



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 January 2013 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, January 17, 2013 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 #2012-1)
4. Treasurer's report
 - a) Financial report (document #2012-2)
 - b) Report of Unpaid Bills Detail (document #2012-3)
5. Correspondence
6. President's report

Consent Item Election of officers for 2013.
RESOLVED That the slate of officers be elected as submitted. Richard Roberts as President, Marge Kappanadze as Vice-President, Sue Cook as Treasurer and Ann Cady as Secretary.
8. Committee reports:
 - a) Executive Committee (Reynolds)
 - 1) Report of the Committee meeting (document #2012-4)
 - b) Budget & Finance Committee (Cook)
 - 1) Report of the Committee meeting (document 2012-5)

Consent Item NYS Property Tax Cap Resolution
RESOLVED that the Board of Trustees of the Chemung County Library District voted to approve to exceed the tax levy limit for 2014 by at least sixty percent of the board of trustees as required by state law on January 17, 2013.
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document 2012-6)
 - d) Personnel Committee (TBD)
 - e) Friends of the Chemung County Library District (Caparulo)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

(Minutes of the December 2012 meeting of the Chemung County Library District Board of Trustees. Document #2013-1)

Minutes of the December 2012 meeting of the Chemung County Library District Board of Trustees. The December meeting was held on Thursday, December 20, 2012 in the auditorium of the Steele Memorial Library, 101 East Church Street, Elmira, New York. President Georgia Reynolds called the meeting to order at 6:03pm. Present were Robin Fitzgerald, John Savash, Tina Hager, Sue Cook, Mary Beth Conwell, Marge Kappanadze, Allen C. Smith, Tim Blandford and Richard Roberts. Excused were Rita Dery, Ann Cady, Karl Schwesinger 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 November 2012 meeting (Document #2012-67) were presented for board review. The minutes were approved as corrected by unanimous consent.

Financial Report. The November 30th, 2012 Financial Report (Document #2012-68) was presented for board review. By unanimous consent the November Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2012-69). By unanimous consent, the board authorizes the payment of the unpaid bills dated 12/5/12 General Fund - \$31,041.16 and Grand Fund \$498.18; the unpaid bills dated 12/14/12 Grant Fund \$648.07 and General Fund - \$58,289.75 as distributed. It was reported that CCLD also paid an invoice from the Payroll Account to the New York State Retirement System in the amount of \$215,496.

Correspondence. Several holiday cards were received. Also a thank you note from one of the volunteers who attended the Volunteer Recognition at the Steele Library which was planned by Librarian Connie Ogilvie.

President's Report. Regarding the approval of the President's list of non-board members being appointed to board committees, Mr. Savash moved, seconded by Mr. Roberts to approve the appointments of Robin Fitzgerald to serve on the Budget & Finance Committee, Karl Schwesinger to serve on the Buildings & Grounds Committee and Allen C. Smith to serve as an advisor to the board as needed effective January 1st, 2013. Motion Carried.

Regarding the meeting dates for calendar year 2013, Mr. Savash moved, seconded by Ms. Conwell to approve the Board of Trustees and Standing Committee meeting dates for 2013 as distributed in writing. Motion Carried.

Ms. Reynolds spent some time thanking the four trustees who are leaving the board at the end of 2012, three of whom were part of the original CCLD board of trustees. Ms. Fitzgerald leaves the Budget & Finance Committee which she has chaired for many years. Thank you doesn't say enough for the many extra hours she put in as Chair and Treasurer of the organization. Mr. Schwesinger's knowledge and work with contractors was invaluable. The installation of the Green Roof at Steele can be attributed to his time and energy. Also the success of the draining of Lake Minier in the parking lot of the Big Flats Library is huge. Mr. Smith has been an invaluable resource of information and expertise to all board members during his time as both President and then trustee of the board. He has been active in all board committees. Ms. Conwell's time as Chair of the Personnel Committee was crucial especially during the time of the retirement of Mr. Sleeth and the search for a new director for the Library District. A thank you also for the many hours spent during the annual evaluations of the Library District Directors.

President Reynolds stated that these four members did not complain, they just “got the job done”.

President Reynolds stated the proposed slate of officers for the fiscal year 2013 includes Richard Roberts as President, Marge Kappanadze as Vice-President, Sue Cook as Treasurer and Ann Cady as Secretary. Mr. Savash moved, seconded by Ms. Fitzgerald to forward this list to the January 2013 board meeting for consideration. Motion Carried.

President Reynolds stated that she has sent out letters to both of the Friends groups and both of the Foundations thanking them for their support during 2012. She stated that she has received a letter from the Public Library Foundation of Chemung County which confirms that their total donations to CCLD for 2012 amount to \$87,168.91 which is designated to be used solely for the benefit of the Horseheads Library. The Steele Memorial Library Foundation has also donated a total of \$80,000 for the fiscal year to be used for any library branch of CCLD as determined by the administration.

Final Election results have been received. There was no legislative district in Chemung County where the vote was against the Library District’s request for funding. President Reynolds stated that she will be sending a letter to the person who is listed as a write-in vote for District #2 to advise him of the January 2013 meeting date.

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

- A big thank you to Ms. Fitzgerald, Mr. Schwesinger, Mr. Smith and Ms. Conwell for their contributions to the Library District. Mr. Shaw expressed his gratitude to the outgoing board members for their service to the District.
- Official Election Results. The budget passed by 72.25%. Board members who were elected to serve beginning January 1, 2013 are as follows: District #2 – Brian Batrowny; District #7 – Michael Muldoon; District #12 – James E. Hare; District #13 – Tim Blandford; and District #15 – Jessica Roberts.
- Property Tax Override for 2013. In January, Mr. Shaw will request that the board pass this for the 2014 budget. It protects the board in case CCLD inadvertently goes over the limit due to issues beyond our control. This is recommended by NYLA (the New York Library Association) and the State Comptroller’s representative who recently audited CCLD for the status of our Property Tax Cap for the current year.
- Insurance quote for 2014. Mr. Shaw and Ms. Santulli met with our insurance rep, Mark Hagan of Perry & Carroll and were given the timeline necessary to use when getting quotes for 2014. CCLD is currently in the 3rd year of a contract with Cincinnati Insurance Company.
- Donations. Several end of year donations were received, two of which from patrons who donate annually in December.
- Winter Hours. The schedule of hours of operation of all CCLD libraries was distributed. There are new branch hours for Van Etten, Big Flats and Horseheads. Van Etten will remain at 16 hours while opening on Monday instead of Friday. Big Flats will open at noon on Tuesdays instead of 10am. Horseheads will close at 8pm on Mondays, Wednesdays, and Fridays. These changes bring all branch libraries into line with each other to make things easier for patrons who visit more than one location. There were no questions or comments from the Board.
- Friends of the Steele Memorial Library. Mr. Shaw listed several donations made by the Friends group to the Kinderbook program, Books Sandwiched In and to a local high school. The group has made changes to its Poetry Festival event which is held each year. Updates will be listed on the Library District website.

- PILOT funds. The Library District has received a check from the County Treasurer in the amount of \$107,029.45 which represents PILOT funds for 2011 (\$60,420.12) and 2012 (\$46,609.33). Board members have questions about the contracts the County holds which offer companies these PILOT funds. Mr. Savash moved, seconded by Ms. Cook to instruct Library District Director Ron Shaw to contact the Chemung County Treasurer to request information regarding these contracts and to investigate the amount of PILOT funds that CCLD should have received for the last 5 years. Motion Carried.
- Elevator project at Steele. Due to the unexpected revenue received at the end of this year, board members requested that the Elevator Replacement Project be moved up to be replaced within the next year.
- Adult Programming Committee. Several programs have already been scheduled under the theme “New Year New You”. These events are all listed on CCLD’s website.
- Staff Training / Continuing Education Days. Two dates have been set aside in 2013 in order to hold Continuing Education Days for Library District Staff. The Spring date will be May 10th and the Fall event will take place on November 1st.
- STLS issues. The Southern Tier Library System has purged all patron social security numbers from the Workflows software. They have been working with library directors to standardize both the DVD policy (7 for 7 days with no renewal) and the library card application. Once completed, all libraries within STLS will use the same policy / application form. Mr. Shaw reported that the requirement that public schools make sure students in Kindergarten, Grades 3, 6, & 9, have library card applications provided is not a law as of yet.
- Construction Projects. Steele – the work on the circulation / customer service desks is complete with the library only being closed for 3 days. The Chemung County Buildings & Grounds Department has requested that the repairs of the 1st floor bathrooms be moved up to a priority list. Big Flats – the carpet is laid and the window replacement is complete. West Elmira – the painting of the walls is 75% finished and the window replacement is complete. Horseheads – The installation of the new circulation desk is scheduled for January. Once the circ desk project is complete, Mr. Shaw will schedule the unveiling of the plaque commemorating the efforts of Ruth B. Leet in obtaining funds for the Horseheads Library.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2012-70). All items have already been covered.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2012-71). Regarding the RFP’s (Requests for Proposals) from several auditing firms that were reviewed by the Committee, Ms. Fitzgerald requested further information from two companies, including Mengel, Metzger & Barr, the firm who has worked for CCLD since its inception. The Committee met just before this meeting and EFP Rotenberg from Corning came in at the lowest bid - \$7,200, \$7,500 and \$7,800 respectively for the years 2012, 2013 and 2014. Their bid will include audits of financial statement and the preparation of Form 990 and NYS form CHAR 500. Ms. Fitzgerald moved, seconded by Mr. Savash to accept the proposal and approve the appointment of EFP Rotenberg for auditing services as recommended by the Budget & Finance Committee. Motion Carried.

Ms. Cook distributed a tentative Fund Balance Report for the year ending December 31, 2012. With the unexpected revenue from the PILOT funds, it appears there will be an unexpected fund balance of approximately \$98,000 which can be used to fund Construction Projects that are already underway and the two priority projects at the Steele Library (the elevator and 1st floor bathroom projects).

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2012-72). Ms. Santulli submitted an Unpaid Bill List dated December 20th, 2012 in the amount of \$10,058.41 for payments to contractors who are working on the State Construction Projects. Mr. Savash moved, seconded by Mr. Smith to approve the list as distributed. Motion Carried. Ms. Reynolds stated that Mr. Savash has agreed to chair the Buildings & Grounds Committee next year.

The Committee reviewed two quotes from F.A.S.T. (Fire Alarm Service Tech) for work needed at the Steele Library. The Committee had requested that Mr. Shaw attempt to obtain other quotes for the upgrading of the current system. Mr. Shaw stated that no quotes were requested since the Library District has a service agreement with F.A.S.T. and the County B & G official have informed him that there is no other local firm that can do this type of repair. F.A.S.T. will complete the replacement of the outdated equipment by the end of the year. Mr. Savash stated that the Committee will be working on revising CCLD's Procurement Policy as well as updating the long-range plan for building projects.

Personnel Committee. Ms. Conwell stated that it has been a pleasure and honor to serve on the Library District board of trustees. She expressed her thanks for everyone who worked with her on the Committee and wished everyone the best.

Strategic Planning Committee. Ms. Kappanadze reported that she and board President Ms. Reynolds sent out a thank you letter to everyone who served on the Committee and participated in creating the new 5-year plan for CCLD.

Old Business. It was reported that the President of the Friends of the Steele Library has requested utilizing CCLD's logo on their mailings / posters, etc. He has requested to be placed on the agenda for the January meeting to discuss this with the board.

New Business. Trustee and former board president Denny Smith stated that during his years on the board he has made great friendships and has many good memories. He handed out an article written by Jamie LaRue that was given to him during his first years serving on the board. The article "Nine Principles of Boardmanship" is invaluable for board members to know their place and responsibilities as members of the CCLD board.

Trustee and former Treasurer Robin Fitzgerald agreed with Mr. Smith's statements about his time serving on the board of trustees. She has agreed to continue serving as a community member of the Budget & Finance Committee.

Public Expression. None.

The meeting was adjourned at 7:35pm. The next regular meeting of the board will be held on Thursday, January 17th, 2013 at 6:00pm at the Steele Memorial Library, 101 East Church Street, Elmira, New York.

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2013-02)

Financial Report - December 31, 2012

Income	2012 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through the Year	Notes
Library Fines, Fees & Contributions	\$ 92,375	\$ 88,363	\$ 4,012	96%		
Grants (other than N.Y.S.)	\$ -	\$ 62,891				Includes Friends donations - Steele \$17,882 and HH \$19,000, + Anderson Foundation \$20,000
Foundation Contributions	\$ 165,000	\$ 120,000	45,000	73%		
Library District Tax Receipts	\$ 2,528,243	\$ 2,636,745	(108,502)	104%		Includes PILOT funds for 2011/2012 \$107,029 received in December from Chemung County
Interest on Investments	\$ 3,000	\$ 7,557	(4,557)	252%		
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	\$ 3,240,226	\$ (216,117)	109%	100%	

Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
Personnel						
Salaries	1,220,509	\$ 1,253,977	\$ (33,468)	103%		
Sunday & Holiday Salaries	9,342	\$ 6,809	2,533	73%		
Employee Benefits	745,012	\$ 631,533	113,479	85%		
Subtotal - Personnel Expenses	1,974,863	\$ 1,892,319	82,544	96%	100%	
Contractual						
Equipment	14,103	\$ 17,477	(3,374)	124%		\$16,496 - 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	\$ 9,449	551	94%		
Supplies	37,400	\$ 45,185	(7,785)	121%		\$21,651 - Includes Marketing Committee expenses of \$11,405, purchase of DVD Shelves /Nooks \$5,285 (Pd by HH Found), Mango Lang. \$ 4,961 (\$2,500 Pd by Steele Friends)
Travel & Continuing Education	16,100	\$ 13,265	2,835	82%		
Repairs & Maintenance	40,274	\$ 38,607	1,667	96%		
Postage	8,000	\$ 4,943	3,057	62%		
Education - Tuition Assistance	5,200	\$ 2,866	2,334	55%		
Library Materials (books, video, etc.)	313,300	\$ 331,599	(18,299)	106%		Includes gift money & memorial donations received - not in budget.
Utilities	80,000	\$ 73,749	6,251	92%		
Building Cleaning Supplies	13,000	\$ 11,910	1,090	92%		
Fuel, Gas & Oil (Bookmobile)	3,600	\$ 3,600	0	100%		
Insurance	33,293	\$ 23,632	9,661	71%		
Vehicle Operation / Maintenance	1,000	\$ 152	848	15%		
Professional Fees (audit, engineer/legal fees)	36,900	\$ 63,299	(26,399)	172%		Includes \$13,491 in Attorney Fees (2011 & 2012), \$15,487 - Proj. Mger 2012 Const. Project
Data Processing Expenses (Cost Share)	70,945	\$ 70,945	0	100%		
Payment of Taxes	4,575	\$ 4,517	58	99%		
Library Programming	23,000	\$ 34,418	(11,418)	150%		\$10,758 in expenses Pd by Friends groups, \$660 in VE special grant funds, \$2,060 Marketing Comm.
Chemung County costs (B&G, vision)	18,021	\$ 9,969	8,052	55%		
Capital Improvements	25,000	\$ 111,920	(86,920)	448%		FINAL payment for Game Tables, etc at Steele & partial payment for 2012 projects
Contingency Fund	111,053	\$ 45,311	65,742	41%		Equipment \$10,443, Supply \$ 33,041, Library Programming \$15,723, BKM \$840, Debt Service \$1,997, Salaries \$3,468, Data Proc. 5,843
Debt Service	\$ 60,028	\$ 60,028	0	100%		
TOTAL EXPENSE	\$ 2,899,655	\$ 2,869,161	\$ 30,494	99%	100%	

Unpaid Bills Detail

As of December 27, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	12/27/2012	Purchases - NF/AV at Steele	3,109.08
Total Amazon Credit Plan			<u>3,109.08</u>
Apple Books			
	12/27/2012	Steele JUV books	2,014.79
Total Apple Books			<u>2,014.79</u>
AudioGo			
	12/27/2012	AV purchases-ST invoice	379.81
Total AudioGo			<u>379.81</u>
EBSCO Subscription Services			
	12/27/2012	gift subscriptions 2013	295.51
Total EBSCO Subscription Services			<u>295.51</u>
Ingram Library Services			
	12/27/2012	Library materials - DEC interim NF/JUV	2,178.67
Total Ingram Library Services			<u>2,178.67</u>
MidWest Tape			
	12/27/2012	DVD/Audio purchases - ST	4,188.59
Total MidWest Tape			<u>4,188.59</u>
ProQuest LLC			
	12/27/2012	Ancestry / Heritage Quest final for 2013	143.00
Total ProQuest LLC			<u>143.00</u>
Recorded Books			
	12/27/2012	AV purchases - Steele	374.80
Total Recorded Books			<u>374.80</u>
Southern Tier Library System			
	12/27/2012	eBook/Downloadable purchases	3,362.48
Total Southern Tier Library System			<u>3,362.48</u>
Star Gazette			
	12/27/2012	Annual Subscription 1/1/13-12/31/13 WE	290.60
Total Star Gazette			<u>290.60</u>
The Ithaca Journal			
	12/27/2012	annual subscription-ST 12/3/12-11/30/13	247.28
Total The Ithaca Journal			<u>247.28</u>
The New York Times			
	12/27/2012	final bill for 2012 WE	57.60
Total The New York Times			<u>57.60</u>
			<u><u>16,642.21</u></u>

Unpaid Bills Detail

As of December 27, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Ebsco Subscription Services			
	12/20/2012	Reference material-Novelist Online-partial pymt 20	3,650.00
Total Ebsco Subscription Services			<u>3,650.00</u>
			<u>3,650.00</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of January 2, 2013

Document #2013-3

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
3M Company			
	01/02/2013	Service agmt for Security gate at Steele-Annual	1,282.00
Total 3M Company			<u>1,282.00</u>
A-Verdi, LLC			
	01/02/2013	monthly rental fee storage units BF/WE	272.00
Total A-Verdi, LLC			<u>272.00</u>
Acme Pest Control, Inc.			
	01/02/2013	Pest Control @ Steele-ANNUAL for 2013	348.00
Total Acme Pest Control, Inc.			<u>348.00</u>
Amazon Credit Plan			
	01/02/2013	Purchases - BF/HH	567.36
Total Amazon Credit Plan			<u>567.36</u>
AT&T			
	01/02/2013	long dist chg for DEC/JAN - ST	88.17
Total AT&T			<u>88.17</u>
Barn Livin' LLC			
	01/02/2013	Project Manager-NYS Const-Invoice #4 per contract	2,877.00
Total Barn Livin' LLC			<u>2,877.00</u>
Brian P. Harris			
	01/02/2013	mileage reimb - 12/11-12/28	65.49
Total Brian P. Harris			<u>65.49</u>
CCLD Petty Cash			
	01/02/2013	Petty Cash reimbursement - VE	44.61
Total CCLD Petty Cash			<u>44.61</u>
CPE Interlink			
	01/02/2013	ST Construction Projectadadata drops installed	7,407.07
Total CPE Interlink			<u>7,407.07</u>
Deborah L. Brimmer			
	01/02/2013	mileage reimb 12/3-12/10/12	102.12
Total Deborah L. Brimmer			<u>102.12</u>
Douglas Rhoades			
	01/02/2013	HH Book purchase	25.00
Total Douglas Rhoades			<u>25.00</u>
Energy Savers of Chemung, Ltd.			
	01/02/2013	Window Replacement at BF/WE per State Const projects	37,890.00
Total Energy Savers of Chemung, Ltd.			<u>37,890.00</u>
Ernest Plaisted			
	01/02/2013	Patron Refund	25.00
Total Ernest Plaisted			<u>25.00</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of January 2, 2013

Document #2013-3

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Faye Crance			
	01/02/2013	DEC Programming - VE Paid with grant \$	80.00
Total Faye Crance			<u>80.00</u>
GPanswers.com			
	01/02/2013	Group Policy workshop for IT department 2/2013	2,400.00
Total GPanswers.com			<u>2,400.00</u>
Haefele TV, Inc.			
	01/02/2013	Internet for Van Etten -ANNUAL FOR 2013	603.40
Total Haefele TV, Inc.			<u>603.40</u>
Horseheads Rotary club			
	01/02/2013	Registration for 2013 Spelling Bee - 1 team	100.00
Total Horseheads Rotary club			<u>100.00</u>
Ingram Library Services			
	01/02/2013	Library materials -JAN statements	2,738.34
Total Ingram Library Services			<u>2,738.34</u>
Jason Baker / Baker Florist			
	01/02/2013	FINAL for Jan 26, 2013 program at VE	50.00
Total Jason Baker / Baker Florist			<u>50.00</u>
Melanie Cassarly			
	01/02/2013	Mileage reimb 12/13 workshop	18.87
Total Melanie Cassarly			<u>18.87</u>
MH Software			
	01/02/2013	Calendar Software - all libraries-2013 annual fee	540.00
Total MH Software			<u>540.00</u>
ProQuest LLC			
	01/02/2013	Star Gazette Microfilm for 2013	1,981.35
Total ProQuest LLC			<u>1,981.35</u>
Ronald Shaw			
	01/02/2013	Insurance Reimb 2012 & Mileage Reimb.- 10/23-12/20/12	386.48
Total Ronald Shaw			<u>386.48</u>
Staples Credit Plan			
	01/02/2013	Computer Equip.-ST	303.40
Total Staples Credit Plan			<u>303.40</u>
Sue Schoeffler			
	01/02/2013	Books purchased for BKM	226.63
Total Sue Schoeffler			<u>226.63</u>
Swift Office Equipment, Inc.			
	01/02/2013	drum units replaced on copier at HH	294.00
Total Swift Office Equipment, Inc.			<u>294.00</u>

Chemung County Library District General Fund
Unpaid Bills Detail
 As of January 2, 2013

Document #2013-3

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Tanglewood			
	01/02/2013	HH Program - 1/25/13	65.00
Total Tanglewood			<u>65.00</u>
Time Warner Cable			
	01/02/2013	VPN/Phone -WE, ST, BF, & HFL	615.24
Total Time Warner Cable			<u>615.24</u>
Tumbleweed Press, Inc.			
	01/02/2013	annual subscription thru 12/03/2013	1,197.00
Total Tumbleweed Press, Inc.			<u>1,197.00</u>
Vasco Brands, Inc.			
	01/02/2013	Cleaning supplies all libraries	620.29
Total Vasco Brands, Inc.			<u>620.29</u>
Verizon			
	01/02/2013	phone bill -elevator line	24.79
Total Verizon			<u>24.79</u>
Verizon Wireless			
	01/02/2013	BKM/Admin. cellular service 11/19 - 12/18/12	189.47
Total Verizon Wireless			<u>189.47</u>
			<u><u>63,428.08</u></u>

Unpaid Bills Detail

As of January 2, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
	01/02/2013	Reference materials	123.94
Total Baker & Taylor Books			<u>123.94</u>
Ebsco Subscription Services			
	01/02/2013	Reference material-Novelist Online-FINAL pymt 20	7,108.00
Total Ebsco Subscription Services			<u>7,108.00</u>
Ingram Library Services			
	01/02/2013	Reference/Non Fic purchases	1,534.81
Total Ingram Library Services			<u>1,534.81</u>
Jerald L. Marsh			
	01/02/2013	Reference Book purchased	23.10
Total Jerald L. Marsh			<u>23.10</u>
PDR Network			
	01/02/2013	Reference material	59.95
Total PDR Network			<u>59.95</u>
Salem Press, Inc.			
	01/02/2013	Reference Material	420.00
Total Salem Press, Inc.			<u>420.00</u>
Value Line Publishing, Inc.			
	01/02/2013	reference materials	269.00
Total Value Line Publishing, Inc.			<u>269.00</u>
			<u><u>9,538.80</u></u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of January 9, 2013

Document #2013-3

	Date	Memo	Open Balance
A & M Works, Inc.			
	01/09/2013	Clearing of walkways & sidewalks Dec.- HH	360.00
Total A & M Works, Inc.			<u>360.00</u>
Center Point Large Print			
	01/09/2013	ST/BKM Fiction large print	374.46
Total Center Point Large Print			<u>374.46</u>
Chemung Canal Trust Company			
	01/09/2013	Dec. credit card purchases-misc	85.92
Total Chemung Canal Trust Company			<u>85.92</u>
Chemung County Treasurer			
	01/09/2013	2013 County Real Property Tax - ST	1,562.12
Total Chemung County Treasurer			<u>1,562.12</u>
Elmira Structures, Inc.			
	01/09/2013	Modifications to exiting Circulation Desks - ST	20,096.00
Total Elmira Structures, Inc.			<u>20,096.00</u>
Fire Alarm Service Technology, Inc.			
	01/08/2013	install fire alarm equipment in new Computer room ST	975.00
	01/08/2013	upgrade to fire alarm equip due to deficiencies found 2012 inspection ST	7,023.00
	01/09/2013	Annual Panic Alarm monitoring BF/We	600.00
Total Fire Alarm Service Technology, Inc.			<u>8,598.00</u>
First Transit			
	01/08/2013	Bookmobile fuel - DEC	307.76
Total First Transit			<u>307.76</u>
Gale Group, Inc.			
	01/09/2013	ST Fiction - Purchases	405.46
Total Gale Group, Inc.			<u>405.46</u>
Indoor Air Pro			
	01/09/2013	HVAC System Cleaning - BF & WE	11,900.00
Total Indoor Air Pro			<u>11,900.00</u>
Manfredi Multimedia Solutions			
	01/09/2013	HH -installation of sound system final payment-pd by Friends	600.00
Total Manfredi Multimedia Solutions			<u>600.00</u>
MidWest Tape			
	01/09/2013	DVD/Audio purchases - WE/HH	1,816.09
Total MidWest Tape			<u>1,816.09</u>
Perry & Carroll, Inc.			
	01/09/2013	Insurance policies- First qtr. pymt 2013	9,262.87
Total Perry & Carroll, Inc.			<u>9,262.87</u>
Reliable Computer Products			
	01/09/2013	printer cartridges - ST	185.95
			<u>185.95</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of January 9, 2013

Document #2013-3

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Reliable Computer Products			185.95
Sherie Warters			
	01/08/2013	Overpayment of Coll Agency fee	28.00
Total Sherie Warters			28.00
Southern Tier Library System			
	01/09/2013	Processing Fees All Libraries	722.75
Total Southern Tier Library System			722.75
Spotts Innovations, Inc.			
	01/09/2013	Repair Mesh Roll Shade	45.00
Total Spotts Innovations, Inc.			45.00
Staples Advantage			
	01/09/2013	paper/supplies ST	312.78
Total Staples Advantage			312.78
Supermedia LLC			
	01/08/2013	Advertising-phone book ad-monthly fee	37.00
Total Supermedia LLC			37.00
Tanglewood			
	01/09/2013	ST Program - 1/2/13	65.00
Total Tanglewood			65.00
Town of Elmira			
	01/09/2013	WE - Sewer Tax - 2013	131.52
Total Town of Elmira			131.52
Town of Horseheads			
	01/09/2013	HFL- Sewer Tax - 2013	263.45
Total Town of Horseheads			263.45
Verizon			
	01/08/2013	phone bill -elevator line	485.52
Total Verizon			485.52
Wegmans Food Markets Inc.			
	01/09/2013	Program Supplies - WE & ST Juv	73.50
Total Wegmans Food Markets Inc.			73.50
Wendy Knott			
	01/09/2013	Programs - January 2013 Adult Knitting Classes - ST	45.00
Total Wendy Knott			45.00
			57,764.15

Document #2013-4

Report of the January 2nd, 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 Wednesday, January 2nd, 2013 beginning at 6:00pm. Attending the meeting were Georgia Reynolds, Sue Cook, Richard Roberts and Marge Kappanadze; Joan Santulli and Ronald Shaw, CCLD management. The meeting opened at 6pm.

President Reynolds stated that she has attempted several times to contact Mr. Batrowny (SP???) the write-in candidate for the 2nd Legislative District. She will send a letter to determine his interest in the position.

Director Ron Shaw discussed the following:

- Comments received in the “Comment Box” at the Steele Library commended staff for doing a great job. He also received a compliment for Librarian Caroline Poppendeck for a recent program in which focused on juvenile books for all ages.
- A thank you was received from the Arctic League for the use of CCLD’s podium during their recent broadcast.
- An email received from the State Comptroller’s Office stated that CCLD has met the tax levy regulation for 2013.
- Ristiina Wigg, the Executive Director of the Southern Tier Library System has announced her retirement effective in August of 2013.
- Regarding Construction Projects, the Fire Alarm Service Technicians have completed the scheduled maintenance job on the system at the Steele Library. The circulation desk at the Horseheads Library is scheduled to be installed January 18th. Once that is complete, Mr. Shaw will schedule the unveiling of the plaque commemorating the efforts of Ruth B. Leet in starting the former Horseheads Free Library. The West Elmira project is scheduled to be completed January 14th and the Big Flats project on the 17th. It appears that both libraries will re-open on schedule.

Ms. Santulli presented and discussed the December & January Unpaid Bills Detail. For the General Fund, the December 28th, 2012 bills total \$24,761.69 and the January 2nd, 2013 bills total \$63,428.08. The Grant Fund includes the bills dated December 27th, 2012 totaling \$3,650.00 and January 2nd, 2013 \$9,538.80. Ms. Santulli explained that the December invoices were for library materials purchased by staff in order to spend their allotted 2012 budget. Mr. Roberts moved, seconded by Ms. Cook to pay the bills as listed above. Motion Carried.

The meeting adjourned at 6:10pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, February 6th, 2013 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2013-5

Report of the January 9th, 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, January 9th, 2013, beginning at 8:00am. Attending the meeting were CCLD board members Sue Cook, Georgia Reynolds and Marge Kappanadze. Also attending were Joan Santulli and Ron Shaw, CCLD Administration. The meeting opened at 8:00am.

The following topics were discussed:

- The Committee discussed the Tax Cap Legislation and what the receipt of the PILOT funds in December meant to CCLD as far as meeting the requirements of the legislation.
- The Committee reviewed the December 31st, 2012 Financial Report. Ms. Santulli explained that the most of the accounts that are shown as “overexpended” are ones that have received gift money or donations during the year. This revenue is not recorded in the budget column for expenses, but is recorded in the amount expended to date. The Committee directed that the report be forwarded to the full CCLD board for its consideration.
- Ms. Santulli presented and discussed the January 9th, 2013 Unpaid Bills Detail. The General Fund bills total \$57,764.15. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

The meeting adjourned at 8:30am. The next meeting of the Budget & Finance Committee will be held on Wednesday, February 13th, 2013 in the Petrie Conference Room of the Steele Memorial Library.

Report of the January 9th, 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, January 9th, 2013, beginning at 3pm. Board members attending the meeting were Rita Dery, John Savash and Tina Hager. Also attending were Joan Santulli and Ron Shaw, CCLD Management and Karl Schwesinger, community member to the Committee. The meeting opened at 3:00pm. It was mentioned that newly elected board member Michael Muldoon will soon join the B & G Committee.

The following topics were discussed:

- Mr. Shaw updated the Committee on the status of State Construction projects.
 - West Elmira Library.** The carpet installation, window replacement and painting projects are complete. Staff will begin moving books back into the library this week. The circulation desk is scheduled to be installed next week. There should be no problem in meeting the January 28th date for re-opening the library.
 - Big Flats Library.** Issues with the carpet installation have been fixed, the window replacement is complete and the painting is nearly finished. The circulation desk is scheduled to be installed around the 17th of this month. This library should also meet the scheduled re-opening date.
 - Horseheads Library.** The purchase order for the circ desk has been issued and work should begin around January 28th. It will be necessary to close the building for a period of 3 – 4 days in order to complete this part of the project.
 - 2013 projects.** These projects have been approved by STLS and are awaiting approval by the State. CCLD has already completed two of the 2013 projects (cleaning the air ducts and power-washing of the Big Flats and West Elmira Libraries). Mr. Shaw discussed this with Ms. Wigg, the Director of the Southern Tier Library System and proceeded with her advice. She stated that the request had already been approved at STLS and was up at DLD level. The projects were started after the start date set by New York State.
 - 2014 State Construction Project applications.** The Intent to Apply for this funding is due to STLS by June of this year. Mr. Shaw expects to submit applications for the replacement of the elevator at the Steele Library and the reconstruction of the 1st floor bathrooms as requested by the Chemung County Buildings & Grounds Department. He will look into whether or not CCLD would be eligible for and Federal grants or Community Development grants for either of these projects. He stated that one main request made by patrons of the Steele Library is to have a water fountain installed on the 1st floor.
- Mr. Savash requested that he has received a copy of the Library District's Procurement Policy. The Committee will need to follow up by reviewing how the policy is set up and making sure it is being followed.
- Mr. Savash stated that after the Construction Projects have been completed, it is time for CCLD staff to complete an inventory of their buildings / departments. The Committee will set the scope of the dollar value of the items to be included in this inventory.
- At the next meeting, Mr. Savash will discuss with the Committee the fact that CCLD can now "piggy-back" our Procurement Policy with any contract throughout the country. This gives us a little more flexibility in purchasing items that formerly were bought under State pricing.

The meeting adjourned at 3:55pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, February 13th, 2013 at 3pm in the Director's Office at the Steele Memorial Library.