



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

Agenda

The August 2015 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, August 20, 2015 at 6:00 pm at the **Steele Memorial Library, 101 E. Church St. Elmira, NY 14901**. The agenda for the meeting is listed below. If you are unable to attend, please inform Mr. Roberts (271-9625), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2015-43)
4. Treasurer's report
 - Consent Items: Approval of the CCLD Audit for FY 2014.**
Resolved that the CCLD Board of Trustees approve the audit as presented.
 - b) Financial report (document #2015-44)
 - c) Report of Unpaid Bills Detail (document #2014-45)
6. Correspondence
7. President's report.
 - Consent Items: Recognition of Mary Welles Mooers Smith.**
Resolved that the CCLD Board of Trustees recognizing her for her dedication and achievements in support of the District.
8. Director's Report.
 - Consent Items: Approval of Fall/Winter 2015-2016 hours.**
Resolved that the CCLD Board of Trustees approve the Fall/Winter 2015-2-16 hours.
9. Committee reports:
 - a) Executive Committee (Roberts)
 - 1) Report of the Committee meeting (document #2014-46)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document #2014-47)
 - Consent Items: Approval of the CCLD Budget for FY 2014.**
Resolved that the CCLD Board of Trustees approve the budget as presented.
 - c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document #2014-48)
 - 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
 - a) Issues regarding safety and public service due to the proximity of the Promenade
 - b) Discussion of continued 24/7 wireless access
12. New business

13. Period for public expression

14. Adjournment

*(Minutes of the JULY 2015 meeting of the Chemung County Library District Board of Trustees.
Document #2015-43)*

The meeting was called to order at 6:00pm by President Richard Roberts. Present were Pat Silvernail, Ann Hayes, Georgia Reynolds, Jack Schamel, Marge Kappanadze, Juan Jones, Phyllis Rogan, Rachel Dworkin, Jim Hare, Tim Blandford and Jessica Roberts. Excused: Bonnie Chollet and Michael Muldoon. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant and Rich Davis of EFP Rotenberg, the auditing firm for CCLD.

Minutes. The minutes of the June 2015 meeting (Document #2015-37) were presented for board review. The minutes were approved as corrected in writing by unanimous consent.

The meeting was turned over to Rich Davis who reviewed the Independent Auditor's Report and the complete audit of the Library District's Financial Statements for fiscal year 2014. He stated that there were no "red flags" when doing the audit. He spoke about internal controls and the segregation of duties which are limited for CCLD because of staffing. Fixed assets are down due to depreciation. Board members will take time to review the audit and the approval will be on the agenda for the August board meeting.

Financial Report. The May 31, 2015 Financial Report (Document #2015-38) was presented for board review. Mr. Schamel stated that the report shows CCLD right on target. By unanimous consent the June 30, 2015 Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2015-39). Mr. Schamel pointed out that this bill list includes the second quarter payment to Chemung County for Debt Service and to the Southern Tier Library System for Cost Share. By unanimous consent, the board authorizes the payment of the unpaid bills dated 7/8/15 – General Fund \$67,591.36 as distributed.

Correspondence. Mr. Shaw reported that for the second year in a row, CCLD-Steele Library has won a Breastfeeding Friendly Award. He also reported receiving a phone call from a regular patron who applauded CCLD for holding the "Heroes" program because she had two family members who were injured in WWII and this was a great program for the Vets. Mr. Shaw has also handled several emails and phone calls regarding problems with people hanging out under the Promenade who are disturbing library patrons.

President's Report. Regarding policy #640 - "Alcohol Use in Library Facilities" policy, board members were concerned about clean-up following an event. It should be made part of the procedure and be included on the application form.

CONSENT ITEMS:

- Approval of the CCLD Board of Trustees Policy 640 – Alcohol in Library Facilities. Mr. Hare moved, seconded by Ms. Roberts to accept the policy as submitted in writing to the board. VOTE: Ten (10) approved, two (2) opposed. Policy approved as written.

Mr. Roberts stated that the Southern Tier Library System and the Library Trustees Association had a nice presentation in Hammondsport on the basics of Trustee responsibilities and library law.

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

Zinio. In the first 2 weeks there has been 550 checkouts system wide for this online magazine database.

Transparent Languages Online. In the first 2 weeks there have been 20 unique users and 44 sessions. The Popular languages were Spanish and African.

IndieFlix. Stats will not be available until next month.

Lynda.com. This online training program just went live this week.

Scheduling software. Live schedules will begin next week and individual staff members will be trained to submit their own time off requests in the system.

Collection bins Catholic Charities. Clothing for back-to-school will be collected; there are no issues with this.
Promenade. Power has been cut to the electrical plugs under the Promenade and covers have been placed at all exterior plugs at the Steele Library. The City Police have stepped up their patrols. Due to the many complaints by patrons and problems after hours, Ms. Reynolds moved, seconded by Mr. Schamel to turn off the Wireless access anytime CCLD libraries are closed. This decision will be reviewed each month to determine whether or not to continue cutting this access. VOTE: Unanimously Approved. Mr. Shaw stated that he has created several new forms for staff (1) a form for patron complaints; (2) a banned patron form; and (3) an internal incident report form. Banning of a patron from library access must be progressive and should have a paper trail.

Programs. CCLD is in a joint venture with the Chemung County Youth Bureau where the basics of Lego Robotics building and programming can be learned in a 4 week workshop series. Regarding the Summer Concert Series, the weather has had an impact on attendance.

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 meeting was turned over to Maggie Young, Librarian in charge of Genealogy and Local History. She gave a short presentation to the board of the special services her department offers to the public. She stated that Sherry Nichols is a valuable asset to her department. She stated that her mission is that everyone would succeed in finding their local family. The library is a great equalizer. She currently has 6 regular volunteers. The board thanked Ms. Young for her detailed presentation.

Mr. Jones left the meeting at this time.

The report of the Executive Committee was presented in writing to the board (Document #2015-40). President Roberts stated that the bill that was approved by the State Legislature that will allow the Executive Committee to approve payment of invoices has not yet been signed by the Governor.

The Committee approved a special exception of CCLD's Meeting Room Policy to allow the Public Library Foundation of Chemung County (Horseheads) to utilize the Horseheads Library after hours on October 12, 2015 for the purposes of the dedication of the Earle R. Catlin Meeting Room and the reception that will follow. Mr. Roberts has sent an official notification to their board president.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2015-41). Board members received a copy of the proposed 2016 Library District budget. The budget includes a 1.79% increase in the tax receipts which falls below the 2% tax cap put in place by the Governor. Board members should review the budget in detail and send any questions to Director Ron Shaw. The approval of the budget will be placed as a Consent Item on the August meeting agenda.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2015-42). Mr. Hare reported the following:

Steele Library - Elevator Project will begin next month. The Southern Tier Library System has approved \$101,763 in State funding for the Chiller Project which has also been awarded \$150,000 through the NYS Economic Development Assistance Program (NYS EDAP) which will be administered by the Dormitory Authority of New York State (DASNY). The sidewalk slabs that have shifted were repaired by the County

Buildings & Grounds this month. CCLD is still awaiting confirmation from the State regarding the approval of the funding for the Bathroom Renovation Project.

Horseheads Library – The tree at the library has been removed by Renko Tree Service. Due to the cost of installing security systems and fire alarms at the branch libraries, the Committee has recommended not pursuing this as it is not mandatory.

West Elmira Library – Regarding the neighbor's request that a tree in front of the library be removed, the Committee is not interested in getting a quote and moving forward with this matter. The problems with the restroom are being worked on by the County – it may require installation of a larger toilet.

Big Flats Library – Following their septic problem repairs, there is still an open area in the back room that will require the County to cover up.

Personnel Committee. Ms. Kappanadze stated that the HR Consultant get underway soon with scheduling interviews with CCLD staff members.

CONSENT ITEM – Approval of Personnel Actions. (Appendix C). Mr. Schamel moved, seconded by Ms. Dworkin to approve the Personnel Actions as submitted to the board. VOTE: Unanimously Approved.

Mr. Shaw reported that interviews will be scheduled to replace Jason Mendoza who is leaving at the end of July. He has been working exclusively in the Maker Space Tinker Lab. A MakerSpace Clerk will be hired. Mr. Shaw also requested approval to hire a part-time Library Page for the Horseheads Library. There is a vacant position at that location. Ms. Reynolds moved, seconded by Mr. Blandford to approve the filling of this position. VOTE: Unanimously Approved.

Old Business. Ms. Dworkin reported that the Election notice has been approved and will be sent to the Star Gazette. The notice will also be posted on CCLD's website along with a copy of the petition needed for inclusion on the election ballot.

Public Expression. Cindy Emmer, STLS board member stated that there was a great turnout of board members from CCLD at the recent conference in Hammondsport. She also state that the deadline for nominations of all STLS awards has been extended to July 31, 2015.

New Business. Ms. Kappanadze mentioned that there is software available that can be attached to our website to make it easy for people to donate to the Library District. This is an avenue that could be investigated.

The meeting was adjourned at 7:30pm. The next regular meeting of the board will be held on **Thursday, August 20th, 2015 at 6:00pm at the Steele Memorial Library, 101 East Church Street, Elmira, New York.**

CHEMUNG COUNTY LIBRARY DISTRICT
Financial Report - JULY 31, 2015

(DOCUMENT #2015-44)

Income	2015 Annual Budget		Received to Date		Balance Remaining	Percentage Received	Percentage through Year	Notes
	Annual Budget	Expended to Date	Balance Remaining	Percentage Expended				
Library Fines, Fees & Contributions	\$ 67,800	\$ 62,942	\$ 4,858	93%			Sale of stock for NF \$20,389	
Grants (other than N.Y.S.)	\$ -	\$ 20,040					Donation for Vanderveen Library \$1,300, HH Friends \$10,350, CCLD Friends \$6,790, STLS Foundation \$1,000, CCTC \$100, \$500 KOHLS for Maker Expo	
Foundation Contributions	\$ 165,000	\$ 40,000	125,000	24%			1st Qtr SML \$20K, HH \$20K	
Library District Tax Receipts	\$ 2,677,624	\$ 2,677,624	0	100%				
PILOT Funds	\$ 30,000	\$ 53,776						
Interest on Investments	\$ 1,000	\$ 590	410	59%				
State Aid	\$ -	\$ -	80,000	0%				
Central Library Development	\$ 80,000	\$ -	54,000	0%				
Central Book Aid	\$ 54,000	\$ -	37,000	0%				
Local Library Services Aid	\$ 37,000	\$ -	(10,623)					
Other State Aid	\$ -	\$ 10,623	290,645	92%			Final for HH and Steele 2014 Construction Projects	
TOTAL INCOME	\$ 3,112,424	\$ 2,865,595	\$ 290,645	92%				
Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes		
Personnel								
Salaries	1,367,938	755,801	612,137	55%				
Overtime & Holiday Salaries	7,035	7,246	(211)	103%			Will continue to be overspent due to the Union negotiating overtime pay for IT instead of comp time	
Employee Benefits								
FICA	105,185	58,615	46,570	56%				
NY State Retirement	287,205	156,425	130,780	54%				
Medical & Dental	392,982	203,228	189,754	52%				
Other (Disability, Wk. Comp, Unemp)	20,263	29,273	(9,010)	144%			ANNUAL pymt - Worker's Comp \$17,851; Disability \$2,582	
Subtotal - Personnel Expenses	2,180,608	1,210,587	\$ 970,021	56%	58%			
Contractual								
Equipment	27,161	9,062	18,099	33%			BF Kiosk-gift funds \$4,421; Grant \$205; CCLD Friends \$670	
Telephone	12,300	10,902	1,398	89%			Vertzon-paid annual fees	
Supplies	37,200	37,200	0	100%			TOT pd from donations \$9,583; Grant for MS \$570; CCLD Friends \$1,183; HH Friends \$4,364; Gifts \$1,901; HH Found \$706, Marketing \$816; BF Gifts \$43. Also includes Scheduling software \$1,997	
Travel & Continuing Education	15,615	6,752	8,863	43%				
Repairs & Maintenance	39,060	24,939	14,121	64%				
Postage	2,625	562	2,063	21%				
Library Materials (books, video, etc.)	302,551	193,112	109,439	64%			Incl Gifts \$831; CCLD Friends \$771; HH Friends \$362	
Utilities	66,000	32,133	33,867	49%			4th Qtr 2014	
Building Cleaning Supplies	18,125	12,631	5,494	70%				
Fuel, Gas & Oil (Bookmobile)	4,000	1,456	2,544	36%				
Insurance	39,913	34,708	5,205	87%			ANNUAL for D&O insurance and Flood Ins \$11,794; 3 of 4 pymts for Liability Insurance	
Vehicle Operation / Maintenance	1,000	-	1,000	0%				
Professional Fees (audit, engineer/legal fees)	20,255	24,460	(4,205)	121%			Energy Study \$2,525; Audit \$5,000; Atty fees \$11,918	
Data Processing Expenses (Cost Share)	118,713	62,998	55,715	53%			ANNUAL for Time Warner (VPN), 1st & 2nd Qtr STLS	
Payment of Taxes	4,775	4,757	18	100%				
Library Programming	27,500	27,500	0	100%			TOT pd from donations \$16,851; HH Friends \$7,079; CCLD Friends \$5,583; Gifts \$535; Grant funds \$2,204; VE \$1,256; MKT Comm \$194	
Chemung County costs (B&G, vision)	9,000	9,000	0	100%			Repair/paint walls at ST + purchase 2 new industrial water heater	
Capital Improvements STATE CONST see below	10,000	4,941	5,059	49%			Hunt Eng - prog pymt for elevator \$4,516	
Contingency Fund	52,651	13,052	39,599	25%			Used for County Costs \$2,037; Supplies \$1,482 & Programming \$9,533	
Debt Service	62,372	31,186	31,186	50%			1st & 2nd Qtr payments	
Subtotal Expenses	\$ 3,051,424	\$ 1,751,938	\$ 1,299,486	57%	58%			
2014 & 2015 State Construction Projects								
TOTAL EXPENSES	\$ 3,051,424	\$ 1,751,938						

Unpaid Bills Detail

As of August 5, 2015

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amanda Farley			
	08/05/2015	Mileage 6/25-7/23 & programming purchases HH	289.15
Total Amanda Farley			<u>289.15</u>
Amazon Credit Plan			
	08/05/2015	6/11-7/9 purchases all libraries	3,196.26
Total Amazon Credit Plan			<u>3,196.26</u>
Blackstone Audio			
	08/05/2015	DVD purchases	150.00
Total Blackstone Audio			<u>150.00</u>
Bobby K Entertainment			
	08/05/2015	SRC final party 8/13	800.00
Total Bobby K Entertainment			<u>800.00</u>
CCLD Petty Cash			
	08/05/2015	Petty Cash BF/WE	281.27
Total CCLD Petty Cash			<u>281.27</u>
Cengage Learning, Inc.			
	08/05/2015	Fiction Purchases-ST	536.80
Total Cengage Learning, Inc.			<u>536.80</u>
Chemung Canal Trust Company			
	08/05/2015	Concert signs/survey monkey/WE prog/ST cont ed	343.99
Total Chemung Canal Trust Company			<u>343.99</u>
Chris Corter			
	08/05/2015	mileage 7/22, concert lawn sign stands	94.17
Total Chris Corter			<u>94.17</u>
David Moreland			
	08/05/2015	Magic shows for BKM - 7/21	640.00
Total David Moreland			<u>640.00</u>
Deborah L. Brimmer			
	08/05/2015	mileage/cont ed/IPads for WE & VE	956.51
Total Deborah L. Brimmer			<u>956.51</u>
Doris Jean Metzger			
	08/05/2015	Teen program/LOGO team regis pd with Grant funds	254.00
Total Doris Jean Metzger			<u>254.00</u>
EBSCO Information Services			
	08/05/2015	Annual magazine sub - all libraries	5,673.46
Total EBSCO Information Services			<u>5,673.46</u>
Elmira Water Board			
	08/05/2015	Water bills - ST/WE balance for 2015	561.06
Total Elmira Water Board			<u>561.06</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of August 5, 2015

Document #2015-45

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Faye Crance			
	08/05/2015	JULY 2015 Programming - VE Paid with grant \$	140.00
Total Faye Crance			<u>140.00</u>
First Transit			
	08/05/2015	Bookmobile fuel - 5/28-6/3	287.54
Total First Transit			<u>287.54</u>
Ingram Library Services			
	08/05/2015	Library materials - AUG all libraries	7,063.10
Total Ingram Library Services			<u>7,063.10</u>
Jabe E. Warren			
	08/05/2015	Garden insects 8/26 prog at ST	50.00
Total Jabe E. Warren			<u>50.00</u>
Janet Ackerman			
	08/05/2015	Mileage reimb 7/8	25.30
Total Janet Ackerman			<u>25.30</u>
Jennie Lewis			
	08/05/2015	movie purchase	31.94
Total Jennie Lewis			<u>31.94</u>
Julie Bembry			
	08/05/2015	Patron Refund	1.05
Total Julie Bembry			<u>1.05</u>
Maggie Young			
	08/05/2015	Geneal purchase/program supplies	193.61
Total Maggie Young			<u>193.61</u>
Margeson's Landscaping Inc.			
	08/05/2015	HFL mowing 6/11-7/26	520.00
Total Margeson's Landscaping Inc.			<u>520.00</u>
Michelle Erickson			
	08/05/2015	Mileage reimb-JULY	29.44
Total Michelle Erickson			<u>29.44</u>
MidWest Tape			
	08/05/2015	DVD/Audio purchases - HH/WE	1,651.40
Total MidWest Tape			<u>1,651.40</u>
Paul Graves			
	08/05/2015	Patron Refund	7.40
Total Paul Graves			<u>7.40</u>
Petty Cash-Steele			
	08/05/2015	supplies/postage/AD&Teen prog/HH Kiosk Visa Card	519.63
Total Petty Cash-Steele			<u>519.63</u>

Unpaid Bills Detail

As of August 5, 2015

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Pitney Bowes			
	08/05/2015	lease for mail machine final 2 quarters 2015	1,236.00
Total Pitney Bowes			<u>1,236.00</u>
Rebecca Jackson			
	08/05/2015	Mileage Reimb 6/11-6/25 - BF	18.12
Total Rebecca Jackson			<u>18.12</u>
Recorded Books			
	08/05/2015	DVD/Zinio purchases	192.37
Total Recorded Books			<u>192.37</u>
South Central Regional Library Council			
	08/05/2015	SCRLC membership dues 2015/16	1,380.00
Total South Central Regional Library Council			<u>1,380.00</u>
Staples Advantage			
	08/05/2015	Extra large notebooks for Genealogy Dept	406.32
Total Staples Advantage			<u>406.32</u>
Staples Credit Plan			
	08/05/2015	MakerSPace iPad pd w/grant & battery backup/ext drive	645.42
Total Staples Credit Plan			<u>645.42</u>
Sue Schoeffler			
	08/05/2015	mileage reimb 7/9-8/6	19.73
Total Sue Schoeffler			<u>19.73</u>
W. B. Mason Co, Inc.			
	08/05/2015	office supplies all libraries	450.59
Total W. B. Mason Co, Inc.			<u>450.59</u>
W. Finletter Films, LLC			
	08/05/2015	Public Perf License - Attack of Killer Tomatoes	1.00
Total W. Finletter Films, LLC			<u>1.00</u>
WebClarity Software, Inc.			
	08/05/2015	Implementaton services pkg	1,980.00
Total WebClarity Software, Inc.			<u>1,980.00</u>
			<u><u>30,626.63</u></u>

Unpaid Bills Detail

As of August 12, 2015

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Southern Tier Library System			
	08/10/2015	eBook purchases Fiction/JUV	<u>2,372.97</u>
Total Southern Tier Library System			<u>2,372.97</u>
TOTAL			<u><u>2,372.97</u></u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of August 12, 2015

Document #2015-45

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Capabilities, Inc.			
	08/12/2015	Cleaning BF/HH/WE for JULY	1,112.00
Total Capabilities, Inc.			<u>1,112.00</u>
Chemung County Buildings & Grounds Dept.			
	08/12/2015	Utilities 2nd Qtr 2015 all libraries	20,180.98
Total Chemung County Buildings & Grounds Dept.			<u>20,180.98</u>
Deborah L. Brimmer			
	08/12/2015	reimb 3D printer purchase per budget	456.37
Total Deborah L. Brimmer			<u>456.37</u>
Demco, Inc.			
	08/12/2015	1000 Bks Milestone stickers, poster, bookmks etc	52.41
Total Demco, Inc.			<u>52.41</u>
Doris Jean Metzger			
	08/12/2015	Teen program/LOGO team supplies pd with Grant funds	89.64
Total Doris Jean Metzger			<u>89.64</u>
Elmira Structures, Inc.			
	08/12/2015	ST - Elevator project pymt #1	28,357.50
Total Elmira Structures, Inc.			<u>28,357.50</u>
Emma Howard			
	08/12/2015	mileage reimb 4/15-7/7	19.64
Total Emma Howard			<u>19.64</u>
Gressco LTD.			
	08/12/2015	DVD security cases for ST	1,827.93
Total Gressco LTD.			<u>1,827.93</u>
H. L. Treu Office Supply Corp.			
	08/12/2015	2016 calendars/date stamp for ST	112.70
Total H. L. Treu Office Supply Corp.			<u>112.70</u>
Hunt Engineers			
	08/12/2015	Engineering fees ST Elevator - reimbursables	2,227.73
Total Hunt Engineers			<u>2,227.73</u>
Ingram Library Services			
	08/12/2015	Library materials - AUG discounts not taken	70.35
Total Ingram Library Services			<u>70.35</u>
Jabe E. Warren			
	08/12/2015	Composting 9/9 prog at ST	50.00
Total Jabe E. Warren			<u>50.00</u>
Jennie Lewis			
	08/12/2015	reimb for Adult prog supplies	63.41
Total Jennie Lewis			<u>63.41</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of August 12, 2015

Document #2015-45

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Office Equipment Source, Inc.			
	08/12/2015	Qtr maint agmt 4/24-7/21 BF copier	21.96
Total Office Equipment Source, Inc.			<u>21.96</u>
Recorded Books			
	08/12/2015	DVD purchases 7/30 invoice	577.20
Total Recorded Books			<u>577.20</u>
Reliable Computer Products			
	08/12/2015	printer cartridges ST public fax	143.50
Total Reliable Computer Products			<u>143.50</u>
Renko Tree Service			
	08/12/2015	Tree Removal at HH	2,850.00
Total Renko Tree Service			<u>2,850.00</u>
Sayles & Evans			
	08/12/2015	Legal fees - 5/7-5/29	1,448.00
	08/12/2015	Legal fees Collective Bargaining 5/4-5/31	2,142.00
Total Sayles & Evans			<u>3,590.00</u>
Southern Tier Library System			
	08/12/2015	eBooks/Downloadable Audio purchases	5,461.42
Total Southern Tier Library System			<u>5,461.42</u>
Sue Schoeffler			
	08/12/2015	Bookmobile supplies for Cohesion SRC	79.88
Total Sue Schoeffler			<u>79.88</u>
Swift Office Equipment, Inc.			
	08/12/2015	Maint agmt 4/9-7/9 - new HH Copier	466.23
Total Swift Office Equipment, Inc.			<u>466.23</u>
The Leader			
	08/12/2015	ST annual subscription	289.44
Total The Leader			<u>289.44</u>
Unique Management Services, Inc.			
	08/12/2015	collection notices-JULY	537.00
Total Unique Management Services, Inc.			<u>537.00</u>
Vasco Brands, Inc.			
	08/12/2015	cleaning/paper supplies	1,276.10
Total Vasco Brands, Inc.			<u>1,276.10</u>
Wegmans Food Markets Inc.			
	08/12/2015	Programming JUV/VE	232.15
Total Wegmans Food Markets Inc.			<u>232.15</u>
World Micrographics, Inc.			
	08/12/2015	Parts for MF machine	108.93

Chemung County Library District General Fund
Unpaid Bills Detail
As of August 12, 2015

Document #2015-45

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total World Micrographics, Inc.			<u>108.93</u>
			<u><u>70,254.47</u></u>

Document #2015-46

Report of the August 5th, 2015 meeting of the Executive Committee of the Chemung County Library District:

Attending the meeting from the Executive Committee were Richard Roberts, Rachel Dworkin, Marge Kappanadze, Georgia Reynolds, Jack Schamel; and Joan Santulli, CCLD management. Other board members in attendance were Mike Muldoon and Phyllis Rogan. The meeting opened at 6:04pm.

President's Report. Mr. Roberts stated that former board member Denny Smith's mother has passed away. Mary Welles Mooers Smith was an avid library user and member of the Friends of CCLD. A sympathy card from the board will be sent to the family. An item will be placed on the agenda for the August meeting recognizing her for her dedication and achievements.

Mr. Shaw stated that he has heard from Assemblyman Friend's office that the process in approval of legislative changes is slow. He will notify CCLD when our change in legislation has been forwarded to the Governor's office.

CCLD has submitted nominations for two awards to STLS. One for the "Outstanding Library Advocate Award" recognizing the contributions of Ann Thurber - a long time CCLD volunteer and for the " Outstanding Promotional Video Award."

The City of Elmira is discussing the possibility of piping Opera music under the Promenade to assist in regulating those who are utilizing the tables and chairs.

Ms. Santulli was unable to present the Unpaid Bills Detail dated 8/5/15 for the General Fund because there was not a quorum of board members present. She stated that this delay in payment of some invoices will result in loss of discounts and in late fee and interest charges to some other invoices.

The meeting adjourned at 6:15pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, September 2nd, 2015 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2015-47

Report of the August 12th, 2015 meeting of the Budget & Finance Committee of the Chemung County Library District.

Attending the meeting were CCLD board members Rick Roberts, Jack Schamel and Marge Kappanadze, Georgia and Community Member Robin Fitzgerald. Also attending was Joan Santulli and Ron Shaw, CCLD Administration. The meeting opened at 8:00am.

Ms. Santulli presented the July 31st, 2015 Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Santulli presented the 8/5/15 Unpaid Bills Detail for the General Fund bills totaling \$30,626.63 and the 8/12/15 Unpaid Bills Detail for the Grant Fund - \$2,372.97 and the General Fund – 70,254.47. The list includes the first payment to Elmira Structures for the Elevator project at Steele and the second quarter Utilities payment to Chemung County. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

There have been no questions submitted by board members for the proposed 2016 Library District budget. A consent item will be included on the August meeting agenda for board approval of the budget.

Mr. Roberts reported receipt of a letter from the Public Library Foundation of Chemung County (Horseheads) which states they expect to contribute approximately \$102,000 to CCLD in 2016.

The meeting adjourned at 8:20am. The next meeting of the Budget & Finance Committee will be held on Wednesday, September 9th, 2015 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2015-48

Report of the August 5th, 2015 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:30pm. Present were Mr. Muldoon, Mr. Hare, Ms. Hayes and Mr. Roberts. Also attending were Joan Santulli and Ron Shaw, CCLD Management.

The Committee received reports on the following:

- Elevator Project at Steele. The project will begin August 17th. Signs have already been posted in the building and the press release has been sent out. It is expected that the elevator will be completely out of service for about 2 ½ weeks. CCLD will do what we can to accommodate those patrons who are handicapped and cannot make it to the second floor. Mr. Muldoon reviewed a request from Hunt Engineers for payment of an invoice in the amount of \$2,227.73 and a request to pay Elmira Structures the first payment on the project in the amount of \$28,357.50. The Committee recommended payment of these invoices.
- Bathroom Project at the Steele Library – a 2015 project application. Still waiting the funding that has been approved.
- Chiller Project at the Steele Library – a 2016 project application. STLS has approved \$101,000 for the project in State funding and DASNY has notified us that they will fund the project with \$150,000.
- Taitem Energy Audit. It has been submitted. CCLD is waiting to hear from NYSERDA.
- Other Steele Library issues. The sidewalk repair has been completed by the County and the insurance company has been notified. There was a clogged sewer line that overflowed into the downstairs Mechanical Room. The County has been here and the issue has been resolved.
- West Elmira Library. The request from a neighbor to remove the tree in the front of the library was discussed. Mr. Shaw will call the neighbor. If he gets a quote, the issue can be brought to the board of trustees. At this time the Committee will take no further action in this matter.
- Dark Fiber. STLS is on target for completion by the end of the year.
- Horseheads Library. The tree has been removed and the final payment of \$2,850 will be sent to the Executive Committee for approval.
- Big Flats Library. A tree need trimming. Mr. Shaw is requesting that the lawn service company take care of trimming it.

The meeting adjourned at 5:49pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, September 2nd, 2015 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.