



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.cclld.lib.ny.us

Agenda

The July 2013 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, July 18, 2013 at 6:00 pm at the **Central Library (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 Mr. Roberts (271-9625), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Executive Session- It is expected that Executive Session will be convened for the purpose of receiving legal advice with regard to current litigation
4. Approval of minutes (document #2013-36)
5. Treasurer's report
 - a) Financial report (document #2013-37)
 - b) Report of Unpaid Bills Detail (document #2013-38)
6. Correspondence
7. President's report
- CONSENT ITEM Appointment of Ms. Rachel Dworkin to the CCLD Board of Trustees
- RESOLVED To approve the appointment of Ms. Rachel Dworkin to the CCLD Board of Trustees representing the 11th District
 - a) Executive Session presentation by Mr. Conrad Wolan, Sayles & Evans
8. Director's Report
9. Committee reports:
 - a) Executive Committee (Roberts)
 - 1) Report of the Committee meeting (document #2013-39)
 - b) Budget & Finance Committee (Cook)
 - 1) Report of the Committee meeting (document #2013-40)
 - 2) Report from Rich Davis EFP Rotenberg
- CONSENT ITEM Approval of CCLD Audit for the year ended December 31, 2012
- RESOLVED to approve the CCLD Audit for the year ended December 31, 2012 as submitted by EFP Rotenberg
 - c) Building & Grounds Committee (Savash)
 - 1) Report of the Committee meeting (document #2013-41)
 - d) Personnel Committee (Cady)
10. Old business
11. New business
12. Period for public expression

13. Adjournment

(Minutes of the June 2013 meeting of the Chemung County Library District Board of Trustees. Document #2013-36)

Minutes of the June 2013 meeting of the Chemung County Library District Board of Trustees. The June meeting was held on Thursday, June 20, 2013 at the Steele Memorial Library, 101 East Church Street, Elmira, New York. President Richard Roberts called the meeting to order at 6:00pm. Present were Rita Dery, Georgia Reynolds, John Savash, Sue Cook, Marge Kappanadze, Juan Jones, Ann Cady and Tim Blandford. Excused: Michael Muldoon, James Hare and Jessica Roberts. Absent: Brian Batrowny. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Minutes. The minutes of the May 2013 meeting (Document #2013-30) were presented for board review. It was noted that while Sue Cook was listed as present, she was in fact excused from the May meeting. The minutes were approved as corrected by unanimous consent.

Financial Report. The May 31st, 2013 Financial Report (Document #2013-31) was presented for board review. By unanimous consent, the May Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2013-32). It was noted that these lists include the 2nd quarter payment to the County for Debt Service and to the Southern Tier Library System (STLS) for Cost Share. By unanimous consent, the board authorizes the payment of the unpaid bills dated 6/5/13 General Fund - \$30,716.04 and Grant Fund \$5,505.94; the unpaid bills dated 6/12/13 Grant Fund - 2,632.87 and General Fund - \$68,963.85 as distributed.

Correspondence. Mr. Shaw stated that the Friends of CCLD's newsletter "Bookworm" was scanned and sent to the board electronically for their review. The Library District has received a notification from the Town of Elmira Assessor that the assessment for the West Elmira Library will increase \$14,100 for next year. He passed around the flyer for "JobsNow" also called "Brainfuse" which is a new database offered by CCLD for job seekers.

President's Report. None.

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

- PILOT funds. The District received a check from Chemung County in the amount of \$35,379 which represents PILOT (Payment in Lieu of Taxes) funds for 2013. A list of agencies that paid into these funds was included.
- Friends of CCLD. Their annual meeting is tonight. Staff members Ms. Metzger and Ms. Patchett are attending to represent the Library District.
- 2013 Annual Community Events. Mr. Shaw passed around a list of Community events that are planned for this year. Staff members are encouraged to attend these events to represent CCLD. The Bookmobile is already scheduled to participate in several of the events.
- SRC Kickoff Event. The Summer Reading Club (SRC) Kickoff event is scheduled for Tuesday, July 25th at the Steele Library with a Press Conference at 6pm. Since CCLD was chosen by the State as one of their "kickoff" sites, several dignitaries including a representative from the State Library and Representatives O'Mara and Palmesano as well as STLS Director Rusty Wigg will be present. Speeches will be given on the importance of summer reading.
- Staff issues. Several staff members have submitted their resignations and/or plans to retire. One from the Horseheads Library and 3 from the Steele Library. Another staff

member from Steele will be out for an extended period due to plans for surgery. These staff members will be replaced and the Administration plans to hire temporary help to cover other absences during the summer months. Mr. Shaw expects to receive in July the results of the Civil Service tests for both the Principal Library Clerk and Senior Library Clerk positions. Upon receipt of the Certified Lists, staff will be re-assessed and promotions will be considered if it is financially possible.

- Dress Code / Casual Fridays. Casual Fridays start July 1st and run through the summer. Staff are allowed to wear jeans those days.
- “Staff Rejuvenation” program at the library. Staff members have requested permission to utilize the auditorium at the Steele Library after hours on Fridays to hold Wii exercise programs and other classes like dance or yoga or crafts. This would be totally and exclusively for staff. They would also like to be able to use the auditorium during lunch hours when it is not being used by another group. Board members asked whether or not trustees could participate. Mr. Shaw stated that this decision would be left up to the staff.
- STLS issues. Ms. Wigg’s (the current Director) retirement dinner is planned for Monday, July 29th at 6pm at the Bath Country Club. Search applications for a new Director will close on June 23rd. A decision has been reached by the STLS board to approve Option A for Cost Share charges going forward from 2014. This option was discussed in detail at the May meeting of the board and while it includes an increase in Cost Share to the Library District, it also includes the payment of \$1.00 per download for all libraries in the system which will generate revenue that may help CCLD to lower our budget for eBooks.

The Director’s Advisory Council has voted to standardize loans for DVD’s throughout the Library System. Beginning September 30th, DVDs will be loaned 7 for 7 OR 5 for 5. There will be no standardized library card application at this time. Instead libraries will be trained on entering information the same at each library. Social Security numbers have already been purged from the data base and it is hoped that by December, the Library System will purge any fines over 7 years’ old and old or inactive users over 3 years.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2013-33). It was noted that the paperwork for submission of the 2014 State Construction Projects was signed by the President tonight. There was no further discussion.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2013-34). Ms. Cook reported that Rich Davis from EFP Rotenberg met with the Committee and presented a preliminary draft of the 2012 audit of the District. He had several questions that needed to be answered prior to the final draft of the audit. Mr. Davis will present the final audit to the board at the July meeting.

Regarding the proposed budget for fiscal year 2014, the administration has send out requests to Committees for funding they will require in 2014. A budget timeline was submitted to the Committee and it was noted that the administration will only submit a budget that includes a 2% increase in the tax levy. Ms. Santulli noted that she has been working on the personnel part of the 2014 budget and while the 2% increase in the tax levy amounts to a total of \$51,576, the increases in the personnel budget (salaries only) due to the CSEA agreement amount to \$61,800 without looking at any other portion of the budget. This preliminary dollar amount in the Personnel portion of the budget does not include the increase in the Retirement Fund charges from 18.6% in 2013 to 20.9% in 2014 nor does it include a 10% cost increase in Health Care expenses.

Discussion ensued regarding the steps needed to be taken by the board if they chose to include a larger than 2% budget increase to be placed before the voters in November. Choices for the board only include cutting services/personnel or increasing the budget. Board members stated that the Library District may need to look at drastic measures regarding some of our branches. More information is needed to be able to determine what the next steps should be and to make a plan. The board's consensus was to instruct Mr. Shaw to look at visitor counts and circulation figures at an hour by hour basis at all branch libraries for information on changing the hours of operation. The use of the Bookmobile needs to be looked at. Mr. Shaw was instructed to investigate all stops and route plans and to look at changing them as necessary. The Bookmobile patrons may be better served by offering Saturday and evening hours. The first draft of the 2014 proposed budget will be reviewed by the Committee at their July 10th meeting.

Mr. Shaw was also instructed to investigate and work on a 5 year plan, looking at all revenues and expenditures and projecting personnel and facility changes that may be necessary in planning to meet projected budgets in the future.

Mr. Blandford and Ms. Cook left the meeting at this time.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee was presented in writing to the board (Document #2013-35). Mr. Shaw noted that the No-Smoking campus paperwork has been submitted to the Southern Tier Tobacco Awareness organization. STTAC will be providing the signage to be placed at all CCLD facilities. The special bins for cigarette butts have been ordered.

State Construction Grants.

2012 projects – the final paperwork has been submitted and the final 10% in funding New York State is expected soon.

2013 projects – Funding will be announced by State Legislators within the next 5 days. Grants include \$115,745 for Steele (Power Wash/Seal exterior, HVAC ductwork cleaning; \$23,999 for Horseheads (Power Wash/Seal exterior, parking lot); \$49,840 for Big Flats (Power Wash/Seal exterior, ductwork cleaning, and parking lot) and \$10,875 for West Elmira (Power Wash/Seal exterior, ductwork cleaning). The Steele, Horseheads and West Elmira Projects include 75/25 match with the State paying the 75%, while Big Flats remains at 50/50 match.

2014 projects – Applications have been submitted to STLS for both the elevator and the public restrooms at the Steele Library. The STLS board has only approved the elevator. Board members discussed whether or not to set aside some of the PILOT funds to be used to upgrade the bathrooms in a timely manner. This will be discussed at the next board meeting.

Mr. Shaw reported that the Friends of CCLD have donated funding to the West Elmira Library for a bike rack. It will be picked up and installed this week. He also stated that the Central Library (Steele) has had its annual fire inspection. Everything seems to be in order.

Mr. Savash stated that the Committee reviewed an updated worksheet regarding the overages for the 2012 Construction projects. The new worksheet (distributed to the board) includes a new column that shows grant funds from other organizations that offset the actual close out costs. In reality, for all projects, CCLD spent a little \$32,016 more than budgeted. This can be explained by several projects that came up as a result of construction. To be sure that the entire board is informed in the future, Mr. Savash proposed that all Capital Project costs be tracked in an Excel file that is used to update the board regularly. He also suggested that the Library District issue an RFP (Request for Proposal) before hiring any future Project Managers for the State Construction Projects. He also recommended and board members agreed to place a moratorium

on any future Capital Projects at both the West Elmira and Big Flats Libraries. This does not include projects that have already been approved.

Personnel Committee. Ms. Cady stated that the Committee will now meet quarterly with the Director to review items listed in his evaluation. She also vehemently stated that the board's annual review of the Director would never again be held at the Van Etten Library. The May meeting will need to be changed to a different location in the future.

Marketing Committee. Since this Committee is now basically a staff committee, Ms. Cady has resigned from serving. Librarian Mathews is the chair of the committee that meets every 2nd Tuesday at 3pm. The board expressed their thanks to Ms. Cady for the hard work and time spent on this committee.

Old Business. Ms. Reynolds asked about the patron's limit for fines. Mr. Shaw explained that patrons could accrue \$5.00 in fines before their accounts are blocked.

Mr. Shaw shared an experience he had while in Europe to speak a few lines in Portuguese and to explain that he learned how to do so by using Mango Language software provided by CCLD.

New Business. President Roberts stated that notices concerning lack of participation on the board have been sent to trustee Brian Batrowny both by First Class and Certified Mail. There has been no response from Mr. Batrowny. Resolved by Ms. Reynolds, seconded by Mr. Savash to remove Mr. Batrowny from serving as a trustee on the CCLD board representing District #2 as allowed by the CCLD by-laws. Motion Carried.

Mr. Jones stated he felt it would benefit the Library District if CCLD board members would gather with members of the other organizations that support the Library district – a social gathering at least one time per year. Ms. Reynolds stated that she is willing to follow up to gauge interest in such a gathering. She will report back in August.

Public Expression. Rachel Dworkin, an archivist with the Chemung County Historical Society expressed that she was in favor of a user study / feasibility report for all CCLD facilities. She also stated that a “mixer” with other organizations is a great idea. She is interested in serving on the CCLD board representing the 11th District. Mr. Roberts and Ms. Reynolds will meet with her during the month and if she is still interested, she could be appointed at the next board meeting.

The meeting was adjourned at 8:00pm. The next regular meeting of the board will be held on Thursday, July 18th, 2013 at 6:00pm at the Steele Memorial Library, 101 East Church Street, Elmira, New York.

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2013-37)

Financial Report - JUNE 30, 2013

Income	2013 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through the Year	Notes
Library Fines, Fees & Contributions	\$ 80,900	\$ 35,961	\$ 44,939	44%		
Grants (other than N.Y.S.)	\$ -	\$ 21,204				incl-\$11,654 Friends of CCLD and \$9,550 Friends of Horseheads
Foundation Contributions	\$ 165,000	\$ 96,848	68,152	59%		Includes 4th Qtr 2012 distribution from HH Foundation
Library District Tax Receipts	\$ 2,578,808	\$ 2,674,260	(95,452)	104%		Includes \$95,452 in PILOT funds received to date
Interest on Investments	\$ 3,000	\$ 990	2,010	33%		
State Aid	\$ -					
Central Library Development	\$ 80,000	\$ -	80,000	0%		
Central Book Aid	\$ 54,000	\$ -	54,000	0%		
Local Library Services Aid	\$ 37,000	\$ 3,343	33,657	9%		Final 2012 Distribution
Other State Aid	\$ 1,600	\$ 200	1,400	13%		STLS grant
TOTAL INCOME	\$ 3,000,308	\$ 2,832,806	\$ 188,706	94%	38%	

Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
Personnel						
Salaries	1,321,460	\$ 638,933	\$ 682,527	48%		
Sunday & Holiday Salaries	6,809	\$ 3,753	3,056	55%		
Employee Benefits	715,499	\$ 367,764	347,735	51%		
Subtotal - Personnel Expenses	2,043,768	\$ 1,010,451	1,033,317	49%	38%	
Contractual						
Equipment	34,330	\$ 17,553	16,777	51%		incl-\$2,361 pd by HH Friends; \$1,229 Anderson Foundation, \$142 Friends of CCLD and \$6,100 new copier from Fund Balance
Telephone	9,700	\$ 6,071	3,629	63%		
Supplies	37,400	\$ 35,556	1,844	95%		incl-\$1,938 pd by BF Adv., \$851 pd by HHHFoundation, \$1,349 ST Comp Rm pd by Anderson, \$7,023 F.A.S.T. (deficiencies in ST Sec Sys), \$1,536 Marketing Committee & \$2,620 for Flashdrives/bags to be reimb. & \$2,600 from CCLD Friend for Mango Lang.
Travel & Continuing Education	16,100	\$ 9,555	6,545	59%		Includes \$1,000 pd by HH Foundation for Lobby Day
Repairs & Maintenance	43,235	\$ 27,777	15,458	64%		
Postage	5,075	\$ 779	4,297	15%		
Library Materials (books, video, etc.)	313,300	\$ 128,403	184,897	41%		Includes \$5,000 in extra funding from HH Foundation
Utilities	75,700	\$ 34,736	40,964	46%		Includes 4th quarter of 2012 expenses
Building Cleaning Supplies	19,642	\$ 8,789	10,853	45%		Includes \$1,243 paid by HH Foundation (mowing & refrigerator purchase)
Fuel, Gas & Oil (Bookmobile)	5,000	\$ 1,608	3,392	32%		
Insurance	24,108	\$ 18,717	5,391	78%		
Vehicle Operation / Maintenance	1,000	\$ 1,000	0	100%		
Professional Fees (audit, engineer/legal fees)	35,800	\$ 16,691	19,109	47%		
Data Processing Expenses (Cost Share)	90,630	\$ 46,194	44,436	51%		
Payment of Taxes	4,575	\$ 4,521	54	99%		
Library Programming	23,985	\$ 15,818	8,167	66%		incl=\$742 pd by HH Foundation, \$2,323 Friends of CCLD, \$298 in Grant funds, \$1,034 Marketing expenses (SRC final party)
Chemung County costs (B&G, vision)	17,200	\$ 4,096	13,104	24%		
Capital Improvements STATE CONST see below	20,000	\$ 7,362	12,638	37%		Incl - \$4820 paid by Anderson Foundation and \$1,828 paid by HH Friends
Contingency Fund	55,739	\$ 3,389	52,350	6%		BKM Repairs - \$3,389
Debt Service	\$ 62,458	\$ 31,230	31,228	50%		
TOTAL BUDGET EXPENSE	\$ 2,938,745	\$ 1,430,294	\$ 1,508,451	49%	38%	
2012 & 2013 State Construction Projects		\$ 321,331				
TOTAL EXPENSES		\$ 1,751,625				

Unpaid Bills Detail

As of July 1, 2013

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amanda Robbins				
	Bill	07/01/2013	Patron Refund	16.00
Total Amanda Robbins				<u>16.00</u>
Amanda Zell				
	Bill	07/01/2013	Mileage Reimb 4/6-5/21/13	31.64
Total Amanda Zell				<u>31.64</u>
Amazon Credit Plan				
	Bill	07/01/2013	Purchases - BF/HH/ST	1,326.11
Total Amazon Credit Plan				<u>1,326.11</u>
AVcafe				
	Bill	07/01/2013	DVD's - HFL	200.00
Total AVcafe				<u>200.00</u>
BARCO Products Company				
	Bill	07/01/2013	Cigarette Waste Receptacles-all libraries	1,279.66
Total BARCO Products Company				<u>1,279.66</u>
Cassandra Wright				
	Bill	07/01/2013	mileage reimbursement - 2/4/13-6/6/13	49.72
Total Cassandra Wright				<u>49.72</u>
CCLD Petty Cash				
	Bill	07/01/2013	Petty Cash reimbursement - ST JUV	126.20
Total CCLD Petty Cash				<u>126.20</u>
Center Point Large Print				
	Bill	07/01/2013	ST/BKM large print	339.72
Total Center Point Large Print				<u>339.72</u>
Chelsea E. Jordan				
	Bill	07/01/2013	Art work for Computer Lab	80.00
Total Chelsea E. Jordan				<u>80.00</u>
David Vieira				
	Bill	07/01/2013	Patron Refund	75.00
Total David Vieira				<u>75.00</u>
Deborah L. Brimmer				
	Bill	07/01/2013	mileage reimb JUNE/Tech Conference expenses	567.39
Total Deborah L. Brimmer				<u>567.39</u>
Demco, Inc.				
	Bill	07/01/2013	VE Rockers/DVD&CD cases-all libraries	924.61
Total Demco, Inc.				<u>924.61</u>
Dutton S. Peterson Memorial Library				
	Bill	07/01/2013	Patron Refund	34.95
Total Dutton S. Peterson Memorial Library				<u>34.95</u>

Unpaid Bills Detail

As of July 1, 2013

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Emily Swan				
	Bill	07/01/2013	July Comic program for Teens	74.00
Total Emily Swan				<u>74.00</u>
Fire Alarm Service Technology, Inc.				
	Bill	07/01/2013	annual fire alarm inspection	150.00
Total Fire Alarm Service Technology, Inc.				<u>150.00</u>
Fred Pryor Seminars				
	Bill	07/01/2013	Registration-workshops for staff	397.00
Total Fred Pryor Seminars				<u>397.00</u>
Heather Seymour				
	Bill	07/01/2013	Patron Refund	15.00
Total Heather Seymour				<u>15.00</u>
In Jest, Inc.				
	Bill	07/01/2013	July Programs-all libraries	2,700.00
Total In Jest, Inc.				<u>2,700.00</u>
Infogroup				
	Bill	07/01/2013	Electronic Reference materials-2013 subscription	8,130.00
Total Infogroup				<u>8,130.00</u>
Ingram Library Services				
	Bill	07/01/2013	All Library materials - Statements 7/1/13	8,274.75
Total Ingram Library Services				<u>8,274.75</u>
Interstate Battery Center				
	Bill	07/01/2013	Computer backup batteries	75.75
Total Interstate Battery Center				<u>75.75</u>
Janet Ackerman				
	Bill	07/01/2013	Supplies for SRC kickoff event	55.08
Total Janet Ackerman				<u>55.08</u>
John Galvin				
	Bill	07/01/2013	Summer Concert 7/9	300.00
Total John Galvin				<u>300.00</u>
Kirkus Reviews				
	Bill	07/01/2013	annual subscription - BF/WE/ST	597.00
Total Kirkus Reviews				<u>597.00</u>
LaFrance Equipment Corp.				
	Bill	07/01/2013	Annual Fire Ext. Inspection/Charge-ST, BF, WE, HI	264.00
Total LaFrance Equipment Corp.				<u>264.00</u>
Madcap Productions				
	Bill	07/01/2013	Final pymt for 7-9 program-BKM	337.50
Total Madcap Productions				<u>337.50</u>

Unpaid Bills Detail

As of July 1, 2013

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Matthew Waschezyn				
	Bill	07/01/2013	Mileage reimb/Teen program purchases	331.75
Total Matthew Waschezyn				<u>331.75</u>
Michelle Barrett				
	Bill	07/01/2013	mileage reimb-cover at VanEtten	19.10
Total Michelle Barrett				<u>19.10</u>
Michelle Kudva				
	Bill	07/01/2013	Patron Refund	21.00
Total Michelle Kudva				<u>21.00</u>
National Seminars Training				
	Bill	07/01/2013	Workshop registration AD staff	199.00
Total National Seminars Training				<u>199.00</u>
Nikolai Ruskin				
	Bill	07/01/2013	Summer Concert 7/16	550.00
Total Nikolai Ruskin				<u>550.00</u>
Paul Merklein				
	Bill	07/01/2013	JULY program VE/WE/BF/ST	1,600.00
Total Paul Merklein				<u>1,600.00</u>
Petty Cash-Steele				
	Bill	07/01/2013	Postage/programming/Chess T/Cont Ed	284.74
Total Petty Cash-Steele				<u>284.74</u>
Seneca Data				
	Bill	07/01/2013	10 Privacy Screens - for computers	620.00
Total Seneca Data				<u>620.00</u>
Staples Credit Plan				
	Bill	07/01/2013	Copier supplies BF/ battery backups WE/HH	242.06
Total Staples Credit Plan				<u>242.06</u>
Star Gazette				
	Bill	07/01/2013	Annual Subscription 2013 for ST	280.37
Total Star Gazette				<u>280.37</u>
TechSoup Global				
	Bill	07/01/2013	Creative Suite 6 - ST	150.00
Total TechSoup Global				<u>150.00</u>
TechULearn, LLC				
	Bill	07/01/2013	Smartboard Training for Staff	160.00
Total TechULearn, LLC				<u>160.00</u>
The Library Store, Inc				
	Bill	07/01/2013	signs for WE	92.08
Total The Library Store, Inc				<u>92.08</u>

Unpaid Bills Detail

As of July 1, 2013

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
The Penworthy Company				
	Bill	07/01/2013	Library materials BF	681.19
Total The Penworthy Company				<u>681.19</u>
Time Warner Cable				
	Bill	07/01/2013	VPN/Phone -WE, ST, BF, & HFL JULY	615.23
Total Time Warner Cable				<u>615.23</u>
Verizon Wireless				
	Bill	07/01/2013	BKM/Admin. cellular service	190.38
Total Verizon Wireless				<u>190.38</u>
				<u>32,457.98</u>

Unpaid Bills Detail

As of July 1, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
	07/01/2013	Reference materials	<u>202.68</u>
Total Baker & Taylor Books			<u>202.68</u>
Centage Learning/Gale			
	07/01/2013	Reference materials	<u>376.19</u>
Total Centage Learning/Gale			<u>376.19</u>
Ingram Library Services			
	07/01/2013	NonFiction purchases balance due for JUNE	<u>3,007.84</u>
Total Ingram Library Services			<u>3,007.84</u>
NADA Used Car Guide			
	07/01/2013	Reference material	<u>99.00</u>
Total NADA Used Car Guide			<u>99.00</u>
TOTAL			<u><u>3,685.71</u></u>

Unpaid Bills Detail

As of July 10, 2013

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
AudioGo				
	Bill	07/08/2013	AV purchases-ST invoice	50.00
Total AudioGo				<u>50.00</u>
Brian P. Harris				
	Bill	07/10/2013	Insurance Reimbursement 2013	195.00
Total Brian P. Harris				<u>195.00</u>
Capabilities, Inc.				
	Bill	07/08/2013	JUNE Library Cleaning - HFL, WE, & BF	916.00
Total Capabilities, Inc.				<u>916.00</u>
Centage Learning, Inc.				
	Bill	07/08/2013	WE/ST Fiction - Purchases-JUNE	913.08
Total Centage Learning, Inc.				<u>913.08</u>
Chemung Canal Trust Company				
	Bill	07/08/2013	JUNE credit card -AD hotel/software/supplies	693.83
Total Chemung Canal Trust Company				<u>693.83</u>
Chemung County Buildings & Grounds Dept.				
	Bill	07/08/2013	Utility & Bldg Maint. chg- 2nd Qtr 2013	15,856.21
Total Chemung County Buildings & Grounds Dept.				<u>15,856.21</u>
Convenient Tape & Supplies				
	Bill	07/08/2013	receipt printer tape supply - all libraries	185.94
Total Convenient Tape & Supplies				<u>185.94</u>
EFP Rotenberg, LLP				
	Bill	07/08/2013	2012 audit of financial statements	6,450.00
Total EFP Rotenberg, LLP				<u>6,450.00</u>
Eldridge Park Carousel Preservation Soc.				
	Bill	07/08/2013	Final payment SRC party-pd by Friends of CCLD	212.50
Total Eldridge Park Carousel Preservation Soc.				<u>212.50</u>
Fire Alarm Service Technology, Inc.				
	Bill	07/08/2013	battery replacement ST	110.00
Total Fire Alarm Service Technology, Inc.				<u>110.00</u>
Holiday Inn Express				
	Bill	07/10/2013	hotel expense-July program-BF/WE/HH/ST	306.00
Total Holiday Inn Express				<u>306.00</u>
JanWay Company USA, Inc.				
	Bill	07/08/2013	ear bud supplies-all libraries	93.10
Total JanWay Company USA, Inc.				<u>93.10</u>
Margeson's Landscaping Inc.				
	Bill	07/10/2013	Mowing at HH - 4x in JUNE	260.00
Total Margeson's Landscaping Inc.				<u>260.00</u>

Unpaid Bills Detail

As of July 10, 2013

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
MidWest Tape				
	Bill	07/10/2013	DVD/Audio purchases - WE/HH/ST	3,422.54
Total MidWest Tape				<u>3,422.54</u>
Perry & Carroll, Inc.				
	Bill	07/10/2013	Insurance policies- AUTO installment	454.00
Total Perry & Carroll, Inc.				<u>454.00</u>
Random House, Inc.				
	Bill	07/10/2013	AV purchases - ST	101.25
Total Random House, Inc.				<u>101.25</u>
Recorded Books				
	Bill	07/10/2013	AV purchases - Steele	355.20
Total Recorded Books				<u>355.20</u>
Reliable Computer Products				
	Bill	07/10/2013	printer cartridges - BF/WE/ST	353.47
Total Reliable Computer Products				<u>353.47</u>
Rich Schaefer				
	Bill	07/10/2013	Summer Concert 7/23 pd by Friends of CCLD	500.00
Total Rich Schaefer				<u>500.00</u>
Rod Dayton				
	Bill	07/10/2013	Summer Concert 8/6 pd by Friends of CCLD	450.00
Total Rod Dayton				<u>450.00</u>
Southern Tier Library System				
	Bill	07/10/2013	Processing Fees all libraries	676.00
Total Southern Tier Library System				<u>676.00</u>
Supermedia LLC				
	Bill	07/10/2013	phone book ad-monthly fee	37.35
Total Supermedia LLC				<u>37.35</u>
Swift Office Equipment, Inc.				
	Bill	07/10/2013	Maint. Contract-HH copier	379.60
Total Swift Office Equipment, Inc.				<u>379.60</u>
The Hepcats Big Band Inc				
	Bill	07/10/2013	Summer Concert 7/30 pd by Friends of CCLD	500.00
Total The Hepcats Big Band Inc				<u>500.00</u>
Tom Sieling				
	Bill	07/10/2013	July programs at VE/HH/ST	750.00
Total Tom Sieling				<u>750.00</u>
Unique Management Services, Inc.				
	Bill	07/10/2013	JUNE placements	748.40
Total Unique Management Services, Inc.				<u>748.40</u>

Unpaid Bills Detail

As of July 10, 2013

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Vasco Brands, Inc.				
	Bill	07/10/2013	cleaning/paper supplies	1,172.11
Total Vasco Brands, Inc.				<u>1,172.11</u>
Verizon				
	Bill	07/10/2013	ST/WE phone svc-JULY	477.96
Total Verizon				<u>477.96</u>
Waterfall Productions				
	Bill	07/10/2013	Balance Due for Aug program at Steele	550.00
Total Waterfall Productions				<u>550.00</u>
Wegmans Food Markets Inc.				
	Bill	07/10/2013	Program Supplies -incl SRC kickoff all libraries	289.09
Total Wegmans Food Markets Inc.				<u>289.09</u>
TOTAL				<u><u>37,458.63</u></u>

Document #2013-39

Report of the July 1st, 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 Monday, July 1st, 2013 beginning at 6:00pm. Attending the meeting were Richard Roberts, Sue Cook, Marge Kappanadze and Georgia Reynolds; Joan Santulli and Ronald Shaw, CCLD management. The meeting opened at 6pm.

President Roberts reported receipt of two requests from the Southern Tier Library System (STLS). The first is for submission of an "Outstanding Library Promotional Video" (which CCLD libraries will be participating in) and the second is to submit a name for the "Outstanding Support for Libraries" award. He also received a letter from the Public Library Foundation of Chemung County (HH) that expressed optimism regarding the possible consideration of the expansion of the Horseheads Library.

Director Ron Shaw discussed the following:

- STLS Director Retirement. Ristiina Wigg's retirement party is being held on July 29th at 6pm at the Bath Country Club. All board members are invited to attend.
- Library System Director Search. The STLS Committee expects to have the interview process completed by the end of July and hope to have a new Director in place by September.
- Holiday. All CCLD libraries will be closed on July 4, 2013.
- SRC Kickoff. The Kickoff was held on June 25th with approximately 150 people in attendance. Attendees included Greetings – Ristiina Wigg, STLS Director, Karen Balsen, Youth Services Liaison, Library Development, New York State Library, Assemblyman Philip Palmesano, Assemblyman Christopher Friend and Joe Sempolinski, District Coordinator, Congressman Tom Reed
- Newspaper articles. The "*Star Gazette*" published articles about the SRC Kickoff, the 2013 State Construction Grants given to local libraries and CCLD's new "Geek the Library" campaign.

The Committee discussed whether or not the Executive Committee Officers should be included in the Worker's Compensation package at a cost of \$395. The consensus was to omit this coverage from the WC insurance.

Ms. Santulli presented the Unpaid Bills Detail dated 7/1/13 for the General Fund in the amount of 32,457.98 and for the Grant Fund - \$3,685.71. Ms. Reynolds moved, seconded by Ms. Kappanadze to pay the bills as listed. Motion Carried.

The meeting adjourned at 6:23pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, August 7th, 2013 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2013-40

Report of the July 10th, 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, July 10th, 2013, beginning at 8:00am. Attending the meeting were CCLD board members Sue Cook, Marge Kappanadze and Georgia Reynolds and Community Member Robin Fitzgerald. Also attending were Joan Santulli and Ron Shaw, CCLD Administration. The meeting opened at 8:00am.

Ms. Santulli presented the June 30, 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 July 10th Unpaid Bills Detail for the General Fund bills totaling \$37,458.63. This list includes the 2nd quarter payments to Chemung County Utilities for all CCLD libraries and many payments for Summer Reading Club programs. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

The Committee reviewed the first draft of the 2014 Proposed Budget. Ms. Santulli explained that the budget figures show a decrease in expected revenues in 2014 and that the expenditures listed are as frugal as possible. The Proposed Budget shows a 5.4% increase in tax revenues driven largely by increases in each of the Personnel lines (salaries and employee benefits). After review of the Proposed Budget, the Committee determined that due to the current financial climate in Chemung County and their concern that such an increase would fail to be approved by the voters, the Administration should look at the cuts to the following budget lines:

1. Building (public service) hours to include Saturday hours at all libraries;
2. Cuts in staffing at all libraries;
3. Decreases in each library's materials budget.
4. All other budget lines need to be revisited to be sure there is no possible reductions.

The Committee members stated that if the Proposed Budget for 2014 fails to be passed by the voters, the Budget stays the same as the current year and would mean even larger cuts to budget lines.

Committee members received their copy of the Audit of CCLD's Financial Statements for 2012. Rich Davis, representing EFP Rotenberg will be attending the July meeting of the board to present the audit to the full board.

The meeting adjourned at 9:00am. The next meeting of the Budget & Finance Committee will be held on Wednesday, August 14th, 2013 in the Petrie Conference Room of the Steele Memorial Library.

Document #2013-41

Report of the July 10th, 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, July 10th, 2013, beginning at 3pm. Board members attending the meeting were John Savash Tim Blandford and Rita Dery. Also attending were Joan Santulli and Ron Shaw, CCLD Management. The meeting opened at 3:09pm.

Mr. Shaw discussed the following:

- 2012 State Construction Projects. New York State has approved the final reports and CCLD has received the final 10% funding from the State in the amount of \$12,534.00.
- 2013 State Construction Projects. New York State has approved funding for the following projects. Big Flats - \$14,978 for energy efficiency enhancements and renovation of parking lot; Steele - \$90,933 for energy efficiency and conservation improvements; Horseheads - \$15,284 for parking lot improvements and energy efficiency upgrades; and West Elmira - \$8,148 for the renovation and rehabilitation of the library's exterior and ventilation duct work. The West Elmira project is complete and the portion of Big Flats project's energy enhancement work is complete. All projects with the exception of Big Flats are eligible for a 75%-25% match from the State. Big Flats remains at 50/50.
- Project Management. Mr. Shaw stated that he will request quotes from several engineering firms/individuals for the management of the remaining 2013 projects.

The Committee discussed how the management of any future cost over-runs on Capital Projects should be handled. Several options were mentioned including allowing certain over-runs up to a limited percentage before it would be necessary to obtain board approval and to allow change orders to be approved up to a certain dollar amount without board approval. The Committee does not wish to micro-manage the projects and will be researching how to approach this issue without slowing down the work on the projects.

Mr. Shaw and Ms. Santulli reported that the first draft of the 2014 Proposed Budget was submitted to the Budget & Finance Committee today. The Administration was instructed to look at each budget line with an eye to cut the expenditures in order to reduce the increased percentage needed in tax revenues. The members of the Buildings & Grounds Committee wish to attend the August 14th, 2013 meeting of the Budget & Finance Committee to review the second draft of the budget and its possible impact on Capital Improvements. It was also suggested that board members be given a hard copy of the second draft of the 2014 Proposed Budget in advance of the August meeting to give them a chance to review it prior to approval on August 15th.

The meeting adjourned at 3:50pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, August 14th, 2013 at 3pm in the Director's Office at the Steele Memorial Library.