

# CHEMUNG COUNTY LIBRARY DISTRICT

## Agenda

The November 2007 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, November 15<sup>th</sup>, 2007, 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 #2007-108)
4. Treasurer's report
  - a) Financial report (document #2007-109)
  - b) Report of unpaid Bills Detail (document #2007-110)
5. Correspondence
6. President's report
7. Director's report
  - a) Personnel activities since the October 2007 meeting of the Library Board (document #2007-111)
  - b) Election results
8. Committee reports:
  - a) Executive Committee (Smith)
    - 1) Report of the Committee meetings (document #2007-112)
  - b) Budget & Finance Committee (Pirozzolo)
    - 1) Report of the Committee meeting (document #2007-113)
  - c) Building & Grounds Committee (Schwesinger)
    - 1) Report of the Committee meeting – to be distributed at the November CCLD board meeting
  - d) Planning Committee (Richards)
    - 1) Report of the Committee meeting (document #2007-114)
    - 2) Media release Gearing up for Growth announcing the planning process (document #2007-115)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

***Document #2007-108***

**Minutes of the October 2007 meeting of the Chemung County Library District Board of Trustees.** The September meeting was held on Thursday, October 20, 2007 at 7:00pm at the Horseheads Free Library. The meeting was called to order by President Allen (Denny) Smith. Present were Robin Fitzgerald and Karl Schwesinger, Jan Kather, Sherrill Collins, Marleah Denkenberger, Claudia Radin, Jason Harmon, Richard Pirozzolo and Kimberly Richards. Excused were: Andrea Ogunwumi, Kristen Meyer and Ed Marosek. Absent: Joan Hurley. Also present were Jim Sleeth, the Library's Director and Joan Santulli, the Library's Administrative Assistant.

**Minutes.** Due to the lack of a quorum at the September meeting, the minutes of the August 2007 meeting (Document #2007-84) were presented for board review. The August 2007 minutes were approved as distributed by unanimous consent. The board reviewed the minutes of the September 2007 meeting. (Document #2007-95) The minutes were amended to correct the statement that Dorothy Smith was one of the founders of the Big Flats Library, not the Library Advocates. The September 2007 minutes were approved as amended by unanimous consent.

**Financial Report.** Due to the lack of a quorum at the September meeting, the August 31, 2007 Financial Report (Document #2007-85) was presented for board review. By unanimous consent the August 31, 2007 Financial Report was approved as distributed and will be filed for audit. Mr. Pirozzolo stated that regarding the September 30, 2007 Financial Report (Document #2007-96), the Library District has received almost all of the funding that is expected for fiscal year 2007. Expenditures continue to be spent as expected. By unanimous consent the September 30, 2007 Financial Report was approved as distributed and will be filed for audit.

Concerning the Report of Unpaid Bills (Document #2007-97), by unanimous consent, the board authorizes the payment of the unpaid bills as distributed.

**Correspondence.**

The correspondence folder contained the following items of interest:

- A copy of the CCLD report and grant request to the Anderson Foundation to continue its funding of library materials.
- An email from the Chemung County Insurance Department requesting that CCLD notify them whether the Library District will choose to change insurance plans for its CSEA employees. Ms. Collins moved, seconded by Mr. Harmon that the Library District will stay with the same plan in 2008 that the employees are offered during the current fiscal year. Motion Carried.
- A notification from the Southern Tier Library System regarding its upcoming November 8<sup>th</sup> seminar on Successful Fundraising for Libraries.

- An updated Statement of Values from Perry & Carroll Insurance Company that now includes CCLD's coverage of the Horseheads Free Library building.
- Photos of the new Allen County Library in Fort Wayne, Indiana.
- A thank you letter from Reference Librarian Owen Frank to the Friends of the Steele Memorial Library for their recent funding of adult programming at the Steele Library.
- A recent Supreme Court ruling regarding the use of Meeting Rooms. Discussion ensued regarding CCLD's Meeting Room Policy. It was determined that CCLD should research other libraries' meeting room policies and re-open the discussion with the Executive Committee on CCLD's use of meeting rooms to see if any changes need to be recommended.
- The STLS Coordinated Outreach Advisory Council has selected the Horseheads Free Library as a recipient of its Grass Roots Award for its outstanding library service to the Cerebral Palsy of Chemung County.

**President's report.** President Smith stated that a board decision needs to be made regarding the request of the Public Library Foundation of Chemung County (Documents #2007-98 & #2007-99) that any unexpended funding from the Foundation be placed in a separate Capital Fund at the end of each year to be maintained exclusively for the use in the future construction of a new Horseheads Free Library facility. Following discussion, Ms. Fitzgerald moved, seconded by Ms. Richards, to establish a Capital Fund for the benefit of the Horseheads Free Library, with the un-used annual portion of funding from the Public Library Foundation of Chemung County, and further that the Chemung County Library District will account for these funds separately from other Library District funding. Vote: 9-yes, 0-no, 1-abstained. Motion carried.

**Director's Report.** Mr. Sleeth presented a report of Personnel Activities for September 2007 (Document #2007-100). The new Bookmobile Driver, Kim Jones, began her employment with CCLD on October 15, 2007. Three incumbent staff members were interviewed for the position of Principal Library Clerk on the Bookmobile. Dianne Patchett was selected to fill the position, provisional upon her passing a promotional exam. With her promotion, a Senior Library Clerk position became available, and Janet Ackerman was solely qualified to be promoted to this position. Her appointment is also provisional upon her passing a promotional exam. A vacancy now exists for a Library Clerk for the Big Flats Library.

Included in the board packet were the evaluations of the 2007 Continuing Education Workshop (Document #2007-101). The comments were positive. It was a fun day and educational for all.

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2007-102 & Document #2007-103). President Smith stated that regarding the Executive Committee's discussion concerning the Bookmobile, no further action is needed. He also reported that the Committee called a meeting on October 8, 2007 in order to review any bids received for the roof replacement contracts at the Big

Flats and West Elmira Libraries. The meeting was not necessary because no bids were received.

President Smith stated that the Conflict of Interest / Statement of Disclosure form (Document #2007-91) needs to be approved by the board. The forms, once filled out by board members, will be kept in a sealed envelope, only to be opened if a conflict of interest allegation arises. This is the final step that is needed in order for the Library District to apply for its 501(c)3 non-for-profit status. Mr. Schwesinger moved, seconded by Ms. Collins to accept the Conflict of Interest form as written. Motion carried.

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2007-104). Mr. Pirozzolo noted that the Library District is still researching the procedure that is needed in order to get the District on the list of approved entities that are allowed to bond through the Dormitory Authority of the State of New York. Once that takes place, the Library District can exercise independent judgment on where the bonding should take place.

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2007-105). Mr. Schwesinger reported that the Library District received no bids for the two roof projects on October 8, 2007. Following a discussion with the Library District attorney, it was decided the best course of action was to re-bid the project. A bid opening is scheduled for October 29, 2007. The Attorney stated that he would also compose a letter to Hunt Engineers putting them on notice that due to their delays in producing the bid document for these roof projects, the Library District could be in jeopardy of losing the State funding. Mr. Schwesinger also reported that the chiller replacement project at the Steele Memorial Library has begun.

**Strategic Planning Committee.** The report of the Planning Committee was presented in writing to the board (Document #2007-106). Ms. Richards reported that the Committee has unanimously chosen to recommend to the board a consulting firm who will assist the Library District in the development of its strategic 5-year plan. RPA, Inc. (Document #2007-107) was chosen from the seven proposals received because the Committee felt that they knew more about public libraries and they have worked in and have knowledge of our area. RPA also took into account the preparation work that has already been done by CCLD and they plan to dedicate themselves to a finite planning timeline but are also available for consultation after the end of the planning period. Ms. Collins moved, seconded by Ms. Denkenberger to accept the recommendation of the Planning Committee and to hire RPA, Inc. at a fee of \$17,000 as the Planning Consultant for the Chemung County Library District's strategic plan. Motion carried.

**Old Business.** Ms. Collins reported that she, as Secretary of the Chemung County Library District, received nominating petitions for District numbers 3, 4, 7, 8, and 10. The names of these candidates have been forwarded to the Chemung County Board of

Elections to be included on the 2007 election ballot. No nominations were received from the 13<sup>th</sup> or 15<sup>th</sup> Districts.

**New Business.** Mr. Pirozzolo expressed concern regarding the length of time that elapsed between the time that the deed for the Horseheads Free Library building was processed (August) and the time that the Library District received it (September). No apparent reason was given or received for this time lapse.

**Public Expression.** None.

The meeting was adjourned at 8:38pm. The next regular meeting of the board will be on Thursday, November 15, 2007 at 7pm at the Steele Memorial Library.

<b>CHEMUNG COUNTY LIBRARY DISTRICT</b>				<b>(DOCUMENT #2007-109)</b>	
Financial Report - OCTOBER 31, 2007					
Account	2007 Annual Budget	Received to date	Balance remaining	Percentage Received	Percentage through year
<b>Income</b>					
Library Fines, Fees & Contributions	\$ 101,110	\$ 86,092	\$ 15,018	85%	
Grants (other than N.Y.S.)	28,750	32,950	(4,200)	115%	
Foundation Contributions	160,000	126,161	33,839	79%	
Library District Tax Receipts	2,140,001	2,140,001	0	100%	
Interest on Investments	30,000	60,622			
<b>State Aid</b>					
Central Library Development	105,000	105,000	0	100%	
Central Book Aid	71,500	71,500	0	100%	
Local Library Services Aid	41,700	37,645	4,055	90%	
Other State Aid	1,600	87,930	(86,330)	5496%	
<b>TOTAL INCOME</b>	<b>\$ 2,679,661</b>	<b>\$ 2,747,901</b>	<b>\$ (37,618)</b>	<b>103%</b>	<b>83%</b>
<b>Expense</b>					
<b>Personnel</b>					
Salaries	\$ 1,102,746	\$ 877,871	\$ 224,875	80%	
Sunday & Holiday Salaries	55,404	24,031	31,373	43%	
Employee Benefits	509,337	370,248	139,089	73%	
<b>Subtotal - Personnel Expenses</b>	<b>1,667,487</b>	<b>1,272,150</b>	<b>395,337</b>	<b>76%</b>	
<b>Contractual</b>					
Equipment	29,780	28,807	973	97%	
Telephone	10,330	7,582	2,748	73%	
Supplies	26,114	28,322	(2,208)	108%	
Travel & Continuing Education	19,155	7,206	11,949	38%	
Repairs & Maintenance	95,599	42,907	52,692	45%	
Postage	7,839	7,564	275	96%	
Library Materials (books, video, etc.)	258,430	228,009	30,421	88%	
Utilities	92,000	60,674	31,326	66%	
Building Cleaning Supplies	4,760	4,768	(8)	100%	
Fuel, Gas & Oil	2,000	1,896	104	95%	
Insurance	27,199	33,871	(6,672)	125%	
Rent	5,150	4,167	983	81%	
Vehicle Operation / Lease	7,000	8,744	(1,744)	125%	
Professional Fees (audit, membership)	50,246	60,964	(10,718)	121%	
Data Processing Expenses	38,231	29,321	8,910	77%	
Payment of Taxes	4,897	4,517	380	92%	
Library Programming	11,588	22,967	(11,379)	198%	
Chemung County costs (B&G, vision)	17,085	4,389	12,696	26%	
Capital Improvements	45,000	0	45,000	0%	
Contingency Fund	56,254	3,702	52,552	7%	
Debt Service	208,517	323,882	(115,365)	155%	
<b>TOTAL EXPENSE</b>	<b>\$ 2,684,661</b>	<b>\$ 2,186,409</b>	<b>\$ 498,252</b>	<b>81%</b>	<b>83%</b>
<b>**NOTES TO FINANCIAL REPORT</b>					
<b>INCOME</b> -- Other State Aid includes 90% of the funds for 2006 State Construction Projects					
*Other Grants include STLS Bookmobile funding plus Friends of HFL and SML donations					
<b>EXPENSE</b> -- Vehicle Operation includes the unbudgeted Bookmobile body repairs					
Professional Fees include Engineering Fees, Legal Fees and three Newsletter mailings					
Programming includes expenses made from unbudgeted funds donated by support groups (Friends, Advocates)					
Debt Service includes the \$174,175 in 2006 expenditures paid in 2007					
Equipment and Supply lines include 07 unbudgeted expenses approved in the 12/8/06 Technology Upgrade Proposal					
Library Materials includes expenses made on behalf of Reach Out and Read					
*Contingency expense includes the purchase of sheds for BF and WE					

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

Document #2007-110

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>ABC-CLIO, Inc.</b>			
	11/07/2007	Reference material	210.60
Total ABC-CLIO, Inc.			<u>210.60</u>
<b>Baker &amp; Taylor Books</b>			
	11/07/2007	Reference materials	698.87
Total Baker & Taylor Books			<u>698.87</u>
<b>Barnes &amp; Noble</b>			
	11/07/2007	Nonfiction purchase	19.99
Total Barnes & Noble			<u>19.99</u>
<b>Columbia University Press</b>			
	11/07/2007	reference materials	313.97
Total Columbia University Press			<u>313.97</u>
<b>Greenwood Publishing Group</b>			
	11/07/2007	Reference Materials	522.44
Total Greenwood Publishing Group			<u>522.44</u>
<b>Information Today, Inc.</b>			
	11/07/2007	reference material	309.95
Total Information Today, Inc.			<u>309.95</u>
<b>Ingram Library Services</b>			
	11/07/2007	Non-Fiction/Reference book purchases	487.38
Total Ingram Library Services			<u>487.38</u>
<b>Southern Tier Library System</b>			
	11/07/2007	processing fees-NonFiction & Reference	220.50
Total Southern Tier Library System			<u>220.50</u>
<b>TOTAL</b>			<u><u>2,783.70</u></u>

**Unpaid Bills Detail**

As of November 7, 2007

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Acme Pest Control, Inc.</b>			
	11/07/2007	Pest Control @ Steele	23.00
Total Acme Pest Control, Inc.			<u>23.00</u>
<b>AEC One Stop Group, Inc.</b>			
	11/07/2007	HFL purchase	27.50
Total AEC One Stop Group, Inc.			<u>27.50</u>
<b>AT&amp;T</b>			
	11/07/2007	long dist chg-SML	10.10
Total AT&T			<u>10.10</u>
<b>Audio Editions</b>			
	11/07/2007	CD/Audio purchases for Steele	1,148.28
Total Audio Editions			<u>1,148.28</u>
<b>Baker &amp; Taylor Books</b>			
	11/07/2007	HFL/WE book purchases	497.00
Total Baker & Taylor Books			<u>497.00</u>
<b>Barcode Discount</b>			
	11/07/2007	scanners for all libraries	618.60
Total Barcode Discount			<u>618.60</u>
<b>BBC Audiobooks America</b>			
	11/07/2007	Audio purchases for Steele	168.63
Total BBC Audiobooks America			<u>168.63</u>
<b>Blackbourn Media Packaging</b>			
	11/07/2007	AV supplies for BF	242.75
Total Blackbourn Media Packaging			<u>242.75</u>
<b>Broader View Weekly</b>			
	11/07/2007	annual subscription-ST	26.00
Total Broader View Weekly			<u>26.00</u>
<b>Center Point Large Print</b>			
	11/07/2007	ST/BKM large print	1,172.63
Total Center Point Large Print			<u>1,172.63</u>
<b>Checkpoint Systems, Inc.</b>			
	11/07/2007	security strips-ST	304.87
Total Checkpoint Systems, Inc.			<u>304.87</u>
<b>Cindy Morse</b>			
	11/07/2007	Patron refund	20.00
Total Cindy Morse			<u>20.00</u>
<b>Creative Data Products</b>			
	11/07/2007	Overdue mailers-all libraries	431.40
Total Creative Data Products			<u>431.40</u>



**Unpaid Bills Detail**

As of November 7, 2007

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Crucial Technology</b>			
	11/07/2007	Purchase of RAM memory-all libraries	967.76
Total Crucial Technology			<u>967.76</u>
<b>Deborah L. Brimmer</b>			
	11/07/2007	Mileage reimbursement-10/10-11/6	124.65
Total Deborah L. Brimmer			<u>124.65</u>
<b>Demco, Inc.</b>			
	11/07/2007	tabletop shelf/markerboard-BF	280.20
Total Demco, Inc.			<u>280.20</u>
<b>Fire Alarm Service Technology, Inc.</b>			
	11/07/2007	monitor panic alarm-WE	300.00
Total Fire Alarm Service Technology, Inc.			<u>300.00</u>
<b>First Transit</b>			
	11/07/2007	Bookmobile fuel/Transmission replacement BKM	2,548.70
Total First Transit			<u>2,548.70</u>
<b>Highsmith, Inc.</b>			
	11/07/2007	Steele supplies-Kinderbook program	296.14
Total Highsmith, Inc.			<u>296.14</u>
<b>Horseheads Do It Center</b>			
	11/07/2007	HFL - supplies	54.25
Total Horseheads Do It Center			<u>54.25</u>
<b>Horwitz Supply Company</b>			
	11/07/2007	vacuum cleaner parts-ST	31.48
Total Horwitz Supply Company			<u>31.48</u>
<b>Howell, Liberatore &amp; Wickham, Inc.</b>			
	11/07/2007	Fall 2007 Newsletter-production & printing	8,705.00
Total Howell, Liberatore & Wickham, Inc.			<u>8,705.00</u>
<b>Idearc Media Corp.</b>			
	11/07/2007	Phone book ad-monthly fee/L.A. DirectoryST	50.78
Total Idearc Media Corp.			<u>50.78</u>
<b>Ingram Library Services</b>			
	11/07/2007	Library materials-Steele Fiction	147.91
Total Ingram Library Services			<u>147.91</u>
<b>John N. Fisher</b>			
	11/07/2007	Patron refund	15.00
Total John N. Fisher			<u>15.00</u>
<b>Kimbo Educational</b>			
	11/07/2007	Steele AV purchases	511.10
			<u>511.10</u>

**Unpaid Bills Detail**

As of November 7, 2007

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Kimbo Educational			511.10
<b>Logic Computer Products</b>			
	11/07/2007	Printer cartridge supplies-WE	129.91
Total Logic Computer Products			129.91
<b>MidWest Tape</b>			
	11/07/2007	DVD/Audio purchases-HFL/ST	2,429.79
Total MidWest Tape			2,429.79
<b>Perry &amp; Carroll, Inc.</b>			
	11/07/2007	Insurance - HFL building	1,051.05
Total Perry & Carroll, Inc.			1,051.05
<b>Random House, Inc.</b>			
	11/07/2007	AV purchases-ST	681.10
Total Random House, Inc.			681.10
<b>Raymond Geddes &amp; Company, Inc</b>			
	11/07/2007	Programming supplies - all libraries	193.20
Total Raymond Geddes & Company, Inc			193.20
<b>Recorded Books</b>			
	11/07/2007	ST purchases	424.60
Total Recorded Books			424.60
<b>Scholastic Library Publishing</b>			
	11/07/2007	ST juv book purchases	144.30
Total Scholastic Library Publishing			144.30
<b>Seneca Data</b>			
	11/07/2007	HFL Flat screen monitors	1,523.16
Total Seneca Data			1,523.16
<b>SKJ Facilities Management, Inc.</b>			
	11/07/2007	HFL Janitor services 9/30-10/21	480.00
Total SKJ Facilities Management, Inc.			480.00
<b>Southern Tier Library System</b>			
	11/07/2007	Tattle tape supply/processing fees all libraries	1,366.59
Total Southern Tier Library System			1,366.59
<b>Thomson Gale</b>			
	11/07/2007	ST fiction purchase	477.74
Total Thomson Gale			477.74
<b>Town of VanEtten</b>			
	11/07/2007	Building rental-November	416.66
Total Town of VanEtten			416.66
<b>Unique Books, Inc.</b>			

**Unpaid Bills Detail**

As of November 7, 2007

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Unique Books, Inc.	11/07/2007	HFL purchases	<u>1,910.60</u>
			1,910.60
<b>Upstart</b>			
	11/07/2007	Prog Supply - BF	<u>13.50</u>
Total Upstart			13.50
<b>Wegmans Food Markets Inc.</b>			
	11/07/2007	Prog. supply SML Juvenile	<u>28.91</u>
Total Wegmans Food Markets Inc.			<u>28.91</u>
<b>TOTAL</b>			<u><u>29,994.84</u></u>

**Unpaid Bills Detail**

As of November 6, 2007

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Amazon Credit Plan</b>			
	11/06/2007	NF/AV purchases for ST	655.99
Total Amazon Credit Plan			<u>655.99</u>
<b>Barnes &amp; Noble, Inc.</b>			
	11/06/2007	ST Juv/NonF book purchases	165.37
Total Barnes & Noble, Inc.			<u>165.37</u>
<b>BBC Audiobooks America</b>			
	11/06/2007	Audio purchases for Steele	424.26
Total BBC Audiobooks America			<u>424.26</u>
<b>Beauty &amp; the Beast Storytellers</b>			
	11/06/2007	book purchase	43.80
Total Beauty & the Beast Storytellers			<u>43.80</u>
<b>CCLD Grant Fund</b>			
	11/06/2007	reimbursement for NonFiction-pd by Grant Fund in €	49.95
Total CCLD Grant Fund			<u>49.95</u>
<b>Century Computer Products</b>			
	11/06/2007	printer cartridges	139.04
Total Century Computer Products			<u>139.04</u>
<b>Chemung Canal Trust Company</b>			
	11/06/2007	Programming supplies, etc	611.95
Total Chemung Canal Trust Company			<u>611.95</u>
<b>Chemung County Library District</b>			
	11/06/2007	Petty Cash reimbursement - HFL/BF/WE	622.34
Total Chemung County Library District			<u>622.34</u>
<b>Chris Corter</b>			
	11/06/2007	ST-reimb. for LapSit program/Supplies	41.85
Total Chris Corter			<u>41.85</u>
<b>Classified Marketplace</b>			
	11/06/2007	Legal Notices- Req. for Bids/Election/BKM job	853.04
Total Classified Marketplace			<u>853.04</u>
<b>Deborah L. Brimmer</b>			
	11/06/2007	Mileage reimbursement-9/18-9/20	40.26
Total Deborah L. Brimmer			<u>40.26</u>
<b>Ingram Library Services</b>			
	11/06/2007	Library materials-all libraries	9,713.32
Total Ingram Library Services			<u>9,713.32</u>
<b>Moore Wallace</b>			
	11/06/2007	check supply for Payroll expenses	130.05
Total Moore Wallace			<u>130.05</u>

**Unpaid Bills Detail**

As of November 6, 2007

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Petty Cash-Steele</b>			
	11/06/2007	reimburse PC expenses-SML	290.19
Total Petty Cash-Steele			<u>290.19</u>
<b>Pitney Bowes</b>			
	11/06/2007	postage due-leased equipment	670.00
Total Pitney Bowes			<u>670.00</u>
<b>RadioShack Corporation</b>			
	11/06/2007	ST phone batteries/BKM new phone	64.97
Total RadioShack Corporation			<u>64.97</u>
<b>Rodney Guisewite</b>			
	11/06/2007	adult program at Steele	100.00
Total Rodney Guisewite			<u>100.00</u>
<b>Rose Woodard</b>			
	11/06/2007	Reimb for Program exp/insurance reimb	335.46
Total Rose Woodard			<u>335.46</u>
<b>Staples Credit Plan</b>			
	11/06/2007	BF/ST supplies	103.16
Total Staples Credit Plan			<u>103.16</u>
<b>Stuart K. Finch</b>			
	11/06/2007	NYLA expenses	474.07
Total Stuart K. Finch			<u>474.07</u>
<b>The Ithaca Journal</b>			
	11/06/2007	annual subscription-STeele	210.39
Total The Ithaca Journal			<u>210.39</u>
<b>Time Warner Cable</b>			
	11/06/2007	VPN Service - Nov	200.00
Total Time Warner Cable			<u>200.00</u>
<b>Unique Management Services, Inc.</b>			
	11/06/2007	collection agency fees-HFL	46.85
Total Unique Management Services, Inc.			<u>46.85</u>
<b>Verizon</b>			
	11/06/2007	phone service-all libraries	698.90
Total Verizon			<u>698.90</u>
<b>Verizon Wireless</b>			
	11/06/2007	BKM cellular service-Nov	113.94
Total Verizon Wireless			<u>113.94</u>
<b>William Knapp</b>			
	11/06/2007	mileage reimb/printer cartridge-BKM	132.83
Total William Knapp			<u>132.83</u>

**Unpaid Bills Detail**

As of November 6, 2007

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Winnie Watts</b>			
	11/06/2007	Adult programming expense	100.00
Total Winnie Watts			<u>100.00</u>
<b>TOTAL</b>			<u><u>17,031.98</u></u>

**Unpaid Bills Detail**

As of November 6, 2007

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Ingram Library Services</b>			
	11/06/2007	Non-Fiction/Reference book purchases	<u>2,688.86</u>
Total Ingram Library Services			<u>2,688.86</u>
<b>International Code Council</b>			
	11/06/2007	reference material	<u>459.00</u>
Total International Code Council			<u>459.00</u>
<b>New York Legal Publishing Corp.</b>			
	11/06/2007	reference material	<u>122.50</u>
Total New York Legal Publishing Corp.			<u>122.50</u>
<b>T.A.E. Yearbook Fund</b>			
	11/06/2007	Reference Material	<u>45.00</u>
Total T.A.E. Yearbook Fund			<u>45.00</u>
<b>Thomson Gale</b>			
	11/06/2007	Reference Mat.	<u>280.00</u>
Total Thomson Gale			<u>280.00</u>
<b>TOTAL</b>			<u><u>3,595.36</u></u>

***Document #2007-111: Personnel activities since the October 2007 meeting of the Library Board***

Memo

To: Library District Board of Trustees

From: Jim Sleeth, Library Director

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

Date: November 8, 2007

No interviews, appointments, or terminations took place since the October meeting of the Chemung County Library District Board of Directors.

Bill Knapp, Bookmobile Driver for 34 years, retired from his position on Tuesday, October 30<sup>th</sup>, 2007. A surprise party was held for Bill at the Steele Memorial Library on his last day with the library, and a well-attended retirement party was held on Saturday, November 3<sup>rd</sup>, 2007.



**(Document #2007-112)**

**Report of the November 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, November 07, 2007, beginning at 7pm. The following members of the Executive Committee were present: Denny Smith, Sherry Collins, Robin Fitzgerald. Also present were Karl Schwesinger (representing the Building & Grounds Committee), Joan Santulli, and Jim Sleeth.

The following topics were discussed:

- Karl Schwesinger gave an update to the Big Flats Library and West Elmira Library roofing projects. Rebidding the project produced a contractor willing to work on the projects with the Library District, though the quotation was clearly too expensive a solution. Sue Oliver, the CCLD representative on the projects, is working with the contractor (J & B Installations of Skaneateles Falls) to identify areas where cost savings might be achieved without jeopardizing the integrity of the project. A letter from the CCLD attorney to Hunt Engineers expressing dissatisfaction with their performance on the project has been written and delivered. Discussion took place regarding who was the appropriate project supervisor for these projects, and Mr. Sleeth said he was quite comfortable recommending to the committee that Sue Oliver be requested (with whom the Library District already has a working agreement) to assume this responsibility. Discussion ensued. Following discussion, Ms. Collins moved, seconded by Ms. Fitzgerald, to accept this recommendation. Motion carried. Discussion then ensued regarding the Library District's withholding final payment from Hunt Engineers. Following discussion, it was agreed that the Library District should continue withholding payment due to the inadequacy of documents produced coupled with their inability or unwillingness to meet deadlines, jeopardizing State funding for the projects for the Library District.
- An extended discussion regarding the Library District's meeting room policy took place. General questions – such as *Should there be any restrictions on the use of the library's meeting rooms?* – were posed and discussed. Many examples of uses of the meeting rooms – such as *An organization concerned with the welfare of handicapped children conducts a Christmas party in the Steele Library's auditorium* – were highlighted and discussed. The general tenor of the discussion was that the Library District was too restrictive in its policy, and the Executive Committee requested that a new draft policy be created for discussion by the Committee and subsequent referral to the entire board.

- Two new flyers – *Meet your new Bookmobile staff* and the *Chemung County Library District Bookmobile schedule September through December 2007* – were circulated.
- Also circulated was the program from the Silver Anniversary Quilt Show now on display at the Steele Library.
- Mr. Sleeth announced that Lynne Rusinko, a member of the Friends of the Steele Memorial Library, had volunteered to join the Library District's Planning Committee and create media releases and other publicity materials for the upcoming long range planning efforts. He distributed a brief notebook detailing Ms. Rusinko's publicity projects as well as her resume. A copy of the first media release, to be distributed to the electronic and print media on November 8<sup>th</sup>, 2007 – was distributed to the Executive Committee.
- The informal proposal to the Library District from Old County Buffet to promote the restaurant through rewarding children for reading was discussed and rejected.
- A proposal from the chess club to raise money for prizes by sponsoring a tournament (where an entrance fee would be charged) at the Steele Library was discussed and rejected.
- The November 6<sup>th</sup>, 2007 report of unpaid bills was reviewed. It was moved and seconded to pay these bills. Motion passed.

The committee adjourned at 8:05pm. The next meeting of the Executive Committee of the Chemung County Library District is scheduled to be held on Wednesday, December 5<sup>th</sup>, 2007 in the Petrie Conference Room of the Steele Memorial Library.

**Document #2007-113**

**Report of the November 8, 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, November 8, 2007, beginning at 8:15am. Attending the meeting were Dick Pirozzolo, Jason Harmon, Robin Fitzgerald, Andrea Ogunwumi, Joan Santulli, and Jim Sleeth.

Dick Pirozzolo opened the meeting at 8:15am.

The following topics were discussed:

- The Unpaid Bills Detail dated November 7<sup>th</sup>, 2007 was reviewed and referred to the full CCLD board for consideration.
- A brief discussion of the need to revisit insurance coverages and costs with Perry & Carroll took place. The Committee requested that Mark Hagan from Perry & Carroll be invited to attend the December 13<sup>th</sup>, 2007 meeting.
- The monthly Financial Report dated 10/31/07 was reviewed. A request was made to change the account code debited for the purchase of storage sheds. The Committee referred the Financial Report to the full CCLD board for consideration.
- The status of roof projects was reviewed.
- A request was made to give the CCLD auditor a call to make sure we're on their schedule early in the New Year. It was suggested that we aim to have the audit complete by the end of March '08 for presentation to the April '08 CCLD board meeting. It was suggested that we review any issues that might have been raised by the auditor to make sure all have been addressed.

The meeting adjourned at 9am.

The next meeting of the Budget & Finance Committee will be held on Thursday, December 13, 2007 in the Petrie Conference Room of the Steele Memorial Library.

**Document #2007-114**

**Report of the ad hoc Committee on Strategic Planning held on October 23<sup>rd</sup>, 2007 in the Petrie Conference Room of the Steele Memorial Library.**

Attending the meeting were Chris Corter, Owen Frank, Joan Santulli, Lynn Shepson, and Jim Sleeth. These meeting minutes were shared with Planning Committee Chair Kim Richards, who approved of the discussions and decisions made by staff.

Jim Sleeth opened the meeting at 9:05am.

The following topics were discussed:

- Jim announced that he informed RPA of their winning the request for proposal.
- Jim announced that Lynne Rusinko has volunteered to provide public relations materials for the Committee. Following discussion, it was decided to ask Lynne to become a member of the Planning Committee.
- The balance of the meeting was given to attaching a specific timeline to the RPA planning outline, with the results as follows:
- Jim was appointed the liaison with the consultants.
- Jim will provide to the consultants the background information requested in their response to the RFP, additional SWOT documents, fact sheets, and US Census data already created by CCLD staff.
- The “First onsite meeting ...” is scheduled for Thursday, January 24<sup>th</sup>, 2008 at either 1pm or 6pm, depending upon CCLD board input. The consultants will present an orientation to the CCLD Planning Committee and Board of Trustees. The project timeline will be reviewed, a SWOT analysis conducted, and mission statement reviewed and possibly altered. An in-depth interview with the Library Director will take place, the consultants will tour neighborhood libraries, and the consultant will provide a written report of these activities.
- The “Second onsite meeting ...” is scheduled for January 31<sup>st</sup>, 2008. Since the purpose of this meeting is to conduct six focus groups, it is likely that this meeting will take place in all our neighborhood libraries throughout the day and possibly evening. CCLD Planning Committee representatives will coordinate, but the consultants will prepare the questions, conduct the sessions, and prepare a written summary of the results.

- The “Third onsite meeting ...” is scheduled for February 7<sup>th</sup>, 2008, with a snow date of February 14<sup>th</sup>, 2008, either at 1pm or 6pm. The consultants will conduct a Town Hall meeting with residents, sharing the results of the focus groups and soliciting input regarding the CCLD future.
- The “Fourth onsite meeting ...” is scheduled for February 21<sup>st</sup>, 2008, either at 1pm or 6pm. The consultants will present the Planning Committee with an overview of all activities and findings to date, and then lead a discussion to identify strengths and weaknesses and priorities for the future. This information will then be used by the Library Director to write a first, preliminary DRAFT of the long-range plan, which will be reviewed by the consultants.
- The “Fifth onsite meeting ...” is scheduled for February 28<sup>th</sup>, 2008 at 1pm. This meeting will feature an initial review of the DRAFT by the Planning Committee and library department heads, information that the Library Director will use in a revision of the DRAFT long-range plan.
- The “Sixth onsite meeting ...” is scheduled for March 6<sup>th</sup>, 2008, either at 1pm or 6pm. A snow date for this meeting is March 13<sup>th</sup>, 2008. The Library Director will present and submit the revised long-range plan to the Planning Committee for adoption and referral to the CCLD Board of Trustees.
- The “Seventh onsite meeting ...” where the new long-range plan will be presented to local government officials and the media will take place on March 20<sup>th</sup>, 2008 at 6pm.

The meeting adjourned at 10:05am.

The next meeting of the ad hoc Committee on Strategic Planning will be held on Thursday, November 29<sup>th</sup>, 2007 in the Petrie Conference Room of the Steele Memorial Library. Following discussion, it was also decided to meet on December 20<sup>th</sup>, 2007.

# CHEMUNG COUNTY LIBRARY DISTRICT

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FOR IMMEDIATE RELEASE

## GEARING UP FOR GROWTH CHEMUNG COUNTY LIBRARY DISTRICT ANNOUNCES FIVE-YEAR STRATEGIC PLAN

On October 18<sup>th</sup>, 2007, the Chemung County Library District Board of Trustees selected RPA of Williamsport, Pa., to act as its long-range planning consultant. The Board of Trustees and its Strategic Planning Committee, with the skillful assistance of RPA, will develop a five-year Strategic Plan for the Library District designed to improve public library Services to Chemung County residents.

Led by the CCLD Committee on Strategic Planning, the planning process itself begins in 2008, following the seating of the new CCLD Board of Trustees at its first regular meeting of the year, scheduled for January 17<sup>th</sup>, 2008. On January 24<sup>th</sup>, RPA convenes on-site with the Committee. "The RPA Project Proposal demonstrated the consultants' depth of experience, including their work with the Corning Library, in the most fundamental aspects of library service, from library design to collection development, to staff recruiting and trustee training," praises CCLD Director and Committee on Strategic Planning Liaison to RPA Jim Sleeth. "In addition, RPA understands that their Proposal is a working document that will serve as the blueprint for the CCLD's best, most feasible future. Ultimately, the consultants will remain available to the CCLD after Project completion for consultation and discussion."

In 2005, voters passed a referendum that created a new library district for the Steele Memorial, Horseheads, Big Flats, Van Etten and West Elmira libraries and the Bookmobile, by transferring \$1.6 million from the county budget. This vote empowered the CCLD to operate as its own governing body—reporting to voters themselves. With the emergence of plans for improving services and programs and for expanding the CCLD's physical resources, the importance of community awareness and participation in the process is essential for a far-reaching and successful outcome. "For the first time in its history, the Library District can forge its own future," explains Sleeth. "However," he adds, "the outcome of the

-more-

Strategic Plan will be only as good as the response from the residents, so we encourage Chemung County residents' input and participation when we present them with the opportunities to voice their opinions about the mission and issues of the Strategic Plan."

Throughout the nine-week meeting schedule, beginning on January 24, 2008, and continuing on consecutive Thursdays until March 27<sup>th</sup>, RPA lead consultants Patricia Owens and Mary Sieminiski will conduct interviews, surveys, focus groups and a special Town Meeting. Among those interviewed will include CCLD Director Jim Sleeth, library staff, library patrons (such as parents of pre-school children, adult students and seniors), public and private school students and educators, civic and business leaders, government officials and members of the Friends of the Steele Memorial Library, the Friends of the Horseheads Free Library, the Big Flats Library Advocates, as well as general public attendees at the Town Meeting.

Among the points under consideration by the Committee for Strategic Planning include:

- A south county neighborhood library
- A new Horseheads Free Library
- Such new services as downloadable audio and expanded outreach to non-users

At the first on-site meeting, scheduled for January 24<sup>th</sup>, 2008, RPA consultants will present a Strategic Plan Orientation, including a Mission and Timeline, to the CCLD Committee on Strategic Planning and the CCLD Board of Trustees. Immediately following this session, RPA will conduct an in-depth interview with CCLD Director Jim Sleeth, who will then tour the consultants throughout area libraries. In subsequent weeks, a Focus Group session and a Town Meeting will take place. Letters of invitation and announcements regarding these events will inform and invite community members.

The CCLD encourages the public to respond to the District's call for active participation in the Strategic Planning process. For more information on the Strategic Plan and /or how you can help, please contact the Steele Memorial Library at 607.733.8611 or log on to [www.cld.lib.ny.us/planning](http://www.cld.lib.ny.us/planning).

# # #

For interviews and further CCLD Strategic Plan details, the media is requested to contact:

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