



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

## Agenda

The December 2014 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, December 18, 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 #2014-67)
  4. Treasurer's report
    - a) Financial report (document #2014-68)
    - b) Report of Unpaid Bills Detail (document #2014-69)
  6. Correspondence
  7. President's report.
    - Consent Item- Nomination and Approval of Slate of Officers for 2015**
    - Consent Item- Resolution to Adopt Board Policies**
    - Consent Item- Approval of 2015 Board and Committee Meeting Dates**
  8. Director's Report:
    - Appendix A- Office of the Director
    - Appendix B- CCLD Staff report for November
    - Consent Item- Modification of 2014-2015 Calendar (Memorial Day Weekend)**
    - Consent Item- Hours of availability for Wi-Fi.**
  9. Committee reports:
    - a) Executive Committee (Roberts)
      - 1) Report of the Committee meeting (document #2014-70)
    - b) Budget & Finance Committee (Cook)
      - 1) Report of the Committee meeting (document #2014-71)
    - c) Building & Grounds Committee (Muldoon)
      - 1) Report of the Committee meeting (document #2014-72)    - Consent Item- Approval of Buildings & Grounds Charter**
  - d) Personnel Committee (Cady)
    - Consent Item- Approval of Personnel Actions (Appendix C)**
    - Consent Item- Approval of Evaluation Forms**
10. Call for Executive Session
11. Old business
  - Status of CCLD Technology Plan
12. New business
  - Status of CCLD Staff Plan
  - Status of Central Library Plan of Service

13. Period for public expression

14. Adjournment

## **Document #2014-70**

### **Report of the December 3rd, 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, December 3, 2014. Attending the meeting were Richard Roberts, Georgia Reynolds, Rachel Dworkin, Pat Silvernail, Ann Hayes, Margaret Kappanadze, James Hare, Timothy Blandford. Also attending was Ron Shaw, CCLD Management. The meeting opened at 6:00pm.

Ms. Shaw presented the 12/2/14 Unpaid Bills Detail for the General Fund bills totaling \$21,159.99. Ms. Dworkin . Ms. Dworkin moved, seconded by Mr. Hare to approve the invoices for payment. VOTE: All Affirmative. Motion Carried. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

There was a discussion of the Open Meeting Law and the need for a special meeting to be held for approval of bills.

Mr. Shaw gave a quick recap of the NYLA Conference Report submitted by Deb Brimmer and Maggie Young. The report will be forwarded to the board for their information.

The State Insurance Fund bill has arrived in the amount of \$17,638.26. The decision to pay in full or in installments will be discussed at the December 10th, 2014 meeting of the Budget & Finance Committee.

Mr. Shaw reported on the following:

- Deb Brimmer and him are continuing work on the main document of the CCLD Technology Plan. He and Ms. Brimmer are working on App A- 2015 equipment request and a projected budget for purchase of needed hardware. Mr. Shaw has finished App B- Glossary of IT Technology; App C- Glossary of Databases; App D- Social Media.
- Staff Plan- He is in the process of revising/updating the last plan (Jul 2011). Mr. Shaw is working on main document which will be sent to Department Heads for Review when completed. He has completed App B- Current Organizational Chart; App E- Performance Evaluation Tips; App F- CCLD Job Performance Evaluation Form; App G- CCLD 3 month review; App H- NYS Standards; App I- Quantitative standards by service population; App J- Staffing for CCLD branches; App K- Leadership potential. He needs to finish App A- Staffing positions in CCLD (a list of positions); App C- projected organizational chart; App D- CCLD Job descriptions; App L- Succession Plan.
- Central Library Plan for STLS- Discussion was held with Mr. Brian Hildreth regarding the timeline and format for submission. Mr. Hildreth also would like to discuss the use of Central Library Aid to pay the platform fee for the Zinio magazine subscription. Mr. Shaw stated this will be discussed at the next Director's Advisory Council meeting.

Ms. Kappanadze brought up the possibility of donating unsold books to "Better World Books" instead of recycling. This will be brought up to Mr. Caparulo, President, Friends of CCLD.

Ms. Reynolds made a motion to go into Executive session, seconded by Ms. Kappanadze in order to discuss collection bargaining pursuant to a new contract.

Ms. Reynolds moved, seconded by Mr. Blandford to come out of executive session.

Ms. Reynolds moved, seconded by Ms. Kappanadze to adjourn. VOTE: All Affirmative.  
Motion Carried

The meeting adjourned at 6:35pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, January 7, 2015, 2015 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

*(Minutes of the NOVEMBER 2014 meeting of the Chemung County Library District Board of Trustees. Document #2014-67)*

The meeting was held on Thursday, November 20<sup>th</sup>, 2014 at the Horseheads Free Library, 405 South Main Street, Horseheads, New York. President Richard Roberts called the meeting to order at 6:00pm. Present were Pat Silvernail, Ann Hayes, Georgia Reynolds, Bonnie Chollet, Sue Cook, Marge Kappanadze, Juan Jones, Ann Cady, Rachel Dworkin, Tim Blandford and Jim Hare. Excused: Michael Muldoon and Jessica Roberts. Ms. Kappanadze left the meeting at 7:03pm.

**Minutes.** The minutes of the October 2014 meeting (Document #2014-61) were presented for board review. The minutes were approved as distributed by unanimous consent.

**Financial Report.** The October 31<sup>st</sup>, 2014 Financial Report (Document #2014-62) was presented for board review. By unanimous consent, the September Financial Report was approved as distributed and will be filed for audit.

**Report of Unpaid Bills.** (Document #2014-63). By unanimous consent, the board authorizes the payment of the unpaid bills dated 11/5/14 General Fund – 69,606.50 and \$38,443.56; Grant Fund - \$11,629.83; the unpaid bills dated 11/12/14 General Fund - \$31,640.97 as distributed.

**Correspondence.** President Roberts reported receipt of a letter from the Public Library Foundation of Chemung County dated 11/20 that stated their final distribution for 2014 is in the amount of \$17,125.00. The letter stated the total Foundation funding for 2014 was \$94,302.

Mr. Shaw reported several thank you notes that were received during the month – Maggie Thurber from the Finn Academy appreciated the use of the meeting room at Steele, kids who use the Bookmobile decorated thank you notes and the Horseheads Middle School thanked Mr. Shaw for participating in the mock interviews at the Middle School.

**President's Report.** President Roberts reported that the contract negotiation session scheduled for this month has been cancelled and has not yet been rescheduled.

**Director's Report.** The Director's report and the CCLD Staff reports were submitted in writing to the board. Mr. Shaw also reported on the following:

- CCLD Issues. Deb Brimmer and Maggie Young attended the New York Library Association conference. Ms. Brimmer was a presenter with Fayetteville PL on Maker Space and makerfares. Ms. Young shot a video that will be used in the future on YouTube. A Media Mentor program that requires use of an I-Pad will begin at the storytime in Big Flats. The library received a donation to purchase the I-Pad. Election Results: District 1-Pat Silvernail;; District 4-VACANT; District 5-Bonnie Chollet; District 6-Jack Shamel; District 10-Phyllis Rogan and District 14-Richard Roberts.
- After Hours Internet. Board members discussed whether or not the CCLD Wi-Fi should be available 24/7 as the databases are. They discussed insurance and legal liability and this will be discussed further with the CCLD Attorney.
- Grant Applications. The 3D Systems Makers Lab Club grant application has been completed. The forms for NYSERDA have been signed and returned. A grant application to the Corning Foundation was not accepted and there was not enough time before the deadline to complete the Community Arts Grant. A practice test for the DMV testing is now available on CCLD's website.
- Programs. In conjunction with the Community Foundation, Arnot-Corning and Bath, CCLD held free flu shots at Steele on 10/28 – 57 shots, Horseheads on 10/30 – 63 shots and Van Etten on 11/12 – 20 shots. The Steele Library held its Volunteer Recognition party on November 13 with 35 attendees. Connie Ogilvie did an awesome job in planning the event. The Horseheads Volunteer Party is planned for December 11<sup>th</sup> at 5pm. Board members are invited to attend.

- **Technology Plan.** The board reviewed the draft copy of the plan. The funding for the equipment listed in the plan has and will be included in the Library District budgets for 2015-2017. Deb Brimmer, CCLD's Network Specialist will be contacting an outside firm to see what (if anything) can be outsourced in order to cover both technology and personnel issues.

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2014-64). President Roberts reported that the Library District budget for 2014 passed with 63% of the voters in favor of the budget amount.

CONSENT ITEM. The newly developed Executive Committee Charter document was discussed and Ms. Cady moved, seconded by Mr. Blandford to adopt the Charter as submitted in writing to the board.  
VOTE: Unanimously approved.

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was distributed in writing to the board (Document #2014-65). There was no further discussion.

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was distributed in writing to the board (Document #2014-66). Mr. Hare stated that the Committee reviewed the RFPs (Requests for Proposals) that were received for Project Management of the Steele Library Elevator Project. Quotes were received from AJH Design (\$15,200, Foor & Associates (\$22,000) and Hunt Engineering (\$9,000). Mr. Hare moved, seconded by Ms. Reynolds to accept the low bid and award the contract for Project Management of the Steele Library Elevator project to Hunt Engineering in the amount of \$9,000. VOTE: Unanimously approved.

Several invoices for Construction projects need board approval. Mr. Hare moved, seconded by Ms. Hayes to pay Kimble, Inc. the amount of \$897.64 for the mold remediation at the Steele Library. VOTE: Unanimously approved. Ms. Dworkin moved, seconded by Ms. Hayes to pay Spencer Paving the FINAL payment for the paving of the parking lot at the Horseheads Library, said amount to be \$1,193.50. VOTE: Unanimously Approved. Mr. Hare moved, seconded by Ms. Hayes to pay Charles T. Driscoll Masonry the FINAL payment for the masonry restoration project at the Steele Library in the amount of \$68,317.00. VOTE: Unanimously approved.

The Buildings & Grounds Committee Charter was reviewed by the board and several suggestions for changes were made. The Charter will be revised and submitted to the board for approval at the December meeting.

**Personnel Committee.** Ms. Cady stated that items covered by the Committee will be discussed in Executive Session.

**Old Business.** Ms. Reynolds stated that Dick Pirozzolo (President of the Horseheads Foundation) has spoken to Scott Barber (Barber Funeral Home) about the possibility of the library and funeral home utilizing the same snow-plowing firm in order to save money.

**New Business.** The board reviewed the List of Board & Committee Meeting Dates for 2015. One change was made for the Budget & Finance Committee in November – meeting on November 18<sup>th</sup> instead of Veteran's Day. The locations of the monthly board meetings will remain the same as 2014 with the exception of the October meeting. The board will meet at the Steele Library and invite Brian Hildreth, Director of the Southern Tier Library System, to meet here instead of at the STLS headquarters in Painted Post.

The board reviewed a draft copy of the Library District's staff organizational chart. There is currently no second in command listed under the Director's position. Mr. Shaw will update this chart as part of the staff plan that will replace the 2011 plan.

**Public Expression.** None.

Mr. Hare moved, seconded by Ms. Cook to move into Executive Session for the purpose of consultation with legal counsel. VOTE: Unanimously approved. Ms. Reynolds moved, seconded by Ms. Dworkin to come out of Executive Session. VOTE: Unanimously approve.

Following a complete review of the Library District's Policy Manual, the 100's Section – Board Operations – the approval of this section will be included on the agenda for the December meeting. **RON – I will scan and send you the wording Conrad gave us for the resolution** The file will then be posted on the website.

CONSENT ITEM. Ms. Dworkin moved, seconded by Mr. Blandford that the Board of Trustees approves the list of personnel actions as submitted to the board in writing. Motion Unanimously Approved. A copy of this list will be included with the original of these minutes.

Ms. Reynolds moved, seconded by Ms. Cady to approve the newly developed Year End Performance Assessment of the Library District Director. VOTE: Unanimously approved.

Ms. Reynolds moved, seconded by Mr. Jones to amend the Executive Committee Charter adopted tonight to delete the Committee's authorization to pay interim invoices per the advice of the Library District Attorney. VOTE: Unanimously approved. The lawyer will check into changing the Legislation that formed the District to make necessary changes. In the meantime, the Executive Committee will need a quorum of board members to vote to approve payment of invoices.

Contracts with Library District Administration. Ms. Hayes moved, seconded by Mr. Blandford to approve the Agreement by and between the Chemung County Library District and Joan Santulli dated January 1, 2014 – December 31, 2014. VOTE: Unanimously approved. Ms. Dworkin moved, seconded by Ms. Hayes to approve the Agreement by and between the Chemung County Library District and Ronald Shaw dated May 1, 2014 – April 30, 2015. VOTE: 12 Affirmative. 1 Opposed. Motion carried.

The meeting was adjourned at 7:52pm. The next regular meeting of the board will be held on Thursday, December 18<sup>th</sup>, 2014 at 6:00pm at the [Steele Memorial Library, 101 East Church Street, Elmira, New York](#).

## CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2014-68)

## Financial Report - NOVEMBER 30, 2014

Income	2014 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 67,600	\$ 70,616	\$ (3,016)	104%		includes \$2,500 refund from Cummins-BKM repairs in 2013
Grants (other than N.Y.S.)	\$ -	\$ 28,856				STLS - Literacy Training \$4,048, CCLD Friends \$13,023, Friends of HH \$7,200, VE Inspire Grant \$960, Comm Fund \$3,250
Foundation Contributions	\$ 165,000	\$ 131,061	33,939	79%		2014 Distributions Steele \$60K, HH \$71,061 (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	\$ 3,096	(96)	103%		
<b>State Aid</b>						
Central Library Development	\$ 88,044	\$ 88,276	(232)	100%		2014 Distribution
Central Book Aid	\$ 60,000	\$ 61,344	(1,344)	102%		2014 Distribution
Local Library Services Aid	\$ 37,000	\$ 38,972	(1,972)	105%		4th Qtr 2013 distribution & 100% of 2014 dist \$35,507
Other State Aid	\$ 1,600	\$ 55,846	(54,246)	3490%		2014/15 project at Steele (90%) + FINAL pymt BF/WE 2013/14 projects \$2,313
<b>TOTAL INCOME</b>	<b>\$ 3,091,088</b>	<b>\$ 3,168,900</b>	<b>\$ (26,967)</b>	<b>103%</b>	<b>92%</b>	
Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
<b>Personnel</b>						
Salaries	1,346,099	\$ 1,189,310	\$ 156,789	88%		Includes Retiree payout of \$13,288
Holiday Overtime Salaries	7,035	\$ 7,294	(259)	104%		
<b>Employee Benefits</b>						
FICA	102,865	\$ 91,165	\$ 11,700	89%		
NY State Retirement	282,645	\$ 263,558	\$ 19,087	93%		
Medical & Dental	406,411	\$ 362,168	\$ 44,243	89%		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>1,946,640</b>	<b>\$ 219,259</b>	<b>90%</b>	<b>92%</b>	
<b>Contractual</b>						
Equipment	17,007	\$ 19,933	(2,926)	117%		Total \$4,454 incl. Computer purchases, HH Foundation \$1,061; MakerSpace \$3,393 pd by Grant
Telephone	11,950	\$ 10,262	1,688	86%		Paid annual fee for several accounts
Supplies	36,850	\$ 36,850	0	100%		Total \$21,613 incl. \$12,835 pd by Grant for EarlyLit & MakerSpace at Central, \$1,241 pd by HH Foundation, MKT Comm \$544; new Library Card supply \$5,851; Friends of CCLD \$2,945; HH Friends \$341
Travel & Continuing Education	18,170	\$ 10,984	7,186	60%		Rec'd \$825 - partial reimb from STLS for Cont Ed Day, Computer classes pd with Grant \$1,500, Maker Faire pd by Friends \$4,256
Repairs & Maintenance	41,545	\$ 32,865	8,680	79%		
Postage	2,625	\$ 2,716	(91)	103%		
Library Materials (books, video, etc.)	297,551	\$ 255,954	41,597	86%		Gift Funds \$10,501
Utilities	72,440	\$ 64,970	7,470	90%		includes 4th Qtr 2013
Building Supplies/Maintenance	16,825	\$ 16,314	511	97%		Total \$2,212 incl. HH Foundation \$720; HH Friends \$1,492
Fuel, Gas & Oil (Bookmobile)	4,000	\$ 4,263	(263)	107%		
Insurance	26,500	\$ 38,442	(11,942)	145%		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	\$ 29,175	0	100%		incl. \$7,500 for audit
Data Processing Expenses (Cost Share)	113,385	\$ 86,423	26,962	76%		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	\$ 27,500	0	100%		Total \$22,217 incl. Friends of CCLD \$16,858, VE grant \$390, HH Friends \$1,132, Gifts \$1,049, Mkt Comm \$244; ARTS \$375; Maker Space/Faire \$2,169 pd with Grant
Chemung County costs (B&G, vision)	16,000	\$ 10,803	5,197	68%		
Capital Improvements STATE CONST see below	10,000	\$ 50,203	(40,203)	502%		Incl Project Manager - const. projects; HH project pd by Foundation \$45,773
Contingency Fund	53,066	\$ 49,305	3,761	93%		Used for Insurance; Equipment; Supplies; Library Programs & Professional fees
Debt Service	\$ 62,225	\$ 46,669	15,556	75%		
<b>Subtotal Expenses</b>	<b>\$ 3,028,488</b>	<b>\$ 2,744,913</b>	<b>\$ 283,575</b>	<b>91%</b>	<b>92%</b>	
2013 & 2014 State Construction Projects		\$ 157,403				
<b>TOTAL EXPENSES</b>	<b>\$ 3,028,488</b>	<b>\$ 2,902,316</b>				



**Unpaid Bills Detail**

As of December 3, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Amazon Credit Plan</b>			
	12/02/2014	Purchases 10/22-11/7 - all libraries	1,037.37
Total Amazon Credit Plan			<u>1,037.37</u>
<b>Bureau of Education &amp; Research</b>			
	12/02/2014	ST/HH Registration- Workshop 12/16	478.00
Total Bureau of Education & Research			<u>478.00</u>
<b>CCLD Petty Cash</b>			
	12/02/2014	Petty Cash WE/BF/VE/HH	504.43
Total CCLD Petty Cash			<u>504.43</u>
<b>Chemung Canal Trust Company</b>			
	12/03/2014	NOV purchases - NYLA/MakerSpace/Vol Recog	1,376.92
Total Chemung Canal Trust Company			<u>1,376.92</u>
<b>Connie Oglivie</b>			
	12/02/2014	Reimb - Supplies/Vol Recog	105.83
Total Connie Oglivie			<u>105.83</u>
<b>Curtis Osgood &amp; RJ Singers</b>			
	12/02/2014	12/11 program at HH	120.00
Total Curtis Osgood & RJ Singers			<u>120.00</u>
<b>Deborah L. Brimmer</b>			
	12/02/2014	mileage/meals/INS reimb/supplies for Maker Space	975.58
Total Deborah L. Brimmer			<u>975.58</u>
<b>Elmira Water Board</b>			
	12/02/2014	Water bill - ST/WE	325.72
Total Elmira Water Board			<u>325.72</u>
<b>Elmira Wegmans</b>			
	12/02/2014	Cheese Program 12/11 at WE	207.44
Total Elmira Wegmans			<u>207.44</u>
<b>Human Resources Association Of The Twin T</b>			
	12/02/2014	2014/15 Membership Dues - Admin.	50.00
Total Human Resources Association Of The Twin T			<u>50.00</u>
<b>Ingram Library Services</b>			
	12/02/2014	Library materials - DEC statement	5,089.01
Total Ingram Library Services			<u>5,089.01</u>
<b>Jennie Lewis</b>			
	12/02/2014	Reimb for Adult/Teen programming	77.65
Total Jennie Lewis			<u>77.65</u>
<b>Joan Santulli</b>			
	12/02/2014	ANNUAL Insurance/Mileage reimbursement 2014	336.01
Total Joan Santulli			<u>336.01</u>

## Chemung County Library District General Fund

Document #2014-69

## Unpaid Bills Detail

As of December 3, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Kristina Swanson</b>			
	12/02/2014	Patron Refund	15.00
Total Kristina Swanson			<u>15.00</u>
<b>Maggie Young</b>			
	12/02/2014	Mileage NYLA & Geneal purchase	274.32
Total Maggie Young			<u>274.32</u>
<b>MidWest Tape</b>			
	12/02/2014	DVD/Audio purchases - HH/WE/ST	3,448.01
Total MidWest Tape			<u>3,448.01</u>
<b>Oriental Trading Company, Inc.</b>			
	12/02/2014	HH program supply	78.49
Total Oriental Trading Company, Inc.			<u>78.49</u>
<b>Petty Cash-Steele</b>			
	12/02/2014	Petty Cash Prog Teen/AD/JUV + VOL recog	518.44
Total Petty Cash-Steele			<u>518.44</u>
<b>ProQuest LLC</b>			
	12/02/2014	Ancestry/Heritage Quest for 2015	2,953.00
Total ProQuest LLC			<u>2,953.00</u>
<b>Rainy Toad Gaming (Troy Naida)</b>			
	12/02/2014	Teen/Tween Video Gaming Program	50.00
Total Rainy Toad Gaming (Troy Naida)			<u>50.00</u>
<b>Rebecca Jackson</b>			
	12/02/2014	Mileage Reimb - BF	29.68
Total Rebecca Jackson			<u>29.68</u>
<b>Recorded Books</b>			
	12/02/2014	DVD order NOV	118.55
Total Recorded Books			<u>118.55</u>
<b>Regional Science &amp; Discovery Center</b>			
	12/02/2014	10/1 prog at WE	100.00
Total Regional Science & Discovery Center			<u>100.00</u>
<b>Ronald Shaw</b>			
	12/03/2014	Reimb for Am Public Univ course registration	975.00
Total Ronald Shaw			<u>975.00</u>
<b>Staples Credit Plan</b>			
	12/02/2014	BKM printer/camera for Maker Space	204.77
Total Staples Credit Plan			<u>204.77</u>
<b>TechSoup Global</b>			
	12/02/2014	Photoshop softward x 4 (SML Foundation)	88.00
Total TechSoup Global			<u>88.00</u>

**Unpaid Bills Detail**

As of December 3, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Time Warner Cable</b>			
	12/02/2014	VPN service DEC	275.30
Total Time Warner Cable			<u>275.30</u>
<b>Town of Big Flats</b>			
	12/02/2014	BF -Water Bill 8/7-11/7	28.75
Total Town of Big Flats			<u>28.75</u>
<b>USA TODAY</b>			
	12/02/2014	Annual Subscription 2015	343.63
Total USA TODAY			<u>343.63</u>
<b>Verizon Wireless</b>			
	12/02/2014	BKM/Admin. cellular service	188.44
Total Verizon Wireless			<u>188.44</u>
<b>Village of Horseheads</b>			
	12/02/2014	water bill 7/28-10/16	22.90
Total Village of Horseheads			<u>22.90</u>
<b>W. B. Mason Co, Inc.</b>			
	12/02/2014	office supplies all libraries	189.75
Total W. B. Mason Co, Inc.			<u>189.75</u>
<b>Wegmans Food Markets Inc.</b>			
	12/02/2014	Programming Teen/JUV/WE/VOL recog	574.00
Total Wegmans Food Markets Inc.			<u>574.00</u>
			<u><u>21,159.99</u></u>

**Unpaid Bills Detail**

As of December 10, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Southern Tier Library System			
	12/09/2014	eBook/Audiobook purchases FIC/NonFic	3,500.00
Total Southern Tier Library System			<u>3,500.00</u>
			<u>3,500.00</u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of December 10, 2014

Document #2014-69

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Brodart Co.</b>			
	12/10/2014	labels for books	111.36
Total Brodart Co.			<u>111.36</u>
<b>Capabilities, Inc.</b>			
	12/10/2014	Library Cleaning - WE/BF/HH NOV	1,260.00
Total Capabilities, Inc.			<u>1,260.00</u>
<b>Cengage Learning, Inc.</b>			
	12/09/2014	Fiction Purchases-ST	467.69
Total Cengage Learning, Inc.			<u>467.69</u>
<b>Chemung County Buildings &amp; Grounds Dept.</b>			
	12/10/2014	Ultra Violet Light for mold remediation	699.05
Total Chemung County Buildings & Grounds Dept.			<u>699.05</u>
<b>Chemung County Historical Society</b>			
	12/10/2014	membership dues	35.00
Total Chemung County Historical Society			<u>35.00</u>
<b>Chemung County Treasurer</b>			
	12/10/2014	Debt Service FINAL pymt for 2014	15,556.19
Total Chemung County Treasurer			<u>15,556.19</u>
<b>Dex Media</b>			
	12/09/2014	advertising -phone book	37.90
Total Dex Media			<u>37.90</u>
<b>Eastern Copy Products</b>			
	12/10/2014	Central copy charges 4th Qtr	737.90
Total Eastern Copy Products			<u>737.90</u>
<b>Fire Alarm Service Technology, Inc.</b>			
	12/10/2014	Panic Alarm Monitoring-annual WE/BF	600.00
	12/10/2014	New Camera for Broadcast Lab	1,371.00
	12/10/2014	Replacement of DVR-Security system at ST	1,378.00
Total Fire Alarm Service Technology, Inc.			<u>3,349.00</u>
<b>First Transit</b>			
	12/09/2014	Bookmobile fuel - 10/28-11/19	300.43
Total First Transit			<u>300.43</u>
<b>Glenice Peel</b>			
	12/10/2014	mileage reimb 11/4-12/4	81.76
Total Glenice Peel			<u>81.76</u>
<b>H. L. Treu Office Supply Corp.</b>			
	12/10/2014	calendars/paper for WE	33.60
Total H. L. Treu Office Supply Corp.			<u>33.60</u>
<b>HF Group, LLC</b>			

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
**As of December 10, 2014**

Document #2014-69

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
	12/10/2014	Bindery service for damaged books	105.18
Total HF Group, LLC			<u>105.18</u>
<b>Horseheads Do It Center</b>			
	12/10/2014	HH - misc purchase for bldg	51.24
Total Horseheads Do It Center			<u>51.24</u>
<b>Ingram Library Services</b>			
	12/09/2014	Library materials - ST JUV interim	1,702.96
Total Ingram Library Services			<u>1,702.96</u>
<b>Kimble, Inc.</b>			
	12/10/2014	HVAC at Steele - FINAL pymt for masonry restore	2,470.00
Total Kimble, Inc.			<u>2,470.00</u>
<b>LTA</b>			
	12/10/2014	Membership-Trustees Association	225.00
Total LTA			<u>225.00</u>
<b>MCI</b>			
	12/10/2014	Long distance chg-HH balance for year	3.60
Total MCI			<u>3.60</u>
<b>MidWest Tape</b>			
	12/09/2014	DVD/Audio purchases - ST	2,069.15
Total MidWest Tape			<u>2,069.15</u>
<b>New England Historic Genealogical Society</b>			
	12/10/2014	Historical Register Subscription	80.00
Total New England Historic Genealogical Society			<u>80.00</u>
<b>Oriental Trading Company, Inc.</b>			
	12/09/2014	BKM program supply	97.63
Total Oriental Trading Company, Inc.			<u>97.63</u>
<b>Petty Cash-Steele</b>			
	12/09/2014	Petty Cash all libraries	187.40
Total Petty Cash-Steele			<u>187.40</u>
<b>ProQuest LLC</b>			
	12/10/2014	Star Gazette Microfilm-annual	2,284.80
Total ProQuest LLC			<u>2,284.80</u>
<b>Sayles &amp; Evans</b>			
	12/10/2014	Legal fees - 2/5/14-10/31/14	7,471.40
	12/10/2014	Legal fees - negotiations	2,780.00
Total Sayles & Evans			<u>10,251.40</u>
<b>South Central Regional Library Council</b>			
	12/10/2014	electronics purchases	240.00
Total South Central Regional Library Council			<u>240.00</u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of December 10, 2014

Document #2014-69

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Southern Tier Library System</b>			
	12/09/2014	eBook FIC/NF	4,971.36
	12/09/2014	processing fees NOV	624.75
	12/09/2014	Cost Share FINAL for 2014	26,641.75
Total Southern Tier Library System			<u>32,237.86</u>
<b>Steele Memorial Library Foundation</b>			
	12/10/2014	transfer of funds belonging to Foundation	2,000.00
Total Steele Memorial Library Foundation			<u>2,000.00</u>
<b>TechSoup Global</b>			
	12/09/2014	Photoshop software x 4 (pd by CCLD)	88.00
Total TechSoup Global			<u>88.00</u>
<b>Teracai</b>			
	12/09/2014	Staff Network device-ST (for workflows)	797.80
Total Teracai			<u>797.80</u>
<b>The ARTS Council - Southern Finger Lakes</b>			
	12/09/2014	annual membership	300.00
Total The ARTS Council - Southern Finger Lakes			<u>300.00</u>
<b>The Spencer Random Harvest</b>			
	12/09/2014	two year subscription 2015/16-VE	56.00
Total The Spencer Random Harvest			<u>56.00</u>
<b>Unique Management Services, Inc.</b>			
	12/09/2014	NOV collection notices	474.35
Total Unique Management Services, Inc.			<u>474.35</u>
<b>Vasco Brands, Inc.</b>			
	12/09/2014	vacuum repair	71.10
Total Vasco Brands, Inc.			<u>71.10</u>
<b>Verizon</b>			
	12/09/2014	phone svc ST/WE - FINAL for 2014	5.29
Total Verizon			<u>5.29</u>
			<u><u>78,468.64</u></u>

**Document #2014-71**

**Report of the December 10<sup>th</sup>, 2014 meeting of the Budget & Finance Committee of the Chemung County Library District.**

Attending the meeting were CCLD board members Sue Cook and Marge Kappanadze. Also attending were Joan Santulli and Ron Shaw, CCLD Administration. The meeting opened at 8:10am.

Ms. Santulli presented the November 30<sup>th</sup>, 2014 Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration. The Committee also reviewed the Fund Balance worksheet dated 11/30/14.

Ms. Santulli presented the 12/10/14 Unpaid Bills Detail for the General Fund bills totaling \$79,081.47. The list includes the 4<sup>th</sup> Quarter payments to Chemung County for Debt Service and to STLS for Cost Share. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

It was noted that this is Sue Cook's last Committee meeting as Treasurer for the Chemung County Library District. CCLD appreciates all the hard work and effort Ms. Cook has given in her position on the Budget & Finance Committee as well as the board of trustees.

The meeting adjourned at 8:22am. The next meeting of the Budget & Finance Committee will be held on Wednesday, January 14<sup>th</sup>, 2015 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.



## **Document #2014-72**

### **Report of the December 3rd, 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, December 3rd, 2014. The meeting opened at 5:04pm. Present were Mr. Muldoon, Mr. Hare, Ms. Hayes and Mr. Roberts. Also attending was Ron Shaw, CCLD Management. The meeting opened at 5:04pm.

Mr. Shaw notified the Committee that he had sent a letter of acceptance to Hunt Engineers for Project Management of the New York State Construction Project - Elevator Replacement at the Steele Library. Mr. Shaw also stated that he had discussed the timeline for project completion and the contract for services with Mr. Jeff Robbins from Hunt.

Steele Library. The committee reviewed the request for final payment from Kimble, Inc. for the HVAC project in the amount of \$2,470. In addition we are waiting for Chemung County Buildings & Grounds to send an invoice for the UV light installation.

West Elmira/Big Flats Libraries. The paperwork to close out these projects has been received from New York State. We have received the final 10% of the project funding and the projects are completely closed..

Horseheads Library. The Paving Project at the Horseheads Library is complete. The final expense report has been submitted to NYS for release of the remaining 10% of funds.

Mr. Hare presented the final draft of the Buildings & Grounds charter.

Mr. Muldoon reviewed the letter received November 10, 2014 from Foor & Associates regarding additional funds for services as Owner's Representative and Construction Management Services for CCLD 2013 projects. Mr. Muldoon recommended that CCLD not pay for items 1 (BR Restoration in the amount of \$1,600) and 2 (Driscoll Masonry Restoration in the amount of \$960). He recommended payment of items 3 (Ductwork cleaning project in the amount of \$1,440) and 4 (Spencer Paving in the amount of \$280).

Energy Audit. Mr. Shaw informed the committee that he will be meeting with Mr. James Hollohan from Taitem Engineering and Mr. Gary Morenus from Chemung County Buildings & Grounds on December 4th. They visit will take most of the day to complete CCLD must provide access to the mechanical room, occupied and unoccupied spaces and the rooftop. In addition Mr. Morenus will be an escort as he is familiar with the heating and cooling systems and occupied space times.

Mr. Hare requested an update on the quotes requested from F.A.S.T. for the alarm systems at West, Big Flats and Horseheads. Mr. Shaw informed the Committee that the request was sent in on November 13th. He will check with F.A.S.T. as to the status.

Mr. Hare recommended the District look into applicable grants to assist in replacing the Chiller unit at Steele. estimates for project management (\$22,000) and materials and labor (\$270,000). Mr. Shaw cautioned that these costs may rise due to inflation and the prevailing wage rate increases.

The meeting adjourned at 5:17pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, January 7th, 2014 at 5pm in the Petrie Conference Room at the Steele Memorial Library.