



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

Agenda

The April 2013 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, April 18, 2013 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 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 (documents #2013-19)
4. Treasurer's report
 - a) Financial report (document #2013-20)
 - b) Report of Unpaid Bills Detail (document #2013-21)
5. Correspondence
6. President's report
7. Director's Report
 - CONSENT ITEM: Approval of 2012 NYS Annual Report
 - RESOLVED to approve the CCLD 2012 New York State Annual Report as submitted.
8. Committee reports:
 - a) Executive Committee (Roberts)
 - 1) Report of the Committee meeting (document #2013-22)
 - b) Budget & Finance Committee (Cook)
 - 1) Report of the Committee meeting (document 2013-23)
 - c) Building & Grounds Committee (Savash)
 - 1) Report of the Committee meeting (document 2013-24)
 - d) Personnel Committee (Cady)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

(Minutes of the March 2013 meeting of the Chemung County Library District Board of Trustees. Document #2013-19)

Minutes of the March 2013 meeting of the Chemung County Library District Board of Trustees. The March meeting was held on Thursday, March 21, 2013 in the meeting room of the Horseheads Library, 405 South Main Street, Horseheads, New York. President Richard Roberts called the meeting to order at 6:00pm. Present were Rita Dery, Georgia Reynolds, Sue Cook, John Savash, Tina Hager, Michael Muldoon, Marge Kappanadze, Ann Cady and James Hare. Excused: Jessica Roberts. Absent: Brian Batrowny and Tim Blandford. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Steele Foundation Report. President Roberts changed the order of the Agenda to allow Ms. Kappanadze to discuss the Steele Library Foundation requests as she needed to leave the meeting early. The SML Foundation requests that the CCLD board approve the amendment of their By-laws and approve the re-election of their current officers. Mr. Savash moved, seconded by Ms. Cook to amend the wording of the SML Foundation By-laws to read that their board can consist of "five or six members" instead of just five members. Motion Carried. Ms. Reynolds moved, seconded by Mr. Savash to approve of the re-election of the following officers of the SML Foundation: President Robin Fitzgerald, Vice President Jim Sleeth, Treasurer John Vence and Secretary Ann Kuntz. Motion Carried. After discussion regarding CCLD board's involvement with the SML Foundation, Ms. Reynolds moved, seconded by Mr. Hare to remove the Chemung County Library District board of trustees as the approving authority for the Steele Memorial Library Foundation and to make the CCLD member on the Foundation board a non-voting ex-officio member. Motion Carried.

Minutes. The minutes of the February 2013 meeting (Document #2013-13) were presented for board review. The minutes were approved as corrected by unanimous consent.

Financial Report. The February 28th, 2013 Financial Report (Document #2013-14) was presented for board review. It was stated that while most of the expenditures for the State Construction projects occurred this year, the Library District received 90% of the State's funding of the projects in 2012. By unanimous consent, the February Financial Report was approved as distributed and will be filed for audit

Report of Unpaid Bills (Document #2013-15). Ms. Cook stated that these bill lists include the 1st quarter payment to Chemung County for Debt Service and several invoices for the 2012 State Construction projects. By unanimous consent, the board authorizes the payment of the unpaid bills dated 3/6/13 General Fund - \$44,087.13 and Grant Fund \$898.00; the unpaid bills dated 3/13/13 General Fund - \$106,912.33 as distributed.

Correspondence. Thank you notes were received from the Southport Historical Society for the donation of a display case that was no longer needed at the West Elmira Library, from patrons who appreciated Ms. Mathews training on Facebook and e-Readers, from a patron for the excellent choices made by Ms. Rogan in choosing materials for the Non-Fiction collection and from a patron who appreciated the recent Downton Abbey program put on by Ms. Zell.

President's Report. None.

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

- Newspaper articles. Several recent articles were passed around for board review.

- Budget issues. The Chemung County Real Property Tax Department notified CCLD that they are currently processing paperwork related to the PILOT funds. A letter from the State Insurance Fund stated only minor issues to be resolved following their safety inspection. A donation from the Partlow Estate was received and is restricted for the Horseheads Library. The rate of return in value of CCLD per household stands at 372% for 2012.
- Friends of CCLD. Ms. Corter is working with the Friends to have several volunteers from their group to work with staff during World Book Night in April. Funding requests to date total \$11,000 with the Friends approving \$500 for the May 4th Chess Tournament and \$1,500 for the final Summer Reading Club party which includes all CCLD libraries. A mini-grant application form will be created for submission of future requests for funding to the Friends of CCLD.
- Friends of Horseheads Library. Their annual Wine, Beer & Roses fund-raiser is scheduled for April 13th. The event has been posted on CCLD's website. Mr. Shaw mentioned the newsletter from the Friends group and his belief that there are some very positive possibilities with the two Friends groups working together for the betterment of the entire district.
- Public Library Foundation – Horseheads. Per conversation with Mr. Pirozzolo, CCLD has requested estimates for the Electrical Lighting in the front of the building, Landscape maintenance, Carpeting replacement and Painting of the interior of the building.
- Adult Programming Committee. The new Computer Room at the Steele Library is now being used for training in things like Facebook and Microsoft Word and Excel. Upcoming programs include Recognizing Dyslexia on April 17th and a Local Author Forum with presentations and book signings by James Hare, Dick Farnsworth, Michael Kane and Robert M. Barnum on April 20th.
- Youth Services. All upcoming events are listed on CCLD's website. Programs to note are the Poetry Club which had 22 kids enrolled and 60 attendees for the reception. The Art Club starts the first week of April and already has 22 kids enrolled. Congratulations go out to Ms. Lee who plans these two programs.
- Social Media. A reminder to board members that posts on CCLD's blogs are welcomed. Ms. Hager has submitted one and Ms. Cady will submit one for April. Board members are encouraged to sign up for the electronic newsletter and email notices.
- STLS issues. The first "Cost Share" meeting is scheduled for April 12th. Mr. Shaw, Ms. Corter and Mr. Frank will be attending representing CCLD. The STLS board has requested input for the final evaluation of retiring Director Ristiina Wigg. This will be sent to the board and all comments will then be compiled for submission to STLS. CCLD received notice that an STLS grant request made through ConnectNY was approved in the amount of \$37,266. It requires a 20% match by CCLD and will be used to purchase computer equipment.
- Buildings & Grounds issues. CCLD received letters from IBEW and the Carpenters Union requesting certified payrolls from some contractors who worked on the 2012 State Construction Projects. They are checking on the Prevailing Wage Rates to be sure that union or equal wages were paid. *Central Library* – the air flow problem was balanced and seems to be working well. There is still a problem with patrons parking on the Promenade area. STLS has been notified that CCLD will be applying for 2014 State Construction Funds to install an elevator (\$80,000 estimate) and possibly a new boiler at Steele. *Big Flats* – An air purifier was installed to help with fume issues. No further complaints have been received. *West Elmira* – CCLD is still awaiting final adjustments to problems with the circulation desk. *Horseheads* – Mr Shaw stated "As there will be no new building I would like to move forward on investigating the possibility of an addition to Horseheads. The budget issues with New York State such as lowered funding for

libraries, particularly library systems, retirement costs and unfunded mandates coupled with the property tax cap place an increasingly disproportionate burden on the district. When we consider rising health insurance costs, with the district picking up 85% of the cost for current employees which will total over \$340,000 in 2013 and 50% or \$31,000 of retiree costs it becomes financially derelict of us to contemplate such a major expense. Chemung County has one of the highest poverty numbers in the state with 16%. With the loss of jobs such as Sikorsky and the continued delay on a fracking decision, without editorial comment on its environmental impact, we cannot expect the situation to change anytime soon. In fact we must look ahead to further balancing branch hours and staffing levels based upon community need and the ability of the district to provide a continued level of service.” Regarding an addition at Horseheads, Mr. Shaw has spoken to Mr. Van Duzer and Mr. Radin who both support an extension at the back of the building. This would be an approximate \$300-\$500 per square foot cost to CCLD. *Library District as a whole* – Information on making CCLD a “No Smoking Campus” has been sent to the Buildings & Grounds Committee. Mr. Shaw would like to have a vote on the issue at the next board meeting.

- **Personnel.** New Staff Action Summaries are being used to make sure that all CCLD staff members are reading board packets, etc. Recent items that were updated and sent include the CCLD Strategic Plan, an Employee Suggestion Program, Customer Service, Management Style, Open Door Policy, the March Department Head meeting minutes and the March board packet. These are sent to Department Heads who will make sure their staff acknowledges that they have read the items and then will return the summaries to Mr. Shaw. *Evaluations* are currently being conducted for Department Heads. They are open and honest evaluations.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2013-16).

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2013-17). Ms. Cook stated that library funds in CCLD bank accounts will be deposited into several CDARs accounts (CD’s) with various maturity dates throughout the year. This gives the Library District funds the FDIC protection offered by the government. The Committee reviewed a statement from the Chemung County Buildings & Grounds Department which shows labor costs of approximately \$17,000 that was donated to CCLD for work performed by their department. It was reported that the auditors will begin their work on the 2012 audit on March 18th, 2013.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2013-18). Mr. Savash stated that the new “piggybacking” rules regarding State bid pricing were passed in November. This means that CCLD can “piggyback” off other States besides New York as well as Federal bid pricing. Other items discussed by the Committee included the CCLD Procurement Policy and a 2013 inventory to be completed by all CCLD departments (details need to be worked out).

Personnel Committee. Regarding this year’s evaluation of Library District Director Ron Shaw, Ms. Cady stated that the review process will take place on-line. All responses will be anonymous and are due back to the Committee by April 5th, 2013. A copy of Mr. Shaw’s goals for the year will be forwarded to all board members.

Old Business. None.

New Business. Mr. Hare stated that he is concerned about the two districts on the board that have long-standing vacancies. He would like to search for people who reside in Districts 9 and 11 who would be interested in serving on the CCLD board of trustees.

Ms. Reynolds stated that STLS board member Martin Green will create a vacancy when he leaves their board of trustees. It is the responsibility of the CCLD board to appoint someone to Mr. Green's position as he represents Chemung County on the STLS board.

Public Expression. None.

The meeting was adjourned at 7:03pm. The next regular meeting of the board will be held on Thursday, April 18th, 2013 at 6:00pm at the West Elmira Library, 1231 West Water Street, Elmira, New York.

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2013-20)

Financial Report - March 31, 2013

Income	2013 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through the Year	Notes
Library Fines, Fees & Contributions	\$ 80,900	\$ 19,041	\$ 61,859	24%		
Grants (other than N.Y.S.)	\$ -	\$ 2,000				incl-\$2,000 Friends of CCLD
Foundation Contributions	\$ 165,000	\$ 64,848	100,152	39%		Includes 4th Qtr 2012 distribution from HH Foundation
Library District Tax Receipts	\$ 2,578,808	\$ 2,578,808	(0)	100%		
Interest on Investments	\$ 3,000	\$ -	3,000	0%		
State Aid	\$ -					
Central Library Development	\$ 80,000	\$ -	80,000	0%		
Central Book Aid	\$ 54,000	\$ -	54,000	0%		
Local Library Services Aid	\$ 37,000	\$ 3,343	33,657	9%		Final 2012 Distribution
Other State Aid	\$ 1,600	\$ -	1,600	0%		
TOTAL INCOME	\$ 3,000,308	\$ 2,668,041	\$ 334,267	89%	23%	

Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
Personnel						
Salaries	1,321,460	\$ 292,157	\$ 1,029,303	22%		
Sunday & Holiday Salaries	6,809	\$ 2,902	3,907	43%		
Employee Benefits	715,499	\$ 197,507	517,992	28%		
Subtotal - Personnel Expenses	2,043,768	\$ 492,566	1,551,202	24%	15%	
Contractual						
Equipment	34,330	\$ 2,409	31,921	7%		incl.-\$1,181 pd by HH Friends
Telephone	9,700	\$ 2,935	6,765	30%		
Supplies	37,400	\$ 20,802	16,598	56%		incl-\$1,923 pd by BF Adv., \$1,311 pd by HHFoundation, \$1,349 ST Comp Rm pd by Anderson, \$7,023 F.A.S.T. (deficiencies in ST Sec Sys) & \$2,620 for Flashdrives/bags to be reimb.
Travel & Continuing Education	16,100	\$ 6,116	9,984	38%		
Repairs & Maintenance	43,235	\$ 19,021	24,214	44%		
Postage	5,075	\$ 194	4,881	4%		
Library Materials (books, video, etc.)	313,300	\$ 55,891	257,409	18%		
Utilities	75,700	\$ 23,185	52,515	31%		
Building Cleaning Supplies	19,642	\$ 2,730	16,912	14%		
Fuel, Gas & Oil (Bookmobile)	5,000	\$ 541	4,459	11%		
Insurance	24,108	\$ 14,341	9,767	59%		
Vehicle Operation / Maintenance	1,000	\$ 1,000	0	100%		
Professional Fees (audit, engineer/legal fees)	35,800	\$ 7,415	28,385	21%		
Data Processing Expenses (Cost Share)	90,630	\$ 2,240	88,390	2%		
Payment of Taxes	4,575	\$ 4,521	54	99%		
Library Programming	23,985	\$ 4,051	19,934	17%		incl=\$429 pd by HH Foundation
Chemung County costs (B&G, vision)	17,200	\$ 1,612	15,588	9%		
Capital Improvements	20,000	\$ 308,168	(288,168)	1541%		2012 & 2013 State Construction Projects
Contingency Fund	55,739	\$ 3,389	52,350	6%		BKM Repairs - \$3,389
Debt Service	\$ 62,458	\$ 15,615	46,843	25%		
TOTAL EXPENSE	\$ 2,938,745	\$ 988,741	\$ 1,950,004	34%	23%	

Unpaid Bills Detail

As of April 3, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
	04/03/2013	Reference materials	<u>79.22</u>
Total Baker & Taylor Books			<u>79.22</u>
Southern Tier Library System			
	04/03/2013	eBook purchases - FIC / NF	<u>1,247.10</u>
Total Southern Tier Library System			<u>1,247.10</u>
TOTAL			<u><u>1,326.32</u></u>

Unpaid Bills Detail

As of April 3, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	04/03/2013	Purchases - BF	502.86
Total Amazon Credit Plan			<u>502.86</u>
AT&T - Georgia			
	04/03/2013	elevator line-ST	36.54
Total AT&T - Georgia			<u>36.54</u>
Blackbourn Media Packaging			
	04/03/2013	AV supplies for BF	271.42
Total Blackbourn Media Packaging			<u>271.42</u>
Brian Ewanyk			
	04/03/2013	Mileage reimb - 2/4-3/28	101.14
Total Brian Ewanyk			<u>101.14</u>
Brian P. Harris			
	04/03/2013	Mileage Reimb. & Program - 2/25-3/21	61.02
Total Brian P. Harris			<u>61.02</u>
Cameron M. Libby			
	04/03/2013	Patron Refund	25.00
Total Cameron M. Libby			<u>25.00</u>
CCLD Petty Cash			
	04/03/2013	Petty Cash reimbursement - WE/HH	382.93
Total CCLD Petty Cash			<u>382.93</u>
Center Point Large Print			
	04/03/2013	BKM large print	39.54
Total Center Point Large Print			<u>39.54</u>
Chemung Canal Trust Company			
	04/03/2013	MARCH credit card - IT purchases/air purifier, etc	1,352.26
Total Chemung Canal Trust Company			<u>1,352.26</u>
CHILDREN'S PLUS INC.			
	04/03/2013	Books Purchased - BKM/ST/WE	5,781.21
Total CHILDREN'S PLUS INC.			<u>5,781.21</u>
Chris Corter			
	04/03/2013	Mileage Reimbursement - 2/8-3/27	120.91
Total Chris Corter			<u>120.91</u>
CPE Interlink			
	04/03/2013	Computer Room @ ST-Cat 5e cables installed	8,324.22
Total CPE Interlink			<u>8,324.22</u>
David Moreland			
	04/03/2013	Nat. Lib. week programs x 4	1,260.00
Total David Moreland			<u>1,260.00</u>

Unpaid Bills Detail

As of April 3, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Deborah L. Brimmer			
	04/03/2013	mileage reimb March	57.63
Total Deborah L. Brimmer			<u>57.63</u>
Eldridge Park Carousel Preservation Soc.			
	04/03/2013	Security Dep & Downpymt SRC party	312.50
Total Eldridge Park Carousel Preservation Soc.		pd by Friends of CCLD	<u>312.50</u>
Elmira Water Board			
	04/03/2013	Water bill - ST/WE Jan/Feb	295.24
Total Elmira Water Board			<u>295.24</u>
Imperial Door Controls, Inc.			
	04/03/2013	ST - door repair not covered under maint. agmt	305.00
Total Imperial Door Controls, Inc.			<u>305.00</u>
Ingram Library Services			
	04/03/2013	All Library materials - Statements 4/1/13	6,815.86
Total Ingram Library Services			<u>6,815.86</u>
Kimberly Jones			
	04/03/2013	reimb-storage bins-BKM	16.66
Total Kimberly Jones			<u>16.66</u>
Kylie M. McGrain			
	04/03/2013	Patron Refund	20.00
Total Kylie M. McGrain			<u>20.00</u>
Manfredi Multimedia Solutions			
	04/03/2013	Microphone for ST Aud for staff/Friends use	142.00
Total Manfredi Multimedia Solutions			<u>142.00</u>
Melanie Cassarly			
	04/03/2013	Mileage reimb 3/13 workshop	28.25
Total Melanie Cassarly			<u>28.25</u>
Michele Drake			
	04/03/2013	Patron refund	15.00
Total Michele Drake			<u>15.00</u>
Petty Cash-Steele			
	04/03/2013	Set up PC for ST JUV, Supplies, Postage, programming, e	746.44
Total Petty Cash-Steele			<u>746.44</u>
Pitney Bowes			
	04/03/2013	postage meter supplies	212.38
Total Pitney Bowes			<u>212.38</u>
Salem Press			
	04/03/2013	reference material for HH	420.00
Total Salem Press			<u>420.00</u>

Unpaid Bills Detail

As of April 3, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Sayles & Evans			
	04/03/2013	Legal fees - 11/13/12-1/31/13	<u>530.00</u>
Total Sayles & Evans			530.00
Southeast Steuben County Library			
	04/03/2013	Fines collected at HH belonging to Corning	<u>21.00</u>
Total Southeast Steuben County Library			21.00
Sue Schoeffler			
	04/03/2013	Patron Appreciation	<u>30.00</u>
Total Sue Schoeffler			30.00
Time Warner Cable			
	04/03/2013	VPN/Phone -WE, ST, BF, & HFL March/April	<u>1,269.78</u>
Total Time Warner Cable			1,269.78
U. S. Postal Service			
	04/03/2013	annual fee - bulk mail permit	<u>200.00</u>
Total U. S. Postal Service			200.00
Upstart			
	04/03/2013	Summer Reading Program supplies-all libraries	<u>2,300.15</u>
Total Upstart			2,300.15
Verizon Wireless			
	04/03/2013	BKM/Admin. cellular service	<u>182.43</u>
Total Verizon Wireless			<u>182.43</u>
			<u><u>32,179.37</u></u>

Unpaid Bills Detail

As of April 10, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Affordable Library Products			
	04/09/2013	Tags for ST security system	440.00
Total Affordable Library Products			<u>440.00</u>
AT&T - Illinois			
	04/09/2013	long distance charges-ST paid in advance	50.00
Total AT&T - Illinois			<u>50.00</u>
AVcafe			
	04/09/2013	DVD's - HFL	42.63
Total AVcafe			<u>42.63</u>
Capabilities, Inc.			
	04/09/2013	MAR Library Cleaning - HFL, WE, & BF	1,436.00
Total Capabilities, Inc.			<u>1,436.00</u>
Casella Waste Systems, Inc.			
	04/09/2013	MAR Garbage disposal - BF, HFL, & WE	156.97
Total Casella Waste Systems, Inc.			<u>156.97</u>
Chester's Amazing Supply House			
	04/09/2013	Service call & Cash Register Tapes - HH	109.99
Total Chester's Amazing Supply House			<u>109.99</u>
CHILDREN'S PLUS INC.			
	04/09/2013	Books Purchased - WE	710.06
Total CHILDREN'S PLUS INC.			<u>710.06</u>
Demco, Inc.			
	04/09/2013	label tapes/DVD albums	104.07
Total Demco, Inc.			<u>104.07</u>
Gale Group, Inc.			
	04/09/2013	WE/ST Fiction - Purchases	362.79
Total Gale Group, Inc.			<u>362.79</u>
Gaylord Bros, Inc.			
	04/09/2013	2nd monitor stand for computer-pd by HH Friends	1,180.55
Total Gaylord Bros, Inc.			<u>1,180.55</u>
Image Integrator			
	04/09/2013	Book Scanner for ST	6,065.00
Total Image Integrator			<u>6,065.00</u>
Jamex, Inc.			
	04/09/2013	Copy cards for Jamex machines - ST	412.70
Total Jamex, Inc.			<u>412.70</u>
JanWay Company USA, Inc.			
	04/09/2013	Ear buds-ALL libraries - Marketing Comm	94.25
Total JanWay Company USA, Inc.			<u>94.25</u>
Kirkus Reviews			
	04/09/2013	annual subscription - HH	199.00
Total Kirkus Reviews			<u>199.00</u>

Unpaid Bills Detail

As of April 10, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Kylie M. McGrain			
	04/09/2013	Patron Refund	13.00
Total Kylie M. McGrain			<u>13.00</u>
MidWest Tape			
	04/09/2013	DVD/Audio purchases - WE/HH/ST	2,402.51
Total MidWest Tape			<u>2,402.51</u>
Random House, Inc.			
	04/09/2013	AV purchases - ST	683.50
Total Random House, Inc.			<u>683.50</u>
Recorded Books			
	04/09/2013	AV purchases - Steele	461.19
Total Recorded Books			<u>461.19</u>
Reliable Computer Products			
	04/09/2013	printer cartridges - HH fax	33.95
Total Reliable Computer Products			<u>33.95</u>
Seneca Data			
	04/09/2013	Privacy Screens - VE/AD	118.00
Total Seneca Data			<u>118.00</u>
Southern Tier Library System			
	04/09/2013	processing fees all libraries	1,218.25
Total Southern Tier Library System			<u>1,218.25</u>
Supermedia LLC			
	04/09/2013	phone book ad-monthly fee	37.35
Total Supermedia LLC			<u>37.35</u>
Swift Office Equipment, Inc.			
	04/09/2013	Maint. Contract-copiers - ST & HH	1,059.64
Total Swift Office Equipment, Inc.			<u>1,059.64</u>
Unique Management Services, Inc.			
	04/09/2013	MAR placements	684.34
Total Unique Management Services, Inc.			<u>684.34</u>
Vasco Brands, Inc.			
	04/09/2013	rubber mats-WE/cleaning supplies all libraries	1,606.42
Total Vasco Brands, Inc.			<u>1,606.42</u>
Verizon			
	04/09/2013	ST/WE phone service	481.09
Total Verizon			<u>481.09</u>
Wegmans Food Markets Inc.			
	04/09/2013	Program Supplies -ST Juv	106.17
Total Wegmans Food Markets Inc.			<u>106.17</u>
William M. Hamma			
	04/09/2013	Patron Refund	6.99
Total William M. Hamma			<u>6.99</u>

20,276.41

Document #2013-22

Report of the April 3rd, 2013 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 3rd, 2013 beginning at 6:00pm. Attending the meeting were Richard Roberts and Marge Kappanadze; Joan Santulli and Ronald Shaw, CCLD management. The meeting opened at 6pm.

President Roberts reported receipt of a letter from the Public Library Foundation of Chemung County which informed him of their quarterly donation to CCLD in the amount of \$10,000. He also received a notice from the Southern Tier Library System regarding State Construction grant applications for 2013/2014. Mr. Shaw stated that he has already received a quote on the cost of purchasing and installing a new elevator at the Central Branch (Steele) and is in the process of getting quotes for the painting and carpeting of the Horseheads Library. He will identify other projects that might be eligible for State funding.

President Roberts also received an email from STLS's Deputy Director Moore regarding mini-grants that are available to member libraries. Mr. Shaw stated that the supervisor of the Van Etten Library will be applying for funding for these grants. She received a mini-grant last year in the amount of \$800.

Director Ron Shaw discussed the following:

- Quiet Room. Staff reported that a patron that is autistic has used the Quiet Room and found it to be very helpful to him.
- National Library Week. The press release has been sent. There will be one drawing that includes all CCLD branches for the prize which is a Nexus 7 – one of the latest android tablets on the market.
- Annual Chess Tournament. This will be held at the Central Branch on May 4, 2012 and is being sponsored by the Friends of CCLD.
- Bookmobile. Staff have been attending Tenant Association meetings of local apartment complexes to share the services the Bookmobile makes available to residents.
- STLS Director Evaluation. The final evaluation has been sent. The STLS board has hired a search firm to assist them in choosing a replacement for Ristiina Wigg. Mr. Shaw will be meeting with them the week of April 15th to give input for CCLD. He has received requests from two people to nominate them for the position.
- STLS Cost Share. The first meeting is scheduled for April 12th. Mr. Shaw will be attending with Ms. Corter and one other staff member.

Ms. Santulli presented the Unpaid Bills Detail dated 4/3/13 for the General Fund in the amount of \$32,179.37 and for the Grant Fund - \$a,326.32. Mr. Roberts moved, seconded by Ms. Kappanadze to pay the bills as listed. Motion Carried.

The meeting adjourned at 6:10pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, May 1st, 2013 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2013-23

Report of the April 10th, 2013 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 10th, 2012, beginning at 8:00am. Attending the meeting were CCLD board members Sue Cook and Marge Kappanadze. Also attending were Joan Santulli and Ron Shaw, CCLD Administration. The meeting opened at 8:00am.

Rich Davis from the auditing firm EFP Rotenberg was present to discuss some preliminary items that needed clarification prior to their completing the draft of the 2012 audit. He discussed the recording of foundations (including the Friends groups) and whether or not they have "Variance Power" to redirect the use of their assets to another beneficiary. Other items discussed included retiree health insurance (which is a post employment benefit obligation of CCLD), PILOT fund payments for which amounts will need to be restated in the receivables and a necessary adjustment for the New York State retirement amounts which are paid by CCLD early in order to receive a discount, but should be based on dates of service in the audit. The Committee determined that they will review the draft audit at their June meeting and have EFP Rotenberg present it to the full board at their June meeting.

Ms. Santulli presented the March 31, 2013 Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Santulli presented and discussed the April 10th, 2013 Unpaid Bills Detail for the General Fund bills totaling \$20,276.41. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

The meeting adjourned at 8:30am. The next meeting of the Budget & Finance Committee will be held on Wednesday, May 8th, 2013 in the Petrie Conference Room of the Steele Memorial Library.

Document #2013-24

Report of the April 10th, 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 10th, 2012, beginning at 3pm. Board members attending the meeting were Tina Hager, Tim Blandford, Mike Muldoon, and Rita Dery who chaired the meeting. Also attending were Joan Santulli and Ron Shaw, CCLD Management. The meeting opened at 3:00pm.

The following topics were discussed:

- 2012 State Construction Projects. Ms. Santulli briefly reviewed an updated Capital Budget worksheet that will be finalized once all 2012 projects have been completed. She reported that while the report shows that CCLD was over budget on all the projects, with the grants given by the Anderson Foundation, the Horseheads Foundation and the two Friends groups, the cost of the projects fall well below the 10% contingency amount expected. Several 2013 projects were completed while work was being done for the 2012 projects and those dollar amounts are included in the worksheet totals.
- 2013 State Construction Projects. Mr. Shaw received word that the 2013 applications have been approved and were forwarded to the Division of Library Development (DLD). The dollar amounts applied for in 2013 are as follows: Big Flats \$14,978; Central (Steele) \$90,933; Horseheads \$15,284 and West Elmira \$8,148.
- All but the Big Flats project will be 75% funded by the State with CCLD picking up the 25% balance. Final notification of approval of these projects is expected in mid-May. Sue Oliver will be asked to give CCLD an estimate for her services on the new projects.
- 2014 State Construction Projects. The deadline for submission of CCLD's intent to apply is due to the Southern Tier Library System (STLS) in June. These applications will also be eligible for a 75/25 match.
- Horseheads Library. Mr. Shaw has received authorization to have the lights in the front of the building replaced with the Horseheads Foundation paying the electrician directly. He has requested estimates for having the interior of the building painted and the carpeting replaced. He is also getting estimates for the landscaping / grounds-keeping of the property this year. The Horseheads Foundation has indicated they will pay for this service.
- Big Flats Library. The Code Enforcement Officer has inspected the building following the remodeling and the library has passed the inspection. The exterior sign in the front of the building is peeling. USA Signs, the company from whom the sign was purchased, has agreed to replace the insert.

The meeting adjourned at 3:45pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, May 8th, 2013 at 3pm in the Director's Office at the Steele Memorial Library.