

Agenda

The January 2010 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, January 21st, 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 Mr. Smith (737-7285), Mrs. Santulli (733-8607), or Mr. Sleeth (733-8611).

1. Call to order
2. Pledge of allegiance
3. Oath of office for new board members (Smith)
4. Approval of minutes (document #2010-01)
5. Treasurer's report
 - a) Financial report (document #2010-02)
 - b) Report of unpaid Bills Detail (document #2010-03)
6. Correspondence
7. President's report
 - a) Election of officers for calendar year 2010
 - b) Schedule of 2010 board and committee meetings (document #2010-04)
 - c) Committee assignments
8. Director's report
 - a) Personnel activities since the December 2009 meeting of the Library Board (document #2010-05)
9. Committee reports:
 - a) Executive Committee (Smith)
 - 1) Report of the Committee meeting (document #2010-06)
 - b) Budget & Finance Committee (Fitzgerald)
 - 1) Report of the Committee meeting (document #2010-07)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document #2010-08)
10. Old business
11. New business
12. Period for public expression
13. Adjournment

Document #2010-01

Minutes of the December 2009 meeting of the Chemung County Library District Board of Trustees. The December meeting was held on Thursday, December 17, 2009 at 7:00pm at the Steele Memorial Library. The meeting was called to order by President Allen C. Smith. Present were Georgia Reynolds, Judy Sell, Tina Hager, Susan Cook, Mary Beth Conwell, Jan Kather, Jason Harmon, Karl Schwesinger and Jessica Roberts. Excused were Marleah Denkenberger, Robin Fitzgerald, Andrea Ogunwumi and Sylvia Force. Also present were Jamie Gensel of Fagan Engineers, Jim Sleeth, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

President Smith started the meeting by announcing that this was Jim Sleeth's final official meeting as Director of the Chemung County Library District. He congratulated Mr. Sleeth on his 26 years of wonderful leadership at the Chemung County Library District and the former Steele Memorial Library Association. In January Mr. Sleeth will return as a consulting Interim Director of CCLD. A retirement party is planned for Friday, January 22, 2010 with details yet to be worked out.

Minutes. The minutes of the November 2009 meeting (Document #2009-89) were presented for board review. The minutes were approved as distributed by unanimous consent.

Financial Report. The November 30, 2009 Financial Report (Document #2009-90) was presented for board review. Ms. Fitzgerald noted that since the end of November, CCLD has received a second distribution from the Steele Memorial Library Foundation and the 4th quarter distribution as well as the \$10,000 pledge for the Bookmobile from the Public Library Foundation of Chemung County. Ms. Fitzgerald also noted that while the report shows the personnel expenditures at 82% spent, there are three pay periods during the month of December. By unanimous consent the November 30, 2009 Financial Report was approved as distributed and will be filed for audit.

Concerning the Report of Unpaid Bills (Document #2009-91). Ms. Santulli requested that three invoices be added to the list of unpaid bills for approval. They are as follows: Two invoices as approved by the Buildings & Grounds Committee -- Foor & Associates - \$3,464.00 and Derek Chalfant - \$11,500.00; and an invoice for Read Out and Read -- Scholastic, Inc. - \$2376.25. By unanimous consent, the board authorized the payment of the unpaid bills dated 12/2/09 and 12/9/09 as amended with the General Fund total invoices for 12/9/09 now amounting to \$174,550.09.

Concerning the Library District's Fund Balance Policy. Regarding the Fund Balance report dated 12/31/09 (Document #2009-92) Mr. Harmon moved, seconded by Ms. Reynolds that due to unexpected expenditures for construction projects, the unrestricted, end of year fund balance for the year 2009 (15% of the budget operating costs of the Library District as stipulated by the policy) be approved to be less than the 15% for this year only. Motion Carried.

President Smith turned the meeting over to James (Jamie) Gensel of Fagan Engineers. Mr. Gensel is acting as the Project Manager for CCLD in the Steele Memorial Library Green Roof Retrofit. Mr. Gensel distributed the results of the bid opening held on December 16, 2009. Fagan Engineers has reviewed the bids and the bidder's qualifications and recommend the bids be awarded as follows: The Base Bid for the Plumbing Contract to Collins & Walton, Inc. in the amount of \$72,401 (Alternate #1 is rejected) and the Base Bid and Alternate #1 for the Roofing Contract to Charles F. Evans Company in the amount of \$710,526 (Alternate #2 is rejected).

Mr. Schwesinger moved, seconded by Mr. Harmon, to award the Plumbing Contract to Collins & Walton, Inc. in the amount of \$72,401 and to authorize the President to sign the Notice to Proceed and the final contract with Collins & Walton once they have met all the requirements. Motion Carried.

Mr. Schwesinger moved, seconded by Ms. Kather, to award the Roofing Contract to Charles F. Evans Company with the approval of the Base Bid in the amount of \$694,412 and Alternate #1 in the amount of \$16,014 and to authorize the President to sign the Notice to Proceed and the final contract with Charles F. Evans Company once they have met all the requirements. Motion Carried.

Concerning the contract with the New York State Environmental Facilities Corporation (EFC), Mr. Schwesinger moved, seconded by Ms. Kather, authorizing the President of the board to sign the agreement between the Environmental Facilities Corp and the Library District for the Green Innovation Grant – Steele Memorial Library Green Roof Retrofit. Motion Carried.

Correspondence. Mr. Sleeth distributed an article from the November 15, 2009 issue of the Library Journal entitled "*Get to Effective Weeding*" for board members to review and understand the process of weeding in all of CCLD's libraries.

Director's Report. The Director's report concerning personnel activities since the November 2009 meeting was presented in writing to the board (Document #2009-93). Mr. Sleeth noted that interviews for the new part time Principal Library Clerk in charge of the Van Etten Library have taken place. The candidate that is chosen will be appointed "provisional" and will be required to take the Civil Service exam and score in the top three in order to retain the position. Regarding the vacant Librarian 3 position, Mr. Sleeth suggests it is desirable to hold off on recruitment until the new CCLD director is selected, so that individual is given the opportunity recruit new staff with the skill set necessary for the next phase of CCLD development. In addition, Mr. Sleeth suggested that the new director be given the opportunity to revisit the current CCLD staff plan.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2009-94). Regarding the recommended increases in "member library contributions" from the Southern Tier Library System, President Smith reported that several board members expressed the Library District's concerns regarding these substantial increases by either speaking directly or writing letters to the Chemung County

representatives who serve on the STLS board. Regardless of CCLD's efforts, three of our representatives voted in favor of the increase with the fourth abstaining from the vote. Discussion ensued regarding whether or not the Library District has any recourse in this matter. It was stated that the Library District's representatives on the STLS board of trustees need to be held to the same standards as CCLD trustees and should be accountable to the taxpayers.

Regarding the tentative CCLD board and committee meeting schedule, a request was made to change the July 2010 meeting at the Horseheads Library to another date due to the parking problems that occurred last year with the summer concerts being held in the nearby park.

Specifications for a new Bookmobile were discussed. The specs have been reviewed and approved by the CCLD attorney's office. After board review, Mr. Schwesinger moved, seconded by Ms. Roberts, to accept the bid specifications for a new CCLD Bookmobile as submitted in writing to the board and to empower the CCLD Administration to put it out for bid. Motion Carried. Responses to the Library District's specifications are due February 5th, 2010. The CCLD board can expect a written report, with a recommendation regarding which firm to award the contract to, by the February meeting.

President Smith reported that the December meeting is his last meeting as President of the CCLD board of trustees. Beginning in January, Marleah Denkenberger will become President. The office of Vice-President will need to be filled. Mr. Harmon reported that the December meeting is his last meeting as the representative of the 10th District. The District is also in need of a representative to be appointed to the 13th District. Mr. Smith will serve on the Executive Committee as the immediate past President. He requested that board members consider filling these vacancies.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2009-95). Ms. Fitzgerald stated that everything in the written report has already been covered.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2009-96). Mr. Schwesinger stated that several resolutions as listed in the written report are needed for the ongoing State Construction projects at our libraries. Mr. Schwesinger moved, seconded by Ms. Cook, to approve a change order from Elmira Structures for the door and window projects at the Big Flats and West Elmira Libraries that will reduce the cost of the project by \$7,240. Motion Carried.

Mr. Schwesinger moved, seconded by Ms. Conwell, to approve the proposal from Micknich Electric to provide and install a power pole and two dedicated circuits to the rear of the West Elmira Library and to also provide five circuit breakers for the existing power panel at a cost of \$3,150. Motion Carried.

Regarding other construction projects, Mr. Schwesinger reported that the Horseheads windows and doors project is 100% complete and the final payment to Marchuska Brothers

(\$3,550.95) was included in the Unpaid Bill list as approved at this meeting. An invoice representing 95% of the contract to Elmira Structures (\$56,857.50) for the Steele Library handicapped access project and an invoice to Fagan Engineers for 75% of the engineering / design phase of the Steele Library Green Roof project (\$43,926) were also included in the bill list.

Regarding the Steele Library café furnishings project, the cabinet maker will deliver the new furniture before the end of the month. Mr. Schwesinger stated that at a future meeting, the Library District board will need to discuss whether or not to allow food and beverages in the café area.

Personnel Search Committee. Ms. Conwell reported that the Committee has contacted candidates to make them aware of the December 31, 2009 deadline to make application to the Civil Service Commission for the position of Library District Director IV. Civil Service has scheduled the test for the month of February. Ms. Conwell reported that the Committee is still researching adding an Assistant Director position at the Library District. She stated that most other Districts have an Assistant Director. She announced that the Committee plans to submit a narrative to the board on why they feel there is a need for this position. Discussion should begin at the Executive Committee before it comes back to the full board.

Ad-Hoc Policies Committee. Ms. Hager reported that the Committee has sent the proposed changes to the Circulation policy to the staff for review. She stated that she would like to see more board members on the Committee. Mr. Schwesinger stated that he is working on a policy on recycling and will bring sample policies to the Committee.

Old Business. None.

New Business. None.

Public Expression. None.

Prior to the adjournment of the meeting, President Smith again congratulated Jim Sleeth on his retirement. Mr. Sleeth stated that he has been proud to be director of this Upstate New York library. He is grateful to the entire community, to the boards of both the Steele Memorial Library Association and the Horseheads Free Library Association and to the two presidents of the CCLD board – Liz Wavle and Denny Smith. The Library District is in excellent shape, the committee structure works great because of how well everyone works together. He stated that he is grateful to have been working with a fine group of people in a community he loves. It has been a rewarding 26+ years and he is grateful for the confidence that was placed in him.

The meeting was adjourned at 8:57pm. The next regular meeting of the board will be on Thursday, January 21, 2010 at 7pm at the Steele Memorial Library, 101 East Church Street, Elmira, New York.

CHEMUNG COUNTY LIBRARY DISTRICT
Financial Report - DECEMBER 31, 2009

(DOCUMENT #2010-02)

Account	2009 Annual Budget	Received to date	Balance remaining	Percentage Received	Percentage through year	Explanation
Income						
Library Fines, Fees & Contributions	\$ 108,300	\$ 100,858	\$ 7,442	93%		
Grants (other than N.Y.S.)	20,000	33,570	(13,570)	168%		Includes 08/09 Gates & Friends donations
New Bookmobile fund	0	94,380	(94,380)			
Foundation Contributions	160,000	166,474	(6,474)	104%		Includes funding for West Elmira Library
Library District Tax Receipts	2,336,605	2,336,605	0	100%		
Interest on Investments	50,000	26,521	23,479	53%		
State Aid						
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%		Includes \$50,000 member item from Sen. Winner
TOTAL INCOME	\$ 3,027,267	\$ 3,140,201	\$ (112,934)	104%	100%	

Account	Annual Budget	Expended to date	Balance remaining	Percentage Expended	Percentage through year	Explanation
Expense						
Personnel						
Salaries	\$ 1,218,644	\$ 1,205,947	\$ 12,697	99%		Includes retirement payout for Sleeth & Shepson
Sunday & Holiday Salaries	58,317	43,152	15,165	74%		
Employee Benefits	550,602	445,337	105,265	81%		
Subtotal - Personnel Expenses	1,827,563	1,694,436	133,127	93%	100%	
Contractual						
Equipment	34,140	34,140	0	100%		Includes Gates, 2 public copiers (08 budget), 2 DVR's for security system
Telephone	11,200	10,739	461	96%		
Supplies	35,100	35,100	0	100%		Includes HFL Friends expense & Marketing Committee expenses
Travel & Continuing Education	21,565	19,416	2,149	90%		
Repairs & Maintenance	32,780	32,780	0	100%		Includes pumping of "Lake Minier"
Postage	9,400	9,400	0	100%		
Education - Tuition Assistance	3,850	1,700	2,150	44%		
Library Materials (books, video, etc.)	302,000	325,422	(23,422)	108%		Over due to expending Friends of the Library funds received during year
Utilities	96,350	66,618	29,732	69%		County billed for 3 quarters of 2009, 4th quarter bill not yet received
Building Cleaning Supplies	7,000	7,000	0	100%		
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	143,133	(53,083)	159%		Includes \$43,926 paid to Fagan for Steele Green Roof project
Data Processing Expenses	44,767	44,267	500	99%		
Payment of Taxes	4,845	4,500	345	93%		
Library Programming	20,300	20,300	0	100%		Includes expenditure of Friends of the Library funding
Chemung County costs (B&G, vision)	20,549	5,231	15,318	25%		
Capital Improvements	308,414	283,652	24,762	92%		Includes 2008 expenses paid at beginning of 2009
Contingency Fund	59,994	59,994	0	100%		For explanations of overages - see below
Debt Service	63,148	63,148	0	100%		
TOTAL EXPENSE	\$ 3,039,631	\$ 2,890,743	\$ 148,888	95%	100%	

****NOTES TO FINANCIAL REPORT**

INCOME

Notes now included under Explanation

EXPENSE

Contingency Line total of \$59,994 includes \$17,703 in Supplies, \$16,020 in Professional Fees, \$11,308 in Library Programming, Equipment \$11,774 plus Repairs/Maintenance \$1,014, Building Cleaning Supplies \$1,476 and Postage \$699

Chemung County Library District General Fund
Unpaid Bills Detail
As of January 13, 2010

Document #2010-03

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Acme Pest Control, Inc.			
	01/13/2010	Pest Control @ Steele-January	25.00
Total Acme Pest Control, Inc.			<u>25.00</u>
Alliance Entertainment Corp.			
	01/13/2010	purchases for HFL Juv	90.75
Total Alliance Entertainment Corp.			<u>90.75</u>
AT&T			
	01/13/2010	long dist chg-SML-Dec	13.03
Total AT&T			<u>13.03</u>
Blackbourn Media Packaging			
	01/13/2010	AV supplies for ST	130.30
Total Blackbourn Media Packaging			<u>130.30</u>
CDW Government, Inc.			
	01/13/2010	Screen protectors-SML for 32 computers	3,744.00
Total CDW Government, Inc.			<u>3,744.00</u>
Centurion Technologies			
	01/13/2010	Renewal Security software- Gates grant	1,842.85
Total Centurion Technologies			<u>1,842.85</u>
Chemung County Chamber of Commerce			
	01/13/2010	membership dues for district-2010	223.00
Total Chemung County Chamber of Commerce			<u>223.00</u>
Chemung County Treasurer			
	01/13/2010	2010 sewer tax for Steele	1,574.05
Total Chemung County Treasurer			<u>1,574.05</u>
Chris Corter			
	01/13/2010	Reimbursement-supplies for HFL	154.40
Total Chris Corter			<u>154.40</u>
Convenient Tape & Supplies			
	01/13/2010	receipt printer tape supply-HFL	128.50
Total Convenient Tape & Supplies			<u>128.50</u>
Debra Gilboy			
	01/13/2010	Patron Refund	20.00
Total Debra Gilboy			<u>20.00</u>
Dell Marketing L.P.			
	01/13/2010	BF new computers equal to Gates at other libraries	1,692.00
Total Dell Marketing L.P.			<u>1,692.00</u>
Demco, Inc.			
	01/13/2010	supplies BF	59.92
Total Demco, Inc.			<u>59.92</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of January 13, 2010

Document #2010-03

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
EBSCO Subscription Services			
	01/13/2010	Magazine renewal-Gift fund - to be reimbursed	316.62
Total EBSCO Subscription Services			<u>316.62</u>
Fire Alarm Service Technology, Inc.			
	01/13/2010	Security monitoring-panic alarms at BF/WE	600.00
Total Fire Alarm Service Technology, Inc.			<u>600.00</u>
First Transit			
	01/13/2010	Bookmobile fuel/repair-Nov/Dec	999.60
Total First Transit			<u>999.60</u>
Highsmith, Inc.			
	01/13/2010	supply of special envelopes-Genealogy	36.94
Total Highsmith, Inc.			<u>36.94</u>
Horseheads Do It Center			
	01/13/2010	HFL - supplies	38.12
Total Horseheads Do It Center			<u>38.12</u>
Idearc Media Corp.			
	01/13/2010	Phone book ad-monthly fee + phone books	126.20
Total Idearc Media Corp.			<u>126.20</u>
Junior Library Guild			
	01/13/2010	Library materials BF	334.80
Total Junior Library Guild			<u>334.80</u>
MCI			
	01/13/2010	Long distance chg-HFL	21.48
Total MCI			<u>21.48</u>
MidWest Tape			
	01/13/2010	DVD/Audio purchases-BKM/HFL	335.85
Total MidWest Tape			<u>335.85</u>
Nicole Hann			
	01/13/2010	mileage reimbursement-BF	50.93
Total Nicole Hann			<u>50.93</u>
Perry & Carroll, Inc.			
	01/13/2010	Insurance policies-1st installment of 2010	8,474.27
Total Perry & Carroll, Inc.			<u>8,474.27</u>
ProQuest LLC			
	01/13/2010	microfilm-Star Gazette Oct	13.75
Total ProQuest LLC			<u>13.75</u>
SDS/Casella			
	01/13/2010	garbage disposal-BF,WE,HFL for December	142.64
Total SDS/Casella			<u>142.64</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of January 13, 2010

Document #2010-03

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
SmileMakers			
	01/13/2010	Programing-WE	39.92
Total SmileMakers			<u>39.92</u>
Southern Tier Library System			
	01/13/2010	Processing fees-December	527.00
Total Southern Tier Library System			<u>527.00</u>
Star Gazette			
	01/13/2010	annual subscription-ST	196.19
Total Star Gazette			<u>196.19</u>
Swift Office Equipment, Inc.			
	01/13/2010	Quarterly Maintenance contracts on HFL/ST copiers	655.09
Total Swift Office Equipment, Inc.			<u>655.09</u>
Thomson Gale			
	01/13/2010	ST fiction purchase	53.19
Total Thomson Gale			<u>53.19</u>
Town of Big Flats			
	01/13/2010	2010 water district tax	18.69
Total Town of Big Flats			<u>18.69</u>
Town of Elmira			
	01/13/2010	2010 sewer tax	132.54
Total Town of Elmira			<u>132.54</u>
Town of Horseheads			
	01/13/2010	2010 sewer district tax	289.75
Total Town of Horseheads			<u>289.75</u>
Unique Management Services, Inc.			
	01/13/2010	Collection fees - November-all libraries	911.90
Total Unique Management Services, Inc.			<u>911.90</u>
Verizon			
	01/13/2010	phone service-ST/WE	525.66
Total Verizon			<u>525.66</u>
Wegmans Food Markets Inc.			
	01/13/2010	Program Supplies-ST/WE	200.69
Total Wegmans Food Markets Inc.			<u>200.69</u>
TOTAL			<u><u>24,739.62</u></u>

Unpaid Bills Detail

As of January 6, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
3M Company			
	01/05/2010	2010 service agreement-security system at Steele	1,210.00
Total 3M Company			<u>1,210.00</u>
Amazon Credit Plan			
	01/05/2010	purchases -BF/WE	1,037.98
Total Amazon Credit Plan			<u>1,037.98</u>
American Library Association			
	01/05/2010	ONLINE ad for Director	166.90
Total American Library Association			<u>166.90</u>
Arkport Village Book Center			
	01/06/2010	Payment for lost book	25.00
Total Arkport Village Book Center			<u>25.00</u>
AT&T			
	01/05/2010	long dist chg-SML-Nov	10.27
Total AT&T			<u>10.27</u>
Brian P. Harris			
	01/05/2010	mileage reimb 10/7-12/7/09	58.30
Total Brian P. Harris			<u>58.30</u>
Cassandra Wright			
	01/05/2010	mileage reimbursement 3/5-12/8/09	85.80
Total Cassandra Wright			<u>85.80</u>
Chelsae Molter			
	01/06/2010	Program at West	25.00
Total Chelsae Molter			<u>25.00</u>
Chemung Canal Trust Company			
	01/05/2010	misc credit card purchases-DEC	236.61
Total Chemung Canal Trust Company			<u>236.61</u>
Chemung County Library District			
	01/05/2010	Petty Cash reimbursement - HFL/WE/BF	415.03
Total Chemung County Library District			<u>415.03</u>
Chris Corter			
	01/05/2010	Reimbursement-supplies	51.82
Total Chris Corter			<u>51.82</u>
Classified Marketplace			
	01/05/2010	Legal Notice-Bookmobile bids	56.75
Total Classified Marketplace			<u>56.75</u>
Costume Specialists, Inc			
	01/05/2010	rental of costume-all libraries	140.00
Total Costume Specialists, Inc			<u>140.00</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of January 6, 2010

Document #2010-03

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Deborah L. Brimmer			
	01/05/2010	mileage reimb-DEC	131.45
Total Deborah L. Brimmer			<u>131.45</u>
Emily Molter			
	01/06/2010	Program at West	25.00
Total Emily Molter			<u>25.00</u>
Glenice Molter			
	01/05/2010	Mileage reimb-December	31.90
Total Glenice Molter			<u>31.90</u>
Image Integrator			
	01/05/2010	toner for MF machine-ST	52.00
Total Image Integrator			<u>52.00</u>
Ingram Library Services			
	01/05/2010	Library materials-all libraries-DEC	1,990.62
Total Ingram Library Services			<u>1,990.62</u>
J & D Cappy's Ltd.			
	01/05/2010	newspapers - DEC	152.00
Total J & D Cappy's Ltd.			<u>152.00</u>
Jodi Perry			
	01/06/2010	December program at West-for Jodi & Rod	50.00
Total Jodi Perry			<u>50.00</u>
MH Software			
	01/05/2010	Calendar Software - all libraries	540.00
Total MH Software			<u>540.00</u>
Oriental Trading Company, Inc.			
	01/05/2010	programming supplies-WE	48.73
Total Oriental Trading Company, Inc.			<u>48.73</u>
Patricia Wald			
	01/05/2010	Patron Refund	15.00
Total Patricia Wald			<u>15.00</u>
Petty Cash-Steele			
	01/05/2010	supplies/postage/program exp	241.13
Total Petty Cash-Steele			<u>241.13</u>
Rebecca Dolaway			
	01/05/2010	Patron Refund for Allison Dolaway	20.00
Total Rebecca Dolaway			<u>20.00</u>
Reed Business Information			
	01/05/2010	Advertisement for CCLD Director	611.00
Total Reed Business Information			<u>611.00</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of January 6, 2010

Document #2010-03

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Rose Woodard			
	01/05/2010	book purchases / Vol Party supplies	147.94
Total Rose Woodard			<u>147.94</u>
SKJ Facilities Management, Inc.			
	01/05/2010	HFL Janitor services 11/22-12/13	480.00
Total SKJ Facilities Management, Inc.			<u>480.00</u>
Staples Credit Plan			
	01/05/2010	Office supplies BF & IT & ST	421.06
Total Staples Credit Plan			<u>421.06</u>
Time Warner Cable			
	01/05/2010	VPN service-all libraries-DEC	400.00
Total Time Warner Cable			<u>400.00</u>
U. S. Postal Service			
	01/06/2010	refill of mail machine	3,000.00
Total U. S. Postal Service			<u>3,000.00</u>
Unique Management Services, Inc.			
	01/05/2010	Collection fees - November for HFL	249.80
Total Unique Management Services, Inc.			<u>249.80</u>
Verizon			
	01/05/2010	phone service-BF/HFL	169.77
Total Verizon			<u>169.77</u>
Verizon Wireless			
	01/05/2010	BKM/IT Dept cellular service-Dec	157.18
Total Verizon Wireless			<u>157.18</u>
Wheeler's Family Restaurant			
	01/06/2010	Special program at West-final payment	497.50
Total Wheeler's Family Restaurant			<u>497.50</u>
TOTAL			<u><u>12,951.54</u></u>

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of January 6, 2010

Document #2010-03

	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
Baker & Taylor Books					
	01/05/2010		01/15/2010		22.95
Total Baker & Taylor Books					<u>22.95</u>
Ingram Library Services					
	01/05/2010		01/15/2010		2,190.48
Total Ingram Library Services					<u>2,190.48</u>
New York Legal Publishing Corp.					
	01/05/2010		01/15/2010		122.50
Total New York Legal Publishing Corp.					<u>122.50</u>
PDR Distribution, LLC					
	01/05/2010		01/15/2010		59.95
Total PDR Distribution, LLC					<u>59.95</u>
Rand McNally					
	01/05/2010		01/15/2010		301.87
Total Rand McNally					<u>301.87</u>
Thomson Gale					
	01/05/2010		01/15/2010		4,399.50
Total Thomson Gale					<u>4,399.50</u>
TOTAL					<u><u>7,097.25</u></u>

Unpaid Bills Detail

As of December 31, 2009

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	12/31/2009	purchases -HFL/ST	1,030.73
Total Amazon Credit Plan			<u>1,030.73</u>
Apple Books			
	12/31/2009	Steele JUV books	7,294.21
Total Apple Books			<u>7,294.21</u>
Audio Adventures			
	12/31/2009	Steele AV purchases	30.60
Total Audio Adventures			<u>30.60</u>
Baker & Taylor Books			
	12/31/2009	Book purchase HFL	72.96
Total Baker & Taylor Books			<u>72.96</u>
Barnes & Noble, Inc.			
	12/31/2009	WE/ST purchases	99.90
Total Barnes & Noble, Inc.			<u>99.90</u>
BBC Audiobooks America			
	12/31/2009	Audio purchases for Steele	279.83
Total BBC Audiobooks America			<u>279.83</u>
Center Point Large Print			
	12/31/2009	ST/BKM Fiction large print	274.98
Total Center Point Large Print			<u>274.98</u>
Ingram Library Services			
	12/31/2009	Library materials-all libraries-DEC	6,137.24
Total Ingram Library Services			<u>6,137.24</u>
MidWest Tape			
	12/31/2009	DVD/Audio purchases- Steele/BKM/HFL	1,868.18
Total MidWest Tape			<u>1,868.18</u>
Random House, Inc.			
	12/31/2009	AV purchases-ST	85.00
Total Random House, Inc.			<u>85.00</u>
Recorded Books			
	12/31/2009	Steele purchases	144.40
Total Recorded Books			<u>144.40</u>
The H. W. Wilson Company			
	12/31/2009	HFL reference materials	276.00
Total The H. W. Wilson Company			<u>276.00</u>
Thomson Gale			
	12/31/2009	ST fiction purchase	487.63
Total Thomson Gale			<u>487.63</u>
Weston Wood Studios			
	12/31/2009	Library materials-BKM	23.96
Total Weston Wood Studios			<u>23.96</u>
TOTAL			<u><u>18,105.62</u></u>

2010 Meeting Schedule

Regular meetings of the Board of Trustees of the Chemung County Library District will be held the third Thursday of each month at 7pm at various public libraries throughout Chemung County. Board meetings will be held on January 21st at the Steele Memorial Library, February 18th at the Steele Memorial Library, March 18th at the Horseheads Free Library, April 15th at the West Elmira Library, May 20th at the Van Etten Library, June 17th at the Steele Memorial Library, July 15th at the Steele Memorial Library, August 19th at the Steele Memorial Library, September 16th at the Big Flats Library, October 21st at the Steele Memorial Library, November 18th at the Horseheads Free Library, and December 16th at the Steele Memorial Library.

Regular meetings of the Executive Committee of the Chemung County Library District will be held the first Wednesday of each month at 7pm in the Petrie Conference Room of the Steele Memorial Library. Therefore, Executive Committee meetings will be held on January 6th, February 3rd, March 3rd, April 7th, May 5th, June 2nd, July 7th, August 4th, September 1st, October 6th, November 3rd, and December 1st.

Regular meetings of the Budget & Finance Committee of the Chemung County Library District will be held the second Thursday of each month at 8:15am in the Petrie Conference Room of the Steele Memorial Library. Therefore, Budget & Finance Committee meetings will be held on January 14th, February 11th, March 11th, April 8th, May 13th, June 10th, July 8th, August 12th, September 9th, October 14th, November 11th, and December 9th.

Regular meetings of the Building & Grounds Committee of the Chemung County Library District will be held the second Wednesday of each month at 3pm in the Director's Office at the Steele Memorial Library. Therefore, Building & Grounds Committee meetings will be held on January 13th, February 10th, March 10th, April 14th, May 12th, June 9th, July 14th, August 11th, September 8th, October 13th, November 10th, and December 8th.

Document #2010 -- 05

Memo

To: CCLD Board of Trustees

From: Jim Sleeth, CCLD Director

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

Date: January 13, 2010

Four candidates for the position of part time Principal Library Clerk at the Van Etten Library were interviewed the week of December 14th. Doris Jean Metzger was selected to fill the position. Her educational background includes having a Master's Degree in Library Science from the University of Pittsburgh (2006). Her background in libraries includes working at the Bradford County Library as well as at Cornell University, where she was assigned to reference and circulation departments. In addition, Doris Jean is currently employed at the Barnes & Noble book store in Consumer Square, where she has completed programs for children. Doris Jean began working the 20 hour per week assignment on Monday, December 28th, 2009, and both Chris Corter (Librarian 3 in charge of supervising the Principal Clerk at the Van Etten Library) and Joan Santulli have provided orientation and training. While Chris Corter completes her evaluation of the program of service at the Van Etten Library, the public service hours will not change, but substantial changes can be expected. These changes include weeding the collection, incorporating the Principal Library Clerk into the staff of the Library District, and beginning the task of bar coding the collection so that the automated catalog and circulation system can be used. Volunteers will be recruited and library hours will be scrutinized. At the end of this process, the Van Etten Library will be successfully integrated into the Chemung County Library District. It is particularly rewarding to see this process moving along to completion.

A Steele Memorial Library reference librarian has given verbal notice of her intention to retire in March 2010. This would mean that (in addition to the Library Director recruitment) two professional librarians will be new to the library in 2010. At the present time, it is my opinion that we should await the arrival of the new Library Director before selecting either of these two professionals. To fill the void in staff at the Steele Library, a temporary full time Library Clerk will be hired for a period not to exceed one year. A Certificate of Eligibles has been requested and interviews will be conducted, with the desire that this temporary position can be filled by the time the reference librarian retires.

Document #2010 -- 06

Report of the January 6th, 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, January 6th, 2010, beginning at 7pm. Attending the meeting were Allen Smith, Robin Fitzgerald, Sue Cook, Marleah Denkenberger, and Georgia Reynolds. Also attending were Joan Santulli and Jim Sleeth, CCLD management. The meeting opened at 7pm.

The following topics were discussed:

- Mr. Sleeth reported that a staff committee reviewed and proposed changes to the CCLD circulation policy, and that this report would be forwarded to the ad hoc Committee on Library District policies for further consideration.
- Van Etten Library. Mr. Sleeth reviewed developments at the Van Etten Library. Interviews were conducted with four candidates for the position of part time Principal Library Clerk, and Doris Jean Metzger was selected to fill the position. She began her employment with the Library District on December 28th, 2009. Joan Santulli conducted an orientation with Ms. Metzger and Chris Corter is supervising her training. Chris will continue working closely with Ms. Metzger as the evaluation of the program of service at the Van Etten Library is made.
- Improvements in telecommunications services at the Van Etten Library. Marleah Denkenberger received a letter from Southern Tier dated January 5th, 2010 notifying the Library District that a two year Gates Foundation grant has been received which will increase broadband speed at the Van Etten Library. Two resolutions accepting this grant were brought before the Executive Committee. Ms. Denkenberger moved, seconded by Ms. Fitzgerald, to approve the following resolution: “The Chemung County Library District accepts the \$1346.75 grant from the New York State Opportunity Online Broadband Grant program in partnership with the Bill and Melinda Gates Foundation and will pay the match of \$673.38 from local funds through the Library District’s technology budget.” Motion carried. A second resolution was moved by Ms. Denkenberger and seconded by Ms. Fitzgerald that “the Library District accepts the Southern Tier Library System Broadband Enhancement Grant of \$673.38 in support of the Library District’s technology budget.” Motion carried. Mr. Sleeth said that this means that these enhancements are being installed at no cost to the Library District.
- Communication from the Public Library Foundation of Chemung County. Mr. Sleeth brought the December 17th, 2009 letter from the Public Library Foundation accompanying two checks representing the balance of their commitment to the 2009 budget (\$34,867.27) and the fund raising for the new bookmobile (\$10,000).
- Communication from the Steele Memorial Library Foundation. Mr. Sleeth brought to the attention of the Executive Committee that the Steele Foundation has fulfilled its 2009 commitment of \$80,000 to the Library District’s operating fund.

- Communication regarding theft of library funds from an Upstate New York public library. Mr. Sleeth distributed a newspaper article he received from County Budget Officer Steve Hoover regarding a theft of funds from a public library. He pointed out that it was an important responsibility of the Library District board to assure proper oversight of public funds, through checks and balances and independent annual audits of library accounts.
- Friends of the Steele Memorial Library donate \$4,000 to the Steele Library, Big Flats, and West Elmira libraries. This generous end of the year donation will be used to enrich programs and purchase new library materials.
- Bookmobile update. Mr. Sleeth reported that the legal notice was published and bid specifications have been sent to four bookmobile manufacturing companies. Responses to the bids are due by February 5th, 2010, when they will be reviewed by staff and the CCLD consultant. We expect to recommend a specific vendor at the February 18th, 2010 meeting. A total of just over \$205,000 has been raised for the purchase of this new vehicle. One final grant, to the John Ben Snow Foundation, will be written. It is hoped that receipt of this grant, if approved, will allow the Library District to include a wheelchair lift on the new vehicle.
- 2010 meeting schedule. The proposed meeting schedule was discussed. An amended copy of the schedule will be included in the January 2010 board packet.
- Committee assignments. Mr. Smith discussed the need for board members to assume responsibility for committee assignments. Both the Budget & Finance Committee (which meets the second Thursday of each month at 8:15am in the Steele Library conference room) and the Building & Grounds Committee (which meets the second Wednesday of each month at 3pm in the Library Director's office) need participants. The January meeting of the Library District Board is the annual organizational meeting where committee assignments are expected.
- Unpaid Bills Detail. The Unpaid Bills Detail dated December 31st, 2009 in the amount of \$18,105.62 was reviewed and approved for payment. The Unpaid Bills Detail for the General Fund dated January 6, 2010 in the amount \$12,951.54 was reviewed and approved for payment. The Unpaid Bills Detail for the Grant Fund dated January 6, 2010 in the amount of \$7,097.25 was reviewed and approved for payment.

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

Document #2010 -- 07

Report of the January 14th, 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, January 14, 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 the reorganized Financial Report dated December 31, 2009. Members of the committee agreed that the new format was an improvement over previous financial reports. The 12/31/09 report will be forwarded to the CCLD board for their review.
- Ms. Santulli reported on the General Fund Unpaid Bills Detail totaling \$24,739.62 dated January 13, 2010. Several items were highlighted, including payment of taxes and insurance (the first of four payments to be made during the year).
- Noting the 30 old style computer monitors in the back hallway of the Steele Memorial Library, Ms. Santulli informed the Committee that they would be discarded to REACT, the computer recycler in Big Flats.

The meeting adjourned at 8:30am. The next meeting of the Budget & Finance Committee will be held on Thursday, February 11th, 2010 at 8:15am in the Director's Office at the Steele Memorial Library.

Document #2010 -- 08

Report of the January 13th, 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, January 13th, 2010, beginning at 3pm. Attending the meeting was Karl Schwesinger. Also attending were Joan Santulli and Jim Sleeth, CCLD Management. The meeting opened at 3pm.

The following topics were discussed:

- Request for payment from Micknich Electrical Systems. Mr. Schwesinger reviewed the request for payment and will request clarification of charges at the January 14th, 2010 @ 1pm meeting.
- Steele Memorial Library green roof project. Mr. Schwesinger reviewed recent developments, stating that all required paperwork for the project has been sent to the State of New York. Contracts have been signed and bonds have been received, and engineers are now reviewing process that will be used to complete the project.
- An automatic door opener at the West Elmira Library failed recently. Mr. Schwesinger reported that one of the automatic door openers failed and that he contacted Elmira Structures with the request that it be repaired. Since we now have four libraries with automatic entrance doors – Big Flats, Horseheads, Steele, and West Elmira – it is time to investigate combining maintenance contracts for all the libraries. Imperial Door will be contacted with a request for quotation for maintenance on the automatic entrance doors, and their quotation will be compared with others received from Elmira Structures or a subcontractor.
- Horseheads Free Library roof replacement project. We still have no manufacturer's warranty that the roof was installed correctly. Mr. Schwesinger will make one more phone call to the company asking for action before the matter is forwarded to the CCLD attorney.

The meeting adjourned at 3:30pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, February 10th, 2010 at 3pm in the Director's Office at the Steele Memorial Library.