



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

1. Call to order
2. Pledge of allegiance
3. Tour of the Bookmobile
4. Approval of minutes (document #2018-54)
5. Treasurer's report
 - a) Financial report (document 2018-55)
 - b) Report of Unpaid Bills Detail (document 2018-56)
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 Revision to Patron Code of Conduct.**
Resolved that the CCLD Board of Trustees approve the code of conduct as submitted.
 - Consent Item: Approval of \$3.00/hour charge for the laser printer..**
Resolved that the CCLD Board of Trustees approve charge as submitted.
9. Committee reports:
 - a) Executive Committee (Kappanadze)
 - 1) Report of the Committee meeting (document 2018-57)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2018-58)
 - c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document 2018-59)
 - d) Personnel Committee (Kappanadze)
 - e) Election and Continuity Committee (Rogan)
 - f) Advocacy Committee (O'Dell-Wehling)
10. Executive Session
11. Old business
12. New business
13. Period for public expression
14. Adjournment

(Minutes of the SEPTEMBER 20, 2018 meeting of the Chemung County Library District Board of Trustees. Document #2018-54)

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

The Consultants reported on their meetings today regarding the Teen Space. They met with a local associate Ellie Dawson and with the architect Andy Harding. They have also spoken to Furniture and Flooring Vendors. Ms. Bolan stated that she expects to have compiled a project schedule to submit to the board by their next meeting. As it stands now, the project will most likely be started by the end of 2018 or possibly in January of 2019. They expect the project to be completed within 3 months of the start date.

Minutes. The minutes of the August 2018 meeting (Document #2018-48) were presented for board review. The minutes of the July meeting are approved as distributed by unanimous consent.

Financial Report. The August 31, 2018 Financial Report (Document #2018-49) was presented for board review. Mr. Schamel moved, seconded by Mr. Blandford to approve the Financial Report as distributed. VOTE: Unanimously Approved.

Report of Unpaid Bills (Document #2018-50). Mr. Schamel moved, seconded by Ms. Silvernail that the board authorize the payment of the unpaid bills dated 9/12/18 – General Fund - \$40,973.85 and Grant Fund - \$3,258.21 as distributed in writing. VOTE: Unanimously Approved.

Correspondence. Mr. Shaw reported receipt of a letter from the New York State Department of Transportation requesting that CCLD approve and execute a document giving the DOT permission to tear up the sidewalk in front of the West Elmira Library in order to install an A.D.A. compliant sidewalk ramp. Part of the lawn will need to be dug up. The DOT will pay the Library District \$500 for the approval of the project and will re-seed the area as needed. Mr. Schamel moved, seconded by Mr. Wehling to approve the agreement with DOT and to authorize Library Director Shaw to execute the document. VOTE: Unanimously Approved.

CCLD also received a thank you note from a patron who highly valued the assistance received recently from staff members Ms. Metzger and Ms. Young.

President's Report. Ms. Kappanadze reported that a patron contacted her regarding a recent event at the Steele Library where they were feeding their young child and were asked to move to the café area in order to do so. Their complaint was that there is no child-size seating in the café area. After speaking with Mr. Shaw regarding the incident, it was determined that staff will look into being sure there is signage informing patrons that food is restricted to the café area. Mr. Shaw will look into and consider some child-size seating in or near the café area and will remind all staff to treat patrons with respect and courtesy.

President Kappanadze stated that in looking at the Library District's web page, she was surprised to find that National Library Month was not promoted prominently on the front page. She also noted that there was some outdated information listed on the front page of the site. She wondered if the web page could include a downloadable PDF printable version of the library card application. Mr. Shaw stated that a voter registration form has been posted on the library's web site.

Regarding the poster listing board members and the districts they serve, Mr. Schamel submitted a written proposal for the creation of the new CCLD Representative Map. The map will be printed on adhesive backed matte polypropylene; new members will be added after the election so the posters can be placed in branches in December. Each copy of the poster will be framed and they will be mounted at no cost to CCLD. With the adhesive back poster a new one can be installed over the old one as representatives on the board change. The cost for this year will be approximately \$112. Mr. Wehling moved, seconded by Mr. Blandford to give Mr. Schamel board approval to spend an amount not to exceed \$150 to get these Posters printed, framed and mounted. VOTE: Unanimously Approved. Ms. Chollet expressed her thanks to Mr. Schamel for taking this project on and getting it taken care of.

Director's Report.

CONSENT ITEM: Approval of Personnel Actions (Appendix C). Mr. Shaw requested that staff member Ms. Black be removed from the list prior to approval by the board.

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

CONSENT ITEM: Approval of Revision to Alcohol Policy. There was no further discussion by the board regarding this request. Ms. Smith moved, seconded by Mr. Wehling to approve the change to the Alcohol Policy as submitted in writing to the board. VOTE: 10-Yes; Ms. Larnard Abstained. Motion Carried.

CCLD issues. Mr. Shaw reported that the Library District has received approximately 500 surveys that will be utilized in preparing the new Strategic Plan. He will be sending questions out to board members and their input will be reviewed when putting together the plan. The new Strategic Plan will be discussed at the next Continuing Ed day currently scheduled for November 16th.

STLS Annual Meeting. A flyer regarding the October 9th Annual meeting was distributed. All board members are invited to attend. There is no charge this year, however registration is limited.

Sexual Harassment training. This is a new requirement from New York State for all staff. The training will take place at the Continuing Ed day in November and will be conducted by CCLD's Attorney, Conrad Wolan.

2019 Maker Faire. The correct date for next year's Maker Faire is April 27th.

Birthday Party Proposal. The Tinker Lab staff has been approached by a parent who would like to hold a party for her child and utilize the Maker Space for their activities. A proposal has been drawn up by Library staff and would require a donation for the event to help pay for supplies. Eating of party food would NOT be allowed in the Tinker Lab, but could take place either in the café area or the auditorium. Mr. Shaw will consider any future programs such as this individually. Mr. Schamel moved, seconded by Ms. Larnard to approve the party proposal as submitted in writing to the board. VOTE: Unanimously Approved.

Health Reimbursement (HRA) cards. Mr. Shaw reported that several staff members have had their HRA cards frozen from being used (sometimes by an amount less than \$10) due to the firm handling the cards (Lifetime Benefit Solutions LBS) having to deal with a new requirement from the IRS. In speaking to our insurance reps at Perry & Carroll, a solution

has been set forth that will allow LBS to go back to their former way of determining which charges are eligible to be paid with the card. CCLD will need to send LBS a letter requesting that they disable the Substantiation of Claims regarding their H.R.A. and request that all pending substantiations are released and all suspended cards are re-activated. Ms. Rogan moved, seconded by Mr. Schamel to approve the Library Director to send this letter to Lifetime Benefit Solutions. VOTE: Unanimously Approved.

Programs. Mr. Shaw reported attendance at the recent August programs as follows: Strong Kids Safe Kids – 400; Wellsburg Community Days & Parade – 435; Back to School Kick off – 81 and Maker Space usage – 390.

Mr. Shaw also reported that he placed a call to the Elmira Police Department regarding a cell phone that was left at the library that had a text message come in while staff were removing it from the restroom that was drug related.

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 #2018-51).

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2018-52).

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2018-53). Regarding the Teen Space, Mr. Muldoon stated that realistically it may take all of October for drawing up the documents needed for the project, the month of November for submission of proposals by firms interested in the project; the signing of a contract at the beginning of December with the project to most likely start in February of 2019. He agrees that the project should be finished within 3 months of its start date.

Regarding the Outdoor LED Sign, Mr. Shaw will recommend the purchase of the full color sign. It will increase visibility, have curb appeal and is an excellent avenue to advertise programs at our libraries. He has received an estimate from a local firm and will re-send it out to the board for a vote at next month's board meeting.

Personnel Committee. Mr. Schamel stated that this Committee needs a new Chairperson to take the pressure off the board president. The Committee needs to take a look at new trends for evaluating employees and management. The Committee's busiest months are from February – May of each year when the evaluation of the Director is taking place.

Election & Continuity Committee. Ms. Rogan stated that three petitions have been received for the 2nd, 7th and 11th Districts. Persons interested in running for the 12th and 15th Districts will need to be approved by write-in votes.

Advocacy Committee. This group will next meet in October. Mr. Wehling requested that trustees continue to send him upcoming events. The Committee will organize the information received and will plan on how best to utilize those events. Ms. Kappanadze stated that she has been in contact with the Elmira schools to determine whether or not CCLD can send library event flyers home with students. There is an approval process by the schools that can take up to 2 weeks. CCLD would have to print and bundle the flyers. She

will check with the Elmira Heights School District and possibly use them as a test site for to be used in determining time and cost involved in distributing flyers in this manner.

Old Business. Regarding the dedication of the plaque for former Director Jim Sleeth, there are many questions that need to be answered prior to planning the event. Mr. Schamel suggested that the President appoint a Committee to make those decisions and plan the dedication. Ms. Santulli will check with Mr. Sleeth's widow to determine her wishes in the matter. Following that, Ms. Kappanadze will send an email message to board members requesting to know who will serve on this planning committee.

New Business. Ms. Rogan asked about a change of hours at the West Elmira Library. Regarding the possibility of hours changing at branch libraries, Mr. Shaw reported that due to the practical application of these changes it is not the right decision to be made at this time.

Regarding the installation of child sized seating in the café area, Ms. Kappanadze moved, seconded by Mr. Wehling requesting the Director to look into the matter and bring an estimate of cost to the next board meeting. VOTE: Unanimously Approved.

Public Expression. Amanda Oakley Moore and Betsy Gorman were present representing the Big Flats Advocates. They heard that the hours of operation were going to change for the Big Flats Library and were concerned that it is a detriment to people who live in the outlying area to not have the library available 5 days a week and possibly even on Saturdays in the future. Mr. Shaw stated that the Fall/Winter Hours schedule was approved by the board last month that lists hours through the end of December. He expects the schedule to stay the same through next May. He is concerned, however, about how members of the public were made aware of the discussion of this possible change in hours since the matter was only discussed in-house. Concern centered around leaks of such nature about district changes that had not been fully considered by management. It was disappointing on this occasion as the schedule change was not going to occur which meant it should have never reached the public. It caused a level of concern by the public that was not warranted.

Ms. Moore and Ms. Gorman were also concerned about each library processing their own library materials and what that means to each branch. Ms. Gorman is a trustee on the board at the Southern Tier Library System so she is aware that STLS will no longer be doing processing effective in 2019. She asked about the possibility of consolidating all processing in one location. Mr. Shaw stated that at the current time, staff members have requested that processing be done by each individual branch or department. Volunteers would definitely be appreciated for assisting with processing.

Executive Session. Ms. Silvernail moved, seconded by Ms. Smith to move into Executive Session to discuss the employment of an individual at CCLD. VOTE: Unanimously Approved. Mr. Blandford moved, seconded by Ms. Chollet to come out of Executive Session. VOTE: Unanimously Approved.

The meeting was adjourned at 7:30pm. The next regular meeting of the board will be held on Thursday, October 18th, 2018 at 6:00pm at the **Big Flats Library, 78 Canal Street, Big Flats, New York.**

CHEMUNG COUNTY LIBRARY DISTRICT
Financial Report - SEPTEMBER 30, 2018

(DOCUMENT #2018-55)

Income	2018 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 68,725	\$ 42,915	\$ 25,810	62.44%		Stock donation for NF, BF, Worm Club \$653
Grants (other than N.Y.S.)	\$ -	\$ 40,289				FR of CCID \$16,000; Hilliard/Corning Lib \$2,250 for Maker Faire; STL5 for M.Faire\$2k; BullerAid\$13k; WHS1,500; Comm F\$1,600; ARRS \$3,465; UWay HH \$299
Foundation Contributions	\$ 190,000	\$ 260,000	(70,000)	137%		INCL: \$200,000 Steele Foundation for Teen Space; \$60,000 SML Foundation
Library District Tax Receipts	\$ 2,899,057	\$ 2,889,057	10,000	100%		
P.I.O.T Funds	\$ 50,000	\$ 54,553				
Interest on Investments	\$ 3,000	\$ 5,828	(2,828)	194%		
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		\$ 193,352				Final on Chiller Project; Teen Space \$183,178 coll in 2017 - moved here by Auditors
TOTAL INCOME	\$ 3,412,431	\$ 3,485,994	\$ 164,631	102%	75%	
Expense	Annual Budget	Expended to Date	Balance	Percent	Percentage	
Personnel						
Salaries	1,490,981	\$ 1,124,208	\$ 366,773	75%		
Overtime & Holiday Salaries	22,104	\$ 4,859	17,245	22%		
Employee Benefits						
FICA	115,751	\$ 88,706	\$ 27,045	77%		
NY State Retirement	239,361	\$ 181,487	\$ 57,874	76%		
Medical & Dental	449,878	\$ 373,085	\$ 76,793	83%		
Other (Disability, Wk. Comp, Unemp)	21,415	\$ 21,964	\$ (549)	103%		
Subtotal - Personnel Expenses	2,339,490	\$ 1,794,309	\$ 545,181	77%	75%	
Contractual						
Equipment	91,749	\$ 36,726	55,023	40%		Total \$16,822=\$13,378 Grant for MakersSpace; \$2,194 Defibrillator; STL5 HotSpot \$1250
Telephone	12,600	\$ 9,787	2,813	78%		
Supplies	53,344	\$ 46,935	6,409	88%		Total \$20,053=FR-HH \$422, Grant Mspace \$1,596, Grant M.Faire\$2,104; MKS1,193, HH Found \$7,351; Buller \$6,623; Sleeth \$959; Gifts \$137
Travel & Continuing Education	20,615	\$ 10,386	10,229	50%		
Repairs & Maintenance	25,734	\$ 21,038	4,696	82%		
Postage	2,000	\$ 2,049	(49)	102%		
Library Materials (books, video, etc.)	360,921	\$ 221,063	139,858	61%		Total \$7,402=FR-HH \$2,917; Gifts \$3,709; FR-CCID \$773
Utilities	58,600	\$ 38,445	20,155	66%		4th Qtr 2017
Building Cleaning Supplies	15,825	\$ 7,949	7,876	50%		
Fuel, Gas & Oil (Bookmobile)	2,500	\$ 2,108	392	84%		
Insurance	32,433	\$ 31,409	1,024	97%		
Vehicle Operation / Maintenance	3,000	\$ 6,579	(1,579)	132%		Doors repaired DEC 2017
Professional Fees (audit, engineer/legal fees)	30,825	\$ 38,326	(7,501)	124%		Total \$23,332=\$10,602 Bolan services; Grant \$2,980; Audit \$9,750
Data Processing Expenses (Cost Share)	123,749	\$ 92,814	30,935	75%		1st & 2nd Qtr 2018
Payment of Taxes	5,080	\$ 5,298	(218)	104%		
Library Programming	35,130	\$ 53,411	(18,281)	152%		Total \$22,949=FR-HH\$4,993; ARTS\$2,055; FR-CCID\$6,519; Grant MSS\$13; Grant Faire\$6,169; Other Grant \$2,039; BF gifts \$661
Chemung County costs (B&G, vision)	14,800	\$ 7,360	7,440	50%		
Capital Improvements STATE CONST see below	36,634	\$ 12,200	24,434	33%		Thinker Lab expansion
Contingency Fund	69,846		69,846	0%		
Subtotal Expenses	\$ 3,336,875	\$ 2,438,191	\$ 898,684	73%	75%	
2017 & 2018 State Construction Projects						
TOTAL EXPENSES	\$ 3,336,875	\$ 2,438,191				

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of October 10, 2018

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Southern Tier Library System			
Bill	10/10/2018	eBook purchases JUV/signage pd by CLD	1,065.98
Total Southern Tier Library System			1,065.98
TOTAL			<u>1,065.98</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of October 10, 2018

Type	Date	Memo	Open Balance
Aleta Yarrow			
Bill	10/09/2018	10/22 Animals Among us prog-pd by grant	200.00
Total Aleta Yarrow			200.00
Brodart Co.			
Bill	10/09/2018	labels for books	97.27
Total Brodart Co.			97.27
CAIN Magic Company			
Bill	10/09/2018	10/29 program at HH	300.00
Total CAIN Magic Company			300.00
CCLD Petty Cash			
Bill	10/09/2018	Petty Cash Steele B	98.84
Total CCLD Petty Cash			98.84
Demco, Inc.			
Bill	10/09/2018	DVD albums	233.71
Total Demco, Inc.			233.71
Glenice Peel			
Bill	10/09/2018	mileage 9/5-9/27	56.14
Total Glenice Peel			56.14
Gregg Manos			
Bill	10/09/2018	TEEN Halloween Dance pd by Friends 10/26	200.00
Total Gregg Manos			200.00
H. L. Treu Office Supply Corp.			
Bill	10/09/2018	paper supply	69.50
Total H. L. Treu Office Supply Corp.			69.50
Human Resources Association Of The Twin T			
Bill	10/09/2018	2017/18 Membership Dues - Admin.	55.00
Total Human Resources Association Of The Twin T			55.00
Image Integrator			
Bill	10/09/2018	toners for microfilm machine	685.00
Total Image Integrator			685.00
Julie Spicer			
Bill	10/09/2018	Tai Chi programs at ST OCT pd by Friends	120.00
Total Julie Spicer			120.00
Noah's Ark Animal Workshop, Inc.			
Bill	10/09/2018	BF program Halloween Mouse	335.00
Total Noah's Ark Animal Workshop, Inc.			335.00
Northeast Document Conservation Center			
Bill	10/09/2018	Bal Due-Cons.treatment of 1931 map-funded by Steele Foundation	3,154.00
Total Northeast Document Conservation Center			3,154.00
Oriental Trading Company, Inc.			
Bill	10/09/2018	Program Supplies ST JUV	126.31
Total Oriental Trading Company, Inc.			126.31
Southern Tier Library System			
Bill	10/09/2018	eBook NF & Dark Fiber Qtrly pyment	1,879.99
Total Southern Tier Library System			1,879.99
Thomas Mallare			
Bill	10/09/2018	Patron Refund	15.00

Chemung County Library District General Fund
Unpaid Bills Detail
 As of October 10, 2018

Type	Date	Memo	Open Balance
Total Thomas Mallare			15.00
Unique Management Services, Inc.			
Bill	10/09/2018	collection notices-SEPT	170.05
Total Unique Management Services, Inc.			170.05
Vasco Brands, Inc.			
Bill	10/09/2018	cleaning/paper supplies	619.99
Total Vasco Brands, Inc.			619.99
W. B. Mason Co, Inc.			
Bill	10/09/2018	office supplies-all libraries	238.43
Total W. B. Mason Co, Inc.			238.43
Wegmans Food Markets Inc.			
Bill	10/09/2018	Adult Programming supplies	48.94
Total Wegmans Food Markets Inc.			48.94
TOTAL			8,703.17

Document #2018-57

Report of the October 3rd, 2018 meeting of the Executive Committee of the Chemung County Library District:

The meeting came to order at 6:00pm. Attending the meeting from the Executive Committee were Marge Kappanadze, Phyllis Rogan, Tim Blandford and Jack Schamel; and Ronald Shaw and Joan Santulli, CCLD management. Other board members in attendance were Pat Silvernail, Lillian White, Martha Smith, Ann Hayes, Mr. Muldoon, Mr. Schwesinger, Ms. Larnard and Ms. Chollet.

UNPAID BILLS: Ms. Santulli submitted the Unpaid Bill lists dated 10/3/18 for the General fund - \$40,132.91 and Grant Fund - \$557.91. Ms. Larnard moved, seconded by Ms. Hayes to approve payment of the bills as submitted in writing. VOTE: Unanimously Approved.

President Kappanadze reported on the following:

Dedication. She requested that those board members who volunteered to serve on a Committee to plan the dedication of Jim Sleeth's plaque to meet directly after this meeting.

Trustee Tuesday. This event being held by the Southern Tier Library System (STLS) will include training for Trustees on Sexual Harassment. The State of New York also plans on having an online training website available with implementation in October of 2019. Mr. Shaw stated that CCLD staff will be having this training at the November 16th Continuing Education Day and board members are invited to attend. It will be at 9am.

Elmira Heights School District. She has contacted the district and learned that they are willing to distribute library applications to their students in grades Pre-K through 5. They will need to be bundled and should include a cover letter. Mr. Shaw stated that staff will compose a cover letter. The consensus of the Committee was to go ahead with this distribution, using it as a test before trying it in other school districts.

STLS Annual Meeting. She reminded Trustees of the upcoming annual meeting and conference being held on October 9th. She stated that there will soon be an in-service training requirement of 3 hours annually for all board trustees.

Director Shaw reported on the following:

Cusick Donation. The annual letter to the Cusick Family Fund is ready for the President's signature. The amount requested is \$3,800 which Mr. Shaw would like to be designated for library programming.

Service Animals in libraries. Recently a patron's animal got noisy and was distracting others in the library. Mr. Shaw revisited his Directive to Staff about service animals, reminding them that an "emotional support" animal is not considered a Service Animal. The Patron Code of Conduct will need to be revised to be sure this is included. Mr. Shaw will forward the projected wording to the full board for consideration.

Strategic Plan. A thank you to the board members who have responded to the survey for the upcoming Strategic Plan.

Maker Faire 2019. Corning Community College has confirmed that the Faire will be held on their campus on April 27, 2019.

Tinker Lab's Laser Engraver. This equipment has become popular and is getting quite a bit of use. Staff is concerned about having funds available for

maintenance and repair as needed. They are requesting that CCLD begin charging a donation of \$3/hour for patrons using the engraver.

TV series DVD's. Patrons have complained that the one week loan period is not long enough. Mr. Shaw will be looking into increasing the loan period or allowing renewals for those types of DVD's.

Patron Banned. For board information in case of any questions, Mr. Shaw recently had to ban a patron for 90 days for taking excessive staff time to talk about personal issues and for a complaint by a programmer for the same person. The patron had been previously warned verbally. This time the patron was warned verbally and received a letter.

2018 Tax Revenue. Mr. Shaw requested permission to add the \$10,000 that was omitted from the tax revenue to be collected in 2018 to the ballot for the 2019 dollar amount. Ms. Hayes moved, seconded by Mr. Blandford to add the funds to the upcoming year's tax request. VOTE: Unanimously Approved.

Ms. Kappanadze stated that she would like to propose a fund-raiser to the Friends groups to hold a "Read-A-Thon" possibly during National Library Week next April. The Tompkins County Library recently held this fund-raiser and it was a huge success. Trustees should consider participating in this event should it be approved by the Friends.

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 7th, 2018 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2018-58

Report of the October 10th, 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 September 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 10/10/18 for the General Fund - \$8,703.17 and the Grant Fund - \$1,065.98. The Unpaid Bills Details will be forwarded to the full CCLD board for its consideration.

Mr. Shaw stated that after contacting the County Board of Elections, he found that it is too late to include the \$10,000 from the 2018 tax revenue on this year's ballot. Since the board has already approved this transaction, it will be included on next year's ballot request to the BOE.

The meeting adjourned at 8:10am. The next meeting of the Budget & Finance Committee will be held on Wednesday, November 14th, 2018 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2018-59

Report of the October 3rd, 2018 meeting of the Buildings & Grounds Committee of the Chemung County Library District

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

The Committee received reports on the following:

Teen Section. Still awaiting a proposal for the project from the architect, Andrew Harding.

OutDoor Beautification. After review, the Committee will recommend to the full board that CCLD purchase the color sign for installation at the Steele Library. The project should begin in the Spring of next year. J&H Design will take care of any zoning requirements.

Ms. Smith stated that she recently viewed some comments on a FaceBook Group called Vision-Elmira. The comments were concerns about the viaduct and the safety of the area and problems that people have had with the congregants who hang out under the viaduct. She will send a link to Mr. Shaw and the Committee members.

The meeting adjourned at 5:40pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, November 7th at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.

	Jan-18		Feb-17		Mar-17		Apr-17		May-17		Jun-17		Jul-17		Aug-17		Sep-17		Oct-17	Nov-17	Dec-17	2018		2017		2016	
	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	#DIV/0!	#DIV/0!		Total	%-age	Total	%-age	Total	%-age
Adult Non-Fiction	2672	6.15%	2,624	6.54%	2,986	6.50%	2856	6.35%	2720	6.49%	2492	6.26%	2666	5.74%	2733	5.99%	2268	5.75%	#DIV/0!	#DIV/0!		24,017	6.20%	35,179	6.43%	36,406	6.43%
Adult Fiction	7114	16.38%	6,286	15.66%	6,856	14.92%	6736	14.99%	6830	16.31%	7380	18.53%	7829	16.86%	7760	17.02%	6243	15.84%	#DIV/0!	#DIV/0!		63,034	16.26%	88,114	16.12%	92,111	16.28%
Juv NF	1741	4.01%	1,664	4.14%	2,196	4.78%	1716	3.82%	1751	4.18%	1481	3.72%	1969	4.24%	1514	3.32%	1482	3.76%	#DIV/0!	#DIV/0!		15,514	4.00%	24,059	4.40%	23,368	4.13%
Juv Fic	7613	17.53%	7,172	17.86%	8,582	18.68%	8319	18.51%	7224	17.25%	7312	18.36%	10640	22.91%	8667	19.01%	7267	18.43%	#DIV/0!	#DIV/0!		72,796	18.78%	101,259	18.52%	109,162	19.29%
AV	11937	27.48%	11,621	28.95%	13,388	29.14%	12527	27.87%	11115	26.54%	10064	25.27%	10815	23.29%	11591	25.42%	9911	25.14%	#DIV/0!	#DIV/0!		102,969	26.57%	154,621	28.28%	172,690	30.51%
Periodicals	228	0.52%	179	0.45%	200	0.44%	209	0.47%	254	0.61%	188	0.47%	184	0.40%	172	0.38%	170	0.43%	#DIV/0!	#DIV/0!		1,784	0.46%	2,646	0.48%	3,118	0.55%
Other	324	0.75%	411	1.02%	506	1.10%	326	0.73%	328	0.78%	290	0.73%	423	0.91%	511	1.12%	375	0.95%	#DIV/0!	#DIV/0!		3,494	0.90%	6,676	1.22%	6,138	1.08%
Public Pcs	2219	5.11%	2,223	5.54%	2,510	5.46%	2259	5.03%	1990	4.75%	1839	4.62%	2076	4.47%	2469	5.42%	2120	5.38%	#DIV/0!	#DIV/0!		19,705	5.08%	33,096	6.05%	38,738	6.84%
Wireless	2773	6.38%	2,708	6.75%	2,915	6.35%	2746	6.11%	2776	6.63%	2645	6.64%	2784	6.00%	2946	6.46%	2700	6.85%	#DIV/0!	#DIV/0!		24,993	6.45%	35,559	6.50%	31,642	5.59%
Down Audio	761	1.75%	663	1.65%	786	1.71%	789	1.76%	813	1.94%	791	1.99%	847	1.82%	938	2.06%	859	2.18%	#DIV/0!	#DIV/0!		7,247	1.87%	8,359	1.53%	7,097	1.25%
Down Ebooks	2023	4.66%	1,782	4.44%	2,007	4.37%	1970	4.38%	1770	4.23%	1954	4.91%	2151	4.63%	2167	4.75%	1883	4.78%	#DIV/0!	#DIV/0!		17,707	4.57%	20,304	3.71%	18,074	3.19%
Down Music	2355	5.42%	1,753	4.37%	1,666	3.63%	2542	5.66%	2649	6.33%	2125	5.34%	3127	6.73%	2688	5.90%	2658	6.74%	#DIV/0!	#DIV/0!		21,563	5.56%	25,358	4.64%	21,261	3.76%
Down Video	1488	3.43%	923	2.30%	1,173	2.55%	1787	3.98%	1547	3.69%	1117	2.81%	815	1.76%	1286	2.82%	1385	3.51%	#DIV/0!	#DIV/0!		11,521	2.97%	9,215	1.69%	4,368	0.77%
Down Mags	187	0.43%	137	0.34%	166	0.36%	162	0.36%	112	0.27%	141	0.35%	110	0.24%	147	0.32%	101	0.26%	#DIV/0!	#DIV/0!		1,263	0.33%	2,261	0.41%	1,769	0.31%
Total	43,435		40,146		45,937		44,944		41,879		39,819		46,436		45589		39422		0	0	0	387607		546,706		565,942	
																						387,607					

2015	
Total	%-age
39,236	6.58%
96,589	16.21%
25,643	4.30%
116,976	19.63%
188,508	31.64%
3,861	0.65%
7,109	1.19%
44,698	7.50%
30,573	5.13%
6,485	1.09%
17,883	3.00%
16,534	2.77%
988	0.17%
800	0.13%

595,883

- **Engaging in conduct that disrupts or interferes with normal operation of the Library, or that disturbs staff or other Library visitors, is not allowed. Such conduct includes:**
 - **Harassing, threatening, loud, boisterous and disruptive behavior.**
 - **Using obscene or abusive language or gestures.**
 - **Playing audio/video equipment or operating computers or personal devices, including cell phones, so that others can hear them (please keep cell phone conversations limited to the designated areas).**
 - **Using a bicycle, skates, skateboard, scooter, or anything similar indoors.**
- **Please keep walkways clear of furniture, personal items, electric cords, and other tripping hazards.**
- **Damaging, defacing, or misusing any Library materials or property is not allowed. This includes disabling Library equipment, changing the hardware or software or settings on a Library computer, or using a Library computer for a purpose other than that designated by the Library. Parents / guardians of minors under age 16 found to be damaging materials or property will be contacted.**
- **Engaging in any activity in violation of federal, state, local, or other applicable law or Library policies is not allowed.**
- **Smoking and tobacco use of any kind, including electronic cigarettes or vaporizers, is not permitted in the library or on library property.**
- **Alcohol or drugs on the library premises will not be tolerated. Patrons under the influence of drugs or alcohol will be asked to leave and the authorities will be notified.**
- **Food containers are only permitted in the magazine/newspaper lounge of the Steele Memorial Library. Beverage containers with lids are allowed. In the branch libraries, food and beverages may be permitted at the discretion of the staff. Please keep your food and beverages away from the library's public computers (this includes beverages with lids).**
- **Soliciting, petitioning, canvassing and selling any goods or services is not permitted on library property.**

- *Patron usage of library restrooms is limited to conventional purposes. Making unreasonable use of the rest rooms, including laundering clothes and bathing is not permitted.*
- *Habitual sleepers, noisy sleepers, and those who are sprawled on the furniture or the floor in a manner disturbing to other patrons, will not be tolerated. Adult patrons are not permitted to sleep in or near the Youth Services Department.*
- *Theft of library materials and equipment or private property of staff or patrons will be handled as a legal issue.*
- *Patrons are required to remain in public service areas unless specifically asked and escorted into non-public areas by a staff member.*
- *Sexual behavior is not permitted on library property and patrons engaged in such action will be required to leave the library, and the police may be called.*
- *Carrying weapons of any type on library property is not allowed, except by law enforcement officers.*
- *With the safety of minors in mind, a responsible caregiver, age 16 or older, must accompany children age 9 and below, when they are using the library. This responsible individual must supervise, guide and control the behavior of their charges as per library policy. Library staff will contact the parents or police if this guideline is violated.*
- ***REMOVE-Bringing in an animal, unless it's assisting a person with a disability, is prohibited.** Only service animals serving the person for whom they are trained are allowed in the library. Animals cannot be left unattended on library property.*
- *Library visitors must dress appropriately (shirts ,shoes, and pants please!).*
- *A patron may be required to leave the library if his/her personal hygiene interferes with the orderly operation of the library or with the ability of other patrons to use and enjoy the facility.*

*Approved by the Chemung County Library District Board of Trustees
February 16, 2012. Revised June 19, 2014, May 19, 2016 and October 18, 2017*



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

To: CCLD Board of Trustees

From: Ronald W. Shaw, Director

Date: October 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:

N/A

Terminations:

N/A

Leave:

N/A

Step Increases:

Brittanie Moyer- Library Page PT to Step 2