

# CHEMUNG COUNTY LIBRARY DISTRICT

## Agenda

The January 2008 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, January 17<sup>th</sup>, 2008 at 7pm in the auditorium of the Steele Memorial Library, 101 East Church Street, Elmira, New York 14901. The agenda for the meeting is listed below. If you are unable to attend, please inform Mr. Smith (737-7285), Mrs. Santulli (733-8607), or Mr. Sleeth (733-8611).

1. Call to order
2. Pledge of allegiance
3. Oath of office for new board members (Smith)
4. Approval of minutes (document #2008-1)
5. Treasurer's report
  - a) Financial report (document #2008-2)
  - b) Report of unpaid Bills Detail (document #2008-3)
6. Correspondence
7. President's report
  - a) Election of officers
  - b) Schedule of 2008 board and committee meetings (document #2008-4)
  - c) Committee assignments
  - d) Schedule a CCLD board orientation
  - e) Appointment of a board member to the Steele Memorial Library Foundation
8. Director's report
  - a) Personnel activities since the December 2007 meeting of the Library Board (document #2008-5)
9. Committee reports:
  - a) Executive Committee (Smith)
    - 1) Report of the Committee meeting (document #2008-6)
      - (a) Memorandum of Agreement with CSEA (document #2008-7)
  - b) Budget & Finance Committee (Pirozzolo)
    - 1) Report of the Committee meeting (document #2008-8)
      - (a) CCLD fund balance report (document #2008-9)
  - c) Building & Grounds Committee (Schwesinger)
    - 1) Report of the Committee meeting (document #2008-10)
  - d) Planning Committee (Richards)
    - 1) Report of the Committee meeting (document #2008-11)
      - (a) Planning timetable (document #2008-12)
10. Old business
11. New business
12. Period for public expression
13. Adjournment

***(Minutes of the December 2007 meeting of the Chemung County Library District Board of Trustees. Document #2008-1)***

**Minutes of the December 2007 meeting of the Chemung County Library District Board of Trustees.** The December meeting was held on Thursday, December 20<sup>th</sup>, 2007 at 7pm 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, Marleah Denkenberger, Claudia Radin, Ed Marosek, Jason Harmon, Richard Pirozzolo and Kimberly Richards. Excused were: Sherrill Collins and Andrea Ogunwumi. Absent: Joan Hurley. Also present were Jim Sleeth, the Library District Director and Joan Santulli, the Library District Administrative Assistant.

**Minutes.** The minutes of the November 2007 meeting (Document #2007-116) were presented for board review. The minutes were approved as distributed by unanimous consent.

**Financial Report.** The November 30<sup>th</sup>, 2007 Financial Report (Document #2007-117) was presented for board review. By unanimous consent, the November 30<sup>th</sup>, 2007 Financial Report was approved as distributed and will be filed for audit. President Smith noted that the current Treasurer, Dick Pirozzolo is retiring from the board. He stated that it has been a real pleasure working with Dick and that his absence will be noticed.

Concerning the Report of Unpaid Bills (Document #2007-118). 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 updated timeline for the creation of the 2008 – 2012 long-range plan with the first of the on-site meetings to be held on Thursday, January 24, 2008 at 6pm. At this initial meeting, the consultants will present an orientation to the CCLD Planning Committee and Board of Trustees.
- The cover memo to the Chemung County Budget Officer regarding the 2005 – 2008 Library District budgets.

**President's report.** President Smith reported that the Public Library Foundation of Chemung County (PLF) requested his attendance at their December meeting. The PLF board wanted to make sure that their voices continue to be heard by the Chemung County Library District (CCLD) board. Further, they expressed a desire to attend future CCLD board meetings. They expressed general satisfaction with the services provided at the Horseheads Free Library. President Smith assured the PLF board members that the Library District will respond to their desires and needs in a timely manner.

President Smith received a letter from Sherry Collins, President of the Southern Tier Library System (STLS) board of trustees. The letter states that STLS plans to solicit donations from residents of the 5 counties that they represent, to include Chemung County. They are requesting these donations in order to avoid raising their rates to member libraries for services they provide, i.e. cost-share. Their letter requests to know how the CCLD board feels about their plans. This matter will be discussed at the next CCLD board meeting.

Mr. Smith noted that as this year, two board members – Claudia Radin and Richard Pirozzolo – are leaving the CCLD board. In addition to expressing his pleasure with the performance of Ms. Radin and Mr. Pirozzolo, Mr. Smith noted that this would leave vacancies in the committees upon which they served. Therefore, President Smith asked board members to consider which committees they are interested in serving on in the coming year and to let him know so the committee assignments can be completed.

**Director’s Report.** The Director’s report was presented in writing to the board (Document #2007-119). Mr. Sleeth stated that the Library District has hired a substitute Bookmobile Driver who will work on a per diem basis. Richard Crane will work during scheduled staff vacations and during other situations such as illness. Mr. Sleeth noted that he was happy with the changes that have taken place with the Bookmobile over the last few months.

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2007-120). President Smith stated the Committee reviewed a letter from CSEA official Shawn Lucas who has requested to begin work on a new Library District / CSEA contract. The existing agreement between Chemung County and CSEA expires on 12/31/08. The Committee has requested that CCLD’s Attorney, Jim Young, attend the January board meeting to begin to educate the board on the negotiation process.

The Executive Committee prepared a potential slate of officers for 2008. They are as follows: President – Allen (Denny) Smith, Vice-President – Marleah Denkenberger, Secretary – Sherrill Collins, and Treasurer – Robin Fitzgerald. Since there is no “past president”, a member-at-large will need to be appointed to complete the committee roster.

A tentative 2008 Meeting Schedule for the District Board, the Executive Committee, Budget & Finance Committee and the Buildings & Grounds Committee (Document #2007-121) was included in the board packet.

Mr. Smith again thanked Dick Pirozzolo for his support, hard work, and insights into the organization during his period as Treasurer of the new Library District.

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2007-122). Mr. Pirozzolo noted that Mark Hagan of Perry & Carroll Insurance Company attended the committee meeting to present an overview of the insurance coverage of the Library District and a status report

of his efforts to seek competitive pricing for the Library District policies. Mr. Hagan suggested that this re-bidding for the best coverage at the best cost be conducted every 3 to 5 years.

The Committee also discussed the possible need for background checks of potential and existing Library District employees and volunteers. This matter will probably come up in contract negotiations. Mr. Marosek stated that different agencies use a very conservative approach to this issue. There are a variety of protocols that can be used. He stated that the District needs to have its attorney involved to determine how much exposure the District has. This exposure will dictate how the board has to proceed.

The Committee reviewed a recommendation from the Buildings & Grounds Committee to allocate an additional \$45,000 to complete the Big Flats and West Elmira roof repair projects. Funding was reviewed and since it appears that the fund balance at year end will be enough to pay for this additional cost, the committee agreed to recommend this extra \$45,000 expenditure to the CCLD board. Mr. Schwesinger distributed a copy of the Scope Sheet from J & B Installations (Document #2007-126) that detailed the expense of both of these projects. Mr. Pirozzolo moved, seconded by Mr. Harmon to allocate \$45,000 from the CCLD Contingency Fund to pay for the roof projects at the Big Flats and West Elmira Libraries. Motion Carried.

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2007-123). Mr. Schwesinger reported that Andy Avery, the Public Services Director of the City of Elmira attended their meeting to discuss a project called the Elmira Promenade. Their goal is to take the railroad viaduct, make necessary repairs and return it to active use as a pedestrian corridor. The area adjacent to the Steele Memorial Library will be a focus in 2008. The Committee made it clear to Mr. Avery that the Library needs to keep its current parking lot. The Committee also discussed with Mr. Avery the 2008 construction grant that CCLD received to replace the 6 metal exterior doors at the Steele Memorial Library. He agreed to pass along any examples of secure doors that might fit into the spirit of the Promenade project and took away the suggestion of a large sign indicating “Library” on the railroad viaduct at the First Street entrance to the parking lot.

The Committee reviewed Mr. Schwesinger’s November 19, 2007 (Document #2007-124) letter to Sue Oliver of Fagan Engineers that requested that Ms. Oliver develop cost estimates and proposed schedules for the various construction projects. They also reviewed Ms. Oliver’s response letter dated December 11, 2007 (Document #2007-125) covering the following projects:

- Big Flats and West Elmira Roof Projects
- Big Flats and West Elmira ADA Accessibility Renovations
- Horseheads Roof and HVAC Project
- Steele Memorial Library Exterior Door Replacement and Interior ADA Hardware Upgrade Project.

A motion was made by Ms. Kather, seconded by Ms. Fitzgerald to hire Sue Oliver of Fagan Engineers as the Chemung County Library District's Engineer on a per diem basis with a limit not to exceed \$5,000. Motion carried with a 9-0 vote, with Mr. Schwesinger abstaining. Motion Carried.

**Strategic Planning Committee.** The report of the Planning Committee was presented in writing to the board (Document #2007-127). Ms. Richards reported that the Committee reviewed the letter of invitation to the focus groups and the proposed location of said focus groups. The invitation letter has been finalized and has been sent out to residents. RSVP's are already being received by Mr. Sleeth. The Committee also discussed using the Library District's web page to gather additional community input. The consultants will be asked for their input on this suggestion.

**Old Business.** None.

**New Business.** President Smith noted again the contribution of retiring board members Claudia Radin and Richard Pirozzolo. They have been truly appreciated by the organization and by Mr. Smith himself. He has enjoyed getting to know each of them better. Their voices will be missed and he hopes that others will step up to replace them. Mr. Smith also expressed thanks to Ms. Fitzgerald for filling in as Treasurer while Mr. Pirozzolo was unavailable last summer. At the end of this year, he also expressed thanks to each member for their support and assistance on the Board of Trustees and he looks forward to working with each one in the coming year.

**Public Expression.** None.

The meeting was adjourned at 8:10pm. The next regular meeting of the board will be on Thursday, January 17, 2008 at 7pm at the Steele Memorial Library.

CHEMUNG COUNTY LIBRARY DISTRICT				(DOCUMENT #2008-2)	
Financial Report - DECEMBER 31, 2007					
Account	2007 Annual Budget	Received to date	Balance remaining	Percentage Received	Percentage through year
<b>Income</b>					
Library Fines, Fees & Contributions	\$ 101,110	\$ 99,827	\$ 1,283	99%	
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	75,765			
<b>State Aid</b>					
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%	
<b>TOTAL INCOME</b>	<b>\$ 2,679,661</b>	<b>\$ 2,777,348</b>	<b>\$ (51,922)</b>	<b>104%</b>	<b>100%</b>
<b>Expense</b>					
<b>Personnel</b>					
Salaries	\$ 1,102,746	\$ 1,045,537	\$ 57,209	95%	
Sunday & Holiday Salaries	55,404	33,661	21,743	61%	
Employee Benefits	509,337	440,154	69,183	86%	
<b>Subtotal - Personnel Expenses</b>	<b>1,667,487</b>	<b>1,519,352</b>	<b>148,135</b>	<b>91%</b>	
<b>Contractual</b>					
Equipment	29,780	36,003	(6,223)	121%	
Telephone	10,330	9,414	916	91%	
Supplies	26,114	35,955	(9,841)	138%	
Travel & Continuing Education	19,155	9,111	10,044	48%	
Repairs & Maintenance	95,599	48,378	47,221	51%	
Postage	7,839	7,632	207	97%	
Library Materials (books, video, etc.)	258,430	286,711	(28,281)	111%	
Utilities	92,000	74,657	17,343	81%	
Building Cleaning Supplies	4,760	5,282	(522)	111%	
Fuel, Gas & Oil	2,000	2,323	(323)	116%	
Insurance	27,199	34,922	(7,723)	128%	
Rent	5,150	5,000	150	97%	
Vehicle Operation / Lease	7,000	11,318	(4,318)	162%	
Professional Fees (audit, membership)	50,246	79,120	(28,874)	157%	
Data Processing Expenses	38,231	38,835	(604)	102%	
Payment of Taxes	4,897	4,517	380	92%	
Library Programming	11,588	25,622	(14,034)	221%	
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	398,736	(190,219)	191%	
<b>TOTAL EXPENSE</b>	<b>\$ 2,684,661</b>	<b>\$ 2,646,464</b>	<b>\$ 38,197</b>	<b>99%</b>	<b>100%</b>
<b>**NOTES TO FINANCIAL REPORT</b>					
<b>INCOME</b> -- 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					
<b>EXPENSE</b> -- 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 plus the new 2006 bond to repair facia at SML					
*Foundation Contributions does not include the final 2007 quarterly donations					
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					

**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
As of January 9, 2008

Document #2008-03

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Ebsco Subscription Services</b>			
	01/09/2008	Reference material-Novelist Online-2008 subscripti	9,500.00
Total Ebsco Subscription Services			<u>9,500.00</u>
<b>Ingram Library Services</b>			
	01/09/2008	Non-Fiction/Reference book purchases	2,307.54
Total Ingram Library Services			<u>2,307.54</u>
<b>Thomson Gale</b>			
	01/09/2008	Reference Mat.-Chilton Library-2008 subscription	4,190.00
Total Thomson Gale			<u>4,190.00</u>
<b>TOTAL</b>			<u><u>15,997.54</u></u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
**As of January 9, 2008**

Document #2008-3

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Acme Pest Control, Inc.</b>			
	01/09/2008	Pest Control @ Steele	23.00
Total Acme Pest Control, Inc.			<u>23.00</u>
<b>Baker &amp; Taylor Books</b>			
	01/09/2008	HFL book purchases	136.31
Total Baker & Taylor Books			<u>136.31</u>
<b>BBC Audiobooks America</b>			
	01/09/2008	Audio purchases for Steele	224.84
Total BBC Audiobooks America			<u>224.84</u>
<b>Center Point Large Print</b>			
	01/09/2008	ST large print	159.36
Total Center Point Large Print			<u>159.36</u>
<b>Chemung County Treasurer</b>			
	01/09/2008	2008 City of Elmira sewer tax for Steele Library	1,745.51
Total Chemung County Treasurer			<u>1,745.51</u>
<b>CyberDark Computing</b>			
	01/09/2008	power supply-ST	80.00
Total CyberDark Computing			<u>80.00</u>
<b>Demco, Inc.</b>			
	01/09/2008	supplies/Discovery Packs for ST Juv collection	1,126.54
Total Demco, Inc.			<u>1,126.54</u>
<b>DPC Engineering, P.C.</b>			
	01/09/2008	Engineering fees-Steele Chiller project-10/27-12/28,	720.00
Total DPC Engineering, P.C.			<u>720.00</u>
<b>EBSCO Subscription Services</b>			
	01/09/2008	magazine subscription renewals-2008	483.79
Total EBSCO Subscription Services			<u>483.79</u>
<b>Fire Alarm Service Technology, Inc.</b>			
	01/09/2008	2008 monitoring -panic alarm BF/WE	600.00
Total Fire Alarm Service Technology, Inc.			<u>600.00</u>
<b>First Transit</b>			
	01/09/2008	Bookmobile fuel/generator repair BKM	848.69
Total First Transit			<u>848.69</u>
<b>Greenwood Reading Room</b>			
	01/09/2008	Damage fee for paperback book	2.00
Total Greenwood Reading Room			<u>2.00</u>



**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
**As of January 9, 2008**

Document #2008-3

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Idearc Media Corp.</b>			
	01/09/2008	Phone book ad-monthly fee plus out of town phone	319.58
Total Idearc Media Corp.			<u>319.58</u>
<b>Image Integrator</b>			
	01/09/2008	toner for microfilm machine-ST	208.50
Total Image Integrator			<u>208.50</u>
<b>Ingram Library Services</b>			
	01/09/2008	Library materials-all libraries -	886.02
Total Ingram Library Services			<u>886.02</u>
<b>Instructional Video</b>			
	01/09/2008	DVD purchase for 2008 replacement project	879.70
Total Instructional Video			<u>879.70</u>
<b>Logic Computer Products</b>			
	01/09/2008	Printer cartridge supplies-WE	57.26
Total Logic Computer Products			<u>57.26</u>
<b>Lorinda Fursman</b>			
	01/09/2008	Patron Refund	20.00
Total Lorinda Fursman			<u>20.00</u>
<b>MidWest Tape</b>			
	01/09/2008	DVD/Audio purchases-HFL & ST	2,310.78
Total MidWest Tape			<u>2,310.78</u>
<b>North Country Books, Inc.</b>			
	01/09/2008	DVD purchase-ST	107.24
Total North Country Books, Inc.			<u>107.24</u>
<b>Perry &amp; Carroll, Inc.</b>			
	01/09/2008	Crime, Auto, Property, Liability Insurance policies-al	5,368.14
Total Perry & Carroll, Inc.			<u>5,368.14</u>
<b>ProQuest LLC</b>			
	01/09/2008	Ancestry/Heritage plus 2008	2,325.00
Total ProQuest LLC			<u>2,325.00</u>
<b>Random House, Inc.</b>			
	01/09/2008	AV purchases-ST	68.00
Total Random House, Inc.			<u>68.00</u>
<b>SKJ Facilities Management, Inc.</b>			
	01/09/2008	HFL Janitor services 12/9-12/16	240.00
			<u>240.00</u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
**As of January 9, 2008**

Document #2008-3

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total SKJ Facilities Management, Inc.			240.00
<b>Southern Tier Library System</b>			
	01/09/2008	processing fees-November 07 for AV	<u>820.45</u>
Total Southern Tier Library System			820.45
<b>Star Gazette</b>			
	01/09/2008	annual subscription-WE	<u>173.78</u>
Total Star Gazette			173.78
<b>Thomson Gale</b>			
	01/09/2008	ST fiction purchase	<u>127.34</u>
Total Thomson Gale			127.34
<b>Time Warner Cable</b>			
	01/09/2008	VPN Service - January 08	<u>200.00</u>
Total Time Warner Cable			200.00
<b>Town of Big Flats</b>			
	01/09/2008	2008 water district tax	<u>20.14</u>
Total Town of Big Flats			20.14
<b>Town of Elmira</b>			
	01/09/2008	2008 sewer tax	<u>166.37</u>
Total Town of Elmira			166.37
<b>Town of Horseheads</b>			
	01/09/2008	2008 sewer district tax	<u>331.72</u>
Total Town of Horseheads			331.72
<b>Town of VanEtten</b>			
	01/09/2008	Building rental-January	<u>416.66</u>
Total Town of VanEtten			416.66
<b>Verizon</b>			
	01/09/2008	phone service-ST/WE-January 2008	<u>501.32</u>
Total Verizon			501.32
<b>Watkins Glen Public Library</b>			
	01/09/2008	Payment for Damaged book-WE patron	<u>15.00</u>
Total Watkins Glen Public Library			<u>15.00</u>
<b>TOTAL</b>			<b><u><u>21,713.04</u></u></b>

**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
As of January 2, 2008

Executive Committee

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Baker &amp; Taylor Books</b>			
	12/31/2007	Reference materials	312.99
Total Baker & Taylor Books			<u>312.99</u>
<b>Grey House Publishing</b>			
	12/31/2007	Reference Material	244.50
Total Grey House Publishing			<u>244.50</u>
<b>Ingram Library Services</b>			
	12/31/2007	Non-Fiction book purchases	938.28
Total Ingram Library Services			<u>938.28</u>
<b>N.A.D.A. Appraisal Guides</b>			
	12/31/2007	reference materials	120.00
Total N.A.D.A. Appraisal Guides			<u>120.00</u>
<b>Rand McNally</b>			
	01/02/2008	Reference materials	301.29
Total Rand McNally			<u>301.29</u>
<b>Southern Tier Library System</b>			
	12/31/2007	processing fees-NonFiction & Reference	158.50
Total Southern Tier Library System			<u>158.50</u>
<b>Thomson Gale</b>			
	12/31/2007	Reference Mat.	191.00
Total Thomson Gale			<u>191.00</u>
<b>Thomson Healthcare, Inc.</b>			
	12/31/2007	reference material	69.90
Total Thomson Healthcare, Inc.			<u>69.90</u>
<b>TOTAL</b>			<u><u>2,336.46</u></u>

## Unpaid Bills Detail

As of January 2, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>3M Company</b>			
	12/31/2007	Security System ST Svc Agmt for 2008	1,143.00
Total 3M Company			<u>1,143.00</u>
<b>Amazon Credit Plan</b>			
	12/31/2007	Purchases for Reach out and Read	117.63
Total Amazon Credit Plan			<u>117.63</u>
<b>AT&amp;T</b>			
	12/31/2007	long dist chg-SML	19.39
Total AT&T			<u>19.39</u>
<b>Baker &amp; Taylor Books</b>			
	12/31/2007	HFL book purchases	15.57
Total Baker & Taylor Books			<u>15.57</u>
<b>Chemung Canal Trust Company</b>			
	01/02/2008	Book purchases/Admin Accounting/focus group supplie	631.56
Total Chemung Canal Trust Company			<u>631.56</u>
<b>Chemung County Library District</b>			
	01/02/2008	Petty Cash reimbursement - BF/WE	348.14
Total Chemung County Library District			<u>348.14</u>
<b>Claitor's Law Books &amp; Publishing, Inc.</b>			
	12/31/2007	Book purchase-HFL	53.54
Total Claitor's Law Books & Publishing, Inc.			<u>53.54</u>
<b>Connie Oglivie</b>			
	12/31/2007	Programming-ST	49.62
Total Connie Oglivie			<u>49.62</u>
<b>Deannnda L. Neufer</b>			
	12/31/2007	Patron refund	80.00
Total Deannnda L. Neufer			<u>80.00</u>
<b>Deborah L. Brimmer</b>			
	12/31/2007	Mileage reimbursement-12/6-12/14/07	90.21
Total Deborah L. Brimmer			<u>90.21</u>
<b>Dianne Patchett</b>			
	12/31/2007	Programming/Supplies for BKM	128.78
Total Dianne Patchett			<u>128.78</u>
<b>EBSCO Subscription Services</b>			
	01/02/2008	magazine rate adj-ST	52.50
Total EBSCO Subscription Services			<u>52.50</u>
<b>GE Money Bank/Amazon</b>			
	12/31/2007	HFL Purchases	126.05
Total GE Money Bank/Amazon			<u>126.05</u>
<b>Horseheads Do It Center</b>			
	12/31/2007	HFL - supplies	28.43
Total Horseheads Do It Center			<u>28.43</u>

## Unpaid Bills Detail

As of January 2, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Horwitz Supply Company</b>			
	01/02/2008	paper products/cleaning supplies-all libraries	770.32
Total Horwitz Supply Company			<u>770.32</u>
<b>HRATT</b>			
	12/31/2007	Membership Dues-Human Resources	40.00
Total HRATT			<u>40.00</u>
<b>Ingram Library Services</b>			
	01/02/2008	Library materials-all libraries - Dec 07 invoices	4,602.35
Total Ingram Library Services			<u>4,602.35</u>
<b>MidWest Tape</b>			
	12/31/2007	DVD/Audio purchases-HFL	121.95
Total MidWest Tape			<u>121.95</u>
<b>Petty Cash-Steele</b>			
	01/02/2008	reimburse PC expenses-SML	197.19
Total Petty Cash-Steele			<u>197.19</u>
<b>Regent Book co.</b>			
	12/31/2007	AV purchases-ST	58.02
Total Regent Book co.			<u>58.02</u>
<b>Rose Woodard</b>			
	12/31/2007	Reimb for programming/supplies/books purchased for \	400.12
Total Rose Woodard			<u>400.12</u>
<b>Southern Tier Library System</b>			
	12/31/2007	processing fees-November 07	614.00
Total Southern Tier Library System			<u>614.00</u>
<b>The Community Bookstore</b>			
	12/31/2007	NY Times/Wall St-May-December 2007	837.00
Total The Community Bookstore			<u>837.00</u>
<b>Thomson Gale</b>			
	12/31/2007	ST fiction purchase	352.70
Total Thomson Gale			<u>352.70</u>
<b>Verizon</b>			
	12/31/2007	phone service-BF/HFL	209.35
Total Verizon			<u>209.35</u>
<b>Verizon Wireless</b>			
	12/31/2007	BKM cellular service-DEC	117.22
Total Verizon Wireless			<u>117.22</u>
<b>Wizard Entertainment</b>			
	12/31/2007	annual subscription	28.00
Total Wizard Entertainment			<u>28.00</u>
<b>TOTAL</b>			<u><u>11,232.64</u></u>

# CHEMUNG COUNTY LIBRARY DISTRICT

## 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 17<sup>th</sup> at the Steele Memorial Library, February 21<sup>st</sup> at the Steele Memorial Library, March 20<sup>th</sup> at the West Elmira Library, April 17<sup>th</sup> at the Steele Memorial Library, May 15<sup>th</sup> at the Van Etten Library, June 19<sup>th</sup> at the Steele Memorial Library, July 17<sup>th</sup> at the Horseheads Free Library, August 21<sup>st</sup> at the Steele Memorial Library, September 25<sup>th</sup> at the Big Flats Library, October 16<sup>th</sup> at the Steele Memorial Library, November 20<sup>th</sup> at the Horseheads Free Library, and December 18<sup>th</sup> 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 2<sup>nd</sup>, February 6<sup>th</sup>, March 5<sup>th</sup>, April 2<sup>nd</sup>, May 7<sup>th</sup>, June 4<sup>th</sup>, July 2<sup>nd</sup>, August 6<sup>th</sup>, September 3<sup>rd</sup>, October 1<sup>st</sup>, November 5<sup>th</sup>, and December 3<sup>rd</sup>.

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

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

***Document #2008-05: Personnel activities since the December 2007 meeting of the Library Board***

Memo

To: Library District Board of Trustees

From: Jim Sleeth, Library Director

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

Date: January 10, 2008

**Filling the Library Clerk vacancy at the Big Flats Library.** Four current CCLD staff members were among the top scorers on the Civil Service examination for the full time position of Library Clerk at the Big Flats Library. A decision support matrix was created to assist in the decision, and interviews were scheduled and conducted on January 9<sup>th</sup>, 2008. Dawn Austin, a part time library employee since 2000, was selected to be appointed to the full time position, effective January 25<sup>th</sup>.

**Continuing to implement the performance appraisal program.** Early last year, each CCLD staff member worked with their supervisor to create goals for calendar year 2007 with the understanding that come January 2008 they would be evaluated according to how they achieved these goals. At the regularly scheduled Department Heads meeting held January 2<sup>nd</sup>, the following process was agreed to by all:

- Performance evaluation forms covering calendar year 2007 were distributed to supervisors on Wednesday, January 2<sup>nd</sup>;
- Employees will complete the self-evaluation component of the performance evaluation forms by Friday, January 11<sup>th</sup>, 2008 and the forms will be returned to supervisors;
- Supervisors will schedule the performance evaluation of their employees by Friday, January 11<sup>th</sup>, 2008;
- Following reconsideration of the library's mission statement (which may have an impact on the creation of the new year's goals), employees will work with their supervisors to complete their goals by January 31<sup>st</sup>, 2008; Performance evaluation forms covering calendar year 2008 will be distributed, goals logged in the appropriate location, and returned to the CCLD Director.
- Supervisors will complete the evaluation of their staff by January 31<sup>st</sup>, 2008 and return the performance evaluation forms for calendar year 2007 to the CCLD Director who will review them before placing them in confidential personnel files.

**(Document #2007-06)**

**Report of the January 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, January 2<sup>nd</sup>, 2008 beginning at 7pm. The following members of the Executive Committee were present: Denny Smith, Sherry Collins, Robin Fitzgerald, and Marleah Denkenberger. Also present were Joan Santulli, the Library's Administrative Assistant, and Jim Sleeth, Library Director.

The following topics were discussed:

- Insurance coverages. The administration reported on the selection of an insurance carrier for the Library District, following Mr. Hagan's attendance at the December Budget & Finance Committee meeting. Final quotations revealed that Cincinnati Insurance was the low bidder. Ms. Fitzgerald asked that the report be carried to the next meeting of the Budget & Finance Committee.
- CSEA negotiations. Mr. Sleeth reported that he responded to a December 4, 2007 letter from Shawn Lucas, Labor Relations Specialist for CSEA. He informed CSEA that the CCLD board would have its organizational meeting on January 17<sup>th</sup> and that negotiations could begin at a date after this upcoming meeting.
- A general discussion regarding the role of the CCLD Personnel Committee in the negotiations with CSEA took place.
- Timeline for Long Range Planning Committee. Two ways for CCLD Board members' participation in the long range planning process were mentioned: First, CCLD Board members might volunteer to serve on the CCLD Planning Committee, along with the two current board members (Smith & Richards) serving on the Committee. Second, CCLD Board members might attend the "first onsite meeting" with the consultants, where an orientation to the planning process will occur, where a SWOT analysis will be conducted, and where the Library District's mission statement will be reviewed and possibly altered. This meeting is scheduled for January 24<sup>th</sup> at 6pm in the auditorium of the Steele Memorial Library.
- CCLD board roster. The board roster was reviewed for accuracy and completeness.
- Performance evaluations. Mr. Sleeth reported that performance evaluations of library district staff would be conducted this month. Goals for 2008 will be created after the CCLD mission statement is reviewed as part of the planning process, during the January 24<sup>th</sup>, 2008 initial meeting with the consultants.



- Memorandum of Agreement and Understanding regarding staff scheduling and switching. This MOA codifies “exceptional circumstances” to accommodate personal business to exchange single day work schedules with another CSEA employee within the same work location within the same pay period. The MOA has the approval of CSEA officers on the CCLD staff and the library administration. It is ready for board review.
- Correspondence with the Public Library Foundation. CCLD received the final 2007 payment from the Public Library Foundation for use on behalf of the Horseheads Free Library. Discussion ensued and reference was made to the CCLD policy made at its October 2007 meeting, where the minutes read: “Ms. Fitzgerald moved, seconded by Ms. Richards, to establish a capital fund for the benefit of the Horseheads Free Library with the unused annual portion of funding from the Public Library Foundation of Chemung County, and further that the Chemung County Library District will account for these funds separately from other Library District funding.” Mr. Smith said he would work on a letter of acceptance of these funds.
- Fund raising by the Southern Tier Library System. This question was discussed at the December meeting of the CCLD board and, following receipt of a December 14<sup>th</sup>, 2007 letter from STLS board president Sherry Collins, will once again be discussed at the January 2008 meeting.
- The minutes from the Big Flats Library Advocates were received and passed around the table.
- The budget analysis of the library budgets from calendar years 2005 through 2008 budget years that was made at the request of Chemung County was briefly discussed. The cover memo was also discussed at the December 2007 CCLD board meeting. This report did not require a response from the County.
- Unpaid bills detail. Ms. Collins moved, seconded by Ms. Fitzgerald, to pay the bills listed on the January 2<sup>nd</sup>, 2008 Unpaid Bills Detail. Motion carried.
- Ms. Fitzgerald pointed out that the 6pm March 20<sup>th</sup> meeting where the new Long Range Plan will be presented to local government officials and the media is the same date as the CCLD board meeting, currently scheduled for 7pm at the West Elmira Library. A discussion of the possible change of location for the regularly scheduled March CCLD board meeting should occur. Ms. Fitzgerald also noted that the September 2008 meeting is presently scheduled for the 4<sup>th</sup> Thursday of the month, instead of the third Thursday.

The committee adjourned at 8:20pm. The next meeting of the Executive Committee of the Chemung County Library District is scheduled to be held on Wednesday, February 6<sup>th</sup>, 2008 at 7pm in the Petrie Conference Room of the Steele Memorial Library.

**MEMORANDUM OF AGREEMENT  
AND  
UNDERSTANDING**

Entered into by and between the Chemung County Library District (herein “Employer”), CSEA Local 1000 AFSCME, on behalf of the Chemung County Local 808 and the Chemung County Library District Unit #6362-00 (herein “CSEA”):

The parties met at Labor Management to discuss the Union’s request that CSEA employees be allowed for extenuating circumstances to accommodate personal business to exchange single-day work schedules with another CSEA employee within the same work location and within the same pay period. Unit employees are hired with the expectation that their regular work schedule includes working one evening per week and every other Saturday.

The Employer recognizes that there may be on rare occasions the need for an employee to arrange to be off on their evening to work. *The Employer agrees to allow the exchange in an exceptional situation which is defined as once every six months.* In this case it is employee’s responsibility to arrange for another unit employee within the same work location to agree to complete a voluntary shift exchange for a single-day switch.

Approval from both employees’ immediate supervisor(s) and the Library Director must be received prior to the date of the switch. The decision of the Library Director to approve or disapprove all requests for shift exchanges is final and not subject to any grievance appeal.

Example:

*Employee A works Monday through Friday, including Thursday evening, but needs to have Thursday evening off for personal business. Employee B works Monday through Friday, including Monday evening.*

*Employee B agrees to work 12:30pm to 9pm on Thursday for Employee A as well as his / her regularly scheduled Monday evening. Employee A will work 8:30am to 5pm on Thursday for Employee B.*

Since this will be accomplished within the regular workweek, there is no overtime incurred and employees will continue to have the same number of work hours completed in the pay period.

Signatures:

For the Library Board	Date	For CSEA	Date
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Cc: Library Director, CSEA Unit President

**Document #2008- 08**

**Report of the January 10<sup>th</sup>, 2008 meeting of the Budget & Finance Committee of the Chemung County Library District:**

A meeting of the Budget & Finance Committee of the Chemung County Library District was held on Thursday, January 10<sup>th</sup>, 2008 beginning at 8:15am. Attending the meeting were Robin Fitzgerald, Jason Harmon, Andrea Ogunwumi, and Denny Smith. Also in attendance were Jim Sleeth and Joan Santulli.

Robin Fitzgerald opened the meeting at 8:15am.

The following topics were discussed:

- The summary of insurance coverages, as prepared by Perry & Carroll Insurance, was distributed.
- The Library District's 12/31/07 financial report was distributed and discussed. On the revenue side, it was noted that foundation revenues intended for 2007 were not actually deposited until 2008. On the expenditure side, it was noted that Debt Service for 2006 was not billed until 2007. Other notes to the financial report have been covered in earlier reports. The 12/31/07 financial report was referred to the full CCLD Board of Trustees for its review.
- The Library District's 12/31/07 accounting of the Public Library Foundation of Chemung County's capital fund at the Library District was distributed and discussed. It will be referred to the full CCLD Board of Trustees for its review.
- The CCLD fund balance report with its projected 12/31/07 ending year balance was reviewed. It was noted that the fund balance policy – the Library District should maintain an end of year fund balance of 15% of expenses less debt service – was achieved. This report will be referred to the full CCLD Board of Trustees for its review.
- The January 9, 2008 Unpaid Bills Detail was distributed and discussed. This report will be referred to the full CCLD Board of Trustees for its review.

The meeting adjourned at 9:05am .

The next meeting of the Budget & Finance Committee will be held on Thursday, February 14<sup>th</sup>, 2008 in the Petrie Conference Room of the Steele Memorial Library.

## **CCLD fund balance report: 12/31/07**

Cash balance in all funds as of 12/31/07		\$	863,829
Less restricted funds as specified			
State construction projects	\$	243,950	
Payroll restricted funds (taxes, retirement)	\$	13,977	
Public Library Foundation capital fund	\$	76,129	
Retiree health care benefits	\$	48,672	
Central Library Development balance	\$	60,255	
Central Book Aid balance	\$	1,461	
Other restricted funds (Friends, Roar, Gifts,etc)	\$	25,038	
Subtotal restricted funds		\$	469,482
Projected CCLD fund balance as of 12/31/07		\$	394,347
Policy = 15% of expenses less debt service & restricted funds		\$	371,422

## **Document #2008 - 10**

### **Report of the January 9, 2008 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, January 9, 2008 beginning at 3pm. Attending the meeting were Karl Schwesinger, Joan Santulli, and Jim Sleeth.

The meeting opened at 3pm.

The following topics were discussed:

- Invoices from DPC Engineering and Collins & Walton for work on the Steele Memorial Library's chiller were discussed. The invoice from DPC was approved for payment and will be referred to the full CCLD Board for consideration. Karl will contact DPC Engineering to determine whether it is appropriate to pay the Collins & Walton invoice.
- Karl said that J&B Installations was working with Sue Oliver on the investigation of a "green roof" for the Steele Memorial Library. Cost estimates for this project may reach \$750,000. Karl mentioned that he is looking into federal funding for this project.
- Updates were given on the current construction projects:
  - Sue Oliver is working with the Library District's attorney on contract documents for the West Elmira and Big Flats libraries roof projects, with a goal of having them available for consideration at the January 17<sup>th</sup>, 2008 CCLD Board meeting.
  - Regarding the Steele Memorial Library chiller project, meetings are taking place between Collins & Walton, DPC Engineering, and the County to assure that further work, scheduled for Friday, January 11<sup>th</sup>, goes forward as scheduled.
  - The Horseheads Free Library sidewalk and railing project is complete and we are only awaiting appropriate forms to file with the State.
  - Regarding the project to replace the exterior metal doors and door handles at Steele, Sue Oliver is working with Bob Dierele of the County Building & Grounds Department on the specifications for the installation. Card readers for entrance to the Library are being investigated.
  - Sue Oliver is working on a design for ADA-approved bathrooms at the West Elmira and Big Flats libraries.

The meeting adjourned at 3:30pm.

The next meeting of the Building & Grounds Committee will be held on Wednesday, February 13<sup>th</sup>, 2008 in the Library Director's office of the Steele Memorial Library.

## **Document #2008-11**

### **Report of the ad hoc Committee on Strategic Planning held on December 20, 2007 in the Petrie Conference Room of the Steele Memorial Library.**

Attending the meeting were Owen Frank, Chris Corter, Lynn Shepson, Lynne Rusinko, Maureen Ferrell, and Jim Sleeth.

The meeting opened 9:05am.

The following topics were discussed:

- The committee reviewed the progress towards a new long range plan over the past nine months, from the creation of the RFP to the selection of RPA as our planning consultant to the planning timeline to the planning for focus groups to be held in late January 2008.
- The committee reviewed the updated timeline, concentrating on the formation of focus groups. It was mentioned, once again, that planning committee members have their own focus group and are not invited to various community focus group meetings.
- Jim emphasized, once again, the need for planning committee members to stand back from their job assignments and approach the planning task from a county-wide perspective.
- It was requested that Lynne Rusinko create the first draft of a letter inviting the community to the Town Hall meeting scheduled for February 7<sup>th</sup> (snow date February 14<sup>th</sup>) at 6pm.
- Owen mentioned that he was working with Bibliostat software to create useful statistical reports for consideration during the planning process, but that the most recent year comparative data is available from the State is calendar year 2005. He has called the State Library to express a desire to have calendar year 2006 statistics available.

The meeting adjourned at 9:30am. The next meeting of the ad hoc Committee on Strategic Planning will be held on Thursday, January 24<sup>th</sup>, 2008 when the consultants visit all our neighborhood libraries and make a presentation, at 6pm in the Steele Library auditorium, to the entire planning committee.

## **Timeline for the creation of the 2008 – 2012 long range plan**

- The “First onsite meeting ...” is scheduled for Thursday, January 24<sup>th</sup>, 2008 at 6pm. The consultants will present an orientation to the CCLD Planning Committee and Board of Trustees. The project timeline will be reviewed, a SWOT analysis conducted, and mission statement reviewed and possibly altered. An in-depth interview with the Library Director will take place, the consultants will tour neighborhood libraries, and the consultant will provide a written report of these activities.
- The “Second onsite meeting ...” is scheduled for Wednesday, January 30<sup>th</sup> and Thursday, January 31<sup>st</sup>, 2008. Locations for focus groups include the Town of Southport, the Town of Horseheads, the Big Flats Community Center, and the Steele Memorial Library auditorium. Focus groups for CCLD staff and Planning Committee will also be held. CCLD Planning Committee representatives will coordinate, but the consultants will prepare the questions, conduct the sessions, and prepare a written summary of the results.
- The “Third onsite meeting ...” is scheduled for February 7<sup>th</sup>, 2008, with a snow date of February 14<sup>th</sup>, 2008 at 6pm. The consultants will conduct a Town Hall meeting with residents, sharing the results of the focus groups and soliciting input regarding the CCLD future. This meeting will be held in the auditorium of the Steele Memorial Library.
- The “Fourth onsite meeting ...” is scheduled for February 21<sup>st</sup>, 2008, at 6pm. The consultants will present the Planning Committee with an overview of all activities and findings to date, and then lead a discussion to identify strengths and weaknesses and priorities for the future. This information will then be used by the Library Director to write a first, preliminary DRAFT of the long-range plan, which will be reviewed by the consultants. This meeting will take place in the Petrie Conference Room of the Steele Memorial Library.
- The “Fifth onsite meeting ...” is scheduled for February 28<sup>th</sup>, 2008 at 1pm. This meeting will feature an initial review of the DRAFT by the Planning Committee and library department heads, information that the Library Director will use in a revision of the DRAFT long-range plan. This meeting will take place in the Petrie Conference Room of the Steele Memorial Library.
- The “Sixth onsite meeting ...” is scheduled for March 6<sup>th</sup>, 2008 at 6pm. A snow date for this meeting is March 13<sup>th</sup>, 2008. The Library Director will present and submit the revised long-range plan to the Planning Committee for adoption and referral to the CCLD Board of Trustees.
- The “Seventh onsite meeting ...” where the new long-range plan will be presented to local government officials and the media will take place on March 20<sup>th</sup>, 2008 at 6pm.