

# CHEMUNG COUNTY LIBRARY DISTRICT

## Agenda

The July 2007 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, July 19<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 #2007-60)
4. Treasurer's report
  - a) Financial report (document #2007-61)
  - b) Report of unpaid Bills Detail (document #2007-62)
5. Correspondence
6. President's report
7. Director's report
  - a) Personnel activities since the June 2007 meeting of the Library Board (document #2007-63)
8. Committee reports:
  - a) Executive Committee (Smith)
    - 1) Report of the Committee meeting (document #2007-64)
    - 2) Membership on the Chemung County Library District Board of Trustees (document #2007-65)
    - 3) Chemung County Library District – Conflict of Interest Policy (document #2007-66)
    - 4) Report on the Bookmobile (document #2007-67)
  - b) Budget & Finance Committee (Fitzgerald)
    - 1) Report of the Committee meeting (document #2007-68)
  - c) Building & Grounds Committee (Schwesinger)
    - 1) Report of the Committee meeting (document #2007-69)
  - d) Planning Committee (Richards)
    - 1) Report of the Committee meeting (document #2007-70)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
**As of July 10, 2007**

Executive Committee

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>All About Books, Inc.</b>			
	07/09/2007	JUV book discussion-pd by Friends	68.85
Total All About Books, Inc.			<u>68.85</u>
<b>Amazon Credit Plan</b>			
	07/09/2007	BF purchase	23.94
Total Amazon Credit Plan			<u>23.94</u>
<b>Brian P. Harris</b>			
	07/09/2007	Mileage 4/27-6/21 & 2007 Insurance Reimb.	267.75
Total Brian P. Harris			<u>267.75</u>
<b>Center Point Large Print</b>			
	07/09/2007	ST large print	156.36
Total Center Point Large Print			<u>156.36</u>
<b>Chemung County Library District</b>			
	07/09/2007	Petty Cash reimbursement - BF/WE	341.24
Total Chemung County Library District			<u>341.24</u>
<b>Deborah L. Brimmer</b>			
	07/09/2007	Mileage reimbursement-June	31.04
Total Deborah L. Brimmer			<u>31.04</u>
<b>Dept.00-01338243</b>			
	07/09/2007	office supplies-HFL	33.79
Total Dept.00-01338243			<u>33.79</u>
<b>Highsmith, Inc.</b>			
	07/09/2007	HFL-supply of bookends	2,125.16
Total Highsmith, Inc.			<u>2,125.16</u>
<b>Janet Ackerman</b>			
	07/09/2007	Reimb-SRC programming supplies	133.39
Total Janet Ackerman			<u>133.39</u>
<b>Mengel Metzger &amp; Barr</b>			
	07/09/2007	final billing from auditor	3,500.00
Total Mengel Metzger & Barr			<u>3,500.00</u>
<b>Michele Mitchell</b>			
	07/09/2007	RoaR conference expense reimbursement	822.57
Total Michele Mitchell			<u>822.57</u>
<b>Mid American Specialties</b>			
	07/09/2007	prizes-WE programming	316.17
Total Mid American Specialties			<u>316.17</u>
<b>Petty Cash-Steele</b>			

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
**As of July 10, 2007**

Executive Committee

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
	07/09/2007	reimburse PC expenses-SML/BF	516.66
Total Petty Cash-Steele			<u>516.66</u>
<b>Recorded Books</b>			
	07/09/2007	WE purchases	183.20
Total Recorded Books			<u>183.20</u>
<b>Rose Woodard</b>			
	07/09/2007	Reimb for Costumes/supplies 60's prog/Vol Recog	431.75
Total Rose Woodard			<u>431.75</u>
<b>RussBassett Corporation</b>			
	07/10/2007	cabinet for genealogy	997.80
Total RussBassett Corporation			<u>997.80</u>
<b>Thomson Gale</b>			
	07/09/2007	SML fiction purchase	243.40
Total Thomson Gale			<u>243.40</u>
<b>Time Warner Cable</b>			
	07/09/2007	VPN Service	200.00
Total Time Warner Cable			<u>200.00</u>
<b>United Parcel Service</b>			
	07/09/2007	return of Mike Thaler books	24.51
Total United Parcel Service			<u>24.51</u>
<b>Verizon</b>			
	07/09/2007	phone service-ST/WE/BF	693.92
Total Verizon			<u>693.92</u>
<b>Verizon Wireless</b>			
	07/09/2007	BKM cellular service-July	111.27
Total Verizon Wireless			<u>111.27</u>
<b>TOTAL</b>			<u><u>11,222.77</u></u>

***(Minutes of the June 2007 meeting of the Chemung County Library District Board of Trustees. Document #2007-60)***

**Minutes of the June 2007 meeting of the Chemung County Library District Board of Trustees.** The June meeting was held on Thursday, June 21, 2007 at 7pm at the Big Flats Library. The meeting was called to order by President Allen (Denny) Smith. Present: Robin Fitzgerald, Jan Kather, Kimberly Richards, Marleah Denkenberger, Karl Schwesinger, Andrea Ogunwumi, Claudia Radin, Kristen Meyer and Jason Harmon. Excused: Richard Pirozzolo, Sherrill Collins and Ed Marosek. 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, Principal Library Clerk Brian Harris gave a comprehensive tour of the Big Flats Library.

**Minutes.** (Document #2007-51) The board reviewed the minutes of the May 2007 meeting. The minutes were approved as distributed by unanimous consent.

**Financial Report.** (Document #2007-52) Ms. Fitzgerald noted that the 2007 District budget is on target with the expenditures to date. The report shows that the 2006 Debt Service payment to the County was made during the month and that 90% of the State aid payment for the 2007 construction projects has been received. By unanimous consent, the May 31, 2007 Financial Report was approved as distributed and will be filed for audit.

Concerning the Report of Unpaid Bills (Document #2007-53), Ms. Fitzgerald noted that there are no noteworthy invoices listed on this month's Unpaid Bill list. By unanimous consent, the board authorized the payment of the unpaid bills as distributed.

**Correspondence.**

The correspondence folder contained the following items of interest:

- A violation notice from the West Elmira Fire Department regarding an inspection of the West Elmira Library. Combustibles are being stored in the mechanical room. Mr. Sleeth reported that the Library District is in the process of getting estimates for storage sheds that will be placed at both the West Elmira and Big Flats Libraries in order to comply with regulations.
- A letter of notification dated May 22, 2007 from the State Education Department that the charter for the Steele Memorial Library Association has formally been dissolved.
- A copy of the Summer 2007 edition of the CCLD newsletter. Mr. Sleeth reported that the Post Office has changed the way it handles bulk mail. Now, all bulk mail will be sent from our local office to Rochester for distribution locally. This could result in a 1 to 2 week delay in delivery of our newsletters.
- A thank you letter from library staff to the Big Flats Women's Club for its recent donation that allowed the library to purchase a new HP printer/scanner/copier.

- A copy of a check from the Big Flats Library Advocates in the amount of \$1,300 that will be used for special summer reading club programming at the Big Flats Library.

**President's report.** President Smith reported that he, Ms. Fitzgerald, Ms. Denkenberger and Ms. Collins attended the recent board development workshop sponsored STLS. The workshop covered basic information on board member duties. Mr. Smith stated that as a result of the workshop he sees the need to be more diligent in the recruitment and education of our own board members.

Mr. Smith also reported that he spoke with Attorney Jim Young who stated that the Memorandum of Agreement for the transfer of the Horseheads Free Library to the Library District is in the hands of Don Coyles, the attorney for the Public Library Foundation of Chemung County. The District now awaits the approval of the board of the Horseheads Foundation.

**Director's Report.** Mr. Sleeth presented a report of Personnel Activities for April 2007 (Document #2007-54). In May, a temporary Library Page was hired at the Steele Memorial Library to alleviate vacancies due to illness and vacations. Her appointment will end in September 2007.

Mr. Sleeth reviewed Document #2007-55 - Strengths & Weaknesses of the Big Flats Library in 2007. The library's strengths continue to be its programming and community support. The weaknesses of the library include the small programming area that is inadequate for the audiences that are drawn to the library. This is being addressed by changing the layout of the shelving units, moving them to make more room in the programming area. Another weakness, the lack of a handicap restroom and door at the library, is being addressed by the renovations being requested in the Big Flats Library's application for 2008 State Construction grant funding. The Strength & Weaknesses document includes a proposal to test a DVD collection at the Big Flats Library. If this proves successful at the Big Flats Library, a similar collection may be created at the West Elmira Library. As part of the 2008 library budget proposal, \$5,000 has been included in the Big Flats Library budget proposal.

### **Committee Reports.**

**Executive Committee.** The report of the Executive Committee meeting was presented in writing to the board (Document #2007-56). President Smith stated that a comprehensive report on the Library District's Bookmobile services will be presented at its next meeting, to be held on July 11<sup>th</sup>.

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2007-57). Ms. Fitzgerald reported that the Committee met with Mark Hagan, the Library District's agent from Perry & Carroll Insurance Company (Documents #2007-57a, 2007-57b, 2007-57c). Mr. Hagan reported that Chemung County hired a firm to appraise all of the buildings owned by the County

and they included the library buildings as part of the appraisal process. The result: while the Big Flats and West Elmira libraries appraisal value were lowered, the Steele Memorial Library appraisal value was increased substantially. Mr. Hagan's request that the Library District insure at appraised value was discussed. Following this discussion, Ms. Fitzgerald moved, seconded by Mr. Schwesinger that the Library District accept the new "statement of values" as submitted in writing to the board and that the District add the pro-rated flood insurance coverage to its current insurance package. Motion Carried. Ms. Fitzgerald reported that Mr. Hagan would seek competitive bids for the package of CCLD insurance coverage for the 2008 fiscal year.

The committee also discussed the staffing level of the Bookmobile and recommend going to a 2-person staff and will include the costs in the proposed 2008 CCLD budget. Their recommendation is based on the need for safety of staff, reliability and consistency of the service. Further discussion of staffing levels on the Bookmobile will come with the report on the Bookmobile, and the full Library Board will have an opportunity to express its opinion on this issue in conjunction with the 2008 Library District budget proposal.

Ms. Fitzgerald stated that the committee discussed and recommended that the Library District's administration should have the use of a credit card. Ms. Denkenberger moved, seconded by Ms. Radin that the Library District apply for a credit card with a credit limit of \$2,000. Motion Carried.

Ms. Fitzgerald stated that the Personnel Committee needs to meet in order to evaluate the CCLD Director and to make recommendations for salary increases for the library administration staff. President Smith stated that within the next 2 weeks the committee will review the evaluation form and will get it to board members before the next board meeting.

Ms. Fitzgerald expressed concern that with the August board meeting scheduled at the Van Etten Library, the board attendance may not be adequate to thoroughly scrutinize the proposed 2008 Library District Budget carefully. Following discussion, it was decided to hold the August 2007 meeting of the Library District Board of Trustees at the Steele Memorial Library.

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2007-58). The committee is working on the existing State Construction projects. Sue Oliver of Fagan Engineers is working with Hunt Engineers to come up with a satisfactory design for the roofs at the Big Flats and West Elmira Libraries. Mr. Schwesinger stated that the projects must be started by early October in order to meet the 180-day deadline set by the State. A meeting with DCP Engineers is scheduled for next week to complete the bid documents for the cooling tower at the Steele Library. The CCLD board determined that if the Library District's Attorney approves of the bid documents, they do not need to be brought back to the board for its approval, noting that the CCLD board is still responsible for approving the selection of a contractor, after the recommendation of the Building & Grounds Committee.

The Engineering Update of Existing Conditions Evaluation / Capital Assessment of CCLD Facilities (Document #2007-58a) as submitted by Sue Oliver of Fagan Engineers was reviewed by the board. Mr. Schwesinger stated that the Buildings & Grounds Committee recommends that the CCLD board apply for 2008 State Construction Funding for several of the projects as listed in the report of Fagan Engineers. Since the deadline for submission of applications for 2008 projects is August 24th, Mr. Schwesinger requested that the CCLD board approve "letters of intent to apply" for the following projects: (1) At the Horseheads Free Library, combine the HVAC RTU replacement with roof edge guard and the Roof Renovation project into a single proposal totaling \$108,200; (2) At the Big Flats Library, a handicapped accessible restroom, a power assist entrance door and interior alterations totaling \$35,000; (3) At the West Elmira Library, a handicapped restroom, a power assist entrance door and interior alterations totaling \$35,000; and (4) At the Steele Memorial Library, exterior hollow metal door replacement and door hardware upgrades to meet ADA-standards totaling \$14,700. The Library District would need to guarantee payment of 50% of each project; the State Construction Funds would pay for the rest. Funds for engineering work need to be paid for by the District. Engineering fees are estimated at 5% of the projects, an approximate \$10,000 that will be used to create bid documents for the projects. Mr. Schwesinger moved, seconded by Ms. Meyer, Fagan Engineers to prepare preliminary designs for the four above-mentioned projects at a cost not to exceed \$10,000 and to submit applications to STLS for 2008 State Construction Funds for the same projects. Motion Carried.

**Strategic Planning Committee.** The report of the Planning Committee was presented in writing to the board (Document #2007-59) Ms. Richards reported that the Committee had a productive meeting and discussed the process for creating the long range plan to include the need for a consultant to assist in the process. The committee has requested that the following staff members join the committee to allow for staff participation: Owen Frank (Steele), Maureen Ferrell (Horseheads), and Lynn Shepson (supervisor of the West Elmira/Big Flats/Van Etten Libraries and the Bookmobile). The possibility of a board retreat dedicated to strategic planning was discussed. This retreat would not take place until after a series of community surveys have been conducted. Surveys conducted would be both site specific and non-site specific. The committee requested that Director Jim Sleeth prepare a Request for Proposal (RFP) for a consultant / facilitator to assist the Library District in the creation of a long-range plan (Document #2007-59-a). At the first meeting with the consultant, the process of creating a long-range plan would be explained to the committee and the board. The consultant would also assist with any planned Town Hall meetings. He/She would then help the Planning Committee review information and outline what a long-range plan should look like. The CCLD Library Director would then be charged with writing a first, preliminary draft of the Long Range Plan that will subsequently be reviewed by the committee. It was determined that the date for the board retreat will not be set until the Library District has completed the survey process. The surveys should be requested between now and November. The District may need the consultant's assistance in preparing the questions for the surveys. An estimated cost of

\$5,000 for planning purposes needs to be included in the proposed 2008 Library District budget.

**Old Business.** President Smith stated that he would contact members of the Personnel Committee to set up a meeting to discuss the evaluation of the Library District Director, to include recommendations for salaries for both the Director and the Administrative Assistant.

President Smith stated that there may be as many as eight openings on the CCLD board soon. Discussion followed regarding the terms of elected and appointed members of the CCLD board, with no consensus of opinion being reached. Ms. Radin reminded the CCLD board that it was also its responsibility to select members of the STLS board, which is currently shy two board members from Chemung County. Discussion on this question will continue.

**New Business.** President Smith reported the receipt of \$45,741.00, the first 2007 distribution to the Library District from the Steele Memorial Library Foundation. A letter accompanying the donation requests that the funds be used as follows: \$40,000 is unrestricted and is to be used as the CCLD board deems is in the best interest of public library services in Chemung County; \$2,735 is income from the Wanda Campbell Genealogy Fund and must be used to augment genealogy services at the Steele Library; \$2,151 is income from the Patron's Fund for the Purchase of Non-Fiction Materials and must be used to augment the non-fiction budget at the Steele Library; and \$855 is income from the Fund for the West Elmira Library and must be used to augment the programming budget of the West Elmira Library. The letter also lists when the District may expect additional distributions. Ms. Meyer moved, seconded by Ms. Fitzgerald to accept the donation of the Steele Memorial Library Foundation and to expend the funds as designated in their letter dated June 4, 2007. Motion Carried.

**Public Expression.** None.

The meeting was adjourned at 8:25pm. The next regular meeting of the board will be on Thursday, July 19, 2007 at 7pm at the Steele Memorial Library.



**CHEMUNG COUNTY LIBRARY DISTRICT**  
Financial Report - JUNE 30, 2007

**(DOCUMENT #2007-61)**

Account	2007 Annual Budget	Received to date	Balance remaining	Percentage Received	Percentage through year
<b>Income</b>					
Library Fines, Fees & Contributions	\$ 101,110	\$ 41,184	\$ 59,926	41%	
Grants (other than N.Y.S.)	28,750	4,450	24,300	15%	
Foundation Contributions	160,000	65,741	94,259	41%	
Library District Tax Receipts	2,140,001	2,140,001	0	100%	
Interest on Investments	30,000	39,410			
<b>State Aid</b>					
Central Library Development	105,000	0	105,000	0%	
Central Book Aid	71,500	0	71,500	0%	
Local Library Services Aid	41,700	0	41,700	0%	
Other State Aid	1,600	87,930	(86,330)	5496%	
<b>TOTAL INCOME</b>	<b>\$ 2,679,661</b>	<b>\$ 2,378,716</b>	<b>\$ 310,355</b>	<b>89%</b>	<b>50%</b>

Account	Annual Budget	Expended to date	Balance remaining	Percentage Expended	Percentage through year
<b>Expense</b>					
<b>Personnel</b>					
Salaries	\$ 1,102,746	\$ 544,915	\$ 557,831	49%	
Sunday & Holiday Salaries	55,404	17,477	37,927	32%	
Employee Benefits	509,337	229,281	280,056	45%	
<b>Contractual</b>					
Equipment	29,780	14,825	14,955	50%	
Telephone	10,330	4,303	6,027	42%	
Supplies	26,114	18,586	7,528	71%	
Travel & Continuing Education	19,155	4,706	14,449	25%	
Repairs & Maintenance	95,599	24,024	71,575	25%	
Postage	7,839	6,104	1,735	78%	
Library Materials (books, video, etc.)	258,430	140,416	118,014	54%	
Utilities	92,000	20,419	71,581	22%	
Building Cleaning Supplies	4,760	2,800	1,960	59%	
Fuel, Gas & Oil	2,000	1,066	934	53%	
Insurance	27,199	19,241	7,958	71%	
Rent	5,150	2,500	2,650	49%	
Vehicle Operation / Lease	7,000	8,553	(1,553)	122%	
Professional Fees (audit, membership)	50,246	36,871	13,375	73%	
Data Processing Expenses	38,231	19,408	18,823	51%	
Payment of Taxes	4,897	4,517	380	92%	
Library Programming	11,588	11,810	(222)	102%	
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	0	56,254	0%	
Debt Service	208,517	174,175	34,342	84%	
<b>TOTAL EXPENSE</b>	<b>\$ 2,684,661</b>	<b>\$ 1,310,386</b>	<b>\$ 1,374,275</b>	<b>49%</b>	<b>50%</b>

## Grant Fund

## Unpaid Bills Detail

As of July 12, 2007

	<u>Type</u>	<u>Date</u>	<u>Memo</u>
<b>Baker &amp; Taylor Books</b>			
	Bill	07/11/2007	Reference materials
Total Baker & Taylor Books			
<b>Barnes &amp; Noble</b>			
	Bill	07/11/2007	Nonfiction purchase
Total Barnes & Noble			
<b>Harris Infosource</b>			
	Bill	07/11/2007	Reference material
Total Harris Infosource			
<b>Ingram Library Services</b>			
	Bill	07/11/2007	Non-Fiction book purchases
Total Ingram Library Services			
<b>N.A.D.A. Appraisal Guides</b>			
	Bill	07/11/2007	reference materials
Total N.A.D.A. Appraisal Guides			
<b>Phyllis Rogan</b>			
	Bill	07/11/2007	Mileage reimbursement
Total Phyllis Rogan			
<b>Southern Tier Library System</b>			
	Bill	07/11/2007	processing fees-NonFiction & Reference
Total Southern Tier Library System			

**TOTAL**

Chemung County Library District  
Grant Fund

Document #2007-62

Unpaid Bills Detail

As of July 12, 2007

	<u>Open Balance</u>
<b>Baker &amp; Taylor Books</b>	
	150.98
Total Baker & Taylor Books	<u>150.98</u>
<b>Barnes &amp; Noble</b>	
	31.12
Total Barnes & Noble	<u>31.12</u>
<b>Harris Infosource</b>	
	198.10
Total Harris Infosource	<u>198.10</u>
<b>Ingram Library Services</b>	
	2,500.45
Total Ingram Library Services	<u>2,500.45</u>
<b>N.A.D.A. Appraisal Guides</b>	
	100.00
Total N.A.D.A. Appraisal Guides	<u>100.00</u>
<b>Phyllis Rogan</b>	
	101.06
Total Phyllis Rogan	<u>101.06</u>
<b>Southern Tier Library System</b>	
	89.50
Total Southern Tier Library System	<u>89.50</u>
<b>TOTAL</b>	<u><u>3,171.21</u></u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of July 12, 2007

Document #2007-62

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Acme Pest Control, Inc.</b>			
	07/11/2007	Pest Control @ Steele	21.00
Total Acme Pest Control, Inc.			<u>21.00</u>
<b>Baker &amp; Taylor Books</b>			
	07/11/2007	HFL/WE book purchases	290.91
Total Baker & Taylor Books			<u>290.91</u>
<b>Blackbourn Media Packaging</b>			
	07/11/2007	AV supplies for ST/HFL	610.81
Total Blackbourn Media Packaging			<u>610.81</u>
<b>Chemung County Buildings &amp; Grounds Dept.</b>			
	07/11/2007	Utility & Building Maintenance charges-2nd Qtr 2007	18,156.79
Total Chemung County Buildings & Grounds Dept.			<u>18,156.79</u>
<b>Chemung County Library District</b>			
	07/11/2007	Petty Cash reimbursement - WE/HFL	323.10
Total Chemung County Library District			<u>323.10</u>
<b>Chemung County Treasurer</b>			
	07/11/2007	bond payments-principal & Interest for 2007-1st inst	74,853.54
Total Chemung County Treasurer			<u>74,853.54</u>
<b>Creative Data Products</b>			
	07/11/2007	Overdue mailers-all libraries	431.28
Total Creative Data Products			<u>431.28</u>
<b>CyberDark Computing</b>			
	07/11/2007	laptop-IT department	289.00
Total CyberDark Computing			<u>289.00</u>
<b>David Moreland</b>			
	07/11/2007	Program at VanEtten Library	310.00
Total David Moreland			<u>310.00</u>
<b>Demco, Inc.</b>			
	07/11/2007	Supplies @ Steele for Vital Stats Index	427.83
Total Demco, Inc.			<u>427.83</u>
<b>EBSCO Subscription Services</b>			
	07/11/2007	Magazine subscriptions-All libraries	8,084.57
Total EBSCO Subscription Services			<u>8,084.57</u>
<b>Fagan Engineers</b>			
	07/11/2007	Prof. Svc-review of CCLD roof projects/Prioritizing p	2,762.00
Total Fagan Engineers			<u>2,762.00</u>
<b>Faith Book Club</b>			
	07/11/2007	Mike Thaler books-all libraries	415.03
Total Faith Book Club			<u>415.03</u>
<b>Fire Alarm Service Technology, Inc.</b>			
	07/11/2007	annual security monitoring/fire alarm maint-2007 at	945.00
Total Fire Alarm Service Technology, Inc.			<u>945.00</u>
<b>First Transit</b>			
	07/11/2007	Bookmobile fuel - June	241.37
Total First Transit			<u>241.37</u>
<b>H. L. Treu Office Supply Corp.</b>			
	07/11/2007	print cartridges-ST	64.98
Total H. L. Treu Office Supply Corp.			<u>64.98</u>
<b>Holiday Inn Express</b>			
	07/11/2007	hotel expense-June programming all libraries	80.00
Total Holiday Inn Express			<u>80.00</u>
<b>Howell, Liberatore &amp; Wickham, Inc.</b>			
	07/11/2007	Summer 2007 Newsletter-production & printing	6,571.90
Total Howell, Liberatore & Wickham, Inc.			<u>6,571.90</u>
<b>Idearc Media Corp.</b>			
	07/11/2007	Phone book ad-monthly fee/purchase of phone bk-5	313.74
			<u>313.74</u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of July 12, 2007

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Idearc Media Corp.			313.74
<b>Image Integrator</b>			
	07/11/2007	toner for microfilm machine-ST	168.00
Total Image Integrator			168.00
<b>Ingram Library Services</b>			
	07/11/2007	Library materials-all libraries	12,513.21
Total Ingram Library Services			12,513.21
<b>Jeff Boyer</b>			
	07/11/2007	Aug program @ ST/WE/BF	900.00
Total Jeff Boyer			900.00
<b>Logic Computer Products</b>			
	07/11/2007	Printer cartridge supplies	161.85
Total Logic Computer Products			161.85
<b>MidWest Tape</b>			
	07/11/2007	DVD/Audio purchases-HFL	183.91
Total MidWest Tape			183.91
<b>Oriental Trading Company, Inc.</b>			
	07/11/2007	programming supplies-ST/WE/BF	162.85
Total Oriental Trading Company, Inc.			162.85
<b>ProQuest Information &amp; Learning</b>			
	07/11/2007	Microfilm S-G for June	20.33
Total ProQuest Information & Learning			20.33
<b>Rhode Island Novelty</b>			
	07/11/2007	SML programming supplies	37.39
Total Rhode Island Novelty			37.39
<b>SDS of NY</b>			
	07/11/2007	garbage disposal-BF,WE,HFL for June	125.97
Total SDS of NY			125.97
<b>SKJ Facilities Management, Inc.</b>			
	07/11/2007	HFL Janitor services 6/10 - 7/1	480.00
Total SKJ Facilities Management, Inc.			480.00
<b>Southern Tier Library System</b>			
	07/11/2007	Processing fees/supplies/Cost Share-all libraries	520.50
Total Southern Tier Library System			520.50
<b>Sunset Printers</b>			
	07/11/2007	envelope supply-all libraries	344.24
Total Sunset Printers			344.24
<b>Thomson Gale</b>			
	07/11/2007	SML fiction purchase	236.63
Total Thomson Gale			236.63
<b>Town of VanEtten</b>			
	07/11/2007	Building rental-July	416.66
Total Town of VanEtten			416.66
<b>U. S. Toy Company</b>			
	07/11/2007	SRC prizes ST/BF	78.72
Total U. S. Toy Company			78.72
<b>Unique Management Services, Inc.</b>			
	07/11/2007	collection agency fees-all libraries-June	522.40
Total Unique Management Services, Inc.			522.40
<b>TOTAL</b>			<b><u>132,065.51</u></b>

***(Document #2007-63: Personnel activities since the June 2007 meeting of the Library Board)***

Memo

To: Library District Board of Trustees

From: Jim Sleeth, Library Director

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

Date: July 12, 2007

July 12, 2007: There were no personnel appointments, resignations, or terminations in the past month.

**(Document #2007-64)**

**Report of the July 11, 2007 meeting of the Executive Committee of the Chemung County Library District.**

The following members of the Executive Committee of the Chemung County Library District attended this meeting: Allen C. Smith, Marleah Denkenberger, Sherrill Collins, Robin Fitzgerald, Joan Santulli, and Jim Sleeth.

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

The following topics were discussed:

- The question of terms office for appointed and elected positions on the CCLD board was discussed. It was determined that while the terms of office remain fixed (the “classes” of board members), individuals filling positions within the district will change. A document entitled “Membership on the Chemung County Library District Board of Trustees” will be included in the July board packet.
- Allen Smith reviewed a June 30, 2007 memo from the Public Library Foundation of Chemung County. Following review by the Executive Committee, it was agreed that Mr. Smith will be in touch with the Public Library Foundation for further discussion.
- An ememo was received from the Friends of the Steele Memorial Library, notifying CCLD of their donation of \$2500 each to the Big Flats, West Elmira, and Steele Memorial libraries to be used for programming.
- Mr. Sleeth noted that the Library and CSEA are working on a memorandum of agreement that will address the question of staff shift switching.
- Mr. Sleeth informed the committee that for the Library District to qualify as a 501(c)3 organization, it must adopt and follow a conflict of interest policy. A proposed Conflict of Interest Policy will be included in the July board packet.
- A question regarding using our libraries in fund raising projects was discussed. It was concluded that while each of our libraries had a special relationship with its support groups – the Big Flats Library Advocates, the Friends of the Horseheads Free Library, the Friends of the Steele Memorial Library, for example – the Library District should not become a fund raising platform for other community or commercial groups.
- Ms. Collins brought before the Executive Committee the “Receipt for Transferred Library Property” from the Horseheads Free Library. This completed form notifies

the State Education Department that the Chemung County Library District has received from the Board of Trustees of the Horseheads Free Library Association its books, contents, and other library property. Following discussion, Mr. Smith agreed to contact the Library District Attorney to determine whether this document can be signed without an agreed to memorandum of agreement between the Public Library Foundation of Chemung County and the Chemung County Library District. It was noted and appreciated that there is a September 13, 2007 deadline to be met. The proposed "Receipt for Transferred Library Property Document" will be available for review at the July CCLD board meeting.

- Mr. Sleeth requested that Ms. Collins, in her position on the Southern Tier Library System Board of Trustees, carry with her the priority of construction projects as recommended by the Building & Grounds Committee. Ms. Collins agreed to convey the following priorities: (1) Horseheads Free Library roof and HVAC; (2) Big Flats Library handicapped access; (3) West Elmira Library handicapped access; and (4) Steele Memorial Library door and door hardware replacement.
- Mr. Sleeth reviewed and discussed the 2007 report on the present and future of the CCLD Bookmobile. The report included the summer 2007 Bookmobile schedule, categories of Bookmobile stops with circulation statistics, results from the survey of Bookmobile users, the physical condition of the Bookmobile, staff thoughts about the Bookmobile, and recommendations for the future. Mr. Sleeth noted that his recommendations included the creation of a new position, principal library clerk, to supervise the operation of the Bookmobile. The Executive Committee, having agreed with the recommendations in the report, requested that it be presented to the July 19<sup>th</sup>, 2007 CCLD Board meeting.
- The Library Administration requested that an additional officer of the Executive Committee be approved to sign CCLD checks. Following discussion, it was agreed that the Vice-president will be added to the list of authorized check signers for the Library District. This proposal will be brought to the CCLD board for action at its July meeting.
- Unpaid Bills Detail dated July 10<sup>th</sup>, 2007 was reviewed and approved for payment.

The committee adjourned at 8:30pm.

The next meeting of the Executive Committee of the Chemung County Library District is scheduled to be held on Wednesday, August 1<sup>st</sup>, 2007 in the Petrie Conference Room of the Steele Memorial Library.



(Document #2007-65)

## Membership on the Chemung County Library District Board of Trustees

There are fifteen members of the Board of Trustees of the Chemung County Library District. Each of these fifteen members are elected from a specific district, districts #1 through #15. This was established with the 2005 laws of the State of New York State, Senate Bill 5321-A / Assembly Bill 8116-A. These fifteen districts correspond to Chemung County Legislature's fifteen districts.

The enabling legislation creating the Library District also established a procedure for electing members of the governance board. On December 5<sup>th</sup>, 2005, the fifteen designated members of the first CCLD board drew straws to determine which of the three classes to which they would belong. The results were as follows:

Class of 2006	Class of 2007	Class of 2008
District #2	District #3	District #1
District #7	District #4	District #5
District #11	District #8	District #6
District #12	District #9	District #10
District #15	District #13	District #14

As one class reaches its graduation it is replaced with another. Thus, the current class structure of the Board of Trustees is as follows:

Class of 2007	Class of 2008	Class of 2009
District #3	District #1	District #2
District #4	District #5	District #7
District #8	District #6	District #11
District #9	District #10	District #12
District #13	District #14	District #15

The following individuals are currently serving on the CCLD Board:

Class of 2007	Class of 2008	Class of 2009
Radin - #3	Denkenberger - #1	Fitzgerald - #2
Pirozzolo - #4	Hurley - #5	Meyer - #7
Kather - #8	Collins - #6	Smith - #11
Ogunwumi - #9	Harmon - #10	Schwesinger - #12
Vacant - #13	Marosek - #14	Richards - #15

When a position on the CCLD Board of Trustees is filled by appointment rather than through election, the position remains within its original class. The individual

appointed to the Board of Trustees holds office only “until the next annual district election” though, of course, this individual may file for election as anyone else might as well.

Thus, the entire Class of 2007 – Radin, Pirozzolo, Kather, Ogunwumi, & the currently vacant position – as well as any appointed individuals – Harmon, Meyer, & Richards – must file for election to retain their seats on the CCLD Board of Trustees.

The election of 2007 will, therefore, fill out the Class of 2008 and 2009 and create a new Class of 2010.

Because the individual elected from the 10<sup>th</sup> District will complete the Class of 2008, if he or she wishes to remain on the CCLD Board of Trustees beyond 12/31/08, she or he must file for election at the 2008 election.

Because the individuals elected from the 7<sup>th</sup> and 15<sup>th</sup> Districts will complete the Class of 2009, if they wish to remain on the CCLD Board of Trustees beyond 12/31/09, they must file for election at the 2009 election.

**(Document #2007-66)**

## **CHEMUNG COUNTY LIBRARY DISTRICT CONFLICT OF INTEREST POLICY**

Directors, officers, and administrators of the Chemung County Library District shall adhere to the highest standards of honesty, good faith, and fair dealing in all activities relating to the organization. The Chemung County Library District encourages all to use the four values of caring, respect, honesty and responsibility in all of their activities.

No director, officer, administrator, or any member of their respective families or households shall accept gifts, gratuities, or favors of any kind from any person, firm, or corporation doing business or seeking to do business with the Chemung County Library District and which could reasonably be expected to influence, or create the appearance of influencing, his or her actions affecting the Chemung County Library District. This prohibition is not intended to preclude business meals or other nominal benefits in the reasonable and ordinary course of business.

Without full and complete disclosure to and approval by the Board of Directors or its Executive Committee, no director, officer, or administrator shall have any position of influence with, or a material financial interest in, any other entity, the existence of which does or could reasonably be expected to conflict with the proper performance of his or her duties or responsibilities to the Chemung County Library District, or which could reasonably be expected to affect his or her independent judgment and action with respect to transactions between the Chemung County Library District and such other entity. If such a position exists, it must be disclosed to the Chief Executive Officer and to the Chairman of the Board.

Each director, officer, and administrator shall provide the Board of Directors or the Executive Committee with a full and complete written disclosure of all facts of any transaction or situation that may be subject to any reasonable doubt concerning the possible existence of a conflict of interest by the director, officer, or administrator.

In the event that the Chemung County Library District may wish to contract or enter into an arrangement for goods or services under circumstances that may present a conflict of interest affecting one or more of its directors, officers, or administrators, the affected person(s) of the Chemung County Library District agree(s) to provide full information to the Board of Directors or its Executive Committee to allow the Board of Directors or its Executive Committee to approve by resolution (with the affected person abstaining) such contract or arrangement.

Annually, the Director shall send a copy of a disclosure statement / questionnaire to all directors, officers, other volunteers and employees who shall complete and return it to the Director or his or her designee. Each new director, officer, and administrator shall participate in a similar procedure immediately upon assumption of his or her responsibilities.

The Director shall administer this Policy. Any disputed action of the Director with respect to this Policy shall be resolved by the Board of Directors or its Executive Committee, whichever next meets.

(Document #2007-67)

Memo

To: Chemung County Library District Board of Trustees

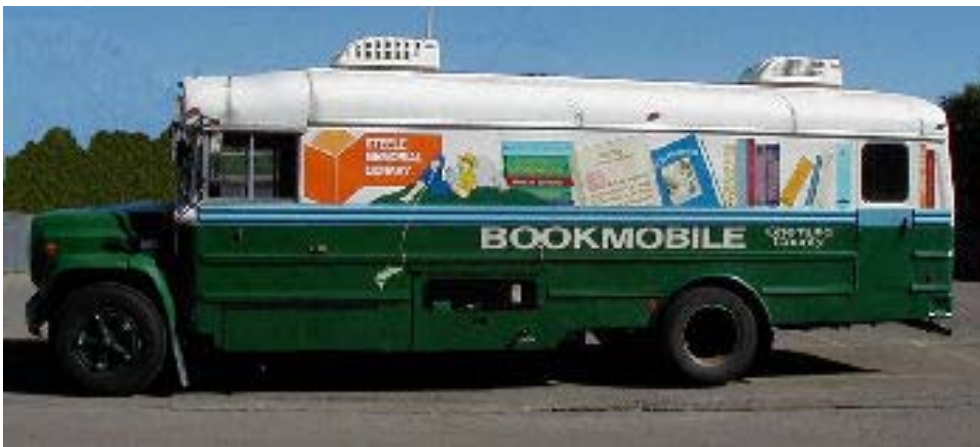
From: Jim Sleeth, Library Director

Subject: 2007 Report on the present & future of the CCLD Bookmobile

Date: July 12, 2007

There are several components to this report:

- 1. Summer 2007 Bookmobile schedule***
- 2. Categories of Bookmobile stops with circulation statistics***
- 3. Results from the survey of Bookmobile users***
- 4. Physical condition of the Bookmobile***
- 5. Staff thoughts about the Bookmobile***
- 6. Recommendations for the future***



**1. Summer 2007 Bookmobile Schedule**

Schedule I	Schedule II
<p><b>Monday – July 16,30 Aug. 13,27.</b>            * 8:45 – 9:15 Big Flats School            * 9:30 –11:00 Big Flats Parks:            Hillview, Community, Reynolds,            Maple Shade, Pine Circle Ext.            * 12:30 – 1:00 Edison Autistic Class            1:30 – 2:15 Woodbrook            3:00 – 4:30 Southtown Plaza</p>	<p><b>Monday – July 9,23 Aug. 6,20.</b>            * 8:45 – 9:15 Big Flats School            * 9:30 –11:00 Big Flats Parks:            Hillview, Community, Reynolds,            Maple Shade, Pine Circle Ext.            * 12:30 – 1:00 Edison Autistic Class            1:15 – 1:45 Villa Serene            3:00 – 4:30 Southtown Plaza</p>
<p><b>Tuesday – July 17,31 Aug. 14,28.</b>            * 9:30 –11:00 Southport Parks:            Murphy, Goodwin, Chapel, Draxler,            Sterling            * 11:15 – 1:30 Parley Coburn School,            Beecher School            3:00 – 4:30 Bethany Lutheran            Church</p>	<p><b>Tuesday – July 10,24 Aug. 7,21.</b>            * 9:30 –11:00 Southport Parks:            Murphy, Goodwin, Chapel, Draxler,            Sterling            * 11:15 – 1:30 Parley Coburn School,            Beecher School            3:00 – 4:30 Bethany Lutheran Church</p>
<p><b>Wednesday – July 18@ Aug.            1#,15@,29#.</b>            10:00 –11:00 Beaver Ave. @            10:45 –11:30 Wellsburg Seniors#            12:15 – 1:30 Chemung Fire Station            1:45 – 2:30 Lowman Post Office            2:45 - 3:15 Carriage Estates            3:30 – 4:15 Wellsburg Village Center</p>	<p><b>Wednesday – July 11,25 Aug. 8,22.</b>            9:30 – 9:45 Building Block Pre-K            12:00 –12:25 YWCA            12:30 - 1:30 George Bragg Towers            2:00 – 3:00 Flannery Aprtments            3:10 – 3:40 St. Patrick’s Apartments            3:45 - 4:15 Carpenter Apartments</p>
<p><b>Thursday – July 5,19 Aug. 2,16,30.</b>            8:45 – 9:15 Redwing Lane            9:30 –10:00 Maplehurst Park            * 10:15 –10:45 Erin Town Hall            * 11:00 – 2:00 Ridge Rd. School,            Center St. School, Gardner Rd.            School            3:00 – 3:20 Bethany Apartments            3:20 – 3:40 Appleridge            3:45 – 4:30 Tifft @ Hibbard Ave.</p>	<p><b>Thursday – July 12,26 Aug. 9,23.</b>            * 9:30 –11:00 BOCES Bldg. 1            * 11:15 – 2:00 Ridge Rd. School,            Center St. School, Gardner Rd. School            2:45 – 3:15 CJ’s Country Kids            3:30 – 4:15 YMCA@ Broad St.</p>
<p><b>Friday – July 6,20 Aug. 3,17.</b>            * 9:00 –11:30 Cohen School, Fassett            School, Grace Episcopal Church            12:00 – 2:30 Bulkhead Hardware</p>	<p><b>Friday – July 13,27 Aug. 10,24.</b>            * 9:00 - 11:30 Cohen School, Fassett            School, Grace Episcopal Church            12:00 – 2:30 Bulkhead Hardware</p>

**\* Only when Cohesion Site is in Session**

## ***2. Categories of Bookmobile stops with circulation statistics***

The use of circulation statistics is always controversial. For example, if we are interested in reaching the most people, whether young people or the elderly, we should concentrate on providing Bookmobile services to the schools and the elderly who live in residences; if we are interested in providing services to those who may not be able to travel to a distant neighborhood library, we should not care that circulation of library materials is low, with a correspondingly high unit cost of circulation.

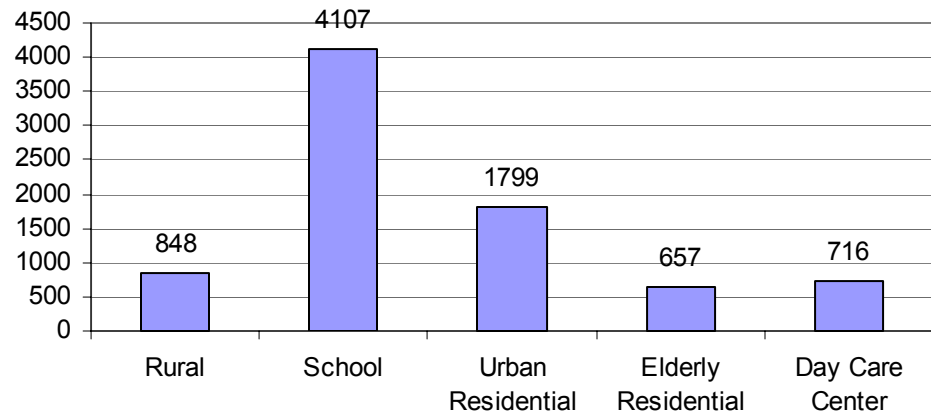
The selection of Bookmobile stops can also be controversial. For example, when we received outreach funding from the state, our focus was to reach specific targeted populations: geographically isolated, the elderly, handicapped, the poor, and others. It was not a priority to analyze how much the service was used, nor how much it cost. Now that Southern Tier has assumed outreach responsibilities, we can look at the service in other ways: cost per circulation, the use of the Bookmobile in marketing Library District services, and the impact of a stop on another neighborhood library, for example.

That said, the statistics clearly show that, like other small neighborhood libraries, young people are the overwhelming beneficiaries of Bookmobile services: school stops and day care centers total 60% of the circulation in the Fall / Winter / Spring and stops in the parks and Summer Cohesion sites total 59% of circulation in the Summer months. At these stops, children are able to use public library services because the services come to them – these are the same children who may not otherwise be taken to a public library by their parents during the year. This also leads to the conclusion that we should offer, once again, to complement school libraries in the Elmira City School District in the same way as we complement library programs in the elementary schools of Horseheads, Elmira Heights, and the private schools of the County.

**Categories of Bookmobile Stops – 2006-2007**

	<b>Rural</b>	<b>School</b>	<b>Urban residential</b>	<b>Elderly residential</b>	<b>Day care center</b>	<b>Parks / cohesion</b>
<b>Fall / Winter / Spring Bookmobile stops Q4 2006 Q1 2007</b>	<ul style="list-style-type: none"> <li>• Beaver Avenue</li> <li>• Wellsburg Fire Station</li> <li>• Lowman Post Office</li> <li>• Carriage Estates</li> <li>• Wellsburg Village center</li> <li>• Wellsburg seniors</li> </ul>	<ul style="list-style-type: none"> <li>• Holy Family Primary</li> <li>• Edison autistic class</li> <li>• Booth School</li> <li>• Chemung School</li> <li>• Head Start sites</li> <li>• BOCES Bldg #1</li> <li>• St. Mary Our Mother</li> </ul>	<ul style="list-style-type: none"> <li>• Southtown Plaza (weekly)</li> <li>• Bethany Lutheran Church (weekly)</li> <li>• Redwing Lane</li> <li>• Maplehurst Park</li> <li>• Tift &amp; Hibbard Avenue</li> <li>• YMCA @ Broad Street</li> <li>• Bulkhead Hardware</li> </ul>	<ul style="list-style-type: none"> <li>• Villa Serene</li> <li>• Woodbrook</li> <li>• George Bragg Towers</li> <li>• Flannery Apartments</li> <li>• Bethany Apartments</li> <li>• Appleridge</li> <li>• St. Patrick Apartments</li> <li>• Carpenter Apartments</li> </ul>	<ul style="list-style-type: none"> <li>• Happy House Pre-K</li> <li>• Building Block Pre-K</li> <li>• YWCA Daycare</li> <li>• CJ's Country Kids</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Total by Category</b>	<b>848 or 10%</b>	<b>4,107 or 51%</b>	<b>1,799 or 22%</b>	<b>657 or 8%</b>	<b>716 or 9%</b>	<b>NA</b>

**Q4 2006 & Q1 2007 Circulation**





### Categories of Bookmobile Stops – 2006

	<b>Rural</b>	<b>School</b>	<b>Urban residential</b>	<b>Elderly residential</b>	<b>Day care center</b>	<b>Parks / cohesion</b>
<b>Summer 2006 Bookmobile Stops</b>	<ul style="list-style-type: none"> <li>• Beaver Avenue</li> <li>• Chemung Fire Station</li> <li>• Lowman Post Office</li> <li>• Carriage Estates</li> <li>• Wellsburg Village center</li> <li>• Wellsburg seniors</li> <li>• Belaire Park</li> </ul>	<ul style="list-style-type: none"> <li>• BOCES Bldg #1</li> <li>• Edison autistic class (weekly)</li> </ul>	<ul style="list-style-type: none"> <li>• Southtown Plaza (weekly)</li> <li>• Bethany Lutheran Church (weekly)</li> <li>• YWCA</li> <li>• YMCA @ Broad Street</li> <li>• Redwing Lane</li> <li>• Maplehurst Park</li> <li>• Tifft @ Hibbard Road</li> <li>• Bulkhead Hardware</li> </ul>	<ul style="list-style-type: none"> <li>• Woodbrook</li> <li>• Villa Serene</li> <li>• George Bragg Towers</li> <li>• Flannery Apartments</li> <li>• Bethany Apartments</li> <li>• Appleridge</li> <li>• St. Patrick's Apartments</li> <li>• Carpenter Apartments</li> </ul>	<ul style="list-style-type: none"> <li>• Building Block Pre-K</li> <li>• CJ's Country Kids</li> </ul>	<ul style="list-style-type: none"> <li>• Big Flats School (weekly)</li> <li>• Big Flats Parks: Hillview, Community, Reynolds, Maple Shade, Pine Circle Ext. (all weekly)</li> <li>• Southport Parks: Murphy, Goodwin, Chapel, Draxler, Sterling (all weekly)</li> <li>• Parley Coburn School (weekly)</li> <li>• Beecher School (weekly)</li> <li>• Ridge Road School (weekly)</li> <li>• Center Street School (weekly)</li> <li>• Gardner Road School (weekly)</li> <li>• Erin Town Hall</li> <li>• Cohen School</li> <li>• Fassett School</li> <li>• Grace Episcopal Church</li> </ul>
<b>Total by Category</b>	<b>279 or 5%</b>	<b>314 or 6%</b>	<b>838 or 17%</b>	<b>397 or 8%</b>	<b>252 or 5%</b>	<b>2,965 or 59%</b>

### ***3. Results from the survey of Bookmobile users***

Two surveys of Bookmobile patrons were taken. The first sought out the opinions of a group of twenty handpicked Bookmobile users, including individual borrowers, day care centers & nursery schools, neighborhood stops, and schools. An excellent response was received: nineteen of these twenty individuals responded by answering the questions and returning the survey. The second was a random selection of individual borrowers who were self-identified as Bookmobile users. Poor response was received: just twenty-one individuals responded by answering the survey and returning it to the library. Because of the poor response, this survey cannot be considered scientifically valid on yes/no questions, though the near unanimity in response to questions relating to the content of the collection and appropriateness of the Bookmobile stops should give decision-makers confidence. When answering the survey, most people did not answer all the questions. Nevertheless, perhaps the most interesting responses to the survey were the anecdotal evidence of how important the Library District's Bookmobile service is to our customers and how well Bill Knapp, our Bookmobile Driver, performed in providing the service over the past 35 years!

That said, here are the responses to the survey, with the questions followed by patron answers:

*When was the last time you used the Bookmobile?* May 2007; May 2007; 2003; 2006 school year; a year ago; 2006 school year; a couple months ago; February 2007; May 2007; May 23, 2007; a couple months ago; a month ago; May 14, 2007; April 2006; 2<sup>nd</sup> grade; Summer 2006; 2 years ago; May 2007; my children use it 2 times a month; we use it every two weeks; 1 week ago; April 25<sup>th</sup>; 2 weeks ago; May 2, 2007; we use it every other Monday for ½ hour, 12 months per year for 6 classrooms of students at TAE; May 2<sup>nd</sup>, 2007; the last bi-weekly visit; Friday, May 11<sup>th</sup>, 2007; May 14<sup>th</sup>, 2007; May 2, 2007; April 18<sup>th</sup>, 2007; May 7<sup>th</sup>, 2007; May 7<sup>th</sup>, 2007; May 2<sup>nd</sup>, 2007; May 15<sup>th</sup>, 2007; May 10<sup>th</sup>, 2007; May 8<sup>th</sup>, 2007; May 29<sup>th</sup>, 2007; May 23<sup>rd</sup>, 2007; the last time it came to Diven Elementary School; May 24, 2007;

*What Bookmobile stop do you use?* Beaver Valley; Beaver Dams; Bethany Lutheran Church; Holy Family Primary; Pine City School; Pine City School; Pine City School; Southport Cedar Street; P.C. School on the south side; Flannery Apartments; Chemung Fire House; Bethany Knoll Apartments; CJ's Country Kids and Southtown Plaza; Holy Family Primary; Pine City School; Riverside Elementary School; Hillview Park; Holy Family Primary; Southside, off Walnut & Broadway; St. Mary Our Mother School; CJ's Country Kids Childcare Center; St. Mary Our Mother School; Chemung Elementary School; Happy House (First Pres Church); Carpenter Apartments; TAE Edison; Bethany, Bulkhead, Flannery; Broad Horizons Academy; Bulkhead; Holy Family Primary School; Bragg Towers; Wellsburg; Beaver Valley; Southtown Plaza; St. Patrick's Apartments; Woodbrook; Redwing Lane; Coburn, Bethany, Southtown; Bulkhead, Southtown Plaza or when I need books; Lowman Post Office; Achievement Center, Horseheads;

*Does the Bookmobile stop at a convenient time for you?*

- yes: 14
- no: 1

*If not, when should the Bookmobile stop?*

- 5:30pm

*Is there a better place for the Bookmobile to stop in your neighborhood?*

- yes: 0
- no: 19

*Do you have problems getting into or out of the Bookmobile?*

- yes: 5
- no: 12
- “sometimes” “a little”: 2

*Should the Bookmobile stop in your neighborhood more frequently?*

- yes: 1
- no: 17

*If so, how often a month should the Bookmobile stop?*

- once: 1
- twice: 7
- three times: 0
- four times: 1

*Does the collection on the Bookmobile meet your needs?*

- “totally:” 1
- “very much so:” 1
- yes: 34
- no: 2
- “mostly”: 1
- “yes and no”: We request topics to be brought on the Bookmobile, if we have special interests; Bill is good about providing our needs.

*If not, how should it be improved?*

- You could include more picture books of nature, scenery, wildlife, etc..
- Get more advanced books.
- More juvenile fiction.
- We often ask for titles and Bill Knapp has always been able to secure these titles we have requested. We often have used interlibrary loan.
- Increase children / youth collection as well as update titles which are available.
- If I like other books I tell Mr. Knapp and he will try to bring them next time, if possible.
- Include movie DVD & CDs.
- The steps to get in and out of the bus are too steep. I have an artificial knee and the steps are really hard to handle. My students – some second grade – also have a hard time with the steps and the door.

*In what other ways should the Library District improve mobile library services? and other general comments:*

- None that I can think of. Twice a month seems like a good time frame. Sometimes once a month is good as I'm still working and don't have the time to read like I used to.
- I know [that the] Bookmobile comes to Appleridge, but my husband went to the library. Thank you, you have a nice library.
- Bill always supported our curriculum and students. I'd love to see the Bookmobile come back to the schools. Also the Wellsburg trailer park kids/family need library services. Now with no library on the south side, we need the Bookmobile. Thanks for many wonderful years of service, Bill!
- It stopped coming to my school and I wish it would come back.
- You do a great job. Thank you.
- Bill is most kind, knows mysteries are my choice & always has 3 or 4 ready, so I don't try to get on the bus. Thanks for the convenience.
- Basically, we like it as it is. Thank you for having a mobile library service.
- None that I can think of.
- It would be nice to have a neighborhood stop in West Elmira.
- We are very happy (son, father, mother) with Bookmobile services & we wish Mr. Knapp a wonderful retirement.
- The book collection on the bus is just fine.
- Get a bigger truck.
- It's great!
- My daughter would use the Bookmobile if it stopped at her 5<sup>th</sup> grade school.
- Make sure to get to locations that have limited library services and programs. Encourage literacy programs in these areas for "reading is the fundamental of life."
- We appreciate your service to St. Mary Our Mother School. Good luck to Mr. Knapp; we hope he enjoys his retirement.
- Books are rotated so our children and staff always have an excellent selection.
- We are really going to miss Bill. He has always been so helpful and friendly to our staff and children. Because many of our children do not have an opportunity to go to the library, having the library come to us is wonderful! We are very fortunate to have this service. Reading and storytelling is an important part of our early childhood curriculum. Thank you very much.
- We love it. Keep the service for our school.
- We really love having the Bookmobile come to our school! We will be opening a satellite in the First United Methodist Church in Horseheads in the fall & would love a visit there too.
- Bill always managed to find what I would ask about and was very willing to get reserved or out of area books.
- The step up into the Bookmobile and the strength needed to open the door and keep one's balance sometimes causes a big problem for us elderlies. Could a one-step stool be the answer? We usually get bags of books and need three hands and a prayer to get aboard. It's worse, of course, in winter. This is not a complaint but a suggestion. Thanks for being our *very* convenient service.
- Improve Internet / computer / printer resources so items may be retrieved such as overdue books, circulation information, etc..
- We have always found the Bookmobile an *extremely* strong resource for us. It certainly is an excellent addition to our ASD program!
- You could add another step so it would be easier for seniors and kids.

- We're pleased with the service. Thank you. Bill has been great. All the best for him in his retirement.
- For me, it's great as is! It's convenient and if I reserve books I receive them promptly – good service! Bill will be missed!
- A great selection of children's books.
- Please continue to come to our school, Holy Family Primary School. The children benefit from this service. Many parents just don't have time to expose children to the benefits of a library. We need this service. Mr. Knapp went out of his way to always have holiday books for the children. He was always willing to work to find resources that the teachers asked him about.
- I can get books at the Main Library but I like one feature of the Bookmobile: if you are late returning no fines are incurred. So far I haven't been late but you never know. I would rather request books – especially the new ones – through the Bookmobile. If I went through the Main Library to request books, it would cost \$1. I wish more people at Bragg took advantage of this service.
- I would like to take this opportunity to tell you that you will be losing a valuable employee. Bill has gone above and beyond to be helpful at all times. He will be sorely missed.
- Have an alternate person drive when regular driver / librarian is ill or on vacation.
- Bill has been a wonderful librarian and has a good selection.
- Bill does a great job! I hope the new driver does as well.
- The only improvement I would like to see is the steps going into the Bookmobile, they are quite steep. As a retired lady, it is more difficult getting in and scary getting out. We sure will miss our driver Bill Knapp. He is a lot of fun and very caring and helpful to his customers.
- Dr. Bryant should be contacted to allow stops at all schools. Children should have the opportunity to receive library books. If a drop box could be provided on the south side it would be fantastic. I really appreciate the availability of current titles. Thank you for this service!
- We are satisfied the way it is.
- It would be nice if I didn't have to drive 7 or 8 miles to get to Lowman Post Office, but since we don't have enough patrons from North Chemung I'll deal with it. As far as I know, there is only 1 other patron willing to go to Lowman.
- Bring the Bookmobile back to the schools!

#### ***4. Physical condition of the Bookmobile***

The Chemung County Library District Bookmobile was put into service in January 1986, making the vehicle 21 ½ years old. The vehicle has traveled 169,000 miles since 1986. The County Transit System has provided most routine maintenance to the vehicle. Investments in major repairs – a new engine, new air conditioners, body work to remove rust from the body of the Bookmobile – have kept the vehicle in good condition. Modern technology – both cellular communication and portable computing – have been installed in this mobile neighborhood library, making automated circulation, interlibrary loan, patron data entry, and most operational procedures in line with other neighborhood libraries. The major physical liability with the current Bookmobile is the entry and exit; the steps are too steep and the door too heavy for many young and elderly patrons. There is no access to the Bookmobile's collection by those who use a wheelchair or walker. There also is no seat for a second Bookmobile staff member. One cost estimate has been received for installation of a jump seat – a “single hand flip jump seat with cloth upholstery to include a lap belt” – for a cost of \$379.

#### ***5. Staff thoughts about the Bookmobile***

We have been gathering information and opinions about the past, present, and future of the Library District's Bookmobile services since Bill Knapp, the long-tenured driver of the Bookmobile, announced his intention to retire from his position at the end of October 2007. We have surveyed a hand-picked group of Bookmobile patrons to determine what they are pleased about and what they would like to see improved. We extended the survey by selecting a random sample of Bookmobile patrons to gauge their opinions about the service. And CCLD library staff have been discussing various issues – Bookmobile stops, the range of services provided from the Bookmobile, staffing levels, communication with other neighborhood library staff – among themselves and at regular department head meetings.

Some consensus of opinion regarding Bookmobile policies and procedures is being reached among Library District department heads, and it can be summarized as follows:

- The Bookmobile should make both rural and urban stops, and the selection of Bookmobile stops is more an art than a science. Improved communication between neighborhood library staff and Bookmobile staff should result in less contention about specific stops and joint decision-making regarding the schedule.
- Bookmobile patrons should follow the same circulation policies and procedures as other neighborhood libraries. For example, the practice of two-week due dates with automatic renewals should end, as should the practice of not charging overdue library fines. All loan periods from the Bookmobile should be either 14 or 28 days and it should be the responsibility of patrons to return their items on time to the Bookmobile, a neighborhood library, or a book drop. If a patron finds himself unable to finish a book or return it to a library, then the book needs to be renewed online or via telephone. Failing that, library fines for overdue items should be assessed.
- The new Bookmobile staff member(s) should be thoroughly conversant and consistent with Library District policies and procedures. New Bookmobile staff should work the same hourly shift (37.5 hours per week) as other neighborhood library staff. The new Bookmobile staff should work more closely with all neighborhood library staff, program planning should be coordinated to avoid conflicts, there should be more communication regarding the sharing of collections with the Steele Library, and Bookmobile staff should regularly attend department head meetings. To summarize, the Bookmobile service should be supervised more closely, from its base of operations to its accountability to its supervisors to its operation throughout the County.
- The Bookmobile should regularly appear at community events like Bookfest, the Wisner Park Farmer's Market, Big Flats Community Days Parade, the Thanksgiving Day Parade, Hendy Avenue School's Blacktop Carnival, etc., and this should be included in the job description of any new Bookmobile staff member. Whenever possible, we should use the Bookmobile as a public relations tool for the Library District.
- Programming for children – storytelling at Summer Cohesion sites, for example – could become an important part of the Bookmobile service, if the right person were to work on the Bookmobile. Programming for seniors – book talking at senior citizen centers during the fall, winter, and spring months, for example – might also become an important part of the Bookmobile service, if the right person were to work on the Bookmobile.

Some discussion has taken place regarding the following items, but no consensus of opinion among CCLD staff has been reached:

- Some believe that the Bookmobile should have two staff members – a Principal Library Clerk and a Driver – to improve reliability, provide better staff security, and extend programming to children and seniors, the two heaviest users of Bookmobile services. Others believe that the low cost Bookmobile service should be retained by continuing the one-person service.

2008 personnel costs for a one-person service where we would hire a brand new Bookmobile Driver to be fully trained would be approximately \$50,737.

2008 personnel costs for a two-person service – a Bookmobile driver plus a Principal Library Clerk – would be approximately \$95,802.

By way of comparison, the current year’s personnel costs are \$62,561.

- Some believe that since the 2006 circulation from the Bookmobile was less than the 2002 circulation from the Southside Library, the year before it closed, maybe it’s time to make the Bookmobile a part-time service. Others believe that the promise made to the electorate in 2005 – to preserve public library services – would be betrayed with any reduction in Bookmobile services.

## **6. Recommendations for the future**

- 1. Improve services on the Bookmobile –make the service more reliable, begin providing library programming to both juveniles (in the summertime) and seniors (in the wintertime), and improve staff security – by staffing the service with two individuals, a Bookmobile Driver and a Principal Library Clerk.*
- 2. Ask Bookmobile patrons to follow the same circulation rules as do patrons of the other neighborhood libraries, taking into consideration the necessity to make exceptions to this rule when weather or road conditions make it impossible for the Bookmobile to be on the road.*
- 3. When the Library District buys a new Bookmobile, take specific steps to improve accessibility of the vehicle to individuals of all ages and capabilities.*
- 4. Approach the Elmira City Schools Superintendent with a request to restore Bookmobile services to the elementary schools.*

The duties of these two staff members would be as follows:

- The Principal Clerk will be the staff member in charge of the Bookmobile service, just as Principal Clerks are responsible for the daily operation of other neighborhood libraries. Duties of the Principal Clerk will include selecting new library materials for the Bookmobile collection as well as for weeding older or un-used materials from the collection. The Principal Clerk will also be responsible for developing library basic programming – storytelling and book talking – for both juveniles and adults. Working with the Bookmobile Driver, the Principal Clerk will greet patrons entering the vehicle, provide assistance if necessary, and assist patrons as they select materials to borrow. The Principal Clerk will supervise the Bookmobile Driver and, working with the Driver, identify collections which need to be carried into and out of the vehicle
- Bookmobile Driver will be responsible for vehicle operation, maintaining a daily log of stops visited, miles traveled, and vehicle maintenance, and for providing assistance to the Principal Clerk by

completing circulation routines like charge, discharge, and reserving library materials not in the Bookmobile's collection. The Driver will also be expected to work with the Principal Library Clerk by carrying collections of new library materials into (and out of) the vehicle. When the Principal Clerk is conducting programs outside the vehicle, the Driver will be completely responsible for charging and discharging materials for patrons, placing reserves for patrons, and for re-shelving materials returned from circulation.

General supervision of the Library District's mobile library services will remain in the hands of a Librarian III, who also provides general supervision to libraries in Big Flats, West Elmira, and Van Etten.



**(Document #2007-68)**

**Report of the July 12<sup>th</sup>, 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, July 12<sup>th</sup>, 2007, beginning at 8:15am. Attending the meeting were Robin Fitzgerald, Andrea Ogunwumi, Jason Harmon, Joan Santulli, and Jim Sleeth.

Robin Fitzgerald opened the meeting at 8:15am.

The following topics were discussed:

- The committee discussed the establishment of a fund balance policy and agreed to propose the following policy to the next CCLD board meeting: “It is a goal of the Chemung County Library District to maintain an unrestricted, end of year fund balance equal to 15% of the budgeted operating costs (not to include debt service) of the Library District.”
- The committee discussed the proposed 2008 CCLD budget in library-by-library detail. One additional position – a principal library clerk on the Bookmobile – is being recommended. A test collection of DVDs at the Big Flats Library is being proposed. An upgrade from VHS to DVD format in the Steele Library’s audio video collection is being proposed. Capital projects are being proposed for the Horseheads Free Library, the Big Flats Library, the West Elmira Library, and the Steele Memorial Library. The committee suggested a format change in the proposed budget, to make the changes from the 2007 budget clearer. The committee recommended that the budget be presented to the August meeting of the CCLD board, giving time for the capital projects to be considered by the Southern Tier Library System committee on the New York State Construction Aid.
- The Unpaid Bills Detail of July 12, 2007 was considered by the committee, which recommended it for passage at the upcoming July 19<sup>th</sup>, 2007 CCLD board meeting.

The meeting adjourned at 8:50am.

The next meeting of the Budget & Finance Committee will be held on Thursday, August 9<sup>th</sup>, 2007, in the Petrie Conference Room of the Steele Memorial Library.

**(Document #2007-69)**

**Report of the July 11, 2007 meeting of the Building & Grounds Committee of the Chemung County Library District**

A meeting of the Building & Grounds Committee of the Chemung County Library District was held on Wednesday, July 11, 2007, beginning at 3pm. Attending the meeting were Jan Kather, Claudia Radin, Joan Santulli, and Jim Sleeth.

Jan Kather opened the meeting at 3pm.

The following topics were discussed:

- The four letters of intent to apply for 2007 New York State construction aid were reviewed. One change was suggested and incorporated into the letters. These four letters of intent will be delivered to Southern Tier by Friday, July 13, 2007.
- The completed bid documents for the replacement of the chiller at the Steele Memorial Library were noted by the Committee. The schedule of bidding was very briefly reviewed, with contractor review scheduled for August 21, 2007, the return of bids by potential contractors by 1:45pm on September 1<sup>st</sup>, and bid opening at 2pm on September 1, 2007. It is anticipated that bid evaluation will be complete by the September 12, 2007 meeting of the Building & Grounds Committee, and contract award by September 20, 2007. Work on the project will begin no later than October 1, 2007.
- A June 28, 2007 letter from Sue Oliver of Fagan Engineers to CCLD describing progress on the development of bid specifications for the new roofs of the West Elmira and Big Flats libraries was briefly reviewed.

The meeting adjourned at 3:30pm.

The next meeting of the Building & Grounds Committee will be held on Wednesday, August 8<sup>th</sup>, 2007, in the Library Director's office of the Steele Memorial Library.

**(Document #2007-70)**

**Report of the ad hoc Committee on Strategic Planning held on June 28, 2007 in the Petrie Conference Room of the Steele Memorial Library.**

Attending the meeting was CCLD board member Kim Richards and CCLD Director Jim Sleeth.

Topics discussed:

- Possible survey questions (see attached).
- Committee Chair Kim Richards tasked CCLD Director Jim Sleeth to complete a proposed timeline for the creation of a long range plan (see attached).
- Committee Chair Kim Richards tasked herself to talk with library officials regarding possible planning consultants and possible range of costs for employing consultants.
- Confirmed that the full CCLD board, at the June meeting in Big Flats, supported the content of the draft Request for Proposals.
- Discussed possible new meeting times to accommodate Planning Committee members.
- The meeting adjourned at 7:50pm.

The next meeting of the ad hoc Committee on Strategic Planning will be held on Thursday, July 26, 2007, in the Petrie Conference Room of the Steele Memorial Library.

## Possible survey questions:

1. Do you believe the configuration of six neighborhood libraries – Big Flats, the Bookmobile, Elmira, Horseheads, Van Etten, and West Elmira – affords Chemung County residents adequate access to public libraries?
2. What are the five public library services you value the most regardless of which public library you presently use?
3. On a scale of 1 to 5, how satisfied are you with public library services provided from the Steele Memorial Library?
4. How can these services be improved to better meet your needs?
5. Would you vote for a larger annual budget to financially support these improved services?
6. On a scale of 1 to 5, how satisfied are you with public library services provided from the Big Flats Library?
7. How can these services be improved to better meet your needs?
8. On a scale of 1 to 5, how satisfied are you with public library services provided from the West Elmira Library?
9. How can these services be improved to better meet your needs?
10. On a scale of 1 to 5, how satisfied are you with public library services provided from the Horseheads Free Library?
11. How can these services be improved to better meet your needs?
12. Do you believe that the Chemung County Library District should create a plan for the construction of a new Horseheads Free Library?
13. If so, should a new Horseheads Free Library be located in the Village or Town of Horseheads?
14. Would you support a consolidation of the Big Flats and the Horseheads Free libraries into a single larger public library located near the Arnot Mall?
15. Do you believe that a new “south county” public library should be established to provide better access to public library services to residents?
16. When the 21 ½ year old Bookmobile with 170,000 miles on its chassis finally needs to be replaced, should the new Bookmobile be about the same size, a bit larger, or a lot larger?

## **Proposed timeline for Planning:**

**July 2007** – finalize the RFP for planning services;

**August 2007** – publish and solicit responses to the RFP for planning services;

**September, October, November, & December 2007** – select a consultant, gather information about the library and the community, organize that information for consultant, Planning Committee, and full CCLD board of trustees;

**January 2008** – begin the planning process;

**February 2008** – summarize findings and write a first draft of the CCLD long range plan for consideration by the Planning Committee;

**March 2008** – receive input from the Planning Committee and revise the first draft of the CCLD long range plan;

**April, May 2008** – present, then gain approval of the CCLD long range plan to the full CCLD board of trustees;

**Summer 2008** – begin implementation of the CCLD long range plan with the preparation of the 2009 CCLD budget.

**Report of the June 27, 2007 meeting of the Personnel Committee of the Chemung County Library District.**

The following members of the Personnel Committee of the Chemung County Library District attended this meeting: Allen C. Smith, Marleah Denkenberger and Kristen Meyer.

Allen C. Smith, Chair of the Committee, opened the meeting at 4pm.

The following topics were discussed:

- The content and form of the questions for the CCLD Director Evaluations by the Board of Trustees and the Staff.
- The schedule of the evaluation.