



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 July 2012 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, July 19, 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 #2012-37)
4. Treasurer's report
 - a) Financial report (document #2012-38)
 - b) Report of Unpaid Bills Detail (document #2012-39)
5. Correspondence
6. President's report
7. Director's report
8. Committee reports:
 - a) Executive Committee (Reynolds)
 - 1) Report of the Committee meeting (document #2012-40)
 - b) Budget & Finance Committee (Cook)
 - 1) Report of the Committee meeting (document 2012-41)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document 2012-42)

Consent Item APPROVAL OF NYS CONTSTRUCTION GRANTS FOR 2013
RESOLVED to approve the construction grant applications for 2013 for the Public
Library Construction Grant Program
9. Old business
10. New business
11. Period for public expression
12. Adjournment

*(Minutes of the June 2012 meeting of the Chemung County Library District Board of Trustees.
Document #2012-37)*

Minutes of the June 2012 meeting of the Chemung County Library District Board of Trustees. The March meeting was held on Thursday, May 17, 2012 at the Van Etten Library, 83 Main Street, Van Etten, New York. President Georgia Reynolds called the meeting to order at 6:15pm. Present were Rita Dery, Robin Fitzgerald, John Savash, Tina Hager, Sue Cook, Mary Beth Conwell, Marge Kappanadze, Ann Cady, Allen C. Smith, Karl Schwesinger and Richard Roberts. Excused was Jessica Roberts. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

President Reynolds deviated from the agenda and entertained a motion from Mr. Smith, seconded by Ms. Conwell to appoint Timothy Blandford as a CCLD Trustee representing the 13th District, said appointment to remain effective until December 31, 2012. Motion Carried. Mr. Blandford then was welcomed to the board.

Minutes. The minutes of the May 2012 meeting (Document #2012-31) were presented for board review. The minutes were approved as distributed by unanimous consent.

Financial Report. The May 31, 2012 Financial Report (Document #2012-32) was presented for board review. Ms. Cook explained that some of the expense line items appear to be overspent. The reasons for the expenditures are printed in the note field. She stated that the Library District can overspend any budget line item as long as the Total Expense line is not overspent. By unanimous consent the May Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2012-33). It was noted that the bill lists include some "big ticket" items such as the quarterly Debt Service and Cost Share invoices as well as some expenditures made by the Marketing Committee. By unanimous consent, the board authorizes the payment of the unpaid bills dated 6/6/12 General Fund - \$17,296.70 and Grant Fund - \$2,621.97 and the unpaid bills dated 6/13/12 – General Fund - \$85,179.71 and Grant Fund - \$1,068.33 as distributed.

Correspondence. Mr. Shaw passed around following correspondence received during the month:

- A thank you card from the City Clerk of Elmira. The City used the auditorium at the Steele Library to hold their annual Water Board election.

President's Report. Ms. Reynolds introduced Jill Thomas Clark who resides in the 9th District and is considering serving on the CCLD board of trustees.

Ms. Reynolds praised recent programming being held at our libraries. She recently attended a Genealogy workshop being held by staff member Ms. Nichols. She stated that it was an excellent program and gave her applause to Ms. Nichols. This is one thing that libraries do that is not offered elsewhere in the community.

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

- Bookmobile - the generator issue has been resolved, however, the vehicle will be off the road for about 2 weeks in order to have the doors replaced (under warranty) and the graphics reprinted following the repairs. Ms. Jones and Ms. Patchett will be attending the annual ABOS conference in October of 2012 with Ms. Jones being a "presenter" at the conference. They will discuss the steps CCLD took in replacing our Bookmobile including the vendor selection process, design phases, and lessons learned.
- Work on the proposed 2012 Budget is in full swing. The administration plans to present a budget that the tax levy falls within the 2% allowed by New York State.
- Horseheads Library, Mr. Shaw is working to make sure the Fire Code violations have been corrected. He is also working with an electrician to have the exterior lighting replaced to take care of a bird "nesting" problem. A staff member injured her finger while doing some minor grounds keeping. Mr.

Shaw plans to speak to the Horseheads Foundation board to determine what they are willing to fund concerning keeping the grounds at the library.

- The Friends of the Steele Library have funded new A/V equipment currently being installed at the Steele Library. They have also partially funded the new Mango Language software which is currently accessible on the CCLD website.
- Marketing Committee – the artwork for the signage to be placed on transit busses has been finished and is at the printers.
- Programming – Mr. Shaw handed out the flyer for the new Adult Summer Reading Club which runs the same schedule as the Summer Reading Club for children. The Friends of the Steele Library are funding a new concert series to be held on Tuesdays during July. It is the first program being held on the Promenade. Plans for the Summer Reading Club final event are in full swing. It will be held on August 15, 2012 at Eldridge Park and again the Friends of the Steele Library are partially funding the event.
- Southern Tier Library System – Mr. Shaw reported that the e-vote on the Central Library application for 2013 was approved with 10 board members voting yes. The board of STLS accepted the application yesterday. At the Director’s meeting held on June 21st, the libraries discussed several issues including standard library card application forms, renewal periods for library cards, the ability to register for temporary cards online and several other issues. STLS has hired another person in their IT Department and they have 2-3 candidates for their Assistant Director position who are being brought back for a second interview.
- Regarding the New York State Construction grant application for 2013, Mr. Shaw and Mr. Frank attended training on June 7th and made a presentation to the Southern Tier Library System on June 14th. Projects being chosen for the 2013 round of grant applications came directly from the new “Existing Conditions” report submitted by Sue Oliver. Project applications include \$14,978 for Big Flats (50% match from the State) and a 75% match from the State for the following projects: Steele \$90,933; Horseheads \$15,284 and West Elmira \$8,148. CCLD received approval of the grant applications on June 19th and the input to the NYS system has begun.
- 2012 State Construction projects. A contact with Sue Oliver of Barn-Livin’ LLC was reviewed by the board. She expects her services as Project Manager for these projects to run between \$17,000 and \$20,000 which represents just 6.3% of the construction costs. Mr. Smith moved, seconded by Ms. Cady to approve the quote for professional services and appointment of Sue Oliver of Barn-Livin, LLC as the Project Manager for the 2012 NYS Construction Grants. VOTE: 12 Yes, Mr. Schwesinger abstained. Motion Carried.
- Employee Health Insurance. Mr. Shaw received an email from the County Executive which stated that the County will be reviewing their entire Health Insurance Program. How this will affect CCLD employees is yet to be determined since CCLD is in an insurance pool with the County and other municipalities in order to save on rates being charged.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2012-34). There was no further discussion.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2012-35). At their meeting Mr. Shaw discussed the financial obligations for the Library District to review when considering the possibility of a library presence on the south side of Elmira.

The 2011 Form 990 (Organization Exempt from Income Tax form) which is filed with the Internal Revenue Service each year was reviewed by the board. Ms. Fitzgerald moved, seconded by Mr. Savash to approve the Independent Auditors’ 990 report for CCLD’s fiscal year 2011 as conducted by Mengel, Metzger and Barr. Motion Carried.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2012-36). It was stated that Mr. Shaw has included staff member Librarian

III Owen Frank in this year's Construction Grant process because he needs this experience in order to be eligible to take the Civil Service Library Director's exam at some point in the future. This experience is currently missing from his resume.

Mr. Savash explained the completion of his 5-year Capital Plan worksheet. With the approval from STLS on upcoming construction projects, numbers can be plugged into the worksheet and a new Capital Plan can be submitted at the next meeting. The spreadsheet includes a worksheet for each library that is linked to an overall worksheet that gives the grand total of all projects.

Ad-hoc Strategic Planning Committee. Ms. Kappanadze gave the following update: The Committee met and reviewed the Strategic Plan submitted by Mr. Shaw. The plan submitted included an edited version of the most recent drafts of the plan with some assessments suggested. Mr. Shaw will continue to work on the Plan and will include appropriate assessments where needed. The Committee will review the final draft and send it to the full board for review and discussion when complete.

Old Business. Mr. Shaw shared with the board recent discussions being held regarding a library presence on the Southside of Elmira, in particular to be housed in the proposed Southport Community Center now being considered. He gave a history of conversations he has had since January of 2011 year with representatives working on the proposed Community Center in Southport. Mr. Smith questioned whether or not CCLD needs another library building and the expense that comes with that. Others felt the timeline to make a decision was too fast. Others questioned the changes in the dollar amounts being requested from CCLD for this project. The consensus of the board of trustees was that the Library District is not prepared to move forward at this time based on lack of funds and lack of information. There are too many variables.

Public Expression. Jill Thomas-Clark of 1581 Lake Street, Elmira, New York stated that the meeting tonight was very interesting to her.

The meeting was adjourned at 7:15pm. The next regular meeting of the board will be held on Thursday, July 19th, 2012 at 6:00pm at the Steele Memorial Library, 101 East Church Street, Elmira, New York.

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2012-38)

Financial Report - June 30, 2012

Income	2012 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through the Year	Notes
Library Fines, Fees & Contributions	\$ 92,375	\$ 34,826	\$ 57,549	38%		
Grants (other than N.Y.S.)	\$ -	\$ 21,882				Includes Friends donations - Steele \$17,882 and HH \$4,000
Foundation Contributions	\$ 165,000	\$ 30,000	135,000	18%		
Library District Tax Receipts	\$ 2,528,243	\$ 2,529,716	(1,473)	100%		Includes PILOT funds for Empire Pipeline
Interest on Investments	\$ 3,000	\$ 1,074	1,926	36%		
State Aid	\$ -					
Central Library Development	\$ 80,000	\$ -	80,000	0%		
Central Book Aid	\$ 54,000	\$ -	54,000	0%		
Local Library Services Aid	\$ 37,000	\$ 3,272	33,728	9%		4th Qtr FINAL for LLSA
Other State Aid	\$ 1,600	\$ 37,391	(35,791)	2337%		Final Distribution from NYS EFC for Green Roof Project
TOTAL INCOME	\$ 2,961,218	\$ 2,658,161	\$ 324,939	90%	50%	

Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
Personnel						
Salaries	1,220,509	\$ 635,108	\$ 585,401	52%		
Sunday & Holiday Salaries	9,342	\$ 3,079	6,263	33%		
Employee Benefits	745,012	\$ 325,458	419,554	44%		
Subtotal - Personnel Expenses	1,974,863	\$ 963,645	1,011,218	49%	50%	
Contractual						
Equipment	14,103	\$ 12,201	1,902	87%		Includes \$2,400 (air drier) and \$5650 (workstation) for HVAC system at Steele
Telephone	10,000	\$ 4,408	5,592	44%		
Supplies	37,400	\$ 37,400	0	100%		\$18,402 Includes Marketing Committee expenses \$8,602 (pencils, magnets, kindles, etc), purchase of DVD Shelves \$4,839 (pd by HH Found), Mango Lang. \$ 4,961 (\$2,500 paid by Steele Friends)
Travel & Continuing Education	16,100	\$ 6,014	10,086	37%		
Repairs & Maintenance	40,274	\$ 26,165	14,109	65%		
Postage	8,000	\$ 395	7,605	5%		
Education - Tuition Assistance	5,200	\$ 1,931	3,270	37%		
Library Materials (books, video, etc.)	313,300	\$ 135,641	177,659	43%		
Utilities	80,000	\$ 35,268	44,732	44%		
Building Cleaning Supplies	13,000	\$ 9,272	3,728	71%		
Fuel, Gas & Oil (Bookmobile)	3,600	\$ 2,442	1,158	68%		
Insurance	33,293	\$ 18,893	14,400	57%		
Vehicle Operation / Maintenance	1,000	\$ 114	886	11%		Refund received prior to payment of invoice
Professional Fees (audit, engineer/legal fees)	36,900	\$ 20,880	16,020	57%		
Data Processing Expenses (Cost Share)	70,945	\$ 38,868	32,077	55%		
Payment of Taxes	4,575	\$ 4,517	58	99%		
Library Programming	23,000	\$ 18,167	4,833	79%		
Chemung County costs (B&G, vision)	18,021	\$ 7,560	10,461	42%		
Capital Improvements	25,000	\$ 40,479	(15,479)	162%		FINAL payment for Game Tables, etc at Steele
Contingency Fund	111,053	\$ 11,226	99,827	10%		Supply \$ 11,226
Debt Service	\$ 60,028	\$ 31,013	29,015	52%		
TOTAL EXPENSE	\$ 2,899,655	\$ 1,426,499	\$ 1,473,156	49%	50%	

Unpaid Bills Detail

As of July 11, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Ahnece Hancock			
	07/11/2012	Mileage Reimb. - 6/28/12 workshop	44.63
Total Ahnece Hancock			<u>44.63</u>
American Library Association			
	07/11/2012	Membership Dues - 2012/13	235.00
Total American Library Association			<u>235.00</u>
Blackbourn Media Packaging			
	07/11/2012	AV supplies for BF	184.59
Total Blackbourn Media Packaging			<u>184.59</u>
Brian Ewanyk			
	07/10/2012	Conference attendance reimbursement-6/20-6/22	288.60
Total Brian Ewanyk			<u>288.60</u>
Brian P. Harris			
	07/11/2012	Insurance Reimb. 2012	195.00
Total Brian P. Harris			<u>195.00</u>
Capabilities, Inc.			
	07/11/2012	Library Cleaning - HFL, WE, & BF June 2012	880.00
Total Capabilities, Inc.			<u>880.00</u>
Center Point Large Print			
	07/11/2012	ST - large print-July invoice	257.04
Total Center Point Large Print			<u>257.04</u>
Chemung Canal Trust Company			
	07/11/2012	June credit card purchases- ST, Admin., BKM, BF, HFL	1,547.19
Total Chemung Canal Trust Company			<u>1,547.19</u>
CHILDREN'S PLUS INC.			
	07/11/2012	Books Purchased - WE, BF	1,371.58
Total CHILDREN'S PLUS INC.			<u>1,371.58</u>
Cranberry Fog			
	07/11/2012	Adult SRC Program - ST - 7/24/12	500.00
Total Cranberry Fog			<u>500.00</u>
Cuba Circulating Library Association			
	07/11/2012	Lost book paid for at HH	20.00
Total Cuba Circulating Library Association			<u>20.00</u>
Debra Landy			
	07/11/2012	Interior Decor Program - ST 7/25	100.00
Total Debra Landy			<u>100.00</u>
Fire Alarm Service Technology, Inc.			
	07/11/2012	Fire Alarm Inspection - HFL	150.00
Total Fire Alarm Service Technology, Inc.			<u>150.00</u>

Unpaid Bills Detail

As of July 11, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
First Transit			
	07/11/2012	Bookmobile fuel - 5/25/12 - 6/22/12	155.88
Total First Transit			<u>155.88</u>
Gale Group, Inc.			
	07/11/2012	ST Fiction - June Purchases	239.56
Total Gale Group, Inc.			<u>239.56</u>
H. L. Treu Office Supply Corp.			
	07/11/2012	Supplies - ST & WE	143.54
Total H. L. Treu Office Supply Corp.			<u>143.54</u>
JanWay Company USA, Inc.			
	07/11/2012	Marketing Expenses	392.75
Total JanWay Company USA, Inc.			<u>392.75</u>
MidWest Tape			
	07/11/2012	DVD/Audio purchases - ST, HFL, & WE	3,117.68
Total MidWest Tape			<u>3,117.68</u>
Patti Pottorff-Anderson			
	07/11/2012	Patron Refund - ST	8.00
Total Patti Pottorff-Anderson			<u>8.00</u>
Petty Cash-Steele			
	07/10/2012	Supplies, Postage, programming, & Other	492.04
Total Petty Cash-Steele			<u>492.04</u>
Prattsburgh Library			
	07/11/2012	Payment for lost book-pd at ST	10.00
Total Prattsburgh Library			<u>10.00</u>
Quicker Printer			
	07/11/2012	Summer Reading Club brochures-all libraries	250.00
Total Quicker Printer			<u>250.00</u>
Random House, Inc.			
	07/11/2012	AV purchases - ST	391.50
Total Random House, Inc.			<u>391.50</u>
Recorded Books			
	07/11/2012	AV purchases - Steele	330.77
Total Recorded Books			<u>330.77</u>
Reliable Computer Products			
	07/11/2012	printer cartridges - ST/West	379.97
Total Reliable Computer Products			<u>379.97</u>
Robert Rogers Puppet Company			
	07/11/2012	July 26 program at ST	395.00
Total Robert Rogers Puppet Company			<u>395.00</u>

Unpaid Bills Detail

As of July 11, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
SmileMakers			
	07/11/2012	Program supplies - WE	39.19
Total SmileMakers			<u>39.19</u>
Southern Tier Library System			
	07/11/2012	Processing fees, Round Disk Lables - June	799.65
Total Southern Tier Library System			<u>799.65</u>
Staples Advantage			
	07/11/2012	paper/supplies all libraries	287.74
Total Staples Advantage			<u>287.74</u>
Supermedia LLC			
	07/11/2012	Advertising-phone book ad	37.00
Total Supermedia LLC			<u>37.00</u>
Swift Office Equipment, Inc.			
	07/11/2012	2nd Qtr Maint. contract on copiers ST & HH	1,046.00
Total Swift Office Equipment, Inc.			<u>1,046.00</u>
Unique Management Services, Inc.			
	07/11/2012	Collection Fees - all libraries	651.56
Total Unique Management Services, Inc.			<u>651.56</u>
Vasco Brands, Inc.			
	07/11/2012	Supplies-anti-bacteria wipes/foam	147.13
Total Vasco Brands, Inc.			<u>147.13</u>
Wegmans Food Markets Inc.			
	07/11/2012	Program Supplies - HFL	295.00
Total Wegmans Food Markets Inc.			<u>295.00</u>
			<u><u>15,383.59</u></u>

Document #2012-40

Report of the July 2nd, 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 Monday, July 2nd, 2012 beginning at 6pm. Attending the meeting were Richard Roberts, Allen C. Smith, Sue Cook, Marge Kappanadze and Joan Santulli and Ronald Shaw, CCLD management. The meeting opened at 6pm.

Mr. Shaw reported that the Library District has received the second quarter distribution from the Public Library Foundation (Horseheads) in the amount of \$10,000. The Library District has also received a check from New York State in the amount of \$112,785 which represents 90% of the State's share of funding for the approved 2012 State Construction Projects.

Mr. Shaw passed around a copy of an email he received from a patron who was "stranded without a book" on a Saturday. Discussion followed regarding the hours of operations at all CCLD libraries.

Mr. Shaw reported that he has met with Sue Oliver, the Project Manager for the 2012 Construction projects. She is working on developing a timeline for each project with the goal that all projects will be completed by December 31, 2012.

Ms. Santulli presented and discussed the July 2nd, 2012 Unpaid Bills Detail for the General Fund bills totaling \$32,238.19 and the Grant Fund \$3,687.42. Mr. Smith moved, seconded by Mr. Roberts to pay the bills as listed above. Motion Carried.

The meeting adjourned at 6:14pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, August 1st, 2012 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2012-41

Report of the July 11th, 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, July 11th, 2012, beginning at 8:00am. Attending the meeting were CCLD board members Sue Cook, Georgia Reynolds, Marge Kappanadze, Robin Fitzgerald and Tim Blandford. Also attending were Joan Santulli and Ron Shaw, CCLD Administration. The meeting opened at 8:00am.

The following topics were discussed:

- The Committee reviewed the June 30th, 2012 Financial Report. Ms. Santulli explained that some budget lines will show to be overspent when in fact the expenditures were reimbursed to the District by outside organizations (i.e. Friends and Foundations). The auditors are requiring that these expenses are recorded in this manner. The note field explains the differences. The Committee directed that the report be forwarded to the full CCLD board for its consideration.
- Ms. Santulli presented and discussed the July 11th, 2012 Unpaid Bills Detail for the General Fund bills totaling \$15,383.59 and \$1,258.04 for the Grant Fund. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.
- The Committee reviewed in detail the administration's proposed 2013 budget. The tax levy falls within the requirement by New York State not to exceed a 2% increase. After review, no changes were made and the Committee requested that paper copies of the proposed 2013 budget be distributed at the July board meeting giving board members ample time to review it prior to the vote on the budget which takes place at the regular August meeting of the board.

The meeting adjourned at 9:00am. The next meeting of the Budget & Finance Committee will be held on Wednesday, August 8th, 2011 in the Petrie Conference Room of the Steele Memorial Library.

Document #2012-42

Report of the July 11th, 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, June 11th, 2012, beginning at 3pm. Board members attending the meeting were Georgia Reynolds, John Savash, Karl Schwesinger, Tina Hager and Rita Dery. Also attending were Joan Santulli and Ron Shaw, CCLD Management. The meeting opened at 3:00pm.

The following topics were discussed:

- Mr. Shaw stated that he is working with Sue Oliver, the Project Manager for the 2012 State Construction projects. She is working on developing a timeline and the drawings for the projects. He expects to receive these items by the first of August.
- Regarding the “green roof” at the Steele Library, a representative from Moerings/Sempergreen was in the area and stopped by to inspect the roof. He recommended that the roof be watered due to the recent weather dry spell.
- Regarding the five year capital plan worksheet, Mr. Shaw has inserted the 2012 expected expenses and the 2013 proposed expenditures. He distributed a copy of the worksheet to the Committee. Mr. Savash stated that this worksheet should be updated each year. Mr. Shaw stated that the 2013 State Construction project applications have been approved by the Southern Tier Library System board, but have yet to be approved by the State.

The meeting adjourned at 3:44pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, August 8th, 2012 at 3pm in the Director’s Office at the Steele Memorial Library.