

# CHEMUNG COUNTY LIBRARY DISTRICT

## Agenda

The March 2008 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, March 20<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. Approval of minutes (document #2008-23)
4. Treasurer's report
  - a) Financial report (document #2008-24)
  - b) Report of unpaid Bills Detail (document #2008-25)
5. Correspondence
6. President's report
  - a) Nominating Committee Report (document #2008-26)
7. Director's report
  - a) Personnel activities since the February 2008 meeting of the Library Board (document #2008-27)
  - b) Annual reports from library staff (distributed at the board meeting)
8. Committee reports:
  - a) Executive Committee (Smith)
    - 1) Report of the Committee meeting (document #2008-28)
  - b) Budget & Finance Committee (Fitzgerald)
    - 1) Report of the Committee meeting (document #2008-29)
  - c) Building & Grounds Committee (Schwesinger)
    - 1) Report of the Committee meeting (document #2008-30)
  - d) Planning Committee (Richards)
    - 1) Final draft of the CCLD 2008-2012 strategic plan (document #2008-31)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

***(Minutes of the February 2008 meeting of the Chemung County Library District Board of Trustees. Document #2008-23)***

**Minutes of the February 2008 meeting of the Chemung County Library District Board of Trustees.** The February meeting was held on Thursday, February 21, 2008 at 7:00pm 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, Ed Marosek, Sherrill Collins, Jason Harmon, Kimberly Richards, Georgia Reynolds, Mary Beth Conwell and Andrea Ogunwumi. Excused: Judy Sell. Also present were Jim Sleeth, the Library's Director and Joan Santulli, the Library's Administrative Assistant.

**Minutes.** The minutes of the January 2008 meeting (Document #2008-13) were presented for board review. The minutes were approved as distributed by unanimous consent.

**Financial Report.** The January 31, 2008 Financial Report (Document #2008-14) was presented for board review. By unanimous consent the January 31, 2008 Financial Report was approved as distributed and will be filed for audit. The Library District's Annual Report to the State of New York was passed around for board members to review. Board approval is required when filing this report. After review of the 2007 Annual Report to the State, Mr. Marosek moved, seconded by Ms. Collins to accept the report as submitted in writing to the board. Motion Carried.

Concerning the Report of Unpaid Bills (Document #2008-15). Ms. Fitzgerald stated that this bill sheet includes the final utility payment to Chemung County for fiscal year 2007. She requested that an additional invoice be added to the list of Unpaid Bills for Amazon Credit Plan who is requiring a payment of \$1,776.79 before any further DVD purchases can be made. By unanimous consent, the board authorized the payment of the unpaid bills as amended.

**Correspondence.**

The correspondence folder contained the following items of interest:

- A copy of a letter that County Executive Tom Santulli responded to concerns expressed by Mr. James Hare following the Strategic Planning Focus Group in Southport.
- A letter from Ristiina Wigg, the Director of the Southern Tier Library District expressing thanks to the CCLD board members who participated in STLS's recent seminar series. A check for \$200 was also received by the district for its participation in these seminars. Attached to the letter was a brochure that outlines the schedule of 2008 tours of the library system service center.

- A flyer advertising the Friends of the Horseheads Free Library's "Wine and Roses" fundraiser to be held on March 28, 2008.
- A flyer advertising "Patron Appreciation Day," which was celebrated on February 14<sup>th</sup> at each of the libraries in the district.
- A copy of the report of the 2008 survey of Library District patrons by zip code.

**President's report.** President Smith stated that the Southern Tier Library System has requested to know the opinions of member libraries concerning their fund raising proposal (Document #2008-16). Ms. Collins, the current President of the STLS board of trustees stated that more resources are needed by STLS to meet increasing costs and to provide increased services to member libraries. Funds must be raised in order to reduce the need to increase fees to the libraries. She stated that STLS is looking to receive an approximate \$50,000 from 30 – 40 "intellectual" donors, with the fund-raising to be done by mail in a state-wide donation request. Discussion ensued. A letter will be written to Southern Tier expressing concern over fund raising that could lead to misunderstanding of the role of the Library District in STLS fund raising appeals.

**Director's Report.** The Director's report was presented in writing to the board (Document #2008-17). Mr. Sleeth stated that he has worked directly with Civil Service in filling a variety of vacancies that occurred during the month. Whenever possible he tries to promote within the Library District staff. As often as possible he also attempts to have transfers be voluntary. At the present time there is one part-time vacancy in the Library District.

**Executive Committee Report.** The report of the Executive Committee was presented in writing to the board (Document #2008-18). President Smith stated that the function of this committee is to filter and prepare material for the board meetings. At the February meeting Mr. Sleeth passed around a photograph of Dianne Patchett, the Principal Library Clerk on the Bookmobile, giving a story hour on the Bookmobile. This is an important reason that we campaigned for a 2-person staff on the Bookmobile. A flyer was passed around announcing the film series sponsored by the Friends of the Steele Memorial Library. Also passed around was the media release announcing the new officers and 2008 meeting schedule for the Library District.

The Committee reviewed communication from the insurance company regarding the Library District's participation in the New York State disability insurance program. Since this is a current benefit offered to Library District employees, the Secretary will send a letter to New York State expressing the District's commitment to participate in this program.

Regarding the performance appraisal program, President Smith noted that following the board of trustee's annual performance appraisal of the Library District Director, he met with Mr. Sleeth to discuss both areas of congratulations and areas for improvements.

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2008-19). Ms. Fitzgerald stated that since the B & F meeting was held (and after making a phone call to the Chemung County Treasurer), the Library District has received its full amount due in tax revenues collected by the County. She subsequently met with an official from the Chemung Canal Trust Company and was told that the bank is unwilling to continue giving the Library District a Certificate of Deposit under the same terms as last year, that being the ability to withdraw funds at any time without a penalty. Funds from the property tax revenue have been divided between a Prestige Money Market account, a 5 month Certificate of Deposit and a 10 month Certificate of Deposit. This will give the district the greatest amount of interest revenue possible at this time.

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2008-20). Mr. Schwesinger reported that the Steele Memorial Library Chiller project is almost 100% complete. The Library District's attorney has reviewed and approved the contract documents for the Big Flats and West Elmira roof projects and they have been sent to J & B Installations for their signature. Preliminary plans for the handicapped restrooms at the Big Flats and West Elmira Libraries have been reviewed and sent to staff for their review and approval. The Library District has received preliminary approval of these projects and is waiting to hear from the State Dormitory Authority regarding approval of the State funding.

**Strategic Planning Committee.** The report of the Planning Committee was presented in writing to the board (Documents #2008-21 & 22). Ms. Richards summed up the reports from the Focus Groups and the Town Hall meeting. She stated that the Committee is now drafting a long-range plan with the following initiatives: (1) Marketing, (2) Organizational issues, (3) Buildings & Grounds – with short term and long term priorities, (4) Services, and (5) Accountability. Ms. Richards stated that the Committee reviewed and chose not to not change the Library District's Mission Statement, and stated that the Committee is on track to finish on time.

**Old Business.** Marc Chevalier was present at the meeting as this month's liaison with the Public Library Foundation of Chemung County. President Smith stated that he will be requesting board members to volunteer to be a liaison to one of our support groups, including STLS. He will put together a listing of when these groups meet to present to the board.

**Public Expression.** Dave Shoen, News Director for WENY/FOX radio was present to observe the board meeting.

The meeting was adjourned at 7:50pm. The next regular meeting of the board will be on Thursday, March 20, 2008 at 7pm at the Steele Memorial Library.

**CHEMUNG COUNTY LIBRARY DISTRICT**  
Financial Report - FEBRUARY 29, 2008

**(DOCUMENT #2008-24)**

Account	2008 Annual Budget	Received to date	Balance remaining	Percentage Received	Percentage through year
<b>Income</b>					
Library Fines, Fees & Contributions	\$ 80,615	\$ 22,981	\$ 57,634	29%	
Grants (other than N.Y.S.)	23,296	20,000	3,296	86%	
Foundation Contributions	160,000	39,467	120,533	25%	
Library District Tax Receipts	2,336,605	2,336,605	0	100%	
Interest on Investments	50,000	7,752	42,248	16%	
<b>State Aid</b>					
Central Library Development	105,000		105,000	0%	
Central Book Aid	71,500		71,500	0%	
Local Library Services Aid	41,700	4,183	37,517	10%	
Other State Aid	98,050		98,050	0%	
<b>TOTAL INCOME</b>	<b>\$ 2,966,766</b>	<b>\$ 2,430,988</b>	<b>\$ 535,778</b>	<b>82%</b>	<b>17%</b>

Account	Annual Budget	Expended to date	Balance remaining	Percentage Expended	Percentage through year
<b>Expense</b>					
<b>Personnel</b>					
Salaries	\$ 1,168,526	\$ 216,442	\$ 952,084	19%	
Sunday & Holiday Salaries	56,881	16,427	40,454	29%	
Employee Benefits	522,402	89,050	433,352	17%	
<b>Subtotal - Personnel Expenses</b>	<b>1,747,809</b>	<b>321,919</b>	<b>1,425,890</b>	<b>18%</b>	
<b>Contractual</b>					
Equipment	16,010	1,745	14,265	11%	
Telephone	10,100	1,654	8,446	16%	
Supplies	28,032	8,354	19,678	30%	
Travel & Continuing Education	17,840	470	17,370	3%	
Repairs & Maintenance	30,780	4,567	26,213	15%	
Postage	6,200	61	6,139	1%	
Education - Tuition Assistance	5,200	0	5,200	0%	
Library Materials (books, video, etc.)	302,000	66,599	235,401	22%	
Utilities	81,525	11,774	69,751	14%	
Building Cleaning Supplies	7,540	1,113	6,427	15%	
Fuel, Gas & Oil	2,750	522	2,228	19%	
Insurance	35,324	5,368	29,956	15%	
Rent	5,150	833	4,317	16%	
Vehicle Operation / Lease	1,000	1,619	(619)	162%	
Professional Fees (audit, membership)	88,377	14,788	73,589	17%	
Data Processing Expenses	40,021	400	39,621	1%	
Payment of Taxes	4,795	2,264	2,531	47%	
Library Programming	19,950	2,969	16,981	15%	
Chemung County costs (B&G, vision)	20,680	0	20,680	0%	
Capital Improvements	212,900	26,287	186,613	12%	
Contingency Fund	65,872	0	65,872	0%	
Debt Service	216,911	0	216,911	0%	
<b>TOTAL EXPENSE</b>	<b>\$ 2,966,766</b>	<b>\$ 473,306</b>	<b>\$ 2,493,460</b>	<b>16%</b>	<b>17%</b>

**\*\*NOTES TO FINANCIAL REPORT**

**INCOME** -- Foundation Contributions include the donation made in the 4th quarter of 2007

**EXPENSE** -- Several minor repairs to the Bookmobile have put that account over budget

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
**As of March 5, 2008**

Executive Committee  
3/5/08  
Document #2008-25

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Chemung Canal Trust Company</b>			
	03/05/2008	WE lib materials	26.00
Total Chemung Canal Trust Company			<u>26.00</u>
<b>Chemung County Library District</b>			
	03/05/2008	Petty Cash reimbursement - BF & HFL	289.49
Total Chemung County Library District			<u>289.49</u>
<b>Chris Corter</b>			
	03/05/2008	ST-reimb.- program/Supplies	80.81
Total Chris Corter			<u>80.81</u>
<b>Cola Thayer</b>			
	03/05/2008	mileage reimbursement-2/20 IT mtg.	41.41
Total Cola Thayer			<u>41.41</u>
<b>Frances Osteen</b>			
	03/05/2008	Patron Refund	15.00
Total Frances Osteen			<u>15.00</u>
<b>GE Money Bank/Amazon</b>			
	03/05/2008	HFL Purchases	894.12
Total GE Money Bank/Amazon			<u>894.12</u>
<b>Griswold's Flowers</b>			
	03/05/2008	Flower program at Steele 3/12/08	50.00
Total Griswold's Flowers			<u>50.00</u>
<b>Horseheads Do It Center</b>			
	03/05/2008	HFL - supplies	44.94
Total Horseheads Do It Center			<u>44.94</u>
<b>Ingram Library Services</b>			
	03/05/2008	Library materials-all libraries -February purchases	8,930.57
Total Ingram Library Services			<u>8,930.57</u>
<b>Laura Wilson</b>			
	03/05/2008	Patron Refund	20.00
Total Laura Wilson			<u>20.00</u>
<b>Moore Wallace</b>			
	03/05/2008	check supply for Payroll expenses	45.91
Total Moore Wallace			<u>45.91</u>
<b>Petty Cash-Steele</b>			
	03/05/2008	reimburse PC expenses-SML	210.24
Total Petty Cash-Steele			<u>210.24</u>
<b>Southeast Steuben County Library</b>			
	03/05/2008	lost library materials collected at Steele belonging to	20.00
Total Southeast Steuben County Library			<u>20.00</u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
**As of March 5, 2008**

Executive Committee  
3/5/08  
Document #2008-25

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Southern Tier Library System</b>			
	03/05/2008	Lunches for 8 staff members attending workshop	40.00
Total Southern Tier Library System			<u>40.00</u>
<b>Staples Credit Plan</b>			
	03/05/2008	computer supplies - HFL	65.96
Total Staples Credit Plan			<u>65.96</u>
<b>Time Warner Cable</b>			
	03/05/2008	VPN Service - March 08	200.00
Total Time Warner Cable			<u>200.00</u>
<b>Unique Management Services, Inc.</b>			
	03/05/2008	Collection fees 1/08 for HFL	128.09
Total Unique Management Services, Inc.			<u>128.09</u>
<b>Verizon</b>			
	03/05/2008	phone service-BF & HFL	187.50
Total Verizon			<u>187.50</u>
<b>Verizon Wireless</b>			
	03/05/2008	BKM cellular service-Feb	117.17
Total Verizon Wireless			<u>117.17</u>
<b>Village of Horseheads</b>			
	03/05/2008	HFL water bill 10/07-1/08	22.69
Total Village of Horseheads			<u>22.69</u>
<b>Young Audiences of Rochester</b>			
	03/05/2008	Program fee for 3/15/08 at Steele & HFL	790.00
Total Young Audiences of Rochester			<u>790.00</u>
<b>TOTAL</b>			<u><u>12,219.90</u></u>

**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
As of March 5, 2008

Executive Committee  
3/5/08  
Document #2008-25

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Ingram Library Services			
	03/05/2008	Non-Fiction book purchases	1,677.36
Total Ingram Library Services			<u>1,677.36</u>
<b>TOTAL</b>			<u><u>1,677.36</u></u>

## Unpaid Bills Detail

As of March 6, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Acme Pest Control, Inc.</b>			
	03/06/2008	Pest Control @ Steele	23.00
Total Acme Pest Control, Inc.			<u>23.00</u>
<b>Baker &amp; Taylor Books</b>			
	03/06/2008	HFL book purchases	140.18
Total Baker & Taylor Books			<u>140.18</u>
<b>Barnes &amp; Noble, Inc.</b>			
	03/06/2008	ST Juv & NF/BKM book purchases	220.76
Total Barnes & Noble, Inc.			<u>220.76</u>
<b>BBC Audiobooks America</b>			
	03/06/2008	Audio purchases for Steele	187.34
Total BBC Audiobooks America			<u>187.34</u>
<b>Brodart Co.</b>			
	03/06/2008	Steele plastic display stands	147.32
Total Brodart Co.			<u>147.32</u>
<b>Center Point Large Print</b>			
	03/06/2008	ST large print	159.36
Total Center Point Large Print			<u>159.36</u>
<b>Creative Data Products</b>			
	03/06/2008	Overdue mailers-all libraries	464.70
Total Creative Data Products			<u>464.70</u>
<b>Deborah L. Brimmer</b>			
	03/06/2008	Mileage reimbursement-2/7/08 - 3/5/08	81.32
Total Deborah L. Brimmer			<u>81.32</u>
<b>Demco, Inc.</b>			
	03/06/2008	BF supplies/programming; HFL label supply	136.97
Total Demco, Inc.			<u>136.97</u>
<b>Fire Alarm Service Technology, Inc.</b>			
	03/06/2008	battery replacement panic station-BF	90.00
Total Fire Alarm Service Technology, Inc.			<u>90.00</u>
<b>First Transit</b>			
	03/06/2008	Bookmobile fuel-January	310.11
Total First Transit			<u>310.11</u>
<b>Horwitz Supply Company</b>			
	03/06/2008	paper & cleaning supplies-ST/BF/WE	545.95
Total Horwitz Supply Company			<u>545.95</u>
<b>Image Integrator</b>			
	03/06/2008	2008 service agreements-microfilm machines	4,005.00
Total Image Integrator			<u>4,005.00</u>

## Unpaid Bills Detail

As of March 6, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Ingram Library Services</b>			
	03/06/2008	Library materials-February purchases	860.33
Total Ingram Library Services			<u>860.33</u>
<b>Instructional Video</b>			
	03/06/2008	DVD purchase for 2008 replacement project	49.97
Total Instructional Video			<u>49.97</u>
<b>Jamex, Inc.</b>			
	03/06/2008	copy cards/cleaning cards for ST copiers	501.80
Total Jamex, Inc.			<u>501.80</u>
<b>MidWest Tape</b>			
	03/06/2008	DVD/Audio purchases-HFL & ST	2,550.52
Total MidWest Tape			<u>2,550.52</u>
<b>Perry &amp; Carroll, Inc.</b>			
	03/06/2008	Crime, Auto, Property, Liability Insurance policies-al	7,790.00
Total Perry & Carroll, Inc.			<u>7,790.00</u>
<b>Random House, Inc.</b>			
	03/06/2008	AV purchases-ST	351.90
Total Random House, Inc.			<u>351.90</u>
<b>Recorded Books</b>			
	03/06/2008	DVD purchases for Steele	287.15
Total Recorded Books			<u>287.15</u>
<b>Rem-Southern Office Products, Inc.</b>			
	03/06/2008	cost of copies per agreement-Steele 1st quarter	189.82
Total Rem-Southern Office Products, Inc.			<u>189.82</u>
<b>RPA, Inc.</b>			
	03/06/2008	Final Payment per contract	5,667.00
Total RPA, Inc.			<u>5,667.00</u>
<b>Sayles &amp; Evans</b>			
	03/06/2008	Legal fees 11/1/07-1/25/08	1,591.81
Total Sayles & Evans			<u>1,591.81</u>
<b>Scholastic Library Publishing</b>			
	03/06/2008	HFL book purchases	144.30
Total Scholastic Library Publishing			<u>144.30</u>
<b>SKJ Facilities Management, Inc.</b>			
	03/06/2008	HFL Janitor services -February	480.00
Total SKJ Facilities Management, Inc.			<u>480.00</u>
<b>Southern Tier Library System</b>			
	03/06/2008	Patron Labels/security tape	603.51
			<u>603.51</u>

**Unpaid Bills Detail**

As of March 6, 2008

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Southern Tier Library System			603.51
<b>Sunset Printers</b>			
	03/06/2008	Booker bookmarks-all libraries	307.30
Total Sunset Printers			<u>307.30</u>
<b>The Video Store Shopper</b>			
	03/06/2008	CD repair kits	53.86
Total The Video Store Shopper			<u>53.86</u>
<b>Thomson Gale</b>			
	03/06/2008	ST fiction purchase	651.54
Total Thomson Gale			<u>651.54</u>
<b>Upstart</b>			
	03/06/2008	Prog Supply - BF	128.25
Total Upstart			<u>128.25</u>
<b>TOTAL</b>			<u><u>28,721.07</u></u>

**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
As of March 6, 2008

Document #2008-25

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Baker &amp; Taylor Books</b>			
	03/06/2008	Reference materials	269.30
Total Baker & Taylor Books			<u>269.30</u>
 <b>Matthew Bender &amp; Co., Inc.</b>			
	03/06/2008	Reference Material	509.75
Total Matthew Bender & Co., Inc.			<u>509.75</u>
 <b>TOTAL</b>			<u><u>779.05</u></u>

**Document #2008-26**

**Report of the March 10<sup>th</sup>, 2008 meeting of the ad hoc Nominating Committee of the Chemung County Library District**

A meeting of the ad hoc Nominating Committee of the Chemung County Library District was held on Monday, March 10<sup>th</sup>, 2008 beginning at 1:30pm. Attending the meeting were Jan Kather, Marleah Denkenberger and Denny Smith

The meeting opened at 1:30pm.

The following topics were discussed:

A review of the responsibilities of Trustees, including the new Strategic Plan committees' requirements.

CCLD Board of Trustees vacancies for the 5<sup>th</sup> and 13<sup>th</sup> districts. Lists of candidates supplied by Horseheads residents were considered.

Alternate recruitment strategies.

Each member was given candidates to canvass.

Security issues to be brought to the Executive Committee, the Strategic Plan Committee and the full board.

The meeting adjourned at 3pm.

**Document #2008-27: Personnel activities since the February 2008 meeting of the Library Board**

Memo

To: Library District Board of Trustees

From: Jim Sleeth, Library Director

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

Date: March 14, 2008

**Filling the part time Library Clerk vacancy at the Big Flats Library.** Accomplishing this task turned out to be much easier than expected, for when Cassandra Wright began working full time at the Steele Memorial Library she discovered that she really didn't want to leave the Big Flats Library, and she requested and received reassignment back to part time employment at the Big Flats Library. Big Flats is once again fully staffed.

**This personnel transfer / reassignment created an opening for a full time Library Clerk at the Steele Memorial Library.** After consulting with Civil Service, we learned that Nancy Bird (currently employed as a part time Library Page), having scored well on the Civil Service examination, was reachable. Following an interview, Nancy was appointed probationary Library Clerk at the Steele Library. Her probationary period extends through August 2008.

**This appointment created an opening for a part time Library Page at the Steele Memorial Library.** Following consultation with supervisory staff, currently hard at work training new staff, a decision was made to wait a brief period of time before filling this position.

**Library Page Pamela Lee's departure to full time employment** in the Southern Tier Library System's Technical Services Department left a vacancy for part time Library Page. Following interviews of prospective candidates, Sarah Menchini was appointed to this part time position. Sarah's probationary period ends in Mid-August 2008.

**A Senior Library Page at the Steele Memorial Library** became ill in early February and was unable to complete her work assignment. To fill in, we appointed Betsy Lansing to a 6-month temporary position of Library Page through early September 2008.

## **Document #2007-28**

### **Report of the March 5<sup>th</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, March 5<sup>th</sup>, 2008 beginning at 7pm. The following members of the Executive Committee were present: Denny Smith, Robin Fitzgerald, Sherry Collins, Jan Kather, Karl Schwesinger (representing the Building and Grounds Committee), and Kim Richards (representing the Planning Committee). Also present were Joan Santulli, the Library's Administrative Assistant, and Jim Sleeth, Library Director.

The following topics were discussed:

- Karl Schwesinger, Chair of the Building & Grounds Committee, presented three change orders from Dan Collins of DPC Engineering, regarding the installation of the new chiller unit at the Steele Memorial Library. The installer, Collins and Walton, is requesting reuse of a portion of the existing piping and branches, resulting in a credit of \$1,085 to the library. Secondly, the installer also reused rather than replaced the existing access doors which will also result in a credit to the library. Third, the installer discovered that the existing roof curb had deteriorated and needed to be replaced with new, something that was not part of the original scope of work. Estimated cost of this change order is \$7,200. Ms. Collins moved, seconded by Ms. Fitzgerald, to accept Mr. Schwesinger's recommendation. Motion carried.
- Mr. Sleeth and Ms. Richards and other members of the Planning Committee reviewed in detail the second draft of the 2008 – 2012 strategic plan. Discussion of many particular points – from strengths & weaknesses to the action plans of the five strategic initiatives – took place.
- With a commitment of \$10,000 in matching funds from the Steele Memorial Library Foundation, Mr. Sleeth asked for approval of the Library District's application for the most recent Gates Foundation grant request. New computers, electrical work, and networking equipment will be purchased and installed at the Horseheads Free Library, the Steele Memorial Library, and the West Elmira Library. Displaced equipment will be optimized and installed at other CCLD libraries. Ms. Fitzgerald moved, seconded by Ms. Collins, to apply for the "Opportunity Online Hardware" grant. Motion carried.
- Mr. Sleeth asked for direction on how to approach a new set of "cost share" meetings sponsored by the Southern Tier Library System. Discussion ensued. It was noted that the decision-makers here were the members of the STLS board of trustees, and that while they were seeking input from the membership the STLS board would make the final decision.

**Document #2008-29**

**Report of the March 5<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 Wednesday, March 5<sup>th</sup>, 2008 beginning at 8:30pm. Attending the meeting were Robin Fitzgerald and Denny Smith. Also in attendance were Sherry Collins, Jim Sleeth and Joan Santulli.

Robin Fitzgerald opened the meeting at 8:30pm.

The following topics were discussed:

- Ms. Santulli presented the February 29<sup>th</sup>, 2008 Financial Report. Noted were several items: a grant from the Anderson Foundation was received, a check from Chemung County for 100% of anticipated tax receipts was received, and several minor repairs to the Bookmobile were made, causing this budget line to be over spent. The Committee referred the Financial Report to the full CCLD board for its consideration.
- Ms. Santulli presented the Unpaid Bills Detail dated March 6<sup>th</sup>, 2008. Ms. Santulli noted that because the meeting was being held so early in the month, the full CCLD board will be presented with an addendum to the March 6<sup>th</sup> Unpaid Bills Detail for their approval. The Committee referred the March 6<sup>th</sup> Unpaid Bills Detail to the full CCLD board for its consideration.
- Ms. Santulli noted that the auditors had begun their work. The auditors from MM&B expect that they will be completed with their work in time to present to the April Budget & Finance Committee meeting.

The meeting adjourned at 8:50pm.

- Mr. Sleeth passed around the final draft of issue #6 of *Foreword*, the CCLD newsletter. The issue features articles on the Bookmobile and upcoming National Library Week activities at all of our libraries.
- Mr. Sleeth noted that when we were visited by our insurance carrier, Perry & Carroll, we were in good order with nearly all our policies. An exception to that rule is that we need a “workplace harassment” policy in place. An example of this policy will be circulated to members of the Executive Committee for consideration at its April 2<sup>nd</sup> meeting.
- Mr. Sleeth noted that the newest issue of Wordsworth, the newsletter of the Friends of the Horseheads Free Library, had been published. Ms. Santulli noted that she has application forms for membership in this Friends group, should members of the CCLD board be interested in joining.
- Regarding correspondence between City Councilman Hare and the County Executive, Mr. Smith concluded that so much of his upcoming discussion with officials was predicated on the successful completion of the CCLD long range plan, and that he was expecting to make an appointment with officials after the plan was adopted.
- Ms. Santulli reported on the Unpaid Bills Detail dated March 5<sup>th</sup>, 2008. Ms. Kather moved, seconded by Ms. Fitzgerald, to approve the payment of invoices. Motion carried.
- Ms. Fitzgerald reported that, following a call she made to the Chemung County Treasurer, a check representing 100% of tax receipts had been received and deposited.

The committee adjourned at 8:35pm. The next meeting of the Executive Committee of the Chemung County Library District is scheduled to be held on Wednesday, April 2<sup>nd</sup>, 2008 at 7pm in the Petrie Conference Room of the Steele Memorial Library.

## **Document #2008-30**

### **Report of the March 12<sup>th</sup>, 2008 meeting of the Buildings & Grounds Committee of the Chemung County Library District**

A meeting of the Buildings & Grounds Committee of the Chemung County Library District was held on Wednesday, March 12<sup>th</sup>, 2008 beginning at 3pm. Attending the meeting were Karl Schwesinger and Jan Kather. Also attending the meeting were Sue Oliver of Fagan Engineers, Joan Santulli, Administrative Assistant.

The meeting opened at 3pm.

The following topics were discussed:

- Sue Oliver presented 3 copies of the finalized Agreement between the Library District and J & B Installations, Inc. for the roof renovation projects at the Big Flats and West Elmira Libraries. The only change to the documents, as approved by the Committee, is to Exhibit #4, part 3 which allows the Contractor to operate with Commercial Umbrella Liability in the amount of \$5,000,000 instead of \$10,000,000 each occurrence and annual aggregate. This new amount is higher than the County of Chemung requires on their contract documents. These documents will be forwarded to the March 20<sup>th</sup>, 2008 board meeting for consideration by the CCLD board of trustees.
- Sue Oliver will contact J & B Installations to request an estimated start date for the two roof projects. This date will be reported to the board at its March meeting.
- Regarding the 5 projects for the 2007 State Construction period, the Committee agreed that the roof renovation/HVAC replacement project at the Horseheads Free Library should be put out for bid as two separate projects, with the two contractors whose bids are accepted to work together on a time-line for the project. Sue Oliver stated that she will have bid documents for the two Horseheads projects and the handicapped accessible restrooms / doors at the Big Flats and West Elmira Libraries ready for the Committee to review at their April meeting. The Committee is requesting updated information regarding the replacement of the exterior doors at the Steele Library. The Chemung County Buildings & Grounds Department has expressed an interest in installing the door handles and exterior doors, but there is a question since the County is looking at changing the exterior doors of their buildings over to “card readers” and they would like the Steele Library to do the same. Mr. Sleeth will be asked to contact Mike Belosky at the County to discuss this issue with him.
- A notice was received from Ristiina Wigg, the Director of the Southern Tier Library System that informs the Library District that it appears that New York State will again make \$14 million in construction aid available to public libraries in 2008. Sue Oliver was asked about which projects would be a priority in 2008 and the one she highlighted was the aging roof at the Steele Memorial Library.

The meeting adjourned at 4pm.

The next meeting of the Buildings & Grounds Committee will be held on Wednesday, April 9<sup>th</sup>, 2008 in the Library Director’s office of the Steele Memorial Library.

# Chemung County Library District 2008 – 2012 Strategic Plan

It is the mission of the Chemung County Library District to provide exceptional public library services and programs to our citizens – fulfilling their individual needs for educational, recreational, and cultural information – through contemporary, well-maintained library collections and facilities located throughout Chemung County.

# Strengths of the Library District

- **Strengths:**
  - The establishment of the Library District in 2005 and positive votes on the 2006, 2007, and 2008 Library District budgets indicates substantial community support for public library services.
  - The Library District board, already a strong body, has evolved an effective committee structure that meets regularly to consider issues before referral to the committee of the whole.
  - The Library District has active, involved support groups that contribute significantly to the CCLD annual operating budget.

# Strengths of the Library District

- **Strengths (concluded)**
  - The Library District staff is dedicated to providing the best public library services – traditional print collection, resources in electronic format, active programming schedule for children – despite setbacks of staff loss and even the closing of libraries.
  - The programs and services of the Library District are professionally presented and well-received, something which is especially true of children's storytelling programs and other activities presented at each of our libraries throughout the Library District.
  - Each of our libraries attracts committed volunteers who complete a remarkable array of activities, from assisting the library and public with family history research to keeping the books on the shelves in good order to assisting with children's storytelling and much more.

# Weaknesses of the Library District

## Weaknesses:

- While all Chemung County public libraries are unified within the Chemung County Library District, there remains lacking a cohesive identity among our libraries.
- While the staff of each neighborhood library demonstrates initiative in program planning, there remains lacking a coordinated approach to library program activities.
- Two decades of reductions in public library services to Chemung County residents has resulted in reduced outreach services, including reduced services to rural areas.

# Weaknesses of the Library District

## Weaknesses (concluded)

- There is no marketing plan for the Library District.
- There exists the concern that the public do not understand the value of Library District programs and services.

## Five strategic initiatives:

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

# **First strategic initiative: Create a marketing program**

- **Action Plan:** To assure that all Chemung County residents are aware of the range of public library services and programs available from all neighborhood libraries, create and implement a comprehensive marketing plan for the Library District.

## **Second strategic initiative: Addressing organizational issues**

- **Action Plan:** With an eye to becoming as customer friendly as possible, create a plan to annually revisit and revise all Library District policies and procedures, then effectively communicate the revision of these policies and procedures to the CCLD board, staff and public.
- **Action Plan:** To assure that the most important CCLD support groups are fully informed of CCLD organizational activities and issues, assign liaison and reporting duties to individuals on the CCLD staff, administration, and governing board. Expect this liaison to be a two-way street.

## **Second strategic initiative: Addressing organizational issues (continued)**

- **Action Plan:** To provide consistent and reliable supervision of public library services across all outlets of the Library District, study current organizational structure to determine its attributes and deficiencies, then seek to rectify its deficiencies as opportunities present themselves.
- **Action Plan:** To improve communication among all library staff and build upon the present department heads meetings, the CCLD administration will plan and conduct regular All Staff meetings in each of the neighborhood libraries of the Library District.

## **Second strategic initiative: Addressing organizational issues (concluded)**

- Action Plan: To assure the public that we have the best trained governors and employees of the Library District, create and implement a training program for the CCLD board, administration, and staff.
- Action Plan: To improve cohesiveness among Library District employees, require all storytellers to participate in the Library District-sponsored group Story Stew and all other Library District staff to participate in at least two public events or programs planned in their community or another neighborhood library.
- Action Plan: In response to anticipated retirement of both clerical and professional staff, create and implement a recruitment program to bring highly skilled and motivated staff to the Library District.

## Third strategic initiative: Addressing short and long term building & grounds issues

- Action Plan: To pay attention to the immediate needs of residents and library staff who use and work in each of our neighborhood libraries on a daily basis, annually request receipt of a list of smaller building projects from library department heads that are not included in the *Existing Conditions / Capital Assessment of the Chemung County Library District Properties* report but can be funded and completed within one calendar year.
- Action Plan: To assure the Library District provides residents with “contemporary, well-maintained library facilities located throughout Chemung County,” implement the building improvements identified in the report entitled *Existing Conditions* ... created by Fagan Engineers as funds for construction projects become available.

## **Third strategic initiative: Addressing short and long term building & grounds issues (continued)**

- Action Plan: To increase shelving capacity, create programming opportunities, and plan for library services of the future, investigate the feasibility of joining with the community of Horseheads in the creation of a new community center / library complex in Horseheads.
- Action Plan: To expand library resources and services to the communities of Big Flats and Horseheads, investigate the feasibility of merging the Big Flats and Horseheads Free libraries and constructing a new library at an appropriate “north county” location.
- Action Plan: To expand library resources and services to the residents on the south side of the Chemung River, investigate the feasibility of a “south county” library at an appropriate location.

## **Third strategic initiative: Addressing short and long term building & grounds issues (concluded)**

- Action Plan: To prepare for inevitable demise of our present sturdy, unflappable but 23-year old Bookmobile, investigate alternative funding sources for the purchase of a new, ADA compliant vehicle to provide public library services to County residents.
- Action Plan: To respond to stated requests by CCLD customers for a comfortable, informal atmosphere (“I’d much rather do my reading in a comfortable overstuffed chair while enjoying a cup of coffee and blueberry muffin”) at all neighborhood libraries, investigate the options to bring a coffee shop and comfortable chairs to the library.
- Action Plan: To create a better balance between patrons participating in programs and patrons who prefer a quiet library environment, explore the possibility of creating an enclosed quiet area(s) in the Steele Memorial Library.

## **Fourth strategic initiative: Improving our services; connecting with the community**

- Action Plan: To bring new users to our libraries, continually foster new partnerships / collaborations with community organizations and the library.
- Action Plan: To listen to the community, seek feedback regarding programs and services.
- Action Plan: To be an outstanding advocate for improved literacy in the community, strengthen the Library District's ties with Literacy Volunteers, the Family Reading Partnership, the School Readiness Project, the Southern Tier Reading Council, and all public and private schools of the County.

## **Fourth strategic initiative: Improving our services; connecting with the community (continued)**

- Action Plan: To increase the capacity of each of our libraries to act as a community hub for healthy child and family development, for parent and community involvement and for lifelong learning, investigate the idea of all of our libraries becoming “Family Place” libraries.
- Action Plan: To extend the effectiveness of the CCLD web site, survey web site users to evaluate existing functionality and improve (and simplify) where possible, especially with an eye toward attracting non-users of traditional public library services and programs. Integrate web site development with the CCLD technology plan.

## **Fourth strategic initiative: Improving our services; connecting with the community (concluded)**

- Action Plan: To extend the effectiveness of the library's special collections and preserve their value for the indefinite future, explore the technical feasibility of and funding for digitizing local history and locally generated genealogy records.

## **Fifth strategic initiative: Accountability**

- Action Plan: To ensure the success of the 2008-2012 strategic plan, obtain CCLD board approval and commitment to the implementation of the plan.
- Action Plan: To ensure the success of the strategic plan, incorporate one or more of the action plans into the annual goals of Library District staff. At Library District staff meetings, discuss how the goals of the strategic plan are being addressed.
- Action Plan: To ensure that our support groups accept ownership of the strategic plan, ask that each organization vote to accept the plan as a basis of their annual activities.

## **Fifth strategic initiative: Accountability (continued)**

- Action Plan: To fully inform all residents of the Library District of the content of the 2008-2012 strategic plan, sponsor public programs for the media, for service clubs, and for other community organizations.
- Action Plan: To assist in the continual assessment of the quality and effectiveness of library programs, resources and services, identify, define, and train library staff in the collection and reporting of key statistical measures from each of our neighborhood libraries. Make regular reports to the CCLD board, our support groups, patrons, and voters.

## **Fifth strategic initiative: Accountability (concluded)**

- **Action Plan:** To ensure that all CCLD board members are knowledgeable in all aspects of the Library District by participation in an orientation, attendance at regular monthly board meetings, serving on CCLD committees or as liaison with key support groups, an annual board retreat, attendance at continuing education meetings, and serving as advocates for the Library District.
- **Action Plan:** To fully inform the voting public about the content and cost of the proposed library budget, plan and publicize public presentations on the proposed library budget.

# CCLD Strategic Planning Committee

- Kimberly Richards, Chair of the Strategic Planning Committee
- Sherry Collins, Secretary to the CCLD board
- Ed Marosek, Member of the CCLD board
- Denny Smith, President of the CCLD board
- Chris Corter, Steele Library Youth Services
- Maureen Ferrell, Horseheads Free Library
- Owen Frank, Steele Library Reference & Adult Services
- Lynne Rusinko, Volunteer Media Relations Specialist
- Lynn Shepson, Neighborhood Libraries Coordinator
- Joan Santulli, Administrative Assistant
- Jim Sleeth, Library Administrator
- Patricia Owens, RPA, Inc, Strategic Planning Consultant to the Library District
- Mary Sieminski, RPA, Inc., Strategic Planning Consultant to the Library District

# Appendices & notes

- **The following documents are available by visiting the Chemung County Library District web page: [www.cclld.lib.ny.us/planning](http://www.cclld.lib.ny.us/planning)**
  - November 7, 2007 media release announcing the library's strategic planning effort
  - A timeline for our planning process
  - A 28-page document articulating our libraries' strengths and weaknesses
  - Consultant summary of the January 24<sup>th</sup>, 2008 meeting with the CCLD board of trustees
  - Consultant summary of their January 24<sup>th</sup>, 2008 visit to CCLD neighborhood libraries
  - Consultant summary of the January 30<sup>th</sup> & 31<sup>st</sup>, 2008 focus group meetings
  - Consultant summary of the February 7<sup>th</sup>, 2008 town hall meeting
  - February 21<sup>st</sup>, 2008 report of who uses which libraries (a survey of library users by zip code)
  - and many other documents related to the library are readily available through the CCLD board section of the web page at [www.cclld.lib.ny.us/board.htm](http://www.cclld.lib.ny.us/board.htm).

# Chemung County Library District 2008 – 2012 Strategic Plan

It is the mission of the Chemung County Library District to provide exceptional public library services and programs to our citizens – fulfilling their individual needs for educational, recreational, and cultural information – through contemporary, well-maintained library collections and facilities located throughout Chemung County.