

CHEMUNG COUNTY LIBRARY DISTRICT

Agenda

The December 2007 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, December 20th, 2007, 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 #2007-116)
4. Treasurer's report
 - a) Financial report (document #2007-117)
 - b) Report of unpaid Bills Detail (document #2007-118)
5. Correspondence
6. President's report
7. Director's report
 - a) Personnel activities since the October 2007 meeting of the Library Board (document #2007-119)
8. Committee reports:
 - a) Executive Committee (Smith)
 - 1) Report of the Committee meeting (document #2007-120)
 - 2) 2008 Calendar of meetings (document #2007-121)
 - b) Budget & Finance Committee (Pirozzolo)
 - 1) Report of the Committee meeting (document #2007-122)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting, including: (document #2007-123)
 - November 19th, 2007 letter to Sue Oliver of Fagan Engineers (document #2007-124)
 - December 11th, 2007 response to Committee Chair Karl Schwesinger (document #2007-125)
 - December 10th, 2007 "scope sheet" from J&B Installations (document #2007-126)
 - d) Planning Committee (Richards)
 - 1) Report of the Committee meeting (document #2007-127)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

Document #2007-116

Minutes of the November 2007 meeting of the Chemung County Library District Board of Trustees. The November meeting was held on Thursday, November 15, 2007 at 7:00pm at the Steele Memorial Library. The meeting was called to order by President Allen (Denny) Smith. Present were Robin Fitzgerald and Karl Schwesinger, Jan Kather, Sherrill Collins, Andrea Ogunwumi, Ed Marosek, Jason Harmon, Richard Pirozzolo and Kimberly Richards. Excused were: Marleah Denkenberger and Claudia Radin. Absent: Joan Hurley. Also present were Jim Sleeth, the Library's Director and Joan Santulli, the Library's Administrative Assistant.

Minutes. The minutes of the October 2007 meeting (Document #2007-108) were presented for board review. The minutes were approved as distributed by unanimous consent.

Financial Report. The October 31, 2007 Financial Report (Document #2007-109) was presented for board review. Mr. Pirozzolo stated that cash flow for the District is excellent. The Jumbo CD will mature next week and he will get the best interest rate possible when renewing. By unanimous consent, the October 31, 2007 Financial Report was approved as distributed and will be filed for audit.

Concerning the Report of Unpaid Bills (Document #2007-110). By unanimous consent, the board authorizes the payment of the unpaid bills as distributed.

Correspondence.

The correspondence folder contained the following items of interest:

- The Meeting Room Policy has been reviewed by staff members and the District has received several examples of policies from other libraries. The goal is to re-write the policy and submit the proposed changes to an upcoming Executive Committee meeting.
- One bid response was received for the Big Flats and West Elmira roof projects. J & B Installations of Skaneateles Falls, NY proposed a total of \$262,500 for both projects. The proposal will be placed in the hands of Sue Oliver of Fagan Engineers to determine whether there are changes that can be made to make the project more affordable. Her recommendations will be brought back to the Buildings & Grounds Committee for review.
- Two flyers are included that introduce the new Bookmobile staff and list its current schedule of stops.
- Correspondence with RPA, Inc. – the Strategic Planning Consultants hired by the District. Large amounts of information were forwarded to them, including items like the Strength & Weaknesses documents, annual reports, and statistic data.

- Two memos recently given to CCLD employees, one details the cost of 2008 Health Insurance contributions and the other gives employees the opportunity to opt out of health insurance coverage.
- An email from Ristiina Wigg, director of the Southern Tier Library System, notifying the Library District that five State Construction Projects for 2008 have been approved by the Division of Library Development for 50% funding and have been forwarded to the Dormitory Authority of New York for final review.
- The program for the Silver Anniversary Quilt Show sponsored by the Elmira Piecemaker Quilters and on display for the month of November at the Steele Memorial Library. Also included is a thank you card from the Piecemaker Quilters for allowing them the use of our building.
- An online reader's poll regarding a new library in the southern part of the County and a new facility for the Horseheads Free Library shows more than 50% of those responding say these would be worthwhile projects.

President's report. President Smith congratulated those board members who ran for election to a second term on the Library District Board of Trustees. In addition, he noted that the CCLD budget for 2008 passed with 67% voting in favor of the proposition.

Director's Report. Mr. Sleeth stated that there was little personnel activity during the month. He noted that on Bill Knapp's last day of work his co-workers gave him a surprise farewell party, with the retirement party scheduled for Saturday, November 3rd.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2007-112). President Smith stated that Karl Schwesinger was present at their meeting to give a detailed update of the status of the Big Flats and West Elmira roof projects. The Committee agreed to hire Sue Oliver of Fagan Engineers to assume the responsibility of supervising these two projects in place of Hunt Engineers. The Committee had an extended discussion of the Library District's meeting room policy. Generally it was felt that the District's current policy was too restrictive and a new draft policy should be created for future discussion by the Committee prior to referral to the entire board.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2007-113). Mr. Pirozzolo noted that the Committee has asked the District's insurance agent to revisit insurance coverage and costs and to find ways to hold down costs. The Committee requested that the CCLD auditor be contacted to make sure the District is on their schedule early in the New Year and to make sure any technical issues that were raised last year have been resolved.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board. Mr. Schwesinger reported the Big Flats and

West Elmira roof projects have been rebid since the last meeting and one proposal was received from J&B Installations of Skaneateles Falls, NY. He reported that the Library District attorney has sent a letter to Hunt Engineers informing them of the possibility of the Library District being in jeopardy of losing \$50,000 in State funding due to their tardiness in providing a professional and accurate set of contract documents. The Committee recommended that Sue Oliver of Fagan Engineers be asked to work with J&B to redesign the scope of the work and bring costs down, hopefully to an amount that will be within the Library District's budget. Regarding the Steele Library's chiller project, demotion work by Collins & Walton has begun and DPC Engineering, the supervisor of this project, is satisfied with the progress to date.

Regarding the five new projects, the Southern Tier Library System has notified the Library District that all of them have been approved at 50% funding. Sue Oliver, Fagan Engineers, will be asked to provide the District with cost estimates and a time line, as well as a written proposal to supervise these projects.

Strategic Planning Committee. The report of the Planning Committee was presented in writing to the board (Document #2007-114). Ms. Richards reported that the first press release (Document #2007-115) was published and the newspaper did a nice follow-up article. Much of their meeting time was spent in determining dates and times for the onsite meetings with the consultants, RPA, Inc. She stated that six focus groups will be conducted in each of the Big Flats, West Elmira, Horseheads and Elmira communities, with invitations being sent to community residents, library users and government officials. It is possible that one of the focus groups will be held in the south county area. Following the focus groups, a Town Hall meeting will be held, sharing the results of the focus groups and soliciting input regarding CCLD's future. Once all the information has been gathered from the research, the consultants will meet in mid-February with the Planning Committee to present an overview of all activities and findings to date and to lead a discussion to identify priorities for the future. This information will be used to create the first draft of the long-range plan which after review by the consultants, will be discussed at a meeting with the Planning Committee and library department heads. In early March, the Library Director will present and submit the revised long-range plan to the Planning Committee for adoption and referral to the entire board. A last meeting will be held in mid-March to present the new long-range plan to local government officials and the media.

Old Business. Regarding the request of the Public Library Foundation of Chemung County that any unexpended funds each year be set aside for Capital Improvements at the Horseheads Free Library, Mr. Pirozzolo stated that he spoke to the Board of Trustees of the Foundation who are satisfied with the resolution proposed by the CCLD Board.

Regarding membership on the CCLD board of trustees, it was stated that districts 13 & 15 are still vacant and that Ms. Ogunwumi has expressed an interest to be appointed to a one-year term to district #9. The nominating committee has had no success in finding interested members of the public to serve in the vacant districts. President Smith will email a file to board members with names of library users who live within the two districts and is asking

everyone to look at the lists and to recommend names to him to be able to contact for these two positions.

The Library District's Meeting Room Policy was brought up for further discussion. It was stated that it should be as least restrictive as possible without it becoming a free-for-all. Any reservation of a room should be able to be pre-empted for library business. Reservations should be made on a first come, first serve basis and staff should not be asked to make judgment calls.

New Business. Ms. Collins reminded the trustees who are leaving the board to bring their handbooks to the December meeting. The notebooks will be updated to be distributed to the new members of the board.

Public Expression. None.

The meeting was adjourned at 8:01pm. The next regular meeting of the board will be on Thursday, December 20, 2007 at 7pm at the Steele Memorial Library.

CHEMUNG COUNTY LIBRARY DISTRICT
Financial Report - NOVEMBER 30, 2007

(DOCUMENT #2007-117)

Account	2007 Annual Budget	Received to date	Balance remaining	Percentage Received	Percentage through year
Income					
Library Fines, Fees & Contributions	\$ 101,110	\$ 93,580	\$ 7,530	93%	
Grants (other than N.Y.S.)	28,750	32,950	(4,200)	115%	
Foundation Contributions	160,000	126,730	33,270	79%	
Library District Tax Receipts	2,140,001	2,140,001	0	100%	
Interest on Investments	30,000	75,123			
State Aid					
Central Library Development	105,000	105,000	0	100%	
Central Book Aid	71,500	71,500	0	100%	
Local Library Services Aid	41,700	37,645	4,055	90%	
Other State Aid	1,600	87,930	(86,330)	5496%	
TOTAL INCOME	\$ 2,679,661	\$ 2,770,459	\$ (45,675)	103%	92%

Account	Annual Budget	Expended to date	Balance remaining	Percentage Expended	Percentage through year
Expense					
Personnel					
Salaries	\$ 1,102,746	\$ 962,681	\$ 140,065	87%	
Sunday & Holiday Salaries	55,404	29,260	26,144	53%	
Employee Benefits	509,337	405,998	103,339	80%	
Subtotal - Personnel Expenses	1,667,487	1,397,939	269,548	84%	
Contractual					
Equipment	29,780	29,426	354	99%	
Telephone	10,330	8,895	1,435	86%	
Supplies	26,114	35,340	(9,226)	135%	
Travel & Continuing Education	19,155	8,396	10,759	44%	
Repairs & Maintenance	95,599	44,505	51,094	47%	
Postage	7,839	7,632	207	97%	
Library Materials (books, video, etc.)	258,430	267,338	(8,908)	103%	
Utilities	92,000	60,845	31,155	66%	
Building Cleaning Supplies	4,760	5,058	(298)	106%	
Fuel, Gas & Oil	2,000	2,075	(75)	104%	
Insurance	27,199	34,922	(7,723)	128%	
Rent	5,150	4,583	567	89%	
Vehicle Operation / Lease	7,000	11,113	(4,113)	159%	
Professional Fees (audit, membership)	50,246	71,330	(21,084)	142%	
Data Processing Expenses	38,231	29,721	8,510	78%	
Payment of Taxes	4,897	4,517	380	92%	
Library Programming	11,588	25,412	(13,824)	219%	
Chemung County costs (B&G, vision)	17,085	4,389	12,696	26%	
Capital Improvements	45,000	5,485	39,515	12%	
Contingency Fund	56,254	3,702	52,552	7%	
Debt Service	208,517	323,882	(115,365)	155%	
TOTAL EXPENSE	\$ 2,684,661	\$ 2,386,505	\$ 298,156	89%	92%

****NOTES TO FINANCIAL REPORT**

INCOME -- Other State Aid includes 90% of the funds for 2006 State Construction Projects
Other Grants include STLS Bookmobile funding plus Friends of HFL and SML donations

EXPENSE -- Vehicle Operation includes the unbudgeted Bookmobile body repairs & replacement of the transmission
Professional Fees include Engineering Fees, Legal Fees and three Newsletter mailings
Programming includes expenses made from unbudgeted funds donated by support groups (Friends, Advocates)
Debt Service includes the \$174,175 in 2006 expenditures paid in 2007
Equipment and Supply lines include 07 unbudgeted expenses approved in the 12/8/06 Technology Upgrade Proposal
Library Materials includes expenses made on behalf of Reach Out and Read
Contingency expense includes the purchase of sheds for BF and WE

Unpaid Bills Detail

As of December 11, 2007

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
	12/10/2007	Reference materials	115.77
Total Baker & Taylor Books			<u>115.77</u>
Barnes & Noble			
	12/10/2007	Nonfiction purchase	87.90
Total Barnes & Noble			<u>87.90</u>
Greenwood Publishing Group			
	12/10/2007	Reference Materials	768.95
Total Greenwood Publishing Group			<u>768.95</u>
INFOUSA-City Directories			
	12/10/2007	reference materials	170.00
Total INFOUSA-City Directories			<u>170.00</u>
Salem Press, Inc.			
	12/10/2007	Reference Material	316.00
Total Salem Press, Inc.			<u>316.00</u>
Thomson Gale			
	12/10/2007	Reference Mat.	310.50
Total Thomson Gale			<u>310.50</u>
Thomson Healthcare, Inc.			
	12/10/2007	reference material	59.95
Total Thomson Healthcare, Inc.			<u>59.95</u>
World Book Encyclopedia			
	12/10/2007	Reference Material	839.00
Total World Book Encyclopedia			<u>839.00</u>
TOTAL			<u><u>2,668.07</u></u>

Unpaid Bills Detail

As of December 11, 2007

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Acme Pest Control, Inc.			
	12/10/2007	Pest Control @ Steele	23.00
Total Acme Pest Control, Inc.			<u>23.00</u>
Baker & Taylor Books			
	12/10/2007	HFL/WE book purchases	233.34
Total Baker & Taylor Books			<u>233.34</u>
Barnes & Noble, Inc.			
	12/10/2007	ST Juv/WE/NF book purchases	267.57
Total Barnes & Noble, Inc.			<u>267.57</u>
BBC Audiobooks America			
	12/10/2007	Audio purchases for Steele	303.34
Total BBC Audiobooks America			<u>303.34</u>
Center Point Large Print			
	12/10/2007	ST large print	159.36
Total Center Point Large Print			<u>159.36</u>
Chemung County Treasurer			
	12/10/2007	bond payments-principal & Interest for 2007-final ins	74,853.54
Total Chemung County Treasurer			<u>74,853.54</u>
Crabtree Publishing Company			
	12/10/2007	AV purchases-ST	12.35
Total Crabtree Publishing Company			<u>12.35</u>
Cuba Circulating Library Association			
	12/10/2007	Payment for Lost book	30.00
Total Cuba Circulating Library Association			<u>30.00</u>
Demco, Inc.			
	12/10/2007	supplies-Grinch program all libraries	87.27
Total Demco, Inc.			<u>87.27</u>
Elizabeth Zell			
	12/11/2007	Mileage reimb for workshop 11/29	33.10
Total Elizabeth Zell			<u>33.10</u>
First Transit			
	12/10/2007	Bookmobile fuel/generator repair BKM	452.35
Total First Transit			<u>452.35</u>
Horwitz Supply Company			
	12/11/2007	vacuum cleaner parts/cleaning products	95.97
Total Horwitz Supply Company			<u>95.97</u>
Idearc Media Corp.			
	12/10/2007	Phone book ad-monthly fee	15.00
Total Idearc Media Corp.			<u>15.00</u>

General Fund

Unpaid Bills Detail

As of December 5, 2007

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
All About Books, Inc.			
	12/05/2007	Books purchased with ROAR funds	392.04
Total All About Books, Inc.			<u>392.04</u>
Amazon Credit Plan			
	12/05/2007	Purchases for HFL	713.32
Total Amazon Credit Plan			<u>713.32</u>
AT&T			
	12/05/2007	long dist chg-SML	20.48
Total AT&T			<u>20.48</u>
Audio Editions			
	12/05/2007	CD/Audio purchases for Steele	35.38
Total Audio Editions			<u>35.38</u>
Brian P. Harris			
	12/05/2007	Mileage 9/13-11/8	51.41
Total Brian P. Harris			<u>51.41</u>
Century Computer Products, Inc.			
	12/05/2007	printer cartridges	156.98
Total Century Computer Products, Inc.			<u>156.98</u>
Chemung Canal Trust Company			
	12/05/2007	Programming supplies, BF sound system, etc	601.99
Total Chemung Canal Trust Company			<u>601.99</u>
Chemung County Library District			
	12/05/2007	Petty Cash reimbursement - HFL/BF/WE	453.94
Total Chemung County Library District			<u>453.94</u>
Connie Oglivie			
	12/05/2007	AV purchases-ST	61.96
Total Connie Oglivie			<u>61.96</u>
David A. Howe Public Library			
	12/05/2007	Payment for damaged book-ST patron	8.00
Total David A. Howe Public Library			<u>8.00</u>
Deborah L. Brimmer			
	12/05/2007	Mileage reimbursement-11/6-12/4	101.85
Total Deborah L. Brimmer			<u>101.85</u>
Dianne Patchett			
	12/05/2007	Heater for BKM	29.15
Total Dianne Patchett			<u>29.15</u>

General Fund

Unpaid Bills Detail

As of December 5, 2007

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
DPC Engineering, P.C.			
	12/05/2007	Engineering fees-Steele Chiller project-9/1-10/26	720.00
Total DPC Engineering, P.C.			<u>720.00</u>
Eleanor Shepson			
	12/05/2007	mileage reimb-5/7/07-11/15/07	304.24
Total Eleanor Shepson			<u>304.24</u>
Elizabeth Zell			
	12/05/2007	Reimbursement for Workshop Registration-HFL	5.00
Total Elizabeth Zell			<u>5.00</u>
Elmira Water Board			
	12/05/2007	SML & WE water	147.85
Total Elmira Water Board			<u>147.85</u>
GE Money Bank/Amazon			
	12/05/2007	HFL Purchases	262.37
Total GE Money Bank/Amazon			<u>262.37</u>
Holiday Inn Express			
	12/05/2007	hotel expense-Nov program	80.00
Total Holiday Inn Express			<u>80.00</u>
Horwitz Supply Company			
	12/05/2007	vacuum cleaner parts-ST/BF	76.38
Total Horwitz Supply Company			<u>76.38</u>
Imperial Door Controls, Inc.			
	12/05/2007	repair-handicap doors @ ST	150.58
Total Imperial Door Controls, Inc.			<u>150.58</u>
Ingram Library Services			
	12/05/2007	Library materials-Steele Fiction	9,126.03
Total Ingram Library Services			<u>9,126.03</u>
Joan Santulli			
	12/05/2007	Insurance Reimbursement 2007	195.00
Total Joan Santulli			<u>195.00</u>
Karen Ronsivalle			
	12/05/2007	Patron Refund	8.00
Total Karen Ronsivalle			<u>8.00</u>
Lawson Metalwork			
	12/05/2007	install ramp/railings at HFL	720.00
Total Lawson Metalwork			<u>720.00</u>

General Fund

Unpaid Bills Detail

As of December 5, 2007

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Oriental Trading Company, Inc.			
	12/05/2007	programming supplies-HFL	126.10
Total Oriental Trading Company, Inc.			<u>126.10</u>
Paul McCloskey			
	12/05/2007	Patron Refund	25.00
Total Paul McCloskey			<u>25.00</u>
Pitney Bowes			
	12/05/2007	postage due-leased equipment	60.00
Total Pitney Bowes			<u>60.00</u>
RadioShack Corporation			
	12/05/2007	ST phone batteries/AD ans. machine	75.96
Total RadioShack Corporation			<u>75.96</u>
Recorded Books			
	12/05/2007	WE purchases	169.60
Total Recorded Books			<u>169.60</u>
Rem-Southern Office Products, Inc.			
	12/05/2007	Qtrly pymt for toner-HFL	140.67
Total Rem-Southern Office Products, Inc.			<u>140.67</u>
Rose Woodard			
	12/05/2007	Reimb for printer purchase	161.98
Total Rose Woodard			<u>161.98</u>
SDS of NY			
	12/05/2007	garbage disposal-BF,WE,HFL for Oct	127.30
Total SDS of NY			<u>127.30</u>
ST. Joseph's Hospital			
	12/05/2007	Physical-new employee	100.00
Total ST. Joseph's Hospital			<u>100.00</u>
Staples Business Advantage			
	12/05/2007	Office supplies-all libraries	607.16
Total Staples Business Advantage			<u>607.16</u>
Staples Credit Plan			
	12/05/2007	BF/Admin supplies	291.94
Total Staples Credit Plan			<u>291.94</u>
Time Warner Cable			
	12/05/2007	VPN Service - Dec	200.00
Total Time Warner Cable			<u>200.00</u>

General Fund

Unpaid Bills Detail

As of December 5, 2007

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
U. S. Postal Service			
	12/05/2007	Postage for mail machine-all libraries	3,000.00
Total U. S. Postal Service			<u>3,000.00</u>
Unique Management Services, Inc.			
	12/05/2007	collection agency fees-all libraries	698.24
Total Unique Management Services, Inc.			<u>698.24</u>
Verizon			
	12/05/2007	phone service-HFL/BF	191.48
Total Verizon			<u>191.48</u>
Verizon Wireless			
	12/05/2007	BKM cellular service-DEC	263.04
Total Verizon Wireless			<u>263.04</u>
Village of Horseheads			
	12/05/2007	HFL water bill 4/3-7/3	22.76
Total Village of Horseheads			<u>22.76</u>
Web-Olz, Inc.			
	12/05/2007	supply of handrail-HFL	4,765.00
Total Web-Olz, Inc.			<u>4,765.00</u>
TOTAL			<u><u>25,448.18</u></u>

Unpaid Bills Detail

As of December 11, 2007

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Ingram Library Services			
	12/10/2007	Library materials-Steele Juv/BF	852.35
Total Ingram Library Services			<u>852.35</u>
James G. Sleeth			
	12/10/2007	reimb-NYLA expense/mileage/misc-4/30-10/20/07	682.36
Total James G. Sleeth			<u>682.36</u>
Logic Computer Products			
	12/10/2007	Printer cartridge supplies-BF/Admin	151.25
Total Logic Computer Products			<u>151.25</u>
MidWest Tape			
	12/10/2007	DVD/Audio purchases-HFL/ST	3,092.38
Total MidWest Tape			<u>3,092.38</u>
New York Library Association (NYLA)			
	12/10/2007	Membership renewal	125.00
Total New York Library Association (NYLA)			<u>125.00</u>
Omnigraphics			
	12/11/2007	HFL purchase Adult material	187.78
Total Omnigraphics			<u>187.78</u>
Random House, Inc.			
	12/10/2007	AV purchases-ST	2,203.75
Total Random House, Inc.			<u>2,203.75</u>
Regent Book co.			
	12/11/2007	AV purchases-ST	194.60
Total Regent Book co.			<u>194.60</u>
Rem-Southern Office Products, Inc.			
	12/10/2007	Savin color copier - Steele	6,577.00
Total Rem-Southern Office Products, Inc.			<u>6,577.00</u>
Sayles & Evans			
	12/10/2007	Legal fees 8/6-10/30	6,184.40
Total Sayles & Evans			<u>6,184.40</u>
SCS Computers			
	12/10/2007	Memory/Mice-computer supply	62.00
Total SCS Computers			<u>62.00</u>
SDS of NY			
	12/11/2007	garbage disposal-BF,WE,HFL for Nov	128.10
Total SDS of NY			<u>128.10</u>
SKJ Facilities Management, Inc.			
	12/10/2007	HFL Janitor services 10/28-12/2	720.00
			<u>720.00</u>

Unpaid Bills Detail

As of December 11, 2007

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total SKJ Facilities Management, Inc.			720.00
Southern Tier Library System			
	12/10/2007	cost share-all libraries - final 2007 payment	9,299.56
Total Southern Tier Library System			9,299.56
Staples Business Advantage			
	12/10/2007	Office supplies-all libraries	205.68
Total Staples Business Advantage			205.68
Staples Credit Plan			
	12/10/2007	Admin supplies	193.57
Total Staples Credit Plan			193.57
The Penworthy Company			
	12/10/2007	ST library materials	1,154.77
Total The Penworthy Company			1,154.77
Thomson Gale			
	12/10/2007	ST fiction purchase	458.33
Total Thomson Gale			458.33
Town of VanEtten			
	12/10/2007	Building rental-December	416.66
Total Town of VanEtten			416.66
Unique Management Services, Inc.			
	12/11/2007	collection agency fees-all libraries	648.91
Total Unique Management Services, Inc.			648.91
Verizon			
	12/10/2007	phone service-ST/WE	503.40
Total Verizon			503.40
Wegmans Food Markets Inc.			
	12/10/2007	Prog. supply SML Juvenile	128.75
Total Wegmans Food Markets Inc.			128.75
TOTAL			110,736.79

Grant Fund

Unpaid Bills Detail

As of December 5, 2007

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
	12/05/2007	Reference materials	352.72
Total Baker & Taylor Books			<u>352.72</u>
Facts On File			
	12/05/2007	Reference Materia	905.17
Total Facts On File			<u>905.17</u>
Ingram Library Services			
	12/05/2007	Non-Fiction/Reference book purchases	4,665.11
Total Ingram Library Services			<u>4,665.11</u>
McFarland & Company, Inc.			
	12/05/2007	reference material	80.00
Total McFarland & Company, Inc.			<u>80.00</u>
Morningstar			
	12/05/2007	Reference Material	795.00
Total Morningstar			<u>795.00</u>
Porter Sargent Publishers, Inc.			
	12/05/2007	Reference materials	96.10
Total Porter Sargent Publishers, Inc.			<u>96.10</u>
Sage Publications, Inc.			
	12/05/2007		165.50
Total Sage Publications, Inc.			<u>165.50</u>
The H. W. Wilson Company			
	12/05/2007	Reference Material	354.00
Total The H. W. Wilson Company			<u>354.00</u>
World Almanac Education			
	12/05/2007	Reference material	32.90
Total World Almanac Education			<u>32.90</u>
TOTAL			<u><u>7,446.50</u></u>

Document #2007-119: Personnel activities since the November 2007 meeting of the Library Board

Memo

To: Library District Board of Trustees

From: Jim Sleeth, Library Director

Subject: Personnel activities since the November 2007 meeting of the Library Board

Date: December 13, 2007

In an effort to provide a 100% reliable Bookmobile service, we have taken two steps to recruit a substitute Bookmobile Driver. First, we contacted First Transit to see if they could provide a driver. While the answer was “yes,” the cost was too high: either \$24 / hour or, if overtime was necessary, \$32 / hour. In an effort to find a more affordable employee, we contacted Richard (Dick) Crane, a substitute at First Transit, for an interview. Dick was interviewed by Joan Santulli, Dianne Patchett, and Kim Jones. Having visited the Library District’s web page, he was well-prepared for the interview. He expressed a desire to contribute to the overall operation of the service, not simply serve as a Driver. Further, he understands that he may be called at the last minute (upon an unscheduled illness) or on a planned basis (when the Bookmobile Driver is on vacation). Dick has the appropriate driver’s certification. He will be given an orientation to the Bookmobile and, when he is called to provide the service, be paid approximately \$14 / hour.

Regarding the only vacancy on the CCLD staff, we continue to wait for an up-to-date Civil Service list for the position of Library Clerk, to be assigned to the Big Flats Library.

No other interviews, appointments, or terminations took place since the November meeting of the Chemung County Library District Board of Directors.

(Document #2007-120)

Report of the December 5th, 2007 meeting of the Executive Committee of the Chemung County Library District.

A meeting of the Executive Committee of the Chemung County Library District was held on Wednesday, December 5th, 2007, beginning at 7pm. The following members of the Executive Committee were present: Marleah Denkenberger, Dick Pirozzolo, Denny Smith, Robin Fitzgerald, and Sherry Collins. Also present were Joan Santulli (Administrative Assistant) and Jim Sleeth (Library Director).

The following topics were discussed:

- A candidate for substitute Bookmobile Driver was interviewed and appointed to this per diem position. This individual, Dick Crane, will be trained and, upon our call, will work with the Principal Library Clerk in charge of the Bookmobile.
- Mr. Sleeth reported that he received a letter from CSEA official Shawn Lucas with a request to begin work on a new Library District / CSEA contract, since the extant agreement between the County of Chemung and CSEA expires 12/31/08. It was requested to have Library District Attorney Jim Young attend the January meeting to discuss this process with the Library Board.
- The 2008 CCLD board and committee meeting schedule was reviewed and finalized.
- The 2008 CCLD committee assignments, chairs of committees, and officers of the board were discussed.
- A Memorandum of Agreement between CSEA and the Library District regarding switching was discussed.
- A request from Chemung County officials to review Library District budgets was discussed, and the CCLD Executive Committee requested that Mr. Sleeth forward to them approved budgets for the years the Library District has been in existence (2006, 2007, and 2008).
- Regarding a new meeting room policy, Mr. Sleeth said he had not yet taken the time to revise the existing policy for presentation to the Executive Committee.
- The Unpaid Bills Detail dated December 5, 2007 was reviewed, moved & seconded, and approved for payment.
- The updated timeline for the new long range plan was briefly discussed.
- A letter to the Real Property Tax Office requesting collection of revenue for the Library District to operate during 2008 was reviewed.
- Denny Smith thanked Dick Pirozzolo for his support, hard work, and insights into the organization during his period as Treasurer of the new Library District.

The committee adjourned at 8:30pm. The next meeting of the Executive Committee of the Chemung County Library District is scheduled to be held on Wednesday, January 2nd, 2007 in the Petrie Conference Room of the Steele Memorial Library.

CHEMUNG COUNTY LIBRARY DISTRICT

(Document #2007-121)

2008 Meeting Schedule

Regular meetings of the Board of Trustees of the Chemung County Library District will be held the third Thursday of each month at 7pm at various public libraries throughout Chemung County. Board meetings will be held on January 17th at the Steele Memorial Library, February 21st at the Steele Memorial Library, March 20th at the West Elmira Library, April 17th at the Steele Memorial Library, May 15th at the Van Etten Library, June 19th at the Steele Memorial Library, July 17th at the Horseheads Free Library, August 21st at the Steele Memorial Library, September 25th at the Big Flats Library, October 16th at the Steele Memorial Library, November 20th at the Horseheads Free Library, and December 18th at the Steele Memorial Library.

Regular meetings of the Executive Committee of the Chemung County Library District will be held the first Wednesday of each month at 7pm in the Petrie Conference Room of the Steele Memorial Library. Therefore, Executive Committee meetings will be held on January 2nd, February 6th, March 5th, April 2nd, May 7th, June 4th, July 2nd, August 6th, September 3rd, October 1st, November 5th, and December 3rd.

Regular meetings of the Budget & Finance Committee of the Chemung County Library District will be held the second Thursday of each month at 8:15am in the Petrie Conference Room of the Steele Memorial Library. Therefore, Budget & Finance Committee meetings will be held on January 10th, February 14th, March 13th, April 10th, May 8th, June 12th, July 10th, August 14th, September 11th, October 9th, November 13th, and December 11th.

Regular meetings of the Building & Grounds Committee of the Chemung County Library District will be held the second Wednesday of each month at 3pm in the Director's Office at the Steele Memorial Library. Therefore, Building & Grounds Committee meetings will be held on January 9th, February 13th, March 12th, April 9th, May 14th, June 11th, July 9th, August 13th, September 10th, October 8th, November 12th, and December 10th.

CHEMUNG COUNTY LIBRARY DISTRICT

(Document #2007-121)

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Document #2007-122

Report of the December 13, 2007 meeting of the Budget & Finance Committee of the Chemung County Library District:

A meeting of the Budget & Finance Committee of the Chemung County Library District was held on Thursday, December 13th, 2007 beginning at 8:15am. Attending the meeting were Dick Pirozzolo, Robin Fitzgerald, Jason Harmon, Andrea Ogunwumi, Joan Santulli, Jim Sleeth, and Mark Hagan (from Perry & Carroll Insurance).

Dick Pirozzolo opened the meeting at 8:15am.

The following topics were discussed:

- The unpaid bills detail dated 12/11/07 was received, discussed, and approved for referral to the full CCLD Board.
- The financial report dated 11/30/07 was received, discussed, and approved for referral to the full CCLD Board.
- Mark Hagan, from Perry & Carroll Insurance, presented an overview of the insurance coverage of the Library District and a status report of his efforts to seek competitive pricing for various components of the policy held by the Library District. Pricing from three well rated (at least A or A+) companies – Selective, Peerless, and Cincinnati – was sought. A summary sheet of coverage and cost was presented. A 25% reduction in workers compensations coverage was noted. While some final details need to be included, it was noted that a total savings of approximately \$6,000 was achieved. A summary of insurance coverages will be provided the full CCLD Board for its review. Unless there are unexpected developments, the Committee expects to recommend the low bidder, Peerless, to the CCLD Board. Mr. Hagan suggested that this re-bidding for the best coverage at the best cost be conducted every 3 to 5 years. Mr. Hagan was excused from the meeting.
- A discussion of potential liabilities led to an extended discussion of the need for background checks of potential and existing Library District employees and volunteers. Many questions were posed, such as Is there a standard set of checks conducted by library districts in the State of New York? Should volunteers be included in the set of individuals for which background checks are required? What is the relationship, if any, between Civil Service and background checking? Should all existing employees and volunteers, including members of the CCLD Board of Trustees, be required to have background checks, or should existing employees and volunteers and CCLD Board members be “grandfathered in?” Are there training programs that CCLD staff and volunteers might participate in as part of any background checking program? Might there be different levels of background checking required for different positions – from volunteer to clerical

staff to professional staff to administrative staff to member of the Board of Trustees – within the Library District?

- Mr. Sleeth carried a recommendation from the Building & Grounds Committee to allocate an additional \$45,000 to pay for the Big Flats and West Elmira roof repair projects. Mr. Sleeth and Ms. Santulli reviewed the funding – from grants received to Library District funds already committed to additional funds required for the successful completion of the projects – in light of the Library District policy to retain a fund balance equal to 15% of the current year's operating budget on 12/31 of each year. Discussion ensued. Robin Fitzgerald moved, seconded by Jason Harmon, to accept the recommendation of the Building & Grounds Committee and refer this recommendation to the CCLD Board of Trustees. Motion carried.
- Mr. Sleeth noted that Chemung County officials had requested copies of the Library's 2005, 2006, 2007, and 2008 budgets, and that the Executive Committee had recommended sending the 2006, 2007, and 2008 Library *District* budgets. Subsequently, the Library District received a request from the County Budget Officer for the Library's 2005 budget, the last year when the Library Associations (Steele plus Horseheads) were managing public libraries. It was suggested that Mr. Sleeth and Ms. Santulli prepare a presentation covering all budget years to be presented, with the assistance of the CCLD Treasurer, to the County Budget Officer.
- Mr. Sleeth, noting that this was Mr. Pirozzolo's final committee meeting as Treasurer of the Library District, expressed the Library's appreciation for his intelligent work during the formative years of the Library District. Applause for Mr. Pirozzolo's contributions to the Library District was heard.

The meeting adjourned at 9:55am.

The next meeting of the Budget & Finance Committee will be held on Thursday, January 10th, 2008 in the Petrie Conference Room of the Steele Memorial Library.

Document #2007-123

Report of the December 12th, 2007 meeting of the Building & Grounds Committee of the Chemung County Library District

A meeting of the Building & Grounds Committee of the Chemung County Library District was held on Wednesday, December 12, 2007 beginning at 3pm. Attending the meeting were Karl Schwesinger, Claudia Radin, Jan Kather, Jim Sleeth, and Andy Avery (Public Services Director of the City of Elmira).

The meeting opened at 3pm.

The following topics were discussed:

- Andy Avery, Public Services Director of the City of Elmira, talked about a project called the Elmira Promenade. The general goal is to take the railroad viaduct, an aging structure, make necessary repairs and return it to active use as a pedestrian corridor. Another goal is to create a public space where people will want to gather. Phase 1 of the project is to make the Promenade from Water Street to 2nd Street safe, clean, and bright. This will be done through concrete replacement, painting the ceiling of the viaduct, installing new lighting throughout, improving the crosswalks across busy streets, and improving signage. The area adjacent to the Steele Memorial Library will be a focus in 2008. Phase 2 is to extend the aesthetic improvement at the Library to the entire Promenade.
- The Committee described the 2008 construction grant received to replace the six metal exterior doors at the Steele Memorial Library by the Library District. Mr. Avery agreed to pass along any examples of secure doors that might fit into the spirit of the Promenade project, and he also took away the suggestion of a large sign indicating "Library" on the railroad viaduct at the 1st Street entrance to the Steele Memorial Library parking lot.
- The Committee briefly reviewed Mr. Schwesinger's November 19th, 2007 (Document #2007-124) letter to Ms. Oliver requesting that Fagan Engineers develop cost estimates and proposed schedule for various construction projects. The Committee noted Ms. Oliver's response letter dated December 11th, 2007 (Document #2007-125), covering the (1) Big Flats and West Elmira Roof Projects, (2) the Big Flats and West Elmira ADA Accessibility Renovations, (3) the Horseheads Roof and HVAC Project, and the (4) Steele Memorial Library Exterior Door Replacement and Interior ADA Hardware Upgrade Projects.
- The Committee noted the progress being made by Ms. Oliver on the Big Flats and West Elmira Roof Projects, as articulated in the December 10, 2007 FAX from J&B Installations of Skaneateles Falls. (Document #2007-126) The Committee heard a progress report on the finances of the Steele Chiller project and the two

roof repair projects which, in summary, indicated the Library District would need to allocate an additional \$45,000 to assure the success of the projects. Karl Schwesinger recommended that the two roof projects proceed, and requested that Mr. Sleeth carry the recommendation to the Budget & Finance Committee at its upcoming meeting. This was the consensus of the Building & Grounds Committee.

- It was requested that the T&M – time and materials – agreement between Fagan Engineers and the Chemung County Library district be presented by Mr. Schwesinger to the full board at its upcoming meeting. Mr. Sleeth added that it was also time to bring in the Library District attorney to draw up a contract with J&B Installations for roof repair at Big Flats and West Elmira.

The meeting adjourned at 3:55pm.

The next meeting of the Building & Grounds Committee will be held on Wednesday, January 9th, 2008 in the Library Director's office of the Steele Memorial Library.



December 11, 2007

Mr. Karl Schwesinger, Chair Building and Grounds Committee
Chemung County Library District (CCLD)
Steele Memorial Library
101 E. Church Street
Elmira, New York 14901

RE: Various Ear-Tagged 2008-2009 Renovation Projects,
Fagan Engineers (FE) Job No.2007-020

Dear Karl,

This following is information regarding various projects in referenced to your November 19, 2007 letter.

Big Flats and West Elmira Roof Projects –

Attached are J&B's Scope Sheet and Time Line Schedule for both roof restoration projects. I have received and reviewed proposed products as outlined in J&B's Scope Sheet. The projects were combined in order to save on bonding costs. Time line schedule indicates a project start date of March 31st to May 9th, 2008, depending upon weather. I recommend revising the 15-page Sayles & Evan's Agreement and entering into contract with J&B. If an electronic version of the agreement was forwarded to my attention, I would be able to revise and prepare for final review / execution.

Big Flats and West Elmira ADA Accessibility Renovations –

Design Development / Bid Time line - I will be able to start on projects the first of the 2008 year. I recommend putting both out under one contract. Tentative Bid to be April 2008 with construction to begin May 2008 after roof projects are completed. Project approach is to utilize FE 2006-034 A-1 Drawings for base design / contract documents.

Horseheads Roof and HVAC Project –

Design Development / Bid Time line – I will be able to start on projects first of the 2008 year. I recommend putting out as separate prime contracts. Tentative Bid to be March 2008 with construction to begin April 2008. Project approach is to develop mini-specifications within a request for proposal, (RPF) document to solicit bids accordingly.

Steele Memorial Library Exterior Door Replacement and Interior ADA Hardware Upgrade Projects –

Design Development / Bid Time line – I will be able to start on projects first of 2008 years. I have been speaking with CCB&G in regards to having the Library purchase doors and hardware, with CCB&G to install. In addition, I have a quote for an electronic door access package from FAST to install card entry systems on two exterior doors. I will review this proposed systems with Bob Dieterle CCB&G and advise on outcome. Project approach is to work with CCB&G and Library district to finalize design, procure, and install aforementioned systems.

The last item on your November 19th letter was a cost estimate for modifying and coordinating with J&B for valued engineered roof renovations. I reviewed the project billing file in which labor and costs associated with this work from July 1st to December 7th was \$1,258.75.

If you should have any questions, please contact me at Fagan Engineers office.

Sincerely,

FAGAN ENGINEERS



Susan A. Oliver

Enclosures

CHEMUNG COUNTY LIBRARY DISTRICT

November 19, 2007

COPY

Sue Oliver
Fagan Engineers
113 East Chemung Place
Elmira, NY 14904

Dear Sue,

The Chemung County Library District has received preliminary approval for the four Library Construction Grant Projects. We would like to begin detailed design and construction drawing for the project.

The four projects are the handicap accessibility project for the West Elmira Library, handicap accessibility project for the Big Flats Library, the roof and HVAC system for the Horseheads Free Library and the exterior metal door replacements and handicap accessible door handles for the Steele Memorial Library.

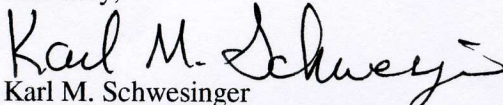
The Library District would like Fagan Engineers to develop cost estimates for each of the projects. The cost estimates should include final project design and development of biddable contract documents.

We would also like a proposed schedule of design and project bidding. We would like to have the projects ready to bid in the early spring.

You are currently working with J & B Installations to modify and review the roofing projects for the Big Flats and West Elmira Libraries. We know this work is beyond your scope of work and would like a cost estimate for this additional work.

The next meeting of the Building and Grounds Committee is on December 12th. We would like review these cost estimates at that time. If you have any questions please do not hesitate to call me at 607-731-1196.

Sincerely,



Karl M. Schwesinger
Chair, Building and Grounds Committee

cc: Jim Sleeth, Chemung County Library District
Denny Smith, Chemung County Library District



4449 Jordan Rd. PO Box 188
Skaneateles Falls, NY 13153

FAX

Date: December 10, 2007
 Number of pages including cover: 3

To: Fagan Engineers
 Attn: Sue Oliver

 Re: Chemung Libraries

 Phone: _____
 Fax: 607 734 2169

From: Tony Cavallaro
Estimator

 Phone: 315-685-8993
 Fax: 315-685-0508

REMARKS: Urgent For your review Reply ASAP Please comment

Hi Sue,

To get you a performance and payment bond and a certificate of insurance, we will need a letter of intent. The combined price and time line are attached.

Thanks,

Tony

Document #2007-127

Report of the ad hoc Committee on Strategic Planning held on November 29, 2007 in the Petrie Conference Room of the Steele Memorial Library.

Attending the meeting were Kim Richards, Denny Smith, Owen Frank, Chris Corter, Lynn Shepson, Lynne Rusinko, Joan Santulli, and Jim Sleeth.

The meeting opened 9:00am.

The following topics were discussed:

- A draft letter of an invitation to the focus groups was distributed. Several suggestions to improve the letter were made. The letter will be edited to incorporate the suggestions and sent the first week of December 2007. It is a goal to have from 12 to 15 individuals at each focus group, on a “first come, first served” basis. If there is an over abundance of interest in the focus groups, those not able to attend a focus group will be encouraged to attend the Town Hall meeting.
- Location of focus groups was discussed. Suggestions included (1) Town Hall or Chapel Park in Southport, (2) the Big Flats Community Center, (3) the Town or Village Hall in Horseheads, and (4) the Town Hall in the Town of Elmira. Jim Sleeth will schedule the focus groups at these locations on either Wednesday, January 30th or Thursday, January 31st. The fifth and sixth focus groups will be with the CCLD Planning Committee and CCLD staff and be held in the Steele Memorial Library. The importance of having the CCLD Planning Committee be in listening mode was emphasized, as was the importance of using this planning process to unify the Library District behind commonly derived goals.
- The distinction between a focus group and the Town Hall meeting was made. While individuals will be invited to attend focus groups, the Town Hall meeting is a general “come one, come all” meeting.
- Reviewed and edited the planning timeline. The updated planning timeline will be widely distributed and continuously updated.
- Discussion on using the Library District’s web page to gather additional community input was discussed. The consultants will be asked for their input on how best to use the web page.
- The first on-site meeting with planning consultants and the CCLD Board and its Planning Committee will take place on Thursday, January 24th, 2007 at 6pm at the Steele Memorial Library.

The meeting adjourned at 9:55am. The next meeting of the ad hoc Committee on Strategic Planning will be held on Thursday, December 20th, 2007 in the Petrie Conference Room of the Steele Memorial Library.



INSTALLATIONS, INC.

INDUSTRIAL & COMMERCIAL ROOFING CONTRACTORS

SCOPE SHEET - ROOFING

Project Name: Chemung Libraries

Location: Elmira, Big Flats, NY

Date: 12/10/07

Estimator: Tony Cavallaro

Scope-Big Flats

Scope-West Elmira

Section	Description	Section	Description
	.060 White TPO Fully Adhered		.060 White TPO Fully Adhered
	Average R-30 Tapered insulation		Average R-30 Tapered Insulation
	¼ Densdeck primed		¼ Densdeck Primed
	6 mil poly vapor barrier		6 mi poly vapor barrier
	Remove 18" by 18" chimney + infill		Remove existing roof drains and cap
	Replace photo-cell conduit		Removing interior drain pipe
	Replace 3" roof deck Approx. 110 sf		All wood blocking to be 2X6 PT
	All metal to be 24 gauge Kynar		All metal to be 24 gauge Kynar
	All wood blocking to be 2X6 PT		Scuppers and downspouts
	Scuppers and downspouts		

Both Libraries Price : \$166,000.00

Allowance for Laminate Beam Repair \$400.00

Single Ply Membranes

- Firestone
- Genflex
- Johns-Manville
- Carlisle
- Trocal
- Sarnafil
- Stevens

Built-Up Roofs

- J-M
- GAF
- Garland
- Tremco
- Koppers
- Siplast

Metal Roof/Wall Panels

- ATAS
- MBCI
- AEP Span
- Fabral
- Englert
- Petersen

Metal Roof Coatings

- Truco
- United Coatings
- Karnak

Roof Accessories

- Roof Hatches
- Skylights
- Smoke Vents
- Roof Curbs

Sheet Metal Fabrication

- Copings
- Gravel Stops
- Fan Guards
- Hoods
- Curbs
- Vents
- Commercial Gutters
- Reglets
- Cornice
- Architectural Fascia
- Roof Ladders

Asbestos Abatement

Waterproofing

