

# CHEMUNG COUNTY LIBRARY DISTRICT

## Agenda

The June 2008 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, June 19<sup>th</sup>, 2008 at 7pm in 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 #2008-50)
4. Treasurer's report
  - a) Financial report (document #2008-51)
  - b) Report of unpaid Bills Detail (document #2008-52)
5. Correspondence
6. President's report
7. Director's report
  - a) Personnel activities since the May 2008 meeting (document #2008-53)
  - b) Strategic planning activities (document #2008-54)
8. Committee reports:
  - a) Executive Committee (Smith)
    - 1) Report of the Committee meeting (document #2008-55)
  - b) Budget & Finance Committee (Fitzgerald)
    - 1) Report of the Committee meeting (document #2008-56)
  - c) Building & Grounds Committee (Schwesinger)
    - 1) Report of the Committee meeting (document #2008-57)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

## **Document #2008-50**

**Minutes of the May 2008 meeting of the Chemung County Library District Board of Trustees.** The May meeting was held on Thursday, May 15, 2008 at 7:00pm at the Van Etten Library. The meeting was called to order by President Allen (Denny) Smith. Present were Marleah Denkenberger, Robin Fitzgerald, Georgia Reynolds, Judy Sell, Jan Kather, Andrea Ogunwumi, Jason Harmon, Karl Schwesinger and Kim Richards. Excused: Sherrill Collins, Mary Beth Conwell and Ed Marosek. Also present were Jim Sleeth, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

**Minutes.** The minutes of the April 2008 meeting (Document #2008-41) were presented for board review. The minutes were approved as distributed by unanimous consent.

**Financial Report.** The April 30, 2008 Financial Report (Document #2008-42) was presented for board review. Ms. Fitzgerald reported that the Library District has now received 90% of the State Construction Aid designated for the 2007 construction projects. By unanimous consent, the April 2008 Financial Report was approved as distributed and will be filed for audit.

**Concerning the Report of Unpaid Bills.** (Document #2008-43) Ms. Fitzgerald noted two large expenditures on the bill list – the first quarter payment to Chemung County for the utilities at all of our libraries and the first quarter payment to the Southern Tier Library System for Cost Share (data processing charges). By unanimous consent, the board authorizes the payment of the unpaid bill lists as distributed.

## **Correspondence.**

The correspondence folder contained the following items of interest:

- Several designs for a new CCLD library card as designed by HL&W. Library Department Heads have checked the ones they liked the best.
- Letters between the Bookmobile staff and Dr. Raymond Bryant, the Superintendent of the Elmira City School District which have resulted in the re-instatement of bookmobile stops at some of the City schools.
- The announcement from the New York State Association of Library Boards that Claudia Radin, a former CCLD board member, has won the 2008 Velma Moore Award, given to a Trustee who has been an outstanding library activist.
- A copy of a newspaper article from the Star Gazette "Opinion" page entitled *A book is a precious thing to waste*, written by John P. Cleary.
- The invitation to the 2008 volunteer recognition event at the Steele Memorial Library to be held on Thursday, May 22<sup>nd</sup> at 2pm.
- A copy of the CCLD Summer 2008 Schedule of Hours that is effective from May 19, 2008 until Sunday, September 7, 2008.

- A copy of the most recent CCLD telephone tree that is used during emergency situations.
- A flyer announcing an exhibit entitled *Censorship in Schools and Libraries* owned by the Long Island Coalition Against Censorship and currently on display at the Steele Memorial Library.
- Copies of an article from the March 15, 2008 edition of the Library Journal entitled *A Mixed Bag* which gives the results of the Journal's latest annual referenda survey.

**President's report.** President Smith reported on an article in the Star Gazette that honored board member Judy Sell, who is the librarian at the Ridge Road School. The article was good for libraries in general.

**Director's Report.** The Director's report was presented in writing to the board (Document #2008-44). Mr. Sleeth reported that with the hiring of the newest part-time Page at the Steele Library, all CCLD libraries are now up to full staffing levels.

Discussion then centered around Documents #2008-45, a report on the improvements made to Bookmobile Service in 2008, and Document #2008-46, which chronicled recent maintenance problems with the Bookmobile. When asked if circulation numbers justified the service, Mr. Sleeth cautioned looking exclusively at the numbers. Outreach services – to seniors who live in high-rise facilities, to the rural population who live far from another neighborhood library, to children who cannot transport themselves, and other target populations – will not compare favorably with another library which is open 45 – 65 hours a week, contains many thousands of books & other library materials, and has a full slate of programming to attract users. Mr. Sleeth stated he is looking for direction from the board on how to proceed from here. Board members showed support for the Bookmobile services and encouraged Mr. Sleeth to “test the waters” to determine if any grant funds might available for a new vehicle.

Mr. Sleeth submitted a brief progress report on the implementation of the strategic plan (Document #2008-47). Board members who have agreed to chair a committee are as follows: Initiative #1 – Marketing – Georgia A. Reynolds; Initiative #2 – Organizational issues – Kim Richards; Initiative #3 – Building & Grounds – Marleah Denkenberger and Karl Schwesinger; Initiative #4 – Services – Judy Sell; and Initiative #5 – Accountability – Sherry Collins. Mr. Sleeth stated that he has met with most of the chairs of these committees. Department Heads have also signed up to serve on these committees and community members were being recruited. Board members agreed that Initiatives #1 and #4 are very important in order to build a strong base in the community so that when you go to the public with a project proposal, you have the support you need behind you.

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2008-48). President Smith stated that most of the items discussed at the Executive Committee meeting have already been discussed this evening. Mr. Schwesinger, chair of the Buildings & Grounds Committee was present at their meeting to request two change orders on the roof projects at the West Elmira and Big

Flats Libraries. These changes, as listed in the report, were approved by the Executive Committee.

Sherry Collins reported on her attendance to the New York State Association of Library Board's Trustee Institute held at the beginning of May.

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2008-49). Ms. Fitzgerald reported that there is legislation currently being introduced to the State Legislature that, if signed into law, would authorize the New York Library Association to bundle small construction projects together for submission to the Dormitory Authority of New York State for bonding. Mr. Sleeth was asked to send a letter of support for this legislation to our State representatives.

The Committee asked Mr. Sleeth to send a copy of the CCLD audit with a cover letter from CCLD board president to Steve Hoover, the Budget Director for Chemung County.

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was distributed. Mr. Schwesinger stated that J & B Construction, the contractor replacing the roofs at the West Elmira and Big Flats Libraries, has ordered the replacement lumber for the rotted sections. J & B plans on the repairs at West Elmira to even out since the Library District will not be spending the funds to repair the beams at this time as approved at the Executive Committee meeting. The decayed roof at the Big Flats Library is larger than originally expected and a change order is needed to pay for the repairs. Mr. Schwesinger also reported that the Executive Committee had approved payment to an electrician to diagnose the electrical problems at the Big Flats Library and to make recommendations for repairs. The budget figure for those repairs will be approximately \$10,000. Mr. Schwesinger moved, seconded by Ms. Ogunwumi, to spend up to \$3,500 to repair the decayed roof at the Big Flats Library and to spend up to \$15,000 on the electrical re-wiring of the Big Flats Library. Motion Carried.

Mr. Schwesinger reported that the Chiller project at the Steele Memorial Library is complete and only requires a walk-through with the engineer before final payments can be made. He also reported that the bid documents for the Horseheads Free Library roof replacement and HVAC projects are in the attorney's hands for review and approval.

Mr. Schwesinger stated that Sue Oliver of Fagan Engineers is working on the revision of the 2008 update to the *Existing Conditions*..... report which will include a library by library priority list of projects. He noted that June 13, 2008 is the deadline that libraries must submit a letter of intent to the Southern Tier Library System for 2008 New York State construction funding. Since this date is before the next meeting of the full board, Mr. Schwesinger requested that the Buildings & Grounds Committee meet with the Executive Committee at its meeting on June 4<sup>th</sup>, 2008 in order to list the projects that CCLD will apply to STLS for funding in 2008, based on the budget and the priority list from Fagan Engineers. There are some smaller projects that are not eligible for matching

grants that can be included in the 2009 budget. One example given was the work on the dry well at the Big Flats Library, with the projected cost of repair is \$2,000.

Mr. Schwesinger requested that two invoices for the Steele Memorial Chiller project be approved for payment. Collins & Walton is requesting payment in the amount of \$5,809.25 for work which has been approved by the engineers. Also, DPC Engineering is requesting a final payment in the amount of \$360.00. Mr. Harmon moved, seconded by Ms. Richards to approve these two invoices for payment. Motion Carried. The final bill for Collins & Walton will be held until CCLD representatives can do a walk-through of the project with DPC Engineering.

Mr. Schwesinger stated that the B & G Committee has also discussed the possibility of setting up a Capital Improvement Fund for CCLD. Ms. Fitzgerald stated that she would encourage the Library District to do so and to incorporate the expenditures from that fund with the long-range plan.

**Old Business.** Ms. Santulli reported on the negotiation meetings that she and Attorney Jim Young are having with representatives from CSEA regarding a new contract between the Library District and its employees. She requested that she and Jim Young meet with the Executive Committee at its June 4<sup>th</sup>, 2008 meeting to discuss how the Library District wants to proceed.

**New Business.** President Smith reminded board members that they are sitting in the simplest low-tech facility of the Chemung County Library District. There are a variety of issues with the Van Etten Library that will need to be addressed at some point in the future.

Ms. Fitzgerald reported that the new DVD collection at the Big Flats Library is a big hit. There have been no losses at all since its inception and patrons really enjoy having it. The board should consider doing the same thing next year at the West Elmira Library.

**Public Expression.** Russ Bancroft, 142 Scenic Drive, Horseheads, New York was present as the liaison from the Public Library Foundation of Chemung County. He stated that he was present to keep the lines of communication open. Among Mr. Bancroft's observations were these: He shared that his opinion is that marketing and public relations should be at the forefront of what the Library District is trying to accomplish with its strategic plan. Regarding the Bookmobile, Mr. Bancroft expressed his opinion of how important Bookmobile services are to the community. Mr. Smith thanked Mr. Bancroft for taking time from his schedule to attend the meeting, fulfilling the need to keep communications between the Public Library Foundation and the Library District open.

The meeting was adjourned at 8:40pm. The next regular meeting of the board will be on Thursday, June 19, 2008 at 7pm at the Steele Memorial Library.

**CHEMUNG COUNTY LIBRARY DISTRICT**  
Financial Report - MAY 31, 2008

**(DOCUMENT #2008-51)**

Account	2008 Annual Budget	Received to date	Balance remaining	Percentage Received	Percentage through year
<b>Income</b>					
Library Fines, Fees & Contributions	\$ 80,615	\$ 47,271	\$ 33,344	59%	
Grants (other than N.Y.S.)	23,296	28,100	(4,804)	121%	
Foundation Contributions	160,000	79,762	80,238	50%	
Library District Tax Receipts	2,336,605	2,336,605	0	100%	
Interest on Investments	50,000	13,304	36,696	27%	
<b>State Aid</b>					
Central Library Development	105,000		105,000	0%	
Central Book Aid	71,500		71,500	0%	
Local Library Services Aid	41,700	4,183	37,517	10%	
Other State Aid	98,050	89,002	9,048	91%	
<b>TOTAL INCOME</b>	<b>\$ 2,966,766</b>	<b>\$ 2,598,227</b>	<b>\$ 368,539</b>	<b>88%</b>	<b>42%</b>

Account	Annual Budget	Expended to date	Balance remaining	Percentage Expended	Percentage through year
<b>Expense</b>					
<b>Personnel</b>					
Salaries	\$ 1,168,526	\$ 480,606	\$ 687,920	41%	
Sunday & Holiday Salaries	56,881	22,804	34,077	40%	
Employee Benefits	522,402	207,908	314,494	40%	
<b>Subtotal - Personnel Expenses</b>	<b>1,747,809</b>	<b>711,318</b>	<b>1,036,491</b>	<b>41%</b>	
<b>Contractual</b>					
Equipment	16,010	3,876	12,134	24%	
Telephone	10,100	4,207	5,893	42%	
Supplies	28,032	20,045	7,987	72%	
Travel & Continuing Education	17,840	2,656	15,184	15%	
Repairs & Maintenance	30,780	19,638	11,142	64%	
Postage	6,200	170	6,030	3%	
Education - Tuition Assistance	5,200	821	4,379	16%	
Library Materials (books, video, etc.)	302,000	140,784	161,216	47%	
Utilities	81,525	24,431	57,094	30%	
Building Cleaning Supplies	7,540	2,649	4,891	35%	
Fuel, Gas & Oil	2,750	1,255	1,495	46%	
Insurance	35,324	13,158	22,166	37%	
Rent	5,150	2,083	3,067	40%	
Vehicle Operation / Lease	1,000	1,929	(929)	193%	
Professional Fees (audit, membership)	88,377	42,817	45,560	48%	
Data Processing Expenses	40,021	10,114	29,907	25%	
Payment of Taxes	4,795	4,649	146	97%	
Library Programming	19,950	8,664	11,286	43%	
Chemung County costs (B&G, vision)	20,680	1,494	19,186	7%	
Capital Improvements	212,900	72,019	140,881	34%	
Contingency Fund	65,872	0	65,872	0%	
Debt Service	216,911	54,228	162,683	25%	
<b>TOTAL EXPENSE</b>	<b>\$ 2,966,766</b>	<b>\$ 1,143,005</b>	<b>\$ 1,823,761</b>	<b>39%</b>	<b>42%</b>

**\*\*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** -- Several minor repairs to the Bookmobile have put that account over budget

**Unpaid Bills Detail**

As of June 11, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Baker &amp; Taylor Books</b>			
	06/11/2008	Reference materials	424.11
Total Baker & Taylor Books			<u>424.11</u>
<b>Information Today, Inc.</b>			
	06/11/2008	reference material	309.95
Total Information Today, Inc.			<u>309.95</u>
<b>Jim Sleeth</b>			
	06/11/2008	Travel Reimbursement 10/21/07-6/6/08	1,228.66
Total Jim Sleeth			<u>1,228.66</u>
<b>Polk City Directories</b>			
	06/11/2008	Reference materials	335.00
Total Polk City Directories			<u>335.00</u>
<b>Southern Tier Library System</b>			
	06/11/2008	processing fees-NonF & Ref -April	128.00
Total Southern Tier Library System			<u>128.00</u>
<b>Thomson Gale</b>			
	06/11/2008	Reference Material	808.25
Total Thomson Gale			<u>808.25</u>
<b>Value Line Publishing, Inc.</b>			
	06/11/2008	reference materials	798.00
Total Value Line Publishing, Inc.			<u>798.00</u>
			<u><u>4,031.97</u></u>

## Unpaid Bills Detail

As of June 11, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>A Step Above</b>			
	06/11/2008	Volunteer Recognition	103.00
Total A Step Above			<u>103.00</u>
<b>AT&amp;T</b>			
	06/11/2008	long dist chg-SML	22.91
Total AT&T			<u>22.91</u>
<b>Barnes &amp; Noble, Inc.</b>			
	06/11/2008	ST JUV purchase	153.73
Total Barnes & Noble, Inc.			<u>153.73</u>
<b>Blackbourn Media Packaging</b>			
	06/11/2008	AV supplies for BF	82.29
Total Blackbourn Media Packaging			<u>82.29</u>
<b>Bobby K Entertainment</b>			
	06/11/2008	downpymt for WE programs	125.00
Total Bobby K Entertainment			<u>125.00</u>
<b>CDW Government, Inc.</b>			
	06/11/2008	computer eq-Gates funding match-ST	1,029.31
Total CDW Government, Inc.			<u>1,029.31</u>
<b>Center Point Large Print</b>			
	06/11/2008	ST large print	193.78
Total Center Point Large Print			<u>193.78</u>
<b>Chemung County Historical Society, Inc.</b>			
	06/11/2008	Volunteer Recognition gifts	144.00
Total Chemung County Historical Society, Inc.			<u>144.00</u>
<b>Chemung County Library District</b>			
	06/11/2008	Petty Cash reimbursement - BF	155.27
Total Chemung County Library District			<u>155.27</u>
<b>Collins &amp; Walton</b>			
	06/11/2008	Steele Chiller Project-Final Payment	3,790.45
Total Collins & Walton			<u>3,790.45</u>
<b>CyberDark Computing</b>			
	06/11/2008	power supply-ST	45.00
Total CyberDark Computing			<u>45.00</u>
<b>Demco, Inc.</b>			
	06/11/2008	BF & WE supplies	635.70
Total Demco, Inc.			<u>635.70</u>



## Unpaid Bills Detail

As of June 11, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Digital Innovations</b>			
	06/11/2008	Supplies for DVD repair-ST	37.50
Total Digital Innovations			<u>37.50</u>
<b>First Transit</b>			
	06/11/2008	Bookmobile repairs	265.46
Total First Transit			<u>265.46</u>
<b>H. L. Treu Office Supply Corp.</b>			
	06/11/2008	Office supply	103.97
Total H. L. Treu Office Supply Corp.			<u>103.97</u>
<b>Highsmith, Inc.</b>			
	06/11/2008	CD supplies ST	63.00
Total Highsmith, Inc.			<u>63.00</u>
<b>Home Life</b>			
	06/11/2008	PHS Subscription-HFL	29.00
Total Home Life			<u>29.00</u>
<b>Howell, Liberatore &amp; Wickham, Inc.</b>			
	06/11/2008	Design Lib cards	750.00
Total Howell, Liberatore & Wickham, Inc.			<u>750.00</u>
<b>Idearc Media Corp.</b>			
	06/11/2008	Phone book ad-monthly fee	15.25
Total Idearc Media Corp.			<u>15.25</u>
<b>Info USA Marketing, Inc.</b>			
	06/11/2008	Electronic Reference materials-renewal	7,350.00
Total Info USA Marketing, Inc.			<u>7,350.00</u>
<b>JanWay Company USA, Inc.</b>			
	06/11/2008	Summer Reading Club supply WE	91.43
Total JanWay Company USA, Inc.			<u>91.43</u>
<b>Junior Library Guild</b>			
	06/11/2008	Library materials BF	300.00
Total Junior Library Guild			<u>300.00</u>
<b>LaFrance Equipment Corp.</b>			
	06/11/2008	Fire Ext. Inspection/Charge-HFL	40.00
Total LaFrance Equipment Corp.			<u>40.00</u>
<b>Logic Computer Products</b>			
	06/11/2008	Printer supply-ST	156.34
Total Logic Computer Products			<u>156.34</u>

**Unpaid Bills Detail**

As of June 11, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Mid American Specialties</b>			
	06/11/2008	prizes-WE programming	110.05
Total Mid American Specialties			<u>110.05</u>
<b>MidWest Tape</b>			
	06/11/2008	DVD/Audio purchases-HFL & ST	9,695.13
Total MidWest Tape			<u>9,695.13</u>
<b>Movie Licensing USA</b>			
	06/11/2008	Great Debaters-ST	75.00
Total Movie Licensing USA			<u>75.00</u>
<b>Perry &amp; Carroll, Inc.</b>			
	06/11/2008	Crime, Auto, Property, Liability Insurance policies-al	6,023.98
Total Perry & Carroll, Inc.			<u>6,023.98</u>
<b>Pitney Bowes</b>			
	06/11/2008	supplies for mail machine	260.96
Total Pitney Bowes			<u>260.96</u>
<b>Press &amp; Sun Bulletin</b>			
	06/11/2008	Steele subscription	383.51
Total Press & Sun Bulletin			<u>383.51</u>
<b>Purchase Power</b>			
	06/11/2008	postage added to meter-all libraries	3,026.23
Total Purchase Power			<u>3,026.23</u>
<b>Random House, Inc.</b>			
	06/11/2008	AV purchases-ST	2,619.50
Total Random House, Inc.			<u>2,619.50</u>
<b>Recorded Books</b>			
	06/11/2008	ST purchases	819.10
Total Recorded Books			<u>819.10</u>
<b>Rem-Southern Office Products, Inc.</b>			
	06/11/2008	Annual service agreement-Steele staff/HFL copier	1,109.75
Total Rem-Southern Office Products, Inc.			<u>1,109.75</u>
<b>Robert Rogers Puppet Company</b>			
	06/11/2008	July programs at 4 libraries	1,400.00
Total Robert Rogers Puppet Company			<u>1,400.00</u>
<b>Sayles &amp; Evans</b>			
	06/11/2008	Legal fees 2/6-4/30	3,778.10
Total Sayles & Evans			<u>3,778.10</u>

## Unpaid Bills Detail

As of June 11, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Scholastic, Inc.</b>			
	06/11/2008	RoaR Purchase	2,530.77
Total Scholastic, Inc.			<u>2,530.77</u>
<b>SDS of NY</b>			
	06/11/2008	garbage disposal-BF,WE,HFL for May	141.01
Total SDS of NY			<u>141.01</u>
<b>Seneca Data</b>			
	06/11/2008	Notice printer	365.56
Total Seneca Data			<u>365.56</u>
<b>SKJ Facilities Management, Inc.</b>			
	06/11/2008	HFL Janitor services -May	720.00
Total SKJ Facilities Management, Inc.			<u>720.00</u>
<b>Southern Tier Commercial Cleaning, Inc.</b>			
	06/11/2008	Cleaning following Capital Projects-BF/WE	480.00
Total Southern Tier Commercial Cleaning, Inc.			<u>480.00</u>
<b>Southern Tier Library System</b>			
	06/11/2008	Equipment /processing fees	2,532.19
Total Southern Tier Library System			<u>2,532.19</u>
<b>Star Gazette</b>			
	06/11/2008	BF annual subscription	199.84
Total Star Gazette			<u>199.84</u>
<b>Sunset Printers</b>			
	06/11/2008	Envelopes/Flyers	306.88
Total Sunset Printers			<u>306.88</u>
<b>The Nelson A Rockefeller Inst. of Gov't</b>			
	06/11/2008	HFL book purchase	47.94
Total The Nelson A Rockefeller Inst. of Gov't			<u>47.94</u>
<b>The Penworthy Company</b>			
	06/11/2008	WE puppets	166.95
Total The Penworthy Company			<u>166.95</u>
<b>Thomson Gale</b>			
	06/11/2008	ST fiction purchase	603.64
Total Thomson Gale			<u>603.64</u>
<b>Town of VanEtten</b>			
	06/11/2008	Building rental-May	416.66
Total Town of VanEtten			<u>416.66</u>

**Unpaid Bills Detail**

As of June 11, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Unique Management Services, Inc.</b>			
	06/11/2008	Collection fees -June	637.31
Total Unique Management Services, Inc.			<u>637.31</u>
<b>Upstart</b>			
	06/11/2008	Prog Supply - VanEtten	15.00
Total Upstart			<u>15.00</u>
<b>Verizon</b>			
	06/11/2008	phone service-BF/HFL	504.23
Total Verizon			<u>504.23</u>
<b>Weston Wood Studios</b>			
	06/11/2008	Library materials-BF	32.65
Total Weston Wood Studios			<u>32.65</u>
			<u><b>54,684.33</b></u>

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

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
J & B Installations, Inc.			
	06/06/2008	Parital pymt on roof projects at BF & We	133,893.00
Total J & B Installations, Inc.			<u>133,893.00</u>
<b>TOTAL</b>			<b><u><u>133,893.00</u></u></b>

**Unpaid Bills Detail**

As of June 4, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Ingram Library Services			
	06/04/2008	Non-Fiction book purchases	<u>1,775.01</u>
Total Ingram Library Services			<u>1,775.01</u>
<b>TOTAL</b>			<u><u>1,775.01</u></u>

## Unpaid Bills Detail

As of June 4, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>4imprint</b>			
	06/03/2008	Booker balloons /mouse pads -balance due	288.55
Total 4imprint			<u>288.55</u>
<b>Amazon Credit Plan</b>			
	06/03/2008	purchases - all libraries	1,563.54
Total Amazon Credit Plan			<u>1,563.54</u>
<b>Anne Caruana</b>			
	06/03/2008	Patron Refund	15.00
Total Anne Caruana			<u>15.00</u>
<b>Baker &amp; Taylor Books</b>			
	06/03/2008	HFL/WE book purchases	776.24
Total Baker & Taylor Books			<u>776.24</u>
<b>Barnes &amp; Noble, Inc.</b>			
	06/03/2008	HFL purchase for program	36.70
Total Barnes & Noble, Inc.			<u>36.70</u>
<b>Brian P. Harris</b>			
	06/03/2008	Mileage 3/27-5/21/08	120.19
Total Brian P. Harris			<u>120.19</u>
<b>California Newsreel</b>			
	06/03/2008	HFL DVD purchase	85.95
Total California Newsreel			<u>85.95</u>
<b>Cathleen Deery</b>			
	06/03/2008	Patron Refund	40.00
Total Cathleen Deery			<u>40.00</u>
<b>Chemung Canal Trust Company</b>			
	06/03/2008	misc credit card purchases-April/May	493.47
Total Chemung Canal Trust Company			<u>493.47</u>
<b>Chemung County Library District</b>			
	06/03/2008	Petty Cash reimbursement - HFL/BF/WE	695.10
Total Chemung County Library District			<u>695.10</u>
<b>Dawn Austin</b>			
	06/03/2008	mileage reimb 1/30-5/28	45.45
Total Dawn Austin			<u>45.45</u>
<b>Deborah L. Brimmer</b>			
	06/03/2008	Mileage reimb-May/Vol Recog supplies	193.28
Total Deborah L. Brimmer			<u>193.28</u>
<b>Dept.00-01338243</b>			
	06/03/2008	office supplies-HFL	59.99
Total Dept.00-01338243			<u>59.99</u>

## Unpaid Bills Detail

As of June 4, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Dianne Patchett</b>			
	06/03/2008	supplies/mileage reimb BKM-4/29-5/17	44.46
Total Dianne Patchett			<u>44.46</u>
<b>Educational Directories</b>			
	06/03/2008	HFL book purchase	24.00
Total Educational Directories			<u>24.00</u>
<b>Elmira Water Board</b>			
	06/03/2008	SML/WE water	172.19
Total Elmira Water Board			<u>172.19</u>
<b>Fagan Engineers</b>			
	06/03/2008	Prof. Svc-Revisit prioritization of projects	515.75
Total Fagan Engineers			<u>515.75</u>
<b>GE Money Bank/Amazon</b>			
	06/03/2008	HFL Purchases	1,086.81
Total GE Money Bank/Amazon			<u>1,086.81</u>
<b>Glove House, Inc.</b>			
	06/03/2008	Patron Refund	20.00
Total Glove House, Inc.			<u>20.00</u>
<b>Ingram Library Services</b>			
	06/04/2008	Library materials-June stmt	10,722.06
Total Ingram Library Services			<u>10,722.06</u>
<b>Kimberly Jones</b>			
	06/03/2008	mileage reimb. Bookmobile stops 4/25-5/20	97.56
Total Kimberly Jones			<u>97.56</u>
<b>Owen Frank</b>			
	06/03/2008	Volunteer Recog expenses	123.44
Total Owen Frank			<u>123.44</u>
<b>Petty Cash-Steele</b>			
	06/03/2008	reimburse PC expenses-SML	224.28
Total Petty Cash-Steele			<u>224.28</u>
<b>Press &amp; Sun Bulletin</b>			
	06/03/2008	Steele subscription	91.44
Total Press & Sun Bulletin			<u>91.44</u>
<b>RadioShack Corporation</b>			
	06/03/2008	ST phone	79.99
Total RadioShack Corporation			<u>79.99</u>
<b>Recorded Books</b>			
	06/03/2008	WE purchse	172.80
			<u>172.80</u>



## Unpaid Bills Detail

As of June 4, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Recorded Books			172.80
<b>Rose Woodard</b>			
	06/03/2008	Reimb for programming exp for WE	72.00
Total Rose Woodard			72.00
<b>SDS of NY</b>			
	06/03/2008	garbage disposal-BF,WE,HFL for April	140.17
Total SDS of NY			140.17
<b>South Central Regional Library Council</b>			
	06/03/2008	Workshop registration-ST	5.00
Total South Central Regional Library Council			5.00
<b>Staples Business Advantage</b>			
	06/03/2008	Office supplies-all libraries	591.13
Total Staples Business Advantage			591.13
<b>Staples Credit Plan</b>			
	06/03/2008	BF supplies	30.86
Total Staples Credit Plan			30.86
<b>Star Gazette</b>			
	06/03/2008	bal due for BF annual sub	15.58
Total Star Gazette			15.58
<b>Stuart Finch</b>			
	06/03/2008	Mileage reimb-workshop 5/23	50.50
Total Stuart Finch			50.50
<b>Time Warner Cable</b>			
	06/03/2008	VPN Service - June 08	200.00
Total Time Warner Cable			200.00
<b>U. S. Postal Service</b>			
	06/03/2008	bulk mailing of Summer Newsletters	1,026.01
Total U. S. Postal Service			1,026.01
<b>Unique Management Services, Inc.</b>			
	06/03/2008	Collection fees -all libraries-April 08	812.38
Total Unique Management Services, Inc.			812.38
<b>Upstart</b>			
	06/03/2008	Prog Supply - WE	80.10
Total Upstart			80.10
<b>Verizon</b>			
	06/03/2008	phone service-BF/HFL	197.39
Total Verizon			197.39
<b>Verizon Wireless</b>			

**Unpaid Bills Detail**

As of June 4, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Verizon Wireless	06/03/2008	BKM cellular service-May	<u>116.53</u>
			116.53
<b>Village of Horseheads</b>			
Total Village of Horseheads	06/03/2008	HFL water bill 1/31-4/15	<u>25.11</u>
			25.11
<b>Weston Wood Studios</b>			
Total Weston Wood Studios	06/03/2008	Library materials-WE	<u>97.95</u>
			<u>97.95</u>
<b>TOTAL</b>			<u><u>21,248.95</u></u>

***Document #2008-53: Personnel activities since the May 2008 meeting of the Library Board***

Memo

To: Library District Board of Trustees

From: Jim Sleeth, Library Director

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

Date: June 12<sup>th</sup>, 2008

A new library page did not make it through his probationary period and was dismissed.

Susan Schoeffler was hired as a new library page at the Steele Memorial Library, effective June 11<sup>th</sup>, 2008. Her probationary period extends through December 10<sup>th</sup>, 2008.

The anticipated retirement at the end of 2008 of the long-tenured Librarian III, head librarian at the Horseheads Free Library, occasions some thinking about the personnel structure and job assignments of the professional staff. More directly, this presents an opportunity to re-think the organization chart and supervisory responsibilities of the professional staff. This needs to be done in conjunction with or modification of the staff plan (adopted in the first months of 2006, when the Library District was new), in sympathy with the strategic plan, and in accordance with Civil Service policies and procedures. I request a meeting of the Personnel Committee to discuss these organizational issues before proceeding.

## **Document #2008-54**

### **Report of Planning Activities**

The following activities have recently taken place:

#### **Initiative #1 – Marketing:**

- Chair & board liaison: Georgia Reynolds, Denny Smith (ex officio)
- Community members: David Radin, Sharon Stone, Lynne Rusinko, Ann Cady
- Library staff: Jim Sleeth, Lynn Shepson, others are pulled in as necessary
- Committee activities: The committee met for the first time Thursday, June 5<sup>th</sup>. Committee members shared their backgrounds. Sharon Stone gave an overview of what marketing means, and David Radin added to the flow of information. David Radin and Sharon Stone, who have worked together at Corning Inc. in the past, agreed to facilitate the next meeting, scheduled for July 23<sup>rd</sup>, in the late afternoon.

#### **Initiative #2 – Organizational issues:**

- Chair & board liaison: Kim Richards
- Community members: Kimberly Cutler
- Library staff: Jim Sleeth, others are pulled in as necessary
- Committee activities: Jim & Kim met and began work by creating tables of policies to review and revise & liaison opportunities between various library support groups.

#### **Initiative #3 – Building & Grounds:**

- Co-chairs & board liaison: Karl Schwesinger & Marleah Denkenberger
- Community members:
- Library staff: Jim Sleeth, Maureen Ferrell, Brian Harris, with others pulled in as necessary
- Committee activities: This committee is currently hard at work with current construction projects, planning for upcoming projects, and applying for State Aid to pay for them all.

#### **Initiative #4 – Services:**

- Chair & board liaison: Judy Sell
- Community members: Lisa Kelly, Patricia Cusick
- Library staff: Jim Sleeth, with others pulled in as necessary
- Committee activities:

#### **Initiative #5 – Accountability:**

- Chair & board liaison: Sherry Collins
- Community members: the voters
- Library staff: Jim Sleeth, Owen Frank, Cola Thayer, and others as necessary
- Committee activities: Working on statistical measures of library services; strategic plan presentation is being given to support groups as time allows

**(Document #2008-55)**

**Report of the June 4<sup>th</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, June 4<sup>th</sup>, 2008 beginning at 7pm. The following members of the Executive Committee were present: Denny Smith, Robin Fitzgerald, Sherry Collins, and Jan Kather. The Building & Grounds Committee met in conjunction with the Executive Committee, and a report of its discussion and action items is documented in that Committee's report of its June 4<sup>th</sup>, 2008 meeting. Staff present were Joan Santulli, the Library's Administrative Assistant, and Jim Sleeth, Library Director. Also present was Jim Young, Library District attorney.

The following topics were discussed:

- The status of CCLD / CSEA negotiations was reviewed with CCLD attorney Jim Young.
- Mr. Sleeth recommended that CCLD board members attend an STLS workshop given by Jerry Nichols entitled "Leading Your Library: effective boards, effective directors, and effective services."
- Mr. Sleeth shared a notice from the West Elmira Fire Department inspector saying "the inspection of your facility revealed no violation of state fire code or local ordinances."
- A sample of the letter of inquiry for funding of a new bookmobile to Chemung County foundations was briefly discussed.
- Ms. Santulli presented the Unpaid Bills Detail dated June 4<sup>th</sup>, 2008. Ms. Fitzgerald moved, seconded by Ms. Collins, to approve payment of these invoices. Motion carried.

The committee adjourned at 8:40pm. The next meeting of the Executive Committee of the Chemung County Library District is scheduled to be held on Wednesday, July 2<sup>nd</sup>, 2008 at 7pm in the Petrie Conference Room of the Steele Memorial Library.

**(Document #2008-56)**

**Report of the June 12<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, June 12<sup>th</sup>, 2008 beginning at 8:15am. Attending the meeting were Robin Fitzgerald, Jason Harmon, Andrea Ogunwumi, and Denny Smith. Also in attendance were CCLD Administrative Assistant Joan Santulli and Library Director Jim Sleeth. Robin Fitzgerald opened the meeting at 8:15 am.

The following topics were discussed:

- The May 31<sup>st</sup>, 2008 financial report was distributed and discussed. Ms Fitzgerald said tha this report did not include the authorization by the Executive Committee to pay 90% of contracted costs (approximately \$133,000) for the Big Flats and West Elmira Library roof projects.
- Unpaid bill sheet dated June 11<sup>th</sup>, 2008 was reviewed. While there were no questions regarding the report, it was noted that the bill from Collins & Walton (\$3790.45) is the final payment on the Steele Library chiller replacement project.
- The status of the CSEA / CCLD personnel discussions were brought up to date.
- The Committee issued instructions regarding the preparation of the first draft of the 2009 Library District budget to the library administration.
- A letter dated May 20<sup>th</sup>, 2008 was received from Senator Winner expressing his support for Senate bill no. 1684 to allow districts to bond construction projects through the Dormitory Authority of the State of New York.

The meeting adjourned at 9am. The next meeting of the Budget & Finance Committee of the Chemung County Library District is scheduled to be held Thursday, July 10<sup>th</sup>, 2008 at 8:15am in the Petrie Conference Room of the Steele Memorial Library.

## **Document #2008 – 57**

### **Report of the June 4<sup>th</sup>, 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 in conjunction with members of the Executive Committee on Wednesday, June 4<sup>th</sup>, 2008 beginning at 7pm. Attending the meeting were Karl Schwesinger and Jan Kather of the Building & Grounds Committee. Members of the Executive Committee present were Denny Smith, Robin Fitzgerald, and Sherry Collins. Also attending were Jim Sleeth, Library District Director, and Joan Santulli, Administrative Assistant.

The meeting opened at 7pm.

The following topics were discussed:

Karl Schwesinger reviewed the progress of the Big Flats and West Elmira roofing projects. Following the progress report, Mr. Schwesinger asked for approval of payment to J&B Installations of 90% of the contract amount, totaling \$133,893. Ms. Collins moved, seconded by Denny Smith, to approve payment of 90% of the contract total. Motion carried.

Mr. Sleeth forwarded an email from staff expressing concern that the repair of electrical wiring for the exterior soffit lights would not be completed until the fall by the County Building & Grounds Department. Mr. Schwesinger said he shared the concern and would ask Sue Oliver to attempt to accelerate the wiring repair so that the soffit lights would shine again.

Mr. Sleeth asked Mr. Schwesinger to work with Sue Oliver to have lock boxes installed at the West Elmira and Big Flats libraries in conjunction with work to be done on their entrance doors. Mr. Schwesinger said that their installation was a good idea and he would speak with Ms. Oliver about their installation.

Mr. Schwesinger brought before the Executive Committee the question of which construction projects should be applied for in the next round of State Aid for library construction, where up to 50% of project costs may be received. Mr. Schwesinger passed around the table the newest update to *Existing Conditions* ... created by Sue Oliver from Fagan Engineers that prioritized maintenance and construction projects for each of the neighborhood libraries. Following discussion of each libraries' needs, the Committees concurred that the following projects should be applied for:

- Big Flats Library: Front main entrance door system replacement (\$6,500) and high level window replacement (\$34,000). Total estimated project costs at Big Flats equals \$40,500.

- West Elmira Library: Rear entrance door system replacement (\$6,500) and high level window replacement (\$34,000). Total estimated project costs at West Elmira equals \$40,500.
- Horseheads Free Library: Door/entrance system replacement (\$13,000), exterior hollow metal door replacement (\$3,600), and window replacement (\$13,200). Total estimated project costs at the Horseheads Free Library equals \$29,800.
- Steele Memorial Library: While both Committees approved that the most important project to address is roof and parapet renovation, there are insufficient local and state funds available for this project. Lighting upgrades (\$15,000) and Phase 1 of parking repairs, site and landscaping (\$75,000). Total estimated project costs at the Steele Memorial Library equals \$90,000.
- The total cost of all projects equals \$200,800, meaning that the local cost is projected to be \$100,400.

Mr. Schwesinger reported that the scope and cost of the electrical repairs at the Big Flats Library is still being reviewed by the electrician.

Mr. Schwesinger reported that the Library District attorney (Sayles & Evans) is nearing completion of his review of proposed bid documents for the Horseheads roofing and HVAC projects.

The meeting adjourned at 8:15pm.

The next meeting of the Buildings & Grounds Committee will be held on Wednesday, July 9<sup>th</sup>, 2008 at 3pm in the Director's Office at the Steele Memorial Library.