



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 February 2011 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, February 17th, 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 #2011-7)
4. Treasurer's report
 - a) Financial report (document #2011-8)
 - b) Report of Unpaid Bills Detail (document #2011-9)
5. Correspondence
6. President's report
7. Director's report
8. Committee reports:
 - a) Executive Committee (Reynolds)
 - 1) Report of the Committee meeting (document #2011-10)
 - b) Budget & Finance Committee (Fitzgerald)
 - 1) Report of the Committee meeting (document #2011-11)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee (document #2010-12)
9. Old business
10. New business
 - a) Approval of 2010 Annual Report to New York State
11. Period for public expression
12. Adjournment

Minutes of the January 2011 meeting of the Chemung County Library District Board of Trustees. The January meeting was held on Thursday, January 20, 2011 at the Steele Memorial Library, 101 East Church Street, Elmira, New York. The meeting was called to order at 6:00pm by President Georgia Reynolds. Present were Robin Fitzgerald, John Savash, Tina Hager, Sue Cook, Marge Kappanadze, Ann Cady, Allen C. Smith, Richard Roberts and Jessica Roberts. Karl Schwesinger arrived late and Ms. Conwell left early. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

President Reynolds reported that Gail McGee has agreed to serve on the board of trustees representing the 9th District. Mr. Smith move, seconded by Ms. Fitzgerald to approve the nomination of Gail McGee to serve a one-year term on the CCLD board. Motion Carried. Newly elected and appointed board members – Georgia Reynolds - District 3, John Savash – District 4, Margaret Kappanadze – District 8, Gail McGee – District 9, Ann Cady – District 10 and Richard Roberts – District 14 then took their oath of office.

Minutes. The minutes of the December 2010 meetings (Document #2011-1) were presented for board review. There was one name change and then the minutes were approved as distributed by unanimous consent.

Financial Report. The December 31, 2010 Financial Report (Document #2011-2) was presented for board review. Ms. Fitzgerald noted several things about the final report of 2010. (1) Grant money received from New York State and then expended under Capital Improvements was not included in the budget figures for 2010. (2) The State Aid for Central Library Development and Central Book Aid for the 2010 fiscal year has still not been received by CCLD. (3) The Personnel Expenditures are at 88% of the budget amount due to the lack of a Director for the first 4 months of the year and the fact that a vacant Librarian 3 position was not filled. By unanimous consent the December 31, 2010 Financial Report was approved as distributed and will be filed for audit.

Concerning the Report of Unpaid Bills (Document #2011-3). Ms. Fitzgerald noted that the unpaid bill lists include the final payments from the staff "book budgets" for 2010 and include large annual fees for 2011. By unanimous consent, the board authorizes the payment of the unpaid bills dated 12/31/10 – General Fund \$10,266.25, Grant Fund \$4,625.00; dated 1/5/11 General Fund - \$22,298.71; and dated 1/11/11 – General Fund \$19,701.35 and Grant Fund \$15,418.50 as distributed.

Correspondence. Mr. Shaw passed around the folder that contained the following:

- A copy of a Letter to the Editor of the *Star Gazette* and a letter from a concerned patron of the West Elmira Library, both of whom expressed concern about one of the Bridge Clubs that met after hours at the Library and who were asked to either change their hours to meet during the time the library is open or find a new meeting place other than the West Elmira Library. This board decision was made based upon liability and security issues in the district and not as a financial decision.
- A thank you letter from the Southern Tier Library System (STLS) for holding the kickoff of their E-mobile grant at the Steele Library. They report that there are already classes scheduled at each of the CCLD locations.

President's Report. President Reynolds welcomed the new member to the CCLD board of trustees. She stated that these are challenging times for libraries and that CCLD is very fortunate that we have become a library district and have very strong and viable community support. We need to stay in step and in tune with the times to continue that support.

Ms. Reynolds stated 2011 is the final year of the current CSEA / CCLD union contract. Negotiations with the union will need to take place early in the year. Copies of the contract are available to those board members who wish to serve on the Committee that will be reviewing the current contract. All questions or concerns about the current contract should be sent to Library District Director Ron Shaw.

Ms. Reynolds again reminded board members that all members are expected to serve on at least one Committee. Mr. Roberts has agreed to serve on the Policy & By-Laws Committee, Ms. Kappanadze on the Personnel Committee and Mr. Savash on the Buildings & Grounds Committee.

Ms. Reynolds submitted the names of the slate of officers for 2011. Mr. Smith moved, seconded by Ms. Hager to approve the following board members as officers for the 2011 fiscal year: President – Georgia Reynolds, Vice-President – Richard Roberts, Treasurer – Robin Fitzgerald, and Secretary – Sue Cook. Motion Carried.

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

- The current CCLD Holiday Schedule was reviewed by the board. Usage of the libraries on holidays will be evaluated to determine whether or not there is a need to adjust the days and / or times that the libraries are open on scheduled holidays. Mr. Shaw has recommended to Department Heads that in order to save the Library District funding, there should be minimal staffing on those holidays.
- Once the school year is completed, the hours of operation of each branch will be evaluated to attempt to standardize the public service hours at the libraries.
- The graphics designed by Tedd Arnold for the new Bookmobile were viewed by the board. The cost estimate to install the graphics is \$7,250. This project will move forward since the cost is under the amount required to bid the project out.
- Mr. Shaw distributed the newest report from Jay Schissell regarding the Elmira Promenade project. There are plans to create an area to allow for “story hours” outside as well as an area giving the library the ability to show movies on the exterior of the building. This is a win-win situation for both parties.
- Suggestion boxes have been placed at each library as part of the Marketing Committee’s suggestions.
- As of December 31, 2010, the Library District’s Facebook page had 139 users and there have been 1,400 views of the District’s blog since it opened.
- Mr. Shaw has contacted several area non-for-profit organizations to have them begin rotating exhibits in the display cases at the Steele Memorial Library.
- The Friends of the Steele Memorial Library’s annual book sale will begin on February 10th and end on the 19th.

Regarding Personnel issues, Mr. Shaw reported the following:

- Two staff members have been off work on long-term medical leave, one will be off during the months of February & March on a short-term medical leave and one staff member will soon be off on maternity leave. With this shortage of staff, Mr. Shaw plans to hire two part-time “temporary” Library Pages for up to 3 months and will extend the current “temporary” full-time Library Clerk position for another “temporary” 6 months.
- Civil Service tests are being offered during the month of February for the Principal Library Clerk and Microcomputer Specialist positions.
- Regarding the Dress Code, there is no word yet on an arbitrator being assigned to hear the grievance put forth by the CSEA union.
- Three staff members have registered to compete in a Spelling Bee at the Arnot Mall on February 12th.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2011-4). Ms. Reynolds stated that the Library District has received the entire 2010 budgeted amounts expected from both the Public Library Foundation and the Steele Memorial Library Foundation. The Committee discussed ways to fill the vacancies on the board of trustees. It was noted at the meeting that the Budget & Finance Committee has changed its day and time to the second Wednesdays of each month beginning at 8am.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2011-5). Ms. Fitzgerald stated that it was a short meeting. The Committee discussed the need to recruit a new board member to serve on the Committee. Ms. Roberts agreed to join the Budget & Finance Committee.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee was presented in writing to the board (Document #2011-6) Mr. Schwesinger stated that at the meeting, the Green Roof project and the pending 2008 State Construction Projects were reviewed for new Committee member John Savash. The Committee agreed that there is a need to have an engineering firm evaluate the Library District buildings once again and submit a capital assessment report to the board. The consensus of the board is to move forward with soliciting bids from engineering firms to create a capital assessment report that will give a priority list of projects and their estimated cost for each building.

Mr. Schwesinger submitted a request for a partial payment for the Green Roof project as follows: Charles F. Evans Company - \$23,382.85 and Collins & Walton - \$24,688.60. These payments pay off the project with the exception of the 5% that has been withheld by the State Environmental Facilities Corporation. Ms. Fitzgerald moved, seconded by Ms. Roberts to approve the payment of the two bills mentioned above. Motion Carried. Mr. Schwesinger stated that there are still two pending invoices due to Fagan Engineers for this project.

Marketing Committee. Ms. Cady reported that the promotional material (i.e. pencils, notepads, and shirts) that the Committee suggested purchasing for the Library District has started to be received. Other items such as magnets, bookmarks and pens will be forthcoming. All items are imprinted with the Library District logo and will be distributed to the public so that the CCLD logo becomes more familiar to residents of Chemung County. The Committee is looking into ways to involve other organizations in getting our name and logo out in the public arena.

The goal for the Library District blog is to have one posting each week. This is a cost effective way to get the CCLD message out to the public.

Personnel Committee. Mr. Smith reported that the Committee met for the first time without the new Library District Director. He reiterated that the Library District Board of Trustees is responsible for only one employee – the Director. Every other employee of the District works for the Director.

The Committee discussed the annual performance evaluation of the Director and decided to continue this evaluation in the way it has been done in the past. A hard copy of the evaluation form will be distributed to each board member and each Department Head. These forms will be filled out anonymously and will be returned directly to the Personnel Committee. This evaluation is tentatively scheduled for the month of March.

The Committee again discussed the pros and cons of hiring an Assistant Director. There are no plans at the current time to move forward in this direction. The next meeting of the Committee will be February 1st, 2011 at 6pm.

Old Business. The legal ad placed in the Star-Gazette requesting sealed bids for the purchase of the old Bookmobile merited one bid. The bid was opened. Lawrence Cohen bid \$757.50. President Reynolds reminded the board that one estimate for scrapping the vehicle came in at \$1,300. Mr. Schwesinger moved, seconded by Ms. Roberts to contact Kaplan's scrap yard to get a more formal estimate on scrapping the old Bookmobile and if the estimate is more than the bid of Mr. Cohen, to dispose of the vehicle by scrapping it. Motion carried.

New Business. Ms. Hager distributed the contact information for her new job as Mobility Manager at First Transit. She stated that in her new position she will be meeting with several community organizations and will be promoting the Library District every chance she gets.

Orientation for new board members will be held on Thursday, February 10, 2011 at 6:00pm in the auditorium of the Steele Memorial Library.

Public Expression. None

The meeting was adjourned at 7:15pm. The next regular meeting of the board will be held on Thursday, February 17, 2011 at 6:00pm at the Steele Memorial Library, 101 East Church Street, Elmira, New York.

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2011-8)

Financial Report - JANUARY 31, 2011

Income	2011 annual budget	Received to date	Balance remaining	Percentage received	Percentage through the year	Notes
Library Fines, Fees & Contributions	\$ 80,560	\$ 23,535	\$ 57,025	29%		Includes \$10,000 donation to be sent to Steele Foundation
Grants (other than N.Y.S.)		60,540	(60,540)			From the State Environmental Facilities Corp for the "Green Roof" project
Foundation Contributions	165,000	100	164,900	0%		West Elmira Bridge Club donation
Library District Tax Receipts	2,481,966		2,481,966	0%		
Interest on Investments	7,500		7,500	0%		
State Aid						
Central Library Development	88,125		88,125	0%		
Central Book Aid	60,371		60,371	0%		
Local Library Services Aid	40,550		40,550	0%		
Other State Aid	1,600		1,600	0%		
TOTAL INCOME	\$ 2,925,672	\$ 84,175	\$ 2,841,497	2.88%	8%	

Expense	Annual Budget	Expended to date	Balance remaining	Percent Expended	Percentage through year	Notes
Personnel						
Salaries	\$ 1,258,971	\$ 96,104	\$ 1,162,867	8%		
Sunday & Holiday Salaries	58,785	5,946	52,839	10%		
Employee Benefits	614,048	23,788	590,260	4%		
Subtotal - Personnel Expenses	1,931,804	125,838	1,805,966	7%	8%	
Contractual						
Equipment	11,307	7,340	3,967	65%		
Telephone	12,840	547	12,293	4%		
Supplies	39,300	6,799	32,501	17%		
Travel & Continuing Education	28,422	2,707	25,715	10%		
Repairs & Maintenance	42,789	2,668	40,121	6%		
Postage	9,500		9,500	0%		
Education - Tuition Assistance	3,600		3,600	0%		
Library Materials (books, video, etc.)	311,060	23,108	287,952	7%		
Utilities	97,650		97,650	0%		
Building Cleaning Supplies	8,500	1,015	7,485	12%		
Fuel, Gas & Oil	2,500	308	2,192	12%		
Insurance	35,000	8,440	26,560	24%		
Vehicle Operation / Maintenance	1,000		1,000	0%		
Professional Fees (audit, engineer/legal fees)	53,400	1,172	52,228	2%		
Data Processing Expenses	61,063	350	60,713	1%		
Payment of Taxes	4,595	1,982	2,613	43%		
Library Programming	22,500	1,117	21,383	5%		
Chemung County costs (B&G, vision)	17,049		17,049	0%		
Capital Improvements	50,200	47,072	3,128	0%		Payments for the "Green Roof" project at the Steele Library
Contingency Fund	71,380		71,380	0%		
Debt Service	61,713		61,713	0%		
TOTAL EXPENSE	\$ 2,877,172	\$ 230,463	\$ 2,646,709	8%	8%	

Unpaid Bills Detail

As of February 2, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Ingram Library Services			
	02/02/2011	Non-Fiction book purchases-Jan	4,124.55
Total Ingram Library Services			<u>4,124.55</u>
			<u>4,124.55</u>

Unpaid Bills Detail

As of February 9, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Apple Books			
	02/07/2011	Steele JUV books	2,078.64
Total Apple Books			<u>2,078.64</u>
Capabilities, Inc.			
	02/07/2011	HFL,WE,BF Janitor Services- Jan	1,380.00
Total Capabilities, Inc.			<u>1,380.00</u>
Casella Waste Systems, Inc.			
	02/07/2011	garbage disposal-BF,WE,HFL January	147.48
Total Casella Waste Systems, Inc.			<u>147.48</u>
Chemung County Library District			
	02/07/2011	Petty Cash reimbursement -VE/BF/HH	372.21
Total Chemung County Library District			<u>372.21</u>
Demco, Inc.			
	02/07/2011	Purchased Two (2) Rockers - WE	1,524.32
Total Demco, Inc.			<u>1,524.32</u>
Fire Alarm Service Technology, Inc.			
	02/07/2011	Panic alarm monitoring @ BF/Camera Adjustment @ ST	425.00
Total Fire Alarm Service Technology, Inc.			<u>425.00</u>
First Transit			
	02/07/2011	Bookmobile fuel-Jan 2011	203.60
Total First Transit			<u>203.60</u>
Gale Group, Inc.			
	02/07/2011	ST fiction purchase	548.09
Total Gale Group, Inc.			<u>548.09</u>
Graphic Solutions			
	02/07/2011	BKM lettering/Logo on Windows	769.00
Total Graphic Solutions			<u>769.00</u>
Horseheads Do It Center			
	02/07/2011	HFL - building supplies	39.70
Total Horseheads Do It Center			<u>39.70</u>
Horwitz Supply Company			
	02/07/2011	Vacuum Rep.- ST/paper & Cleaning products-all libraries	1,563.38
Total Horwitz Supply Company			<u>1,563.38</u>
Image Integrator			
	02/07/2011	Toner for MF machine/Machine repair-ST	219.00
Total Image Integrator			<u>219.00</u>
Manfredi Multimedia Solutions			
	02/07/2011	service call- repair video system at Steele	75.00
Total Manfredi Multimedia Solutions			<u>75.00</u>

Unpaid Bills Detail

As of February 9, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
MidWest Tape			
	02/07/2011	DVD/Audio purchases-HFL&ST	1,911.79
Total MidWest Tape			<u>1,911.79</u>
Oriental Trading Company, Inc.			
	02/07/2011	programming supplies-BF/HFL/ST	171.28
Total Oriental Trading Company, Inc.			<u>171.28</u>
Perry & Carroll, Inc.			
	02/07/2011	Crime policies First Qtr 2011	1,014.00
Total Perry & Carroll, Inc.			<u>1,014.00</u>
Random House, Inc.			
	02/07/2011	AV purchases-ST	755.17
Total Random House, Inc.			<u>755.17</u>
Recorded Books			
	02/07/2011	ST - AV purchases	322.40
Total Recorded Books			<u>322.40</u>
Reliable Computer Products			
	02/07/2011	Printer cartridges for ST/BF/HFL	159.97
Total Reliable Computer Products			<u>159.97</u>
Southern Tier Library System			
	02/07/2011	Processing Fees & E-Book purchases	1,232.52
Total Southern Tier Library System			<u>1,232.52</u>
SUPERCLEAN Carpet Service			
	02/07/2011	BF-carpet cleaning	425.00
Total SUPERCLEAN Carpet Service			<u>425.00</u>
Supermedia LLC			
	02/07/2011	Phone book directories-SF/Wellsboro	91.20
Total Supermedia LLC			<u>91.20</u>
			<u><u>15,428.75</u></u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of February 2, 2011

Document #2011-9

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	02/02/2011	Jan. purchases -all libraries	1,103.61
Total Amazon Credit Plan			<u>1,103.61</u>
AudioGo			
	02/02/2011	DVD purchases-ST	359.75
Total AudioGo			<u>359.75</u>
Brian P. Harris			
	02/02/2011	mileage reimb 12/13/10-1/20/11	57.00
Total Brian P. Harris			<u>57.00</u>
Cappy's			
	02/02/2011	newspapers for Jan	150.00
Total Cappy's			<u>150.00</u>
Center Point Large Print			
	02/02/2011	BKM & ST large print	292.98
Total Center Point Large Print			<u>292.98</u>
Chemung Canal Trust Company			
	02/02/2011	misc credit card purchases-Jan	249.69
Total Chemung Canal Trust Company			<u>249.69</u>
Chemung County Library District			
	02/02/2011	Petty Cash reimbursement -VE	25.60
Total Chemung County Library District			<u>25.60</u>
Chris Corter			
	02/02/2011	Mileage Reimb-VE-12/1/10-1/26/11	109.00
Total Chris Corter			<u>109.00</u>
Collins & Walton			
	02/02/2011	Balance due for payment #2 "green roof" project at Steele	1,000.00
Total Collins & Walton			<u>1,000.00</u>
Constant Contact Billing			
	02/02/2011	Annual Fee - Email Marketing Program	126.00
Total Constant Contact Billing			<u>126.00</u>
Cornell University ILR School			
	02/02/2011	Arbitration - CSEA Grievance	150.00
Total Cornell University ILR School			<u>150.00</u>
CyberDark Computing			
	02/02/2011	Misc. computer supply	4.32
Total CyberDark Computing			<u>4.32</u>
David Jeffers			
	02/02/2011	Feb. program-BF	250.00
Total David Jeffers			<u>250.00</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of February 2, 2011

Document #2011-9

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Deborah L. Brimmer			
	02/02/2011	mileage 1/3/11-1/31/11	143.50
Total Deborah L. Brimmer			<u>143.50</u>
Dianne Patchett			
	02/02/2011	Supplies for BKM	16.99
Total Dianne Patchett			<u>16.99</u>
Doris Jean Metzger			
	02/02/2011	Reimb -Supplies & Programming - VE Library	118.91
Total Doris Jean Metzger			<u>118.91</u>
Elmira Water Board			
	02/02/2011	Water bills-ST/WE	182.53
Total Elmira Water Board			<u>182.53</u>
Greenwood Library			
	02/02/2011	Patron Refund	8.00
Total Greenwood Library			<u>8.00</u>
Ingram Library Services			
	02/02/2011	Library materials-All libraries	8,239.85
Total Ingram Library Services			<u>8,239.85</u>
Jessica Perkins			
	02/02/2011	Patron Refund	13.00
Total Jessica Perkins			<u>13.00</u>
Kimberly Jones			
	02/02/2011	Carpet Runner - BKM	19.33
Total Kimberly Jones			<u>19.33</u>
Petty Cash-Steele			
	02/02/2011	Jan. Supplies & Programming - BF & ST	271.28
Total Petty Cash-Steele			<u>271.28</u>
Random House, Inc.			
	02/02/2011	AV purchases-ST	60.00
Total Random House, Inc.			<u>60.00</u>
Ronald Shaw			
	02/02/2011	Library Conference 1/6/11 - 1/11/11	1,054.41
Total Ronald Shaw			<u>1,054.41</u>
South Central Regional Library Council			
	02/02/2011	March Conference registration/bus reservation-ST	359.00
Total South Central Regional Library Council			<u>359.00</u>
Southeast Steuben County Library			
	02/02/2011	Collection fees belonging to SSL coll at ST	115.10
Total Southeast Steuben County Library			<u>115.10</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of February 2, 2011

Document #2011-9

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Southern Tier Contract, Inc.			
	02/02/2011	Desk purchase for Director	1,972.00
Total Southern Tier Contract, Inc.			<u>1,972.00</u>
Staples Credit Plan			
	02/02/2011	ST computer supply	92.46
Total Staples Credit Plan			<u>92.46</u>
Star Gazette			
	02/02/2011	annual subscription-WE	196.19
Total Star Gazette			<u>196.19</u>
Sunset Printers			
	02/02/2011	Card Applications/Loan Period Cards	588.89
Total Sunset Printers			<u>588.89</u>
TechSoup Global			
	02/02/2011	Adobe Creative Suite	160.00
Total TechSoup Global			<u>160.00</u>
Time Warner Cable			
	02/02/2011	VPN service-HFL/WE/ST & Phone svc @ HH	418.07
Total Time Warner Cable			<u>418.07</u>
Town of Big Flats			
	02/02/2011	BF - Water Dist Tax 2011	18.24
Total Town of Big Flats			<u>18.24</u>
Verizon Wireless			
	02/02/2011	BKM/Adm IT Dept cellular service-Jan	212.39
Total Verizon Wireless			<u>212.39</u>
Video Language			
	02/02/2011	DVD purchase - ST	56.00
Total Video Language			<u>56.00</u>
Whitesville library			
	02/02/2011	Patron Refund	9.00
Total Whitesville library			<u>9.00</u>
			<u><u>18,203.09</u></u>

Report of the February 2nd, 2011 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, February 2nd, 2011, beginning at 6pm. Attending the meeting were Georgia Reynolds and Joan Santulli and Ronald Shaw, CCLD management. The meeting opened at 6pm.

Ms. Santulli presented & reviewed the Unpaid Bills Lists dated February 2nd, 2011. Approval of the payment of the bills totaling \$18,203.09 in the General Fund and the Grant Fund bills in the amount of \$4,124.55 will be requested via e-mail vote of the Executive Committee members.

Regarding the old Bookmobile, the staff from First Transit will drive the vehicle to Kaplans Scrap Yard to dispose of it. The installation of the graphics on the new Bookmobile is scheduled for the end of February. The CCLD Attorney will be contacted to get the proper paperwork in order so that the "Tedd Arnold" designs will be copyrighted.

Mr. Shaw submitted a list of current Library District policies along with the approval dates and the date of the most recent board review of each policy. This list can be used to prioritize which policies need to be reviewed next by the Policy & By-laws Committee.

The Friends of the Steele Memorial Library submitted two checks to the District. The first one reimburses the Library District for the purchase of the "Tumblebook" software and the second is a donation to the District in the amount of \$10,000.

Library Day in Albany is scheduled for March 1st, 2011. The Southern Tier Library System will be taking a bus to Albany. Board members are encouraged to attend. All costs for this event are being paid for with a grant from the Public Library Foundation of Chemung County.

Mr. Shaw reported that he and Ms. Santulli met with representatives from the Chemung County Board of Elections to discuss ways of making the Library District's elections coincide with those of the County Legislature. This will save the County the extra funding it takes to cover the CCLD elections. This was an information gathering meeting.

The Library District's Total Circulation Statistical Report for 2010 has been received. The report shows that, while it is expected that circulation for the Steele Memorial Library and Horseheads Free Library are the highest, the Big Flats Library comes in third on the list in circulation for the year.

The meeting adjourned at 6:35pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, March 2nd, 2011 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2010-11

Report of the February 9th, 2011 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, February 9th, 2010, beginning at 8:00am. Attending the meeting were CCLD board members Sue Cook, Denny Smith, Jessica Roberts and Robin Fitzgerald. Also attending were Ron Shaw, CCLD Director and Joan Santulli, CCLD Administrative Assistant. The meeting opened at 8:02am.

The following topics were discussed:

- The Committee reviewed the January 31, 2011 Financial Report. It was noted that the funds listed under the revenue line for “Grants” and under the expenditure line “Capital Improvements” were for the Green Roof project at the Steele Library. The Committee directed that the report be forwarded to the full CCLD board for its consideration.
- Ms. Santulli presented and discussed the February 9th, 2011 Unpaid Bills Detail, where General Fund bills totaled \$15,428.75. This Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.
- Recent donations from the Friends of the Steele Memorial Library were discussed.

The meeting adjourned at 8:25am. The next meeting of the Budget & Finance Committee will be held on Wednesday, March 9th, 2011 in the Petrie Conference Room of the Steele Memorial Library.

Document #2011 – 12

Report of the February 9th, 2011 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, February 9th, 2011, beginning at 3pm. Attending the meeting were Karl Schwesinger and John Savash. Also attending were Ron Shaw and Joan Santulli, CCLD Management. The meeting opened at 3:00pm.

The following topics were discussed:

- Mr. Schwesinger reported that he has completed the paperwork for the State Environmental Facilities Corporation to release the final payments for the “Green Roof” Project at the Steele Memorial Library. He is currently completing the paperwork that is required in order to have the final audit that will close out the project.
- Regarding the three outstanding 2008 State Construction Projects that have a deadline of 6/30/11 for completion of the projects, the Committee discussed ways of spending the leftover funding for the West Elmira, Steele and Big Flats projects. They will review the criteria for the projects to determine what can be included in the expenditures.
- Mr. Schwesinger reported that he is still working on developing the specifications for new signage for CCLD library buildings.

The meeting adjourned at 3:23pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, March 9th, 2011 at 3pm in the Director’s Office at the Steele Memorial Library.