



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 November 2009 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, November 19<sup>th</sup>, 2009 at 7pm at the Horseheads Free 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 #2009-80)
4. Treasurer's report
  - a) Financial report (document #2009-81)
  - b) Report of unpaid Bills Detail (document #2009-82)
6. Correspondence
7. President's report
8. Director's report
  - a) Personnel activities since the October 2009 meeting of the Library Board (document #2009-83)
9. Committee reports:
  - a) Executive Committee (Denkenberger)
    - 1) Report of the Committee meeting (document #2009-84)
  - b) Budget & Finance Committee
    - 1) Report of the Committee meeting (document #2009-85)
  - c) Building & Grounds Committee (Schwesinger)
    - 1) Report of the Committee meeting (document #2009-86)
    - 2) Proposal from Fagan Engineers (document #2009-87)
  - d) Personnel Committee (Conwell)
  - e) ad hoc Policies Committee (Hager)
    - 1) Revised Circulation Policy (document #2009-88)
10. Old business
11. New business
12. Period for public expression
13. Adjournment

## **Document #2009-80**

**Minutes of the October 2009 meeting of the Chemung County Library District Board of Trustees.** The meeting was held on Thursday, October 15, 2009, beginning at 7pm, at the Steele Memorial Library. The meeting was called to order by President Allen C. Smith. Present were Robin Fitzgerald, Georgia Reynolds, Judy Sell, Tina Hager, Susan Cook, Mary Beth Conwell, Jan Kather, Andrea Ogunwumi, Jason Harmon, Karl Schwesinger and Jessica Roberts. Excused were Marleah Denkenberger and Sylvia Force. Also present were Maureen Ferrell, liaison with the Public Library Foundation of Chemung County; Jim Sleeth, the Library's Director and Joan Santulli, the Library's Administrative Assistant.

**Minutes.** The minutes of the September 2009 meeting (Document #2009-73) were presented for board review. The minutes were approved as distributed by unanimous consent.

**Financial Report.** The September 30, 2009 Financial Report (Document #2009-74) was presented for board review. Ms. Fitzgerald noted that the Library District is beginning to use the contingency line in the budget when a particular line item reaches 100% spent. Details of these expenditures are listed as notes at the bottom of the Financial Report. By unanimous consent the September 30, 2009 Financial Report was approved as distributed and will be filed for audit.

**Concerning the Report of Unpaid Bills** (Document #2009-75). By unanimous consent, the board authorizes the payment of the unpaid bills dated 10/5/09 and 10/6/09 as distributed.

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

- A copy of the presentation made to the Anderson Foundation by Jim Sleeth and Dianne Patchett. The Library District requested a grant from the Anderson Foundation to assist in the purchase of a new Bookmobile.
- A flyer regarding the annual meeting of the Southern Tier Library System to be held on October 20, 2009 in Bath. The State Librarian will be speaking. Mr. Sleeth encouraged board members to attend. The meeting will give them a chance to meet and talk to other library and system board members.

**President's Report.** Mr. Smith reported on two meetings with two residents of Horseheads regarding the changes being undertaken for the Horseheads Library. He felt that both meetings – one with Richard Pirozzolo and a second with Roxanne Mark – where the discussion ranged from weeding the Horseheads Library collection to the question of when or whether the District will propose a new library for the community ended positively.

**Director's Report.** The Director's report concerning personnel activities since the August 2009 meeting was presented in writing to the board (Document #2009-76). Mr. Sleeth noted that Librarian Eleanor Shepson has indicated her intention to retire effective December 18, 2009. He also reported that Stuart Finch, a Senior Library Clerk who also holds a master's degree in

library science, has been appointed as supervisor of the Sunday staff at the Steele Memorial Library.

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2009-77). President Smith noted that the Committee gave the floor to Mr. Radin, a well-respected patron and volunteer at the Horseheads Free Library. Mr. Radin explained events at the Horseheads Library that happened to him when he attempted to borrow library materials for his wife. Mr. Radin made several recommendations he felt should be included in the current CCLD Circulation policy (Document #2009-78). Following discussion, President Smith recommended that an ad-hoc committee be formed to review the CCLD policies and bylaws and make suggestions for improvements. These proposed changes should be brought back to the full board for review and approval. Ms. Sell, Ms. Reynolds, Ms. Hager and Mr. Harmon volunteered to work on an ad-hoc Policy and By-law Committee.

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2009-79). Ms. Fitzgerald stated that it was a short meeting. The Committee encouraged Mr. Sleeth to make sure that the media has accurate and complete information regarding the proposed 2010 Library District budget.

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was distributed in writing to the board at the meeting. Mr. Schwesinger reported that the Committee approved payment for invoices for three projects, and he moved, seconded by Ms. Reynolds, to pay the following: (1) \$625.00 to Pendleton's Painting for completing the painting of the exterior doors at the Steele Memorial Library; (2) \$2,135.00 to Foor & Associations for architectural fees representing 40% of the design and construction phases at the Horseheads Library and 20% of the construction phases at the Big Flats, Steele and West Elmira Libraries; and (3) \$60,158.75 to Marchuska Brothers Construction for the completion of 90% of the 2008 doors and windows project at the Horseheads Free Library. Motion Carried.

Mr. Schwesinger reported that the Committee approved three change orders for the Horseheads Free Library as follows: (1) \$1,957.00 for front step repair (funding to be used from the 2007 State Construction project); (2) \$225.00 to install a lock on the library's book drop and (3) \$4,737.00 to rekey the entire building with a single key to be used by library staff, Chemung County Buildings & Grounds personnel and the STLS delivery drivers.

The Committee reviewed a letter written by the Library District's attorney to Al's Construction, the contractor who has not completed the 2007 roofing project at the Horseheads Free Library. Mr. Schwesinger reported receiving a message from the contractor and he will contact Al's Construction to detail what needs to take place to close out this project.

Mr. Schwesinger detailed the reasons why it makes sense to pave the entire parking lot at the Steele Memorial Library at this time, using State funding from the 2008 Construction projects and an approximate \$8,000 from the Library District's fund balance. Elmira Structures, the low bidder on the project, has submitted a proposal in the amount of \$28,950 to complete the paving of the entire parking lot. Mr. Schwesinger moved, seconded by Mr. Harmon, to accept the quote from Elmira Structures to pave the entire parking lot at the Steele Memorial Library and to

utilize fund balance to make up the difference between the amount of the State Construction grant and the cost of the project. Motion Carried.

Mr. Schwesinger reported receiving official notification from the New York State Environmental Facilities Corporation regarding their approval of the GIGP grant to replace the roof at the Steele Memorial Library with a “green roof”. There is a very tight schedule to be followed to meet the State deadlines. The notice to proceed on the project must be issued by 12/31/09. Mr. Schwesinger is hoping to have the bids returned to the Library District prior to the regular December meeting of the board so that approval of the low bidder can take place at that meeting. If this matter cannot be voted on at the December meeting, it will be necessary to call a special meeting to be held before the end of the year and a quorum will be needed to approve the bid. Once the appropriate paperwork is in place with the State, the Library District will receive 90% of the contract. He reported that there was approximately \$250,000 included in the application for upgrades to the existing roof structure. The structural engineer from LDK, PLLC has submitted a preliminary analysis and has concluded that no upgrade will be necessary to install the green roof.

President Smith stated that Mr. Schwesinger has made significant contributions to the Chemung County Library District and the board gave him a round of applause for all his hard work as Chairman of the Buildings and Grounds Committee.

**Personnel Committee.** Ms. Conwell moved, seconded by Ms. Fitzgerald, to adjourn to executive session to discuss a specific personnel matter. Motion carried. At this point in the meeting, Mr. Sleeth and Ms. Ferrell were excused from the meeting while Ms. Santulli was asked to remain in attendance. Mr. Harmon moved, seconded by Ms. Fitzgerald to return to regular session. Motion carried. At this point, Ms. Conwell updated the board on the search for a new Library District Director. Due to the time it is taking to conduct the search, Ms. Conwell stated that it will be necessary to employ an Interim Director to temporarily fill the position while Civil Service policies and procedures are followed. Ms. Conwell moved, seconded by Ms. Fitzgerald, to contract with Mr. Sleeth to fill the position of Interim Library District Director to be compensated at the monthly rate of 1/12<sup>th</sup> of his 2009 salary (not to include fringe benefits) for a period not to exceed four months beginning January 1<sup>st</sup>, 2010. Motion carried.

**Old Business.** None.

**New Business.** None.

**Public Expression.** None.

The meeting adjourned at 8:35pm. The next regular meeting of the board will be on Thursday, November 19<sup>th</sup>, 2009 at 7pm at the Horseheads Free Library, 405 South Main Street, Horseheads, New York.

**CHEMUNG COUNTY LIBRARY DISTRICT**  
Financial Report - OCTOBER 31, 2009

**(DOCUMENT #2009-81)**

Account	2009 Annual Budget	Received to date	Balance remaining	Percentage Received	Percentage through year
<b>Income</b>					
Library Fines, Fees & Contributions	\$ 108,300	\$ 75,458	\$ 32,842	70%	
Grants (other than N.Y.S.)	20,000	23,370	(3,370)	117%	
New Bookmobile fund	0	73,880			
Foundation Contributions	160,000	51,206	108,794	32%	
Library District Tax Receipts	2,336,605	2,336,605	0	100%	
Interest on Investments	50,000	23,544	26,456	47%	
<b>State Aid</b>					
Central Library Development	105,000		105,000	0%	
Central Book Aid	71,500		71,500	0%	
Local Library Services Aid	41,700	3,739	37,961	9%	
Other State Aid	134,162	184,547	(50,385)	138%	
<b>TOTAL INCOME</b>	<b>\$ 3,027,267</b>	<b>\$ 2,772,349</b>	<b>\$ 328,798</b>	<b>92%</b>	<b>83%</b>

Account	Annual Budget	Expended to date	Balance remaining	Percentage Expended	Percentage through year
<b>Expense</b>					
<b>Personnel</b>					
Salaries	\$ 1,218,644	\$ 954,720	\$ 263,924	78%	
Sunday & Holiday Salaries	58,317	30,198	28,119	52%	
Employee Benefits	550,602	394,315	156,287	72%	
<b>Subtotal - Personnel Expenses</b>	<b>1,827,563</b>	<b>1,379,233</b>	<b>448,330</b>	<b>75%</b>	<b>83%</b>
<b>Contractual</b>					
Equipment	34,140	33,967	173	99%	
Telephone	11,200	8,929	2,271	80%	
Supplies	35,100	35,100	0	100%	
Travel & Continuing Education	21,565	15,882	5,683	74%	
Repairs & Maintenance	32,780	32,026	754	98%	
Postage	9,400	9,221	179	98%	
Education - Tuition Assistance	3,850	1,700	2,150	44%	
Library Materials (books, video, etc.)	302,000	245,924	56,076	81%	
Utilities	96,350	43,309	53,041	45%	
Building Cleaning Supplies	7,000	6,258	742	89%	
Fuel, Gas & Oil	4,200	1,344	2,856	32%	
Insurance	32,266	22,235	10,031	69%	
Rent	5,150	4,167	983	81%	
Vehicle Operation / Lease	5,000	1,594	3,406	32%	
Professional Fees (audit, engineer/legal fees)	90,050	90,050	0	100%	
Data Processing Expenses	44,767	33,343	11,424	74%	
Payment of Taxes	4,845	4,500	345	93%	
Library Programming	20,300	20,300	0	100%	
Chemung County costs (B&G, vision)	20,549	4,194	16,355	20%	
Capital Improvements	308,414	204,434	103,980	66%	
Contingency Fund	59,994	19,780	40,214	33%	
Debt Service	63,148	47,361	15,787	75%	
<b>TOTAL EXPENSE</b>	<b>\$ 3,039,631</b>	<b>\$ 2,264,851</b>	<b>\$ 774,780</b>	<b>75%</b>	<b>83%</b>

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

**INCOME**

Other Grants income includes 2008 & 2009 Gates Foundation grant plus \$5,000 from HFL Friends .

The State Construction funds include final receipts from NYS for 06/07 projects plus funding for the 2008/09 projects & \$50,000 member item from Sen. Winner

Foundation income still anticipated is \$40,000 from the PLF & \$80,000 from SML

**EXPENSE**

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

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

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

as well as \$12,500 to date in spending of 2nd year Gates funds received this year

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

Library Programming line will continue to overspend due to the spending of funding received from the Friends designated for programming

Contingency Line includes \$10,128 in Supplies, \$5,320 in Professional Fees, and \$4,332 in Library Programming

**Unpaid Bills Detail**

As of November 10, 2009

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Baker &amp; Taylor Books</b>			
	11/10/2009	Reference materials	19.68
Total Baker & Taylor Books			<u>19.68</u>
<b>Sharon Nichols</b>			
	11/10/2009	worshop reimbursement 11/3/09	99.00
Total Sharon Nichols			<u>99.00</u>
<b>Southern Tier Library System</b>			
	11/10/2009	processing fees	118.00
Total Southern Tier Library System			<u>118.00</u>
			<u><u>236.68</u></u>

**Unpaid Bills Detail**

As of November 10, 2009

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>AT&amp;T</b>			
	11/10/2009	long dist chg-SML-Oct	9.90
Total AT&T			<u>9.90</u>
<b>Audio Adventures</b>			
	11/10/2009	Steele AV purchases	140.40
Total Audio Adventures			<u>140.40</u>
<b>BBC Audiobooks America</b>			
	11/10/2009	Audio purchases for Steele	831.61
Total BBC Audiobooks America			<u>831.61</u>
<b>Blackbourn Media Packaging</b>			
	11/10/2009	AV supplies for Steele	261.00
Total Blackbourn Media Packaging			<u>261.00</u>
<b>Caroline Poppendeck</b>			
	11/10/2009	Supplies for Haunted Library	117.89
Total Caroline Poppendeck			<u>117.89</u>
<b>Center Point Large Print</b>			
	11/10/2009	ST/BKM Fiction large print	274.98
Total Center Point Large Print			<u>274.98</u>
<b>Chemung County Buildings &amp; Grounds Dept.</b>			
	11/10/2009	Utility & Bldg Maint. chg- 3rd Qtr 2009	24,054.20
Total Chemung County Buildings & Grounds Dept.			<u>24,054.20</u>
<b>Chemung County Library District</b>			
	11/10/2009	Petty Cash reimbursement - BF	131.32
Total Chemung County Library District			<u>131.32</u>
<b>Classified Marketplace</b>			
	11/10/2009	Legal Notices- 2009 election	363.56
Total Classified Marketplace			<u>363.56</u>
<b>Creative Data Products</b>			
	11/10/2009	Overdue mailers-all libraries	467.06
Total Creative Data Products			<u>467.06</u>
<b>Dell Marketing L.P.</b>			
	11/10/2009	Gates equipment/envisionware equipment	5,819.00
Total Dell Marketing L.P.			<u>5,819.00</u>
<b>Demco, Inc.</b>			
	11/10/2009	supplies WE/BF	94.37
Total Demco, Inc.			<u>94.37</u>
<b>First Transit</b>			
	11/10/2009	Bookmobile fuel/repair-October	427.15
Total First Transit			<u>427.15</u>



**Unpaid Bills Detail**

As of November 10, 2009

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Foor &amp; Associates, Architects</b>			
	11/05/2009	payment for prof services - 08 Construction project	1,359.76
Total Foor & Associates, Architects			<u>1,359.76</u>
<b>H. L. Treu Office Supply Corp.</b>			
	11/10/2009	Office supply-ST/WE	316.10
Total H. L. Treu Office Supply Corp.			<u>316.10</u>
<b>Highsmith, Inc.</b>			
	11/10/2009	supplies-BF	94.03
Total Highsmith, Inc.			<u>94.03</u>
<b>Horwitz Supply Company</b>			
	11/10/2009	paper/cleaning supply-HFL	119.60
Total Horwitz Supply Company			<u>119.60</u>
<b>Howell, Liberatore &amp; Wickham, Inc.</b>			
	11/10/2009	Fall Newsletter design, etc	10,617.00
Total Howell, Liberatore & Wickham, Inc.			<u>10,617.00</u>
<b>Idearc Media Corp.</b>			
	11/10/2009	Phone book ad-monthly fee	17.00
Total Idearc Media Corp.			<u>17.00</u>
<b>Judy Stock</b>			
	11/10/2009	2010 Program at BF	200.00
Total Judy Stock			<u>200.00</u>
<b>Library Sparks</b>			
	11/10/2009	Two yr subscription-ST Juvenile budget	109.95
Total Library Sparks			<u>109.95</u>
<b>Logic Computer Products</b>			
	11/10/2009	Printer supply-ST/WE	125.28
Total Logic Computer Products			<u>125.28</u>
<b>Madcap Productions</b>			
	11/10/2009	Balance due on December program-HH	500.00
Total Madcap Productions			<u>500.00</u>
<b>Mid American Specialties</b>			
	11/10/2009	WE programming	241.14
Total Mid American Specialties			<u>241.14</u>
<b>MidWest Tape</b>			
	11/10/2009	DVD/Audio purchases- Steele/HF/WE&BKM	2,768.64
Total MidWest Tape			<u>2,768.64</u>
<b>Mister Anderson's Company</b>			
	11/10/2009	Programming/books-HFL	92.99
Total Mister Anderson's Company			<u>92.99</u>

**Unpaid Bills Detail**

As of November 10, 2009

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Nancy E. Lynch, P.A.</b>			
	11/10/2009	Vietnam War book purchase-BF	45.00
Total Nancy E. Lynch, P.A.			<u>45.00</u>
<b>Oriental Trading Company, Inc.</b>			
	11/10/2009	programming supplies-ST	14.98
Total Oriental Trading Company, Inc.			<u>14.98</u>
<b>Petty Cash-Steele</b>			
	11/10/2009	ST supply/continuing ed/patron refund	231.68
Total Petty Cash-Steele			<u>231.68</u>
<b>ProQuest LLC</b>			
	11/10/2009	microfilm-Star Gazette August	12.08
Total ProQuest LLC			<u>12.08</u>
<b>Raco Industries</b>			
	11/10/2009	supply of scanners-all libraries	1,612.22
Total Raco Industries			<u>1,612.22</u>
<b>Random House, Inc.</b>			
	11/10/2009	AV purchases-ST	238.00
Total Random House, Inc.			<u>238.00</u>
<b>Recorded Books</b>			
	11/10/2009	Steele purchases	494.80
Total Recorded Books			<u>494.80</u>
<b>Seneca Data</b>			
	11/10/2009	network printers/Steele	338.00
Total Seneca Data			<u>338.00</u>
<b>Sheesleys Sewer Service</b>			
	11/10/2009	Pump parking lot at BF	228.00
Total Sheesleys Sewer Service			<u>228.00</u>
<b>SKJ Facilities Management, Inc.</b>			
	11/10/2009	HFL Janitor services 9/27-10/18	480.00
Total SKJ Facilities Management, Inc.			<u>480.00</u>
<b>Southern Tier Chem-Dry</b>			
	11/10/2009	carpet cleaning-auditorium at ST	349.00
Total Southern Tier Chem-Dry			<u>349.00</u>
<b>Southern Tier Library System</b>			
	11/10/2009	Sept/Oct processing fees/supplies	1,389.00
Total Southern Tier Library System			<u>1,389.00</u>
<b>Stuart Finch</b>			
	11/10/2009	Mileage reimb-workshop 11/3/09	9.90
Total Stuart Finch			<u>9.90</u>

**Unpaid Bills Detail**

As of November 10, 2009

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Thomson Gale</b>			
	11/10/2009	ST fiction purchase	844.93
Total Thomson Gale			<u>844.93</u>
<b>Unique Management Services, Inc.</b>			
	11/10/2009	Collection fees -Sept/Oct	1,663.82
Total Unique Management Services, Inc.			<u>1,663.82</u>
<b>Vasco Brands, Inc.</b>			
	11/10/2009	Supplies-protection from H1N1 virus	292.65
Total Vasco Brands, Inc.			<u>292.65</u>
<b>Verizon</b>			
	11/10/2009	phone service-ST/WE	527.43
Total Verizon			<u>527.43</u>
<b>Wegmans Food Markets Inc.</b>			
	11/10/2009	Prog. supply SML-haunted Library	165.08
Total Wegmans Food Markets Inc.			<u>165.08</u>
<b>Weston Wood Studios</b>			
	11/10/2009	Library materials-BKM	509.52
Total Weston Wood Studios			<u>509.52</u>
			<u><u>59,000.02</u></u>

## Unpaid Bills Detail

As of November 3, 2009

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>A Step Above</b>			
	11/03/2009	Cont. Ed day & Voluteer Recognition	940.61
Total A Step Above			940.61
<b>Acme Pest Control, Inc.</b>			
	11/03/2009	Pest Control @ Steele-November	25.00
Total Acme Pest Control, Inc.			25.00
<b>Amazon Credit Plan</b>			
	11/03/2009	purchases - all libraries	1,410.77
Total Amazon Credit Plan			1,410.77
<b>AT&amp;T</b>			
	11/03/2009	long dist chg-SML-Sept	15.15
Total AT&T			15.15
<b>Bright Star ProductionZ</b>			
	11/03/2009	deposit on December WE program	600.00
Total Bright Star ProductionZ			600.00
<b>Bureau of Education &amp; Research</b>			
	11/03/2009	Steele staff workshop attendance 11/4	675.00
Total Bureau of Education & Research			675.00
<b>Chemung Canal Trust Company</b>			
	11/03/2009	misc credit card purchases-Oct	219.39
Total Chemung Canal Trust Company			219.39
<b>Chemung County Library District</b>			
	11/04/2009	Petty Cash reimbursement - WE	221.38
Total Chemung County Library District			221.38
<b>Connie Oglivie</b>			
	11/03/2009	Reimb - DVD purchase-ST & supplies	54.18
Total Connie Oglivie			54.18
<b>Deborah L. Brimmer</b>			
	11/03/2009	mileage reimb-October	128.15
Total Deborah L. Brimmer			128.15
<b>Dianne Patchett</b>			
	11/04/2009	BKM purchase of AV	38.43
Total Dianne Patchett			38.43
<b>Elizabeth H. O'Brien</b>			
	11/03/2009	Patron refund	8.00
Total Elizabeth H. O'Brien			8.00
<b>Elmira JSEC</b>			
	11/03/2009	Registration for Nov Seminar	25.00
Total Elmira JSEC			25.00

## Unpaid Bills Detail

As of November 3, 2009

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Hornell Public Library</b>			
	11/03/2009	Payment for lost book-Steele	45.00
Total Hornell Public Library			<u>45.00</u>
<b>Horseheads Do It Center</b>			
	11/03/2009	HFL - supplies	52.43
Total Horseheads Do It Center			<u>52.43</u>
<b>Ingram Library Services</b>			
	11/03/2009	Library materials-all libraries-Oct purchases	7,722.43
Total Ingram Library Services			<u>7,722.43</u>
<b>J &amp; D Cappy's Ltd.</b>			
	11/03/2009	newspapers - Oct	156.00
Total J & D Cappy's Ltd.			<u>156.00</u>
<b>Kimbo Educational</b>			
	11/03/2009	BF-AV purchase	108.45
Total Kimbo Educational			<u>108.45</u>
<b>Kirkus Reviews</b>			
	11/03/2009	annual subscription - HFL	445.00
Total Kirkus Reviews			<u>445.00</u>
<b>MCI</b>			
	11/03/2009	Long distance chg-HFL	20.88
Total MCI			<u>20.88</u>
<b>Mid American Specialties</b>			
	11/03/2009	WE programming	108.15
Total Mid American Specialties			<u>108.15</u>
<b>MindWare</b>			
	11/03/2009	HFL Books Plus purchase	189.55
Total MindWare			<u>189.55</u>
<b>Petty Cash-Steele</b>			
	11/03/2009	Haunted Library supplies/stamp supply	856.08
Total Petty Cash-Steele			<u>856.08</u>
<b>Pitney Bowes</b>			
	11/03/2009	mail machine lease-7/30/09-10/30/09	708.00
Total Pitney Bowes			<u>708.00</u>
<b>Rose Woodard</b>			
	11/03/2009	insurance reimbursement for 2009/computer tables	302.00
Total Rose Woodard			<u>302.00</u>
<b>Scholastic Library Publishing</b>			
	11/03/2009	Steele/HFL book purchases	296.40
Total Scholastic Library Publishing			<u>296.40</u>

## Unpaid Bills Detail

As of November 3, 2009

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>SDS/Casella</b>			
	11/03/2009	garbage disposal-BF,WE,HFL for Sept/Oct	282.82
Total SDS/Casella			<u>282.82</u>
<b>Staples Business Advantage</b>			
	11/03/2009	paper supply/calendars all libraries	674.96
Total Staples Business Advantage			<u>674.96</u>
<b>Staples Credit Plan</b>			
	11/03/2009	Office supplies BF & IT	270.75
Total Staples Credit Plan			<u>270.75</u>
<b>The Ithaca Journal</b>			
	11/03/2009	annual subscription-STeele	247.55
Total The Ithaca Journal			<u>247.55</u>
<b>Time Warner Cable</b>			
	11/03/2009	VPN service-all libraries-Nov	350.00
Total Time Warner Cable			<u>350.00</u>
<b>Traveling Lantern Theatre Company</b>			
	11/03/2009	Nov Programming - all libraries	1,590.00
Total Traveling Lantern Theatre Company			<u>1,590.00</u>
<b>Verizon</b>			
	11/03/2009	phone service-HFL/BF	174.27
Total Verizon			<u>174.27</u>
<b>Verizon Wireless</b>			
	11/03/2009	BKM/IT Dept cellular service-Oct	156.98
Total Verizon Wireless			<u>156.98</u>
<b>TOTAL</b>			<u><u>19,118.76</u></u>

**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
As of November 3, 2009

Document #2009-82

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>ABC-CLIO, Inc.</b>			
	11/03/2009	Reference material	469.69
Total ABC-CLIO, Inc.			<u>469.69</u>
<b>Baker &amp; Taylor Books</b>			
	11/03/2009	Reference materials	231.30
Total Baker & Taylor Books			<u>231.30</u>
<b>Ingram Library Services</b>			
	11/03/2009	Reference/Non-Fiction book purchases-October	3,090.32
Total Ingram Library Services			<u>3,090.32</u>
<b>SHS YEArbook</b>			
	11/03/2009	2009 yearbook for Steele Memorial Library	48.00
Total SHS YEArbook			<u>48.00</u>
<b>The H. W. Wilson Company</b>			
	11/03/2009	Reference Material	374.00
Total The H. W. Wilson Company			<u>374.00</u>
<b>Thomson Gale</b>			
	11/03/2009	Reference Material	310.00
Total Thomson Gale			<u>310.00</u>
<b>TOTAL</b>			<u><u>4,523.31</u></u>

Document #2009-83

Memo

To: CCLD Board of Trustees

From: Jim Sleeth, CCLD Director

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

Date: November 13, 2009

Temporary Library Page Mary Wright resigned her position and was replaced by former employee Barb McDonald. Barb was appointed to the position of temporary Library Page for a period ending 12/31/09.

Regarding the recruitment of a librarian to replace the retiring Eleanore Shepson, we have requested that Civil Service canvas the current list of eligible individuals for their interest in the position of Librarian 1 with the Library District.



## **Document #2009-84**

### **Report of the November 4<sup>th</sup>, 2009 meeting of the Executive Committee of the Chemung County Library District.**

A meeting of the Executive Committee of the Chemung County Library District was held on November 4<sup>th</sup>, 2009 beginning at 7pm. The following members of the Executive Committee were present: Allen C. Smith, Marleah Denkenberger, Jan Kather, Sue Cook, and Robin Fitzgerald. Also present were Joan Santulli, Administrative Assistant, and Jim Sleeth, Library Director.

The following topics were discussed:

- **Bookmobile specifications.** Mr. Sleeth said that the staff – Dianne Patchett, Kim Jones, and Lynn Shepson – have reviewed the first draft of the new bookmobile specifications. A list of questions about the specifications was sent to our consultant and we have received answers in return. The next step is for staff to meet and discuss the questions & answers, then inform our consultant about the library’s decisions on the draft specifications. We hope to have the final specifications in time for the November 19<sup>th</sup> CCLD board meeting. The Committee expressed a desire for the full CCLD board to review and approve the specifications before they are published.
- **New bookmobile fund raising.** Mr. Sleeth noted that the Anderson Foundation has approved a grant of \$10,000 to CCLD for the purchase of a new bookmobile. This commitment means that we have met our total fund raising goal of \$200,000, including \$100,000 from the Library District. Mr. Sleeth noted that Dianne Patchett participated in the presentation to the Foundation.
- **2009 election returns.** Mr. Sleeth reported that the proposed 2010 budget was approved by 62% of the electorate, and he will notify the Real Property Tax Office of the dollar amount to be collected from property holders in 2010.
- **Evaluations of the October 16<sup>th</sup> Continuing Education Workshop.** Mr. Sleeth distributed the evaluations of the continuing education workshop, noting that the featured speaker, Rick Sowash, was very well received. Nearly all the attendees’ comments were positive.
- **Letter from Roxanne Mark, president of the Friends of the Horseheads Free Library.** The Committee reviewed a letter from Ms. Mark, president of the Horseheads Friends. She expressed frustration with the amount of discards from the Horseheads Library that were to be sold at their book sale. In addition, she expressed concern with a lack of communication between the Library District and the Friends group about this issue. Mr. Smith noted that he met personally with Ms. Mark and Mr. Pirozzolo, representing the Public Library Foundation, regarding these and other issues.

## **Document #2009-85**

### **Report of the November 12<sup>th</sup>, 2009 meeting of the Budget & Finance Committee of the Chemung County Library District:**

A meeting of the Budget & Finance Committee of the Chemung County Library District was held on Thursday, November 12<sup>th</sup>, 2009 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 distributed and discussed the 10/31/09 financial report. She noted to the Committee that foundation contributions to the library district and central library funds were being received. Central library aid, at \$94,889 (CLD) and \$64,602 (central book aid) were 10% less than budgeted. Mr. Sleeth suggested that the shortfall in central library funding should be made up by the central library development fund balance. Ms. Santulli noted that the contingency line was being used when line item funding equaled 100%. The October 31<sup>st</sup>, 2009 financial report will be forwarded to the full CCLD board for its review.
- Ms. Santulli presented a spreadsheet detailing State funding of various construction projects at individual libraries. As projects are completed, reports are sent to the State and the final 10% of State funding is received. Mr. Sleeth noted that the Library District has no experience with funding from the Environmental Facilities Corporation, the agency responsible for funding the Steele Library's green roof.
- Ms. Santulli presented and discussed a worksheet that projected fund balance on 12/31/09. She noted that the fund balance projection included the local match (\$91,281) for the green roof. At this point, the projected fund balance is \$7,613 less than is required by the Library District policy. Ms. Fitzgerald noted that as we near the end of the year, the specific figures would change, but that it may be necessary for the Library District board to amend its fund balance policy for one year only.
- Mr. Sleeth presented and discussed the fund raising efforts for a new bookmobile. He noted that nearly \$185,000 has been received and that the Library District anticipates receiving the balance of current commitments, totaling \$22,500, by the time the new bookmobile is delivered. He also noted that the specifications for the new bookmobile were nearing completion. Ms. Cook asked what would happen should the new bookmobile cost more than the amount received from fund raising efforts. Mr. Sleeth said that the bookmobile consultant estimated that a bookmobile of our specifications might be expected to cost from \$190,000 to \$210,000. Mr. Sleeth said that there were items in the specifications that might be eliminated from the final configuration, but that we would not know whether this was necessary until after bids were returned.
- Unpaid bills detail dated November 10<sup>th</sup>, 2009. Ms. Santulli distributed the current bill sheet and noted that it included the third quarter utility charges from Chemung County, a purchase of computer equipment eligible for Gates Foundation funding, an

invoice to cover the costs of the Fall 2009 Library District newsletter, and several items covering the cost of the “haunted library.” The unpaid bills detail will be forwarded to the full CCLD board for its consideration and approval.

- Mr. Smith asked if there was any public feedback concerning the 2010 budget, and Mr. Sleeth said that to date there was none, though perhaps that would change in January 2010 when taxes are mailed to property holders.
- A general discussion regarding STLS and member library contributions to their budget took place. Mr. Smith said he planned on attending the November 19<sup>th</sup>, 2009 meeting, to be held at the Dormann Library in Bath.

The meeting adjourned at 9:20am. The next meeting of the Budget & Finance Committee will be held on Thursday, December 10<sup>th</sup>, 2009 in the Petrie Conference Room of the Steele Memorial Library.

- **The ad hoc Committee on Policies and Bylaws** met to continue the discussion of the CCLD Circulation Policy, especially the stipulation that patrons must “have and use their own library card.” The ad hoc Committee suggested an edit of existing policy where the first two sentences of the Circulation Policy would read: “Everyone who comes to the library qualifies to receive a library card. As a general rule, patrons should be expected to present their library card whenever they take out materials.” Mr. Sleeth said that the library staff will reconsider the replacement cost table before its being reviewed by the Committee once more.
- **Survey of library users.** Mr. Sleeth said that library staff, especially the Steele Library reference staff, have input information from the nearly 500 surveys received following the distribution of the Fall 2009 CCLD newsletter. While a complete analysis of the results will take place soon, preliminary findings show that the top three services provided by our libraries are (1) books for pleasure reading, (2) books for information or research, and (3) movies on DVD. The analysis will be presented to the Marketing Committee that originally designed the survey.
- **2010 central library proposal.** Mr. Sleeth distributed a one-page document detailing the proposed expenditure of central library development and central book aid funding. The proposal was submitted to and approved by the STLS Central Library Advisory Committee. Owen Frank should be credited with the work. A general discussion of the role of central libraries in New York took place.
- **Report on attendance at the STLS Member Library Contributions Committee meetings.** Mr. Sleeth discussed the background to this committee work, including proposed funding of STLS services in 2011, 2012, and 2013. Five proposals were considered. **Draft #1 proposed** that “cost share” would increase 10% per year; **draft #2 proposed** that “cost share” would increase at 18% in 2011, 18% in 2012, and 19% in 2013; **draft #3 proposed** an *additional* fee (“cost share” plus this additional fee) based upon 2007/2008 total gross receipts of each library; **draft #4 proposed** an *additional* fee based upon holds picked up at each library; and **draft #5 proposed** an *additional* fee based upon holds picked up at each library plus a gross receipts tax. Discussion at the CCLD Executive Committee concentrated on the merits of draft #1 and draft #2, though the concept of a gross receipts tax was discussed in general terms. Reductions in state funding for library systems was identified as the primary reason for the proposals, and Mr. Smith remarked that STLS would welcome assistance by member libraries in the legislative process that results in State Aid. Mr. Sleeth said that a majority of those in attendance at these STLS meetings were library staff, rather than board members of member libraries. He asked the Committee how they would like him to proceed at the next meeting, scheduled for the Dormann Library in Bath at 10am on November 16<sup>th</sup>. One Committee member suggested a strong objection to the proposals, and Mr. Smith said he would see if he could adjust his schedule in order to attend the November 16<sup>th</sup> meeting.

- **STLS bus tour, November 10<sup>th</sup>.** Mr. Sleeth handed out the STLS flyer on this opportunity to visit and learn from STLS libraries.
- **Steele Library green roof update.** Mr. Sleeth stated that the final engineering report, prepared and stamped by Fagan Engineers, has been forwarded to Scott Rodabaugh of the New York State Department of Environmental Conservation for his review and approval, prior to its being submitted to the New York State Environmental Facilities Corporation. Mr. Sleeth also reported that he has requested that Jamie Gensel of Fagan Engineers complete a proposal to supervise the green roof project at Steele.
- **Unpaid bills detail dated November 3, 2009.** Jan Kather moved, seconded by Marleah Denkenberger, to approve payment of the unpaid bills as submitted in writing. Ms. Santulli noted payment for two programs – the Traveling Lantern Theater and Bright Star ProductionZ – were included in the list of unpaid bills. Motion carried.

The meeting adjourned at 8:20pm. The next meeting of the Executive Committee of the Chemung County Library District is scheduled to be held on December 2<sup>nd</sup>, 2009 at 7pm in the Petrie Conference Room of the Steele Memorial Library.



November 12, 2009

Mr. James Sleeth,  
Chemung County Library District  
101 East Church Street  
Elmira, NY 14901

RE: Engineering Services Proposal  
Steele Memorial Library Green Roof Retrofit

Dear Jim:

This proposal is for the engineering services for the Steele Memorial Green Roof - Green Innovation Grant project. We have put together a well-qualified Project Team consisting of:

Project Lead – Fagan Engineers  
Structural Engineer – LDK Engineering  
Architect – Foor & Associates  
Plumbing Engineer – DPC Engineering

We have developed the following proposal based on the project requirements:

### **SCOPE OF SERVICES**

Fagan Engineers (FE) is pleased to provide the following scope of services:

#### **Engineering Design:**

1. Grant Development – Fagan Engineers developed the grant application and coordinated with the NYS Environmental Facilities Corporation (EFC) to obtain the Green Innovation Grant. FE will prepare all required documentation including schedules, engineering reports and obtaining required documentation to satisfy the requirements of the Funding Agency.
2. SEQR Coordination – Fagan Engineers provided coordination with the SEQR resolutions as required by EFC during the funding process. This included coordinating with the NYS OPRHP.
3. Existing Conditions Survey - Fagan Engineers reviewed the existing building plans and developed an updated existing conditions survey to be utilized as the base mapping for the proposed green roof retrofit.

4. Structural Analysis - LDK performed structural analyses to determine the feasibility of installing a green roof system. LDK/FE went through multiple design iterations to determine the green roof system that can be utilized and still limit structural reinforcement that would disturb normal Library operations.
5. Final Design Plans – The Project Team will develop project drawings including architectural, plumbing and structural as required to construct the proposed green roof. A secondary drainage system will also be designed as required in the structural analysis.
6. Contract Documents - Fagan Engineers will develop bid documents in accordance with the Library District and EFC requirements.

**Construction Administration:**

1. Bidding Assistance – Fagan Engineers will assist the Library District during the bid process insuring that all of the requirements of the Funding Agency are met. Fagan Engineers will answer all Bidders' Request for Information (RFIs). Fagan Engineers will review all project bids, review Contractor's qualifications and provide recommendations on the bid award to the District.
2. Clerk-of-the-Works – Fagan Engineers will provide construction management during the Project including construction inspection, review of project submittals, MBE/WBE compliance, pay application review and project closeout. Fagan Engineers will also coordinate with the Funding Agency to insure all of their requirements are met.

**FEES**

Fagan Engineers proposes to proceed on a lump sum basis as follows:

Engineering Design	\$ 58,568.00
Construction Administration	<u>\$ 43,926.00</u>
Total:	\$102,494.00

Invoices will be submitted at major milestones and will be due and payable within 30 calendar days of their submission to you. Any invoice remaining unpaid beyond 30 days will accrue interest at the rate of 1½% compounded monthly on the unpaid balance.

**ADDITIONAL SERVICES NOT INCLUDED**

Any work mutually agreed upon beyond the Scope of Services defined in this proposal would be deemed "Extra Work".

**SCHEDULE**

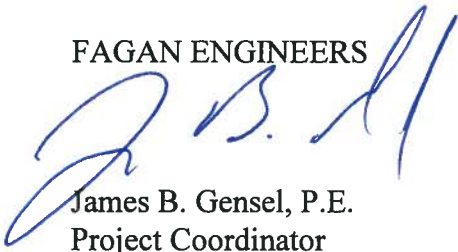
Fagan Engineers will complete the services outlined herein on an expedited schedule.

\*\*\*\*\*

Should this proposal for engineering services be acceptable, please sign the acceptance section below which will constitute an agreement between us. Please return one executed copy for our files. Thank you for the opportunity to submit this proposal, and we look forward to working with you on this project.

Sincerely,

FAGAN ENGINEERS



James B. Gensel, P.E.  
Project Coordinator

**AGREEMENT ACCEPTANCE SECTION**

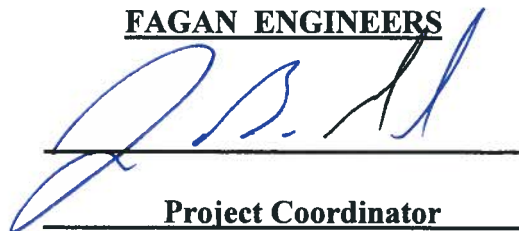
**CHEMUNG COUNTY LIBRARY DISTRICT**

ACCEPTED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**FAGAN ENGINEERS**



\_\_\_\_\_

**Project Coordinator**

**November 12, 2009**



**Library cards.** Everyone who comes to the library qualifies to receive a library card. ~~\_, and each individual who charges library material must have and use his or her own library card. As a general rule, patrons should be expected to present their library card whenever they take out materials.~~ 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. 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.

<i>Material</i>	<i>Loan period</i>	<i>Limits</i>	<i>Renewals</i>	<i>Overdue fine</i>
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 days	5 items	None	\$1 / day
Magazines	7 days	None	Twice	\$.15 / day
Music CDs	14 days	None	Twice	\$.15 / day
CD-ROMs	28 days	None	Twice	\$1 / day
Rentals	\$1 / week	None	Twice	\$.25 / day
Audio books	14 days	None	Twice	\$.15 / day
Discovery Packs	14 days	1 per family	Twice	\$1 / day

***Notices, lost 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. Patrons will be billed the replacement cost for lost library materials according to the replacement cost table integral to this policy statement. Fees charged by the collection agency will be applied to the patron account. 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. **These policies were again reviewed by a new ad hoc Policies & Bylaws Committee in October 2009 for consideration at the November 19th, 2009 regular meeting of the CCLD board of trustees.** 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. **The following replacement cost table will be updated for consideration at the November 19th, 2009 meeting.**

<b>Replacement Cost Table</b>	
<b>Description</b>	<b>Replacement Cost</b>
Adult Paperback Fiction Book	\$13.00
Adult Paperback NonFiction	\$20.00
Adult Fiction Book	\$25.00
Adult NonFiction Book	\$45.00
Audiobook on Cassette	\$75.00
Audiobook on Compact Disc	\$75.00
Braille	\$20.00
Educational Video	\$40.00
Holiday Book - Juvenile	\$20.00
Inter-library loan book	\$45.00
Juvenile Fiction Book	\$20.00
Juvenile NonFiction Book	\$25.00
Juvenile Paperback Book	\$8.00
Juvenile Reference Book	\$75.00
Large Type Book	\$25.00
Magazine	\$3.00
Microform	\$25.00
Book and Cassette or CD Set	\$20.00
Music on Cassette	\$15.00
Music 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
Toy, Puzzle, Game	\$20.00
Video or DVD	\$25.00
Discovery Packs	\$150.00
Books Plus Kits	\$500 per books plus subject

