



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 March 2011 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, March 17th, 2011 at **6pm at the Horseheads Free Library 405 S Main Street, Horseheads, New York 14845** 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 #2011-13)
4. Treasurer's report
 - a) Financial report (document #2011-14)
 - b) Report of Unpaid Bills Detail (document #2011-15)
5. Correspondence
6. President's report
7. Director's report
8. Committee reports:
 - a) Executive Committee (Reynolds)
 - 1) Report of the Committee meeting (document #2011-16)
 - b) Budget & Finance Committee (Fitzgerald)
 - 1) Report of the Committee meeting (document #2011-17)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee (document #2010-18)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

(Minutes of the February 2011 meeting of the Chemung County Library District Board of Trustees. Document #2011-13)

Minutes of the February 2011 meeting of the Chemung County Library District Board of Trustees. The February meeting was held on Thursday, February 17, 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, Sue Cook, Marge Kappanadze, Gail McGee, Ann Cady, Allen C. Smith and Jessica Roberts. Karl Schwesinger arrived late. Excused: Tina Hager and Richard Roberts. Absent: Mary Beth Conwell. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Minutes. The minutes of the January 2011 meeting (Document #2011-7) were presented for board review. The minutes were approved as distributed by unanimous consent.

Financial Report. The January 31, 2011 Financial Report (Document #2011-8) was presented for board review. By unanimous consent the January 31, 2011 Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2011-9). Ms. Santulli requested that an invoice for Graphic Solutions in the amount of \$3,000 be added to the February 9th unpaid bill list. By unanimous consent, the board authorizes the payment of the unpaid bills dated 2/2/11 – General Fund \$18,203.09, Grant Fund \$4,124.55 and dated 2/9/11 – General Fund \$18,428.75 as amended.

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

- Several articles regarding E-books and types of digital book readers that are available as well as the pros and cons of CCLD's involvement in purchasing and loaning E-readers to the public.
- A legislative update from NYLA regarding library aid cuts in the New York State budget for 2011-2012.
- The monthly newsletter from the Southern Tier Library System as well as a memo request to join them on the bus traveling to Albany on March 1st, 2011 for library Lobby Day.
- An article from the January 27th, 2011 edition of the "*Broader View Weekly*" regarding a recent children's program at the Van Etten Library.

President's Report. President Reynolds reported receipt of an email from Rusty Wigg, the Director of STLS which states that the Government has released the 2010 Central Library Development and Central Book Aid funds, but there is no timeline for receipt of the funding and the dollar amount is not known at this time.

Ms. Reynolds reported that Denise King has been appointed to the STLS board of trustees representing Chemung County.

Orientation for new CCLD board members was held this month with all new trustees in attendance. Mr. Shaw expressed his appreciation to those who attended.

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

- The annual report for fiscal year 2010 has been completed and needs to be approved by the board before filing with STLS. A copy was distributed for board review.
- The graphics for the new Bookmobile are scheduled to be installed by the end of this month. Once that has taken place, the old Bookmobile will be taken to the scrap yard for its final resting place.
- Regarding the Promenade Project, the Committee is looking for someone to coordinate with education institution during the planning stages. Mr. Shaw has declined being the coordinator. The next planning meeting is being held in March. Some of the suggestions are for the promenade to include benches and game tables, etc.
- The STLS board is working on their plan of service. Mr. Shaw reported that he and Reference Librarian Owen Frank will be working with them on the Central Library portion of their plan.

- Mr. Shaw expressed his thanks to Mr. Savash for getting CCLD information regarding the newest regulations in the General Municipal Law regarding Public Works contracts. The State has increased the dollar amount up to \$35,000. Any contract under that amount does not have to be put out for bid. He has contacted Eastern Metal regarding the process necessary to order the new signage for the libraries.
- Regarding furniture for the New Book Lounge area of the Steele Memorial Library, Mr. Shaw reported that he is currently getting ideas from staff members on what to purchase. If the price is right, an attempt will be made to match the coffee and end tables to be purchased with the tables in the café area.
- Other items of interest – the newly developed CCLD web page will be going live in March; a recent *Star Gazette* article regarding the recent Spelling Bee included a photo of library staff who were participants; there has been little feedback from the suggestion boxes that have been placed in each library and the Library District is pushing the “social media” to patrons with the goal to increase the number of people using the services.

Regarding Personnel issues, Mr. Shaw reported the following:

- Two temporary Library Pages have been hired for a 3 month period to cover for staff members who are off on temporary disability.
- Two staff members have made it through their one year probation period and have been changed to permanent status.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2011-10). Ms. Reynolds stated that due to the lack of a quorum, the invoices submitted to the Executive Committee had to be approved for payment via an e-mail vote of the members.

A list of current policies and approval dates was submitted. The list will be used to work out a time schedule for consistent review of the policies in the future. Ms. Reynolds stated that she, Mr. Roberts and Mr. Savash will be working with Mr. Shaw on the development of this list.

Ms. Reynolds encouraged board members to attend Library Day in Albany on March 1st, 2011. The costs of the trip are being paid with a grant from the Public Library Foundation of Chemung County. Mr. Smith stated that he has attended Lobby Day in the past and also encouraged board members to attend.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2011-11). Ms. Fitzgerald stated that it was a short meeting. The Committee reviewed the 1/31/11 Financial Report and approved the 2/9/11 unpaid bill listing to be sent to the full board for their approval.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee was presented in writing to the board (Document #2011-12) Mr. Schwesinger stated that the Committee reviewed the final three State Construction projects that are pending. All of them will be able to be completed without putting the projects out for bid which was one thing that has been holding things up.

Regarding the Green Roof project at the Steele Library, the State Environmental Facilities Corporation has paid out all but the last 5% of the project. The State will complete a final assessment of the project before this amount is paid out.

Old Business. Mr. Smith moved, seconded by Ms. Fitzgerald that the board move into Executive Session to discuss a personnel issue. Motion Carried. Mr. Smith moved, seconded by Ms. Fitzgerald to move back into regular session. Motion Carried.

Ms. Fitzgerald stated that the board needs to form a sub-committee to work with the administration on contract negotiations with the union. The current contract with CSEA expires at the end of 2011. Ms. Roberts agreed to chair this ad-hoc committee. Board members interested in serving on this committee received a copy of the current contract.

New Business. Following review of the Library District's 2010 Annual Report, Mr. Savash moved, seconded by Ms. Cook to approve the report as submitted to the board in writing. Motion Carried.

Public Expression. None.

The meeting was adjourned at 7:03pm. The next regular meeting of the board will be held on Thursday, March 17, 2011 at 6:00pm at the Horseheads Free Library, 405 South Main Street, Horseheads, New York.

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2011-14)

Financial Report - FEBRUARY 28, 2011

Income	2011 annual budget	Received to date	Balance remaining	Percentage received	Percentage through the year	Notes
Library Fines, Fees & Contributions	\$ 80,560	\$ 33,528	\$ 47,032	42%		Includes \$10,000 donation to be sent to Steele Foundation
Grants (other than N.Y.S.)		70,540				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	9,525	2,472,441	0%		
Interest on Investments	7,500	265	7,235	4%		
State Aid						
Central Library Development	88,125	0	88,125	0%		
Central Book Aid	60,371	0	60,371	0%		
Local Library Services Aid	40,550	0	40,550	0%		
Other State Aid	1,600	0	1,600	0%		
TOTAL INCOME	\$ 2,925,672	\$ 113,958	\$ 2,882,254	3.90%	17%	

Expense	Annual Budget	Expended to date	Balance remaining	Percent Expended	Percentage through year	Notes
Personnel						
Salaries	\$ 1,258,971	\$ 191,467	\$ 1,067,504	15%		
Sunday & Holiday Salaries	58,785	11,867	46,918	20%		
Employee Benefits	614,048	78,861	535,187	13%		
Subtotal - Personnel Expenses	1,931,804	282,195	1,649,609	15%	17%	
Contractual						
Equipment	11,307	1,046	10,261	9%		
Telephone	12,840	827	12,013	6%		
Supplies	39,300	11,867	27,433	30%		Includes \$6,000+ Marketing Committee Purchases plus \$1,972 fund balance purchase from 2010
Travel & Continuing Education	28,422	4,440	23,982	16%		
Repairs & Maintenance	42,789	5,648	37,141	13%		
Postage	9,500	37	9,463	0%		
Education - Tuition Assistance	3,600	0	3,600	0%		
Library Materials (books, video, etc.)	311,060	44,633	266,427	14%		
Utilities	97,650	183	97,467	0%		
Building Cleaning Supplies	8,500	2,376	6,124	28%		
Fuel, Gas & Oil	2,500	512	1,988	20%		
Insurance	35,000	9,454	25,546	27%		
Vehicle Operation / Maintenance	1,000	0	1,000	0%		
Professional Fees (audit, engineer/legal fees)	53,400	4,172	49,228	8%		
Data Processing Expenses	61,063	701	60,362	1%		
Payment of Taxes	4,595	2,000	2,595	44%		
Library Programming	22,500	2,004	20,496	9%		
Chemung County costs (B&G, vision)	17,049	0	17,049	0%		
Capital Improvements	50,200	48,071	2,129	0%		Payments for the "Green Roof" project at the Steele Library
Contingency Fund	71,380	0	71,380	0%		
Debt Service	61,713	0	61,713	0%		
TOTAL EXPENSE	\$ 2,877,172	\$ 420,166	\$ 2,457,006	15%	17%	

Unpaid Bills Detail

As of March 2, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	03/02/2011	Jan. purchases -all libraries	1,930.06
Total Amazon Credit Plan			<u>1,930.06</u>
American Library Association			
	03/02/2011	Programming	82.50
Total American Library Association			<u>82.50</u>
Arnot Medical Services			
	03/02/2011	physical for new employee	140.00
Total Arnot Medical Services			<u>140.00</u>
AudioGo			
	03/02/2011	DVD purchases-ST	167.94
Total AudioGo			<u>167.94</u>
Chemung County Buildings & Grounds Dept.			
	03/02/2011	Utility & Bldg Maint. chg- 4th Qtr 2010	26,390.72
Total Chemung County Buildings & Grounds Dept.			<u>26,390.72</u>
Chemung County Library District			
	03/02/2011	Petty Cash reimbursement - HH	166.89
	03/02/2011	Petty Cash reimbursement - BF	82.20
Total Chemung County Library District			<u>249.09</u>
Chemung Valley Fiber Arts Guild			
	03/02/2011	Program on 3/10/11 at ST	100.00
Total Chemung Valley Fiber Arts Guild			<u>100.00</u>
Chris Corter			
	03/02/2011	Books & Programming	35.00
Total Chris Corter			<u>35.00</u>
Cohocton Public Library			
	03/02/2011	DVD purchase for WE	35.00
Total Cohocton Public Library			<u>35.00</u>
Deborah L. Brimmer			
	03/02/2011	mileage 2/1/11 - 2/24/11	145.50
Total Deborah L. Brimmer			<u>145.50</u>
Demco, Inc.			
	03/02/2011	Purchased Labels	42.03
Total Demco, Inc.			<u>42.03</u>
Elizabeth L. Bellinger			
	03/02/2011	Patron Refund	35.00
Total Elizabeth L. Bellinger			<u>35.00</u>
Image Integrator			
	03/02/2011	Service Contracts - Microfilm	2,555.00
			<u>2,555.00</u>

Unpaid Bills Detail

As of March 2, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Image Integrator			2,555.00
Imperial Door Controls, Inc.			
	03/02/2011	Door repair & Service Contract for ST	1,225.13
Total Imperial Door Controls, Inc.			1,225.13
Ingram Library Services			
	03/02/2011	Library materials-All libraries	8,540.89
Total Ingram Library Services			8,540.89
JanWay Company USA, Inc.			
	03/02/2011	Public Relations Marketing Comm.	1,333.38
Total JanWay Company USA, Inc.			1,333.38
JFJ Disc Repair			
	03/02/2011	DVD Repair - BF	51.34
Total JFJ Disc Repair			51.34
LearningExpress, LLC			
	03/02/2011	license renewal 2011-2012	5,076.00
Total LearningExpress, LLC			5,076.00
Library Trustees Association of NYS			
	03/02/2011	membership dues for district-2011	225.00
Total Library Trustees Association of NYS			225.00
MCI			
	03/02/2011	Long distance chg-ST	94.02
Total MCI			94.02
Montour Falls Library			
	03/02/2011	Payment for Lost DVD	30.00
Total Montour Falls Library			30.00
Office Equipment Source, Inc.			
	03/02/2011	Quarterly Maintenance contracts on BF copier	30.79
Total Office Equipment Source, Inc.			30.79
Oriental Trading Company, Inc.			
	03/02/2011	programming supplies-HFL	43.95
Total Oriental Trading Company, Inc.			43.95
ProQuest LLC			
	03/02/2011	Ancestry/Heritage Q annual subscription/SG microfilm-Sept 2010	2,618.51
Total ProQuest LLC			2,618.51
RadioShack Corporation			
	03/02/2011	ST - phone batteries	35.97
Total RadioShack Corporation			35.97
Sherry Nichols			

Unpaid Bills Detail

As of March 2, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
	03/02/2011	mileage for 2/10/11 workshop	43.50
Total Sherry Nichols			43.50
Spotts Innovations, Inc.			
	03/02/2011	Downpayment for New Shades - HFL	1,708.50
Total Spotts Innovations, Inc.			1,708.50
Staples Credit Plan			
	03/02/2011	All Libraries- supply	696.56
Total Staples Credit Plan			696.56
The Book Farm, Inc.			
	03/02/2011	books-HFL	1,742.53
Total The Book Farm, Inc.			1,742.53
Time Warner Cable			
	03/02/2011	VPN service-HFL/WE/ST & Phone svc @ HH	498.82
Total Time Warner Cable			498.82
Town of Big Flats			
	03/02/2011	BF - Water Dist Tax 2011	28.75
Total Town of Big Flats			28.75
Unique Management Services, Inc.			
	03/02/2011	Collection fees -Jan- 2011 all libraries	568.54
Total Unique Management Services, Inc.			568.54
Upstart			
	03/02/2011	programming supplies	74.76
Total Upstart			74.76
Verizon			
	03/02/2011	phone service-ST&WE	272.17
Total Verizon			272.17
Verizon Wireless			
	03/02/2011	BKM/Adm IT Dept cellular service-Feb	182.66
Total Verizon Wireless			182.66
Village of Horseheads			
	03/02/2011	HFL water bill 10/15/10 - 1/18/11	27.71
Total Village of Horseheads			27.71
Wildlife Educators Coalition			
	03/02/2011	Programs @ all libraries - March 2011	2,350.00
Total Wildlife Educators Coalition			2,350.00
			59,407.32

Unpaid Bills Detail

As of March 2, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
	03/02/2011	Reference materials	<u>299.09</u>
Total Baker & Taylor Books			299.09
Grey House Publishing			
	03/02/2011	Reference Material	<u>199.50</u>
Total Grey House Publishing			199.50
Infobase Publishing			
	03/02/2011	Reference material	<u>199.95</u>
Total Infobase Publishing			199.95
Ingram Library Services			
	03/02/2011	Non-Fiction book purchases-Jan	<u>1,574.08</u>
Total Ingram Library Services			1,574.08
Matthew Bender & Co., Inc.			
	03/02/2011	Reference Material	<u>595.99</u>
Total Matthew Bender & Co., Inc.			595.99
Southern Tier Library System			
	03/02/2011	Processing fees-Dec	<u>139.00</u>
Total Southern Tier Library System			<u>139.00</u>
			<u><u>3,007.61</u></u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of March 9, 2011

Document #2011-15

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Brodart Co.			
	03/09/2011	Labels for books & Display Case	521.47
Total Brodart Co.			<u>521.47</u>
Capabilities, Inc.			
	03/09/2011	HFL,WE,BF Janitor Services- Feb	1,380.00
Total Capabilities, Inc.			<u>1,380.00</u>
Center Point Large Print			
	03/09/2011	BKM & ST large print	292.98
Total Center Point Large Print			<u>292.98</u>
Chemung Canal Trust Company			
	03/09/2011	misc credit card purchases-Jan	193.89
Total Chemung Canal Trust Company			<u>193.89</u>
Chemung County Library District			
	03/09/2011	Petty Cash reimbursement - HFL	85.50
Total Chemung County Library District			<u>85.50</u>
Chemung County Treasurer			
	03/09/2011	Debt Service 1st Qtr 2011 @ ST	15,428.21
Total Chemung County Treasurer			<u>15,428.21</u>
Chris Corter			
	03/09/2011	Mileage Reimb HH & VE	69.00
Total Chris Corter			<u>69.00</u>
Creative Data Products			
	03/09/2011	Overdue mailers-all libraries	487.52
Total Creative Data Products			<u>487.52</u>
First Transit			
	03/09/2011	Bookmobile fuel-Feb 2011	274.20
Total First Transit			<u>274.20</u>
Fun Express			
	03/09/2011	Marketing Commettee Purchase-Pens	616.00
Total Fun Express			<u>616.00</u>
Gale Group, Inc.			
	03/09/2011	ST fiction purchase	977.76
Total Gale Group, Inc.			<u>977.76</u>
Haefele TV, Inc.			
	03/09/2011	Internet for Van Etten-annual fee	459.40
Total Haefele TV, Inc.			<u>459.40</u>
Highsmith, Inc.			
	03/09/2011	labels for books all libraries	100.01
Total Highsmith, Inc.			<u>100.01</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of March 9, 2011

Document #2011-15

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Horwitz Supply Company			
	03/09/2011	Vacuum Repair- ST/paper & Cleaning products	729.78
Total Horwitz Supply Company			<u>729.78</u>
Ingram Library Services			
	03/09/2011	Library materials-All libraries	3,022.00
Total Ingram Library Services			<u>3,022.00</u>
JanWay Company USA, Inc.			
	03/09/2011	Public Relations Marketing Comm.	197.16
Total JanWay Company USA, Inc.			<u>197.16</u>
Mid American Specialties			
	03/09/2011	WE programming	162.43
Total Mid American Specialties			<u>162.43</u>
MidWest Tape			
	03/09/2011	DVD/Audio purchases-HFL&ST	1,416.11
Total MidWest Tape			<u>1,416.11</u>
Oriental Trading Company, Inc.			
	03/09/2011	programming supplies-HFL	27.96
Total Oriental Trading Company, Inc.			<u>27.96</u>
Perry & Carroll, Inc.			
	03/09/2011	Insurance policies- 2nd payment 2011	5,011.00
Total Perry & Carroll, Inc.			<u>5,011.00</u>
Random House, Inc.			
	03/09/2011	AV purchases-ST	98.17
Total Random House, Inc.			<u>98.17</u>
Recorded Books			
	03/09/2011	ST - AV purchases	174.25
Total Recorded Books			<u>174.25</u>
Reliable Computer Products			
	03/09/2011	Printer cartridges for ST	216.68
Total Reliable Computer Products			<u>216.68</u>
Rhode Island Novelty			
	03/09/2011	programming supplies-BF	57.50
Total Rhode Island Novelty			<u>57.50</u>
Sayles & Evans			
	03/09/2011	Legal fees 11/08/2010 - 01/27/2011	862.50
Total Sayles & Evans			<u>862.50</u>
Scholastic Library Publishing			

Chemung County Library District General Fund
Unpaid Bills Detail
As of March 9, 2011

Document #2011-15

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
	03/09/2011	Steele/HFL book purchases	1,115.40
Total Scholastic Library Publishing			<u>1,115.40</u>
Southern Tier Library System			
	03/09/2011	E-Book purch, Proc. Fees, & Cost Share 1st qtr 2011	16,935.33
Total Southern Tier Library System			<u>16,935.33</u>
Staples Business Advantage			
	03/09/2011	paper/supplies all libraries	625.49
Total Staples Business Advantage			<u>625.49</u>
Supermedia LLC			
	03/09/2011	Phone book directories-PITTSBURGH EAST YP	77.54
Total Supermedia LLC			<u>77.54</u>
The Book Farm, Inc.			
	03/09/2011	books-HFL	7.99
Total The Book Farm, Inc.			<u>7.99</u>
Time Warner Cable			
	03/09/2011	VPN service & Phone svc @ BF	183.74
Total Time Warner Cable			<u>183.74</u>
			<u><u>51,806.97</u></u>

**Chemung County Library District General Fund
Unpaid Bills Detail
As of March 9, 2011**

Document #2011-15

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Fagan Engineers			
	03/09/2011	Final Invoice-Engineering Svc for Green Roof-Steele	490.21
Total Fagan Engineers			<u>490.21</u>

Unpaid Bills Detail

All Transactions

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Ingram Library Services			
	03/09/2011	Non-Fiction book purchases-Feb	490.21
Total Ingram Library Services			<u>490.21</u>
Southern Tier Library System			
	03/09/2011	Processing fees-Feb	69.50
Total Southern Tier Library System			<u>69.50</u>
			<u><u>559.71</u></u>

Report of the March 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, March 2nd, 2011, beginning at 6pm. Attending the meeting were CCLD board members Georgia Reynolds, Robin Fitzgerald, Sue Cook, Allen C. Smith and Joan Santulli and Ronald Shaw, CCLD management. The meeting opened at 6pm.

Ms. Reynolds stated that when the Policies & By-Laws Committee reviews the CCLD policies, they also need to review the By-Laws to make sure they are up-to-date with current procedures.

Ms. Reynolds reported that she has had contact with a candidate for the 1st District who has expressed an interest in serving on the board.

Mr. Shaw reported that the graphics being installed on the new Bookmobile should be finished this week. The official dedication of the new vehicle will be scheduled for mid-April. Once the date has been set, the news media and municipal officials in the County will be invited to attend.

Mr. Shaw reported that he is working with union representatives on some sensitive personnel issues.

Ms. Fitzgerald reported that she contacted the County Treasurer last Thursday and he reassured her that the check for CCLD tax revenues collected by the County will be issued this week.

Ms. Santulli presented & reviewed the Unpaid Bills Lists dated March 2nd, 2011. The bill lists include the 4th quarter of 2010 utility payments to Chemung County. Ms. Fitzgerald moved, seconded by Ms. Cook to approve the bills totaling \$59,407.32 in the General Fund and the Grant Fund bills in the amount of \$3,007.61. 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, April 6th, 2011 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2010-17

Report of the March 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, March 9th, 2010, beginning at 8:00am. Attending the meeting were CCLD board members Georgia Reynolds, 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 8:00am.

The following topics were discussed:

- Ms. Fitzgerald reported that the Library District has received the \$2.4 million dollar check from the County Treasurer that represents 100% of the tax revenues expected in the 2011 budget.
- Ms. Fitzgerald stated that she will be meeting with the auditors this morning to answer some questions regarding the finances of the Library District.
- The Committee reviewed the February 28th, 2011 Financial Report. It was noted that the expenditures in the Supply line include over \$6,000 of purchases made on behalf of the Marketing Committee. The Committee directed that the report be forwarded to the full CCLD board for its consideration.
- Ms. Santulli presented and discussed the March 9th, 2011 Unpaid Bills Detail, where General Fund bills totaled \$51,806.97 and the Grant Fund totals \$559.71. It was stated that the bill lists include 1st quarter payments to the County for the Library District's Debt Service and the 1st quarter payment to STLS for Cost Share. These Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.
- An email from STLS Director, Rusty Wigg spelled out the dollar amount that the Library District can expect to receive for the 2010 fiscal year in Central Library Development funds (\$87,799 instead of \$105,000) and Central Book Aid funds (\$59,787 instead of \$71,500). There is no indication of when these funds will be received.
- The Committee discussed and set a tentative date for the dedication of the new Bookmobile. A sub-committee will be formed at the next board meeting to plan the dedication to be held on Wednesday, April 20th, 2011.

The meeting adjourned at 8:30am. The next meeting of the Budget & Finance Committee will be held on Wednesday, April 13th, 2011 in the Petrie Conference Room of the Steele Memorial Library.

Document #2011 – 18

Report of the March 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, March 9th, 2011, beginning at 3pm. Board members attending the meeting were Karl Schwesinger, John Savash and Georgia Reynolds. 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 signage for CCLD library buildings, Mr. Shaw reported that he has contacted the representative from Eastern Metal to see if their company has any pre-existing specifications that can be used to purchase the signs for the library.
- Regarding the parking lot problem at the Big Flats Library (Lake Minier), Mr. Schwesinger reported that he will be meeting with a representative from the Stormwater Coalition to seek a solution for the longstanding problem.
- Regarding the purchase of comfortable furniture for the New Book Lounge, Mr. Shaw stated that the staff has reviewed several options and have chosen seating that would be purchased from a local vendor under New York State pricing. Depending on the balance left in the fund, the plan is to purchase a sofa and some chairs, as well as a coffee table and some end tables. We need to maximize the number of seats as well as make the area visually appealing.
- Regarding 2011 New York State Construction Aid, Mr. Shaw has received the paperwork from the Southern Tier Library System with the deadline dates for applications to be filed. He suggested that one of the projects that could be funded under this grant would be the “quiet room” at the Steele Memorial Library. The approximate cost of this project would be \$10,000. He will also look to see if the purchase of furniture could be an acceptable project under this grant.
- The Family Reading Partnership has identified spots to hang signs on the Big Flats, Horseheads and West Elmira library buildings. The Committee had no problem with this.
- Mr. Shaw reported that the CCLD Technology Department is investigating the installation of a captive portal system that will provide a gateway so the wireless internet can be closed off or turned off when the libraries are closed. This will provide more security, help to eliminate people using excessive bandwidth and will also give the District circulation stats from the use of the wireless internet.
- Regarding the removal of trees at the Steele Library, Mr. Shaw is still working on getting an estimate from Renko Tree Service for the project. The District may be able to use the 2008 State Construction Funding that is left in the Steele project.

- Regarding a library presence on the Southside of Elmira, Mr. Shaw reported that he is working with Jamie Gensel of Fagan Engineers who is the project manager for the proposed new building for the Southside Community Center. Discussion centers on having a space in the new facility for a library / reading room. Mr. Gensel expressed surprise that this wasn't considered when the Big Flats Community Center was built. This is a wonderful opportunity to include library services to the Southside community.
- Regarding the Green Roof project at the Steele Library, Mr. Schwesinger reported that he continues to work on completing the paperwork that is required in order to have the final audit that will close out the project. Fagan Engineers has completed their engineering services for the project and Mr. Schwesinger submitted a final invoice for Fagan Engineers in the amount of \$20,205.96. Ms. Reynolds moved, seconded by Mr. Savash to approve the bill to be sent to the full board for their review and approval.

The meeting adjourned at 4:02pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, April 13th, 2011 at 3pm in the Director's Office at the Steele Memorial Library.