



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 March 2013 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, March 21, 2013 at 6:00 pm at the **Horseheads Branch, 405 S. Main St. Horseheads, NY 14845**. The agenda for the meeting is listed below. If you are unable to attend, please inform Mr. Roberts (796-9292), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (documents #2013-13)
4. Treasurer's report
 - a) Financial report (document #2013-14)
 - b) Report of Unpaid Bills Detail (document #2013-15)
5. Correspondence
6. President's report
7. Director's Report
8. Committee reports:
 - a) Executive Committee (Roberts)
 - 1) Report of the Committee meeting (document #2013-16)
 - b) Budget & Finance Committee (Cook)
 - 1) Report of the Committee meeting (document 2013-17)
 - c) Building & Grounds Committee (Savash)
 - 1) Report of the Committee meeting (document 2013-18)
 - d) Personnel Committee (Cady)
 - e) Steele Foundation Report (Kappanadze)
CONSENT ITEM Approve changes to the By-Laws of the Foundation.
RESOLVED To approve changes in the number of directors as presented.
9. Old business
10. New business
11. Period for public expression
12. Adjournment

(Minutes of the February 2013 meeting of the Chemung County Library District Board of Trustees. Document #2013-13)

Minutes of the February 2013 meeting of the Chemung County Library District Board of Trustees. The February meeting was held on Thursday, February 21, 2013 in the auditorium of the Steele Memorial Library, 101 East Church Street, Elmira, New York. President Richard Roberts called the meeting to order at 6:00pm. Present were Rita Dery, Georgia Reynolds, John Savash, Tina Hager, Michael Muldoon, Marge Kappanadze, Ann Cady, James Hare and Tim Blandford, Excused: Brian Batrowny, Sue Cook 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 January 2013 meeting (Document #2013-7) were presented for board review. The minutes were approved as corrected by unanimous consent.

Financial Report. The January 31st, 2013 Financial Report (Document #2013-8) was presented for board review. By unanimous consent the January Financial Report was approved as distributed and will be filed for audit. It was reported that the audit of CCLD's records for fiscal year 2012 will begin on March 18, 2013. It is expected that it will be presented to the board at its May meeting.

Report of Unpaid Bills (Document #2013-9). It was reported that this month's bill lists continue to include pay outs to contractors for the 2012 State Construction projects. Also included is the 4th quarter Utilities payment to Chemung County. By unanimous consent, the board authorizes the payment of the unpaid bills dated 2/6/13 General Fund - \$111,057.39; the unpaid bills dated 2/13/13 Grant Fund \$791.08 and General Fund - \$37,109.33 as distributed. Ms. Santulli also requested and received approval to pay invoices to the following: Elmira Structures \$65,882.00, Manfredi Multimedia Solutions \$600.00 and Wilkins Auto (for Bookmobile repairs) \$2,499.32.

Correspondence. A thank you card was received from the Horseheads Rotary Club for CCLD's support of the Literacy Volunteer's Spelling Bee. The most recent newsletter from the Trustee Institute (**RON??**) was passed around. Mr. Shaw stated that some suggestion box items were received regarding the fumes (from new construction) at the Big Flats and Horseheads Libraries and a suggestion to supply key tag library cards in the future.

President's Report. None.

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

- PILOT funds. No word yet from Chemung County regarding prior year funds.
- Friends groups. The Friends of CCLD's book sale earned over \$22,500. Upcoming events include the Poetry Contest and Books Sandwiched in. They also are now on Facebook. The Friends of the Horseheads Library have not yet submitted anything to include on the CCLD website.
- HH Foundation. Mr. Pirozzolo has been contacted and resolution is expected soon on the lighting and landscaping at the library.
- CCLD Circulation and Programming Statistics. Mr. Shaw reviewed statistics for 2012 with the Board regarding circulation and program totals for the District and each branch. In addition he reviewed the statistics for all social media.
- New Trustee Training. This is scheduled for Tuesday, February 26th at 6pm.
- Adult Programming Committee. Patron Appreciation Days were held at each library. Attendance varied. Many compliments were received regarding the changes made during

construction. The day at Horseheads included the unveiling of the plaque for Ruth B. Leet commemorating her efforts in obtaining funds for the building of the first library. Remarks focused on respect for the past while looking forward to the future.

- Staff Training Day. The Spring date is May 10th. The agenda for the day has not yet been finalized.
- Youth Services. On March 1st, the Librarian in charge of YS at Steele will move to the Horseheads Library and the now Supervisor of HH will take over the YS department. The Poetry Club at Steele is in full swing. It is so popular that people had to be turned away.
- Social Media. Mr. Shaw encouraged all board members to sign up for the CCLD newsletter and to receive email notices to help with postage costs. There are vacancies on the Blog posting schedule. Posts are welcomed from board members.
- STLS. Ristiina Wigg, Director of the Southern Tier Library System will speak to the board tonight and will be present at the new trustee training to discuss STLS' role in the "library universe".
- State Construction Projects. The projects at all the libraries are nearing completion with a few minor details being worked out. At the Central Library – the air flow in the HVAC system has been balanced in the computer training room. At Big Flats, an air purifier has been purchased to help with the fumes. The West Elmira Library has received a Certificate of Compliance from the Code Enforcement Officer. Some minor details with the circ desk are being finalized. At Horseheads, the circ desk was installed with the library being closed for two days. Regarding 2014 State Construction Projects, Mr. Shaw has informed STLS that the Library District will be applying for a grant to install a new elevator at the Central Library.
- Weeding Memorial Books. The current CCLD policy regarding memorial books already addresses the manner in which they should be weeded out of the system. Staff members have been reminded.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2013-10). Mr. Shaw is responsible for setting the hours of operation at each of the CCLD libraries. He is looking at all CCLD branches to better serve the public and is considering the changing of some hours from 9am-5pm to 10am-6pm.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2013-11). It was stated that the Committee requested that the Fund Balance Report be given to them on a quarterly basis. There was a consensus of the board that a paper copy of this report should also be given to the full board.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2013-12). The Committee heard Mr. Shaw's vision for re-configuring the first floor at the Central Library to make room for a future staging area for YA/Teens. He is looking to clear up floor space and to create a barrier to separate the younger kids for their safety and security. The Bookmobile is due to be back on the road next week. The staff continues to reassess the use of the Bookmobile by looking at stops and how much usage there is at each stop. The Bookmobile needs to stop being a "delivery service" for a couple of people. It was suggested that staff could visit the tenant's association meetings at the different locations to make sure that they are aware of what the Bookmobile can offer them.

Mr. Savash stated that once the State Construction Projects are complete, the Committee will review the Procurement Policy to see if it needs modification. They also discussed the need for

an updated inventory for all CCLD libraries. This matter will be discussed in more detail at a future Committee meeting.

Personnel Committee. Ms. Cady stated that the evaluation of the Library District Director will take place online from now on. The Committee will review the responses from board members and department heads and then report back to the board.

Southern Tier Library System. Ms. Wigg discussed several topics with the CCLD board. (1) A flyer regarding the New York Library Trustees online was distributed. All board members are invited to participate, but must be enrolled in order to do so. (2) Library Advocacy Day in Albany. Ms. Wigg stated that funding for libraries is flat again for 2013. She distributed a flyer which explained by state funding is important to the Chemung County Library District. She stated that our legislators need to hear from us. STLS is providing a bus (funded by the Horseheads Foundation) for those wishing to attend. (3) Cost Share. In 2013 the cost to Chemung County rises to \$83,000. The STLS board is in the process of discussing the next 4 year's agreements that its libraries will pay for Cost Share. She explained the formula used in order to arrive at the charges paid by each library. She reviewed the various services that STLS provides to its member libraries including IT, delivery, the catalogue, etc. In closing, she expressed what a pleasure it has been to work with CCLD Director Shaw. They have experienced good communication and cooperation.

Steele Foundation Report. Ms. Kappanadze stated that they met last week and re-elected the previous slate of officers. They decided to automatically distribute their annual donation to CCLD in quarterly installments - \$20,000 to be deposited two weeks prior to the end of a quarter. The By-Laws of the Foundation currently states that the number of directors that make up the board is 5. The Foundation would like this number to be changed to read "5 or 6" depending on the need. Ms. Kappanadze will clarify this change to the By-Laws and bring it to the next meeting for a vote by the CCLD board.

Old Business. None.

New Business. None.

Public Expression. None.

The meeting was adjourned at 7:43pm. The next regular meeting of the board will be held on **Thursday, March 21st, 2013 at 6:00pm at the Horseheads Branch, 405 S. Main St. Horseheads, NY 14845**

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2013-14)

Financial Report - Feb. 28, 2013

Income	2013 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through the Year	Notes
Library Fines, Fees & Contributions	\$ 80,900	\$ 14,572	\$ 66,328	18%		
Grants (other than N.Y.S.)	\$ -	\$ -				
Foundation Contributions	\$ 165,000	\$ 44,848	120,152	27%		Includes 4th Qtr 2012 distribution from HH Foundation
Library District Tax Receipts	\$ 2,578,808	\$ 2,578,808	(0)	100%		
Interest on Investments	\$ 3,000	\$ -	3,000	0%		
State Aid	\$ -					
Central Library Development	\$ 80,000	\$ -	80,000	0%		
Central Book Aid	\$ 54,000	\$ -	54,000	0%		
Local Library Services Aid	\$ 37,000	\$ -	37,000	0%		
Other State Aid	\$ 1,600	\$ -	1,600	0%		
TOTAL INCOME	\$ 3,000,308	\$ 2,638,229	\$ 362,079	88%	15%	

Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
Personnel						
Salaries	1,321,460	\$ 191,614	\$ 1,129,846	15%		
Sunday & Holiday Salaries	6,809	\$ 1,692	5,117	25%		
Employee Benefits	715,499	\$ 85,054	630,445	12%		
Subtotal - Personnel Expenses	2,043,768	\$ 278,360	1,765,408	14%	15%	
Contractual						
Equipment	34,330	\$ 1,229	33,101	4%		
Telephone	9,700	\$ 1,885	7,815	19%		
Supplies	37,400	\$ 10,464	26,936	28%		
Travel & Continuing Education	16,100	\$ 3,820	12,280	24%		
Repairs & Maintenance	43,235	\$ 23,905	19,330	55%		
Postage	5,075	\$ 194	4,881	4%		
Library Materials (books, video, etc.)	313,300	\$ 31,875	281,425	10%		
Utilities	75,700	\$ 23,132	52,568	31%		
Building Cleaning Supplies	19,642	\$ 2,141	17,501	11%		
Fuel, Gas & Oil (Bookmobile)	5,000	\$ 478	4,522	10%		
Insurance	24,108	\$ 9,511	14,597	39%		
Vehicle Operation / Maintenance	1,000	\$ 1,000	0	100%		
Professional Fees (audit, engineer/legal fees)	35,800	\$ 5,806	29,994	16%		
Data Processing Expenses (Cost Share)	90,630	\$ 1,604	89,026	2%		
Payment of Taxes	4,575	\$ 1,957	2,618	43%		
Library Programming	23,985	\$ 2,209	21,776	9%		
Chemung County costs (B&G, vision)	17,200	\$ 1,612	15,588	9%		
Capital Improvements	20,000	\$ 222,203	(202,203)	1111%		2012 State Construction Projects
Contingency Fund	55,739	\$ 3,389	52,350	6%		BKM Repairs - \$3,389
Debt Service	\$ 62,458	\$ -	62,458	0%		
TOTAL EXPENSE	\$ 2,938,745	\$ 626,774	\$ 2,311,971	21%	15%	

Chemung County Library District Grant Fund

Document #2013-15

Unpaid Bills Detail

As of March 6, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Value Line Publishing, Inc.	03/06/2013	reference materials	898.00
Total Value Line Publishing, Inc.			<u>898.00</u>
			<u>898.00</u>

Unpaid Bills Detail

As of March 6, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
A & M Works, Inc.			
	03/06/2013	Snow removal 1/28; 2/9 - HH	235.00
Total A & M Works, Inc.			<u>235.00</u>
Amazon Credit Plan			
	03/06/2013	Purchases - ST & BF	672.53
Total Amazon Credit Plan			<u>672.53</u>
American Library Association			
	03/06/2013	WE - Program Supplies	85.70
Total American Library Association			<u>85.70</u>
AT&T			
	03/06/2013	long distance - ST	8.31
Total AT&T			<u>8.31</u>
Blackbourn Media Packaging			
	03/06/2013	AV supplies for HH	185.99
Total Blackbourn Media Packaging			<u>185.99</u>
Brian P. Harris			
	03/06/2013	Mileage Reimb. & Program - 1/29/13 - 2/13/13	180.83
Total Brian P. Harris			<u>180.83</u>
Brodart Co.			
	03/06/2013	HH - Magazine Rack, BF- Display Case partial by E	2,733.14
Total Brodart Co.			<u>2,733.14</u>
Casella Waste Systems, Inc.			
	03/06/2013	Garbage disposal - BF, HFL, & WE	156.61
Total Casella Waste Systems, Inc.			<u>156.61</u>
CCLD Petty Cash			
	03/06/2013	Petty Cash reimbursement - WE/BF	298.89
Total CCLD Petty Cash			<u>298.89</u>
Center Point Large Print			
	03/06/2013	ST/BKM Fiction large print	334.83
Total Center Point Large Print			<u>334.83</u>
Chemung Canal Trust Company			
	03/06/2013	FEB credit - hotel for IT/Lowes/BKM repairs	1,104.47
Total Chemung Canal Trust Company			<u>1,104.47</u>
Chemung Valley Fiber Arts Guild			
	03/06/2013	Program on 3/23/13 at ST	125.00
Total Chemung Valley Fiber Arts Guild			<u>125.00</u>
Chemung Valley Living History Center			
	03/06/2013	Donation for programming-ST	75.00
Total Chemung Valley Living History Center			<u>75.00</u>

Unpaid Bills Detail

As of March 6, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
City of Elmira			
	03/06/2013	Downtown Dev. taxes ST	<u>6,677.21</u>
Total City of Elmira			6,677.21
Connie Oglivie			
	03/06/2013	Reimb - program/supplies	<u>24.45</u>
Total Connie Oglivie			24.45
Convenient Tape & Supplies			
	03/06/2013	receipt printer tape supply - all libraries	<u>187.02</u>
Total Convenient Tape & Supplies			187.02
Dallas Midwest, LLC			
	03/06/2013	Shelf W/Coat Hanger Bar for HH	<u>323.00</u>
Total Dallas Midwest, LLC			323.00
Deborah L. Brimmer			
	03/06/2013	mileage reimb FEB/ reimb for FEB workshop exper	<u>285.71</u>
Total Deborah L. Brimmer			285.71
Dianne Patchett			
	03/06/2013	WE - Dining Set - Gift \$ / program supplies	<u>375.82</u>
Total Dianne Patchett			375.82
Doris Jean Metzger			
	03/06/2013	Programming - VE	<u>61.99</u>
Total Doris Jean Metzger			61.99
EBSCO Subscription Services			
	03/06/2013	gift subscriptions 2013	<u>47.95</u>
Total EBSCO Subscription Services			47.95
Elmira Structures, Inc.			
	03/06/2013	extras at WE/BF/HH	<u>2,192.00</u>
Total Elmira Structures, Inc.			2,192.00
Fahy-Williams Publishing Inc.			
	03/06/2013	Magazine Subscription - WE	<u>23.95</u>
Total Fahy-Williams Publishing Inc.			23.95
Fillmore Wide Awake Club Library			
	03/06/2013	Reimb. Lost Book	<u>8.00</u>
Total Fillmore Wide Awake Club Library			8.00
Fire Alarm Service Technology, Inc.			
	03/06/2013	install panic button-ST Comp Rm/replace battery H	<u>692.00</u>
Total Fire Alarm Service Technology, Inc.			692.00
Gale Group, Inc.			
	03/06/2013	WE & ST Fiction - Purchases	<u>577.12</u>
Total Gale Group, Inc.			577.12

Unpaid Bills Detail

As of March 6, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Gaylord Bros, Inc.			
	03/06/2013	Monitor Stand for Computer-HH paid by Friends	<u>1,180.55</u>
Total Gaylord Bros, Inc.			1,180.55
Gressco LTD.			
	03/06/2013	DVD security cases for ST	<u>1,239.86</u>
Total Gressco LTD.			1,239.86
Horseheads Do It Center			
	03/06/2013	HH - bulbs/cleaning supplies	<u>41.52</u>
Total Horseheads Do It Center			41.52
Imperial Door Controls, Inc.			
	03/06/2013	ST - Maintenance Agmt h-cap doors	<u>1,280.00</u>
Total Imperial Door Controls, Inc.			1,280.00
Ingram Library Services			
	03/06/2013	All Library materials - Statements	<u>10,596.29</u>
Total Ingram Library Services			10,596.29
Jessica Janowsky			
	03/06/2013	ST - Programming - Zumba	<u>120.00</u>
Total Jessica Janowsky			120.00
John Mills Electric, Inc.			
	03/06/2013	Floor Receptacle at Circ Desk-ST	<u>83.88</u>
Total John Mills Electric, Inc.			83.88
Kimberly Jones			
	03/06/2013	mileage reimb 1/30-2/27 (incl. BKM repair)	<u>169.84</u>
Total Kimberly Jones			169.84
Kristal L. Walker			
	03/06/2013	Mileage between BF / WE 6/8/12-1/22/13	<u>111.08</u>
Total Kristal L. Walker			111.08
Multi Media Services			
	03/06/2013	Envelopes / Loan Period Cards & Reserve Cards -	<u>959.76</u>
Total Multi Media Services			959.76
Recorded Books			
	03/06/2013	AV purchases - Steele	<u>806.48</u>
Total Recorded Books			806.48
Southern Tier Library System			
	03/06/2013	Horseheads Foundation 2013 Advocacy Funds-Alt	<u>352.50</u>
Total Southern Tier Library System			352.50
Staples Credit Plan			
	03/06/2013	laptop for Computer Room / misc other libraries	<u>2,267.60</u>
Total Staples Credit Plan			2,267.60

Unpaid Bills Detail

As of March 6, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Sue Schoeffler			
	03/06/2013	Travel reimbursement 2013	76.26
Total Sue Schoeffler			<u>76.26</u>
SUPERCLEAN Carpet Service			
	03/06/2013	HH -Cleaning of Carpets & Chairs	650.00
Total SUPERCLEAN Carpet Service			<u>650.00</u>
Tanglewood			
	03/06/2013	WE Program - 3/11/13	95.00
Total Tanglewood			<u>95.00</u>
Terp's Enterprises, Inc			
	03/06/2013	Lobby day 2013 expenses	647.50
Total Terp's Enterprises, Inc			<u>647.50</u>
The Library Store, Inc			
	03/06/2013	outdoor sign for BF	220.05
Total The Library Store, Inc			<u>220.05</u>
The Penworthy Company			
	03/06/2013	books for ST Juv	3,279.49
Total The Penworthy Company			<u>3,279.49</u>
Time Warner Cable			
	03/06/2013	VPN/Phone -WE, ST, BF, & HFL	798.64
Total Time Warner Cable			<u>798.64</u>
Town of Big Flats			
	03/06/2013	BF -Water Bill - 11/13/12-2/6/13	28.75
Total Town of Big Flats			<u>28.75</u>
Unique Management Services, Inc.			
	03/06/2013	Jan 2013 Collection Fees - all libraries	673.37
Total Unique Management Services, Inc.			<u>673.37</u>
Verizon			
	03/06/2013	elevator phone ST	24.42
Total Verizon			<u>24.42</u>
Verizon Wireless			
	03/06/2013	BKM/Admin. cellular service	277.53
Total Verizon Wireless			<u>277.53</u>
Village of Horseheads			
	03/06/2013	HH - Water Bill & Fire Inspection	124.06
Total Village of Horseheads			<u>124.06</u>
Wegmans Food Markets Inc.			
	03/06/2013	Program Supplies -ST Juv, HH, WE	310.18
Total Wegmans Food Markets Inc.			<u>310.18</u>
			<u><u>44,087.13</u></u>

Unpaid Bills Detail

As of March 13, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Acme Pest Control, Inc.			
	03/13/2013	Pest Control @ WE	70.00
Total Acme Pest Control, Inc.			<u>70.00</u>
AT&T - Georgia			
	03/13/2013	elevator line-ST	36.54
Total AT&T - Georgia			<u>36.54</u>
AT&T - Illinois			
	03/13/2013	long distance charges-ST	9.39
Total AT&T - Illinois			<u>9.39</u>
AudioGo			
	03/12/2013	AV purchases-ST invoice	280.00
Total AudioGo			<u>280.00</u>
Belmont Free Library			
	03/13/2013	Payment for Lost Book	6.00
Total Belmont Free Library			<u>6.00</u>
Canaserage, Essential Club Free Library			
	03/13/2013	Payment for Lost Book	14.95
Total Canaserage, Essential Club Free Library			<u>14.95</u>
Capabilities, Inc.			
	03/13/2013	FEB Library Cleaning - HFL, WE, & BF	1,199.06
Total Capabilities, Inc.			<u>1,199.06</u>
Casella Waste Systems, Inc.			
	03/13/2013	FEB Garbage disposal - BF, HFL, & WE	155.90
Total Casella Waste Systems, Inc.			<u>155.90</u>
CCLD Petty Cash			
	03/13/2013	Petty Cash reimbursement - WE/BF	163.54
Total CCLD Petty Cash			<u>163.54</u>
Center Point Large Print			
	03/13/2013	ST Fiction large print	295.38
Total Center Point Large Print			<u>295.38</u>
Chemung County Treasurer			
	03/13/2013	Debt Service 1st quarter 2013	15,614.85
Total Chemung County Treasurer			<u>15,614.85</u>
CHILDREN'S PLUS INC.			
	03/13/2013	Books Purchased - BF	506.46
Total CHILDREN'S PLUS INC.			<u>506.46</u>
CPE Interlink			
	03/13/2013	WE/BF/HH Construction Cat 5e cables installed	9,832.03
Total CPE Interlink			<u>9,832.03</u>

Unpaid Bills Detail

As of March 13, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Elmira Structures, Inc.			
	03/13/2013	ST Computer HVAC ductwork	5,415.00
Total Elmira Structures, Inc.			<u>5,415.00</u>
First Transit			
	03/13/2013	Bookmobile fuel - FEB	62.86
Total First Transit			<u>62.86</u>
Fred & Harriett Taylor Memorial Library			
	03/13/2013	Payment for Lost Book	15.00
Total Fred & Harriett Taylor Memorial Library			<u>15.00</u>
Gale Group, Inc.			
	03/13/2013	ST Fiction - Purchases	23.99
Total Gale Group, Inc.			<u>23.99</u>
Guildcraft, Inc.			
	03/13/2013	Program supplies-WE	244.41
Total Guildcraft, Inc.			<u>244.41</u>
H. L. Treu Office Supply Corp.			
	03/13/2013	Supplies - ST	6.45
Total H. L. Treu Office Supply Corp.			<u>6.45</u>
Hale Manufacturing Co.			
	03/13/2013	Circulation Desks - BF/ WE/ HH	51,145.00
Total Hale Manufacturing Co.			<u>51,145.00</u>
Image Integrator			
	03/13/2013	ST - Microfilm	2,645.00
Total Image Integrator			<u>2,645.00</u>
Imperial Door Controls, Inc.			
	03/13/2013	WE - Maintenance Agmt h-cap doors	480.00
Total Imperial Door Controls, Inc.			<u>480.00</u>
Marisela Smith			
	03/13/2013	Patron Refund	18.00
Total Marisela Smith			<u>18.00</u>
MidWest Tape			
	03/13/2013	DVD/Audio purchases - WE/HH/ST	4,364.39
Total MidWest Tape			<u>4,364.39</u>
Perry & Carroll, Inc.			
	03/13/2013	Insurance policies- 2nd installment 2013	4,830.00
Total Perry & Carroll, Inc.			<u>4,830.00</u>
Recorded Books			
	03/13/2013	AV purchases - Steele	132.41
Total Recorded Books			<u>132.41</u>

Unpaid Bills Detail

As of March 13, 2013

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Reliable Computer Products			
	03/13/2013	printer cartridges - all libraries	547.78
Total Reliable Computer Products			<u>547.78</u>
SmileMakers			
	03/13/2013	Program supplies - WE	63.36
Total SmileMakers			<u>63.36</u>
Southern Tier Library System			
	03/13/2013	processing fees all libraries	1,366.25
Total Southern Tier Library System			<u>1,366.25</u>
Staples Advantage			
	03/13/2013	paper/supplies ST	558.32
Total Staples Advantage			<u>558.32</u>
Supermedia LLC			
	03/13/2013	phone book ad-monthly fee	37.00
Total Supermedia LLC			<u>37.00</u>
Tanglewood			
	03/13/2013	BF program 4/2/13	65.00
Total Tanglewood			<u>65.00</u>
Teknion, LLC			
	03/13/2013	Desks per State Construction Projects WE/BF/HH	5,480.92
Total Teknion, LLC			<u>5,480.92</u>
Unique Management Services, Inc.			
	03/13/2013	FEB 2013 Collection Fees - all libraries	588.69
Total Unique Management Services, Inc.			<u>588.69</u>
Vasco Brands, Inc.			
	03/13/2013	vacuum repairs ST/WE	129.10
Total Vasco Brands, Inc.			<u>129.10</u>
Verizon			
	03/13/2013	ST/WE phone service / elevator at ST	509.30
Total Verizon			<u>509.30</u>
TOTAL			<u><u>106,912.33</u></u>

Report of the March 6th, 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, March 6th, 2013 beginning at 6:00pm. Attending the meeting were Richard Roberts, Georgia Reynolds, Ann Cady and Marge Kappanadze; Joan Santulli and Ronald Shaw, CCLD management. The meeting opened at 6pm.

Director Ron Shaw discussed the following:

- Bookmobile. The vehicle is back on the road. Driver Kim Jones did an excellent job in staying on top of the repair job.
- Friends of CCLD. They have adopted a resolution officially changing their name from Friends of the Steele Memorial Library. They have donated \$500 to use for the Chess Tournament and \$1,500 for 2013 Summer Reading Club expenses.
- CCLD Website. Now included on the website are digital yearbooks from local schools.
- Thank you cards from patrons. (1) For Librarian Mathews for her assistance in learning how to use Facebook; (2) for Library Clerk Zell at the Horseheads Library for her recent Downton Abbey program; and (3) for Librarian Rogan for her choices made in purchasing for the Non-Fiction collection.
- Wall Street Journal article. He passed around an article received from Dick Pirozzolo of the Horseheads Foundation entitled "Libraries that Hold No Books". The article describes Bexar County's (TX) plan to open a location that houses no print books-only 150 e-readers for checkout with a selection of 10,000 titles. The location will also have 25 laptop computers, 25 tablets for on-site use and 5-desktop computers.
- Horseheads Library. Mr. Shaw reported on recent conversations with Horseheads residents and the President of the Horseheads Friends group that centered around expansion of the current library building – a possible grant application for future State Construction funding.
- The Library District received a check in the amount of \$2,067.87 from the Partlow estate to be used for the benefit of the Horseheads Branch.

Ms. Santulli presented the Unpaid Bills Detail dated 3/6/13 for the General Fund in the amount of \$44,087.13 and for the Grant Fund - \$898.00. Ms. Reynolds moved, seconded by Ms. Cady to pay the bills as listed. Motion Carried.

The meeting adjourned at 6:22pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, April 3rd, 2013 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2013-17

Report of the March 13th, 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, March 13th, 2012, beginning at 8:00am. Attending the meeting were CCLD board members Sue Cook, Georgia Reynolds, Marge Kappanadze, Ann Cady and Robin Fitzgerald. Also attending were Joan Santulli and Ron Shaw, CCLD Administration. The meeting opened at 8:00am.

The following topics were discussed:

- Now that the tax receipts for 2013 have been received from Chemung County, the funds in CCLD bank accounts will be deposited into several CDARs accounts (CD's) with various maturity dates throughout the year. This gives CCLD funds the protection offered by the Federal Government's FDIC.
- Ms. Santulli passed around the 2012 year-end report from the County Buildings & Grounds Department which shows labor costs of close to \$17,000 that the County paid on behalf of the Library District for work performed by their staff.
- Mr. Shaw reported receipt of received a check from the Partlow estate to be used for the benefit of the Horseheads Branch. He also reported receipt of a notice from the County Real Property Tax Department regarding the PILOT funds for 2006 – 2011.
- Mr. Shaw reported that he has received notice from STLS (Southern Tier Library System) that the Library District will be receiving a grant for the purchase of computer equipment. The grant requires a 20% match by CCLD.
- Ms. Santulli presented the February 28, 2013 Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.
- Ms. Santulli presented and discussed the March 13th, 2013 Unpaid Bills Detail for the General Fund bills totaling \$106,912.33. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

The meeting adjourned at 8:42am. The next meeting of the Budget & Finance Committee will be held on Wednesday, April 10th, 2013 in the Petrie Conference Room of the Steele Memorial Library.

Document #2013-

Report of the March 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, March 13th, 2012, beginning at 3pm. Board members attending the meeting were John Savash, Mike Muldoon, 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 the Capital Budget worksheet will be updated once the State Construction Projects file has been completed with total costs of projects with overages.
- Most of the 2012 State Construction Projects are near completion. West Elmira is awaiting minor modifications on its circulation desk and Horseheads & Steele still need to have some shelving (the County B&G crews are working on this project).
- Mr. Shaw reported the receipt of notification from the Chemung County Real Property Tax Office regarding the PILOT funds for years 206-2011.
- STLS (Southern Tier Library System) has been notified (informally) that the Library District plans to apply for 2013 State Construction funding to replace the elevator at the Central Library (Steele).

Committee member Mike Muldoon will be reviewing a copy of a proposal from Schindler Elevator to determine what specs are needed in order to put this project out for bid.

Mr. Savash reminded Committee members about the new “piggybacking” rules regarding State bid pricing. He will get copies of the State documents that explain the new rules.

Regarding inventory, once the State Construction Projects are complete, the Committee will determine a minimum dollar amount for items that will need to be included in the 2013 inventory of all CCLD buildings.

The meeting adjourned at 3:38pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, April 10th, 2013 at 3pm in the Director’s Office at the Steele Memorial Library.