



# Meeting of the Board of Trustees

Wednesday, April 10<sup>th</sup>, 2024

6:00PM

Randolph Library

26 Jamestown Street, Randolph, NY 14772

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

April 10, 2024  
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
5. Unfinished Business
  - a. 2022 Audit Report
  - b. Director Evaluation
  - c. Update on Prendergast improvements to the System Offices
  - d. Policy review
    - i. Conflict of Interest policy
    - ii. Whistleblower policy
6. New Business
  - a. 2022 Annual Report
  - b. Trustee Paul Benson Resignation/ New Trustee needed to represent Chautauqua county
  - c. 2024 Construction Grants
7. Director's Report:
  - a. Report on System activities – Janice Dekoff

Date of next meeting: Wednesday June 12, 2024 – 6:00 To be confirmed

**Chautauqua-Cattaraugus Library System**

**Board of Trustees Meeting**

**February 14, 2024 Randolph Library 6:00 pm**

**Present:** Don Watkins, Steve Crowley, Sandy Blood, Barbara Kittle, Reed McElfresh, Jan Dekoff

Guest: Ed Erhart

Absent: Don Butler, Nancy Padak, Ned Lindstrom

Unexcused absence: Paul Benson

Meeting called to order at 6:01 by President Don Watkins.

Approval of Consent agenda, motion by Steve/Sandy All approved.

1. Budget for 2023 ended with a fund balance higher than anticipated and the deficit lower than anticipated. Contributors to the fund balance include the Interest from our CD's, The Love Library Fund from the State, and the Summer Reading Grant.
2. The Balance Sheet has a new line titled Prepaid Expenses.
3. The 990 has been filed by the Auditor. A meeting can be held with the Auditor to and the audit committee.

A motion by Steve, 2<sup>nd</sup> by Reed to accept treasurer's report approved.

Discussion of the needed upgrades to the System Offices included upgrades to the lighting, painting the bathroom and temporary walls. Prendergast offered to have their Facilities manager to come look at our space to make recommendations. Prendergast will confirm the square footage of the System workspace. The lease with Prendergast expires at the end of the year.

Policies and Procedures: Jan withdrew discussion of the Whistleblower Policy as she wants to do a little more work on it. The discussion of the Conflict-of-Interest policy centered on participation by Board Members in Construction Fund Grant selections. The Policy Committee will revisit the policy. The Retiree Health Insurance Policy was approved after a motion from Sandy and a second by Barb.

System Director's Report: Jan announced that she will be the President of the Board of WNYLRC for 2025. An overview of her report followed.

Currently our 2017 delivery truck is out of service with repairs not expected any time soon. Jan will be looking into purchasing a new vehicle.

Meeting adjourned at 7:05pm.

Respectfully Submitted by substitute recorder Barb Kittle

# CCLS 2024

## Income

		February	March	YTD
<b>Misc</b>				
4240.01	Interest	\$ 2,804.87	\$ 2,954.63	\$ 8,982.11
4240.07	Other Miscellaneous			\$ -
	<i>Total Misc</i>	<i>\$ 2,804.87</i>	<i>\$ 2,954.63</i>	<i>\$ 8,982.11</i>
<b>Charges</b>				
4218.01	ILL	\$ 96.00	\$ 24.00	\$ 188.00
4218.02	DVD			\$ 97.22
	<i>Total Charges</i>	<i>\$ 96.00</i>	<i>\$ 24.00</i>	<i>\$ 285.22</i>
<b>Gifts</b>				
4275.10	Foundations			\$ -
4275.50	Other Gifts			\$ 101.00
	<i>Total Gifts</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 101.00</i>
<b>County Funding</b>				
4281.10	Cattaraugus	\$ 20,718.25		\$ 20,718.25
4281.20	Chautauqua	\$ 83,661.75		\$ 83,661.75
	<i>Total County Funding</i>	<i>\$ 104,380.00</i>	<i>\$ -</i>	<i>\$ 104,380.00</i>
<b>State Funding</b>				
4384.01	Annual Basic Aid			\$ -
4384.02	LSSA Headquarters			\$ -
4384.03	Supplemental Aid			\$ -
4384.04	LLSA Members			\$ -
4384.05	Central Library Aid			\$ -
4384.07	Jails			\$ -
4384.08	Correctional Facilities			\$ -
4384.09	Coordinated Outreach			\$ -
4384.13	Bullet Aid	\$ 80,000.00		\$ 80,000.00
	<i>Total State Funding</i>	<i>\$ 80,000.00</i>	<i>\$ -</i>	<i>\$ 80,000.00</i>
<b>Federal Funding</b>				
				\$ -
	<i>Total Federal Funding</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>

Notes

**Total Income**    \$ 187,280.87    \$ 2,978.63    \$ 193,748.33

**Expenses**

**Operations**

**Materials and Catalog**

6206.05	Vendor Databases	\$	902.00		\$	902.00
6410.01	Books-Outreach	\$	706.88	\$	163.85	\$ 1,521.30
6410.02	Books-Headquarters					\$ -
6410.07	eMaterials	\$	11.63	\$	409.96	\$ 687.24
6411.20	AV-Outreach	\$	118.97	\$	182.95	\$ 441.88
6413.01	Periodicals- Headquarters	\$	258.99			\$ 453.99
6414.02	Children's Activities	\$	263.99			\$ 263.99
6418.00	Jails Materials					\$ 187.14
6419.00	Prisons Materials					\$ -
6420.00	ILL Service	\$	300.00			\$ 300.00
6425.00	Book Processing	\$	20.00	\$	14.00	\$ 34.00
6432.08	KOHA/ILS Support	\$	69.40	\$	71.94	\$ 4,583.39
	<i>Total Materials &amp; Cat.</i>	\$	<i>2,651.86</i>	\$	<i>842.70</i>	\$ <i>9,374.93</i>

55% of income for materials

Only CCLS processing

**Office Supplies**

6430.01	General Supplies & Misc	\$	13.91	\$	781.99	\$ 795.90
6430.08	Member Lib Supplies	\$	170.82	\$	(52.05)	\$ 56.92
	<i>Total Office Supplies</i>	\$	<i>184.73</i>	\$	<i>729.94</i>	\$ <i>852.82</i>

Supplies billed, not replenished

**Telecommunications**

6431.03	Cell Phone	\$	(3.82)			\$ (3.82)
6431.04	Fiber Optic Line	\$	85.41	\$	85.41	\$ 256.23
6431.06	Telephone	\$	108.32	\$	113.60	\$ 331.87
	<i>Total Telecommunications</i>	\$	<i>189.91</i>	\$	<i>199.01</i>	\$ <i>584.28</i>

Drivers' cell phones cancellation refund

**Computing**

6432.02	Software	\$	(27.01)	\$	94.95	\$ 2,017.27
6432.20	Hardware			\$	896.17	\$ 896.17
	<i>Total Computing</i>	\$	<i>(27.01)</i>	\$	<i>991.12</i>	\$ <i>2,913.44</i>

GoTo Assist Credit

**Postage**

6433.01	Mailings					\$ 139.47
6433.03	Mailing Eqp't			\$	242.34	\$ 242.34
	<i>Total Postage</i>	\$	<i>-</i>	\$	<i>242.34</i>	\$ <i>381.81</i>

<b>Marketing</b>					
6434.00	Marketing			\$	-
	<i>Total Marketing</i>	\$ -	\$ -	\$	-
<b>Travel &amp; Training</b>					
6435.01	Mileage	\$ 567.16	\$ 480.12	\$	1,695.14
6435.02	Annual Meeting			\$	-
6435.03	Workshops	\$ 29.98		\$	364.18
6435.04	Workforce Development	\$ -		\$	694.00
6435.05	Membership Dues	\$ 1,000.00		\$	3,082.00
	<i>Total Travel &amp; Training</i>	\$ 1,597.14	\$ 480.12	\$	5,835.32
<b>Professional Fees</b>					
6437.01	Auditor			\$	-
6437.02	Attorney			\$	-
6437.04	Admin of Benefits Acct	\$ 875.00		\$	875.00
6437.10	Payroll	\$ 144.14	\$ 224.14	\$	525.17
6437.15	Other Prof Fees			\$	-
	<i>Total Professional Fees</i>	\$ 1,019.14	\$ 224.14	\$	1,400.17
<b>Maintenance and Repair</b>					
6438.01	Rent to Prendergast	\$ 4,875.00	\$ 4,875.00	\$	14,625.00
6439.02	Copiers Service Contract	\$ 60.55	\$ (44.80)	\$	89.37
6439.03	Equipment Repair			\$	-
	<i>Total Maint. &amp; Repair</i>	\$ 4,935.55	\$ 4,830.20	\$	14,714.37
<b>Insurance</b>					
6454.00	Insurance			\$	9,541.80
	<i>Total Insurance</i>	\$ -	\$ -	\$	9,541.80
<b>Vehicle Operations</b>					
6470.10	Vehicle Operations	\$ 1,008.53	\$ 833.04	\$	1,841.57
6470.30	Vehicle Maintenance		\$ 1,590.12	\$	1,590.12
	<i>Total Vehicle Operations</i>	\$ 1,008.53	\$ 2,423.16	\$	3,431.69
	<b>Operations</b>	\$ 11,559.85	\$ 10,962.73	\$	49,030.63
<b>Grants to Members</b>					
6490.01	Local Library Services Aid			\$	-
6490.02	Regular Cash Grant			\$	-
6490.03	Central Library Aid	\$ 15,535.85	\$ 1,150.00	\$	16,685.85
6490.05	Adult Literacy			\$	-

Policy Workshop; ALA Webinar: Public Library Director Crash Course

NYLA Membership

CCLS only

Erate consultant

Print shop billing - SIN

2024 Insurance Paid in Full including 2024 D&O Insurance of \$1,240

2017 Truck Electronic Brake Control Module

6490.06	Family Literacy	\$ 117.58	\$ 1,041.92	\$ 1,442.83
6490.07	RBDB			\$ -
6490.08	Bullet Aid	\$ 40,000.00		\$ 40,000.00
6490.09	Summer Reading			\$ -
6490.10	Book Plan	\$ 25,183.75	\$ 4,501.75	\$ 29,685.50
6490.11	Continuing Education Grants			\$ -
6490.12	Outreach Mini-Grant			\$ -
6490.21	Broadband Project	\$ 3,438.43	\$ (303.00)	\$ 6,573.86
6490.25	ML Payroll Processing Service	\$ 1,625.69	\$ 1,882.94	\$ 3,508.63
6490.29	Love Your Library Aid			\$ -
	<b>Total Grants to ML</b>	<b>\$ 85,901.30</b>	<b>\$ 8,273.61</b>	<b>\$ 97,896.67</b>

### Personnel

<b>Salaries</b>				
6840.10	Professional Staff	\$ 44,353.68	\$ 44,353.68	\$ 133,061.04
6840.20	Other Staff	\$ 12,594.81	\$ 12,640.83	\$ 37,926.46
	<i>Total Salaries</i>	<i>\$ 56,948.49</i>	<i>\$ 56,994.51</i>	<i>\$ 170,987.50</i>
<b>Benefits</b>				
6900.01	NYS Retirement			\$ -
6900.03	Social Security	\$ 4,091.54	\$ 4,095.09	\$ 12,285.54
6900.04	Workers Comp			\$ 3,118.00
6900.05	Life Insurance			\$ 197.23
6900.08	Health Insurance	\$ 7,231.59	\$ 6,753.87	\$ 21,230.54
6900.09	Disability		\$ 169.50	\$ 169.50
6900.10	HRA	\$ 249.42	\$ 453.54	\$ 1,003.47
6900.11	EAP	\$ 89.38		\$ 89.38
	<i>Total Benefits</i>	<i>\$ 11,661.93</i>	<i>\$ 11,472.00</i>	<i>\$ 38,093.66</i>
	<b>Total Personnel</b>	<b>\$ 68,610.42</b>	<b>\$ 68,466.51</b>	<b>\$ 209,081.16</b>

Health Reimbursement

### Capital

	Vehicles			\$ -
	Building			\$ -
	<i>Total Capital</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>

**Total Expenses \$ 166,071.57 \$ 87,702.85 \$ 356,008.46**

Net income	\$ 21,209.30	\$ (84,724.22)	\$ (162,260.13)
Net Transfers In			\$ -

Income and Transfers	\$ 21,209.30	\$ (84,724.22)	\$ (162,260.13)
Appropriated Fund Balance			-
CARF Interest	\$ 504.89	\$ 541.50	\$ 1,584.32
	\$ 21,714.19	\$ (84,182.72)	\$ (160,675.81)



## CHAUTAUQUA-CATTARAUGUS LIBRARY SYSTEM

04/03/24

## Balance Sheet

Accrual Basis

As of March 31, 2024

	<u>Mar 31, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Petty Cash	50.00
1060 · NWSB - Checking Account	15,609.61
1070 · NWSB - Money Market	123,811.88
1080 · FSB - Checking Account	2,500.00
1080.50 · FSB - Cash Sweep	229,783.64
1090 · FSB - Money Market	2,502.80
1090.50 · FSB - CDARS	907,180.09
<b>Total Checking/Savings</b>	<u>1,281,438.02</u>
<b>Accounts Receivable</b>	
1200 · Accounts Receivable	20,687.19
<b>Total Accounts Receivable</b>	<u>20,687.19</u>
<b>Other Current Assets</b>	
1300 · Materials Member Libraries	10,320.50
1400 · Prepaid HRA Fund	841.83
1410 · Prepaid Expense	1,831.12
<b>Total Other Current Assets</b>	<u>12,993.45</u>
<b>Total Current Assets</b>	<u>1,315,118.66</u>
<b>Fixed Assets</b>	
1500 · Equipment	84,801.67
1504 · Leasehold Improvements	133,142.75
1505 · Vehicles	93,994.13
1525-00 · Accumulated Depreciation	-297,586.86
<b>Total Fixed Assets</b>	<u>14,351.69</u>
<b>TOTAL ASSETS</b>	<u><u>1,329,470.35</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	4,122.87
<b>Total Accounts Payable</b>	<u>4,122.87</u>
<b>Other Current Liabilities</b>	
2030 · ML Prepayments	6,675.02
2160 · Flex Withholding	817.83
2165 · Accrued Vacation	37,590.01
<b>Total Other Current Liabilities</b>	<u>45,082.86</u>
<b>Total Current Liabilities</b>	<u>49,205.73</u>
<b>Total Liabilities</b>	49,205.73
<b>Equity</b>	
3109 · Unrestricted Net Assets	1,289,579.96
3110 · Unrestrict Brd-Desig Net Assets	151,360.47
Net Income	-160,675.81
<b>Total Equity</b>	<u>1,280,264.62</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,329,470.35</u></u>





**System Director's Report  
April 10, 2024**

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

**Executive Director  
Janice Dekoff**

**2024 State Library Funding**

The Senate and Assembly shared their one house budgets and both show increase in library aid.

	Governor's Budget	Senate Budget	Assembly Budget
Library Operating Aid	\$102.1M	\$104.6M	\$104.6M
Library Construction Aid	\$34M	\$54M	\$68M

All three budget proposals include \$3M for NOVELny.

The Senate Budget includes \$2.5M to support Dolly Parton's Imagination Library that would provide books to all children in NYS from birth to 5.

**2024 Library Votes**

The Ashville Free Library decided to proceed with a 259 vote in May. They are one of five libraries going for the 259 vote. The other four libraries are: Mary E. Seymour Memorial Free Library, Sinclairville Free Library, Lakewood Memorial Library, and Hazeltine Public Library. All libraries have submitted the necessary documentation to be added to the May ballot. The Ellington Farman Library is working towards a 414 vote in November 2024.

**2023 Annual Reports**

Thirty-two-member library annual reports have been submitted to the Division of Library Development for review. We are working with the remaining four libraries to finalize their reports for submission. The CCLS annual report is ready for CCLS Board review. The report will be submitted after approval is granted.

**Conference Travel**

April 2-6: Public Library Association Conference – Sessions to Include:

- How to Say the Hard Things: Lessons Learned in Years of Crisis
- Challenging Times: Unite Against Book Bans and ALA's Policy Corp
- Equitable Collections Use: Is Floating the Answer or a Hindrance?
- Unbannable: How Libraries Are Ensuring Access to Banned Books
- Building Leadership and Equity with Staff Mentorship
- Transforming Community: A Rural Library's Story
- Activating AI Education and Algorithmic Literacy at Toronto Public Library

April 23: NYLA's Spring on the Hill – Sessions to Include:

- Library Liberties, Law, and Policy
- Preserving Knowledge, Protecting Freedoms: Navigating the Landscape of Censorship in Libraries
- ALA Media Training
- PULISDO Meeting

### **Construction Projects**

The Dunkirk Public Library ramp and circulation desk project has been submitted to DLD with SHPO approval. There are unused construction funds that will be made available to systems to help with projects that were not fully funded. We have been told to anticipate approximately \$100,000 when DLD re-allocates the funding.

### **Recent Activities**

2/16: WNYLRC Business and Finance Meeting  
2/17: Trustee training for Kennedy and Ellington Trustees  
2/23: CCLS Directors Call  
2/26: RIP site visit re: Annual Report  
2/27: Emergency Planning webinar  
2/28: Robert's Rules of Order webinar  
3/1: NYALS Retreat planning & WNYLRC Advocacy Meeting  
3/5: CCLS Space visit with Annie and contractor  
3/7: E-resources contract webinar  
3/8: Freedom to Read webinar  
3/12: NYALS meeting & PULISDO meeting  
3/13: UB ILS Department Retreat  
3/14: CCLS Staff meeting  
3/15: SAL site visit  
3/18: NYALS Retreat Planning meeting  
3/21: DLD call  
3/22: CCLS Member Library Director call  
3/26: WNYLRC Board meeting (remote)  
3/27: SAL site visit

### **Upcoming Activities**

4/1: Meeting with Ellington Library Trustees and Town Clerk to discuss 414  
4/-4/6: Public Library Association Conference (Columbus, OH)  
4/9: NYALS & PULISDO call, BEM board meeting  
4/10: CCLS Board meeting  
4/11: CCLS Staff meeting, Construction webinar  
4/18: DLD Call  
4/19: CCLS Member Library Director call  
4/23: Spring on the Hill (NYLA training in Albany)

### **Delivery/Vehicles**

The 2017 truck was finally repaired and returned to CCLS on March 27, 2024. We are waiting for information from Shults on a new truck.

**Business Office: Kathy Gustafson****Financial Reporting**

- Completed Workers' Comp Virtual Audit.
- Prepared Profit & Loss Analysis for February 29, 2024.
- Prepared Profit & Loss Analysis, Balance Sheet and Investment Report for March 31, 2024.
- Prepared Bills Paid Reports for February 2024 and March 2024.
- Prepared and distributed January, February and March month end QuickBooks reports for CCLS staff with department budget lines.

**Annual Reports**

- Completed financial sections 6, 7 and 13 of the CCLS Annual Report.
- Reviewed and reconciled, when necessary, the financial sections of 32-member library annual reports.

**Member Libraries**

- Prepared February and March billings for books, DVDs, Overdrive, ILL, supplies, broadband, etc.
- Coordinated annual Movie License renewal for participating member libraries.

**Youth Services: LJ Martin****Summer Reading Program (SRP)**

- Collaborating with other 14 NYS YS consultants to put on a state-wide SRP Idea Workshop
  - Children's workshop Feb. 15<sup>th</sup> - 14 from CCLS attended 452 in total attended
  - Teen's workshop March 13<sup>th</sup> - 4 from CCLS Attended 167 in total attended
- One CCLS ML is presented at the Teen's Workshop
- Sending out DLD Workshop opportunities
- Worked with DLD to obtain Smokey Bear Challenge Materials from the National Parks (Smokey is 80 years old)

**Family Literacy**

- Continued 12 rotating collections, delivering 5 new Launchpads each month
- Provided kits for libraries participating in school literacy evenings at local schools
- Provided kits for libraries promoting Read Across America Day March 2<sup>nd</sup>

**Community Contacts**

- Met every 2 months with the School Librarian Council
- Working with school libraries to promote summer reading programs to students

**Library Communication**

- All email communication supporting SRP and youth efforts
- Visited 8 ML to talk about Youth 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
- Attended DLD YS meeting
- Attended NYS YS meetings once a month
- Made 2 new Science kits in response to ML request

- Worked with CCLS staff on the annual report workshop – presenting specific sections and answering questions
- Participated in the Young Playwrights Project to represent CCLS, through Chautauqua Institution

16 NYS Youth Consultants right before the Teen’s Workshop on March 13<sup>th</sup> – Theme of Adventure Begins at Your Library



### Outreach: LJ Martin

**Talking Books** – Promotion through DLD’s workshops

**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

### COSAC

- No new meetings, will meet in June to go over ML’s project final reports

### Community Contacts

- Meeting once a month with NYS Outreach coordinators
- Met in Feb. with DLD Outreach group
- Sent out community events as I became aware through email
- Continued work on the Pathways to Understanding project with the Southern Adirondack Library System and other systems
- Connected with CHQ’s Health department to host free vaccine times at local libraries, three member libraries took up the offer
- Make a connection with the CHQ county mental health department to work at disseminating information to all communities

### Bits and Bobs

- Ordering LP and Books on CD
- Continued adding to the Youth Large Print collection and advertising
- Visited 8 ML to talk about outreach, youth, and answer questions
- Started reaching out to Day Adventure Pass partners to renew MOE
- Reviewed all ML’s annual reports for specific sections and asked for clarification when needed

- Hosted an Eclipse: What to expect on the Ground Workshop with CHQ county Emergency Service
- Passing along information about the upcoming Solar Eclipse to all MLs
- Obtained over 7,000 glasses to send to MLs for their communities
- Offered a Program Tracking workshop for MLs, 14 attended

## **Digital Services**

**Megan Disbro**

### **Databases:**

- We had 11,740 OverDrive/Libby checkouts in February
- 70 OverDrive orders were submitted between February 1 – March 25, 2024 for 398 titles
- The Cattaraugus County Department of Aging purchased three OverDrive titles for our collection
- Met with our OverDrive Manager online to discuss possible bundle pricing
- Submitted all February and March OverDrive invoices to the Business Office
- Patrons at member libraries retrieved 3,335 full-text documents and images from Ancestry Library Edition between February – March 25, 2024
- Tech-Talk developed a new way of tracking usage at each member library after we requested this service. The total number of system-wide logins for Tech-Talk in February was 169
- Printed Libby brochures for SIL
- Printed Kanopy brochures for MAC
- OLE is renewing Northstar
- Ran Hoopla and Creative Bug trials. It was agreed by all, JTN, OLE, and CCLS to not move forward with those platforms

### **Training:**

- Attended the Public Library Director Crash Course: Getting the Skills You Need from ALA
- Attended the Ask An Archivist: Establishing a Local History Collection webinar from the Long Island Library Resources Council
- Working on Microsoft Teams training and will work with Jeff to provide system-wide training
- Working on Ancestry Library Edition training videos

### **Other:**

- Posted to social media daily
- Worked on Member Annual Reports
- Answered patron Libby and Kanopy questions
- Forwarded training, OverDrive alerts, and notices to the members
- Working on a survey regarding services from my department. I want to make sure my department is providing the services the members want and if not, what services should I be providing. I met with Lynn at FLU to go over the survey. I wanted Lynn's advice on how the survey sounded. Lynn's feedback and ideas were very much appreciated and helpful
- Worked with Jan on a new Professional Collection program that will be announced soon. This year, we are trying new ways to promote the Professional Collection titles to the members
- Created and printed book jacket covers for members to use in displays to help promote new titles that are available in our system

**Technical Processing**

**Chris Spink**

In February, member libraries added 1,339 new titles and 47,449 items to the catalog. In 2024, 2,687 new titles and 76,376 items have been added. March figures are not available as of this writing.

Chris is busy leading a Koha fast cataloging training, and plans to hold a fast-cataloging users group meeting in April. Fast cataloging is a means by which member libraries can add abbreviated catalog records for donated or direct-ordered materials. A weekly report collects these records so Chris and Wendy can locate full cataloging for their titles.

**IT Department Report:**

**Mike Jones**

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

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

Data Wiring Project Status:

Completed Data Projects: Ashville, Brocton, Busti, Chautauqua, Delevan Ellicottville, Findley Lake, Fredonia, Frewsburg, Lakewood, Mayville, Olean, Ripley, Sherman, Silver Creek, Stockton

Upcoming: Bemus Point, Ellington, Gowanda, Westfield

Pending Library Approval: Cattaraugus, Dunkirk, Fluvanna, Franklinville, Randolph

Waiting for Contractor Quote: Allegany, Cassadaga, Falconer, Kennedy, Little Valley, Portville, Salamanca

Future site visits: Clymer, Sinclairville, CCLS

Declined: Jamestown, Machias

	LOCATION	IT Request (excluding Data Wiring Project work)
1	Allegany	Data project and he needs a new director computer/refurbished.
2	Ashville	
3	Bemus Point	Remodeling project reviewed with Katie Smith, ordered 6 new computers
4	Brocton	Reworked printing driver for new printer
5	Busti	Resolved printing issue
6	Cassadaga	
7	Cattaraugus	Move data rack upstairs to make room for the elevator
8	Chautauqua	WIFI printing ongoing need Chautauqua IT Staff help, ordered new computers
9	Clymer	New IP range -related to Olean out of IP address issues
10	Delevan	Installed new NAS, waiting on QuickBooks migration, reload patron PC's
11	Dunkirk	Installed new UPS for elevator, Ordered new MFP, resolved time issues
12	Ellicottville	Need shorter data cables, security cameras system
13	Ellington	Attending board meeting regarding data project
14	Falconer	Discussed joining CCLS Internet – declined for 2024, resolved WIFI printing issues, created TV only WIFI network
15	Findley Lake	Working on billing, need to talk to director about work done
16	Fluvanna	



17	Franklinville	
18	Fredonia	Assisting museum with phone issues/contracts, creating 3 refurb computers for museum
19	Frewsburg	Installed switches, need to tidy up under patron desks, find cable for WAP in basement ceiling
20	Gowanda	Get quotes on security system, quality power strips, AC power related issues
21	Jamestown	CUBE 3D rehab, phone system, review camera network connections. Decided to stick with QB desktop
22	Kennedy	Discuss replacement of computers – resolved: no internet issue on patron and updated patron PC's
23	Lakewood	Batteries for door counter - resolved, purchased Minecraft - create admin account
24	Little Valley	Order new computers in new year, resolved Teams issues
25	Machias	Verify school has outdoor WAP
26	Mayville	Working on ordering new computers
27	Olean	Pickup unused equipment, Deliver 2 WAPS, server issues, backup issues, Done- cleanup IT space with Chad, Business office email merge, removed old laptops for refurbished- Windows 11 light, resolved networking DHCP, DNS issues, moved cameras to new IP addresses, moving all devices to new network, resolved printer issues- waiting on Spectrum to combine IP from Clymer to Olean and assign new range to Clymer, review security cameras install as related to network and get installers
28	Portville	
29	Randolph	Review content filtering system, installed WAPs, Research deepfreeze license count and cost, purchase Microsoft licenses, cleaned-up data closet – review with director, replaced printer
30	Ripley	Need to ask about security system
31	Salamanca	GET WAP out of backroom
32	SNIC	
33	SNIA	Soon to work with them on imaging computers
34	Sherman	Test ATA for SIP Phone
35	Silver Creek	Pick up un-used equipment
36	Sinclairville	Scanning issues, upgraded all patron laptops
37	Stockton	Resolved phone line issues
38	Westfield	Alarm issues, convert to SIP, label printer, 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.
NAS	Network Attached Storage	Dedicated file storage that enables multiple users and heterogeneous client devices to retrieve data from centralized disk capacity. Users on a local area network (LAN) access the shared storage via a standard Ethernet connection.
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.

# Chautauqua-Cattaraugus Library System

## Annual Report for Library Systems - 2023 (Public Library Systems 2023)

### 1. General System Information

#### System / Director Information

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat CollectConnect, please click the new link [here](#) and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat CollectConnect before you begin your survey.

Please use the note field to explain answers when necessary. This note field can also be used for local notes.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

1.1	SEDCODE	060301700003
1.2	Institution ID	800000054452
1.3	System Name	Chautauqua-Cattaraugus Library System
1.4	Beginning Reporting Year	01/01/2023
1.5	Ending Reporting Year	12/31/2023
1.6	Street Address	106 West Fifth Street
1.7	City	Jamestown
1.8	Zip Code	14701
1.9	Four-Digit Zip Code Extension (enter N/A if unknown)	5000
1.10	Mailing Address	106 West Fifth Street
1.11	City	Jamestown
1.12	Zip Code	14701
1.13	Four-Digit Zip Code Extension (enter N/A if unknown)	5000

1.14	Library System Telephone Number (enter 10 digits only and hit the Tab key)	(716) 664-6675
1.15	Fax Number (enter 10 digits only)	(716) 484-1205
1.16	System Home Page URL	<a href="http://www.cclsny.org/">http://www.cclsny.org/</a>
1.17	URL of the system's complete Plan of Service	<a href="https://www.cclsny.org/wp-content/uploads/tainacan-items/15096/15125/2022-2026_CCLS_Approved-Plan-of-Service.pdf">https://www.cclsny.org/wp-content/uploads/tainacan-items/15096/15125/2022-2026_CCLS_Approved-Plan-of-Service.pdf</a>
1.18	Population Chartered to Serve (2020 Census)	204,699
1.19	Area Chartered to Serve (square miles)	2,369
1.20	Federal Employer Identification Number	160849330
1.21	County	Chautauqua
1.22	County (Counties) Served	Chautauqua, Cattaraugus
1.23	School District	Jamestown City School District
1.24	First Name of System Director	Janice
1.25	Last Name of System Director	Dekoff
1.26	NYS Public Librarian Certification Number of the Director of Public Library System, and Reference and Research Library Resources System.	25305
1.31	Telephone Number of the System Director, including area code and extension (enter digits only, field will automatically format with extension)	(716) 664-6675 Ext.228
1.32	E-Mail Address of the System Director	<a href="mailto:jdekoff@cclsny.org">jdekoff@cclsny.org</a>
1.33	Fax Number of the System Director (enter 10 digits only and hit the Tab key)	(716) 484-1205
1.34	Name of Outreach Coordinator	Jennifer Martin

#### Contracts / Unusual Circumstances

1.48 Does the reporting system have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one repeating group for each contract. If no, enter N/A on questions 1 through 5 of one repeating group. N

1. Name of Contracting Municipality or District N/A

2. Is this a written contract? (Enter Y for Yes, N for No) N/A

3. Population of the geographic area served by this contract N/A

4. Dollar amount of contract N/A

5. Indicate "Full" or "Partial" range of services provided by this contract (Select one) N/A

1.49 For the reporting year, has the system experienced any unusual circumstance(s) that affected the statistics and/or information reported (e.g. natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? Indicate Y for Yes, N for No. If Yes, please annotate using the note. N

THESE QUESTIONS ARE FOR NYC PUBLIC LIBRARY SYSTEMS ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.50 President/CEO Name. If there is no President/CEO please enter "N/A"

1.51 President/CEO Phone Number

1.52 President/CEO Email

## 2. Personnel Information

2.1 FTE (Full-Time Equivalent Calculation) 37.5  
The number of hours per work week used to compute FTE for all budgeted positions.

**BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS**  
(enter to two decimal places; enter decimal point)

2.4 Public Library System Director per CR 90.3(f) - Filled Position FTE 1

2.5	Public Library System Director per CR 90.3(f) - Vacant Position FTE	0
2.10	Certified Librarians - Filled Position(s) FTE	2
2.11	Certified Librarians - Vacant Position(s) FTE	0
2.12	Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Filled Position FTE	1
2.13	Outreach Coordinator (certified) per CR 90.3 (1)(2)(iii) - Vacant Position FTE	0
2.14	<b>Total Certified Librarians - Filled Position(s) FTE (total questions 2.4 + 2.10 + 2.12)</b>	<b>4.00</b>
2.15	<b>Total Certified Librarians - Vacant Position(s) FTE (total questions 2.5 + 2.11 + 2.13)</b>	<b>0.00</b>
2.16	Total Other Professional Staff - Filled Position(s) FTE	4
2.17	Total Other Professional Staff - Vacant Position(s) FTE	0
2.18	Total Other Staff - Filled Position(s) FTE	4.18
2.19	Total Other Staff - Vacant Position(s) FTE	0
2.20	<b>Total Paid Staff - Filled Position(s) FTE (total questions 2.14 + 2.16 + 2.18)</b>	<b>12.18</b>
2.21	<b>Total Paid Staff - Vacant Position(s) FTE (total questions 2.15 + 2.17 + 2.19)</b>	<b>0.00</b>

#### SALARY INFORMATION

2.22	Entry-Level Librarian (certified) FTE	1
2.23	Entry-Level Librarian (certified) Current Annual Salary	\$43,500
2.24	System Director FTE	1
2.25	System Director Current Annual Salary	\$95,020

### 3. System Membership, Outlets and Governance

#### Service Outlets / Meetings / System Council

#### PUBLIC SERVICE OUTLETS

3.9	Number of member libraries. Do not include branches.	36
3.15	Main Library/System Headquarters	1
3.16	Indicate the year the system building was initially constructed	1899
3.17	Indicate the year the system building underwent a major renovation costing \$25,000 or more	2016
3.18	Square footage of the system building	30,479
3.19	Branches of the Library System	0
3.20	Bookmobiles	0
3.21	Reading Centers	0
3.22	Other Outlets	26
3.23	<b>Total Public Service Outlets (total questions 3.15, 3.19 through 3.22)</b>	27
3.24	Name of Central Library/Co-Central Libraries	James Prendergast Free Library; Olean Public Library

#### BOARD/COUNCIL MEETINGS

3.25	Total number of public library system/3Rs board meetings or school library system council meetings held during reporting year	6
3.26	Current number of <u>voting</u> positions on system board/council. Please add a note if this has changed from the previous year report.	9
3.27	Term length for system board/council members. Please add a note if this has changed from the previous year report.	5

**Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.**

3.28	Board/Council Selection - Enter Board/Council Selection Code (select one; drop-down). If O is selected, please use the State note to explain how members were named to the Board/Council.	E
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Board/Council Member - complete one record for each Board/Council Member. For each vacant position, select "Vacant" in question 1, and enter N/A in questions 2-17 of the repeating group. You may 1) enter the data for the Board/Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). **Note that the trustee and coordinated outreach council positions have been pre-filled with last year's information. Please make sure that information is updated as needed. The spreadsheet option is still available if that is easier to update. If you use the spreadsheet option the president will need to be added as it was in a separate group in the previous year reports.** Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com). The number of Council members must be 5 to 11 (no less than five and no more than 11).

- |     |  |                 |
|-----|--|-----------------|
| 1.  | Status   | Filled          |
| 2.  | First Name   | Donald          |
| 3.  | Last Name  | Watkins         |
| 4.  | Institutional Affiliation  | Blount Library  |
| 5.  | Professional Title   | President       |
| 6.  | Mailing Address  | 7 Crestview Ave |
| 7.  | City   | Franklinville   |
| 8.  | Zip Code (enter five digits only)  | 14737           |
| 9.  | Office Held or Trustee   | President       |
| 10. | Term Begins - Month  | January         |
| 11. | Term Begins - Year (yyyy)  | 2020            |
| 12. | Term Expires - Month or N/A  | December        |
| 13. | Term Expires - Year (YYYY) or N/A  | 2024            |
| 14. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | Yes             |
| 15. | The date the trustee took the Oath of Office (mm/dd/yyyy)  | 08/12/2020      |
| 16. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   | 08/13/2020      |
| 17. | Is this a brand new trustee?   | N               |
| 1.  | Status   | Filled          |
| 2.  | First Name   | Donald          |
| 3.  | Last Name  | Butler          |



4.	Institutional Affiliation	Ashville Free Library
5.	Professional Title	Vice President
6.	Mailing Address	2188 N Maple St
7.	City	Ashville
8.	Zip Code (enter five digits only)	14710
9.	Office Held or Trustee	Trustee
10.	Term Begins - Month	January
11.	Term Begins - Year (yyyy)	2023
12.	Term Expires - Month or N/A	December
13.	Term Expires - Year (YYYY) or N/A	2027
14.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Y
15.	The date the trustee took the Oath of Office (mm/dd/yyyy)	02/08/2023
16.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/09/2023
17.	Is this a brand new trustee?	N
1.	Status	Filled
2.	First Name	Nancy
3.	Last Name	Padak
4.	Institutional Affiliation	Lakewood Memorial Library
5.	Professional Title	Secretary
6.	Mailing Address	159 Front Street
7.	City	Lakewood
8.	Zip Code (enter five digits only)	14750
9.	Office Held or Trustee	Trustee
10.	Term Begins - Month	January
11.	Term Begins - Year (yyyy)	2024
12.	Term Expires - Month or N/A	December
13.	Term Expires - Year (YYYY) or N/A	2028

14. Is this trustee serving a full term? If No, Y  
add a State Note (for example, this trustee was  
appointed to complete the remainder of a term of a  
trustee who resigned their position).

15. The date the trustee took the Oath of Office (mm/dd/yyyy) 1/19/2024

16. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 1/19/2024

17. Is this a brand new trustee? N

1. Status Filled

2. First Name Reed

3. Last Name McElfresh

4. Institutional Affiliation Olean Public Library

5. Professional Title Treasurer

6. Mailing Address 101 Virginia Street

7. City Olean

8. Zip Code (enter five digits only) 14760

9. Office Held or Trustee Trustee

10. Term Begins - Month January

11. Term Begins - Year (yyyy) 2022

12. Term Expires - Month or N/A December

13. Term Expires - Year (YYYY) or N/A 2026

14. Is this trustee serving a full term? If No, Y  
add a State Note (for example, this trustee was  
appointed to complete the remainder of a term of a  
trustee who resigned their position).

15. The date the trustee took the Oath of Office (mm/dd/yyyy) 02/09/2022

16. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/02/2022

17. Is this a brand new trustee? N

1. Status Filled

2. First Name Barbara

3. Last Name Kittle

4.	Institutional Affiliation	Patterson Library
5.	Professional Title	Trustee
6.	Mailing Address	5711 Parker Road
7.	City	Ripley
8.	Zip Code (enter five digits only)	14775
9.	Office Held or Trustee	Trustee
10.	Term Begins - Month	January
11.	Term Begins - Year (yyyy)	2023
12.	Term Expires - Month or N/A	December
13.	Term Expires - Year (YYYY) or N/A	2027
14.	Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).	Y

15.	The date the trustee took the Oath of Office (mm/dd/yyyy)	02/08/2023
-----	---	------------

16.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	02/09/2023
-----	--	------------

17.	Is this a brand new trustee?	N
-----	------------------------------	---

1.	Status	Filled
2.	First Name	Ned
3.	Last Name	Lindstrom
4.	Institutional Affiliation	James Prendergast Library
5.	Professional Title	Trustee
6.	Mailing Address	405 E4th Street
7.	City	Jamestown
8.	Zip Code (enter five digits only)	14701
9.	Office Held or Trustee	Trustee
10.	Term Begins - Month	January
11.	Term Begins - Year (yyyy)	2022
12.	Term Expires - Month or N/A	December
13.	Term Expires - Year (YYYY) or N/A	2026

14. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Y
15. The date the trustee took the Oath of Office (mm/dd/yyyy) 02/11/2022
16. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 03/02/2022
17. Is this a brand new trustee? N
1. Status Filled
2. First Name Sandy
3. Last Name Blood
4. Institutional Affiliation Cattaraugus Free Library
5. Professional Title Trustee
6. Mailing Address 144 South Main Street
7. City Cattaraugus
8. Zip Code (enter five digits only) 14719
9. Office Held or Trustee Trustee
10. Term Begins - Month April
11. Term Begins - Year (yyyy) 2022
12. Term Expires - Month or N/A December
13. Term Expires - Year (YYYY) or N/A 2026
14. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). N
15. The date the trustee took the Oath of Office (mm/dd/yyyy) 08/10/2022
16. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 08/29/2022
17. Is this a brand new trustee? N
1. Status Filled
2. First Name Steve
3. Last Name Crowley

- |     |  |                                |
|-----|--|--------------------------------|
| 4.  | Institutional Affiliation  | Ellicottville Memorial Library |
| 5.  | Professional Title   | Trustee                        |
| 6.  | Mailing Address  | 5080 Bryant Hill               |
| 7.  | City   | Ellicottville                  |
| 8.  | Zip Code (enter five digits only)  | 14731                          |
| 9.  | Office Held or Trustee   | Trustee                        |
| 10. | Term Begins - Month  | February                       |
| 11. | Term Begins - Year (yyyy)  | 2023                           |
| 12. | Term Expires - Month or N/A  | December                       |
| 13. | Term Expires - Year (YYYY) or N/A  | 2027                           |
| 14. | Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). | N                              |
| 15. | The date the trustee took the Oath of Office (mm/dd/yyyy)  | 02/08/2023                     |
| 16. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)   | 02/09/2023                     |
| 17. | Is this a brand new trustee?   | Y                              |
| 1.  | Status   | Vacant                         |
| 2.  | First Name   |                                |
| 3.  | Last Name  |                                |
| 4.  | Institutional Affiliation  |                                |
| 5.  | Professional Title   |                                |
| 6.  | Mailing Address  |                                |
| 7.  | City   |                                |
| 8.  | Zip Code (enter five digits only)  |                                |
| 9.  | Office Held or Trustee   |                                |
| 10. | Term Begins - Month  |                                |
| 11. | Term Begins - Year (yyyy)  |                                |
| 12. | Term Expires - Month or N/A  |                                |
| 13. | Term Expires - Year (YYYY) or N/A  |                                |

14. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).

15. The date the trustee took the Oath of Office (mm/dd/yyyy)

16. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)

17. Is this a brand new trustee?

**Coordinated Outreach Council**

**COORDINATED OUTREACH COUNCIL**

3.29 Has the Coordinated Outreach Council met at least two times during the calendar year per CR 90.3 (j)(2)(iv)? (Enter Y for Yes, N for No) Y

Coordinated Outreach Council Members - complete one record for each Council Member for the period January 1, 2024, through December 31, 2024. For each vacant position, select "Vacant" in question 1 and enter N/A in questions 2-5 of the repeating group. You may 1) enter the data for the Coordinated Outreach Council Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Please Note: It is customized and contains all the data entered last year to be updated this year. Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com). The number of council members must be 5 to 11 (no less than five and no more than 11).

**Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.**

- 1. Status Filled
- 2. First Name Katie
- 3. Last Name Smith
- 4. Institutional Affiliation Hazeltine Library
- 5. Professional Title Director
- 1. Status Filled
- 2. First Name Holly
- 3. Last Name Wescott
- 4. Institutional Affiliation Resource Center
- 5. Professional Title Residence Coordinator

1.	Status	Filled
2.	First Name	Marie
3.	Last Name	Carrubba
4.	Institutional Affiliation	Southwestern Independent Living Center
5.	Professional Title	Executive Director
1.	Status	Filled
2.	First Name	Joann
3.	Last Name	McAndrew
4.	Institutional Affiliation	Total Senior Care
5.	Professional Title	Community Engagement Coordinator
1.	Status	Filled
2.	First Name	Robert
3.	Last Name	Chandler
4.	Institutional Affiliation	CA BOCES Workforce Development
5.	Professional Title	Community learning Program Specialist
1.	Status	Vacant
2.	First Name	
3.	Last Name	
4.	Institutional Affiliation	
5.	Professional Title	
1.	Status	Vacant
2.	First Name	
3.	Last Name	
4.	Institutional Affiliation	
5.	Professional Title	

## 4. Public Library System Transactions and Collections

### Borrowers / Visits / Circulation / Holdings

4.1	Number of registered system borrowers	312
4.2	System Visits	802

### CIRCULATION

4.3	Total Cataloged Book Circulation	2,366
4.4	Total Circulation of Other Materials	350
4.5	Physical Item Circulation (Total questions 4.3 & 4.4)	2,716
4.6	Use of Electronic Material	134,174
4.7	Successful Retrieval of Electronic Information	18,607
4.8	Electronic Content Use (Total Questions 4.6 & 4.7)	152,781
4.9	Total Circulation of Materials (Total Questions 4.5 & 4.6)	136,890
4.10	Total Collection Use (Total Questions 4.7 & 4.9)	155,497

### GENERAL SYSTEM HOLDINGS

4.11	Total Cataloged Book Holdings	8,679
4.12	Uncataloged Book Holdings	0
4.13	Total Print Serial Holdings	5
4.14	All Other Print Materials Holdings	0
4.15	Total Print Materials (Total questions 4.11, 4.12, 4.13 and 4.14)	8,684
4.16	Electronic Books	22,380
4.17	Local Electronic Collections	4
4.18	Total Number of NOVELny Databases	15
4.19	Total Electronic Collections ( Total questions 4.16 + 4.17 )	22,384
4.20	Audio - Downloadable Units	8,683
4.21	Video - Downloadable Units	1,596



4.22	Other Electronic Materials (Include items that are not included in the above categories, such as e-serials; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	0
4.23	<b>Total Electronic Materials (Total questions 4.18, 4.19, 4.20, 4.21 and 4.22)</b>	32,678

### Holdings Continued

#### Non-Electronic Materials

4.24	Audio - Physical Units	1,497
4.25	Video - Physical Units	4,912
4.26	Other Non-Electronic Materials	229
4.27	<b>Total Other Materials Holdings (Total questions 4.24 through 4.26)</b>	6,638
4.28	<b>Grand Total Holdings (Total questions 4.15, 4.23 and 4.27)</b>	48,000

### ROTATING COLLECTIONS/BOOK LOANS

4.29	Does the system have rotating collections/bulk loans? (Enter Y for Yes, N for No)	Y
4.30	Number of collections	204
4.31	Average number of items per collection	32

## 5. System Services

### ILS

### TECHNOLOGY AND RESOURCE SHARING

#### INTEGRATED LIBRARY SYSTEM (ILS)

5.1	Does the system provide an integrated library automation system (ILS) for its member libraries? (Enter Y for Yes, N for No)	Y
-----	---	---

5.2 Indicate which modules of the system's ILS have been implemented (check all that apply):

a.	Circulation	Yes
b.	Public Access Catalog	Yes

c.	Cataloging	Yes
d.	Acquisitions	Yes
e.	Inventory	Yes
f.	Serials Control	No
g.	Media Booking	No
h.	Community Information	Yes
i.	Electronic Resource Management	No
j.	Digital Collections Management	Yes
5.3	Identify ILS system vendor	ByWater Koha
5.4	How many member libraries fully participate in the ILS?	36
5.5	<b>% of member libraries participating (calculated field)</b>	100.00%
5.6	How many member libraries participate in some ILS modules?	36
5.7	Indicate features of the system's ILS (check all that apply):	
a.	ILS shared with other library systems	No
b.	ILS software permits patron-initiated ILL	Yes
c.	ILL feature implemented and used	No
5.8	Number of titles in the ILS bibliographic database	455,229
5.9	Number of new titles added by the system in the reporting year	9,990
5.10	Number of Central Library Aid titles added in the reporting year	649
5.11	Number of new titles added by the members in the reporting year	6,013
5.12	<b>Total new titles (total questions 5.9 through 5.11)</b>	16,652

## Catalog

**UNION CATALOG OF RESOURCES**

**For this report, a union catalog is defined as a vehicle that can access member and / or non-member catalogs. It can be either print, disc, or online (virtual) format.**

5.13 In what format(s) is the union catalog available? (Check all that apply):

- |    |                          |     |
|----|--------------------------|-----|
| a. | Print                    | No  |
| b. | Disc                     | No  |
| c. | Online (virtual catalog) | Yes |

5.14 How many libraries participate in (or submit records for) the union catalog? 36

5.15 Is the system's union catalog shared with any other library system(s)? (Enter Y for Yes, N for No) N

5.16 Number of titles in the system's union catalog 443,505

5.17 Number of holdings in the system's union catalog 990,876

5.18 Number of new titles added in the last year 15,009

5.19 Number of holdings added in the last year 48,332

5.20 If the union catalog is online (virtual catalog) Indicate the features of the system's virtual catalog (check all that apply):

- |    |   |     |
|----|---|-----|
| a. | Non-member catalogs are included (if checked, please name non-member catalogs using the State note)   | No  |
| b. | Non-library catalogs are included (if checked, please name non-library catalogs using the State note) | No  |
| c. | Patron-initiated ILL available and used through this catalog  | Yes |

**UNION LIST OF SERIALS**

5.21 Does the system have a union list of serials? (Enter Y for Yes, N for No. If No, enter zero (0) on question 5.22.) N

5.22 How many libraries participate in (or submit records for) the union list of serials? 0

**COMBINED SYSTEM UNION CATALOG AND UNION LIST OF SERIALS**

5.23 Does the system's union catalog contain both books and serials? (Enter Y for Yes, N for No, or N/A) Y

#### Website/Interlibrary Loan/Delivery/Continuing Edu.

### VISITS TO THE SYSTEM'S WEB SITE

5.24 Annual number of visits to the system's web site 186,914

### SYSTEM INTERLIBRARY LOAN ACTIVITY

5.25 Total items provided (loaned) 125

5.26 Total items received (borrowed) 267

5.27 Total requests provided (loaned) unfilled 1,026

5.28 Total requests received (borrowed) unfilled 28

5.29 Total interlibrary loan activity (total questions 5.25 through 5.28) 1,446

### DELIVERY

5.30 Indicate delivery methods used by the system (check all that apply):

Note: For questions which include a choice of "Other", please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

a. System courier (on the System's payroll) Yes

b. Other system's courier No

d. Contracted service (paid by System - not on payroll) No

e. U.S. Mail Yes

f. Commercial carrier (e.g., UPS, DHL, etc.) Yes

g. Other (specify using the note) No

5.31 Number of stops (pick-up and delivery sites per week) 78

### CONTINUING EDUCATION/STAFF DEVELOPMENT Workshops/Meetings/Training Sessions

#### Resource sharing (ILL, collection development, etc.)

5.32	Number of sessions	11
5.33	Number of participants	82

**Continuing Education Cont.****Technology**

5.34	Number of sessions	27
5.35	Number of participants	94

**Digitization**

5.36	Number of sessions	4
5.37	Number of participants	6

**Leadership**

5.38	Number of sessions	2
5.39	Number of participants	19

**Management & Supervisory**

5.40	Number of sessions	20
5.41	Number of participants	27

**Planning and Evaluation**

5.42	Number of sessions	8
5.43	Number of participants	43

**Awareness and Advocacy**

5.44	Number of sessions	1
5.45	Number of participants	38

**Trustee/Council Training**

5.46	Number of sessions	2
5.47	Number of participants	22

**Special Client Populations**

5.48	Number of sessions	1
5.49	Number of participants	8

**Children's Services/Birth to Kindergarten**

5.50	Number of sessions	2
5.51	Number of participants	283

**Children's Services/Elementary Grade Levels**

5.52	Number of sessions	3
5.53	Number of participants	290

**Young Adult Services/Middle and High School Grade Levels**

5.54	Number of sessions	2
5.55	Number of participants	184

**General Adult Services**

5.56	Number of sessions	2
5.57	Number of participants	10

5.58 **Other:** Does the system provide other Workshops/Meetings/Training Sessions not listed above? Enter Y for Yes, N for No. If Yes, complete one record for each topic; if No, enter N/A for questions 1, 2 and 3 of one repeating group. Y

1.	Topic	Annual Report Meetings
2.	Number of sessions	2
3.	Number of participants	67
1.	Topic	Annual Meeting
2.	Number of sessions	3
3.	Number of participants	125

5.59 **Grand Total Sessions** (total questions 5.32, 5.34, 5.36, 5.38, 5.40, 5.42, 5.44, 5.46, 5.48, 5.50, 5.52, 5.54, 5.56 and total of question #2 of Repeating Group #5) 90

5.60 **Grand Total Participants** (total questions 5.33, 5.35, 5.37, 5.39, 5.41, 5.43, 5.45, 5.47, 5.49, 5.51, 5.53, 5.55, 5.57 and total of question #3 of Repeating Group #5) 1,298

5.61 Do library system staff and/or trustees reach outside of the library system building to promote system programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library System? Y

#### Coordinated Services / Consulting / Reference

### COORDINATED SERVICES

5.62 Indicate which services the system provides (check all that apply):

**Note: For questions which include a choice of "Other", please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.**

- |    |  |     |
|----|--|-----|
| a. | Coordinated purchase of print materials  | Yes |
| b. | Coordinated purchase of non-print materials                                      | Yes |
| c. | Negotiated pricing for licensed electronic collection purchases (not purchasing) | Yes |
| d. | Cataloging   | Yes |
| e. | Materials processing   | No  |
| f. | Coordinated purchase of office supplies  | Yes |
| g. | Coordinated computer services/purchases  | Yes |
| h. | Virtual reference  | Yes |
| i. | Other (describe using the note)  | No  |
| j. | N/A  | No  |

### CONSULTING AND TECHNICAL ASSISTANCE SERVICES

Indicate which consulting and technical assistance services the system provides (check all that apply).

**Note: If "Other" is selected, please add a Note of explanation.**

5.63 Consulting with member libraries and/or branches on grants, and state and federal funding Y

5.64 Consulting with member libraries and/or branches on funding and governance Y

5.65	Consulting with member libraries and/or branches on charter and registration work	Y
5.66	Consulting with member libraries and/or branches on automation and technology	Y
5.67	Consulting with member libraries and/or branches on youth services	Y
5.68	Consulting with member libraries and/or branches on adult services	Y
5.69	Consulting with member libraries and/or branches on physical plant needs	Y
5.70	Consulting with member libraries and/or branches on personnel and management issues	Y
5.71	Consulting with state and county correctional facilities	Y
5.72	Providing information to local, county, and state legislators and their staffs	Y
5.73	Providing system and member library information to the media	Y
5.74	Providing website development and maintenance for member libraries	Y
5.75	Other Consulting and Technical Assistance Services not listed above - Add Note	Y

## REFERENCE SERVICES

5.76	Total Reference Transactions	260
------	------------------------------	-----

### Special Clients / Fees

## SERVICES TO SPECIAL CLIENTS (Direct and Contractual)

5.77 Indicate services the system provides to special clients (check all that apply):

a.	Services for patrons with disabilities	Yes
b.	Services for patrons who are educationally disadvantaged	Yes
c.	Services for patrons who are aged	Yes
d.	Services for patrons who are geographically isolated	Yes



- e. Services for patrons who are members of ethnic or minority groups in need of special library services Yes
- f. Services to patrons who are in institutions Yes
- g. Services for unemployed and underemployed individuals Yes
- i. N/A No

5.78 Number of BOOKS BY MAIL loans 0

5.79 Number of member libraries with Job/Education Information Centers or collections 11

5.80 Number of State Correctional Facilities libraries served 1

5.81 Number of County Jails libraries served 2

5.82 Number of institutions served other than jails or correctional facilities 0

5.83 Does the system provide other special client services not listed above? If yes, complete one record for each service provided. If no, enter N/A in questions 1 and 2 of one repeating group. N

1. Service provided N/A

2. Number of facilities/institutions served N/A

5.84 Does the system charge fees for any program or service? Enter Y for Yes; N for No. If yes, briefly describe using the text box below; if no, enter N/A in Question 5.85. N

5.85 Description of fees NA

## 6. Operating Funds Receipts

### Local Public Funds

#### LOCAL PUBLIC FUNDS

6.1 Does the system receive county funding? Enter Y for Yes, N for No. If yes, please complete one record for each county. If No, enter N/A on questions 1 through 4 of one repeating group. Y

1.	County Name	Chautauqua
2.	Amount	\$108,300
3.	Subject to Public Vote (Enter Y for Yes, N for No, or N/A)	N
4.	Written Contract (Enter Y for Yes, N for No, or N/A)	Y

1.	County Name	Cattaraugus
2.	Amount	\$81,248
3.	Subject to Public Vote (Enter Y for Yes, N for No, or N/A)	N
4.	Written Contract (Enter Y for Yes, N for No, or N/A)	Y

6.2	<b>Total County Funding</b>	\$189,548
6.3	All Other Local Public Funds	\$0
6.4	<b>Total Local Public Funds (total questions 6.2 and 6.3)</b>	\$189,548

#### STATE AID RECEIPTS - arranged in alphabetical order

6.6	Central Library Services Aid	\$169,068
6.8	Conservation/Preservation Grants	\$0
6.9	Construction for Public Libraries Aid	\$0
6.10	Coordinated Outreach Services Aid	\$82,759
6.11	Correctional Facilities Library Aid	\$11,067
6.12	County Jails Library Aid	\$2,918
6.18	Local Library Services Aid - Kept at System	\$0
6.19	Local Library Services Aid - Distributed to Members	\$69,490
6.20	<b>Total LLSA (total questions 6.18 and 6.19)</b>	\$69,490
6.21	Local Services Support Aid	\$61,805
6.22	Local Consolidated Systems Aid	\$0
6.26	Public Library System Basic Aid	\$719,858

6.27 Public Library System Supplementary Operational Aid \$116,110

### State Aid

6.36 Special Legislative Grants and Member Items \$0

6.37 The New York Public Library - The Research Libraries \$0

6.38 The New York Public Library, Andrew Heiskell Library for the Blind and Physically Handicapped Aid \$0

6.39 The New York Public Library, City University of New York \$0

6.40 The New York Public Library, Schomburg Center for Research in Black Culture Library Aid \$0

6.41 The New York Public Library, Science, Industry and Business Library \$0

6.42 Does the system receive state funding from other sources? Enter Y for Yes, N for No. (Report Special Legislative Grants and Member Items on Q 6.36). Y

Complete one record for each grant. If the system does not receive other state aid, enter N/A on questions 1 and 2 of one repeating group.

1. Funding Source Love Your Library SRP

2. Amount \$6,000

6.43 **Total Other State Aid (total question #2 of Repeating Group #9 above)** \$6,000

6.44 **Total State Aid Receipts (total questions 6.6 through 6.12, questions 6.20 through 6.22, questions 6.26 through 6.27, questions 6.36 through 6.41, and question 6.43)** \$1,239,075

### FEDERAL AID

6.45 Library Services and Technology Act (LSTA) \$0

6.46 Does the system receive any other Federal Aid (specify Act and Title) e.g., NEH, NEA, etc.? Enter Y for Yes, N for No. Y

Complete one record for each grant. If the system does not receive other federal aid, enter N/A on questions 1 and 2 of one repeating group

1.	Funding Source	WNYLRC
2.	Amount	\$10,042

#### Federal Aid / Contracts

6.47 **Total Other Federal Aid (total questions #2 of Repeating Group #10 above)** \$10,042

6.48 **Total Federal Aid (total questions 6.45 and 6.47)** \$10,042

#### CONTRACTS WITH LIBRARIES, LIBRARY SYSTEMS AND/OR OTHER INSTITUTIONS IN NEW YORK STATE

6.49 Does the system contract with libraries, library systems or other institutions in New York State? Enter Y for Yes, N for No. N

Complete one record for each contract. If the system does not contract, enter N/A on questions 1, 2 and 3 of one repeating group.

1.	Contracting Agency	N/A
2.	Contracted Service	N/A
3.	Total Contract Amount	N/A

6.50 **Total Contracts (total question #3 of Repeating Group #11 above)** \$0

#### MISCELLANEOUS RECEIPTS

6.51 Gifts, Endowments, Fundraising, Foundations (include Gates Grants here; specify project number(s) and dollar amount using the state note) \$2,005

6.53 Income from Investments \$38,098

#### Miscellaneous

Proceeds from Sale of Property

6.54	Real Property	\$0
6.55	Equipment	\$6,000
6.56	Does the system have other miscellaneous receipts in categories not listed in questions 6.51 through 6.55? Enter Y for Yes, N for No.	Y

Complete one record for each income category. If the system does not have other miscellaneous receipts, enter N/A on questions 1 and 2 of one repeating group.

1.	Receipt category	Library Charges
2.	Amount	\$1,369
1.	Receipt category	RBDB Grant
2.	Amount	\$10,675
1.	Receipt category	Summer Reading Grant
2.	Amount	\$8,500

6.57 **Total Other Miscellaneous Receipts** (total question #2 of Repeating Group #12 above) \$20,544

6.58 **Total Miscellaneous Receipts** (total questions 6.51 through 6.55 and question 6.57) \$66,647

6.59 **TOTAL OPERATING FUND RECEIPTS - Total Local Public Funds, Total State Aid, Total Federal Aid, Total Contracts, and Total Miscellaneous Receipts** (total questions 6.4, 6.44, 6.48, 6.50, and 6.58) \$1,505,312

6.60 **BUDGET LOANS** \$0

#### Transfers / Grand Total

#### TRANSFERS

6.61	Transfers from Capital Fund (Same as question 9.6)	\$0
6.62	Transfers from Other Funds	\$0
6.63	<b>Total Transfers</b> (total questions 6.61 and 6.62)	\$0

6.64 CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2023. (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2022.) \$1,430,346

6.67 GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS, AND BALANCE/ROLLOVER (Public Library Systems - total questions 6.59, 6.60, 6.63 and 6.64 - must agree with question 7.82) \$2,935,658

## 7. Operating Fund Disbursements

Staff / Collection / Grants / Capital

### STAFF EXPENDITURES

Salaries

7.1	System Director and Certified Librarians	\$283,721
7.2	Other Staff	\$386,948
7.3	<b>Total Salary and Wages Expenditures (total questions 7.1 and 7.2)</b>	\$670,669
7.4	Employee Benefits Expenditures	\$215,060
7.5	<b>Total Staff Expenditures (total questions 7.3 and 7.4)</b>	\$885,729

### COLLECTION EXPENDITURES

7.6	Print Materials Expenditures	\$20,429
7.7	Electronic Materials Expenditures	\$34,265
7.8	Other Materials Expenditures	\$3,020
7.9	<b>Total Collection Expenditures (total questions 7.6 through 7.8)</b>	\$57,714

### GRANTS TO MEMBER LIBRARIES

Cash Grants Paid From

7.10	Local Library Services Aid (LLSA)	\$69,490
7.11	Central Library Services Aid (CLSA)	\$146,258

7.15	Other State Aid/Grants (e.g., Construction, Special Legislative or Member Grants)	\$0
7.16	Federal Aid	\$0
7.17	Other cash grants paid from system funds	\$30,710
7.18	<b>Total Cash Grants (total questions 7.10 through 7.17)</b>	\$246,458
7.19	Book/Library Materials Grants	\$130,000
7.20	Other Non-Cash Grants	\$73,592
7.21	<b>Total Grants to Member Libraries (total questions 7.18 through 7.20)</b>	\$450,050

### **CAPITAL EXPENDITURES FROM OPERATING FUNDS**

7.22	Bookmobile	\$0
7.23	Other Vehicles	\$43,811
7.24	Computer Equipment	\$1,100
7.25	Furniture/Furnishings	\$0
7.26	Other Capital Expenditures	\$0
7.27	<b>Total Capital Expenditures from Operating Fund (total questions 7.22 through 7.26)</b>	\$44,911

Capital Cont. / Operation and Maintenance / Misc.

### **TOTAL CAPITAL EXPENDITURES BY SOURCE OF FUNDS**

7.28	From Local Public Funds (71PF)	\$0
7.29	From Other Funds (71OF)	\$44,911
7.30	<b>Total Capital Expenditures by Source (total questions 7.28 and 7.29; same as question 7.27)</b>	\$44,911

### **OPERATION AND MAINTENANCE OF BUILDINGS**

Repairs To Buildings and Building Equipment by Source of Funds

7.31	From Local Public Funds (72PF)	\$0
7.32	From Other Funds (72OF)	\$0

7.33 **Total Repairs to Buildings and Building Equipment** (total questions 7.31 and 7.32) \$0

7.34 Other Building & Maintenance Expenses \$9,127

7.35 **Total Operation and Maintenance of Buildings** (total questions 7.33 and 7.34) \$9,127

#### MISCELLANEOUS EXPENSES

7.36 Total Operation & Maintenance of Bookmobiles and Other Vehicles \$13,627

7.37 Office and Library Supplies \$2,217

7.38 Equipment \$1,469

7.39 Telecommunications \$3,442

7.40 Publicity and Printing \$9,976

7.41 Travel \$19,236

7.42 Fees for Consultants and Professionals - \$11,025  
Please include a Note with the consultants' or vendors' names and a brief description of the service(s) provided.

7.43 Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid. \$2,624

7.44 Does the system have other miscellaneous expenses in categories not listed in questions 7.36 through 7.43? Enter Y for Yes, N for No. Y

Complete one record for each expense category. If the system does not have other miscellaneous expenses, enter N/A on questions 1 and 2 of one repeating group.

1. Expense category Automation

2. Amount \$47,589

1. Expense category Software

2. Amount \$7,090

1. Expense category ILL

2. Amount \$3,684

1. Expense category Processing



2.	Amount	\$444
1.	Expense category	Workshops
2.	Amount	\$8,076
1.	Expense category	Postage
2.	Amount	\$1,608

#### Miscellaneous Cont. / Contracts / Debt Service

7.45	<b>Total Other Miscellaneous Expenses</b> (total question #2 of Repeating Group #13)	\$68,491
7.46	<b>Total Miscellaneous Expenses</b> (total questions 7.36 through 7.44 and 7.46)	\$132,107

#### CONTRACTS WITH LIBRARIES and/or LIBRARY SYSTEMS IN NEW YORK STATE

7.47 Does the system contract with libraries and/or library systems in New York State? Enter Y for Yes, N for No. Y

Complete one record for each contract. If the system does not contract, enter N/A on questions 1, 2, and 3 of one repeating group.

1.	Contracting Agency (specify using the State note)	James Prendergast Library Association
2.	Contracted Service (specify using the State note)	Bldg Lease
3.	Total Contract Amount	\$58,500

7.48	<b>Total Contracts</b> (total question #3 of Repeating Group #14 above)	\$58,500
------	---	----------

#### DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

7.49	From Local Public Funds (73PF)	\$0
7.50	From Other Funds (73OF)	\$0
7.51	<b>Total Capital Purposes Loans</b> (total questions 7.49 and 7.50)	\$0

#### Transfers

## Other Loans

7.52	Other Loans	\$0
7.53	<b>Total Debt Service</b> (total questions 7.51 and 7.52)	\$0
7.54	<b>TOTAL DISBURSEMENTS - Total Staff Expenditures, Total Collection Expenditures, Total Grants to Member Libraries, Total Capital Expenditures, Total Operation and Maintenance of Buildings, Total Miscellaneous Expenses, Total Contracts, and Total Debt Service</b> (total questions 7.5, 7.9, 7.21, 7.27, 7.35, 7.46, 7.48, and 7.53)	\$1,638,138

**TRANSFERS**

## Transfers to the Capital Fund

7.55	From Local Public Funds (76PF)	\$0
7.56	From Other Funds (76OF)	\$0
7.57	<b>Total Transfers to Capital Fund</b> (total questions 7.55 and 7.56; same as question 8.2)	\$0
7.58	<b>Total Transfers to Other Funds</b>	\$0
7.59	<b>Total Transfers</b> (total questions 7.57 and 7.58)	\$0
7.60	<b>TOTAL DISBURSEMENTS AND TRANSFERS</b> (total questions 7.54 and 7.59)	\$1,638,138

**Cash Balance / Grand Total / Audit / Bank Balance**

7.61	<b>CLOSING CASH BALANCE at the End of the Current Fiscal Reporting Year (For Public Library Systems - December 31, 2023)</b>	\$1,297,520
7.82	<b>GRAND TOTAL DISBURSEMENTS, TRANSFERS, &amp; ENDING BALANCE</b> (total questions 7.60 and 7.61)	\$2,935,658

**FISCAL AUDIT**

Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

7.83 Last audit performed (mm/dd/yyyy) 11/06/2023

7.84 Time period covered by this audit (mm/dd/yyyy - mm/dd/yyyy) 01/01/2022-12/31/2022

7.85 Indicate type of audit (select one from drop-down): Private Accounting Firm

**ACCOUNT INFORMATION**

Complete one record for each financial account

1. Name of bank or financial institution Northwest Bank

2. Amount of funds on deposit \$195,459

1. Name of bank or financial institution Five Star Bank

2. Amount of funds on deposit \$1,164,070

7.86 **Total Bank Balance** (total question #2 of Repeating Group #15) \$1,359,529

7.87 Does the system have a Capital Fund? N  
Enter Y for Yes, N for No. If yes, please complete the Capital Fund Report. If no, stop here.

**8. Capital Fund Receipts****State Aid and Grants for Capital Projects**

8.1 **Total Revenue From Local Sources** \$0

8.2 **Transfer From Operating Fund** \$0  
(same as question 7.57)

**STATE AID FOR CAPITAL PROJECTS**

8.3 State Aid Received for Construction \$0

**ALL OTHER AID AND/OR GRANTS FOR CAPITAL PROJECTS**

8.4 Does the system receive any other aid and/or grants for capital projects. Enter Y for Yes, N for No. If yes, complete one record for each award. If no, enter N/A on questions 1 and 2 of one repeating group. N

- |    |                    |     |
|----|--------------------|-----|
| 1. | Contracting Agency | N/A |
| 2. | Amount             | N/A |

**Totals / Cash Balance**

8.5 **Total Aid and/or Grants** (total question #2 of Repeating Group #16 above) \$0

8.6 **TOTAL RECEIPTS - Revenues from Local Sources, Interfund Revenue, State Aid for Capital Projects, and All Other Aid and/or Grants for Capital Projects** (total questions 8.1, 8.2, 8.3, and 8.5) \$0

8.7 **NONREVENUE RECEIPTS** \$0

8.8 **TOTAL RECEIPTS - Total Receipts and Nonrevenue Receipts** (total questions 8.6 and 8.7) \$0

8.9 **CASH BALANCE - Beginning of Current Fiscal Reporting Year: Public Library Systems - January 1, 2023.** (Same as closing cash balance at the end of previous fiscal reporting year: Public Library Systems - December 31, 2022.) \$0

**Grand Total**

8.10 **TOTAL RECEIPTS AND CASH BALANCE** (total questions 8.8 and 8.9) \$0

**9. Capital Fund Disbursements****Project Expenditures / Cash Balance****PROJECT EXPENDITURES**

- |     |                             |     |
|-----|-----------------------------|-----|
| 9.1 | Total Construction          | \$0 |
| 9.2 | Incidental Construction     | \$0 |
| 9.3 | Books and Library Materials | \$0 |
| 9.4 | Total Other Disbursements   | \$0 |

9.5 **Total Project Expenditures (total questions 9.1 through 9.4)** \$0

9.6 **TRANSFER TO OPERATING FUND** \$0  
(Same as question 6.61)

9.7 **TOTAL NONPROJECT EXPENDITURES** \$0

9.8 **TOTAL DISBURSEMENTS - Total Project Expenditures, Transfer to Operating Fund, and Total Nonproject Expenditures (total questions 9.5 through 9.7)** \$0

9.9 **CLOSING CASH BALANCE IN CAPITAL FUND at the End of the Current Fiscal Year (December 31, 2023, for Public Library Systems)** \$0

Grand Total

9.10 **TOTAL DISBURSEMENTS AND CASH BALANCE (total questions 9.8 and 9.9)** \$0

## 12. Projected Annual Budget For Library Systems

Public Library Systems Budget for January 1, 2024 - December 31, 2024

### PROJECTED OPERATING FUND - RECEIPTS

12.1 **Total Operating Fund Receipts (include Local Aid, State Aid, Federal Aid, Contracts and Miscellaneous Receipts)** \$1,247,665

12.2 **Budget Loans** \$0

12.3 **Total Transfers** \$0

12.4 **Cash Balance/Ending Balance in Operating Fund at the end of the previous fiscal year** \$1,297,520  
(For Public Library Systems, opening balance on January 1, 2024 must be the same as the December 31, 2023, closing balance reported on Q7.61 of the 2023 annual report)

12.5 **Grand Total Operating Fund Receipts, Budget Loans, Transfers and Ending Balance (total questions 12.1 through 12.4)** \$2,545,185

**PROJECTED OPERATING FUND - DISBURSEMENTS**

<b>12.6</b>	<b>Total Operating Fund Disbursements (include Staff Expenditures, Collection Expenditures, Grants to Member Libraries, Capital Expenditures from Operating Funds, Operation and Maintenance of Buildings, Miscellaneous Expenses, Contracts with Libraries and Library Systems in New York State and Debt Service)</b>	<b>\$1,615,302</b>
<b>12.7</b>	<b>Total Transfers</b>	<b>\$0</b>
<b>12.8</b>	<b>Cash Balance/Ending Balance in Operating Fund at the end of the fiscal year (For Public Library Systems, balance as of December 31, 2024)</b>	<b>\$929,883</b>
<b>12.9</b>	<b>Grand Total Operating Fund Disbursements, Transfers and Ending Balance (total questions 12.6 through 12.8)</b>	<b>\$2,545,185</b>

**PROJECTED CAPITAL FUND - RECEIPTS**

<b>12.10</b>	<b>Capital Fund Receipts (include Revenues from Local Sources, Transfer from Operating Fund, State Aid for Capital Projects and All Other Aid for Capital Projects)</b>	<b>\$0</b>
<b>12.11</b>	<b>Nonrevenue Receipts</b>	<b>\$0</b>
<b>12.12</b>	<b>Cash Balance in Capital Fund at the end of the previous fiscal year (For Public Library Systems, opening balance on January 1, 2024, must be the same as the December 31, 2023, closing balance reported on Q9.9 of the 2023 annual report)</b>	<b>\$0</b>
<b>12.13</b>	<b>Grand Total Capital Fund Receipts and Balance (total questions 12.10 through 12.12)</b>	<b>\$0</b>

**PROJECTED CAPITAL FUND - DISBURSEMENTS**

<b>12.14</b>	<b>Capital Fund Disbursements (include Project Expenditures, Transfer to Operating Fund and Nonproject Expenditures)</b>	<b>\$0</b>
<b>12.15</b>	<b>Cash Balance in Capital Fund at the end of the current fiscal year (For Public Library Systems, December 31, 2024)</b>	<b>\$0</b>

**12.16 Grand Total Capital Fund \$0**  
**Disbursement, Transfers, and Balance (Sum of questions 12.14 and 12.15)**

### 13. State Formula Aid Disbursements

#### Public Library Systems Basic Aid

**PUBLIC LIBRARY SYSTEMS BASIC AID, SUPPLEMENTAL AID and either LOCAL LIBRARY SERVICES AID and LOCAL SERVICES SUPPORT AID or LOCAL CONSOLIDATED SERVICES AID (Brooklyn, New York Public and Queens Borough only)**

**Statutory Reference (Basic Aid):** Education Law § 272, 273(1)(a, c, d, e, n)  
 Commissioners Regulations 90.3

**Statutory Reference (LLSA):** Education Law § 272, 273(1)(f)(1)  
 Commissioners Regulations 90.3 and 90.9  
 The formula is \$0.31 per capita of a member library's chartered services area with a minimum of \$1,500 per library with formula equity to 1991 LLIA.

**Statutory Reference (LSSA):** Education Law § 272, 273(1)(f)(2)  
 Commissioners Regulations 90.3 and 90.10  
 The formula is \$0.31 per capita for system population living outside the chartered service areas of member libraries plus 2/3 members LLSA.

**Statutory Reference (LCSA):** Education Law § 272, 273(1)(f)(3)  
 Commissioners Regulations 90.3  
 The formula is \$0.31 per capita plus 2/3 of per capita total with formula equity to 1991 LLIA.

**Statutory Reference (Supplemental):** Education Law § 273(11)(a)  
 The formula is a base grant of \$39,000 and an amount equal to 10.94% of the amount of Basic Aid provided under Education Law § 273(1)(a, c, d, e, and n).

**BECPL Special Aid:** Education Law § 273(1)(l)  
 Annual sum of \$50,000 for a continuity of service project. (Included in Basic Aid Payment)

**Brooklyn Special Aid:** Education Law § 273(1)(k)  
 Annual sum of \$350,000 for business library. (Included in Basic Aid Payment)

**Nassau Special Aid:** Education Law § 273(1)(m)

**13.1.1-13.1.2 Professional Salaries: Indicate total FTE and salaries for all professional system employees.**

**13.1.1 Total Full-Time Equivalents (FTE) 3.21**

**13.1.2 Total Expenditure for Professional Salaries \$236,751**

**13.1.3-13.1.4 Other Staff Salaries: Indicate total FTE and salaries for all other system employees.**

**13.1.3 Total Full-Time Equivalents (FTE) 7.0**

**13.1.4 Total Expenditure for Other Staff Salaries \$350,659**

**13.1.5 Employees Benefits: Indicate the total expenditures for all system employee fringe benefits. \$200,541**

**13.1.6 Purchased Services: Did the system expend funds for purchased services? Y**  
Enter Y for Yes, N for No.

**Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.**

**If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2 and 3 of one repeating group.**

- |    |                      |  |
|----|----------------------|--|
| 1. | Expenditure Category | Building and maintenance expenses  |
| 2. | Provider of Services | James Prendergast Library Association  |
| 3. | Expenditure          | \$67,627   |
| 1. | Expenditure Category | Consultant fees/professional fees  |
| 2. | Provider of Services | 1. Saxton Kocur and Associates - Audit and 990 preparation<br>2. Whiteman, Osterman & Hanna, LLP - Legal Services<br>3. ProFlex - Benefits Admin.<br>4. Main Street Payroll - Payroll Processing & Reporting |
| 3. | Expenditure          | \$11,025   |
| 1. | Expenditure Category | Institutional membership dues  |
| 2. | Provider of Services | NYLA, WNYLRC, PULISDO, ALA   |



3.	Expenditure	\$2,624
1.	Expenditure Category	Library systems vendor contract for automation (e.g, integrated library system, virtual union catalog)
2.	Provider of Services	ByWater/KOHA
3.	Expenditure	\$47,589
1.	Expenditure Category	Telecommunications
2.	Provider of Services	Verizon, DFT, Spectrum
3.	Expenditure	\$3,442
1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	OCLC
3.	Expenditure	\$3,684
1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	Usherwood, misc.
3.	Expenditure	\$1,043
1.	Expenditure Category	Other (specify using Note field)
2.	Provider of Services	Shults, AllPro, misc.
3.	Expenditure	\$2,828

**13.1.7 Total Expenditure - Purchased Services** \$139,862

**13.1.8 Supplies and Materials: Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than \$5,000?** Y  
Enter Y for Yes, N for No.

**Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.**

**If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.**

1.	Expenditure Category	Office/library supplies and postage
2.	Expenditure	\$3,753
1.	Expenditure Category	Books and other print materials
2.	Expenditure	\$1,298
1.	Expenditure Category	Non-print resources (excluding electronic content)
2.	Expenditure	\$980
1.	Expenditure Category	Non-print resources (electronic content)
2.	Expenditure	\$5,626
1.	Expenditure Category	Other (specify using Note field)
2.	Expenditure	\$8,050
1.	Expenditure Category	Other (specify using Note field)
2.	Expenditure	\$8,575
1.	Expenditure Category	Other (specify using Note field)
2.	Expenditure	\$4,961

**13.1.9 Total Expenditure - Supplies and Materials** \$33,243

**13.1.10 Travel Expenditures: Did the system expend funds for travel? Enter Y for Yes, N for No.** Y

If yes, complete one record for each applicable category; if no enter N/A for questions 1 and 2 of one repeating group.

1.	Type of Travel	System Staff Travel
2.	Expenditure	\$15,793

**13.1.11 Total Expenditures - Travel** \$15,793

**13.1.12 Equipment and Furnishings: Did the system expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No.** **N**

If yes, complete one record for each applicable category; if no enter N/A for questions 1, 2, 3, and 4 of one repeating group.

1.	Type of Item	N/A
2.	Quantity	N/A
3.	Unit Cost	N/A
4.	Expenditure	N/A

**13.1.13 Total Expenditure - Equipment and Furnishings** **\$0**

**13.1.14 Local Library Services Aid Expenditures: Indicate the total expenditures to member libraries for Local Library Services Aid.** **\$69,490**

**13.1.15 Grants to Member Libraries: Did the system expend funds for grants to member libraries? Enter Y for Yes, N for no.** **Y**

If yes, complete one record for each grant; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1.	Recipient	Member Libraries
2.	Allocation	\$9,500
3.	Project Description (no more than 300 words)	Annual cash grant of \$250 PER member library.
1.	Recipient	Member Libraries
2.	Allocation	\$45,594
3.	Project Description (no more than 300 words)	There are currently 34 out of 38 libraries participating in this project. All connections in 2023 increased to 200 to 500 Mbps. The IT Manager works with an Erate consultant on this project and works directly with the member libraries to provide support.

- |    |   |  |
|----|---|--|
| 1. | <b>Recipient</b>                                    | <b>Member Libraries</b>  |
| 2. | <b>Allocation</b>                                   | <b>\$18,665</b>  |
| 3. | <b>Project Description (no more than 300 words)</b> | <b>Payroll Services Grant whereby the System covers the cost of payroll services for member libraries with 7 or fewer staff members.</b> |

**13.1.16 Total Expenditures - Grants for Member Libraries** **\$73,759**

**13.1.17 Total Expenditure (total 13.1.2, 13.1.4, 13.1.5, 13.1.7, 13.1.9, 13.1.11, 13.1.13, 13.1.14, and 13.1.16)** **\$1,120,098**

**13.1.18 Cash Balance at the Opening of the Fiscal Year** **\$698,971**  
**NOTE: The opening balance must be the same as the closing balance of the previous year.**

**13.1.19 Total Allocation from 2023 - 2024 State Aid:** **\$981,853**

**13.1.20 Total Available Before Expenditures (total 13.1.18 + 13.1.19)** **\$1,680,824**

**13.1.21 Cash Balance at the End of the Current Fiscal Year (total 13.1.19 + 13.1.18 - 13.1.17)** **\$560,726**

**13.1.22 Final Narrative: Provide a brief narrative, no more than fifteen hundred (1500) words, describing the major activities carried out with these State Aid Funds.**

**""Basic Aid is used to support Chautauqua-Cattaraugus System resources and services offered free to our member libraries. Services include IT and broadband support, payroll processing assistance, materials ordering, delivery between libraries, interlibrary loan, DVD cleaning, print shop service, large print deposits, audio book deposits, equipment loans, a collection of professional development materials, and more. Twice-weekly, 76 in total, deliveries to our member libraries mean that patrons never have to wait long for books requested from another library. CCLS maintains two delivery trucks that take books and materials, and equipment between the libraries and CCLS headquarters. The IT Manager and IT Assistant provide on-site computer assistance and repair, equipment installation, and network management. The IT Manager manages a system-wide high-speed internet network supported by state and Erate funds. In 2023, all 34 participating libraries had their internet speed increased to 200 to 500 mbps. A contract was signed to guarantee pricing for five years. The IT Manager is working with all libraries upgrade their data wiring. Our Digital Services Librarian manages our OverDrive collection, ordering eBooks and downloadable audio books, managing member library pledges, and working with members who do their own ordering. We have seen a**

**steady increase in circulation, with 2023 being our best year yet at 134,174 items circulated. She has added Crafty, Kanopy, and the Great Courses to our electric resources. She provides OverDrive training to member library as well as how to assist patrons with electronic devices. She troubleshoots patron eBook issues as they come up and ensures that our patrons have the best possible experience. She also manages social media for CCLS and provides assistance to members. CCLS staff provide support for WordPress websites. Members have been transitioning to the new template that was developed in-house in 2023. A vote calculator was developed to assist members going for a funding vote by letting them see what their individual payment would be. Our ILS/Data Specialist works closely with our ILS vendor to handle updates and troubleshooting. She develops new SQL reports based on the needs of our member libraries. She manages users and provides training to library staff. She works with member libraries to provide information from the ILS for their annual reports. Technical processing staff strive to make online book ordering easy for libraries. They manage the catalog, add MARC records, and ensure that libraries receive books in shelf ready condition. They manage our interlibrary loan service (OCLC) and coordinate the transport of materials. Our Technical Services librarian**

**manages a program to help improve the non-fiction collections across the system. We train member library directors, staff, and trustees with in-person trainings and webinars on important topics. Workshops focus on trustee training, policy development, annual reports, cataloging, and book ordering among others. Our annual meeting workshops focused on book bans, collection management, and 1st Amendment audits. CCLS staff consult with and provide advice to member libraries on a wide range of topics. CCLS is an invaluable resource as a source of staff expertise in areas of sustainable funding, policy development, accounting, legal issues, youth services, cataloging, human resources, outreach to underserved communities and more. Member library directors have a monthly remote meeting with the System Director and staff. The result is a higher level of familiarity between directors, increased collaboration, and better feedback to CCLS on their needs and ideas. CCLS provides important youth services resources to members. Our youth services librarian creates and maintains storytime kits and other useful tools for member library children's staff. She typically visits libraries to give assistance and advice on improving programs and spaces. She leads Summer Reading workshops and assists with Summer Reading coordination, and is involved**

**in the Ready to Read  
initiative. ""**

Central Library Services Aid

**CENTRAL LIBRARY SERVICES AID (CLSA)**

**Statutory** Education Law § 273(1)(b)  
**Reference:** Commissioners Regulations 90.4  
 Central Library Services Aid is \$0.32 per capita with a minimum amount of \$105,000 and an additional \$71,500.  
 Include in this category CLSA expenditures for services and library materials. CLSA funds which are expended for library materials must be used for adult non-fiction and foreign language, including electronic content.  
 See <http://www.nysl.nysed.gov/libdev/clda/index.html> for more information.

**13.2.1-13.2.2 Professional Salaries: Indicate total FTE and salaries for all professional system employees (paid from CLSA funds).**

**13.2.1 Total Full-Time Equivalents (FTE) 0**

**13.2.2 Total Expenditure for Professional Salaries \$0**

**13.2.3-13.2.4 Other Staff Salaries: Indicate total FTE and salaries for all other system employees (paid from CLSA funds).**

**13.2.3 Total Full-Time Equivalents (FTE) 0**

**13.2.4 Total Expenditures for Other Staff Salaries \$0**

**13.2.5 Employee Benefits: Indicate the total expenditures for all system employee benefits (paid from CLSA funds). \$0**

**13.2.6 Purchased Services: Did the system expend funds for purchased services? Enter Y for Yes, N for No. Y**

**Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.**

**If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, and 3 of one repeating group.**



- |    |                      |  |
|----|----------------------|--|
| 1. | Expenditure Category | Commercial electronic content vendor contracts |
| 2. | Provider of Services | Overdrive                                      |
| 3. | Expenditure          | \$7,000  |

**13.2.7 Total Expenditure - Purchased Services** \$7,000

**13.2.8 Supplies and Materials: Did the system expend funds for supply items, postage, adult nonfiction and foreign language library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No.** Y

**Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.**

If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.

- |    |                      |   |
|----|----------------------|---|
| 1. | Expenditure Category | Adult non-fiction and foreign language materials - electronic databases |
| 2. | Expenditure          | \$15,010  |

- |    |                      |   |
|----|----------------------|---|
| 1. | Expenditure Category | Adult non-fiction and foreign language materials - electronic databases |
| 2. | Expenditure          | \$800   |

**13.2.9 Total Expenditure - Supplies and Materials** \$15,810

**13.2.10 Travel Expenditures: Did the system expend funds for travel? Enter Y for Yes, N for No.** N

If yes, complete one record for each type of travel; if no, enter N/A for questions 1 and 2 of one repeating group.

- |    |                |     |
|----|----------------|-----|
| 1. | Type of travel | N/A |
| 2. | Expenditure    | N/A |

**13.2.11 Total Expenditures - Travel** \$0

**13.2.12 Equipment and Furnishings: Did the system expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No.** **N**

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3 and 4 of one repeating group.

1.	Type of item	N/A
2.	Quantity	N/A
3.	Unit cost	N/A
4.	Expenditure	N/A

**13.2.13 Total Expenditure - Equipment and Furnishings** **\$0**

**13.2.14 Grants to Central/Co-Central Libraries: Did the system expend funds for grants to central/co-central libraries? Enter Y for Yes, N for No.** **Y**

If yes, complete one record for each grant; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1.	Recipient	James Prendergast Library Association
2.	Allocation	\$97,505

**3. Project Description (no more than 300 words)**

**The System distributed Central Library Services Aid to its co-central libraries using the long-established formula of 2/3 aid to James Prendergast Library and 1/3 aid to Olean Public Library. James Prendergast Library received \$97,505 and Olean Public Library received \$48,753. The System facilitated the purchase of the OverDrive platform, Ancestry Library Edition and Tech-Talk totaling \$22,810. Central library staff selected material for purchase taking into consideration the interlibrary loan needs of the System's member libraries. Both co-central libraries purchased digital titles through the System's subscription to OverDrive.**

- |                      |                             |
|----------------------|-----------------------------|
| <b>1. Recipient</b>  | <b>Olean Public Library</b> |
| <b>2. Allocation</b> | <b>\$48,753</b>             |

**3. Project Description (no more than 300 words)**

**The System distributed Central Library Services Aid to its co-central libraries using the long-established formula of 2/3 aid to James Prendergast Library and 1/3 aid to Olean Public Library. James Prendergast Library received \$97,505 and Olean Public Library received \$48,753. The System facilitated the purchase of the OverDrive platform, Ancestry Library Edition and Tech-Talk totaling \$22,810. Central library staff selected material for purchase taking into consideration the interlibrary loan needs of the System's member libraries. Both co-central libraries purchased digital titles through the System's subscription to OverDrive.**

**13.2.15 Total Expenditure - Grants to Central/Co-Central Libraries** \$146,258

**13.2.16 Total Expenditure (total 13.2.2, 13.2.4, 13.2.5, 13.2.7, 13.2.9, 13.2.11, 13.2.13, and 13.2.15)** \$169,068

**13.2.17 Cash Balance at the Opening of the Fiscal Year** 0.00

**NOTE: The opening balance must be the same as the closing balance of the previous year.**

**13.2.18 Total Allocation from 2023 - 2024 State Aid:** \$169,068

**13.2.19 Total Available Before Expenditures (total 13.2.17 + 13.2.18)** \$169,068

**13.2.20 Cash Balance at the end of the Current Fiscal Year (total 13.2.18 + 13.2.17 - 13.2.16)** 0.00

**13.2.21 Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.**

**The System distributed Central Library Services Aid to its co-central libraries using the long-established formula of 2/3 aid to James Prendergast Library and 1/3 aid to Olean Public Library. James Prendergast Library received \$97,505 and Olean Public Library received \$48,753. The System facilitated the purchase of the OverDrive platform, Ancestry Library Edition and Tech-Talk totaling \$22,810. Central library staff selected material for purchase taking into consideration the interlibrary loan needs of the System's member libraries. Both co-central libraries purchased digital titles through the System's subscription to OverDrive.**

**Coordinated Outreach Library Services Aid**

**COORDINATED OUTREACH LIBRARY SERVICES AID**

**Statutory Reference:** Education Law § 273(1)(h)  
Commissioners Regulations 90.3

13.4.1-13.4.2 **Professional Salaries:** Indicate total FTE and salaries for all professional system employees.

13.4.1	Total Full-Time Equivalents (FTE)	.72
13.4.2	Total Expenditure for Professional Salaries	\$42,986

13.4.3-13.4.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees.

13.4.3	Total Full-Time Equivalents (FTE)	0
13.4.4	Total Expenditure for Other Staff Salaries	\$0

13.4.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$10,747

13.4.6 **Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No. N

**Note:** For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each allowable expenditure; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1.	Expenditure Category	N/A
2.	Provider of Services	N/A
3.	Expenditure	N/A

13.4.7 **Total Expenditure - Purchased Services** \$0

13.4.8 **Supplies and Materials:** Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No. Y

**Note:** For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.

1.	Expenditure Category	Books and other print materials
2.	Expenditure	\$13,184
1.	Expenditure Category	Non-print resources (electronic content)
2.	Expenditure	\$3,809
1.	Expenditure Category	Non-print resources (excluding electronic content)
2.	Expenditure	\$2,039

13.4.9 **Total Expenditure - Supplies and Materials** 19,032

13.4.10 **Travel Expenditures:** Did the system expend funds for travel? Enter Y for Yes, N for No. Indicate the total expenditures for system employee travel only in this category. Y

If yes, complete one record for each type of travel; if no, enter N/A for questions 1 and 2.

1.	Type of Travel	System staff
2.	Expenditure	\$2,994

13.4.11 **Total Expenditure - Travel** \$2,994

13.4.12 **Equipment and Furnishings:** Did the system expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No. N

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3, and 4 of one repeating group.

1.	Type of item	N/A
2.	Quantity	N/A
3.	Unit Cost	N/A
4.	Expenditure	N/A

13.4.13 **Total Expenditure - Equipment and Furnishings** \$0

13.4.14 Did the system expend funds on grants to member libraries? Enter Y for Yes, N for No. Y

If yes, complete one record for each grant; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1.	Recipient	Ahira Hall Memorial Library
2.	Allocation	\$1,200

- |    |                        |  |
|----|------------------------|--|
| 3. | Description of Project | Offer after school and after hours programs for teens and young adults. In response of teen using the library more, and limited activities in the area. Through the Library After Hours program, the library intends to offer both structured and free form sessions geared towards the interests of group members.  |
| 1. | Recipient              | Clymer-French Creek Free Library   |
| 2. | Allocation             | \$1,200  |
| 3. | Description of Project | Library held two programs in 2024 aimed at at-risk and disadvantaged children and their families. Programs included live animals with the Sundance Farm and a production from Traveling Lantern group. Having the library offer these free programming since these sort of program opportunities are rare in our neighborhood, but benefit a large number. |
| 1. | Recipient              | Blount Library   |
| 2. | Allocation             | \$500  |
| 3. | Description of Project | Starting a Lego program for kids and tweens. The program is once a week for 30 min sessions where participants work to complete given tasks. Skills focused on include time management, team-work, social skills, and following directions. Each weeks session builds on the previous session, encouraging commitment to the full program.                 |
| 1. | Recipient              | Memorial Library of Little Valley  |
| 2. | Allocation             | \$500  |



3. Description of Project

Offering free Tech Skills sessions. For 6 weeks, evening classes will be held to any community member needing tech support. The session will develop around needs of the participants, and welcome phones, tablets, laptops, using digital skills, or supporting skills in programs.

1. Recipient

Randolph Library

2. Allocation

\$800

3. Description of Project

Starting a new service of working with the local nursing home. Part of the funds are used for large print titles to lend to the nursing home, and the rest of the funds are used for printed materials for using the digital resources. The focus is to help participants access reading in the best way for them, by offering print and digital resources.

1. Recipient

Sinclariville Free Library

2. Allocation

\$800

## 3. Description of Project

This program will guide seniors and youth through a series of prompts to create scrapbooks about their lives, writing and using collage methods to illustrate. Based around life lessons (seniors) and memorable moments (youth), participants would then join together to share their projects. This would provide hands-on art activity and writing practice for both age groups, as well as an opportunity to interact and learn intergenerationally. The youth will be from the homeschool families who patronize our library; seniors will be those residing at the Homestead retirement village in Gerry. Both of these groups are geographically isolated as many seniors no longer drive, and the homeschooled children do not meet with peers in the local school setting. Some sessions for seniors will also be held at the library

1. Recipient

Blount Library

2. Allocation

\$1,000

3. Description of Project

The library is to offer monthly technology information and support sessions. Many library users have voiced frustration in keeping up with changing technology, and example sessions will include: digital collection training, email, Facebook, and navigating government sights. As community members indicate additional needs, the sessions will be responsive. All devise and operating systems are encouraged to participate.

1. Recipient

Kennedy Free Library

2. Allocation

\$1,000

## 3. Description of Project

The library plans to offer a 36 week, exercise class for seniors (65+). Taking place once a week, the community will be encouraged to attend, exercise, and socialize. The sessions will work with participants abilities and adapt as needed to encourage seniors to come for light exercise.

13.4.15 **Total Expenditure - Grants to Member Libraries** \$7,000

13.4.16 **Total Expenditure (total 13.4.2, 13.4.4, 13.4.5, 13.4.7, 13.4.9, 13.4.11, 13.4.13, and 13.4.15)** \$82,759

13.4.17 **Cash Balance at the Opening of the Fiscal Year** \$0

NOTE: The opening balance must be the same as the closing balance of the previous year.

13.4.18 **Total Allocation from 2023 - 2024 State Aid:** \$82,759

13.4.19 **Total Available Before Expenditures (total 13.4.17 + 13.4.18)** \$82,759

13.4.20 **Cash Balance at the End of the Current Fiscal Year (total 13.4.18 + 13.4.17 - 13.4.16)** \$0

13.4.21 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.

In 2023 the Outreach Office, in consultation with the Coordinated Outreach Service Advisory Council, awarded four member libraries with mini-grants. Each library that applied received some funding to implement programs and purchase materials that supported outreach efforts. Emphasis was on those geographically isolated and at-risk youth in the community. The projects ranged from starting new programs in nursing homes to offering social connection programs to reaching at-risk youth through school connections and students who already use the library space. As news about local organizations was disseminated, the outreach office would send that information on to relevant library directors. The Outreach Office works to help make personal connections between directors and organization leaders in specific communities. The Outreach Coordinator represented the library system in the local community meetings.

#### Services to County Jails Aid

#### SERVICE TO COUNTY JAILS (INTERINSTITUTIONAL) AID

<b>Statutory</b>	Education Law §
<b>Reference:</b>	285(2)

The intent of the Services to County Jails Program is to provide basic reading materials for those individuals who are incarcerated short term in county jails across the State. Examples of appropriate spending include books and magazine / newspaper subscriptions which are acceptable to the institution (Supplies & Materials), as well as programs such as Job Information and other topics directly relevant to the county jail incarcerated individuals' needs (Purchased Services). Salaries and benefits for system personnel providing programs and services to county jails are also appropriate expenditures.

13.5.1-13.5.2 **Professional Salaries:** Indicate total FTE and salaries for all professional system employees

13.5.1 Total Full-Time Equivalents (FTE) 0

13.5.2 Total Expenditure for Professional Salaries \$0

13.5.3-13.5.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees

13.5.3 Total Full-Time Equivalents (FTE) 0

13.5.4 Total Expenditures for Other Staff Salaries \$0

13.5.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits \$0

13.5.6 **Purchased Services:** Did the system expend funds for purchased services? Enter Y for Yes, N for No. N

**Note:** For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each allowable expenditure; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

1. Expenditure Category N/A

2. Provider of Services N/A

3. Expenditure N/A

13.5.7 **Total Expenditure - Purchased Services** \$0

13.5.8 **Supplies and Materials:** Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No. Y

**Note:** For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1 and 2 of one repeating group.

1. Expenditure Category Office/library supplies and postage

- 2. Expenditure \$72
- 1. Expenditure Category Books and other print materials
- 2. Expenditure \$1,383
- 1. Expenditure Category Other (specify using Note field)
- 2. Expenditure \$40

**13.5.9 Total Expenditure - Supplies and Materials** \$1,495

**13.5.10 Total Expenditure (total 13.5.2 + 13.5.4 + 13.5.5 + 13.5.7 + 13.5.9)** 1,495.00

**13.5.11 Cash Balance at the Opening of the Fiscal Year:** \$1,651

NOTE: The opening balance must be the same as the closing balance from the previous year.

**13.5.12 Total Allocation from 2023 - 2024 State Aid** \$2,918

**13.5.13 Total Available Before Expenditures (total 13.5.11 + 13.5.12)** \$4,569

**13.5.14 Cash Balance at the End of the Current Fiscal Year (total 13.5.12 + 13.5.11 - 13.5.10)** \$3,074

**13.5.15 Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.

State Aid funds brought in support material to study for GED exams, DVD player, and classroom supplies to continue lessons. The Library System Outreach Coordinator works to communicate with the Adult Education leaders at two regional BOCES to bring in needed materials for the classroom in the two county jails. Communications with the two jails has proven difficult. We believe that staff changes may play a role in the drop off in communication.

**State Correctional Aid**

**THE FOLLOWING QUESTIONS ARE FOR SYSTEMS WITH STATE CORRECTIONAL FACILITIES ONLY**

STATE CORRECTIONAL FACILITIES AID

**Statutory** Education Law § 285 (1)

**Reference:** Commissioners Regulations 90.14

The amount provided in Education Law is \$9.25 per incarcerated individual. Please see the State Corrections Program Guidelines at

[www.nysl.nysed.gov/libdev/outreach/corrgdln.htm](http://www.nysl.nysed.gov/libdev/outreach/corrgdln.htm) for more information.

13.6.1-13.6.2 **Professional Salaries:** Indicate total FTE and salaries for all system professional employees.

13.6.1	Total Full-Time Equivalents (FTE)	.07
13.6.2	Total Expenditure for Professional Salaries	\$3,984

13.6.3-13.6.4 **Other Staff Salaries:** Indicate total FTE and salaries for all other system employees.

13.6.3	Total Full-Time Equivalents (FTE)	0
13.6.4	Total Expenditure for Other Staff Salaries	\$0

13.6.5 **Employee Benefits:** Indicate the total expenditures for all system employee benefits. \$996

13.6.6 **Purchased Services:** Does the system expend funds for purchased services? Enter Y for Yes, N for No. N

**Note:** For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2 and 3 of one repeating group.

1.	Expenditure Category	N/A
2.	Provider of Services	N/A
3.	Expenditure	N/A

13.6.7 **Total Expenditure - Purchased Services** 0

13.6.8 **Supplies and Materials:** Did the system expend funds for supply items, postage, library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1 and 2 of one repeating group.

1.	Expenditure Category	Books and other print materials
2.	Expenditure	\$4,545

13.6.9 **Total Expenditure - Supplies and Materials** \$4,545

13.6.10 **Travel Expenditures:** Did the system expend funds for travel? Enter Y for Yes, N for No.

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1 and 2 of one repeating group.

1.	Type of Travel	Other (specify using Note field)
2.	Expenditure	\$475

13.6.11 **Total Expenditure - Travel** \$475

13.6.12 **Equipment and Furnishings:** Did the system expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No.

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3, and 4 of one repeating group.

1.	Type of item	N/A
2.	Quantity	N/A
3.	Unit Cost	N/A
4.	Expenditure	N/A



13.6.13 <b>Total Expenditure - Equipment and Furnishings</b>	0.00
13.6.14 <b>Total Expenditure (total 13.6.2, 13.6.4, 13.6.5, 13.6.7, 13.6.9, 13.6.11, and 13.6.13)</b>	\$10,000
13.6.15 <b>Cash Balance at the Opening of the Fiscal Year:</b>	\$378
NOTE: The opening balance must be the same as the closing balance of the previous year.	
13.6.16 <b>Total Allocation from 2023 - 2024 State Aid:</b>	\$11,067
13.6.17 <b>Total Available Before Expenditures (total 13.6.15 + 13.6.16)</b>	\$11,445
13.6.18 <b>Cash Balance at the End of the Current Fiscal Year (total 13.6.16 + 13.6.15 - 13.6.14)</b>	\$1,445

13.6.19 **Final Narrative:** Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds

The Library System Outreach Coordinator works closely with the Librarian at the Lakeview Shock CF Facility to ensure the continued development of the collection and programs. In 2023, there was a personnel transition, and the Outreach Coordinator worked to help support this transition and pass on training opportunities. CCLS worked with STLS to offer a Correctional Facility Librarian workshop in collaboration with DOCS. CCLS also was able to send the CF librarian to NYLA. As the CF Librarian identified material for collection development, the State Aids Funds were used to bring in titles supporting free reading, job searching skills, English as an Additional Language, re-entry support, magazine subscriptions, and books for group learning. With the assistance of the Library System Outreach Coordinator, new materials were purchased when directed by the CF Librarian. The Library System also provides material from the system through our internal delivery system when requested and supports collection development through recommendations and sharing review resources.

## 14. Summary of Library System Accomplishments

### System Accomplishments

Using the goals from Section 4 in the approved 2022-2026 System Plan of Service, **BRIEFLY** describe the final results of each element for Year 2 (2023).

## 14.1 Element 1: Resource Sharing - Results

2023 was our highest circulation year for our system-wide OverDrive/Libby collection with 134,174 checkouts. The system assisted member libraries in providing and expanding their electronic services to their patrons all year. The System continued to purchase digital titles out of its budget to help the member libraries provide multiple copies of titles with high holds and expired titles. In 2023, we added Tech-Talk, Booklist Online, and The Great Courses via the Libby app. All system members also had access to Ancestry Library Edition, the NYTimes, and WSJ. 28 member libraries received deposit collections of large print titles, and CD audiobooks. 13 nursing homes received large print deposits. The system continued to offer website maintenance to member libraries using our WordPress account. CCLS continued to make vendor access available to member libraries using: Baker & Taylor, Brodart, and Midwest Tape websites.

## 14.2 Element 2: Special Client Groups - Results

The Outreach Coordinator continues to connect member libraries to appropriate stakeholders in the community. The central vision is to provide equal access to all populations through connections to resources focusing on underserved populations. The Outreach Coordinator works with member libraries to develop and offer programs that will support targeted groups of the community. In addition to programs, member libraries have displays and information available for all populations with specific needs. The Outreach Coordinator works to ensure that information for community organizations and services is up-to-date for member libraries. A continued partnership between the Library System and the Chautauqua Blind Association ensures that persons needing additional material and support can be achieved. A newer partnership with the Alzheimer's local chapter ensures that current information reaches the community. All our libraries are members of the Talking Books & Braille Library to support local communities better. In addition to libraries supporting these targeted populations, the Outreach Coordinators work with the Homelessness coalition and attend non-profit connection meetings.

### 14.3 Element 3: Professional Development and Training - Results

System staff conducted over 80 workshops/meetings/training sessions for Professional Development and Continuing Education for member libraries. 500+ member library staff and trustees attended the sessions. Sessions presented and/or sponsored by the system, included: Youth Services meetings and workshops, Collection Development committee meetings, COSAC meetings, WordPress trainings, ILS trainings, technology/software trainings, Baker & Taylor Title Source 360 training, OverDrive's Libby App, Library Advocacy meetings, KOHA fast cataloging training, Annual Meeting, Annual Report workshop, Trustee Training, Library Challenges, and more. The System promoted 40+ continuing educational webinars presented by outside organizations. System staff attended 50+ online continuing education classes/training webinars. System staff participate on several committees, including: WNYLRC Board, WNYLRC CE, Chautauqua County Education Coalition, Chautauqua County Homeless Coalition, E2CC BOCES School Library System, Youth Services Consultants for DLD, and more.

#### 14.4 Element 4: Consulting and Development Services - Results

System staff conducted 11,000+ member consultations in 2023. System staff consulted with members via online meetings and in person. The Executive Director provided trustee orientation information to new trustees and director training to new directors online or during a visit. Consultancy services, covered: ILS/KOHA reports and cataloging, Outreach benchmarking, human resources, financial reports, legal issues, library funding referendums, library challenges, early literacy, technology training, automation, construction grants, OverDrive spending, database updates, space planning, IT support, website maintenance, and much more.

## 14.5 Element 5: Coordinated Services for Members - Results

The system continued to coordinate and maintain the ILS, KOHA (ByWater). Outreach coordinated the second system-wide Road Trip for patrons to visit all 38 member library locations. The system coordinated adding Tech-Talk for system-wide access and the addition of The Grant Courses to the Libby app. The system also coordinated the renewal of Ancestry Library Edition for all members, the renewal of OverDrive, and provided OverDrive selection and purchasing assistance to member libraries. The system continued to maintain and offer website assistance to members using websites on the system's WordPress account. The system provided access to online material reviews and ordering utilities through Baker & Taylor Title Source 3, Brodart Bibz II, and Midwest Tape. The system's Day Adventure Pass Program continued with all 38 building locations receiving free passes again this year to regional museums/educational centers. The system coordinated the purchasing of summer reading materials and supplies for the member libraries. 12 members participate in the rotating launchpad collection program. A youth large print collection for members was started in 2023.

## 14.6 Element 6: Awareness and Advocacy - Results

Emails with advocacy opportunities are regularly sent to member libraries to allow them to easily participate in advocacy efforts. Representatives from CCLS and its member libraries participate actively in local, regional, and statewide advocacy efforts, including local and state advocacy days. System director attended Advocacy Day on February 28, 2023 to meet with Senator Borrello, Assemblyman Goodell, and Assemblyman Giglio to advocate for 2024 library funding. System Director attended the Advocacy Launch event at the Guilderland Public Library in September 2023. Sixteen CCLS representatives met with Senator Borrello, Assemblyman Goodell, and Assemblyman Giglio at the Falconer High School Library to advocate for 2024 library funding.



#### 14.7 Element 7: Communication Among Member Libraries and/or Branch Libraries - Results

System communication with members included over 80 in-person and online meetings/trainings with member library directors and staff with over 500 attendees. The system continued to offer members the use of GoToMeeting for board meetings, library trainings, and patron events. System staff had over 11,000 member library contacts last year. The system has two listservs for communicating with members. One listserv "All Staff" is used to communicate with member directors and library staff, and the second listserv "All Directors" is for directors to communicate exclusively among themselves. Delivery continued twice-weekly to each member library last year.

#### 14.8 Element 8: Collaborative Efforts with Other Library Systems - Results

CCLS continued to be an active member of WNYLRC, PULISDO, NYLA, and NYALS, and had representation at the NYLA conference. The CCLS Director has a seat on the board of the Western New York Library Resources Council and was recently selected to be President-Elect for WNYLRC. The CCLS Director serves as the vice chair of PULISDO and as a PULISDO representative on the NYALS Steering Committee. The CCLS Director attends all PULISDO and DLD conference calls. The Outreach Coordinator serves on the Erie 2 BOCES and CA BOCES councils. CCLS has a reciprocal lending agreement for OverDrive with the Mid-York Library System.

14.9 Element 9: Other - Results

NA

14.10 Element 10: Construction - Results

Member libraries were encouraged to apply for NYS Public Library Construction Aid. CCLS guided members through an intent to apply process where information was provided to the CCLS Board of Trustees to decide on which projects to fund and by how much. CCLS assisted member libraries with their applications for construction aid. Eleven libraries submitted applications in October 2023 with the request totaling \$797,344. CCLS and member libraries worked on revisions as requested by DLD staff. In 2023, 11 libraries were awarded a total of \$524,888 in construction aid for projects submitted in 2022.

14.11 Element 11: Direct Access - Results

All residents of Chautauqua and Cattaraugus counties may use any of the System's 36 member libraries in the same way residents of an individual member library's chartered-to-serve area do. Compliance with the System's Direct Access Plan is a requirement of system membership. All libraries are now automated, enabling easy use of the hold system for delivery between libraries.

14.12 Element 12: Other Goal(s) - Results

NA

## 15. Current system URL's

15.1 System Home Page URL

<https://www.cclsny.org/>

15.2 URL of Current List of Members

<https://www.cclsny.org/memberlibraries/>

- 15.3 URL of Current Governing Bylaws [https://www.cclsny.org/wp-content/uploads/tainacan-items/13709/14542/20180101\\_CCLS\\_By-Laws.pdf](https://www.cclsny.org/wp-content/uploads/tainacan-items/13709/14542/20180101_CCLS_By-Laws.pdf)
- 15.4 URL of Evaluation Form [https://www.cclsny.org/wp-content/uploads/tainacan-items/15096/15103/20220311\\_CCLS\\_Member-Library-Survey-Questions.pdf](https://www.cclsny.org/wp-content/uploads/tainacan-items/15096/15103/20220311_CCLS_Member-Library-Survey-Questions.pdf)
- 15.5 URL of Evaluation Results [https://www.cclsny.org/wp-content/uploads/tainacan-items/15096/15115/20220311\\_CCLS\\_Member-Library-Survey-Results.pdf](https://www.cclsny.org/wp-content/uploads/tainacan-items/15096/15115/20220311_CCLS_Member-Library-Survey-Results.pdf)
- 15.6 URL of Central Library Plan [https://www.cclsny.org/wp-content/uploads/tainacan-items/15096/15153/2022-2026\\_CCLS\\_Co-Central-Library-Plan.pdf](https://www.cclsny.org/wp-content/uploads/tainacan-items/15096/15153/2022-2026_CCLS_Co-Central-Library-Plan.pdf)
- 15.7 URL of Direct Access Plan [https://www.cclsny.org/wp-content/uploads/tainacan-items/15096/15145/2022-2026\\_CCLS\\_Direct-Access-Plan.pdf](https://www.cclsny.org/wp-content/uploads/tainacan-items/15096/15145/2022-2026_CCLS_Direct-Access-Plan.pdf)

## 16. Assurance and Contact Information

### CONTACT INFORMATION

- 16.1 Contact name (person completing report) Janice Dekoff
- 16.2 Contact telephone number (enter 10 digits only and hit the Tab key) (716) 664-6675
- 16.3 Contact e-mail address [jdekoff@gmail.com](mailto:jdekoff@gmail.com)

### ASSURANCE

- 16.4 The Library System operated under its approved Plan of Service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that this "Annual Report" was reviewed and accepted by the System Board/Council on (date - mm/dd/yyyy) 04/10/2024

### APPROVAL (for New York State Library use only/not a required field)

- 16.5 The Library System's Annual Report and Projected Annual Budget were reviewed and approved by the New York State Library on (date - mm/dd/yyyy).

## Suggested Improvements

Library System

Chautauqua-Cattaraugus  
Library System

Name of Person Completing Form : Janice Dekoff

Phone Number and Extension (enter area code, telephone number and extension only): 716-664-6675 x228

Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank You!

# Chautauqua-Cattaraugus Library System

## Annual Report for Library Systems - 2023 (Public Library Systems 2023)

### 1. General System Information

No Notes

### 2. Personnel Information

No Notes

### 3. System Membership, Outlets and Governance

Repeating Group 7

14. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).

Trustee filled a vacant seat.

Repeating Group 8

14. Is this trustee serving a full term? If No, add a State Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).

Trustee started after January - typical term start

### 4. Public Library System Transactions and Collections

4.6 Use of Electronic Material

OverDrive

4.7 Successful Retrieval of Electronic Information

Ancestry Library Edition -  
18,405 Tech-Talk - 202

4.16 Electronic Books

OverDrive

4.17 Local Electronic Collections

Ancestry Library Edition Tech-Talk  
NYTimes WSJ

4.21 Video - Downloadable Units

Kanopy - 1450 Craftsy - 100  
The Great Courses - 46

4.26 Other Non-Electronic Materials

Tech equipment - 7 Launchpads  
- 171 JKit - 42 JMed - 9

### 5. System Services

5.24 Annual number of visits to the system's web site

Includes Website & OPAC

5.51 Number of participants

1 session of collaboration for children summer reading programming with 13 NYS library systems. 1 CCLS sessions.

5.53	Number of participants	1 session of collaboration for children summer reading programming with 13 NYS library systems. 2 CCLS sessions.
5.55	Number of participants	1 session of collaboration for teen summer reading programming with 13 NYS library systems. 1 CCLS sessions.
5.75	Other Consulting and Technical Assistance Services not listed above – Add Note	E-Rate services, Collection Development
5.76	Total Reference Transactions	224 chat reference questions 36 phone calls - library card renewals/OverDrive/Libby issues

**6. Operating Funds Receipts**

6.19	Local Library Services Aid - Distributed to Members	2023 only received first 90% of LLSA, received remaining 10% on 1/19/24. 2022 paid out 100% LLSA and remaining 10% of 2021 LLSA funding received in February 2022 - \$7,393.
6.21	Local Services Support Aid	2023 only received first 90% of LSSA, received remaining 10% on 1/19/24. 2022 received 100% LSSA and remaining 10% of 2021 LSSA funding received in February 2022 - \$6,606.
Repeating Group 1		
2.	Amount	2023 Increase in Love Your Library SRP funding
Repeating Group 1		
2.	Amount	2023 Remainder of ARPA Grant received from WNYLRC 2022 Received \$90,375 ARPA Grant from WNYLRC and \$30,000 ARPA Grant pass-thru to Olean Public Library
6.47	Total Other Federal Aid (total questions #2 of Repeating Group #10 above)	2023 Received remaining \$10,042 ARPA grant from WNYLRC 2022 Received \$90,375 ARPA Grant from WNYLRC and \$30,000 ARPA Grant pass-thru to Olean Public Library

<p>6.48 <b>Total Federal Aid</b> (total questions 6.45 and 6.47)</p>	<p>2023 Received remaining \$10,042 ARPA grant from WNYLRC 2022 Received \$90,375 ARPA Grant from WNYLRC and \$30,000 ARPA Grant pass-thru to Olean Public Library</p>
<p>6.53 Income from Investments</p>	<p>2023 Increase in interest rates.</p>
<p>6.55 Equipment</p>	<p>2023 Sale of Delivery Truck</p>
<p>Repeating Group 3</p>	
<p>1. Receipt category</p>	<p>Chautauqua Region Community Foundation</p>
<p>Repeating Group 2</p>	
<p>2. Amount</p>	<p>2023 awarded larger grant for 2022/2023 digitization project</p>
<p>Repeating Group 3</p>	
<p>2. Amount</p>	<p>2023 Received one grant from Chautauqua Region Community Foundation. 2022 Received three grants, from Chautauqua Region Community Foundation, Northern Chautauqua Community Foundation and Cattaraugus Region Community Foundation</p>

**7. Operating Fund Disbursements**

<p>7.1 System Director and Certified Librarians</p>	<p>Jan, Megan, LJ and Chris</p>
<p>7.2 Other Staff</p>	<p>Kathy, Carolyn, Jeff, Mike, Wendy, Jackie, Emric and Delivery Drivers</p>
<p>7.4 Employee Benefits Expenditures</p>	<p>2023 increase due to increase in NYS retirement contribution rates and increase in health insurance costs.</p>
<p>7.6 Print Materials Expenditures</p>	<p>9006.65+481.50+815.78+1382.74+4545.22+41 2023 increase due to increased purchases of adult print books and the introduction of YS large print targeting reluctant youth readers</p>
<p>7.7 Electronic Materials Expenditures</p>	<p>1581.95+4043.58+3808.98+1000+800+22,810. 2023 decrease due to 2022 ARPA grant funding significant electronic materials purchases.</p>
<p>7.8 Other Materials Expenditures</p>	<p>2039.46+980.53 2023 decrease due to the reallocation of spending on lower-circulating audiobooks to higher circulating large print books.</p>

7.10	Local Library Services Aid (LLSA)	2023 only received first 90% of LLSA, received remaining 10% on 1/19/24. 2022 paid out 100% LLSA and remaining 10% of 2021 LLSA funding received in February 2022.
7.11	Central Library Services Aid (CLSA)	101440.80+44817 2023 CCLS spending for Ancestry Library, Tech-Talk and Overdrive listed on line 7.7 Electronic expenditures (\$22,810.48 total)
7.16	Federal Aid	2022 "Pass-thru" ARPA funds from Cattaraugus County for Olean Public Library
7.17	Other cash grants paid from system funds	9500+2000+3990+5000+7500+2720
7.20	Other Non-Cash Grants	7573.92+18665.19+1759.20+45594.26 2022 amount includes ARPA grant funding purchases for member library telehealth related equipment, computer-accessibility equipment and tablets for digital literacy initiatives.
7.23	Other Vehicles	2023 Purchased new delivery truck
7.24	Computer Equipment	2023 Purchased new computer 2022 - amount includes 5 new staff computers and computer upgrades and ARPA fund purchases of electronic literacy training devices and accessories.
7.29	From Other Funds (71OF)	2023 new delivery truck \$43,811 and computer \$1,100
7.36	Total Operation & Maintenance of Bookmobiles and Other Vehicles	13627.16
7.37	Office and Library Supplies	2196.11+72.33-50.97 adj
7.38	Equipment	385.7+119.71+39.95+923.30 2022 amount includes new copier/printer \$6,708
7.39	Telecommunications	2023 decrease in landlines costs.
7.40	Publicity and Printing	4961.28+573.75+2000+1000+441+1000 2023 amount includes ARPA funded promotional materials and increased marketing for the CCLS Road Trip, a program to encourage/incentivize the public to visit our member libraries over the summer months.



7.41 Travel

18760.52+475 2023 increase in travel to member libraries to provide significant IT support along with director and trustee training and outreach consultant support. Also increased in-person conference attendance at YSS Spring Conference, PULISDO and NYLA, including the corrections facilities librarian.

7.42 Fees for Consultants and Professionals - Please include a Note with the consultants' or vendors' names and a brief description of the service(s) provided.

6100+2250+875+1800 1. Saxton Kocur and Associates - Audit and 990 preparation 2. Whiteman, Osterman & Hanna, LLP - Legal Services 3. ProFlex - Benefits Admin. 4. Main Street Payroll - Payroll Processing and Reporting 2023 amount decreased because the Erate Consultants 2023 services invoice was paid in January 2024

7.43 Membership Dues - Please include a State Note listing Professional Organization Memberships for which dues are being paid.

2022 NYLA Excelsior, WNYLRC, PULISDO, ALA 2023 Decrease due to NYLA Organizational membership dues being paid in February 2024

Repeating Group 1

1. Expense category

ILS - ByWater/KOHA

Repeating Group 2

1. Expense category

Web hosting (Paid for 2 years to obtain discount), Symantec, Deep Freeze, Drop Box, Domain Renewals, Acronis, Cambium Networks, Syncback Pro license

Repeating Group 3

1. Expense category

OCLC ILL Annual Service agreement and postage

Repeating Group 4

1. Expense category

MARC record costs from Midwest

Repeating Group 5

1. Expense category

Annual Meeting workshop/dinner, YS SRP workshop, Annual Report workshops, new director workshops/trainings, new trustee handbook trainings

Repeating Group 6

1. Expense category

Mail machine lease and postage for meter

Repeating Group 1

2. Amount

ILS - ByWater/KOHA

Repeating Group 2

2. Amount

2023 increase due to purchase of Cambium networks and advance payment for web hosting

Repeating Group 3

2. Amount

OCLC ILL Annual Service agreement and postage

Repeating Group 4

2. Amount

MARC record costs from Midwest

Repeating Group 5

2. Amount

8050.06+26.05 2023 increase due to increased cost of workshops, including the bulk purchase of the new trustee handbooks.

Repeating Group 6

2. Amount

2023 amount previously reported on line 7.40 Mail machine lease and postage for meter

Repeating Group 1

3. Total Contract Amount

2023 Increase in rent.

7.48 **Total Contracts** (total question #3 of Repeating Group #14 above)

Increase in rent.

7.86 **Total Bank Balance** (total question #2 of Repeating Group #15)

Note: Total Bank Balance does not match closing cash balance due to outstanding checks.

**8. Capital Fund Receipts**

No Notes

**9. Capital Fund Disbursements**

No Notes

**12. Projected Annual Budget For Library Systems**

12.8 Cash Balance/Ending Balance in Operating Fund at the end of the fiscal year  
(For Public Library Systems, balance as of December 31, 2024)

Funding is not keeping pace with increasing operating costs.

**13. State Formula Aid Disbursements**

13.1.1 Total Full-Time Equivalents (FTE)

4 Librarians - .72LJ - .07LJ

13.1.2 Total Expenditure for Professional Salaries

283721-42986-3984

13.1.4 Total Expenditure for Other Staff Salaries

=386948-36289

13.1.5 **Employees Benefits:** Indicate the total expenditures for all system employee fringe benefits.

=215060-10747-996-2776 Total benefits minus LJ Outreach, LJ Corrections, Drivers SS/Medicare 2023 increase due to increase in NYS retirement contribution rates and increase in health insurance costs.

Repeating Group 6

1. Expenditure Category

OCLC ILL Annual Service agreement and postage

Repeating Group 7

1. Expenditure Category

Repairs of Equipment

Repeating Group 8

1. Expenditure Category

Operation of Consultant Vehicle

Repeating Group 2

2. Provider of Services

2023 services provided by Educational Funding Group, Inc. - Erate Consultants were paid in January 2024.

Repeating Group 1

3. Expenditure

2023 increase in rent

Repeating Group 2

3. Expenditure

2023 decrease due to services provided by Educational Funding Group, Inc. - Erate Consultants being paid in January 2024.

Repeating Group 3

3. Expenditure

2023 NYLA Excelsior - \$1442, WNYLRC - \$582, PULISDO - \$400, ALA - \$200 2023 decrease due to NYLA Organizational membership being paid on calendar year basis beginning February 2024.

Repeating Group 6

3. Expenditure

OCLC ILL Annual Service agreement and postage

Repeating Group 8

3. Expenditure

=2023.67+591.70 2023 increased repairs on aging consultant vehicle

Repeating Group 3

1. Expenditure Category

Storywalks and activity kits

Repeating Group 4

1. Expenditure Category

Overdrive titles and Vendor Database

Repeating Group 5

1. Expenditure Category

Workshops

Repeating Group 6

- 1. Expenditure Category

Hardware/Software

Repeating Group 7

- 1. Expenditure Category

Publicity and Printing

Repeating Group 5

- 2. Expenditure

2023 increased cost for Annual Meeting, due to inflation and increase in workshop costs, including the purchase of new Trustee Handbook for trustee trainings.

Repeating Group 6

- 2. Expenditure

2023 amount includes new computer \$1,100 and Software costs for: Web hosting (Paid for 2 years to obtain discount), Symantec, Deep Freeze, Drop Box, Domain Renewals, Acronis, Cambium Networks, Syncback Pro license

Repeating Group 7

- 2. Expenditure

2023 increased spending for promotion of CCLS Road Trip, a program to encourage/incentivize the public to visit our member libraries over the summer months.

Repeating Group 1

- 2. Expenditure

2023 significant increase in in-person conference attendance compared to 2022, with attendance at PULISDO (3 attendees), and NYLA (2 attendees.) In addition, increase in travel to member libraries to provide significant IT support along with director and trustee training.

13.1.12 **Equipment and Furnishings:** Did the system expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year. Enter Y for Yes, N for No.

2022 Purchased new copier/printer

13.1.13 **Total Expenditure - Equipment and Furnishings**

2022 Purchased new copier/printer

13.1.14 **Local Library Services Aid Expenditures:** Indicate the total expenditures to member libraries for Local Library Services Aid.

2023 only received first 90% of LLSA, received remaining 10% on 1/19/24. 2022 paid out 100% LLSA and remaining 10% of 2021 LLSA funding received in February 2022.

Repeating Group 2

2. Allocation

2023 costs increased due to the signing of a new contract increasing the Internet speed at member libraries to 200 Mbps to 500 Mbps.

Repeating Group 3

2. Allocation

2023 increase in payroll service fees.

13.1.19 **Total Allocation from 2023 - 2024 State Aid:**

2023-2024 Allocation is overstated by \$14,590. The remaining 10% of LLSA \$7,722 and 10% of LSSA \$6,868 was not received until January 19, 2024.

Repeating Group 1

1. Expenditure Category

Ancestry Library

Repeating Group 2

1. Expenditure Category

Tech-Talk

Repeating Group 1

2. Expenditure

Ancestry Library

Repeating Group 2

2. Expenditure

Tech-Talk

Repeating Group 1

1. Expenditure Category

Large print adult books and large print YS books (Family Literacy Grant)

Repeating Group 2

1. Expenditure Category

Launchpads - Family Literacy Grant

Repeating Group 3

1. Expenditure Category

Audiobooks

Repeating Group 1

2. Expenditure

Acct# 6410.01 - \$9006.65 + Acct# 6490.06 \$4176.85 (YS Large Print Books) 2023 increase due to increase purchases of adult large print books and the introduction of YS large print books targeting reluctant youth readers

Repeating Group 2

2. Expenditure

2023 decrease due to a portion of budgeted funds being allocated to the introduction of YS large print books targeting reluctant youth readers

Repeating Group 3

2. Expenditure

2023 decrease in spending due to a portion of budgeted funds being allocated to adult large print books.

Repeating Group 1

2. Expenditure

Mileage \$1348.04 + Workforce Development \$1606 + Travel Tolls \$13.89 + OWL workshop remaining cost \$26.05 2023 increase due to in-person attendance at workshops/conferences including NYLA and increased travel to member libraries to provide consultant services.

Repeating Group 2

1. Expenditure Category

2023 includes GED books/study guides

Repeating Group 3

1. Expenditure Category

DVD Player

Repeating Group 3

2. Expenditure

DVD Player

Repeating Group 1

1. Type of Travel

Corrections Facility Librarian

Repeating Group 1

2. Expenditure

NYLA Conference

**14. Summary of Library System Accomplishments**

No Notes

**15. Current system URL's**

No Notes

**16. Assurance and Contact Information**

No Notes

**Suggested Improvements**

No Notes

CHAUTAUQUA-CATTARAUGUS LIBRARY SYSTEM  
106 W. Fifth Street  
Jamestown, New York 14701

Trustee and Employee Code of Ethics and Conflict of Interest Policy

The Chautauqua-Cattaraugus Library System recognizes that sound, ethical standards of conduct serve to increase the effectiveness of the System's Board of Trustees, staff and volunteers. Actions based on an ethical code of conduct promote public confidence and the attainment of the System's goals. The Board also recognizes its obligation to adopt a code of ethics setting forth the standards of conduct required of all System trustees and employees.

The Chautauqua-Cattaraugus Library System Board of Trustees is also committed to avoiding any situation in which the existence of conflicting interests of any trustee or employee may affect the integrity of the management or operation of the System. The Board affirms its commitment to adhere to applicable provisions of law regarding material conflicts of interest:

1. Gifts: No trustee or employee shall directly or indirectly solicit, accept or receive any money or gift having a value of \$75 or more, whether in the form of cash, check, loan, credit, services, travel, entertainment, hospitality, or promise, or any other form. Under no circumstances should a trustee or employee accept any money or gift for which it could reasonably be inferred that the money or gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any specific official action on his or her part.

2. Confidential Information: No trustee or employee shall disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interest. In addition, he or she shall not disclose information regarding any matters discussed in an executive session of the Board of Trustees.

3. Representation Before the Board: A trustee or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Chautauqua-Cattaraugus Library System Board of Trustees.

4. Representation Before the Board for a Contingent Fee: A trustee or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Chautauqua-Cattaraugus Library System Board, whereby the compensation is to be dependent or contingent upon any action by the Board with respect to such matter.

5. Disclosure of Interest in Matters before the Board: Any trustee or employee, whether paid or unpaid who participates in the discussion or gives official opinion to the Board on any matter before the Board shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he or she has in such matter. The term "interest" means a pecuniary or material benefit accruing to a trustee or employee.

6. Disclosure of Interests in Contracts: To the extent known, any trustee or employee of the System who has, or will have, or subsequently acquires any interest in any contract with the System shall publicly disclose the nature and extent of such interest in writing to the System Director as soon as he or she has knowledge of such actual or prospective interest.

7. Investments in Conflict with Official Duties: No trustee or employee of the System shall invest or hold any investment directly or indirectly in any financial, business, commercial or private transaction that creates a conflict with his or her official duties.

8. Certain Real Property Interests Prohibited: No trustee or employee of the System who has an interest in any property, either individually or as a trustee or employee of a corporation or partnership, shall participate in the acquisition or plan for acquisition of said property or any property adjacent to said property by the System. The term "participate" shall include the promotion of the site as well as the negotiation of the terms of the acquisition.

9. Prohibited Conflicts of Interest: No trustee or employee shall have an interest in any contract between the System and a corporation or partnership of which he or she is a director or employee if that System trustee or employee has the power to negotiate, prepare, authorize or approve the contract or authorize or approve payment there-under, audit bills or claims under contract, or appoint a trustee or employee who has any of the powers or duties set forth above. No chief fiscal officer, treasurer or his or her deputy or employee shall have an interest in a bank or trust company designated as a depository paying agent, registration or for investment of System funds of which he or she is a director or employee. The provisions of this section will not be construed to preclude the payment of lawful compensation and necessary expenses of any trustee or employee in one or more positions of public employment, the holding of which is not prohibited by law.

10. Nepotism Prohibited: No person employed by the System shall hire, supervise, evaluate, promote, review or discipline any other employee who is a member of his or her family. In the event that marriage, promotion, or reorganization results in a situation not in compliance with this policy, reassignment or transfer will be effected if possible.

11. Private Employment: No trustee or employee of the System shall engage in, solicit, negotiate for or promise to accept private employment or render services to private interests when such employment or service creates a conflict with or impairs the proper discharge of his or her official duties.

12. Use of System Property: No trustee or employee shall use or permit the use of property, owned or leased to the System, for anything other than official purposes or for activities not otherwise officially approved by the System's Board of Trustees.

13. Duty to Disqualify: It is incumbent upon any trustee or employee, whether paid or unpaid, to disqualify or recuse him or herself immediately whenever the appearance of a conflict of interest exists.

14. Duty to Report Conflicts of Interest: In the event that any trustee or employee knows



of or perceives a direct or indirect conflict of interest, he or she shall report it to the System's Board of Trustees.

15. Duty to Report Violations of this Policy: Any trustee or employee or any member of the public noting or suspecting a violation of this policy is encouraged to report the matter, either in confidence or in public, to the System Board of Trustees.

*Distribution of the Chautauqua-Cattaraugus Library System Trustee and Employee Code of Ethics and Conflict of Interest Policy*

The Chautauqua-Cattaraugus Library System Board of Trustees shall provide a copy of the Trustee and Employee Code of Ethics and Conflict of Interest policy to be distributed to every Trustee and employee. Each Trustee and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his or her office or employment.

*Penalties*

A System trustee or employee who shall knowingly and intentionally violate any of the provision of this Code of Ethics and Conflict of Interest Policy may be subject to disciplinary action up to and including suspension and/or dismissal.

*This policy was approved by the Chautauqua-Cattaraugus Library System Board of Trustees at their meeting of August 10, 2011.*

*Acknowledgment*

The standard of behavior of the Chautauqua-Cattaraugus Library System is that all trustees and employees, whether paid or unpaid, scrupulously avoid any conflict of interest between the interests of the Chautauqua-Cattaraugus Library System on the one hand, and their personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as potential and perceived conflicts of interest.

I understand that the purposes of this policy are to protect the integrity of the Chautauqua-Cattaraugus Library System's decision-making process, to enable System constituents to have confidence in the System's integrity, and to protect the integrity and reputation of all System trustees and employees both paid and unpaid.

Upon or before election, hiring, or appointment, I will make a full, written disclosure of any and all interests, relationships and holdings that do create or could potentially create a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate.

During the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business and any other nonprofit affiliation), my family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question or issue.

I understand that this policy is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Chautauqua-Cattaraugus Library System**  
**Trustee and Employee Code of Ethics & Conflict of Interest Policy**

The Chautauqua-Cattaraugus Library CCLS (CCLS) recognizes that sound, ethical standards of conduct serve to increase the effectiveness of the CCLS's Board of Trustees and staff. Actions based on an ethical code of conduct promote public confidence and the attainment of the CCLS's goals. The Board also recognizes its obligation to adopt a code of ethics setting forth the standards of conduct required of all CCLS trustees and employees.

The Board is also committed to avoiding any situation in which the existence of conflicting interests of any trustee or employee may affect the integrity of the management or operation of the CCLS. The Board affirms its commitment to adhere to applicable provisions of law regarding material conflicts of interest.

This Policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to not-for-profit and charitable organizations.

**Definitions**

Conflict of Interest. A Conflict of Interest exists if an outside interest or activity influences or appears to influence the ability of an individual to exercise objectivity or impair the individual's ability to perform his or her responsibility in the best interests of CCLS.

Interested Person. An Interested Person is any trustee, officer, employee or member of a committee with powers delegated by the Board, who (1) has a direct or indirect Financial Interest, as defined below, and/or (2) is a Related Party, as defined below.

Related party. A Related Party includes:

- a. any Trustee, potential Trustee, or employee of CCLS,
- b. any relative of any Trustee, potential Trustee, or employee of CCLS
- c. any entity in which any individual described in the preceding clauses (a) and (b) has a thirty-five percent or greater ownership or beneficial interest or, in the case of a partnership or professional corporation, a direct or indirect ownership interest in excess of five percent.

Related party transaction. Any transaction, agreement or other arrangement in which a related party has a financial interest and in which CCLS or any affiliate of CCLS is a participant.

Employee. Any person who is employed by CCLS.

Relative. A Relative of an individual means such individual's spouse or domestic partner (as defined in Section 2994 of the Public Health Law), ancestors, brothers and sisters (whether of the whole or half-blood), children (whether natural or adopted), grandchildren, great-grandchildren, and the spouses of his or her brothers, sisters, children, grandchildren and great-grandchildren.

Affiliate. Any entity controlled by, in control of, or under common control with CCLS.

Financial Interest. A person has a Financial Interest if the person has, directly or indirectly, through business, investment, or a Relative:

- a. An ownership or investment interest in any entity with which CCLS has a transaction or arrangement;
- b. A compensation arrangement with CCLS or with any entity or individual with which CCLS has a transaction or arrangement; or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which CCLS is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

### **Confidential Information**

No trustee or employee shall disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interest. In addition, he or she shall not disclose information regarding any matters discussed in an executive session of the Board of Trustees.

### **Restrictions to Avoid Conflicts**

Prohibited Conflicts of Interest. No trustee or employee shall have an interest in any contract between the CCLS and a corporation or partnership of which he or she is a director or employee if that CCLS trustee or employee has the power to negotiate, prepare, authorize or approve the contract or authorize or approve payment there-under, audit bills or claims under contract, or appoint a trustee or employee who has any of the powers or duties set forth above. No chief fiscal officer, treasurer or his or her deputy or employee shall have an interest in a bank or trust company designated as a depository paying agent, registration or for investment of CCLS funds of which he or she is a director or employee. The provisions of this section will not be construed to preclude the payment of lawful compensation and necessary expenses of any trustee or employee in one or more positions of public employment, the holding of which is not prohibited by law.

Representation Before the Board. A trustee or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the CCLS Board of Trustees.

Investments in Conflict with Official Duties. No trustee or employee of the CCLS shall invest or hold any investment directly or indirectly in any financial, business, commercial or private transaction that creates a conflict with his or her official duties.

Private Employment. No trustee or employee of the CCLS shall engage in, solicit, negotiate for or promise to accept private employment or render services to private interests when such employment or service creates a conflict with or impairs the proper discharge of his or her official duties.

Nepotism Prohibited. No person employed by the CCLS shall hire, supervise, evaluate, promote, review or discipline any other employee who is a member of his or her family. In the event that marriage, promotion, or reorganization results in a situation not in compliance with this policy, reassignment or transfer will be affected if possible.

Use of CCLS Property. No trustee or employee shall use or permit the use of property, owned or leased to the CCLS, for anything other than official purposes or for activities not otherwise officially approved by the CCLS's Board of Trustees.

Gifts. No trustee or employee shall directly or indirectly solicit, accept or receive any money or gift having a value of \$75 or more, whether in the form of cash, check, loan, credit, services, travel, entertainment, hospitality, or promise, or any other form. Under no circumstances should a trustee or employee accept any money or gift for which it could reasonably be inferred that the money or gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any specific official action on his or her part.

### **Duty to Disclose**

Disclosure of Interest in Matters before the Board. Any trustee or employee, whether paid or unpaid who participates in the discussion or gives official opinion to the Board on any matter before the Board shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he or she has in such matter. The term "interest" means a pecuniary or material benefit accruing to a trustee or employee.

Disclosure of Interests in Contracts. To the extent known, any trustee or employee of the CCLS who has, or will have, or subsequently acquires any interest in any contract with the CCLS shall publicly disclose the nature and extent of such interest in writing to the CCLS Director as soon as he or she has knowledge of such actual or prospective interest.

Duty to Disqualify. It is incumbent upon any trustee or employee, whether paid or unpaid, to disqualify or recuse him or herself immediately whenever the appearance of a conflict of interest exists.

Duty to Report Conflicts of Interest. In the event that any trustee or employee knows of or perceives a direct or indirect conflict of interest, he or she shall report it to the CCLS's Board of Trustees.

Duty to Report Violations of this Policy. Any trustee or employee or any member of the public noting or suspecting a violation of this policy is encouraged to report the matter, either in confidence or in public, to the CCLS Board of Trustees.

Failure to disclose to the Board a known actual or possible conflict of interest may be grounds for removal from the Board or termination of employment (or other relationship with the CCLS) by the CCLS.

### **Procedures**

General Prohibitions. An individual with an interest in a transaction giving rise to an actual or possible conflict of interest may not be present at or participate in deliberations or voting on such a transaction. The Board may, however, request that such an interested individual provide information as background, or answer questions, at a Board meeting at which the transaction is reviewed, and an individual who does so but leaves the meeting prior to deliberations and voting on such transaction will not be considered "present at the meeting" for the purpose of such deliberations and voting.

Determining Whether a Conflict of Interest or Related Party Exists. After the Interested Person's disclosure of the existence of and all material facts relating to her/his Financial Interest and after any discussion among the members of the Board and the Interested Person, she/he shall leave the Board of Trustee meeting while the determination of a conflict of interest is discussed and voted upon by the Board.

Voting on Fair and Reasonable Transaction. The Board shall determine by not less than a majority vote of the Non-Conflicted Trustees present at the meeting whether a transaction is fair, reasonable and in the CCLS's best interest at the time of such determination. If the Board determines that a transaction is not fair, reasonable and in the CCLS's best interest at the time of such determination, (a) the CCLS shall neither enter into nor cause an Affiliate to enter into such transaction and/or (b) the Board shall prohibit the Trustee, Officer or Key Person involved in such transaction from entering into such transaction.

Records of Proceedings. Every decision by the Board regarding a Related Party Transaction or any other transaction or arrangement giving rise to an actual or possible conflict of interest (shall be documented adequately and contemporaneously. Accordingly, the minutes of all meetings of the Board at which such a transaction is considered shall contain:

- a. the names of the parties to the transaction and the terms of the transaction;
- b. the name of any individual who disclosed, or was otherwise determined to have, a possible or actual conflict of interest in respect of the transaction; the nature of such possible or actual conflict of interest; any action taken to determine whether a conflict of interest exists; the Board's determination as to whether a conflict of interest exists; and any actions taken by such an individual with respect to the Board's consideration of the transaction;
- c. any comparability data obtained and relied upon by the Board;
- d. whether the Board determined that the transaction was fair, reasonable and in CCLS's best interest at the time of such determination, and the basis for such determination, with a description of the alternative transactions the Board considered in the course of making such determination, or an explanation of the Board's determination that no alternative transactions were available;
- e. the names of the individuals who were present during debate on the transaction and those who voted on it, as well as the names of individuals who left the room during such debate and voting; and
- f. the date the transaction was approved.

### **Oversight & Reviews**

Oversight Responsibility. - the Board shall oversee the adoption of, implementation of, and compliance with this Conflict-of-Interest Policy in accordance with the procedures contained herein.

Improper Influence. An individual with an interest in a transaction or other arrangement giving rise to an actual or possible conflict of interest shall not attempt to influence improperly the deliberations or voting on the matter. Any attempt to do so by such an individual may be grounds for removal from the Board or termination of employment (or other relationship with the CCLS) by the CCLS.

Violations of the Conflicts of Interest Policy. If the Board has reasonable cause to believe a trustee, officer or staff person has failed to disclose actual or possible Conflicts of Interest or Related Party Transaction:

- a. The Board shall inform such person of the basis for such belief and afford such person an

- opportunity to explain the alleged failure to disclose.
- b. If, after hearing the trustee, officer or staff person's response and after making further investigation as warranted by the circumstances, the Board determines the member has failed to disclose an actual or possible Conflict of Interest or Related Party Transaction, it shall take appropriate disciplinary and corrective action, up to and including dismissal or termination, and referral to the New York State Board of Regents for possible removal of a trustee, pursuant to New York State Education Law.

Periodic Reviews. -to ensure CCLS operates in a manner consistent with its nonprofit purposes and does not engage in activities that could jeopardize its tax-exempt status, the Board shall conduct periodic reviews. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information.
- b. Whether partnerships, joint ventures, and arrangements with organizations conform to CCLS written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further nonprofit purposes and do not result in impermissible or excess benefit transaction.

#### **Distributions and Annual Written Disclosures**

The Executive Director shall provide a copy of the Conflict-of-Interest policy to be distributed to every Trustee and employee. Each Trustee and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his or her office or employment. A copy of each disclosure statement shall be kept in the Corporation's files and made available to any Trustee, Officer or Key Person upon request.

Each CCLS Trustee and employee shall annually sign and submit to the Executive Director a written statement which:

1. Affirms (a) such person has received a copy of the Policy, (b) has read and understands the Policy, (c) agrees to comply with the policy, and (d) understands CCLS is a non-profit and, in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
2. Identifies to the best of such person's knowledge (a) any entity of which such person is a director, officer, trustee, shareholder, member, owner (whether sole proprietor or partner) or employee and with which CCLS or any affiliate of CCLS has a relationship, and (b) any transaction in which CCLS is a participant and in which such person has a conflicting interest.

# Annual Statement Conflict of Interest

Chautauqua-Cattaraugus Library System (CCLS)

Print Name: (Please Print) \_\_\_\_\_

I am a (check all that apply)

- Trustee (or potential trustee)
- Employee
- Other (Please describe)

I attest that:

- I have received a copy of the CCLS Conflict of Interest Policy
- I have read and understand the CCLS Conflict of Interest Policy
- I agree to comply with the CCLS Conflict of Interest Policy
- I understand that CCLS is a non-profit and, in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Please list below any businesses or organizations you or your relatives are affiliated with that may have transactions with CCLS. [director, officer, trustee, shareholder, member, owner (whether sole proprietor or partner) or employee] *Use the back of the document to continue, if necessary.*

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I have executed this document to the best of my knowledge:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





## Whistleblower Policy

The Chautauqua-Cattaraugus Library System requires trustees, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the Chautauqua-Cattaraugus Library System must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

### **Reporting Responsibility**

It is the responsibility of all trustees, employees, and volunteers to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

Appropriate subjects to raise under this policy include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies.

### **Reporting Procedures and Corrective Action for Employees**

Employees should first discuss their concern, in confidence, with their immediate supervisor. If after speaking with his or her supervisor, the employee is convinced that his or her concern is unwarranted or that, in the opinion of the employee, the supervisor will take appropriate steps to resolve the employee's concern, no further action is required by the employee.

However, further action is required if the employee (a) continues to have reasonable grounds to believe the concern is valid and that the response of his or her immediate supervisor is not adequate or (b) the immediate supervisor recommends that the issue should be referred to a higher level in the organization. In this situation, the employee should write a formal complaint to the System's Director who will investigate promptly the matter.

If the employee's supervisor is the subject of the employee's concern or is possibly involved, the employee may choose to discuss their concern directly and in confidence with the System's Director and then write a formal complaint. It is the responsibility of the Director to investigate promptly the circumstances of the complaint.

In extraordinary circumstances and after due consideration, an employee who suspects or believes that the Director is involved in unethical or illegal behavior, may take his or her concerns directly to the President of the System's Board of Trustees.

### **Reporting Procedures and Corrective Action for Individuals Not Employed By The System**

Individuals who are not employees of the System should submit their concerns in writing directly to the President of the Board of Trustees. If the President of the Board of Trustees is not available or is the subject of the concern, the complaint should be directed to the Vice-President of the Board of Trustees.



The President or Vice-President shall be responsible for designating an appropriate committee, as circumstances dictate, to investigate and make appropriate recommendations to the Board of Trustees with respect to all concerns received in writing. The designated committee has the authority to retain outside legal counsel, accountants, private investigators, or any other resource deemed necessary to conduct a full and complete investigation of the allegations.

The President or Vice-President shall inform the originator of the receipt of the written complaint. All trustees of the System shall be informed of the nature of the complaint with emphasis on maintaining the confidentiality appropriate for personnel issues.

The Board of Trustees and its designated committee shall resolve all complaints in a timely fashion and inform the individual submitting the complaint of the Board's final action.

### **No Retaliation**

No trustee, employee or volunteer who in good faith reports an ethics violation shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns, in good faith, within the Chautauqua-Cattaraugus Library System prior to seeking resolution outside the System.

### **Acting In Good Faith**

Anyone reporting a concern must act in good faith and have reasonable grounds for believing information disclosed indicates financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies.

The act of making allegations that prove to be unsubstantiated or to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment or dismissal from the trustee or volunteer position. Such conduct may also give rise to other actions, including civil lawsuits.

### **Confidentiality**

Reports of concerns and their investigations shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Disclosure of reports of concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

*Adopted by the Chautauqua-Cattaraugus Library System  
Board of Trustees on April 14, 2010*



## Whistleblower Policy

The Chautauqua-Cattaraugus Library System requires trustees, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the Chautauqua-Cattaraugus Library System must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

This policy provides an avenue for all trustees, officers, employees and volunteers to report any suspected or actual conduct contrary to these standards without the fear of intimidation, harassment, discrimination or retaliation.

### Reporting Responsibility

It is the responsibility of all trustees, employees, and volunteers to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

This includes reporting any action or suspected action taken by or within CCLS that is illegal, fraudulent or in violation of any policy of CCLS, which the reporter has either actual knowledge of or has a reasonable good faith belief that same occurred. Suspected or actual wrongful action(s) regarding CCLS finances and governance include but are not limited to the following:

- (A) Incorrect financial reporting;
- (B) Unlawful activity;
- (C) Activities that are inconsistent with CCLS policies; and
- (D) Activities which otherwise amount to serious improper conduct

### Acting In Good Faith

Anyone reporting a concern must act in good faith and have reasonable grounds for believing information disclosed indicates financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies.

The act of making allegations that prove to be unsubstantiated or to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment or dismissal from the trustee or volunteer position. Such conduct may also give rise to other actions, including civil lawsuits.



## **Confidentiality**

Reports of concerns and their investigations shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Disclosure of reports of concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

## **Policy**

1. No director, officer, key person, employee or volunteer of CCLS who in good faith reports any action or suspected action taken by or within the corporation that is illegal, fraudulent or in violation of any adopted policy of CCLS shall suffer intimidation, harassment, discrimination or other retaliation or, in the case of employees, adverse employment consequence; and
2. No employee, former employee, or persons employed as independent contractors shall be retaliated against for:
  - a. disclosing, or threatening to disclose an activity, policy or practice of CCLS that the employee reasonably believes is in violation of law, rule or regulation or that the employee reasonably believes poses a substantial and specific danger to the public health or safety, or
  - b. objecting to and/or refusing to participate in any such activity, policy or practice.
3. The Executive Director is designated to administer this policy, to receive reports, to coordinate investigations and to report to the board as required in the below "Procedure."

## **Procedure**

### **Reporting**

1. Directors, officers, key persons, or volunteers may report suspected any action or suspected action taken by or within the corporation that is illegal, fraudulent or in violation of any adopted policy of the corporation to the Executive Director or the Board President.
2. Employees may report action by the employer that the employee reasonably believes is in violation of law, rule or regulation, or that the employee reasonably believes poses a substantial and specific danger to the public health or safety by contacting the Executive Director or Board President verbally or in writing.
3. In extraordinary circumstances and after due consideration, an employee who suspects or believes that the Director is involved in unethical or illegal behavior, may take his or her concerns directly to the President of the CCLS Board of Trustees.



### **Response and Investigation**

Upon receiving a report, the Executive Director, or in the case of a conflict or risk of bias, CCLS Board President, shall immediately initiate a threshold review to determine if the reported activity, if it occurred, would be illegal, fraudulent, in violation of any adopted policy of the corporation or poses a substantial and specific danger to the public health or safety.

If the reported activity does not rise to the level of warranting an investigation under this policy, the Executive Director will alert the reporter as to the determination and confirm that no further action will be taken under this Policy.

If the reported activity does rise to the level of warranting an investigation under this or any other policy, the Executive Director will develop an investigation plan that limits those aware of the report on a need-to-know basis and sets out context-specific procedures for ensuring confidentiality during any follow-up.

If the reported activity does rise to the level of warranting an investigation under this policy, but the alleged behavior falls under another policy with its own provision for investigation (such as Sexual Harassment or Conflict of Interest) the matter will be investigated by the relevant policy. However, to preserve the confidentiality of reporters, at all times, receipt, evaluation, and investigation of reports under that relevant policy shall be planned to limit those aware of the report on a need-to-know basis.

To ensure prompt investigations and to avoid any appearance of bias, the Executive Director is allowed to retain third parties to evaluate reports, to conduct investigations, and to present their findings to the board. Such use of a third party shall be disclosed to the reporting individual so they are apprised of the delegation of responsibility. All third parties so delegated to shall sign a contract with written assurance of confidentiality.

Barring unusual circumstances, investigations should be initiated within three business days of a report, and concluded within sixty days of a report, unless the subject matter of the report warrants investigation under a policy with a different deadline.

### **Evaluation of Reports**

After investigation of the report, the person designated as the investigator will generate a "Confidential Whistleblower Report" setting forth a) the original report with the reporter's identity redacted (unless it is a material component of the report) and the initial determination of what law, regulation, policy, or risk it implicates; b) a timeline; c) other evidence gathered, including but not limited to interviews, document evaluation, and d) conclusions of fact, including a determination as to if any of the reported or discovered activity was illegal, fraudulent, or in violation of any adopted policy of the corporation, or poses a substantial and



specific danger to the public health or safety.

The Confidential Whistleblower Report will then be submitted in confidence to the Board of Trustees for evaluation.

A person who is the subject of a whistleblower complaint may not be present at or participate in Board of Trustee deliberations or vote on the matter relating to such complaint. However, the Board of Trustees may request that the person who is subject to the complaint present information as background or answer questions at a committee or board meeting prior to the commencement of deliberations or voting relating thereto.

The Board may consult legal counsel as needed and will meet in executive session to review, discuss, and deliberate on any Confidential Whistleblower Report, prior to voting on a final resolution per the requirements of the Public Officers' Law.

### **Retaliation**

No trustee, employee or volunteer who in good faith reports an ethics violation shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns, in good faith, within the Chautauqua-Cattaraugus Library System prior to seeking resolution outside the System.

*Adopted by the Chautauqua-Cattaraugus Library System  
Board of Trustees on*