



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 August 2011 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, August 18, 2011 at 6:00 pm at **the Steele Memorial Library, 101 E. Church St. Elmira, NY 14901**. The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Reynolds (796-9292), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (documents #2011-42)
4. Treasurer's report
 - a) Financial report (document #2011-43)
 - b) Report of Unpaid Bills Detail (document #2011-44)
5. Correspondence
6. President's report
7. Director's report
8. Committee reports:
 - a) Executive Committee (Reynolds)
 - 1) Report of the Committee meeting (document #2011-45)
 - b) Budget & Finance Committee (Fitzgerald)
 - 1) Report of the Committee meeting (document #2011-46)
 - c) Building & Grounds Committee (Schwesinger)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

*(Minutes of the July 2011 meeting of the Chemung County Library District Board of Trustees.
Document #2011-42)*

Minutes of the July 2011 meeting of the Chemung County Library District Board of Trustees. The July meeting was held on Thursday, July 21, 2011 at the Steele Memorial Library, 101 East Church Street, Elmira, New York. President Georgia Reynolds called the meeting to order at 6:04pm. Present were Rita Dery, Robin Fitzgerald, John Savash, Tina Hager, Mary Beth Conwell, Marge Kappanadze, Gail McGee, Allen C. Smith, Karl Schwesinger, Richard Roberts and Jessica Roberts. Excused: Sue Cook and Ann Cady. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Minutes. The minutes of the June 2011 meeting (Document #2011-36) were presented for board review. The minutes were approved as distributed by unanimous consent.

Financial Report. The June 30, 2011 Financial Report (Document #2011-37) was presented for board review. By unanimous consent the June 30, 2011 Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2011-38). By unanimous consent, the board authorizes the payment of the unpaid bills dated 6/30/11 – General Fund \$75,552.00, dated 7/6/11 – General Fund \$52,352.50 & Grant Fund - \$5,498.95 and dated 7/7/11 – General Fund \$11,256.22 as distributed.

Correspondence. Mr. Shaw passed around the following for board review:

- A thank you note from Rita Smith, representing the St. Matthew's Episcopal Church that received a donation from CCLD of the old circulation desk cabinets that were recently replaced at the Horseheads Free Library.
- A letter from the Public Library Foundation of Chemung County that included the second quarter transfer to the Library District in the amount of \$10,000.

President's Report. Ms. Reynolds reported that Ms. Cindy Emmer has agreed to fill the vacancy on the board of the Southern Tier Library System. Mr. Smith moved, seconded by Mr. Savash to appoint Cindy Emmer as a trustee on the STLS board of trustees. Ms. Emmer is one of four trustees on that board that represent Chemung County. With her appointment, CCLD is fully represented on the STLS board.

Ms. Reynolds shared how pleased she was with the professionalism of the staff of Eastern Metal when they were digging out the old library signs and installing the new signage at all CCLD libraries.

Ms. Reynolds requested that the board discuss whether or not they support the efforts of the Library District Director to explore the possibility of including a library presence on the Southside of Elmira. Mr. Shaw stated that having CCLD be part of the new Community Center in Southport is a dead issue at this time. The project does not qualify for New York State Construction funding. STLS is willing to set aside some funding next year for such a project. The consensus of the board is that Mr. Shaw can continue to explore options to include a future library presence on the Southside.

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

- The Town of Van Etten board members are thrilled with the new signage at their location that includes both the Town Hall and the Van Etten Library.
- Regarding the Summer Reading Club being held at all CCLD libraries, Mr. Shaw has received good feedback from the public regarding the quality of the programming. A record 50+ people attended one of the programs at the Van Etten Library. The final SRC event being held at Eldridge Park is in the final stages of planning. It is scheduled for August 10th from 2pm – 4pm. Board members are invited to attend to assist staff members in making the event run as smooth as possible.
- Mr. Shaw was interviewed recently by WENY TV who were doing a segment on residents "beating the heat" at local libraries.

- The newest CCLD mascot, Monty the Moose, is traveling around the United States during this next year, visiting local libraries. His travels can be followed on “Facebook”.
- Ms. Corter, the Supervisor of the Horseheads Library and Mr. Shaw will meet next week with the board of the Public Library Foundation to discuss preliminary figures of items they will approve for expenditure in the 2012 CCLD budget.
- Regarding recent news articles about the Library District, Mr. Shaw stated that he is attempting to make sure the Library District is covered in the media (either newspaper or television) at least once each month.
- Board members were encouraged to attend the July 28, 2011 Plan of Service meeting being held by the Southern Tier Library District. STLS will be discussing and requesting input from CCLD regarding which services are important to the Library District.
- Mr. Shaw stated that his goals for the year were to increase the awareness of the community in “social media”. He listed the number of hits there were in the past year on the Library District web page, the Blog, Facebook and the number of posts received.

Regarding Personnel, Mr. Shaw reported:

- The newest Librarian 1, Ms. Mathews, has completed her probation period and was made a permanent employee of CCLD.
- The part-time Senior Library Clerk at the Horseheads Free Library that has been on extended disability leave has resigned her position. Mr. Shaw has canvassed the staff on interest in the position of part-time Library Clerk to fill this vacancy.
- Recent correspondence from the CCLD attorney gives information that the arbitration regarding the “Dress Code” is still awaiting an appointment with an arbitrator.

Articles of interest for board members included:

- The July 1, 2011 newsletter from the Southern Tier Library System
- Two articles from newspapers regarding the new signage at CCLD libraries and the new shed at the Van Etten Library.
- An article from “SFGate.com” that lists 13 Things You Pay For that Your Library Has for Free.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2011-39). Ms. Reynolds stated that CCLD board members who attend STLS’s Plan of Service meeting on July 28th will have opportunity to meet the Southern Tier Library System’s board member who are representing Chemung County, as well as have input into their Plan of Service. She also noted some positive changes to the CCLD web site.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2011-40). Ms. Fitzgerald reported Mr. Roberts and Mr. Savash were both invited to attend the meeting and that the Committee reviewed the first draft of the proposed 2012 CCLD budget. Mr. Savash gave the Committee the latest information about the 2% property tax cap that the Governor has placed on municipalities in the State. The tax cap is on the dollar amount of the levy, not on the percentage of tax. An increase in property values in Chemung County will not benefit the Library District next year. This means that the CCLD will only be able to increase its tax levy by less than \$50,000 in the 2012 budget. This tax cap is expected to continue until the year 2016. Ms. Fitzgerald stated that the Committee expects to have a proposed 2012 budget for the CCLD board to approve in August, even though labor negotiations may not be completed by that time. The Committee will work with what we know at the time.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2011-41). Mr. Schwesinger reported the following:

- The contractors for the 2008 State Construction Projects have been hired and the funds for the projects at the Steele Memorial Library and the Big Flats & West Elmira Libraries have been closed out.
- Regarding the “quiet room” proposed to be installed at the Steele Memorial Library, Mr. Shaw has presented the project to the Southern Tier Library System and it has been approved by their board.

- Quotes have been requested from Foor & Associates and DPC Engineering on what they will charge CCLD to inspect all library buildings to complete a new “Existing Conditions Evaluation & Capital Assessment” report. CCLD will utilize this report to plan future construction and maintenance projects at CCLD libraries.
- The paperwork for the completion of the “Green Roof” project at the Steele Memorial Library has been finished. The final step is to have an interview audit by representatives from the State. The project can then be closed out.
- The next meeting of the Buildings & Grounds Committee will be changed from Wednesday August 10th to be held on August 17th at 3pm.

Marketing Committee. Ms. Reynolds reported that the Committee is close to having a new brochure to unveil that will be used as a marketing tool to give to the public advertising the many things that CCLD libraries do for the community. She stated that the Committee is also looking at advertising the Library District on public transportation busses. Design details will be looked at once the brochure has been completed.

Ms. Reynolds requested that board members inform her if they can participate or assist staff at the SRC Eldridge Park event on August 10th.

Negotiating Committee. Ms. Roberts reported that negotiations are moving forward. The next meeting of the board Committee will be August 10th at 5:00pm and the negotiations with union reps is scheduled for the following Tuesday.

Old Business. It was stated that August is the month that CCLD trustees whose terms are expiring need to get their petitions filled out. Petitions are due back to CCLD by August 30th. Mr. Shaw will send a memo to the newspaper designating which Districts have vacancies.

New Business. Ms. Roberts stated that an acquaintance of hers who has 3 sons attended the “Around the World” program at the Steele Library and was very impressed with the staff and the turnout. Mr. Shaw stated that there were over 200 people in attendance at this program.

Ms. Fitzgerald reported that the board of the Steele Memorial Library Foundation met today and agreed to give the Library District the first transfer of 2012 in the amount of \$40,000. Their board discussed sending letters to donors who may be interested in supporting the SML Foundation in endowments or bequests. The Foundation is looking for long-term sources of funding. She requested that board members let her know if they know someone who may be interested in this type of donation.

Public Expression. None.

The meeting was adjourned at 7:12pm. The next regular meeting of the board will be held on Thursday, August 18th, 2011 at 6:00pm at the Steele Memorial Library, 101 East Church Street, Elmira, New York.

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2011-43)

Financial Report - July 31, 2011

Income	2011 annual budget	Received to date	Balance remaining	Percentage received	Percentage through the year	Notes
Library Fines, Fees & Contributions	\$ 80,560	\$ 70,122	\$ 10,438	87%		
Grants (other than N.Y.S.)		76,540				Incl funds -State EFC for the "Green Roof" project plus \$10,000 from Steele Friends
Foundation Contributions	165,000	17,890	147,110	11%		West Elmira Bridge Club donation
Library District Tax Receipts	2,481,966	2,491,491	(9,525)	100%		Includes PILOT funds in lieu of taxes
Interest on Investments	7,500	1,788	5,712	24%		
State Aid						
Central Library Development	88,125	86,833	1,292	99%		2010 distribution
Central Book Aid	60,371	59,130	1,241	98%		2010 distribution
Local Library Services Aid	40,550	34,591	5,959	85%		2010 distribution
Other State Aid	1,600	0	1,600	0%		
TOTAL INCOME	\$ 2,925,672	\$ 2,838,386	\$ 163,827	97%	58%	

Expense	Annual Budget	Expended to date	Balance remaining	Percent Expended	Percentage through year	Notes
Personnel						
Salaries	\$ 1,258,971	\$ 732,534	\$ 526,437	58%		
Sunday & Holiday Salaries	58,785	22,762	36,023	39%		
Employee Benefits	614,048	342,237	271,811	56%		
Subtotal - Personnel Expenses	1,931,804	\$ 1,097,533	834,271	57%	58%	
Contractual						
Equipment	11,307	11,307	0	100%		Includes \$10,000 for new Microfilm/Scanner to be reimbursed by Friends of Steele & \$6,444 Early Lit Station reimbursed by HH Foundation
Telephone	12,840	4,914	7,926	38%		
Supplies	39,300	33,572	5,728	85%		Includes \$6,000+ Marketing Committee Purchases plus \$1,972 fund balance purchase from 2010
Travel & Continuing Education	28,422	11,213	17,209	39%		
Repairs & Maintenance	42,789	30,101	12,688	70%		Incl. \$3,400 for new blinds at HFL paid for by HH Foundation
Postage	9,500	4,626	4,874	49%		
Education - Tuition Assistance	3,600	2,722	878	76%		
Library Materials (books, video, etc.)	311,060	185,223	125,838	60%		
Utilities	97,650	38,500	59,150	39%		Incl. 4th Qtr of 2010
Building Cleaning Supplies	8,500	8,500	0	100%		snow removal, lawn care @ HFL, several vacuum repairs, paint @ VE, extra supplies for Janitorial Service
Fuel, Gas & Oil	2,500	2,058	442	82%		
Insurance	35,000	19,476	15,524	56%		
Vehicle Operation / Maintenance	1,000	0	1,000	0%		
Professional Fees (audit, engineer/legal fees)	53,400	52,161	1,239	98%		Inc. FINAL pymt to Fagan Engineers for Green Roof project
Data Processing Expenses (Cost Share)	61,063	33,410	27,653	55%		
Payment of Taxes	4,595	4,504	91	98%		
Library Programming	22,500	22,500	0	100%		includes Friend's donations specified for programming in prior years
Chemung County costs (B&G, vision)	17,049	1,627	15,422	10%		
Capital Improvements	50,200	123,623	(73,423)	246%		Payments for the "Green Roof" project at the Steele Library
Contingency Fund	71,380	10,041	61,339	14%		\$7,956 for Equipment, \$865 for Building cleaning supplies, and \$1,220 for Library programming
Debt Service	61,713	61,713	0	100%		
TOTAL EXPENSE	\$ 2,877,172	\$ 1,759,325	\$ 1,117,847	61%	58%	

Unpaid Bills Detail

As of August 10, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Barnes & Noble, Inc.			
	08/10/2011	Book Purchase - HFL	18.89
Total Barnes & Noble, Inc.			18.89
Blackbourn Media Packaging			
	08/10/2011	AV supplies for ST	183.17
Total Blackbourn Media Packaging			183.17
Capabilities, Inc.			
	08/10/2011	HFL,WE,BF Janitor Services- July	880.00
Total Capabilities, Inc.			880.00
Caroline Poppendeck			
	08/10/2011	Mileage Remb. 8/4 & Programming purchase	30.48
Total Caroline Poppendeck			30.48
Casella Waste Systems, Inc.			
	08/10/2011	garbage disposal-BF,WE,HFL - July	155.90
Total Casella Waste Systems, Inc.			155.90
Chemung County Buildings & Grounds Dept.			
	08/10/2011	Utility & Bldg Maint. chg- 2nd Qtr 2011	18,181.70
Total Chemung County Buildings & Grounds Dept.			18,181.70
CPE Interlink			
	08/10/2011	ST - wiring for digital signage & new scanner	402.29
Total CPE Interlink			402.29
Demco, Inc.			
	08/10/2011	Library supply for BF	74.94
Total Demco, Inc.			74.94
Dormann Library			
	08/10/2011	Lost Book paid by patron	8.00
Total Dormann Library			8.00
Earle's Ice Cream			
	08/10/2011	Programming expenses - WE	190.75
Total Earle's Ice Cream			190.75
Experts Exchange, LLC			
	08/10/2011	IT Solutions license 9/2011-9/2012	99.95
Total Experts Exchange, LLC			99.95
First Transit			
	08/10/2011	Bookmobile fuel - 6/28/11 - 7/18/11	332.81
Total First Transit			332.81
Gale Group, Inc.			
	08/10/2011	ST fiction-7/11-8/11 purchases	482.10
Total Gale Group, Inc.			482.10

Unpaid Bills Detail

As of August 10, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Horwitz Supply Company			
	08/10/2011	cleaning/paper supplies-all libraries	523.82
Total Horwitz Supply Company			<u>523.82</u>
LaFrance Equipment Corp.			
	08/10/2011	Annual Fire Ext. Inspection/Charge-ST, BF, WE	159.25
Total LaFrance Equipment Corp.			<u>159.25</u>
MidWest Tape			
	08/10/2011	DVD/Audio purchases-HFL&ST	1,774.38
Total MidWest Tape			<u>1,774.38</u>
Office Equipment Source, Inc.			
	08/10/2011	Quarterly Maint contract on BF copier 4/25-7/20	37.58
Total Office Equipment Source, Inc.			<u>37.58</u>
Oriental Trading Company, Inc.			
	08/10/2011	SRC programming supplies - BKM	63.24
Total Oriental Trading Company, Inc.			<u>63.24</u>
Raco Industries			
	08/10/2011	Thermal Receipt Printers & Scanners	1,366.90
Total Raco Industries			<u>1,366.90</u>
Random House, Inc.			
	08/10/2011	AV purchases-ST	343.70
Total Random House, Inc.			<u>343.70</u>
Reliable Computer Products			
	08/10/2011	Printer cartridges for-ST, BKM, VE, WE	548.69
Total Reliable Computer Products			<u>548.69</u>
Ronald Shaw			
	08/10/2011	Mileage reimbursement - 7/11/11-7/25/11	203.69
Total Ronald Shaw			<u>203.69</u>
Rose Woodard			
	08/10/2011	SRC Program Supplies - WE	118.69
Total Rose Woodard			<u>118.69</u>
Seneca Data			
	08/10/2011	Monitor & Privacy Screen for new MF scanner	323.00
Total Seneca Data			<u>323.00</u>
South Central Regional Library Council			
	08/10/2011	Membership Dues 2011/2012	1,380.00
Total South Central Regional Library Council			<u>1,380.00</u>
Southern Tier Library System			
	08/10/2011	Processing for July	458.00
Total Southern Tier Library System			<u>458.00</u>

Unpaid Bills Detail

As of August 10, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Time Warner Cable			
	08/10/2011	VPN service & Phone svc @ BF - 8/15/11-9/14/11	183.69
Total Time Warner Cable			<u>183.69</u>
Unique Management Services, Inc.			
	08/10/2011	July Collection Fees - all libraries	608.48
Total Unique Management Services, Inc.			<u>608.48</u>
Verizon			
	08/10/2011	phone service - ST & WE	409.32
Total Verizon			<u>409.32</u>
			<u><u>29,543.41</u></u>

Report of the August 3rd, 2011 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, August 3rd, 2011, beginning at 6pm. Attending the meeting were Georgia Reynolds, Richard Roberts, Sue Cook, Allen C. Smith, and Joan Santulli and Ronald Shaw, CCLD management. The meeting opened at 6pm.

Ms. Reynolds stated that she has received a letter from the Public Library Foundation of Chemung County that delineates the projects and events that the PLF board would like to fund at the Horseheads Free Library in the 2012 CCLD budget. The projects include among other things the upgrading of exterior lighting, meeting room updates, new DVD shelving units and improvements to the staff and janitorial areas.

Ms. Reynolds stated that several CCLD trustees have responded that they plan to assist at the Summer Reading Club final event at Eldridge Park.

Mr. Shaw reported on the following:

- CCLD has received a check from Southern Tier Library System in the amount of \$138,108 which represents the 2011 revenue for Central Book Aid and Central Library Development funding. Ms. Santulli stated that this is the time of year that the Library District usually receives this funding.
- Regarding the construction project at the West Elmira Library that includes tree removal and the installation of a parking lot, the project will begin this week.
- The Library District's IT staff is still working on getting the email notification project complete and ready to move forward. This project allows CCLD to notify patrons of books on reserve and fines via email.
- The new Bookmobile has been off the road a few times in the last couple of weeks due to problems with the generator and the steps. Repairs are being made by First Transit.
- The Friends of the Horseheads Free Library are planning their annual book sale for the week of September 13 through the 17th.
- CCLD – Steele Library is in receipt of the first of several monitors that will be placed around the library and will be used to advertise upcoming events and programs at all libraries in the District.
- The second draft of the proposed 2012 CCLD budget has been submitted to the Budget & Finance Committee and will be reviewed at their August 10th Committee meeting.

Ms. Santulli presented & reviewed the Unpaid Bills Lists dated August 3rd, 2011. Mr. Smith moved, seconded by Mr. Roberts to approve the bills totaling \$56,019.85 in the General Fund and the Grant Fund bills in the amount of \$1,159.96. Motion Carried.

The meeting adjourned at 6:40pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, September 7th, 2011 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2011-46

Report of the August 10th, 2011 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, August 10th, 2010, beginning at 8:00am. Attending the meeting were CCLD board members

Georgia Reynolds, Robin Fitzgerald, Sue Cook, Jessica Roberts, John Savash and Denny Smith. Also attending were Ron Shaw, Library District Director and Joan Santulli, CCLD Administrative Assistant. The meeting opened at 8:00am.

The following topics were discussed:

- The Committee reviewed the July 31st, 2011 Financial Report. The Committee directed that the report be forwarded to the full CCLD board for its consideration.
- Ms. Santulli presented and discussed the August 10th, 2011 Unpaid Bills Detail, for the General Fund bills totaling \$29,543.41. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration. Ms. Santulli also submitted an invoice which is required to be paid immediately to the Eldridge Park Preservation Society in the amount of \$975.00. This payment covers the final Summer Reading Club party being held at the park today. The Committee approved the expenditure.
- The Committee reviewed and discussed the second draft of the proposed 2012 CCLD budget. The budget will be presented to the full board at their August 18th meeting for their consideration and approval.
- Ms. Santulli showed the Committee one example of an unexpected expense. The New York State Department of Labor sent CCLD an invoice in the amount of \$927.72 that represents a temporary charge on employers called an Interest Assessment Surcharge. This surcharge is charged so that New York State can pay the interest due for 2011 federal loans acquired by the State.
- Mr. Savash submitted a worksheet to the Committee via email that shows a snapshot of the regulations of New York's Local Property Tax Cap. It shows what is covered under the tax cap and expenses that can be excluded from the cap.
- Ms. Santulli informed the Committee that the Library District has received the 2011 distribution of Central Library Development funds and Central Book Aid from the Southern Tier Library System. These funds, although 6 – 7% less than budgeted in 2011 have been received in a timely manner this year.

The meeting adjourned at 9:05am. The next meeting of the Budget & Finance Committee will be held on Wednesday, September 14th, 2011 in the Petrie Conference Room of the Steele Memorial Library.