

# CHEMUNG COUNTY LIBRARY DISTRICT

## Agenda

The October 2008 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, October 16<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 #2008-80)
4. Treasurer's report
  - a) Financial report (document #2008-81)
  - b) Report of unpaid Bills Detail (document #2008-82)
5. Correspondence
6. President's report
7. Director's report
  - a) Personnel activities since the August 2008 meeting (document #2008-83)
8. Committee reports:
  - a) Executive Committee (Smith)
    - 1) Report of the Committee meeting (document #2008-84)
  - b) Budget & Finance Committee (Fitzgerald)
    - 1) Report of the Committee meeting (document #2008-85)
  - c) Building & Grounds Committee (Schwesinger)
  - d) Personnel Committee (Conwell)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

***(Minutes of the September 2008 meeting of the Chemung County Library District Board of Trustees. Document #2008-80)***

**Minutes of the September 2008 meeting of the Chemung County Library District Board of Trustees.** The September meeting was held on Thursday, September 21, 2008 at 7:00pm at the Big Flats Library. The meeting was called to order by President Allen (Denny) Smith. Present were Marleah Denkenberger, Georgia Reynolds, Judy Sell, Sherrill Collins, Mary Beth Conwell, Jan Kather, Andrea Ogunwumi. Jason Harmon, Karl Schwesinger and Ed Marosek. Excused was Robin Fitzgerald. Also present were Jim Sleeth, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Mr. Sleeth thanked the board for their flexibility in changing the meeting date for the September meeting. He also thanked Ms. Santulli for assembling the board packet and, most especially, the library staff for performing well during his vacation.

The meeting started with a tour of the library given by Principal Library Clerk Brian Harris. The library is in the process of having the new handicapped restroom installed. Brian also commented on the success of the new DVD collection at the Big Flats Library.

**Minutes.** The minutes of the August 2008 meeting (Document #2008-74) were presented for board review. The minutes were approved as distributed by unanimous consent.

**Financial Report.** The August 31, 2008 Financial Report (Document #2008-75) was presented for board review. Mr. Harmon pointed out that the Contingency Fund budget line is 85% spent, demonstrating that the Library District does indeed need a contingency line. By unanimous consent, the August 2008 Financial Report was approved as distributed and will be filed for audit.

Concerning the Report of Unpaid Bills (Document #2008-76). Mr. Harmon noted that the bill lists include the third quarter Debt Service payment to Chemung County, the third quarter payment of Cost Share (Data Processing) fees to the Southern Tier Library System and the second quarter Utility costs for all libraries. By unanimous consent, the board authorizes the payment of the September 3<sup>rd</sup> and September 10<sup>th</sup>, 2008 unpaid bill lists as distributed.

**Correspondence.**

The correspondence folder contained the following items of interest:

- Mr. Sleeth distributed copies of several recent Star Gazette newspaper articles: *Not your same old library* by Ray Finger; an editorial entitled *Libraries a worthy investment for any community*; the Guest View column entitled *Library district challenged by future* submitted by President Allen C. Smith and *Horseheads library faces space crunch* by Jeff Murray.
- Mr. Sleeth reported that the Fall 08 issue of the Library District's newsletter was mailed to approximately 9,000 households on Monday. The newsletter includes a coupon for \$10 off library fines. It is a gesture of good will to our patrons. In addition, the CCLD newsletter will be distributed to students at Riverside, Diven, Parley Coburn, and Beecher schools.

- The Library District and the Chemung County Human Relations Commission are co-sponsoring the Spike Lee documentary film entitled *4 Little Girls*, part of a series of community events highlighting diversity. The film will be shown at the Steele Memorial Library on Friday, October 17<sup>th</sup> at 7pm.
- Thanks to Deputy County Executive Mike Krusen, who suggested to Senator George Winner that the Library District should be invited to apply for additional State funding, Mr. Sleeth has submitted a proposal to Senator Winner that if approved will provide \$50,000 in matching funds to complete the capital projects at the Big Flats, West Elmira and Horseheads Libraries.
- Following the Library District's meeting with members of STEG's Public Awareness Task Force on Tax Relief, the District has received letters from Thomas J. Gough and George Miner thanking the District for providing their members with valuable insight into our operations and funding and thanking the District for our fiscal conscientiousness in preparing the 2009 budget.
- Also following the STEG meeting, Owen Frank, the librarian in charge of the Reference Department at the Steele Memorial Library sent a letter to STEG and the Chamber of Commerce which informs them of the resources and services available to the business community from the Library District.
- A copy of an article in *The New Big Flats Times*, which featured Brian Harris of the Big Flats Library, was distributed.
- It was mentioned that the negotiations between the Library District and CSEA have come to a standstill and Shawn Lucas, the Labor Relations Specialist has declared an Impasse. Both parties have agreed to go to mediation.
- It was also noted that the Library District has received the resignation of board member Kimberly Richards. Ms. Collins volunteered to write a "thank you" letter to Ms. Richards, thanking her for her service to the new Library District, especially during the planning process.

**President's report.** President Smith stated that he believes the meeting with 12-15 members of the business community at STEG was a positive experience as proved by the two thank you letters received by the District.

President Smith stated that he is sorry to see Kimberly Richards leave the board, however she is moving away from the area. Regarding the vacancy in the 13<sup>th</sup> District, he reported that Sandra Dicinti who lives on Maple Avenue has expressed an interest to serve on the board. Also there is a new person running for the seat in the 6<sup>th</sup> District – Sue Cook.

**Director's Report.** Nothing new to report.

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2008-77). Many of the items listed in the report have already been discussed. President Smith stated Karl Schwesinger attended the meeting with contract documents for the four 2007 State Construction Projects which were discussed by the Committee and then signed by the president.

Mr. Smith reported on discussions he has had with Mr. Pirozzolo of the Public Library Foundation of Chemung County. The PLF members are concerned about the breakdown of foundation expenses in the 2009 Library District budget. Apparently a letter sent on May 21<sup>st</sup> to

the District from the PLF was not received. The letter delineated their desire for the expenditure of their 2009 donation, with none of their funds being used for building projects. A meeting will be set up to attempt to come to an understanding regarding the foundation's funding of the Library District.

The Executive Committee discussed the possibility that retirees of the Library District be allowed to pre-pay their share of the health insurance once their escrow amount has been depleted. After checking with the Library District's Attorney and Auditor, it was agreed that pre-payment would be allowed on a quarterly basis.

The Committee agreed to give the Marketing Committee time at the October CCLD board meeting to present a marketing plan.

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2008-78). Mr. Harmon reported that he has received information regarding the Department of State's Local Government Efficiency Grant that has recently included libraries as those agencies who are eligible for funding. The grant funds are to be used to encourage shared services between governments. One category of the grant is a Planning Grant. The Library District could partner with another municipality or bring in a consultant to do a study on where would be the best place in Chemung County to build a new library. The grant application is due in mid-January and the District can apply for up to \$35,000.

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2008-79). Mr. Schwesinger gave a report regarding the 2007 State Construction projects. No contract has been signed yet for the Roof Project at the Horseheads Library because the contractor has not yet submitted the required signed bonding information. All the equipment for the HVAC unit at the Horseheads Library has been ordered. This project must be coordinated with the roofing project. Work has begun on both the Big Flats and West Elmira restroom projects. The West Elmira project is moving along and is almost ready to be closed up. Handicap doors have been ordered for both libraries. Mr. Schwesinger stated that he is still reviewing the drawings for the doors at the Steele Memorial Library.

It was reported that the Library District has not yet heard from the State regarding the applications for the 2008 Capital Improvement projects.

**New Business.** President Smith stated that the Elmira Garden Club has already started refurbishing the two garden plots at the Steele Memorial Library.

**Public Expression.** None

The meeting was adjourned at 8:50pm. The next regular meeting of the board will be held on Thursday, October 16, 2008 at 7pm at the Steele Memorial Library.

**CHEMUNG COUNTY LIBRARY DISTRICT (DOCUMENT #2008-81)**  
 Financial Report - SEPTEMBER 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	\$ 78,112	\$ 2,503	97%	
Grants (other than N.Y.S.)	23,296	57,670	(34,374)	248%	
Foundation Contributions	160,000	140,711	19,289	88%	
Library District Tax Receipts	2,336,605	2,336,605	0	100%	
Interest on Investments	50,000	33,151	16,849	66%	
<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>\$ 2,949,296</b>	<b>\$ 17,470</b>	<b>99%</b>	<b>75%</b>

Account	Annual Budget	Expended to date	Balance remaining	Percentage Expended	Percentage through year
<b>Expense</b>					
<b>Personnel</b>					
Salaries	\$ 1,168,526	\$ 882,242	\$ 286,284	76%	
Sunday & Holiday Salaries	56,881	24,010	32,871	42%	
Employee Benefits	522,402	366,256	156,146	70%	
<b>Subtotal - Personnel Expenses</b>	<b>1,747,809</b>	<b>1,272,508</b>	<b>475,301</b>	<b>73%</b>	
<b>Contractual</b>					
Equipment	16,010	16,010	0	100%	10507
Telephone	10,100	7,585	2,515	75%	
Supplies	28,032	28,032	0	100%	9254
Travel & Continuing Education	17,840	7,185	10,655	40%	
Repairs & Maintenance	30,780	30,780	0	100%	858
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	253,648	48,352	84%	
Utilities	81,525	47,529	33,996	58%	
Building Cleaning Supplies	7,540	5,244	2,296	70%	
Fuel, Gas & Oil	2,750	2,227	523	81%	
Insurance	35,324	23,179	12,145	66%	
Rent	5,150	3,750	1,400	73%	
Vehicle Operation / Lease	1,000	1,000	0	100%	1997
Professional Fees (audit, membership)	88,377	78,035	10,342	88%	
Data Processing Expenses	40,021	29,141	10,880	73%	
Payment of Taxes	4,795	4,649	146	97%	
Library Programming	19,950	19,950	0	100%	1066
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	66,595	(723)	101%	42913
Debt Service	216,911	162,723	54,188	75%	
<b>TOTAL EXPENSE</b>	<b>\$ 2,966,766</b>	<b>\$ 2,280,094</b>	<b>\$ 686,672</b>	<b>77%</b>	<b>75%</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  
 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 \$10,507; Supplies \$9,254; Repairs & Maint. \$858; Vehicle Operation \$1,997; Programming \$1,066 and Capital Improvements \$42,913

## Unpaid Bills Detail

As of October 7, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>A Amazing Entertainment</b>			
	10/07/2008	Balance due October program-all libraries	1,200.00
Total A Amazing Entertainment			<u>1,200.00</u>
<b>Acme Pest Control, Inc.</b>			
	10/07/2008	Pest Control @ Steele-October	25.00
Total Acme Pest Control, Inc.			<u>25.00</u>
<b>AT&amp;T</b>			
	10/07/2008	long dist chg-SML-August	7.51
Total AT&T			<u>7.51</u>
<b>Baker &amp; Taylor Books</b>			
	10/07/2008	HFL/W.E. book purchases	384.48
Total Baker & Taylor Books			<u>384.48</u>
<b>Barnes &amp; Noble, Inc.</b>			
	10/07/2008	Steele NF/JUV & BKM purchases	307.00
Total Barnes & Noble, Inc.			<u>307.00</u>
<b>Deborah L. Brimmer</b>			
	10/07/2008	Mileage reimb-Sept	180.18
Total Deborah L. Brimmer			<u>180.18</u>
<b>Empire Technical Services</b>			
	10/07/2008	Purchase of 6 computers - Gates funding	1,200.00
Total Empire Technical Services			<u>1,200.00</u>
<b>First Transit</b>			
	10/07/2008	Bookmobile fuel - September	300.12
Total First Transit			<u>300.12</u>
<b>Howell, Liberatore &amp; Wickham, Inc.</b>			
	10/07/2008	Fall Newsletter production/printing	9,325.00
Total Howell, Liberatore & Wickham, Inc.			<u>9,325.00</u>
<b>Idearc Media Corp.</b>			
	10/07/2008	Phone book ad-monthly fee	15.25
Total Idearc Media Corp.			<u>15.25</u>
<b>Image Integrator</b>			
	10/07/2008	ST-bulb for Microfilm machine	61.50
Total Image Integrator			<u>61.50</u>
<b>Instructional Video</b>			
	10/07/2008	DVD purchase for 2008 replacement project	134.80
Total Instructional Video			<u>134.80</u>
<b>Mary F. Cowley</b>			
	10/07/2008	Patron Refund	8.00
Total Mary F. Cowley			<u>8.00</u>

## Unpaid Bills Detail

As of October 7, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>MidWest Tape</b>			
	10/07/2008	DVD/Audio purchases- ST/HFL	1,765.11
Total MidWest Tape			<u>1,765.11</u>
<b>Newbury Comics, Inc.</b>			
	10/07/2008	DVD purchase-BF Special budget	12.97
Total Newbury Comics, Inc.			<u>12.97</u>
<b>Plan First Technologies, Inc.</b>			
	10/07/2008	Network Design-entire district-Gates funding	595.00
Total Plan First Technologies, Inc.			<u>595.00</u>
<b>Random House, Inc.</b>			
	10/07/2008	AV purchases-ST	316.50
Total Random House, Inc.			<u>316.50</u>
<b>Recorded Books</b>			
	10/07/2008	Steele purchases	279.15
Total Recorded Books			<u>279.15</u>
<b>Regent Book co.</b>			
	10/07/2008	Steele JUV purchase	48.19
Total Regent Book co.			<u>48.19</u>
<b>RSVP of Chemung County</b>			
	10/07/2008	Volunteer Recognition Ad	50.00
Total RSVP of Chemung County			<u>50.00</u>
<b>Scholastic Library Publishing</b>			
	10/07/2008	Steele/HFL book purchases	384.80
Total Scholastic Library Publishing			<u>384.80</u>
<b>Seneca Data</b>			
	10/07/2008	Computer equipment purch w/Gates funding - ST/W	622.74
Total Seneca Data			<u>622.74</u>
<b>SKJ Facilities Management, Inc.</b>			
	10/07/2008	HFL Janitor services -Sept	480.00
Total SKJ Facilities Management, Inc.			<u>480.00</u>
<b>Town of VanEtten</b>			
	10/07/2008	Building rental-October	416.66
Total Town of VanEtten			<u>416.66</u>
<b>Verizon</b>			
	10/07/2008	phone service-W.E./ST	503.97
Total Verizon			<u>503.97</u>
<b>TOTAL</b>			<u><u>18,623.93</u></u>

## Unpaid Bills Detail

As of October 7, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Baker &amp; Taylor Books</b>			
	10/07/2008	Reference materials	981.80
Total Baker & Taylor Books			<u>981.80</u>
<b>Matthew Bender &amp; Co., Inc.</b>			
	10/07/2008	Reference Material	536.10
Total Matthew Bender & Co., Inc.			<u>536.10</u>
<b>McGraw Hill Construction Sweets</b>			
	10/07/2008	Reference material	154.96
Total McGraw Hill Construction Sweets			<u>154.96</u>
<b>Porter Sargent Publishers, Inc.</b>			
	10/07/2008	Reference materials	105.05
Total Porter Sargent Publishers, Inc.			<u>105.05</u>
<b>Sage Publications, Inc.</b>			
	10/07/2008	Reference materials	275.95
Total Sage Publications, Inc.			<u>275.95</u>
<b>Salem Press, Inc.</b>			
	10/07/2008	Reference Material	102.00
Total Salem Press, Inc.			<u>102.00</u>
<b>SHS YEarbook</b>			
	10/07/2008	2008 yearbook for Steele Memorial Library	40.00
Total SHS YEarbook			<u>40.00</u>
<b>Taylor &amp; Francis Group, LLC</b>			
	10/07/2008	Reference Materials	195.99
Total Taylor & Francis Group, LLC			<u>195.99</u>
<b>The H. W. Wilson Company</b>			
	10/07/2008	Reference Material	420.00
Total The H. W. Wilson Company			<u>420.00</u>
<b>Thomson Gale</b>			
	10/07/2008	Reference Material	625.00
Total Thomson Gale			<u>625.00</u>
<b>TOTAL</b>			<u><u>3,436.85</u></u>



**Chemung County Library District General Fund Document #2008-82**

**Unpaid Bills Detail**

As of October 1, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Amazon Credit Plan</b>			
	10/01/2008	purchases - all libraries	1,564.81
Total Amazon Credit Plan			<u>1,564.81</u>
<b>Barbara Davidson</b>			
	10/01/2008	overpayment of fines	10.00
Total Barbara Davidson			<u>10.00</u>
<b>BBC Audiobooks America</b>			
	10/01/2008	Audio purchases for Steele	506.47
Total BBC Audiobooks America			<u>506.47</u>
<b>Brian P. Harris</b>			
	10/01/2008	mileage reimb July-Sept	81.90
Total Brian P. Harris			<u>81.90</u>
<b>CDW Government, Inc.</b>			
	10/01/2008	Computer Equipment for VanEtten	641.32
Total CDW Government, Inc.			<u>641.32</u>
<b>Center Point Large Print</b>			
	10/01/2008	ST large print	267.42
Total Center Point Large Print			<u>267.42</u>
<b>Chemung Canal Trust Company</b>			
	10/01/2008	misc credit card purchases-Sept	95.65
Total Chemung Canal Trust Company			<u>95.65</u>
<b>Chemung County Library District</b>			
	10/01/2008	Petty Cash reimbursement - BF	80.06
Total Chemung County Library District			<u>80.06</u>
<b>Compumentor-TechSoup</b>			
	10/01/2008	Software purchase-Steele	160.00
Total Compumentor-TechSoup			<u>160.00</u>
<b>Connie Oglivie</b>			
	10/01/2008	Reimb - DVD purchase-ST	72.85
Total Connie Oglivie			<u>72.85</u>
<b>Dianne Patchett</b>			
	10/01/2008	prog. supplies for Bookmobile-Octagon Fair	46.37
Total Dianne Patchett			<u>46.37</u>
<b>Dundee Library</b>			
	10/01/2008	refund for lost book	20.00
Total Dundee Library			<u>20.00</u>
<b>Elizabeth Zell</b>			
	10/01/2008	Reimb-Books Plus purchase-HFL	185.81
Total Elizabeth Zell			<u>185.81</u>

## Chemung County Library District General Fund Document #2008-82

## Unpaid Bills Detail

As of October 1, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Elmira Water Board</b>			
	10/01/2008	SML/WE water	246.15
Total Elmira Water Board			<u>246.15</u>
<b>Exeter Trust Company</b>			
	10/01/2008	Bequest from E. Falck for SML Foundation	10,000.00
Total Exeter Trust Company			<u>10,000.00</u>
<b>GE Money Bank/Amazon</b>			
	10/01/2008	HFL Purchases	57.66
Total GE Money Bank/Amazon			<u>57.66</u>
<b>Horseheads Do It Center</b>			
	10/01/2008	HFL - supplies	69.78
Total Horseheads Do It Center			<u>69.78</u>
<b>Ingram Library Services</b>			
	10/01/2008	Library materials- September purchases	8,108.84
Total Ingram Library Services			<u>8,108.84</u>
<b>Kathleen Gale</b>			
	10/01/2008	Patron Refund	5.00
Total Kathleen Gale			<u>5.00</u>
<b>Laurie's Stories</b>			
	10/01/2008	Programming at Steele	250.00
Total Laurie's Stories			<u>250.00</u>
<b>Mary F. Cowley</b>			
	10/01/2008	Patron Refund	8.00
Total Mary F. Cowley			<u>8.00</u>
<b>Mid American Specialties</b>			
	10/01/2008	prizes-WE programming	130.55
Total Mid American Specialties			<u>130.55</u>
<b>Movie Licensing USA</b>			
	10/01/2008	4 Little Girls-Steele	75.00
Total Movie Licensing USA			<u>75.00</u>
<b>RadioShack Corporation</b>			
	10/01/2008	New phones-Director / Juv offices -Steele	151.25
Total RadioShack Corporation			<u>151.25</u>
<b>Rose Woodard</b>			
	10/01/2008	Reimb for books / programming at W.E.	183.50
Total Rose Woodard			<u>183.50</u>
<b>Roy Schreck</b>			
	10/01/2008	Programming at Steele	75.00
			<u>75.00</u>

**Chemung County Library District General Fund Document #2008-82**

**Unpaid Bills Detail**

**As of October 1, 2008**

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Roy Schreck			75.00
<b>South Central Regional Library Council</b>			
	10/01/2008	Workshop registration-ST	50.00
Total South Central Regional Library Council			<u>50.00</u>
<b>ST. Joseph's Hospital</b>			
	10/01/2008	Physical-new employee	115.00
Total ST. Joseph's Hospital			<u>115.00</u>
<b>Staples Credit Plan</b>			
	10/01/2008	Laptop supply	15.79
Total Staples Credit Plan			<u>15.79</u>
<b>Stuart Finch</b>			
	10/01/2008	Mileage reimb-workshop 9/17	57.33
Total Stuart Finch			<u>57.33</u>
<b>Thomson Gale</b>			
	10/01/2008	ST fiction purchase	603.29
Total Thomson Gale			<u>603.29</u>
<b>Time Warner Cable</b>			
	10/01/2008	VPN Service - Oct 08	200.00
Total Time Warner Cable			<u>200.00</u>
<b>Tom Fox</b>			
	10/01/2008	October workshop at BF	235.00
Total Tom Fox			<u>235.00</u>
<b>Upstart</b>			
	10/01/2008	Book purchase-BF	41.90
Total Upstart			<u>41.90</u>
<b>Verizon</b>			
	10/01/2008	phone service-HFL/BF	207.76
Total Verizon			<u>207.76</u>
<b>Verizon Wireless</b>			
	10/01/2008	BKM cellular service-Sept	116.76
Total Verizon Wireless			<u>116.76</u>
<b>TOTAL</b>			<u><u><b>24,736.22</b></u></u>

Chemung County Library District Grant Fund Document #2008-82

**Unpaid Bills Detail**

As of October 1, 2008

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Ingram Library Services				
	Bill	10/01/2008	Non-Fiction/Reference book purchases	2,378.99
Total Ingram Library Services				<u>2,378.99</u>
<b>TOTAL</b>				<u><u>2,378.99</u></u>

## **Document #2008-83**

Memo

To: Board of Trustees

From: Jim Sleeth, Library Director

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

Date: October 9, 2008

**Recruiting a new Library Clerk to fill the vacancy created by the retirement of Donna Hubbard from the Horseheads Free Library.** The County Civil Service Commission sent a certified list of eligible candidates to the Library District in late July, 2008, and on Friday August 2<sup>nd</sup>, 2008 four individuals were interviewed for the position. Karin Thomas was selected from the eligible list and, on September 8<sup>th</sup>, began a three-week training period at Steele. Karin moved to the Horseheads Free Library on Monday, September 29<sup>th</sup>.

**Selecting the Librarian 3 to transfer to the Horseheads Free Library at Maureen Ferrell's retirement in early December 2008.** First, I polled the three Librarian 3s on the staff to learn if they were interested in a transfer to the Horseheads / Van Etten position. Chris Corter and Owen Frank responded positively, while Lynn Shepson declined the transfer opportunity. To learn the opinions of the two Librarian 3s presently assigned to supervise the neighborhood libraries, I scheduled a meeting with Lynn Shepson and Maureen Ferrell to learn of the qualities and characteristics they believed I should be looking for in a new librarian at Horseheads and Van Etten. On Friday September 26<sup>th</sup>, I met with Chris & then Owen to discuss the Horseheads / Van Etten position. While both were well qualified for the transfer, in my judgment Chris's experience at the Elmira Heights Library, her work at Steele in Youth Services, her community involvement, as well as her residence in Horseheads made her the logical choice for transfer. I also expressed to Owen the importance of his maintaining the web page, maintaining the initiative relating to the central library program (both within Southern Tier and throughout the State) made him more valuable at the Steele Library Reference & Adult Services Department.

**Recruiting a Librarian 2 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 29<sup>th</sup>, with the last filing date being October 15<sup>th</sup>. Once the application deadline arrives, this "training & experience" examination will be graded locally, then certified at the November 3<sup>rd</sup> 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.

**Recruiting a Librarian to supervise the Steele Memorial Library Sunday staff.** As is common practice, in mid to late summertime I announced the availability of positions on the Sunday staff of the Steele Memorial Library. All positions were filled on a voluntary basis except the Librarian. Last year's Sunday Supervisor, Susan Naylor, was contacted to determine whether she might be interested in returning to her home territory, and she readily accepted the offer. Her first Sunday on the job was October 5<sup>th</sup>.

**(Document #2008-84)**

**Report of the October 1<sup>st</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, October 1<sup>st</sup>, 2008 beginning at 7pm. The following members of the Executive Committee were present: Allen C. Smith, Jan Kather and Sherrill Collins. Staff present were Joan Santulli, the Library's Administrative Assistant, and Jim Sleeth, Library Director.

The following topics were discussed:

- The Steele Memorial Library received a check in the amount of \$10,000 in payment of the bequest from the Estate of Elizabeth Falck Hart. Mr. Sleeth has checked with the estate's attorney and was informed that the donation is meant for the Steele Memorial Library Foundation. The Committee agreed to send the donation to the Foundation.
- The Library District has received the 3<sup>rd</sup> quarter donations in the amount of \$20,000 each from the Public Library Foundation of Chemung County and the Steele Memorial Library Foundation.
- The Library District has received a check from the Friends of the Horseheads Free Library in the amount of \$5,000 which is to be used to purchase new library materials for the Horseheads Library.
- The Library District received a letter from Senator George H. Winner, Jr. informing us that funds in the amount of \$50,000 will be requested from the State Education Department to assist the District with the retrofitting of bathrooms at the Big Flats and West Elmira Libraries to make them ADA compliant.
- Mr. Sleeth reported on the steps he has taken in order to choose the Librarian 3 to be in charge of the Horseheads and Van Etten Libraries in December of this year. He reported that Chris Corter, the current Youth Services Librarian at the Steele Memorial Library has been chosen for the position. The Committee discussed the fact that the new Librarian 3 at Horseheads will not be assigned to be the liaison between the District and the Public Library Foundation. This position should be filled by a member of the board of trustees. Mr. Sleeth also reported a change in the clerical ranks at Horseheads due to the retirement of Donna Hubbard.
- Mr. Sleeth recently attended a meeting of the Steering Committee of the Elmira Promenade group. He reported that construction is planned to begin in 2009.
- Mr. Smith reported that the Elmira Garden Club has begun to refurbish the two entrance mini-gardens at the Steele Memorial Library. Ongoing care of the gardens will be the responsibility of library staff. Rita Rhodes, the President of the Garden Club has stated that donations to assist with the cost of this project would be appreciated.
- Mr. Smith reported that he is still working on scheduling a meeting between the CCLD Executive Committee and the Executive Committee of the Public Library

Foundation in order to discuss the PLF's financial contributions to the District for benefit the Horseheads Free Library.

- Mr. Smith reported that the Personnel Committee is meeting on October 2<sup>nd</sup> to discuss the salaries of the Administration of the Library District.
- The Unpaid Bill list dated October 1, 2008 was submitted for approval. Ms. Collins moved, seconded by Ms. Kather 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, November 5<sup>th</sup>, 2008 at 7pm in the Petrie Conference Room of the Steele Memorial Library.

**(Document 2008-85)**

**Report of the October 9<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, October 9<sup>th</sup>, 2008, beginning at 8:15am. Attending the meeting were Committee members Robin Fitzgerald and Jason Harmon. 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:

- The safety of CCLD deposits in the current financial crisis was discussed. Ms. Fitzgerald agreed to request a meeting with CCTC representatives, where CCLD accounts are held, to discuss the issue.
- The September 30<sup>th</sup>, 2008 Financial Report was discussed. Ms. Santulli noted that the Contingency Line was currently overspent. Ms. Santulli noted that grant income was high due to receipt of the most recent Gates Foundation grant, but that this revenue would be offset by greater expenditures of equipment. The September 30<sup>th</sup>, 2008 Financial Report was forwarded to the full CCLD Board for its review at the October 16<sup>th</sup>, 2008 regular meeting.
- The October 7<sup>th</sup>, 2008 Unpaid Bills Detail was discussed. Payment to HL&W for professional fees and printing was highlighted. The October 7<sup>th</sup>, 2008 Unpaid Bills Detail was forwarded to the full CCLD Board for its review at the October 16<sup>th</sup>, 2008 regular meeting.
- Mr. Sleeth highlighted the fact that Bookmobile staff were currently attending the National Bookmobile Conference in Columbus, Ohio. He noted that he and Joan Santulli prepared detailed questions for the staff to use as they met with their colleagues and Bookmobile manufacturing companies. Mr. Sleeth also noted that he met with Randi Hewit and Sara Palmer, representatives of the Community Foundation to discuss grant funding for a new vehicle. One idea floated during that meeting was to invite local foundation principles to a meeting to discuss CCLD Bookmobile needs in February 2009, immediately prior to foundation grant request deadlines. Mr. Sleeth said he continues to receive negative responses to the request for funding of a new Bookmobile from foundations outside Chemung County.

The meeting adjourned at 8:45am. The next meeting of the Budget & Finance Committee will be held on Thursday, November 13<sup>th</sup>, 2008, in the Petrie Conference Room of the Steele Memorial Library.