



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](http://www.cclid.lib.ny.us)

## Agenda

The April 2014 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, April 17, 2014 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 (document #2014-18) and
4. Treasurer's report
  - a) Financial report (document #2014-19)
  - b) Report of Unpaid Bills Detail (document #2014-20)
5. Correspondence
6. President's report
7. Director's Report
  8. Committee reports:
    - a) Executive Committee (Roberts)
      - 1) Report of the Committee meeting (document #2014-21)
    - b) Budget & Finance Committee (Cook)
      - 1) Report of the Committee meeting (document #2014-22)
    - c) Building & Grounds Committee (Savash)
      - 1) Report of the Committee meeting (document #2014-23)
  - CONSENT ITEM Award of HVAC and Exterior Renovation contracts
  - d) Personnel Committee (Cady)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

*(Minutes of the MARCH 2014 meeting of the Chemung County Library District Board of Trustees. Document #2014-18)*

**Minutes of the March 2014 meeting of the Chemung County Library District Board of Trustees.** The meeting was held on Thursday, March 20<sup>th</sup>, 2014 at 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, Ann Hayes, Georgia Reynolds, John Savash, Michael Muldoon, Sue Cook, Marge Kappanadze, Juan Jones, Rachel Dworkin, James Hare and Jessica Roberts. Absent: Bonnie Chollet. Excused: Ann Cady and Tim Blandford. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

**Minutes.** The minutes of the February 2014 meeting (Document #2014-12) were presented for board review. The minutes were approved with minor corrections by unanimous consent.

**Financial Report.** The February 28<sup>th</sup>, 2014 Financial Report (Document #2014-13) was presented for board review. Ms. Cook noted that the largest expenditures listed are for insurance line (which will be overspent by the end of the year) and the taxes (which are paid during the beginning quarter of each year). By unanimous consent, the February Financial Report was approved as distributed and will be filed for audit.

**Report of Unpaid Bills.** (Document #2014-14). Ms. Cook noted that the bill lists include an invoice for replacement computers, the second installment for liability insurance and the 1<sup>st</sup> quarter payment to the Southern Tier Library System (STLS) for Cost Share. By unanimous consent, the board authorizes the payment of the unpaid bills dated 3/5/14 General Fund - \$34,830.44 and Grant Fund \$1,444.61; the unpaid bills dated 3/20/14 General Fund - \$46,204.41 as distributed.

**Correspondence.** Mr. Roberts passed around a letter he received and his response to three volunteers of the Van Etten Library who were concerned with the personnel rotation which began in 2014. The administration is looking at ways to alleviate the situation. He also stated that he received a letter from board member Tim Blandford requesting to be excused from the next 4 months to attend classes that are scheduled the same evening as the board meetings. He will return in July.

**President's Report.** Board members reviewed the 2013 Annual Financial Report that is filed with the State. Some minor changes were made. Ms. Reynolds moved, seconded by Ms. Kappanadze to approve the CCLD 2013 Annual Report as modified. VOTE: Motion approved.

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

- **Staff.** CCLD has hired one temporary (for up to one year) part time Page to replace a staff member who is leaving the Horseheads Library in March. A second temporary Page will be hired to fill a vacancy at the Central Library. CCLD has one "work-study" student from Corning Community College working with the Supervisor of the JUV section at Central. She is working 20 hours per week and CCLD pays only 25% of her wages or approximately \$2.00 per hour. Elmira College has also assigned 2 students to the Central Library who are completing unpaid internships.
- **Computer Upgrades.** The IT Department is continuing to work on upgrading all the computers within the Library District. Five updated servers are being created with outside assistance. Outside help will also be requested when the 24 patron computers at the Central Library are upgraded.
- **Programs.** Due to staffing issues, the Library District will keep the Central Library open on Saturdays through mid-May. Next year consideration is being given to extending the Saturday hours to coincide with the school year – staying open through mid-June. BIG

FLATS update – Several successful programs include the Wine & Design (21 attendees who have requested a second one), Movie night with 137 attendees, the Home School group averaging 35-40 for 3 programs. Also the Big Flats Library Advocates had a display case dedication to long time volunteer Dorothy Smith with approximately 56 attendees. Glenice Peel, the new supervisor deserves a lot of credit. It is impressive what she and her staff have accomplished since January. CENTRAL – The Early Literacy area will be officially opened on April 18<sup>th</sup> during National Library Week. Central staff are also planning an Art Club that will meet evenings during April. HORSEHEADS – Staff are planning a “seed” program- seed programs allow for saving and sharing plant seeds. Each season, a few plants are allowed to grow to maturity so the seeds may be harvested to be returned to the library. These unique programs facilitate gardening activities, boost local biodiversity, foster understanding and knowledge of healthy and sustainable food sources, and support local interest in environmental sustainability efforts. The library benefits through increased visits by current and new library visitors, community collaborations, and through the opportunity to meet developing information needs. The program, developed by Horseheads Clerk Pamela Lee, will be held at Horseheads, West Elmira and Big Flats. Equipment for the program will be picked up the first week of April.

- STLS Issues. CCLD has still had no word from the Southern Tier West Grant which is giving us \$30,000 for computers. Ms. Corter is scheduling classes for the \$3,000 check received from STLS to provide computer literacy classes to community members. Mr. Shaw has requested that STLS consider giving the Library District two representatives on the Director’s Advisory Council due to the fact that we are the only multiple branch library in the system and have only one vote on the Council. Regarding the Continuing Education Day scheduled for May 16<sup>th</sup>, CCLD will plan the day in conjunction with STLS. Member libraries located in the STLS system will be invited to attend the event in Chemung County. Many of the member library staff have never been to the Central Library. Costs / Budgeting will be shared by both CCLD and STLS.
- SCRLC. The report card for the South Central Regional Library Council was emailed to that board. SCRLC provides opportunities for training, resource sharing and digitization, and CCLD staff serve on the Training committee (Chris Corter) and Digitization (Owen Frank).

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2014-15). President Roberts stated that the Library District benefited from the County Executive’s “Shared Services” last year by having the County Buildings & Grounds Department do repairs on our buildings – CCLD saved labor costs last year in the amount of \$28,000. Mr. Hare brought up a question about the contracts for CCLD administration staff which will be covered in Executive Session.

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was distributed in writing to the board (Document #2014-16). Ms. Cook stated the Committee reviewed the final 2013 report to the Public Library Foundation of Chemung County (Horseheads). The Foundation has agreed to fund the carpeting / painting project at the Horseheads Library. They have met with project manager Sue Oliver. The project is on hold until the fall of this year. Ms. Santulli noted that the auditors plan to begin the audit of the 2013 records on March 31, 2013

**Buildings & Grounds Committee.** Mr. Savash stated that an invoice from Charles T. Driscoll for the Horseheads Construction Project has been received in the amount of \$21,221.00. This invoice includes the \$16,600 for the exterior caulk replacement and replacement of the slate on the front porch which was approved at an earlier meeting. It also includes \$4,600 in charges for the asbestos abatement which was required for the project. Mr. Savash moved, seconded by Ms. Dery to pay the bill to Driscoll as stated above. Motion Carried. Mr. Savash stated that an invoice has also been

received from Foor & Associates for preparing the bid specs for the projects at the Central Library. He recommends holding the bill until CCLD receives the expected recommendation from Foor & Associates on which of the bids to accept. Since no recommendation has been received, the consent item on the agenda under Buildings & Grounds will need to be tabled.

**State Construction & Other Projects.** Horseheads. The Parking Lot project is proposed to take place in May of this year. The Public Library Foundation of Chemung County has contracted with Barn Livin' (Sue Oliver) as the Owner's Representative for a full carpet replacement and painting of the main library room, doors & frames. The PLF will be funding this project with their own funds; no public funds will be utilized. This project is expected to be completed by October. The branch will be closed for a 3-4 week period of time to complete the work. Big Flats. Trees have been removed from the front of the building. CCLD will need to pay to have the stumps ground up and removed. Staff is looking at the possibility of having an outside book drop installed and will look to funding sources such as the Big Flats Advocates and the Friends of CCLD. The cost could run from \$2-3,000. Bookmobile. Driver Kim Jones has continued to work with the company who did the repairs last year and has recently been notified that CCLD will receive a rebate in the amount of \$2,499 for the amount paid by us. Central. The two projects at the Central Library (HVAC Duct & System Cleaning and Masonry Restoration) may require the building to be closed for 1-2 weeks.

Mr. Shaw stated he has met with Joe Ponzi, a representative of NYSERDA. They discussed the need to do an energy audit on the Central Library. Fifty percent of the cost of the audit would be paid by NYSERDA. He may also look at doing an energy audit at the Horseheads branch.

**Personnel Committee.** Items to be discussed in Executive Session.

**Old Business.** None

**New Business.** Mr. Shaw reported that staff member Ms. Barrett recently conducted a successful adult program called "Blind date with a Book". He passed around comments that had been received from participants. Ms. Barrett is also working on a new brochure which will advertise the various events taking place at our libraries. He passed around a sample of the new brochure.

**Public Expression.** None

Mr. Jones moved, seconded by Mr. Savash to move into Executive Session to discuss personnel and Union contract negotiations. Ms. Reynolds moved, seconded by Ms. Dworkin to come out of Executive Session. Mr. Hare moved, seconded by Ms. Roberts to approve the response to the union regarding contract negotiations as discussed in Executive Session. Motion Carried.

The meeting was adjourned at 8:35pm. The next regular meeting of the board will be held on Thursday, April 17<sup>th</sup>, 2014 at 6:00pm at the West Elmira Branch, 1231 W. Water St. Elmira, NY.

## CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2014-19)

## Financial Report - March 31, 2014

Income	2014 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 67,600	\$ 19,083	\$ 48,517	28%		
Grants (other than N.Y.S.)	\$ -	\$ 3,000				STLS - Literacy Training \$3,000
Foundation Contributions	\$ 165,000	\$ 30,000	135,000	18%		1st qtr. Distribution Steele \$20K, HH \$10K
Library District Tax Receipts	\$ 2,636,994	\$ 2,637,341	(347)	100%		
PILOT Funds	\$ 31,850	\$ -				
Interest on Investments	\$ 3,000	\$ 310	2,690	10%		
<b>State Aid</b>						
Central Library Development	\$ 88,044	\$ -	88,044	0%		
Central Book Aid	\$ 60,000	\$ -	60,000	0%		
Local Library Services Aid	\$ 37,000	\$ 3,515	33,485	10%		4th Qtr 2013 distribution
Other State Aid	\$ 1,600	\$ -	1,600	0%		
<b>TOTAL INCOME</b>	<b>\$ 3,091,088</b>	<b>\$ 2,693,249</b>	<b>\$ 368,989</b>	<b>87%</b>	<b>23%</b>	
Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
<b>Personnel</b>						
Salaries	1,346,099	\$ 305,632	\$ 1,040,467	23%		
Holiday Overtime Salaries	7,035	\$ 2,441	4,594	35%		
<b>Employee Benefits</b>						
FICA	102,865	\$ 24,258	\$ 78,607	24%		
NY State Retirement	282,645	\$ 75,078	\$ 207,567	27%		
Medical & Dental	406,411	\$ 170,288	\$ 236,123	42%		includes County for RunOff paid in full
Other (Disability, Wk. Comp, Unemp)	20,844	\$ 25,072	\$ (4,228)	120%		Wk Comp/Disability - paid annual invoice
<b>Subtotal - Personnel Expenses</b>	<b>2,165,899</b>	<b>602,769</b>	<b>\$ 1,563,130</b>	<b>28%</b>	<b>23%</b>	
<b>Contractual</b>						
Equipment	17,007	\$ 11,115	5,892	65%		Computer purchases
Telephone	11,950	\$ 3,191	8,759	27%		
Supplies	36,850	\$ 18,041	18,809	49%		\$7561 pd by Grant for LabCentral & MakerSpace at Central, \$944 pd by HH Foundation
Travel & Continuing Education	18,170	\$ 1,450	16,720	8%		
Repairs & Maintenance	41,545	\$ 12,003	29,542	29%		
Postage	2,625	\$ 170	2,455	6%		
Library Materials (books, video, etc.)	297,551	\$ 48,998	248,553	16%		Gift Funds \$328
Utilities	72,440	\$ 22,929	49,511	32%		includes 4th Qtr 2013
Building Cleaning Supplies	16,825	\$ 5,471	11,354	33%		
Fuel, Gas & Oil (Bookmobile)	4,000	\$ 1,161	2,839	29%		
Insurance	26,500	\$ 26,500	0	100%		Incl. \$11,794 Flood Insurance + two of four installments other insurance
Vehicle Operation / Maintenance	1,000	\$ -	1,000	0%		
Professional Fees (audit, engineer/legal fees)	29,175	\$ 12,329	16,846	42%		
Data Processing Expenses (Cost Share)	113,385	\$ 28,635	84,750	25%		1st qtr paid to STLS
Payment of Taxes	4,775	\$ 4,643	132	97%		
Library Programming	27,500	\$ 8,472	19,028	31%		Friends of CCLD \$80, VE grant \$80
Chemung County costs (B&G, vision)	16,000	\$ 760	15,240	5%		
Capital Improvements STATE CONST see below	10,000	\$ 2,600	7,400	26%		Project Manager - construction projects
Contingency Fund	53,066	\$ 1,960	51,106	4%		Insurance line
Debt Service	\$ 62,225	\$ -	62,225	0%		
<b>Subtotal Expenses</b>	<b>\$ 3,028,488</b>	<b>\$ 813,197</b>	<b>\$ 2,215,291</b>	<b>27%</b>	<b>23%</b>	
2013 & 2014 State Construction Projects		\$ 16,966				
<b>TOTAL EXPENSES</b>	<b>\$ 3,028,488</b>	<b>\$ 830,163</b>				

## Unpaid Bills Detail

As of April 2, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Amazon Credit Plan</b>			
	04/02/2014	Purchases - all libraries 2/11-3/8/14	2,432.78
Total Amazon Credit Plan			<u>2,432.78</u>
<b>Belfast Public Library</b>			
	04/02/2014	purchase card catalogue for HH	300.00
Total Belfast Public Library			<u>300.00</u>
<b>Bill's Locksmithing</b>			
	04/02/2014	Lock replacement on cabinet	86.00
Total Bill's Locksmithing			<u>86.00</u>
<b>Blackstone Audio</b>			
	04/02/2014	DVD purchases FEB/March	195.98
Total Blackstone Audio			<u>195.98</u>
<b>Brian P. Harris</b>			
	04/02/2014	Mileage reimb 12/18/13-1/2/14	27.50
Total Brian P. Harris			<u>27.50</u>
<b>CCLD Petty Cash</b>			
	04/02/2014	Petty Cash reimbursement - BF/WE	190.04
Total CCLD Petty Cash			<u>190.04</u>
<b>Cengage Learning, Inc.</b>			
	04/02/2014	Fiction Purchases-Central/WE	374.78
Total Cengage Learning, Inc.			<u>374.78</u>
<b>Center Point Large Print</b>			
	04/02/2014	BKM books	40.14
Total Center Point Large Print			<u>40.14</u>
<b>City of Elmira</b>			
	04/02/2014	App Fee for Summer Concerts at Central	50.00
Total City of Elmira			<u>50.00</u>
<b>David Moreland</b>			
	04/02/2014	April 17 program at HH	320.00
Total David Moreland			<u>320.00</u>
<b>Demco, Inc.</b>			
	04/02/2014	book supports/labels/poster	44.75
Total Demco, Inc.			<u>44.75</u>
<b>Eldridge Park Carousel Preservation Soc.</b>			
	04/02/2014	deposit for final SRC party 8/13/14	200.00
Total Eldridge Park Carousel Preservation Soc.			<u>200.00</u>
<b>Elmira Water Board</b>			
	04/02/2014	Water bill - WE	1,150.00
Total Elmira Water Board			<u>1,150.00</u>

## Chemung County Library District General Fund

Document #2014-20

## Unpaid Bills Detail

As of April 2, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Faye Crance</b>			
	04/02/2014	MARCH 2014 Programming - VE Paid with grant \$	80.00
Total Faye Crance			<u>80.00</u>
<b>Imperial Door Controls, Inc.</b>			
	04/02/2014	Annual Maint agmt BF/Central	1,815.00
Total Imperial Door Controls, Inc.			<u>1,815.00</u>
<b>Ingram Library Services</b>			
	04/02/2014	Library materials - April statement	7,655.48
Total Ingram Library Services			<u>7,655.48</u>
<b>John Manfredi</b>			
	04/02/2014	HH Program 4/16	100.00
Total John Manfredi			<u>100.00</u>
<b>MCI</b>			
	04/02/2014	Long distance chg-BF/HH pay for year	514.62
Total MCI			<u>514.62</u>
<b>MidWest Tape</b>			
	04/02/2014	DVD/Audio purchases - HH/WE/Central	1,412.03
Total MidWest Tape			<u>1,412.03</u>
<b>Rebecca Jackson</b>			
	04/02/2014	Mileage Reimb - BF	11.55
Total Rebecca Jackson			<u>11.55</u>
<b>Recorded Books</b>			
	04/02/2014	DVD order	181.20
Total Recorded Books			<u>181.20</u>
<b>Sam Rucker</b>			
	04/02/2014	Patron Refund	20.00
Total Sam Rucker			<u>20.00</u>
<b>Time Warner Cable</b>			
	04/02/2014	VPN service all libraries pay for rest of year	4,619.61
Total Time Warner Cable			<u>4,619.61</u>
<b>Tom Sieling</b>			
	04/02/2014	April 14 program at WE.	250.00
Total Tom Sieling			<u>250.00</u>
<b>Verizon</b>			
	04/02/2014	Elevator phone at Central - pay for rest of year	225.00
	04/02/2014	phone svc at HH pay for rest of year	504.00
Total Verizon			<u>729.00</u>
<b>Verizon Wireless</b>			
	04/02/2014	BKM/Admin. cellular service pay for rest of year	1,644.21

**Unpaid Bills Detail**

As of April 2, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Verizon Wireless			1,644.21
<b>Wine And Design</b>			
	04/02/2014	BF balance due for 3/3 program	100.00
Total Wine And Design			<u>100.00</u>
			<u><b>24,544.67</b></u>



**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
 As of April 2, 2014

Document #2014-20

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Baker &amp; Taylor Books</b>			
	04/02/2014	Reference materials	<u>19.68</u>
Total Baker & Taylor Books			<u>19.68</u>
 <b>Ingram Library Services</b>			
	04/02/2014	Non Fiction April stmt	<u>841.14</u>
Total Ingram Library Services			<u>841.14</u>
			<u><u>860.82</u></u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of April 9, 2014

Document #2014-20

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>All About Books</b>			
	04/09/2014	Books for HH - pd by Friends of HH	502.31
Total All About Books			<u>502.31</u>
<b>Amanda Zell</b>			
	04/08/2014	Mileage Reimb 1/15/14-3/27/14	48.40
Total Amanda Zell			<u>48.40</u>
<b>Audio Editions</b>			
	04/08/2014	CD/Audio purchases for BF	358.46
Total Audio Editions			<u>358.46</u>
<b>Blackbourn Media Packaging</b>			
	04/09/2014	AV supplies for Central	278.09
Total Blackbourn Media Packaging			<u>278.09</u>
<b>Brodart Co.</b>			
	04/09/2014	Early Lit area at Central - 4 Computer tables pd by Grant funds	2,786.45
	04/09/2014	labels for books / shelf clips	219.03
Total Brodart Co.			<u>3,005.48</u>
<b>Capabilities, Inc.</b>			
	04/09/2014	Library Cleaning - HFL, WE, & BF March	1,008.00
Total Capabilities, Inc.			<u>1,008.00</u>
<b>Chemung Canal Trust Company</b>			
	04/09/2014	March purchases - IT software/CD sleeves/JUV prog	1,120.26
Total Chemung Canal Trust Company			<u>1,120.26</u>
<b>Chemung County Treasurer</b>			
	04/07/2014	Debt Service 1st Qtr payment	15,556.19
Total Chemung County Treasurer			<u>15,556.19</u>
<b>Convenient Tape &amp; Supplies</b>			
	04/09/2014	receipt printer tape supply - all libraries	190.07
Total Convenient Tape & Supplies			<u>190.07</u>
<b>Dormann Library</b>			
	04/09/2014	Lost Book paid by patron at Central	7.20
Total Dormann Library			<u>7.20</u>
<b>Eldridge Park Carousel Preservation Soc.</b>			
	04/09/2014	"Trip through Time" book purchases	106.14
Total Eldridge Park Carousel Preservation Soc.			<u>106.14</u>
<b>Fire Alarm Service Technology, Inc.</b>			
	04/09/2014	annual fire alarm monitoring at Central	330.00
Total Fire Alarm Service Technology, Inc.			<u>330.00</u>
<b>Gaylord Bros, Inc.</b>			
	04/09/2014	lamine/book tape all libraries	338.46
Total Gaylord Bros, Inc.			<u>338.46</u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of April 9, 2014

Document #2014-20

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Glenice Peel</b>			
	04/09/2014	mileage reimb Jan-March	84.10
Total Glenice Peel			<u>84.10</u>
<b>GovConnection, Inc.</b>			
	04/09/2014	Tera rack for IT storage	887.00
Total GovConnection, Inc.			<u>887.00</u>
<b>Gressco LTD.</b>			
	04/09/2014	DVD security cases for ST	1,242.34
Total Gressco LTD.			<u>1,242.34</u>
<b>H. L. Treu Office Supply Corp.</b>			
	04/09/2014	Admin supplies	16.70
Total H. L. Treu Office Supply Corp.			<u>16.70</u>
<b>Imperial Door Controls, Inc.</b>			
	04/09/2014	Annual Maint agmt WE	453.75
Total Imperial Door Controls, Inc.			<u>453.75</u>
<b>Janet Ackerman</b>			
	04/09/2014	Mileage/hotel YSS Conference 4/3-4/5	555.08
Total Janet Ackerman			<u>555.08</u>
<b>JanWay Company USA, Inc.</b>			
	04/09/2014	ear buds/red bags all libraries	798.45
Total JanWay Company USA, Inc.			<u>798.45</u>
<b>Junior Library Guild</b>			
	04/09/2014	Library materials BF	183.00
Total Junior Library Guild			<u>183.00</u>
<b>Kirkus Reviews</b>			
	04/08/2014	annual subscription - HH	199.00
Total Kirkus Reviews			<u>199.00</u>
<b>Lakeshore Learning Materials</b>			
	04/09/2014	chair purchase for HH pd by Foundation	296.70
Total Lakeshore Learning Materials			<u>296.70</u>
<b>Multi Media Services</b>			
	04/09/2014	Lib card apps/time off cards-all libraries	404.78
Total Multi Media Services			<u>404.78</u>
<b>PermaCard</b>			
	04/09/2014	Overdue mailers - all libraries	433.96
Total PermaCard			<u>433.96</u>
<b>Petty Cash-Central</b>			
	04/09/2014	Postage/Programming/supplies+WE,HH & BF petty cash	620.90
Total Petty Cash-Central			<u>620.90</u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of April 9, 2014

Document #2014-20

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Reliable Computer Products</b>			
	04/09/2014	printer cartridges Central/BKM/WE	431.91
Total Reliable Computer Products			<u>431.91</u>
<b>Sally Anderson</b>			
	04/08/2014	Patron Refund	15.00
Total Sally Anderson			<u>15.00</u>
<b>Tanglewood</b>			
	04/08/2014	April 10 program at HH	65.00
Total Tanglewood			<u>65.00</u>
<b>The Leader</b>			
	04/09/2014	Horseheads annual subscription	283.20
Total The Leader			<u>283.20</u>
<b>The Penworthy Company</b>			
	04/08/2014	JUV Library materials HH	1,747.74
Total The Penworthy Company			<u>1,747.74</u>
<b>Unique Management Services, Inc.</b>			
	04/09/2014	March placements	1,036.04
Total Unique Management Services, Inc.			<u>1,036.04</u>
<b>Vasco Brands, Inc.</b>			
	04/09/2014	cleaning/paper supply all LIB/vacuum repair Cent/WE	1,187.91
Total Vasco Brands, Inc.			<u>1,187.91</u>
<b>Verizon</b>			
	04/09/2014	phone svc Central/WE - 6 mo pymt	2,778.00
Total Verizon			<u>2,778.00</u>
<b>Wegmans Food Markets Inc.</b>			
	04/09/2014	Program Supplies Central	43.20
Total Wegmans Food Markets Inc.			<u>43.20</u>
			<u><u>36,612.82</u></u>

## **Document #2014-21**

### **Report of the April 2<sup>nd</sup>, 2014 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 2<sup>nd</sup>, 2014. Attending the meeting were Richard Roberts, Marge Kappanadze and Georgia Reynolds; and Ron Shaw and Joan Santulli, CCLD management. The meeting opened at 6:00pm.

President Roberts stated that he has signed the Memorandum of Agreement (MOA) between the Library District and CSEA that addresses the changes in Health Insurance for fiscal year 2014.

Mr. Shaw discussed the following:

- Horseheads Library. The Library District has received the first quarter distribution from the Public Library Foundation of Chemung County in the amount of \$10,000. The Foundation has agreed to pay for Library Materials, Lobby Day and has set aside \$50,000 for the Painting / Carpeting project to be completed this year at the Horseheads branch.
- At the Director's Advisory Council, it was stated that "Freegal" (Downloadable Music) will be available to our patrons in July of this year. The Council also agreed to limit the number of items any patron in the system may have checked out on their account at any given time to 50 items. This must go to the STLS board for approval.
- Van Etten Library. The library was closed again last Saturday due to staff illness. This makes five times since January 6<sup>th</sup> that the library had to be closed. The Administration and Supervisor are discussing the pros and cons of having a backup staff member assigned for all public service hours.
- Youth Services. Four staff members are attending the Youth Services Conference this week in White Plains, New York. It is a 3 day conference and is included in the 2014 budget.

Ms. Santulli presented the Unpaid Bills Detail dated 4/2/14 for the General Fund in the amount of 24,544.67 and for the Grant Fund - \$860.82. Ms. Reynolds moved, seconded by Ms. Kappanadze to pay the bills as listed. Motion Carried.

The meeting adjourned at 6:20pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, May 7<sup>th</sup> at 6pm in the Petrie Conference Room of the Steele Memorial Library.

## **Document #2014-22**

### **Report of the April 9<sup>th</sup>, 2014 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 9<sup>th</sup>, 2013. Attending the meeting were CCLD board members Georgia Reynolds and Marge Kappanadze and Community Member Robin Fitzgerald. Also attending were Jack Norosky, an officer at the Chemung Canal Trust Company bank, Joan Santulli and Ron Shaw, CCLD Administration. The meeting opened at 8:03am.

Mr. Narosky distributed information and explained a new program being offered by the bank called "Insured Cash Sweep". It is a money market account would allow the Library District to keep all of its funds in the account – available at any given time with no penalties – and fully protected by the FDIC insurance. Currently the CCLD utilizes the CDAR's program, which ties the funds up for the time the CD's are invested. Early withdrawal of the funds would be penalized. The best interest rate for the ICS would be for an investment of \$1 million. The Library District has two CDARS accounts that currently hold that sum of money; however they were invested for a 6 month period. The Committee expressed interest in this new program providing that the interest rate for the new program matches or is better than the CDAR's program. The Committee will discuss this again later in the year.

Ms. Santulli presented the March 31<sup>st</sup>, 2014 Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Santulli presented the 4/9/14 Unpaid Bills Detail for the General Fund bills totaling \$36,612.82 (that includes the 1<sup>st</sup> Quarter payment to Chemung County for the 2014 Debt Service payment). The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

The meeting adjourned at 8:25am. The next meeting of the Budget & Finance Committee will be held on Wednesday, May 14<sup>th</sup>, 2014 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

**Report of the April 9<sup>th</sup>, 2014 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 9<sup>th</sup>, 2014. Committee members attending the meeting were John Savash and Rita Dery. Also attending were Owen Frank, Librarian in charge of State Construction Projects and Joan Santulli and Ron Shaw, CCLD Management. The meeting opened at 3:03pm.

Mr. Frank gave an update from Project Manager Bob Butcher regarding the sealed bids for the two Steele Library Construction projects – “HVAC Duct Exhaust & HVAC System Cleaning” and “Masonry Restoration”. Regarding the recent receipt of bids, Mr. Butcher recommends that CCLD accept the bid from Kimble, Inc. with the low bid of \$49,400 for the duct cleaning. He also recommended that the Library District reject all bids for masonry restoration work and rebid the project. The Committee had no problem with rebidding the masonry project providing that the Library District is not charged any extra for any costs relating to the re-bidding. The only change to the bid documents should be the date that the sealed bids are due which will be at the May 14, 2014 meeting of the Buildings & Grounds Committee. Mr. Frank stated that New York State has given the Library District a one year extension to complete these projects.

The Committee agreed to recommend the acceptance of Kimble, Inc. as the low bidder for the HVAC Cleaning project at the Steele Library. This will go to the full board for approval at their next meeting. Mr. Frank stated this project is set to begin in August after the Summer Reading Club program is over.

Mr. Shaw discussed the following:

- CCLD received 2 invoices from Foor & Associates that are only for reimbursable items that relate to the printing of the bidding specs & prints and the shipping of those documents. The invoices add up to \$923.00 and the committee approved payment. These invoices will be sent to the full board for approval.
- Horseheads Library. Meetings have been held with the project manager and a designing firm regarding the painting / carpeting project being funded by the Public Library Foundation of Chemung County. Mr. Savash wanted assurances that should this project go over the projected amount, that the PLF will cover all costs including any overruns.
- Big Flats Library. Two maintenance projects need to be completed – the stumps from the trees that were removed from the front of the building need to be ground up and blinds for the front windows need to be installed to keep out the afternoon sun.
- Other Projects. Mr. Shaw has plans to develop a hard-scape sitting area with a bench at both the Big Flats and West Elmira Libraries. Mr. Savash stated that these projects must be on hold due to the moratorium on projects at these two locations as passed by the board. Mr. Shaw stated that he is considering installing a hard-scape sitting area at the Horseheads Library as well and is looking into an exterior bookdrop to be installed at the curb.

Mr. Savash is concerned that this Committee is still missing members from the board. This matter needs to be discussed at the next meeting of the board and new members need to be appointed.

The meeting adjourned at 3:33pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, May 14<sup>th</sup>, 2014 at 3pm in the Director’s Office at the Steele Memorial Library.