



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 November 2015 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, November 19, 2015 at 6:00 pm at the **Horseheads Free Library 405 S. Main St. Horseheads, NY 14845**. 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 #2015-61)
4. Treasurer's report
  - a) Financial report (document #2015-62)
  - b) Report of Unpaid Bills Detail (document #2014-63)
6. Correspondence
7. President's report.
8. Director's Report.
9. Committee reports:
  - a) Executive Committee (Roberts)
    - 1) Report of the Committee meeting (document #2014-64)
  - b) Budget & Finance Committee (Schamel)
    - 1) Report of the Committee meeting (document #2014-65) (To be distributed)
  - c) Building & Grounds Committee (Muldoon)
    - 1) Report of the Committee meeting (document #2014-66)
  - d) Personnel Committee (Kappanadze)

**Consent Items: Approval of Personnel Actions (Appendix C).**  
Resolved that the CCLD Board of Trustees approve Personnel actions as submitted.
10. Call for Executive Session
11. Old business
12. New business
  - a) Discussion of STLS Annual Meeting and Conference (Rogan)
13. Period for public expression
14. Adjournment

*(Minutes of the OCTOBER 15, 2015 meeting of the Chemung County Library District Board of Trustees. Document #2015-61)*

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

**Minutes.** The minutes of the September 2015 meeting (Document #2015-55) were presented for board review. The minutes were approved as amended by unanimous consent.

**Financial Report.** The September 30, 2015 Financial Report (Document #2015-56) was presented for board review. Mr. Schamel made note of the interest income which represents a total for the year to date. CCLD has better access to our funds (in an ICS Sweep Account) and the interest rates are higher than with the CDARs program. County Costs are over budget. Several projects have been completed by the County and CCLD is only charged for materials. By unanimous consent the September 30, 2015 Financial Report was approved as distributed and will be filed for audit.

**Report of Unpaid Bills** (Document #2015-57). Mr. Schamel reported that the bill lists include the second payment to Elmira Structures in the amount of \$42,655 for the Elevator Project. By unanimous consent, the board authorizes the payment of the unpaid bills dated 10/14/15 – General Fund \$16,811.43 and Grant Fund \$893.17 and dated 10/15/15 General Fund \$42,655 as distributed.

**Correspondence.** Mr. Shaw fielded only a couple of phone calls during the month regarding the Promenade. The situation is definitely better.

**President's Report.** Mr. Roberts reported that the dedication of the Earle Catlin Meeting Room at the Horseheads Library was a nice ceremony. The Horseheads Foundation funded the ceremony and did an awesome job of planning and putting it all together.

Mr. Roberts stated that the STLS Annual Meeting was well done - there was a lot of good information provided for trustees. There are currently two vacancies on the STLS board of trustees for representatives of Chemung County that the CCLD board needs to nominate people for the positions.

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

CONSENT ITEM: Approval of donations from several service and support agencies. Ms. Reynolds moved, seconded by Mr. Schamel to approve the donation of \$20,000 from the Public Library Foundation of Chemung County (HH); the donation of \$20,000 from the Steele Memorial Library Foundation; the donation of \$1,500 from the Friends of CCLD; the donation of \$1,159.44 from the Big Flats Library Advocates to benefit the Big Flats Library and the donation of \$1,439.59 from the Horseheads ELKS Club to benefit the Horseheads Library. VOTE: Unanimously Approved.

CCLD Issues. There is no word on the changes to the Legislation. Sara Latin from Senator O'Mara's office has stated that the County Board of Elections will want to sit down before January to figure out the timing of the CCLD board seats. It was stated that if the Legislation is going to be changed, it should include a clause that allows the Library District to appoint a member at large if a representative from a specific district cannot be found to serve on the board. The Energy Audit continues to be "in process". There is no deadline for this project.

Programs. This Saturday the Summer Reading Club kids will get recognized at the Jackal's game. Ms. Ackerman and Ms. Peel will have a table at the event to pass out flyers of upcoming events.

Elevator Project at Steele. Extra kudos should be given to Library District staff at Steele for the extra effort they are putting forth in dealing with issues during the elevator installation. A special thank you to our Caretaker, Lewis Murray, for his extra help during this time.

The Director's Report (Appendix A) and the CCLD Staff Reports (Appendix B) for last month were submitted in writing to the board.

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2015-58). Nothing new to report.

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2015-59). A decision was made to hold the next meeting on Tuesday, November 10, 2015 due to the Veteran's Day holiday.

Mr. Shaw reported that regarding the Budget Vote, CCLD is sending out one tweet per day that includes a timeline of the major events in the Library District's history. Three short videos will be launched on the website before Election Day that will cover Materials and Circulation, Online Services and Technology. News releases, blog and Facebook posts continue to be released. The proposed budget can be viewed on the Library District's website.

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2015-60). It was reported that there is a delay in the Elevator Project due to the fact that the subfloor may contain asbestos. It will be tested this week and if the test is positive, abatement could cost as much as \$3,000 to \$5,000. Information will be forthcoming once the test results are received. There is adequate funding in reserves to cover the cost of this testing and abatement. Bathroom Project at Steele. New York State has sent the first installment of funding for the project. Ms. Dworkin moved, seconded by Ms. Hayes to accept the funding from New York State in the amount of \$88,695 for the above mentioned project. VOTE: Unanimously Approved. Staff Break Room. The Committee agreed with Mr. Shaw that the break room at the Steele Library is sorely in need of minor repairs and updating. This project should be considered if there is any funding left from the Boiler project at Steele. Mr. Shaw reported that New York State is now requiring that the cooling tower at the Steele Library be checked once a month for Legionnaires Disease. This will cost CCLD an approximate \$1,000 per year.

**Personnel Committee.** Ms. Kappanadze stated that the Committee is working on minor changes to the Director's contract – mostly changes in the language. They met this week and did a complete audit of the Director's benefit time. The board will receive their report next month.

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

Mr. Schamel moved, seconded by Ms. Kappanadze to move into Executive Session to discuss a Personnel issue. Mr. Hare moved, seconded by Ms. Silvernail to come out of Executive Session.

**Old Business.** Mr. Shaw reported that the new scheduling program "PeopleWhere" has given the staff some growing pains. Snags are still being worked out.

Ms. Reynolds reported that the Dedication Service for the Earle Catlin Meeting Room was a great success with over 90 people in attendance. A special thank you to Mr. Frank and the staff at the Horseheads Library for all their efforts in making this event a success.

Mr. Shaw informed the board of his anticipated budget meetings at the various branch libraries. He plans to visit during one of their programs to be able to speak to more people about the upcoming budget vote. Regarding fund raising for CCLD, it was mentioned that in the past, the Director had sent out specific letters to individuals known to financially support the library requesting their continued support. The purchase of the new Bookmobile is an example of how well this has worked in the past. Ms. Kappanadze left the meeting at this time.

**New Business.** Ms. Rogan spoke about the recent trustee workshop at the Watson Homestead. Entitled "Connections not collections". The main topic of discussion was that the community should be contacted in person to determine what residents feel is needed in our community or what they would like to see. This input can assist the Library District in developing programs, etc that meets the needs of the community. She will send out a webpage for trustees to view that talk about libraries transforming communities. This will be discussed at a future meeting.

It was reported that the Horseheads Friends' book sale was a success. Their group is also looking for ideas for different avenues to raise more money to support the library.

**Public Expression.** None.

The meeting was adjourned at 7:12pm. The next regular meeting of the board will be held on Thursday, November 19<sup>th</sup>, 2015 at 6:00pm at the **HORSEHEADS FREE LIBRARY, 405 South Main Street, Horseheads, New York.**

**CHEMUNG COUNTY LIBRARY DISTRICT**

**(DOCUMENT #2015-62)**

**Financial Report - OCTOBER 31, 2015**

| Income                              | 2015 Annual Budget  | Received to Date    | Balance Remaining | Percentage Received | Percentage through Year | Notes   |
|-------------------------------------|---------------------|---------------------|-------------------|---------------------|-------------------------|---|
| Library Fines, Fees & Contributions | \$ 67,800           | \$ 83,087           | \$ -              | 123%                |                         | Sale of stock for NF \$20,389   |
| Grants (other than N.Y.S.)          | \$ -                | \$ 34,014           |                   |                     |                         | Donation for VanEtten Library \$1,300, HH Friends \$11,150, CCLD Friends \$14,085, STLS Foundation \$1,000, CCTC \$100; KOHLS for Maker Expo \$500; Howell for LEGO \$520; ARTS \$450; ELKS for HH \$1,440, <b>BF Advocates \$1,159; Comm Found \$3,750</b> |
| Foundation Contributions            | \$ 165,000          | \$ 100,000          | 65,000            | 61%                 |                         | SML \$60K, HH \$40K   |
| Library District Tax Receipts       | \$ 2,677,624        | \$ 2,677,624        | 0                 | 100%                |                         |   |
| PILOT Funds                         | \$ 30,000           | \$ 53,776           |                   |                     |                         |   |
| Interest on Investments             | \$ 1,000            | \$ 4,315            | (3,315)           | 432%                |                         | Interest to Date on ICS \$3,602.73  |
| State Aid                           | \$ -                | \$ -                |                   |                     |                         |   |
| Central Library Development         | \$ 80,000           | \$ -                | 80,000            | 0%                  |                         |   |
| Central Book Aid                    | \$ 54,000           | \$ -                | 54,000            | 0%                  |                         |   |
| Local Library Services Aid          | \$ 37,000           | \$ 33,765           | 3,235             | 91%                 |                         | 90% of budgeted amount  |
| Other State Aid                     | \$ -                | \$ 99,318           | (99,318)          |                     |                         | Final for HH and Steele 2014 Construction Projects; <b>\$88,695 - 2016 Project</b>  |
| <b>TOTAL INCOME</b>                 | <b>\$ 3,112,424</b> | <b>\$ 3,085,899</b> | <b>\$ 99,602</b>  | <b>99%</b>          | <b>83%</b>              |   |

| Expense  | Annual Budget       | Expended to Date    | Balance Remaining | Percent Expended | Percentage through Year | Notes   |
|--|---------------------|---------------------|-------------------|------------------|-------------------------|---|
| <b>Personnel</b>                               |                     |                     |                   |                  |                         |   |
| Salaries                                       | 1,367,938           | \$ 1,111,258        | \$ 256,680        | 81%              |                         |   |
| Overtime & Holiday Salaries                    | 7,035               | \$ 10,096           | (3,061)           | 144%             |                         | incl OT pay for IT staff  |
| <b>Employee Benefits</b>                       |                     |                     |                   |                  |                         |   |
| FICA   | 105,185             | \$ 84,459           | \$ 20,726         | 80%              |                         |   |
| NY State Retirement                            | 287,205             | \$ 165,669          | \$ 121,536        | 58%              |                         |   |
| Medical & Dental                               | 392,982             | \$ 268,708          | \$ 124,274        | 68%              |                         |   |
| Other (Disability, Wk. Comp, Unemp)            | 20,263              | \$ 29,273           | \$ (9,010)        | 144%             |                         | ANNUAL pymt - Worker's Comp \$17,851; Disability \$2,582  |
| <b>Subtotal - Personnel Expenses</b>           | <b>2,180,608</b>    | <b>1,669,463</b>    | <b>\$ 511,145</b> | <b>77%</b>       | <b>83%</b>              |   |
| <b>Contractual</b>                             |                     |                     |                   |                  |                         |   |
| Equipment                                      | 27,161              | \$ 27,161           | 0                 | 100%             |                         | TOT pd from donations <b>\$9,820</b> : BF Kiosk-Gift funds \$4,421; Grant <b>\$1,146</b> ; CCLD Friends \$670; HH Found \$3,583   |
| Telephone                                      | 12,300              | \$ 10,902           | 1,398             | 89%              |                         | Verizon-paid annual fees  |
| Supplies                                       | 37,200              | \$ 37,200           | 0                 | 100%             |                         | TOT pd from donations <b>\$15,840</b> : Grant for MS <b>\$1,336</b> ; CCLD Friends \$1,553; HH Friends \$4,394; Gifts \$1,901; HH Found <b>\$863</b> , Marketing \$866; BF Gifts \$43; HH Elks \$907. Also includes Scheduling software \$3,977 |
| Travel & Continuing Education                  | 15,615              | \$ 8,490            | 7,125             | 54%              |                         |   |
| Repairs & Maintenance                          | 39,060              | \$ 31,776           | 7,284             | 81%              |                         |   |
| Postage  | 2,625               | \$ 810              | 1,815             | 31%              |                         |   |
| Library Materials (books, video, etc.)         | 302,551             | \$ 272,584          | 29,967            | 90%              |                         | Incl Gifts <b>\$3,795</b> ; CCLD Friends \$771; HH Friends \$1,692  |
| Utilities                                      | 66,000              | \$ 46,349           | 19,651            | 70%              |                         | 4th Qtr 2014; 1st & 2nd Qtr 2015  |
| Building Cleaning Supplies                     | 18,125              | \$ 18,125           | 0                 | 100%             |                         | TOT pd NON-BUDGET exp - Tree Removal HH \$2,850 & WE \$1,500  |
| Fuel, Gas & Oil (Bookmobile)                   | 4,000               | \$ 2,497            | 1,503             | 62%              |                         |   |
| Insurance                                      | 39,913              | \$ 40,119           | (206)             | 101%             |                         | ANNUAL for D&O insurance and Flood Ins \$11,794; 4 of 4 pymts for Liability Insurance   |
| Vehicle Operation / Maintenance                | 1,000               | \$ 555              | 445               | 56%              |                         |   |
| Professional Fees (audit, engineer/legal fees) | 20,255              | \$ 33,165           | (12,910)          | 164%             |                         | Energy Study \$2,525; Audit \$5,000; Atty fees \$16,159   |
| Data Processing Expenses (Cost Share)          | 118,713             | \$ 90,972           | 27,741            | 77%              |                         | ANNUAL for Time Warner (VPN), 1st, 2nd & 3rd Qtr STLS   |
| Payment of Taxes                               | 4,775               | \$ 4,757            | 18                | 100%             |                         |   |
| Library Programming                            | 27,500              | \$ 27,500           | 0                 | 100%             |                         | TOT pd from donations <b>\$22,350</b> : HH Friends \$7,763; CCLD Friends <b>\$8,176</b> ; Gifts \$635; Grant funds <b>\$4,106</b> ; VE <b>\$1,476</b> ; MKT Comm \$194  |
| Chemung County costs (B&G, vision)             | 9,000               | \$ 17,628           | (8,628)           | 196%             |                         | Repair/paint walls at ST + purchase 2 new industrial water heater; bathrooms at BF/WE; CHG FOR MATERIALS ONLY   |
| Capital Improvements STATE CONST see below     | 10,000              | \$ 7,169            | 2,831             | 72%              |                         | Hunt Eng - prog pymt for Proj. Mger \$6,744   |
| Contingency Fund                               | 52,651              | \$ 47,763           | 4,888             | 91%              |                         | Used for Equipment, Supplies, Building Cleaning & Programming   |
| Debt Service                                   | \$ 62,372           | \$ 46,779           | 15,593            | 75%              |                         | 1st & 2nd & 3rd Qtr payments  |
| <b>Subtotal Expenses</b>                       | <b>\$ 3,051,424</b> | <b>\$ 2,441,764</b> | <b>\$ 609,660</b> | <b>80%</b>       | <b>83%</b>              |   |
| 2014 & 2015 State Construction Projects        |                     | \$ 71,417           |                   |                  |                         | Elevator project-both CCLD and State share  |
| <b>TOTAL EXPENSES</b>                          | <b>\$ 3,051,424</b> | <b>\$ 2,513,181</b> |                   |                  |                         |   |

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
**As of November 10, 2015**

Document #2015-63

|                                       | <u>Date</u> | <u>Memo</u>                                 | <u>Open Balance</u> |
|---------------------------------------|-------------|---|---------------------|
| <b>Blackbourn Media Packaging</b>     |             |   |                     |
|                                       | 11/09/2015  | AV supplies for BF/ST                       | 87.97               |
| Total Blackbourn Media Packaging      |             |   | <u>87.97</u>        |
| <b>Capabilities, Inc.</b>             |             |   |                     |
|                                       | 11/09/2015  | Cleaning BF/HH/WE for OCT                   | 1,112.00            |
| Total Capabilities, Inc.              |             |   | <u>1,112.00</u>     |
| <b>CCLD Petty Cash</b>                |             |   |                     |
|                                       | 11/09/2015  | Petty Cash BF/HH/WE                         | 365.16              |
| Total CCLD Petty Cash                 |             |   | <u>365.16</u>       |
| <b>Demco, Inc.</b>                    |             |   |                     |
|                                       | 11/09/2015  | Laminate/CD labels                          | 305.11              |
| Total Demco, Inc.                     |             |   | <u>305.11</u>       |
| <b>Dex Media</b>                      |             |   |                     |
|                                       | 11/09/2015  | advertising -phone book - pd bal of year    | 72.23               |
| Total Dex Media                       |             |   | <u>72.23</u>        |
| <b>EFP Rotenberg, LLP</b>             |             |   |                     |
|                                       | 11/09/2015  | Final pymt 2014 Audit                       | 2,500.00            |
| Total EFP Rotenberg, LLP              |             |   | <u>2,500.00</u>     |
| <b>Faye Crance</b>                    |             |   |                     |
|                                       | 11/09/2015  | OCT/NOV Programming - VE Paid with grant \$ | 160.00              |
| Total Faye Crance                     |             |   | <u>160.00</u>       |
| <b>Foster's Disposal Service</b>      |             |   |                     |
|                                       | 11/09/2015  | Rental on dumpster                          | 69.00               |
| Total Foster's Disposal Service       |             |   | <u>69.00</u>        |
| <b>Horseheads Do It Center</b>        |             |   |                     |
|                                       | 11/09/2015  | HH - shovel, hanger supplies                | 27.51               |
| Total Horseheads Do It Center         |             |   | <u>27.51</u>        |
| <b>Michelle Erickson</b>              |             |   |                     |
|                                       | 11/09/2015  | VE Program Supplies June-Oct                | 224.59              |
| Total Michelle Erickson               |             |   | <u>224.59</u>       |
| <b>Office Equipment Source, Inc.</b>  |             |   |                     |
|                                       | 11/09/2015  | Qtr maint agmt 7/25-10/24 BF copier         | 24.09               |
| Total Office Equipment Source, Inc.   |             |   | <u>24.09</u>        |
| <b>Oriental Trading Company, Inc.</b> |             |   |                     |
|                                       | 11/09/2015  | Program Supplies HH                         | 260.89              |
| Total Oriental Trading Company, Inc.  |             |   | <u>260.89</u>       |
| <b>Reliable Computer Products</b>     |             |   |                     |
|                                       | 11/09/2015  | printer cartridges public faxes/Bus Office  | 1,403.27            |
| Total Reliable Computer Products      |             |   | <u>1,403.27</u>     |

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
**As of November 10, 2015**

Document #2015-63

|   | <u>Date</u> | <u>Memo</u>                         | <u>Open Balance</u>     |
|---|-------------|-------------------------------------|-------------------------|
| <b>Sayles &amp; Evans</b>               |             |                                     |                         |
|   | 11/09/2015  | Legal fees 7/2-8/28                 | 870.00                  |
|   | 11/09/2015  | Collective Bargaining fees 8/5-8/27 | 102.00                  |
|   | 11/09/2015  | Review and Revise all policies      | <u>12,500.00</u>        |
| Total Sayles & Evans                    |             |                                     | 13,472.00               |
| <b>Southern Tier Library System</b>     |             |                                     |                         |
|   | 11/09/2015  | eBooks                              | <u>1,027.99</u>         |
| Total Southern Tier Library System      |             |                                     | 1,027.99                |
| <b>U. S. Postal Service</b>             |             |                                     |                         |
|   | 11/09/2015  | annual postage for meter            | <u>1,500.00</u>         |
| Total U. S. Postal Service              |             |                                     | 1,500.00                |
| <b>Unique Management Services, Inc.</b> |             |                                     |                         |
|   | 11/09/2015  | collection notices-OCT              | <u>590.70</u>           |
| Total Unique Management Services, Inc.  |             |                                     | 590.70                  |
| <b>Vasco Brands, Inc.</b>               |             |                                     |                         |
|   | 11/09/2015  | repaired vacuum                     | <u>30.52</u>            |
| Total Vasco Brands, Inc.                |             |                                     | 30.52                   |
| <b>Weston Woods Studios</b>             |             |                                     |                         |
|   | 11/09/2015  | Library Materials BF                | <u>247.55</u>           |
| Total Weston Woods Studios              |             |                                     | <u>247.55</u>           |
|   |             |                                     | <u><u>23,480.58</u></u> |

**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
**As of November 4, 2015**

Document #2015-63

|                                 | <u>Date</u> | <u>Memo</u>         | <u>Open Balance</u>    |
|---------------------------------|-------------|---------------------|------------------------|
| <b>Baker &amp; Taylor Books</b> |             |                     |                        |
|                                 | 11/03/2015  | Reference materials | <u>390.34</u>          |
| Total Baker & Taylor Books      |             |                     | 390.34                 |
| <b>Cengage Learning/Gale</b>    |             |                     |                        |
|                                 | 11/03/2015  | Reference materials | <u>437.59</u>          |
| Total Cengage Learning/Gale     |             |                     | 437.59                 |
| <b>Grey House Publishing</b>    |             |                     |                        |
|                                 | 11/04/2015  | Reference Material  | <u>537.00</u>          |
| Total Grey House Publishing     |             |                     | <u>537.00</u>          |
|                                 |             |                     | <u><u>1,364.93</u></u> |



**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
 As of November 4, 2015

| Type   | Date      | Memo  | Open Balance |
|--|-----------|---|--------------|
| <b>Amazon Credit Plan</b>                        |           |   |              |
| Bill   | 11/4/2015 | 9/10-10/7 purchases all libraries                                 | 5,235.72     |
| Total Amazon Credit Plan                         |           |   | 5,235.72     |
| <b>Audio Editions</b>                            |           |   |              |
| Bill   | 11/4/2015 | CD/Audio purchases for BF   | 255.50       |
| Total Audio Editions                             |           |   | 255.50       |
| <b>Barnes &amp; Noble, Inc.</b>                  |           |   |              |
| Bill   | 11/4/2015 | TEEN Ball pd by Friends of CCLD                                   | 25.56        |
| Total Barnes & Noble, Inc.                       |           |   | 25.56        |
| <b>Blackstone Audio</b>                          |           |   |              |
| Bill   | 11/4/2015 | DVD purchases   | 147.99       |
| Total Blackstone Audio                           |           |   | 147.99       |
| <b>Blaise Farren</b>                             |           |   |              |
| Bill   | 11/4/2015 | Patron Refund   | 20.00        |
| Total Blaise Farren                              |           |   | 20.00        |
| <b>Cengage Learning, Inc.</b>                    |           |   |              |
| Bill   | 11/4/2015 | Fiction Purchases-ST  | 506.81       |
| Total Cengage Learning, Inc.                     |           |   | 506.81       |
| <b>Chemung Canal Trust Company</b>               |           |   |              |
| Bill   | 11/4/2015 | Mspace, workshop reg, GrantStation software, Teen Ball pd by F... | 963.74       |
| Total Chemung Canal Trust Company                |           |   | 963.74       |
| <b>CHILDREN'S PLUS INC.</b>                      |           |   |              |
| Bill   | 11/4/2015 | Books Purchased - BKM/JUV/HH                                      | 1,923.99     |
| Total CHILDREN'S PLUS INC.                       |           |   | 1,923.99     |
| <b>Chris Corter</b>                              |           |   |              |
| Bill   | 11/4/2015 | mileage 10/9-10/30  | 104.08       |
| Total Chris Corter                               |           |   | 104.08       |
| <b>Deborah L. Brimmer</b>                        |           |   |              |
| Bill   | 11/4/2015 | reimb Maker Space supplies  | 93.18        |
| Total Deborah L. Brimmer                         |           |   | 93.18        |
| <b>Doris Jean Metzger</b>                        |           |   |              |
| Bill   | 11/4/2015 | LOGO team supplies pd with Grant funds                            | 104.20       |
| Total Doris Jean Metzger                         |           |   | 104.20       |
| <b>Elmira Structures, Inc.</b>                   |           |   |              |
| Bill   | 11/4/2015 | ST - Elevator project pymt #3                                     | 21,612.50    |
| Total Elmira Structures, Inc.                    |           |   | 21,612.50    |
| <b>Glenice Peel</b>                              |           |   |              |
| Bill   | 11/4/2015 | mileage reimb 9/22-10/14  | 100.05       |
| Total Glenice Peel                               |           |   | 100.05       |
| <b>Gregg Manos</b>                               |           |   |              |
| Bill   | 11/4/2015 | TEEN Halloween Ball pd by Friends                                 | 275.00       |
| Total Gregg Manos                                |           |   | 275.00       |
| <b>Human Resources Association Of The Twin T</b> |           |   |              |
| Bill   | 11/4/2015 | 2015/16 Membership Dues - Admin.                                  | 50.00        |
| Total Human Resources Association Of The Twin T  |           |   | 50.00        |
| <b>Ingram Library Services</b>                   |           |   |              |
| Bill   | 11/4/2015 | Library materials - all libraries                                 | 7,624.87     |
| Total Ingram Library Services                    |           |   | 7,624.87     |
| <b>Janet Ackerman</b>                            |           |   |              |
| Bill   | 11/4/2015 | Spooky Stacks supply pd by Friends                                | 66.99        |
| Total Janet Ackerman                             |           |   | 66.99        |
| <b>JanWay Company USA, Inc.</b>                  |           |   |              |
| Bill   | 11/4/2015 | Table Throw w/logo for HH/ST                                      | 417.40       |
| Total JanWay Company USA, Inc.                   |           |   | 417.40       |
| <b>Kirkus Reviews</b>                            |           |   |              |

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
**As of November 4, 2015**

| Type                                | Date      | Memo   | Open Balance     |
|-------------------------------------|-----------|--|------------------|
| Bill                                | 11/4/2015 | annual subscription - ST                                   | 597.00           |
| Total Kirkus Reviews                |           |  | 597.00           |
| <b>Margeson's Landscaping Inc.</b>  |           |  |                  |
| Bill                                | 11/4/2015 | HFL mowing 8/14-10/24                                      | 390.00           |
| Total Margeson's Landscaping Inc.   |           |  | 390.00           |
| <b>MidWest Tape</b>                 |           |  |                  |
| Bill                                | 11/4/2015 | DVD/Audio purchases - HH/WE/VE                             | 467.58           |
| Total MidWest Tape                  |           |  | 467.58           |
| <b>O'Rourke, Inc.</b>               |           |  |                  |
| Bill                                | 11/4/2015 | Elevator Asbestos Removal at ST                            | 685.50           |
| Total O'Rourke, Inc.                |           |  | 685.50           |
| <b>Owen Frank</b>                   |           |  |                  |
| Bill                                | 11/4/2015 | Shelving unit for HH                                       | 161.96           |
| Total Owen Frank                    |           |  | 161.96           |
| <b>Penguin Random House, LLC</b>    |           |  |                  |
| Bill                                | 11/4/2015 | AV purchases - Steele                                      | 37.50            |
| Total Penguin Random House, LLC     |           |  | 37.50            |
| <b>Petty Cash-Steele</b>            |           |  |                  |
| Bill                                | 11/4/2015 | supplies/postage/PROG for AD/Teen/BKM/wkshop registrations | 647.22           |
| Total Petty Cash-Steele             |           |  | 647.22           |
| <b>Raco Industries</b>              |           |  |                  |
| Bill                                | 11/4/2015 | cables for Receipt Printers                                | 245.99           |
| Total Raco Industries               |           |  | 245.99           |
| <b>Recorded Books</b>               |           |  |                  |
| Bill                                | 11/4/2015 | DVD purchases  | 470.20           |
| Total Recorded Books                |           |  | 470.20           |
| <b>Rockgirt</b>                     |           |  |                  |
| Bill                                | 11/4/2015 | 10/24 program at HH  | 490.00           |
| Total Rockgirt                      |           |  | 490.00           |
| <b>Ronald Shaw</b>                  |           |  |                  |
| Bill                                | 11/4/2015 | Mileage 7/17-10/15, FundRaising Planning Course            | 879.08           |
| Total Ronald Shaw                   |           |  | 879.08           |
| <b>Staples Advantage</b>            |           |  |                  |
| Bill                                | 11/4/2015 | card stock, tape, rubber bands, etc                        | 106.85           |
| Total Staples Advantage             |           |  | 106.85           |
| <b>Staples Credit Plan</b>          |           |  |                  |
| Bill                                | 11/4/2015 | Netgear, ext hard drive, flash drives for Dig. Media Lab   | 340.00           |
| Total Staples Credit Plan           |           |  | 340.00           |
| <b>Teracai</b>                      |           |  |                  |
| Bill                                | 11/4/2015 | Protection for network                                     | 101.00           |
| Total Teracai                       |           |  | 101.00           |
| <b>Wegmans Food Markets Inc.</b>    |           |  |                  |
| Bill                                | 11/4/2015 | JUV/Teen prog + Ball & Spooky stacks pd by Friends         | 215.03           |
| Total Wegmans Food Markets Inc.     |           |  | 215.03           |
| <b>Wimodaughisian Free Librrary</b> |           |  |                  |
| Bill                                | 11/4/2015 | Patron Payment for lost book                               | 19.95            |
| Total Wimodaughisian Free Librrary  |           |  | 19.95            |
| <b>TOTAL</b>                        |           |  | <b>45,382.44</b> |

## **Document #2015-64**

### **Report of the November 4<sup>th</sup>, 2015 meeting of the Executive Committee of the Chemung County Library District:**

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

President's Report. Mr. Roberts reported that the voters passed the vote on the Library District's 2016 Proposed Budget with 71.2% voting yes. He congratulated the board members who won the race for their District.

UNPAID BILLS: Ms. Dworkin moved, seconded by Ms. Hayes to approve the Unpaid Bill lists dated November 4, 2015 as follows: General Fund - \$45,382.44 and Grant Fund - \$1,364.93. The General Fund bills include the 3rd payment to Elmira Structures for the Elevator Project. VOTE: Unanimously Approved

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

- \*Received sample wording for payment of invoices mid-month as submitted by Mr. Hare from the Water Board By-Laws. This could be considered along with other changes to the Legislation.
- \*Received a letter from Leigh Young, Big Flats Library Advocates, requesting that the Big Flats Library be open on Saturdays during the winter months. Mr. Shaw stated that when the library was open on Saturdays, the day was only 5% of the circ for the District and 0% of programming for 14% of open hours.
- \*CSEA reps are questioning the job descriptions that were submitted to Civil Service.
- \*Rich Davis from the Library District's auditing firm, EFP Group, has requested to meet with Mr. Shaw since their 3-year contract with CCLD has expired. RFP's will be sent out for proposals to audit CCLD finances for 2015 and on.
- \*Tuesday, November 10th, Mr. Shaw will be conducting Mock Interviews with students from the Horseheads School District.

A suggestion was made that a "power point" be created that can be taken to service clubs and other community based meetings that will focus on the many services provided by our CCLD libraries.

Ms. Chollet reported that she was in Ithaca recently when they held their Harry Potter Fest. It was a huge success. She stated she would like to see our libraries create such an event. Mr. Shaw stated that CCLD held such an event a couple of years ago. Ms. Chollet also brought an advertisement regarding the MiniMaker Fair being held at Barnes & Noble stores this weekend. Mr. Shaw stated that our IT Department is participating in this event at our local B&N store in Big Flats.

The meeting adjourned at 6:30pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, December 2nd, 2015 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

**Document #2015-65**

**Report of the November 10<sup>th</sup>, 2015 meeting of the Budget & Finance Committee of the Chemung County Library District.**

Attending the meeting were CCLD board members Rick Roberts, Georgia Reynolds, and Jack Schamel. Also attending was Joan Santulli, CCLD Administration. The meeting opened at 8:00am.

Ms. Santulli presented the October 31<sup>st</sup>, 2015 Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Santulli presented the 11/10/15 Unpaid Bills Detail for the General Fund bills totaling \$23,480.58. Of interest to note is the payment to Sayles & Evans which not only includes the monthly bill but the charge in the amount of \$12,500 for the review and revising of all CCLD policies. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

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

## Document #2015-66

### Report of the November 4<sup>th</sup>, 2015 meeting of the Buildings & Grounds Committee of the Chemung County Library District

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

The Committee received reports on the following:

- Elevator Project at Steele. Asbestos has been found in the floor of the elevator. O'Rourke has tested it and submitted an invoice in the amount of \$685.50 which the Committee approved to send to the Exec Committee for payment. Abatement will be required and will be completed by Sunstream for a sum of \$3,600. CCLD will also need to pay an extra \$1,000 for third party monitoring. Mr. Shaw has scheduled the removal of the asbestos to begin after hours on Friday, November 13th. The Steele Library will be closed on Saturday the 14th. Everything should be clear for the library to re-open on Monday, November 16th. The Committee reviewed an invoice in the amount of \$21,612.50 from Elmira Structures, their 3rd installment for work on the elevator. This invoice will also be sent to the Exec Committee for payment.
- Bathroom Project at the Steele Library. Mr. Muldoon submitted a sample RFP to hire a Project Manager for this project. He recommended sending it to 3 or 4 companies - Foor & Associates, Hunt Engineering, AJH Design and possibly Barn Livin'. The RFP will be sent out November 6th and will be due back to CCLD by December 1st. Review of the RFP's will take place between December 2nd and December 9th with selection of the Project Manager to take place at the December 17th board meeting.
- Chiller Project at Steele. DASNY has requested further proof of funding for the project (a copy of our bank statements) and needs a more restrictive estimate from a contractor.
- Taitem Energy Audit. NYSERDA has stated that CCLD will receive the energy audit within 2 weeks.
- SCRLC. The South Central Regional Library Council has reported receipt of the Library Design Award for the renovations of the Horseheads Library. A total of \$159,000 was expended in 3 phases of renovation.

The meeting adjourned at 5:47pm.

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