



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.cdd.lib.ny.us

Agenda

The December 2013 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, December 19, 2013 at 6:00 pm at the **Horseheads Branch, 405 S. Main St. Horseheads, NY 14845**. The agenda for the meeting is listed below. If you are unable to attend, please inform Mr. Roberts (271-9625), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2013-65) and
4. Treasurer's report
 - a) Financial report (document #2013-66)
 - b) Report of Unpaid Bills Detail (document #2013-67)
5. Correspondence
6. President's report
 - Consent Item- Nomination of Slate of Officers for the Chemung County Library Board for 2014***
 - Consent Item- to appoint Ken Austin as a Chemung County Representative to the Southern Tier Library System Board of Trustees***
7. Director's Report
 8. Committee reports:
 - a) Executive Committee (Roberts)
 - 1) Report of the Committee meeting (document #2013-68)
 - b) Budget & Finance Committee (Cook)
 - 1) Report of the Committee meeting (document #2013-69)
 - c) Building & Grounds Committee (Savash)
 - 1) Report of the Committee meeting (document #2013-70)
 - d) Personnel Committee (Cady)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

(Minutes of the November 2013 meeting of the Chemung County Library District Board of Trustees. Document #2013-65)

Minutes of the November 2013 meeting of the Chemung County Library District Board of Trustees. The November meeting was held on Thursday, November 21st, 2013 at the Horseheads Branch, 405 South Main Street, Horseheads, New York. President Richard Roberts called the meeting to order at 6:00pm. Present were Georgia Reynolds, Sue Cook, Marge Kappanadze, Rachel Dworkin, James Hare, Rita Dery, Ann Hayes, John Savash, Juan Jones, Michael Muldoon and Tim Blandford. Excused: Ann Cady and Jessica Roberts. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Minutes. The minutes of the October 2013 meeting (Document #2013-59) were presented for board review. The minutes were approved as distributed by unanimous consent.

Financial Report. The October 31st, 2013 Financial Report (Document #2013-60) 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 #2013-61). Ms. Cook noted that on the 11/13 list the invoice listed for J. Ackerman was voided and reprinted for the Janway Company. By unanimous consent, the board authorizes the payment of the unpaid bills dated 11/6/13 General Fund - \$16,928.83 and Grant Fund \$1,173.39; the unpaid bills dated 11/13/13 General Fund - \$38,206.94 and Grant Fund - \$1,015.78 as distributed.

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

- A copy of the Friends of CCLD newsletter "Book worm"
- Suggestion box comments – Request for public service hours on Saturdays at West Elmira and praise for A. Hancock, Library Clerk at the West Elmira Library.

President's Report. President Roberts stated that the "Meet-n-Greet" event held on October 21st was a great success with about 40-50 in attendance. Representatives were present from each group that donates funds to the Library District. It has been suggested to make this an annual event. Mr. Roberts thanked everyone involved in planning and coordinating this event.

Regarding the need for an administrator for the new Health Insurance program, Mr. Savash moved, seconded by Mr. Hare to authorize Joan Santulli, CCLD Administrative Assistant to act as Group Administrator for CCLD's Health Insurance Program. Motion Carried.

Ms. Reynolds moved, seconded by Ms. Cook to appoint Bonnie Chollet to the CCLD Board of Trustees as a representative from the 5th District, said appointment term to end December 31, 2014. Motion Carried.

Regarding the CCLD/CSEA contract which ends on December 31, 2014, Mr. Hare moved, seconded by Mr. Blandford to appoint CCLD board members to a Negotiation Committee as follows: John Savash as chair, Sue Cook and Rick Roberts. Motion Carried.

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

- Election results. The certified results of the 2013 General Election are expected this week.
- Board Orientation. The tentative date for orientation for new members is Tuesday, January 21st at 6pm at the Central Library.

- 2014 Meeting Dates. The list of Board and Committee meeting dates for 2014 was distributed. It was requested that the board meeting at the Van Etten Library be held in June next year.
- Publicity. CCLD's monthly newsletter will be going out soon. New board members were encouraged to sign up to receive the newsletter via email.
- Horseheads Library. There has been a lack of complaints from patrons of the Horseheads Library (RE: customer service) since April. It appears that staff changes have worked.
- Upcoming Staff Changes. Mr. Shaw reviewed the list of staff members who will either be changing positions or moving to a new library. Changes to note: Chris Corter will become the Director of Public Services and will be in charge of the Central Library. She will be re-assigning the duties of several of the staff members. Owen Frank will become the Branch Supervisor and will be responsible for assigning schedules to the branch staff who will now be working at several locations instead of being assigned to one library. Mr. Frank will be working on a rotation of staff to work at the Van Etten Library as Ms. Metzger will be working full time at the Central Library.
- Programs. Holiday hours include the Central Library being open the day after Thanksgiving and all libraries being open from 9am – 1pm on Christmas & New Year's eves. An International Games Day held on November 16th had 50 in attendance. The Teen Manga Club at the Central Library was a success. CCLD storytellers will appear at the National Soaring Museum. Other upcoming programs include "Wine & Design" at the Horseheads Library and at Central – the "Bad" Movie Series continues and Mrs. Clause will be visiting in December. At the end of December – from 12/26-12/31 – all libraries will participate in "Happy Hogmanay" which is a fine forgiveness week. Non-perishable items will be collected for fines up to \$20 being forgiven.
- STLS issues. Ron & STLS Director Brian Hildreth have been discussing "recreating/redefining the role of the central library" in the library system. Specifically being discussed is the role of the "last copy" in the library system. If an item has not circulated in 20+ years, should the Central Library be responsible for keeping the item in its collection.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2013-62). President Roberts stated that although there was a rumor going around about CCLD closing the Big Flats Library, there are no plans or discussions regarding this matter at this time. Mr. Shaw reported that he met with the Big Flats Advocates on Tuesday of this week and was able to clear up many misconceptions that they had. The new manner of holding Budget Presentations (by attending programs at the various libraries) was successful this year. Over 100 people were reached with the specifics of the 2014 budget.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was distributed in writing to the board (Document #2013-63). Ms. Cook stated committee members were informed that Downloadable materials from the library have increased 324% since 2010. All libraries within the Library System will now be paying \$1.00 per title for items their patrons download. The Committee also heard Mr. Shaw's plans for the creation of a Youth Services Creative Area which gives children an experience with science and technology. To date there is approximately \$6,000 in grant funds that will be utilized to begin formation of this area.

Mr. Shaw stated that regarding the status of CCLD's Health Insurance program, CSEA has requested an impact meeting and that request was forwarded to CCLD's attorney. On Continuing Ed day, John Holleran of Perry & Carroll met with staff members and retirees to explain and answer questions regarding the new insurance program.

Requests for Proposals (RFP's) for property & liability insurance have been sent to Perry & Carroll and Sprague Insurance to receive quotes for insurance coverage for 2014. Coseo Agency was also contacted and declined to submit. Quotes are due back to CCLD by December 1, 2013.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was submitted in writing to the board (Document #2013-64). The Committee heard a report from Owen Frank, Librarian 3 at the Central Library. Mr. Frank is working with Bob Butcher (Foor & Associates) regarding the 2013 State Construction Projects. Mr. Frank reported that the parking lot at the Big Flats Library is complete with the exception of a few minor areas. Twenty percent of the payment has been held back until those items have been fixed (spring of 2014). Regarding the Central Library, the caulking has been tested and has no asbestos. New quotes have been received from 3 companies that range from \$73,000 - \$103,000. The companies list 2 approaches to the power washing of the building. One method would seal the building which could ultimately seal in some of the moisture. The other approach is to prep the building prior to power washing so it can "breathe" or evaporate. The Committee recommended the use of the "breathing" method and instructed Mr. Frank to contact Mr. Butcher to prepare the specs so the project can be put out for bid. At the Horseheads Library, samples of the caulk included some asbestos. As a result, an asbestos abatement is needed which will increase the cost of the project by \$4,255. Ms. Dery moved, seconded Ms. Hayes to approve this increased cost of the Horseheads power washing project. Mr. Shaw reported the following: The Horseheads Library has passed its fire inspection. Regarding the front steps, new tiles have been ordered and will be set within the next few weeks weather permitting. At the Central Library, grant funding will be applied for to build new creative spaces for both the Juvenile area and a new Teen area. The microfilm collection is being intensively weeded. Safety-Kleen will be recycling the rarely used periodical collection in the microfilm department. Once this project is complete, a local history / genealogy section will be installed in that area. Unneeded, unused and outdated microfilm machines will be discarded.

Mr. Shaw reported that CCLD has received a new contract from Capabilities, the company that cleans our branch libraries. The contract included an increased rate due to the fact that minimum wages increase in 2014.

Mr. Savash stated that the Committee will continue to work on the Procurement Policy. Transparency is one of the most important areas of the policy.

Personnel Committee. Ms. Reynolds gave a report from their November 21st meeting with the Director. They discussed ways the board can give support to the Library District staff to include nominations for recognition to be given at Continuing Education days. The Committee commended the Director on the media coverage that CCLD has been receiving. They got an update on the security issue regarding non-employees using staff computers and an update on upcoming staff changes as they relate to community outreach. The Committee requested an update from the Director regarding whether CCLD is on schedule with the five-year plan and encouraged the recruitment of more volunteers.

Old Business. Ms. Reynolds expressed concern regarding the additional duties that Ms. Santulli, the Administrative Assistant will be taking on with the handling of CCLD's new Health Insurance program. There was some discussion about shared services with other municipalities. Mr. Shaw stated he would investigate the possibilities.

New Business. At the top of the list was discussion as to whether the Steele Memorial Library should now be named as the Central Library of the Chemung County Library District. Discussion ensued regarding the heritage and/or identity of the Steele Library and at the opposite end, the vision that

Library Director Shaw has for the District as we move forward. Honoring the past, but embracing the future. At the close of the discussion, Ms. Dery moved, seconded by Mr. Blandford to give Director Ron Shaw a vote of confidence by allowing the name change from the Steele Library to the Central Library, allowing the Director to do the job he was hired to do and to not bring this discussion to the table again. VOTE: All affirmative with Mr. Hare abstaining.

Public Expression. None.

Mr. Savash moved, seconded by Mr. Blandford to move into Executive Session to discuss the financial impacts of possible Union contract negotiations. Ms. Reynolds moved, seconded by Mr. Savash to come out of Executive Session.

The next meeting of the Executive Committee will be held on Thursday, January 2nd, 2014 due to the New Year's Day holiday falling on their regular scheduled meeting date.

The meeting was adjourned at 8:10pm. The next regular meeting of the board will be held on Thursday, December 19th, 2013 at 6:00pm at the [Central Library \(Steele\), 101 East Church Street, Elmira, New York.](#)

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2013-66)

Financial Report - NOVEMBER 30, 2013

Income	2013 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through the Year	Notes
Library Fines, Fees & Contributions	\$ 80,900	\$ 73,166	\$ 7,734	90%		
Grants (other than N.Y.S.)	\$ -	\$ 31,939				incl-\$12,179 Friends of CCLD,\$9,550 Friends of Horseheads, ARTS \$450, Inspire for VE \$960, \$400-STLS grant , \$5,000 Gannett Foundation, \$3,100 Comm Found.
Foundation Contributions	\$ 165,000	\$ 188,297	(23,297)	114%		Includes 4th Qtr 2012 distribution from HH Foundation
Library District Tax Receipts	\$ 2,578,808	\$ 2,578,808	0	100%		
P.I.L.O.T. Funds	\$ -	\$ 130,832				PILOT funds received to date
Interest on Investments	\$ 3,000	\$ 1,400	1,600	47%		
State Aid	\$ -					
Central Library Development	\$ 80,000	\$ 88,072	(8,072)	110%		
Central Book Aid	\$ 54,000	\$ 59,972	(5,972)	111%		
Local Library Services Aid	\$ 37,000	\$ 34,919	2,081	94%		Final 2012 Distribution plus 90% 2013 distribution
Other State Aid	\$ 1,600	\$ 128,941	(127,341)	8059%		\$12,534 final 2012 State Construction Funds; \$116,407 - 2013 Const. Funds
TOTAL INCOME	\$ 3,000,308	\$ 3,316,346	\$ (153,267)	111%	92%	

Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
Personnel						
Salaries	1,321,460	\$ 1,193,806	\$ 127,654	90%		
Sunday & Holiday Salaries	6,809	\$ 6,728	81	99%		
Employee Benefits	715,499	\$ 672,738	42,761	94%		
Subtotal - Personnel Expenses	2,043,768	\$ 1,873,272	170,496	92%	92%	
Contractual						
Equipment	34,330	\$ 34,330	0	100%		incl.-\$4,559 pd by HH Friends; \$12,344 Anderson Foundation-computers for lab, \$142 Friends of CCLD; \$3,120 Other Grants and \$6,100 new copier from Fund Balance +\$1,347.46 HH Foundation-furniture
Telephone	9,700	\$ 10,147	(447)	105%		
Supplies	37,400	\$ 37,400	0	100%		incl-\$1,938 pd by BF Adv., \$851 pd by HHFoundation, \$1,349 ST Comp Rm pd by Anderson, \$7,023 F.A.S.T. (deficiencies in ST Sec Sys), \$2,636 Marketing Committee & \$2,620 for Flashdrives/bags to be reimb. & \$2,600 from CCLD Friend for Mango Lang. \$220 Gift funds for VE, \$621 Friends of CCLD & other grants-BF, \$112 BF Womens Club
Travel & Continuing Education	16,100	\$ 14,218	1,882	88%		Includes \$1,000 pd by HH Foundation for Lobby Day
Repairs & Maintenance	43,235	\$ 39,757	3,478	92%		
Postage	5,075	\$ 5,058	17	100%		
Library Materials (books, video, etc.)	313,300	\$ 257,411	55,889	82%		Includes \$5,000 in extra funding from HH Foundation
Utilities	75,700	\$ 60,763	14,937	80%		Includes 4th quarter of 2012 expenses
Building Cleaning Supplies	19,642	\$ 14,959	4,683	76%		Includes \$2,108 paid by HH Foundation (mowing & refrigerator purchase)
Fuel, Gas & Oil (Bookmobile)	5,000	\$ 3,050	1,950	61%		
Insurance	24,108	\$ 24,038	70	100%		
Vehicle Operation / Maintenance	1,000	\$ 1,000	0	100%		
Professional Fees (audit, engineer/legal fees)	35,800	\$ 35,800	0	100%		Includes audit \$6,450, \$4,639.34 paid to Foor & Assoc & \$5,917 to S. Oliver for 2012 projects
Data Processing Expenses (Cost Share)	90,630	\$ 69,333	21,297	77%		
Payment of Taxes	4,575	\$ 4,521	54	99%		
Library Programming	23,985	\$ 23,985	0	100%		incl=\$742 pd by HH Foundation, \$142 HH Friends, \$6,643 Friends of CCLD , \$378 in Grant funds, \$1,034 Marketing expenses (SRC final party) ARTS \$450, \$1,932 Gannett Foundation M.A.D.D.
Chemung County costs (B&G, vision)	17,200	\$ 11,596	5,604	67%		
Capital Improvements STATE CONST see below	20,000	\$ 11,286	8,714	56%		Incl - \$4820 paid by Anderson Foundation and \$1,828 paid by HH Friends, \$3,924 pd by HH Foundation
Contingency Fund	55,739	\$ 65,425	(9,686)	117%		BKM Repairs - \$3,389, Supplies \$21,649 , Library Programming \$12,551, Equipment \$25,809 , Prof Fees \$2,028
Debt Service	\$ 62,458	\$ 46,845	15,613	75%		
TOTAL BUDGET EXPENSE	\$ 2,938,745	\$ 2,644,192	\$ 294,553	90%	92%	
2012 & 2013 State Construction Projects		\$ 333,723				
TOTAL EXPENSES		\$ 2,977,915				

Unpaid Bills Detail

As of December 11, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Ebsco Subscription Services			
	12/10/2013	Reference material-Novelist Online-partial pymt 20	6,292.00
Total Ebsco Subscription Services			<u>6,292.00</u>
Ingram Library Services			
	12/10/2013	Reference interim DEC invoices	167.69
Total Ingram Library Services			<u>167.69</u>
Southern Tier Library System			
	12/10/2013	ebooks-JUV	2,212.46
Total Southern Tier Library System			<u>2,212.46</u>
			<u><u>8,672.15</u></u>

Unpaid Bills Detail

As of December 11, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Books on Tape			
	12/11/2013	AV materials	822.00
Total Books on Tape			<u>822.00</u>
Capabilities, Inc.			
	12/11/2013	Library Cleaning - HFL, WE, & BF NOV x 4	916.00
Total Capabilities, Inc.			<u>916.00</u>
Caroline Poppendeck			
	12/11/2013	mileage reimbursement 11/12-12/5	44.64
Total Caroline Poppendeck			<u>44.64</u>
Center Point Large Print			
	12/11/2013	BKM large print	161.01
Total Center Point Large Print			<u>161.01</u>
Chemung Canal Trust Company			
	12/11/2013	NOV chgs-VOL Recog/Disaster Planning/Cont. Ed	1,404.62
Total Chemung Canal Trust Company			<u>1,404.62</u>
Chemung County Treasurer			
	12/11/2013	Debt Service FINAL for 2013	15,614.85
Total Chemung County Treasurer			<u>15,614.85</u>
Demco, Inc.			
	12/11/2013	Cafe Table for HH Pd by Foundation	600.66
Total Demco, Inc.			<u>600.66</u>
Faye Crance			
	12/11/2013	DEC Programming - VE Paid with grant \$	40.00
Total Faye Crance			<u>40.00</u>
First Transit			
	12/11/2013	Bookmobile fuel - 10/28-11/18	341.68
Total First Transit			<u>341.68</u>
Foor & Associates Architects			
	12/11/2013	Professional Fees State Const Projects 10/30-11/3	1,320.00
Total Foor & Associates Architects			<u>1,320.00</u>
Image Integrator			
	12/11/2013	Toner for Microfilm machine-Central	209.00
Total Image Integrator			<u>209.00</u>
Ingram Library Services			
	12/11/2013	Library materials - interim invoices	1,208.21
Total Ingram Library Services			<u>1,208.21</u>
John T. Olcott			
	12/11/2013	Geek promo video production	250.00
Total John T. Olcott			<u>250.00</u>

Unpaid Bills Detail

As of December 11, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
MidWest Tape			
	12/11/2013	DVD/Audio purchases - Central	1,696.36
Total MidWest Tape			<u>1,696.36</u>
ProQuest LLC			
	12/11/2013	Star Gazette Microfilm for 2014 partial payment	2,124.15
	12/11/2013	Ancestry/Heritage Quest partial pymt for 2014	2,636.80
Total ProQuest LLC			<u>4,760.95</u>
Random House, LLC			
	12/11/2013	AV purchases - Central	24.00
Total Random House, LLC			<u>24.00</u>
Southern Tier Library System			
	12/11/2013	processing fees NOV/Help Desk	1,132.25
	12/11/2013	Cost Share 4th quarter	20,953.00
	12/11/2013	eBook JUV/FIC	2,138.07
Total Southern Tier Library System			<u>24,223.32</u>
Supermedia LLC			
	12/11/2013	phone book ad-monthly fee	37.35
Total Supermedia LLC			<u>37.35</u>
Unique Management Services, Inc.			
	12/11/2013	NOV placements	916.00
Total Unique Management Services, Inc.			<u>916.00</u>
Vasco Brands, Inc.			
	12/11/2013	cleaning/paper supplies all libraries	264.50
Total Vasco Brands, Inc.			<u>264.50</u>
Verizon			
	12/11/2013	phone service WE/Central	463.35
Total Verizon			<u>463.35</u>
Wegmans Food Markets Inc.			
	12/11/2013	Program Supplies Teen/HH	116.30
Total Wegmans Food Markets Inc.			<u>116.30</u>
			<u><u>55,434.80</u></u>

Unpaid Bills Detail

As of December 4, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Deluxe Business Checks and Solutions			
	12/04/2013	supply of checks for Grant Fund	142.92
Total Deluxe Business Checks and Solutions			<u>142.92</u>
Information Today, Inc.			
	12/04/2013	reference material	300.00
Total Information Today, Inc.			<u>300.00</u>
PDR Network			
	12/04/2013	Reference material	64.75
Total PDR Network			<u>64.75</u>
Southern Tier Library System			
	12/04/2013	ebooks-JUV	907.95
Total Southern Tier Library System			<u>907.95</u>
			<u><u>1,415.62</u></u>

Unpaid Bills Detail

As of December 4, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Acme Pest Control, Inc.			
	12/04/2013	ANNUAL fee Pest Control at Central	360.00
Total Acme Pest Control, Inc.			<u>360.00</u>
Amazon Credit Plan			
	12/03/2013	Purchases - all libraries	3,114.22
Total Amazon Credit Plan			<u>3,114.22</u>
American Button Machines			
	12/04/2013	Button Machine supply-pd by Marketing	221.16
Total American Button Machines			<u>221.16</u>
Arkport Village Book Center			
	12/04/2013	Payment for lost book	5.95
Total Arkport Village Book Center			<u>5.95</u>
B & C Photo, Inc.			
	12/04/2013	Prints & Mounting for Computer Lab pd by Andersc	1,589.40
Total B & C Photo, Inc.			<u>1,589.40</u>
Barnes & Noble, Inc.			
	12/04/2013	VE Library Materials/Teen prog -Central	44.64
Total Barnes & Noble, Inc.			<u>44.64</u>
Blackbourn Media Packaging			
	12/04/2013	AV supplies for HH	186.31
Total Blackbourn Media Packaging			<u>186.31</u>
CCLD Petty Cash			
	12/04/2013	Petty Cash reimbursement - BF/HH/WE/Central	569.48
Total CCLD Petty Cash			<u>569.48</u>
Cengage Learning, Inc.			
	12/04/2013	Fiction Purchases-Central/WE	910.74
Total Cengage Learning, Inc.			<u>910.74</u>
Center Point Large Print			
	12/04/2013	BKM/Central Fiction large print	363.09
Total Center Point Large Print			<u>363.09</u>
Compumentor-TechSoup			
	12/04/2013	Photoshop element software	88.00
Total Compumentor-TechSoup			<u>88.00</u>
Connie Oglivie			
	12/04/2013	Reimb - Mileage/Vol Recog	168.48
Total Connie Oglivie			<u>168.48</u>
Convenient Tape & Supplies			
	12/04/2013	receipt printer tape supply - all libraries	185.91
Total Convenient Tape & Supplies			<u>185.91</u>

Unpaid Bills Detail

As of December 4, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Creative Data Products			
	12/04/2013	Overdue mailers - all libraries	643.96
Total Creative Data Products			<u>643.96</u>
Deborah L. Brimmer			
	12/04/2013	mileage reimb NOV/2013 INS reimb/media lab	479.35
Total Deborah L. Brimmer			<u>479.35</u>
Doris Jean Metzger			
	12/04/2013	Programming - VE & Teen	41.00
Total Doris Jean Metzger			<u>41.00</u>
Eastern Managed Print Network			
	12/04/2013	quarterly maintenance agreement 8/13-11/15/13	726.02
Total Eastern Managed Print Network			<u>726.02</u>
Elmira Water Board			
	12/04/2013	Water bill - ST/WE Sept/Oct	326.07
Total Elmira Water Board			<u>326.07</u>
Fagan Engineers			
	12/04/2013	Prof. Svc HH/Central Asbestos testing	2,189.13
Total Fagan Engineers			<u>2,189.13</u>
Faye Crance			
	12/04/2013	NOV Programming - VE Paid with grant \$	80.00
Total Faye Crance			<u>80.00</u>
First Transit			
	12/04/2013	Bookmobile fuel - 9/27-10/21	331.15
Total First Transit			<u>331.15</u>
Fred Pryor Seminars			
	12/04/2013	Registration-workshop 1/28/14	179.00
Total Fred Pryor Seminars			<u>179.00</u>
Gaylord Bros, Inc.			
	12/04/2013	chairs at HH-paid by Foundation	929.72
Total Gaylord Bros, Inc.			<u>929.72</u>
Haefele TV, Inc.			
	12/04/2013	Internet for Van Etten -DEC	27.00
Total Haefele TV, Inc.			<u>27.00</u>
Horseheads Do It Center			
	12/04/2013	HH - cleaning supplies	11.86
Total Horseheads Do It Center			<u>11.86</u>
Ingram Library Services			
	12/04/2013	All Library materials - Statements 12/1/13	10,905.50
Total Ingram Library Services			<u>10,905.50</u>

Unpaid Bills Detail

As of December 4, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Interstate Battery Center			
	12/04/2013	Computer backup batteries	194.32
Total Interstate Battery Center			<u>194.32</u>
Janet Ackerman			
	12/04/2013	Mileage/movie day supplies	122.61
Total Janet Ackerman			<u>122.61</u>
Jeffrey Ciang			
	12/04/2013	Patron Refund HH	19.70
Total Jeffrey Ciang			<u>19.70</u>
Jennie Lewis			
	12/04/2013	Reimb for Adult programming/Vol Recog	170.72
Total Jennie Lewis			<u>170.72</u>
Joan Santulli			
	12/04/2013	ANNUAL Insurance/Mileage reimbursement 2013	334.11
Total Joan Santulli			<u>334.11</u>
John Mills Electric, Inc.			
	12/03/2013	Replace latch on panel HH	175.35
Total John Mills Electric, Inc.			<u>175.35</u>
LTA			
	12/04/2013	Membership-Trustees Association	225.00
Total LTA			<u>225.00</u>
MCI			
	12/04/2013	Long distance chg-BF/HH	57.37
Total MCI			<u>57.37</u>
MCI Comm Service			
	12/04/2013	BF long distance OCT	5.89
Total MCI Comm Service			<u>5.89</u>
Michael Truesdail			
	12/04/2013	Mileage reimb NOV	41.25
Total Michael Truesdail			<u>41.25</u>
MidWest Tape			
	12/04/2013	DVD/Audio purchases - WE/HH/Central	3,606.71
Total MidWest Tape			<u>3,606.71</u>
Petty Cash-Central			
	12/04/2013	Postage/JUV & Adult programs/Vol Recog	418.86
Total Petty Cash-Central			<u>418.86</u>
Random House, LLC			
	12/04/2013	AV purchases - Central	30.00
Total Random House, LLC			<u>30.00</u>

Unpaid Bills Detail

As of December 4, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Raymour & Flanigan Furniture			
	12/04/2013	new chair for WE paid with donations	299.00
Total Raymour & Flanigan Furniture			<u>299.00</u>
Recorded Books			
	12/04/2013	AV purchases - Central	272.20
Total Recorded Books			<u>272.20</u>
Ronald Shaw			
	12/04/2013	Mileage Reimb 9/25-11/7 & NYLA Conference	616.59
Total Ronald Shaw			<u>616.59</u>
Sayles & Evans			
	12/04/2013	Legal fees - 9/4-10/21	285.00
Total Sayles & Evans			<u>285.00</u>
Sherry Nichols			
	12/04/2013	mileage for 11/19/13 workshop	30.47
Total Sherry Nichols			<u>30.47</u>
South Central Regional Library Council			
	12/04/2013	Registration fee 1/8 workshop	10.00
Total South Central Regional Library Council			<u>10.00</u>
Southern Tier Library System			
	12/04/2013	Pymt for ILL/eBook purchases Music/NF/FIC	5,138.75
Total Southern Tier Library System			<u>5,138.75</u>
Staples Credit Plan			
	12/04/2013	Disaster Planning/Digitization/BF copier supply	433.66
Total Staples Credit Plan			<u>433.66</u>
The Cantata Singers			
	12/04/2013	12/5 program at Central	250.00
Total The Cantata Singers			<u>250.00</u>
The Penworthy Company			
	12/04/2013	Library materials HH	1,821.90
Total The Penworthy Company			<u>1,821.90</u>
Time Warner Cable			
	12/04/2013	VPN service HH/BF/Central	363.12
Total Time Warner Cable			<u>363.12</u>
Town of Big Flats			
	12/04/2013	BF -Water Bill 8/9-11/8/13	28.75
Total Town of Big Flats			<u>28.75</u>
Tumbleweed Press, Inc.			
	12/04/2013	annual subscription thru 12/3/14	299.40
Total Tumbleweed Press, Inc.			<u>299.40</u>

Unpaid Bills Detail

As of December 4, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
ULINE			
	12/04/2013	entry mat at HH-pd by Foundation	134.35
Total ULINE			<u>134.35</u>
Vasco Brands, Inc.			
	12/04/2013	cleaning/paper supplies all libraries	1,673.80
Total Vasco Brands, Inc.			<u>1,673.80</u>
Verizon			
	12/04/2013	phone svc BF/HH incl installation	276.65
Total Verizon			<u>276.65</u>
Verizon Wireless			
	12/04/2013	BKM/Admin. cellular service	182.60
Total Verizon Wireless			<u>182.60</u>
Village of Horseheads			
	12/04/2013	HH - Water Bill 7/18 - 10/17/13	20.41
Total Village of Horseheads			<u>20.41</u>
Wine And Design			
	12/04/2013	HH Adult & Kids Painting programs 12/10 & 11	900.00
Total Wine And Design			<u>900.00</u>
			<u><u>43,115.68</u></u>

Document #2013-68

Report of the December 4th, 2013 meeting of the Executive Committee of the Chemung County Library District:

A meeting of the Executive Committee of the Chemung County Library District was held on Wednesday, December 4th, 2013 beginning at 6:00pm. Attending the meeting were Richard Roberts, Marge Kappanadze and Georgia Reynolds; and Ron Shaw and Joan Santulli, CCLD management. The meeting opened at 6pm.

Mr. Shaw discussed the following:

- The stones for the front porch of the Horseheads Library have been on back order. The company is expecting completion of this portion of the project within a week.
- Estimates for property / liability insurance are coming in approximately \$10,000 higher than this year. Flood insurance has also been separated out at a proposed extra cost of \$15,000. One more quote is expected by the end of the week. The quotes will then be taken to the Budget & Finance Committee for approval.
- The \$31,000 Computer grant that CCLD was notified of earlier in the year is expected to be received prior to year end.
- The Central Library will be creating a new creative space area currently being referred to as LabCentral. It will include interactive science / technology items for kids.
- The Horseheads Library is getting new furniture that is being funded by the Horseheads Foundation.
- The Library District's experience rating with Worker's Comp is at the level that requires an inspection of all our facilities by an approved inspector. The rate that will be paid by CCLD is \$115 per hour.
- Proposed staffing at the Van Etten Library was discussed. Mr. Frank, the new supervisor of branch libraries has worked out a staffing schedule that requires a rotation of staff members from branches. Committee members expressed a concern for the Van Etten patrons who, in their opinion, will need a continuity of staff as they have had in the past few years. The Committee disliked the idea of 6 staff members being rotated to fulfill the public service hours at the Van Etten Library. Mr. Shaw stated his support for Mr. Frank's solution to staffing as being the only acceptable solution at this time. Mr. Shaw stated that he is confident that this issue will continue to be addressed in the best interests of the entire district.

Ms. Santulli presented the Unpaid Bills Detail dated 12/4/13 for the General Fund in the amount of 43,115.68 and for the Grant Fund - \$1,415.62. Ms. Reynolds moved, seconded by Ms. Kappanadze to pay the bills as listed. Motion Carried.

The meeting adjourned at 6:35pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on **Thursday, January 2nd** at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2013-69

Report of the December 11th, 2013 meeting of the Budget & Finance Committee of the Chemung County Library District:

A meeting of the Budget & Finance Committee of the Chemung County Library District was held on Wednesday, December 11th, 2013. Attending the meeting were CCLD board members Sue Cook, Georgia Reynolds, Marge Kappanadze and Community Member Robin Fitzgerald. Also attending were Joan Santulli and Ron Shaw, CCLD Administration. The meeting opened at 8:00am.

Mr. Shaw reported that the Library District has received only one quote from an insurance company for the Property/Liability coverage. All other companies that were contacted have declined to submit a quote. Cincinnati Insurance's quote increases from \$38,500 in 2013 to \$48,600 in 2014. Flood insurance is no longer included in their quote. The cost of flood insurance will be an additional \$14,000 for the year.

Foor & Associates, the Project Manager for the 2013 State Construction projects has requested an additional \$2,000 be added to their contract to cover the extra time and effort needed for the asbestos testing of both the Central and Horseheads Libraries.

A recent article in the Star Gazette regarding the Corning Library's attempt to secure a stable and equitable funding source through a 529 vote means that some residents in the Towns of Big Flats and Southport who reside in the Corning School District would be paying to support both CCLD and the Corning Library. Mr. Shaw has received several phone calls from persons who are concerned about this situation.

CCLD has received a check from Chemung County in the amount of \$6,037.62 which is the fall distribution of PILOT funds. Mr. Shaw has earmarked this check to be used for the creative space in the Youth Services Department at the Central Library currently being referred to as LabCentral.

Mr. Shaw reported that the open worker's comp claim for which the insurance company was holding \$50,000 for future claims has been CLOSED. An inspector for Worker's Comp has inspected all of CCLD facilities and will be issuing a report next week. The inspection is due to New York State by December 31st.

Ms. Santulli distributed the November 30th worksheet for the 2013 Fund Balance report. The Committee reviewed it and requested that the report be distributed to the full board at its December meeting.

Ms. Santulli presented the November 30th, 2013 Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Santulli presented and discussed the 12/11/13 Unpaid Bills Detail for the General Fund bills totaling \$55,434.80 (that include the 4th quarter payment to Chemung County for Debt Service and to STLS for Cost Share) and the Grant Fund - \$8,670.15. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

The meeting adjourned at 8:43am. The next meeting of the Budget & Finance Committee will be held on Wednesday, January 8th, 2014 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2013-70

Report of the December 11th, 2013 meeting of the Buildings & Grounds Committee of the Chemung County Library District

A meeting of the Buildings & Grounds Committee of the Chemung County Library District was held on Wednesday, December 11th, 2013. Board members attending the meeting were John Savash and Rita Dery. Also attending were Joan Santulli and Ron Shaw, CCLD Management. The meeting opened at 3:00pm.

Mr. Shaw discussed the following:

- CCLD received a request for additional compensation from Foor & Associates in the amount of \$2,000.00. This increase is due to the extra work involved in the hazardous material testing of the caulking at Horseheads and Central and the repackaging of the masonry restoration work at Central. The Committee recommends approving this Change Order and will have it reviewed by the full board at their December meeting.
- The Library District has had to hire an inspector to do an inspection of all our facilities as they relate to workplace safety. This is a requirement for the Worker's Compensation Insurance. The inspector will charge \$115 per hour. His report will include recommendations and requirements – said requirements must be acted on within 60 days. The report is due to the State by December 31st.
- Property & Liability Insurance quotes show the insurance premiums going up in 2014 from \$38,500 to \$48,600. These figures are from the only company who chose to give us a quote – the Cincinnati Insurance Company. They do not include Flood Insurance which could cost the District as much as \$16,000 next year. The insurance company is checking on which buildings will need to have flood insurance coverage and will give us their recommendation.
- The sidewalk / front steps project at the Horseheads Library has not yet been completed due to weather constraints. They have received new furniture which was paid for by the Foundation. The County Buildings & Grounds Department has been putting the furniture together. Regarding the Central Library, Bob Butcher of Foor & Associates is making arrangements to advertise the bids for the exterior Power-Washing / Caulking project. He expects the process to be completed and the bids to be opened by Wednesday, January 22nd, 2014. Mr. Shaw noted that the bid process was not included in the original scope of the contract from Foor & Associates.
- The Carpenter's Union has requested copies of the certified payroll for the Quiet Room installation at the Central Library.

The Committee discussed the deterioration of the public restrooms at the Central Library. This project was not approved for State Construction funding because it is considered a maintenance project. The Committee recommends that CCLD move forward with the restroom renovation plans even if no grant funds are available for the project.

Mr. Savash suggested that the Library District do a Risk Assessment in the near future. Mr. Shaw will check with the County to see if their Emergency Management Office can assist with this.

Mr. Savash will be working with Ms. Santulli to draw up a multi-year planning document. He said that the Library District can plan on it being a bleak forecast for the future.

The meeting adjourned at 3:37pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, January 8th, 2014 at 3pm in the Director's Office at the Steele Memorial Library.