



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 December 2012 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, December 20, 2012 at 6:00 pm at the **Central Branch (Steele Memorial) 101 E. Church St. Elmira, NY 14901** The agenda for the meeting is listed below. If you are unable to attend, please inform 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 #2012-67)
4. Treasurer's report
  - a) Financial report (document #2012-68)
  - b) Report of Unpaid Bills Detail (document #2012-69)
5. Correspondence
6. President's report
  - Consent Item Approval of non-board members to board committees  
RESOLVED to approve the appointments of Robin Fitzgerald to serve on the Budget & Finance Committee, Karl Schwesinger to serve on the Buildings & Grounds Committee and Denny Smith to serve as an advisor to the board as needed, effective January 1, 2013.
  - Consent Item Approval of Board of Trustees and Standing Committee meeting dates for 2013.  
RESOLVED to approve the Board of Trustees and Standing Committee meeting dates for 2013 as distributed.
7. Director's report
8. Committee reports:
  - a) Executive Committee (Reynolds)
    - 1) Report of the Committee meeting (document #2012-70)
  - b) Budget & Finance Committee (Cook)
    - 1) Report of the Committee meeting (document 2012-71)

Consent Item Approval of auditors for FY 2012, 2013, 2014.  
RESOLVED to approve the appointment of an auditing firm based upon the recommendation of the Budget and Finance Committee.
  - c) Building & Grounds Committee (Schwesinger)
    - 1) Report of the Committee meeting (document 2012-72)
  - d) Personnel Committee (Conwell)
9. Old business
10. New business

11. Period for public expression
12. Adjournment

*(Minutes of the November 2012 meeting of the Chemung County Library District Board of Trustees. Document #2012-67)*

**Minutes of the November 2012 meeting of the Chemung County Library District Board of Trustees.** The November meeting was held on Thursday, November 18, 2012 in the newly remodeled meeting room at the Horseheads Library, 405 South Main Street, Horseheads, New York. President Georgia Reynolds called the meeting to order at 6:00pm. Present were Rita Dery, Robin Fitzgerald, John Savash, Sue Cook, Mary Beth Conwell, Marge Kappanadze, Ann Cady, Allen C. Smith, Karl Schwesinger, Richard Roberts and Jessica Roberts. Tim Blandford arrived during the Buildings & Grounds portion of the meeting. Excused was Tina Hager. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Also attending the meeting were two Boy Scouts who were working on earning their Citizenship in the Community merit badge.

**Minutes.** The minutes of the October 2012 meeting (Document #2012-61) were presented for board review. Minor corrections noted under "Programming" – National Library Card Signup month was held in September and a spelling correction on "Hero Bot Con". The minutes were approved as corrected by unanimous consent.

**Financial Report.** The October 31<sup>st</sup>, 2012 Financial Report (Document #2012-62) was presented for board review. By unanimous consent the October Financial Report was approved as distributed and will be filed for audit.

**Report of Unpaid Bills** (Document #2012-63). It was noted that the November 15<sup>th</sup> bill list submitted to the Budget & Finance Committee has been reduced by the amounts of two invoices that included sales tax. There is also a November 15<sup>th</sup> list that was approved by the Buildings & Grounds Committee for partial payments to contractors for State Construction projects. By unanimous consent, the board authorizes the payment of the unpaid bills dated 11/7/12 General Fund - \$25,430.21; the unpaid bills dated 11/14/12 Grant Fund \$2,750.51; and the unpaid bill lists dated 11/15/2012 – General Fund - \$46,590.71, General Fund (B&G) – 47,690.69 and General Fund - \$2,215.74 as distributed.

**Correspondence.** None.

**President's Report.** Ms. Reynolds gave the board's congratulations to Trustee Karl Schwesinger for winning the Outstanding Support for Libraries award from STLS for 2012. She passed around a plaque that listed all the recipients of this award since 2001. Six people from Chemung County are listed on the plaque.

Ms. Reynolds reported that she heard from the Chemung County Board of Elections that there were write-in candidates for Library District Trustees in some of the election districts. The Library District's Attorney has stated that the District's By-Laws do not cover write-in votes, but that New York Statutes may overrule any District legislation. Final results of the election will be sent to Mr. Shaw in approximately 2 weeks. The results will be forwarded to board members once received.

The President of the Friends of the Steele Library, Joe Caparulo, has requested that a member of the CCLD board become a liaison to the Friends board and attend their meetings that are held the first Monday of each month at 6:30pm. She asked board members to contact her if interested.

Mr. Caparulo also requested to know whether or not the Friends of Steele can use the CCLD logo on some of their fliers, etc. The CCLD Attorney has concerns about lending the CCLD logo to another organization. He feels that they are a separate entity and should have their own logo.

Ms. Reynolds stated that the Library District's By-Laws allow non-board members to serve on Standing Committees. She has spoken to outgoing members and reports that Robin Fitzgerald has agreed to continue to serve on the Budget & Finance Committee, Karl Schwesinger has agreed to continue to serve on the Buildings & Grounds Committee and Denny Smith has agreed to serve as an advisor to the board as needed. This matter will be on the agenda for the December Board meeting for the board to discuss.

Ms. Reynolds stated that during the time that the Big Flats and West Elmira Libraries are closed, board members are likely to get some complaints from their constituents. Patrons should be made aware that while the closures are inconvenient, there will be more staff members at both the Steele and Horseheads Libraries and that the upgrades will benefit all County residents.

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

- 2012 Budget Vote. The unofficial results show that the Library District budget passed with a 72.34% vote, the best in the history of CCLD. The big difference may have been some of our major events – the Summer Concert series, the Summer Reading Club final party and the Haunted Library.
- Cost Tracking for construction projects. A reminder that CCLD has received funding to assist with the project expenses as follows: \$20,000 from the Anderson Foundation for the computer room at Steele, \$15,000 from the Horseheads Friends for the meeting room and \$5,500 from the Steele Friends.
- Adult Programming. An upcoming “War of 1812” program is scheduled for Monday, November 19<sup>th</sup>.
- Staff Training Day. The day included presentations from the Chemung County Emergency Management Office, Aflac, United Way and the Psych Center in Elmira. Mr. Shaw expressed his appreciation for the board members who were able to attend.
- Youth Services. The Haunted Library event drew an approximate 710 people who attended and over 100 volunteers who helped make the event a huge success. Mr. Shaw requested that staff members receive an official appreciation letter from the board.
- STLS issues. Mr. Shaw asked board members to notify him if they plan to attend the November 29<sup>th</sup> “Creating the Future” event being held at Watson Homestead. He reported that staff members will be attending STLS's Bookfair being held at Barnes & Noble's on December 1<sup>st</sup>. Attendees will be able to sign up for CCLD library cards. The event is raising funds for STLS's Foundation for Southern Tier Libraries.
- Library closings. The Steele Library is scheduled to close from December 3<sup>rd</sup> – December 5<sup>th</sup> while the new circulation and customer service desks are being installed. Both the Big Flats and West Elmira Libraries will close for 6 weeks beginning December 10, 2012. We will reopen to the public on or about January 25, 2013. During this time, extra programming is being scheduled at Steele and special projects at Steele will be completed, i.e. inventory, weeding and cleaning up records. Some of the scheduled West Elmira programs will be held at Steele during the closures. A grand re-opening has not yet been discussed.

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2012-64). Ms. Reynolds stated that the Committee discussed the approximate \$3,000 in damaged books that was caused by the power-washing of the windows at the West

Elmira Library. Mr. Shaw is working with the company that did the job and may accept the caulking of the windows as full payment for the damaged items. The Committee was also made aware of the new legislation in New York that requires students in Kindergarten, Sixth Grad and Ninth Grade to have library cards. CCLD will make sure schools have the library card applications that they require to meet this new legislation.

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2012-65). Ms. Cook stated that RFP's (Requests for Proposals) from several auditing firms have been received and are being reviewed by Committee member Robin Fitzgerald. These will be reviewed by the Committee at the next meeting.

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2012-66). Mr. Schwesinger stated that most of the items in their report have been discussed. At the meeting, Mr. Savash requested that the Committee review CCLD's Procurement Policy at their next meeting.

**Personnel Committee.** It was reported that Ms. Conwell's term as Trustee ends on December 31, 2012. Ms. Cady has agreed to become the chair of the Personnel Committee.

**Strategic Planning Committee.** Ms. Kappanadze reported that the Committee met monthly from January through June to work on the Library District's Strategic Plan for the next 5 years. The plan was reviewed by Committee members and CCLD staff and includes Director Shaw's priorities for the next few years. After review of the plan, Mr. Smith moved, seconded by Mr. Roberts to approve the CCLD 2013 – 2018 Strategic plan as written and submitted to the CCLD board of trustees. VOTE: Motion carried. President Reynolds thanked Ms. Kappanadze for the excellent job she and the Committee did in preparing the Strategic Plan.

**New Business.** President Reynolds has been made aware that each year letters have been sent to the Friends groups and the Foundations thanking them for their continued support. She will make sure these letters go out in December.

The Executive Committee has approved the changes to the CCLD Board of Trustees By-Laws. This item will be listed as a Consent Item on the Agenda for the December board meeting.

**Public Expression.** Mr. Jim Hare of Elmira suggested contacting reporter Ray Finger regarding the closures of the libraries. Mr. Shaw stated that this has already been done. Ms. Emmer, STLS board member, stated that the Library System was very happy to give Karl Schwesinger his award at the STLS annual dinner meeting.

The meeting was adjourned at 7:10pm. The next regular meeting of the board will be held on Thursday, December 20<sup>th</sup>, 2012 at 6:00pm at the Steele Memorial Library, 101 East Church Street, Elmira, New York.

## CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2012-68)

## Financial Report - November 30, 2012

Income	2012 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through the Year	Notes
Library Fines, Fees & Contributions	\$ 92,375	\$ 75,735	\$ 16,640	82%		
Grants (other than N.Y.S.)	\$ -	\$ 56,882				Includes Friends donations - Steele \$17,882 and HH \$19,000 +Anderson Foundation \$20,000
Foundation Contributions	\$ 165,000	\$ 100,000	65,000	61%		
Library District Tax Receipts	\$ 2,528,243	\$ 2,529,716	(1,473)	100%		Includes PILOT funds for Empire Pipeline
Interest on Investments	\$ 3,000	\$ 7,410	(4,410)	247%		
<b>State Aid</b>	\$ -					
Central Library Development	\$ 80,000	\$ 83,954	(3,954)	105%		
Central Book Aid	\$ 54,000	\$ 57,168	(3,168)	106%		
Local Library Services Aid	\$ 37,000	\$ 33,372	3,628	90%		Incl. 4th Qtr of 2011 FINAL for LLSA
Other State Aid	\$ 1,600	\$ 150,176	(148,576)	9386%		Final for Green Roof Project \$37,391 / State Const 2012 projects \$112,785
<b>TOTAL INCOME</b>	<b>\$ 2,961,218</b>	<b>\$ 3,094,413</b>	<b>\$ (76,313)</b>	<b>104%</b>	<b>92%</b>	

Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
<b>Personnel</b>						
Salaries	1,220,509	\$ 1,158,732	\$ 61,777	95%		
Sunday & Holiday Salaries	9,342	\$ 6,751	2,591	72%		
Employee Benefits	745,012	\$ 557,065	187,947	75%		
<b>Subtotal - Personnel Expenses</b>	<b>1,974,863</b>	<b>\$ 1,722,548</b>	<b>252,315</b>	<b>87%</b>	<b>92%</b>	
<b>Contractual</b>						
Equipment	14,103	\$ 14,103	0	100%		\$16,496 Includes \$2,400 (air drier) and \$5650 (workstation) for HVAC system at Steele, \$5,072 (AV equip) & \$581 BF Study Carrolls (Pd by Friends of Steele), \$2,793 (E-readers Pd by HH Foundation)
Telephone	10,000	\$ 8,611	1,389	86%		
Supplies	37,400	\$ 37,400	0	100%		\$21,651 Includes Marketing Committee expenses of \$11,405, purchase of DVD Shelves/Nooks \$5,285 (Pd by HH Found), Mango Lang. \$ 4,961 (\$2,500 Pd by Steele Friends)
Travel & Continuing Education	16,100	\$ 12,200	3,900	76%		
Repairs & Maintenance	40,274	\$ 37,005	3,269	92%		
Postage	8,000	\$ 4,853	3,147	61%		
Education - Tuition Assistance	5,200	\$ 2,866	2,334	55%		
Library Materials (books, video, etc.)	313,300	\$ 275,312	37,988	88%		
Utilities	80,000	\$ 73,357	6,643	92%		
Building Cleaning Supplies	13,000	\$ 11,723	1,277	90%		
Fuel, Gas & Oil (Bookmobile)	3,600	\$ 3,600	0	100%		
Insurance	33,293	\$ 23,632	9,661	71%		
Vehicle Operation / Maintenance	1,000	\$ 152	848	15%		
Professional Fees (audit, engineer/legal fees)	36,900	\$ 36,900	0	100%		Includes \$13,491 in Attorney Fees (2011 & 2012), \$15,487 - Proj. Mger 2012 Const. Project
Data Processing Expenses (Cost Share)	70,945	\$ 58,679	12,266	83%		
Payment of Taxes	4,575	\$ 4,517	58	99%		
Library Programming	23,000	\$ 23,000	0	100%		\$10,758 in expenses Pd by Friends groups, \$660 in VE special grant funds, \$2,060 Marketing Comm.
Chemung County costs (B&G, vision)	18,021	\$ 9,969	8,052	55%		
Capital Improvements	25,000	\$ 94,061	(69,061)			Includes FINAL payment for Game Tables at Steele & partial payments for 2012 projects
Contingency Fund	111,053	\$ 70,405	40,648	63%		Equipment \$10,443, Supply \$26,682 Library Programming 14,194 Prof. Fees \$18,987, BKM \$99
Debt Service	\$ 60,028	\$ 46,519	13,509	77%		
<b>TOTAL EXPENSE</b>	<b>\$ 2,899,655</b>	<b>\$ 2,571,412</b>	<b>\$ 328,243</b>	<b>89%</b>	<b>92%</b>	

**Unpaid Bills Detail**

As of December 12, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Ailisa Martin</b>			
	12/12/2012	Patron Refund	20.00
Total Ailisa Martin			<u>20.00</u>
<b>AT&amp;T</b>			
	12/12/2012	long dist chg for DEC - ST	10.01
Total AT&T			<u>10.01</u>
<b>Brian Ewanyk</b>			
	12/12/2012	Mileage reimb - OCT	61.61
Total Brian Ewanyk			<u>61.61</u>
<b>Brian P. Harris</b>			
	12/12/2012	mileage reimb - Sept. - Oct.	71.04
Total Brian P. Harris			<u>71.04</u>
<b>Capabilities, Inc.</b>			
	12/12/2012	Library Cleaning - HFL, WE, & BF NOV	1,558.06
Total Capabilities, Inc.			<u>1,558.06</u>
<b>Casella Waste Systems, Inc.</b>			
	12/12/2012	NOV Garbage disposal - BF, HFL, & WE	156.61
Total Casella Waste Systems, Inc.			<u>156.61</u>
<b>CCLD Petty Cash</b>			
	12/12/2012	Petty Cash reimbursement - WE/HH	266.82
Total CCLD Petty Cash			<u>266.82</u>
<b>Chemung County Treasurer</b>			
	12/12/2012	Debt Service - 4th qtr payment of 2012	15,506.25
Total Chemung County Treasurer			<u>15,506.25</u>
<b>First Transit</b>			
	12/12/2012	Bookmobile fuel - NOV	332.38
Total First Transit			<u>332.38</u>
<b>Friends of the Steele Memorial Library</b>			
	12/12/2012	refund ck made out to District belonging to Friends	312.00
Total Friends of the Steele Memorial Library			<u>312.00</u>
<b>Gail Bellohusen</b>			
	12/12/2012	Patron Refund	20.00
Total Gail Bellohusen			<u>20.00</u>
<b>Highsmith, Inc.</b>			
	12/12/2012	Bookshelf for Ref materials HH	599.66
Total Highsmith, Inc.			<u>599.66</u>
<b>History Education</b>			
	12/12/2012	AV purchase for Steele	192.00
Total History Education			<u>192.00</u>

**Unpaid Bills Detail**

As of December 12, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Horseheads Do It Center</b>			
	12/12/2012	Supplies - HFL	16.05
Total Horseheads Do It Center			<u>16.05</u>
<b>Ingram Library Services</b>			
	12/12/2012	Library materials - HH/VE/NF	1,061.15
Total Ingram Library Services			<u>1,061.15</u>
<b>Jason Baker / Baker Florist</b>			
	12/12/2012	VE Program downpayment Jan 2013	200.00
Total Jason Baker / Baker Florist			<u>200.00</u>
<b>Judith Frandsen</b>			
	12/12/2012	Patron Refund	15.00
Total Judith Frandsen			<u>15.00</u>
<b>MidWest Tape</b>			
	12/12/2012	DVD/Audio purchases - ST, HFL	3,691.79
Total MidWest Tape			<u>3,691.79</u>
<b>Petty Cash-Steele</b>			
	12/12/2012	Supplies, Postage, programming, etc	216.79
Total Petty Cash-Steele			<u>216.79</u>
<b>ProQuest LLC</b>			
	12/12/2012	Ancestry / Heritage Quest Online	2,627.00
Total ProQuest LLC			<u>2,627.00</u>
<b>Random House, Inc.</b>			
	12/12/2012	AV purchases - ST	95.25
Total Random House, Inc.			<u>95.25</u>
<b>Recorded Books</b>			
	12/12/2012	AV purchases - Steele	396.00
Total Recorded Books			<u>396.00</u>
<b>Sean O'Brien</b>			
	12/12/2012	Patron Refund	30.00
Total Sean O'Brien			<u>30.00</u>
<b>Southern Tier Library System</b>			
	12/12/2012	Processing fees NOV/supplies	1,620.53
	12/12/2012	Data Processing 4th Quarter of 2012	17,609.00
	12/12/2012	eBook/Downloadable purchases	9,657.21
Total Southern Tier Library System			<u>28,886.74</u>
<b>Spotts Innovations, Inc.</b>			
	12/12/2012	Shades for new meeting room HH - FINAL	477.60
Total Spotts Innovations, Inc.			<u>477.60</u>
<b>Supermedia LLC</b>			
	12/12/2012	Advertising-phone book ad-monthly fee	37.00
Total Supermedia LLC			<u>37.00</u>



**Unpaid Bills Detail**

As of December 12, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Unique Management Services, Inc.</b>			
	12/12/2012	NOV Collection Fees - all libraries	743.48
Total Unique Management Services, Inc.			<u>743.48</u>
<b>Verizon</b>			
	12/12/2012	phone service for NOV	478.59
Total Verizon			<u>478.59</u>
<b>Wegmans Food Markets Inc.</b>			
	12/12/2012	Program Supplies - ST/HH	210.87
Total Wegmans Food Markets Inc.			<u>210.87</u>
			<u><b>58,289.75</b></u>

**Unpaid Bills Detail**

As of December 5, 2012

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Baker &amp; Taylor Books</b>				
	Bill	12/05/2012	Reference materials	47.92
Total Baker & Taylor Books				<u>47.92</u>
<b>Ingram Library Services</b>				
	Bill	12/05/2012	Reference purchases	230.26
Total Ingram Library Services				<u>230.26</u>
<b>Salem Press, Inc.</b>				
	Bill	12/05/2012	Reference Material	220.00
Total Salem Press, Inc.				<u>220.00</u>
<b>TOTAL</b>				<u><u>498.18</u></u>

**Unpaid Bills Detail**

As of December 12, 2012

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>ABC-CLIO, Inc.</b>				
	Bill	12/12/2012	Reference material	515.57
Total ABC-CLIO, Inc.				<u>515.57</u>
<b>New York Legal Publishing Corp.</b>				
	Bill	12/12/2012	reference material	132.50
Total New York Legal Publishing Corp.				<u>132.50</u>
<b>TOTAL</b>				<u><u>648.07</u></u>

## Unpaid Bills Detail

As of December 5, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Amazon Credit Plan</b>			
	12/05/2012	Purchases - all libraries 10/13-11/7/12	861.95
Total Amazon Credit Plan			<u>861.95</u>
<b>Angelica Free Library</b>			
	12/05/2012	Payment for Lost Book	20.00
Total Angelica Free Library			<u>20.00</u>
<b>AudioGo</b>			
	12/05/2012	AV purchases-ST invoice	411.77
Total AudioGo			<u>411.77</u>
<b>Barn Livin' LLC</b>			
	12/05/2012	Project Manager-NYS Const-Invoice #3 per contract	3,315.00
Total Barn Livin' LLC			<u>3,315.00</u>
<b>Big Flats Water Department</b>			
	12/05/2012	water bill 8/9-11/13	28.75
Total Big Flats Water Department			<u>28.75</u>
<b>CCLD Petty Cash</b>			
	12/05/2012	Petty Cash reimbursement - BF/WE	113.10
Total CCLD Petty Cash			<u>113.10</u>
<b>Center Point Large Print</b>			
	12/05/2012	ST Fiction large print	257.04
Total Center Point Large Print			<u>257.04</u>
<b>Chemung County Humane Society &amp; SPCA</b>			
	12/05/2012	Donation for programming-ST JUV	75.00
Total Chemung County Humane Society & SPCA			<u>75.00</u>
<b>Chris Corter</b>			
	12/05/2012	Mileage Reimbursement - November	139.86
Total Chris Corter			<u>139.86</u>
<b>Connie Oglivie</b>			
	12/05/2012	Reimb - programs/books/supples	153.17
Total Connie Oglivie			<u>153.17</u>
<b>Crystal City Party Center</b>			
	12/05/2012	Haunted Library - batteries	19.42
Total Crystal City Party Center			<u>19.42</u>
<b>Dallas Midwest, LLC</b>			
	12/05/2012	CHAIRS for HH Meeting Room	2,099.04
Total Dallas Midwest, LLC			<u>2,099.04</u>
<b>Deborah L. Brimmer</b>			
	12/05/2012	2012 Ins. reimb/mileage reimb. for NOV	326.54
Total Deborah L. Brimmer			<u>326.54</u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
**As of December 5, 2012**

Document #2012-69

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>DPC Engineering, P.C.</b>			
	12/05/2012	consulting fees ST 2012 construction modifications	1,800.00
Total DPC Engineering, P.C.			<u>1,800.00</u>
<b>Elmira Water Board</b>			
	12/05/2012	Water bill - ST/WE Sept/Oct	335.86
Total Elmira Water Board			<u>335.86</u>
<b>Experts Exchange, LLC</b>			
	12/05/2012	IT Solutions license 9/2012-9/2013	99.95
Total Experts Exchange, LLC			<u>99.95</u>
<b>Faye Crance</b>			
	12/05/2012	NOV Programming - VE Paid with grant \$	80.00
Total Faye Crance			<u>80.00</u>
<b>First Transit</b>			
	12/05/2012	Bookmobile fuel - OCT	409.18
Total First Transit			<u>409.18</u>
<b>Gale Group, Inc.</b>			
	12/05/2012	ST Fiction -OCT/NOV Purchases	414.59
Total Gale Group, Inc.			<u>414.59</u>
<b>Gordon's Cleaning Service</b>			
	12/05/2012	HH Meeting room floor strip/finish	189.00
Total Gordon's Cleaning Service			<u>189.00</u>
<b>Heidi McDermott</b>			
	12/05/2012	Patron Refund for lost item-HH	3.00
Total Heidi McDermott			<u>3.00</u>
<b>Horseheads Do It Center</b>			
	12/05/2012	Supplies - HFL	14.03
Total Horseheads Do It Center			<u>14.03</u>
<b>Ingram Library Services</b>			
	12/05/2012	Library Materials - all libraries	6,561.99
Total Ingram Library Services			<u>6,561.99</u>
<b>Joan Santulli</b>			
	12/05/2012	Insurance/Mileage reimbursement 2012	308.27
Total Joan Santulli			<u>308.27</u>
<b>Manfredi Multimedia Solutions</b>			
	12/05/2012	AV Equipment for HH Mtg room-partial pymt - paid by Friends	2,980.00
Total Manfredi Multimedia Solutions			<u>2,980.00</u>
<b>Office Equipment Source, Inc.</b>			
	12/05/2012	Quarterly pymt BF copier maint agreement	44.46
Total Office Equipment Source, Inc.			<u>44.46</u>

## Unpaid Bills Detail

As of December 5, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Reliable Computer Products</b>			
	12/05/2012	printer cartridges - AD/BF	262.97
Total Reliable Computer Products			<u>262.97</u>
<b>RJ Millworkers, Inc.</b>			
	12/05/2012	Pymt #2 ST JUV Const Project-seating units	2,866.69
Total RJ Millworkers, Inc.			<u>2,866.69</u>
<b>Sayles &amp; Evans</b>			
	12/05/2012	Legal fees - 8/8/12-10/31/12	1,540.50
Total Sayles & Evans			<u>1,540.50</u>
<b>Southern Tier Library System</b>			
	12/05/2012	WatchGuard for BF/WE/HH/ST	3,750.00
Total Southern Tier Library System			<u>3,750.00</u>
<b>Staples Credit Plan</b>			
	12/05/2012	Computer Equip. -NetGear-ST	176.99
Total Staples Credit Plan			<u>176.99</u>
<b>Stuart Finch</b>			
	12/05/2012	Mileage reimb-workshop OCT	21.09
Total Stuart Finch			<u>21.09</u>
<b>Time Warner Cable</b>			
	12/05/2012	VPN/Phone -WE, ST, BF, & HFL	615.30
Total Time Warner Cable			<u>615.30</u>
<b>Vasco Brands, Inc.</b>			
	12/05/2012	Cleaning supplies all libraries	399.85
Total Vasco Brands, Inc.			<u>399.85</u>
<b>Verizon</b>			
	12/05/2012	Bal due on new phone line at Steele	27.10
Total Verizon			<u>27.10</u>
<b>Verizon Wireless</b>			
	12/05/2012	BKM/Admin. cellular service 11/19 - 12/18/12	182.93
Total Verizon Wireless			<u>182.93</u>
<b>Village of Horseheads</b>			
	12/05/2012	HFL Water Bill 7/18-10/17/12	27.71
Total Village of Horseheads			<u>27.71</u>
<b>Wegmans Food Markets Inc.</b>			
	12/05/2012	Program Supplies - ST/HH	99.11
Total Wegmans Food Markets Inc.			<u>99.11</u>
<b>Whitesville library</b>			
	12/05/2012	Patron Refund	9.95
Total Whitesville library			<u>9.95</u>
			<u><u>31,041.16</u></u>

## **Document #2012-70**

### **Report of the December 5<sup>th</sup>, 2012 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, December 5<sup>th</sup>, 2012 beginning at 6:00pm. Attending the meeting were Georgia Reynolds, Denny Smith and Marge Kappanadze; Joan Santulli and Ronald Shaw, CCLD management. The meeting opened at 6pm.

President Reynolds was concerned about the time frame for the completion of the project that includes the Bookmobile office and new computer room at Steele. Mr. Shaw reassured the Committee that the project is within the time line set for completion. As much as possible, contractors are re-using existing parts to save the Library District money.

Director Ron Shaw discussed the following:

- Recent Donations. The Library District has received a donation in the amount of \$5,000 from Ms. Cook to use where needed and a check from the Friends of the Steele Library for use in paying the expenses for the Quiet Room at Steele. A check also came in from Dr. Grandt in the amount of \$1,000 to be sent to the Steele Memorial Foundation to utilize for AV materials.
- Elmira Heights School District. Mr. Shaw passed around the November issue of their newsletter that includes a notice to parents about the recent State law regarding students having a CCLD library card. The newsletter also includes an article thanking the Friends of the Steele Library for their recent \$150 grant to the TAE Book Club.
- Library Trustees Association. An invitation to join this organization was passed around.
- New York State Office of the State Comptroller. Mr. Shaw stated that he missed the recent STLS meeting at Watson Homestead due to needing to meet with an auditor from the NYS Comptroller's Office. The auditor was reviewing Library District budgets to determine whether or not CCLD was in compliance with the 2% property tax cap legislation. During her audit, it was determined that the Library District has not received the total due to CCLD in P.I.L.O.T. funds for the current year. A phone call was placed to the County Treasurer and CCLD expects to receive a check for these funds. Mr. Shaw will follow up with a letter to Mr. Sartori requesting these PILOT funds. Mr. Shaw also suggested that next year, the board vote to approve the Library District exceed the tax levy limit. This provides a safeguard for the district due to the timeline difference between different taxing entities in New York State. The District's budget is approved and adopted prior to final guidelines being issued by the Comptroller's office.

Ms. Santulli presented and discussed the December 5<sup>th</sup>, 2012 Unpaid Bills Detail for the General Fund bills totaling \$31,041.16 and Grant Fund bills totaling \$498.18. Ms. Santulli pointed out several invoices that are partial payments for the State Construction projects. Mr. Smith moved, seconded by Ms. Kappanadze to pay the bills as listed above. Motion Carried.

The meeting adjourned at 6:25pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, January 2<sup>nd</sup>, 2013 at 6pm in the Petrie Conference Room of the Steele Memorial Library.



## **Document #2012-71**

### **Report of the December 12<sup>th</sup>, 2012 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, December 12<sup>th</sup>, 2012, beginning at 8:00am. Attending the meeting were CCLD board members Sue Cook, Georgia Reynolds, Robin Fitzgerald, Marge Kappanadze and Denny Smith. Also attending were Joan Santulli and Ron Shaw, CCLD Administration. The meeting opened at 8:00am.

The following topics were discussed:

- Ms. Fitzgerald reviewed the three proposals received from auditing firms for completion of the audits of the CCLD finances for 2012 - 2014. Proposals were received from Mengel, Metzger & Barr in the amounts of \$8,900, \$9,350 and \$9,800; from Ciashi, Dietershagen, Little, Mickelson & Company in the amounts of \$13,500 for each year and from EFP Rotenberg in the amounts of \$9,200, \$9,500 and \$9,800 respectively. Ms. Fitzgerald will clarify some questions that were raised and the Committee will meet just before the December board meeting to decide which firm to recommend to the board to contract with for completion of these audits.
- The Committee reviewed the November 30<sup>th</sup>, 2012 Financial Report. It was noted that CCLD has received the \$20,000 grant from the Anderson Foundation which will be used for the new Computer Lab at the Steele Library. The Committee directed that the report be forwarded to the full CCLD board for its consideration.
- The Committee reviewed a tentative Fund Balance Report for the year ending December 31, 2012. Of the extra funds, the Committee had already proposed utilizing approximately \$33,000 to offset extra costs for the many Construction Projects that are underway. The Fund Balance Report will be submitted to the full board at their December meeting.
- Mr. Shaw reported that during a recent visit, an auditor from the State Comptroller's Office discovered that the Library District has not received the full amount of PILOT (Payment in Lieu of Taxes) funds that should have come from the County Treasurer's office. CCLD has received approximately \$1,400 and should expect to receive \$65,623 for fiscal year 2012. Mr. Shaw has been in contact with Chemung County Treasurer Joe Sartori who reassured him that CCLD will receive these funds by the end of the year. If these funds are received in 2012, then the Library District will still meet the requirements of the new Tax Cap Legislation. If the funds do not come in until 2013, then the District may be over by \$7,500. The Library District is also scheduled to receive \$48,063 in PILOT funds for fiscal year 2013, an amount that was not known when preparing the 2013 Library District budget.
- Ms. Santulli presented and discussed the December 12<sup>th</sup>, 2012 Unpaid Bills Detail. The General Fund bills total \$58,289.75 (they include the 4<sup>th</sup> quarter payments to STLS for the Cost Share and to the County for the Debt Service) and \$648.07 total for the Grant Fund. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

The meeting adjourned at 8:42am. The next meeting of the Budget & Finance Committee will be held on Wednesday, January 9<sup>th</sup>, 2013 in the Petrie Conference Room of the Steele Memorial Library.

**Report of the December 12<sup>th</sup>, 2012 meeting of the Buildings & Grounds Committee of the Chemung County Library District**

A meeting of the Buildings & Grounds Committee of the Chemung County Library District was held on Wednesday, December 12<sup>th</sup>, 2012, beginning at 3pm. Board members attending the meeting were Georgia Reynolds, John Savash, Rita Dery and Karl Schwesinger. Also attending were Joan Santulli and Ron Shaw, CCLD Management. The meeting opened at 3:00pm.

The following topics were discussed:

- Mr. Shaw reviewed the status of all the 2012 & 2013 State Construction projects.

**West Elmira Library.**

Regarding the replacement of the library materials that were damaged during the power-washing of the building, the Library District is negotiating with the company who did the work to have them caulk the existing windows in lieu of paying for the damaged books. They will do this for the damages at the Big Flats Library as well.

The building has been emptied. The heating ducts are being cleaned out this week.

**Steele Library.**

The HVAC equipment for the Quiet Room is expected this week.

The remodeling of the circulation desk is complete. There were very few negative comments regarding the library being closed from December 3<sup>rd</sup> – December 5<sup>th</sup> in order for the project to be completed.

The painting, wiring and flooring has been completed in the Computer Room.

The demolition of the Youth Services area has begun. The “built-in” furniture is scheduled to arrive next week.

The A.D.A. parking signs have been installed.

It is expected that there will be a Code Inspection of all of the Steele projects within the next few weeks.

**Horseheads Library.**

The circ desk installation is expected to start on January 10, 2013.

**Big Flats Library.**

The building has been emptied. The heating ducts are being cleaned out this week.

The expected date to move back into the Big Flats and West Elmira Libraries is January 21<sup>st</sup> or January 22<sup>nd</sup>.

- Mr. Shaw reported that since the opening of the Quiet Room to the public on November 23<sup>rd</sup>, there have been 4 exams proctored and 21 people have used the room.
- Mr. Shaw has received two quotes from Fire Alarm Service Technology (FAST). The first is to add smoked detectors and strobes in the new Quiet Room and Computer Room at the Steele Library. Mr. Schwesinger moved, seconded by Ms. Reynolds to accept this quote and to send it to the full board for their review. The second quote is to correct deficiencies that were found during this year’s annual inspection. Much of the equipment has become outdated. The quote upgrades the current system at the Steele Library and amounts to \$7,023.00. Mr. Schwesinger moved, seconded by Ms. Reynolds to send the quote to the full board for its review, however, it was requested that Sue Oliver be contacted to get quotes from other companies for this upgrade. Both motions carried.
- Mr. Shaw stated that a Project Status meeting has been scheduled with the County B & G representatives for next week. We will continue to have meetings with them every couple of weeks to keep them updated on the status of the many construction projects.

- Mr. Savash stated that it makes sense that the Building & Grounds Committee be tasked with the review of the Library District's Procurement Policy since it deals mostly with Capital Projects. A copy of the Policy was distributed and will be reviewed by members prior to the January meeting. It will then be updated as needed and will be submitted to the full board for its consideration.
- There was some discussion about which new Board members will be a good fit for the Buildings & Grounds Committee. Ms. Reynolds will contact Mr. Muldoon regarding appointment to the committee due to his experience as an architect. The committee discussed who to appoint as chair for the next term and agreed that it should be a current member of the committee. Mr. Savash volunteered to chair the committee and this was met with approval by the members present.

The meeting adjourned at 3:40pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, January 9<sup>th</sup>, 2013 at 3pm in the Director's Office at the Steele Memorial Library.