



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.cclld.lib.ny.us

Agenda

The October 2009 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, October 15th, 2009 at 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 #2009-73)
4. Treasurer's report
 - a) Financial report (document #2009-74)
 - b) Report of unpaid Bills Detail (document #2009-75)
6. Correspondence
7. President's report
8. Director's report
 - a) Personnel activities since the August 2009 meeting of the Library Board (document #2009-76)
9. Committee reports:
 - a) Executive Committee (Smith)
 - 1) Report of the Committee meeting (document #2009-77), including "Recommendation for materials checkout policy (document #2009-78)
 - b) Budget & Finance Committee
 - 1) Report of the Committee meeting (document #2009-79)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (to be distributed at the meeting)
 - d) Personnel Committee (Conwell)
10. Old business
11. New business
12. Period for public expression
13. Adjournment

(Minutes of the September 2009 meeting of the Chemung County Library District Board of Trustees. Document #2009-73)

Minutes of the September 2009 meeting of the Chemung County Library District Board of Trustees. The September meeting was held on Thursday, September 17, 2009 at 7:00pm at the Big Flats Library. The meeting was called to order by Vice-President Marleah Denkenberger. Present were Robin Fitzgerald, Georgia Reynolds, Judy Sell, Tina Hager, Susan Cook, Mary Beth Conwell, Jan Kather, Jason Harmon, Karl Schwesinger and Jessica Roberts. Excused were Allen (Denny) Smith and Andrea Ogunwumi. Absent were Sandra Dicinti and Sylvia Force. Also present were Smitty Paulison, liaison with the Public Library Foundation of Chemung County, Jim Sleeth, the Library District Director and Joan Santulli, the Library District's Administrative Assistant.

Minutes. The minutes of the August 2009 meeting (Document #2009-66) were presented for board review. The minutes were approved as distributed by unanimous consent.

Financial Report. The August 31, 2009 Financial Report (Document #2009-67) was presented for board review. Ms. Fitzgerald noted that regarding the revenue lines, the income from "Interest on Investments" will not meet the amount budgeted and that any income expected from "State Aid" is awaiting the Governor's approval. By unanimous consent the August 31, 2009 Financial Report was approved as distributed and will be filed for audit.

Concerning the Report of Unpaid Bills (Document #2009-68). Ms. Fitzgerald noted that one invoice to Derek Chalfant, the contractor building the tables for the café area at the Steele Memorial Library, in the amount of \$11,500 was paid in-between meetings, and an invoice from Elmira Structures in the amount of \$5,627.00 for the public water installation at the Big Flats Library needs to be added to the unpaid bill listing. By unanimous consent, the board authorizes the payment of the unpaid bills dated 9/2/09, 9/8/09 and 9/9/09 as amended to include the payment to Elmira Structures.

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

- A copy of the survey being used by the Marketing Committee to determine what steps to take next to promote library programs and services.
- The first draft of the power point presentation of the 2010 Proposed Budget to be made at each library in October. Mr. Sleeth requested that board members make suggestions to improve the presentation. Ms. Cook requested that the power point be sent to Town Supervisors with a cover letter as a new way to get the Library District's budget out to the public.
- A notice regarding the retirement of Denise Holland, the current Coordinator of Literacy Volunteers in Chemung County and the appointment of a new Coordinator, Nancy Esty.

Literacy Volunteers does tutor training and matches tutors with students to improve literacy.

- A flyer advertising the Friends of the Horseheads Free Library's book sale being held this month.
- The most recent draft of the agenda for the Library District staff's Continuing Education day to be held on October 16, 2009. All the CCLD libraries will be closed that day to enable all staff members to attend. Board members were encouraged to attend any of the sessions they can, but especially at 4:00pm when staff recognition will be held.

Director's Report. None.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2009-69). Vice-President Denkenberger noted that the Committee discussed the portion of the CCLD circulation policy regarding one's use of one's own library card. Mr. Sleeth listed several reasons for the policy and following the discussion, the Committee agreed to invite the patron who registered a complaint about the policy to its October 7, 2009 meeting for continued discussion. It was stated that Broome County as well as other surrounding libraries have a policy similar to ours. These other libraries also have charges to patrons that CCLD does not have, for example paying for each book that is put on reserve.

Mr. Sleeth reported on a presentation regarding the H1N1 virus that was given to CCLD Department Heads by Bob Page, Chemung County's Health Director. The Library District will be following the Health Department's guidelines for protection of the staff and for closing any of our libraries should that be deemed necessary in the future.

The Committee discussed a report and recommendation by staff on the purchase of new print management and PC reservation software for the District. Due to the need to expedite the decision regarding this new software, the Committee approved the purchase from a company called Envisionware. Installation is expected by the end of October.

Bid results of the 2008 State Construction projects at the Steele Memorial, Big Flats and West Elmira Libraries were reported and the Committee approved the low bidders as follows: for general construction – Elmira Structures \$125,000 and for electrical construction – Micknich Electrical Systems \$16,336.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2009-70). Ms. Fitzgerald reported that the Committee reviewed an example of a simplified budget that has been created for each library and will be available to the public when Mr. Sleeth gives the presentation at each of the CCLD libraries. She also noted that the newest worksheet from the County's Real Property Tax Office shows that the proposed CCLD 2010 Budget will increase taxes by just 1.18%, less than the first estimate (1.49% was the original estimate).

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2009-71). Mr. Schwesinger reported that the clerestory windows at the Horseheads Free Library are in the process of being replaced. The roof project at that library is still incomplete with no warranty having been received by the Library District in spite of several contacts with the Contractor, Al's Construction. The Committee agreed to contact the Library District's attorney to determine future action.

Mr. Schwesinger reported that DPC Engineering, the electrical design consultant for the 2008 Construction project at the Steele Library, has requested additional compensation in the amount of \$3,000 for work beyond the scope of that which was originally indicated (Document #2009-72). The Committee supported this request and the invoice was included in the Unpaid Bill listing dated 9/9/09 that was approved by the board. Mr. Schwesinger stated that CCLD has received a report from DPC Engineering that will be useful in the future when lighting issues at the Steele Library will be addressed. Also in Document #2009-72 was a proposal from Marchuska Brothers Construction in the amount of \$1,957 to remove and replace the riser areas at the front of the Horseheads Free Library. The funding for this proposal will be paid for with a balance left in the 2007 State Construction funding for that library. Ms. Kather moved, seconded by Ms. Conwell to accept this proposal. Motion carried.

Regarding the application for a green roof at the Steele Memorial Library, Mr. Schwesinger reported that the amendment to the resolution regarding the SEQR review was approved by board members via an email vote and sent to the Environmental Facilities Corporation. He stated that while staff members from Fagan Engineering had prepared the application for this project for free, there is now a need to have a structural engineer analyze the existing roof and its support system to determine whether reinforcing will be necessary. Mr. Schwesinger submitted a proposal for structural engineering services and moved that the Library District accept the proposal in the amount of \$27,500 from LDK Engineering out of Rochester, New York with the stipulation that payments will be made on a "time and material" basis until the Library District receives final approval from New York State of the Green Roof application. The motion was seconded by Ms. Reynolds. Motion carried. Mr. Schwesinger will request a bi-weekly report from LDK Engineering on the progress they are making with this analysis.

Mr. Schwesinger reported that as of this date there has not been a solution to "Lake Minier," the large puddle of standing water that accumulates in the parking lot of the Big Flats Library after a rain.

Personnel Search Committee. Ms. Conwell stated that a great team has been developed for the Search Committee for a new Library District Director. The Committee has learned that the position is a Civil Service position that will have a Training & Experience test that will evaluate the professional level of each applicant. She reported having received 8 resumes to date. The Committee has discussed the need for an interim director and has contacted Mr. Sleeth to determine whether or not he would be available for this position. His response will be taken to the next Committee meeting for discussion. She stated that a future discussion may be needed to evaluate whether or not the Library District is in need of an Assistant Director. She welcomed any ideas that board members have concerning this matter.

Old Business. None.

New Business. Ms. Hager reported that she will be attending the STLS workshop on October 1, 2009 and invited other board members to join her.

Public Expression. Smitty Paulison, the liaison from the Public Library Foundation (PLF) was introduced to board members who hadn't yet met him. Mr. Sleeth stated that the PLF will exceed the amount in donations to the District that was listed as revenue in the 2009 Budget and that they have also promised a donation of \$10,000 for the purchase of a new Bookmobile. The library board expressed their appreciation to Mr. Paulison.

The meeting was adjourned at 8:20pm. The next regular meeting of the board will be on Thursday, October 15th, 2009 at 7pm at the Steele Memorial Library, 101 East Church Street, Elmira, New York.

CHEMUNG COUNTY LIBRARY DISTRICT
Financial Report - SEPTEMBER 30, 2009

(DOCUMENT #2009-74)

Account	2009 Annual Budget	Received to date	Balance remaining	Percentage Received	Percentage through year
Income					
Library Fines, Fees & Contributions	\$ 108,300	\$ 68,076	\$ 40,224	63%	
Grants (other than N.Y.S.)	20,000	21,770	(1,770)	109%	
New Bookmobile fund	0	72,855			
Foundation Contributions	160,000	31,206	128,794	20%	
Library District Tax Receipts	2,336,605	2,336,605	0	100%	
Interest on Investments	50,000	8,106	41,894	16%	
State Aid					
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%	
TOTAL INCOME	\$ 3,027,267	\$ 2,726,904	\$ 373,218	90%	75%

Account	Annual Budget	Expended to date	Balance remaining	Percentage Expended	Percentage through year
Expense					
Personnel					
Salaries	\$ 1,218,644	\$ 862,346	\$ 356,298	71%	
Sunday & Holiday Salaries	58,317	24,294	34,023	42%	
Employee Benefits	550,602	355,510	195,092	65%	
Subtotal - Personnel Expenses	1,827,563	1,242,150	585,413	68%	75%
Contractual					
Equipment	34,140	33,967	173	99%	
Telephone	11,200	8,025	3,175	72%	
Supplies	35,100	35,100	0	100%	
Travel & Continuing Education	21,565	14,682	6,883	68%	
Repairs & Maintenance	32,780	30,622	2,158	93%	
Postage	9,400	8,982	418	96%	
Education - Tuition Assistance	3,850	1,700	2,150	44%	
Library Materials (books, video, etc.)	302,000	225,978	76,022	75%	
Utilities	96,350	43,027	53,323	45%	
Building Cleaning Supplies	7,000	6,117	883	87%	
Fuel, Gas & Oil	4,200	1,219	2,981	29%	
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	33,143	11,624	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	143,650	164,764	47%	
Contingency Fund	59,994	9,615	50,379	16%	
Debt Service	63,148	47,361	15,787	75%	
TOTAL EXPENSE	\$ 3,039,631	\$ 2,032,378	\$ 1,007,253	67%	75%

****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 \$6,727 in Supplies, \$2,151 in Professional Fees, and \$737 in Library Programming

Unpaid Bills Detail

As of October 6, 2009

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
4imprint			
	10/06/2009	Volunteer Recog handouts	206.67
Total 4imprint			<u>206.67</u>
Affordable Library Products			
	10/06/2009	Tags for ST security system	282.00
Total Affordable Library Products			<u>282.00</u>
Blackbourn Media Packaging			
	10/06/2009	AV supplies for BF	82.46
Total Blackbourn Media Packaging			<u>82.46</u>
Center Point Large Print			
	10/06/2009	ST/BKM Fiction large print	274.98
Total Center Point Large Print			<u>274.98</u>
Crystal City Wedding & Party Center			
	10/06/2009	BF program supply	64.82
Total Crystal City Wedding & Party Center			<u>64.82</u>
Dawn Krug			
	10/06/2009	10/27 program at Steele	50.00
Total Dawn Krug			<u>50.00</u>
Dick Buchanan			
	10/06/2009	Oct 27 program at ST	50.00
Total Dick Buchanan			<u>50.00</u>
Elmira Christian Academy			
	10/06/2009	Advertisement in Sports program	50.00
Total Elmira Christian Academy			<u>50.00</u>
Endeavor Entertainment			
	10/06/2009	10/30 program at HFL	800.00
Total Endeavor Entertainment			<u>800.00</u>
First Transit			
	10/06/2009	Bookmobile fuel-Sept	474.28
Total First Transit			<u>474.28</u>
Gaylord Bros, Inc.			
	10/06/2009	supplies-all libraries	114.05
Total Gaylord Bros, Inc.			<u>114.05</u>
H. L. Treu Office Supply Corp.			
	10/06/2009	Office supply-ST	7.60
Total H. L. Treu Office Supply Corp.			<u>7.60</u>
Idearc Media Corp.			
	10/06/2009	Phone book ad-monthly fee/ phone directories	52.77
Total Idearc Media Corp.			<u>52.77</u>

Unpaid Bills Detail

As of October 6, 2009

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Jamex, Inc.			
	10/06/2009	copy card/cleaning supply for card readers	503.00
Total Jamex, Inc.			<u>503.00</u>
Jeff Boyer			
	10/06/2009	Oct 26 program at WE	400.00
Total Jeff Boyer			<u>400.00</u>
Kimbo Educational			
	10/06/2009	ST-AV purchase	124.40
Total Kimbo Educational			<u>124.40</u>
MidWest Tape			
	10/06/2009	DVD/Audio purchases- Steele/HF/WE&BKM	1,982.11
Total MidWest Tape			<u>1,982.11</u>
Mister Anderson's Company			
	10/06/2009	Programming/books-HFL	321.52
Total Mister Anderson's Company			<u>321.52</u>
New York Book			
	10/06/2009	Living History of SW New York State	45.95
Total New York Book			<u>45.95</u>
Oriental Trading Company, Inc.			
	10/06/2009	programming supplies-BF	20.95
Total Oriental Trading Company, Inc.			<u>20.95</u>
Random House, Inc.			
	10/06/2009	AV purchases-ST	1,134.40
Total Random House, Inc.			<u>1,134.40</u>
Recorded Books			
	10/06/2009	Steele purchases	248.87
Total Recorded Books			<u>248.87</u>
SKJ Facilities Management, Inc.			
	10/06/2009	HFL Janitor services -8/30-9/20	480.00
Total SKJ Facilities Management, Inc.			<u>480.00</u>
Sunset Printers			
	10/06/2009	Loan period/fine cards	301.57
Total Sunset Printers			<u>301.57</u>
Swift Office Equipment, Inc.			
	10/06/2009	Quarterly Maintenance contracts on HFL/ST copier	768.46
Total Swift Office Equipment, Inc.			<u>768.46</u>
Thomson Gale			
	10/06/2009	ST fiction purchase	404.49
Total Thomson Gale			<u>404.49</u>

Unpaid Bills Detail

As of October 6, 2009

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Tim Cleary			
	10/06/2009	October 27 program at BF	100.00
Total Tim Cleary			<u>100.00</u>
Vasco Brands, Inc.			
	10/06/2009	Supplies-protection from H1N1 virus	547.95
Total Vasco Brands, Inc.			<u>547.95</u>
Verizon			
	10/06/2009	phone service-ST/WE	525.06
Total Verizon			<u>525.06</u>
TOTAL			<u><u>10,418.36</u></u>

**Chemung County Library District Grant Fund
Unpaid Bills Detail**

Document #2009-75

As of October 5, 2009

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	10/05/2009	NonFiction book purchase	38.52
Total Amazon Credit Plan			<u>38.52</u>
Baker & Taylor Books			
	10/05/2009	Reference materials	193.53
Total Baker & Taylor Books			<u>193.53</u>
EFA Torch			
	10/05/2009	2009 yearbook for Steele Memorial Library	55.00
Total EFA Torch			<u>55.00</u>
Equestrian			
	10/05/2009	2009 HHS Yearbook for Steele Memorial Library	59.40
Total Equestrian			<u>59.40</u>
Grey House Publishing			
	10/05/2009	Reference Material	163.00
Total Grey House Publishing			<u>163.00</u>
Ingram Library Services			
	10/05/2009	Non-Fiction book purchases-Sept	3,612.32
Total Ingram Library Services			<u>3,612.32</u>
Matthew Bender & Co., Inc.			
	10/05/2009	Reference Material	568.78
Total Matthew Bender & Co., Inc.			<u>568.78</u>
TOTAL			<u><u>4,690.55</u></u>

Unpaid Bills Detail

As of October 5, 2009

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
94 Rock - WLVI			
	10/02/2009	Haunted Library program @ ST	500.00
Total 94 Rock - WLVI			<u>500.00</u>
Acme Pest Control, Inc.			
	10/02/2009	Pest Control @ Steele-Sept & October	50.00
Total Acme Pest Control, Inc.			<u>50.00</u>
Amazon Credit Plan			
	10/05/2009	purchases - all libraries	790.85
Total Amazon Credit Plan			<u>790.85</u>
AT&T			
	10/02/2009	long dist chg-SML-August	9.83
Total AT&T			<u>9.83</u>
Baker & Taylor Books			
	10/02/2009	Book purchase HFL	130.48
Total Baker & Taylor Books			<u>130.48</u>
Barnes & Noble, Inc.			
	10/05/2009	HFL/BKMpurchase	548.37
Total Barnes & Noble, Inc.			<u>548.37</u>
Belfast Public Library			
	10/05/2009	Payment for Lost materials	15.00
Total Belfast Public Library			<u>15.00</u>
Brian P. Harris			
	10/05/2009	mileage reimb 7/30-10/1/09	82.50
Total Brian P. Harris			<u>82.50</u>
Carol Krestos			
	10/05/2009	Volunteer Recog programming	233.60
Total Carol Krestos			<u>233.60</u>
Caroline Poppendeck			
	10/05/2009	Mileage reimb	139.70
Total Caroline Poppendeck			<u>139.70</u>
Chemung Canal Trust Company			
	10/05/2009	misc credit card purchases-Sept	1,613.32
Total Chemung Canal Trust Company			<u>1,613.32</u>
Chemung County Library District			
	10/05/2009	Petty Cash reimbursement - BF/WE/HFL	333.85
Total Chemung County Library District			<u>333.85</u>
City Of Santa Barbara			
	10/05/2009	Maint. records for used BKM	48.61
Total City Of Santa Barbara			<u>48.61</u>

Unpaid Bills Detail

As of October 5, 2009

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Dawn Austin			
	10/05/2009	mileage reimb 5/15-9/17/09	24.75
Total Dawn Austin			<u>24.75</u>
Deborah L. Brimmer			
	10/05/2009	mileage/meal reimbursement -Sept	365.10
Total Deborah L. Brimmer			<u>365.10</u>
Demco, Inc.			
	10/05/2009	supplies WE	183.40
Total Demco, Inc.			<u>183.40</u>
Dianne Patchett			
	10/05/2009	BKM programming supply	37.70
Total Dianne Patchett			<u>37.70</u>
Earle's Ice Cream			
	10/05/2009	Programming expense WE	87.00
Total Earle's Ice Cream			<u>87.00</u>
Elmira Water Board			
	10/05/2009	Water bills-WE/ST	281.96
Total Elmira Water Board			<u>281.96</u>
Howell, Liberatore & Wickham, Inc.			
	10/05/2009	MKT Comm- new design for newsletter	550.00
Total Howell, Liberatore & Wickham, Inc.			<u>550.00</u>
Ingram Library Services			
	10/05/2009	Library materials-all libraries-Sept purchases	8,943.53
Total Ingram Library Services			<u>8,943.53</u>
J & D Cappy's Ltd.			
	10/05/2009	newspapers - Sept	147.00
Total J & D Cappy's Ltd.			<u>147.00</u>
Karen Webb			
	10/05/2009	patron refund	50.00
Total Karen Webb			<u>50.00</u>
Logic Computer Products			
	10/05/2009	Printer supply-ST/BF/WE	235.52
Total Logic Computer Products			<u>235.52</u>
MCI			
	10/05/2009	Long distance chg-HFL	20.82
Total MCI			<u>20.82</u>
Michelle Barrett			
	10/05/2009	mileage reimbursement 9/17 workshop	22.77
			<u>22.77</u>

Unpaid Bills Detail

As of October 5, 2009

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Michelle Barrett			22.77
Petty Cash-Steele			
	10/05/2009	Steele supply/postage etc	374.03
Total Petty Cash-Steele			<u>374.03</u>
Pharos Systems International, Inc.			
	10/05/2009	Maint agreemt for 1 month-Steele Pharos system	105.00
Total Pharos Systems International, Inc.			<u>105.00</u>
ProQuest LLC			
	10/05/2009	microfilm-Star Gazette June/July	24.01
Total ProQuest LLC			<u>24.01</u>
RadioShack Corporation			
	10/05/2009	batteries IT Dept	47.96
Total RadioShack Corporation			<u>47.96</u>
Rick Sowash			
	10/05/2009	book purchases-all libraries	75.00
Total Rick Sowash			<u>75.00</u>
Rose Woodard			
	10/05/2009	Reimb for book purchases	43.36
Total Rose Woodard			<u>43.36</u>
SDS/Casella			
	10/05/2009	garbage disposal-BF,WE,HFL for Aug	141.11
Total SDS/Casella			<u>141.11</u>
Southeast Steuben County Library			
	10/05/2009	Collection fees belonging to SSL, collected at ST	20.00
Total Southeast Steuben County Library			<u>20.00</u>
Staples Credit Plan			
	10/05/2009	Office supplies Ref/ Admin	143.83
Total Staples Credit Plan			<u>143.83</u>
Star Gazette			
	10/05/2009	HFL annual subscription	195.14
Total Star Gazette			<u>195.14</u>
The New York Times			
	10/05/2009	newspaper-WE for Aug & Sept	60.00
Total The New York Times			<u>60.00</u>
Time Warner Cable			
	10/05/2009	VPN service-all libraries-Oct	200.00
Total Time Warner Cable			<u>200.00</u>
Tom Fox			

Unpaid Bills Detail

As of October 5, 2009

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
	10/05/2009	October workshop at BF	<u>275.00</u>
Total Tom Fox			<u>275.00</u>
U. S. Postmaster			
	10/05/2009	Bulk Mail Annual Permit fee	<u>185.00</u>
Total U. S. Postmaster			<u>185.00</u>
Unique Management Services, Inc.			
	10/05/2009	Collection fees -Aug	<u>114.75</u>
Total Unique Management Services, Inc.			<u>114.75</u>
Verizon			
	10/05/2009	phone service-HFL/BF	<u>173.66</u>
Total Verizon			<u>173.66</u>
Verizon Wireless			
	10/05/2009	BKM/IT Dept cellular service-Sept	<u>157.32</u>
Total Verizon Wireless			<u>157.32</u>
Watkins Glen Public Library			
	10/05/2009	Payment for lost book	<u>20.00</u>
Total Watkins Glen Public Library			<u>20.00</u>
TOTAL			<u><u>17,800.83</u></u>

Document #2009-76

Memo

To: CCLD Board of Trustees

From: Jim Sleeth, CCLD Director

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

Date: October 9, 2009

Karin Thomas, Library Clerk, passed her probation period and has been made a permanent employee.

On September 24, 2009, Eleanore L. Shepson, Librarian 3, submitted a letter indicating her intention to retire from her position effective December 18, 2009. In her letter of retirement, she stated: "I have worked in all of our Chemung County libraries over a 30 year period, and it has been a wonderful career, full of challenge and fun. Libraries have always been magical places for me. I was fortunate to have spent my working life with book lovers and to have had the privilege of knowing Chemung County's most avid readers. I am grateful to the Library District Board for having stabilized our libraries so that they have a secure future, and I wish the best to my colleagues who have been with me through thick and thin my whole adult life. It's hard to walk away from such a wonderful place!"

Stuart Finch, a degreed librarian who holds the position of Senior Library Clerk, has been appointed Sunday staff supervisor at the Steele Memorial Library.

Document #2009-77

Report of the October 7th, 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 October 7th, 2009 beginning at 7pm. The following members of the Executive Committee were present: Allen C. Smith, Marleah Denkenberger, Jan Kather, and Robin Fitzgerald. Also present were Joan Santulli, Administrative Assistant, and Jim Sleeth, Library Director. From the public, David Radin was present as well.

The following topics were discussed:

- Mr. Smith gave Mr. Radin the floor to explain to the Executive Committee events at the Horseheads Library that happened to him when he attempted to borrow library materials. During the discussion, Mr. Radin suggested a modification in the circulation policy. These recommendations were reviewed by the Committee and will be included in the October packet of materials for discussion at the CCLD board meeting. Mr. Smith thanked Mr. Radin for his presentation.
- Mr. Sleeth reviewed several items that were discussed in greater detail at the CCLD department head meeting:
- A representative from the Chemung County Department of Social Services / Child Protective Services explained the difference between child neglect and child abuse, then detailed what the staff should do if they believed an incident of this sort was occurring at their library.
- Mr. Sleeth then talked in general terms about our Information Technology specialist's (Deb Brimmer) attendance at a cyber terrorism workshop. In addition, Deb Brimmer and Owen Frank reviewed the installation schedule for new print management and pc reservation software. The installation will first take place at the Steele and Horseheads libraries, then at other neighborhood libraries.
- Mr. Sleeth reported on the presentation, in Horseheads, of the 2010 proposed CCLD budget. Additional methods of informing the public, such as contacting the print media, were encouraged.
- Mr. Sleeth reported that there was excellent response to the survey that was included in the Fall 2009 newsletter. Analysis of the surveys will be reported to the Marketing Committee, when available.
- The final agenda for the annual continuing education workshop was passed around the table, and Mr. Sleeth encouraged board attendance. Two other events – the

October 28th Volunteer Recognition at Steele and the October 30th Halloween program – were announced.

- Mr. Smith reported that the third installment of 2009 funding, amounting to \$20,000 from the Public Library Foundation, was received.
- Mr. Sleeth reviewed the steps taken by several staff members – Dianne Patchett & Lynn Shepson & Kim Jones of the Bookmobile and Michael Watson of First Transit – to investigate the possible purchase of a used Bookmobile for the Library District. Maintenance records were received and reviewed in detail by the staff. While this 2001 bookmobile had several of the features CCLD is looking for, questions regarding the used vehicle’s condition led staff to conclude that we should not bid on the vehicle. The Committee concurred.
- Mr. Sleeth encouraged CCLD board members to attend the annual meeting of the Southern Tier Library System, scheduled to be held at the Bath Country Club on October 20th. The featured speaker will be the State Librarian, Bernard Margolis. Mr. Smith stated that Mr. Sleeth will be receiving the “grass roots” award for his efforts in fund raising for a new bookmobile, and Ms. Denkenberger said she would be at the meeting to present the award.
- Mr. Smith reported on a recent meeting he had with Ms. Roxanne Mark, President of the Friends of the Horseheads Free Library. In addition, Mr. Smith said he has scheduled a meeting with Mr. Dick Pirozzolo of the Public Library Foundation. Mr. Smith will report to the CCLD board on these meetings.
- Ms. Santulli reported on official notification from the New York State Environmental Facilities Corporation that the Library District was awarded an \$821,527 grant for the design and installation of a “green roof” on the Steele Library. She said that the Corporation has imposed a strict schedule for the implementation of this project and stated that they seek a resolution from the Library District accepting the grant award and specifying the source of matching funds. Ms. Kather moved, seconded by Ms. Denkenberger, authorizing the President of the Chemung County Library District to accept and execute the grant agreement with the New York State Environmental Facilities Corporation, specifying that the \$91,281 in matching funds for this project will come from CCLD fund balance. Motion carried.
- The October 5th, 2009 unpaid bills detail was reviewed by the Executive Committee and will be forwarded to the October 15th CCLD board meeting for its consideration.

The meeting adjourned at 8:17pm. The next meeting of the Executive Committee of the Chemung County Library District is scheduled to be held on November 4th, 2009 at 7pm in the Petrie Conference Room of the Steele Memorial Library.

Chemung County Library District

Recommendations for materials check-out policy

October 7, 2009

- 1) As a general rule, patrons should be expected to present their library card whenever they take out materials under normal circumstances.
- 2) If, however, a patron desires to check out materials and doesn't happen to have his / her own card available, then the following steps should be adequate to assure all necessary safeguards are covered:
 - a) The patron's identity can be verified by personal knowledge of the patron by a library employee.
 - b) The patron's identity can be verified upon presentation of valid photo ID that matches the electronic records.
- 3) If a patron cannot produce a library card or photo ID, and is unknown to staff present, then the transaction will be denied.
- 4) Family members should be able to check out materials for other family members. A notation in the electronic patron profile should be made to record such permission.
- 5) Youth patrons desiring to utilize unfiltered computers must have their card. Two friends desiring to use the same computer must both present cards. No exceptions.

Document #2009-79

Report of the October 8th, 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, October 8th, 2009 beginning at 8:15am. Attending the meeting were Robin Fitzgerald, Sue Cook, Jason Harmon, 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 the September 30th, 2009 Financial Report. Ms. Santulli pointed out that contingency funds were now being used for accounts that were close to 100% spent. Details are included at the end of the Financial Report. Ms. Santulli also pointed out that the Library District has yet to receive State Aid for central libraries, local library aid from the State, and some PLF and SML Foundation commitments. The Committee reviewed the report and it will be referred to the full CCLD board for its review.
- Ms. Santulli distributed the October 6th, 2009 Unpaid Bills Detail. The Committee reviewed the report and forwarded it to the full CCLD board for its consideration at the October 15th board meeting.
- Mr. Sleeth and Ms. Santulli updated the committee on the status of the “green roof” application at the Steele Memorial Library.
- Ms. Fitzgerald encouraged Mr. Sleeth to make sure that the Media had accurate and complete information about the proposed 2010 Library District budget.

The meeting adjourned at 8:35am. The next meeting of the Budget & Finance Committee will be held on Thursday, November 12th, 2009 in the Petrie Conference Room of the Steele Memorial Library.