



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

## Agenda

The April 2012 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, April 19, 2012 at 6:00 pm at the **West Elmira Branch, 1231 W. Water St. Elmira, NY 14905**. The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Reynolds (796-9292), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (documents #2012-19)
4. Treasurer's report
  - a) Financial report (document #2012-20)
  - b) Report of Unpaid Bills Detail (document #2012-21)
5. Correspondence
6. President's report
7. Director's report
8. Committee reports:
  - a) Executive Committee (Reynolds)
    - 1) Report of the Committee meeting (document #2012-22)
  - b) Budget & Finance Committee (Fitzgerald)
    - 1) Report of the Committee meeting (document 2012-23)
  - c) Building & Grounds Committee (Schwesinger)
    - 1) Report of the Committee meeting (document 2012-24)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

*(Minutes of the March 2012 meeting of the Chemung County Library District Board of Trustees.  
Document #2012-19)*

**Minutes of the March 2012 meeting of the Chemung County Library District Board of Trustees.** The March meeting was held on Thursday, March 15, 2012 at the Steele Memorial Library, 101 East Church Street, Elmira, New York. President Georgia Reynolds called the meeting to order at 6:00pm. Present were Robin Fitzgerald, John Savash, Sue Cook, Marge Kappanadze, Rita Dery, Tina Hager, Karl Schwesinger, Allen C. Smith, Richard Roberts and Jessica Roberts. Excused were Mary Beth Conwell and Ann Cady.

Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant, Denise King & Martin Green, Chemung County representatives on the Southern Tier Library System (STLS) Board of Trustees and Tim Blandford, a potential CCLD trustee candidate representing the 13<sup>th</sup> District.

**Minutes.** The minutes of the February 2012 meeting (Document #2012-14) were presented for board review. The minutes were approved as distributed by unanimous consent.

**Financial Report.** The February 29, 2012 Financial Report (Document #2012-14) was presented for board review. The report includes a PILOT revenue. (Payment in Lieu of Taxes) By unanimous consent the February 29, 2012 Financial Report was approved as distributed and will be filed for audit.

**Report of Unpaid Bills** (Document #2012-15). It was noted that the \$18,766.20 being paid to STLS includes their 1<sup>st</sup> quarter Data Processing fee. By unanimous consent, the board authorizes the payment of the unpaid bills dated 3/7/12 General Fund - \$50,578.08 and Grant Fund - \$1,694.31 and the unpaid bills dated 3/15/12 – General Fund - \$48,903.32 and Grant Fund - \$1,110.20 as distributed.

**Correspondence.** Mr. Shaw passed around following correspondence received during the month:

- A thank you note from CareGivers for the use of the meeting room at the Steele Library for their recent continuing education class.
- Notification of the donation of John Juriga's newest book entitled, "*Bob Hines: National Wildlife Artist*". Mr. Juriga acknowledges the assistance of the CCLD reference staff during the research for the book.
- A thank you note to the West Elmira Westcraft group that meets at the library and makes bereavement buntings and blankets to donate to the local neonatal unit at the Arnot Hospital.
- A request from the Holy Family Middle School which was approved to borrow four of the large chess pieces from the Steele Library for their school play.

**President's Report.** Ms. Reynolds reported that she, Mr. Shaw, and representatives from the STLS board met with Assemblyman Chris Friend to encourage his support of libraries in his position in the State Legislature.

Ms. Reynolds stated that the September 2012 meeting of the CCLD Board of Trustees will be held at the Southern Tier Library System headquarters in Coopers Plains. Bonnie Webber, the current President of the STLS board plans to be in attendance.

Ms. Reynolds also reported that since the board's ad-hoc Marketing Committee has been disbanded, Ms. Cady will be joining the Personnel Committee.

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

- Regarding Personnel, Dianne Patchett will be leaving her position on the Bookmobile to fill the vacancy left at the West Elmira Library with the retirement of Rose Woodard. A replacement for the Bookmobile vacancy has not been chosen and the position may move to a Library Clerk instead of a

Principal Library Clerk position. He hopes to have the position filled by the end of the month. He is also gauging staff interest in a part-time position in the Children's Department at the Steele Library.

- A letter was received from the Chemung County Board of Elections which gives 3 options to make it easier for them to continue to be in charge of the Library District elections. Mr. Shaw will forward the letter to board members and will meet with representatives from the Board of Elections. This matter will be discussed at the April meeting of the board.
- The annual report from the Chemung County Buildings & Grounds Department which delineates the labor costs donated to CCLD for the 2011 fiscal year. The County charges the Library District for supplies but as part of their "shared services" they do not charge for labor. The grand total in wages and fringe benefits paid by the County on behalf of the Library District for 2011 is \$28,729.91.
- A couple of patron issues are being handled: (1) handicapped parking at both the Steele and West Elmira Libraries and (2) a complaint regarding security on the public computers.
- Regarding the 2013 budget, the auditors were requesting clarification on the 2% tax cap. They expect to give their report on the 2011 audit at the April board meeting in West Elmira, however, they were curious about other municipalities who have gone over the 2% limit required by the State. This can be done by a 60% vote of the board and a simple majority vote by residents. Some discussion by the board followed.
- The Master Policy Document is now posted on the website. STLS is still discussing the option of paying for fines online, however, they have not worked out how the funds will be allocated. This matter and an issue with Collection reports (and SSN numbers) will be discussed at the June meeting of the Director's Council.
- Upcoming programs include (1) Chess Tournament at the Steele Library on April 14<sup>th</sup>; (2) the Friends of the Steele annual Poetry Contest; (3) author Alex Berenson at Notre Dame High School on April 4<sup>th</sup> – being sponsored by the Friends of the Steele Library; (4) Flower Arranging workshop at the Steele Library and (5) a Concert series on the Promenade during the month of July, also being sponsored by the Friends of the Steele Library.
- Regarding the marketing of the Library District, there has been great feedback on the digital signage installed at each library. E-readers will be able to be borrowed by patrons at the Horseheads Library at the beginning of April thanks to the sponsorship of the Horseheads Foundation. Items being re-ordered to promote the Library District include shirts for staff members, t-shirts to give away at the Summer Reading Club final party and pens/pencils with the logo.
- There is still no word from the State regarding the 2011 Construction grant applications. Mr. Shaw has applied for a grant from the Anderson Foundation to assist with the cost of installation of the computer room at Steele. He will be requesting funding from the Friends of the Horseheads Library to assist in the purchase of meeting room equipment for the library.
- Regarding the Cost Share (Data Processing) fees being charged by STLS to the Library District this year, the actual cost is up over \$6,000 from what was budgeted for the services. The actual cost in 2011 will be \$70,431.

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2012-16). There was no further discussion.

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2012-17). Ms. Cook reported that she and Ms. Fitzgerald plan a meeting with bank representatives to go over the distribution of Library District funds into the bank's CDARs program.

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2012-18). The Library District has received the "*Existing Conditions Reevaluation/Capital Reassessment of the CCLD properties*" report and it has been reviewed by the Committee. As a result, Mr. Shaw recommended that the following projects be completed as soon as possible. (1) Elevator safety upgrades, minor roof items and the ADA designated parking spaces at the Steele Library; (2) Exterior sidewalk repairs, roof scupper drains and downspout extensions at the Big Flats Library;

(3) An illuminated exit sign, storage shelving unit and the replacement of the folding door system at the Horseheads Library; and (4) Exterior sidewalk repairs, ADA designated striping and signage and roof scupper drains and downspout extensions at the West Elmira Library. Mr. Schwesinger moved, seconded by Mr. Roberts to authorize the Director to move ahead with the above mentioned projects that total an approximate \$9,500. Motion Carried.

Mr. Shaw also requested that the Committee develop a capital budget. Mr. Savash was asked to spearhead this in order to help prioritize a timeline for the projects and to give a 5 year strategic plan for completing them. The Committee will attempt to determine which projects can be completed with assistance from the County Buildings & Grounds Department. They will also look into applying for grants to complete some of the more expensive projects.

Ms. Reynolds reported that the State Environmental Facilities Corporation has released the final disbursement of funding for the Green Roof at the Steele Library. These funds represent the 5% retainage and they were wired into the CCLD General Fund today. As a result of receiving this funding, Mr. Schwesinger moved, seconded by Mr. Savash to pay the final invoices to Collins & Walton in the amount of \$2,870.05 and to the Charles F. Evans Company in the amount of \$33,144.33. This will close out the Green Roof Project. Motion Carried.

The Chemung County Environmental Management Council has offered their services to maintain the planters outside the Steele Memorial Library as part of their community service projects.

Mr. Shaw is investigating the remodeling of the Large Print area at the Steele Library in order to provide more office space for library staff. Staff members will form a committee to develop a space utilization plan and the results will be brought to the board for review.

**Ad-hoc Strategic Planning Committee.** Ms. Kappanadze gave the following update: The Committee met on March 19<sup>th</sup> and reviewed the results of both the surveys which were conducted last month and were filled out by staff and County residents. The surveys gave a good picture of what services are being used and what is important to the public. The next step for the Committee is to use the information gleaned from the surveys to begin to establish goals for the Library District for the next 5 years.

**Old Business.** None.

**New Business.** The Friends of the Horseheads Library are holding their annual “*Beer, Wine and Roses*” fundraiser on March 24, 2012.

**Public Expression.** Denise King, STLS board member stated that she was glad to have attended this meeting. She stated that communication is important and that it is important for CCLD and STLS to get together to meet with our State Legislators to attempt to have State funding restored to libraries. She stated that STLS has developed a Foundation as a separate funding source for the Library System. The Foundation will be able to access grant funds for the Library System that local libraries and Friends groups cannot access.

Martin Green of Horseheads, New York stated that he has been an STLS board member for the last 7 – 8 years. He stated that Albany has a lot of competition from groups requesting State funding and that the State’s support for libraries has decreased by 40% from the 1994 distribution. He stated that as a board member, he would love to hear from CCLD board members when there are questions or concerns that need to be addressed.

The meeting was adjourned at 7:25pm. The next regular meeting of the board will be held on Thursday, April 19<sup>th</sup>, 2012 at 6:00pm at the West Elmira Library, 1231 West Water Street, Elmira, New York.

**CHEMUNG COUNTY LIBRARY DISTRICT**

**(DOCUMENT #2012-20)**

**Financial Report - March 30, 2012**

Income	2012 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through the Year	Notes
Library Fines, Fees & Contributions	\$ 92,375	\$ 20,034	\$ 72,341	22%		
Grants (other than N.Y.S.)	\$ -	\$ 4,000				
Foundation Contributions	\$ 165,000	\$ -	165,000	0%		
Library District Tax Receipts	\$ 2,528,243	\$ 2,529,716	(1,473)	100%		Includes PILOT funds for Empire Pipeline
Interest on Investments	\$ 3,000	\$ 308	2,692	10%		
<b>State Aid</b>	\$ -					
Central Library Development	\$ 80,000	\$ -	80,000	0%		
Central Book Aid	\$ 54,000	\$ -	54,000	0%		
Local Library Services Aid	\$ 37,000	\$ 3,272	33,728	9%		4th Qtr FINAL for LLSA
Other State Aid	\$ 1,600	\$ 37,391	(35,791)	2337%		<a href="#">Final Distribution from NYS EFC for Green Roof Project</a>
<b>TOTAL INCOME</b>	<b>\$ 2,961,218</b>	<b>\$ 2,594,721</b>	<b>\$ 370,497</b>	<b>88%</b>	<b>25%</b>	

Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
<b>Personnel</b>						
Salaries	1,220,509	\$ 290,125	\$ 930,384	24%		
Sunday & Holiday Salaries	9,342	\$ 2,834	6,508	30%		
Employee Benefits	745,012	\$ 166,743	578,269	22%		
<b>Subtotal - Personnel Expenses</b>	<b>1,974,863</b>	<b>\$ 459,702</b>	<b>1,515,161</b>	<b>23%</b>	<b>25%</b>	
<b>Contractual</b>						
Equipment	14,103	\$ 7,319	6,784	52%		
Telephone	10,000	\$ 1,412	8,588	14%		
Supplies	37,400	\$ 11,689	25,711	31%		
Travel & Continuing Education	16,100	\$ 2,923	13,177	18%		
Repairs & Maintenance	40,274	\$ 10,436	29,838	26%		
Postage	8,000	\$ 181	7,819	2%		
Education - Tuition Assistance	5,200	\$ 1,053	4,147	20%		
Library Materials (books, video, etc.)	313,300	\$ 77,934	235,366	25%		
Utilities	80,000	\$ 21,807	58,193	27%		
Building Cleaning Supplies	13,000	\$ 4,015	8,985	31%		
Fuel, Gas & Oil (Bookmobile)	3,600	\$ 1,213	2,387	34%		
Insurance	33,293	\$ 9,413	23,880	28%		
Vehicle Operation / Maintenance	1,000	\$ (96)	1,096	-10%		<a href="#">Refund received prior to payment of invoice</a>
Professional Fees (audit, engineer/legal fees)	36,900	\$ 9,890	27,010	27%		
Data Processing Expenses (Cost Share)	70,945	\$ 19,184	51,761	27%		
Payment of Taxes	4,575	\$ 4,517	58	99%		
Library Programming	23,000	\$ 8,808	14,192	38%		
Chemung County costs (B&G, vision)	18,021	\$ 5,343	12,678	30%		
Capital Improvements	25,000	\$ 39,814	(14,814)	159%		FINAL payment for Game Tables, etc at Steele
Contingency Fund	111,053	\$ -	111,053	0%		
Debt Service	\$ 60,028	\$ -	60,028	0%		
<b>TOTAL EXPENSE</b>	<b>\$ 2,899,655</b>	<b>\$ 696,559</b>	<b>\$ 2,203,096</b>	<b>24%</b>	<b>25%</b>	

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of April 11, 2012

Document #2012-21

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>AT&amp;T</b>			
	04/11/2012	long dist chg March - ST	10.74
Total AT&T			<u>10.74</u>
<b>Barnes &amp; Noble, Inc.</b>			
	04/11/2012	Library Materials - WE	106.34
Total Barnes & Noble, Inc.			<u>106.34</u>
<b>Brodart Co.</b>			
	04/11/2012	Flannel easel for programming-HH	208.55
Total Brodart Co.			<u>208.55</u>
<b>Capabilities, Inc.</b>			
	04/11/2012	HFL,WE,BF Janitor Services- March 2012	1,725.00
Total Capabilities, Inc.			<u>1,725.00</u>
<b>Center Point Large Print</b>			
	04/11/2012	ST & BKM - large print	318.75
Total Center Point Large Print			<u>318.75</u>
<b>Chemung County Buildings &amp; Grounds Dept.</b>			
	04/11/2012	Utility & Bldg Maint. chg- 1st Qtr 2012 incl. new cor	22,663.49
Total Chemung County Buildings & Grounds Dept.			<u>22,663.49</u>
<b>Creative Data Products</b>			
	04/11/2012	Overdue mailers - all libraries	350.54
Total Creative Data Products			<u>350.54</u>
<b>Gale Group, Inc.</b>			
	04/11/2012	ST Fiction - March purchases	350.36
Total Gale Group, Inc.			<u>350.36</u>
<b>Glenice Peel</b>			
	04/11/2012	mileage reimb - IT Meeting 2/22	43.29
Total Glenice Peel			<u>43.29</u>
<b>Hewlett-Packard Company</b>			
	04/11/2012	New Server - all libraries	3,351.05
Total Hewlett-Packard Company			<u>3,351.05</u>
<b>Horwitz/Sansolutions, Inc.</b>			
	04/11/2012	Paper/Cleaning supplies, Vacuum Repair	307.62
Total Horwitz/Sansolutions, Inc.			<u>307.62</u>
<b>Imperial Door Controls, Inc.</b>			
	04/11/2012	ST & BF doors - parts replacements	107.37
Total Imperial Door Controls, Inc.			<u>107.37</u>
<b>JanWay Company USA, Inc.</b>			
	04/11/2012	T-shirts for SRC final party	2,059.53
Total JanWay Company USA, Inc.			<u>2,059.53</u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of April 11, 2012

Document #2012-21

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Kimbo Educational</b>			
	04/11/2012	programming supplies-HH	88.00
Total Kimbo Educational			<u>88.00</u>
<b>Lakeshore Learning Materials</b>			
	04/11/2012	HH programming/book display/Books Plus kits	1,329.51
Total Lakeshore Learning Materials			<u>1,329.51</u>
<b>MidWest Tape</b>			
	04/11/2012	DVD/Audio purchases - ST & HFL	2,627.84
Total MidWest Tape			<u>2,627.84</u>
<b>Perry &amp; Carroll, Inc.</b>			
	04/11/2012	Insurance policies- 2nd payment 2012	4,740.00
Total Perry & Carroll, Inc.			<u>4,740.00</u>
<b>Raco Industries</b>			
	04/11/2012	Scanners - all libraries	893.50
Total Raco Industries			<u>893.50</u>
<b>Recorded Books</b>			
	04/11/2012	AV purchases-Steele	544.40
Total Recorded Books			<u>544.40</u>
<b>Staples Advantage</b>			
	04/11/2012	online purchases-paper/supplies all libraries	356.83
Total Staples Advantage			<u>356.83</u>
<b>Sue Larson</b>			
	04/11/2012	Kindermusik programs Oct 2011 - April 2012	350.00
Total Sue Larson			<u>350.00</u>
<b>Supermedia LLC</b>			
	04/11/2012	yellow pages ad + out of town phone book-Referen	472.31
Total Supermedia LLC			<u>472.31</u>
<b>Swift Office Equipment, Inc.</b>			
	04/11/2012	1st Qtr Maint. contract on copiers ST & HH	832.84
Total Swift Office Equipment, Inc.			<u>832.84</u>
<b>The Leader</b>			
	04/11/2012	BF - subscription	226.80
Total The Leader			<u>226.80</u>
<b>The Penworthy Company</b>			
	04/11/2012	books for BKM -Juv	664.85
Total The Penworthy Company			<u>664.85</u>
<b>Thomas Walsh</b>			
	04/11/2012	4/9 program at WE	365.00
Total Thomas Walsh			<u>365.00</u>

**Unpaid Bills Detail**

As of April 11, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Unique Management Services, Inc.</b>			
	04/11/2012	Collection Fees - all libraries MARCH	792.39
Total Unique Management Services, Inc.			<u>792.39</u>
<b>Verizon</b>			
	04/11/2012	Phone - ST/WE incl Centrex chg 12/28-2/27 not bil	1,142.08
Total Verizon			<u>1,142.08</u>
<b>Wegmans Food Markets Inc.</b>			
	04/11/2012	Program Supplies - ST Adult programming	54.75
Total Wegmans Food Markets Inc.			<u>54.75</u>
			<u><b>47,083.73</b></u>



## Unpaid Bills Detail

As of April 4, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Amazon Credit Plan</b>			
	04/04/2012	Purchases - ST, BF, HFL, WE - 2/10/12 - 3/6/12	670.30
Total Amazon Credit Plan			<u>670.30</u>
<b>AudioGo</b>			
	04/04/2012	AV purchases-ST invoice	1,915.00
Total AudioGo			<u>1,915.00</u>
<b>Brian Ewanyk</b>			
	04/04/2012	Mileage reimbursement - March 2012	21.12
Total Brian Ewanyk			<u>21.12</u>
<b>Brian P. Harris</b>			
	04/04/2012	Mileage Reimbursement-2/1-3/13/12	65.49
Total Brian P. Harris			<u>65.49</u>
<b>Broader View Weekly</b>			
	04/04/2012	Annual subscription - 2 year - ST	66.00
Total Broader View Weekly			<u>66.00</u>
<b>Caroline Poppendeck</b>			
	04/04/2012	Mileage Reimbursement 3/21/12 workshop	31.20
Total Caroline Poppendeck			<u>31.20</u>
<b>Casella Waste Systems, Inc.</b>			
	04/04/2012	Garbage disposal - BF, HFL, & WE - Feb. 2012	155.54
Total Casella Waste Systems, Inc.			<u>155.54</u>
<b>Chemung Canal Trust Company</b>			
	04/04/2012	credit card purchases- ST, HFL, Admin.	1,223.00
Total Chemung Canal Trust Company			<u>1,223.00</u>
<b>Chester's Amazing Supply House</b>			
	04/04/2012	Service call & Cash Register Tapes - HH	43.99
Total Chester's Amazing Supply House			<u>43.99</u>
<b>CHILDREN'S PLUS INC.</b>			
	04/04/2012	Books Purchased - ST&HH JUV	373.00
Total CHILDREN'S PLUS INC.			<u>373.00</u>
<b>City of Elmira</b>			
	04/04/2012	Application fee-Summer concert Programs at ST	50.00
Total City of Elmira			<u>50.00</u>
<b>Connie Oglivie</b>			
	04/04/2012	Reimb -PLA Conference expenses	200.99
Total Connie Oglivie			<u>200.99</u>
<b>Deborah L. Brimmer</b>			
	04/04/2012	mileage reimbursement - March 2012	99.91
Total Deborah L. Brimmer			<u>99.91</u>

## Unpaid Bills Detail

As of April 4, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Dianne Patchett</b>			
	04/04/2012	Programming - BKM	23.66
Total Dianne Patchett			<u>23.66</u>
<b>Doris Jean Metzger</b>			
	04/04/2012	Reimb - Programming - VE Library	27.84
Total Doris Jean Metzger			<u>27.84</u>
<b>Eleventh Day Entertainment, Inc.</b>			
	04/04/2012	DVD Purchase - ST	45.45
Total Eleventh Day Entertainment, Inc.			<u>45.45</u>
<b>Elmira Water Board</b>			
	04/04/2012	Water bill - ST	234.96
Total Elmira Water Board			<u>234.96</u>
<b>Fillmore Wide Awake Club Library</b>			
	04/04/2012	Reimb. Lost Book	10.00
Total Fillmore Wide Awake Club Library			<u>10.00</u>
<b>Fire Alarm Service Technology, Inc.</b>			
	04/04/2012	Main Security Camera Repair & Replacement -ST	687.00
Total Fire Alarm Service Technology, Inc.			<u>687.00</u>
<b>Haefele TV, Inc.</b>			
	04/04/2012	Internet for Van Etten - April 2012	51.95
Total Haefele TV, Inc.			<u>51.95</u>
<b>Heather Stetser</b>			
	04/04/2012	Patron Reimb. ST	15.00
Total Heather Stetser			<u>15.00</u>
<b>Highsmith, Inc.</b>			
	04/04/2012	ST - Lids for CD cases	47.00
Total Highsmith, Inc.			<u>47.00</u>
<b>History Education</b>			
	04/04/2012	AV purchase for Steele	209.95
Total History Education			<u>209.95</u>
<b>Horseheads Do It Center</b>			
	04/04/2012	HFL/WE- Supplies	52.92
Total Horseheads Do It Center			<u>52.92</u>
<b>Image Integrator</b>			
	04/04/2012	Annual Service Contracts on MF machines	3,664.00
Total Image Integrator			<u>3,664.00</u>
<b>Imperial Door Controls, Inc.</b>			
	04/04/2012	WE & BF doors - 2012/2013 Maint. Agreement	960.00
Total Imperial Door Controls, Inc.			<u>960.00</u>

## Unpaid Bills Detail

As of April 4, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Ingram Library Services</b>			
	04/04/2012	Library materials - All	6,838.71
Total Ingram Library Services			<u>6,838.71</u>
<b>Janet Ackerman</b>			
	04/04/2012	Mileage reimbursement 3/21 workshop	24.21
Total Janet Ackerman			<u>24.21</u>
<b>JanWay Company USA, Inc.</b>			
	04/04/2012	Pouches for e-Readers being loaned out at HH	215.14
Total JanWay Company USA, Inc.			<u>215.14</u>
<b>Jennie Mathews</b>			
	04/04/2012	Reimbursement - PLA Conference exp. including hotel	1,181.09
Total Jennie Mathews			<u>1,181.09</u>
<b>Life In The Finger Lakes</b>			
	04/04/2012	Periodical subscription - BF	14.95
Total Life In The Finger Lakes			<u>14.95</u>
<b>Mary Beth Dolan</b>			
	04/04/2012	4/9 Programs - HFL	625.00
Total Mary Beth Dolan			<u>625.00</u>
<b>Michelle Barrett</b>			
	04/04/2012	mileage reimb. March school visits HH	21.10
Total Michelle Barrett			<u>21.10</u>
<b>Multi Media Services</b>			
	04/04/2012	Time Off Cards - all library staff	85.79
Total Multi Media Services			<u>85.79</u>
<b>Random House, Inc.</b>			
	04/04/2012	AV purchases - ST	449.20
Total Random House, Inc.			<u>449.20</u>
<b>Richard Todd</b>			
	04/04/2012	Patron Reimb. - ST	45.00
Total Richard Todd			<u>45.00</u>
<b>Rose Woodard</b>			
	04/04/2012	Program Supplies/DVD purchases- WE	316.34
Total Rose Woodard			<u>316.34</u>
<b>South Central Regional Library Council</b>			
	04/04/2012	Workshop registration-ST	30.00
Total South Central Regional Library Council			<u>30.00</u>
<b>Staples Credit Plan</b>			
	04/04/2012	Supplies - HFL & BF	373.80
Total Staples Credit Plan			<u>373.80</u>

**Unpaid Bills Detail**

As of April 4, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Suzette Morgan</b>			
	04/04/2012	4/10 Floral Arrangement Program - ST Adult	100.00
Total Suzette Morgan			<u>100.00</u>
<b>Time Warner Cable</b>			
	04/04/2012	VPN/Phone - HFL, WE, ST	430.81
Total Time Warner Cable			<u>430.81</u>
<b>Verizon Wireless</b>			
	04/04/2012	BKM/Admin. cellular service-Feb/March	184.67
Total Verizon Wireless			<u>184.67</u>
<b>Wendy Gulati</b>			
	04/04/2012	Patron Refund - HFL	20.00
Total Wendy Gulati			<u>20.00</u>
<b>Wendy Knotts</b>			
	04/04/2012	Knit/Crochet Programs - ST	148.52
Total Wendy Knotts			<u>148.52</u>
			<u><u>22,049.60</u></u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of March 26, 2012

Document #2012-21

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Susan Oliver</b>			
	03/26/2012	Per contract - Existing Conditions/Capital Reassessment report	4,075.00
Total Susan Oliver			<u>4,075.00</u>
			<u>4,075.00</u>

**Chemung County Library District Grant  
Fund  
Unpaid Bills Detail  
As of April 4, 2012**

Document #2012-21

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Baker &amp; Taylor Books</b>			
	04/04/2012	Reference Materials	<u>24.92</u>
Total Baker & Taylor Books			<u>24.92</u>
<b>Ingram Library Services</b>			
		Non-Fiction Book purchases	<u>2,224.60</u>
	04/04/2012		<u>2,224.60</u>
			<u><b>2,249.52</b></u>

## **Document #2012-22**

### **Report of the April 4<sup>th</sup>, 2012 meeting of the Executive Committee of the Chemung County Library District:**

A meeting of the Executive Committee of the Chemung County Library District was held on Wednesday, April 4<sup>th</sup>, 2012 beginning at 6pm. Attending the meeting were Georgia Reynolds, Richard Roberts, Allen C. Smith, Marge Kappanadze, Sue Cook and Joan Santulli and Ronald Shaw, CCLD management. The meeting opened at 6pm.

Ms. Reynolds reported that the Library District has received \$10,000 from the Public Library Foundation of Chemung County which represents their first installment of 2012. The Foundation anticipates donating \$90,000 to the Library District this year.

Ms. Reynolds stated that in the future, changes to the Master Policy Document will be reviewed by Library District staff first before coming to the board. The board will form a small committee to review staff recommendations prior to presentation to the board.

Mr. Shaw reported that he has chosen Sue Schoeffler to serve as the Library Clerk on the Bookmobile. She has started her training this week. He is still looking for someone to fill a slot in the Youth Services Department at the Steele Library.

Other items discussed were:

- Staff Training Day is scheduled for May 18<sup>th</sup>, 2012 and will include staff recognition. Board members are encourage to attend this event.
- April 16<sup>th</sup> is Hattye Skelley Day at the Library District, a date which remembers her quarter of a million dollar donation to the Steele Memorial Library Foundation.
- The Library District should hear by the end of April whether or not the State has approved the 2012 Construction projects. The application process for the 2013 State Construction season has begun. The Buildings & Grounds Committee will be reviewing the Existing Conditions” report for the purpose of prioritizing projects to include in the 2013 applications to the State.
- Mr. Shaw updated the Committee on upcoming programs at all CCLD libraries.

Ms. Santulli presented and discussed the April 4<sup>th</sup>, 2012 Unpaid Bills Detail for the General Fund bills totaling \$22,049.60 and the Grant Fund \$2,249.52. The list includes reimbursements to 2 staff members who attended the PLA conference and paid out of pocket for meals, transportation and the hotel. It also includes the annual service contract on all microfilm machines at the Steele Library. Mr. Smith moved, seconded by Mr. Roberts to pay the bills as listed above. Motion Carried.

The meeting adjourned at 6:32pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, May 2<sup>nd</sup>, 2012 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

**Document #2012-23**

**Report of the April 11<sup>th</sup>, 2012 meeting of the Budget & Finance Committee of the Chemung County Library District:**

A meeting of the Budget & Finance Committee of the Chemung County Library District was held on Wednesday, April 11<sup>th</sup>, 2012, beginning at 8:00am. Attending the meeting were CCLD board members Sue Cook, Georgia Reynolds, Robin Fitzgerald and Denny Smith and Marge Kappanadze. Also attending were Kathy Stickler from the auditing firm Mengel, Metzger & Barr and Ron Shaw, Library District Director and Joan Santulli, CCLD Administrative Assistant. The meeting opened at 8:00am.

The following topics were discussed:

- Kathy Stickler reviewed the Audited Financial Statements, Other Financial Information and Independent Auditor's Reports as well as the Required Communications and Advisory Comments for the fiscal year ending December 31, 2011. She stated that her firm gave this audit a clean opinion with no exceptions. Mr. Smith moved, seconded by Ms. Fitzgerald to approve the draft copies of these reports and to have the final version reviewed by the board at their April meeting.
- The Committee reviewed the March 31<sup>st</sup>, 2011 Financial Report. The Committee directed that the report be forwarded to the full CCLD board for its consideration.
- Ms. Santulli presented and discussed the April 11<sup>th</sup>, 2012 Unpaid Bills Detail for the General Fund bills totaling \$47,083.73. The list includes the first quarter 2012 invoice from the Chemung County Buildings & Grounds (for Utilities and a new workstation for the HVAC system); the second payment to Perry & Carroll for Liability Insurance costs to the District and a bill from Hewlett Packer for the purchase of the new server that is used to run the public access computers. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

The meeting adjourned at 8:50am. The next meeting of the Budget & Finance Committee will be held on Wednesday, May 9<sup>th</sup>, 2011 in the Petrie Conference Room of the Steele Memorial Library.



## Document #2012-24

### Report of the April 11<sup>th</sup>, 2012 meeting of the Buildings & Grounds Committee of the Chemung County Library District

A meeting of the Buildings & Grounds Committee of the Chemung County Library District was held on Wednesday, April 11<sup>th</sup>, 2012, beginning at 3pm. Board members attending the meeting were Karl Schwesinger and Rita Dery. Also attending were Joan Santulli and Ron Shaw, CCLD Management. The meeting opened at 3:00pm.

The following topics were discussed:

- Ron Shaw & Karl Schwesinger will be reviewing the “Existing Conditions” report for the buildings owned by the Library District to begin to develop a time-line for the completion of the projects listed in the report and to determine which projects will be considered to apply for the 2013 State Construction funding. Their recommendations will be brought to the Committee. The deadline to notify the Southern Tier Library System of the 2013 projects is June 8, 2012.
- It was noted that Sue Oliver, the engineer who created the “Existing Conditions” report has requested that, if possible, the board offer a brief narrative describing their experience pertaining to this project. Ms. Santulli also noted that the Library District has already paid the \$4,075 due for her work on the project.
- The Library District is still awaiting information from the State of New York on both the approval of 2012 State Construction Grant applications for all CCLD libraries.
- Mr. Shaw received an estimate in the amount of \$650 to do the stripping of the handicap parking areas at both Steele and West Elmira. This job should be completed this month. He will contact the County to see where the handicap parking signs should be installed at the Steele Library.
- Mr. Shaw reported a problem with the lighting in the restroom at the Big Flats Library. The electrician who fixed a similar problem at the West Elmira Library will be called to take care of the situation at Big Flats.
- It was reported that a new shed (12’ x 16’) has been ordered to be installed in the parking lot at the Steele Library. The shed will hold the Haunted Library supplies that have been collected over the last 2 years and are currently cluttering up the upstairs mechanical room.
- Regarding the Green Roof project at the Steele Library, Ms. Santulli noted that the Library District has sent the New York State Environmental Facilities Corp copies of the cancelled checks paid to Evans Roofing and Collins & Walton as their final payment. The State requires this information in order to close out the project.
- Mr. Schwesinger stated that Fagan Engineers has applied for an award from the New York State Environmental Conservation Department for their work on the Green Roof project at the Steele Library.

The meeting adjourned at 3:30pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, May 9<sup>th</sup>, 2012 at 3pm in the Director’s Office at the Steele Memorial Library.