

# CHEMUNG COUNTY LIBRARY DISTRICT

## Agenda

The December 2008 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, December 18<sup>th</sup>, 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 #2008-93)
4. Treasurer's report
  - a) Financial report (document #2008-94)
  - b) Report of unpaid Bills Detail (document #2008-95)
5. Correspondence
6. President's report
7. Director's report
8. Committee reports:
  - a) Executive Committee (Smith)
    - 1) Report of the Committee meeting (document #2008-96)
  - b) Budget & Finance Committee (Fitzgerald)
    - 1) Report of the Committee meeting (document #2008-97)
  - c) Building & Grounds Committee (Schwesinger)
    - 1) Report of the Committee meeting (document #2008-98)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

*Minutes of the November 2008 meeting of the Chemung County Library District Board of Trustees. Document #2008-93*

**Minutes of the November 2008 meeting of the Chemung County Library District Board of Trustees.** The November meeting was held on Thursday, November 20, 2008 at 7:00pm at the Horseheads Free Library. The meeting was called to order by President Allen (Denny) Smith. Present were Marleah Denkenberger, Robin Fitzgerald, Georgia Reynolds, Judy Sell, Sherrill Collins, Mary Beth Conwell, Jan Kather, Andrea Ogunwumi, Jason Harmon and Karl Schwesinger. Excused was Ed Marosek. Also present were newly elected Library District trustees Tina Hager and Sue Cook, Jim Sleeth, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

**Minutes.** The minutes of the October 2008 meeting (Document #2008-86) were presented for board review. The minutes were approved as distributed by unanimous consent.

**Financial Report.** The October 31, 2008 Financial Report (Document #2008-87) was presented for board review. Mr. Sleeth stated that revenues from the Central Library Development and Central Book Aid grants were reduced 2% from earlier projections by the State of New York. By unanimous consent, the October 2008 Financial Report was approved as distributed and will be filed for audit.

**Concerning the Report of Unpaid Bills (Document #2008-88).** Ms. Fitzgerald pointed out two large expenditures – the first being the 3<sup>rd</sup> quarter payment of Utility bills to Chemung County and the second to Ingram Book Company which is larger than usual because the buyers are attempting to spend down their budgets by the end of the year. By unanimous consent, the board authorizes the payment of the November 12, 2008 unpaid bill list as distributed.

**Correspondence.** Mr. Sleeth briefly discussed and then passed around the table the following items of interest:

- A Declaration of Impasse between the Library District and CSEA Local 1000, the union representing Library District employees.
- The unofficial election results for trustees Denkenberger, Cook and Ogunwumi.
- A packet of information which was distributed at the Southern Tier Library System's (STLS) annual meeting regarding library system services.
- The results of the annual evaluation of the Central Library of the Southern Tier Library System, that being the Steele Memorial Library.
- A letter from the Friends of the Steele Memorial Library in which they request that librarians submit to them any specific programs or special needs that the Friends can assist in when distributing their funding for the year.
- A letter from Ristiina Wigg, the Director of STLS informing the Library District that the applications for New York State construction aid grants in 2008 have been approved by the Division of Library Development at a 50% match. The applications have now been forwarded to the Dormitory Authority for further review. Ms. Collins stated that any applications for which a contract has not yet been signed are being held up at the State level in the Office of the Budget.

- The 2009 Meeting Schedule was distributed.
- A report from Dianne Patchett and Kim Jones, the Bookmobile staff, after their attendance at a Bookmobile / Outreach conference in Ohio where they received information from several manufacturers of bookmobiles.
- A notice from the American Library Association regarding the new State Librarian, Bernard A. Margolis, who will assume his responsibilities in January of 2009. Mr. Sleeth stated that he was able to speak directly to Mr. Margolis at the recent NYLA conference in Saratoga, New York.
- A copy of a letter that was sent to the Real Property Tax Services Department requesting that they levy and collect taxes for the 2009 operation of the Library District in the sum of \$2,336,605 as authorized by the voters at the 2007 general election.
- A copy of the minutes of the October 2008 meeting of the Friends of the Steele Memorial Library that shows the many activities the Friends are involved in, including Books Sandwiched In, the Poetry Festival, the Kinderbook program and the co-sponsoring of a Festival of Women in the Arts to be held in March of 2009.
- A bookmark from the Family Reading Partnership of Chemung Valley that lists popular books for different age groups and encourages families to read together.
- A flyer publicizing Career Day at the Horseheads School District where Glenice Molter represented the Horseheads Free Library. This is one more indication how our library staff are partnering with community organizations.
- A thank you letter from Ristiina Wigg expressing appreciation of the STLS board for the use of the meeting rooms at the Steele Memorial Library for their Trustee's meeting.
- And finally, a draft statistical report for the accountability committee of the 2008-2012 Strategic Plan was given to Ms. Collins. She was asked to critique the report and return it to Mr. Sleeth.

**President's report.** Mr. Smith stated that due to the cancellation of the Executive Committee meeting this month, that he and Mr. Sleeth had a brief meeting and reviewed the issues and information for discussion at this regular board meeting. He was brought up to date on a variety of issues.

**Director's Report.** The Director's personnel report was presented in writing to the board (Document #2008-89). Mr. Sleeth supplemented the report with the news that he selected Cassie Moluccas to be a part time Library Clerk at the Big Flats Library. She will start work on Monday December 8<sup>th</sup>, 2008. He also stated that he continues to work with the Regional Civil Service Commission on candidates for Librarian 1 / Youth Services.

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2008-90). Ms. Fitzgerald reported that she, Ms. Denkenberger and Ms. Collins attended a meeting of the Public Library Foundation of Chemung County (PLF). All felt that the meeting was successful. Attendees representing the Library District and those representing the PLF expressed their opinions regarding the issue of reserving PLF funding for the construction of a new library in Horseheads at a time when the Library District had not decided to construct a new building in Horseheads, and both parties agreed to respectfully disagree at the present time. The manner in which PLF and Chemung County taxpayer funds were delineated in the budget was discussed, with the conclusion that the Library

District will change its budgeting technique for the 2010 budget. Members of the PLF volunteered that they would be willing to fund special projects for Horseheads and fund attendance at Library Lobby Day in Albany. Members of the PLF also suggested more direct communication with the Library District, and Ms. Sell volunteered to become the liaison between the Library District and the Public Library Foundation.

Central Library Development (CLD) and Central Book Aid (CBA). Mr. Sleeth proposed the budget for the central library program in 2009 (Document #2008-91). The primary change from the 2008 program was to further divert CBA funding from print materials to electronic information, including downloadable audio, a response to the STLS central library advisory committee. (The Library District previously responded to advisory committee concerns by eliminating funding for Sunday library services at the central library. The cost of Sunday library services at the central library is now borne by Library District taxpayers.) The approval of this proposal by the Library District board of trustees preserves its authority over the services of the central library. Ms. Collins moved, seconded by Ms. Reynolds, to approve the 2009 budget proposal for the Central Library Development and Central Book Aid funds. Motion carried.

Ms. Fitzgerald also reported that Celeste Knickerbocker sent a notification that the Chemung Canal Trust Company (CCLD's designated bank) has decided to continue treating the Library District as a not-for-profit customer; however, they will collateralize all the Library District's public funds. Beginning in 2009, the bank will use their "CDAR'S" program to spread the Library District's funds out into several different banks to be able to protect the funding under the government's FDIC insurance, now at a limit of \$250,000 per banking facility.

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2008-92). Mr. Schwesinger reported that the Committee reviewed and approved the Steele Library's first floor design project. Phase 1 will move shelving units from their present location to make room for a café. Phase 2 includes funding for booths and furniture. In answer to Committee concerns, the staff has identified parts of Phase 2 that can be bid out locally. Ms. Conwell moved, seconded by Ms. Denkenberger to move ahead with both phases of the Steele first floor design project. Motion carried.

Regarding the current building projects, Mr. Schwesinger reported the following:

- Big Flats Library – An electrical certificate approving the interior lighting has been received. Regarding the exterior soffit lights, he is still working with the Town of Big Flats Code Enforcement Office to get approval for the repair plans. Mr. Sleeth researched and found that the County Buildings & Grounds Department in prior years, had already cleaned out the drywell located in the parking lot (aka "Lake Minier") and Mr. Schwesinger has now contacted a septic system company to look at the problem and make a proposal for repair. The bathroom project is near completion and the installation of the automatic doors is in process.
- West Elmira Library – The bathroom project is near completion and the installation of the automatic doors is in process.

- Horseheads Free Library – The HVAC project has been completed and the District is awaiting a properly drawn invoice from O'Connor Plumbing. Mr. Schwesinger stated that he will speak to the contractor about the issue of the blowers blowing constantly with no shut-off. Regarding the roofing project, it is nearly complete. Several leaks that caused minor damage to the library had to be repaired. The water drainage design has been modified in two areas and the safety railing system needs to be installed. Gary Morenus from the County Buildings & Grounds has been contacted to see if the County will perform the maintenance on the system the same as they do for other buildings in the Library District.
- Steele Memorial Library – the installation of the exterior metal doors is expected to begin next week. The doors will come primed only and will need to be painted once installed. Since several of the other projects in the District will also require some painting, Mr. Schwesinger will attempt to get one contractor to do all the required painting.

Mr. Schwesinger reported that regarding CCLD's strategic plan for future capital projects (i.e. a new Bookmobile, a new building in Horseheads or a library presence on the Southside of Elmira), he has received statistical data for the Horseheads Free Library. As a winter project, he plans to use this data, including the population of an area, the circulation of books, etc. to give CCLD an idea of what size of a new building in different areas would be necessary and an estimate of its cost.

Mr. Sleeth added that CCLD is very grateful to Karl Schwesinger for his time and effort on behalf of the many current and past building projects.

**Old Business.** None.

**New Business.** Ms. Reynolds, reporting for the Marketing Committee, distributed paperwork that explains the Constant Contact Program and its possible use by CCLD. It is a program that keeps contact with patrons through the use of email. Different email lists could be created for each library within the District. The Marketing Committee thinks this is a terrific idea. It can help improve the public image of the Library District and keep residents knowledgeable about CCLD's programs and services. The Committee's other focus is on determining the characteristics that people feel when they enter their library and to attempt to translate those feelings into a common logo for the Library District.

Ms. Reynolds also reported as liaison for the Friends of the Horseheads Free Library, that the HFL Friends have been actively looking for a place to build a new library in Horseheads. They have found land on Wygant Road near the Town of Horseheads Town Hall that may be donated to the Library District by the Town for use as a library. The HFL Friends realize that they cannot proceed without the approval of the Library District. The board expressed their thanks to the HFL Friends and stated that this information will be added with other information gained by the CCLD Buildings & Grounds Committee when developing background for future capital projects in the Library District.

**Public Expression.** Sherrill Collins, 784 Breesport – N. Chemung Road, Lowman, New York requested to speak as a citizen during this segment of the meeting. She stated that during her

attendance at the New York Library Association Conference this past week, she learned that Library Systems in New York only cost the State \$.31 / capita, whereas each student in a public school costs \$6.25 / student and each prisoner in State penitentiary's cost over \$9.00 / person. The entire budget for Public Libraries and Public Library Systems in New York State is only one tenth of one percent of the State's operating budget, yet the Governor plans to cut this funding by \$20 million in the next two years. Ms. Collins encouraged board members to visit the Southern Tier Library System's website where they will find a link to contact their representatives in Albany to express opposition to these cuts to libraries and library systems.

Tina Hager, 101 West Vargo Road, Horseheads, New York stated that she is impressed by the knowledge of library programs and services on the CCLD board. It appears to be a good group of advocates for County libraries and she looks forward to joining the CCLD board.

The meeting was adjourned at 8:45pm. The next regular meeting of the board will be held on Thursday, December 18, 2008 at 7pm at the Steele Memorial Library.

**CHEMUNG COUNTY LIBRARY DISTRICT (DOCUMENT #2008-94)**

Financial Report - NOVEMBER 30, 2008

Account	2008 Annual Budget	Received to date	Balance remaining	Percentage Received	Percentage through year
<b>Income</b>					
Library Fines, Fees & Contributions	\$ 80,615	\$ 93,781	\$ (13,166)	116%	
Grants (other than N.Y.S.)	23,296	61,770	(38,474)	265%	
Foundation Contributions	160,000	160,813	(813)	101%	
Library District Tax Receipts	2,336,605	2,336,605	0	100%	
Interest on Investments	50,000	36,734	13,266	73%	
<b>State Aid</b>					
Central Library Development	105,000	102,900	2,100	98%	
Central Book Aid	71,500	70,070	1,430	98%	
Local Library Services Aid	41,700	41,075	625	99%	
Other State Aid	98,050	89,002	9,048	91%	
<b>TOTAL INCOME</b>	<b>\$ 2,966,766</b>	<b>\$ 2,992,750</b>	<b>\$ (25,984)</b>	<b>101%</b>	<b>92%</b>
<b>Expense</b>					
<b>Personnel</b>					
Salaries	\$ 1,168,526	\$ 1,064,426	\$ 104,100	91%	
Sunday & Holiday Salaries	56,881	37,862	19,019	67%	
Employee Benefits	522,402	441,755	80,647	85%	
<b>Subtotal - Personnel Expenses</b>	<b>1,747,809</b>	<b>1,544,043</b>	<b>203,766</b>	<b>88%</b>	
<b>Contractual</b>					
Equipment	16,010	16,010	0	100%	
Telephone	10,100	9,284	816	92%	
Supplies	28,032	28,032	0	100%	
Travel & Continuing Education	17,840	11,031	6,809	62%	
Repairs & Maintenance	30,780	30,780	0	100%	
Postage	6,200	3,816	2,384	62%	
Education - Tuition Assistance	5,200	1,642	3,558	32%	
Library Materials (books, video, etc.)	302,000	302,000	0	100%	
Utilities	81,525	74,393	7,132	91%	
Building Cleaning Supplies	7,540	6,289	1,251	83%	
Fuel, Gas & Oil	2,750	2,665	85	97%	
Insurance	35,324	23,179	12,145	66%	
Rent	5,150	4,583	567	89%	
Vehicle Operation / Lease	1,000	1,000	0	100%	
Professional Fees (audit, membership)	88,377	88,377	0	100%	
Data Processing Expenses	40,021	29,741	10,280	74%	
Payment of Taxes	4,795	4,649	146	97%	
Library Programming	19,950	19,950	0	100%	
Chemung County costs (B&G, vision)	20,680	4,652	16,028	22%	
Capital Improvements	212,900	212,900	0	100%	
Contingency Fund	65,872	94,251	(28,379)	143%	
Debt Service	216,911	162,723	54,188	75%	
<b>TOTAL EXPENSE</b>	<b>\$ 2,966,766</b>	<b>\$ 2,675,990</b>	<b>\$ 290,776</b>	<b>90%</b>	<b>92%</b>
<b>**NOTES TO FINANCIAL REPORT</b>					
<b>INCOME --</b> Foundation Contributions include the donation made in the 4th quarter of 2007					
90% State Construction Aid received as of 4/30/08					
Other Grants include Friends donations and Gates Foundation Grant					
<b>EXPENSE --</b> Both the Equipment and Supply lines include funds that are being spent under the Gates Matching Grant, not included in 2008 budget					
The Programming Line includes invoices paid from donations from the Friends groups					
The Library Materials line includes funds that are being spent from Reach Out and Read and Friends donations					
<b>**PLEASE NOTE:</b>					
The Contingency Fund includes the following accounts that are over budget:					
Equipment \$14,212; Supplies \$12,600; Repairs & Maint. \$3,337; Library Materials \$13,460; Vehicle Operation \$1,997;					
Professional Fees \$1,366; Programming \$4,212 and Capital Improvements \$43,067					

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of December 10, 2008

	Date	Memo	Open Balance
<b>Acme Pest Control, Inc.</b>			
	12/09/2008	Pest Control @ Steele-December	25.00
Total Acme Pest Control, Inc.			25.00
<b>Al's Construction</b>			
	12/10/2008	HFL roof project - 95% of total contract	44,080.00
Total Al's Construction			44,080.00
<b>Alliance Entertainment Corp.</b>			
	12/09/2008	purchases for HFL	850.59
Total Alliance Entertainment Corp.			850.59
<b>Amazon Credit Plan</b>			
	12/09/2008	purchases - all libraries	399.72
Total Amazon Credit Plan			399.72
<b>Audio Adventures</b>			
	12/09/2008	Steele AV purchases	394.94
Total Audio Adventures			394.94
<b>Baker &amp; Taylor Books</b>			
	12/09/2008	W.E. book purchases	71.10
Total Baker & Taylor Books			71.10
<b>BBC Audiobooks America</b>			
	12/09/2008	Audio purchases for Steele	224.13
Total BBC Audiobooks America			224.13
<b>Broader View Weekly</b>			
	12/09/2008	annual subscription-ST	36.00
Total Broader View Weekly			36.00
<b>Center Point Large Print</b>			
	12/09/2008	ST/BKM large print	342.34
Total Center Point Large Print			342.34
<b>Chemung County Buildings &amp; Grounds Dept.</b>			
	12/09/2008	Utility & Bldg Maint. chg- partial 4th Qtr 2008	17,148.97
Total Chemung County Buildings & Grounds Dept.			17,148.97
<b>Chemung County Treasurer</b>			
	12/09/2008	2008 Debt Service-final 08 payment	54,187.65
Total Chemung County Treasurer			54,187.65
<b>Convenient Tape &amp; Supplies</b>			
	12/09/2008	receipt printer tape supply-HFL	114.26
Total Convenient Tape & Supplies			114.26
<b>Deborah L. Brimmer</b>			
	12/09/2008	Mileage reimb/IT supply-November	26.76
Total Deborah L. Brimmer			26.76
<b>Elmira Business Machines</b>			
	12/09/2008	cash register repair	40.00
Total Elmira Business Machines			40.00
<b>Fagan Engineers</b>			
	12/10/2008	Prof. Svc-2007 State Const. projects 8/30-11/7	3,953.52
Total Fagan Engineers			3,953.52
<b>Fire Alarm Service Technology, Inc.</b>			
	12/09/2008	Panic alarm monitoring-BF	300.00
Total Fire Alarm Service Technology, Inc.			300.00
<b>First Transit</b>			
	12/10/2008	Bookmobile fuel/repair-November	230.43
Total First Transit			230.43
<b>Idearc Media Corp.</b>			
	12/10/2008	Phone book ad-monthly fee	15.25
Total Idearc Media Corp.			15.25
<b>Image Integrator</b>			
	12/10/2008	ST-toner for Microfilm machine	161.00
Total Image Integrator			161.00



**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
**As of December 10, 2008**

	Date	Memo	Open Balance
<b>Ingram Library Services</b>			
	12/10/2008	Library materials- November purchases	1,867.83
Total Ingram Library Services			1,867.83
<b>Logic Computer Products</b>			
	12/10/2008	Printer supply-all libraries	445.93
Total Logic Computer Products			445.93
<b>MidWest Tape</b>			
	12/10/2008	DVD/Audio purchases- Steele/HFL	2,802.66
Total MidWest Tape			2,802.66
<b>Perry &amp; Carroll, Inc.</b>			
	12/10/2008	Liability Insurance policy-all libraries	3,543.00
Total Perry & Carroll, Inc.			3,543.00
<b>Random House, Inc.</b>			
	12/10/2008	AV purchases-ST	1,143.05
Total Random House, Inc.			1,143.05
<b>Recorded Books</b>			
	12/10/2008	Steele purchases	379.20
Total Recorded Books			379.20
<b>Rem-Southern Office Products, Inc.</b>			
	12/10/2008	Quarterly service agreement-Steele	441.58
Total Rem-Southern Office Products, Inc.			441.58
<b>Sayles &amp; Evans</b>			
	12/10/2008	Legal fees 8/11-10/24	1,980.00
Total Sayles & Evans			1,980.00
<b>SKJ Facilities Management, Inc.</b>			
	12/10/2008	HFL Janitor services -November	720.00
Total SKJ Facilities Management, Inc.			720.00
<b>Southern Tier Library System</b>			
	12/10/2008	Cost Share 4th Qtr/book purchase	9,768.56
Total Southern Tier Library System			9,768.56
<b>Staples Credit Plan</b>			
	12/10/2008	BF copier supplies/ backup & CD's all libraries	482.73
Total Staples Credit Plan			482.73
<b>Thomson Gale</b>			
	12/10/2008	ST fiction purchase	222.41
Total Thomson Gale			222.41
<b>Town of VanEtten</b>			
	12/10/2008	Building rental-December	416.66
Total Town of VanEtten			416.66
<b>U. S. Postal Service</b>			
	12/10/2008	postage for meter-all libraries	2,300.00
Total U. S. Postal Service			2,300.00
<b>Unique Management Services, Inc.</b>			
	12/10/2008	Collection fees November-all libraries	627.62
Total Unique Management Services, Inc.			627.62
<b>Verizon</b>			
	12/10/2008	phone service-WE/ST	587.18
Total Verizon			587.18
<b>Wegmans Food Markets Inc.</b>			
	12/10/2008	Prog. supply SML	36.79
Total Wegmans Food Markets Inc.			36.79
			<b>150,366.86</b>

**Unpaid Bills Detail**

As of December 10, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Baker &amp; Taylor Books</b>			
	12/10/2008	Reference materials	811.72
Total Baker & Taylor Books			<u>811.72</u>
<b>Columbia University Press</b>			
	12/10/2008	reference materials	608.55
Total Columbia University Press			<u>608.55</u>
<b>Ingram Library Services</b>			
	12/10/2008	Non-Fiction book purchases	1,374.83
Total Ingram Library Services			<u>1,374.83</u>
<b>World Book Encyclopedia</b>			
	12/10/2008	Reference Material	869.00
Total World Book Encyclopedia			<u>869.00</u>
<b>TOTAL</b>			<u><u>3,664.10</u></u>

## Unpaid Bills Detail

As of December 3, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Amazon Credit Plan</b>			
	12/03/2008	purchases - all libraries	649.27
Total Amazon Credit Plan			<u>649.27</u>
<b>American Library Association</b>			
	12/03/2008	prog supplies-W.E.	33.50
Total American Library Association			<u>33.50</u>
<b>AT&amp;T</b>			
	12/03/2008	long dist chg-SML-Nov	9.69
Total AT&T			<u>9.69</u>
<b>Audio Adventures</b>			
	12/03/2008	Steele AV purchases	364.24
Total Audio Adventures			<u>364.24</u>
<b>Baker &amp; Taylor Books</b>			
	12/03/2008	HFL/W.E. book purchases	472.56
Total Baker & Taylor Books			<u>472.56</u>
<b>Chemung Canal Trust Company</b>			
	12/03/2008	misc credit card purchases-Nov	501.69
Total Chemung Canal Trust Company			<u>501.69</u>
<b>Chemung County Historical Society, Inc.</b>			
	12/03/2008	08/09 membership	24.00
Total Chemung County Historical Society, Inc.			<u>24.00</u>
<b>Chemung County Library District</b>			
	12/03/2008	Petty Cash reimbursement - BF/WE	363.96
Total Chemung County Library District			<u>363.96</u>
<b>Cola Thayer</b>			
	12/03/2008	mileage reimbursement-11/19 IT mtg.	49.73
Total Cola Thayer			<u>49.73</u>
<b>Creative Data Products</b>			
	12/03/2008	Overdue mailers-all libraries	465.72
Total Creative Data Products			<u>465.72</u>
<b>Deborah L. Brimmer</b>			
	12/03/2008	Insurance reimbursement for 2008	195.00
Total Deborah L. Brimmer			<u>195.00</u>
<b>Elmira Water Board</b>			
	12/03/2008	STeele water	162.71
Total Elmira Water Board			<u>162.71</u>
<b>Hassaan R. Zainul</b>			
	12/03/2008	Patron Refund	15.00
Total Hassaan R. Zainul			<u>15.00</u>

**Unpaid Bills Detail**

As of December 3, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Horseheads Do It Center</b>			
	12/03/2008	HFL - supplies	61.53
Total Horseheads Do It Center			<u>61.53</u>
<b>Horwitz Supply Company</b>			
	12/03/2008	soap & dispensers BF & WE	139.17
Total Horwitz Supply Company			<u>139.17</u>
<b>Ingram Library Services</b>			
	12/03/2008	Library materials- November purchases	5,268.39
Total Ingram Library Services			<u>5,268.39</u>
<b>James G. Sleeth</b>			
	12/03/2008	reimb-NYLA expense/mileage/misc-6/26-11/8/08	895.36
Total James G. Sleeth			<u>895.36</u>
<b>Joan Santulli</b>			
	12/03/2008	Insurance Reimb for 2008	195.00
Total Joan Santulli			<u>195.00</u>
<b>Marisa Biddle</b>			
	12/03/2008	Patron Refund	15.00
Total Marisa Biddle			<u>15.00</u>
<b>Mid American Specialties</b>			
	12/03/2008	WE programming	352.68
Total Mid American Specialties			<u>352.68</u>
<b>Petty Cash-Steele</b>			
	12/03/2008	Steele supply/postage etc	192.34
Total Petty Cash-Steele			<u>192.34</u>
<b>Rose Woodard</b>			
	12/03/2008	Reimb for books/Supplies/Prog at WE	402.49
Total Rose Woodard			<u>402.49</u>
<b>Shelby Ham</b>			
	12/03/2008	Patron Refund	74.00
Total Shelby Ham			<u>74.00</u>
<b>Staples Credit Plan</b>			
	12/03/2008	BF supplies/calendar/computer	195.10
Total Staples Credit Plan			<u>195.10</u>
<b>Sunset Printers</b>			
	12/03/2008	time off cards/applications/loan period cards	640.94
Total Sunset Printers			<u>640.94</u>
<b>Time Warner Cable</b>			
	12/03/2008	VPN Service - Dec 08	200.00
			<u>200.00</u>

**Unpaid Bills Detail**

As of December 3, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Time Warner Cable			200.00
<b>Verizon</b>			
	12/03/2008	phone service-HFL/BF	199.73
Total Verizon			<u>199.73</u>
<b>Verizon Wireless</b>			
	12/03/2008	BKM cellular service-Nov	325.84
Total Verizon Wireless			<u>325.84</u>
<b>Village of Horseheads</b>			
	12/03/2008	HFL water bill 7/21-10/30	33.33
Total Village of Horseheads			<u>33.33</u>
			<u><u>12,497.97</u></u>

**Unpaid Bills Detail**

As of December 3, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Amazon Credit Plan</b>			
	12/03/2008	NonFiction book purchase	55.90
Total Amazon Credit Plan			<u>55.90</u>
<b>Baker &amp; Taylor Books</b>			
	12/03/2008	Reference materials	120.64
Total Baker & Taylor Books			<u>120.64</u>
<b>CSEA WORK Institute</b>			
	12/03/2008	Civil Service test books-balance due	58.00
Total CSEA WORK Institute			<u>58.00</u>
<b>Greenwood Publishing Group</b>			
	12/03/2008	Reference Materials	617.98
Total Greenwood Publishing Group			<u>617.98</u>
<b>Ingram Library Services</b>			
	12/03/2008	Non-Fiction/Reference book purchases	1,430.15
Total Ingram Library Services			<u>1,430.15</u>
<b>Salem Press, Inc.</b>			
	12/03/2008	Reference Material	335.00
Total Salem Press, Inc.			<u>335.00</u>
			<u><u>2,617.67</u></u>

**(Document #2008-96)**

**Report of the December 3<sup>rd</sup>, 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, December 3<sup>rd</sup>, 2008 beginning at 7pm. The following members of the Executive Committee were present: Allen C. Smith, Jan Kather, Robin Fitzgerald and Sherrill Collins. Staff present was Joan Santulli, the Library's Administrative Assistant.

The following topics were discussed:

- Ms. Santulli reported that Phase 1 of the Steele Memorial Library First Floor Renovation has been completed. The staff of the Chemung County Buildings & Grounds Department came on Tuesday, December 2<sup>nd</sup>, 2008 and rearranged the first floor shelving units. The new layout opens up the future lounge area and creates more room around the kid's stage. A letter will be sent to the County thanking them for making this part of the renovation possible.
- Ms. Santulli reported that she, Attorney Jim Young and the CSEA Union Representatives have an appointment on December 12<sup>th</sup>, 2008 with Kevin Flanigan, a PERB mediator who will assist the parties to be able to come to an agreement for a union contract that will cover the next three years. The Committee discussed what they would like to see included in the new contract.
- The Library District has received the Official Election Canvass from the office of the Chemung County Board of Elections. It was noted that Allen C. Smith received one write-in vote in District #14.
- The Committee reviewed the November 3<sup>rd</sup>, 2008 minutes of the Friends of the Steele Memorial Library's board meeting.
- The Friends of the Steele Memorial Library have informed the Library District of their intention to donate \$30,000 this year to be distributed equally between the Big Flats Library, the West Elmira Library, the Steele Library Youth Services and the Steele Library Adult Service. These funds were raised through the work of many volunteers and shoppers at their annual Book Sale and from dues collected from the Friend's general membership. No stipulation was made on the way the funds are to be spent. The only request is that each department submit a report as to how the funds were used so that the Friends can plan for future funding decisions and projects.
- Ms. Santulli explained to the Committee the problems that were caused by cancelling the November Executive Committee meeting. Not only is the District now paying late fees for many of the invoices, but vendors have also been calling to find out when they will be paid. The Committee agreed that in the future if a meeting has to be cancelled, they will approve the Unpaid Bill List via an email vote.
- Ms. Collins reported that the Southern Tier Library System has held a board retreat where the discussion centered around financial strategies for the future. It has been reported that Library Systems will see a 22% cut in funding next year. Libraries are facing tough times ahead.
- The Unpaid Bill list dated December 3, 2008 was submitted for approval. Ms. Fitzgerald moved, seconded by Ms. Collins to approve payment of the bills as submitted in writing.

The committee adjourned at 7:45pm. The next meeting of the Executive Committee of the Chemung County Library District is scheduled to be held on Wednesday, January 7<sup>th</sup>, 2009 at 7pm in the Petrie Conference Room of the Steele Memorial Library.



**(Document 2008-97)**

**Report of the December 11<sup>th</sup>, 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, December 11<sup>th</sup>, 2008, beginning at 8:15am. Attending the meeting were Committee members Robin Fitzgerald, Andrea Ogunwumi and Jason Harmon. Also attending was Joan Santulli the CCLD Administrative Assistant. Robin Fitzgerald opened the meeting at 8:15am.

The following topics were discussed:

- The Library District has a Certificate of Deposit that comes due on December 28<sup>th</sup>, 2008. After discussion, the Committee decided to roll the funds over into the District's savings account until the 2009 tax receipts are received. At that time, Chemung Canal Trust Company will be contacted to begin distributing the District funds into their CDAR's program which will provide greater protection for our funds.
- Ms. Santulli submitted a cash balance worksheet to show the projected cash balance as of 12/31/08. The worksheet show that the Library District will meet their policy which requires a fund balance equal to 15% of the budget operating costs (not including debt service) of the District. A report of the Fund Balance will be available for board members at the regular December 18<sup>th</sup>, 2008 meeting of the board.
- The November 30<sup>th</sup>, 2008 Financial Report was discussed. The budget remains on target for the year with nothing new to report. The November 30<sup>th</sup>, 2008 Financial Report was forwarded to the full CCLD Board for its review at the December 18<sup>th</sup>, 2008 regular meeting.
- The December 10<sup>th</sup>, 2008 Unpaid Bills Detail was discussed. Highlighted were the following invoices: payment to Chemung County for both a partial 4<sup>th</sup> quarter Utility bill and the final 4<sup>th</sup> quarter Debt Service and an invoice to Al's Construction which represents 95% of the total Horseheads Free Library Roof project (check to be held until project is complete per Karl Schwesinger, Chair of the CCLD Buildings & Grounds Committee). The December 10<sup>th</sup>, 2008 Unpaid Bills Detail was forwarded to the full CCLD Board for its review at the December 18<sup>th</sup>, 2008 regular meeting.
- Ms. Santulli reported that the annual invoice in the amount of \$86,756 for the employer's share of the New York State Retirement benefits for CCLD employees has been paid early, saving the Library District almost \$1,000 in expenses.
- The Southern Tier Library System has notified all of the libraries in the system that they have adopted a new cost-share formula and they plan for annual increases of no more than 10%. The increase in the initial year of the agreement, 2009, is an average 12%. Ms. Santulli noted that the Chemung County Library District will pay 16% more in cost-share fees in 2009 than was paid this year. In checking the District budget for 2009, there are sufficient funds in the "data processing" line to cover this 16% increase.
- Ms. Ogunwumi reported that she has spoken to Al Venette, the person that her organization has used to assist their board in having a successful board retreat. Mr.

Venette will be available in 2009 to assist CCLD should the Library District decide to hold a board retreat. The only question that was raised is the correct manner to start this procedure. This matter will be discussed by the full board at the December 18<sup>th</sup>, 2008 regular meeting.

- Ms. Santulli reported that she and Attorney Young have a meeting scheduled for Friday, December 12<sup>th</sup> with CSEA union representatives and a mediator to attempt to come to an agreement on a new 3 year contract.

The meeting adjourned at 9:00am. The next meeting of the Budget & Finance Committee will be held on Thursday, January 15th, 2009, in the Petrie Conference Room of the Steele Memorial Library.

## **Document #2008 – 98**

### **Report of the December 10, 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, December 10, 2008 beginning at 3pm. Attending the meeting were Karl Schwesinger, and Jan Kather. Also attending was Joan Santulli.

The meeting opened at 3pm.

The following topics were discussed:

The Committee reviewed and recommended payment of a Fagan Engineers invoice in the amount of \$3,953.52. It will be included in the Unpaid Bill List for approval at the regular December 18<sup>th</sup>, 2008 CCLD board meeting.

Regarding the State Construction Projects in progress:

Horseheads Free Library HVAC Project – This project performed by O’Connor Plumbing & Heating is 100% complete. The Library District has received the extended warranty information and 3 copies of the maintenance manual. The District is still awaiting word from the Chemung County Buildings & Grounds Department on whether they will agree to do the maintenance on this new system. Mr. Schwesinger will bring O’Connor’s final bill to the regular meeting of the board for approval of payment.

Horseheads Free Library Roof Project – Al’s Construction is nearly done with this project. The remaining work on the roof will require a couple of warmer days. He will also repair the section of flooring in the meeting room that was damaged by water leaks. An invoice for 95% of the contract has been submitted. The Committee recommended cutting a check to Al’s Construction in the amount of \$44,080 and holding the check until these minor repairs are complete.

Big Flats Library & West Elmira Library Handicap Restrooms and Automatic Doors - Elmira Structures has submitted a change order in the amount of \$3,671 to cover the additional work that was necessary when moving the old restrooms to their new locations. Besides the additional electrical work and floor excavation that was needed, Elmira Structures also had to change the interior doors and install grab bars that were not part of the original contract. Both of the automatic doors should be received and installation should begin next week. The Committee recommends that the board of trustees approve the change orders as listed above. Once the work is complete Elmira Structures will submit a final bill including the change orders.

Steele Memorial Library Exterior Door Replacement Project – S & W General Contractors have replaced two of the six doors that are listed in the contract. The other doors / frames had to be sent back to the manufacturer for modification. Mr. Schwesinger stated that the doors will need to be painted and that the Library District Administration should choose the color of paint. He stated that some of the other libraries will need some painting of walls, etc. and he suggested hiring the same company to complete all of the necessary projects.

Mr. Schwesinger stated that he has a meeting scheduled with Jim's Electric concerning the exterior lighting at both the Big Flats and West Elmira Libraries. Exterior Lighting fixtures have been chosen that will eliminate the need to have so many soffit lights at each location. Karl will also speak to Jim's Electric about the interior electrical work that is needed at the West Elmira Library (additional outlets in the center of the library) and at the Steele Library (to bring electricity to the area that will become the "internet café"). The Library District's IT Department has sent a work order to the County Buildings & Grounds Department, however, they have informed us that they will not be able to work on this project until the middle of next year.

Mr. Schwesinger stated that he is still working on the dry well problem at the Big Flats Library. He will check with a local company to see if, for the winter, they can pump the water out of the parking lot before it freezes as a temporary solution to the problem.

The meeting adjourned at 3:30pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, January 14th, 2009 at 3pm in the Director's Office at the Steele Memorial Library.