



The Chemung County Library District, with neighborhood libraries in Big Flats, the Bookmobile, Elmira, Horseheads, Van Etten, West Elmira, and on the web at www.cclid.lib.ny.us

Agenda

The January 2017 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, January 19, 2017 at 6:00 pm at the **Steele Memorial Library, 101 E. Church St. Elmira, NY 14901**. The agenda for the meeting is listed below. If you are unable to attend, please inform Mr. Roberts (271-9625), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2017-01)
4. Treasurer's report
 - a) Financial report (document 2017-02)
 - b) Report of Unpaid Bills Detail (document 2017-03)
5. Correspondence
6. President's report.
7. Director's Report.

Consent Item: Approval to discard excess/outdated computer equipment

Resolved that the CCLD Board of Trustees allow for the de-accession of excess and outdated computer equipment.

Consent Item: Approval to close SML and HFL on March 25th

Resolved that the CCLD Board of Trustees approve the closing of SML and HFL on March 25, 2017 in order to support the Twin Tiers Mini Maker Faire cosponsored by Corning Community College and being held at the Arnot Mall.

Consent Item: Approval of Visitation Room Guidelines

Resolved that the guidelines for use of the Youth Services visitation room be approved as submitted. and observances for 2017 be approved as submitted.

Consent Item: Approval of CCLD branch closures on June 9, 2017

Resolved that all CCLD branches be closed on June 9, 2017 in order for staff to participate in the joint CCLD/STLS continuing education event to be held at Corning Community College.

8. Committee reports:

- a) Executive Committee (Roberts)
 - 1) Report of the Committee meeting (document #2017-04)
- b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2017-05)
- c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document #2017-06)

Consent Item: Approval of Change Order for Restroom Doors

Resolved that CCLD accept the change order in the amount of \$3,619.00 to replace the restroom doors at SML on the recommendation of Chemung County Buildings & Grounds.

d) Personnel Committee (Kappanadze)

Consent Items: Approval of Personnel Actions (Appendix C).

Resolved that the CCLD Board of Trustees approve Personnel actions as submitted.

9. Call for Executive Session
10. Old business
11. New business
12. Period for public expression
13. Adjournment

(Minutes of the DECEMBER 15, 2016 meeting of the Chemung County Library District Board of Trustees. Document #2017-01)

The meeting was called to order at 6:00pm by President Richard Roberts. Present were Pat Silvernail, Ann Hayes, William Wehling, Bonnie Chollet, John Schamel, Marge Kappanadze, Phyllis Rogan, Rachel Dworkin, Tim Blandford, Jim Hare, Juan Jones and Jared Myers. Excused: Georgia & Michael Muldoon. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Minutes. The minutes of the November 2016 meeting (Document #2016-67) were presented for board review. The minutes were approved as corrected by unanimous consent.

Financial Report. The November 30, 2016 Financial Report (Document #2016-68) was presented for board review. By unanimous consent the Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2016-69). The list includes the final 2016 payment to STLS for Data Processing. By unanimous consent, the board authorizes the payment of the unpaid bills dated 12/14/16 – General Fund - \$44,450.56 and Grant Fund - \$3,083.38 as distributed in writing.

Correspondence. Director Shaw reported receipt of several holiday cards from local vendors.

President's Report. Mr. Roberts stated that the slate of officer for fiscal year 2017 needs to be approved. Mr. Hare moved, seconded by Ms. Chollet to approve the following officers: President Will Wehling, Vice-President Marge Kappanadze, Secretary Rachel Dworkin and Treasurer Jack Schamel. VOTE: Unanimously Approved.

Director's Report. Mr. Shaw discussed the following:

Consent Item: Acceptance of Horseheads Foundation Donation. Mr. Hare moved, seconded by Mr. Wehling that the CCLD Board of Trustees accepts the annual donation from the Public Library Foundation of Chemung County in the amount of \$106,453.25. VOTE: Unanimously Approved.

Consent Item: Approval of Hogmanay Fine Forgiveness. Ms. Dworkin moved, seconded by Mr. Myers that the CCLD Board of Trustees approves the Hogmanay Proposal as submitted in writing. Hogmanay will be held December 19-December 30, 2016. VOTE: Unanimously Approved.

Consent Item: Appointment of Selective Insurance as carrier for 2017. Mr. Schamel moved, seconded by Ms. Dworkin that the Board approves the appointment of Selective Insurance for property and worker's compensation insurances for fiscal year 2017. VOTE: Unanimously Approved.

Consent Item: Approval of Holidays and Observances for 2017. Ms. Silvernail moved, seconded by Ms. Chollet that the Board approve the schedule of holidays and observances for 2017 as revised and submitted and approval also be given for the 2017 meeting dates as submitted. VOTE: Unanimously Approved.

Consent Item: Approval of purchase of AWE Early Literacy Machines. Ms. Dworkin moved, seconded by Mr. Jones that the Board approves the request to purchase 4 early Literacy Stations as submitted in writing. VOTE: Unanimously Approved.

Mr. Shaw also requested approval of a recent donation from an anonymous donor. Mr. Wehling moved, seconded by Mr. Blandford to accept the \$5,000 donation as designated for Audiobooks. VOTE: Unanimously Approved.

The Director's Report (Appendix A) and the CCLD Staff Reports (Appendix B) for last month were submitted in writing to the board.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2016-70). No comments.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2016-71).

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2016-72).

Personnel Committee.

CONSENT ITEM: Resolved by Ms. Dworkin, seconded by Mr. Hare that the CCLD Board of Trustees approves the Personnel actions as submitted in writing. VOTE: Unanimously Approved.

Old Business. There has been no progress on the information needed for Election 2017.

New Business. The issue with the Health Insurance carrier changing the terms of the Platinum 3 plan and the discussion with union officers about CCLD changing to the Gold 6 health insurance plan was discussed. Union members have unanimously approved going to the new plan. Ms. Dworkin moved, seconded by Mr. Schamel that the Library District offer the new Gold 6 plan to eligible CCLD employees and that the Health Reimbursement Accounts be increased to \$2,100 (individual) and \$4,200 (all other) per year and the full amount be available to staff at the beginning of each year. VOTE: Unanimously Approved.

Executive Session. Ms. Kappanadze moved, seconded by Mr. Wehling to move into Executive Session to discuss a personnel issue. Mr. Schamel moved, seconded by Mr. Hare to come out of Executive Session. Regarding the Administrative Assistant, Ms. Kappanadze moved to approve a raise for 2017 for Joan Santulli in the amount of 1.5% which is consistent with the rest of the staff and to renew her contract as is for fiscal year 2017. VOTE: Unanimously Approved.

President Roberts stated that he has received a resignation from board member Jim Hare who is moving out of District 12, said resignation to be effective 12/31/16. Mr. Hare moved, seconded by Mr. Wehling to appoint Karl Schwesinger as the trustee to represent District 12 in fiscal year 2017. VOTE: Unanimously Approved.

Public Expression. None

President Roberts thanked Juan Jones and Jim Hare for their service to the board. Also as the first CCLD board member to “term-limit out”, he thanked Georgia Reynolds for her commitment to the board, serving for 3 years as President and for her participation in the negotiating teams for successful union contracts.

The meeting was adjourned at 6:20pm. The next regular meeting of the board will be held on Thursday, January 19th, 2017 at 6:00pm at the **Steele Memorial Library, 101 East Church Street, Elmira, New York.**

CHEMUNG COUNTY LIBRARY DISTRICT
Financial Report - DECEMBER 31, 2016

(DOCUMENT #2017-02)

Income	2016 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 76,700	\$ 73,661	\$ 3,039	96%		Includes \$6,500 Fines collected by STLIS thru PayPal 2014/15; SP/VE \$3,300; Anonymous \$5,000 audiotape
Grants (other than N.Y.S.)	\$ -	\$ 132,053				Corning Lib \$2K for Zinio; Friends of CCLLD \$17,179; HH Friends \$14,450; S-west Grant \$29,813; ARTS \$2,160; CCTC \$100; WalMart \$1,000; Kohls \$500; Dyrman Estate \$25,000; Comm Foundation \$3,950; STLIS \$35,900
Foundation Contributions	\$ 165,000	\$ 214,203	(49,203)	130%		SML \$107,750 (incl \$27,750 Genealogy funding); HH \$106,453
Library District Tax Receipts	\$ 2,725,648	\$ 2,725,648	0	100%		
PLOT Funds	\$ 40,000	\$ 64,123				
Interest on Investments	\$ 1,000	\$ 6,185	(5,185)	619%		
State Aid						
Central Library/Development	\$ 89,276	\$ 99,087	(9,811)	111%		
Central Book Aid	\$ 61,958	\$ 66,058	(4,100)	107%		
Local Library Services Aid	\$ 37,000	\$ 39,134	(2,134)	106%		
Other State Aid		\$ 91,562				2016 Total distribution
TOTAL INCOME	\$ 3,196,582	\$ 3,511,714	\$ (67,394)	110%	100%	Final for Elevator Project, 90% Chiller Project \$85,613
Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
Personnel						
Salaries	1,418,630	1,365,317	53,313	96%		
Overtime & Holiday Salaries	14,787	18,747	(3,960)	127%		
Employee Benefits						
FICA	109,658	108,272	1,386	99%		
NY State Retirement	266,616	171,577	95,039	64%		Actual invoice for paying early
Medical & Dental	395,628	347,478	48,150	88%		
Other (Disability, Wk. Comp, Unemp)	26,828	27,705	(877)	103%		WC & Disability pd ANNUAL
Subtotal - Personnel Exp	2,232,147	2,039,096	193,051	91%	100%	
Contractual						
Equipment	40,689	95,478	(54,789)	235%		INCLUDES Grant funds \$58,321 as follows: Southwest Grant \$29,813; SML Foundation \$27,750; HH Gift \$258; CCLD Friends \$500
Telephone	11,350	11,350	0	100%		Paid Annually New IT phone purchase, incl new Automated Attendant feature
Supplies	42,900	95,435	(52,535)	222%		TOTAL grants \$53,081: MakerSpace/EXPO Grant \$2,313; FR of CCLD \$3,831; HH Friends \$576; Making \$368; HH Foundation \$16,579; VE Comp tables \$1,107; VE Grant \$525; Gift \$423; BULBS \$27,508
Travel & Continuing Education	14,715	12,336	2,379	84%		
Repairs & Maintenance	39,412	39,412	0	100%		
Postage	2,000	1,934	66	97%		
Library Materials (books, video, etc.)	318,551	308,970	9,581	97%		Gifts \$8,784; HH Foundation \$154; FR of CCLD \$1,762
Utilities	67,000	38,712	28,288	58%		Journal Entry made moving 2015 expense back to last year
Building Cleaning Supplies	21,325	11,864	9,461	56%		
Fuel, Gas & Oil (Bookmobile)	4,000	1,719	2,281	43%		
Insurance	38,701	31,130	7,571	80%		
Vehicle Operation / Maintenance	1,000	1,000	0	100%		\$1,481 paid for tires not billed in 2015
Professional Fees (audit, engineer/elec)	20,825	20,825	0	100%		Includes HR Consultant \$2,900; Audit \$10,000; Atry \$8,665
Data Processing Expenses (Cost Share)	124,308	124,308	0	100%		VPN-Time Warner
Payment of Taxes	4,975	4,887	88	98%		
Library Programming	27,500	48,979	(21,479)	178%		TOTAL \$21,479 = Grant \$1,332; Gifts \$1,675; HH Friends \$7,570; FR of CCLD \$7,655; Making \$650; EXPO \$1,604; ARTS \$993
Chemung County costs (B&G, vision)	12,000	7,551	4,449	63%		
Capital Improvements STATE CONST se	25,000	18,482	6,518	74%		Hunt Eng for Elevator Project \$3,508 / floor for Restroom project \$14,046
Contingency Fund	61,618	14,723	46,895	24%		Phone \$1,000; Repairs \$1,522; Vehicle \$1,861; Prof Fee \$8,828; Data Proc \$104 & Prog \$1,408
Debt Service	\$ 16,290	\$ 72,598	(56,308)	446%		PAID IN FULL FOR YEARS 2016-2021
Subtotal Expenses	\$ 3,126,306	\$ 3,000,790	\$ 125,516	96%	100%	
2015 & 2016 State Construction Projects		\$ 150,691				Elevator Air Monitoring \$2,111 / Restroom Project \$148,580
TOTAL EXPENSES	\$ 3,126,306	\$ 3,151,481				

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Chemung County Library District General Fund
Unpaid Bills Detail
As of January 10, 2017

Type	Date	Memo	Open Balance
Aleta Yarrow			
Bill	01/09/2017	Adult Prog 1/31 pd by ARTS grant	250.00
Total Aleta Yarrow			250.00
Capabilities, Inc.			
Bill	01/09/2017	Cleaning BF/HH/WE for DEC	1,168.00
Total Capabilities, Inc.			1,168.00
CCLD Petty Cash			
Bill	01/10/2017	Petty Cash HH	89.49
Total CCLD Petty Cash			89.49
Centurion Technologies			
Bill	01/09/2017	Security software-all District computers	1,020.99
Total Centurion Technologies			1,020.99
Chemung Canal Trust Company			
Bill	01/09/2017	Prof Fees, Cont Ed wkshop, MS supplies, HH JUV P...	4,043.79
Total Chemung Canal Trust Company			4,043.79
Chemung County Chamber of Commerce			
Bill	01/09/2017	Membership Dues - 2017	260.00
Total Chemung County Chamber of Commerce			260.00
Chemung County Treasurer			
Bill	01/09/2017	City of Elmira Sewer tax 2017	1,631.37
Total Chemung County Treasurer			1,631.37
Demco, Inc.			
Bill	01/09/2017	Book labels & tape	369.07
Total Demco, Inc.			369.07
Dex Media			
Bill	01/09/2017	advertising -phone book - ANNUAL for 2017	468.00
Total Dex Media			468.00
Fire Alarm Service Technology, Inc.			
Bill	01/09/2017	Annual Monitoring panic alarms BF/WE	600.00
Total Fire Alarm Service Technology, Inc.			600.00
Foor & Associates Architects			
Bill	01/09/2017	Reimbursables - restroom project	138.00
Total Foor & Associates Architects			138.00
I. D. Booth, Inc.			
Bill	01/09/2017	bulbs for Steele	213.16
Total I. D. Booth, Inc.			213.16
MH Software			
Bill	01/09/2017	Calendar Software - all libraries-2017 annual fee	540.00
Total MH Software			540.00
MidWest Tape			
Bill	01/10/2017	DVD/Audio purchases - ST/WE	1,114.73
Total MidWest Tape			1,114.73
Nancy VanGalder			
Bill	01/09/2017	Set up iMacs for computer lab	120.00

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Chemung County Library District General Fund
Unpaid Bills Detail
As of January 10, 2017

Type	Date	Memo	Open Balance
Total Nancy VanGalder			120.00
Pitney Bowes			
Bill	01/09/2017	annual lease for Mail Machine-all libraries	2,472.00
Total Pitney Bowes			2,472.00
Southeast Steuben County Library			
Bill	01/09/2017	Payment for lost book	10.00
Total Southeast Steuben County Library			10.00
Southern Tier Library System			
Bill	01/10/2017	Dark Fiber svc Oct-Dec all libraries	1,800.00
Bill	01/10/2017	barcode order all libraries	175.65
Total Southern Tier Library System			1,975.65
Tanglewood			
Bill	01/09/2017	ST program 2/4	70.00
Total Tanglewood			70.00
Terp's Enterprises, Inc			
Bill	01/10/2017	Deposit T113003 for Teen Trip 5/20/17	200.00
Total Terp's Enterprises, Inc			200.00
Town of Big Flats			
Bill	01/09/2017	Water District tax 2017	29.67
Total Town of Big Flats			29.67
Town of Elmira			
Bill	01/09/2017	WE - Sewer Tax - 2017	139.66
Total Town of Elmira			139.66
Town of Horseheads			
Bill	01/09/2017	HFL- Sewer Tax - 2017	271.04
Total Town of Horseheads			271.04
Unique Management Services, Inc.			
Bill	01/09/2017	collection notices-DEC	492.25
Total Unique Management Services, Inc.			492.25
Upstart			
Bill	01/09/2017	SRC Teen prizes	79.37
Total Upstart			79.37
W. B. Mason Co, Inc.			
Bill	01/09/2017	office supplies	448.29
Total W. B. Mason Co, Inc.			448.29
Wegmans Food Markets Inc.			
Bill	01/09/2017	Adult/JUV programs	73.24
Total Wegmans Food Markets Inc.			73.24
World Book, Inc.			
Bill	01/09/2017	encyclopedia-HH	799.00
Total World Book, Inc.			799.00
TOTAL			19,086.77

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Chemung County Library District Grant Fund
Unpaid Bills Detail
As of January 10, 2017

Type	Date	Memo	Open Balance
Southern Tier Library System			
Bill	01/09/2017	eBooks FIC 12/23 invoice	2,974.67
Total Southern Tier Library System			2,974.67
TOTAL			2,974.67

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Chemung County Library District General Fund
Unpaid Bills Detail
As of January 4, 2017

Type	Date	Memo	Open Balance
Al Baccile Paving, LLC			
Bill	01/04/2017	HH Snow removal/Salt DEC 2016	160.00
Total Al Baccile Paving, LLC			160.00
Amanda Farley			
Bill	01/04/2017	Mileage 11/23-12/13 + prog reimb	131.21
Total Amanda Farley			131.21
Amazon Credit Plan			
Bill	01/04/2017	purchases 11/10-12/7	1,077.82
Total Amazon Credit Plan			1,077.82
American Button Machines			
Bill	01/04/2017	Button Machine supplies	74.32
Total American Button Machines			74.32
AT&T - Georgia			
Bill	01/04/2017	Elevator phone DEC	41.05
Total AT&T - Georgia			41.05
Bibliotheca, LLC			
Bill	01/04/2017	Maintenance contract ST security system	1,414.35
Total Bibliotheca, LLC			1,414.35
Bryan Boynton			
Bill	01/04/2017	Mileage reimb 10/21-11/28	33.27
Total Bryan Boynton			33.27
Caroline Poppendeck			
Bill	01/04/2017	reimb holiday decor purchases for 2017	354.54
Total Caroline Poppendeck			354.54
CCLD Petty Cash			
Bill	01/04/2017	Petty Cash BF	157.60
Total CCLD Petty Cash			157.60
Friendship Free Library			
Bill	01/04/2017	Patron payment for lost book	14.00
Total Friendship Free Library			14.00
Glenice Peel			
Bill	01/04/2017	mileage 12/2-12/16	68.85
Total Glenice Peel			68.85
Haefele TV, Inc.			
Bill	01/04/2017	Internet for Van Etten -annual for 2017	609.40
Total Haefele TV, Inc.			609.40
Horseheads Do It Center			
Bill	01/04/2017	HH - SUPPLIES	15.10
Total Horseheads Do It Center			15.10
Imperial Door Controls, Inc.			
Bill	01/04/2017	WE door repair - not covered under contract	136.80
Total Imperial Door Controls, Inc.			136.80
Ingram Library Services			
Bill	01/04/2017	Library materials - bal of DEC invoices	2,878.04

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01/04/17

Chemung County Library District General Fund
Unpaid Bills Detail
As of January 4, 2017

Type	Date	Memo	Open Balance
Total Ingram Library Services			2,878.04
JanWay Company USA, Inc.			
Bill	01/04/2017	supply of ear buds	70.97
Total JanWay Company USA, Inc.			70.97
LTA			
Bill	01/04/2017	Membership-Trustees Association	225.00
Total LTA			225.00
MCI			
Bill	01/04/2017	Long distance chg-HH/BF annual 2017	720.00
Total MCI			720.00
Michelle Erickson			
Bill	01/04/2017	VE Program Supplies NOV/DEC	64.21
Total Michelle Erickson			64.21
MidWest Tape			
Bill	01/04/2017	DVD/Audio purchases - HH	364.43
Total MidWest Tape			364.43
PermaCard			
Bill	01/04/2017	Overdue mailers - all libraries	429.36
Total PermaCard			429.36
Petty Cash-Steele			
Bill	01/04/2017	ST supply/postage/AD&YA prog/WE prog, etc	645.24
Total Petty Cash-Steele			645.24
ProQuest LLC			
Bill	01/04/2017	Elec Ref - microfilm bal for 2017	1,903.18
Total ProQuest LLC			1,903.18
Rebecca Jackson			
Bill	01/04/2017	Mileage Reimb BF 11/1-12/15	34.56
Total Rebecca Jackson			34.56
Southeastern NY Library Resources Council			
Bill	01/04/2017	Minecraft Member	5.00
Total Southeastern NY Library Resources Council			5.00
Staples Credit Plan			
Bill	01/04/2017	IT & misc supplies	851.14
Total Staples Credit Plan			851.14
Teracai			
Bill	01/04/2017	Protection for network	92.00
Total Teracai			92.00
Time Warner Cable			
Bill	01/04/2017	hosting web page JAN + ST cable Annual	298.46
Total Time Warner Cable			298.46
Tumbleweed Press, Inc.			
Bill	01/04/2017	annual subscription thru 12/3/17 all libraries	1,497.00
Total Tumbleweed Press, Inc.			1,497.00
Vasco Brands, Inc.			

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01/04/17

Chemung County Library District General Fund
Unpaid Bills Detail
As of January 4, 2017

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Bill	01/04/2017	cleaning/paper supplies	991.68
Total Vasco Brands, Inc.			991.68
Verizon			
Bill	01/04/2017	ST elevator/HH/BF annual for 2017	1,286.01
Total Verizon			1,286.01
Verizon Wireless			
Bill	01/04/2017	BKM/Admin Cell svc ANNUAL for 2017	2,664.00
Total Verizon Wireless			2,664.00
TOTAL			19,308.59

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01/04/17

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of January 4, 2017

Type	Date	Memo	Open Balance
New York Legal Publishing Corp. Bill	01/04/2017	reference material	137.50
Total New York Legal Publishing Corp.			137.50
TOTAL			137.50

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12/29/16

Chemung County Library District General Fund
Unpaid Bills Detail
As of December 30, 2016

Type	Date	Memo	Open Balance
Amazon Credit Plan			
Bill	12/29/2016	purchases interim DEC	1,465.62
Total Amazon Credit Plan			1,465.62
Barnes & Noble, Inc.			
Bill	12/29/2016	YA book purchase	32.23
Total Barnes & Noble, Inc.			32.23
Cengage Learning, Inc.			
Bill	12/29/2016	Fiction Purchases-ST	453.45
Total Cengage Learning, Inc.			453.45
Ingram Library Services			
Bill	12/29/2016	Library materials - interim DEC	8,951.63
Total Ingram Library Services			8,951.63
MidWest Tape			
Bill	12/29/2016	DVD/Audio purchases - ST/WE	818.44
Total MidWest Tape			818.44
ProQuest LLC			
Bill	12/29/2016	Elec Ref - microfilm partial pymt	738.62
Total ProQuest LLC			738.62
Southern Tier Library System			
Bill	12/29/2016	Downloadable Audio/processing Sept-Nov	4,620.35
Total Southern Tier Library System			4,620.35
TOTAL			17,080.34

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12/29/16

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of December 30, 2016

Type	Date	Memo	Open Balance
Ingram Library Services			
Bill	12/29/2016	Non Fiction purchases	2,367.31
Total Ingram Library Services			2,367.31
PDR			
Bill	12/29/2016	Reference material	64.75
Total PDR			64.75
Southern Tier Library System			
Bill	12/29/2016	eBooks YA/NF processing SEPT-NOV	2,066.50
Total Southern Tier Library System			2,066.50
TOTAL			4,498.56

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page list

11:09 AM

01/04/17

Chemung County Library District Grant Fund

Unpaid Bills Detail

As of December 30, 2016

Type	Date	Memo	Open Balance
Ingram Library Services Bill	12/30/2016	Non Fiction purchases	1,344.29
Total Ingram Library Services			1,344.29
TOTAL			1,344.29

Document #2017-04

Report of the January 4th, 2017 meeting of the Executive Committee of the Chemung County Library District:

Attending the meeting from the Executive Committee were Marge Kappanadze, Jack Schamel, and Richard Roberts; and Joan Santulli, CCLD management. Other board members in attendance were Pat Silvernail, Jared Myers, Will Wehling, Ann Hayes, Tim Blandford, Rachel Dworkin, Pam Larnard and Phyllis Rogan. The meeting opened at 6pm.

UNPAID BILLS: Ms. Dworkin moved, seconded by Mr. Wehling to approve the Unpaid Bill lists for the General fund dated 12/30/16 - \$17,080.34 and dated 1/4/17 - \$19,308.59 and the Grant Fund dated 12/30/16 - \$3,475.54 and dated 1/4/17 - \$137.50. VOTE: Unanimously Approved.

President Roberts stated that CCLD's request for changes to the Legislation have been processed by Senator O'Mara's office and will be submitted to the New York State Legislature at their January session.

Regarding the bids for the Chiller Project at the Steele Library, Ms. Hayes moved, seconded by Mr. Blandford that the Library District accept the low bid of Tri-County Refrigeration, Inc in the amount of \$254,670 and give approval to Project Manager LaBella PC to proceed with the notice of award and notice to proceed. VOTE: Unanimously Approved.

It was noted that Pat Silvernail has agreed to continue as liaison with both the Friends of CCLD and the Steele Memorial Library Foundation. Pam Larnard has agreed to serve as board liaison with the Friends of the Horseheads Free Library.

The meeting adjourned at 6:20pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, February 1st, 2017 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2017-05

Report of the January 11th, 2017 meeting of the Budget & Finance Committee of the Chemung County Library District.

Attending the meeting were CCLD board members Jack Schamel, Richard Roberts and Marge Kappanadze. Also attending were Joan Santulli and Ron Shaw, CCLD Administration. The meeting opened at 8:00am.

Ms. Santulli presented the December 31st, 2016 Final Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Santulli presented the Unpaid Bills Detail dated 1/10/17 for the General Fund bills totaling \$19,086.77 and the Grant Fund - \$2,974.67. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

Mr. Shaw reported that he received a notice that CCLD will be awarded an extra \$11,000 in State Construction funding for the new Teen Section at the Steele Library.

The meeting adjourned at 8:05am. The next meeting of the Budget & Finance Committee will be held on Wednesday, February 8th, 2017 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2017-06

Report of the January 4th, 2017 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:30pm. Present were Mr. Muldoon, Ms. Hayes, Mr. Blandford and Mr. Roberts. Also attending was Joan Santulli, CCLD Management.

The Committee received reports on the following:

Bathroom Project at the Steele Library. The downstairs restrooms are now open to the public and renovations have started on the upstairs restrooms. No new timeline for completion of the project has been received to date.

Teen Section. Mr. Muldoon stated that he is ready to start preparing the RFP's for the project. He will get with Director Shaw to get the name of the Teen Section Specialist who can assist with this.

Chiller Project at Steele. LaBella Associates, D.P.C. held the bid opening on December 29, 2016. Five companies submitted bids with the lowest bid coming from Tri-County Refrigeration, Inc. in the amount of \$254,670 for the base bid and alternate #1 (extended 10 year warranty). LaBella recommends awarding the bid to Tri-County. The Committee will recommend that the CCLD board accept this recommendation.

No other building issues were reported.

The meeting adjourned at 5:39pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, February 1st, 2017 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.



The Chemung County Library District, with neighborhood libraries in Big Flats, the Bookmobile, Elmira, Horseheads, Van Etten, West Elmira, and on the web at www.cclid.lib.ny.us

To: CCLD Board of Trustees

From: Ronald W. Shaw, Director

Date: January 11, 2017

Subject: Approval of Personnel Actions

Promotions:

N/A

End of Probationary Period- Permanent Appointment

New Hires:

Resignations:

Leaghanna Miller- effective January 19.

Terminations:

Disability Leave

N/A

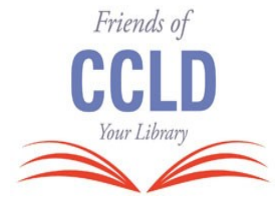
Step Increases:

Emma Howard- Library Clerk to Step 4

Library Materials Expenditure Report for 2016								
December 31, 2016		100%	through 2016					
	Gift Funds	2016 budget	total spent this year	Open Invoices subm to Office not yet paid	Total spent & on order	Balance LEFT TO SPEND	Total spent this month	**Percentage spent this year
Department	12/31/2016					includes Gift funds		
Steele Memorial Library						Col.1+Col.2-Col.5		
Children's (JUV)	\$ 1,245	\$ 28,990	\$ 28,992		\$ 28,992	\$ 1,243	\$ 3,549	96%
Juv eBooks CBA Fund- now NF		\$ 3,500	\$ 2,753		\$ 2,753	\$ 747	\$ 2,753	79%
Young Adult		\$ 6,750	\$ 5,026		\$ 5,026	\$ 1,724	\$ 946	74%
YA eBooks CBA Fund		\$ 3,500	\$ 1,897		\$ 1,897	\$ 1,603	\$ 903	54%
Graphic Novels		\$ 3,000	\$ 2,478		\$ 2,478	\$ 522	\$ 799	83%
Reference - CBA Grant		\$ 10,000	\$ 9,637		\$ 9,637	\$ 363	\$ 2,638	96%
Electronic Reference -CBA Grant		\$ 5,000	\$ 8,765		\$ 8,765	\$ (3,765)		175%
Electronic Reference - Gen. Fund		\$ 15,500	\$ 15,500		\$ 15,500	\$ -	\$ 739	100%
Periodicals	\$ 134	\$ 9,000	\$ 6,596		\$ 6,596	\$ 2,538	\$ 169	72%
Zinio - CBA Grant + \$2K Gen Fund	\$ 2,000	\$ 18,900	\$ 20,387		\$ 20,387	\$ 513		98%
Microforms/Genealogy	\$ 8,689	\$ 2,000	\$ 2,789		\$ 2,789	\$ 7,900	\$ 240	26%
Fiction	\$ 4,737	\$ 35,200	\$ 35,549		\$ 35,549	\$ 4,388	\$ 7,470	89%
FIC eBooks CBA Fund		\$ 12,000	\$ 8,952		\$ 8,952	\$ 3,048	\$ 1,403	75%
AV-Downloadable Audio -Gen.		\$ 8,500	\$ 8,523		\$ 8,523	\$ (23)	\$ 6,731	100%
Adult Non-Fiction-General Fund	\$ 2,703	\$ 1,000	\$ 770		\$ 770	\$ 2,933	\$ 92	21%
Non-FIC eBooks CBA Fund		\$ 1,500	\$ 1,500		\$ 1,500	\$ -		100%
Non-Fiction-CBA Fund		\$ 10,000	\$ 10,006		\$ 10,006	\$ (6)	\$ 2,814	100%
Audio video/music/dvd/blue ray - Gen.	\$ 11,439	\$ 51,000	\$ 54,605		\$ 54,605	\$ 7,834	\$ 6,966	87%
Audiobooks	\$ 5,000		\$ -		\$ -			0%
Non-Fic Educ DVD - CBA Fund		\$ 3,000	\$ 1,753		\$ 1,753	\$ 1,247	\$ 358	58%
Subtotal for Steele	\$ 35,946	\$ 228,340	\$ 226,478	\$ -	\$ 226,478	\$ 32,808	\$ 38,569	86%
Big Flats Library	\$ 1,796	\$ 20,961	\$ 21,765		\$ 21,765	\$ 992	\$ 2,874	96%
Bookmobile	\$ 1,562	\$ 6,504	\$ 6,844		\$ 6,844	\$ 1,222	\$ 619	85%
West Elmira Library	\$ 1,108	\$ 20,961	\$ 21,412		\$ 21,412	\$ 657	\$ 3,913	97%
Horseheads Free Library-Adult	\$ 2,254	\$ 18,300	\$ 18,516		\$ 18,516	\$ 2,038	\$ 1,501	90%
HFL- AV	\$ 436	8,000	\$ 8,044		\$ 8,044	\$ 392	\$ 775	95%
HFL - Books Plus	\$ 862	-	\$ 681		\$ 681	\$ 181		79%
HFL - Juvenile	\$ 75	\$ 15,724	\$ 15,653		\$ 15,653	\$ 146	\$ 1,599	99%
VanEtten Library	\$ 133	\$ 5,202	\$ 5,271		\$ 5,271	\$ 64	\$ 468	99%
Subtotal for other libraries	\$ 8,224	\$ 95,652	\$ 98,186	\$ -	\$ 98,186	\$ 5,690	\$ 11,748	95%
GRAND TOTALS	\$ 44,170	\$ 323,992	\$ 324,664	\$ -	\$ 324,664	\$ 43,498	\$ 50,317	88%
9/30/2016 **\$4,000 moved from Zinio to NF CBA / Elec Ref overspent per Ron - extra funds available								
E-Books purchased from Cost Share NOT included - STLS will track								



Steele Library's Early Literacy Room



This room, funded by the Friends of CCLD, is designed for families with children ages Infant through Kindergarten ages. It is also a space for supervised visits for families with children up to age 8. The room is intended for adults to engage with their young children, please use other areas of the library for cell phone use or adult conversations. Story times for ages under 2 are also held in here and Steele Youth Staff has the right to use the room for other programming needs. The room can also be requested by breastfeeding mothers, or for children having a rough time in the larger library area. Staff has the right to regulate room capacity.

RULES

- Children must be supervised by a responsible adult caregiver at all times.
- Please model appropriate library behavior—Indoor voices, no profanity, no running or throwing or misusing toys. Sharing and cleaning up are expected. Wipes will be kept on the windowsill for parents to sanitize books or toys that children have had in their mouths.
- All toys, cds and books must stay in the room.
- No Food, No Diaper Changing (Restrooms on the First Floor have diaper changing tables.)
- Anything visible is for your enjoyment, please do not open cupboards.
- If your child is ill, please wait until your child is not contagious to visit the room.



Joan Santulli

From: Deb Brimmer [brimmerd@stls.org]
Sent: Wednesday, January 11, 2017 9:47 AM
To: 'Joan Santulli'
Subject: Computer equipment to be discarded

33 computers
4 monitors
1 receipt printer
20 mice

Deb Brimmer, Technology Coordinator
Chemung County Library District
101 E. Church Street
Elmira, New York 14901
brimmerd@stls.org
Cell: 607-425-6057
Office: 607-734-5572

Paul