



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 April 2010 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, April 15<sup>th</sup>, 2010 at 7pm at the West Elmira Library, 1231 West Water Street, Elmira, New York 14905. The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Denkenberger (734-7107), Mrs. Santulli (733-8607), or Mr. Sleeth (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (documents #2010-23 and #2010-23a)
4. Treasurer's report
  - a) Financial report (document #2010-24)
  - b) Report of Unpaid Bills Detail (document #2010-25)
5. Correspondence
6. President's report
7. Director's report
8. Committee reports:
  - a) Executive Committee (Denkenberger)
    - 1) Report of the Committee meeting (document #2010-26)
  - b) Budget & Finance Committee (Fitzgerald)
    - 1) Report of the Committee meeting (document #2010-27)
  - c) Building & Grounds Committee (Schwesinger)
    - 1) Report of the Committee meeting (to be distributed at the CCLD board meeting)
  - d) Personnel Committee (Conwell)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

**Document #2010-23 -- Minutes of the March 2010 meeting of the Chemung County Library District Board of Trustees.**

**Minutes of the March 2010 meeting of the Chemung County Library District Board of Trustees.** The March meeting was held on Thursday, March 18, 2010 at 7:00pm at the Horseheads Free Library. The meeting was called to order by President Marleah Denkenberger. Present were Robin Fitzgerald, Georgia Reynolds, Judy Sell, Susan Cook, Mary Beth Conwell, Jan Kather, Allen C. Smith, Karl Schwesinger and Jessica Roberts. Excused were Tina Hager and Andrea Ogunwumi. Also present were Ann Cady, Jim Sleeth (Interim Library Director), and Joan Santulli (CCLD Administrative Assistant).

**Tour of the Horseheads Free Library.** The meeting began with a tour of the newly remodeled library given by Chris Corter, Librarian III. She explained that the collection was extensively weeded, programming space was created for children, and a new lounge for adults was created. Ms. Corter expressed appreciation for everyone – Horseheads staff & volunteers from other CCLD libraries – who assisted with the project. One measure of their success is that circulation at the Horseheads Free Library in 2009 was up 8,000 over the previous years.

**Minutes.** (Document #2010-17) The minutes of the February 2010 meeting were presented for board review. Ms. Conwell noted that while the minutes stated that she was a member of the County Executive's initiative on property tax growth, it turns out that she will not have the time to participate on that committee. The minutes were approved as distributed by unanimous consent.

**Financial Report.** (Document #2010-18) Ms Fitzgerald presented the February 28, 2010 Financial Report board review. Among other highlights, Ms. Fitzgerald noted that the Library District received the check for 2010 tax revenues from the Chemung County Treasurer on February 26, 2010. By unanimous consent the February 28, 2010 Financial Report was approved as distributed and will be filed for audit.

**Concerning the Report of Unpaid Bills.** (Document #2010-19) Mr. Schwesinger moved, seconded by Mr. Smith, that an invoice from Elmira Structures in the amount of \$62,985.00 be added to the March 10, 2010 Unpaid Bill Detail of the General Fund. This invoice represents 95% of the amount due to Elmira Structures for the Steele, West Elmira and Big Flats projects. By unanimous consent, the board authorizes the payment of the unpaid bills dated 3/3/10 in the amounts of \$38,894.14 (General Fund) and \$1,852.01 (Grant Fund) and the unpaid bill lists dated 3/10/10 in the amounts of \$969.88 (Grant Fund) and 106,195.54 (General Fund).

**Correspondence.** Mr. Sleeth distributed flyers from the New York State Association of Library Boards regarding their annual conference. He encouraged CCLD board members to consider attending this conference where they will meet trustees from other libraries. The Library District will pay the expenses for any board member wishing to attend.

Mr. Sleeth passed around the following items for the board to review:

- The new issue of the *Bulletin* of the New York Library Association;
- The new issue of *Update*, a publication of the Southern Tier Library System;
- A recent issue of *Hotline*, a professional publication of recent news about libraries; and
- A fund raising calendar entitled *Bare It All for Books* published by the Friends of the Rollingsford Public Library, illustrating the level of dedication that some have for raising funds for their local library.

**President's Report.** President Denkenberger reported that the Executive Committee had a very busy meeting. Among the items discussed was a proposal from the Southern Tier Tobacco Awareness program which requested to make all our libraries smoke free campuses. The Committee reviewed this proposal but no action was taken at this time.

The Committee also received a report from Mr. Sleeth concerning the Van Etten Library. The staff is working to integrate the library into the mainstream of the Library District. The new Principal Library Clerk, Doris Jean Metzger is working well with staff, the Town of Van Etten officials and the Southern Tier Library System. The May meeting of the Library District board is scheduled to be held at the Van Etten Library and it is expected that the staff will present a report reviewing the improvements that are being made at Van Etten.

President Denkenberger encouraged board members to attend the "Wine, Beer & Roses" event being held by the Friends of the Horseheads Free Library on March 26, 2010. It is a great opportunity for CCLD board members to mingle with Horseheads residents, representatives of the Horseheads Friends, and members of the Public Library Foundation.

**Director's Report.** Mr. Sleeth highlighted several items from the 2009 Annual Report to the Board of Trustees from library staff. At Big Flats, the library staff is especially pleased with their programming efforts. The main topic on the Bookmobile all year was the progress being made toward a new vehicle. The changes taking place at the Horseheads Free Library were highlighted in their report. The installation of PC reservation and print control software was most important to the success of the Steele Library's reference department in 2009. In the Steele Library's youth services department, the hiring of a new librarian was featured. In the Steele Library's circulation department, the distribution of new library cards with the new CCLD logo was a highlight. The Library District's information technology department listed among its successes the installation of new computers in several libraries and (to pay for other improvements) the receipt of another grant from the Gates Foundation. A new CCLD staff member to replace the retiring Town of Van Etten employee points the way to changes in the future of the Van Etten Library. And, at the West Elmira Library, library programming continues to be a highlight. Regarding statistical measures of each library's performance, Mr. Sleeth pointed out the obvious fact that non-fiction is used much less (likely due to the ascendance of the Internet) and audio & video materials are very popular. Mr. Sleeth concluded by saying that CCLD staff members work very hard in their jobs and are to be commended for their efforts.

**Executive Committee.** (Document #2010-20) The report of the Executive Committee was presented in writing to the board. Ms Denkenberger stated she already commented on this meeting during the President's report.

**Budget & Finance Committee.** (Document #2010-21) The report of the Budget & Finance Committee meeting was presented in writing to the board. Ms. Fitzgerald reported that the tax revenue has been distributed among investment instruments through Chemung Canal's CDARs program in order to receive FDIC coverage. She also reported that CCLD's insurance costs will increase due to an updated appraisal of our library buildings as supplied by Chemung County to our insurance agent, Perry & Carroll.

Ms. Fitzgerald noted that a representative from Chemung Canal Trust Company will attend the Committee's 8am April 8<sup>th</sup> meeting in the Library's Conference Room to discuss a new check fraud detection service being offered by the Library District's bank, and that she and the Committee will meet with Library District auditors from Mengel, Metzger, and Barr to discuss their preliminary findings. All CCLD board members are welcome at this committee meeting.

**Buildings & Grounds Committee.** (Document #2010-22) The report of the Buildings & Grounds Committee meeting was presented in writing to the board. Mr. Schwesinger reported that the Library District has received signed contracts from the State of New York for the Steele Library Green Roof project. Final contracts have now been sent to the two contractors for the project – Charles F. Evans, Collins & Walton – and Fagan Engineers is preparing to send out the "notice to proceed" on the project.

Mr. Schwesinger reported that he signed the change orders previously approved by the CCLD board for the modification of the window installation at the Big Flats and West Elmira Libraries and the re-keying of the doors of various CCLD libraries.

Mr. Schwesinger reported that the manufacturer's warranties for the new roof at the Horseheads Free Library have finally been received by the Library District. Because of the delays in receiving these warranties, Mr. Watts, the owner of AI's Construction has agreed that although the final bill received by CCLD listed the final payment as \$2,300, he would accept \$750 as the final payment. Amended paperwork for the final payment will be requested from AI's Construction and Ms. Santulli will check with the auditors to determine if any further steps are necessary to close this project.

Mr. Schwesinger also reported the following:

- During a walk-through at the West Elmira Library, he noticed that the concrete slab at the rear entrance to the library needs to be enlarged and a sidewalk needs to be installed from the new pad to the sidewalk on Durland Street.
- The staff at the Big Flats Library complained about a sewer smell in the library since the restroom improvements were made. The first time, Mr. Schwesinger responded to the complaint and believed the problem was fixed; now, Sheesley's Sewer Service has been contacted to check out the reoccurring problem and repair it.
- It is expected that the Buildings & Grounds Committee will receive a list of potential improvements to the Horseheads Free Library for their review.

**Old Business.** Prior to the meeting, board members received a memo from Mr. Sleeth along with two attachments that detail the pros and cons of installing a new wheelchair lift on the new CCLD Bookmobile. Mr. Smith moved, seconded by Ms. Sell, that CCLD should authorize OBS, the manufacturer of the new bookmobile, to install a wheelchair lift during the construction of the new vehicle. Discussion followed. Following the discussion, the CCLD board voted unanimously to approve the motion.

**New Business.** Ms. Denkenberger introduced Ann Cady, a resident of the 10<sup>th</sup> Library District. Ms. Reynolds moved, seconded by Mr. Schwesinger, to appoint Ms. Cady to the CCLD board of trustees for the 10<sup>th</sup> District. Motion carried unanimously. It was noted that the CCLD enabling legislation and CCLD By Laws specify that because Ms. Cady is assuming her position as a result of an appointment (not an election), District 10's representative will need to pursue the electoral process to retain the appointment.

**Public Expression.** None.

The meeting was adjourned at 8:30pm. The next regular meeting of the board will be on Thursday, April 15, 2010 at 7pm at the West Elmira Library, 1231 West Church Street, Elmira, New York.

*Document #2010-23a – Minutes of the April 2, 2010 special meeting of the Chemung County Library District Board of Trustees*

**Minutes of an April 2<sup>nd</sup>, 2010 special meeting of the Chemung County Library District Board of Trustees.** The special meeting was held on Friday, April 2<sup>nd</sup>, 2010 at 10:00am at the Steele Memorial Library. The meeting was called to order by President Marleah Denkenberger. Present were Robin Fitzgerald, Georgia Reynolds, Judy Sell, Susan Cook, Mary Beth Conwell, Allen C. Smith, Karl Schwesinger and Ann Cady. Also present was Joan Santulli, the Library District's Administrative Assistant.

Mr. Smith moved, seconded by Mr. Schwesinger, to adjourn the special meeting into an Executive Session to discuss a personnel issue. Motion Carried.

Mr. Smith moved, seconded by Ms. Reynolds to reconvene the special meeting. Motion Carried.

Ms. Reynolds moved, seconded by Mr. Schwesinger, to adjourn the meeting at 11:05am.

**CHEMUNG COUNTY LIBRARY DISTRICT**  
**Financial Report - MARCH 31, 2010**

(DOCUMENT #2010-24)

Income	2010 annual budget	Received to date	Balance remaining	Percentage received	Percentage through the year	Notes
Library Fines, Fees & Contributions	\$ 104,250	\$ 22,985	\$ 81,265	22%		
Grants (other than N.Y.S.)			0	0%		
New Bookmobile fund		865	(865)			
Foundation Contributions	165,000	511	164,489	0%		Funds for West Elmira Library
Library District Tax Receipts	2,437,502	2,449,807	(12,305)	101%		Includes PILOT funds in lieu of taxes
Interest on Investments	15,000	1,159	13,841	8%		
<b>State Aid</b>						
Central Library Development	95,000		95,000	0%		
Central Book Aid	65,000		65,000	0%		
Local Library Services Aid	41,700		41,700	0%		
Other State Aid	1,600		1,600	0%		
<b>TOTAL INCOME</b>	<b>\$ 2,925,052</b>	<b>\$ 2,475,327</b>	<b>\$ 449,725</b>	<b>84.63%</b>	<b>25%</b>	

Expense	Annual Budget	Expended to date	Balance remaining	Percent Expended	Percentage through year	Notes
<b>Personnel</b>						
Salaries	\$ 1,226,874	\$ 261,911	\$ 964,963	21%		
Sunday & Holiday Salaries	60,474	17,156	43,318	28%		
Employee Benefits	591,229	121,124	470,105	20%		
<b>Subtotal - Personnel Expenses</b>	<b>1,878,577</b>	<b>400,191</b>	<b>1,478,386</b>	<b>21%</b>	<b>25%</b>	
<b>Contractual</b>						
Equipment	89,855	5,436	84,419	6%		
Telephone	10,800	2,877	7,923	27%		
Supplies	36,100	24,527	11,573	68%		Includes \$13,841 in Gates Grant funds
Travel & Continuing Education	28,080	1,467	26,613	5%		
Repairs & Maintenance	36,459	8,765	27,694	24%		
Postage	7,600	4,019	3,581	53%		Postage meter is replenished twice per year
Education - Tuition Assistance	8,300	887	7,413	11%		
Library Materials (books, video, etc.)	302,000	68,854	233,146	23%		
Utilities	97,650	29,794	67,856	31%		4th quarter of 2009 expense
Building Cleaning Supplies	8,100	1,867	6,233	23%		
Fuel, Gas & Oil	2,000	733	1,267	37%		
Insurance	24,390	13,379	11,011	55%		
Vehicle Operation / Maintenance	2,500	1,180	1,320	47%		
Professional Fees (audit, engineer/leg)	114,100	36,758	77,342	32%		
Data Processing Expenses	46,526	14,090	32,436	30%		
Payment of Taxes	4,845	4,463	382	92%		
Library Programming	20,500	3,902	16,598	19%		
Chemung County costs (B&G, vision)	17,049	3,565	13,484	21%		4th quarter of 2009 expense
Capital Improvements	0	99,146	(99,146)			
Contingency Fund	76,507	0	76,507	0%		
Debt Service	63,114	15,378	47,736	24%		
<b>TOTAL EXPENSE</b>	<b>\$ 2,875,052</b>	<b>\$ 741,278</b>	<b>\$ 2,133,774</b>	<b>26%</b>	<b>25%</b>	

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of April 8, 2010

Document #2010-25

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Acme Pest Control, Inc.</b>			
	04/08/2010	Pest Control @ Steele-March	25.00
Total Acme Pest Control, Inc.			<u>25.00</u>
<b>All About Books, Inc.</b>			
	04/08/2010	Books purchased -ST Juv	890.00
Total All About Books, Inc.			<u>890.00</u>
<b>Audio Adventures</b>			
	04/08/2010	Steele AV purchases	10.00
Total Audio Adventures			<u>10.00</u>
<b>BBC Audiobooks America</b>			
	04/08/2010	Audio purchases for Steele	1,001.86
Total BBC Audiobooks America			<u>1,001.86</u>
<b>Brodart Co.</b>			
	04/08/2010	supplies all libraries	1,699.48
Total Brodart Co.			<u>1,699.48</u>
<b>Chemung Canal Trust Company</b>			
	04/08/2010	misc credit card purchases-March 2010	1,978.75
Total Chemung Canal Trust Company			<u>1,978.75</u>
<b>Chemung County Sewer District</b>			
	04/08/2010	annual fee for HFL	37.50
Total Chemung County Sewer District			<u>37.50</u>
<b>Chemung County Treasurer</b>			
	04/08/2010	Utilities-1st Quarter 2010	14,096.14
Total Chemung County Treasurer			<u>14,096.14</u>
<b>Demco, Inc.</b>			
	04/08/2010	supplies for libraries	2,311.57
Total Demco, Inc.			<u>2,311.57</u>
<b>Exeter Trust Company</b>			
	04/08/2010	West Elmira funds for Foundation	3,040.00
Total Exeter Trust Company			<u>3,040.00</u>
<b>Family Reading Partnership</b>			
	04/08/2010	Close out Reach Out and Read Funds to FRP	3,624.75
Total Family Reading Partnership			<u>3,624.75</u>
<b>First Transit</b>			
	04/08/2010	Bookmobile fuel for March	237.99
Total First Transit			<u>237.99</u>
<b>Gressco LTD.</b>			
	04/08/2010	DVD security cases for ST	1,209.88
Total Gressco LTD.			<u>1,209.88</u>



**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of April 8, 2010

Document #2010-25

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>H. L. Treu Office Supply Corp.</b>			
	04/08/2010	Office supply-ST	18.15
Total H. L. Treu Office Supply Corp.			<u>18.15</u>
<b>Horwitz Supply Company</b>			
	04/08/2010	paper/cleaning supply-all libraries	154.56
Total Horwitz Supply Company			<u>154.56</u>
<b>Lakeshore Learning Materials</b>			
	04/08/2010	HFL Books Plus kits	34.94
Total Lakeshore Learning Materials			<u>34.94</u>
<b>MCI</b>			
	04/08/2010	Long distance chg-all libraries	109.19
Total MCI			<u>109.19</u>
<b>MidWest Tape</b>			
	04/08/2010	DVD/Audio purchases-HFL/ST/BKM	4,600.94
Total MidWest Tape			<u>4,600.94</u>
<b>Perry &amp; Carroll, Inc.</b>			
	04/08/2010	Insurance policies-renewal binder	476.96
Total Perry & Carroll, Inc.			<u>476.96</u>
<b>ProQuest LLC</b>			
	04/08/2010	Star Gazette microfilm-Dec/Jan	25.54
Total ProQuest LLC			<u>25.54</u>
<b>Random House, Inc.</b>			
	04/08/2010	AV purchases-ST	725.62
Total Random House, Inc.			<u>725.62</u>
<b>Recorded Books</b>			
	04/08/2010	Steele purchases	689.30
Total Recorded Books			<u>689.30</u>
<b>Sheesleys Sewer Service</b>			
	04/08/2010	repair mop sink trap	97.50
Total Sheesleys Sewer Service			<u>97.50</u>
<b>SKJ Facilities Management, Inc.</b>			
	04/08/2010	HFL Janitor services 2/28-4/4/10	720.00
Total SKJ Facilities Management, Inc.			<u>720.00</u>
<b>Southern Tier Library System</b>			
	04/08/2010	processing fees/tape supply, etc	1,208.95
Total Southern Tier Library System			<u>1,208.95</u>
<b>Supermedia LLC</b>			
	04/08/2010	Phone book ad-directories	302.18
			<u>302.18</u>

## Unpaid Bills Detail

As of April 8, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Supermedia LLC			302.18
<b>Swift Office Equipment, Inc.</b>			
	04/08/2010	Quarterly Maintenance contracts on HFL/ST copier	858.07
Total Swift Office Equipment, Inc.			<u>858.07</u>
<b>The Leader</b>			
	04/08/2010	BF subscription	211.70
Total The Leader			<u>211.70</u>
<b>Thomson Gale</b>			
	04/08/2010	ST fiction purchase	415.00
Total Thomson Gale			<u>415.00</u>
<b>U. S. Toy Company</b>			
	04/08/2010	Books Plus items-HFL	105.72
Total U. S. Toy Company			<u>105.72</u>
<b>Upstart</b>			
	04/08/2010	Summer Reading Club supply-all libraries	1,460.40
Total Upstart			<u>1,460.40</u>
<b>Verizon</b>			
	04/08/2010	phone service-all libraries	701.54
Total Verizon			<u>701.54</u>
<b>Wegmans Food Markets Inc.</b>			
	04/08/2010	Program Supplies-ST	9.56
Total Wegmans Food Markets Inc.			<u>9.56</u>
<b>TOTAL</b>			<u><u>43,088.74</u></u>

**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
 As of April 8, 2010

Document #2010-25

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Southern Tier Library System</b>			
	04/08/2010	return of CLD/CBA funds per State aid reduction	7,337.00
Total Southern Tier Library System			<u>7,337.00</u>
<b>TOTAL</b>			<u><u>7,337.00</u></u>

## Unpaid Bills Detail

As of April 7, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Amazon Credit Plan</b>			
	04/06/2010	purchases -all libraries	1,874.07
Total Amazon Credit Plan			<u>1,874.07</u>
<b>Apple Books</b>			
	04/07/2010	Steele JUV books	64.92
Total Apple Books			<u>64.92</u>
<b>AT&amp;T</b>			
	04/07/2010	long dist chg-SML-Feb	4.29
Total AT&T			<u>4.29</u>
<b>Brian P. Harris</b>			
	04/07/2010	mileage reimb 1/28-3/11/10	60.00
Total Brian P. Harris			<u>60.00</u>
<b>Bureau of Education &amp; Research</b>			
	04/06/2010	ST/HFL/BF staff workshop attendance 4/28	995.00
Total Bureau of Education & Research			<u>995.00</u>
<b>CDW Government, Inc.</b>			
	04/07/2010	3 year Cisco Router Maintenance	1,981.62
Total CDW Government, Inc.			<u>1,981.62</u>
<b>Chemung County Library District</b>			
	04/06/2010	Petty Cash reimbursement - WE/HFL/BF	453.35
Total Chemung County Library District			<u>453.35</u>
<b>Chemung Valley Fiber Arts Guild</b>			
	04/07/2010	Program on 3/11 at ST	125.00
Total Chemung Valley Fiber Arts Guild			<u>125.00</u>
<b>Chris Corter</b>			
	04/07/2010	purchases for HFL Library	279.99
Total Chris Corter			<u>279.99</u>
<b>Connie Oglivie</b>			
	04/06/2010	Reimb - DVD purchase	22.65
Total Connie Oglivie			<u>22.65</u>
<b>Dawn Austin</b>			
	04/07/2010	mileage reimb 11/24/09-3/10/10	38.00
Total Dawn Austin			<u>38.00</u>
<b>Diane Janowski</b>			
	04/06/2010	4/13 program at Steele	100.00
Total Diane Janowski			<u>100.00</u>
<b>Elmira Water Board</b>			
	04/07/2010	Water bills-WE/ST	259.01
Total Elmira Water Board			<u>259.01</u>

## Unpaid Bills Detail

As of April 7, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Evelyn Rowe</b>			
	04/07/2010	Patron refund	15.00
Total Evelyn Rowe			<u>15.00</u>
<b>Holiday Inn-Riverview</b>			
	04/06/2010	reservation for Director candidate	98.96
Total Holiday Inn-Riverview			<u>98.96</u>
<b>Ingram Library Services</b>			
	04/07/2010	Library materials-all libraries	8,837.31
Total Ingram Library Services			<u>8,837.31</u>
<b>J &amp; D Cappy's Ltd.</b>			
	04/06/2010	newspapers for March	155.00
Total J & D Cappy's Ltd.			<u>155.00</u>
<b>James G. Sleeth</b>			
	04/06/2010	March 2010 invoice for Interim Director duties	7,312.75
Total James G. Sleeth			<u>7,312.75</u>
<b>Jim Aylesworth</b>			
	04/07/2010	4/12 program at HFL	500.00
Total Jim Aylesworth			<u>500.00</u>
<b>Judy Sujko</b>			
	04/07/2010	Patron Refund	15.00
Total Judy Sujko			<u>15.00</u>
<b>Mary Beth Conwell</b>			
	04/07/2010	Reimburse - lunches for candidates	173.59
Total Mary Beth Conwell			<u>173.59</u>
<b>OBS, Inc.</b>			
	04/07/2010	1st payment on new Bookmobile	43,428.00
Total OBS, Inc.			<u>43,428.00</u>
<b>Petty Cash-Steele</b>			
	04/06/2010	supplies/postage/program exp	339.42
Total Petty Cash-Steele			<u>339.42</u>
<b>Prattsburgh Library</b>			
	04/06/2010	Payment for lost books	32.00
Total Prattsburgh Library			<u>32.00</u>
<b>ProQuest LLC</b>			
	04/07/2010	Ancestry/Heritage Quest Online	2,525.00
Total ProQuest LLC			<u>2,525.00</u>
<b>Quality Books, Inc.</b>			
	04/06/2010	book purchases for HFL	883.89
Total Quality Books, Inc.			<u>883.89</u>

## Unpaid Bills Detail

As of April 7, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Rose Woodard</b>			
	04/07/2010	programming/books-WE	344.25
Total Rose Woodard			<u>344.25</u>
<b>Rushford Free Library</b>			
	04/07/2010	Payment for Lost item	11.00
Total Rushford Free Library			<u>11.00</u>
<b>Savona Public Library</b>			
	04/07/2010	Payment for Lost book	17.00
Total Savona Public Library			<u>17.00</u>
<b>SGF Productions</b>			
	04/06/2010	BF JULY 2010 program deposit	50.00
Total SGF Productions			<u>50.00</u>
<b>Southern Tier Library System</b>			
	04/06/2010	payment for lost ILL book - patron to reimburse	200.00
Total Southern Tier Library System			<u>200.00</u>
<b>Staples Credit Plan</b>			
	04/06/2010	Office supplies/Printer purchases BF/VE	16.13
Total Staples Credit Plan			<u>16.13</u>
<b>Susanne Bunnell</b>			
	04/06/2010	Patron refund	40.00
Total Susanne Bunnell			<u>40.00</u>
<b>Tami Mallare</b>			
	04/07/2010	patron refund	3.00
Total Tami Mallare			<u>3.00</u>
<b>The Book Farm, Inc.</b>			
	04/06/2010	books-ST/HFL/WE	4,444.48
Total The Book Farm, Inc.			<u>4,444.48</u>
<b>The Conservationist</b>			
	04/07/2010	annual subscription-ST balance due	9.00
Total The Conservationist			<u>9.00</u>
<b>Verizon Wireless</b>			
	04/06/2010	BKM/IT Dept cellular service-March	157.06
Total Verizon Wireless			<u>157.06</u>
<b>TOTAL</b>			<u><u>75,865.74</u></u>

**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
As of April 6, 2010

Document #2010-25

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>ABC-CLIO, Inc.</b>			
	04/06/2010	Reference material	680.40
Total ABC-CLIO, Inc.			<u>680.40</u>
<b>Baker &amp; Taylor Books</b>			
	04/06/2010	Reference materials	142.21
Total Baker & Taylor Books			<u>142.21</u>
<b>Ingram Library Services</b>			
	04/06/2010	Non-Fiction book purchases-March 2010	2,025.15
Total Ingram Library Services			<u>2,025.15</u>
<b>Salem Press, Inc.</b>			
	04/06/2010	Reference Material	670.00
Total Salem Press, Inc.			<u>670.00</u>
<b>Southern Tier Library System</b>			
	04/06/2010	processing Fees-Feb/March + Downloadable audic	2,277.77
Total Southern Tier Library System			<u>2,277.77</u>
<b>TOTAL</b>			<u><u>5,795.53</u></u>

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### Report of the April 7<sup>th</sup>, 2010 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, April 7<sup>th</sup>, 2010, beginning at 7pm. Attending the meeting were Sue Cook, Robin Fitzgerald, Georgia Reynolds, and Allen Smith. Also attending was Joan Santulli, CCLD management. The meeting opened at 7pm.

The following topics were discussed:

- Letter dated March 29, 2010 from the Public Library Foundation of Chemung County. Georgia Reynolds reported that the PLF voted unanimously to allocate \$9,640 of their 2010 funding to pay for the purchase of the wheelchair lift for the new CCLD bookmobile. The March 29<sup>th</sup> letter included a check in the amount of \$10,000, representing their first quarter 2010 commitment to CCLD operations.
- Georgia Reynolds reported that Ronald Shaw, current Lewistown, New York, library director has accepted the offer to become CCLD's new library district director.
- Ms. Santulli reported that the State Library has begun notifying library systems and central libraries of the need to create new 5-year library systems plans of service (2010-2016). Ms. Santulli relayed a recommendation from Mr. Sleeth that the new CCLD director should participate in the creation of the new plan of service created by the Southern Tier Library System.
- Ms. Santulli distributed a copy of the timeline for the construction of the new CCLD bookmobile. She stated that the earliest the Library District might expect delivery was November 2010.
- Ms. Santulli informed the Committee that the Bookmobile is, once again, off the road due to mechanical problems exacerbated by damage incurred during towing to the Transit System garage. Committee members expressed the desire that staff members should not use their own vehicles to deliver library materials to patrons living in outlying areas, but instead the Library District should rent a van for this purpose.
- Ms. Reynolds suggested a change in the meeting time of the Executive Committee, suggesting that the meeting begin at 6pm (instead of 7pm) in the future. Ms. Cook moved, seconded by Ms. Fitzpatrick, to make the change effective at the May 5<sup>th</sup> Executive Committee meeting.
- A suggestion was made for the ad hoc Policies Committee to review the Internet use policy. Further, it was stated that the new director participate in this review.
- Ms. Santulli presented & reviewed the Unpaid Bills Detail dated April 7<sup>th</sup>, 2010. Mr. Smith moved, seconded by Ms. Fitzgerald to approve payment of the General Fund (totaling \$75,865.74) bills and the Grant Fund (\$5,795.53). Motion carried.

The meeting adjourned at 7:32pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, May 5<sup>th</sup>, 2010 at 6pm in the Petrie Conference Room of the Steele Memorial Library.



**Report of the April 8<sup>th</sup>, 2010 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 Thursday, April 8<sup>th</sup>, 2010, beginning at 8:15am. Attending the meeting were CCLD board members Sue Cook, Denny Smith, and Robin Fitzgerald. Kathy Stickler, an auditor from Mengel, Metzger, Barr, attended the meeting to present the annual audit. Linda Vendelinder, a representative of Chemung Canal Trust Company's Business Client Services joined the meeting at 9am to present two new products offered by the CCTC. Also attending were Joan Santulli, CCLD Administrative Assistant, and Jim Sleeth, CCLD Director. The meeting opened at 8:15am.

The following topics were discussed:

- Kathy Stickler presented the CCLD 2009 audited financial statements in some detail. She reviewed the independent auditors' report, balance sheets, statements of activities and changes in net assets, notes to the financial statements (including long-term debt), and the detailed schedule of expenses. Ms. Stickler noted that the report represented a "clean" audit. Ms. Stickler fielded questions from members of the Committee. The audit will be forwarded to the full CCLD board for discussion at its April 15<sup>th</sup> meeting.
- Linda Vandeliner presented two new products – Positive Pay and ACH Debt Review – offered by CCTC. These two new products will help protect the Library District against fraud, at no cost to the Library District. The Budget & Finance Committee authorized CCLD to participate in these two services.
- Ms Santulli distributed and discussed the March 31, 2010 Financial Report. The report was forwarded to the CCLD board for consideration at its April 15<sup>th</sup> meeting.
- Ms. Santulli distributed and discussed the Unpaid Bills Detail for April 8<sup>th</sup>, 2010. She noted that the bill list includes the 1<sup>st</sup> quarter Utility bill from Chemung County and an invoice in the amount of \$3,624.75 to the Family Reading Partnership that will close out all of the Reach Out and Read funds currently held in the Library District bank account. The list also includes a check to Exeter in the amount of \$3,040 which represents funds received in 2009 for investment with the Steele Memorial Library Foundation for the benefit of the West Elmira Library. The Unpaid Bills Detail in the amount of \$43,088.74 was forwarded to the CCLD board for consideration at its April 15<sup>th</sup> meeting.
- Ms. Santulli noted that the Library District received an invoice from the Southern Tier Library System in the amount of \$7,337. The letter accompanying the invoice explains that the invoice is a result of a reduction by New York State of Central Library Aid. The reduction from the State came after STLS had already sent CCLD the 2009 check for CLD/CBA funding. The Committee agreed to pay this invoice from the Grant Fund. The Grant Fund Unpaid Bills detail was forwarded to the CCLD board for consideration at its April 15<sup>th</sup> meeting.

The meeting adjourned at 9:30am. The next meeting of the Budget & Finance Committee will be held on Thursday, May 13<sup>th</sup>, 2010 in the Petrie Conference Room of the Steele Memorial Library.