



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 August 2019 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday August 15, 2019 at 6:00 pm at the **West Elmira Library, 1231 W. Water St., Elmira, NY 14905**. 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. Approval of minutes (document #2019-37)
4. Treasurer's report
 - a) Financial report (document 2019-38- to be distributed)
 - b) Report of Unpaid Bills Detail (document 2019-39- to be distributed)
5. Correspondence
6. President's report
7. Director's Report
 - Consent Item: Approval of Personnel Actions for June (Appendix C).**
Resolved that the CCLD Board of Trustees approve Personnel actions as submitted.
 - Consent Item: Approval of Fall/Winter/Spring hours.**
Resolved that the CCLD Board of Trustees approve the schedule as submitted.
 - Consent Item: Approval of contract for IT services.**
Resolved that the CCLD Board of Trustees approve an amount not to exceed \$5,000.00
8. Committee reports:
 - a) Executive Committee (Kappanadze)
 - 1) Report of the Committee meeting (document 2019-40)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2019-41- to be distributed)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document 2019-42)
 - Consent Item: Approval of contract for Teen Space.**
Resolved that the CCLD Board of Trustees approve the Acoustic Tile request as submitted.
 - d) Personnel Committee (Dworkin)
 - e) Election and Continuity Committee (Rogan)
 - f) Advocacy Committee
9. Executive Session
10. Old business
11. New business
12. Period for public expression
13. Adjournment

(Minutes of the JULY 18, 2019 meeting of the Chemung County Library District Board of Trustees. Document #2019-43)

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

Michelle Erickson, Supervisor and Clerk at the Van Etten Library was present to show the board around the new location for the library – at the former Van Etten Village Hall. She passed around a diagram and explained where different items will be located in the new space. The Town has purchased desks and shelving units and has agreed to move the library to the new location once any necessary alterations have been made.

Minutes. The minutes of the June 2019 meeting (Document #2019-37) were presented for board review. The minutes of the June meeting are approved as distributed by unanimous consent. President Kappanadze thanked Ms. Smith for filling in and doing the minutes during Ms. Santulli's absence.

Financial Report. The June 30, 2019 Financial Report (Document #2019-38) was presented for board review. Mr. Schamel moved, seconded by Ms. Roberts to accept the Financial Report dated 6/30/19 as presented in writing. VOTE: Unanimously Approved. A question regarding Robert's Rules and whether the officer in charge of the report can move the resolution accepting said report. This will be reviewed prior to the next board meeting.

Report of Unpaid Bills (Document #2019-39). Ms. Dworkin moved, seconded by Ms. Silvernail that the board authorize the payment of the unpaid bills dated 7/18/19 for the General Fund - \$20,408.97 as distributed in writing. VOTE: Unanimously Approved.

Correspondence. An email was received from Brian Hildreth, the Director of the Southern Tier Library System, regarding trustee Denise King's term on the STLS board. Ms. King is one of the representatives for Chemung County serving on this board. She has agreed to serve another term. Ms. Dworkin moved, seconded by Mr. Hansen to re-nominate and give formal approval for Denise King to be appointed to serve another term covering the years 2020-2024. VOTE: Unanimously Approved.

President's Report. President Kappanadze read from a letter received from the Public Library Foundation of Chemung County (the Horseheads Foundation) which stated that they expect to contribute \$130,000 during fiscal year 2020. The letter earmarked approval of several special items which have been requested by staff and have been approved by them for purchase. Those items total \$44,572.36.

Regarding the Sexual Harassment Prevention Training for board members, only Ms. Chollet and Mr. Hansen still need to complete the training. In the event of a staff member needing to make a complaint under this policy, they should first go to either the Administrative Assistant or the Director. If the complaint is against one of them, the Board President will make a decision on the person who will hear and follow through on the complaint.

Director's Report. Mr. Shaw reported on issues the staff in the Teen Space are having with the current Computer Policy. The current policy allows teens on the computer, without parental consent, once they turn 16. The new Teen Space is for all teens, beginning with age 13. In order for those teens to even access FaceBook in the library, the policy will need to be amended. A separate profile will need to be put in place for the teen's use of computers. The Computer Policy will be revised and forwarded to the board for their review and approval.

Mr. Shaw will attempt to set up a time the first week of August for the Strategic Planning Committee to meet with the ad-hoc board group to discuss needed changes to the proposed Strategic Plan.

Mr. Shaw has received notification that STLS has received grants from New York State for Family Literacy and Adult Literacy. It is possible that CCLD will receive some of this funding.

There is a "Front Desk Safety and Security" Seminar being held in Elmira in September. Mr. Shaw will be requesting Department Heads to give input on which staff members should attend this workshop.

CONSENT ITEM: Approval of the Personnel Actions for May (Appendix C). Resolved by Mr. Schamel, seconded by Ms. Silvernail that the CCLD Board of Trustees approves the Personnel actions as submitted. VOTE: Unanimously Approved.

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 #2019-40). Mr. Shaw reported that 45 of the staff members from CCLD have taken the Sexual Harassment Prevention Training. Newly appointed staff will still need the training.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2019-41). The Committee approved the proposed 2020 CCLD budget with a 3.52% increase to the tax levy. The budget was distributed in writing to board members prior to the meeting.

CONSENT ITEM: Resolved by Mr. Schamel, seconded by Ms. Roberts that the CCLD Board of Trustees approve the 2020 Library District Budget as submitted. VOTE: Unanimously Approved.

Due to the increase in the 2020 budget being higher than the 2% as allowed by New York State, a Tax Cap Resolution will need to be passed by the board.

WHEREAS, the adoption of the 2020 budget for the Chemung County Library District will require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

WHEREAS, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members,

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the Chemung County Library District voted and approved to exceed the tax levy limit for 2020 by at least the sixty percent of the board of trustees as required by state law on July 18, 2019. VOTE: Unanimously Approved.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2019-42). Mr. Shaw stated that the Outdoor Sign project is in the hands of Andy Hardy of J&H Design.

Regarding a possible new grant for State Construction funding, Owen Frank, Librarian 3 at the Horseheads Library, made a presentation on behalf of CCLD at the Southern Tier Library System board meeting. The request from CCLD is for funding to replace the boiler at the Steele Library. STLS will make a decision on the funding request once they have a final figure from NYS on what is available. If CCLD is approved for an award, Mr. Shaw would like to have the project completed by June of 2020.

Personnel Committee. The Committee continues to work on compiling a Board Self Evaluation form.

Election & Continuity Committee. It was stated that Mr. Lasko is not interested in serving on the board as reported at the last meeting.

In the past, petitions for election have been due at the end of August. Since the Library District is holding their own Trustee Election, the proposed date for petitions to be submitted to the Business Office this year is Friday, September 13th by 3pm.

President Kappanadze stated that she and the board appreciate the hard work of this committee to find qualified candidates to run for election so that CCLD can have a full board.

Advocacy Committee. This Committee will re-group in September to identify events that can be used to promote the Library District and its many programs and services to the Community. Ms. White stated that she passed out several flyers while knocking on doors in her district.

Old Business. None.

New Business. Ms. Silvernail reported that once per year, Mark Watts of the Soil & Water Conservation Department holds bus tours that visit farms and farmers in the area to share what they offer to our community.

Ms. Roberts stated that she recently heard of a town in Florida that started playing “baby shark” and children’s songs to control homeless and other people “hanging out” in areas that need to be controlled.

The meeting was adjourned at 7:10pm. The next regular meeting of the board will be held on Thursday, August 15th, 2019 at 6:00pm at the **West Elmira Library, 1231 West Water Street, Elmira, NY.**

Document #2019-46

Report of the August 7th, 2019 meeting of the Executive Committee of the Chemung County Library District:

The meeting came to order at 6:00pm. Attending the meeting from the Executive Committee were Marge Kappanadze, Jack Schamel, Phyllis Rogan and Martha Smith and Joan Santulli and Ronald Shaw, CCLD management. Other board members in attendance were Rachel Dworkin, Pat Silvernail, Bonnie Chollet, Lee Saginario, Karl Schwesinger and Kevin Hansen.

UNPAID BILLS: Ms. Santulli submitted the Unpaid Bill List dated 7/29/19 for the General Fund - \$240.00 and the 8/7/19 list for Grant Fund - \$22,534.86 and the General Fund - \$35,006.96. Ms. Dworkin moved, seconded by Mr. Schamel to approve payment of the bills as submitted in writing. **VOTE:** Unanimously Approved.

President Kappanadze stated that Director Shaw will be absent from the next board meeting and encouraged board members to read their board packet as soon as they receive it to get answers to questions they may have from Mr. Shaw prior to the meeting date.

Director Ron Shaw gave the following reports:

****IT Assistance.** With the Windows 10 upgrade and other major projects, the IT staff are in need of hiring an outside firm to assist with the completion of these projects.

Microsolutions is the recommended firm with a quote of \$1,290 for the Win10 project.

Mr. Shaw will be asking the board to approve the hiring of this firm with a not to exceed amount of \$5,000 so they can continue to assist on the other major projects. He is also looking to hire a Part Time Microcomputer Technician for a long-term position (possibly 6 months) to assist with the more mundane “help” desk requests that will free up the current staff members for the other projects.

****West Elmira Library.** One of the staff members will be going off on maternity leave, possibly as early as September. The Library District will either need to hire a temporary Part Time Clerk (19 hours/week) to fill the vacancy –OR- to enter into an agreement with the union to allow the current staff to work extra hours to fill the vacant slots. This will require a Memorandum of Agreement with the union.

****Labor/Management meeting.** Meeting was cancelled this month

****Teen Computer Use Policy.** This issue was discussed with staff at the Department Head meeting today, talking about how the proposed changes would impact the Youth Services Department. Once a policy is in place for teens, there will be 3 different settings for computer use at the libraries.

****Fall/Winter Hours.** This scheduled will be submitted at the next meeting for board approval.

****Front Desk Safety & Security.** There is a planned workshop to be held in Elmira on September 12th. Mr. Shaw plans to send several staff members to this workshop to address concerns expressed by staff.

****Homeless Library Training.** This is an online training session that discussed how to interact with the homeless who are using our libraries. At a cost of \$649, all 47 of CCLD’s staff members will be able to take the training.

****Final Summer Reading Club party (paid for by Friends of CCLD).** This was held today at Eldridge Park. The number attending seemed to be down from previous years. Mr. Shaw will be reviewing and evaluating the best use of the funding for future years.

Mr. Schamel stated that following last month's board meeting he did some research on who on the board is able to make motions and then vote on said motion. Due to the size of CCLD's board and the fact that the President is an elected official, any member, including the President, can move a resolution and vote on it.

Ms. Silvernail stated that the Big Flats Library is holding a free concert on August 16th with the band "Diamondback Rattlers". This concert has been funded by the Friends of CCLD.

The meeting adjourned at 6:22pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, September 4th, 2019 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Report of the August 7th, 2019 meeting of the Buildings & Grounds Committee of the Chemung County Library District

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

The Committee received reports on the following:

Teen Space. The electricians have determined the location of plugs needed on the west wall and expect to have the project complete in the next 2 weeks. Quotes for acoustic tiles have been requested from two companies, Sedgwick in Corning (\$4,868) and Norva Nievelle (\$6,696). The Committee recommends that the board accept the low bid from Sedgwick.

Renovation of the Staff Room/Kitchen area. Bob Butcher is working on a preliminary design and sketches. Staff will be choosing the color scheme for the project.

Outdoor Sign. No update from Andy Harding at this time.

Boiler at Steele. Mr. Shaw has been notified that the extra funding received by Southern Tier Library System (STLS) for New York State Construction grants is \$150,000. A grant request for a new boiler at the Steele Library has been submitted. The estimate for this project is \$319,000 which includes the cost of Project Management from LaBella. The Library District has funds set aside in a reserve for this project.

New Chairs at Steele. Current chairs at the Circulation, Customer Service and Reference desks are 20 years old. Staff have received samples from the National Business Solutions Company. Mr. Shaw has asked them to visit the showroom of Sedgwick, a local company out of Corning to view what they have to offer.

Cameras in libraries. CCLD is still waiting for a quote from F.A.S.T. to replace the security cameras and system at the Steele Library. A quote has also been requested for two outdoor cameras to be placed at both entrances. Mr. Shaw is considering placing security cameras at Branch libraries as well.

The meeting adjourned at 5:45pm.

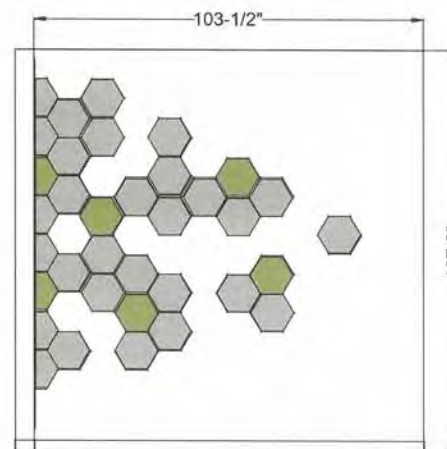
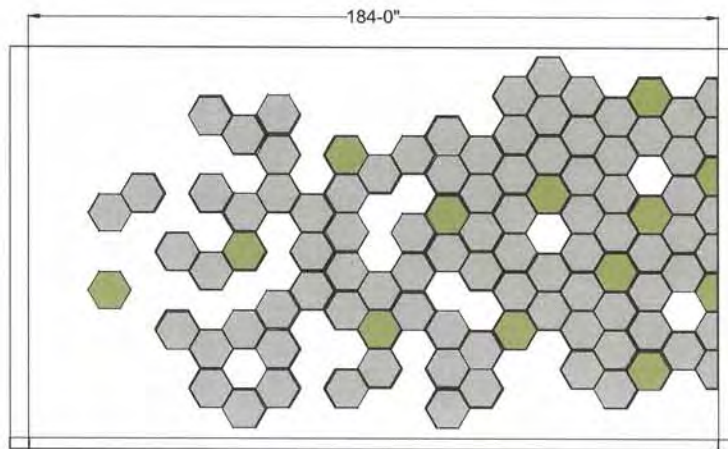
The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, September 4th, 2019 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.

SEDGWICK BUSINESS INTERIORS

FURNITURE BUDGET FOR STEELE MEMORIAL LIBRARY

THIS IS NOT A PROPOSAL, FOR BUDGET PURPOSES ONLY. TAX IS NOT INCLUDED.

Item	Mfg	Cat	Part Number	Part Description	Category	Alias 1	Qty	Sell	Ext Sell
1	VVI	VVI	GWT-HEX-121 2 GA41	ezoBord 12" Hexagonal GeoTile, 9mm, (8) Geo Tiles per unit Green Apple	ACOUSTICAL SOLUTION	TEEN SPACE CONF RM	3	\$ 215.00	\$ 645.00
2	VVI	VVI	GWT-HEX-121 2 SG04	ezoBord 12" Hexagonal GeoTile, 9mm, (8) Geo Tiles per unit Silver Gray	ACOUSTICAL SOLUTION	TEEN SPACE CONF RM	15	\$ 215.00	\$ 3,225.00
3	VVI	VVI	FREIGHT	FREIGHT	FREIGHT		1	\$ 38.00	\$ 38.00
4	SBI	SBI	LABOR	Delivery & Installation during normal business hours	LABOR		1	\$ 960.00	\$ 960.00
5				ESTIMATED LEAD TIME IS APPROX 4-6 WEEKS FROM MANUFACTURER'S ACKNOWLEDGMENT			1	\$ 0.00	\$ 0.00
Grand Total									\$ 4,868.00



Scale: 3/8" = 1'



DISCLAIMER

This drawing is the property of Sedgwick Business Interiors and may not be reproduced or used without written consent. This drawing is an electronic emulation of the original record drawing. Details and dimensions are not guaranteed to be accurate and complete and must be verified on-site prior to design and construction work. Report any discrepancies to the Designer or Sales Rep.

GENERAL NOTES

1. LAYOUT SUBJECT TO VERIFICATION OF FIELD DIMENSIONS AND CONDITIONS.
2. ALL WALLS THAT ARE TO RECEIVE WALL HANGER STRIPS OR OVERHEAD CASPIKOR MUST HAVE MINIMUM 30 GA METAL STUDS AT 16" O.C. WITH EITHER 5/8" GYPSUM BOARD OR TWO 1/2" LAYERS OF GYPSUM WALLBOARD & CAN NOT STAND 250 LB/LF STAFF LEAD.
3. WALL HANGER STRIPS TO BE HUNG WITH CENTER LINE NO CLOSER THAN 1-1/2" TO INSIDE CORNERS OF WALLS.
4. ALL ACT WALL STRIPS TO BE MOUNTED 1" AFF. ALL EMO WALL STRIPS TO BE MOUNTED 6" AFF. ALL CANVAS WALL STRIPS TO BE MOUNTED 8" AFF.
5. ALL WORKSURFACES SHALL BE MOUNTED AT 29" AFF. TO TOP OF WALL FOR 30 DOWN HEIGHT OR 36" FOR STAND UP UNLESS NOTED OTHERWISE.
6. CLEAR DIMENSION BETWEEN ALL WORK SURFACE TOPS AND THE UNDERSIDE OF OVERHEAD STORAGE TO BE AT LEAST 1'-6" CLEAR UNLESS OTHERWISE NOTED.
7. ELECTRICAL DEVICES, JUNCTION BOXES, AND CONDUIT ARE SUPPLIED, INSTALLED, AND PULLED CONNECTIONS BY ELECTRICAL CONTRACTOR.
8. ALL RECFRACILES TO BE EVENLY DISTRIBUTED AMONG WORKSTATIONS EXCEPT WHERE NOTED.
9. ONE DEDICATED RECFRACILE PER WORKSTATION EXCEPT WHERE NOTED.

FINAL APPROVAL

THE DESIGNER HEREBY APPROVES THE FINAL LAYOUT & COLOR SELECTION FOR FURNITURE INSTALLATION.

SIGNED: _____

DATE: _____

DATE	REVISION NOTES	REV. #



176 ANDERSON AVENUE ROCHESTER, N.Y. 14621
 (716) 461-5070 FAX (716) 461-5071
 100 WEST CEDAR STREET SYRACUSE, N.Y. 13204
 (315) 424-1500 FAX (315) 424-4811
 225 PINE STREET SUITE 300A ROCHESTER, N.Y. 14601
 (716) 532-1500
 82 WEST MARKET STREET CORNING, N.Y. 14801
 (607) 235-1111 ext 200
 Email: Sales@Sedgwick.com

Client Name: RMK@sedgwick.com

CHEMUNG COUNTY
 LIBRARY DISTRICT STEELE
 MEMORIAL LIBRARY

0000

RMK
 07.02.2019
 3/8" = 1'-0" **F1**

Chemung County Library District – Fall/Winter Hours

Monday, September 09, 2019 – Tuesday, December 31, 2019

Our Libraries	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Big Flats Branch 78 Canal St. Big Flats, NY 14814 607-562-3300	12pm - 5pm	12pm - 8pm	10am - 6pm	10am - 6pm	12pm - 5pm	CLOSED
Horseheads Free Library 405 S. Main St. Horseheads, NY 14845 607-739-4581	9am - 8pm	9am - 8pm	12pm - 8pm	9am - 5pm	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	9am - 5pm
Van Etten Branch 83 Main Street Van Etten, NY 14889 607-589-4755	1pm - 5pm	CLOSED	1pm - 7pm	CLOSED	11am - 5pm	CLOSED
West Elmira Branch 1231 W. Water St. Elmira, NY 14905 607-733-0541	12pm - 8pm	12pm - 5pm	10am - 6pm	10am - 6pm	12pm - 5pm	CLOSED
CCLD Makerspace	12pm– 7:30pm (closed 3pm–4pm)	12pm– 7:30pm (closed 3pm–4pm)	12pm– 7:30pm (closed 3pm–4pm)	12pm– 7:30pm (closed 3pm–4pm)	12pm–4pm	12pm–4pm
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.cclد.lib.ny.us



	Jan-19		Feb-19		Mar-19		Apr-19		May-19		Jun-19		Jul-19		Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	2019		2018		2017	
	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age						Total	%-age	Total	%-age	Total	%-age
Adult Non-Fiction	2608	6.09%	2,391	6.22%	2,662	6.41%	2307	5.71%	2287	5.73%	1993	5.38%	2477	5.48%						16,725	5.79%	30,760	6.06%	35,179	6.43%
Adult Fiction	6859	16.02%	5,887	15.31%	6,897	16.60%	6377	15.79%	6173	15.47%	6205	16.75%	7780	17.20%						46,178	15.99%	81,962	16.15%	88,114	16.12%
Juv NF	1488	3.48%	1,739	4.52%	1,732	4.17%	1658	4.10%	1504	3.77%	1250	3.38%	2347	5.19%						11,718	4.06%	19,877	3.92%	24,059	4.40%
Juv Fic	6574	15.35%	6,765	17.59%	7,242	17.43%	7130	17.65%	6390	16.01%	5954	16.08%	10165	22.48%						50,220	17.39%	92,131	18.16%	101,259	18.52%
AV	11750	27.44%	10,193	26.50%	10,577	25.45%	9896	24.50%	9938	24.90%	8103	21.88%	10560	23.35%						71,017	24.59%	125,827	24.80%	154,621	28.28%
Periodicals	170	0.40%	119	0.31%	144	0.35%	153	0.38%	172	0.43%	130	0.35%	184	0.41%						1,072	0.37%	1,982	0.39%	2,646	0.48%
Other	427	1.00%	365	0.95%	464	1.12%	315	0.78%	342	0.86%	301	0.81%	372	0.82%						3,903	1.35%	4,467	0.88%	6,676	1.22%
Public Pcs	1941	4.53%	1,929	5.02%	2,015	4.85%	2040	5.05%	1914	4.80%	1618	4.37%	1933	4.27%						14,640	5.07%	22,016	4.34%	33,096	6.05%
Wireless	2730	6.38%	2,750	7.15%	2,774	6.68%	2925	7.24%	2949	7.39%	2868	7.74%	2984	6.60%						18,209	6.31%	28,199	5.56%	35,559	6.50%
Down Audio	1000	2.34%	960	2.50%	953	2.29%	982	2.43%	1045	2.62%	1097	2.96%	1164	2.57%						8,207	2.84%	8,161	1.61%	8,359	1.53%
Down Ebooks	2010	4.69%	1,788	4.65%	1,956	4.71%	1819	4.50%	1925	4.82%	2103	5.68%	2235	4.94%						15,422	5.34%	19,655	3.87%	20,304	3.71%
Down Music	3018	7.05%	2,080	5.41%	2,937	7.07%	3178	7.87%	3877	9.71%	3689	9.96%	2783	6.15%						21,562	7.47%	24,537	4.84%	25,358	4.64%
Down Video	1923	4.49%	1,204	3.13%	876	2.11%	1295	3.21%	1082	2.71%	1462	3.95%	2	0.00%						7,844	2.72%	12,731	2.51%	9,215	1.69%
Down Mags	319	0.75%	291	0.76%	323	0.78%	318	0.79%	317	0.79%	264	0.71%	238	0.53%						2,070	0.72%	1,481	0.29%	2,261	0.41%
Total	42,817		38,461		41,552		40,393		39,915		37,037		45,224		0	0	0	0	0	288787		507,466		546,706	

2016	
Total	%-age
36,406	6.43%
92,111	16.28%
23,368	4.13%
109,162	19.29%
172,690	30.51%
3,118	0.55%
6,138	1.08%
38,738	6.84%
31,642	5.59%
7,097	1.25%
18,074	3.19%
21,261	3.76%
4,368	0.77%
1,769	0.31%

565,942



Quote

Quote Number: 2130

Payment Terms:
Expiration Date: 06/08/2019

Quote Prepared For

Ronald Shaw
Chemung County Library District
 101 East Church Street
 Elmira, NY 14901-2740
 Phone:607-733-8611
 shawr@stls.org

Quote Prepared By

Michael Wooldridge
Micro Solutions - Essen Computer Technologies Inc
 38 West Market St
 Corning, NY 14830
 United States
 Phone:607-962-1542
 Fax:
mwooldri@micro-solutions.net

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
One-Time Items					
1)	1	Sr. Level Analyst One hour meeting with STLS engineer to review IP Subnetting, virtual server access process, vLAN investigation, etc.. This meeting will be exploratory so that we fully understand the environment.	\$110.00	\$110.00	\$110.00
2)	10	Sr. Level Analyst Build (2) Windows 2016 Servers. Configure proper IP, install active directory components, setup DNS and DHCP as required. Install all current updates, install clients anti-virus. Setup local firewall per clients requirement. Promote (2) servers to domain controllers using domain names provided by client. Build out Group Policy Environment based on client requirement. Configure backups if needed. Test connectivity of branches with new domains, both Staff and Patron devices. <i>+ Lab</i> Work with client on new Windows 10 connectivity.	\$110.00	\$110.00	\$1,100.00
One-Time Total					\$1,210.00
Subtotal					\$1,210.00

After our phone call with Deb Brimmer on 4/4/19 we decided that since the only current domain was for Patron computer systems it made more sense to build (2)

QUOTE DOES NOT INCLUDE ANY APPLICABLE TAX. Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

Item# Quantity Item

Unit Price Adjusted Unit Price Extended Price

brand new domains. This will eliminate any skeletons in the closet and give the client a fresh start.

We are not aware of any drive or printer mappings needed. We are not sure if any other file/print or applications servers exist that will need to be joined to the domain.

When the staff computers are joined to the domain there may need to be some profile items migrated like favorites, desktop icons, etc...

Total Taxes \$0.00
Total \$1,210.00

Optional Items

3)	1	Sr. Level Analyst	\$110.00	\$110.00	\$110.00
		Additional work tweaking new environments as needed.			
		Per hour pricing.			

Optional Total \$110.00

Subtotal \$110.00

Total Taxes \$0.00

Total \$110.00

Including Optional Quote Items

Subtotal \$1,320.00

Total Taxes \$0.00

Total \$1,320.00

Authorizing Signature _____

Date _____

QUOTE DOES NOT INCLUDE ANY APPLICABLE TAX. Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.



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: August 8, 2019

Subject: Approval of Personnel Actions

Promotions:

N/A

Change FT/PT Status:

Change two PT positions to Temporary FT

Retirement:

N/A

End of Probationary Period- Permanent Appointment:

N/A

New Hires:

N/A

Resignations:

N/A

Terminations:

N/A

Leave:

N/A

Step Increases:

Rebecca Jackson- PT Clerk to Step 7

Office of the Director, CCLD
April 2019

Major accomplishments:

Teen Space: Have additional work- electrical outlets on west wall and acoustic tiles. Spoke with Andy Harding (AJH Designs) regarding the cooling situation on the space- he has contacted the contractor.

Van Etten: Visited the new space. Michelle Erickson has stripped the wallpaper border, spackled the walls and has started painting. She is continuing to maintain contact with Van Etten officials to determine a moving date.

August Labor Management Meeting: Cancelled. Although I have informed the CSEA President and Vice-president that we will need to offer 2 PT Clerks/Pages additional hours to cover upcoming leave.

Homeless Library: I have contacted Homeless Library regarding their course on dealing with the homeless. It should help staff deal with the homeless and other patrons as well. It is an online course that every staff member will take. I plan on purchasing the course for October 1st. We will have one year's access.

Fall Continuing Education Day: The date is to be determined. We have discussed possible classes- Bias training, Census 2020, a screening of the movie "The Public", for example.

Director's Advisory Council- Members discussed auto renewal of materials and the pros (nice service for patrons/saves time) and cons (too much time between due dates and reminders being sent out/no notification if an email address is not present). Cuba is currently a test site.

The committee discussed the proposed STLS ILS Cost Share and Digital Library contributions. No library will see more than a 4% increase. No objections were raised. Freegal is used by 548 users at a cost of \$63.87 per user. This is not a good use of funds.

Department Head Meeting: Will be talking to Buildings and Grounds regarding funds for chairs for Circulation Department, later, acoustic tile for Teen Space. Status of Windows 10 – Deb will possibly need a temporary staff person for about 6 months. We are still waiting to hear from FAST regarding the estimate for upgraded cameras/equipment at Steele. We will also look into getting cameras/equipment for the branches.

IT is waiting for servers at STLS. Must be installed and updated. They are currently preparing for this change within CCLD when the services are ready to go. This must happen before Windows 10 can be installed. Holiday staffing email has been sent out. The fall continuing education day is TBD.

It has been brought to our attention that Lynda.com requires users to register with their personal information to access Lynda.com. CCLD is looking to replace Lynda.com. Owen stated we have re-subscribed before we were made aware of this and are stuck with it for another year. CCLD will be pursuing other options in the future.

The tally of teen summer readers was 80-90. The new space is used daily. The issue was brought up regarding waiving the \$1.00 replacement fee for Teen Cards. It was discussed but there is no solution at this time.

A Pro Action candidate is coming in to help staff Ref 2 desk. We have lost many volunteers over the last year. Most interest in volunteer opportunities is from AIM or Pathways.

Maggie Young is working with Lynn Rusinko on large art work w/wings on auditorium doors for photo op. She is preparing a Metadata – online exhibit featuring prostitution in the 1880's and 1890's.

There was feedback from the Strategic Plan Committee - added section on diversity; Admin – recruit staff and volunteers; Advertise to different groups; Generalize wording; Create displays; How to report stats for programs out of building vs. in-house so they don't skew yearly numbers?; Partnering with more community programs and joint efforts.

CCLD Issues: Concerns over appropriate dress of patrons. I discussed the status of the Eldridge Park party with several staff members. I will be reviewing my notes to see what, if any, changes are made. The email for holiday staffing has been sent- several staff members have indicated their willingness to work. Staff expressed concerns over Lynda.com and their requirement to link patrons LinkedIn accounts to Lynda.

I have spoken to Kim Middaugh regarding a Workplace Violence policy. I will contact her regarding a social media policy as well.

The Library of Things/Tool Lending Library: The reference staff has purchased puzzles, ukuleles, etc. as part of the Library of Things. They are interested in starting a tool lending program at Steele. I have reviewed policies from other libraries and am having staff provide input.

STLS Issues: STLS has received positive feedback on the purging of fines/fees older than 6 years. STLS is working on a new marketing campaign.

Major Patron conversations: Several patron compliments about the Summer Reading Club event at Eldridge Park; Several negative comments/complaints from patron about the Summer Reading Club event at Eldridge Park. Patrons have brought up the issue of the public computers being too close and the noise as well.

Libraries visited: West Elmira, Van Etten, Horseheads and Big Flats

Community Presence: Attend Rotary Club of Elmira meetings; Attend Elmira City School Board meeting;

Programs attended: Makerspace Summer Camp; Eldridge Park SRC party. Friends COncerts

Courses Completed:

Federal Emergency Management Agency Extension Course Institute- (FEMA/ECI)

IS-100.C: Introduction to the Incident Command System, ICS 100

ICS 100, Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS). The Emergency Management Institute developed its ICS courses collaboratively with: National Wildfire Coordinating Group (NWCG); U.S. Department of Agriculture; United States Fire Administration's National Fire Programs Branch

FEMA/ECI

IS-700.B: An Introduction to the National Incident Management System

This course provides an overview of the National Incident Management System (NIMS). The National Incident Management System defines the comprehensive approach guiding the whole community - all levels of government, nongovernmental organizations (NGO), and the private sector - to work together seamlessly to prevent, protect against, mitigate, respond to, and recover from the effects of incidents. The course provides learners with a basic understanding of NIMS concepts, principles, and components.