



The Chemung County Library District, with neighborhood libraries in Big Flats, the Bookmobile, Elmira, Horseheads, Van Etten, West Elmira, and on the web at [www.cclld.lib.ny.us](http://www.cclld.lib.ny.us)

## Agenda

The October 2011 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, October 20, 2011 at 6:00 pm at the **Big Flats Library 78 Canal St. Big Flats, NY 14814**. 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 #2011-54)
4. Treasurer's report
  - a) Financial report (document #2011-55)
  - b) Report of Unpaid Bills Detail (document #2011-56)
5. Correspondence
6. President's report
7. Director's report
8. Committee reports:
  - a) Executive Committee (Reynolds)
    - 1) Report of the Committee meeting (document #2011-57)
  - b) Budget & Finance Committee (Fitzgerald)
    - 1) Report of the Committee meeting (document #2011-58)
  - c) Building & Grounds Committee (Schwesinger)
    - 1) Report of the Committee meeting (document #2011-59)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

*(Minutes of the September 2011 meeting of the Chemung County Library District Board of Trustees. Document #2011-54)*

**Minutes of the September 2011 meeting of the Chemung County Library District Board of Trustees.**

The September meeting was held on Thursday, September 15, 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, Sue Cook, Marge Kappanadze, Ann Cady, Allen C. Smith, Karl Schwesinger, Richard Roberts and Jessica Roberts. Excused: Mary Beth Conwell and Tina Hager. Absent: Gail McGee. Also present were Conrad Wolan, the Library District's attorney, Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

President Reynolds stated that the order of the Agenda will be modified to allow CCLD's attorney to address the board concerning contract negotiations with CSEA. Mr. Savash moved, seconded by Mr. Schwesinger to move into Executive Session to discuss Personnel and Collective Bargaining issues. Motion Carried. Mr. Smith moved, seconded by Mr. Savash to move out of Executive Session. Motion Carried.

**Minutes.** The minutes of the August 2011 meeting (Document #2011-48) were presented for board review. One correction was noted on page 3 (the contract with CSEA expires at the end of 2011, not 2012) and the minutes were approved as corrected by unanimous consent.

**Financial Report.** The August 31, 2011 Financial Report (Document #2011-49) was presented for board review. By unanimous consent the August 31, 2011 Financial Report was approved as distributed and will be filed for audit.

**Report of Unpaid Bills** (Document #2011-50). Ms. Fitzgerald noted that the list includes the 3<sup>rd</sup> Quarter Utility bill from Chemung County and the 3<sup>rd</sup> Quarter Cost Share payment to STLS, as well as the final insurance payment to Perry & Carroll. By unanimous consent, the board authorizes the payment of the unpaid bills dated 9/7/11 – General Fund \$27,400.93 & Grant Fund - \$2,575.22 and the unpaid bills dated 9/15/11 – General Fund \$35,610.71 and Grant Fund \$1,818.16 as distributed.

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

- An e-mail thanking staff member Owen Frank for his assistance in coordinating a zip code list for the people interested in lobbying against the gas storage facility being proposed at Seneca Lake and an e-mail thank you from a patron for the final SRC event held at Eldridge Park.

**President's Report.** Ms. Reynolds stated that the paving of the parking area at Steele near the Promenade is targeted to be completed by the end of the month.

Ms. Reynolds announced that board member, Denny Smith, is having his art work displayed this month at a gallery near Buffalo, New York.

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

- The annual Haunted Library program is scheduled for October 28, 2011. Volunteers are needed and the first meeting for volunteers is October 23<sup>rd</sup> at 5:30pm at the Steele Library.
- He has scheduled a "Plants & People" class from Elmira College to take a tour of the Green Roof at the Steele Library. He hopes to have a reporter here to cover the event.
- A proposed brochure being developed by the Marketing Committee was passed around. Copies of the brochure could be available by the end of the month.
- Monitors are being purchased for branch libraries with funding left over that was designated for the Marketing Committee's purchase of signage. The monitors are another example of signage being used inside the buildings.

- He has received a first draft of a “Publicity Manual” that, after his review, will be distributed to staff members to guide them in a more coordinated effort to publicize library events.
  - Mr. Shaw attended a recent meeting of the Friends of the Steele Library and has requested receipt of their check to pay for the new microfilm scanner (\$10,000) and a promised donation of \$1,200 to offset the expenses of the final SRC event at Eldridge Park. The Friends reported they are investigating setting up a “facebook” page.
  - He reported that during the month, there were five separate articles in the newspaper regarding CCLD libraries. Other articles of interest which were passed around for board review included
    - An article from the Buffalo News regarding the changes libraries are coping to keep up with, especially with technology.
    - An article from the NY Times reported that the City Island Library grows a garden behind the library and distributes vegetables to patrons along with their books.
    - The “Hotline” newsletter reported on two libraries, one rescued from closure in Miami and another that closed in Rhode Island.
    - One of the Chicago Public Library’s offer “Lounge” nights on a monthly basis to draw in some of the young professionals in their community.
  - The Friends of the Horseheads Library are currently holding their book sale which ends on Saturday, the 17<sup>th</sup>. They have scheduled their annual “Wine, Beer & Roses” event for March 24, 2012. A copy of their Summer 2011 newsletter was distributed for board review.
  - The Big Flats Library Advocates have donated \$1,000 to the Big Flats Library to be used for programming expenses.
  - The STLS board is seeking input from the Central Library for their 5-year Plan of Service. This plan must be approved by the CCLD board at their next meeting.
  - The two percent (2%) Tax Levy Cap was discussed. Mr. Shaw informed the board about other libraries whose budget requests are exceeding the tax cap anywhere from 2.85% to 15%.
  - Several State Construction projects for the 2011 fiscal year are being submitted to the STLS board for their review and approval. They include the following:
    - Big Flats Library – a new circulation desk, replacement of the large windows and new carpeting.
    - Horseheads Free Library – a new circulation desk.
    - Steele Memorial Library – new circulation and customer service desks, an upgrade to the Youth Services area (equipment cost not included), installation of a new computer training room plus the necessary equipment, and the “Quiet Room” which has already been approved.
    - West Elmira Library – a new circulation desk and replacement of the large windows.
- This is a total of \$212,000 worth of projects for which CCLD will be required to pay 50% of the cost.

Regarding Personnel, Mr. Shaw reported the following:

- He is meeting with the County Civil Service office to determine procedures to be followed in case of layoffs.
- An application form for part-time positions has been posted on CCLD’s website.
- The Civil Service test for Library Clerk is being offered on October 22, 2011. A new list of eligible candidates will be distributed following the examination.
- The agenda for the October 28<sup>th</sup> Continuing Education day for library staff is nearly complete. He is awaiting confirmation from some of the presenters.

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2011-51). Ms. Reynolds stated that the Committee is very pleased with the brochure. An order of 5,000 will be placed and they will be distributed to all CCLD libraries and at all library events.

Ms. Reynolds stated that she and Mr. Shaw met with the two newest STLS board members who represent Chemung County on the board. It was nice to talk face-to-face and there was an opportunity to discuss some of the areas that CCLD feels are shortfalls in the services provided to member libraries by STLS. She stated that she would like to invite all 4 of the STLS board members who represent Chemung County to a future CCLD meeting the next time the monthly meeting is held at the Steele Library. All those who can will be asked to come a half hour early to the meeting to meet these STLS board members.

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2011-52). Ms. Fitzgerald stated that the Committee has requested that the CCLD Administration prepare and send out an RFP (Request for Proposal) to local auditing firms to get some competitive pricing for next year's audit. She also gave a report on the current status of the Certificate of Deposits being held by the Chemung Canal Trust Company. All other items discussed at the meeting have been covered.

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2011-47). Mr. Schwesinger reported that he is still awaiting a response from a local engineer to receive an estimate on the cost to inspect all CCLD buildings and produce a new "Existing Conditions Evaluation & Capital Assessment" report. He reported that "Lake Minier", the water that collects in the Big Flats Library parking lot each time it rains, has been satisfactorily resolved.

Regarding the final payment to contractors for the Green Roof project at the Steele Library, it is now the State of New York that is holding up the payment.

**Old Business.** CCLD libraries are now putting on a push for sign-ups for "Constant Contact", the newest and least expensive way for patrons to receive information on library programs and services. An electronic newsletter will be produced one time each month that will include the dates and times of current events at CCLD libraries.

It was noted that the following board members have completed petitions to be on the November election ballot: Rita Dery (1<sup>st</sup> District), Tina Hager (5<sup>th</sup> District), Sue Cook (6<sup>th</sup> District), Ann Cady (10<sup>th</sup> District) and Richard Roberts (14<sup>th</sup> District). Districts that remain vacant are the 9<sup>th</sup> and 13<sup>th</sup> Districts.

**New Business.** Mr. Shaw stated that he will be scheduling hearings on the proposed 2012 Library District budget next month. Board members were encouraged to attend the hearing for their district.

The Southern Tier Library System's annual meeting is scheduled for October 25, 2011 at 5:30pm at the Country Club in Bath, New York. CCLD board members are invited to attend. Reservations are due by October 20<sup>th</sup>.

**Public Expression.** None.

The meeting was adjourned at 8:05pm. The next regular meeting of the board will be held on Thursday, October 20<sup>th</sup>, 2011 at 6:00pm at the Big Flats Library, 78 Canal Street, Big Flats, New York.

**CHEMUNG COUNTY LIBRARY DISTRICT**  
**Financial Report - September 30, 2011**

(DOCUMENT #2011-55)

Income	2011 annual budget	Received to date	Balance remaining	Percentage received	Percentage through the year	Notes
Library Fines, Fees & Contributions	\$ 80,560	\$ 84,140	\$ (3,580)	104%		
Grants (other than N.Y.S.)		105,995				Incl funds -State EFC for the "Green Roof" project plus \$10,000 from Steele Friends
Foundation Contributions	165,000	58,047	106,953	35%		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	7,692	(192)	103%		
<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	34,591	5,959	85%		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>\$ 3,077,379</b>	<b>\$ (45,711)</b>	<b>105%</b>	<b>75%</b>	

Expense	Annual Budget	Expended to date	Balance remaining	Percent Expended	Percentage through year	Notes
<b>Personnel</b>						
Salaries	\$ 1,258,971	\$ 922,803	\$ 336,168	73%		
Sunday & Holiday Salaries	58,785	22,762	36,023	39%		
Employee Benefits	614,048	427,797	186,251	70%		
<b>Subtotal - Personnel Expenses</b>	<b>1,931,804</b>	<b>\$ 1,373,363</b>	<b>558,441</b>	<b>71%</b>	<b>75%</b>	
<b>Contractual</b>						
Equipment	11,307	11,307	0	100%		Includes \$10,000 for new Microfilm/Scanner to be reimbursed by Friends of Steele & \$6,444 Early Lit Station reimbursed by HH Foundation
Telephone	12,840	6,739	6,101	52%		
Supplies	39,300	39,300	0	100%		Includes \$6,000+ Marketing Committee Purchases plus \$1,972 fund balance purchase from 2010
Travel & Continuing Education	28,422	10,481	17,941	37%		
Repairs & Maintenance	42,789	33,689	9,100	79%		Includes \$3,400 for new blinds at HFL paid for by HH Foundation
Postage	9,500	4,708	4,792	50%		
Education - Tuition Assistance	3,600	3,608	(8)	100%		
Library Materials (books, video, etc.)	311,060	240,512	70,548	77%		
Utilities	97,650	55,626	42,024	57%		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
Fuel, Gas & Oil	2,500	2,500	0	100%		
Insurance	35,000	23,792	11,208	68%		
Vehicle Operation / Maintenance	1,000	0	1,000	0%		
Professional Fees (audit, engineer/legal fees)	53,400	53,400	0	100%		Includes FINAL pymt to Fagan Engineers for Green Roof project and \$5,350 Marketing Committee
Data Processing Expenses (Cost Share)	61,063	49,483	11,580	81%		
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	6,531	10,518	38%		
Capital Improvements	50,200	131,871	(81,671)	263%		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	31,775	39,605	45%		\$9,323 used for Equipment, \$ 4,216 used for supplies, \$3,856 used for Building cleaning supplies, \$254 used for BKM fuel, \$8,315 used for Library Programming, and \$5,811 Professional Fees.
Debt Service	61,713	61,713	0	100%		
<b>TOTAL EXPENSE</b>	<b>\$ 2,877,172</b>	<b>\$ 2,175,902</b>	<b>\$ 701,270</b>	<b>76%</b>	<b>75%</b>	

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
**As of October 12, 2011**

Document #2011-56

	<u>Date</u>	<u>Memo</u>		<u>Open Balance</u>
<b>Brianne Butters</b>				
	10/12/2011	Overpayment on collection account - HFL		20.00
Total Brianne Butters				<u>20.00</u>
<b>Capabilities, Inc.</b>				
	10/12/2011	HFL,WE,BF Janitor Services- Sept.		1,100.00
Total Capabilities, Inc.				<u>1,100.00</u>
<b>Casella Waste Systems, Inc.</b>				
	10/12/2011	Garbage disposal-BF,WE,HFL - Sept.		155.90
Total Casella Waste Systems, Inc.				<u>155.90</u>
<b>Chemung County Buildings &amp; Grounds Dept.</b>				
	10/12/2011	Utility & Bldg Maint. chg- 3rd Qtr 2011		21,414.25
Total Chemung County Buildings & Grounds Dept.				<u>21,414.25</u>
<b>Clarence Reeder</b>				
	10/12/2011	Patron Refund - ST		20.00
Total Clarence Reeder				<u>20.00</u>
<b>First Transit</b>				
	10/12/2011	Bookmobile fuel - 8/19/11 - 9/19/11		366.11
Total First Transit				<u>366.11</u>
<b>Gale Group, Inc.</b>				
	10/12/2011	ST fiction - 9/11 purchases		26.24
Total Gale Group, Inc.				<u>26.24</u>
<b>Gaylord Bros, Inc.</b>				
	10/12/2011	Tape & labels - all libraries		173.75
Total Gaylord Bros, Inc.				<u>173.75</u>
<b>JanWay Company USA, Inc.</b>				
	10/12/2011	T-Shirts - Marketing Committee		367.67
Total JanWay Company USA, Inc.				<u>367.67</u>
<b>Kirkus Reviews</b>				
	10/12/2011	annual subscription - HFL		199.00
Total Kirkus Reviews				<u>199.00</u>
<b>Laura Acuna-Maldonado</b>				
	10/12/2011	Patron Refund - HFL		20.00
Total Laura Acuna-Maldonado				<u>20.00</u>
<b>MidWest Tape</b>				
	10/12/2011	DVD/Audio purchases - HFL & ST		3,674.61
Total MidWest Tape				<u>3,674.61</u>
<b>Random House, Inc.</b>				
	10/12/2011	AV purchases-ST		153.75
Total Random House, Inc.				<u>153.75</u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of October 12, 2011

Document #2011-56

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Recorded Books</b>			
	10/12/2011	ST - AV purchases	843.30
Total Recorded Books			<u>843.30</u>
<b>Reliable Computer Products</b>			
	10/12/2011	Printer cartridges for-ST	313.88
Total Reliable Computer Products			<u>313.88</u>
<b>Southern Tier Library System</b>			
	10/12/2011	Processing Fees - September	647.50
Total Southern Tier Library System			<u>647.50</u>
<b>Staples Business Advantage</b>			
	10/12/2011	paper/supplies all libraries	517.02
Total Staples Business Advantage			<u>517.02</u>
<b>Supermedia LLC</b>			
	10/12/2011	yellow pages advertising	16.52
Total Supermedia LLC			<u>16.52</u>
<b>Swift Office Equipment, Inc.</b>			
	10/12/2011	Maintenance contract on copiers ST	782.49
Total Swift Office Equipment, Inc.			<u>782.49</u>
<b>Unique Management Services, Inc.</b>			
	10/12/2011	Sept. Collection Fees - all libraries	1,073.94
Total Unique Management Services, Inc.			<u>1,073.94</u>
<b>Verizon</b>			
	10/12/2011	phone service - ST & WE	408.49
Total Verizon			<u>408.49</u>
			<u><u>32,294.42</u></u>

**Unpaid Bills Detail**

As of October 12, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Baker &amp; Taylor Books</b>			
	10/12/2011	Reference materials	<u>19.68</u>
Total Baker & Taylor Books			19.68
<b>EFA Torch</b>			
	10/12/2011	2011 Yearbook	<u>55.00</u>
Total EFA Torch			55.00
<b>Horseheads Equestrian</b>			
	10/12/2011	2011 Yearbook	<u>59.40</u>
Total Horseheads Equestrian			59.40
<b>SHS Yearbook</b>			
	10/12/2011	2010 Yearbook	<u>55.00</u>
Total SHS Yearbook			55.00
<b>Southern Tier Library System</b>			
	10/12/2011	Processing Fees - Sept	<u>63.00</u>
Total Southern Tier Library System			63.00
<b>T.A.E. High School</b>			
	10/12/2011	2011 Yearbook	<u>45.00</u>
Total T.A.E. High School			<u>45.00</u>
			<u><b>297.08</b></u>



**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
As of October 5, 2011

Document #2011-56

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Baker &amp; Taylor Books</b>				
	Bill	10/05/2011	Reference materials	<u>37.36</u>
Total Baker & Taylor Books				<u>37.36</u>
<b>Ingram Library Services</b>				
	Bill	10/05/2011	Non-Fiction book purchases-Sept	<u>1,668.93</u>
Total Ingram Library Services				<u>1,668.93</u>
<b>TOTAL</b>				<u><u>1,706.29</u></u>

**Unpaid Bills Detail**

As of October 5, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Agostino Arts</b>			
	10/05/2011	October program at HFL & BF	1,250.00
Total Agostino Arts			<u>1,250.00</u>
<b>Amazon Credit Plan</b>			
	10/05/2011	Purchases - ST, BF & WE - 08/10/11 - 09/08/11	745.31
Total Amazon Credit Plan			<u>745.31</u>
<b>AudioGo</b>			
	10/05/2011	AV purchases-ST	511.76
Total AudioGo			<u>511.76</u>
<b>Blackbourn Media Packaging</b>			
	10/05/2011	AV supplies for BF	259.57
Total Blackbourn Media Packaging			<u>259.57</u>
<b>Brian Ewanyk</b>			
	10/05/2011	Mileage reimbursement - Sept.	16.10
Total Brian Ewanyk			<u>16.10</u>
<b>Brian P. Harris</b>			
	10/05/2011	Mileage - 7/28/11 - 9/19/11	83.25
Total Brian P. Harris			<u>83.25</u>
<b>CCLD Petty Cash</b>			
	10/05/2011	Petty Cash reimbursement - HFL	37.16
Total CCLD Petty Cash			<u>37.16</u>
<b>Center Point Large Print</b>			
	10/05/2011	ST - large print	77.88
Total Center Point Large Print			<u>77.88</u>
<b>CFJP Bistro</b>			
	10/05/2011	Volunteer Appreciation Party refreshments	202.00
Total CFJP Bistro			<u>202.00</u>
<b>Chemung Canal Trust Company</b>			
	10/05/2011	misc credit card purchases- 8/29/11-9/22/11	286.45
Total Chemung Canal Trust Company			<u>286.45</u>
<b>CHILDREN'S PLUS INC.</b>			
	10/05/2011	Books Purchased - HFL	256.18
Total CHILDREN'S PLUS INC.			<u>256.18</u>
<b>Convenient Tape &amp; Supplies</b>			
	10/05/2011	receipt printer tape supply - St, WE, BF	136.33
Total Convenient Tape & Supplies			<u>136.33</u>
<b>Creative Data Products</b>			
	10/05/2011	Overdue mailers-all libraries	200.36
			<u>200.36</u>

## Unpaid Bills Detail

As of October 5, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Creative Data Products			200.36
<b>David Lawrence Rosenberg</b>			
	10/05/2011	October Program - BF	450.00
Total David Lawrence Rosenberg			450.00
<b>Deborah L. Brimmer</b>			
	10/05/2011	mileage 9/8/11 - 9/27/11	184.82
Total Deborah L. Brimmer			184.82
<b>Dianne Patchett</b>			
	10/05/2011	Supplies - BKM	36.70
Total Dianne Patchett			36.70
<b>Elmira Water Board</b>			
	10/05/2011	Water bills- ST 07/08/11 - 09/07/11	255.96
Total Elmira Water Board			255.96
<b>Finger Lakes Community Newspapers</b>			
	10/05/2011	annual subscription - VE	26.00
Total Finger Lakes Community Newspapers			26.00
<b>Horwitz Supply Company</b>			
	10/05/2011	Paper/Cleaning supplies - ST	169.95
Total Horwitz Supply Company			169.95
<b>Ingram Library Services</b>			
	10/05/2011	Library materials-All libraries	11,054.09
Total Ingram Library Services			11,054.09
<b>Madcap Productions</b>			
	10/05/2011	Deposit for July 10, 2012 program - BKM	335.00
Total Madcap Productions			335.00
<b>Oriental Trading Company, Inc.</b>			
	10/05/2011	programming supplies - BKM & ST haunted library	193.74
Total Oriental Trading Company, Inc.			193.74
<b>Owen Frank</b>			
	10/05/2011	Volunteer Recognition party supplies	144.22
Total Owen Frank			144.22
<b>Phyllis Rogan</b>			
	10/05/2011	Mileage reimb - Bath workshop	47.06
Total Phyllis Rogan			47.06
<b>ProQuest LLC</b>			
	10/05/2011	SG microfilm - 2011	25.35
Total ProQuest LLC			25.35

**Unpaid Bills Detail**

As of October 5, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Staples Credit Plan</b>			
	10/05/2011	BF/ST - Supplies	147.39
Total Staples Credit Plan			<u>147.39</u>
<b>Star Gazette</b>			
	10/05/2011	annual subscription-HFL	196.19
Total Star Gazette			<u>196.19</u>
<b>TechSoup Global</b>			
	10/05/2011	Symantec - protection for all PATRON computers	220.00
Total TechSoup Global			<u>220.00</u>
<b>The H F Group</b>			
	10/05/2011	Binding Books - ST	285.17
Total The H F Group			<u>285.17</u>
<b>The Penworthy Company</b>			
	10/05/2011	books for BKM -Juv	234.36
Total The Penworthy Company			<u>234.36</u>
<b>Time Warner Cable</b>			
	10/05/2011	VPN service & Phone svc @ All Libraries	717.09
Total Time Warner Cable			<u>717.09</u>
<b>Verizon Wireless</b>			
	10/05/2011	BKM/ IT Dept cellular service- 9/19/11-10/18/11	208.79
Total Verizon Wireless			<u>208.79</u>
<b>Westbrook Enterprises, LLC</b>			
	10/05/2011	installation of receptacles/wiring for exterior sign - \$	895.13
Total Westbrook Enterprises, LLC			<u>895.13</u>
			<u><b>19,889.36</b></u>

**Report of the October 5<sup>th</sup>, 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, October 5<sup>th</sup>, 2011, beginning at 6pm. Attending the meeting were Georgia Reynolds, Richard Roberts, Robin Fitzgerald, Allen C. Smith, Robin Fitzgerald, Sue Cook, and Joan Santulli and Ronald Shaw, CCLD management. The meeting opened at 6pm.

Ms. Reynolds reported that the Library District has received the 3<sup>rd</sup> Quarter donation from the Public Library Foundation in the amount of \$20,000.

Constant Contact is up and running and is sending out the 1<sup>st</sup> edition of CCLD's electronic newsletter. E-mail reminders are being sent out for overdue notices and holds with positive responses from patrons.

Regarding contract negotiations with CSEA, it was noted that CCLD's attorney has sent the notice of impasse to the New York State Public Relations Board.

Mr. Shaw reported on the following:

- The library in Troy that was requesting a 15% increase in their budget was defeated. They are looking at options that could include putting the same budget up for a vote again, or putting a smaller budget on the ballot
- CCLD has completed all the necessary paperwork to apply for the 2011 State Construction funds. The applications have been approved by STLS and are now being reviewed by them for accuracy before sending them to New York State for approval.
- At the Department Head meeting this morning, the staff discussed and clarified which groups are eligible to be considered "Fine Exempt". Based on a 2007 resolution of the CCLD board of trustees, members of the board are not eligible. Also, based on a conflict of interest, those groups who raise funds on behalf of the Library District are also not eligible. Volunteers who work at least 40 hours in a 6 month period and staff members are the only ones eligible to be considered "Fine Exempt". Mr. Shaw will send a courtesy letter to groups explaining the policy.
- The boards of both Friends groups have (currently and in the past) requested to donate a certain amount of money for library staff to use in paying off fines for kids. This practice will NOT be allowed because there could be an unequal distribution of funds to those whose fines are forgiven and it could put staff members in an uncomfortable position.
- At the Department Head meeting the staff clarified the policy that allows children of parents whose cards have been barred due to owing the Library District money to receive their own library card. However, the child will be limited to borrowing juvenile materials.
- The Civil Service test for Library Clerk is being held on October 22, 2011. Mr. Shaw stated that he intends on filling any part-time clerical positions with people who have taken the test and are on the "Certification of Eligibles" given to us by Civil Service.
- Budget hearings for the proposed 2012 budget will be held this month. Mr. Shaw will send out the schedule as soon as it has been verified by the individual library staff.

Ms. Santulli presented & reviewed the Unpaid Bills Lists dated October 5<sup>th</sup>, 2011. Mr. Roberts moved, seconded by Mr. Smith to approve the bills totaling \$19,889.36 in the General Fund and the Grant Fund bills in the amount of \$1,706.29. Motion Carried.

The meeting adjourned at 6:30pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, November 2<sup>nd</sup>, 2011 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

**Document #2011-58**

**Report of the October 12<sup>th</sup>, 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, October 12<sup>th</sup>, 2011, 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:

- The Committee reviewed the September 30<sup>th</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 October 12<sup>th</sup>, 2011 Unpaid Bills Detail for the General Fund bills totaling \$32,294.42 and the Grant Fund \$297.08. The list includes the 3<sup>rd</sup> quarter utility bill from Chemung County. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.
- The Committee reviewed a report that gave tentative fund balances as of December 31, 2011. Following discussion, the administration was given permission to spend a portion of the fund balance for items that were omitted from the 2012 Library District budget. The status will be reviewed during the December, 2011 committee meeting.
- Mr. Shaw discussed the status of the request for proposals for audit services which will be sent out before the end of the current contract.
- Mr. Shaw discussed the letter from the CSEA regarding the Platinum 12 Vision plan and potential budget implications for the district.

The meeting adjourned at 8:30am. The next meeting of the Budget & Finance Committee will be held on Wednesday, November 9<sup>th</sup>, 2011 in the Petrie Conference Room of the Steele Memorial Library.

**Document #2011 – 59**

**Report of the October 12<sup>th</sup>, 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, October 14<sup>th</sup>, 2011, beginning at 3pm. Board members attending the meeting were Karl Schwesinger, Rita Dery and Georgia Reynolds. Also attending was Ron Shaw, CCLD Management. The meeting opened at 3:00pm.

The following topics were discussed:

- Mr. Schwesinger discussed two proposals received for a facilities condition report for District properties. The proposals, from Foor & Associates and Barn-Livin' LLC, are being studied and a proposal will be made to the full board.
- Mr. Schwesinger updated the committee on the status of the "Green Roof" project. All documentation has been forwarded and Mr. Bruce Letts for his review in order to complete an audit for E.F.C.
- Mr. Shaw gave an update on the status of the proposed 2011 State Construction Projects. Four projects have been submitted through the New York State Construction Grant Program online system. Mr. Shaw will be meeting with Linda Lewis, STLS program manager, to review documentation and deliver all completed forms for their records.
- Mr. Shaw discussed the status of the Promenade project and the timeline for completion of work near the library. All striping has been completed in the parking lot and it is hoped it will be open to traffic within the next few days.
- Mr. Schwesinger discussed several broken windows on the exterior of Steele Memorial Library. The committee has asked Mr. Shaw to contact Hetrick Glass and get an estimate for repair.
- The committee took a short tour of the exterior of the building to discuss the promenade project, determine which windows were broken, and to discuss possible improvements to the building and grounds.

The meeting adjourned at 3:32 pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, November 9<sup>th</sup>, 2011 at 3pm in the Director's Office at the Steele Memorial Library.