

CHEMUNG COUNTY LIBRARY DISTRICT

Agenda

The November 2006 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, November 16th, 2006 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 Ms. Wavle (735-1865), Mrs. Santulli (733-8607), or Mr. Sleeth (733-8611).

1. Call to order
2. Pledge of allegiance
3. Presentation by Chemung County Library District Attorney (Young)
4. Approval of minutes (document #2006-79)
5. Treasurer's report
 - a) Financial report (document #2006-80)
 - b) Report of Unpaid Bills Detail (document #2006-81)
6. Correspondence
7. President's report:
 - a) Results of Proposition One – the Library District's proposed 2007 budget
 - b) Bequest from the estate of Lillie K. Ford
 - c) Planning for the 2007 organizational meeting
 - d) Request for annual review by Library District committees
8. Director's report
 - a) Personnel activities since the October meeting of the Library Board (document #2006-82)
 - b) NYLA attendance by various CCLD representatives
9. Committee reports:
 - a) Budget & Finance Committee (Pirozollo)
 - b) Building & Grounds Committee (Schwesinger)
 - c) Personnel Committee (Radin) (document #2006-83)
 - c) Policies & Bylaws Committee (Collins)
10. Old business
11. New business
12. Period for public expression
13. Adjournment

(Minutes of the October 2006 meeting of the Chemung County Library District Board of Trustees. Document #2006-79)

Minutes of the October 2006 meeting of the Chemung County Library District Board of Trustees. The October meeting was held on Thursday, October 19, 2006 at 7:00 pm at the Big Flats Library. The meeting was called to order by President Elizabeth Wavle. Present were: Maria Scotti-Laifer, Robin Fitzgerald, Claudia Radin, Richard Pirozzolo, Sherrill Collins, Allen (Denny) Smith, Ed Marosek, Marleah Denkenberger, Jan Kather and Andrea Ogunwumi. Excused were: Karl Schwesinger and Dan Drake. Absent: Joan Hurley. Also present were Jim Sleeth, the Library's Director and Joan Santulli, the Library's Administrative Assistant.

Prior to the start of the meeting, Brian Harris, the Principal Library Clerk in charge of the library gave a tour of the Big Flats Library. Brian noted that patrons have expressed appreciation that the Big Flats Library is now open on Fridays during the new Fall/Winter/Spring schedule. President Wavle expressed the board's appreciation for Brian's hospitality and tour of the library.

Minutes. (Document #2006-73) The board reviewed the minutes of the September 2006 meeting. A correction was noted regarding the changing the name of STLS to a Library System, not a Library District. There being no further corrections the minutes were approved as amended by unanimous consent.

Financial Report. (Document #2006-74) Mr. Pirozzolo noted the Library District has received the State Aid checks for Central Book Aid and Central Library Development funding in the amount of \$176,500, as will be noted with October Library District Financial Report. By unanimous consent, the September 30, 2006 Financial Report was approved as distributed and will be filed for audit.

Mr. Pirozzolo reported that the current Certificate of Deposit matures on 10/20/06. The interest to be received from this CD amounts to an approximate \$9,800. He recommends that the Library District roll over the entire principal for the next 3 months at an interest rate of 5.2%. The CD will then mature in mid-January. He stated that the District will need to draw some money from the CD in the next couple of months to meet our personnel expenses and other obligations, however there is no penalty for withdrawal of these funds. Ms. Collins moved, seconded by Ms. Radin to approve the renewal of the Certificate of Deposit at the terms listed above. Motion carried.

Concerning the Report of Unpaid Bills (Document #2006-75), Mr. Pirozzolo stated that this month's open invoices include one more payment on the debt service for the Steele Library. By unanimous consent, the board authorized the payment of the unpaid bills as distributed.

Correspondence. President Wavle stated that she has received some routine correspondence from STLS that she did not bring to the board meeting. She noted that when she receives trustee-related correspondence, she will bring it to the attention of Library District board members.

President's report. President Wavle included two letters in the board packet from Attorney Jim Young. Ms. Laifer moved, seconded by Ms. Radin, to adjourn to executive session to discuss a legal matter. Motion carried. Mr. Sleeth and Ms. Santulli were excused.

Ms. Fitzgerald moved, seconded by Ms. Ogunwumi, to return to regular session. Motion carried. Mr. Sleeth and Ms. Santulli re-joined the meeting.

Director's Report. Mr. Sleeth reported that the Fall '06 newsletter was sent out to 8,600 residences where there are registered voters. The remainder of the newsletters were distributed to our libraries and to the schools throughout the Elmira City School District to be sent home in the kid's backpacks.

Personnel Activities. Mr. Sleeth noted that Ann Brouse, a long-tenured employee has submitted her letter of resignation due to retirement. He then reviewed some highlights of Ms. Brouse's 35+ years of service to the residents of Chemung County. Interviews for a successor have already been conducted and an appointment will be made. Two other employees have passed their 6 month probationary period – Leslie Potter and Michelle Barrett. Nancy Bird, whose temporary full time assignment has come to an end, has filled the part time Library Page vacancy at the Steele Memorial Library.

Continuing Education Workshop. Board members and staff who attended the October 13th Continuing Education Day at the Steele Memorial Library were impressed by the keynote speaker, Jamie LaRue. He was a humorous, yet sharp individual. A written evaluation of the 2006 Continuing Education Workshop was passed out to board members at the meeting. The evaluation included comments from attendees on what they learned, what they enjoyed the most, suggestions for next year and the results of the "Appreciative Inquiry". Ms. Collins stated that having the Workshop in the Fall of the year was great timing. She noted that on page 5 of the written evaluation there are items listed that would be considered board actions.

Budget Presentations. Mr. Sleeth reported that he has held budget presentations in the libraries at VanEtten, Big Flats and West Elmira. He has been disappointed by the low turnout at each presentation.

Budget & Finance Committee. Mr. Pirozzolo reported that with Ms. Brouse's retirement, the Committee has been made aware that there are several employees with large accruals of sick time that, according to the CSEA contract, will be paid out to them when they retire. CCLD has only been in business for a year, therefore, most of this sick leave payment was accrued during their Chemung County employment. Mr. Pirozzolo stated that he was willing to meet with County Executive Tom Santulli to see if any arrangements can be made for the County to pick up their share of these expenses. Mr. Marosek moved, seconded by Mr. Smith to give Mr. Pirozzolo permission to meet informally with the County Executive regarding this health accrual issue, said meeting to take place after Election Day. Motion Carried.

Mr. Pirozzolo reported that there has not yet been a response to the RFP that was be sent to three local auditing firms. The firms will have until the end of October to respond to our request.

Buildings & Grounds Committee. In Mr. Schwesinger's absence it was reported that the steps required in order to apply for State Construction Funding are moving forward. Hunt Engineers has inspected the roofs at both the Big Flats and West Elmira Libraries in order to put together their bid specifications. Ms. Radin reported that the 4 projects that the Chemung County Library District submitted to STLS have been discussed in committee.

Personnel Committee. Ms. Radin reported that the committee was charged with the responsibility of providing employees who have 5 – 35 years of tenure with a service pin.

Policy and Bylaws Committee. Ms. Collins reported that the committee has met and has approved two policies to present to the full board. The Rules for Acceptable Conduct (Document #2006-76) is a compilation of both the Horseheads Free Library and the Steele Library policies. Mr. Marosek moved, seconded by Ms. Radin to approve the Rules for Acceptable Conduct policy as presented in writing to the board. Motion Carried. The board then reviewed the Mission Statement and the Scope and Structure of the Library District (Document 2006-77). This document has been excerpted from the Steele Memorial Library Selection Policy and is now a separate document. Mr. Marosek moved, seconded by Ms. Collins to approve the Mission Statement and the Scope and Structure of the Library District as presented in writing to the board. Motion Carried.

Ms. Collins reported that there are three more policies for the committee to review. They include the Meeting Room Policy, the Display Case Policy and Volunteer Responsibility. The committee is awaiting input from staff prior to reviewing these policies. At the next meeting the committee will begin their review of the Library District's by-laws.

Old Business. None.

New Business. Mr. Sleeth reviewed the Central Library Services Plan, which is a component of the STLS Plan of Service. STLS and Central Library Staff formed a committee in the Spring of 2006 to discuss how the funding would be expended. The consensus of the committee was to move away from print reference materials and move toward electronic reference resources. The committee reached a consensus on the importance of the Electronic Reference Desk, called the Edesk. There was no consensus on the use of CLD funds to operate the Central Library on Sundays from September – May. The committee recommended that the use of CLD funds for this service be decreased throughout the life of this plan of service, however, it was not specified how the funds would be decreased. Ms. Collins moved, seconded by Ms. Kather, to approve the Central Library component of the Southern Tier Library System's Plan of Service. Motion Carried.

Public Expression. None

The meeting was adjourned at 8:55 p.m. The next regular meeting of the board will be on Thursday, November 16, 2006 at 7 PM at the Steele Memorial Library.

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2006-80)

Financial Report - OCTOBER 31, 2006

Account	2006 Annual Budget	Received to date	Balance remaining	Percentage Received	Percentage through year
Income					
Library Fines, Fees & Contributions	\$ 89,625	\$ 88,457	\$ 1,168	99%	
Grants (other than N.Y.S.)	58,650	54,100	4,550	92%	
Interest & Foundation Contributions	80,000	129,607	(49,607)	162%	
Library District Tax Receipts	1,963,969	1,964,315	(346)	100%	
Steele Endowment Donation	0	211,000	0		
State Aid					
Central Library Development	105,000	105,000	0	100%	
Central Book Aid	71,500	71,500	0	100%	
Local Library Services Aid	49,952	48,295	1,657	97%	
Other State Aid	3,200	10,800	(7,600)	338%	
Interfund Transfer	94,619	94,619	0	100%	
TOTAL INCOME	\$ 2,516,515	\$ 2,777,693	\$ (50,178)	110%	83%

Account	Annual Budget	Expended to date	Balance remaining	Percentage Expended	Percentage through year
Expense					
Personnel					
Salaries	\$ 1,084,071	\$ 833,699	\$ 250,372	77%	
Sunday & Holiday Salaries	46,258	28,451	17,807	62%	
Employee Benefits	478,892	358,914	119,978	75%	
Contractual					
Equipment	14,681	4,267	10,414	29%	
Telephone	12,130	8,038	4,092	66%	
Supplies	28,300	26,173	2,127	92%	
Travel & Continuing Education	12,603	3,540	9,063	28%	
Repairs & Maintenance	43,279	54,657	(11,378)	126%	
Postage	7,610	4,663	2,947	61%	
Library Materials (books, video, etc.)	254,667	205,758	48,909	81%	
Utilities	80,901	52,528	28,373	65%	
Building Cleaning Supplies	4,150	4,742	(592)	114%	
Fuel, Gas & Oil	1,200	1,614	(414)	135%	
Insurance	18,645	22,760	(4,115)	122%	
Rent	5,000	4,167	833	83%	
Vehicle Operation / Lease	7,000	1,079	5,921	15%	
Professional Fees (audit, membership)	12,650	39,342	(26,692)	311%	
Data Processing Expenses	37,118	28,039	9,079	76%	
Payment of Taxes	4,575	4,605	(30)	101%	
Library Programming	11,250	13,619	(2,369)	121%	
Interfund Transfer	94,619	94,619	0	100%	
Debt Service	221,065	46,890	174,175	21%	
TOTAL EXPENSE	\$ 2,480,664	\$ 1,842,164	\$ 638,500	74%	83%

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
4imprint			
	11/03/2006	Booker balloons for programming	205.21
Total 4imprint			<u>205.21</u>
A Step Above			
	11/03/2006	Continuing Education Workshop expense	350.00
Total A Step Above			<u>350.00</u>
Acme Pest Control, Inc.			
	11/08/2006	Pest Control @ Steele for November	21.00
Total Acme Pest Control, Inc.			<u>21.00</u>
AEC One Stop Group, Inc.			
	11/08/2006	ST games purchase	826.18
Total AEC One Stop Group, Inc.			<u>826.18</u>
Amazon Credit Plan			
	11/08/2006	HFL & ST purchases	564.48
Total Amazon Credit Plan			<u>564.48</u>
American Library Association			
	11/03/2006	BF programming supplies	27.50
Total American Library Association			<u>27.50</u>
Audio Editions			
	11/08/2006	CD/Audio purchases for Steele	948.54
Total Audio Editions			<u>948.54</u>
Barnes & Noble, Inc.			
	11/08/2006	SML book purchases	151.64
Total Barnes & Noble, Inc.			<u>151.64</u>
BBC Audiobooks America			
	11/08/2006	Audio purchases for Steele	504.01
Total BBC Audiobooks America			<u>504.01</u>
Center Point Large Print			
	11/08/2006	SML Fiction Large Print	116.82
Total Center Point Large Print			<u>116.82</u>
Chemung County Library District			
	11/08/2006	Petty Cash reimbursement - WE,HFL, BF	537.54
Total Chemung County Library District			<u>537.54</u>
Classified Marketplace			
	11/03/2006	Legal Notice regarding CCLD Election	336.16
Total Classified Marketplace			<u>336.16</u>
Deborah L. Brimmer			
	11/08/2006	Mileage reimbursement-October	42.72
Total Deborah L. Brimmer			<u>42.72</u>
Eleanor Shepson			
	11/08/2006	mileage reimbursement-branch coordinator 5/5-10/30/06	142.32
Total Eleanor Shepson			<u>142.32</u>
Empire Flag Company			
	11/08/2006	HFL flag pole & stand	112.68
Total Empire Flag Company			<u>112.68</u>
Films Media Group			
	11/03/2006	HFL Books Plus items	539.68
Total Films Media Group			<u>539.68</u>
First Transit			
	11/03/2006	BKM fuel/repair-Oct	257.77
Total First Transit			<u>257.77</u>
Gressco LTD.			
	11/03/2006	DVD kwik cases-Steele	1,357.07
Total Gressco LTD.			<u>1,357.07</u>
Horseheads Do It Center			

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Horseheads Do It Center	11/08/2006	HFL -new kitchen installation	<u>38.87</u> 38.87
Horwitz Supply Company			
Total Horwitz Supply Company	11/08/2006	cleaning supplies-ST/BF/WE	<u>716.00</u> 716.00
Ingram Library Services			
Total Ingram Library Services	11/08/2006	Library materials-all libraries	<u>11,527.49</u> 11,527.49
Jamex, Inc.			
Total Jamex, Inc.	11/03/2006	cleaning cards for copy card machines	<u>470.80</u> 470.80
Janet Ackerman			
Total Janet Ackerman	11/03/2006	BF mileage reimbursement	<u>27.15</u> 27.15
Lamoka Shores Corp.			
Total Lamoka Shores Corp.	11/03/2006	HFL Kitchenette replacement	<u>531.00</u> 531.00
Laura E. Marsh			
Total Laura E. Marsh	11/03/2006	Patron refund	<u>15.00</u> 15.00
Marleah Denkenberger			
Total Marleah Denkenberger	11/03/2006	Staff appreciation gifts	<u>290.00</u> 290.00
Maximum PC/PBS			
Total Maximum PC/PBS	11/08/2006	annual subscription for ST	<u>36.00</u> 36.00
MidWest Tape			
Total MidWest Tape	11/08/2006	DVD/Audio purchases-SML	<u>2,466.55</u> 2,466.55
NYSEG			
Total NYSEG	11/03/2006	HFL utility charges 9/22-10/19/06	<u>740.23</u> 740.23
Oriental Trading Company, Inc.			
Total Oriental Trading Company, Inc.	11/08/2006	programming supplies-WE	<u>110.70</u> 110.70
P. Noelani Jenkins			
Total P. Noelani Jenkins	11/03/2006	WE Program 12/18/06	<u>350.00</u> 350.00
Party Center			
Total Party Center	11/08/2006	helium tank rental - ST program	<u>25.00</u> 25.00
Petty Cash-Steele			
Total Petty Cash-Steele	11/08/2006	reimburse PC expenses-SML/WE, Cont. Ed expenses	<u>311.88</u> 311.88
Pitney Bowes			
Total Pitney Bowes	11/08/2006	lease-mail machine 7/30-10/30	<u>645.00</u> 645.00
ProQuest Information & Learning			
Total ProQuest Information & Learning	11/03/2006	Microfilm S-G for Sept	<u>16.00</u> 16.00
Purchase Power			
Total Purchase Power	11/08/2006	ink for mail machine	<u>50.00</u> 50.00
Random House, Inc.			
	11/08/2006	AV purchases-SML	<u>296.70</u>

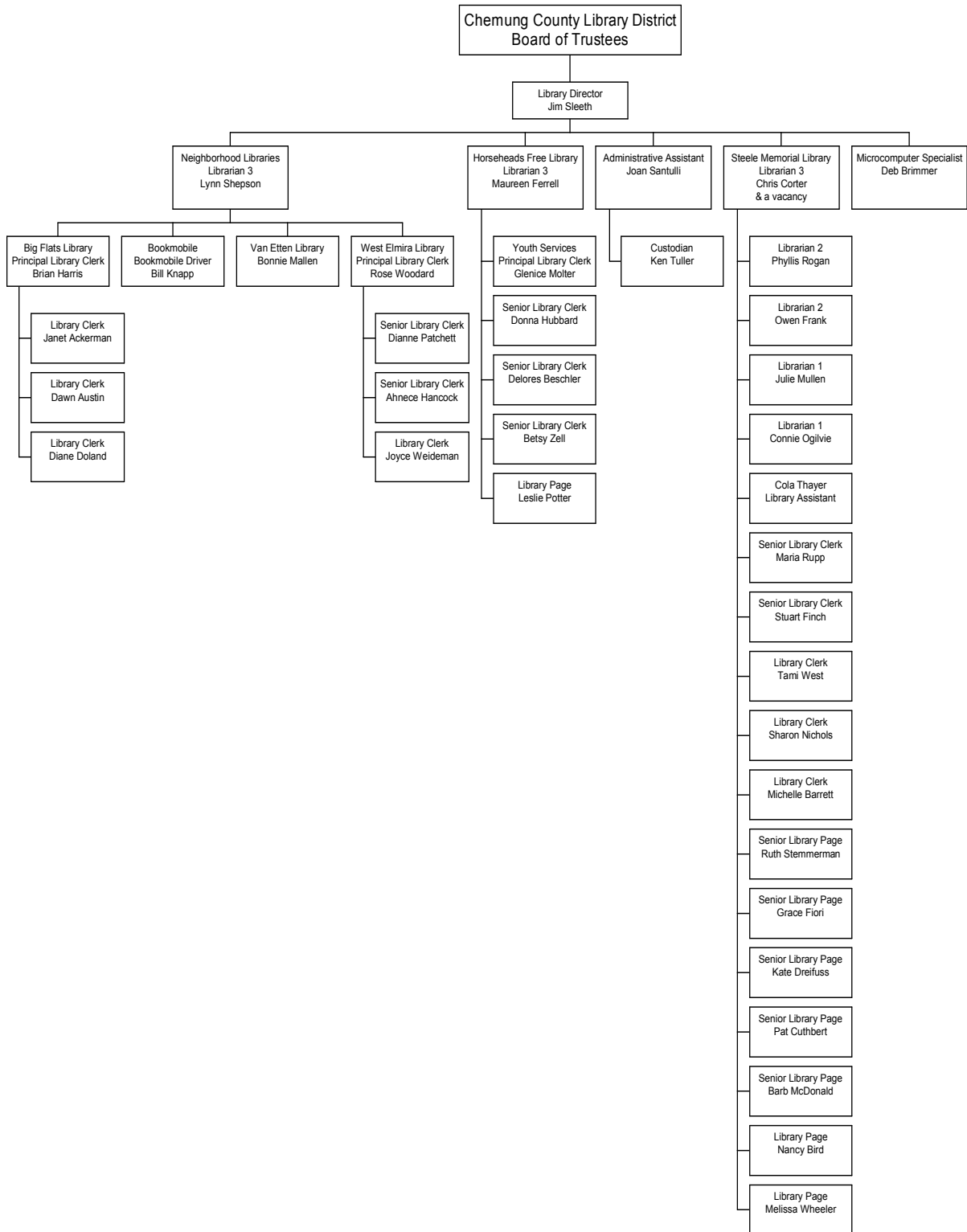
	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Random House, Inc.			296.70
Recorded Books			
Total Recorded Books	11/08/2006	ST/WE purchases for AV	<u>487.85</u> 487.85
Rose Woodard			
Total Rose Woodard	11/08/2006	60's program expense reimbursement	<u>162.73</u> 162.73
SDS of NY			
Total SDS of NY	11/08/2006	garbage disposal-BF,WE,HFL Oct	<u>124.88</u> 124.88
Shonen Jump Magazine			
Total Shonen Jump Magazine	11/03/2006	West Elmira subscription	<u>32.90</u> 32.90
SKJ Facilities Management, Inc.			
Total SKJ Facilities Management, Inc.	11/08/2006	HFL Janitor services 9/24-10/29	<u>720.00</u> 720.00
Southeast Steuben County Library			
Total Southeast Steuben County Library	11/08/2006	payment for lost book	<u>9.95</u> 9.95
Southern Tier Library System			
Total Southern Tier Library System	11/08/2006	processing fees-October all libraries	<u>749.50</u> 749.50
Staples Business Advantage			
Total Staples Business Advantage	11/08/2006	Office supplies	<u>291.91</u> 291.91
Staples Credit Plan			
Total Staples Credit Plan	11/03/2006	Local Store purchases-BF	<u>357.54</u> 357.54
Sunset Printers			
Total Sunset Printers	11/03/2006	News article reprints for Friends mailing	<u>235.78</u> 235.78
Taste of Home Books			
Total Taste of Home Books	11/03/2006	West Elmira book purchase	<u>23.98</u> 23.98
The Christmas House			
Total The Christmas House	11/03/2006	Santa costume for programming	<u>100.00</u> 100.00
Thomson Gale			
Total Thomson Gale	11/08/2006	SML fiction purchase	<u>357.96</u> 357.96
Time Warner Cable			
Total Time Warner Cable	11/03/2006	VPN Service	<u>200.00</u> 200.00
Town of VanEtten			
Total Town of VanEtten	11/08/2006	Building rental-November	<u>416.66</u> 416.66
Unique Books, Inc.			
Total Unique Books, Inc.	11/08/2006	HFL-Juv & Adult purchases	<u>946.26</u> 946.26
Unique Management Services, Inc.			
Total Unique Management Services, Inc.	11/08/2006	collection agency fees-all libraries	<u>937.79</u> 937.79
Verizon			
Total Verizon	11/08/2006	phone service-all libraries	<u>708.17</u> 708.17

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Verizon Wireless			
	11/03/2006	BKM cellular service-Oct/Nov	243.44
Total Verizon Wireless			<u>243.44</u>
Wegmans Food Markets Inc.			
	11/08/2006	Prog. supply SML	11.68
Total Wegmans Food Markets Inc.			<u>11.68</u>
TOTAL			<u><u>32,824.67</u></u>

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of November 8, 2006

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
A. M. Best Company, Inc.			
	11/08/2006	reference material	1,029.95
Total A. M. Best Company, Inc.			<u>1,029.95</u>
Baker & Taylor Books			
	11/03/2006	Reference materials	219.53
Total Baker & Taylor Books			<u>219.53</u>
Credo			
	11/03/2006	Notre Dame yearbook for Reference Dept.	65.00
Total Credo			<u>65.00</u>
Ingram Library Services			
	11/03/2006	NonFiction/Reference book purchases	4,139.27
Total Ingram Library Services			<u>4,139.27</u>
Jim Sleeth			
	11/08/2006	Travel Reimbursement 7/17/06 - 11/4/06	931.89
Total Jim Sleeth			<u>931.89</u>
Morningstar			
	11/03/2006	Reference Material	795.00
Total Morningstar			<u>795.00</u>
Owen Frank			
	11/08/2006	Travel/Continuing Ed expenses-NYLA	338.99
Total Owen Frank			<u>338.99</u>
Southern Tier Library System			
	11/08/2006	processing fees	69.00
Total Southern Tier Library System			<u>69.00</u>
Thomson Gale			
	11/03/2006	Reference Mat.	376.25
Total Thomson Gale			<u>376.25</u>
TOTAL			<u><u>7,964.88</u></u>

(document #2006-82)



November 6, 2006

(Document #2006-83)

From: Claudia Radin [mailto:Cradin@stny.rr.com]

Sent: Tuesday, October 24, 2006 8:09 PM

To: Liz Wavle

Subject: Results of committee meeting

Liz:

1) We reviewed the info regarding choices for service pins. We are most interested in a selection offered by a local jeweler, Wade's, but we want to view a sample first, which could not be ready for today's meeting. When I get that sample, I will call the next meeting. Jim says we have no limit on what we can spend as far as he's concerned.; the pin we like the most will cost us over \$500 the first year, much less after that.

2) We agreed upon a document regarding board responsibilities to place before the board. I will be editing it according to committee suggestions and will send to you and the others.

3) We discussed other actions to be taken on the subject of board development and suggest to you that an ad hoc committee be formed for that purpose as the duties will overlap with time consuming Personnel work. We figured that board development would include finding reps for the three openings and establishing an annual retreat, among other duties.

4) In conjunction with discussing board development, we noted that a nominating committee should be created soon to prepare a slate of officers for adoption at the December meeting. Even if you, Sherry and Dick want to continue, we will need a vice president to replace Maria.

I think that does it,

Claudia