



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

Agenda

The October 2016 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, October 20, 2016 at 6:00 pm at **Big Flats Library, 78 Canal St. Big Flats, NY 14814**. The agenda for the meeting is listed below. If you are unable to attend, please inform Mr. Roberts (271-9625), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Presentation by Ms. Rebecca Jackson (Big Flats Library Clerk)
4. Approval of minutes (document #2016-55)
5. Treasurer's report
 - a) Financial report (document 2016-56)
 - b) Report of Unpaid Bills Detail (document 2016-57)
6. Correspondence
7. President's report.
8. Director's Report.
 - Consent Item: Approval of Labella Contract**
Resolved that the CCLD Board of Trustees approve the contract for the Chiller Replacement as submitted
9. Committee reports:
 - a) Executive Committee (Roberts)
 - 1) Report of the Committee meeting (document #2016-58)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2016-59)
 - Consent Item: Approval of Audit firm.**
Resolved that the CCLD Board of Trustees appointment MMB as the auditing firm.
 - Consent Item: Approval of Salary Schedules**
Resolved that the CCLD Board of Trustees approve the salary schedules as submitted.
 - c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document #2016-60)
 - 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 SEPTEMBER 15, 2016 meeting of the Chemung County Library District Board of Trustees. Document #2016-55)

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

A presentation was made by Doris Jean Metzger (Young Adult Services) during which she highlighted the current services that are provided to Teens at the Steele Memorial Library. She also presented the need for a separate "Teen Space" at the library. She stated that a separate space would meet the developmental needs of the teens and give them their own space to socialize in a secure, safe setting. It would also allow for a greater engagement with library resources. Seven teenagers and a parent were present to support the concept of a separate Teen Space. Several of the teens addressed the board and letters of support were submitted in writing. Of major concern for construction of the space is to bring in someone who has teen space planning experience and can integrate the space successfully into the rest of the library.

Minutes. The minutes of the August 2016 meeting (Document #2016-49) were presented for board review. The minutes were approved as corrected by unanimous consent.

Financial Report. The August 31, 2016 Financial Report (Document #2016-50) 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 #2016-51). By unanimous consent, the board authorizes the payment of the unpaid bills dated 9/14/16 – Grant Fund - \$446.22 and General Fund -92,356.37 as distributed in writing

Correspondence. Mr. Shaw passed around notes from two patrons regarding the helpful and positive attitudes of staff members Ms. Metzger and Ms. Schoeffler. A thank you note was received from Catholic Charities for CCLD's participation in their Back to School Drive as a drop-off location. A suggestion to keep the West Elmira Library open later on Fridays was received from the teens of West Elmira. Mr. Shaw will discuss this with staff.

President's Report. Mr. Roberts reminded board members of the Southern Tier Library System's (STLS) annual meeting being held on October 13th. He encouraged board members to attend and said it is well worth attending.

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

CONSENT ITEM: Approval of Fall/Winter hours for 2016-2017. The change from last year is to begin closing the libraries on Saturdays on Memorial Day Weekend as opposed to the middle of June. Resolved by Ms. Dworkin, seconded by Mr. Wehling to approve the Fall/Winter hours for 2016-2017 as submitted. VOTE: 10 Yes, Mr. Blandford abstained. Motion Carried.

Promenade Issue: Over 350 residents have signed the petition to have the tables and stools under the Promenade moved to a location further away from the library. Mr. Shaw plans to attend a meeting of the City Council in October to submit the petitions to them.

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 #2016-52). Mr. Roberts reminded the board that the Friends of CCLD's Soiree is being held on Friday, September 23rd. If planning to attend, please make reservations. Regarding the request for RFP's from auditing firms for the next 3 years of audits, this is considered a professional service and as such CCLD is not required to accept the lowest bidder.

Labor Management meetings are held the 1st Wednesday of each month. There is still one month in 2016 for which a board member has not signed up to attend. Mr. Roberts will have the 2017 calendar ready soon for board members to sign up for which month they will be available to attend.

Regarding the proposed plaque/map of the district that will include board member's photos and contact information, Ms. Dworkin stated that the Historical Society will complete a mock-up of the District. Costs for design and layout would be determined by the size of the plaque. Mr. Schamel moved, seconded by Ms. Hayes to pay \$100 to the Historical Society for them to create a mock-up to present to the board. VOTE: 10Yes. Ms. Dworkin Abstained. Motion Carried.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2016-53). The Committee requested that CCLD send a letter to Chemung County Treasurer, Joseph Sartori, requesting confirmation that the Debt Service owed by the District to the County has been satisfied in full.

CONSENT ITEM: Resolved by Ms. Chollet, seconded by Mr. Blandford that the CCLD Board of Trustees accepts the \$27,350 donation from the Steele Memorial Library Foundation. VOTE: Unanimously Approved.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2016-54). It was reported that the Bathroom Renovation project at the Steele Library is on track with an anticipated completion date of 12/2/16.

Regarding the Chiller Project at the Steele Library, due to the issue with NYSEG, the process of replacement needs to be started as soon as possible. One engineering firm that can handle the professional services portion of the job is LaBella Associates (formerly DPC). A request for an RFP is not necessary for this project. Gary Morenus, Chemung County Buildings & Grounds has stated that even if the project is started immediately, there is no guarantee that it would be completed by next year's air conditioning weather. Due to the emergency nature of this project, Ms. Dworkin moved, seconded by Mr. Schamel that CCLD hire LaBella Associates as the Professional Design Service for this project. VOTE: Unanimously Approved.

Ms. Santulli stated that CCLD has received a request from Elmira Structures for the first payment due on the Restroom Renovation project. Mr. Schamel moved, seconded by Mr. Wehling to approve the payment to Elmira Structures in the amount of \$22,467.50. VOTE: Unanimously Approved.

Reminder that the ribbon cutting ceremony for the new Pavilion at the Big Flats Library is scheduled for October 5, 2016.

Personnel Committee. Nothing to report at this time.

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

Old Business. None

New Business. A copy of the new STLS Central Library Plan of Service was submitted to the board in writing. Ms. Hayes moved, seconded by Ms. Kappanadze to approve the plan of service as agreed upon by the Plan of Service Committee. VOTE: Unanimously Approved.

Public Expression. None

The meeting was adjourned at 7:27pm. The next regular meeting of the board will be held on Thursday, October 20th, 2016 at 6:00pm at the **Big Flats Library, 78 Canal Street, Big Flats, New York.**

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2016-56)

Financial Report - SEPTEMBER 30, 2016

Income	2016 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 76,700	\$ 49,703	\$ 26,997	65%		Includes \$6,500 Fines collected by STLS thru PayPal 2014/15
Grants (other than N.Y.S.)	\$ -	\$ 82,498				Corning Lib \$2K for Zinio; Friends of CCLD \$16,584, HH Friends \$5,500, S-west Grant \$29,813, ARTS \$1,700, CCTC \$100, WalMart \$1,000; Kohls \$500; Dytman Estate \$25,000; Comm Foundation \$200
Foundation Contributions	\$ 165,000	\$ 67,750	97,250	41%		SML Foundation 1st & 2nd Qtr +\$7,750 Genealogy Funding
Library District Tax Receipts	\$ 2,725,648	\$ 2,725,648	0	100%		
PILOT Funds	\$ 40,000	\$ 53,066				
Interest on Investments	\$ 1,000	\$ 4,647	(3,647)	465%		
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		\$ 91,562				
TOTAL INCOME	\$ 3,196,582	\$ 3,074,874	\$ 308,834	96%	75%	Final for Elevator Project, 90% Chiller Project \$85,613
Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
Personnel						
Salaries	1,418,630	\$ 1,032,167	\$ 386,463	73%		
Overtime & Holiday Salaries	14,787	\$ 11,232	3,555	76%		
Employee Benefits						
FICA	109,658	\$ 82,286	\$ 27,372	75%		
NY State Retirement	266,616	\$ 192,031	\$ 74,585	72%		
Medical & Dental	395,628	\$ 271,105	\$ 124,523	69%		
Other (Disability, Wk. Comp, Unemp)	26,828	\$ 26,508	\$ 320	99%		WC & Disability pd ANNUAL
Subtotal - Personnel Exp	2,232,147	1,615,329	\$ 616,818	72%	75%	
Contractual						
Equipment	40,689	\$ 90,070	(49,381)	221%		INCLUDES Grant funds \$57,821 as follows: \$SouthWest Grant \$29,813, SML Foundation \$27,750, HH Gift \$258
Telephone	11,350	\$ 11,723	(373)	103%		Paid Annually New IT phone purchase
Supplies	42,900	\$ 58,689	(15,789)	137%		TOTAL \$25,035: MakerSpace/EXPO Grant \$2,044, FR of CCLD \$3,691, HH Friends \$576, Mktng \$219, HH Foundation \$16,579; VE Comp.tables \$1,107; VE Grant \$525; Gift \$294
Travel & Continuing Education	14,715	\$ 8,503	6,212	58%		
Repairs & Maintenance	39,412	\$ 35,225	4,187	89%		
Postage	2,000	\$ 659	1,341	33%		
Library Materials (books, video, etc.)	318,551	\$ 197,472	121,079	62%		Gifts \$2,506, HH Foundation \$154
Utilities	67,000	\$ 23,790	43,210	36%		Journal Entry made moving 2015 expense back to last year
Building Cleaning Supplies	21,325	\$ 8,459	12,866	40%		
Fuel, Gas & Oil (Bookmobile)	4,000	\$ 1,235	2,766	31%		
Insurance	38,701	\$ 30,717	7,984	79%		
Vehicle Operation / Maintenance	1,000	\$ 1,000	0	100%		\$1,481 paid for items not billed in 2015
Professional Fees (audit, engineer/leg)	20,825	\$ 20,825	0	100%		Includes HR Consultant \$2,900, Audit \$10,000, Atty \$6,674
Data Processing Expenses (Cost Shar)	124,308	\$ 95,990	28,318	77%		VPN-Time Warner
Payment of Taxes	4,975	\$ 4,887	88	98%		
Library Programming	27,500	\$ 27,500	0	100%		TOTAL \$16,186 = Grant \$734; Gifts \$1,475; HH Friends \$6,504; FR of CCLD \$4,456, Mktng \$650, EXPO \$1,604; ARTS \$763
Chemung County costs (B&G, vision)	12,000	\$ 6,182	5,818	52%		
Capital Improvements STATE CONST se	25,000	\$ 17,830	7,170	71%		Hunt Eng for Elevator Project \$3,508/Foor for Restroom project \$14,046
Contingency Fund	61,618	\$ 14,866	46,752	24%		BKM - 2015 & 2016 repairs + \$8,330 Supplies + Programming \$6,590
Debt Service	\$ 16,290	\$ 72,598	(56,308)	446%		PAID IN FULL FOR YEARS 2016-2021
Subtotal Expenses	\$ 3,126,306	\$ 2,343,548	\$ 782,758	75%	75%	
2015 & 2016 State Construction Projects		\$ 24,579				Elevator Air Monitoring \$2,111/Restroom Project \$22,468
TOTAL EXPENSES	\$ 3,126,306	\$ 2,368,126				

Unpaid Bills Detail

As of October 12, 2016

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
4imprint, Inc.			
	10/12/2016	Volunteer Recog handouts	347.30
Total 4imprint, Inc.			<u>347.30</u>
Aleta Yarrow			
	10/12/2016	Adult Prog 11/14 pd by Friends of CCLD	230.00
Total Aleta Yarrow			<u>230.00</u>
American Button Machines			
	10/12/2016	Button Machine supplies	74.28
Total American Button Machines			<u>74.28</u>
Audio Editions			
	10/12/2016	CD/Audio purchases for BF	78.95
Total Audio Editions			<u>78.95</u>
Capabilities, Inc.			
	10/12/2016	Cleaning BF/HH/WE for Sept	1,168.00
Total Capabilities, Inc.			<u>1,168.00</u>
CHILDREN'S PLUS INC.			
	10/12/2016	Books Purchased - Steele JUV	1,339.51
Total CHILDREN'S PLUS INC.			<u>1,339.51</u>
City of Elmira			
	10/12/2016	Commercial Inspection	50.00
Total City of Elmira			<u>50.00</u>
Dell Marketing L.P.			
	10/12/2016	computer upgrade	3,138.16
Total Dell Marketing L.P.			<u>3,138.16</u>
Demco, Inc.			
	10/12/2016	DVD cases/shelf adaptors HH/VE prog supply	498.17
Total Demco, Inc.			<u>498.17</u>
First Transit			
	10/12/2016	Bookmobile fuel-8/25-9/23	163.19
Total First Transit			<u>163.19</u>
Foor & Associates Architects			
	10/12/2016	Restroom project	207.00
Total Foor & Associates Architects			<u>207.00</u>
Gressco LTD.			
	10/12/2016	DVD security cases for ST	691.06
Total Gressco LTD.			<u>691.06</u>
H. L. Treu Office Supply Corp.			
	10/12/2016	2017 calendars all libraries	233.13
Total H. L. Treu Office Supply Corp.			<u>233.13</u>
Imperial Door Controls, Inc.			
	10/12/2016	ST door repair - not covered under contract	68.40
Total Imperial Door Controls, Inc.			<u>68.40</u>
JanWay Company USA, Inc.			
	10/12/2016	Spooky Stack supplies pd by Friends/earbuds	577.50
Total JanWay Company USA, Inc.			<u>577.50</u>
Julie Spicer			
	10/12/2016	HH Programs Sept/Oct	200.00
Total Julie Spicer			<u>200.00</u>
Mike Straka			
	10/12/2016	11/12 prog at Steele JUV	350.00
			<u>350.00</u>

Unpaid Bills Detail

As of October 12, 2016

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Mike Straka Oriental Trading Company, Inc.			<u>350.00</u>
	10/12/2016	Program Supplies VE	<u>22.95</u>
Total Oriental Trading Company, Inc. Otaku USA			<u>22.95</u>
	10/12/2016	Teen magazine subscription	<u>19.95</u>
Total Otaku USA Quicker Printer			<u>19.95</u>
	10/12/2016	Teen Halloween Dance flyers pd by Friends of CCLD	<u>93.75</u>
Total Quicker Printer Sayles & Evans			<u>93.75</u>
	10/12/2016	Attorney fees 5/10-7/28	<u>1,777.00</u>
Total Sayles & Evans Southern Tier Library System			<u>1,777.00</u>
	10/12/2016	Dark Fiber-SEPT all libraries	<u>600.00</u>
Total Southern Tier Library System Sue Larson			<u>600.00</u>
	10/12/2016	Kindermusik program 11/1 at HH	<u>75.00</u>
Total Sue Larson The Penworthy Company			<u>75.00</u>
	10/12/2016	Library materials ST JUV	<u>2,511.45</u>
Total The Penworthy Company Unique Management Services, Inc.			<u>2,511.45</u>
	10/12/2016	collection notices-SEPT	<u>501.20</u>
Total Unique Management Services, Inc. W. B. Mason Co, Inc.			<u>501.20</u>
	10/12/2016	office supplies	<u>218.00</u>
Total W. B. Mason Co, Inc.			<u>218.00</u>
			<u><u>15,233.95</u></u>

Unpaid Bills Detail

As of October 5, 2016

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Ingram Library Services			
	10/04/2016	Non Fiction purchases	1,086.55
Total Ingram Library Services			<u>1,086.55</u>
Southern Tier Library System			
	10/04/2016	NF processing fees June-Aug	76.50
	10/04/2016	Freegal Music svc 7/16-6/17	3,157.70
	10/04/2016	eBooks Fiction	7,193.68
Total Southern Tier Library System			<u>10,427.88</u>
TOTAL			<u><u>11,514.43</u></u>

Chemung County Library District General Fund

Document #2016-57

Unpaid Bills Detail

As of October 5, 2016

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Aleta Yarrow			
	10/05/2016	Adult Prog 10/6 pd by Friends of CCLD	185.00
Total Aleta Yarrow			<u>185.00</u>
Amazon Credit Plan			
	10/05/2016	purchases all libraries 8/9-9/8	3,402.29
Total Amazon Credit Plan			<u>3,402.29</u>
Blackstone Audio			
	10/05/2016	DVD purchases Aug	131.99
Total Blackstone Audio			<u>131.99</u>
Bridget Bossart Van Otterloo			
	10/05/2016	Teen Art Journaling pd by Friends	405.00
Total Bridget Bossart Van Otterloo			<u>405.00</u>
Caroline Poppendeck			
	10/05/2016	mileage reimbursement 7/14-9/29/16	35.37
Total Caroline Poppendeck			<u>35.37</u>
Cengage Learning, Inc.			
	10/05/2016	Fiction Purchases-ST	488.00
Total Cengage Learning, Inc.			<u>488.00</u>
Chemung Canal Trust Company			
	10/05/2016	Prof Fees, WE Prog, Equip-Auditorium, chairs	754.48
Total Chemung Canal Trust Company			<u>754.48</u>
CHILDREN'S PLUS INC.			
	10/05/2016	Books Purchased - BKM	765.99
Total CHILDREN'S PLUS INC.			<u>765.99</u>
Cris Johnson			
	10/05/2016	OCT programs at ST & HH	525.00
Total Cris Johnson			<u>525.00</u>
Deborah L. Brimmer			
	10/05/2016	mileage 8/25-9/29, MS supply, PA system supply	274.98
Total Deborah L. Brimmer			<u>274.98</u>
Elmira Water Board			
	10/05/2016	Water bills - WE/ST 7/5-9/6	295.97
Total Elmira Water Board			<u>295.97</u>
Glenice Peel			
	10/05/2016	Mileage Sept	95.58
Total Glenice Peel			<u>95.58</u>
Heather Mayo			
	10/05/2016	Patron Refund	8.00
Total Heather Mayo			<u>8.00</u>
I. D. Booth, Inc.			
	10/05/2016	bulbs for Steele new lighting project	27,372.96
Total I. D. Booth, Inc.			<u>27,372.96</u>
Ingram Library Services			
	10/05/2016	Library materials - all libraries	11,606.56
Total Ingram Library Services			<u>11,606.56</u>
James Turner			
	10/05/2016	Spooky Stacks performer pd by Friends of CCLD	150.00
Total James Turner			<u>150.00</u>
jhdesign			
	10/05/2016	HH Adult Prog-Window art for Banned Book	610.00
Total jhdesign			<u>610.00</u>
Kevin Shook			

Unpaid Bills Detail

As of October 5, 2016

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
	10/05/2016	Patron Refund	20.00
Total Kevin Shook			20.00
Maggie Young			
	10/05/2016	mileage reimb - 9/21 workshop	50.87
	10/05/2016	Purchases for Genealogy	88.84
Total Maggie Young			139.71
McGraw Technology Services			
	10/05/2016	Professional Services-IT Department 9/15	680.00
Total McGraw Technology Services			680.00
MidWest Tape			
	10/05/2016	DVD/Audio purchases - HH/ST/WE	2,754.07
Total MidWest Tape			2,754.07
Office Equipment Source, Inc.			
	10/05/2016	BF Copier qtr billing 4/25-7/24	34.79
Total Office Equipment Source, Inc.			34.79
Oriental Trading Company, Inc.			
	10/05/2016	Program Supplies HH & ST pd by Friends	475.78
Total Oriental Trading Company, Inc.			475.78
Penguin Random House, LLC			
	10/05/2016	AV purchases - Steele	935.24
Total Penguin Random House, LLC			935.24
Petty Cash-Steele			
	10/05/2016	BF & ST postage/prog incl Teen Ball pd by Friends	451.64
Total Petty Cash-Steele			451.64
Recorded Books			
	10/05/2016	AV purchases	727.00
Total Recorded Books			727.00
Research Technology International			
	10/05/2016	supplies for DVD cleaning machines ST	69.95
Total Research Technology International			69.95
Southern Tier Library System			
	10/05/2016	Processing fees Jun-Aug	2,347.25
Total Southern Tier Library System			2,347.25
Staples Credit Plan			
	10/05/2016	Printer for BF, NetGear, IT supplies	538.01
Total Staples Credit Plan			538.01
Sue Schoeffler			
	10/05/2016	mileage reimb 9/21 wkshop	69.12
Total Sue Schoeffler			69.12
The Penworthy Company			
	10/05/2016	Library materials HH Juv	1,307.14
Total The Penworthy Company			1,307.14
William Lohmuller			
	10/05/2016	Patron Refund	8.00
Total William Lohmuller			8.00
			<u>57,664.87</u>

Document #2016-58

Report of the October 5th, 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 Richard Roberts; and Joan Santulli and Ronald Shaw, CCLD management. Other board members in attendance were Pat Silvernail, Jared Myers, Jim Hare, Michael Muldoon, Anne Hayes and Phyllis Rogan. The meeting opened at 6pm.

UNPAID BILLS: Mr. Hare moved, seconded by Ms. Hayes to approve the Unpaid Bill lists dated 10/5/16 – General Fund - \$57,664.87 and the Grant Fund - \$11,514.43. VOTE: Unanimously Approved. One question about the invoice to ID Booth for light bulbs/fixtures – Mr. Shaw stated that CCLD expects to receive a \$7,000 rebate for this bill.

President Report. Mr. Roberts stated that the Soiree held by the Friends of CCLD was well attended and was a nice affair. The event was being called a Friendship-raiser not a fund raiser. The Friends are working on a new form for CCLD staff to apply for funding from their organization. The group is interested in seeing the numbers of residents who benefited from programs or projects that they have and will fund. The Annual Meeting for the Southern Tier Library System (STLS) is October 13th. This is the last week to register if planning to attend.

Director Report. Mr. Shaw stated that he is checking into information he received from the New York State Department of Labor regarding giving staff members paid leave for blood donations. He has sent the information to the attorney for his review and recommendation.

The Labor/Management meeting was held today. The topic of discussion was closing procedures at the Steele Memorial Library. Ms. Santulli also submitted a proposed change to the 2017 Salary Schedule as listed in the union contract. The schedule needed to be changed due to New York State increasing the minimum wage. The local officers will review the changes and get back to management with their decision on approval.

Two firms replied to the Requests for Proposals (RFPs) for auditing services for CCLD's financial reports. EFPR Group and MMB (Mengel, Metzger & Barr). These proposals will be brought to the Budget & Finance Committee for review.

Promenade Problems – CCLD has been informed that the City cannot move the tables and stools under the Promenade due to the grant that purchased them. There is a time limit spelled out in the grant.

Mr. Hare attended the Ribbon Cutting Ceremony at the Big Flats Reading Garden/Pavilion and stated that the Big Flats Advocates did a great job – the Pavilion looks great.

The meeting adjourned at 6:13pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, November 2nd, 2016 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2016-59

Report of the October 12th, 2016 meeting of the Budget & Finance Committee of the Chemung County Library District.

Attending the meeting were CCLD board members Jack Schamel, Richard Roberts and Marge Kappanadze. Also attending were Joan Santulli and Ron Shaw, CCLD Administration. The meeting opened at 8:00am.

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

Ms. Santulli presented the Unpaid Bills Detail dated 10/12/16 for the General Fund bills totaling \$15,233.95. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

The 2017 Salary Schedules (D and D-1) in the CSEA contract do not reflect the changes to minimum wage. Both Grade 1 (Page) and Grade 2 (Senior Page) need to be increased. Ms. Santulli has made the proposed changes which have been approved by the CCLD attorney and the Local Union reps. The proposed changes (marked in yellow) will be forwarded to the full board for its consideration.

Mr. Shaw submitted copies of the fee schedule as received from two auditing firms. The 3-year fee schedule to receive the final audit reports by March 31st of each year are as follows: EFPR Group – 2016 - \$20,000, 2017 - \$21,000 and 2018 - \$22,000; Mengel, Metzger & Barr – 2016 - \$10,500, 2017 - \$10,750 and 2018 - \$11,000. The Committee recommends hiring MMB as the auditing firm for CCLD's audit for the financial statement for the next 3 years. This will be placed on the Agenda for the October board meeting for the board's consideration.

Ms. Santulli stated that she has contacted Perry & Carroll to request that they obtain new insurance quotes for 2017 from the current insurance company – Selective Insurance. P & C also stated that it appears that in 2017 that CCLD will be able to obtain Worker's Comp Insurance from a company other than the New York State Insurance Fund. This will require a letter being sent to the State Insurance Fund notifying them of CCLD's "intent to withdraw" from their fund. This notice must be received by them one month prior to withdrawal. P & C recommends that this letter be sent and if CCLD needs to stay with the State Insurance Fund, a notice to that effect is all that is needed. P & C will draw up the letter for CCLD to sign.

The meeting adjourned at 8:11am. The next meeting of the Budget & Finance Committee will be held on Wednesday, November 9th, 2016 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2016-60

Report of the October 5th, 2016 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:35pm. Present were Mr. Muldoon, Mr. Hare, Ms. Hayes 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. The project on schedule. The first floor is expected to be completed by mid-October with the entire project complete by December 2nd.

Big Flats Pavilion. Reminder that the ribbon-cutting ceremony is scheduled for October 5th at 11:30a.m.

Teen Section. Mr. Muldoon has been exchanging emails with the Cornell University Interior Design Professor regarding students' participation in this project. No further report at this time.

Early Literacy room at Steele. This room has been completed and is currently being used by staff and by families who require supervised visits with Social Service staff.

Chiller Project at Steele. LaBella Associates, D.P.C. have submitted a proposal to CCLD for Project Management in the design and construction administration services in the amount of \$24,000, including reimbursable costs. The project should be started in mid-May for a completion date of early June.

Elevator at Steele. The elevator was found to be leaking some oil and was shut down for a week. The one-year maintenance with Bison Elevator is over and Otis Elevator is taking over the maintenance. The rep from Otis found a leaking flange that has been repaired. They will be doing a pressure test prior to re-opening the elevator to determine that the leak has been fixed. They will then check on the pressure daily to be sure there is no other issue needing repairs.

Lighting Project at Steele. The new light bulbs have been delivered and CCLD's maintenance man will be replacing all those that he is able to take care of. Any other bulbs and/or fixtures needing replacement will be done by the County Buildings & Grounds crew.

Reading Garden/Pavilion at Big Flats. It was reported that the wi-fi is getting a lot of use in the pavilion. The ribbon cutting ceremony was held today.

The meeting adjourned at 5:50pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, November 2nd, 2016 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.

Library Materials Expenditure Report for 2016

September 30, 2016	75%	through 2016							
Department	Gift Funds 9/30/2016	2016 budget	total spent this year	Open Invoices & On order 9/30/2016	Total spent & on order	Balance LEFT TO SPEND includes Gift funds	Total spent this month	Total spent this year	**Percentage spent this year
Steele Memorial Library	Col.1+Col.2-Col.5								
Children's (JUV)	\$ 1,245	\$ 28,990	\$ 16,841	\$ 2,381	\$ 19,222	\$ 11,013	\$ 2,528	64%	
Juv eBooks CBA Fund		\$ 3,500			\$ -	\$ 3,500		0%	
Young Adult		\$ 6,750	\$ 2,976	\$ 651	\$ 3,627	\$ 3,123	\$ 138	54%	
YA eBooks CBA Fund		\$ 3,500						0%	
Graphic Novels		\$ 3,000	\$ 1,404	\$ 248			\$ 156	55%	
Reference - CBA Grant		\$ 10,000	\$ 6,999		\$ 6,999	\$ 3,001	\$ 1,060	70%	
Electronic Reference -CBA Grant		\$ 5,000	\$ 5,000		\$ 5,000	\$ -		100%	
Electronic Reference - Gen. Fund		\$ 15,500	\$ 14,761	\$ 3,158	\$ 17,919	\$ (2,419)		116%	
Periodicals	\$ 134	\$ 9,000	\$ 6,392		\$ 6,392	\$ 2,742	\$ 1,003	70%	
Zinio - CBA Grant + \$2K Gen Fund	\$ 2,000	\$ 18,900	\$ 20,387		\$ 20,387	\$ 513	\$ 213	98%	
Microforms/Genealogy	\$ 8,344	\$ 2,000	\$ 1,976	\$ 89	\$ 2,065	\$ 8,279	\$ 154	20%	
Fiction	\$ 4,352	\$ 35,200	\$ 21,801	\$ 5,266	\$ 27,067	\$ 12,485	\$ 1,698	68%	
FIC eBooks CBA Fund		\$ 12,000		\$ 7,194	\$ 7,194	\$ 4,806		60%	
AV-DownL Aud/music/dvd/blue ray Gen.		\$ 8,500			\$ -	\$ 8,500		0%	
Adult Non-Fiction-General Fund	\$ 2,253	\$ 1,000	\$ 638		\$ 638	\$ 2,615	\$ 71	20%	
Non-FIC eBooks CBA Fund		\$ 1,500			\$ -	\$ 1,500		0%	
Non-Fiction-CBA Fund		\$ 10,000	\$ 4,934	\$ 1,163	\$ 6,097	\$ 3,903	\$ 661	61%	
Non-Fic Educ DVD - CBA Fund		\$ 3,000						0%	
Audio video/music/dvd/blue ray - Gen.	\$ 11,439	\$ 51,000	\$ 40,566	\$ 8,182	\$ 48,748	\$ 13,690	\$ 5,411	78%	
Subtotal for Steele	\$ 29,766	\$ 228,340	\$ 144,675	\$ 28,331	\$ 171,354	\$ 77,251	\$ 13,092	67%	
Big Flats Library	\$ 1,696	\$ 20,961	\$ 15,918	\$ 2,628	\$ 18,546	\$ 4,111	\$ 1,625	82%	
Bookmobile	\$ 1,562	\$ 6,504	\$ 4,848	\$ 1,166	\$ 6,014	\$ 2,052	\$ 371	75%	
West Elmira Library	\$ 1,108	\$ 20,961	\$ 14,596	\$ 2,968	\$ 17,564	\$ 4,506	\$ 2,155	80%	
Horseheads Free Library-Adult	\$ 1,900	\$ 18,300	\$ 13,751	\$ 1,921	\$ 15,672	\$ 4,528	\$ 1,793	78%	
HFL- AV	\$ 436	8,000	\$ 5,919	\$ 652	\$ 6,571	\$ 1,865	\$ 769	78%	
HFL - Books Plus	\$ 612	-	\$ 263	\$ 241	\$ 504	\$ 108		82%	
HFL - Juvenile	\$ 50	\$ 15,724	\$ 10,226	\$ 2,748	\$ 12,974	\$ 2,800	\$ 1,274	82%	
VanEtten Library	\$ 133	\$ 5,202	\$ 3,917	\$ 363	\$ 4,280	\$ 1,055	\$ 486	80%	
Subtotal for other libraries	\$ 7,495	\$ 95,652	\$ 69,438	\$ 12,686	\$ 82,124	\$ 21,023	\$ 8,472	80%	
GRAND TOTALS	\$ 37,261	\$ 323,992	\$ 214,113	\$ 41,018	\$ 253,479	\$ 107,774	\$ 21,564	71%	
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									

January 1, 2017 - December 31, 2017
CSEA / Library District - Schedule D-1
Employees Hired on or after April 1, 2002

ORIGINAL

<u>Grade</u>	<u>Title</u>	<u>Entrance</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>10 Year</u>	<u>15 Year</u>	<u>20 Year</u>	<u>25 Year</u>	<u>30 Year</u>	<u>35 Year</u>
1	Page	9.15	9.23	9.31	9.61	9.94	10.26	10.56	10.89	11.19	11.51	13.48	14.96	15.75	16.52	17.31	18.13
2	Senior Page	9.28	9.41	9.71	10.04	10.36	10.66	10.98	11.29	11.60	11.93	13.90	15.38	16.15	16.92	17.72	18.57
3	Library Clerk	12.99	13.44	13.89	14.33	14.76	15.23	15.65	16.09	16.55	16.98	19.15	20.12	20.33	20.71	21.71	22.76
4	Senior Library Clerk	14.47	14.96	15.46	15.94	16.43	16.92	17.42	17.89	18.37	18.86	21.03	22.03	22.24	22.64	23.73	24.87
8	Principal Library Clerk	16.11	16.67	17.23	17.78	18.34	18.91	19.46	20.01	20.58	21.13	23.39	24.40	24.57	24.98	26.18	27.46
11	Library Assistant	20.42	21.02	21.61	22.22	22.83	23.41	24.02	24.63	25.22	25.82	28.07	29.07	29.27	29.69	31.13	32.65
11	Microcomputer Specialist	20.42	21.02	21.61	22.22	22.83	23.41	24.02	24.63	25.22	25.82	28.07	29.07	29.27	29.69	31.13	32.65
12	Librarian I	21.32	22.07	22.86	23.64	24.41	25.18	25.93	26.72	27.50	28.25	30.80	31.85	32.03	32.43	34.02	35.67
13	Librarian II	23.80	24.70	25.60	26.51	27.39	28.29	29.20	30.09	31.00	31.90	34.57	35.63	35.77	36.19	37.95	39.81
13	Network Specialist I	23.80	24.70	25.60	26.51	27.39	28.29	29.20	30.09	31.00	31.90	34.57	35.63	35.77	36.19	37.95	39.81
14	Librarian III	26.70	27.50	28.29	29.09	29.89	30.70	31.51	32.30	33.10	33.90	36.43	37.45	37.67	38.07	39.93	41.88

PROPOSED BY JOAN

CHANGES IN YELLOW

1	Page	9.70	9.78	9.86	9.96	10.11	10.26	10.56	10.89	11.19	11.51	13.48	14.96	15.75	16.52	17.31	18.13
2	Senior Page	9.80	9.90	10.00	10.15	10.36	10.66	10.98	11.29	11.60	11.93	13.90	15.38	16.15	16.92	17.31	18.57

**No current employee in Grade 2

January 1, 2017 - December 31, 2017
CSEA / Library District - Schedule D
Employees Hired Prior to April 1, 2002

<u>Grade</u>	<u>Title</u>	<u>Entrance</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>10 Year</u> <u>Step 5</u>	<u>15 Year</u> <u>Step 6</u>	<u>20 Year</u> <u>Step 7</u>	<u>25 Year</u> <u>Step 8</u>	<u>30 Year</u> <u>Step 9</u>	<u>35 Year</u> <u>Step 10</u>
1	Page	9.15	9.45	10.24	10.61	11.01	13.48	14.96	15.75	16.52	17.31	18.13
2	Senior Page	9.28	9.88	10.65	11.04	11.43	13.90	15.38	16.01	16.92	17.72	18.57
3	Library Clerk	12.99	13.97	14.89	15.85	16.78	19.15	20.12	20.33	20.71	21.71	22.76
4	Senior Library Clerk	14.47	15.55	16.58	17.63	18.67	21.03	22.03	22.23	22.63	23.72	24.87
8	Principal Library Clerk	16.12	17.34	18.57	19.82	21.03	23.39	24.40	24.57	24.98	26.19	27.46
11	Library Assistant	20.42	21.67	23.08	24.42	25.73	28.08	29.07	29.27	29.69	31.12	32.65
11	Microcomputer Specialist	20.42	21.67	23.08	24.42	25.73	28.08	29.07	29.27	29.69	31.12	32.65
12	Librarian I	21.32	23.11	24.89	26.70	28.53	30.80	31.85	32.04	32.44	34.03	35.69
13	Librarian II	23.80	25.87	28.03	30.12	32.25	34.57	35.63	35.77	36.17	37.95	39.81
13	Network Specialist I	23.80	25.87	28.03	30.12	32.25	34.57	35.63	35.77	36.17	37.95	39.81
14	Librarian III	26.70	28.59	30.45	32.30	34.13	36.43	37.45	37.67	38.07	39.93	41.88

PROPOSED BY JOAN

CHANGES IN YELLOW

1	Page	9.70	9.95	10.24	10.61	11.01	13.48	14.96	15.75	16.52	17.31	18.13
2	Senior Page	9.80	10.15	10.65	11.04	11.43	13.90	15.38	16.01	16.92	17.72	18.57

**No current employee in Grade 2 is affected - they are at Step 6

	Jan-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	
Adult Non-Fiction	3,265	7.03%	2955	6.08%	3177	6.15%	2828	6.28%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	28,372	6.56%	39,236	6.58%	42,314	7.16%	
Adult Fiction	7,190	15.48%	8065	16.60%	9128	17.67%	8067	17.91%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	70,301	16.24%	96,589	16.21%	103,254	17.48%	
Juv NF	1,939	4.18%	2031	4.18%	1936	3.75%	1850	4.11%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	17,989	4.16%	25,643	4.30%	25,876	4.38%	
Juv Fic	8,549	18.41%	10855	22.35%	10048	19.45%	8224	18.26%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	84,959	19.63%	116,976	19.63%	122,885	20.81%	
AV	15,412	33.19%	13617	28.03%	15710	30.42%	13491	29.95%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	131,552	30.40%	188,508	31.64%	185,420	31.39%	
Periodicals	268	0.58%	258	0.53%	245	0.47%	255	0.57%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	2,382	0.55%	3,861	0.65%	4,408	0.75%	
Other	297	0.64%	348	0.72%	280	0.54%	320	0.71%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	3,524	0.81%	7,109	1.19%	7,485	1.27%	
Public Pcs	3,502	7.54%	2985	6.15%	3274	6.34%	3102	6.89%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	30,081	6.95%	44,698	7.50%	47,570	8.05%	
Wireless	2,706	5.83%	2732	5.62%	2629	5.09%	2355	5.23%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	24,306	5.62%	30,573	5.13%	30,995	5.25%	
Down Audio	454	0.98%	625	1.29%	654	1.27%	581	1.29%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	5,335	1.23%	6,485	1.09%	4,929	0.83%	
Down Ebooks	1,366	2.94%	1527	3.14%	1696	3.28%	1512	3.36%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	13,529	3.13%	17,883	3.00%	15,047	2.55%	
Down Music	1,289	2.78%	1800	3.71%	2113	4.09%	1658	3.68%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	15,963	3.69%	16,534	2.77%	253	0.04%	
Down Video	91	0.20%	639	1.32%	539	1.04%	636	1.41%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	3,244	0.75%	988	0.17%	211	0.04%	
Down Mags	109	0.23%	139	0.29%	222	0.43%	167	0.37%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1,227	0.28%	800	0.13%			
Total	46,437		48,576		51651		45046		0		0		0		432,764		595,883		590,647

145 Prescott Avenue | Elmira Heights, NY 14903 | p 607.734.8492 | f 607.734.8494 | www.labellapc.com

September 28, 2016

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

**RE: Proposal for Chemung County Library District Chiller Replacement – Main Branch
Proposal No. P162000**

Dear Mr. Shaw:

As we discussed, the chiller serving the main branch of the Library is nearing the end of its useful life. Accordingly, your organization is preparing for its replacement. You have asked LaBella Associates to assist with this effort by providing design and construction administration services. Following is our project understanding, scope of services and fee requirements.

PROJECT UNDERSTANDING

The existing chiller is a Dunham Bush 100-ton single compressor unit located in the ground floor Mechanical Room.

The Library District would like to replace the unit under a competitive scenario whereby construction documents would be developed and competitive bid solicited. Labella would then provide construction administration services as the work is executed.

SCOPE OF SERVICES

LaBella Associates proposed to provide the following services for the chiller replacement.

1. Document existing mechanical room as required to layout new chiller.
2. Select new chiller of similar cooling capacity to use as basis of design.
3. Review compliance to refrigeration room standards for ventilation.
4. Develop drawings, plan, sections and elevations, detailing the new chiller placement and connections to existing piping/pumps.
5. Develop electrical scope as related to chiller replacement.
6. Scope for removal and replacement of entrance store front for rigging of equipment.
7. Details of roof penetrations for the addition of mechanical room ventilation for compliance with the refrigeration system.
8. Develop specification which will be included on drawings.
9. Review proposed design with District and County personnel.
10. Update drawings/specification per review meeting comments.
11. Work with County Purchasing Department to issue documents for bidding.
 - a) Provide CD's of documents for bidding purposes

- b) Answer contractor RFI's
 - c) Issue addenda as required
 - d) Review bids and make recommendations
10. Provide construction administration services
- a) Review Submittals
 - b) Address contractors RFI's
 - c) Periodic field visits to determine if work is in conformance to design intent
 - d) Develop final punch list
 - e) Develop record drawings from contractor red lines

ASSUMPTIONS/EXCLUSIONS

The following assumptions/exclusions are included in this proposal:

1. This proposal does not provide for the identification or documentation of hazardous materials or any scope for removal of hazardous materials.
2. No work beyond the chiller replacement is included, i.e., the cooling tower, piping systems, air handling unit and coils are excluded from this project.
3. Permits shall be obtained by contractor.

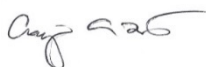
FEE

Our fee requirement for this work is \$24,000 lump sum. This includes reimbursable cost.

Ron, we thank you for the opportunity to work with you on this project. If you have any questions, please do not hesitate to call.

Respectfully submitted,

LABELLA ASSOCIATES, D.P.C.



Craig Davis

Project Manager



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

To: CCLD Board of Trustees

From: Ronald W. Shaw, Director

Date: 13 October 2016

Subject: Approval of Personnel Actions

Promotions:

N/A

New Hires:

N/A

Resignations:

N/A

Disability Leave

N/A

Step Increases:

Connie Vigilante-Ogilvie (Librarian) to Step 10