

# CHEMUNG COUNTY LIBRARY DISTRICT

## Agenda

The April 2008 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, April 17<sup>th</sup>, 2008 at 7pm in the West Elmira Library, 1231 West Water Street, New York 14905. 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 #2008-32)
4. Treasurer's report
  - a) Financial report (document #2008-33)
  - b) Report of unpaid Bills Detail (document #2008-34)
5. Correspondence
6. President's report
  - a) Report on an April 10<sup>th</sup>, 2008 meeting with the County Executive
7. Director's report
8. Committee reports:
  - a) Executive Committee (Smith)
    - 1) Report of the Committee meeting (document #2008-35)
    - 2) Expectations for Acceptable Conduct (document #2008-36)
    - 3) Implementing the strategic initiatives (document #2008-37)
  - b) Budget & Finance Committee (Fitzgerald)
    - 1) Report of the Committee meeting (document #2008-38)
    - 2) Auditor's Report (document to be distributed at the board meeting)
    - 3) 2009 Budget Timeline (document #2008-39)
  - c) Building & Grounds Committee (Schwesinger)
    - 1) Report of the Committee meeting (document #2008-40)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

**(Minutes of the March 2008 meeting of the Chemung County Library District Board of Trustees. Document #2008-32)**

**Minutes of the March 2008 meeting of the Chemung County Library District Board of Trustees.** The March meeting was held on Thursday, March 20, 2008 at 7:00pm at the Steele Memorial Library. The meeting was called to order by President Allen (Denny) Smith. Present were Robin Fitzgerald, Karl Schwesinger, Jan Kather, Marleah Denkenberger, Ed Marosek, Sherrill Collins, Jason Harmon, Kimberly Richards, Georgia Reynolds, Judy Sell and Andrea Ogunwumi. Excused: Mary Beth Conwell. Also present were Jim Sleeth, the Library District Director and Joan Santulli, the Library District's Administrative Assistant.

**Minutes.** The minutes of the February 2008 meeting (Document #2008-23) were presented for board review. The minutes were approved as distributed by unanimous consent.

**Financial Report.** The February 29, 2008 Financial Report (Document #2008-24) was presented for board review. Ms. Fitzgerald reported that although the Library District has received the tax dollars from Chemung County, there will be less revenue from interest on the Certificate of Deposits due to a delay in the receipt of these funds. By unanimous consent, the February 2008 Financial Report was approved as distributed and will be filed for audit.

**Concerning the Report of Unpaid Bills (Document #2008-25).** Ms. Fitzgerald stated that due to the Budget & Finance Committee meeting being held a week early, there were three Unpaid Bills lists to review and approve. An addendum to the bill sheets dated March 18, 2008 was distributed at this meeting. By unanimous consent, the board authorizes the payment of the three unpaid bill lists as distributed.

**Correspondence.** The correspondence folder contained the following items of interest:

- A challenge to material in the Library District's collection was received by the Horseheads Free Library for a book entitled "And Tango Makes Three". A response was given to the patron in writing.
- Information has been received from the New York State Association of Library Boards regarding its 2008 Trustee Institute to be held in May of this year. The Southern Tier Library System is offering scholarships to trustees of member libraries who attend the NYSALB conference. For CCLD board members who wish to attend, expenses for this conference will be paid for by the Library District.

**President's report.** President Smith reported on the ad hoc Nominating Committee that was presented in writing to the CCLD board (Document #2008-26). The Committee discussed the responsibilities of trustees, especially in regard to planning. Recruitment strategies were also discussed.

**Director's Report.** The Director's report was presented in writing to the board (Document #2008-27). Mr. Sleeth stated that the District is currently down one part-time Library Page position at the Steele Library.

Mr. Sleeth distributed the 2007 Annual Report from library staff. He encouraged board members to take the time to read the report. It will help the board become familiar with each of our neighborhood libraries. Common themes throughout the report include the ongoing task of weeding library materials and the importance of technology in the every day tasks at the library. Mr. Sleeth commended the Library District staff for their enthusiasm for their jobs and for the active programming that occurs at each of our libraries.

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2008-28). President Smith reported that Karl Schwesinger was present at the March meeting to request approval for some change-orders needed by Collins & Walton, the contractor who is working on the installation of the new chiller at the Steele Memorial Library. Two of the change-orders saved the Library District some funds but the third change-order was an unanticipated roof curb repair that cost \$7,200. The Committee approved this request.

The second draft of the 2008 – 2012 strategic plan was reviewed in detail.

Mr. Sleeth requested and received approval for the Library District's application for the most recent Gates Foundation grant request. This grant will replace computers and networking equipment at the Horseheads Free Library, the Steele Memorial Library and the West Elmira Library.

The Committee discussed the "cost share" fees being charged to member libraries by STLS to support the automation program. For the past ten years, the formula to determine the cost to each library was based upon the circulation of the library's materials plus the number of computers in each library that have either Starcat or Workflows installed on them. The board of the Southern Tier Library System is seeking input regarding a new formula for the next 3 years.

Mr. Sleeth noted that our insurance carrier, Perry & Carroll has requested that the Library District adopt a "workplace harassment" policy. The Committee will review several samples of this policy prior to bringing one to the full board for their review and approval.

Regarding correspondence between City Councilman Hare and County Executive Tom Santulli that has been mentioned at previous meetings, President Smith stated that once the Library District's strategic plan has been approved by the board, he will set up a meeting with Mr. Santulli to discuss what the strategic plan means to the Library District.

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2008-29). Ms. Fitzgerald stated the application for the Gates Foundation grant request needs to have board approval of how the \$10,000 funding being received as matching grants from the Steele Memorial Library Foundation is being broken down by library. Ms. Fitzgerald moved, seconded by Ms. Collins, to divide the \$10,000 in matching funds as follows: \$3,500 for the Horseheads Free Library; \$2,000 for the West Elmira Library, and \$4,500 for the Steele Memorial Library. Motion Carried.

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2008-30). Mr. Schwesinger reported that the chiller project at the Steele Memorial Library is nearly complete. The Library District will hold back 5% of contractor fees at completion until DPC Engineering has inspected and approved the completed job. Regarding the roof projects at the Big Flats and West Elmira Libraries, the contract documents with J&B Installations have been reviewed and approved by the Library District attorney and CCLD's engineer, Sue Oliver. The amount of liability insurance listed in the contract document that is required for the contractor to hold is \$5 million dollars. Mr. Schwesinger moved, seconded by Ms. Collins, that the Chemung County Library District enter into a contract with J&B Installations in the amount of \$166,000 to replace the roofs at the Big Flats Library and the West Elmira Library. Motion Carried. This project is expected to start as soon as the weather allows.

Regarding the 2007 State Construction projects, Sue Oliver expects to have bid documents for the Horseheads HVAC replacement and roof replacement, as well as the handicapped restrooms / doors at the Big Flats and West Elmira Libraries ready for review at the April meeting of the Buildings & Grounds Committee. There is still a question about the Steele Library's replacement doors and door hardware project. The County of Chemung is being consulted about their participation in this project as part of our "shared services" with them. The possibility of installing exterior doors with "card readers" is also being discussed with the County.

Mr. Schwesinger noted that the Library District has received notice from the Southern Tier Library System that informs us that that New York State will again make available construction aid available to public libraries in 2008. Sue Oliver of Fagan Engineers has been requested to update the *Existing Conditions / Capital Assessment of the CCLD Properties* report and list in priority order those capital projects for which CCLD could apply to the State for funding in 2008.

**ad hoc Planning Committee.** The report of the Planning Committee was presented in writing to the board (Documents #2008-31). Ms. Richards presented the final draft of the 2008 – 2012 strategic plan. The Committee proposed five strategic initiatives and associated action plans. The five strategic initiatives are as follows:

- Marketing public library services and programs to our community
- Addressing organizational issues
- Addressing short and long term building & grounds issues
- Improving our current services; connecting with the community, and
- Accountability

It was suggested that each strategic initiative be assigned to an ad hoc committee, which will be chaired by a member of the Board of Trustees. These committees should be made up of board members, library staff and members of the community. The first step of each committee will be to determine the scope of the action plan, then to establish a plan to implement it. After much discussion, Ms. Fitzgerald moved, seconded by Ms. Reynolds to accept the 2008 – 2012 Strategic Plan, as presented to the board, and that each member of the CCLD board personally commits to seeing the plan through to its implementation. Motion Carried. It was noted that our consultants from RPA will be available to help CCLD determine the best method of implementing the plan. The Executive Committee will now take responsibility to determine the best method of implementing the 2008 – 2012 Strategic Plan.

**Old Business.** President Smith reported that he will be sending a letter to Sherry Collins, the President of the Southern Tier Library System Board of Trustees that reflects the concerns of the CCLD board regarding STLS’s fund-raising plans. While the CCLD board is not opposed to STLS fund raising, the letter requests that Southern Tier make clear the differences in services that they provide as compared to those provided by public libraries.

**New Business.** President Smith reported that he received a delightful mailing from CCLD – a “Booker” prize for his participation in the Planning Committee’s process to create the 2008 – 2012 strategic plan. He then thanked everyone involved in the process for their hard work and dedication.

President Smith acknowledged the presence of Dave Shoen, News Director for WENY / FOX radio.

**Public Expression.** None.

The meeting was adjourned at 8:22pm. The next regular meeting of the board will be on Thursday, April 17, 2008 at 7pm at the West Elmira Library.

<b>CHEMUNG COUNTY LIBRARY DISTRICT</b>				<b>(DOCUMENT #2008-33)</b>	
Financial Report - MARCH 31, 2008					
Account	2008 Annual Budget	Received to date	Balance remaining	Percentage Received	Percentage through year
<b>Income</b>					
Library Fines, Fees & Contributions	\$ 80,615	\$ 29,037	\$ 51,578	36%	
Grants (other than N.Y.S.)	23,296	20,000	3,296	86%	
Foundation Contributions	160,000	39,467	120,533	25%	
Library District Tax Receipts	2,336,605	2,336,605	0	100%	
Interest on Investments	50,000	8,024	41,976	16%	
<b>State Aid</b>					
Central Library Development	105,000		105,000	0%	
Central Book Aid	71,500		71,500	0%	
Local Library Services Aid	41,700	4,183	37,517	10%	
Other State Aid	98,050	46,725	51,325	48%	
<b>TOTAL INCOME</b>	<b>\$ 2,966,766</b>	<b>\$ 2,484,041</b>	<b>\$ 482,725</b>	<b>84%</b>	<b>25%</b>
<b>Expense</b>					
<b>Personnel</b>					
Salaries	\$ 1,168,526	\$ 304,252	\$ 864,274	26%	
Sunday & Holiday Salaries	56,881	18,772	38,109	33%	
Employee Benefits	522,402	129,425	392,977	25%	
<b>Subtotal - Personnel Expenses</b>	<b>1,747,809</b>	<b>452,449</b>	<b>1,295,360</b>	<b>26%</b>	
<b>Contractual</b>					
Equipment	16,010	1,745	14,265	11%	
Telephone	10,100	2,534	7,566	25%	
Supplies	28,032	11,137	16,895	40%	
Travel & Continuing Education	17,840	969	16,871	5%	
Repairs & Maintenance	30,780	10,808	19,972	35%	
Postage	6,200	71	6,129	1%	
Education - Tuition Assistance	5,200	0	5,200	0%	
Library Materials (books, video, etc.)	302,000	86,041	215,959	28%	
Utilities	81,525	11,817	69,708	14%	
Building Cleaning Supplies	7,540	1,833	5,707	24%	
Fuel, Gas & Oil	2,750	833	1,917	30%	
Insurance	35,324	13,158	22,166	37%	
Rent	5,150	833	4,317	16%	
Vehicle Operation / Lease	1,000	1,619	(619)	162%	
Professional Fees (audit, membership)	88,377	25,122	63,255	28%	
Data Processing Expenses	40,021	600	39,421	1%	
Payment of Taxes	4,795	4,649	146	97%	
Library Programming	19,950	4,837	15,113	24%	
Chemung County costs (B&G, vision)	20,680	0	20,680	0%	
Capital Improvements	212,900	44,943	167,957	21%	
Contingency Fund	65,872	0	65,872	0%	
Debt Service	216,911	0	216,911	0%	
<b>TOTAL EXPENSE</b>	<b>\$ 2,966,766</b>	<b>\$ 675,998</b>	<b>\$ 2,290,768</b>	<b>23%</b>	<b>25%</b>
<b>**NOTES TO FINANCIAL REPORT</b>					
<b>INCOME</b> -- Foundation Contributions include the donation made in the 4th quarter of 2007					
50% State Construction Aid received					
<b>EXPENSE</b> -- Several minor repairs to the Bookmobile have put that account over budget					

## Chemung County Library District General Fund

Executive Committee

## Unpaid Bills Detail

Document #2008-34

As of April 1, 2008

4/2/08

	Date	Num	Due Date	Aging	Open Balance
<b>Audio Editions</b>					
	03/31/2008		04/10/2008		1,753.50
Total Audio Editions					1,753.50
<b>Brian P. Harris</b>					
	03/31/2008		04/10/2008		65.65
Total Brian P. Harris					65.65
<b>Bureau of Education &amp; Research</b>					
	03/31/2008		04/10/2008		555.00
Total Bureau of Education & Research					555.00
<b>Chemung County Library District</b>					
	03/31/2008		04/10/2008		230.53
Total Chemung County Library District					230.53
<b>Chemung County Sewer District</b>					
	03/31/2008		04/10/2008		44.99
Total Chemung County Sewer District					44.99
<b>Cornell Coop. Ext. Chemung</b>					
	03/31/2008		04/10/2008		100.00
Total Cornell Coop. Ext. Chemung					100.00
<b>Crucial Technology</b>					
	03/31/2008		04/10/2008		1,468.50
Total Crucial Technology					1,468.50
<b>Eleanor Shepson</b>					
	04/01/2008		04/11/2008		366.96
Total Eleanor Shepson					366.96
<b>Elmira Water Board</b>					
	03/31/2008		04/10/2008		168.85
Total Elmira Water Board					168.85
<b>GE Money Bank/Amazon</b>					
	03/31/2008		04/10/2008		508.60
Total GE Money Bank/Amazon					508.60
<b>Highsmith, Inc.</b>					
	04/01/2008		04/11/2008		1,367.07
Total Highsmith, Inc.					1,367.07
<b>Ingram Library Services</b>					
	03/31/2008		04/10/2008		6,388.48
Total Ingram Library Services					6,388.48
<b>Jean Lathrop</b>					
	03/31/2008		04/10/2008		37.21
Total Jean Lathrop					37.21
<b>National Automobile Dealers Svc. Corp.</b>					

## Chemung County Library District General Fund

Executive Committee

## Unpaid Bills Detail

Document #2008-34

As of April 1, 2008

4/2/08

	Date	Num	Due Date	Aging	Open Balance
	03/31/2008		04/10/2008		70.00
Total National Automobile Dealers Svc. Corp.					70.00
<b>Pamela W. Sonnefeld</b>					
	03/31/2008		04/10/2008		20.00
Total Pamela W. Sonnefeld					20.00
<b>Public Broadcasting Service</b>					
	03/31/2008		04/10/2008		1,222.56
Total Public Broadcasting Service					1,222.56
<b>Rhonda Morton</b>					
	03/31/2008		04/10/2008		300.00
Total Rhonda Morton					300.00
<b>Rose Woodard</b>					
	04/01/2008		04/11/2008		518.13
Total Rose Woodard					518.13
<b>Scholastic Library Publishing</b>					
	03/31/2008		04/10/2008		24.05
Total Scholastic Library Publishing					24.05
<b>Staples Credit Plan</b>					
	03/31/2008		04/10/2008		217.14
Total Staples Credit Plan					217.14
<b>Story Watchers Club</b>					
	03/31/2008		04/10/2008		129.95
Total Story Watchers Club					129.95
<b>The Penworthy Company</b>					
	03/31/2008		04/10/2008		1,196.13
Total The Penworthy Company					1,196.13
<b>Time Warner Cable</b>					
	03/31/2008		04/10/2008		200.00
Total Time Warner Cable					200.00
<b>Tom Fox</b>					
	03/31/2008		04/10/2008		375.00
Total Tom Fox					375.00
<b>Verizon</b>					
	03/31/2008		04/10/2008		145.93
Total Verizon					145.93
<b>Verizon Wireless</b>					
	03/31/2008		04/10/2008		117.27
Total Verizon Wireless					117.27
<b>TOTAL</b>					<b>17,591.50</b>



**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
 As of April 1, 2008

Executive Committee  
 Document #2008-34  
 4/2/08

	Date	Memo	Open Balance
<b>Ingram Library Services</b>			
	04/01/2008	Non-Fiction book purchases	2,660.27
Total Ingram Library Services			2,660.27
<b>TOTAL</b>			<b>2,660.27</b>

**Chemung County Library District General Fund**

**Unpaid Bills Detail**

**Document #2008-34**

As of April 2, 2008

	Date	Memo	Open Balance
<b>Acme Pest Control, Inc.</b>			
	04/02/2008	Pest Control @ Steele	23.00
Total Acme Pest Control, Inc.			23.00
<b>Baker &amp; Taylor Books</b>			
	04/02/2008	HFL book purchases	147.38
Total Baker & Taylor Books			147.38
<b>Barnes &amp; Noble, Inc.</b>			
	04/02/2008	NF book purchases	20.00
Total Barnes & Noble, Inc.			20.00
<b>BBC Audiobooks America</b>			
	04/02/2008	Audio purchases for Steele	59.96
Total BBC Audiobooks America			59.96
<b>Capabilities, Inc.</b>			
	04/02/2008	Booker rubber stamps-all libraries	120.00
Total Capabilities, Inc.			120.00
<b>Center Point Large Print</b>			
	04/02/2008	ST large print	193.78
Total Center Point Large Print			193.78
<b>Chemung Canal Trust Company</b>			
	04/02/2008	misc credit card purchases-Feb/March	268.43
Total Chemung Canal Trust Company			268.43
<b>Chemung County Treasurer</b>			
	04/02/2008	2008 Debt Service-1st quarter payment	54,227.75
Total Chemung County Treasurer			54,227.75
<b>Family Reading Partnership of Chem.Valley</b>			
	04/02/2008	books for Reach out and Read	2,005.92
Total Family Reading Partnership of Chem.Valley			2,005.92
<b>Gressco LTD.</b>			
	04/02/2008	CD security cases for ST	351.08
Total Gressco LTD.			351.08
<b>Howell, Liberatore &amp; Wickham, Inc.</b>			
	04/02/2008	Spring 2008 Newsletter-production & printing	7,416.00
Total Howell, Liberatore & Wickham, Inc.			7,416.00
<b>Kimbo Educational</b>			
	04/02/2008	BF-AV purchase	37.90
Total Kimbo Educational			37.90
<b>Logic Computer Products</b>			
	04/02/2008	Printer cartridge supply - Admin	109.99
Total Logic Computer Products			109.99

**Chemung County Library District General Fund**

**Unpaid Bills Detail**

**Document #2008-34**

As of April 2, 2008

	<b>Date</b>	<b>Memo</b>	<b>Open Balance</b>
<b>Mengel Metzger &amp; Barr</b>			
	04/02/2008	progress billing for 2007 audit	4,000.00
Total Mengel Metzger & Barr			4,000.00
<b>MidWest Tape</b>			
	04/02/2008	DVD/Audio purchases-HFL & ST	2,994.96
Total MidWest Tape			2,994.96
<b>Oriental Trading Company, Inc.</b>			
	04/02/2008	programming supplies-ST	26.85
Total Oriental Trading Company, Inc.			26.85
<b>Random House, Inc.</b>			
	04/02/2008	AV purchases-ST	773.50
Total Random House, Inc.			773.50
<b>SKJ Facilities Management, Inc.</b>			
	04/02/2008	HFL Janitor services -March	480.00
Total SKJ Facilities Management, Inc.			480.00
<b>Thomson Gale</b>			
	04/02/2008	ST fiction purchase	375.18
Total Thomson Gale			375.18
<b>Town of VanEtten</b>			
	04/02/2008	Building rental-March & April	833.32
Total Town of VanEtten			833.32
<b>TOTAL</b>			<b>74,465.00</b>

**Chemung County Library District Grant Fund**

**Unpaid Bills Detail**

**Document #2008-34**

As of April 2, 2008

	<b>Date</b>	<b>Memo</b>	<b>Open Balance</b>
<b>Baker &amp; Taylor Books</b>			
	04/02/2008	Reference materials	53.29
Total Baker & Taylor Books			53.29
<b>Chemung Canal Trust Company</b>			
	04/02/2008	NonFiction book purchase	38.30
Total Chemung Canal Trust Company			38.30
<b>V.I.P. Address Book</b>			
	04/02/2008	Reference Material	109.90
Total V.I.P. Address Book			109.90
<b>TOTAL</b>			<b>201.49</b>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
**April 17, 2008**

Addendum  
4/17/08  
Document #2008-34

	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
<b>Acme Pest Control, Inc.</b>					
	04/17/2008		04/27/2008		25.00
Total Acme Pest Control, Inc.					<u>25.00</u>
<b>Aldeberan Teleservices Corporation</b>					
	04/17/2008		04/27/2008		7,225.00
Total Aldeberan Teleservices Corporation					<u>7,225.00</u>
<b>Alliance Entertainment Corp.</b>					
	04/17/2008		04/27/2008		525.68
Total Alliance Entertainment Corp.					<u>525.68</u>
<b>Baker &amp; Taylor Books</b>					
	04/17/2008		04/27/2008		518.37
Total Baker & Taylor Books					<u>518.37</u>
<b>Center Point Large Print</b>					
	04/17/2008		04/27/2008		34.42
Total Center Point Large Print					<u>34.42</u>
<b>Century Computer Products, Inc.</b>					
	04/17/2008		04/27/2008		21.20
Total Century Computer Products, Inc.					<u>21.20</u>
<b>Chemung County Library District</b>					
	04/17/2008		04/27/2008		239.12
Total Chemung County Library District					<u>239.12</u>
<b>Chemung County Sewer District</b>					
	04/17/2008		04/27/2008		415.80
Total Chemung County Sewer District					<u>415.80</u>
<b>Collins &amp; Walton</b>					
	04/17/2008		04/27/2008		21,266.70
Total Collins & Walton					<u>21,266.70</u>
<b>Deborah L. Brimmer</b>					
	04/17/2008		04/27/2008		88.88
Total Deborah L. Brimmer					<u>88.88</u>
<b>First Transit</b>					
	04/17/2008		04/27/2008		661.51
Total First Transit					<u>661.51</u>
<b>Fred Pryor Seminars</b>					
	04/17/2008		04/27/2008		99.00
Total Fred Pryor Seminars					<u>99.00</u>
<b>H. L. Treu Office Supply Corp.</b>					
	04/17/2008		04/27/2008		12.10
Total H. L. Treu Office Supply Corp.					<u>12.10</u>

## Chemung County Library District General Fund

Addendum

## Unpaid Bills Detail

4/17/08

April 17, 2008

Document #2008-34

	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
<b>Home Life, Inc.</b>					
	04/17/2008		04/27/2008		29.00
Total Home Life, Inc.					<u>29.00</u>
<b>Idearc Media Corp.</b>					
	04/17/2008		04/27/2008		97.32
Total Idearc Media Corp.					<u>97.32</u>
<b>Image Integrator</b>					
	04/17/2008		04/27/2008		239.25
Total Image Integrator					<u>239.25</u>
<b>Mid American Specialties</b>					
	04/17/2008		04/27/2008		125.08
Total Mid American Specialties					<u>125.08</u>
<b>MidWest Tape</b>					
	04/17/2008		04/27/2008		181.90
Total MidWest Tape					<u>181.90</u>
<b>Petty Cash-Steele</b>					
	04/17/2008		04/27/2008		281.33
Total Petty Cash-Steele					<u>281.33</u>
<b>Press &amp; Sun Bulletin</b>					
	04/17/2008		04/27/2008		28.03
Total Press & Sun Bulletin					<u>28.03</u>
<b>Recorded Books</b>					
	04/17/2008		04/27/2008		172.80
Total Recorded Books					<u>172.80</u>
<b>Regent Book co.</b>					
	04/17/2008		04/27/2008		265.56
Total Regent Book co.					<u>265.56</u>
<b>Rose Woodard</b>					
	04/17/2008		04/27/2008		92.14
Total Rose Woodard					<u>92.14</u>
<b>Scholastic Library Publishing</b>					
	04/17/2008		04/27/2008		360.75
Total Scholastic Library Publishing					<u>360.75</u>
<b>SDS of NY</b>					
	04/17/2008		04/27/2008		129.37
Total SDS of NY					<u>129.37</u>
<b>Sebco Books</b>					
	04/17/2008		04/27/2008		1,613.55

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
 April 17, 2008

Addendum  
 4/17/08  
 Document #2008-34

	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
Total Sebco Books					1,613.55
<b>The Leader</b>					
	04/17/2008		04/27/2008		<u>195.50</u>
Total The Leader					195.50
<b>Unique Management Services, Inc.</b>					
	04/17/2008		04/27/2008		<u>651.22</u>
Total Unique Management Services, Inc.					651.22
<b>Verizon</b>					
	04/17/2008		04/27/2008		<u>526.99</u>
Total Verizon					526.99
<b>Village Vacuum, Inc.</b>					
	04/17/2008		04/27/2008		<u>92.95</u>
Total Village Vacuum, Inc.					92.95
<b>Wegmans Food Markets Inc.</b>					
	04/17/2008		04/27/2008		<u>7.96</u>
Total Wegmans Food Markets Inc.					7.96
<b>Weston Wood Studios</b>					
	04/17/2008		04/27/2008		<u>555.05</u>
Total Weston Wood Studios					<u>555.05</u>
					<u><u>36,778.53</u></u>

Chemung County Library District Grant Fund  
Unpaid Bills Detail  
As of April 17, 2008

Addendum  
4/17/08  
Document #2008-34

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Grey House Publishing			
	04/17/2008	Reference Material	163.00
Total Grey House Publishing			<u>163.00</u>
			<u><b>163.00</b></u>



**(Document #2007-35)**

**Report of the April 2<sup>nd</sup>, 2008 meeting of the Executive Committee of the Chemung County Library District.**

A meeting of the Executive Committee of the Chemung County Library District was held on Wednesday, April 2<sup>nd</sup>, 2008 beginning at 7pm. The following members of the Executive Committee were present: Marleah Denkenberger, Robin Fitzgerald, Sherry Collins, and Jan Kather. Also present were Joan Santulli, the Library's Administrative Assistant, and Jim Sleeth, Library Director.

The following topics were discussed:

- An example of a workplace harassment policy, previously requested by the Committee, was distributed and briefly discussed. Other examples of workplace harassment policies will be sought.
- An edited copy of the policy entitled Rules for Acceptable Conduct was discussed in some detail by the Committee. In particular, #12 that addresses the Library District's policy regarding young and unsupervised children was discussed. Following discussion, the Committee accepted the new wording of item #12 but asked that the name of the policy be changed to Expectations for Acceptable Conduct. The edited copy of this policy will now be forwarded to the April 17<sup>th</sup>, 2008 meeting of the CCLD board for its review and consideration.
- Mr. Sleeth announced that the Spring '08 edition of the CCLD newsletter was distributed to 9,000 households via the USPS on March 21<sup>st</sup>, 2008.
- Mr. Sleeth presented and reviewed a method of implementing the action plans of the new strategic plan. The Committee requested that Mr. Sleeth create additional examples of this implementation plan for each of the five strategic initiatives, which will be forwarded to the full board for discussion at the April 17<sup>th</sup>, 2008 meeting.
- Mr. Sleeth presented the "Grow Your Library" grant application that has been submitted to the Southern Tier Library System. He noted that volunteer Jenny Roberts-Obrian did most of the grant writing and that he expected that the amount requested, \$1,000, would be approved.
- Ms. Santulli presented the April 1<sup>st</sup>, 2008 Unpaid Bills. It was moved and seconded to approve payment of these bills. Motion carried.
- Preliminary discussions regarding contract negotiations took place.

The committee adjourned at 8:15pm. The next meeting of the Executive Committee of the Chemung County Library District is scheduled to be held on Wednesday, May 7<sup>th</sup>, 2008 at 7pm in the Petrie Conference Room of the Steele Memorial Library.

# CHEMUNG COUNTY LIBRARY DISTRICT

(Document #2008-36)

## ***Expectations for Acceptable Conduct***

1. Abusive behavior, whether physical or verbal, will not be tolerated by staff or patrons. Abusive patrons will be required to leave the library and the police will be called if these patrons refuse to leave.
2. Loud, boisterous, and disruptive behavior will not be permitted. Disruptive patrons will be given an initial warning and will then be required to leave if this behavior persists.
3. Destruction or defacing of library property and/or property of patrons will be dealt with on an individual basis. Parents / guardians of minors under age 16 found to be damaging library or personal property may be contacted. The police may be contacted if damage occurs and violators may be prosecuted to the fullest extent of the law.
4. Smoking is not permitted in the library.
5. No food or beverages are allowed in the Steele Memorial Library. In other neighborhood libraries, food and beverages may be served at the discretion of the staff.
6. Patron usage of library restrooms is limited to conventional purposes.
7. Use of office equipment is allowed with permission of library staff.
8. Theft of library materials and equipment or private property of staff or patrons will be handled as a legal issue with the police being notified immediately after discovery.
9. Patrons are required to remain in public service areas unless specifically asked and escorted into non-public areas by a staff member.
10. Sexual behavior is not permitted and patrons engaged in such action will be required to leave the library.
11. No weapons of any kind are allowed in the library.
12. ***With the safety of minors in mind, parents are required to remain with their pre-school children at all times. Children below the age of 13 or individuals needing adult supervision may not be dropped off or left unattended. Parents (or the police) will be contacted if this guideline is violated.***

Proposed to the Policies & Bylaws Committee and the Board of the Chemung County Library District in October 2006. Adopted by the Board of Trustees at their October 19<sup>th</sup>, 2006 meeting. Proposed revision presented to the Board of Trustees at their April 17, 2008 meeting.

**(Document #2008-37)**

## **Chemung County Library District Strategic Plan Implementation**

### **Second strategic initiative: revisit & revise library district policies**

**Action Plan 2.1: With an eye to becoming as customer friendly as possible, create a plan to annually revisit and revise all Library District policies and procedures, then effectively communicate the revision of these policies and procedures to the CCLD board, staff and public.**

#### **Special Committee members:**

- Board liaison & chair:
- Community member(s):
- Library staff:

**Who reports to whom:** The CCLD Board liaison & chair of this Special Committee reports to the Executive Committee at its regularly scheduled meetings

#### **Purpose & scope, activities of the Special Committee:**

- The Special Committee will accept the purpose as articulated in Action Plan 2.1
- The Special Committee will meet to list all policies and procedures of the Library District; the Special Committee will create a schedule to discuss each policy;
- The CCLD board liaison & chair of this Special Committee will communicate and seek approval of policy revisions by the Executive Committee, then the full CCLD board at a regularly scheduled meeting
- Library staff will publicize policy revisions through the CCLD web page, the Library District newsletter and other media as appropriate

**Document #2008-38**

**Report of the April 3<sup>rd</sup>, 2008 meeting of the Budget & Finance Committee of the Chemung County Library District:**

A meeting of the Budget & Finance Committee of the Chemung County Library District was held on Thursday, April 3<sup>rd</sup>, 2008 beginning at 8:15am. Attending the meeting were Robin Fitzgerald, Jason Harmon, and Denny Smith. Also in attendance were Kathy Stickler, representing the firm of Mengel, Metzger, & Barr, Jim Sleeth and Joan Santulli. Robin Fitzgerald opened the meeting at 8:15 am.

The following topics were discussed:

- Kathy Stickler, the Library District auditor, reviewed the preliminary draft of the “audited financial statements, other financial information, and independent auditors’ reports, December 31, 2007 and 2006,” as well as the “required communications and advisory comments” with the Committee. Having no amendments to the auditor’s report, the Committee requested that the audit be presented to the April 17<sup>th</sup>, 2008 meeting of the CCLD Board of Trustees.
- The March 31<sup>st</sup>, 2008 CCLD financial report was presented and reviewed. It will be forwarded to the April 17<sup>th</sup> CCLD board meeting.
- The April 2<sup>nd</sup>, 2008 list of Unpaid Bills was presented and reviewed. This Unpaid Bill list will be forwarded to the full CCLD board for its review.
- Initial discussions regarding the progress of contract negotiations for a labor management agreement with CSEA took place. The Committee requested that CCLD attorney Jim Young be present at the May meeting to discuss these negotiations.
- The 2009 budget timetable was distributed and reviewed. The Committee requested that a phrase be added to the budget timetable to enable planning committees to give their input to the 2009 budget process, by June 4<sup>th</sup>, 2008.

The meeting adjourned at 9:45am. The next meeting of the Budget & Finance Committee of the Chemung County Library District is scheduled to be held Thursday, May 8<sup>th</sup>, 2008 in the Petrie Conference Room of the Steele Memorial Library.

# CHEMUNG COUNTY LIBRARY DISTRICT

## (Document #2008-39) 2009 Budget Timeline

- June 4<sup>th</sup> – Library administration distributes timeline & forms for input to the 2009 CCLD budget by library department heads
- June 4<sup>th</sup> – Planning committees to submit their budget requests to the Budget & Finance Committee to implement their projects.
- June 12<sup>th</sup> – CCLD Budget & Finance Committee issues instructions regarding the preparation of the first draft of the 2009 budget to library administration
- July 2<sup>nd</sup> – Library department heads submit personnel, equipment, and continuing education requests to library administration
- July 9<sup>th</sup> -- CCLD Building & Grounds Committee submits capital project plans to Library administration for inclusion in the proposed 2009 CCLD budget
- July 10<sup>th</sup> – Library administration completes the 2009 proposed payroll roster
- July 10<sup>th</sup> – CCLD Budget & Finance Committee reviews and revises the proposed 2009 budget
- August 13<sup>th</sup> – Library administration finalizes the proposed 2009 budget
- August 14<sup>th</sup> – CCLD Budget & Finance Committee reviews and revises the proposed 2009 budget
- August 21<sup>st</sup> – CCLD Budget & Finance Committee presents the Committee's proposed 2009 budget to the Library District Board of Trustees for review, amendment, and approval
- September 25<sup>th</sup> – Library administration presents the power point presentation of the 2009 proposed budget to the Library District Board of Trustees
- September 29<sup>th</sup> – Board of Elections deadline for the wording of the vote on the proposed 2009 Library District budget. (This is the same deadline for the petitions for nomination to the Board of Trustees of the Library District.)
- October 15<sup>th</sup> to the 22<sup>nd</sup> – Publish a legal notice in the Star-Gazette on the wording of the proposition for the Library District's 2009 proposed budget **Place the legal notice in the Star-Gazette on Sunday, October 19<sup>th</sup>, 2008**
- October 6, 13, 20, & 27 – Library administration presents the proposed 2009 CCLD budget to the community through regular meetings in CCLD neighborhood libraries; the proposed budget is made available through the CCLD www page and contacts with the media to inform them about the budget are made
- November 4<sup>th</sup>, 2008 – General election day in Chemung County.
- Late November – Notify the Real Property Tax Office in writing that the voters have (or have not) passed the budget and inform them of the tax revenues to be raised to support the Library District in 2009.

### Vacation plans to note:

- Jim Sleeth: August 27<sup>th</sup> through September 19<sup>th</sup>
- Joan Santulli: July 14 through 18<sup>th</sup>

## Document #2008-40

### Report of the April 9<sup>th</sup>, 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, April 9<sup>th</sup>, 2008 beginning at 3pm. Attending the meeting were Karl Schwesinger & Jan Kather. Also attending the meeting were Joan Santulli & Jim Sleeth.

The meeting opened at 3pm.

The following topics were discussed:

- Chiller project at Steele. An invoice from Collins & Walton invoice dated March 13<sup>th</sup>, 2008 awaits approval from DPC Engineers prior to payment. Karl Schwesinger agreed to carry the invoice to DPC for their review. After Dan Collins from DPC Engineering approves the invoice for payment, a final walk through of the completed project will be scheduled, followed by final payment to the contractor.
- Roof projects at West Elmira and Big Flats libraries. J&B Installations has given a tentative start date of April 21<sup>st</sup> for these projects, so Jim Sleeth can now notify library staff of the upcoming work.
- Steele Memorial Library exterior door replacement and interior hardware (door handles) replacement. Jim Sleeth said he spoke with Mike Belosky of the County Building & Grounds Department. Mr. Belosky informed the library that the County crew would not be installing a card entry system in County buildings this year. Following discussion, the Library District Building & Grounds Committee reasoned that using a card entry system would unnecessarily add costs to the project. Sue Oliver informed Karl Schwesinger that the installation of metal exterior doors was not a simple project, so the Committee decided to incorporate installation within the bid documents for the Steele project. Regarding door handles, the County Building & Grounds Department agreed to install without charge the interior door handles.
- Karl Schwesinger reported that Sue Oliver from Fagan Engineers expects to complete the bid specifications to four new projects – roof & HVAC at Horseheads, handicapped accessible bathrooms & doors at Big Flats and West Elmira – complete next week. Karl will review the bid documents and determine whether a special meeting of the Building & Grounds Committee is necessary, or whether the documents can be given to the CCLD attorney for review and approval prior to bidding. Joan Santulli reported that CCLD received a letter from the Public Library Foundation of Chemung County specifying that ½ of the cost (but not to exceed \$35,000 in total) of their annual funding of the Library District be designated to the HVAC and roof replacement projects at the Horseheads Free Library.
- Karl Schwesinger asked Jim Sleeth to do some basic research on new library construction costs. Jim said he would seek out the annual construction issue of *Library Journal* and report back to the Committee.
- Karl Schwesinger stated that he will request an update of the *Existing Conditions* report from Sue Oliver for review at the May 14<sup>th</sup> meeting of the Building & Grounds Committee.

The meeting adjourned at 3:30pm.

The next meeting of the Buildings & Grounds Committee will be held on Wednesday, May 14<sup>th</sup>, 2008 in the Library Director's office of the Steele Memorial Library.