



The Chemung County Library District, with neighborhood libraries in Big Flats, the Bookmobile, Elmira, Horseheads, Van Etten, West Elmira, and on the web at www.cclid.lib.ny.us

Agenda

The May 2009 meeting of the Board of Trustees of the Chemung County Library District will be held on **Thursday, May 21st, 2009 7pm at 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. Approval of minutes (document #2009-32)
4. Treasurer's report
 - a) Financial report (document #2009-33)
 - b) Report of unpaid Bills Detail (document #2009-34)
6. Correspondence
7. President's report
 - a) Board retreat update
8. Director's report
 - a) Personnel activities since the April 2009 meeting of the Library Board (document #2009-35)
9. Committee reports:
 - a) Executive Committee (Smith)
 - 1) Report of the Committee meeting (document #2009-36)
 - b) Budget & Finance Committee
 - 1) Report of the Committee meeting (document #2009-37)
 - 2) 2010 Budget Timeline (document #2009-38)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document #2009-39)
10. Old business
 - a) Consideration of a Memorandum of Agreement between CCLD and Management staff (document available in the CCLD Business Office)
11. New business
 - a) Proposed CCLD Marketing Plan (document #2009-40)
12. Period for public expression
13. Adjournment

The next meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, June 18th, 2009 at the Van Etten Library, 83 Main Street, Van Etten.

*Minutes of the April 2009 meeting of the Chemung County Library District Board of Trustees.
Document #2009-32*

Minutes of the April 2009 meeting of the Chemung County Library District Board of Trustees. The April meeting was held on Thursday, April 16, 2009 at 7:00pm at the West Elmira Library. The meeting was called to order by President Allen (Denny) Smith. Present were Marleah Denkenberger, Robin Fitzgerald, Gloria Reynolds, Judy Sell, Susan Cook, Mary Beth Conwell, Jan Kather, Karl Schwesinger, Sandra DiCinti, and Jessica Roberts. Excused were Tina Hager and Andrea Ogunwumi. Absent was Jason Harmon. Also present was Jim Sleeth, Library District Director. Representing the auditing firm of Mengel Metzger Barr was Kathy Stickler. Representing the Public Library Foundation of Chemung County was Maureen Ferrell. Members of the public present for a portion of the meeting were Margo Picou, Gloria Raven, Johanna Raven, Victoria Raven, and Jeremiah Raven.

Minutes. Mary Beth Conwell moved and Georgia Reynolds seconded approval of the minutes of the March 2009 meeting (document 2009-24) as presented. Motion carried.

Financial Report. Robin Fitzgerald moved and Jan Kather seconded approval of the March 2009 financial report (document 2009-25), the March 30th, 2009 Unpaid Bills Detail and the April 8th, 2009 Unpaid Bills Detail (document 2009-26) as presented. Motion carried.

Correspondence. Mr. Sleeth commented that a report in the LegislativeGazette.com indicated that New York State aid to libraries and library systems had been reduced by 8% in the recently passed state budget.

President's report. Mr. Smith introduced the CCLD auditor, Kathy Stickler, from the accounting firm of Mengel Metzger Barr who presented the firm's audit of 2008 accounts. Ms. Stickler first passed out copies of the audit report, then began her presentation by summarizing the report as a "clean opinion with no exceptions." She moved on to discuss and answer questions regarding the balance sheet, the schedule of expenses, and statement of cash flow. Mr. Smith thanked Ms. Stickler for her work and she excused herself from the balance of the board meeting.

Mr. Smith reported that the upcoming board retreat was scheduled for Saturday, May 30th and the he and the facilitator, Mr. Al Vanette, had scheduled a meeting with Mr. Sleeth to review the board surveys and make additional plans for the activity. He encouraged attendance by all CCLD board members.

Mr. Smith reported that, as a follow-up to the March meeting where representation on the STLS Director's Advisory Committee was discussed, he met with Sherry Collins and Martin Green of Southern Tier. Mr. Smith reported that he gave additional input to these STLS representatives regarding the soon to be formed Director's Advisory Committee.

Mr. Smith reported that he hoped to bring to the CCLD board a nomination to represent the sole remaining position – the 14th District representative – to an upcoming meeting of the board.

Executive Committee. Mr. Smith commented on several of the items included in the Committee report (document 2009-28):

Commenting on the soon to be mailed “Friends of the Bookmobile” direct mail fund raiser, Mr. Smith politely encouraged CCLD board members to contribute to the fund drive for a new CCLD Bookmobile. Mr. Sleeth commented that the Friends of the Steele Memorial Library had approved the Library District’s request for use of their mailing list for the direct mail fund drive.

Mr. Smith, addressing Ms. Ferrell representing the Public Library Foundation, expressed gratitude for the Foundation’s \$10,000 commitment to assist in the funding of a new Bookmobile.

Mr. Sleeth updated the board on the changes in the performance appraisal process mutually agreed to by CCLD staff and management. He said the revised process was more team oriented, with teams being comprised of individuals from neighborhood libraries and departments of the Steele Memorial Library. He said accomplishments of these teams would be reported to the CCLD board in the annual reports.

Mr. Smith and Mr. Sleeth reviewed the discussion of security issues at the Steele Library.

Budget & Finance Committee. Ms. Fitzgerald briefly reviewed the Committee report (document 2009-29).

Buildings & Grounds Committee. (document 2009-30) Mr. Schwesinger reviewed the problems regarding water and sewage at the Big Flats Library and reported that he expected Elmira Structures would begin working on a solution within a week. He also mentioned that it appeared that a green roof design at the Steele Library would require additional supports. Mr. Schwesinger then suggested the formation of a new committee – a committee that might be called the Strategic Plan Building Committee – on facilities, stating that the Building & Grounds Committee was better equipped to work on specific building issues. He volunteered to be part of such a committee but expressed a desire to have another CCLD board member chair the proposed committee. Mr. Smith supported the formation of such a committee and suggested that new board members might consider it a challenge to chair the proposed committee, though no appointments were made.

Personnel Committee. Ms. Conwell reported that she attended a marketing for libraries meeting at the Bath Library, and handed over a folder summarizing its contents to Ms. Reynolds, chair of the planning committee on CCLD marketing.

Ms. Conwell reported for the Committee was merely tweaking the director’s evaluation process, having concluded that the existing method was basically sound. Ms. Fitzgerald, for the Budget & Finance Committee, requested that the annual evaluation of the director be complete in time for inclusion of salary figures in the 2010 Library District budget. Mr. Smith suggested that this meant that evaluation forms should be available at the May CCLD board meeting, to give adequate time for the evaluation in advance of budget preparation.

Ms. Fitzgerald, in her role as a member of the Steele Memorial Library Foundation, repeated her request for the names of individuals who might be considered for the Steele Memorial Library Foundation. She said the Foundation meets quarterly to review the performance of the fund under the management of an investment firm.

Marketing Committee. Ms. Reynolds reported that an agreement on a new logo, stationary, and various other items as designed by Marc Rubin Associates was reaching fruition. Committee discussion centered not around the design, which was well received, but on the cost of various products for the Library District.

Old Business.

New Business.

Mr. Schwesinger moved, seconded by Ms. Reynolds to declare the items listed in the CCLD board packet (document 2009-31) as junk and surplus, freeing the Library District to discard or sell the items. Motion carried.

Mr. Smith distributed a CCLD Management proposed Memorandum of Understanding between CCLD and CCLD Management personnel, namely the Administrative Assistant and the Library Director. Discussion ensued. Mr. Smith read from an opinion from CCLD attorney James Young which stated "I have reviewed the proposed Memorandum of Agreement between the CCLD Board of Trustees and the CCLD Management. There are no legal issues regarding the agreement. The issue as to the amount of compensation is properly left to the Board and unless the Board has specific questions or disagreements with what's in there, I don't see any reason that this can't be approved." Ms. Fitzgerald suggested that the CCLD board be given a month to review the proposal, with action planned at the May 2009 meeting.

Public Expression.

Ms. Gloria Raven addressed the CCLD board regarding "preserving the name and reputation" of the Steele Memorial Library's founders. Mr. Smith assured Ms. Raven that her concerns would be discussed in light of Library District policy.

The meeting was adjourned at 8:45pm. The next regular meeting of the board will be held on **Thursday, May 21st, 2009 at 7pm at the Steele Memorial Library.**

CHEMUNG COUNTY LIBRARY DISTRICT
Financial Report - APRIL 30, 2009

(DOCUMENT #2009-33)

Account	2009 Annual Budget	Received to date	Balance remaining	Percentage Received	Percentage through year
Income					
Library Fines, Fees & Contributions	\$ 108,300	\$ 33,123	\$ 75,177	31%	
Grants (other than N.Y.S.)	20,000	7,230	12,770	36%	
New Bookmobile fund	0	500			
Foundation Contributions	160,000	10,372	149,628	6%	
Library District Tax Receipts	2,336,605	2,336,605	0	100%	
Interest on Investments	50,000	3,732	46,268	7%	
State Aid					
Central Library Development	105,000		105,000	0%	
Central Book Aid	71,500		71,500	0%	
Local Library Services Aid	41,700		41,700	0%	
Other State Aid	134,162	123,002	11,160	92%	
TOTAL INCOME	\$ 3,027,267	\$ 2,514,564	\$ 513,203	83%	33%

Account	Annual Budget	Expended to date	Balance remaining	Percentage Expended	Percentage through year
Expense					
Personnel					
Salaries	\$ 1,218,644	\$ 357,997	\$ 860,647	29%	
Sunday & Holiday Salaries	58,317	20,675	37,642	35%	
Employee Benefits	550,602	158,057	392,545	29%	
Subtotal - Personnel Expenses	1,827,563	536,729	1,290,834	29%	
Contractual					
Equipment	34,140	4,681	29,459	14%	
Telephone	11,200	3,545	7,655	32%	
Supplies	35,100	16,197	18,903	46%	
Travel & Continuing Education	21,565	3,016	18,549	14%	
Repairs & Maintenance	32,780	17,728	15,052	54%	
Postage	9,400	973	8,427	10%	
Education - Tuition Assistance	3,850	0	3,850	0%	
Library Materials (books, video, etc.)	302,000	98,045	203,955	32%	
Utilities	96,350	14,314	82,036	15%	
Building Cleaning Supplies	7,000	2,369	4,631	34%	
Fuel, Gas & Oil	4,200	538	3,662	13%	
Insurance	32,266	4,852	27,414	15%	
Rent	5,150	2,083	3,067	40%	
Vehicle Operation / Lease	5,000	1,113	3,887	22%	
Professional Fees (audit, engineer/legal fees)	90,050	18,901	71,149	21%	
Data Processing Expenses	44,767	10,995	33,772	25%	
Payment of Taxes	4,845	2,077	2,768	43%	
Library Programming	20,300	6,202	14,098	31%	
Chemung County costs (B&G, vision)	20,549	34	20,515	0%	
Capital Improvements	308,414	86,659	221,755	28%	
Contingency Fund	59,994	0	59,994	0%	
Debt Service	63,148	15,787	47,361	25%	
TOTAL EXPENSE	\$ 3,039,631	\$ 846,838	\$ 2,192,793	28%	33%

****NOTES TO FINANCIAL REPORT**

INCOME

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

The State Construction funds include final payments for 06/07 projects plus funding for the 2008/09 projects.

EXPENSE

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

Capital Improvement includes payments for the exterior doors at Steele & the roof/ADA doors at the Big Flats & West Elmira Libraries

Unpaid Bills Detail

As of May 13, 2009

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Acme Pest Control, Inc.			
	05/13/2009	Pest Control @ Steele-May 09	25.00
Total Acme Pest Control, Inc.			<u>25.00</u>
Alliance Entertainment Corp.			
	05/13/2009	purchases for HFL	27.50
Total Alliance Entertainment Corp.			<u>27.50</u>
Amazon Credit Plan			
	05/13/2009	purchases - all libraries	1,233.32
Total Amazon Credit Plan			<u>1,233.32</u>
AT&T			
	05/13/2009	long dist chg-SML-March	5.18
Total AT&T			<u>5.18</u>
Barnes & Noble, Inc.			
	05/13/2009	HFL purchase	43.18
Total Barnes & Noble, Inc.			<u>43.18</u>
Blackbourn Media Packaging			
	05/13/2009	AV supplies for Steele	178.30
Total Blackbourn Media Packaging			<u>178.30</u>
Center Point Large Print			
	05/13/2009	ST/BKM large print	551.76
Total Center Point Large Print			<u>551.76</u>
Chemung County Buildings & Grounds Dept.			
	05/13/2009	Utility & Bldg Maint. chg- FINAL 1st Qtr 2009	14,912.70
Total Chemung County Buildings & Grounds Dept.			<u>14,912.70</u>
Crucial Technology			
	05/13/2009	Purchase of hard drive-Steele	27.98
Total Crucial Technology			<u>27.98</u>
Demco, Inc.			
	05/13/2009	supplies all libraries	904.95
Total Demco, Inc.			<u>904.95</u>
Dianne Patchett			
	05/13/2009	BKM program supply	45.12
Total Dianne Patchett			<u>45.12</u>
E.J. Cottrell Library			
	05/13/2009	Money collected at Steele for Atlanta Library	25.00
Total E.J. Cottrell Library			<u>25.00</u>
Elmira Water Board			
	05/13/2009	Water bills-WE	27.36
Total Elmira Water Board			<u>27.36</u>
Fire Alarm Service Technology, Inc.			

Unpaid Bills Detail

As of May 13, 2009

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
	05/13/2009	battery repl/fire alarm monitoring-Steele	430.00
Total Fire Alarm Service Technology, Inc.			430.00
First Transit			
	05/13/2009	Bookmobile fuel/repairs-April	252.93
Total First Transit			252.93
Gaylord Bros, Inc.			
	05/13/2009	Laminate supply-all libraries	154.69
Total Gaylord Bros, Inc.			154.69
Gressco LTD.			
	05/13/2009	DVD security cases for ST	1,809.36
Total Gressco LTD.			1,809.36
Highsmith, Inc.			
	05/13/2009	BF programming	91.52
Total Highsmith, Inc.			91.52
Horwitz Supply Company			
	05/13/2009	new vacuum HFL/ST plus paper supply	2,337.63
Total Horwitz Supply Company			2,337.63
Idearc Media Corp.			
	05/13/2009	Phone book ad-monthly fee/09 directories	86.66
Total Idearc Media Corp.			86.66
J & D Cappy's Ltd.			
	05/13/2009	newspapers for ST -April	138.00
Total J & D Cappy's Ltd.			138.00
Janet Ackerman			
	05/13/2009	Mileage reimbursement 5/7 workshop	137.83
Total Janet Ackerman			137.83
Kipp Brothers			
	05/13/2009	Progam supplies-BF	145.50
Total Kipp Brothers			145.50
Library Interiors, Inc.			
	05/13/2009	Big Cozy Book furniture for ST children's area	6,847.80
Total Library Interiors, Inc.			6,847.80
Logic Computer Products			
	05/13/2009	Printer supply-ST/BF	291.98
Total Logic Computer Products			291.98
Mengel Metzger & Barr			
	05/13/2009	2008 audit	7,000.00
Total Mengel Metzger & Barr			7,000.00
Michelle Barrett			
	05/13/2009	mileage reimbursement 5/7 wkshop	32.95

Unpaid Bills Detail

As of May 13, 2009

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Michelle Barrett			32.95
Oriental Trading Company, Inc.			
	05/13/2009	programming supplies-HFL	265.49
Total Oriental Trading Company, Inc.			265.49
Prattsburgh Library			
	05/13/2009	Prattsburg \$ collected at Steele	15.00
Total Prattsburgh Library			15.00
Purchase Power			
	05/13/2009	postage all libraries	2,304.22
Total Purchase Power			2,304.22
RadioShack Corporation			
	05/13/2009	adapter/scan disk	21.58
Total RadioShack Corporation			21.58
Random House, Inc.			
	05/13/2009	AV purchases-ST	586.65
Total Random House, Inc.			586.65
Rushford Free Library			
	05/13/2009	Payment for Lost item	25.00
Total Rushford Free Library			25.00
Sebco Books			
	05/13/2009	HFL Juvenile Materials	813.91
Total Sebco Books			813.91
SKJ Facilities Management, Inc.			
	05/13/2009	HFL Janitor services -April 09	480.00
Total SKJ Facilities Management, Inc.			480.00
South Central Regional Library Council			
	05/13/2009	Workshop registration-ST	60.00
Total South Central Regional Library Council			60.00
Southeast Steuben County Library			
	05/13/2009	fees collected at Steele belonging to Corning Libra	46.00
Total Southeast Steuben County Library			46.00
Southern Tier Chem-Dry			
	05/13/2009	carpet/upholstery cleaning at WE	350.00
Total Southern Tier Chem-Dry			350.00
Southern Tier Library System			
	05/13/2009	Label supply/processing fees-all libraries	1,390.01
Total Southern Tier Library System			1,390.01
Staples Business Advantage			
	05/13/2009	office supplies-all libraries	270.98
Total Staples Business Advantage			270.98

Unpaid Bills Detail

As of May 13, 2009

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Sunset Printers			
	05/13/2009	BKM Letter/envelope supply	390.81
Total Sunset Printers			<u>390.81</u>
Swift Office Equipment, Inc.			
	05/13/2009	Repair of HFL copier	277.78
Total Swift Office Equipment, Inc.			<u>277.78</u>
The Conservationist			
	05/13/2009	annual subscription-ST	21.00
Total The Conservationist			<u>21.00</u>
U. S. Postal Service			
	05/13/2009	Summer Newsletter mailing	914.81
Total U. S. Postal Service			<u>914.81</u>
Unique Management Services, Inc.			
	05/13/2009	Collection fees March	530.81
Total Unique Management Services, Inc.			<u>530.81</u>
Upstart			
	05/13/2009	BF program supply	15.01
Total Upstart			<u>15.01</u>
Verizon			
	05/13/2009	phone service-ST/WE	516.87
Total Verizon			<u>516.87</u>
Weston Wood Studios			
	05/13/2009	Library materials-BKM	341.80
Total Weston Wood Studios			<u>341.80</u>
			<u><u>47,401.93</u></u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of May 5, 2009

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Audio Adventures				
	Bill	05/04/2009	Steele AV purchases	89.10
Total Audio Adventures				<u>89.10</u>
BBC Audiobooks America				
	Bill	05/04/2009	Audio purchases for Steele	300.80
Total BBC Audiobooks America				<u>300.80</u>
Brian P. Harris				
	Bill	05/04/2009	mileage reimb 2/18-4/8	81.40
Total Brian P. Harris				<u>81.40</u>
Bureau of Education & Research				
	Bill	05/04/2009	All libraries - staff attending 5/7/09 workshop	1,134.00
Total Bureau of Education & Research				<u>1,134.00</u>
CDW Government, Inc.				
	Bill	05/04/2009	VPN server-all libraries	1,138.00
Total CDW Government, Inc.				<u>1,138.00</u>
Chemung Canal Trust Company				
	Bill	05/04/2009	misc credit card purchases-April	112.20
Total Chemung Canal Trust Company				<u>112.20</u>
Chemung County Library District				
	Bill	05/04/2009	Petty Cash reimbursement - BF/HFL/WE	390.88
Total Chemung County Library District				<u>390.88</u>
Chris Corter				
	Bill	05/04/2009	Reimbursement-purchases made with Friends func	711.95
Total Chris Corter				<u>711.95</u>
Dawn Austin				
	Bill	05/04/2009	mileage reimb - 9/19/08-1/29/09	35.75
Total Dawn Austin				<u>35.75</u>
Deborah L. Brimmer				
	Bill	05/04/2009	Mileage reimb - April 09 + supply purchase	105.74
Total Deborah L. Brimmer				<u>105.74</u>
Dianne Patchett				
	Bill	05/04/2009	New vacuum for BKM	76.32
Total Dianne Patchett				<u>76.32</u>
Elizabeth Zell				
	Bill	05/04/2009	Reimb-Books Plus purchase-HFL + mileage reimb	68.99
Total Elizabeth Zell				<u>68.99</u>
Elmira City Chamberlain				
	Bill	05/04/2009	Downtown Development taxes	2,422.08
Total Elmira City Chamberlain				<u>2,422.08</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of May 5, 2009

Document #2009-34

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Glenice Molter				
	Bill	05/04/2009	Mileage reimb-4/16 workshop	144.12
Total Glenice Molter				<u>144.12</u>
Horseheads Do It Center				
	Bill	05/04/2009	HFL - supplies	76.66
Total Horseheads Do It Center				<u>76.66</u>
Ingram Library Services				
	Bill	05/05/2009	Library materials- April	8,596.51
Total Ingram Library Services				<u>8,596.51</u>
J & D Cappy's Ltd.				
	Bill	05/04/2009	newspapers for ST -March	133.00
Total J & D Cappy's Ltd.				<u>133.00</u>
Jennifer H. Bailey				
	Bill	05/04/2009	Patron refund	8.00
Total Jennifer H. Bailey				<u>8.00</u>
Kimbo Educational				
	Bill	05/04/2009	ST-AV purchase	283.70
Total Kimbo Educational				<u>283.70</u>
Kirkus Reviews				
	Bill	05/04/2009	annual subscription - ST/WE/BF	705.00
Total Kirkus Reviews				<u>705.00</u>
MidWest Tape				
	Bill	05/04/2009	DVD/Audio purchases- Steele/HFL/W.E.	5,158.48
Total MidWest Tape				<u>5,158.48</u>
Owen Frank				
	Bill	05/04/2009	Reimb - Wii purchase for use in all libraries	894.11
Total Owen Frank				<u>894.11</u>
Paula Kelly				
	Bill	05/04/2009	patron refund	26.00
Total Paula Kelly				<u>26.00</u>
Perry & Carroll, Inc.				
	Bill	05/04/2009	Insurance policies-2nd installment	5,804.00
Total Perry & Carroll, Inc.				<u>5,804.00</u>
Pitney Bowes				
	Bill	05/04/2009	mail machine lease-2nd qtr 09	615.00
Total Pitney Bowes				<u>615.00</u>
Postal Products Unlimited, Inc.				
	Bill	05/04/2009	Easy Tack Boards-all libraries	343.60
				<u>343.60</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of May 5, 2009

Document #2009-34

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Postal Products Unlimited, Inc.				343.60
RadioShack Corporation				
Bill		05/04/2009	New phone ST Juv	91.19
Total RadioShack Corporation				<u>91.19</u>
Recorded Books				
Bill		05/04/2009	Steele purchases	510.80
Total Recorded Books				<u>510.80</u>
Rick Edwards				
Bill		05/04/2009	ST adult program 4/16	100.00
Total Rick Edwards				<u>100.00</u>
Rose Woodard				
Bill		05/04/2009	Reimb for Programming/DVD purchases	243.06
Total Rose Woodard				<u>243.06</u>
Sheesleys Sewer Service				
Bill		05/04/2009	Pump dry well at BF-2nd time	228.00
Total Sheesleys Sewer Service				<u>228.00</u>
Staples Credit Plan				
Bill		05/04/2009	Office supplies BF/HFL/WE	488.12
Total Staples Credit Plan				<u>488.12</u>
The Leader				
Bill		05/04/2009	HFL subscription	195.50
Total The Leader				<u>195.50</u>
Thomson Gale				
Bill		05/04/2009	ST fiction purchase	621.29
Total Thomson Gale				<u>621.29</u>
Time Warner Cable				
Bill		05/04/2009	VPN service-all libraries-May	200.00
Total Time Warner Cable				<u>200.00</u>
Unique Management Services, Inc.				
Bill		05/04/2009	Collection fees March-all libraries	898.16
Total Unique Management Services, Inc.				<u>898.16</u>
Verizon				
Bill		05/04/2009	phone service-HFL/BF	194.89
Total Verizon				<u>194.89</u>
Verizon Wireless				
Bill		05/04/2009	BKM/IT Dept cellular service-April	156.52
Total Verizon Wireless				<u>156.52</u>
TOTAL				<u><u>33,382.92</u></u>

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of May 5, 2009

Document #2009-34

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
ABC-CLIO, Inc.				
	Bill	05/04/2009	Reference material	340.15
Total ABC-CLIO, Inc.				<u>340.15</u>
Amazon Credit Plan				
	Bill	05/04/2009	NonFiction book purchase	31.30
Total Amazon Credit Plan				<u>31.30</u>
Baker & Taylor Books				
	Bill	05/04/2009	Reference materials	306.24
Total Baker & Taylor Books				<u>306.24</u>
Grey House Publishing				
	Bill	05/04/2009	Reference Material	136.00
Total Grey House Publishing				<u>136.00</u>
Ingram Library Services				
	Bill	05/05/2009	Non-Fiction book purchases-April	2,628.32
Total Ingram Library Services				<u>2,628.32</u>
Thomson Gale				
	Bill	05/04/2009	Reference Material	310.00
Total Thomson Gale				<u>310.00</u>
TOTAL				<u><u>3,752.01</u></u>

Document #2009-35

Memo

To: Board of Trustees

From: Jim Sleeth, Library Director

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

Date: May 14, 2009

On Wednesday, April 15th, 2009 a Youth Services Librarian was terminated within the probation period. According to the CCLD / CSEA agreement recently approved by both parties, Section 3.06 reads as follows:

“Probationary Period. The probationary term for all permanent appointments shall be administered consistent with Civil Service laws and rules of the Chemung County/City of Elmira Regional Civil Service Commission. New employees on a probationary term shall be subject to demotion/suspension and other discipline or discharge at the sole discretion of the Employer, but will otherwise be covered by this Agreement.”

Recruitment of a Youth Services Librarian began immediately. Working with the Regional Civil Service Commission office, we requested a new Certificate of Eligibles candidates to be considered for this professional position at the Steele Library. However, when the new Certificate of Eligibles arrived, it contained just two names. After consultation with the Civil Service office, we determined that the Library District could recruit openly for the position. It was also understood that any candidate possessing the required skills and experience could only be appointed as a “provisional” employee, subject to Civil Service testing policy and procedures. The position description announcement was advertised through several “listserv’s” and brought interest from approximately 25 individuals, most of whom possessed an ALA accredited master’s degree in library science. Requests for references were made and received. Follow-up phone calls to references were also made, and one candidate was invited to the Library District for an interview. This individual, Caroline Poppendeck, proved to be all that her references said she was, and the position was offered. Ms. Poppendeck accepted the offer and began her CCLD employment on May 11th, 2009. Appropriate paperwork has been submitted to the Regional Civil Service Commission.

Recruiting two part-time Library Pages at the Steele Memorial Library yielded two new employees: Nicole Hann and Carrie Ferreira. Nicole began her CCLD employment on April 21st, 2009 and Carrie began her second stint as a library employee on April 28th, 2009.

On April 22nd, 2009 Library Clerk Nancy Bird submitted her resignation from the Steele Library, effective June 25th. Working with the Regional Civil Service Commission, we received a Certificate of Eligibles to be considered for employment. One individual, Pamela Lee, was selected for appointment. She will begin her second stint at a library employee on May 18th, 2009. Interestingly, Pam’s first years of employment at the Steele Library led to her appointment to the staff of the Southern Tier Library System, and skills and experience gained in Southern Tier led to her consideration for the full time position to which she has now been appointed.

Document #2009-36

Report of the May 6th, 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 May 6th, 2009 beginning at 7pm. The following members of the Executive Committee were present: Allen C. Smith, Jan Kather, Robin Fitzgerald, and Sue Cook. Also present were Joan Santulli, Administrative Assistant, and Jim Sleeth, Library Director.

The following topics were discussed:

- Bookmobile update. Mr. Sleeth summarized the fund raising progress being made. The Tripp Foundation has granted \$5,000, as requested, the Friends of the Steele Memorial Library granted \$20,000, and the Public Library Foundation has committed itself to providing \$10,000 in funding. Added to that are contributions now arriving due to a fund raising letter sent to the membership of the Friends of the Steele Memorial Library. The Anderson Foundation indicated that they would like further information in the form of a presentation in the Fall.

Bookmobile staff having an open house at Bragg Towers. Mr. Sleeth announced that there will be an open house at Bragg Towers on Thursday, May 13th.

Mr. Sleeth said that he and the Bookmobile staff are currently investigating whether the Library District should employ a consultant who specializes in the procurement of bookmobiles. One such firm, Specialty Vehicle Services, has given CCLD several names of libraries that has used its services, and these references are being contacted.

- Marketing Committee. Mr. Sleeth shared the proposed CCLD Marketing Plan as created by the CCLD Marketing Committee, chaired by Georgia Reynolds. Also on this committee were volunteers David Radin, Sharon Stone, Ann Cady, Lynne Rusinko, and CCLD staff members Jim Sleeth and Lynn Shepson. Mr. Sleeth briefly reviewed the background, audience segments, and marketing goals. This is another tangible result of the 2008 – 2012 Strategic Plan.
- Library budget votes. Mr. Sleeth brought to the Committee a news report of a recent vote at the Saratoga Springs Public Library, where a mere 405 people approved their \$5.1 million operating budget. He mentioned that the legislation creating the Chemung County Library District authorizes the CCLD board to choose the place and date for an election on a proposed budget. The CCLD board has always opted to have a vote on the Library District budget and trustee vacancies with the general election, insuring a greater community turnout while minimizing costs to the Library District.
- Summer schedule. Mr. Sleeth displayed the Library District's Summer 2009 schedule of public service hours. There were no changes from prior years' hours.

- Full text, archival access to local newspapers is being dropped by Newsbank but being picked up by ProQuest (at a cost of \$4,100 for the Star-Gazette). Mr. Sleeth said that one of the perils of the electronic age is losing access to important local resources when they are bought and sold by commercial vendors, as was illustrated by the Newsbank / ProQuest announcement. Owen Frank, head of reference at the Steele Library, will decide whether to subscribe to the full text, archival access, but for sure the Library will continue to subscribe to the microfilm version of the Star-Gazette.
- Youth Services Librarian. Mr. Sleeth described the process of hiring a new Youth Services Librarian. This new librarian, Caroline Poppendeck, will begin work at the Steele Library following her recent graduation from the University at Buffalo library school.
- ALTAFF. Mr. Sleeth explained the purpose of the American Library Trustees Association and that should a member of the CCLD Board wish to become active in this national library organization, the Library District should consider membership here.
- A “thank you” note expressing appreciation for the Library District’s funding for Library Lobby Day in Albany from STLS’s Sherry Collins was received. She also thanked the Public Library Foundation of Chemung County for their donation.
- \$5,000 donation from the Friends of the Horseheads Free Library to benefit the Horseheads Library. Among those items to be purchased is a new digital camera, a new rack for compact discs, a picnic table, payment for a children’s program, and other items.
- STLS Director’s Advisory Council. The first meeting of this advisory council was held at the Dormann Library in Bath on April 16th. Notes from this meeting are available upon request.
- Memorandum of Agreement between the Chemung County Library District Board of Trustees and the CCLD Management staff. This proposed agreement was reviewed in detail and will be forwarded to the May 21st meeting of the board. A letter from CCLD attorney James Young indicated “there are no legal issues concerning the agreement that should prevent adoption if the benefits are agreeable to the Library District.” Following discussion, it was also agreed that copies of the Memorandum should be made available in the Library District’s Business Office.
- Unpaid bills detail. The May 5th unpaid bills detail was reviewed and discussed. Ms. Kather moved, seconded by Ms. Fitzgerald, to approve payment of the bills as submitted.
- Communication from Ms. Gloria Raven was reviewed. It will be made available to all CCLD board members at the upcoming board meeting.

The committee adjourned at 8:35pm. The next meeting of the Executive Committee of the Chemung County Library District is scheduled to be held on June 3rd, 2009 at 7pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2009-37

Report of the May 14, 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, May 14, 2009 beginning at 8:15am. Attending the meeting were CCLD board members Robin Fitzgerald, Sue Cook, Jason Harmon, Andrea Ogunwumi, and Denny Smith. Also attending were Joan Santulli, CCLD Administrative Assistant, and Jim Sleeth, CCLD Director. The meeting opened at 8:15am.

The following topics were discussed:

- Ms. Fitzgerald and Ms. Santulli discussed the timing of CCLD investments. The second certificate of deposit matures at the end of May 2009, and a decision will then be made regarding the amount of CCLD funds to reinvest.
- Ms Santulli distributed and discussed the April 2009 Financial Report. Donations for a new Bookmobile are arriving and, in the future, will be accounted for on a separate line in the Financial Report. Mr. Sleeth reported that a total of nearly \$140,000 in commitments has been received, with several foundation requests outstanding. He and Bookmobile staff are turning their attention to specifications for a new Bookmobile.

Other income to CCLD during the month includes \$5,000 from the Friends of the Horseheads Free Library, which will be used for the benefit of the Horseheads Library. Income from the State of New York includes funding for CCLD 2008 / 09 construction projects. (Specific projects are noted in the Building & Grounds Committee report.) The Financial Report was forwarded to the CCLD board for consideration at its May 21st, 2009 meeting.

- Ms. Santulli distributed and discussed the Unpaid Bills Detail dated May 13, 2009. The report was forwarded to the CCLD board for consideration at its May 21st, 2009 meeting.
- Mr. Sleeth distributed the 2010 budget timeline. The budget timeline will be distributed to the full CCLD board as part of this Committee report. At the May 21st, 2009 meeting of the CCLD board, budget requests from standing committees will be requested, noting the June 11th deadline. Mr. Sleeth and Ms. Santulli asked that the Budget & Finance Committee issue instructions regarding the preparation of the first draft of the 2010 budget at its June 11th meeting. Mr. Sleeth observed that the goal of the Committee is to present the proposed 2010 CCLD budget to the full board for review, amendment, and approval at its August 20th, 2009 meeting, to be held at the Steele Library.

The meeting adjourned at 8:45am. The next meeting of the Budget & Finance Committee will be held on Thursday, June 11th, 2009 in the Petrie Conference Room of the Steele Memorial Library.

CHEMUNG COUNTY LIBRARY DISTRICT

2010 Budget Timeline (document 2009-38)

- June 3rd – Library administration distributes timeline & forms for input to the 2010 CCLD budget by library department heads
- June 11th – Committees to submit their budget requests to the Budget & Finance Committee to implement their projects.
- June 11th – CCLD Budget & Finance Committee issues instructions regarding the preparation of the first draft of the 2010 budget to library administration
- July 1st – Library department heads submit personnel, equipment, continuing education and building needs requests to library administration
- July 8th -- CCLD Building & Grounds Committee submits capital project plans to Library administration for inclusion in the proposed 2010 CCLD budget
- July 9th – Library administration completes the 2010 proposed payroll roster
- July 9th – CCLD Budget & Finance Committee reviews and revises the proposed 2010 budget
- August 12th – Library administration finalizes the proposed 2010 budget
- August 13th – CCLD Budget & Finance Committee reviews and revises the proposed 2010 budget
- August 20th – CCLD Budget & Finance Committee presents the Committee's proposed 2010 budget to the Library District Board of Trustees for review, amendment, and approval
- September 24th – Library administration presents the power point presentation of the 2010 proposed budget to the Library District Board of Trustees
- September 28th – Board of Elections deadline for the wording of the vote on the proposed 2010 Library District budget. (This is the same deadline for the petitions for nomination to the Board of Trustees of the Library District.)
- October 14th to the 21st – Publish a legal notice in the Star-Gazette on the wording of the proposition for the Library District's 2010 proposed budget **Place the legal notice in the Star-Gazette on Sunday, October 18th, 2009**
- October 5, 12, 19, & 26 – Library administration presents the proposed 2010 CCLD budget to the community through regular meetings in CCLD neighborhood libraries; the proposed budget is made available through the CCLD www page and contacts with the media to inform them about the budget are made
- November 3rd, 2009 – General election day in Chemung County.
- Late November – Notify the Real Property Tax Office in writing that the voters have (or have not) passed the budget and inform them of the tax revenues to be raised to support the Library District in 2010.

Vacation plans to note:

- Jim Sleeth:
- Joan Santulli:

Document #2009-39

Report of the May 13, 2009 meeting of the Buildings & Grounds Committee of the Chemung County Library District

A meeting of the Buildings & Grounds Committee of the Chemung County Library District was held on Wednesday, May 13, 2009 beginning at 3pm. Attending the meeting were Karl Schwesinger and Jan Kather. Also attending were Joan Santulli and Jim Sleeth, CCLD Management. The meeting opened at 3pm.

The following topics were discussed:

- Karl Schwesinger brought a "Fee Proposal For Renovations to CCLD libraries" from Foor & Associates in the amount of \$43,300. The proposal covers projects at the following locations: Steele Memorial Library (new interior and exterior lighting), West Elmira Library (ADA compliant rear entrance door & replace clerestory windows), Big Flats Library (ADA compliant front entrance door & replace clerestory windows), and Horseheads Library (ADA compliant front entrance and exit doors & replace clerestory windows & replace hollow metal doors). Mr. Schwesinger recommends approval of the Foor & Associates Fee Proposal, which will be submitted to the full CCLD board at its May 21st meeting.
- Big Flats Library. Karl Schwesinger reports that Elmira Structures has successfully connected the sewer line at no charge to CCLD. Staff report no problems since the line was connected. Karl is now setting up a meeting to review the connection to municipal water supply with the County Building & Grounds Department staff, the Town of Big Flats, CCLD, and Elmira Structures. Karl estimates the project costs at approximately \$5,000.
- Painting doors at West Elmira, Big Flats, and Steele Libraries. Karl reported that the painting company has been contacted to complete various painting projects.
- 2009 State construction projects. CCLD has received instructions on how to apply for 2009 New York State construction aid. The deadline for receipt of letters of intent is June 12th, 2009. Priorities and projects will be discussed at the next full CCLD board meeting.
- CCLD has received final payment from New York State for the 2006 completed projects: new roof at the Big Flats Library, new roof at the West Elmira Library, and a new HVAC chiller at the Steele Library.
- Ms. Santulli reported that the State has requested that we review and possibly expand construction projects for the Steele Library (a 2006 project), the West Elmira Library (a 2007 project), and the Horseheads Free Library (a 2007 project). These projects came in under budget and therefore there is additional State and local funding to expend on related projects within each specific library. Time is of the essence, especially for the Steele Library project.

The meeting adjourned at 3:30pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, June 10th, 2009 at 3pm in the Director's Office at the Steele Memorial Library.

CCLD MARKETING PLAN 2009-2012 (document 2009-40)

Background

In 2005, voters passed a referendum that created a new library district for the Steele Memorial, Horseheads, Big Flats, Van Etten and West Elmira libraries and the Bookmobile, by transferring \$1.6 million from the county budget. This vote empowered the CCLD to operate as its own governing body—reporting to voters themselves. With the emergence of plans for improving services and programs and for expanding the CCLD’s physical resources, the importance of community awareness and participation in the process is essential for a far-reaching and successful outcome. - *October 2007, CCLD Press Release*

Strategic plan

CCLD’s Strategic Plan for 2008-2012 identified as its first strategic initiative:

#1. Create a marketing program.

Action Plan: To ensure that all Chemung County residents are aware of the range of public library services and programs available from all neighborhood libraries, create and implement a comprehensive marketing plan for the Library District.

Audience Segments

To effectively reach all Chemung County residents, five segments were identified:

1. Voting active library users - to maintain support for the annual library vote
2. Family units (users) - to sustain and increase use of CCLD’s libraries
3. Advocates (Friends, Foundations, individuals) - to sustain political and financial support for CCLD
4. Leaders of “Underserved” - to increase library use within segments that are otherwise difficult to reach
5. Media - to carry news of CCLD in a positive manner

Action Matrix

The following grid describes five strategic marketing goals that are aligned with the awareness mandate required by the CCLD Strategic Plan. Activities need to be assigned to individuals and/or groups and project plans initiated to track progress.

Marketing Goal	Description	Owner-Implementer	Activities	Remarks
1. Strengthen CCLD Identity	Implement consistent branding among libraries to avoid confusion about CCLD	Executive Director	A. Library cards with new logo B. Consistent signage on all libraries, no longer “branches” C. Apply new graphic identity to website D. Ancillary materials (stationery, business cards, etc.)	Fundamental graphic approach has been reached; remainder activities pertain to final color definition and graphic placement on materials, bidding, and purchasing of materials.
2. Identify ways to meet the needs/expectations of patrons, staff, volunteers, hard to reach segments	Conduct market research to explore needs/expectations of various stakeholder segments and evaluate marketing effectiveness	Marketing committee sub-team	Interviews or surveys with: <ul style="list-style-type: none"> • Library patrons • CCLD website users • Volunteers/Advocates • Staff • Leaders of underserved - EDD, EOP, CAE, TTYP 	Team needs to define exactly what information we seek to learn, keeping in mind that the more complex our needs, the more complicated the design and corresponding difficulty of interpreting results.

3. Staff Development	Provide training to promote new CCLD identity and to enhance response to patrons	Ultimately Executive Director, with help	Develop and implement phone answering protocol Create a plan for giving patrons a great experience	Largely based on research results, implying that we need to find out information on how patrons are "experiencing" their visits and what we can do to make it better.
4. Promote Programs & Services	Planned communications with current & potential users	Staff	A. Continue outreach to kindergarten-age children B. Evaluate current programs C. Explore electronic communication: <ul style="list-style-type: none"> • Constant Contact for program reminders; potentially publish an emailed newsletter • Publicize events through the CCLD website. D. Continually foster new partnerships / collaborations with community organizations, e.g., schools, BOCES, FRPCV, Literacy Volunteers, civic organizations, genealogy groups.	Hone our announcements and publicity about CCLD-wide programs; ensure communication with potential users is part of every new program; encourage "system-wide" thinking on part of all CCLD employees
5. Ongoing Media Communications	Develop a steady stream of relevant and timely messages to the community	Dedicated individual	A. Clearly define and articulate CCLD's messages. B. Plan and develop stories for the media for one quarter at a time. C. Focus on development of media relations to facilitate media support	