



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

## Agenda

The October 2010 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, October 21, 2010 at **6:00 pm at the BIG FLATS LIBRARY 78 CANAL ST. BIG FLATS, NY 14814**. The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Reynolds (796-9292), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (documents #2010-60)
4. Treasurer's report
  - a) Financial report (document #2010-61)
  - b) Report of Unpaid Bills Detail (document #2010-62)
5. Correspondence
6. President's report
7. Director's report
8. Committee reports:
  - a) Executive Committee (Reynolds)
    - 1) Report of the Committee meeting (document #2010-63)
  - b) Budget & Finance Committee (Fitzgerald)
    - 1) Report of the Committee meeting (document #2010-64)
  - c) Building & Grounds Committee (Schwesinger)
    - 1) Report of the Committee (document #2010-65)
  - d) Personnel Committee (Conwell)
  - e) Marketing Committee (Reynolds)
  - f) Ad-hoc Policy Committee (Hager)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

*(Minutes of the September 2010 meeting of the Chemung County Library District Board of Trustees. Document #2010-60)*

**Minutes of the September 2010 meeting of the Chemung County Library District Board of Trustees.**

The September meeting was held on Thursday, September 19, 2010 at the headquarters of the Southern Tier Library System in Painted Post, New York.

Before the start of the meeting, Ristiina Wigg, the Executive Director of the Southern Tier Library System (STLS) gave Library District board members a tour of the facility and explained the many faceted services that are provided to member libraries by the library system. The meeting was then called to order by President Georgia Reynolds. Present were Robin Fitzgerald, Judy Sell, Tina Hager, Sue Cook, Mary Beth Conwell, Jan Kather, Ann Cady Allen C. Smith, Karl Schwesinger and Richard Roberts. Excused: Jessica Roberts. Absent: Andrea Ogunwumi. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

President Reynolds stated that the order of the agenda would be changed to give time for Rusty Wigg to discuss and explain upcoming proposed increased costs to CCLD from STLS. Ms. Wigg stated that she considers the relationship between the library system and member libraries to be a partnership. While the cataloguing of library materials is a free service, STLS charges a minimal fee for the physical processing of the materials. Those fees are scheduled to increase in 2011 and 2012. Ms. Wigg explained in detail the formula used in the "Cost Share" charges to member libraries. "Cost Share" includes information technology services, Wi-Fi, Central Services, printers and the on line catalogue shared by all member libraries. The formula is based on an access fee, the number of computers in each library that have "Workflows" installed on them and is also based on the circulation figures for each library in the system. These "Cost Share" fees are scheduled to increase by 18% in 2011, 18% in 2012 and 19% in 2013. Ms. Wigg explained that in prior years, the Southern Tier Library System's funding has been 88% from the State of New York and the other 12% from member libraries. However, there has not been an increase in State funding in several years and as a result these percentages are changing, with more funding being needed from member libraries. Ms. Wigg stated that one thing that CCLD board members can do regarding funding is to be an active participant in advocacy with our State Legislators.

Ms. Cook asked a question about the duplication of services by STLS for member libraries. Ms. Wigg explained that while some of the larger libraries do not need certain services and that may seem to be a duplication of what the libraries already do, many of the smaller libraries do not have the resources to provide those services to their patrons. STLS provides services to 48 communities in a 5 county area. Ms. Reynolds thanked Ms. Wigg for allowing us to use the facility and for her time and explanations of the issues that concern CCLD.

**Minutes.** The minutes of the August 2010 meeting (Document #2010-55) were presented for board review. A spelling error was corrected and the minutes were approved as distributed by unanimous consent.

**Financial Report.** The August 31, 2010 Financial Report (Document #2010-56) was presented for board review. Ms. Fitzgerald stated this report shows the receipt of \$409,992 in funding from the Environmental Facilities Corporation for the "green roof" project and the distribution of \$342,130 paid out to contractors for that project. By unanimous consent the August 31, 2010 Financial Report was approved as distributed and will be filed for audit.

Concerning the Report of Unpaid Bills (Document #2010-57). With nothing out of the ordinary to report, by unanimous consent, the board authorizes the payment of the unpaid bills dated 9/1/10 in the amount of \$22,993.54 (General Fund) and the unpaid bill lists dated 9/9/10 as submitted in the amounts of \$20,319.69 (General Fund) and \$3,604.76 (Grant Fund).

**Correspondence.** Mr. Shaw passed around the folder that contained items which were previously sent to the board electronically.

**President's Report.** President Reynolds congratulated Library District Director Shaw on all the recent positive news coverage that CCLD has received.

Ms. Reynolds stated that she has received information from Kaplan Scrap Yard regarding how much money the Library District would receive should the decision be made to dispose of the old Bookmobile via this method. It was stated that other scrap yards should be contacted and that, in order to dispose of the vehicle, a legal notice will need to be placed in the newspaper. The decision on how to dispose of this vehicle will be made once the board has had an opportunity to see what other libraries have done with their outdated Bookmobiles.

President Reynolds informed the board that the next meeting of the Southern Tier Library System board of trustees is being held at the Steele Library on September 21<sup>st</sup> at 2pm. The newest appointment to the STLS board, Warren Conklin who represents Chemung County, will be present at this meeting. CCLD board members are invited to attend.

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

Update on Dress Code. A meeting was held during the month between the Library District Administration, the CCLD Attorney, Jim Young, and representatives from CSEA. The group was not able to come to a resolution on the issue. As a result of the meeting, union representatives have informed us that they intend to request a meeting with the Library District board of trustees to present their grievance as stipulated in the union contract.

Library Signage. Mr. Shaw reported that he recently spoke to a representative from Eastern Metal, the company that manufactured the current signs at CCLD libraries. He is still awaiting a response from the zoning officers of the various municipalities regarding the particular requirements for installing new signage.

Publicity / Marketing. He reported that he has received good feedback from community members regarding CCLD libraries. However, in his experience, he feels that CCLD is doing a poor job of marketing what we do. A cohesive marketing plan should be established by next year.

Continuing Ed Day. Michael Lavin, Electronic Resources Manager at University of Buffalo's Lockwood library and selector for graphic novels for the library's graphic novels collection has agreed to speak at the Continuing Ed day scheduled for November 12, 2010. Mr. Lavin's special interest is in the field of Graphic Novels which have been highly useful in teaching literacy. Mr. Smith encouraged board members to participate in the Continuing Ed day with CCLD staff members.

Van Etten Library. President Reynolds and Mr. Shaw attended the most recent meeting of the Town of Van Etten board of trustees. They were able to discuss the installation of new carpeting in the Van Etten Library and the purchase of a new exterior book drop and a shed to be used in the storage of discarded and / or donated books and programming supplies. Mr. Shaw stated that he plans on attending the Van Etten Field Days which is being held on Saturday, September 18<sup>th</sup>. Doris Jean Metzger, the Principal Library Clerk in charge of the Van Etten Library, plans to be actively involved in the Field Day activities.

New Bookmobile. The CCLD Bookmobile staff made a trip to Ohio to view the status of the new Bookmobile. During their tour, there were several glitches that came to their attention and they were able to make the necessary changes to the design.

Regarding Personnel issues, Mr. Shaw reported the following:

- Sue Schoeffler, a Library Page currently posted at the Horseheads Free Library, has been chosen to fill the part-time Library Clerk position at the West Elmira Library. The Library Page vacancy has been posted for current staff members to express an interest in transferring to Horseheads.

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2010-58). President Reynolds stated that in the past, the Village of Horseheads has mowed, trimmed and also provided snow removal for the Horseheads Free Library. They are no longer willing to do so. She and Director Shaw will request a meeting with representatives of the Barber Funeral Home who own

most of the parking area that the library uses with the hope of coming to some reasonable decision on who to hire to plow and shovel the Horseheads Library.

President Reynolds reported that the Committee discussed the possible liability to the Library District for groups using CCLD buildings after-hours when no staff members are present. The Library District's insurance company was contacted to determine the amount of liability this makes for CCLD. Discussion ensued. Mr. Roberts moved, seconded by Ms. Fitzgerald that in light of recent directives from the Library District's insurance company, the board directs Mr. Shaw to ensure enforcement of the current "Meeting Room" policy with regard to the use of library buildings after hours. Motion Carried.

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2010-59). Ms. Fitzgerald stated that it was a short meeting. The main topic of conversation was the receipt of the Federal Stimulus funding in the amount of \$409,992 for the "green roof" project at the Steele Memorial Library.

**Buildings & Grounds Committee.** There was no meeting of the Buildings & Grounds Committee in September. Mr. Schwesinger reported that the "green roof" project at the Steele Memorial Library is nearly complete. He has completed a request for payment to be submitted to the New York State Environmental Facilities Corporation for the following contractors: Two separate requests from Fagan Engineers, each in the amount of \$5,271 (totaling \$10,542); Collins & Walton \$29,129; Evans Roofing Company \$325,953.54; and a reimbursement to CCLD for legal fees in the amount of \$1,468. Ms. Kather moved, seconded by Mr. Smith to approve payment to the above contractors in the amounts listed for a total of \$367,092.54 in expenditures. Vote: 10 Yes, Mr. Schwesinger abstained. Motion Carried.

Mr. Schwesinger supplied the board members with copies of an Excel spreadsheet that shows the total costs of the "green roof" project by contractor, along with approved change orders and payments made to date. One change order listed that has not yet been approved is a railing to be installed around the roof, said change order amounting to \$48,210. Mr. Schwesinger recommends that CCLD does not install this railing as he does not feel it is necessary for security purposes. The consensus of the board is to forego the installation of this railing. Mr. Schwesinger also reported that he is currently seeking a quote from Collins & Walton on the installation of a weather station on the roof of the Steele Library.

**Marketing Committee.** Ms. Reynolds reported that the Committee now includes three new staff members. Following discussion, due to the cost involved, the Committee has made the decision that CCLD will no longer print and distribute the newsletters as has been done in the past. Other possible methods of marketing library events may be utilized including the website, calendars to be distributed at each library which advertise their events, and "Constant Contact" – an email listserv for which patrons can sign up for directly on the Library District website. Constant Contact is being used by other groups in our community and is very successful. It is a direct marketing tool. The Library District would be charged by the numbers of email addresses that are signed up to use the service. It was suggested that the Library District try the service for a 6 month period and then evaluate whether or not it is successful in marketing CCLD. The Committee looked at other marketing tools including golf & t-shirts, bumper stickers and banners that would be used when staff members are joining other community events.

**Ad-Hoc Policy & By-Laws Committee.** Ms. Hager reported that review of the Internet Policy will be tabled until next month. The next meeting of the Committee will be on September 27<sup>th</sup> at 6:30pm at the Horseheads Free Library.

**New Business.** Mr. Shaw informed the board that at the September meeting of the Friends of the Steele Memorial Library, the group agreed to use their funding to purchase "TumbleBooks", which is an online collection of animated, talking picture books that promote literacy. A second purchase approved for the Steele Library will be two early Literacy Stations for children ages 2 through 10. Each ELS includes 50 educational software programs that cover curricular areas such as social studies, science and math. These will replace some of the children's computers.

Ms. Sell reported that she is working on creating an Interlibrary Loan Coordination between the Horseheads School District and the Horseheads Free Library. She is working out the details for this service that would be a secondary source for classroom teachers to support their curriculum.

**Public Expression.** Mr. Shaw introduced Marc Chevalier, a representative of the Public Library Foundation of Chemung County. He attended the meeting as the liaison between the PLF and CCLD.

The meeting was adjourned at 8:52pm. The next regular meeting of the board will be on Thursday, October 21<sup>st</sup>, 2010 at 6:00pm at the [Big Flats Library](#), located at 78 Canal Street, Big Flats, New York.

**CHEMUNG COUNTY LIBRARY DISTRICT**  
**Financial Report - SEPTEMBER 30, 2010**

(DOCUMENT #2010-61)

Income	2010 annual budget	Received to date	Balance remaining	Percentage received	Percentage through the year	Notes
Library Fines, Fees & Contributions	\$ 104,250	\$ 67,393	\$ 36,857	65%		
Grants (other than N.Y.S.)		417,052	(417,052)			Incl. final GATES funding for 2009 plus BF Adv \$1,000 & HH Friends \$4,500 plus Federal Stimulus Funding EFC
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	4,456	10,544	30%		
<b>State Aid</b>						
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)			Closeout of all 2007 Projects
<b>TOTAL INCOME</b>	<b>\$ 2,925,052</b>	<b>\$ 2,995,635</b>	<b>\$ (70,583)</b>	<b>102.41%</b>	<b>75%</b>	

Expense	Annual Budget	Expended to date	Balance remaining	Percent Expended	Percentage through year	Notes
<b>Personnel</b>						
Salaries	\$ 1,226,874	\$ 822,968	\$ 403,906	67%		
Sunday & Holiday Salaries	60,474	22,644	37,830	37%		
Employee Benefits	591,229	357,133	234,096	60%		
<b>Subtotal - Personnel Expenses</b>	<b>1,878,577</b>	<b>1,202,745</b>	<b>675,832</b>	<b>64%</b>	<b>75%</b>	
<b>Contractual</b>						
Equipment	89,855	19,269	70,586	21%		
Telephone	10,800	9,496	1,304	88%		
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	10,624	17,456	38%		
Repairs & Maintenance	36,459	21,838	14,621	60%		
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	237,199	64,801	79%		Includes \$3,625 RoaR acct. closed out
Utilities	97,650	60,399	37,251	62%		Incl. 4th quarter of 2009 expense
Building Cleaning Supplies	8,100	4,841	3,259	60%		
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	93,257	20,843	82%		Incl. \$29,251- Interim Director plus \$23,427 for Green Roof
Data Processing Expenses	46,526	26,482	20,044	57%		
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	7,237	9,812	42%		Incl. 4th quarter of 2009 expense
Capital Improvements	0	618,654	(618,654)			State construction and Green Roof expenses
Contingency Fund	76,507	24,074	52,433	31%		SUPPLY LINE \$13,865 & Postage \$4,592 & VEHICLE MAINTENANCE \$882 & PROGRAMMING \$4,735
Debt Service	63,114	30,756	32,358	49%		

<b>TOTAL EXPENSE</b>	<b>\$ 2,875,052</b>	<b>\$ 2,465,728</b>	<b>\$ 409,324</b>	<b>86%</b>	<b>75%</b>
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**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
As of October 6, 2010

Document #2010-62

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Baker &amp; Taylor Books</b>			
	10/06/2010	Reference materials	181.74
Total Baker & Taylor Books			<u>181.74</u>
<b>EFA Torch</b>			
	10/06/2010	2010 yearbook for Steele Memorial Library	55.00
Total EFA Torch			<u>55.00</u>
<b>Grey House Publishing</b>			
	10/06/2010	Reference Material	163.00
Total Grey House Publishing			<u>163.00</u>
<b>Ingram Library Services</b>			
	10/06/2010	Non-Fiction book purchases-SEPT	1,701.23
Total Ingram Library Services			<u>1,701.23</u>
<b>Porter Sargent Publishers, Inc.</b>			
	10/06/2010	Reference materials	105.05
Total Porter Sargent Publishers, Inc.			<u>105.05</u>
<b>Sage Publications, Inc.</b>			
	10/06/2010	Reference materials	418.57
Total Sage Publications, Inc.			<u>418.57</u>
<b>SHS YEarbook</b>			
	10/06/2010	2010 yearbook for Steele Memorial Library	55.00
Total SHS YEarbook			<u>55.00</u>
<b>TOTAL</b>			<u><u>2,679.59</u></u>



## Unpaid Bills Detail

As of October 6, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Amazon Credit Plan</b>			
	10/06/2010	purchases -all libraries	1,255.45
Total Amazon Credit Plan			<u>1,255.45</u>
<b>AT&amp;T</b>			
	10/06/2010	long dist chg-BF	1.13
Total AT&T			<u>1.13</u>
<b>Casella Waste Systems, Inc.</b>			
	10/06/2010	garbage disposal-BF,WE,HFL for AUG	145.29
Total Casella Waste Systems, Inc.			<u>145.29</u>
<b>Center Point Large Print</b>			
	10/06/2010	BKM & Fiction large print	282.18
Total Center Point Large Print			<u>282.18</u>
<b>Chemung Canal Trust Company</b>			
	10/06/2010	misc credit card purchases-Sept	989.76
Total Chemung Canal Trust Company			<u>989.76</u>
<b>Chemung County Library District</b>			
	10/06/2010	Petty Cash reimbursement - BF/WE	449.48
Total Chemung County Library District			<u>449.48</u>
<b>Chris Corter</b>			
	10/06/2010	Volunteer party expenses/Insurance reimbursement	381.74
Total Chris Corter			<u>381.74</u>
<b>Deborah L. Brimmer</b>			
	10/06/2010	mileage reimbursement Aug/Sept	282.00
Total Deborah L. Brimmer			<u>282.00</u>
<b>Dianne Patchett</b>			
	10/06/2010	BKM programming/reimb for travel expenses	37.68
Total Dianne Patchett			<u>37.68</u>
<b>Elmira Water Board</b>			
	10/06/2010	Water bills-ST/WE	730.17
Total Elmira Water Board			<u>730.17</u>
<b>Ingram Library Services</b>			
	10/06/2010	Library materials-all libraries	11,534.37
Total Ingram Library Services			<u>11,534.37</u>
<b>Joan Santulli</b>			
	10/06/2010	Mileage Reimb - Feb 2010-Sept 2010	66.90
Total Joan Santulli			<u>66.90</u>
<b>Kimberly Jones</b>			
	10/06/2010	mileage 8/4-9/8 BKM stops	47.45
Total Kimberly Jones			<u>47.45</u>

## Unpaid Bills Detail

As of October 6, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>MCI</b>			
	10/06/2010	Long distance chg-ST/WE/HH	251.10
Total MCI			<u>251.10</u>
<b>Michelle Barrett</b>			
	10/06/2010	mileage Sept workshops	57.70
Total Michelle Barrett			<u>57.70</u>
<b>Petty Cash-Steele</b>			
	10/06/2010	Postage/supplies/purchases for SRC/Halloween pro	838.00
Total Petty Cash-Steele			<u>838.00</u>
<b>Purchase Power</b>			
	10/06/2010	postage machine-ST	45.00
Total Purchase Power			<u>45.00</u>
<b>Ronald Shaw</b>			
	10/06/2010	moving expense reimb - rent for September	795.00
Total Ronald Shaw			<u>795.00</u>
<b>Rose Woodard</b>			
	10/06/2010	book purchase/insurance reimb 2010	223.94
Total Rose Woodard			<u>223.94</u>
<b>Stagecraft, Inc.</b>			
	10/06/2010	repair of Booker costume -Library District mascot	710.00
Total Stagecraft, Inc.			<u>710.00</u>
<b>Star Gazette</b>			
	10/06/2010	annual subscription-HH	196.19
Total Star Gazette			<u>196.19</u>
<b>Tanglewood</b>			
	10/06/2010	STeele program in July	55.00
Total Tanglewood			<u>55.00</u>
<b>Time Warner Cable</b>			
	10/06/2010	VPN service-WE/HH for October	328.34
Total Time Warner Cable			<u>328.34</u>
<b>Verizon</b>			
	10/06/2010	phone service-BF/HH	172.88
Total Verizon			<u>172.88</u>
<b>Verizon Wireless</b>			
	10/06/2010	BKM/IT Dept cellular service-SEPT	123.55
Total Verizon Wireless			<u>123.55</u>
<b>Watkins Glen Public Library</b>			
	10/06/2010	Lost book belonging to Watkins -paid at ST	7.00

**Unpaid Bills Detail**

As of October 6, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Watkins Glen Public Library			<u>7.00</u>
<b>TOTAL</b>			<u><b>20,007.30</b></u>

**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
 As of October 14, 2010

Document #2010-62

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Infogroup/Polk City Directories</b>			
	10/14/2010	Reference materials	340.00
Total Infogroup/Polk City Directories			<u>340.00</u>
<b>Southern Tier Library System</b>			
	10/14/2010	downloadable audio books/processing fees	1,779.69
Total Southern Tier Library System			<u>1,779.69</u>
<b>T.A.E. High School</b>			
	10/14/2010	Yearbook for Steele Memorial Library	45.00
Total T.A.E. High School			<u>45.00</u>
<b>TOTAL</b>			<u><u>2,164.69</u></u>

## Unpaid Bills Detail

As of October 14, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>ABDO-SPOTLIGHT-MAGIC WAGON</b>			
	10/14/2010	HH JUV collection	<u>1,911.65</u>
Total ABDO-SPOTLIGHT-MAGIC WAGON			1,911.65
<b>American Book Returns</b>			
	10/14/2010	New book return for Van Etten	<u>2,613.00</u>
Total American Book Returns			2,613.00
<b>American Library Association</b>			
	10/14/2010	T-Shirts for Programming	<u>292.00</u>
Total American Library Association			292.00
<b>AudioGo</b>			
	10/14/2010	DVD purchases-ST	<u>335.83</u>
Total AudioGo			335.83
<b>AVcafe</b>			
	10/14/2010	DVDs for HH JUV	<u>551.12</u>
Total AVcafe			551.12
<b>Awe</b>			
	10/14/2010	Early Literacy Stations-ST	<u>6,444.00</u>
Total Awe			6,444.00
<b>Barnes &amp; Noble, Inc.</b>			
	10/14/2010	ST NonFiction Purchase	<u>40.00</u>
Total Barnes & Noble, Inc.			40.00
<b>Blackbourn Media Packaging</b>			
	10/14/2010	AV supplies for ST/BF/WE	<u>542.61</u>
Total Blackbourn Media Packaging			542.61
<b>Brodart Co.</b>			
	10/14/2010	Paperback rack/CD albums for HH	<u>2,573.26</u>
Total Brodart Co.			2,573.26
<b>Casella Waste Systems, Inc.</b>			
	10/14/2010	garbage disposal-BF,WE,HFL 9/1 - 12/31/10	<u>582.40</u>
Total Casella Waste Systems, Inc.			582.40
<b>Chemung County Buildings &amp; Grounds Dept.</b>			
	10/14/2010	Utility & Bldg Maint. chg- 3rd Qtr 2010	<u>26,096.29</u>
Total Chemung County Buildings & Grounds Dept.			26,096.29
<b>Chemung County Library District</b>			
	10/14/2010	Petty Cash reimbursement - BF	<u>137.69</u>
Total Chemung County Library District			137.69
<b>Chemung County Treasurer</b>			
	10/14/2010	Debt Service 3rd Qtr	<u>15,377.87</u>
Total Chemung County Treasurer			15,377.87

## Unpaid Bills Detail

As of October 14, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Chris Corter</b>			
	10/14/2010	Mileage Reimb-8/27/10-10/06/10	<u>125.00</u>
Total Chris Corter			125.00
<b>City of Elmira</b>			
	10/14/2010	fire inspection at ST	<u>37.50</u>
Total City of Elmira			37.50
<b>Creative Data Products</b>			
	10/14/2010	Overdue mailers-all libraries	<u>770.02</u>
Total Creative Data Products			770.02
<b>Demco, Inc.</b>			
	10/14/2010	supplies -all libraries	<u>545.69</u>
Total Demco, Inc.			545.69
<b>Dormann Library</b>			
	10/14/2010	Lost book paid by patron	<u>20.00</u>
Total Dormann Library			20.00
<b>Elmira Christian Academy</b>			
	10/14/2010	Advertisement in Sports program	<u>50.00</u>
Total Elmira Christian Academy			50.00
<b>Experts Exchange</b>			
	10/14/2010	IT Solutions license	<u>99.95</u>
Total Experts Exchange			99.95
<b>Fire Alarm Service Technology, Inc.</b>			
	10/14/2010	remount security cameras at Steele	<u>450.00</u>
Total Fire Alarm Service Technology, Inc.			450.00
<b>Gale Group, Inc.</b>			
	10/14/2010	ST fiction purchase	<u>1,087.99</u>
Total Gale Group, Inc.			1,087.99
<b>Gaylord Bros, Inc.</b>			
	10/14/2010	Globe for ST JUV/Supplies all libraries	<u>229.09</u>
Total Gaylord Bros, Inc.			229.09
<b>H. L. Treu Office Supply Corp.</b>			
	10/14/2010	2011 calendars ST/HH	<u>80.30</u>
Total H. L. Treu Office Supply Corp.			80.30
<b>Horseheads Do It Center</b>			
	10/14/2010	HFL - supplies	<u>28.92</u>
Total Horseheads Do It Center			28.92
<b>Horwitz Supply Company</b>			
	10/14/2010	paper/cleaning supply-ST - Fund Bal exp	<u>2,083.60</u>

## Unpaid Bills Detail

As of October 14, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Horwitz Supply Company			2,083.60
<b>HRATT</b>			
	10/14/2010	Annual Membership dues	40.00
Total HRATT			40.00
<b>JanWay Company USA, Inc.</b>			
	10/14/2010	Halloween bags/Story Stew aprons-all libraries	582.48
Total JanWay Company USA, Inc.			582.48
<b>Jennie Mathews</b>			
	10/14/2010	mileage reimbursement 10/7 workshop	74.00
Total Jennie Mathews			74.00
<b>Kapco</b>			
	10/14/2010	book mending supplies-all libraries	294.07
Total Kapco			294.07
<b>Lowe's</b>			
	10/14/2010	Purchase/Installation of shed for VE Library	1,994.01
Total Lowe's			1,994.01
<b>MidAmerica Books</b>			
	10/14/2010	Steele JUV book purchase	86.75
Total MidAmerica Books			86.75
<b>MidWest Tape</b>			
	10/14/2010	DVD/Audio purchases-HFL&ST	2,708.31
Total MidWest Tape			2,708.31
<b>Oriental Trading Company, Inc.</b>			
	10/14/2010	programming supplies-BF/ST	258.70
Total Oriental Trading Company, Inc.			258.70
<b>Petty Cash-Steele</b>			
	10/14/2010	Purchases for Halloween programs	426.03
Total Petty Cash-Steele			426.03
<b>Pitney Bowes</b>			
	10/14/2010	lease of mail machine 2010/2011 F.Bal	4,248.00
Total Pitney Bowes			4,248.00
<b>RadioShack Corporation</b>			
	10/14/2010	new phone Steele main number	31.98
Total RadioShack Corporation			31.98
<b>Random House, Inc.</b>			
	10/14/2010	AV purchases-ST	483.80
Total Random House, Inc.			483.80
<b>Recorded Books</b>			

## Unpaid Bills Detail

As of October 14, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
	10/14/2010	Steele purchases	<u>1,046.21</u>
Total Recorded Books			1,046.21
<b>Reliable Computer Products</b>			
	10/14/2010	Printer cartridges for ST/BKM/BF/VE	<u>576.67</u>
Total Reliable Computer Products			576.67
<b>Secure-It, Inc.</b>			
	10/14/2010	locking cables for computers	<u>599.73</u>
Total Secure-It, Inc.			599.73
<b>Seneca Data</b>			
	10/14/2010	upgrade staff computers-BF/HH/ST/WE	<u>10,440.00</u>
Total Seneca Data			10,440.00
<b>SKJ Facilities Management, Inc.</b>			
	10/14/2010	HFL Janitor services 8/15-9/19	<u>720.00</u>
Total SKJ Facilities Management, Inc.			720.00
<b>Southern Tier Library System</b>			
	10/14/2010	processing fees-Sept	<u>13,503.11</u>
Total Southern Tier Library System			13,503.11
<b>Specialty Vehicle Services, LLC</b>			
	10/14/2010	Phase 3-Procurement of NEW BKM	<u>2,950.00</u>
Total Specialty Vehicle Services, LLC			2,950.00
<b>Staples Business Advantage</b>			
	10/14/2010	paper/supplies all libraries	<u>1,572.15</u>
Total Staples Business Advantage			1,572.15
<b>Sunset Printers</b>			
	10/14/2010	Business cards, etc	<u>213.57</u>
Total Sunset Printers			213.57
<b>Supermedia LLC</b>			
	10/14/2010	Phone book directories-Yellow page ad- Oct-M	<u>151.90</u>
Total Supermedia LLC			151.90
<b>Swift Office Equipment, Inc.</b>			
	10/14/2010	Quarterly Maintenance contracts on HFL/ST c	<u>667.73</u>
Total Swift Office Equipment, Inc.			667.73
<b>Time Warner Cable</b>			
	10/14/2010	VPN service-BF payment for 6 months	<u>901.02</u>
Total Time Warner Cable			901.02
<b>Unique Management Services, Inc.</b>			
	10/14/2010	Collection fees -Sept 2010 all libraries	<u>649.63</u>
Total Unique Management Services, Inc.			649.63



**Unpaid Bills Detail**

As of October 14, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Verizon</b>			
	10/14/2010	phone service-BF/HH	<u>527.76</u>
Total Verizon			527.76
<b>Westbrook Enterprises, LLC</b>			
	10/14/2010	Electrical Wiring in IT Office	<u>255.78</u>
Total Westbrook Enterprises, LLC			<u>255.78</u>
<b>TOTAL</b>			<u><u>109,109.17</u></u>

**Report of the October 6<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, October 6<sup>th</sup>, 2010, beginning at 6pm. Attending the meeting were Georgia Reynolds, Sue Cook and Robin Fitzgerald. Also attending were Library Director Ron Shaw and Joan Santulli, CCLD management. The meeting opened at 6pm.

President Reynolds reported receipt of a letter from Bruce Letts, an engineer who has been assigned as the site inspector for the "Green Roof" project at the Steele Memorial Library. Mr. Letts will be monitoring the construction progress and will also be verifying the Library District's compliance with ARRA (American Recovery & Reinvestment Act of 2009) and other requirements. Mr. Schwesinger has been made aware of this inspection.

Ms. Reynolds reported that the Marketing Committee is continuing to work on the proposed signage for the Library District buildings. Due to the expected cost, it appears that the proposed purchase will need to be put out for bid. Mr. Rubin has submitted one sign design.

Mr. Shaw reported that he is in the process of transferring staff members into positions at different libraries. In looking to the future, these staff transfers will identify staff members who have the skills and abilities necessary to be considered for leadership roles that will become open due to retirements, etc.

Mr. Shaw also discussed the following:

- The November 12<sup>th</sup> Continuing Ed day schedule has been finalized. Supervisors will be assigning their staff members for attendance at the appropriate workshops for their positions at the Library District.
- The delivery of the new Bookmobile is expected on October 29, 2010. The board will need to discuss any plans for dedication of the new vehicle.
- Department Heads continue to submit requests for items to be purchased with Fund Balance funding as approved by the board.
- There has been no communication from the CSEA regarding the Dress Code issue. Mr. Shaw has spoken to both the President and Vice-President of the local unit requesting that this issue move forward.
- Both the Internet Policy and the Meeting Room Policy will be sent to the full board for review and discussion at the October meeting.
- A new part-time Library Page has been hired for the Horseheads Free Library to replace the employee who transferred to the West Elmira Library.
- The Friends of the Steele Memorial Library have a new President. He has indicated that the Friends wish to stagger their funding of the libraries throughout the year. They do not want their funding to be used to support expenditures for operations.
- At the Van Etten Library, plans are underway to purchase a new book drop and shed and to install new carpeting in the main room of the library.

Ms. Santulli presented & reviewed the Unpaid Bills Detail dated October 6<sup>th</sup>, 2010. Mr. Cook moved, seconded by Ms. Fitzgerald to approve payment of the General Fund bills totaling \$20,007.30 and Grant Fund bills in the amount of \$2,679.59. Motion carried.

The meeting adjourned at 7:00pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, November 3<sup>rd</sup>, 2010 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

## Document #2010-64

### Report of the October 14<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, October 14<sup>th</sup>, 2010, beginning at 8:15am. Attending the meeting were CCLD board members Sue Cook, Georgia Reynolds 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 Santulli distributed and discussed the September 30<sup>th</sup>, 2010 Financial Report. She stated that this report includes invoices for the 3<sup>rd</sup> quarter utility usage for all CCLD libraries and the 3<sup>rd</sup> quarter data processing fees paid to STLS. It also includes a payment to the Bookmobile consultant for completion of Phase 3 consulting agreement for the project. The Library District has not yet received the 2010 funding from the State for the Central Library Development and Central Book Aid. The report was forwarded to the CCLD board for consideration at its October 21<sup>st</sup> meeting.
- Ms. Santulli distributed and discussed the Unpaid Bills Detail dated October 14<sup>th</sup>, 2010. The Unpaid Bills Detail in the amount of \$2,164.69 (Grant Fund) and \$109,109.17 (General Fund) were forwarded to the CCLD board for consideration at its October 21<sup>st</sup> meeting.

The meeting adjourned at 8:40am. The next meeting of the Budget & Finance Committee will be held on Thursday, **November 4<sup>th</sup>**, 2010 (one week early due to the Veteran's Day holiday) in the Petrie Conference Room of the Steele Memorial Library.

**Document #2010 – 65**

**Report of the October 13<sup>th</sup>, 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, October 13<sup>th</sup>, 2010, beginning at 4pm. Attending the meeting were Karl Schwesinger and Jan Kather. Also attending were Joan Santulli and Ron Shaw, CCLD Management. The meeting opened at 4:00pm.

The following topics were discussed:

- Mr. Schwesinger reported that the “green roof” project at the Steele Memorial Library is near completion. During a meeting with the representative from Evans Roofing Company, three change orders were approved as follows: (1) an additional \$344.53 to repair the accidental damage of an electrical conduit; (2) an additional \$1,800 for labor & materials necessary for proper irrigation of the roof garden and (3) a decrease of \$50,000 for the roof hatch/ladder allowance (work is being completed under previous change orders). Mr. Schwesinger stated that he is awaiting a price from Collins & Walton for the installation of a monitoring system on the roof.
- Mr. Schwesinger reported that the Library District has been notified that the “Green Roof” project is being audited by an engineer who will be verifying compliance with the American Recovery & Reinvestment Act (ARRA or Buy American) and other New York State Environmental Facilities Corporation requirements. He stated that he has the required paperwork for the auditor to review and is confident that there will be no problems with the audit.

Regarding the 2008 projects that have leftover funding -- West Elmira project (\$32,802.20), Steele Memorial Library project (\$4,672.94), and Big Flats Library project (\$16,589.93), Mr. Schwesinger will contact Elmira Structures, the Contractor who originally worked on these projects to determine whether or not any additional work can be completed under a change order with them.

The meeting adjourned at 4:35pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, November 10<sup>th</sup>, 2010 at 4pm in the Director’s Office at the Steele Memorial Library.