



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 May 2018 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, May 17th, 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 Ms. Kappanadze (607-259-2646), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Board Actions
 - a) Election of Board Vice-President
4. Approval of minutes (document #2018-23)
5. Treasurer's report
 - a) Financial report (document 2018-24)
 - b) Report of Unpaid Bills Detail (document 2018-25)
6. Correspondence
7. President's report
8. Director's Report
 - Consent Item: Approval of Personnel Actions (Appendix C).**
Resolved that the CCLD Board of Trustees approve Personnel actions as submitted.
 - Consent Item: Approval of Hotspot Policy**
Resolved that the CCLD Board of Trustees approve the Hotspot Policy as submitted.
9. Committee reports:
 - a) Executive Committee (Kappanadze)
 - 1) Report of the Committee meeting (document 2018-26)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2018-27)
 - c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document 2018-28)
 - Consent Item: Approval of Addendum for Consultant Services.**
Resolved that the CCLD Board of Trustees approve the addendum for Kim Bolan to provide additional design services for the Teen Space.
 - d) Personnel Committee (Kappanadze)
 - e) Election and Continuity Committee (Rogan)
 - Nominee for 11th District to serve until next election
10. Executive Session
11. Old business
12. New business
13. Period for public expression
14. Adjournment

(Minutes of the APRIL 19, 2018 meeting of the Chemung County Library District Board of Trustees. Document #2018-23)

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

Before the meeting began, Mr. Shaw introduced two of the West Elmira Library staff members: Michelle Barrett – Supervisor and Ahnece Hancock. Both shared a little of their responsibilities at the library.

The meeting was turned over to Kathy Stickler to review a draft copy of the 2017 Library District Audit Results. She reviewed the Required Communications and Internal Control issues. The document states that during the audit they did not identify any deficiencies in Internal Control and they found no material weaknesses. She then reviewed the financial statement in some detail. She stated that the draft copy will be the final copy. Mr. Schamel moved, seconded by Ms. Smith to accept the 2017 Audit report of CCLD Finances. VOTE: Unanimously Approved.

Board Actions. Mr. Schwesinger moved, seconded by Mr. Blandford to accept the resignation of Venitra Clark (11th District) with regrets. VOTE: Unanimously Approved. The approval of a new Board Vice-President will be tabled until the next meeting.

Minutes. The minutes of the March 2018 meeting (Document #2018-17) were presented for board review. Ms. Larnard moved, seconded by Ms. Chollet to approve the minutes as submitted in writing. VOTE: Unanimously Approved. It was noted regarding the computer game “RoBlox” that the Patron Code of Conduct covers any patron’s actions while playing the game and the game will be added back the computers in the Juv Department.

Financial Report. The March 31, 2018 Financial Report (Document #2018-18) was presented for board review. Mr. Schamel moved, seconded by Mr. Wehling to approve the Financial Report as distributed. VOTE: Unanimously Approved.

Report of Unpaid Bills (Document #2018-19). Mr. Schamel moved, seconded by Mr. Blandford that the board authorize the payment of the unpaid bills dated 4/11/18 – General Fund - \$11,994.58 as distributed in writing. VOTE: Unanimously Approved.

Correspondence. Received via email – From Brian Hildreth, Director of STLS, stating his opinion that the Maker Faire was an impact event that his staff will plan on assisting with in a greater way in the future. Also received from STLS, their Annual 2017 Report and confirmation of the Spring CE event being held at CCC on June 8th; which is a joint effort between STLS and CCLD. A letter was received from the City of Elmira requesting that the Water Board election be held at the Steele Memorial Library on June 5th – room has been booked for them.

President’s Report. Ms. Kappanadze gave her personal praise for everyone involved in the planning and execution of the Maker Faire event. Mr. Schamel moved, seconded by Ms. Smith that the President send a thank you letter from the board to Deb Brimmer and the

CCLD staff who made the Maker Faire a successful public event. VOTE: Unanimously Approved.

President Kappanadze thanked board members who contributed to the staff gifts for National Library Worker's Day and also thanked those who attended the Trustee orientation with Margo Gustina (STLS). She stated that all board members should review the documents on the checklist which was sent out prior to the orientation session. One topic discussed by Ms. Gustina was the responsibility that board members have for outreach and advocacy. Ms. Kappanadze stated it would be acceptable for CCLD to have an Advocacy Committee whose mission would be to identify community events that trustees could attend on behalf of CCLD to hand out packets of information regarding the Library District and its events. This would be an ongoing Committee which would possibly need to have a Charter. She will send an email requesting volunteers to serve on this Committee.

Ms. Kappanadze stated that one thing this board has not done in previous years is to have a board "self-evaluation". STLS has tools that they can offer to accomplish this evaluation. She will request more information from STLS for this evaluation process.

The CCLD Board Member Posters are outdated. Mr. Schamel and Mr. Schwesinger offered to serve on a Committee to determine the best way to proceed to be able to continue to have the poster updated on an annual basis. Mr. Schamel moved, seconded by Ms. Hayes that he and Mr. Schwesinger work on a plan to present to the board regarding updating the poster. VOTE: Unanimously Approved.

Director's Report. Mr. Shaw stated that he heard from several staff members who were grateful for the recognition and gift received from the board during National Library Week.

A question was raised about the Interactive TV on the wall near the café area. It is currently being used to highlight the MakerSpace/Tinker Lab. Once the interactive software has been received and installed, users will be able to navigate through schedules, programs, classes, services and see promotional items.

Regarding STLS, the Central Library Committee is looking at the best way to utilize Central Library Development and Book Aid which is given to the Steele Memorial Library (the Central Library for STSL). Usage of the JobNow resource has declined and the Committee is considering a recommendation to eliminate this electronic resource. They are also looking at the amount of funding used for the Zinio (electronic) magazines. Small libraries in the STLS service area have requested that Ancestry.com be able to be used throughout STLS. The cost for this would be almost \$38,000 for one year and CCLD has voiced our displeasure in considering this option.

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

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

Consent Item: Approval of the Defibrillator. The Zoll AED Plus machine with a wall cabinet and training of staff is estimated to cost less than \$2,400. Mr. Wehling moved, seconded by Ms. Hayes to approve of the purchase and training of the Defibrillator as submitted. 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 #2018-20). There was nothing further to report.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2018-21). There was nothing further to report.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2018-22). Mr. Schwesinger reported concerning the Teen Space that Kim Bolan has expressed that her company be designated as the Interior Designer for the project – choosing the furniture, fabrics, wall color, flooring, etc. She has requested that her involvement be defined in the scope of the project and that a separate contract be drawn up for this portion of the project. CCLD is expecting a contract from Foor & Associates for being the Project Manager. Mr. Shaw has met with a representative from Dimon & Bacorn regarding the need to move shelving prior to the start of the project.

Regarding the 2018/19 State Construction funding, the possibility of CCLD applying for funding for a new Children's Area at the Steele Library may need to be split between 2 years of grants. Updated estimates are being requested.

Personnel Committee. Ms. Kappanadze stated that the Committee has compiled the report of the Director's evaluation. They will meet with Mr. Shaw the second Tuesday of May and will present the report to the board at its May meeting.

New Business. It was noted that the Friends of CCLD's book sale is next weekend.

Ms. Rogan stated that upon learning that STLS will no longer be doing processing of our library materials, she questioned the possibility of having Ingram (the company most books are purchased from) provide standardized labeling for CCLD. Mr. Shaw stated that this is already being discussed and that representatives from Ingram will be present at the June Continuing Ed day to speak to staff about what they have to offer in processed materials.

Public Expression. None

Executive Session. Mr. Schamel moved, seconded by Ms. Smith to move into Executive Session to review and discuss the Tentative Agreement between CCLD and CSEA and the 2018 Contract between CCLD and its Administrative Assistant. VOTE: Unanimously Approved. Mr. Schamel moved, seconded by Mr. Wehling to come out of Executive Session. VOTE: Unanimously Approved.

Ms. Chollet moved, seconded by Mr. Blandford to approve the Tentative Agreement by and between the Chemung County Library District and CSEA, Local 1000 AFSCME AFL-CIO for fiscal years 2018-2021 as submitted in writing. VOTE: Unanimously Approved.

Ms. Silvernail moved, seconded by Mr. Blandford to give Joan Santulli, CCLD's Administrative Assistant a raise of 2% for this fiscal year, said raise to be retroactive to January 1, 2018. VOTE: Unanimously Approved.

The meeting was adjourned at 7:41pm. The next regular meeting of the board will be held on Thursday, May 17th, 2018 at 6:00pm at the **Steele Memorial Library, 101 East Church Street, Elmira, New York.**

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2018-24)

Financial Report - APRIL 30, 2018

Income	2018 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 68,725	\$ 35,469	\$ 33,256	51.61%		Stock donation for NF
Grants (other than N.Y.S.)	\$ -	\$ 39,405				FR of CCLD \$16,000; Hiliard/Corning Lib \$2,250 for Maker Faire; STLS for M.Faire\$2k,BulletAid\$13k,WiFi\$1,500; Comm F\$1,600; ARTS \$3,055
Foundation Contributions	\$ 190,000	\$ 20,000	170,000	11%		
Library District Tax Receipts	\$ 2,899,057	\$ 2,889,057	10,000	100%		
PILOT Funds	\$ 50,000					
Interest on Investments	\$ 3,000	\$ 1,948	1,052	65%		
State Aid						
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		\$ 10,174				Final on Chiller Project
TOTAL INCOME	\$ 3,412,431	\$ 2,996,053	\$ 415,957	88%	33%	
Expense	Annual Budget	Expended to Date	Balance	Percent	Percentage	
Personnel						
Salaries	1,490,981	\$ 505,400	\$ 985,581	34%		
Overtime & Holiday Salaries	22,104	\$ 4,541	17,563	21%		
Employee Benefits						
FICA	115,751	\$ 42,231	\$ 73,520	36%		
NY State Retirement	239,361	\$ 79,540	\$ 159,821	33%		
Medical & Dental	449,878	\$ 168,271	\$ 281,607	37%		
Other (Disability, Wk. Comp, Unemp)	21,415	\$ 16,341	\$ 5,074	76%		
Subtotal - Personnel Expenses	2,339,490	816,325	\$ 1,523,165	35%	33%	
Contractual						
Equipment	91,749	\$ 11,286	80,463	12%		Total \$10,584=Grant for MakerSpace
Telephone	12,600	\$ 7,859	4,741	62%		
Supplies	53,344	\$ 13,671	39,673	26%		Total \$1,949=FR-HH \$378, Grant Mspace \$21, Grant M.Faire\$494; Mkt\$445, HH Found \$1,006, incl Digital BkMk \$500
Travel & Continuing Education	20,615	\$ 4,492	16,123	22%		
Repairs & Maintenance	25,734	\$ 7,496	18,238	29%		
Postage	2,000	\$ 1,239	761	62%		
Library Materials (books, video, etc.)	360,921	\$ 68,192	292,729	19%		Total \$3,062=FR-HH \$2,515; Gifts \$547
Utilities	58,600	\$ 17,901	40,699	31%		4th Qtr 2017
Building Cleaning Supplies	15,825	\$ 2,646	13,179	17%		
Fuel, Gas & Oil (Bookmobile)	2,500	\$ 859	1,641	34%		
Insurance	32,433	\$ 31,103	1,330	96%		
Vehicle Operation / Maintenance	5,000	\$ 4,409	591	88%		Doors repaired DEC 2017
Professional Fees (audit, engineer/legal fees)	30,825	\$ 16,258	14,567	53%		Incl \$7,453 Bolan services; Grant \$2,980
Data Processing Expenses (Cost Share)	123,749	\$ 33,164	90,585	27%		1st Qtr 2018
Payment of Taxes	5,080	\$ 5,298	(218)	104%		
Library Programming	35,130	\$ 19,205	15,925	55%		Total \$7,601=FR-HH\$1,135; ARTS\$1,115; FR\$1,046; Grant MS\$198; Grant Faire\$4,107
Chemung County costs (B&G, vision)	14,800	\$ 2,907	11,893	20%		
Capital Improvements STATE CONST see below	36,634	\$ 11,000	25,634	30%		Tinker Lab expansion
Contingency Fund	69,846		69,846	0%		
Subtotal Expenses	\$ 3,336,875	\$ 1,075,310	\$ 2,261,565	32%	33%	
2017 & 2018 State Construction Projects						
TOTAL EXPENSES	\$ 3,336,875	\$ 1,075,310				

Chemung County Library District General Fund
Unpaid Bills Detail
As of May 8, 2018

Type	Date	Memo	Open Balance
Amanda Farley			
Bill	05/08/2018	Mileage reimb 2/8-5/8; S.Wars prog	210.94
Total Amanda Farley			210.94
AT&T - Illinois			
Bill	05/08/2018	long distance charges-ST annual for 2018	100.00
Total AT&T - Illinois			100.00
Bryan Boynton			
Bill	05/08/2018	Cell allowance-On Call-May	30.00
Total Bryan Boynton			30.00
Caroline Poppendeck			
Bill	05/08/2018	Mileage reimb 4/5-5/2	85.02
Total Caroline Poppendeck			85.02
Chemung County Sewer District			
Bill	05/08/2018	2017\8 fee for HH/ST/WE	606.34
Total Chemung County Sewer District			606.34
Demco, Inc.			
Bill	05/08/2018	SRC order all libraries	3,208.86
Bill	05/08/2018	tape/DVD albums/labels/laminate, etc	1,013.32
Total Demco, Inc.			4,222.18
ELM USA, Inc.			
Bill	05/08/2018	Pads for Disc Cleaning machine	105.95
Total ELM USA, Inc.			105.95
Fire Alarm Service Technology, Inc.			
Bill	05/08/2018	supoena - extract footage from security cam	137.50
Total Fire Alarm Service Technology, Inc.			137.50
Ingram Library Services			
Bill	05/08/2018	Payment of May discounts not able to be deducted	58.72
Total Ingram Library Services			58.72
Julie Spicer			
Bill	05/08/2018	Tai Chi programs at HH May	160.00
Total Julie Spicer			160.00
Kimberly Bolan & Associates			
Bill	05/08/2018	Facilities Projects -Feb-Apr consulting hours & expenses	1,088.75
Total Kimberly Bolan & Associates			1,088.75
Mengel Metzger & Barr			
Bill	05/08/2018	2017 audit	7,500.00
Total Mengel Metzger & Barr			7,500.00
Office Equipment Source, Inc.			
Bill	05/08/2018	BF Copier qtrly fee for overage	24.52
Total Office Equipment Source, Inc.			24.52
Petty Cash-Steele			
Bill	05/08/2018	M.Faire, postage, Prog AD/Teen/Chess/S.Wars	298.82
Total Petty Cash-Steele			298.82
Reliable Computer Products			
Bill	05/08/2018	Printer toners ST	352.42
Total Reliable Computer Products			352.42
Sayles & Evans			
Bill	05/08/2018	Attorney fees - General Svc 1/1-2/28	1,071.50

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05/08/18

Chemung County Library District General Fund
Unpaid Bills Detail
 As of May 8, 2018

Type	Date	Memo	Open Balance
Total Sayles & Evans			1,071.50
Swift Office Equipment, Inc.			
Bill	05/08/2018	Maint agmt 1/16-4/17 - HH Copier	547.46
Total Swift Office Equipment, Inc.			547.46
The Leader			
Bill	05/08/2018	Annual subscription HH	347.16
Total The Leader			347.16
Unique Management Services, Inc.			
Bill	05/08/2018	collection notices-APR	340.10
Total Unique Management Services, Inc.			340.10
Wegmans Food Markets Inc.			
Bill	05/08/2018	NLW for WE, M.Faire	81.44
Total Wegmans Food Markets Inc.			81.44
WENY-DT1			
Bill	05/08/2018	Maker Faire adv. bal due	299.00
Total WENY-DT1			299.00
TOTAL			17,667.82

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05/02/18

Chemung County Library District Grant Fund

Unpaid Bills Detail

As of May 2, 2018

Type	Date	Memo	Open Balance
Baker & Taylor Books			
Bill	05/02/2018	Reference materials	19.68
Total Baker & Taylor Books			19.68
Grey House Publishing			
Bill	05/02/2018	Reference Material	220.00
Total Grey House Publishing			220.00
Ingram Library Services			
Bill	05/02/2018	Non-Fiction purchases - April	45.74
Total Ingram Library Services			45.74
Southern Tier Library System			
Bill	05/02/2018	eBK for YA	21.99
Total Southern Tier Library System			21.99
TOTAL			307.41

Chemung County Library District General Fund
Unpaid Bills Detail
As of May 2, 2018

Type	Date	Memo	Open Balance
Aleta Yarrow			
Bill	05/01/2018	5/14 program Carousel Ride	285.00
Total Aleta Yarrow			285.00
Amazon Credit Plan			
Bill	05/02/2018	AV purchases all libraries 3/10-4/5	3,004.80
Total Amazon Credit Plan			3,004.80
American Button Machines			
Bill	04/25/2018	Button Machine supplies	100.58
Total American Button Machines			100.58
ARC Phtotgraphic Images			
Bill	04/25/2018	Maker Faire Event Photography	150.00
Total ARC Phtotgraphic Images			150.00
Benjamin Judkins			
Bill	04/25/2018	5/22 AD program at ST	240.00
Total Benjamin Judkins			240.00
Blackstone Publishing			
Bill	05/02/2018	Audiobooks purchase - April stmt	293.99
Total Blackstone Publishing			293.99
Bridget Bossart Van Otterloo			
Bill	05/01/2018	Teen Art Sketching 5/21, 5/24	280.00
Total Bridget Bossart Van Otterloo			280.00
Bryan Boynton			
Bill	05/01/2018	mileage remb 2/27-3/22	183.70
Total Bryan Boynton			183.70
Center Point Large Print			
Bill	05/02/2018	Steele FIC	22.50
Total Center Point Large Print			22.50
Chemung Canal Trust Company			
Bill	05/02/2018	Credit card - MakerFaire/PLA conferenc...	2,522.11
Total Chemung Canal Trust Company			2,522.11
CHILDREN'S PLUS INC.			
Bill	04/25/2018	Books Purchased - BF	1,143.21
Total CHILDREN'S PLUS INC.			1,143.21
Cody Arnold			
Bill	04/25/2018	M. Faire assistance	100.00
Total Cody Arnold			100.00
EBSCO Information Services			
Bill	05/01/2018	Magazine purchase pd with Gift funds	119.00
Total EBSCO Information Services			119.00
Giuseppe's Restaurant & Pizzeria			
Bill	04/25/2018	Pizza -Lib Workers Day	123.35
Total Giuseppe's Restaurant & Pizzeria			123.35
Glenice Peel			
Bill	05/01/2018	mileage 4/9-4/30 + 2018 Mileage reimb	291.47
Total Glenice Peel			291.47
Ingram Library Services			
Bill	05/02/2018	Library materials - all libraries MAY stmt	11,076.41
Total Ingram Library Services			11,076.41

Chemung County Library District General Fund
Unpaid Bills Detail
As of May 2, 2018

Type	Date	Memo	Open Balance
John Sincock			
Bill	04/25/2018	M. Faire assistance	150.00
Total John Sincock			150.00
John van Otterloo			
Bill	05/01/2018	mileage 3/22-4/19 M.Faire mtgs	68.67
Total John van Otterloo			68.67
Julie Spicer			
Bill	05/01/2018	Tai Chi programs at ST May	120.00
Total Julie Spicer			120.00
Junior Library Guild			
Bill	04/25/2018	Library materials HH	238.70
Total Junior Library Guild			238.70
Kimberly Jones			
Bill	05/01/2018	BKM programming/book purchase	211.57
Total Kimberly Jones			211.57
L. Crary Myers			
Bill	05/01/2018	Ukelele Classes - May	120.00
Total L. Crary Myers			120.00
Library Supply Solutions			
Bill	05/01/2018	Security strips for Lib materials	416.00
Total Library Supply Solutions			416.00
Michelle Barrett			
Bill	05/01/2018	WE mileage 3/15-4/12	49.71
Total Michelle Barrett			49.71
MidWest Tape			
Bill	05/02/2018	DVD/Audio purchases - ST/HH	4,356.74
Total MidWest Tape			4,356.74
Noah's Ark Animal Workshop, Inc.			
Bill	04/25/2018	BF program supplies 5/15	290.00
Total Noah's Ark Animal Workshop, Inc.			290.00
Oriental Trading Company, Inc.			
Bill	05/01/2018	Program Supplies Star Wars pd by grant	321.77
Total Oriental Trading Company, Inc.			321.77
Orkin			
Bill	05/01/2018	Pest Control-ants at BF	225.00
Total Orkin			225.00
Penguin Random House, LLC			
Bill	05/02/2018	AV purchases May Statement	364.49
Total Penguin Random House, LLC			364.49
PermaCard			
Bill	04/25/2018	Overdue mailers - all libraries	434.04
Total PermaCard			434.04
Perry & Carroll, Inc.			
Bill	05/01/2018	Printer Floater for insurance	306.00
Total Perry & Carroll, Inc.			306.00
Quicker Printer			
Bill	05/01/2018	Teen flyers/Maker Faire schedule/map/b...	1,165.00
Total Quicker Printer			1,165.00

Chemung County Library District General Fund
Unpaid Bills Detail
As of May 2, 2018

Type	Date	Memo	Open Balance
Rebecca Jackson			
Bill	05/01/2018	HH Prog supply H-school March/Ap	234.43
Total Rebecca Jackson			234.43
Recorded Books			
Bill	05/02/2018	Bal due on 3/28 invoice	179.00
Total Recorded Books			179.00
Ronald Shaw			
Bill	05/01/2018	Mileage reimb 3/15-4/13 + Insurance rei...	348.70
Total Ronald Shaw			348.70
Sherry Nichols			
Bill	04/25/2018	M. Faire supplies	73.71
Total Sherry Nichols			73.71
Shirley Spearman			
Bill	04/25/2018	Patron Refund	10.00
Total Shirley Spearman			10.00
Staples Advantage			
Bill	05/01/2018	pens/tape etc	149.33
Total Staples Advantage			149.33
Staples Credit Plan			
Bill	05/02/2018	Maker Faire supplies	253.37
Total Staples Credit Plan			253.37
Star-Gazette			
Bill	04/25/2018	ST annual subscription 4/1/18-3/31/19	719.82
Total Star-Gazette			719.82
Steven Smith			
Bill	05/01/2018	Mileage 11/2-4/14 Maker Faire mtgs	85.57
Total Steven Smith			85.57
Sue Larson			
Bill	04/25/2018	Kindermusik program 4/10 at HH	80.00
Total Sue Larson			80.00
The Leader			
Bill	05/01/2018	Annual subscription BF	347.16
Total The Leader			347.16
The Penworthy Company			
Bill	05/01/2018	Library materials ST-Juv	2,551.62
Total The Penworthy Company			2,551.62
Therese M. Zelasko			
Bill	05/01/2018	John Jones genealogy work	10.00
Total Therese M. Zelasko			10.00
Unique Management Services, Inc.			
Bill	05/01/2018	collection notices-MARCH	295.35
Total Unique Management Services, Inc.			295.35
Vasco Brands, Inc.			
Bill	04/25/2018	cleaning supplies all libraries	1,396.74
Total Vasco Brands, Inc.			1,396.74
Verizon Wireless			
Bill	05/01/2018	BKM/Admin Cell 2/19-4/18	916.22
Total Verizon Wireless			916.22

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05/02/18

Chemung County Library District General Fund
Unpaid Bills Detail
As of May 2, 2018

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
W. B. Mason Co, Inc. Bill	04/25/2018	office supplies all libraries	590.49
Total W. B. Mason Co, Inc.			590.49
Westbrook Enterprises, LLC Bill	04/25/2018	Electrical work in Auditorium/Tinker Lab	662.68
Total Westbrook Enterprises, LLC			662.68
TOTAL			37,678.00

Document #2018-26

Report of the May 2nd, 2018 meeting of the Executive Committee of the Chemung County Library District:

Attending the meeting from the Executive Committee were Marge Kappanadze and Jack Schamel; and Ronald Shaw and Joan Santulli, CCLD management. Other board members in attendance were Pat Silvernail, Phyllis Rogan, Jared Myers, Lillian White and Mike Muldoon.

UNPAID BILLS: Ms. Santulli submitted the Unpaid Bill lists dated 5/2/18 for the General fund - \$37,678.00 and Grant Fund - \$307.41. There was NO QUORUM of the board so these invoices will be paid late and will be approved at the May 17th meeting of the board.

President Report. Ms. Kappanadze stated that the letter thanking Deb Brimmer and the CCLD staff who worked the successful Maker Faire event was given to her on April 20th.

Regarding the new poster for current board members, she stated that Jan Kather has agreed to photograph board members whose photo needs to be updated on the poster.

Director Shaw reported on the following:

Fines- Montour Falls Library is dropping their late book fines. This matter was discussed at our department head meeting and staff would like the board to consider ending fines for Juvenile materials. A report on how much we receive from Juvenile fines is being compiled and will be sent to the board when available. Other libraries have seen an increase in circulation as patrons feel better about returning to the library. CCLD would still charge for lost and damaged items and juvenile items checked out on an adult card/vice versa.

Summer Enrichment- This year CCLD, specifically the Steele Library are partnering with the Southern Tier Food bank, the Chemung County Hunger Task Force, and EOP in an effort to help establish and support what the conglomerate is tentatively calling Summer Enrichment. This collaboration is an attempt to contribute to the National Summer Food Service Program, to help remove the stigma of receiving free food that hinders and hurts some community members and to add additional enrichment activities (above and beyond providing nutritional sustenance). This summer Steele Library is going to become a Snack Site. Snacks will be offered at twice a day following the morning children's programs and before our afternoon tween/teen programs, Monday through Friday. The program will begin June 25th (the same week that Summer Reading Club starts) and go through Aug 10th. We plan on serving the snacks from about 10:30-11:30 and 2:30-3:30 in the youth department.

Meeting Room- At the department head meeting, staff also discussed asking the board to consider the possibility of charging groups that aren't non-profit \$25 for use of the meeting room. One of the reasons is the heavy use of the rooms; and the fact that some meetings have turned out to be sales presentations "Essential Oils". This would free up the rooms for more library and non-profit use. The staff

also want to have the board consider the booking the meeting rooms 3 months in advance instead of 6; allowing staff more liberty to book programs.

The meeting adjourned at 6:23pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, June 6th, 2018 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2018-27

Report of the May 9th, 2018 meeting of the Budget & Finance Committee of the Chemung County Library District.

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

Ms. Santulli presented the April 30th, 2018 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 5/8/18 for the General Fund - \$17,667.82 and dated 5/2/18 - \$37,678.00 and from the Grant Fund dated 5/2/18 - \$307.41. The Unpaid Bills Details will be forwarded to the full CCLD board for its consideration.

The meeting adjourned at 8:15am. The next meeting of the Budget & Finance Committee will be held on Wednesday, June 13th, 2018 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2018-28

Report of the May 2nd, 2018 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:30pm. Present were Mr. Muldoon and Mr. Schwesinger. Also attending were Joan Santulli and Ronald Shaw, CCLD Management.

The Committee received reports on the following:

Teen Section. The Committee reviewed an Addendum to Kimberly Bolan & Associates contract. The Addendum includes assisting Foor & Associates as needed; finalizing furniture, furnishings, flooring & paint colors with staff and working with vendors to place the orders. The charges for this additional work are \$3,500 plus an option of a one-day onsite visit to oversee furniture installation at a cost of \$1,200 plus expenses. The Committee recommends that the board approve the addendum to the Bolan contract with the option of the on-site visit. CCLD has yet to receive the contract from Bob Butcher of Foor & Associates and is still awaiting the estimate from Dimon & Bacorn regarding the moving of shelving.

NYS Budget for Construction Projects. Mr. Shaw stated that he does not intend to apply for funding in 2018. He wants to wait to apply for any additional funding for Construction Projects until the Teen Area has been completed. Lessons learned from this project can then be utilized in applying for funding for a possible Children's Area at the Steele Library.

Outdoor Beautification. The Committee reviewed a report from the Outdoor Beautification Committee that listed ideas for banners, planters, trash cans and ash trays that will assist in making the exterior of the Steele Library more welcoming. The report is for informational purposes only at this point.

Mr. Shaw stated that he has received an estimate from Elmira Structures for renovation of the Staff Room at Steele. He would like to schedule this project to start after the Teen Space has been completed.

The meeting adjourned at 5:45pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, June 6th, 2018 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.

Library Materials Expenditure Report for 2018

April 30, 2018	33%		through 2018						
Department	Gift Funds as of 5/8/18	2018 budget	total spent this year	Open Invoices subm to Office not yet paid as of 5/8/18	Total spent & on order	Balance LEFT TO SPEND includes Gift funds Col.1+Col.2-Col.5	Total spent this month	Total spent this year	**Percentage spent this year
Steele Memorial Library									
Children's (JUV)	\$ 1,500	\$ 35,000	\$ 7,092	\$ 2,802	\$ 9,894	\$ 26,606	\$ 901		27%
Juv eBooks CBA Fund		\$ 4,700			\$ -	\$ 4,700			0%
Young Adult		\$ 8,000	\$ 1,759	\$ 588	\$ 2,347	\$ 5,653	\$ 666		29%
YA eBooks CBA Fund		\$ 5,500	\$ 308	\$ 22	\$ 330	\$ 5,170	\$ 18		6%
Graphic Novels		\$ 3,500	\$ 560	\$ 190	\$ 750	\$ 2,750	\$ 130		21%
Reference - CBA Grant		\$ 8,000	\$ 2,500	\$ 240	\$ 2,740	\$ 5,260			34%
Electronic Reference -CBA Grant		\$ 5,000			\$ -	\$ 5,000			0%
Electronic Reference - Gen. Fund		\$ 16,000	\$ 5,543		\$ 5,543	\$ 10,457			35%
Periodicals	\$ 238	\$ 8,000	\$ 1,698	\$ 119	\$ 1,817	\$ 6,421	\$ 720		22%
Zinio - CBA Grant		\$ 16,675				\$ 16,675			0%
Zinio - Gen. Fund		\$ 3,500				\$ 3,500			0%
Microforms/Genealogy	\$ 7,425	\$ 3,300	\$ 882	\$ 352	\$ 1,234	\$ 9,491	\$ 291		12%
Fiction	\$ 4,289	\$ 40,046	\$ 7,593	\$ 3,592	\$ 11,185	\$ 33,150	\$ 2,163		25%
FIC eBooks CBA Fund		\$ 15,149	\$ 302		\$ 302	\$ 14,847			2%
DownL Aud/music/dvd/blue ray Gen.	\$ 2,500	\$ 8,500			\$ -	\$ 11,000			0%
Adult Non-Fiction-General Fund	\$ 3,253	\$ 10,000	\$ 48	\$ 46	\$ 94	\$ 13,159			1%
Non-FIC eBooks CBA Fund		\$ 4,500			\$ -	\$ 4,500			0%
Non-Fiction-CBA Fund		\$ 3,675	\$ 3,065	\$ 102	\$ 3,167	\$ 508	\$ 739		86%
Audio video/music/dvd/blue ray - Gen.	\$ 7,833	\$ 50,000	\$ 10,702	\$ 3,385	\$ 14,087	\$ 43,746	\$ 2,101		24%
Audiobooks	\$ 1,059	\$ -		\$ 1,059	\$ 1,059	\$ (0)			100%
Non-Fic Educ DVD GEN FUND	\$ 2,500	\$ -			\$ -	\$ 2,500			0%
Non-Fic Educ DVD - CBA Fund		\$ 3,500			\$ -	\$ 3,500			0%
Subtotal for Steele	\$ 30,596	\$ 252,545	\$ 42,052	\$ 12,497	\$ 54,549	\$ 228,592	\$ 7,730		19%
Big Flats Library	\$ 1,963	\$ 23,749	\$ 8,600	\$ 3,309	\$ 11,909	\$ 13,803	\$ 3,030		46%
Bookmobile	\$ 1,220	\$ 7,370	\$ 1,081	\$ 357	\$ 1,438	\$ 7,152	\$ 145		17%
West Elmira Library	\$ 1,963	\$ 23,749	\$ 4,852	\$ 74	\$ 4,926	\$ 20,786	\$ 446		19%
Horseheads Free Library-Adult	\$ 2,629	\$ 20,350	\$ 4,280	\$ 1,916	\$ 6,196	\$ 16,783	\$ 738		27%
HFL- AV	\$ 3,066	\$ 8,800	\$ 4,592	\$ 996	\$ 5,588	\$ 6,278	\$ 1,661		47%
HFL - Books Plus	\$ 150	\$ -			\$ -	\$ 150			0%
HFL - Juvenile	\$ 140	\$ 18,464	\$ 3,489	\$ 2,434	\$ 5,923	\$ 12,681	\$ 658		32%
VanEtten Library	\$ 58	\$ 5,894	\$ 1,231	\$ 519	\$ 1,750	\$ 4,203	\$ 413		29%
Subtotal for other libraries	\$ 11,189	\$ 108,376	\$ 28,125	\$ 9,604	\$ 37,729	\$ 81,836	\$ 7,092		32%
GRAND TOTALS	\$ 41,785	\$ 360,921	\$ 70,177	\$ 22,101	\$ 92,279	\$ 310,427	\$ 14,822		23%

E-Books purchased from Cost Share (\$21,590) NOT included in this report- STLS will track



Chemung County Library District
101 E. Church St.
Elmira, NY 14901
(607)733-9173

Mobile WiFi Hotspot Circulation Policy and Agreement

In order to promote access to online resources, the Chemung County Library District (CCLD) is circulating mobile WiFi Hotspots. The Internet service for the hotspots is provided by Sprint through the Mobile Beacon program with unlimited data at 4G LTE speeds. Up to 10 devices may be connected to the hotspot at once.

Eligibility

A Hotspot may be checked out by any CCLD patron, 18 years or older, with a valid CCLD or other Southern Tier Library System (STLS) library card in good standing (no fines of \$5 or more). All borrowers must present a government issued ID and sign this agreement at the time of checkout.

Borrowing and Reserving

Reservations for hotspots can be made on a first-come, first-served basis, up to 60 days in advance by phone, email, or in person at the Library. Hotspots circulate for a 14-day loan period (no renewals). Only one hotspot may be borrowed by a household at a time and a hotspot cannot be borrowed by the same patron, or another person living in the same household more than once within a 30 day period. Hotspots must be checked out in person at the Steele Memorial Library reference desk. Each hotspot circulates in a case with an AC Adapter, Getting Started Guide, and a copy of this policy.

Returning

Patrons with overdue hotspots will be charged \$5.00 per day up to \$50. Hotspots not returned after 30 days will be marked lost, the device will be deactivated (it cannot be reactivated by anyone other than the library) and the borrower will be charged the replacement cost of \$150. Due to their fragile nature, hotspots must be returned directly to the Reference Desk at Steele Memorial Library and may not be placed in the book drop. Patrons who return a hotspot to the book drop will be assessed a fee of \$5 and will be responsible for any damage to the item that resulted from it being returned this way.

Damaged or Lost Items

A replacement fee of \$150 will be charged for a lost hotspot. The fee for a damaged hotspot will be determined by the Library Director or his designee. A lost or damaged case or charger will be billed at the current market replacement cost.

Device usage

The Chemung County Library District is not responsible for information accessed using this device or for personal information shared over the Internet. Hotspot users are encouraged to follow safe Internet practices. The following behaviors can result in the suspension of hotspot privileges and/or criminal prosecution:

- Use of the Internet in any way which violates federal, state, or municipal laws
- Abuse of equipment and/or frequent late return of devices

Please print and sign your name below to indicate that you have read and agree to the terms of CCLD's hotspot lending program:

Printed Name

Signature

Date

Election and Continuity Committee Report May 2018

The committee is preparing to start the election process for 2018. We are assuming that the CCLD Charter amendment will not be passed before the election so that we will have to conduct the election on Election Day. Also, we are planning to use the same structure as last year, with two polling places (Steele Memorial Library and Horseheads Free Library).

The committee is recommending that the Board approve the following resolutions:

Resolution 1: The Board of Trustees of the Chemung County Library District hereby authorizes the Election and Continuity Committee and the Election Commissioner to expend funds not to exceed \$4000 for the purpose of conducting the election. After the election, the Committee will submit to the Board a financial report detailing those expenditures.

Resolution 2: The Board of Trustees of the Chemung County Library District hereby appoints Sue Cook as Election Commissioner with the same duties and responsibilities as last year at a fixed fee of \$1500.



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: May 10, 2018

Subject: Approval of Personnel Actions

Promotions:

N/A

Change FT/PT Status:

N/A

End of Probationary Period- Permanent Appointment:

N/A

New Hires:

N/A

Resignations:

Pat Cuthbert - Retiring effective May 24th

Terminations:

Katia Newton- effective February 23rd

Leave:

N/A

Step Increases:

Sue Schoeffler - Senior Library Clerk to Step 8

Jeff Mathews - P/T Library Clerk to Step 2

Chris Russo - P/T Library Clerk to Step 6