



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](http://www.cclid.lib.ny.us)

## Agenda

The March 2010 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, March 18<sup>th</sup>, 2010 at 7pm at the Horseheads Free Library, 405 South Main Street, Horseheads, New York 14845. 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 #2010-17)
4. Treasurer's report
  - a) Financial report (document #2010-18)
  - b) Report of unpaid Bills Detail (document #2010-19)
5. Correspondence
6. President's report
7. Director's report
8. Committee reports:
  - a) Executive Committee (Denkenberger)
    - 1) Report of the Committee meeting (document #2010-20)
  - b) Budget & Finance Committee (Fitzgerald)
    - 1) Report of the Committee meeting (document #2010-21)
  - c) Building & Grounds Committee (Schwesinger)
    - 1) Report of the Committee meeting (document #2010-22)
9. Old business
  - a) A wheelchair lift for the new CCLD bookmobile?
10. New business
11. Period for public expression
12. Adjournment

## **Document #2009-17**

**Minutes of the February 2010 meeting of the Chemung County Library District Board of Trustees.** The February meeting was held on Thursday, February 18, 2010 at 7:00pm at the Steele Memorial Library. The meeting was called to order by President Marleah Denkenberger. Present were Robin Fitzgerald, Georgia Reynolds, Judy Sell, Susan Cook, Jan Kather, Allen C. Smith and Karl Schwesinger. Excused were Tina Hager, Mary Beth Conwell, Andrea Ogunwumi and Jessica Roberts. Also present were Maureen Ferrell, liaison from the Public Library Foundation of Chemung County, Jim Sleeth, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

President Denkenberger began the meeting by thanking past president Allen C. Smith (Denny) for his hard work and dedication the past few years as president of the Chemung County Library District. A rousing chorus of "For he's a jolly good fellow" was heard throughout the library.

**Minutes.** The minutes of the January 2010 meeting (Document #2010-09) were presented for board review. Ms. Fitzgerald noted that while she was listed as attending the January 2010 meeting, she was actually excused. The minutes were approved as amended by unanimous consent.

**Financial Report.** The January 31, 2010 Financial Report (Document #2010-10) was presented for board review. Ms. Fitzgerald noted that the Library District has not yet received the check from the Chemung County Treasurer for property taxes collected for Library District purposes, but that she would contact the Treasurer to request payment. By unanimous consent the January 31<sup>st</sup>, 2010 Financial Report was approved as distributed and will be filed for audit.

**Unpaid Bills Detail (Document #2010-11).** Ms. Fitzgerald noted that the unpaid bill list includes a 2009 invoice for the 4<sup>th</sup> quarter of utility usage by all CCLD libraries. By unanimous consent, the board authorizes the payment of the unpaid bills dated 2/3/10 in the amounts of \$31,705.75 (General Fund) and \$3,548.58 (Grant Fund) and the unpaid bill lists dated 2/9/10 in the amount of \$10,111.00 (Grant Fund) and dated 2/10/10 in the amount of \$89,631.55 (General Fund).

**Correspondence.** Mr. Sleeth reported that efforts will be made to restore New York State funding to libraries and library systems. He reported that on Wednesday, February 17<sup>th</sup>, 2010 several representatives of STLS libraries and STLS itself met with Senator Winner to explain the importance of State funding. Senator Winner expressed his support for libraries and library systems.

**President's Report.** President Denkenberger mentioned seeing an article in the February 10<sup>th</sup>, 2010 issue of the *Star-Gazette* on County Executive Tom Santulli's decision to appoint a committee to seek ways to limit the growth in property taxes in the County. Ms. Denkenberger questioned the possible impact on the Library District. Mr. Sleeth responded that he called the County Budget Officer to ask how the Library District might participate in the County Executive's initiative and was informed that a CCLD trustee, Mary Beth Conwell, was the Library District's representative in this effort.

**Director's Report.** The Director's report concerning personnel activities since the January 2010 meeting was submitted in writing to the board (Document #2010-12). Mr. Sleeth updated his written report by stating that upon the retirement of Ken Tuller, the custodian at the Steele Library, he interviewed 4 candidates and chose Jeff Swan as a replacement for Mr. Tuller. Mr. Swan was originally assigned to the Steele Library as part of his community service responsibilities but has continued to volunteer at the library for the last 6 – 8 months. Also, since the writing of the January personnel report, Amanda Zell has been chosen to fill a one-year temporary assignment as Library Clerk to fill the desk responsibilities when Librarian Julia Mullen retires.

Mr. Sleeth distributed the 2009 Annual Reports written by library staff regarding their specific libraries and departments.

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2010-13). Ms. Denkenberger noted that she will write a letter to the Public Library Foundation thanking them for their support of the Horseheads Free Library and in 2009 their generous donation towards a new Bookmobile. The letter will include the 2009 report of revenues and expenditures to their fund. Mr. Smith noted that the Public Library Foundation genuinely appreciated attendance of CCLD board members at its meetings.

Ms. Santulli reviewed with the committee the facts and figures of CCLD's annual report to be submitted to the Southern Tier Library System by March 15, 2010. The committee accepted the 2009 annual report as submitted in writing.

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2010-14). Ms. Fitzgerald stated that the committee reviewed the updated CCLD fund balance report as submitted by Ms. Santulli and noted that the end of year cash balance adhered to the fund balance policy of the board.

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2010-15). It was reported that while contracts have been awarded to local contractors for the green roof retrofit project at the Steele Memorial Library, no work will commence until the Library District receives a signed contract with the Environmental Facilities Corporation, guaranteeing the receipt of the funding for the project. Mr. Schwesinger reported to the committee that Al's Construction, the contractor who installed the new roof at the Horseheads Free Library has contacted him saying that the warranty for the roof has been received and will be forwarded to CCLD along with an invoice for the cost of the roof inspection. Al's Construction stated verbally that he will not be requesting payment of the final 10% of the construction project.

**Ad-Hoc Policies Committee.** The changes to the Circulation Policy as proposed by CCLD staff were submitted in writing to the board (Document #2010-16). Ms. Sell reported that the Committee reviewed comments received from the library staff regarding the Circulation Policy. Ms. Sell reviewed the changes with the board and Mr. Smith moved, seconded by Ms. Reynolds, to approve the Circulation Policy with the revisions as presented in writing. Motion Carried.

**Old Business.** Mr. Smith stated that the Search Committee has met and continues to work through the Civil Service process for the selection of a new Library District director.

Mr. Smith reported that he has contacted Ms. Sylvia Force regarding her position as trustee of the 14<sup>th</sup> legislative district. Ms. Force has officially resigned her position. This leaves vacancies on the CCLD board of trustees in the 10<sup>th</sup> District, the 13<sup>th</sup> District and the 14<sup>th</sup> District. He requested that board members be looking for individuals who would bring a skill set to the makeup of the current board.

**New Business.** Ms. Sell reported that the Public Library Foundation has offered to partially fund Lobby Day in Albany that benefits libraries and library systems.

Mr. Sleeth reported that on Friday, February 5<sup>th</sup>, 2010, Ms. Santulli opened two bids received for a new CCLD Bookmobile. Matthews Specialty Vehicles from Greensboro, North Carolina submitted a base bid of \$209,667 and OBS Specialty Vehicles out of Canton, Ohio submitted a base bid of \$207,500. The bid documents have been reviewed and approved by our consultant, Michael Swendrowski, who recommended awarding the contract for the new bookmobile to OBS, Inc. CCLD staff members Dianne Patchett, Kim Jones, Joan Santulli and Jim Sleeth reviewed the documents in depth and concur with the recommendation of our consultant. The staff reviewed a variety of options and is currently discussing whether to recommend the installation of a wheelchair lift. Ms. Kather moved, seconded by Ms. Reynolds to approve the low base bid of OBS Specialty Vehicles for the purchase of a new bookmobile. Motion Carried. The decision on whether or not to include a wheelchair lift on the new bookmobile will be made at the next CCLD board meeting. In the meantime, Mr. Sleeth will begin working through the contractual details for the acquisition of the new bookmobile.

**Public Expression.** Ms. Ferrell noted that the Friends of the Horseheads Free Library are holding their annual Wine and Roses event on Friday, March 26, 2010. The cost is \$25 per person if purchased in advance. Mr. Smith stated that this event is a great one for board members to attend.

The meeting was adjourned at 8:05pm. The next regular meeting of the board will be on Thursday, March 18, 2010 at 7pm at the Horseheads Free Library, 405 South Main Street, Horseheads, New York.

**CHEMUNG COUNTY LIBRARY DISTRICT**

(DOCUMENT #2010-18)

**Financial Report - FEBRUARY 28, 2010**

	2010 annual budget	Received to date	Balance remaining	Percentage received	Percentage through the year	Notes
<b>Income</b>						
Library Fines, Fees & Contributions	\$ 104,250	\$ 15,886	\$ 88,364	15%		
Grants (other than N.Y.S.)			0	0%		
New Bookmobile fund		815	(815)			
Foundation Contributions	165,000	511	164,489	0%		Funds for West Elmira Library
Library District Tax Receipts	2,437,502	13,920	2,423,582	1%		PILOT funds in lieu of taxes/2010 taxes rec'd 3/2/10
Interest on Investments	15,000	518	14,482	3%		
<b>State Aid</b>						
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%		
<b>TOTAL INCOME</b>	<b>\$ 2,925,052</b>	<b>\$ 31,650</b>	<b>\$ 2,893,402</b>	<b>1.08%</b>	<b>17%</b>	

	Annual Budget	Expended to date	Balance remaining	Percent Expended	Percentage through year	Notes
<b>Expense</b>						
<b>Personnel</b>						
Salaries	\$ 1,226,874	\$ 165,872	\$ 1,061,002	14%		
Sunday & Holiday Salaries	60,474	14,645	45,829	24%		
Employee Benefits	591,229	58,579	532,650	10%		
<b>Subtotal - Personnel Expenses</b>	<b>1,878,577</b>	<b>239,096</b>	<b>1,639,481</b>	<b>13%</b>	<b>17%</b>	
<b>Contractual</b>						
Equipment	89,855	5,436	84,419	6%		
Telephone	10,800	1,815	8,985	17%		
Supplies	36,100	21,120	14,980	59%		Includes \$13,841 in Gates Grant funds
Travel & Continuing Education	28,080	975	27,105	3%		
Repairs & Maintenance	36,459	7,995	28,464	22%		
Postage	7,600	3,774	3,826	50%		Postage meter is replenished twice per year
Education - Tuition Assistance	8,300	887	7,413	11%		
Library Materials (books, video, etc.)	302,000	44,327	257,673	15%		
Utilities	97,650	29,738	67,912	30%		4th quarter of 2009 expense
Building Cleaning Supplies	8,100	700	7,400	9%		
Fuel, Gas & Oil	2,000	515	1,485	26%		
Insurance	24,390	8,474	15,916	35%		
Vehicle Operation / Maintenance	2,500	1,180	1,320	47%		
Professional Fees (audit, engineer/legal)	114,100	25,863	88,237	23%		
Data Processing Expenses	46,526	800	45,726	2%		
Payment of Taxes	4,845	2,015	2,830	42%		
Library Programming	20,500	2,238	18,262	11%		
Chemung County costs (B&G, vision)	17,049	3,565	13,484	21%		4th quarter of 2009 expense
Capital Improvements	0	31,812	(31,812)			
Contingency Fund	76,507	0	76,507	0%		
Debt Service	63,114	0	63,114	0%		
<b>TOTAL EXPENSE</b>	<b>\$ 2,875,052</b>	<b>\$ 432,325</b>	<b>\$ 2,442,727</b>	<b>15%</b>	<b>17%</b>	

**\*\*NOTES TO FINANCIAL REPORT**

**INCOME**

**EXPENSE**

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
**As of March 10, 2010**  
**Document 2010-19**

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Acme Pest Control, Inc.</b>			
	03/10/2010	Pest Control @ Steele-February	25.00
Total Acme Pest Control, Inc.			<u>25.00</u>
<b>Barnes &amp; Noble, Inc.</b>			
	03/10/2010	HFL Purchase	48.10
Total Barnes & Noble, Inc.			<u>48.10</u>
<b>Center Point Large Print</b>			
	03/10/2010	BKM Fiction large print	73.08
Total Center Point Large Print			<u>73.08</u>
<b>Chemung County Treasurer</b>			
	03/10/2010	Debt Service-1st Quarter 2010	15,377.87
Total Chemung County Treasurer			<u>15,377.87</u>
<b>Costume Specialists, Inc</b>			
	03/10/2010	rental of costume-all libraries	140.00
Total Costume Specialists, Inc			<u>140.00</u>
<b>Demco, Inc.</b>			
	03/10/2010	new sign for VE/hanging bags-WE	485.83
Total Demco, Inc.			<u>485.83</u>
<b>Elmira City Chamberlain</b>			
	03/10/2010	Downtown Development taxes-2010	2,447.87
Total Elmira City Chamberlain			<u>2,447.87</u>
<b>First Transit</b>			
	03/10/2010	Bookmobile fuel for February	217.37
Total First Transit			<u>217.37</u>
<b>H. L. Treu Office Supply Corp.</b>			
	03/10/2010	Office supply-ST/VE	57.19
Total H. L. Treu Office Supply Corp.			<u>57.19</u>
<b>Horwitz Supply Company</b>			
	03/10/2010	paper/cleaning supply-all libraries	994.14
Total Horwitz Supply Company			<u>994.14</u>
<b>Imperial Door Controls, Inc.</b>			
	03/10/2010	repair of handicap doors @ ST	25.13
Total Imperial Door Controls, Inc.			<u>25.13</u>
<b>MidWest Tape</b>			
	03/10/2010	DVD/Audio purchases-HFL/ST/BKM	1,966.06
Total MidWest Tape			<u>1,966.06</u>
<b>Movie Licensing USA</b>			
	03/10/2010	Movie showing at Steele	100.00
			<u>100.00</u>

# Chemung County Library District General Fund

## Unpaid Bills Detail

As of March 10, 2010

Document 2010-19

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Movie Licensing USA			100.00
<b>New York Library Association (NYLA)</b>			
	03/10/2010	Conference Registration-HH	125.00
Total New York Library Association (NYLA)			125.00
<b>Nintendo Power</b>			
	03/10/2010	annual subscription-HFL	34.95
Total Nintendo Power			34.95
<b>Perry &amp; Carroll, Inc.</b>			
	03/10/2010	Insurance policies-2nd installment of 2010	4,905.00
Total Perry & Carroll, Inc.			4,905.00
<b>Random House, Inc.</b>			
	03/10/2010	AV purchases-ST	400.00
Total Random House, Inc.			400.00
<b>Recorded Books</b>			
	03/10/2010	Steele purchases	403.33
Total Recorded Books			403.33
<b>Reliable Computer Products</b>			
	03/10/2010	toner for WE/BF copiers	302.28
Total Reliable Computer Products			302.28
<b>SDS/Casella</b>			
	03/10/2010	garbage disposal-BF,WE,HFL for February	142.95
Total SDS/Casella			142.95
<b>Sherry Nichols</b>			
	03/10/2010	mileage for storytimes	21.00
Total Sherry Nichols			21.00
<b>SKJ Facilities Management, Inc.</b>			
	03/10/2010	HFL Janitor services 1/17 - 2/21/10	720.00
Total SKJ Facilities Management, Inc.			720.00
<b>Southern Tier Library System</b>			
	03/10/2010	Cost Share - 1st quarter 2010	11,631.00
Total Southern Tier Library System			11,631.00
<b>Sunset Printers</b>			
	03/10/2010	flyers advertising CCLD libraries	229.99
Total Sunset Printers			229.99
<b>Supermedia LLC</b>			
	03/10/2010	Phone book ad-6 month payment	102.00
Total Supermedia LLC			102.00

# Chemung County Library District General Fund

## Unpaid Bills Detail

As of March 10, 2010

Document 2010-19

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>TechSmith</b>			
	03/10/2010	IT software licensews SML/HFL/BF	98.85
Total TechSmith			<u>98.85</u>
<b>The Conservationist</b>			
	03/10/2010	annual subscription-ST	21.00
Total The Conservationist			<u>21.00</u>
<b>Thomson Gale</b>			
	03/10/2010	ST fiction purchase	684.62
Total Thomson Gale			<u>684.62</u>
<b>Unique Management Services, Inc.</b>			
	03/10/2010	Collection fees - February 2010 all libraries	783.24
Total Unique Management Services, Inc.			<u>783.24</u>
<b>Verizon</b>			
	03/10/2010	phone service-ST/WE	624.70
Total Verizon			<u>624.70</u>
<b>Wegmans Food Markets Inc.</b>			
	03/10/2010	Program Supplies-ST	22.99
Total Wegmans Food Markets Inc.			<u>22.99</u>
			<u><u>43,210.54</u></u>



**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
 As of March 10, 2010  
 Document 2010-19

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Abingdon Press</b>			
	03/10/2010	reference material	35.91
Total Abingdon Press			<u>35.91</u>
<b>Baker &amp; Taylor Books</b>			
	03/10/2010	Reference materials	25.20
Total Baker & Taylor Books			<u>25.20</u>
<b>Matthew Bender &amp; Co., Inc.</b>			
	03/10/2010	Reference Material	568.77
Total Matthew Bender & Co., Inc.			<u>568.77</u>
<b>Polk Government &amp; Library Division</b>			
	03/10/2010	Reference materials	340.00
Total Polk Government & Library Division			<u>340.00</u>
			<u><b>969.88</b></u>

**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
 As of March 3, 2010  
 Document 2010-19

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Ingram Library Services			
	03/03/2010	Non-Fiction book purchases-February 2010	1,852.01
Total Ingram Library Services			<u>1,852.01</u>
<b>TOTAL</b>			<b><u>1,852.01</u></b>

# Chemung County Library District General Fund

## Unpaid Bills Detail

As of March 3, 2010

Document 2010-19

	Date	Memo	Open Balance
<b>Apple Books</b>			
	03/03/2010	Steele JUV books	7,313.63
Total Apple Books			<u>7,313.63</u>
<b>AT&amp;T</b>			
	03/03/2010	long dist chg-SML-January	7.11
Total AT&T			<u>7.11</u>
<b>Center Point Large Print</b>			
	03/03/2010	ST/BKM Fiction large print	282.18
Total Center Point Large Print			<u>282.18</u>
<b>Chemung Canal Trust Company</b>			
	03/03/2010	misc credit card purchases-February 2010	873.21
Total Chemung Canal Trust Company			<u>873.21</u>
<b>Chemung County Library District</b>			
	03/03/2010	Petty Cash reimbursement - WE/HFL/VanEtten	468.28
Total Chemung County Library District			<u>468.28</u>
<b>Chris Corter</b>			
	03/03/2010	Patron Appreciation Day at HFL	197.85
Total Chris Corter			<u>197.85</u>
<b>Cris Riedel</b>			
	03/03/2010	Steele programming expense 3/19/10	350.00
Total Cris Riedel			<u>350.00</u>
<b>Deborah L. Brimmer</b>			
	03/03/2010	mileage reimb-FEB	238.50
Total Deborah L. Brimmer			<u>238.50</u>
<b>Finger Lakes Community Newspapers</b>			
	03/03/2010	annual subscription - VE	26.00
Total Finger Lakes Community Newspapers			<u>26.00</u>
<b>Gaylord Bros, Inc.</b>			
	03/03/2010	laminare supply-all libraries	201.87
Total Gaylord Bros, Inc.			<u>201.87</u>
<b>Glenice Molter</b>			
	03/03/2010	Mileage reimb-1/13/10-3/1/10	107.00
Total Glenice Molter			<u>107.00</u>
<b>Haefele TV, Inc.</b>			
	03/03/2010	Internet for Van Etten-annual fee	459.40
Total Haefele TV, Inc.			<u>459.40</u>
<b>History Education</b>			
	03/03/2010	AV purchase for Steele	300.00
Total History Education			<u>300.00</u>

**Chemung County Library District General Fund**

**Unpaid Bills Detail**

As of March 3, 2010

Document 2010-19

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Horseheads Do It Center</b>			
	03/03/2010	HFL - supplies	30.00
Total Horseheads Do It Center			<u>30.00</u>
<b>Ingram Library Services</b>			
	03/03/2010	Library materials-all libraries	8,411.71
Total Ingram Library Services			<u>8,411.71</u>
<b>J &amp; D Cappy's Ltd.</b>			
	03/03/2010	newspapers for February	140.00
Total J & D Cappy's Ltd.			<u>140.00</u>
<b>James G. Sleeth</b>			
	03/03/2010	February 2010 invoice for Interim Director duties	7,312.75
Total James G. Sleeth			<u>7,312.75</u>
<b>Mid American Specialties</b>			
	03/03/2010	WE programming	590.38
Total Mid American Specialties			<u>590.38</u>
<b>Moore Wallace</b>			
	03/03/2010	supply of W-2's	33.60
Total Moore Wallace			<u>33.60</u>
<b>Petty Cash-Steele</b>			
	03/03/2010	supplies/postage/program exp	249.49
Total Petty Cash-Steele			<u>249.49</u>
<b>Quality Books, Inc.</b>			
	03/03/2010	book purchases for HFL	373.02
Total Quality Books, Inc.			<u>373.02</u>
<b>RadioShack Corporation</b>			
	03/03/2010	batteries Steele phone	17.99
Total RadioShack Corporation			<u>17.99</u>
<b>Rose Woodard</b>			
	03/03/2010	programming/costume supplies-WE	298.81
Total Rose Woodard			<u>298.81</u>
<b>Sayles &amp; Evans</b>			
	03/03/2010	Legal fees 11/2/2009-1/25/2010	2,800.00
Total Sayles & Evans			<u>2,800.00</u>
<b>Specialty Vehicle Services, LLC</b>			
	03/03/2010	Phase 2-Procurement of NEW BKM	4,350.00
Total Specialty Vehicle Services, LLC			<u>4,350.00</u>
<b>Staples Credit Plan</b>			
	03/03/2010	Office supplies/Printer purchases ST/BF/WE	1,491.24
			<u>1,491.24</u>

**Chemung County Library District General Fund**

**Unpaid Bills Detail**

As of March 3, 2010

Document 2010-19

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Staples Credit Plan			1,491.24
<b>The New York Times</b>			
	03/03/2010	annual subscription for WE	<u>360.00</u>
Total The New York Times			360.00
<b>The Spencer Random Harvest</b>			
	03/03/2010	annual subscription - VE	<u>26.00</u>
Total The Spencer Random Harvest			26.00
<b>Time Warner Cable</b>			
	03/03/2010	VPN service-all libraries-6 months	<u>1,200.00</u>
Total Time Warner Cable			1,200.00
<b>Town of Big Flats</b>			
	03/03/2010	BF water bill 11/4/09-2/4/10	<u>28.75</u>
Total Town of Big Flats			28.75
<b>Verizon</b>			
	03/03/2010	phone service-BF/HFL	<u>170.03</u>
Total Verizon			170.03
<b>Verizon Wireless</b>			
	03/03/2010	BKM/IT Dept cellular service-FEB	<u>157.88</u>
Total Verizon Wireless			157.88
<b>Village of Horseheads</b>			
	03/03/2010	HFL water bill 10/7/09-1/7/2010	<u>27.46</u>
Total Village of Horseheads			<u>27.46</u>
<b>TOTAL</b>			<u><u><b>38,894.14</b></u></u>

## Document #2010 -- 20

### Report of the March 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, March 3<sup>rd</sup>, 2010, beginning at 7pm. Attending the meeting were Sue Cook, Marleah Denkenberger, Georgia Reynolds, and Allen Smith. Also attending were Joan Santulli and Jim Sleeth, CCLD management. The meeting opened at 7pm.

The following topics were discussed:

- Proposal from Southern Tier Tobacco Awareness program. Mr. Sleeth reviewed a proposal to make all our libraries smoke free campuses, an idea that was discussed at the regular CCLD department heads meeting. At the staff level there was some support for the idea, but there was also some opposition. Staff opposition centered on the inability of the library staff to enforce the idea.
- Staff recommendation for the revision of the CCLD meeting room policy. Mr. Sleeth brought to the Executive Committee's attention the CCLD staff committee's proposed revision to the CCLD Meeting Room Policy. A brief discussion was held, with the Executive Committee requesting that the proposed revision be distributed to the ad hoc Policies Review Committee, Tina Hager Chair.
- Van Etten Library update. Mr. Sleeth expressed his satisfaction with the way Doris Jean Metzger and Chris Corter were working together to integrate the Van Etten Library into the mainstream of the Library District. He noted that Ms. Metzger is working well with the CCLD staff, the Town of Van Etten, and the Southern Tier Library System. She and Ms. Corter are working on a report reviewing the program of public library service to the Van Etten community which will be presented to the CCLD board, probably at its regular May meeting that will be held in Van Etten.
- Excerpt from the new comprehensive plan of the Village of Horseheads. Mr. Sleeth distributed an excerpt of the Village of Horseheads' draft final report of its comprehensive plan, where Recommendation 7.5 reads "Support the exploration of construction of a new library and / or community center as a cultural and educational site within the Village."
- Bookmobile update. A discussion of the pros and cons of having a wheelchair lift on the new bookmobile was held. Our consultant reports that while there are no ADA requirements to be met, about 50% of new bookmobiles constructed did include a lift. Library staff have contacted several current patrons who use the bookmobile and report that these patrons express support for a wheelchair lift. It is anticipated that a report on the question will be prepared for the March 18<sup>th</sup> CCLD board meeting, where a decision whether or not to have a wheelchair lift will be made. On another issue related to procurement of the new bookmobile, Mr. Sleeth reported that he is working with the manufacturer (OBS) on contract details such as payment schedule. Mr. Sleeth said that before he began working with OBS he called the CCLD attorney to verify that the contract in the bid documents was sufficient and could be used by the District and OBS.
- Folder for new library patrons. Mr. Sleeth displayed a folder which might be used to introduce new library patrons to the many programs and services of the Library District, pointing out that the folder was not inexpensive and that he did not want to see it wasted. Mr. Sleeth said that he would work with Ms. Santulli to estimate the cost for the folder and its

inserts and present that information to the Marketing Committee. Mr. Sleeth said that the design of the folder and one insert was completed by Ms. Ann Cady, a long time library volunteer.

- Books by Mark Twain to be distributed from CCLD libraries this summer. Mr. Sleeth said that the Library District would be working with Elmira College's Center for Mark Twain Studies to distribute 1,000 free books in the summertime. Mr. Sleeth said that he hoped the library staff would take the opportunity to create programs surrounding these works.
- Report to the Public Library Foundation. Ms. Denkenberger reviewed her February 24<sup>th</sup> letter to the Foundation expressing gratitude for its support of the Horseheads Free Library. Mr. Smith, past president, noted that the Foundation membership appreciated a visit from the CCLD president.
- The Friends of the Horseheads Free Library fundraiser "Wine, Beer & Roses" scheduled for Friday, March 26<sup>th</sup> from 7pm to 9pm. Ms. Denkenberger highlighted this upcoming program, and Mr. Smith said it was a great opportunity for CCLD board members to mingle with Horseheads' Friends ... and the food and drink is always great!
- STLS Webinar on social networking sites. Mr. Sleeth highlighted an upcoming "webinar" sponsored by STLS on social networking sites and their use by libraries.
- Unpaid bills detail dated March 3<sup>rd</sup>, 2010. Ms. Santulli presented the unpaid bills detail, highlighting the fact that in several instances she is paying an annual fee rather than writing a monthly check for services, saving the Library District operating expenses. Mr. Smith moved, seconded by Ms. Reynolds, to pay the General Fund bills in the amount of \$38,894.14 and the Grant Fund bills in the amount of \$1,852.01. Motion carried.

The meeting adjourned at 7:50pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, April 7<sup>th</sup>, 2010 in the Petrie Conference Room of the Steele Memorial Library.

## **Document #2010 – 21**

### **Report of the March 11<sup>th</sup>, 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, March 11<sup>th</sup>, 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 following topics were discussed:

- February 2010 CCLD financial report. Ms. Santulli distributed the February 2010 financial report.
- 2010 property taxes received by Library District. Ms. Santulli distributed the municipality by municipality detail of taxes paid by property owners.
- Investments. CCLD Treasurer Ms. Fitzgerald reported that CCLD assets – chiefly property taxes received – have been distributed among investment instruments in order to receive FDIC coverage.
- Wheelchair lift for the new bookmobile? A discussion of the pro's and con's of having a wheelchair lift in the new CCLD bookmobile was held. Mr. Sleeth noted that savings in the personnel lines, due to professional vacancies, enabled the Library District to cover the \$9,640 cost of the lift, should a decision be made to order the piece of equipment. Further discussion will be held at the March 18<sup>th</sup> meeting of the CCLD board will take place.
- Content and format of the monthly financial reports. A brief discussion of the content and format (cash basis, accrual basis, or a modified accrual basis) of monthly financial reports was held.
- 2009 Chemung County labor costs for building & grounds support of Library District facilities. Ms. Santulli distributed this report from the Chemung County Building & Grounds Department.
- 2009 annual financial report to New York State's Controller's office. Ms. Santulli reported that Library Districts in New York State were now required to submit a financial report to the Controller's office. The 2009 report was made available to the CCLD Budget & Finance Committee.



- Insurance. Ms. Santulli reported that the Library District's insurance firm, Perry & Carroll, prepared new values of CCLD buildings. The new values are based upon an updated appraisal as supplied to Perry & Carroll by Chemung County.
- New service from Chemung Canal Trust Company offered. Ms. Santulli reviewed a new anti check fraud service being offered by CCTC. A suggestion was made to ask a CCTC representative to attend a future Budget & Finance Committee meeting to discuss the service.
- Auditors now at work. Ms. Santulli reported that auditors from the Mengel, Metzger, Barr & Co LLC were now at work reviewing CCLD accounts and would be available for discussion at an upcoming CCLD board meeting to present the annual audit and answer questions.
- Unpaid Bills Detail. Ms. Santulli presented and discussed the March 10<sup>th</sup>, 2010 Unpaid Bills Detail, where General Fund bills totaled \$43,210.54 and Grant Fund bills totaled \$969.88. This Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

The meeting adjourned at 9:15am. The next meeting of the Budget & Finance Committee will be held on Thursday, April 8<sup>th</sup>, 2010 at 8:15am in the Petrie Conference Room of the Steele Memorial Library.

## **Document #2010 – 22**

### **Report of the March 10<sup>th</sup>, 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, March 10<sup>th</sup>, 2010, beginning at 4pm. Attending the meeting were Karl Schwesinger, Jan Kather, and Judy Sell. Also attending were Joan Santulli and Jim Sleeth, CCLD Management. The meeting opened at 4:05pm.

The following topics were discussed:

- Mr. Schwesinger and Ms. Santulli noted that the Library District has received signed contracts for the Steele Library green roof. Mr. Schwesinger noted that Fagan Engineers was completing required reimbursement forms for the Library District covering invoices totaling \$43,926 for construction administration. Final contracts have been sent to Charles F. Evans roofing. There was no report on the status of the plumbing contract with Collins & Walton.
- Public relations documents and supporting information from New York State's Environmental Facilities Corporation received. The purpose of this information is to assist in informing the public about the progress of the project to install a green roof at the Steele Library.
- Ms. Santulli distributed a preliminary draft of capital projects undertaken since the inception of the Library District. This information may be used to inform the media and the public about the various improvements to CCLD facilities undertaken since 2006.
- Mr. Schwesinger reported that manufacturer's warranties for the new roof at the Horseheads Free Library had been received from Al's Construction. The warranties are good until June 2024. A final bill from Al's Construction amounting to \$2,320 was received; however, Mr. Watts informed Mr. Schwesinger that he would only request \$750 as final payment due to the delays in receiving these warranties. Mr. Schwesinger will ask Al's Construction to complete proper paperwork before payment is made.
- Elmira Structures invoice. Ms. Santulli and Mr. Schwesinger presented request for 95% of total payment for projects completed at the Big Flats Library, the Steele Memorial Library, and the West Elmira Library. While the request is for \$82,127.50, the CCLD board approved a partial payment of (\$19,142.50) at its February 2010 meeting, so the balance (\$62,985) will be presented for payment at the March 18<sup>th</sup>, 2010 CCLD board meeting.
- Change orders. Request was made for two change orders. The first change order (GC-2) was to modify the window installation at the Big Flats and West Elmira Libraries to capture a credit of \$7,240. The second change order (GC-3) was to add \$2,248 for the re-keying of doors in various libraries. Jan Kather moved, seconded by Judy Sell, to approve these two change orders. Motion carried.

- Mr. Sleeth reported that the County has not responded to the Library District request to install “people counters” at our libraries. These “people counters” are intended to provide an accurate measure of the use of CCLD libraries and incorporated into the measures of performance (in addition to circulation, program attendance, reference questions answered) of public library services. Mr. Frank has requested quotations from two electrical firms and is seeking at least one more quotation before requesting that the Library District move ahead with this installation.
- Mr. Schwesinger reported that during a walk-through of the West Elmira Library he noted that a change in the concrete pad at the rear entrance to the Library is needed. He suggested a larger pad and sidewalk be installed from the back door of the library to the sidewalk on Durland Street. The County will be contacted to make this request.

The meeting adjourned at 4:30pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, April 14<sup>th</sup>, 2010 at 4pm in the Director’s Office at the Steele Memorial Library.