



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 December 2019 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday December 19, 2019 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. Mellott (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2019-67)
4. Treasurer's report
 - a) Financial report (document 2019-68)
 - b) Report of Unpaid Bills Detail (document 2019-69)
5. Correspondence
6. President's report
7. Director's Report
 - Consent Item: Approval of Personnel Actions**
Resolved that the CCLD Board of Trustees approve the personnel actions as submitted.
 - Consent Item: Approval of the Mengel, Metzger & Barr proposal**
Resolved that the Board approve the proposal as submitted.
 - Consent Item: Approval of 2020 Holidays and Observances**
Resolved that the Board approve the Holidays and Observances as submitted
 - Consent Item: Approval of 2020 Board and Committee meetings**
Resolved that the Board approve the meeting schedules as submitted
 - Consent Item: Approval of 2020 – 2022 Strategic Plan**
Resolved that the Board approve the 2020 – 2022 Strategic Plan as submitted
8. Committee reports:
 - a) Executive Committee (Kappanadze)
 - 1) Report of the Committee meeting (document 2019-70)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2019-71)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document 2019-72)
 - d) Personnel Committee (Dworkin)
 - e) Election and Continuity Committee (Rogan)
 - f) Advocacy Committee
9. Executive Session
10. Old business
11. New business
12. Period for public expression
13. Adjournment

(Minutes of the November 21, 2019 meeting of the Chemung County Library District Board of Trustees. Document #2019-67)

The meeting was called to order at 6:00pm by President Marge Kappanadze. Present were Pat Silvernail, Ann Hayes, Pam Larnard, Martha Smith, Jack Schamel, Karl Schwesinger, Rachel Dworkin, Kevin Hansen, Jessica Roberts, Bonnie Chollet, Phyllis Rogan, Tim Blandford, and Lee Saginario. Absent was Lillian White. Also present were Holly Melott and Ron Shaw, the Library District's Administration, and thirty-one residents of Chemung County.

Mr. Schamel moved that the order of the agenda be changed to allow public expression first, seconded by Mr. Blandford. VOTE: Unanimously approved. Residents of Chemung County expressed their opinions on the recent "Frozen Drag Storytime" event that was held at the Steele Memorial Library. For those attending, 27 were in support and 4 opposed.

Minutes. The minutes of the October 2019 meeting (Document #2019-61) were presented for board review. The minutes of the October meeting are approved as distributed by unanimous consent.

Financial Report. The October 31, 2019 Financial Report (Document #2019-62) was presented for board review. Mr. Schamel moved, seconded by Mr. Hansen to approve the October Financial Report as distributed in writing. VOTE: Unanimously Approved.

Report of Unpaid Bills (Document #2019-63). Mr. Schamel stated that there is one additional invoice that needs approval, for Shannah Warwick for an upcoming program at Steele, in the amount of \$300. Mr. Schamel moved, seconded by Ms. Dworkin that the board authorize the payment of the unpaid bills dated 11/21/19, General Fund -\$49,469.60 as distributed in writing. Vote: Unanimously approved. (Note: The amount presented for unpaid bills was incorrect. The General Fund amount should have been \$19,962.79, which includes the additional \$300 invoice for Ms. Warwick. Grant Fund amount \$4973.03.)

Correspondence. Mr. Shaw shared correspondence that was received via email and postal mail in support of the drag queen storyhour which was held at Steele Memorial. Mr. Shaw shared a letter, which included a check for \$145,000 from the Horseheads Foundation. This amount represented the anticipated contribution, less \$1500 that was designated for the Horseheads volunteer appreciation party and the cost of transportation for students from the local school district to visit the library. Ms. Dworkin moved to accept the stated amount, Ms. Hayes second. Vote: Unanimously approved.

President's Report. Ms. Kappanadze has been communicating with Mr. Shaw about the strategic plan. Plans will be solidified in the near future.

Director's Report. Mr. Shaw reported on the following:

Fines: Fines collected through PayPal will be received in the amount of \$1373.70 from STLS in the near future.

Requests for Information: Mr. Shaw has received Freedom of Information requests from Chemung County Legislator Joe Brennan, concerning salaries and grant monies received in the last two years.

Outdoor Sign: Requests for bids for the new outdoor sign is currently running in the newspaper. Bids are due mid-December. A pre-meeting is scheduled for Tuesday, November 26th.

Tax Levy: Mr. Shaw has responded to the tax levy.

Staff Kitchen: No updates

CONSENT ITEM: Workplace Violence Policy. A copy of this policy was sent out to board members for review. Ms. Larnard moved that the Workplace Violence Policy be accepted as presented, second by Ms. Chollet. Vote: Unanimously approved.

CONSENT ITEM: Social Media Policy. A copy of this policy was sent out to board members for review. Ms. Roberts moved that the Social Media Policy be accepted as presented, second by Ms. Dworkin. Vote: Unanimously approved.

CONSENT ITEM: Approval of the Personnel Actions for November (Appendix C). Resolved by Ms. Dworkin, second by Mr. Schwesinger that the CCLD Board of Trustees approves the Personnel actions 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 #2019-64).

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2019-65).

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2019-66). Ms. Smith moved that Mr. Shaw be given permission to sign the professional services agreement in the amount of \$19,950 for LaBella to begin the engineering phase of the boiler installation project at Steele, second Ms. Hayes. Vote: Unanimously Approved.

Personnel Committee. Ms. Dworkin encouraged members to join a Library Friends advocacy group.

Election & Continuity Committee. Ms. Rogan shared the Report of the CCLD Election and Continuity Committee. CCLD Trustee elections were held on November 5, 2019 in accordance with the founding legislation. The budget election was conducted by the Chemung County Board of Elections as in the past and was successful with 73% of the ballots in favor, up from 72% last year. The Trustee Election was conducted by the Board of Trustees with Sue Cook serving as Election Coordinator. The election went smoothly with no significant issues during the election. There were 34 total ballots submitted. No one received the largest number of votes in the 8th district, so the trustee seat will become vacant at the end of the term. The Election Policy states that when a seat is vacant, the board may appoint a trustee to serve until the next general election.

The total cost of conducting the 2019 Trustee Election was \$2172.26 from an approved budget of \$4000.

The slate of officers for 2020 are:

President – Rachel Dworkin

Vice-President – Phyllis Rogan

Treasurer – Jack Schamel

Secretary – Martha Smith

The committee would like to extend its thanks to everyone who helped with the election, with special thanks to Sue cook. Her efforts were instrumental to the success of the election.

Advocacy Committee. Nothing to report at this time.

Executive Session: Ms. Kappanadze moved that the board go into Executive Session, second by Mr. Schamel. Vote: Unanimously approved. Mr. Schamel moved that the board move out of Executive Session, second by Mr. Blandford. Vote: Unanimously approved.

Approval of Business Office Specialist per diem position: Ms. Dworkin moved that Joan Santulli be hired on as a Business Office Specialist at a rate of \$35/hour, not to exceed 19 hours/week, Mr. Schwesinger second. Vote: Unanimously Approved.

Old Business.

New Business.

The meeting was adjourned at 8:20 pm. The next regular meeting of the board will be held on Thursday, December 19, 2019 at 6:00pm at the **Steele Memorial Library, 101 E. Church St, Elmira, NY.**

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2019-68)

Financial Report - November 30, 2019

Income	2019 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 67,875	\$ 48,705	\$ 19,170	71.76%		
Grants (other than N.Y.S.)	\$ -	\$ 193,190				Bullet Aid \$15,000; Friends of HH \$9,761; CCLD Friends \$16,000; Comm Found \$5800; BF \$496; ARTS \$4,740 & M. FAIRE \$7,703 for M. Faire (STLS,CCC, CmOG, CCTC); Chess T \$200; Corning Inc \$1,000, MetLife \$1000
Foundation Contributions	\$ 200,000	\$ 73,097	126,903	37%		SML Foundation 1st & 2nd Qtr distribution; HH Found \$158,097
Library District Tax Receipts	\$ 3,009,492	\$ 3,085,885	(76,393)	103%		
PILOT Funds	\$ 54,000					
Interest on Investments	\$ 6,000	\$ 9,820	(3,820)	164%		
State Aid						
Central Library Development	\$ 99,272	\$ 99,322	(50)	100%		annual distribution
Central Book Aid	\$ 67,599	\$ 67,633	(34)	100%		annual distribution
Local Library Services Aid	\$ 37,000	\$ 39,566	(2,566)	107%		
Other State Aid		\$ 20,243				
TOTAL INCOME	\$ 3,541,238	\$ 3,637,461	\$ 63,210	103%	92%	
Expense						
	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	
Personnel						
Salaries	1,625,978	\$ 1,439,534	\$ 186,444	89%		
Overtime & Holiday Salaries	24,508	\$ 13,907	10,601	57%		
Employee Benefits						
FICA	126,202	\$ 104,465	\$ 21,738	83%		
NY State Retirement	259,000	\$ 237,024	\$ 21,976	92%		
Medical & Dental	482,818	\$ 414,759	\$ 68,059	86%		
Other (Disability, Wk. Comp, Unemp)	19,940	\$ 21,386	\$ (1,446)	107%		
Subtotal - Personnel Expenses	2,538,446	2,231,074	\$ 307,372	88%	92%	
Contractual						
Equipment	45,367	\$ 38,307	7,060	84%		Grants \$23929, SML Foun \$1599
Telephone	13,565	\$ 9,547	4,018	70%		
Supplies	50,200	\$ 48,714	1,486	97%		Total \$14581=Gifts \$1566; HH Found \$3,617; HH Friends \$842; CCLD FR \$481; Grant\$6859; MKT \$1360; M.Faire \$154; SML Found \$1,156
Travel & Continuing Education	14,915	\$ 8,775	6,140	59%		Grants \$533
Repairs & Maintenance	24,415	\$ 29,623	(5,208)	121%		\$375 Grants
Postage	2,000	\$ 2,069	(69)	103%		
Library Materials (books, video, etc.)	364,116	\$ 321,321	42,795	88%		Total \$17544.04=Gifts \$8219.09; Grants \$5,288; SML Found \$2,028; HH Friends\$2289;HH Found \$280
Utilities	58,200	\$ 38,079	20,121	65%		
Building Cleaning Supplies	13,325	\$ 11,385	1,941	85%		
Fuel, Gas & Oil (Bookmobile)	2,800	\$ 2,154	646	77%		
Insurance	31,130	\$ 32,302	(1,172)	104%		
Bookmobile Operation / Maintenance	7,000	\$ 2,895	4,105	41%		
Professional Fees (audit, engineer/legal fees)	23,075	\$ 44,444	(21,369)	193%		Audit \$10,000
Data Processing Expenses (Cost Share)	127,725	\$ 97,998	29,727	77%		
Payment of Taxes	5,080	\$ 5,040	40	99%		
Library Programming	36,889	\$ 70,411	(33,522)	191%		Total \$29420=Grant \$10250; FR of CCLD \$6419 (\$645=Spooky Stacks); HH FR \$3700; M. Faire \$6,696; Mktng \$320;HH Foundation \$1733; Maker Camp \$102;Gifts\$200
Chemung County costs (B&G, vision)	13,000	\$ 10,185	2,815	78%		
Capital Imp/Proj Mgmt STATE CONST see below	25,000	\$ 25,000	0	100%		Bolan \$16,600, AJH \$1,600
Contingency Fund	52,890		52,890	0%		includes \$5208 R & M, \$1172 Ins, \$21,369 Prof Fee,
Subtotal Expenses	\$ 3,449,138	\$ 3,029,321	\$ 419,817	88%	92%	
2018/19 (teen) State Construction Projects		\$ 312,550				
TOTAL EXPENSES	\$ 3,449,138	\$ 3,341,870				

11:27 AM

12/04/19

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of December 4, 2019

Pat @ HC

Type	Date	Memo	Open Balance
Information Today, Inc.			
Bill	12/04/2019	reference material	455.03
Total Information Today, Inc.			455.03
Ingram Library Services			
Bill	12/04/2019	Non-Fiction Materials - Nov	1,046.54
Total Ingram Library Services			1,046.54
Midwest Tape, LLC			
Bill	12/04/2019	CBA educational DVDs Nov	175.46
Total Midwest Tape, LLC			175.46
New York Legal Publishing Corp.			
Bill	12/04/2019	reference material	145.00
Total New York Legal Publishing Corp.			145.00
TOTAL			1,822.03

11:38 AM

12/04/19

Chemung County Library District General Fund
Unpaid Bills Detail
 As of December 4, 2019

Type	Date	Memo	Open Balance
Aleta Yarrow			
Bill	12/04/2019	Turning a leaf Art workshop -St 12/12 -pd w/Community Arts funds	250.00
Total Aleta Yarrow			250.00
Amazon Credit Plan			
Bill	12/04/2019	Purchases all libraries 10/8-11/7/19	4,250.53
Total Amazon Credit Plan			4,250.53
Arnot Art Museum			
Bill	12/04/2019	museum pass for Library of Things collection - pd by Friends	125.00
Total Arnot Art Museum			125.00
B&H Photo			
Bill	12/04/2019	NAS/computer software @ St	946.96
Total B&H Photo			946.96
Baker & Taylor Books			
Bill	12/04/2019	Book purchase St - Juv Nov	295.58
Total Baker & Taylor Books			295.58
Beauty and the Beast Storytellers			
Bill	12/04/2019	Storytelling performance @ WE - 12/16	890.00
Total Beauty and the Beast Storytellers			890.00
Blackstone Publishing			
Bill	12/04/2019	Audiobooks purchase - ST & BF August	113.78
Total Blackstone Publishing			113.78
Bryan Boynton			
Bill	12/04/2019	travel reimbursement 8/2/19-11/20/19	347.66
Bill	12/04/2019	2019 insurance reimbursement per contract	195.00
Total Bryan Boynton			542.66
CCLD Petty Cash			
Bill	12/04/2019	Petty cash St Juv including spooky stacks & Grinch prog, pd by Friends	299.29
Total CCLD Petty Cash			299.29
Chemung Canal Trust Company			
Bill	12/04/2019	Credit card -Continuing Ed day, Bookmobile Conf, Teen Dance - Friends, Remote Access	2,430.12
Bill	12/04/2019	Credit card -Continuing Ed day, Bookmobile Conf, Teen Dance - Friends, Remote Access	79.99
Total Chemung Canal Trust Company			2,510.11
Chemung County Buildings & Grounds Dept.			
Bill	12/04/2019	Utilities & maintenance fees all libraries - 3rd Qtr 2019	15,972.39
Total Chemung County Buildings & Grounds Dept.			15,972.39
Deborah L. Brimmer			
Bill	12/04/2019	insurance reimbursement for 2019	195.00
Total Deborah L. Brimmer			195.00
Eastern Copy Products			
Bill	12/04/2019	Contract base rate(11/15/19-2/14/20+overage charges (8/15/19-11/14/19) for staff copier @ St	2,648.23
Total Eastern Copy Products			2,648.23
Filomena Jack			
Bill	12/04/2019	Painted Holiday "Trees on Wood" program @ St 12/16	250.00
Total Filomena Jack			250.00
Findaway World LLC			

11:38 AM
12/04/19

Chemung County Library District General Fund
Unpaid Bills Detail
As of December 4, 2019

WPA Eric

Type	Date	Memo	Open Balance
Bill	12/04/2019	HH Juv Material	316.86
Total Findaway World LLC			316.86
Fire Alarm Service Technology, Inc.			
Bill	12/04/2019	annual panic monitoring 2019	300.00
Total Fire Alarm Service Technology, Inc.			300.00
Haeefe TV, Inc.			
Bill	12/04/2019	Internet service for VE month of Dec	74.95
Total Haeefe TV, Inc.			74.95
Holly Melott			
Bill	12/04/2019	insurance reimbursement 2019	195.00
Total Holly Melott			195.00
Horseheads Do It Center			
Bill	12/04/2019	Rock Salt - HH	34.52
Total Horseheads Do It Center			34.52
Horseheads Printing			
Bill	12/04/2019	monthly flyers - pd by HH Foundation	157.74
Total Horseheads Printing			157.74
Imperial Door Controls, Inc.			
Bill	12/04/2019	maintenance agreement 2020 - St/WE/HH/BH	3,398.40
Total Imperial Door Controls, Inc.			3,398.40
Ingram Library Services			
Bill	12/04/2019	Library Materials all libraries November	2,554.15
Bill	12/04/2019	Library Materials all libraries November	171.63
Bill	12/04/2019	Library Materials all libraries November	269.94
Bill	12/04/2019	Library Materials all libraries November	190.57
Bill	12/04/2019	Library Materials all libraries November	182.31
Bill	12/04/2019	Library Materials all libraries November	271.10
Bill	12/04/2019	Library Materials all libraries November	2,533.80
Bill	12/04/2019	Library Materials all libraries November	223.86
Bill	12/04/2019	Library Materials all libraries November	321.74
Total Ingram Library Services			6,719.10
Jeff Erickson			
Bill	12/04/2019	mileage & projector installation @ new VE locations	51.03
Total Jeff Erickson			51.03
Jeffrey Mathews			
Bill	12/04/2019	reimbursement for supplies for Steele Juv Grinch program -pd by Friends	163.42
Total Jeffrey Mathews			163.42
John van Otterloo			
Bill	12/04/2019	insurance reimbursement for 2019	195.00
Total John van Otterloo			195.00
Karen Curren			
Bill	12/04/2019	Gourd Birdhouse Painting @ St 12/10	600.00
Total Karen Curren			600.00
MCI			
Bill	12/04/2019	Long distance chg-BF/HH balance from 2019 annual payment	10.59
Total MCI			10.59
Michelle Erickson			

11:38 AM

12/04/19

Chemung County Library District General Fund
Unpaid Bills Detail
 As of December 4, 2019

Type	Date	Memo	Open Balance
Bill	12/04/2019	VE materials, supplies, & prog reimbursement - including Warming Party - pd w/grant funds	345.71
Total Michelle Erickson			345.71
MidWest Tape			
Bill	12/04/2019	dvd/audiobook purchases Nov - HH, WE, & St including new cases pd w/Omara \$	5,718.23
Bill	12/04/2019	dvd/audiobook purchases Nov - HH, WE, & St including new cases pd w/Omara \$	1,197.49
Bill	12/04/2019	dvd/audiobook purchases Nov - HH, WE, & St including new cases pd w/Omara \$	153.43
Total MidWest Tape			7,069.15
Nick Frisk			
Bill	12/04/2019	IT consultant for windows update	802.60
Total Nick Frisk			802.60
Odessa Library			
Bill	12/04/2019	reimbursement for lost item pd @ St	20.00
Total Odessa Library			20.00
Recorded Books			
Bill	12/04/2019	7 day use charges - 10/1-10/31	59.80
Total Recorded Books			59.80
Reliable Computer Products			
Bill	12/04/2019	drum & toner for copiers @ - St	953.76
Total Reliable Computer Products			953.76
Sayles & Evans			
Bill	12/04/2019	Attorney fees - General Svcs 09/16/19-10/31/2019	1,017.50
Total Sayles & Evans			1,017.50
Sedgwick Business Solutions			
Bill	12/04/2019	acoustic tiles for Teen Space - pd w/state construction funds	3,164.20
Total Sedgwick Business Solutions			3,164.20
Staples Credit Plan			
Bill	12/04/2019	IT supplies - Netgear Switch	107.76
Total Staples Credit Plan			107.76
Sweet N Saucy			
Bill	12/04/2019	remianing balance- Grinch program on 12/14 - St Juv - pd by Friends	366.00
Total Sweet N Saucy			366.00
Town of Big Flats			
Bill	12/04/2019	water bill 08/01/2019-11/01/2019	57.12
Total Town of Big Flats			57.12
Vasco Brands, Inc.			
Bill	12/04/2019	cleaning/paper supplies - WE/BF/St	1,735.38
Bill	12/04/2019	WI-Wax Cleaning Soln -St	113.95
Total Vasco Brands, Inc.			1,849.33
Village of Horseheads			
Bill	12/04/2019	07/31/2019-10/31/2019 -water bill	103.53
Total Village of Horseheads			103.53
W. B. Mason Co, Inc.			
Bill	12/04/2019	copy paper - St	158.64
Total W. B. Mason Co, Inc.			158.64
World Book, Inc.			

11:38 AM

12/04/19

Chemung County Library District General Fund
Unpaid Bills Detail
As of December 4, 2019

pd @ Exec

Type	Date	Memo	Open Balance
Bill	12/04/2019	book purchases - Steele JUV	999.00
Total World Book, Inc.			999.00
Xerox Corporation			
Bill	12/04/2019	maintenance agreement contract fee for BF copier	37.80
Total Xerox Corporation			37.80
TOTAL			58,618.04

Document #2019-70

Report of the December 4, 2019 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 Jack Schamel, Phyllis Rogan and Martha Smith and Holly Melott and Ronald Shaw, CCLD management. Other board members in attendance were Pat Silvernail, Karl Schwesinger, Bonnie Chollet, Lillian White, Ann Hayes, Rachel Dworkin, Kevin Hansen, Lee Saginario, and Pam Larnard.

Ms. Rogan called the meeting to order at 6:00 p.m.

UNPAID BILLS: Ms. Melott submitted the Unpaid Bill List dated 12/04/19 for the General Fund - \$58,618.04 and the Grant Fund - \$1822.03. Ms. Dworkin moved, seconded by Ms. Larnard to approve payment of the bills as submitted in writing. VOTE: Unanimously Approved.

Director Ron Shaw gave the following reports:

Mr. Shaw received the projected cost for the annual audit from Metzger & Barr as \$12,750 in 2020 and \$13,000 in 2021.

Windows 10 computer update is underway. As of 1/14/20, STLS will not allow any updates to Windows 7. IT staff have been working on Sundays, in addition to their normal work week, to ensure that deadlines are met.

Mr. Joe Brennan has requested statistical data concerning grant funds and staff salaries, Mr. Shaw has responded with pertinent data.

Mr. Schamel moved to adjourn, seconded by Ms. Dworkin

The meeting adjourned at 6:20 pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, December 4th, 2019 at 6pm in the Petrie Conference Room of the Steele Memorial

Document #2019-71

Report of the December 11, 2019 meeting of the Budget & Finance Committee of the Chemung County Library District.

Attending the meeting were CCLD board members Ms. Marge Kappanadze, Ms. Jessica Roberts, Mr. Jack Schamel, Holly Melott and Ron Shaw, CCLD Administration. The meeting opened at 8:00 a.m.

Ms. Melott presented the October 31, 2019 Financial Report to the Committee. The report will be forwarded to the full CCLD board for its consideration.

Ms. Melott presented the Unpaid Bills Detail dated 12/19/2019 for the General Fund - \$50,236.95 and Grant Fund - \$2,485.84. The Unpaid Bills Details will be forwarded to the full CCLD board for its consideration.

The meeting adjourned at 8:05am. The next meeting of the Budget & Finance Committee will be held on Wednesday, January 8 at 5:45 pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2019-72

Report of the December 4, 2019 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:30 pm. Present were Mr. Karl Schwesinger, Ms. Martha Smith, Mr. Kevin Hansen, and Ms. Lee Saginario. Also attending were Holly Melott and Ronald Shaw, CCLD Management.

The Committee received reports on the following:

Boiler at Steele –Mr. Shaw has signed and returned the contract with Labella, enlisting their services as engineering consultants. No new updates on the NY State Grant fund money for this project.

Security Cameras at Steele –Mr. Shaw will contact Fire Alarm Service Technology for recommendations about camera placement on the second floor.

New Sign –Steele - Revisions to the outdoor sign at Steele track bids will begins this Friday, December 6.

The meeting adjourned at 5:40pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, January 8th 2019 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.

General principal: If a service or cost cannot come out of the county budget, then that service or cost will be provided at no charge to the library district. And its corollary: When a service or cost can be eliminated from the county budget, it will be borne by the library district.

Examples:

- **Payroll services** will be provided by Chemung County's at no cost to the library district, but payroll costs (salaries, fringe benefits, health insurance costs, and retiree benefits) will be assigned to the library district.
- Advice and **routine consultation** from County officials - Personnel Director, Civil Service, Budget Director - will be provided at no cost to the library district.
- **Building maintenance** by Chemung County Building & Grounds staff will continue to be provided at no cost to the library district, but the cost of supplies and parts will be borne by the library district. For example, the cost of lamps, light ballasts, rock salt, and filters for the air conditioning units will be borne by the library district.
- The County Transit System will continue to **house the Bookmobile**, but maintenance costs will be borne by the library district. For example, the cost of gas & oil, engine repairs, and body work on the Bookmobile will be assumed by the library district.
- Because the cost of the library's component of **liability insurance** can be separated from the County liability insurance policy, it will be assumed by the library district.
- The library district will acquire its own **director's & officers liability insurance** policy.
- The cost of **routine legal fees** - like contract review or advice on general municipal law procedure will be - will be considered an in-kind service.
- The cost of **exceptional legal services** - like representing the library district in contract negotiations or in a lawsuit - will be the responsibility of the library district.
- The library district will schedule its **elections** to be held during already scheduled elections. If the library district schedules an election at a time when there is no regular election previously scheduled, the cost of that election (printing, postage, election inspectors, rental of voting machines) will be assumed by the library district.



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

November 1, 2019

Mr. Ron Shaw
Director
Chemung County Library District
101 East Church Street
Elmira, NY 14901

Dear Mr. Shaw:

On behalf of my colleagues at Mengel, Metzger, Barr & Co. LLP (MMB), I appreciate this opportunity to present our credentials to continue to provide professional services to Chemung County Library District. As you will see, this is not a "full blown" proposal but instead is limited to certain highlights combined with a brief history of our experience and fee schedule. If you would like additional information, it is available upon your request.

As you know, MMB is a regional professional accounting firm that has provided audit, tax and consulting services to many successful organizations for over forty years. Our practice includes over 120 professionals working in offices in Elmira, Rochester, Canandaigua, and Hornell, New York. Our firm has earned a reputation for high-quality service and delivering results that distinguish us in the marketplace.

Industry Expertise: Since its inception, MMB has provided services to the not-for-profit community. Through years of working in this sector, we have developed a significant capability and fluency in the general business issues that may face these organizations. With not-for-profits comprising a significant portion of our practice, MMB's team of professionals offers the hands-on experience and technical skill to serve the distinctive needs of our not-for-profit clients and help them fulfil their missions. We supplement our technical approach by analysing and advising our clients on the many elements of running a successful not-for-profit organization.

MMB understands the unique accounting, financial and consulting requirements that deserve experienced attention in the not-for-profit sector. Working in close cooperation with our clients, our knowledgeable partners and staff can help resolve issues for tax-exempt organizations and help design approaches to yield more productive operations while maintaining the commitment and values that drive these organizations.

Your Client Service Team: With over 30 years of experience providing audit, accounting and tax planning and preparation services to not-for-profit organizations, I will continue to lead the service team for Chemung County Library District. As Engagement Partner, I will assume overall responsibility for the administration of your engagement. This includes managing deadlines and proactive communication with your team. I enjoy the opportunity to work closely with the clients I serve and am

proud of the level of dedication and commitment I am able to provide. Being accessible to my clients year-round whenever needed is a priority in my professional career.

Choosing the right professionals to assist me in serving you is a critical element of success. Gena Rapisardi, a manager with over 6 years of experience, will continue to work closely with me on the completion of your engagement. She will be significantly involved in the day-to-day aspects of the engagement and will work closely with your accounting personnel to conduct our work in an effective and cost-efficient manner. She also brings with her a depth of experience and knowledge of your organization, which will benefit Chemung County Library District greatly. In selecting the remainder of your client service team, I will carefully review my understanding of your needs and plans and identify the people who possess industry expertise and whose credentials are ideal for you.

Audit Overview: An efficient and effective audit requires a thorough understanding of your operating environment, internal controls and changing industry requirements. Our Firm will schedule staff in accordance with your timetable, making every effort to achieve the most efficient use of our partners and professional staff members. It is also our policy to retain continuity of staff on engagements in succeeding years to provide minimal disruption to the efficiency of your personnel and your audit.

Communication: As always, I commit to you that Chemung County Library District will receive our full attention, whenever needed, and that you can expect to receive the accurate and timely services that you require. We encourage an open dialogue throughout the year regarding operational issues facing your organization, new financial accounting and reporting matters, and internal control ideas in an effort to maximize our service to you.

Required Services and Fees: We propose our fees for the audit of the financial statements as well as preparation of IRS Form 990 for Chemung County Library District to be the following:

	<u>Year Ending December 31,</u>		
	<u>2019</u>	<u>2020</u>	<u>2021</u>
Fee	\$12,500	\$12,750	\$13,000

Our fees for these services are based on anticipated hours by the staff assigned to the engagement. This estimate assumes the accounting records will be substantially closed prior to our fieldwork and detail supporting schedules will be available for our use.

Your engagement team will notify you if we encounter unforeseen issues that warrant additional time or expense. Added costs would always require your advance approval. We render bills on a monthly basis and payment is due thirty days from the invoice date. Generally, we bill for our services in the month subsequent to which they were incurred.

Services at No Charge: Because of the importance we place on ongoing communications, we will not bill for incidental phone calls or emails. Should an incidental phone call or email require additional follow up, we would provide you with an estimate of the additional fee prior to incurring the extra time.

I am proud of the quality of services MMB can provide to you and your organization and look forward to continuing our mutually rewarding professional relationship. I welcome any questions you may

have regarding this proposal. If you need any further information or would like to discuss or clarify any information contained in this document, please contact me. I may be reached at (607) 734-4183 or via email at kstickler@mmb-co.com.

Very truly yours,

MENGEL, METZGER, BARR & CO. LLP

Katherine E. Stickler

Katherine E. Stickler, CPA
Partner

	Jan-19		Feb-19		Mar-19		Apr-19		May-19		Jun-19		Jul-19		Aug-19		Sep-19		Oct-19		Nov-19		Dec-19		2019		2018		2017	
	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age
Adult Non-Fiction	2608	6.09%	2,391	6.22%	2,662	6.41%	2307	5.71%	2287	5.73%	1993	5.38%	2477	5.33%	2170	5.13%	2120	5.44%	2305	5.47%	2019	5.33%			25,339	5.66%	30,760	6.06%	35,179	6.43%
Adult Fiction	6859	16.02%	5,887	15.31%	6,897	16.60%	6377	15.79%	6173	15.47%	6205	16.75%	7780	16.74%	7711	18.23%	6372	16.34%	6641	15.75%	5732	15.14%			72,634	16.21%	81,962	16.15%	88,114	16.12%
Juv NF	1488	3.48%	1,739	4.52%	1,732	4.17%	1658	4.10%	1504	3.77%	1250	3.38%	2347	5.05%	1566	3.70%	1411	3.62%	1717	4.07%	1545	4.08%			17,957	4.01%	19,877	3.92%	24,059	4.40%
Juv Fic	6574	15.35%	6,765	17.59%	7,242	17.43%	7130	17.65%	6390	16.01%	5954	16.08%	10165	21.87%	7362	17.40%	6544	16.78%	7019	16.65%	6163	16.28%			77,308	17.26%	92,131	18.16%	101,259	18.52%
AV	11750	27.44%	10,193	26.50%	10,577	25.45%	9896	24.50%	9938	24.90%	8103	21.88%	10560	22.72%	10149	23.99%	9401	24.11%	10376	24.61%	9720	25.68%			110,663	24.70%	125,827	24.80%	154,621	28.28%
Periodicals	170	0.40%	119	0.31%	144	0.35%	153	0.38%	172	0.43%	130	0.35%	184	0.40%	142	0.34%	148	0.38%	121	0.29%	172	0.45%			1,655	0.37%	1,982	0.39%	2,646	0.48%
Other	427	1.00%	365	0.95%	464	1.12%	315	0.78%	342	0.86%	301	0.81%	372	0.80%	346	0.82%	222	0.57%	709	1.68%	580	1.53%			4,443	0.99%	4,467	0.88%	6,676	1.22%
Public Pcs	1941	4.53%	1,929	5.02%	2,015	4.85%	2040	5.05%	1914	4.80%	1618	4.37%	1933	4.16%	1837	4.34%	1709	4.38%	1862	4.42%	1560	4.12%			20,358	4.54%	22,016	4.34%	33,096	6.05%
Wireless	2730	6.38%	2,750	7.15%	2,774	6.68%	2925	7.24%	2949	7.39%	2868	7.74%	2984	6.42%	2935	6.94%	2753	7.06%	3021	7.17%	2884	7.62%			31,573	7.05%	28,199	5.56%	35,559	6.50%
Down Audio	1000	2.34%	960	2.50%	953	2.29%	982	2.43%	1045	2.62%	1097	2.96%	1164	2.50%	1209	2.86%	1226	3.14%	1265	3.00%	1203	3.18%			12,104	2.70%	8,161	1.61%	8,359	1.53%
Down Ebooks	2010	4.69%	1,788	4.65%	1,956	4.71%	1819	4.50%	1925	4.82%	2103	5.68%	2235	4.81%	2278	5.39%	1967	5.04%	2052	4.87%	1920	5.07%			22,053	4.92%	19,655	3.87%	20,304	3.71%
Down Music	3018	7.05%	2,080	5.41%	2,937	7.07%	3178	7.87%	3877	9.71%	3689	9.96%	2783	5.99%	2605	6.16%	3073	7.88%	3086	7.32%	2703	7.14%			33,029	7.37%	24,537	4.84%	25,358	4.64%
Down Video	1923	4.49%	1,204	3.13%	876	2.11%	1295	3.21%	1082	2.71%	1462	3.95%	1256	2.70%	1724	4.08%	1797	4.61%	1716	4.07%	1356	3.58%			15,691	3.50%	12,731	2.51%	9,215	1.69%
Down Mags	319	0.75%	291	0.76%	323	0.78%	318	0.79%	317	0.79%	264	0.71%	238	0.51%	266	0.63%	256	0.66%	273	0.65%	293	0.77%			3,158	0.70%	1,481	0.29%	2,261	0.41%
Total	42,817		38,461		41,552		40,393		39,915		37,037		46,478		42,300		38,999		42,163		37,850		0		447,965		507,466		546,706	



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 Executive Committee

From: Ronald W. Shaw, Director

Date: 12 December 2020

Subject: Meetings for 2020

The meetings of the ***Board of Trustees of the County Library District*** will be held the third Thursday of each month at 6 pm. The schedule and location follows: January 16 (*Steele*); February 20 (*West Elmira*); March 19 (*Horseheads*); April 16 (*West Elmira*); May 21 (*West Elmira*); June 18 (*West Elmira*); July 16 (*Van Etten*); August 20 (*West Elmira*); September 17 (*West Elmira*); October 15 (*Big Flats*); November 19 (*Horseheads*); December 17 (*Steele*).

The meetings of the ***Executive Committee of the Chemung County Library District*** will be held the first Wednesday of each month at 6 pm in the Petrie Conference Room of the Steele Memorial Library. **January 8**; February 5; March 4; April 1; May 6; June 3; July 1; August 5; September 2; October 7; November 4; December 2.

The meetings of the ***Budget & Finance Committee of the Chemung County Library District*** will be held the second Wednesday of each month at 8 am in the Petrie Conference Room of the Steele Memorial Library. January 8; February 12; March 11; April 8; May 13; June 10; July 8; August 12; September 9; October 14; **November 11**; December 9.

The meetings of the ***Building & Grounds Committee of the Chemung County Library District*** will be held the first Wednesday of each month at 5:30pm in the Petrie Conference Room of the Steele Memorial Library. **January 8**; February 5; March 4; April 1; May 6; June 3; July 1; August 5; September 2; October 7; November 4; December 2.

The meetings of the ***Personnel Committee of the Chemung County Library District*** are to be determined.

Holidays and Observances for 2020

January 1	Wednesday	New Year's Day (Closed)
January 20	Monday	Martin Luther King Day SML Open
February 17	Monday	Presidents Day SML Open
May 25	Monday	Memorial Day Closed
July 3	Friday	Independence Day Observed (Closed)
September 7	Monday	Labor Day Closed
October 12	Monday	Columbus Day (SML Open)
November 11	Wednesday	Veteran's Day (SML Open)
November 26	Thursday	Thanksgiving Closed
November 27	Friday	Day after Thanksgiving (Closed)
December 24	Thursday	Christmas Eve (Open 9-1)
December 25	Friday	Closed
December 31	Thursday	New Year's Eve (Open 9-1)

Monday, January 20- Steele will be open 10-6

Monday February 17- Steele will be open 10-6

Monday, October 12- Steele will be open 10-6

Wednesday, November 11- Steele will be open 10-6

Thursday, December 24- All branches will be open 9-1

Thursday, December 31- All branches will be open 9-1