

CHEMUNG COUNTY LIBRARY DISTRICT

Agenda

The November 2008 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, November 20th, 2008 at 7pm in the meeting room of the Horseheads Free Library, 405 South Main Street, Horseheads, New York 14845. 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 #2008-86)
4. Treasurer's report
 - a) Financial report (document #2008-87)
 - b) Report of unpaid Bills Detail (document #2008-88)
5. Correspondence
6. President's report
7. Director's report
 - a) Personnel activities since the October 2008 meeting (document #2008-89)
8. Committee reports:
 - a) Executive Committee (Smith)
 - b) Budget & Finance Committee (Fitzgerald)
 - 1) Report of the Committee meeting (document #2008-90)
 - 2) 2009 Central Library Development / Central Book Aid narrative and budget proposal (document #2008-91)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document #2008-92)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

Minutes of the October 2008 meeting of the Chemung County Library District Board of Trustees. Document #2008-86

Minutes of the October 2008 meeting of the Chemung County Library District Board of Trustees. The October meeting was held on Thursday, October 21, 2008 at 7:05pm at the Steele Memorial 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, Jason Harmon, Karl Schwesinger and Ed Marosek. Excused were Jan Kather and Andrea Ogunwumi. Also present were Jim Sleeth, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant and members of the CCLD ad hoc Marketing Committee (Reynolds (chair), Cady, Radin, Rusinko, Shepson, Stone).

Minutes. The minutes of the September 2008 meeting (Document #2008-80) were presented for board review. The minutes were approved as distributed by unanimous consent.

Financial Report. The September 30, 2008 Financial Report (Document #2008-81) was presented for board review. By unanimous consent, the September 2008 Financial Report was approved as distributed and will be filed for audit.

Concerning the Report of Unpaid Bills (Document #2008-82). Ms. Fitzgerald noted that the \$10,000 invoice payable to Exeter Trust Company is for funds that were received by the Library District as a bequest which were actually meant to be sent to the Steele Memorial Library Foundation, as per the family's attorney. By unanimous consent, the board authorizes the payment of the October 1st and October 7th, 2008 unpaid bill lists as distributed.

Ad Hoc Marketing Committee. At this time the meeting was turned over to Georgia Reynolds, the Chair of the Marketing Committee. The Committee members (Reynolds, Cady, Radin, Rusinko, Shepson, & Stone) gave a progress report and power point presentation on their charge to work toward a viable marketing plan for the Library District that will meet the needs of library users both now and in the future.

Correspondence. None

President's report. None

Director's Report. The Director's report was presented in writing to the board (Document #2008-83). Mr. Sleeth stated a new Library Clerk has been hired to fill the vacancy created by the retirement of a Senior Library Clerk at the Horseheads Free Library. He explained the process he went through to select Chris Corter, Librarian 3, to be the new librarian in charge of both the Horseheads Free and Van Etten libraries, at Maureen Ferrell's retirement in early December.

As a result of Ms. Corter's upcoming transfer, there is a vacancy in the Steele Library's youth services department, and Mr. Sleeth has begun the process to fill that vacancy. Both Librarian 1s already on the staff declined the opportunity for promotion to youth services, so Civil Service has been asked for a new "eligible list" of professional librarians. A "training and experience"

examination will be given by Civil Service. Mr. Sleeth hopes to fill the position from that process, but he is also prepared to recruit new staff at the upcoming conference of the New York Library Association, to be held in early November 2008.

Mr. Sleeth also reported that due to the lack of volunteers from the professional staff at the Library District, he contacted Susan Naylor, last year's Sunday Supervisor, who accepted the position as Librarian in charge of Sunday library services at the Steele Memorial Library. Ms. Naylor will undergo a brief training period at the Steele Memorial Library.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2008-84). President Smith stated the Committee received reports regarding the third quarter donations from the Public Library Foundation of Chemung County and the Steele Memorial Library Foundation, as well as receipt from the Friends of the the Horseheads Free Library's of \$5,000.

The Library District received a letter from Senator George H. Winner, Jr. acknowledging that \$50,000 in funding will be requested from the State Education Department to assist the District with its Buildings & Grounds projects.

Mr. Smith reported on conversations he has had with Mr. Pirozzolo of the Public Library Foundation of Chemung County about funding and the desire of the Public Library Foundation of Chemung County (PLF) to direct their contribution to specific capital funds. A meeting will be scheduled to see if CCLD and the PLF can conclude an agreement on use of these funds.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2008-85). Ms. Fitzgerald reported on a meeting that she attended with Mr. Sleeth and Ms. Santulli with Celeste Knickerbocker, a representative of the Chemung Canal Trust Company. The meeting was scheduled to discuss the Library District's deposits in the bank and the amount of insurance coverage the District has for their funds. She reported that the all the District's funds are currently collateralized except for \$400,000. The bank is researching the legislation that created the Library District and its by-laws to determine whether the District is considered a not-for-profit or a government agency. As a government agency, the District deposits would be covered 100%. As a not-profit, there is a program that will spread out the District funds to other banks so that there is 100% coverage. Chemung Canal Trust Company will make this determination and contact us with the results of their findings.

Buildings & Grounds Committee. Mr. Schwesinger gave a verbal report regarding the current State Construction projects:

- Both the West Elmira and Big Flats bathroom projects are nearing completion.
- The supplies and equipment for the Horseheads Free Library roof / HVAC projects has arrived. The two contractors are working together to make sure the installations go smoothly. The staff at the Horseheads Library may be without heat for 1 – 3 days in order to do the work correctly. Mr. Schwesinger brought to the board meeting the

“notices to proceed” paperwork for Al’s Contracting which needs to be signed by the President of the board.

- The exterior doors and hardware for the Steele Memorial Library project have been received.
- The non-working soffit lights at the Big Flats Library have been inspected by Jim’s Electric. When the roof repair was completed, all the wiring was removed. Jim’s Electric is attempting to find a way to re-wire the soffit lights.
- It was discovered that the soffit lights at the West Elmira Library only work on two sides of the building. Mr. Schwesinger will work with the County Buildings & Grounds Department to see if they will repair the soffit lights on the other two sides of the building.

Mr. Schwesinger stated that next year he would like to see the gravel replaced around the exterior of the West Elmira Library and a new walkway to their storage shed installed.

Personnel Committee. Ms. Conwell reported that the committee has reviewed the staff and board evaluations of the Library District Director. The Committee spoke to the Director personally with the results. They have requested that the Director set goals for next year and bring them to the Committee. A new instrument for evaluation of the Director will be developed for next year.

Public Expression. Carol Hosley of Pine City, New York was present and decided that before she addresses the board with her concerns she would like to meet with the Director.

President Smith introduced Tina Hager, who has agreed to be appointed to the CCLD board of trustees to serve as the representative of the 5th District.

Ms. Collins moved, seconded by Mr. Harmon to move into Executive Session to discuss a personnel issue. Mr. Sleeth and Ms. Santulli were excused from the room. Ms. Reynolds moved, seconded by Mr. Harmon to come out of Executive Session and return to the regular meeting. Ms. Reynolds moved, seconded by Ms. Collins, the following: (1) a 3% salary increase is proposed for Library Director Sleeth, and a 3% salary increase is proposed for Administrative Assistant Santulli; (2) both administrators should be given the option to join the health insurance plan offered to all other qualified staff; (3) Mr. Sleeth will be asked to report to the Personnel Committee on his professional goals for the year; and (4) the Committee will create a new evaluation instrument and process during the 2009 year. Motion carried.

Old Business. Mr. Harmon reported that former CCLD board member Kimberly Richards is newly employed at the Berks County, Pa., as its Director of Library Archives.

New Business. Ms. Fitzgerald moved, seconded by Mr. Marosek to appoint Elizabeth Wavle, David Sheen and Kristen Meyer to a second term on the Steele Memorial Library Foundation board. Motion carried.

The meeting was adjourned at 8:52pm. The next regular meeting of the board will be held on Thursday, November 20, 2008 at 7pm at the Horseheads Free Library.

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2008-87)

Financial Report - OCTOBER 31, 2008

Account	2008 Annual Budget	Received to date	Balance remaining	Percentage Received	Percentage through year
Income					
Library Fines, Fees & Contributions	\$ 80,615	\$ 86,361	\$ (5,746)	107%	
Grants (other than N.Y.S.)	23,296	57,670	(34,374)	248%	
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	35,137	14,863	70%	
State Aid					
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%	
TOTAL INCOME	\$ 2,966,766	\$ 2,979,633	\$ (12,867)	100%	83%
Expense					
Personnel					
Salaries	\$ 1,168,526	\$ 976,971	\$ 191,555	84%	
Sunday & Holiday Salaries	56,881	29,638	27,243	52%	
Employee Benefits	522,402	405,118	117,284	78%	
Subtotal - Personnel Expenses	1,747,809	1,411,727	336,082	81%	
Contractual					
Equipment	16,010	16,010	0	100%	
Telephone	10,100	8,437	1,663	84%	
Supplies	28,032	28,032	0	100%	
Travel & Continuing Education	17,840	7,554	10,286	42%	
Repairs & Maintenance	30,780	30,780	0	100%	
Postage	6,200	3,689	2,511	60%	
Education - Tuition Assistance	5,200	1,642	3,558	32%	
Library Materials (books, video, etc.)	302,000	274,699	27,301	91%	
Utilities	81,525	47,775	33,750	59%	
Building Cleaning Supplies	7,540	5,314	2,226	70%	
Fuel, Gas & Oil	2,750	2,527	223	92%	
Insurance	35,324	23,179	12,145	66%	
Rent	5,150	4,167	983	81%	
Vehicle Operation / Lease	1,000	1,000	0	100%	
Professional Fees (audit, membership)	88,377	87,670	707	99%	
Data Processing Expenses	40,021	29,341	10,680	73%	
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	2,093	18,587	10%	
Capital Improvements	212,900	212,900	0	100%	
Contingency Fund	65,872	72,543	(6,671)	110%	
Debt Service	216,911	162,723	54,188	75%	
TOTAL EXPENSE	\$ 2,966,766	\$ 2,458,401	\$ 508,365	83%	83%
**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					
Other Grants include Friends donations and Gates Foundation Grant					
EXPENSE -- 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					
**PLEASE NOTE:					
The Contingency Fund includes the following accounts that are over budget:					
Equipment \$13,371; Supplies \$9,702; Repairs & Maint. \$1,363; Vehicle Operation \$1,997; Programming \$3,197 and Capital Improvem					

Chemung County Library District General Fund
Unpaid Bills Detail
As of November 12, 2008

Document #2008-88

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Acme Pest Control, Inc.			
	11/10/2008	Pest Control @ Steele-November	25.00
Total Acme Pest Control, Inc.			<u>25.00</u>
Amazon Credit Plan			
	11/03/2008	purchases - all libraries	2,084.19
Total Amazon Credit Plan			<u>2,084.19</u>
American Library Association			
	11/10/2008	membership dues for 2009	130.00
Total American Library Association			<u>130.00</u>
Andover Free Library			
	11/03/2008	Funds collected at Steele-due to Andover	13.00
Total Andover Free Library			<u>13.00</u>
AT&T			
	11/10/2008	long dist chg-SML-Sept & Oct	15.93
Total AT&T			<u>15.93</u>
Audio Adventures			
	11/03/2008	Steele AV purchases	128.69
Total Audio Adventures			<u>128.69</u>
Baker & Taylor Books			
	11/10/2008	HFL/W.E. book purchases	366.92
Total Baker & Taylor Books			<u>366.92</u>
Barnes & Noble, Inc.			
	11/03/2008	Steele NF/JUV & BKM purchases	343.94
Total Barnes & Noble, Inc.			<u>343.94</u>
BBC Audiobooks America			
	11/10/2008	Audio purchases for Steele	614.56
Total BBC Audiobooks America			<u>614.56</u>
Brodart Co.			
	11/10/2008	Book tape-all libraries	111.10
Total Brodart Co.			<u>111.10</u>
Center Point Large Print			
	11/12/2008	ST/BKM large print	468.44
Total Center Point Large Print			<u>468.44</u>
Chemung Canal Trust Company			
	11/03/2008	misc credit card purchases-Oct	1,039.56
Total Chemung Canal Trust Company			<u>1,039.56</u>
Chemung County Buildings & Grounds Dept.			
	11/10/2008	Utility & Bldg Maint. chg- 3rd Qtr 2008	29,145.30
Total Chemung County Buildings & Grounds Dept.			<u>29,145.30</u>

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	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Chemung County Library District			
	11/03/2008	Petty Cash reimbursement - BF/WE/HFL	394.34
Total Chemung County Library District			<u>394.34</u>
Christine Murphy			
	11/03/2008	Patron refund	20.00
Total Christine Murphy			<u>20.00</u>
Deborah L. Brimmer			
	11/04/2008	Mileage reimb-Oct	190.71
	11/12/2008	Mileage reimb Oct/wkshop reg/supplies	222.28
Total Deborah L. Brimmer			<u>412.99</u>
Demco, Inc.			
	11/03/2008	Computer workstations-BF	841.22
Total Demco, Inc.			<u>841.22</u>
Dianne Patchett			
	11/03/2008	Bookmobile Ohio conference-mileage/meals	619.52
Total Dianne Patchett			<u>619.52</u>
Elmira Business Machines			
	11/03/2008	supplies for cash register	23.97
Total Elmira Business Machines			<u>23.97</u>
Elmira Christian Academy			
	11/10/2008	Advertisement in Sports program	50.00
Total Elmira Christian Academy			<u>50.00</u>
Elmira Water Board			
	11/12/2008	W. Elmira water	31.92
Total Elmira Water Board			<u>31.92</u>
Fire Alarm Service Technology, Inc.			
	11/03/2008	Annual alarm monitoring-Steele	330.00
Total Fire Alarm Service Technology, Inc.			<u>330.00</u>
First Transit			
	11/10/2008	Bookmobile fuel - October	138.74
Total First Transit			<u>138.74</u>
Gordon's Cleaning Service			
	11/03/2008	Seal flooring in new restrooms-BF/We	154.00
Total Gordon's Cleaning Service			<u>154.00</u>
Highsmith, Inc.			
	11/03/2008	Label supply-ST	17.98
Total Highsmith, Inc.			<u>17.98</u>
Holiday Inn Express			

Chemung County Library District General Fund
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As of November 12, 2008

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	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
	11/10/2008	hotel expense-Oct program	160.00
Total Holiday Inn Express			<u>160.00</u>
 Horwitz Supply Company			
	11/10/2008	paper & cleaning supplies-all libraries	974.31
Total Horwitz Supply Company			<u>974.31</u>
 HRATT			
	11/03/2008	H.R. membership dues	40.00
Total HRATT			<u>40.00</u>
 Idearc Media Corp.			
	11/10/2008	Phone book ad-monthly fee/directories	51.02
Total Idearc Media Corp.			<u>51.02</u>
 Ingram Library Services			
	11/04/2008	Library materials- October purchases	15,309.52
Total Ingram Library Services			<u>15,309.52</u>
 Jamex, Inc.			
	11/03/2008	copy cards for ST copiers	408.80
Total Jamex, Inc.			<u>408.80</u>
 John Spaziani			
	11/12/2008	Patron Refund	8.40
Total John Spaziani			<u>8.40</u>
 Kimberly Jones			
	11/03/2008	Bookmobile Ohio Conference/meals	58.62
Total Kimberly Jones			<u>58.62</u>
 MidWest Tape			
	11/12/2008	DVD/Audio purchases- Steele	1,662.12
Total MidWest Tape			<u>1,662.12</u>
 MindWare			
	11/03/2008	HFL Books Plus purchase	275.90
Total MindWare			<u>275.90</u>
 Mister Anderson's Company			
	11/03/2008	Programming-HFL	76.11
Total Mister Anderson's Company			<u>76.11</u>
 Oriental Trading Company, Inc.			
	11/12/2008	programming supplies-W. Elmira&HFL	225.73
Total Oriental Trading Company, Inc.			<u>225.73</u>
 Petty Cash-Steele			
	11/03/2008	Steele supply/postage etc	410.68
Total Petty Cash-Steele			<u>410.68</u>

Chemung County Library District General Fund
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As of November 12, 2008

Document #2008-88

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Pitney Bowes			
	11/03/2008	3rd qtr lease of mail machine	645.00
Total Pitney Bowes			<u>645.00</u>
RadioShack Corporation			
	11/03/2008	New phones-W.E.	111.98
Total RadioShack Corporation			<u>111.98</u>
Random House, Inc.			
	11/12/2008	AV purchases-ST	2,850.85
Total Random House, Inc.			<u>2,850.85</u>
Recorded Books			
	11/12/2008	Steele purchases	742.40
Total Recorded Books			<u>742.40</u>
Rem-Southern Office Products, Inc.			
	11/12/2008	Quarterly service agreement-HFL	493.60
Total Rem-Southern Office Products, Inc.			<u>493.60</u>
Rivershore Reading Store			
	11/03/2008	library stickers-HFL/W.E.	150.00
Total Rivershore Reading Store			<u>150.00</u>
Rose Woodard			
	11/03/2008	Reimb for books/Supplies at W.E.plus Ins. Reimb	285.52
Total Rose Woodard			<u>285.52</u>
Scholastic Library Publishing			
	11/03/2008	Steele book purchases	144.30
Total Scholastic Library Publishing			<u>144.30</u>
SDS of NY			
	11/03/2008	garbage disposal-BF,WE,HFL for Aug & Sept	284.27
Total SDS of NY			<u>284.27</u>
SKJ Facilities Management, Inc.			
	11/12/2008	HFL Janitor services -October	480.00
Total SKJ Facilities Management, Inc.			<u>480.00</u>
Southern Tier Library System			
	11/12/2008	processing fees-August - October all libraries	2,810.14
Total Southern Tier Library System			<u>2,810.14</u>
Staples Business Advantage			
	11/03/2008	09 calendars-all libraries	230.80
	11/12/2008	office supplies-all libraries	571.39
Total Staples Business Advantage			<u>802.19</u>
Stuart Finch			

Unpaid Bills Detail

As of November 12, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
	11/03/2008	Mileage reimb-workshop 10/16	112.32
Total Stuart Finch			<u>112.32</u>
Susan Bailey			
	11/03/2008	Patron Refund-HFL	15.00
Total Susan Bailey			<u>15.00</u>
The Community Bookstore			
	11/03/2008	NY Times/Wall St-July-Nov 2008	502.00
Total The Community Bookstore			<u>502.00</u>
The Ithaca Journal			
	11/03/2008	annual subscription-STeele	213.99
Total The Ithaca Journal			<u>213.99</u>
The Penworthy Company			
	11/12/2008	library materials for Juv	1,548.81
Total The Penworthy Company			<u>1,548.81</u>
The Video Store Shopper			
	11/03/2008	Cleaning wipes for CD/DVD	64.77
Total The Video Store Shopper			<u>64.77</u>
Thomson Gale			
	11/12/2008	ST fiction purchase	755.71
Total Thomson Gale			<u>755.71</u>
Time Warner Cable			
	11/03/2008	VPN Service - NOV 08	400.00
Total Time Warner Cable			<u>400.00</u>
Town of VanEtten			
	11/12/2008	Building rental-November	416.66
Total Town of VanEtten			<u>416.66</u>
Unique Books, Inc.			
	11/03/2008	HFL purchases	2,567.82
Total Unique Books, Inc.			<u>2,567.82</u>
Unique Management Services, Inc.			
	11/12/2008	Collection fees Sept/October-all libraries	1,852.68
Total Unique Management Services, Inc.			<u>1,852.68</u>
Upstart			
	11/12/2008	programming supplies BKM	49.85
Total Upstart			<u>49.85</u>
Verizon			
	11/03/2008	phone service-all libraries	700.02
Total Verizon			<u>700.02</u>

Chemung County Library District General Fund
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Document #2008-88

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Verizon Wireless			
	11/03/2008	BKM cellular service-Oct	116.54
Total Verizon Wireless			<u>116.54</u>
Wegmans Food Markets Inc.			
	11/12/2008	Prog. supply SML	92.28
Total Wegmans Food Markets Inc.			<u>92.28</u>
Weston Wood Studios			
	11/03/2008	Library materials-WE	32.65
Total Weston Wood Studios			<u>32.65</u>
			<u><u>76,423.87</u></u>

Unpaid Bills Detail

As of November 12, 2008

	Date	Memo	Open Balance
Amazon Credit Plan			
	11/03/2008	NonFiction book purchase	37.90
Total Amazon Credit Plan			37.90
Baker & Taylor Books			
	11/03/2008	Reference materials	587.09
Total Baker & Taylor Books			587.09
Barnes & Noble			
	11/03/2008	Nonfiction purchase	111.76
Total Barnes & Noble			111.76
Cola Thayer			
	11/12/2008	NYLA conference meal reimbursement	61.40
Total Cola Thayer			61.40
CSEA WORK Institute			
	11/04/2008	Civil Service test books	300.00
Total CSEA WORK Institute			300.00
EFA Torch			
	11/03/2008	2008 yearbook for Steele Memorial Library	55.00
Total EFA Torch			55.00
Equestrian			
	11/03/2008	2008 HHS Yearbook for Steele Memorial Library	54.00
Total Equestrian			54.00
Grey House Publishing			
	11/03/2008	Reference Material	387.50
Total Grey House Publishing			387.50
Information Today, Inc.			
	11/12/2008	reference material	318.55
Total Information Today, Inc.			318.55
Ingram Library Services			
	11/03/2008	Non-Fiction book purchases	3,462.55
Total Ingram Library Services			3,462.55
Julia Mullen			
	11/03/2008	mileage reimbursement-9/17/08 workshop	29.25
Total Julia Mullen			29.25
Marshall Cavendish Corporation			
	11/03/2008	Reference material	399.95
Total Marshall Cavendish Corporation			399.95
Morningstar			
	11/03/2008	Reference Material	875.00
Total Morningstar			875.00

Unpaid Bills Detail

As of November 12, 2008

	Date	Memo	Open Balance
Notre Dame High School			
	11/03/2008	Credo yearbook for Steele Memorial Library	65.00
Total Notre Dame High School			65.00
Phyllis Rogan			
	11/12/2008	Mileage/meals/hotel for NYLA conference	925.83
Total Phyllis Rogan			925.83
South Central Regional Library Council			
	11/04/2008	Central Library workshop registration/membership c	898.00
Total South Central Regional Library Council			898.00
Southern Tier Library System			
	11/03/2008	processing fees-NonF & Ref -Aug - Oct	148.50
Total Southern Tier Library System			148.50
T.A.E. High School			
	11/03/2008	Yearbook for Steele Memorial Library	40.00
Total T.A.E. High School			40.00
The Community Bookstore			
	11/03/2008	Book purchased-Farmer's Almanac	6.95
Total The Community Bookstore			6.95
The H. W. Wilson Company			
	11/03/2008	Reference Material	364.00
Total The H. W. Wilson Company			364.00
Thomson Gale			
	11/03/2008	Reference Material	304.00
Total Thomson Gale			304.00
			9,432.23

Document #2008-89

Memo

To: Board of Trustees

From: Jim Sleeth, Library Director

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

Date: November 12, 2008

Recruiting a Librarian to backfill the vacant Youth Services Librarian position created when Chris Corter was selected for transfer to Horseheads. First, I offered the opportunity to compete for a promotion to the existing Librarian 1s on the Steele staff, but neither professional was interested in the challenge of Youth Services Librarian. I then contacted Civil Service to determine whether there was an existing eligible list for Librarian 1; while there exists a list, I deemed it out of date and asked for a new “training & experience” examination. The announcement was made on September 29th, with the last filing date being October 15th. Once the application deadline arrives, this “training & experience” examination will be graded locally, then certified at the November 3rd meeting of the Civil Service Commission. Shortly afterwards, a certificate of eligible candidates will become available. Interviews will then be conducted and, with good planning, a new Youth Services Librarian will be appointed by the end of November.

Personnel changes at the Big Flats Library. A part time Library Clerk at the Big Flats Library resigned her position in late October. We created a flyer advertising the vacancy and distributed it widely throughout the organization. We’re close to selecting the best candidates for interview and expect to select a new part time Library Clerk by the end of November.

(Document 2008-90)

Report of the November 13th, 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, November 13th, 2008, beginning at 8:15am. Attending the meeting were Committee members Robin Fitzgerald, Andrea Ogunwumi, and Allen Smith. Also attending were Joan Santulli, CCLD Administrative Assistant and Jim Sleeth, CCLD Director.

Robin Fitzgerald opened the meeting at 8:15am.

The following topics were discussed:

- Communication from Southern Tier regarding receipt of Bookshare 23 funds. The Library District received \$3,600 for the purchase of new materials for our libraries. A thank you letter was sent to Senator Winner, noting his commitment to our libraries.
- Central Library Development (CLD) and Central Book Aid (CBA) proposal. Mr. Sleeth said that he and Owen Frank worked on the budget and narrative and, where possible, took the recommendations of the Central Library Advisory Committee into account. The major change from the previous year's program is to further divert CBA funding from print materials to electronic information, including downloadable audio. The Committee reviewed the proposal and forwarded it to the full CCLD board for its consideration.
- Health insurance coverage for the CCLD administrative staff. The Committee reviewed information received from the Chemung County Insurance Department regarding health care benefits for "single rate" employees and those employees covered by the CSEA contract. The Committee agreed to revisit the issue at a future date.
- The status of CSEA / Library District negotiations was discussed.
- The October 31st, 2008 Financial Report was reviewed and discussed and will be forwarded to the full board for its consideration.
- The Unpaid Bills Detail dated November 12th, 2008 was reviewed and will be forwarded to the full board for its consideration.
- Ms. Fitzgerald reported on the Executive Committee's meeting with the Public Library Foundation.

The meeting adjourned at 9:15am. The next meeting of the Budget & Finance Committee will be held on Thursday, December 11th, 2008, in the Petrie Conference Room of the Steele Memorial Library.

Memo

Document #2008-91

To: Budget & Finance Committee

From: Owen Frank & Jim Sleeth

Subject: FY 2009 Central Library Development (CLD) and Central Book Aid (CBA) Budget Proposal

Date: November 4th, 2008

The May 2008 meeting of the Central Library Advisory Committee of the Southern Tier Library System requested a 2009 expenditure plan for the FY 2009 Central Library Development Aid (CLDA) program. In the fulfillment of that request, below is a chart with the central library's proposed CLDA expenditures for FY2009.

	2008 budget	2009 proposed budget
Professional salaries	\$100,000	\$100,000
Continuing education	\$5,000	\$5,000
Novelist databases	\$9,500	\$9,975 *
Downloadable audio content	-0-	\$7,500
Chilton auto repair database	\$4,190	\$4,400 **
Print non-fiction collection	\$32,500	\$32,500
Print reference collection	\$25,310	\$17,125
Total	\$176,500	\$176,500

*2009-2010 subscription renewal was signed 10/20/2008 and therefore the central library is committed to this expenditure.

**Anticipated 5% increase in the subscription rate

It is important to state that the Chemung County Library District is responsive to the Advisory Committee. For example, while the rules and regulations of the New York State central library program allow for funding central library public service hours beyond the minimum, the Library District has "decreased [to zero] the use of Central Library Development Aid funds for Sunday Hours," and the full cost of this service is being assumed by CCLD. Next, among the committee's other recommendations was to spend a portion of the CBA funds on content for the System's downloadable audio book service. We propose to divert 32% of the print reference budget towards the purchase of downloadable audio books. These titles will be selected by Central Library professional staff and be available to patrons throughout the 5 county STLS service area through the STLS Downloadable Audio Book site: <http://stls.lib.overdrive.com>. However, knowing the value of being able to fulfill interlibrary loan requests of STLS member libraries, no diversions or reductions from the non-fiction collection are proposed.

The FY 2009 CBA proposal demonstrates the Central Library's cooperation in the fulfillment of the System's Central Library plan of service goal to "purchase electronic resources and /or services," has as an intended result to "gradually phase out the purchase of print reference materials" and provide access to "electronic resources such as reference databases and other electronic services...."

We request that the Budget & Finance Committee of the Chemung County Library District approve this budget plan for submission to the Southern Tier Library System.

Document #2008 – 92

Report of the November 12th, 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, November 12th, 2008 beginning at 3pm. Attending the meeting were Karl Schwesinger, Jan Kather, Marleah Denkenberger, Chris Corter, Lynn Shepson, Joan Santulli, and Jim Sleeth.

The meeting opened at 3pm.

The following topics were discussed:

- Steele first floor design project. Chris Corter and Lynn Shepson described the three phase project in some detail. Phase 1 includes is essentially moving shelving units from their present position to make room for a café. Phase 2 includes the purchase of furnishings for an audio video lounge, a new materials lounge, and a children's lounge. Chris and Lynn have created specifications for new furnishings and requested approval to move ahead. A suggestion was made to allow local carpenters and local businesses the opportunity to bid on the project. Karl Schwesinger moved, seconded by Marleah Denkenberger, to approve and move forward with the project. Motion carried.
- Commonwealth Electrical Inspection Service has issued an Electrical Certificate approving the interior lighting repairs at the Big Flats Library.
- Karl Schwesinger reported that he is working with the Town of Big Flats Code Enforcement Office to gain approval for plans for repair of the exterior soffit lighting at the Big Flats Library. In addition, he will look into some type of temporary lighting to be installed until the soffit lights will be operating.
- The drywell problem (aka "Lake Minier") was discussed. Mr. Sleeth will contact the County Building & Grounds Department to see what repairs they have completed in the past.
- The bathroom projects at West Elmira and Big Flats are near completion. The installation of automatic doors at both libraries are in process.
- The installation of metal exterior doors at the Steele Library is expected to begin next week. The doors will come primed only and will need to be painted once installed.
- The Horseheads HVAC project has been completed and we are only awaiting a properly drawn invoice from O'Connor Plumbing.
- The Horseheads roofing project is nearly complete. The water drainage design needs modification in two areas, at a cost of \$350 per area, and the safety railing system needs to be installed.
- The Committee discussed in general terms the desire of the Public Library Foundation of Chemung County for a new library building.

The meeting adjourned at 4:30pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, December 10th, 2008 at 3pm in the Director's Office at the Steele Memorial Library.