

Agenda

The February 2010 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, February 18th, 2010 at 7pm in the auditorium of 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 Ms. Denkenberger (734-7107), Mrs. Santulli (733-8607), or Mr. Sleeth (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2010-09)
4. Treasurer's report
 - a) Financial report (document #2010-10)
 - b) Report of unpaid Bills Detail (document #2010-11)
5. Correspondence
6. President's report
7. Director's report
 - a) Personnel activities since the February 2010 meeting of the Library Board (document #2010-12)
8. Committee reports:
 - a) Executive Committee (Denkenberger)
 - 1) Report of the Committee meeting (document #2010-13)
 - b) Budget & Finance Committee (Fitzgerald)
 - 1) Report of the Committee meeting (document #2010-14)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document #2010-15)
 - d) Policies Review Committee (Sell)
 - 1) Proposed revised Circulation Policy (document #2010-16)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

Minutes of the January 2010 meeting of the Chemung County Library District Board of Trustees. Document #2009-09

Minutes of the January 2010 meeting of the Chemung County Library District Board of Trustees. The January meeting was held on Thursday, January 21, 2010 at 7:00pm at the Steele Memorial Library. The meeting was called to order by President Allen C. Smith. Present were Marleah Denkenberger, Robin Fitzgerald, Georgia Reynolds, Judy Sell, Tina Hager, Susan Cook, Mary Beth Conwell, Jan Kather, Karl Schwesinger and Jessica Roberts. Excused: Andrea Ogunwumi. Absent: Sylvia Force. Also present were Jim Sleeth, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

President Smith welcomed the newly elected and appointed members to the board. Elected board members were Robin Fitzgerald – District 2; Mary Beth Conwell – District 7; Allen C. Smith – District 11; Karl Schwesinger – District 12; and Sylvia Force – District 14. The elected and returning board members who were present then took their oath of office.

Minutes. The minutes of the December 2009 meeting (Document #2010-01) were presented for board review. The minutes were amended to show that Mr. Harmon submitted the November Financial report, not Ms. Fitzgerald. The minutes were approved as amended by unanimous consent.

Financial Report. The December 31, 2009 Financial Report (Document #2010-02) was presented for board review. Ms. Fitzgerald noted that this final report shows the Library District income exceeding expectations by 4% and the expenditures being 95% spent. By unanimous consent the December 31, 2009 Financial Report was approved as distributed and will be filed for audit.

Concerning the Report of Unpaid Bills (Document #2010-03). By unanimous consent, the board authorizes the payment of the unpaid bills dated 12/31/09 (\$18,105.62) and 1/6/10 (\$12,951.54). Karl Schwesinger requested that an invoice dated 1/21/10 for Michnich Electrical Systems (\$12,669.20) be included in the 1/13/10 unpaid bill list increasing the total of unpaid bills for 1/13/10 to \$25,620.74. The Report of Unpaid Bills for 1/13/10 was approved as amended by unanimous consent.

Correspondence. Mr. Sleeth brought the following items to the board's attention:

- A NYLA Legislative Alert email informs CCLD that the Governor's proposed budget reduces aid to libraries and library systems by an additional 4% over previous levels.
- The list of current CCLD board members was passed around for individuals to make any necessary corrections to the addresses or phone numbers.
- AARP has again this year donated \$200 to CCLD as part of its funding of various charities.
- A letter of resignation dated January 18, 2010 was received from Librarian Julia Mullen who is currently working at the Steele Memorial Library. Her final day with CCLD will be March 25, 2010. Mr. Sleeth stated that he will defer the filling of that position to the new CCLD Director is hired and, in the meantime, recommends replacing the lost hours with a one-year temporary Library Clerk.

- A notification from the Surrogate Court of Chemung County that Margaret E. Frey's estate will donate \$5,000 to the CCLD Bookmobile. The funding for a new Bookmobile is now over \$210,000.
- Four Bookmobile manufacturers have requested and received the bid specifications for the new Bookmobile. The bids are due back to CCLD by February 5, 2010, will be reviewed by the Consultant and staff who will then recommend a specific vendor to the board at its February 18th, 2010 board meeting.

President's Report. President Smith offered the Slate of Officers for election by the board. They are: President Marleah Denkenberger, Vice-President Georgia Reynolds, Secretary Sue Cook and Treasurer Robin Fitzgerald. Denny Smith will serve on the Executive Committee as past-President. Ms. Conwell moved, seconded by Ms. Hager to accept this slate of officers for the fiscal year 2010. Motion Carried. Mr. Smith stated that he has enjoyed being the CCLD Board President for the last 2 years and he then turned the meeting over to newly elected President Marleah Denkenberger.

An updated schedule of 2010 CCLD board and committee meetings (Document #2010-04) was submitted to the board. The only change to the schedule was that the July meeting at the Horseheads Free Library was moved to March. The July meeting will now be held at the Steele Memorial Library.

Committee assignments for the fiscal year 2010 will be as follows: Budget & Finance Committee: Chair Robin Fitzgerald, Sue Cook, Andrea Ogunwumi and Denny Smith. Buildings & Grounds Committee: Chair Karl Schwesinger and Jan Kather (the committee needs another member). Personnel Committee: Chair Mary Beth Conwell, Georgia Reynolds and Jessica Roberts. Ad Hoc Policy Committee: Chair Tina Hager, Marleah Denkenberger, Judy Sell and Denny Smith.

Director's Report. The Director's report concerning personnel activities since the December 2009 meeting was presented in writing to the board (Document #2010-05). Mr. Sleeth stated that he is pleased with the new part time Principal Library Clerk in charge of the Van Etten Library. Ms. Metzger holds a Master's Degree in Library Science and has worked in the past at both public and university libraries. She has also had experience in completing programs for children. The Van Etten position is a part-time 20 hour per week appointment. While the public service hours will not change right away, other changes that will begin right away are weeding the collection, bar coding the collection so that the automated catalogue and circulation system can be used, and introducing story hours for the public. The January 2010 Department Head meeting was a real milestone for it was the first time ever that a CCLD staff member assigned to the Van Etten Library attended the meeting.

With the upcoming retirement of the Librarian 1 at the Steele Library, Mr. Sleeth will begin the process to fill the position with a temporary CCLD employee, making sure that appropriate civil service rules are followed.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2010-06). Mr. Smith noted that the Committee accepted a grant of \$1,346.75 from the New York State Opportunity Online Broadband Grant Program and approved a match of

\$673.38 which will be received from the STLS Broadband Enhancement Grant. This means that at no cost to CCLD, the Van Etten Library will receive increased broadband speed for its internet connections.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2010-07). Ms. Fitzgerald stated the January meeting was a very short meeting with the committee approving of the new format for the financial report and giving approval for the IT Department to discard 30+ old style computer monitors as junk.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board. (Document #2010-08) Mr. Schwesinger reported that concerning the roof at the Horseheads Free Library, the contractor (Al's Construction) has informed him that the inspection of the roof has been completed and approved and that he is awaiting the final paperwork.

Regarding the "green roof" project at the Steele Memorial Library, Mr. Schwesinger stated that all the required paperwork for the project has been sent to the State, contracts have been signed and bonds received. However, CCLD has not yet received a signed contract from the New York State Environmental Facilities Corporation.

Personnel Search Committee. The report of the Personnel Committee was given by Mr. Smith. He requested a revision to the minutes of the CCLD board meeting where the impression was given that the Search Committee already had a top candidate. Mr. Smith reminded the CCLD board that prospective candidates must take a civil service test for the position and that this test will be offered in February and graded in March. Only then will the CCLD board know which aspirants will qualify for an interview. In addition, Mr. Smith said that members of the Search Committee were reminded that confidentiality of their meetings was of primary importance.

Ad hoc Policies Review Committee: Ms. Hager reported the next meeting of the Committee will be on Monday, February 1, 2010 at the Steele Memorial Library where they will review the comments received from the library staff regarding the Circulation Policy. Review of other CCLD policies will follow.

Old Business. None.

New Business. None.

Public Expression. None.

Mr. Smith reminded everyone that the reception being given in honor of Jim's years of service as Library Director will be held on Friday, January 22, 2010 at the Steele Library from 5pm – 7pm.

The meeting was adjourned at 8:04pm. The next regular meeting of the board will be on Thursday, February 18, 2010 at 7pm at the Steele Memorial Library, 101 East Church Street, Elmira, New York.

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2010-10)

Financial Report - JANUARY 31, 2010

	2010 annual budget	Received to date	Balance remaining	Percentage received	Percentage through the year	Notes
Income						
Library Fines, Fees & Contributions	\$ 104,250	\$ 7,520	\$ 96,730	7%		
Grants (other than N.Y.S.)			0	0%		
New Bookmobile fund		500	(500)			
Foundation Contributions	165,000		165,000	0%		
Library District Tax Receipts	2,437,502		2,437,502	0%		
Interest on Investments	15,000	172	14,828	1%		
State Aid						
Central Library Development	95,000		95,000	0%		
Central Book Aid	65,000		65,000	0%		
Local Library Services Aid	41,700		41,700	0%		
Other State Aid	1,600		1,600	0%		
TOTAL INCOME	\$ 2,925,052	\$ 8,192	\$ 2,916,860	0.28%	8%	

	Annual Budget	Expended to date	Balance remaining	Percent Expended	Percentage through year	Notes
Expense						
Personnel						
Salaries	\$ 1,226,874	\$ 82,752	\$ 1,144,122	7%		
Sunday & Holiday Salaries	60,474	5,678	54,796	9%		
Employee Benefits	591,229	45,020	546,209	8%		
Subtotal - Personnel Expenses	1,878,577	133,450	1,745,127	7%	8%	
Contractual						
Equipment	89,855	5,436	84,419	6%		
Telephone	10,800	914	9,886	8%		
Supplies	36,100	3,800	32,300	11%		
Travel & Continuing Education	28,080	358	27,722	1%		
Repairs & Maintenance	36,459	2,970	33,489	8%		
Postage	7,600	3,047	4,553	40%		
Education - Tuition Assistance	8,300	887	7,413	11%		
Library Materials (books, video, etc.)	302,000	12,408	289,592	4%		
Utilities	97,650	0	97,650	0%		
Building Cleaning Supplies	8,100	181	7,919	2%		
Fuel, Gas & Oil	2,000	239	1,761	12%		
Insurance	24,390	8,474	15,916	35%		
Vehicle Operation / Maintenance	2,500	761	1,739	30%		
Professional Fees (audit, engineer/legal)	114,100	2,219	111,881	2%		
Data Processing Expenses	46,526	400	46,126	1%		
Payment of Taxes	4,845	2,015	2,830	42%		
Library Programming	20,500	1,542	18,958	8%		
Chemung County costs (B&G, vision)	17,049	0	17,049	0%		
Capital Improvements	0	12,669	(12,669)			
Contingency Fund	76,507	0	76,507	0%		
Debt Service	63,114	0	63,114	0%		
TOTAL EXPENSE	\$ 2,875,052	\$ 191,770	\$ 2,683,282	7%	8%	

****NOTES TO FINANCIAL REPORT**

INCOME

EXPENSE

Unpaid Bills Detail

As of February 10, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
A Step Above			
	02/08/2010	Sleeth Retirement reception	465.00
Total A Step Above			465.00
All About Books, Inc.			
	02/08/2010	Books purchased -ST Juv	430.00
Total All About Books, Inc.			430.00
Barnes & Noble, Inc.			
	02/08/2010	HFL Purchase	86.34
Total Barnes & Noble, Inc.			86.34
BBC Audiobooks America			
	02/08/2010	Audio purchases for Steele	400.59
Total BBC Audiobooks America			400.59
BookPage Subscriptions			
	02/08/2010	HFL Subscription	30.00
Total BookPage Subscriptions			30.00
Brodart Co.			
	02/08/2010	supplies all libraries	233.11
Total Brodart Co.			233.11
Center Point Large Print			
	02/08/2010	ST/BKM Fiction large print	282.18
Total Center Point Large Print			282.18
Chemung County Buildings & Grounds Dept.			
	02/08/2010	Utility & Bldg Maint. chg- 4th Qtr 2009	33,105.19
Total Chemung County Buildings & Grounds Dept.			33,105.19
Chemung County Library District			
	02/09/2010	Petty Cash reimbursement - WE	204.70
Total Chemung County Library District			204.70
Creative Data Products			
	02/08/2010	Overdue mailers-all libraries	482.72
Total Creative Data Products			482.72
Cuba Circulating Library Association			
	02/08/2010	Payment for Lost book	13.00
Total Cuba Circulating Library Association			13.00
Deborah L. Brimmer			
	02/08/2010	mileage reimb-JAN	102.00
Total Deborah L. Brimmer			102.00
Demco, Inc.			
	02/08/2010	new sign for WE	217.65
Total Demco, Inc.			217.65

Unpaid Bills Detail

As of February 10, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Elmira Structures, Inc.			
	02/10/2010	State Const Project-hcap door at BF	19,142.50
Total Elmira Structures, Inc.			<u>19,142.50</u>
Fagan Engineers			
	02/10/2010	Engineering Design Phase- Steele Green Roof pro	14,642.00
Total Fagan Engineers			<u>14,642.00</u>
Fred Pryor Seminars			
	02/08/2010	reg fee-workshop-ST staff	198.00
Total Fred Pryor Seminars			<u>198.00</u>
Gaylord Bros, Inc.			
	02/08/2010	supplies-all libraries	190.76
Total Gaylord Bros, Inc.			<u>190.76</u>
H. L. Treu Office Supply Corp.			
	02/08/2010	Office supply-ST/IT/Admin	75.00
Total H. L. Treu Office Supply Corp.			<u>75.00</u>
Horwitz Supply Company			
	02/08/2010	paper/cleaning supply-HFL	276.65
Total Horwitz Supply Company			<u>276.65</u>
Idearc Media Corp.			
	02/08/2010	Phone book ad-monthly fee + phone books	108.20
Total Idearc Media Corp.			<u>108.20</u>
Image Integrator			
	02/08/2010	toner for MF machine-ST	3,345.00
Total Image Integrator			<u>3,345.00</u>
Imperial Door Controls, Inc.			
	02/08/2010	maintenance contract-handicap doors @ Steele-20	1,200.00
Total Imperial Door Controls, Inc.			<u>1,200.00</u>
Ingram Library Services			
	02/08/2010	Library materials-ST JUV/WE/BF	682.20
Total Ingram Library Services			<u>682.20</u>
Joan Santulli			
	02/09/2010	Mileage Reimb - June 2009-Jan 2010	144.95
Total Joan Santulli			<u>144.95</u>
Judy Stock			
	02/08/2010	2010 Program at VE	100.00
Total Judy Stock			<u>100.00</u>
LearningExpress, LLC			
	02/08/2010	license renewal 10/11	5,076.00
Total LearningExpress, LLC			<u>5,076.00</u>

Unpaid Bills Detail

As of February 10, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
MidWest Tape			
	02/08/2010	DVD/Audio purchases-HFL/ST	1,826.13
Total MidWest Tape			<u>1,826.13</u>
Oriental Trading Company, Inc.			
	02/08/2010	programming supplies-HFL	106.47
Total Oriental Trading Company, Inc.			<u>106.47</u>
ProQuest LLC			
	02/08/2010	microfilm-Star Gazette NOV	12.96
Total ProQuest LLC			<u>12.96</u>
Raco Industries			
	02/08/2010	supply of scanners-all libraries	482.50
Total Raco Industries			<u>482.50</u>
Random House, Inc.			
	02/08/2010	AV purchases-ST/WE	738.62
Total Random House, Inc.			<u>738.62</u>
Recorded Books			
	02/08/2010	Steele purchases	392.40
Total Recorded Books			<u>392.40</u>
Research Technology International			
	02/08/2010	supplies for disc cleaning machine-HFL	299.00
Total Research Technology International			<u>299.00</u>
SDS/Casella			
	02/09/2010	garbage disposal-BF,WE,HFL for January	142.34
Total SDS/Casella			<u>142.34</u>
SKJ Facilities Management, Inc.			
	02/09/2010	HFL Janitor services 12/20/09-1/10/10	480.00
Total SKJ Facilities Management, Inc.			<u>480.00</u>
Southern Tier Library System			
	02/08/2010	Processing fees-December/Jan + router & supplies	1,665.49
Total Southern Tier Library System			<u>1,665.49</u>
Staples Business Advantage			
	02/08/2010	office supply/all libraries	324.06
Total Staples Business Advantage			<u>324.06</u>
Thomson Gale			
	02/08/2010	ST fiction purchase	561.79
Total Thomson Gale			<u>561.79</u>
Unique Management Services, Inc.			
	02/10/2010	Collection fees - January 2010 all libraries	790.45
Total Unique Management Services, Inc.			<u>790.45</u>

Unpaid Bills Detail

As of February 10, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Upstart			
	02/08/2010	BF program supplies	21.55
Total Upstart			<u>21.55</u>
Verizon			
	02/09/2010	phone service-ST/WE	528.14
Total Verizon			<u>528.14</u>
Wayland Free Library			
	02/10/2010	Payment for lost book	7.99
Total Wayland Free Library			<u>7.99</u>
Wegmans Food Markets Inc.			
	02/08/2010	Program Supplies-ST	17.92
Total Wegmans Food Markets Inc.			<u>17.92</u>
TOTAL			<u><u>89,631.55</u></u>

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of February 9, 2010

Document #2010-11

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Ebsco Subscription Services			
	02/08/2010	Reference material-Novelist Online-2010 subscription	9,975.00
Total Ebsco Subscription Services			<u>9,975.00</u>
N.A.D.A. Appraisal Guides			
	02/09/2010	reference materials	136.00
Total N.A.D.A. Appraisal Guides			<u>136.00</u>
TOTAL			<u><u>10,111.00</u></u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of February 3, 2010

Document #2010-11

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	02/03/2010	purchases -all libraries	1,529.47
Total Amazon Credit Plan			<u>1,529.47</u>
Benjamin Brown			
	02/03/2010	Patron Refund	20.00
Total Benjamin Brown			<u>20.00</u>
Brian P. Harris			
	02/03/2010	mileage reimb 12/17-1/19/2010	55.00
Total Brian P. Harris			<u>55.00</u>
Chemung Canal Trust Company			
	02/03/2010	misc credit card purchases-Jan 2010	441.70
Total Chemung Canal Trust Company			<u>441.70</u>
Chemung County Library District			
	02/03/2010	Petty Cash reimbursement - HFL	119.13
Total Chemung County Library District			<u>119.13</u>
Chris Corter			
	02/03/2010	Reimbursement-supplies for HFL/mileage for VE tr	300.59
Total Chris Corter			<u>300.59</u>
Elmira Water Board			
	02/03/2010	Water bills-WE/ST	197.03
Total Elmira Water Board			<u>197.03</u>
First Transit			
	02/03/2010	Bookmobile fuel for Oct & Jan/repair in October	695.87
Total First Transit			<u>695.87</u>
Foor & Associates, Architects			
	02/03/2010	prof services - 10% construction phase BF &WE pi	866.00
Total Foor & Associates, Architects			<u>866.00</u>
Ingram Library Services			
	02/03/2010	Library materials-all libraries-JAN	4,782.75
Total Ingram Library Services			<u>4,782.75</u>
J & D Cappy's Ltd.			
	02/03/2010	newspapers for January/book purchase	174.50
Total J & D Cappy's Ltd.			<u>174.50</u>
James G. Sleeth			
	02/03/2010	January 2010 invoice for Interim Director duties	7,312.75
Total James G. Sleeth			<u>7,312.75</u>
MCI			
	02/03/2010	Long distance chg-HFL	20.95
Total MCI			<u>20.95</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of February 3, 2010

Document #2010-11

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Petty Cash-Steele			
	02/03/2010	supplies/postage/program exp	324.24
Total Petty Cash-Steele			<u>324.24</u>
Pitney Bowes			
	02/03/2010	mail machine lease-10/30/09 - 1/30/10	708.00
Total Pitney Bowes			<u>708.00</u>
SGF Productions			
	02/03/2010	HFL/WE JULY 2010 program deposit	100.00
Total SGF Productions			<u>100.00</u>
SirsiDynix			
	02/03/2010	Envisionware services for Public PC's all libraries	13,126.72
Total SirsiDynix			<u>13,126.72</u>
Staples Credit Plan			
	02/03/2010	Office supplies BF	163.97
Total Staples Credit Plan			<u>163.97</u>
Time Warner Cable			
	02/03/2010	VPN service-all libraries-JAN	400.00
Total Time Warner Cable			<u>400.00</u>
Unique Management Services, Inc.			
	02/03/2010	Collection fees - September 09 for HFL	32.75
Total Unique Management Services, Inc.			<u>32.75</u>
Verizon			
	02/03/2010	phone service-BF/HFL	155.79
Total Verizon			<u>155.79</u>
Verizon Business Services			
	02/03/2010	Unpaid balance for Horseheads	21.48
Total Verizon Business Services			<u>21.48</u>
Verizon Wireless			
	02/03/2010	BKM/IT Dept cellular service-JAN	157.06
Total Verizon Wireless			<u>157.06</u>
			<u><u>31,705.75</u></u>

Unpaid Bills Detail

As of February 3, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
American Library Association			
	02/03/2010	Reference material	133.00
Total American Library Association			<u>133.00</u>
Baker & Taylor Books			
	02/03/2010	Reference materials	609.98
Total Baker & Taylor Books			<u>609.98</u>
Harris Infosource			
	02/03/2010	Reference material	190.00
Total Harris Infosource			<u>190.00</u>
INFOUSA-City Directories			
	02/03/2010	reference materials	227.00
Total INFOUSA-City Directories			<u>227.00</u>
Ingram Library Services			
	02/03/2010	Non-Fiction book purchases-January 2010	1,510.00
Total Ingram Library Services			<u>1,510.00</u>
Omnigraphics			
	02/03/2010	Reference material	139.10
Total Omnigraphics			<u>139.10</u>
Southern Tier Library System			
	02/03/2010	processing Fees-Dec/Jan	194.50
Total Southern Tier Library System			<u>194.50</u>
The H. W. Wilson Company			
	02/03/2010	Reference Material	276.00
Total The H. W. Wilson Company			<u>276.00</u>
Value Line Publishing, Inc.			
	02/03/2010	reference materials	269.00
Total Value Line Publishing, Inc.			<u>269.00</u>
TOTAL			<u><u>3,548.58</u></u>

Document #2010 – 12

Memo

To: CCLD Board of Trustees

From: Jim Sleeth, CCLD Director

Subject: Personnel activities since the January 2010 meeting of the Library Board

Date: February 11, 2010

Ken Tuller, a library employee since 1995, has resigned his position as custodian of the Steele Library, effective Friday, February 26th, 2010. Ken was a particularly conscientious and hard working employee who will be sorely missed. A successor to Ken is being recruited.

We now have three vacancies on the professional staff: Library Director, Librarian 3 (neighborhood libraries), and Librarian 1 (Steele reference staff). The Library Board's Search Committee has taken charge of the recruiting process for a new Library Director, and it has been decided to give the new Library Director the opportunity of hiring both the Librarian 3 (neighborhood libraries) and the Librarian 1 (Steele reference staff) after reviewing staffing needs throughout the Library District.

One full time one-year temporary Library Clerk is being sought to assist staffing levels at the Steele Memorial Library. Interviews for this position took place on Thursday, February 11th, 2009, and an appointment to this full time one-year temporary position expected soon.

Document #2010 – 13

Report of the February 3, 2010 meeting of the Executive Committee of the Chemung County Library District:

A meeting of the Executive Committee of the Chemung County Library District was held on Wednesday, February 3rd, 2010, beginning at 7pm. Attending the meeting were Sue Cook and Georgia Reynolds. Also attending were Joan Santulli and Jim Sleeth, CCLD management. The meeting opened at 7pm.

The following topics were discussed:

- Bookmobile fund raising update. Mr. Sleeth reported that a total of \$212,410 was committed to the purchase of a new vehicle. Of that amount, all but \$17,500 has been deposited. We are confident that the all the committed funds will be received.
- Bookmobile bid requests. Mr. Sleeth reported that the CCLD bid specifications were sent to four bookmobile manufacturing companies and that their responses were required by Friday, February 5th, 2010.
- Public Library Foundation account. Ms. Santulli submitted a 12/31/09 fund report detailing receipts and expenditure of these funds. It is customary for the President of the CCLD board to write a cover letter to the Public Library Foundation summarizing these receipts and expenditures. Ms. Santulli reported that the 12/31/09 balance in the fund is \$169,400.
- Annual statistical report submitted to the Public Library Foundation. Mr. Sleeth reviewed the facts and figures of this report which is completed annually by public libraries across the United States.
- Annual report of the Chemung County Library District to be submitted to the Southern Tier Library System. Ms. Santulli reviewed the facts and figures of this report with the Committee. Committee members took some time to review the report and ask questions concerning several items. Ms. Reynolds moved, seconded by Ms. Cook, to accept the 2009 Annual Report as submitted in writing. Motion carried. The report will next be submitted to Southern Tier, then the State of New York.
- Proposed amendment to the CCLD contract with Fagan Engineers, the professional engineering firm responsible for overseeing the procurement of a green roof for the Steele Memorial Library. This amendment, required by the Environmental Facilities Corporation, includes an anti-discrimination clause. Ms. Cook moved, seconded by Ms. Reynolds, to approve the amendment to the contract. Motion carried.
- Unpaid Bills Detail. Ms. Santulli distributed and reviewed the Unpaid Bills Detail dated February 3, 2010. Ms. Reynolds moved, seconded by Ms. Cook, to approve the General Fund bills in the amount of \$31,705.75, and the Grant Fund bills in the amount of \$3,548.58. Motion carried.

The meeting adjourned at 7:45pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, March 3rd, 2010 in the Petrie Conference Room of the Steele Memorial Library.

Document #2010 – 14

Report of the February 11th, 2010 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, February 11th, 2010, beginning at 8:15am. Attending the meeting were Robin Fitzgerald, Sue Cook, and Denny Smith. Also attending were Joan Santulli and Jim Sleeth, CCLD Management. The meeting opened at 8:15am.

The following topics were discussed:

- Ms. Santulli reported on her cash balance calculation illustrating the policy that “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.” She noted that the end of year cash balance adhered to the policy. The Committee suggested the calculation be included in the February board packet:

Actual cash balance at year end of 2009 Dated 12/31/09

Committed Funds expected at year end	
Public Library Foundation	169,400
Retiree Health	94,022
PR restricted funds	11,557
State Const - Steele	14,073
State Const - HFL	-5,995
State Const - BF	35,756
State Const - WE	33,699
New Bookmobile funding	194,910
Other restricted (gifts, Roar, Friends)	45,642
GREEN ROOF match	91,281
CLD balance	50,574
CBA balance	-7,596
Total committed funds	727,323

CCLD fund balance-12/31/09	1,174,776
plus anticipated revenues	0
minus expected expenses	0
minus committed funds	727,323
Anticipated fund balance 12/31/09	447,453
15% Policy WITHOUT Capital Proj.	400,210
Fund Balance left	47,243

- Ms. Santulli reported on the January 31st, 2010 Library District financial report. She noted that some lines – payment of taxes and insurance, for example – represented expenditures that came due early in the year. She also noted that she filled the postage machine when it

was necessary and that the monthly expense did not portend an over expenditure for the year. The 1/31/10 report will be forwarded to the CCLD board for their review.

- Ms. Santulli reported on the General Fund and Grant Fund Unpaid Bills Detail dated 2/9/10 and totaling \$89,631.55 and \$10,111 respectively. Several items were highlighted, including payment for construction projects at Big Flats, engineering fees for the design of the green roof at the Steele Library, and utility bills and building maintenance from Chemung County.
- An article in the February 10th, 2010 entitled “County group to study spending – stability with finances a goal” was discussed briefly.
- Ms. Santulli passed around a copy of the cover page of a financial report dated January 27th, 2010 she annually produces for the Southern Tier Library System. The report delineates income and expenses to the central library program and includes copies of invoices paid with central book aid funds during the 2009 year.

The meeting adjourned at 8:50am. The next meeting of the Budget & Finance Committee will be held on Thursday, March 11th, 2010 at 8:15am in the Petrie Conference Room of the Steele Memorial Library.

Document #2010 – 15

Report of the February 10th, 2010 meeting of the Buildings & Grounds Committee of the Chemung County Library District

A meeting of the Buildings & Grounds Committee of the Chemung County Library District was held on Wednesday, February 10th, 2010, beginning at 4pm. Attending the meeting were Karl Schwesinger and Jan Kather. Also attending were Joan Santulli and Jim Sleeth, CCLD Management. The meeting opened at 4pm.

The following topics were discussed:

- An invoice from Foor & Associates was reviewed. The invoice will be paid when projects at Horseheads, Big Flats, and West Elmira libraries are complete.
- An invoice from Fagan Engineers was reviewed. It represents payment of the final 10% of the engineering and design phase of the green roof retrofit project at Steele. The Committee authorized inclusion of this bill in the amount of \$14,642 in the Unpaid Bills Detail to be considered at the February 18th, 2010 CCLD board meeting.
- An invoice from Elmira Structures representing 95% of the total cost of the windows and doors project at the Big Flats Library was approved for inclusion in the Unpaid Bills Detail for consideration at the next CCLD board meeting. The total cost of this invoice is \$19,142.50.
- The Committee reviewed and approved a request from Elmira Structures for a change order in the amount of \$2,248 for installation of a consistent locking system at the Horseheads, Big Flats, and West Elmira libraries.
- Karl Schwesinger reported that we are awaiting a signed grant agreement from the New York Environmental Facilities Corporation. All requested paperwork has been submitted by Fagan Engineers. Once the signed agreement is received from Environmental Facilities Corporation, Fagan Engineers will issue a notice to proceed with the green roof retrofit project.
- Karl Schwesinger reported that he received a call from Al's Construction, the contractor responsible for the installation of the roof at the Horseheads Library, saying that warranties are in hand and will be sent with an invoice for the cost of the roof inspection. Mr. Schwesinger reported that Al's Construction verbally reported that they will not be requesting payment of the final 10% of the construction project.

The meeting adjourned at 4:25pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, March 10th, 2010 at 4pm in the Director's Office at the Steele Memorial Library.

Changes to policy (in blue) proposed by CCLD staff 1/5/10 – Document 2010-16

Circulation Policy as approved by the Library District Board of Trustees on March 16, 2006

Library cards. ~~Everyone who comes to the library qualifies to receive a library card.~~ **New York State residents who come to the library qualify to receive a library card.** ~~Residents must live, own property, or work in New York State.~~ Non-residents will be issued a library card for one year for \$25 per person. **The non-resident fee will be waived if applicants show proof of employment or property ownership in New York State. Patrons are expected to present their library card whenever they take out materials. The library is not responsible for library cards used by unauthorized persons. It is the responsibility of the user to take care of his/her library card.** Individuals who carry a current library card from a member library of the Southern Tier Library System may use the library with their home library card. Any Chemung County business or organization will receive a library card once its director or president agrees to accept responsibility for charged materials. Elmira College students with current college identification qualify to receive a ~~resident~~ library card.

Confidentiality of patron circulation records.

The Chemung County Library District – its paid and volunteer staff – adhere to New York State Law and Regulations of the Commissioner of Education, § 4509, pertaining to libraries, library systems, trustees and librarians and reads as follows:

§ 4509. Library records. Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

The Chemung County Library District adheres to the American Library Association Policy 52.4 Confidentiality of Library Records that reads as follows:

The ethical responsibilities of librarians, as well as statutes in most states and the District of Columbia, protect the privacy of library users. Confidentiality extends to “information sought or received, and materials consulted, borrowed, acquired,” and includes database search records, interlibrary loan records, and other personally identifiable uses of library materials, facilities, or services.

The American Library Association recognizes that law enforcement agencies and officers may occasionally believe that library records contain information which may be helpful to the investigation of criminal activity. If there is a reasonable basis to believe such records are necessary to the progress of an investigation or prosecution, the American judicial system provides mechanism for seeking release of such confidential records: the issuance of a court order, following a showing of good cause based on specific facts, by a court of competent jurisdiction.

Identification requirements. Individuals 16 years and older must present identification before being issued a library card. The most appropriate form of identification is a New York State driver’s license. Also accepted

will be a NYS auto registration, a personal checkbook with printed current address, a letter postmarked to one's current address, or another official document with one's current name and address. Individuals under the age of 16 must have their application co-signed by their parent or guardian who presents a driver's license or other form of identification listed above.

In loco parentis. The Library and its staff do not act in the position or place of a parent – *in loco parentis* – and will not police juvenile borrowing. This responsibility is properly the role of a parent or caregiver.

Loan periods, limits, and library fines: While the following table is not exhaustive, patrons will find it useful because it covers the vast majority of items in the collection.

Material	Loan period	Limits	Renewals	Overdue fine
Adult books	28 days	None	Twice	\$.15 / day
New adult fiction books	7 days	None	Twice	\$.15 / day
New adult non-fiction books	28 days	None	Twice	\$.15 / day
Children's & young adult books	28 days	None	Twice	\$.15 / day
Educational video & DVD	7 days	5 items	None	\$1 / day
Feature film video & DVD	3 7 days	5 items	None	\$1 / day
Magazines	7 days	None	Twice	\$.15 / day
Music CDs/ Audio books	14 days	None	Twice	\$.15 / day
CD-ROMs Software	28 14 days	None	Twice	\$1 / day
Rentals	\$1 / week	None	Twice	\$.25 / day
Audio books	14 days	None	Twice	\$.15 / day
Discovery Packs Kits	14 days	1 per family	Twice	\$1 / day

Notices, lost or damaged library materials, and referral to collection. Patrons who do not return borrowed materials will be mailed a late notice and a bill notice before their account is referred to collection for further action. Fees charged by the collection agency will be applied to the patron account. Patrons will be billed the replacement cost for lost **or damaged** library materials according to the replacement cost table integral to this policy statement. **Charges will be assessed for minor damages. Water damage is not repairable. Patrons who prefer to purchase a replacement for a lost or damaged item may do so at the discretion of the librarian.** Lost library cards will be replaced for \$1.

Suspension of borrowing privileges. Patrons owing more than \$5 or retain 5 or more items overdue will find their borrowing privileges suspended until **all** late fees are paid and items returned.

Changes in policy. Circulation policies may be changed without formal notice to each borrower.

Approval of policies. These policies were reviewed by the Policies & Bylaws Committee of the Chemung County Library District and were approved at its March 2006 meeting. Individuals wishing to suggest changes to the policies should address their request to the Director, Chemung County Library District, 101 East Church Street,

Elmira, New York 14901.

Replacement Cost Table	
Description	Replacement Cost
Adult Paperback Fiction Book	\$13.00 \$10.00
Adult Paperback NonFiction	\$20.00
Adult Fiction Book	\$25.00
Adult NonFiction Book	\$45.00 \$40.00
Audiobook on Cassette	\$75.00
Audiobook on Compact Disc	\$75.00 \$45.00
Braille	\$20.00
Educational DVD Video	\$40.00 \$25.00
Holiday Book—Juvenile	\$20.00
Inter-library loan book	\$45.00
Juvenile Fiction Book	\$20.00
Juvenile NonFiction Book	\$25.00 \$20.00
Juvenile Paperback Book	\$8.00
Juvenile Reference Book	\$75.00
Large Type Book	\$25.00
Magazine	\$3.00 \$5.00
Microform	\$25.00
Book and Cassette or CD Set Media Set	\$20.00
Music on Cassette	\$15.00
Music CD on Compact Disc	\$20.00
New adult fiction book	\$25.00
New NonFiction Book	\$45.00
Pamphlet	\$1.00
Reference book	\$75.00
Rental Book	\$25.00
Software or CD-ROM	\$50.00
Test Book	\$25.00 \$30.00
Toy, Puzzle, Game	\$20.00
Video or Feature Film DVD	\$25.00
Discovery Packs- -Kit	\$150.00
Books Plus Kits	\$500 per books plus subject