



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 September 2015 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, September 17, 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 #2015-49)
4. Treasurer's report
 - a) Financial report (document #2015-50)
 - b) Report of Unpaid Bills Detail (document #2014-51)
6. Correspondence
7. President's report.

Consent Item- Official Approval of the changes to the Legislation..

Resolved that the CCLD Board of Trustees approve changes to 2005, Chapter 380, S5321/A8116 Sponsors: Sen. Winner; A.M. O'Hara. Establishment of the Chemung County Library District as submitted.

8. Director's Report.
9. Committee reports:
 - a) Executive Committee (Roberts)
 - 1) Report of the Committee meeting (document #2014-52)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document #2014-53)
 - c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document #2014-54)
 - 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) Fundraising ideas (Kappanadze)
13. Period for public expression
14. Adjournment

(Minutes of the AUGUST 2015 meeting of the Chemung County Library District Board of Trustees. Document #2015-49)

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

Minutes. The minutes of the July 2015 meeting (Document #2015-43) were presented for board review. The minutes were approved as submitted in writing by unanimous consent.

Financial Report. The July 31, 2015 Financial Report (Document #2015-44) was presented for board review. By unanimous consent the July 31, 2015 Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2015-45). Due to the lack of a quorum at the Executive Committee meeting, all invoices for the month must be approved by the board. By unanimous consent, the board authorizes the payment of the unpaid bills dated 8/5/15 – General Fund \$30,626.63 and the unpaid bills dated 8/12/15 – General Fund \$70,254.47 and Grant Fund \$2,372.97 as distributed.

Correspondence. Mr. Shaw reported that Assistant Counsel Rubin from Gov. Cuomo's office called to confirm that CCLD was in agreement with the changes to the Legislation. There is no estimate on when it will be signed by the Governor.

President's Report.

CONSENT ITEM:

Recognition of Mary Welles Mooers Smith. Mr. Roberts moved, seconded by Mr. Blandford to adopt the following Resolution: Unanimously approved -- Resolved that the CCLD Board of Trustees recognize Ms. Smith as follows:

Mary was a delightful person full of enthusiasm and spent her life being involved with people and our community. She was a supporter of our libraries long before we became a District. Mary was a familiar sight at the Steele Memorial Library and was an active member of the Steele Friends and after we became a District she was part of the CCLD Friends. The book sale was her favorite event of the year and she enlisted the help of her son Ross and her grandchildren and made it sort of a family affair. Her love of our libraries continued through her son Denny who was a CCLD Board member and served as President and her grandson Matthias who is on the Friends of CCLD Board. Libraries depend on the support of people like Mary and her efforts on behalf of CCLD will be felt long into the future. She will be missed.

Director's Report.

CONSENT ITEM: Approval of Fall/Winter 2015-2016 hours. Resolved by Ms. Dworkin, seconded by Ms. Roberts that the CCLD Board of Trustees approves the Fall/Winter 2015-16 hours as submitted in writing. **VOTE:** Unanimously Approved.

Mr. Shaw discussed the following:

CCLD Issues. Stats were given for the online databases Freegal, Transparent Languages and Zinio, as well as IndiFlix and Lynda.com. With the wireless being shut off during off hours, there have been no complaints by patrons. Complaints regarding the Promenade near Steele have dropped significantly as well.

Programs. He received a lot of good feedback from the Theatre Camp held at Steele. The Summer Reading Club program had 1,352 participants and the final party at Eldridge Park was a success with 250 in attendance. The Summer Concert Series had 339 total attendance for 5 concerts. September is National Library Card Sign-up month. Library Lovers Baskets funded by the Marketing Committee are being given away at each branch and a drawing will be held for one patron district-wide to win a Samsung Galaxy tablet. A survey is also being posted on the website to get patron input and knowledge of online databases and upcoming programs.

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 #2015-46). Nothing new to report.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2015-47). Nothing new to report.

CONSENT ITEM: Approval of the CCLD proposed budget for 2016. Resolved by Ms. Reynolds, seconded by Ms. Kappanadze that the CCLD Board of Trustees approve the 2016 Budget as submitted in writing to the board. VOTE: Unanimously Approved.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2015-48). Ms. Hayes reported the following: Elevator project at Steele has been delayed and is expected to begin September 14th – a 4 week project with the elevator being totally out of order for approximately 2 ½ of those weeks. Chiller Project at Steele – most of the paperwork has been completed for the Construction grant. This year there is a new requirement to comply with MWBE specs. CCLD has to show that a good faith effort has been made to comply with this requirement. It appears as though CCLD will be eligible to receive \$101,000 from the State Construction funds and \$150,000 from the State's Economic Development Assistance Program Grant. Ms. Chollet moved, seconded by Ms. Reynolds to give Director Ron Shaw the legal authority to submit the Chiller project requests for funding from various government organizations. VOTE: Unanimously Approved. Other pending issues include the Taitem Energy Audit, Bathroom Project at the Steele Library, Dark Fiber being installed by STLS and a tree needing trimming at the Big Flats Library.

Personnel Committee. Ms. Kappanadze stated that the Committee is meeting on a regular basis and is looking to review the contract between the board and the Director to be sure it is on par with other organizations.

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

It was reported that two new replacement Library Pages have been hired, two candidates have been interviewed for the MakerSpace Clerk position. Mr. Shaw is requesting that authorization be given to hire a replacement for a Library Page who has been off on disability leave and has indicated that she will not return to her position. Ms. Reynolds moved, seconded by Ms. Hayes to authorize filling this position upon receipt of a formal resignation in writing. VOTE: Unanimously Approved.

Mr. Shaw reported that based on Board guidance, job descriptions for staff members have been completed, have been sent to supervisors to be reviewed by staff and signed and returned. The Civil Service Commission is reviewing the job descriptions. Still awaiting completion are job descriptions for Librarian 1 (LH), Network Specialist and Administrative Assistant.

Old Business. Discussion of continued 24/7 wireless access – the board felt there is no reason to change this at this time.

Public Expression. None

New Business. None

The meeting was adjourned at 7:52pm. The next regular meeting of the board will be held on Thursday, September 17th, 2015 at 6:00pm at the Steele Memorial Library, 101 East Church Street, Elmira, New York.

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2015-50)

Financial Report - AUGUST 31, 2015

Income	2015 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 67,800	\$ 72,038	\$ -	106%		Sale of stock for NF \$20,389
Grants (other than N.Y.S.)	\$ -	\$ 27,450				Donation for VanEtten Library \$1,300, HH Friends \$11,150, CCLD Friends \$12,430, STLS Foundation \$1,000, CCTC \$100; \$500 KOHLS for Maker Expo; \$520 Howell for LEGO; \$450 ARTS
Foundation Contributions	\$ 165,000	\$ 60,000	105,000	36%		
Library District Tax Receipts	\$ 2,677,624	\$ 2,677,624	0	100%		SML \$40K, HH \$20K
PILOT Funds	\$ 30,000	\$ 53,776				
Interest on Investments	\$ 1,000	\$ 632	368	63%		
State Aid	\$ -	\$ -				
Central Library Development	\$ 80,000	\$ -	80,000	0%		
Central Book Aid	\$ 54,000	\$ -	54,000	0%		
Local Library Services Aid	\$ 37,000	\$ -	37,000	0%		
Other State Aid	\$ -	\$ 10,623	(10,623)			Final for HH and Steele 2014 Construction Projects
TOTAL INCOME	\$ 3,112,424	\$ 2,902,143	\$ 265,745	93%	67%	
Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
Personnel						
Salaries	1,367,938	\$ 858,056	\$ 509,882	63%		
Overtime & Holiday Salaries	7,035	\$ 7,403	(368)	105%		incl OT pay for IT staff
Employee Benefits						
FICA	105,185	\$ 66,007	\$ 39,178	63%		
NY State Retirement	287,205	\$ 165,669	\$ 121,536	58%		
Medical & Dental	392,982	\$ 223,160	\$ 169,822	57%		
Other (Disability, Wk. Comp, Unemp)	20,263	\$ 29,273	\$ (9,010)	144%		ANNUAL pymt - Worker's Comp \$17,851; Disability \$2,582
Subtotal - Personnel Expenses	2,180,608	1,349,568	\$ 831,040	62%	67%	
Contractual						
Equipment	27,161	\$ 11,298	15,863	42%		TOT pd from donations \$5,666; BF Kiosk-Gift funds \$4,421; Grant \$575; CCLD Friends \$670
Telephone	12,300	\$ 10,902	1,398	89%		Verizon-paid annual fees
Supplies	37,200	\$ 37,200	0	100%		TOT pd from donations \$13,560; Grant for MS \$570; CCLD Friends \$1,183; HH Friends \$4,364; Gifts \$1,901; HH Found \$706, Marketing \$816; BF Gifts \$43. Also includes Scheduling software \$3,977
Travel & Continuing Education	15,615	\$ 7,301	8,314	47%		
Repairs & Maintenance	39,060	\$ 27,884	11,176	71%		
Postage	2,625	\$ 709	1,916	27%		
Library Materials (books, video, etc.)	302,551	\$ 219,191	83,360	72%		Incl Gifts \$831; CCLD Friends \$771; HH Friends \$362
Utilities	66,000	\$ 46,284	19,716	70%		4th Qtr 2014; 1st & 2nd Qtr 2015
Building Cleaning Supplies	18,125	\$ 17,277	848	95%		TOT pd NON-BUDGET exp - Tree Removal HH \$2,850 & WE \$1,500
Fuel, Gas & Oil (Bookmobile)	4,000	\$ 1,744	2,256	44%		
Insurance	39,913	\$ 34,708	5,205	87%		ANNUAL for D&O insurance and Flood Ins \$11,794; 3 of 4 pymts for Liability Insurance
Vehicle Operation / Maintenance	1,000	\$ -	1,000	0%		
Professional Fees (audit, engineer/legal fees)	20,255	\$ 30,302	(10,047)	150%		Energy Study \$2,525; Audit \$5,000; Atty fees \$15,508
Data Processing Expenses (Cost Share)	118,713	\$ 62,998	55,715	53%		ANNUAL for Time Warner (VPN), 1st & 2nd Qtr STLS
Payment of Taxes	4,775	\$ 4,757	18	100%		
Library Programming	27,500	\$ 27,500	0	100%		TOT pd from donations \$18,124; HH Friends \$7,348; CCLD Friends \$6,132; Gifts \$535; Grant funds \$2,519; VE \$1,396; MKT Comm \$194
Chemung County costs (B&G, vision)	9,000	\$ 9,000	0	100%		Repair/paint walls at ST + purchase 2 new industrial water heater
Capital Improvements STATE CONST see below	10,000	\$ 14,259	(4,259)	143%		Hunt Eng - prog pymt for elevator \$4,516
Contingency Fund	52,651	\$ 27,631	25,020	52%		Used for County Costs-\$8,628; Supplies\$6,464 & Programming \$12,539
Debt Service	\$ 62,372	\$ 31,186	31,186	50%		1st & 2nd Qtr payments
Subtotal Expenses	\$ 3,051,424	\$ 1,971,699	\$ 1,079,725	65%	67%	
2014 & 2015 State Construction Projects		\$ 21,268				Elevator project
TOTAL EXPENSES	\$ 3,051,424	\$ 1,992,967				

Unpaid Bills Detail

As of September 9, 2015

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Aleta Yarrow			
	09/08/2015	Collage 9/29 Adult prog at ST pd by Friends	180.00
Total Aleta Yarrow			<u>180.00</u>
Aridan Books, Inc.			
	09/04/2015	Crayon Kiosk for HH pd by Foundation	3,582.63
Total Aridan Books, Inc.			<u>3,582.63</u>
Capabilities, Inc.			
	09/08/2015	Cleaning BF/HH/WE for AUGUST	1,390.00
Total Capabilities, Inc.			<u>1,390.00</u>
CCLD Petty Cash			
	09/04/2015	Petty Cash BKM/HH/WE	391.24
Total CCLD Petty Cash			<u>391.24</u>
Chemung Canal Trust Company			
	09/04/2015	3D printer, tables, prof fees	709.09
Total Chemung Canal Trust Company			<u>709.09</u>
Chemung County Treasurer			
	09/08/2015	2015 Debt Svc - 3rd Qtr	15,592.91
Total Chemung County Treasurer			<u>15,592.91</u>
Dell Marketing L.P.			
	09/08/2015	2015 budgeted replacement computers	17,864.40
Total Dell Marketing L.P.			<u>17,864.40</u>
Demco, Inc.			
	09/08/2015	DVD albums/laminate/labels & tape for bks	377.50
Total Demco, Inc.			<u>377.50</u>
Eastern Copy Products			
	09/04/2015	Steele copy charges 8/15-11/15	879.83
Total Eastern Copy Products			<u>879.83</u>
Envisionware, Inc.			
	09/08/2015	Annual Maint. agreement 10/15-10/16	1,563.68
Total Envisionware, Inc.			<u>1,563.68</u>
Fire Alarm Service Technology, Inc.			
	09/04/2015	Replace faulty camera ST	522.00
Total Fire Alarm Service Technology, Inc.			<u>522.00</u>
First Transit			
	09/08/2015	Bookmobile fuel - 7/24-8/14	236.74
Total First Transit			<u>236.74</u>
Image Integrator			
	09/08/2015	toner for Microfilm Machine	219.00
Total Image Integrator			<u>219.00</u>

Unpaid Bills Detail

As of September 9, 2015

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Jamex, Inc.			
	09/08/2015	copy card supply	412.30
Total Jamex, Inc.			<u>412.30</u>
JanWay Company USA, Inc.			
	09/04/2015	supply of red CCLD bags/pencils/HH for 1K book program	1,795.02
Total JanWay Company USA, Inc.			<u>1,795.02</u>
Karen J. White			
	09/08/2015	Patron Refund	7.50
Total Karen J. White			<u>7.50</u>
Madcap Productions			
	09/08/2015	FINAL HH Puppet prog 10/7	447.50
Total Madcap Productions			<u>447.50</u>
Michael Truesdail			
	09/08/2015	Mileage reimb 7/1/15-8/20/15	69.58
Total Michael Truesdail			<u>69.58</u>
Oriental Trading Company, Inc.			
	09/04/2015	Program Supplies HH	408.85
Total Oriental Trading Company, Inc.			<u>408.85</u>
Perry & Carroll, Inc.			
	09/08/2015	Buildings insurance FINAL installment 2015	5,411.00
Total Perry & Carroll, Inc.			<u>5,411.00</u>
Petty Cash-Steele			
	09/08/2015	supplies/postage/AD&Teen prog/software	306.00
Total Petty Cash-Steele			<u>306.00</u>
Quicker Printer			
	09/04/2015	brochures for LEGO club	411.30
Total Quicker Printer			<u>411.30</u>
Sayles & Evans			
	09/04/2015	Legal fees 6/2-6/29	651.00
Total Sayles & Evans			<u>651.00</u>
Skillpath Seminars			
	09/04/2015	workshop registration fee-ST	149.00
Total Skillpath Seminars			<u>149.00</u>
Southern Tier Library System			
	09/08/2015	Processing fees June,July,Aug all libraries	4,090.11
	09/09/2015	3rd Qtr cost share	27,973.75
Total Southern Tier Library System			<u>32,063.86</u>
Unique Management Services, Inc.			
	09/08/2015	collection notices-AUGUST	554.90
			<u>554.90</u>

Unpaid Bills Detail

As of September 9, 2015

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Unique Management Services, Inc.			554.90
University of Rochester			
	09/08/2015	LEGO Leage Tournament fee - pd by grant	150.00
Total University of Rochester			<u>150.00</u>
W. B. Mason Co, Inc.			
	09/04/2015	office supplies all libraries	254.84
Total W. B. Mason Co, Inc.			<u>254.84</u>
Wegmans Food Markets Inc.			
	09/04/2015	Programming JUV/VE/Teen/Adult	129.74
Total Wegmans Food Markets Inc.			<u>129.74</u>
			<u>86,731.41</u>

Unpaid Bills Detail

As of September 2, 2015

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	09/02/2015	7/10-8/7 purchases all libraries	<u>3,263.06</u>
Total Amazon Credit Plan			3,263.06
American Library Association			
	09/01/2015	Membership dues - Director	<u>255.00</u>
Total American Library Association			255.00
Blackstone Audio			
	09/02/2015	DVD purchases	<u>35.99</u>
Total Blackstone Audio			35.99
Cengage Learning, Inc.			
	09/02/2015	Fiction Purchases-ST	<u>550.91</u>
Total Cengage Learning, Inc.			550.91
Corning Community College			
	09/01/2015	Work Study Program Expenses	<u>171.00</u>
Total Corning Community College			171.00
David Jeffers			
	09/01/2015	deposit for BF Pumpkin program 10/27	<u>100.00</u>
Total David Jeffers			100.00
First Transit			
	09/01/2015	Bookmobile fuel - 7/6-7/21	<u>210.77</u>
Total First Transit			210.77
Glenice Peel			
	09/01/2015	mileage reimb 7/7-8/21	<u>143.75</u>
Total Glenice Peel			143.75
Horseheads Do It Center			
	09/01/2015	HH - garbage bags, sand	<u>25.67</u>
Total Horseheads Do It Center			25.67
Ingram Library Services			
	09/02/2015	Library materials - all libraries	<u>13,279.13</u>
Total Ingram Library Services			13,279.13
Janet Ackerman			
	09/01/2015	SRC final party supplies	<u>80.64</u>
Total Janet Ackerman			80.64
Krista Arkler			
	09/01/2015	Patron Refund	<u>15.00</u>
Total Krista Arkler			15.00
Madcap Productions			
	09/01/2015	deposit for HH Puppet prog 10/7	<u>447.50</u>
Total Madcap Productions			447.50

Unpaid Bills Detail

As of September 2, 2015

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Margeson's Landscaping Inc.			
	09/01/2015	HFL mowing & trimming 8/1 & 8/4	260.00
Total Margeson's Landscaping Inc.			<u>260.00</u>
Michelle Erickson			
	09/01/2015	Mileage reimb-AUG + SRC prog supplies	226.56
Total Michelle Erickson			<u>226.56</u>
MidWest Tape			
	09/02/2015	DVD/Audio purchases - HH/WE	1,990.06
Total MidWest Tape			<u>1,990.06</u>
Penguin Random House, LLC			
	09/02/2015	AV purchases - Steele	26.25
Total Penguin Random House, LLC			<u>26.25</u>
Recorded Books			
	09/02/2015	DVD purchases	132.40
Total Recorded Books			<u>132.40</u>
Staples Credit Plan			
	09/01/2015	Late fees & Interest due	50.65
Total Staples Credit Plan			<u>50.65</u>
The New York Times			
	09/01/2015	Annual subscription 8/9/15-8/8/16	912.00
Total The New York Times			<u>912.00</u>
Town of Big Flats			
	09/01/2015	BF -Water Bill 5/5-8/6	28.75
Total Town of Big Flats			<u>28.75</u>
Village of Horseheads			
	09/01/2015	water bill 4/14-7/13	35.98
Total Village of Horseheads			<u>35.98</u>
Whitesville library			
	09/01/2015	Patron Refund	15.95
Total Whitesville library			<u>15.95</u>
			<u><u>22,257.02</u></u>

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of September 2, 2015

Document #2015-51

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
	09/02/2015	Reference materials	823.12
Total Baker & Taylor Books			<u>823.12</u>
Information Today, Inc.			
	09/02/2015	reference material	282.05
Total Information Today, Inc.			<u>282.05</u>
Southern Tier Library System			
	09/02/2015	eBook purchases JUV	1,306.93
Total Southern Tier Library System			<u>1,306.93</u>
			<u><u>2,412.10</u></u>

Document #2015-52

Report of the September 2nd, 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 and Tim Blandford. The meeting opened at 6:09pm.

UNPAID BILLS: Ms. Dworkin moved, seconded by Ms. Hayes to approve the Unpaid Bill lists dated September 2, 2015 as follows: General Fund - \$22,257.02 and Grant Fund - \$2,412.10.
VOTE: Unanimously Approved.

President's Report. Mr. Roberts stated that the plaque commemorating Earle Catlin has not yet been installed at the Horseheads Library. Mr. Hare moved, seconded by Ms. Hayes to give permission to hire an outside contractor to install the plaque should the County crews not be able to do so by the date of the dedication of the Earle R. Catlin Meeting Room – October 12, 2015. VOTE: Unanimously Approved.

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

- The nominee that CCLD sent in for the Library Advocacy Award (Ann Thurber) being given by STLS was not a winner. STLS is considering adding an Outstanding Volunteer Award in 2016 for which CCLD will again nominate Ms. Thurber.
- CCLD has won STLS's Promotional Video Award again this year – 3 out of the last 4 years.
- There is no word on the approval of the changes to the Legislation.
- September is Library Card Sign Up Month
- The Board of Elections has been sent the wording for the budget proposal to be included on the ballot for the November 2015 election.
- Job Descriptions – Mr. Shaw will be meeting with civil service regarding job descriptions.
- A survey has been placed on the website for patrons to fill out. It will be used to glean from patron's comments and survey their visits to the library.
- Flu Shot Clinic – has been scheduled for all staff and our regular volunteers for September 28th from 12 – 2pm at a reduced rate. Vouchers are available for those who cannot make that date. Board members are included under volunteers and the cost is \$27.00. Contact Ms. Santulli if you are interested.

Ms. Silvernail was asking about Corning Library sending emails to patrons each week with upcoming programs. Mr. Shaw stated that CCLD had considered this, but decided that patrons do not want to be bombarded with emails. Instead CCLD sends a monthly newsletter to interested patrons.

Regarding making a case to the public about approving the 2016 budget – Mr. Shaw will make his appearances at each library during the month of October and board members are encouraged to write Letters to the Editor to be included on a regular basis prior to the election.

The meeting adjourned at 6:30pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, October 7th, 2015 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2015-53

Report of the September 9th, 2015 meeting of the Budget & Finance Committee of the Chemung County Library District.

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

Ms. Santulli presented the August 31st, 2015 Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Santulli presented the 9/9/15 Unpaid Bills Detail for the General Fund bills totaling \$86,731.41. The list includes the third quarter payments to Chemung County for Debt Service and to STLS for Cost Share. It also includes an invoice for the purchase of 24 computers as part of the budgeted 5 year replacement plan. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

Mr. Shaw reported receipt of an email from the Steele Memorial Foundation to the Big Flats Library Advocates which delineated the Advocates funding being held by the Foundation from 2008 to present.

Ms. Kappanadze again reinforced the need for the Library District to be looking into alternative funding sources, i.e. event fundraising, person-to-person requests for funds, outsourcing, as well as a “donate” button on the web page. Ms. Santulli reported that CCLD’s PayPal Account has been opened and staff is working on the specifics of how it will work on our website. Ms. Kappanadze requested that a discussion on fundraising be placed on the agenda for the September board meeting.

The meeting adjourned at 8:16am. The next meeting of the Budget & Finance Committee will be held on Wednesday, October 14th, 2015 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2015-54

Report of the September 2nd, 2015 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:35pm. Present were Mr. Hare, Ms. Hayes and Mr. Roberts. Also attending were Joan Santulli and Ron Shaw, CCLD Management.

The Committee received reports on the following:

- Elevator Project at Steele. The project has been delayed and will begin September 14th. Signs have already been posted in the building and the press release has been sent out. It is expected that the elevator will be completely out of service for about 2 ½ weeks.
- Bathroom Project at the Steele Library – a 2015 project application. Still waiting the funding that has been approved.
- Chiller Project at the Steele Library – a 2016 project application. Two new estimates have been requested from Kimble, Inc. and Trane. The grant information has been sent to DASNY and STLS has filed the paperwork with the State for Construction funding. Any funds left over from the project may be utilized for energy upgrades.
- Taitem Energy Audit. CCLD is still waiting to hear from NYSERDA.
- West Elmira Library. Regarding the tree in front of the library, the Committee will not discuss it any further and it should be removed from the agenda.
- Dark Fiber. Nothing new to report
- Big Flats Library. CCLD has been notified that the water meter will be replaced.
- Worker's Comp Inspection. An inspector completed her inspection today and noted no significant deficiencies.

The meeting adjourned at 5:55pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, October 7th, 2015 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.