



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 June 2013 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, June 20, 2013 at 6:00 pm at the **Central Library (Steele Memorial) 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 #2013-30)
4. Treasurer's report
 - a) Financial report (document #2013-31)
 - b) Report of Unpaid Bills Detail (document #2013-32)
5. Correspondence
6. President's report
7. Director's Report
8. Committee reports:
 - a) Executive Committee (Roberts)
 - 1) Report of the Committee meeting (document #2013-33)
 - b) Budget & Finance Committee (Cook)
 - 1) Report of the Committee meeting (document #2013-34)
 - c) Building & Grounds Committee (Savash)
 - 1) Report of the Committee meeting (document #2013-35)
 - d) Personnel Committee (Cady)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

(Minutes of the May 2013 meeting of the Chemung County Library District Board of Trustees. Document #2013-30)

Minutes of the May 2013 meeting of the Chemung County Library District Board of Trustees. The May meeting was held on Thursday, May 9, 2013 at the Van Etten Library, 83 Main Street, Van Etten, New York. President Richard Roberts called the meeting to order at 6:00pm. Present were Rita Dery, Georgia Reynolds, Sue Cook, Tina Hager, Michael Muldoon, Marge Kappanadze, Ann Cady, James Hare and Jessica Roberts Excused: John Savash and Tim Blandford. Absent: Brian Batrowny. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

At this time, Mr. Hare introduced Juan Jones and nominated him for the vacant 9th District Trustee Position. The nomination was seconded by Ms. Dery. The motion was carried. Mr. Jones' appointment to the board is for the remainder of 2013 and will expire on December 31st.

Minutes. The minutes of the April 2013 meeting (Document #2013-25) were presented for board review. The minutes were approved as corrected by unanimous consent.

Financial Report. The April 30th, 2013 Financial Report (Document #2013-26) was distributed at the meeting. By unanimous consent, the April Financial Report was approved as distributed and will be filed for audit

Report of Unpaid Bills (Document #2013-27). Board members reviewed the May 7th list at the meeting. By unanimous consent, the board authorizes the payment of the unpaid bills dated 5/1/13 General Fund - \$41,592.88 and Grant Fund \$6,453.37; the unpaid bills dated 5/7/13 Grant Fund - \$1,629.31 and 5/9/13 General Fund - \$27,225.30 as distributed.

Correspondence. Mr. Shaw noted that World Book Night was a success. Two members of the Friends of CCLD participated in the book give-away. Sixty books were given away within 30 minutes.

President's Report. Mr. Roberts reminded board members that the Friends of CCLD's annual meeting is scheduled for Thursday, June 20th. The Library District will pay the cost for any board member wishing to attend.

Director's Report. Mr. Shaw thanked the guests that attended the meeting and discussed the following:

- Cost Share charges for 2014. For the next year, Cost Share charges from the Southern Tier Library System (STLS) are expected to go up 27%. There is a new formula to determine the charges to each library and the formula will now include a digital checkout charge of \$1.00 per download. That new revenue will be used for eBook purchases which means that CCLD can decrease the budget amount for that line item. A final vote will take place on May 10th. CCLD libraries currently pay 70% of the total cost of these charges with all other libraries within the Library System making up the other 30%. Depending upon the results of the vote, CCLD may be able to decrease spending in eBooks.
- Van Etten Library. Snapshots of this library for fiscal year 2012 include 7,777 items that circulated giving a return on investment of \$3.15. This ties with the West Elmira Library. There were 100 programs held at the library with 621 people in attendance. Mr. Shaw is investigating whether or not there could be a grant available in order to expand the space of the library.

- Friends of CCLD. Recently approved a donation to CCLD in the amount of \$10,178 for programming, etc. and they gave a \$2,000 donation to Literacy Volunteers.
- Tobacco / Smoke Free Policy. Ms. Reynolds moved, seconded by Ms. Roberts to approve the following resolution: Resolved to approve the CCLD Tobacco and Smoke Free Policy, as submitted in writing, with an implementation date of June 1, 2013. Motion Carried with Ms. Hager abstaining. The Library District will be eligible to receive free signage to post at all CCLD locations.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2013-28). There was no further discussion.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2013-29). A copy of a tentative Fund Balance Report was reviewed by the board. The report attempts to project a fund balance as of 12/31/13.

Buildings & Grounds Committee. The Buildings & Grounds Committee did not meet this month. Regarding the Horseheads Library, Mr. Shaw reported that CCLD received a thank you note from the Friends of the Horseheads Library for the newly unveiled Ruth B. Leet plaque now hanging in the library. The exterior lights should be replaced this week and Margeson's Landscaping has been contracted with to do the mowing this year.

Mr. Shaw gave an update regarding the 2014 New York State Construction Funds. The Library District will be applying for grants to replace the elevator at the Steele Library and to completely upgrade the public restrooms as well. Final quotes are being received and the intent to apply will be given to STLS in June.

Old Business. Ms. Kappanadze reported that at the August meeting of the Steele Memorial Library Foundation, their board will be looking at changes to their by-laws to remove any mention of the Library District overseeing their organization. They will be looking at the founding documentation to determine the formal connection between the two organizations.

New Business. Ms. Hager submitted a letter of resignation from her position as Trustee in the 5th District. It is effective June 1, 2013. She has appreciated the opportunities for professional and personal development she experienced while serving on the CCLD board of trustees.

Public Expression. Visitors to the meeting included Jim and Virpi Loomis and Roger Brown all who live in Van Etten. Each one gave positive comments about the Van Etten Library and the Library Supervisor Doris Jean Metzger. They feel the library is a vital facility for the Village of Van Etten. President Roberts stated that CCLD appreciates the community support of the Van Etten Library.

Personnel Committee. Ms Cady moved, seconded by Ms. Reynolds to move into Executive Session to discuss a personnel matter. Ms. Roberts moved, seconded by Ms. Kappanadze to come out of Executive Session.

The meeting was adjourned at 8:00pm. The next regular meeting of the board will be held on Thursday, June 20th, 2013 at 6:00pm at the Steele Memorial Library, 101 East Church Street, Elmira, New York.

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2013-31)

Financial Report - May 31, 2013

Income	2013 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through the Year	Notes
Library Fines, Fees & Contributions	\$ 80,900	\$ 31,874	\$ 49,026	39%		
Grants (other than N.Y.S.)	\$ -	\$ 4,200				incl-\$2,000 Friends of CCLD and \$2,000 Friends of Horseheads
Foundation Contributions	\$ 165,000	\$ 76,848	88,152	47%		Includes 4th Qtr 2012 distribution from HH Foundation
Library District Tax Receipts	\$ 2,578,808	\$ 2,674,260	(95,452)	104%		Includes \$95,452 in PILOT funds received to date
Interest on Investments	\$ 3,000	\$ 631	2,369	21%		
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	\$ 2,791,156	\$ 213,352	93%	38%	

Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
Personnel						
Salaries	1,321,460	\$ 540,019	\$ 781,441	41%		
Sunday & Holiday Salaries	6,809	\$ 3,713	3,096	55%		
Employee Benefits	715,499	\$ 299,563	415,936	42%		
Subtotal - Personnel Expenses	2,043,768	\$ 843,294	1,200,474	41%	38%	
Contractual						
Equipment	34,330	\$ 11,453	22,877	33%		incl.-\$2,361 pd by HH Friends; \$1,229 Anderson Foundation and \$142 Friends of CCLD
Telephone	9,700	\$ 4,814	4,886	50%		
Supplies	37,400	\$ 29,134	8,266	78%		incl-\$1,923 pd by BF Adv., \$851 pd by HHFoundation, \$1,349 ST Comp Rm pd by Anderson, \$7,023 F.A.S.T. (deficiencies in ST Sec Sys), \$1,140 Marketing Committee & \$2,620 for Flashdrives/bags to be reimb.
Travel & Continuing Education	16,100	\$ 7,928	8,172	49%		Includes \$1,000 pd by HH Foundation for Lobby Day
Repairs & Maintenance	43,235	\$ 24,412	18,823	56%		
Postage	5,075	\$ 639	4,436	13%		
Library Materials (books, video, etc.)	313,300	\$ 98,561	214,739	31%		Includes \$4,619 in extra funding from HH Foundation
Utilities	75,700	\$ 34,303	41,397	45%		Includes 4th quarter of 2012 expenses
Building Cleaning Supplies	19,642	\$ 7,231	12,411	37%		Includes \$595 paid by HH Foundation
Fuel, Gas & Oil (Bookmobile)	5,000	\$ 1,089	3,911	22%		
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	\$ 14,037	21,763	39%		
Data Processing Expenses (Cost Share)	90,630	\$ 24,728	65,902	27%		
Payment of Taxes	4,575	\$ 4,521	54	99%		
Library Programming	23,985	\$ 10,611	13,374	44%		incl=\$429 pd by HH Foundation, \$1,334 Friends of CCLD, \$298 in Grant funds, \$200 Marketing expenses
Chemung County costs (B&G, vision)	17,200	\$ 4,096	13,104	24%		
Capital Improvements STATE CONST see below	20,000	\$ 7,362	12,638	37%		Incl - \$4820 paid by Anderson Foundation and \$1,828 paid by HH Friends
Contingency Fund	55,739	\$ 3,389	52,350	6%		BKM Repairs - \$3,389
Debt Service	\$ 62,458	\$ 15,615	46,843	25%		
TOTAL BUDGET EXPENSE	\$ 2,938,745	\$ 1,162,559	\$ 1,776,186	40%	38%	
2012 & 2013 State Construction Projects		\$ 314,636				
TOTAL EXPENSES		\$ 1,477,195				

Unpaid Bills Detail

As of June 5, 2013

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan				
	Bill	06/05/2013	Purchases - BF/WE/ST	1,087.14
Total Amazon Credit Plan				<u>1,087.14</u>
American Library Association				
	Bill	06/05/2013	HH/ST - Program Supplies	113.00
Total American Library Association				<u>113.00</u>
AudioGo				
	Bill	06/05/2013	AV purchases-ST invoice	200.00
Total AudioGo				<u>200.00</u>
Barnes & Noble, Inc.				
	Bill	06/05/2013	Library Materials - VE	77.42
Total Barnes & Noble, Inc.				<u>77.42</u>
Big Flats Water Department				
	Bill	06/05/2013	water bill 2/6-5/7	28.75
Total Big Flats Water Department				<u>28.75</u>
Brian P. Harris				
	Bill	06/05/2013	Mileage Reimb. 3/26-5/16/sign purchase	127.87
Total Brian P. Harris				<u>127.87</u>
Brodart Co.				
	Bill	06/05/2013	labels for books -all libraries	228.12
Total Brodart Co.				<u>228.12</u>
Caroline Poppendeck				
	Bill	06/05/2013	mileage reimbursement 4/25-6/3	57.63
Total Caroline Poppendeck				<u>57.63</u>
Casella Waste Systems, Inc.				
	Bill	06/05/2013	April Garbage disposal - BF, HFL, & WE	177.15
Total Casella Waste Systems, Inc.				<u>177.15</u>
CCLD Petty Cash				
	Bill	06/05/2013	Petty Cash reimbursement - WE/BF	151.51
Total CCLD Petty Cash				<u>151.51</u>
Center Point Large Print				
	Bill	06/05/2013	ST/BKM large print	79.08
Total Center Point Large Print				<u>79.08</u>
Chemung Canal Trust Company				
	Bill	06/05/2013	MAY credit card - misc purchases	1,989.80
Total Chemung Canal Trust Company				<u>1,989.80</u>
CHILDREN'S PLUS INC.				
	Bill	06/05/2013	Books Purchased - HH	687.08
Total CHILDREN'S PLUS INC.				<u>687.08</u>

Unpaid Bills Detail

As of June 5, 2013

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Chris Corter				
	Bill	06/05/2013	Mileage Reimb/Prog supplies/chess tourney	500.78
Total Chris Corter				<u>500.78</u>
Deborah L. Brimmer				
	Bill	06/05/2013	mileage reimb May	141.25
Total Deborah L. Brimmer				<u>141.25</u>
Doug Rougeux				
	Bill	06/05/2013	6/25 program SRC kickoff	425.00
Total Doug Rougeux				<u>425.00</u>
Eastern Managed Print Network				
	Bill	06/05/2013	new staff copier purchased-ST	6,167.95
Total Eastern Managed Print Network				<u>6,167.95</u>
Elmira Water Board				
	Bill	06/05/2013	Water bill - ST/WE Mar/Ap	365.60
Total Elmira Water Board				<u>365.60</u>
First Transit				
	Bill	06/05/2013	Bookmobile fuel - 4/6-4/22	302.32
Total First Transit				<u>302.32</u>
Fred Pryor Seminars				
	Bill	06/05/2013	Registration-workshops for staff	547.00
Total Fred Pryor Seminars				<u>547.00</u>
Gressco LTD.				
	Bill	06/05/2013	DVD security cases for ST	1,176.00
Total Gressco LTD.				<u>1,176.00</u>
Guildcraft, Inc.				
	Bill	06/05/2013	Program supplies-ST-JUV	158.50
Total Guildcraft, Inc.				<u>158.50</u>
Imperial Door Controls, Inc.				
	Bill	06/05/2013	ST - door repair not covered under maint. agmt	28.52
Total Imperial Door Controls, Inc.				<u>28.52</u>
Ingram Library Services				
	Bill	06/05/2013	All Library materials - Statements 6/1/13	9,821.07
Total Ingram Library Services				<u>9,821.07</u>
JanWay Company USA, Inc.				
	Bill	06/05/2013	supplird-ALL libraries - partial Marketing Comm	1,861.51
Total JanWay Company USA, Inc.				<u>1,861.51</u>
JFJ Disc Repair				
	Bill	06/05/2013	DVD Repair supplies - ST/BF	78.74
Total JFJ Disc Repair				<u>78.74</u>

Unpaid Bills Detail

As of June 5, 2013

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Margeson's Landscaping Inc.				
	Bill	06/05/2013	Mowing at HH - 5x in May	325.00
Total Margeson's Landscaping Inc.				<u>325.00</u>
Melanie Cassarly				
	Bill	06/05/2013	Mileage reimb 5/22 workshop	48.03
Total Melanie Cassarly				<u>48.03</u>
Pastricks Sporting Goods & Trophies, Inc.				
	Bill	06/05/2013	Chess Trophies- Adult prog at ST	42.00
Total Pastricks Sporting Goods & Trophies, Inc.				<u>42.00</u>
Paul Spear				
	Bill	06/05/2013	Patron Refund	20.00
Total Paul Spear				<u>20.00</u>
Petty Cash-Steele				
	Bill	06/04/2013	Postage/programming WE/planters/Cont Ed	580.64
Total Petty Cash-Steele				<u>580.64</u>
Positive Promotions, Inc.				
	Bill	06/05/2013	Volunteer Recognition - HH	138.45
Total Positive Promotions, Inc.				<u>138.45</u>
Reliable Computer Products				
	Bill	06/05/2013	printer cartridges - WE	40.55
Total Reliable Computer Products				<u>40.55</u>
Research Technology International				
	Bill	06/05/2013	supplies for Disc repair equipment - ST	134.80
Total Research Technology International				<u>134.80</u>
Sharleen Seeley				
	Bill	06/05/2013	Patron Refund	20.00
Total Sharleen Seeley				<u>20.00</u>
Supermedia LLC				
	Bill	06/05/2013	phone book ad-monthly fee	37.35
Total Supermedia LLC				<u>37.35</u>
Swift Office Equipment, Inc.				
	Bill	06/05/2013	Maint. Contract-FINAL on ST copier	291.44
Total Swift Office Equipment, Inc.				<u>291.44</u>
The Leader				
	Bill	06/05/2013	BF/HH annual subscription	558.86
Total The Leader				<u>558.86</u>
The Wall Street Journal				
	Bill	06/05/2013	1 Year Subscription for ST	257.40
Total The Wall Street Journal				<u>257.40</u>

Unpaid Bills Detail

As of June 5, 2013

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Time Warner Cable				
	Bill	06/05/2013	VPN/Phone -WE, ST, BF, & HFL JUNE	614.90
Total Time Warner Cable				<u>614.90</u>
Upstart				
	Bill	06/05/2013	BF programming supply	30.90
Total Upstart				<u>30.90</u>
Vasco Brands, Inc.				
	Bill	06/05/2013	cleaning supplies	486.75
Total Vasco Brands, Inc.				<u>486.75</u>
Verizon				
	Bill	06/05/2013	elevator phone bal for remainder of year	170.84
Total Verizon				<u>170.84</u>
Verizon Wireless				
	Bill	06/05/2013	BKM/Admin. cellular service	182.26
Total Verizon Wireless				<u>182.26</u>
Village of Horseheads				
	Bill	06/05/2013	HH - Water Bill	38.08
Total Village of Horseheads				<u>38.08</u>
Waterfall Productions				
	Bill	06/05/2013	Deposit for Aug program at Steele	100.00
Total Waterfall Productions				<u>100.00</u>
Watkins Glen Public Library				
	Bill	06/05/2013	Lost book paid to ST	19.00
Total Watkins Glen Public Library				<u>19.00</u>
TOTAL				<u><u>30,716.04</u></u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of June 12, 2013

Document #2013-32

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
AT&T - Georgia			
	06/12/2013	elevator line-ST balance for year	290.88
Total AT&T - Georgia			<u>290.88</u>
Barn Livin' LLC			
	06/12/2013	Project Manager-NYS Const-FINAL invoice	1,788.00
Total Barn Livin' LLC			<u>1,788.00</u>
Capabilities, Inc.			
	06/12/2013	MAY Library Cleaning - HFL, WE, & BF	1,651.40
Total Capabilities, Inc.			<u>1,651.40</u>
Casella Waste Systems, Inc.			
	06/12/2013	MAY Garbage disposal - BF, HFL, & WE	164.54
Total Casella Waste Systems, Inc.			<u>164.54</u>
CCLD Petty Cash			
	06/12/2013	Petty Cash reimbursement - WE/HH	331.63
Total CCLD Petty Cash			<u>331.63</u>
Centage Learning, Inc.			
	06/12/2013	WE/ST Fiction - Purchases-MAY	520.23
Total Centage Learning, Inc.			<u>520.23</u>
Chemung County Treasurer			
	06/12/2013	Debt Service 2nd quarter 2013	15,614.85
Total Chemung County Treasurer			<u>15,614.85</u>
Costume Specialists			
	06/12/2013	Fly Guy costume-WE,BF,HH,ST	550.00
Total Costume Specialists			<u>550.00</u>
Eastern Copy Products			
	06/12/2013	ST-maint agreement on public copiers 6/13-6/14	530.90
Total Eastern Copy Products			<u>530.90</u>
First Transit			
	06/12/2013	Bookmobile fuel - 4/29-5/20	217.27
Total First Transit			<u>217.27</u>
Fred & Harriett Taylor Memorial Library			
	06/12/2013	Payment for Lost Book	15.00
Total Fred & Harriett Taylor Memorial Library			<u>15.00</u>
Image Integrator			
	06/12/2013	Maint agreement on Bk. Scanner	795.00
Total Image Integrator			<u>795.00</u>
Mango Languages			
	06/12/2013	Annual Subscription - ST - half paid by Friends of Steele	5,209.05
Total Mango Languages			<u>5,209.05</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of June 12, 2013

Document #2013-32

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Michelle Barrett			
	06/12/2013	mileage reimb. 5/15-6/6 school visits/VanEtten	29.67
Total Michelle Barrett			<u>29.67</u>
MidWest Tape			
	06/12/2013	DVD/Audio purchases - WE/HH/ST	2,738.44
Total MidWest Tape			<u>2,738.44</u>
Oriental Trading Company, Inc.			
	06/12/2013	programming supplies - BF	55.99
Total Oriental Trading Company, Inc.			<u>55.99</u>
Perry & Carroll, Inc.			
	06/12/2013	Insurance policies- 3rd installment 2013	4,376.00
Total Perry & Carroll, Inc.			<u>4,376.00</u>
PJ Bynre Enterprises			
	06/12/2013	FINAL pymt-Power Wash BF/WE	6,695.00
Total PJ Bynre Enterprises			<u>6,695.00</u>
Random House, Inc.			
	06/12/2013	AV purchases - ST	151.50
Total Random House, Inc.			<u>151.50</u>
Recorded Books			
	06/12/2013	AV purchases - Steele	280.20
Total Recorded Books			<u>280.20</u>
Regina Carpenter			
	06/12/2013	Program 7/1/13 - VE	200.00
Total Regina Carpenter			<u>200.00</u>
Sayles & Evans			
	06/12/2013	Legal fees - 2/6-4/16/13	331.00
Total Sayles & Evans			<u>331.00</u>
SGF Productions LLC			
	06/12/2013	Bal due for July Program WE,BF,ST,HH	1,600.00
Total SGF Productions LLC			<u>1,600.00</u>
Soaring Society of America			
	06/12/2013	annual subscription 2013	46.00
Total Soaring Society of America			<u>46.00</u>
Southeast Steuben County Library			
	06/12/2013	damaged book paid for at Steele	30.00
Total Southeast Steuben County Library			<u>30.00</u>
Southern Tier Library System			
	06/12/2013	Cost Share 2nd Qtr	20,953.00
	06/12/2013	Audio books	1,765.72

Chemung County Library District General Fund
Unpaid Bills Detail
As of June 12, 2013

Document #2013-32

<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
06/12/2013	Processing Fees all libraries	638.75
Total Southern Tier Library System		23,357.47
Staples Advantage		
06/12/2013	paper/supplies all libraries	282.15
Total Staples Advantage		282.15
Thomas Ferris		
06/12/2013	Patron Refund	41.99
Total Thomas Ferris		41.99
Unique Management Services, Inc.		
06/12/2013	May placements	491.49
Total Unique Management Services, Inc.		491.49
Verizon		
06/12/2013	ST/WE phone svc-JUNE	485.21
Total Verizon		485.21
Wegmans Food Markets Inc.		
06/12/2013	Program Supplies -ST Juv/Adult	92.99
Total Wegmans Food Markets Inc.		92.99
		68,963.85

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of June 5, 2013

Document #2013-32

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
	06/05/2013	Reference materials	127.72
Total Baker & Taylor Books			<u>127.72</u>
Brainfuse Online Instruction			
	06/05/2013	Electronic Reference resource	5,000.00
Total Brainfuse Online Instruction			<u>5,000.00</u>
Information Today, Inc.			
	06/05/2013	reference material	376.05
Total Information Today, Inc.			<u>376.05</u>
Ingram Library Services			
	06/05/2013	NonFiction purchases balance due for JUNE	2.17
Total Ingram Library Services			<u>2.17</u>
			<u><u>5,505.94</u></u>

Unpaid Bills Detail

As of June 12, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Information Today, Inc.			
	06/12/2013	reference material	254.45
Total Information Today, Inc.			<u>254.45</u>
Southern Tier Library System			
	06/12/2013	eBooks FIC/NF & processing fees NF/REF	2,378.42
Total Southern Tier Library System			<u>2,378.42</u>
			<u><u>2,632.87</u></u>

Document #2013-33

Report of the June 5th, 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, June 5th, 2013 beginning at 6:00pm. Attending the meeting were Richard Roberts, Ann Cady, Sue Cook and Georgia Reynolds; Joan Santulli and Ronald Shaw, CCLD management. The meeting opened at 6pm.

President Roberts received a phone call during the Director's vacation from a patron who had a complaint. He referred the patron back to library staff. Mr. Shaw stated that he is familiar with the complaint and will handle it from here.

President Roberts discussed with the Committee a letter that will be sent to board member Brian Batrowny who has missed several meetings in a row. The letter will be sent both by certified and first class mail and, if necessary, the board will make a decision at its June meeting.

Director Ron Shaw discussed the following:

- Vacation. Chris Corter did a great job managing the Library District in his absence.
- 2012 Construction Grant closeouts. A thank you to Librarian Owen Frank who has taken on the task of filling out the appropriate paperwork required by New York State to close out these projects.
- 2014 Construction Projects. This month the Library District will be submitting proposals to the Southern Tier Library System to replace the elevator and reconstruct the public restrooms at the Steele Library.
- The Library District has subscribed to a new electronic service called JobNow. The service includes online tech services for people who are working on developing their resumes, interviewing, and other links and tips.
- The Friends of CCLD have donated funds to the West Elmira Library for a bike rack.
- Upcoming programs include "Speed Dating with a Book" held in conjunction with the Spencer/Van Etten School District and a weekly "Teen Time" being held at the Steele Library. Teens are also being asked to fill out surveys of things they are interested in doing at their library.
- A compliment was received regarding staff members Mr. Finch and Ms. Rogan, who were very patient and kind to one of the students being tutored by Literacy Volunteers.

Ms. Reynolds reported concerning the Horseheads Library that the Friends group has recently donated \$6,000 to be used where needed. She also confirmed that the exterior lights have been replaced. It was confirmed that the repair of the slate steps in front of the building are included in the 2013 State Construction Grant applications.

Ms. Santulli presented the Unpaid Bills Detail dated 6/5/13 for the General Fund in the amount of 30,716.04 and for the Grant Fund - \$5,505.94. Ms. Santulli stated that the bill lists are longer due to the May board meeting being held a week earlier than normal. Ms. Reynolds moved, seconded by Ms. Kappanadze to pay the bills as listed. Motion Carried.

The meeting adjourned at 6:30pm. The next meeting of the Executive Committee of the Chemung County Library District will be **held early – Monday July 1st, 2013** at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2013-34

Report of the June 12th, 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, June 12th, 2013, beginning at 8:00am. Attending the meeting were CCLD board members Sue Cook, Marge Kappanadze and Georgia Reynolds. Also attending were Rich Davis of the auditing firm EFP Rotenberg; Joan Santulli and Ron Shaw, CCLD Administration. The meeting opened at 8:00am.

Mr. Davis reviewed the draft copy of the audit of the Library District's Financial Statements dated December 31, 2012. Due to the fact that this is their first year doing the audit for CCLD, the financial statements are for a single year. They do not compare their figures to a prior year audit that was performed by a different company. Next year's audit will include comparatives between the two years. The Committee discussed post employment benefit obligations (retiree health insurance) and determined CCLD does not need to hire an Actuary firm to determine the financial impact due to the minimal impact it would have on the annual budget. The Committee also informed Mr. Davis that the balance in the Steele Library Foundation's Endowment Fund should not be included in CCLD's financial statements.

Mr. Shaw reported that the extension requested for the filing of the 990 form for 2012 has been received. Regarding the 2014 proposed budget, he has sent out requests to Committees to submit information on funding they will require in 2014. A tentative budget time-line was submitted to the Committee. The administration will only submit a budget that includes a 2% increase in the tax levy. The first draft of the 2014 budget will be reviewed by the Committee at their July 10th meeting.

Ms. Santulli presented the May 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 June 12th Unpaid Bills Detail for the Grant Fund in the amount of \$2,632.87 and for the General Fund bills totaling \$68,963.85. These lists include the 2nd quarter payments to Chemung County for Debt Service and to STLS for Cost Share. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

The meeting adjourned at 8:45am. The next meeting of the Budget & Finance Committee will be held on Wednesday, July 10th, 2013 in the Petrie Conference Room of the Steele Memorial Library.

Report of the June 12th, 2013 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, June 12th, 2013, beginning at 3pm. Board members attending the meeting were John Savash and Rita Dery. Also attending were Joan Santulli and Ron Shaw, CCLD Management. The meeting opened at 3:00pm.

Mr. Savash stated that he feels an RFP (Request for Proposal) should be sent out to engineering firms prior to hiring someone to oversee all future Construction Projects. With these RFP's, there is no State requirement that the Library District has to choose the lowest quote. Mr. Shaw stated that all future projects will be coordinated up front with the County and regular meetings with the County Buildings & Grounds Department will be scheduled.

Mr. Shaw discussed the following:

- 2012 State Construction Projects. The paperwork to close out these projects has been completed by Owen Frank and has been submitted to New York State. Once approved the Library District will receive the final 10% of the funding from the State.
- 2014 State Construction Projects. Mr. Frank will be attending a meeting at the Southern Tier Library System (STLS) tomorrow to give their Committee the Library District's intent to apply for funding for the Steele Library - a new elevator (Quote is \$79,309) and upgraded public restrooms (Quote is \$56,250). These applications are eligible for a 75/25 match.
- Horseheads Library. The exterior lights have been replaced by Westbrook Electric and Margeson's Landscaping has been hired to do the mowing for this season.
- No Smoking Policy. This has been signed and forwarded to the Southern Tier Tobacco Awareness. They will supply the Library District with signage and CCLD will provide receptacles for cigarette butts at each of our buildings.
- West Elmira Library. The Town of Elmira Assessor has notified CCLD that the assessed value of the library will go up \$14,000 next year.
- Steele Library. Mr. Shaw has requested quotes from several firms for landscaping the two areas near the entryways. Only one firm has responded and will be hired at a cost of \$550.

At future meetings, the Committee will continue to review the CCLD Procurement Policy and will bring any changes to the board for review and approval.

The meeting adjourned at 3:35pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, July 10th, 2013 at 3pm in the Director's Office at the Steele Memorial Library.