

CHEMUNG COUNTY LIBRARY DISTRICT

Agenda

The February 2007 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, February 15th, 2007 at 7pm in the Belle Johnson meeting room of the Horseheads Free Library, 405 South Main Street, Horseheads, New York 14845. 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).

A comprehensive tour of the Horseheads Free Library for CCLD Board members starts at 6:30pm. The tour will be given by Maureen Ferrell, head librarian at Horseheads. Please do your best to attend this tour prior to the start of the regular board meeting.

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2007-12)
4. Treasurer's report
 - a) Financial report (document #2007-13)
 - b) February 7, 2007 report of unpaid Bills Detail (document #2007-14)
5. Correspondence
6. President's report:
 - a) Committee assignments (document #2007-15)
7. Director's report
 - a) Personnel activities since the January 2007 meeting of the Library Board (document #2007-16a, b, c)
 - b) Strengths & Weaknesses of the Horseheads Free Library (document #2007-17)
 - c) Annual reports of library department heads (to be distributed at the meeting)
8. Committee reports:
 - a) Executive Committee (Smith)
 - 1) Minutes of the Committee meeting (document #2007-18)
 - b) Budget & Finance Committee (Pirozzolo)
 - 1) Minutes of the Committee meetings (document #2007-19)
 - 2) Bookmobile repair quotations (document #2007-20)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Progress report on construction projects
9. Old business
10. New business
11. Period for public expression
12. Adjournment

(Minutes of the January 2007 meeting of the Chemung County Library District Board of Trustees. Document #2007-12)

Minutes of the January 2007 meeting of the Chemung County Library District Board of Trustees. The January meeting was held on Thursday, January 18, 2007 at 7pm at the Steele Memorial Library. The meeting was called to order by Vice-President Allen Smith. Present were: Karl Schwesinger, Robin Fitzgerald, Richard Pirozzolo, Ed Marosek, Claudia Radin, Sherrill Collins, Jan Kather, Andrea Ogunwumi, Joan Hurley, Kristen Meyer and Kimberly Richards. Excused were: Marleah Denkenberger and Matthew Grier. Also present were Jim Sleeth, the Library's Director and Joan Santulli, the Library's Administrative Assistant.

Vice-President Smith welcomed new members Kristen Meyer and Kimberly Richards to the board. The first order of business was for the new members and recently elected board members Robin Fitzgerald, Karl Schwesinger and Allen Smith to take their oaths of office. The oaths of office and documents were notarized.

Minutes. (Document #2007-1) The board reviewed the minutes of the December 2006 meeting. The minutes were approved as distributed by unanimous consent.

Financial Report. (Document #2007-2) Mr. Pirozzolo noted that the District ended the year with a higher percentage of revenues than expected and a lower percentage of expenditures. The District did an excellent job this first year in being conservative with expenses. The money saved in personnel expenses covered the unexpected higher expenses in some of the other budget lines. He stated that it is expected the District will end the year with a fund balance of approximately \$496,000. Small amounts will continue to be withdrawn from the Certificate of Deposit in order to pay payroll and other expenses. By doing it this way, the remainder in the Certificate will continue to accrue interest. By unanimous consent, the December 31, 2006 Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills. (Document #2007-3) By unanimous consent, the board authorized the payment of the unpaid bills as distributed.

Correspondence. Ms. Radin received correspondence from Ristiina Wigg, the Director of the Southern Tier Library System, which stated that the Division of Library Development has approved the 2007-2011 STLS Plan of Service. DLD stated that the plan was deemed a stellar example of system bylaws and the planning showed excellent input and descriptive language. Ms. Wigg congratulated the STLS trustees who developed the bylaws under the leadership of Sherry Collins, the committee chair.

Sherry Collins reported the receipt of a letter from Attorney Jim Young in which he expressed concerns regarding the proposed revisions to the Library District bylaws. These concerns will be addressed by the Executive Committee and sent back to Attorney

Young for review. The District is still operating under the bylaws that were adopted last year.

Vice-President Smith acknowledged the board's receipt of the resignation of President Elizabeth Wavle.

President's report. President Smith stated how much he appreciated that hard and courageous work that Ms. Wavle has done for this organization during its first challenging year. She will be greatly missed. The resignation of Ms. Wavle raises the issue of who becomes President. The bylaws simply stated that should the president resign, the vice-president becomes the president and a new vice-president can then be appointed. He requested that the board secretary send a letter to Ms. Wavle thanking her for her service to the Library District. The vice-president vacancy will be discussed at the next Executive Committee meeting.

Director's Report. Mr. Sleeth submitted a written report (Document #2007-4) of the personnel activities since the December meeting of the board. A new part-time Library Clerk has been hired for the Big Flats Library and two staff members have passed their probationary periods and have become permanent CCLD employees.

Mr. Sleeth reported on transition issues as follows:

- Ms. Santulli is working on getting Direct Deposit for CCLD employees;
- Regarding Real Property transactions, the Bookmobile now belongs to the Library District; the deeds for the West Elmira Library have been recorded and all paperwork has been completed, the legal work for the Big Flats and Steele Libraries is complete and are now in the hands of the County of Chemung, and the deeds for these buildings are expected to be received by the end of February.
- Regarding the Horseheads Free Library, the attorneys for the Library District and the Public Library Foundation of Chemung County have met and an agreement is expected that will result in the library being owned by the District with the stipulation that in the future, this building will remain an asset to the Horseheads community.
- Regarding the Lenox Avenue Cemetery, Attorney Young looked into the ownership of the cemetery when working on the dissolution of the Steele Memorial Library Association. He has found that while the Steele Memorial Library acquired the cemetery as part of an estate in 1928, the ownership was transferred to someone else in 1929. Letters have been sent to the Town of Horseheads and to the neighbors who own property that adjoins the cemetery. It appears the Library District will not become the owner of a cemetery.

Mr. Sleeth reported receiving a letter from Diane Winer, Treasurer of the Friends of the Steele Memorial Library (Document #2007-5) that transmitted financial contributions that total \$10,000 to be split between the Steele Library's Youth Services Department, the Big Flats Library and the West Elmira Library. The secretary was requested to send a letter to the Friends of the Steele Memorial Library thanking them for their valuable

contribution to the District budget. The secretary was also asked to send a letter to the Public Library Foundation of Chemung County thanking them for their contributions to the Horseheads Free Library in 2006.

Executive Committee. The minutes of the Executive Committee meeting were presented in writing to the board (Document #2007-6). The committee approved disbursement of invoices that were due at the time in order to keep current. An orientation was scheduled for new and returning board members for one hour before the February 15th meeting. The idea of a board retreat is still being discussed. The 2007 meeting dates and times for the CCLD board and its committees were discussed and a schedule was included in the board packet (Document #2007-7). At its next meeting the committee will review and discuss committee assignments for board members. Included in the board packet was a CCLD board member notebook table of contents (Document #2007-8). Board members were asked to check their notebooks and to let Ms. Santulli know if they find any of the current information is missing.

Budget & Finance Committee. The minutes of the Budget & Finance Committee meetings were presented in writing to the board (Document #2007-8). Mr. Pirozzolo reported that the committee recommended that estimates to repair corrosion on the Bookmobile be requested. Estimates are expected to be received within four weeks. He also reported that the committee has learned that a basic audit will be suitable for the Library District.

Buildings & Grounds Committee. The minutes of the Committee meetings were presented in writing to the board. (Document #2007-10) Mr. Schwesinger reported the committee has proposed a timeline for proceeding with the projects proposed to be funded at a 50% level by the New York State Construction grants. According to this timeline, bids can be awarded for all three projects at the April meeting of the District board. Mr. Schwesinger reported receiving a January 2, 2007 letter from Ristiina Wigg, the Director of the Southern Tier Library System (Document #2007-11) in which she informed CCLD that the STLS board has recommended that the applications for New York State construction aid grants for the Steele Memorial Library, the Big Flats Library and the West Elmira Library be funded at the maximum 50% level. These applications and recommendations have been forwarded to the Division of Library Development (DLD) for review. DLD staff will inform the library when the applications and funding levels are approved.

Mr. Schwesinger reported that he has received the necessary information from Hunt Engineers for these projects and expects to receive information from DPC Engineering by the end of January. The bid documents need to be reviewed to make sure they are complete. They will then need to be given to the CCLD attorney for his legal review prior to the advertisement for bids. Mr. Schwesinger moved, seconded by Ms. Collins, to request a proposal from Sue Oliver for the following items: (1) the cost to review and suggest changes to bid specifications; (2) the cost to hire Fagan Engineers to be the

construction manager for the three projects and (3) to submit a proposal to the CCLD board to update the facilities study that was completed last year and to prioritize the remaining projects. Motion Carried.

Personnel Committee. Mr. Smith reported that the service pins for CCLD staff members have been ordered.

Old Business. Ms. Fitzgerald moved, seconded by Ms. Collins, that the Chemung County Library District accept the funds from the Friends of the Steele Memorial Library in the amount of \$10,000 and agree to expend the funds as requested. Motion carried.

Public Expression. None

New Business. Ms. Radin moved, seconded by Ms. Collins, to adjourn to Executive Session.

Ms. Fitzgerald moved, seconded by Ms. Hurley to come out of Executive Session.

The meeting was adjourned at 8:37 p.m. The next regular meeting of the board will be on Thursday, February 15, 2007 at 7 PM at the Horseheads Free Library.

CHEMUNG COUNTY LIBRARY DISTRICT
Financial Report - JANUARY 31, 2007

(DOCUMENT #2007-13)

Account	2007 Annual Budget	Received to date	Balance remaining	Percentage Received	Percentage through year
Income					
Library Fines, Fees & Contributions	\$ 101,110	\$ 7,442	\$ 93,668	7%	
Grants (other than N.Y.S.)	28,750		28,750	0%	
Foundation Contributions	160,000		160,000	0%	
Library District Tax Receipts	2,140,001		2,140,001	0%	
Interest on Investments	30,000	8,978			
State Aid					
Central Library Development	105,000		105,000	0%	
Central Book Aid	71,500		71,500	0%	
Local Library Services Aid	41,700		41,700	0%	
Other State Aid	1,600		1,600	0%	
TOTAL INCOME	\$ 2,679,661	\$ 16,420	\$ 2,642,219	1%	8%

Account	Annual Budget	Expended to date	Balance remaining	Percentage Expended	Percentage through year
Expense					
Personnel					
Salaries	\$ 1,102,746	\$ 132,545	\$ 970,201	12%	
Sunday & Holiday Salaries	55,404	4,320	51,084	8%	
Employee Benefits	509,337	36,090	473,247	7%	
Contractual					
Equipment	29,780	6,720	23,060	23%	
Telephone	10,330	593	9,737	6%	
Supplies	26,114	711	25,403	3%	
Travel & Continuing Education	19,155	35	19,120	0%	
Repairs & Maintenance	95,599	1,656	93,943	2%	
Postage	7,839		7,839	0%	
Library Materials (books, video, etc.)	258,430	28,534	229,896	11%	
Utilities	92,000		92,000	0%	
Building Cleaning Supplies	4,760	292	4,468	6%	
Fuel, Gas & Oil	2,000		2,000	0%	
Insurance	27,199	6,729	20,470	25%	
Rent	5,150	416	4,734	8%	
Vehicle Operation / Lease	7,000		7,000	0%	
Professional Fees (audit, membership)	50,246	3,387	46,859	7%	
Data Processing Expenses	38,231	200	38,031	1%	
Payment of Taxes	4,897	2,175	2,722	44%	
Library Programming	11,588	339	11,249	3%	
Chemung County costs (B&G, vision)	17,085		17,085	0%	
Capital Improvements	45,000		45,000	0%	
Contingency Fund	56,254		56,254	0%	
Debt Service	208,517		208,517	0%	
TOTAL EXPENSE	\$ 2,684,661	\$ 224,742	\$ 2,459,919	8%	8%

**Chemung County Library District General Fund
Unpaid Bills Detail
As of February 7, 2007**

Document #2007-14

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Acme Pest Control, Inc.				
	Bill	02/07/2007	Pest Control @ Steele for February	21.00
Total Acme Pest Control, Inc.				<u>21.00</u>
Baker & Taylor Books				
	Bill	02/07/2007	HFL book purchases	153.52
Total Baker & Taylor Books				<u>153.52</u>
Best Buy Gov, LLC				
	Bill	02/07/2007	Monitors for BF/WE	1,221.94
Total Best Buy Gov, LLC				<u>1,221.94</u>
Blackbourn Media Packaging				
	Bill	02/07/2007	AV supplies for BF	160.94
Total Blackbourn Media Packaging				<u>160.94</u>
Casey Roman				
	Bill	02/07/2007	Patron Refund	15.00
Total Casey Roman				<u>15.00</u>
Cassandra Wright				
	Bill	02/07/2007	mileage reimbursement	9.70
Total Cassandra Wright				<u>9.70</u>
Center Point Large Print				
	Bill	02/07/2007	ST large print	156.36
Total Center Point Large Print				<u>156.36</u>
CyberDark Computing				
	Bill	02/07/2007	computer equipment ST/HFL	245.00
Total CyberDark Computing				<u>245.00</u>
Deborah L. Brimmer				
	Bill	02/07/2007	Mileage reimbursement-January	45.11
Total Deborah L. Brimmer				<u>45.11</u>
Elmira Water Board				
	Bill	02/07/2007	SML & WE water	111.45
Total Elmira Water Board				<u>111.45</u>
First Transit				
	Bill	02/07/2007	Bookmobile fuel-January	191.09
Total First Transit				<u>191.09</u>
H. L. Treu Office Supply Corp.				
	Bill	02/07/2007	office supplies-Steele	116.95
Total H. L. Treu Office Supply Corp.				<u>116.95</u>
Horseheads Do It Center				
	Bill	02/07/2007	HFL -building supplies	11.36
Total Horseheads Do It Center				<u>11.36</u>
Horwitz Supply Company				
	Bill	02/07/2007	cleaning supplies-ST/BF/WE	463.64
Total Horwitz Supply Company				<u>463.64</u>
Idearc Media Corp.				
	Bill	02/07/2007	Phone book ad-monthly fee	156.47
Total Idearc Media Corp.				<u>156.47</u>
Ingram Library Services				
	Bill	02/07/2007	Library materials-all libraries	8,351.95
Total Ingram Library Services				<u>8,351.95</u>
Janet Ackerman				
	Bill	02/07/2007	BF mileage reimbursement	6.69
Total Janet Ackerman				<u>6.69</u>
Logic Computer Products				
	Bill	02/07/2007	Printer cartridge supplies-all libraries	476.90
Total Logic Computer Products				<u>476.90</u>
MidWest Tape				
	Bill	02/07/2007	DVD/Audio purchases-SML/HFL	61.96
				<u>61.96</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of February 7, 2007

Document #2007-14

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total MidWest Tape				61.96
Moreland the Magician				
	Bill	02/07/2007	West Elmira program 3/3/07	300.00
Total Moreland the Magician				300.00
Oriental Trading Company, Inc.				
	Bill	02/07/2007	programming supplies-BF	227.49
Total Oriental Trading Company, Inc.				227.49
Petty Cash-Steele				
	Bill	02/07/2007	reimburse PC expenses-SML	104.63
Total Petty Cash-Steele				104.63
ProQuest Information & Learning				
	Bill	02/07/2007	Microfilm S-G for December	19.18
Total ProQuest Information & Learning				19.18
Random House, Inc.				
	Bill	02/07/2007	AV purchases-SML	254.15
Total Random House, Inc.				254.15
Rem-Southern Office Products, Inc.				
	Bill	02/07/2007	Toner for ST copier/maint agmt ST/Repair WE copi	1,189.66
Total Rem-Southern Office Products, Inc.				1,189.66
Seneca Data				
	Bill	02/07/2007	Print server/software-Steele	1,691.59
Total Seneca Data				1,691.59
Sherri Pike				
	Bill	02/07/2007	Patron Refund	8.00
Total Sherri Pike				8.00
SKJ Facilities Management, Inc.				
	Bill	02/07/2007	HFL Janitor services Dec/Jan	840.00
Total SKJ Facilities Management, Inc.				840.00
Southern Tier Library System				
	Bill	02/07/2007	Processing fees all libraries/tattle tape Steele	722.50
Total Southern Tier Library System				722.50
Sunset Printers				
	Bill	02/07/2007	letterhead/envelope supply	611.13
Total Sunset Printers				611.13
Thomson Gale				
	Bill	02/07/2007	SML fiction purchase	581.87
Total Thomson Gale				581.87
Unique Books, Inc.				
	Bill	02/07/2007	HFL-Adult purchases	64.95
Total Unique Books, Inc.				64.95
Verizon				
	Bill	02/07/2007	phone service-ST/WE	509.02
Total Verizon				509.02
TOTAL				19,101.20

**Chemung County Library District Grant Fund
Unpaid Bills Detail
As of February 7, 2007**

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books				
	Bill	02/07/2007	Reference materials	2,418.22
Total Baker & Taylor Books				<u>2,418.22</u>
Facts On File				
	Bill	02/07/2007	Non-Fiction purchases	67.41
Total Facts On File				<u>67.41</u>
Hill-Donnelly				
	Bill	02/07/2007	Reference material	181.00
Total Hill-Donnelly				<u>181.00</u>
Ingram Library Services				
	Bill	02/07/2007	Non-Fiction book purchases	2,442.06
Total Ingram Library Services				<u>2,442.06</u>
Southern Tier Library System				
	Bill	02/07/2007	processing fees	77.50
Total Southern Tier Library System				<u>77.50</u>
Thomson Learning				
	Bill	02/07/2007	Reference material	27.73
Total Thomson Learning				<u>27.73</u>
Value Line Publishing, Inc.				
	Bill	02/07/2007	reference materials	269.00
Total Value Line Publishing, Inc.				<u>269.00</u>
TOTAL				<u><u>5,482.92</u></u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of February 7, 2007

Executive Committee

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
AEC One Stop Group, Inc.				
	Bill	02/06/2007	HFL purchase	<u>27.50</u>
Total AEC One Stop Group, Inc.				27.50
Amazon Credit Plan				
	Bill	02/06/2007	HFL, BF, SML purchases	<u>207.37</u>
Total Amazon Credit Plan				207.37
Audio Adventures				
	Bill	02/06/2007	Steele AV purchases	<u>242.00</u>
Total Audio Adventures				242.00
CCLD Grant Fund				
	Bill	02/06/2007	reimbursement for Microfilm inv-pd in Jan by Grant Fund in error	<u>5,827.70</u>
Total CCLD Grant Fund				5,827.70
Chemung County Library District				
	Bill	02/07/2007	Petty Cash reimbursement - BF, HFL, WE	<u>522.66</u>
Total Chemung County Library District				522.66
Gressco LTD.				
	Bill	02/06/2007	DVD kwik cases extra capacity-Steele	<u>267.57</u>
Total Gressco LTD.				267.57
Imperial Door Controls, Inc.				
	Bill	02/06/2007	repair - handicap doors at Steele	<u>54.00</u>
Total Imperial Door Controls, Inc.				54.00
Pitney Bowes				
	Bill	02/06/2007	lease-mail machine 10/30 - 1/30	<u>645.00</u>
Total Pitney Bowes				645.00
Purchase Power				
	Bill	02/06/2007	postage for mail machine	<u>522.97</u>
Total Purchase Power				522.97
Richard Pirozzolo				
	Bill	02/06/2007	filing fee - Pub Lib Found - to be reimbursed by Foundation	<u>250.00</u>
Total Richard Pirozzolo				250.00
Rose Woodard				
	Bill	02/07/2007	Reimb for Programming expenses-WE	<u>359.97</u>
Total Rose Woodard				359.97
ServiceMaster of the Tri-Counties				
	Bill	02/06/2007	BF-carpet cleaning	<u>420.00</u>
Total ServiceMaster of the Tri-Counties				420.00
Staples Credit Plan				
	Bill	02/06/2007	Local Store purchases-BF	<u>42.47</u>
Total Staples Credit Plan				42.47
Tanglewood				
	Bill	02/06/2007	Steele program 2/2	<u>50.00</u>
Total Tanglewood				50.00
Time Warner Cable				
	Bill	02/06/2007	VPN Service	<u>200.00</u>
Total Time Warner Cable				200.00
Town of VanEtten				
	Bill	02/06/2007	Building rental-February	<u>416.66</u>
Total Town of VanEtten				416.66
TOTAL				<u><u>10,055.87</u></u>

(Document #2007-15)

CCLD Board of Trustees

1 st district	Marleah Denkenberger – EC, P
2 nd district	Robin Fitzgerald, Vice President – EC, B&F
3 rd district	Claudia Radin – B&G
4 th district	Richard Pirozzolo, Treasurer – EC, B&F, SP
5 th district	Joan Hurley – B&G
6 th district	Sherrill Collins, Secretary – EC
7 th district	Kristen Meyer – P, SP
8 th district	Jan Kather – B&G
9 th district	Andrea Ogunwumi – B&F
10 th district	VACANT
11 th district	Allen C. Smith, President – EC, P, SP
12 th district	Karl Schwesinger – B&G
13 th district	Matthew Grier – B&F
14 th district	Edwin P. Marosek – P
15 th district	Kimberly Richards – SP

Executive Committee (EC)

Allen C. Smith, President
Robin Fitzgerald, Vice President
Richard Pirozzolo, Treasurer
Sherrill Collins, Secretary
Marleah Denkenberger, Member at Large

Personnel (P)

Marleah Denkenberger
Kristen Meyer
Edwin P. Marosek
Allen C. Smith

Budget & Finance (B&F)

Richard Pirozzolo
Robin Fitzgerald
Andrea Ogunwumi
Matthew Grier

Building & Grounds (B&G)

Karl Schwesinger
Jan Kather
Joan Hurley
Claudia Radin

Ad Hoc Strategic Plan (SP)

Kimberly Richards
Kristen Meyer
Allen C. Smith
Richard Pirozzolo

CHEMUNG COUNTY
LIBRARY DISTRICT

101 East Church Street
Elmira, NY 14901
607-733-9173

Memo

To: Executive Committee

From: Jim Sleeth, Library Director

Subject: Resolution of personnel issue regarding promotion of Library Clerk Joyce Weideman

Date: February 5, 2007

In 1999, the Library created a Staff Plan for Chemung County library employees. Among its many features was the following:

- Library Pages would be promoted to Senior Library Pages after 2 years successful tenure;
- Library Clerks would be promoted to Senior Library Clerk after 5 years successful tenure; and
- Librarian 1's would be promoted to Librarian 2 after 5 years successful tenure.

This plan was created, in part, to rectify a stagnation in promotions due to a lack of turnover. It was also created to acknowledge that library staff with tenure have substantially more abilities than new library employees.

The Staff Plan was approved by Chemung County (then under the Tranter administration), by library staff, and by their CSEA representatives. The Staff Plan was not presented to or approved by the Regional Civil Service Commission.

In an atmosphere of staff reduction, this meant that several individuals were promoted. For example:

- Ruth Stemerman and Grace Fiori were promoted to Senior Library Pages;
- Ahnece Hancock and Ellen Carver were promoted to Senior Library Clerks; and
- Owen Frank was promoted to Librarian 2.

In 2003 came the reduction in force. While some individuals who were promoted in accord with the 1999 Staff Plan remained in their positions, others retreated to their earlier job titles, and still others who would have qualified for promotion once again stagnated at their original job titles.

Since 2003, due to opportunities occasioned by resignations and retirements, all of the individuals who retreated or laid off were restored to their promotions. One individual, Library Clerk Joyce Weideman of the West Elmira Library, became eligible (under the

1999 Staff Plan) to be promoted. When this was discussed with County Personnel, it became known that Civil Service had issues with the implementation of the 1999 Staff Plan, and Joyce Weideman was not promoted. Civil Service's issue with the 1999 Staff Plan was that library staff were being promoted due to tenure and not due to their being a promotional vacancy being available. While Joyce Weideman objected to the lack of promotion and did contact her CSEA representatives, no grievance was filed.

Among the policies and previous practices accepted by the Chemung County Library District Board of Trustees was the 1999 Staff Plan as amended by Civil Service. A March 16, 2006 Memorandum of Agreement covering those policies and previous practices is attached to this memo to the CCLD Executive Committee.

On January 11, 2007, CSEA contacted the Library District with a request to adjust Joyce Weideman's pay rate. CSEA explained "according to our information Joyce had been left behind other similarly situated employees at the time she had been eligible for a salary upgrade."

Joan Santulli and I reviewed the personnel records and discovered that there was, in fact, the position of Senior Library Clerk (part time) available due to the resignation of Ellen Carver effective 1/1/06.

To resolve the issue, Joyce Weideman was promoted to the position of Senior Library Clerk (part time) with pay retroactive to 1/1/06.

CSEA representatives were informed of this action on January 17, 2007.

CHEMUNG COUNTY
LIBRARY DISTRICT

101 East Church Street
Elmira, NY 14901
607-733-9173

Memo

To: Executive Committee

From: Jim Sleeth, Library Director

Subject: Resolution of personnel issue regarding promotion of Library Clerk Joyce Weideman

Date: February 5, 2007

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Since 2003, due to opportunities occasioned by resignations and retirements, all of the individuals who retreated or laid off were restored to their promotions. One individual, Library Clerk Joyce Weideman of the West Elmira Library, became eligible (under the

1999 Staff Plan) to be promoted. When this was discussed with County Personnel, it became known that Civil Service had issues with the implementation of the 1999 Staff Plan, and Joyce Weideman was not promoted. Civil Service's issue with the 1999 Staff Plan was that library staff were being promoted due to tenure and not due to their being a promotional vacancy being available. While Joyce Weideman objected to the lack of promotion and did contact her CSEA representatives, no grievance was filed.

Among the policies and previous practices accepted by the Chemung County Library District Board of Trustees was the 1999 Staff Plan as amended by Civil Service. A March 16, 2006 Memorandum of Agreement covering those policies and previous practices is attached to this memo to the CCLD Executive Committee.

On January 11, 2007, CSEA contacted the Library District with a request to adjust Joyce Weideman's pay rate. CSEA explained "according to our information Joyce had been left behind other similarly situated employees at the time she had been eligible for a salary upgrade."

Joan Santulli and I reviewed the personnel records and discovered that there was, in fact, the position of Senior Library Clerk (part time) available due to the resignation of Ellen Carver effective 1/1/06.

To resolve the issue, Joyce Weideman was promoted to the position of Senior Library Clerk (part time) with pay retroactive to 1/1/06.

CSEA representatives were informed of this action on January 17, 2007.

Addendum identifying past practices
to be included in the Memorandum of Agreement
and understanding between the
Chemung County Library District,
CSEA Local 1000 AFSCME
and
Chemung County Library District Unit #6362-00

- Library Compensatory time. (implemented in 1975) Library staff granted 2 weeks of compensatory time on an annual basis to help address the inequity in hours with other County employees.
- Memorandum outlining the procedures and guidelines for staffing the Sunday Library service hours at the Steele Memorial Library. (adopted September, 1991)
- Memorandum outlining procedures to follow for promotions from Library Page to Senior Library Page, Library Clerk to Senior Library Clerk and Librarian 1 to Librarian 2. (adopted February, 2000)
- Memorandum outlining the agreed to procedures for implementation of Saturday coverage for the employees of the Steele Memorial Library. (adopted October, 2002)
- Stipend for Maureen Ferrell (documented in November 19, 2005 ememo).

**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"):

Whereas the parties met at Labor Management to discuss and identify all past practice(s) agreements currently in place within the Library District; and

Whereas the parties wish to acknowledge they have had the opportunity to reaffirm their support of those identified past practices, and

Whereas the Employer agrees to continue and maintain all previous practices in effect for CSEA-represented employees of the CSEA Library Unit, unless mutually negotiated, modified in writing and ratified as needed.

Signatures:

<i>Elizabeth M. Wauke</i>	<i>3-16-06</i>	<i>Shaun M. Lucas</i>	<i>03/03/06</i>
For the Library Board	Date	For CSEA	Date
<i>President</i>			

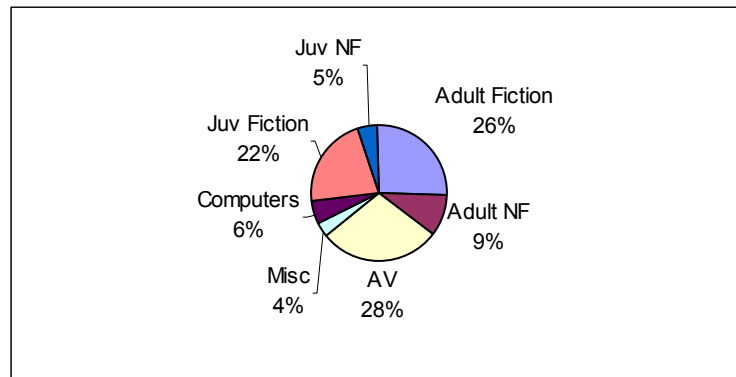
Cc: Library Director
Chemung County Personnel Department
CSEA Unit President
CSEA LRS

Strengths and weaknesses of the Horseheads Free Library

By Maureen Ferrell, Jim Sleeth, Owen Frank – February 2007

Strengths of the Horseheads Free Library

- Library use, library collection, library services, library hours:
- The Horseheads Free Library is a well used library. In 2006, total library circulation at the Horseheads Free Library was 113,294, representing nearly 25% of total circulation of the Chemung County Library District.

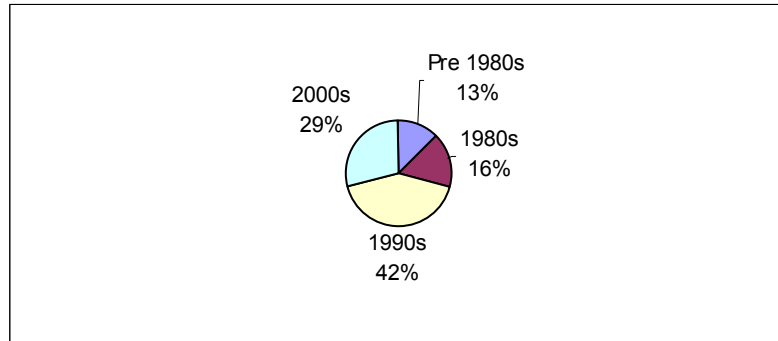


Adult fiction = 29,514; Adult non-fiction = 10,663; Audio video = 31,665; Computers = 6,649; Juvenile fiction 25,330; Juvenile non-fiction = 5,419; Miscellaneous = 4,054 totals to 113,294

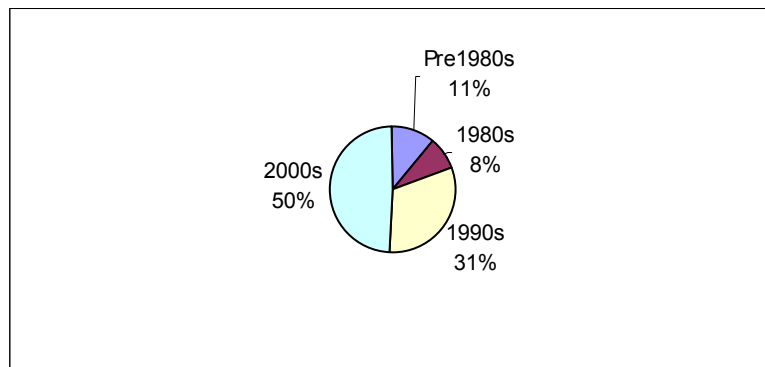
- At 54,760 items, the library's collection of books, magazines, audio & video, and materials in special formats is the second largest of the Library District. Two public catalog computers are supplemented by five Internet access computers and two stand-alone word processors. New computer workstations, a color copier, and a wireless network will be installed in 2007.

Type of material	2006 Circulation	Copies available	Turnover rate
Adult Fiction	29,514	13,856	2.14
Adult NonFiction	10,663	14,271	.75
AV	31,665	5,038	6.32
Juv Fiction	25,330	13,642	1.86
Juv Nonfiction	5,419	6,644	.82
Misc	4,054	1,293	3.10
Computers	6,649	16	412.5
total	113,294	54,760	2.07

- The age of the collection. Nearly three-quarters of the collection was purchased since 1990, making it a reasonably current collection of library materials:



- Patrons borrow newer materials: The following chart illustrates that over 75% of the collection that circulates was published in the 1990's or early 2000's.



Date	Circulation
Pre-1980s*	13,003
1980s	9,228
1990s	34,791
2000s	56,463

* Pre1980s circulation may be inflated due to the fact that 8,375 circulations were for items with no publication date in the bibliographic record. The analysis was done this way to keep data consistent with the collection counts above.

- The Horseheads Free Library's own collection is augmented by access to the Southern Tier Library System interlibrary loan and delivery network. In 2006, 5,110 items were borrowed by HFL patrons and 3,928 were loaned, making Horseheads a "net borrower" by 1,182, for an additional value to the Horseheads community of over \$27,000.

- Access to electronic library services for Horseheads residents is provided through the Library District's web page. At www.cclid.lib.ny.us, patrons may find access to full text databases, the library catalog, library program information, a portal to the Internet, and much more.
- Regularly scheduled library programs for children, young adults, and adults, and special events sponsored during National Library Week, the Summer Reading Program, or Children's Book Week, ensure a high level of activity and visibility for the Horseheads Free Library within the community.
- Public service hours of the Horseheads Free Library are convenient to residents. In the Fall, Winter, and Spring the Horseheads Free Library is open 61 hours each week, including three evenings and every Saturday. In the Summertime, the Library is open 53 hours a week, including three evenings.
- Community support:
 - In both 2005 and 2006 elections, 68% to 70% voted in favor of the Library District, indicating broad based community support for the library services Horseheads residents receive.
 - Community-based organizations such as the Friends of the Horseheads Free Library, the Horseheads Kiwanis Club, and the Horseheads Woman's Club can be counted on for both volunteer and financial support. The Village of Horseheads can be counted on to supplement the County's Building & Grounds Department for routine support such as lawn mowing and snow plowing, leading to a safe and aesthetically appealing library.
- Financial support:
 - As one of the neighborhood libraries of the Chemung County Library District, the operations budget of the Horseheads Free Library is stable.
 - As the sole beneficiary of the Public Library Foundation of Chemung County, the Horseheads Free Library receives additional funds to improve its budget for new library materials and other exceptional needs.
- Library staff:
 - The Horseheads Free Library staff is highly trained and long tenured, possessing expertise in collection development and programming for children as well as adults. In addition, key HFL staff have worked in other CCLD neighborhood libraries so they are well informed about the program of service in all the CCLD neighborhood libraries, enabling staff to refer to other

libraries when appropriate. HFL staff maintain and update their skills by participating in professional development workshops and conferences on appropriate topics.

- Abundant volunteers supplement paid staff, keeping the books in order on the shelves, organizing Books Plus kits, and assisting with collection development.

Weaknesses of the Horseheads Free Library

- Facility:
 - Built in the late 1960's, the Horseheads Free Library was designed to house a maximum of 25,000 items. The overcrowded library now houses nearly 55,000 items, necessitating the weeding of popular materials from the collection when new items are purchased, limiting the library's usefulness to the community. In addition, contemporary library marketing practices such as counter height shelving and face out display of library materials are impossible.
 - The Horseheads Free Library's meeting room is too small to serve the needs of library-sponsored programs or the needs of community-based organizations. Registration for library sponsored programs is artificially limited due to space constraints, causing the library to deny many children the opportunity to attend story hours. Some events, such as the celebration at the end of the Summer Reading Program or other specially planned events, lead to dangerous overcrowding, since the meeting room should be used for no more than 20 individuals.
 - Location, location, location. In the 1960's, the Horseheads Free Library might have been properly located in its semi-residential neighborhood. Today, while a small number of residents do walk to the library, the vast majority of Horseheads residents must travel via car (and park in a shared parking lot). The library is land-locked with limited potential for expansion and off-street parking needs already exceed capacity.

(Document #2007-18)

Minutes of the February 7, 2007 meeting of the Executive Committee of the Chemung County Library District:

A meeting of the Executive Committee of the Chemung County Library District was held on Wednesday, February 7, 2007, beginning at 7pm. The meeting was held in the Petrie Conference Room of the Steele Memorial Library. Attending the meeting were Allen Smith, Sherry Collins, Richard Pirozzolo, Robin Fitzgerald, Joan Santulli, and Jim Sleeth.

Allen Smith, chair of the Committee, opened the meeting at 7pm.

The following topics were discussed:

- President Allen Smith appointed Robin Fitzgerald to the position of Vice-president of the Chemung County Library District. This was done in accord with Article 2, Section 6 of the Bylaws which states "... If at any time the President leaves the Board the Vice President shall assume the position of President and appoint a Vice President. All appointments or changes in position expire at the time of the next Board reorganization."
- Committee assignments were reviewed, discussed, and decided upon. The President will announce committee appointments at an upcoming meeting of the Board.
- The proposed revisions in the CCLD Bylaws as well as changes suggested by CCLD attorney Jim Young were reviewed. CCLD attorney Young will be asked to review the changes before the Bylaws are submitted to the Board.
- In the absence of a Personnel Committee, the resolution of a personnel issue was reviewed. The Committee suggested the Director summarize this issue in writing for an upcoming meeting of the Board.
- The Director reviewed the implementation of the newly adopted (December 2006) Policy for the use of the Chemung County Library District meeting rooms, with specific reference to a group named Pax Christi. After discussion, the Executive Committee was in accord with the judgment that this group was both political and religious and therefore did not qualify to use the Library District's meeting rooms. Many groups, from commercial to religious to political, were informed that they no longer qualified to use the Library District's meeting rooms.
- Sherrill Collins moved, seconded by Robin Fitzgerald, to approve the payment bills on the bill sheet identified as February 7, 2007.
- President Smith announced that he would charge the new ad hoc committee on planning to begin the strategic planning process.
- The Committee discussed two additional items regarding communication between the Board and staff.

The meeting adjourned at 8:30pm.

(Document #2007-19: Minutes of the February 8th, 2007 meeting of the Budget & Finance Committee of the Chemung County Library District)

Minutes of the February 8th, 2007 meeting of the Budget & Finance Committee of the Chemung County Library District:

A meeting of the Budget & Finance Committee of the Chemung County Library District was held on Thursday, February 8, 2007, beginning at 8:15am. Attending the meeting were Richard Pirozzolo, Andrea Ogunwumi, Robin Fitzgerald, Joan Santulli, and Jim Sleeth.

Richard Pirozzolo, chair of the Committee, opened the meeting.

The following topics were discussed:

- The January 31, 2007 Financial Report was reviewed and approved.
- The February 7, 2007 unpaid bills detail was reviewed and approved.
- After a question regarding the purchase of a color copier for the Horseheads Free Library was answered, a brief discussion of per copy costs of photocopying in all our libraries was held. Further discussion on this topic will be held in the future.
- It was requested that staff send a note of thanks to the Friends of the Steele Memorial Library for their contribution to the Big Flats, Steele, and West Elmira libraries.
- Mr. Pirozzolo reported that the certificate of deposit was drawn down to pay CCLD bills.
- Mr. Sleeth reported that Katy O'Donnell from Chase Bank made a presentation about their services. Mr. Pirozzolo will call Ms. O'Donnell to thank her for the presentation and supporting materials but that there would be no immediate follow-up to Chase.
- Estimates and recommendation to repair the corrosion on the Bookmobile was discussed and approved for follow-up recommendation to the CCLD board. It was agreed to use the background information with the CCLD board that was provided to the Budget & Finance Committee.

The meeting adjourned at 9:05am. The next meeting of the Budget & Finance Committee will be held on Thursday, March 8, 2007 in the Petrie Conference Room of the Steele Memorial Library.

CHEMUNG COUNTY LIBRARY DISTRICT

(Document #2007-20: Bookmobile repair quotations)

Memo

To: Budget & Finance Committee

From: Jim Sleeth, Library Director

Subject: Bookmobile repair quotations

Date: February 7, 2007

After the Budget & Finance Committee suggested, with the acquiescence of the entire CCLD Board of Trustees, that we continue keeping the Bookmobile in the best possible physical condition, we solicited quotations for body work to repair the rusted out portions of the vehicle. Bill Knapp, our Bookmobile Driver, inquired of the Chemung County Transit Garage the names of well qualified, dependable, and reliable firms that they could recommend to complete the body work. Three firms, all of whom have done work for the County Transit system in the past, were recommended:

- Hawk Frame & Axle of Fairport, New York
- Goodrich Auto Works of Bath, New York
- Laing Industries of Kirkwood, New York

All three were contacted with a request for quotations for the following body work:

The metalwork on the Bookmobile from the middle of the vehicle down (from the blue rail down) will be repaired or replaced, the part of the vehicle receiving this body work will be repainted, and the lettering altered in this process will be replaced. The rub rails will be replaced, body panels that are rusted through will be replaced, and the underlying structure will be repaired and / or replaced. New paint will match the old color from the blue rail down. No work will be done on the vehicle's frame. The front cowl (the hood) which is made of fiberglass will be repainted.

As of Wednesday, February 07, 2007, we had received two responses to our request for quotation:

- Hawk Frame & Axle: \$7,941
- Goodrich Auto Works: \$8,266

Hawk estimates that the work will take approximately three weeks. Goodrich estimates that the work will take approximately two weeks.

Recommendation: Baring a last minute response from Laing Industries, we recommend accepting the quotation from Hawk Frame & Axle.