

CHEMUNG COUNTY LIBRARY DISTRICT

Agenda

The September 2008 meeting of the Board of Trustees of the Chemung County Library District will be held on **Thursday, September 25th, 2008 at 7pm at the Big Flats Library, 78 Canal Street, Big Flats, New York 14814**. 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 #2008-74)
4. Treasurer's report
 - a) Financial report (document #2008-75)
 - b) Report of unpaid Bills Detail (document #2008-76)
5. Correspondence
6. President's report
7. Director's report
8. Committee reports:
 - a) Executive Committee (Smith)
 - 1) Report of the Committee meeting (document #2008-77)
 - b) Budget & Finance Committee (Fitzgerald)
 - 1) Report of the Committee meeting (document #2008-78)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document #2008-79)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

(Minutes of the August 2008 meeting of the Chemung County Library District Board of Trustees. Document #2008-74)

Minutes of the August 2008 meeting of the Chemung County Library District Board of Trustees. The August meeting was held on Thursday, August 21, 2008 at 7:00pm 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, Jan Kather, Jason Harmon, Karl Schwesinger and Ed Marosek. Absent: Andrea Ogunwumi and Kim Richards. Also present were Jim Sleeth, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Minutes. The minutes of the July 2008 meeting (Document #2008-65) were presented for board review. The minutes were approved as distributed by unanimous consent.

Financial Report. The July 31, 2008 Financial Report (Document #2008-66) was presented for board review. Ms. Fitzgerald stated that there are no expenses that are out of the ordinary. The Financial Report now shows any expenses for which funds in the Contingency line are being used. By unanimous consent, the July 2008 Financial Report was approved as distributed and will be filed for audit.

Concerning the Report of Unpaid Bills (Document #2008-67). Ms. Fitzgerald noted that some of the invoices listed are expenses to be paid by funds received from the Gates Grant. Mr. Schwesinger stated that he has an additional invoice that requires board approval to pay. It is for Jim's Electric in the amount of \$10,704.00 which covers phase one of the interior lighting and re-wiring of the electric at the Big Flats Library. By unanimous consent, the board authorizes the payment of the unpaid bill lists as amended to include the new invoice listed above.

Correspondence.

The correspondence folder contained the following items of interest:

- Mr. Sleeth distributed a copy of a Star Gazette newspaper article written by Jim Pfiffer that describes two children whose love of reading is a passport for them to travel to many other places during their summer vacation, without leaving home.
- The Library District has heard from two more local foundations regarding a letter that was sent to them to gauge their interest in assisting with the funding of a new Bookmobile. Both foundations denied the request. All the foundations that responded to date have universally turned down the request. Mr. Sleeth stated that he is not giving up.
- Several letters and cards of appreciation of the Horseheads Free Library staff were included in the folder.

President's report. President Smith stated that he has met again with Paula Chapman of the Garden Club. The members of the Club still intend to renovate the two garden plots at the Steele Library.

Mr. Smith and Mr. Sleeth attended a preparatory meeting with George Miner, the Executive Director of Southern Tier Economic Growth (STEG), the group that has requested to know more about the Library District's expenses. They listened to his concerns and requested to know what type of presentation that STEG would like to have the Library District give at the meeting scheduled for August 27, 2008 at 8:00am. Mr. Smith also spoke directly with the leader of the STEG Task Force, Mr. Tom Gough. The power point presentation that will be given to STEG was then presented by Mr. Sleeth. The CCLD board members offered several suggestions to improve upon the presentation.

Director's Report. The Director's report was presented in writing to the board (Document #2008-68). Responding to an inquiry, Mr. Sleeth reported that the 2008 Staff Plan was presented to Library District department heads at their August meeting. A copy of the CCLD Staff Plan will be posted on the Library District's intranet.

Mr. Sleeth reported that the Library District has received a second notification of retirement, this one from Donna Hubbard, a Senior Library Clerk at the Horseheads Free Library. The date of her retirement is September 26, 2008. The Library District has requested and received a Certification of Eligible's from Civil Service; four interviews have been scheduled for this week.

Regarding the upcoming Librarian 3 vacancy at the Horseheads Free Library / Van Etten Library due to Maureen Ferrell's retirement, Mr. Sleeth has offered the opportunity for all incumbent Librarian 3s to express their interest in the position and two have indicated an interest in this transfer. He has also met with Maureen Ferrell and Lynn Shepson to learn their opinions regarding the qualities and characteristics needed for the individual selected for this position.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2008-69). President Smith stated the Committee discussed the proposed presentation to the STEG task force. They reviewed a news article from the Star Gazette which dealt with library patron records and privacy issues.

Regarding the upcoming election, the CCLD board Secretary, Ms. Collins, was requested to draw up a press release with information regarding the vacancies in the Library District that will be open for election in November 2008. [She has done so.]

Mr. Sleeth presented the "case statement" of the Central Library Director's Association that supports increased funding for central library Sunday hours.

The Library District received a memo from Sherrill Collins as President of the Southern Tier Library System regarding the selection of STLS board members. The memo listed the four STLS board members from Chemung County, along with their term completion dates. Martin Green, whose term expires at the end of 2008, has agreed to run for a second five-year term. This will require an appointment from the CCLD board. Mr. Smith will send a letter to Mr. Green, thanking him for representing Chemung County on the STLS board of trustees these last few years and requesting to be informed of his desire to serve another term. Once a response is received from Mr. Green, the CCLD board will formalize the appointment.

Ms. Fitzgerald noted at this time that the CCLD board is also responsible for nominating a member to the Steele Memorial Library Foundation board for which there is currently one or possibly two vacancies. This nomination will need to take place by October 31, 2008. Mr. Smith asked board members to contact him if they know of anyone who may be interested in serving on the SML Foundation board.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2008-70). Ms. Fitzgerald requested that the board discuss the proposed 2009 Library District budget as presented in writing to the board (Documents #2008-71a & #2008-71b). She stated that the value of taxable property in Chemung County has increased by over 5% from 2008. This gives the board an opportunity to consider three proposals regarding the 2009 Library District budget. Ms. Fitzgerald distributed a worksheet that describes the three proposals – what they mean to the Library District and what they mean to the tax payers.

- The first proposal presents no change in the tax receipts from 2008 to 2009 which means the overall tax rate decreases by 5.20%. This proposal would mean using excess fund balance to make up the difference between the amount received from taxes and the amount needed to meet our budget projections;
- The second proposal shows a minimal increase in the tax receipts of approximately \$37,000 (the amount needed to meet our budget projections) which still means a 3.70% decrease in the overall tax rate;
- The third proposal increases the tax receipts by \$120,000 but because of the increase in the value of property in Chemung County, it represents a 0% change overall tax rate.

It was stated that the Library District's expected fund balance at the end of 2008 is higher than expected due to the fact that the Steele Memorial Library Foundation granted the District a quarter of a million dollars to create a fund balance when the District was formed and the assets of both association libraries (the Steele Memorial Library Association and the Horseheads Free Library Association) were turned over to the Library District when those two association libraries gave up their charters. Also, the 2008 fiscal year is the final year of the Debt Service payments to Chemung County for the Steele Memorial Library building.

After considerable discussion, Ms. Collins moved, seconded by Ms. Denkenberger to approve the 2009 Library District budget as submitted in the board packet – with no increase in the tax receipts requested. Vote: 10 Affirmative, 1 Negative. Motion Carried. Because the Library District is not requesting an increase in tax revenue in 2009, there will not be a proposition on the ballot regarding the budget. The only items on the 2008 election ballot regarding the Library District will be the 8 vacancies on the board of trustees.

Ms. Fitzgerald reported the receipt of another letter from the Library District's bank, the Chemung Canal Trust Company. The letter notifies the District of securities that have been added to the Escrow Account set up for collateralizing of deposits of District funds in both the General and Grant funds. The Library District now has pledged collateral and FDIC insurance in the amount of \$1,069,623. A copy of the letter has been given to Ms. Santulli to put in the auditor's file for next year.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2008-72). Mr. Schwesinger gave a report on the following

- 2006 Construction Projects

The Chiller project at the Steele Memorial Library cost less than expected leaving the project \$9,000 under budget. The State has informed the District that while these funds cannot be used for a project in any other library, we can find another project at the Steele Memorial Library that falls within their guidelines and amend the application to include that project as part of the grant received. The District has until June of 2009 to find a project, get approval from the State and spend the money.

- 2007 Construction Projects

The Library District has received bids for all four of the 2007 projects. These bid documents have been reviewed by Sue Oliver, the Field Engineer. Ms. Oliver has approved the low bids as presented.

Project #1 – Steele Memorial Library Exterior Door Replacement Project. Mr. Schwesinger moved, seconded by Ms. Collins to award the bid to S & W General Contractors of Tioga, 161 McMaster Street, Owego, New York in the amount of \$12,568.

Project #2 – West Elmira and Big Flats Libraries ADA Restroom and Entrance Door Renovation Project. Mr. Schwesinger moved, seconded by Ms. Reynolds to award the bid to Elmira Structures, 66 Philo Road West, Elmira, New York in the amount of \$69,500.

Project #3 – Horseheads Free Library HVAC Replacement Project. Ms. Collins moved, seconded by Ms. Kather to award the bid to John T. O'Connor Plumbing & Heating, 121 South Kinyon Street, Elmira, New York in the amount of \$16,800.

Project #4 – Horseheads Free Library Roof Replacement Project. Mr. Schwesinger moved, seconded by Mr. Harmon to award the bid to Al's Construction, 1380 Shay Road, Naples, New York in the amount of \$46,400.

- 2008 Construction Projects

The Library District has not yet received written notification that the four projects that were submitted were approved by the State.

Mr. Schwesinger informed the board that Sue Oliver has left Fagan Engineers to work for another firm. She continues to work for Fagan Engineers on a per diem basis and will continue to work on the 2007 CCLD construction projects as she is able. The District will need to evaluate whether or not to hire her to work on the 2008 construction projects. Mr. Schwesinger stated that he is willing to be the field person on the 2007 projects – to visit the construction sites, write reports, take photos and be the contact person to work with Ms. Oliver on any engineering issues. The Library District Attorney has stated that there is no conflict as long as Mr. Schwesinger is not an owner of the company. Ms. Collins moved, seconded by Ms. Kather to appoint Karl Schwesinger as Clerk of the Works for the 2007 CCLD construction projects. Vote: 10 Affirmative. 1 Abstention. Motion Carried.

Old Business. Ms. Collins reported that the press release regarding the election of representatives to the Library District Board of Trustees has been distributed to the media. The release lists the districts that have vacancies and lists the terms of office associated with each vacancy.

Mr. Smith requested that the Personnel Committee meet for a few minutes immediately following tonight's board meeting.

New Business.

A list of outdated and broken computer equipment that needs to be declared by the board as "junk" was submitted in writing to the board (Document #2008-73). Ms. Fitzgerald moved, seconded by Ms. Reynolds to declare the list of broken inventory as submitted in writing to the board as junk and authorizing the IT department to dispose of the items. Motion Carried.

Ms. Fitzgerald noted that at the recent meeting of the Steele Memorial Library Foundation board of trustees, the issue of the Bookmobile was discussed. The Foundation board recommended that if the Library District decides to purchase a new Bookmobile in the future, that they present a definitive grant proposal with an accurate dollar amount attached. The District may need to hire a professional grant writer to write up this proposal. Mr. Harmon mentioned that he is a professional grant writer and a willing volunteer.

Ms. Reynolds reported that the Ad Hoc Marketing Committee has been meeting. It is a long process to identify groups that need to be targeted and to create a method on how to approach these groups.

Public Expression. None

The meeting was adjourned at 8:50pm. The next regular meeting of the board will be held one week later than normal -- on Thursday, September 25, 2008 at 7pm at the Big Flats Library.

CHEMUNG COUNTY LIBRARY DISTRICT				(DOCUMENT #2008-75)	
Financial Report - AUGUST 31, 2008					
Account	2008	Received	Balance	Percentage	Percentage
	Annual	to date	remaining	Received	through year
	Budget				
Income					
Library Fines, Fees & Contributions	\$ 80,615	\$ 68,940	\$ 11,675	86%	
Grants (other than N.Y.S.)	23,296	52,670	(29,374)	226%	
Foundation Contributions	160,000	120,411	39,589	75%	
Library District Tax Receipts	2,336,605	2,336,605	0	100%	
Interest on Investments	50,000	31,231	18,769	62%	
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	\$ 2,912,904	\$ 53,862	98%	67%
Expense					
Account	Annual	Expended	Balance	Percentage	Percentage
	Budget	to date	remaining	Expended	through year
Personnel					
Salaries	\$ 1,168,526	\$ 791,899	\$ 376,627	68%	
Sunday & Holiday Salaries	56,881	23,332	33,549	41%	
Employee Benefits	522,402	327,418	194,984	63%	
Subtotal - Personnel Expenses	1,747,809	1,142,649	605,160	65%	
Contractual					
Equipment	16,010	16,010	0	100%	
Telephone	10,100	6,741	3,359	67%	
Supplies	28,032	28,032	0	100%	
Travel & Continuing Education	17,840	5,762	12,078	32%	
Repairs & Maintenance	30,780	29,760	1,020	97%	
Postage	6,200	3,620	2,580	58%	
Education - Tuition Assistance	5,200	1,642	3,558	32%	
Library Materials (books, video, etc.)	302,000	235,086	66,914	78%	
Utilities	81,525	24,842	56,683	30%	
Building Cleaning Supplies	7,540	5,244	2,296	70%	
Fuel, Gas & Oil	2,750	1,910	840	69%	
Insurance	35,324	19,182	16,142	54%	
Rent	5,150	3,333	1,817	65%	
Vehicle Operation / Lease	1,000	1,000	0	100%	
Professional Fees (audit, membership)	88,377	69,276	19,101	78%	
Data Processing Expenses	40,021	19,828	20,193	50%	
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	1,481	19,199	7%	
Capital Improvements	212,900	212,900	0	100%	
Contingency Fund	65,872	56,283	9,589	85%	
Debt Service	216,911	108,475	108,436	50%	
TOTAL EXPENSE	\$ 2,966,766	\$ 2,017,655	\$ 949,111	68%	67%
**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 Library Materials line includes \$9,200 in funds that are being spent for Reach Out and Read					
**PLEASE NOTE:					
The Contingency Fund includes the following accounts that are over budget:					
Equipment \$5,487; Supplies \$5,888; Vehicle Operation \$1,941; Programming \$54 and Capital Improvements \$42,913					

Chemung County Library District General Fund Document #2008-76

Unpaid Bills Detail

As of September 10, 2008

	Date	Memo	Open Balance
3M Company			
	09/10/2008	supply of security strips-ST	644.00
Total 3M Company			644.00
Acme Pest Control, Inc.			
	09/10/2008	Pest Control @ Steele-September	25.00
Total Acme Pest Control, Inc.			25.00
Baker & Taylor Books			
	09/10/2008	HFL book purchases	183.45
Total Baker & Taylor Books			183.45
Blackbourn Media Packaging			
	09/10/2008	AV supplies for HFL / Steele	520.80
Total Blackbourn Media Packaging			520.80
CDW Government, Inc.			
	09/10/2008	W.E./Steele Gates equipment / BF Equip	2,844.44
Total CDW Government, Inc.			2,844.44
Center Point Large Print			
	09/10/2008	ST large print	164.16
Total Center Point Large Print			164.16
Chaplain Norris Burkes			
	09/10/2008	ST book purchase	33.98
Total Chaplain Norris Burkes			33.98
Chemung County Library District			
	09/10/2008	Petty Cash reimbursement - HFL	68.09
Total Chemung County Library District			68.09
Chemung County Treasurer			
	09/10/2008	2008 Debt Service-3rd quarter payment	54,247.65
Total Chemung County Treasurer			54,247.65
Creative Data Products			
	09/10/2008	Overdue mailers-all libraries	466.74
Total Creative Data Products			466.74
Cuba Circulating Library Association			
	09/10/2008	Payment for Lost book	8.00
Total Cuba Circulating Library Association			8.00
Dawn Austin			
	09/10/2008	mileage reimb 6/16-9/3/08	37.44
Total Dawn Austin			37.44

Chemung County Library District General Fund Document #2008-76

Unpaid Bills Detail

As of September 3, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	09/03/2008	purchases - all libraries	898.52
Total Amazon Credit Plan			<u>898.52</u>
Audio Editions			
	09/03/2008	CD/Audio purchases for Steele special budget	2,218.66
Total Audio Editions			<u>2,218.66</u>
Avoca Free Library			
	09/03/2008	payment for lost book	13.00
Total Avoca Free Library			<u>13.00</u>
Baker & Taylor Books			
	09/03/2008	W.E. book purchases	154.86
Total Baker & Taylor Books			<u>154.86</u>
BBC Audiobooks America			
	09/03/2008	Audio purchases for Steele	164.88
Total BBC Audiobooks America			<u>164.88</u>
BCR-ABOS			
	09/03/2008	Registration - Bookmobile Conference	410.00
Total BCR-ABOS			<u>410.00</u>
CDW Government, Inc.			
	09/03/2008	HFL Gates funds-monitors	698.20
Total CDW Government, Inc.			<u>698.20</u>
Chemung Canal Trust Company			
	09/03/2008	misc credit card purchases-August	1,132.04
Total Chemung Canal Trust Company			<u>1,132.04</u>
Chemung County Buildings & Grounds Dept.			
	09/03/2008	Utility & Bldg Maint. chg- 2nd Qtr 2008	23,265.90
Total Chemung County Buildings & Grounds Dept.			<u>23,265.90</u>
Chemung County Library District			
	09/03/2008	Petty Cash reimbursement - W.E.	251.97
Total Chemung County Library District			<u>251.97</u>
Cola Thayer			
	09/03/2008	mileage reimbursement-8/20 IT mtg.	47.97
Total Cola Thayer			<u>47.97</u>
Costume Specialists, Inc			
	09/03/2008	rental of bear costume-ST	120.00
Total Costume Specialists, Inc			<u>120.00</u>
Dianne Patchett			
	09/03/2008	prog. supplies for Bookmobile-Strong Kids/Safe Kids	35.63
Total Dianne Patchett			<u>35.63</u>

Chemung County Library District General Fund Document #2008-76

Unpaid Bills Detail

As of September 3, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Earle's Ice Cream			
	09/03/2008	Programming expense HFL/W.E.	391.50
Total Earle's Ice Cream			<u>391.50</u>
Fire Alarm Service Technology, Inc.			
	09/03/2008	Install Security Panel/annual monitoring at HFL	1,111.00
Total Fire Alarm Service Technology, Inc.			<u>1,111.00</u>
GE Money Bank/Amazon			
	09/03/2008	HFL Purchases	55.31
Total GE Money Bank/Amazon			<u>55.31</u>
Ingram Library Services			
	09/03/2008	Library materials- August purchases	5,830.21
Total Ingram Library Services			<u>5,830.21</u>
Instructional Video			
	09/03/2008	DVD purchase for 2008 replacement project	457.17
Total Instructional Video			<u>457.17</u>
Recorded Books			
	09/03/2008	ST/W.E. purchases	513.38
Total Recorded Books			<u>513.38</u>
Regent Book co.			
	09/03/2008	Steele AV purchase	48.06
Total Regent Book co.			<u>48.06</u>
Rem-Southern Office Products, Inc.			
	09/03/2008	Quarterly service agreement-Steele	275.50
Total Rem-Southern Office Products, Inc.			<u>275.50</u>
Rose Woodard			
	09/03/2008	Reimb for books / programming at W.E.	136.93
Total Rose Woodard			<u>136.93</u>
Sayles & Evans			
	09/03/2008	Legal fees 5/1 - 7/3/08	2,881.00
Total Sayles & Evans			<u>2,881.00</u>
Seneca Data			
	09/03/2008	Computer equipment purch w/Gates funding - HFL/W.E	1,476.88
Total Seneca Data			<u>1,476.88</u>
Staples Credit Plan			
	09/03/2008	BF supplies	78.96
Total Staples Credit Plan			<u>78.96</u>
Time Warner Cable			
	09/03/2008	VPN Service - Sept 08	200.00
Total Time Warner Cable			<u>200.00</u>

Chemung County Library District General Fund Document #2008-76

Unpaid Bills Detail

As of September 3, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
U. S. Postal Service			
	09/03/2008	Fall Newsletter mailing	1,049.37
Total U. S. Postal Service			<u>1,049.37</u>
U. S. Postmaster			
	09/03/2008	Bulk Mail Annual Permit fee	180.00
Total U. S. Postmaster			<u>180.00</u>
Upstart			
	09/03/2008	Prog Supply - Steele	85.89
Total Upstart			<u>85.89</u>
Verizon			
	09/03/2008	phone service-HFL/BF	204.15
Total Verizon			<u>204.15</u>
Verizon Wireless			
	09/03/2008	BKM cellular service-Aug	116.55
Total Verizon Wireless			<u>116.55</u>
Village of Horseheads			
	09/03/2008	HFL water bill 4/15-7/21	20.41
Total Village of Horseheads			<u>20.41</u>
Wegmans Food Markets Inc.			
	09/03/2008	Prog. supply SML Teen Cafe	43.96
Total Wegmans Food Markets Inc.			<u>43.96</u>
			<u><u>44,567.86</u></u>

Chemung County Library District Grant Fund Document #2008-76

Unpaid Bills Detail

As of September 3, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
ABC-CLIO, Inc.			
	09/03/2008	Reference material	745.20
Total ABC-CLIO, Inc.			<u>745.20</u>
Baker & Taylor Books			
	09/03/2008	Reference materials	82.96
Total Baker & Taylor Books			<u>82.96</u>
Chemung Canal Trust Company			
	09/03/2008	NYLA Conference registration-Reference Staff	355.00
Total Chemung Canal Trust Company			<u>355.00</u>
Greenwood Publishing Group			
	09/03/2008	Reference Materials	607.79
Total Greenwood Publishing Group			<u>607.79</u>
Ingram Library Services			
	09/03/2008	Non-Fiction/Reference book purchases	1,443.96
Total Ingram Library Services			<u>1,443.96</u>
Southern Tier Library System			
	09/03/2008	processing fees-NonF & Ref -July	49.50
Total Southern Tier Library System			<u>49.50</u>
The Roman & Littlefield Publishing Group			
	09/03/2008	Reference material	159.55
Total The Roman & Littlefield Publishing Group			<u>159.55</u>
Thomson Gale			
	09/03/2008	Reference Material	2,672.25
Total Thomson Gale			<u>2,672.25</u>
			<u><u>6,116.21</u></u>

Chemung County Library District General Fund Document #2008-76

Unpaid Bills Detail

As of September 10, 2008

	Date	Memo	Open Balance
Deborah L. Brimmer			
	09/10/2008	Mileage reimb-August	91.85
Total Deborah L. Brimmer			91.85
Demco, Inc.			
	09/10/2008	ST labels /DVD albums	358.06
Total Demco, Inc.			358.06
Fagan Engineers			
	09/10/2008	Prof. Svc-2007 & 2008 new State Const. projects 6/	3,953.52
Total Fagan Engineers			3,953.52
First Transit			
	09/10/2008	Bookmobile fuel /repair-August	372.91
Total First Transit			372.91
Gaylord Bros, Inc.			
	09/10/2008	Laminate supply-all libraries	201.68
Total Gaylord Bros, Inc.			201.68
HRATT			
	09/10/2008	H.R. Annual conference registration	125.00
Total HRATT			125.00
Hubert K. Wang, MD			
	09/10/2008	Patron Refund	15.00
Total Hubert K. Wang, MD			15.00
Idearc Media Corp.			
	09/10/2008	Phone book ad-monthly fee	15.25
Total Idearc Media Corp.			15.25
Image Integrator			
	09/10/2008	ST-toner for Microfilm machine	156.00
Total Image Integrator			156.00
Interstate All Battery Center			
	09/10/2008	ST special 12 volt batteries for IT dept.	84.80
Total Interstate All Battery Center			84.80
MidWest Tape			
	09/10/2008	DVD/Audio purchases- ST/HFL	604.72
Total MidWest Tape			604.72
Perry & Carroll, Inc.			
	09/10/2008	Crime, Auto, Property, Liability Insurance policies-a	3,997.00
Total Perry & Carroll, Inc.			3,997.00

Chemung County Library District General Fund Document #2008-76

Unpaid Bills Detail

As of September 10, 2008

	Date	Memo	Open Balance
Petty Cash-Steele			
	09/10/2008	Steele postage expenses	68.54
Total Petty Cash-Steele			68.54
Random House, Inc.			
	09/10/2008	AV purchases-ST	284.00
Total Random House, Inc.			284.00
RSVP of Chemung County			
	09/10/2008	Volunteer Recognition Ad	50.00
Total RSVP of Chemung County			50.00
SKJ Facilities Management, Inc.			
	09/10/2008	HFL Janitor services -Aug	480.00
Total SKJ Facilities Management, Inc.			480.00
Southern Tier Library System			
	09/10/2008	processing fees-July / Cost Share 3rd Qtr-all libraries	9,560.60
Total Southern Tier Library System			9,560.60
Staples Business Advantage			
	09/10/2008	Office supplies-all libraries	272.92
Total Staples Business Advantage			272.92
Star Gazette			
	09/10/2008	HFL annual subscription	182.61
Total Star Gazette			182.61
Thomson Gale			
	09/10/2008	ST fiction purchase	449.78
Total Thomson Gale			449.78
Town of VanEtten			
	09/10/2008	Building rental-September	416.66
Total Town of VanEtten			416.66
Unique Management Services, Inc.			
	09/10/2008	Collection fees -all libraries-Aug	670.33
Total Unique Management Services, Inc.			670.33
Verizon			
	09/10/2008	phone service-ST/W.E.	508.44
Total Verizon			508.44
			82,163.42

(Document #2008-77)

Report of the September 3rd, 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, September 3rd, 2008 beginning at 7pm. The following members of the Executive Committee were present: Denny Smith, Marleah Denkenberger, Sherry Collins, Robin Fitzgerald and Jan Kather. Staff present was Joan Santulli, the Library's Administrative Assistant. Karl Schwesinger, Chair of the CCLD Buildings & Grounds Committee was also present.

Mr. Schwesinger brought contract documents for the four State Construction projects that were awarded at the August 2008 CCLD board meeting. The contracts required several signatures from President Smith. One contractor, John O'Connor, submitted his certificate of insurance with less than the \$1 million dollars in excess liability insurance as required in the contract. Mr. Smith moved, seconded by Ms. Fitzgerald that since Mr. O'Connor has \$2 million dollars in general liability, which is more than is required, the Executive Committee has no problem with Mr. O'Connor's insurance coverage as submitted with the contract. Motion Carried.

The following topics were discussed:

- Regarding the presentation to the STEG task force which was held on August 27th, 2008, a letter was received from Thomas J. Gough thanking the Library District for presenting the information to their board.
- Mr. Smith reported that he has been contacted by Mr. Pirozzolo of the Public Library Foundation of Chemung County. Foundation members are concerned about the proposed breakdown of foundation expenses as listed in the 2009 CCLD budget. The PLF will be contacted to set up a meeting between the Library District's Executive Committee and the Executive Committee of the Public Library Foundation to attempt to come to an understanding about the foundation's funding of the Horseheads Free Library.
- Mr. Smith reported that he is working on an article for the "Your Turn" column of the *Star-Gazette*, which should be published around September 14th, 2008.
- Ms. Santulli received a request from one of the Library District's retirees to be able to pre-pay his share of the health insurance once the amount he has in escrow is depleted. He would like to start now by depositing \$1,000 with the Library District to hold and to begin using when his escrow is gone. Ms. Santulli has checked with the Chemung County Insurance Department to see if the County allows such a pre-payment. The response was that the County does allow retirees to pre-pay their insurance payments quarterly or annually, but that they do not call the funds an escrow account. The Executive Committee asked Ms. Santulli

to contact the CCLD Auditor to check into the legal and accounting aspects of allowing such a deposit into the CCLD accounts.

- Ms. Collins reviewed a *Star-Gazette* article entitled “*In an Economic Bind, Families Turn to Libraries*”.
- Ms. Santulli stated that the Marketing Committee will be requesting that they be allowed to have about a half an hour at the October 16th, 2008 CCLD board meeting to present a marketing plan.
- Ms. Santulli distributed the September 3rd, 2008 Unpaid Bill List. It was reviewed. Ms. Collins moved, seconded by Ms. Kather, to pay the bills as listed in the report. Motion carried.
- Ms. Santulli reminded the Committee that the September meeting of the CCLD board is being held one week later, on September 25th, 2008 at the Big Flats Library.

The committee adjourned at 8:07pm. The next meeting of the Executive Committee of the Chemung County Library District is scheduled to be held on Wednesday, October 1st, 2008 at 7pm in the Petrie Conference Room of the Steele Memorial Library.

(Document 2008-78)

Report of the September 11, 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, September 11, 2008, beginning at 8:15am. Attending the meeting were Robin Fitzgerald, Allen C. Smith, Jason Harmon and Joan Santulli.

Robin Fitzgerald opened the meeting at 8:15am.

The following topics were discussed:

- The August 31st, 2008 financial report was reviewed by the Committee. The report was forwarded to the full CCLD board for its review at the upcoming September 25th, 2008 meeting.
- The September 10th, 2008 unpaid bills detail was reviewed by the Committee. The detail was forwarded to the full CCLD board for its review at the upcoming September 25th, 2008 meeting.
- Mr. Harmon reported that he has recently received information regarding a grant opportunity that may benefit the Library District. It is called the *Local Government Efficiency Grant* and supplies funding to encourage shared services between governments. It has recently included libraries as those agencies who are allowed to apply for funding. He will share the information concerning this grant with the Library Director.
- Ms. Santulli discussed the status of the CSEA Negotiating Team insofar as the outstanding contract issues.
- Mr. Smith passed around a letter from the Public Library Foundation of Chemung County regarding the 2009 CCLD budget. The letter is a copy of a May 21, 2008 letter, the original of which was never received by him. He stated that the CCLD Executive Committee plans to meet with the Executive Directors of the PLF to discuss the 2009 budget as it pertains to the Horseheads Free Library.

The meeting adjourned at 9:00am. The next meeting of the Budget & Finance Committee will be held on Thursday, October 9th, 2008, in the Petrie Conference Room of the Steele Memorial Library.

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Report of the September 10, 2008 meeting of the Buildings & Grounds Committee of the Chemung County Library District

A meeting of the Buildings & Grounds Committee of the Chemung County Library District was held on Wednesday, September 10, 2008 beginning at 3pm. Attending the meeting were Karl Schwesinger, and Jan Kather. Also attending was Joan Santulli.

The meeting opened at 3pm.

The following topics were discussed:

- The Second Phase of the electrical repair at the Big Flats Library was discussed. This phase includes repairing the outside lights and the lights in the foyer of the front door. Karl will check on the status of this repair.
- Karl reported regarding the 2007 State Construction projects:
 1. The Horseheads Free Library HVAC project – the new equipment has been ordered.
 2. The Horseheads Free Library Roof project – CCLD is waiting for the contract documents from Al's Construction. The contractor has begun moving material in for the job.
 3. The Steele Memorial Library Door project – Shop drawings have been received and will be reviewed by Sue Oliver, CCLD's engineer.
 4. The West Elmira Handicap Restroom project – Work has begun. The contractor had to expand a hole in the concrete to tie into the existing plumbing. This expansion may require a change order to be approved.
 5. The Big Flats Handicap Restroom project – Work has begun. In the area where the restroom will be moved to, the contractor found electrical wiring under the carpet that cannot be eliminated and needs to continue to be accessible in case there is need of electrical repairs. There are two options that will be discussed with Sue Oliver. Karl expects a decision to be made this week. This alteration will require a change order to be approved.
 6. For both the Big Flats and West Elmira projects, a change order will need to be approved to comply with the Code Department. Both restrooms will need to have two vertical bars installed near the toilet as required by New York State Code.

Karl stated that he will report the status of all these change orders to the full CCLD board at their September 25, 2008 meeting.

The meeting adjourned at 3:30pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, October 8th, 2008 at 3pm in the Director's Office at the Steele Memorial Library.