



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 April 2016 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, April 21st, 2016 at 6:00pm at the **West Elmira Library, 1231 West Water Street, Elmira, New York**. 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. Presentation by staff member- Emma Howard (SML)
4. Approval of minutes (document #2016-25)
5. Treasurer's report
 - a) Financial report (document #2016-26)
 - b) Report of Unpaid Bills Detail (document #2016-27)
6. Correspondence
7. President's report.
8. Director's Report.

Consent Items: Approval of 2016 Summer Hours

Resolved that the CCLD Board of Trustees approve the 2016 summer hours as submitted.

Consent Items: Approval of Change to Patron Code of Conduct

Resolved that the CCLD Board of Trustees approve the Change to Patron Code of Conduct as submitted.

Consent Items: Approval of CSEA Retiree Vision Memorandum

Resolved that the CCLD Board of Trustees approve the CSEA Retiree Vision memorandum as submitted.

9. Committee reports:
 - a) Executive Committee (Roberts)
 - 1) Report of the Committee meeting (document #2016-28)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document #2016-29)
 - c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document #2016-30)
 - 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
13. Period for public expression

14. Adjournment

(Minutes of the APRIL 21, 2016 meeting of the Chemung County Library District Board of Trustees, Document #2016-25)

The meeting was called to order at 6:00pm by President Richard Roberts. Present were Pat Silvernail, Georgia Reynolds, William Wehling, John Schamel, Michael Muldoon, Phyllis Rogan, Rachel Dworkin, James Hare, Marge Kappanadze, Ann Hayes and Jared Myers. Excused: Bonnie Chollet and Juan Jones. Absent: Timothy Blandford. Also present was Ronald Shaw, the Library District Director.

Minutes. The minutes of the March 2016 meeting (Document #2016-19) were presented for board review. The minutes were approved as corrected by unanimous consent

Financial Report. The March 31, 2016 Financial Report (Document #2016-20) was presented for board review. Mr. Schamel reported that the district is on target spending-wise for the year. Mr. Roberts noted that, while the district is over budget on equipment, the additional purchases were paid for by a grant. By unanimous consent, the March 31, 2016 Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills. (Document #2016-21) By unanimous consent, the board authorized the payment of the unpaid bills dated April 13, 2016 –General Fund \$20,153.99- as distributed in writing.

Correspondence. Mr. Shaw distributed a thank-you letter the district received from Able2. He informed the Board that the Chemung County Youth Bureau had nominated CCLD for an excellence in youth programming award. Ms. Reynolds moved, seconded by Mrs. Rogan, to congratulate Youth Services Librarian Doris Jean Metzger on the nomination. VOTE: Unanimously Approved.

President's Report. Mr. Roberts presented drafts of the legislative changes as written by CCLD attorney Conrad Wolan. There are two versions.

Version 1: An Act in relation to changing the terms of office for trustees of the Chemung County Library District, and authorizing the Chemung County Board of Elections to conduct Library District budget votes and elections of trustees.

Version 2: An Act separating the budget vote from the election of trustees so that they can be held at different times.

Mr. Hare questioned the somewhat convoluted wording of the first version and noted that the Board of Elections had specifically asked not to be mentioned by name in the legislation. Mr. Roberts promised to continue working with Attorney Wolan to modify the language so that the proposed language could be submitted to the Board of Elections for their approval by the end of the month. Mr. Hare recommended also submitting a cover letter along with the proposals so as to better explain our thought process.

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

STLS Free Direct Access Plan 2017-2021. The plan is a codification of the practices already in use by STLS and CCLD. Mrs. Rogan moved, seconded by Ms. Reynolds, that the Board formally adopt the plan. VOTE: Unanimously Approved.

Continuing Education Day. CCLD continuing education day will be held on May 13, 2016. All libraries will be closed for the day and board members are welcomed to attend. There was initially some difficulty in finding speakers, but the problem has been sorted.

Personnel Actions. Contractual step increases for the following employees: Lewis Murray (step 4 to 5); Amanda Zell (step 4 to 5); Caroline Poppendeck (step 6 to 7); Lynda Page (step 3 to 4); Janet Ackerman (to step 6); Pam Lee (step 4 to 5); Michelle Erickson (step 4 to 5); and Kelly Jo Brown (step 2 to 3). Mr. Hare moved, seconded by Mr. Wehling, to approve all step increases. VOTE: Unanimously Approved.

The Director's Report (Appendix A) and the CCLD Staff Reports (Appendix B) for last month were distributed in writing to the board.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2016-22). Mr. Roberts reported that the District finally received a signed contract from CSEA.

Finance Committee. The report of the Financial Committee was presented in writing to the board (Document #2016-23). Mr. Schamel informed the Board that the auditors will be here on April 25th. The District's workers' compensation insurance will be going up next year. Mrs. Silvernail and Mrs. Hayes claimed that \$5,500 had been given the Big Flats Friends, rather than the \$6,000 as claimed in the minutes of the last board meeting. Mr. Shaw promised to have the Library District's Administrative Assistant, Joan Santulli, look into the discrepancy.

Buildings and Grounds. The report of the Buildings & Grounds Committee was presented in writing to the board (Document #2016-24).

Bathroom Project. Project Manager Bob Butcher has given the Committee a tentative timeline for the project. Bidding will be between May 9th through June 1st with the contract awarded on June 15th. Work will start June 20th and be completed by August 12th. Butcher also presented a bill for \$1,890. Mr. Muldoon moved, seconded by Mr. Hare, that the board approve payment of said bill. VOTE: Unanimously Approved.

Teen Space. Elmira Structures came on April 21st to give an estimate on the cost of the proposed teen space so that CCLD had numbers to use when applying for grants.

Youth Services Room. County Buildings & Grounds installed a new room in the youth services department to be used as staff offices. The old staff offices will be converted into a reading room and a space for supervised visits. The Committee is still waiting for a bill from the County for the cost of supplies.

LED Conversion. Rick Allington from ID Booth visited Steele in order to give an estimate for the cost of switching to LED light bulbs. He estimated the cost between \$30,000 and \$40,000. There is currently a rebate program being offered by NYSEG which the District would like to participate in. Mr. Roberts mentioned for the record that his brother-in-law is employed by ID Booth.

Dark Fiber. Work began on the installation of the Dark Fiber network on April 20th.

Big Flats Pavilion. Mrs. Silvernail reported that they broke ground on the Big Flats Pavilion.

Personnel Committee. Mrs. Kappanadze reported that she would be sending out the board surveys for Mr. Shaw's review on April 22nd and that the board would have two weeks to

complete them. Since the Committee had already conducted an organizational evaluation which included a great deal of staff input with regards to Mr. Shaw's performance, the staff would not be surveyed this year. Molly Bailey, our current HR consultant, has taken a new job in Canandaigua, so the District would need to find a new consultant.

Old Business. Ms. Reynolds asked about how the scheduling of the Labor/Management meetings was going. Mr. Shaw said he was still working with the union leaders to set that up. He also mentioned that the Board will have its first staff presentation at the next meeting.

Ms. Reynolds moved, seconded by Mr. Hare, that we switch the locations of the June and July board meetings so that June will be held at Steele and July will be held at Van Etten. VOTE: Unanimously Approved.

New Business. None

Public Expression. None

The meeting was adjourned at 6:51pm. The next regular meeting of the Board will be held on May 19, 2016 at 6:00pm at Steele Memorial Library, 101 East Church Street, Elmira.

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2016-26)

Financial Report - APRIL 30, 2016

Income	2016 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 76,700	\$ 30,914	\$ 45,786	40%		Includes \$6,500 Fines collected by STLS thru PayPal 2014/15
Grants (other than N.Y.S.)	\$ -	\$ 43,168				Corning Lib \$2K for Zinio; Friends of CCLD \$5,055, HH Friends \$5,500, Swest Grant \$29,813, ARTS \$700, CCTC \$100
Foundation Contributions	\$ 165,000	\$ 20,000	145,000	12%		SML Foundation 1st Qtr
Library District Tax Receipts	\$ 2,725,648	\$ 2,725,648	0	100%		
PILOT Funds	\$ 40,000	\$ -				
Interest on Investments	\$ 1,000	\$ 1,452	(452)	145%		
State Aid						
Central Library Development	\$ 89,276	\$ -	89,276	0%		
Central Book Aid	\$ 61,958	\$ -	61,958	0%		
Local Library Services Aid	\$ 37,000	\$ -	37,000	0%		
Other State Aid		\$ 5,949				Final for Elevator Project
TOTAL INCOME	\$ 3,196,582	\$ 2,827,131	\$ 378,568	88%	33%	
Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
Personnel						
Salaries	1,418,630	\$ 476,397	\$ 942,233	34%		
Overtime & Holiday Salaries	14,787	\$ 7,158	7,629	48%		
Employee Benefits						
FICA	109,658	\$ 39,226	\$ 70,432	36%		
NY State Retirement	266,616	\$ 79,989	\$ 186,627	30%		
Medical & Dental	395,628	\$ 140,112	\$ 255,516	35%		
Other (Disability, Wk. Comp, Unemp)	26,828	\$ 28,499	\$ (1,671)	106%		WC & Disability pd ANNUAL
Subtotal - Personnel Exp	2,232,147	771,382	\$ 1,460,765	35%	33%	
Contractual						
Equipment	40,689	\$ 38,718	1,971	95%		SouthWest Grant \$29,813, HH Gift \$258
Telephone	11,350	\$ 10,192	1,158	90%		Paid Annually
Supplies	42,900	\$ 15,427	27,473	36%		TOTAL \$2,579: MakerSpace Grant \$1,202, FR of CCLD \$582, HH Friends \$576, Mktng \$219
Travel & Continuing Education	14,715	\$ 3,861	10,854	26%		
Repairs & Maintenance	39,412	\$ 18,183	21,229	46%		
Postage	2,000	\$ 263	1,737	13%		
Library Materials (books, video, etc.)	318,551	\$ 74,573	243,978	23%		Gifts \$316
Utilities	67,000	\$ 18,798	48,202	28%		
Building Cleaning Supplies	21,325	\$ 4,476	16,849	21%		
Fuel, Gas & Oil (Bookmobile)	4,000	\$ 622	3,379	16%		
Insurance	38,701	\$ 14,697	24,004	38%		
Vehicle Operation / Maintenance	1,000	\$ 1,000	0	100%		for items not billed in 2015
Professional Fees (audit, engineer/leg)	20,825	\$ 11,127	9,698	53%		HR Consultant \$2,900
Data Processing Expenses (Cost Shar	124,308	\$ 36,494	87,815	29%		VPN-Time Warner
Payment of Taxes	4,975	\$ 2,056	2,919	41%		
Library Programming	27,500	\$ 16,329	11,171	59%		TOTAL \$5,054=Grant \$609; Gifts \$1,210; HH Friends \$2,874, FR of CCLD \$325,Mktng \$36
Chemung County costs (B&G, vision)	12,000	\$ 4,796	7,204	40%		
Capital Improvements STATE CONST se	25,000	\$ 3,508	21,492	14%		Hunt Eng for Elevator Project
Contingency Fund	61,618	\$ 481	61,137	1%		BKM - for repairs not billed in 2015
Debt Service	\$ 16,290	\$ -	16,290	0%		
Subtotal Expenses	\$ 3,126,306	\$ 1,046,982	\$ 2,079,324	33%	33%	
2015 & 2016 State Construction Projects		\$ 2,111				Elevator Air Monitoring
TOTAL EXPENSES	\$ 3,126,306	\$ 1,049,093				

Unpaid Bills Detail

As of May 10, 2016

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Aleta Yarrow			
	05/10/2016	Adult Prog 6/13 Watercolor	200.00
Total Aleta Yarrow			<u>200.00</u>
Capabilities, Inc.			
	05/10/2016	Cleaning BF/HH/WE for APR	1,168.00
Total Capabilities, Inc.			<u>1,168.00</u>
CCLD Petty Cash			
	05/10/2016	Petty Cash HH/BF/ST	536.82
Total CCLD Petty Cash			<u>536.82</u>
Chemung County Buildings & Grounds Dept.			
	05/10/2016	2016 Utilities all libraries - 1st Qtr	11,151.81
Total Chemung County Buildings & Grounds Dept.			<u>11,151.81</u>
Chemung County Sewer District			
	05/10/2016	2016 fee for HH/ST/WE	543.99
Total Chemung County Sewer District			<u>543.99</u>
Chris Corter			
	05/10/2016	Recovery Dinner prog supplies	43.11
Total Chris Corter			<u>43.11</u>
Cris Johnson			
	05/10/2016	6/14 Teen Program - Tales from Beyond	250.00
Total Cris Johnson			<u>250.00</u>
Demco, Inc.			
	05/10/2016	DVD albums/book labels	249.64
Total Demco, Inc.			<u>249.64</u>
EFPR Group CPAs. PLLC			
	05/10/2016	Progress billing for 2015 audit	6,000.00
Total EFPR Group CPAs. PLLC			<u>6,000.00</u>
First Transit			
	05/10/2016	Bookmobile fuel-3/28-4/20	155.82
Total First Transit			<u>155.82</u>
H. L. Treu Office Supply Corp.			
	05/10/2016	TONER-public fax	389.80
Total H. L. Treu Office Supply Corp.			<u>389.80</u>
JanWay Company USA, Inc.			
	05/10/2016	supply of red bags-all libraries	1,494.00
Total JanWay Company USA, Inc.			<u>1,494.00</u>
Oriental Trading Company, Inc.			
	05/10/2016	Program Supplies ST Juv & HH pd by Friends	654.57
Total Oriental Trading Company, Inc.			<u>654.57</u>

Unpaid Bills Detail

As of May 10, 2016

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Pastricks Sporting Goods & Trophies, Inc.			
	05/10/2016	Chess Trophies pd with gift	40.00
Total Pastricks Sporting Goods & Trophies, Inc.			<u>40.00</u>
Perry & Carroll, Inc.			
	05/10/2016	Property/liability 2nd payment	6,131.00
Total Perry & Carroll, Inc.			<u>6,131.00</u>
Reliable Computer Products			
	05/10/2016	printer cartridges	171.48
Total Reliable Computer Products			<u>171.48</u>
Sayles & Evans			
	05/10/2016	Attorney fees JAN 2016	709.50
Total Sayles & Evans			<u>709.50</u>
The Leader			
	05/10/2016	Annual subscription HH/BF	606.00
Total The Leader			<u>606.00</u>
Unique Management Services, Inc.			
	05/10/2016	collection notices-APR	465.40
Total Unique Management Services, Inc.			<u>465.40</u>
Upstart			
	05/10/2016	Program supply BF & HH pd by Friends	109.78
Total Upstart			<u>109.78</u>
Vasco Brands, Inc.			
	05/10/2016	cleaning/paper supplies	904.16
Total Vasco Brands, Inc.			<u>904.16</u>
			<u><u>31,974.88</u></u>

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of May 4, 2016

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	05/03/2016	Reference book purchases	17.28
Total Amazon Credit Plan			<u>17.28</u>
Baker & Taylor Books			
	05/03/2016	Reference materials	157.71
Total Baker & Taylor Books			<u>157.71</u>
Brainfuse Online Instruction			
	05/03/2016	Electronic Reference resource 2016/17 subscription	5,000.00
Total Brainfuse Online Instruction			<u>5,000.00</u>
Cengage Learning/Gale			
	05/03/2016	Reference materials	499.70
Total Cengage Learning/Gale			<u>499.70</u>
Grey House Publishing			
	05/03/2016	Reference Material	328.00
Total Grey House Publishing			<u>328.00</u>
Ingram Library Services			
	05/04/2016	Non Fiction purchases	266.77
Total Ingram Library Services			<u>266.77</u>
			<u>6,269.46</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of May 4, 2016

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Aleta Yarrow			
	05/03/2016	Adult Prog 5/9 pd by ARTS grant	<u>198.00</u>
Total Aleta Yarrow			198.00
Amazon Credit Plan			
	05/03/2016	purchases all libraries 3/9-4/8	<u>3,608.09</u>
Total Amazon Credit Plan			3,608.09
Audio Editions			
	05/03/2016	CD/Audio purchases for BF	<u>262.93</u>
Total Audio Editions			262.93
Blackstone Audio			
	05/03/2016	DVD purchases March	<u>139.99</u>
Total Blackstone Audio			139.99
CCLD Petty Cash			
	05/03/2016	Petty Cash WE	<u>160.46</u>
Total CCLD Petty Cash			160.46
Cengage Learning, Inc.			
	05/03/2016	Fiction Purchases-ST	<u>512.06</u>
Total Cengage Learning, Inc.			512.06
Chemung Canal Trust Company			
	05/03/2016	Digital Med Lab/Nat Lib Wk/M.Expo/HH prog	<u>547.16</u>
Total Chemung Canal Trust Company			547.16
CHILDREN'S PLUS INC.			
	05/03/2016	Books Purchased - BKM/BF	<u>160.57</u>
Total CHILDREN'S PLUS INC.			160.57
Elmira City Chamberlain			
	05/03/2016	Downtown Development Tax - ST	<u>2,830.86</u>
Total Elmira City Chamberlain			2,830.86
Foor & Associates Architects			
	05/03/2016	Progress Pymt - Proj Mger-Restroom project at ST	<u>1,890.00</u>
Total Foor & Associates Architects			1,890.00
HF Group, LLC			
	05/03/2016	Bindery svc-damaged Genealogy books	<u>673.91</u>
Total HF Group, LLC			673.91
Imperial Door Controls, Inc.			
	05/03/2016	WE door repair - not covered under contract	<u>36.54</u>
Total Imperial Door Controls, Inc.			36.54
Ingram Library Services			
	05/04/2016	Library materials - all libraries	<u>6,728.41</u>
Total Ingram Library Services			6,728.41

Chemung County Library District General Fund
Unpaid Bills Detail
As of May 4, 2016

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
MidWest Tape			
	05/03/2016	DVD/Audio purchases - HH/ST/WE	<u>2,723.77</u>
Total MidWest Tape			2,723.77
National Business Furniture, LLC			
	05/03/2016	Furniture for HH pd by Foundation	<u>898.00</u>
Total National Business Furniture, LLC			898.00
Penguin Random House, LLC			
	05/03/2016	AV purchases - Steele	<u>264.00</u>
Total Penguin Random House, LLC			264.00
Petty Cash-Steele			
	05/03/2016	Programing Teen/BKM, Mileage REimb/Postage/supplies	<u>403.70</u>
Total Petty Cash-Steele			403.70
Ruthann Couse			
	05/03/2016	Patron Refund	<u>9.00</u>
Total Ruthann Couse			9.00
SmileMakers			
	05/03/2016	Program supplies - WE	<u>170.84</u>
Total SmileMakers			170.84
Swift Office Equipment, Inc.			
	05/03/2016	Maint agmt 1/13-4/11 - HH Copier	<u>590.44</u>
Total Swift Office Equipment, Inc.			590.44
The Penworthy Company			
	05/03/2016	Library materials BF/Steele Juv	<u>711.64</u>
Total The Penworthy Company			711.64
The Wall Street Journal			
	05/03/2016	Annual Subscription for ST 6/16-5/18	<u>726.80</u>
Total The Wall Street Journal			726.80
W. B. Mason Co, Inc.			
	05/03/2016	office supplies all libraries	<u>175.92</u>
Total W. B. Mason Co, Inc.			175.92
Wegmans Food Markets Inc.			
	04/29/2016	BKM & ST Juv	<u>85.22</u>
Total Wegmans Food Markets Inc.			<u>85.22</u>
			<u><u>24,508.31</u></u>

Document #2016-28

Report of the May 4th, 2016 meeting of the Executive Committee of the Chemung County Library District:

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

UNPAID BILLS: Questions were asked about the Downtown Development tax and the invoice for Brainfuse (which offers online assistance with resumes, etc for job searches). Ms. Reynolds moved, seconded by Mr. Wehling to approve the Unpaid Bill lists dated 5/4/16 – General Fund - \$24,508.31 and the Grant Fund - \$6,269.46. VOTE: Unanimously Approved.

President Report. Mr. Roberts reported that the letter to the Chemung County Board of Elections that delineated the board's decisions regarding future CCLD elections was sent to them meeting their deadline. He received an email from them stating that the letter was being reviewed and that they would reply in writing to CCLD.

Director Report. Mr. Shaw reported the following:

IT Personnel. Deb Brimmer has interviewed several applicants for the two vacant IT positions. Two candidates have been chosen. Ms. Dworkin moved, seconded by Ms. Silvernail to approve the filling of the two vacant Microcomputer Technician positions. VOTE: Unanimously Approved.

Code of Conduct Policy. At this month's management meeting, the staff requested that the Code of Conduct Policy be amended to allow drinks in covered containers in all areas of the library. The current language allows drinks and food in the café area of the Steele Library. There is no change to the café area being the ONLY area for food to be allowed. This change will be brought to the full board for their review and approval.

Ms. Rogan mentioned that the Tompkins County Library does NOT have a separate YA/Teen area as previously announced in an article from the Ithaca Journal. The project is in concept only at this time. The Tompkins Library has donation cards in displays at their library for patrons to know which projects they can donate funding for. The CCLD board would like to see a mock-up of a donation card that can be used at our libraries. Chris Corter, currently supervising Public Relations at CCLD, will be asked to look at the Tompkins Library card and put together something for the CCLD to review in the near future.

Ms. Rogan also questioned the number of Full Time staff members from 2010 (when Director Shaw's employment started) to the current day. The Administration will verify the numbers.

The meeting adjourned at 6:22pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, June 1st, 2016 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2016-29

Report of the May 11th, 2016 meeting of the Budget & Finance Committee of the Chemung County Library District.

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

Ms. Santulli presented the April 30th, 2016 Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Santulli presented the 5/10/16 Unpaid Bills Detail for the General Fund bills totaling \$31,974.88. The list includes the 1st Quarter Utility bill from Chemung County for all CCLD libraries (\$11,151.81), a progress payment to EFPR Group – the auditors (\$6,000) and the second payment to Perry & Carroll for property & liability insurance (\$6,131). The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

Mr. Shaw stated that CCLD has received a check from Chemung Canal in the amount of \$43 from the Discretionary Investment Management account as a result of a securities litigation settlement with Dell SEC Fair Fund.

The meeting adjourned at 8:06am. The next meeting of the Budget & Finance Committee will be held on Wednesday, June 1st, 2016 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2016-30

Report of the May 4th, 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, Ms. Hayes, Ms. Reynolds and Mr. Roberts. Also attending were Joan Santulli and Ronald Shaw, CCLD Management.

The Committee received reports on the following:

Bathroom Project at the Steele Library. Bob Butcher (Project Manager) has completed the final drawings and is working on the specs and the legal ad for putting the project out for bid. The Committee would like to have the sealed bids due back to the library prior to their June meeting so the project can be awarded at the June Executive Committee meeting.

Teen Section Renovation at Steele. Mr. Muldoon is reviewing blueprints of the Steele Library to send a request to Cornell to determine whether or not the project planning & drawings can be part of a “student project” at no cost to CCLD.

Big Flats Library “reading garden”. The Pavilion has been installed. Once the ground is dry enough, the concrete slab under the pavilion will be poured. Ms. Santulli is still waiting to hear from the insurance company as to what “extra” coverage if any will be needed.

County Buildings & Grounds: No word yet on when the painters will start work on the columns at the Steele Library.

Youth Services Office at Steele. The County has put up the walls and a door was installed today. The project is in process as the County crews get time to spend at Steele.

State Construction Projects for fiscal year 2017. Mr. Shaw stated that he has contacted Elmira Structures to give CCLD a quote on an estimate for the new Teen space on the 2nd Floor of the Steele Library. When reviewing the “Existing Conditions” report, most of the projects listed in the report have been completed.

Mr. Shaw has met with the Code Enforcement Officer from West Elmira to clarify what is needed in the requirement to install carbon dioxide alarms in the library. The alarms can be wall mounted and need a 10-year battery life. One should be in the Mechanical Room and then as close to the ceiling as possible in another part of the library.

The meeting adjourned at 5:43pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, June 1st, 2016 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.

Chemung County Library District – Summer Hours

Monday, June 13, 2016 – Saturday, September 3, 2016

Closed Saturdays & Sundays

Our Libraries	Monday	Tuesday	Wednesday	Thursday	Friday
Big Flats Branch 78 Canal St. Big Flats, NY 14814 607-562-3300	12pm - 5pm	12pm - 8pm	10am - 6pm	10am - 6pm	12pm - 5pm
Horseheads Free Library 405 S. Main St. Horseheads, NY 14845 607-739-4581	9am - 8pm	9am - 8pm	9am - 8pm	9am - 5pm	9am - 5pm
Steele Memorial Library 101 E. Church St. Elmira, NY 14901 607-733-9173	9am - 9pm	9am - 9pm	9am - 9pm	9am - 9pm	9am - 5pm
Van Etten Branch 83 Main Street Van Etten, NY 14889 607-589-4755	1pm - 5pm	Closed	1pm - 7pm	Closed	11pm - 5pm
West Elmira Branch 1231 W. Water St. Elmira, NY 14905 607-733-0541	12pm - 8pm	12pm - 5pm	10am - 6pm	10am - 6pm	12pm - 5pm
Mobile Branch (Bookmobile)	Visit the online schedule or call 738-2476				

Business Office: 733-8607
Director's Office: 733-8611
Steele Library Fax: 733-9176

Steele Library Customer Service: 733-9173
Steele Library Reference Services: 733-9175
Steele Library Genealogy Research: 733-8602



Visit us online 24 hours/day www.cclid.lib.ny.us





May 2, 2016

Mr Ronald Shaw
Library Director
Chemung County Library
101 East Church St
Elmira, NY 14901

RE: CSEA Employee Benefit Fund
Retiree Vision Memorandum of
Of Agreement

Dear Mr Shaw:

Beginning June 1, 2016, the CSEA Employee Benefit Fund will offer a Retiree Vision Program.

Employers who currently provide a negotiated EBF vision plan will have the opportunity to offer this new program to CSEA bargaining unit members.

Retirees cannot access the Retiree Vision Plan without your help. The enclosed Retiree Vision Memorandum of Agreement will enable CSEA employees the option to participate in our program.

The Memorandum of Agreement does not obligate the employer *in any way financially or administratively* as the retiree contracts **directly** with the CSEA Employee Benefit Fund. It is the Fund's responsibility to provide all information to Plan participants. The enrollment and billing is done directly by the Fund.

Should you have any questions regarding this program, please do not hesitate to contact me at **800-323-2732 ext. 836**. We will contact the CSEA Labor Relations Specialist for their signature and a fully executed copy will be sent to you for your records. The Fund looks forward to providing this benefit to your members.

Sincerely,

A handwritten signature in cursive script that reads "Colleen R. Foley".

Colleen R. Foley
Retiree Coordinator

crf
enclosure



#538 Chemung County Library

MEMORANDUM OF AGREEMENT

Coverage under the CSEA Employee Benefit Fund Retiree Vision Plan (the "Plan") administered by the CSEA Employee Benefit Fund (the "Fund") shall be available to any member of the CSEA bargaining unit who retires and meets the following criteria:

1. The member retires directly from employment with the Employer during or after the term of the collective bargaining agreement in which this Memorandum is executed.
2. The member has coverage under a Fund-sponsored vision plan on or after June 1, 2016.
3. The member agrees in writing to comply with all requirements of the Fund which are applicable to retiree coverage at the time of his or her application to the Fund for retiree coverage.
4. The member agrees in writing to pay for any and all premiums for coverage under the Plan.

The Employer has no obligation to pay for coverage under the Plan.

The Fund agrees to provide all information regarding the Plan, including, but not limited to, eligibility requirements, to any member of the CSEA bargaining unit who may be eligible for participation in the Plan.

The Fund shall be solely responsible for the administration of the Plan, including but not limited to, the enrollment and billing of any member of the CSEA bargaining unit eligible for participation in the Plan.

The Fund agrees to hold the Employer harmless from any liability in connection with the cost of providing coverage under the Plan.

Neither the Unit nor the Employer shall use this Memorandum of Agreement as precedent in future collective bargaining agreement negotiations.

Signature of Management
Representative

Signature of Labor Relations Specialist

Title

Date

Date



The Chemung County Library District, with neighborhood libraries in Big Flats, the Bookmobile, Elmira, Horseheads, Van Etten, West Elmira, and on the web at www.cclid.lib.ny.us

To: CCLD Board of Trustees

From: Ronald W. Shaw, Director

Date: February 12, 2016

Subject: Change to the code of conduct to allow drinks with lids throughout the library

The current code of conduct states: "Food or beverage containers with lids are only permitted in the magazine/newspaper lounge of the Steele Memorial Library. In the branch libraries, food and beverages may be permitted at the discretion of the staff."

After discussion with staff regarding the issues with enforcement we are requesting it be changed to: "Food containers are only permitted in the magazine/newspaper lounge of the Steele Memorial Library. Beverage containers with lids are allowed. In the branch libraries, food and beverages may be permitted at the discretion of the staff."

Chris Corter May 2016 Activity Report
(Dates covered April 13-May 10, 2016)

Chris Corter

- Coordinated and worked at the Mental Health Recovery Dinner May 5th and the Chess Tournament, May 7th.
- Created instructions on new User Category procedure and gave to circulation supervisor for follow up training.
- Developed a draft *Welcome to CCLD* brochure to give to new borrowers that includes circulation policies. Continued work on updated Publicity Manual.
- Submitted publicity/press release to media for Maker Expo and set up radio commercials at 94 ROCK.
- Attended Friends meeting on May 2 and reported back to Ron and staff.
- Gathered final statistics for NLW device giveaway:

2016 NLW #entries for Galaxy Tablet GIVEAWAY

SML	757	Tom Dubel
BF	50	Thomas Reynolds
HH	161	Hollie Minnier
VE	23	Peter Maki
BKM	23	Pat Allen
WE	98	Ann Savage

1,112

Winner was **Ann Savage**, West Elmira patron

West Elmira – Chris Corter

- Created and posted weekly schedule for West Elmira staff
- Approved and submitted material and programming orders for West Elmira
- Visited West Elmira and provided coverage on Monday evening, April 25
- Recommended shelving be cleaned and organized to clear blocked aisles leading to back exit

Bookmobile – Chris Corter

- Created and posted weekly schedule for Bookmobile staff
- Selected and ordered materials for Bookmobile

APRIL 2016 AV & CIRCULATION REPORT

CIRCULATION:

Staff doing an excellent job as usual. New hire continue to learn and train on different desks.

AV:

Ordered numerous new TV series. This seems to be extremely popular with patrons.

Adult and Teen Services

Nonfiction and Reference Report:

In the month of April, 2016, there were 495 queries answered on the Adult Services Desk and 192 questions answered on the PC2 Desk. The Nonfiction book display was comprised of books that were dated and in need of weeding. These books were about hairstyles and clothes from the 80's and 90's, dating theories, and job advice. I will say, two books from the display were actually checked out!

Currently I am weeding the Non-fiction section, 600-629.

Maggie, Sherry, Holly and I worked on separating the Local History and Genealogy books from the regular Reference books, which also included shifting the regular Reference to create more room for Local History and Genealogy.

Genealogy/Local History:

Gen/LH books have been shifted away from general reference. Process is ongoing to update signage and shift collection.

Brick wall busting sessions to research genealogy in PC lab have been steadily popular. We continue to offer them every month.

Sherry taught her first familysearch class and it went well.

April stats:

Mag fiche -0-
Newspapers -476-
Census film -7-
Vital Stats -66-
Misc -31-

Adult Fiction:

Coloring sheets continue to go out
April podcast uploaded to site
May podcast recorded
Beginning computer and beginning internet classes
Adult program for Developmentally Disabled adults – featuring bird cams and nest cams
WENY TV spot
Jewelry making class taught at Horseheads
Sewing class

Adult Programming:

Each month at Steele Memorial Library, a variety of programs for adults are planned. Some are taught/led by library staff and others by paid outside instructors or community members (volunteers). In April 2016, the following programs for adults took place:

April 7th, 12pm - [Standout Subject Lines \(Marketing\)](#)

April 8th & 29th, 3:30pm - [The Artist's Way](#)

April 8th, 6:30pm - ["So bad, it's good!" Movie Night](#)

April 12th, 5:30pm - [Diagnosis of Dementia & Clinical Care](#)

April 13th, 6pm - ["Fan Infinity" Adult Fandom Club](#)

April 15th, 3:30pm - [Compassionate Communication](#)

April 18th, 1pm - [Brick Wall Busters \(Genealogy\)](#)

April 18th, 6pm - [Game Design Workshop \(Board/Card\)](#)

April 20th, 6:30pm - [Drawing Three Dimensionally](#)

April 21st, 2pm - [Introduction to Genealogy](#)

April 23rd, 2:30pm - [Women Soldiers in the Civil War](#)

April 29th, 2pm - [Friday Afternoon Film](#)

Weekly Groups

Tuesdays, 7:30-8:30pm - [Adult Writing Group](#)

Wednesdays, 9-4pm - [Chess Club](#)

Wednesdays, 12:30-2pm - [Knit & Crochet Club](#)

Thursdays, 9-11am - [Craft Club](#)

Tech Classes (not including classes planned by Tinker Lab staff):

April 13th, 1-3pm - [Beginning Computer](#)

April 19th, 1-3pm - [Tablet Talk](#)

April 20th, 1-3pm - [Beginning Internet](#)

April 26th, 1-3pm - [Facebook for Beginners](#)

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

Social Media/Website/Newsletter

Posts to the various Social Media accounts continued this month as well as regular website updates. The electronic newsletter went out on April 1, highlighting April events throughout CCLD. Web promotion for the upcoming Maker Expo is ongoing. Additional exhibitors and other information about the Maker Expo was added to the website.

Magazines & Adult Graphic Novel Collection

Placed monthly order of graphic novels. Dealt with some magazine delivery issues.

Other

Worked with the Alzheimer's Association and STLS for the Diagnosis of Dementia & Clinical Care web cast. Continued to work with Deb Brimmer on various Maker Expo planning and contacted potential exhibitors. Participated in CMOG's MakerSpace spring break activity and assisted attendees with using iPads as microscopes, with the help of 3D printed attachments. Visited Syracuse University's MakerSpace with IT/MakerSpace CCLD staff. Applied for a Friends grant to fund a June art class. Arranged for a volunteer to start a tabletop gaming group to meet at Steele. Spoke to a woman about starting a Mahjong group/class -- will take place in July. Continued to work with local artist Wynn Yarrow for ongoing art series. Planned various other programs.

Teen Services

Our twice a month Teen Hang Out Night program received recognition at the annual Chemung County Youth Bureau Program awards.

- Doris Jean:
 - Promoted new teen books on WENY's Monday noon news show.
 - Will promote the Steele Library Maker Expo on the Elmira High School's TV channel.

reached out to Barnes & Noble and got permission to promote Steele Library Teen Services at B&N's first ever National Teen Book Fest on June 11 & 12. Doris Jean told Corning Library about it, too, in hopes we could all be there promoting teens & libraries together!

Will moderate the teen "unworkshop" at CCLD continuing ed day.

Branch Activities Report

Horseheads

Owen visited the Big Flats Branch on April 27th & 28th, Owen visited the Van Etten Library on Monday April 25th.

Owen attended the Public Library Foundation of Chemung County meeting on Wednesday April 27th.

Owen attended the CCLD Management Meeting on Tuesday May 3rd. Owen will be attending the May 16th Friends of the Horseheads Library meeting.

Amanda was planning to attending the May 10th story tellers meeting however I have been informed it has been cancelled.

Kinder book visits have been booked. First visit occurred Tuesday May 3rd

All staff will be attending the May 13th Continuing Education Day.

Big Flats

Glenice 4/20 big flats preschool, 4/21 Head start classes Broad st

Glenice and Becky will be attending the May 13th Continuing Education Day program at Steele.

Van Etten

Michelle Erickson continues to visit the head start and pre-k classes at the S-VE school. 4 kindergarten class Kinder book visits have been arranged. The first visit will be on Monday May 16th.

Michelle Erickson visited the Van Etten Retirement Apartments May 4th. According to Michelle there seems to be interest in bi-monthly visits.

Michelle will be attending the May 13th Continuing Education Day.

Office of the Director, CCLD
March 2016

Major accomplishments:

SML Teen Space- Meeting with Jeff Vieselmeyer (Elmira Structures) regarding the Teen Space. Discussed purpose, square footage, configuration of space, noise mitigation requirements, visibility for staff observation, electrical requirements, network requirements, HVAC considerations, and construction estimate requirements.

Researched drawings for submission to Cornell University. Gave a copy of the drawings on CD to Mike Muldoon in order to assist them in understanding the objective for the project.

Statewide Central Library Directors meeting: Coordinating with this group in order to meet in the Onondaga Public Library in Syracuse on Thursday, August 11. The time/agenda are yet to be determined.

Buffalo & Erie County Public Library Continuing Education Event- Assisted one of the presenters who was discussing patron issues, diversity, security and EAP assistance for troubled employees. Also discussed the pace of organizational change, resistance to change,

LED Lighting- Toured SML with Rick Allington (Account Manager, Booth Electric Supply) in order to obtain an estimate for the replacement/upgrade of lights in the building, lighting usage patterns, objectives, cost savings and payback analysis.

WENY Early Morning Show- Discussed the School Break Fun....Great Worm Race! and the Maker Expo with emphasis on the power tool drag racing.

Audit- Completed standard fraud interview with Aelim Jung (Staff Accountant, EFPR Group, LLP). Questions were: Do you have knowledge of any fraud or suspicions of fraud affecting the entity?; What would you do and who would you go to if you suspected any fraud? Do you think there are proper controls in place to mitigate the risk of fraud? What are they?; What areas do you think are most susceptible to fraud?

Radio interview- Interviewed by staff from WOKN, WEHH, WELM and 94 Rock for their Community Affairs program. We discussed the Maker Fair- what it is, how people can get involved through participating or volunteering, power tool drag racing and other event information.

Set Labor-Management Meetings for the first Wednesday of the month: June 1, July 6, August 3, September 7, October 5, November 2, December 7 with a start time of 1:30pm.

Restroom Renovations- Several phone conversations with Bob Butcher to review scope of work. Discussed air hand dryers for both sets of toilet rooms, the use of auto flush valves, stainless steel changing tables, and construction.

Second meeting regarding restroom renovations- met with Bob Butcher (project Manager), John Hewitt (Mechanical Engineer Labella Assoc.) and Bob Dieterle and Gary Morenus (Chemung Co, B&G). Discussed the electrical, plumbing, HVAC, and interior design on the project to include building materials, ADA layout and timeline.

CE Day- Follow-up meeting with Brian Hildreth, Margo Gustina and Al Oliveras from STLS and Chris Corter and Deb Brimmer to finalize arrangements for the Continuing Education event.

Other site visits: Seneca Nation Allegany Branch, Salamanca; James Prendergast Library, Jamestown, Lewiston Public Library.

Major meetings: Discussion with Brian Hildreth (STLS) regarding the continuation of the JobNow database from Brainfuse. It was determined to renew for one year in order for STLS to better promote the database. Usage trends will be monitored and a decision on whether to renew in 2017.

Discussion with Janet Ackerman (SML YS) to determine staffing requirements for YS. A message was sent out to all staff regarding the need and requirements.

Several staff conversations under Open Door Policy regarding a variety of matters.

Major Patron conversations: Patron concerned with sex offenders being allowed in the library. Continued issues with the 50 item limit for home schooled children. Barring of patrons over violation of computer usage rules and violation of the library code of conduct. Patrons complaining that materials they returned were not being checked in. Issues regarding conduct of staff in public areas.

Programs Attended/Visited: Home-school with Miss Becky (Big Flats); Revenge of the Fifth (Horseheads).

Community Presence: Attend ECSD School Board meeting (2). Attend Rotary Club of Elmira meetings (4). Attend Rotary Club of Elmira Board meeting. Attend ECSD Buildings and Grounds meeting. Attended the ECSD budget hearing. Participated in the Elmira City School District School Board Candidates Forum.

Professional Readings:

Fleeter, H. B. (n.d.). Return on Investment Analysis of. Retrieved May 7, 2016, from <http://www.toledolibrary.org/uploads/pdfs/Fleeter-ROI-STUDY.pdf>

The “Return on Investment” (ROI) for the Toledo Lucas County Public Library is computed by assessing the value (or benefit) of library materials and services to Toledo area library patrons and then comparing this value with TLCPL library operating expenditures. For the purposes of this analysis, library services are broken into the following categories: Physical circulation, digital/electronic circulation, computer & technology services, reference services, and programming and other services.

Scrogam, R. E. (2006). The American public library and its fragile future. *New Library World*, 107(1/2), 7-15. doi:10.1108/03074800610638996

Argues that the future of US public library depends on a commitment to the library as a place within the public sphere for the intellectual development of a community primarily through books and reading, where service to the public is framed by professional librarians.

Cottrill, J., Letelier, F., Blanco, P. A., García, H., Chiranov, M., Tkachuk, Y., . . . , T. (2015). From impact to advocacy: Working together toward public library sustainability. *Performance Measurement and Metrics Performance Measurement Metric*, 16(2), 159-176. doi:10.1108/pmm-04-2015-0008

The purpose of this paper is to outline the Bill & Melinda Gates Foundation's Global Libraries (GLs) initiative approach to advocacy and how it informs, guides, and integrates impact data to support sustainability of GL program results.

Professional courses attended/completed:

Body Language for Leaders (1h 28m) through CCLD Lynda.com subscription.

Discusses how body language is perceived and often misread, and shares the six nonverbal signals you need to know to make a positive first impression. Discusses the importance of body language for leaders, and shows how to establish leadership presence. Provides simple and effective tips on communicating with gestures and stance.

Communicating with Confidence (1h 28m) through CCLD Lynda.com subscription

Topics include: Organizing your thoughts; Speaking slowly, naturally, and confidently; Breathing properly; Using your body to reinforce speech; Managing facial expressions; Handling nervousness; and Integrating voice modulation, eye contact, and hand gestures into a powerful and engaging communication style