

CHEMUNG COUNTY LIBRARY DISTRICT

Agenda

The January 2009 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, January 15th, 2009 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. Oath of office for new board members (Smith)
4. Approval of minutes (document #2009-01)
5. Treasurer's report
 - a) Financial report (document #2009-02)
 - b) Report of unpaid Bills Detail (document #2009-03)
6. Correspondence
7. President's report
 - a) Election of officers
 - b) Schedule of 2009 board and committee meetings (document #2009-04)
 - c) Committee assignments
8. Director's report
 - a) Personnel activities since the November 2008 meeting of the Library Board (document #2009-05)
9. Committee reports:
 - a) Executive Committee (Smith)
 - 1) Report of the Committee meeting (document #2009-06)
 - b) Budget & Finance Committee (Fitzgerald)
 - 1) Report of the Committee meeting (document #2009-07)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (to be distributed at the board meeting)
10. Old business
11. New business
12. Period for public expression
13. Adjournment

Minutes of the December 2008 meeting of the Chemung County Library District Board of Trustees. Document #2009-01

Minutes of the December 2008 meeting of the Chemung County Library District Board of Trustees. The December meeting was held on Thursday, December 18, 2008 at 7:00pm at the Steele Memorial Library. The meeting was called to order by President Allen (Denny) Smith. Present were Robin Fitzgerald, Georgia Reynolds, Judy Sell, Jan Kather, Andrea Ogunwumi, Jason Harmon and Karl Schwesinger. Excused: Marleah Denkenberger, Sherrill Collins, and Ed Marosek. Absent: Mary Beth Conwell. Also present were newly designated Library District trustees Tina Hager and Sue Cook. The Library District's Administrative Assistant, Joan Santulli, was also present.

Minutes. The minutes of the November 2008 meeting (Document #2008-93) were presented for board review. The minutes were approved as distributed by unanimous consent.

Financial Report. The November 30, 2008 Financial Report (Document #2008-94) was presented for board review. Ms. Fitzgerald noted that there is nothing out of the ordinary on this report. The District is 92% through the fiscal year and the budget is 90% spent. The accounts have been well managed. By unanimous consent, the November 2008 Financial Report was approved as distributed and will be filed for audit.

The Report of Unpaid Bills (Document #2008-95). Ms. Fitzgerald noted several items of interest: Al's Construction is being paid 95% of the HFL Roof project in the amount of \$44,080; two checks to Chemung County include a partial 4th quarter Utility bill of \$17,148.97 and the final debt service payment for the year in the amount of \$54,187.65. With this payment the largest debt that the Library District incurred when being established in 2006 will be paid in full. One vendor name has been changed – the U.S. Postal Service has become Pitney Bowes. By unanimous consent, the board authorizes the payment of the December 2008 unpaid bill lists as distributed.

Correspondence. Ms. Santulli reported that Mr. Sleeth, the Library District Director is currently out of the office on a medical leave. He is expected to return in January, following orthopedic surgery.

President's report. Mr. Smith reported that he recently spoke to Dick Pirozzolo, the treasurer of the Public Library Foundation of Chemung County (PLF) and he suggested that Mr. Paulison be contacted regarding the appointment of Judy Sell as the liaison between the PLF and the Library District. Mr. Pirozzolo also stated that the PLF is not forcing the issue of a new building for the Horseheads Free Library, but want to be sure the District investigates all avenues available before a decision is made concerning a new building. The PLF is not in favor of consolidating the Horseheads Library and the Big Flats Library. He also stated that the PLF agrees that their funding may be used to make substantial improvements to the existing Horseheads Free Library building.

Mr. Smith stated that he will be sending a thank you note to both Sherrill Collins and Ed Marosek recognizing their service to the Chemung County Library District.

Executive Committee. The report of the Executive Committee meeting was presented in writing to the board (Document #2008-96). Mr. Smith made note of the following:

- Phase 1 of the Steele Memorial Library First Floor Renovation has been completed by the moving of shelving units with labor from the Chemung County Buildings & Grounds Department;
- The CSEA negotiations continue with a PERB mediator with a December meeting postponed until January 12, 2009. The staff will continue to work under the terms and conditions of the old contract.
- The Official Election Canvass was received from the County Board of Elections and it was noted that Allen C. Smith received a write-in vote in the 14th District.
- The Friends of the Steele Memorial Library have informed the District of their intent to donate \$30,000 this year to be distributed equally between the Big Flats Library, West Elmira Library, Steele Library Youth Services and Steele Library Adult Services. The staff is in the process of sending thank you letters to the Friends.
- Due to the postponement of the November Executive Committee meeting, the Library District has incurred many late fees and several phone calls from vendors looking for their payments. The Executive Committee agreed that in the future if a meeting must be postponed, invoices will be approved via an email vote.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2008-97). Ms. Fitzgerald noted that the Library District has a Certificate of Deposit that comes due at the end of December. A decision was made to roll over those funds until the 2009 tax receipts have been received. At that time, the money will be deposited into Chemung Canal, and the bank will then distribute the funds into their CDAR's program which will give the District's funds greater protection.

A copy of the CCLD Fund Balance Report dated 12/31/08 was handed out for board review. The Library District's policy requires a fund balance equal to 15% of the budget operating costs (less Debt Service) of the District. The 12/31/08 report shows that the estimated cash balance is in compliance with Library District policy. Ms. Santulli noted that the excess dollar amount is largely due to the "seed" money donated in January of 2006 by the Steele Memorial Library Foundation.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2008-98). Mr. Schwesinger reported that O'Connor Plumbing & Heating has completed their installment of the new HVAC system at the Horseheads Free Library, the Library District has received the warranty information and he made a motion, seconded by Ms. Reynolds that the District pays O'Connor Plumbing 100% of the contract in the amount of \$16,800. Motion Carried. He also reported that Al's Construction work on the roof at the Horseheads Free Library is 95% complete and he made a motion, seconded by Ms. Fitzgerald to release the 95% payment to the contractor instead of holding the check as previously recommended. Motion Carried.

The automatic doors at the West Elmira Library have been installed. At the Big Flats Library, the door is arched; therefore the contractor is awaiting the glass needed to fit into the arched shapes. This door will be completed in the near future. The exterior door replacement project at the Steele Memorial Library is underway. Two of the 6 doors have been replaced.

Mr. Schwesinger reported that at the present time there is no solution for the drywell problem at the Big Flats Library – it may need to be dug deeper to solve the “Lake Minier” problem. Also, the replacement of the exterior lights at Big Flats is expected to begin next week with the spot light shining out into the parking lot as the priority item. All new electric lines need to be run from the box.

Representatives from the New York State Division of Library Development called and requested that the Library District update forms for the 2008 State Construction projects, leading us to believe that the funding for these projects is forthcoming.

Old Business. None.

New Business. President Smith reported that there are still vacant board seats available. Officers to the board will need to be sworn in next month. He has agreed to serve as President for another year and Ms. Fitzgerald has agreed to serve as Treasurer. He will contact Ms. Denkenberger regarding her service as Vice-President. Ms. Kather will let him know at a later date if she will continue as Member-at-Large. That leaves the only vacant officer position of Secretary to the board. Mr. Smith stated that the Secretary’s main job is to make sure the election paperwork is completed in a timely manner. He requested to be contacted by interested board members.

Public Expression. Sue Cook, who recently won the election to the board seat in the 6th District, stated that she is looking forward to being a board member for the Chemung County Library District.

The meeting was adjourned at 8:05pm. The next regular meeting of the board will be held on Thursday, January 15, 2009 at 7pm at the Steele Memorial Library.

CHEMUNG COUNTY LIBRARY DISTRICT				(DOCUMENT #2009-02)	
Financial Report - DECEMBER 31, 2008					
Account	2008	Received	Balance	Percentage	Percentage
	Annual	to date	remaining	Received	through year
	Budget				
Income					
Library Fines, Fees & Contributions	\$ 80,615	\$ 104,230	\$ (23,615)	129%	
Grants (other than N.Y.S.)	23,296	91,770	(68,474)	394%	
Foundation Contributions	160,000	217,367	(57,367)	136%	
Library District Tax Receipts	2,336,605	2,336,605	0	100%	
Interest on Investments	50,000	51,293	(1,293)	103%	
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	\$ 3,104,312	\$ (137,546)	105%	100%
Expense					
Personnel					
Salaries	\$ 1,168,526	\$ 1,221,019	\$ (52,493)	104%	
Sunday & Holiday Salaries	56,881	42,528	14,353	75%	
Employee Benefits	522,402	489,095	33,307	94%	
Subtotal - Personnel Expenses	1,747,809	1,752,642	(4,833)	100%	
Contractual					
Equipment	16,010	16,010	0	100%	
Telephone	10,100	10,100	0	100%	
Supplies	28,032	28,032	0	100%	
Travel & Continuing Education	17,840	12,798	5,042	72%	
Repairs & Maintenance	30,780	30,780	0	100%	
Postage	6,200	6,155	45	99%	
Education - Tuition Assistance	5,200	2,501	2,699	48%	
Library Materials (books, video, etc.)	302,000	302,000	0	100%	
Utilities	81,525	81,525	0	100%	
Building Cleaning Supplies	7,540	6,771	769	90%	
Fuel, Gas & Oil	2,750	2,750	0	100%	
Insurance	35,324	26,722	8,602	76%	
Rent	5,150	5,000	150	97%	
Vehicle Operation / Lease	1,000	1,000	0	100%	
Professional Fees (audit, membership)	88,377	88,377	0	100%	
Data Processing Expenses	40,021	39,255	766	98%	
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	6,389	14,291	31%	
Capital Improvements	212,900	212,900	0	100%	
Contingency Fund	65,872	212,193	(146,321)	322%	
Debt Service	216,911	216,911	0	100%	
TOTAL EXPENSE	\$ 2,966,766	\$ 3,085,410	\$ (118,644)	104%	100%
**NOTES TO FINANCIAL REPORT					
INCOME -- Foundation Contributions include \$39,466 -the 4th qtr. 2007 donation					
90% State Construction Aid received					
Other Grants include Friends donations (\$38,000), Anderson Foundation (\$20,000) and Gates Foundation Grant (\$24,570)					
EXPENSE -- The Programming Line includes invoices paid from donations from the Friends groups					
The Library Materials line includes funds spent from Reach Out and Read and Friends donations					
Both the Equipment and Supply lines include funds spent under the Gates Matching Grant, not included in 2008 budget					
**PLEASE NOTE:					
The Contingency Fund includes the following accounts that are over budget:					
Equipment \$14,212; Telephone \$335; Supplies \$17,760; Repairs & Maint. \$5,304; Library Materials \$46,722;					
Utilities \$8,475; Vehicle Operation \$2,099; Bookmobile fuel \$44; Professional Fees \$7,937;					
Programming \$5,275 and Capital Improvements \$104,030					

	Date	Memo	Open Balance
Barnes & Noble			
	01/07/2009	Nonfiction purchase	19.99
Total Barnes & Noble			19.99
Ebsco Subscription Services			
	01/07/2009	Reference material-Novelist Online-2009 subscrip	9,975.00
Total Ebsco Subscription Services			9,975.00
Ingram Library Services			
	01/07/2009	Non-Fiction book purchases	1,460.70
Total Ingram Library Services			1,460.70
Rand McNally			
	01/07/2009	Reference materials	301.42
Total Rand McNally			301.42
Sage Publications, Inc.			
	01/07/2009	Reference materials	275.95
Total Sage Publications, Inc.			275.95
Southern Tier Library System			
	01/07/2009	processing fees-NonF & Ref -Nov	98.00
Total Southern Tier Library System			98.00
Thomson Gale			
	01/07/2009	Reference Material/electronic-Chilton	5,064.75
Total Thomson Gale			5,064.75
Value Line Publishing, Inc.			
	01/07/2009	reference materials	269.00
Total Value Line Publishing, Inc.			269.00
			17,464.81

Unpaid Bills Detail

As of January 7, 2009

	Date	Memo	Open Balance
3M Company			
	01/07/2009	2009 service agreement-security system at Steele	1,171.00
Total 3M Company			1,171.00
Acme Pest Control, Inc.			
	01/07/2009	Pest Control @ Steele-January 09	25.00
Total Acme Pest Control, Inc.			25.00
Aldeberan Teleservices Corporation			
	01/07/2009	IT consulting services-2009 All Libraries	7,540.00
Total Aldeberan Teleservices Corporation			7,540.00
Audio Adventures			
	01/07/2009	Steele AV purchases	74.70
Total Audio Adventures			74.70
Audio Editions			
	01/07/2009	CD/Audio purchases for Steele	41.38
Total Audio Editions			41.38
Barber Funeral Home, Inc.			
	01/07/2009	HFL share of repair & sealing of parking lot	1,154.50
Total Barber Funeral Home, Inc.			1,154.50
Center Point Large Print			
	01/07/2009	ST large print	34.42
Total Center Point Large Print			34.42
Chemung County Treasurer			
	01/07/2009	2009 sewer tax on ST parking lot & building	1,600.04
Total Chemung County Treasurer			1,600.04
Crucial Technology			
	01/07/2009	Purchase of RAM memory-Steele	107.94
Total Crucial Technology			107.94
Deborah L. Brimmer			
	01/07/2009	Mileage reimb/IT supply-December	54.99
Total Deborah L. Brimmer			54.99
EBSCO Subscription Services			
	01/07/2009	magazine gift subscription renewal	423.08
Total EBSCO Subscription Services			423.08
Fire Alarm Service Technology, Inc.			
	01/07/2009	reinstall door contact-State Const project	100.00
Total Fire Alarm Service Technology, Inc.			100.00
First Transit			
	01/07/2009	Bookmobile fuel-December	129.62
Total First Transit			129.62
H. L. Treu Office Supply Corp.			
	01/07/2009	Office supply	79.00

Unpaid Bills Detail

As of January 7, 2009

	Date	Memo	Open Balance
Total H. L. Treu Office Supply Corp.			79.00
Horwitz Supply Company			
	01/07/2009	paper/cleaning products-all libraries	619.90
Total Horwitz Supply Company			619.90
Idearc Media Corp.			
	01/07/2009	Phone book ad-monthly fee/09 directories	326.84
Total Idearc Media Corp.			326.84
Ingram Library Services			
	01/07/2009	Library materials- December	1,791.51
Total Ingram Library Services			1,791.51
Jamex, Inc.			
	01/07/2009	cleaning cards for copy card machines-ST	99.60
Total Jamex, Inc.			99.60
MidWest Tape			
	01/07/2009	DVD/Audio purchases- Steele/HFL	609.66
Total MidWest Tape			609.66
Perry & Carroll, Inc.			
	01/07/2009	Liability Insurance policy-all libraries	4,852.12
Total Perry & Carroll, Inc.			4,852.12
Random House, Inc.			
	01/07/2009	AV purchases-ST	811.34
Total Random House, Inc.			811.34
Southern Tier Library System			
	01/07/2009	processing fees all libraries	395.00
Total Southern Tier Library System			395.00
Thomson Gale			
	01/07/2009	ST fiction purchase	411.87
Total Thomson Gale			411.87
Town of Elmira			
	01/07/2009	2009 sewer tax	153.29
Total Town of Elmira			153.29
Town of Horseheads			
	01/07/2009	2009 sewer district tax	304.46
Total Town of Horseheads			304.46
Wegmans Food Markets Inc.			
	01/07/2009	Prog. supply SML	36.95
Total Wegmans Food Markets Inc.			36.95
			22,948.21

Chemung County Library District General Fund
Unpaid Bills Detail
As of January 7, 2009

Executive Committee
Document #2009-3

	Date	Memo	Open Balance
Barnes & Noble, Inc.			
	01/07/2009	Steele NF purchase	14.36
Total Barnes & Noble, Inc.			14.36
Chemung Canal Trust Company			
	01/07/2009	misc credit card purchases-Dec	97.10
Total Chemung Canal Trust Company			97.10
Chemung County Chamber of Commerce			
	01/07/2009	membership dues for district	223.00
Total Chemung County Chamber of Commerce			223.00
Dianne Patchett			
	01/07/2009	Bookmobile filters for air filtering system	43.16
Total Dianne Patchett			43.16
Horseheads Do It Center			
	01/07/2009	HFL - supplies	5.37
Total Horseheads Do It Center			5.37
Kimberly Jones			
	01/07/2009	Bookmobile stops-mileage reimbursement	22.23
Total Kimberly Jones			22.23
MH Software			
	01/07/2009	Calendar Software - all libraries	540.00
Total MH Software			540.00
The H. W. Wilson Company			
	01/07/2009	HFL Library materials	420.00
Total The H. W. Wilson Company			420.00
Verizon			
	01/07/2009	phone service-HFL/BF	197.45
Total Verizon			197.45
Verizon Wireless			
	01/07/2009	BKM/IT Dept cellular service-Dec	156.73
Total Verizon Wireless			156.73
			1,719.40

**Chemung County Library District Grant Fund
Unpaid Bills Detail
As of December 31, 2008**

	Type	Date	Memo	Open Balance
ABC-CLIO, Inc.				
	Bill	12/31/2008	Reference material	426.60
Total ABC-CLIO, Inc.				426.60
Baker & Taylor Books				
	Bill	12/31/2008	Reference materials	440.00
Total Baker & Taylor Books				440.00
Facts On File				
	Bill	12/31/2008	Reference Material	181.90
Total Facts On File				181.90
Greenwood Publishing Group				
	Bill	12/31/2008	Reference Materials	872.75
Total Greenwood Publishing Group				872.75
Ingram Library Services				
	Bill	12/31/2008	Non-Fiction book purchases	673.16
Total Ingram Library Services				673.16
N.A.D.A. Appraisal Guides				
	Bill	12/31/2008	reference materials	136.00
Total N.A.D.A. Appraisal Guides				136.00
Omnigraphics				
	Bill	12/31/2008	Reference material	138.03
Total Omnigraphics				138.03
Thomson Gale				
	Bill	12/31/2008	Reference Material	851.00
Total Thomson Gale				851.00
Thomson Healthcare, Inc.				
	Bill	12/31/2008	reference material	59.95
Total Thomson Healthcare, Inc.				59.95
TOTAL				3,779.39

			Type	Date	Memo	Open Balance
Amazon Credit Plan						
			Bill	12/31/2008	purchases - all libraries	607.58
Total Amazon Credit Plan						607.58
AT&T						
			Bill	12/31/2008	long dist chg-SML-Dec	13.51
Total AT&T						13.51
B & C Photo, Inc.						
			Bill	12/31/2008	Camera for Bookmobile	149.95
Total B & C Photo, Inc.						149.95
Baker & Taylor Books						
			Bill	12/31/2008	HFL book purchases	94.49
Total Baker & Taylor Books						94.49
Barnes & Noble, Inc.						
			Bill	12/31/2008	Steele BKM purchases	73.47
Total Barnes & Noble, Inc.						73.47
Brian P. Harris						
			Bill	12/31/2008	mileage reimb Oct-Dec	62.01
Total Brian P. Harris						62.01
Chemung County Library District						
			Bill	12/31/2008	Petty Cash reimbursement - BF/WE/HFL	477.96
Total Chemung County Library District						477.96
Connie Oglivie						
			Bill	12/31/2008	Reimb - DVD purchase-ST	160.07
Total Connie Oglivie						160.07
Crucial Technology						
			Bill	12/31/2008	Purchase of RAM memory-Steele	167.97
Total Crucial Technology						167.97
CyberDark Computing						
			Bill	12/31/2008	hard drives for computer	110.00

			Type	Date	Memo	Open Balance
Total CyberDark Computing						110.00
Demco, Inc.						
			Bill	12/31/2008	DVD cases-ST	92.65
Total Demco, Inc.						92.65
Eleanor Shepson						
			Bill	12/31/2008	mileage reimb-6/16-12/22	349.65
Total Eleanor Shepson						349.65
Elizabeth Zell						
			Bill	12/31/2008	Reimb-Books Plus purchase-HFL	43.19
Total Elizabeth Zell						43.19
Glove House, Inc.						
			Bill	12/31/2008	Overpayment of Collection Account	20.00
Total Glove House, Inc.						20.00
Gordon's Cleaning Service						
			Bill	12/31/2008	Seal flooring in new breakroom-BF	83.00
Total Gordon's Cleaning Service						83.00
Gov Connection						
			Bill	12/31/2008	Staff Server-ST	867.00
Total Gov Connection						867.00
Ingram Library Services						
			Bill	12/31/2008	Library materials- November/December purchases	5,725.46
Total Ingram Library Services						5,725.46
Logic Computer Products						
			Bill	12/31/2008	Printer supply-all libraries	185.78
Total Logic Computer Products						185.78
Ray Willette						
			Bill	12/31/2008	Patron Refund for Rebecca	40.00
Total Ray Willette						40.00

			Type	Date	Memo	Open Balance
Rose Woodard						
			Bill	12/31/2008	Reimb for books- WE	179.35
Total Rose Woodard						179.35
SKJ Facilities Management, Inc.						
			Bill	12/31/2008	HFL Janitor services -Dec	480.00
Total SKJ Facilities Management, Inc.						480.00
Southern Tier Library System						
			Bill	12/31/2008	supplies for book processing	200.85
Total Southern Tier Library System						200.85
Time Warner Cable						
			Bill	12/31/2008	VPN Service - Dec 08	200.00
Total Time Warner Cable						200.00
Unique Books, Inc.						
			Bill	12/31/2008	HFL purchases	18.90
Total Unique Books, Inc.						18.90
Virginia Griffith-Schirmer						
			Bill	12/31/2008	Patron Refund	20.00
Total Virginia Griffith-Schirmer						20.00
TOTAL						10,422.84

CHEMUNG COUNTY LIBRARY DISTRICT

2009 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 15th at the Steele Memorial Library, February 19th at the Steele Memorial Library, March 19th at the Steele Memorial Library, April 16th at the West Elmira Library, May 21st at the Van Etten Library, June 18th at the Steele Memorial Library, July 16th at the Horseheads Free Library, August 20th at the Steele Memorial Library, September 17th at the Big Flats Library, October 15th at the Steele Memorial Library, November 19th at the Horseheads Free Library, and December 17th 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 7th, February 4th, March 4th, April 1st, May 6th, June 3rd, July 1st, August 5th, September 2nd, October 7th, November 4th, and December 2nd.

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 8th, February 12th, March 12th, April 9th, May 14th, June 11th, July 9th, August 13th, September 10th, October 8th, November 12th, and December 10th.

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 14th, February 11th, March 11th, April 8th, May 13th, June 10th, July 8th, August 12th, September 9th, October 14th, November 11th, and December 9th.

Document #2009-05

Memo

To: Board of Trustees

From: Jim Sleeth, Library Director

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

Date: January 6, 2009

Recruiting a Youth Services Librarian to fill the now vacant Youth Services Librarian position at the Steele Memorial Library. First, I offered the opportunity to compete for a promotion to the two 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 learn whether there was an existing eligible list for Librarian 1; while there existed a list, I deemed it out of date and asked for a new “training & experience” examination. The announcement was made on September 29th, with the last filing date being October 15th. The “training & experience” examination was graded locally and, on November 3rd, our regional Civil Service Commission certified the list. The newly certified list was then canvassed to determine whether qualified candidates were interested in a position at the Steele Memorial Library. Finally, in early December, a certified list of candidates arrived at the Library District. Interviews took place between mid-December and mid-January, 2009. It is hoped that a candidate will be offered the position in January. This qualifies as a work in progress.

Personnel changes at the Big Flats Library. A part time Library Clerk at the Big Flats Library resigned her position in late October. We created a flyer advertising the vacancy and distributed it widely throughout the organization. Following interviews with qualified candidates, Cassie “CC” Meluccas was selected and, on December 8th, 2008, Cassie began working at the Big Flats Library.

Library Director undergoes knee replacement surgery. On December 2nd, 2008 I underwent total knee replacement surgery on my left knee. While I was away from the office for a full month, I kept in touch with Joan Santulli and checked my email regularly. When absolutely necessary – to interview candidates for the position of Youth Services Librarian at Steele, for example – I limped into the office to complete the task at hand. Beginning on January 5th, 2009, I returned to work 4 hours each day, and I anticipate being back to work a regular schedule on January 12th, 2009. All’s well that ends well.

(Document #2009-06)

Report of the January 7, 2009 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, January 7, 2009 beginning at 7pm. The following members of the Executive Committee were present: Allen C. Smith, Jan Kather, Marleah Denkenberger, and Robin Fitzgerald. Staff present was Jim Sleeth, Library Director.

The following topics were discussed:

- Mr. Sleeth submitted an updated report of the redesign of the Steele Memorial Library. The report summarized progress to date and recommended the following steps be taken to continue the project: (1) purchase and install furnishings for the Steele Library Youth Services Department; (2) invite several local interior design firms to exercise their skills and creativity in the design of a coffee shop at the Library, with the CCLD Building & Grounds Committee supervising this aspect of the project. The report was reviewed and, after discussion, approved.
- A thank you letter to County Executive Thomas Santulli for the efforts of the County Building & Grounds Department staff was briefly reviewed. Their efforts meant that the Phase 1 of the redesign project at the Steele Library was accomplished at no cost to the Library District. (Phase 1 included substantial relocation of shelving on the first floor.)
- Mr. Sleeth said that Ms. Santulli had contacted former CCLD Board member and Secretary Sherry Collins to request that she be present at the January CCLD Board meeting to notarize the Oath of Office of new Board members.
- The first draft of the 2009 list of CCLD Board members and their committee assignments was briefly reviewed.
- Mr. Sleeth reported that Mr. Schwesinger and Ms. Santulli provided, at the request of the Southern Tier Library System, a list of "shovel ready" construction projects for the State. The three projects were repair of the drywell at the Big Flats Library parking lot, replacement of the roof of the Steele Memorial Library, and purchase of a new CCLD Bookmobile. This list of shovel ready projects were submitted for funding through a prospective federal economic stimulus package.
- Mr. Sleeth informed that Committee that the Southern Tier Library System is anticipating a reduction of State Aid in the amount of \$202,435, with \$31,770 coming from the central library program.
- The 12/31/08 Unpaid Bills Detail was reviewed. Marleah Denkenberger moved, seconded by Jan Kather, to approve the list for payment. Motion carried. The 1/7/09 Unpaid Bills Detail was also reviewed. Robin Fitzgerald moved, seconded by Jan Kather, to approve the list for payment. Motion carried.

The committee adjourned at 7:50pm. The next meeting of the Executive Committee of the Chemung County Library District is scheduled to be held on Wednesday, February 4th, 2009 at 7pm in the Petrie Conference Room of the Steele Memorial Library.

(Document 2009-07)

Report of the January 8, 2009 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, January 8, 2009, beginning at 8:15am. Attending the meeting were Committee members Robin Fitzgerald, Allen Smith, Jason Harmon, and Andrea Ogunwumi. 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 December 31, 2008 CCLD financial report was reviewed and discussed. The Library District ended the year with more revenues and more expenses than budgeted, but the overall difference between revenues and expenditures in the \$3 million budget was a negative \$19,000. The December 2008 financial report will be forwarded to the full CCLD Board for its review.
- The 1/7/09 Unpaid Bills Detail was reviewed and discussed and will be forwarded to the full CCLD Board for its review.
- A letter from the Public Library Foundation that accompanied their final 2008 contributions to the budget was noted, and Ms. Santulli's fund balance report of Public Library Foundation funds was reviewed.
- Ms. Santulli displayed the \$10 off coupons that were redeemed during the final quarter of 2008. This program helps library patrons keep their accounts up to date and enables some formerly delinquent patrons to use the library once again.
- Ms. Ogunwumi reported on a possible facilitator for a CCLD Board retreat and suggested that she and Mr. Smith plan to meet with the individual before the next CCLD Executive Committee meeting, scheduled for February 6th, 2009.

The meeting adjourned at 9:00am. The next meeting of the Budget & Finance Committee will be held on Thursday, February 12th, 2009 in the Petrie Conference Room of the Steele Memorial Library.