



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

Agenda

The December 2016 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, December 15, 2016 at 6:00 pm at the **Steele Memorial Library, 101 E. Church St. Elmira, NY 14901**. The agenda for the meeting is listed below. If you are unable to attend, please inform Mr. 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 #2016-67)
4. Treasurer's report
 - a) Financial report (to be distributed)
 - b) Report of Unpaid Bills Detail (document 2016-69)
5. Correspondence
6. President's report.
7. Director's Report.
 - Consent Item: Acceptance of Horseheads Foundation Donation**
Resolved that the CCLD Board of Trustees accept the donation as submitted
 - Consent Item: Approval of Hogmanay Fine Forgiveness**
Resolved that the CCLD Board of Trustees approve the Hogmanay Proposal
 - Consent Item: Appointment of Selective Insurance as carrier for 2017**
Resolved that the Board approve the appointment of Selective Insurance for property and worker's compensation insurances
 - Consent Item: Approval of Holidays and Observances for 2017**
Resolved that the schedule of holidays and observances for 2017 be approved as submitted
 - Consent Item: Approval of 2017 Meeting dates**
Resolved the board approve 2017 meeting dates as submitted
 - Consent Item: Approval of purchase of AWE Early Literacy Machines**
Resolved that the Board approve the request to purchase 4 early Literacy Stations as submitted
8. Committee reports:
 - a) Executive Committee (Roberts)
 - 1) Report of the Committee meeting (document #2016-70)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (to be distributed)
 - c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document #2016-72)
 - d) Personnel Committee (Kappanadze)

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

Resolved that the CCLD Board of Trustees approve Personnel actions as submitted.

9. Call for Executive Session
10. Old business
11. New business
12. Period for public expression
13. Adjournment



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To: CCLD Board of Trustees Executive Committee

From: Ronald W. Shaw, Director

Date: 23 November 2016

Subject: Meetings for 2017

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

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 4; February 1; March 1; April 5; May 3; June 7; July 5; August 2; September 6; October 4; November 1; December 6.

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

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 4; February 1; March 1; April 5; May 3; June 7; July 5; August 2; September 6; October 4; November 1; December 6.

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

December 6, 2016

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

**RE: Chemung County Library District Chiller Replacement – Main Branch
Project No. 2161750 Change Request #1**

Dear Mr. Shaw:

As we discussed, the preparation of the contract documents required additional services for preparation of the contract front end. As discussed during our first meeting and as identified in our scope of services, the County front end would be coordinated and contract documents would be issued through the County purchasing department. This path is not suitable for your project as the project involves funding beyond the County level. The additional service required a rewrite of the front end to suit your funding needs and sources. In addition we incurred additional administrative distribution expenses. Along with the re-development of the contract front end, we are including the services for issuing and administrating the bid process.

SCOPE OF CHANGE

1. Develop advertisement for bid and advertisement expense.
2. Develop the following specification front end sections:
 - a. Instructions to Bidders
 - b. Instructions to Bidders (AIA Document A701-1997)
 - c. Supplementary Instruction to Bidders
 - d. Bid form
 - e. Bid Security Form
 - f. Bid Bond (AIA Document A310—2010)
 - g. Bid Submittal Checklist
 - h. Representations and Certifications
 - i. Corporate Resolution
 - j. Non-Collusive Bidding Certifications
 - k. Form of Agreement
 - l. Standard Form of Agreement Between Owner and Contractor (AIA Document A101-2007)
 - m. Project Bond Forms
 - n. Performance Bond Forms (AIA Document A312-2010)
 - o. Payment Bond (AIA Document A312-2010)
 - p. General Conditions
 - q. General Conditions of the Contract for Construction (AIA Document A201-2007)
 - r. Supplementary General Conditions
 - s. Wage Determinations Schedule

3. Expense to print and distribute construction documents to construction exchanges.
4. Coordination.

FEE

Our fee for this change request is \$4,500. This includes reimbursable cost.

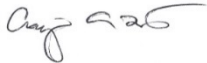
Our request for contract change would modify the current contract as follows:

Current contract amount	\$24,000
Change Request #1	\$ 4,500
Revised contract amount	\$28,500

Ron, if you have any questions, please do not hesitate to call.

Respectfully submitted,

LABELLA ASSOCIATES, D.P.C.



Craig Davis

Project Manager

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To: CCLD Board of Trustees

From: Ronald W. Shaw, Director

Date: December 5, 2016

Subject: Approval of Personnel Actions

Promotions:

N/A

End of Probationary Period- Permanent Appointment

Nancy Karney (Library Page)

Amy Park (Library Page)

New Hires:

Brittanie Moyer (Probationary Library Page)

Terminations:

Joanie Jordan

Disability Leave

N/A

Step Increases:

Nancy Karney (Library Page) to Step 1

Amy Park (Library Page) to Step 1

Library Materials Expenditure Report for 2016

November 30, 2016	92%	through 2016						
Department	Gift Funds 11/30/2016	2016 budget	total spent this year	Open Invoices & On order	Total spent & on order	Balance LEFT TO SPEND includes Gift funds	Total spent this month	**Percentage spent this year
						Col.1+Col.2-Col.5		
Children's (JUV)	\$ 1,245	\$ 28,990	\$ 25,443	\$ 1,943	\$ 27,386	\$ 2,849	\$ 5,293	91%
Juv eBooks CBA Fund-now NF		\$ 3,500	\$ -	\$ 930	\$ 930	\$ 2,570	spent C-share	27%
Young Adult	\$ 6,750	\$ 4,080	\$ 556	\$ 4,636	\$ 2,114	\$ 483		69%
YA eBooks CBA Fund		\$ 3,500	\$ 994	\$ 736	\$ 1,730	\$ 1,770	\$ 994	49%
Graphic Novels		\$ 3,000	\$ 1,679	\$ 703	\$ 2,382	\$ 618	\$ 27	79%
Reference - CBA Grant		\$ 10,000	\$ 6,999	\$ 1,213	\$ 8,212	\$ 1,788		82%
Electronic Reference - CBA Grant		\$ 5,000	\$ 8,765		\$ 8,765	\$ (3,765)	\$ 607	175%
Electronic Reference - Gen. Fund		\$ 15,500	\$ 14,761		\$ 14,761	\$ 739		95%
Periodicals	\$ 134	\$ 9,000	\$ 6,427	\$ 169	\$ 6,596	\$ 2,538	\$ 35	72%
Zinio - CBA Grant + \$2K Gen Fund	\$ 2,000	\$ 18,900	\$ 20,387		\$ 20,387	\$ 513		98%
Microforms/Genealogy	\$ 8,599	\$ 2,000	\$ 2,549	\$ 240	\$ 2,789	\$ 7,810	\$ 484	26%
Fiction	\$ 4,474	\$ 35,200	\$ 28,079	\$ 2,699	\$ 30,778	\$ 8,896	\$ 1,647	78%
FIC eBooks CBA Fund		\$ 12,000	\$ 7,549	\$ 1,499	\$ 9,048	\$ 2,952	\$ 355	75%
AV-Downloadable Audio -Gen.		\$ 8,500	\$ 1,792	\$ 4,757	\$ 6,549	\$ 1,951	\$ 1,792	77%
Adult Non-Fiction-General Fund	\$ 2,363	\$ 1,000	\$ 678	\$ 92	\$ 770	\$ 2,593		23%
Non-FIC eBooks CBA Fund		\$ 1,500	\$ 1,500		\$ 1,500	\$ -	\$ 1,500	100%
Non-Fiction- CBA Fund		\$ 10,000	\$ 7,192	\$ 1,757	\$ 8,949	\$ 1,051	\$ 1,095	89%
Audio video/music/dvd/blue ray - Gen.	\$ 11,439	\$ 51,000	\$ 47,639	\$ 7,707	\$ 55,346	\$ 7,093	\$ 2,868	89%
Non-Fic Educ DVD - CBA Fund		\$ 3,000	\$ 1,395	\$ 358	\$ 1,753	\$ 1,247		58%
Subtotal for Steele	\$ 30,253	\$ 228,340	\$ 187,908	\$ 25,358	\$ 212,336	\$ 45,326	\$ 17,180	82%
Big Flats Library	\$ 1,796	\$ 20,961	\$ 18,891	\$ 3,129	\$ 22,020	\$ 737	\$ 1,428	97%
Bookmobile	\$ 1,562	\$ 6,504	\$ 6,225	\$ 495	\$ 6,720	\$ 1,345	\$ 212	83%
West Elmira Library	\$ 1,108	\$ 20,961	\$ 17,499	\$ 3,721	\$ 21,220	\$ 849	\$ 837	96%
Horseheads Free Library-Adult	\$ 2,145	\$ 18,300	\$ 17,015	\$ 2,036	\$ 19,051	\$ 1,394	\$ 1,343	93%
HFL- AV	\$ 436	8,000	\$ 7,269	\$ 484	\$ 7,753	\$ 683	\$ 698	92%
HFL - Books Plus	\$ 862	-	\$ 681		\$ 681	\$ 181	\$ 177	79%
HFL - Juvenile	\$ 50	\$ 15,724	\$ 14,054	\$ 1,348	\$ 15,402	\$ 372	\$ 1,080	98%
VanEtten Library	\$ 133	\$ 5,202	\$ 4,803	\$ 407	\$ 5,210	\$ 124	\$ 524	98%
Subtotal for other libraries	\$ 8,090	\$ 95,652	\$ 86,437	\$ 11,620	\$ 98,057	\$ 5,685	\$ 6,299	95%
GRAND TOTALS	\$ 38,343	\$ 323,992	\$ 274,345	\$ 36,979	\$ 310,394	\$ 51,941	\$ 23,479	86%

9/30/2016 **\$4,000 moved from Zinio to NF CBA / Elec Ref overspent per Ron - extra funds available

E-Books purchased from Cost Share NOT included - STLS will track

	Jan-16		Feb-16		Mar-16		Apr-16		May-16		Jun-16		Jul-16		Aug-16		Sep-16		Oct-16		Nov-16		Dec-16		2016		2015		2014	
	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	3,265	7.03%	3,092	6.41%	3452	6.37%	3559	7.13%	2897	6.52%	3147	6.63%	2955	6.08%	3177	6.15%	2828	6.28%	2923	6.16%	2721	5.92%	#DIV/0!	34,016	6.46%	39,236	6.58%	42,314	7.16%	
Adult Fiction	7,190	15.48%	7,208	14.93%	7619	14.06%	7653	15.33%	7026	15.82%	8345	17.59%	8065	16.60%	9128	17.67%	8067	17.91%	7814	16.47%	7288	15.85%	#DIV/0!	85,403	16.23%	96,589	16.21%	103,254	17.48%	
Juv NF	1,939	4.18%	2,186	4.53%	2380	4.39%	2103	4.21%	1845	4.15%	1719	3.62%	2031	4.18%	1936	3.75%	1850	4.11%	2190	4.62%	1916	4.17%	#DIV/0!	22,095	4.20%	25,643	4.30%	25,876	4.38%	
Juv Fic	8,549	18.41%	9,515	19.71%	10029	18.50%	9881	19.80%	8391	18.89%	9467	19.96%	10855	22.35%	10048	19.45%	8224	18.26%	9392	19.80%	8700	18.92%	#DIV/0!	103,051	19.58%	116,976	19.63%	122,885	20.81%	
AV	15,412	33.19%	15,385	31.87%	15634	28.84%	15165	30.39%	13594	30.61%	13544	28.55%	13617	28.03%	15710	30.42%	13491	29.95%	14090	29.71%	14576	31.70%	#DIV/0!	160,218	30.45%	188,508	31.64%	185,420	31.39%	
Periodicals	268	0.58%	300	0.62%	276	0.51%	294	0.59%	233	0.52%	253	0.53%	258	0.53%	245	0.47%	255	0.57%	262	0.55%	263	0.57%	#DIV/0!	2,907	0.55%	3,861	0.65%	4,408	0.75%	
Other	297	0.64%	548	1.14%	676	1.25%	480	0.96%	301	0.68%	274	0.58%	348	0.72%	280	0.54%	320	0.71%	842	1.78%	767	1.67%	#DIV/0!	5,133	0.98%	7,109	1.19%	7,485	1.27%	
Public Pcs	3,502	7.54%	3,513	7.28%	3983	7.35%	3470	6.95%	2976	6.70%	3276	6.91%	2985	6.15%	3274	6.34%	3102	6.89%	3022	6.37%	2912	6.33%	#DIV/0!	36,015	6.84%	44,698	7.50%	47,570	8.05%	
Wireless	2,706	5.83%	2,795	5.79%	2900	5.35%	2707	5.42%	2739	6.17%	2743	5.78%	2732	5.62%	2629	5.09%	2355	5.23%	2392	5.04%	2681	5.83%	#DIV/0!	29,379	5.58%	30,573	5.13%	30,995	5.25%	
Down Audio	454	0.98%	604	1.25%	621	1.15%	658	1.32%	550	1.24%	588	1.24%	625	1.29%	654	1.27%	581	1.29%	562	1.18%	583	1.27%	#DIV/0!	6,480	1.23%	6,485	1.09%	4,929	0.83%	
Down Ebooks	1,366	2.94%	1,528	3.17%	1496	2.76%	1594	3.19%	1388	3.13%	1422	3.00%	1527	3.14%	1696	3.28%	1512	3.36%	1527	3.22%	1477	3.21%	#DIV/0!	16,533	3.14%	17,883	3.00%	15,047	2.55%	
Down Music	1,289	2.78%	1,250	2.59%	1617	2.98%	1859	3.72%	2020	4.55%	2357	4.97%	1800	3.71%	2113	4.09%	1658	3.68%	1716	3.62%	1447	3.15%	#DIV/0!	19,126	3.63%	16,534	2.77%	253	0.04%	
Down Video	91	0.20%	233	0.24%	201	0.37%	390	0.78%	346	0.78%	169	0.36%	639	1.32%	539	1.04%	636	1.41%	487	1.03%	421	0.92%	#DIV/0!	4,152	0.79%	988	0.17%	211	0.04%	
Down Mags	109	0.23%	116	0.24%	138	0.25%	96	0.19%	105	0.24%	135	0.28%	139	0.29%	222	0.43%	167	0.37%	213	0.45%	226	0.49%	#DIV/0!	1,666	0.32%	800	0.13%			
Total	46,437		48,273		54,206		49,909		44,411		47,439		48,576		51651		45046		47432		45978		0	526,174		595,883		590,647		

(Minutes of the NOVEMBER 17, 2016 meeting of the Chemung County Library District Board of Trustees. Document #2016-67)

The meeting was called to order at 6:00pm by President Richard Roberts. Present were Pat Silvernail, Ann Hayes, Georgia Reynolds, William Wehling, Bonnie Chollet, John Schamel, Marge Kappanadze, Phyllis Rogan, Rachel Dworkin, Tim Blandford, Jim Hare, Juan Jones and Jared Myers. Excused: Michael Muldoon. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant. Newly elected Trustees Pam Larnard (3rd District) and Lillian White (9th District) were guests at the meeting.

A presentation was made by Owen Frank, Supervisor of the Horseheads Free Library. He started out by thanking the board members for the time and effort they put into their position. He has been the Supervisor at Horseheads for 2 years. The Horseheads Library has a great support system with the Public Library Foundation funding the library with over a million dollars of support over the last 10 years. The Friends of the Horseheads Library also give funding each year, the most recent being \$9,000 which was designated for various adult and juv programs.

Minutes. The minutes of the October 2016 meeting (Document #2016-61) were presented for board review. The minutes were approved as corrected by unanimous consent.

Financial Report. The October 31, 2016 Financial Report (Document #2016-62) was presented for board review. By unanimous consent the Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2016-63). By unanimous consent, the board authorizes the payment of the unpaid bills dated 11/9/16 – General Fund -31,902.00 and Grant Fund - \$2,848.87 as distributed in writing.

Correspondence. President Roberts reported receipt of a letter from Chemung County Treasurer Joseph Sartori confirming that the Debt Service that the Library District has owed to the County has been “paid in full”.

President's Report. Mr. Roberts stated that the Library District budget passed with a 73% approval rate. This is the highest approval rate in the history of the District. Besides the two newly elected board members, Marge Kappanadze and Tim Blandford were both re-elected for a 3-year term. The Library District has not received confirmation that Will Wehling has been re-elected as a write-in vote.

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

CONSENT ITEM: Acceptance of the Cusick Family Donation. Resolved by Mr. Hare, seconded by Mr. Wehling that the CCLD Board of Trustees accepts the Cusick Family donation of \$3,750 as submitted. VOTE: Unanimously Approved.

Mr. Shaw also discussed the following:

Library hours. The branch libraries will be closed the day after Thanksgiving with the Steele Library being open from 9am-5pm. All libraries will be closed on Friday, December 9th for staff to attend the Continuing Education Day at the Steele Library.

Steele Projects. The rebate letter for the recent Lighting Project has been signed and sent back. The District expects to receive \$7,000 in a rebate for changing the lighting to more energy efficient bulbs.

The Chiller project is on track. A timeline for submittal of bids and a walk-through for the project are being formulated. This is planned to be a 7-week long project.

Worker's Comp. The Library District has submitted a letter to the State Insurance Fund cancelling our policy with them. It is expected that the District will have WC Insurance through Selective Insurance in the upcoming year.

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 #2016-64). No comments.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2016-65). Ms. Santulli reported changes that Excellus has made to the Platinum 3 insurance plan that is offered to staff. Insurance premiums increase by 8.9% and the Out of Pocket Max has more than doubled from the current year. The District's rep from Perry & Carroll has stated that overall CCLD's benefit for health insurance is still one of the best available at this time.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2016-66). Ms. Hayes reported that the timeline for completion of the Restroom project at the Steele Library has changed. It is hoped that the entire project can be completed by December 20th.

Personnel Committee. Ms. Kappanadze reported that the Committee has nothing to report. They will not meet again until the second Tuesday of January at which time they will review the Director's progress on the goals set for him this year.

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

Old Business. Mr. Hare stated that the Election & Continuity Committee will meet Tuesday at 6pm. Districts which will be up for election in 2017 include 1, 5, 6, 10 and 14. The Committee will need to determine a policy, date(s) for an election and where the polling stations will be held. President Roberts stated that he will check with CCLD's Attorney to find out where the Library District's request to change the Legislation stands at this point.

The board discussed the need for all board members to have photos taken in order to include them on the plaque that will be installed at each library. Once the photos have been submitted, mock-ups of the plaque will be submitted for the board to review and choose from.

New Business. President Roberts stated that all board members need to consider their assignment to one of the board committees. He requested that member notify him of which committee they are interested in serving on in the upcoming year.

Ms. Reynolds stated that she has been the CCLD Trustee who is the liaison with both the Friends of the Horseheads Free Library and the Public Library Foundation (HH). With her stepping down from the board, another trustee needs to volunteer to be the liaison.

Mr. Blandford asked if it has ever been considered to have a student volunteer serve on the board. While students cannot serve on the board, it was suggested that CCLD reach out to the Student Council's at the High Schools to gauge any interest in students being involved in attending board meetings.

Public Expression. None

The meeting was adjourned at 7:30pm. The next regular meeting of the board will be held on Thursday, December 15th, 2016 at 6:00pm at the **Steele Memorial Library, 101 East Church Street, Elmira, New York.**

Unpaid Bills Detail

As of December 7, 2016

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	12/07/2016	CBA educational DVDs	289.95
Total Amazon Credit Plan			<u>289.95</u>
Baker & Taylor Books			
	12/07/2016	Reference materials	646.19
Total Baker & Taylor Books			<u>646.19</u>
Grey House Publishing			
	12/07/2016	Reference Material	162.00
Total Grey House Publishing			<u>162.00</u>
Information Today, Inc.			
	12/07/2016	reference material	404.53
Total Information Today, Inc.			<u>404.53</u>
Ingram Library Services			
	12/07/2016	Non Fiction purchases	1,716.12
Total Ingram Library Services			<u>1,716.12</u>
Midwest Tape, LLC			
	12/07/2016	CBA educational DVDs	67.96
Total Midwest Tape, LLC			<u>67.96</u>
			<u><u>3,286.75</u></u>

Unpaid Bills Detail

As of December 7, 2016

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Accessible Archives, Inc.			
	12/06/2016	Genealogy subscription 10/28/16-12/27/17	223.46
Total Accessible Archives, Inc.			<u>223.46</u>
Amazon Credit Plan			
	12/06/2016	purchases all libraries 10/8-11/8	3,148.76
Total Amazon Credit Plan			<u>3,148.76</u>
AT&T - Georgia			
	12/06/2016	Elevator phone NOV	41.05
Total AT&T - Georgia			<u>41.05</u>
Audio Editions			
	12/06/2016	CD/Audio purchases for BF	244.57
Total Audio Editions			<u>244.57</u>
Blackstone Audio			
	12/06/2016	DVD purchases Sept/Oct	150.00
Total Blackstone Audio			<u>150.00</u>
Caroline Poppendeck			
	12/06/2016	Jewelry Program at BF 11/22	52.00
Total Caroline Poppendeck			<u>52.00</u>
CCLD Petty Cash			
	12/07/2016	Petty Cash HH/BF	458.37
Total CCLD Petty Cash			<u>458.37</u>
Cengage Learning, Inc.			
	12/06/2016	Fiction Purchases-ST	200.86
Total Cengage Learning, Inc.			<u>200.86</u>
Chemung Canal Trust Company			
	12/06/2016	Prof Fees, wkshop regs, BF/WE prog & Supply	354.78
Total Chemung Canal Trust Company			<u>354.78</u>
Chris Corter			
	12/06/2016	Cont. Ed supplies	47.75
Total Chris Corter			<u>47.75</u>
Connie Oglivie			
	12/06/2016	Reimb - VOL recog at Steele	100.68
Total Connie Oglivie			<u>100.68</u>
Costume Specialists			
	12/06/2016	Booker Cleaning/repair + storage bag	441.25
Total Costume Specialists			<u>441.25</u>
Deborah L. Brimmer			
	12/07/2016	2016 Insurance Reimb	195.00
Total Deborah L. Brimmer			<u>195.00</u>
Doris Jean Metzger			
	12/06/2016	reimb YALSA Conference MEALS 11/3-6	47.93
Total Doris Jean Metzger			<u>47.93</u>
Eastern Copy Products			
	12/06/2016	Steele staff copy charges 8/15-11/14	1,396.77
Total Eastern Copy Products			<u>1,396.77</u>
ELM USA, Inc.			
	12/06/2016	Solution for Disc Cleaning machine	47.20
Total ELM USA, Inc.			<u>47.20</u>
Elmira Water Board			
	12/06/2016	Water bills - WE/ST 8/30-11/10	288.40
Total Elmira Water Board			<u>288.40</u>
Filomena Jack			

Unpaid Bills Detail

As of December 7, 2016

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
	12/06/2016	Adult program 12/12 at ST	175.00
Total Filomena Jack			175.00
Foor & Associates Architects			
	12/07/2016	Reimbursables - restroom project	138.00
Total Foor & Associates Architects			138.00
Glenice Peel			
	12/07/2016	Reimb - purchase for Lego Club at BF	99.98
Total Glenice Peel			99.98
Greater Southern Tier BOCES			
	12/06/2016	Cont Ed Training 12/9	325.00
Total Greater Southern Tier BOCES			325.00
Horseheads Do It Center			
	12/06/2016	HH - rock salt	10.57
Total Horseheads Do It Center			10.57
Ingram Library Services			
	12/07/2016	Library materials - all libraries	8,627.97
Total Ingram Library Services			8,627.97
Jamie Lincoln			
	12/06/2016	Cont Ed Day 12/9 - shoulder massages	75.00
Total Jamie Lincoln			75.00
Jeffrey Mathews			
	12/06/2016	mileage reimb 8/3-11/10	47.31
Total Jeffrey Mathews			47.31
Jennie Lewis			
	12/06/2016	reimb for Adult prog supplies	57.05
Total Jennie Lewis			57.05
Joan Santulli			
	12/06/2016	2016 mileage & Insurance reimb	379.20
Total Joan Santulli			379.20
John Manfredi			
	12/06/2016	HH Volunteer Recog 12/15	100.00
Total John Manfredi			100.00
Kirkus Reviews			
	12/06/2016	annual subscription - DIGITAL - ST	169.00
Total Kirkus Reviews			169.00
McGraw Technology Services			
	12/06/2016	Professional Services-IT Department 11/16	125.00
Total McGraw Technology Services			125.00
MCI			
	12/06/2016	Long distance chg-HH/BF	36.47
Total MCI			36.47
Michelle Erickson			
	12/06/2016	VE Program Supplies NOV	49.19
Total Michelle Erickson			49.19
MidWest Tape			
	12/07/2016	DVD/Audio purchases - HH/ST/WE	3,662.70
Total MidWest Tape			3,662.70
Penguin Random House, LLC			
	12/07/2016	AV purchases - Steele	222.74
Total Penguin Random House, LLC			222.74
Petty Cash-Steele			
	12/07/2016	ST supply/JUV&YA&HH prog/VOL recog/postage	764.08

Unpaid Bills Detail

As of December 7, 2016

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Petty Cash-Steele			764.08
Recorded Books			
	12/07/2016	AV purchases	99.00
Total Recorded Books			99.00
Reliable Office Supplies			
	12/07/2016	Office supplies-all libraries	665.43
Total Reliable Office Supplies			665.43
Staples Credit Plan			
	12/07/2016	IT & BF supplies	336.84
Total Staples Credit Plan			336.84
Time Warner Cable			
	12/07/2016	hosting web page DEC	79.95
Total Time Warner Cable			79.95
Town of Big Flats			
	12/07/2016	BF -Water Bill 8/1-11/1	61.60
Total Town of Big Flats			61.60
Verizon Wireless			
	12/07/2016	BKM/Admin Cell svc bal due for 2016	19.81
Total Verizon Wireless			19.81
Village of Horseheads			
	12/07/2016	Water bill 7/25-10/13	32.19
Total Village of Horseheads			32.19
			<u>23,797.91</u>

Document #2016-70

Report of the November 2nd, 2016 meeting of the Executive Committee of the Chemung County Library District:

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

Chris Petrillose, CCLD's Health Insurance rep from Perry & Carroll was present to discuss the changes that Excellus BC BS has made to the Library District's current health plan. The biggest change to the Platinum 3 plan is that the out of pocket maximum went from \$2,000 Ind/\$4,000 Family for In-Network to \$4,500 Ind/\$9,000 Family. This change is of great concern to the staff. Mr. Petrillose was asked to research and return with a plan that the Library District could offer to staff that is more in line with where they stand with the 2016 insurance plan. He submitted the Simply Blue Plus GOLD 6 plan. The coverage is the same as the current plan. With a reduction in the monthly charge to the District, CCLD could increase the HRA amount for staff members in the plan to offset the difference in offering a "deductible" plan as opposed to the old "co-pay" plan. If the District increases the current HRA from \$1,500/\$3,000 to \$2,100/\$4,200, staff members would have the same exposure as the current Platinum 3 plan – their share of the insurance would remain at \$500/\$1,000. The only staff members who end up paying this amount are those whose expenses totally wipe out their HRA funds. Mr. Petrillose stated that the Union's Labor Relations Specialist, Shawn Lucas, has negotiated this Insurance plan for some of his other customers. The deadline for switching to this plan is December 30th, 2016. Ms. Reynolds moved, seconded by Mr. Schamel that the Committee recommends to the board of trustees that the Chemung County Library District change insurance plans in fiscal year 2017 and offer the GOLD 6 plan to its full-time employees as explained above. VOTE: Unanimously approved. The Executive Committee will schedule a meeting with our local union reps and Mr. Petrillose to go over the plan so that the union can meet with their members to vote on the recommended plan prior to December 30th, 2016.

UNPAID BILLS: Mr. Hare moved, seconded by Mr. Wehling to approve the Unpaid Bill lists dated 12/7/16 – General Fund - \$23,797.91 and the Grant Fund - \$3,286.75. VOTE: Unanimously Approved.

Mr. Hare reported on the last meeting of the Election Committee. He stated since their last meeting he has contacted County Executive Tom Santulli to see if it is possible for the County Board of Elections to continue running the Library District election in November (Trustees & Budget). Perhaps CCLD would need to pay for the service. Regardless of whether or not this is possible, the Library District needs a plan to run its own election which will be less democratic, costly and time-consuming. The Committee voted to limit the polling places to two locations – Horseheads & Steele. Mr. Hare feels that this disenfranchises the rest of the County.

The meeting adjourned at 6:58pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, January 4th, 2017 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2016-72

Report of the December 7th, 2016 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 Ronald Shaw, CCLD Management.

The Committee received reports on the following:

Bathroom Project at the Steele Library. The downstairs restrooms are still not in use due to the issue that both sinks needed to be lowered to conform to A.D.A. requirements. This has been completed and CCLD is awaiting the approval of the Code Enforcement Officer to open them to the public. No new timeline for completion of the project has been received to date.

Teen Section. Mr. Muldoon's stated that he has been unsuccessful in having a conversation with the Cornell University professor. He recommends that CCLD move forward the next step in the project. Mr. Shaw stated that he would like to get a quote from a specialty consultant for a design of the proposed area.

Chiller Project at Steele. LaBella Associates, D.P.C. has received information from CCLD on MWBE and any other special requirements regarding this project. It is expected that the request for bids will go out on December 8th, a walk-through is scheduled for December 19th and bids will be due back to CCLD by December 29th at 2pm. The Library District may receive a change-order from LaBella for any extra work they needed to do to prepare these documents.

Lighting Project at Steele. The paperwork for the rebate has been sent out. CCLD is expected to receive \$7,000 for participating in this project.

Steele Library. Due to the problems during the warm weather with vagrants sleeping behind the bushes at Steele and using that area for their toilet, Mr. Shaw has spoken to the County Building & Grounds about the possibility of removing the bushes. They suggested getting an estimate from a contractor to remove the bushes and to backfill the area with loam and grass seed.

No other building issues were reported.

The meeting adjourned at 5:47pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, January 4th, 2017 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.



Inspiring discovery. Preparing lives.®

Multi-State Group Special - Purchase Quotation – Version 12

Quotation developed for: Deb Brimmer Date: **October 1, 2016**
 Organization ("Customer"): Steele Memorial Library Valid until: **December 15, 2016**
 New Customer? **** Orders will NOT be accepted after 12/15/16**

Item Number	Product	Quantity	Unit Cost	Total
Early Literacy Station™ (on All-In-One hardware platform):				
12.0.40.ENG	Early Literacy Station™ English - REGULAR PRICE	0	\$ 3,150.00	\$ -
12.0.40.ENG	Early Literacy Station™ English Multi-State Special Discount	4	\$ 2,619.00	\$ 10,476.00
Warranty & Upgrades Extend Plan (for All-in-one's only):				
EXTEND1	1 Year Warranty & Upgrades Extend Plan (at time of purchase & for a total of 4 yrs.)	0	\$ 500.00	\$ -
EXTEND2	2 Year Warranty & Upgrades Extend Plan (at time of purchase & for a total of 5 yrs.)	0	\$ 1,000.00	\$ -
Options:				
DJHP-AWE	AWE headphones with volume control, 90-Day limited warranty	0	\$ 24.00	\$ -
Y SPLITTER	Audio Y-splitter cable, 6 inch (allows 2 set of headphones simultaneously)	0	\$ 3.00	\$ -
REPLUG	Replug Mini-Stereo Breakaway Audio Adapter	0	\$ 15.00	\$ -
AIO STAND	Enhanced Support Stand (for All-in-One units)	0	\$ 119.00	\$ -
LTMO-AWE	Little Mouse - Optical USB (one included with each system purchase)	0	\$ 25.00	\$ -
LB2B-AWE	Keyboard w/ colored keys (one included with each system purchase)	0	\$ 25.00	\$ -
MOUSE PAD	AWE Mouse Pad	0	\$ 4.00	\$ -
SHIPPING	Shipping - All in One's	4	\$ 50.00	\$200.00
			Estimated Sales Tax	0.000%
Market: <u>Library [LIB-LIB]</u>			TOTAL \$10,676.00	

If you are exempt, please include a copy of your sales tax certificate

NOTE: An authorized customer contact should sign and return a copy of this quote to AWE within 30 days, to accept this price quote

AWE Acquisition, Inc.	Steele Memorial Library	Multi-State 2016_092116
<i>Desiree Jeremenko</i> (Signature)	<i>Andrea J. Jonaitis</i> (Signature)	10/17/2016 (Date)
Desiree Jeremenko / Andrea Jonaitis (Print Name)	Lynne Antunes / Director (Print Name) / (Title)	
Senior Account Executive & Inside Sales Lead Coordinator (Title)	lantunes@sailsinc.org Email Address & Phone Number	

* All invoices are sent via email unless otherwise requested Check here if you require a paper invoice
 From where do the funds for this purchase originate? _____

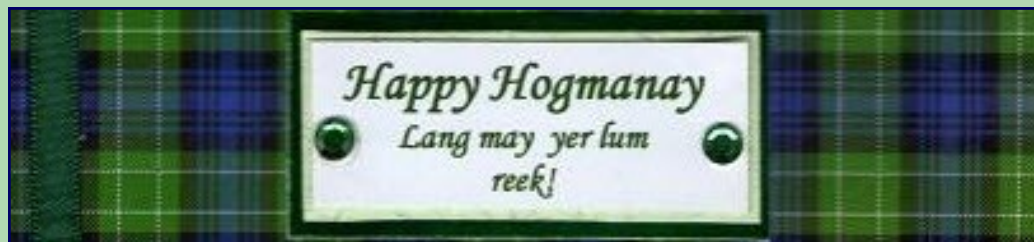
Bill To Information	Ship To Information
Name: <u>Deb Brimmer</u>	Name: <u>Deb Brimmer</u>
Organization: <u>Steele Memorial Library</u>	Organization: <u>Steele Memorial Library</u>
Address: <u>10 Community Way</u>	Address: <u>10 Community Way</u>
City, State, Zip: <u>Elmira, NY 14901</u>	City, State, Zip: <u>Elmira, NY 14901</u>
Phone / Fax: <u>607-734-5572</u>	Phone / Fax: <u>607-734-5572</u>
Email: <u>brimmerd@stls.org</u>	Email: <u>brimmerd@stls.org</u>

PAYMENT TYPE: Net 15 Terms or Credit Card: VISA MC DISC AMEX / # _____ EXP. _____
 Key (primary AWE) Contact NAME: Ron Shaw Email: shawr@stls.org Phone: 607-734-5572
 Warranty & Upgrade Contact NAME: Deb Brimmer Email: brimmerd@stls.org Phone: 607-734-5572

In the Spirit of the Scottish Tradition
of *Hogmanay*, the Chemung County
Library District will be accepting

FOOD FOR FINES

December 19 - 30, 2016



Overdue fees *up to \$20* will be forgiven
\$5/per non-perishable food item
(lost items & collection fees excluded)

*Food contributions will go to
The Food Bank of the Southern Tier*

Holidays and Observances for 2017

January 2	Monday	New Year's Day Observed (Closed)
January 16	Monday	Martin Luther King Day SML Open
February 20	Monday	Presidents Day SML Open
May 29	Monday	Memorial Day Closed
July 4	Tuesday	Independence Day (Closed)
September 4	Monday	Labor Day Closed
October 9	Monday	Columbus Day SML Open
November 10	Friday	Veteran's Day Observed
November 23	Thursday	Thanksgiving Closed
November 24	Friday	Day after Thanksgiving SML Open
December 22	Friday	Christmas Eve (Observed)
December 23	Saturday	Closed
December 24	Sunday	Christmas Eve
December 25	Monday	Christmas Day Closed
December 29	Friday	New Year's Eve (Observed)
December 30	Saturday	Closed
December 31	Sunday	New Year's Eve

Monday, January 16- Steele will be open 10-6

Monday February 20- Steele will be open 10-6

Monday, October 9- Steele will be open 10-6

Wednesday, November 22- Steele will be open 10-6

Friday, December 22- All branches will be open 9-1

Friday, December 29- All branches will be open 9-1

**Chemung County Library District
Summary of Insurance**

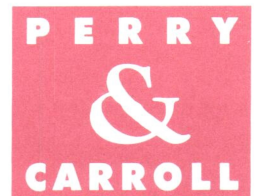
	Cincinnati 12/31/13-14	Cincinnati 12/31/2014-2015	Selective 12/31/15-16	Selective 12/31/16-17
Property				
Premium	10,292.82	11,199.00	11,876.31	11,519.16
Blanket limits - buildings and contents	14,363,801	14,723,545	15,247,245	15,552,190
Earthquake	Covered	Covered	Covered	Covered
Flood	No	No	Covered (see below)	Covered (see below)
Equipment Breakdown	Included	Included	Included	Included
Deductible	5,000	5,000	5,000	5,000
Flood deductible	N/A	N/A	See below	See below
"Special" perils, replacement cost valuation, agreed value				
Inland Marine				
Premium	806	784	1,060	1,177
Valuable Papers at Main branch	890,000	890,000	890,000	890,000
Valuable Papers at West Elmira	161,500	161,500	161,500	161,500
Valuable Papers at Big Flats	142,500	142,500	142,500	142,500
Valuable Papers at Horseheads	277,500	277,500	277,500	277,500
Valuable Papers at Van Etten	26,000	26,000	26,000	26,000
General Liability				
Premium	5,482	6,068	6,216	6,939
Each Occurrence	1,000,000	1,000,000	1,000,000	1,000,000
Aggregate (applies per project/per location)	2,000,000	2,000,000	2,000,000	2,000,000
Medical payments	10,000	10,000	10,000	10,000
Employee Benefits Legal Liability	1,000,000	1,000,000	1,000,000	1,000,000
Data Compromise			50,000	50,000
Automobile				
Premium	1,983	1,956	2,048	2,352
Liability	1,000,000	1,000,000	1,000,000	1,000,000
Supplemental Uninsured/Underinsured Motorists	1,000,000	1,000,000	1,000,000	1,000,000
NY No-Fault	150,000	150,000	150,000	150,000
Comprehensive and Collision Deductibles	1,000	1,000	1,000	1,000
Public Officials Liability/Directors & Officers				
Premium	5,640	5,640	3,676	3,717
Policy type	D&O	D&O	D&O	D&O
Limit, each claim	2,000,000	2,000,000	2,000,000	2,000,000
Limit, aggregate	2,000,000	2,000,000	2,000,000	2,000,000
Deductible, each claim	5,000	5,000	5,000	5,000
Umbrella Liability				
Premium	1,305	1,499	1,581	1,695
Limit, each occurrence	2,000,000	2,000,000	2,000,000	2,000,000
Limit, aggregate	2,000,000	2,000,000	2,000,000	2,000,000
Provides excess limits over underlying General Liability, Employee Benefits Liability, Automobile Liability and Directors & Officers Liability	Not over D&O	Not over D&O	Not over D&O	Not over D&O
Crime				
Premium	1,139	1,139	541	591
Limit, employee dishonesty	100,000	100,000	100,000	100,000
Excess limit on Director and Admin. Asst.	N/A	N/A	N/A	N/A
Money & Securities - Inside/outside the premises (\$500 deductible)	10,000/2,500	10,000/2,500	25,000	25,000
Non-compensated directors included	Yes	Yes	Yes	Yes
Non-compensated officers included	Yes	Yes	Yes	Yes
Faithful Performance of Duty	Yes	Yes	Yes	Yes
Computer Fraud	100,000	100,000	100,000	100,000
Funds Transfer Fraud	100,000	100,000	50,000	50,000
Deductible	1,000	1,000	500/1,000	500/1,000
Flood				
Premium	11,794	11,794	2,705	2,897
Flood limit at Main branch (Building/Contents)	\$500,000/\$500,000	\$500,000/\$500,000	1M occ/5M Agg	1M occ/5M Agg
Flood limit at Big Flats	\$250,000/\$100,000	\$250,000/\$100,000	1M occ/5M Agg	1M occ/5M Agg
Flood limit at Horsheads	\$250,000/\$100,000	\$250,000/\$100,000	0	0
Flood limit at West Elmira	\$250,000/\$100,000	\$250,000/\$100,000	0	0
Deductible for all locations	1,000	1,000	25,000	25,000
Total Selective Premium	\$38,442	\$40,079	\$29,703	\$30,887

4%



Chemung County Library District
2016 Workers Compensation Quote Comparison

	12/31/2016-2017		% Difference
	SIF	Selective	
Workers Compensation			
Premium	\$13,328	\$11,911	-11%
Experience Modifier	0.80	0.80	
Total payroll	\$1,360,200	\$1,331,300	
Drug Free Workplace Credit	\$0	-\$510	
Agency Service Fee (5%)	\$666	\$0	
Total Premium	\$13,995	\$11,401	-19%



Request for Equipment

Requestor's Name/Department: Ron Shaw, Director

Description of Equipment Requested: 4- Early Literacy Stations

What is the purpose of the equipment? To replace outmoded units than can't be updated.

Why is the equipment needed? The stations are designed specifically for patrons ages 2-8 and feature over 4,000 localized learning activities. The content spans all seven curricular areas: math, science & nature, social studies & geography, reading, art & music, writing & computer skills, and reference.

Costs associated with the equipment:

How will the equipment be funded? \$10,000.00 from Sen.. O'Mara, 676.00 from the Cusick Family grant funds

What is the unit cost? \$2,619.00

How many units are you requesting? 4

What is the total cost? \$10,676.00

Does the cost include shipping and handling? Yes

Warranty/Service Contracts: 3 year Standard Warranty

Administrative/Staff/Program Activities: The stations are self-service.

POLICYHOLDER DISCLOSURE NOTICE OFFER OF TERRORISM INSURANCE COVERAGE AND REJECTION FORM

Offer of Coverage:

You are hereby notified that under the Terrorism Risk Insurance Act, as amended, you have a right to purchase insurance coverage for losses resulting from "acts of terrorism", as defined in Section 102(1) of the Act. The term "act of terrorism" means any act or acts that are certified by the Secretary of the Treasury - in consultation with the Secretary of Homeland Security, and the Attorney General of the United States - to be "an act of terrorism"; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

You may accept or reject insurance coverage for losses resulting from certified "acts of terrorism".

- 3 If you accept this offer of coverage simply pay your billed premium, which includes the amount shown below. You do not need to do anything else.
- 3 If you would like to reject this coverage, please see the section of this form entitled Rejection of Terrorism Insurance Coverage and follow the instructions. Even if you reject this coverage, state law prohibits us from excluding fire losses resulting from an "act of terrorism". Therefore, the terrorism exclusion we place on your policy will contain an exception for fire losses resulting from an "act of terrorism". The additional premium for such fire losses resulting from an "act of terrorism" is shown below.

Disclosure of Premium:

The portion of your annual premium that is attributable to coverage for "acts of terrorism" is _____ and does not include any charges for the portion of loss that may be covered by the federal government under the Act.

The premium for terrorism (fire only) coverage is _____ and is due regardless of whether you reject coverage for certified "acts of terrorism".

Please be aware that even if you purchase coverage for losses resulting from certified "acts of terrorism", your policy will still contain other policy terms, conditions, limitations and exclusions that may impact whether coverage is available in the event of a loss resulting from a certified "act of terrorism".

Federal Participation in Payment of Terrorism Losses:

You should know that where coverage is provided by this policy for losses resulting from certified "acts of terrorism", such losses may be partially reimbursed by the United States Government under a formula established by federal law. Under the formula, the United States Government generally reimburses the following percentages of covered terrorism losses exceeding the statutorily established deductible paid by the insurance company providing the coverage:

- a. 85% through 2015;
- b. 84% beginning on January 1, 2016;
- c. 83% beginning on January 1, 2017;
- d. 82% beginning on January 1, 2018;
- e. 81% beginning on January 1, 2019;
- f. and 80% beginning on January 1, 2020.

Cap on Insurer Participation in Payment of Terrorism Losses:

You should also know that the Terrorism Risk Insurance Act, as amended, contains a \$100 billion cap that limits United States Government reimbursement as well as insurers' liability for losses resulting from certified "acts of terrorism" when the amount of such losses in any one calendar year exceeds \$100 billion. If the aggregate insured losses for all insurers exceed \$100 billion, your coverage may be reduced.

Rejection of Terrorism Insurance Coverage:

You may reject this offer of coverage by checking the box, filling in the information below, signing and returning this form to your agent. If you choose to reject this offer of coverage, we will add an exclusionary endorsement to your policy to eliminate coverage for losses resulting from certified "acts of terrorism".

Rejection of Coverage	
<input type="checkbox"/>	I HAVE READ THIS FORM IN ITS ENTIRETY AND DO NOT WANT TO PURCHASE COVERAGE FOR CERTIFIED "ACTS OF TERRORISM". I UNDERSTAND THAT IF I SIGN THIS FORM THIS POLICY WILL EXCLUDE COVERAGE FOR LOSSES RESULTING FROM CERTIFIED "ACTS OF TERRORISM".
Policyholder/Applicant's Signature	Selective Insurance Company
Ronald Shaw	Insurance Company
Print Name	Policy No. S2190581
Director, Chemung County Library District	Policy or Quote Number
Title	
Date	