



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 May 2011 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, May 19, 2011 6:00 pm at **6pm at the Van Etten Library, 83 Main St. Van Etten, NY 14889**. 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 #2011-25)
4. Treasurer's report
 - a) Financial report (document #2011-26)
 - b) Report of Unpaid Bills Detail (document #2011-27)
5. Correspondence
6. President's report
7. Director's report
8. Committee reports:
 - a) Executive Committee (Reynolds)
 - 1) Report of the Committee meeting (document #2011-28)
 - b) Budget & Finance Committee (Fitzgerald)
 - 1) Report of the Committee meeting (document #2011-29)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee (document #2010-30)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

(Minutes of the April 2011 meeting of the Chemung County Library District Board of Trustees. Document #2011-25)

Minutes of the April 2011 meeting of the Chemung County Library District Board of Trustees. The April meeting was held on Thursday, April 21, 2011 at the West Elmira Library, 1231 West Water Street, Elmira, New York. The meeting was called to order at 6:00pm by Vice-President Richard Roberts. Present were Robin Fitzgerald, John Savash, Sue Cook, Mary Beth Conwell, Ann Cady, Allen C. Smith, and Karl Schwesinger. Excused: Georgia Reynolds, Tina Hager, Margaret Kappanadze and Jessica Roberts. Absent: Gail McGee. Also present were Kathy Stickler, the auditor from Mengel, Metzger and Barr, Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

The staff members currently assigned to the West Elmira Library were introduced to the board and each one spoke briefly about the programs and services offered by their library. Mr. Shaw gave some statistics to the board regarding the West Elmira circulation and program attendance. They are second to the Steele Library in total program attendance and first in the District in attendance at their programs for kids. They have 30 class visits per month from the Hendy Avenue School. A patron who wishes to remain anonymous donated \$1,000 for the purchase of a health care book entitled "THE NEW HEALTH CARE SYSTEM: Everything you need to know by David Nather." These books will be distributed for free to interested patrons.

The meeting was turned over to Ms. Stickler to review the Audited Financial Statements, other Financial Statements and the Independent Auditors' Reports for the Chemung County Library District's fiscal year 2010. Ms. Stickler stated that in the opinion of Mengel, Metzger & Barr, CCLD was given a clean opinion with no exceptions to the District's 2010 Financial Statements. This year, since the Library District received over \$500,000 in Federal funding for the "Green Roof" project, a "Single Audit" was completed as required by the Federal Government for any agency who receives over \$500,000 in Federal funding during their fiscal year.

Minutes. The minutes of the March 2011 meeting (Document #2011-19) were presented for board review. The minutes were approved as distributed by unanimous consent.

Financial Report. The March 31, 2011 Financial Report (Document #2011-20) was presented for board review. Ms. Cook reported that the Library District has received the 2010 distribution of funding from STLS for the Central Library Development and Central Book Aid. This funding is normally received in September of each year. By unanimous consent the March 31, 2011 Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2011-21). Ms. Cook noted a payment to the Southern Tier Library System that included \$1,000 for the "Legislation Day" trip to Albany which was funded by the Public Library Foundation of Chemung County. By unanimous consent, the board authorizes the payment of the unpaid bills dated 4/6/11 – General Fund \$34,245.31, Grant Fund \$5,457.97 and dated 4/21/11 – General Fund \$17,901.70 as distributed.

Correspondence. Mr. Shaw passed around the following for board review:

- A letter from former Library District Director Jim Sleeth thanking the board for the honor bestowed upon him in the dedication of the new Bookmobile. He stated that he was proud to have shared in the success.
- A letter from a Horseheads Free Library volunteer expressing thanks to the library staff for their support during her time spent at the branch.
- A letter from the Chemung County Youth Bureau stating that the Bookmobile would be receiving an award at their annual dinner on May 16, 2011 for its involvement in the Summer Cohesion program in the County.
- A request from the RSVP organization for CCLD to continue to place an ad in their Volunteer Recognition Booklet recognizing the volunteers who work at all CCLD libraries.

President's Report. No report.

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

- A meeting for the Elmira Promenade Project with Jay Schissell and Bob Williams is being held on May 19, 2011.
- The Library District has received an invitation from David Sheen, the Town of Southport Supervisor, giving the Library District an opportunity to review the current plans for the new building that will house the Southside Community Center with a possible opportunity to have space in the building for a library.
- New cabinetry has been installed at the Horseheads Free Library behind their circulation and was paid for by the Public Library Foundation of Chemung County.
- Regarding the final party for the Summer Reading Club for all libraries in the District, the Friends of the Steele Memorial Library has donated \$1,200 to offset the cost of the event to be held at Eldridge Park.
- The dedication ceremony for the new Bookmobile was a huge success. A big thank-you to Ann Cady and Denny Smith for coordinating the planning of the event, to Mary Beth Conwell for the pictures and to WETM for its news report.
- Tedd Arnold, the artist who created the drawings for the new Bookmobile, suggested that CCLD make the designs into banners to be hung at the branch libraries. This suggestion will be taken to the Marketing Committee.
- The Bookmobile will be attending several community events this year to include Bookfest (which was last week), Van Etten Days, Headstart Carnival, Strong Kids/Safe Kids and the Summer Reading Club end of program at Eldridge Park.

Regarding Personnel issues, Mr. Shaw reported the following:

- The results of the Civil Service testing for the Principal Library Clerk position have been received. The current employee will remain as the part-time PLC at the Van Etten Library.
- The results of the Civil Service testing for Senior Library Clerk have been received. A promotional opportunity for a SLC position may be available. Mr. Shaw is looking to see how this promotion would fit with the current CCLD staff plan and the overall personnel budget.
- The part-time Microcomputer Specialist has been hired.
- One of the temporary part-time Library Page's has been made permanent after the resignation of another of the part-time Pages.
- There are currently two part-time positions available at CCLD due to the leave of absence of one employee and the death of another.
- Regarding the negotiation of a new CSEA contract with CCLD employees, the union has not decided yet on which areas they would like to negotiate and have requested more time.

Articles of interest for board members included:

- The invitation from the Library Trustees Association for board members to attend their annual Trustee Institute being held in Albany on April 29th and 30th.
- The copy of a tentative agenda for Staff Training Day being held on May 20, 2011. All CCLD libraries will be closed that day so that staff can attend this training.
- An article regarding "YouMedia" – a new innovative learning space in libraries for teens.
- An article from the Association of American Publishers on the sales of E-Books and Downloadable Audio Books that continue to grow in popularity.
- The announcement from the Southern Tier Library System of the appointment of Ms. Denise King to their board of trustees. Ms. King will represent Chemung County.
- An article in the NYLA Bulletin regarding "Freegal" another new Downloadable Audio service CCLD is looking into.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2011-22). Mr. Roberts stated that he had nothing new to report that was not included in the written report.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2011-23). There was nothing new to report.

Buildings & Grounds Committee. The monthly meeting for this month was cancelled. Mr. Schwesinger reported the following:

- All the locks at the Steele Memorial Library have been replaced with no problems.
- There was an updated quote for the new signage -- \$31,700 – that was already approved by the board at its March meeting.
- Regarding the water problem in the parking lot at the Big Flats Library (Lake Minier), he is awaiting an agreement with the Chemung County Stormwater Department that should take care of the problem.
- Renko Tree Service will be taking down the trees at the Steele Library sometime next week.
- Regarding a “quiet room” at the Steele Library, Mr. Shaw reported that CCLD will submit a request to STLS for a matching grant from the 2011 State Construction Funding in order to move forward on the project.

Personnel Committee. Mr. Smith reported that evaluation forms have been requested from board members and department heads and are due back to the Committee by April 22, 2011.

New Business. Mr. Smith moved, seconded by Mr. Savash to appoint Rita Dery to fill the vacancy on the board in District #1. This appointment will be for the remainder of 2011. Motion carried.

Mr. Savash requested that the board consider setting aside a portion of its unrestricted assets to pay for future retirement costs for tenured employees who leave CCLD’s employ and will require a large payout of their vacation and sick time accruals.

Public Expression. None.

The meeting was adjourned at 7:40pm. The next regular meeting of the board will be held on Thursday, April 21, 2011 at 6:00pm at the Van Etten Library, 83 Main Street, Van Etten, New York.

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2011-26)

Financial Report - APRIL 30, 2011

Income	2011 annual budget	Received to date	Balance remaining	Percentage received	Percentage through the year	Notes
Library Fines, Fees & Contributions	\$ 80,560	\$ 52,474	\$ 28,086	65%		Includes \$10,000 donation to be sent to Steele Foundation
Grants (other than N.Y.S.)		70,786				Incl funds -State EFC for the "Green Roof" project plus \$10,000 from Steele Friends
Foundation Contributions	165,000	100	164,900	0%		West Elmira Bridge Club donation
Library District Tax Receipts	2,481,966	2,491,491	(9,525)	100%		Includes PILOT funds in lieu of taxes
Interest on Investments	7,500	629	6,871	8%		
State Aid						
Central Library Development	88,125	86,833	1,292	99%		2010 distribution
Central Book Aid	60,371	59,130	1,241	98%		2010 distribution
Local Library Services Aid	40,550	34,591	5,959	85%		2010 distribution
Other State Aid	1,600		1,600	0%		
TOTAL INCOME	\$ 2,925,672	\$ 2,796,034	\$ 200,424	95.57%	33%	

Expense	Annual Budget	Expended to date	Balance remaining	Percent Expended	Percentage through year	Notes
Personnel						
Salaries	\$ 1,258,971	\$ 379,819	\$ 879,152	30%		
Sunday & Holiday Salaries	58,785	19,781	39,004	34%		
Employee Benefits	614,048	214,791	399,257	35%		
Subtotal - Personnel Expenses	1,931,804	614,391	1,317,413	32%	33%	
Contractual						
Equipment	11,307	1,046	10,261	9%		
Telephone	12,840	2,700	10,140	21%		
Supplies	39,300	20,458	18,842	52%		Includes \$6,000+ Marketing Committee Purchases plus \$1,972 fund balance purchase from 2010
Travel & Continuing Education	28,422	7,626	20,796	27%		
Repairs & Maintenance	42,789	17,667	25,122	41%		Incl. \$3,400 for new blinds at HFL paid for by HH Foundation
Postage	9,500	169	9,331	2%		
Education - Tuition Assistance	3,600	907	2,693	25%		
Library Materials (books, video, etc.)	311,060	98,857	212,203	32%		
Utilities	97,650	25,266	72,384	26%		Incl. 4th Qtr of 2010
Building Cleaning Supplies	8,500	5,152	3,348	61%		
Fuel, Gas & Oil	2,500	1,016	1,484	41%		
Insurance	35,000	14,465	20,535	41%		
Vehicle Operation / Maintenance	1,000		1,000	0%		
Professional Fees (audit, engineer/legal fees)	53,400	38,301	15,099	72%		Incl. FINAL pymt to Fagan Engineers for Green Roof project
Data Processing Expenses	61,063	17,133	43,930	28%		
Payment of Taxes	4,595	4,504	91	98%		
Library Programming	22,500	10,438	12,062	46%		
Chemung County costs (B&G, vision)	17,049	1,627	15,422	10%		
Capital Improvements	50,200	48,071	2,129	0%		Payments for the "Green Roof" project at the Steele Library
Contingency Fund	71,380		71,380	0%		
Debt Service	61,713	15,428	46,285	25%		
TOTAL EXPENSE	\$ 2,877,172	\$ 945,222	\$ 1,931,950	33%	33%	

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

Document #2011-27

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
AT&T			
	05/11/2011	long dist chg - ST-April	8.21
Total AT&T			<u>8.21</u>
Brian Ewanyk			
	05/11/2011	Mileage reimbursement -April	32.00
Total Brian Ewanyk			<u>32.00</u>
Capabilities, Inc.			
	05/11/2011	HFL,WE,BF Janitor Services- April	1,515.00
Total Capabilities, Inc.			<u>1,515.00</u>
Casella Waste Systems, Inc.			
	05/11/2011	garbage disposal-BF,WE,HFL April	161.54
Total Casella Waste Systems, Inc.			<u>161.54</u>
Center Point Large Print			
	05/11/2011	BKM & ST large print	291.78
Total Center Point Large Print			<u>291.78</u>
Chemung County Buildings & Grounds Dept.			
	05/11/2011	Utility & Bldg Maint. chg- 1st Qtr 2011	17,379.20
Total Chemung County Buildings & Grounds Dept.			<u>17,379.20</u>
Chemung County Humane Society & SPCA			
	05/11/2011	Donation for programming-ST JUV	75.00
Total Chemung County Humane Society & SPCA			<u>75.00</u>
Chemung County Library District			
	05/11/2011	Petty Cash reimbursement - HFL	135.68
Total Chemung County Library District			<u>135.68</u>
Chemung County Sewer District			
	05/11/2011	annual fee for ST/WE	668.80
Total Chemung County Sewer District			<u>668.80</u>
Copy Express			
	05/11/2011	Posters for ST-JUV programs	39.16
Total Copy Express			<u>39.16</u>
Demco, Inc.			
	05/11/2011	DVD replacemt cases ST/BF/WE	352.28
Total Demco, Inc.			<u>352.28</u>
First Transit			
	05/11/2011	Bookmobile fuel-April 2011	426.36
Total First Transit			<u>426.36</u>
Gale Group, Inc.			
	05/11/2011	ST fiction purchase	578.84
Total Gale Group, Inc.			<u>578.84</u>

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

Document #2011-27

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Glenice Molter			
	05/11/2011	Programming reimb - ST-JUV	103.20
Total Glenice Molter			<u>103.20</u>
H. L. Treu Office Supply Corp.			
	05/11/2011	printer cartridge-ST	36.99
Total H. L. Treu Office Supply Corp.			<u>36.99</u>
Horseheads Do It Center			
	05/11/2011	HFL - building supplies	49.20
Total Horseheads Do It Center			<u>49.20</u>
Horwitz Supply Company			
	05/11/2011	Paper/Cleaning products-all libraries	935.77
Total Horwitz Supply Company			<u>935.77</u>
Julie Burgess Web Design			
	05/11/2011	Marketing Committee-brochure design	200.00
Total Julie Burgess Web Design			<u>200.00</u>
Kirkus Reviews			
	05/11/2011	annual subscription - ST/BF/WE	597.00
Total Kirkus Reviews			<u>597.00</u>
Mengel Metzger & Barr			
	05/11/2011	2010 Audit including Single Audit of Fed Funds	8,500.00
Total Mengel Metzger & Barr			<u>8,500.00</u>
MidWest Tape			
	05/11/2011	DVD/Audio purchases-HFL&ST	2,993.34
Total MidWest Tape			<u>2,993.34</u>
New York Library Association (NYLA)			
	05/11/2011	CCLD Director Membership Dues	132.00
Total New York Library Association (NYLA)			<u>132.00</u>
Oriental Trading Company, Inc.			
	05/11/2011	programming supplies-WE	409.01
Total Oriental Trading Company, Inc.			<u>409.01</u>
Random House, Inc.			
	05/11/2011	AV purchases-ST	357.74
Total Random House, Inc.			<u>357.74</u>
Recorded Books			
	05/11/2011	ST - AV purchases	509.50
Total Recorded Books			<u>509.50</u>
Renko Tree Service			
	05/11/2011	Tree Removal at Steele	1,525.00
			<u>1,525.00</u>

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

Document #2011-27

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Renko Tree Service			1,525.00
Rivershore Reading Store			
	05/11/2011	library stickers-all libraries	429.50
Total Rivershore Reading Store			<u>429.50</u>
Southern Tier Library System			
	05/11/2011	Proc. Fees - April/E-book purchases	2,525.47
Total Southern Tier Library System			<u>2,525.47</u>
Supermedia LLC			
	05/11/2011	Phone book directories - Rochester YP	238.35
Total Supermedia LLC			<u>238.35</u>
Time Warner Cable			
	05/11/2011	VPN service & Phone svc @ BF -May/June	183.71
Total Time Warner Cable			<u>183.71</u>
Unique Management Services, Inc.			
	05/11/2011	Collection fees - April 2011 all libraries	748.35
Total Unique Management Services, Inc.			<u>748.35</u>
Verizon			
	05/11/2011	phone service-May-ST&WE	406.60
Total Verizon			<u>406.60</u>
Wegmans Food Markets Inc.			
	05/11/2011	Program Supplies-ST	63.98
Total Wegmans Food Markets Inc.			<u>63.98</u>
			<u><u>42,608.56</u></u>

Chemung County Library District Grant Fund

Document #2011-27

Unpaid Bills Detail

As of May 11, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Grey House Publishing			
	05/11/2011	Reference Material	220.00
Total Grey House Publishing			<u>220.00</u>
Southern Tier Library System			
	05/11/2011	Processing fees-NF/RF-April	94.00
Total Southern Tier Library System			<u>94.00</u>
			<u>314.00</u>

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of May 4, 2011

Document #2011-27

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
	05/04/2011	Reference materials	11.13
Total Baker & Taylor Books			<u>11.13</u>
Gale Group, Inc.			
	05/04/2011	Reference Material	340.00
Total Gale Group, Inc.			<u>340.00</u>
Infobase Publishing			
	05/04/2011	Reference material-balance due	14.00
Total Infobase Publishing			<u>14.00</u>
Ingram Library Services			
	05/04/2011	Non-Fiction book purchases-May	2,215.36
Total Ingram Library Services			<u>2,215.36</u>
NADA Used Car Guide			
	05/04/2011	Reference material	430.00
Total NADA Used Car Guide			<u>430.00</u>
			<u><u>3,010.49</u></u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of May 4, 2011

Document #2011-27

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	05/04/2011	March purchases -all libraries	847.81
Total Amazon Credit Plan			<u>847.81</u>
AudioGo			
	05/04/2011	DVD purchases-ST	471.77
Total AudioGo			<u>471.77</u>
Blackbourn Media Packaging			
	05/04/2011	AV supplies for WE/HFL	182.58
Total Blackbourn Media Packaging			<u>182.58</u>
Cappy's			
	05/04/2011	newspapers-APRIL	149.00
Total Cappy's			<u>149.00</u>
Casella Waste Systems, Inc.			
	05/04/2011	garbage disposal-BF,WE,HFL March	151.54
Total Casella Waste Systems, Inc.			<u>151.54</u>
Chemung Canal Trust Company			
	05/04/2011	misc credit card purchases-April	103.69
Total Chemung Canal Trust Company			<u>103.69</u>
Chemung County Library District			
	05/04/2011	Petty Cash reimbursement - BF/WE	374.86
Total Chemung County Library District			<u>374.86</u>
County of Chemung			
	05/04/2011	BKM Award -	20.00
Total County of Chemung			<u>20.00</u>
Deborah L. Brimmer			
	05/04/2011	mileage 4/4/11 - 4/28/11	95.00
Total Deborah L. Brimmer			<u>95.00</u>
Diane Finefrock			
	05/04/2011	Patron Refund	3.00
Total Diane Finefrock			<u>3.00</u>
Gaylord Bros, Inc.			
	05/04/2011	Laminate - all libraries	156.75
Total Gaylord Bros, Inc.			<u>156.75</u>
Guy D. Hall			
	05/04/2011	Patron Refund	40.00
Total Guy D. Hall			<u>40.00</u>
Highsmith, Inc.			
	05/04/2011	WE - Programming Supplies	27.70
Total Highsmith, Inc.			<u>27.70</u>

Unpaid Bills Detail

As of May 4, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Imperial Door Controls, Inc.			
	05/04/2011	decals installed on h-cap door-HH	<u>37.26</u>
Total Imperial Door Controls, Inc.			37.26
Ingram Library Services			
	05/04/2011	Library materials-All libraries	<u>11,696.14</u>
Total Ingram Library Services			11,696.14
JanWay Company USA, Inc.			
	05/04/2011	CCLD balloons-Marketing expense	<u>242.13</u>
Total JanWay Company USA, Inc.			242.13
Judy Stock			
	05/03/2011	May program at ST - 5/10/11	<u>200.00</u>
Total Judy Stock			200.00
Office Equipment Source, Inc.			
	05/04/2011	Quarterly Maintenance contract on BF copier	<u>38.07</u>
Total Office Equipment Source, Inc.			38.07
Petty Cash-Steele			
	05/04/2011	April Supplies/ Prog/Postage - ST	<u>470.10</u>
Total Petty Cash-Steele			470.10
ProQuest LLC			
	05/04/2011	SG microfilm-November 2010	<u>12.63</u>
Total ProQuest LLC			12.63
South Central Regional Library Council			
	05/04/2011	Workshop- IT Dept.	<u>175.00</u>
Total South Central Regional Library Council			175.00
Staples Credit Plan			
	05/04/2011	ST/BF- supplies	<u>544.36</u>
Total Staples Credit Plan			544.36
Sue Larson			
	05/04/2011	Kindermusik program @ WE 5/17/11 & BF 5/18/11	<u>100.00</u>
Total Sue Larson			100.00
Swift Office Equipment, Inc.			
	05/04/2011	Quarterly Maintenance contracts on HFL/ST cop	<u>762.46</u>
Total Swift Office Equipment, Inc.			762.46
The Book Farm, Inc.			
	05/04/2011	books-BF	<u>669.79</u>
Total The Book Farm, Inc.			669.79
The Leader			
	05/04/2011	HFL subscription	<u>226.80</u>

Unpaid Bills Detail

As of May 4, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total The Leader			226.80
The Penworthy Company			
	05/04/2011	books for BKM-Juv/ST-Juv	4,884.11
Total The Penworthy Company			<u>4,884.11</u>
Time Warner Cable			
	05/04/2011	VPN service & Phone svc @ HH/ST/WE	418.16
Total Time Warner Cable			<u>418.16</u>
Verizon Wireless			
	05/04/2011	BKM/Adm IT Dept cellular service-March	180.83
Total Verizon Wireless			<u>180.83</u>
			<u><u>23,281.54</u></u>

Report of the May 4th, 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, May 4th, 2011, beginning at 6pm. Attending the meeting were Georgia Reynolds, Richard Roberts, Sue Cook, Allen C. Smith and Joan Santulli and Ronald Shaw, CCLD management. The meeting opened at 6pm.

Ms. Reynolds reported that the Marketing Committee has been busy. The purchase of the signs is moving forward and the Committee is in the planning stages for the big blast at the end of the Summer Reading Club that will be held at Eldridge Park.

Mr. Shaw reported on the following:

- CCLD has received approval from the attorney to move forward with the payment to employees who were affected by the error in the Salary Schedules in the CSEA contract for the 2009 and 2010 fiscal years. The staff members have agreed to receive straight pay only (no overtime for Sundays and Holidays). Once the backup for the employee vote has been received, President Reynolds will sign the memorandum of agreement.
- Cincinnati Insurance Company has forwarded a report to the District regarding a claim that has been denied. A West Elmira patron was hurt but it was not the fault of the Library District.
- One of the part-time staff members who recently resigned to take a full-time job elsewhere has now applied for unemployment. Since he worked at the Library District, the District will be charged for a portion of his unemployment claim.
- A letter was received from the Public Library Foundation of Chemung County along with their 1st quarter donation of \$10,000.
- CCLD is now publishing an electronic quarterly newsletter. Printed copies will be available at each branch for those patrons who do not have electronic access. The newsletter will include news reports about the library as well as upcoming events and programs.
- The copyright paperwork for the Tedd Arnold drawings on the Bookmobile has been submitted for registration.
- The Friends of the Steele Memorial Library have approved the donation of \$5,000 each to the West Elmira and Big Flats Libraries, \$1,000 to Van Etten Library for programming, \$10,000 to the Steele Library for the purchase of a new microfilm computer/scanner, \$5,000 as a 50% match to install a “quiet room” at the Steele Library and they have also agreed to pay for the renewal of the Tumblebooks and Early Literacy Readers at the Steele Library.

Ms. Santulli presented & reviewed the Unpaid Bills Lists dated May 4th, 2011. Mr. Roberts moved, seconded by Ms. Cook to approve the bills totaling \$23,281.54 in the General Fund and the Grant Fund bills in the amount of \$3,010.49. Motion Carried.

The meeting adjourned at 6:24pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, June 1st, 2011 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2010-29

Report of the May 11th, 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, May 11th, 2010, beginning at 8:00am. Attending the meeting were CCLD board members Georgia Reynolds, Robin Fitzgerald, Sue Cook and Denny Smith. 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:

- Mr. Shaw stated that he is working on a tentative timetable of deadline dates for the proposed 2012 CCLD budget. Department Head's requests for personnel, equipment, etc. are due by June 1, 2011. CCLD Committee requests for funding will be due by June 8, 2011.
- The Committee reviewed the April 30th, 2011 Financial Report. Regarding expenditures to date, CCLD is right on target with the budget. The Committee directed that the report be forwarded to the full CCLD board for its consideration.
- Ms. Santulli presented and discussed the May 11th, 2011 Unpaid Bills Detail, where Grant Fund bills equal \$314.00 and General Fund bills total \$42,608.56. It was noted that the bill list includes the 1st Quarter Utility bill from the County, the payment to the auditors for the 2010 Audit of CCLD finances and the invoice for the tree removal at the Steele Memorial Library. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

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

Document #2011 – 30

Report of the May 11th, 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, May 11th, 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 continues to work on the paperwork that is required in order to have the final audit that will close out the project. The forms require signatures from the contractors which he expects to have very soon. The New York State Environmental Facilities Corp are aware of the status of this project.
- Mr. Schwesinger reported that he has contacted Elmira Structures, the contractor who worked on the 2008 State Construction projects at CCLD libraries. The contractor will give CCLD a change order in order to complete the projects at the West Elmira, Big Flats and Steele Libraries. The balance for the West Elmira Library (\$32,802) will be used to install a sidewalk and ramp at the rear of the building, install exterior lighting and replace some interior electrical wires. At the Big Flats Library the balance (16,590) will be used to install drainage for the parking lot (Lake Minier) and replace some of the arched windows. At the Steel Library, the \$4,673 will be used for tree removal and for the electrical work that is needed for the new signage. Checks written to close out these projects need to be dated by June 30, 2011.
- The signage for CCLD library buildings has been ordered and is in the process of being made.
- 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 the installation of a “quiet room” at the Steele Memorial Library, a quote from a contractor is needed before CCLD can inform the Southern Tier Library System of our intent to apply for 2011 New York State Construction Aid. The deadline for this notification to STLS is June 1, 2011. Mr. Shaw reported that the Friends of the Steele Memorial Library have approved a donation of up to \$5,000 to match the cost of this project.

- Mr. Shaw continues to meet with Town of Southport officials regarding the possibility of a library presence on the Southside of Elmira.
- Regarding the Elmira Promenade Project, the Library District has been chosen to be the Area Coordinator for the “Knowledge/History Library Area”.
- Mr. Shaw reported that the Library District has received the copyright for the Tedd Arnold designs that were installed on the new Bookmobile.
- Mr. Schwesinger stated that he is looking into which engineering firm will be the best one to inspect all of the Library District buildings in order to submit a new “Existing Conditions Evaluation & Capital Assessment” report to the board. The current report is dated June of 2006.

The meeting adjourned at 3:45pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, June 8th, 2011 at 3pm in the Director’s Office at the Steele Memorial Library.