



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 November 2011 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, November 17, 2011 at 6:00 pm at the **Horseheads Free Library 405 S. Main St. Horseheads, NY 14845**. 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 #2011-60)
4. Treasurer's report
 - a) Financial report (document #2011-61)
 - b) Report of Unpaid Bills Detail (document #2011-62)
5. Correspondence
6. President's report
7. Director's report
8. Committee reports:
 - a) Executive Committee (Reynolds)
 - 1) Report of the Committee meeting (document #2011-63)
 - b) Budget & Finance Committee (Fitzgerald)
 - 1) Report of the Committee meeting (document #2011-64)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document #2011-65)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

*(Minutes of the October 2011 meeting of the Chemung County Library District Board of Trustees.
Document #2011-60)*

Minutes of the October 2011 meeting of the Chemung County Library District Board of Trustees. The October meeting was held on Thursday, October 20th, 2011 in Big Flats at the home of board member Robin Fitzgerald after a mix-up at the Big Flats Library. President Georgia Reynolds called the meeting to order at 6:25pm. Present were Rita Dery, Robin Fitzgerald, John Savash, Marge Kappanadze, Mary Beth Conwell, Tina Hager and Richard Roberts. Excused: Sue Cook, Ann Cady, Allen C. Smith, Karl Schwesinger and Jessica Roberts. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Minutes. The minutes of the September 2011 meeting (Document #2011-54) were presented for board review. The minutes were approved as distributed by unanimous consent.

Financial Report. The September 30, 2011 Financial Report (Document #2011-55) was presented for board review. By unanimous consent the September 30, 2011 Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2011-56). By unanimous consent, the board authorizes the payment of the unpaid bills dated 10/5/11 – General Fund \$19,889.36 & Grant Fund - \$1,706.29 and the unpaid bills dated 10/12/11 – General Fund \$32,294.42 and Grant Fund \$297.08 and unpaid bills dated 10/20/11 for the General fund in the amount of \$1,247.50 as distributed.

Correspondence. Mr. Shaw mentioned the following correspondence received during the month:

- A letter from CSEA that informs the Library District of an increase in the cost of the union's vision plan in 2012.
- A request from the Piecemaker Quilters to help defray the cost of their November 7, 2011 reception that occurs during the bi-annual quilt show being held this year at the Steele Memorial Library. Ms. Fitzgerald moved, seconded by Ms. Kappanadze to pay \$200 toward the cost of the quilter's reception with the stipulation that in the future, other means of funding the reception should be found. Motion carried.

President's Report. Ms. Reynolds stated the third quarter transfer of funds from the Public Library Foundation of Chemung County has been received in the amount of \$20,000.

The Library District has received the resignation of Gail McGee from her position as representative of the 9th District.

Ms. Reynolds expressed her appreciation to the trustees who attended the volunteer recognition events at both the Steele and Big Flats Libraries.

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

- The staff at the Big Flats Library did a great job at the "Volunteer Appreciation" event held at their library. Other upcoming events to note are the October 27th "Paranormal activity in Gettysburg" event and the October 28th Haunted Library both to be held at Steele Memorial Library. Patrons are noticing the advertisement of these events on the new monitor installed at the library. Also upcoming is a tour of the Green Roof by students from Elmira College.
- At a recent visit to the Van Etten Library, he was able to discuss the upcoming 2012 budget vote with a craft group meeting at the library. He also received a check in the amount of \$5,000 to be used at the Van Etten Library in honor of the donor's aunt.
- The upcoming public hearing dates for the 2012 proposed budget have been sent to the newspaper and are posted on the website. There is a presentation at each of the CCLD libraries.

- The next “Constant Contact” email will be sent out in November. It will highlight one or two major events from each branch. Articles for the November 15th newsletter are due to the library by November 1, 2011.
- A new “Publicity Manual” has been released to the Department Heads at the October meeting. Mr. Shaw thanked staff members Michelle Barrett and Jennie Mathews for their work on the manual.
- The Friends of the Steele Memorial Library have given CCLD a check in the amount of \$10,000 to cover the purchase of the new microfilm scanner and a second check for \$1,200 to offset the expenses of the Summer Reading Club recently held at Eldridge Park.
- The Friends of the Horseheads Library are investigating updating their webpage and facebook. Their annual “Wine, Beer and Roses” event for next year is scheduled for March 24, 2012.
- Regarding the 2011/12 State Construction applications, Mr. Shaw met with representatives from the Southern Tier Library System to go over the application and currently CCLD has applied for \$127,000 in grant funds from New York State.
- The Central Library application must be approved by the CCLD board and submitted to STLS to be included in their Plan of Service. The distribution of the Central Book Aid is planned to change as follows: Reference print materials 15%, Non Fiction print materials 20%, Electronic databases 33% and Downloadable materials 32%. Currently the downloadable audio is the #1 user of content by everyone in the library system and they are asking for a higher distribution of funding for those materials. There will also be changes in the way that member libraries receive training from Central Library staff with more online training taking place. Ms. Conwell moved, seconded by Mr. Savash to approve the Central Library application as submitted to the board of trustees. Motion Carried.
- Mr. Shaw stated that he will be approaching the local Foundations with a request to fund a supply of Kindles and I-Pads as a test to see how well they go over with patrons of the Library District.

Regarding Personnel, Mr. Shaw reported the following:

- He has met with the local union president and they have come to a verbal agreement regarding the CCLD dress code. With this agreement there will be no need to go to mediation regarding the issue.
- The Steele Library management team is currently holding interviews to fill 2 vacant page positions. One staff member who has been on a leave of absence since April will be returning to work in November.
- The Civil Service Commission is holding a Library Clerk exam on October 22nd. Mr. Shaw will not move to fill a clerical vacancy until the results of the exam have been received.
- A reminder that Staff Training Day is being held on October 28th and all board members are invited to attend. The lunch meal will be provided by “Global Gourmet”.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2011-57). Ms. Reynolds stated that the Committee agreed with the staff’s clarification of which groups are eligible to be considered “fine exempt”. Members of the CCLD board and any group that raises funds on behalf of the Library District are NOT eligible. Volunteers will only be eligible if they work at least 40 hours in a 6 month period. Current staff members are also eligible. Mr. Shaw will send a courtesy letter to groups that support the Library District to explain the policy.

Discussion took place regarding funding that has been given to the Library District in the past to be used in paying off fines for kids. The Committee agreed that this practice will NOT be allowed because it could cause an unequal distribution of funds and could put staff members in an uncomfortable position.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2011-58). Ms. Fitzgerald stated that the Committee reviewed and discussed a tentative fund balance report for December 31, 2011. Permission was given to the Director to spend up to \$50,000 before the end of the year for items that were excluded from the proposed 2012 budget.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2011-59). Mr. Schwesinger reported that the committee reviewed two proposals received for a facilities condition report for District properties. Foor & Associates bid \$9,160 and Barn-Livin' LLC bid a base fee of \$3,750 plus mileage. The Committee recommends hiring Barn-Livin' to inspect the District facilities and submit a new report to the board. Mr. Savash moved, seconded by Ms. Dery to enter into a contract with Barn-Livin' in the amount of \$3,750 to do an on-site existing conditions evaluation of CCLD libraries and to submit their findings in a written report with recommendations and cost estimates for said projects. CCLD agrees to reimburse Barn-Livin' for mileage based on port-to-port and elects to receive the final report via an electronic pdf. Motion carried.

The committee toured the exterior of the Steele Library to determine which windows were broken and to discuss the promenade project and possible improvements to the building and grounds. Plans discussed were the removal of the locust trees from the front entrance islands and to install pavers, game tables, planters, bike racks and banners.

The Promenade project near the Steele Library has been completed and the parking lot is now open. The new CCLD signage at the Church Street entrance has been unveiled.

Marketing Committee. Ms. Reynolds stated that the new CCLD brochures are expected to be received by next week. She has received a number of positive comments regarding Constant Contact.

The Committee reviewed and approved a proposal to put CCLD signs on the interior of First Transit buses in an attempt to reach the underserved population of the County. The cost to design the signage is \$500, the print cost is \$15 and it will cost \$105 to have the signs displayed in the bus for a period of 6 months.

Policy & Bylaws Committee. Mr. Roberts submitted and discussed the proposed revisions of the CCLD By-Laws. The document has been updated to list the way that the board is currently operating. The Personnel Committee will be removed as a standing committee and will be appointed each year as necessary. Ms. Fitzgerald moved, Ms. Conwell seconded to include the new CCLD By-Laws document on the November agenda for review and approval by the board. Motion carried.

Old Business. Ms. Hager stated that she may have someone who is interested in serving on the board of trustees from the 13th Election District. Ms. Reynolds stated that Ms. Cook has stated that she has a person who may be interested in the 9th District. It was stated that new appointees to the board should attend a couple of meetings prior to agreeing to serve so that they are completely aware of the responsibility they are agreeing to take.

New Business. Ms. Fitzgerald stated that the Steele Library Foundation voted today to release \$40,000 to the Library District which is the remainder of the funding expected from them for the fiscal year 2011.

Mr. Savash noted how great it is to have a story hour (currently at the West Elmira Library) that hosts children who are home-schooled.

Public Expression. None.

The meeting was adjourned at 7:35pm. The next regular meeting of the board will be held on Thursday, November 17th, 2011 at 6:00pm at the Horseheads Free Library, 405 South Main Street, Horseheads, New York.

CHEMUNG COUNTY LIBRARY DISTRICT
Financial Report - October 31, 2011

(DOCUMENT #2011-61)

Income	2011 annual budget	Received to date	Balance remaining	Percentage received	Percentage through the year	Notes
Library Fines, Fees & Contributions	\$ 80,560	\$ 95,171	\$ (14,611)	118%		
Grants (other than N.Y.S.)		125,995				Incl funds -State EFC for the "Green Roof" project plus \$10,000 from Steele Friends
Foundation Contributions	165,000	58,047	106,953	35%		West Elmira Bridge Club donation
Library District Tax Receipts	2,481,966	2,491,491	(9,525)	100%		Includes PILOT funds in lieu of taxes
Interest on Investments	7,500	7,770	(270)	104%		
State Aid						
Central Library Development	88,125	168,993	(80,868)	192%		Includes 2010 & 2011 distribution
Central Book Aid	60,371	115,078	(54,707)	191%		Includes 2010 & 2011 distribution
Local Library Services Aid	40,550	34,591	5,959	85%		Includes 2010 distribution
Other State Aid	1,600	11,351	(9,751)	709%		State Construction Funding from 2008 Projects
TOTAL INCOME	\$ 2,925,672	\$ 3,108,488	\$ (56,821)	106%	83%	

Expense	Annual Budget	Expended to date	Balance remaining	Percent Expended	Percentage through year	Notes
Personnel						
Salaries	\$ 1,258,971	\$ 1,016,467	\$ 242,504	81%		
Sunday & Holiday Salaries	58,785	24,035	34,750	41%		
Employee Benefits	614,048	470,553	143,495	77%		
Subtotal - Personnel Expenses	1,931,804	\$ 1,511,056	420,748	78%	83%	
Contractual						
Equipment	11,307	10,630	677	94%		\$6,444 Early Lit Station reimbursed by HH Foundation. \$10,000 repaid by Friends of Steele for Microfilm/Scanner
Telephone	12,840	7,475	5,365	58%		
Supplies	39,300	39,300	0	100%		Includes \$6,000+ Marketing Committee Purchases plus \$1,972 fund balance purchase from 2010
Travel & Continuing Education	28,422	12,759	15,663	45%		
Repairs & Maintenance	42,789	36,091	6,698	84%		Includes \$3,400 for new blinds at HFL paid for by HH Foundation
Postage	9,500	4,708	4,792	50%		
Education - Tuition Assistance	3,600	3,608	(8)	100%		
Library Materials (books, video, etc.)	311,060	269,122	41,938	87%		
Utilities	97,650	75,784	21,866	78%		Includes 4th Qtr of 2010
Building Cleaning Supplies	8,500	8,500	0	100%		Snow removal, lawn care @ HFL, several vacuum repairs, paint @ VE, extra supplies for Janitorial Service
Fuel, Gas & Oil	2,500	2,500	0	100%		
Insurance	35,000	23,792	11,208	68%		
Vehicle Operation / Maintenance	1,000		1,000	0%		
Professional Fees (audit, engineer/legal fees)	53,400	53,400	0	100%		Includes FINAL pymt to Fagan Engineers for Green Roof project and \$5,350 Marketing Committee
Data Processing Expenses (Cost Share)	61,063	49,984	11,079	82%		
Payment of Taxes	4,595	4,504	91	98%		
Library Programming	22,500	22,500	0	100%		Includes Friends donations specified for program in prior years
Chemung County costs (B&G, vision)	17,049	7,523	9,526	44%		
Capital Improvements	50,200	131,871	(81,671)	263%		Includes "Green Roof" at the Steele Library, Final '08 State Construction projects and \$23,484 Marketing Committee Signage, Actual bills paid were less than checks written on 6/30/11
Contingency Fund	71,380	30,735	40,645	43%		\$ 6,636 used for supplies, \$4,182 used for Building cleaning supplies, \$620 used for BKM fuel, \$10,950 used for Library Programming, and \$8,347 Professional Fees.
Debt Service	61,713	61,713	0	100%		
TOTAL EXPENSE	\$ 2,877,172	\$ 2,367,557	\$ 509,615	82%	83%	

Chemung County Library District General Fund
Unpaid Bills Detail
As of October 12, 2011

Document #2011-56

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Brianne Butters			
	10/12/2011	Overpayment on collection account - HFL	20.00
Total Brianne Butters			<u>20.00</u>
Capabilities, Inc.			
	10/12/2011	HFL,WE,BF Janitor Services- Sept.	1,100.00
Total Capabilities, Inc.			<u>1,100.00</u>
Casella Waste Systems, Inc.			
	10/12/2011	Garbage disposal-BF,WE,HFL - Sept.	155.90
Total Casella Waste Systems, Inc.			<u>155.90</u>
Chemung County Buildings & Grounds Dept.			
	10/12/2011	Utility & Bldg Maint. chg- 3rd Qtr 2011	21,414.25
Total Chemung County Buildings & Grounds Dept.			<u>21,414.25</u>
Clarence Reeder			
	10/12/2011	Patron Refund - ST	20.00
Total Clarence Reeder			<u>20.00</u>
First Transit			
	10/12/2011	Bookmobile fuel - 8/19/11 - 9/19/11	366.11
Total First Transit			<u>366.11</u>
Gale Group, Inc.			
	10/12/2011	ST fiction - 9/11 purchases	26.24
Total Gale Group, Inc.			<u>26.24</u>
Gaylord Bros, Inc.			
	10/12/2011	Tape & labels - all libraries	173.75
Total Gaylord Bros, Inc.			<u>173.75</u>
JanWay Company USA, Inc.			
	10/12/2011	T-Shirts - Marketing Committee	367.67
Total JanWay Company USA, Inc.			<u>367.67</u>
Kirkus Reviews			
	10/12/2011	annual subscription - HFL	199.00
Total Kirkus Reviews			<u>199.00</u>
Laura Acuna-Maldonado			
	10/12/2011	Patron Refund - HFL	20.00
Total Laura Acuna-Maldonado			<u>20.00</u>
MidWest Tape			
	10/12/2011	DVD/Audio purchases - HFL & ST	3,674.61
Total MidWest Tape			<u>3,674.61</u>
Random House, Inc.			
	10/12/2011	AV purchases-ST	153.75
Total Random House, Inc.			<u>153.75</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of October 12, 2011

Document #2011-56

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Recorded Books			
	10/12/2011	ST - AV purchases	843.30
Total Recorded Books			<u>843.30</u>
Reliable Computer Products			
	10/12/2011	Printer cartridges for-ST	313.88
Total Reliable Computer Products			<u>313.88</u>
Southern Tier Library System			
	10/12/2011	Processing Fees - September	647.50
Total Southern Tier Library System			<u>647.50</u>
Staples Business Advantage			
	10/12/2011	paper/supplies all libraries	517.02
Total Staples Business Advantage			<u>517.02</u>
Supermedia LLC			
	10/12/2011	yellow pages advertising	16.52
Total Supermedia LLC			<u>16.52</u>
Swift Office Equipment, Inc.			
	10/12/2011	Maintenance contract on copiers ST	782.49
Total Swift Office Equipment, Inc.			<u>782.49</u>
Unique Management Services, Inc.			
	10/12/2011	Sept. Collection Fees - all libraries	1,073.94
Total Unique Management Services, Inc.			<u>1,073.94</u>
Verizon			
	10/12/2011	phone service - ST & WE	408.49
Total Verizon			<u>408.49</u>
			<u><u>32,294.42</u></u>

Chemung County Library District Grant Fund Document #2011-56
Unpaid Bills Detail
 As of October 12, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
	10/12/2011	Reference materials	19.68
Total Baker & Taylor Books			<u>19.68</u>
EFA Torch			
	10/12/2011	2011 Yearbook	55.00
Total EFA Torch			<u>55.00</u>
Horseheads Equestrian			
	10/12/2011	2011 Yearbook	59.40
Total Horseheads Equestrian			<u>59.40</u>
SHS Yearbook			
	10/12/2011	2010 Yearbook	55.00
Total SHS Yearbook			<u>55.00</u>
Southern Tier Library System			
	10/12/2011	Processing Fees - Sept	63.00
Total Southern Tier Library System			<u>63.00</u>
T.A.E. High School			
	10/12/2011	2011 Yearbook	45.00
Total T.A.E. High School			<u>45.00</u>
			<u><u>297.08</u></u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of November 9, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Albert Whitman & Company			
	11/09/2011	Payment for 3 books - 9 being returned to publisher	38.88
Total Albert Whitman & Company			<u>38.88</u>
Bureau of Education & Research			
	11/09/2011	ST Registration- Workshop 03/02/2012	229.00
Total Bureau of Education & Research			<u>229.00</u>
Capabilities, Inc.			
	11/09/2011	HFL,WE,BF Janitor Services- Oct.	880.00
Total Capabilities, Inc.			<u>880.00</u>
Casella Waste Systems, Inc.			
	11/09/2011	Garbage disposal-BF, HFL - Oct.	106.17
Total Casella Waste Systems, Inc.			<u>106.17</u>
Centurion Technologies			
	11/09/2011	Security software-senior training computers	84.00
Total Centurion Technologies			<u>84.00</u>
Chemung Canal Trust Company			
	11/09/2011	misc credit card purchases- 9/26/11 - 10/19/11	561.88
Total Chemung Canal Trust Company			<u>561.88</u>
Classified Marketplace			
	11/09/2011	Legal Notice-Election Day 2011	384.65
Total Classified Marketplace			<u>384.65</u>
Copy Express			
	11/09/2011	New CCLD Flyers - Marketing Comm.	653.00
Total Copy Express			<u>653.00</u>
Creative Data Products			
	11/09/2011	Overdue mailers - ST	200.36
Total Creative Data Products			<u>200.36</u>
First Transit			
	11/09/2011	Bookmobile fuel - 9/23/11 - 10/19/11	314.49
Total First Transit			<u>314.49</u>
Horwitz Supply Company			
	11/09/2011	Paper/Cleaning supplies - BF, WE, HFL, & ST	1,936.88
Total Horwitz Supply Company			<u>1,936.88</u>
Margeson's Landscaping Inc.			
	11/09/2011	Mowing Oct/Nov- HFL	130.00
Total Margeson's Landscaping Inc.			<u>130.00</u>
Michelle Barrett			
	11/09/2011	mileage reimb.OCT-H. Library purchases	29.91
Total Michelle Barrett			<u>29.91</u>
MidWest Tape			
	11/09/2011	DVD/Audio purchases - HFL & ST	1,496.46
Total MidWest Tape			<u>1,496.46</u>
Office Equipment Source, Inc.			
	11/09/2011	Quarterly Maint contract on BF copier 7/25/11 - 10/24,	45.10
Total Office Equipment Source, Inc.			<u>45.10</u>
Oriental Trading Company, Inc.			
	11/09/2011	programming supplies - BKM	150.99
Total Oriental Trading Company, Inc.			<u>150.99</u>
PLA 2012			
	11/09/2011	Conference - PLA 2012 ST	430.00
Total PLA 2012			<u>430.00</u>
Random House, Inc.			
	11/09/2011	AV purchases-ST	711.41
Total Random House, Inc.			<u>711.41</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of November 9, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Recorded Books			
	11/09/2011	ST - AV purchases	99.00
Total Recorded Books			<u>99.00</u>
Research Technology International			
	11/09/2011	Upgrade softward - disc cleaning machine-HFL	589.95
Total Research Technology International			<u>589.95</u>
Ronald Shaw			
	11/09/2011	Mileage Reimb. - 8/29/11 - 10/29/11	301.92
Total Ronald Shaw			<u>301.92</u>
Southern Tier Library System			
	11/09/2011	Processing Fees - October	1,313.08
Total Southern Tier Library System			<u>1,313.08</u>
Time Warner Cable			
	11/09/2011	VPN/Phone service-BF	183.68
Total Time Warner Cable			<u>183.68</u>
U. S. Postal Service			
	11/09/2011	refill of mail machine	4,500.00
Total U. S. Postal Service			<u>4,500.00</u>
Unique Management Services, Inc.			
	11/09/2011	Oct. Collection Fees - all libraries	591.58
Total Unique Management Services, Inc.			<u>591.58</u>
Verizon			
	11/09/2011	Phone - ST & WE - 09/28/11 - 11/27/11	401.13
Total Verizon			<u>401.13</u>
Wegmans Food Markets Inc.			
	11/09/2011	Program Supplies-HFL/ST/Haunted Library	120.90
Total Wegmans Food Markets Inc.			<u>120.90</u>
			<u>16,484.42</u>

Unpaid Bills Detail

As of November 3, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Julie Burgess Web Design			
	11/03/2011	Marketing Committee-graphic design-bus signs	250.00
Total Julie Burgess Web Design			<u>250.00</u>
			<u>250.00</u>

Unpaid Bills Detail

As of November 2, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	11/02/2011	Purchases - ST, BF & WE -09/10/11 - 10/3/11	<u>1,418.30</u>
Total Amazon Credit Plan			1,418.30
Amy Orfanidis			
	11/02/2011	Patron Refund-WE for Antonio Orfanidis	<u>3.00</u>
Total Amy Orfanidis			3.00
AudioGo			
	11/02/2011	AV purchases-ST	<u>627.67</u>
Total AudioGo			627.67
Bachert,Benedict, Martin Construction Co.			
	11/02/2011	Shed Ramp Replacement - HFL Foundation fundin	<u>206.00</u>
Total Bachert,Benedict, Martin Construction Co.			206.00
Brian Ewanyk			
	11/02/2011	Mileage reimbursement - Oct	<u>38.85</u>
Total Brian Ewanyk			38.85
Caroline Poppendeck			
	11/02/2011	Mileage Remb.9/20/11 & 10/7/11	<u>19.98</u>
Total Caroline Poppendeck			19.98
CCLD Petty Cash			
	11/02/2011	Petty Cash reimbursement - BF/WE/HH	<u>408.83</u>
Total CCLD Petty Cash			408.83
Center Point Large Print			
	11/02/2011	ST - large print	<u>292.98</u>
Total Center Point Large Print			292.98
Centurion Technologies			
	11/02/2011	Maintainance Renewal Smart Shield - All Libraries	<u>648.56</u>
Total Centurion Technologies			648.56
CHILDREN'S PLUS INC.			
	11/02/2011	Books Purchased - BF	<u>291.01</u>
Total CHILDREN'S PLUS INC.			291.01
Chris Corter			
	11/02/2011	Programming expenses - HFL & VE	<u>151.63</u>
Total Chris Corter			151.63
Compumentor-TechSoup			
	11/02/2011	flip video cameras-IT dept	<u>55.00</u>
Total Compumentor-TechSoup			55.00
Deborah L. Brimmer			
	11/02/2011	mileage - October/reimb parking & supplies	<u>245.71</u>
Total Deborah L. Brimmer			245.71

Chemung County Library District General Fund
Unpaid Bills Detail
As of November 2, 2011

Document #2011-62

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Demco, Inc.			
	11/02/2011	Library supply for HFL	1,407.37
Total Demco, Inc.			<u>1,407.37</u>
Dianne Patchett			
	11/02/2011	October Conference - BKM	844.84
Total Dianne Patchett			<u>844.84</u>
Gale Group, Inc.			
	11/02/2011	ST fiction - October purchases	445.34
Total Gale Group, Inc.			<u>445.34</u>
Gaylord Bros, Inc.			
	11/02/2011	Message Board - HFL	224.45
Total Gaylord Bros, Inc.			<u>224.45</u>
Glenice Molter			
	11/02/2011	mileage reimb-11/1 workshop	55.94
Total Glenice Molter			<u>55.94</u>
Horseheads Do It Center			
	11/02/2011	HFL - building supplies	46.66
Total Horseheads Do It Center			<u>46.66</u>
Imperial Door Controls, Inc.			
	11/02/2011	WE - Handicap Door repair	45.58
Total Imperial Door Controls, Inc.			<u>45.58</u>
Ingram Library Services			
	11/02/2011	Library materials-All libraries	6,976.32
Total Ingram Library Services			<u>6,976.32</u>
JanWay Company USA, Inc.			
	11/02/2011	Halloween Bags - Marketing Committee	397.48
Total JanWay Company USA, Inc.			<u>397.48</u>
Jennie Mathews			
	11/02/2011	Workshop Expense - ST	168.25
Total Jennie Mathews			<u>168.25</u>
Joan Santulli			
	11/02/2011	Continuing Ed supplies / retirement gift	140.28
Total Joan Santulli			<u>140.28</u>
Kimberly Jones			
	11/02/2011	October Conference - BKM	101.43
Total Kimberly Jones			<u>101.43</u>
Margeson's Landscaping Inc.			
	11/02/2011	Mowing Sept/Oct 3x - HFL	195.00
			<u>195.00</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of November 2, 2011

Document #2011-62

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Margeson's Landscaping Inc.			195.00
Masako Grow			
	11/02/2011	Patron Refund - HFL	<u>15.00</u>
Total Masako Grow			15.00
OUTDOOR LIFE Books			
	11/02/2011	Periodical - BF	<u>22.95</u>
Total OUTDOOR LIFE Books			22.95
Petty Cash-Steele			
	11/02/2011	Supplies, Postage, programming, & Other - ST	<u>542.71</u>
Total Petty Cash-Steele			542.71
ProQuest LLC			
	11/02/2011	SG microfilm - July 2011	<u>13.34</u>
Total ProQuest LLC			13.34
Ronald Shaw			
	11/02/2011	Marketing conference registration -Fall 2011	<u>975.00</u>
Total Ronald Shaw			975.00
Southeast Steuben County Library			
	11/02/2011	Fees paid at ST belonging to Corning	<u>32.20</u>
Total Southeast Steuben County Library			32.20
Staples Credit Plan			
	11/02/2011	BF/Admin/IT - Supplies	<u>145.61</u>
Total Staples Credit Plan			145.61
Sue Larson			
	11/02/2011	Kindermusik program @ BF 11/2/11	<u>50.00</u>
Total Sue Larson			50.00
Time Warner Cable			
	11/02/2011	VPN/Cable/Phone service-ST/HH/WE	<u>431.45</u>
Total Time Warner Cable			431.45
Verizon Wireless			
	11/02/2011	BKM/ IT Dept cellular service-10/19/11-11/18/11	<u>303.07</u>
Total Verizon Wireless			303.07
Watkins Glen Public Library			
	11/02/2011	Fine \$ belonging to Watkins -paid at ST	<u>6.00</u>
Total Watkins Glen Public Library			<u>6.00</u>
			<u><u>17,993.79</u></u>

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of November 2, 2011

Document #2011-62

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
ABC-CLIO, Inc.			
	11/02/2011	Reference material	206.01
Total ABC-CLIO, Inc.			<u>206.01</u>
American Chamber of Commerce Resources			
	11/02/2011	Reference Material	252.00
Total American Chamber of Commerce Resources			<u>252.00</u>
Baker & Taylor Books			
	11/02/2011	Reference materials	280.76
Total Baker & Taylor Books			<u>280.76</u>
Gale Group, Inc.			
	11/02/2011	Reference Material	358.00
Total Gale Group, Inc.			<u>358.00</u>
Infobase Publishing			
	11/02/2011	Reference material	259.70
Total Infobase Publishing			<u>259.70</u>
Information Today, Inc.			
	11/02/2011	reference material	347.05
Total Information Today, Inc.			<u>347.05</u>
Ingram Library Services			
	11/02/2011	Reference & Non-Fiction book purchases-Oct	2,159.05
Total Ingram Library Services			<u>2,159.05</u>
McFarland & Company, Inc.			
	11/02/2011	reference material	226.00
Total McFarland & Company, Inc.			<u>226.00</u>
Southern Tier Library System			
	11/02/2011	E-book/Audio Book purchases	3,398.65
Total Southern Tier Library System			<u>3,398.65</u>
Star Gazette			
	11/02/2011	Flood 2011 book purchase-Reference	123.60
Total Star Gazette			<u>123.60</u>
			<u><u>7,610.82</u></u>

Unpaid Bills Detail

As of October 28, 2011

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
JET, Inc.				
	Bill	10/28/2011	Continuing Ed workshop fees	1,300.00
Total JET, Inc.				<u>1,300.00</u>
Piecemaker Quilters				
	Bill	10/26/2011	Professional Fees	200.00
Total Piecemaker Quilters				<u>200.00</u>
WLVY Radio				
	Bill	10/28/2011	Haunted Library @ ST-10/28	500.00
Total WLVY Radio				<u>500.00</u>
TOTAL				<u><u>2,000.00</u></u>

Report of the November 2nd, 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, November 2nd, 2011, beginning at 6pm. Attending the meeting were Georgia Reynolds, Richard Roberts, Robin Fitzgerald, Allen C. Smith, and Joan Santulli and Ronald Shaw, CCLD management. The meeting opened at 6pm.

Ms. Reynolds stated that next year is the last year of the Library District's Long Range Plan and it is time to begin planning for the next 5 years. Trustee Marge Kappanadze has agreed to chair an ad-hoc committee to review the current strategic plan with a view of where the District currently stands and what the future plans should entail. Ms. Reynolds encouraged attendance at a December 1st workshop at the Southern Tier Library District where they will be discussing their 5 year plan.

Regarding Marketing, Ms. Reynolds reported that she and Ann Cady made a presentation to the Library District staff at their recent Continuing Ed day. At that meeting they encouraged staff to recognize that every encounter with patrons is a potential marketing opportunity. The committee will be working on new ideas that were submitted to them by staff members.

Mr. Shaw reported on the following:

- The most recent "Constant Contact" emails contain information regarding the proposed 2012 Library District budget that will be voted on at the November 8th Election.
- A ribbon cutting ceremony for the Elmira Promenade is scheduled for Thursday, November 3rd at 11am.
- Proposed changes to the islands outside the main entrance of the Steele Library to include pavers, game tables, etc will cost an approximate \$35,000. This project will be completed in the spring of 2012 and the funding will come from funds set aside by the Budget & Finance Committee for capital improvements.
- The Bookmobile was involved in a minor accident in the parking lot of one of their stops. The District's insurance company is handling the claim.

Ms. Santulli presented & reviewed the Unpaid Bills Lists dated November 2nd, 2011. Ms. Fitzgerald moved, seconded by Mr. Smith to approve the bills totaling \$17,993.79 in the General Fund and the Grant Fund bills in the amount of \$7,610.82. Motion Carried.

It was noted that the committee needs to be thinking about which trustees will be appointed as officers of the Library District for next year. The Library District currently has no real succession plan in place.

The meeting adjourned at 6:30pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, December 7th, 2011 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2011-64

Report of the November 9th, 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, November 9th, 2011, beginning at 8:00am. Attending the meeting were CCLD board members Georgia Reynolds, Robin Fitzgerald, Sue Cook and Denny Smith. Also attending was Joan Santulli, CCLD Administrative Assistant. The meeting opened at 8:00am.

The following topics were discussed:

- The Committee reviewed the October 31st, 2011 Financial Report. The Committee directed that the report be forwarded to the full CCLD board for its consideration.
- Ms. Santulli presented and discussed the November 9th, 2011 Unpaid Bills Detail for the General Fund bills totaling \$16,484.42. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

The meeting adjourned at 8:17am. The next meeting of the Budget & Finance Committee will be held on Wednesday, December 14th, 2011 in the Petrie Conference Room of the Steele Memorial Library.

Document #2011 – 65

Report of the November 9th, 2011 meeting of the Buildings & Grounds Committee of the Chemung County Library District

A meeting of the Buildings & Grounds Committee of the Chemung County Library District was held on Wednesday, November 9th, 2011, beginning at 3pm. Board members attending the meeting were Karl Schwesinger, Rita Dery, John Savash and Georgia Reynolds. Also attending were Joan Santulli and Ron Shaw, CCLD Management. The meeting opened at 3:00pm.

The following topics were discussed:

- Mr. Shaw stated that the proposed 2011 State Construction Projects have been submitted to New York State. It will be several months before we know whether or not they have been approved.
- Mr. Schwesinger reported that CCLD is still awaiting a response from New York State on finalizing the Green Roof project at the Steele Library. Mr. Shaw gave a tour of the Green Roof to a class of Elmira College students on November 1st. WETM TV has requested to know the utility cost savings to the Library District since the Green Roof was installed.
- Mr. Schwesinger stated that Sue Oliver is working on the new Existing Conditions report for the Library District buildings. He hopes to have the report by the December meeting.
- Mr. Schwesinger stated that the electrical work needed on the interior of the West Elmira Library has been completed. However, the exterior lighting and the drainage on the corner of the building near the new parking lot still needs to be completed. He will contact Elmira Structures regarding these issues.
- Mr. Savash offered to work with Mr. Schwesinger to complete a maintenance plan for each of the Library District buildings.
- Mr. Shaw mentioned the \$34,800 quote from Streeter & Associates to remove the islands at the main entrance of the Steele Library. They will be replaced with pavers, game tables, planters, etc. He is meeting with Andy Avery who spear-headed the Elmira Promenade project prior to going forward with this project in order to get a better understanding of the engineering details.

The meeting adjourned at 3:40pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, December 14th, 2011 at 3pm in the Director's Office at the Steele Memorial Library.