



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](http://www.cclid.lib.ny.us)

## Agenda

The August 2014 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, August 21, 2014 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 #2014-42) and
4. Treasurer's report
  - a) Financial report (document #2014-43)
  - b) Report of Unpaid Bills Detail (document #2014-44)
5. Correspondence
6. President's report
  - CONSENT ITEM Approval of the CCLD Whistleblower Policy (Attached)**
  - CONSENT ITEM Approval to the CCLD ByLaw Changes**
    - Article IV Section 2 - changed the number of trustees required to call a special meeting. Removed reference to "currently serving" trustees
    - Article IV Section 3 - change number of trustees required for a quorum and added the number of votes needed to approve a motion per legal advice
    - Article VI Section 4 - removed this section to eliminate the requirement for 4 members in the committees, per legal advice
  - CONSENT ITEM Nomination of Denise King to a second 5 year term on the board of the Southern Tier Library System**
7. Director's Report:
  - CONSENT ITEM Approval of the Fall Library Hours (attached)**
8. Committee reports:
  - a) Executive Committee (Roberts)
    - 1) Report of the Committee meeting (document #2014-45)
  - b) Budget & Finance Committee (Cook)
    - 1) Report of the Committee meeting (document #2014-46)
    - CONSENT ITEM Approval of the 2015 CCLD Budget (to be distributed)**
    - RESOLVED upon the recommendation of the Budget and Finance Committee, to approve the CCLD 2015 budget as submitted by the Budget & Finance Committee for submission to public vote in November 2015
  - c) Building & Grounds Committee (Muldoon)
    - 1) Report of the Committee meeting (document #2014-47)
    - CONSENT ITEM Approval to change acceptance of bids for Masonry Restoration Project at the Steele Library**

d) Personnel Committee (Cady)

**CONSENT ITEM Approval of Personnel Actions (Appendix A)**

9. Old business
10. New business
11. Period for public expression
12. Adjournment

# CHEMUNG COUNTY LIBRARY DISTRICT

## BYLAWS (Document #2007-50)

### ARTICLE I

#### NAME

This corporation, created by Absolute Charter No. 24086 by the Regents of the University of the State of New York under Section 255 of the New York State Education Law shall be known as the Chemung County Library District.

### ARTICLE II

#### PURPOSE

The purpose of the Chemung County Library District shall be severalfold:

- 1.) To provide public library services and programs to the citizens of Chemung County in accordance with the District's Mission Statement
- 2.) To adhere to all laws of the State of New York applicable to public libraries including Open Meetings Law and Section 18 of the New York State Public Officers Law;
- 3.) To maintain facilities located throughout Chemung County.

### ARTICLE III

#### BOARD OF TRUSTEES

**Section 1.** The property, affairs and concerns of the Corporation shall be vested in a Board of Trustees, as dictated by Legislative Act 5321-A/8116-A of the State of New York. The Board shall consist of fifteen (15) residents of Chemung County duly elected by a public ballot, one from each of the fifteen (15) Chemung County Legislative Districts.

**Section 2.** The Board of Trustees shall be responsible for developing policies, assuring adequate financing and money management, improving public relations and planning and evaluating programs toward established goals. The Board of Trustees will develop and maintain a Strategic Plan for the long term direction of the District.

**Section 3.** The Board of Trustees shall be responsible for hiring a competent, professional and responsible Library Director in conjunction with Civil Service Regulations, ALA Certification, and NYS Licensing Rules. The Library Director will be responsible for the administration of the library facilities, staff, collection, programs and services, and other duties as may be assigned, under the direction and review of the Board of Trustees. The Board shall review the performance of the Library Director on at least an annual basis and recommend and adopt changes to the Library Director's compensation package prior to preparation of the annual Budget.

**Section 4.** As set out in Leg. Act 5321-A/8116-A, five Trustees shall be elected by public ballot each year to serve a three-year term, commencing on January 1 of that year and ending December 31 of the third year served. Only qualified voters of the district shall be eligible for election to the Board of Trustees.

**Section 5.** Candidates for the office of member of the Board of Trustees of the Chemung County Library District shall be nominated by petition. A separate petition shall be required to nominate each

candidate for a vacancy on the Board. The candidate receiving the largest number of votes in an election district shall be elected to fill the vacancy on the Board occurring in such election district. In the event there are no candidates from an election district, the Board of Trustees may appoint a qualified voter from the election district to serve on the Board until the next annual district election.

**Section 6.** If a Trustee doesn't complete his/her term, a qualified resident of that election district may be appointed by majority vote of the remaining Trustees, to serve until the next regularly scheduled Trustee election. Any Trustee can resign at any time and any such resignation shall be effective upon delivery thereof in writing to the Corporation without necessity for acceptance by the Board. Any Trustee who is absent for three consecutive meetings without excuse accepted as satisfactory by the trustees shall be deemed to have resigned and the vacancy shall be filled.

**Section 7.** As set out in Leg. Act 5321-A/8116-A, no trustee shall serve more than nine consecutive years.

**Section 8.** The Board of Trustees shall determine a proposed budget to submit to the voters annually. All future budgets that increase the appropriation last approved by the voters shall be submitted by the Board of Trustees to the residents of the library district for approval by a majority of those residents voting at the annual election. The Board of Trustees shall annually file with the Clerk of the County of Chemung an estimate of the budget to be raised by levy for the library district for the following fiscal year. The Board of Trustees of the Chemung County Library District may accept on behalf of the district any absolute gift, devise or bequest of real or personal property and such conditional gifts, devises or bequests as it shall approve by resolution.

## ARTICLE IV

### MEETINGS

**Section 1.** Meetings of the Board of Trustees shall be held on the third Thursday of each month 12 times per annum at times to be established by the Board. All Board meetings will be publicized and are open to the public.

**Section 2.** A special meeting may be called by the President or by a majority of the Trustees. A public notice will be given for any special meeting.

**Section 3.** A quorum consisting of 8 Trustees must be present in order to conduct a meeting. All votes requiring majority approval must be approved by at least 8 Trustees regardless of attendance.

**Section 4.** Prior to each meeting, all members of the Board shall be sent a copy of the agenda, a copy of the minutes of the preceding meeting and all other supporting documents. The following agenda shall take precedence at regular meetings:

- Call to Order

- Pledge of Allegiance

- Approval of Minutes

- Treasurer's Report

  - Report of receipts and disbursements

  - Warrants

- Correspondence

- President's Report

- Director's Report

- Committee Reports

- Old Business

- New Business

- Period for Public Expression

- Adjournment

**Section 5.** An Executive Session may be called at any time during a regular Board meeting by any Trustee by means of a motion to go into closed or executive Session. As directed by the New York State Public Officers Law, Section 105 (1), the motion must identify the “general area or areas of the subject or subjects to be considered.”

**Section 6.** As required by Section 105 of the New York State Public Officers Law, attendance at an executive session shall be permitted to all Trustees and to any other persons approved by the Board, unless a trustee is the subject of the executive session, in which case the trustee could be excluded.

## ARTICLE V

### OFFICERS

**Section 1.** Legislative Act 5321-A/8116-A states that the Board of Trustees, at its first meeting each fiscal year shall elect or appoint a President, and Vice President, who shall be members of the Board and a Secretary, Treasurer and such other officers as they deem necessary. If the Board so determines, the offices of Secretary and Treasurer may be held by individuals who are not members of the Board of Trustees, and in that event, such officer may, if the Board so determines, receive compensation as fixed by resolution of the Board.

**Section 2.** The President shall preside at meetings of the Board. The President shall execute all documents approved by the Board. The President shall appoint members of all committees and shall be ex-officio member of all committees, shall authorize calls for special meetings, shall sign official documents and shall perform all other duties of a presiding officer.

**Section 3.** The Vice President shall, in the absence of the President, perform the functions and have the powers and duties of the President.

**Section 4.** The Secretary and/or his or her designee shall assure the maintenance of all the records of the Board, including the minutes of all Board meetings; handle all Board correspondence; and be responsible for the collection and filing of all nominating petitions for election to the Board as required by the County Board of Elections .

**Section 5.** The Treasurer of the Chemung County Library District and/or his or her designee shall be custodian of all funds of the library district including gifts and trust funds paid over to the Trustees. The Treasurer shall, if required by the Board of Trustees, give the Board such security bond for the faithful discharge of his/her duties as the Board may direct. Any premiums incurred for such a Bond shall be paid by the District. The Board of Trustees may authorize the investment of funds in the custody of the Treasurer. No moneys shall be disbursed by the Treasurer of the Library District except after review and approval by the Board of Trustees. The Treasurer and/or his or her designee shall keep such records in such manner as the Board of Trustees may require. The Treasurer shall serve as the Chairperson of the Budget and Finance Committee.

## ARTICLE VI

### COMMITTEES

**Section 1.** The President may appoint special committees at any time from among the Trustees or non-Trustees as may be approved by the Board, and the President shall appoint all committee Chairpersons from among their number. Non-Trustees serving on such committees may receive compensation as fixed by resolution of the Board. Such committees shall serve at the pleasure of the President and the Board of Trustees. The special committees may meet as required to perform their assigned duties.

**Section 2.** There shall be four Standing Committees: Executive Committee, Budget and Finance

Committee, Buildings and Grounds Committee and Personnel Committee. Except for the Executive Committee, these committees may consist of members of the Board and/or non-Trustees as may be approved by the Board. Non-Trustees serving on such committees may receive compensation as fixed by resolution of the Board. The functions of the standing committees, in addition to matters that may be referred to them by the Board from time to Time are as follows:

a. The Executive Committee shall consist of the Officers of the District and the immediate Past President, if such person is otherwise eligible and serving as a Trustee on the Board. This Committee shall perform the functions of the Board of Trustees in the management of the affairs of the District during the intervals between meetings of the Board. All actions of the Executive Committee shall be reported at the next meeting of the Board. The Executive Committee shall annually review the current Bylaws. The Executive Committee shall not have authority as to the following matters:

- (1) Any action specifically required by the Certificate of Incorporation, the Bylaws, or the Not-For-Profit Corporation Law to be taken by the full Board of Trustees;
- (2) The filling of vacancies on the Board of Trustees or in any committee;
- (3) The amendment or repeal of the Bylaws or the adoption of new Bylaws;
- (4) The amendment or repeal of any resolution of the Board by which the terms shall not be amendable or repealable.

b. The Budget and Finance Committee shall work with the Library Director in preparing an annual budget and submitting the budget estimate to be raised by levy to the County Clerk annually as well as to the voters for approval at the annual election. Expenditures not provided for in the annual Budget shall not be made without Board approval. Profit and loss statements for the preceding month shall be contained in monthly reports to the Board. This Committee shall work with the auditors for the District in preparing annual financial reports. In general the financial status of the District shall be monitored by this Committee and recommendations made to the Board after consideration of, among other matters, the proposed budget of the Director and recommendations of other committees.

c. The Buildings and Grounds Committee shall submit a recommendation based on facility evaluation, for capital improvement funds to be established by the Budget and Finance Committee and the Board of Trustees. This Committee shall also review, oversee and make recommendations concerning matters pertaining to the various facilities and properties owned by the District.

d. The Personnel Committee shall meet as necessary to perform the following duties:

- (1) Complete the process to hire a Director when applicable, make recommendation to the Board;
- (2) Review and update Management agreement annually and submit to Board;
- (3) Set goals for the Director upon hiring or at yearly review;
- (4) Send out evaluations for Director two months before annual review. Evaluate performance from Trustees and library personnel;
- (5) Committee will, one month prior to annual review, write up objectives for job improvements and recommendations and review with Director;
- (6) Report information to the Board in the month of his/her anniversary of employment.

**Section 3.** All formal recommendations of a committee shall be in a report to the Board. All committees, except the Executive Committee, are advisory only, and may proceed in carrying out any recommended action only in accordance with a resolution of the Board.

**Section 4.** The Library Director shall be notified of all committee meetings and given an opportunity to attend, unless otherwise provided by the Board. Subject to a Board request to consider a matter, each committee shall set its own schedule and meet according to its needs.

## ARTICLE VII

### MISCELLANEOUS

**Section 1.** The fiscal year of the Library District shall be January 1 through December 31.

**Section 2.** Robert's Rules of Order shall prevail in the event of procedural disputes.

**Section 3.** As required by New York State Education Law, Section 226, "no rule by which more than a majority vote shall be required for any specified action by the Trustees shall be amended, suspended or repealed by a smaller vote than that required for action thereunder.:

**Section 4.** Every Trustee, Officer, Director of the District shall be indemnified by the Library District to the fullest extent provided by New York State Law. The foregoing right of indemnification shall not be exclusive of any other right to which such person may be entitled.

## ARTICLE VIII

### AMENDMENTS

**Section 1.** An amendment to the Bylaws may be proposed by any Trustee. Such an amendment shall be valid after a majority vote at a regular Board meeting. Such amendments may be adopted only after they have been presented at a prior regular Board meeting and included on the Agenda for the meeting when the vote is to take place.

These Bylaws are approved by the Chemung County Library District Board of Trustees on November 17, 2011 to take effect immediately. Revised on August 21, 2014. This version supersedes all previous versions and amendments.

**Chemung County Library District  
Whistleblower Policy  
Adopted:**

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Chemung County Library District requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Chemung County Library District, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. A copy of this policy shall be distributed to all trustees, officers, employees, and volunteers who provide substantial services to the District.

**Reporting Responsibility**

It is the responsibility of all directors, officers and employees to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

**No Retaliation**

No trustee, officer or employee who in good faith reports an ethics violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within Chemung County Library District prior to seeking resolution outside Chemung County Library District.

**Reporting Violations**

Chemung County Library District has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if an employee is not comfortable speaking with their supervisor or is not satisfied with the supervisor's response, they are encouraged to speak with anyone in management whom they are comfortable in approaching. Supervisors and managers are required to report suspected ethics violations to the Chemung County Library District's Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when employees are not satisfied or uncomfortable with following Chemung County Library District's open door policy, individuals should contact Chemung County Library District's Compliance Officer directly. Non-employees, such as trustees and volunteers, should report their concerns directly to the Compliance Officer.

**Compliance Officer**

The Chemung County Library District Compliance Officer shall be responsible for investigating and resolving all reported complaints and allegations concerning violations and, at his/her discretion, shall advise the Director and/or the Board of Trustees. The Compliance Officer has direct access to the Board of Trustees and is required to report to the Board of Trustees at least annually on compliance activity.

**Accounting and Auditing Matters**

The Board of Trustees shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the Board of any such complaint and work with the Board until the matter is resolved.



**Chemung County Library District  
Whistleblower Policy  
Adopted:**

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**Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

**Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

**Handling of Reported Violations**

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

**Compliance Officer:**

Board President

**Chemung County Library District Management Staff**

Director Ron Shaw

Administrative Assistant Joan Santulli

Policy Approved by the Chemung County Library District Board of Trustees on {Date}.

*(Minutes of the JULY 2014 meeting of the Chemung County Library District Board of Trustees. Document #2014-42)*

**Minutes of the July 2014 meeting of the Chemung County Library District Board of Trustees.** The meeting was held on Thursday, July 17<sup>th</sup>, 2014 at the Steele Memorial Library, 101 East Church Street, Elmira, New York. President Richard Roberts called the meeting to order at 6:00pm. Present were Rita Dery, Ann Hayes, Georgia Reynolds, Marge Kappanadze, Juan Jones, Ann Cady, Rachel Dworkin, James Hare, Tim Blandford and Jessica Roberts. Excused: Bonnie Chollet, Sue Cook and Michael Muldoon.

**Minutes.** The minutes of the June 2014 meeting (Document #2014-36) were presented for board review. The minutes were approved with minor changes by unanimous consent.

**Financial Report.** The June 30<sup>th</sup>, 2014 Financial Report (Document #2014-37) was presented for board review. By unanimous consent, the June Financial Report was approved as distributed and will be filed for audit.

**Report of Unpaid Bills.** (Document #2014-38). By unanimous consent, the board authorizes the payment of the unpaid bills dated 7/02/14 General Fund – 21,059.69 and Grant Fund \$1,299.82; the unpaid bills dated 7/9/14 General Fund - \$28,967.76 as distributed.

**Public Expression.** (Steele Memorial Library/Central Library) President Roberts welcomed members of the public to the meeting and stated he appreciates their interest in the Library District. There are many issues facing the Library District including Financial and Technology concerns. There are also always opportunities for volunteers to serve on the Library District board of trustees.

There will be 30 minutes allowed for public expression on the subject of the name of the Steele Memorial Library and each speaker will be allotted 3 minutes. Eleven members of the public spoke, most of who were in favor of keeping the name and identity of the library located on Church Street in Elmira as the Steele Memorial Library. A petition to keep the name as the Steele Memorial Library was also submitted to the board. Following the period of public expression, each board member made a statement. President Roberts stated that everyone had expressed themselves very well and he invited everyone in the room to become more involved in the Library District.

At this time Mr. Jones moved, seconded by Mr. Hare to adopt the following resolution: WHEREAS it is important to preserve the heritage of our community; and WHEREAS the County's public library system has become the Chemung County Library District, it is important to preserve the name of the Steele Memorial Library in honor of Mrs. Esther Baker Steele who gave the funds to found the original library in memory of her husband, Dr. Joel Dorman Steele; and WHEREAS, even in 1916 when the Carnegie Corporation contributed \$70,000 for the construction of a new public library building the name Steele Memorial Library was maintained; BE IT RESOLVED, that the name Steele Memorial Library be the permanent name of the downtown Elmira branch library of the CCLD; and BE IT FURTHER RESOLVED, that all present and future references to the downtown Elmira branch library of the CCLD be referred to as Steele Memorial Library.

Board discussion followed with board members stating that they do not disagree with the vision of the Director. Director Ron Shaw stated that the only change was the focus of the downtown library as the Central Library of both the Library District and the Southern Tier Library System. It is a point of pride for the community to be the Central Library. The name on the building had not changed. The library could be referred to as the Central Library at the Steele Memorial Library. No disrespect was meant to the Steele family. The change was suggested to ensure that what was started is here and vital 20 years from now. Ms. Cady stated that the decision made last November to change the name was the Board's responsibility – it should not be taken out on the Director. Ms. Cady then stated that all libraries within the Library District should be treated the same and therefore, she made a motion to adopt an amendment to the resolution as follows, it was

seconded by Ms. Reynolds: AND BE IT FURTHER RESOLVED, that the name Horseheads Free Library be the permanent name of the Horseheads Branch Library of the CCLD and that all present and future references to the Horseheads Branch Library of the CCLD be referred to as the Horseheads Free Library.

VOTE ON THE ABOVE RESOLUTION: Dery – No; Hayes – Yes; Reynolds – Yes; Kappanadze – Yes; Jones – Yes; Cady – Yes; Dworkin – Yes; Hare – Yes; Blandford – No; R. Roberts – Yes; J. Roberts – Yes. Motion Carried.

VOTE ON THE ABOVE AMENDMENT: Dery – Yes; Hayes – Yes; Reynolds – Yes; Kappanadze – Yes; Jones – Yes; Cady – Yes; Dworkin – Yes; Hare – Yes; Blandford – No; R. Roberts – Yes; J. Roberts – Yes. Motion Carried.

**Correspondence.** The letter accompanying the second quarter distribution from the Public Library Foundation of Chemung County (Horseheads) in the amount of \$10,000 was passed around. Also received was a thank you note from a West Elmira patron thanking the staff, especially Diane Patchett, for their efforts in the past few months.

**Director's Report.** Mr. Shaw reported on the following:

- CCLD Issues. Upgrades to Office 2013 have been purchased and training on the new software will take place for all staff upon installation. A Pest Prevention Policy is being considered due to the recent issue with bed bugs at the Steele Library. Samples have been sought from other public libraries and member libraries of STLS have requested copies of the Library District's policy once completed. Jim Brady, the County's Director of Information Services has been contacted regarding a computer consultant for a technology plan study. Mr. Shaw will follow up on this with Mr. Brady.
- GST BOCES. Their Grant Services department is currently working with the Elmira City School District to write a proposal for the Innovative Approaches to Literacy Program Grant. The Library Districts involvement will include proposing a project to support literacy needs at the secondary level to increase access and motivation to read among older children. This grant can fund a Librarian 1 position for up to 2 years.

**President's Report.** The CCLD Whistleblower Policy was reviewed by the board and several corrections need to be made. Secretary Dworkin will make the necessary changes. The Compliance Officer will be the current Board President. If the Policy is accepted, procedures to follow when reporting complaints will need to be developed. Ms. Cady moved, seconded by Mr. Blandford to table the approval of the CCLD Whistleblower Policy until the next meeting. VOTE: Approved unanimously.

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2014-39). The Committee reviewed a letter from the Southern Tier Library System that informed CCLD that the application for the 2015 State Construction Projects has been approved. The projects include both the Boiler Replacement and Public Restroom Restoration at the Steele Library. The total cost of the projects is \$131,400 of which \$92,333 will be paid with grant funds from the State.

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was distributed in writing to the board (Document #2014-40). The Committee reviewed the first draft of the 2015 Proposed Budget that shows an increase in tax revenue of 1.5%. A second draft will be reviewed at the August Committee meeting and then be submitted to the full board for their approval at the August 21<sup>st</sup> board meeting. Ms. Cook reviewed the Form 990 for 2013 that needs to be approved by the board and submitted to the Internal Revenue Service by August 15, 2014. A copy of the 990 was reviewed by board members and Ms. Reynolds moved, seconded by Ms. Cady to approve of the 990 as submitted by the auditors. VOTE: Approved unanimously.

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was distributed in writing to the board (Document #2014-41). Ms. Ann Hayes has volunteered to serve on this Committee.

Steele Library – The Library District received a check from NYS in the amount of \$53,533 for the 2014 Elevator Project. This represents 90% of the award from the State. Mr. Hare moved, seconded by Ms. Dery that CCLD authorize a change order to the contract with Foor & Associates to allow them to draw up the specifications and prepare the bid documents for the Elevator Project. VOTE: Approved unanimously. The Exterior Masonry Restoration project is still on hold awaiting paperwork from BR Restoration. CCLD received official notification from STLS that the Boiler replacement / Restroom renovations project has been approved. The amount of the grant is \$98,550. The project has been forwarded to the Division of Library Development for their review and approval. Regarding the energy audit, the paperwork for NYSERDA and the Task Work Order for FlexTech study will take approximately 4 weeks. Once the paperwork is complete, the comprehensive energy audit will take place. CCLD has been awarded a grant for this audit in the amount of \$8,000. Ms. Dworkin moved, seconded by Ms. Cady to follow through with the Energy Audit for the Steele Library and to utilize \$4,950 in Capital Reserves to pay the Library District's share of the expenditure. VOTE: Approved unanimously.

West Elmira Library – The Sidewalk replacement project being completed by the County Buildings & Grounds Department is scheduled for the 3<sup>rd</sup> week of August.

Horseheads Library – The Committee reviewed the bids for the Parking Lot Paving Project and recommended accepting the low bid of Spencer Paving. Mr. Hare moved, seconded by Ms. Dery to accept the bid of Spencer Paving in the amount of \$22,928.00. VOTE: Approved Unanimously. The completion of this project will be coordinated with the interior renovation project. Regarding the Interior Renovation project, Mr. Hare moved, seconded by Ms. Reynolds to accept the total project cost currently at \$46,253.90 and the confirmed low bids as follows: Carpet – Cutlers \$21,000; Painting – Pendleton \$5,120; Labor/Carpentry – Eagle Eye \$3,500. VOTE: Approved unanimously.

**Personnel Committee.** Ms. Cady reported that all items referred to them are in process and there is nothing new to report. Ms. Cady moved, seconded by Mr. Blandford to move into Executive Session to discuss Personnel issues and Contract negotiations. Unanimously approved. Ms. Reynolds moved, seconded by Mr. Hare to come out of Executive Session. Unanimously approved. Ms. Reynolds moved, seconded by Ms. Cady to move Deb Brimmer from her current position as Microcomputer Specialist to Network Specialist 1 (rate of pay will be determined by the Grade/Step schedule in the current contract). VOTE: Approved unanimously. Ms. Dworkin moved, seconded by Ms. Dery to approve of the hiring of Margaret Young as a Librarian 1 to fill the vacant position. VOTE: Approved unanimously with Ms. Cady abstaining.

### **Old Business.**

**New Business.** Ms. Reynolds requested that the board be able to view a report that will list patron usage at each of the Bookmobile stops for the last 3 years.

**Public Expression.** None

The meeting was adjourned at 8:20pm. The next regular meeting of the board will be held on Thursday, August 21<sup>st</sup>, 2014 at 6:00pm at the Steele Memorial Library, 101 East Church Street, Elmira, New York.

## CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2014-43)

## Financial Report - JULY 31, 2014

Income	2014 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 67,600	\$ 49,285	\$ 18,315	73%		includes \$2,500 refund from Cummins-BKM repairs in 2013
Grants (other than N.Y.S.)	\$ -	\$ 15,680				STLS - Literacy Training \$3,000, CCLD Friends \$5,105, Friends of HH \$7,200
Foundation Contributions	\$ 165,000	\$ 61,061	103,939	37%		2014 Distributions Steele \$40K, HH \$21,061 (incl laptop purchase), ARTS \$375
Library District Tax Receipts	\$ 2,636,994	\$ 2,637,341		100%		
PILOT Funds	\$ 31,850	\$ 53,492		168%		
Interest on Investments	\$ 3,000	\$ 903	2,097	30%		
<b>State Aid</b>						
Central Library Development	\$ 88,044	\$ -	88,044	0%		
Central Book Aid	\$ 60,000	\$ -	60,000	0%		
Local Library Services Aid	\$ 37,000	\$ 3,515	33,485	10%		4th Qtr 2013 distribution
Other State Aid	\$ 1,600	\$ 53,533		3346%		2014/15 project at Steele (90%)
<b>TOTAL INCOME</b>	<b>\$ 3,091,088</b>	<b>\$ 2,874,810</b>	<b>\$ 305,880</b>	<b>93%</b>	<b>58%</b>	
Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
<b>Personnel</b>						
Salaries	1,346,099	\$ 769,029	\$ 577,070	57%		Includes Retiree payout of \$9,339
Holiday Overtime Salaries	7,035	\$ 2,713	4,322	39%		
<b>Employee Benefits</b>						
FICA	102,865	\$ 58,812	\$ 44,053	57%		
NY State Retirement	282,645	\$ 171,985	\$ 110,660	61%		
Medical & Dental	406,411	\$ 244,723	\$ 161,688	60%		includes County for RunOff paid in full
Other (Disability, Wk. Comp, Unemp)	20,844	\$ 33,145	\$ (12,301)	159%		Wk Comp/Disability - paid annual invoice
<b>Subtotal - Personnel Expenses</b>	<b>2,165,899</b>	<b>1,280,407</b>	<b>\$ 885,492</b>	<b>59%</b>	<b>58%</b>	
<b>Contractual</b>						
Equipment	17,007	\$ 16,528	479	97%		Computer purchases, HH Foundation \$1,061; MakerSpace \$2,502 pd by Grant
Telephone	11,950	\$ 8,927	3,023	75%		Paid annual fee for several accounts
Supplies	36,850	\$ 36,850	0	100%		\$10,347 pd by Grant for EarlyLit & MakerSpace at Central, \$1,241 pd by HH Foundation, MKT Comm \$203; new Library Card supply \$5,851; Friends of CCLD \$2,605 (Mango)
Travel & Continuing Education	18,170	\$ 7,305	10,865	40%		Expect partial reimb from STLS for Cont Ed Day
Repairs & Maintenance	41,545	\$ 24,032	17,513	58%		
Postage	2,625	\$ 623	2,002	24%		
Library Materials (books, video, etc.)	297,551	\$ 142,107	155,444	48%		Gift Funds \$514
Utilities	72,440	\$ 32,362	40,078	45%		includes 4th Qtr 2013
Building Supplies/Maintenance	16,825	\$ 11,542	5,283	69%		HH Foundation \$720; HH Friends \$192
Fuel, Gas & Oil (Bookmobile)	4,000	\$ 2,302	1,698	58%		
Insurance	26,500	\$ 26,500	0	100%		Incl. \$11,794 Flood Insurance + three of four installments other insurance
Vehicle Operation / Maintenance	1,000	\$ -	1,000	0%		
Professional Fees (audit, engineer/legal fees)	29,175	\$ 21,559	7,616	74%		incl. \$5,000 for audit
Data Processing Expenses (Cost Share)	113,385	\$ 59,782	53,603	53%		1st qtr paid to STLS, VPN svc to Time W paid for year
Payment of Taxes	4,775	\$ 4,643	132	97%		
Library Programming	27,500	\$ 24,521	2,979	89%		Friends of CCLD \$3,421, VE grant \$390, HH Friends \$1,020, Gifts \$1,049, Mkt Comm \$244
Chemung County costs (B&G, vision)	16,000	\$ 5,163	10,837	32%		
Capital Improvements STATE CONST see below	10,000	\$ 4,676	5,324	47%		Project Manager - construction projects
Contingency Fund	53,066	\$ 16,129	36,937	30%		Insurance line
Debt Service	\$ 62,225	\$ 31,112	31,113	50%		
<b>Subtotal Expenses</b>	<b>\$ 3,028,488</b>	<b>\$ 1,757,071</b>	<b>\$ 1,271,417</b>	<b>58%</b>	<b>58%</b>	
2013 & 2014 State Construction Projects		\$ 22,064				
<b>TOTAL EXPENSES</b>	<b>\$ 3,028,488</b>	<b>\$ 1,779,135</b>				

**Unpaid Bills Detail**

As of August 6, 2014

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Baker &amp; Taylor Books</b>				
	Bill	08/06/2014	Reference materials	272.63
Total Baker & Taylor Books				<u>272.63</u>
<b>City Directories</b>				
	Bill	08/06/2014	Reference materials	380.00
Total City Directories				<u>380.00</u>
<b>Information Today, Inc.</b>				
	Bill	08/06/2014	reference material	263.95
Total Information Today, Inc.				<u>263.95</u>
<b>TOTAL</b>				<u><u>916.58</u></u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of August 13, 2014

Document #2014-44

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>A-Verdi, LLC</b>				
	Bill	08/13/2014	Rental fee storage units HH	754.00
Total A-Verdi, LLC				<u>754.00</u>
<b>American Library Association</b>				
	Bill	08/13/2014	registration for workshop-ST	175.00
	Bill	08/13/2014	annual dues Library Director	125.00
Total American Library Association				<u>300.00</u>
<b>B &amp; C Photo, Inc.</b>				
	Bill	08/13/2014	camera purchase for use at all programs	599.95
Total B & C Photo, Inc.				<u>599.95</u>
<b>Capabilities, Inc.</b>				
	Bill	08/13/2014	Library Cleaning - HFL, WE, & BF JULY	1,260.00
Total Capabilities, Inc.				<u>1,260.00</u>
<b>Demco, Inc.</b>				
	Bill	08/13/2014	DVD/labels cases for ST	126.28
Total Demco, Inc.				<u>126.28</u>
<b>EBSCO Information Services</b>				
	Bill	08/13/2014	magazine subscriptions-all libraries	7,755.65
Total EBSCO Information Services				<u>7,755.65</u>
<b>EFP Rotenberg, LLP</b>				
	Bill	08/13/2014	2013 audit FINAL payment	2,500.00
Total EFP Rotenberg, LLP				<u>2,500.00</u>
<b>Gaylord Bros, Inc.</b>				
	Bill	08/13/2014	lables/book tape all libraries	390.96
Total Gaylord Bros, Inc.				<u>390.96</u>
<b>Horseheads Do It Center</b>				
	Bill	08/13/2014	HH - cleaning supplies	21.56
Total Horseheads Do It Center				<u>21.56</u>
<b>JanWay Company USA, Inc.</b>				
	Bill	08/13/2014	ear buds all libraries	179.00
Total JanWay Company USA, Inc.				<u>179.00</u>
<b>Pitney Bowes</b>				
	Bill	08/13/2014	quarterly lease for mail machine 4/30-7/30	618.00
Total Pitney Bowes				<u>618.00</u>
<b>Quicker Printer</b>				
	Bill	08/13/2014	brochures for SRC - school distribution	350.00
Total Quicker Printer				<u>350.00</u>
<b>Regional Science &amp; Discovery Center</b>				
	Bill	08/13/2014	11 Summer Reading programs - all libraries	1,800.00
Total Regional Science & Discovery Center				<u>1,800.00</u>

**Chemung County Library District General Fund**

Document #2014-44

**Unpaid Bills Detail**

As of August 13, 2014

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>South Central Regional Library Council</b>			
Bill	08/13/2014	membership dues 2014/15	1,380.00
Total South Central Regional Library Council			<u>1,380.00</u>
<b>Swank Motion Pictures, Inc.</b>			
Bill	08/13/2014	Motion pic for Out of Box paid with grant funds	150.00
Total Swank Motion Pictures, Inc.			<u>150.00</u>
<b>Unique Management Services, Inc.</b>			
Bill	08/13/2014	JULY placements	545.95
Total Unique Management Services, Inc.			<u>545.95</u>
<b>Vasco Brands, Inc.</b>			
Bill	08/13/2014	vacuum repair ST	182.75
Total Vasco Brands, Inc.			<u>182.75</u>
<b>TOTAL</b>			<u><u>18,914.10</u></u>



## Chemung County Library District General Fund

Document #2014-44

## Unpaid Bills Detail

As of August 6, 2014

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Amazon Credit Plan</b>				
	Bill	08/06/2014	Purchases 6/11-7/9 - all libraries	5,071.88
Total Amazon Credit Plan				<u>5,071.88</u>
<b>Audio Editions</b>				
	Bill	08/06/2014	CD/Audio purchases for BF	381.69
Total Audio Editions				<u>381.69</u>
<b>Blackstone Audio</b>				
	Bill	08/06/2014	DVD purchases July	143.97
Total Blackstone Audio				<u>143.97</u>
<b>Bobby K Entertainment</b>				
	Bill	08/06/2014	SRC final party 8/13	800.00
Total Bobby K Entertainment				<u>800.00</u>
<b>Broadway Glass &amp; Mirror</b>				
	Bill	08/06/2014	Tabletops for HH - Pd by Friends of HH	326.16
Total Broadway Glass & Mirror				<u>326.16</u>
<b>Caroline Poppendeck</b>				
	Bill	08/06/2014	mileage reimbursement 5/19-7/16	60.48
Total Caroline Poppendeck				<u>60.48</u>
<b>CCLD Petty Cash</b>				
	Bill	08/06/2014	Petty Cash WE/BF	233.20
Total CCLD Petty Cash				<u>233.20</u>
<b>Cengage Learning, Inc.</b>				
	Bill	08/06/2014	Fiction Purchases-Central/WE	828.25
Total Cengage Learning, Inc.				<u>828.25</u>
<b>Center Point Large Print</b>				
	Bill	08/06/2014	Central FIC/BKM books	383.46
Total Center Point Large Print				<u>383.46</u>
<b>Centurion Technologies</b>				
	Bill	08/06/2014	Security software-annual for HH/Makerspace Laptops	96.00
Total Centurion Technologies				<u>96.00</u>
<b>Charles Irvin</b>				
	Bill	08/06/2014	Patron Refund	20.00
Total Charles Irvin				<u>20.00</u>
<b>Chemung Canal Trust Company</b>				
	Bill	08/06/2014	JULY purchases -SRC supplies BF/Teen	479.44
Total Chemung Canal Trust Company				<u>479.44</u>
<b>Chemung County Buildings &amp; Grounds Dept.</b>				
	Bill	08/06/2014	Utility & Bldg Maint. chg- 2nd Q 2014	19,466.96
Total Chemung County Buildings & Grounds Dept.				<u>19,466.96</u>

## Chemung County Library District General Fund

Document #2014-44

## Unpaid Bills Detail

As of August 6, 2014

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Dell Marketing L.P.</b>				
	Bill	08/06/2014	Laptop for Maker Space pd by Grant funds	842.63
Total Dell Marketing L.P.				<u>842.63</u>
<b>Eldridge Park Carousel Preservation Soc.</b>				
	Bill	08/06/2014	Balance Due for SRC final party 8/13/14	200.00
Total Eldridge Park Carousel Preservation Soc.				<u>200.00</u>
<b>Erin Hitchcock</b>				
	Bill	08/06/2014	8/4 Program at Steele	50.00
Total Erin Hitchcock				<u>50.00</u>
<b>Finger Lakes Pipe &amp; Drums</b>				
	Bill	08/06/2014	Summer Concert pd by Friends/Arts Grant & CCLD	1,000.00
Total Finger Lakes Pipe & Drums				<u>1,000.00</u>
<b>First Transit</b>				
	Bill	08/06/2014	Bookmobile fuel - 5/23-6/20	416.46
Total First Transit				<u>416.46</u>
<b>Fred Pryor Seminars</b>				
	Bill	08/06/2014	Registration for Corter 8/27 wkshop	199.00
Total Fred Pryor Seminars				<u>199.00</u>
<b>Glenice Peel</b>				
	Bill	08/06/2014	mileage reimb 6/16-7/29	171.92
Total Glenice Peel				<u>171.92</u>
<b>Imperial Door Controls, Inc.</b>				
	Bill	08/06/2014	Equip not covered under Maint Agmt ST	592.52
Total Imperial Door Controls, Inc.				<u>592.52</u>
<b>Ingram Library Services</b>				
	Bill	08/06/2014	Library materials - AUGUST statement	7,192.38
Total Ingram Library Services				<u>7,192.38</u>
<b>J.C. Ehrlich Co, Inc.</b>				
	Bill	08/06/2014	Pest Control at ST bal due	20.00
Total J.C. Ehrlich Co, Inc.				<u>20.00</u>
<b>John Walton</b>				
	Bill	08/06/2014	8/22 Adult SRC program	250.00
Total John Walton				<u>250.00</u>
<b>Lauren Schweizer</b>				
	Bill	08/06/2014	Patron Refund	26.95
Total Lauren Schweizer				<u>26.95</u>
<b>Lowe's</b>				
	Bill	08/06/2014	Boxes/Tape for packing up books HH	1,241.09
Total Lowe's				<u>1,241.09</u>

## Chemung County Library District General Fund

Document #2014-44

## Unpaid Bills Detail

As of August 6, 2014

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Lowe's Home Centers, LLC</b>				
	Bill	08/06/2014	Refrigerator/Area Rug for HH pd by Friends	1,265.49
Total Lowe's Home Centers, LLC				<u>1,265.49</u>
<b>Meridith Jackson</b>				
	Bill	08/06/2014	8/4 Adult program at ST	50.00
Total Meridith Jackson				<u>50.00</u>
<b>Michelle Erickson</b>				
	Bill	08/06/2014	Mileage Reimb-July	6.16
Total Michelle Erickson				<u>6.16</u>
<b>MidWest Tape</b>				
	Bill	08/06/2014	DVD/Audio purchases - HH/WE/ST	1,321.69
Total MidWest Tape				<u>1,321.69</u>
<b>Motion Picture Licensing Corporation</b>				
	Bill	08/06/2014	MPLC License 8/31/14-8/31/15	227.10
Total Motion Picture Licensing Corporation				<u>227.10</u>
<b>Office Equipment Source, Inc.</b>				
	Bill	08/06/2014	2nd Qtr 2014 Maint Agmt-BF Copier	27.58
Total Office Equipment Source, Inc.				<u>27.58</u>
<b>Petty Cash-Steele</b>				
	Bill	08/06/2014	Postage/Teen/HH/AD/VE programming	272.02
Total Petty Cash-Steele				<u>272.02</u>
<b>RadioShack Corporation</b>				
	Bill	08/06/2014	phone battery replacement	21.99
Total RadioShack Corporation				<u>21.99</u>
<b>Rebecca Jackson</b>				
	Bill	08/06/2014	Mileage Reimb - BF	28.00
Total Rebecca Jackson				<u>28.00</u>
<b>Southern Tier Library System</b>				
	Bill	08/06/2014	processing fees all libraries JUNE	648.75
Total Southern Tier Library System				<u>648.75</u>
<b>Staples Advantage</b>				
	Bill	08/06/2014	office supplies all libraries	135.32
Total Staples Advantage				<u>135.32</u>
<b>Swift Office Equipment, Inc.</b>				
	Bill	08/06/2014	Maint. Contract-HH copier 4/9-7/10	649.19
Total Swift Office Equipment, Inc.				<u>649.19</u>
<b>Wayland Free Library</b>				
	Bill	08/06/2014	Payment for lost book	16.00
Total Wayland Free Library				<u>16.00</u>

Chemung County Library District General Fund

Document #2014-44

**Unpaid Bills Detail**

As of August 6, 2014

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Wegmans Food Markets Inc.</b>			
Bill	08/06/2014	Program Supplies SRC ST JUV	138.76
Total Wegmans Food Markets Inc.			<u>138.76</u>
<b>TOTAL</b>			<u><u>45,302.49</u></u>

**Document #2014-45**

**Report of the August 6<sup>th</sup>, 2014 meeting of the Executive Committee of the Chemung County Library District:**

A meeting of the Executive Committee of the Chemung County Library District was held on Wednesday, August 6<sup>th</sup>, 2014. Attending the meeting were Richard Roberts, Sue Cook, Rachel Dworkin; and Joan Santulli, CCLD management. The meeting opened at 6:00pm.

President Roberts stated that several items need to be placed on the agenda for the August meeting of the board. They include the nomination of Denise King for a second term on the Southern Tier Library System board of trustees, approval of the new CCLD By-Laws and approval of the new Whistleblower Policy. The board will also need to move into Executive Session to discuss contract negotiations and personnel issues.

Mr. Roberts reported that the Chiller at the Steele Library is old and has been malfunctioning. The unit will need to be replaced soon. An estimated cost to replace has come in at \$277,000.

Ms. Santulli presented the Unpaid Bills Detail dated 8/6/14 for the General Fund in the amount of \$45,302.49 and the Grant Fund - \$916.58. Ms. Dworkin moved, seconded by Ms. Cook to pay the bills as listed. Motion Carried.

The meeting adjourned at 6:30pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, September 3<sup>rd</sup>, 2014 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

**Document #2014-46**

**Report of the August 13<sup>th</sup>, 2014 meeting of the Budget & Finance Committee of the Chemung County Library District:**

A meeting of the Budget & Finance Committee of the Chemung County Library District was held on Wednesday, August 13<sup>th</sup>, 2014. Attending the meeting were CCLD board members Sue Cook, Georgia Reynolds and Rick Roberts. Also attending was Joan Santulli, CCLD Administration. The meeting opened at 8:00am.

Ms. Santulli presented the July 31<sup>st</sup>, 2014 Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Santulli presented the 8/13/14 Unpaid Bills Detail for the General Fund bills totaling \$18,914.10. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

The FINAL draft of the proposed 2015 CCLD Budget to the Committee. The budget shows an increase in the tax revenues of 1.5%. The Committee reviewed the budget in detail. The budget will be forwarded to the full board at their August meeting for review and approval. The Committee also reviewed a cash balance worksheet dated 7/31/14 and an updated version of the Library District's Multi-Year Budget 2015-2017. The Library District will be facing some financial decisions within the next few years.

The meeting adjourned at 9:10am. The next meeting of the Budget & Finance Committee will be held on Wednesday, September 10<sup>th</sup>, 2014 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

**Document #2014-47**

**Report of the August 6<sup>th</sup>, 2014 meeting of the Buildings & Grounds Committee of the Chemung County Library District**

A meeting of the Buildings & Grounds Committee of the Chemung County Library District was held on Wednesday, August 6<sup>th</sup>, 2014. The meeting opened at 5:00pm. Present were Mr. Muldoon and Mr. Roberts. Also attending was Joan Santulli, CCLD Management. The meeting opened at 5:00pm.

The Committee reviewed an August 2014 Construction Project Status report.

Discussion centered around the Masonry Restoration Project at the Steele Library. Mr. Butcher of Foor & Associates reports that he is still awaiting the performance and payment bond documentation from the contractor who was awarded the low bid – BR Restoration. He has given them a final date of August 8, 2014 for receipt of this paperwork. He recommends that if the paperwork is not received by the deadline, that the approval of their low bid (\$46,000) be withdrawn and the project awarded to the next lowest bidder, that being Charles T. Driscoll in the amount of \$68,317. Mr. Foor will contact Driscoll to be sure that they will still honor this bid. The awarding of the bid to Driscoll will increase the Library District's share of the project expenditure by \$22, 317. This amount will be taken from Capital Fund reserves.

Regarding the Horseheads Paving Project, the Committee wanted assurances that Spencer Paving is aware of the mid-October tentative start date for the project and that the project can be completed prior to the blacktop firms closing down for the winter.

The meeting adjourned at 5:15pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, September 3<sup>rd</sup>, 2014 at 5pm in the Petrie Conference Room at the Steele Memorial Library.



The Chemung County Library District, with the Central Library (Steele Memorial) and branches in Big Flats, the Bookmobile, Horseheads, Van Etten, West Elmira, and on the web at [www.cclid.lib.ny.us](http://www.cclid.lib.ny.us)

## Chemung County Library District – Fall-Winter Hours

### Monday, September 8, 2014 – Saturday, June 13, 2015

Library	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
<u><a href="#">Big Flats Library</a></u> 78 Canal Street Big Flats, NY 14814 607-562-3300	12pm - 5pm	12pm - 8pm	10am - 6pm	10am - 6pm	12pm - 5pm	Closed
<u><a href="#">Horseheads Free Library</a></u> 405 S. Main St Horseheads, NY 14845 phone 607-739-4581 fax 607-739-4592	9am - 8pm	9am - 8pm	11:30am - 8pm	9am - 5pm	9am - 5pm	9am - 5 pm
<u><a href="#">Steele Memorial Library</a></u> 101 E. Church St. Elmira, NY 14901 phone 607-733-9173 fax 607-733-9176	9am - 9pm	9am - 9pm	9am - 9pm	9am - 9pm	9am - 5pm	9am - 5pm
<u><a href="#">Van Etten Library</a></u> 83 Main St Van Etten, NY 14889 607-589-4755 ext 3	1pm - 5pm	Closed	1pm - 7pm	Closed	11am - 5pm	Closed
<u><a href="#">West Elmira Library</a></u> 1231 W. Water St Elmira, NY 14905 607-733-0541	12pm - 8pm	12pm - 5pm	10am - 6pm	10am - 6pm	12pm - 5pm	Closed

**Business Office: 733-8607**  
**Director's Office: 733-8611**  
**Bookmobile: 738-2476 or 733-8609**

**Central Library Customer Services: 733-9173**  
**Central Library Reference Services: 733-9175**  
**Genealogy Research: 733-8602**

Library District Website: [www.cclid.lib.ny.us](http://www.cclid.lib.ny.us)