



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

Agenda

The January 2015 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, January 15, 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 #2015-1)
4. Treasurer's report
 - a) Financial report (document #2015-2)
 - b) Report of Unpaid Bills Detail (document #2014-3)
6. Correspondence
7. President's report.
 - Consent Item- Approval of Slate of Officers for 2015**
 - Consent Item- Resolution to Adopt Exercise Waiver Form**
 - Consent Item- Nomination and Approval of Treasurer for the Board**
8. Director's Report:
 - Appendix A- Office of the Director
 - Appendix B- CCLD Staff report for November
9. Committee reports:
 - a) Executive Committee (Roberts)
 - 1) Report of the Committee meeting (document #2014-4)
 - b) Budget & Finance Committee (Cook)
 - 1) Report of the Committee meeting (document #2014-5)**Consent Item- Approval of Budget and Finance Committee Charter**
 - c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document #2014-6)
 - d) Personnel Committee (Cady)**Consent Item- Approval of Personnel Actions (Appendix C)**
10. Call for Executive Session
11. Old business
12. New business
13. Period for public expression
14. Adjournment

(Minutes of the DECEMBER 2014 meeting of the Chemung County Library District Board of Trustees. Document #2015-1)

The meeting was held on Thursday, December 20th, 2014 at the Steele Memorial Library, 101 East Church Street, Elmira, New York. President Richard Roberts called the meeting to order at 6:05pm. Present were Pat Silvernail, Ann Hayes, Georgia Reynolds, Bonnie Chollet, Sue Cook, Marge Kappanadze, Juan Jones, Ann Cady, Rachel Dworkin, Jim Hare and Jessica Roberts. Excused: Michael Muldoon. Absent: Tim Blandford.

Minutes. The minutes of the November 2014 meeting (Document #2014-67) were presented for board review. The minutes were approved as distributed by unanimous consent.

Financial Report. The November 30th, 2014 Financial Report (Document #2014-68) was presented for board review. By unanimous consent, the November Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills. (Document #2014-69). Ms. Cook reported that the bill lists include the final 2014 payment to the Chemung County Treasurer for Debt Service and to the Southern Tier Library System for Cost Share; Equipment purchase for the Broadcast Lab and Security System at Steele and an annual invoice for attorney fees. By unanimous consent, the board authorizes the payment of the unpaid bills dated 12/3/14 General Fund – 21,159.99 and the unpaid bills dated 12/10/14 General Fund - \$78,468.64 & Grant Fund \$3,500 as distributed.

Correspondence. Mr. Shaw passed around several Christmas cards received from patrons and companies who do business with the Library District. A thank you letter was also received from the Soaring Museum for the Library District staff who took part in their "Cookie Time with Mrs. Klaus". They reported over 250 visitors to the program.

President's Report. President Roberts reported that the slate of Officers for 2015 will remain the same with the exception that the Library District will need a new Treasurer.

CONSENT ITEM: Mr. Hare moved, seconded by Ms. Roberts to approve the nomination of Richard Roberts as President; Marge Kappanadze as Vice-President and Rachel Dworkin as Secretary. VOTE: Unanimously Approved.

CONSENT ITEM: Ms. Chollet moved, seconded by Ms. Cady to approve the list of 2015 Board and Committee Meeting dates with the Budget & Finance Committee meeting for November to be determined at a later date. VOTE: Unanimously Approved.

The resolution listed on the Agenda to adopt Board Policies will take place following an Executive Session with the CCLD Attorney.

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

- CCLD Issues. Regarding the creation of the Library District Policy Manual, the lawyer has been sent the policies he requested and sample policies from the Liverpool Policy Manual have been forwarded to him as well so that both the library and legal viewpoints can be included in the new CCLD Policy Manual.
- Hogmanay. The Library District has offered this "fine forgiveness" period between Christmas and the New Year for the past few years. Last year approximately \$1,000 in fines were forgiven with patrons bringing canned food as donations to reduce their fines. One can of food could reduce fines by up to \$5.00. Ms. Reynolds moved, seconded by Ms. Cady to continue offering Hogmanay this year. VOTE: Unanimously Approved.
- Memorial Day weekend 2015. Due to the extension of the Saturday hours into mid-June, the 2015 calendar shows the libraries being open on the Saturday of Memorial Day Weekend. Mr. Shaw requested that the board approve being closed on that Saturday. Ms. Reynolds moved, seconded

by Ms. Roberts to modify the 2014/15 Fall/Winter/Spring calendar to close the libraries on the Saturday of Memorial Day Weekend 2015. VOTE: Unanimously Approved.

- Email Notices - go paperless. One of the objectives of the CCLD Long Range Plan is to improve existing environmental and recycling efforts and to support current green initiatives. Mr. Shaw is considering going completely paperless with the receipts that patrons receive when checking out books. They would receive an email giving them the due dates instead. Of course, those who still wish to receive a paper receipt would be given one. This is one of the issues being worked on by STLS - a change is needed in the checkout software.
- Current major plans being worked on. Technology Plan - The main document is being edited and the budget portion is being worked on. Deb Brimmer, CCLD's Network Specialist has met with Jim Brady this week regarding the possibility of Shared Services for the IT Department. Mr. Shaw is also working with STLS to determine whether or not CCLD can get Shared Services through them. The advantage of using STLS is that they know our system. Pricing for both options will be requested. Staff Plan. The last plan (July 2011) is in process of being reviewed and updated. When the draft is completed it will be forwarded to department heads for input. Central Library Plan for STLS. Mr. Shaw and Brian Hildreth, Director of STLS, have discussed the timeline and format for submission of the Central Library Plan for 2015. One item being discussed is Zinio - which is a subscription to electronic magazines. CCLD would no longer purchase Novelist with Central Book Aid funds due to lack of usage. In its place, CCLD would pick up the platform fee for Zinio with other member libraries contributing to the content of the program. This is currently in the discussion phase. Friends of CCLD. Mr. Shaw and Ms. Corter met with representatives of the Friends of CCLD regarding the plans for their annual event being planned for May 8, 2015. The event would be held at the Steele Memorial Library and would be a fundraiser and would take the place of their annual meeting. That same date is being considered as the Spring Continuing Education date for CCLD staff. That would mean the library would be closed and allow the Friends to prepare the auditorium ahead of time for the event. Mr. Hare stated that the Friends are looking at creative and different venues to generate funds for their organization.
- Grant Applications . Reps from Taitem Energy have performed a walk-through of the Steele Library to prepare their report on NYSEDA Energy Grant for the Energy Audit. Followup information requested by them has been sent and CCLD should hear about the grant after the holidays. Mr. Shaw also received confirmation that the grant submitted in May to the Corning Foundation resulted in no funding for CCLD.
- Programs. Two upcoming programs include a Teen Maker Night on the 23rd where Teens can use 3D printing to make jewelry and a Tweens & Teens program on the 29th for a video gaming session for ages 10-18.

CONSENT ITEM: Modification of 2014-15 Calendar. Memorial Day weekend 2015. Due to the extension of the Saturday hours into mid-June, the 2015 calendar shows the libraries being open on the Saturday of Memorial Day Weekend. Mr. Shaw requested that the board approve being closed on that Saturday. Ms. Reynolds moved, seconded by Ms. Roberts to modify the 2014/15 Fall/Winter/Spring calendar to close the libraries on the Saturday of Memorial Day Weekend 2015. VOTE: Unanimously Approved.

CONSENT ITEM: Hours of availability for Wi-Fi. Following discussion, Ms. Dworkin moved, seconded by Mr. Jones for CCLD to keep the Wi-Fi available to the public 24 hours per day. VOTE: 12-Yes, Ms. Reynolds-No – Motion Approved.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2014-70). President Roberts reported that due to the fact that the Executive Committee can no longer approve invoices for payment unless there is a quorum of board members present, he will need board members to attend each month's Executive Committee meeting long enough to approve the list of unpaid bills. The long-term solution is to request that the State Legislators change the language in the legislation that formed the District to give permission for the Executive Committee to approve interim invoices.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was distributed in writing to the board (Document #2014-71). Ms. Cook passed around a tentative end of year Fund Balance Report for board review. The report shows the amounts designated in both Restricted Funds and Reserve Funds. Mr. Shaw reported that he is working with the donor of the stocks and has found that the best way to make the transfer is to have it sent to the Steele Library Foundation and have them then distribute the funds to CCLD. He also reported on the receipt of a \$5,000 donation given anonymously to purchase AV materials and receipt of a check from Chemung County for PILOT funds that he is requested be earmarked for Technology Reserve for funding of new technology. Mr. Hare moved, seconded by Ms. Cady to set aside these unanticipated funds for the Technology Reserve. VOTE: Unanimously Approved.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was distributed in writing to the board (Document #2014-72). Mr. Hare stated the Committee received a report that the State Construction projects at both the West Elmira and Big Flats Libraries have been closed out by New York State and CCLD has received the final payment from the grant. The Horseheads paperwork to close out the Horseheads project has been sent to the State – final payment has not yet been received. The Committee reviewed correspondence from Foor & Associates which explained their reasoning behind the September request for payment in the amount of \$4,280. The Committee recommends compensating Foor & Associates for their management of the Ductwork cleaning project at Steele (\$1,440) and the Spencer Paving project at Horseheads (\$280) plus their out-of-pocket expenses (\$4.24). Mr. Hare moved, seconded by Ms. Hayes to pay Foor & Associates the amount of \$1,724.24 to close out the project management of all CCLD's current projects. VOTE: Unanimously Approved.

The contract with Hunt Engineering to be the Project Manager for the 2014/15 Elevator project at the Steele Library has been signed and will be sent out tomorrow. Regarding the plowing of snow for the shared parking lot at the Horseheads Library, Mr. Barber from the Barber Funeral Home has suggested that his business and the library use the same snow removal company and share the expense. He currently uses Baccile Paving. Mr. Hare moved, seconded by Ms. Hayes authorizing CCLD to enter into a snow plowing contract sharing the expense with the Barber Funeral Home. VOTE: Unanimously Approved. Last year's figures showed that approximately \$900 was spent for the plowing of snow at the Horseheads Library.

The Committee is considering changing the time of their monthly meeting from 5:00pm to 5:30pm on the first Wednesday of each month. This will be discussed at their meeting next month with the Chair of the Committee, Mr. Muldoon.

CONSENT ITEM: The Building & Grounds Committee Charter has been revised and reviewed by the board of trustees. Mr. Hare moved, seconded by Ms. Hayes to accept the Charter as submitted in writing to the board of trustees. VOTE: Unanimously Approved.

Personnel Committee. Ms. Cady stated that the Committee has revised the Staff Evaluation forms for the CCLD Director. The form will be submitted to Department Heads and gives them assurance that their feedback would be averaged into all responses received in order to protect their anonymity. This form and other items covered by the Committee will be discussed in Executive Session.

The list of Personnel Actions dated December 11, 2014 does not need board approval as all of the actions listed are increases in salaries as determined by the union contract.

Old Business. None.

New Business. Mr. Shaw reported that staff members have met with CCLD's collection agency, Unique Management. At the next meeting, the board will receive reports that show that the amount that CCLD is currently charging patrons who are sent to collection needs to be increased.

Mr. Shaw is working on developing an “exercise waiver” that patrons who participate in those types of programs at the library would need to sign for insurance purposes. This document will be sent to board members prior to the next meeting.

Ms. Reynolds reminded board members that this meeting is the last one for two of our dedicated board members, Ms. Ann Cady and Ms. Sue Cook. A motion was made by Mr. Roberts, seconded by Ms. Chollet thanking both Ms. Cady and Ms. Cook for their many years of excellent service to the Chemung County Library District Board of Trustees. VOTE: Unanimously Approved. Both Ms. Cady and Ms. Cook stated that they will miss everyone.

At this time, newly elected board members were introduced to the board. Jack Shamel was elected to District 6 and Phyllis Rogan was elected to District 10. Their terms of office will begin January 1, 2015.

Public Expression. None.

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

CONSENT ITEM: Approval of Evaluation Forms. Ms. Cady moved, seconded by Ms. Reynolds to approve the Staff Evaluation of the Director form as recommended by the Personnel Committee and as submitted in writing to the board. VOTE: Unanimously Approved.

Following a complete review of the Library District’s Policy Manual, the 100’s Section – Board Operations – Ms. Cady moved, seconded by Ms. Chollet to approve the following resolution:
RESOLVED, that the Board hereby authorizes and directs the development and maintenance of a unified Policy Manual for Library District operations; and it is further
RESOLVED, that the Board hereby adopts the following policies in the “100” Series; and it is further
RESOLVED, that the policies so adopted shall supersede all bylaws, policies, procedures, or guidelines however denominated governing Library District operations that are currently in effect and that cover the same substantive topics.

BOARD OPERATIONS/BYLAWS

- 100 District Legal Status
- 105 Board Legal Status
- 110 Election of Trustees
- 111 Officers
- 120 Meetings
- 121 Quorum
- 122 Executive Sessions
- 123 Minutes
- 130 Committees
- 131 Executive Committee
- 132 Budget and Finance Committee
- 133 Buildings and Grounds Committee
- 134 Personnel Committee
- 140 Code of Ethics for Board Members
- 150 Orienting New Board Members
- 160 Board Self-Evaluation
- 170 Compensation and Expenses
- 171 Attendance by Board Members at Conferences, Conventions and Workshops

VOTE: Unanimously Approved.

Ms. Cady moved, seconded by Ms. Reynolds to give CCLD's Administrative Assistant, Joan Santulli a two percent salary increase in the year 2015. VOTE: Unanimously Approved. Ms. Cady moved, seconded by Ms. Reynolds to give Ms. Santulli a \$1,500 stipend for the extra duties she took on in 2014 as Administrator for the Health Insurance. VOTE: Unanimously Approved.

The meeting was adjourned at 8:15pm. The next regular meeting of the board will be held on Thursday, January 15, 2015 at 6:00pm at the [Steele Memorial Library, 101 East Church Street, Elmira, New York.](#)

Unpaid Bills Detail

As of December 31, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
	12/31/2014	Reference materials	47.92
Total Baker & Taylor Books			<u>47.92</u>
Grey House Publishing			
	12/31/2014	Reference Material	75.28
Total Grey House Publishing			<u>75.28</u>
Information Today, Inc.			
	12/31/2014	reference material	404.05
Total Information Today, Inc.			<u>404.05</u>
Matthew Bender & Co., Inc.			
	12/31/2014	Reference Material	796.45
Total Matthew Bender & Co., Inc.			<u>796.45</u>
PDR			
	12/31/2014	Reference material	64.75
Total PDR			<u>64.75</u>
Southern Tier Library System			
	12/31/2014	eBook/Audiobook purchases JUV/YA/NonFic	5,281.34
Total Southern Tier Library System			<u>5,281.34</u>
			<u>6,669.79</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of December 31, 2014

Document #2015-3

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	12/31/2014	final G. Novel for 2014	42.37
Total Amazon Credit Plan			<u>42.37</u>
Ingram Library Services			
	12/31/2014	Library materials - final for 2014	3,125.87
Total Ingram Library Services			<u>3,125.87</u>
Southern Tier Library System			
	12/31/2014	Audiobook/EBooks final for 2014	2,538.61
Total Southern Tier Library System			<u>2,538.61</u>
			<u><u>5,706.85</u></u>

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of January 7, 2015

Document #2015-3

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Ingram Library Services			
	01/06/2015	Non Fiction JAN 2015 stmt	859.93
Total Ingram Library Services			<u>859.93</u>
			<u>859.93</u>

Unpaid Bills Detail

As of January 7, 2015

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amanda Farley			
	01/07/2015	Mileage 12/16 workshop	130.53
Total Amanda Farley			<u>130.53</u>
Amazon Credit Plan			
	01/07/2015	Nov/Dec purchases	1,660.33
Total Amazon Credit Plan			<u>1,660.33</u>
Amy Bond			
	01/07/2015	Teen self-defense class 1/13/15	150.00
Total Amy Bond			<u>150.00</u>
Audio Editions			
	01/07/2015	CD/Audio purchases for BF	118.33
Total Audio Editions			<u>118.33</u>
Blackstone Audio			
	01/07/2015	DVD purchases NOV	150.00
Total Blackstone Audio			<u>150.00</u>
CCLD Petty Cash			
	01/07/2015	Petty Cash WE/BF	204.07
Total CCLD Petty Cash			<u>204.07</u>
Cengage Learning, Inc.			
	01/07/2015	Fiction Purchases-ST	482.68
Total Cengage Learning, Inc.			<u>482.68</u>
Chelsy R. Whittle			
	01/07/2015	Patron Refund	30.00
Total Chelsy R. Whittle			<u>30.00</u>
Chemung Canal Trust Company			
	01/07/2015	DEC purchases - iPad for BF/Prof Fees/supplies	715.74
Total Chemung Canal Trust Company			<u>715.74</u>
Dex Media			
	01/07/2015	advertising -phone book - paid for year 2015	454.80
Total Dex Media			<u>454.80</u>
Ingram Library Services			
	01/07/2015	Library materials - JAN 2015 statement	6,562.86
Total Ingram Library Services			<u>6,562.86</u>
MH Software			
	01/07/2015	Calendar Software - all libraries-2015 annual fee	540.00
Total MH Software			<u>540.00</u>
Michael Truesdail			
	01/07/2015	Mileage reimb 12/1-11/8	33.93
Total Michael Truesdail			<u>33.93</u>

Unpaid Bills Detail

As of January 7, 2015

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Owen Frank			
	01/07/2015	Volunteer Party supplies HH	226.79
Total Owen Frank			<u>226.79</u>
Perry & Carroll, Inc.			
	01/07/2015	Liability/bldg insurance 1st installment 2015	6,452.41
Total Perry & Carroll, Inc.			<u>6,452.41</u>
Petty Cash-Steele			
	01/07/2015	Petty Cash-VE/Teen/postage	448.29
Total Petty Cash-Steele			<u>448.29</u>
RadioShack Corporation			
	01/07/2015	Phone replacements ST	59.98
Total RadioShack Corporation			<u>59.98</u>
Recorded Books			
	01/07/2015	DVD order 12/18	99.00
Total Recorded Books			<u>99.00</u>
Shawnie Brown			
	01/07/2015	Self-Defense class 1/17/15	90.00
Total Shawnie Brown			<u>90.00</u>
SmileMakers			
	01/07/2015	Program supplies - WE	49.02
Total SmileMakers			<u>49.02</u>
Staples Credit Plan			
	01/07/2015	Tablet/iPad/Internet security/backup disks/printer	916.66
Total Staples Credit Plan			<u>916.66</u>
Sterling Computer Products			
	01/07/2015	print cartridge-ST	76.52
Total Sterling Computer Products			<u>76.52</u>
TechULearn, LLC			
	01/07/2015	Classes - Tech/Adult program budget	300.00
Total TechULearn, LLC			<u>300.00</u>
Teracai			
	01/07/2015	Cisco/Smartnet licenses	702.80
Total Teracai			<u>702.80</u>
Time Warner Cable			
	01/07/2015	VPN service Annual for all but WE	4,912.99
Total Time Warner Cable			<u>4,912.99</u>
Verizon			
	01/07/2015	phone svc HH/ST/WE paid for year 2015	6,117.84
Total Verizon			<u>6,117.84</u>

Unpaid Bills Detail

As of January 7, 2015

<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Verizon Wireless		
01/07/2015	BKM/Admin. cellular service	<u>227.35</u>
Total Verizon Wireless		227.35
Wegmans Food Markets Inc.		
01/07/2015	Programming Teen/JUV	<u>195.25</u>
Total Wegmans Food Markets Inc.		195.25
Wellsville Library		
01/07/2015	Payment for lost book	<u>15.00</u>
Total Wellsville Library		<u>15.00</u>
		<u>32,123.17</u>

Document #2015-4

Report of the January 7th, 2015 meeting of the Executive Committee of the Chemung County Library District:

Attending the meeting from the Executive Committee were Richard Roberts, Georgia Reynolds, Rachel Dworkin, Marge Kappanadze; and Joan Santulli and Ron Shaw, CCLD management. Other board members in attendance were Ann Hayes, Bonnie Chollet, Jim Hare, Pat Silvernail and Phyllis Rogan. The meeting opened at 6:04pm.

Newly elected board members took their oath of office in front of notary Sherry Collins. They were Pat Silvernail – 1st District; Bonnie Chollet – 5th District; Phyllis Rogan – 10th District and Richard Roberts – 14th District.

Ms. Santulli presented the Unpaid Bills Detail dated 12/31/14 for the General Fund in the amount of \$5,706.85; Grant Fund - \$6,669.79 and the lists dated 1/7/15 for the General Fund - \$32,123.17 and Grant Fund \$859.93. Several invoices are being paid in advance for the entire year. Ms. Reynolds moved, seconded by Ms. Hayes to pay the bills as listed. VOTE: Unanimously Approved.

President's Report. Mr. Roberts requested that the Budget & Finance Committee Charter and the Exercise Waiver Form be included on the Agenda for the January 15th meeting of the board. Union Contract negotiations continue with the next meeting scheduled for January 16th, 2015.

Mr. Shaw reported on the following:

- Collection Agency fees. Information will be forthcoming prior to the board meeting regarding changes the staff is requesting for Collection Agency fees being charged to patrons. The current charge of \$5 is less than the amount being paid by CCLD. A request to approve the changes will be made at the January board meeting.
- I Lead USA program. Brian Hildreth, the Director of the Southern Tier Library System has requested that Mr. Shaw be on a team with other STLS Library Directors to take part in this program. It is team-based, with teams between two and five people; libraries/library system staff can apply to participate as a team member, a mentor or as an instructor. Mr. Hildreth is interested in having a group from STLS.
- Email notices of patron checkouts have been activated by STLS. It is not yet saving paper because the receipt printers are still printing out the list as items are being checked out.
- Librarian Jennie Lewis is checking into a new service – a hotspot lending program. CCLD would lend out the devices for patrons to use.
- Librarian Maggie Young has been working on a Facebook page for the Genealogy Department. Ron has reviewed a beta version and it should be ready to go on the web by next week.
- Deb Brimmer is looking into the possibility of offering “wireless printing” to the public. The Library District would charge for the copies, but patrons would be able to use their own devices to send documents to the print center.
- The Historical Society is offering “memory clinics” at the Broadcast Lab of the Steele Library. Residents can record stories from their youth, etc. The first clinic is scheduled for March 28th, 2015.

- The Technology Plan is in its final review.
- Mr. Shaw met with the CCLD Management Team this week and will be giving them the newest version of the Staff Plan to review.
- The Central Library Plan of Service is being reviewed at this time. The plan will need to have the approval of the Southern Tier Library System.

The meeting adjourned at 6:35pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, February 4th, 2015 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2015-6

Report of the January 7th, 2015 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:00pm. Present were Mr. Muldoon, Mr. Hare, Ms. Hayes and Mr. Roberts. Also attending were Joan Santulli and Ron Shaw, CCLD Management. The meeting opened at 5:00pm.

The Committee received reports on the following:

- Elevator Project at Steele. A representative from Hunt Engineering is meeting with Mr. Shaw next week to do a walk-through for the project. The contract with Hunt was signed 12/18/14. The time frame for completion of this project is July 1, 2015.
- The final payment to Kimble for the HVAC project at the Steele Library was made last month.
- The Buildings & Grounds Committee Charter was approved at the December meeting of the board of trustees.
- Regarding the Energy Audit of the Steele Library, Mr. Shaw continues to correspond with representatives of Taitem Energy to ensure they have all information needed to complete the project.
- CCLD has received a quote from Fire Alarm Service Technology regarding the fire alarm upgrades at branch libraries.
- CCLD has received the final closeout paperwork from New York State along with the check that represents the final payment from the grant funds for the project.
- Baccile Paving has been contracted with to do the snow plowing of the shared parking lot of the Horseheads Library and the Barber Funeral Home.
- CCLD has received its annual letter from the Elmira Water Board requesting that CCLD do a back-flow testing of the lines at the Steele Library. Mr. Shaw has contacted the County Buildings & Grounds Department to take care of this.

Mr. Hare stated that he would like to see the Library District contact Senator O'Mara's office to determine whether or not the Library District would be eligible to receive any of the State funding that is available for infrastructure. He stated that it may be possible to receive funding for the replacement of the public bathrooms and/or the chiller at the Steele Library. Mr. Shaw will check into this.

A request was made that at the next meeting the Committee be supplied with a one –page report on the status of the current building projects and any proposed future projects, along with projected costs of said projects.

The Committee agreed to change the meeting time of this Committee to **5:30pm** on the first Wednesday of each month.

The meeting adjourned at 5:28pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, February 4th, 2015 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.

Office of the Director, CCLD

Major accomplishments: Continued coordination with Taitem Engineering (J. Halloran) re: energy audit. Follow-up with Meeting with Jeffrey Robbins (hunt Engineering) re: acceptance of RFP for Elevator Modernization Project Building Conditions Surveys, contract items, timelines and document preparation. Updated list of projects for County Buildings & Grounds at CCLD buildings.

Phone interview with Christopher P. Dzedzic, Legislative Assistant, Broome County Legislature re: Broome County's proposed special district initiative. Follow-up Phone interview with D. Richter, M.P.A. candidate at Binghamton re: Broome County's proposed special district initiative. Review of exercise waiver policy (sent to C. Wolan). Reviewed drafts of CCLD Technology Plan, CCLD Staff Plan and Library Plan of Service in consultation with staff and STLS. Preparation of board packet. Novelist Database Discontinued in 2015

Discussion with staff members re: new technologies- wireless printing (SML,HFL), self-checkout (HFL), Roku and hotspots (SML), Zinio, Recorded Books (Transparent Language, and indieflix, Lynda.com kiosk. Shelving re-arrangement in HFL

Site visits to CCLD branches- West Elmira, Horseheads

Other site visits- Diven; Rakow Library

Major meetings: Brian Hildreth regarding Central Library Plan 2016, tax cap, DAC meeting requests. Attended CCLD Board meeting and meetings with Personnel Committee, Buildings and Grounds and Executive Committee. Meeting with Pam Davis-Webb re: Bookmobile school and community stops at Diven. Meeting with Pauline Emery re: iLead NY through STLS. Management meeting. Phonecon with Brian Hildreth re: State Mandated Tax Cap and Tax Freeze Reporting

Several meetings with Chris Corter, Owen Frank, Janet Ackerman to discuss future plans for programs, staffing, hiring, etc. Several with O. Frank re: construction projects. Meeting with C. Corter re: SML/WE. Meeting with Janet Ackerman re: Personnel replacements. Discussion with J. Lewis. Jennie Matthews. Personnel meeting with R. Roberts, A.Cady, etc. Meetings with Chris Corter re: scheduling of librarians, desk schedules, and LH/Genealogy tasks and priorities.

Major Personnel Issues: Confidential conversations under open door policy. Labor Management meeting with CSEA Reps.

Major Patron conversations: Questions regarding Annual Hogmanay Week; Several patrons regarding programming. Several with patrons discussing materials selection. Conversations with potential donors.

Community Presence: Attended Diven School ribbon cutting ceremony; Attended Diven School "12 Days of Giving." Attend ECSD Buildings & Grounds Committee meeting. Attend ECSD School Board meeting. Attend Rotary Club of Elmira meetings (4), Rotary Club of Elmira Board meeting.

Media Coverage: Diven School ribbon cutting ceremony (WENY). Hogmanay News Release.

Programs attended/observed: Gingerbread Program

Professional readings: IMLS- White paper: the National Impact of Library Public Programs Assessment (NILPPA); "What Makes an Effective Nonprofit?" Association of Small Foundations; *Partnerships: Frameworks for Working Together*. CCF National Resource Center;

Professional courses attended/completed: Managing Project Communication Nov 24 through Lynda.com (South Central Regional Library Council online training subscription).

**Steele Library January 2015 Activity Reports
(Dates covered December 11, 2014- January 7, 2015)**

Circulation and Steele Library Supervision - Chris Corter

In December, I generated lists of missing items and distributed to each department. As an end of the year project, staff searched shelves and discarded from the database as a way of cleaning up records. Along with Brian and Joan, I met with a representative of Unique Management to discuss ways to improve collection agency service. Steele has begun to track in-house use of magazines which should give us a better idea of what is being read. On January 2nd, we began to offer patrons the opportunity to have their checkout receipts emailed to them. The new page we hired in November resigned in December so we needed to interview again. We also interviewed for an open page position vacated by Melissa Neuffer who transferred to youth services. As a result, 2 new circulation pages have recently been hired and will begin training.

Audio/Visual – Brian Harris

I have weeded Audiobook CD's to solve the severe overcrowding problem. Many items removed were purchased back in 2003 – 2006 and had low circulation.

Reference/ Adult Services- Connie Ogilvie

In the month of December, 2014 there were 583 queries on the Adult Services Desk and 347 questions on the PC2 Desk. I made a display of non-fiction books for Christmas, which included books on making decorations, baking, Holiday traditions, and Christmas stories.

Staff has been consistently working on the non-fiction weeding project. There was also a "Missing List" of non-fiction books that Chris Corter generated in Directors Station, which I have volunteers working on. Surprisingly we are finding a fair amount of the books from that list.

Adult Fiction – Caroline Poppendeck

This past month, the adult fiction department began implementing efforts to make the section more visually appealing with shelf talkers, bookmarks, and a few book displays. This effort will be ongoing. Weeding is continuing.

LH/Genealogy –Maggie Young

Microfilm stats:

Magazine fiche -0-
newspapers -416-
census film -31-
vital stats -64-
misc -29

Attached to this email, please find year-end stats for genealogy databases for the board.

We are currently writing an application to participate in StoryCorps@yourlibrary--StoryCorps provides training and equipment for StoryCorps program at 10 selected public libraries nationwide. We are also writing an application for a digitization grant through SCRLC's RBDB program. As a part of that

application, we are drafting a user needs assessment for genealogy/local history patrons at the library to determine customer satisfaction.

The genealogy/local history dept. now has its own Facebook page to post items of specific historical and genealogical interest. Please visit us and like our page *Genealogy and Local History at Steele Memorial Library --CCLD*

Social Media and Adult Programming – Jennie Lewis

Adult Programming

In December there was a concert for adults on December 4th with American Roots Artist, Marc Berger. Technology training continued in the Tech Lab with two sessions of "Tablet Talk" at Steele and a video game design course for teens by TechULearn.

Social Media

Photos from a variety of CCLD programs were posted to Facebook in December, along with program reminders, and Throwback Thursday genealogy/local history posts. Some of these posts were also duplicated on Twitter and Google+. Five new blog entries were posted in December.

Teen Activities – Doris Jean Metzger

In December, Steele Teen services applied for a Teen Tech Week grant from YALSA for a Lego Robotics program. Other, local grants are being sought also. TAG members and teen parent Jean Harshberger provided significant assistance with the YALSA grant. Teen librarian Doris Jean applied for a scholarship to attend the Youth Services Conference in the Spring. The Teen Advisory Group is planning a LARP (live action role playing) program in the library for the spring. Summer Reading program planning continues with TAG. Wedding of YA fiction hardcovers is finished. TAG requested a new program: Teen Art Studio.

Marketing – Michelle Barrett

Hogmanay – 2014 results for food items accepted in lieu of fines

	items	\$equivalent
Steele	365	1825
Horseheads	21	105
Big Flats	7	35
West	51	255
Van Etten	6	30
BKM	off road	
		\$2250

West Elmira

Amanda Zell has been transferred full time to Steele as of January 2nd. Steele staff will provide staffing to the branch when necessary so cross training has begun. Michelle is working hard to put spring and summer programming into place before her planned absence.

The Youth staff festively decorated our Children's Room for the Holidays and we had a lot of positive comments from families, especially the constant replenishing of holiday books, which are very popular.

Year end programs included Gingerbread House creations, with 35 kids making unique and yummy candy houses. For special school break specials, we had 2 movie days, The Polar Express and Dolphin Tale 2, both were well attended. Also Doris Jean and Emma, hosted, along with Rainy Toad Gaming a school's out game day for tweens and teens on Dec. 29.

Janet attended the Summer Reading Loss Committee meeting on Jan. 6, this ever growing committee includes Chemung Co. Youth Bureau, Horseheads, Elmira Hgts. and Elmira City School representatives, YWCA, Southport Town Recs program, Southside Community Center, Family Reading Partnership in an effort to work collaboratively on combating the reading loss that occurs over the summer months. Janet also attended a Management meeting today, where we viewed a brief demonstration on new scheduling software.

Beecher Class 6th graders visited on Jan. 6, and did research and checked out biographies.

Janet attended the STLS Youth Advisory Meeting on Jan. 7 at STLS, along with other STLS Youth directors from around the system. Topics covered were workshop and training recommendations, Summer Reading Club, Media Mentors program, Ready to Read program and a Family Literacy Grant.

Emma will attend a Webinar on Weeding your collection on Jan. 9.

Information Technology Department - Deb Brimmer

December - January 2015

- Actively working with Christopher Williams, Director of all NYS Teacher Centers of the New York Institute of Technology in NYC on a technology grant. Participating in conference call meetings and submitted our input on what should be in the grant
- Updated Centurion on Steele Staff computers
- New Intern is on winter break from college so is not able to work
- Contacted new intern from Elmira College to possibly work in Training Lab, Tinker Lab and split time with the Reference Dept. discarding Non Fiction materials.
- Had Time Warner replace our Staff modem this month which will help in resolving some of our outage issues
- The email server at STLS was upgraded which created a lot of response work on email issues. Contacts did not come over and if they did they were corrupt. Still at this time identifying issues on a daily basis with the new email program and trying to resolve.
- Starting January 10th, the Tinker Lab will be open on Tues, Thurs and Saturday with full advertisement of space being open.
- Actively promoting that space is open and available to use.
- Created training document and trained all Librarians and 2nd floor support staff, as well as some Youth staff, on the Broadcast Lab procedures.

- Plan on having Broadcast Lab open in the next couple of weeks.
- Will begin training all Librarians and 2nd floor support staff on how to use, as well as some Youth staff, (work the camera and edit videos) and circ the new Broadcast Lab.
- Developing final touches on rules and procedures for Broadcast Lab
- Ordered new (3) Wireless devices for Steele to resolve daily outages, waiting on installation
- Goal is to cover the entire building with wireless connectivity
- Still waiting on installment of Steele Staff network router, to resolve remaining network issues with Workflows
- We are working with Doris Jean on a grant for the Lego Robotics program - to purchase the equipment and become part of the program.
- We are beginning the planning of a Grand Opening for the Tinker Lab and Broadcast Lab at the end of January or beginning of February.
- Still trying to nail down a date for the next Maker Faire so I can start booking people and get things on a calendar
- Jason has been off for several weeks due to winter break
- Trying to nail down a date for the Tinker Lab Grand Opening will help to put a focus back on the space.
- Met with Jim Brady, he was not interested in consulting on an assessment and evaluation of our current services, but he did say he would get back to me with some names of someone who might do that for us.
- Meeting with Jim Brady did however enlighten me on the fact that dark fiber is most likely located on the corner of Church and Clemens Center Parkway. Spoke with Ron about pursuing this further and finding more information about what we need to do to connect to it. This would bring our current connection of 7Mbps to over 100Mbps. You can imagine how that would increase our capabilities and speed. Enabling us to offer a much better experience with the increase of wireless usage here at Steele. We currently have approximately 80 people a day connect on our wireless network and those numbers will only increase into the future. The added bandwidth and speed will allow us to comfortably handle that type of usage.
- Jim Brady also suggested I talk to the County about using them on some of our projects, which I will contact them in the near future.
- Met with the Enactus Club from Elmira College they will take back our requests to their membership, to see if they can assist us in the Tinker Lab with programs and innovation.
- Updated Training Lab computers security software
- Adjusted shutdown schedules for branch libraries due to the holiday hours
- Ongoing: Updated all images to keep working images up to date
- Have Michael developing Standard Operating Procedure documents to have on file. If we have someone come in to help, they can use "How-To" documents to perform tasks.
- Will be reviewing and editing "How-To" documents as they are finished for accuracy and attention to detail.
- Working to back up all image drives for redundancy
- Installed Adobe Premiere and Photoshop Elements on all Tech Lab computers

Branches

Owen Frank Branch Supervisor

Dec 16th--Attended Friends of the Horseheads Library Meetin

Dec 17th--Attended Public Library Foundation of Chemung County Meeting

Jan 12th--Branch visit Van Etten

Jan 15th--Attended Adult Literacy Advisory Board Meeting at EOP

Big Flats

12/17--Glenice did a story time at the Big Flats Preschool

12/19--Glenice proctored an exam for a college student

Horseheads

12/16--Amanda Farley attended a conference in Rochester titled, "What's New in Children's Literature."

Van Etten

Michelle continues to provide programs at the Spencer-Van Etten Schools pre-K, Head start, and Family resources room

Heritage Quest 2014			Ancestry.com Library Edition 2014		
Month	Searches	Hits	Month	Searches	Hits
January	1,912	4,123	January	2,186	1,035
February	1,827	3,805	February	3,642	2,312
March	1,619	3,655	March	5,461	1,897
April	1,558	3,943	April	3,981	2,071
May	1,056	2,427	May	2,890	1,834
June	1,220	2,791	June	1,707	959
July	1,678	4,310	July	4,203	2,677
August	1,648	3,209	August	2,423	1,414
September	924	2,482	September	2,996	2,087
October	1,220	3,577	October	4,201	2,326
November	1,515	3,748	November	3,023	2,084
December	1,232	4,206	December	1,626	870
Total	17,409	42,276	Total	38,339	21,566

2014 Genealogy Grand Total	
Searches	55,748
Hits	63,842
Cost per Use	\$ 0.03

	Oct-14		Nov-14		Dec-15		2014		2013		2012	
	Total						Total	%-age	Total	%-age	Total	%-age
Adult Non-Fiction	3532	6.65%	3130	6.69%	3422	7.03%	42,314	7.16%	48952	8.32%	53,076	9.03%
Adult Fiction	9223	17.37%	7821	16.71%	8373	17.20%	103,254	17.48%	110498	18.77%	117,901	20.06%
Juv NF	2295	4.32%	2121	4.53%	1833	3.76%	25,876	4.38%	24473	4.16%	28,385	4.83%
Juv Fic	10997	20.72%	9409	20.11%	8523	17.50%	122,885	20.81%	126150	21.43%	130,819	22.26%
AV	16449	30.99%	15295	32.68%	16692	34.28%	185,420	31.39%	178525	30.33%	181,376	30.86%
Periodicals	330	0.62%	459	0.98%	381	0.78%	4,408	0.75%	4677	0.79%	5,923	1.01%
Other	1273	2.40%	851	1.82%	1527	3.14%	7,485	1.27%	6445	1.09%	4,194	0.71%
Public Pcs	4348	8.19%	3648	7.80%	4106	8.43%	47,570	8.05%	49524	8.41%	51,049	8.69%
Wireless	2700	5.09%	2395	5.12%	2062	4.23%	30,995	5.25%	21323	3.62%	0	0.00%
Down Audio	433	0.82%	419	0.90%	467	0.96%	4,929	0.83%	4240	0.72%	3,801	0.65%
Down Ebooks	1262	2.38%	1240	2.65%	1294	2.66%	15,047	2.55%	13741	2.33%	11,203	1.91%
Down Music	232	0.44%	3	0.01%	2	0.00%	253	0.04%	22	0.00%	19	0.00%
Down Video	11	0.02%	6	0.01%	12	0.02%	211	0.04%	37	0.01%	20	0.00%
Total	53085		46797		48694		590,647	100.35%	588,607		587,766	



The Chemung County Library District, with the Steele Memorial Library and branches in Big Flats, the Bookmobile, Horseheads, Van Etten, West Elmira, and on the web at www.cclid.lib.ny.us

Exercise Program Liability Waiver

During your exercise program, at any library within the Chemung County Library District, every effort will be made to assure your safety. However, as with any exercise program, there are risks, including, but not limited to, increased heart stress and the chance of musculoskeletal injuries. In volunteering to participate in this exercise opportunity, you certify, that, to your knowledge, you have no limiting physical conditions or disability that may endanger your health by participating in an exercise program.

A physician's examination is strongly recommended for all participants with any exercise restrictions, including any heart problems, high blood pressure, chest pain, dizziness, relevant surgeries, diabetes, asthma, epilepsy, arthritis, or significant injury to any part of the body. By signing below, you accept full responsibility for your own health and well-being and assume all risks associated with participation in any exercise program offered through the Chemung County Library District.

Chemung County Library District and other related agencies and persons are hereby released from any liability now or in the future for injuries that may result from participation in any on-site exercise program, including, but not limited to, heat attacks, muscle strains, muscle pulls, muscle tears, broken bones, shin splints, heat exhaustion, injuries to the knees, injuries to back, injuries to feet, or any other illness or soreness that may occur, including death, even though that liability may arise out of the negligence or fault of Chemung County Library District or any of its agents. I hereby affirm that I have read and fully understand the above statements.

Parent Signature _____

Printed Name _____

Teen Name _____

Date of Birth: _____

Today's Date _____

CHEMUNG COUNTY LIBRARY DISTRICT

Financial Report - DECEMBER 31, 2014

Income	2014 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 67,600	\$ 95,892	\$ (28,292)	142%		Includes \$2,500 refund from Cummins-BKM repairs in 2013, \$2,500 SP/VE annual distribution, \$10K donation for BF, \$5K for AV
Grants (other than N.Y.S.)	-	\$ 28,856				STLS - Literacy Training \$4,048; CCLLD Friends \$13,023; Friends of HH \$7,200; VE Inspire Grant \$960; Comm Found \$3,250
Foundation Contributions	\$ 165,000	\$ 168,186	(3,186)	102%		2014 Distributions Steele \$80K, HH \$88,186 (incl laptop purchase), ARTS \$375
Library District Tax Receipts	\$ 2,636,994	\$ 2,637,341		100%		
PILOT Funds	\$ 31,850	\$ 64,697		203%		
Interest on Investments	\$ 3,000	\$ 3,196	(196)	107%		
State Aid						
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
TOTAL INCOME	\$ 3,091,088	\$ 3,242,606	\$ (89,468)	105%	100%	
Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
Personnel						
Salaries	1,346,099	\$ 1,289,514	\$ 56,585	96%		Includes Retiree payout of \$13,288
Holiday Overtime Salaries	7,035	\$ 8,927	(1,892)	127%		
Employee Benefits						
FICA	102,865	\$ 98,997	\$ 3,868	96%		
NY State Retirement	282,645	\$ 274,161	\$ 8,484	97%		
Medical & Dental	406,411	\$ 368,341	\$ 38,070	91%		Includes County for RunOff paid in full
Other (Disability, Wk. Comp, Unemp)	20,844	\$ 34,065	(13,221)	163%		Wk Comp/Disability - paid annual invoice
Subtotal - Personnel Expenses	2,165,899	2,074,004	\$ 91,895	96%	100%	
Contractual						
Equipment	17,007	\$ 23,183	(6,176)	136%		Total \$6,176 incl Computer purchases, HH Foundation \$1,061; MakerSpace \$5,115 pd by Grant
Telephone	11,950	\$ 10,497	1,453	88%		Paid annual fee for several accounts
Supplies	36,850	\$ 36,850	0	100%		Total \$22,273 incl \$13,495 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 CCLLD \$2,945; HH Friends \$341 + \$2,000 belonging to SML Foundation dep in CCLLD acct in error
Travel & Continuing Education	18,170	\$ 13,896	4,274	76%		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	\$ 35,534	6,011	86%		
Postage	2,625	\$ 2,716	(91)	103%		Gift Funds \$14,562
Library Materials (books, video, etc.)	297,551	\$ 297,183	368	100%		Includes 4th Qtr 2013
Utilities	72,440	\$ 65,347	7,093	90%		Total \$2,212 incl HH Foundation \$720; HH Friends \$1,492
Building Supplies/Maintenance	16,825	\$ 16,366	459	97%		
Fuel, Gas & Oil (Bookmobile)	4,000	\$ 4,563	(563)	114%		
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 & ARTY fees \$10,251
Data Processing Expenses (Cost Share)	113,385	\$ 113,340	45	100%		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	\$ 37,725	(10,225)	137%		Total \$22,494 incl Friends of CCLLD \$17,056; VE grant \$390; HH Friends \$1,211; 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	\$ 52,173	(42,173)	522%		Incl Project Manager - const. projects; HH project pd by Foundation \$45,773
Contingency Fund	53,066	\$ 53,066	0	100%		Used for Supplies; Library Programs & Professional fees
Debt Service	62,225	\$ 62,225	0	100%		
Subtotal Expenses	\$ 3,028,488	\$ 2,981,730	\$ 46,758	98%	100%	
2013 & 2014 State Construction Projects		\$ 165,002				
TOTAL EXPENSES	\$ 3,028,488	\$ 3,146,732	\$ 0			

Document #2015-5

Report of the January 14th, 2015 meeting of the Budget & Finance Committee of the Chemung County Library District.

Attending the meeting were CCLD board members Richard Roberts, Georgia Reynolds and Marge Kappanadze. Also attending were Joan Santulli and Ron Shaw, CCLD Administration. The meeting opened at 8:00am. Former board member Sue Cook attended as well.

Ms. Santulli presented the December 31st, 2014 Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Santulli presented the 1/14/15 Unpaid Bills Detail for the General Fund bills totaling \$28,314.74 and the Grant Fund - \$2,944.74. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

The meeting adjourned at 8:15am. The next meeting of the Budget & Finance Committee will be held on Wednesday, February 4th, 2015 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

11:57 AM

01/13/15

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of January 14, 2015

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Grey House Publishing			
Bill	1/14/2015	Reference Material bal due on invoice	230.72
Total Grey House Publishing			230.72
Southern Tier Library System			
Bill	1/14/2015	eBook/Audiobook purchases FIC/YA/NonFic	2,714.02
Total Southern Tier Library System			2,714.02
TOTAL			<u>2,944.74</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of January 14, 2015

Type	Date	Memo	Open Balance
3M Company			
Bill	1/14/2015	Service agmt for Security gate at Steele-2015	1,347.00
Total 3M Company			1,347.00
Acme Pest Control, Inc.			
Bill	1/14/2015	ANNUAL fee Pest Control at Central	360.00
Total Acme Pest Control, Inc.			360.00
Aleta Yarrow			
Bill	1/14/2015	Card Making Workshop 2/9 - Adult Prog	400.00
Total Aleta Yarrow			400.00
Arnot Medical Services			
Bill	1/14/2015	physical for new employee	152.00
Total Arnot Medical Services			152.00
AT&T - Illinois			
Bill	1/14/2015	long distance charges-ST pay for balance of y...	168.25
Total AT&T - Illinois			168.25
Capabilities, Inc.			
Bill	1/14/2015	Library Cleaning - WE/BF/HH DEC	1,008.00
Total Capabilities, Inc.			1,008.00
Casella Waste Systems, Inc.			
Bill	1/14/2015	BF/WE/HH Annual fee for 2015	1,889.10
Total Casella Waste Systems, Inc.			1,889.10
CCLD Petty Cash			
Bill	1/14/2015	Petty Cash BF	120.03
Total CCLD Petty Cash			120.03
Chemung County Chamber of Commerce			
Bill	1/14/2015	Membership Dues - 2015	240.00
Total Chemung County Chamber of Commerce			240.00
City of Elmira			
Bill	1/14/2015	Sewer Tax-ST	1,604.63
Total City of Elmira			1,604.63
Demco, Inc.			
Bill	1/14/2015	DVD replacement cases ST/BF	180.30
Total Demco, Inc.			180.30
Dundee Library			
Bill	1/14/2015	payment for lost book	17.99
Total Dundee Library			17.99
Eleanor Silliman			
Bill	1/14/2015	Reimb. postage for Genealogy	4.13
Total Eleanor Silliman			4.13
Gressco LTD.			
Bill	1/14/2015	DVD security cases for ST	1,272.24
Total Gressco LTD.			1,272.24
Haefele TV, Inc.			
Bill	1/14/2015	Internet for Van Etten -annual for 2015	639.40
Total Haefele TV, Inc.			639.40
Horseheads Do It Center			
Bill	1/14/2015	HH - misc purchase for bldg	8.09
Total Horseheads Do It Center			8.09
Image Integrator			
Bill	1/14/2015	print cartridge for MF machine	229.00
Total Image Integrator			229.00

Chemung County Library District General Fund
Unpaid Bills Detail
As of January 14, 2015

Type	Date	Memo	Open Balance
Janet Ackerman			
Bill	1/14/2015	mileage for STSL mtg 1/7/15	26.45
Total Janet Ackerman			26.45
JanWay Company USA, Inc.			
Bill	1/14/2015	ear buds/red bags (to be partially reimb by Fri...	1,445.91
Total JanWay Company USA, Inc.			1,445.91
Lisa Anne Goldberg			
Bill	1/14/2015	Patron Refund	45.00
Total Lisa Anne Goldberg			45.00
Madcap Productions			
Bill	1/14/2015	Deposit for HH program 7/29/15	437.50
Total Madcap Productions			437.50
MCI			
Bill	1/14/2015	Long distance chg-HH/BF annual for 2015	693.93
Total MCI			693.93
MidWest Tape			
Bill	1/14/2015	DVD/Audio purchases - ST/HH/WE	1,367.55
Total MidWest Tape			1,367.55
Multi Media Services			
Bill	1/14/2015	business cards for new librarian-Young	192.52
Total Multi Media Services			192.52
Oriental Trading Company, Inc.			
Bill	1/14/2015	HH program supply	305.50
Total Oriental Trading Company, Inc.			305.50
Perry & Carroll, Inc.			
Bill	1/14/2015	Directors/Officers insurance annual for 2015	5,640.00
Total Perry & Carroll, Inc.			5,640.00
Rebecca Jackson			
Bill	1/14/2015	Mileage Reimb 12/30-1/8 - BF	18.12
Total Rebecca Jackson			18.12
Reliable Computer Products			
Bill	1/14/2015	printer cartridge	101.94
Total Reliable Computer Products			101.94
Shawnie Brown			
Bill	1/14/2015	Self-Defense class 2/7/15	90.00
Total Shawnie Brown			90.00
Southern Tier Library System			
Bill	1/14/2015	Downloadable Audio/CD label supply	2,760.04
Total Southern Tier Library System			2,760.04
Tanglewood			
Bill	1/14/2015	ST JUV program 2/7/15	65.00
Total Tanglewood			65.00
Town of Elmira			
Bill	1/14/2015	WE - Sewer Tax - 2015	136.14
Total Town of Elmira			136.14
Town of Horseheads			
Bill	1/14/2015	HFL- Sewer Tax - 2015	274.82
Total Town of Horseheads			274.82
Unique Management Services, Inc.			
Bill	1/14/2015	DEC collection notices	438.55
Total Unique Management Services, Inc.			438.55

11:57 AM

01/13/15

Chemung County Library District General Fund
Unpaid Bills Detail
As of January 14, 2015

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Upstart			
Bill	1/14/2015	Summer Reading Club supplies-all libraries	2,364.45
Total Upstart			2,364.45
Vasco Brands, Inc.			
Bill	1/14/2015	Cleaning supplies all libraries/Vacuum repairs	1,906.60
Total Vasco Brands, Inc.			1,906.60
W. B. Mason Co, Inc.			
Bill	1/14/2015	office supplies all libraries	364.56
Total W. B. Mason Co, Inc.			364.56
TOTAL			28,314.74