



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

## Agenda

The December 2009 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, December 17<sup>th</sup>, 2009 at 7pm at the Steele Memorial Library, 101 East Church Street, Elmira, New York 14901. The agenda for the meeting is listed below. If you are unable to attend, please inform Mr. Smith (737-7285), Mrs. Santulli (733-8607), or Mr. Sleeth (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2009-89)
4. Treasurer's report
  - a) Financial report (document #2009-90)
  - b) Report of unpaid Bills Detail (document #2009-91)
  - c) Fund balance report (document #2009-92)
6. Correspondence
7. President's report
8. Director's report
  - a) Personnel activities since the November 2009 meeting of the Library Board (document #2009-93)
9. Committee reports:
  - a) Executive Committee (Smith)
    - 1) Report of the Committee meeting (document #2009-94)
  - b) Budget & Finance Committee (Fitzgerald)
    - 1) Report of the Committee meeting (document #2009-95)
  - c) Building & Grounds Committee (Schwesinger)
    - 1) Report of the Committee meeting (document #2009-96)
    - 2) Review of specifications for a new bookmobile (to be distributed separately)
  - d) Personnel Committee (Conwell)
10. Old business
11. New business
12. Period for public expression
13. Adjournment

*Document #2009-89*

*Minutes of the November 2009 meeting of the Chemung County Library District Board of Trustees.*

**Minutes of the November 2009 meeting of the Chemung County Library District Board of Trustees.** The November meeting was held on Thursday, November 19<sup>th</sup>, 2009 at 7pm at the Horseheads Free Library. The meeting was called to order by Vice-President Marleah Denkenberger. Present were Robin Fitzgerald, Georgia Reynolds, Judy Sell, Tina Hager, Susan Cook, Mary Beth Conwell, Jan Kather, Jason Harmon and Karl Schwesinger. Excused were Allen C. Smith, Andrea Ogunwumi, Jessica Roberts and Sylvia Force. Also present were Jim Sleeth, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

**Minutes.** The minutes of the October 2009 meeting (Document #2009-80) were presented for board review. The minutes were approved as distributed by unanimous consent.

**Financial Report.** The October 31, 2009 Financial Report (Document #2009-81) was presented for board review. Ms. Fitzgerald noted that since the end of October, the Library District has received \$40,000 from the Steele Memorial Library Foundation, representing half of their annual contribution. Also received was \$95,000 for Central Library Development and \$65,000 for Central Book Aid. This income will be recorded on next month's financial report. Ms. Santulli submitted a preliminary Fund Balance report to the Budget & Finance Committee. Ms. Fitzgerald stated that it may be necessary to adopt a board resolution in December that excuses the Library Board, for a period of one year, from adherence to the policy of maintaining a 15% fund balance at the end of one year for the coming year. The purpose of this change is to have sufficient matching funds for the green roof at the Steele Library. By unanimous consent the October 31, 2009 Financial Report was approved as distributed and will be filed for audit.

Concerning the Report of Unpaid Bills (Document #2009-82). Ms. Fitzgerald noted that this list includes the 3<sup>rd</sup> quarter utility payment to Chemung County and the expense of the CCLD Fall 2009 newsletter. Mr. Schwesinger requested that an invoice be added to the list of Unpaid Bills for Marchuska Brothers in the amount of \$7,309.30 as payment for change orders at the Horseheads Free Library that were approved by the CCLD board in October. By unanimous consent, the board authorizes the payment of the unpaid bills dated 11/3/09 and 11/10/09 as amended.

**Correspondence.** Items in the correspondence file that were passed around for board review included the following:

- Correspondence from and to Bonnie Mallen, the current clerk at the Van Etten Library regarding her expected retirement. Mr. Sleeth also included a hand-written note to George Keturi, Supervisor of the Town of Van Etten, reaffirming the Library District's commitment to the Van Etten Library. The notice of the available Principal Library Clerk position at the Van Etten Library will be distributed in Van Etten and throughout the Library District we receive notification of Ms. Mallen's retirement.

- Mr. Sleeth reported that the specifications for the new Bookmobile will be finalized this week. Once the Library District has a final draft, the specs will then go to the CCLD attorney for review, with a final approval by the CCLD board at the December meeting. He also reported that local author, Tedd Arnold, has agreed (at no cost) to use his creative talents on an external design for the new Bookmobile.
- Mr. Sleeth reported on the recent meeting of the Southern Tier Library System's Member Library Contributions Committee. The Library District was represented at this meeting by Mr. Sleeth, Owen Frank and board president Denny Smith. The proposed cost-share increases for fiscal years 2011 – 2013 were the main topic of discussion. For the first time, there were a significant number of library trustees present speaking against the proposed increase in fees, especially since the proposed increases were either 10% a year or 18% a year. STLS officials made it clear that these Member Library Contributions Committee meetings were for information purposes and that the decision on the proposed increase would be made by the STLS board. Mr. Sleeth requested that concerned CCLD board members should contact the Chemung County representatives on the STLS board – Sherry Collins, Martin Green, Scott Breese, Smitty Paulison – asking them to oppose the increase in fees. Contact information for these STLS trustees will be sent to CCLD board members via email.
- Mr. Sleeth reported that the Library District recently received \$6,000 from the Friends of the Horseheads Free Library to be used at the Horseheads Library for the purchase of children's furniture, library materials and for special programming. A thank you letter has been sent. He stated that he attended the most recent meeting of the Friends of the Horseheads Free Library and passed around their agenda and minutes for the board view.
- Mr. Sleeth passed out a copy of the final election results for the 2010 budget. Mr. Sleeth said he was very grateful for the voters' decision on the Library District budget.
- A copy of an article from the Library Journal publication entitled "The Future of Reading" was passed around. Mr. Sleeth stated that copies will be made available to any board member who wishes to receive one.

**Director's Report.** The Director's report concerning personnel activities since the October 2009 meeting was presented in writing to the board (Document #2009-83). Mr. Sleeth noted that the retirement of Eleanore Shepson, the Librarian 3 supervising the Bookmobile and the Big Flats and West Elmira Libraries, raises the question as to whether or not this position should remain a Librarian 3 responsibility or whether a Librarian 1 should be a supervisor of this degree. He stated that a Librarian 1 position was included in the 2010 budget, however he feels that the responsibilities of supervising all these libraries merits more than a Librarian 1 position. He reported that he has requested that the Civil Service Commission canvass the current Librarian 1 list to determine which individuals would be eligible to be hired by the Library

District. Mr. Sleeth also asked that the CCLD Personnel Committee discuss this issue while reviewing the current CCLD Staff Plan.

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2009-84). Vice-President Marleah Denkenberger stated that many of the issues discussed at the Committee meeting have already or will be discussed at this meeting. There was some discussion regarding the most recent book sale held by the Friends of the Horseheads Library and the upset there was due to lack of communication regarding the number of discards from the library. It was stated that the Horseheads community is experiencing growing pains and that the Horseheads Library staff need to be sure that they are friendly and welcoming when greeting patrons of their library.

Regarding the recent grant of \$10,000 from the Anderson Foundation for the purchase of a new Bookmobile, Mr. Harmon recognized the efforts of Mr. Sleeth and Dianne Patchett, the Principle Library Clerk in charge of Bookmobile services to give a clear effective case to the Foundation board members for the need of a donation. This is a huge coupe for the Library District.

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2009-85). Ms. Fitzgerald stated that in addition to the report she already gave, the Committee reviewed an up-to-date worksheet that tracks the receipt and expenditure of New York State Construction funds at each individual library.

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was presented in writing to the board. (Document #2009-86) Mr. Schwesinger reported while the window and door replacement project at the Horseheads Library is near completion, the roof project at that library is still open, awaiting warranty information from the contractor. The window and door replacement projects at the Big Flats and West Elmira projects will begin shortly; the Contractor has already ordered the materials needed for the job. The paving of the parking lot at the Steele Memorial Library is complete and the replacement of the exterior and interior lights is currently being accomplished. Mr. Schwesinger stated that a long-term maintenance schedule for the blacktop will need to be added into future CCLD budgets.

Regarding the “green roof” project at the Steele Memorial Library, the project is moving along quickly. Mr. Schwesinger reported that we are currently awaiting approval of the bid specification by the State and by the CCLD attorney. He expects the project to be put out for bid the last week of November and he informed the board that a special meeting of the CCLD board of trustees (with a quorum present) may be required in December to approve the low bidder of the projects and to sign the necessary contracts to meet the deadline of 12/31/09 which is in place by the State of New York.

Mr. Schwesinger requested that the board members review the proposed contract from Fagan Engineers to be the Project Lead on the Steele Memorial Library Green Roof Retrofit. (Document #2009-87) Fagan Engineers will provide Engineering Design and Construction Administration at a proposed fee of \$102,494.00. These fees are included in the New York State Environmental Facilities Corporation GIGP grant given to the Library District for this “green roof”. Ms. Kather moved, seconded by Ms. Reynolds to approve the November 12, 2009

contract as proposed by Fagan Engineers and to authorize the Vice-President of the CCLD board to sign the document. Vote: 9 Ayes, 1 Abstention. Motion carried.

**Personnel Search Committee.** Ms. Conwell reported that the Committee has received over 15 resumes for the Library District Director IV position. They have narrowed the field down to their top five candidates and have contacted the top three to inform them of the timeline for the Civil Service test that is expected to be given in February of 2010. The Committee has contacted their number one choice to schedule a phone interview. Also preliminary reference checks have begun for the top five candidates. The Search Committee would like to advertise nationally for the position to give them a larger pool of candidates. They expect to advertise on a couple of web sites that will cost between \$500 - \$700 to post the list for 30 or 60 days. The next meeting of the Personnel Search Committee will be held on December 15, 2009. It was requested that Mr. Sleeth be present at that meeting and be prepared to submit a draft to the Committee of what the distribution of responsibilities of the administration staff would be should the Library District decide to create an Assistant Director position in the future.

**Ad-Hoc Policies Committee.** Ms. Hager reported that the Committee reviewed the current CCLD Circulation Policy (Document #2009-88) and determined that the language in the first paragraph regarding the “having and using your own library card” is stronger than is necessary. The Committee recommended a more general rule that states “patrons should be expected to present their library card whenever they take out materials.” Board members discussed this issue in detail with concern being noted that while exceptions should be allowed, an exception to a policy should never become a rule. Ms. Hager reported that the Library District staff are still reviewing the Replacement Cost Table of the Circulation Policy to remove library materials from the list that are no longer being used and to update the replacement costs being charged for current items. The next CCLD policy that the Committee will review is the Meeting Room Policy. The Committee will not meet again until January 2010.

**Old Business.** None.

**New Business.** Mr. Sleeth reported that the Piecemaker Quilters gave him a “Friendship Quilt” to recognize his years of support for their organization. The Quilt Show is currently being held at the Steele Memorial Library and will continue until December 4, 2009.

**Public Expression.** None.

The meeting was adjourned at 8:45pm. The next regular meeting of the board will be on Thursday, December 17<sup>th</sup>, 2009 at 7pm at the Steele Memorial Library, 101 East Church Street, Elmira, New York.

**CHEMUNG COUNTY LIBRARY DISTRICT**  
Financial Report - NOVEMBER 30, 2009

**(DOCUMENT #2009-90)**

Account	2009 Annual Budget	Received to date	Balance remaining	Percentage Received	Percentage through year
<b>Income</b>					
Library Fines, Fees & Contributions	\$ 108,300	\$ 93,445	\$ 14,855	86%	
Grants (other than N.Y.S.)	20,000	29,370	(9,370)	147%	
New Bookmobile fund	0	84,380	(84,380)		
Foundation Contributions	160,000	91,321	68,679	57%	
Library District Tax Receipts	2,336,605	2,336,605	0	100%	
Interest on Investments	50,000	31,907	18,093	64%	
<b>State Aid</b>					
Central Library Development	105,000	94,889	10,111	90%	
Central Book Aid	71,500	64,602	6,898	90%	
Local Library Services Aid	41,700	37,755	3,945	91%	
Other State Aid	134,162	184,547	(50,385)	138%	
<b>TOTAL INCOME</b>	<b>\$ 3,027,267</b>	<b>\$ 3,048,821</b>	<b>\$ (21,554)</b>	<b>101%</b>	<b>92%</b>

Account	Annual Budget	Expended to date	Balance remaining	Percentage Expended	Percentage through year
<b>Expense</b>					
<b>Personnel</b>					
Salaries	\$ 1,218,644	\$ 1,047,346	\$ 171,298	86%	
Sunday & Holiday Salaries	58,317	36,643	21,674	63%	
Employee Benefits	550,602	411,327	139,275	75%	
<b>Subtotal - Personnel Expenses</b>	<b>1,827,563</b>	<b>1,495,316</b>	<b>332,247</b>	<b>82%</b>	<b>92%</b>
<b>Contractual</b>					
Equipment	34,140	34,140	0	100%	
Telephone	11,200	9,851	1,349	88%	
Supplies	35,100	35,100	0	100%	
Travel & Continuing Education	21,565	17,502	4,063	81%	
Repairs & Maintenance	32,780	32,780	0	100%	
Postage	9,400	9,400	0	100%	
Education - Tuition Assistance	3,850	1,700	2,150	44%	
Library Materials (books, video, etc.)	302,000	268,460	33,540	89%	
Utilities	96,350	66,326	30,024	69%	
Building Cleaning Supplies	7,000	6,713	287	96%	
Fuel, Gas & Oil	4,200	1,517	2,683	36%	
Insurance	32,266	22,235	10,031	69%	
Rent	5,150	4,167	983	81%	
Vehicle Operation / Lease	5,000	1,848	3,152	37%	
Professional Fees (audit, engineer/legal fees)	90,050	90,050	0	100%	
Data Processing Expenses	44,767	33,693	11,074	75%	
Payment of Taxes	4,845	4,500	345	93%	
Library Programming	20,300	20,300	0	100%	
Chemung County costs (B&G, vision)	20,549	5,231	15,318	25%	
Capital Improvements	308,414	211,743	96,671	69%	
Contingency Fund	59,994	51,055	8,939	85%	
Debt Service	63,148	47,361	15,787	75%	
<b>TOTAL EXPENSE</b>	<b>\$ 3,039,631</b>	<b>\$ 2,470,988</b>	<b>\$ 568,643</b>	<b>81%</b>	<b>92%</b>

**\*\*NOTES TO FINANCIAL REPORT updates in red**

**INCOME**

Other Grants income includes 2008 & 2009 Gates Foundation grant (\$16,770) plus \$5,000 from HFL Friends .  
The State Construction funds include final receipts from NYS for 06/07 projects plus funding for the 2008/09 projects & \$50,000 member item from Sen. Winner  
Foundation income still anticipated is \$30,000 from the PLF & \$40,000 from SML (Received from SML 12/4/09)

**EXPENSE**

Repairs & Maintenance includes annual service contracts that are paid at the beginning of the year  
plus pumping "Lake Minier" 4x @ total of \$912).  
Capital Improvement includes payments for prior year State Construction projects plus Phase 2 expenses  
for Steele renovation plan plus HFL '09 project  
Equipment line includes purchase of 2 public copiers for Steele (included in 2008 budget) & 2 DVR's for Steele security cameras  
as well as \$15,445 to date in spending of 2nd & 3rd year Gates funds received this year  
Supply line includes purchases for HFL using their Friends funds (\$2,808) plus Marketing Committee expenses  
(library cards, letterhead/envelopes @ \$6,906)  
Library Programming line will continue to overspend due to the spending of funding received from the Friends  
designated for programming @ \$17,490

Contingency Line includes \$15,083 in Supplies, \$19,324 in Professional Fees, \$9,470 in Library Programming, Equipment \$5,984, plus Repairs/Maintenance \$509 and Postage \$685

**Unpaid Bills Detail**

As of December 2, 2009

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>ABC-CLIO, Inc.</b>			
	12/02/2009	Reference material	<u>761.35</u>
Total ABC-CLIO, Inc.			761.35
<b>Baker &amp; Taylor Books</b>			
	12/02/2009	Reference materials	<u>200.25</u>
Total Baker & Taylor Books			200.25
<b>Berkshire Publishing</b>			
	12/02/2009	Reference material	<u>700.00</u>
Total Berkshire Publishing			700.00
<b>Facts On File</b>			
	12/02/2009	Reference Material	<u>355.78</u>
Total Facts On File			355.78
<b>Grey House Publishing</b>			
	12/02/2009	Reference Material	<u>159.50</u>
Total Grey House Publishing			159.50
<b>Information Today, Inc.</b>			
	12/02/2009	reference material	<u>318.55</u>
Total Information Today, Inc.			318.55
<b>Ingram Library Services</b>			
	12/02/2009	Non-Fiction book purchases-Nov	<u>1,530.32</u>
Total Ingram Library Services			1,530.32
<b>Morningstar</b>			
	12/02/2009	Reference Material	<u>900.00</u>
Total Morningstar			900.00
<b>Sage Publications, Inc.</b>			
	12/02/2009	Reference materials	<u>445.02</u>
Total Sage Publications, Inc.			445.02
<b>Salem Press, Inc.</b>			
	12/02/2009	Reference Material	<u>421.00</u>
Total Salem Press, Inc.			421.00
<b>Southern Tier Library System</b>			
	12/02/2009	Downloadable Audio purchases	<u>2,225.18</u>
Total Southern Tier Library System			<u>2,225.18</u>
<b>TOTAL</b>			<u><u>8,016.95</u></u>



**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of December 9, 2009

Document #2009-91

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Acme Pest Control, Inc.</b>			
	12/08/2009	Pest Control @ Steele-December	25.00
Total Acme Pest Control, Inc.			<u>25.00</u>
<b>Alliance Entertainment Corp.</b>			
	12/08/2009	purchases for HFL	885.14
Total Alliance Entertainment Corp.			<u>885.14</u>
<b>Audio Adventures</b>			
	12/08/2009	Steele AV purchases	693.00
Total Audio Adventures			<u>693.00</u>
<b>Barnes &amp; Noble, Inc.</b>			
	12/08/2009	WE/HFL purchases	314.58
Total Barnes & Noble, Inc.			<u>314.58</u>
<b>BBC Audiobooks America</b>			
	12/08/2009	Audio purchases for Steele	772.34
Total BBC Audiobooks America			<u>772.34</u>
<b>Blackbourn Media Packaging</b>			
	12/08/2009	AV supplies for BF	178.64
Total Blackbourn Media Packaging			<u>178.64</u>
<b>Center Point Large Print</b>			
	12/08/2009	ST/BKM Fiction large print	274.38
Total Center Point Large Print			<u>274.38</u>
<b>Chemung County Treasurer</b>			
	12/08/2009	Debt Service 4th qtr 09 payment	15,787.00
Total Chemung County Treasurer			<u>15,787.00</u>
<b>Deborah L. Brimmer</b>			
	12/08/2009	mileage reimb-Nov + 2009 Insurance reimb	322.05
Total Deborah L. Brimmer			<u>322.05</u>
<b>Dell Marketing L.P.</b>			
	12/08/2009	Gates equipment-ST	5,790.00
Total Dell Marketing L.P.			<u>5,790.00</u>
<b>Demco, Inc.</b>			
	12/08/2009	supplies ST	227.39
Total Demco, Inc.			<u>227.39</u>
<b>Elmira Structures, Inc.</b>			
	12/09/2009	Steele Library 2008 Construction project-parking lot/handicap ramps	56,857.50
Total Elmira Structures, Inc.			<u>56,857.50</u>
<b>Fagan Engineers</b>			
	12/09/2009	Prof. Svc-2009/10 Steele Green Roof project	43,926.00
Total Fagan Engineers			<u>43,926.00</u>
<b>Fred &amp; Harriett Taylor Memorial Library</b>			
	12/08/2009	book purchase for BKM	15.00
Total Fred & Harriett Taylor Memorial Library			<u>15.00</u>
<b>Gaylord Bros, Inc.</b>			
	12/08/2009	supplies-ST	73.03
Total Gaylord Bros, Inc.			<u>73.03</u>
<b>Highsmith, Inc.</b>			
	12/08/2009	supply of book ends-BF	724.68
Total Highsmith, Inc.			<u>724.68</u>
<b>Horwitz Supply Company</b>			
	12/08/2009	paper/cleaning supply-all libraries	1,052.09
Total Horwitz Supply Company			<u>1,052.09</u>
<b>HRATT</b>			
	12/08/2009	membership dues-Human Resources	40.00
Total HRATT			<u>40.00</u>
<b>Idearc Media Corp.</b>			
	12/08/2009	Phone book ad-monthly fee	17.00
Total Idearc Media Corp.			<u>17.00</u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of December 9, 2009

Document #2009-91

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Image Integrator</b>			
	12/08/2009	toner for MF machine-ST	180.20
Total Image Integrator			180.20
<b>Ingram Library Services</b>			
	12/08/2009	Library materials-all libraries-Nov/Dec	4,001.04
Total Ingram Library Services			4,001.04
<b>Kimberly Jones</b>			
	12/08/2009	Bookmobile program supply	9.70
Total Kimberly Jones			9.70
<b>Kimbo Educational</b>			
	12/08/2009	AV purchase-ST	38.15
Total Kimbo Educational			38.15
<b>Marchuska Brothers Construction, LLC</b>			
	12/09/2009	Final payment for 2008 State Const at HFL - doors/windows	3,550.95
Total Marchuska Brothers Construction, LLC			3,550.95
<b>MidWest Tape</b>			
	12/08/2009	DVD/Audio purchases- Steele/HF/WE&BKM	3,658.35
Total MidWest Tape			3,658.35
<b>New York State Assoc. of Library Boards</b>			
	12/08/2009	membership dues for district-2009	225.00
Total New York State Assoc. of Library Boards			225.00
<b>ProQuest LLC</b>			
	12/08/2009	microfilm-Star Gazette Sept	11.73
Total ProQuest LLC			11.73
<b>Random House, Inc.</b>			
	12/08/2009	AV purchases-ST	559.80
Total Random House, Inc.			559.80
<b>Recorded Books</b>			
	12/08/2009	Steele purchases	402.95
Total Recorded Books			402.95
<b>SDS/Casella</b>			
	12/08/2009	garbage disposal-BF,WE,HFL + dumpster	711.01
Total SDS/Casella			711.01
<b>SKJ Facilities Management, Inc.</b>			
	12/08/2009	HFL Janitor services 10/25-11/15	480.00
Total SKJ Facilities Management, Inc.			480.00
<b>Southern Tier Library System</b>			
	12/08/2009	NOV processing fees/4th qtr Cost Share	11,049.25
Total Southern Tier Library System			11,049.25
<b>Staples Business Advantage</b>			
	12/08/2009	office supply/all libraries	113.01
Total Staples Business Advantage			113.01
<b>Thomson Gale</b>			
	12/08/2009	ST fiction purchase	467.02
Total Thomson Gale			467.02
<b>Unique Management Services, Inc.</b>			
	12/08/2009	Collection fees - November	752.39
Total Unique Management Services, Inc.			752.39
<b>Vasco Brands, Inc.</b>			
	12/08/2009	Supplies-protection from H1N1 virus	252.90
Total Vasco Brands, Inc.			252.90
<b>Verizon</b>			
	12/08/2009	phone service-BF/HFL	524.75
Total Verizon			524.75
<b>Wegmans Food Markets Inc.</b>			
	12/08/2009	Program Supplies-ST	69.27

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of December 9, 2009

Document #2009-91

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Wegmans Food Markets Inc.			69.27
<b>Weston Wood Studios</b>			
	12/08/2009	Library materials-BKM	980.79
Total Weston Wood Studios			980.79
<b>World Book, Inc.</b>			
	12/08/2009	encyclopedia-Steele Juv/Reference	1,196.76
Total World Book, Inc.			1,196.76
<b>TOTAL</b>			<b>157,209.84</b>

**Unpaid Bills Detail**

As of December 9, 2009

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Jim Sleeth</b>			
	12/08/2009	Travel Reimbursement 7/13/09-12/14/09 FINAL	863.63
Total Jim Sleeth			<u>863.63</u>
<b>World Book Encyclopedia</b>			
	12/08/2009	Reference Material	541.24
Total World Book Encyclopedia			<u>541.24</u>
<b>TOTAL</b>			<u><u>1,404.87</u></u>

**Unpaid Bills Detail**

As of December 2, 2009

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Aaron Yale</b>			
	12/02/2009	Patron Refund	5.00
Total Aaron Yale			<u>5.00</u>
<b>Addison Public Library</b>			
	12/02/2009	Payment for Damaged book	5.99
Total Addison Public Library			<u>5.99</u>
<b>Amazon Credit Plan</b>			
	12/02/2009	purchases - all libraries	2,348.45
Total Amazon Credit Plan			<u>2,348.45</u>
<b>Bill Me Later</b>			
	12/02/2009	DVD purchases-WE	107.78
Total Bill Me Later			<u>107.78</u>
<b>Bright Star ProductionZ</b>			
	12/02/2009	balance due on special December WE program	600.00
Total Bright Star ProductionZ			<u>600.00</u>
<b>Chemung Canal Trust Company</b>			
	12/02/2009	misc credit card purchases-NOV	436.64
Total Chemung Canal Trust Company			<u>436.64</u>
<b>Chemung County Historical Society, Inc.</b>			
	12/02/2009	09/10 membership	35.00
Total Chemung County Historical Society, Inc.			<u>35.00</u>
<b>Chemung County Library District</b>			
	12/02/2009	Petty Cash reimbursement - HFL/WE	450.79
Total Chemung County Library District			<u>450.79</u>
<b>Classified Marketplace</b>			
	12/02/2009	Legal Notice-Steele Green Roof bids	121.82
Total Classified Marketplace			<u>121.82</u>
<b>Dianne Patchett</b>			
	12/02/2009	BKM book purchase	27.99
Total Dianne Patchett			<u>27.99</u>
<b>Eleanor Shepson</b>			
	12/02/2009	travel reimbursement April-December	432.41
Total Eleanor Shepson			<u>432.41</u>
<b>Elmira Water Board</b>			
	12/02/2009	Water bills-WE/ST	238.03
Total Elmira Water Board			<u>238.03</u>
<b>Highsmith, Inc.</b>			
	12/02/2009	supplies-WE	66.32
Total Highsmith, Inc.			<u>66.32</u>

**Unpaid Bills Detail**

As of December 2, 2009

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Ingram Library Services</b>			
	12/02/2009	Library materials-all libraries-Oct/Nov	10,601.58
Total Ingram Library Services			<u>10,601.58</u>
<b>J &amp; D Cappy's Ltd.</b>			
	12/02/2009	newspapers - NOV	146.00
Total J & D Cappy's Ltd.			<u>146.00</u>
<b>Joan Santulli</b>			
	12/02/2009	2009 Insurance Reimbursement	195.00
Total Joan Santulli			<u>195.00</u>
<b>Judith Mason</b>			
	12/02/2009	BF adult craft program	198.24
Total Judith Mason			<u>198.24</u>
<b>Kathryn Gilbert</b>			
	12/02/2009	patron Refund	5.00
Total Kathryn Gilbert			<u>5.00</u>
<b>Kimberly Warner</b>			
	12/02/2009	Patron Refund for Serenity Osborn	16.40
Total Kimberly Warner			<u>16.40</u>
<b>MCI</b>			
	12/02/2009	Long distance chg-HFL	21.46
Total MCI			<u>21.46</u>
<b>Michelle Barrett</b>			
	12/02/2009	mileage reimbursement 11/4 workshop	68.24
Total Michelle Barrett			<u>68.24</u>
<b>Petty Cash-Steele</b>			
	12/02/2009	supplies/postage/travel/Steele JUV programs	179.29
Total Petty Cash-Steele			<u>179.29</u>
<b>Rose Woodard</b>			
	12/02/2009	DVD purchases / Vol Party supplies	561.25
Total Rose Woodard			<u>561.25</u>
<b>Savona Public Library</b>			
	12/02/2009	Payment for Lost book	15.00
Total Savona Public Library			<u>15.00</u>
<b>Sayles &amp; Evans</b>			
	12/02/2009	Legal fees 8/6 - 10/27/09	1,133.00
Total Sayles & Evans			<u>1,133.00</u>
<b>Staples Credit Plan</b>			
	12/02/2009	Office supplies BF & IT & Admin	320.37
			<u>320.37</u>

**Unpaid Bills Detail**

As of December 2, 2009

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Staples Credit Plan			320.37
<b>The Ithaca Journal</b>			
	12/02/2009	annual subscription-ST balance due	26.87
Total The Ithaca Journal			<u>26.87</u>
<b>The New York Times</b>			
	12/02/2009	newspaper-WE for Oct & Nov	60.00
Total The New York Times			<u>60.00</u>
<b>Town of Big Flats</b>			
	12/02/2009	Water bill - 8/11-11/4/09	28.75
Total Town of Big Flats			<u>28.75</u>
<b>Unique Management Services, Inc.</b>			
	12/02/2009	Collection fees -HFL-October	111.70
Total Unique Management Services, Inc.			<u>111.70</u>
<b>Verizon</b>			
	12/02/2009	phone service-BF/HFL	168.10
Total Verizon			<u>168.10</u>
<b>Verizon Wireless</b>			
	12/02/2009	BKM/IT Dept cellular service-NOV	157.18
Total Verizon Wireless			<u>157.18</u>
<b>Village of Horseheads</b>			
	12/02/2009	HFL water bill 7/7 - 10/7/09	25.11
Total Village of Horseheads			<u>25.11</u>
<b>Wheeler's Family Restaurant</b>			
	12/02/2009	Special program at West	250.00
Total Wheeler's Family Restaurant			<u>250.00</u>
<b>TOTAL</b>			<u><u>19,164.76</u></u>

# CHEMUNG COUNTY LIBRARY DISTRICT

## Document #2009-92

Fund Balance Policy  
Adopted July 19, 2007

It is the goal of the Chemung County Library District to maintain an unrestricted, end of year fund balance equal to 15% of the budget operating costs (not including debt service) of the Library District.

Application of this policy for 2009:

### CCLD anticipated fund balance report 12/31/09:

Cash balance in all funds as of 12/09/09		\$ 1,394,922
PLUS expected revenues by 12/31/09		\$ 118,458
MINUS expected expenses by 12/31/09		\$ 288,236
LESS restricted funds (anticipated as of 12/31/09)		
State construction projects	\$ 274,820	
Payroll restricted funds (taxes, retirement)	\$ 717	
Public Library Foundation capital fund	\$ 178,840	
Retiree health care benefits	\$ 36,020	
Central Library Development balance	\$ 50,574	
Central Book Aid balance	\$ - 7,811	
Other restricted funds (Friends, Roar, Gifts, etc)	\$ 44,990	
New Bookmobile funding	\$ 184,380	
Green Roof matching funds	\$ 91,281	
Subtotal restricted funds		\$ 853,811
Projected CCLD fund balance as of 12/31/09		\$ 371,333
Policy = 15% of 2009 expenses less debt service & restricted funds		\$ 400,210



Document #2009-93

Memo

To: CCLD Board of Trustees

From: Jim Sleeth, CCLD Director

Subject: Personnel activities since the November 2009 meeting of the Library Board

Date: December 11<sup>th</sup>, 2009

Applicants for the position of part time Principal Library Clerk (a 20 hour per week position) for the Van Etten Library are being received. Interviews have been scheduled for the week of December 14<sup>th</sup>, 2009. The goal is to have a new employee on the staff the week of December 28<sup>th</sup> for an orientation and brief training period, followed by placement at the Van Etten Library the first week of January. Chris Corter, Librarian 3, will supervise this individual and coordinate a thorough review of the program of service in Van Etten. A written report will be made to the Executive Committee by the middle of 2010. *\*\*\* On Friday, December 11<sup>th</sup> a phone call to the Civil Service Commission revealed that even though this is a part time position, the individual selected to be employed must qualify for appointment by passing an examination and scoring in the top three. To ensure that public service at the Van Etten Library continues unabated, a "provisional" appointment may be made, contingent upon passing this examination and scoring in the top three. This requirement will be made clear to those being interviewed. \*\*\**

Caroline Poppendeck, the still new youth services librarian at the Steele Memorial Library, scored 100% on the Civil Service training and experience examination. She has moved from "provisional" to "probationary" status. Her probation period ends May 11<sup>th</sup>, 2010.

A report entitled "distribution of administrative responsibilities" for a three person administrative team has been created for and forwarded to the CCLD Personnel Committee.

The question of whether to move ahead and recruit a replacement for Lynn Shepson – the professional Librarian 3 who supervises the Big Flats & Bookmobile & West Elmira libraries – or to await the arrival of a new CCLD director who may wish to review the Library District personnel utilization is being discussed by various CCLD staff. The current thinking is to postpone the recruitment of this (and possibly other) professional position until the new CCLD director arrives. To solve staff shortages at these library locations caused by these upcoming vacancies, the advantages of hiring an individual for a temporary period of time (up to one calendar year) is being discussed.

## Document #2009-94

### Report of the December 2<sup>nd</sup>, 2009 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 December 2<sup>nd</sup>, 2009 beginning at 7pm. The following members of the Executive Committee were present: Allen C. Smith, Marleah Denkenberger, Jan Kather, Sue Cook, and Robin Fitzgerald. Also present were Joan Santulli, Administrative Assistant, and Jim Sleeth, Library Director.

The following topics were discussed:

- **STLS director recommends substantial increases in “member library contributions” to the STLS board at its December 15<sup>th</sup>, 2009 meeting to be held in their Coopers Plains headquarters.** Mr. Sleeth reported that we received a copy of STLS memo 09-30 which indicates that the proposed increase in member library contributions, sometimes referred to as “cost share,” will be 18% in 2011, 18% in 2012, and 19% in 2013. This proposal will increase cost to CCLD from \$42,295 to \$77,089 in 2013. Discussion followed, and Mr. Smith encouraged all members of the Executive Committee to communicate with the four Chemung County representatives on the STLS board before their 12/15/09 meeting.
- **Bookmobile specifications.** Mr. Sleeth reported that staff had completed the review of specifications as written and revised by our consultant, and they were now in the hands of the CCLD attorney. We hope to have the specifications as completed by the CCLD attorney for consideration by the CCLD board at its December 17<sup>th</sup> meeting. Mr. Sleeth said that since our consultant recommended a 4 to 6 week response time for return of bids, the timeline to accept a bid has been extended to the February 18<sup>th</sup>, 2010 meeting. Mr. Sleeth also reported that Tedd Arnold has agreed to design the exterior “skin” of the new bookmobile, at no cost to the Library District.
- **Van Etten Library.** Mr. Sleeth reported that Bonnie Mallen, the Town of Van Etten employee assigned to their library has submitted her resignation, to be effective 12/31/09. He reported that the “position available” announcement has been distributed widely in the Spencer-Van Etten community, is posted on the CCLD web page, and the CCLD staff has also been informed of the job opportunity. The deadline for receipt of applications is December 11<sup>th</sup>, with interviews expected to follow promptly. We hope to have a new part time Principal Library Clerk on the staff as early as December 28<sup>th</sup>, though that deadline will be hard to meet.
- **Tentative 2010 CCLD board and committee meeting schedule.** The 2010 proposed meeting schedule was reviewed by the committee and will be forwarded to the full CCLD board in December. A suggestion to have CCLD board meetings earlier than 7pm was heard. A discussion of board and committee meeting times is expected at the December 17<sup>th</sup> CCLD board meeting.
- **Annual report from the Community Foundation.** Mr. Sleeth displayed the 2009 Community Foundation annual report which featured the Bookmobile.

- **Responsibilities of a 3-person administrative staff.** As requested by the CCLD Personnel Committee, Mr. Sleeth reported that he and Ms. Santulli were working on a distribution of management responsibility in a 3-person administrative team. Following discussion, Mr. Sleeth also included Jamie LaRue's "Nine Principles of Boardmanship" which he urged the board to review with its next Library Director.
- **Reconsidering staffing levels at the neighborhood libraries in Big Flats, the Bookmobile, and the West Elmira Library.** With the retirement of Lynn Shepson, Librarian 3, Mr. Sleeth said he would ask the CCLD Personnel Committee to reconsider whether it was appropriate to replace the Librarian 3 position with a newly minted Librarian 1. While the current group of principal clerks is providing excellent leadership, a change to this staff will require substantial training, supervision, and closer oversight. A new Librarian 1, fresh out of library school, may not have the skills, expertise, and experience required to provide this leadership.
- **The Friends of the Steele Memorial Library remember Hank Heilmann.** Mr. Sleeth reported that the board of the Friends of the Steele Library donated \$200 to purchase films in Hank's memory. Hank was a film buff and an organizer of their recent film programs.
- **Additional notices announcing the availability of the Library Director IV position.** Mr. Sleeth reported that he and Ms. Santulli have posted addition print and electronic notices of the availability of the position of Library Director at the Chemung County Library District. Among the postings were the American Library Association job list, the New York Library Association job line, the print publication entitled Library Hotline, and the New York Library's listserv called NYLINE.
- **Letter from Sylvia Force complimenting Owen Frank of the Steele Library reference and adult services department.** A very nice letter complimenting Owen Frank was read aloud to the Committee.
- **Unpaid Bills Detail dated December 2, 2009.** Ms. Santulli submitted the Unpaid Bills Detail for 12/2/09 for consideration. Ms. Kather moved, seconded by Sue Cook, approval payment of the bills. Motion carried.
- **CCLD board vacancies.** President Smith briefly discussed the need to consider the appointment of CCLD board members from the 10<sup>th</sup> and 13<sup>th</sup> districts. He also led a brief discussion of the need to appoint a new Vice-President of the CCLD board since it is anticipated that Marleah Denkenberger will become President of the board at the January 2010 organizational meeting of the Library District.

The meeting adjourned at 8:10pm. The next meeting of the Executive Committee of the Chemung County Library District is scheduled to be held on January 6<sup>th</sup>, 2009 at 7pm in the Petrie Conference Room of the Steele Memorial Library.

## **Document #2009-95**

### **Report of the December 10<sup>th</sup>, 2009 meeting of the Budget & Finance Committee of the Chemung County Library District:**

A meeting of the Budget & Finance Committee of the Chemung County Library District was held on Thursday, December 10<sup>th</sup>, 2009 beginning at 8:15am. Attending the meeting were Robin Fitzgerald, Sue Cook, and Jason Harmon. Also attending were Joan Santulli and Jim Sleeth, CCLD management. The meeting opened at 8:15am.

The following topics were discussed:

- Financial report dated November 30, 2009. Ms. Santulli distributed and explained the 11/30/09 CCLD financial report. She noted that updates to the financial report were printed in red ink, making it easier to determine what was old news and what was new to the Committee and CCLD board. The report will be forwarded to the CCLD board for its review.
- Unpaid bills detail dated December 9<sup>th</sup>, 2009. Ms. Santulli highlighted several items in this report including (1) 4<sup>th</sup> quarter payment of debt service to the County; (2) 4<sup>th</sup> quarter payment of cost share fees to Southern Tier and (3) invoices for payment as approved by the Building & Grounds Committee on 12/9/09: to Elmira Structures for \$56,857.50 for parking lot work at the Steele Memorial Library; to Marchuska Brothers Construction for \$3,550.95 as final payment for the doors and windows project at the Horseheads Free Library; and to Fagan Engineers for \$43,926.00 for professional services for 75% of the work on design of the green roof project at the Steele Memorial Library. Ms. Santulli requested that, in the future, consideration of the Unpaid Bills Detail list the dollar amount being considered by the Budget & Finance Committee. The suggestion was well taken. The Unpaid bills detail for both the General Fund (totaling \$157,209.84) and the Grant Fund (totaling \$1,404.87) will be forwarded to the CCLD board for their review.
- Fund balance report. Ms. Santulli reviewed in some detail for the Committee the anticipated CCLD fund balance for 12/31/09. She noted that the report was her best estimate at the present time and that both receipts and expenditures would change before the end of the calendar year. The fund balance report will be forwarded to the CCLD board for its review at the December 17<sup>th</sup>, 2009 meeting.
- Membership on the Budget & Finance Committee. It was noted that Jason Harmon will be leaving the board and the committee in December.

The meeting adjourned at 9am. The next meeting of the Budget & Finance Committee will be held on Thursday, January 14<sup>th</sup>, 2010 in the Petrie Conference Room of the Steele Memorial Library.

## **Document #2009-96**

### **Report of the December 9<sup>th</sup>, 2009 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 Thursday, December 9<sup>th</sup>, 2009 beginning at 3pm. Attending the meeting were Karl Schwesinger and Jan Kather. Also attending were Joan Santulli and Jim Sleeth, CCLD Management. The meeting opened at 3pm.

The following topics were discussed:

- Door and window projects at the West Elmira and Big Flats libraries. Mr. Schwesinger noted that the architect modified the window installation at both libraries, resulting in a change order from the contractor (Elmira Structures) that will reduce the cost of the project by \$7,240.
- Improving electrical supply at the West Elmira Library. This proposal from the contractor (Michnich Electric) – to install a new power pole near the public computer desks, to install additional circuit breakers in the existing power panel will cost \$3,150. Ms. Santulli said she has forwarded a description of the project to the County Building & Grounds Department with the hope that they can save the Library District funds by completing the work.
- Horseheads doors and windows project. Mr. Schwesinger reviewed an invoice requesting final payment to Marchuska Brothers (\$3,550.95) for the project. The Committee approved the request for payment and it will be added to the Unpaid Bills List for consideration by the CCLD board at its next meeting.
- Steele Library handicapped access project. Mr. Schwesinger reviewed an invoice requesting payment to Elmira Structures (\$56,857.50), representing 95% of project costs. The Committee approved the request for payment and it will be added to the Unpaid Bills list for consideration by the CCLD board at its next meeting.
- Steele Library green roof project. Mr. Schwesinger reviewed an invoice requesting payment for professional engineering services to Fagan Engineers (\$43,926), representing 75% of the engineering / design phase of the green roof project. This includes work by the structural engineer. The Committee approved the request for payment and it will be added to the Unpaid Bills list for consideration by the CCLD board at its next meeting.

- **Timeline for the green roof project. Mr. Schwesinger reviewed the timeline for the review of bid responses and awarding of contracts for the green roof project:**

<b>Action</b>	<b>Date</b>	<b>Status</b>
Specifications complete and a legal notice published in the Star-Gazette	Monday, November 30, 2009	Complete
Contractors pick up bid specifications	Wednesday, December 2, 2009	Ongoing (as of 12/10/09 ten contractors have picked up bid documents)
Pre-bid meeting of contractors and engineers	Wednesday, December 9, 2009 at 1:30pm	Complete
Sealed bid proposals received in CCLD business office	Deadline for receipt of bids is Wednesday, December 16, 2009 at 1:45pm	Pending
Review of bids by professional engineers and architects	Wednesday and Thursday December 16 – 17, 2009	Pending
CCLD board hears review and recommendation from professional engineers; takes action to award the contract as recommended by the engineering consultants	Thursday, December 17, 2009 at 7pm	Pending
CCLD and selected contractor sign contract for the green roof project, then forward to appropriate State agency	No later than Thursday, December 31 <sup>st</sup> , 2009	Pending

- Steele Library café furnishings project. Ms. Kather reported that the furnishings are nearly complete. She discussed the font to be used by the cabinet maker to engrave the scientific and common names of the wood used for the tables, and the Committee settled on a sans serif font. The furnishings are expected to be installed by the cabinet maker before the end of December.
- New bookmobile specifications. Mr. Sleeth briefly reviewed the timeline being followed for the procurement of a new bookmobile. He reported that the vehicle specifications have been forwarded to the CCLD attorney for review, and we expect that they will be received at the Library no later than Friday, December 11<sup>th</sup>, 2009. The expectation is that these specifications will then be approved by the CCLD board at the Thursday, December 17<sup>th</sup>, 2009 meeting, and published the following week. Bid responses are due in the CCLD business office no later than Friday, February 5<sup>th</sup>, 2010. They will be reviewed by staff and the vehicle consultant by Friday, February, 12<sup>th</sup>, 2010 and a recommendation for purchase will be made at the Thursday, February 18<sup>th</sup>, 2010 CCLD board meeting. At this time no delivery date has been established. Mr. Sleeth also said that he is reviewing options for the application of a graphic to the exterior of the new bookmobile (designed by author / illustrator Tedd Arnold) by a local firm.

The meeting adjourned at 3:45pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, January 13<sup>th</sup>, 2009 at 3pm in the Director's Office at the Steele Memorial Library.