

# CHEMUNG COUNTY LIBRARY DISTRICT

## Agenda

The October 2007 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, October 18<sup>th</sup>, 2007, at 7pm in the **Horseheads Free Library, 405 South Main Street, Horseheads, New York 14845**. 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 #2007-84 and #2007-95)
4. Treasurer's report
  - a) Financial report (document #2007-85 and #2007-96)
  - b) Report of unpaid Bills Detail (document #2007-97)
5. Correspondence
6. President's report
  - a) Correspondence from the Public Library Foundation (document #2007-98 and #2007-99)
7. Director's report
  - a) Personnel activities since the September 2007 meeting of the Library Board (document #2007-100)
  - b) Staff evaluations of the Continuing Education Workshop (document #2007-101)
8. Committee reports:
  - a) Executive Committee (Smith)
    - 1) Report of the Committee meetings (document #2007-102 and #2007-103)
    - 2) Implementing the conflict of interest policy (document #2007-91)
  - b) Budget & Finance Committee (Pirozzolo)
    - 1) Report of the Committee meeting (document #2007-104)
  - c) Building & Grounds Committee (Schwesinger)
    - 1) Report of the Committee meeting (document #2007-105)
  - d) Planning Committee (Richards)
    - 1) Report of the Committee meeting (document #2007-106)
    - 2) RPA, Inc. proposal (document #2007-107)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

***(Minutes of the August 2007 meeting of the Chemung County Library District Board of Trustees. Document #2007-84)***

**Minutes of the August 2007 meeting of the Chemung County Library District Board of Trustees.** The August meeting was held on Thursday, August 16, 2007 at 7:00pm at the Steele Memorial Library. The meeting was called to order by President Allen (Denny) Smith. Present: Robin Fitzgerald, Jan Kather, Karl Schwesinger, Sherrill Collins, Andrea Ogunwumi, Marleah Denkenberger, Kristen Meyer, Ed Marosek, Joan Hurley, Claudia Radin, and Jason Harmon. Excused: Richard Pirozzolo. Absent: Kimberly Richards. Also present were Jim Sleeth, the Library's Director and Joan Santulli, the Library's Administrative Assistant.

**Minutes.** (Document #2007-71) The board reviewed the minutes of the July 2007 meeting. The minutes were approved as distributed by unanimous consent.

**Financial Report.** (Document #2007-72) By unanimous consent, the July 31, 2007 Financial Report was approved as distributed and will be filed for audit.

Concerning the Report of Unpaid Bills (Document #2007-73) 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 letter from the Friends of the Steele Memorial Library to our Big Flats, Steele Memorial and West Elmira Libraries requesting their input regarding additional needs which the Friends might help fund. Also included were thank you letters from staff to the Friends of the Steele Memorial Library for their recent donation for "special programming."

**President's report.** President Smith reported that he attended the July board meeting of the Public Library Foundation of Chemung County at which time they approved and signed the memorandum of agreement and deed for the Horseheads Free Library building. The building will become the property of the Chemung County Library District. The following documents were reviewed on by the CCLD board of trustees:

- Ms. Collins moved, seconded by Ms. Radin, to accept the *Agreement between the Public Library Foundation of Chemung County, Inc. and the Chemung County Library District* (Document #2007-74) regarding the transfer of the Horseheads Free Library building as submitted and to authorize the CCLD board president to sign the Agreement. Motion Carried.
- Ms. Radin moved, seconded by Ms. Collins, to accept the *Horseheads Free Library deed* (Document #2007-75) as submitted in the board packet. Motion Carried.
- Ms. Denkenberger moved, seconded by Ms. Collins, to approve the *Real Property Transfer Report* (Document #2007-76) as submitted in the board packet and to authorize the CCLD board president to sign the document. Motion Carried.

- Ms. Fitzgerald moved, seconded by Mr. Schwesinger, to approve the *Combined Real Estate Transfer Tax Return* (Document #2007-77) as submitted in the board packet and to authorize the CCLD president to sign the document. Motion Carried.
- Mr. Harmon moved, seconded by Ms. Meyer, to accept the *Receipt of Transferred Property* from the former Horseheads Free Library Association Board of Trustees as distributed at the meeting and to authorize the CCLD board president to sign the document. Motion Carried.

**Director's Report.** Mr. Sleeth presented a report of personnel activities for June 2007 (Document #2007-78), stating that for the second month in a row there have been no changes in the staffing at the Library District.

**Executive Committee.** The Executive Committee did not meet during the month of August.

**Personnel Committee.** Ms. Collins moved, seconded by Mr. Harmon, to adjourn to Executive Session to discuss a personnel matter. Motion carried. Mr. Sleeth and Ms. Santulli were excused from the meeting. Ms. Denkenberger moved, seconded by Ms. Fitzgerald, to resume regular session. Motion carried.

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2007-79). Mr. Sleeth presented in writing and verbally the highlights of the Committee's proposed 2008 Library District budget (Document #2007-80). These included:

- 79% of total proposed revenues will come from Chemung County taxpayers. Even though the overall tax receipts equal a 9.2% increase, due to the increase of assessed valuation in the County, the increase to taxpayers is just 3%. This is based upon information from Chemung County's Real Property Tax Office.
- 10.5% of total revenues will come from the State of New York, and the Library District has less and less influence over how those funds are budgeted or expended.
- 10.5% of total revenue will come from other grants & fees, and a full 5% of these revenues are projected to come from the two library foundations of Chemung County.
- While there may be funds received from the Friends groups -- the Friends of the Horseheads Free Library, the Friends of the Steele Memorial Library, the Big Flats Library Advocates -- these have not been included in the proposed budget.
- Personnel costs, estimated to be almost 1.75 million, represent 59% of the total CCLD budget.
- Projected expenditures for new library materials represent just over 10% of the proposed 2008 CCLD budget. Two special projects are proposed. The audio video collection at the Steele Memorial Library will be fully renewed, costing \$35,000. And the Big Flats Library will purchase and begin circulating a video collection, testing whether open access to the collection is feasible in a small library without a security system.
- Capital improvements are planned for the Horseheads Free Library, the Big Flats Library, the West Elmira Library, and the Steele Memorial Library, with 50% of the cost of these improvements coming from New York State Construction funds for

libraries as administered through the Southern Tier Library System. The total cost of these capital projects – new roof and HVAC at the Horseheads Free Library, handicapped access for both patrons and library staff at the Big Flats and West Elmira libraries, and replacement of hollow metal doors at the Steele Memorial Library – is estimated to be nearly \$213,000.

- Professional fees – engineering fees to develop bid specifications for capital projects, a consultant for long range planning, legal fees, collection agency fees, the CCLD newsletter, and the library audit – have increased substantially because there are more projects proposed for 2008 and because we anticipate one time costs (labor negotiations, planning) for next year.
- Insurance costs are 30% higher due to inclusion of the Horseheads Free Library building and the addition of earthquake and flood insurance coverage for all our libraries.
- Programming costs are significantly higher due to the expectation that library staff will continue programming at their current level. (In 2007 we are already over-expended in library programming.) An active programming effort leads to busy libraries leads to more community support.
- The 2008 budget includes funds for tuition assistance for library staff attending college, something that hasn't occurred recently. Payment of tuition is a contractual benefit for all library staff.
- The budget for gasoline for the Bookmobile is significantly higher, for obvious reasons. On the flip side, major repairs to the Bookmobile have already been made, resulting in a budget reduction of 86% in the vehicle operation line.
- A 23% increase in costs to Chemung County for miscellaneous B&G projects, vision coverage, etcetera is budgeted based upon our 2007 experience.
- Building cleaning supplies are projected to cost 58% more in 2008.
- The contingency budget is based upon 10% of each library's contractual costs (less debt service), with an additional \$10,000 being added to the HFL contingency line for possible use in calendar year 2008.
- Expenditure lines that are projected to be lower in 2008 than in 2007 include equipment, travel & continuing education, postage, utilities.

#### **Highlights of the proposed 2008 on a library by library basis:**

- **Library Administration** costs equal 11% of the total budget since the majority of professional fees are charged to the administration budget. There is no increase in administrative staff.
- Other than the renewal of the audio & video collections in 2008, the **Steele Memorial Library** will operate substantially the same way as it has in the current year. There are no increases in library staff.
- There are two highlights for the **Big Flats Library**. If funded, we will improve handicapped access to the library and to the library's one bathroom. We will also test whether a small library popular video collection is feasible.
- A new Principal Library Clerk is projected to join the **Bookmobile** Driver to make, for the first time in many years, our outreach services more consistent, reliable, and secure for library staff. With this additional staff comes an additional personnel cost.

- There are two highlights for the **Horseheads Free Library**. If funded, the library will receive a new roof and rooftop HVAC system. In addition, there is \$10,000 budgeted for contingency for allocation in 2008.
- There are no significant changes planned for the **Van Etten Library**.
- There is one significant highlight for the **West Elmira Library**. If funded, we will improve the handicapped access to the library and to the library's one bathroom.

Discussion ensued. Following discussion, Ms. Collins moved, seconded by Ms. Meyer, to approve the 2008 Library District budget proposal and to request that the Chemung County Board of Elections place on the 2007 general election ballot the following proposition: "Shall the 2008 Library District budget, as submitted by the Board of Trustees of the Chemung County Library District, be approved and shall the Board of Trustees be authorized to expend the sum of \$2,336,605 for the year January 1 – December 31, 2008, and, further shall the Board of Trustees be authorized to instruct the County of Chemung to levy and collect taxes on its behalf for the financing of Library District operations and as prescribed in the Library District's special legislation as enacted in 2005?" Motion carried unanimously.

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2007-81). Mr. Schwesinger stated that the Steele Memorial Library chiller project has been put out to bid. He expects to have something in writing within the next two weeks from Hunt Engineers for the two roof projects at the Big Flats and West Elmira Libraries. Concerning the 2007 State Construction proposed projects; the final applications for funding are due to the Southern Tier Library System next week. The Committee will meet on August 22, 2007 to assemble the applications for delivery to Southern Tier.

**Strategic Planning Committee.** The report of the Planning Committee was presented in writing to the board (Document #2007-82). Mr. Sleeth reported that the first meeting has been held with the staff members who have volunteered to serve on the Committee. The committee reviewed the survey questions, finalized the RFP with deadline dates, and reviewed the timeline. The RFP for planning services has been publicized in the Hotline and on the NYLINE listserv. Responses to the RFP are due by September 20, 2007. The committee will review the responses and their recommendation will be brought to the October CCLD board meeting for action.

**Old Business.** President Smith reported that the Ad Hoc Nominating Committee has met. They are diligently working on finding qualified people to serve in the vacant positions on the board of trustees.

**New Business.** None.

**Public Expression.** None.

The meeting was adjourned at 8:22pm. The next regular meeting of the board will be on Thursday, September 20, 2007 at 7pm.

**CHEMUNG COUNTY LIBRARY DISTRICT  
CONFLICT OF INTEREST/STATEMENT OF DISCLOSURE**

**PRELIMINARY NOTE:** In order to be more comprehensive, this Statement of Disclosure/Questionnaire also requires you to provide information with respect to certain parties that are related to you. For purposes herein, these persons are termed "Affiliated Persons" and include the following:

- (a) any immediate family member,
- (b) any corporation or organization of which you are an officer or a partner or are, directly or indirectly, the beneficial owner of 10 percent or more of any class of equity securities, or
- (c) any trust or other estate in which you have a substantial beneficial interest or as to which you serve as a trustee or in a similar capacity.

1. NAME (please print): \_\_\_\_\_

2. CAPACITY: \_\_\_\_\_ Board of Directors \_\_\_\_\_ Administrator

3. \_\_\_\_\_  
Please indicate on which committee(s) you serve for the Chemung County Library District.

4. Have you or any of your Affiliated Persons provided services or property to the Chemung County Library District in the past year? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, please describe the nature of the services or property:

\_\_\_\_\_

5. Have you or any of your Affiliated Persons purchased services or property from the Chemung County Library District in the past year? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, please describe the purchased services or property:

\_\_\_\_\_

6. Please indicate whether you or any of your Affiliated Persons have had any direct or indirect interest in any business transaction(s) in the past year to which the Chemung County Library District was or is a party other than those instances listed in (5) above. \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, describe the transaction(s):

\_\_\_\_\_

7. Were you or any of your Affiliated Persons indebted to pay money to the Chemung County Library District at any time in the past year (other than travel advances or the like)?

\_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, please describe the indebtedness:

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8. In the past year, did you or any of your Affiliated Persons receive, or are you or any of your Affiliated Persons entitled to receive, directly or indirectly, any personal benefits from or as a result of your relationship with the Chemung County Library District that in the aggregate could be valued in excess of \$100 that were not or will not be compensation directly related to your duties to the Chemung County Library District? \_\_\_\_\_YES \_\_\_\_\_NO

If yes, please describe benefit:

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9. Have you received anything of value exceeding \$100 from a vendor, supplier or other party that has a similar relationship with the Chemung County Library District? \_\_\_\_\_YES \_\_\_\_\_NO

If yes, please describe benefit:

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10. Are you or any of your Affiliated Persons a party to or have an interest in any pending legal proceedings involving the Chemung County Library District? \_\_\_\_\_YES \_\_\_\_\_NO

If yes, please describe the proceeding(s):

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11. Are you aware of any other events, transactions, arrangements, or other situations that you believe should be examined by the Board of Directors or the Executive Committee in accordance with the terms and intent of the Chemung County Library District's Conflict of Interest Policy? \_\_\_\_\_YES \_\_\_\_\_NO

If yes, please describe the situation(s):

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**I HEREBY CONFIRM** that I have read and understand the Conflict of Interest Policy of the Chemung County Library District and that my responses to the above questions are complete and correct.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**CHEMUNG COUNTY LIBRARY DISTRICT**  
Financial Report - AUGUST 31, 2007

**(DOCUMENT #2007-85)**

Account	2007 Annual Budget	Received to date	Balance remaining	Percentage Received	Percentage through year
<b>Income</b>					
Library Fines, Fees & Contributions	\$ 101,110	\$ 70,222	\$ 30,888	69%	
Grants (other than N.Y.S.)	28,750	14,950	13,800	52%	
Foundation Contributions	160,000	85,741	74,259	54%	
Library District Tax Receipts	2,140,001	2,140,001	0	100%	
Interest on Investments	30,000	60,461			
<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	37,645	4,055	90%	
Other State Aid	1,600	87,930	(86,330)	5496%	
<b>TOTAL INCOME</b>	<b>\$ 2,679,661</b>	<b>\$ 2,496,950</b>	<b>\$ 213,172</b>	<b>93%</b>	<b>58%</b>

Account	Annual Budget	Expended to date	Balance remaining	Percentage Expended	Percentage through year
<b>Expense</b>					
<b>Personnel</b>					
Salaries	\$ 1,102,746	\$ 712,414	\$ 390,332	65%	
Sunday & Holiday Salaries	55,404	17,477	37,927	32%	
Employee Benefits	509,337	299,873	209,464	59%	
<b>Contractual</b>					
Equipment	29,780	25,768	4,012	87%	
Telephone	10,330	5,282	5,048	51%	
Supplies	26,114	23,454	2,660	90%	
Travel & Continuing Education	19,155	5,936	13,219	31%	
Repairs & Maintenance	95,599	28,924	66,675	30%	
Postage	7,839	6,603	1,236	84%	
Library Materials (books, video, etc.)	258,430	185,583	72,847	72%	
Utilities	92,000	37,866	54,134	41%	
Building Cleaning Supplies	4,760	3,420	1,340	72%	
Fuel, Gas & Oil	2,000	1,489	511	74%	
Insurance	27,199	20,257	6,942	74%	
Rent	5,150	3,333	1,817	65%	
Vehicle Operation / Lease	7,000	8,744	(1,744)	125%	
Professional Fees (audit, membership)	50,246	51,039	(793)	102%	
Data Processing Expenses	38,231	19,807	18,424	52%	
Payment of Taxes	4,897	4,517	380	92%	
Library Programming	11,588	17,671	(6,083)	152%	
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	249,029	(40,512)	119%	
<b>TOTAL EXPENSE</b>	<b>\$ 2,684,661</b>	<b>\$ 1,732,875</b>	<b>\$ 951,786</b>	<b>65%</b>	<b>58%</b>

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

**INCOME** -- Other State Aid includes 90% of the funds for 2006 State Construction Projects  
August income includes 90% of Local Library Services Aid

**EXPENSE** -- Vehicle Operation includes the unbudgeted Bookmobile body repairs  
Professional Fees include Engineering Fees, Legal Fees and two Newsletter mailings  
Programming includes expenses made from unbudgeted funds donated by support groups (Friends, Advocates)  
Debt Service includes the \$174,175 in 2006 expenditures paid in 2007



***(Minutes of the September 2007 meeting of the Chemung County Library District Board of Trustees. Document #2007-95)***

**Minutes of the September 2007 meeting of the Chemung County Library District Board of Trustees.** The September meeting was held on Thursday, September 20, 2007 at 7:00pm at the Van Etten Library. The meeting was called to order by President Allen (Denny) Smith. Also present were Robin Fitzgerald and Karl Schwesinger. Excused were: Jan Kather, Sherrill Collins, Andrea Ogunwumi, Marleah Denkenberger, Claudia Radin, Ed Marosek, Jason Harmon, Richard Pirozzolo and Kimberly Richards. Absent: Joan Hurley. Also present were Jim Sleeth, the Library District Director, and Joan Santulli, the Library District Administrative Assistant. The board members present acknowledged the lack of a quorum and stated that for a few essential actions, a phone survey would be taken and the results added as an addendum to the minutes.

**Minutes.** (Document #2007-84) The minutes of the August 2007 meeting will be submitted for approval at the October meeting of the board.

**Financial Report.** (Document #2007-85) Ms. Fitzgerald noted that the Library District has received Central Library Development and Central Book Aid funds in the amount of \$176,500. The August 31, 2007 Financial Report will be submitted for approval at the October meeting of the board.

Concerning the Report of Unpaid Bills (Document #2007-86) it was noted that this bill sheet includes the second of three payments to Chemung County for payment of the principal and interest on the Debt Service. Ms. Fitzgerald moved, seconded by Mr. Schwesinger to approve the payment of the September 12, 2007 Unpaid Bills Detail with the exception of the invoice from Hunt Engineers in the amount of \$3,900.11. The bills will be held until Ms. Santulli can contact the Treasurer, Mr. Pirozzolo, by phone in order to get his vote on the payment of these bill sheets. His vote will be listed as an addendum to these minutes.

**Correspondence.** The correspondence folder contained the following items of interest:

- A letter from the Friends of the Steele Memorial Library notifying the Library District of a donation of \$9,000 to be used to fund special programs and materials and to assist in replacing lost books at the Bookmobile and also at the Big Flats, West Elmira and Steele Memorial Libraries.
- A copy of the legal notice for the Library District's 2008 budget that will be published in mid-October.
- A copy of the budget proposal question that will be placed on the General Election ballot.
- An email that lists the Sunday staff appointments for the 2007-2008 season.
- A copy of the NYSALB Trustee Summer 2007 newsletter.

- A copy of the hour's sheet that lists the Fall 2007 through Spring 2008 hours for each of our neighborhood libraries.
- A notification from the Southern Tier Library System that lists their plans for the expenditure of the increase in funding from New York State. They listed the following: New York Library Association conference scholarships, Downloadable Audio books, Enhanced content for Regional Catalog, Development grants for member libraries, freezing the technology cost share at the current 2008 rate and eliminate fees for processing AV materials.
- An August 10, 2007 letter from STLS notifying the Library District that there remains one open trustee position for a representative from Chemung County.
- A notification that the storage sheds at the Big Flats and West Elmira Libraries are fully installed and operating and that the West Elmira Library has passed its Code Enforcement inspection.
- A letter from the Library District Director to Charles Paone, the President of the Friends of the Steele Memorial Library that thanks the Friends for their understanding while the District was working through the organization of storage into the newly constructed storage sheds at the Big Flats and West Elmira Libraries.
- A letter from the Friends of the Steele Memorial Library that marks the beginning of their annual membership drive. Mr. Sleeth encouraged all board members to become members of our library's Friends' groups.
- A copy of the September 2007 "Woodsworth", the newsletter of the Friends of the Horseheads Free Library.

**Director's Report.** Mr. Sleeth presented a report of Personnel Activities for August 2007 (Document #2007-87). He stated that the vacant position for a Bookmobile Driver has been advertised and the District has received 15 - 18 applications. Four people were chosen to be interviewed. It is hoped that the new driver will be able to start working for the District in mid-October. One employee, a Library Page at the Steele Library, was terminated while still in her probationary period and a new Library Page was hired in her place. The temporary appointment of another part-time Page has ended. Lastly, the Regional Civil Service Commission has approved updated job descriptions for the Bookmobile Driver and the Principal Library Clerk.

The Strengths & Weaknesses document for the Van Etten Library was included in the board packet (Document #2007-88). Mr. Sleeth stated that he had nothing to add to the report.

A tentative schedule of workshops for the annual Continuing Education Workshop has been completed (Document 2007-89). The workshop will be held on October 5, 2007 at the Steele Memorial Library. Board members were encouraged to attend. President Smith will moderate the Employee Recognition portion of the workshop.

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2007-90). Many of the items in the report were covered under

Correspondence. Mr. Smith reported that the only item left to be completed prior to the Library District being able to apply for a 501(c)3 designation is the completion by board members of the Conflict of Interest forms (Document #2007-91). These forms will be kept in a sealed envelope and would only be opened should a question arise regarding a board member. The distribution of these forms was tabled to the October board meeting.

Mr. Smith stated that the Executive Committee discussed the letter that board members had received from the current Bookmobile Driver, Mr. Knapp. The Committee concluded that since the letter was addressed to the full board, the full board should respond to the letter. Mr. Smith stated that he did not respond to Mr. Knapp.

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2007-92). Ms. Fitzgerald stated that the main topic of conversation was the need for the Library District to amend the enabling legislation to allow the District the choice of bonding through the Dormitory Authority of the State of New York (DASNY). The Committee requested that Mr. Sleeth contact library consultant Richard Panz to learn what steps are necessary to adopt this amendment so when the time comes for the District to borrow funds, we are prepared.

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2007-93). Mr. Schwesinger stated the Library District is still waiting for bid documents from Hunt Engineers for the West Elmira and Big Flats roof projects. Three bids for the cooling tower at the Steele Memorial Library were received. DPC Engineering reviewed the bids and recommended accepting the bid and awarding the contract to the low bidder, Collins & Walton, in the amount of \$69,694. Mr. Schwesinger moved, seconded by Ms. Fitzgerald to award the contract for the cooling tower at the Steele Library to Collins & Walton for the sum of \$69,694. Motion carried. Ms. Santulli was instructed to get a phone vote from Mr. Pirozzolo in order to move forward with the signing of this contract. His vote will be added as an addendum to these minutes.

Mr. Schwesinger stated that during the month, the STLS board notified the Library District that there was some leftover funding in the 2007 State Construction grant funds. The District then sent in an application to use this State funding to assist in the payment of the handicapped ramp and handrail at the Horseheads Free Library.

**Strategic Planning Committee.** The report of the Planning Committee was presented in writing to the board (Document #2007-94). Mr. Sleeth stated that today was the deadline for the receipt of proposals from Planning Consultants. A total of seven firms have responded. The Planning Committee will review these RFP's and will discuss their findings at their October 4<sup>th</sup> meeting. The Committee will send their recommendation to the board for their approval at the October board meeting.

**Old Business.** President Smith received a complaint from someone on the Democratic Committee that the CCLD meeting room policy had been violated by being used for a Republican debate. This complaint will be investigated and followed up on.

**New Business.** The board recognized the passing of Dorothy Smith, one of the founders of the Big Flats Library Advocates.

**Public Expression.** None.

The meeting was adjourned at 8:33pm. The next regular meeting of the board will be on Thursday, October 18, 2007 at 7pm at the Horseheads Free Library.

*Addendum: Ms. Santulli had a phone conversation with Richard Pirozzolo, Treasurer of the CCLD Board of Trustees on September 21, 2007 at 11:15am. Mr. Pirozzolo voted yes to the payment of the September 12, 2007 Unpaid Bills Sheets. He also voted yes to the awarding of the contract for the Steele Memorial Library's cooling tower to the firm of Collins and Walton. Both motions were carried.*

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8. In the past year, did you or any of your Affiliated Persons receive, or are you or any of your Affiliated Persons entitled to receive, directly or indirectly, any personal benefits from or as a result of your relationship with the Chemung County Library District that in the aggregate could be valued in excess of \$100 that were not or will not be compensation directly related to your duties to the Chemung County Library District? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, please describe benefit:

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9. Have you received anything of value exceeding \$100 from a vendor, supplier or other party that has a similar relationship with the Chemung County Library District? \_\_\_\_\_ YES \_\_\_\_\_ NO

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11. Are you aware of any other events, transactions, arrangements, or other situations that you believe should be examined by the Board of Directors or the Executive Committee in accordance with the terms and intent of the Chemung County Library District's Conflict of Interest Policy? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, please describe the situation(s):

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**I HEREBY CONFIRM** that I have read and understand the Conflict of Interest Policy of the Chemung County Library District and that my responses to the above questions are complete and correct.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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Concerning the Report of Unpaid Bills (Document #2007-86) it was noted that this bill sheet includes the second of three payments to Chemung County for payment of the principal and interest on the Debt Service. Ms. Fitzgerald moved, seconded by Mr. Schwesinger to approve the payment of the September 12, 2007 Unpaid Bills Detail with the exception of the invoice from Hunt Engineers in the amount of \$3,900.11. The bills will be held until Ms. Santulli can contact the Treasurer, Mr. Pirozzolo, by phone in order to get his vote on the payment of these bill sheets. His vote will be listed as an addendum to these minutes.

**Correspondence.** The correspondence folder contained the following items of interest:

- A letter from the Friends of the Steele Memorial Library notifying the Library District of a donation of \$9,000 to be used to fund special programs and materials and to assist in replacing lost books at the Bookmobile and also at the Big Flats, West Elmira and Steele Memorial Libraries.
- A copy of the legal notice for the Library District's 2008 budget that will be published in mid-October.
- A copy of the budget proposal question that will be placed on the General Election ballot.
- An email that lists the Sunday staff appointments for the 2007-2008 season.
- A copy of the NYSALB Trustee Summer 2007 newsletter.

- A copy of the hour's sheet that lists the Fall 2007 through Spring 2008 hours for each of our neighborhood libraries.
- A notification from the Southern Tier Library System that lists their plans for the expenditure of the increase in funding from New York State. They listed the following: New York Library Association conference scholarships, Downloadable Audio books, Enhanced content for Regional Catalog, Development grants for member libraries, freezing the technology cost share at the current 2008 rate and eliminate fees for processing AV materials.
- An August 10, 2007 letter from STLS notifying the Library District that there remains one open trustee position for a representative from Chemung County.
- A notification that the storage sheds at the Big Flats and West Elmira Libraries are fully installed and operating and that the West Elmira Library has passed its Code Enforcement inspection.
- A letter from the Library District Director to Charles Paone, the President of the Friends of the Steele Memorial Library that thanks the Friends for their understanding while the District was working through the organization of storage into the newly constructed storage sheds at the Big Flats and West Elmira Libraries.
- A letter from the Friends of the Steele Memorial Library that marks the beginning of their annual membership drive. Mr. Sleeth encouraged all board members to become members of our library's Friends' groups.
- A copy of the September 2007 "Woodsworth", the newsletter of the Friends of the Horseheads Free Library.

**Director's Report.** Mr. Sleeth presented a report of Personnel Activities for August 2007 (Document #2007-87). He stated that the vacant position for a Bookmobile Driver has been advertised and the District has received 15 - 18 applications. Four people were chosen to be interviewed. It is hoped that the new driver will be able to start working for the District in mid-October. One employee, a Library Page at the Steele Library, was terminated while still in her probationary period and a new Library Page was hired in her place. The temporary appointment of another part-time Page has ended. Lastly, the Regional Civil Service Commission has approved updated job descriptions for the Bookmobile Driver and the Principal Library Clerk.

The Strengths & Weaknesses document for the Van Etten Library was included in the board packet (Document #2007-88). Mr. Sleeth stated that he had nothing to add to the report.

A tentative schedule of workshops for the annual Continuing Education Workshop has been completed (Document 2007-89). The workshop will be held on October 5, 2007 at the Steele Memorial Library. Board members were encouraged to attend. President Smith will moderate the Employee Recognition portion of the workshop.

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2007-90). Many of the items in the report were covered under

Correspondence. Mr. Smith reported that the only item left to be completed prior to the Library District being able to apply for a 501(c)3 designation is the completion by board members of the Conflict of Interest forms (Document #2007-91). These forms will be kept in a sealed envelope and would only be opened should a question arise regarding a board member. The distribution of these forms was tabled to the October board meeting.

Mr. Smith stated that the Executive Committee discussed the letter that board members had received from the current Bookmobile Driver, Mr. Knapp. The Committee concluded that since the letter was addressed to the full board, the full board should respond to the letter. Mr. Smith stated that he did not respond to Mr. Knapp.

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2007-92). Ms. Fitzgerald stated that the main topic of conversation was the need for the Library District to amend the enabling legislation to allow the District the choice of bonding through the Dormitory Authority of the State of New York (DASNY). The Committee requested that Mr. Sleeth contact library consultant Richard Panz to learn what steps are necessary to adopt this amendment so when the time comes for the District to borrow funds, we are prepared.

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2007-93). Mr. Schwesinger stated the Library District is still waiting for bid documents from Hunt Engineers for the West Elmira and Big Flats roof projects. Three bids for the cooling tower at the Steele Memorial Library were received. DPC Engineering reviewed the bids and recommended accepting the bid and awarding the contract to the low bidder, Collins & Walton, in the amount of \$69,694. Mr. Schwesinger moved, seconded by Ms. Fitzgerald to award the contract for the cooling tower at the Steele Library to Collins & Walton for the sum of \$69,694. Motion carried. Ms. Santulli was instructed to get a phone vote from Mr. Pirozzolo in order to move forward with the signing of this contract. His vote will be added as an addendum to these minutes.

Mr. Schwesinger stated that during the month, the STLS board notified the Library District that there was some leftover funding in the 2007 State Construction grant funds. The District then sent in an application to use this State funding to assist in the payment of the handicapped ramp and handrail at the Horseheads Free Library.

**Strategic Planning Committee.** The report of the Planning Committee was presented in writing to the board (Document #2007-94). Mr. Sleeth stated that today was the deadline for the receipt of proposals from Planning Consultants. A total of seven firms have responded. The Planning Committee will review these RFP's and will discuss their findings at their October 4<sup>th</sup> meeting. The Committee will send their recommendation to the board for their approval at the October board meeting.



**Old Business.** President Smith received a complaint from someone on the Democratic Committee that the CCLD meeting room policy had been violated by being used for a Republican debate. This complaint will be investigated and followed up on.

**New Business.** The board recognized the passing of Dorothy Smith, one of the founders of the Big Flats Library Advocates.

**Public Expression.** None.

The meeting was adjourned at 8:33pm. The next regular meeting of the board will be on Thursday, October 18, 2007 at 7pm at the Horseheads Free Library.

*Addendum: Ms. Santulli had a phone conversation with Richard Pirozzolo, Treasurer of the CCLD Board of Trustees on September 21, 2007 at 11:15am. Mr. Pirozzolo voted yes to the payment of the September 12, 2007 Unpaid Bills Sheets. He also voted yes to the awarding of the contract for the Steele Memorial Library's cooling tower to the firm of Collins and Walton. Both motions were carried.*

**CHEMUNG COUNTY LIBRARY DISTRICT**      **(DOCUMENT #2007-96)**  
**Financial Report - SEPTEMBER 30, 2007**

Account	2007 Annual Budget	Received to date	Balance remaining	Percentage Received	Percentage through year
<b>Income</b>					
Library Fines, Fees & Contributions	\$ 101,110	\$ 75,379	\$ 25,731	75%	
Grants (other than N.Y.S.)	28,750	19,950	8,800	69%	
Foundation Contributions	160,000	85,741	74,259	54%	
Library District Tax Receipts	2,140,001	2,140,001	0	100%	
Interest on Investments	30,000	60,622			
<b>State Aid</b>					
Central Library Development	105,000	105,000	0	100%	
Central Book Aid	71,500	71,500	0	100%	
Local Library Services Aid	41,700	37,645	4,055	90%	
Other State Aid	1,600	87,930	(86,330)	5496%	
<b>TOTAL INCOME</b>	<b>\$ 2,679,661</b>	<b>\$ 2,683,768</b>	<b>\$ 26,515</b>	<b>100%</b>	<b>75%</b>

Account	Annual Budget	Expended to date	Balance remaining	Percentage Expended	Percentage through year
<b>Expense</b>					
<b>Personnel</b>					
Salaries	\$ 1,102,746	\$ 795,255	\$ 307,491	72%	
Sunday & Holiday Salaries	55,404	18,054	37,350	33%	
Employee Benefits	509,337	334,049	175,288	66%	
<b>Contractual</b>					
Equipment	29,780	25,843	3,937	87%	
Telephone	10,330	6,748	3,582	65%	
Supplies	26,114	26,645	(531)	102%	
Travel & Continuing Education	19,155	5,697	13,458	30%	
Repairs & Maintenance	95,599	31,312	64,287	33%	
Postage	7,839	7,547	292	96%	
Library Materials (books, video, etc.)	258,430	203,935	54,495	79%	
Utilities	92,000	37,886	54,114	41%	
Building Cleaning Supplies	4,760	3,672	1,088	77%	
Fuel, Gas & Oil	2,000	1,687	313	84%	
Insurance	27,199	33,871	(6,672)	125%	
Rent	5,150	3,750	1,400	73%	
Vehicle Operation / Lease	7,000	8,744	(1,744)	125%	
Professional Fees (audit, membership)	50,246	59,123	(8,877)	118%	
Data Processing Expenses	38,231	29,121	9,110	76%	
Payment of Taxes	4,897	4,517	380	92%	
Library Programming	11,588	18,697	(7,109)	161%	
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	323,882	(115,365)	155%	
<b>TOTAL EXPENSE</b>	<b>\$ 2,684,661</b>	<b>\$ 1,984,424</b>	<b>\$ 700,237</b>	<b>74%</b>	<b>75%</b>

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

**INCOME** -- Other State Aid includes 90% of the funds for 2006 State Construction Projects

**EXPENSE** -- Vehicle Operation includes the unbudgeted Bookmobile body repairs

Professional Fees include Engineering Fees, Legal Fees and three Newsletter mailings

Programming includes expenses made from unbudgeted funds donated by support groups (Friends, Advocates)

Debt Service includes the \$174,175 in 2006 expenditures paid in 2007

Equipment and Supply lines include 07 unbudgeted expenses approved in the 12/8/06 Technology Upgrade Proposal

Library Materials includes expenses made on behalf of Reach Out and Read

**Chemung County Library District General Fund Document #2006-97**

**Unpaid Bills Detail**

As of October 9, 2007

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>A Step Above</b>			
	10/09/2007	Continuing Ed luncheon	387.00
Total A Step Above			<u>387.00</u>
<b>Acme Pest Control, Inc.</b>			
	10/09/2007	Pest Control @ Steele	23.00
Total Acme Pest Control, Inc.			<u>23.00</u>
<b>AEC One Stop Group, Inc.</b>			
	10/09/2007	HFL purchase	628.67
Total AEC One Stop Group, Inc.			<u>628.67</u>
<b>Agostino Arts</b>			
	10/09/2007	November prog at all libraries	2,000.00
Total Agostino Arts			<u>2,000.00</u>
<b>AT&amp;T</b>			
	10/09/2007	long dist chg-SML	13.94
Total AT&T			<u>13.94</u>
<b>Baker &amp; Taylor Books</b>			
	10/09/2007	HFL/WE book purchases	416.72
Total Baker & Taylor Books			<u>416.72</u>
<b>Barnes &amp; Noble, Inc.</b>			
	10/09/2007	WE/ST Juv book purchases	217.89
Total Barnes & Noble, Inc.			<u>217.89</u>
<b>BBC Audiobooks America</b>			
	10/09/2007	Audio purchases for Steele	191.13
Total BBC Audiobooks America			<u>191.13</u>
<b>Brodart Co.</b>			
	10/09/2007	Easel for ST	272.23
Total Brodart Co.			<u>272.23</u>
<b>Cardin Maitski</b>			
	10/09/2007	Patron refund	15.00
Total Cardin Maitski			<u>15.00</u>
<b>Center Point Large Print</b>			
	10/09/2007	ST large print	155.16
Total Center Point Large Print			<u>155.16</u>
<b>Chemung County Buildings &amp; Grounds Dept.</b>			
	10/09/2007	Utility & Building Maintenance charges-3rd Qtr 2007	26,489.60
Total Chemung County Buildings & Grounds Dept.			<u>26,489.60</u>
<b>Childcraft Education Corp</b>			
	10/09/2007	JUV supplies @ ST	134.98
Total Childcraft Education Corp			<u>134.98</u>

**Chemung County Library District General Fund Document #2006-97**

**Unpaid Bills Detail**

As of October 9, 2007

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Classified Marketplace</b>			
	10/09/2007	Legal Notice regarding Request for Bids	135.40
Total Classified Marketplace			<u>135.40</u>
<b>Consolidated Plastics Company, Incl</b>			
	10/09/2007	Floor mats for HFL	129.32
Total Consolidated Plastics Company, Incl			<u>129.32</u>
<b>Convenient Tape &amp; Supplies</b>			
	10/09/2007	receipt printer tape supply-HFL	114.26
Total Convenient Tape & Supplies			<u>114.26</u>
<b>Copy Express</b>			
	10/09/2007	Copies-posters for prog/bid documents	86.26
Total Copy Express			<u>86.26</u>
<b>CyberDark Computing</b>			
	10/09/2007	VGA computer cord-ST	40.00
Total CyberDark Computing			<u>40.00</u>
<b>Deborah L. Brimmer</b>			
	10/09/2007	Mileage reimbursement-Aug/Sept	210.00
Total Deborah L. Brimmer			<u>210.00</u>
<b>Demco, Inc.</b>			
	10/09/2007	DVD albums/labels-ST	57.07
Total Demco, Inc.			<u>57.07</u>
<b>Elmira Water Board</b>			
	10/09/2007	SML & WE water	164.74
Total Elmira Water Board			<u>164.74</u>
<b>First Transit</b>			
	10/09/2007	Bookmobile fuel-Sept	208.45
Total First Transit			<u>208.45</u>
<b>Horwitz Supply Company</b>			
	10/09/2007	Paper/cleaning supplies; dispenser repl for WE	834.46
Total Horwitz Supply Company			<u>834.46</u>
<b>Idearc Media Corp.</b>			
	10/09/2007	Phone book ad-monthly fee-ST	15.00
Total Idearc Media Corp.			<u>15.00</u>
<b>Kyra Bannister</b>			
	10/09/2007	Patron Refund	15.00
Total Kyra Bannister			<u>15.00</u>
<b>Logic Computer Products</b>			
	10/09/2007	Printer cartridge supplies-HFL/BF	184.96
Total Logic Computer Products			<u>184.96</u>

## Chemung County Library District General Fund Document #2006-97

## Unpaid Bills Detail

As of October 9, 2007

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Melody House</b>			
	10/09/2007	Prog. at ST	157.20
Total Melody House			<u>157.20</u>
<b>MidWest Tape</b>			
	10/09/2007	DVD/Audio purchases-Steele	213.91
Total MidWest Tape			<u>213.91</u>
<b>Mister Anderson's Company</b>			
	10/09/2007	Library materials-HFL	100.83
Total Mister Anderson's Company			<u>100.83</u>
<b>Nan Hoffman</b>			
	10/09/2007	Nov. program at BF/SML	550.00
Total Nan Hoffman			<u>550.00</u>
<b>Pal's Sports Center</b>			
	10/09/2007	T-shirts for Continuing Ed Workshop	290.00
Total Pal's Sports Center			<u>290.00</u>
<b>ProQuest LLC</b>			
	10/09/2007	Microfilm S-G for Aug	21.24
Total ProQuest LLC			<u>21.24</u>
<b>RadioShack Corporation</b>			
	10/09/2007	batteries for phones-ST	14.99
Total RadioShack Corporation			<u>14.99</u>
<b>Random House, Inc.</b>			
	10/09/2007	AV purchases-ST	330.65
Total Random House, Inc.			<u>330.65</u>
<b>Recorded Books</b>			
	10/09/2007	ST purchases	160.75
Total Recorded Books			<u>160.75</u>
<b>Rushford Free Library</b>			
	10/09/2007	Payment for Lost item	25.00
Total Rushford Free Library			<u>25.00</u>
<b>Sandy L. Brown</b>			
	10/09/2007	Patron refund	23.60
Total Sandy L. Brown			<u>23.60</u>
<b>Scholastic Library Publishing</b>			
	10/09/2007	HFL/ST book purchases	288.60
Total Scholastic Library Publishing			<u>288.60</u>
<b>SDS of NY</b>			
	10/09/2007	garbage disposal-BF,WE,HFL for Sept	126.24
Total SDS of NY			<u>126.24</u>

**Chemung County Library District General Fund Document #2006-97**

**Unpaid Bills Detail**

As of October 9, 2007

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Seneca Data</b>			
	10/09/2007	New Printer -ST	288.52
Total Seneca Data			<u>288.52</u>
<b>SKJ Facilities Management, Inc.</b>			
	10/09/2007	HFL Janitor services 9/2-9/23	480.00
Total SKJ Facilities Management, Inc.			<u>480.00</u>
<b>Southern Tier Library System</b>			
	10/09/2007	Pynt for lost book/processing fees all libraries	432.50
Total Southern Tier Library System			<u>432.50</u>
<b>Thomson Gale</b>			
	10/09/2007	ST fiction purchase	451.61
Total Thomson Gale			<u>451.61</u>
<b>Town of VanEtten</b>			
	10/09/2007	Building rental-October	416.66
Total Town of VanEtten			<u>416.66</u>
<b>Travelling Lantern Theatre</b>			
	10/09/2007	November prog at HFL	495.00
Total Travelling Lantern Theatre			<u>495.00</u>
<b>Unique Management Services, Inc.</b>			
	10/09/2007	collection agency fees-ST Aug & Sept	1,279.12
Total Unique Management Services, Inc.			<u>1,279.12</u>
<b>Verizon</b>			
	10/09/2007	phone service-ST/WE	502.61
Total Verizon			<u>502.61</u>
<b>TOTAL</b>			<u><u>39,789.27</u></u>

**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
As of October 9, 2007

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Baker &amp; Taylor Books</b>			
	10/09/2007	Reference materials	154.95
Total Baker & Taylor Books			<u>154.95</u>
<b>Grey House Publishing</b>			
	10/09/2007	Reference Material	159.50
Total Grey House Publishing			<u>159.50</u>
<b>Southern Tier Library System</b>			
	10/09/2007	processing fees-NonFiction & Reference	18.50
Total Southern Tier Library System			<u>18.50</u>
<b>Thomson Gale</b>			
	10/09/2007	Reference Mat.	756.00
Total Thomson Gale			<u>756.00</u>
<b>TOTAL</b>			<u><u>1,088.95</u></u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of October 3, 2007

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Aldeberan Teleservices Corporation</b>				
	Bill	10/03/2007	IT consulting services-2007 All Libraries	7,225.00
Total Aldeberan Teleservices Corporation				<u>7,225.00</u>
<b>Amazon Credit Plan</b>				
	Bill	10/03/2007	HFL/ST purchases	586.79
Total Amazon Credit Plan				<u>586.79</u>
<b>Barcode Discount</b>				
	Bill	10/03/2007	scanners for all libraries	463.95
Total Barcode Discount				<u>463.95</u>
<b>Beauty &amp; the Beast Storytellers</b>				
	Bill	10/03/2007	10/21 program at Steele	686.00
Total Beauty & the Beast Storytellers				<u>686.00</u>
<b>Center Point Large Print</b>				
	Bill	10/03/2007	ST large print	155.16
Total Center Point Large Print				<u>155.16</u>
<b>Chemung Canal Trust Company</b>				
	Bill	10/03/2007	NYLA expenses	523.00
Total Chemung Canal Trust Company				<u>523.00</u>
<b>Chemung County Library District</b>				
	Bill	10/03/2007	Petty Cash reimbursement - HFL	72.99
Total Chemung County Library District				<u>72.99</u>
<b>Chris Corter</b>				
	Bill	10/03/2007	ST-reimb. for LapSit program	143.92
Total Chris Corter				<u>143.92</u>
<b>Classified Marketplace</b>				
	Bill	10/03/2007	Legal Notice regarding Planning Consultant	426.71
Total Classified Marketplace				<u>426.71</u>



**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of October 3, 2007

Executive Committee

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>EBSCO Subscription Services</b>				
	Bill	10/03/2007	magazine rate adj-ST	20.40
Total EBSCO Subscription Services				<u>20.40</u>
<b>Eleanor Shepson</b>				
	Bill	10/03/2007	storage bins BF/WE	116.33
Total Eleanor Shepson				<u>116.33</u>
<b>Horseheads Do It Center</b>				
	Bill	10/03/2007	HFL - storage sheds WE/BF	3,707.47
Total Horseheads Do It Center				<u>3,707.47</u>
<b>Ingram Library Services</b>				
	Bill	10/03/2007	Library materials-all libraries	11,524.93
Total Ingram Library Services				<u>11,524.93</u>
<b>Janet Ackerman</b>				
	Bill	10/03/2007	Programming -BF	25.49
Total Janet Ackerman				<u>25.49</u>
<b>Petty Cash-Steele</b>				
	Bill	10/03/2007	reimburse PC expenses-SML	173.01
Total Petty Cash-Steele				<u>173.01</u>
<b>Quill Corporation</b>				
	Bill	10/03/2007	copy paper-ST	86.09
Total Quill Corporation				<u>86.09</u>
<b>Real Simple</b>				
	Bill	10/03/2007	subscription for WE	23.94
Total Real Simple				<u>23.94</u>
<b>Rose Woodard</b>				
	Bill	10/03/2007	Reimb for Program expense	40.50
Total Rose Woodard				<u>40.50</u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of October 3, 2007

Executive Committee

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Staples Credit Plan</b>				
	Bill	10/03/2007	BF/WE supplies	130.77
Total Staples Credit Plan				<u>130.77</u>
<b>Time Warner Cable</b>				
	Bill	10/03/2007	VPN Service - October	200.00
Total Time Warner Cable				<u>200.00</u>
<b>Verizon</b>				
	Bill	10/03/2007	phone service-HFL/BF	189.12
Total Verizon				<u>189.12</u>
<b>Verizon Wireless</b>				
	Bill	10/03/2007	BKM cellular service-October	113.36
Total Verizon Wireless				<u>113.36</u>
<b>Video Librarian</b>				
	Bill	10/03/2007	annual subscription	64.00
Total Video Librarian				<u>64.00</u>
<b>TOTAL</b>				<u><u>26,698.93</u></u>

**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
As of October 3, 2007

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Credo</b>				
	Bill	10/03/2007	Notre Dame yearbook for Reference Dept.	55.00
Total Credo				<u>55.00</u>
<b>Elmira Free Academy</b>				
	Bill	10/03/2007	2007 yearbook	50.00
Total Elmira Free Academy				<u>50.00</u>
<b>Empire Technical Services</b>				
	Bill	10/03/2007	computer upgrades for Central Library	2,500.00
Total Empire Technical Services				<u>2,500.00</u>
<b>Equestrian</b>				
	Bill	10/03/2007	2007 HHS Yearbook order	52.00
Total Equestrian				<u>52.00</u>
<b>Ingram Library Services</b>				
	Bill	10/03/2007	Non-Fiction/Reference book purchases	3,760.42
Total Ingram Library Services				<u>3,760.42</u>
<b>Julia Mullen</b>				
	Bill	10/03/2007	mileage reimbursement-Cuba workshop	98.94
Total Julia Mullen				<u>98.94</u>
<b>Polk City Directories</b>				
	Bill	10/03/2007	Reference materials	308.50
Total Polk City Directories				<u>308.50</u>
<b>SHS YEArbook</b>				
	Bill	10/03/2007	2007 yearbook	48.00
Total SHS YEArbook				<u>48.00</u>
<b>The McGraw-Hill Companies</b>				
	Bill	10/03/2007	Science & Tech encyclopedias	2,825.39
Total The McGraw-Hill Companies				<u>2,825.39</u>
<b>TOTAL</b>				<u><u>9,698.25</u></u>

**The Public Library Foundation of Chemung County, Inc.**

405 S. Main Street

Horseheads, New York 14845

Phone: 607-739-4581; Fax: 607-739-4592

To: Allen C. Smith, President, Board of Trustees, Chemung County Library District

From: Richard Pirozzolo, President, The Public Library Foundation of Chemung County, Inc.

Date: June 30, 2007


Re: Quarterly transfer of Foundation funds to the Library District for the Horseheads Free Library

Please find enclosed a check for \$20,000, which is the second of four annual quarterly payments from The Public Library Foundation of Chemung County, Inc. to the Chemung County Library District for use on behalf of the Horseheads Free Library. As usual, the Foundation Board anticipates that the funds will be expended for the benefit of the Horseheads Free Library.

Previously, the Foundation Board has identified capital projects as a primary use of Foundation funds at the Horseheads Library. These endeavors have included a new kitchen unit, replacement flooring for the meeting room and carpeting for the main part of the building, repainting of the front facia and porch area as well as a networked color copier. Additionally, safety repairs to the front windows are currently underway and bids are being sought for replacement of the existing concrete handicapped ramp as well as the sidewalk on the north side of the facility. Foundation funds also augment the Horseheads Library's new materials' budget by \$25,000 each year.

However, even with the extensive renovations and updates noted above and the purchasing of new materials, there were presumably unexpended Foundation funds in 2006 and will likely be unexpended funds in 2007 as well as in future years. Thus, the Public Library Foundation Board of Trustees is requesting that the Chemung County Library District establish a separate capital fund on behalf of the Horseheads Free Library. This capital fund should be maintained exclusively for use in the future construction of a new Horseheads Free Library facility and hence, this separate capital account would hold any unexpended funds from the Public Library Foundation of Chemung County, Inc. for 2007 as well as for future years.

I thank you in advance for reviewing this memo with the District Board and for directing the District's financial advisors to establish the requested capital fund for the future construction of a new Horseheads Free Library. Please feel free to direct any questions or concerns to me at the Foundation address above, by phone at 739-9914 or via e-mail at [rpirozzolo@stny.rr.com](mailto:rpirozzolo@stny.rr.com). As always, the Foundation Board appreciates the District's interest in the Horseheads Free Library as a District facility and we are hopeful that the establishment of this separate capital fund will more readily achieve a new and expanded Horseheads Free Library in the near future.



The Public Library Foundation of Chemung County, Inc.

405 S. Main Street

Horseheads, New York 14845

Phone: 607-739-4581; Fax: 607-739-4592

To: Allen C. Smith, President, Board of Trustees, Chemung County Library District

From: Richard Pirozzolo, President, The Public Library Foundation of Chemung County, Inc. *RP*

Date: September 27, 2007

Re: Quarterly transfer of Foundation funds to the Library District for the Horseheads Free Library

Please find enclosed a check for \$20,000, which is the third of four annual quarterly payments from The Public Library Foundation of Chemung County, Inc. to the Chemung County Library District for use on behalf of the Horseheads Free Library. As usual, the Foundation Board anticipates that the funds will be expended for the benefit of the Horseheads Free Library.

Thus far this year, there have been a number of capital improvements to the Horseheads' building, including a new sidewalk and handicapped access ramp which will also have a new stainless railing in the near future. It is our understanding that the new railing and installation costs will be covered by a State grant. Since the invoice for the new sidewalk and ramp have already been paid directly by the Foundation, we are anticipating that that the entire amount of this quarterly transfer will be placed in the capital building account for the Horseheads Free Library with the intent that the funds in that account will be used at a later date for a new and expanded Horseheads Free Library. However, if there have been other District expenses on the Horseheads Library's behalf which have not been covered in their entirety by the previous two Foundation transfers this year or by the Library's portion of District tax revenues, please advise the Foundation Board of those expenses so that we may calculate the amount of this transfer which will be placed in the Horseheads' capital account.

Thank you in advance for handling these funds as requested by the Foundation Board. Please feel free to direct any questions or concerns to me at the Foundation address above, by phone at 739-9914 or via e-mail at [rpirozzolo@stny.rr.com](mailto:rpirozzolo@stny.rr.com).

***(Document #2007-100: Personnel activities since the September 2007 meeting of the Library Board)***

Memo

To: Library District Board of Trustees

From: Jim Sleeth, Library Director

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

Date: October 11, 2007

***Regarding the selection of a new Bookmobile Driver:*** Following announcements of the availability of the position, 18 applications were received. On Tuesday, September 18<sup>th</sup>, four individuals were interviewed. While all were well-qualified to assume the responsibilities, one individual – Kimberly Jones – stood out. She was offered the position on Monday, September 24<sup>th</sup>, a position she accepted the following day. Ms. Jones passed a physical examination given on October 1<sup>st</sup>. Her first day of Library District employment will be on Monday, October 15<sup>th</sup>. Kim will be given a two-week orientation and training program at Steele, in the neighborhood libraries, and finally on the Bookmobile itself. Kim will assume responsibility for driving the vehicle on Wednesday, October 31<sup>st</sup>. Her probation period will extend to the end of April 2008.

***Regarding the selection of a new Principal Library Clerk to supervise Bookmobile / Outreach services:*** Three incumbent staff members were interviewed for the new position of Principal Library Clerk on the Bookmobile. Once the new seat (with lap belt) was installed on the Bookmobile, each individual took a turn providing library services with retiring Bookmobile Driver Bill Knapp. Dianne Patchett, presently Senior Library Clerk at the West Elmira Library, was selected to fill the position. (This appointment is provisional, since there is no existing Civil Service list for Principal Library Clerk, so to retain the position Ms. Patchett will be required to take and pass a promotional examination.) Dianne will assist in training her replacement at West Elmira, then assume her new responsibilities on the Bookmobile in mid to late October. Her probation period will extend to the middle of May 2008.

***Regarding the selection of a new Senior Library Clerk at the West Elmira Library:*** One individual, Janet Ackerman, qualified for consideration for the position of Senior Library Clerk at the West Elmira Library. As the full-time Library Clerk at the Big Flats Library, Janet is already a skilled programmer and thoroughly conversant with Workflows, the Library District's computer system. Dianne Patchett will work with Janet for a period of time, until Janet is knowledgeable of the programming commitments she must fulfill. Janet's probation period will extend to the middle of May 2008.

***Regarding the selection of a new Library Clerk for the Big Flats Library:*** A certified list of eligible candidates has been requested from Civil Service.

(Document #2007-101)

## **2007 Continuing Education Workshop evaluation**

**What in particular did you take with you from the morning sessions?** I really enjoyed the FISH! program and I want to keep those principles in mind, especially fun at work ... There are a lot of things going on in Elmira and Horseheads ... FISH! highlights – be present in the situation and choose your attitude ... all good information ... How to better serve our customers by focusing and listening to the patrons ... Would like to see the FISH! concept in action, but don't believe that is what is wanted in the library ... Strategic planning ... FISH! ... Make the most of your work experience; your attitude; getting to know your co-workers; enjoying the patrons ... fish can be thrown for fun and profit ... I liked Jennifer Herrick how motivated she is on ideas to bring back some ideas to downtown and hopefully bring back fireworks downtown and Halloween@GrovePark ... Play: having fun while working and assisting patrons ... You can choose your own attitude ... FISH! was excellent, the second was interesting, the third was useful for board members ... FISH! was great – what I missed was a chance to get together with others & brainstorm how to make it work, for each department / library could have gotten together to talk about what they do in their workplace ... FISH! is a philosophy I totally espouse ... Jennifer Herrick is energetic ... David Radin's overview of strategic planning was good, but need specifics for what I can do ... Loved the FISH! presentation ... Excellent outline of strategic planning by David Radin ... the FISH! presentation philosophy ... Make the workplace enjoyable and the customer will benefit from this staff effort via better and more personable service ... Individual employee must make the choice to be happy in their work environment ... Lots of different ideas to try ... Optimism ... Attitude is contagious & it matters ... Listen to angry patrons without comment ... Lighten up! ... FISH! you can choose to bring a positive attitude to your work ... Try to greet patrons and go the extra mile ... It's good for everyone to hear ... I love FISH! Do happy! ... to make a pleasant working environment, to enjoy people, to be proud of assisting ... the importance of attitude and make someone's day ... How to enjoy working and make it fun ... Have fun at work ... Loved the FISH! video and was reminded that I choose my own attitude ... This workshop has been the most interesting of any I have ever attended ... I really got a lot out of the FISH! presentation; it reminded me that I am lucky to enjoy my job and I can choose to ... I really liked the FISH! program; I feel if we use it, public perception of us will improve.

**Did you enjoy lunch?** A ringing endorsement of the chicken speedies.

**Which afternoon workshops did you attend?** Attendance at the workshops was well divided among the library staff. No one presenter was flooded; no one was ignored.

**Which workshop(s) did you enjoy the most?** FISH! ... Stephanie Jelliff ... the Promenade Project ... All of them: Emergency preparedness was fun and informative and made me aware of how unprepared I am; school readiness, as a parent I found it informative ... All were great! ... The Promenade Project is an exciting project that can improve Steele ... The Elmira Supreme Court Library was an interesting review of legal resources ... Eileen O'Hara is an effective presenter & engaging speaker ... I enjoyed Andy Avery (the Elmira Promenade) the most because it's such a wonderful idea ... Also enjoyed the other two because I learned new information I did not know before ... All of the workshops gave me new information ... Jean Paul Vivian because we no longer have law books and am interested in meeting the person we send patrons to for help ... Everyday law was great; preparing for an emergency was the most lively; EBSCO was my favorite ... EBSCO, so I can be more adept at using it for my research... FISH! was fantastic ... Law Library – learned a lot of web resources to help our patrons ... Ken's program was very useful in providing info for our future use regarding Sirsi / Dynix ... the budget program was very helpful in preparing any patrons' questions prior to the November vote ... Kristen Card's was very interesting ... EBSCO because it was information I could use for myself but also pass it on to patrons ... Promenade project is exciting for the Steele Library and community ... Storytellers: It was fun & because we were all there without interruption for 1 hour, we actually accomplished a lot. Communication and planning through next spring & summer, with transitions in storytelling staff, this was perfect timing ... Ken's IT program related to problems with using offline program ... I absolutely loved the Promenade presentation; I just may have to transfer back to Steele ... FISH! ... EBSCO Host was very informative ... Emergency preparedness because I learned a lot ... The Promenade has very interesting designs ... I learned something from each session; don't have a favorite ... I really enjoyed EBSCO because it was all new information that I will find to be very helpful with helping patrons in particular ... Storytellers because we got a lot of work done.

**What suggestion(s) do you have for next year's workshop?** I like the informative workshops about Elmira ... Microsoft office since we have updated versions ... Repeat the afternoon workshops so we can attend them all ... Visits to the Arnot Museum and the Historical Society ... School readiness as a morning program ... Offer more workshops that staff can apply to their daily jobs ... Love my t-shirt! ... 10 minute exercise breaks ... Law as it applies to library work ... perhaps a module on librarian education, pursuing an MLS ... skill building for all library personnel ... something on the future of librarianship ... speaker needs a microphone in the auditorium because sometimes her voice trailed off and I couldn't hear her ... more on customer service ... something on our physical selves, and 15 minute yoga breaks, and something to do during lunch ... Storytellers session again ... physical workouts ... handling stress workshop ... workshop dealing with difficult patrons ... ergonomics on the job ... general meeting ½ of the day ... a message therapist ... continue focusing on customer service & some training for puppet use ....



**(Document #2007-102)**

**Report of the October 3<sup>rd</sup>, 2007 meeting of the Executive Committee of the Chemung County Library District.**

The following members of the Executive Committee were present: Denny Smith, Robin Fitzgerald, Marleah Denkenberger, Joan Santulli, and Jim Sleeth.

The following topics were discussed:

- Bill sheets dated October 3<sup>rd</sup>, 2007 were presented to the Committee. Marleah Denkenberger moved, seconded by Robin Fitzgerald, to approve payment of the invoices.
- Ms. Santulli requested and received approval for the purchase of a photocopier for the Steele Memorial Library, using quotes prepared for the purchase of a photocopier for the Horseheads Free Library. Funds will come from the 2006 technology proposal.
- A special meeting of the Executive Committee was requested for Monday, October 8<sup>th</sup>, 2007 at 4pm in the Steele Memorial Library Petrie Conference Room to review bid submissions from contractors for the Big Flats and West Elmira roof projects. A commitment was received from Mr. Smith, Ms. Fitzgerald, and Ms. Denkenberger.
- Mr. Smith requested that communications dated June 30<sup>th</sup>, 2007 and September 27<sup>th</sup>, 2007 from the Public Library Foundation of Chemung County be brought to the CCLD Board for discussion.
- The agenda for the October 5<sup>th</sup>, 2007 Continuing Education Workshop was distributed.
- Communications with Ristiina Wigg, Director of the Southern Tier Library System, regarding downloadable audio was discussed.
- Mr. Sleeth requested advice from the Executive Committee on a personnel issue.
- A thank you note complimenting Donna Hubbard of the Horseheads Free Library was distributed.
- The 2008 proposed budget presentation at the Van Etten Library and positive conversations with Van Etten officials Donna Lesh and George Keturi was mentioned.
- A meeting room issue (a debate between Republican candidates for District Attorney) was discussed.

The committee adjourned at 8:15pm.

The next scheduled meeting of the Executive Committee of the Chemung County Library District is scheduled to be held on Wednesday, November 7<sup>th</sup>, 2007 in the Petrie Conference Room of the Steele Memorial Library.

**(Document #2007-103)**

**Report of the October 8<sup>th</sup>, 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 Monday, October 8<sup>th</sup>, 2007, beginning at 4pm. The following members of the Executive Committee were present: Denny Smith, Robin Fitzgerald, Marleah Denkenberger, and Dick Pirozzolo. Also present was CCLD director Jim Sleeth.

The following topics were discussed:

- This meeting of the Executive Committee was called to award bids for construction projects in Big Flats and West Elmira. However, the Library District received no responses from bid requests. Since a majority of committee members were present, CCLD President Smith took the opportunity to discuss the issue of the creation of a capital fund for the Horseheads Free Library that has been requested by the Public Library Foundation of Chemung County. Following discussion, Mr. Smith requested that the issue be included on the agenda of the October 18<sup>th</sup>, 2007 regular meeting of the CCLD Board of Trustees, to be held at the Horseheads Free Library.

The committee adjourned at 4:45pm.

The next meeting of the Executive Committee of the Chemung County Library District is scheduled to be held on Wednesday, November 7<sup>th</sup>, 2007 in the Petrie Conference Room of the Steele Memorial Library.

**(Document #2007-105)**

**Report of the October 10<sup>th</sup>, 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 Monday, October 10<sup>th</sup>, 2007 beginning at 4pm. Attending the meeting were Claudia Radin, Jan Kather, and Jim Sleeth.

The meeting opened at 3pm.

The following topic was discussed:

- The lack of bids for the roof projects at West Elmira and Big Flats libraries. The Committee discussed options on how to proceed from here and asked Mr. Sleeth to contact STLS and State officials for advice and recommendation.

The meeting adjourned at 3:45pm.

The next meeting of the Building & Grounds Committee will be held on Wednesday, November 14<sup>th</sup>, 2007 the Library Director's office of the Steele Memorial Library.

**(Document #2007-106)**

**Report of the ad hoc Committee on Strategic Planning held on October 4<sup>th</sup>, 2007 in the Petrie Conference Room of the Steele Memorial Library.**

Attending the meeting CCLD board member Kim Richards and library staff members Maureen Ferrell, Owen Frank, Joan Santulli, Lynn Shepson, and Jim Sleeth.

Kim Richards, Chair of the CCLD Planning Committee, opened the meeting at 9:05am.

The entire topic of the meeting was the selection of a planning consultant.

Seven proposals were received:

- Aaron Cohen Associates
- Howell Liberatore & Wickham
- The Ivy Group
- NYLINK
- Providence Associates
- RPA, Inc.
- Younge & Associates

Each firm had strong points:

- Aaron Cohen (price \$60,000) was a substantive response but their strength seems to be facilities planning. We want more than facilities planning.
- While the HLW price was competitive (\$4,125), the committee felt that an entirely new approach (*Kaplan and Norton's Balanced Scorecard* methodology) ultimately was not appropriate to our application.
- The Ivy Group presented two approaches, the second of which the committee felt was most responsive (costing \$30,280) but too expensive.
- The NYLINK proposal (\$6,100) solid but lacked public library experience.
- The Providence proposal (\$19,619) lacked knowledge of our community.
- While Younge & Company (\$4,970) possessed local community knowledge, they completely lacked experience with libraries.

The Planning Committee unanimously selected RPA, Inc, for the following reasons:

Their proposal – and their full proposal is attached in a PDF file – had the following strengths:

- The depth of experience of the consultants is very impressive. Further, this experience includes working with the Corning Library and the Southern Tier Library System in the most fundamental aspects of library service, from library design to collection

development to staff recruiting and trustee training. They know libraries from the ground up. These consultants know public libraries, library consortia, and state libraries.

- The consultants understand that “the final report is a practical, working document that will serve as the blueprint for CCLD’s best, most feasible future.” Further “the consultants will remain available to CCLD after project completion for consultation and discussion.”
- The consultants will make a comprehensive background review of our libraries’ budgets, annual reports, organizational structure, and previous planning experience. In other words, they will take a hard look at our present organization.
- The consultants will provide an orientation to the strategic planning process to the CCLD Board of Trustees, review the SWOT analysis of our neighborhood libraries, and tour all CCLD libraries, including talk with neighborhood library supervisory staff.
- The consultants will conduct focus groups and town hall meetings to solicit their input regarding future development of public libraries in Chemung County, then report their findings to the Planning Committee. While the Library Director will be responsible for writing a first draft of the Plan, the consultants will review and provide input to the draft. The Planning Committee and library department heads will also critique this first draft of the new strategic plan.
- With this input, a second draft of the strategic plan will be presented to the Planning Committee for review, revision, and adoption, then the strategic plan will be presented to the CCLD Board of Trustees, local government officials and the media.
- The consultants will be available consecutive Thursdays from January 24<sup>th</sup> through March 30<sup>th</sup>, 2008 (and the Steele Library auditorium has been reserved) for this project.
- The consultants agreed to revise downward their fee for the project (from \$20,000 to a final price of \$17,000).

In conclusion: The consultants from RPA are well grounded in both libraries and our community, and they have direct relevant planning experience. They took our planning outline and expanded it persuasively into a thoughtful outline of the planning experience that includes all segments of the community and all our neighborhood libraries. They plan to dedicate themselves to a finite planning timeline but are also ready and able for consultation after the formal end of the planning period. Their response to the CCLD request for proposal was both creative and detailed. The Planning Committee unanimously recommends their selection.

The meeting adjourned at 9:55am.

The next meeting of the ad hoc Committee on Strategic Planning will be held on Thursday, October 23<sup>rd</sup>, 2007 in the Petrie Conference Room of the Steele Memorial Library.

**Proposal for  
Long-Range Planning  
Consultant Services**

for the

**Chemung County  
Library District**

**Consultants  
Patricia L. Owens.  
Mary L. Sieminski**

**September 2007**



800.992.9277  
2895 South Reach Road  
Williamsport, PA 17701  
[www.rpainc.org](http://www.rpainc.org)

## **Understanding the Project**

The Chemung County Library District (CCLD) is a nonprofit organization chartered by the Board of Regents to provide public library services to the residents of Chemung County, New York. A general election was held in November 2005 that resulted in the creation of the Library District. This district, comprised of the six neighborhood libraries of Big Flats, Elmira, Horseheads, Van Etten, and West Elmira, is a successor to the former Steele Memorial Library Association and the Horseheads Free Library Association. A 15-member Board of Trustees serves as the governing body. A bookmobile provides outreach services to the district service area. A staff of 38 professional and support staff, supplemented by a strong cadre of volunteers, provide services to approximately 90,000 county residents.

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

A consultant is needed to facilitate the creation of a five-year plan (2008-2012) for the Chemung County Library District. RPA Inc. would be pleased to assist the Chemung County Library District in this important project.

## **Plan of Work**

If awarded the contract, RPA Inc. will assign senior consultants Patricia L. Owens and Mary L. Sieminski to the project. The consultants will work directly with the appointed liaison for Chemung County Library District. All documents will be submitted as working drafts for CCLD approval. In addition to the site visits, the consultants will be available to the appointed liaison by email, phone, and fax during normal business hours, as well as weekends, if necessary. The consultants will remain available to CCLD after project completion for consultation and discussion. The consultants frequently hear from former clients on a variety of topics and are pleased to participate in ongoing dialogues and discussions.

It is clearly understood by the consultants that the final report is a practical, working document that will serve as the blueprint for the Chemung County Library District's best, most feasible future.

The consultants propose seven on-site meetings and related activities, as described below:

## **Review of background information**

Upon the award of the contract, RPA Inc. consultants will review all appropriate background information, including:

- Organizational charts with staff and board rosters
- Budget history
- Individual library annual reports
- Board of Trustees bylaws
- Friends of the Library bylaws
- Previous long range plans
- Previous patron surveys

## **First onsite meeting and related activities**

- Present an orientation to the CCLD Board of Trustees and members of the Planning Committee relating to the strategic planning process
- Review the timeline for the project
- Solicit input from Board and Planning Committee members using a SWOT analysis model
- Review the current mission statement for possible additions or revisions

### ***Additional activities:***

- Conduct in-depth interview with Library Director
- Following initial site meeting, the consultants will tour the five neighborhood libraries and conduct interviews with the library directors. A written summary of findings will be submitted to CCLD Library Director or designated liaison.
- Review current U.S. Census data for population trends and projections and submit written report to CCLD Library Director or designated liaison

## **Second on-site meeting and related activities**

- Conduct six focus groups comprised of library patrons (including representatives of such groups as parents of preschoolers, adult students, young adults, seniors, and home schoolers), business and community leaders, educators, and government officials

### ***Additional activities:***

- Consultants will work jointly with CCLD to identify groups to invite and locations for meetings and to prepare the text of the letters of invitation.
- CCLD will distribute the letters of invitation, schedule sites, and provide refreshments, flip charts, and thank you gifts.
- Consultants will prepare the questions, conduct the sessions, and prepare a written summary of the results.



### **Third on-site meeting and related activities**

- Consultants will conduct a Town Hall meeting with residents, sharing the results of the focus groups as well as soliciting input regarding future development of the public libraries in Chemung County.

#### ***Additional activities***

- Consultants will work with CCLD to identify an appropriate date and location and to prepare the text of the meeting announcement.
- CCLD will make arrangements for the meeting, including providing equipment and refreshments.

### **Fourth on-site meeting and related activities**

- Consultants will present the Planning Committee members with an overview of all activities and findings to date, including site visits and interviews, demographic analysis, focus group report, and Town Hall report.
- Consultants will lead a discussion to identify strengths and weaknesses as well as priorities.

#### ***Additional activities***

- CCLD Library Director will utilize the above information to write a first, very preliminary DRAFT of the long-range plan.
- Consultants will review the initial DRAFT and provide input.

### **Fifth on-site meeting and related activities**

- Planning Committee will review initial DRAFT for corrections and additions.
- Library department heads will also be invited to this meeting to provide their input.

#### ***Additional activities***

- CCLD Library Director will revise DRAFT based on outcome of meeting.

### **Sixth on-site meeting and related activities**

- Final long-range plan will be submitted to the Planning Committee for adoption.

### **Seventh on-site meeting and related activities**

- Final long-range plan will be presented to local government officials and the media.

### **Proposed project timeline**

- January 24, 2008 to March 30, 2008, on consecutive Thursdays

## **Project staff**

Senior consultant, Patricia L Owens, will direct the overall project, while Mary L. Sieminski will assist in the process. RPA Inc. staff will provide office support.

Both consultants will meet with the Planning Committee. Ms. Owens will conduct the meetings, interviews, and focus groups. Ms. Sieminski will have primary responsibility for research and writing. The two consultants will work jointly on the preparation and presentation of the plan. We expect that Ms. Owens will be responsible for 80% of the project and Ms. Sieminski for the remaining 20%.

## **Qualifications of consultants**

**Patricia Owens** received her Master's in Library Science from Syracuse University, and prior to entering the consulting field was Interim State Librarian for the Connecticut State Library. Other assignments include serving as Director of the Division of Library Development, Acting Director for Patron Services, and Adult Services Consultant for the Connecticut State Library, and Assistant Director of the Willimantic Library Service Center.

Her accomplishments include establishing the minimum standards for Connecticut Public Libraries, developing multiple successful statewide program initiatives, administering numerous state and federal awards including long-range planning grants, and administering a statewide continuing education program for public library staff. Since becoming a private consultant, Ms. Owens has served a range of clients that includes the Springfield Township Library, the Rachel Kohl Library, and the Yeadon Public Library, and other small to medium-sized public libraries and library systems, the American Library Trustee Association, the State of New Mexico, and multi-state consortia. Her experience includes school, public, and special library work in Connecticut, New York, and Pennsylvania. Ms. Owens recently completed a strategic plan for the Sand Hill Library System in North Carolina.

Her range of skills and expertise, gained over more than 20 years as a library professional, includes strategic planning, human resources, building and needs assessments, development of innovative programming, patron services, grant development, and all aspects of traditional library management.

Ms. Owens has extensive experience in facilitating both focus groups and open town hall style meetings experience gained from her years at the state level in Connecticut and in consulting with dozens of libraries since establishing her consulting career.

In addition to her work with libraries, Ms. Owens chaired the planning and zoning commission in the town of Vernon, CT. These accomplishments are a testament to her ability to work with groups of all kinds to achieve consensus.

Critical to Ms. Owens' work in Connecticut and as a consultant is her vast experience in library planning. As noted above, Ms. Owens instituted library planning grants in the state of Connecticut over 20 years ago. She brings to the table a well-developed philosophy of service and knowledge of the roles, services, and funding of public libraries.

**Mary L. Sieminski** holds an M.A. in American Literature from Boston University, an M.S. in Library Science from Simmons College, a B.A. in Literature from Bucknell University, and achieved honors at the University of Edinburgh (Scotland). She comes to the consulting field following service as Director of the Library of the Pennsylvania College of Technology, a part of the Pennsylvania State University system, where she also held the position of Electronic Services Librarian.

Prior to joining the Penn State system, Ms. Sieminski served as Associate Librarian for Technical Services at Clark University. She has also served in reference and technical services at Keuka College, Becker College, and the Dedham (MA) Public Library.

Her teaching experience includes assignments at Becker, Boston University, and Regis College, where she developed and taught cataloging courses for the Master's in Library Science degree program. With both teaching experience at the college level and more than 20 years experience as a senior administrator in university and public libraries, she brings an exceptional skill-set and practical approach to the service of her clients.

Ms. Sieminski is an experienced researcher in library related fields, having completed research and writing projects during the past year for the Lock Haven University and Lycoming College. Such projects included compiling and analyzing comparative library data, creating a plan for marketing library services, cost analysis, and grant writing.

As the former Associate Librarian for Technical Services at Clark University and the director and Electronic Services Librarian at the Pennsylvania College of Technology, Ms. Sieminski has extensive experience planning and implementing library systems and services. As a college librarian, she has extensive experience both in using online databases and other resources and teaching others to use them.

Ms. Sieminski and Ms. Owens successfully completed an extensive assignment for Connecticut State Library—researching, writing, and producing a handbook for the use of every Friends of the Library group throughout the state. Currently they are under contract with the Pennsylvania Office of Commonwealth Libraries to complete a needs assessment for the construction needs in Pennsylvania libraries and to assist in the creation of a long-range plan for the Keystone Recreation, Park and Conservation Fund, which funds library construction projects in the Commonwealth. RPA Inc. is also working with the Pennsylvania Citizens for Better Libraries and the Pennsylvania Library Association to identify sources of funding for public libraries across the fifty states.

Clients of RPA Inc. will testify that Ms. Sieminski and Ms. Owens can and do complete projects on time and above expectations.

## **Support required**

Support required includes completing arrangements for meetings, focus groups and interviews, providing refreshments at meetings, and providing a small gift for focus group participants. CCLD support will also be required to issue invitations to participants in meetings and focus groups.

Equipment required includes flip charts for planning meetings; focus groups and computer equipment; and projector for the presentation of draft and final reports.

## **Hours required**

The following is an estimate of the time required to complete the project. The consulting days are not envisioned to be typical office hours (9 a.m. to 5 p.m.), but may include early morning and evening meetings.

<b><i>On-site days:</i></b>	13-14 days
Review of materials	1 day
Demographic analysis	1 day
On-site meeting (7)	7 days
Tour of libraries	1 day
Focus groups	2-3 days
Presentation	1 day

***Off-site days:*** 10 days

A minimum of ten (10) days will be needed in the office for research, review, data compilation, preparation of reports, and email and telephone conversations.

## **Project cost**

The total all-inclusive projected cost is \$17,000.

## **References**

### **Sandhill Regional Library System**

Carol G. Walters  
Director of Libraries  
412 East Franklin Street  
Rockingham, NC 28379  
Phone: 910.997.3388  
Fax: 910.997.2516  
Email: srlslibraries@ncmail.net

Consultant Patricia Owens prepared a strategic plan for the Sandhill Regional Library System, located in Rockingham, North Carolina. SHRS is the largest system in the state, serving 15 libraries and two bookmobiles. Ms. Owens made site visits to all facilities as well as conducted focus groups in each of the five counties served. The final report was a detailed five-year strategic plan for the library system.

### **Lancaster Public Library**

Debra Rosser-Hogben  
Executive Director  
125 North Duke Street  
Lancaster, PA 17602  
Phone: 717.394.2651 x108  
Email: drosser-hogben@lancaster.lib.pa.us

Consultant Patricia Owens prepared the first strategic plan for the Lancaster Public Library. The methodology used included an in depth meeting of all staff, managers, and the Board of Trustees.

### **North Wales Library**

Janye Blackledge  
Co-Director  
201 Summit Street  
North Wales, PA 19454  
Phone: 215.699.5410

Consultant Patricia Owens conducted a needs assessment for North Wales Library, which is currently located in an elementary school, and will need to relocate. The needs assessment included demographic analysis, focus groups, staff, Board and Friends interviews, as well as organizational analysis.

**Friends of Connecticut Libraries  
Connecticut State Library**

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Consultants Patricia Owens and Mary Sieminski researched, wrote, and produced the *Handbook for Connecticut Library Friends*, a guidebook and reference tool for new and existing Friends group. The 76-page *Handbook* was distributed to each public library in the state.