



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 August 2010 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, August 19th, 2010 at **6pm at the Steele Memorial Library, 101 E. Church Street 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 #2010-50)
4. Treasurer's report
 - a) Financial report (document #2010-51)
 - b) Report of Unpaid Bills Detail (document #2010-52)
5. Correspondence
6. President's report
7. Director's report
8. Committee reports:
 - a) Executive Committee (Reynolds)
 - 1) Report of the Committee meeting (document #2010-53)
 - b) Budget & Finance Committee (Fitzgerald)
 - 1) Report of the Committee meeting (document #2010-54)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee
 - d) Personnel Committee (Conwell)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

(Minutes of the July 2010 meeting of the Chemung County Library District Board of Trustees. Document #2010-50)

Minutes of the July 2010 meeting of the Chemung County Library District Board of Trustees. The July meeting was held on Thursday, July 15, 2010 at 6:00pm at the Steele Memorial Library. The meeting was called to order by President Georgia Reynolds. Present were Robin Fitzgerald, Judy Sell, Tina Hager, Jan Kather, Allen C. Smith, Karl Schwesinger and Jessica Roberts. Excused were Sue Cook, Ann Cady and Mary Beth Conwell. Absent: Andrea Ogunwumi. Also present were Maureen Ferrell, liaison with the Public Library Foundation of Chemung County, Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Minutes. The minutes of the June 2010 meeting (Document #2010-44) were presented for board review. The minutes were approved as distributed by unanimous consent.

Financial Report. The June 30, 2010 Financial Report (Document #2010-45) was presented for board review. Ms. Fitzgerald stated that we are halfway through the year. There is nothing out of the ordinary to discuss on this statement. By unanimous consent the June 30, 2010 Financial Report was approved as distributed and will be filed for audit.

Concerning the Report of Unpaid Bills (Document #2010-46). Ms. Fitzgerald stated that the bill list includes several invoices for library programs being held for the Summer Reading Club by all CCLD libraries. By unanimous consent, the board authorizes the payment of the unpaid bills dated 7/7/10 in the amounts of \$38,161.19 (General Fund) and \$2,013.40 (Grant Fund) and the unpaid bill lists dated 7/8/10 as submitted in the amount \$11,963.19 (General Fund) and \$1,972.27 (Grant Fund). Ms. Kather moved, seconded by Mr. Smith to approve payment of an invoice from Fagan Engineers in the amount of \$5,271.12, said bill to be held until the Library District receives the grant funds from the State for the expenses to date on the Steele Memorial Library "green roof" project. Motion Carried.

Correspondence. Mr. Shaw distributed a copy of the Southern Tier Library Systems July newsletter that describes how the New York State budget affects the System's services to member libraries. He stated that New York State funds over 80% of the STLS's annual budget. The board discussed the possibility of holding a future CCLD board meeting at the STLS headquarters in Painted Post. Mr. Shaw will check with Ristiina Wigg, the Director of STLS to determine which month (September or October) will work best for STLS.

President's Report. President Reynolds passed around a copy of a Star-Gazette news article which announced the recent donation to the Horseheads Library by the Friends of the Horseheads Free Library. She also reported that the Library District has received its second quarter donation (\$10,000) from the Public Library Foundation of Chemung County for the support of the Horseheads Library.

Ms. Reynolds reported the receipt of the nomination forms and guidelines for STLS's annual "Outstanding Support for Libraries Award." She requested that each board member be sent a copy of this document.

Ms. Reynolds also reported receipt of a letter dated July 8, 2010 from STLS that announces the resignation of Scott Breese from the STLS board of trustees. Mr. Breese is one of the representatives from Chemung County who serve on the STLS board. The letter requests that the Library District appoint a new representative by August 20th. Ms. Reynolds requested that Library District board members think about potential candidates for this position, said term being from 2010-2014.

President Reynolds also requested that board members look for candidates for the Library District board of trustees that has current vacancies in the 1st, 13th and 14th districts. She stated that a map showing the district boundaries can be seen on the Chemung County website.

Director's Report. Mr. Shaw reported that CCLD's newest Librarian is working on "social networking" for the Library District, to include Twitter, Facebook and Wikipedia. Once these sites are up and running, Mr. Shaw will send the board members the links to the sites. He stated that the CCLD website will have the capacity for blogging.

CCLD Dress Code. Regarding the implementation of the dress code at the Library District, the union has submitted a grievance to protect union rights. Mr. Shaw responded with a letter denying the grievance and is now awaiting a response from CSEA.

Horseheads Free Library building upgrades. An estimate has been received from E.M. Pfaff & Son for prospective building projects at the Horseheads Free Library. The proposal to upgrade the kitchen area is estimated to cost \$4,700 and the installation of new wall cabinets behind the circulation desk is estimated at \$4,400. Mr. Shaw will attend the next meeting of the Public Library Foundation to determine that board's possible interest in the funding of these two projects.

Employee Assistance Program. An agreement between CCLD and the Clinical Social Work and Counseling Services of the Finger Lakes for an "Employee Assistance" referral has been approved by the Library District attorney and has been signed by Mr. Shaw. The agreement is for one year and the initial evaluation session is paid for by CCLD. All follow-up visits are the responsibility of the employee who has been referred for services.

Marketing CCLD programs and services. Mr. Shaw passed around a one page advertisement that the Southeast Steuben County Library places in The Leader. He stated that he would like to see a brochure distributed each month that is made available to patrons to download from the website.

Memorial Service. Mr. Shaw received a request from the family of Jackie Bowman, a long-time library volunteer, to hold a memorial service in her honor in the auditorium of the Steele Memorial Library on September 18th. The board expressed no opposition to the use of the room for this purpose.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2010-47). President Reynolds stated all the items listed in the report have already been discussed. She asked Mr. Shaw to discuss his recent meeting with members of the Public Library Foundation board. Mr. Shaw stated that he was well received. After discussing the improvements proposed for the Horseheads Free Library building, the Foundation board stated that should they decide to fund the projects, the expenses would be part of their annual contribution and not any additional funding for the library. Mr. Shaw expects to discuss the proposed 2011 Library District budget with the Foundation board at a future meeting.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2010-48). Ms. Fitzgerald stated that Mark Hagan, of Perry & Carroll attended the meeting. He reviewed a summary of insurance coverage for the 2006 through 2010 fiscal years. Mr. Hagan stated that he cannot give CCLD an actual quote for 2011 until the beginning of October; however, he does not expect much of an increase. He will attempt to get another 3 year agreement with the insurance company.

The Committee reviewed the first draft of the proposed 2011 Library District budget in some detail. Some increases in budget lines were suggested and the administration was instructed to attempt to keep any increase to the budget around 2.6%. Mr. Shaw and Ms. Santulli will make the requested changes and will send the second draft of the proposed budget to the B&F Committee prior to their August meeting so it can be reviewed ahead of time and any areas of concern can be addressed. Ms. Fitzgerald noted that the assessments of taxable property in Chemung County have increased again this year.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting were distributed in writing to the board at the meeting (Document #2010-49). Mr. Schwesinger reported that the

“green roof” project at the Steele Library is moving along. There have been several change orders that were necessary to be approved. Invoices from Evans Roofing and Collins & Walton will be submitted to the Executive Committee for approval before sending them to the State for approval. The installation of the membrane is complete, flood testing has been done and the manufacturer will be inspecting the roof so that he can issue the warranties. A new sign advertising the project has been installed on the corner of Clemens Center and Church Street. He has received verbal confirmation from the State Environmental Facilities Corporation that the MWBE paperwork is in order, therefore, the release of the funding of the project should be coming soon.

Regarding the 2008 State Construction projects that have leftover funding, Mr. Schwesinger will be contacting Elmira Structures, the contractor who worked on the original projects, to see if these funds can be spent on further projects at the Big Flats, West Elmira and Steele Libraries through use of change orders. The additional costs can then be included in the original projects when reporting to the State.

Regarding comfortable seating for the New Book Lounge at the Steele Library, the Committee has requested that Derek Chalfant, the builder of the café furniture, submit an estimate on pricing for end tables and a coffee table that will match the café tables.

Ad-Hoc Policy & By-Laws Committee. Ms. Hager reported that the Committee has met and reviewed the Internet Use Policy. Suggested changes will be submitted to the Library District Department Heads at their August meeting.

New Business. In Ms. Cook’s absence, Ms. Santulli stated that the Chemung County Board of Elections has requested that the Library District move up their deadlines for submission of petitions for seats on the board. Mr. Shaw stated that in reviewing the Legislation that formed the Library District, the law puts restrictions on how late the petitions must be submitted, but does not discuss how early they can be submitted. Following discussion, it was determined that all future petitions for open seats will be requested during the month of August each year, with the deadline for submission to the board secretary or the business office as the end of the month of August. This will meet the requirements of the Chemung County Board of Elections deadlines. The petition will be placed on the CCLD website so it is readily available to any interested party.

Public Expression. Ms. Ferrell stated that the Public Library Foundation submits smaller installments of their funding at the beginning of the year when the Library District has just received their funding from the taxes. This allows them to maximize their investments during the year. The bulk of their donation is sent to the Library District later in the fiscal year.

The meeting was adjourned at 7:12pm. The next regular meeting of the board will be on Thursday, August 19th, 2010 at 6pm at the Steele Memorial Library, 101 East Church Street, Elmira, New York.

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2010-51)

Financial Report - JULY 31, 2010

Income	2010 annual budget	Received to date	Balance remaining	Percentage received	Percentage through the year	Notes
Library Fines, Fees & Contributions	\$ 104,250	\$ 54,936	\$ 49,314	53%		
Grants (other than N.Y.S.)		7,060	(7,060)	0%		Incl. final GATES funding for 2009 plus BF Adv \$1,000 & HH Friends \$4,500
New Bookmobile fund		8,446	(8,446)			
Foundation Contributions	165,000	21,121	143,879	13%		Incl. funds for West Elmira Library = \$1,011
Library District Tax Receipts	2,437,502	2,451,930	(14,428)	101%		Incl. PILOT funds in lieu of taxes - \$14,428
Interest on Investments	15,000	4,296	10,704	29%		
State Aid						
Central Library Development	95,000	(4,364)	99,364	-5%		Amount returned to STLS
Central Book Aid	65,000	(2,973)	67,973	-5%		" " "
Local Library Services Aid	41,700	2,042	39,658	5%		Incl. final LLA funding for 2009
Other State Aid	1,600	2,317	(717)	145%		
TOTAL INCOME	\$ 2,925,052	\$ 2,544,811	\$ 380,241	87.00%	50%	

Expense	Annual Budget	Expended to date	Balance remaining	Percent Expended	Percentage through year	Notes
Personnel						
Salaries	\$ 1,226,874	\$ 645,197	\$ 581,677	53%		
Sunday & Holiday Salaries	60,474	22,044	38,430	36%		
Employee Benefits	591,229	281,372	309,857	48%		
Subtotal - Personnel Expenses	1,878,577	948,613	929,964	50%	50%	
Contractual						
Equipment	89,855	18,314	71,541	20%		
Telephone	10,800	7,140	3,660	66%		
Supplies	36,100	36,100	0	100%		Includes \$13,841 in Gates Grant exp. plus 4,500 in '09 HFL gifts & \$3,040 WE Foundation '09
Travel & Continuing Education	28,080	5,913	22,167	21%		
Repairs & Maintenance	36,459	13,406	23,053	37%		
Postage	7,600	4,910	2,690	65%		Postage meter is replenished twice per year
Education - Tuition Assistance	8,300	1,775	6,525	21%		
Library Materials (books, video, etc)	302,000	180,857	121,143	60%		Includes \$3,625 RoaR acct. closed out
Utilities	97,650	43,065	54,585	44%		Incl. 4th quarter of 2009 expense
Building Cleaning Supplies	8,100	4,248	3,852	52%		
Fuel, Gas & Oil	2,000	1,146	854	57%		
Insurance	24,390	18,761	5,629	77%		
Vehicle Operation / Maintenance	2,500	2,500	0	100%		
Professional Fees (audit, engineer/l	114,100	82,255	31,845	72%		Incl. \$29,251- Interim Director plus
Data Processing Expenses	46,526	26,121	20,405	56%		\$23,427 for Green Roof
Payment of Taxes	4,845	4,463	382	92%		
Library Programming	20,500	18,958	1,542	92%		
Chemung County costs (B&G, visi	17,049	5,392	11,657	32%		Incl. 4th quarter of 2009 expense
Capital Improvements	0	171,131	(171,131)			Expenses not included in 2010 budget
Contingency Fund	76,507	9,494	67,013	12%		SUPPLY LINE \$8,613 & VEHICLE MAINTENANCE \$882
Debt Service	63,114	30,756	32,358	49%		
TOTAL EXPENSE	\$ 2,875,052	\$ 1,635,319	\$ 1,239,733	57%	50%	

Chemung County Library District General Fund
Unpaid Bills Detail
As of August 11, 2010

Document #2010-52

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
AVcafe			
	08/11/2010	DVD for HH	255.15
Total AVcafe			<u>255.15</u>
BBC Audiobooks America			
	08/11/2010	Audio purchases for Steele	576.57
Total BBC Audiobooks America			<u>576.57</u>
Brodart Co.			
	08/11/2010	supplies all libraries	96.04
Total Brodart Co.			<u>96.04</u>
Center Point Large Print			
	08/11/2010	BKM & Fiction large print	282.18
Total Center Point Large Print			<u>282.18</u>
Centurion Technologies			
	08/11/2010	Security software- Senior Training Computers	84.00
Total Centurion Technologies			<u>84.00</u>
Chemung County Buildings & Grounds Dept.			
	08/11/2010	Utility & Bldg Maint. chg- 2nd Qtr 2010	19,649.24
Total Chemung County Buildings & Grounds Dept.			<u>19,649.24</u>
Chester's Amazing Supply House			
	08/11/2010	Cash Register Tapes - HH	37.98
Total Chester's Amazing Supply House			<u>37.98</u>
Deborah L. Brimmer			
	08/11/2010	mileage reimb for July	139.50
Total Deborah L. Brimmer			<u>139.50</u>
Demco, Inc.			
	08/11/2010	supplies for BF	113.55
Total Demco, Inc.			<u>113.55</u>
Fire Alarm Service Technology, Inc.			
	08/11/2010	Fire alarm monitoring @ ST/HH	1,428.00
Total Fire Alarm Service Technology, Inc.			<u>1,428.00</u>
First Transit			
	08/11/2010	Bookmobile fuel-July	175.38
Total First Transit			<u>175.38</u>
Foor & Associates, Architects			
	08/11/2010	Prof. services-final payment	433.00
Total Foor & Associates, Architects			<u>433.00</u>
Gale Group, Inc.			
	08/11/2010	ST fiction purchase	674.07
Total Gale Group, Inc.			<u>674.07</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of August 11, 2010

Document #2010-52

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Highsmith, Inc.			
	08/11/2010	Supplies ST	41.69
Total Highsmith, Inc.			<u>41.69</u>
Horwitz Supply Company			
	08/11/2010	paper/cleaning supply-ST	244.83
Total Horwitz Supply Company			<u>244.83</u>
Imperial Door Controls, Inc.			
	08/11/2010	repair of handicap doors @ ST	82.58
Total Imperial Door Controls, Inc.			<u>82.58</u>
MidWest Tape			
	08/11/2010	DVD/Audio purchases-HFL&ST	3,286.80
Total MidWest Tape			<u>3,286.80</u>
OBS, Inc.			
	08/11/2010	2nd installment on new Bookmobile	65,142.00
Total OBS, Inc.			<u>65,142.00</u>
Oriental Trading Company, Inc.			
	08/11/2010	programming supplies-HH	191.73
Total Oriental Trading Company, Inc.			<u>191.73</u>
Pitney Bowes			
	08/11/2010	quarterly lease-mail machine all libraries	708.00
Total Pitney Bowes			<u>708.00</u>
RadioShack Corporation			
	08/11/2010	Supply for WE	56.47
Total RadioShack Corporation			<u>56.47</u>
Random House, Inc.			
	08/11/2010	AV purchases-ST	472.70
Total Random House, Inc.			<u>472.70</u>
Recorded Books			
	08/11/2010	Steele & WE purchases	725.55
Total Recorded Books			<u>725.55</u>
Ronald Shaw			
	08/11/2010	Reimb-moving expense Aug.	795.00
Total Ronald Shaw			<u>795.00</u>
Sayles & Evans			
	08/11/2010	Legal fees 5/10-7/10	805.00
Total Sayles & Evans			<u>805.00</u>
SDS/Casella			
	08/11/2010	garbage disposal-BF,WE,HFL for July	154.60
			<u>154.60</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of August 11, 2010

Document #2010-52

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total SDS/Casella			154.60
SKJ Facilities Management, Inc.			
	08/11/2010	HFL Janitor services 6/20-7/11	480.00
Total SKJ Facilities Management, Inc.			<u>480.00</u>
Southern Tier Library System			
	08/11/2010	processing fees-supplies all libraries	1,381.00
Total Southern Tier Library System			<u>1,381.00</u>
Staples Business Advantage			
	08/11/2010	office supply/all libraries	449.17
Total Staples Business Advantage			<u>449.17</u>
TechSmith			
	08/11/2010	IT software licenses SML	101.10
Total TechSmith			<u>101.10</u>
The Conservationist			
	08/11/2010	annual subscription extended -ST	8.00
Total The Conservationist			<u>8.00</u>
The Leader			
	08/11/2010	ST subscription	211.70
Total The Leader			<u>211.70</u>
The Penworthy Company			
	08/11/2010	books for Steele Juv/HH/WE	4,563.46
Total The Penworthy Company			<u>4,563.46</u>
Time Warner Cable			
	08/11/2010	VPN service-BF-8/15-9/14	33.34
Total Time Warner Cable			<u>33.34</u>
U.S. News & World Report			
	08/11/2010	Annual Subscription-ST	39.50
Total U.S. News & World Report			<u>39.50</u>
Unique Management Services, Inc.			
	08/11/2010	Collection fees - June/July 2010 all libraries	1,117.81
Total Unique Management Services, Inc.			<u>1,117.81</u>
Wegmans Food Markets Inc.			
	08/11/2010	Program Supplies-ST	76.57
Total Wegmans Food Markets Inc.			<u>76.57</u>
			<u><u>105,113.26</u></u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of August 6, 2010

Document #2010-52

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Charles F. Evans Company, Inc.			
	08/06/2010	Partial payment "green roof" project at Steele Memc	<u>352,538.35</u>
Total Charles F. Evans Company, Inc.			<u>352,538.35</u>
Collins & Walton			
	08/06/2010	Partial payment "green roof" project at Steele less 5	<u>29,842.35</u>
Total Collins & Walton			<u>29,842.35</u>
Fagan Engineers			
	08/06/2010	Prof. Svc for Steele Green Roof-partial payment	<u>5,271.12</u>
Total Fagan Engineers			<u>5,271.12</u>
			<u><u>387,651.82</u></u>

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of August 4, 2010

Document #2010-52

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
	08/04/2010	Reference materials	448.92
Total Baker & Taylor Books			<u>448.92</u>
Deluxe Business Checks and Solutions			
	08/04/2010	supply of checks for Grant Fund	105.45
Total Deluxe Business Checks and Solutions			<u>105.45</u>
Grey House Publishing			
	08/04/2010	Reference Material	389.50
Total Grey House Publishing			<u>389.50</u>
Ingram Library Services			
	08/04/2010	Non-Fiction book purchases-July 2010	1,616.90
Total Ingram Library Services			<u>1,616.90</u>
Southern Tier Library System			
	08/04/2010	downloadable audio books/processing fees	179.50
Total Southern Tier Library System			<u>179.50</u>
			<u><u>2,740.27</u></u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of August 4, 2010

Document #2010-52

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
All About Books, Inc.			
	08/04/2010	Books for ST	460.00
Total All About Books, Inc.			<u>460.00</u>
Amazon Credit Plan			
	08/04/2010	purchases -all libraries	2,781.55
Total Amazon Credit Plan			<u>2,781.55</u>
AT&T			
	08/04/2010	long dist chg-BF	1.20
Total AT&T			<u>1.20</u>
Barber Funeral Home, Inc.			
	08/04/2010	HFL share of repair of parking lot	1,595.00
Total Barber Funeral Home, Inc.			<u>1,595.00</u>
Bobby K Entertainment			
	08/04/2010	Blacktop carnivals at HH/WE/ST	1,700.00
Total Bobby K Entertainment			<u>1,700.00</u>
Brian P. Harris			
	08/04/2010	mileage reimb 5/12-7/15 + 2010 Insurance reimb.	252.20
Total Brian P. Harris			<u>252.20</u>
Caroline Poppendeck			
	08/04/2010	mileage for 7/2 trip to VanEtten -ST	22.00
Total Caroline Poppendeck			<u>22.00</u>
Chemung Canal Trust Company			
	08/04/2010	misc credit card purchases-May/June	724.98
Total Chemung Canal Trust Company			<u>724.98</u>
Chemung County Library District			
	08/04/2010	Petty Cash reimbursement - HFL/BF/WE	370.39
Total Chemung County Library District			<u>370.39</u>
Chris Corter			
	08/04/2010	mileage reimb 5/24-6/23	189.20
Total Chris Corter			<u>189.20</u>
Compumentor-TechSoup			
	08/04/2010	Software purchase-New Librarian	160.00
Total Compumentor-TechSoup			<u>160.00</u>
Dianne Patchett			
	08/04/2010	BKM program supplies	12.57
Total Dianne Patchett			<u>12.57</u>
Donald Hall			
	08/04/2010	Patron Refund	45.00
Total Donald Hall			<u>45.00</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of August 4, 2010

Document #2010-52

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
EBSCO Subscription Services			
	08/04/2010	Magazines-annual subscriptions all libraries	9,251.40
Total EBSCO Subscription Services			<u>9,251.40</u>
Elmira Water Board			
	08/04/2010	Water bills-ST	329.04
Total Elmira Water Board			<u>329.04</u>
Heather Gall			
	08/04/2010	Patron Refund	15.00
Total Heather Gall			<u>15.00</u>
Holiday Inn Express			
	08/04/2010	hotel expense-July program	152.00
Total Holiday Inn Express			<u>152.00</u>
Ingram Library Services			
	08/04/2010	Library materials-all libraries	8,061.69
Total Ingram Library Services			<u>8,061.69</u>
J & D Cappy's Ltd.			
	08/04/2010	newspapers for July	151.00
Total J & D Cappy's Ltd.			<u>151.00</u>
Jamex, Inc.			
	08/04/2010	copy card/cleaning card supply for card readers	156.80
Total Jamex, Inc.			<u>156.80</u>
Joseph Caporiccio			
	08/04/2010	Patron Refund	20.00
Total Joseph Caporiccio			<u>20.00</u>
Kimberly Jones			
	08/04/2010	mileage-delivery of books	53.90
Total Kimberly Jones			<u>53.90</u>
MCI			
	08/04/2010	Long distance chg-all libraries	197.29
Total MCI			<u>197.29</u>
Petty Cash-Steele			
	08/04/2010	supplies/postage/program exp-ST	320.61
Total Petty Cash-Steele			<u>320.61</u>
Pitney Bowes			
	08/04/2010	mail machine supplies/ink, etc.	532.88
Total Pitney Bowes			<u>532.88</u>
RadioShack Corporation			
	08/04/2010	Supply for IT Department	43.18
Total RadioShack Corporation			<u>43.18</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of August 4, 2010

Document #2010-52

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Rose Woodard			
	08/04/2010	reimbursement for program supplies/book purchase	<u>186.56</u>
Total Rose Woodard			186.56
Savona Public Library			
	08/04/2010	Payment for Lost book	<u>13.00</u>
Total Savona Public Library			13.00
SDS/Casella			
	08/04/2010	garbage disposal-BF,WE,HFL for May	<u>144.50</u>
Total SDS/Casella			144.50
ServiceMaster of the Tri-Counties			
	08/04/2010	WE-carpet cleaning	<u>272.00</u>
Total ServiceMaster of the Tri-Counties			272.00
South Central Regional Library Council			
	08/04/2010	Workshop Registration	<u>55.00</u>
Total South Central Regional Library Council			55.00
Southeast Steuben County Library			
	08/04/2010	Fines belonging to SSL, collected at BKM	<u>8.00</u>
Total Southeast Steuben County Library			8.00
Staples Credit Plan			
	08/04/2010	BF copier / IT supplies	<u>145.93</u>
Total Staples Credit Plan			145.93
Star Gazette			
	08/04/2010	annual subscription-ST	<u>214.19</u>
Total Star Gazette			214.19
Sue Larson			
	08/04/2010	Kindermusik program @ ST	<u>75.00</u>
Total Sue Larson			75.00
Swift Office Equipment, Inc.			
	08/04/2010	Quarterly Maintenance contracts on HFL/ST copiers	<u>1,169.69</u>
Total Swift Office Equipment, Inc.			1,169.69
The Book Farm, Inc.			
	08/04/2010	books-ST	<u>385.76</u>
Total The Book Farm, Inc.			385.76
Verizon			
	08/04/2010	phone service-all libraries	<u>695.07</u>
Total Verizon			695.07
Verizon Wireless			
	08/04/2010	BKM/IT Dept cellular service-July	<u>160.32</u>
Total Verizon Wireless			160.32

Chemung County Library District General Fund
Unpaid Bills Detail
 As of August 4, 2010

Document #2010-52

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Video Librarian			
	08/04/2010	annual subscription	<u>64.00</u>
Total Video Librarian			<u>64.00</u>
Westbrook Enterprises, LLC			
	08/04/2010	Electrical Wiring in IT Office	<u>1,955.88</u>
Total Westbrook Enterprises, LLC			<u>1,955.88</u>
			<u>33,143.78</u>

Report of the August 4th, 2010 meeting of the Executive Committee of the Chemung County Library District:

A meeting of the Executive Committee of the Chemung County Library District was held on Wednesday, August 4th, 2010, beginning at 6pm. Attending the meeting were Georgia Reynolds, Sue Cook and Karl Schwesinger. Also attending were Library Director Ron Shaw and Joan Santulli, CCLD management. The meeting opened at 6pm.

Mr. Shaw reported that a part-time Senior Library Clerk assigned to the West Elmira Library has resigned effective immediately. He plans to have staff from the Bookmobile temporarily assisting in filling the vacancy at West Elmira until a new employee has been hired.

Mr. Shaw also reported that the Bookmobile is now permanently off the road. This time the estimate of repair is between \$2,000-\$3,000. Since the new Bookmobile is scheduled to arrive in Chemung County in October, he is against putting any further money for repairs into the aged vehicle.

Mr. Shaw also reported the following:

- The proposed changes to the Internet Policy were discussed with Library District Department Heads this morning and will now be forwarded to the ad-hoc Policies Committee for their review.
- The Department Heads discussed staff members use of the new Library District's "facebook" page. It was determined that staff will only be able to access this page on public computers while at work.
- The union has not yet responded to his written response to their dress code grievance. Jim Young, CCLD's attorney, has stated that we should continue to wait for a reply from CSEA before pursuing the matter any further.
- Ristiina Wigg, the Director of the Southern Tier Library District, has informed him that STLS headquarters are available in September and October for a CCLD board meeting to be held there. Ms. Reynolds stated that she will contact board members to determine what time the meeting should start. She recommends that the meeting be held at STLS in September.
- The notice regarding vacancies on the CCLD board that are up for election in November has been placed in the Star Gazette and is also on the CCLD website. A copy of the nominating petition is also available on the web.
- The Continuing Ed day for all CCLD staff members has been scheduled for November 12th. Mr. Shaw is still working on the agenda for the day. Board members will be invited to attend.
- Initial phone calls are being made to Building Code Enforcement Officers in the City of Elmira, Village of Horseheads and the Towns of Big Flats and West Elmira to determine what size sign will be acceptable in all 4 municipalities.
- Ms. Reynolds reported that CCLD has the paperwork that proves that the Library District "owns" the logo that was created by Marc Rubin. It is expected that this logo will be placed on the signage for each library.

The Committee discussed the use of library buildings after hours by members of the public. At the West Elmira Library, bridge club members use the library after hours for their meetings. At the Horseheads Free Library, a key to the building has been and is currently still being kept at the

Village Police Department so the meeting room at the library can be accessed after hours. Committee members are concerned about whether this use of the buildings after hours could be a liability to the Library District. Ms. Santulli will check with CCLD's insurance agent to get the insurance carrier's view of this situation.

Ms. Santulli presented & reviewed the Unpaid Bills Detail dated August 4th, 2010. Ms. Cook moved, seconded by Ms. Reynolds to approve payment of the General Fund (totaling \$33,143.78) bills and the Grant Fund (\$2,740.27). Motion carried.

Mr. Schwesinger stated that Fagan Engineers has submitted invoices to the State Environmental Facilities Corporation in the amount of \$479,523. This represents the first payment to the contractors who have been installing the "green roof" on the Steele Memorial Library building. The request has been approved by EFC and the Library District is now awaiting the funds to be directly deposited into the General Fund. Mr. Schwesinger moved, seconded by Ms. Cook that the following invoices be approved for payment by the Committee: (1) Charles F. Evans Company \$352,538.35; (2) Collins & Walton \$29,842.35; and (3) Fagan Engineer's most recent invoice in the amount of \$5,271.12. Motion Carried. Checks will be written to the contractors once the deposit from EFC has been made into CCLD's bank account. Mr. Schwesinger explained that EFC has withheld a 5% retainage from each invoice that will be paid out at the close of the project. He also stated that while the request to EFC for Fagan Engineers was \$73,166.15, of that amount \$67,895.03 is a reimbursement to the Library District for payments already made to Fagan for work completed since the start of the project.

Mr. Schwesinger reported that the "green roof" project is going well. The soil is being "blown" onto the roof through hoses and the sedum is expected to be delivered within the next 2 weeks. A non-freeze roof hydrant will be installed to be used to irrigate the plant life. A "ship's ladder" will be installed to be able to access the roof.

The meeting adjourned at 6:35pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, September 1st, 2010 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2010-54

Report of the August 12th, 2010 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 Thursday, August 12th, 2010, beginning at 8:15am. Attending the meeting were CCLD board members Sue Cook, Denny Smith, Georgia Reynolds and Robin Fitzgerald. Also attending were Joan Santulli, CCLD Administrative Assistant, and Ron Shaw, CCLD Director. The meeting opened at 8:15am.

The following topics were discussed:

- Mr. Shaw submitted the second draft of the proposed 2011 Library District budget. The Committee reviewed the changes made to the proposed budget as requested at the July meeting. The second draft of the proposed budget shows the budget increase to be 2.9%. The Committee approved sending this draft to the full board for their review and consideration at the meeting on August 19th. The Committee also reviewed a preliminary (end of 2010) fund balance report as submitted by Ms. Santulli.
- Ms Santulli distributed and discussed the July 31st, 2010 Financial Report. The report was forwarded to the CCLD board for consideration at its August 19th meeting.
- Ms. Santulli distributed and discussed the Unpaid Bills Detail dated August 11th, 2010. She noted that the bill list includes the 2nd quarter invoice from Chemung County for the Utilities and a second installment to OBS for the new bookmobile. The Unpaid Bills Detail in the amount of \$105,113.26 was forwarded to the CCLD board for consideration at its August 19th meeting.

The meeting adjourned at 8:55am. The next meeting of the Budget & Finance Committee will be held on Thursday, July 8th, 2010 in the Petrie Conference Room of the Steele Memorial Library.