



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 February 2012 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, February 16, 2012 at 6:00 pm at the **Central Branch (Steele Memorial) 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 #2012-7)
4. Treasurer's report
 - a) Financial report (document #2012-8)
 - b) Report of Unpaid Bills Detail (document #2012-9)
5. Correspondence
6. President's report
7. Director's report
 - a) Request by District Director that the policy manual as presented in January 2012 for review be approved.
8. Committee reports:
 - a) Executive Committee (Reynolds)
 - 1) Report of the Committee meeting (document #2012-10)
 - b) Budget & Finance Committee (Fitzgerald)
 - 1) Report of the Committee meeting (document 2012-11)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document 2012-12)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

Document #2012-10

Report of the February 1st, 2012 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, February 1st, 2012 beginning at 6pm. Attending the meeting were Georgia Reynolds, Richard Roberts, Sue Cook, Allen C. Smith, Marge Kappanadze and Joan Santulli and Ronald Shaw, CCLD management. The meeting opened at 6pm.

Ms. Reynolds stated that she recently heard a patron complaint about the inability to read the notices sent out by the Library District. A meeting has been scheduled for Mr. Shaw and the district's IT person, Deb Brimmer to meet with representatives from the Southern Tier Library System (STLS) to see what can be done to clear up this matter.

Ms. Reynolds stated that she intends to invite the 4 members of the STLS board that represent Chemung County to attend the Library District's March board meeting. She will also schedule either the August or September meeting of the board to be held at the STLS headquarters in Painted Post, NY.

Now that the union employees have ratified a contract, it is time for the District to discuss a new contract for the administrative employees. Ms. Reynolds stated that she will contact Ms. Conwell, the Chair of the Personnel Committee to have them schedule a meeting.

Mr. Shaw stated that the Master Policy document has been sent to the board. He has not yet received any comments or recommendations from board members. This will be placed on the agenda for the February board meeting.

The surveys being requested by the Planning Committee were sent out to staff members today and there were already 13 who responded.

It was noted that with the formation of the new Adult Programming Committee, that the former Marketing Committee will now become an "in-house" committee with board members being invited to attend, but not required.

Mr. Shaw reported that Beecher School in Elmira has requested that the Bookmobile begin making stops at their school. This prompted a discussion about other stops in the County and whether or not the communities where the stops are located are fully aware of the Bookmobile schedule.

Patron Appreciation Day has been scheduled to be celebrated in all CCLD libraries on February 13, 2012. (Van Etten will celebrate on the 15th due to their library schedule)

Ms. Santulli presented & reviewed the Unpaid Bills Lists dated February 1st, 2012. Mr. Roberts moved, seconded by Mr. Smith to approve the bills totaling \$19,209.90 in the General Fund and the Grant Fund bills in the amount of \$5,811.22. Motion Carried.

Mr. Shaw reported that the concrete furniture for the grounds project at the Steele Library has arrived.

The meeting adjourned at 6:25pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, March 7th, 2012 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2012-11

Report of the February 8th, 2012 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, February 28th, 2012, beginning at 8:00am. Attending the meeting were CCLD board members Georgia Reynolds, Denny Smith, Sue Cook and Marge Kappanadze. Also attending was Ron Shaw, Library District Director. The meeting opened at 8:00am.

The following topics were discussed:

- The Committee reviewed the January 31st, 2012 Financial Report. The Committee directed that the report be forwarded to the full CCLD board for its consideration.
- Mr. Shaw presented and discussed the February 16th, 2012 Unpaid Bills Detail for the General Fund bills totaling \$15,740.51. The list includes the 2012 annual subscription for The Star-Gazette, collection fees for Unique Management, and janitorial services for Big Flats, West Elmira, and Horseheads. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.
- There is no news yet on when the final distribution for the Green Roof at Steele will be released by the State.

The meeting adjourned at 8:20am. The next meeting of the Budget & Finance Committee will be held on Wednesday, March 14th, 2011 in the Petrie Conference Room of the Steele Memorial Library.

Document # 2012-12

Report of the February 8th, 2012 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, February 8th, 2012, beginning at 3pm. Board members attending the meeting were Rita Dery, John Savash, and Georgia Reynolds. Also attending was Ron Shaw, CCLD Management. The meeting opened at 3:00pm.

The following topics were discussed:

- Mr. Shaw noted that the situation regarding the placement of handicapped parking spots and signs will be addressed as the entire entranceway project is now complete at Steele Memorial.
- Mr. Shaw discussed the status of the “Existing Conditions” report for the buildings owned by the Library District. As part of the process, the ducts at West Elmira and Big Flats were checked with a camera unit. The results will be available later in the week.
- The Library District is still awaiting information from the State of New York on both the approval of State Construction Grants for all CCLD libraries and the final distribution of funding for the Steele Library Green Roof project. The final bill for the project has been submitted.
- Mr. Shaw discussed the two proposals submitted by Chemung County Buildings and Grounds regarding a new computer workstation for the HVAC system, and a new air dryer exchange.
- Mr. Shaw reported that we have received a letter from the Elmira Water Board regarding Backflow Preventer Testing at Steele Memorial. Mr. Schwesinger has made contact with someone who will test and send a report.

The meeting adjourned at 3:21pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, March 14th, 2012 at 3pm in the Director’s Office at the Steele Memorial Library.

(Minutes of the January 2012 meeting of the Chemung County Library District Board of Trustees. Document #2012-7)

Minutes of the January 2012 meeting of the Chemung County Library District Board of Trustees. The January meeting was held on Thursday, January 19, 2012 at the Steele Memorial Library, 101 East Church Street, Elmira, New York. President Georgia Reynolds called the meeting to order at 6:00pm. Present were Rita Dery, Robin Fitzgerald, John Savash, , Sue Cook, Marge Kappanadze, Mary Beth Conwell, Tina Hager, Ann Cady, Allen C. Smith, Karl Schwesinger and Jessica Roberts. Richard Roberts arrived late. Also present were Conrad Woolen, the Attorney for the Library District, Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Newly elected board members – Rita Dery - District 1, Tina Hager – District 5, Sue Cook – District 6 and Ann Cady – District 10 then took their oath of office. Mr. Smith moved, seconded by Mr. Schwesinger to approve the following slate of officer for fiscal year 2012: President Georgia Reynolds, Vice-President Richard Roberts, Secretary Marge Kappanadze and Treasurer Sue Cook. Motion Carried.

The meeting was then turned over the Attorney Conrad Woolen who explained to the board the new regulations regarding the posting of agendas of both board and committee meetings. All committees are now required to post their agendas prior to holding their meetings. Ms. Fitzgerald moved, seconded by Ms. Roberts to go into Executive Session to discuss recent negotiations with CSEA and a tentative three-year contract. Mr. Smith moved, seconded by Ms. Roberts to come out of Executive Session.

Mr. Smith moved, seconded by Ms. Roberts to accept the tentative CSEA/CCLD agreement as submitted in writing to the board. Roll call vote: Dery-Yes, Kappanadze-Yes, Hager-Yes, Conwell-Yes, Cady-Yes, Smith-Yes, Savash-Abstain, Schwesinger-Yes, J. Roberts-Yes, Fitzgerald-Yes, Cook-Yes, Reynolds-Yes, R. Roberts-not present at this time. Motion carried.

Ms. Fitzgerald moved, seconded by Ms. Cady to move into Executive Session to discuss a personnel issue. Ms. Fitzgerald moved, seconded by Ms. Roberts to come out of Executive Session.

Minutes. The minutes of the December 2011 meeting (Document #2012-1) were presented for board review. The minutes were approved as corrected by unanimous consent.

Financial Report. The December 31, 2011 Financial Report (Document #2012-2) was presented for board review. It was noted that the Library District stayed within its budget again this year. By unanimous consent the December 31, 2012 Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2012-3). It was noted that this month's bill listings include a final one for December of 2011. By unanimous consent, the board authorizes the payment of the unpaid bills dated 12/29/11 – General Fund \$44,112.34 and Grant Fund - \$3,812.04; the unpaid bills dated 1/4/12 – General Fund \$26,442.95 and Grant Fund \$1,029.52 and the unpaid bills dated 1/11/12 – General Fund \$14,508.27 and Grant Fund \$11,211.87 as distributed.

Correspondence. Mr. Shaw passed around following correspondence received during the month:

- An email sent to the supervisor of the Van Etten Library from Erica Lilly (representing the elementary school) that stated that Doris Jean Metzger is doing great things for the library and for the families and community as a whole.
- A thank you email from Mary Rogers for the toddler story time at the West Elmira Library.
- A thank you letter from the Food Bank of the Southern Tier for the in-kind gift of food that was received during *Hogmanay* which was the "Fines Forgiveness" week held the last week of December.
- A notice from the Community Foundation inviting board members to their Open House being held on February 1, 2012.

- A thank you letter from Yvonne Sadler regarding her family's enjoyment of the summer reading program last year. She appreciated the time and effort put into the successful program.

President's Report. Ms. Reynolds requested that the Chairperson of each committee send the agendas for their meetings to Director Shaw who will make sure that they get posted on the CCLD website.

Ms. Reynolds reported that the Friends of the Horseheads Library recently donated \$4,000 to the Horseheads Free Library.

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

- Linda Forrest from the County Board of Elections has requested to meet again to discuss future Library District elections.
- At the end of December, the Library District received a donation of \$5,000 to purchase eBooks for the collection.
- He and Ms. Corter have been updating the Master Policy Document. It is expected to be sent to board members this week with changes highlighted in yellow. This will be placed on the February meeting agenda for discussion by the board prior to its acceptance.
- An Adult Programming Committee has been established by staff members. Programs that are currently scheduled for adults include "coffee, tea and English" at the Horseheads Library being sponsored by Literacy Volunteers and the annual Wine & Roses event being sponsored by the Friends of the Horseheads Library and scheduled for March 24, 2012.
- By the end of the month, all libraries in the district will have monitors in place that will display programs and events for patrons to view while waiting to check out. Ninety percent of staff members have been trained in the use of a variety of eReaders.
- A letter has been received from the Chemung County Chamber of Commerce that notified the district that our annual dues have been lower than they should have been in the last few years. They gave the district an option to continue paying dues at the lower rate.
- Regarding the open applications for State Construction Funding, there has been no notification of which ones have been approved.
- The installation of the game tables and planters for the grounds project at the Steele Library is expected to be completed by mid-February.
- An estimate to replace three cracked windows at the Steele Library has been received from Hetrick Glass in the amount of \$1,350. Mr. Shaw will contact them to get the job scheduled within the next 3-4 weeks.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2012-4). Ms. Reynolds stated that she has not yet heard from the State Environmental Facilities Corporation regarding the final payment for the Green Roof at the Steele Library.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2012-5). Ms. Cook stated that there was nothing new to report.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2012-6). Mr. Schwesinger stated that during the month an issue with the striping and lack of handicap signs at the Steele Library came up and needs to be addressed.

Sue Oliver continues to work on the "Existing Conditions" report for Library District buildings.

Mr. Shaw reported receipt of an estimate of \$300 per library to televise the air ducts at both the Big Flats and West Elmira Libraries. These ducts are located in the floors of the libraries and have not been cleaned out in years. Mr. Schwesinger moved, seconded by Ms. Roberts to move ahead with this project. Motion Carried.

Ad-hoc Strategic Planning Committee. Ms. Kappanadze gave the following update: The first meeting was held last week and she reviewed the charge of the committee and a handful of goals and observations. Mr. Shaw reviewed the previous 5-year plan. He also explained the relationship between the Library District and the Southern Tier Library System (STLS). A list of ideas was documented as a starting point of goals for a new plan of service. The Committee discussed conducting a survey of both staff members and the public to get ideas of which library services are most used and valued. The survey of the public will take place during the Friends of the Steele Library's annual book sale. A table will also be set up on the south side of Elmira to give those residents an opportunity to be heard. The next meeting will be held on February 8, 2012.

Marketing Committee. Ms. Cady stated that the Committee has decided to send postcards to every household in the district during National Library Week in April. The object is to reach the entire County, which has never been attempted before. The Committee also continues with plans to advertise the Library District on the interior of the transit busses and possibly on the backs of several of the busses.

Old Business. None.

New Business. Mr. Shaw noted that since the recent fire at the Ernie Davis Junior High library, the district offered to help in any way possible. As a result, the teachers are bringing the classes over to the Steele Library on a field trip to allow them to utilize our collections.

Public Expression. None.

The meeting was adjourned at 7:00pm. The next regular meeting of the board will be held on Thursday, February 16th, 2012 at 6:00pm at the Steele Memorial Library, 101 East Church Street, Elmira, New York.

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2012-8)

Financial Report - January 31, 2012

Income	2012 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through the Year	Notes
Library Fines, Fees & Contributions	\$ 92,375	\$ 11,026	\$ 81,349	12%		
Grants (other than N.Y.S.)	\$ -	\$ -				
Foundation Contributions	\$ 165,000	\$ -	165,000	0%		
Library District Tax Receipts	\$ 2,528,243	\$ -	2,528,243	0%		
Interest on Investments	\$ 3,000	\$ -	3,000	0%		
State Aid	\$ -					
Central Library Development	\$ 80,000	\$ -	80,000	0%		
Central Book Aid	\$ 54,000	\$ -	54,000	0%		
Local Library Services Aid	\$ 37,000	\$ -	37,000	0%		
Other State Aid	\$ 1,600	\$ -	1,600	0%		
TOTAL INCOME	\$ 2,961,218	\$ 11,026	\$ 2,950,192	0%	8%	

Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
Personnel						
Salaries	1,220,509	\$ 93,581	\$ 1,126,928	8%		
Sunday & Holiday Salaries	9,342	\$ 1,447	7,895	15%		
Employee Benefits	745,012	\$ 56,195	688,817	8%		
Subtotal - Personnel Expenses	1,974,863	\$ 151,223	1,823,640	8%	8%	
Contractual						
Equipment	14,103	\$ 2,343	11,760	17%		
Telephone	10,000	\$ 353	9,647	4%		
Supplies	37,400	\$ 6,657	30,743	18%		
Travel & Continuing Education	16,100	\$ 302	15,798	2%		
Repairs & Maintenance	40,274	\$ 3,886	36,388	10%		
Postage	8,000	\$ 132	7,868	2%		
Education - Tuition Assistance	5,200	\$ 1,053	4,147	20%		
Library Materials (books, video, etc.)	313,300	\$ 23,209	290,091	7%		
Utilities	80,000	\$ -	80,000	0%		
Building Cleaning Supplies	13,000	\$ 638	12,362	5%		
Fuel, Gas & Oil	3,600	\$ 494	3,106	14%		
Insurance	33,293	\$ 9,413	23,880	28%		
Vehicle Operation / Maintenance	1,000	\$ 84	916	8%		
Professional Fees (audit, engineer/legal fees)	36,900	\$ 1,572	35,328	4%		
Data Processing Expenses (Cost Share)	70,945	\$ 501	70,444	1%		
Payment of Taxes	4,575	\$ 1,982	2,593	43%		
Library Programming	23,000	\$ 1,981	21,019	9%		
Chemung County costs (B&G, vision)	18,021	\$ -	18,021	0%		
Capital Improvements	25,000	\$ -	25,000	0%		
Contingency Fund	111,053	\$ -	111,053	0%		
Debt Service	\$ 60,028	\$ -	60,028	0%		
TOTAL EXPENSE	\$ 2,899,655	\$ 205,824	\$ 2,693,831	7%	8%	

Unpaid Bills Detail

As of February 16, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
A & M Works, Inc.			
	02/16/2012	Snow removal and salting JAN - HFL	190.00
Total A & M Works, Inc.			<u>190.00</u>
AVcafe			
	02/16/2012	DVD's - HFL	299.57
Total AVcafe			<u>299.57</u>
Capabilities, Inc.			
	02/16/2012	HFL,WE,BF Janitor Services- Jan. 2012	1,311.00
Total Capabilities, Inc.			<u>1,311.00</u>
Casella Waste Systems, Inc.			
	02/16/2012	Garbage disposal-BF, HFL, & WE - Jan	155.54
Total Casella Waste Systems, Inc.			<u>155.54</u>
Chemung Canal Trust Company			
	02/16/2012	credit card purchases- mounts for monitors/wkshop reg/labeler	1,576.15
Total Chemung Canal Trust Company			<u>1,576.15</u>
Deluxe Business Checks and Solutions			
	02/16/2012	checkbook supply	374.50
Total Deluxe Business Checks and Solutions			<u>374.50</u>
First Transit			
	02/16/2012	Bookmobile fuel-JAN	291.41
Total First Transit			<u>291.41</u>
Gale Group, Inc.			
	02/16/2012	ST Fiction - Jan purchases	422.86
Total Gale Group, Inc.			<u>422.86</u>
Glove House Inc.			
	02/16/2012	Patron Refund	15.00
Total Glove House Inc.			<u>15.00</u>
H. L. Treu Office Supply Corp.			
	02/16/2012	storage boxes-Admin files/date stamps	17.50
Total H. L. Treu Office Supply Corp.			<u>17.50</u>
Highsmith, Inc.			
	02/16/2012	ST - book labels	12.50
Total Highsmith, Inc.			<u>12.50</u>
Horwitz Supply Company			
	02/16/2012	Paper/Cleaning supplies, Vacuum Repair	1,379.65
Total Horwitz Supply Company			<u>1,379.65</u>
Ingram Library Services			
	02/16/2012	Library materials-HFL adult	808.03
Total Ingram Library Services			<u>808.03</u>
MidWest Tape			
	02/16/2012	DVD/Audio purchases - ST & HFL	1,323.44
Total MidWest Tape			<u>1,323.44</u>

Unpaid Bills Detail

As of February 16, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Nelson & Streeeter Construction Co, Inc.			
	02/16/2012	final payment - installation of game tables, etc	<u>3,800.00</u>
Total Nelson & Streeeter Construction Co, Inc.			3,800.00
Office Equipment Source, Inc.			
	02/16/2012	Quarterly Maint contract on BF copier 10/25/11 - 1/24/12	<u>24.01</u>
Total Office Equipment Source, Inc.			24.01
ProQuest LLC			
	02/16/2012	SG microfilm-Oct 2011	<u>14.30</u>
Total ProQuest LLC			14.30
Reliable Computer Products			
	02/16/2012	Toner for copier-WE	<u>289.53</u>
Total Reliable Computer Products			289.53
Ronald Shaw			
	02/16/2012	Mileage Reimb.-Nov-Jan	<u>255.30</u>
Total Ronald Shaw			255.30
Sheesleys Sewer Service			
	02/16/2012	BF & WE - Televising Duct Work	<u>700.00</u>
Total Sheesleys Sewer Service			700.00
Southern Tier Library System			
	02/16/2012	Processing Fees - All Libraries	<u>934.50</u>
Total Southern Tier Library System			934.50
Star Gazette			
	02/16/2012	Annual Subscription - ST 1/1/12-12/31/12	<u>194.65</u>
Total Star Gazette			194.65
Supermedia LLC			
	02/16/2012	yellow pages ad + out of town phone book-Reference Dept	<u>120.52</u>
Total Supermedia LLC			120.52
TidePool Press			
	02/16/2012	Book purchase for Friends of Steele-to be reimb	<u>156.70</u>
Total TidePool Press			156.70
Time Warner Cable			
	02/16/2012	VPN/Phone - BF	<u>183.81</u>
Total Time Warner Cable			183.81
Unique Management Services, Inc.			
	02/16/2012	Collection Fees - all libraries Jan	<u>854.85</u>
Total Unique Management Services, Inc.			854.85
Verizon			
	02/16/2012	Phone - ST	<u>35.19</u>
Total Verizon			<u>35.19</u>
			<u><u>15,740.51</u></u>

Unpaid Bills Detail

As of February 1, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	02/01/2012	Purchases - ST, BF, HFL, WE - 12/13/11	839.01
Total Amazon Credit Plan			<u>839.01</u>
Apple Books			
	02/01/2012	Steele JUV books	5,439.14
Total Apple Books			<u>5,439.14</u>
AudioGo			
	02/01/2012	AV purchases-ST JAN invoice	331.82
Total AudioGo			<u>331.82</u>
Barnes & Noble, Inc.			
	02/01/2012	Library Materials - VE	73.36
Total Barnes & Noble, Inc.			<u>73.36</u>
Brian Ewanyk			
	02/01/2012	Mileage reimbursement - Jan. 2012	22.20
Total Brian Ewanyk			<u>22.20</u>
Brian P. Harris			
	02/01/2012	Mileage -11/23/11 - 1/12/12	66.60
Total Brian P. Harris			<u>66.60</u>
Casella Waste Systems, Inc.			
	02/01/2012	Garbage disposal-BF, HFL, & WE - Dec.	155.90
Total Casella Waste Systems, Inc.			<u>155.90</u>
Center Point Large Print			
	02/01/2012	BKM - large print	77.88
Total Center Point Large Print			<u>77.88</u>
Chemung County Humane Society & SPCA			
	02/01/2012	Donation for programming-ST JUV	75.00
Total Chemung County Humane Society & SPCA			<u>75.00</u>
CHILDREN'S PLUS INC.			
	02/01/2012	Books Purchased - BF	120.55
Total CHILDREN'S PLUS INC.			<u>120.55</u>
CPE Interlink			
	02/01/2012	ST-tested data jacks in IT office	180.00
Total CPE Interlink			<u>180.00</u>
Creative Data Products			
	02/01/2012	Overdue mailers - all libraries	398.36
Total Creative Data Products			<u>398.36</u>
Deborah L. Brimmer			
	02/01/2012	mileage reimbursement - JAN 2012	215.90
Total Deborah L. Brimmer			<u>215.90</u>

Unpaid Bills Detail

As of February 1, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Elizabeth McMahon			
	02/01/2012	Mrs. McPuppet- FEB program at HH / WE	750.00
Total Elizabeth McMahon			<u>750.00</u>
Elmira Water Board			
	02/01/2012	NOV/DEC Water bills- ST & WE	214.02
Total Elmira Water Board			<u>214.02</u>
Gressco LTD.			
	02/01/2012	DVD security cases for ST	1,237.02
Total Gressco LTD.			<u>1,237.02</u>
Haefele TV, Inc.			
	02/01/2012	Internet for Van Etten-FEB 2012	22.00
Total Haefele TV, Inc.			<u>22.00</u>
Horseheads Do It Center			
	02/01/2012	HFL - ice melter	7.54
Total Horseheads Do It Center			<u>7.54</u>
Ingram Library Services			
	02/01/2012	Library materials-all libraries	6,279.80
Total Ingram Library Services			<u>6,279.80</u>
Institute for Human Services			
	02/01/2012	Registration for Grant wkshop-C. Corter	35.00
Total Institute for Human Services			<u>35.00</u>
JanWay Company USA, Inc.			
	02/01/2012	Program Supplies-WE	114.42
Total JanWay Company USA, Inc.			<u>114.42</u>
Jennie Mathews			
	02/01/2012	Mileage reimbursement - ST	24.00
Total Jennie Mathews			<u>24.00</u>
Karen Snyder			
	02/01/2012	Patron Refund	7.70
Total Karen Snyder			<u>7.70</u>
Oriental Trading Company, Inc.			
	02/01/2012	programming supplies - ST / WE	147.99
Total Oriental Trading Company, Inc.			<u>147.99</u>
Reliable Office Supplies			
	02/01/2012	Office supplies-all libraries	174.59
Total Reliable Office Supplies			<u>174.59</u>
Skillpath Seminars			
	02/01/2012	workshop registration fee-AD	230.90
Total Skillpath Seminars			<u>230.90</u>

Unpaid Bills Detail

As of February 1, 2012

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Spoon Man, Inc.			
	02/01/2012	Deposit for JULY programs at VE / ST / WE	90.00
Total Spoon Man, Inc.			<u>90.00</u>
Staples Credit Plan			
	02/01/2012	Equipment purchase AD/HH	309.98
Total Staples Credit Plan			<u>309.98</u>
The Bulk BookStore			
	02/01/2012	Books purchased for HH Kinderbook pd by HH Friends	956.00
Total The Bulk BookStore			<u>956.00</u>
Time Warner Cable			
	02/01/2012	VPN/Phone/Cable Service - ST, HFL, WE, BF	431.35
Total Time Warner Cable			<u>431.35</u>
Verizon Wireless			
	02/01/2012	BKM/ IT Dept cellular service- 1/19 - 2/18/12	181.87
Total Verizon Wireless			<u>181.87</u>
			<u><u>19,209.90</u></u>

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of February 1, 2012

Document #2012-9

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Gale Group, Inc.			
	02/01/2012	Chilton Library balance due for annual subscription	4,255.00
Total Gale Group, Inc.			<u>4,255.00</u>
Infogroup/Polk City Directories			
	02/01/2012	Reference materials	227.00
Total Infogroup/Polk City Directories			<u>227.00</u>
Ingram Library Services			
	02/01/2012	Non-Fiction book purchases-January	1,329.22
Total Ingram Library Services			<u>1,329.22</u>
			<u><u>5,811.22</u></u>