



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 2015 meeting of the Board of Trustees of the Chemung County Library District will be held on December 17, 2015 6:00 pm at the **Steele Memorial Library, 101 E. Church St. Elmira, NY 14901**. The agenda for the meeting is listed below. If you are unable to attend, please inform Mr. Roberts (271-9625), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2015-67)
4. Treasurer's report
 - a) Financial report (document #2015-68)
 - b) Report of Unpaid Bills Detail (document #2014-69)
6. Correspondence
7. President's report.

Consent Item: Approval of candidate for the STLS Board of Trustees.
Resolved: That the Board approve the appointment of Ms. Betsy (Elizabeth) Gorman to the STLS Board of Trustees.

Consent Item: Approval of Continuity Community Charter Committee.
Resolved that the Board approve the charter for the Continuity Community Charter Committee.
8. Director's Report.

Consent Items: Approval of donation from the Horseheads Foundation.
Resolved: That the Board of Trustees accept the gift of \$57,637.00 from The Friends of the Chemung County Library District.
9. Committee reports:
 - a) Executive Committee (Roberts)
 - 1) Report of the Committee meeting (document #2014-70)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document #2014-71)
 - c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document #2014-72)

Consent Item: Approval of RFP for Bathroom Renovations.
Resolved: That the Board of Trustees approve the RFP from Foor Associates for the First Floor Restroom project.

 - d) Personnel Committee (Kappanadze)

Consent Items: Approval of Personnel Actions (Appendix C).
Resolved that the CCLD Board of Trustees approve Personnel actions as submitted.
10. Call for Executive Session
11. Old business
12. New business

- a) Discussion of STLS Annual Meeting and Conference (Rogan)
13. Period for public expression
14. Adjournment

(Minutes of the NOVEMBER 19, 2015 meeting of the Chemung County Library District Board of Trustees. Document #2015-67)

The meeting was called to order at 6:00pm by President Richard Roberts. Present were Pat Silvernail, Ann Hayes, Georgia Reynolds, Bonnie Chollet, Michael Muldoon, Marge Kappanadze, Juan Jones, Phyllis Rogan, Rachel Dworkin, Jim Hare and Tim Blandford. Excused: John Schamel and Jessica Roberts. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Minutes. The minutes of the October 2015 meeting (Document #2015-61) were presented for board review. The minutes were approved as submitted in writing by unanimous consent.

Financial Report. The October 31, 2015 Financial Report (Document #2015-62) was presented for board review. It was requested that CCLD receive a listing of the businesses eligible for PILOT funds and the amounts that are paid to the County. By unanimous consent the October 30, 2015 Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2015-63). By unanimous consent, the board authorizes the payment of the unpaid bills dated 11/10/15 – General Fund \$23,480.58 as distributed. Ms. Reynolds moved, seconded by Ms. Hayes to approve the payment of \$274.54 to Deluxe Business Checks. VOTE: Unanimously Approved.

Correspondence. Mr. Shaw read a letter CCLD received from the Public Library Foundation of Chemung County (Horseheads) thanking the District for allowing the dedication services for the Earle Catlin Meeting Room to be held after hours at the Horseheads Library. A special thank you to board member Georgia Reynolds and Library Supervisor Owen Frank for their efforts to make the dedication a success. A thank you was received from Dr. Todd Egan's Introduction to Environmental Studies class at Elmira College for the recent tour of the Steele Library's Green Roof and the Tech Updates that were given during the tour.

President's Report. Mr. Roberts reported that the Library District budget was passed with 71.8% of the voters approving it. This is the highest approval rate in several years. This is largely due to education of the public and the efforts of getting the message out on social media.

The Library District board will welcome two new trustees in January. Jared Myers – 15th District who is present at this meeting and William Wehling – 4th District (one year term).

A new liaison to the Steele Memorial Library Foundation needs to be appointed. Ms. Kappanadze has requested to be replaced. Pat Silvernail volunteered to be appointed as the liaison to the SML Foundation. The next meeting is January 28, 2016 at Noon.

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

CCLD Issues. Regarding Harry Potter programs, CCLD held a district wide library event a few years ago and last year, Steele hosted a Harry Potter Birthday Party that was the highest attended of the summer programs. He has requested that staff work together to host another Harry Potter Day.

Legislation. No word from Albany.

Energy Audit. The audit has been received and has many good suggestions. A recommendation is needed from a knowledgeable party prior to making any plans to upgrade.

Programs. A few to note are "Read to the Cats" at the Horseheads Library, "Decorate the Library" at Big Flats, "International Games Day" at the Steele Library – which joins over a thousand libraries

around the world for the eighth annual celebration of gaming in libraries, “Adult Holiday Craft” at Van Etten and an “Adult Maker Series (hand soap) at the West Elmira Library.

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 #2015-64). Nothing new to report.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2015-65). EFP Rotenberg has filed the 990 for fiscal year 2014. Rich Davis has requested that EFPR be given a one year extension of their contract to audit the 2015 financials of the Library District at a cost of \$10,500. This will give the Library District time to send out RFP's to receive quotes from companies interested in doing the audits beginning in year 2016. After discussion the board stated they will consider this matter at the next board meeting but would like to have the offer in writing along with expected dates of completion.

Mr. Shaw reported receipt of \$2,700 from the Spencer-Van Etten School District, \$158,317 from STLS for Central Book Aid and Central Library Development, \$100 from the STLS Foundation for winning the Video Award and a \$24 gift card from SCRLC for the Horseheads renovation project.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2015-66). Mr. Muldoon reported that Asbestos has been found in the Elevator at the Steele Library. Abatement took place last week which cost CCLD \$3,600 and the air has been tested both before and after the work was done by a third party monitoring service at a cost of \$1,000. The subfloor was found to be metal and has subsequently been replaced. Mr. Shaw stated that any extra charges will be taken out of the reserve fund which was set aside for this purpose. Regarding the Bathroom Project at the Steele Library, RFP's were sent to Foor & Associates, Hunt Engineering and AJH Design. The Committee will review the RFP's at their December 2nd meeting and make a recommendation to the board at its December meeting. Regarding the Chiller Project at the Steele Library, Mark Bowler from Trane has been contacted to provide a more restrictive estimate on the cost to replace the Chiller. When the time comes to put the project out for bid, the Chemung County Buildings and Grounds Department wish to be included in the discussions since they continue to monitor and do upkeep on the current Chiller.

Personnel Committee. Ms. Kappanadze stated that the Committee has reviewed the Director's contract for best practices. Some language changes include the following: For bereavement leave, the word funeral is omitted and the 3 days off do not need to be consecutive days and For Personal benefit time on the books at year end, the contract allows the balance to be rolled over into either Sick Time or Vacation time. Ms. Kappanadze moved, seconded by Ms. Dworkin to accept the above named changes to the Director and Administrative Assistant contracts. VOTE: Unanimously Approved.

Mr. Shaw provided an update on his progress on the goals set for him this year.

CONSENT ITEM – Approval of Personnel Actions. (Appendix C). Ms. Chollet moved, seconded by Mr. Muldoon to approve the Personnel Actions as submitted to the board. VOTE: Unanimously Approved.

Ms. Kappanadze stated that the Personnel Committee is in need of some new members. Some current members will be leaving the board at the end of the year.

Old Business. None.

New Business. Ms. Chollet mentioned the Library District should consider being involved in STEM (Science, Technology, Engineering & Mathematics) programs.

Ms. Reynolds proposed forming a new committee – the Continuity Community Charter Committee. This committee would be responsible for community involvement, recruitment of new trustees to the board who are committed and who have a talent or job skill that would be beneficial to the library board. It may be possible to utilize community members to enhance the members of the committee. This item will be tabled until next month.

Ms. Reynolds also stated that the Horseheads Friends group did not meet this month and that the Horseheads Foundation is preparing their final distribution for 2015 to the District for the benefit of the Horseheads Library.

Public Expression. None.

Mr. Hare moved, seconded by Mr. Blandford to move into Executive Session to discuss personnel issues, contracts, accrual benefits audits and an employee situation. VOTE: Unanimously Approved. Ms. Kappanadze moved, seconded by Mr. Hare to come out of Executive Session. VOTE: Unanimously Approved.

Mr. Roberts moved, seconded by Ms. Reynolds to adopt the following resolution regarding the Director's Accrued Benefit Time: Resolved, based on the 2014 Exception Time Audit, that the Director's 2015 starting vacation balance be corrected based on the maximum accrual, and that after the correction, that the 2015 starting balances for the Director's vacation, sick and personal time be accepted as presented; Further Resolved that the Personnel Committee is directed to perform an audit of the Director's vacation, sick and personal time accrual and usages each fiscal year and that the Personnel Committee Charter be amended to show this. VOTE: Unanimously Approved.

Ms. Kappanadze moved, seconded by Mr. Hare to approve a 1.5% raise in 2016 for Ms. Santulli, the Library District's Administrative Assistant. VOTE: Unanimously Approved. At this point Ms. Santulli thanked the board for the raise but asked the board to address the fact that again this year, she has administered the duties of Health Care Administrator with no additional pay being given for the extra duties required each month. In 2014, the board authorized a one-time stipend of \$1,500 to cover the extra duties, but that amount was not added to the salary package, thereby making the extra duties unpaid for fiscal year 2015. Should the board vote to add remuneration to the current salary for the extra duties, there would not be a need to discuss this matter again. No decision was made at this time.

The meeting was adjourned at 8:08pm. The next regular meeting of the board will be held on Thursday, December 17th, 2015 at 6:00pm at the **Steele Memorial Library, 101 East Church Street, Elmira, New York.**

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2015-68)

Financial Report - NOVEMBER 30, 2015

Income	2015 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 67,800	\$ 87,491	\$ -	129%		Sale of stock for NF \$20,389
Grants (other than N.Y.S.)	\$ -	\$ 34,407				Donation for VanEtten Library \$1,300, HH Friends \$11,150, CCLD Friends \$14,478, STLS Foundation \$1,000, CCTC \$100; KOHLS for Maker Expo \$500; Howell for LEGO \$520; ARTS \$450; ELKS for HH \$1,440, BF Advocates \$1,159; Comm Found \$3,750
Foundation Contributions	\$ 165,000	\$ 100,000	65,000	61%		SML \$60K, HH \$40K
Library District Tax Receipts	\$ 2,677,624	\$ 2,677,624	0	100%		
PILOT Funds	\$ 30,000	\$ 53,776				
Interest on Investments	\$ 1,000	\$ 4,316	(3,316)	432%		Interest to Date on ICS \$3,602.73
State Aid	\$ -					
Central Library Development	\$ 80,000		80,000	0%		
Central Book Aid	\$ 54,000		54,000	0%		
Local Library Services Aid	\$ 37,000	\$ 33,765	3,235	91%		90% of budgeted amount
Other State Aid	\$ -	\$ 99,318	(99,318)			Final for HH and Steele 2014 Construction Projects; \$88,695 - 2016 Project
TOTAL INCOME	\$ 3,112,424	\$ 3,090,697	\$ 99,601	99%	92%	
Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
Personnel						
Salaries	1,367,938	\$ 1,214,912	\$ 153,026	89%		
Overtime & Holiday Salaries	7,035	\$ 13,149	(6,114)	187%		incl OT pay for IT staff
Employee Benefits						
FICA	105,185	\$ 92,173	\$ 13,012	88%		
NY State Retirement	287,205	\$ 165,669	\$ 121,536	58%		
Medical & Dental	392,982	\$ 290,107	\$ 102,875	74%		
Other (Disability, Wk. Comp, Unemp)	20,263	\$ 30,310	\$ (10,047)	150%		ANNUAL pymt - Worker's Comp \$17,851; Disability \$2,582
Subtotal - Personnel Expenses	2,180,608	1,806,320	\$ 374,288	83%	92%	
Contractual						
Equipment	27,161	\$ 28,976	(1,815)	107%		TOT pd from donations \$9,820: BF Kiosk-Gift funds \$4,421; Grant \$1,146; CCLD Friends \$670; HH Found \$3,583
Telephone	12,300	\$ 10,974	1,326	89%		Verizon-paid annual fees
Supplies	37,200	\$ 37,200	0	100%		TOT pd from donations \$16,156: Grant for MS \$1,429; CCLD Friends \$1,553; HH Friends \$4,603; Gifts \$1,901; HH Found \$863; Marketing \$880; BF Gifts \$43; HH Elks \$907. Also includes Scheduling software \$3,977
Travel & Continuing Education	15,615	\$ 9,773	5,842	63%		
Repairs & Maintenance	39,060	\$ 32,912	6,148	84%		
Postage	2,625	\$ 2,408	217	92%		
Library Materials (books, video, etc.)	302,551	\$ 291,252	11,299	96%		Incl Gifts \$5,769; CCLD Friends \$771; HH Friends \$1,964
Utilities	66,000	\$ 46,349	19,651	70%		4th Qtr 2014; 1st & 2nd Qtr 2015
Building Cleaning Supplies	18,125	\$ 19,651	(1,526)	108%		TOT pd NON-BUDGET exp - Tree Removal HH \$2,850 & WE \$1,500
Fuel, Gas & Oil (Bookmobile)	4,000	\$ 2,497	1,503	62%		
Insurance	39,913	\$ 40,119	(206)	101%		ANNUAL for D&O insurance and Flood Ins \$11,794; 4 of 4 pymts for Liability Insurance
Vehicle Operation / Maintenance	1,000	\$ 555	445	56%		
Professional Fees (audit, engineer/legal fees)	20,255	\$ 49,783	(29,528)	246%		Energy Study \$2,525; Audit \$7,500; Atty fees \$17,131 plus \$12,500 Policy Manual
Data Processing Expenses (Cost Share)	118,713	\$ 90,972	27,741	77%		ANNUAL for Time Warner (VPN), 1st, 2nd & 3rd Qtr STLS
Payment of Taxes	4,775	\$ 4,757	18	100%		
Library Programming	27,500	\$ 27,500	0	100%		TOT pd from donations \$25,418: HH Friends \$8,253; CCLD Friends \$9,328; Gifts \$1,901; Grant funds \$4,106; VE \$1,636; MKT Comm \$194
Chemung County costs (B&G, vision)	9,000	\$ 17,628	(8,628)	196%		Repair/paint walls at ST + purchase 2 new industrial water heater; bathrooms at BF/WE; CHG FOR MATERIALS ONLY
Capital Improvements STATE CONST see below	10,000	\$ 7,169	2,831	72%		Hunt Eng - prog pymt for Proj. Mger \$6,744
Contingency Fund	52,651	\$ 52,651	0	100%		Used for Equipment, Supplies & Programming
Debt Service	\$ 62,372	\$ 46,779	15,593	75%		1st & 2nd & 3rd Qtr payments
Subtotal Expenses	\$ 3,051,424	\$ 2,626,225	\$ 425,199	86%	92%	
2014 & 2015 State Construction Projects		\$ 93,715				Elevator project-both CCLD and State share
TOTAL EXPENSES	\$ 3,051,424	\$ 2,719,940				

Unpaid Bills Detail

As of December 9, 2015

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Book Page			
	12/08/2015	Subscription fee	300.00
Total Book Page			<u>300.00</u>
Capabilities, Inc.			
	12/08/2015	Cleaning BF/HH/WE for NOV	1,390.00
Total Capabilities, Inc.			<u>1,390.00</u>
Casella Waste Systems, Inc.			
	12/08/2015	BF/WE/HH Final for 2015	125.36
Total Casella Waste Systems, Inc.			<u>125.36</u>
Chemung County Buildings & Grounds Dept.			
	12/08/2015	Utilities 3rd Qtr 2015 all libraries	23,088.92
Total Chemung County Buildings & Grounds Dept.			<u>23,088.92</u>
EFPR Group CPAs. PLLC			
	12/08/2015	Final pymt 990	500.00
Total EFPR Group CPAs. PLLC			<u>500.00</u>
First Transit			
	12/08/2015	Bookmobile fuel-10/28-11/13	50.02
Total First Transit			<u>50.02</u>
Ingram Library Services			
	12/08/2015	Library materials - YA/BKM	193.20
Total Ingram Library Services			<u>193.20</u>
Michael Wagner			
	12/08/2015	Patron Refund	20.00
Total Michael Wagner			<u>20.00</u>
MidWest Tape			
	12/08/2015	DVD/Audio purchases - HH/ST	194.32
Total MidWest Tape			<u>194.32</u>
Oriental Trading Company, Inc.			
	12/08/2015	Program Supplies HH/ST	259.75
Total Oriental Trading Company, Inc.			<u>259.75</u>
PermaCard			
	12/08/2015	Overdue mailers - all libraries	422.32
Total PermaCard			<u>422.32</u>
Rebecca Jackson			
	12/08/2015	Mileage Reimb 11/3-12/3 BF	48.19
Total Rebecca Jackson			<u>48.19</u>
Ronald Shaw			
	12/08/2015	Mileage 10/16-12/2,Reg-ALA Conf	582.88
Total Ronald Shaw			<u>582.88</u>

Unpaid Bills Detail

As of December 9, 2015

<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Staples Advantage		
12/08/2015	2016 calendars, office supplies all libraries	707.16
Total Staples Advantage		<u>707.16</u>
Unique Management Services, Inc.		
12/08/2015	collection notices-NOV	554.90
Total Unique Management Services, Inc.		<u>554.90</u>
Vasco Brands, Inc.		
12/08/2015	repaired vacuum, cleaning supply	685.62
Total Vasco Brands, Inc.		<u>685.62</u>
Wegmans Food Markets Inc.		
12/08/2015	AD/JUV/Teen prog, C.E & Volunteer Recog	589.17
Total Wegmans Food Markets Inc.		<u>589.17</u>
		<u><u>29,711.81</u></u>

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of December 2, 2015

Document #2015-69

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	12/02/2015	Reference book purchases	71.17
Total Amazon Credit Plan			<u>71.17</u>
CCLD - General Fund			
	12/02/2015	Reimburse General Fund for 2015 CBA/CLD expenses	15,385.45
Total CCLD - General Fund			<u>15,385.45</u>
Ingram Library Services			
	12/02/2015	Non Fiction 12/1 stmt	611.55
Total Ingram Library Services			<u>611.55</u>
PDR			
	12/02/2015	Reference material	64.75
Total PDR			<u>64.75</u>
			<u><u>16,132.92</u></u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of December 2, 2015

Document 2015-69

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	12/02/2015	10/9-11/9 purchases all libraries	3,526.79
Total Amazon Credit Plan			<u>3,526.79</u>
Total AT&T - Georgia			
	12/02/2015	Elevator phone NOV chg	19.33
Total AT&T - Georgia			<u>19.33</u>
Blackstone Audio			
	12/02/2015	DVD purchases	150.00
Total Blackstone Audio			<u>150.00</u>
Chemung Canal Trust Company			
	12/02/2015	Mspace, mini-expo, Cont Ed, IT, Prof Fee, WE cart pd by Friends	1,612.81
Total Chemung Canal Trust Company			<u>1,612.81</u>
Deborah L. Brimmer			
	12/02/2015	mileage reimb 10/5-11/18	198.95
	12/02/2015	Insurance Reimb 2015	195.00
	12/02/2015	Ipad for Admin, MakerSpace supplies	581.25
	12/02/2015	3 Tablets for elect magazines-Zinio use at Steele	817.03
Total Deborah L. Brimmer			<u>1,792.23</u>
Eastern Managed Print Network			
	12/02/2015	Maintenance agmt-usage 8/15-11/15 staff copier at ST	1,409.64
Total Eastern Managed Print Network			<u>1,409.64</u>
Elmira Water Board			
	12/02/2015	Water bills - ST/WE 9/8-11/13	592.95
Total Elmira Water Board			<u>592.95</u>
First Transit			
	12/02/2015	Bookmobile fuel-9/30-10/22	272.94
Total First Transit			<u>272.94</u>
Foster's Disposal Service			
	12/02/2015	Dump fee for dumpster	506.76
Total Foster's Disposal Service			<u>506.76</u>
Glenice Peel			
	12/02/2015	mileage reimb 10/16-11/30	159.85
Total Glenice Peel			<u>159.85</u>
Greater Southern Tier BOCES			
	12/02/2015	Cont Ed Training 11/13	125.00
Total Greater Southern Tier BOCES			<u>125.00</u>
Horseheads Do It Center			
	12/02/2015	HH - supplies	17.26
Total Horseheads Do It Center			<u>17.26</u>
Ingram Library Services			

Chemung County Library District General Fund
Unpaid Bills Detail
As of December 2, 2015

Document 2015-69

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Ingram Library Services	12/02/2015	Library materials - all libraries	8,899.27
			<u>8,899.27</u>
Jacquelyne Lant-Warren			
Total Jacquelyne Lant-Warren	12/02/2015	Patron Refund	20.00
			<u>20.00</u>
Joan Santulli			
Total Joan Santulli	12/02/2015	ANNUAL Insurance/Mileage reimbursement 2015	390.10
			<u>390.10</u>
MCI			
Total MCI	12/02/2015	Long distance chg-HH/BF final for 2015	3.15
			<u>3.15</u>
Melanie Zimmer			
Total Melanie Zimmer	12/02/2015	HH Program 12/8	190.00
			<u>190.00</u>
MidWest Tape			
Total MidWest Tape	12/02/2015	DVD/Audio purchases - HH/ST	483.71
			<u>483.71</u>
Motion Picture Licensing Corporation			
Total Motion Picture Licensing Corporation	12/02/2015	MPLC License 8/31/15-9/1/16	230.96
			<u>230.96</u>
Office Equipment Source, Inc.			
Total Office Equipment Source, Inc.	12/02/2015	BF Copier Main Agmt 10/15-10/16	233.96
			<u>233.96</u>
Petty Cash-Steele			
Total Petty Cash-Steele	12/02/2015	postage/programming/Cont Ed/VOL party/HH VOL party	679.36
			<u>679.36</u>
Recorded Books			
Total Recorded Books	12/02/2015	DVD purchases	636.00
			<u>636.00</u>
Staples Credit Plan			
Total Staples Credit Plan	12/02/2015	BF supplies - label tape etc	205.46
			<u>205.46</u>
Taitem Engineering, P.C.			
Total Taitem Engineering, P.C.	12/02/2015	Energy Feasibility Study at Steele-FINAL	2,475.31
			<u>2,475.31</u>
Town of Big Flats			
Total Town of Big Flats	12/02/2015	BF -Water Bill 8/6-11/9	28.75
			<u>28.75</u>
Tumbleweed Press, Inc.			

Chemung County Library District General Fund

Document 2015-69

Unpaid Bills Detail

As of December 2, 2015

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Tumbleweed Press, Inc.	12/02/2015	annual subscription thru 12/3/16 all libraries	<u>1,497.00</u>
			1,497.00
Verizon			
Total Verizon	12/02/2015	HH phones - FINAL for 2015	<u>14.15</u>
			14.15
Verizon Wireless			
Total Verizon Wireless	12/02/2015	BKM/Admin. cellular service FINAL for 2015	<u>177.00</u>
			177.00
Village of Horseheads			
Total Village of Horseheads	12/02/2015	water bill 7/15-10/30	<u>58.78</u>
			58.78
			<u><u>26,408.52</u></u>

Document #2015-70

Report of the December 2nd, 2015 meeting of the Executive Committee of the Chemung County Library District:

Attending the meeting from the Executive Committee were Rachel Dworkin, Marge Kappanadze and Georgia Reynolds and Ronald Shaw and Joan Santulli, CCLD management. Other board members in attendance were Jim Hare, Ann Hayes, Pat Silvernail, Phyllis Rogan, Jack Schamel and Bonnie Chollet. The meeting opened at 6pm.

UNPAID BILLS: Ms. Hayes moved, seconded by Mr. Hare to approve the Unpaid Bill lists dated December 2, 2015 as follows: General Fund - \$26,408.52 and Grant Fund - \$16,132.92. VOTE: Unanimously Approved

Director's Report. Mr. Shaw submitted the following:

*A proposed Holiday Schedule for 2016 that will allow the libraries to be closed a full week-end over the Christmas and New Year's holidays. The Saturday in between the holidays will be a day off without pay. Staff can work their day off for Saturday that week or take benefit time to make a full pay check. Ms. Dworkin moved, seconded by Mr. Hare to approve the Holidays and Observances list for 2016/17 as submitted to the Committee. VOTE: Unanimously Approved.

*The 2016 meeting dates for the Board and all Committees were distributed. Ms. Dworkin moved, seconded by Ms. Reynolds to approve the listed dates as submitted in writing to the Committee. VOTE: Unanimously Approved.

*Hogmanay – the payment of fines with canned food for the Food Bank – was discussed. Ms. Reynolds moved, seconded by Ms. Kappanadze to extend the dates of Hogmanay to one full month – from December 7th through January 9th. VOTE: Unanimously Approved.

Mr. Hare moved, seconded by Ms. Silvernail to move into Executive Session to discuss personnel issues. Mr. Hare moved, seconded by Ms. Hayes to come out of Executive Session.

Ms. Dworkin moved, seconded by Mr. Hare to approve hiring of John Sincock and Steven Smith as Library Clerks in the MakerSpace labs. VOTE: Unanimously Approved. Mr. Hare moved, seconded by Ms. Reynolds to approve Mr. Shaw's request to promote a Library Clerk to a Senior Library Clerk position. VOTE: Unanimously Approved.

The meeting adjourned at 6:30pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, January 6th, 2016 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2015-71

Report of the December 9th, 2015 meeting of the Budget & Finance Committee of the Chemung County Library District.

Attending the meeting were CCLD board members Georgia Reynolds, and Jack Schamel. Also attending was Joan Santulli and Ron Shaw, CCLD Administration. The meeting opened at 8:02am.

Ms. Santulli presented the November 30th, 2015 Financial Report to the Committee. She noted that the Library District has received a check in the amount of \$158,317 for the Central Book Aid and Central Library Development Aid. The check was deposited at the beginning of December and does not show up on this report. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Santulli presented the 12/9/15 Unpaid Bills Detail for the General Fund bills totaling \$73,278.47. Of interest to note is the final 2015 payments to Chemung County for Debt Service and to STLS for Cost Share and the 3rd Quarter payment for Utilities at all CCLD libraries. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

Mr. Shaw requested that the Committee consider EFPR Group's (the auditors) request that their contract with CCLD be extended for one year. They will audit the Library District's financials for 2015 for the amount of \$10,500. At the beginning of next year, CCLD can send out RFP's to auditing firms to bid on performing the next 3 years of required audits. This matter will be placed on the Agenda to be discussed at the December board meeting.

The meeting adjourned at 8:10am. The next meeting of the Budget & Finance Committee will be held on Wednesday, January 13th, 2016 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2015-72

Report of the December 2nd, 2015 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:30pm. Present were Mr. Muldoon, Mr. Hare, and Ms. Hayes. Also attending were Joan Santulli and Ron Shaw, CCLD Management.

The Committee received reports on the following:

- Elevator Project at Steele. The project is complete. The final bill has not yet been received.
- Bathroom Project at the Steele Library. The Library District received 3 responses to the request for a Project Manager for this project. AJH Design quoted \$14,750 (target dates January – April); Foor & Associates \$8,400 (March – May) and Hunt Engineers \$9,900 (February – June). The RFP's were reviewed and the Committee's recommendation will be to go with the lowest bid. The award will be voted on at the December meeting of the full board.
- West Elmira Library. The Water Board has informed CCLD that there has been a high water consumption at this library. The County Buildings & Grounds has been notified.
- Horseheads Library. The library passed the Fire Inspection with no problems.

The meeting adjourned at 5:56pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, January 6th, 2016 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.

Chris Corter December 2015 Activity Report
(Dates covered November 11-December 9, 2015)

Chris Corter

- Created and posted weekly desk schedules for West Elmira Branch and Steele Library with *numerous* revisions from day to day.
- Covered at West Elmira Branch when staff needed lunch or were approved time off.
- Worked with Deb Brimmer and Ron to complete Staff Training Day agenda. Created a follow up survey after the November 20th event.
- Updated holiday and Hogmanay signs and sent out to all locations.
- Continued viewing assigned webinars and courses on Marketing.
- Worked with the Chemung County AIDS Taskforce on the World AIDS Day reception on December 1st. The event began in Wisner Park and group proceeded to Steele. Music and refreshments were provided. AIDS library materials were put on display. AIDS quilts hung on the balcony from November 30-December 4th.
- Attended the Director's Advisory Council meeting on December 3rd. I will be chairing a committee to develop a system-wide card registration.
- Attended Friends meeting on December 7th and reported back to Ron.

West Elmira – Chris Corter

Michelle and Lynda continue to maintain high level of service despite being down one part time clerk.

Bookmobile – Chris Corter

Kim drove the bookmobile in the Elmira Holiday Parade on November 27th.

NOVEMBER 2015 AV & CIRCULATION REPORT

AV:

Cleared a row of shelving to make room for just DVD "TV Shows". This should make it easier for patrons and staff. This project will start mid-December.

CIRCULATION:

Nothing new to report.

Steele Youth Board Notes for Nov. 9-Dec. 10, 2015

Janet:

Attended a webinar on Early Literacy for Babies/Toddlers on Nov. 12 .

Attended CCLD's Con't Ed Day on Nov. 20

Attended a presentation by the Watkins Glen Chamber of Commerce on a collaborative college intern program on Dec. 1

Attended Hendy School's Community Open House Breakfast on Dec. 10

Emma:

Attended the Diven's Thankfulness Parent Program on Nov. 19 and read to 71 people.

Attended CCLD's Con't Ed. Day on Nov. 20

Our Department lost part time clerk, Melissa Neuffer as she resigned to move out of town. Emma will take over her Preschool StoryTime. We are fortunate to have an Intern from Elmira College, who has been keeping up with juvenile shelving and we are heavily weeding at year's end the picture books and juvenile non-fiction books.

Lego Club continues to be popular, along with Maker Club and our 2 morning storytimes. A Fancy Nancy Party was held Nov. 23, along with a Family Movie Day Nov. 25.

Adult Services Department

November, 2015

Adult Services/Reference

In the month of November, 2015 there were 397 queries answered on the Adult Services Desk and 175 questions answered on the PC 2 Desk. The Non-fiction book display was centered around Thanksgiving. The books included in this display were cookbooks for the holiday, baking pies, and books about giving to others and being thankful for what we have.

Adult Fiction

Beginning computer class

Ingram Build Better Collections webinar

Sewing class

Best Practices for Large Print webinar

Ingram New Titles webinar

LLAMA Thought Leaders webinar with Rebekkah Smith Aldrich

Beginning Internet class - canceled

Continuing Ed Day

Genealogy Department

Genealogy classes: Maggie will do intro class 2x in 2016. Sherry will do database classes in 2016, about 2x each. Genealogy tech sessions go through end of December and then will be reviewed for effectiveness, usefulness, etc.

Online obituary Query form: Maggie will update

Digitization: Maggie working with SCRLC on statewide campaign to digitize women's suffrage materials.

Library scrapbooks: brittle and falling apart. Maggie purchased archival boxes for better storage. Maggie is researching on how best to preserve their information.

CCHS gave us city directories on microfilm—Maggie will catalog.

Finding aids for collection: Maggie is into the 974.856 region and almost done. This will enable complete lists for researchers and librarians, will ease collection review and cleaning up the call number to make more sense, and to be able, in the end, to locate items precisely where they are assigned on the shelf.

Maggie completed ALA cataloging course.

Indexes: Forest lawn, done with S. 1885: Jan-Sep done, 1961 births still going, 1915 deaths is slow-going, 1965 deaths done. Jewish cemetery done, births index 1962-1965 done--JL needs to upload onto website, waiting on MY to decide on new tabs. Obits 1962-1965 done, need to upload to website.

GENEALOGY DEPT: Connie is ready to shift ref dept. will look at ref books that are in gen/LH right now for inclusion into general ref. We will adopt church records and local books currently in general ref into the gen/lh dept.

Developing patron base for genealogy: We are planning and brainstorming on how to increase involvement in this department. Many years ago we had a genealogical society, now researchers come in on their own. How to build a genealogy/history community? We continue to brainstorm. Open to suggestions and ideas. Please email Maggie with any questions, comments, concerns (youngm@stls.org).

Writers groups: adult writing class is strong and growing. Maggie is building an e-zine to portray local writers and artists. Will continue looking for ways to engage local creative people through the library as a community hub.

November Genealogy Stats

magazine fiche	54
newspapers	363
census film	59
vital stats	49
misc	21

Adult Programming

The following programs for adults took place at Steele in November 2015:

Nov 3, 17, & 30 - Nanowrimo

Nov 4 - Beginning Computer

Nov 6 - "So bad, it's good" Movie Night (Lost Skeleton of Cadavra)

Nov 9 - Intro to Sewing (Tinker Lab)

Nov 10 & 19 - Genealogy Tech Session

Nov 13 - Friday Afternoon Film (Philadelphia Story)

Nov 10 - Tablet Talk

Nov 17 - Facebook for Beginners

Nov 18 - Beginning Internet

Nov 21 - International Games Day (all ages)

Tuesdays - Adult Writing Group

The monthly Adult Programming and Tech Class brochures were updated and printed.

Social Media

Posts to the various Social Media accounts continued this month. The electronic newsletter went out on November 1, highlighting September events throughout CCLD.

Steele Library Teen Services

- New members joined TAG
- Steele Library's First Lego League team "Trashformers" completed their fall season with an award for surmounting obstacles at Corning Community College's FLL local competition. The team was made up of tweens & teens. Sponsored by: CCLD, Friends of CCLD, Howell's Packaging, & Chemung County Youth Bureau.
- Doris Jean went with library staff to tour Phelps Library's Steam Lab.
- Doris Jean is invited to join a meeting of local youth service organizations to coordinate and cooperate with each other in offering dynamic services and programs to area teens. The meeting is organized by the Chemung County Youth Bureau, and will be held at the library so that Doris Jean can attend.

Office of the Director, CCLD
November 2015

Major accomplishments:

Phone conversation with Brian Lichorowiec from DASNY Grants administration regarding DASNY confirmation of receipt of all materials for the chiller project. Working with him to get an acceptable bid for the project. Trane has been working on this but has not finished yet.

Have re-contacted Mark Bowler from Trane several times in order to get an estimate from them. They have visited several times with various subcontractors in order to get us a complete estimate of the project. Follow up with Brian Lichorowiec from DASNY Grants administration. We need to have a new "Contractor's Estimate" showing the approximate cost of the project. In addition, they are requesting a different form of proving that we have available funds to complete the project- a bank statement showing funds available in the amount of the costs in excess of the grant should be sufficient.

Filed the required Tax Freeze Form and the Tax Freeze Credit Certification.

Contacted Theresa Murdock, Chemung County Real Property Office in order to obtain a list of what PILOT funds are expected to be paid to Cheung County. The list will be sent with board information for the December meeting.

Contacted Rich Davis, Rotenberg Group re: CCLD 2015 yearend audit engagement. Asked for a written agreement with timeline/milestones.

Met with Mr. Bob Butcher (Foor & Associates), Mike Saglibene (Hunt) and Dave Adams (ADH Design) regarding bathroom renovation project for 2016. Did a walk through with each, answered questions and followed up to ensure RFPs were received on time.

Onsite meetings with Mike Saglibene re: elevator project punch list. Project completed.

Met with Jeff Robbins from Hunt Engineering to ask for assistance in getting a contractor's estimate for the chiller replacement project from Kimble, Inc. Also followed up with Mike Saglibene form Hunt.

Handled the natural gas issue at SML. The building was evacuated, fire department and NYSEG responded. No leak was found and we reopened upon the advice of MYSEG.

Online discussion with Kimberly Bolan Cullin, President & Principal Consultant, Kimberly Bolan and Associates, LLC regarding consulting services for the planning/design of teen space for the Steele Memorial Library. Several discussions with Doris Jean Metzger regarding her request for a teen space.

Working on a funding request for the Steele Memorial Library Foundation. Gathering staff requests for equipment, furniture and technology.

Accompanied staff on visit to Phelps Community Library. We were given a tour of their S.T.E.A.M. Lab. Incorporated into The S.T.E.A.M. Lab's multipurpose room. *Science* equipment includes a microscope, biological slide set, blank slides and cover glass, pipettes, physics solar workshop kit, magnifying glasses. *Technology* equipment includes a 3-d printer, circuit scribe pens and kits, LEGO Robotics, Wacom drawing tablet, large format printer, flatbed scanner, Minecraft server, Snap circuit sets, Arduino sets, 35mm film to digital convertor, laptops and tablets. *Engineering* equipment includes a drill press & drill bits, wood lathe, scroll saw, mitre saw, Dremel tool, soldering station, and hand tools (including hammers, wrenches, screwdrivers, hacksaws and more). *Arts* equipment includes sewing, quilting, and embroidery machines, jeweler's tools, leather stamping kit, paper making kit, staple guns, easels, Cricut & dies, paper crafting tools, 24" board shear, mat cutter and a Nikon digital camera. *Mathematics* equipment includes a musical keyboard, calculators, and rulers.

Site visits to CCLD branches- West, Horseheads, Big Flats

Other site visits- Phelps Community Library, Phelps, NY

Major meetings:

Chemung County Buildings & Grounds: Met with Gary Morenus to discuss the District's RFP and Bid process regarding the replacement of the Chiller in 2016.

Second meeting with Gary Morenus: Discussed the procedures regarding the mandatory Legionella Bacteria Testing conducted by the County. NYS Guidelines for appropriate water temperatures and chemical treatment of water for legionellosis prevention are followed. In addition to testing for legionella the cooling tower water is also checked for a variety of other bacteria; different biocides are used in the prevention of bacteria growth to prevent development of a drug resistant bacteria. Also discussed the possibility of Chemung County B&G meeting with the District's B&G committee to discuss the chiller replacement project.

Conversation with Mr. Bob Dieterle regarding the chiller project and the restroom renovation. He expressed his desire that CCLD Building & Grounds committee coordinate with Chemung County B&G before the projects are sent out for bid.

CCLD Board of Trustees Personnel Committee meeting.

Major Personnel Issues: Several confidential conversations with staff and supervisors. Discussions regarding current CCLD staffing issues- number of available staff, scheduling, time off requests (with and without pay). Discussions regarding interviews, scheduling, interviewing, and retention. Received approved revisions to the job specifications for Library Assistant, Principal Library Clerk, Senior Library Clerk and Library Clerk.

Major Patron conversations: Complaints about staff behaving inappropriately. Complaints about the iPads at Horseheads and Big Flats. Complaints about lack of Sunday hours. CCLD

weapons policy. Responded to reconsideration fro request of material *Fault Lines* by Nancy Hudson.

Programs Attended/Visited: Knit and Crochet Club, CCLD Continuing Education Day

Community Presence: Attend ECSD School Board meeting. Attend Rotary Club of Elmira meetings (3). Attend Rotary Club of Elmira Board meeting. Attend ECSD Buildings and Grounds meeting. Attend ECSD Policy Committee meeting.

Professional readings:

Professional courses attended/completed:

Role of Trustees in Planning and Evaluation presented by

Stimulating Progress through a Culture of Innovation by OCLC.

"It's no secret that decisions you make for your library today will impact the probability of success tomorrow. If only we had a crystal ball to tell us what library users will need in five, 10 or even 20 years. With no means of predicting the future, library leaders must focus their resources on how to best remain relevant in an ever-evolving landscape."

Library Simplified Overview of Library Simplified and the LEAP Initiative.

Library Simplified, an app that brings together all of the various eBook vendors available through a library, and lets patrons log in and read everything available in one location, with one login.

Up and Running with Arduino through CCLD Lynda.com subscription.

Microcontrollers power everything from your thermostat to your kid's RC car. Arduino, the family of open-source single-board microcontrollers, puts that power in the consumer's hands, allowing serious programmers and hobbyists alike to program their own interactive objects. Join Peggy Fisher in this course and learn to start programming your own projects with Arduino.

If you're new to do-it-yourself computing, start by learning how to get your Mac or Windows computer communicating with Arduino and reviewing the basics of electronic components and circuits. Then tour the most basic Arduino model, the Uno, and learn to write your first program. Peggy also reviews the five other major Arduino offerings: the Leonardo, the Yun, the Esplora, the Robot, and, for wearable tech, the LilyPad. Along the way, Peggy shows how to put your knowledge to work in several sample projects, including a Morse code translator and a light-driven music instrument.

Topics include:

Installing Arduino software on Mac and Windows
Understanding circuit diagrams
Using a solderless breadboard
Writing your first project for the Arduino Uno
Programming the Arduino Leonardo
Connecting wirelessly to the Arduino Yun
Displaying and moving with the Arduino Esplora
Driving with the Arduino Robot
Sensing and adjusting light
Creating wearable tech with Arduino LilyPad
Troubleshooting techniques

Creative Insights: Ayah Bdeir and littleBits through CCLD Lynda.com subscription.

Construction sets like LEGOs break down the building blocks of the modern city in a way kids can understand and enjoy. But how do they explore the digital world? Ayah Bdeir applied her engineering background to these "problems of play" and came up with a new kind of toy: littleBits. littleBits make electronics, light, sound, and sensors as easy to play with as LEGOs and Lincoln Logs—combining learning, prototyping, and fun. In this Creative Insights interview, Ayah explains how she created littleBits, grew the toy into a full-fledged company, and learned to accept fame and funding on her own terms.