



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 January 2011 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, January 20th, 2011 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 #2011-1)
4. Treasurer's report
 - a) Financial report (document #2011-2)
 - b) Report of Unpaid Bills Detail (document #2011-3)
5. Correspondence
6. President's report
7. Director's report
8. Committee reports:
 - a) Executive Committee (Reynolds)
 - 1) Report of the Committee meeting (document #2011-4)
 - b) Budget & Finance Committee (Fitzgerald)
 - 1) Report of the Committee meeting (document #2011-5)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee (document #2011-6)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

(Minutes of the December 2010 meeting of the Chemung County Library District Board of Trustees. Document #2011-1)

Minutes of the December 2010 meeting of the Chemung County Library District Board of Trustees. The December meeting was held on Thursday, December 16, 2010 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, Tina Hager, Sue Cook, Jan Kather, Ann Cady, Allen C. Smith, Karl Schwesinger and Richard Roberts. Excused: Judy Sell, Mary Beth Conwell and Jessica Roberts. Absent: Andrea Ogunwumi. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Minutes. The minutes of the November 2010 meetings (Document #2010-73) were presented for board review. The minutes were approved as distributed by unanimous consent.

Financial Report. The November 30, 2010 Financial Report (Document #2010-74) was presented for board review. By unanimous consent the November 30, 2010 Financial Report was approved as distributed and will be filed for audit.

Concerning the Report of Unpaid Bills (Document #2010-75). Ms. Fitzgerald noted that the unpaid bill lists include the final payment for the new Bookmobile plus 4th quarter payments to both Chemung County for Debt Service and to the Southern Tier Library System for Cost Share. By unanimous consent, the board authorizes the payment of the unpaid bills dated 12/1/10 – General Fund \$18,739.19, Grant Fund \$4,759.81; dated 12/7/10 General Fund for the Green Roof \$271,704.12 and dated 12/9/10 – General Fund \$58,265.35 and Grant Fund \$1,605.66 as distributed.

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

- An article from "*Buffalo Business First*" newspaper which details the Buffalo and Erie County's desire to create a Library District.
- Holiday Parade Publicity from local TV/Newspaper.
- Several items from the Southern Tier Library System, including the Cost Share 2011 worksheet and memo regarding next year's cost sharing; information regarding a new website "Local Digital" and their December newsletter.
- A letter from Ms. Gina Beirne regarding the closure of the Southside Branch Library. She states that the closing of this library several years ago was a mistake and that daily she has students who could benefit from having a library on the south side of Elmira.
- CCLD received a \$100 donation from the Rotary Club from their "Dancing with the Stars" fundraiser. Mr. Shaw reported that he attended their luncheon and received the donation in person.
- Correspondence from Ms. Hertz detailing her enjoyment of the staff's "Story Stew".

President's Report. President Reynolds gave a special thank you to both Jan Kather and Judy Sell for their service and time spent for the residents of Chemung County. Both are leaving their positions on the board of trustees effective December 31, 2010.

Ms. Roberts reported on her attendance at a STLS planning session where various libraries located within the Library System attended and participated. She stated that a lot of attention was given to STLS's plan to create a Foundation that will help in financing their future. Concerns regarding STLS and CCLD competing over a limited pool of donors was discussed.

The Public Library Foundation of Chemung County has informed Ms. Reynolds that the Library District can expect their final donation of 2010 next week.

Ms. Reynolds stated that board members need to consider which of the Committees they would like to serve on. Each board member is required to serve on at least one committee. There are currently vacancies on the

Budget & Finance, Buildings & Grounds and Policies & By-Laws Committees. Appointments to the Committees will be made at the January 2011 organizational meeting of the board.

Ms. Reynolds expressed her thanks to all the board members for their support and contributions to the Library District throughout the last year.

Director's Report. Mr. Shaw distributed a current copy of the board roster and requested that members review and update their information. He requested a review of the 2011 regular board and committee meetings to determine if any changes are necessary. The Budget & Finance Committee changed its meeting day for 2011 to the second Wednesday of each month at 8:15am instead of the second Thursday.

Regarding the marketing of the Library District and its logo, banners, pencils & pens, mouse pads, and denim shirts have been ordered and will be distributed soon. Suggestion boxes have been ordered to be placed in each library. The Library District received a lot of good publicity from the news media throughout the month, including an article on Justin Gregory and his artwork at Big Flats and the staff participation on the "Gingerbread Trail" and parade.

The "kickoff" of the Southern Tier Library System's E-mobile grant was held at the Steele Library on December 10, 2010. Attendees included the Deputy Mayor of the City of Elmira and New York State Senator-Elect Tom O'Mara. Due to the immediate response from CCLD, we will be among the first libraries to have training conducted for our patrons.

Regarding Personnel issues, Mr. Shaw reported the following:

- Two part time Library Pages have been hired to work at the Steele Library. Civil Service tests for the Library District have been scheduled for the Principal Library Clerk, Senior Library Clerk and Microcomputer Specialist positions.
- Regarding the Dress Code Policy, there has been no word that an arbitrator has been assigned to the case. Mr. Shaw has directed Department Heads to begin monitoring employee's dress this month, with official enforcement of the policy to begin January 1, 2011.
- Work has begun on succession planning that will play a critical role in ensuring that library staffing levels and skill sets rely not only on recruiting new librarians and other staff, but also retaining incumbent library staff in support of the future of the District's mission. Mr. Shaw requested that board members review a preliminary plan with discussion to follow at a future date.
- Mr. Shaw plans to schedule a second staff training day in April of 2011 and distributed a preliminary agenda of topics to be covered. Ms. Fitzgerald moved, seconded by Mr. Roberts to give permission to the Director to close the libraries for a second scheduled staff training day to be held in the spring in addition to the one already being held in the fall of each year. Motion carried.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2010-76). Ms. Reynolds stated most of the items discussed at their meeting have already been covered. She commended Mr. Shaw for all the positive press coverage the Library District has had since he began his employment with the District.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2010-77). Ms. Fitzgerald distributed a summary of the end of year anticipated Fund Balance. The policy states that "*It is the goal of the Chemung County Library District to maintain an unrestricted, end of year fund balance equal to 15% of the budget operating costs (not including debt service) of the Library District.*" She stated that this 15% covers the Library District's expenses for the first two months of the new fiscal year since tax revenues are not received by the District until the end of February each year. The anticipated fund balance that is in excess of the 15% is mostly restricted funds, such as State Construction funding and the Horseheads Foundation funds. Ms. Fitzgerald stated that it is necessary for the Library District to have some funds in an unrestricted Fund Balance to handle expenditures related to the unforeseen retirement of long-tenured employees.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee was presented in writing to the board (Document #2010-78) Mr. Schwesinger reported that the Green Roof project at the Steele Memorial Library is complete. Mr. Smith moved, seconded by Ms. Kather to approve the submission of the final invoices to the State Environmental Facilities Corporation and to pay Fagan Engineers, Collins & Walton and the Evans Roofing Company their final payments. Motion Carried. Mr. Schwesinger stated that the entire project ended up \$100,000 under budget.

Mr. Schwesinger reported that he is continuing to work on a solution to the water problems (Lake Minier) at the Big Flats Library and is working on a cost effective way to put the new library signage project out for bid.

Old Business. After discussion regarding the old Bookmobile, Mr. Schwesinger moved, seconded by Ms. Cook to put a legal notice in the paper requesting sealed bids for the sale of the vehicle. Motion Carried. If the Bookmobile does not sell, the District will look into scraping it at the junk yard.

New Business. Ms. Hager notified the board that she has started a new job at First Transit. Her new hours will not interfere with her position on the board of trustees.

Mr. Shaw informed that board that he needed to discuss a personnel issue. Mr. Smith moved, seconded by Mr. Schwesinger to move into Executive Session. Mr. Smith moved, seconded by Ms. Fitzgerald to move out of Executive Session.

Public Expression. John Savash, Library District Trustee-Elect for the 4th District asked whether the Library District has done any work on a three-year outlook for its operating budget. Ms. Fitzgerald stated that since the Library District's budget must be approved by the residents of Chemung County each year that an increase is requested, the District has only worked on the budget one year at a time. Mr. Savash also discussed the need for a 5 – 10 year capital budget. It was stated that in the first year of the Library District's existence, an engineer from Fagan Engineers submitted a report that prioritized the capital needs of each library building. That report was used to submit grants to the State for construction projects. A capital plan is part of the succession planning.

The meeting was adjourned at 7:15pm. The next regular meeting of the board is the Organizational Meeting and will be on Thursday, January 20, 2011 at 6:00pm at the Steele Memorial Library, 101 East Church Street, Elmira, New York.

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2011-2)

Financial Report - DECEMBER 31, 2010

| Income | 2010 annual budget | Received to date | Balance remaining | Percentage received | Percentage through the year | Notes |
|-------------------------------------|---------------------|---------------------|---------------------|---------------------|-----------------------------|--|
| Library Fines, Fees & Contributions | \$ 104,250 | \$ 93,587 | \$ 10,663 | 90% | | |
| Grants (other than N.Y.S.) | | 689,145 | (689,145) | | | Incl. final GATES funding for 2009 plus BF Adv \$1,000 & HH Friends \$4,500 plus EFC Federal Stimulus Funding for the Green Roof |
| New Bookmobile fund | | 8,446 | (8,446) | | | |
| Foundation Contributions | 165,000 | 165,112 | (112) | 100% | | 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 | 17,781 | (2,781) | 119% | | |
| State Aid | | | | | | |
| Central Library Development | 95,000 | (4,364) | 99,364 | -5% | | Amount returned to STLS-2010 GRANT HAS NOT BEEN RECEIVED AS OF 12/31/10 |
| Central Book Aid | 65,000 | (2,973) | 67,973 | -5% | | " " " 2010 GRANT HAS NOT BEEN RECEIVED AS OF 12/31/10 |
| Local Library Services Aid | 41,700 | 2,042 | 39,658 | 5% | | Incl. final LLA funding for 2009 - 2010 GRANT HAS NOT BEEN RECEIVED AS OF 12/31/10 |
| Other State Aid | 1,600 | 10,432 | (8,832) | 652% | | Closeout of all 2007 Projects |
| TOTAL INCOME | \$ 2,925,052 | \$ 3,431,138 | \$ (506,086) | 117.30% | 100% | |

| Expense | Annual Budget | Expended to date | Balance remaining | Percent Expended | Percentage through year | Notes |
|---|---------------------|---------------------|---------------------|------------------|-------------------------|--|
| Personnel | | | | | | |
| Salaries | \$ 1,226,874 | \$ 1,134,045 | \$ 92,829 | 92% | | |
| Sunday & Holiday Salaries | 60,474 | 41,085 | 19,389 | 68% | | |
| Employee Benefits | 591,229 | 478,631 | 112,598 | 81% | | |
| Subtotal - Personnel Expenses | 1,878,577 | 1,653,761 | 224,816 | 88% | 100% | |
| Contractual | | | | | | |
| Equipment | 89,855 | 49,099 | 40,756 | 55% | | |
| Telephone | 10,800 | 10,800 | 0 | 100% | | |
| Supplies | 36,100 | 36,100 | 0 | 100% | | Includes \$15,475 in Gates Grant exp. plus 5,500 in '09/10 HFL gifts & \$3,040 WE Foundation '09 |
| Travel & Continuing Education | 28,080 | 18,382 | 9,698 | 65% | | |
| Repairs & Maintenance | 36,459 | 31,226 | 5,233 | 86% | | |
| Postage | 7,600 | 7,600 | 0 | 100% | | \$6,000 used from Fund Balance |
| Education - Tuition Assistance | 8,300 | 2,662 | 5,638 | 32% | | |
| Library Materials (books, video, etc.) | 302,000 | 302,000 | 0 | 100% | | Includes \$3,625 RoaR acct. closed out |
| Utilities | 97,650 | 84,866 | 12,784 | 87% | | Incl. 4th quarter of 2009 expense |
| Building Cleaning Supplies | 8,100 | 8,100 | 0 | 100% | | |
| Fuel, Gas & Oil | 2,000 | 1,419 | 581 | 71% | | |
| Insurance | 24,390 | 23,922 | 468 | 98% | | |
| Vehicle Operation / Maintenance | 2,500 | 2,500 | 0 | 100% | | |
| Professional Fees (audit, engineer/legal fe | 114,100 | 104,946 | 9,154 | 92% | | Incl. \$29,251- Interim Director plus \$23,427 for Green Road |
| Data Processing Expenses | 46,526 | 46,526 | 0 | 100% | | |
| Payment of Taxes | 4,845 | 4,463 | 382 | 92% | | |
| Library Programming | 20,500 | 20,500 | 0 | 100% | | Includes \$8,150 spent from Friends Donations |
| Chemung County costs (B&G, vision) | 17,049 | 8,973 | 8,076 | 53% | | Incl. 4th quarter of 2009 expense |
| Capital Improvements | 0 | 998,601 | (998,601) | 0% | | State construction and Green Roof expenses paid from GRANT |
| Contingency Fund | 76,507 | 91,716 | (15,209) | 120% | | Telephone \$1,384 Supply Line \$35,582 & Postage \$5,006 & Lib Materials \$30,627 & Build. Cleaning Supp. \$2,816 & Data Process Exp. \$5,049 Vehicle Maintenance \$882 & Programming \$10,370 |
| Debt Service | 63,114 | 61,511 | 1,603 | 97% | | |
| TOTAL EXPENSE | \$ 2,875,052 | \$ 3,569,673 | \$ (694,621) | 124% | 100% | WITHOUT GREEN ROOF EXPENSE TOTAL EXPENDED = \$2,571,072 or 89% SPENT instead of 124% |

**Contingency Fund expenses also includes the Fund Balance spending for 2011 items approved by the Budget & Finance Committee

Chemung County Library District General Fund
Unpaid Bills Detail
As of December 31, 2010

Document #2011-3

| | <u>Date</u> | <u>Memo</u> | <u>Open Balance</u> |
|------------------------------------|-------------|--|-------------------------|
| Apple Books | | | |
| | 12/28/2010 | Steele JUV books | 44.97 |
| Total Apple Books | | | <u>44.97</u> |
| AVcafe | | | |
| | 12/28/2010 | DVDs for HH JUV | 62.99 |
| Total AVcafe | | | <u>62.99</u> |
| Cappy's | | | |
| | 12/28/2010 | newspapers for Nov | 145.00 |
| Total Cappy's | | | <u>145.00</u> |
| Center Point Large Print | | | |
| | 12/28/2010 | Fiction large print | 215.10 |
| Total Center Point Large Print | | | <u>215.10</u> |
| EBSCO Subscription Services | | | |
| | 12/28/2010 | Periodicals-ST | 327.68 |
| Total EBSCO Subscription Services | | | <u>327.68</u> |
| Gale Group, Inc. | | | |
| | 12/28/2010 | ST fiction purchase | 495.61 |
| Total Gale Group, Inc. | | | <u>495.61</u> |
| Ingram Library Services | | | |
| | 12/28/2010 | Library materials-ST,ST-JUV,HFL | 7,139.88 |
| Total Ingram Library Services | | | <u>7,139.88</u> |
| MidWest Tape | | | |
| | 12/28/2010 | DVD/Audio purchases-HFL&ST | 1,323.86 |
| Total MidWest Tape | | | <u>1,323.86</u> |
| New York History Review | | | |
| | 12/28/2010 | St purchase | 51.80 |
| Total New York History Review | | | <u>51.80</u> |
| The H. W. Wilson Company | | | |
| | 12/28/2010 | HFL purchase | 225.00 |
| Total The H. W. Wilson Company | | | <u>225.00</u> |
| The Ithaca Journal | | | |
| | 12/28/2010 | annual subscription-ST 11/08/10-10/31/11 | 234.36 |
| Total The Ithaca Journal | | | <u>234.36</u> |
| | | | <u><u>10,266.25</u></u> |

Unpaid Bills Detail

As of December 31, 2010

| | <u>Date</u> | <u>Memo</u> | <u>Open Balance</u> |
|-------------------------------------|-------------|--------------------------------|------------------------|
| Baker & Taylor Books | | | |
| | 12/28/2010 | Reference materials | 22.95 |
| Total Baker & Taylor Books | | | <u>22.95</u> |
| Ingram Library Services | | | |
| | 12/28/2010 | Non-Fiction book purchases-Dec | 2,593.23 |
| Total Ingram Library Services | | | <u>2,593.23</u> |
| PDR Distribution, LLC | | | |
| | 12/28/2010 | Reference material | 59.95 |
| Total PDR Distribution, LLC | | | <u>59.95</u> |
| Southern Tier Library System | | | |
| | 12/28/2010 | Downloadable Audio Books-Dec | 1,948.87 |
| Total Southern Tier Library System | | | <u>1,948.87</u> |
| | | | <u><u>4,625.00</u></u> |

Chemung County Library District General Fund
Unpaid Bills Detail
 As of January 5, 2011

| | <u>Date</u> | <u>Memo</u> | <u>Open Balance</u> |
|---|-------------|---|---------------------|
| Almond 20th Century Club Library | | | |
| | 01/05/2011 | Payment for Lost Book | 25.00 |
| Total Almond 20th Century Club Library | | | <u>25.00</u> |
| Amazon Credit Plan | | | |
| | 01/05/2011 | Dec. purchases -ST, BF, WE | 1,016.23 |
| Total Amazon Credit Plan | | | <u>1,016.23</u> |
| Amy Spenciner | | | |
| | 01/05/2011 | Patron Refund | 5.00 |
| Total Amy Spenciner | | | <u>5.00</u> |
| Awe | | | |
| | 01/05/2011 | Early Literacy Stations-paid for by HH Foundation | 6,444.00 |
| Total Awe | | | <u>6,444.00</u> |
| Caroline Poppendeck | | | |
| | 01/05/2011 | mileage/meals for Two workshops -Dec | 165.00 |
| Total Caroline Poppendeck | | | <u>165.00</u> |
| Casella Waste Systems, Inc. | | | |
| | 01/05/2011 | garbage disposal-BF,WE,HFL December | 146.23 |
| Total Casella Waste Systems, Inc. | | | <u>146.23</u> |
| Cassandra Wright | | | |
| | 01/05/2011 | mileage reimbursement - 7/2/10-12/16/10 | 66.00 |
| Total Cassandra Wright | | | <u>66.00</u> |
| Chemung County Chamber of Commerce | | | |
| | 01/05/2011 | Membership Dues - 2011 | 223.00 |
| Total Chemung County Chamber of Commerce | | | <u>223.00</u> |
| Dawn Austin | | | |
| | 01/05/2011 | mileage reimb 10/5/10-11/10/10 | 16.00 |
| Total Dawn Austin | | | <u>16.00</u> |
| Deborah A Knickerbocker | | | |
| | 01/05/2011 | Refund of collection fee-overpaid | 25.00 |
| Total Deborah A Knickerbocker | | | <u>25.00</u> |
| Deborah L. Brimmer | | | |
| | 01/05/2011 | Cyber Security classes & test-mileage & meals-DEC | 316.68 |
| Total Deborah L. Brimmer | | | <u>316.68</u> |
| Fred Pryor Seminars | | | |
| | 01/05/2011 | reg fee-workshop-HFL staff | 79.00 |
| Total Fred Pryor Seminars | | | <u>79.00</u> |
| Highsmith, Inc. | | | |
| | 01/05/2011 | Supplies ST,HFL | 221.56 |
| Total Highsmith, Inc. | | | <u>221.56</u> |
| Horseheads Do It Center | | | |
| | 01/05/2011 | HFL - supplies | 46.50 |
| Total Horseheads Do It Center | | | <u>46.50</u> |
| Ingram Library Services | | | |
| | 01/05/2011 | Library materials-All libraries | 2,921.63 |
| Total Ingram Library Services | | | <u>2,921.63</u> |
| iPROMOTEu | | | |

Chemung County Library District General Fund
Unpaid Bills Detail
 As of January 5, 2011

| | <u>Date</u> | <u>Memo</u> | <u>Open Balance</u> |
|---------------------------------|-------------|--|---------------------|
| | 01/05/2011 | Marketing Materials | 2,830.34 |
| Total iPROMOTEu | | | <u>2,830.34</u> |
| MCI | | | |
| | 01/05/2011 | Long distance chg-WE/ST | 92.15 |
| Total MCI | | | <u>92.15</u> |
| Mid American Specialties | | | |
| | 01/05/2011 | WE programming | 110.38 |
| Total Mid American Specialties | | | <u>110.38</u> |
| Montour Falls Library | | | |
| | 01/05/2011 | Payment for Lost Book | 40.00 |
| Total Montour Falls Library | | | <u>40.00</u> |
| Nicole Hann | | | |
| | 01/05/2011 | mileage reimbursement-BF | 40.40 |
| Total Nicole Hann | | | <u>40.40</u> |
| Petty Cash-Steele | | | |
| | 01/05/2011 | Dec. Supplies & Programming - BF,WE,VE | 377.36 |
| Total Petty Cash-Steele | | | <u>377.36</u> |
| Pitney Bowes | | | |
| | 01/05/2011 | mail machine 2010/2011 Bal Due | 44.00 |
| Total Pitney Bowes | | | <u>44.00</u> |
| Prattsburgh Library | | | |
| | 01/05/2011 | Payment for lost book | 15.00 |
| Total Prattsburgh Library | | | <u>15.00</u> |
| Quality Books, Inc. | | | |
| | 01/05/2011 | book purchases for HFL | 24.95 |
| Total Quality Books, Inc. | | | <u>24.95</u> |
| RadioShack Corporation | | | |
| | 01/05/2011 | WE - phone batteries | 14.99 |
| Total RadioShack Corporation | | | <u>14.99</u> |
| Recorded Books | | | |
| | 01/05/2011 | WE AV purchases | 6.95 |
| Total Recorded Books | | | <u>6.95</u> |

**Chemung County Library District General Fund
Unpaid Bills Detail
As of January 5, 2011**

| | <u>Date</u> | <u>Memo</u> | <u>Open Balance</u> |
|-----------------------------------|-------------|---|-------------------------|
| Reliable Computer Products | | | |
| | 01/05/2011 | Printer cartridges for ST/Admin | 371.67 |
| Total Reliable Computer Products | | | <u>371.67</u> |
| Ronald Shaw | | | |
| | 01/05/2011 | moving exp-Dec | 1,687.65 |
| Total Ronald Shaw | | | <u>1,687.65</u> |
| Rose Woodard | | | |
| | 01/05/2011 | book purchase/programming supplies & 12/11 prog | 494.54 |
| Total Rose Woodard | | | <u>494.54</u> |
| Seneca Data | | | |
| | 01/05/2011 | Monitors-BF/HH/VE/WE | 896.00 |
| Total Seneca Data | | | <u>896.00</u> |
| Sheesleys Sewer Service | | | |
| | 01/05/2011 | Pumping out parking lot @ BF | 228.00 |
| Total Sheesleys Sewer Service | | | <u>228.00</u> |
| SmileMakers | | | |
| | 01/05/2011 | Paint Supply-WE | 58.10 |
| Total SmileMakers | | | <u>58.10</u> |
| Staples Credit Plan | | | |
| | 01/05/2011 | ST computer supply | 455.01 |
| Total Staples Credit Plan | | | <u>455.01</u> |
| Supermedia LLC | | | |
| | 01/05/2011 | Phone book directories | 118.27 |
| Total Supermedia LLC | | | <u>118.27</u> |
| The Book Farm, Inc. | | | |
| | 01/05/2011 | books-ST | 458.23 |
| Total The Book Farm, Inc. | | | <u>458.23</u> |
| The New York Times | | | |
| | 01/05/2011 | annual subscription for WE | 360.00 |
| Total The New York Times | | | <u>360.00</u> |
| The Penworthy Company | | | |
| | 01/05/2011 | books for BKM/ST-Juv | 1,236.78 |
| Total The Penworthy Company | | | <u>1,236.78</u> |
| Time Warner Cable | | | |
| | 01/05/2011 | VPN service-HFL/WE/ST & Phone svc @ HH | 418.78 |
| Total Time Warner Cable | | | <u>418.78</u> |
| Verizon Wireless | | | |
| | 01/05/2011 | BKM/Adm IT Dept cellular service-Dec | 202.33 |
| Total Verizon Wireless | | | <u>202.33</u> |
| | | | <u><u>22,298.71</u></u> |

Chemung County Library District General Fund
Unpaid Bills Detail
As of January 11, 2011

Document #2011-3

| | <u>Date</u> | <u>Memo</u> | <u>Open Balance</u> |
|------------------------------------|-------------|--|---------------------|
| 3M Company | | | |
| | 01/11/2011 | 2011 service agreement-security system at Steele | 1,210.00 |
| Total 3M Company | | | <u>1,210.00</u> |
| Acme Pest Control, Inc. | | | |
| | 01/11/2011 | Pest Control @ Steele-12 months | 324.00 |
| Total Acme Pest Control, Inc. | | | <u>324.00</u> |
| AVcafe | | | |
| | 01/11/2011 | Game for HH JUV | 41.99 |
| Total AVcafe | | | <u>41.99</u> |
| Brodart Co. | | | |
| | 01/11/2011 | Lables & Tape for ST | 109.33 |
| Total Brodart Co. | | | <u>109.33</u> |
| Capabilities, Inc. | | | |
| | 01/11/2011 | HH Janitor Services- Dec. | 675.00 |
| Total Capabilities, Inc. | | | <u>675.00</u> |
| Cappy's | | | |
| | 01/11/2011 | newspapers for Dec | 154.00 |
| Total Cappy's | | | <u>154.00</u> |
| Casella Waste Systems, Inc. | | | |
| | 01/11/2011 | garbage disposal-BF,WE,HFL December | 146.85 |
| Total Casella Waste Systems, Inc. | | | <u>146.85</u> |
| Center Point Large Print | | | |
| | 01/11/2011 | BKM large print | 77.88 |
| Total Center Point Large Print | | | <u>77.88</u> |
| Chemung Canal Trust Company | | | |
| | 01/11/2011 | misc credit card purchases-Dec | 725.60 |
| Total Chemung Canal Trust Company | | | <u>725.60</u> |
| Chemung County Treasurer | | | |
| | 01/11/2011 | Sewer tax Payments 2011 @ ST | 1,566.23 |
| Total Chemung County Treasurer | | | <u>1,566.23</u> |
| Classified Marketplace | | | |
| | 01/11/2011 | Legal Notice-Sale of Old BKM | 43.12 |
| Total Classified Marketplace | | | <u>43.12</u> |
| Copy Express | | | |
| | 01/11/2011 | Copies of Manuals for First Transit | 91.67 |
| Total Copy Express | | | <u>91.67</u> |
| Crestline | | | |
| | 01/11/2011 | Marketing Comm Purchases-pencils/mouse pads | 781.94 |
| Total Crestline | | | <u>781.94</u> |

Chemung County Library District General Fund
Unpaid Bills Detail
As of January 11, 2011

Document #2011-3

| | <u>Date</u> | <u>Memo</u> | <u>Open Balance</u> |
|-------------------------------------|-------------|---|---------------------|
| Demco, Inc. | | | |
| | 01/11/2011 | CD Lids & Labels for books-ST/Hangup Bags BF | 249.77 |
| Total Demco, Inc. | | | <u>249.77</u> |
| EBSCO Subscription Services | | | |
| | 01/11/2011 | Periodicals-rate adjustments ST | 57.93 |
| Total EBSCO Subscription Services | | | <u>57.93</u> |
| First Transit | | | |
| | 01/11/2011 | Bookmobile fuel-December 2010 | 307.91 |
| Total First Transit | | | <u>307.91</u> |
| Gaylord Bros, Inc. | | | |
| | 01/11/2011 | Suggestion Boxes all libraries-MKT Comm. Exp. | 412.24 |
| Total Gaylord Bros, Inc. | | | <u>412.24</u> |
| Horseheads Rotary Club | | | |
| | 01/11/2011 | Registration for Spelling Bee-2/12/11 | 100.00 |
| Total Horseheads Rotary Club | | | <u>100.00</u> |
| Horwitz Supply Company | | | |
| | 01/11/2011 | Vacuum Repair- ST | 70.45 |
| Total Horwitz Supply Company | | | <u>70.45</u> |
| MH Software | | | |
| | 01/11/2011 | Calendar Software - all libraries-2011 annual fee | 540.00 |
| Total MH Software | | | <u>540.00</u> |
| MidWest Tape | | | |
| | 01/11/2011 | DVD/Audio purchases-HFL&ST | 239.89 |
| Total MidWest Tape | | | <u>239.89</u> |
| Perry & Carroll, Inc. | | | |
| | 01/11/2011 | Insurance policies First Qtr 2011 | 8,440.17 |
| Total Perry & Carroll, Inc. | | | <u>8,440.17</u> |
| ProQuest LLC | | | |
| | 01/11/2011 | Star Gazette microfilm-Dec | 66.07 |
| Total ProQuest LLC | | | <u>66.07</u> |
| Southern Tier Library System | | | |
| | 01/11/2011 | Processing Fees & E-Book purchases | 824.08 |
| Total Southern Tier Library System | | | <u>824.08</u> |
| Staples Business Advantage | | | |
| | 01/11/2011 | paper/supplies all libraries | 345.21 |
| Total Staples Business Advantage | | | <u>345.21</u> |
| Swift Office Equipment, Inc. | | | |
| | 01/11/2011 | Quarterly Maintenance contracts on HFL/ST copiers | 791.80 |

Chemung County Library District General Fund
Unpaid Bills Detail
As of January 11, 2011

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| | <u>Date</u> | <u>Memo</u> | <u>Open Balance</u> |
|---|-------------|--|-------------------------|
| Total Swift Office Equipment, Inc. | | | 791.80 |
| Town of Elmira | | | |
| | 01/11/2011 | 2011 sewer tax | 129.90 |
| Total Town of Elmira | | | <u>129.90</u> |
| Town of Horseheads | | | |
| | 01/11/2011 | 2011 sewer district tax | 285.66 |
| Total Town of Horseheads | | | <u>285.66</u> |
| Unique Management Services, Inc. | | | |
| | 01/11/2011 | Collection fees -Dec- 2010 all libraries | 616.61 |
| Total Unique Management Services, Inc. | | | <u>616.61</u> |
| Verizon | | | |
| | 01/11/2011 | phone service-ST&WE | 276.05 |
| Total Verizon | | | <u>276.05</u> |
| | | | <u><u>19,701.35</u></u> |

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of January 11, 2011

Document #2011-3

| | <u>Date</u> | <u>Memo</u> | <u>Open Balance</u> |
|-------------------------------------|-------------|--|-------------------------|
| Ebsco Subscription Services | | | |
| | 01/11/2011 | Reference material-Novelist Online-2011 subscrip | 10,495.00 |
| Total Ebsco Subscription Services | | | <u>10,495.00</u> |
| Gale Group, Inc. | | | |
| | 01/11/2011 | Reference Material-Chilton 2011 | 4,399.50 |
| Total Gale Group, Inc. | | | <u>4,399.50</u> |
| N.A.D.A. Appraisal Guides | | | |
| | 01/11/2011 | reference materials | 140.00 |
| Total N.A.D.A. Appraisal Guides | | | <u>140.00</u> |
| Southern Tier Library System | | | |
| | 01/11/2011 | Processing fees-Dec | 115.00 |
| Total Southern Tier Library System | | | <u>115.00</u> |
| Value Line Publishing, Inc. | | | |
| | 01/11/2011 | reference materials | 269.00 |
| Total Value Line Publishing, Inc. | | | <u>269.00</u> |
| | | | <u><u>15,418.50</u></u> |

Report of the January 5th, 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, January 5th, 2011, beginning at 6pm. Attending the meeting were Georgia Reynolds, Denny Smith, Sue Cook and Robin Fitzgerald. Also attending was Joan Santulli, CCLD management. The meeting opened at 6pm.

President Reynolds stated that she and Mr. Shaw have discussed some proposed revisions of the Library District's By-Laws in regard to Article VI - the Committee structure. The proposed revisions were distributed to the Committee for their review and their recommendations will be discussed at the next meeting of the Committee. These revisions give more clarity to the responsibilities of each board committee. The process of amending the Library District's By-Laws was reviewed.

It was reported that, by the end of the year, the Library District had received the total budgeted 2010 funds from both the Public Library Foundation of Chemung County and the Steele Memorial Library Foundation.

Mr. Shaw will be out of town until January 14th to attend the American Library Association Midwinter Conference in San Diego. Prior to leaving, he re-issued an email to Department Heads that gives direction on who is in charge in his absence. The most senior Librarian III (Ms. Corter) will handle any concerns, problems or questions that arise in his absence.

The Committee reviewed a list of 2011 meeting dates for the CCLD board and both the Budget & Finance and Buildings & Grounds Committees. After discussion, it was decided that the Budget & Finance Committee will meet on the second Wednesday of each month (instead of the second Thursday) and will move its starting time to 8:00am. This information will be posted on the web.

The Committee discussed ways to fill the vacancies on the board of trustees.

A new 2011 Holiday schedule for the Library District was submitted to the Committee for their review. The schedule includes some changes to the hours of operation on certain holidays. This Holiday schedule will be distributed at the next regular meeting of the board for their review and authorization will be requested to make the proposed changes.

Ms. Santulli presented & reviewed the Unpaid Bills Lists dated December 31st, 2010 and January 5th, 2011. Mr. Smith moved, seconded by Ms. Fitzgerald to approve payment of the General Fund December bills totaling \$10,266.25 and Grant Fund bills in the amount of \$4,625.00 and the January 5th, 2011 General Fund bills totaling \$22,298.71. Motion carried.

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

Document #2011-5

Report of the January 12th, 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 at its new day and time on Wednesday, January 12th, 2010, beginning at 8:00am. Attending the meeting were CCLD board members Sue Cook, Denny Smith and Robin Fitzgerald. Also attending was Joan Santulli, CCLD Administrative Assistant. The meeting opened at 8:02am.

The following topics were discussed:

- The Committee reviewed the December 31, 2010 Financial Report. It was noted that the funding from New York State for the Central Library Development, Central Book Aid and Local Library Aid has not yet been received. There is no timetable on when those funds will be received. The Committee directed that the report be forwarded to the full CCLD board for its consideration.
- Unpaid Bills Detail. Ms. Santulli presented and discussed the January 11th, 2011 Unpaid Bills Detail, where General Fund bills totaled \$19,701.35 and Grant Fund bills totaled \$15,418.50. Items to note in the Grant Fund are the annual fees for electronic reference databases that are able to be accessed by all member libraries in the Southern Tier Library System. The General Fund list includes maintenance agreements that are paid on an annual basis. This Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.
- The group discussed the need to recruit a new board member to serve on this Committee.

The meeting adjourned at 8:28am. The next meeting of the Budget & Finance Committee will be held on Wednesday, February 9th, 2011 in the Petrie Conference Room of the Steele Memorial Library.

Document #2011 – 6

Report of the January 12th, 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, January 12th, 2011, beginning at 3pm. Attending the meeting were Karl Schwesinger and John Savash. Also attending was Joan Santulli, CCLD Management. The meeting opened at 3:00pm.

The following topics were discussed:

- Mr. Schwesinger reviewed the Steele Memorial Green Roof project for new Committee member John Savash and reported that the State Environmental Facilities Corp has notified him that they will be transferring the funds for the 3rd payment request later this week. There will be one more disbursement request before the entire project can be closed out.
- The Committee reviewed the three outstanding 2008 State Construction Projects that have a deadline of 6/30/11 for completion of the projects. The projects include \$32,802.20 for use at the West Elmira Library, \$4,672.94 at the Steele Library and \$16,589.93 for the Big Flats Library.
- The “Existing Condition Evaluation / Capital Assessment of the CCLD Properties” report completed by Fagan Engineers in June of 2006 is now almost 5 years old. The Committee discussed the need to contact an engineering firm to have a new evaluation and capital assessment completed for all Library District buildings.
- Mr. Schwesinger reported that he is still working on developing the specifications for new signage for CCLD library buildings.
- The Committee agreed to review the current Library District Long Range Plan to determine where we currently stand in accomplishing the goals listed in the plan.

The meeting adjourned at 3:52pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, February 9th, 2011 at 3pm in the Director’s Office at the Steele Memorial Library.