

CHEMUNG COUNTY LIBRARY DISTRICT

Agenda

The August 2008 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, August 21st, 2008 at 7pm in the auditorium of the Steele Memorial Library, 101 East Church Street, Elmira, New York 14901. The agenda for the meeting is listed below. If you are unable to attend, please inform Mr. Smith (737-7285), Mrs. Santulli (733-8607), or Mr. Sleeth (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2008-65)
4. Treasurer's report
 - a) Financial report (document #2008-66)
 - b) Report of unpaid Bills Detail (document #2008-67)
5. Correspondence
6. President's report
7. Director's report
 - a) Personnel activities since the June 2008 meeting (document #2008-68)
8. Committee reports:
 - a) Executive Committee (Smith)
 - 1) Report of the Committee meeting (document #2008-69)
 - b) Budget & Finance Committee (Fitzgerald)
 - 1) Report of the Committee meeting (document #2008-70)
 - 2) Cover memo and proposed 2009 CCLD budget (document #2008-71a and 71b)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document #2008-72)
9. Old business
10. New business
 - a) Declaration of various computer equipment as junk (document #2008-73)
11. Period for public expression
12. Adjournment

(Minutes of the July 2008 meeting of the Chemung County Library District Board of Trustees. Document #2008-65)

Minutes of the July 2008 meeting of the Chemung County Library District Board of Trustees. The July meeting was held on Thursday, July 17, 2008 at 7:00pm at the Horseheads Free Library. The meeting was called to order by President Allen (Denny) Smith. Present were Robin Fitzgerald, Georgia Reynolds, Judy Sell, Mary Beth Conwell, Jan Kather, Andrea Ogunwumi, Jason Harmon, Karl Schwesinger, and Sherry Collins. Excused were Marleah Denkenberger, Kim Richards, and Ed Marosek. Also present was Jim Sleeth, the Library District's Director.

Minutes. The minutes of the June 2008 meeting (Document #2008-58) were presented for board review. Ms. Reynolds moved, seconded by Ms. Conwell, to approve the minutes as distributed. Motion carried.

Financial Report. The June 2008 Financial Report (Document #2008-59) was presented for board review. Ms. Fitzgerald commented that the contingency line would be used to cover expenses (like the recent Bookmobile repairs) when the budgeted amount was insufficient to cover those costs. This change in practice will illustrate the need for a contingency line in Library District budgets. Ms. Collins moved, seconded by Ms. Kather, to approve the financial report as distributed. Motion carried.

Concerning the Report of Unpaid Bills (Document #2008-60) dated July 9, 2008. Ms. Fitzgerald noted three items in the Unpaid Bills detail: a second quarter debt service payment to Chemung County; a second quarter "cost share" invoice paid to the Southern Tier Library System; and production costs of the Spring newsletter.

Mr. Schwesinger, noting that CCLD Board-authorized expenses for engineering fees was reaching the limit, moved to increase the engineering fees authorized expenditures to \$10,000. Mr. Harmon seconded the motion. Motion passed.

Ms. Collins informed the CCLD Board that the Southern Tier Library System had approved construction grant requests and that formal notification would be forthcoming.

Correspondence. Mr. Sleeth stated that as there were no documents in the correspondence folder that were not being covered by various committee reports, he had nothing to report at this time.

President's report. Mr. Smith announced that an invitation from Southern Tier Economic Growth's "Public Awareness Task Force for Tax Relief" has invited

the Library District to attend an upcoming meeting. General discussion followed. Mr. Smith said that an upcoming meeting date would be decided upon, and he hoped that members of the Executive Committee might attend this proposed meeting.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2008-62). Among the items discussed at that committee was an update to the Library District's staff plan, and that it was the consensus of the committee (and the Personnel Committee as well) that the Library District Director's plan was reasonable and consistent, and that he was within his authority to implement the plan as opportunities presented themselves. Ms. Collins requested a copy of the new organization chart [which was provided.]

Ms. Collins reported that the Southern Tier Library System Board of Trustees reviewed and approved the Central Library Development and Central Book Aid proposals. Ms. Sell asked for a review of the purpose of these two grants, which Mr. Sleeth provided verbally.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2008-63). Ms. Fitzgerald mentioned that the highlight of their July 10th committee meeting was the first draft of a proposed 2009 Library District budget. The possibility of creating a library café at the Steele Memorial Library, a 3-phase project as envisioned by staff, was reviewed, with a request that the first two phases be included in the next draft of the proposed 2009 Library District budget. Mention of the new café at the Dormann Library in Bath was made, though it was added that they had a financial benefactor who greatly assisted in realizing their vision.

Ms. Fitzgerald requested that committee chairs of the 2008 – 2012 Strategic Plan get to her their budgetary needs for possible inclusion in the proposed 2009 budget, even if every detail is not worked out as yet.

Ms. Collins noted that State Aid may be cut as much as 2% this year, maybe 5% in 2009, resulting in a shortfall in State funding.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2008-64). Mr. Schwesinger reported that the committee received a very good report on the reorganization of the first floor of the Steele Memorial Library from Lynn Shepson and Chris Corter. Ms. Shepson and Ms. Corter outlined the 3-phase project. The committee requested that the Budget & Finance Committee include costs for implementing phases 1 & 2 of the reorganization, making way for a possible library café in the future.

Mr. Schwesinger briefly reviewed three smaller projects – fixing the drywell at Big Flats, cleaning duct work at West Elmira, and replacing carpeting at Big Flats – that might be included in the proposed 2009 budget.

Mr. Schwesinger briefly reviewed the status of construction projects currently underway, noting that several projects were now complete (new roof at West Elmira, new roof at Big Flats, new chiller at Steele), that the CCLD lawyer had completed a template for new projects to be bid shortly, and the status of Big Flats and West Elmira electrical work.

Old Business. None.

New Business.

Board membership. Ms. Collins distributed petition forms that outgoing members of the CCLD Board may use to be nominated for membership. She highlighted that completed petitions needed to be turned in to her or to Joan Santulli, Library District Administrative Assistant, no later than September 15th, 2008 for the Board of Elections to have time to include names on the upcoming general election ballot.

Services committee meeting. Ms. Sell reported on a meeting of the Services committee of the 2008 – 2012 Strategic Plan, held Wednesday July 16th, 2008. The committee decided to focus on the first three action plans of the 4th initiative, and more narrowly focus on making sure that elementary school children at Diven, Fassett, and Beecher schools have and use their library cards. Emphasis will be placed on working with members of the Friends of the Library, the Family Reading Partnership, school administrators, and parent – teacher organizations of the schools. Committee members charged with coordinating that plan include Judy Sell, Lisa Kelly, Patricia Cusick, Rose Woodard, Brian Harris, and Jim Sleeth. It is understood that additional staff members may be brought in to assist with specific aspects of this plan.

Public Expression. None

Ms. Reynolds moved, seconded by Mr. Schwesinger, to adjourn the meeting at 8:10pm. The next regular meeting of the board will be on Thursday, August 21st, 2008 at the Steele Memorial Library.

CHEMUNG COUNTY LIBRARY DISTRICT				(DOCUMENT #2008-66)	
Financial Report - JULY 31, 2008					
Account	2008	Received	Balance	Percentage	Percentage
	Annual	to date	remaining	Received	through year
	Budget				
Income					
Library Fines, Fees & Contributions	\$ 80,615	\$ 62,796	\$ 17,819	78%	
Grants (other than N.Y.S.)	23,296	28,100	(4,804)	121%	
Foundation Contributions	160,000	120,309	39,691	75%	
Library District Tax Receipts	2,336,605	2,336,605	0	100%	
Interest on Investments	50,000	30,493	19,507	61%	
State Aid					
Central Library Development	105,000		105,000	0%	
Central Book Aid	71,500		71,500	0%	
Local Library Services Aid	41,700	4,183	37,517	10%	
Other State Aid	98,050	89,002	9,048	91%	
TOTAL INCOME	\$ 2,966,766	\$ 2,671,488	\$ 295,278	90%	58%
Expense					
Account	Annual	Expended	Balance	Percentage	Percentage
	Budget	to date	remaining	Expended	through year
Personnel					
Salaries	\$ 1,168,526	\$ 702,755	\$ 465,771	60%	
Sunday & Holiday Salaries	56,881	23,332	33,549	41%	
Employee Benefits	522,402	291,068	231,334	56%	
Subtotal - Personnel Expenses	1,747,809	1,017,155	730,654	58%	
Contractual					
Equipment	16,010	16,010	0	100%	
Telephone	10,100	5,887	4,213	58%	
Supplies	28,032	27,316	716	97%	
Travel & Continuing Education	17,840	5,482	12,358	31%	
Repairs & Maintenance	30,780	23,559	7,221	77%	
Postage	6,200	3,682	2,518	59%	
Education - Tuition Assistance	5,200	1,642	3,558	32%	
Library Materials (books, video, etc.)	302,000	209,894	92,106	70%	
Utilities	81,525	24,628	56,897	30%	
Building Cleaning Supplies	7,540	4,223	3,317	56%	
Fuel, Gas & Oil	2,750	1,587	1,163	58%	
Insurance	35,324	19,182	16,142	54%	
Rent	5,150	2,917	2,233	57%	
Vehicle Operation / Lease	1,000	1,000	0	100%	
Professional Fees (audit, membership)	88,377	66,925	21,452	76%	
Data Processing Expenses	40,021	19,628	20,393	49%	
Payment of Taxes	4,795	4,649	146	97%	
Library Programming	19,950	15,551	4,399	78%	
Chemung County costs (B&G, vision)	20,680	1,494	19,186	7%	
Capital Improvements	212,900	212,900	0	100%	
Contingency Fund	65,872	36,847	29,025	56%	
Debt Service	216,911	108,475	108,436	50%	
TOTAL EXPENSE	\$ 2,966,766	\$ 1,830,633	\$ 1,136,133	62%	58%
**NOTES TO FINANCIAL REPORT					
INCOME -- Foundation Contributions include the donation made in the 4th quarter of 2007					
90% State Construction Aid received as of 4/30/08					
EXPENSE -- Both the Equipment and Supply lines include funds that are being spent under the Gates Matching Grant, not included in 2008 budget					
The Library Materials line includes \$9,200 in funds that are being spent for Reach Out and Read					
**PLEASE NOTE:					
The Contingency Fund includes the following accounts that are over budget:					
Equipment \$3,297; Vehicle Operation \$1,941 and Capital Improvements \$31,609					

Chemung County Library District General Fund
Unpaid Bills Detail
As of August 6, 2008

Document #2008-67

	Date	Memo	Open Balance
Able Card Corporation			
	08/06/2008	supply of Library cards	887.61
Total Able Card Corporation			<u>887.61</u>
Amazon Credit Plan			
	08/06/2008	purchases - all libraries	1,120.21
Total Amazon Credit Plan			<u>1,120.21</u>
AT&T			
	08/06/2008	long dist chg-SML	5.27
Total AT&T			<u>5.27</u>
Brian P. Harris			
	08/06/2008	Insurance reimbursement for 2008	195.00
Total Brian P. Harris			<u>195.00</u>
Chemung Canal Trust Company			
	08/06/2008	misc credit card purchases-July	1,350.76
Total Chemung Canal Trust Company			<u>1,350.76</u>
Chemung County Library District			
	08/06/2008	Petty Cash reimbursement - BF/WE/HFL	595.65
Total Chemung County Library District			<u>595.65</u>
Classic Cafe			
	08/06/2008	M. Fredericks author visit-dinner expense	50.67
Total Classic Cafe			<u>50.67</u>
Cohocton Public Library			
	08/06/2008	Program purchase for Steele & W.E.	26.00
Total Cohocton Public Library			<u>26.00</u>
Deborah L. Brimmer			
	08/06/2008	Mileage reimb-July	85.85
Total Deborah L. Brimmer			<u>85.85</u>
Dianne Patchett			
	08/06/2008	programming supplies for Bookmobile	182.32
Total Dianne Patchett			<u>182.32</u>
Dorothy Robertson			
	08/06/2008	Patron refund	8.00
Total Dorothy Robertson			<u>8.00</u>
EBSCO Subscription Services			
	08/06/2008	magazine subscription renewals-2008	8,234.72
Total EBSCO Subscription Services			<u>8,234.72</u>
GE Money Bank/Amazon			
	08/06/2008	HFL Purchases	102.93
Total GE Money Bank/Amazon			<u>102.93</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of August 6, 2008

Document #2008-67

	Date	Memo	Open Balance
Image Integrator			
	08/06/2008	open spools-Microfilm machines	37.00
Total Image Integrator			<u>37.00</u>
Ingram Library Services			
	08/06/2008	Library materials-August statements	8,102.33
Total Ingram Library Services			<u>8,102.33</u>
Jenny Roberts-O'Brian			
	08/06/2008	M. Fredericks author visit-dinner reimb	255.97
Total Jenny Roberts-O'Brian			<u>255.97</u>
Jessica Apgar			
	08/06/2008	refund of overcharge for printing at HFL	4.00
Total Jessica Apgar			<u>4.00</u>
Joanne Tunison			
	08/06/2008	Patron Refund	20.00
Total Joanne Tunison			<u>20.00</u>
Ken Woodford			
	08/06/2008	removal of honey bee hive at Steele	50.00
Total Ken Woodford			<u>50.00</u>
Mariah Fredericks			
	08/06/2008	Author visit-books purchased	227.00
Total Mariah Fredericks			<u>227.00</u>
Oriental Trading Company, Inc.			
	08/06/2008	programming supplies-BF/HFL	208.90
Total Oriental Trading Company, Inc.			<u>208.90</u>
PC Gamer			
	08/06/2008	magazine subscription	19.95
Total PC Gamer			<u>19.95</u>
Pendleton's Painting, LLC			
	08/06/2008	Varnish new woodwork BF/WE	600.00
Total Pendleton's Painting, LLC			<u>600.00</u>
Petty Cash-Steele			
	08/06/2008	Steele JUV programming expenses	100.00
Total Petty Cash-Steele			<u>100.00</u>
Pitney Bowes			
	08/06/2008	supplies for mail machine	645.00
Total Pitney Bowes			<u>645.00</u>
PlayStation			
	08/06/2008	Steele JUV magazine subscription	18.00
Total PlayStation			<u>18.00</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of August 6, 2008

Document #2008-67

	Date	Memo	Open Balance
RadioShack Corporation			
	08/06/2008	lithium batteries/adapters for computers-ST	130.56
Total RadioShack Corporation			<u>130.56</u>
Rhonda Morton			
	08/06/2008	Poetry program @ ST	700.00
Total Rhonda Morton			<u>700.00</u>
Shirley Brodgonski			
	08/06/2008	Patron refund	40.00
Total Shirley Brodgonski			<u>40.00</u>
Staples Business Advantage			
	08/06/2008	Office supplies-all libraries	436.80
Total Staples Business Advantage			<u>436.80</u>
Staples Credit Plan			
	08/06/2008	BF supplies	37.97
Total Staples Credit Plan			<u>37.97</u>
Thomson Gale			
	08/06/2008	ST fiction purchase	488.71
Total Thomson Gale			<u>488.71</u>
Time Warner Cable			
	08/06/2008	VPN Service - August 08	200.00
Total Time Warner Cable			<u>200.00</u>
Traveling Lantern Theatre Company			
	08/06/2008	SRC Programming - all libraries	1,782.00
Total Traveling Lantern Theatre Company			<u>1,782.00</u>
Ultra-Tech			
	08/06/2008	Carpet cleaning-all libraries	3,000.00
Total Ultra-Tech			<u>3,000.00</u>
Unique Management Services, Inc.			
	08/06/2008	Collection fees -June for HFL	104.25
Total Unique Management Services, Inc.			<u>104.25</u>
Verizon			
	08/06/2008	phone service-all libraries	710.41
Total Verizon			<u>710.41</u>
Verizon Wireless			
	08/06/2008	BKM cellular service-July	116.55
Total Verizon Wireless			<u>116.55</u>
Weston Wood Studios			
	08/06/2008	Library materials-WE	53.31
Total Weston Wood Studios			<u>53.31</u>
TOTAL			<u><u>30,933.70</u></u>

Unpaid Bills Detail

As of August 13, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Acme Pest Control, Inc.			
	08/13/2008	Pest Control @ Steele-August	25.00
Total Acme Pest Control, Inc.			<u>25.00</u>
AT&T			
	08/13/2008	long dist chg-SML-July	5.88
Total AT&T			<u>5.88</u>
Baker & Taylor Books			
	08/13/2008	HFL book purchases	399.83
Total Baker & Taylor Books			<u>399.83</u>
BBC Audiobooks America			
	08/13/2008	Audio purchases for Steele	22.46
Total BBC Audiobooks America			<u>22.46</u>
Blackbourn Media Packaging			
	08/13/2008	AV supplies for BF	167.54
Total Blackbourn Media Packaging			<u>167.54</u>
Brodart Co.			
	08/13/2008	labels for books/magazine holders for Genealogy	293.25
Total Brodart Co.			<u>293.25</u>
CDW Government, Inc.			
	08/13/2008	Routers/switches-Steele public computers-partial Gi	1,714.38
Total CDW Government, Inc.			<u>1,714.38</u>
Center Point Large Print			
	08/13/2008	ST large print	164.16
Total Center Point Large Print			<u>164.16</u>
Centurion Technologies			
	08/13/2008	Security software-Steele -- Gates grant	1,174.20
Total Centurion Technologies			<u>1,174.20</u>
Classified Marketplace			
	08/13/2008	Legal Notices- Req. for Bids on 4 Construction proje	866.64
Total Classified Marketplace			<u>866.64</u>
Cohocton Public Library			
	08/13/2008	Program purchase for Steele	8.00
Total Cohocton Public Library			<u>8.00</u>
Earle's Ice Cream			
	08/13/2008	Programming expense BF	114.00
Total Earle's Ice Cream			<u>114.00</u>
EBSCO Subscription Services			
	08/13/2008	magazine subscription renewals-2008-balance due	175.88
Total EBSCO Subscription Services			<u>175.88</u>

Unpaid Bills Detail

As of August 13, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Elmira Water Board			
	08/13/2008	SML/WE water	213.59
Total Elmira Water Board			<u>213.59</u>
Exeter Trust Company			
	08/13/2008	Donation for SML Foundation-per donor instructions	1,731.00
Total Exeter Trust Company			<u>1,731.00</u>
Fire Alarm Service Technology, Inc.			
	08/13/2008	camera replacement at Steele	500.00
Total Fire Alarm Service Technology, Inc.			<u>500.00</u>
First Transit			
	08/13/2008	Bookmobile fuel -July	322.68
Total First Transit			<u>322.68</u>
Gaylord Bros, Inc.			
	08/13/2008	Book tape supplies-all libraries	244.80
Total Gaylord Bros, Inc.			<u>244.80</u>
Horwitz Supply Company			
	08/13/2008	paper & cleaning supplies-all libraries	878.28
Total Horwitz Supply Company			<u>878.28</u>
Idearc Media Corp.			
	08/13/2008	Phone book ad-monthly fee/directories	144.41
Total Idearc Media Corp.			<u>144.41</u>
Main Street Kitchens			
	08/13/2008	design fees for Steele cafe project	382.50
Total Main Street Kitchens			<u>382.50</u>
Martha Horton			
	08/13/2008	book purchase-all libraries	100.00
Total Martha Horton			<u>100.00</u>
MidWest Tape			
	08/13/2008	DVD/Audio purchases- ST/HFL	2,188.85
Total MidWest Tape			<u>2,188.85</u>
Nelson & Streeter Construction Co, Inc.			
	08/13/2008	pavement markings at Steele	350.00
Total Nelson & Streeter Construction Co, Inc.			<u>350.00</u>
Oriental Trading Company, Inc.			
	08/13/2008	programming supplies-HFL	87.04
Total Oriental Trading Company, Inc.			<u>87.04</u>
Pharos Systems International, Inc.			
	08/13/2008	Maintenance agreement-Steele Pharos system	760.00
			<u>760.00</u>

Unpaid Bills Detail

As of August 13, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Pharos Systems International, Inc.			760.00
RadioShack Corporation			
	08/13/2008	USB connector-W.E.	15.99
Total RadioShack Corporation			15.99
Random House, Inc.			
	08/13/2008	AV purchases-ST	263.30
Total Random House, Inc.			263.30
Recorded Books			
	08/13/2008	ST purchases	255.40
Total Recorded Books			255.40
Rem-Southern Office Products, Inc.			
	08/13/2008	Quarterly service agreement-Horseheads	449.81
Total Rem-Southern Office Products, Inc.			449.81
Rhode Island Novelty			
	08/13/2008	programming supplies-ST/BF	84.72
Total Rhode Island Novelty			84.72
SDS of NY			
	08/13/2008	garbage disposal-BF,WE,HFL for July	143.54
Total SDS of NY			143.54
Seneca Data			
	08/13/2008	Printer purchase-damaged & paid for by patron	476.24
Total Seneca Data			476.24
Sheila Kubinski			
	08/13/2008	patron refund	8.00
Total Sheila Kubinski			8.00
SKJ Facilities Management, Inc.			
	08/13/2008	HFL Janitor services -July	480.00
Total SKJ Facilities Management, Inc.			480.00
Southern Tier Library System			
	08/13/2008	processing fees-June	317.00
Total Southern Tier Library System			317.00
Star Gazette			
	08/13/2008	ST annual subscription	353.14
Total Star Gazette			353.14
The Leader			
	08/13/2008	ST subscription	195.50
Total The Leader			195.50
Town of VanEtten			

Unpaid Bills Detail

As of August 13, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Town of VanEtten	08/13/2008	Building rental-August	<u>416.66</u>
			416.66
Unique Management Services, Inc.			
Total Unique Management Services, Inc.	08/13/2008	Collection fees -all libraries-July	<u>997.54</u>
			997.54
Wegmans Food Markets Inc.			
Total Wegmans Food Markets Inc.	08/13/2008	Prog. supply SML Juvenile	<u>88.53</u>
			88.53
TOTAL			<u><u>17,579.74</u></u>

Unpaid Bills Detail

As of August 13, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
	08/13/2008	Reference materials	558.46
Total Baker & Taylor Books			<u>558.46</u>
Grey House Publishing			
	08/13/2008	Reference Material	465.05
Total Grey House Publishing			<u>465.05</u>
Southern Tier Library System			
	08/13/2008	processing fees-NonF & Ref -May/June	217.00
Total Southern Tier Library System			<u>217.00</u>
TOTAL			<u><u>1,240.51</u></u>

Unpaid Bills Detail

As of August 6, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Harris Infosource			
	08/06/2008	Reference material	208.00
Total Harris Infosource			<u>208.00</u>
Ingram Library Services			
	08/06/2008	Non-Fiction book purchases	832.41
Total Ingram Library Services			<u>832.41</u>
TOTAL			<u><u>1,040.41</u></u>

Document #2008-68: Personnel activities since the June 2008 meeting of the Library Board

Memo

To: Library District Board of Trustees

From: Jim Sleeth, Library Director

Subject: Personnel activities since the June 2008 meeting of the Library Board

Date: August 13, 2008

The 2008 Staff Plan was presented to library department heads at our regular August 6th, 2008 meeting. Changes in supervision of the neighborhood libraries were highlighted. Also highlighted was the change in supervision of the Steele Library's circulation function. It was emphasized that these changes will become effective over time, as opportunities occur.

On August 1st, 2008, the Library District received written notification from Senior Library Clerk Donna Hubbard of her intention to retire on September 26th, 2008 from her position at the Horseheads Free Library. Donna worked in our public libraries for eleven years. Following the guiding principles of the Staff Plan, we will interview eligible candidates from among the current staff, then seek from Civil Service a certification of eligible candidates for appointment as a new Library Clerk.

On August 12th, 2008, Beth Morrell was hired as a part time Library Page at the Steele Memorial Library. She replaces Sarah Menchini who resigned her position to take a full time position elsewhere.

The following steps have taken place since we learned of Maureen Ferrell's retirement plans. All incumbent Librarian 3s were offered the opportunity to express an interest in filling the Horseheads position, and two have indicated their interest in this transfer.

Appointments have been scheduled with Maureen Ferrell and Lynn Shepson to learn of their opinions regarding the qualities and characteristics of the individual selected for this position. Interviews will then be scheduled with interested candidates, followed quickly by a decision and ... the recruitment of a new librarian to fill the vacancy left by the transfer of the new Horseheads / Van Etten librarian.

(Document #2008-69)

Report of the August 6th, 2008 meeting of the Executive Committee of the Chemung County Library District.

A meeting of the Executive Committee of the Chemung County Library District was held on Wednesday, August 6th, 2008 beginning at 7pm. The following members of the Executive Committee were present: Denny Smith, Marleah Denkenberger, Sherry Collins, and Jan Kather. Staff present were Joan Santulli, the Library's Administrative Assistant, and Jim Sleeth, Library Director.

The following topics were discussed:

- Proposed presentation to the STEG task force. Mr. Sleeth presented the text of a proposed presentation he and Ms. Santulli created. The Committee reviewed the proposed presentation and suggested improvements. It was agreed that the best day for the presentation to the STEG task force was Wednesday, August 27th at 8am, and Mr. Smith said he would be in touch with STEG's Executive Director prior to the task force meeting to discuss the format, location, and participants.
- Mr. Sleeth passed around the table a news article from the Sunday, July 20th, 2008 issue of the Star-Gazette entitled *Library confrontation points up privacy dilemma*. The article, which dealt with library patron records and privacy issues, was discussed. Mr. Sleeth stated that he has instructed library employees to refer law enforcement personnel directly to him. Mr. Sleeth stated that he has, in the past, been asked by law enforcement personnel to provide information in patron records but that each of these requests has been accompanied by a legally drawn subpoena.
- Mr. Sleeth requested that Ms. Collins, as Secretary to the Library Board, draw up a press release or other suitable information regarding the upcoming election of CCLD board members for presentation to the Star-Gazette. Ms. Collins said she would be in touch with the media to encourage interest in appropriate CCLD legislative district seats.
- The "case statement" of the Central Library Directors' Association supporting increased funding for central library Sunday hours was reviewed. Mr. Sleeth said the next step in this proposal is to ask that the New York Library Association include the program for increased funding in their 2009 legislative agenda.
- Mr. Sleeth received another negative response to the letter previously sent to 17 foundations to judge their interest in funding a new CCLD Bookmobile. Mr. Smith said he was not surprised by this response as this has been a difficult year for foundation investments and there is a great need locally for foundation funding.

- Maureen Ferrell's formal notice of her intent to retire from her position of Librarian 3 with the Library District was reviewed. Her retirement, effective December 12th, 2008, has prompted Mr. Sleeth to begin seeking her successor which, in turn, may lead to other hiring opportunities.
- The Library District has received a memo from Sherry Collins (as president of the Southern Tier Library System Board of Trustees) regarding the selection of STLS board members. In addition to outlining the process for selection, the memo lists current STLS trustees from Chemung County with their term completion dates. Ms. Collins commented that Martin Green, an STLS trustee whose term expires in 2008, has agreed to stand for a second, five-year term. A CCLD board resolution and communication with Southern Tier is necessary to appoint Mr. Green to the position. Mr. Smith suggested that this year's action could provide a guide to similar actions regarding the selection of STLS trustees in future years.
- Several "thank you" notes from satisfied patrons, young and old alike were distributed for review by the Committee.
- Ms. Santulli distributed a work sheet to project 12/31/08 CCLD fund balance that was reviewed by the Committee. It will next be reviewed by the Budget & Finance Committee at its August 14th, 2008 meeting.
- Ms. Santulli distributed the August 6th, 2008 Unpaid Bill List. It was reviewed. Ms. Collins moved, seconded by Ms. Kather, to pay the bills as listed in the report. Motion carried.

The committee adjourned at 8:15pm. The next meeting of the Executive Committee of the Chemung County Library District is scheduled to be held on Wednesday, September 3rd, 2008 at 7pm in the Petrie Conference Room of the Steele Memorial Library.

(Document 2008-70)

Report of the August 14, 2008 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, August 14, 2008, beginning at 8:15am. Attending the meeting were Robin Fitzgerald, Allen C. Smith, Andrea Ogunwumi, Jason Harmon, Joan Santulli, and Jim Sleeth.

Robin Fitzgerald opened the meeting at 8:15am.

The following topics were discussed:

- The second draft of the 2009 Library District budget proposal was discussed. Discussion centered on the question of whether or not to request from the voters an increase in funds to operate the Library District. After considerable discussion, the Committee voted to recommend to the full CCLD Board at its August 21st, 2008 meeting a 2009 budget that contained no increase of the dollar amount of tax receipts to be collected for the Library District.
- Mr. Sleeth distributed spreadsheets he plans to use during public presentations of the 2009 budget to be given on five consecutive Mondays beginning September 29th, 2008. While the dollar figures are identical to the detailed budget, this spreadsheet gathers together dollar amounts and combines them into fewer line items, thereby simplifying the presentation.
- The July 31st, 2008 financial report was reviewed by the Committee. The report was forwarded to the full CCLD board for its review at the upcoming August 21st, 2008 meeting.
- The August 13th, 2008 unpaid bills detail was reviewed by the Committee. The detail was forwarded to the full CCLD board for its review at the upcoming August 21st, 2008 meeting.
- Ms. Santulli distributed a preliminary estimate of 2009 employer contribution to the New York State and Local Retirement System. She noted that with each payroll period the Library District sets aside sufficient funds to meet this employee benefit.

The meeting adjourned at 9:25am. The next meeting of the Budget & Finance Committee will be held on Thursday, September 11th, 2008, in the Petrie Conference Room of the Steele Memorial Library.

Memo

Document #2008-71a

To: Budget & Finance Committee

From: Joan & Jim

Subject: The third draft of the 2009 budget

Date: August 14, 2009

Attached you will find the third draft of the 2009 budget. Here are its salient features:

Regarding revenues:

- Projected interest income remains at the 2008 level: \$50,000.
- No revenues from either the Friends of the Steele Memorial Library or the Friends of the Horseheads Free Library have been anticipated.
- The \$80,000 revenue line from the Horseheads Foundation has been allocated between capital improvements and new library materials, leaving a balance of \$24,254.
- The \$80,000 revenue line from the Steele Memorial Library Foundation has been allocated to partially cover employee salaries at the Steele Library.
- Other State Aid includes an estimate of \$139,207 in NY State construction aid, though this is dependent upon grant requests being approved by the Southern Tier Library System.
- Proposed Library District tax receipts total \$2,336,605, no increase over 2008 receipts. To balance revenues with expenditures in 2009 will require an appropriation of \$37,248 in Library District fund balance.
- Three revenue lines – central library development, central book aid, local library aid – remain unchanged.
- Library fines, fees, and contributions are 34% higher, based upon actual experience in 2008.

Regarding expenditures:

- Personnel costs are derived from taking 2008 totals, adding a 3% salary increase, and adding step increases where applicable. Total fringe benefits are estimated to be \$550,602 or 43% of employee salaries. 43% is what total fringe benefits are projected to cost in 2008. Following direction from the Budget & Finance Committee, health care costs were increased by 10%.
- Sunday and holiday costs are estimated to be \$58,317. This line enables all neighborhood libraries of the district to be open the following holidays: MLK day,

President's weekend, Columbus Day, Veteran's Day, day after Thanksgiving, & the day after Christmas. This line also enables the Steele Library to be open Sunday afternoons from 1pm to 5pm about 8 months of the year.

- While the position has not yet been filled, funding is included for a part time Library Page at the Horseheads Free Library. A recommendation on whether to fill this position (and at what level) will be made after consulting with a new Librarian 3 at the Horseheads Free Library, anticipated to be in late November or early December.
- Four capital improvement projects are budgeted: (1) replace clerestory windows, replace front entrance & exit doors with new ADA compliant door, and replace exterior metal doors at the Horseheads Free Library; (2) replace clerestory windows, replace front entrance door with ADA compliant door at the Big Flats Library; (3) replace clerestory windows, replace rear entrance door with ADA compliant door at the West Elmira Library; and (4) energy efficient bulbs and ballasts, Phase 1 of parking lot paving resurfacing at the Steele Memorial Library. Total cost of capital improvements are \$278,414, 50% of which will be covered (if grant requests are approved by STLS) by New York State construction funds for libraries. (5) Included in the second draft of the proposed 2009 budget are costs associated with phase 1 and phase 2 of the Steele Library café project, totaling \$30,000. This brings the total cost of capital improvements to \$308,414.
- New library materials are budgeted at \$302,000, the same as the 2008 budget. Of this total, \$71,500 is New York State funding of the Steele Library's central book aid collection. The total amount allows for seed money for a new audio video collection at the West Elmira Library (\$5,000) as well as a continuing improvement of the same very popular collection at the Steele Memorial Library (\$35,000).
- Professional fees – auditing CCLD accounts, membership fees, legal fees, newsletter costs – are budgeted at \$90,050, an increase of \$1,673 over 2008 due to the incorporation of \$25,000, a request from the Marketing Committee. Their request includes funds for marketing research and development.
- Contingency funds are estimated at 10% of non-salary operating expenses (excluding debt service and capital improvement costs).
- Utility costs, budgeted at \$96,350, an 18% increase over 2008 budgeted amounts.
- Insurance costs have decreased due to our agent's successful efforts to secure comparable coverage at a lower rate.
- Repairs and maintenance costs are projected to increase by 6% due to maintenance contract on a new photocopier, the inclusion of carpet cleaning at Horseheads, and a 3% overall increase projected on other contracts.

- The data processing line increases by 12% to pay for “cost share” of the Southern Tier Library System’s library automation program, of which all our neighborhood libraries are a part.
- Continuing education includes funds for staff attendance at workshops, the annual continuing education workshop, staff attendance at the annual conference of the New York Library Association, and funds for a CCLD board retreat.
- Again this year, the CCLD budget includes funds for reimbursement of staff taking academic courses, since we anticipate at least two staff members will continue taking courses towards their bachelor’s degree. Tuition reimbursement is a benefit stipulated in the CSEA contract.
- Learning a sour lesson from 2008 experience, vehicle operation expenses are \$4,000 higher than the 2008 budget. The \$4,000 increase is simply a guess; an over-expenditure of this line would result in the need to tap the contingency line.
- Library programming is just 2% higher in 2009. All staff of neighborhood libraries appreciate being able to hire talent for special events such as National Library Week, the Summer Reading Program, and Children’s Book Week.
- Debt service is \$153,763 lower than 2008, due to the Library District having made the final payment on the bond of the “new” Steele Memorial Library. There are two remaining bonds being paid annually: (1) paying for the 1999-2001 renovation of the Steele Memorial Library, and (2) paying for fascia repairs at Steele.
- Equipment requests cost \$34,140.
- Other costs – building cleaning supplies, telephone, supplies, fuel for the Bookmobile, rent for the Van Etten Library, Chemung County costs, and payment of taxes – are based upon actual 2008 expenditures, then adding a 3% cost of living increase.

Library Administration

Revenues	Library District	State of New York	Grants, fees, & more	2009 Total	2008 Total
Library -- fines & fees & contributions				\$ -	\$ -
Grants (but not the State of New York)				\$ -	\$ -
Foundation contributions				\$ -	\$ -
Interest income			\$ 50,000	\$ 50,000	\$ 50,000
Library district tax receipts	\$ 222,901			\$ 222,901	\$ 243,945
State Aid				\$ -	\$ -
Central Library Development				\$ -	\$ -
Central Book Aid				\$ -	\$ -
Local Library Services Aid				\$ -	\$ -
Other State Aid				\$ -	\$ -
Interfund transfer				\$ -	\$ -
Total revenues	\$ 222,901	\$ -	\$ 50,000	\$ 272,901	\$ 293,945
Expenditures					
Salaries	\$ 78,887		\$ 50,000	\$ 128,887	\$ 125,133
Sunday & holiday salaries	\$ -			\$ -	\$ -
FICA	\$ 9,860			\$ 9,860	\$ 9,573
NY State Retirement	\$ 11,084			\$ 11,084	\$ 13,765
Medical & dental	\$ 43,754			\$ 43,754	\$ 34,996
Other employee costs (disability, unemployment,	\$ 1,501			\$ 1,501	\$ 2,386
Payroll subtotal	\$ 145,086		\$ 50,000	\$ 195,086	\$ 185,853
Equipment	\$ 2,240			\$ 2,240	\$ 12,960
Telephone				\$ -	\$ -
Supplies	\$ 4,000			\$ 4,000	\$ 2,300
Travel and continuing education	\$ 7,945			\$ 7,945	\$ 6,995
Repairs and maintenance				\$ -	\$ 100
Postage	\$ 2,500			\$ 2,500	\$ 2,500
Education -- Tuition Assistance				\$ -	\$ 1,200
Library materials (books, video, etc.)				\$ -	\$ -
Utilities				\$ -	\$ -
Building cleaning supplies				\$ -	\$ -
Fuel, gas, and oil				\$ -	\$ -
Insurance	\$ 466			\$ 466	\$ 526
Rent				\$ -	\$ -
Vehicle operational / lease				\$ -	\$ -
Professional fees (auditing, memberships, legal f	\$ 57,850			\$ 57,850	\$ 57,850
Data Processing Expenses				\$ -	\$ -
Payment of taxes				\$ -	\$ -
Library programming				\$ -	\$ -
Interfund transfer				\$ -	\$ -
Chemung County costs (B&G, vision, etc.)				\$ -	\$ -
Capital improvements				\$ -	\$ 20,000
Contingency	\$ 5,160			\$ 5,160	\$ 3,662
Subtotal contractual fees	\$ 80,161	\$ -	\$ -	\$ 80,161	\$ 108,093
Debt service	\$ -	\$ -	\$ -	\$ -	\$ -
Departmental total	\$ 225,247	\$ -	\$ 50,000	\$ 275,247	\$ 293,946

Big Flats Library

Revenues	Library District	State of New York	Grants, fees, & more	2009 Total	2008 Total
Library -- fines & fees & contributions			\$ 6,800	\$ 6,800	\$ 6,800
Grants (but not the State of New York)				\$ -	\$ -
Foundation contributions				\$ -	\$ -
Interest income				\$ -	\$ -
Library district tax receipts	\$ 281,478			\$ 281,478	\$ 233,465
State Aid				\$ -	\$ -
Central Library Development				\$ -	\$ -
Central Book Aid				\$ -	\$ -
Local Library Services Aid				\$ -	\$ -
Other State Aid		\$ 41,479		\$ 41,479	\$ 17,500
Interfund transfer				\$ -	\$ -
Total revenues	\$ 281,478	\$ 41,479	\$ 6,800	\$ 329,757	\$ 257,765
Expenditures					
Salaries	\$ 120,865			\$ 120,865	\$ 119,430
Sunday & holiday salaries	\$ 3,367			\$ 3,367	\$ 3,257
FICA	\$ 9,504			\$ 9,504	\$ 9,386
NY State Retirement	\$ 10,684			\$ 10,684	\$ 13,496
Medical & dental	\$ 31,091			\$ 31,091	\$ 14,950
Other employee costs (disability, unemployment,	\$ 1,881			\$ 1,881	\$ 3,225
Payroll subtotal	\$ 177,392	\$ -	\$ -	\$ 177,392	\$ 163,744
Equipment	\$ 14,550			\$ 14,550	\$ -
Telephone	\$ 650			\$ 650	\$ 500
Supplies	\$ 4,000			\$ 4,000	\$ 2,700
Travel and continuing education	\$ 2,035			\$ 2,035	\$ 1,400
Repairs and maintenance	\$ 2,499			\$ 2,499	\$ 2,760
Postage	\$ 600			\$ 600	\$ 150
Education -- Tuition Assistance				\$ -	\$ -
Library materials (books, video, etc.)	\$ 9,700		\$ 6,800	\$ 16,500	\$ 21,500
Utilities	\$ 8,500			\$ 8,500	\$ 8,500
Building cleaning supplies	\$ 1,000			\$ 1,000	\$ 1,000
Fuel, gas, and oil				\$ -	\$ -
Insurance	\$ 2,344			\$ 2,344	\$ 2,442
Rent				\$ -	\$ -
Vehicle operational / lease				\$ -	\$ -
Professional fees (auditing, memberships, legal f	\$ 3,220			\$ 3,220	\$ 3,053
Data Processing Expenses	\$ 4,588			\$ 4,588	\$ 4,142
Payment of taxes	\$ 25			\$ 25	\$ 25
Library programming	\$ 4,500			\$ 4,500	\$ 4,500
Interfund transfer				\$ -	\$ -
Chemung County costs (B&G, vision, etc.)	\$ 2,091			\$ 2,091	\$ 2,100
Capital improvements	\$ 41,479	\$ 41,479		\$ 82,958	\$ 35,000
Contingency	\$ 6,030			\$ 6,030	\$ 4,251
Subtotal contractual fees	\$ 107,811	\$ 41,479	\$ 6,800	\$ 156,090	\$ 94,023
Debt service	\$ -	\$ -	\$ -	\$ -	\$ -
Departmental total	\$ 285,203	\$ 41,479	\$ 6,800	\$ 333,482	\$ 257,767

Bookmobile

Revenues	Library District	State of New York	Grants, fees, & more	2009 Total	2008 Total
Library -- fines & fees & contributions			\$ 500	\$ 500	\$ 1,000
Grants (but not the State of New York)				\$ -	\$ -
Foundation contributions				\$ -	\$ -
Interest income				\$ -	\$ -
Library district tax receipts	\$ 149,588			\$ 149,588	\$ 132,318
State Aid				\$ -	\$ -
Central Library Development				\$ -	\$ -
Central Book Aid				\$ -	\$ -
Local Library Services Aid				\$ -	\$ -
Other State Aid				\$ -	\$ -
Interfund transfer				\$ -	\$ -
Total revenues	\$ 149,588	\$ -	\$ 500	\$ 150,088	\$ 133,318
Expenditures					
Salaries	\$ 74,920			\$ 74,920	\$ 70,385
Sunday & holiday salaries	\$ 2,575			\$ 2,575	\$ 2,407
FICA	\$ 5,928			\$ 5,928	\$ 5,569
NY State Retirement	\$ 6,665			\$ 6,665	\$ 8,007
Medical & dental	\$ 31,519			\$ 31,519	\$ 26,580
Other employee costs (disability, unemployment, etc.)	\$ 1,070			\$ 1,070	\$ 1,701
Payroll subtotal	\$ 122,677	\$ -	\$ -	\$ 122,677	\$ 114,649
Equipment	\$ 300			\$ 300	\$ -
Telephone	\$ 1,500			\$ 1,500	\$ 1,400
Supplies	\$ 400			\$ 400	\$ 250
Travel and continuing education	\$ 2,910			\$ 2,910	\$ 110
Repairs and maintenance	\$ 505			\$ 505	\$ 500
Postage	\$ 300			\$ 300	\$ 100
Education -- Tuition Assistance				\$ -	\$ -
Library materials (books, video, etc.)	\$ 4,500		\$ 500	\$ 5,000	\$ 5,000
Utilities				\$ -	\$ -
Building cleaning supplies				\$ -	\$ -
Fuel, gas, and oil	\$ 4,200			\$ 4,200	\$ 2,750
Insurance	\$ 1,420			\$ 1,420	\$ 1,119
Rent				\$ -	\$ -
Vehicle operational / lease	\$ 5,000			\$ 5,000	\$ 1,000
Professional fees (auditing, memberships, legal fees)	\$ 1,610			\$ 1,610	\$ 1,526
Data Processing Expenses	\$ 1,760			\$ 1,760	\$ 1,557
Payment of taxes				\$ -	\$ -
Library programming	\$ 1,500			\$ 1,500	\$ 1,500
Interfund transfer				\$ -	\$ -
Chemung County costs (B&G, vision, etc.)	\$ 253			\$ 253	\$ 253
Capital improvements				\$ -	\$ -
Contingency	\$ 2,616			\$ 2,616	\$ 1,605
Subtotal contractual fees	\$ 28,774	\$ -	\$ 500	\$ 29,274	\$ 18,670
Debt service	\$ -	\$ -	\$ -	\$ -	\$ -
Departmental total	\$ 151,451	\$ -	\$ 500	\$ 151,951	\$ 133,319

Horseheads Free Library

Revenues	Library District	State of New York	Grants, fees, & more	2009 Total	2008 Total
Library -- fines & fees & contributions			\$ 20,000	\$ 20,000	\$ 14,815
Grants (but not the State of New York)				\$ -	\$ -
Foundation contributions			\$ 80,000	\$ 80,000	\$ 80,000
Interest income				\$ -	\$ -
Library district tax receipts	\$ 325,391			\$ 325,391	\$ 328,441
State Aid				\$ -	\$ -
Central Library Development				\$ -	\$ -
Central Book Aid				\$ -	\$ -
Local Library Services Aid				\$ -	\$ -
Other State Aid		\$ 20,656		\$ 20,656	\$ 54,100
Interfund transfer				\$ -	\$ -
Total revenues	\$ 325,391	\$ 20,656	\$ 100,000	\$ 446,047	\$ 477,356
Expenditures					
Salaries	\$ 183,092			\$ 183,092	\$ 174,168
Sunday & holiday salaries	\$ 4,605			\$ 4,605	\$ 4,398
FICA	\$ 14,359			\$ 14,359	\$ 13,660
NY State Retirement	\$ 11,993			\$ 11,993	\$ 15,165
Medical & dental	\$ 45,901			\$ 45,901	\$ 33,449
Other employee costs (disability, unemployment,	\$ 2,905			\$ 2,905	\$ 4,475
Payroll subtotal	\$ 262,855	\$ -	\$ -	\$ 262,855	\$ 245,315
Equipment	\$ 1,650			\$ 1,650	\$ 2,550
Telephone	\$ 1,900			\$ 1,900	\$ 1,700
Supplies	\$ 5,100			\$ 5,100	\$ 4,250
Travel and continuing education	\$ 1,500			\$ 1,500	\$ 2,400
Repairs and maintenance	\$ 5,115		\$ 5,000	\$ 10,115	\$ 8,869
Postage	\$ 900			\$ 900	\$ 300
Education -- Tuition Assistance				\$ -	\$ -
Library materials (books, video, etc.)			\$ 40,000	\$ 40,000	\$ 40,000
Utilities	\$ 16,300			\$ 16,300	\$ 13,500
Building cleaning supplies	\$ 2,000			\$ 2,000	\$ 3,000
Fuel, gas, and oil				\$ -	\$ -
Insurance	\$ 3,425			\$ 3,425	\$ 5,130
Rent				\$ -	\$ -
Vehicle operational / lease				\$ -	\$ -
Professional fees (auditing, memberships, legal f	\$ 4,508			\$ 4,508	\$ 4,274
Data Processing Expenses	\$ 10,518			\$ 10,518	\$ 9,406
Payment of taxes	\$ 350			\$ 350	\$ 310
Library programming	\$ 4,000			\$ 4,000	\$ 4,000
Interfund transfer				\$ -	\$ -
Chemung County costs (B&G, vision, etc.)	\$ 4,224			\$ 4,224	\$ 4,224
Capital improvements		\$ 20,656	\$ 30,746	\$ 51,402	\$ 108,200
Contingency	\$ 6,149			\$ 6,149	\$ 19,927
Subtotal contractual fees	\$ 67,639	\$ 20,656	\$ 75,746	\$ 164,041	\$ 232,040
Debt service	\$ -	\$ -	\$ -	\$ -	\$ -
Departmental total	\$ 330,494	\$ 20,656	\$ 75,746	\$ 426,896	\$ 477,355

Steele Memorial Library

Revenues	Library District	State of New York	Grants, fees, & more	2009 Total	2008 Total
Library -- fines & fees & contributions			\$ 72,000	\$ 72,000	\$ 50,000
Grants (but not the State of New York)			\$ 20,000	\$ 20,000	\$ 20,000
Foundation contributions			\$ 80,000	\$ 80,000	\$ 80,000
Interest income			\$ -	\$ -	\$ -
Library district tax receipts	\$ 1,060,059			\$ 1,060,059	\$ 1,128,265
State Aid				\$ -	\$ -
Central Library Development		\$ 105,000		\$ 105,000	\$ 105,000
Central Book Aid		\$ 71,500		\$ 71,500	\$ 71,500
Local Library Services Aid		\$ 41,700		\$ 41,700	\$ 41,700
Other State Aid		\$ 32,500		\$ 32,500	\$ 8,950
Interfund transfer				\$ -	\$ -
Total revenues	\$ 1,060,059	\$ 250,700	\$ 172,000	\$ 1,482,759	\$ 1,505,415
Expenditures					
Salaries	\$ 278,641	\$ 141,700	\$ 152,000	\$ 572,341	\$ 545,186
Sunday & holiday salaries	\$ 44,247			\$ 44,247	\$ 43,278
FICA	\$ 47,169			\$ 47,169	\$ 45,017
NY State Retirement	\$ 47,521			\$ 47,521	\$ 56,419
Medical & dental	\$ 159,523			\$ 159,523	\$ 137,121
Other employee costs (disability, unemployment,	\$ 9,103			\$ 9,103	\$ 14,713
Payroll subtotal	\$ 586,204	\$ 141,700	\$ 152,000	\$ 879,904	\$ 841,734
Equipment	\$ 13,700			\$ 13,700	\$ -
Telephone	\$ 6,500			\$ 6,500	\$ 6,000
Supplies	\$ 17,500			\$ 17,500	\$ 16,500
Travel and continuing education		\$ 4,370		\$ 4,370	\$ 5,000
Repairs and maintenance	\$ 16,881			\$ 16,881	\$ 15,826
Postage	\$ 4,500			\$ 4,500	\$ 3,000
Education -- Tuition Assistance	\$ 1,300			\$ 1,300	\$ 4,000
Library materials (books, video, etc.)	\$ 123,500	\$ 71,500	\$ 20,000	\$ 215,000	\$ 215,000
Utilities	\$ 62,700			\$ 62,700	\$ 50,675
Building cleaning supplies	\$ 3,000			\$ 3,000	\$ 2,665
Fuel, gas, and oil				\$ -	\$ -
Insurance	\$ 21,488			\$ 21,488	\$ 22,828
Rent				\$ -	\$ -
Vehicle operational / lease				\$ -	\$ -
Professional fees (auditing, memberships, legal fe	\$ 18,492			\$ 18,492	\$ 17,555
Data Processing Expenses	\$ 22,743			\$ 22,743	\$ 20,279
Payment of taxes	\$ 4,300			\$ 4,300	\$ 4,300
Library programming	\$ 5,000			\$ 5,000	\$ 5,000
Interfund transfer				\$ -	\$ -
Chemung County costs (B&G, vision, etc.)	\$ 11,878			\$ 11,878	\$ 12,000
Capital improvements	\$ 62,500	\$ 32,500		\$ 95,000	\$ 14,700
Contingency	\$ 33,348			\$ 33,348	\$ 31,442
Subtotal contractual fees	\$ 429,330	\$ 108,370	\$ 20,000	\$ 557,700	\$ 446,770
Debt service	\$ 63,148	\$ -	\$ -	\$ 63,148	\$ 216,911
Departmental total	\$ 1,078,682	\$ 250,070	\$ 172,000	\$ 1,500,752	\$ 1,505,415

Van Etten Library

Revenues	Library District	State of New York	Grants, fees, & more	2009 Total	2008 Total
Library -- fines & fees & contributions			\$ 3,000	\$ 3,000	\$ -
Grants (but not the State of New York)				\$ -	\$ 3,296
Foundation contributions				\$ -	\$ -
Interest income				\$ -	\$ -
Library district tax receipts	\$ 15,673			\$ 15,673	\$ 15,018
State Aid				\$ -	\$ -
Central Library Development				\$ -	\$ -
Central Book Aid				\$ -	\$ -
Local Library Services Aid				\$ -	\$ -
Other State Aid				\$ -	\$ -
Interfund transfer				\$ -	\$ -
Total revenues	\$ 15,673	\$ -	\$ 3,000	\$ 18,673	\$ 18,314
Expenditures					
Salaries	\$ 3,402			\$ 3,402	\$ 3,348
Sunday & holiday salaries	\$ 117			\$ 117	\$ 115
FICA	\$ 269			\$ 269	\$ 265
NY State Retirement	\$ 303			\$ 303	\$ 381
Medical & dental	\$ 918			\$ 918	\$ 774
Other employee costs (disability, unemployment)	\$ 43			\$ 43	\$ 68
Payroll subtotal	\$ 5,052	\$ -	\$ -	\$ 5,052	\$ 4,951
Equipment	\$ -			\$ -	\$ -
Telephone				\$ -	\$ -
Supplies	\$ 100			\$ 100	\$ -
Travel and continuing education	\$ 1,520			\$ 1,520	\$ 250
Repairs and maintenance	\$ 371			\$ 371	\$ 371
Postage				\$ -	\$ -
Education -- Tuition Assistance				\$ -	\$ -
Library materials (books, video, etc.)	\$ 4,000			\$ 4,000	\$ 4,000
Utilities				\$ -	\$ -
Building cleaning supplies				\$ -	\$ -
Fuel, gas, and oil				\$ -	\$ -
Insurance	\$ 296			\$ 296	\$ 313
Rent	\$ 2,150		\$ 3,000	\$ 5,150	\$ 5,150
Vehicle operational / lease				\$ -	\$ -
Professional fees (auditing, memberships, legal)	\$ 1,150			\$ 1,150	\$ 1,066
Data Processing Expenses	\$ 950			\$ 950	\$ 838
Payment of taxes				\$ -	\$ -
Library programming	\$ 800			\$ 800	\$ 450
Interfund transfer				\$ -	\$ -
Chemung County costs (B&G, vision, etc.)	\$ 12			\$ 12	\$ 12
Capital improvements				\$ -	\$ -
Contingency	\$ 1,135			\$ 1,135	\$ 913
Subtotal contractual fees	\$ 12,484	\$ -	\$ 3,000	\$ 15,484	\$ 13,363
Debt service	\$ -	\$ -	\$ -	\$ -	\$ -
Departmental total	\$ 17,536	\$ -	\$ 3,000	\$ 20,536	\$ 18,314

West Elmira Library

Revenues	Library District	State of New York	Grants, fees, & more	2009 Total	2008 Total
Library -- fines & fees & contributions			\$ 6,000	\$ 6,000	\$ 8,000
Grants (but not the State of New York)				\$ -	\$ -
Foundation contributions				\$ -	\$ -
Interest income				\$ -	\$ -
Library district tax receipts	\$ 281,515			\$ 281,515	\$ 255,153
State Aid				\$ -	\$ -
Central Library Development				\$ -	\$ -
Central Book Aid				\$ -	\$ -
Local Library Services Aid				\$ -	\$ -
Other State Aid		\$ 39,527		\$ 39,527	\$ 17,500
Interfund transfer				\$ -	\$ -
Total revenues	\$ 281,515	\$ 39,527	\$ 6,000	\$ 327,042	\$ 280,653
Expenditures					
Salaries	\$ 135,137			\$ 135,137	\$ 130,876
Sunday & holiday salaries	\$ 3,406			\$ 3,406	\$ 3,426
FICA	\$ 10,599			\$ 10,599	\$ 10,274
NY State Retirement	\$ 8,954			\$ 8,954	\$ 11,351
Medical & dental	\$ 24,450			\$ 24,450	\$ 32,258
Other employee costs (disability, unemployment,	\$ 2,051			\$ 2,051	\$ 3,381
Payroll subtotal	\$ 184,597	\$ -	\$ -	\$ 184,597	\$ 191,566
Equipment	\$ 1,700			\$ 1,700	\$ 500
Telephone	\$ 650			\$ 650	\$ 500
Supplies	\$ 4,000			\$ 4,000	\$ 2,032
Travel and continuing education	\$ 1,285			\$ 1,285	\$ 1,685
Repairs and maintenance	\$ 2,409			\$ 2,409	\$ 2,354
Postage	\$ 600			\$ 600	\$ 150
Education -- Tuition Assistance	\$ 2,550			\$ 2,550	\$ -
Library materials (books, video, etc.)	\$ 15,500		\$ 6,000	\$ 21,500	\$ 16,500
Utilities	\$ 8,850			\$ 8,850	\$ 8,850
Building cleaning supplies	\$ 1,000			\$ 1,000	\$ 875
Fuel, gas, and oil				\$ -	\$ -
Insurance	\$ 2,827			\$ 2,827	\$ 2,966
Rent				\$ -	\$ -
Vehicle operational / lease				\$ -	\$ -
Professional fees (auditing, memberships, legal f	\$ 3,220			\$ 3,220	\$ 3,053
Data Processing Expenses	\$ 4,208			\$ 4,208	\$ 3,799
Payment of taxes	\$ 170			\$ 170	\$ 160
Library programming	\$ 4,500			\$ 4,500	\$ 4,500
Interfund transfer				\$ -	\$ -
Chemung County costs (B&G, vision, etc.)	\$ 2,091			\$ 2,091	\$ 2,091
Capital improvements	\$ 39,527	\$ 39,527		\$ 79,054	\$ 35,000
Contingency	\$ 5,556			\$ 5,556	\$ 4,072
Subtotal contractual fees	\$ 100,643	\$ 39,527	\$ 6,000	\$ 146,170	\$ 89,087
Debt service	\$ -	\$ -	\$ -	\$ -	\$ -
Departmental total	\$ 285,240	\$ 39,527	\$ 6,000	\$ 330,767	\$ 280,653

Travel & Continuing Education Detail

Administration	Activity	Cost
Jim	NYLA conference attendance	1000
Jim	Travel among libraries	1250
Jim	Travel to STLS and NYLA meetings	1000
Joan	Insurance reimbursement	195
Board	Board education / retreat	2000
All staff	Staff continuing education workshop	2500
	Subtotal	7945

Big Flats Library	Activity	Cost
Staff	Travel to STLS sponsored workshops	250
Staff	Storytelling workshops	750
Lynn, Brian	Travel among libraries	750
Lynn, Brian	Insurance reimbursement	285
	Subtotal	2035

Bookmobile	Activity	Cost
Staff	Annual Bookmobile conference	2000
Staff	Travel to STLS sponsored workshops	500
Lynn, Dianne, & Kim	Insurance reimbursement	410
	Subtotal	2910

Horseheads Free Library	Activity	Cost
Staff	Travel to STLS sponsored workshops	250
Glenice	Youth Services conference	500
Staff	NYState Library Assistant's Assn conference	750
	Subtotal	1500

Steele Memorial Library	Activity	Cost
Staff	Travel to STLS sponsored workshops	750
Staff	NYLA conference attendance	1000
Librarian	Youth Services conference	500
Staff	Children's literature workshops	500
Staff	Career Track Workshops	750
IT staff	Information technology workshops	500
Staff	SCRLC workshops	370
	Subtotal	4370

Van Etten Library	Activity	Cost
Staff	Travel to STLS sponsored workshops	250
Lynn	Insurance reimbursement	20
	Travel to / from Van Etten Library	1250
	Subtotal	1520

West Elmira Library	Activity	Cost
Staff	Travel to STLS sponsored workshops	250
Lynn	Travel between libraries	750
Lynn, Rose	Insurance reimbursement	285
	Subtotal	1285

Tuition reimbursement for college courses

Steele Memorial Library	Activity	Cost
Janet Ackerman	college coursework	2550
Michelle Barrett	college coursework	1300
	Subtotal	3850

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Report of the August 13, 2008 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, August 13, 2008 beginning at 3pm. Attending the meeting were Karl Schwesinger, and Jan Kather. Also attending were Joan Santulli, and Jim Sleeth.

The meeting opened at 3pm.

The following topics were discussed:

- Bid opening held on August 11th, 2008 for three CCLD projects. The results were as follows for the three projects:
 - Project 1: Steele Memorial Library exterior door replacement project. Low bid: S&W General Contractors: \$12,568. Other bids: WIN: \$23,650. Edger Enterprises: \$35,000. Elmira Structures: \$24,500.
 - Project 2: West Elmira and Big Flats libraries: ADA restroom and entrance door renovation projects. Low bid: Elmira Structures: \$69,500. Other bids: S&W General Contractors: \$70,411. Edger Enterprises: \$85,000.
 - Project 3: Horseheads Free Library: HVAC replacement project. Low bid: O'Connor Plumbing & Heating: \$16,800. Other bids: ICT Mechanical Services: \$20,150. Kimball Inc.: \$39,200.
- It is the recommendation of the Building & Grounds Committee to award the bids to the lowest bidder, contingent upon review and approval by Project Manager Sue Oliver. This recommendation will be presented to the full CCLD board at their August 21st, 2008 meeting, after which contracts will be signed.
- Project 4: Horseheads Free Library: Roof renovation project. Bid opening postponed until August 15th at 4pm.
- Project Manager Sue Oliver has left Fagan Engineers and will soon be employed by Edger Enterprises (located in Ithaca). While she will continue working with the Library District for an unspecified period of time, it is likely that the Library District will need to appoint a new Project Manager located in Chemung County.
- On recommendation of Project Manager Sue Oliver, the Library District has approved a proposal from Kelley Bros to provide lock sets for Project 1 (of this document) at the Steele Memorial Library. The County has agreed to provide the labor for installation of these new lock sets.
- The Committee reviewed an example of a design of a new coffee / juice bar at the Steele Memorial Library.

The meeting adjourned at 3:40pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, September 10th, 2008 at 3pm in the Director's Office at the Steele Memorial Library.

To: CCLD Board of Trustees

From: Deborah Brimmer, CCLD Information Technology

Subject: "Junk"

Date: August 14, 2008

Document #2008-73

The following items are, in my opinion, useless junk and should be declared so at the August 21st, 2008 meeting of the CCLD Board of Trustees. If the Board approves, the items will be either sold, given away, or recycled, whichever is most appropriate.

Item#	Asset#	Item Description	Make	Model	Condition
1	No tag	Computer	EPIQ	Pentium 3	As Is
2	E1066	Computer	EPIQ	Pentium 3	As Is
3	E1097	Computer	Toshiba	V3100	As Is
4	E1064	Computer	EPIQ	Pentium 3	As Is
5	E1055	Computer	Toshiba	V3100	As Is
6	E1046	Computer	Elite	Pentium 3	As Is
7	E1057	Computer	Hp	Brio BA210	As Is
8	E1045	Computer	Elite	Pentium 3	As Is
9	E1015	Computer	Hp	Brio BA210	As Is
10	E1044	Computer	Elite	Pentium 3	As Is
11	E1053	Computer	Hp	Brio BA210	As Is
12	No tag	Computer	Hp	Brio BA210	As Is
13	E1054	Computer	EPIQ	Pentium 3	As Is
14	No tag	Computer	PONY	Tower 1102	As Is
15	No tag	Monitor	Sylvania	F71	As Is
16	E1067	Computer	EPIQ	Pentium 3	As Is
17	E1546	Monitor	Sylvania	F71	As Is
18	E1068	Computer	EPIQ	Pentium 3	As Is

19	E1062	Computer	CSS	Preferred M Tower	As Is
20	E1063	Computer	CSS	Preferred M Tower	As Is
21	E1060	Computer	CSS	Preferred M Tower	As Is
22	E1059	Computer	EPIQ	Pentium 3	As Is
23	E1061	Computer	CSS	Preferred M Tower	As Is
24	E1816	Printer	Hp	Deskjet 5440	As Is
25	E1820	Printer	Lexmark	Z11	As Is
26	No tag	Computer	GEM	DFI	As Is
27	No tag	Monitor	CTX	CLR1451	As Is
Item#	Asset#	Item Description	Make	Model	Condition
28	E1088	Computer	EPIQ	Pentium 3	Good
29	E1051	Computer	Elite	Pentium 3	Good
30	E1087	Computer	EPIQ	Pentium 3	Good
31	E1588	Monitor	ViewSonic	E70	As Is
32	No tag	Printer	Lexmark	Optra S 1625	As Is
33	E1566	Monitor	ViewSonic	E70	As Is
34	No tag	Computer	Hp	MultiMedia 6140S	As Is
35	E1049	Computer	Gateway2000	4DX2-50V	As Is
36	E1048	Computer	Gateway2000	4DX2-50V	As Is
37	No tag	Computer	PONY	Pentium 3	As Is
38	E1565	Monitor	ViewSonic	G70F	As Is
39	No tag	Computer	Hp	Brio BA210	As Is
40	E1534	Monitor	CTX	CEP 1772A	As Is
41	E1816	Printer	Lexmark	Optra S 1625	As Is

42	E1058	Computer	Hp	Brio BA210	As Is
43	E1805	Printer	Hp	Laserjet 5P	As Is
44	E1043	Computer	Elite	Pentium 3	As Is
45	E1039	Computer	Elite	Pentium 3	As Is
46	E1037	Computer	Elite	Pentium 3	As Is
47	E1038	Computer	Elite	Pentium 3	As Is
48	No tag	Computer	Elite	Pentium 3	As Is
49	E1041	Computer	Elite	Pentium 3	As Is
50	No tag	Monitor	NEC	MultiSync 2A	As Is
51	E1095	Computer	Elite	Pentium 3	As Is
52	E1042	Computer	Elite	Pentium 3	As Is
53	E1040	Computer	Elite	Pentium 3	As Is
54	E1033	Computer	Elite	Pentium 3	As Is
Item#	Asset#	Item Description	Make	Model	Condition
55	E1035	Computer	Elite	Pentium 3	As Is
56	No tag	Printer	Hp	Deskjet 722c	As Is
57	E1034	Computer	Elite	Pentium 3	As Is
58	No tag	Computer	Elite	Pentium 3	As Is
59	E1078	Computer	Elite	Pentium 3	As Is
60	E1081	Computer	EPIQ	Pentium 3	As Is
61	E1080	Computer	EPIQ	Pentium 3	As Is
62	E1070	Computer	EPIQ	Pentium 3	As Is
63	No tag	Computer	Elite	Pentium 3	As Is
64	No tag	Computer	PONY	Pentium 3	As Is

65	E1084	Computer	EPIQ	Pentium 3	As Is
66	No tag	Computer	Toshiba	Pentium 3	As Is
67	E1050	Computer	Toshiba	Pentium 3	As Is
68	E1076	Computer	Elite	Pentium 3	As Is
69	E1096	Computer	EPIQ	Pentium 3	As Is
70	E1085	Computer	Elite	Pentium 3	As Is
71	E1077	Computer	EPIQ	Pentium 3	As Is
72	No tag	Laptop Computer	IBM	Thinkpad	As Is
73	No tag	4 Port Hub	Kingston	Hub	As Is
74	E1548	Monitor	Daewoo	CMC 14185	As Is
75	E1592	Monitor	CTX	1562GM	As Is
76	E1594	Monitor	CTX	1562GM	As Is
77	E1586	Monitor	KDS	No Model #	As Is
78	No tag	Monitor	Desktop Display	No Model #	As Is
79	No tag	Computer	PONY	Pentium 3	As Is
80	No tag	Laptop Computer	NEC	Versa LX	As Is
	19	Mice			As Is
	74	Keyboards			As Is
	6	Computer Modem cards			As Is
	3	Sets of Computer Speakers			As Is