



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

Agenda

The June 2011 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, June 16, 2011 6:00 pm at **the Steele Memorial Library, 101 E. Church St. Elmira, NY 14901**. The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Reynolds (796-9292), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (documents #2011-31)
4. Treasurer's report
 - a) Financial report (document #2011-32)
 - b) Report of Unpaid Bills Detail (document #2011-33)
5. Correspondence
6. President's report
7. Director's report
8. Committee reports:
 - a) Executive Committee (Reynolds)
 - 1) Report of the Committee meeting (document #2011-34)
 - b) Budget & Finance Committee (Fitzgerald)
 - 1) Report of the Committee meeting (document #2011-35)
 - c) Building & Grounds Committee (Schwesinger)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

(Minutes of the May 2011 meeting of the Chemung County Library District Board of Trustees. Document #2011-31)

Minutes of the May 2011 meeting of the Chemung County Library District Board of Trustees. The May meeting was held on Thursday, May 19, 2011 at the Van Etten Library, 83 Main Street, Van Etten, New York. The meeting was called to order at 6:05pm by President Georgia Reynolds. Present were Rita Dery, Robin Fitzgerald, John Savash, Tina Hager, Marge Kappanadze, Gail McGee, Allen C. Smith, Karl Schwesinger, Jessica Roberts and Richard Roberts. Excused: Sue Cook, Mary Beth Conwell and Ann Cady. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Doris Jean Metzger, the Principal Library Clerk in charge of the Van Etten Library was introduced to the board. She spoke briefly about the programs and services offered by her library. Board members expressed their pleasure regarding the many improvements that have been made to the Van Etten Library in the past year. The Town of Van Etten is to be commended for the attention and improvements to the library that they have been responsible for.

Minutes. The minutes of the April 2011 meeting (Document #2011-25) were presented for board review. The minutes were approved as distributed by unanimous consent.

Financial Report. The April 30, 2011 Financial Report (Document #2011-26) was presented for board review. By unanimous consent the April 30, 2011 Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2011-27). Ms. Fitzgerald requested that an additional invoice be added to the list. A \$3,000 deposit from the SML Foundation was placed erroneously in CCLD accounts instead of the Foundation account. By unanimous consent, the board authorizes the payment of the unpaid bills dated 5/4/11 – General Fund \$23,281.54, Grant Fund - \$3,010.49 and dated 5/11/11 – Grant Fund - \$314.00, General Fund \$45,608.56 as amended. Ms. Fitzgerald stated that the Library District should consider getting quotes from auditing firms prior to doing the audit for the current year.

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

- A letter from the Public Library Foundation of Chemung County that accompanied their 1st quarter donation of \$10,000 to be used at the Horseheads Free Library as delineated in the letter
- A letter from Ristiina Wigg, the Director of the Southern Tier Library System, thanking the Library District for the use of their meeting rooms for their April board and committee meetings.

President's Report. Ms. Reynolds reported that Library District Director Ron Shaw has completed the "Leadership Chemung" program and has received an award for the completion of this program.

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

- A meeting is expected soon with Town of Southport Supervisor, David Sheen, regarding the possibility of library space in their new Southport Community Center building.
- The Friends of the Steele Library have approved funding for a "quiet room" at the Steele Memorial Library. This funding will be a match with the State Construction Fund grant program.
- The new signage for CCLD library buildings is currently being manufactured by Eastern Metal.
- A representative from the company that supplied the sedum for the green roof at the Steele Library inspected the roof. The roof has many weeds that need to be removed.
- The Friends of the Horseheads Free Library have donated \$6,000 to support various programs and events at that library.
- Bookmobile staff, Mr. Shaw and Ms. Fitzgerald attended a meeting where the Bookmobile received the "Synergy" award from the Chemung County Youth Bureau.

Regarding Personnel issues, Mr. Shaw reported the following:

- The current part-time Principal Library Clerk at the Van Etten Library has been appointed to a permanent position. Ms. Metzger has a Masters Degree in Library Science.
- The staff member who has been working as a temporary Library Clerk at the Steele Library has been appointed as a permanent employee to fill a vacancy at the Horseheads Library.
- A part-time Library Page has been hired at the Steele Memorial Library to fill a vacancy.

Articles of interest for board members included:

- The new CCLD Electronic Newsletter from May 2011. The newsletter is available online as well and the public will have printed copies available at the branches.
- The *STLS Update* from May 2011.
- An article from NPR “Publishers Navigate the “Open Road” of E-Books” which mentions the trend of reissuing classic books in eBook format only.
- A newspaper article in the May 9, 2011 edition of the *New York Times* entitled, “Goodbye, DVD. Hello, Future” which mentions the impact that Blu-ray sales are having on DVDs and the potential impact it will have on library budgets.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2011-28). Ms. Reynolds reported that the payment to employees affected by the error in the 2009 & 2010 Salary Schedules of the union contract have agreed to receive straight pay for the hours and the payment was made last week. She stated that the CCLD newsletter is now available, both electronically and in print. She also stated that the Library District has received the trademark copyright for the Tedd Arnold designs on the Bookmobile.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2011-29). Ms. Fitzgerald reported a short meeting where the 2012 budget timeline was distributed. The deadline for CCLD Committee budget requests is June 8, 2011.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2011-30) Mr. Schwesinger reported he is working mostly on closing out the old State Construction projects. He expects to have quotes from contractors next week.

Marketing Committee. Ms. Reynolds reported that they are working with staff to have a district-wide party for kids who complete the Summer Reading Club. It will be held at Eldridge Park in August. They are also considering supplying t-shirts as prizes for the kids who complete the program.

The Committee is also planning to install signs on 5 billboards around the County. The funding for this idea is available because the cost of the signage came in under budget. They are currently gathering ideas for the billboard designs and looking at areas that may be available to rent. They expect to have a different message regarding the Library District on each billboard.

Negotiating Committee. It was reported that they have met with the CCLD attorney and look forward to meeting with union representatives.

Personnel Committee. Mr. Smith reported that the Committee met and completed their evaluation of the Library District Director Ron Shaw. They reviewed the results with him and have requested that at the next meeting, Mr. Shaw submit his goals for the coming year. At this time the board needs to discuss personnel issues. Mr. Smith moved, seconded by Mr. Richards to move into Executive Session. Mr. Smith moved, seconded by Mr. Savash to come out of Executive Session.

Old Business. Ms. Hager gave an update on the Elmira Promenade. She stated that the Library District has been chosen to be the Area Coordinator of the “Knowledge & History” area of the Promenade, which will be located near the Steele Memorial Library. Other focus areas are “The Arts” coordinated by the Community Arts of Elmira and “Environment/Health-Riverfront Park” coordinated by Tanglewood.

Public Expression. None.

The meeting was adjourned at 7:50pm. The next regular meeting of the board will be held on Thursday, June 16, 2011 at 6:00pm at the Steele Memorial Library, 101 East Church Street, Elmira, New York.

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2011-32)

Financial Report - MAY 31, 2011

Income	2011 annual budget	Received to date	Balance remaining	Percentage received	Percentage through the year	Notes
Library Fines, Fees & Contributions	\$ 80,560	\$ 66,532	\$ 14,028	83%		Includes \$10,000 donation to be sent to Steele Foundation
Grants (other than N.Y.S.)		76,540				Incl funds -State EFC for the "Green Roof" project plus \$10,000 from Steele Friends
Foundation Contributions	165,000	10,100	154,900	6%		West Elmira Bridge Club donation
Library District Tax Receipts	2,481,966	2,491,491	(9,525)	100%		Includes PILOT funds in lieu of taxes
Interest on Investments	7,500	730	6,770	10%		
State Aid						
Central Library Development	88,125	86,833	1,292	99%		2010 distribution
Central Book Aid	60,371	59,130	1,241	98%		2010 distribution
Local Library Services Aid	40,550	34,591	5,959	85%		2010 distribution
Other State Aid	1,600	0	1,600	0%		
TOTAL INCOME	\$ 2,925,672	\$ 2,825,947	\$ 176,265	96.59%	42%	

Expense	Annual Budget	Expended to date	Balance remaining	Percent Expended	Percentage through year	Notes
Personnel						
Salaries	\$ 1,258,971	\$ 494,407	\$ 764,564	39%		
Sunday & Holiday Salaries	58,785	22,020	36,765	37%		
Employee Benefits	614,048	222,338	391,710	36%		
Subtotal - Personnel Expenses	1,931,804	738,765	1,193,039	38%	42%	
Contractual						
Equipment	11,307	7,490	3,817	66%		
Telephone	12,840	3,393	9,447	26%		
Supplies	39,300	29,208	10,092	74%		Includes \$6,000+ Marketing Committee Purchases plus \$1,972 fund balance purchase from 2010
Travel & Continuing Education	28,422	7,928	20,494	28%		
Repairs & Maintenance	42,789	21,089	21,700	49%		Incl. \$3,400 for new blinds at HFL paid for by HH Foundation
Postage	9,500	315	9,185	3%		
Education - Tuition Assistance	3,600	1,815	1,785	50%		
Library Materials (books, video, etc.)	311,060	129,222	181,838	42%		
Utilities	97,650	38,220	59,430	39%		Incl. 4th Qtr of 2010
Building Cleaning Supplies	8,500	7,975	525	94%		
Fuel, Gas & Oil	2,500	1,442	1,058	58%		
Insurance	35,000	14,465	20,535	41%		
Vehicle Operation / Maintenance	1,000	0	1,000	0%		
Professional Fees (audit, engineer/legal fees)	53,400	48,248	5,152	90%		Incl. FINAL pymt to Fagan Engineers for Green Roof project
Data Processing Expenses	61,063	17,638	43,425	29%		
Payment of Taxes	4,595	4,504	91	98%		
Library Programming	22,500	12,091	10,409	54%		
Chemung County costs (B&G, vision)	17,049	5,652	11,397	33%		
Capital Improvements	50,200	48,071	2,129	0%		Payments for the "Green Roof" project at the Steele Library
Contingency Fund	71,380		71,380	0%		
Debt Service	61,713	15,428	46,285	25%		
TOTAL EXPENSE	\$ 2,877,172	\$ 1,152,959	\$ 1,724,213	40%	42%	

Chemung County Library District General Fund
Unpaid Bills Detail
As of June 8, 2011

Document #2011-33

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
American Library Association			
	06/08/2011	Programming-ST JUV	33.50
Total American Library Association			<u>33.50</u>
Belfast Public Library			
	06/08/2011	Payment for lost book	10.00
Total Belfast Public Library			<u>10.00</u>
Belmont Free Library			
	06/08/2011	Payment for Lost Book	7.00
Total Belmont Free Library			<u>7.00</u>
Brian P. Harris			
	06/08/2011	Mileage reimbursement-April/May	76.00
Total Brian P. Harris			<u>76.00</u>
Brodart Co.			
	06/08/2011	Labels for books-HH/ST	29.25
Total Brodart Co.			<u>29.25</u>
Capabilities, Inc.			
	06/08/2011	HFL,WE,BF Janitor Services- May	1,380.00
Total Capabilities, Inc.			<u>1,380.00</u>
Chemung Canal Trust Company			
	06/08/2011	misc credit card purchases-May	1,106.82
Total Chemung Canal Trust Company			<u>1,106.82</u>
Chemung County Library District			
	06/08/2011	Petty Cash reimbursement - HFL	110.21
Total Chemung County Library District			<u>110.21</u>
Chemung County Treasurer			
	06/08/2011	Debt Service Balance paid for fiscal year 2011 -- ST	46,284.64
Total Chemung County Treasurer			<u>46,284.64</u>
Deborah L. Brimmer			
	06/08/2011	mileage 5/2/11 - 5/31/11	168.00
Total Deborah L. Brimmer			<u>168.00</u>
Demco, Inc.			
	06/08/2011	3 Pocket Literature Holder- ST	54.44
Total Demco, Inc.			<u>54.44</u>
FAUSTWORK MASK THEATRE			
	06/08/2011	Programming HFL, WE,& ST	2,983.68
Total FAUSTWORK MASK THEATRE			<u>2,983.68</u>
First Transit			
	06/08/2011	Bookmobile fuel-May 2011	225.52
Total First Transit			<u>225.52</u>

Unpaid Bills Detail

As of June 8, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
H. L. Treu Office Supply Corp.			
	06/08/2011	Stamp kit-WE	20.30
Total H. L. Treu Office Supply Corp.			<u>20.30</u>
Horseheads Parks & Recreation			
	06/08/2011	Programming-HFL at Teal Park	20.00
Total Horseheads Parks & Recreation			<u>20.00</u>
Image Integrator			
	06/07/2011	Purchase new MF/Scanner equip.-funded by SML Friends	10,000.00
Total Image Integrator			<u>10,000.00</u>
Life In The Finger Lakes			
	06/08/2011	Periodical subscription - BF	13.95
Total Life In The Finger Lakes			<u>13.95</u>
Lindsay Kuhn			
	06/08/2011	6/28 Program-BF	150.00
Total Lindsay Kuhn			<u>150.00</u>
Mengel Metzger & Barr			
	06/08/2011	2010 Audit -Final Payment	2,720.00
Total Mengel Metzger & Barr			<u>2,720.00</u>
MidWest Tape			
	06/08/2011	DVD/Audio purchases-HFL&ST	2,778.76
Total MidWest Tape			<u>2,778.76</u>
Perry & Carroll, Inc.			
	06/08/2011	Insurance policies- 3rd payment 2011	5,011.00
Total Perry & Carroll, Inc.			<u>5,011.00</u>
Quicker Printer			
	06/08/2011	SRC brochure-All Libraries	720.00
Total Quicker Printer			<u>720.00</u>
Raco Industries			
	06/08/2011	Thermal Receipt Printers	1,210.50
Total Raco Industries			<u>1,210.50</u>
Random House, Inc.			
	06/08/2011	AV purchases-ST	507.37
Total Random House, Inc.			<u>507.37</u>
Regina Carpenter			
	06/08/2011	6/29 Program-VE	230.00
Total Regina Carpenter			<u>230.00</u>
Ronald Shaw			
	06/08/2011	Mileage reimbursement December-May	143.50
Total Ronald Shaw			<u>143.50</u>

Unpaid Bills Detail

As of June 8, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Southeast Steuben County Library			
	06/08/2011	Collection fees belonging to SSL coll at ST	20.00
Total Southeast Steuben County Library			<u>20.00</u>
Southern Tier Library System			
	06/08/2011	2nd quarter Cost Share & Processing for May	15,369.25
Total Southern Tier Library System			<u>15,369.25</u>
Staples Business Advantage			
	06/08/2011	paper/supplies all libraries	430.65
Total Staples Business Advantage			<u>430.65</u>
SUPERCLEAN Carpet Service			
	06/08/2011	HFL-carpet cleaning	525.00
Total SUPERCLEAN Carpet Service			<u>525.00</u>
Tales 'n Tunes			
	06/08/2011	July 12 program at BF	450.00
Total Tales 'n Tunes			<u>450.00</u>
Unique Management Services, Inc.			
	06/08/2011	Collection fees - May 2011 all libraries	368.86
Total Unique Management Services, Inc.			<u>368.86</u>
Verizon			
	06/08/2011	phone service - ST & WE	410.35
Total Verizon			<u>410.35</u>
			<u><u>93,568.55</u></u>

Chemung County Library District Grant Fund
Unpaid Bills Detail
 As of June 8, 2011

Document #2011-33

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
	06/08/2011	Reference materials	6.53
Total Baker & Taylor Books			<u>6.53</u>
 Southern Tier Library System			
	06/08/2011	Downloadable Audio Bks/Processing fees-May	2,965.87
Total Southern Tier Library System			<u>2,965.87</u>
			<u><u>2,972.40</u></u>

Unpaid Bills Detail

As of June 1, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	06/01/2011	March thru May purchases - ST, WE, & BF	1,332.50
Total Amazon Credit Plan			<u>1,332.50</u>
AudioGo			
	06/01/2011	CD purchases-ST	551.73
Total AudioGo			<u>551.73</u>
Barnes & Noble, Inc.			
	06/01/2011	Book Purchase - HFL	35.00
Total Barnes & Noble, Inc.			<u>35.00</u>
Brian Ewanyk			
	06/01/2011	Mileage reimbursement -May	39.00
Total Brian Ewanyk			<u>39.00</u>
Brian P. Harris			
	06/01/2011	Programming-Summer Reading Club	71.44
Total Brian P. Harris			<u>71.44</u>
Cappy's			
	06/01/2011	newspapers-May	136.00
Total Cappy's			<u>136.00</u>
Caroline Poppendeck			
	06/01/2011	Programming & Workshop	30.58
Total Caroline Poppendeck			<u>30.58</u>
Center Point Large Print			
	06/01/2011	BKM & ST large print	291.78
Total Center Point Large Print			<u>291.78</u>
Chemung County Library District			
	06/01/2011	Petty Cash reimbursement - BF	144.51
Total Chemung County Library District			<u>144.51</u>
CHILDREN'S PLUS INC.			
	06/01/2011	Books Purchased-HFL	521.20
Total CHILDREN'S PLUS INC.			<u>521.20</u>
Elmira Water Board			
	06/01/2011	Water bills-ST/WE	227.28
Total Elmira Water Board			<u>227.28</u>
Family Reading Partnership			
	06/01/2011	Banner for HFL, WE, BF Libraries	500.00
Total Family Reading Partnership			<u>500.00</u>
Gale Group, Inc.			
	06/01/2011	ST fiction purchase	559.41
Total Gale Group, Inc.			<u>559.41</u>
Gaylord Bros, Inc.			

Unpaid Bills Detail

As of June 1, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
	06/01/2011	Laminate - all libraries	178.88
Total Gaylord Bros, Inc.			178.88
Glenice Molter			
	06/01/2011	Mileage for Confrence- ST-5/12/11	115.00
Total Glenice Molter			115.00
Gressco LTD.			
	06/01/2011	DVD security cases for ST	1,234.90
Total Gressco LTD.			1,234.90
Horseheads Do It Center			
	06/01/2011	HFL - building supplies	42.18
Total Horseheads Do It Center			42.18
Horwitz Supply Company			
	06/01/2011	Paper/Cleaning products-ST balance due	31.29
Total Horwitz Supply Company			31.29
Ingram Library Services			
	06/01/2011	Library materials-All libraries	7,238.62
Total Ingram Library Services			7,238.62
Jennie Mathews			
	06/01/2011	mileage reimbursement-eReader Demo- WE 5/16 & VE 5/18	25.00
Total Jennie Mathews			25.00
Karin Thomas			
	06/01/2011	mileage reimbursement- 4/2611-5/25/11	68.70
Total Karin Thomas			68.70
LaFrance Equipment Corp.			
	06/01/2011	Fire Ext. Inspection/Charge-HFL	40.00
Total LaFrance Equipment Corp.			40.00
Lifetime			
	06/01/2011	DVD Purchases-ST-May	212.90
Total Lifetime			212.90
Mary Lester			
	06/01/2011	Volunteer Appreciation HFL	100.00
Total Mary Lester			100.00
Michelle Barrett			
	06/01/2011	mileage May 24 Workshop	115.00
Total Michelle Barrett			115.00
Petty Cash-Steele			
	06/01/2011	MAY Supplies/ Prog/Postage - ST	381.56
Total Petty Cash-Steele			381.56
Reliable Computer Products			
	06/01/2011	Printer cartridges for-ST, ADMIN & HFL	527.80

Unpaid Bills Detail

As of June 1, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Reliable Computer Products			527.80
Research Technology International			
	06/01/2011	supplies for disc cleaning machine-HFL	114.95
Total Research Technology International			114.95
RSVP of Chemung County			
	06/01/2011	Volunteer Recognition Ad-2011	50.00
Total RSVP of Chemung County			50.00
Sayles & Evans			
	06/01/2011	Legal fees 02/01/11-04/07/11	825.00
Total Sayles & Evans			825.00
Showcases			
	06/01/2011	DVD Albums -ST	306.72
Total Showcases			306.72
Southern Tier Library System			
	06/01/2011	Barcodes, Tattle Tape, CD Lables-ST	667.65
Total Southern Tier Library System			667.65
Swift Office Equipment, Inc.			
	06/01/2011	Copier repair-ST	103.60
Total Swift Office Equipment, Inc.			103.60
Time Warner Cable			
	06/01/2011	VPN service & Phone svc @ ST, WE, HFL-June	418.35
Total Time Warner Cable			418.35
Town of Big Flats			
	06/01/2011	BF - Water Bill 2011	28.75
Total Town of Big Flats			28.75
Verizon			
	06/01/2011	phone service-FINAL BILLING-HFL	625.43
Total Verizon			625.43
Verizon Wireless			
	06/01/2011	BKM/Adm IT Dept cellular service- 4/19-5/18	180.85
Total Verizon Wireless			180.85
Village of Horseheads			
	06/01/2011	HFL water bill 10/15/10 - 1/18/11	24.06
Total Village of Horseheads			24.06
Wellsville Library			
	06/01/2011	Payment for lost book	40.00
Total Wellsville Library			40.00
			<u><u>18,137.62</u></u>

Unpaid Bills Detail

As of June 1, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
	06/01/2011	Reference materials	<u>100.99</u>
Total Baker & Taylor Books			100.99
Grey House Publishing			
	06/01/2011	Reference Material	<u>222.00</u>
Total Grey House Publishing			222.00
Ingram Library Services			
	06/01/2011	Non-Fiction book purchases-May-June	<u>1,517.85</u>
Total Ingram Library Services			1,517.85
Value Line Publishing, Inc.			
	06/01/2011	reference materials	<u>898.00</u>
Total Value Line Publishing, Inc.			<u>898.00</u>
			<u><u>2,738.84</u></u>

Report of the June 1st, 2011 meeting of the Executive Committee of the Chemung County Library District:

A meeting of the Executive Committee of the Chemung County Library District was held on Wednesday, June 1st, 2011, beginning at 6pm. Attending the meeting were Richard Roberts, Sue Cook, Allen C. Smith and Joan Santulli and Ronald Shaw, CCLD management. The meeting opened at 6pm.

Mr. Roberts reported that Mrs. Reynolds would not be attending the meeting. In addition, he reported on the progress towards changes in the By-Laws and the development of a format to make library policies more readily available to patrons.

Mr. Shaw reported on the following:

- The District is investigating the possibility of changing the loan period for new fiction from 1 week to two weeks in response to patron requests
- The district will be allowing patrons to take out a maximum of two video games at a time.
- West Elmira has started sending out email notices

Ms. Santulli presented & reviewed the Unpaid Bills Lists dated June 1st, 2011. Ms. Fitzgerald moved, seconded by Ms. Cook to approve the bills totaling \$18,137.62 in the General Fund and the Grant Fund bills in the amount of \$2,738.84. Motion Carried.

Ms. Fitzgerald noted that the Buildings & Grounds Committee is requesting funds to be budgeted for the next 5 years amounting to between \$120,000 - \$150,000 for maintenance projects in all CCLD buildings. For the 2012 proposed budget, the Committee requests that the board allocate between \$20,000 and \$50,000 for said projects.

The meeting adjourned at 6:28pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, July 6th, 2011 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2011-35

Report of the June 8th, 2011 meeting of the Budget & Finance Committee of the Chemung County Library District:

A meeting of the Budget & Finance Committee of the Chemung County Library District was held on Wednesday, June 8th, 2010, beginning at 8:00am. Attending the meeting were CCLD board members Georgia Reynolds, Robin Fitzgerald, Sue Cook and Denny Smith. Also attending were Ron Shaw, Library District Director and Joan Santulli, CCLD Administrative Assistant. The meeting opened at 8:00am.

The following topics were discussed:

- The Committee discussed the proposed 2012 CCLD budget and gave instructions to the Administration on what to include in the first draft of the budget which will be reviewed by the Committee at its July meeting.
- It was reported that CCLD Committee requests for funding to be included in the 2012 proposed budget include \$50,000 for Buildings & Grounds (maintenance projects) and \$18,000 for the Marketing Committee.
- The Committee reviewed the May 31st, 2011 Financial Report. Regarding expenditures to date, CCLD is right on target with the budget. The Committee directed that the report be forwarded to the full CCLD board for its consideration.
- Ms. Santulli presented and discussed the June 8th, 2011 Unpaid Bills Detail, where Grant Fund bills equal \$2,972.40 and General Fund bills total \$93,568.55. It was noted that the bill list includes the entire balance due to the County for 2012 Debt Service, the final payment to the auditors for the 2010 Audit of CCLD finances, the 2nd quarter Cost Share payment to the Southern Tier Library System and several invoices for Summer programming at CCLD libraries. Also the purchase of a new Microfilm Computer/Scanner in the amount of \$10,000 is being funded by the Friends of the Steele Memorial Library. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

The meeting adjourned at 8:47am. The next meeting of the Budget & Finance Committee will be held on Wednesday, July 13th, 2011 in the Petrie Conference Room of the Steele Memorial Library.