



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

Agenda

The December 2010 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, December 16th, 2010 at **6pm at the Steele Memorial Library, 101 E. Church Street 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 #2010-73)
4. Treasurer's report
 - a) Financial report (document #2010-74)
 - b) Report of Unpaid Bills Detail (document #2010-75)
5. Correspondence
6. President's report
7. Director's report
8. Committee reports:
 - a) Executive Committee (Reynolds)
 - 1) Report of the Committee meeting (document #2010-76)
 - b) Budget & Finance Committee (Fitzgerald)
 - 1) Report of the Committee meeting (document #2010-77)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee (document #2010-78)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

(Minutes of the November 2010 meeting of the Chemung County Library District Board of Trustees. Document #2010-73)

Minutes of the November 2010 meeting of the Chemung County Library District Board of Trustees. The November meeting was held on Thursday, November 18, 2010 at the Horseheads Free Library, 405 South Main Street, Horseheads, New York. The meeting was called to order at 6:00pm by President Georgia Reynolds. Present were Robin Fitzgerald, Judy Sell, Tina Hager, Sue Cook, Mary Beth Conwell, Ann Cady Allen C. Smith, Karl Schwesinger and Richard Roberts. Excused: Jan Kather and Jessica Roberts. Absent: Andrea Ogunwumi. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Minutes. The minutes of the October 2010 meetings (Document #2010-67) were presented for board review. Following a date change, the minutes were approved as distributed by unanimous consent.

Financial Report. The October 31, 2010 Financial Report (Document #2010-68) was presented for board review. By unanimous consent the October 31, 2010 Financial Report was approved as distributed and will be filed for audit.

Concerning the Report of Unpaid Bills (Document #2010-69). Ms. Fitzgerald noted that the unpaid bills include over \$97,000 for the new Bookmobile. With one additional invoice added and by unanimous consent, the board authorizes the payment of the unpaid bills dated 11/3/10 in the amount of \$125,728.58 (General Fund) and \$4,192.00 (Grant Fund) and the unpaid bill lists dated 11/4/10 as submitted in the amount of \$19,585.91 (General Fund).

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

- A thank you note to the Big Flats staff from a patron for their hard work.
- Thank you notes from 2 patrons for a Horseheads program headed up by Ms. Beschler.
- Notification of a December 9th workshop at Southern Tier Library System where their Long Range Plan for 2012-2016 will be discussed. Mr. Shaw stated that since the Steele Library is the Central Library for the Library System, CCLD should be represented by both board members and staff.

President's Report. President Reynolds reported that CSEA has informed her that they intend to move their grievance of the proposed Dress Code to arbitration. There is no timeline on the process. The Arbitrator will be paid for by both parties sharing the cost.

Justin Gregory, the teen artist who has been responsible for decorating the windows at the Big Flats Library, has been featured in the news recently.

Ms. Reynolds stated that she feels the snow removal issue at the Horseheads Free Library may be resolved soon with the Village of Horseheads. If not, then CCLD may have to contact the County Buildings & Grounds Department to see if they are willing to take over plowing the Horseheads Library parking lot.

Director's Report. Mr. Shaw reported several items of interest reported to the board:

- He has not yet received the results of the 2010 General Election showing the breakdown by district.
- The new Bookmobile has arrived at the Library District. Tedd Arnold, the artist working on the design of the exterior has not finished his drawings. The CCLD logo will be installed on the sides of the vehicle and it will be entered in the Thanksgiving Day Parade in Elmira.
- The Haunted Library program at the Steele Library was a huge success. Staff member Ms. Barrett is to be commended for the incredible job she did in coordinating the event. This is a good example of staff members reaching out to the community.
- The staff have been requested to complete an evaluation of the Continuing Education day activities held on November 12th. Staff comments will be compiled for all to review. Mr. Shaw stated that he is planning to hold a second Staff Training Day in the springtime with the topics of that day tailored more toward staff needs.

- In the last month he has attended the monthly meetings of the Big Flats Advocates, the Horseheads Friends group and the Public Library Foundation of Chemung County.
- A succession plan to be used in the Director's absence was sent out to the Department Heads. The plan no should be surprise to the staff as this plan has been in place all along. This plan will be forwarded to the full board as requested.

Regarding Personnel issues, Mr. Shaw reported that the Library District currently has two employees out on an extended leave due to health issues. Since the 2011 Budget was approved by the voters and there are new part-time positions listed in the budget, he requested approval of the creation of a part-time Microcomputer Specialist and a part-time Library Clerk (to be used as a floater in all of CCLD libraries) to be filled in January of 2011. He also requested that the two part-time Library Page positions listed in next year's budget be filled immediately in order to help with the shortage of staff as listed above. Mr. Smith moved, seconded by Mr. Schwesinger to approve the creation of four new part-time positions – a Microcomputer Specialist, a Library Clerk and two Library Pages. Motion was carried.

Mr. Roberts stated that he feels the Library District needs to have a long term plan. Mr. Shaw stated that he has looked at how to address vacancies in the future and is looking at hiring more part-time help to alleviate the Library District's cost for employee benefits that are paid to full-time staff. He stated that staffing levels must be monitored continually in order to maintain the best mix of positions to respond to a continually changing operational environment. He is also looking at the public service hours at each library and the possibility of being open additional time at the branches. Other things to look at are re-examining the need for Sunday hours, new hours for the Bookmobile on Saturdays and establishing a library presence on the south side of Elmira.

Mr. Shaw announced that he and his wife have purchased a house and are now residents of Chemung County.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2010-70). Ms. Reynolds stated that the engineer who inspected the Green Roof project at the Steele Memorial Library has informed her that he found no potential deficiencies that need to be remedied.

Ms. Reynolds also reported that the Horseheads Foundation has approved the purchase of three Early Literacy Stations for the Horseheads Free Library and have asked Ms. Corter to look into some sort of security system (possibly locking cases for the DVDs) for the library.

Regarding the enforcement of the "Dress Code", it is the consensus of the board to move forward with the trial period in December and enactment of the official policy in January of 2011.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2010-71). Ms. Fitzgerald stated it was a short meeting with nothing new to report.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee was presented in writing to the board (Document #2010-72) It was reported that Mr. Schwesinger will work on getting written specs and drawings for the signs for the library buildings so that the job can be put out for bid.

Ms. Santulli reported that the Steele Library has finally received the A.D.A. door handles from Kelly Brothers. The County Buildings & Grounds crew has stated that they will attempt to install the handles by the end of the year.

Regarding the placement of a memorial plaque honoring long time genealogy volunteer Elwyn (Bim) Vanetten, Ms. Hager moved, seconded by Ms. Fitzgerald to invest in the purchase of this plaque to be placed on the second floor of the Steele Memorial Library. Motion Carried.

Personnel Committee. Ms. Conwell reported that the Committee met November 9th and reviewed the first six month accomplishments of Director Ron Shaw and set goals for the next 6 months.

Marketing Committee. Ms. Reynolds reported that the Committee is looking at the Library District being involved in more community events in the future. The Committee is working on the ordering of promotional items such as shirts, pens, and pencils etc. that are imprinted with the Library District logo. They are looking to reach out to community agencies to work together on how the Library District can be enhanced to better meet their needs.

Regarding communicating with our patrons and residents of the County, the Library District “newsletter” will be created in-house in the future and we have subscribed to a 60 day free trial period of Constant Contact, an e-mail service to our patrons informing them of current events at their library. The Library District’s IT staff member is currently working on purchase and installation of TV monitors at each library that will be used to advertise upcoming events in the Library District.

Ad-Hoc Policy & By-Laws Committee. Ms. Hager reported that the Committee will now begin to work their way through each of the other Library District policies to make any necessary changes.

Old Business. Ms. Sell reported that the Horseheads School District has agreed to do Interlibrary Loan with the CCLD-Horseheads Free Library. This ILL is for teachers only and the details are being worked out with the supervisor of the library.

Public Expression. John Savash asked whether or not the Library District was included in any early retirement incentive offered by New York State. The answer was no.

The meeting was adjourned at 7:40pm. The next regular meeting of the board will be on Thursday, December 16th, 2010 at 6:00pm at the Steele Memorial Library, 101 East Church Street, Elmira, New York.

CHEMUNG COUNTY LIBRARY DISTRICT
Financial Report - NOVEMBER 30, 2010

(DOCUMENT #2010-74)

Income	2010 annual budget	Received to date	Balance remaining	Percentage received	Percentage through the year	Notes
Library Fines, Fees & Contributions	\$ 104,250	\$ 85,214	\$ 19,036	82%		
Grants (other than N.Y.S.)		426,692	(426,692)			Incl. final GATES funding for 2009 plus BF Adv \$1,000 & HH Friends \$4,500 plus EFC Federal Stimulus Funding
New Bookmobile fund		8,446	(8,446)			
Foundation Contributions	165,000	41,221	123,779	25%		Incl. funds for West Elmira Library = \$1,011
Library District Tax Receipts	2,437,502	2,451,930	(14,428)	101%		Incl. PILOT funds in lieu of taxes - \$14,428
Interest on Investments	15,000	15,599	(599)	104%		
State Aid						
Central Library Development	95,000	(4,364)	99,364	-5%		Amount returned to STLS
Central Book Aid	65,000	(2,973)	67,973	-5%		" " "
Local Library Services Aid	41,700	2,042	39,658	5%		Incl. final LLA funding for 2009
Other State Aid	1,600	10,432	(8,832)	652%		Closeout of all 2007 Projects
TOTAL INCOME	\$ 2,925,052	\$ 3,034,239	\$ (109,187)	103.73%	92%	

Expense	Annual Budget	Expended to date	Balance remaining	Percent Expended	Percentage through the year	Notes
Personnel						
Salaries	\$ 1,226,874	\$ 1,000,548	\$ 226,326	82%		
Sunday & Holiday Salaries	60,474	34,429	26,045	57%		
Employee Benefits	591,229	411,961	179,268	70%		
Subtotal - Personnel Expenses	1,878,577	1,446,938	431,639	77%	92%	
Contractual						
Equipment	89,855	47,714	42,141	53%		
Telephone	10,800	10,800	0	100%		
Supplies	36,100	36,100	0	100%		Includes \$15,475 in Gates Grant exp. plus 5,500 in '09/10 HFL gifts & \$3,040 WE Foundation '09
Travel & Continuing Education	28,080	14,085	13,995	50%		
Repairs & Maintenance	36,459	30,509	5,950	84%		
Postage	7,600	7,600	0	100%		\$6,000 used from Fund Balance
Education - Tuition Assistance	8,300	2,662	5,638	32%		
Library Materials (books, video, etc.)	302,000	293,403	8,597	97%		Includes \$3,625 RoaR acct. closed out
Utilities	97,650	84,518	13,132	87%		Incl. 4th quarter of 2009 expense
Building Cleaning Supplies	8,100	7,746	354	96%		
Fuel, Gas & Oil	2,000	1,365	635	68%		
Insurance	24,390	23,667	723	97%		
Vehicle Operation / Maintenance	2,500	2,500	0	100%		
Professional Fees (audit, engineer/legal fees)	114,100	96,100	18,000	84%		Incl. \$29,251- Interim Director plus \$23,427 for Green Roof
Data Processing Expenses	46,526	39,643	6,883	85%		
Payment of Taxes	4,845	4,463	382	92%		
Library Programming	20,500	20,500	0	100%		Includes \$8,150 spent from Friends Donations
Chemung County costs (B&G, vision)	17,049	8,973	8,076	53%		Incl. 4th quarter of 2009 expense
Capital Improvements	0	721,311	(721,311)			State construction and Green Roof expenses paid from GRANT
Contingency Fund	76,507	45,421	31,086	59%		Telephone \$359 Supply Line \$30,183 & Postage \$4,904 & Vehicle Maintenance \$882 & Programming \$9,093
Debt Service	63,114	46,134	16,980	73%		
TOTAL EXPENSE	\$ 2,875,052	\$ 2,992,153	\$ (117,101)	104%	92%	WITHOUT GREEN ROOF EXPENSE TOTAL EXPENDED = \$2,270,841 or 79% SPENT instead of 104%

Unpaid Bills Detail

As of December 9, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
AudioGo			
	12/09/2010	DVD purchases-ST	667.64
Total AudioGo			<u>667.64</u>
Blackbourn Media Packaging			
	12/09/2010	AV supplies for ST/BF/WE	75.58
Total Blackbourn Media Packaging			<u>75.58</u>
Brian P. Harris			
	12/09/2010	mileage reimb 10/26-12/02/10	50.00
Total Brian P. Harris			<u>50.00</u>
Broader View Weekly			
	12/09/2010	annual subscription 2 years-VE	66.00
Total Broader View Weekly			<u>66.00</u>
Capabilities, Inc.			
	12/09/2010	HH Janitor Services- Nov.	540.00
Total Capabilities, Inc.			<u>540.00</u>
Center Point Large Print			
	12/09/2010	BKM & Fiction large print	292.98
Total Center Point Large Print			<u>292.98</u>
Centurion Technologies			
	12/09/2010	Security software- Staff Computers	624.75
Total Centurion Technologies			<u>624.75</u>
Chemung Canal Trust Company			
	12/09/2010	misc credit card purchases-Nov	872.67
Total Chemung Canal Trust Company			<u>872.67</u>
Chemung County Historical Society, Inc.			
	12/09/2010	Historical Journal	35.00
Total Chemung County Historical Society, Inc.			<u>35.00</u>
Chemung County Treasurer			
	12/09/2010	Debt Service 4th Qtr	15,377.87
Total Chemung County Treasurer			<u>15,377.87</u>
Deborah L. Brimmer			
	12/09/2010	Book purchase for workshop	71.08
Total Deborah L. Brimmer			<u>71.08</u>
Dianne Patchett			
	12/09/2010	DVD purchases for BKM	51.84
Total Dianne Patchett			<u>51.84</u>
Family Reading Partnership			
	12/09/2010	Banner for VE Library	150.00
Total Family Reading Partnership			<u>150.00</u>
Fire Alarm Service Technology, Inc.			

Unpaid Bills Detail

As of December 9, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Fire Alarm Service Technology, Inc.	12/09/2010	Panic alarm monitoring @ BF/WE	<u>600.00</u> 600.00
First Transit			
Total First Transit	12/09/2010	Bookmobile fuel-11/04/10	<u>53.23</u> 53.23
Gale Group, Inc.			
Total Gale Group, Inc.	12/09/2010	ST fiction purchase	<u>623.08</u> 623.08
Gaylord Bros, Inc.			
Total Gaylord Bros, Inc.	12/09/2010	CD Display Case	<u>1,700.93</u> 1,700.93
H. L. Treu Office Supply Corp.			
Total H. L. Treu Office Supply Corp.	12/09/2010	Storage Boxes	<u>37.05</u> 37.05
Horwitz Supply Company			
Total Horwitz Supply Company	12/09/2010	Vacuum Repair- ST & HFL Libraries	<u>134.61</u> 134.61
HQ Home and Office			
Total HQ Home and Office	12/09/2010	Desks & Hutches - ST&WE	<u>871.14</u> 871.14
Imperial Door Controls, Inc.			
Total Imperial Door Controls, Inc.	12/09/2010	Door repair at ST	<u>51.84</u> 51.84
Jamex, Inc.			
Total Jamex, Inc.	12/09/2010	copy card/cleaning card supply for card readers	<u>405.80</u> 405.80
MidWest Tape			
Total MidWest Tape	12/09/2010	DVD/Audio purchases-HFL&ST	<u>4,101.71</u> 4,101.71
OBS, Inc.			
Total OBS, Inc.	12/09/2010	Final Payment on new Bookmobile	<u>10,857.00</u> 10,857.00
Oriental Trading Company, Inc.			
Total Oriental Trading Company, Inc.	12/09/2010	programming supplies-BF/WE	<u>93.36</u> 93.36
Perry & Carroll, Inc.			
Total Perry & Carroll, Inc.	12/09/2010	Insurance policies change-Auto	<u>255.00</u> 255.00
Random House, Inc.			
	12/09/2010	AV purchases-ST	<u>291.92</u>

Unpaid Bills Detail

As of December 9, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Random House, Inc.			291.92
Recorded Books			
	12/09/2010	Steele/WE AV purchases	551.95
Total Recorded Books			551.95
Reliable Computer Products			
	12/09/2010	Printer cartridges for ST/BKM/BF/VE	395.57
Total Reliable Computer Products			395.57
Research Technology International			
	12/09/2010	supplies for disc cleaning machine-HFL	114.95
Total Research Technology International			114.95
Sayles & Evans			
	12/09/2010	Legal fees 8/04-10/15/10	1,295.00
Total Sayles & Evans			1,295.00
Southern Tier Library System			
	12/09/2010	cost share 4th Qtr/processing fees, etc	14,150.17
Total Southern Tier Library System			14,150.17
Staples Business Advantage			
	12/09/2010	paper/supplies all libraries	586.87
Total Staples Business Advantage			586.87
Sunset Printers			
	12/09/2010	Time Off Cards	55.60
Total Sunset Printers			55.60
The Ithaca Journal			
	12/09/2010	annual subscription-ST 11/08/10-10/31/11	234.36
Total The Ithaca Journal			234.36
Unique Management Services, Inc.			
	12/09/2010	Collection fees -Oct/Nov 2010 all libraries	1,484.61
Total Unique Management Services, Inc.			1,484.61
USA-SIGN			
	12/09/2010	road signs for VE Library	218.44
Total USA-SIGN			218.44
Verizon			
	12/09/2010	phone service-ST	217.95
Total Verizon			217.95
Wegmans Food Markets Inc.			
	12/09/2010	Program Supplies-ST	7.80
Total Wegmans Food Markets Inc.			7.80
TOTAL			58,265.35

Unpaid Bills Detail

As of December 9, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
ABC-CLIO, Inc.			
	12/09/2010	Reference material	<u>853.20</u>
Total ABC-CLIO, Inc.			853.20
Bradford County Historical Society			
	12/09/2010	Map of Bradford County, PA	<u>37.50</u>
Total Bradford County Historical Society			37.50
International Code Council			
	12/09/2010	reference material	<u>586.56</u>
Total International Code Council			586.56
Southern Tier Library System			
	12/09/2010	processing fees	<u>88.50</u>
Total Southern Tier Library System			88.50
The History Center			
	12/09/2010	Non-Fiction Purchase	<u>39.90</u>
Total The History Center			<u>39.90</u>
			<u><u>1,605.66</u></u>

Unpaid Bills Detail

As of December 7, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Charles F. Evans Company, Inc.			
	12/07/2010	Partial pymt #2 "green roof" project at Steele Memorial Lit	266,433.00
Total Charles F. Evans Company, Inc.			<u>266,433.00</u>
Fagan Engineers			
	12/07/2010	Prof. Svc for Steele Green Roof-partial payment	5,271.12
Total Fagan Engineers			<u>5,271.12</u>
			<u><u>271,704.12</u></u>

Chemung County Library District Grant Fund

Document #2010-75

Unpaid Bills Detail

As of December 1, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
	12/01/2010	Reference materials	118.73
Total Baker & Taylor Books			<u>118.73</u>
Grey House Publishing			
	12/01/2010	Reference Material	163.00
Total Grey House Publishing			<u>163.00</u>
Ingram Library Services			
	12/01/2010	Reference & Non-Fiction book purchases-NOV	2,880.08
Total Ingram Library Services			<u>2,880.08</u>
New York Legal Publishing Corp.			
	12/01/2010	reference material	122.50
Total New York Legal Publishing Corp.			<u>122.50</u>
Ron Saunders			
	12/01/2010	Purchase of Books	60.00
Total Ron Saunders			<u>60.00</u>
Salem Press, Inc.			
	12/01/2010	Reference Material	421.00
Total Salem Press, Inc.			<u>421.00</u>
Southern Tier Library System			
	12/01/2010	processing fees	125.50
Total Southern Tier Library System			<u>125.50</u>
World Book Inc.			
	12/01/2010	Reference Material	869.00
Total World Book Inc.			<u>869.00</u>
			<u><u>4,759.81</u></u>

**Chemung County Library District General Fund
Unpaid Bills Detail**

Document #2010-75

As of December 1, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Alfred Box of Books			
	12/01/2010	Payment for lost book	<u>25.00</u>
Total Alfred Box of Books			25.00
Amazon Credit Plan			
	12/01/2010	purchases -all libraries/equip-WE	<u>2,198.34</u>
Total Amazon Credit Plan			2,198.34
AVcafe			
	12/01/2010	DVDs for HH JUV	<u>761.03</u>
Total AVcafe			761.03
Bureau of Education & Research			
	12/01/2010	ST/HFL Registration- workshop 12/16/10	<u>430.00</u>
Total Bureau of Education & Research			430.00
Cappy's			
	12/01/2010	newspapers for Oct.	<u>166.00</u>
Total Cappy's			166.00
Caroline Poppendeck			
	12/01/2010	mileage/meals for NYLA conference -NOV/reimb-s	<u>299.96</u>
Total Caroline Poppendeck			299.96
Chemung County Library District			
	12/01/2010	Petty Cash reimbursement - HH/WE	<u>387.52</u>
Total Chemung County Library District			387.52
Chris Corter			
	12/01/2010	Mileage Reimb-VE-10/30 - 11/17	<u>68.00</u>
Total Chris Corter			68.00
Colleen A. Hogan			
	12/01/2010	Patron Refund	<u>95.00</u>
Total Colleen A. Hogan			95.00
Darlene Placek			
	12/01/2010	Overpayment for Collection fees	<u>20.00</u>
Total Darlene Placek			20.00
Deborah L. Brimmer			
	12/01/2010	mileage reimbursement-NOV/2010 Insurance Reim	<u>349.00</u>
Total Deborah L. Brimmer			349.00
Dianne Patchett			
	12/01/2010	BKM book purchase/supplies for new BKM	<u>71.80</u>
Total Dianne Patchett			71.80
Donna L Hamilton			
	12/01/2010	Patron Refund	<u>44.50</u>
Total Donna L Hamilton			44.50

**Chemung County Library District General Fund
Unpaid Bills Detail**

Document #2010-75

As of December 1, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Elmira Water Board			
	12/01/2010	Water bills-STWE	291.38
Total Elmira Water Board			<u>291.38</u>
Ingram Library Services			
	12/01/2010	Library materials-all libraries	6,127.57
Total Ingram Library Services			<u>6,127.57</u>
Joan Santulli			
	12/01/2010	Mileage Reimb - 10/1-11/30, Ins. Reimb. 2010	233.90
Total Joan Santulli			<u>233.90</u>
John Tice			
	12/01/2010	Program at Steele 11/18	100.00
Total John Tice			<u>100.00</u>
Karen Whitman			
	12/01/2010	Patron Refund	45.00
Total Karen Whitman			<u>45.00</u>
Kimberly Jones			
	12/01/2010	mileage 10/20-11/17	89.85
Total Kimberly Jones			<u>89.85</u>
Kirkus Reviews			
	12/01/2010	annual subscription - HFL	450.00
Total Kirkus Reviews			<u>450.00</u>
MCI			
	12/01/2010	Long distance chg-HH	27.06
Total MCI			<u>27.06</u>
Michael R Lavin			
	12/01/2010	Speaker fee-Staff Training Workshop 11/12/10	417.45
Total Michael R Lavin			<u>417.45</u>
Purchase Power			
	12/01/2010	postage machine-ST	102.40
Total Purchase Power			<u>102.40</u>
Raymond Youngman			
	12/01/2010	Patron Refund	5.00
Total Raymond Youngman			<u>5.00</u>
Ronald Shaw			
	12/01/2010	NOV moving exp/mileage-Oct/Nov	967.94
Total Ronald Shaw			<u>967.94</u>
Rose Woodard			
	12/01/2010	book purchase/programming supplies-WE	435.44
Total Rose Woodard			<u>435.44</u>

**Chemung County Library District General Fund
Unpaid Bills Detail**

Document #2010-75

As of December 1, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Staples Credit Plan			
	12/01/2010	BF printer supplies/ST computer supply	<u>255.91</u>
Total Staples Credit Plan			255.91
Stuart Finch			
	12/01/2010	Mileage reimb-workshop 11/9/10	<u>97.00</u>
Total Stuart Finch			97.00
Time Warner Cable			
	12/01/2010	VPN service-HFL/WE & Phone svc @ HH	<u>504.90</u>
Total Time Warner Cable			504.90
Town of Big Flats			
	12/01/2010	BF water bill 8/4/10-10/28/10	<u>28.75</u>
Total Town of Big Flats			28.75
Verizon			
	12/01/2010	phone service-ST/WE	<u>523.74</u>
Total Verizon			523.74
Verizon Wireless			
	12/01/2010	BKM/IT Dept cellular service-NOV	<u>180.04</u>
Total Verizon Wireless			180.04
Village of Horseheads			
	12/01/2010	HFL water bill 7/13-10/15/10	<u>27.71</u>
Total Village of Horseheads			27.71
Warehouse Carpet Outlet Inc.			
	12/01/2010	Carpet Installation at VE	<u>2,412.00</u>
Total Warehouse Carpet Outlet Inc.			2,412.00
WLVY Radio			
	12/01/2010	Haunted Library @ ST-10/29	<u>500.00</u>
Total WLVY Radio			<u>500.00</u>
			<u><u>18,739.19</u></u>

Report of the December 1st 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, December 1st 2010, beginning at 6pm. Attending the meeting were Georgia Reynolds, Denny Smith and Robin Fitzgerald. Also attending were Library Director Ron Shaw and Joan Santulli, CCLD management. The meeting opened at 6pm.

President Reynolds stated that she is pleased that the Library District has been in the news in a positive manner several times in the last month and she commended Mr. Shaw for staying in contact with the news media.

Regarding the CSEA grievance of the Library District's Dress Code, Mr. Shaw notified the Committee that he has received the list of possible Arbitrators from the union and has forwarded the list to the Library District Attorney. He also reported that the Library District was a recipient of a \$100 donation from the Rotary Club's recent "Dancing with the Stars".

The December 9th Plan of Service meeting at the Southern Tier Library System was discussed. The Library System's Long Range Plan will be discussed. Ms. Reynolds stated that she will attend the meeting with Mr. Shaw and the staff as a representative of the Library District board of trustees.

The Committee discussed the need to appoint officers at the January meeting. There is currently a vacancy in the Vice-President position. Also at the January meeting, the President will make appointments to the board committees. There are currently vacancies on the Budget & Finance Committee and the Buildings & Grounds Committee. Board members should be appointed to at least one committee. There are also currently three vacant trustee positions on the board – those being in Districts #1, #9 and #13.

Ms. Santulli presented & reviewed the Unpaid Bills Detail dated December 1st 2010. Ms. Fitzgerald moved, seconded by Mr. Smith to approve payment of the General Fund bills totaling \$18,739.19 and Grant Fund bills in the amount of \$4,759.81. 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, January 5th, 2011 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2010-77

Report of the December 9th, 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, December 9th, 2010, beginning at 8:15am. Attending the meeting were CCLD board members Sue Cook, Georgia Reynolds, Denny Smith and Robin Fitzgerald. Also attending were Joan Santulli, CCLD Administrative Assistant, and Ron Shaw, CCLD Director. The meeting opened at 8:15am.

The following topics were discussed:

- Ms. Fitzgerald stated that the final CD in the amount of \$500,000 will come due on December 30th and a decision will need to be made about reinvesting it.
- The Committee reviewed the Fund Balance worksheet dated December 1st, 2010. The worksheet spells out the anticipated revenues and expenses for the remainder of the year as well as the current balances in the restricted accounts. The Fund Balance Report for 2010 will be distributed at the December 16th meeting of the full board.
- The Committee discussed the newest notification from the Southern Tier Library System regarding the Cost Share charges to CCLD for the upcoming year. The dollar amount listed is even higher than the amount that was proposed a few months ago. Ms. Cook requested that CCLD board members to receive more information from STLS on the explanation of the formula used and to compare the cost CCLD is paying to Central Libraries in other library systems in New York State.
- The Committee reviewed the November 30, 2010 Financial Report and directed that it be forwarded to the full CCLD board for its consideration.
- Unpaid Bills Detail. Ms. Santulli presented and discussed the December 9th, 2010 Unpaid Bills Detail, where General Fund bills totaled \$58,265.35 and Grant Fund bills totaled \$1,605.66. Items to note were the 4th quarter payments to the Chemung County Treasurer for Debt Service and the Southern Tier Library System for Cost Share. The final payment on the new Bookmobile is also included in the list. This Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

The meeting adjourned at 9:10am. The next meeting of the Budget & Finance Committee will be held on Thursday, January 13th, 2011 in the Petrie Conference Room of the Steele Memorial Library.

Document #2010 – 78

Report of the December 8th 2010 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, December 8th, 2010, beginning at 4pm. Attending the meeting were Karl Schwesinger and Georgia Reynolds. Also attending were Joan Santulli and Ron Shaw, CCLD Management. The meeting opened at 4:00pm.

The following topics were discussed:

- Mr. Schwesinger reported he expects the Green Roof project at the Steele Memorial Library to be completed by the end of this week. Collins & Walton will be installing a roof hydrant, with Evans Roofing handling the safety aspect of the job. A Change Order from Evans Roofing that will cover the cost of supplying the safety for the roof hydrant installation. Mr. Schwesinger stated that Change Order has been approved that reduces the Collins & Walton total bid by \$15,000. A weather station listed in the original bid documents will not be installed. He will submit the final paperwork to the State Environmental Facilities Corporation so that the project expenses can be paid out by the end of the year.
- Mr. Schwesinger stated that Fagan Engineers has completed a survey on Lake Minier at the Big Flats Library. This survey will assist in resolving the drainage problem at the library.
- Mr. Schwesinger reported that he is working on completing the specifications to put the new signage for all CCLD libraries out for bid. The specs will be very specific about what is needed in the removal of the current signs and will be more general in the specs for the new signage.

The meeting adjourned at 4:32pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, January 12th, 2011 at 4pm in the Director's Office at the Steele Memorial Library.