



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](http://www.cclid.lib.ny.us)

## Agenda

The February 2018 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, February 15, 2018 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 #2018-07)
4. Treasurer's report
  - a) Financial report (document 2018-08)
  - b) Report of Unpaid Bills Detail (document 2018-09)
5. Correspondence
6. President's report
7. Director's Report
  - Consent Item: Approval of Personnel Actions (Appendix C).**  
Resolved that the CCLD Board of Trustees approve Personnel actions as submitted.
8. Committee reports:
  - a) Executive Committee (O'Dell-Wehling)
    - 1) Report of the Committee meeting (Meeting Cancelled)
  - b) Budget & Finance Committee (Schamel)
    - 1) Report of the Committee meeting (document 2018-10)  
Commissioner as submitted.
  - c) Building & Grounds Committee (Muldoon)
    - 1) Report of the Committee meeting (Meeting Cancelled)
  - d) Election Committee (Rogan)
    - i) Financial report
    - ii) Proposed revised charter
  - e) Personnel Committee (Kappanadze)
10. Old business
  - Robloxx Discussion
11. New business
12. Period for public expression
13. Adjournment

*(Minutes of the JANUARY 18, 2018 meeting of the Chemung County Library District Board of Trustees. Document #2018-07)*

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

The following trustees took their oath of office: Pat Silvernail – District #1, Bonnie Chollet – District #5, Phyllis Rogan – District #10, Karl Schwesinger – District #12, and Martha Smith – District #14.

**Minutes.** The minutes of the December 2017 meeting (Document #2018-01) were presented for board review. Minor corrections were listed. The minutes were approved as corrected by unanimous consent.

**Financial Report.** The December 31, 2017 Financial Report (Document #2018-02) was presented for board review. Mr. Schamel stated that the Administration should be commended as the expenditures came in less than budgeted. Mr. Schamel moved, seconded by Mr. Myers to approve the Financial Report as distributed. VOTE: Unanimously Approved.

**Report of Unpaid Bills** (Document #2018-03). Mr. Schamel moved, seconded by Ms. Rogan that the board authorizes the payment of the unpaid bills dated 1/10/18 – General Fund - \$48,192.83 as distributed in writing.

**Correspondence.** Director Shaw reported a thank you note with a \$50 donation for the Steele Library hosting the Wednesday Chess Club. The Wednesday Morning Club sent a thank you to Jennie Lewis for her lively and informed discussion held at a recent meeting.

**President's Report.** Mr. Wehling stated that there are three open slots on the sign-up sheet for a board member to attend the monthly Labor-Management meeting. The sheet was passed around for board members to sign up. Mr. Wehling also stated that the Buildings & Grounds Committee is in need of a new member.

President Wehling asked the status of a new Strategic Plan for the Library District. Mr. Shaw reported that a staff committee has been working on it since last October. They are developing a questionnaire that patrons will be able to fill out. If the preliminary report is ready, he will send it to board members next week.

Consent Item: Approval of the Revised Election and Continuity Committee Charter. Resolved by Ms. Larnard, seconded by Mr. Muldoon that the CCLD Board of Trustees approves the Charter as submitted in writing. VOTE: Unanimously Approved.

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

Consent Item: Acceptance of Friends of the Chemung County Library District donation. Resolved by Ms. Silvernail, seconded by Mr. Rogan that the CCLD Board of Trustees accepts the Friends of the Chemung County Library District donation in the amount of

\$16,000 as submitted. VOTE: Unanimously Approved. Director Shaw will designate use of the donation for 2018.

Consent Item: Acceptance of Hansen Family Foundation donation.

Resolved by Mr. Muldoon, seconded by Ms. Chollet that the CCLD Board of Trustees accepts the donation of \$5,000 from the Hansen Family Foundation as submitted. VOTE: Unanimously Approved. The funds have been designated for Audiobooks, DVD's and Educational DVD's.

Consent Item: Approval of Loanable WIFI Hotspot Mini-Grant Agreement.

Resolved by Mr. Schwesinger, seconded by Mr. Muldoon that the CCLD Board of Trustees approves the grant agreement with the Southern Tier Library System as submitted and authorizes the board president to sign the agreement. VOTE: Unanimously Approved. The Library District's share of the expense is \$467.98. Details on the manner in which to loan out the devices have not yet been spelled out. Four other libraries, along with CCLD, have been awarded this grant.

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

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

One other item needing board approval is the donation of 300 shares of AT&T stock, a donation of \$11,338.23 to be utilized for NonFiction materials. Ms. Kappanadze moved, seconded by Mr. Schwesinger to accept the stock donation. VOTE: Unanimously Approved.

Regarding the computer game "RoBlox", computer stats on usage and time continue to decline. The Youth staff has requested that the block on the game be lifted. Discussion ensued regarding what defines censorship and where does the board draw the line. The game itself is innocent; it is the users that may be utilizing the game for wrong purposes. The board would like the Youth staff to come up with a process on how to address the issue of using the game for wrong purposes and/or bad behavior if the game is reinstalled. Mr. Schamel moved, seconded by Ms. Smith to table this decision until the next meeting. 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 #2018-04). President Wehling had nothing further to report.

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2018-05). Mr. Shaw passed around the December 31, 2017 report for the Public Library Foundation of Chemung County (Horseheads) which shows a current balance of \$561,727.49 in their account.

The Fund Balance Report for December 31, 2017 was distributed in writing. Ms. Smith moved, seconded by Mr. Blandford to accept the report as submitted. VOTE: Unanimously Approved.

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2018-06). Regarding the "Space

Needs Summary” submitted by Kimberly Bolan, she included conceptual floor plans which combine the best uses of library space at the Steele Library. Mr. Muldoon stated that the Buildings & Grounds Committee will review the report line by line. The Teen Space portion contained in the report is the original size she recommended.

The agreement with Barber Funeral Home for parking at the Horseheads Library continues to be in the hands of their attorney. The repairs to the Bookmobile doors have been completed.

**Election Committee.** Ms. Rogan stated that the Committee needs to be aware of any board members who do not plan to run for election in 2018.

**Personnel Committee.** Ms. Kappanadze stated that the evaluation of the Library District Director will take place soon with the final review to be submitted to the board at the May meeting. Current members on the Committee include Ms. Chollet, Mr. Myers, Mr. Schamel and Ms. Kappanadze.

**New Business.** Ms. Silvernail stated that she plans to attend the February 8<sup>th</sup> meeting being held at the Big Flats Town Hall with our New York State Elected Officials. It is an opportunity to thank them for giving CCLD the Bullet Aid and to request Legislative Support for Library Funding in 2018. The Governor has again made more cuts for library funding in his 2018 budget document. She encouraged board members to attend. If you plan to attend, please email Brian Hildreth at STLS. The meeting starts at 10:30 a.m.

Ms. Silvernail reported on the recent meeting she attended for the Friends of CCLD. Their annual book sale continues to be in limbo and they are discussing new ways to hold a sale. Their Spring “Books Sandwiched In” has been scheduled for the end of March and beginning of April.

Mr. Shaw submitted a listing from the IT Department of Computers and other electronic items that need to be discarded as they are either broken or outdated. Mr. Schamel moved, seconded by Mr. Myers to approve the list as submitted. Vote: Unanimously Approved. The Steele Library is holding an Electronic Recycling Drive the last Saturday of January at which time these items will be disposed of.

**Public Expression.** None

The meeting was adjourned at 7:16pm. The next regular meeting of the board will be held on Thursday, February 15<sup>th</sup>, 2018 at 6:00pm at the **Steele Memorial Library, 101 East Church Street, Elmira, New York.**

**CHEMUNG COUNTY LIBRARY DISTRICT**

(DOCUMENT #2018-08)

**Financial Report - JANUARY 31, 2018**

<b>Income</b>	<b>2018 Annual Budget</b>	<b>Received to Date</b>	<b>Balance Remaining</b>	<b>Percentage Received</b>	<b>Percentage through Year</b>	<b>Notes</b>
Library Fines, Fees & Contributions	\$ 68,725	\$ 4,417	\$ 64,308	6.43%		
Grants (other than N.Y.S.)	\$ -	\$ 18,250				FR of CCLD \$16,000; Hiliard/Corning Lib \$2,250 for Maker Faire
Foundation Contributions	\$ 190,000		190,000	0%		
Library District Tax Receipts	\$ 2,899,057		2,899,057	0%		
PILOT Funds	\$ 50,000					
Interest on Investments	\$ 3,000		3,000	0%		
<b>State Aid</b>						
Central Library Development	\$ 97,951		97,951	0%		
Central Book Aid	\$ 66,698		66,698	0%		
Local Library Services Aid	\$ 37,000		37,000	0%		
Other State Aid						
<b>TOTAL INCOME</b>	<b>\$ 3,412,431</b>	<b>\$ 22,667</b>	<b>\$ 3,358,014</b>	<b>1%</b>	<b>8%</b>	
<b>Expense</b>	<b>Annual Budget</b>	<b>Expended to Date</b>	<b>Balance</b>	<b>Percent</b>	<b>Percentage</b>	
<b>Personnel</b>						
Salaries	1,490,981	\$ 109,898	\$ 1,381,083	7%		
Overtime & Holiday Salaries	22,104	\$ 104	22,000	0%		
<b>Employee Benefits</b>						
FICA	115,751	\$ 8,376	\$ 107,375	7%		
NY State Retirement	239,361	\$ 17,380	\$ 221,981	7%		
Medical & Dental	449,878	\$ 31,355	\$ 418,523	7%		
Other (Disability, Wk. Comp, Unemp)	21,415	\$ 2,724	\$ 18,691	13%		
<b>Subtotal - Personnel Expenses</b>	<b>2,339,490</b>	<b>169,837</b>	<b>\$ 2,169,653</b>	<b>7%</b>	<b>8%</b>	
<b>Contractual</b>						
Equipment	91,749	\$ 582	91,167	1%		Grant \$582 for MakerSpace
Telephone	12,600	\$ 1,446	11,154	11%		
Supplies	53,344	\$ 1,941	51,403	4%		
Travel & Continuing Education	20,615	\$ 348	20,267	2%		
Repairs & Maintenance	25,734	\$ 1,485	24,249	6%		
Postage	2,000	\$ -	2,000	0%		
Library Materials (books, video, etc.)	360,921	\$ 15,358	345,563	4%		
Utilities	58,600	\$ -	58,600	0%		
Building Cleaning Supplies	15,825	\$ -	15,825	0%		
Fuel, Gas & Oil (Bookmobile)	2,500	\$ 168	2,332	7%		
Insurance	32,433	\$ 31,103	1,330	96%		
Vehicle Operation / Maintenance	5,000	\$ 3,603	1,397	72%		Doors repaired DEC 2017
Professional Fees (audit, engineer/legal fees)	30,825	\$ 5,292	25,533	17%		Incl \$4,563 Bolan services
Data Processing Expenses (Cost Share)	123,749	\$ 640	123,109	1%		
Payment of Taxes	5,080	\$ 2,144	2,936	42%		
Library Programming	35,130	\$ 2,457	32,673	7%		
Chemung County costs (B&G, vision)	14,800	\$ -	14,800	0%		
Capital Improvements STATE CONST see below	36,634	\$ -	36,634	0%		
Contingency Fund	69,846	\$ -	69,846	0%		
<b>Subtotal Expenses</b>	<b>\$ 3,336,875</b>	<b>\$ 236,405</b>	<b>\$ 3,100,470</b>	<b>7%</b>	<b>8%</b>	
2016 & 2017 State Construction Projects						
<b>TOTAL EXPENSES</b>	<b>\$ 3,336,875</b>	<b>\$ 236,405</b>				

Chemung County Library District Grant Fund  
Unpaid Bills Detail  
As of February 7, 2018

Document # 2018-9

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Type	Date	Memo	Open Balance
Ingram Library Services			
Bill	02/05/2018	Non-Fiction purchases - JAN	465.07
Total Ingram Library Services			465.07
Southern Tier Library System			
Bill	02/05/2018	eBooks FIC/YA + RB Digital bkmarks	734.40
Total Southern Tier Library System			734.40
<b>TOTAL</b>			<b>1,199.47</b>

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**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
**As of February 7, 2018**

Type	Date	Memo	Open Balance
<b>Al Baccile Paving, LLC</b>			
Bill	02/02/2018	HH/WE Snow removal/Salt Dec/Jan	445.00
Total Al Baccile Paving, LLC			445.00
<b>Aleta Yarrow</b>			
Bill	02/05/2018	2/12 Adult Prog-A Good Read	235.00
Total Aleta Yarrow			235.00
<b>Amazon Credit Plan</b>			
Bill	02/05/2018	AV purchases all libraries 12/10-1/8	1,585.60
Total Amazon Credit Plan			1,585.60
<b>Blackstone Publishing</b>			
Bill	02/05/2018	Audiobooks purchase - 1/24/18	150.00
Total Blackstone Publishing			150.00
<b>Chemung Canal Trust Company</b>			
Bill	02/02/2018	Credit card - PLA reg/wkshop/MSpace s...	2,285.44
Total Chemung Canal Trust Company			2,285.44
<b>Connie Oglivie</b>			
Bill	02/02/2018	Notebook/dividers for Prog registration	13.80
Total Connie Oglivie			13.80
<b>Eagle Eye Builders, LLC</b>			
Bill	02/05/2018	HH build new shelves, move existing	500.00
Total Eagle Eye Builders, LLC			500.00
<b>Elmira Water Board</b>			
Bill	02/05/2018	Water bills - WE/ST Nov/Dec	389.15
Total Elmira Water Board			389.15
<b>Family Reading Partnership, Inc.</b>			
Bill	02/05/2018	new "read to me" banner	74.00
Total Family Reading Partnership, Inc.			74.00
<b>Ingram Library Services</b>			
Bill	02/05/2018	Library materials - all libraries Dec/Jan i...	7,411.91
Total Ingram Library Services			7,411.91
<b>Jamex, Inc.</b>			
Bill	02/05/2018	supply of copy cards for ST patron copiers	463.70
Total Jamex, Inc.			463.70
<b>Julie Spicer</b>			
Bill	02/05/2018	Tai Chi programs at ST-Jan/Feb	160.00
Total Julie Spicer			160.00
<b>Kelly Jo Brown</b>			
Bill	02/02/2018	Mileage 1/12-1/29	16.40
Total Kelly Jo Brown			16.40
<b>Kevin Williams</b>			
Bill	02/02/2018	Patron Refund	11.99
Total Kevin Williams			11.99
<b>Lynda Page</b>			
Bill	02/05/2018	Mileage 1/11/18	20.01
Total Lynda Page			20.01
<b>Maggie Young</b>			
Bill	02/02/2018	reimb for Genealogy Packaging	62.06

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
**As of February 7, 2018**

Type	Date	Memo	Open Balance
Total Maggie Young			62.06
<b>MCI</b>			
Bill	02/02/2018	Long distance chg-HH/BF - Annual for 2...	681.45
Total MCI			681.45
<b>Michelle Barrett</b>			
Bill	02/02/2018	WE mileage 11/3-1/25	65.84
Total Michelle Barrett			65.84
<b>Michelle Erickson</b>			
Bill	02/02/2018	VE Program Supplies Dec/Jan	149.05
Total Michelle Erickson			149.05
<b>MidWest Tape</b>			
Bill	02/05/2018	DVD/Audio purchases - ST/HH/WE	3,283.61
Total MidWest Tape			3,283.61
<b>Multi Media Services</b>			
Bill	02/05/2018	library card applications	396.03
Total Multi Media Services			396.03
<b>Nate Marshall</b>			
Bill	02/05/2018	8/1 program at WE	450.00
Total Nate Marshall			450.00
<b>Noah's Ark Animal Workshop, Inc.</b>			
Bill	02/05/2018	BF program supplies	340.00
Total Noah's Ark Animal Workshop, Inc.			340.00
<b>Petty Cash-Steele</b>			
Bill	02/05/2018	West/HH petty cash/postage, Teen prog ...	801.45
Total Petty Cash-Steele			801.45
<b>Pro Audio Consulting</b>			
Bill	02/02/2018	Final for Auditorium/Lab& Broadcast Lab	5,170.00
Total Pro Audio Consulting			5,170.00
<b>Rebecca Jackson</b>			
Bill	02/05/2018	HH Prog supply Teen/H-school + mileag...	238.12
Total Rebecca Jackson			238.12
<b>Recorded Books</b>			
Bill	02/05/2018	AV purchases 1/19, 1/29	346.40
Total Recorded Books			346.40
<b>Reliable Computer Products</b>			
Bill	02/05/2018	Printer toners ST	275.96
Total Reliable Computer Products			275.96
<b>SmileMakers</b>			
Bill	02/05/2018	Program supplies - WE	187.19
Total SmileMakers			187.19
<b>Southern Tier Library System</b>			
Bill	02/05/2018	Dark Fiber 4th Qtr 2017 all libraries	1,800.00
Total Southern Tier Library System			1,800.00
<b>Tim Collins</b>			
Bill	02/02/2018	Teen Program 2/21	300.00
Total Tim Collins			300.00
<b>Vasco Brands, Inc.</b>			



**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
**As of February 7, 2018**

02/05/18

Type	Date	Memo	Open Balance
Bill	02/05/2018	paper supplies all libraries	605.22
Total Vasco Brands, Inc.			605.22
<b>Verizon</b>			
Bill	02/02/2018	Steele/WE Annual phones for 2018	4,850.00
Bill	02/05/2018	BF annual for 2018	301.23
Total Verizon			5,151.23
<b>Verizon Wireless</b>			
Bill	02/02/2018	BKM/Admin Cell 12/19-1/18	231.33
Total Verizon Wireless			231.33
<b>Wegmans Food Markets Inc.</b>			
Bill	02/05/2018	Adult programming ST	54.29
Total Wegmans Food Markets Inc.			54.29
<b>TOTAL</b>			<b>34,351.23</b>

## Chemung County Library District General Fund

## Unpaid Bills Detail

As of February 14, 2018

Type	Date	Memo	Open Balance
<b>4imprint, Inc.</b>			
Bill	02/13/2018	SRC sportpacks	937.71
Total 4imprint, Inc.			937.71
<b>Amanda Farley</b>			
Bill	02/13/2018	Mileage reimb 9/21-1/26	52.73
Total Amanda Farley			52.73
<b>Arnot Mall</b>			
Bill	02/13/2018	2018 Maker Faire fee for use of Mall	1,500.00
Total Arnot Mall			1,500.00
<b>Benedict's Bus Service, Inc.</b>			
Bill	02/13/2018	Teen Book Festival trip 5/19/18 Pd by Fri...	1,046.00
Total Benedict's Bus Service, Inc.			1,046.00
<b>Caroline Poppendeck</b>			
Bill	02/13/2018	Mileage reimb 11/21-2/12	36.52
Total Caroline Poppendeck			36.52
<b>Casella Waste Systems, Inc.</b>			
Bill	02/13/2018	BF/WE/HH ANNUAL for 2018	1,760.00
Total Casella Waste Systems, Inc.			1,760.00
<b>Chemung County Chamber of Commerce</b>			
Bill	02/13/2018	2018 membership dues	285.00
Total Chemung County Chamber of Commerce			285.00
<b>Chemung County Treasurer</b>			
Bill	02/13/2018	W-2 Processing/Printing	20.00
Total Chemung County Treasurer			20.00
<b>Elmira Structures, Inc.</b>			
Bill	02/13/2018	ST-Tinker Lab Enlargement FINAL	11,000.00
Total Elmira Structures, Inc.			11,000.00
<b>First Transit, Inc</b>			
Bill	02/13/2018	Bookmobile fuel-1/4-1/17	117.05
Total First Transit, Inc			117.05
<b>Gumdrop Books</b>			
Bill	02/13/2018	BKM book purchase	563.73
Total Gumdrop Books			563.73
<b>H. L. Treu Office Supply Corp.</b>			
Bill	02/13/2018	2018 wall calendar	10.00
Total H. L. Treu Office Supply Corp.			10.00
<b>Horseheads Do It Center</b>			
Bill	02/13/2018	HH - rock salt	134.67
Total Horseheads Do It Center			134.67
<b>Imperial Door Controls, Inc.</b>			
Bill	02/13/2018	2018 maint agreement-handicap doors a...	3,240.00
Total Imperial Door Controls, Inc.			3,240.00
<b>Jessica Janowsky</b>			
Bill	02/13/2018	ST - Programming - Adult Fitness series ...	90.00
Total Jessica Janowsky			90.00
<b>Kimberly Bolan &amp; Associates</b>			
Bill	02/13/2018	Facilities Plan -JAN consulting hours & e...	2,890.00
Total Kimberly Bolan & Associates			2,890.00

## Chemung County Library District General Fund

## Unpaid Bills Detail

As of February 14, 2018

Type	Date	Memo	Open Balance
<b>Maker Media, Inc.</b>			
Bill	02/13/2018	Registration Twin Tiers Maker Faire 2018	1,000.00
Total Maker Media, Inc.			1,000.00
<b>Michelle Erickson</b>			
Bill	02/13/2018	ST Teen program supplies	29.65
Total Michelle Erickson			29.65
<b>Noah's Ark Animal Workshop, Inc.</b>			
Bill	02/13/2018	BF program supplies 3/27	330.00
Total Noah's Ark Animal Workshop, Inc.			330.00
<b>Office Equipment Source, Inc.</b>			
Bill	02/13/2018	BF Copier qtrly fee for overage	22.82
Total Office Equipment Source, Inc.			22.82
<b>Oriental Trading Company, Inc.</b>			
Bill	02/13/2018	Program Supplies Steele JUV/BKM	140.13
Total Oriental Trading Company, Inc.			140.13
<b>Quicker Printer</b>			
Bill	02/13/2018	YA flyers for schools FEB	40.00
Total Quicker Printer			40.00
<b>Sayles &amp; Evans</b>			
Bill	02/13/2018	Attorney fees - General Svc/Collective B...	2,948.00
Total Sayles & Evans			2,948.00
<b>Scholastic Library Publishing</b>			
Bill	02/13/2018	HFL book purchases-JUV	164.28
Total Scholastic Library Publishing			164.28
<b>Shari Koval</b>			
Bill	02/13/2018	HH program 2/6/18	450.00
Total Shari Koval			450.00
<b>Swift Office Equipment, Inc.</b>			
Bill	02/13/2018	Maint agmt 10/11-1/16 - HH Copier	314.12
Total Swift Office Equipment, Inc.			314.12
<b>Tioga County Chamber of Commerce</b>			
Bill	02/13/2018	Registration-Job Fair 3/7	75.00
Total Tioga County Chamber of Commerce			75.00
<b>Town of Big Flats</b>			
Bill	02/13/2018	Water Bill 11/1-2/1	56.00
Total Town of Big Flats			56.00
<b>Unique Management Services, Inc.</b>			
Bill	02/13/2018	collection notices-JAN	358.00
Total Unique Management Services, Inc.			358.00
<b>USA TODAY</b>			
Bill	02/13/2018	HSTSubscription balance of year	5.70
Total USA TODAY			5.70
<b>Vasco Brands, Inc.</b>			
Bill	02/13/2018	cleaning supplies all libraries	188.40
Total Vasco Brands, Inc.			188.40
<b>TOTAL</b>			<b>29,805.51</b>

## **Document #2018-10**

### **Report of the February 14<sup>th</sup>, 2018 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 January 31<sup>st</sup>, 2018 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 2/7/18 for the General Fund - \$34,351.23 and Grant Fund - \$1,199.47 AND the Unpaid Bills Detail dated 2/14/18 General Fund \$29,805.51. Due to the fact that the Executive Committee meeting was cancelled this month, several of the invoices are being paid late which results in late fees, interest charges and the loss of any discounts for early payment. The Unpaid Bills Details will be forwarded to the full CCLD board for its consideration.

Ms. Santulli also showed the Committee a copy of the 2017 Annual Report to the State. Prior to being submitted, this report will need to be approved by the board at the February meeting.

Mr. Shaw reported receipt of the following donations: For the support of the 2018 Maker Faire, CCLD has received \$1,000 from the Community Foundation, \$2,000 from the Southeast Steuben Library (Corning) and \$2,000 from the Southern Tier Library System (STLS). The Library District also received a check from Chemung County in the amount of \$2,889,056.99 which represents the total amount expected in Tax Revenue for 2018.

The meeting adjourned at 8:15am. The next meeting of the Budget & Finance Committee will be held on Wednesday, March 14<sup>th</sup>, 2018 at 8:00am in the Petrie Conference Room of 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.cclld.lib.ny.us](http://www.cclld.lib.ny.us)

To: CCLD Board of Trustees

From: Ronald W. Shaw, Director

Date: February 14, 2018

Subject: Approval of Personnel Actions

**Promotions:**

**Change FT/PT Status:**

John van Otterloo- PT Makerspace Clerk to FT Microcomputer Technician February 26

**End of Probationary Period- Permanent Appointment:**

N/A

**New Hires:**

Hannah Page- PT Library Page effective 2/12

**Resignations:**

**Terminations:**

N/A

**Leave:**

N/A

**Step Increases:**

Robert Manchester- PT Library Page to Step 3