



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 May 2012 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, May 17, 2012 at 6:00 pm at the **Van Etten Branch, 83 Main St. Van Etten, NY 14889**. 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 #2012-25)
4. Treasurer's report
 - a) Financial report (document #2012-26)
 - b) Report of Unpaid Bills Detail (document #2012-27)
5. Correspondence
6. President's report

Consent Item APPROVAL OF INDEPENDENT AUDITORS' REPORTS FOR THE CHEMUNG COUNTY LIBRARY DISTRICT'S FISCAL YEAR 2011.
RESOLVED to approve the Independent Auditors' Reports for the Chemung County Library District's fiscal year 2011 conducted by Mengel, Metzger & Barr.
7. Director's report

Consent Item APPROVAL OF iPad LENDING POLICY
RESOLVED to approve the proposed iPad lending policy for devices that will be circulated for in-house use from the Horseheads Branch beginning June 1, 2012
8. Committee reports:
 - a) Executive Committee (Reynolds)
 - 1) Report of the Committee meeting (document #2012-28)
 - b) Budget & Finance Committee (Fitzgerald)
 - 1) Report of the Committee meeting (document 2012-29)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document 2012-30)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

*(Minutes of the April 2012 meeting of the Chemung County Library District Board of Trustees.
Document #2012-25)*

Minutes of the April 2012 meeting of the Chemung County Library District Board of Trustees. The March meeting was held on Thursday, April 19, 2012 at the West Elmira Library, 1231 West Water Street, Elmira, New York. President Georgia Reynolds called the meeting to order at 6:00pm. Present were Robin Fitzgerald, Sue Cook, Marge Kappanadze, Rita Dery, Tina Hager, Karl Schwesinger, Allen C. Smith, Mary Beth Conwell and Ann Cady. Excused were: John Savash, Richard Roberts and Jessica Roberts

Also present were Kathy Stickler, auditor from Mengel, Metzger & Barr, Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

The meeting was turned over to Ms. Stickler to review the Audited Financial Statements, other Financial Statements and the Independent Auditors' Reports for the Chemung County Library District's fiscal year 2011. Ms. Stickler stated that in the opinion of Mengel, Metzger & Barr, CCLD was given a clean opinion for the District's 2011 Financial Statements. The opinion is "unqualified" which means it is the highest level it can be. The audit reports were tabled until next month to give the board members time to review them prior to giving their approval.

Minutes. The minutes of the March 2012 meeting (Document #2012-19) were presented for board review. The minutes were approved as distributed by unanimous consent.

Financial Report. The March 31, 2012 Financial Report (Document #2012-20) was presented for board review. By unanimous consent the March 31, 2012 Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2012-21). It was noted that the bill lists include reimbursements to staff for attendance at the Public Library Association Conference and annual service contracts on the Microfilm machines. By unanimous consent, the board authorizes the payment of the unpaid bills dated 4/4/12 General Fund - \$22,049.60 and Grant Fund - \$2,249.52 and the unpaid bills dated 4/11/12 – General Fund - \$46,925.73 (less than the original document due to a credit received on an invoice) and Grant Fund - \$4,075.00 as distributed.

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

- A letter from the Public Library Foundation of Chemung County that included their first quarterly payment to CCLD. The letter delineated the authorized allocation of 2012 funding.
- A thank you letter from the YWCA Elmira & the Twin Tiers to Mr. Owen Frank for CCLD's support of their annual Girls Conference held in March via use of the meeting room and lap-tops for the girls.

President's Report. Ms. Reynolds reported that the Friends of the Horseheads Library have allocated \$15,000 toward the refurbishing of the meeting room. Their funding will purchase furniture, etc. She also reported that the group will be getting a new President.

Regarding the final written contract between CCLD and CSEA for the fiscal years 2012 – 2014, Ms. Fitzgerald moved, seconded by Ms. Cady to approve the entire contract as submitted in writing to the board. VOTE: All affirmative. Motion Carried.

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

- Regarding Personnel, two part-time Clerks have been hired to work in the Children's Department at the Steele Library. Ms. Sue Schoeffler has been chosen to move from part-time Library Clerk at the West Elmira Library to full-time Library Clerk on the Bookmobile. Steele Library's caretaker has

passed his probation period as he has been doing an exceptional job. A part-time Clerk at the West Elmira Library has made the decision to retire effective June 2, 2012.

- CCLD's summer schedule was distributed to the board. Effective May 12th, all CCLD libraries will be closed on Saturdays until September.
- Several patrons have requested to know why the Big Flats and West Elmira Libraries are not open two nights per week. The public service schedules of all CCLD libraries will be revisited when putting together the Fall/Winter/Spring schedules this year.
- Several recent programs to note include a Chess Tournament at the Steele Library sponsored by the Friends of the Steele Library and an author visit (Alex Berenson) also sponsored by the Friends of the Steele Library. Chris Corter attended an adult GED class and spoke about CCLD services offered free of charge to residents.
- Upcoming programs include an Arbor Day celebration on April 28th at Brick Pond in Elmira – Caroline Poppendeck will be representing CCLD. During the month of July, for the last 4 Tuesday evenings of the month, the Friends of the Steele Library are sponsoring concerts being held on the Elmira Promenade near the Steele Library.
- Regarding Marketing – Mr. Frank has reported that our website has surpassed 4 million page views since February of 1999 when we began measuring website hits. New magnets, pencils, cloth bags, banners and the SRC (Summer Reading Club) t-shirts have been ordered. Effective April 2nd, patrons were able to borrow E-readers from the Horseheads Library.
- Mr. Shaw expressed his appreciation for STLS's (Southern Tier Library System) staff member, Lorie Brown, for coming to work with CCLD staff on the use of SRC software.
- Staff Continuing Education day is scheduled for Friday, May 18th. All CCLD libraries will be closed that day. Staff Recognition for years of service will also be held that day at 4:00pm. Board members were encouraged to attend the day, especially for Staff Recognition.
- STLS's April board meeting was held at the Steele Library. Mr. Shaw attended and learned that STLS has reopened its search for another IT staff member. That position is essential for every library located in STLS's region.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2012-22). There was no further discussion.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2012-23). There was no further discussion.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2012-24). Mr. Schwesinger stated that Sue Oliver, the engineer who submitted the recent "Existing Conditions" report has requested that the board give her a brief narrative describing their experience pertaining to this project. With the receipt of this report, John Savash is working on a Capital Budget to propose to the board.

The stripping of the handicap parking spots at the Steele Library and West Elmira Library should be completed this month.

Regarding the Green Roof, Mr. Schwesinger stated that Fagan Engineers has applied for an Environmental Excellence Award from the New York State Environmental Conservation Department for their work on the project. Cancelled checks have been sent to the State so that the project can be closed out. Charles F. Evans has sent CCLD an invoice in the amount of \$665. Mr. Schwesinger will research to verify that CCLD owes this amount and will bring his findings to the next meeting.

Mr. Shaw reported that he should hear this week from the Anderson Foundation as to whether or not CCLD's application for a grant has been approved. He also stated that there is still no word from New York State regarding the 2011 State Construction Grant applications.

The District is also working to correct deficiencies noted on the Fire Inspection Report of the Horseheads Branch dated April 4, 2012.

Ad-hoc Strategic Planning Committee. Ms. Kappanadze gave the following update: The Committee met this past week and reviewed some preliminary goals. They are to select the top three goals in each category to recommend as part of the Strategic Plan and send them to Mr. Shaw. He will then combine them into a new document for the Committee to review at their next meeting scheduled for May 14th.

Old Business. None.

New Business. Ms. Conwell mentioned that Tedd Arnold's son has art work chosen to be included in a video on YouTube. She will send board member the link to view the video.

Public Expression. Sherry Collins, the liaison from the STLS board, stated that she was glad to see the CCLD brand being used as well as. CCLD has done an excellent job in getting the branding out in the public eye.

Tim Blandford, future CCLD board member, asked about the children's computers at the Steele Library.

Ms. Fitzgerald moved, seconded by Ms. Cook to move into Executive Session to discuss a personnel issue. Mr. Shaw and Ms. Santulli left the meeting at this time. Mr. Smith moved, seconded by Ms. Conwell to come out of Executive Session.

Personnel Committee. Ms. Conwell stated that the Committee has met and reviewed both staff and board member evaluations of Director Ronald Shaw. A vote on his salary increase for 2012 was held. He will receive a two percent increase in his salary effective on his anniversary date.

The meeting was adjourned at 7:50pm. The next regular meeting of the board will be held on Thursday, May 17th, 2012 at 6:00pm at the Van Etten Library, 83 Main Street, Van Etten, New York.

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2012-26)

Financial Report - April 30, 2012

Income	2012 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through the Year	Notes
Library Fines, Fees & Contributions	\$ 92,375	\$ 27,536	\$ 64,839	30%		
Grants (other than N.Y.S.)	\$ -	\$ 12,500				
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	\$ 804	2,196	27%		
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)			Final Distribution from NYS EFC for Green Roof Project
TOTAL INCOME	\$ 2,961,218	\$ 2,641,219	\$ 332,499	89%	33%	

Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
Personnel						
Salaries	1,220,509	\$ 385,748	\$ 834,761	32%		
Sunday & Holiday Salaries	9,342	\$ 2,852	6,490	31%		
Employee Benefits	745,012	\$ 219,924	525,088	30%		
Subtotal - Personnel Expenses	1,974,863	\$ 608,524	1,366,339	31%	33%	
Contractual						
Equipment	14,103	\$ 10,630	3,473	75%		
Telephone	10,000	\$ 2,891	7,109	29%		
Supplies	37,400	\$ 23,538	13,862	63%		
Travel & Continuing Education	16,100	\$ 4,636	11,464	29%		
Repairs & Maintenance	40,274	\$ 18,615	21,659	46%		
Postage	8,000	\$ 181	7,819	2%		
Education - Tuition Assistance	5,200	\$ 1,053	4,147	20%		
Library Materials (books, video, etc.)	313,300	\$ 101,091	212,209	32%		
Utilities	80,000	\$ 34,422	45,578	43%		
Building Cleaning Supplies	13,000	\$ 4,630	8,370	36%		
Fuel, Gas & Oil (Bookmobile)	3,600	\$ 1,213	2,387	34%		
Insurance	33,293	\$ 14,153	19,140	43%		
Vehicle Operation / Maintenance	1,000	\$ (96)	1,096	-10%		Refund received prior to payment of invoice
Professional Fees (audit, engineer/legal fees)	36,900	\$ 10,745	26,155	29%		
Data Processing Expenses (Cost Share)	70,945	\$ 19,587	51,358	28%		
Payment of Taxes	4,575	\$ 4,517	58	99%		
Library Programming	23,000	\$ 13,308	9,692	58%		
Chemung County costs (B&G, vision)	18,021	\$ 7,560	10,461	42%		
Capital Improvements	25,000	\$ 39,814	(14,814)	159%		FINAL payment for Game Tables, etc at Steele
Contingency Fund	111,053		111,053	0%		
Debt Service	\$ 60,028	\$ -	60,028	0%		
TOTAL EXPENSE	\$ 2,899,655	\$ 921,012	\$ 1,978,643	32%	33%	

Unpaid Bills Detail

As of May 9, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
AudioGo			
	05/09/2012	AV purchases-ST invoice	367.79
Total AudioGo			<u>367.79</u>
Brodart Co.			
	05/09/2012	Supplies - BF, WE, BKM, HFL	111.85
Total Brodart Co.			<u>111.85</u>
Capabilities, Inc.			
	05/09/2012	HFL,WE,BF Janitor Services- April 2012	1,380.00
Total Capabilities, Inc.			<u>1,380.00</u>
Chemung Canal Trust Company			
	05/09/2012	credit card purchases- ST, Admin.	108.85
Total Chemung Canal Trust Company			<u>108.85</u>
First Transit			
	05/09/2012	Bookmobile fuel - 4/4/12 - 4/20/12	316.80
Total First Transit			<u>316.80</u>
iPROMOTEu			
	05/09/2012	Marketing -magnets	893.13
Total iPROMOTEu			<u>893.13</u>
Kirkus Reviews			
	05/09/2012	annual subscription - BF, WE, ST	597.00
Total Kirkus Reviews			<u>597.00</u>
Margeson's Landscaping Inc.			
	05/09/2012	Mowing - HFL 3/15/12, 4/9/12	315.00
Total Margeson's Landscaping Inc.			<u>315.00</u>
Mengel Metzger & Barr			
	05/09/2012	2011 Audit Payment	7,000.00
Total Mengel Metzger & Barr			<u>7,000.00</u>
MidWest Tape			
	05/09/2012	DVD/Audio purchases - ST & HFL	2,019.90
Total MidWest Tape			<u>2,019.90</u>
Positive Promotions, Inc.			
	05/09/2012	Volunteer Recognition - HH	240.95
Total Positive Promotions, Inc.			<u>240.95</u>
Random House, Inc.			
	05/09/2012	AV purchases - ST	230.00
Total Random House, Inc.			<u>230.00</u>
Recorded Books			
	05/09/2012	AV purchases-Steele	356.92
Total Recorded Books			<u>356.92</u>

Unpaid Bills Detail

As of May 9, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Regina Carpenter			
	05/09/2012	Program 6/7/12 - HFL	250.00
Total Regina Carpenter			<u>250.00</u>
Reliable Computer Products			
	05/08/2012	printer cartridges - ST & AD	580.96
Total Reliable Computer Products			<u>580.96</u>
Research Technology International			
	05/09/2012	supplies for Disc repair equipment - ST, HFL	344.60
Total Research Technology International			<u>344.60</u>
South Central Regional Library Council			
	05/09/2012	Workshop registration ST - 5/16/12	5.00
Total South Central Regional Library Council			<u>5.00</u>
Southern Tier Library System			
	05/09/2012	Downloadable Audio - April 2012	1,862.08
Total Southern Tier Library System			<u>1,862.08</u>
Staples Advantage			
	05/09/2012	online purchases-paper/supplies all libraries	312.25
Total Staples Advantage			<u>312.25</u>
Supermedia LLC			
	05/09/2012	Advertising	37.00
Total Supermedia LLC			<u>37.00</u>
Unique Management Services, Inc.			
	05/09/2012	Collection Fees - all libraries April	675.96
Total Unique Management Services, Inc.			<u>675.96</u>
Verizon			
	05/08/2012	Phone - ST/WE 4/28-5/27	407.75
Total Verizon			<u>407.75</u>
Wegmans Food Markets Inc.			
	05/09/2012	Program Supplies - BKM/ST Adult programming	143.85
Total Wegmans Food Markets Inc.			<u>143.85</u>
			<u><u>18,557.64</u></u>

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of May 2, 2012

Document #2012-27

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
	05/02/2012	Reference materials	112.12
Total Baker & Taylor Books			<u>112.12</u>
Ingram Library Services			
	05/02/2012	Non-Fiction book purchases	1,753.35
Total Ingram Library Services			<u>1,753.35</u>
Southern Tier Library System			
	05/02/2012	eBook purchases FIC & NF/processing fees Mar/Ap	2,580.82
Total Southern Tier Library System			<u>2,580.82</u>
			<u><u>4,446.29</u></u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of May 2, 2012

Document #2012-27

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
A & M Works, Inc.			
	05/02/2012	Clearing of walkways & sidewalks April - HFL	25.00
Total A & M Works, Inc.			<u>25.00</u>
Acronis Services			
	05/02/2012	Maint. Agreement renewal - Admin.	129.39
Total Acronis Services			<u>129.39</u>
Affordable Library Products			
	05/02/2012	Tags for ST security system	330.00
Total Affordable Library Products			<u>330.00</u>
Amazon Credit Plan			
	05/02/2012	Purchases - ST, BF, HFL, WE - 3/10/12 - 4/7/12	1,152.72
Total Amazon Credit Plan			<u>1,152.72</u>
Andrew Coombe			
	05/02/2012	Patron Refund - St	35.00
Total Andrew Coombe			<u>35.00</u>
Arcata House			
	05/02/2012	refund Collection Agency fees overpaid	74.70
Total Arcata House			<u>74.70</u>
Barbara Hostrander			
	05/02/2012	Patron Refund for Naomi Hi	3.00
Total Barbara Hostrander			<u>3.00</u>
Brian Ewanyk			
	05/02/2012	Mileage reimbursement - April 2012/supply purchase	118.62
Total Brian Ewanyk			<u>118.62</u>
Casella Waste Systems, Inc.			
	05/02/2012	Garbage disposal - BF, HFL, & WE - March 2012	156.61
Total Casella Waste Systems, Inc.			<u>156.61</u>
CCLD Petty Cash			
	05/02/2012	Petty Cash reimbursement - BF	121.75
Total CCLD Petty Cash			<u>121.75</u>
Center Point Large Print			
	05/02/2012	ST & BKM - large print	296.58
Total Center Point Large Print			<u>296.58</u>
Central Libraries Association			
	05/02/2012	2012 Membership Dues	100.00
Total Central Libraries Association			<u>100.00</u>
Chemung Valley Historical Museum			
	05/02/2012	Ref. Books purch. - ST	43.06
Total Chemung Valley Historical Museum			<u>43.06</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of May 2, 2012

Document #2012-27

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Chris Corter			
	05/02/2012	Chess Tournament Program - ST	141.26
Total Chris Corter			<u>141.26</u>
CXtec			
	05/02/2012	Cables & Shelf - ST	176.51
Total CXtec			<u>176.51</u>
CyberDark Computing			
	05/02/2012	supply of hard drives	322.00
Total CyberDark Computing			<u>322.00</u>
Deborah L. Brimmer			
	05/02/2012	mileage reimbursement - April 2012	84.36
Total Deborah L. Brimmer			<u>84.36</u>
Elmira Trophy & Awards			
	05/02/2012	Chess Tournament - ST	63.72
Total Elmira Trophy & Awards			<u>63.72</u>
Eric King			
	05/02/2012	Patron Refund - ST	20.00
Total Eric King			<u>20.00</u>
Faye Crance			
	05/02/2012	April Programming - VE Paid with grant \$	80.00
Total Faye Crance			<u>80.00</u>
Fire Alarm Service Technology, Inc.			
	05/02/2012	annual fire alarm monitoring - ST	330.00
Total Fire Alarm Service Technology, Inc.			<u>330.00</u>
First Transit			
	05/02/2012	Bookmobile fuel - 2/22/12 - 3/29/12	584.39
Total First Transit			<u>584.39</u>
Flashbay.com			
	05/02/2012	Marketing Committee Purchase-flash drives	1,422.50
Total Flashbay.com			<u>1,422.50</u>
Gale Group, Inc.			
	05/02/2012	ST Fiction - April purchases	909.41
Total Gale Group, Inc.			<u>909.41</u>
Haefele TV, Inc.			
	05/02/2012	Internet for Van Etten -May-Dec 2012	415.60
Total Haefele TV, Inc.			<u>415.60</u>
Horseheads Do It Center			
	05/02/2012	ST - Mini Barn installed at Steele	2,127.48

Chemung County Library District General Fund
Unpaid Bills Detail
As of May 2, 2012

Document #2012-27

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Horseheads Do It Center			2,127.48
Ingram Library Services			
	05/02/2012	Library materials - All	5,928.55
Total Ingram Library Services			<u>5,928.55</u>
JanWay Company USA, Inc.			
	05/02/2012	Program Supplies - ST Juv	696.71
Total JanWay Company USA, Inc.			<u>696.71</u>
JD Detail Shop Inc.			
	05/02/2012	Carpet Shampoo - HFL	100.00
Total JD Detail Shop Inc.			<u>100.00</u>
Kimberly Jones			
	05/02/2012	Programming - BKM	39.95
Total Kimberly Jones			<u>39.95</u>
Multi Media Services			
	05/02/2012	Loan Period Cards & Reserve Cards - all libraries	465.96
Total Multi Media Services			<u>465.96</u>
Office Equipment Source, Inc.			
	05/02/2012	Quarterly Maint contract on BF copier Jan-April 2012	37.40
Total Office Equipment Source, Inc.			<u>37.40</u>
Petty Cash-Steele			
	05/02/2012	Supplies, Postage, programming, & Other	511.92
Total Petty Cash-Steele			<u>511.92</u>
Pitney Bowes			
	05/02/2012	annual fee to lease mail machine - ST	2,832.00
Total Pitney Bowes			<u>2,832.00</u>
Robert Rogers Puppet Company			
	05/02/2012	May program at BF	395.00
Total Robert Rogers Puppet Company			<u>395.00</u>
Ronald Shaw			
	05/02/2012	Mileage Reimb.- 2/7/12 - 4/18/12	132.44
Total Ronald Shaw			<u>132.44</u>
Sansolutions, Inc.			
	05/02/2012	Paper/Cleaning supplies	915.50
Total Sansolutions, Inc.			<u>915.50</u>
SCRLC			
	05/02/2012	SCRLC Workshop - Jennie M. & Janet A.	10.00
Total SCRLC			<u>10.00</u>
Southern Tier Library System			

Chemung County Library District General Fund
Unpaid Bills Detail
As of May 2, 2012

Document #2012-27

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
	05/02/2012	processing fees-March/April 2012	1,240.75
Total Southern Tier Library System			<u>1,240.75</u>
Staples Credit Plan			
	05/02/2012	Supplies/Kindles for give away-Marketing	1,495.97
Total Staples Credit Plan			<u>1,495.97</u>
The Wall Street Journal			
	05/02/2012	1 Year Subscription for ST	374.40
Total The Wall Street Journal			<u>374.40</u>
Time Warner Cable			
	05/02/2012	VPN/Phone - BF,WE,ST,HH	614.75
Total Time Warner Cable			<u>614.75</u>
Verizon Wireless			
	05/02/2012	BKM/Admin. cellular service-March/April	182.62
Total Verizon Wireless			<u>182.62</u>
			<u><u>25,237.58</u></u>

Document #2012-28

Report of the May 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 Wednesday, May 2nd, 2012 beginning at 6pm. Attending the meeting were Georgia Reynolds, Richard Roberts, Allen C. Smith, Marge Kappanadze and Joan Santulli and Ronald Shaw, CCLD management. The meeting opened at 6pm.

Mr. Shaw reported that due to the fact that three of CCLD's staff members will be off on medical leave during the next few months, a decision has been made to hire four part-time Library Page positions as temporary employees for up to 6 months. West Elmira will also be looking to fill a part-time Library Clerk position.

The 2013 Budget Timeline was given to Department Heads today. They have until June 15th to give Mr. Shaw their requests for personnel, equipment and other items they may deem necessary to their department.

Mr. Shaw has heard from the Anderson Foundation that they have held off on approval of CCLD's grant application and will not make a decision until the Library District hears from New York State on the approval of the 2011 State Construction grants.

Ms. Santulli presented and discussed the May 2nd, 2012 Unpaid Bills Detail for the General Fund bills totaling \$25,237.58 and the Grant Fund \$4,446.29. Mr. Smith moved, seconded by Ms. Kappanadze to pay the bills as listed above. Motion Carried.

The meeting adjourned at 6:15pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, June 6th, 2012 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2012-29

Report of the May 9th, 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, May 9th, 2012, beginning at 8:00am. Attending the meeting were CCLD board members Sue Cook, Georgia Reynolds, Denny Smith and Jessica Roberts. Also attending were Ron Shaw, Library District Director and Joan Santulli, CCLD Administrative Assistant. The meeting opened at 8:00am.

The following topics were discussed:

- The Committee reviewed the April 30th, 2012 Financial Report. The Committee directed that the report be forwarded to the full CCLD board for its consideration.
- Ms. Santulli presented and discussed the May 9th, 2012 Unpaid Bills Detail for the General Fund bills totaling \$18,557.64. The list includes the payment for the 2011 audit. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.
- Mr. Shaw distributed the timeline for the 2013 proposed budget. The Committee discussed the instructions they will give to the administration to follow in preparing the 2013 proposed Library District budget.
- Mr. Shaw reported that at this week's meeting of the Friends of the Steele Library, the group committed to funding several projects within the Library District including new AV equipment in the Steele auditorium, programming at the West Elmira Library and the purchase of computer carrels for the Big Flats Library. He also reminded the Committee that the Friends of the Horseheads Library have committed \$15,000 to purchase new furniture, etc for the meeting room at the Horseheads Library.

The meeting adjourned at 8:30am. The next meeting of the Budget & Finance Committee will be held on Wednesday, June 13th, 2011 in the Petrie Conference Room of the Steele Memorial Library.

Document #2012-30

Report of the May 9th, 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, May 9th, 2012, beginning at 3pm. Board members attending the meeting were Karl Schwesinger and Rita Dery. Also attending were Joan Santulli and Ron Shaw, CCLD Management. The meeting opened at 3:00pm.

The following topics were discussed:

- The Library District has received official notification from the State of New York that all of the 2011 State Construction Grant applications have been approved. The Big Flats Library will receive \$30,228 for energy efficiency enhancements and the construction of a new handicapped-accessible circulation desk; the Steele Memorial Library - \$46,432 to construct a new computer training room, quiet room, program area and circulation desk; the Horseheads Free Library - \$26,284 for the construction of a new handicapped-accessible circulation desk; and the West Elmira Library - \$22,375 for energy efficiency enhancements and the construction of a new handicapped-accessible circulation desk.
- The Committee reviewed the “*Existing Conditions*” report and prioritized projects for each library to submit to the Southern Tier Library System as the Library District’s Intent to Apply for 2012 State Construction funding. These documents are due to STLS by the beginning of June. The Steele, Horseheads and West Elmira Libraries are eligible for 75% funding in 2013.
- Mr. Savash discussed with the Committee a “board designated reserve” for a Capital Reserve for the Library District.
- Regarding the notification from the Horseheads Fire Code of items at the Horseheads Library that need attention, Mr. Shaw has contacted and is working with the Code Enforcement Office to comply with their requirements.
- Regarding a problem with the exterior lighting (and the bird’s nests) at the Horseheads Library, the Horseheads Foundation requested that Mr. Shaw contact Micknick Electric to take care of the problem. The Foundation agrees that they will finance the repairs.
- Mr. Shaw notified the Committee that the assessment for the Horseheads Library has increased. The Village of Horseheads Assessor’s Office has increased the assessment for 2012 by \$1,500 over 2011.
- Mr. Shaw informed the Committee that the Anderson Foundation tabled a decision on the Library District’s grant request to fund the Computer Room at the Steele Library. The application will be reviewed again in October. He is optimistic it will be approved as we have approval for the NYS portion.
- The Committee discussed the hiring of Sue Oliver to be the Project Manager for the 2011 State Construction Projects. A quote for the cost of her services will be requested.
- Mr. Schwesinger stated that he is still checking as to whether or not the Library District should pay the invoice received last month from Charles F. Evans in the amount of \$665.00.

The meeting adjourned at 4:00pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, June 13th, 2012 at 3pm in the Director’s Office at the Steele Memorial Library.

iPad Circulation Policies – proposed

Device will be circulated for in-house use from the Horseheads Library beginning June 1, 2012

1. Patron must be at least 16 years old.
2. iPads will be available for use in the library only.
3. Only CCLD cardholders in good standing may check out iPads.
4. Patrons must present both library card and a valid driver's license or school/picture ID when checking out an e-reader. Staff will keep ID while patron is using the device in-house and return it when the device is returned.

Circulation Rules: (H1NF-R1-1) same rule currently used for HH Early Literacy PCs

- Item Typed to be used: EQUIPMENT
- Location: CIRCDESK
- Loan period = 1 hour
- Renewals = 1
- Late Fee = \$0
- No holds will be allowed
- Limited to = one per cardholder
- Replacement Cost = \$500 with individual costs for separate damages
Power adapter = \$45, Case = \$50
- Returning iPad to an unattended desk will result in \$20 fee

The working condition of the iPad will be assessed before checkout and upon its return. Users are responsible for damage to and/or loss or theft of loaned units. Users are required to report any problems experienced with the iPad during their borrowing period.