



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](http://www.cclld.lib.ny.us)

## Agenda

The August 2012 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, August 16, 2012 at 6:00 pm at the **Central Branch (Steele Memorial) 101 E. Church St. Elmira, NY 14901**. The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Reynolds (796-9292), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (documents #2012-43)
4. Treasurer's report
  - a) Financial report (document #2012-44)
  - b) Report of Unpaid Bills Detail (document #2012-45)
5. Correspondence
6. President's report
  - Consent Item Approval of a CCLD Representative to the STLS Board of Trustees  
RESOLVED to approve the appointment of Ms. Cindy Emmer as a CCLD representative to the Southern Tier Library System Board of Trustees for a five-year term (2013-2017).
  - Consent Item Approval of a CCLD Representative to the Steele Memorial Library Foundation.  
RESOLVED to approve the appointment of Ms. Marge Kappanadze as a CCLD representative to the Steele Memorial Library Foundation Board effective January 1, 2013.
7. Director's report
8. Committee reports:
  - a) Executive Committee (Reynolds)
    - 1) Report of the Committee meeting (document #2012-46)
  - b) Budget & Finance Committee (Cook)
    - 1) Report of the Committee meeting (document 2012-47)Consent Item Approval of the 2013 CCLD Budget  
RESOLVED upon the recommendation of the Budget and Finance Committee, to approve the CCLD 2013 budget as submitted by the Budget & Finance Committee for submission to public vote in November 2012
  - c) Building & Grounds Committee (Schwesinger)
    - 1) Report of the Committee meeting (document 2012-48)
  - (d) Personnel Committee (Conwell)

9. Old business
10. New business
11. Period for public expression
12. Adjournment

*(Minutes of the July 2012 meeting of the Chemung County Library District Board of Trustees.  
Document #2012-43)*

**Minutes of the July 2012 meeting of the Chemung County Library District Board of Trustees.** The July meeting was held on Thursday, July 19, 2012 at the Steele Memorial Library, 101 East Church Street, Elmira, New York. President Georgia Reynolds called the meeting to order at 6:00pm. Present were Rita Dery, Robin Fitzgerald, John Savash, Tina Hager, Sue Cook, Mary Beth Conwell, Marge Kappanadze, Ann Cady, Allen C. Smith, Karl Schwesinger, Timothy Blandford, Richard Roberts and Jessica Roberts. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

**Minutes.** The minutes of the June 2012 meeting (Document #2012-37) were presented for board review. Corrections to the minutes included the date of the meeting and the location where it was held. The minutes were approved as corrected by unanimous consent.

**Financial Report.** The June 30, 2012 Financial Report (Document #2012-38) was presented for board review. Ms. Cook stated that board members should pay attention to the "note" field in the financial report. Explanations to the budget lines that are new for the month will appear in blue ink. By unanimous consent the June Financial Report was approved as distributed and will be filed for audit.

**Report of Unpaid Bills** (Document #2012-39). It was requested that the administration make sure that the List of Unpaid Bills posted on the web includes all the worksheets in the file. By unanimous consent, the board authorizes the payment of the unpaid bills dated 7/2/12 General Fund - \$32,238.19 and Grant Fund - \$3,687.42 and the unpaid bills dated 7/11/12 – General Fund - \$15,383.59 and Grant Fund - \$1,258.04 as distributed.

**President's Report.** Ms. Reynolds introduced two guests attending the meeting: Cindy Emmer of Elmira who represents CCLD on the board of the Southern Tier Library System (STLS) and Jill Thomas Clark who resides in the 9<sup>th</sup> Election District.

Ms. Reynolds reported that Cindy Emmer has agreed to be appointed to serve a full term as a trustee representing CCLD on the STLS board of trustees. This will be a **consent item on the agenda for the August board meeting**. She stated that both Ms. Emmer and Ms. King (who also represents CCLD on the STLS board) have visited all CCLD libraries and many of the libraries in the five counties that are included in STLS's service area.

Ms. Reynolds acknowledged receipt of two letters from the Public Library Foundation of Chemung County (PLF). The first included a \$10,000 check representing the second quarterly transfer of funds for 2012 and the second included the anticipated funding for budget year 2013. It also included items that the Foundation is willing to fund for the Horseheads Library with the 2013 distribution to CCLD.

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

- Van Etten Library. A copy of a photo of a recent visitor to the Van Etten Library was passed around. In the middle of the day, a snake made an appearance, coming into the library from the roof. A patron caught the snake and removed it from the library.
- Bookmobile. A map of proposed stops for the fall schedule was passed around. Route changes are expected to be made in mid-August. The Bookmobile will be participating in an outreach event – Strong Kids/Safe Kids – being held at the County Fair Grounds on August 18, 2012.
- Southport Community Center. The Southport Town Supervisor has been informed of CCLD's decision regarding the possibility of including a library in their plans for a new building. Statistics have been reviewed to determine the value that Southport residents receive for library services provided by CCLD.

- **Grant Requests.** CCLD is applying for a grant from the Smithsonian to host an exhibition of Native American artifacts. The grant must be applied for a year in advance. Staff member Amanda Farley is assisting in filling out this application. An application is also being submitted to the National Endowment for the Humanities (RON??) to bring a “Muslim Journeys, a Bridging Cultures Bookshelf Program” to the Steele Library. The program includes a collection of books and three documentary films with public performance rights. This application is due by September 25, 2012. Mr. Shaw will request \$2,000 in funding from the Friends group to offset the expenditures incurred with these programs.
- **Friends of the Steele Library.** The new A/V equipment paid for by the Friends has been installed in the Steele Library auditorium. Staff has been trained on the equipment and there will be training for the Friends group scheduled in the fall. The Mango Language program paid for by the Friends has had 266 sessions in the first month it has been offered to the public. The most popular languages being accessed are French, Spanish and Russian. CCLD is applying to participate in World Book Night 2013. The deadline is September 1, 2012. This program gives away copies of specially-printed editions of popular books. Last year the Horseheads, Van Etten and Steele Libraries participated. Mr. Shaw will check with the Friends to determine whether or not they are interested in funding this event.
- **Marketing Committee.** Mr. Shaw passed around copies of the signs that have been installed on the backs of several transit busses. He stated that the Family Reading Partnership signs are still being worked on. New artwork is expected from local artist Tedd Arnold.
- **Adult Programming Committee.** There are currently 177 adults registered for the adult Summer Reading Club which runs until August 10, 2012. Author and advice columnist Amy Dickinson will be at the Steele Library on August 13<sup>th</sup> to close out the program. For the concert series being sponsored by the Friends of the Steele Library, there were 130 in attendance at the first concert and 70 who attended the second one.
- **Youth Services.** The plans for the final Summer Reading Club party being held at Eldridge Park are coming together. There will be a DJ, an inflatable obstacle course, ice cream, games and carousel rides for those in attendance. The Haunted Library is scheduled for October 26, 2012 and the theme in 2012 is Vampires. An application has been submitted to the Southern Tier Library System for a mini-grant in the amount of \$1,000 that targets teen moms and their children. The application has not yet been approved by STLS. Mr. Shaw reported that the Head Start program in the County has had representatives attending the SRC events to have information and applications available to those attending the library programs.
- **STLS issues.** A reminder that the Library District September board meeting will be held at the STLS headquarters in Painted Post. The Library District’s applications for 2013 State Construction funding has been approved by the STLS board. On Thursday, September 6<sup>th</sup>, STLS will hold a Director’s Advisory Council meeting in Bath, NY and on Thursday September 20<sup>th</sup>, three CCLD staff members will be part of a panel discussion regarding eReaders at the Southern Tier Directors Association.
- **Circulation issues.** Several issues that need to be addressed with STLS include patrons paying CCLD fines at other STLS libraries and those fines not getting recorded properly. Due to the fact that there are several patrons who may have the same name, STLS is discussing having a standardized library card application that all libraries will utilize. CCLD will require that these new applications include the last 4 digits of social security numbers, driver’s license numbers and the patron’s date of birth. The last issue that needs attention is a patron (employed by STLS) who took out 34 DVD’s at the same time and used STLS loan periods instead of CCLD’s - the owning library. Mr. Shaw has already spoken to the Rusty Wigg, the Director of STLS regarding these issues.

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2012-40). There was no further discussion.

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2012-41). At their meeting they reviewed the first draft of the proposed 2013 Library District budget. No changes were made as the budget stayed within the 2% increase to the tax cap allowed by New York State. Following tonight’s board meeting, paper copies of the budget will be distributed

to board members for their review. The vote on the adoption of the 2013 budget will be held at the August 16, 2012 board meeting.

Mr. Shaw stated that he has registered for a webinar being sponsored by the Office of the State Comptroller regarding the property tax cap.

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2012-42). The applications for the 2013 Construction grants submitted to New York State have been discussed several times both in Committee and at the board level. Mr. Schwesinger moved, seconded by Mr. Savash to approve CCLD's construction grant applications for 2013 as submitted to STLS for the Public Library Construction Grant Program. Vote: Motion Carried.

Mr. Shaw stated that Sue Oliver, the project manager for the 2012 State Construction projects will meet with him at the beginning of August to review the status with initial project proposals. The Library District staff will be contacted for their input on certain projects that affect their library.

Mr. Savash requested that the Capital Projects worksheet that he created be distributed to the full board. He stated that the worksheet shows a 5-year average. If the worksheet is updated each year, it can be used in determining capital projects to include in the operating budget in the future.

**Old Business.** None

**New Business.** Several board seats will be open for Election in November. They are as follows:

District #2	open for a 3 year term
District #7	open for a 3 year term
District #9	open for a 1 year term
District #11	open for a 3 year term
District #12	open for a 3 year term
District #13	open for a 1 year term
District #15	open for a 3 year term

Petitions are available in the Library District Business Office and will be available on the web. The deadline for petitions to be filed with the Library District Business Office or the Secretary is Wednesday, August 29<sup>th</sup>, 2012 by 3:00pm. The names will then be forwarded to the Chemung County Board of Elections for inclusion on the ballots for the General Election to be held on November 6, 2012.

Mr. Savash stated that his children are being home-schooled and he is very impressed that the staff at the West Elmira Library, in particular Ms. Hancock, holds a story hour that is geared totally toward home-schooled kids. She does an outstanding job.

**Public Expression.** None

The meeting was adjourned at 7:30pm. The next regular meeting of the board will be held on Thursday, August 16<sup>th</sup>, 2012 at 6:00pm at the Steele Memorial Library, 101 East Church Street, Elmira, New York.

**CHEMUNG COUNTY LIBRARY DISTRICT**

**(DOCUMENT #2012-44)**

**Financial Report - July 31, 2012**

<b>Income</b>	<b>2012 Annual Budget</b>	<b>Received to Date</b>	<b>Balance Remaining</b>	<b>Percentage Received</b>	<b>Percentage through the Year</b>	<b>Notes</b>
Library Fines, Fees & Contributions	\$ 92,375	\$ 47,778	\$ 44,597	52%		
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	\$ 1,292	1,708	43%		
<b>State Aid</b>	\$ -					
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	\$ 150,176	(148,576)	9386%		Final for Green Roof Project \$37,391 / State Const 2012 projects \$112,785
<b>TOTAL INCOME</b>	<b>\$ 2,961,218</b>	<b>\$ 2,809,116</b>	<b>\$ 188,984</b>	<b>95%</b>	<b>58%</b>	

<b>Expense</b>	<b>Annual Budget</b>	<b>Expended to Date</b>	<b>Balance Remaining</b>	<b>Percent Expended</b>	<b>Percentage through Year</b>	<b>Notes</b>
<b>Personnel</b>						
Salaries	1,220,509	\$ 729,657	\$ 490,852	60%		
Sunday & Holiday Salaries	9,342	\$ 3,079	6,263	33%		
Employee Benefits	745,012	\$ 376,950	368,062	51%		
<b>Subtotal - Personnel Expenses</b>	<b>1,974,863</b>	<b>\$ 1,109,686</b>	<b>865,177</b>	<b>56%</b>	<b>58%</b>	
<b>Contractual</b>						
Equipment	14,103	\$ 14,103	0	100%		Includes \$2,400 (air drier) and \$5650 (workstation) for HVAC system at Steele / \$5,072 (AV equip) paid by Friends of Steele
Telephone	10,000	\$ 4,627	5,373	46%		
Supplies	37,400	\$ 37,400	0	100%		\$18,765 Includes Marketing Committee expenses \$8,965 (pencils, magnets, kindles, etc), purchase of DVD Shelves \$4,839 (pd by HH Found), Mango Lang. \$ 4,961 (\$2,500 paid by Steele Friends)
Travel & Continuing Education	16,100	\$ 7,647	8,453	47%		
Repairs & Maintenance	40,274	\$ 28,341	11,933	70%		
Postage	8,000	\$ 414	7,586	5%		
Education - Tuition Assistance	5,200	\$ 2,866	2,334	55%		
Library Materials (books, video, etc.)	313,300	\$ 165,357	147,943	53%		
Utilities	80,000	\$ 35,268	44,732	44%		
Building Cleaning Supplies	13,000	\$ 9,857	3,143	76%		
Fuel, Gas & Oil (Bookmobile)	3,600	\$ 2,598	1,002	72%		
Insurance	33,293	\$ 18,893	14,400	57%		
Vehicle Operation / Maintenance	1,000	\$ 151	849	15%		Refund received prior to payment of invoice
Professional Fees (audit, engineer/legal fees)	36,900	\$ 23,225	13,675	63%		
Data Processing Expenses (Cost Share)	70,945	\$ 39,068	31,877	55%		
Payment of Taxes	4,575	\$ 4,517	58	99%		
Library Programming	23,000	\$ 23,000	0	100%		\$2,977 in expenses paid for by Friends of Steele
Chemung County costs (B&G, vision)	18,021	\$ 7,560	10,461	42%		
Capital Improvements	25,000	\$ 40,479	(15,479)	162%		FINAL payment for Game Tables, etc at Steele
Contingency Fund	111,053	\$ 19,897	91,156	18%		Equipment \$3,170, Supply \$ 13,948, Programming \$2,779
Debt Service	\$ 60,028	\$ 31,013	29,015	52%		
<b>TOTAL EXPENSE</b>	<b>\$ 2,899,655</b>	<b>\$ 1,625,967</b>	<b>\$ 1,273,688</b>	<b>56%</b>	<b>58%</b>	

**Unpaid Bills Detail**

As of August 7, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Baker &amp; Taylor Books</b>			
	08/07/2012	Reference materials	<u>65.65</u>
Total Baker & Taylor Books			<u>65.65</u>
<b>City Directories</b>			
	08/07/2012	Reference materials	<u>388.80</u>
Total City Directories			<u>388.80</u>
<b>Grey House Publishing</b>			
	08/07/2012	Reference Material	<u>222.00</u>
Total Grey House Publishing			<u>222.00</u>
<b>Southern Tier Library System</b>			
	08/07/2012	eBook purchases - Fiction & Youth, processing fees - July	<u>2,192.67</u>
Total Southern Tier Library System			<u>2,192.67</u>
<b>Value Line Publishing, Inc.</b>			
	08/07/2012	reference materials	<u>629.00</u>
Total Value Line Publishing, Inc.			<u>629.00</u>
			<u><u><b>3,498.12</b></u></u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of August 8, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Barnes &amp; Noble, Inc.</b>			
	08/08/2012	Library Materials - WE, BKM, & VE	122.36
Total Barnes & Noble, Inc.			<u>122.36</u>
<b>Blackbourn Media Packaging</b>			
	08/08/2012	AV supplies for WE	184.49
Total Blackbourn Media Packaging			<u>184.49</u>
<b>Brodart Co.</b>			
	08/08/2012	Supplies - all libraries	137.46
Total Brodart Co.			<u>137.46</u>
<b>Capabilities, Inc.</b>			
	08/08/2012	Library Cleaning - HFL, WE, & BF JULY 2012	807.40
Total Capabilities, Inc.			<u>807.40</u>
<b>Center Point Large Print</b>			
	08/08/2012	BKM - large print	39.54
Total Center Point Large Print			<u>39.54</u>
<b>Chemung Canal Trust Company</b>			
	08/08/2012	June credit card purchases- ST, Admin., BKM, BF, HFL	172.74
Total Chemung Canal Trust Company			<u>172.74</u>
<b>Connie Oglivie</b>			
	08/08/2012	Reimb - programs & supplies	67.01
Total Connie Oglivie			<u>67.01</u>
<b>Creative Product Source</b>			
	08/08/2012	Programming supplies-WE	221.70
Total Creative Product Source			<u>221.70</u>
<b>Demco, Inc.</b>			
	08/08/2012	St - supplies, BF - equip.	674.22
Total Demco, Inc.			<u>674.22</u>
<b>Doris Jean Metzger</b>			
	08/08/2012	Programming - SRC	42.53
Total Doris Jean Metzger			<u>42.53</u>
<b>EBSCO Subscription Services</b>			
	08/08/2012	Periodicals-annual renewals-all libraries	10,189.53
Total EBSCO Subscription Services			<u>10,189.53</u>
<b>First Transit</b>			
	08/08/2012	Bookmobile fuel - 7/6/12 - 7/20/12	265.88
Total First Transit			<u>265.88</u>
<b>Gale Group, Inc.</b>			
	08/08/2012	ST Fiction -July Purchases	313.31
Total Gale Group, Inc.			<u>313.31</u>
<b>H. L. Treu Office Supply Corp.</b>			
	08/08/2012	Supplies - ST	40.60
Total H. L. Treu Office Supply Corp.			<u>40.60</u>
<b>Madeline Lauria</b>			
	08/08/2012	mileage reimbursement 7/25/12	10.55
Total Madeline Lauria			<u>10.55</u>
<b>MidWest Tape</b>			
	08/08/2012	DVD/Audio purchases - ST, HFL, & WE	2,149.23
Total MidWest Tape			<u>2,149.23</u>
<b>Office Equipment Source, Inc.</b>			
	08/08/2012	Quarterly Maint contract on BF copier Apr I- July 2012	22.83
Total Office Equipment Source, Inc.			<u>22.83</u>



**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of August 8, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>ProQuest LLC</b>			
	08/08/2012	SG microfilm - March 2012	13.71
Total ProQuest LLC			<u>13.71</u>
<b>Random House, Inc.</b>			
	08/08/2012	AV purchases - ST	87.25
Total Random House, Inc.			<u>87.25</u>
<b>Recorded Books</b>			
	08/08/2012	AV purchases - Steele	441.40
Total Recorded Books			<u>441.40</u>
<b>Reliable Computer Products</b>			
	08/08/2012	printer cartridges - ST, WE, VE	231.52
Total Reliable Computer Products			<u>231.52</u>
<b>Ronald Shaw</b>			
	08/08/2012	Mileage Reimb.- 5/15/12 - 6/29/12	200.91
Total Ronald Shaw			<u>200.91</u>
<b>Sansolutions, Inc.</b>			
	08/08/2012	Paper/Cleaning supplies & Vacuum Repair	1,121.50
Total Sansolutions, Inc.			<u>1,121.50</u>
<b>Southern Tier Library System</b>			
	08/08/2012	Processing fees, eBooks Fiction, Security Strips, Audiobooks, Costume Rentals	4,977.24
Total Southern Tier Library System			<u>4,977.24</u>
<b>Staples Advantage</b>			
	08/08/2012	paper/supplies all libraries	457.76
Total Staples Advantage			<u>457.76</u>
<b>Supermedia LLC</b>			
	08/08/2012	Advertising-phone book ad	37.00
Total Supermedia LLC			<u>37.00</u>
<b>Unique Management Services, Inc.</b>			
	08/08/2012	Collection Fees - all libraries	775.39
Total Unique Management Services, Inc.			<u>775.39</u>
<b>USA TODAY</b>			
	08/08/2012	annual subscription 2012/13	213.20
Total USA TODAY			<u>213.20</u>
<b>Verizon</b>			
	08/08/2012	Phone - ST/WE	641.83
Total Verizon			<u>641.83</u>
			<u><u>24,660.09</u></u>

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

Document #2012-45

	<u>Date</u>	<u>As of August 1, 2012</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Amazon Credit Plan</b>				
	08/01/2012		Purchases - ST, BF, WE, HFL - 6/7/12 - 7/7/12	1,414.80
Total Amazon Credit Plan				<u>1,414.80</u>
<b>AT&amp;T</b>				
	08/01/2012		long dist chg for July - ST	10.66
Total AT&T				<u>10.66</u>
<b>Bobby K Entertainment</b>				
	08/01/2012		SRC final party 8/15 Paid for by Friends of Steele	650.00
Total Bobby K Entertainment				<u>650.00</u>
<b>Brian Ewanyk</b>				
	08/01/2012		Mileage reimb - July	141.28
Total Brian Ewanyk				<u>141.28</u>
<b>Brian P. Harris</b>				
	08/01/2012		mileage reimb 5/31-7/12/12	65.49
Total Brian P. Harris				<u>65.49</u>
<b>Casella Waste Systems, Inc.</b>				
	08/01/2012		June Garbage disposal - BF, HFL, & WE	156.61
Total Casella Waste Systems, Inc.				<u>156.61</u>
<b>CCLD Petty Cash</b>				
	08/01/2012		Petty Cash reimbursement - WE	191.96
Total CCLD Petty Cash				<u>191.96</u>
<b>Chemung County Buildings &amp; Grounds Dept.</b>				
	08/01/2012		Utility & Bldg Maint. chg- 2nd Qtr 2012	18,524.33
Total Chemung County Buildings & Grounds Dept.				<u>18,524.33</u>
<b>Deborah L. Brimmer</b>				
	08/01/2012		mileage reimb. for 6/19-7/29	279.17
Total Deborah L. Brimmer				<u>279.17</u>
<b>Dianne Patchett</b>				
	08/01/2012		Insurance reimb 2012	195.00
Total Dianne Patchett				<u>195.00</u>
<b>Doris Jean Metzger</b>				
	08/01/2012		Programming supplies	74.99
Total Doris Jean Metzger				<u>74.99</u>
<b>Elmira Water Board</b>				
	08/01/2012		Water bill - ST & WE 4/30-7/3/12	280.72
Total Elmira Water Board				<u>280.72</u>
<b>Faye Crance</b>				
	08/01/2012		June/July Programming - VE Paid with grant \$	160.00
Total Faye Crance				<u>160.00</u>

## Unpaid Bills Detail

	<u>Date</u>	<u>As of August 1, 2012</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Fire Alarm Service Technology, Inc.</b>				
	08/01/2012	Annual security monitoring/fire alarm maint 8/12-7/13 ST/HH		1,428.00
Total Fire Alarm Service Technology, Inc.				<u>1,428.00</u>
<b>Graphic Solutions</b>				
	08/01/2012	BKM-installation of wrap following door repair		380.00
Total Graphic Solutions				<u>380.00</u>
<b>Ingram Library Services</b>				
	08/01/2012	Library materials - All		5,405.59
Total Ingram Library Services				<u>5,405.59</u>
<b>JanWay Company USA, Inc.</b>				
	08/01/2012	Marketing Expenses-terry bibs		423.54
Total JanWay Company USA, Inc.				<u>423.54</u>
<b>Julie Burgess Web Design</b>				
	08/01/2012	graphic design for bus signage		755.00
Total Julie Burgess Web Design				<u>755.00</u>
<b>Madeline Lauria</b>				
	08/01/2012	mileage reimbursement 6/21-7/12/12		16.65
Total Madeline Lauria				<u>16.65</u>
<b>Margaret Busch</b>				
	08/01/2012	Patron Refund		15.00
Total Margaret Busch				<u>15.00</u>
<b>Mike Burrell</b>				
	08/01/2012	SRC final party - paid for by Friends of Steele		125.00
Total Mike Burrell				<u>125.00</u>
<b>Mike Straka</b>				
	08/01/2012	Program - BF, VE, WE 8/6 & 8/7		800.00
Total Mike Straka				<u>800.00</u>
<b>New York Library Association (NYLA)</b>				
	08/01/2012	CCLD Director Membership Dues for 2012/13		132.00
Total New York Library Association (NYLA)				<u>132.00</u>
<b>ProQuest LLC</b>				
	08/01/2012	SG microfilm-April - June 2012		22.40
Total ProQuest LLC				<u>22.40</u>
<b>Staples Credit Plan</b>				
	08/01/2012	SRC prizes Pd by FR of ST/ IT supplies/BF copier toner		743.35
Total Staples Credit Plan				<u>743.35</u>
<b>Sue Schoeffler</b>				
	08/01/2012	mileage reimb 6/2/12 / supplies		162.09
Total Sue Schoeffler				<u>162.09</u>

## Unpaid Bills Detail

	<u>Date</u>	<u>As of August 1, 2012</u>	<u>Memo</u>	<u>Open Balance</u>
<b>The Conservationist</b>				
	08/01/2012	annual subscription 2012/13 -ST		27.00
Total The Conservationist				<u>27.00</u>
<b>Time Warner Cable</b>				
	08/01/2012	VPN/Phone -WE,ST		614.81
Total Time Warner Cable				<u>614.81</u>
<b>U. S. Postal Service</b>				
	08/01/2012	replenish postage in mail machine-all libraries		4,000.00
Total U. S. Postal Service				<u>4,000.00</u>
<b>Vasco Brands, Inc.</b>				
	08/01/2012	Supplies-anti-bacteria wipes		94.15
Total Vasco Brands, Inc.				<u>94.15</u>
<b>Verizon</b>				
	08/01/2012	Phone - ST/WE		404.30
Total Verizon				<u>404.30</u>
<b>Verizon Wireless</b>				
	08/01/2012	BKM/Admin. cellular service 6/19-7/18/12		182.19
Total Verizon Wireless				<u>182.19</u>
<b>Wildlife Educators Coalition</b>				
	08/01/2012	Programs @ 4 libraries - August 2012		933.00
Total Wildlife Educators Coalition				<u>933.00</u>
				<u><b>38,809.08</b></u>

**Report of the August 1<sup>st</sup>, 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, August 1<sup>st</sup>, 2012 beginning at 6pm. Attending the meeting were Georgia Reynolds, Richard Roberts, Allen C. Smith, Sue Cook, Marge Kappanadze and Joan Santulli and Ronald Shaw, CCLD management. The meeting opened at 6pm.

President Reynolds stated that she attended a July 31<sup>st</sup> meeting of the Friends of the Horseheads Library. Their president has agreed to stay in his position until after the book sale in the Fall. The group is attempting to re-organize and find new people to become Friends.

Ms. Reynolds stated that she has requested that the next time the Administration has an orientation for new board members, that the orientation include more detailed financial information to help the new members more fully understand where the financing for CCLD comes from and how we fit in with the library system.

Ms. Reynolds also stated that according to CCLD's bylaws, the Executive Committee is now responsible for reviewing the bylaws annually. This needs to be completed by October. She also reported that the Personnel Committee has requested to be listed as a standing committee, not an ad-hoc one. She asked that Committee members review the bylaws prior to the next meeting. Any proposed changes will need to be taken to the full board for review and approval.

Director Ron Shaw discussed the following:

- The Library District experienced minimal damage to library buildings following the recent tornado. There is a tree that needs to be taken down at the West Elmira Library. It is right on the property line so he is checking the deed to determine who is responsible.
- Recently library staff has had issues with parents leaving children unattended in the library. Library policies do not cover elementary age kids. The staff is looking at the policy to determine what changes need to be made.
- The Southern Tier Library System (STLS) is holding a "video contest" and CCLD libraries who are entering the contest include Steele Juv and Adult departments, West Elmira, Big Flats and Horseheads Libraries.
- Adult programming has been successful to date. There were approximately 380 patrons who attended the concerts held at the Steele Library (sponsored by the Friends of the Steele Library). There are 217 people registered for the Adult Summer Reading Club with 856 books read to date.
- The media release regarding the open trustee seats for the 2012 General Election was sent to the newspaper today.
- Two articles to note from the Star Gazette: the first a letter to the editor regarding the Southport Community Center in which CCLD was mentioned and the second one lists several "heros" of the recent storm and the staff at the Steele library was highlighted.

- A letter was received from the Public Library Foundation of Chemung County which informs CCLD of their decision to donate extra funds to the Horseheads Library - \$1,000 for programming and \$500 to purchase DVD's for the film program at the library.

Ms. Santulli presented and discussed the August 1<sup>st</sup>, 2012 Unpaid Bills Detail for the General Fund bills totaling \$38,809.08. This list includes that second quarter payment for utilities to the Chemung County Buildings & Grounds Department. Mr. Roberts moved, seconded by Ms. Reynolds to pay the bills as listed above. Motion Carried.

The meeting adjourned at 6:25pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, September 5<sup>th</sup>, 2012 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

**Document #2012-47**

**Report of the August 8<sup>th</sup>, 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, August 8<sup>th</sup>, 2012, beginning at 8:00am. Attending the meeting were CCLD board members Sue Cook, Georgia Reynolds, Marge Kappanadze, Robin Fitzgerald, Denny Smith and Jessica Roberts. 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 July 31<sup>st</sup>, 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 August 7<sup>th</sup> & 8<sup>th</sup>, 2012 Unpaid Bills Detail. The General Fund bills total \$24,660.09 and \$3,498.12 total for the Grant Fund. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.
- Mr. Shaw reported on a recent property tax cap webinar he participated in that was sponsored by New York State. The webinar produced more questions than answers. The dates given by the State for items like the tax base growth factor will be released by them AFTER the Library District has already approved its budget for the following year. Participants were advised to use their “best guess” until there are further changes in the procedure to assist local entities with different fiscal years and budget submittal dates.
- As Committee members and the administration have received no questions from board members regarding their review of the proposed 2013 Library District budget, Ms. Fitzgerald moved, seconded by Ms. Reynolds to include a vote on the budget on the agenda for the August meeting of the full board.

The meeting adjourned at 8:32am. The next meeting of the Budget & Finance Committee will be held on Wednesday, September 12<sup>th</sup>, 2012 in the Petrie Conference Room of the Steele Memorial Library.

**Document #2012-48**

**Report of the August 8<sup>th</sup>, 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, August 8<sup>th</sup>, 2012, beginning at 3pm. Board members attending the meeting were Georgia Reynolds, John Savash and Rita Dery. Also attending were Joan Santulli and Ron Shaw, CCLD Management. The meeting opened at 3:00pm.

The following topics were discussed:

- Mr. Shaw stated that he is meeting tomorrow with Sue Oliver, the Project Manager for the 2012 State Construction projects. He expects her to submit the preliminary plans for construction at each building and a tentative timeline for completion of the projects. For the libraries that include a new circulation area / desk, the Department Heads will have input on their ideas for the new designs. CCLD has received the initial payment from the State for these projects in the amount of \$112,785.
- One other thing Mr. Shaw will be discussing with Ms. Oliver is the creation of necessary office space for Steele Library staff.
- Regarding the 2013 State Construction project applications, the STLS board has forwarded them to the State Division of Library Development for their review and approval. While CCLD may hear something from them this fall, it is more likely that the decision will be made by the State in the Spring of 2013.

The meeting adjourned at 3:38pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, September 12<sup>th</sup>, 2012 at 3pm in the Director's Office at the Steele Memorial Library.