

CHEMUNG COUNTY LIBRARY DISTRICT

Agenda

The March 2007 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, March 15th, 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).

*A tour of the Bookmobile for CCLD Board members starts at 6:30pm.
The tour will be given by our Bookmobile Driver Bill Knapp. Please do
your best to attend this tour prior to the start of the regular board meeting.*

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2007-21)
4. Treasurer's report
 - a) Financial report (document #2007-22)
 - b) Report of unpaid Bills Detail (document #2007-23)
5. Correspondence
6. President's report:
 - a) Report on March 13th Library Lobby Day in Albany
7. Director's report
 - a) Personnel activities since the February 2007 meeting of the Library Board (document #2007-24 to be distributed at the board meeting)
 - b) Strengths & Weaknesses of the Bookmobile (document #2007-25)
 - c) Discussion of our library's accomplishments as illustrated in the annual reports of library department heads
8. Committee reports:
 - a) Executive Committee (Smith)
 - 1) Report of the Committee meeting (document #2007-26)
 - b) Budget & Finance Committee (Pirozzolo)
 - 1) Report of the Committee meetings (document #2007-27)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Progress report on construction projects
9. Old business
10. New business
11. Period for public expression
12. Adjournment

(Minutes of the February 2007 meeting of the Chemung County Library District Board of Trustees. Document #2007-21)

Minutes of the February 2007 meeting of the Chemung County Library District Board of Trustees. The February meeting was held on Thursday, February 15, 2007 at 7:00 pm at the Horseheads Free Library. The meeting was called to order by President Allen (Denny) Smith. Present were: Karl Schwesinger, Robin Fitzgerald, Richard Pirozzolo, Ed Marosek, Claudia Radin, Jan Kather, Matthew Grier, Joan Hurley, Kristen Meyer, Kimberly Richards and Sherrill Collins. Excused were: Marleah Denkenberger and Andrea Ogunwumi. Also present were Jim Sleeth, CCLD Library Director and Joan Santulli, CCLD Administrative Assistant.

President Smith administered the oath of office to new board member Matthew Grier. Instead of the board's orientation session that was scheduled for this meeting, board members took a tour of the Horseheads Free Library given by head librarian, Maureen Ferrell.

Minutes. (Document #2007-12) The board reviewed the minutes of the January 2007 meeting. The minutes were approved as distributed by unanimous consent.

Financial Report. (Document #2007-13) Mr. Pirozzolo noted that the expenses on the January report that appear to be out of proportion are the ones that are paid once or twice each year. By unanimous consent, the January 31, 2006 Financial Report was approved as distributed and will be filed for audit. It was reported that the Chemung County Treasurer's office has notified the Business Office that the first payment of taxes due to the Library District is ready to be picked up.

Concerning the Report of Unpaid Bills (Document #2007-14). By unanimous consent, the board authorized the payment of the unpaid bills as distributed.

Correspondence. A folder containing publications and letters received during the past month will be passed around each month for board members to review. Copies of information in the folder will be supplied if requested.

President Smith reported that the service pins that commemorate staff member's years of service have been received and will be handed out to staff members.

Ms. Radin reported that the Southern Tier Library System Board of Trustees has planned a retreat for next week. The retreat was formed after ideas given by Jamie LaRue at the Library District's Continuing Education Workshop held last October.

President's report. President Smith reviewed the list of Committee Assignments (Document #2007-15). He stated that he made some assumptions when assigning board members to various committees. He requested that board members notify him if they find themselves uncomfortable with their committee assignment or if they are unable to fulfill the appointment. Ms. Hurley stated that she would be unable to be assigned to the Buildings &

Grounds Committee since that committee meets in the afternoons. Mr. Smith said he would take that under consideration with an alternative appointment possible in the future.

Director's Report. Mr. Sleeth submitted a written report of the personnel activities since the last meeting of the board (Document #2007-16a,b,c). This report shows the resolution of a personnel issue that dates back to 1999. To resolve the issue, an employee was promoted to the position of Senior Library Clerk (part time) with pay retroactive to January 1, 2006.

Regarding the document entitled Strengths and Weaknesses of the Horseheads Free Library (Document #2007-17), Mr. Sleeth said it was a cooperative effort of Maureen Ferrell, Owen Frank, and himself. While the document speaks for itself, among the weaknesses highlighted were the lack of handicapped accessible front entrance door, the lack of a security system, and the lack of space in the facility, all of which could be rectified with construction of a new library building. Mr. Pirozzolo stated that the Public Library Foundation of Chemung County has discussed the problem and is reluctant to invest in the building if it is to be replaced in a few years.

Mr. Sleeth stated that a "strengths & weaknesses" document is being developed for each library in the district. At next month's meeting the board will review the strengths and weaknesses of the Bookmobile.

Mr. Sleeth distributed a copy of the 2006 Annual Reports of the library's department heads. This report will be reviewed at the March meeting of the board.

Executive Committee. The minutes of the Executive Committee meeting were presented in writing to the board (Document #2007-18). President Smith appointed Robin Fitzgerald to the position of Vice-President and requested that the full Board of Trustees ratify that appointment with a motion of its own. Ms. Meyer moved, seconded by Ms. Radin, to appointment Ms. Fitzgerald to the position of Vice-President of the Chemung County Library District Board of Trustees. Motion Carried. Among the items reviewed by the Executive Committee was the CCLD Policy regarding the use of meeting rooms, with specific reference to a group named Pax Christi. The Committee agreed that this group was both political and religious and as such did not qualify to use the library meeting rooms. Mr. Smith also reported that the Committee reviewed proposed changes in the CCLD Bylaws as suggested by Attorney Young. Ms. Collins reported that today she received a second response from Attorney Young with changes that will be discussed at the next meeting of the Committee.

President Smith reported that the Committee discussed at length the issue that was handled in Executive Session at the January board meeting. He is pleased to report that the Committee has come to a positive resolution.

Budget & Finance Committee. The minutes of the Budget & Finance Committee were presented in writing to the board (Document #2007-19). Mr. Pirozzolo reported that the work with the auditors is progressing. There is nothing new to report at this time. He stated that we continue to be able to draw down funds from the certificate of deposit as needed

without penalty. It is his intention to place the tax money received from the County this week into a new three-month certificate of deposit. There is no real benefit from placing the money in a six-month certificate because the interest rates are not much different. He reported that the Committee received a proposal from a representative from Chase Bank. The interest rate offered by Chase is less than that of Chemung Canal Trust Company. He contacted the representative to inform her that the District is not interested in making any banking changes at this time.

Mr. Pirozzolo reported that a mistake has been found in the 2007 budget for the West Elmira Library. The amount in the budget for the FICA expense was overstated. He recommends that the budget be left as is. The Committee recommended that in future years, the budgets for all libraries be listed on one page giving the ability to compare them for any obvious discrepancies.

The Committee reviewed estimates and recommendations for the repair to the corrosion on the Bookmobile. The list of necessary repairs and costs was submitted in the board packet (Document #2007-20). The Bookmobile needs these repairs. It is an advertisement for the Library District throughout the County. It is 21 years old. A new Bookmobile would cost approximately \$125,000. Mr. Pirozzolo moved, seconded by Ms. Collins, to accept the quotation of Hawk Frame & Axle of Fairport, NY in the amount of \$7,941 for the repair of the Bookmobile. Motion carried.

Buildings & Grounds Committee. Mr. Schwesinger reported that their committee meeting scheduled for February 14th was cancelled due to the snowstorm. The three construction projects are awaiting the funding approval of the Dormitory Authority of the State of New York (DASNY). At this time, it is unknown how long it will be before funding approval arrives. This noted, Mr. Schwesinger moved, seconded by Mr. Marosek, to approve the advertising of bids for the replacement of the cooling tower at the Steele Memorial Library contingent upon receipt of approval from the State Dormitory Authority. Motion Carried.

Mr. Schwesinger reported the receipt of proposals from Sue Oliver of Fagan Engineering to be the Clerk of the Works for the construction projects and to update the 2006 engineering study of the CCLD facilities. Mr. Pirozzolo moved, seconded by Ms. Collins to accept the quote from Fagan Engineers to be the Clerk of the Works for the Big Flats Library Roof project in the amount of \$2,500; to be the Clerk of the Works for the West Elmira Library Roof project in the amount of \$1,952; and to update the 2006 "Existing Conditions Evaluation" in the amount of \$1,200. Motion Carried with Mr. Schwesinger abstaining from the vote.

Mr. Schwesinger moved, seconded by Ms. Fitzgerald to accept the quote from Fagan Engineers to be the Clerk of the Works for the replacement of the Cooling Tower at the Steele Memorial Library. Motion Carried. A tentative timeline for replacement of the cooling tower would be to advertise for bids by March 1st and to select a contractor by April 1st. It will take 6 - 8 weeks to fabricate the cooling tower. The installation of the cooling

tower would take place by June 1st. It will take about a week for the installation to be completed.

Old Business. Ms. Collins reported that thank you letters have been sent to Elizabeth Wavle, CCLD's former President, to the Friends of the Steele Memorial Library and to the Public Library Foundation of Chemung County.

Regarding the vacancy on the Library District board in the 10th Legislative District, President Smith stated that he is forming an Ad Hoc Committee charged with the task of polling the group for suggestions, perusing the voter registry and coming back to the full board with a nomination for the vacant position. The Ad Hoc Committee will be made up of President Smith, Marleah Denkenberger and Jan Kather.

Public Expression. None

New Business. The decision of the Library Administration to close all the libraries in the Chemung County Library District on February 14, 2007 due to the inclement weather brought up a question as to whether or not staff members who were scheduled to work that day will be paid even though they were not able to work their shifts. Ms. Collins moved, seconded by Mr. Schwesinger, that all staff members who were scheduled to work on February 14, 2007 will be paid at their regular rate of pay for the hours that they were scheduled. Motion Carried. It was stated that the Library District may need to form a policy to handle future library closures that are made for events like bad weather or a national day of mourning, etc.

Ms. Santulli submitted the Chemung County Library District's Annual Report for Public and Association Libraries for 2006 to the board for their review and approval. She stated that this report must be submitted to the Southern Tier Library System by February 16, 2007. Ms. Collins moved, seconded by Ms. Radin, to accept the Annual Report as submitted in writing to the board. Motion Carried.

The meeting was adjourned at 8:40 p.m. The next regular meeting of the board will be on Thursday, March 15, 2007 at 7 PM at the Steele Memorial Library.

CHEMUNG COUNTY LIBRARY DISTRICT
Financial Report - FEBRARY 28, 2007

(DOCUMENT #2007-22)

Account	2007 Annual Budget	Received to date	Balance remaining	Percentage Received	Percentage through year
Income					
Library Fines, Fees & Contributions	\$ 101,110	\$ 16,192	\$ 84,918	16%	
Grants (other than N.Y.S.)	28,750	0	28,750	0%	
Foundation Contributions	160,000	0	160,000	0%	
Library District Tax Receipts	2,140,001	2,140,001	0	100%	
Interest on Investments	30,000	9,091			
State Aid					
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	0	1,600	0%	
TOTAL INCOME	\$ 2,679,661	\$ 2,165,284	\$ 493,468	81%	17%

Account	Annual Budget	Expended to date	Balance remaining	Percentage Expended	Percentage through year
Expense					
Personnel					
Salaries	\$ 1,102,746	\$ 169,315	\$ 933,431	15%	
Sunday & Holiday Salaries	55,404	10,110	45,294	18%	
Employee Benefits	509,337	68,015	441,322	13%	
Contractual					
Equipment	29,780	9,634	20,146	32%	
Telephone	10,330	1,258	9,072	12%	
Supplies	26,114	3,653	22,461	14%	
Travel & Continuing Education	19,155	96	19,059	1%	
Repairs & Maintenance	95,599	4,502	91,097	5%	
Postage	7,839	527	7,312	7%	
Library Materials (books, video, etc.)	258,430	44,370	214,060	17%	
Utilities	92,000	111	91,889	0%	
Building Cleaning Supplies	4,760	767	3,993	16%	
Fuel, Gas & Oil	2,000	191	1,809	10%	
Insurance	27,199	6,729	20,470	25%	
Rent	5,150	833	4,317	16%	
Vehicle Operation / Lease	7,000	0	7,000	0%	
Professional Fees (audit, membership)	50,246	3,637	46,609	7%	
Data Processing Expenses	38,231	400	37,831	1%	
Payment of Taxes	4,897	2,175	2,722	44%	
Library Programming	11,588	1,592	9,996	14%	
Chemung County costs (B&G, vision)	17,085	0	17,085	0%	
Capital Improvements	45,000	0	45,000	0%	
Contingency Fund	56,254	0	56,254	0%	
Debt Service	208,517	0	208,517	0%	
TOTAL EXPENSE	\$ 2,684,661	\$ 327,915	\$ 2,356,746	12%	17%

Chemung County Library District General Fund
Unpaid Bills Detail
As of March 5, 2007

Executive Committee 3/7/07

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
All About Books, Inc.			
	03/05/2007	RoarR purchase-February	4,066.50
Total All About Books, Inc.			<u>4,066.50</u>
Audio Adventures			
	03/05/2007	Steele AV purchases	49.00
Total Audio Adventures			<u>49.00</u>
Barnes & Noble, Inc.			
	03/05/2007	SML book purchases	19.99
Total Barnes & Noble, Inc.			<u>19.99</u>
Brian P. Harris			
	03/05/2007	mileage reimb-BF 12/6-2/28	75.66
Total Brian P. Harris			<u>75.66</u>
Chemung County Library District			
	03/05/2007	Petty Cash reimbursement - BF, WE	281.54
Total Chemung County Library District			<u>281.54</u>
Elizabeth Zell			
	03/05/2007	Reimbursement for Books Plus purchase-HFL	101.70
Total Elizabeth Zell			<u>101.70</u>
LearningExpress, LLC			
	03/05/2007	license renewal 07/08	5,076.00
Total LearningExpress, LLC			<u>5,076.00</u>
NYLA/YSS			
	03/05/2007	Registration-Youth Svc. Conference	165.00
Total NYLA/YSS			<u>165.00</u>
Oriental Trading Company, Inc.			
	03/05/2007	programming supplies-ST	51.60
Total Oriental Trading Company, Inc.			<u>51.60</u>
Postmaster			
	03/05/2007	Bulk mail permit fee - expires 3/23/07	160.00
Total Postmaster			<u>160.00</u>
Purchase Power			
	03/05/2007	late fees-postage account	50.00
Total Purchase Power			<u>50.00</u>
Recorded Books			
	03/05/2007	ST purchases for AV-January invoice	223.80
Total Recorded Books			<u>223.80</u>
Rose Woodard			
	03/05/2007	Reimb for Programming expenses-WE	93.98
Total Rose Woodard			<u>93.98</u>
SDS of NY			
	03/05/2007	garbage disposal-BF,WE,HFL Jan	124.62
Total SDS of NY			<u>124.62</u>
South Central Regional Library Council			
	03/05/2007	March workshop for Library Director	30.00
Total South Central Regional Library Council			<u>30.00</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of March 5, 2007

Executive Committee 3/7/07

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Southeast Steuben County Library			
	03/05/2007	fines collected at Steele belonging to Corning Libra	73.95
Total Southeast Steuben County Library			<u>73.95</u>
Swyrich Corporation			
	03/05/2007	CCLD service pins for staff	421.29
Total Swyrich Corporation			<u>421.29</u>
U. S. Postal Service			
	03/05/2007	Spring 07 newsletter mailing fees	1,073.81
Total U. S. Postal Service			<u>1,073.81</u>
Unique Management Services, Inc.			
	03/05/2007	collection agency fees-all libraries-February invoice	942.24
Total Unique Management Services, Inc.			<u>942.24</u>
Village of Horseheads			
	03/05/2007	HFL water bill 10/06-1/07	31.85
Total Village of Horseheads			<u>31.85</u>
Village Vacuum, Inc.			
	03/05/2007	vacuum cleaner purchase-HFL	225.00
Total Village Vacuum, Inc.			<u>225.00</u>
TOTAL			<u><u>13,337.53</u></u>

Strengths and Weaknesses of the Chemung County Library District Bookmobile

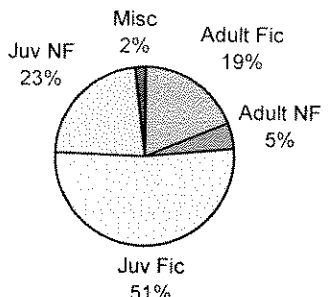
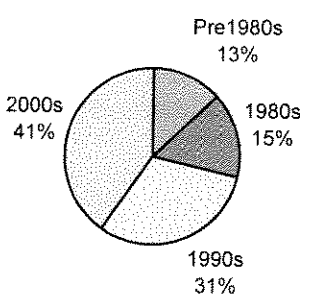
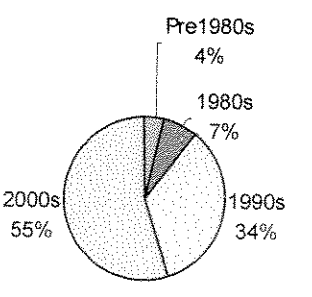
A report submitted by Bill Knapp, Lynn Shepson, Jim Sleeth, and Owen Frank –
February 2007 (Document #2007-25)

Strengths of the Chemung County Library District Bookmobile

- **Mobility.** The most obvious strength of the Bookmobile is its mobility. This neighborhood library is not planted in one place, but changes locations (“Bookmobile stops”) several times each day. Further, Bookmobile stops can be added or deleted easily, based upon increased or decreased usage. This mobility means that children in any Chemung County school, elderly in health care facilities, and families that are geographically isolated can have access to the personal and customized service that a library on wheels can provide.
- **Attractive vehicle.** Our Bookmobile has a bright, colorful, custom designed exterior, featuring books and illustrations from *The Adventures of Huckleberry Finn* to *Alice’s Adventures in Wonderland*, turning an otherwise ordinary vehicle into an attractive moving billboard, providing positive public relations and visibility for the Library District.
- **Personal service.** Bill Knapp, our Bookmobile Driver, compensates for tall steps into the vehicle by assisting the elderly up the stairs and into the vehicle. Other times, Bill selects books for patrons and delivers them to handicapped or elderly individuals unable to visit the Bookmobile or to those who occasionally wait outside the front steps. As is true with other CCLD staff members, the Bookmobile Driver has mastered new technologies to minimize the inconvenience of a smaller library collection. In addition, Bill customizes Bookmobile stops to meet resident’s needs, buys books residents are interested in reading, and provides both readers’ advisory and reference services.
- **Well maintained vehicle = reliable service.** From its initial delivery in 1985, Bill Knapp and the County Transit Garage have maintained the Bookmobile in excellent operating condition. While the vehicle has traveled more than 165,000 miles, a new engine was installed in December 2005 and corrosion was removed from the body in February 2007. The carpet, original to the vehicle, still looks good. No public service time was lost to repair in 2006.
- **Online.** A broadband cellular connection provides the Driver with access to the Library’s computer system, enabling charge, renewal, discharge, database searching, placing holds and other standard public library functionality.
- **Affordable service.** Because the Bookmobile Driver is the sole Library District staff member providing mobile library services, this service is as affordable as it gets. In 2007, the total cost of the Bookmobile is just \$95,000, substantially less than other neighborhood libraries.

- Collection.** Though the Bookmobile is our smallest neighborhood library (with fewer than 4,000 volumes on its shelves), the collection emphasizes new and popular items. When patrons do not find what they want on the shelves, Bill Knapp will locate it for them, place holds, and do his best to make materials available in time for the next scheduled Bookmobile stop.

Statistical profile of the Bookmobile collection:

Category and # of items	Chart of profile by item type												
Adult fiction 1,045 Adult non-fiction 256 Juvenile fiction 2,857 Juvenile non-fiction 1,247 Misc 107 Total items 5,512	 <p>A pie chart illustrating the distribution of item types in the collection. The largest segment is Juvenile Fiction at 51%, followed by Juvenile Non-Fiction at 23%, Adult Fiction at 19%, Adult Non-Fiction at 5%, and Miscellaneous at 2%.</p> <table border="1"> <thead> <tr> <th>Item Type</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Juv Fic</td> <td>51%</td> </tr> <tr> <td>Juv NF</td> <td>23%</td> </tr> <tr> <td>Adult Fic</td> <td>19%</td> </tr> <tr> <td>Adult NF</td> <td>5%</td> </tr> <tr> <td>Misc</td> <td>2%</td> </tr> </tbody> </table>	Item Type	Percentage	Juv Fic	51%	Juv NF	23%	Adult Fic	19%	Adult NF	5%	Misc	2%
Item Type	Percentage												
Juv Fic	51%												
Juv NF	23%												
Adult Fic	19%												
Adult NF	5%												
Misc	2%												
Age of the collection	Chart of the age of the collection												
Pre 1980s 716 1980s 854 1990s 1,720 2000s 2,222	 <p>A pie chart showing the age distribution of the collection. The 2000s represent the largest portion at 41%, followed by the 1990s at 31%, the 1980s at 15%, and Pre-1980s at 13%.</p> <table border="1"> <thead> <tr> <th>Age Group</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>2000s</td> <td>41%</td> </tr> <tr> <td>1990s</td> <td>31%</td> </tr> <tr> <td>1980s</td> <td>15%</td> </tr> <tr> <td>Pre1980s</td> <td>13%</td> </tr> </tbody> </table>	Age Group	Percentage	2000s	41%	1990s	31%	1980s	15%	Pre1980s	13%		
Age Group	Percentage												
2000s	41%												
1990s	31%												
1980s	15%												
Pre1980s	13%												
Circulation by pub. date	Chart of circulation by publication date												
Pre 1980s 840 1980s 1,527 1990s 7,106 2000s 11,656 Total circulation 21,129	 <p>A pie chart showing the circulation distribution by publication date. The 2000s have the highest circulation at 55%, followed by the 1990s at 34%, the 1980s at 7%, and Pre-1980s at 4%.</p> <table border="1"> <thead> <tr> <th>Publication Date</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>2000s</td> <td>55%</td> </tr> <tr> <td>1990s</td> <td>34%</td> </tr> <tr> <td>1980s</td> <td>7%</td> </tr> <tr> <td>Pre1980s</td> <td>4%</td> </tr> </tbody> </table>	Publication Date	Percentage	2000s	55%	1990s	34%	1980s	7%	Pre1980s	4%		
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Pre1980s	4%												

Weaknesses of the Chemung County Library District Bookmobile

- **Age of the vehicle.** The Bookmobile is 21 years old with a 21 year old generator which has had many parts replaced. Eventually it will need to be replaced, costing approximately \$12,000. Due to the movement of the vehicle over the roads, shelving joints loosen, needing regular repair. The current vehicle was purchased before the Internet had an impact on public library service, so new technologies, such as Internet searching, are unavailable to Bookmobile patrons.
- **Inaccessible.** The Bookmobile is not only inaccessible to those in wheel chairs or walkers, but the tall steps make it too difficult for many senior citizens who might otherwise become Bookmobile patrons should handicapped access become available in the form of a lift.
- **Small collection.** Because shelving space is limited, the collection is restricted to best sellers and high interest titles in as broad a spectrum as possible.
- **One person service.** Being a one person service means that we must live with liabilities. When the Bookmobile Driver is sick or on vacation, the service shuts down. Staffing the Bookmobile requires some unique skills, from owning a commercial driver's license, to possessing a comprehensive knowledge of the Library's computer software, and to having an awareness of the best new possibilities for Bookmobile stops.
- **Low (and fleeting) visibility.** When a library is not a constant neighborhood presence, many residents aren't aware of the service. Further, it's easy to miss the Bookmobile, for it visits typically just 90 minutes every two weeks.

A final paragraph on new vehicles

- Through his regular attendance at national bookmobile conferences, Bill Knapp is fully aware of the functional capabilities of new vehicles that would eliminate the inaccessibility and technological limitations of our present vehicle. Generic specifications for a new bookmobile are readily available. Advances in signage technology could bring a fantastic new look to our mobile library services, all the while advertising complimentary conventional library services. It would take approximately 10 months to build and customize a new vehicle to our specifications for our residents when the necessity arises.

(Document #2007-26)

Report of the March 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, March 7, 2007, beginning at 7pm. The meeting was held in the Petrie Conference Room of the Steele Memorial Library. Attending the meeting were Allen C. Smith, Richard Pirozzolo, Robin Fitzgerald, Sherrill Collins, Marleah Denkenberger, Joan Santulli, and Jim Sleeth.

Allen C. Smith, Chair of the Committee, opened the meeting. The following topics were discussed:

- Meeting room software from E-vanced solutions. This software enables library staff in all locations to enter program, event, and public meeting information, seamlessly merge the information with the CCLD web page, and output the information in a variety of formats. Library staff was enthusiastic about the application of this software. We are gathering information about costs for this software for a subsequent proposal to the CCLD board.
- Possible new mailing / flyer promoting use of the CCLD web page was presented and discussed. It was decided to consider this idea in the context of a larger marketing campaign which will be considered when the ad hoc committee on strategic planning meets.
- Internet filtering in light of recent issues in Monroe County libraries.
- It was noted that the Big Flats Library Advocates contributed \$155 to the Big Flats Library.
- The upcoming NYSALB trustee institute was promoted. CCLD trustees who attend will have their expenses reimbursed.
- The February 21st letter from City of Elmira Councilman Jim Hare was noted and discussed. The letter proposed the creation of a “south county” library. President Smith has requested attendance at a proposed March 12th meeting by several CCLD trustees.
- Staffing shortages at Steele. Mr. Sleeth and Ms. Santulli discussed staffing shortages at the Steele Library in light of current absences due to staff health issues. To address the staffing shortages, Mr. Sleeth proposed hiring a full time temporary Library Clerk for a period of up to 6 months. The idea was discussed in some detail, including the costs for this move. The consensus of opinion was that this was a necessary response to the problem. Mr. Sleeth said he would bring this same problem to the attention of the Budget & Finance Committee for their consideration.
- Ms. Collins noted that she would attend a continuing education class necessary to renew her Notary Public license. It was noted that expenses for this class would be assumed by the Library District.

(Document #2007-27)

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

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

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

The following topics were discussed:

- The February 28th CCLD financial report was reviewed. The receipt of property taxes totaling \$2.140 million was noted.
- The March 7th list of unpaid bills was reviewed and approved.
- An update on the first annual CCLD audit was given. It is expected that the auditor will attend the April Budget & Finance Committee meeting.
- Mr. Pirozzolo asked if letters of gratitude for contributions from the Friends of the Steele Memorial Library had been sent. Mr. Sleeth confirmed that staff have acknowledged the donation.
- Staff shortages at the Steele Library were discussed, though in less detail than at the Executive Committee meeting the previous evening. The Budget & Finance Committee confirmed their approval of the hiring of a temporary full time Library Clerk to address the problem. The matter will be brought to the full CCLD board at its next meeting.