



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 July 2011 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, July 21, 2011 at 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 #2011-36)
4. Treasurer's report
 - a) Financial report (document #2011-37)
 - b) Report of Unpaid Bills Detail (document #2011-38)
5. Correspondence
6. President's report
7. Director's report
8. Committee reports:
 - a) Executive Committee (Reynolds)
 - 1) Report of the Committee meeting (document #2011-39)
 - b) Budget & Finance Committee (Fitzgerald)
 - 1) Report of the Committee meeting (document #2011-40)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document #-41)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

*(Minutes of the June 2011 meeting of the Chemung County Library District Board of Trustees.
Document #2011-36)*

Minutes of the June 2011 meeting of the Chemung County Library District Board of Trustees. The June meeting was held on Thursday, June 16, 2011 at the Steele Memorial Library, 101 East Church Street, Elmira, New York. President Georgia Reynolds called the meeting to order at 6:03pm. Present were Rita Dery, Robin Fitzgerald, Tina Hager, Sue Cook, Mary Beth Conwell, Marge Kappanadze, Allen C. Smith, Karl Schwesinger and Richard Roberts. Excused: John Savash, Ann Cady and Jessica Roberts. Absent: Gail McGee. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Minutes. The minutes of the May 2011 meeting (Document #2011-31) were presented for board review. The minutes were approved as distributed by unanimous consent.

Financial Report. The May 31, 2011 Financial Report (Document #2011-32) was presented for board review. Ms. Fitzgerald stated that the Library District's finances are on track for this point in the fiscal year. By unanimous consent the May 31, 2011 Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2011-33). Ms. Fitzgerald pointed out that the invoice listed for Chemung County pays the entire balance due to them for the 2011 fiscal year's Debt Service. She also stated that the \$10,000 payment for a new Microfilm/Scanner is being totally funded by the Friends of the Steele Memorial Library. By unanimous consent, the board authorizes the payment of the unpaid bills dated 6/1/11 – General Fund \$18,137.62, Grant Fund - \$2,738.84 and dated 6/8/11 – Grant Fund - \$2,972.40, General Fund \$93,568.55 as distributed.

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

- Thank you notes from the Happy House Day Care for the Steele story time staff, a note from a 7-year old giving her positive view of the library and a thank you for staff member, Owen Frank, from an environmentalist for whom he gave a tour of the "green roof" at the Steele Library.
- Thank you notes to the board from the Family Reading Partnership for the opportunity to hang their banners at CCLD's branch libraries and a thank you from the Bookmobile staff for the successful dedication ceremony of the new Bookmobile.
- A request from the "Operation Safeguard" unit of the New York State Law Enforcement Agency asking the library staff to notify them of any suspicious or unusual behavior of individuals. Mr. Shaw has discussed the CCLD policy relating to the confidentiality of patron records with staff.

President's Report. Ms. Reynolds requested that in order to make things run a little smoother at board and committee meetings, members notify the person(s) in charge of any expected absence. She also requested that board members do a quick check of the roster that is posted on CCLD's website to look for any errors and report them to the Director.

Ms. Reynolds also reported that the Library District has a new mascot – Monty the moose – who will be traveling to 45 different libraries around the United States. Photos of Monty will be taken at the various libraries and sent back to CCLD. This is a nice opportunity for marketing CCLD.

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

- The possible location of a library inside the new Southside Community Center building project does not qualify for State Construction funds because the Library District does not own the building. This presence on the Southside is on hold as he looks for other ways to raise the necessary funding.
- The installation of the new CCLD signage at all library locations should begin as early as next week.
- In the near future, Mr. Shaw plans to have a discussion with the Buildings & Grounds Committee regarding making all libraries in the district a non-smoking campus.

- Reference Librarian Owen Frank is working on a program that will include tools of historic databases. He is collaborating with the History Museum and the South Central Regional Library Council.
- The Southern Tier Library System (STLS) is requesting that board members consider attending a breakfast on June 22, 2011 that will feature their new “Job Link” program that is traveling to member libraries. They are also asking board members to offer their input on the STLS 5 year plan and will meet with CCLD if we are interested.
- He reported that he and Ms. Santulli are working on the first draft of the proposed 2012 Library District budget.
- Two staff members, Ms. Mathews and Ms. Barrett, are working on a procedural guide for publicity that will be used throughout the Library District.
- Several “suggestion box” items were read and passed around for board review.

Articles of interest for board members included:

- A newsletter from *The Business Council* that reported on New York State Legislature’s intent to impose a 2% property tax cap on government spending. This will affect the Library District’s budget.
- An article from the *American Libraries Magazine* which states that President Obama has signed into law a 4-year renewal of the Patriot Act that included none of the reader-privacy and Fourth Amendment protections sought by the ALA.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2011-34). Mr. Richards reported that it was a quick meeting and everything discussed has already been covered.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2011-35). Ms. Fitzgerald reported that the Committee gave preliminary instructions to the administration regarding the 2012 proposed budget and received Committee requests for funding.

Buildings & Grounds Committee. Mr. Schwesinger stated that he is working on getting plans for various outstanding projects. He reported the following:

- He has requested a quote from Foor & Associates to complete a new “facilities report” of all buildings in the Library District.
- Regarding the Green Roof at the Steele Library, he expects to close out the paperwork to the State this week.
- At the West Elmira Library, 5 parking spots will be added along the back of the building along with a sidewalk and a new pad at the entrance to assist handicapped patrons. The quote for this portion of the project is \$25,950. He is awaiting an electrical quote that will replace the exterior lighting as well.
- At the Big Flats Library, he has met with the Town of Big Flats and they will not allow the Library District to connect to their drainage ditch. However, the new plan is to hook into the catch basin for the storm sewer. It appears that there is enough of a grade to do so. He is awaiting a quote to complete this project in this manner. This should assist in getting rid of “Lake Minier” in the parking lot.

Since the deadline for the expenditure of the funding for the 2008 State Construction projects is June 30, 2011, Mr. Schwesinger moved, seconded by Mr. Smith to allow the Library District to expend within 10% (ten percent) of the following dollar amounts to complete the 2008 State Construction projects: Steele \$4,672.94; West Elmira \$32,802.20 and Big Flats \$16,589.93. Motion Carried.

Policies Committee. Mr. Roberts stated that he is looking at revising the Library District’s Policies & By-Laws to bring them up to date and to integrate all policies into a single document that will be available on the web.

Mr. Shaw stated that due to numerous patron requests, the staff has reviewed the Circulation Policy as it pertains to the lending time of “new” fiction materials. They are requesting that the lending time be extended from 7 days to 14 days for these materials. The genealogy staff is also looking for a change in the fee

currently being charged for research that is conducted for either genealogy or obituary/death requests. The request is to increase the charge of \$5 for an obituary with a known date of death to \$10 and the genealogy research from \$15 per hour to \$20 per hour. These new figures are in line with what other libraries are currently charging for these services. Ms. Fitzgerald moved, seconded by Mr. Roberts to change the lending period for new fiction from one week to two weeks and to raise the fees for obituaries from \$5 to \$10 and for genealogy research from \$15/hour to \$20/hour to offset costs incurred by the District. Motion carried.

Marketing Committee. Ms. Reynolds reported that the Committee looked at the areas available to the Library District to place billboards and determined that those areas are of no value to the District for advertising. At the last meeting, they discussed the possibility of placing advertising on the First Transit buses. It seems a better way to advertise even special events. No final decision has been made to date.

The Committee decided to purchase neon green t-shirts to give to the kids who complete the Summer Reading Program and are invited to the final party at Eldridge Park. This event is planned for August 10, 2011 from 2pm – 4pm. The park is supplying hot-dogs, ice cream and drinks for the event.

Negotiating Committee. It was reported that at last week's first session with CSEA representatives, both sides submitted their requests in writing. Time was spent on reading and clarifying the points and the group will meet again in two weeks.

Personnel Committee. Ms. Conwell reported that Mr. Shaw's goals for the upcoming year have been sent to all board members. This is a living, breathing document that is a roadmap for the entire organization to accomplish. Mr. Shaw did a great job in listing his goals. He clearly understands where he plans to take the District in the next year.

Old Business. Ms. Reynolds reported that the County Board of Elections staff has cancelled their meeting with the Library District in August. They are looking to change the Library District's election of trustees to match the County Legislator's dates. This is more complicated than they originally thought. If the Library District agrees with their findings, it will require a request to the State to change the charter that formed the District.

Public Expression. None.

The meeting was adjourned at 7:12pm. The next regular meeting of the board will be held on Thursday, July 21, 2011 at 6:00pm at the Steele Memorial Library, 101 East Church Street, Elmira, New York.

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2011-37)

Financial Report - June 30, 2011

Income	2011 annual budget	Received to date	Balance remaining	Percentage received	Percentage through the year	Notes
Library Fines, Fees & Contributions	\$ 80,560	\$ 72,637	\$ 7,923	90%		Includes \$10,000 donation to be sent to Steele Foundation
Grants (other than N.Y.S.)		76,640				Incl funds -State EFC for the "Green Roof" project plus \$10,000 from Steele Friends
Foundation Contributions	165,000	20,100	144,900	12%		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	1,778	5,722	24%		
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		1,600	0%		
TOTAL INCOME	\$ 2,925,672	\$ 2,843,200	\$ 159,112	97%	50%	

Expense	Annual Budget	Expended to date	Balance remaining	Percent Expended	Percentage through year	Notes
Personnel						
Salaries	\$ 1,258,971	\$ 637,942	\$ 621,029	51%		
Sunday & Holiday Salaries	58,785	22,762	36,023	39%		
Employee Benefits	614,048	295,196	318,852	48%		
Subtotal - Personnel Expenses	1,931,804	955,900	975,904	49%	50%	
Contractual						
Equipment	11,307	19,051	(7,744)	168%		Includes \$10,000 for new Microfilm/Scanner to be reimbursed by Friends of Steele & \$6,444 Early Lit Station reimbursed by HH Foundation
Telephone	12,840	4,519	8,321	35%		
Supplies	39,300	30,956	8,344	79%		Includes \$6,000+ Marketing Committee Purchases plus \$1,972 fund balance purchase from 2010
Travel & Continuing Education	28,422	9,548	18,874	34%		
Repairs & Maintenance	42,789	27,162	15,627	63%		Incl. \$3,400 for new blinds at HFL paid for by HH Foundation
Postage	9,500	359	9,141	4%		
Education - Tuition Assistance	3,600	907	2,693	25%		
Library Materials (books, video, etc.)	311,060	149,269	161,792	48%		
Utilities	97,650	38,500	59,150	39%		Incl. 4th Qtr of 2010
Building Cleaning Supplies	8,500	8,140	360	96%		
Fuel, Gas & Oil	2,500	1,668	832	67%		
Insurance	35,000	19,476	15,524	56%		
Vehicle Operation / Maintenance	1,000		1,000	0%		
Professional Fees (audit, engineer/legal fees)	53,400	52,161	1,239	98%		Incl. FINAL pymt to Fagan Engineers for Green Roof project
Data Processing Expenses (Cost Share)	61,063	32,910	28,153	54%		
Payment of Taxes	4,595	4,504	91	98%		
Library Programming	22,500	17,138	5,362	76%		
Chemung County costs (B&G, vision)	17,049	1,627	15,422	10%		
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	61,713	0	100%		
TOTAL EXPENSE	\$ 2,877,172	\$ 1,483,578	\$ 1,393,594	52%	50%	

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

Document #2011-38

As of July 7, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Brian P. Harris			
	07/07/2011	Insurance reimbursement 2011/12	195.00
Total Brian P. Harris			<u>195.00</u>
Fire Alarm Service Technology, Inc.			
	07/07/2011	Annual Fire & Security Monitoring Fee - ST/HH	1,428.00
Total Fire Alarm Service Technology, Inc.			<u>1,428.00</u>
First Transit			
	07/07/2011	Bookmobile fuel-JUNE 2011	390.32
Total First Transit			<u>390.32</u>
Hill Top Inn			
	07/07/2011	Two programs @ WE 7/11 & 7/25	1,238.72
Total Hill Top Inn			<u>1,238.72</u>
Kerry Lea Ferguson			
	07/07/2011	7/11 program at West	75.00
Total Kerry Lea Ferguson			<u>75.00</u>
Mary Terhune			
	07/07/2011	Patron refund	20.00
Total Mary Terhune			<u>20.00</u>
MidWest Tape			
	07/07/2011	DVD/Audio purchases-HFL&ST	3,783.05
Total MidWest Tape			<u>3,783.05</u>
Mike Straka			
	07/07/2011	Program - ST, BF, VE, HFL, BKM	1,250.00
Total Mike Straka			<u>1,250.00</u>
Random House, Inc.			
	07/07/2011	AV purchases-ST	314.10
Total Random House, Inc.			<u>314.10</u>
Recorded Books			
	07/07/2011	ST - AV purchases	99.00
Total Recorded Books			<u>99.00</u>
Robert Rogers Puppet Company			
	07/07/2011	July program at ST	395.00
Total Robert Rogers Puppet Company			<u>395.00</u>
Ronald Shaw			
	07/07/2011	Mileage reimbursement 6/8-6/27/11	178.00
Total Ronald Shaw			<u>178.00</u>
Southern Tier Library System			
	07/07/2011	Processing for June	633.00
Total Southern Tier Library System			<u>633.00</u>

Chemung County Library District General Fund
Unpaid Bills Detail

Document #2011-38

As of July 7, 2011

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Swift Office Equipment, Inc.			
	07/07/2011	Maintenance contract on copiers ST/HFL	854.10
Total Swift Office Equipment, Inc.			<u>854.10</u>
Video Librarian			
	07/07/2011	annual subscription 2011/12	64.00
Total Video Librarian			<u>64.00</u>
Wegmans Food Markets Inc.			
	07/07/2011	Program Supplies-HFL	338.93
Total Wegmans Food Markets Inc.			<u>338.93</u>
			<u><u>11,256.22</u></u>

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

Ms. Reynolds reported that Cindy Emmer has been appointed by the Southern Tier Library System to serve on their board representing Chemung County. With this appointment, there are four STLS board members who represent Chemung County. Ms. Emmer will need to be appointed to this position at the next CCLD board meeting. Ms. Reynolds stated that she would like to invite the four County representatives to a future board meeting night to meet the members of the Library District board, possibly in September.

Ms. Reynolds stated that she is delighted with the newly revised CCLD website and with the media coverage that the Library District has had in the past few weeks. The staff has done a great job with both.

Mr. Shaw reported on the following:

- CCLD has been given a unique opportunity by the Saint Peter & Paul's Cemetery – to be able to take digital photos of their records for the Genealogy Department at no charge to us.
- Two requests for utilization of CCLD meeting rooms that fall into next year's calendar have been approved. The Horseheads School District will meet in February and in June; the City of Elmira will hold its Water Board Election.
- Next week Mr. Shaw will present two projects to the Southern Tier Library System for them to consider including in their New York State Construction funding. The first project is the "quiet room" at the Steele Library at an approximate cost of \$11,220. For the second project, Mr. Shaw stated that STLS has received notification from the State that the NYS Construction funds can be used for a new building that is not owned by the Library District IF there is a lease agreement from the owner of the building. This means that a library presence on the Southside of Elmira may still be a reality and the State could consider the Town of Southport's funding of the project as CCLD's matching funds. He will have more information on the project this week.
- For the 2008 State Construction projects, the cost of the renovation of the drywell area at the Big Flats Library "Lake Minier" is \$24,550; the West Elmira project includes the installation of a ramp/sidewalk and parking area to assist handicapped patrons; and the Steele Memorial Library's funding will be spent on the design/production & installation of an energy efficient sign. All projects have met the June 30th deadline for expenditure of the funding.
- A quote for new carpeting at the Big Flats Library has been received in the amount of \$12,438. Mr. Shaw stated that it would be best to completely empty the building prior to laying the carpet. The cost of moving the books and furniture could be double the cost of the carpeting. This matter will be discussed with the Budget & Finance Committee at its meeting next week.
- A request has been received from the Southern Tier Library System to submit names to be considered for its "Outstanding Support of Libraries" award. Discussion ensued. The deadline for the submission of a name is September 9, 2011.

- Mr. Shaw has received updated information from the American Library Association regarding the Patriot Act and the requirements currently being given by the Division of State and Homeland Security. This will be given to staff to read and understand.

Ms. Santulli presented & reviewed the Unpaid Bills Lists dated July 6th, 2011. Mr. Smith moved, seconded by Ms. Fitzgerald moved to approve the bills totaling \$53,672.51 in the General Fund and the Grant Fund bills in the amount of \$5,498.95. Motion Carried.

Ms. Fitzgerald updated the Committee on the negotiations with the representatives of CSEA for a new 3-year contract. The next meeting of the Negotiating Committee will be June 21st, 2011 at 5pm, just before the regular monthly meeting of the board.

The meeting adjourned at 6:45pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, August 3rd, 2011 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2011-40

Report of the July 13th, 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, July 13th, 2010, beginning at 8:00am. Attending the meeting were CCLD board members

Georgia Reynolds, Robin Fitzgerald, Sue Cook, Jessica Roberts, Richard Roberts, John Savash 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 reviewed and discussed the first draft of the proposed 2012 CCLD budget. Some suggested changes will be made and a second draft of the budget will be presented at the August 10th meeting of the Committee.
- The Committee reviewed the June 30th, 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 July 7th, 2011 Unpaid Bills Detail, for the General Fund bills totaling \$11,256.22. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

The meeting adjourned at 9:40am. The next meeting of the Budget & Finance Committee will be held on Wednesday, August 10th, 2011 in the Petrie Conference Room of the Steele Memorial Library.

Document #2011 – 41

Report of the July 13th, 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, July 13, 2011, beginning at 3pm. Board members attending the meeting were Karl Schwesinger, John Savash, Rita Dery and Georgia Reynolds. Also attending was Ron Shaw, CCLD Director. The meeting opened at 3:00pm.

The following topics were discussed:

- Mr. Schwesinger reported that the estimate for the project to mitigate “Lake Minier” has been received from Elmira Structures. The project cost of \$24,550 will be partially covered by New York State Construction Project grant money. Mr. Shaw will call Elmira Structures to determine the start date of the project.
- Mr. Schwesinger reported that the projects for West Elmira will commence after the end of Summer Reading Club. The cost of the project (\$32,802) will be paid by New York State funds also. Projects to be completed include installation of a sidewalk and ramp at the rear of the building, installation of exterior lighting and replacement of some interior electrical wires.
- The signage for CCLD library buildings has been installed. Coordination is being made for the installation of electrical outlets at Steele to complete the project.
- Regarding the installation of a “quiet room” at the Steele Memorial Library, Mr. Shaw reported that he presented the project to the Southern Tier Library System committee for 2011 New York State Construction Aid funds. Notification of acceptance will be sent within the next 2-3 weeks.
- Mr. Shaw reported the project to establish a presence in Southport was not acceptable at this time. He has notified STLS that, if funds are available, CCLD may try again in 2012 to obtain funding.
- Mr. Schwesinger stated that he has contacted some firms to conduct an inspection of the Library District buildings in order to submit a new “Existing Conditions Evaluation & Capital Assessment” report to the board. The current report is dated June of 2006.
- Mr. Schwesinger reported that the Big Flats Branch must have a testable check valve installed on the heating system per the Town of Big Flats.
- Mr. Shaw addressed the request of Rose Woodard, West Elmira Principal Library Clerk, to have a new circulation desk installed. Mr. Shaw will contact Elmira Structures for an initial estimate.
- Mr. Schwesinger reported that he has finished the required paperwork to close out the Green Roof project. He will be conducting the final review when New York State Environmental Facilities Corp. is available.

The meeting adjourned at 3:45pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, August 10th, 2011 at 3pm in the Director’s Office at the Steele Memorial Library.