



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 October 2012 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, October 18, 2012 at 6:00 pm at the **Big Flats Branch, 78 Canal St. Big Flats, NY 14814.** 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 #2012-55)
4. Treasurer's report
 - a) Financial report (document #2012-56)
 - b) Report of Unpaid Bills Detail (document #2012-57)
5. Correspondence
6. President's report
 - Consent Item Approval of the STLS Plan for Free Direct Access
RESOLVED to approve the STLS Free Direct Access plan as required by New York State for a four year period. January 1, 2013-December 31, 2016.
 - Consent Item Approval of the changes to the CCLD Board of Trustees By-Laws
RESOLVED to approve the changes to the CCLD Board of Trustees By-Laws as approved by the Executive Committee.
7. Director's report (Corter)
8. Committee reports:
 - a) Executive Committee (Reynolds)
 - 1) Report of the Committee meeting (document #2012-58)
 - b) Budget & Finance Committee (Cook)
 - 1) Report of the Committee meeting (document 2012-59)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document 2012-60)
 - (d) Personnel Committee (Conwell)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

(Minutes of the September 2012 meeting of the Chemung County Library District Board of Trustees. Document #2012-55)

Minutes of the September 2012 meeting of the Chemung County Library District Board of Trustees.

The September meeting was held on Thursday, September 20, 2012 at the Southern Tier Library System Headquarters, 9424 Scott Road, Painted Post, New York. President Georgia Reynolds called the meeting to order at 6:00pm. Present were Rita Dery, Robin Fitzgerald, Mary Beth Conwell, Ann Cady, Allen C. Smith and Richard Roberts. Excused were Tina Hager, Sue Cook, John Savash, Marge Kappanadze, Jessica Roberts and Karl Schwesinger. Absent: Timothy Blandford. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

The following guests were introduced: Bonnie Weber, President of the STLS Board of Trustees, Sherry Collins and Denise King, members of the STLS board, Jim Hare and Michael Muldoon, CCLD board candidates and Lauren Moore, the newly hired Assistant Director of the Southern Tier Library System. The meeting was then turned over to Ristiina Wigg, Executive Director of the Southern Tier Library System. Ms. Wigg discussed the 3-part Cost Share formula used to invoice the libraries in the System for Data Processing. She also reviewed the many services that STLS provides to CCLD on a regular basis and showed the board *New York Library Trustees Online*", the newest online website created especially for library board members.

Minutes. The minutes of the August 2012 meeting (Document #2012-49) were presented for board review. The minutes were approved as distributed by unanimous consent.

Financial Report. The August 31, 2012 Financial Report (Document #2012-50) was presented for board review. Ms. Fitzgerald noted that the total payroll expenses to date are lower than expected. By unanimous consent the August Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2012-51). By unanimous consent, the board authorizes the payment of the unpaid bills dated 9/5/12 General Fund - \$25,424.29, interim bill dated 9/10/12 - \$108.95 and the unpaid bills dated 9/12/12 – General Fund - \$48,462.59 and Grant Fund - \$4,759.47 as distributed.

Correspondence. Mr. Shaw passed around a thank you note from a resident of Texas for research for an obituary done by staff member Ms. Nichols. There were also several thank you notes from kids who used the Bookmobile over the summer months and a copy of checks received from STLS for Central Book Aid, Central Library Development Aid and Local Library Aid.

President's Report. Ms. Reynolds stated that the Friends of the Horseheads Library annual book sale is in full swing. There have been two more residents who have expressed an interest to serve on the Friends board.

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

- Public School visits. Hendy Avenue class visits to the West Elmira Library have begun. Diven Elementary have requested having CCLD visit their school. This is still in the investigative stage.
- NYS Retirement costs. CCLD administration has received projected costs for both fiscal years 2013 and 2014 from New York State.
- Friends / Foundation. Movies at the Horseheads Library are in full swing thanks to a donation from the Horseheads Foundation. The Foundation is paying for a plaque in memory of Ruth B. Leet. After a formal request for a ceremony has been received, Mr. Shaw will respond with available dates, publicity options, etc. A patron complaint regarding the shrubs at the Horseheads Library is currently being The Steele Memorial Library Friends' group has a new President – Joe Caparulo.
- Adult Programming. Upcoming events include an October 1st book discussion group (author - Laurie R. King) and a Skype event with Ms. King on October 15th. A poetry reading is scheduled for October 22nd. All events are being held at the Steele Library.
- Outreach Events. The Bookmobile staff will attend the October 13th Oktoberfest in Elmira Heights.

- Youth Services. Upcoming events include a special midnight showing of “The Rocky Horror Picture Show”. A patron has complained about this event and Mr. Shaw has responded. Other movies leading up to the Haunted Library on October 26th are Dark Shadows on the 6th, Bram Stokers Dracula on the 11th and Nosferatu on the 18th.
- STLS issues. Mr. Shaw will meet with the Directors of other member libraries to iron out standardization of loan periods, number of checkouts, renewals and holds. At that meeting on September 27th, there will be an eBook Panel Discussion by several staff members from CCLD. It was noted that Mr. Shaw has become the President of the Director’s Association. STLS will be purging all patron Social Security numbers currently listed in the system. The Annual meeting of STLS will be held on October 23rd. The program will center on Creating the Future – a 2020 Vision Plan for Library Service in New York State. All board members are invited to attend.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2012-52). Ms. Reynolds requested that board members review the proposed changes to the CCLD By-laws. A vote on the changes will be on the agenda for the October meeting. It was noted that CCLD staff continue to work on Policies & Procedures for Unattended Children (including rules for computer use by children). This policy will be brought to the board for review in January.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2012-53). It was reported that CCLD has received a notice from our insurance agent that the insurance company who has carried our Worker’s Comp insurance will not renew at the end of the year. Our agent will be requesting new quoted from other insurance companies in November.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2012-54). Mr. Schwesinger will meet with representatives from the Rural Stormwater Coalition on September 24th. They will be touring the Green Roof at the Steele Library. A minor upgrade to the elevator at the Steele Library is expected to be completed this month. It includes placing an emergency phone line inside the elevator and upgrading the mechanism that operates the doors. He hopes to include replacement of the elevator in grant requests for fiscal year 2014.

New York State Construction projects will begin this month. At Steele, a purchase order has been issued for the construction of the Quiet Room. Initial drafts have been completed for the Youth Services Area, the Circulation Area and a new Computer Room. Maintenance on the skylights has begun. At the Horseheads Library, a third draft of the Meeting Room has been received and an initial draft of the Circulation Area has been completed. The Barber Funeral Home is repaving the parking lot and the Horseheads Foundation has agreed to pay the amount charged to CCLD. At the West Elmira and Big Flats Libraries, purchase orders have been issued for the window replacements, the power wash/ tuck and the cleanout of the roof scuppers.

Personnel Committee. Mr. Smith moved, seconded by Ms. Conwell to move to Executive Session to discuss a personnel issue. Mr. Smith moved, seconded by Mr. Roberts to come out of Executive Session. Ms. Conwell moved, seconded by Ms. Cady to approve the Agreement between CCLD and its Management Staff for January 1, 2012 – December 31, 2013 as submitted in writing to the board from the Personnel Committee. Motion Carried.

New Business. Mr. Roberts moved, seconded by Ms. Reynolds to approve for payment invoices from Sayles and Evans in the amount of \$12,251.50 and Freestyle Stripping in the amount of \$990. Motion Carried.

Public Expression. None

The meeting was adjourned at 7:43pm. The next regular meeting of the board will be held on Thursday, October 18th, 2012 at 6:00pm at the Big Flats Library, 78 Canal Street, Big Flats, New York.

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2012-56)

Financial Report - September 30, 2012

Income	2012 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through the Year	Notes
Library Fines, Fees & Contributions	\$ 92,375	\$ 61,315	\$ 31,060	66%		
Grants (other than N.Y.S.)	\$ -	\$ 36,882				Includes Friends donations - Steele \$17,882 and HH \$19,000
Foundation Contributions	\$ 165,000	\$ 40,000	125,000	24%		
Library District Tax Receipts	\$ 2,528,243	\$ 2,529,716	(1,473)	100%		Includes PILOT funds for Empire Pipeline
Interest on Investments	\$ 3,000	\$ 1,590	1,410	53%		
State Aid	\$ -					
Central Library Development	\$ 80,000	\$ 83,954	(3,954)	105%		
Central Book Aid	\$ 54,000	\$ 57,168	(3,168)	106%		
Local Library Services Aid	\$ 37,000	\$ 33,372	3,628	90%		Incl. 4th Qtr of 2011 FINAL for LLSA
Other State Aid	\$ 1,600	\$ 150,176	(148,576)	9386%		Final for Green Roof Project \$37,391 / State Const 2012 projects \$112,785
TOTAL INCOME	\$ 2,961,218	\$ 2,994,172	\$ 3,928	101%	75%	

Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
Personnel						
Salaries	1,220,509	\$ 920,914	\$ 299,595	75%		
Sunday & Holiday Salaries	9,342	\$ 3,079	6,263	33%		
Employee Benefits	745,012	\$ 475,523	269,489	64%		
Subtotal - Personnel Expenses	1,974,863	\$ 1,399,516	575,348	71%	75%	
Contractual						
Equipment	14,103	\$ 14,103	0	100%		Includes \$2,400 (air drier) and \$5650 (workstation) for HVAC system at Steele, \$5,072 (AV equip) & \$581 BF Study Carrolls (Pd by Friends of Steele), \$2,793 (E-readers Pd by HH Foundation)
Telephone	10,000	\$ 6,771	3,229	68%		
Supplies	37,400	\$ 37,400	0	100%		\$20,545 Includes Marketing Committee expenses of \$10,745, purchase of DVD Shelves \$4,839 (Pd by HH Found), Mango Lang. \$ 4,961 (\$2,500 Pd by Steele Friends)
Travel & Continuing Education	16,100	\$ 9,474	6,626	59%		
Repairs & Maintenance	40,274	\$ 31,932	8,342	79%		
Postage	8,000	\$ 4,523	3,477	57%		
Education - Tuition Assistance	5,200	\$ 2,866	2,334	55%		
Library Materials (books, video, etc.)	313,300	\$ 221,628	91,672	71%		
Utilities	80,000	\$ 52,854	27,146	66%		
Building Cleaning Supplies	13,000	\$ 11,356	1,644	87%		
Fuel, Gas & Oil (Bookmobile)	3,600	\$ 2,864	736	80%		
Insurance	33,293	\$ 23,632	9,661	71%		
Vehicle Operation / Maintenance	1,000	\$ 152	848	15%		
Professional Fees (audit, engineer/legal fees)	36,900	\$ 36,900	0	100%		Includes \$13,491 in Attorney Fees (2011 & 2012)
Data Processing Expenses (Cost Share)	70,945	\$ 57,678	13,267	81%		
Payment of Taxes	4,575	\$ 4,517	58	99%		
Library Programming	23,000	\$ 23,000	0	100%		\$6,838 in expenses Pd by Friends groups, \$460 in VE special grant funds, \$2,060 Marketing Comm.
Chemung County costs (B&G, vision)	18,021	\$ 8,866	9,155	49%		
Capital Improvements	25,000	\$ 41,469	(16,469)	166%		FINAL payment for Game Tables, etc at Steele
Contingency Fund	111,053	\$ 36,399	74,654	33%		Equipment \$6,269, Supply \$ 19,956, Library Programming \$9,024.32, Prof. Fees \$1,149
Debt Service	\$ 60,028	\$ 46,519	13,509	77%		
TOTAL EXPENSE	\$ 2,899,655	\$ 2,074,419	\$ 825,236	72%	75%	

**Chemung County Library District General Fund
Unpaid Bills Detail**

Document #2012-57

As of October 10, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
B & C Photo, Inc.			
	10/09/2012	Camera for Bookmobile	169.95
Total B & C Photo, Inc.			<u>169.95</u>
Barn Livin' LLC			
	10/09/2012	Project Manager-NYS Const-Invoice #1 per contract	9,615.00
Total Barn Livin' LLC			<u>9,615.00</u>
Barnes & Noble, Inc.			
	10/09/2012	Library Materials - VE	64.98
Total Barnes & Noble, Inc.			<u>64.98</u>
Brodart Co.			
	10/09/2012	hang up bags-ST	193.50
Total Brodart Co.			<u>193.50</u>
Capabilities, Inc.			
	10/09/2012	Library Cleaning - HFL, WE, & BF Sept	807.40
Total Capabilities, Inc.			<u>807.40</u>
Casella Waste Systems, Inc.			
	10/09/2012	SEPT Garbage disposal - BF, HFL, & WE	155.54
Total Casella Waste Systems, Inc.			<u>155.54</u>
City of Elmira			
	10/09/2012	2012 Fire Inspection -ST	37.50
Total City of Elmira			<u>37.50</u>
Creative Data Products			
	10/09/2012	Overdue mailers - all libraries	447.00
Total Creative Data Products			<u>447.00</u>
Demco, Inc.			
	10/09/2012	WE new sidewalk sign / bookmarks	195.07
Total Demco, Inc.			<u>195.07</u>
First Transit			
	10/09/2012	Bookmobile fuel - 8/29-9/25/12	377.37
Total First Transit			<u>377.37</u>
Gale Group, Inc.			
	10/09/2012	ST Fiction -SEPT Purchases	604.20
Total Gale Group, Inc.			<u>604.20</u>
Imperial Door Controls, Inc.			
	10/09/2012	BF doors - parts replacements	205.00
Total Imperial Door Controls, Inc.			<u>205.00</u>
MidWest Tape			
	10/09/2012	DVD/Audio purchases - ST, HFL, & WE	3,782.57
Total MidWest Tape			<u>3,782.57</u>

Unpaid Bills Detail

As of October 10, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Office Equipment Source, Inc.			
	10/09/2012	ANNUAL Maint contract on BF copier 10/12-10/13	180.00
Total Office Equipment Source, Inc.			<u>180.00</u>
Recorded Books			
	10/09/2012	AV purchases - Steele	694.07
Total Recorded Books			<u>694.07</u>
Southern Tier Library System			
	10/09/2012	SEPT Processing fees	895.00
	10/09/2012	eBook purchases FIC & NF	788.24
Total Southern Tier Library System			<u>1,683.24</u>
Southside High School			
	10/09/2012	2012 yearbook	55.00
Total Southside High School			<u>55.00</u>
Supermedia LLC			
	10/09/2012	Advertising-phone book ad-monthly fee	37.00
Total Supermedia LLC			<u>37.00</u>
Swift Office Equipment, Inc.			
	10/09/2012	3rd Qtr Maint. contract on copiers ST & HH	789.56
Total Swift Office Equipment, Inc.			<u>789.56</u>
Torch EFA			
	10/09/2012	2012 yearbook	60.00
Total Torch EFA			<u>60.00</u>
Unique Management Services, Inc.			
	10/09/2012	SEPT Collection Fees - all libraries	749.81
Total Unique Management Services, Inc.			<u>749.81</u>
Vasco Brands, Inc.			
	10/09/2012	Paper supplies	277.75
Total Vasco Brands, Inc.			<u>277.75</u>
Wendy Knott			
	10/09/2012	Oct/Nov Crochet Programs - ST	45.00
Total Wendy Knott			<u>45.00</u>
Joan Santulli			
	10/09/2012	Library orders placed on Joan's debit card	222.57
			<u>222.57</u>
			<u><u>21,449.08</u></u>

Unpaid Bills Detail

As of October 10, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
	10/09/2012	Reference materials	<u>138.35</u>
Total Baker & Taylor Books			<u>138.35</u>
Matthew Bender & Co., Inc.			
	10/09/2012	Reference Material	<u>668.68</u>
Total Matthew Bender & Co., Inc.			<u>668.68</u>
Southern Tier Library System			
	10/09/2012	eBook purchases - Fiction/NF/JUV	<u>2,503.47</u>
Total Southern Tier Library System			<u>2,503.47</u>
			<u><u>3,310.50</u></u>

Unpaid Bills Detail

As of October 3, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	10/03/2012	Purchases - all libraries 8/8-9/7/12	1,336.15
Total Amazon Credit Plan			<u>1,336.15</u>
AT&T			
	10/03/2012	long dist chg for Sept - ST	8.20
Total AT&T			<u>8.20</u>
AudioGo			
	10/03/2012	AV purchases-ST invoice	1,035.56
Total AudioGo			<u>1,035.56</u>
Brian Ewanyk			
	10/03/2012	Mileage reimb - Sept	24.98
Total Brian Ewanyk			<u>24.98</u>
Caroline Poppendeck			
	10/03/2012	Mileage Reimbursement - Sept / train purchase	129.48
Total Caroline Poppendeck			<u>129.48</u>
CCLD Petty Cash			
	10/03/2012	Petty Cash reimbursement - BF/VE	105.75
Total CCLD Petty Cash			<u>105.75</u>
Center Point Large Print			
	10/03/2012	ST Fiction/BKM - large print	296.58
Total Center Point Large Print			<u>296.58</u>
Chemung Canal Trust Company			
	10/03/2012	SEPT credit card purchases- Admin	60.00
Total Chemung Canal Trust Company			<u>60.00</u>
CHILDREN'S PLUS INC.			
	10/03/2012	Books Purchased - HH/BKM	443.11
Total CHILDREN'S PLUS INC.			<u>443.11</u>
Chris Corter			
	10/03/2012	Mileage Reimbursement - 9/14-9/27/12	82.14
Total Chris Corter			<u>82.14</u>
Deborah L. Brimmer			
	10/03/2012	mileage reimb. for SEPT	58.83
Total Deborah L. Brimmer			<u>58.83</u>
Elmira Water Board			
	10/03/2012	Water bill - ST 7/3-9/4/12	359.56
Total Elmira Water Board			<u>359.56</u>
Eric King			
	10/03/2012	Patron Refund - ST	25.00
Total Eric King			<u>25.00</u>
Faye Crance			
	10/03/2012	SEPT Programming - VE Paid with grant \$	40.00
Total Faye Crance			<u>40.00</u>

Unpaid Bills Detail

As of October 3, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
First Transit			
	10/03/2012	Bookmobile fuel - 7/27-8/22/12	457.02
Total First Transit			<u>457.02</u>
Ingram Library Services			
	10/03/2012	Library materials - All	11,058.78
Total Ingram Library Services			<u>11,058.78</u>
Kimberly Jones			
	10/03/2012	Mileage for Trip to BKM Conference in VA	500.00
Total Kimberly Jones			<u>500.00</u>
Petty Cash-Haunted Library			
	10/03/2012	Advance cash for purchase of supplies	2,300.00
Total Petty Cash-Haunted Library			<u>2,300.00</u>
Petty Cash-Steele			
	10/03/2012	Supplies, Postage, programming, & Other	792.40
Total Petty Cash-Steele			<u>792.40</u>
Random House, Inc.			
	10/03/2012	AV purchases - ST	511.21
Total Random House, Inc.			<u>511.21</u>
Recorded Books			
	10/03/2012	AV purchases - Steele	445.48
Total Recorded Books			<u>445.48</u>
Reliable Office Supplies			
	10/03/2012	Office supplies-HH	67.47
Total Reliable Office Supplies			<u>67.47</u>
Scholastic Library Publishing			
	10/03/2012	HFL book purchases-JUV	152.10
Total Scholastic Library Publishing			<u>152.10</u>
Scio Memorial Library			
	10/03/2012	Lost Book - paid at ST	17.00
Total Scio Memorial Library			<u>17.00</u>
SmileMakers			
	10/03/2012	Program supplies - WE	60.39
Total SmileMakers			<u>60.39</u>
Star Gazette			
	10/03/2012	Annual Subscription 9/1/12-8/31/13 HH	287.40
Total Star Gazette			<u>287.40</u>
Suzette Morgan			
	10/03/2012	Patron refund for Isadora Morgan	25.00
Total Suzette Morgan			<u>25.00</u>

Unpaid Bills Detail

As of October 3, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Tim Cleary			
	10/03/2012	October 2 program at BF	100.00
Total Tim Cleary			<u>100.00</u>
Time Warner Cable			
	10/03/2012	VPN/Phone -WE, ST, BF, & HFL	615.44
Total Time Warner Cable			<u>615.44</u>
Vasco Brands, Inc.			
	10/03/2012	Paper/Cleaning supplies	459.68
Total Vasco Brands, Inc.			<u>459.68</u>
Verizon Wireless			
	10/03/2012	BKM/Admin. cellular service 9/19/12 - 10/18/12	182.29
Total Verizon Wireless			<u>182.29</u>
Watkins Glen Public Library			
	10/03/2012	Lost book paid to ST	7.00
Total Watkins Glen Public Library			<u>7.00</u>
WSKG Public Television & Radio			
	10/03/2012	DVD purchase -Flood of '72	50.00
Total WSKG Public Television & Radio			<u>50.00</u>
Energy Savers of Chemung, Ltd.			
	10/03/2012	Caulking of Skylights at ST	2,930.00
Total Energy Savers of Chemung, Ltd.			<u>2,930.00</u>
			<u><u>25,024.00</u></u>

Report of the October 3rd, 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, October 3rd, 2012 beginning at 6pm. Attending the meeting were Georgia Reynolds and Marge Kappanadze; Joan Santulli and Ronald Shaw, CCLD management. The meeting opened at 6pm.

President Reynolds stated that she has attended the planning meetings for the Haunted Library and is impressed with how staff member Pam Lee is running and organizing the event.

Director Ron Shaw discussed the following:

- People Counters located in our libraries give a slightly more accurate number of patrons using our facilities.
- There were 60+ people in attendance at the midnight showing of “The Rocky Horror Picture Show”. Mr. Shaw received a letter from a patron who stated that they changed their mind about whether or not the library should show such a film after reading his “Viewpoint” article in the local newspaper.
- CCLD will meet New York State guidelines for starting the construction projects at each of our libraries.
- Mr. Shaw will be meeting with the Community Foundation on October 12th to request a grant to assist in the construction of the Quiet Room at the Steele Library.
- Several consent items for the October board meeting include the proposed changes to the By-Laws, the approval of the Library District’s 2012-2018 Strategic Plan and a Free Direct Access Plan for the Southern Tier Library System.

Regarding the October 3rd, 2012 Unpaid Bills Detail for the General Fund bills totaling \$25,024.00, Ms. Santulli will send the list out via e-mail to Budget & Finance Committee members to receive their vote via e-mail. Checks will be mailed to vendors and the bill list will be approved at the October meeting of the Board of Trustees.

Mr. Shaw informed the Committee that he will be on vacation from October 14th – October 23rd. Ms. Chris Corter will be in charge during his absence.

The meeting adjourned at 6:28pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, November 7th, 2012 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2012-59

Report of the October 10th, 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, October 10th, 2012, beginning at 8:00am. Attending the meeting were CCLD board members Sue Cook, Georgia Reynolds, Marge Kappanadze and Denny Smith. Also attending were Joan Santulli and Ron Shaw, CCLD Administration. The meeting opened at 8:00am.

The following topics were discussed:

- The Committee reviewed the September 30th, 2012 Financial Report.. The Committee directed that the report be forwarded to the full CCLD board for its consideration.
- Ms. Santulli reported that the Library District has received a notice from the Chemung County Insurance Department regarding the health insurance plans for 2013. The memo states that “for the first time in several years we are looking at significant rate increases.” She and Mr. Shaw will be attending a meeting on Thursday, October 11th to discuss the plans and the 2013 proposed rates.
- Ms. Santulli presented and discussed the October 10th, 2012 Unpaid Bills Detail. The list includes the first payment to Sue Oliver (Barn Livin’) for the pre-construction phase (creating blueprints, etc.) of the 2012 State Construction Projects. The General Fund bills total \$21,449.08 and \$3,310.50 total for the Grant Fund. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.
- Mr. Shaw reported on the status of the 2012 NYS Construction Grants, the 2013 NYS Construction Grants.
- The Committee reviewed the September 30th, 2012 Fund Balance Report.

The meeting adjourned at 8:38am. The next meeting of the Budget & Finance Committee will be held on Wednesday, November 14th, 2012 in the Petrie Conference Room of the Steele Memorial Library.

Document #2012-60

Report of the October 10th, 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, October 10th, 2012, beginning at 3pm. Board members attending the meeting were Georgia Reynolds, John Savash, 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 distributed the CCLD 2012 Capital Projects Master Project Schedule. He then reviewed the status of all the 2012 & 2013 State Construction projects. All projects will be started within the timeframe designated by the State. The projected completion date for all projects is January 18, 2013. This schedule is subject to change at any time.

The meeting adjourned at 4:00pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, November 14th, 2012 at 3pm in the Director's Office at the Steele Memorial Library.