



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 September 2009 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, September 17th, 2009 at the Big Flats Library, 78 Canal Street, Big Flats, New York 14914. The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Denkenberger, Mrs. Santulli (733-8607), or Mr. Sleeth (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2009-66)
4. Treasurer's report
 - a) Financial report (document #2009-67)
 - b) Report of unpaid Bills Detail (document #2009-68)
6. Correspondence
7. President's report
8. Director's report
9. Committee reports:
 - a) Executive Committee (Smith)
 - 1) Report of the Committee meeting (document #2009-69)
 - b) Budget & Finance Committee
 - 1) Report of the Committee meeting (document #2009-70)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document #2009-71)
 - 2) Request for additional compensation by DPC engineering and proposal from Marchuska Brother (document #2009-72)
10. Old business
11. New business
12. Period for public expression
13. Adjournment

(Minutes of the August 2009 meeting of the Chemung County Library District Board of Trustees. Document #2009-66)

Minutes of the August 2009 meeting of the Chemung County Library District Board of Trustees. The August meeting was held on Thursday, August 20, 2009 at 7:00pm at the Steele Memorial Library. The meeting was called to order by President Allen (Denny) Smith. Present were Robin Fitzgerald, Georgia Reynolds, Tina Hager, Susan Cook, Mary Beth Conwell, Jan Kather, Andrea Ogunwumi, Jason Harmon, Karl Schwesinger and Jessica Roberts. Excused: Marleah Denkenberger and Judy Sell. Absent was Sandra Dicinti. Also present were Southern Tier Library System President Sherrill Collins and Trustee Martin Green; Maureen Ferrell, liaison with the Public Library Foundation of Chemung County; Jim Sleeth, the Library's Director and Joan Santulli, the Library's Administrative Assistant.

President Smith stated that Sylvia Force has agreed to serve as trustee in the 14th District. Ms. Cook moved, seconded by Ms. Reynolds to accept the appointment of Ms. Force to the CCLD Board of Trustees. Ms. Force then took her Oath of Office and joined the meeting.

President Smith then turned the meeting over to Sherry Collins and Martin Green for a presentation from the Southern Tier Library System (STLS). Mr. Green gave a brief history of STLS (Document #2009-60) and then approached the challenge of how to operate libraries in the 21st Century. Due to a decrease in New York State funding, STLS is looking at several initiatives to provide financial stability for STLS member services in the upcoming years. STLS has created a Membership Contributions Committee to analyze current and future STLS services to determine the level of member support for the cost and governance of these services. Mr. Green requested that one or more of the Library District's Trustees volunteer to serve on this committee. Meetings will be held in a central location during the months of September and October of this year.

Minutes. The minutes of the July 2009 meeting (Document #2009-57) were presented for board review. The minutes were approved as distributed by unanimous consent.

Financial Report. The July 31, 2009 Financial Report (Document #2009-58) was presented for board review. By unanimous consent the July 31, 2009 Financial Report was approved as distributed and will be filed for audit.

Concerning the Report of Unpaid Bills (Document #2009-59). Ms. Fitzgerald noted 2 larger invoices: the \$26,850.27 second quarter utility bill to Chemung County and the \$2,735.09 to Sunset Printers for the Marketing Committee's purchase of new letterhead and envelopes, etc. By unanimous consent, the board authorizes the payment of the unpaid bills dated 8/5/09 and 8/12/09 as distributed.

Correspondence. Mr. Sleeth passed around an e-mail from the New York State Education Department that describes what is happening, particularly with finances, at the state level.

Director's Report. The Director's report concerning personnel activities since the July 2009 meeting was presented in writing to the board (Document #2009-61). Mr. Sleeth stated that he is pleased that the Library District is back to full staffing levels at all of our libraries.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2009-62). President Smith noted that the Committee heard an update that the current fund raising total for a new Bookmobile is just shy of \$195,000. Board members have received an interim mailing with background information on the reasons why the Library District needs to hire a consultant to oversee the design and implementation of the specifications for the new Bookmobile. The cost would be approximately 5% of the budget for a new Bookmobile - \$11,800. Ms. Reynolds stated that she sees the need to have a consultant guide the District through the process since no person on the staff or the board has the expertise to do so. Mr. Harmon asked whether the staff had received 3 quotes from various consultants to definitively show that the District is working through the correct process. Mr. Sleeth reported that Special Vehicle Services (SVS) is the sole source of consultants for a specialty vehicle like the Bookmobile. SVS's references have been checked and the Bookmobile staff, at the recent ALA conference, heard many recommendations for his services from other libraries that have recently purchased new vehicles. Ms. Fitzgerald moved, seconded by Ms. Reynolds for the Library District to contract with Special Vehicle Services as the consultant to be used in the purchase of a new CCLD Bookmobile. Vote: 11-Yes; 0-No; 1-abstention. Motion Carried.

It was also reported to the Executive Committee that a CCLD request for a member item (\$50,000) from Senator Winner's office to assist the Library District was received.

Mr. Smith reported that a complaint from a Pennsylvania borrower was heard by the Committee and forwarded to the full board for discussion. Currently, non-residents of New York State who do not live, own property or work in New York will be issued a library card for one year for \$25 per person. After a lengthy discussion regarding the merits of \$25 per person and/or \$40 per family, the matter will be sent to the Budget and Finance Committee to determine what other libraries do with non-residents and how much funding CCLD would lose if non-resident families are offered a single \$40 card. Mr. Sleeth will work with Ms. Hager to get the answers to these questions.

Regarding the use of cell phones in the Steele Library, Mr. Sleeth reported that signs have now been posted around the building that suggest that, as a courtesy to others, cell phone conversations should be taken outside the library.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2009-63). Ms. Fitzgerald stated that most of the conversation at the Committee meeting was regarding the proposed 2010 Library District Budget (Document #2009-64). She highlighted that other than the 3% cost of living adjustments that were added to payroll (CSEA Agreement) and the other expense accounts, items of interest to board members include the following: 1) the addition of \$50,000 to the Administration Equipment line to pay for new signage as requested by the Marketing Committee; 2) the addition of \$10,000 to the travel line to assist the Library District in the recruitment and moving expenses of a new District Director; and 3) the current Librarian 3 position (Supervisor of the Bookmobile and the Big Flats and West Elmira Libraries) was downgraded to a Librarian 1 position. If the board adopts the proposed 2010 Library District budget as submitted, it will need to be included on the ballot for the November 3, 2009 election due to the fact that the dollar amount being requested from tax payers has increased. The dollar amount of change to property owners overall is an approximate 1.5% increase in their Library District tax. Discussion ensued regarding whether or not there were areas of the budget that could be cut back to keep the

amount being collected from tax payers the same as last year. Mr. Harmon and Mr. Schwesinger both stated that the Library District does not have a large fund balance to fall back on and it would be better to continue to provide excellent services to the community by increasing the budget a small amount each year. Ms. Fitzgerald reminded board members that if the voters say no to the increase, the Library District goes back to the previous year's property tax amount. Ms. Reynolds moved, seconded by Ms. Conwell to adopt the proposed 2010 Library District budget as presented in writing to the board and to present the new dollar amount to be collected in property taxes (\$2,437,502) to the voters at the November 3, 2009 election. Motion Carried. Mr. Harmon reminded the board members that it is every trustee's responsibility to market the proposed 2010 budget and to be able to explain to their constituents the reasons for the increase.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2009-65). Besides the items stated in the report from the 8/12/09 meeting, Mr. Schwesinger stated that the door replacement at the Horseheads Free Library is expected to take place between September 14th and September 25th. The Committee approved the quote from local builder Derek Chalfant to construct the tables and chairs for the café area of the Steele Memorial Library. Following a display of the design of the café area and the products to be used for the furniture, Mr. Schwesinger moved, seconded by Ms. Fitzgerald to approve the \$23,000 proposal of Mr. Chalfant to construct two rectangular bar-type tables made from Bubinga wood and eight square tables (2 each made of Tiger Maple, Walnut and Cherry) and to purchase 8 stools and 24 chairs in coffee stained beech wood. The sides of the tables will include both the scientific and common name of the wood used to make each table. Motion Carried.

Personnel Committee. Regarding finding a replacement for the retiring Library District Director, Mary Beth Conwell reported that the Committee now includes members from the CCLD board of trustees, the Friends groups, the Foundation boards and CCLD employees. The Committee has been working on an accurate job description, a pay scale commiserate on experience, and a time line for interviews. Mr. Smith reminded the board that this position is a Civil Service position and the candidate that is selected for the position must take a Training and Experience Civil Service test and must finish in the top three on the list of eligibles. Ms. Kather moved, seconded by Mr. Schwesinger that, once the Civil Service Commission has approved the job description for Library District Director, the position can be posted without any further delay. Motion carried.

Old Business. CCLD Board Secretary reminded trustees that their petitions to run for election in their districts are due to the Library District by September 15, 2009. Petitions can be given to Ms. Santulli in the Business Office.

New Business. Ms. Reynolds distributed a survey that will be included in the Fall edition of the CCLD newsletter. The survey requests feedback from patrons on the programs and services that the Library District provides.

President Smith announced that he will step down as president of the Chemung County Library District Board of Trustees effective at the end of this year. He will remain on the board as a trustee representing the 11th District.

Public Expression. Maureen Ferrell, representing the Public Library Foundation of Chemung County, thanked Mr. Schwesinger for attending their recent meeting to update the Foundation board on the current and upcoming building projects.

The meeting was adjourned at 9:00pm. The next regular meeting of the board will be on Thursday, September 17th, 2009 at 7pm at the Big Flats Library, 78 Canal Street, Big Flats, New York.

CHEMUNG COUNTY LIBRARY DISTRICT
Financial Report - AUGUST 31, 2009

(DOCUMENT #2009-67)

Account	2009 Annual Budget	Received to date	Balance remaining	Percentage Received	Percentage through year
Income					
Library Fines, Fees & Contributions	\$ 108,300	\$ 62,048	\$ 46,252	57%	
Grants (other than N.Y.S.)	20,000	21,770	(1,770)	109%	
New Bookmobile fund	0	72,175			
Foundation Contributions	160,000	30,906	129,094	19%	
Library District Tax Receipts	2,336,605	2,336,605	0	100%	
Interest on Investments	50,000	7,697	42,303	15%	
State Aid					
Central Library Development	105,000		105,000	0%	
Central Book Aid	71,500		71,500	0%	
Local Library Services Aid	41,700	3,739	37,961	9%	
Other State Aid	134,162	184,547	(50,385)	138%	
TOTAL INCOME	\$ 3,027,267	\$ 2,719,487	\$ 379,955	90%	67%

Account	Annual Budget	Expended to date	Balance remaining	Percentage Expended	Percentage through year
Expense					
Personnel					
Salaries	\$ 1,218,644	\$ 770,397	\$ 448,247	63%	
Sunday & Holiday Salaries	58,317	23,844	34,473	41%	
Employee Benefits	550,602	318,451	232,151	58%	
Subtotal - Personnel Expenses	1,827,563	1,112,692	714,871	61%	67%
Contractual					
Equipment	34,140	21,203	12,937	62%	
Telephone	11,200	7,129	4,071	64%	
Supplies	35,100	35,100	0	100%	
Travel & Continuing Education	21,565	11,992	9,573	56%	
Repairs & Maintenance	32,780	27,657	5,123	84%	
Postage	9,400	8,982	418	96%	
Education - Tuition Assistance	3,850	860	2,990	22%	
Library Materials (books, video, etc.)	302,000	200,722	101,278	66%	
Utilities	96,350	52,408	43,942	54%	
Building Cleaning Supplies	7,000	4,624	2,376	66%	
Fuel, Gas & Oil	4,200	965	3,235	23%	
Insurance	32,266	15,491	16,775	48%	
Rent	5,150	4,167	983	81%	
Vehicle Operation / Lease	5,000	1,245	3,755	25%	
Professional Fees (audit, engineer/legal fees)	90,050	50,583	39,467	56%	
Data Processing Expenses	44,767	22,369	22,398	50%	
Payment of Taxes	4,845	4,500	345	93%	
Library Programming	20,300	18,535	1,765	91%	
Chemung County costs (B&G, vision)	20,549	4,194	16,355	20%	
Capital Improvements	308,414	120,580	187,834	39%	
Contingency Fund	59,994	4,885	55,109	8%	
Debt Service	63,148	31,574	31,574	50%	
TOTAL EXPENSE	\$ 3,039,631	\$ 1,762,457	\$ 1,277,174	58%	67%

****NOTES TO FINANCIAL REPORT**

INCOME

Other Grants income includes 2008 & 2009 Gates Foundation grant 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

EXPENSE

Repairs & Maintenance includes annual service contracts that are paid at the beginning of the year.

Capital Improvement includes payments for prior year State Construction projects plus Phase 2 expenses for Steele renovation plan

Equipment line includes purchase of 2 public copiers for Steele (included in 2008 budget) & 2 DVR's for Steele security cameras

Supply line includes purchases for HFL using their Friends funds (\$2,808) plus Marketing Committee purchase of library cards (\$4,171)

Contingency Line being used for the first time in August 2009

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of September 2, 2009

Document #2009-68

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
	09/01/2009	Reference materials	80.79
Total Baker & Taylor Books			<u>80.79</u>
Chemung County Historical Society			
	09/01/2009	Reference & Non-fiction books	251.54
Total Chemung County Historical Society			<u>251.54</u>
Ingram Library Services			
	09/02/2009	Non-Fiction book purchases-July/August invoices	2,067.19
Total Ingram Library Services			<u>2,067.19</u>
Southern Tier Library System			
	09/01/2009	Downloadable Audio purchases	1,192.40
Total Southern Tier Library System			<u>1,192.40</u>
			<u>3,591.92</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of September 2, 2009

Document #2009-68

	<u>Date</u>	<u>Memo</u>		<u>Open Balance</u>
Amazon Credit Plan				
	09/01/2009	purchases - all libraries		1,312.65
Total Amazon Credit Plan				<u>1,312.65</u>
Big Flats Water Department				
	09/01/2009	installation of water meter		210.00
Total Big Flats Water Department				<u>210.00</u>
Bobby K Entertainment				
	09/01/2009	balance due for 9/15 program @ BF		625.00
Total Bobby K Entertainment				<u>625.00</u>
Chemung Canal Trust Company				
	09/01/2009	misc credit card purchases-August		451.39
Total Chemung Canal Trust Company				<u>451.39</u>
Chemung County Library District				
	09/01/2009	Petty Cash reimbursement - BF/WE		243.76
Total Chemung County Library District				<u>243.76</u>
Chris Corter				
	09/01/2009	Reimbursement-supplies / mileage reimb.		225.73
Total Chris Corter				<u>225.73</u>
Classified Marketplace				
	09/01/2009	Legal Notices- Req. for Bids on 08 BF/WE/ST proj		244.00
Total Classified Marketplace				<u>244.00</u>
Deborah L. Brimmer				
	09/01/2009	mileage reimbursement -August		274.45
Total Deborah L. Brimmer				<u>274.45</u>
Denna Ostrander				
	09/01/2009	August program at BF		30.24
Total Denna Ostrander				<u>30.24</u>
Earle's Ice Cream				
	09/01/2009	Programming expense HFL & BF		333.00
Total Earle's Ice Cream				<u>333.00</u>
Gaylord Bros, Inc.				
	09/01/2009	Shelving unit for new AV-Steele		1,233.36
Total Gaylord Bros, Inc.				<u>1,233.36</u>
Horwitz Supply Company				
	09/01/2009	paper/cleaning supply-all libraries		1,318.08
Total Horwitz Supply Company				<u>1,318.08</u>
Ingram Library Services				
	09/02/2009	Library materials-all libraries-August purchases		9,843.57
Total Ingram Library Services				<u>9,843.57</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of September 2, 2009

Document #2009-68

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Instructional Video			
	09/01/2009	DVD purchases	24.95
Total Instructional Video			<u>24.95</u>
Jamex, Inc.			
	09/01/2009	repair of two card dispenser machines	1,181.60
Total Jamex, Inc.			<u>1,181.60</u>
Madcap Productions			
	09/01/2009	Deposit on December program-HH	500.00
Total Madcap Productions			<u>500.00</u>
MCI			
	09/01/2009	Long distance chg-HFL	23.78
Total MCI			<u>23.78</u>
Quill			
	09/01/2009	Office supplies-balance due	37.62
Total Quill			<u>37.62</u>
Savona Public Library			
	09/02/2009	Payment for Lost book	10.00
Total Savona Public Library			<u>10.00</u>
SDS of NY			
	09/01/2009	garbage disposal-BF,WE,HFL for July	141.11
Total SDS of NY			<u>141.11</u>
Specialty Vehicle Services, LLC			
	09/01/2009	Phase 1-Development of BKM specs	4,500.00
Total Specialty Vehicle Services, LLC			<u>4,500.00</u>
Staples Credit Plan			
	09/01/2009	Office supplies BF/VE/Admin	306.41
Total Staples Credit Plan			<u>306.41</u>
Star Gazette			
	09/01/2009	ST annual subscription	392.38
Total Star Gazette			<u>392.38</u>
Sue Larson			
	09/01/2009	Kindermusik program @ HH	25.00
Total Sue Larson			<u>25.00</u>
Time Warner Cable			
	09/01/2009	VPN service-all libraries-Sept	200.00
Total Time Warner Cable			<u>200.00</u>
U. S. Patent & Trademark Office			
	09/01/2009	Filing fee for Booker trademark	495.00
Total U. S. Patent & Trademark Office			<u>495.00</u>

Unpaid Bills Detail

As of September 2, 2009

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
U. S. Postal Service			
	09/01/2009	Fall 09 Newsletter mailing	1,134.93
Total U. S. Postal Service			<u>1,134.93</u>
Verizon			
	09/01/2009	phone service-HH/BF	176.79
Total Verizon			<u>176.79</u>
Verizon Wireless			
	09/01/2009	BKM/IT Dept cellular service-Aug	157.73
Total Verizon Wireless			<u>157.73</u>
Village of Horseheads			
	09/01/2009	HFL water bill 4/6-7/7	22.76
Total Village of Horseheads			<u>22.76</u>
Wissdum Smith			
	09/02/2009	Patron Refund	20.00
Total Wissdum Smith			<u>20.00</u>
			<u><u>25,695.29</u></u>

Unpaid Bills Detail

As of September 9, 2009

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
ADSRUS, Inc				
	Bill	09/09/2009	advertising	209.95
Total ADSRUS, Inc				<u>209.95</u>
Audio Adventures				
	Bill	09/09/2009	Steele AV purchases	98.55
Total Audio Adventures				<u>98.55</u>
BBC Audiobooks America				
	Bill	09/09/2009	Audio purchases for Steele	989.04
Total BBC Audiobooks America				<u>989.04</u>
Bruce D. Weaver				
	Bill	09/09/2009	BF program 10/6/09	300.00
Total Bruce D. Weaver				<u>300.00</u>
CDW Government, Inc.				
	Bill	09/09/2009	Screen protectors-HFL - Gates Funding	1,565.39
Total CDW Government, Inc.				<u>1,565.39</u>
Center Point Large Print				
	Bill	09/09/2009	ST Fiction large print	203.10
Total Center Point Large Print				<u>203.10</u>
Chemung County Treasurer				
	Bill	09/09/2009	Debt Service 3rd qtr 09 payment	15,787.00
Total Chemung County Treasurer				<u>15,787.00</u>
Dell Marketing L.P.				
	Bill	09/09/2009	Gates equipment purchase-HFL/WE/ST	11,199.00
Total Dell Marketing L.P.				<u>11,199.00</u>
Demco, Inc.				
	Bill	09/09/2009	supplies WE	130.07
Total Demco, Inc.				<u>130.07</u>
Dormann Library				
	Bill	09/09/2009	Lost book paid by patron	25.00
Total Dormann Library				<u>25.00</u>
DPC Engineering, P.C.				
	Bill	09/09/2009	fees for design work @ ST-08 const projects	3,000.00
Total DPC Engineering, P.C.				<u>3,000.00</u>
Faronics Technologies USA, Inc.				
	Bill	09/09/2009	Deep Freeze Licenses - VanEtten	121.60
Total Faronics Technologies USA, Inc.				<u>121.60</u>
Fire Alarm Service Technology, Inc.				
	Bill	09/09/2009	Security monitoring-WE/replace damaged eq at ST	1,162.00
Total Fire Alarm Service Technology, Inc.				<u>1,162.00</u>

Unpaid Bills Detail

As of September 9, 2009

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
First Transit				
	Bill	09/09/2009	Bookmobile fuel/repair-July/Aug	603.46
Total First Transit				<u>603.46</u>
Foor & Associates, Architects				
	Bill	09/09/2009	80% Construction docs & Design for 2008 Constru	35,011.47
Total Foor & Associates, Architects				<u>35,011.47</u>
H. L. Treu Office Supply Corp.				
	Bill	09/09/2009	Office supply-Admin/ST/WE	559.18
Total H. L. Treu Office Supply Corp.				<u>559.18</u>
Horseheads Do It Center				
	Bill	09/09/2009	HFL - supplies	33.78
Total Horseheads Do It Center				<u>33.78</u>
HRATT				
	Bill	09/09/2009	HR conference in October	125.00
Total HRATT				<u>125.00</u>
Idearc Media Corp.				
	Bill	09/09/2009	Phone book ad-monthly fee	17.00
Total Idearc Media Corp.				<u>17.00</u>
Image Integrator				
	Bill	09/09/2009	toner for MF machine-ST	180.20
Total Image Integrator				<u>180.20</u>
J & D Cappy's Ltd.				
	Bill	09/09/2009	newspapers - August	145.00
Total J & D Cappy's Ltd.				<u>145.00</u>
Jeff Boyer				
	Bill	09/09/2009	Sept 29 program at BF	400.00
Total Jeff Boyer				<u>400.00</u>
JET, Inc.				
	Bill	09/09/2009	Word/Excel classes at Cont. Ed Day	500.00
Total JET, Inc.				<u>500.00</u>
Joe Caporiccio				
	Bill	09/09/2009	Sept 29 program at Steele	100.00
Total Joe Caporiccio				<u>100.00</u>
Kipp Brothers				
	Bill	09/09/2009	Progam supplies-WE	66.95
Total Kipp Brothers				<u>66.95</u>
MidWest Tape				
	Bill	09/09/2009	DVD/Audio purchases- Steele/HF/WE&BKM	3,602.43
Total MidWest Tape				<u>3,602.43</u>

Unpaid Bills Detail

As of September 9, 2009

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Moore Wallace				
	Bill	09/09/2009	check supply for Payroll expenses	141.74
Total Moore Wallace				<u>141.74</u>
Perry & Carroll, Inc.				
	Bill	09/09/2009	Insurance policies-final installment	6,744.15
Total Perry & Carroll, Inc.				<u>6,744.15</u>
Random House, Inc.				
	Bill	09/09/2009	AV purchases-ST	283.70
Total Random House, Inc.				<u>283.70</u>
Recorded Books				
	Bill	09/09/2009	Steele purchases	919.16
Total Recorded Books				<u>919.16</u>
Rick Sowash				
	Bill	09/09/2009	Special feature for Continuing Ed day	950.00
Total Rick Sowash				<u>950.00</u>
Sayles & Evans				
	Bill	09/09/2009	Legal fees 5/13-7/29	865.00
Total Sayles & Evans				<u>865.00</u>
Scholastic Library Publishing				
	Bill	09/09/2009	Steele/West EI book purchases	839.50
Total Scholastic Library Publishing				<u>839.50</u>
Shannon E. Burdick				
	Bill	09/09/2009	patron refund	15.00
Total Shannon E. Burdick				<u>15.00</u>
SKJ Facilities Management, Inc.				
	Bill	09/09/2009	HFL Janitor services -8/2-8/23	480.00
Total SKJ Facilities Management, Inc.				<u>480.00</u>
Southern Tier Library System				
	Bill	09/09/2009	cost share 3rd qtr/processing fees	10,725.75
Total Southern Tier Library System				<u>10,725.75</u>
Sunset Printers				
	Bill	09/09/2009	Presentation folders	638.45
Total Sunset Printers				<u>638.45</u>
The Great Magnet				
	Bill	09/09/2009	Programming supplies-WE	56.38
Total The Great Magnet				<u>56.38</u>
Thomson Gale				
	Bill	09/09/2009	ST fiction purchase	447.84
Total Thomson Gale				<u>447.84</u>

Unpaid Bills Detail

As of September 9, 2009

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Unique Management Services, Inc.				
	Bill	09/09/2009	Collection fees -Aug	<u>532.21</u>
Total Unique Management Services, Inc.				<u>532.21</u>
Verizon				
	Bill	09/09/2009	phone service-WE/ST	<u>521.34</u>
Total Verizon				<u>521.34</u>
World Trade Press				
	Bill	09/09/2009	Electronic Reference Material	<u>500.00</u>
Total World Trade Press				<u>500.00</u>
				<u><u>100,795.39</u></u>

Chemung County Library District Grant Fund

Document #2009-68

Unpaid Bills Detail

As of September 9, 2009

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Southern Tier Library System				
	Bill	09/09/2009	Downloadable Audio purchases	1,922.27
Total Southern Tier Library System				1,922.27
TOTAL				1,922.27

Document #2009-69

Report of the September 2nd, 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 September 2nd, 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:

- Mr. Sleeth reported that Bob Page, Chemung County's Health Director, gave a presentation to Library District department heads about the pandemic flu that presently afflicts the world. Of the many steps that can be taken to protect library staff right now were two suggestions: use an alcohol based gel to disinfect their hands, and if someone feels sick with flu type symptoms one should not come to work and infect others. The Library District will be purchasing the alcohol based gel as well as vinyl gloves for library staff as a precaution against the flu.
- Mr. Sleeth distributed the CCLD circulation policy for discussion. Committee members discussed the portion of the policy well known as "have and use one's own library card" in light of a recent complaint by a library patron. While not being exhaustive, Mr. Sleeth gave several reasons for the policy: (1) presenting a library card to the circulation staff uniquely identifies library patrons charging library materials, thus avoiding contention over whether (or not) materials were borrowed by that individual in the first place; (2) patrons who use their own library card keep their accounts up to date; (3) library staff, especially new library staff, cannot be expected to know our customers by name or face; and (4) consistent application of library policy across all our neighborhood libraries is a hallmark of good public service. Following this discussion, the Committee agreed to invite the library patron to its October 7th meeting for continued discussion.
- Mr. Sleeth distributed a preliminary schedule of the October 16th continuing education workshop, where composer / storyteller / author Rick Sowash is featured. All our libraries will be closed and all staff members are expected to attend. CCLD board members who, in the past, have been able to attend either part or all of the day have expressed that it is well worth their time.
- Mr. Sleeth distributed a report and recommendation on the purchase of new print management and PC reservation software. Following discussion, it was moved and

seconded to purchase the new software from a company called EnvisionWare. Motion carried. Priority for installation will be the Steele Memorial Library, then the Horseheads Free Library, followed by the other neighborhood libraries.

- Mr. Sleeth announced that the Fall / Winter / Spring schedule will begin on Saturday, September 12th, 2009. This means, among other things, that he is recruiting staff to volunteer to work Sunday afternoons at the Steele Memorial Library. As of the present time, no professional librarian has come forward to work the Sunday afternoon shift. He explained that should we not be able to recruit a librarian we would not provide reference services on Sunday afternoons.
- Mr. Sleeth announced that the Friends of the Horseheads Free Library were holding their annual book sale from September 15th through the 19th at the Town & Country Fire Hall on Franklin Street in Horseheads. Because of the extensive weeding now taking place at the Horseheads Library, this is sure to be their largest sale yet. CCLD board members were encouraged to visit the Fire Hall during the sale if they were in the neighborhood.
- Mr. Smith reported on communications he has received from the Regional Civil Service Office regarding the recruitment of a new Library Director. Among other things, he pointed out that the CCLD board would be required to appoint from the top three candidates on the eligible list, as determined by a “training and experience” examination. CCLD board members can expect a report from the chair of the Personnel Committee at the upcoming board meeting.
- Unpaid bills detail. Ms. Santulli distributed the Unpaid Bills Detail dated September 2nd, 2009. She pointed out, among other things, that the first payment to our consultant for the purchase of a new bookmobile (Michael Swendrowski of SVS) was included in the Unpaid Bills Detail. It was moved and seconded to pay the vendors as submitted in writing. Motion passed.
- Ms. Santulli announced the bid results of the construction projects, and relayed from Architect Bucher of Foor & Associates to accept the low bidder as follows: for general construction, Elmira Structures (\$125,000); for electrical construction, Micknich Electrical Systems (\$16,336). It was moved and seconded to accept these low bids for projects in Big Flats, West Elmira, and Steele. Motion carried. The jobs will begin Thursday, September 3rd, 2009.

The committee adjourned at 8:05pm. The next meeting of the Executive Committee of the Chemung County Library District is scheduled to be held on October 7th, 2009 at 7pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2009-70

Report of the September 10th, 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, September 10th, 2009 beginning at 8:15am. Attending the meeting were Robin Fitzgerald, Sue Cook, Jason Harmon, and Denny Smith. Also attending were Joan Santulli and Jim Sleeth, CCLD management. The meeting opened at 8:15am.

The following topics were discussed:

- Mr. Sleeth briefly described his approach for the public meetings on the proposed 2010 budget. A simplified budget has been created for each library, and he is now working on a powerpoint presentation to be given on consecutive Mondays in October at each of our libraries.
- Ms. Fitzgerald commented that the newest worksheet of the 2010 Library District apportionment from the Chemung County Real Property Tax Office indicated an increase of 1.18% for 2010, lower than an earlier estimate of 1.49%. This reduces the average cost per household assessed at \$50,000 to \$32.35 / year, or \$2.70 / month.
- The August 31st, 2009 financial report was reviewed by the Committee. This report will be sent to the September meeting of the CCLD board of trustees for its consideration.
- The September 8th and September 9th Unpaid Bills Detail was reviewed by the Committee. These bill lists will be sent to the September CCLD board meeting for consideration.
- Discussion took place regarding the possible source of matching funds for the green roof project at the Steele Memorial Library, should it be approved by the Environmental Facilities Corporation.

The meeting adjourned at 8:45am. The next meeting of the Budget & Finance Committee will be held on Thursday, October 8th, 2009 in the Petrie Conference Room of the Steele Memorial Library.

Document #2009-71

Report of the September 9, 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 Wednesday, September 9, 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:

- Mr. Schwesinger reported that the contractor responsible for the Horseheads doors project (#0310090015), Marchuska Brothers, is ready to start the project next week.
- Concerning the Horseheads roof project (#0386080136), the Committee concluded that the contractor has left the project incomplete, that no warranties have been delivered, and that there is minimal response to phone calls asking for the installation of replacement ceiling tiles. An independent inspection by Hale Roofing revealed shortcomings. Given these facts, the Committee will be in touch with CCLD attorney Jim Young to determine future action.
- Invoice from Foor & Associates. The Committee reviewed Foor & Associates invoice dated August 27th, 2009 totaling \$35,011.47, representing 80% of the design phase and construction document phase of the 2008 N.Y. State construction projects at all of our libraries. The invoice will be included on the Unpaid Bills Detail for CCLD board consideration at its next meeting.
- Mr. Schwesinger reported that DPC Engineering, the electrical design consultant for 2008 State construction projects, has requested payment of \$3,000 for work beyond the scope of work originally indicated. This request, approved by Foor & Associates, has Mr. Schwesinger's support. A letter supporting the request will be forwarded to the CCLD board for its information, and action regarding this request will be made.
- Ms. Kather reported that an agreement with Derek Chalfant for chairs and tables for the Steele Library's café project has been approved, a check has been written and signed for half of the project costs (\$11,500), and work is proceeding. Delivery is expected by the end of November.
- The Committee reviewed and approved of the proposal from Marchuska Brothers to repair the existing broken riser at the entrance of the Horseheads Free Library. Funding for this

project (\$1,957) will come from the balance remaining in the 2007 N.Y. State construction project funding. This proposal will be forwarded to the CCLD board for its consideration.

- Mr. Schwesinger reported on the green roof proposal for the Steele Memorial Library. The New York State Environmental Facilities Corporation's request to amend the resolution and notice of determination of non-significance pursuant to 6NYCRR part 617 (SEQR) was presented in writing for consideration to the CCLD board of trustees, and there were 12 "yes" votes to 0 "no" votes to amend the resolution. Results of this action were forwarded to the Environmental Facilities Corporation. Mr. Schwesinger expects to hear soon if the green roof project is approved.
- Painting of the hollow metal doors at the Steele Memorial Library. Mr. Schwesinger said he would contact the contractor, Pendleton Painting, to discover what is holding up the project.

The meeting adjourned at 3:25pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, October 14th, 2009 at 3pm in the Director's Office at the Steele Memorial Library.

August 10, 2009

Mr. Karl Schwesinger
Fagan Engineers
Environmental Consultants
113 East Chemung Place
Elmira, New York 14904

Re: Request for Additional Compensation
Chemung County Library System -
Steele Memorial Library
FA Project No. 3499

Dear Mr. Schwesinger:

We have received a request from our Electrical Design Consultant for additional fee, related to their Comprehensive Lighting Survey of the Existing Facility, Alternative Lighting Options, Soffit Lighting, Motion Sensors, etc. I have reviewed their request, and concur that they are entitled to extra compensation.

I have enclosed their correspondence, for your review. Please review and give me a call to discuss. Thank you for your time and consideration.

Sincerely,

FOOR & ASSOCIATES
ARCHITECTS



Robert L. Butcher, AIA, NCARB

Enclosure

CC: Larry R. Foor, AIA
Ted Kelchner, P. E.

Foor & Associates, Architects
DPC Engineering, P.C.

June 24, 2009

Mr. Robert Butcher
Foor & Associates
110 Baldwin Street
Elmira, NY 14831

**RE: Proposal for Chemung County Library Renovations-Steele Library
Proposal No. DPC09-61 Rev 2.**

Dear Robert:

According to the project narrative, the original scope of work for Steele Library was to "replace inefficient light fixtures and bulbs with energy efficient ballasts and bulbs". Our hours to do the project were based on replacing fixtures in kind. In the assumptions section of our proposal we stated "Lighting design for the Steele Memorial Library includes replacing fixtures with similar high efficiency fixtures in the same location. No layout changes are included."

DPC did a comprehensive lighting survey of the existing facility and found that most of the fixtures are already energy efficient, with high efficiency ballasts. The only incandescent lights were the track lights, the decorative pendants in the atrium area, and the exterior recessed downlights in the exterior canopy.

Subsequently, DPC discussed the lighting scope with Foor and the owner. DPC explained that based on the existing fixtures, it was not cost effective to replace most lamps and ballasts. DPC was directed to make suggestions for lighting improvements with a budget of \$50,000. This was based on a quotation by Bouille Electric which included the following:

- Replace outside existing wall packs with pulse start metal halide fixtures.
- Retrofit lower outside soffit lights.
- Replace Exit lights with LED style fixtures.
- Install motion sensors in areas such as the restrooms, offices, and store rooms.
- Replace incandescent bulbs with compact fluorescent lamps.
- Install light level controls for lighting adjacent to skylights.
- Replace standard electric motors on exhaust fans and HVAC units with high efficiency motors.

DPC is currently developing a list of proposed renovations to utilize the \$50,000 budget.

From the above it is evident the scope of design remains to be well defined, and the effort to develop the concepts is beyond the effort included in our original scope.

DPC engineering is thereby requesting additional compensation in the amount of \$3,000 to complete the design effort for lighting changes to Steele Library.

The original terms of the contract apply to this adjustment in fee.

If this proposal meets with your approval, please sign and date one copy and return to our office. This document will constitute our agreement to perform additional services in accordance with the proposal and will serve as our Notice to Proceed.

Sincerely,

DPC Engineering



Ted Kelchner, P.E.
Project Engineer

I, Foor & Associates, agree to the above scope of services.

Bob Butcher

Proposal

MARCHUSKA BROTHERS CONSTRUCTION, LLC.

436 Airport Road
Endicott, NY 13760
607.786.3762 (P)
607.786.0064 (F)

Proposal Submitted To: Foor & Associates/Mr. Bob Butcher		Phone: 733-4613 (P) 734-0120 (F)	Date: August 25, 2009
Street: 110 Baldwin Street		Job Name: Riser Repair	
City, State and Zip Code: Elmira, NY 14901-3025		Job Location: 405 South Main Street, Horseheads	
Architect: N/A	Date of Plans: N/A	Job Phone: 733-4613 (P)	

We hereby submit specifications and estimates for:

VISIT www.marchuskabrothers.com to see our work.



Scope of Work:

- Remove existing broken riser areas to approximately 1' behind bushes in front.
- Furnish and plaster area. (Approximately 6" wide x 14' long.) Furnish and install tile behind shrubbery 1'.
- **NOTE: NEW RISER MATERIAL MAY VARY IN SHADE FROM EXISTING.**

Total Labor Cost:	\$1,489.00
Total Material Cost:	\$468.00
8.00% Sales Tax:	<u>N/A-Tax Exempt</u>
Total Job Estimate:	\$1,957.00

MBC Copy
Client Copy