Chautauqua-Cattaraugus Library System
Board of Trustees Meeting

December 13, 2023
Randolph Library
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. 2024 Proposed Budget

5. Unfinished Business
   a. Updates to System Space with Prendergast Library

6. New Business
   a. Discussion of Legal Representation
   b. Social Media Policy Revision

7. Director's Report:
   a. Report on System activities – Janice Dekoff

Date of next meeting: Wednesday February 14, 2024 – 6:00 Randolph Library

Chautauqua-Cattaraugus Library System

Board of Trustees Meeting October 11, 2023

Holiday Valley, Ellicottville 5:15 pm

Attendance: Don Watkins, President; Don Butler, Vice President; Reed McElfresh Treasurer; Nancy Padak, Secretary; Sandy Blood, Steve Crowley, Barb Kittle, Ned Lindstrom, Trustees; Jan Dekoff, Director

Absent: Paul Benson

Guests: none

AGENDA

1. Meeting called to order: Don called meeting to order at 5:17.

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. Barb/ Reed moved that the consent agenda be approved. Passed unanimously.

      A. Changes or additions to the agenda: none

      B. Approval of minutes of previous meeting

4. Treasurer's Report

      A. Budget Update. Sold old truck. $6,000 for Love Your Library for Summer Reading, 2024. 2023 truck added to insurance policy. Adult literacy grants awarded. New truck and outfitting, etc., included in this budget. Don/Sandy moved to accept Treasurer's Report. Passed unanimously.

5. Unfinished Business

      A. 2023 Construction Grant Applications. Construction grants all submitted. There may be extra $$.

      B. Sustainability. Finance Committee met. Minutes have been distributed. We have 8 years left of capital reserves. Need to increase funding. New NYLA slogan—fund, protect, empower. Reached out to counties to ask for increases—asked for 20% from Chautauqua County and 15% from Cattaraugus County. Chautauqua County added 3%; no word yet from Catt County. Jan will soon have a draft budget for 2024.

      C. Building Committee: (Barb) committee met with staff. Sustainability committee is recommending system offices stay at JPL. Barb has told realtor that as of now, CCLS will be staying put, but that he can continue sending properties. Q: What's going on with JPL? JPL has agreed to use Construction Grant $$ for next year. Lighting problems have been fixed, and security cameras have been added. Don asked if we could subsidize parking for staff. May contact city or negotiate with JPL.

6. New Business: none

7. Director's Report: A. Report on System activities – Janice Dekoff. Staff has worked hard on annual meeting. Last year's construction grants have been approved, and libraries have received their funding.

Staff is working on budget and sexual harassment training. Kennedy going for a 414 municipal vote in November. 259s for Stockton and Sinclairville. Minerva/ Sherman going for another vote. New truck here and in rotation. New priorities for Jan—budget, quarterly newsletter, marketing efforts.

Meeting adjourned: Barb/Don B. moved adjournment. Passed unanimously. Meeting adjourned at 5:58.

Date of next meeting: Wednesday December 13, 2023 – 6:00 Randolph

Respectfully submitted,

Nancy Padak, Secretary

Annual Business Meeting

Holiday Valley, Ellicottville

October 11, 2023, 6 p.m.

Business Meeting

Agenda

1. Meeting called to order by President Don Watkins at 6:05 p.m. He welcomed members to the meeting.

2. Election of Chairman and Secretary: Reed/Sandy moved Don W. and Nancy as President and Secretary. Motion passed unanimously.

3. Minutes of Previous Meeting: Don B./ Ned moved to dispense with the reading of the minutes and that they be approved.

 4. Treasurer's Report (Jan): No more ARPA funding. 2023 funding was flat. Some Summer Reading Program support came from the Southern Chautauqua Community Foundation. CCLS accounts earned more interest this year than expected. Annual expenditures have been as predicted. The system has received $6000 from Love Your Libraries, which will be used for next year's Summer Reading Programs. We are expecting reimbursement from E-Rate. Steve/ Diane Crater (Little Valley) moved approval of the Treasurer's report. It passed unanimously.

5. Election of System Trustees: Sandy/ Barb moved to approve Nancy Padak for a second Board term. Motion passed unanimously. Diane Crater (LIT)/ Brette Hindmann (STO/CASS) moved approval of Steve Crowley's appointment to the Board. Motion passed unanimously.

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

O	President: Donald Watkins

O	Vice-President: Donald Butler

O	Treasurer: Reed McElfresh

O	Secretary: Nancy Padak

Gwen Bixby (MAC)/ Laura Whitford (OLE) moved approval of the slate of officers. Motion passed unanimously.

7. Old Business: none.

8. New Business

	a. 2022-2023 Construction Aid Awards. All 2022-23 applications were awarded in August. Libraries have received state money.

	b. 2023-2024 Construction Aid Applications have been submitted (11 projects).

9. System Director's Report (Jan): Jan mentioned and thanked system staff for their hard work on the Annual Meeting. Emric is working with libraries to migrate their IT to new theme. The new truck has arrived. The new trustee education requirement—2 hours/ year. A new edition of the Trustee Handbook coming out in November.

259/414 news:

Fluvanna and Bemus vote passed.

Dunkirk vote passed.

Minerva almost passed; another vote in spring.

Kennedy going for first 414 in our system.

Seymour/ Sinclairville planning a vote in 2024.

Jan has visited at least 14 different libraries so far this year. She thanked attendees for attending the Annual Meeting.

10. Adjournment: Ed Erhart/ Don B moved that the meeting be adjourned. Adjourned at 6:21.

Respectfully submitted,

Nancy Padak, Secretary

CCLS 2023

		October	November	YTD	2023 Budget	Remaining	% Rem'g	Notes
—Income—								
	Misc							
4240.01	Interest	$ 4,348.65	$ 3,898.77	$ 34,307.10	$ 6,000.00	$ (28,307.10)	-472%	
4240.05	Gain on Sale of Fixed Assets			$ 6,000.00				Sold 2014 delivery truck. (Fully depreciated at 12/31/2018)
4240.07	Other Miscellaneous			$ 2.00	$ -	$ (2.00)		
	Total Misc	*$ 4,348.65*	*$ 3,898.77*	40,309.10	$ 6,000.00	$ (34,309.10)	-572%	
						$ -		
	Charges					$ -		
4218.01	ILL	$ 100.00	$ 68.00	948.00	$ 1,200.00	$ 252.00	21%	
4218.02	DVD	$ 135.27	$ 4.00	379.08	$ 500.00	$ 120.92	24%	
	Total Charges	*$ 235.27*	*$ 72.00*	1,327.08	$ 1,700.00	$ 372.92	22%	
						$ -		
	Gifts					$ -		
4275.10	Foundations			1,836.00	$ 1,776.00	$ (60.00)	-3%	
4275.50	Other Gifts	$ 3.00		65.50	$ 100.00	$ 34.50	35%	PayPal Giving Fund
4275.63	CHQ CTY SUMMER READING GRANT			8,500.00		$ (8,500.00)	#DIV/0!	
4275.64	CAT CTY SUMMER READING GRANT			-		$ -	#DIV/0!	
	Total Gifts	*$ 3.00*	*$ -*	10,401.50	*$ 1,876.00*	$ (8,525.50)	-454%	
						$ -		
	County Funding					$ -		
4281.10	Cattaraugus	$ 20,312.00		81,248.00	$ 81,248.00	$ -	0%	
4281.20	Chautauqua	$ 27,075.00		108,300.00	$ 108,300.00	$ -	0%	
	Total County Funding	*$ 47,387.00*	*$ -*	189,548.00	*$ 189,548.00*	$ -	0%	
						$ -		
	State Funding					$ -		
4384.01	Annual Basic Aid			719,858.00	$ 719,858.00	$ -	0%	
4384.02	LSSA Headquarters			61,805.00	$ 68,673.00	$ 6,868.00	10%	
4384.03	Supplemental Aid			116,110.00	$ 116,110.00	$ -	0%	
4384.04	LLSA Members			69,490.00	$ 77,212.00	$ 7,722.00	10%	
4384.05	Central Library Aid			169,068.00	$ 169,068.00	$ -	0%	
4384.07	Jails			2,918.00	$ 2,918.00	$ -	0%	
4384.08	Correctional Facilities			11,067.00	$ 11,067.00	$ -	0%	
4384.09	Coordinated Outreach			82,759.00	$ 82,759.00	$ -	0%	
4384.12	RBDB			10,675.00	$ 11,000.00	$ 325.00	3%	Remaining 25% of 2022/2023 Grant
4384.19	ARPA Grant			10,042.00	$ 10,042.00	$ -	0%	
4384.20	Love Your Library Fund			6,000.00				100% Summer Reading Aid
	Total State Funding	*$ -*	*$ -*	1,259,792.00	*$ 1,268,707.00*	$ 8,915.00	1%	
						$ -		
	Federal Funding					$ -		
				$ -				
	Total Federal Funding	*$ -*	*$ -*	$ -	*$ -*	$ -		
						$ -		
	Total Income	*$ 51,973.92*	*$ 3,970.77*	**$ 1,501,377.68**	**$ 1,467,831.00**	**$ (33,546.68)**	**-2%**	
—Expenses—								
	Operations							
	Materials and Catalog							
6206.05	Vendor Databases		$ 184.95	1,581.95	$ 1,500.00	$ (81.95)	-5%	

Code	Item										Note
6410.01	Books-Outreach	$	737.34	$	155.18	$ 7,881.52	$ 9,000.00	$ 1,118.48	12%		
6410.02	Books-Headquarters	$	280.80			$ 280.80	$ 500.00	$ 219.20	44%		
6410.07	eMaterials	$	1,022.52	$	11.85	$ 4,037.27	$ 4,000.00	$ (37.27)	-1%		
6411.20	AV-Outreach	$	206.94	$	32.99	$ 1,747.54	$ 2,000.00	$ 252.46	13%		
6413.01	Periodicals- Headquarters					$ 534.98	$ 900.00	$ 365.02	41%		
6414.02	Children's Activities	$	(5.44)	$	763.11	$ 868.81	$ 1,000.00	$ 131.19	13%	Billing to SIN for button maker materials
6418.00	Jails Materials					$ 53.85	$ 3,123.24	$ 3,069.39	98%		
6419.00	Prisons Materials			$	475.00	$ 5,020.22	$ 6,194.58	$ 1,174.36	19%	55% of income for materials
6420.00	ILL Service			$	150.00	$ 3,608.60	$ 4,600.00	$ 991.40	22%	Postage
6425.00	Book Processing	$	13.00	$	35.00	$ 366.00	$ 600.00	$ 234.00	39%	Only CCLS processing
6432.08	KOHA/ILS Support	$	42,476.69	$	73.48	$ 47,461.72	$ 47,377.60	$ (84.12)	0%	Annual Contract for Support with KOHA $42,400; Twilio $76.69
	Total Materials & Cat.	$	44,731.85	$	1,881.56	$ 73,443.26	$ 80,795.42	$ 7,352.16	9%		
	Office Supplies										
6430.01	General Supplies & Misc	$	299.62	$	525.05	$ 1,940.16	$ 2,500.00	$ 559.84	22%		
6430.08	Member Lib Supplies	$	32.47	$	(28.93)	$ (76.68)	$ -	$ 76.68	#DIV/0!	Supplies replenished for MLs
	Total Office Supplies	$	332.09	$	496.12	$ 1,863.48	$ 2,500.00	$ 636.52	25%		
	Telecommunications										
6431.03	Cell Phone	$	14.55	$	14.42	$ 884.22	$ 1,190.00	$ 305.78	26%	Includes quarterly cell phone payment to M Jones and J Beish
6431.04	Fiber Optic Line	$	85.41	$	85.41	$ 939.51	$ 1,025.00	$ 85.49	8%	
6431.06	Telephone	$	107.96	$	113.98	$ 1,166.65	$ 1,560.00	$ 393.35	25%	
	Total Telecommunications	$	207.92	$	213.81	$ 2,990.38	$ 3,775.00	$ 784.62	21%	
								$ -		
	Computing							$ -		
6432.02	Software			$	69.90	$ 5,289.72	$ 4,000.00	$ (1,289.72)	-32%	
6432.20	Hardware		60.62	$	107.80	$ 1,485.29	$ 4,000.00	$ 2,514.71	63%	
	Total Computing	$	60.62	$	177.70	$ 6,775.01	$ 8,000.00	$ 1,224.99	15%	
	Postage									Quarterly postage billing to JPLA ($101.40); Postage to Albany $10.45; Postage for meter
6433.01	Mailings	$	(90.95)	$	150.00	$ 308.25	$ 500.00	$ 191.75	38%	
6433.03	Mailing Eqp't					$ 1,057.02	$ 1,300.00	$ 242.98	19%	
	Total Postage	$	(90.95)	$	150.00	$ 1,365.27	$ 1,800.00	$ 434.73	24%	
	Marketing									
6434.00	Marketing	$	376.50	$	340.00	$ 4,647.28	$ 5,000.00	$ 352.72	7%	
	Total Marketing	$	376.50	$	340.00	$ 4,647.28	$ 5,000.00	$ 352.72	7%	
	Travel & Training									
6435.01	Mileage	$	1,051.27	$	1,329.73	$ 11,810.48	$ 7,000.00	$ (4,810.48)	-69%	
6435.02	Annual Meeting	$	4,463.80			$ 4,211.80	$ 4,000.00	$ (211.80)	-5%	
6435.03	Workshops	$	448.64	$	2,520.00	$ 3,615.38	$ 2,000.00	$ (1,615.38)	-81%	New Trustee Handbooks
6435.04	Workforce Development	$	924.33	$	1,666.13	$ 6,648.47	$ 7,000.00	$ 351.53	5%	
6435.05	Membership Dues					$ 2,624.00	$ 3,100.00	$ 476.00	15%	
	Total Travel & Training	$	6,888.04	$	5,515.86	$ 28,910.13	$ 23,100.00	$ (5,810.13)	-25%	
								$ -		
	Professional Fees									
6437.01	Auditor	$	750.00	$	6,100.00	$ 6,850.00	$ 6,100.00	$ (750.00)	-12%	
6437.02	Attorney					$ 1,500.00	$ 3,000.00	$ 1,500.00	50%	Quarterly Retainer (2 payments)
6437.04	Admin of Benefits Acct					$ 875.00	$ 1,200.00	$ 325.00	27%	
6437.10	Payroll	$	144.14	$	144.14	$ 1,511.40	$ 1,500.00	$ (11.40)	-1%	CCLS only
6437.15	Other Prof Fees					$ -	$ 6,000.00	$ 6,000.00	100%	Erate consultant
	Total Professional Fees	$	894.14	$	6,244.14	$ 10,736.40	$ 17,800.00	$ 7,063.60	40%	

Account	Description									%	Comments
	Maintenance and Repair										
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	$	(95.31)	$	276.80	$ 870.87	$	3,000.00	$ 2,129.13	71%	Print shop billings to MLs ($44.59); Copier usage $321.39
6439.03	Equipment Repair					$ 119.71	$	500.00	$ 380.29	76%	
	Total Maint. & Repair	$	4,779.69	$	5,151.80	$ 54,615.58	$	62,000.00	$ 7,384.42	12%	
	Insurance										
6454.00	Insurance	$	(298.50)			$ 9,127.34	$	8,700.00	$ (427.34)	-5%	Policy credit for removal of 2014 Truck
	Total Insurance	$	(298.50)	$	-	$ 9,127.34	$	8,700.00	$ (427.34)	-5%	
	Vehicle Operations								$ -		
6470.10	Vehicle Operations	$	524.07	$	842.72	$ 8,098.15	$	9,000.00	$ 901.85	10%	
6470.30	Vehicle Maintenance	$	482.40	$	488.52	$ 4,444.29	$	4,500.00	$ 55.71	1%	
	Total Vehicle Operations	$	1,006.47	$	1,331.24	$ 12,542.44	$	13,500.00	$ 957.56	7%	
	Operations	$	58,887.87	$	21,502.23	$ 207,016.57	$	226,970.42	$ 19,953.85	9%	
	Grants to Members										
6490.01	Local Library Services Aid					$ 69,490.00	$	78,582.84	$ 9,092.84	12%	
6490.02	Regular Cash Grant					$ 9,500.00	$	9,500.00	$ -	0%	
6490.03	Central Library Aid			$	7,000.00	$ 169,068.00	$	169,068.00	$ -	0%	
6490.05	Adult Literacy					$ 2,000.00	$	2,000.00	$ -	0%	Grants to FRAN $1,000; KEN $1,000 and DUN $700 (DUN $870 total)
6490.06	Family Literacy	$	658.85	$	2,381.68	$ 7,990.29	$	8,000.00	$ 9.71	0%	
6490.07	RBDB					$ 26.57	$	11,000.00	$ 10,973.43	100%	
6490.09	Summer Reading			$	20.29	$ 2,000.00	$	2,000.00	$ -	0%	
6490.10	Book Plan	$	32,500.00			$ 130,000.00	$	130,000.00	$ -	0%	
6490.11	Continuing Education Grants			$	3,990.00	$ 3,990.00	$	5,000.00	$ 1,010.00	20%	
6490.12	Outreach Mini-Grant	$	5,000.00			$ 5,000.00	$	5,000.00	$ -	0%	
6490.21	Broadband Project	$	7,231.30	$	7,231.30	$ 56,985.39	$	16,000.00	$ (40,985.39)	-256%	Estimated amount. Billing issues still to be resolved.
6490.24	CHQ CTY SUMMER READING GRANT					$ 8,500.00			$ (8,500.00)	#DIV/0!	
6490.25	ML Payroll Processing Service	$	1,484.52	$	1,638.66	$ 15,704.32	$	15,000.00	$ (704.32)	-5%	
6490.28	ARPA Grant					$ 5,014.75	$	18,417.00	$ 13,402.25	73%	
6490.29	Love Your Library Aid					$ 3,520.00					Overdrive purchases
	Total Grants to ML	$	46,874.67	$	22,261.93	$ 488,789.32	$	469,567.84	$ (19,221.48)	-4%	
	Personnel										
	Salaries										
6840.10	Professional Staff	$	43,484.00	$	43,484.00	$ 478,324.00	$	521,807.42	$ 43,483.42	8%	
6840.20	Other Staff	$	12,405.21	$	12,072.21	$ 136,877.91	$	149,075.16	$ 12,197.25	8%	
	Total Salaries	$	55,889.21	$	55,556.21	$ 615,201.91	$	670,882.58	$ 55,680.67	8%	
	Benefits								$ -		
6900.01	NYS Retirement			$	80,223.00	$ 80,223.00	$	75,846.83	$ (4,376.17)	-6%	
6900.03	Social Security	$	4,051.84	$	4,095.05	$ 44,669.96	$	51,816.00	$ 7,146.04	14%	
6900.04	Workers Comp					$ 3,226.00	$	3,700.00	$ 474.00	13%	
6900.05	Life Insurance	$	197.23			$ 788.92	$	800.00	$ 11.08	1%	
6900.08	Health Insurance	$	6,154.31	$	4,857.32	$ 66,150.70	$	73,771.38	$ 7,620.68	10%	
6900.09	Disability					$ 513.10	$	680.00	$ 166.90	25%	
6900.10	HRA	$	1,658.86	$	979.11	$ 8,543.56	$	12,600.00	$ 4,056.44	32%	Health Reimbursement
6900.11	EAP			$	89.38	$ 341.26	$	325.00	$ (16.26)	-5%	Quarterly EAP payment
	Total Benefits	$	12,062.24	$	90,243.86	$ 204,456.50	$	219,539.22	$ 15,082.72	7%	
	Total Personnel	$	67,951.45	$	145,800.07	$ 819,658.41	$	890,421.79	$ 70,763.38	8%	
	Capital								$ -		

Vehicles	$	75.62		$	43,811.44	$	40,000.00	$ (3,811.44)		Additional Shelving for truck
Building				$	-	$	-	$ -		
Total Capital	$	*75.62*	$	-	$ 43,811.44	$ 40,000.00	$ (3,811.44)	
Total Expenses	$ *173,789.61*	$ *189,564.23*	$	*1,559,275.74*	$ *1,626,960.05*	$ *67,684.31*	*4%*
Net income	$(121,815.69)	$ (185,593.46)	$	(57,898.06)	$ (159,129.05)		
Net Transfers In			$	-			
Income and Transfers	$(121,815.69)	$ (185,593.46)	$	(57,898.06)	$ (159,129.05)		
Appropriated Fund Balance				-	$ 139,824.57		
CARF Interest	$ 519.80	$ 513.77	$	5,459.36			
	$(121,295.89)	$ (185,079.69)	$	(52,438.70)	$ (19,304.48)		

CHAUTAUQUA-CATTARAUGUS LIBRARY SYSTEM
Balance Sheet
As of November 30, 2023

	Nov 30, 23
ASSETS	
Current Assets	
Checking/Savings	
1000 · Petty Cash	50.00
1060 · NWSB - Checking Account	14,026.56
1070 · NWSB - Money Market	85,297.67
1080 · FSB - Checking Account	2,500.00
1080.50 · FSB - Cash Sweep	263,255.31
1090 · FSB - Money Market	2,501.10
1090.50 · FSB - CDARS	1,193,848.62
Total Checking/Savings	1,561,479.26
Accounts Receivable	
1200 · Accounts Receivable	35,483.33
Total Accounts Receivable	35,483.33
Other Current Assets	
1300 · Materials Member Libraries	2,162.80
1400 · Prepaid HRA Fund	841.83
Total Other Current Assets	3,004.63
Total Current Assets	1,599,967.22
Fixed Assets	
1500 · Equipment	84,801.67
1504 · Leasehold Improvements	133,142.75
1505 · Vehicles	93,994.13
1525-00 · Accumulated Depreciation	-297,586.86
Total Fixed Assets	14,351.69
TOTAL ASSETS	**1,614,318.91**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	60,565.34
Total Accounts Payable	60,565.34
Other Current Liabilities	
2030 · ML Prepayments	369.21
2100 · Payroll Liabilities	498.42
2160 · Flex Withholding	3,971.66
2165 · Accrued Vacation	37,590.01
Total Other Current Liabilities	42,429.30
Total Current Liabilities	102,994.64
Total Liabilities	102,994.64
Equity	
3109 · Unrestricted Net Assets	1,412,402.50
3110 · Unrestrict Brd-Desig Net Assets	151,360.47
Net Income	-52,438.70
Total Equity	1,511,324.27
TOTAL LIABILITIES & EQUITY	**1,614,318.91**

CHAUTAUQUA-CATTARAUGUS LIBRARY SYSTEM
FIVE STAR BANK - CDARS
INVESTMENTS AS OF NOVEMBER 30, 2023

INVESTMENT DATE	DESCRIPTION	MATURITY DATE	ORIGINAL AMOUNT INVESTED	INTEREST EARNED 2022	INTEREST EARNED 2023	CDARS BALANCE	COMMENTS
7/21/2022	CD - 6 MONTHS @ 1.25% APY	1/19/2023	$501,896.35	$2,809.25	$309.29	$505,014.89	Liquidated $100,000 Reinvested $405,014.89
9/1/2022	CD - 6 MONTHS @ 2.25% APY	3/2/2023	$500,000.00	$3,732.50	$1,845.85	$505,578.35	Liquidated $150,000 Reinvested $355,578.35
11/10/2022	CD - 6 MONTHS @ 3.85% APY	5/11/2023	$157,931.08	$852.28	$2,150.88	$160,934.24	Reinvested
3/2/2023	CD - 3 MONTHS @ 3.00% APY	6/1/2023	$355,578.35	$0.00	$2,630.12	$358,208.47	Reinvested
6/1/2023	CD - 3 MONTHS @ 3.00% APY	6/29/2023	$358,208.47	$0.00	$813.18	$359,021.65	Liquidated
1/19/2023	CD - 6 MONTHS @ 3.65% APY	7/20/2023	$405,014.89	$0.00	$7,305.09	$412,319.98	Reinvested
7/20/2023	CD - 3 MONTHS @ 3.85% APY	10/19/2023	$412,319.98	$0.00	$3,901.81	$416,221.79	Liquidated $250,000 Reinvested $166,221.79
5/11/2023	CD - 6 MONTHS @ 4.00% APY	11/9/2023	$160,934.24	$0.00	$3,178.31	$164,112.55	Reinvested
7/20/2023	CD - 6 MONTHS @ 4.00% APY	1/18/2024	$850,000.00	$0.00	$12,327.60	$862,327.60	
10/19/2023	CD - 6 MONTHS @ 4.10% APY	4/18/2024	$166,221.79	$0.00	$788.73	$167,010.52	
11/9/2023	CD - 6 MONTHS @ 4.10% APY	5/9/2024	$164,112.55	$0.00	$397.95	$164,510.50	
				TOTAL	$35,648.81	$1,193,848.62	
					CDARS INTEREST	CDARS INVESTMENT	

System Director's Report October -November 2023

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

Executive Director
Janice Dekoff

<u>**Library Votes**</u>
Kennedy Free Library had a successful 414 (municipal) vote in November securing $75,000 in funding. This is the first CCLS library that has completed a 414 vote. Stockton/Cassadaga and Sinclairville libraries are starting work on a 259 vote to be held in Spring 24. There is a lot of interest in votes in Chautauqua County. I have been visiting libraries talking about sustainable funding information. Most recent visits include Myers Memorial Library (Frewsburg) and Ashville Free Library. We have made good progress on assisting libraries is securing sustainable funding since 2015. Current votes include:

Cattaraugus County:
School District Public Library Vote: Olean
259: Blount, Cattaraugus, Delevan, Ellicottville, Gowanda, Machias, Little Valley, Portville, and Randolph
No vote: Allegany, Salamanca, Seneca Nation Libraries

Chautauqua County:
School District Public Library Vote: Dunkirk, Ripley
414: Kennedy
259: Bemus Point, Busti, Fluvanna, Jamestown, Lakewood, Silver Creek
259's to be held in 2024: Stockton/Cassadaga and Sinclairville, Sherman
No vote: Ashville (259 interest), Brocton, Chautauqua, Clymer, Ellington (414 interest), Falconer, Findley Lake, Fredonia, Frewsburg (259 interest) Mayville, Westfield

<u>**Construction Projects**</u>
There will be unused funding reallocated from other systems and CCLS may be able to receive some of that to put toward partially funded projects. The earliest I anticipate hearing about this is late December.

DLD is making efforts to streamline parts of the construction process. Post-project photos will no longer be required effective December 1, 2023. Libraries may continue to submit post-project photos if they choose. A closing assurances form is being implemented and will be signed by the Library Board President. Progress reports are changing. Libraries must file a progress report to request an extension at year three and year six if an extension is required. DLD will send all requests for project progress reports to the system and the system will work with member libraries to complete the requests.

Advocacy meetings: There will be a library advocacy meeting on December 14 (10am) at Falconer High School Library with Senator Borrello and Assemblymembers Goodell, Giglio, and DiPietro (Erie/Wyoming counties)

Advocacy
Advocacy meetings regarding library funding have begun for the NYS Budget. I attended a meeting at the Audubon Library in Buffalo with Senator Sean Ryan. I will be attending a meeting on December 14 at the Falconer High School Library to speak with Senator Borrello, Assemblyman Giglio, and Assemblyman Goodell. We have gotten a great response from our member libraries and I have more than 10 people registered to join me as of Friday December 7.

I am working on a committee with WNYLRC to help advocate for library funding. WNYLRC has retained Masiello and Martucci, a Buffalo-based lobbying firm, to help us improve our advocacy efforts. This firm has ties to the Governor's office and we are hopeful that we will be able to make inroads there. If we see an increase in funding in the Governor's budget, we stand a good chance of seeing that funding hold up through Senate and Assembly review. The next round of advocacy meetings will be held in Albany in early February.

Recent Activities
- Attended public meetings for the Kennedy Free Library vote – 10/14, 10/18, 10/25, 11/28, 12/5
- Meetings with Masiello and Martucci, a lobbying firm retained by WNYLRC to help us advocate for library funding more effectively on the state level – 10/17, 10/30,
- 10/19: DLD Call
- 10/19: Meeting at Sinclairville Free Library to work through possible budget for 2025 to help determine 259 asking amount
- 10/23: WNYLRC meeting – Business and Finance Committee
- 10/23: Met at CCLS with two Ellington Farman Library trustees to discuss 414 votes, trustees had specific questions
- 10/24: Attended Hazeltine Public Library board meeting, funding increase vote in 2024 was discussed
- 10/25: WNYLRC meeting
- 10/27: CCLS Directors Call
- 10/30: Meeting to discuss health insurance options with Kathy Gustafson and insurance agent
- 10/31: Meeting at Cassadaga Library to work through possible budget for 2025 to help determine 259 asking amount
- 11/1 -11/4: NYLA conference
- 11/6: WNYLRC Personnel Committee meeting
- 11/8: Climate Adaptation for Library Facilities Summit (virtual)
- 11/13: Attended Portville Free Library board meeting – their construction project awarded this fall is already done! They have a beautiful new heating system
- 11/14: WNYLRC Board meeting
- 11/14: Cattaraugus County budget hearing
- 11/15: Attended Salamanca Public Library board meeting
- 11/17: Trustee Handbook Changes webinar
- 11/20: Attended Mayville Library board meeting
- 11/21: Attended Myers Memorial Library (Frewsburg) board meeting to present vote options, 259 and 414 options were discussed at length
- 11/27: NYS Construction Grant Updates webinar

- 11/28: Attended Ashville Free Library board meeting
- 11/29: CCLS Budget Committee meeting
- 11/30: Digital Equity Meeting regarding NYS plan in Olean
- 12/1: University at Buffalo Department of Information Science Advisory Board meeting
- 12/1: CCLS Staff Health Insurance Meeting with broker
- 12/7: Attend Lakewood Memorial Library board meeting
- 12/12: NYALS meeting (NY Alliance of Library Systems)
- 12/12: PULISDO meeting (Public Library System Directors Organization)

Upcoming Activities
- 12/14: Advocacy meeting with Senator Borrello – Falconer High School Library
- 12/15: CCLS Directors call
- 12/15: CCLS staff holiday party

Delivery/Vehicles
- The 2017 and 2023 trucks are each driven three days a week. Each driver uses both trucks.

Youth Services: LJ Martin

Summer Reading Program (SRP):
- Collected and sent SRP stats to DLD
- Have started planning for SRP 2024
- Working with 11 other systems to offer the 3rd annual SRP program symposium

Family Literacy:
- Continued 11 rotating collections, delivering 5 new Launchpads each month
- Promoted Youth Large Print Titles to all MLs
- Continued rotating collection of youth large print to 4 libraries
  - Added Delevan to the rotation

Community Contacts:
- Attended the Safety Village Halloween Trick or Teak evening supporting Busti
- Attended the library educational council meeting
  - Discussion around NOVEL NY expiring in 2024 and the need through schools, universities, and public libraries

Library Communication:
- All email communication supporting SRP and youth efforts
- Visited 1 ML to talk about Youth and Outreach programming

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
- Adding new equipment to support ready-made kits for ML's to checkout

Outreach: LJ Martin

Talking Books: 2 players and books returned- no reason for return given

Adult Literacy: In the current cycle

Correctional Faculties:
- Continued communication with Lakeview Shock Librarian about needs
- Used funding to help Lakeview Shore Librarian attend NYLA conference

COSAC:
- Committee met to review outreach mini-grants
- 6 Applications were approved and awarded: Brockton, Clymer, Franklinville, Little Valley, Randolph, and Sinclairville

Community Contacts:
- Meeting twice a month with NYS Outreach coordinators
- Sent out community events as I became aware through email
- Continued work with the Diversity and Equity tool kit team – started by Southern Adirondack Library System. Meeting twice a month and the group applied to speak at PLA
  - Attended a ½ day work session at SALS
- Working with DLD and Outreach coordinators on NYS Outreach law language updates
  - Reviewed proposed changes at the Outreach meeting during the NYLA conference
- Offered a grant writing workshop in partnership with the CattCo Arts Council
- Working with Chandra Middleton from Berkely University on a climate literacy tool kit for ML's to use in rural areas

Bits and Bobs:
- Ordering LP and Books on CD
- Visited 2 ML to talk out outreach and youth services
- Encouraging and supporting ML on updating and creating various policies
- Worked with and supported Megan and Chris for the Annual Meeting Workshop

Road Trip:
- Attended a meeting with systems that offered a road trip or who are interested
- Have met with two specific outreach coordinators to talk through CCLS' Road Trip and offer suggestions for planning a road trip.

Digital Services
Megan Disbro

Databases:
- We had 11,042 OverDrive ebook and audiobook checkouts in November
- 40 OverDrive orders submitted for 1,208 titles at a cost of $15,863.42 in November
- Created monthly report for OverDrive/Libby usage, Kanopy, Craftsy, and The Great Courses

- To view our OverDrive/Libby usage, visit:

- Submitted OverDrive invoices to Business Office
- Updated Libby brochure for the members
- Created new Kanopy brochure for the members
- Created a Kanopy PowerPoint presentation for FLU
- In December, we will be adding Booklist online (https://www.booklistonline.com) with remote access for library staff and patrons. OLE and JTN are paying for system-wide access to Booklist.
  > "Booklist is a book-review magazine that has been published by the American Library Association for more than 100 years, and is widely viewed as offering the most reliable reviews to help libraries decide what to buy and to help library patrons and students decide what to read, view, or listen to."

Training:
- Worked on and presented "Challenging Conversations: What happens when policy isn't enough?" with Chris and LJ at the Annual Meeting
- Creating "huddle" training with Chris and LJ that will be held in the system lab in January. The Policy Huddle will give member libraries a chance to learn and work together to draft library policies.

Digitization:
- All of our newspapers on microfilm that were part of the last two Access and Innovation Grants from WNYLRC have been digitized and uploaded to: https://nyshistoricnewspapers.org

Websites:
- Updates to the system and member sites as needed

Other:
- Posted to social media daily
- Fielded questions sent to info@cclsny.org
- Staffed chat reference service with Chris
- Answered Libby questions from patrons over the phone
- Drafted a social media policy for the system

Technical Processing
Chris Spink
During October and November 2023, CCLS member libraries added 2,562 new titles to the Koha database, and 86,266 new items. Since January, 14,372 titles have been added, and a total of 287,228 items.

Chris keeps busy in December setting up 2024 budget and fund information in Koha. While most member libraries use only a single designated fund for purchases made through CCLS-managed accounts, some larger libraries have two or more funds to help keep track of their finances. Extra fund codes include memorials, grants, children's materials, large print, and audiobooks.

New periodical records have now been added for titles that would grow to 200+ barcoded items in 2024. When several libraries all add items for the same issue, the total item count can rise quickly. A single catalog record for a magazine or newspaper with a large number of attached items can slow Koha's response time to a crawl across the whole System.

Chris is also collaborating with Megan Disbro and LJ Martin on a policies "huddle" set for January 11, 2024, and has just finished revisions to Koha fast cataloging training materials so a new group of trainees can begin in January.

IT Department Report:
Mike Jones
A guide to IT abbreviations has been added to the last page of the report for easy reference.

As of November 1, 2023, we finally finished the installation of all the routers and the new larger firewall to complete the equipment install that is our new contract with Spectrum. All member library internet connections are now operating at the increased speed.

There is significant interest in data wiring projects. There is Erate funding available to help with these projects.

We are looking to upgrade our webserver to remedy recent outage issues.

We are working with Carolyn on KOHA issues with email notices going to Spectrum users.

Data Wiring Project Status:
> Completed Data Projects: Ashville, Brocton, Chautauqua, Ellicottville (possible security system project), Frewsburg, Lakewood, Mayville, Ripley, Stockton
> In Progress (waiting for Erate Revision): Olean, Sherman
> Upcoming: Westfield, Stockton
> Pending Library Approval: Delevan, Dunkirk, Findley, Franklinville, Silver Creek, Westfield
> Project plan being written for electricians: Bemus, Gowanda
> Future site visits: Cassadaga, Cattaraugus, Clymer, Ellington, Falconer, Fluvanna, Little Valley, Machias, Portville, Randolph, Salamanca, Sinclairville,
> To be reviewed: Fredonia
> Other:
> - Prendergast – Annie needs a cost estimate, will possibly happen next year so she can budget.
> - CCLS – I need to walk our spaces – I would like for our data to be separated from JPL. We should prepare for VoIP phones

	LOCATION	IT Request
1	Allegany	

#	Location	Notes
2	Ashville	
3	Bemus Point	Data wiring project? Resolved printing issues
4	Brocton	Imaged laptop, replaced standing station, may have another to image
5	Busti	Resolved: no video issues, working on printer output
6	Cassadaga	
7	Cattaraugus	Terminated data jacks, want a data wiring project- move data rack upstairs to make room for the elevator
8	Chautauqua	
9	Clymer	
10	Delevan	Data project- waiting on quote, talk to Marge about computers
11	Dunkirk	Approval for data wiring project, resolved PC issues
12	Ellicottville	Need shorter data cables, security cameras system
13	Ellington	Need to discuss data project, mess under desk
14	Falconer	Discussed falconer joining CCLS Internet
15	Findley Lake	Data project- waiting for pricing
16	Fluvanna	Delivered ATA for fax, and is working- need to check status, replaced Staff PC, resolve QuickBooks Issues, receipt printer converting to network
17	Franklinville	Data wiring project- upgraded 2 laptops
18	Fredonia	Data project - waiting on prices, replaced switches, need to set aside 8 port switches for museum
19	Frewsburg	Installed switches, need to tidy up under patron desks, find cable for WAP in basement ceiling need to contact ASEC
20	Gowanda	Data wiring project needs to be sent for review, get quotes on security system, quality power strips, swapped out monitor
21	Jamestown	CUBE 3D rehab, phone system, scheduled WIFI Off in evenings, data wiring project, review camera network connections. Make and delete users, QuickBooks online
22	Kennedy	Need to send info on data wiring project
23	Lakewood	UPS for LAKEWOOD camera system - demo of Microsoft Teams,
24	Little Valley	Order new computers in new year, replaced all patron PCs with old Fredonia computers
25	Machias	
26	Mayville	
27	Olean	Need to Deliver 2 WAPS, server issues, backup issues, cleanup IT space with Chad, Business office email merge, what are they doing with old laptops- Windows 11 light, Data wiring, working on data wiring - NEW IMAGE, Delivering 18 computers, resolve networking DHCP, DNS issues
28	Portville	
29	Randolph	Review content filtering system- installed WAPs, Research Deep Freeze license count and cost, purchase Microsoft licenses
30	Ripley	Replaced network card in printer, need to ask about security system
31	Salamanca	OPACs need SSD x2, GET WAP out of backroom, bring toner in, discuss data project, Installing new printer/moving old printer
32	SNIC	

33	SNIA	Soon to work with them on imaging computers
34	Sherman	Test ATA for SIP Phone, data wiring project - waiting on pricing, delivering new computers
35	Silver Creek	Data wiring project- waiting on pricing
36	Sinclairville	Laptops getting old, assist with selection of new MFP/Grant, installed new EcoTank printer, turn wireless printing on, scanning issues
37	Stockton	Review work that was performed, firestick/Roku issue
38	Westfield	Alarm issues, convert to SIP, label printer, Data wiring price? Elevator phone line, phone system issues, installed updates

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.
DHCP	Dynamic Host Configuration Protocol	A client/server protocol that automatically provides an Internet Protocol (IP) host with its IP address and other related configuration information such as the subnet mask and default gateway.
DNS	Domain Name System	DNS, or the Domain Name System, translates human readable domain names (for example, www.amazon.com) to machine readable IP addresses (for example, 192.0.2.44).
MFP	Multifunction Printer	A device that consolidates the functionality of a printer, copier, scanner and/or fax into one machine.
OPAC	Online Public Access Catalog	An OPAC is used by library patrons to search for materials without a librarian's assistance. It is designed to be searched by title, author, subject, or keyword in an interface that is more user-friendly than the previous card catalog.
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.
UPS	Uninterruptible Power Supply	An uninterruptible power supply (UPS) or uninterruptible power source is a type of continual power system that provides automated backup electric power to a load when the input power source or mains power fails.
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 2023

─Income─

		2023 Budget	2024 Budget
	Misc		
4240.01	Interest	$ 6,000.00	$ 15,000.00
4240.07	Other Miscellaneous	$ -	
	Total Misc	$ 6,000.00	$ 15,000.00
	Charges		
4218.01	ILL	$ 1,200.00	$ 1,200.00
4218.02	DVD	$ 500.00	$ 400.00
	Total Charges	$ 1,700.00	$ 1,600.00
	Gifts		
4275.10	Foundations	$ 1,776.00	$ 1,800.00
4275.50	Other Gifts	$ 100.00	$ 100.00
4275.63	CHQ CTY SUMMER READING GRANT		
4275.64	CAT CTY SUMMER READING GRANT		
	Total Gifts	*$ 1,876.00*	*$ 1,900.00*
	County Funding		
4281.10	Cattaraugus	$ 81,248.00	$ 82,872.96
4281.20	Chautauqua	$ 108,300.00	$ 111,549.00
	Total County Funding	*$ 189,548.00*	*$ 194,421.96*
	State Funding		
4384.01	Annual Basic Aid	$ 719,858.00	$ 719,858.00
4384.02	LSSA Headquarters	$ 68,673.00	$ 68,673.00
4384.03	Supplemental Aid	$ 116,110.00	$ 116,110.00
4384.04	LLSA Members	$ 77,212.00	$ 77,212.00
4384.05	Central Library Aid	$ 169,068.00	$ 169,068.00
4384.07	Jails	$ 2,918.00	$ 2,918.00
4384.08	Correctional Facilities	$ 11,067.00	$ 11,067.00
4384.09	Coordinated Outreach	$ 82,759.00	$ 82,759.00
4384.12	RBDB	$ 11,000.00	
4384.19	ARPA Grant	$ 10,042.00	
	Total State Funding	*$ 1,268,707.00*	*$ 1,247,665.00*
	Federal Funding		
	Total Federal Funding	*$ -*	*$ -*
	Total Income	*$ 1,467,831.00*	*$ 1,460,586.96*

─Expenses─

	Operations		
	Materials and Catalog		
6206.05	Vendor Databases	$ 1,500.00	$ 1,600.00
6410.01	Books-Outreach	$ 9,000.00	$ 9,000.00
6410.02	Books-Headquarters	$ 500.00	$ 500.00
6410.07	eMaterials	$ 4,000.00	$ 5,000.00
6411.20	AV-Outreach	$ 2,000.00	$ 2,000.00
6413.01	Periodicals- Headquarters	$ 900.00	$ 900.00
6414.02	Children's Activities	$ 1,000.00	$ 1,000.00
6418.00	Jails Materials	$ 3,123.24	$ 2,918.00
6419.00	Prisons Materials	$ 6,194.58	$ 6,086.85
6420.00	ILL Service	$ 4,600.00	$ 4,600.00
6425.00	Book Processing	$ 600.00	$ 600.00
6432.08	KOHA/ILS Support	$ 47,377.60	$ 48,572.00
	Total Materials & Cat.	$ 80,795.42	$ 82,776.85
	Office Supplies		
6430.01	General Supplies & Misc	$ 2,500.00	$ 2,500.00
6430.08	Member Lib Supplies	$ -	
	Total Office Supplies	$ 2,500.00	$ 2,500.00
	Telecommunications		
6431.03	Cell Phone	$ 1,190.00	$ 1,190.00
6431.04	Fiber Optic Line	$ 1,025.00	$ 1,025.00
6431.06	Telephone	$ 1,560.00	$ 1,560.00
	Total Telecommunications	$ 3,775.00	$ 3,775.00
	Computing		
6432.02	Software	$ 4,000.00	$ 4,000.00
6432.20	Hardware	$ 4,000.00	$ 2,000.00
	Total Computing	$ 8,000.00	$ 6,000.00
	Postage		
6433.01	Mailings	$ 500.00	$ 500.00
6433.03	Mailing Eqp't	$ 1,300.00	$ 1,300.00
	Total Postage	$ 1,800.00	$ 1,800.00
	Marketing		
6434.00	Marketing	$ 5,000.00	$ 5,000.00
	Total Marketing	$ 5,000.00	$ 5,000.00
	Travel & Training		
6435.01	Mileage	$ 7,000.00	$ 9,000.00
6435.02	Annual Meeting	$ 4,000.00	$ 5,000.00
6435.03	Workshops	$ 2,000.00	$ 1,500.00
6435.04	Workforce Development	$ 7,000.00	$ 5,000.00
6435.05	Membership Dues	$ 3,100.00	$ 3,282.00
	Total Travel & Training	$ 23,100.00	$ 23,782.00
	Professional Fees		

Code	Item	Amount	Amount
6437.01	Auditor	$ 6,100.00	$ 6,405.00
6437.02	Attorney	$ 3,000.00	$ 1,500.00
6437.04	Admin of Benefits Acct	$ 1,200.00	$ 1,200.00
6437.10	Payroll	$ 1,500.00	$ 1,750.00
6437.15	Other Prof Fees	$ 6,000.00	$ 6,000.00
	Total Professional Fees	$ 17,800.00	$ 16,855.00
	Maintenance and Repair		
6438.01	Rent to Prendergast	$ 58,500.00	$ 58,500.00
6439.02	Copiers Service Contract	$ 3,000.00	$ 1,000.00
6439.03	Equipment Repair	$ 500.00	$ 500.00
	Total Maint. & Repair	$ 62,000.00	$ 60,000.00
	Insurance		
6454.00	Insurance	$ 8,700.00	$ 9,000.00
	Total Insurance	$ 8,700.00	$ 9,000.00
	Vehicle Operations		
6470.10	Vehicle Operations	$ 9,000.00	$ 9,000.00
6470.30	Vehicle Maintenance	$ 4,500.00	$ 4,500.00
	Total Vehicle Operations	$ 13,500.00	$ 13,500.00
	Operations	$ 226,970.42	$ 224,988.85
	Grants to Members		
6490.01	Local Library Services Aid	$ 77,212.00	$ 77,212.00
6490.02	Regular Cash Grant	$ 9,500.00	$ 9,500.00
6490.03	Central Library Aid	$ 169,068.00	$ 169,068.00
6490.05	Adult Literacy	$ 2,000.00	$ 2,000.00
6490.06	Family Literacy	$ 8,000.00	$ 8,000.00
6490.07	RBDB	$ 11,000.00	
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	$ 5,000.00	$ 4,000.00
6490.12	Outreach Mini-Grant	$ 5,000.00	$ 5,000.00
6490.21	Broadband Project	$ 16,000.00	$ 16,000.00
6490.24	CHQ CTY SUMMER READING GRANT		
6490.25	ML Payroll Processing Service	$ 15,000.00	$ 18,500.00
6490.29	Love Your Library Aid		$ 6,000.00
	Total Grants to ML	$ 468,197.00	$ 447,280.00
	Personnel		
	Salaries		
6840.10	Professional Staff	$ 521,807.42	$ 532,243.56
6840.20	Other Staff	$ 149,075.16	$ 151,579.99
	Total Salaries	$ 670,882.58	$ 683,823.56
	Benefits		
6900.01	NYS Retirement	$ 75,846.83	$ 102,888.00

6900.03	Social Security	$ 51,816.00	$ 52,312.50
6900.04	Workers Comp	$ 3,700.00	$ 3,700.00
6900.05	Life Insurance	$ 800.00	$ 800.00
6900.08	Health Insurance	$ 73,771.38	$ 79,320.50
6900.09	Disability	$ 680.00	$ 680.00
6900.10	HRA	$ 12,600.00	$ 11,700.00
6900.11	EAP	$ 325.00	$ 360.00
	Total Benefits	$ 219,539.22	$ 251,761.00
	Total Personnel	$ 890,421.79	$ 935,584.56
	Capital		
	Vehicles	$ 40,000.00	
	Building	$ -	
	Total Capital	$ 40,000.00	$ -
	Total Expenses	$ 1,625,589.21	$ 1,607,853.41
	Net income	$ (157,758.21)	$ (147,266.45)
	Net Transfers In		
	Income and Transfers	$ (157,758.21)	$ (147,266.45)
	Appropriated Fund Balance	$ 139,824.57	$ 147,266.45
	CARF Interest		
		$ (17,933.64)	$ 0.00

CCLS 2024 Proposed Budget Notes

Income

4240.01 Interest: I chose to be conservative on this line. Kathy and I discussed and feel that this is reasonable based on current interest rates for active CD's. 2023 was an exceptional year for interest.

4218.02 DVD: These charges will continue to decrease over time. These are DVD's that belong to CCLS, but are housed as a collection at Prendergast.

4281.10 Cattaraugus County Funding: Increased 2%

4281.20 Chautauqua County Funding: Increased 3%

State Funding: Planning for flat funding until we hear otherwise

Expenses

6410.07 eMaterials: $1,000 increase. We need to contribute more funds.

6418.00 Jails Materials: Amount reflects anticipated funding for 2024. We will be underspent in 2023, so this will be updated once 2023 is complete.

6419.00 Prisons Materials: Reflects 2024 anticipated funding. We may underspend slightly in 2023 and will adjust at the close of the year.

6432.08 KOHA/ILS Support: Anticipated 3% increase in KOHA fee. Annual Increase for Syndetics – book jackets, reviews, etc. Twilio service averaging $75 per month – text message reminders

6432.20 Hardware: We will need to purchase one new staff computer in 2024. Additional funds for smaller purchases necessary to help IT staff.

6435.01 Mileage: Increased by $2,000. Will be working with Mike and Jeff to reduce mileage costs by making better use of the Subaru.

6435.02 Annual Meeting: Increased $1,000 based on pricing for 2023. It is likely that CHQ county venue costs will increase.

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

6435.04 Workforce Development: Reduced $2,000. Would like to keep, but can adjust. Ask staff to share rooms when possible.

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

6437.01 Auditor: Anticipated 5% increase. Need verification from auditor.

6437.02 Attorney: I recommend a switch to Stephanie "Cole" Adams located in Buffalo NY. She recommends a $1200 retainer and would then bill hourly. I have been frustrated with our current attorney and his lack of responsiveness. I think we would get improved service for a lower price.

CCLS 2024 Proposed Budget Notes

6437.10 Payroll (CCLS): Incremental increase to account for rising payroll costs.

6439.02 Copier Service Contract: Reduced $2,000. We overbudgeted in 2023 based on old contract.

6490.11 Continuing Education Grants: Reduced $1,000 based on 2023 expenses.

6490.20 Broadband Project: Covering an additional portion of member library costs for the first quarter. In future years, anticipated expenses about $13,000.

6490.25 ML Payroll Processing Service: Increased to more accurately reflect costs.

Salaries: 2% increase across the board. Increase amount $12,940.98. Would like to give more, but we just don't have it.

Benefits: Proportionate increases based on salary. Health insurance as explained.

New Delivery Truck: One-time expense – did not include with budget

CCLS Social Media Policy

Adopted 12/11/14 by the CCLS Board of Trustees

The Chautauqua-Cattaraugus Library System (CCLS) uses social software tools for educational, cultural, civic, and recreational purposes. CCLS use of social software tools provide a limited public forum to share ideas, opinions, and information about library-related subjects and issues. Social software is intended to create a welcoming and inviting online space where CCLS staff, member library users, and member library staff will find useful and entertaining information and can interact with others.

Social software is defined as any web application, site or account offered by CCLS that facilitates the sharing of opinions and information about library related subjects and issues, or System programs and services. Social software includes such formats as blogs, listservs, websites, social network pages or posts to community reviews and patron ratings of library materials.

Comments are reviewed by CCLS staff and CCLS reserves the right to remove comments that are unlawful or off topic. CCLS reserves the right to block repeat offenders. Posts containing the following are against library rules and will be deleted before posting or removed by library staff:

Copyright violations
Off topic comments
Commercial material/spam
Duplicated posts from the same individual
Obscene posts
Specific and imminent threats
Libelous comments
Inappropriate images

Social Media Policy

Purpose and Scope:
CCLS uses several social media platforms. CCLS will keep current with trends in social media platforms in order to fulfill its mission to foster, strengthen, and improve public library services within its two-county service area.

CCLS engages with its community regarding matters related to its resources, services, member libraries, programs, the library field, and topics relating to books.

Public Comments and Posts:
Comments, posts, and messages are allowed on the CCLS's social media platforms if they conform to this social media policy. CCLS reserves the right to remove or edit submissions or comments at any time. Speech that is not protected by the First Amendment is considered unacceptable behavior and may result in the removal of a post or the temporary blocking of a user.

Users of CCLS social media platforms who have had postings, comments, or submissions deleted, or users who have been temporarily banned by CCLS staff, may appeal this decision in writing or email to the CCLS Executive Director. The CCLS Executive Director may affirm or reverse the CCLS staff decision within 30 days of receiving the written appeal.

Mailing Address:
Appeals should be addressed to: Chautauqua-Cattaraugus Library System Executive Director, 106 W 5th St, Jamestown, NY 14701, or emailed to: director@cclsny.org

Records Retention:
If CCLS staff delete a comment, post, message, or submission, CCLS will retain a copy of the deleted material.

Disclaimer:
Comments expressed on any of the CCLS social media platforms do not reflect the views or positions of CCLS, its officers, or its employees. Social media users should exercise their own judgment about the quality and accuracy of any information presented through social media.

Staff Responsibilities:
Social media platforms serve as the digital face of CCLS and should maintain the same level of customer service provided in a physical office space. CCLS staff should use a tone consistent with the CCLS communication and marketing strategy, whether posting original content, sharing posts, or communicating directly with a user. CCLS staff will be friendly, sincere, and energetic. CCLS posts will be written from the point of view of the "We." As the online face of CCLS, staff should remain professional at all times and should refrain from expressing their personal views when posting on behalf of CCLS.

Privacy:

CCLS may occasionally refer to public comments made on social media. However, it will not collect, sell, or knowingly transfer to any third party any personally identifiable information related to social media engagement with CCLS. Please be advised each social media platform has its own privacy policies, which should be carefully reviewed.