



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

## Agenda

The September 2011 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, September 15, 2011 at 6:00 pm at **the Steele Memorial Library, 101 E. Church St. Elmira, NY 14901**. The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Reynolds (796-9292), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (documents #2011-48)
4. Treasurer's report
  - a) Financial report (to be distributed at meeting)
  - b) Report of Unpaid Bills Detail (to be distributed at meeting)
5. Correspondence
6. President's report
7. Director's report
8. Committee reports:
  - a) Executive Committee (Reynolds)
    - 1) Report of the Committee meeting (document #2011-51)
  - b) Budget & Finance Committee (Fitzgerald)
    - 1) Report of the Committee meeting (to be distributed at meeting)
  - c) Building & Grounds Committee (Schwesinger) (to be distributed at meeting)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

*(Minutes of the August 2011 meeting of the Chemung County Library District Board of Trustees. Document #2011-48)*

**Minutes of the August 2011 meeting of the Chemung County Library District Board of Trustees.** The August meeting was held on Thursday, August 18, 2011 at the Steele Memorial Library, 101 East Church Street, Elmira, New York. President Georgia Reynolds called the meeting to order at 6:04pm. Present were Rita Dery, Robin Fitzgerald, John Savash, Tina Hager, Sue Cook, Marge Kappanadze, Ann Cady, Allen C. Smith, Richard Roberts and Jessica Roberts. Excused: Mary Beth Conwell, Gail McGee and Karl Schwesinger. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

**Minutes.** The minutes of the July 2011 meeting (Document #2011-42) were presented for board review. The minutes were approved as distributed by unanimous consent.

**Financial Report.** The July 31, 2011 Financial Report (Document #2011-43) was presented for board review. One change to note from the June report is that the SML Foundation money (\$10,000) that was listed in previous months under the Library Contributions line has been sent to the Foundation and the revenue line has been reduced by that amount. By unanimous consent the July 31, 2011 Financial Report was approved as distributed and will be filed for audit.

**Report of Unpaid Bills** (Document #2011-44). Ms. Fitzgerald noted that the payment to Marc Rubin Associates is the final installment to pay for the new signage installed at all CCLD buildings. By unanimous consent, the board authorizes the payment of the unpaid bills dated 8/3/11 – General Fund \$56,019.85 & Grant Fund - \$1,159.96 and two lists dated 8/10/11 – General Fund \$29,543.41 and \$975.00 as distributed.

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

- A thank you note from the Southern Tier Library System (STLS) for the use of a meeting room at the Steele Library in order to hold their Plan of Service meeting. At the meeting there was a good discussion by attendees of the future of the library system.

**President's Report.** Ms. Reynolds expressed her appreciation for the following: (1) to board members Ms. Hager, Ms. Kappanadze, Mr. Savash and Mr. Schwesinger for their assistance in making the Eldridge Park final Summer Reading Club a success. There were approximately 370 attendees, both children and adults; (2) to board members Ms. Roberts and Ms. Fitzgerald and the "negotiating committee" for the efforts put forth and the time involved in negotiating a new contract with CSEA and (3) to Ms. Fitzgerald and CCLD Administration Mr. Shaw and Ms. Santulli for their work on the proposed 2012 CCLD budget.

Ms. Reynolds stated that the two newest board members from the STLS board of trustees, Denise King and Cindy Emmer, have requested to have a meeting with her and the Mr. Shaw to get information on the Library District. Their position on the STLS board is to represent Chemung County.

There were several t-shirts left over from the Eldridge Park event that will be given to the Bookmobile to give away during Strong Kids/Safe Kids and to Van Etten to use during their "Field Days" in September.

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

- The Summer Reading Club event at Eldridge Park was a huge success, with many positive comments from the parents who attended. He expressed his thanks for those who came and lent a hand during the event. This SRC event will be included with the "Haunted Library" event as the two programs that will be district-wide events.
- Regarding the Southern Tier Library's Plan of Service, Mr. Shaw has met with their "downloadable audio committee" where suggestions were made that all libraries within the library system should start contributing toward this service.
- There has been several news articles lately, both in print and on television including the Eldridge Park event, the use of library buildings during the recent heat wave and an article that included the Election

districts open in November to elect CCLD members to the board. Mr. Shaw reminded board members that their petitions are due to be turned in to CCLD by August 30, 2011.

- A new way of publicizing CCLD events and programs is the “social media newsletter”. This will be published by the end of the month and will be distributed quarterly thereafter.
- The Marketing Committee has approved a newly designed brochure being created by Julie Burgess Design. A deadline for this project has not been set.
- Regarding building issues, work has started on Lake Minier (the parking lot) at the Big Flats Library. The branch has been closed down for the day. The sidewalk, ramp and parking lot at the West Elmira Library should be completed by Monday of next week.
- The Southern Tier Library System has notified CCLD that they have accepted our request to use State Construction Funding to install a “quiet room” at the Steele Memorial Library.

**Articles of Interest** were sent out electronically to board members prior to the board meeting. They included

- An article about Borders that describes potential impact of the chain’s closing on the eBook market.
- An article from the Oneida Dispatch that describes the measures the public library is taking due to the failure of their budget vote.
- A letter from Sue Thomas, Buffalo & Erie County Public Library that was published in the Buffalo Evening News regarding their decision to become a special district library.
- STLS Update August 2011

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2011-45). Ms. Reynolds stated that CCLD has received a letter from the Public Library Foundation of Chemung County which delineates a list of projects that they are willing to fund at the Horseheads Free Library in 2012.

The Library District is in receipt of a check from the Southern Tier Library System that represents the amount budgeted in the current year for the Central Book Aid and Central Library Development funds.

The Friends of the Horseheads Free Library are holding their annual book sale from September 13<sup>th</sup> – 17<sup>th</sup>.

Ms. Reynolds stated that one of last year’s Marketing Committee projects is being instituted. The installation of television monitors in all the branches has begun. These monitors will be used to provide information to patrons on library events and programs and will also be able to have a slide show of photos from current events.

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was distributed at the meeting and is numbered (Document #2011-47). Mr. Savash reported the following:

- The biggest issue being discussed by the Committee is to have an engineering firm evaluate all CCLD buildings and submit an “Existing Conditions Evaluation / Capital Assessment” of all CCLD properties. One estimate has been received by the Committee and was deemed to be too high. The Committee is looking at their options for another estimate.
- The Committee discussed the extra State Construction Funds that STLS has reported that they have and have proposed several projects in the Library District to STLS for review. The projects include: (1) Large picture window replacements at both Big Flats and West Elmira Libraries – Cost estimate \$12,000 at each library; (2) a newly renovated children’s area and puppet stage at the Steele Library; (3) an A.D.A. handicapped accessible circulation desk at the Steele Library; and (4) an A.D.A. handicapped accessible circulation desk at the West Elmira Library. Bids from contractors have been requested and the deadline to submit the Library District’s “intent to apply” to STLS is August 23, 2011. The possibility of installing hand dryers at all CCLD locations was also discussed.
- The Committee has been informed that the Elmira Promenade project is scheduled to be completed by September 1, 2011.

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2011-46). Ms. Fitzgerald reported that the Committee reviewed the bills and

the second draft of the proposed 2012 budget. They also discussed the unexpected expenditure required by the New York State Department of Labor who are placing a temporary charge on employers called and “interest assessment surcharge”. This surcharge is being assessed so that New York State can pay the interest due for 2011 federal loans acquired by the State. For CCLD the amount assessed was almost \$1,000.

Mr. Savash attended the meeting and submitted a copy of a worksheet from the State that is a snapshot of the regulations of New York’s Local Property Tax Cap. The worksheet explained items covered under the tax cap and expenditures that can be omitted.

Review of the proposed 2012 Library District Budget will be done differently this year due to the fact that the contract between CCLD and CSEA expires at the end of 2012 and no agreement has been met pertaining to employees and payroll. The board reviewed the cover sheet that accompanied the proposed budget. Many of the income and expense items listed in the budget the Library District has no control over. The Committee did their best to keep the proposed tax levy for the 2012 budget under the 2% cap based on the best information they had at the time. Mr. Savash received an emergency phone call and had to leave at this time. Before he left, and since he had attended the budget workshops, he expressed his desire to vote yes on the approval of the 2012 Library District Budget.

Ms. Fitzgerald moved, seconded by Mr. Smith to move into Executive Session for the purpose of discussing “collective bargaining”. Motion Carried. Ms. Fitzgerald moved, seconded by Ms. Roberts to come out of Executive Session.

Ms. Fitzgerald thanked everyone who worked with the Committee to develop the proposed 2012 Budget. She stated that Mr. Shaw and Ms. Santulli did a great job in getting the budget figures to fall within the required 2% tax cap. Mr. Roberts moved, seconded by Ms. Roberts to accept the proposed 2012 Library District budget as submitted and to set the Library District tax levy for the 2012 fiscal year at \$2,528,243. Motion Carried.

**Old Business.** Ms. Fitzgerald stated that the Steele Memorial Library Foundation has met and are putting together a mailing list for people who may be interested in donation to the Foundation either now or in the future through bequests. She requested that board members contact her with names of individuals to include in the mailing list.

**New Business.** Mr. Shaw reported that he will be on vacation next week from August 23<sup>rd</sup> through the 26<sup>th</sup>.

**Public Expression.** None.

The meeting was adjourned at 7:40pm. The next regular meeting of the board will be held on Thursday, September 15<sup>th</sup>, 2011 at 6:00pm at the Steele Memorial Library, 101 East Church Street, Elmira, New York.

**CHEMUNG COUNTY LIBRARY DISTRICT**  
**Financial Report - August 31, 2011**

(DOCUMENT #2011-49)

Income	2011 annual budget	Received to date	Balance remaining	Percentage received	Percentage through the year	Notes
Library Fines, Fees & Contributions	\$ 80,560	\$ 76,934	\$ 3,626	95%		
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	57,890	107,110	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	1,955	5,545	26%		
<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>\$ 3,064,278</b>	<b>\$ (32,611)</b>	<b>105%</b>	<b>67%</b>	

Expense	Annual Budget	Expended to date	Balance remaining	Percent Expended	Percentage through year	Notes
<b>Personnel</b>						
Salaries	\$ 1,258,971	\$ 827,296	\$ 431,675	66%		
Sunday & Holiday Salaries	58,785	22,762	36,023	39%		
Employee Benefits	614,048	382,013	232,035	62%		
<b>Subtotal - Personnel Expenses</b>	<b>1,931,804</b>	<b>\$ 1,232,071</b>	<b>699,733</b>	<b>64%</b>	<b>67%</b>	
<b>Contractual</b>						
Equipment	11,307	20,630	(9,323)	182%		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	6,048	6,792	47%		
Supplies	39,300	36,748	2,552	94%		Includes \$6,000+ Marketing Committee Purchases plus \$1,972 fund balance purchase from 2010
Travel & Continuing Education	28,422	9,783	18,639	34%		
Repairs & Maintenance	42,789	30,810	11,979	72%		Includes \$3,400 for new blinds at HFL paid for by HH Foundation
Postage	9,500	4,664	4,836	49%		
Education - Tuition Assistance	3,600	3,608	(8)	100%		
Library Materials (books, video, etc.)	311,060	213,188	97,872	69%		
Utilities	97,650	55,534	42,116	57%		Includes 4th Qtr of 2010
Building Cleaning Supplies	8,500	10,591	(2,091)	125%		Snow removal, lawn care @ HFL, several vacuum repairs, paint @ VE, extra supplies for Janitorial Service
Fuel, Gas & Oil	2,500	2,391	109	96%		
Insurance	35,000	19,476	15,524	56%		
Vehicle Operation / Maintenance	1,000	0	1,000	0%		
Professional Fees (audit, engineer/legal fees)	53,400	57,006	(3,606)	107%		Includes FINAL pymt to Fagan Engineers for Green Roof project and \$5,350 Marketing Committee
Data Processing Expenses (Cost Share)	61,063	34,061	27,002	56%		
Payment of Taxes	4,595	4,504	91	98%		
Library Programming	22,500	26,966	(4,466)	120%		Includes Friends donations specified for program in prior years
Chemung County costs (B&G, vision)	17,049	8,119	8,930	48%		
Capital Improvements	50,200	147,107	(96,907)	293%		Includes "Green Roof" at the Steele Library, Final '08 State Construction projects and \$23,484 Marketing Committee Signage
Contingency Fund	71,380	19,486	51,894	27%		\$9,323 used for Equipment, \$2,091 used for Building cleaning supplies, \$4,466 used for Library Programming, and \$3,606 Professional Fees
Debt Service	61,713	61,713	0	100%		
<b>TOTAL EXPENSE</b>	<b>\$ 2,877,172</b>	<b>\$ 2,004,504</b>	<b>\$ 872,668</b>	<b>70%</b>	<b>67%</b>	

**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
**As of September 7, 2011**

Document #2011-50

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Baker &amp; Taylor Books</b>			
	09/07/2011	Reference materials	469.83
Total Baker & Taylor Books			<u>469.83</u>
<b>Grey House Publishing</b>			
	09/07/2011	Reference Material	163.00
Total Grey House Publishing			<u>163.00</u>
<b>Ingram Library Services</b>			
	09/07/2011	Non-Fiction book purchases-Aug	1,293.94
Total Ingram Library Services			<u>1,293.94</u>
<b>Southern Tier Library System</b>			
	09/07/2011	Processing Fees - July & Aug	105.50
Total Southern Tier Library System			<u>105.50</u>
<b>St. Johann Press</b>			
	09/07/2011	Reference Materials	428.00
Total St. Johann Press			<u>428.00</u>
<b>Wintergreen Orchard House</b>			
	09/07/2011	Reference Materials	114.95
Total Wintergreen Orchard House			<u>114.95</u>
<b>TOTAL</b>			<u><u>2,575.22</u></u>

## Unpaid Bills Detail

As of September 7, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Amazon Credit Plan</b>			
	09/07/2011	Purchases - ST, BF & HFL - 7/12/11 - 8/9/11	859.26
Total Amazon Credit Plan			<u>859.26</u>
<b>AudioGo</b>			
	09/07/2011	AV purchases-ST	669.11
Total AudioGo			<u>669.11</u>
<b>Barnes &amp; Noble, Inc.</b>			
	09/07/2011	SRC prize - Nook	136.00
Total Barnes & Noble, Inc.			<u>136.00</u>
<b>Belfast Public Library</b>			
	09/07/2011	Payment for lost book	8.00
Total Belfast Public Library			<u>8.00</u>
<b>Best Buy</b>			
	09/07/2011	Purchased TV's - ST- Marketing Committee	2,722.36
Total Best Buy			<u>2,722.36</u>
<b>Brian Ewanyk</b>			
	09/07/2011	Mileage reimbursement -Aug.	51.83
Total Brian Ewanyk			<u>51.83</u>
<b>Capabilities, Inc.</b>			
	09/07/2011	HFL,WE,BF Janitor Services- Aug.	880.00
Total Capabilities, Inc.			<u>880.00</u>
<b>CCLD Petty Cash</b>			
	09/07/2011	Petty Cash reimbursement - HFL	85.78
Total CCLD Petty Cash			<u>85.78</u>
<b>Center Point Large Print</b>			
	09/07/2011	ST & BKM - large print	292.98
Total Center Point Large Print			<u>292.98</u>
<b>Chemung Canal Trust Company</b>			
	09/07/2011	misc credit card purchases- 7/29/11 - 8/25/11	778.79
Total Chemung Canal Trust Company			<u>778.79</u>
<b>CHILDREN'S PLUS INC.</b>			
	09/07/2011	Books Purchased - HFL	1,055.40
Total CHILDREN'S PLUS INC.			<u>1,055.40</u>
<b>Chris Corter</b>			
	09/07/2011	Mileage Reimb - VE, Program - HFL	107.67
Total Chris Corter			<u>107.67</u>
<b>Deborah L. Brimmer</b>			
	09/07/2011	mileage 8/3/11 - 8/31/11	144.86
Total Deborah L. Brimmer			<u>144.86</u>

## Unpaid Bills Detail

As of September 7, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Earle's Ice Cream</b>			
	09/07/2011	BF & SRC final party	553.25
Total Earle's Ice Cream			<u>553.25</u>
<b>Elmira Christian Academy</b>			
	09/07/2011	Advertisement in Sports program	50.00
Total Elmira Christian Academy			<u>50.00</u>
<b>Envisionware, Inc.</b>			
	09/07/2011	Annual Maint. agreement 10/11-9/12	1,563.68
Total Envisionware, Inc.			<u>1,563.68</u>
<b>Gale Group, Inc.</b>			
	09/07/2011	ST fiction - 8/11 purchases	48.74
Total Gale Group, Inc.			<u>48.74</u>
<b>Gordon's Cleaning Service</b>			
	09/07/2011	Slate tile strip/refinish - ST	524.00
Total Gordon's Cleaning Service			<u>524.00</u>
<b>Hammondsport Library</b>			
	09/07/2011	Patron Refund	21.99
Total Hammondsport Library			<u>21.99</u>
<b>Horwitz Supply Company</b>			
	09/07/2011	Vacuum repair - ST	81.20
Total Horwitz Supply Company			<u>81.20</u>
<b>Imperial Door Controls, Inc.</b>			
	09/07/2011	BF - Door repair	211.25
Total Imperial Door Controls, Inc.			<u>211.25</u>
<b>Ingram Library Services</b>			
	09/07/2011	Library materials-All libraries	9,327.03
Total Ingram Library Services			<u>9,327.03</u>
<b>JFJ Disc Repair</b>			
	09/07/2011	DVD Repair supplies - ST	41.34
Total JFJ Disc Repair			<u>41.34</u>
<b>Margeson's Landscaping Inc.</b>			
	09/07/2011	Mowing July - HFL	65.00
Total Margeson's Landscaping Inc.			<u>65.00</u>
<b>ProQuest LLC</b>			
	09/07/2011	SG microfilm - 2011	55.00
Total ProQuest LLC			<u>55.00</u>
<b>Purchase Power</b>			
	09/07/2011	postage due-ST	7.85
			<u>7.85</u>



## Unpaid Bills Detail

As of September 7, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Purchase Power			7.85
<b>Sayles &amp; Evans</b>			
	09/07/2011	Legal fees - May, July 2011	256.00
Total Sayles & Evans			<u>256.00</u>
<b>Southern Tier Library System</b>			
	09/07/2011	Processing AUG + E-book purchases	4,196.07
Total Southern Tier Library System			<u>4,196.07</u>
<b>Staples Credit Plan</b>			
	09/07/2011	ST /Admin - Supplies for IT Dept.	62.97
Total Staples Credit Plan			<u>62.97</u>
<b>Star Gazette</b>			
	09/07/2011	annual subscription-ST	391.49
Total Star Gazette			<u>391.49</u>
<b>The Leader</b>			
	09/07/2011	ST - subscription	226.80
Total The Leader			<u>226.80</u>
<b>The New York Times</b>			
	09/07/2011	annual subscription for ST	710.40
Total The New York Times			<u>710.40</u>
<b>Time Warner Cable</b>			
	09/07/2011	VPN service & Phone svc @ ST, WE, HFL	418.07
Total Time Warner Cable			<u>418.07</u>
<b>Town of Big Flats</b>			
	09/07/2011	BF - Water Bill 2011	28.75
Total Town of Big Flats			<u>28.75</u>
<b>Verizon Wireless</b>			
	09/07/2011	BKM/ IT Dept cellular service- 8/19/11 - 9/18/11	181.75
Total Verizon Wireless			<u>181.75</u>
<b>Village of Horseheads</b>			
	09/07/2011	HFL water bill	35.01
Total Village of Horseheads			<u>35.01</u>
<b>World Trade Press</b>			
	09/07/2011	Electronic Reference License renewal 9/15/11-9/14/12	551.25
Total World Trade Press			<u>551.25</u>
			<u><u>27,400.93</u></u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
**As of September 15, 2011**

Document #2011-50

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Benchmark Audio</b>			
	09/15/2011	TV Mount at ST-Marketing Comm.	685.78
Total Benchmark Audio			<u>685.78</u>
<b>Bobby K Entertainment</b>			
	09/15/2011	Fall Fest - BF 9/20/11	700.00
Total Bobby K Entertainment			<u>700.00</u>
<b>Casella Waste Systems, Inc.</b>			
	09/15/2011	Garbage disposal-BF,WE,HFL - Aug	155.90
Total Casella Waste Systems, Inc.			<u>155.90</u>
<b>CCLD Petty Cash</b>			
	09/15/2011	Petty Cash reimbursement - BF	99.20
Total CCLD Petty Cash			<u>99.20</u>
<b>Center Point Large Print</b>			
	09/15/2011	ST - large print	215.10
Total Center Point Large Print			<u>215.10</u>
<b>Dawn Merrill</b>			
	09/15/2011	Patron Refund	15.00
Total Dawn Merrill			<u>15.00</u>
<b>Elmira Water Board</b>			
	09/15/2011	Water bills-WE July/August	28.20
Total Elmira Water Board			<u>28.20</u>
<b>First Transit</b>			
	09/15/2011	Bookmobile fuel - 7/22/11 - 8/12/11	362.76
Total First Transit			<u>362.76</u>
<b>H. L. Treu Office Supply Corp.</b>			
	09/15/2011	Toner Cartridge - WE copier	199.95
Total H. L. Treu Office Supply Corp.			<u>199.95</u>
<b>Hetrick Glass</b>			
	09/15/2011	Window Replacement - BF	486.00
Total Hetrick Glass			<u>486.00</u>
<b>Horwitz Supply Company</b>			
	09/15/2011	Paper/Cleaning supplies - ST, BF, WE	338.73
Total Horwitz Supply Company			<u>338.73</u>
<b>JanWay Company USA, Inc.</b>			
	09/15/2011	T-Shirts & Totes for SRC Final Party 2011	3,025.54
Total JanWay Company USA, Inc.			<u>3,025.54</u>
<b>Jim's Marine &amp; Travel, Inc.</b>			
	09/15/2011	Bookmobile Repair of steps	112.20
Total Jim's Marine & Travel, Inc.			<u>112.20</u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
**As of September 15, 2011**

Document #2011-50

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Kelly Heath</b>			
	09/15/2011	Programming - BF 8/30/11	48.92
Total Kelly Heath			<u>48.92</u>
<b>Ken VanEtten</b>			
	09/15/2011	Volunteer Recog party - ST	300.00
Total Ken VanEtten			<u>300.00</u>
<b>Margeson's Landscaping Inc.</b>			
	09/15/2011	Mowing Aug - HFL	195.00
Total Margeson's Landscaping Inc.			<u>195.00</u>
<b>MidWest Tape</b>			
	09/15/2011	DVD/Audio purchases-HFL&ST	3,443.75
Total MidWest Tape			<u>3,443.75</u>
<b>Oriental Trading Company, Inc.</b>			
	09/15/2011	programming supplies - BF	21.99
Total Oriental Trading Company, Inc.			<u>21.99</u>
<b>Perry &amp; Carroll, Inc.</b>			
	09/15/2011	Insurance policies- 4th payment 2011	4,316.00
Total Perry & Carroll, Inc.			<u>4,316.00</u>
<b>Petty Cash-Steele</b>			
	09/15/2011	Programming/postage/newspapers/supplies	325.59
Total Petty Cash-Steele			<u>325.59</u>
<b>Random House, Inc.</b>			
	09/15/2011	AV purchases-ST	209.96
Total Random House, Inc.			<u>209.96</u>
<b>Recorded Books</b>			
	09/15/2011	ST - AV purchases	231.40
Total Recorded Books			<u>231.40</u>
<b>Reliable Computer Products</b>			
	09/15/2011	Printer cartridges for-ST	32.64
Total Reliable Computer Products			<u>32.64</u>
<b>Southeast Steuben County Library</b>			
	09/15/2011	Fees paid at ST belonging to Corning	6.50
Total Southeast Steuben County Library			<u>6.50</u>
<b>Southern Tier Library System</b>			
	09/15/2011	Cost Share fees - 3rd Quarter	14,921.75
Total Southern Tier Library System			<u>14,921.75</u>
<b>Staples Business Advantage</b>			
	09/15/2011	paper/supplies all libraries	869.78
Total Staples Business Advantage			<u>869.78</u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of September 15, 2011

Document #2011-50

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Sue Larson</b>			
	09/15/2011	Kindermusik program @ BF 10/5/11	50.00
Total Sue Larson			<u>50.00</u>
<b>TechSoup Global</b>			
	09/15/2011	Symantec - protection for all staff computers	260.00
Total TechSoup Global			<u>260.00</u>
<b>The Penworthy Company</b>			
	09/15/2011	books for ST-Juv	2,356.57
Total The Penworthy Company			<u>2,356.57</u>
<b>The Wall Street Journal</b>			
	09/15/2011	1 Year Subscription for ST	374.40
Total The Wall Street Journal			<u>374.40</u>
<b>Time Warner Cable</b>			
	09/15/2011	VPN service & Phone svc @ BF	183.69
Total Time Warner Cable			<u>183.69</u>
<b>Unique Management Services, Inc.</b>			
	09/15/2011	Aug. Collection Fees - all libraries	572.96
Total Unique Management Services, Inc.			<u>572.96</u>
<b>Upstart</b>			
	09/15/2011	Programming supplies - WE - Fall Program	57.20
Total Upstart			<u>57.20</u>
<b>Verizon</b>			
	09/15/2011	phone service - ST & WE	408.25
Total Verizon			<u>408.25</u>
			<u><b>35,610.71</b></u>

**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
As of September 15, 2011

Document #2011-50

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Baker &amp; Taylor Books</b>			
	09/15/2011	Reference materials	120.67
Total Baker & Taylor Books			<u>120.67</u>
<b>Grey House Publishing</b>			
	09/15/2011	Reference Material	148.50
Total Grey House Publishing			<u>148.50</u>
<b>Matthew Bender &amp; Co., Inc.</b>			
	09/15/2011	Reference Material	623.99
Total Matthew Bender & Co., Inc.			<u>623.99</u>
<b>Morningstar</b>			
	09/15/2011	Reference Material	925.00
Total Morningstar			<u>925.00</u>
			<u><u>1,818.16</u></u>

**Report of the September 7<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, September 7<sup>th</sup>, 2011, beginning at 6pm. Attending the meeting were Georgia Reynolds, Richard Roberts, Robin Fitzgerald, Allen C. Smith, and Joan Santulli and Ronald Shaw, CCLD management. The meeting opened at 6pm.

Ms. Reynolds reported that the Marketing Committee is planning the purchase of a newly developed brochure that highlights all the services of the Library District. She passed around a copy of the brochure. The Committee is ordering 5,000 of these brochures. The brochures will be distributed to board members, branch libraries, and will be handed out at special events. The TV monitors that have been installed at the Steele Library are being used to advertise past and future library events. Patrons have already noticed programs and services that they did not realize that the Library District offers to residents. Monitors will be installed at all library locations in the near future.

Ms. Fitzgerald updated the Committee regarding contract negotiations with CSEA.

Mr. Shaw reported on the following:

- A full-time Library Assistant, Ms. Thayer, has announced her retirement effective in November, 2011. According to the current staff plan the position will be downgraded to Principal Library Clerk. Mr. Shaw will be selecting the replacement within the next two weeks and will then reassess staffing based upon who is selected.
- A full-time Library Clerk working at the Big Flats Library has resigned her position. Due to the time frame of this event there has been no determination as to how best to replace this staff member.
- At the Department Head meeting this morning, the scheduling of staff members for the Holiday slots was clarified. These positions will be filled by seniority and all staff members have been notified of the procedure to be followed. Mr. Shaw stated his concern that issues may arise due to unforeseen circumstances but is confident the procedure will be adjusted as needed.
- The Committee instructed Mr. Shaw to contact Civil Service to verify positions and vacancies in order to determine potential changes to staffing.
- Regarding State Construction Grants for the 2011/2012 fiscal year, the Southern Tier Library System notified CCLD of some extra funding that is available. In response, Mr. Shaw has recommended submitting the following projects to STLS for review: (1) **West Elmira Library** – replacement of the large picture windows with energy efficient glass and a handicapped accessible circulation desk; (2) **Big Flats Library** – replacement of the large picture windows with energy efficient glass; (3) **Horseheads Free Library** – a handicapped accessible circulation desk; and (4) **Steele Memorial Library** – renovation of the children's area to include more seating and a puppet stage, handicapped accessible circulation and customer service desks, and a newly renovated computer training center.
- Mr. Shaw and Ms. Reynolds had a meeting during the month with the newly appointed STLS trustees Cindy Emmer and Denise King who represent Chemung County libraries on the STLS board. They discussed issues that the Library District has with the Southern Tier Library System.

Ms. Santulli presented & reviewed the Unpaid Bills Lists dated September 7<sup>th</sup>, 2011. Mr. Smith moved, seconded by Ms. Fitzgerald to approve the bills totaling \$27,400.93 in the General Fund and the Grant Fund bills in the amount of \$2,575.22. Motion Carried.

The meeting adjourned at 6:37pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, October 5<sup>th</sup>, 2011 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

**Document #2011-52**

**Report of the September 14<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, September 14<sup>th</sup>, 2010, beginning at 8:00am. Attending the meeting were CCLD board members Georgia Reynolds, Robin Fitzgerald, Sue Cook, Jessica Roberts 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 requested that the Administration prepare and send out an RFP (Request for Proposal) to several local auditing firms to get some competitive pricing for next year's audit.
- Ms. Fitzgerald gave a report on the status of the CD's that the Library District currently has deposited with Chemung Canal Trust Company. All will be due before the end of the year.
- Mr. Shaw gave a report on new applications for State Construction Aid that are being submitted to the Southern Tier Library System. STLS has extra funds that are available and the Library District would like to take advantage of the 50% match for some projects that are needed at our libraries. Because of the deadline for applications, the process for submission of these requests has changed. He is currently working with contractors to get estimates of the various projects.
- Mr. Shaw informed the Committee of the status of possible staff changes that will take place with the retirement of the full-time Library Assistant at Steele and the resignation of the full-time Library Clerk at Big Flats.
- The Committee reviewed the August 31<sup>st</sup>, 2011 Financial Report. The Committee directed that the report be forwarded to the full CCLD board for its consideration.
- Ms. Santulli presented and discussed the September 15<sup>th</sup>, 2011 Unpaid Bills Detail - for the General Fund bills totaling \$35,610.71 and the Grant Fund \$1,818.16. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration. She explained that a check written to Elmira Structures in June for State Construction projects had to be voided and a new one written because the cost of the projects came in under the estimate.
- Ms. Richards submitted new information she received regarding the two percent tax cap being required by New York State.

The meeting adjourned at 8:36am. The next meeting of the Budget & Finance Committee will be held on Wednesday, October 12<sup>th</sup>, 2011 in the Petrie Conference Room of the Steele Memorial Library.



**Report of the September 14<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, September 14<sup>th</sup>, 2011, beginning at 3pm. Board members attending the meeting were Karl Schwesinger, John Savash, Rita Dery 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 stated that he is awaiting a response from an engineer who has expressed an interest in giving CCLD a quote for the inspection of all of the Library District buildings in order to submit a new “Existing Conditions Evaluation & Capital Assessment” report for the board.
- Mr. Schwesinger reported that the recent construction project at the West Elmira Library is complete with the exception of some erosion and that the project at the Big Flats Library that eliminated “Lake Minier” is a success, even with the recent rain storms. Ms. Reynolds gave credit to Karl for figuring out a solution to the water in the Big Flats Library parking lot.
- Mr. Shaw stated that New York State has requested before and after photographs of the 2008 projects at the Big Flats, West Elmira and Steele Libraries. Mr. Schwesinger will supply him with what he has on file.
- Mr. Shaw has been working on projects to propose to the Director of the Southern Tier Library System to include in the 2011 New York State library construction funds. These projects are based on energy efficiency, handicapped access and include service to the under-served population of the Library District. Projects that will be submitted include: (1) to replace the large picture windows at the Big Flats and West Elmira Libraries at a cost of \$27,250 each; (2) replace the circulation desks at the Big Flats and West Elmira Libraries with new handicapped accessible desks at a cost of \$17,500 each; (3) to replace the circulation desk at the Horseheads Library with a new handicapped desk at a cost of \$22,500; (4) to install a new pre-school area at the Steele Memorial Library that will include a puppet theatre on the stage and some additional seating (estimate to come) (5) to install a new handicapped accessible desks at the circulation and customer service areas of the Steele Library (estimate to come); and (6) to install a new computer training lab at the Steele Memorial Library (estimate to come). Also mentioned was the possibility of installing a hearing induction loop in the auditorium of the Steele Library.
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- Mr. Schwesinger stated that the final payment on the “green roof” at the Steele Library is still pending.

The meeting adjourned at 3:50pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, October 12<sup>th</sup>, 2011 at 3pm in the Director’s Office at the Steele Memorial Library.