



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 November 2013 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, November 21, 2013 at 6:00 pm at the **Horseheads Branch, 405 S. Main St. Horseheads, NY 14845**. The agenda for the meeting is listed below. If you are unable to attend, please inform Mr. Roberts (271-9625), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2013-59) and
4. Treasurer's report
 - a) Financial report (document #2013-60)
 - b) Report of Unpaid Bills Detail (document #2013-61)
5. Correspondence
6. President's report
 - Consent Item- authorize Joan Santulli to act as Group Administrator for Health Insurance*
 - Consent Item- to appoint Bonnie Chollet to the CCLD Board of Trustees as a representative from the 5th District.*
 - Consent Item- to appoint members of the CCLD Board to the negotiation committee*
7. Director's Report
8. Committee reports:
 - a) Executive Committee (Roberts)
 - 1) Report of the Committee meeting (document #2013-62)
 - b) Budget & Finance Committee (Cook)
 - 1) Report of the Committee meeting (document #2013-63)
 - c) Building & Grounds Committee (Savash)
 - 1) Report of the Committee meeting (document #2013-64)
 - d) Personnel Committee (Cady)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

(Minutes of the October 2013 meeting of the Chemung County Library District Board of Trustees. Document #2013-59)

Minutes of the October 2013 meeting of the Chemung County Library District Board of Trustees. The October meeting was held on Thursday, October 17, 2013 at the headquarters of the Southern Tier Library System, 9424 Scott Road, Painted Post, New York. President Richard Roberts called the meeting to order at 6:00pm. Present were Georgia Reynolds, Sue Cook, Marge Kappanadze, Ann Cady, Rachel Dworkin, James Hare and Jessica Roberts. Excused: Rita Dery, Ann Hayes, John Savash, Juan Jones and Tim Blandford. Absent: Michael Muldoon. Also present were Brian Hildreth, the new Executive Director of the Southern Tier Library System (STLS), Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Minutes. The minutes of the September 2013 meeting (Document #2013-53) were presented for board review. Ms. Reynolds requested a correction under the Personnel Committee line. At the September meeting, she spoke in Ms. Cady's absence. The minutes were approved as corrected by unanimous consent.

At this time Mr. Hildreth introduced himself to the board by giving a brief review of his experience in library services prior to his current appointment as Executive Director of STLS. He stated that he would be looking into alternate funding sources for the Library System. Outreach to the libraries the system serves is very important. Mr. Hildreth also stated his support for better relations between CCLD and STLS, including revising the role of the Central Library.

Financial Report. The September 30th, 2013 Financial Report (Document #2013-54) was presented for board review. Ms. Cook stated the report shows the receipt of the Central Library Development and Central Book Aid for 2013. She also stated that the expenditures are in line with previous years. By unanimous consent, the September Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills. (Document #2013-55). Ms. Cook noted that the lists include the 3rd quarter Utility payment to the County for the Big Flats, West Elmira and Central Libraries. Ms. Santulli requested payment of invoices that were submitted too late to be included on the 10/9 list. The 10/17/13 listing includes an invoice to Nelson & Streeter Construction for the Big Flats parking lot project. By unanimous consent, the board authorizes the payment of the unpaid bills dated 10/2/13 General Fund - \$30,548.93 and Grant Fund \$3,067.25; the unpaid bills dated 10/9/13 General Fund - \$29,370.49 and 10/17/13 General Fund - \$16,133.75 as distributed.

Correspondence. Mr. Shaw stated receipt of the following items:

- A thank you letter from the National Soaring Museum for participating in their annual Community Soaring Day. CCLD staff members Amanda Zell and Ahnece Hancock spent the day at the museum telling stories.
- A copy of the 3rd Quarter payment from the Public Library Foundation of Chemung County (Horseheads). The letter stated that the Foundation has authorized an extra \$12,000 for equipment and materials and has paid directly for electrical updates to the Library's exterior and to the Horseheads School District for transporting children to the library for class visits.
- Ms. Pam Webb from Diven School is working on getting institutional cards for each class and attempting to get cards for all students.

President's Report. President Roberts reminded the board members about the Meet-n-Greet reception being held Monday, October 21st at 6pm at the Chemung Valley Historical Society. He encouraged all board members to attend.

Brian Hildreth again spoke to board members about the need for the Library System and the Chemung County Library District to collaborate with each other since the Central Library of the System is in Chemung County. He is looking to develop a program that will measure outcomes of their outreach programs. He will look at a more cost-effective way of doing training for the smaller libraries. In the future, Mr. Hildreth hopes that any increase in Cost Sharing charges will be within proper limits. STLS will have a fresh vision going forward.

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

- Due to the need for CCLD to have its own Health Insurance program, Ms. Reynolds moved, seconded by Ms. Dworkin to appoint Perry & Carroll as the insurance broker for Health Insurance for the Library District. VOTE: Motion Carried.
- Under the community rated small group policies, the Platinum 3 Insurance Plan is the closest to the one that CCLD participated in with the other municipalities in the Chemung County group health insurance collaboration. It is the best plan that CCLD can offer to its staff members. Ms. Reynolds moved, seconded by Ms. Cady to approve the Platinum 3 Health Insurance plan at the following rates for 2014: Excellus Blue Cross Blue Shield Four Tier Rating for Medical / Dental / Vision -- Individual \$599.21; Individual/Spouse \$1,158.63; Individual/Child(ren) \$980.81; Family \$1,620.14; Individual PPO Retiree (under 65) \$558.46; and Individual Retiree with Medicare \$219.65. Motion Carried.
- A copy of a letter dated October 10th, 2013 that County Executive Tom Santulli sent to our State Legislators regarding the fact that most of the municipalities that have participated in a group health insurance collaboration with Chemung County have had to leave the group due to stipulations in the Affordable Health Care Act.
- CCLD Issues. The Election notice will be in the paper on October 20th and presentations at each library will take place the last week of the month. Ron is speaking at the Lions Club in Big Flats on the 28th. Board Orientation is expected to be held the first part of December. CCLD has had some good coverage in the newspaper in recent weeks. (regarding the Library District's future and an article on eReaders) Ron did a TV interview on YNN on October 16th and a news article on the budget vote is scheduled for October 20th.
- Several board members and staff plan to attend STLS's annual meeting being held October 25th at the Bath Country Club.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2013-56). President Roberts reminded board members about the November 8th webinar that covers Basic Library Law for Trustees.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was distributed in writing to the board (Document #2013-57). Mr. Shaw reported that the Library District has sent the RFP's (Requests for Proposals) to Perry & Carroll and Sprague Insurance to get quotes for Liability Insurance coverage, etc. A third company (Coseo Agency) declined to submit a proposal. The quotes are due December 1st.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was submitted in writing to the board (Document #2013-58). Mr. Shaw reported the following:

Horseheads Library had a Fire Inspection on October 9th. There are a few minor things that need to be fixed before approval is given for this year. Regarding the parking lot /front steps project, the total cost of the project is \$16,966 which is \$10,625 more than the original quote. Ms. Cady moved, seconded by Ms. Roberts to accept this quote submitted by Driscoll Masonry Restoration, Inc. VOTE: Motion carried. The parking lot portion will be completed in the spring of 2014.

Big Flats Library The parking lot project is complete. Bob Butcher, the Project Manager from Foor & Associates wants the County Highway Superintendent to sign off on the project before it is declared complete.

Central (Steele) Library New quotes for the power washing of the building are being requested. One quote received from Driscoll Masonry Restoration, Inc. came in at \$99,610. Due to the cost of the project, it will be put out for bid in the spring.

Personnel Committee. Ms. Cady stated that the Committee will meet in mid-November. An agenda will be set at the beginning of the month.

Old Business. None.

New Business. Mr. Shaw stated that the Bookmobile has two new stops - one at Oak Ridge Park in Elmira Heights and the other at Chapel Park in Southport. Both stops have been successful to date. The Library District is also looking at adding 2 - 3 additional stops and are looking at the West Hill area and a community stop in the Diven School area.

Public Expression.

The meeting was adjourned at 7:30pm. The next regular meeting of the board will be held on Thursday, November 21st, 2013 at 6:00pm at the [Horseheads Free Library, 405 South Main Street, Horseheads, New York.](#)

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2013-60)

Financial Report - OCTOBER 31, 2013

Income	2013 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through the Year	Notes
Library Fines, Fees & Contributions	\$ 80,900	\$ 66,610	\$ 14,290	82%		
Grants (other than N.Y.S.)	\$ -	\$ 28,839				incl-\$12,179 Friends of CCLD,\$9,550 Friends of Horseheads, ARTS \$450, Inspire for VE \$960, \$200-STLS grant, \$5,000 Gannett Foundation
Foundation Contributions	\$ 165,000	\$ 146,848	18,152	89%		Includes 4th Qtr 2012 distribution from HH Foundation
Library District Tax Receipts	\$ 2,578,808	\$ 2,578,808	0	100%		
P.I.L.O.T. Funds	\$ -	\$ 130,832				PILOT funds received to date
Interest on Investments	\$ 3,000	\$ 1,200	1,800	40%		
State Aid	\$ -					
Central Library Development	\$ 80,000	\$ 88,072	(8,072)	110%		
Central Book Aid	\$ 54,000	\$ 59,972	(5,972)	111%		
Local Library Services Aid	\$ 37,000	\$ 34,919	2,081	94%		Final 2012 Distribution plus 90% 2013 distribution
Other State Aid	\$ 1,600	\$ 128,941	(127,341)	8059%		\$12,534 final 2012 State Construction Funds; \$116,407 - 2013 Const. Funds
TOTAL INCOME	\$ 3,000,308	\$ 3,265,042	\$ (105,063)	109%	83%	

Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
Personnel						
Salaries	1,321,460	\$ 1,092,132	\$ 229,328	83%		
Sunday & Holiday Salaries	6,809	\$ 5,448	1,361	80%		
Employee Benefits	715,499	\$ 583,071	132,428	81%		
Subtotal - Personnel Expenses	2,043,768	\$ 1,680,651	363,117	82%	83%	
Contractual						
Equipment	34,330	\$ 34,330	0	100%		incl-\$4,559 pd by HH Friends; \$12,344 Anderson Foundation-computers for lab, \$142 Friends of CCLD; \$3,120 Other Grants and \$6,100 new copier from Fund Balance
Telephone	9,700	\$ 9,305	395	96%		
Supplies	37,400	\$ 37,400	0	100%		incl-\$1,938 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), \$2,381 Marketing Committee & \$2,620 for Flashdrives/bags to be reimb. & \$2,600 from CCLD Friend for Mango Lang. \$220 Gift funds for VE, \$621 Friends of CCLD & other grants-BF
Travel & Continuing Education	16,100	\$ 13,685	2,415	85%		Includes \$1,000 pd by HH Foundation for Lobby Day
Repairs & Maintenance	43,235	\$ 36,088	7,147	83%		
Postage	5,075	\$ 5,028	47	99%		
Library Materials (books, video, etc.)	313,300	\$ 226,702	86,598	72%		Includes \$5,000 in extra funding from HH Foundation
Utilities	75,700	\$ 60,763	14,937	80%		Includes 4th quarter of 2012 expenses
Building Cleaning Supplies	19,642	\$ 14,120	5,522	72%		Includes \$2,108 paid by HH Foundation (mowing & refrigerator purchase)
Fuel, Gas & Oil (Bookmobile)	5,000	\$ 3,050	1,950	61%		
Insurance	24,108	\$ 24,038	70	100%		
Vehicle Operation / Maintenance	1,000	\$ 1,000	0	100%		
Professional Fees (audit, engineer/legal fees)	35,800	\$ 32,522	3,278	91%		Includes audit \$6,450
Data Processing Expenses (Cost Share)	90,630	\$ 68,233	22,397	75%		
Payment of Taxes	4,575	\$ 4,521	54	99%		
Library Programming	23,985	\$ 23,985	0	100%		incl=\$742 pd by HH Foundation, \$142 HH Friends, \$5,253 Friends of CCLD, \$378 in Grant funds, \$1,034 Marketing expenses (SRC final party) ARTS \$450, \$120 Gannett Foundation M.A.D.D.
Chemung County costs (B&G, vision)	17,200	\$ 11,596	5,604	67%		
Capital Improvements STATE CONST see below	20,000	\$ 11,286	8,714	56%		Incl - \$4820 paid by Anderson Foundation and \$1,828 paid by HH Friends, \$3,924 pd by HH Foundation
Contingency Fund	55,739	\$ 45,438	10,301	82%		BKM Repairs - \$3,389, Supplies \$15,239, Library Programming \$8,214, Equipment \$18,596
Debt Service	\$ 62,458	\$ 46,845	15,613	75%		
TOTAL BUDGET EXPENSE	\$ 2,938,745	\$ 2,390,586	\$ 548,159	81%	83%	

2012 & 2013 State Construction Projects		\$ 333,723				
TOTAL EXPENSES		\$ 2,724,309				

Chemung County Library District General Fund Unpaid Bills Detail

As of November 13, 2013

	Type	Date	Memo
All About Books			
	Bill	11/13/2013	books for Make A Diff Day-pd by Gannett Foundati
Total All About Books			
AT&T - Georgia			
	Bill	11/13/2013	long distance-Central
Total AT&T - Georgia			
Blackbourn Media Packaging			
	Bill	11/13/2013	AV supplies for BF/WE
Total Blackbourn Media Packaging			
Blackstone Audio			
	Bill	11/13/2013	DVD purchases
Total Blackstone Audio			
Brodart Co.			
	Bill	11/13/2013	labels for books
Total Brodart Co.			
Capabilities, Inc.			
	Bill	11/13/2013	Library Cleaning - HFL, WE, & BF OCT x 5
Total Capabilities, Inc.			
Casella Waste Systems, Inc.			
	Bill	11/13/2013	BF/WE/HH OCT invoice
Total Casella Waste Systems, Inc.			
CCLD Petty Cash			
	Bill	11/13/2013	Petty Cash reimbursement - BF/Central
Total CCLD Petty Cash			
Cengage Learning, Inc.			
	Bill	11/13/2013	Fiction Purchases-Central/WE
Total Cengage Learning, Inc.			
Center Point Large Print			
	Bill	11/13/2013	BKM/Central Fiction large print
Total Center Point Large Print			
Centurion Technologies			
	Bill	11/13/2013	Security software-all libraries annual maint fee 12/1
Total Centurion Technologies			
Classified Marketplace			
	Bill	11/13/2013	Legal Notice-Election Day 2013
Total Classified Marketplace			
Demco, Inc.			
	Bill	11/13/2013	supplies-DVD albums/labels for bks/rug for JUV
Total Demco, Inc.			
Fire Alarm Service Technology, Inc.			

Chemung County Library District General Fund Unpaid Bills Detail

As of November 13, 2013

	Type	Date	Memo
Total Fire Alarm Service Technology, Inc.	Bill	11/13/2013	Annual monitoring HH/Central
Gaylord Bros, Inc.			
Total Gaylord Bros, Inc.	Bill	11/13/2013	tables at HH-paid by Foundation/labels for books
H. L. Treu Office Supply Corp.			
Total H. L. Treu Office Supply Corp.	Bill	11/13/2013	printer cartridge-fax at Central
Ingram Library Services			
Total Ingram Library Services	Bill	11/13/2013	All Library materials - Statements 11/1/13
Janet Ackerman			
Total Janet Ackerman	Bill	11/13/2013	bags for M.A.D.D.pd by Gannett/bags/pencils/ear b
Margeson's Landscaping Inc.			
Total Margeson's Landscaping Inc.	Bill	11/13/2013	Mowing at HH - 9/25, 10/9, 10/24 + trimming shrub
MidWest Tape			
Total MidWest Tape	Bill	11/13/2013	DVD/Audio purchases - WE/HH/Central
Office Equipment Source, Inc.			
Total Office Equipment Source, Inc.	Bill	11/13/2013	Quarterly Maint Agmt-BF Copier
Oriental Trading Company, Inc.			
Total Oriental Trading Company, Inc.	Bill	11/13/2013	programming supplies - M.A.D.D./Central/BKM
RadioShack Corporation			
Total RadioShack Corporation	Bill	11/13/2013	new phone-Central
Random House, LLC			
Total Random House, LLC	Bill	11/13/2013	AV purchases - Central
Recorded Books			
Total Recorded Books	Bill	11/13/2013	AV purchases - Central
Reliable Computer Products			
Total Reliable Computer Products	Bill	11/13/2013	printer cartridges - Central public fax
Seneca Data			
	Bill	11/13/2013	Monitor purchase-Admin

Chemung County Library District General Fund

Unpaid Bills Detail

As of November 13, 2013

Memo

Total Seneca Data

Southern Tier Library System

Type	Date	Memo
Bill	11/13/2013	processing fees/eBook purchases, etc

Total Southern Tier Library System

Supermedia LLC

Bill	11/13/2013	phone book ad-monthly fee
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Total Supermedia LLC

Teracai

Bill	11/13/2013	SmartNet software for HH
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Total Teracai

Time Warner Cable

Bill	11/13/2013	VPN service HH
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Total Time Warner Cable

Unique Management Services, Inc.

Bill	11/13/2013	OCT placements
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Total Unique Management Services, Inc.

Vasco Brands, Inc.

Bill	11/13/2013	vacuum repair
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Total Vasco Brands, Inc.

Wegmans Food Markets Inc.

Bill	11/13/2013	Program Supplies Teen/Halloween/M.A.D.D
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Total Wegmans Food Markets Inc.

TOTAL

Chemung County Library District General Fund Unpaid Bills Detail

As of November 13, 2013
~~Open Balance~~

All About Books	
	589.00
Total All About Books	589.00
AT&T - Georgia	
	15.07
Total AT&T - Georgia	15.07
Blackbourn Media Packaging	
	257.41
Total Blackbourn Media Packaging	257.41
Blackstone Audio	
	350.00
Total Blackstone Audio	350.00
Brodart Co.	
	38.57
Total Brodart Co.	38.57
Capabilities, Inc.	
	1,145.00
Total Capabilities, Inc.	1,145.00
Casella Waste Systems, Inc.	
	164.54
Total Casella Waste Systems, Inc.	164.54
CCLD Petty Cash	
	215.36
Total CCLD Petty Cash	215.36
Cengage Learning, Inc.	
	845.55
Total Cengage Learning, Inc.	845.55
Center Point Large Print	
	599.16
Total Center Point Large Print	599.16
Centurion Technologies	
	851.87
Total Centurion Technologies	851.87
Classified Marketplace	
	333.27
Total Classified Marketplace	333.27
Demco, Inc.	
	1,009.20
Total Demco, Inc.	1,009.20
Fire Alarm Service Technology, Inc.	

Chemung County Library District General Fund Unpaid Bills Detail

As of November 13, 2013

	<u>Open Balance</u>
	<u>1,621.00</u>
Total Fire Alarm Service Technology, Inc.	1,621.00
Gaylord Bros, Inc.	
	<u>1,448.51</u>
Total Gaylord Bros, Inc.	1,448.51
H. L. Treu Office Supply Corp.	
	<u>169.00</u>
Total H. L. Treu Office Supply Corp.	169.00
Ingram Library Services	
	<u>13,285.37</u>
Total Ingram Library Services	13,285.37
Janet Ackerman	
	<u>2,143.92</u>
Total Janet Ackerman	2,143.92
Margeson's Landscaping Inc.	
	<u>230.00</u>
Total Margeson's Landscaping Inc.	230.00
MidWest Tape	
	<u>5,201.43</u>
Total MidWest Tape	5,201.43
Office Equipment Source, Inc.	
	<u>22.36</u>
Total Office Equipment Source, Inc.	22.36
Oriental Trading Company, Inc.	
	<u>235.49</u>
Total Oriental Trading Company, Inc.	235.49
RadioShack Corporation	
	<u>37.98</u>
Total RadioShack Corporation	37.98
Random House, LLC	
	<u>630.00</u>
Total Random House, LLC	630.00
Recorded Books	
	<u>741.60</u>
Total Recorded Books	741.60
Reliable Computer Products	
	<u>179.94</u>
Total Reliable Computer Products	179.94
Seneca Data	
	<u>179.00</u>

Chemung County Library District General Fund Unpaid Bills Detail

As of November 13, 2013
~~Open Balance~~

Total Seneca Data	<u>179.00</u>
Southern Tier Library System	
	<u>4,440.97</u>
Total Southern Tier Library System	<u>4,440.97</u>
Supermedia LLC	
	<u>37.35</u>
Total Supermedia LLC	<u>37.35</u>
Teracai	
	<u>102.60</u>
Total Teracai	<u>102.60</u>
Time Warner Cable	
	<u>167.29</u>
Total Time Warner Cable	<u>167.29</u>
Unique Management Services, Inc.	
	<u>630.87</u>
Total Unique Management Services, Inc.	<u>630.87</u>
Vasco Brands, Inc.	
	<u>30.11</u>
Total Vasco Brands, Inc.	<u>30.11</u>
Wegmans Food Markets Inc.	
	<u>258.15</u>
Total Wegmans Food Markets Inc.	<u>258.15</u>
TOTAL	<u><u>38,206.94</u></u>

Unpaid Bills Detail

As of November 6, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	11/06/2013	Purchases - all libraries	2,171.48
Total Amazon Credit Plan			<u>2,171.48</u>
AT&T - Illinois			
	11/06/2013	long distance charges-ST paid in advance	30.00
Total AT&T - Illinois			<u>30.00</u>
Brian P. Harris			
	11/06/2013	Mileage reimb 9/12-10/10	66.67
Total Brian P. Harris			<u>66.67</u>
Caroline Poppendeck			
	11/06/2013	mileage reimbursement 10/3-10/25	50.29
Total Caroline Poppendeck			<u>50.29</u>
Casella Waste Systems, Inc.			
	11/06/2013	BF/WE/HH monthly invoice	164.54
Total Casella Waste Systems, Inc.			<u>164.54</u>
Cassandra Wright			
	11/06/2013	mileage reimbursement - 7/10-10/23	54.24
Total Cassandra Wright			<u>54.24</u>
CCLD Petty Cash			
	11/06/2013	Petty Cash reimbursement - BF/WE	304.09
Total CCLD Petty Cash			<u>304.09</u>
Chemung Canal Trust Company			
	11/05/2013	OCT credit card - Yearbk/programming/Computer Lab, etc	572.28
Total Chemung Canal Trust Company			<u>572.28</u>
Chris Corter			
	11/06/2013	Make Diff Day supplies-pd by Gannett funds	82.47
Total Chris Corter			<u>82.47</u>
Chris Felsburg			
	11/06/2013	Mileage reimb-10/9 workshop	38.93
Total Chris Felsburg			<u>38.93</u>
City of Elmira			
	11/06/2013	2013 Fire Inspection -ST	37.50
Total City of Elmira			<u>37.50</u>
Deborah L. Brimmer			
	11/06/2013	mileage reimb OCT	137.86
Total Deborah L. Brimmer			<u>137.86</u>
Dell Marketing L.P.			
	11/06/2013	6 replacement computers	5,400.60
Total Dell Marketing L.P.			<u>5,400.60</u>

Unpaid Bills Detail

As of November 6, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Doris Jean Metzger			
	11/06/2013	Programming - VE & Halloween Ball (FR)	115.45
Total Doris Jean Metzger			<u>115.45</u>
DPH Games, Inc.			
	11/06/2013	Games for Programming	131.84
Total DPH Games, Inc.			<u>131.84</u>
Horseheads Do It Center			
	11/06/2013	HH - cleaning supplies	19.41
Total Horseheads Do It Center			<u>19.41</u>
Human Resources Association Of The Twin T			
	11/05/2013	2013/14 Membership Dues - Admin.	50.00
Total Human Resources Association Of The Twin T			<u>50.00</u>
Imperial Door Controls, Inc.			
	11/06/2013	H-cap door repair-WE	68.40
Total Imperial Door Controls, Inc.			<u>68.40</u>
Janet Ackerman			
	11/06/2013	Supplies for Halloween program pd by FR	170.16
Total Janet Ackerman			<u>170.16</u>
Kapco			
	11/06/2013	book mending supplies-HH	143.96
Total Kapco			<u>143.96</u>
Mary Smith			
	11/06/2013	Patron Refund	40.00
Total Mary Smith			<u>40.00</u>
MCI			
	11/06/2013	Long distance chg-BF/HH	5.82
Total MCI			<u>5.82</u>
MCI Comm Service			
	11/06/2013	BF long distance Sept	5.89
Total MCI Comm Service			<u>5.89</u>
Michael Truesdail			
	11/06/2013	Mileage reimb 9/4-10/30	30.22
Total Michael Truesdail			<u>30.22</u>
Nina Edgerton			
	11/06/2013	Presenter for Cont. Ed Day	350.00
Total Nina Edgerton			<u>350.00</u>
Petty Cash-Central			
	11/06/2013	Programming-Halloween (Friends)/Teen/BKM	892.78
Total Petty Cash-Central			<u>892.78</u>

Unpaid Bills Detail

As of November 6, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Pitney Bowes			
	11/06/2013	qtrly leasing of mail machine July-Oct	618.00
Total Pitney Bowes			<u>618.00</u>
Plan First Technologies, Inc.			
	11/06/2013	Consultation Fee-set up group policy	472.50
Total Plan First Technologies, Inc.			<u>472.50</u>
Reliable Office Supplies			
	11/06/2013	Office supplies-all libraries	275.71
Total Reliable Office Supplies			<u>275.71</u>
Research Technology International			
	11/06/2013	supplies for Disc repair equipment - Central	179.95
Total Research Technology International			<u>179.95</u>
Sentimental Productions			
	11/06/2013	DVD Puchase-HH	90.00
Total Sentimental Productions			<u>90.00</u>
Southeast Steuben County Library			
	11/06/2013	damaged book paid for at Steele	70.00
Total Southeast Steuben County Library			<u>70.00</u>
Southern Tier Library System			
	11/06/2013	Payment for damaged book-HH	18.00
Total Southern Tier Library System			<u>18.00</u>
Staples Advantage			
	11/06/2013	2014 calendars -all libraries	461.92
Total Staples Advantage			<u>461.92</u>
Staples Credit Plan			
	11/06/2013	MADD pd by FR/MKT/BKM/IT/Computer Lab	1,080.45
Total Staples Credit Plan			<u>1,080.45</u>
Sue Spencer			
	11/06/2013	11/9 program at Central	125.00
Total Sue Spencer			<u>125.00</u>
The Penworthy Company			
	11/06/2013	Library materials VE	266.24
Total The Penworthy Company			<u>266.24</u>
The Spencer Random Harvest			
	11/06/2013	annual subscription 2013/14-VE	28.00
Total The Spencer Random Harvest			<u>28.00</u>
Time Warner Cable			
	11/06/2013	VPN service all libraries	945.10
Total Time Warner Cable			<u>945.10</u>

Unpaid Bills Detail

As of November 6, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Verizon			
	11/06/2013	all libraires monthly/HH installation fees	896.92
Total Verizon			<u>896.92</u>
Verizon Wireless			
	11/06/2013	BKM/Admin. cellular service	266.16
Total Verizon Wireless			<u>266.16</u>
TOTAL			<u><u>16,928.83</u></u>

Unpaid Bills Detail

As of November 13, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Ingram Library Services			
	11/13/2013	NonFiction purchases 11/1/13	<u>113.16</u>
Total Ingram Library Services			<u>113.16</u>
Southern Tier Library System			
	11/13/2013	ebooks-JUV	<u>902.62</u>
Total Southern Tier Library System			<u>902.62</u>
TOTAL			<u><u>1,015.78</u></u>

Chemung County Library District Grant Fund
Unpaid Bills Detail
 As of November 6, 2013

Document #2013-61

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
	11/06/2013	Reference materials	304.86
Total Baker & Taylor Books			<u>304.86</u>
Cengage Learning/Gale			
	11/06/2013	Reference materials	394.41
Total Cengage Learning/Gale			<u>394.41</u>
Information Today, Inc.			
	11/05/2013	reference material	85.05
Total Information Today, Inc.			<u>85.05</u>
Southern Tier Library System			
	11/06/2013	ebooks-FIC	389.07
Total Southern Tier Library System			<u>389.07</u>
TOTAL			<u><u>1,173.39</u></u>

Document #2013-62

Report of the November 6th, 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, November 6th, 2013 beginning at 6:00pm. Attending the meeting were Richard Roberts, Sue Cook, Marge Kappanadze and Georgia Reynolds; and Ron Shaw and Joan Santulli, CCLD management. The meeting opened at 6pm.

President Roberts stated that he received a thank you letter from the Public Library Foundation of Chemung County for the CCLD board's recent "Meet-n-Greet" reception.

The 2014 budget vote passed with a 66.36% approval by the voters. This shows that CCLD is doing the right thing.

President Roberts refuted a rumor that is going around about the possibility of the Big Flats Library closing. It was reported by a former board member that the supervisor of the library did not deny the rumor when asked which has led to a major misunderstanding in the community. Mr. Shaw stated he was asked to meet with the Big Flats Library Advocates in order to address their concerns.

Mr. Shaw discussed the following:

- Programs. Regarding the recent Halloween programs put on by the Library District and held at the Central Library - Spooky Stacks had an attendance of over 300 and the Masquerade Ball had approximately 85 in attendance.
- Budget Presentations. Planning for next year's presentations on the proposed budget, CCLD will utilize the outdoor signs at each library and will hand out flyers at different events to educate the public on the many services offered by the District.
- Grants. The Library District has been notified by STLS that we will receive \$1,048 for the next three years as part of their LiteracyLink Mini-Grants. The funds should be used to expand adult literacy programs which will enhance workforce development services in the library. CCLD has also applied to the Community Foundation for a grant in the amount of \$3,100. These funds, along with the balance left from the Gannett Foundation (an approximate \$3,000) will be used at the Central Library for a Youth Services Creative Space and programs.
- Health Insurance. John Halloran from Perry & Carroll will be attending the staff's Continuing Education day on November 1st. He will present the Platinum 3 Insurance plan that was approved by the Library Board and will answer any questions staff members may have. A Group Administrator for the Insurance Plan has to be named and since Ms. Santulli will be acting in this position, it is recommended that she be appointed. Mr. Roberts moved, seconded by Ms. Reynolds to authorize Joan Santulli to act as Group Administrator until action can be taken at the November meeting of the full board. Motion Carried.

Regarding the funding for the new Health Insurance Plan, a worksheet prepared by Perry & Carroll shows that the plan will cost CCLD \$104,900 less than the County plan. However, the Library District is responsible to pay the County a \$92,900 run-

off in the first three months of 2014 to pay for current claims and CCLD will now be picking up the \$7,000 annual cost for the CSEA Vision plan (previously paid by the County). These two charges, coupled with the possibility that two staff members will be participating in the medical plan (Family) instead of taking a buy-out in 2014 means that Health Insurance for 2014 will cost the Library District more than it did in 2013 (a possible \$34,000 increase).

- Civil Service. Unofficial notice has been received from Civil Service regarding the results of the recent Library Clerk's exam. None of the current CCLD staff members are reachable. The list is valid for one year.

Ms. Santulli presented the Unpaid Bills Detail dated 11/6/13 for the General Fund in the amount of 16,928.83 and for the Grant Fund - \$1,173.39. Ms. Reynolds moved, seconded by Mr. Roberts to pay the bills as listed. Motion Carried.

The meeting adjourned at 6:35pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, December 4th, 2013 at 6pm in the Petrie Conference Room of the Central Library.

Document #2013-63

Report of the November 13th, 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, November 13th, 2013. Attending the meeting were CCLD board members Sue Cook, Marge Kappanadze and Community Member Robin Fitzgerald. Also attending were Joan Santulli and Ron Shaw, CCLD Administration. The meeting opened at 8:10am.

Mr. Shaw stated that the Library District has received a check from the Community Foundation in the amount of \$3,100. These funds coupled with the balance of the Gannett Foundation donation will be used at Central for a Youth Services Creative Area. CCLD also received a check from STLS in the amount of \$31,576 which represents 90% of the Local Library Aid that is received each year. A \$100 donation came in for the Bookmobile in memory of Ann VandeWater. Also CCLD was notified by STLS that we will receive \$1,048 for the next three years as part of their LiteracyLink Mini-Grants. The funds should be used to expand adult literacy programs which will enhance workforce development services in the library.

Mr. Shaw informed the Committee that the use of Downloadable materials from the library has increased 324% since 2010. The Library District is charged for each Download that our patrons are using. STLS Member libraries have agreed to contribute \$1.00 per title downloaded by their patrons with a minimum of \$50.00.

Ms. Santulli presented the October 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 November 13th Unpaid Bills Detail for the General Fund bills totaling \$38,206.94 and the Grant Fund - \$1,015.78. 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, December 11th, 2013 in the Petrie Conference Room of the Central Library.

Report of the November 13th, 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, November 13th, 2013. Board members attending the meeting were John Savash and Rita Dery. Also attending were Joan Santulli and Ron Shaw, CCLD Management and Owen Frank, Librarian 3 at the Central Library. The meeting opened at 3:00pm.

Mr. Frank has been working with Bob Butcher (Foor & Associates), the Project Manager for the 2013 State Construction Projects. He submitted a project progress report in writing to the Committee. He discussed the following:

- Big Flats Library. The parking lot project is complete except for loose gravel on the apron and a small hump in the driveway near the staff entrance. CCLD ended up holding back 20% of the payment to Nelson & Streeter until these areas can be fixed in the spring.
- Central (Steele) Library. The HVAC Cleaning project will need to be put out for bid due to the cost of the project. Mr. Frank will check with Bob Butcher to have the specs for this project drawn up. Regarding the Exterior project, the caulking has been tested and there was no asbestos found in the caulk. New quotes have been received from three companies that range from \$73,000 - \$103,000. However, the approach these companies project to take for the power washing of the building are different. The lowest bid wants to “seal” the building which could ultimately seal in some moisture. The approach of the others is to prep the building prior to power washing so it can “breathe”. The Committee recommended that the Library District use the “breathing” method to complete the project and instructed Mr. Frank to contact Bob Butcher to prepare the specs so that the project can be put out for bid.
- Horseheads Library. Samples of the caulk have shown that it has asbestos in it. As a result, an asbestos abatement will be needed. This will increase the cost of the project by \$4,255. The Committee approved this change order and it will be sent to the full board for review and approval. Regarding the front steps, new stones have been ordered and will take 4-6 weeks for delivery. Once the board approves the asbestos abatement and the weather remains agreeable, work can continue on this project.

Mr. Shaw discussed the following:

- CCLD received an invoice from Foor & Associates which represents the second payment in the contract for Project Management. The Committee approved the payment of the invoice in the amount of \$3,766.66 and it will be brought to the full board for approval.
- Regarding the West Elmira Library, Foor & Associates have completed a structural review regarding the glulam beams and various cracks in the beams. KV Engineering visited the site and upon review determined that the cracks are not a structural concern and could be fixed by gluing and clamping/screwing them back together. The condition will be monitored and we will ask for input from Mr. Butcher. .

The meeting adjourned at 4:00pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, December 11th, 2013 at 3pm in the Director’s Office at the Central Library.