



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 June 2012 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, June 21, 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 #2012-31)
4. Treasurer's report
 - a) Financial report (document #2012-32)
 - b) Report of Unpaid Bills Detail (document #2012-33)
5. Correspondence
6. President's report

Consent Item APPROVE THE APPOINTMENT A NEW TRUSTEE TO THE CCLD BOARD OF TRUSTEES TO FILL THE VACANT 9TH DISTRICT SEAT
RESOLVED to approve the appointment of T. Blandford to the CCLD Board
7. Director's report
8. Committee reports:
 - a) Executive Committee (Reynolds)
 - 1) Report of the Committee meeting (document #2012-34)
 - b) Budget & Finance Committee (Cook)
 - 1) Report of the Committee meeting (document 2012-35)

Consent Item APPROVAL OF INDEPENDENT AUDITORS' 990 REPORT FOR THE CHEMUNG COUNTY LIBRARY DISTRICT'S FISCAL YEAR 2011.
RESOLVED to approve the Independent Auditors' Reports for CCLD fiscal year 2011 conducted by Mengel, Metzger & Barr.
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document 2012-36)

Consent Item APPROVE THE APPOINTMENT OF BARN-LIVIN, LLC AS THE PROJECT MANAGER FOR 2012 NYS CONTRUCTION GRANT PROJECTS
RESOLVED to approve the quote for professional services and appointment of Susan Oliver as the project manager for 2012 NYS Construction Grants

Consent Item APPROVAL OF NYS CONTSTRUCTION GRANTS FOR 2013
RESOLVED to approve the construction grant applications for 2013 for the Public Library Construction Grant Program
9. Old business



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

*(Minutes of the May 2012 meeting of the Chemung County Library District Board of Trustees.
Document #2012-31)*

Minutes of the May 2012 meeting of the Chemung County Library District Board of Trustees. The March meeting was held on Thursday, May 17, 2012 at the Van Etten Library, 83 Main Street, Van Etten, New York. President Georgia Reynolds called the meeting to order at 6:15pm. Present were Robin Fitzgerald, John Savash, Marge Kappanadze, Allen C. Smith, and Ann Cady and Jessica Roberts. Excused were: Sue Cook, Rita Dery, Tina Hager, Mary Beth Conwell, Karl Schwesinger and Richard 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 April 2012 meeting (Document #2012-25) were presented for board review. The minutes were approved as distributed by unanimous consent.

Financial Report. The April 30, 2012 Financial Report (Document #2012-26) was presented for board review. By unanimous consent the April Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2012-27). It was noted that the bill lists include the purchase of Kindles given away during National Library Week, a storage shed installed at Steele to be used for "Haunted Library" props and an initial payment to the auditors. By unanimous consent, the board authorizes the payment of the unpaid bills dated 5/2/12 General Fund - \$25,237.58 and Grant Fund - \$4,446.29 and the unpaid bills dated 5/9/12 – General Fund - \$18,557.64 as distributed. Ms. Santulli was requested to double-check on the total amount being charged this year by Mengel, Metzger and Barr for the 2011 audit.

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

- A thank you card from the Horseheads patron who won the Kindle Fire.
- A letter and check in the amount of \$15,000 from the Friends of the Horseheads Library. The funding is designated to be used to purchase equipment for the meeting room at Horseheads once the renovations are complete.
- A thank you letter from Ristiina Wigg, Director of the Southern Tier Library System (STLS) for the use of the auditorium at the Steele Library for their April board meeting.
- A thank you letter to Ron Shaw from the Joint Education & Training, Inc. (JET) for taking the time to address the Chemung County Chamber of Commerce Leadership Chemung participants in April.
- A notification from Traveler's Insurance along with a check representing an employee donation to the Library District.
- A letter dated May 9, 2012 from a regular patron of the Steele Memorial Library. The patron complains about the noise at the library and his/her perceived inaction by staff to control the problems. Mr. Shaw will discuss the contents at the next Department Head meeting.
- A copy of the resignation letter of Lew Van Duzer from the board of the Friends of the Horseheads Library.

President's Report. Ms. Reynolds requested action from the board on the approval of the auditor's report for fiscal year 2011. Ms. Fitzgerald moved, seconded by Mr. Smith to approve the Independent Auditor's Reports for the Chemung County Library District's fiscal year 2011 conducted by Mengel, Metzger & Barr. Motion Carried.

Ms. Reynolds stated that she is sad to see the future of the Friends of the Horseheads Library up in the air. As far as she knows, the September book sale is still being held.

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

- Regarding the proposed iPad Circulation Policy, Mr. Smith moved, seconded by Mr. Savash to approve the proposed iPad lending policy for devices that will be circulated for in-house use from the Horseheads branch beginning June 1, 2012. Motion Carried.
- Continuing Education day for staff is Friday, the 18th. Board members are encouraged to come for lunch at Noon and to the staff recognition at 4:30pm.
- Mr. Shaw has had some discussion with Joe Hochreiter, the Elmira City School Superintendent regarding both the Ernie Davis class visits (a contact person from the school has been appointed) and the possibility of having a joint public/school library. The school district is looking into grant possibilities. There are a lot of questions to be answered and issues to be resolved. The Library District board members felt that CCLD needs more information from the school district in order to begin evaluation of this project. CCLD would also have to investigate further organizational efficiency including staffing levels and hours our branches are open to include evening hours.
- Mr. Shaw and Ms. Fitzgerald discussed a meeting with Mr. David Sheen, Town of Southport Supervisor and Mr. James Gensel from Fagan Engineers regarding the potential establishment of a library presence on the Southside of Elmira. The board authorized the director to investigate and fact-find on the issues involved in the library being part of the proposed Southport Community Center. He will report his findings at the next board meeting.
- Regarding budget items, the budget timeline has been distributed to the Budget & Finance Committee and CCLD Department Heads are aware of their deadlines. Besides the \$15,000 check previously mentioned from the Friends of the Horseheads Library, the Steele Friends send a check in the amount of \$9,832 for AV equipment at the Steele Library, workstations at Big Flats, programming and equipment at the West Elmira Library and a partial payment (half the cost) toward the Mango Language Program that teaches a person a new language.
- The Marketing Committee update is that so far in 2012 the Committee has spent \$10,005.62 and has a current balance of \$16,795.20. Funds that are encumbered include signage on the Transit busses, Family Reading Partnership signs, and purchases for Library Card signup month. The total of these funds is approximately \$6,000. An iPad give away and a targeted mailing are being discussed by the Committee.
- Regarding Summer Reading Clubs, the first year of an Adult Programming Committee will include an adult Summer Reading Club "Between the Covers" which will run for 6 weeks during July and August. The Friends of the Steele Library have donated \$1,500 to use for prizes for this program. Each branch library will plan one adult program and will be responsible for purchasing weekly prizes. The ending event for the program will be an author visit by Amy Dickinson who wrote "Mighty Queens of Freeville". This event will be shared by all libraries. The Youth Services Summer Reading Club final event will be held again this year at Eldridge Park on August 15, 2012. One of the school librarians has offered to distribute flyers listing CCLD's SRC events.
- Outreach events – Mr. Shaw distributed a listing of Annual Events for the Library District running from late March through November each year. CCLD staff will be telling stories at Wisner Park each week between June 28th and August 30th. Each of the District's branches is participating. He also distributed a schedule of Story Stew Events for 2013. The Library District staff, including Story Stew, is now spread out throughout the County doing their special programs.
- Regarding hours of operation of CCLD libraries, the director has received requests from patrons for the Big Flats and West Elmira Libraries to be open two evenings each week. He will gather information for the board on circulation stats and number of patrons utilizing the collections in the evenings. He also stated that in 2013 he expects to extend Saturday hours through the end of May.
- The application for NYS System and Central Library Aid is due this time of year. The Central Library piece is submitted as part of the library system application. It must be reviewed and approved by both the Central Library Board (CCLD) and the System Board (STLS). The proposed application will be distributed in the next board packet and the necessary resolution to be adopted will be included on the agenda for the June meeting.
- Regarding Buildings & Grounds, Mr. Shaw is working with Code Enforcement in Horseheads to rectify some Fire Code violations. He is also working with the Horseheads Foundation who has agreed

to pay for the repairs needed on the exterior lights at the Horseheads Library. The Intent to Apply for 2013 State Construction Funding is due in June. Mr. Shaw and Mr. Frank (Reference Librarian at the Steele Library) are working on identifying the priorities for each library building. They are utilizing the “Existing Conditions” report from Sue Oliver. The Library District has requested a quote from Ms. Oliver to be the “Project Manager” for any and all approved construction grants. Training for the 2013 grant applications will be held on June 7, 2012.

- Mr. Shaw reported that he has had no response from the County Board of Elections on their desire to work with the Library District to change the way CCLD’s elections are held.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2012-28). There was no further discussion.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2012-29). There was no further discussion.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2012-30). It was stated that both Mr. Savash and Ms. Reynolds names were omitted from those attending this meeting. Mr. Savash discussed with the board a “board designated reserve” fund to be used for future Capital Projects. He will be creating a spreadsheet for each of the libraries utilizing the “Existing Conditions” report. This will give opportunity for the board to have a 5 year plan for their Capital Budget. He will forward a copy of the spreadsheet to all board members to review. The second part of this is for the board to officially designate by resolution what portion of library funding will be used for the Capital Projects.

Ad-hoc Strategic Planning Committee. Ms. Kappanadze gave the following update: The Committee met this past week and reviewed the second draft of the Strategic Plan. Their homework is to look over in detail the goals and action steps spelled out by the director and to come up with measureable assessments to put into the plan. Their next meeting is scheduled for June 13th and they expect to submit the plan to the entire board at the July meeting.

Old Business. Mr. Shaw had submitted to the Personnel Committee a list of where he stood on the goals set for him. He accomplished a lot in the last year but reminded board members that his goals are a “moving target” and a road map for the entire organization. The goals for next year will be given to the department heads at the next meeting. Mr. Savash asked a procedural question regarding the director’s evaluations – has the director received any written feedback on his evaluations? If not, this can be implemented for next year.

Ms. Cady asked a question regarding the patron’s complaint about noise in the library. She stated that if the noise is a result of bad behavior, there may be a liability issue. She also had a question about the staffing of a “joint public/school library”. To date discussion has been that the school would provide the place; the Library District would provide the staffing. Again, this issue is in the information gathering stages.

Public Expression. None.

The meeting was adjourned at 8:03pm. The next regular meeting of the board will be held on Thursday, June 21st, 2012 at 6:00pm at the Steele Memorial Library, 101 East Church Street, Elmira, New York.

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2012-32)

Financial Report - May 31, 2012

Income	2012 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through the Year	Notes
Library Fines, Fees & Contributions	\$ 92,375	\$ 29,877	\$ 62,498	32%		
Grants (other than N.Y.S.)	\$ -	\$ 21,882				Includes Friends donations - Steele \$17,882 and HH \$4,000
Foundation Contributions	\$ 165,000	\$ 30,000	135,000	18%		
Library District Tax Receipts	\$ 2,528,243	\$ 2,529,716	(1,473)	100%		Includes PILOT funds for Empire Pipeline
Interest on Investments	\$ 3,000	\$ 1,067	1,933	36%		
State Aid	\$ -					
Central Library Development	\$ 80,000	\$ -	80,000	0%		
Central Book Aid	\$ 54,000	\$ -	54,000	0%		
Local Library Services Aid	\$ 37,000	\$ 3,272	33,728	9%		4th Qtr FINAL for LLSA
Other State Aid	\$ 1,600	\$ 37,391	(35,791)	2337%		Final Distribution from NYS EFC for Green Roof Project
TOTAL INCOME	\$ 2,961,218	\$ 2,653,205	\$ 329,895	90%	42%	

Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
Personnel						
Salaries	1,220,509	\$ 537,588	\$ 682,921	44%		
Sunday & Holiday Salaries	9,342	\$ 3,079	6,263	33%		
Employee Benefits	745,012	\$ 254,488	490,524	34%		
Subtotal - Personnel Expenses	1,974,863	\$ 795,155	1,179,708	40%	42%	
Contractual						
Equipment	14,103	\$ 10,630	3,473	75%		Includes \$2,400 (air drier) and \$5650 (workstation) for HVAC system at Steele
Telephone	10,000	\$ 3,620	6,380	36%		
Supplies	37,400	\$ 31,085	6,315	83%		Includes Marketing Committee expenses \$4,206 (pencils, magnets, kindles, etc)
Travel & Continuing Education	16,100	\$ 4,941	11,159	31%		
Repairs & Maintenance	40,274	\$ 23,195	17,079	58%		
Postage	8,000	\$ 232	7,768	3%		
Education - Tuition Assistance	5,200	\$ 1,931	3,270	37%		
Library Materials (books, video, etc.)	313,300	\$ 116,211	197,089	37%		
Utilities	80,000	\$ 34,422	45,578	43%		
Building Cleaning Supplies	13,000	\$ 8,191	4,809	63%		
Fuel, Gas & Oil (Bookmobile)	3,600	\$ 2,114	1,486	59%		
Insurance	33,293	\$ 14,153	19,140	43%		
Vehicle Operation / Maintenance	1,000	\$ 4	996	0%		Refund received prior to payment of invoice
Professional Fees (audit, engineer/legal fees)	36,900	\$ 18,534	18,366	50%		
Data Processing Expenses (Cost Share)	70,945	\$ 20,503	50,442	29%		
Payment of Taxes	4,575	\$ 4,517	58	99%		
Library Programming	23,000	\$ 15,167	7,833	66%		
Chemung County costs (B&G, vision)	18,021	\$ 7,560	10,461	42%		
Capital Improvements	25,000	\$ 39,814	(14,814)	159%		FINAL payment for Game Tables, etc at Steele
Contingency Fund	111,053		111,053	0%		
Debt Service	\$ 60,028	\$ -	60,028	0%		
TOTAL EXPENSE	\$ 2,899,655	\$ 1,151,978	\$ 1,747,677	40%	42%	

**Chemung County Library District General Fund
Unpaid Bills Detail
As of June 6, 2012**

Document #2012-33

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	06/06/2012	Purchases - ST, BF, HFL - 4/16/12 - 4/30/12	677.63
Total Amazon Credit Plan			<u>677.63</u>
Apple Books			
	06/06/2012	Steele JUV books	16.99
Total Apple Books			<u>16.99</u>
AT&T			
	06/06/2012	long dist chg for May - ST	10.09
Total AT&T			<u>10.09</u>
AudioGo			
	06/06/2012	AV purchases-ST invoice	419.84
Total AudioGo			<u>419.84</u>
Belfast Public Library			
	06/06/2012	Payment for Lost book paid by patron	20.00
Total Belfast Public Library			<u>20.00</u>
Big Flats Water Department			
	06/05/2012	water bill 2/7-5/8/12	28.75
Total Big Flats Water Department			<u>28.75</u>
Brian Ewanyk			
	06/06/2012	Mileage reimbursement-May	31.08
Total Brian Ewanyk			<u>31.08</u>
Brian P. Harris			
	06/06/2012	Mileage Reimbursement 3/28-5/22/12	65.49
Total Brian P. Harris			<u>65.49</u>
Caroline Poppendeck			
	06/06/2012	Mileage Reimbursement-May	12.77
Total Caroline Poppendeck			<u>12.77</u>
Casella Waste Systems, Inc.			
	06/06/2012	April Garbage disposal - BF, HFL, & WE	156.97
Total Casella Waste Systems, Inc.			<u>156.97</u>
Catherine A. Stackhouse			
	06/06/2012	Patron Refund	25.00
Total Catherine A. Stackhouse			<u>25.00</u>
CCLD Petty Cash			
	06/06/2012	Petty Cash reimbursement - HFL	129.75
Total CCLD Petty Cash			<u>129.75</u>
Center Point Large Print			
	06/06/2012	ST & BKM - large print-May invoices	296.58
Total Center Point Large Print			<u>296.58</u>

**Chemung County Library District General Fund
Unpaid Bills Detail
As of June 6, 2012**

Document #2012-33

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Charles F. Evans Company, Inc.			
	06/06/2012	Final Payment for change order on "green roof" project	<u>665.00</u>
Total Charles F. Evans Company, Inc.			665.00
Chemung Canal Trust Company			
	06/06/2012	May credit card purchases- ST, Admin.	<u>739.07</u>
Total Chemung Canal Trust Company			739.07
Chemung County Sewer District			
	06/06/2012	Annual Fee for ST, WE, & HFL	<u>495.99</u>
Total Chemung County Sewer District			495.99
Chris Corter			
	06/06/2012	Mileage Reimbursement 3/17-5/10/12	<u>97.69</u>
Total Chris Corter			97.69
Deborah L. Brimmer			
	06/06/2012	mileage reimb. for May + IT purchase	<u>178.32</u>
Total Deborah L. Brimmer			178.32
Demco, Inc.			
	06/06/2012	Supplies - BF	<u>13.69</u>
Total Demco, Inc.			13.69
Doris Jean Metzger			
	06/06/2012	Reimb - Programming - VE Library	<u>68.23</u>
Total Doris Jean Metzger			68.23
Elmira Water Board			
	06/06/2012	Water bill - ST & WE	<u>290.48</u>
Total Elmira Water Board			290.48
Goodrich Auto Works LLC			
	06/06/2012	Bookmobile repair of water leaks	<u>110.00</u>
Total Goodrich Auto Works LLC			110.00
Horseheads Do It Center			
	06/06/2012	Supplies - HFL	<u>14.85</u>
Total Horseheads Do It Center			14.85
Ingram Library Services			
	06/06/2012	Library materials - All	<u>8,916.14</u>
Total Ingram Library Services			8,916.14
Jamex, Inc.			
	06/06/2012	Cleaning cards for Jamex machines - ST	<u>99.90</u>
Total Jamex, Inc.			99.90
Janet Ackerman			
	06/06/2012	Mileage reimbursement-May	<u>47.62</u>
Total Janet Ackerman			47.62

**Chemung County Library District General Fund
Unpaid Bills Detail
As of June 6, 2012**

Document #2012-33

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Julie Burgess Web Design			
	06/06/2012	graphic design for vertical banners	<u>60.00</u>
Total Julie Burgess Web Design			60.00
Kathryn K. Anderson			
	06/06/2012	Patron Refund - ST	<u>9.35</u>
Total Kathryn K. Anderson			9.35
Misheaila Neil			
	06/06/2012	Patron Refund - ST	<u>16.00</u>
Total Misheaila Neil			16.00
Pastricks Sporting Goods & Trophies, Inc.			
	06/06/2012	Chess Trophies- Adult prog at ST	<u>74.00</u>
Total Pastricks Sporting Goods & Trophies, Inc.			74.00
Petty Cash-Steele			
	06/06/2012	Supplies, Postage, programming, & Other	<u>430.39</u>
Total Petty Cash-Steele			430.39
Plan First Technologies, Inc.			
	06/06/2012	Consultation Fee-set up new server	<u>400.00</u>
Total Plan First Technologies, Inc.			400.00
Raco Industries			
	06/06/2012	supply of receipt printers	<u>638.50</u>
Total Raco Industries			638.50
Seneca Data			
	06/06/2012	Privacy Screens - BF & ST	<u>221.97</u>
Total Seneca Data			221.97
Staples Credit Plan			
	06/06/2012	Supplies/Printer - Admin, Supplies - BF	<u>500.95</u>
Total Staples Credit Plan			500.95
TechSmith			
	06/06/2012	IT software licenses all libraries	<u>470.25</u>
Total TechSmith			470.25
The Leader			
	06/06/2012	HFL - 2012 annual subscription	<u>249.48</u>
Total The Leader			249.48
Time Warner Cable			
	06/06/2012	VPN/Phone - BF,WE,ST	<u>383.99</u>
Total Time Warner Cable			383.99
Verizon Wireless			
	06/06/2012	BKM/Admin. cellular service 4/19-5/18/12	<u>182.54</u>
Total Verizon Wireless			182.54
Village of Horseheads			
	06/06/2012	HFL Water Bill	<u>31.36</u>
Total Village of Horseheads			<u>31.36</u>
			<u>17,296.70</u>

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of June 6, 2012

Document #2012-33

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
	06/06/2012	Reference materials	107.52
Total Baker & Taylor Books			<u>107.52</u>
Information Today, Inc.			
	06/06/2012	reference material	356.55
Total Information Today, Inc.			<u>356.55</u>
Ingram Library Services			
	06/06/2012	Non-Fiction book purchases	1,111.98
Total Ingram Library Services			<u>1,111.98</u>
NADA Used Car Guide			
	06/06/2012	Reference material	430.00
Total NADA Used Car Guide			<u>430.00</u>
Southern Tier Library System			
	06/06/2012	eBook purchases - Fiction	415.92
Total Southern Tier Library System			<u>415.92</u>
United States Government Printing Office			
	06/06/2012	Deposit for reference materials	200.00
Total United States Government Printing Office			<u>200.00</u>
			<u><u>2,621.97</u></u>

Unpaid Bills Detail

As of June 13, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
AT&T			
	06/12/2012	long dist chg for June - ST	10.16
Total AT&T			<u>10.16</u>
Capabilities, Inc.			
	06/13/2012	HFL,WE,BF Janitor Services- 5/12	1,725.00
Total Capabilities, Inc.			<u>1,725.00</u>
Casella Waste Systems, Inc.			
	06/12/2012	May Garbage disposal - BF, HFL, & WE	156.97
Total Casella Waste Systems, Inc.			<u>156.97</u>
Center Point Large Print			
	06/12/2012	ST & BKM - large print-June invoices	296.58
Total Center Point Large Print			<u>296.58</u>
Chemung County Treasurer			
	06/13/2012	Debt Service - 1st & 2nd Qtr payment 2012	31,012.52
Total Chemung County Treasurer			<u>31,012.52</u>
David Moreland			
	06/13/2012	JUV Program at ST 7/5/12	375.00
Total David Moreland			<u>375.00</u>
Demco, Inc.			
	06/13/2012	DVD shelving pd for by HH Foundation	4,839.38
Total Demco, Inc.			<u>4,839.38</u>
Eastern Copy Products			
	06/13/2012	ST-maint agreement on public copiers 6/12-6/13	511.75
Total Eastern Copy Products			<u>511.75</u>
Eldridge Park Carousel Preservation Soc.			
	06/13/2012	Eldridge Park rental for SRC final event pd by Friends of Steele	390.00
Total Eldridge Park Carousel Preservation Soc.			<u>390.00</u>
Fire Alarm Service Technology, Inc.			
	06/13/2012	Fire Alarm Repair - BF	138.00
Total Fire Alarm Service Technology, Inc.			<u>138.00</u>
First Transit			
	06/13/2012	Bookmobile fuel - 4/27/12 - 5/18/12	328.74
Total First Transit			<u>328.74</u>
Gale Group, Inc.			
	06/13/2012	ST Fiction - Purchases	748.89
Total Gale Group, Inc.			<u>748.89</u>
Gressco LTD.			
	06/13/2012	DVD security cases for ST	1,855.92
Total Gressco LTD.			<u>1,855.92</u>

Unpaid Bills Detail

As of June 13, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
JanWay Company USA, Inc.			
	06/13/2012	Marketing Expenses	<u>2,978.44</u>
Total JanWay Company USA, Inc.			2,978.44
LaFrance Equipment Corp.			
	06/13/2012	Annual Fire Ext. Inspection/Charge-ST, BF, WE	<u>439.00</u>
Total LaFrance Equipment Corp.			439.00
Mango Languages			
	06/13/2012	Annual Subscription - ST - half paid by Friends of Steele	<u>4,961.00</u>
Total Mango Languages			4,961.00
Mengel Metzger & Barr			
	06/13/2012	2012 Final Audit Payment	<u>1,460.00</u>
Total Mengel Metzger & Barr			1,460.00
MidWest Tape			
	06/13/2012	DVD/Audio purchases - ST & HFL	<u>2,626.84</u>
Total MidWest Tape			2,626.84
Oriental Trading Company, Inc.			
	06/13/2012	programming supplies - WE	<u>14.24</u>
Total Oriental Trading Company, Inc.			14.24
Perry & Carroll, Inc.			
	06/13/2012	Insurance policies- 3rd payment 2012	<u>4,740.00</u>
Total Perry & Carroll, Inc.			4,740.00
Random House, Inc.			
	06/13/2012	AV purchases - ST	<u>325.74</u>
Total Random House, Inc.			325.74
Recorded Books			
	06/13/2012	AV purchases-Steele	<u>498.80</u>
Total Recorded Books			498.80
Regina Carpenter			
	06/13/2012	Program 6/27/12 - VE	<u>250.00</u>
Total Regina Carpenter			250.00
Reliable Computer Products			
	06/13/2012	printer cartridges - ST/West	<u>334.23</u>
Total Reliable Computer Products			334.23
Rising Star Productions			
	06/13/2012	July Program - WE & BF	<u>550.00</u>
Total Rising Star Productions			550.00
RS Advertising			
	06/13/2012	Transit Bus Advertising - Marketing	<u>2,160.00</u>
Total RS Advertising			2,160.00

Unpaid Bills Detail

As of June 13, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Sansolutions, Inc.			
	06/13/2012	Paper/Cleaning supplies/vacuum repairs	1,054.80
Total Sansolutions, Inc.			<u>1,054.80</u>
Southern Tier Library System			
	06/13/2012	Cost Share 2nd Qtr/processing fees-May	18,422.75
Total Southern Tier Library System			<u>18,422.75</u>
Spoon Man, Inc.			
	06/13/2012	Bookmobile Program July	330.00
Total Spoon Man, Inc.			<u>330.00</u>
Supermedia LLC			
	06/13/2012	Advertising	37.00
Total Supermedia LLC			<u>37.00</u>
Time Warner Cable			
	06/12/2012	VPN/Phone - BF,WE,ST	529.79
Total Time Warner Cable			<u>529.79</u>
Unique Management Services, Inc.			
	06/13/2012	Collection Fees - all libraries	467.43
Total Unique Management Services, Inc.			<u>467.43</u>
Upstart			
	06/13/2012	Summer Reading Program supplies-St Juv	27.00
Total Upstart			<u>27.00</u>
Verizon			
	06/13/2012	Phone - ST/WE	408.89
Total Verizon			<u>408.89</u>
Wegmans Food Markets Inc.			
	06/13/2012	Program Supplies - ST Juv programming	62.85
Total Wegmans Food Markets Inc.			<u>62.85</u>
Westbrook Enterprises, LLC			
	06/13/2012	Patron Counter Repair - WE	112.00
Total Westbrook Enterprises, LLC			<u>112.00</u>
			<u><u>85,179.71</u></u>

Unpaid Bills Detail

As of June 13, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Information Today, Inc.			
	06/13/2012	reference material	253.55
Total Information Today, Inc.			<u>253.55</u>
Southern Tier Library System			
	06/13/2012	eBook purchases - Fiction plus processing fees-May	814.78
Total Southern Tier Library System			<u>814.78</u>
			<u><u>1,068.33</u></u>

Document #2012-34

Report of the June 6th, 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, June 6th, 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.

Mr. Shaw reported that the Library District is now offering “Mango Language” software for use by our patrons. Half of the cost of this database was paid for by the Friends of the Steele Memorial Library. The database license is for one year during which time staff will be keeping stats on its usage by patrons. The database also includes ESL that can be used by Literacy Volunteers in working with their students.

Mr. Shaw stated that the editor of the Star Gazette has agreed to allow the Library District to have a monthly column in the “Time Out” section of the newspaper. Upcoming programs will be advertised in this column.

The Summer Reading Club flyer is complete and will be going home with students in the Elmira City School District.

The Central Book Aid/Central Library Development Aid application for the fiscal year 2012-2013 is required to be approved by the Southern Tier Library System at their June meeting. It requires pre-approval by the Library District board. The Committee approved sending the application out by e-mail to all CCLD board members and requesting an electronic vote so that the deadline to STLS can be met.

Mr. Shaw stated that he continues to investigate having a library presence on the southside of Elmira.

Ms. Santulli presented and discussed the June 6th, 2012 Unpaid Bills Detail for the General Fund bills totaling \$17,296.70 and the Grant Fund \$2,621.97. Mr. Smith moved, seconded by Mr. Roberts to pay the bills as listed above. Motion Carried.

The meeting adjourned at 6:15pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on **Monday, July 2nd, 2012** at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2012-35

Report of the June 13th, 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, June 13th, 2012, beginning at 8:00am. Attending the meeting were CCLD board members Sue Cook, Georgia Reynolds, Marge Kappanadze, Robin Fitzgerald and Denny Smith. Also attending was Joan Santulli, CCLD Administrative Assistant. The meeting opened at 8:00am.

The following topics were discussed:

- The Committee reviewed the May 31st, 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 June 13th, 2012 Unpaid Bills Detail for the General Fund bills totaling \$85,179.71 and \$1,068.33 for the Grant Fund. The list includes the final payment for the 2011 audit, the 1st and 2nd quarter payment of Debt Service to the County, the 2nd quarter payment to STLS for data processing (Cost Share) and several invoices for the Marketing Committee. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.
- Regarding the 2013 proposed budget, Ms. Santulli stated that the administration plans to determine the dollar amount of a 2% increase to the tax levy and then work to make the budget equal that dollar amount. The first draft of the 2013 proposed budget will be presented to the Committee at their July meeting.
- The Committee discussed the possibility of a library presence on the south side of Elmira and will look into financial obligations to consider for such a move. Any board decision regarding this matter would impact the proposed budget.
- Ms. Kappanadze stated that during conversations regarding the strategic plan, an idea was suggested that the Library District target the teen population by having a library presence at the Arnot Mall.

The meeting adjourned at 8:50am. The next meeting of the Budget & Finance Committee will be held on Wednesday, July 11th, 2011 in the Petrie Conference Room of the Steele Memorial Library.

Document #2012-36

Report of the June 13th, 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, June 13th, 2012, beginning at 3pm. Board members attending the meeting were Georgia Reynolds 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 and Mr. Owen Frank will be meeting with the Southern Tier Library System on Thursday, June 14th to present construction projects to be included in the 2013 State Construction applications for funding. Mr. Frank needs this experience in order to take the Civil Service Library Director's exam at some point in the future. Once the Library District has been notified by STLS of the projects that have been approved for submission to the State, the Five Year Capital Plan worksheet created by Mr. Savash can be completed.
- The Committee discussed the proposal submitted by Sue Oliver of Barn-Livin' LLC to be the Project Manager for the 2012 State Construction Projects. The proposal charges the Library District between \$17,000 and \$20,000 which represents 6.5% of the construction costs of these projects. Ms. Oliver's proposal covers the pre-construction phase through the completion of the projects. The Committee approved the proposal and will send it to the full board for their review at the June board meeting.

The meeting adjourned at 3:21pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, July 11th, 2012 at 3pm in the Director's Office at the Steele Memorial Library.