/24/2025	\$662,836.93	\$0.00	\$4,321.85	\$667,158.78	
				TOTAL	\$7,961.02	\$840,331.71	
					CDARS INTEREST	CDARS INVESTMENT	

Assistant Director

Position Overview:

Manages member library service-oriented work to include training, outreach, and youth services. Works with the System Executive Director on advocacy efforts, grants, and other areas as needed.

Member Library Services

- Consistently participates in professional development trainings to stay current on trends and best practices
- Organize and oversee professional development program for member libraries
- Manage consulting program to provide individualized support for member library directors
- Coordinate monthly director meetings
- Support member libraries in creating campaigns to increase public awareness of libraries
- Provide consultant support to member libraries at events
- Communicate of the elements and importance of trustee education to member library directors
- Take an active role in policy development with members
- Knowledge of the construction grant process

Outreach and Youth Services

- Assist member libraries with questions and/or ideas in outreach and youth services
- Keep up to date with current outreach and youth trends
- Represent CCLS at statewide regional and statewide councils for outreach and youth services
- Communicate regional, state, and national information regularly
- Assist member libraries with Summer Reading planning
- Oversee the management the CCLS Youth Services lending collection Oversee the management of all deposit collections and communication with participating organizations
- Empowering member libraries to provide outreach services to their communities
- Leads the COSAC committee
- Liaisons on behalf of member libraries to the Division of Library Development and Talking Book and Braille Library
- Manage the State Prison and County Jail library service programs

Administrative

- Coordinate with System Executive Director on advocacy initiatives
- Manages website content for member services, outreach, youth services related information
- Administer Mini-grants to member libraries (Literacy, Summer Reading, Marketing, NYLA, etc.)

- Act as a member of the team that completes the CCLS Annual Report and reviews Member Library Annual Reports
- Supports efforts in annual meeting preparations
- All other duties as assigned by the System Executive Director

Minimum Qualifications:

- M.L.S. or M.L.I.S. from an ALA-accredited institution
- NYS Public Librarian Certification
- Valid NYS Driver's license

Qualifications and Skills Required:

- Strong verbal and written communication skills
- Ability to display original thinking and creativity and develop innovative approaches and ideas.
- Ability to work in a collaborative team environment with system and member library staff
- Ability to act effectively and efficiently amid changing priorities and circumstances
- Ability to work independently
- Thorough knowledge of general library methods, practices, and techniques
- Knowledge of budgeting and grant processes
- Thorough knowledge of public library systems, procedures, and policies, particularly as they relate to a community library and outreach
- Strong organizational skills
- Proven ability to prioritize and multitask efficiently

Desirable:

- Five years of library experience, preferably in a public library setting
- Proficiency with varied technologies
- Familiarity with using social media as an outreach and marketing tool
- Experience managing a team

CCLS Trustee Candidate

Name	Bob Lingle
County of Residence	Chautauqua
Address	28 Wesleyan Street Panama, NY 14767
Email	bob@goodneighborbooks.co
Telephone	(716) 440-6004 Bookstore Owner & Director of Membership Development for the CHQ Chamber
Occupation	

The CCLS Board meets every other month (starting in February) on the third Wednesday of the month at 6:00 pm. Are you available to attend meetings based on this schedule?

Yes

Have you ever been an employee of Chautauqua-Cattaraugus Library System or any of its member libraries?

No

Have you ever served on a library board?

Yes

Please provide the name of the library and the number of years served.

Lakewood Memorial Library - 3 years

Why would you like to serve on the Chautauqua-Cattaraugus Library System board?

As a bookstore owner and past board member for the Lakewood Library I highly value literacy and access to books and information. Given my experience and background, I feel that I could be a productive member of the board.

Please describe any qualifications (work experience, board experience, education, attributes, and skills/training) that you feel would provide positive input to the work of the library board.

I have served on the boards for the Lakewood Memorial Library, the Buffalo International Film Festival, and the Booksellers Advisory Council for the American Booksellers Association. I have owned and operated Good Neighbor Bookstore in Lakewood for the past 7 years. My education background is in Communication, with a BS in Communication from SUNY Fredonia, and a MA in Integrated Marketing Communications from St. Bonaventure. I am currently the Director of Membership Development for the CHQ Chamber of Commerce.

CCLS Trustee Candidate

Name	Jason K. Bussman
County of Residence	Chautauqua
Address	95 Frew Run Street
Email	jasonkbussman@gmail.com
Telephone	(716) 490-2373
Occupation	Teacher

The CCLS Board meets every other month (starting in February) on the third Wednesday of the month at 6:00 pm. Are you available to attend meetings based on this schedule?

Yes

Have you ever been an employee of Chautauqua-Cattaraugus Library System or any of its member libraries?

No

Have you ever served on a library board?

Yes

Please provide the name of the library and the number of years served.

Myers Memorial Library - 9 years

Why would you like to serve on the Chautauqua-Cattaraugus Library System board?

I think I could be a good team member for the Library System board. As a writing teacher at two local universities, a former high school English teacher, and a former copy editor for the Post-Journal, I am an advocate for the usage of public libraries for the accumulation of knowledge and more.

Please describe any qualifications (work experience, board experience, education, attributes, and skills/training) that you feel would provide positive input to the work of the library board.

I am currently a writing instructor at both St. Bonaventure University and SUNY Fredonia. Before that, I have spent over a decade teaching English in multiple schools in both Chautauqua and Cattaraugus counties. Fresh out of college, I worked at the Post-Journal as a copy editor. All of these experiences have helped me become who I am today.

Library	County	Month	Year
Ellicottville Memorial Library	CAT	August	2024
Lakewood Memorial Library	CHA	June	2024
Cattaraugus Free Library	CAT	August	2023
James Prendergast Library Association	CHA	June	2023
Gowanda Free Library	CAT	August	2022
Ripley Public Library	CHQ	June	2022
Olean Public Library	CAT	August	2021
Randolph Library	CAT	June	2021
Virtual		August	2020
Virtual		June	2020
Allegany Public Library	CAT	August	2019
Dunkirk Public Library	CHQ	June	2019
Salamanca Public Library	CAT	August	2018
Patterson Library	CHQ	June	2018
Lakewood Memorial Library	CHQ	August	2017
Blount Library	CAT	June	2017
Olean Public Library	CAT	August	2016
Smith Memorial Library	CHQ	June	2016
Mayville Library	CHQ	August	2015
Randolph Library	CAT	June	2015
Portville Free Library	CAT	August	2014
James Prendergast Library	CHQ	June	2014
Randolph Library	CAT	July	2013
Dunkirk Public Library	CHQ	June	2013
James Prendergast Library	CHQ	August	2012
James Prendergast Library	CHQ	June	2012
Olean Public Library	CAT	August	2011
Ellington Farman Library	CHQ	June	2011
Memorial Library of Little Valley	CAT	August	2010
Patterson Library	CHQ	June	2010
Lakewood Memorial Library	CHQ	August	2009
Randolph Library	CAT	June	2009
Randolph Library	CAT	August	2008
Randolph Library	CAT	June	2008

County	Library Name
CAT	Allegany Public Library
CAT	Blount Library
CAT	Cattaraugus Free Library
CAT	Delevan-Yorkshire Public Library
CAT	Ellicottville Memorial Library
CAT	Gowanda Free Library
CAT	King Memorial Library
CAT	Memorial Library Of Little Valley
CAT	Olean Public Library
CAT	Portville Free Library
CAT	Randolph Library
CAT	Salamanca Public Library
CAT	Seneca Nation Library - Allegany
CAT	Seneca Nation Library- Irving
CHQ	Ahira Hall Memorial Library
CHQ	Alexander Findley Community Library
CHQ	Anderson-Lee Library
CHQ	Ashville Free Library
CHQ	Bemus Point Public Library
CHQ	Cassadaga Library
CHQ	Clymer-French Creek Free Library
CHQ	Darwin R. Barker Library Association
CHQ	Dunkirk Public Library
CHQ	Ellington Farman Library
CHQ	Falconer Public Library
CHQ	Fluvanna Free Library
CHQ	Hazeltine Public Library
CHQ	James Prendergast Library Association
CHQ	Kennedy Free Library
CHQ	Lakewood Memorial Library
CHQ	Mary E. Seymour Memorial Free Library
CHQ	Mayville Library
CHQ	Minerva Free Library
CHQ	Myers Memorial Library
CHQ	Patterson Library
CHQ	Ripley Public Library
CHQ	Sinclairville Free Library
CHQ	Smith Memorial Library