



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.ccld.lib.ny.us

Agenda

The July 2015 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, July 16, 2015, 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 #2015-37)
4. Treasurer's report

a) Rich Davis (E.F.P. Rotenberg) Audit Review

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 #2015-38)

c) Report of Unpaid Bills Detail (document #2014-39)

6. Correspondence

7. President's report.

Consent Items: Approval of the CCLD Board of Trustees Policy 640- Alcohol in Library Facilities.

Resolved that the CCLD Board of Trustees approve policy 640 as presented.

Consent Items: Approval of the CCLD Board of Trustees Policy 640- Alcohol in Library Facilities.

8. Director's Report.

9. Committee reports:

a) Executive Committee (Roberts)

 1) Report of the Committee meeting (document #2014-40)

b) Budget & Finance Committee (Schamel)

 1) Report of the Committee meeting (document #2014-41)

c) Building & Grounds Committee (Muldoon)

 1) Report of the Committee meeting (document #2014-42)

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 JUNE 2015 meeting of the Chemung County Library District Board of Trustees.
Document #2015-37)*

The meeting was called to order at 6:07pm by President Richard Roberts. Present were Pat Silvernail, Ann Hayes, Georgia Reynolds, Bonnie Chollet, Jack Schamel, Michael Muldoon, Marge Kappanadze, Juan Jones, Phyllis Rogan, Rachel Dworkin, and Jim Hare. Excused: Jessica Roberts. Absent: Tim Blandford. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Minutes. The minutes of the May 2015 meeting (Document #2015-31) were presented for board review. The minutes were approved as corrected in writing by unanimous consent.

Financial Report. The May 31, 2015 Financial Report (Document #2015-32) was presented for board review. Mr. Schamel stated that the report is self-explanatory. He also explained that the expense line for County has been overspent to date due to the many building issues that have required the attention of the County Buildings & Grounds Department. By unanimous consent the May 31, 2015 Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2015-33). By unanimous consent, the board authorizes the payment of the unpaid bills dated 6/9/15 – General Fund \$32,114.59 and Grant Fund \$3,629.83 as distributed.

Correspondence. A thank you note was received from the Headstart Carnival Committee for the Youth Services staff's participation in their recent event.

President's Report. Regarding the change in the Legislation to allow the Executive Committee to approve interim bills, Mr. Roberts reported that the change has passed the State Assembly and will now go to the State Senate for their review and decision.

CONSENT ITEMS:

- Approval of CCLD/CSEA contract. After discussion, Ms. Dworkin moved, seconded by Mr. Hare to approve the following: Resolved that the CCLD Board of Trustees approve the Tentative Contract Agreement By and Between the Chemung County Library District and Civil Service Employees Association and the CCLD CSEA Unit #6362 for January 1, 2015 and ending December 31, 2017. VOTE: Unanimously Approved.
- Approval to use Board of Elections petition form. Ms. Silvernail moved, seconded by Mr. Muldoon to approve the following: Resolved that the CCLD Board of Trustees approve the use of the nominating petition of the Chemung County Board of Elections by candidates for election to the CCLD Board of Trustees. VOTE: Unanimously Approved.
- Approval of the CCLD Board of Trustees Policy 640 – Alcohol in Library Facilities. Following discussion, the board revised the policy as follows: (1) Restrict it to groups that support the Library District; (2) Restrict the use of alcohol to be served when the building is closed; (3) Omit the restriction that it can only be served in the meeting room but add that the group sponsoring the program is responsible for any damages to the library; (4) Change the title to “Use of Alcohol in Library Facilities”; (5) a fee of \$150 – the board can waive the fee upon consideration’ (6) to put in the policy that the group needs the million dollar insurance policy listing the Library District as additional insured; and (7) it is the responsibility of the group utilizing the library to contact the Director for access to the building and to secure the building after the event. Staff members who work the event would do so on a voluntary basis. Mr. Jones moved, seconded by Ms. Silvernail to send the revised policy to the CCLD Attorney for his review prior to board approval. VOTE: Unanimously Approved.

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

CONSENT ITEMS:

- Approval of Summer hours. Mr. Schamel moved, seconded by Ms. Reynolds to adopt the following: Resolved that the CCLD Board of Trustees approve the Chemung County Library District Summer hours for Monday, June 15, 2015 through Saturday, September 5, 2015. VOTE: Unanimously Approved.
- Approval of donation from Friends of the Chemung County Library District. Mr. Hare moved, seconded by Mr. Jones to adopt the following: Resolved that the CCLD Board of Trustees approve the donation of \$3,450 from the Friends of CCLD - \$1,000 for Spooky Stacks; \$1,600 for the Summer Reading Club; and \$850 for the West Elmira Summer Reading Club programs. VOTE: Unanimously Approved.
- Approval of Digital Media Lab Rules of Use. Ms. Chollet moved, seconded by Ms. Reynolds to adopt the following: Resolved that the CCLD Board of Trustees approve the Digital Media Lab Rules of Use with the addition that users of the room can collect their picture ID upon clearance of the room by a CCLD staff member. VOTE: Unanimously Approved.

CCLD Issues.

Zinio. The contract for the electronic online magazines has been signed. The cost will be paid as follows: \$5,000 from the Central Library funding and \$6,000 from the CCLD magazine expense line. It will go live on July 1st. The Southeast Steuben Library has pitched in \$1,000 to purchase more content.

Transparent Languages Online. This replaces Mango Language online. A three-year contract has been signed at \$1,600 per year to be paid from local database funds. This software has more capability for use for ESL (English as a Second Language).

IndieFlix. This new service has online films of a wide variety from 2 minute films to feature films. The three year contract is \$1,350 per year to be paid with local database funding. All 43 libraries located in the Southern Tier Library System boundaries will be able to utilize these three new services.

Scheduling software. This has gone live and staff is working on learning it. Internal issues are being worked out. Department Heads will be able to approve time off for their staff. Individual staff training will need to take place.

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 #2015-34). President Roberts stated he sent a letter to the Chemung County Board of Elections informing them that according to our lawyer, the Election Law determines that CCLD cannot eliminate write-in votes for the trustee elections. Petitions for election are due to CCLD by the end of August to meet Board of Election deadlines; however, the Legislation states that CCLD must accept petitions up to 36 days before the election.

Regarding the Maker Expo held on May 30, 2015, Ms. Reynolds moved, seconded by Ms. Rogan to commend Deb Brimmer, CCLD's Network Specialist and CCLD staff members for the excellent job in making this event such a huge success this year. VOTE: Unanimously Approved.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2015-35). Ms. Santulli reported that EFP Rotenberg, the auditors doing the 2014 audit of CCLD finances, will be attending both the Budget & Finance Committee meeting in July and will present the audit to the full board at the meeting on July 16, 2015.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2015-36). Mr. Muldoon reported the Chiller project at the Steele Library has been submitted to STLS for consideration of State Construction Funding. Mr. Shaw has also spoken to

Senator O'Mara's office regarding the possibility of CCLD being eligible for an approximate \$150,000 from Economic Development Funds for this project. The intent to apply for State Funding will take place at STLS on June 23rd. The work on the bathroom at the Big Flats Library is complete and the restroom at the West Elmira Library is being worked on. Regarding a tree in front of the West Elmira Library, one of the neighbors has requested that the tree be removed as he feels that 50% of it is on his property. A quote from Renko to remove the tree was estimated at \$2,700. Mr. Muldoon will investigate and report back to the Buildings & Grounds Committee. The County Buildings & Grounds Department will be replacing several sidewalk blocks at the Steele Library as requested by our insurance company. The installation of Dark Fiber for CCLD libraries should start by the end of FY 2015. STLS is requesting construction grant funds to assist in the cost. CCLD has not received the exact amounts of how much will be our share in this venture.

CONSENT ITEMS:

- Approval of bid award for Elevator Modernization Project. Mr. Muldoon moved, seconded by Mr. Schamel to adopt the following: Resolved that the CCLD Board of Trustees approve the recommendation of Hung Engineering to award the Elevator Modernization Project to Elmira Structures – said amount of bid being \$104,000. VOTE: Unanimously Approved.
- Approval of purchase of fire alarms and security systems for branch libraries. Updated quotes for this project have not been received. The matter will be tabled.

Personnel Committee. Ms. Kappanadze stated that she has received the contracts for the counseling services and organization evaluation. The quote is \$6,220 and it exceeds the amount previously approved by the board by \$3,220. The contract calls for two organizational evaluations – one this month and the second 6 months later. If the second evaluation is not necessary, CCLD will save \$2,220. Ms. Reynolds moved, seconded by Mr. Schamel to approve the contract as submitted in writing. VOTE: Unanimously Approved.

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

Old Business. None.

Public Expression. None

New Business. None

The meeting was adjourned at 7:42pm. The next regular meeting of the board will be held on **Thursday, July 16th, 2015 at 6:00pm at the Steele Memorial Library, 101 East Church Street, Elmira, New York.**

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2015-38)

Financial Report - JUNE 30, 2015

Income	2015 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 67,800	\$ 57,328	\$ 10,472	85%		Sale of stock for NF \$20,389
Grants (other than N.Y.S.)	\$ -	\$ 19,540				Donation for VanEtten Library \$1,300, HH Friends \$10,350, CCLD Friends \$6,790, STLS Foundation \$1,000, CCTC \$100
Foundation Contributions	\$ 165,000	\$ 30,000	\$ 135,000	18%		1st Qtr SML \$20K, HH \$10K
Library District Tax Receipts	\$ 2,677,624	\$ 2,677,624	0	100%		
PILOT Funds	\$ 30,000	\$ 53,776				
Interest on Investments	\$ 1,000	\$ 495	\$ 505	50%		
State Aid	\$ -	\$ -				
Central Library Development	\$ 80,000	\$ -	\$ 80,000	0%		
Central Book Aid	\$ 54,000	\$ -	\$ 54,000	0%		
Local Library Services Aid	\$ 37,000	\$ -	\$ 37,000	0%		
Other State Aid	\$ -	\$ 10,623	\$ (10,623)			Final for HH and Steele 2014 Construction Projects
TOTAL INCOME	\$ 3,112,424	\$ 2,849,386	\$ 306,354	92%	50%	
Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
Personnel						
Salaries	1,367,938	\$ 643,783	\$ 724,155	47%		
Overtime & Holiday Salaries	7,035	\$ 7,088	\$ (53)	101%		Will continue to be overspent due to the Union negotiating overtime pay for IT instead of comp time
Employee Benefits						
FICA	105,185	\$ 50,497	\$ 54,688	48%		
NY State Retirement	287,205	\$ 133,429	\$ 153,776	46%		
Medical & Dental	392,982	\$ 178,408	\$ 214,574	45%		
Other (Disability, Wk. Comp, Unemp)	20,263	\$ 27,208	\$ (6,945)	134%		ANNUAL pymt - Worker's Comp \$17,851; Disability \$2,582
Subtotal - Personnel Expenses	2,180,608	1,040,413	\$ 1,140,195	48%	50%	
Contractual						
Equipment	27,161	\$ 7,514	19,647	28%		BF Kiosk-Gift funds \$4,421; Grant \$205
Telephone	12,300	\$ 10,902	1,398	89%		Verizon-paid annual fees
Supplies	37,200	\$ 36,215	985	97%		\$404 Grant for MS; \$1,183 CCLD Friends reimb; \$4,364 HH Friends; Gifts \$1,901; HH Found \$706, Marketing \$816; Scheduling software \$1,997, BF Gifts \$43
Travel & Continuing Education	15,615	\$ 5,157	10,458	33%		
Repairs & Maintenance	39,060	\$ 21,203	17,857	54%		
Postage	2,625	\$ 502	2,123	19%		
Library Materials (books, video, etc.)	302,551	\$ 140,830	161,721	47%		Incl \$831 Gifts; \$96 CCLD Friends reimb for Kinderbook, HH Friends \$362
Utilities	66,000	\$ 32,133	33,867	49%		4th Qtr 2014
Building Cleaning Supplies	18,125	\$ 12,542	5,583	69%		
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	\$ 20,056	199	99%		Energy Study \$2,525; Audit \$5,000; Atty fees to date \$8,068
Data Processing Expenses (Cost Share)	118,713	\$ 35,025	83,688	30%		ANNUAL for Time Warner (VPN), 1st Qtr STLS
Payment of Taxes	4,775	\$ 4,757	18	100%		
Library Programming	27,500	\$ 28,682	\$ (1,182)	104%		HH Friends \$5,916; CCLD Friends \$2,858; Gifts \$523; Grant funds \$954; VE \$935; 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	\$ 2,037	50,614	4%		used for County Costs-\$2,037
Debt Service	\$ 62,372	\$ 15,593	46,779	25%		1st Qtr payment
Subtotal Expenses	\$ 3,051,424	\$ 1,463,666	\$ 1,587,758	48%	50%	
2014 & 2015 State Construction Projects						
TOTAL EXPENSES	\$ 3,051,424	\$ 1,463,666				

Chemung County Library District General Fund

Document #2015-39

Unpaid Bills Detail

As of July 8, 2015

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Aleta Yarrow			
	07/08/2015	Origami 8/18 Adult prog at ST pd by Friends	200.00
Total Aleta Yarrow			200.00
Alfred University			
	07/08/2015	8/5 Drawn to Diversity prog at ST/HH	750.00
Total Alfred University			750.00
Brodart Co.			
	07/08/2015	tape/labels for books	161.56
Total Brodart Co.			161.56
Capabilities, Inc.			
	07/08/2015	Cleaning BF/HH/WE for JUNE	1,112.00
Total Capabilities, Inc.			1,112.00
Centurion Technologies			
	07/08/2015	Security software-2 computers	96.00
Total Centurion Technologies			96.00
Chemung Canal Trust Company			
	07/08/2015	Maker Expo, IT Cont. Ed, SRC program supplies	1,117.64
Total Chemung Canal Trust Company			1,117.64
Chemung County Treasurer			
	07/08/2015	2015 Debt Svc - 2nd Qtr	15,592.91
Total Chemung County Treasurer			15,592.91
Dell Marketing L.P.			
	07/08/2015	replace aged BKM laptop per budget	878.57
Total Dell Marketing L.P.			878.57
Demco, Inc.			
	07/08/2015	CD cases/book labels	86.83
Total Demco, Inc.			86.83
Emily Swan			
	07/08/2015	8/4 Comic program for Teen	60.00
Total Emily Swan			60.00
Fire Alarm Service Technology, Inc.			
	07/08/2015	Annual security/fire alarm monitoring ST/Inspection at HH	1,578.00
Total Fire Alarm Service Technology, Inc.			1,578.00
Glenice Peel			
	07/08/2015	mileage reimb 7/1-7/29	115.47
Total Glenice Peel			115.47
Hepcats Big Band, Inc.			
	07/08/2015	7/28 concert at Steele	500.00
Total Hepcats Big Band, Inc.			500.00

Chemung County Library District General Fund

Document #2015-39

Unpaid Bills Detail

As of July 8, 2015

	Date	Memo	Open Balance
Image Integrator			
	07/08/2015	Maint agreement-book scanner/ink cartridge	1,004.00
Total Image Integrator			1,004.00
Ingram Library Services			
	07/08/2015	Library materials - Fiction at ST	1,041.63
Total Ingram Library Services			1,041.63
Jabe E. Warren			
	07/08/2015	Home Fruit Growing 7/29 prog at ST	50.00
Total Jabe E. Warren			50.00
Jabe Warren			
	07/08/2015	Lawn Care 8/5 prog at ST	50.00
Total Jabe Warren			50.00
Jeffrey Matthews			
	07/08/2015	End of Summer Adult reception 8/10 at ST	50.00
Total Jeffrey Matthews			50.00
Jessica Ossiboff			
	07/08/2015	8/10 SRC Adult program	50.00
Total Jessica Ossiboff			50.00
lynda.com, Inc.			
	07/08/2015	Subscription 7/15-7/16	6,300.00
Total lynda.com, Inc.			6,300.00
Madcap Productions			
	07/08/2015	FINAL for 7/29 HH program	437.50
Total Madcap Productions			437.50
Mike Stanley			
	07/08/2015	7/29 Magic at VE	100.00
Total Mike Stanley			100.00
Oriental Trading Company, Inc.			
	07/08/2015	Program Supplies HH	321.56
Total Oriental Trading Company, Inc.			321.56
Pastricks Sporting Goods & Trophies, Inc.			
	07/08/2015	Chess plates for trophies- Adult prog at ST	12.00
Total Pastricks Sporting Goods & Trophies, Inc.			12.00
Paul Merklein			
	07/08/2015	7/27 program at WE	350.00
Total Paul Merklein			350.00
Reliable Computer Products			
	07/08/2015	printer cartridges ST/VE	765.20
Total Reliable Computer Products			765.20

Chemung County Library District General Fund

Document #2015-39

Unpaid Bills Detail

As of July 8, 2015

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Sayles & Evans			
	07/08/2015	Legal fees - Collective Bargaining 4/8-4/29	2,208.00
	07/08/2015	Legal fees - 4/1-4/30/15	1,642.00
Total Sayles & Evans			<u>3,850.00</u>
SmileMakers			
	07/08/2015	Program supplies - WE	176.81
Total SmileMakers			<u>176.81</u>
Southern Tier Library System			
	07/08/2015	Cost Share 2nd Qtr 2015	27,973.75
Total Southern Tier Library System			<u>27,973.75</u>
The Penworthy Company			
	07/08/2015	Library materials BF	833.47
Total The Penworthy Company			<u>833.47</u>
Tim Sanphy			
	07/08/2015	Kilrush concert 8/4 at ST	450.00
Total Tim Sanphy			<u>450.00</u>
Tom Sieling			
	07/08/2015	8/4 program at BF	250.00
Total Tom Sieling			<u>250.00</u>
Tri-State Natural Food Products, Inc.			
	07/08/2015	7/28 Pop Art prog at BF/ST Juv	625.00
Total Tri-State Natural Food Products, Inc.			<u>625.00</u>
Unique Management Services, Inc.			
	07/08/2015	collection notices-JUNE	519.10
Total Unique Management Services, Inc.			<u>519.10</u>
Vasco Brands, Inc.			
	07/08/2015	rubber gloves	88.95
Total Vasco Brands, Inc.			<u>88.95</u>
Wegmans Food Markets Inc.			
	07/08/2015	Programming YA/JUV	43.41
Total Wegmans Food Markets Inc.			<u>43.41</u>
			<u>67,591.36</u>

Chemung County Library District Grant Fund

Document #2015-39

Unpaid Bills Detail

As of July 1, 2015

	Date	Memo	Open Balance
Baker & Taylor Books			
	07/01/2015	Reference materials	69.69
Total Baker & Taylor Books			<u>69.69</u>
Cengage Learning/Gale			
	07/01/2015	Reference materials	421.88
Total Cengage Learning/Gale			<u>421.88</u>
H.W.Wilson			
	07/01/2015	Reference material	188.00
Total H.W.Wilson			<u>188.00</u>
Infogroup			
	07/01/2015	Polk City Directories	385.00
Total Infogroup			<u>385.00</u>
NADA Used Car Guide			
	07/01/2015	Reference material	105.00
Total NADA Used Car Guide			<u>105.00</u>
Recorded Books			
	07/01/2015	Zinio Magazine Database	11,952.15
Total Recorded Books			<u>11,952.15</u>
Southern Tier Library System			
	07/01/2015	eBook purchases Fiction/YA	2,120.92
Total Southern Tier Library System			<u>2,120.92</u>
			<u>15,242.64</u>

Chemung County Library District General Fund

Document #2015-39

Unpaid Bills Detail

As of July 1, 2015

	Date	Memo	Open Balance
Amanda Farley			
	07/01/2015	programming purchases HH	28.74
Total Amanda Farley			28.74
Amazon Credit Plan			
	07/01/2015	5/7-6/8 purchases all libraries	4,215.62
Total Amazon Credit Plan			4,215.62
Audio Editions			
	07/01/2015	CD/Audio purchases for BF	141.96
Total Audio Editions			141.96
Blackstone Audio			
	07/01/2015	DVD purchases	150.00
Total Blackstone Audio			150.00
Capabilities, Inc.			
	07/01/2015	purchase of foam for book drop room ST	225.00
Total Capabilities, Inc.			225.00
CCLD Petty Cash			
	07/01/2015	Petty Cash Steele JUV	127.47
Total CCLD Petty Cash			127.47
Cengage Learning, Inc.			
	07/01/2015	Fiction Purchases-ST	379.35
Total Cengage Learning, Inc.			379.35
Cohocton Public Library			
	07/01/2015	Patron refund - pd at Central	6.50
Total Cohocton Public Library			6.50
Copy Express			
	07/01/2015	SRC flyers all libraries	353.00
Total Copy Express			353.00
David Moreland			
	07/01/2015	Magic show at BF 7/21	320.00
Total David Moreland			320.00
Dell Marketing L.P.			
	07/01/2015	Lego Robotics computer pd by Friends of CCLD	679.50
Total Dell Marketing L.P.			679.50
Eldridge Park Carousel Preservation Soc.			
	07/01/2015	Bal Due for SRC final party 8/12/15 pd by Friends	225.00
Total Eldridge Park Carousel Preservation Soc.			225.00
Emily Swan			
	07/01/2015	July Comic program for BF	40.00
Total Emily Swan			40.00

Chemung County Library District General Fund

Document #2015-39

Unpaid Bills Detail

As of July 1, 2015

	Date	Memo	Open Balance
Giusseppe's Restaurant			
	07/01/2015	Maker Expo - pizza for volunteers	<u>202.00</u>
Total Giusseppe's Restaurant			<u>202.00</u>
HF Group, LLC			
	07/01/2015	Bindery service for damaged Genealogy books pd by Friends	<u>675.46</u>
Total HF Group, LLC			<u>675.46</u>
Infogroup			
	07/01/2015	Electronic Reference -Reference USA-2015 subscription	<u>8,849.00</u>
Total Infogroup			<u>8,849.00</u>
Ingram Library Services			
	07/01/2015	Library materials - all libraries	<u>9,687.12</u>
Total Ingram Library Services			<u>9,687.12</u>
Jabe Warren			
	07/01/2015	Gardening Programs at BF	<u>150.00</u>
Total Jabe Warren			<u>150.00</u>
Janice Koski			
	07/01/2015	Program at VE 7/18 pd by Friends of CCLD	<u>150.00</u>
Total Janice Koski			<u>150.00</u>
Jeff Erickson			
	07/01/2015	Mileage reimb for VE garden/fence, etc	<u>105.29</u>
Total Jeff Erickson			<u>105.29</u>
Judy Stock			
	07/01/2015	7/22 Program - VE pd by Friends of CCLD	<u>200.00</u>
Total Judy Stock			<u>200.00</u>
LaFrance Equipment Corp.			
	07/01/2015	Annual Fire Ext. Inspection/Charge-ST, BF, WE,HH	<u>251.42</u>
Total LaFrance Equipment Corp.			<u>251.42</u>
Mary C. Collson			
	07/01/2015	Patron Refund	<u>39.99</u>
Total Mary C. Collson			<u>39.99</u>
Michael Truesdail			
	07/01/2015	Mileage reimb 4/2-6/26	<u>89.13</u>
Total Michael Truesdail			<u>89.13</u>
Michelle Erickson			
	07/01/2015	VE program - SRC supplies	<u>84.86</u>
Total Michelle Erickson			<u>84.86</u>
MidWest Tape			
	07/01/2015	DVD/Audio purchases - HH/WE/ST	<u>1,067.70</u>
Total MidWest Tape			<u>1,067.70</u>

Chemung County Library District General Fund

Document #2015-39

Unpaid Bills Detail

As of July 1, 2015

	Date	Memo	Open Balance
Mountain Home Magazine			
	07/01/2015	Genealogy subscription with back issues	228.00
Total Mountain Home Magazine			228.00
Penguin Random House, LLC			
	07/01/2015	AV purchases - Steele	57.75
Total Penguin Random House, LLC			57.75
PermaCard			
	07/01/2015	Overdue mailers - all libraries	434.08
Total PermaCard			434.08
Petty Cash-Steele			
	07/01/2015	Supplies/postage/Expo supply/PROG AD,Teen,JUV, VE	257.10
Total Petty Cash-Steele			257.10
Recorded Books			
	07/01/2015	DVD order	723.00
	07/01/2015	INDIEFLIX annual subscription	1,350.00
	07/01/2015	Transparent Language annual subscription	1,600.00
Total Recorded Books			3,673.00
Ronald Shaw			
	07/01/2015	Reimb for mileage 3/5-6/26	376.63
	07/01/2015	Deposit on Tuition for Nonprofit Fundraising class	487.50
Total Ronald Shaw			864.13
Sherry Nichols			
	07/01/2015	mileage reimb 6/16 workshop	75.90
Total Sherry Nichols			75.90
Southern Tier Library System			
	07/01/2015	Downloadable Audio books	645.97
Total Southern Tier Library System			645.97
Staples Credit Plan			
	07/01/2015	MakerSPace supply/pk tape&labels/SRC supplies all libraries	234.92
Total Staples Credit Plan			234.92
Star Gazette			
	07/01/2015	Annual Subscription BF 6/1/15-5/31/16	406.04
Total Star Gazette			406.04
YWCA			
	07/01/2015	Lego Robotics Equipment	1,000.00
Total YWCA			1,000.00
			36,321.00

Document #2015-40

Report of the July 1st, 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 Ann Hayes, Jim Hare, Bonnie Chollet, Pat Silvernail and Phyllis Rogan. The meeting opened at 6:00pm.

Ms. Santulli presented the Unpaid Bills Detail dated 7/1/15 for the General Fund in the amount of \$36,321.00 and the Grant Fund - \$15,242.64. Ms. Hayes moved, seconded by Mr. Hare to pay the bills as listed. VOTE: Unanimously Approved.

President's Report.

- The change in the Legislation that will allow the Executive Committee to approve interim invoice has passed both the State House and Senate with a 3-year sunset clause. Once the bill is signed by the Governor, the Board will need to pass a resolution delegating the authority to the Executive Committee to approve invoices.
- STN or Dark Fiber. The Southern Tier Library System is paying the full price of installation and expects it to be complete by the end of the year.
- Steele Library Concert Series. Five weekly concerts being on Tuesday, July 7th. They are being sponsored by the Friends of CCLD.
- Alcohol Policy. The update version has been forwarded to the Attorney for his review. Approval will be placed as a consent item on the July board meeting agenda.
- Letter from the Public Library Foundation of Chemung County (Horseheads). Mr. Roberts received a letter that requests permission to hold the dedication of the Earle R. Catlin Meeting Room at the Horseheads Library on Monday, October 12, 2015. The library will be closed on that date. The building would be needed form 4pm-7pm. The unveiling of the plaque will take place at 6pm. The Foundation is willing to reimburse CCLD for any staffing expenses associated with the reception. Mr. Schamel moved, seconded by Ms. Chollet to make a special exception of CCLD's Meeting Room Policy to allow the Horseheads Foundation to utilize the Horseheads Library while it is closed on October 12, 2015 for the purposes of the dedication of the Earle R. Catlin Meeting Room and the reception that will follow. VOTE: Unanimously Approved.

The meeting adjourned at 6:15pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, August 5th, 2015 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Report of the July 8th, 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 and Community Members Sue Cook and Robin Fitzgerald. Also attending was Joan Santulli and Ron Shaw, CCLD Administration and Rich Davis of EFP Rotenberg. The meeting opened at 8:00am.

Rich Davis, representing the auditing firm of EFP Rotenberg was present to review the draft audit of CCLD's 2014 Financial Statements and their findings for said year. He stated that there have been no significant changes from the 2013 audit of the books. EFP's management letter does not render an opinion on CCLD's internal controls. After reviewing the audit in detail with the Committee, the audit will be finalized by EFP and Mr. Davis will present the final audit to the full board at their July 16th meeting.

Ms. Santulli presented the July 31st, 2015 Financial Report to the Committee. Ms. Santulli stated that the Overtime & Holiday line is overspent and will continue to be used throughout the rest of the year. The overage is due in large part to the IT Department staff receiving overtime pay instead of comp time accruals as per the union. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Santulli presented the 7/8/15 Unpaid Bills Detail for the General Fund bills totaling \$67,591.36. The list includes the second quarter payment to the Chemung County Treasurer for Debt Service (\$15,592.91) and the second quarter payment to STLS for Cost Share costs (\$27,973.75). The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

Mr. Shaw and Ms. Santulli presented the first draft of the proposed 2016 CCLD Budget to the Committee. The first draft shows an increase in the tax revenues of 1.76%. The Committee reviewed the budget in detail. The draft copy will be sent to the full board for review at the July 16th board meeting.

The meeting adjourned at 9:10am. The next meeting of the Budget & Finance Committee will be held on Wednesday, August 12th, 2015 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Report of the July 1st, 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 Library Board officially awarded the contract to Elmira Structures at their June 18th meeting. Construction is proposed to start mid-August and be complete by mid-September.
- Other State Construction Projects. Mr. Shaw made a presentation to the Southern Tier Library System for the Chiller Project at the Steele Library. STLS sent a notice that they have approved a total of \$101,763 to be awarded for this project from New York State Construction funds.
- Taitem Energy Audit. There is no update on the Energy Audit at this time.
- Fire Alarm. Mr. Shaw reported that he has a new quote from FAST to install security systems and fire alarms at the West Elmira, Big Flats and Horseheads Libraries. The quote is \$43,552. The consensus of the Committee is to drop consideration of this installation. No action was taken at this time.
- Trees at Horseheads Library. Renko Tree Service was working on removing the tree.
- West Elmira Library. The County B&G has been working on issues regarding the restroom at this library.
- West Elmira Library. The request from a neighbor to remove the tree in the front of the library was discussed. Mr. Muldoon spoke to the neighbor today. Based on the fact that the tree is not an issue for CCLD, this removal will probably not be approved. The matter is table for the time being.
- Dark Fiber. STLS will be bearing all costs for the installation and it should be complete by the end of the year.
- Steele Library. Regarding sidewalk slabs that have shifted, the County Buildings & Grounds Department will begin the repairs next week. CCLD is still awaiting confirmation from the State regarding approval of the funding for the “Bathroom” renovation project.
- Mechanical Room Cleanup. Mr. Shaw and the Steele Maintenance Department continue to work on cleaning out the upstairs Mechanical Room at the Steele Library.

The meeting adjourned at 5:50pm.

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