



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 September 2018 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, September 20, 2018 at 6:00 pm at the **Steele Memorial Library, 101 E. Church St., Elmira, NY 14901**. The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Kappanadze (607-259-2646), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Tour of the Bookmobile
4. Approval of minutes (document #2018-48)
5. Treasurer's report
 - a) Financial report (document 2018-49)
 - b) Report of Unpaid Bills Detail (document 2018-50)
6. Correspondence
7. President's report
8. Director's Report
 - Consent Item: Approval of Personnel Actions (Appendix C).**
Resolved that the CCLD Board of Trustees approve Personnel actions as submitted.
 - Consent Item: Approval of Revision to Alcohol Policy.**
Resolved that the CCLD Board of Trustees approve the alcohol policy as submitted.
9. Committee reports:
 - a) Executive Committee (Kappanadze)
 - 1) Report of the Committee meeting (document 2018-51)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2018-52)
 - c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document 2018-53)
 - d) Personnel Committee (Kappanadze)
 - e) Election and Continuity Committee (Rogan)
 - f) Advocacy Committee (O'Dell-Wehling)
10. Executive Session
11. Old business
12. New business
 - a) Plaque for Jim Sleeth
13. Period for public expression
14. Adjournment

(Minutes of the AUGUST 16, 2018 meeting of the Chemung County Library District Board of Trustees. Document #2018-48)

The meeting was called to order at 6:00pm by President Marge Kappanadze. Present were Pat Silvernail, Ann Hayes, Bonnie Chollet, Phyllis Rogan, Pam Larnard, Will Wehling, Jack Schamel, Lee Saginario, Jared Myers, Karl Schwesinger, Martha Smith and Michael Muldoon. Excused: Lillian White and Tim Blandford. Also present were Joan Santulli and Ron Shaw, the Library District's Administration.

Minutes. The minutes of the July 2018 meeting (Document #2018-42) were presented for board review. The minutes of the July meeting are approved as distributed by unanimous consent.

Financial Report. The July 31, 2018 Financial Report (Document #2018-43) was presented for board review. Mr. Schamel moved, seconded by Mr. Wehling to approve the Financial Report as distributed. VOTE: Unanimously Approved.

Report of Unpaid Bills (Document #2018-44). Mr. Schamel moved, seconded by Ms. Smith that the board authorize the payment of the unpaid bills dated 8/7/18 – General Fund - \$19,181.99 as distributed in writing. VOTE: Unanimously Approved.

A change to the Agenda is needed. Ms. Kappanadze moved, seconded by Mr. Schamel to include discussion on the Proposed 2019 CCLD budget, the 990 Form for 2018 and the Fall 2018 hours sheet.

Correspondence. CCLD received a thank you note from the Southside Community Center for Kim Jones and the Bookmobile which stated that the "Checkers the Inventor" program offered by the Bookmobile was the highlight of the summer. A notification from the Junior League regarding the Bookmobile's participation in their "Touch a Truck" event stated that they hosted over 450 visitors at the event.

President's Report. None.

Director's Report.

CONSENT ITEM: Approval of Personnel Actions (Appendix C).

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

CCLD issues. Board members reviewed the Fall/Winter Hours schedule which this year will run from September 10 – December 31 with a possible change in hours to begin in the new year. Mr. Wehling moved, seconded by Ms. Larnard to approve the CCLD Fall/Winter schedule as submitted in writing to the board. VOTE: Unanimously Approved.

Alcohol Policy. The attorney has sent the policy revision. It will be forwarded to the board for review and discussion at the next board meeting.

Final SRC party at Eldridge. Due to the weather, the party was cancelled twice. There is a Sunday (8/26) event at Eldridge which SRC participants have been invited to attend. They will receive tickets from their library to take to the park in order to participate.

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 #2018-45). Nothing further to add.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2018-46). The Board discussed the proposed 2019 Library District budget which was sent out in advance of the meeting in order to give greater time for review. Resolved by Ms. Smith, seconded by Ms. Hayes that the CCLD Board of Trustees approves the 2019 Chemung County Library District budget as submitted in writing. VOTE: Unanimously Approved.

Approval of the CCLD 2017 Form 990 “Return of Organization Exempt from Income Tax”. It was explained that the auditors complete this form with information from the annual audit. Resolved by Ms. Chollet, seconded by Ms. Hayes that the CCLD Board of Trustees approve the 2017 Chemung County Library District form 990 as submitted in writing and authorize the Library District Director to sign the form. VOTE: Unanimously Approved.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2018-47). Regarding the Teen Space, the Committee held a special meeting to compare the estimates for Project Management which were received from Foor & Associates and Kim Bolan & Associates. Foor’s original quote was \$48,600 which they reduced to \$43,650. Kim Bolan’s quote was a projected total of \$40,300 which includes a fixed fee of \$19,500 for Project Management, an allowance of \$17,000 to hire an architect plus \$950 for onsite visits – up to 4 visits if needed. The Committee recommends hiring Kim Bolan & Associates as Manager of this project. Mr. Schamel moved, seconded by Ms. Hayes that the Board approve the hiring of Kim Bolan & Associates with the amounts as stated above. VOTE: Unanimously Approved. Said project is expected to be a 3 month project start to finish.

Personnel Committee. The contracts between the board and the two Administration employees have been completed and given to staff for their signatures and will be forwarded to the Attorney once signed.

Election & Continuity Committee. Ms. Rogan stated that the 15th District is in need of a candidate. Petitions are due to be submitted to the Business Office by September 14th at 3PM. Their next meeting is scheduled for September 5th at 5:00pm.

Old Business. None

Advocacy Committee. This group is an Ad Hoc Committee and plans to meet the second Thursday of each month at 6pm. Upcoming events will be discussed and there will be a need of volunteers from the Trustees to attend the different events to promote CCLD and its many programs. Back to School nights were discussed to determine whether or not the library would be able to have a presence at any of these events.

New Business. Pam Larnard reported that the Friends of the Horseheads Library are having their annual book sale at the Gardner Road Fire Station from September 11th – 15th.

Public Expression. None

The meeting was adjourned at 6:45pm. The next regular meeting of the board will be held on Thursday, September 20th, 2018 at 6:00pm at the **Steele Memorial Library, 101 East Church Street, Elmira, New York.**

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2018-49)

Financial Report - AUGUST 31, 2018

Income	2018 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 68,725	\$ 52,965	\$ 15,760	77.07%		Stock donation for NF, BF Wom Club \$653
Grants (other than N.Y.S.)	\$ -	\$ 40,214				FR of CCLD \$16,000; Hiliard/Corning Lib \$2,250 for Maker Faire; STLS for M.Faire\$2k,BulletAid\$13k,WiFi\$1,500; Comm F\$1,600; ARTS \$3,465; U.Way HH \$299
Foundation Contributions	\$ 190,000	\$ 240,000	(50,000)	126%		INCL \$200,000 Steele Foundation for Teen Space; \$40,000 SML Foundation
Library District Tax Receipts	\$ 2,899,057	\$ 2,889,057	10,000	100%		
PILOT Funds	\$ 50,000	\$ 54,553				
Interest on Investments	\$ 3,000	\$ 5,120	(2,120)	171%		
State Aid						
Central Library Development	\$ 97,951		97,951	0%		
Central Book Aid	\$ 66,698		66,698	0%		
Local Library Services Aid	\$ 37,000		37,000	0%		
Other State Aid		\$ 10,174				Final on Chiller Project
TOTAL INCOME	\$ 3,412,431	\$ 3,292,083	\$ 175,289	96%	67%	
Expense	Annual Budget	Expended to Date	Balance	Percent	Percentage	
Personnel						
Salaries	1,490,981	\$ 1,059,779	\$ 431,202	71%		
Overtime & Holiday Salaries	22,104	\$ 4,541	17,563	21%		
Employee Benefits						
FICA	115,751	\$ 83,563	\$ 32,188	72%		
NY State Retirement	239,361	\$ 167,599	\$ 71,762	70%		
Medical & Dental	449,878	\$ 311,639	\$ 138,239	69%		
Other (Disability, Wk. Comp, Unemp)	21,415	\$ 21,964	\$ (549)	103%		
Subtotal - Personnel Expenses	2,339,490	1,649,085	\$ 690,405	70%	67%	
Contractual						
Equipment	91,749	\$ 19,698	72,051	21%		Total \$16,822=\$13,378 Grant for MakerSpace; \$2,194 Defibrillator; STLS HotSpot \$1250
Telephone	12,600	\$ 9,610	2,990	76%		
Supplies	53,344	\$ 41,360	11,984	78%		Total \$19,051=FR-HH \$399, Grant Mspace \$817, Grant M.Faire\$2,104; Mkt\$571, HH Found \$7,351; Bullet \$6,623; Sleeth \$959; Gifts \$137
Travel & Continuing Education	20,615	\$ 10,113	10,502	49%		
Repairs & Maintenance	25,734	\$ 18,958	6,776	74%		
Postage	2,000	\$ 1,549	451	77%		
Library Materials (books, video, etc.)	360,921	\$ 191,769	169,152	53%		Total \$6,936=FR-HH \$2,917; Gifts \$3,243; FR-CCLD \$773
Utilities	58,600	\$ 38,365	20,235	65%		4th Qtr 2017
Building Cleaning Supplies	15,825	\$ 5,817	10,008	37%		
Fuel, Gas & Oil (Bookmobile)	2,500	\$ 1,613	887	65%		
Insurance	32,433	\$ 31,409	1,024	97%		
Vehicle Operation / Maintenance	5,000	\$ 5,622	(622)	112%		Doors repaired DEC 2017
Professional Fees (audit, engineer/legal fees)	30,825	\$ 36,307	(5,482)	118%		Total \$23,332= \$10,602 Bolan services; Grant \$2,980; Audit \$9,750
Data Processing Expenses (Cost Share)	123,749	\$ 63,889	59,860	52%		1st & 2nd Qtr 2018
Payment of Taxes	5,080	\$ 5,298	(218)	104%		
Library Programming	35,130	\$ 48,368	(13,238)	138%		Total \$20,795=FR-HH\$4,816; ARTS\$2,055; FR-CCLD\$5,609; Grant MS\$513; Grant Faire\$6,169; Other Grant \$1,633
Chemung County costs (B&G, vision)	14,800	\$ 7,360	7,440	50%		
Capital Improvements STATE CONST see below	36,634	\$ 11,000	25,634	30%		Tinker Lab expansion
Contingency Fund	69,846		69,846	0%		
Subtotal Expenses	\$ 3,336,875	\$ 2,197,192	\$ 1,139,683	66%	67%	
2017 & 2018 State Construction Projects						
TOTAL EXPENSES	\$ 3,336,875	\$ 2,197,192				

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of September 12, 2018

Type	Date	Memo	Open Balance
Southern Tier Library System			
Bill	09/11/2018	eBook purchases Non-Fic	1,319.31
Total Southern Tier Library System			1,319.31
The Great Courses			
Bill	09/11/2018	Educational DVD purchase 8/17/18	1,938.90
Total The Great Courses			1,938.90
TOTAL			3,258.21

**Chemung County Library District General Fund
Unpaid Bills Detail
As of September 12, 2018**

Type	Date	Memo	Open Balance
Aleta Yarrow			
Bill	09/11/2018	10/4 Down by River prog-pd by grant	235.00
Total Aleta Yarrow			235.00
Blackstone Publishing			
Bill	09/11/2018	Audiobooks purchase - ST/BF	228.77
Total Blackstone Publishing			228.77
Bryan Boynton			
Bill	09/11/2018	Mileage reimb 5/31-8/30	147.26
Total Bryan Boynton			147.26
CCLD Petty Cash			
Bill	09/11/2018	Petty Cash Steele WE	174.98
Total CCLD Petty Cash			174.98
Christel Harris			
Bill	09/11/2018	Patron Refund	20.00
Total Christel Harris			20.00
City Directories			
Bill	09/11/2018	Reference materials	395.00
Total City Directories			395.00
David A. Howe Public Library			
Bill	09/11/2018	balance due for lost book-ST patron	20.00
Total David A. Howe Public Library			20.00
Demco, Inc.			
Bill	09/11/2018	DVD cases/tape/labels for processing	274.71
Total Demco, Inc.			274.71
Envisionware, Inc.			
Bill	09/11/2018	Annual Maint. agreement 10/18-10/19	1,563.68
Total Envisionware, Inc.			1,563.68
First Transit, Inc			
Bill	09/11/2018	BKM fuel 5/1-8/21	191.63
Total First Transit, Inc			191.63
JanWay Company USA, Inc.			
Bill	09/11/2018	Supply of ear buds/red bags w/logo - all libraries	1,055.30
Total JanWay Company USA, Inc.			1,055.30
Julie Spicer			
Bill	09/11/2018	Tai Chi programs at ST 9/17-10/1	120.00
Total Julie Spicer			120.00
Larry Vanderhoff Construction			
Bill	09/11/2018	Steele Library removal of trees/stumps	1,200.00
Total Larry Vanderhoff Construction			1,200.00
Michelle Erickson			
Bill	09/11/2018	VE prog supplies June-Aug	288.97
Total Michelle Erickson			288.97
Oriental Trading Company, Inc.			
Bill	09/11/2018	Spooky Stacks Supplies ST JUV pd by Friends	255.23
Total Oriental Trading Company, Inc.			255.23
PermaCard			
Bill	09/11/2018	Overdue mailers - all libraries	434.88

Chemung County Library District General Fund
Unpaid Bills Detail
As of September 12, 2018

Type	Date	Memo	Open Balance
Total PermaCard			434.88
Quicker Printer			
Bill	09/11/2018	Teen flyers Sept events	40.00
Total Quicker Printer			40.00
Reliable Computer Products			
Bill	09/11/2018	Printer toners ST	343.00
Total Reliable Computer Products			343.00
Sayles & Evans			
Bill	09/11/2018	Attorney fees - General Svc & Coll Barg - May-July	1,471.50
Total Sayles & Evans			1,471.50
Scholastic Library Publishing			
Bill	09/11/2018	HFL book purchases-JUV	164.28
Total Scholastic Library Publishing			164.28
Southeast Steuben County Library			
Bill	09/11/2018	Payment for lost book - The Sinner	16.00
Total Southeast Steuben County Library			16.00
Southern Tier Library System			
Bill	09/11/2018	Cost Share 3rd Qtr	28,925.00
Bill	09/11/2018	Processing Fees June-Aug 2018	1,675.50
Total Southern Tier Library System			30,600.50
Star-Gazette			
Bill	09/11/2018	HH annual subscription 9/1/18-8/31/19	511.05
Total Star-Gazette			511.05
Tara Escudaro			
Bill	09/11/2018	Adult/Teen Bike program 9/25	91.00
Total Tara Escudaro			91.00
Town of Big Flats			
Bill	09/11/2018	Water Bill 4/30-8/1	57.12
Total Town of Big Flats			57.12
Unique Management Services, Inc.			
Bill	09/11/2018	collection notices-AUG	340.10
Total Unique Management Services, Inc.			340.10
Vasco Brands, Inc.			
Bill	09/11/2018	cleaning supplies	38.56
Total Vasco Brands, Inc.			38.56
W. B. Mason Co, Inc.			
Bill	09/11/2018	office supplies-all libraries	562.26
Total W. B. Mason Co, Inc.			562.26
Wegmans Food Markets Inc.			
Bill	09/11/2018	JUV Theatre/BKM final SRC	133.07
Total Wegmans Food Markets Inc.			133.07
TOTAL			40,973.85

Document #2018-51

Report of the September 5th, 2018 meeting of the Executive Committee of the Chemung County Library District:

Attending the meeting from the Executive Committee were Marge Kappanadze, Phyllis Rogan, Tim Blandford and Jack Schamel; and Ronald Shaw and Joan Santulli, CCLD management. Other board members in attendance were Pat Silvernail, Jared Myers, Lillian White, Will Wehling, Martha Smith, Lee Saginario and Ann Hayes.

UNPAID BILLS: Ms. Santulli submitted the Unpaid Bill lists dated 9/5/18 for the General fund - \$46,283.85 and Grant Fund - \$5,855.06. Ms. Hayes moved, seconded by Mr. Myers to approve payment of the bills as submitted in writing. **VOTE:** Unanimously Approved.

Director Shaw reported on the following:

No Fines for JUV materials. This has been mentioned on CCLD's FaceBook page. It will be implemented closer to the budget vote.

Strategic Plan. To date there have been 500 responses to the survey being distributed to gain information to include in the Strategic Plan.

Alcohol Policy. The final version has been forwarded to board members. A decision is requested to be made at the next board meeting.

Maker Faire 2019. The Faire has been scheduled for April 27, 2019 and will be held at the Corning Community College.

Teen Space. An agenda from Kim Bolan regarding her on-site visit on September 20th will be forthcoming. She will be meeting with the architect and several vendors regarding the building of the space.

CCLD Friends of the Library. They have announced that this September is their last "big" book sale. They are emptying out the storage trailers and do not plan on renting them in the future. They have requested that CCLD libraries place and embargo on donated books for now and in the future be more vigilant about accepting old textbooks, dirty/smelly items, encyclopedias, etc. Accepting items that can't be sold just causes more work for the Friends and they simply can't keep up.

The meeting adjourned at 6:20pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, October 3rd, 2018 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2018-52

Report of the September 12th, 2018 meeting of the Budget & Finance Committee of the Chemung County Library District.

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

Ms. Santulli presented the August 31st, 2018 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 9/12/18 for the General Fund - \$40,973.85 and the Grant Fund - \$3,258.21. The list includes the 3rd Quarter Data Processing (Cost Share) bill for all libraries. The Unpaid Bills Details will be forwarded to the full CCLD board for its consideration.

The meeting adjourned at 8:05am. The next meeting of the Budget & Finance Committee will be held on Wednesday, October 10th, 2018 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2018-53

Report of the September 5th, 2018 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:35pm. Present was Ms. Smith. Also attending were Joan Santulli and Ronald Shaw, CCLD Management.

The Committee received reports on the following:

Teen Section. Kim Bolan has planned an on-site visit for September 20th and will meet with the architect Andrew Harding. She will be forwarding her agenda for the day as soon as it has been finalized. The project is on track.

Outdoor Beautification. No decision has been made on the purchase of a sign for Steele. Ms. Smith stated that approval will depend on what the sign will be used for and if it is only going to be a text-based sign.

Steele Parking Lot. The County Buildings & Grounds Department will continue to monitor the holes in the parking lot.

The meeting adjourned at 5:45pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, October 3rd at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.