

CHEMUNG COUNTY LIBRARY DISTRICT

Agenda

The September 2007 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, September 20th, 2007, at 7pm in the **Van Etten Library**, 83 Main Street, Van Etten, New York 14889. 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)
4. Treasurer's report
 - a) Financial report (document #2007-85)
 - b) Report of unpaid Bills Detail (document #2007-86)
5. Correspondence
6. President's report
7. Director's report
 - a) Personnel activities since the August 2007 meeting of the Library Board (document #2007-87)
 - b) Strengths and weaknesses of the Van Etten Library (document #2007-88)
 - c) Continuing education workshop, October 5th (document #2007-89)
8. Committee reports:
 - a) Executive Committee (Smith)
 - 1) Report of the Committee meeting (document #2007-90)
 - 2) Implementing the conflict of interest policy (document #2007-91)
 - b) Budget & Finance Committee (Fitzgerald)
 - 1) Report of the Committee meeting (document #2007-92)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document #2007-93)
 - d) Planning Committee (Richards)
 - 1) Report of the Committee meeting (document #2007-94)
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				(DOCUMENT #2007-85)	
Financial Report - AUGUST 31, 2007					
Account	2007 Annual Budget	Received to date	Balance remaining	Percentage Received	Percentage through year
Income					
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			
State Aid					
Central Library Development	105,000	0	105,000	0%	
Central Book Aid	71,500	0	71,500	0%	
Local Library Services Aid	41,700	37,645	4,055	90%	
Other State Aid	1,600	87,930	(86,330)	5496%	
TOTAL INCOME	\$ 2,679,661	\$ 2,496,950	\$ 213,172	93%	58%
Expense					
Account	Annual Budget	Expended to date	Balance remaining	Percentage Expended	Percentage through year
Personnel					
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%	
Contractual					
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%	
TOTAL EXPENSE	\$ 2,684,661	\$ 1,732,875	\$ 951,786	65%	58%
**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					

Chemung County Library District

Executive Committee

General Fund

Unpaid Bills Detail

As of September 5, 2007

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	09/04/2007	HFL purchases	339.39
Total Amazon Credit Plan			<u>339.39</u>
AT&T			
	09/04/2007	long dist chg-SML	6.74
Total AT&T			<u>6.74</u>
Brian P. Harris			
	08/31/2007	Mileage 7/10-8/29	50.44
Total Brian P. Harris			<u>50.44</u>
Chemung Canal Trust Company			
	09/05/2007	Credit Card Annual Fee	25.00
Total Chemung Canal Trust Company			<u>25.00</u>
Chemung County Library District			
	09/04/2007	Petty Cash reimbursement - BF	142.01
Total Chemung County Library District			<u>142.01</u>
Earle's Ice Cream			
	09/04/2007	Programming expense HFL/BF/WE	334.50
Total Earle's Ice Cream			<u>334.50</u>
Ingram Library Services			
	09/05/2007	Library materials-all libraries	4,745.82
Total Ingram Library Services			<u>4,745.82</u>
Janet Ackerman			
	08/31/2007	Mileage reimb-BF	15.04
Total Janet Ackerman			<u>15.04</u>
Neal-Schuman Publishers, Inc.			
	08/31/2007	Storytime Sourcebook for all libraries	420.00
Total Neal-Schuman Publishers, Inc.			<u>420.00</u>
Pitney Bowes			
	09/04/2007	postage due-ST	22.00
Total Pitney Bowes			<u>22.00</u>
RadioShack Corporation			
	09/04/2007	batteries for phones-ST	29.98
Total RadioShack Corporation			<u>29.98</u>
Reed Business Information			
	09/04/2007	Advertisement for Planning consultant	306.00
Total Reed Business Information			<u>306.00</u>
Scholastic Library Publishing			
	08/31/2007	ST Juv book purchases	453.58
			<u>453.58</u>

Chemung County Library District

Executive Committee

General Fund

Unpaid Bills Detail

As of September 5, 2007

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Scholastic Library Publishing			453.58
SDS of NY			
	08/31/2007	garbage disposal-BF,WE,HFL for July	126.24
Total SDS of NY			126.24
Staples Business Advantage			
	08/31/2007	Office supplies-all libraries	1,448.60
Total Staples Business Advantage			1,448.60
Staples Credit Plan			
	09/04/2007	HFL supplies	75.10
Total Staples Credit Plan			75.10
Teacher's Media			
	08/31/2007	supplies for Books Plus @ HFL	100.62
Total Teacher's Media			100.62
The Leader			
	08/31/2007	ST subscription	183.60
Total The Leader			183.60
Time Warner Cable			
	08/31/2007	VPN Service - September	200.00
Total Time Warner Cable			200.00
Unique Management Services, Inc.			
	08/31/2007	collection agency fees-all libraries-July	994.47
Total Unique Management Services, Inc.			994.47
Verizon			
	08/31/2007	phone service-HFL/BF/SML/WE	672.62
Total Verizon			672.62
Verizon Wireless			
	08/31/2007	BKM cellular service-September	118.04
Total Verizon Wireless			118.04
Village of Horseheads			
	09/04/2007	HFL water bill 4/3-7/3	20.41
Total Village of Horseheads			20.41
TOTAL			10,830.20

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of September 5, 2007

Executive Committee

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
	09/04/2007	Reference materials	96.48
Total Baker & Taylor Books			<u>96.48</u>
Foundation Center			
	09/04/2007	2007 Foundation Directory-replace ck#1133	370.00
Total Foundation Center			<u>370.00</u>
Grey House Publishing			
	09/04/2007	Reference Material	339.50
Total Grey House Publishing			<u>339.50</u>
Ingram Library Services			
	09/05/2007	Non-Fiction/Reference book purchases	361.79
Total Ingram Library Services			<u>361.79</u>
SF Travel Publications			
	09/04/2007	Reference materials	176.90
Total SF Travel Publications			<u>176.90</u>
Southern Tier Library System			
	09/04/2007	processing fees-NonFiction & Reference	58.50
Total Southern Tier Library System			<u>58.50</u>
TOTAL			<u><u>1,403.17</u></u>

Grant Fund

Unpaid Bills Detail

As of September 12, 2007

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
American Library Association			
	09/11/2007	Reference material	<u>194.00</u>
Total American Library Association			194.00
Matthew Bender & Co., Inc.			
	09/11/2007	Reference Material	<u>509.75</u>
Total Matthew Bender & Co., Inc.			509.75
United States Government Printing Office			
	09/11/2007	Deposit for reference materials	<u>300.00</u>
Total United States Government Printing Office			<u>300.00</u>
TOTAL			<u><u>1,003.75</u></u>

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

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Acme Pest Control, Inc.			
	09/12/2007	Pest Control @ Steele	23.00
Total Acme Pest Control, Inc.			<u>23.00</u>
AEC One Stop Group, Inc.			
	09/12/2007	HFL purchase	324.23
Total AEC One Stop Group, Inc.			<u>324.23</u>
All About Books, Inc.			
	09/12/2007	Books purchased with ROAR funds	3,952.00
Total All About Books, Inc.			<u>3,952.00</u>
Audio Editions			
	09/12/2007	CD/Audio purchases for Steele	16.00
Total Audio Editions			<u>16.00</u>
Baker & Taylor Books			
	09/12/2007	HFL/WE book purchases	605.67
Total Baker & Taylor Books			<u>605.67</u>
Barnes & Noble, Inc.			
	09/12/2007	ST Juv book purchases	79.12
Total Barnes & Noble, Inc.			<u>79.12</u>
BBC Audiobooks America			
	09/12/2007	Audio purchases for Steele	558.64
Total BBC Audiobooks America			<u>558.64</u>
Chemung County Library District			
	09/12/2007	Petty Cash reimbursement - HFL/WE	370.30
Total Chemung County Library District			<u>370.30</u>
Chemung County Treasurer			
	09/12/2007	bond payments-principal & Interest for 2007-2nd of	74,853.54
Total Chemung County Treasurer			<u>74,853.54</u>
CyberDark Computing			
	09/12/2007	power supply-ST	45.00
Total CyberDark Computing			<u>45.00</u>
DPC Engineering, P.C.			
	09/12/2007	Engineering fees-Steele Chiller project	720.00
Total DPC Engineering, P.C.			<u>720.00</u>
Dundee Library			
	09/12/2007	refund for lost book	25.00
Total Dundee Library			<u>25.00</u>
Eileen O'Hara			
	09/12/2007	Continuing Ed Workshop-Speaker fee	250.00
			<u>250.00</u>

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

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Eileen O'Hara			250.00
First Transit			
	09/12/2007	Bookmobile fuel-August	198.40
Total First Transit			198.40
Hetrick Glass Shop			
	09/12/2007	HFL-repair of window frames	1,500.00
Total Hetrick Glass Shop			1,500.00
HRATT			
	09/12/2007	HR conference on 10/5 - registration fee	100.00
Total HRATT			100.00
Hunt Engineers			
	09/12/2007	Engineering fees BF/WE roofs	3,900.11
Total Hunt Engineers			3,900.11
Idearc Media Corp.			
	09/12/2007	Phone book ad-monthly fee-ST	15.00
Total Idearc Media Corp.			15.00
Jamex, Inc.			
	09/12/2007	copy cards/cleaning cards for ST copiers	501.30
Total Jamex, Inc.			501.30
Jenna Eames			
	09/12/2007	Patron refund	8.00
Total Jenna Eames			8.00
Library Sparks			
	09/12/2007	Two yr subscription-ST Juvenile budget	109.95
Total Library Sparks			109.95
MidWest Tape			
	09/12/2007	DVD/Audio purchases-Steele	1,075.40
Total MidWest Tape			1,075.40
Oriental Trading Company, Inc.			
	09/12/2007	programming supplies-BF	119.35
Total Oriental Trading Company, Inc.			119.35
Perry & Carroll, Inc.			
	09/12/2007	Insurance - all libraries	13,614.00
Total Perry & Carroll, Inc.			13,614.00
Petty Cash-Steele			
	09/12/2007	reimburse PC expenses-SML	117.70
Total Petty Cash-Steele			117.70

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

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
ProQuest Information & Learning			
	09/12/2007	Microfilm S-G for Aug	20.36
Total ProQuest Information & Learning			<u>20.36</u>
Pyramid Contracting			
	09/12/2007	HFL-temporary ramp in front of bldg	145.00
Total Pyramid Contracting			<u>145.00</u>
Random House, Inc.			
	09/12/2007	AV purchases-ST	1,474.50
Total Random House, Inc.			<u>1,474.50</u>
Recorded Books			
	09/12/2007	WE purchases	222.40
Total Recorded Books			<u>222.40</u>
Regent Book co.			
	09/12/2007	SML Juvenile materials	25.39
Total Regent Book co.			<u>25.39</u>
Rem-Southern Office Products, Inc.			
	09/12/2007	Toner supply for ST copiers	216.00
Total Rem-Southern Office Products, Inc.			<u>216.00</u>
Rose Woodard			
	09/12/2007	Reimb for Books/Program expense	150.00
Total Rose Woodard			<u>150.00</u>
Sayles & Evans			
	09/12/2007	Legal fees 5/2 - 7/30	1,920.00
Total Sayles & Evans			<u>1,920.00</u>
Scholastic Library Publishing			
	09/12/2007	WE book purchases	218.40
Total Scholastic Library Publishing			<u>218.40</u>
SDS of NY			
	09/12/2007	garbage disposal-BF,WE,HFL for Aug	126.24
Total SDS of NY			<u>126.24</u>
Sherrill Collins			
	09/12/2007	Reimbursement of Notary Public expense	105.00
Total Sherrill Collins			<u>105.00</u>
SKJ Facilities Management, Inc.			
	09/12/2007	HFL Janitor services 7/22 - 8/26	720.00
Total SKJ Facilities Management, Inc.			<u>720.00</u>
Southern Tier Library System			

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

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Southern Tier Library System	09/12/2007	Cost Share-3rd Qtr/processing fees all libraries	9,650.25
			<u>9,650.25</u>
Staples Business Advantage			
Total Staples Business Advantage	09/12/2007	Office supplies-all libraries	173.34
			<u>173.34</u>
Star Gazette			
Total Star Gazette	09/12/2007	annual subscription-HFL	178.02
			<u>178.02</u>
The Penworthy Company			
Total The Penworthy Company	09/12/2007	HFL library materials	584.75
			<u>584.75</u>
Thomson Gale			
Total Thomson Gale	09/12/2007	ST JUV/ fiction purchase	529.18
			<u>529.18</u>
Town of VanEtten			
Total Town of VanEtten	09/12/2007	Building rental-September	416.66
			<u>416.66</u>
U. S. Postal Service			
Total U. S. Postal Service	09/12/2007	Fall Newsletter mailing	920.39
			<u>920.39</u>
Unique Management Services, Inc.			
Total Unique Management Services, Inc.	09/12/2007	collection agency fees-HFL August	138.19
			<u>138.19</u>
Wegmans Food Markets Inc.			
Total Wegmans Food Markets Inc.	09/12/2007	Prog. supply SML Juvenile	33.60
			<u>33.60</u>
Yale University			
Total Yale University	09/12/2007	Charges for lost ILL	20.00
			<u>20.00</u>
TOTAL			<u><u>121,069.38</u></u>

(Document #2007-87: Personnel activities since the August 2007 meeting of the Library Board)

Memo

To: Library District Board of Trustees

From: Jim Sleeth, Library Director

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

Date: September 13, 2007

August 29th, 2007: CCLD announced that applications were being taken for the position of Bookmobile Driver. Copies of the announcement and job description were to the Chemung County Transit System. Notice was also placed on the CCLD web page and Southern Tier posted the vacancy on their web page as well. Notice was also sent to directors of Southern Tier Library System member libraries. Finally, an advertisement in the Star-Gazette will run from Saturday, September 8th, 2007 through Tuesday, September 11th, 2007.

August 30th, 2007: An employee, a Library Page at the Steele Memorial Library, was terminated while still in her probationary period. This action was taken very reluctantly following a extended consultation with the employee's supervisors and at least one employee counseling session.

September 7th, 2007: Following interviews with the Library Director and supervisors at the Steele Memorial Library, Pamela Lee was hired as a part time Library Page.

September 10th, 2007: Regional Civil Service Commission approves updated job description for Principal Library Clerk.

September 13th, 2007: Last day of temporary appointment of part-time Library Page for Wendy Taylor.

(Document #2007-88)

**Strengths and Weaknesses of the Van Etten Library
By Lynn Shepson & Bonnie Mallen**

Strengths:

The Van Etten Library is a small, one room, rural library, with a home town flavor that is characteristic of a community where everyone knows each other. People certainly know Bonnie Mallen, the part time library clerk who has run the Van Etten Library for 24 years. Loyalty runs deep in the community, as evidenced by Bonnie's willingness to personally home deliver books to those who are unable to travel to the library. Personal service and commitment to be sure!

Now, with the advent of the Chemung County Library District, it is a good time to look at the strengths and also the needs of the Van Etten Library. In one small room, the Van Etten Library contains a lot: children's fiction and nonfiction, young adult books, adult fiction and nonfiction, even DVDs, 3 public computers, a study table, and a big Zenith TV set, on which people who don't have cable can watch the community information / emergency channel.

Weaknesses:

The library would benefit from an infusion of money in order to update the collection. Many of the newer young adult books, for example, come from STLS rotating collections. Whereas this is a convenient and inexpensive option to purchasing, Bonnie is fortunate to have library users in the young adult category who could no doubt be enticed to read even more with an expanded YA collection. Bonnie routinely weeds older books to make room for new, but the collection still contains a considerable number of very dated books, both adult and children's. For example, there is a large collection of 1950s series books for children, which should be replaced with books of current interest. Children's books have improved a lot since the 50s and 60s, when roles were much more stereotypical than they are today. Also, the graphics and illustrations in today's books are what grab the kids' attention. Certainly, before automated circulation is undertaken, a thorough weeding of the collection is in order.

Bonnie Mallen's experience with her patrons tells us that her local clientele consider the lack of online circulation a strength. To be honest, a lot of people in every profession went kicking and screaming into the automated world because of necessity. So it's not surprising that some people are comforted by finding refuge in a library where they can just write their name down on a card to take out a book, and have no fines to worry about if they don't bring the books back on time. Bonnie feels that her non-automated library is appreciated in its present form by the Van Etten community, and she would like to postpone automation until after she retires. Her feelings are understandable, coming from the perspective of a 27 year veteran at the library.

From a Library District point of view, this lack of automated circulation is a weakness in a 21st century world, managed by computers. Our District libraries are very strong technologically, and we have the knowledge and resources to bring the Van Etten

Library up to the same standard as the rest of the County's libraries. Bonnie Mallen attended Workflows training in August and September, 2006 at STLS, so she has *strength* of experience with Workflows and could make a smooth transition to online circ with some preliminary training in one of our online libraries. It is a big plus that Bonnie already places holds using the Sirsi system, discharges books from automated libraries, accepts fines from automated library patrons in the computer, orders books electronically, and reads her email on the STLS mail server. Bonnie is very capable of making the leap to automation, and it would open up a host of electronic services to patrons in the greater Van Etten area.

A serious anomaly which should be corrected is the lack of clear direction for Bonnie Mallen, created by confusion in supervision. Bonnie's salary is paid by the Town of Van Etten, but her supervision falls under the Library District umbrella. Having a single District library run by a clerk who is not strictly a Library District employee has created organizational ambiguity, which has led to a lack of consistency in the implementation of technology, policies, and procedures, and which can hinder the organization from moving forward as a unified Library District. Both Bonnie and Lynn believe that resolving this ambiguity is the first priority before any significant changes or improvements can be made to the Van Etten Library.

Bonnie is our only non-civil service employee. At this point in her career, she does not wish to become a Civil Service employee. Should the next Van Etten library clerk become a Civil Service employee, that person would be able to participate in the New York State retirement program at his or her option. Civil Service employees also have their interests represented by our CSEA local 6362. They can avail themselves of a number of continuing education opportunities, which are both a springboard to better service for our patrons and for advancement for themselves. Even for part time Civil Service employees, there are a number of worthwhile benefits.

Regular story hours and other ongoing programming are not a feature of the Van Etten Library. The library does have a successful summer reading program, but with only one part time employee, who has to circulate materials, place holds, purchase materials, and perform a myriad of daily circulation tasks which keep materials flowing in and out of the building, it is not possible for Bonnie to remove herself from the action to perform storyhours. Volunteer storytellers have been recruited in the past in our other libraries, and it is one of Bonnie's goals for 2007 to recruit a volunteer storyteller. So far, Bonnie reports that she has asked every patron who in any way resembles a potential storyteller, and none want to accept this kind of responsibility. Fortunately, the "Family Room" program at the elementary school does a pre-school story hour, so that may meet the need for now.

An alternative might be for Bonnie to recruit volunteers to circulate materials while Bonnie performs the story hour. Bonnie has had volunteers assisting her when she is ill or has other appointments, and it might be good training for one or more of these volunteers to help out once a week in order to keep their skills up. We know from our experience with the Elmira Heights Library that volunteers are able to perform all of our circulation tasks, including automated circulation routines. The optimal solution would be to staff the Van Etten Library with a second part time clerk, who could do the

programming that is at the heart of our service to children, help with clerical tasks, and man the library when Bonnie is sick, on vacation, or has meetings and other business to attend to.

Small libraries can be very appealing to patrons because of their non-intimidating familiarity. Yet space allocation is a problem in any small library because an overcrowded look is not peaceful and welcoming, and can even be hazardous. The Van Etten Library is trying to do a lot in a very small space. Bonnie was able to successfully negotiate a second, smaller room in the Town Hall to expand library space. So far, that space has been used to store donated books as a service to the public. Some of these books are given away and others have been sold in a sale which made a minimal amount of money (around \$200.) Taking into account other potential library uses for this space, such as a children's / story hour room, new materials browsing lounge, computer or Young Adult room, I believe that the Van Etten Library is putting a very low price on the valuable and limited commodity of space. When you are lucky enough to carve out some additional space in a very small library, as Bonnie has been, it should be used in the best interest of direct patron service. At this point, Bonnie believes that accepting used books is the best community service for her patrons in terms of utilizing their 2nd room. Yet space for primary library services would fit better with the mission of our Library District. It might be an option to discuss with the Friends of the Steele Memorial Library the possibility of including Van Etten in their book so that Van Etten would have a means of disposing of donated books, while profiting from the Friends sale, as our other neighborhood libraries do. If the Van Etten Library feels that their materials budget is inadequate, perhaps we could negotiate a better budget for Bonnie so that she can improve her collection and alleviate the crowding in her primary room by using the second room to expand services. But this is one of the more simple challenges. Space utilization can be changed at any time, as we try out a variety of options. Another small problem with the Van Etten Library is that there is no visible signage that the library is in the back of the Town Hall. You would never find it if you didn't know it was there to begin with.

Strength:

The good news is that the substance of a wonderful community library is already in place in Van Etten. If we can just clarify where the chain of command should be between the Town of Van Etten and the Library District, we can move forward to strengthen the library. As Bonnie's patrons freely attest, the strength of the Van Etten Library is Bonnie Mallen, who cares very much about about the community and the library's place in the community. When her patrons walk through the door, Bonnie knows what they want. She tailors her services to each one of their needs. Maybe we can't do this "tailoring" in our larger libraries, which makes it all the more special that Bonnie is able to offer such personalized services in Van Etten. It is surely inevitable that fully automated circulation and the greater resources which that will bring, will come to the Van Etten Library, but we believe that it will exist compatibly with personal service, in a library that will give Van Etten residents the comfortable, home town atmosphere they are looking for.

(Document #2007-89)

**Chemung County Library District
Continuing Education Workshop
Friday the 5th of October, 2007**

Theme: Improving customer service; planning for the future

9am – Fish! Eileen O’Hara from SUNY / Brockport

10:40am – morning break

11am – Jennifer Herrick presents the Elmira Development District

11:30am – David Radin presents the Village of Horseheads planning efforts

12noon – the traditional “There is No Free Lunch Free Lunch,” catered from A Step Above

1pm workshops:

Jean Paul Vivian, law librarian at the Elmira Supreme Court Law Library, presents “Everyday Law”-- auditorium

Ken Behn, Southern Tier Library System, gives Chemung County Library District staff an IT update – Petrie Conference Room

Mike James on the EBSCO databases – Reference Department

Kristen Card on Preparing for an Emergency – Chemung County Emergency Planning Office – Youth Services stage

2pm workshops:

David Lester, librarian at the Arnot Ogden Medical Center, tells us about the AOMC’s Wey Memorial Library – auditorium

Kristen Card on Preparing for an Emergency – Chemung County Emergency Planning Office – Youth Services stage

Mike James on the EBSCO databases – Reference Department

3pm workshops:

Andy Avery, Public Services Director of the City of Elmira, tells us about the Elmira Promenade – Auditorium

Storytellers gather to discuss program ideas, props, and other details – Youth Services stage

Mike James on the EBSCO databases – Reference Department

The 2008 Proposed Library District Budget – Jim Sleeth – Petrie Conference Room

4pm – Employee recognition

(Document #2007-90)

Report of the September 5th, 2007 meeting of the Executive Committee of the Chemung County Library District.

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

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

The following topics were discussed:

- Plans for the annual CCLD Continuing Education Workshop, scheduled for Friday, October 5th.
- The Fall issue of Foreword, the CCLD newsletter, is at the printer. A mock-up was passed around the table. Mr. Sleeth said he is especially pleased with the special insert to Issue #5 of the newsletter.
- The annual book sale of the Friends of the Horseheads Free Library was promoted.
- Cost estimates from contractors for construction projects came in differently than originally projected. The HFL roofing / HVAC project is now estimated to cost \$68,900; the Big Flats renovation for handicapped access is now estimated to cost \$35,500; the West Elmira renovation for handicapped access is now estimated to cost \$37,500; and the Steele project to replace corroded doors and install new door handles is now estimated to cost \$45,000. The total estimated cost - \$186,900 – is not out of line with the previous total estimated cost, and Ms. Collins judged that the projects would be approved as requested by Southern Tier.
- Two thank you notes to Glenice Molter were received and distributed.
- A letter from West Elmira Library staff to the Friends of the Steele Memorial Library indicating that their top priority for funding was money for new books and other library materials was acknowledged.
- Discussion of the Public Library Foundation's request to establish a capital fund for the Horseheads Free Library was postponed until Mr. Pirozzolo was able to attend and discuss the request.
- The summer 2007 issue of the NYSALB Trustee was acknowledged as received.
- Selection of STLS trustees, an August 10, 2007 memo, was briefly reviewed.

- The purchase of storage sheds for West Elmira and Big Flats libraries was briefly reviewed. The cost per shed is \$1,903 and the vendor is the Horseheads Do It Center.
- CCLD fall, winter, and spring library hours, a schedule that will commence Monday September 10, 2007 was announced.
- Recruitment and selection of the Sunday library staff at the Steele Memorial Library was described. Mr. Sleeth reviewed the practice whereby CCLD is able to recruit from outside the CSEA bargaining unit when sufficient volunteers to staff the Steele Library do not step forward for the assignment. Mr. Sleeth said that a new librarian, Susan Naylor, will begin training on Monday September 10th for five days, then commence being the regular Sunday reference librarian beginning Sunday, September 16th.
- News from STLS, as articulated in their 07-019 memo, were reviewed. It was acknowledged that “cost share” fees to member libraries is being frozen at 2007 levels and that fees for processing non-book materials (DVDs, CDs, etc.) are being eliminated.
- Now that the Conflict of Interest Policy has been approved by the CCLD board, the forms supporting that policy were reviewed and judged sufficient for the purpose. They will be distributed to CCLD board and administration at the next CCLD board meeting.
- The August 21st, 2007 letter to the Chemung County Board of Elections requesting that a proposition to fund the Library District at \$2,336,605 was reviewed. The “Legal Notice regarding approval and expenditure of 2008 Chemung County Library District” was also reviewed, and plans are being made for its publication in the CCLD newspaper of record.
- The steps being taken by the Library Director to continue and improve Bookmobile services were reviewed. The Committee requested that Mr. Sleeth put together a timeline of steps taken to review and improve Bookmobile services and make the timeline available at the September CCLD board meeting.
- Ms. Santulli presented the September 5th, 2007 general fund and grant fund invoices for consideration by the Executive Committee. Ms. Fitzgerald moved, seconded by Ms. Collins, the approval for payment of the invoices. Motion carried.

The committee adjourned at 8:30pm.

The next meeting of the Executive Committee of the Chemung County Library District is scheduled to be held on Wednesday, October 3rd, 2007 in the Petrie Conference Room of the Steele Memorial Library.

**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:

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:

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:

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):

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):

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: _____

(Document #2007-92)

Report of the September 13th, 2007 meeting of the Budget & Finance Committee of the Chemung County Library District:

A meeting of the Budget & Finance Committee of the Chemung County Library District was held on Thursday, September 13th, 2007, beginning at 8:15am. Attending the meeting were Robin Fitzgerald, Joan Santulli, and Jim Sleeth.

Robin Fitzgerald opened the meeting at 8:15am.

The following topics were discussed:

- The presentation of the proposed 2008 Library District budget was reviewed by Ms. Fitzgerald. No changes were suggested. Budget presentations will be made to the October meeting of the CCLD board and in the following libraries:

Tuesday, October 2nd @ 7pm at the Van Etten Library

Monday, October 8th @ 7pm at the West Elmira Library

Tuesday, October 16th @ 7pm at the Big Flats Library

Tuesday, October 23rd @ 7pm at the Steele Memorial Library

Tuesday, October 30th @ 7pm at the Horseheads Free Library

- The August 31st, 2007 Financial Report was reviewed and forwarded to the CCLD Board for its consideration and approval.
- The Unpaid Bill Sheets dated September 12th, 2007 were reviewed and forwarded to the CCLD Board for its consideration and approval.
- Ms. Fitzgerald requested that Mr. Sleeth contact library consultant Richard Panz to learn of the steps to amend the CCLD enabling legislation to allow the Library District the choice of bonding through the Dormitory Authority of the State of New York (DASNY).

The meeting adjourned at 8:55am.

The next meeting of the Budget & Finance Committee will be held on Thursday, October 11th, 2007, in the Petrie Conference Room of the Steele Memorial Library.

(Document #2007-93)

Report of the September 12th, 2007 meeting of the Building & Grounds Committee of the Chemung County Library District

A meeting of the Building & Grounds Committee of the Chemung County Library District was held on Wednesday, September 12th, 2007, beginning at 3pm. Attending the meeting were Karl Schwesinger, Claudia Radin, and Joan Santulli.

Karl Schwesinger opened the meeting at 3pm.

The following topics were discussed:

- Cooling tower bid opening. 3 bids were received. DPC Engineering reviewed the responses and recommended accepting the bid and awarding the contract to the low bidder, Collins and Walton. The amount of the bid is \$69,694. It was noted that CCLD was approved to spend \$85,000 for the project. This recommendation will now go to the full CCLD board for its approval.
- Karl Schwesinger said he has received the bid specifications from Hunt Engineering for the two roof projects. The bid documents are currently being reviewed by the CCLD attorney before being announced to contractors.
- The Committee approved payment to Hunt Engineers in the amount of \$3,900.11 for the development of specifications for the two roof projects. The Committee also approved payment to DPC Engineering in the amount of \$720, representing the first installment for construction administration services for the Steele Library cooling tower project. These invoices will be included in the bill sheets for consideration at the next CCLD board meeting.
- Karl Schwesinger noted that the contractors' cost estimates for the 2007 construction projects differed substantively from the amounts submitted to Southern Tier in the preliminary applications, as follows:

Library	Original Estimate	Contractor's Estimate
Horseheads Free Library	\$108,200	\$68,900
Big Flats Library	\$35,000	\$35,500
West Elmira Library	\$35,000	\$37,500
Steele Memorial Library	\$14,700	\$45,000

The meeting adjourned at 3:25pm.

The next meeting of the Building & Grounds Committee will be held on Wednesday, October 10th, 2007 the Library Director's office of the Steele Memorial Library.

(Document #2007-94)

Report of the ad hoc Committee on Strategic Planning held on August 23, 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 following topics were discussed:

- Jim listed the distribution of the RFP for planning services.
- The committee discussed criteria by which the RFPs will be evaluated, and created the following table:

Evaluation criteria:	Firm #1	Firm #2	Firm #3
Cost			
Relevant experience with libraries			
Knowledge of our community			
Past experience in strategic planning			
Ability to meet deadlines			
Ability to be in Upstate NY during our winters			
Creative and substantive response to our RFP			
General response to Firm's RFP			

- Copies of responses to firm's RFP will be made and distributed to committee members.
- Discussion ensued regarding possible interview of or presentation by the most responsive firms.

The meeting adjourned at 9:25am.

The next meeting of the ad hoc Committee on Strategic Planning will be held on Thursday, October 4, 2007, in the Petrie Conference Room of the Steele Memorial Library.