



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 July 2017 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, July 20, 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. O'Dell-Wehling (585-332-9672), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2017-37)
4. Treasurer's report
 - a) Financial report (document 2017-38)
 - b) Report of Unpaid Bills Detail (document 2017-39)
5. Correspondence
6. President's report.
7. Director's Report.
8. Committee reports:
 - a) Executive Committee (O'Dell-Wehling)
 - 1) Report of the Committee meeting (document #2017-40)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2017-41)
 - c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document #2017-42)
 - d) Election Committee (Rogan)
 - e) Personnel Committee (Dworkin)

Consent Items: Approval of Personnel Actions (Appendix C).
Resolved that the CCLD Board of Trustees approve Personnel actions as submitted.
10. Old business
11. New business
12. Period for public expression
13. Adjournment

(Minutes of the JUNE 15, 2017 meeting of the Chemung County Library District Board of Trustees. Document #2017-37)

The meeting was called to order at 6:00pm by President William Wehling. Present were Pat Silvernail, Ann Hayes, Bonnie Chollet, John Schamel, Marge Kappanadze, Lillian White, Phyllis Rogan, Rachel Dworkin, Karl Schwesinger, Richard Roberts and Jared Myers. Excused: Pamela Larnard, Tim Blandford & 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 May 2017 meeting (Document #2017-31) were presented for board review. The minutes were approved by unanimous consent.

Financial Report. The May 31, 2017 Financial Report (Document #2017-32) 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 #2017-33). By unanimous consent, the board authorizes the payment of the unpaid bills dated 6/14/17 – General Fund - \$39,150.35 as distributed in writing.

Correspondence. A thank you note was received from a patron regarding last month's problem with the TV at the Steele Library. A note from the suggestion box said "don't change a thing". A resident from Virginia recently used and was impressed with the Genealogy Department at Steele and sent a \$50 donation.

President's Report. President Wehling stated that Senator O'Mara's newsletter reports that New York has agreed to give \$24 million for Library Capital Projects. He also reported that the Library District's request to change the legislation has passed the State Assembly and is in the State Senate for review.

Director's Report. Mr. Shaw reported that Continuing Ed day (being shared with STLS) was a great success with over 30 libraries from the library system participating in the day. Mr. Shaw also reported that he has nominated Joe Caparulo, the former President of the Friends of CCLD, for the Daniel W. Casey Library Advocacy Award which is given each year by the Empire Friends Roundtable. He has also nominated Steele volunteer, Ann Thurber, for the STLS' Volunteer Award for her many years of service to the library.

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 #2017-34). No additional comments.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2017-35). There were no changes to the 2016 audit report as reviewed by Kathy Stickler of Mengel, Metzger & Barr at the Executive Committee meeting. Ms. Dworkin moved, seconded by Ms. Hayes to approve the annual audit for fiscal year 2016 as submitted in writing to the board. VOTE: Unanimously Approved.

Mr. Shaw distributed a timeline for the proposed budget for 2018. He is working on a document that will explain the assumptions that the Administration plans to use in working on the proposed budget.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2017-36). Regarding the Teen Space, Mr. Shaw reported that the \$150,000 expected from the O'Mara office is in process so funding for the project has been secured. The delivery of the drawings from Ms. Bolan is still on track for June 30th. Trustee Roberts expressed a concern that the Teen Space project was publically announced prior to final approval by the board. Mr. Roberts moved, seconded by Mr. Myers that for future construction projects the board receive a written proposal that includes a description of the project, justification for the project, the expected cost and where the funds will come from to pay for the project. Said proposal is due to the board 30 days prior to a board meeting where it will be discussed. VOTE: Yes – 11; Abstention – 1. Motion Carried.

The Beautification Committee, piloted by Ms. Young, would like to start working on the front entrance at the Steele Library as soon as possible. To date the Library has received only one estimate for the raised beds.

Mr. Shaw distributed and reviewed with the board a copy of the status of the “Current & Future Construction Project” worksheet. He stated that he is recommending that the Library District does not apply for funding from the New York State Construction Grant for any major building projects in 2018.

Election Committee. The Committee did not meet this month. Mr. Shaw plans to speak to Ms. Corter regarding the payment for her services regarding the 2017 Election process.

Personnel Committee. Ms. Dworkin stated that Mr. Shaw's contract has been forwarded to the attorney for review. The Committee did not meet this month.

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

Old Business. None

New Business. None

Public Expression. None

Mr. Schwesinger had the Tinker Lab at the Steele Library make him a digital sun dial. He showed board members how it works.

The meeting was adjourned at 6:58pm. The next regular meeting of the board will be held on Thursday, July 20th, 2017 at 6:00pm at the **Steele Memorial Library, 101 East Church Street, Elmira, New York.**

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2017-38)

Financial Report - JUNE 30, 2017

Income	2017 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 76,275	\$ 35,764	\$ 40,511	46.89%		INCLUDES lighting rebate \$4,766
Grants (other than N.Y.S.)	\$ -	\$ 12,077				INCLUDES FR of CCLD \$6,662; Corning Lib \$1K; ARTS \$3,250; CCTC \$100; WalMart \$500
Foundation Contributions	\$ 180,000	\$ 40,000	140,000	22%		1st & 2nd Qtr SML Foundation
Library District Tax Receipts	\$ 2,825,123	\$ 2,825,123	(0)	100%		
PILOT Funds	\$ 50,000					
Interest on Investments	\$ 4,400	\$ 1,334	3,066	30%		
State Aid						
Central Library Development	\$ 89,276		89,276	0%		
Central Book Aid	\$ 61,958		61,958	0%		
Local Library Services Aid	\$ 37,000		37,000	0%		
Other State Aid						
TOTAL INCOME	\$ 3,324,032	\$ 2,914,297	\$ 371,812	87.67%	50%	
Expense	Annual Budget	Expended to Date	Balance	Percent	Percentage	
Personnel						
Salaries	1,522,892	\$ 742,437	\$ 780,455	49%		
Overtime & Holiday Salaries	15,281	\$ 9,422	5,859	62%		
Employee Benefits						
FICA	117,670	\$ 58,766	\$ 58,904	50%		
NY State Retirement	246,107	\$ 104,883	\$ 141,224	43%		
Medical & Dental	399,834	\$ 190,191	\$ 209,643	48%		
Other (Disability, Wk. Comp, Unemp)	30,195	\$ 20,676	\$ 9,519	68%		
Subtotal - Personnel Expenses	2,331,979	1,126,375	\$ 1,205,604	48%	50%	
Contractual						
Equipment	90,149	\$ 51,590	38,559	57%		INCLUDES Early Lit Stations \$10,676; Grant \$8,477
Telephone	11,400	\$ 11,463	(63)	101%		
Supplies	67,770	\$ 48,259	19,511	71%		TOTAL \$18,754=Grants \$1,960; FR of CCLD\$865; MKT \$1,410; FR of HH \$476; HH Foundation \$14,043
Travel & Continuing Education	15,015	\$ 5,589	9,426	37%		
Repairs & Maintenance	23,502	\$ 24,155	(653)	103%		Includes non-budgeted expense-Capabilities \$9,367
Postage	2,000	\$ 493	1,507	25%		
Library Materials (books, video, etc.)	328,109	\$ 123,664	204,445	38%		Gifts \$4,390; Grants \$89
Utilities	62,500	\$ 27,282	35,218	44%		INCLUDES 4th Qtr 2016
Building Cleaning Supplies	19,825	\$ 6,196	13,629	31%		
Fuel, Gas & Oil (Bookmobile)	4,000	\$ 892	3,108	22%		
Insurance	32,683	\$ 31,317	1,366	96%		
Vehicle Operation / Maintenance	2,000	\$ 2,383	(383)	119%		Radiator, Generator & Sky Light repairs
Professional Fees (audit, engineer/legal fees)	28,075	\$ 18,335	9,740	65%		Includes Kim Boland \$2,300
Data Processing Expenses (Cost Share)	130,163	\$ 32,598	97,565	25%		
Payment of Taxes	4,975	\$ 5,013	(38)	101%		
Library Programming	28,525	\$ 33,140	(4,615)	116%		TOTAL \$17,231=M.Faire grant \$5,558; ARTS \$1,025; STLS \$290;Gift \$77; FR-HH \$4,875; FR-CCLD \$5,406
Chemung County costs (B&G, vision)	13,300	\$ 5,483	7,817	41%		
Capital Improvements STATE CONST see below	25,000	\$ 28,638	(3,638)	115%		Foor \$138; LaBella \$28,500
Contingency Fund	52,782	\$ -	52,782	0%		Phone annual pymts; BKM Repairs
Subtotal Expenses	\$ 3,273,752	\$ 1,582,865	\$ 1,690,887	48%	50%	
2016 & 2017 State Construction Projects		\$ 290,353				Restroom Project /Chiller Project
TOTAL EXPENSES	\$ 3,273,752	\$ 1,873,218				

Unpaid Bills Detail

As of July 12, 2017

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
A-Verdi, LLC			
	07/11/2017	Rental fee storage unit HH for July-pd by Grant	144.00
Total A-Verdi, LLC			144.00
Airigami, LLC			
	07/11/2017	7/24 program at West Elmira	500.00
Total Airigami, LLC			500.00
Bricks 4 Kidz			
	07/11/2017	7/31 program at HH	900.00
Total Bricks 4 Kidz			900.00
CCLD Petty Cash			
	07/11/2017	Petty Cash HH	243.96
Total CCLD Petty Cash			243.96
David Moreland			
	07/11/2017	Magic shows for BF on 8/1	415.00
Total David Moreland			415.00
Emma Howard - Entwined Woods			
	07/11/2017	7/26 Woodcarving program at ST	300.00
Total Emma Howard - Entwined Woods			300.00
Fire Alarm Service Technology, Inc.			
	07/11/2017	Annual Alarm monitoring-ST/HH	1,428.00
Total Fire Alarm Service Technology, Inc.			1,428.00
First Transit, Inc			
	07/11/2017	Bookmobile fuel-5/22-6/23	216.16
Total First Transit, Inc			216.16
Hepcats Big Band, Inc.			
	07/11/2017	7/25 concert at Steele pd by Friends	450.00
Total Hepcats Big Band, Inc.			450.00
HF Group, LLC			
	07/11/2017	Bindery svc-damaged Genealogy books	673.18
Total HF Group, LLC			673.18
Joe Lonsky			
	07/11/2017	8/1 concert at Steele pd by Friends of CCLD	600.00
Total Joe Lonsky			600.00
Julie Spicer			
	07/11/2017	Tai Chi programs at HH - May/June/Aug	480.00
Total Julie Spicer			480.00
Karen Poole			
	07/11/2017	7/24 & 7/31 programs at HH	225.00
Total Karen Poole			225.00
Kathee Sive			
	07/11/2017	Adult program HH 7/26	225.00
Total Kathee Sive			225.00
Kimberly Bolan & Associates			
	07/11/2017	Consulting svc Teen Space on-site/svcs	3,190.00
Total Kimberly Bolan & Associates			3,190.00
Newtown Video Dist			

Unpaid Bills Detail

As of July 12, 2017

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
	07/11/2017	Video purchase VE	34.96
Total Newtown Video Dist			34.96
Noah's Ark Animal Workshop, Inc.			
	07/11/2017	Props for HH programs	330.00
Total Noah's Ark Animal Workshop, Inc.			330.00
Sayles & Evans			
	07/11/2017	Attorney fees - Collective Bargaining April/May	550.00
Total Sayles & Evans			550.00
Sciencetellers			
	07/11/2017	7/24 program at HH	415.00
Total Sciencetellers			415.00
Small Farmer's Journal			
	07/11/2017	one year subscription-HH	47.00
Total Small Farmer's Journal			47.00
Southern Tier Library System			
	07/11/2017	Ebook YA/ Cost Share 2nd Qtr	27,868.72
Total Southern Tier Library System			27,868.72
Southern Tier Zoological Society, Inc.			
	07/11/2017	7/31 program at WE	138.25
Total Southern Tier Zoological Society, Inc.			138.25
Staples Advantage			
	07/11/2017	paper/office supply	280.87
Total Staples Advantage			280.87
Targo Entertainment			
	07/11/2017	7/28 Teen Lock In at ST	200.00
Total Targo Entertainment			200.00
The Physics Factory			
	07/11/2017	7/31 program at WE	150.00
Total The Physics Factory			150.00
Timothy E. Cleary			
	07/11/2017	7/25 programs at BKM parks	75.00
Total Timothy E. Cleary			75.00
Town of Big Flats			
	07/11/2017	Fire Inspection 6/8	100.00
Total Town of Big Flats			100.00
Traveling Lantern			
	07/11/2017	7/25 program at BF	425.00
Total Traveling Lantern			425.00
Unique Management Services, Inc.			
	07/11/2017	collection notices-JUNE	447.50
Total Unique Management Services, Inc.			447.50
Vasco Brands, Inc.			
	07/11/2017	cleaning/paper supplies all libraries	917.45
Total Vasco Brands, Inc.			917.45
			<u>41,970.05</u>

Document #2017-40

Report of the July 5th, 2017 meeting of the Executive Committee of the Chemung County Library District:

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

UNPAID BILLS: President Wehling stated that the General Fund Bill List includes a missing April request for payment to Tri County Refrigeration for the Chiller Project. This payment was recommended for payment by the Buildings & Grounds Committee. Ms. Dworkin moved, seconded by Mr. Schamel to approve the Unpaid Bill lists for the General fund dated 7/5/17 - \$53,874.64 and the Grant Fund - \$4,031.93. VOTE: Unanimously Approved.

President Wehling stated that the request to change the Legislation regarding the Trustee Election will progress to the next Legislative Session.

Mr. Wehling also reminded board members of the summer retreat for boards being sponsored by the Southern Tier Library System being held July 22nd.

Director Shaw reported the following:

Labor/Management meeting was held today. The revised Meeting Room Policy and Patron Code of Conduct have been reviewed by staff with no issues being addressed. The revised Code of Conduct will be more specific in the area of weapons that are not allowed in the library – to include fire arms & ammunition, explosive devices, bladed weapons and bludgeoning devices. The group discussed a new Civil Service Job Description for the library, that being a Library Building Monitor who would be responsible for minor safety and security issues at the library. Mr. Shaw has a meeting with Civil Services representatives this month and will ask if they have heard of such a title.

Teen space- Ms. Bolan has sent some preliminary information which Mr. Shaw has asked her to re-work. The size of the space she designed is too large.

Bullet Aid. Mr. Shaw stated that New York State has again allotted \$13,000 in Bullet Aid to CCLD. Each library will receive \$2,500.

PILOT funds. CCLD has received notification that the recent PILOT check from the County was more than we should have received. The Library District will owe \$2,700 back to the County.

CCLD Staffing. Mr. Shaw has received two resignations. Chris Corter, Librarian 3 will be retiring effective July 31, 2017. Cody Arnold, Microcomputer Technician has given his two-week notice. These resignations will be included in the Personnel actions to be approved at the July meeting.

Mr. Shaw will be on vacation from July 6 – July 11, 2017.

Ms. Rogan stated that with the resignation of Ms. Corter, the Election Committee will need another Chairperson. The Committee will need to meet with Ms. Corter prior to her last day of work.

The meeting adjourned at 6:19pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, August 2nd, 2017 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2017-41

Report of the June 14th, 2017 meeting of the Budget & Finance Committee of the Chemung County Library District.

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

Ms. Santulli presented the June 30th, 2017 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 7/13/17 for the General Fund bills totaling \$41,970.05. The list includes a 2nd Quarter payment to STLS for Cost Share (Data Processing) The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

Mr. Shaw and Ms. Santulli reviewed the proposed 2018 Library District budget with the Committee. The proposed budget includes an increase in the tax revenue of 2.62%. The Committee decided to leave the first draft of the budget as is and submit it to the full board at its July meeting to give time for board members to review it. The documents will be distributed at the meeting because none of it can be made public until the board adopts the budget. The final budget needs to be adopted at the August meeting of the board. This will give a full month for questions to be sent to be answered by the Administration.

Mr. Shaw reported receipt of a check in the amount of \$182,178 from New York State which represents 90% of the State funding for the Teen Space Construction project.

The meeting adjourned at 8:20am. The next meeting of the Budget & Finance Committee will be held on Wednesday, August 9th, 2017 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2017-42

Report of the July 5th, 2017 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:30pm. Present were Ms. Hayes, Mr. Blandford and Mr. Wehling. Also attending were Joan Santulli and Ronald Shaw, CCLD Management.

The Committee received reports on the following:

Teen Section. Ms. Bolan has sent some preliminary information which Mr. Shaw has asked her to re-work. The size of the space she designed is too large. She is creating a slide presentation which it is hoped will be available for viewing at the next board meeting.

Chiller Project at Steele. The paperwork for the \$150,000 grant from the New York State Economic Development Program has been sent in. The punch list will be reviewed this Friday, manuals need to be received and then final payment can be made. An April 2017 request for payment was mixed in with the June payment and was missed. The amount due for that invoice was \$29,223.90. The Committee recommends including this with the bills to be approved at the Executive Committee meeting.

Other possible Steele projects. Mr. Shaw stated that the Circulation Desk was modified in fiscal year 2013 so new modifications will not be considered at this time. The request for a new Genealogy area (expected to be \$30,000 without equipment purchase) will be tabled for now. The upgrade to the Children's Services area will be looked into again once the Teen Space has been operational. The last project is to enlarge the Tinker Lab space by over 100 square feet. The estimate for this project is \$11,000 and Mr. Shaw will be submitting a request to the board to approve this project.

Big Flats Library. The library has passed its fire /code inspection.

Landscaping at Steele. Mr. Shaw reported that he has sent out 3 additional requests for quotes on landscaping at the Steele Library. He has received one quote to date from Premier Landscaping in the sum of \$3,820. The project will install raised beds around the exterior of the auditorium portion of the building. If no further quotes are received, the project will be given the go-ahead.

An updated copy of the worksheet of Current & Future Construction Projects was distributed. The Library District is in good financial health for taking care of building and construction needs.

The meeting adjourned at 5:58pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, August 2nd, 2017 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.