



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](http://www.cclid.lib.ny.us)

## Agenda

The January 2012 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, January 19, 2012 at 6:00 pm at the **Central Branch (Steele Memorial) 101 E. Church St. Elmira, NY 14901**. The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Reynolds (796-9292), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (documents #2012-1)
4. Treasurer's report
  - a) Financial report (document #2012-2)
  - b) Report of Unpaid Bills Detail (document #2012-3)
5. Correspondence
6. President's report
7. Director's report
8. Committee reports:
  - a) Executive Committee (Reynolds)
    - 1) Report of the Committee meeting (document #2012-4)
  - b) Budget & Finance Committee (Fitzgerald)
    - 1) Report of the Committee meeting (document 2012-5)
  - c) Building & Grounds Committee (Schwesinger)
    - 1) Report of the Committee meeting (document 2012-6)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

*(Minutes of the December 2011 meeting of the Chemung County Library District Board of Trustees. Document #2012-1)*

**Minutes of the December 2011 meeting of the Chemung County Library District Board of Trustees.** The December meeting was held on Thursday, December 15<sup>th</sup>, 2011 at the Steele Memorial Library, 101 East Church Street, Elmira, New York. President Georgia Reynolds called the meeting to order at 6:00pm. Present were Rita Dery, Robin Fitzgerald, John Savash, Marge Kappanadze, Tina Hager, Ann Cady, Allen C. Smith, Karl Schwesinger and Richard Roberts. Mary Beth Conwell arrived late. Excused: Sue Cook and Jessica Roberts. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

**Minutes.** The minutes of the November 2011 meeting (Document #2011-66) were presented for board review. One correction noted on page one under correspondence "An estimate from Goodrich was received to repair the problem with the metal on the Bookmobile doors." (This was not due to an accident as listed). The minutes were approved as corrected by unanimous consent.

**Financial Report.** The November 30, 2011 Financial Report (Document #2011-67) was presented for board review. Ms. Fitzgerald noted that the report shows no surprises, the Library District is in good shape for the end of November. By unanimous consent the November 30, 2011 Financial Report was approved as distributed and will be filed for audit.

**Report of Unpaid Bills** (Document #2011-68). Ms. Fitzgerald noted the final Cost Share payment to the Southern Tier Library System, new computers purchased for Van Etten using grant funds and the purchase of the new Jamex copy card equipment. Mr. Shaw noted, in the interest of full disclosure, that the payment listed for him is for television monitors purchased for the Library District. By unanimous consent, the board authorizes the payment of the unpaid bills dated 12/7/11 – General Fund \$34,558.72 and Grant Fund - \$3,221.31 and the unpaid bills dated 12/14/11 – General Fund \$28,978.03 and Grant Fund \$1,292.49 as distributed.

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

- A Holiday card from a patron who lives in Painted Post and states that CCLD has a wonderful library.
- A letter that included a check in the amount of \$100 from the Rotary Club of Elmira Charitable Fund. The check was presented on behalf of Michael Hamula's participation in their recent "Dancing with our Stars".

**President's Report.** Ms. Reynolds reported receipt of a letter from the Public Library Foundation of Chemung County that informed the board of their final disbursement for 2011 to the Library District in the amount of \$45,615.18.

Ms. Reynolds stated that there was a recent issue at the Horseheads Library that board members need to be made aware of. The Friends of the Horseheads Library expressed displeasure regarding the staff members who have recently been assigned to the library. Mr. Shaw will attend the next meeting of the Friends to answer any questions they may have.

Ms. Reynolds thanked Ms. Kappanadze for recent information she gave concerning a rally in Philadelphia regarding the closing of all libraries in that city. She stated that if the libraries all close, it will send a horrible message to the entire country.

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

- The list of 2012 Holidays for the Library District will be distributed soon. It will list holidays for which all libraries are closed and the holiday that only the Steele Library is open.

- The last week of December will be a “Fines Forgiveness” week called *Hogmanay* (a Scottish tradition). The announcement is being sent to the media this week which will detail the requirements to receive forgiveness of fines ONLY.
- An article from the PLC in charge of the Bookmobile will be included in the next Friends of the Steele Library newsletter. Also, the Librarian 1 in charge of the Children’s Department at Steele is working on a Humanities Grant for next year.
- Regarding Marketing, staff members Mathews and Brimmer will be giving training to each Department Head and each Branch in how to operate the Digital Signs. They will also be trained on how to use various eReaders. This training will help staff assist patrons who wish to borrow eBooks.
- At a recent meeting with representatives from STLS at Watson Homestead, policies regarding fines and overdue charges were discussed with the idea of making them more patron-friendly. Discussion also centered on the loaning of DVD’s by all libraries in the System. Ms. Corter will be working on how this could be managed by the Library District. STLS is also still investigating the online payment of fines by having a System-wide “PayPal” account. Mr. Shaw strongly supports this idea. STLS is unsure of how they can track the payment of fines to individual libraries.
- Articles of Interest that were sent electronically to the board included: (1) An article dated 11/22/11 entitled “Why Libraries Matter”; (2) An article dated 11/22/11 from Anthony Marx, President of the New York Public Library on Why New Yorkers Use Libraries; (3) An article from *The Columbus Dispatch* entitled “Libraries borrowing marketing ideas from bookstores” (4) An article from the *Rapid City Journal* entitled “Are libraries next to go?” and (5) the 12/1/11 newsletter from the Southern Tier Library System.
- Mr. Shaw reported that during the month he traveled with representatives from STLS to Albany to testify regarding funding for public libraries in New York State.
- The Big Flats Library recently received a donation of \$2,000 from the estate of a resident of the Town.
- The official Election Results report from the County Board of Elections was passed around for board review. Also passed around was a rebuttal letter that former director Jim Sleeth sent recently to STLS regarding a request he received for funding to support their recently formed Foundation. He stated that he felt these requests were in direct competition with the funding sources that the Library District would request funding from. The Library District board members were in agreement with this letter.
- Mr. Shaw reported that between August 1, 2008 and November 30, 2011, the STLS had over 44,000 circulations of audiobooks and eBooks. This includes over 12,000 circulations for eBooks from October 2010 through November 30<sup>th</sup>, 2011. CCLD has had over 1,000 “unique” patrons checkout eBooks- which is more than the next three libraries (Corning, Wellsville, and Penn Yan) combined.

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2011-69). Ms. Reynolds stated that she and Mr. Schwesinger met this month with a representative from the State Environmental Facilities Corporation to finalize the paperwork for the Green Roof at the Steele Library.

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2011-70). Ms. Fitzgerald passed around the latest copy of the Fund Balance Report for board review.

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2011-71). Mr. Schwesinger stated that the paperwork for the final payment on the Green Roof was signed by President Reynolds at this meeting and the \$37,391.17 should be released soon.

Sue Oliver continues to work on the “Existing Conditions” report for Library District buildings and Mr. Schwesinger expects to receive the report by 1/31/12.

Mr. Shaw reported that regarding the State Construction Projects for 2012, the Division of Library Development has to review and approve each application which should be complete by the end of December.

Then the NYS Dormitory Authority reviews each application and must approve the financing. Award letters will be sent from the DLD between February and April of next year.

Mr. Shaw reported that the work on the grounds project at the Steele Library is moving along quite well. The trees have been removed and pavers have been installed. He expects the installation of the game tables to happen soon. Board members agreed that the project has upgraded the look of the building to the 21<sup>st</sup> century and because of the absence of the trees has made the area more secure.

**Ad-hoc Strategic Planning Committee.** Ms. Kappanadze reported that the committee has been formed and that their initial meeting is scheduled for January 11, 2012.

**Old Business.** Mr. Savash moved, seconded by Mr. Smith to move into Executive Session to discuss Personnel issues. Mr. Smith moved, seconded by Mr. Schwesinger to come out of Executive Session.

Ms. Cady mentioned that at the November election, the Library District carried every single town in the County. Mr. Savash stated that he felt the reason was that the board did a great job with the budget during tough times. Also, the amount of positive media coverage the District had throughout the year probably contributed to the success of the vote.

**New Business.** Ms. Hager reported that the kick-off program for the Elmira Promenade is scheduled for January 19, 2012 with Jim Pfiffer, executive director of the Friends of the Chemung River Watershed. He will conduct a presentation "Learn some cool facts about river ice" which is about the history of ice harvesting from the river. After the presentation, Mr. Pfiffer will lead a walk under the new railroad promenade and present a brief history of the newly refurbished railroad viaduct next to the library. The program will start at the Steele Library and move down the Promenade to the river.

**Public Expression.** None.

The meeting was adjourned at 7:00pm. The next regular meeting of the board will be held on Thursday, January 19<sup>th</sup>, 2012 at 6:00pm at the Steele Memorial Library, 101 East Church Street, Elmira, New York.

**CHEMUNG COUNTY LIBRARY DISTRICT**

**(DOCUMENT #2012-2)**

**Financial Report - December, 2011**

<b>Income</b>	<b>2011 annual budget</b>	<b>Received to date</b>	<b>Balance remaining</b>	<b>Percentage received</b>	<b>Percentage through the year</b>	<b>Notes</b>
Library Fines, Fees & Contributions	\$ 80,560	\$ 117,175	\$ (36,615)	145%		
Grants (other than N.Y.S.)		\$ 77,893				Incl funds -State EFC for the "Green Roof" project plus \$10,000 from Steele Friends
Foundation Contributions	165,000	\$ 163,662	1,338	99%		Includes West Elmira Bridge Club donation
Library District Tax Receipts	2,481,966	\$ 2,496,695	(14,729)	101%		Includes PILOT funds in lieu of taxes
Interest on Investments	7,500	\$ 8,225	(725)	110%		
<b>State Aid</b>						
Central Library Development	88,125	\$ 168,993	(80,868)	192%		Includes 2010 & 2011 distribution
Central Book Aid	60,371	\$ 115,078	(54,707)	191%		Includes 2010 & 2011 distribution
Local Library Services Aid	40,550	\$ 64,046	(23,496)	158%		Includes 2010 distribution
Other State Aid	1,600	\$ 11,351	(9,751)	709%		State Construction Funding from 2008 Projects
<b>TOTAL INCOME</b>	<b>\$ 2,925,672</b>	<b>\$ 3,223,118</b>	<b>\$ (219,553)</b>	<b>110%</b>	<b>100%</b>	

<b>Expense</b>	<b>Annual Budget</b>	<b>Expended to date</b>	<b>Balance remaining</b>	<b>Percent Expended</b>	<b>Percentage through year</b>	<b>Notes</b>
<b>Personnel</b>						
Salaries	\$ 1,258,971	\$ 1,214,654	\$ 44,317	96%		
Sunday & Holiday Salaries	58,785	\$ 26,563	32,222	45%		
Employee Benefits	614,048	\$ 594,245	19,803	97%		
<b>Subtotal - Personnel Expenses</b>	<b>1,931,804</b>	<b>\$ 1,835,462</b>	<b>96,342</b>	<b>95%</b>	<b>100%</b>	
<b>Contractual</b>						
Equipment	11,307	\$ 11,307	0	100%		\$6,444 Early Lit Station reimbursed by HH Foundation. \$10,000 repaid by Friends of Steele for Microfilm/Scanner
Telephone	12,840	\$ 9,142	3,698	71%		
Supplies	39,300	\$ 39,300	0	100%		Includes \$8,746 Marketing Committee Purchases plus \$1,972 fund balance purchase from 2010, Monitors & Envisionware \$2,400, Other computer softwre/supplies \$5,000
Travel & Continuing Education	28,422	\$ 18,108	10,314	64%		
Repairs & Maintenance	42,789	\$ 39,237	3,553	92%		Includes \$3,400 for new blinds at HFL paid for by HH Foundation
Postage	9,500	\$ 9,268	232	98%		
Education - Tuition Assistance	3,600	\$ 3,608	(8)	100%		
Library Materials (books, video, etc.)	311,060	\$ 311,060	0	100%		
Utilities	97,650	\$ 76,078	21,572	78%		Includes 4th Qtr of 2010
Building Cleaning Supplies	8,500	\$ 8,500	0	100%		Snow removal, lawn care @ HFL, several vacuum repairs, paint @ VE, extra supplies for Janitorial Service, Window Repl @ BF \$500, Tree removal @ ST \$1,525
Fuel, Gas & Oil	2,500	\$ 2,500	0	100%		
Insurance	35,000	\$ 23,792	11,208	68%		
Vehicle Operation / Maintenance	1,000	\$ 261	739	26%		
Professional Fees (audit, engineer/legal fees)	53,400	\$ 53,400	0	100%		Includes FINAL pymt to Fagan \$20,206 for Green Roof project and \$5,350 Marketing Committee, BKM wrap installation \$3,000, Audit \$11,220
Data Processing Expenses (Cost Share)	61,063	\$ 61,063	0	100%		
Payment of Taxes	4,595	\$ 4,504	91	98%		
Library Programming	22,500	\$ 22,500	0	100%		Includes Friends donations specified for program in prior years
Chemung County costs (B&G, vision)	17,049	\$ 7,523	9,526	44%		
Capital Improvements	50,200	\$ 165,721	(115,521)	330%		Includes "Green Roof" at the Steele Library, Final '08 State Construction projects and \$23,484 Marketing Committee Signage, Actual bills paid were less than checks written on 6/30/11
Contingency Fund	71,380	\$ 77,890	(6,510)	109%		\$16,646 used for Equipment \$15,038 used for supplies, \$8 used for Tuition & Edu., \$7,727 used for Library Material \$6,804 used for Building cleaning supplies, \$1,182 used for BKM fuel, \$13,450 Professional Fees, \$4,843 used for Data Processing, and \$12,192 used for Library Programming.
Debt Service	61,713	\$ 61,713	0	100%		

<b>TOTAL EXPENSE</b>	<b>\$ 2,877,172</b>	<b>\$ 2,841,937</b>	<b>\$ 35,235</b>	<b>99%</b>	<b>100%</b>
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**Unpaid Bills Detail**

As of December 29, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>ABC-CLIO, Inc.</b>			
	12/29/2011	Reference material	<u>130.80</u>
Total ABC-CLIO, Inc.			130.80
<b>Baker &amp; Taylor Books</b>			
	12/29/2011	Reference materials	<u>22.95</u>
Total Baker & Taylor Books			22.95
<b>Gale Group, Inc.</b>			
	12/29/2011	Reference Material	<u>276.49</u>
Total Gale Group, Inc.			276.49
<b>Ingram Library Services</b>			
	12/29/2011	Non-Fiction book purchases- Dec	<u>896.80</u>
Total Ingram Library Services			896.80
<b>N.A.D.A. Appraisal Guides</b>			
	12/29/2011	reference materials	<u>140.00</u>
Total N.A.D.A. Appraisal Guides			140.00
<b>Southern Tier Library System</b>			
	12/29/2011	CBA Audiobooks & eBooks	<u>2,238.99</u>
Total Southern Tier Library System			2,238.99
<b>The Roman &amp; Littlefield Publishing Group</b>			
	12/29/2011	Reference material	<u>106.01</u>
Total The Roman & Littlefield Publishing Group			<u>106.01</u>
			<u><u>3,812.04</u></u>

**Unpaid Bills Detail**

As of December 29, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Amazon Credit Plan</b>			
	12/29/2011	Purchases - ST, BF - 11/10/11 - 12/05/11	<u>762.87</u>
Total Amazon Credit Plan			<u>762.87</u>
<b>Apple Books</b>			
	12/29/2011	Steele JUV books	<u>3,106.69</u>
Total Apple Books			<u>3,106.69</u>
<b>Elmira Structures, Inc.</b>			
	12/29/2011	final payment for West Elmira Library project	<u>2,850.00</u>
Total Elmira Structures, Inc.			<u>2,850.00</u>
<b>Ingram Library Services</b>			
	12/29/2011	Library materials-closing out budgets	<u>1,160.75</u>
Total Ingram Library Services			<u>1,160.75</u>
<b>MidWest Tape</b>			
	12/29/2011	DVD/Audio purchases - ST	<u>268.87</u>
Total MidWest Tape			<u>268.87</u>
<b>Nelson &amp; Streater Construction Co, Inc.</b>			
	12/29/2011	Steele grounds project/removal of trees PARTIAL p	<u>31,000.00</u>
Total Nelson & Streater Construction Co, Inc.			<u>31,000.00</u>
<b>Random House, Inc.</b>			
	12/29/2011	AV purchases-ST	<u>145.71</u>
Total Random House, Inc.			<u>145.71</u>
<b>Recorded Books</b>			
	12/29/2011	ST - AV purchases	<u>607.78</u>
Total Recorded Books			<u>607.78</u>
<b>Southern Tier Library System</b>			
	12/29/2011	Cost Share- eBooks/Labels/Processing Fees -Nov	<u>4,209.67</u>
Total Southern Tier Library System			<u>4,209.67</u>
			<u><u><b>44,112.34</b></u></u>



**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
As of January 4, 2012

Document #2012-3

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Ingram Library Services			
	01/04/2012	Non-Fiction book purchases-December invoices	1,129.52
Total Ingram Library Services			<u>1,129.52</u>
			<u><b>1,129.52</b></u>

## Unpaid Bills Detail

As of January 4, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>3M Company</b>			
	01/04/2012	2012 service agreement-security system at Steele	1,282.00
Total 3M Company			<u>1,282.00</u>
<b>Acme Pest Control, Inc.</b>			
	01/04/2012	Pest Control @ Steele-12 months	348.00
Total Acme Pest Control, Inc.			<u>348.00</u>
<b>Blackbourn Media Packaging</b>			
	01/04/2012	AV supplies for ST, HH, WE	365.94
Total Blackbourn Media Packaging			<u>365.94</u>
<b>Brian Ewanyk</b>			
	01/04/2012	Mileage reimbursement - Dec.	42.74
Total Brian Ewanyk			<u>42.74</u>
<b>CCLD Petty Cash</b>			
	01/04/2012	Petty Cash reimbursement - BF, HFL, WE	510.68
Total CCLD Petty Cash			<u>510.68</u>
<b>Center Point Large Print</b>			
	01/04/2012	BKM, ST - large print	569.79
Total Center Point Large Print			<u>569.79</u>
<b>Centurion Technologies</b>			
	01/04/2012	Security software	42.00
Total Centurion Technologies			<u>42.00</u>
<b>Chemung Canal Trust Company</b>			
	01/04/2012	credit card purchases- computer software/book purchase	228.09
Total Chemung Canal Trust Company			<u>228.09</u>
<b>Christel Harris</b>			
	01/04/2012	Patron Refund - BF	20.00
Total Christel Harris			<u>20.00</u>
<b>Cohocton Public Library</b>			
	01/04/2012	Lost Book paid for at ST	10.00
Total Cohocton Public Library			<u>10.00</u>
<b>Cuba Circulating Library Association</b>			
	01/04/2012	Lost book paid for at ST	20.00
Total Cuba Circulating Library Association			<u>20.00</u>
<b>David Moreland</b>			
	01/04/2012	Program at HFL & WE - 1/9/12	600.00
Total David Moreland			<u>600.00</u>
<b>Deborah L. Brimmer</b>			
	01/04/2012	mileage reimbursement - Dec	79.93
Total Deborah L. Brimmer			<u>79.93</u>

## Unpaid Bills Detail

As of January 4, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Dell Marketing L.P.</b>			
	01/04/2012	Computer - new Pub. Rel/Marketing Office	<u>1,646.65</u>
Total Dell Marketing L.P.			1,646.65
<b>Demco, Inc.</b>			
	01/04/2012	Supplies for All Libraries	<u>686.54</u>
Total Demco, Inc.			686.54
<b>Doris Jean Metzger</b>			
	01/04/2012	Reimb - Programming - VE Library	<u>77.33</u>
Total Doris Jean Metzger			77.33
<b>Dormann Library</b>			
	01/04/2012	Lost Book paid by patron at ST	<u>4.79</u>
Total Dormann Library			4.79
<b>Gale Group, Inc.</b>			
	01/04/2012	ST fiction - Dec purchases	<u>318.63</u>
Total Gale Group, Inc.			318.63
<b>Global</b>			
	01/04/2012	Desk for new PR/Mkt Office	<u>696.53</u>
Total Global			696.53
<b>Horseheads Parks &amp; Recreation</b>			
	01/04/2012	Reservation fee for HH Program at Teal Park - 7/11/12	<u>20.00</u>
Total Horseheads Parks & Recreation			20.00
<b>Ingram Library Services</b>			
	01/04/2012	Library materials-all libraries	<u>4,239.71</u>
Total Ingram Library Services			4,239.71
<b>Jennie Mathews</b>			
	01/04/2012	Mileage reimbursement - ST	<u>15.10</u>
Total Jennie Mathews			15.10
<b>Madcap Productions</b>			
	01/04/2012	Deposit for Programs - 7/11/12 @ HFL & 7/12/12 @ ST	<u>670.00</u>
Total Madcap Productions			670.00
<b>Margeson's Landscaping Inc.</b>			
	01/04/2012	Mowing & leaf cleanup - HFL 11/19/11	<u>125.00</u>
Total Margeson's Landscaping Inc.			125.00
<b>MH Software</b>			
	01/04/2012	Calendar Software - all libraries-2012 annual fee	<u>540.00</u>
Total MH Software			540.00
<b>Nicole Hann</b>			
	01/04/2012	Mileage Reimb. - 9/17/11 - 12/9/11	<u>53.50</u>
Total Nicole Hann			53.50

## Unpaid Bills Detail

As of January 4, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Perry &amp; Carroll, Inc.</b>			
	01/04/2012	Insurance policies- 1st Qtr payment 2012	9,412.87
Total Perry & Carroll, Inc.			<u>9,412.87</u>
<b>Petty Cash-Steele</b>			
	01/04/2012	Supplies, Postage, programming, & Other	500.27
Total Petty Cash-Steele			<u>500.27</u>
<b>Reliable Computer Products</b>			
	01/04/2012	Printer cartridges for-Admin & ST	565.39
Total Reliable Computer Products			<u>565.39</u>
<b>Rose Woodard</b>			
	01/04/2012	Program Supplies - WE	53.87
Total Rose Woodard			<u>53.87</u>
<b>Scio Memorial Library</b>			
	01/04/2012	Lost Book - paid at ST	10.00
Total Scio Memorial Library			<u>10.00</u>
<b>Spoon Man, Inc.</b>			
	01/04/2012	Deposit for 7/16/12 program at HFL	30.00
Total Spoon Man, Inc.			<u>30.00</u>
<b>Staples Credit Plan</b>			
	01/04/2012	Supplies/Equipment - all libraries incl. Admin	1,476.68
Total Staples Credit Plan			<u>1,476.68</u>
<b>Terry Husted</b>			
	01/04/2012	Patron Refund for library card fee - ST	25.00
Total Terry Husted			<u>25.00</u>
<b>The New York Times</b>			
	01/04/2012	annual 2012 subscription for WE	360.00
Total The New York Times			<u>360.00</u>
<b>Time Warner Cable</b>			
	01/04/2012	VPN/Phone/Cable Service - ST, HFL, WE, BF	614.77
Total Time Warner Cable			<u>614.77</u>
<b>Verizon Wireless</b>			
	01/04/2012	BKM/ IT Dept cellular service- Dec/Jan	181.15
Total Verizon Wireless			<u>181.15</u>
			<u><u>26,442.95</u></u>

**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
As of January 11, 2012

Document #2012-3

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Baker &amp; Taylor Books</b>			
	01/19/2012	Reference materials	47.92
Total Baker & Taylor Books			<u>47.92</u>
<b>Ebsco Subscription Services</b>			
	01/19/2012	Reference material-Novelist Online-2012 subscription	10,495.00
Total Ebsco Subscription Services			<u>10,495.00</u>
<b>PDR Distribution, LLC</b>			
	01/09/2012	Reference material	59.95
Total PDR Distribution, LLC			<u>59.95</u>
<b>Salem Press, Inc.</b>			
	01/09/2012	Reference Material	335.00
Total Salem Press, Inc.			<u>335.00</u>
<b>Southern Tier Library System</b>			
	01/09/2012	Processing Fees-NF	5.00
Total Southern Tier Library System			<u>5.00</u>
<b>Value Line Publishing, Inc.</b>			
	01/19/2012	reference materials	269.00
Total Value Line Publishing, Inc.			<u>269.00</u>
			<u><u>11,211.87</u></u>

## Unpaid Bills Detail

As of January 11, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>3rd Alternative, Inc</b>			
	01/19/2012	Computer Protection at ST	192.00
Total 3rd Alternative, Inc			<u>192.00</u>
<b>American Library Association</b>			
	01/19/2012	Marketing/Pub. Relations books for Administration	148.20
Total American Library Association			<u>148.20</u>
<b>Capabilities, Inc.</b>			
	01/19/2012	HFL,WE,BF Janitor Services- Dec	1,656.00
Total Capabilities, Inc.			<u>1,656.00</u>
<b>Chemung County Treasurer</b>			
	01/19/2012	ST - Sewer Tax - 2012	1,554.11
Total Chemung County Treasurer			<u>1,554.11</u>
<b>Fire Alarm Service Technology, Inc.</b>			
	01/19/2012	Annual Monitoring Fee-Panic Buttons - BF & WE	600.00
Total Fire Alarm Service Technology, Inc.			<u>600.00</u>
<b>First Transit</b>			
	01/19/2012	Bookmobile fuel & Parts Nov/Dec	578.57
Total First Transit			<u>578.57</u>
<b>Gressco LTD.</b>			
	01/19/2012	Extra Capacity DVD security cases for ST	507.26
Total Gressco LTD.			<u>507.26</u>
<b>Horseheads Rotary Club</b>			
	01/19/2012	Registration for Spelling Bee=2 Teams -2/12/11	200.00
Total Horseheads Rotary Club			<u>200.00</u>
<b>Horwitz Supply Company</b>			
	01/19/2012	Paper/Cleaning supplies - BF, WE, HFL, & ST	512.64
Total Horwitz Supply Company			<u>512.64</u>
<b>MidWest Tape</b>			
	01/19/2012	DVD/Audio purchases - ST	511.20
Total MidWest Tape			<u>511.20</u>
<b>ProQuest LLC</b>			
	01/11/2012	Annual Fees-Ancestry Lib/Heritage Quest	2,690.00
Total ProQuest LLC			<u>2,690.00</u>
<b>Recorded Books</b>			
	01/19/2012	WE - AV purchases	6.95
Total Recorded Books			<u>6.95</u>
<b>Southern Tier Contract, Inc.</b>			
	01/19/2012	Keyboard Tray for Pub Rel/Mkt Office	220.00
Total Southern Tier Contract, Inc.			<u>220.00</u>

## Unpaid Bills Detail

As of January 11, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Southern Tier Library System</b>			
	01/19/2012	eBooks/Labels/Processing Fees - Dec	<u>1,937.03</u>
Total Southern Tier Library System			1,937.03
<b>Supermedia LLC</b>			
	01/19/2012	yellow pages ad + LA phone book-Reference Dept	<u>88.47</u>
Total Supermedia LLC			88.47
<b>Swift Office Equipment, Inc.</b>			
	01/19/2012	4th Qtr Maintenance contract on copiers ST & HH	<u>894.65</u>
Total Swift Office Equipment, Inc.			894.65
<b>Town of Big Flats</b>			
	01/19/2012	BF -Sewer Tax - 2012	<u>17.32</u>
Total Town of Big Flats			17.32
<b>Town of Elmira</b>			
	01/19/2012	WE - Sewer Tax - 2012	<u>130.21</u>
Total Town of Elmira			130.21
<b>Town of Horseheads</b>			
	01/19/2012	HFL- Sewer Tax - 2012	<u>280.59</u>
Total Town of Horseheads			280.59
<b>Unique Management Services, Inc.</b>			
	01/19/2012	Collection Fees - all libraries	<u>902.69</u>
Total Unique Management Services, Inc.			902.69
<b>Verizon</b>			
	01/19/2012	Phone - ST	<u>48.52</u>
Total Verizon			48.52
<b>Wegmans Food Markets Inc.</b>			
	01/19/2012	Program Supplies - ST	<u>175.84</u>
Total Wegmans Food Markets Inc.			175.84
<b>Westbrook Enterprises, LLC</b>			
	01/19/2012	Electrical Work @ BF	<u>656.22</u>
Total Westbrook Enterprises, LLC			<u>656.22</u>
			<u><u>14,508.47</u></u>

## **Document #2012-4**

### **Report of the January 4<sup>th</sup>, 2012 meeting of the Executive Committee of the Chemung County Library District:**

A meeting of the Executive Committee of the Chemung County Library District was held on Wednesday, January 4<sup>th</sup>, 2012 beginning at 6pm. Attending the meeting were Georgia Reynolds, Richard Roberts, Robin Fitzgerald, Sue Cook, Allen C. Smith, Marge Kappanadze and Joan Santulli and Ronald Shaw, CCLD management. The meeting opened at 6pm.

Ms. Reynolds stated that the proposed Slate of Officers for the 2012 fiscal year are as follows: President – Georgia Reynolds; Vice-President – Richard Roberts; Secretary – Marge Kappanadze; and Treasurer – Sue Cook. These officers will need approval by the board at the January meeting.

The Committee discussed the need to reschedule the July Executive Committee meeting. As it stands the first Wednesday of July is a holiday. The consensus of the Committee was to hold the July meeting on Monday July 2<sup>nd</sup>, 2012 at 6:00pm.

Ms. Fitzgerald reported that the next meeting with the Negotiating Committee and the Mediator is scheduled for Monday, January 9<sup>th</sup>, 2012.

Mr. Shaw gave a brief report on a current personnel issue.

Mr. Shaw stated that the Library District had a Fine Forgiveness week from December 27 – 30, 2011 (in recognition of the Scottish holiday Hogmanay) Patrons donated canned goods and the District forgave approximately \$2,000 in fines. (One canned good = \$5.00 in fines).

Mr. Shaw also reported that the television station WENY has expressed an interest in doing a story on the Library District's e-Book collection.

Ms. Santulli presented & reviewed the Unpaid Bills Lists dated December 29<sup>th</sup>, 2011 and January 4<sup>th</sup>, 2012. Mr. Smith moved, seconded by Ms. Fitzgerald to approve the 12/29/11 bills totaling \$44,112.34 in the General Fund and the Grant Fund bills in the amount of \$3,812.04 AND the 1/4/12 invoices for the General Fund \$26,442.95 and Grant Fund \$1,129.52 . Motion Carried.

The meeting adjourned at 6:29pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, February 1<sup>st</sup>, 2012 at 6pm in the Petrie Conference Room of the Steele Memorial Library.



## **Document #2012-5**

### **Report of the January 11<sup>th</sup>, 2012 meeting of the Budget & Finance Committee of the Chemung County Library District:**

A meeting of the Budget & Finance Committee of the Chemung County Library District was held on Wednesday, January 11<sup>th</sup>, 2012, beginning at 8:00am. Attending the meeting were CCLD board members Georgia Reynolds, Robin Fitzgerald and Denny Smith, Jessica Roberts, Sue Cook and Marge Kappanadze. Also attending were Ron Shaw, Library District Director and Joan Santulli, CCLD Administrative Assistant. The meeting opened at 8:00am.

The following topics were discussed:

- Ms. Fitzgerald noted that in light of the changes to the Open Meeting Laws, she has asked the Library District Attorney to discuss these changes at the next meeting of the board of trustees.
- The Committee reviewed the December 31<sup>st</sup>, 2011 Financial Report. The Committee directed that the report be forwarded to the full CCLD board for its consideration.
- Ms. Santulli presented and discussed the January 11<sup>th</sup>, 2012 Unpaid Bills Detail for the General Fund bills totaling \$14,508.47 and the Grant Fund \$11,211.87. The list includes the 2012 sewer tax bills to several municipalities, the 4<sup>th</sup> Quarter maintenance contract on the copiers and the annual fee for the Novelist Online subscription. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.
- There is no news yet on when the final distribution for the Green Roof at Steele will be released by the State.

The meeting adjourned at 8:20am. The next meeting of the Budget & Finance Committee will be held on Wednesday, February 8<sup>th</sup>, 2011 in the Petrie Conference Room of the Steele Memorial Library.

**Document # 2012-6**

**Report of the January 11<sup>th</sup>, 2012 meeting of the Buildings & Grounds Committee of the Chemung County Library District**

A meeting of the Buildings & Grounds Committee of the Chemung County Library District was held on Wednesday, January 11<sup>th</sup>, 2012, beginning at 3pm. Board members attending the meeting were Karl Schwesinger, Rita Dery, John Savash, and Georgia Reynolds. Also attending were Joan Santulli and Ron Shaw, CCLD Management. The meeting opened at 3:00pm.

The following topics were discussed:

- Mr. Schwesinger noted that since the recent removal of the trees and islands at the Steele Library, the handicapped parking spots are not marked as required by the law. Handicap Parking Only signs are also missing.
- Mr. Schwesinger and Mr. Shaw have met with Sue Oliver, the engineer who is working on the “Existing Conditions” report for the buildings owned by the Library District. Ms. Oliver has been visiting each library. She has met with the County regarding the heating systems and has requested to see the maintenance records for the elevator at the Steele Library. It is expected that the report will be complete by the beginning of February, 2012.
- Mr. Shaw reported that he has received an estimate from Hetrick Glass in the amount of \$1,350 to replace broken windows at the Steele Library. He will call them to give permission to complete the job.
- The Library District is awaiting information from the State of New York on both the approval of State Construction Grants for all CCLD libraries and the final distribution of funding for the Steele Library Green Roof project. The final bill for the project has been submitted.
- Mr. Savash reported that the Governor’s Office is considering raising the dollar amount for projects that require competitive bidding from those that exceed \$35,000 to those that exceed \$50,000.

The meeting adjourned at 3:21pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, February 8<sup>th</sup>, 2012 at 3pm in the Director’s Office at the Steele Memorial Library.