



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 October 2017 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, October 19, 2017 at 6:00 pm at the **Big Flats Library, 78 Canal St., Big Flats, NY 14814**. 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 #2017-55)
4. Treasurer's report
 - a) Financial report (document 2017-56)
 - b) Report of Unpaid Bills Detail (document 2017-57)
5. Correspondence
6. President's report

Consent Item: Appointment of Board Secretary.
Resolved that the CCLD Board of Trustees approve the appointment of Tim Blandford as Secretary.
7. Director's Report

Consent Item: Acceptance of Bullet Aid
Resolved that the CCLD Board of Trustees accept "Bullet Aid" from the NYS Assemblyman Chris Friend (\$13,000) and NYS Senator O'Mara (\$15,000).
8. Committee reports:
 - a) Executive Committee (O'Dell-Wehling)
 - 1) Report of the Committee meeting (document #2017-58)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2017-59)

Consent Item: Approval pay for election Commissioner.
Resolved that the CCLD Board of Trustees approve the pay for the Election Commissioner as submitted.
 - c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document #2017-60)
 - d) Election Committee (Rogan)
 - e) Personnel Committee (Dworkin)

Consent Item: 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 SEPTEMBER 21, 2017 meeting of the Chemung County Library District Board of Trustees. Document #2017-55)

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

Minutes. The minutes of the August 2017 meeting (Document #2017-49) were presented for board review. The minutes were approved by unanimous consent.

Financial Report. The August 31, 2017 Financial Report (Document #2017-50) 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 #2017-51). Ms. Dworkin moved, seconded by Mr. Schamel to approve the unpaid bill list dated 9/13/17 as amended to include an invoice for an Adult Program at Steele – General Fund - \$22,308.51. Vote: Unanimously Approved.

Correspondence. Mr. Shaw reported that the Clemens Center has donated 4 tickets to “A Christmas Story” to be used as the main prize for the winner of the Library Card Sign Up Month promotion. He also received a thank you note from the Homuths who enjoyed the recent Eclipse Program held on September 21st.

President's Report. Mr. Wehling stated that with Trustee Rachel Dworkin moving out of her district at the end of October, the board will need to appoint a new Secretary to the board and member of the Negotiating Committee. This appointment will be made at the October meeting.

CONSENT ITEM: Resolved by Mr. Roberts, seconded by Ms. Rogan that the CCLD Board of Trustees approves the nomination of Cindy Emmer to be re-elected to serve on the STLS Board of Trustees for 2018-2022. VOTE: Unanimously Approved.

Director's Report. Mr. Shaw reported that CCLD received notice today of a \$20,000 deposit into the bank account from the Steele Memorial Library Foundation. It was resolved by Mr. Muldoon, seconded by Ms. Kappanadze that the CCLD Board of Trustees approves accepting the donation from the SML Foundation in the amount of \$20,000. VOTE: Unanimously Approved.

CONSENT ITEM: Resolved by Ms. Rogan, seconded by Ms. Hayes that the CCLD Board of Trustees approves accepting a donation from the Friends of CCLD in the amount of \$3,200. 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 #2017-52). No additional comments.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2017-53).

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2017-54). Mr. Schwesinger stated that the contract between the Library District and Bolan Associates was signed at the Executive Committee meeting. The Raised bed/Landscaping project at the Steele Library has been completed. Ms. Hayes moved, seconded by Ms. Silvernail to approve the payment of \$3,820 to Premier Landscaping. The Lease Agreement for the parking area at the Horseheads Library that is currently owned by Barber Funeral Home is in process for approval by the Attorney. Once it has been reviewed, it will be sent to the Board for approval and signature.

Mr. Shaw reported that the paperwork for the \$150,000 grant from DASNY for the Chiller Project has been completed and reviewed by the State. CCLD is now awaiting distribution of the funding.

Election Committee. It was reported that 8 applications have been received for Election Inspector. Ms. Cook has been directed to use all 8 of them as needed. The Committee approved a Press Release to go to the paper next month. A copy will be brought to the next meeting for the board to review. Ms. Cook is doing a great job of working with the Board of Elections and the printers.

Personnel Committee.

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

Old Business. Ms. Boland's trip to Steele has been postponed to October 30th and 31st. Mr. Shaw will try to schedule a meeting with the board for the 30th at 5pm. Confirmation will be sent to board members once Ms. Boland's itinerary has been set.

National Friends of the Library month. President Wehling will be sending individual letters on behalf of the Library District to our support groups with a thank you note. Their support of our libraries makes a big difference. The newspaper will be contacted as well.

The nomination of a new Secretary to the board is tabled until next month.

New Business. Ms. Larnard stated that while she doesn't have any figures, the Horseheads Friends group reports that they made more money than last year on their annual book sale.

Public Expression. None

The meeting was adjourned at 6:46pm. The next regular meeting of the board will be held on Thursday, October 19th, 2017 at 6:00pm at the **Big Flats Library, 78 Canal Street, Big Flats, New York.**

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2017-56)

Financial Report - SEPTEMBER 30, 2017

Income	2017 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 76,275	\$ 57,276	\$ 18,999	75%		INCLUDES lighting rebate \$4,766
Grants (other than N.Y.S.)	\$ -	\$ 36,313				INCLUDES Bullet Aid \$15,000 ; FR of CCLD \$11,874 ; Corning Lib \$1K ; ARTS \$3,250 ; CCTC \$100 ; WalMart \$500 ; BF Wom. \$483 ; Elks for HH \$1,500 ; SCRLC \$2,526
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	\$ 50,068				Pilot funds
Interest on Investments	\$ 4,400	\$ 2,749	1,651	62%		
State Aid						
Central Library Development	\$ 89,276		89,276	0%		
Central Book Aid	\$ 61,958		61,958	0%		
Local Library Services Aid	\$ 37,000	\$ 39,158	(2,158)	106%		100% OF 2017 Distribution
Other State Aid		\$ 192,033				INCLUDES final Restroom \$9,855 & 90% Teen Space \$182,178
TOTAL INCOME	\$ 3,324,032	\$ 3,242,722	\$ 309,725	97.55%	75%	
Expense	Annual Budget	Expended to Date	Balance	Percent	Percentage	
Personnel						
Salaries	1,522,892	\$ 1,134,303	\$ 388,589	74%		
Overtime & Holiday Salaries	15,281	\$ 10,008	5,273	65%		
Employee Benefits						
FICA	117,670	\$ 90,269	\$ 27,401	77%		
NY State Retirement	246,107	\$ 159,826	\$ 86,281	65%		AMOUNT THAT IS DUE IN DECEMBER FOR 2017 IS \$183,255
Medical & Dental	399,834	\$ 298,755	\$ 101,079	75%		
Other (Disability, Wk. Comp, Unemp)	30,195	\$ 22,081	\$ 8,114	73%		
Subtotal - Personnel Expenses	2,331,979	1,715,241	\$ 616,738	74%	75%	
Contractual						
Equipment	90,149	\$ 55,278	34,871	61%		INCLUDES Early Lit Stations \$10,676; Grant \$10,005; HH Found \$975
Telephone	11,400	\$ 11,461	(61)	101%		
Supplies	67,770	\$ 60,992	6,778	90%		TOTAL \$20,148=Grants \$2,300; FR of CCLD\$865; MKT \$1,590; FR of HH \$476; HH Foundation \$14,187;Bullet \$730
Travel & Continuing Education	15,015	\$ 9,138	5,877	61%		
Repairs & Maintenance	23,502	\$ 19,784	3,718	84%		
Postage	2,000	\$ 1,754	246	88%		
Library Materials (books, video, etc.)	328,109	\$ 211,883	116,226	65%		Total \$6,987 =Gifts \$6,744; Grants \$89, FR of CCLD \$154
Utilities	62,500	\$ 38,324	24,176	61%		INCLUDES 4th Qtr 2016
Building Cleaning Supplies	19,825	\$ 8,895	10,930	45%		
Fuel, Gas & Oil (Bookmobile)	4,000	\$ 1,378	2,622	34%		
Insurance	32,683	\$ 31,317	1,366	96%		
Vehicle Operation / Maintenance	2,000	\$ 3,682	(1,682)	184%		Radiator, Generator, Sky Light repairs, Auto step motor replacement
Professional Fees (audit, engineer/legal fees)	28,075	\$ 34,334	(6,259)	122%		Includes Kim Boland \$3,658 & Audit final \$12,500; ST raised beds \$3,820
Data Processing Expenses (Cost Share)	130,163	\$ 62,359	67,804	48%		
Payment of Taxes	4,975	\$ 5,013	(38)	101%		
Library Programming	28,525	\$ 49,871	(21,346)	175%		TOTAL \$23,547=M.Space grant \$5,682; ARTS\$1,675; STLS \$290;Gift \$77; FR-HH \$8,341; FR-CCLD \$8,056; other Grant \$226
Chemung County costs (B&G, vision)	13,300	\$ 7,694	5,606	58%		
Capital Improvements STATE CONST see below	25,000	\$ 25,000	0	100%		Foor \$138; LaBella \$28,500 (extra in contingency)
Contingency Fund	52,782	\$ 13,005	39,777	25%		Capabilities non budget amt \$9,367; Prof fees (Cap Imp) \$3,638
Subtotal Expenses	\$ 3,273,752	\$ 2,366,403	\$ 907,349	72%	75%	
2016 & 2017 State Construction Projects		\$ 337,375				Restroom Project /Chiller Project
TOTAL EXPENSES	\$ 3,273,752	\$ 2,703,778				

4:16 PM
10/10/17

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of October 11, 2017

Type	Date	Memo	Open Balance
Southern Tier Library System			
Bill	10/10/2017	eBooks YA, FIC	2,883.32
Total Southern Tier Library System			2,883.32
TOTAL			2,883.32

Chemung County Library District General Fund Unpaid Bills Detail As of October 11, 2017

Type	Date	Memo	Open Balance
Blackstone Audio			
Bill	10/06/2017	Audiobooks purchase - 9/26	160.01
Total Blackstone Audio			160.01
Cami Johnson			
Bill	10/06/2017	10/27 prog at VE	150.00
Total Cami Johnson			150.00
Day Automation Systems, Inc.			
Bill	10/10/2017	BACnet Interface for Chiller at ST	3,960.00
Total Day Automation Systems, Inc.			3,960.00
Deborah L. Brimmer			
Bill	10/10/2017	IT conference registration fee	99.00
Total Deborah L. Brimmer			99.00
Demco, Inc.			
Bill	10/06/2017	HH chairs/backstops, VE lounge chairs BULLET aid	6,616.10
Total Demco, Inc.			6,616.10
Filomena Jack			
Bill	10/10/2017	Adult program 10/13 at ST pd by Friends of CCLD	175.00
Total Filomena Jack			175.00
Fire Alarm Service Technology, Inc.			
Bill	10/06/2017	Assist with DVR recording for theft	110.00
Total Fire Alarm Service Technology, Inc.			110.00
First Transit, Inc			
Bill	10/06/2017	Bookmobile fuel-8/21-9/20	159.24
Total First Transit, Inc			159.24
H. L. Treu Office Supply Corp.			
Bill	10/06/2017	2018 Calendars ST/HH	81.80
Total H. L. Treu Office Supply Corp.			81.80
JanWay Company USA, Inc.			
Bill	10/06/2017	Key Ring Purses for Steele JUV	468.92
Total JanWay Company USA, Inc.			468.92
Library Supply Solutions			
Bill	10/06/2017	Security overlays for CD's	129.00
Total Library Supply Solutions			129.00
Oriental Trading Company, Inc.			
Bill	10/10/2017	Program Supplies Spooky Stacks pd by Friends of C...	418.62
Total Oriental Trading Company, Inc.			418.62
Rebecca Jackson			
Bill	10/06/2017	HH Juv program supplies	167.14
Total Rebecca Jackson			167.14
Recorded Books			
Bill	10/06/2017	AV purchases 9/29	99.00
Total Recorded Books			99.00
Reliable Computer Products			
Bill	10/06/2017	Printer cartridges ST	268.88
Total Reliable Computer Products			268.88
Scholastic Library Publishing			

Chemung County Library District General Fund
Unpaid Bills Detail
As of October 11, 2017

Type	Date	Memo	Open Balance
Bill	10/06/2017	HFL book purchases-JUV	27.38
Total Scholastic Library Publishing			27.38
Southern Tier Library System			
Bill	10/10/2017	Dark Fiber 3rd quarter invoice -all libraries	1,800.00
Total Southern Tier Library System			1,800.00
Staples Advantage			
Bill	10/10/2017	packing tape/labels	93.10
Total Staples Advantage			93.10
Unique Management Services, Inc.			
Bill	10/06/2017	collection notices-SEPT	232.70
Total Unique Management Services, Inc.			232.70
Vasco Brands, Inc.			
Bill	10/06/2017	cleaning/paper supplies all libraries	874.10
Total Vasco Brands, Inc.			874.10
Wegmans Food Markets Inc.			
Bill	10/06/2017	programs Adult	82.66
Total Wegmans Food Markets Inc.			82.66
Wine And Design			
Bill	10/06/2017	HH program 9/30	525.00
Total Wine And Design			525.00
TOTAL			16,697.65

Document #2017-58

Report of the September 6th, 2017 meeting of the Executive Committee of the Chemung County Library District:

Attending the meeting from the Executive Committee were Rachel Dworkin, Jack Schamel and Marge Kappanadze; and Ronald Shaw and Joan Santulli, CCLD management. Other board members in attendance were Jared Myers, Richard Roberts, Phyllis Rogan, Mike Muldoon, Tim Blandford, Pam Leonard, Pat Silvernail, Ann Hayes and Bonnie Chollet. Vice-President Kappanadze opened the meeting opened at 6pm.

UNPAID BILLS: Ms. Hayes moved, seconded by Mr. Blandford to approve the Unpaid Bill lists for the General fund (including Vanderhoff Construction) dated 10/4/17 - \$28,820.63 and the Grant Fund - \$17,086.01. VOTE: Unanimously Approved.

Vice-President Kappanadze stated that President Wehling is encouraging all board members to join the Friends groups and to like /follow the on social media. Thank you letters will be sent to the board for review prior to mailing. A letter to the Editor of the Star Gazette regarding National Friends of the Library month is also ready to be sent.

Mr. Wehling also encourages board members to send thank you letters to our State Representatives O'Mara and Friend regarding receipt of Bullet Aid 2017.m

The Negotiating Committee meets with the Attorney and Union reps on October 11th. With Ms. Dworkin's departure from the board, a new member of the Committee is needed. Ms. Hayes volunteered to serve on this Committee.

Tim Blandford has expressed an interest to serve as Secretary on the Library District board. This will be included on the Agenda for the October meeting.

Election Committee reports that they have just enough inspectors to run the meeting. It may be necessary to have alternates on file in case someone cannot make it on Election Day.

Director Shaw reported the following:

Department Head meeting. Staff stated that the Code of Conduct and Meeting Room policy will be ready for board review at their November meeting.

Labor/Management meeting. Cancelled at the request of the union.

Checks received. Two checks from New York State have been received. \$15,000 in Bullet Aid and \$39,158 in Local Library Aid.

Civil Service. The newest certified list for the vacant Library Clerk position has been released by Civil Service. In the top 5 persons who are reachable, 4 of them are current staff members. Civil Service has also approved the Library District's request for the MakerSpace Specialist position.

The meeting adjourned at 6:25pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, November 1st, 2017 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2017-59

Report of the October 11th, 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 September 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 10/11/17 for the Grant Fund - \$2,883.32 and General Fund - \$16,697.65. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

Mr. Schamel stated that he would like the Committee to consider recommending to the board that the Election Commissioner be made a permanent Library District position with a set rate of pay for future years. The Committee agreed to send this recommendation to the board for discussion. It was suggested that the Election Committee should be able to determine the rate to be paid to Ms. Cook for this year based on the time and effort required for this first trustee election.

Mr. Shaw stated that DASNY has informed him that they have started processing the payment to CCLD of \$150,000 for the Chiller Project at the Steele Library.

The meeting adjourned at 8:08am. The next meeting of the Budget & Finance Committee will be held on Wednesday, November 8th, 2017 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2017-60

Report of the September 6th, 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 and Mr. Blandford. Also attending were Joan Santulli and Ronald Shaw, CCLD Management.

The Committee received reports on the following:

Teen Section. Ms. Boland's next visit to the Steele Library will take place on October 30 and 31. The board will be notified once a time has been set for her to meet with board members. Mr. Muldoon suggested that Bob Butcher of Foor & Associates be invited to meet with Ms. Boland about the proposed project.

Tinker Lab Expansion at Steele. Still awaiting an estimate from Elmira Structures and information from the County Buildings & Grounds regarding the air conditioning, etc in the new area.

Horseheads Library. The agreement between CCLS and the new owner of Barber Funeral Home for the library to utilize parking spaces adjacent to the funeral home parking area is still in the hands of the attorney.

Bookmobile repairs. Regarding the repairs to the doors, a second quote is still being sought. There is no substitute driver at this time.

Minor jobs at Steele. The County Buildings & Grounds crew has been busy at the Steele Library setting up an area for the Zinio eReaders (for magazines), painting the red columns, hanging the historical documents in the administration hallway and removing old furniture. Due to continuing problems with persons hanging around under the viaduct, CCLD may need to consider applying for a grant to install exterior cameras around the property.

Ms. Young (Beautification Committee) has ordered new signage for the second floor. She is also planning to purchase sandwich board signs that can be set at the edge of the entrances regarding the no smoking policy on campus.

The meeting adjourned at 5:52pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, October 4th, 2017 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.