

CHEMUNG COUNTY LIBRARY DISTRICT

Agenda

The May 2007 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, May 17th, at 7pm in the Steele Memorial Library, 101 East Church Street, Elmira, New York 14901. The agenda for the meeting is listed below. If you are unable to attend, please inform Mr. Smith (737-7285), Mrs. Santulli (733-8607), or Mr. Sleeth (733-8611).

A tour of the Reference and Adult Services Department of the Steele Memorial Library led by Librarian III Owen Frank will commence at 6:30pm. Please do your best to attend this tour prior to the start of the regular board meeting.

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2007-40)
4. Treasurer's report
 - a) Financial report (document #2007-41)
 - b) Report of unpaid Bills Detail (document #2007-42)
5. Correspondence
6. President's report
7. Director's report
 - a) Personnel activities since the April 2007 meeting of the Library Board (document #2007-43)
 - b) Strengths & Weaknesses of the Reference and Adult Services Department of the Steele Memorial Library (document #2007-44)
 - c) Central Library Development proposal (document #2007-45)
8. Committee reports:
 - a) Executive Committee (Smith)
 - 1) Report of the Committee meeting (document #2007-46)
 - b) Budget & Finance Committee (Pirozzolo)
 - 1) Report of the Committee meeting (document #2007-47)
 - 2) Presentation of the 2006 CCLD audit by Mengel Metzger Barr
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document #2007-48)
 - d) Personnel Committee
 - 1) Report of the Committee meeting (document #2007-49)
9. Old business
 - a) *By-Laws of the Chemung County Library District* (document #2007-50)
10. New business
11. Period for public expression
12. Adjournment

(Document #2007-40)

Minutes of the April 2007 meeting of the Chemung County Library District Board of Trustees. The April meeting was held on Thursday, April 19, 2007 at 7:00pm at the West Elmira Library. The meeting was called to order by President Allen Smith. Present: Karl Schwesinger, Robin Fitzgerald, Richard Pirozzolo, Jan Kather, Kimberly Richards, Sherrill Collins, Marleah Denkenberger and Andrea Ogunwumi. Excused: Ed Marosek, Claudia Radin, Joan Hurley and Kristen Meyer. Absent: Matthew Grier. Also present were Jim Sleeth, the Library's Director and Joan Santulli, the Library's Administrative Assistant.

Prior to the meeting, Principal Library Clerk Rose Woodard gave the board a tour of the West Elmira Library.

Minutes. (Document #2007-28) The board reviewed the minutes of the March 2007 meeting. The minutes were approved as distributed by unanimous consent.

Financial Report. (Document #2007-29) Mr. Pirozzolo reviewed the monthly financial report. He noted that everything is running accurately and the District is on track as far as expenses are concerned. By unanimous consent, the March 31, 2007 financial report was approved as distributed and will be filed for audit.

Concerning the Report of Unpaid Bills (Document #2007-30) 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 memo from STLS inviting board members to a seminar on legal issues to be held May 5, 2007 in Bath. This is the first of four seminars to be offered to library trustees. Other topics included a May 4th workshop on ways that directors and trustees work together, on fund raising and on publicizing fund raising.
- A newspaper article highlighting the library in Saratoga Springs where 229 "yes" votes approved their \$4.6 million library levy. Mr. Sleeth noted that while he is proud that we submit our budget to the voters at the general election, the actual date, time, and place of the annual election is at the CCLD board's option.
- A copy of an email from Ristiina Wigg regarding the next meeting of the Central Library Advisory Committee. The committee will meet to review central library services and make recommendations for the coming year. Attached to the email are the 2006 accomplishments of the central library, the Steele Memorial Library.
- An e-memo from Don Parker of the Long Island Coalition Against Censorship. Their exhibit "Censorship in Schools and Libraries" is scheduled to be on display at the Steele Library in May 2008.
- A thank you note from AARP for the use of the auditorium at the Steele Library for the preparation of income taxes for residents of the county.

- A note from the Family Reading Partnership of Chemung Valley thanking the CCLD staff and Bookmobile for participating in this year's "Book Fest."
- A copy of the New York State Board of Regents newly updated publication "Statement on the Governance Role of a Trustee or Board Member". Any interested board member may receive his or her own copy of this publication.
- Notification from the State Education Department that the Big Flats Library, the West Elmira Library and the Steele Memorial Library have been awarded a Public Library Construction Grant for 2006-2009.
- The current policy on the use of CCLD meeting rooms, along with the letter that was sent to all groups no longer eligible to use the rooms and subsequent feedback from two of those groups.
- Letters to and from the Library District attorney and auditor regarding the 2006 audit.
- The distribution detail (11,000+) of the Spring issue of the CCLD newsletter.
- The media release regarding events being held at our libraries during National Library Week. Mr. Sleeth expressed disappointment that the media did not publicize well these events.
- A letter from STLS Director Ristiina Wigg expressing thanks for Mr. Sleeth's attendance at Lobby Day.
- Copies of two library's privacy statements regarding the retention (or discarding) of their patron's personal information.
- The Literacy Volunteers Spring 2007 newsletter. Literacy Volunteers is an Economic Opportunity Program that has its Chemung County office at the Steele Library.
- A copy of the grant application for the Get Ready! grant application filed with the Upstate History Alliance.
- A flyer from the Division of Library Development that gives an overview of their programs and services.
- Copies of letters from and to the Big Flats Library Advocates.

President Smith announced that he has received correspondence from STLS notifying the Library District that board member David Jordan has resigned from the STLS board and requesting that CCLD propose a candidate from Chemung County to serve in this vacated position. He also received a letter from the Public Library Foundation of Chemung County along with their 1st quarter donation to CCLD to be used at the Horseheads Free Library. The letter specifies how the Foundation would like to see the funds spent.

President's report. President Smith is pleased to report that the ad hoc Nomination Committee reviewed the voter registration lists for the 10th District, interviewed several candidates, and now nominates Jason Harmon to fill the vacancy in the 10th District. Ms. Collins moved, seconded by Ms. Richards to accept the nomination of Jason Harmon to represent the 10th District until December 31, 2007. Motion Carried. Mr. Harmon then took his Oath of Office.

Director's Report. Mr. Sleeth presented a report of Personnel Activities that have occurred since the last meeting (Document #2007-31). He stated that the temporary 6-month Library Clerk position has been filled as previously planned. The vacant

permanent part time Library Page position has also been filled. He is still looking for a person to fill the vacant temporary 6-month part time Library Page position. There is currently one part time Page out on medical leave, which leaves the staffing level at the Steele Library with a total of one FTE vacancy. Bill Knapp, the long-tenured CCLD Bookmobile driver has announced his intention to retire as of October of 2007. Mr. Sleeth requested a meeting of the Personnel Committee to discuss this retirement and the steps the board would like him to take on finding a replacement.

The board reviewed the Strengths & Weaknesses of the West Elmira Library (Document #2007-32). Mr. Sleeth pointed out that library programming is the greatest strength of the West Elmira Library, noting the excellent working relationship between the library and Hendy Avenue School. He noted that circulation figures illustrate that patrons are most interested in new materials. Another strength of the library is that it has always had, and continues to have, great support from the Town of Elmira. Weaknesses listed include the limitation of the collection due to space issues, the fact that the library has no janitorial assistance, and it lacks full-handicapped access to the library. Mr. Sleeth summarized by saying that he is very pleased with the West Elmira Library.

Executive Committee. The report of the Executive Committee meeting was presented in writing to the board (Document #2007-33). President Smith stated that the committee discussed the Friends of the Steele Library's request to work with a commercial firm to provide the plastic bags for their sale. It was determined that this issue is best left for the Friends to decide. The best way to correspond with the Big Flats Library Advocates was discussed. Ms. Fitzgerald stated that she suggested to the Library Advocates that they contact Brian Harris, the Principal Library Clerk in charge of the Big Flats Library and give their donation for specific items or programs. The Executive Committee also received and approved the appraisals of the Big Flats, West Elmira and Steele Libraries. It was noted that the Steele Library appraisal was less than it is listed on the County records. These appraisals are sufficient to meet the requirements of the auditor.

The Meeting Room Policy (Document #2007-35) regarding "for religious services" was reviewed, in light of Attorney Jim Young's opinion (Document #2007-34) to remove these three words. The Library District can keep the policy as is if we are willing to go to Court should the policy be challenged. Ms. Kather moved, seconded by Ms. Collins to alter the Meeting Room Policy for the Chemung County Library District as directed by the Library District attorney and to remove the three words "for religious services" from the policy. Motion carried.

The newest revision of the By-laws of the Library District (Document #2007-36) was reviewed. These By-laws as presented at this April meeting of the CCLD Board of Trustees will be presented for adoption at the May meeting of the board.

President Smith reported that he has received correspondence from Attorney Don Coyles regarding the transfer of the Horseheads Free Library building to the Library District. This matter will be discussed under Old Business.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board. (Document #2007-37) Mr. Pirozzolo reported that the Committee met with Kathy Stickler, the Library District's auditor from the firm of Mengel Metzger & Barr to review her audit of the District's first year of operation. Ms. Stickler listed several minor administrative issues that need to be taken care of. These matters will be discussed at the next meeting of the Budget & Finance Committee. Ms. Stickler will attend the May 17th meeting of the CCLD board to present the audit.

Mr. Pirozzolo reported that one Certificate of Deposit would come due on April 21st. This CD, in the amount of \$240,000 will be transferred into the General Fund to cover District invoices until the other CD matures in June. He expects that the District will have no problem in meeting the \$30,000 that was budgeted in interest income for the year.

The 2008 budget timeline as submitted by the administration was approved. It is the same time frame as last year that allowed us to have our proposed budget ready for the November ballot.

The District has received its first quarterly payment from the Public Library Foundation of Chemung County. The letter accompanying the payment requests that the funds be used at the Horseheads Free Library to repair the windows on the west side of the building, paint the exterior portico area, and replace the sidewalk on the northside of the building. Ms. Richards moved, seconded by Ms. Collins, to acknowledge receipt of the funds and to accept the recommendations of the Foundation for the expenditure of the funds. Motion carried.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board. (Document #2007-38) Mr. Schwesinger reported that the committee recommended payment of invoices from DPC Engineering and Fagan Engineers for work already completed. The payment of an invoice from Hunt Engineers is on hold until after next week's meeting that is being held to go over the original specifications. There is a lack of clarity on the specifications and Susan Oliver of Fagan Engineers has requested more information.

DCP Engineers has assembled the final bid documents for the chiller replacement at the Steele Library. These documents have been forwarded to the Library District's attorney for his review. The installation of the chiller will be scheduled for the Fall of this year.

Susan Oliver of Fagan Engineers is working on re-prioritizing the needs of all CCLD libraries and the Buildings & Grounds Committee will use her report to make the decision on what projects the District should apply to the State for funding next year. Ms. Collins reported that STLS has again been awarded \$368,000 by the State for construction projects. The appropriate application paperwork will be available on line. This year the STLS board is requesting that interested libraries give them a general letter

of intent to apply for funding. The deadlines for the application process should be similar to last year.

Strategic Planning Committee. The report of the Strategic Planning Committee meeting was presented in writing to the board. (Document #2007-39) Ms. Richards, chair of the Committee, reported that an application has been made to the Upstate History Alliance "Get Ready!" grants program that will pay for consultants to come and assist the committee with its strategic plan. The possibility of issuing a Request for Proposal (RFP) for a planning consultant was discussed though no decision was made at this time. Meetings of the committee have been scheduled for the 4th Thursday of each month at 7pm. The April meeting was postponed due to schedule conflicts.

Old Business. President Smith reported that correspondence received from Attorney Don Coyles regarding the Horseheads Free Library building was written to the Library District attorney. The letter lists the three issues that must be part of any agreement between the Library District and the Public Library Foundation of Chemung County for the transfer of the Horseheads Free Library to the District: the deed transfer should include a "right of reverter" to the Horseheads Foundation if the building ceases to be used for library purposes, the Horseheads Foundation needs the right to use it funds for the maintenance and upkeep of the current building, and a statement that the building and site cannot be used as collateral for any purpose without the express written authorization of the Horseheads Foundation. Mr. Smith stated that these three issues have been agreed to by the CCLD board. Since everyone involved now agrees on the issues, this matter should be able to be settled in the near future. The two attorneys will work out the details.

Public Expression. None

New Business. President Smith stated that he would be contacting the Presidents of the Friends groups to invite them to the next meeting of the Library District Board. He would like to recognize their efforts on behalf of our libraries. He also suggested that our board members go in pairs to each of the Friends groups to listen to their concerns about their library.

The meeting was adjourned at 8:15pm. The next regular meeting of the board will be on Thursday, May 17, 2007 at 7pm at the Steele Memorial Library.

CHEMUNG COUNTY LIBRARY DISTRICT
Financial Report - APRIL 30, 2007

(DOCUMENT #2007-41)

Account	2007 Annual Budget	Received to date	Balance remaining	Percentage Received	Percentage through year
Income					
Library Fines, Fees & Contributions	\$ 101,110	\$ 33,093	\$ 68,017	33%	
Grants (other than N.Y.S.)	28,750	4,450	24,300	15%	
Foundation Contributions	160,000	20,000	140,000	13%	
Library District Tax Receipts	2,140,001	2,140,001	0	100%	
Interest on Investments	30,000	14,237			
State Aid					
Central Library Development	105,000	0	105,000	0%	
Central Book Aid	71,500	0	71,500	0%	
Local Library Services Aid	41,700	0	41,700	0%	
Other State Aid	1,600	0	1,600	0%	
TOTAL INCOME	\$ 2,679,661	\$ 2,211,781	\$ 452,117	83%	33%

Account	Annual Budget	Expended to date	Balance remaining	Percentage Expended	Percentage through year
Expense					
Personnel					
Salaries	\$ 1,102,746	\$ 335,704	\$ 767,042	30%	
Sunday & Holiday Salaries	55,404	14,408	40,996	26%	
Employee Benefits	509,337	153,491	355,846	30%	
Contractual					
Equipment	29,780	10,409	19,371	35%	
Telephone	10,330	2,868	7,462	28%	
Supplies	26,114	10,200	15,914	39%	
Travel & Continuing Education	19,155	3,350	15,805	17%	
Repairs & Maintenance	95,599	18,829	76,770	20%	
Postage	7,839	2,103	5,736	27%	
Library Materials (books, video, etc.)	258,430	91,695	166,735	35%	
Utilities	92,000	20,266	71,734	22%	
Building Cleaning Supplies	4,760	1,655	3,105	35%	
Fuel, Gas & Oil	2,000	639	1,361	32%	
Insurance	27,199	13,433	13,766	49%	
Rent	5,150	1,667	3,483	32%	
Vehicle Operation / Lease	7,000	8,553	(1,553)	122%	
Professional Fees (audit, membership)	50,246	26,809	23,437	53%	
Data Processing Expenses	38,231	9,894	28,337	26%	
Payment of Taxes	4,897	4,517	380	92%	
Library Programming	11,588	7,367	4,221	64%	
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	0	208,517	0%	
TOTAL EXPENSE	\$ 2,684,661	\$ 742,246	\$ 1,942,415	28%	33%

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

Document #2007-42

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Acme Pest Control, Inc.			
	05/09/2007	Pest Control @ Steele	21.00
Total Acme Pest Control, Inc.			<u>21.00</u>
Amazon Credit Plan			
	05/09/2007	HFL purchases	688.85
Total Amazon Credit Plan			<u>688.85</u>
Audio Adventures			
	05/09/2007	Steele AV purchases	181.95
Total Audio Adventures			<u>181.95</u>
Baker & Taylor Books			
	05/09/2007	HFL/WE book purchases	256.28
Total Baker & Taylor Books			<u>256.28</u>
Barcode Discount			
	05/09/2007	scanner for Steele	154.65
Total Barcode Discount			<u>154.65</u>
Brian P. Harris			
	05/09/2007	Reimbursement programming supplies	24.06
Total Brian P. Harris			<u>24.06</u>
Center Point Large Print			
	05/09/2007	ST large print	155.76
Total Center Point Large Print			<u>155.76</u>
Chemung County Library District			
	05/09/2007	Petty Cash reimbursement - BF,HFL,WE	558.69
Total Chemung County Library District			<u>558.69</u>
Chemung County Treasurer			
	05/09/2007	bond payment-principal & Interest for 2006	174,175.00
Total Chemung County Treasurer			<u>174,175.00</u>
Copy Express			
	05/09/2007	Copies of BF/WE blueprints	80.28
Total Copy Express			<u>80.28</u>
CXtec			
	05/09/2007	Rack mount for new server-ST	48.60
Total CXtec			<u>48.60</u>
Deborah L. Brimmer			
	05/09/2007	Mileage reimbursement-April	53.84
Total Deborah L. Brimmer			<u>53.84</u>
Demco, Inc.			
	05/09/2007	Supplies BF	27.13
Total Demco, Inc.			<u>27.13</u>

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

Document #2007-42

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
EBSCO Subscription Services			
	05/09/2007	Gift subscriptions	439.81
Total EBSCO Subscription Services			<u>439.81</u>
Eleanor Shepson			
	05/09/2007	Mileage/Meals for Thaler program	347.77
Total Eleanor Shepson			<u>347.77</u>
Empire Technical Services			
	05/09/2007	Purchase of 17 computers per Technology plan	3,400.00
Total Empire Technical Services			<u>3,400.00</u>
First Transit			
	05/09/2007	Bookmobile fuel - April	202.64
Total First Transit			<u>202.64</u>
Gaylord Bros, Inc.			
	05/09/2007	BF/WE supply of CD labels	93.70
Total Gaylord Bros, Inc.			<u>93.70</u>
H. L. Treu Office Supply Corp.			
	05/09/2007	Thaler program supplies-all libraries	34.88
Total H. L. Treu Office Supply Corp.			<u>34.88</u>
Highsmith, Inc.			
	05/09/2007	CD Lids/labels-ST	75.93
Total Highsmith, Inc.			<u>75.93</u>
Holiday Inn Express			
	05/09/2007	Mike Thaler program hotel expense-all libraries	320.00
Total Holiday Inn Express			<u>320.00</u>
Howell, Liberatore & Wickham, Inc.			
	05/09/2007	Spring 2007 Newsletter-production & printing	6,724.25
Total Howell, Liberatore & Wickham, Inc.			<u>6,724.25</u>
Idearc Media Corp.			
	05/09/2007	Phone book ad-monthly fee	15.00
Total Idearc Media Corp.			<u>15.00</u>
Image Integrator			
	05/09/2007	bulb for microfilm machine-ST	31.50
Total Image Integrator			<u>31.50</u>
Ingram Library Services			
	05/09/2007	Library materials-all libraries	2,059.99
Total Ingram Library Services			<u>2,059.99</u>
LaFrance Equipment Corp.			
	05/09/2007	Fire Ext. Inspection/Charge-HFL	35.00
Total LaFrance Equipment Corp.			<u>35.00</u>
Matthew Bender & Co, Inc.			
	05/09/2007	Law Books -HFL	250.02
Total Matthew Bender & Co, Inc.			<u>250.02</u>

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

Document #2007-42

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
MidWest Tape			
	05/09/2007	DVD/Audio purchases-SML/HFL	142.94
Total MidWest Tape			<u>142.94</u>
Perry & Carroll, Inc.			
	05/09/2007	Insurance - all libraries	5,808.00
Total Perry & Carroll, Inc.			<u>5,808.00</u>
Rose Woodard			
	05/09/2007	Reimb for Programming expenses-WE	170.65
Total Rose Woodard			<u>170.65</u>
SDS of NY			
	05/09/2007	garbage disposal-BF,WE,HFL for April	124.62
Total SDS of NY			<u>124.62</u>
Sebco Books			
	05/09/2007	HFL Juvenile Materials	1,249.08
Total Sebco Books			<u>1,249.08</u>
SKJ Facilities Management, Inc.			
	05/09/2007	HFL Janitor services 4/1, 4/8	240.00
Total SKJ Facilities Management, Inc.			<u>240.00</u>
Sunset Printers			
	05/09/2007	Letterhead/envelopes/loan flyers-all libraries	726.11
Total Sunset Printers			<u>726.11</u>
The Leader			
	05/09/2007	HFL subscription	183.60
Total The Leader			<u>183.60</u>
Thomson Gale			
	05/09/2007	SML fiction/juvenile purchase	444.07
Total Thomson Gale			<u>444.07</u>
Time Warner Cable			
	05/09/2007	VPN Service	200.00
Total Time Warner Cable			<u>200.00</u>
Unique Management Services, Inc.			
	05/09/2007	collection agency fees-all libraries-April	667.05
Total Unique Management Services, Inc.			<u>667.05</u>
Verizon			
	05/09/2007	phone service-ST/WE	342.90
Total Verizon			<u>342.90</u>
Wegmans Food Markets Inc.			
	05/09/2007	Prog. supply SML Juvenile	43.76
Total Wegmans Food Markets Inc.			<u>43.76</u>
TOTAL			<u><u>200,799.36</u></u>

Grant Fund

Unpaid Bills Detail

	<u>As of May 9, 2007</u> <u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
	05/09/2007	Reference materials	315.34
Total Baker & Taylor Books			<u>315.34</u>
Grey House Publishing			
	05/09/2007	Reference Material	203.00
Total Grey House Publishing			<u>203.00</u>
Ingram Library Services			
	05/09/2007	Non-Fiction book purchases	92.72
Total Ingram Library Services			<u>92.72</u>
N.A.D.A. Appraisal Guides			
	05/09/2007	reference materials	315.00
Total N.A.D.A. Appraisal Guides			<u>315.00</u>
National Automobile Dealers Svc. Corp.			
	05/09/2007	Reference material	66.00
Total National Automobile Dealers Svc. Corp.			<u>66.00</u>
TOTAL			<u><u>992.06</u></u>

CCLD Executive Committee
Grant Fund Invoices
As of May 2, 2007

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Ingram Library Services			
	05/01/2007	Non-Fiction book purchases	1,415.15
Total Ingram Library Services			<u>1,415.15</u>
TOTAL			<u><u>1,415.15</u></u>

CCLD Executive Committee General Fund invoices
As of May 2, 2007

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	05/01/2007	BF, Non-Fiction & RoaR purchases	71.71
Total Amazon Credit Plan			<u>71.71</u>
BBC Audiobooks America			
	05/01/2007	Audio purchases for Steele	381.51
Total BBC Audiobooks America			<u>381.51</u>
Brian P. Harris			
	05/01/2007	Mileage reimb 3/1-5/2	80.51
Total Brian P. Harris			<u>80.51</u>
Brodart Co.			
	05/01/2007	Library supplies-all libraries	241.18
Total Brodart Co.			<u>241.18</u>
Chris Corter			
	05/01/2007	ST-reimb. for mileage/hotel for workshop	494.31
Total Chris Corter			<u>494.31</u>
Crucial Technology			
	05/01/2007	Purchase of RAM memory-all libraries	1,107.57
Total Crucial Technology			<u>1,107.57</u>
Denise Glowaski			
	05/01/2007	Registration fee-RoaR conference in May	65.00
Total Denise Glowaski			<u>65.00</u>
Dianne Patchett			
	05/01/2007	Mileage/Meals for Thaler program-all libraries	246.35
Total Dianne Patchett			<u>246.35</u>
Eastern Metal of Elmira, Inc.			
	05/01/2007	replacement of Steele Parking lot sign-pd by Insuran	968.00
Total Eastern Metal of Elmira, Inc.			<u>968.00</u>
Eleanor Shepson			
	05/01/2007	Mileage reimb-Branch Coordinator 11/06-4/07	268.88
Total Eleanor Shepson			<u>268.88</u>
Horwitz Supply Company			
	05/01/2007	Paper/cleaning supplies-all libraries	894.42
Total Horwitz Supply Company			<u>894.42</u>
Ingram Library Services			
	05/01/2007	Library materials-all libraries	9,031.08
Total Ingram Library Services			<u>9,031.08</u>
Michele Mitchell			
	05/01/2007	Registration fee-RoaR conference in May	65.00
Total Michele Mitchell			<u>65.00</u>
Pitney Bowes			
	05/01/2007	lease-mail machine 1/30-4/30	645.00
Total Pitney Bowes			<u>645.00</u>
The Nelson A Rockefeller Inst. of Gov't			
	05/01/2007	HFL book purchase	47.94
Total The Nelson A Rockefeller Inst. of Gov't			<u>47.94</u>
Upstart			
	05/01/2007	Prog Supply - ST and VE	422.12
Total Upstart			<u>422.12</u>
Verizon Wireless			
	05/01/2007	BKM cellular service-4/19-5/18	41.49
Total Verizon Wireless			<u>41.49</u>
TOTAL			<u><u>15,072.07</u></u>

(Document #2007-43: Personnel activities since the April 2007 meeting of the Library Board)

Memo

To: Library District Board of Trustees

From: Jim Sleeth, Library Director

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

Date: May 10, 2007

April 17, 2007. Bill Knapp, the long-tenured CCLD Bookmobile driver, revised his timetable for retirement. Bill now informs us that his actual retirement date is October 30, 2007.

Strengths	Weakness
<ul style="list-style-type: none"> • Genealogy collection the best in the Southern Tier • Professional Reference staff available at Reference Desk all hours library is open • Largest Reference, Fiction, Nonfiction, & Microform Collections in the STLS selected by Professional Librarians • Patron Internet Access • Website 	<ul style="list-style-type: none"> • Reliance on Volunteers for Shelving & Book Repair • Reliance on Senior Employees at Ref2 M-F 9-5 • Reliance on CBA funds for Adult Nonfiction and Print Reference Budget • Retirement Eligibility of Long Tenured Staff

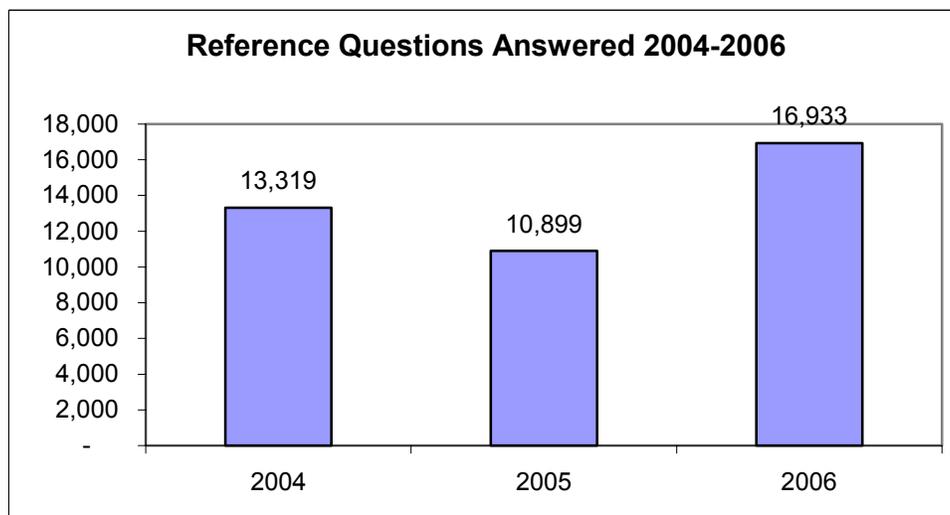
Discussion of Strengths

Genealogy

The Adult Services Department at the Steele Memorial Library can boast the largest and most well known Genealogy Department in the Southern Tier. We have Local Newspapers on microfilm from 1835-the present, Elmira City Directories, with some gaps, from 1859-the present, local high school yearbooks, Federal Census on Microfilm 1790-1880 for every state and territory, 1900, 1910, 1920 and 1930 Federal Census records for New York and Pennsylvania. Patrons have traveled throughout the United States to use our collection as well as 118 Queries submitted in 2006 from our Genealogical query form. We also provide our patrons with access to electronic resources such as Heritage Quest and Ancestry.com. **These 2 products cost CCLD \$2,175 in 2007.** The use of these 2 resources is phenomenal. **In the Last Quarter of 2006, there was a combined 33,427 sessions with 114,719. The per capita cost was \$0.02 per session and \$0.0029 per record view.** The Genealogy Department will become even stronger in the summer of 2007 when we receive the New York State Vital Statistics Index from the Department of Health.

Reference Librarians

Currently the Adult Services department has 4 FTE Reference Librarians, additionally 2 FTEs from other departments at Steele enable the Adult Services Department to offer professional reference services every minute the library is open to the public. **In 2006 the Reference Librarians answered 16,933 reference questions by email, phone, or patrons visiting the library, an increase of over 6,000 questions from 2005.** Increased Computer use, more databases, and better record keeping have contributed to this increase.



Circulating Collection

The Steele Memorial Library Adult Services department can boast the largest collection of adult level library materials in the Southern Tier Library System. The nonfiction and print reference collection has been purchased primarily by Central Book Aid funds from New York State distributed by STLS. Steele's adult level materials are shared throughout the Southern Tier Library System through our holds system. Since 2004, Steele's adult collections account for 75% of the holds filled from Steele's entire collection.

Distribution of Adult Level Material

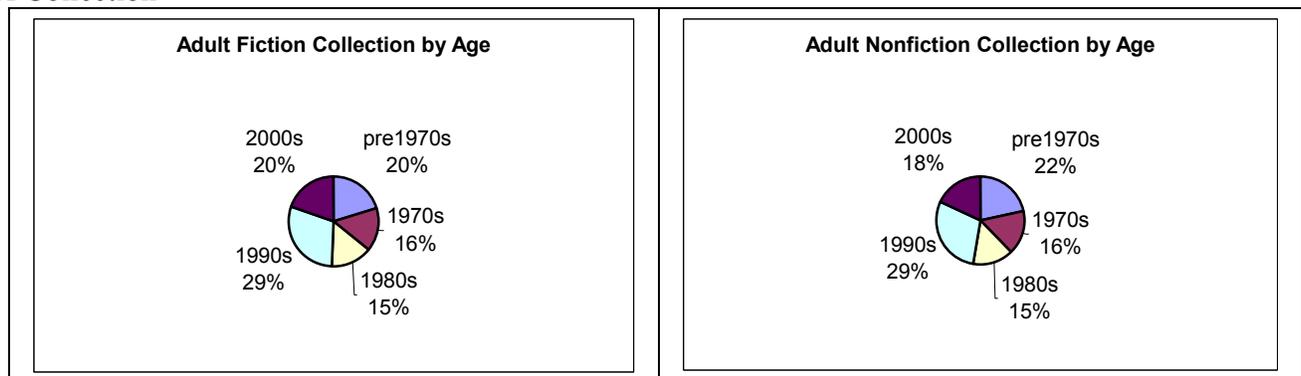
	Volumes	Total Circulation	Turnover	2004-2006 Sharing to other STLS Libraries to fulfill hold requests
Fiction	78,410	215,309	2.75	7,797
Nonfiction	73,856	181,737	2.46	11,369
Videos	5,353	206,038	38.49	271
Audio books	2,516	69,877	27.77	2,286
Reference	10,629	NA	NA	NA
Total	170,764	672,961	3.94	21,723

Total Circulation from 11/2003-3/31/2007 including renewals

Notes.

- Shorter loan periods for Audio Books and Videos contribute to the higher turnover rate. If one divides the turnover rate for audio books by 2, to make the loan period equivalent to the 28-day loan period for books, the turnover rate is 13.89. Using the same approach, dividing the videos by 5.6, the equivalent turnover rate is 6.87.
- The Circulation column includes the 21,723 holds filled by adult level collection.

Age of Collection



	Year Published	Titles	Total Copies	Total Circulation	Turnover
Adult Fiction	Pre1970s	13,606	15,866	6,459	0.41
	1970s	11,118	12,204	6,411	0.53
	1980s	10,321	11,534	16,934	1.47
	1990s	21,421	23,403	64,530	2.76
	2000s	14,352	15,403	120,975	7.85
	Total	70,818	78,410	215,309	2.75
Adult Nonfiction	Pre1970s	13,643	15,915	12,762	0.8
	1970s	11,019	12,083	12,341	1.02
	1980s	9,693	10,802	16,847	1.56
	1990s	19,875	21,711	60,789	2.8
	2000s	12,500	13,345	78,998	5.92
	Total	66,730	73,856	181,737	2.46
All Adult Level Books	Pre1970s	27,249	31,781	19,221	0.6
	1970s	22,137	24,287	18,752	0.77
	1980s	20,014	22,336	33,781	1.51
	1990s	41,296	45,114	125,319	2.78
	2000s	26,852	28,748	199,973	6.96
	Total	137,548	152,266	397,046	2.61

These Statistics date from November 2003 through 1st quarter 2007 including renewals

Nearly 50% of our book collection was published since 1990 and has accounted for 50% of the circulation in the last 3 completed fiscal years. Confirming our public's support of CCLD's mission statement to provide "...contemporary, well-maintained library collections." Similar patron borrowing trends can be observed in our Audio book and Video collections. Slightly over 2/3 of the circulation transactions were for items added to the collections within the last 6 ¼ years. Items added to the collection in during the 1990s have turnover rates over 50.

Audio Books

Date Acquired	Titles	Volumes	Total Checkouts	Turnover
1980s	77	78	1,113	14.27
1990s	833	854	21,291	55.44
2000s	1,550	1,584	47,473	29.97
Total	2,460	2,516	69,877	27.77

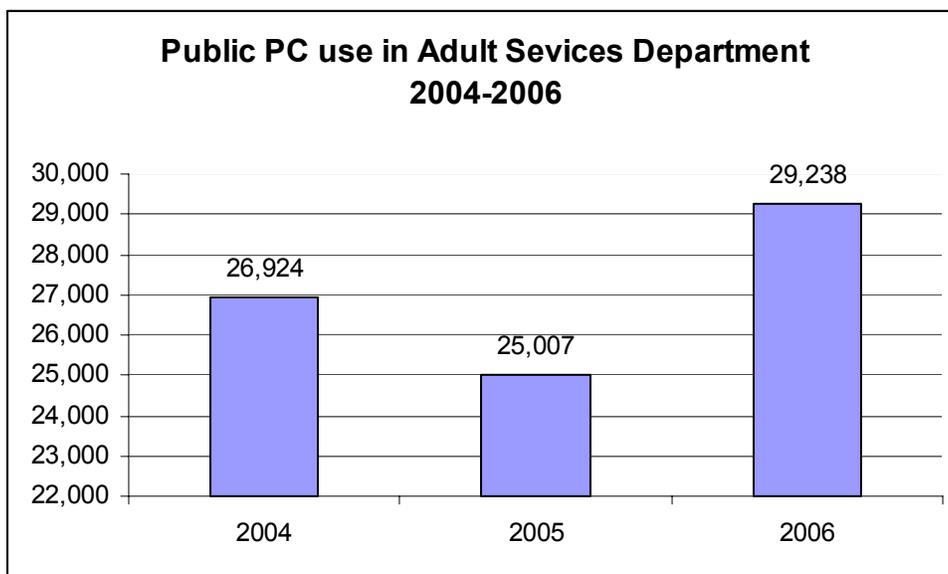
Videos

Date Acquired	Titles	Volumes	Total Checkouts	Turnover
1980s	179	301	3,827	12.71
1990s	2,126	2,402	60,093	25.00
2000s	2,356	2,650	142,118	53.63
Total Adult	4,661	5,353	206,038	38.49

These Statistics date from November 2003 through 1st quarter 2007

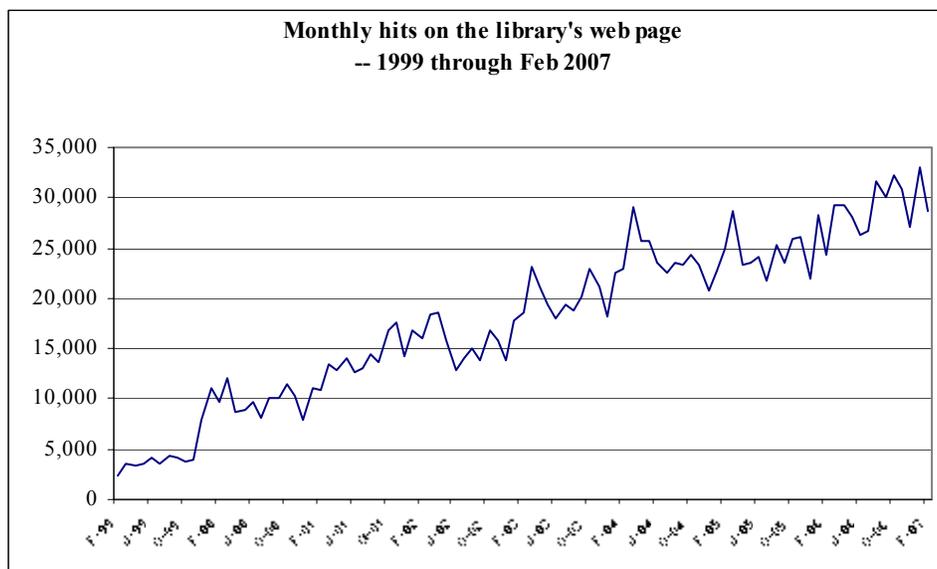
Public Computer Use

The Adult Services currently has 18 PCs available for public use. 8 were acquired through the Gates Foundation, which in addition to Internet Access, provide our patrons with Microsoft Office 2000 Professional Edition. Our circulation in 2006 was 29,191. Giving our PCs the highest turnover rate of any material in the library at 1621.72. From 2004-2006 Adult Computer use accounts for 13% of Steele's total Circulation. Our turnover rate increases to 4509.39. As I type these lines in mid-April, plans are well underway to upgrade our public PCs our vintage 1999 non-gates and 2001 P3 Gateway machines. The chart below demonstrates the increased use of our public PCs from 2004-2006.



The Website

The Chemung County Library District's website is maintained by the Adult Services Department. From the CCLD website, users can access many library services 24/7. From Feb. 1999 – December 2006 there were 1,676,086 pages viewed from our website. The volume have traffic has generally increased of that 6.75 years due to increased computer ownership, publicizing the site, and the adding of resources desired by our Internet using patrons.



Top Ten Pages visited Feb 1999 – Dec 2006

Page Name	Hits
Main Page	808,317
Genealogy Links	135,868
Catalog Search	88,589
Reference Department	70,206
Internet Search	62,875
Subscription Database	55,008
Genealogy Department	49,234
Youth Services Department	41,730
Steele Library hours & contacts	32,574
Best of the Web	25,570

The long-term traffic patterns demonstrate that Internet users that visit our site seek traditional library services in an electronic environment. Contributing to the fulfillment of CCLD's mission to provide our patrons the tools to fulfill "their individual needs for educational, recreational, and cultural information..." users can access STARCat, renew borrowed materials, communicate with staff and Board members, link to community organizations, find Neighborhood Library hours, see our program schedule, view documents related to the governance of the District such as board packets, budgets, and the Board member roster. The most widely utilized services from our website are various information gathering tasks such as the Genealogy resources including Heritage Quest and Ancestry.com which was discussed in the Genealogy section of this document, Searching STARCat, and reference databases.

The New York State Library provides CCLD patrons access to: Custom Newspapers, EBSCO Host (a periodical index), New York Newspapers, Business and Company Resource Center, the Health Reference Center Academic, Health and Wellness Resource Center, Twayne's Author Series, and the Gale Virtual Reference Center. Our membership in the South Central Regional Library Council provides CCLD patrons with access to OCLC Firstsearch, the Literature Resource Center, and Newsbank which provides our patrons with full text access to Elmira Star Gazette articles from 1/1/1999 – the present. Starting in 2007 CBA funds provide all STLS Member Library patrons with access to Novelist and the Chilton Library.

Local funds purchase Learning Express, Wilson Biographies Plus Illustrated, ReferenceUSA, HeritageQuest, and Ancestry.com. Below is the 4th quarter 2006 Statistics.

Database Name	Records Viewed	Per Capita Cost
Wilson Biographies	512	\$ 1.40
Reference USA	12605	\$ 0.06
Heritage Quest	57761	\$ 0.0029
Ancestry	56958	\$ 0.0065

Learning Express does not provide statistics in the same format as the other vendors. In the 4th quarter of 2006 there were 8 logins. The practice tests accessed were: Civil Service prep, college entrance exams, Firefighter, Middle School Improvement Course, and SAT Preparation Course. Unfortunately, Learning Express does not measure the length of a session. Given the type of content provided, a measurement of time spent with the program would document the visitor's true use of the content. The biggest advantage of Learning Express is the ability of the patron to access test preparation materials remotely or in subjects where a print equivalent resource is not always available for circulation such as the Correctional Officer or Postal Entrance Exams (neither of which were offered in the 4th quarter of 2006).

Discussion of Weaknesses

Reliance on Volunteers for Shelving & Book Repair

Our latest calculations show 1,499.5 volunteer hours have been logged between March 2006 and March 2007 accounting for 28% of the total volunteer hours from all CCLD Neighborhood Libraries. Our volunteers are a wonderful asset to Adult Services Department. They have performed many important tasks such as taking inventory of the adult collections, helping genealogical researchers trace their family histories, conducting computer classes for patrons unable to attend our afternoon sessions, shelving returned books, and repairing books. I cannot stress enough how valuable the contribution of time our volunteers provide to the adult services department. In the past 10 years the Adult Services Department devoted between 20-40 hours of staff time per week on shelving. In April 2007 we average 6 staff hours per week to shelving adult level materials. Volunteers are vital to insuring books are in the proper order.

However, volunteers are not employees. There is a big difference. Employees work a regular schedule either 20 or 37.5 hours depending whether that employee is full or part time. Volunteers have the best of intentions and have the purest motivation to assist the Adult Services Department but are not required to perform their volunteer duties a set number of hours per week or a set time of the day. Staff time is expended training volunteers to perform their tasks. Oftentimes volunteers cannot show up because life gets in the way. The investment staff time is lost and the books are not re-shelved. Patron service suffers.

We also rely on volunteers to repair damaged materials. Once again, their contributions are invaluable because currently none of the Adult Services staff are trained in Book Repair. However as I type these lines there are 323 items listed as Damaged in the STARCat Database; 5 ½ times more than any other neighborhood library in the Chemung County Library District. Patron service suffers.

Reliance on Senior Employees for Ref2

The Adult Services Department has long been the beneficiary of various Senior Employment Programs (AARP, Office for the Aging and Experience Works). In the past Senior Employees have indexed the Chemung Valley Reporter, assisted in the Interlibrary Loan Department, shelved books, and helped genealogists with research. As I type these lines in Mid-April 2007 we are blessed to have the services of 2 individuals that work a combined 38 hours in the Adult Services Department. 90% of their time is dedicated to Ref2.

Ref2 is primarily responsible for charging and discharging our public access Internet PCs. In 2006, public Internet PC usage accounted for 13% of Steele's circulation. Internet PC usage peaks between 9 am and 5 pm Monday through Friday, precisely when Senior Employees work Ref2. The person at the Ref2 desk must consistently enforce our Internet Policy, Rules of Conduct, and our departmental Internet Use Guidelines for the Public Internet PCs.

Again, we are currently blessed with 2 very courteous and intelligent individuals. Unfortunately, the Senior Employment program periodically moves these individuals to other agencies throughout Chemung County. We are not always fortunate enough to have placements that can physically or mentally handle working in a high volume customer service location. Consistent enforcement of CCLD policy, and staff time invested in training these individuals is lost.

Reliance on Central Book Aid for Nonfiction and Print Reference Budget

The Steele Memorial Library is honored to be the Central Library of the Southern Tier Library System. Traditionally we have used Central Book Aid (\$71,500) to purchase Adult Nonfiction and print reference materials for the benefit of library patrons throughout the Southern Tier Library System. We have also used

Central Library Development funds to provide library services on Sundays 1-5 Sept – May, as well as to provide for professional librarian salaries in the adult services department.

These funds are not under the control of the CCLD Board of Trustees. The Southern Tier Library System's members have stated that these funds should not be distributed to the Central Library for the traditional services provided by the Central Library.

From the 2007-2011 STLS Plan of Service Central Library Services

1. Gradually phase out the purchase of print reference materials and provide access to electronic resources such as reference databases and other electronic services.
2. Throughout the life of this plan of service, there will be a decrease in the use of Central Library Development Aid funds for Sunday Hours.
3. [Nonfiction CBA expenditures]...should purchase titles for which demand in member libraries is too light to purchase with local funds.

Our nonfiction collection or 20% of this building's circulation will suffer. Purchasing light demand items will decrease nonfiction circulation. Our ability to fulfill our mission of providing a "contemporary, well-maintained" nonfiction collection will be in jeopardy.

No one can deny that the Internet has become the best reference resource. There are peer reviewed subscription databases, which may be accessed from an Internet connected computer anywhere in the world. Yet there are some questions still best answered with books such as consulting price guide for antiques, coins, stamps and collectibles. Believe it or not, print format is preferred by many of our patrons. If I were to generalize, I would say our more mature patrons prefer reference materials in book format.

In the 2005 Election that created the Chemung County Library District, 34% of the voters were 65 or older. If that election were held in 2017, the percentage would nearly double to 62%. Clearly the evidence shows a solid block of CCLD's support comes from the 65 and older demographic category. Perhaps as time marches forward, this demographic category will become more comfortable with electronic formats. If our current budgeting priorities are to be maintained, we must address our dependence on funding sources not under the CCLD board's complete control.

Retirement Eligibility of Long Tenured Staff

As was noted in the 2006 Annual report 2 long tenured reference librarian retired with combined experience of over 60 years. Nonetheless the Adult Services Department is blessed with well-qualified and experienced staff including 2 new reference librarians bringing to the department fresh ideas and a new perspective to providing service. However, within the next 5-10 years 60-80% of our staff will be eligible to retire. An aging staff also implies the possibility of extended absences due to illnesses, injury or accrued vacation time. It will be challenging to maintain the quality of service with possibility of several employees leaving within a short amount of time.

(Document #2007-45)

**2007 Central Library Development Proposal to the
Chemung County Library District Board of Trustees
Submitted by Owen Frank & Jim Sleeth – May 17, 2007**

Contents:

1. *Summary*
2. *Highlights from 2006*
3. *Addressing the goals of the 2007-2011 STLS Plan of Service regarding Central Book Aid (CBA) funds*
4. *Central Book Aid purchases of electronic resources in 2007*
5. *Training opportunities for STLS member library staff in 2007*
6. *Remote professional reference services via email and fax to STLS member library staff and patrons*
7. *Utilizing Central Library Development (CLD) funds for opening the Central Library on Sunday afternoons from September through May*
8. *Central Library resource sharing in 2007*
9. *Proposed CLD and CBA budget in 2007*
10. *The costs of providing Central Library services in 2007*
11. *Statistics and methodology*
12. *Conclusion*

Summary:

The Steele Memorial Library, the Central Library of the Southern Tier Library System, proposes the following Central Library program for 2007:

- Select and purchase circulating non-fiction titles;
- Select print reference titles for the Central Library reference collection;
- Select and make available through the CCLD web page electronic reference titles;
- Provide reference services to STLS member libraries;
- Provide reference services directly to researchers who visit the Central Library;
- Answer reference questions to persons who email or Fax the Central Library;
- Plan and conduct continuing education workshops for (and in) STLS member libraries;
- Conduct computer use classes at the Central Library; and
- Provide public library services to patrons on Sunday afternoons from 1pm to 5pm in the fall, winter and spring months from the Central Library.

Making these public library services possible are the professional and clerical staff of the Central Library.

Highlights from 2006:

- Selected and purchased 4,121 circulating nonfiction titles, 26% of which are exclusively held at the Central Library;
- Selected and purchased 342 print reference titles, 31% exclusively held by the Central Library;
- Circulated a total of 50,030 Central Book Aid (CBA) purchased items to STLS member libraries, 21% of which were circulations beyond the Central Library;
- Answered 358 edesk questions by Central Library Reference Staff, 73% of which came from patrons or staff from STLS member libraries;
- Planned and conducted a genealogy workshop in the Cuba Library;
- Opened the Central Library on Sunday afternoons from 1pm to 5pm; and
- Begun fulfilling “element 11” of the 2007-2011 STLS Plan of Service as follows:

Addressing the goals of the 2007-2011 STLS Plan of Service regarding CBA funds, that is “circulating nonfiction materials to improve the central library’s function as a major information, resource-sharing location in the system:”

- Purchased 4,121 circulating nonfiction titles, 1,076 or 26% of which are exclusively held at the Central Library;
- When one includes the entire collection of the Central Library available for sharing with all STLS member libraries, that number increases to 57,157 unique titles of a collection of 135,974. The Central Library exclusively houses 42% of the titles available for resource sharing to STLS Member Libraries.

Central Book Aid purchases of electronic resources in 2007:

- In December 2006, on the advice of the Central Library Advisory Committee, the Central Library subscribed to two electronic resources – *Novelist* and the *Chilton Reference Library* – spending \$13,690. This system-wide subscription will run through the end of 2008, giving STLS member libraries sufficient time to test whether the databases will meet the “Boss Standard” of \$0.75 per record view with each electronic resource.

Training opportunities to member library staff in 2007:

- In March 2007, Central Library staff planned and presented two continuing education workshops on *Novelist* and one workshop on the *Chilton Reference Library*. Of the total of 26 participants in these two programs, 25 perceived these resources useful for their patrons;
- A genealogy workshop is will be presented at the Cuba Library in June 2007; and
- An additional *Novelist* workshop is planned for September 21, 2007 at the Cuba Library.

Remote professional reference services via email and fax to STLS member library staff and patrons:

- Central Library staff will continue to be the STLS member library of last resort for answering the hard to answer reference questions.

Utilizing Central Library Development (CLD) funds for opening the Central Library on Sunday afternoons from Sept through May:

- Building upon the 2006 experience where there were 13,350 circulation transactions, 18% of which were for patrons from outside the Central Library service area, the Central Library will be open Sundays in the fall, winter, and spring months of 2007. In response to the Central Library Advisory Committee, and as it states in the STLS Plan of Service, “there will be a decrease in the use of Central Library Development Aid funds for Sunday hours at the Central Library.”

Central Library resource sharing in 2007:

- Building upon our 2006 experience where items held at the Central Library circulated to member libraries at a rate greater than the total annual circulation of 74% of STLS member libraries, the Central Library staff will continue selecting, building, and sharing the Central Library collection of print and electronic resources. These activities will be completed by trained and accomplished professional and clerical Central Library staff.

Proposed CBA and CLD budget in 2007:

- The proposed Central Book Aid budget in 2007:
 - Nonfiction: \$32,500
 - Print Reference: \$25,310
 - Electronic Reference: \$13,690
 - CBA Total: \$71,500
- The proposed Central Library Development budget in 2007:
 - \$5,000 Continuing Education & Travel
 - \$100,000 Salary and Benefits

The costs of providing Central Library services in 2007:

- Costs of collection development, filling holds, and opening the Central Library on Sundays in the fall, winter, and spring months of the year:
 - 1.79 Clerical = \$66,585
 - Professional = \$71,500

- Sunday staffing costs = \$36,460
- Continuing education = \$5,000
- Total = \$179,545
- CLDA = \$105,000
- Local funds contributed = \$74,545

Statistics, but first the methodology used for compiling this statistical report:

Using Director's Station software, we created a report for the public libraries represented on the Central Library Advisory Committee. (The Penn Yan was excluded because it does not use the same integrated system for circulation or resource sharing.) The software counted the circulation of holds filled by each library and the circulation of items sent from other libraries to fill holds for libraries represented on the Central Library Advisory Committee. Total circulation equals the total items sent or received plus renewals of those items.

The lending to borrowing ratio was calculated by taking the total circulation from the calendar year 2004 through the end of the first quarter of 2007 of the holds filled from a given library's collection divided by the total circulation from the calendar year 2004 through the end of the first quarter of 2007 of the holds received from other libraries.

What do the statistics mean?

First, the Central Library has the highest lending to borrowing ratio among select Central Library Advisory Committee members and 65% higher volume from 2004 through Q1 2007 than the next largest lender. In fact, the total circulation of holds filled by the Central Library exceeded the total annual circulation of 74% of the member libraries of the Southern Tier Library System in 2006.

Second, a strong Central Library collection is an asset to STLS member libraries. The volume of resource sharing from the Central Library demonstrates the cost effective use of CBA and CLDA funds to provide patrons from all STLS member libraries access to materials not only purchased of nonfiction materials and other materials purchased with local funds.

Conclusion:

In conclusion, the CCLD board and staff of the Central Library consider it a privilege to be the Central Library of the Southern Tier Library System. In return, Central Library staff and facilities provide the collection, professional expertise, continuing education and training for STLS member libraries, and direct public services in demand at both the Central Library and STLS member libraries. Collection development and interlibrary borrowing statistics validate the program as devised by the Central Library staff, which has been responsive to input from the Central Library Advisory Committee.

Southeast Steuben County Library (Corning)

Holds Received		Holds Filled	
total	circulation	from local Collection	total
			circulation
2004	8,477	2004	7,659
2005	11,935	2005	9,093
2006	14,943	2006	11,405
Q1 2007	4,380	Q1 2007	3,852
total	39,735	total	32,009

Lending to Borrowing Ratio 0.81

Central Library

Holds Received		Holds Filled	
total	circulation	from local Collection	total
			circulation
2004	7,916	2004	22,981
2005	7,918	2005	28,043
2006	9,537	2006	30,363
Q1 2007	2,939	Q1 2007	9,870
total	28,310	total	91,257

Lending to Borrower Ratio 3.22

Watkins Glen

Holds Received		Holds Filled	
total	circulation	from local Collection	total
			circulation
2004	2,154	2004	3,829
2005	2,988	2005	5,198
2006	2,662	2006	5,287
Q1 2007	772	q1 2007	1,726
total	8,576	total	16,040

Lending to Borrower Ratio 1.87

Cuba Public Library

Holds Received		Holds Filled	
total	circulation	from local Collection	total
			circulation
2004	2,750	2004	3,403
2005	3,092	2005	3,382
2006	2,991	2006	3,972
Q1 2007	867	Q1 2007	1,305
Total	9,700	total	12,062

Lending to Borrowing Ratio 1.24

Pulteney

Holds Received		Holds Filled	
total	circulation	from local Collection	total
			circulation
2004	515	2004	987
2005	544	2005	1,225
2006	595	2006	1,178
q1 2007	173	q1 2007	382
total	1827	total	3772

Lending to Borrower Ratio 2.06

David A Howe (Wellsville)

Holds Received		Holds Filled	
total	circulation	from local Collection	total
			circulation
2004	3,583	2004	6,422
2005	4,201	2005	8,019
2006	4,692	2006	9,635
q1 2007	1,361	Q1 2007	3,283
total	13,837	total	27,359

Lending to Borrower Ratio 1.98

(Document #2007-46)

Report of the May 2nd, 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, Richard Pirozzolo, Robin Fitzgerald, Sherrill Collins, Joan Santulli, and Jim Sleeth. Excused: Marleah Denkenberger.

Allen C. Smith, Chair of the Committee, opened the meeting.

The following topics were discussed:

- STLS board membership in light of the current vacancy of a CCLD representative.
- The resignation of Matthew Grier, 13th District representative, from the CCLD board was received.
- 2008 budget timetable was distributed. It was noted that this timetable was previously distributed to the Budget & Finance Committee.
- The need for wood storage sheds for the Big Flats and West Elmira libraries was discussed. It was recommended that costs be requested from the Do It Center in Horseheads and the Big Flats Amish workshop in Big Flats.
- The request from the Family Reading Partnership to hang a banner from the exterior walls of the Steele Memorial Library was discussed and approved.
- The 2007 central library program proposal was reviewed and referred for action to the CCLD board.
- The next “strengths & weaknesses” document, this one of the Steele Library’s Reference & Adult Services Department was announced. Also announced was Owen Frank’s upcoming tour of the department at 6:30pm Thursday, May 17th before the next CCLD board meeting.
- The most recent issue of *Wordsworth*, the newsletter of the Friends of the Horseheads Free Library, was received.
- CCTC bank statements were reviewed.
- Bookmobile services in light of the upcoming retirement of the Bookmobile Driver were discussed. It was recommended that the Administration reach out to Bookmobile patrons to learn of their likes, dislikes, and suggestions for improvement of the service.
- General Fund and Grant Fund invoices were reviewed and approved.

The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, June 6th, 2007 in the Petrie Conference Room of the Steele Memorial Library.

(Document #2007-47)

Report of the May 10th, 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, May 10th, 2007, beginning at 8:15am. Attending the meeting were Richard Pirozzolo, Robin Fitzgerald, Andrea Ogunwumi, Jason Harmon, Joan Santulli, and Jim Sleeth.

Richard Pirozzolo, chair of the Committee, opened the meeting at 8:15am.

The following topics were discussed:

- The April 30th, 2007 CCLD monthly financial report was reviewed. It was noted that vehicle operation expenses included the recent repairs to the Bookmobile;
- The Central Library Development (CLD) and Central Book Aid (CBA) proposal was reviewed and discussed; it will be on the May 17th CCLD board agenda for action;
- May 9th, 2007 invoices were reviewed and presented for payment, and discussion revolved around when to pay debt service. It was decided to authorize for payment 2006 debt service and create a schedule for 2007 debt service payments. That schedule will be to pay one-third at the end of the second quarter, one-third at the end of the third quarter, and the final third by the end of the fourth quarter.
- It was announced that CCLD had received 90% (amounting to \$87,930) of State Construction grant funding for three projects. Bid documents are being prepared by engineering firms and will be reviewed by the CCLD attorney before being made public.
- Three projects at HFL (sidewalk, windows, painting) were briefly reviewed. After these projects are complete, and if there is sufficient money remaining, the handicap ramp may be improved.
- Opening bank statements. Following CCLD auditor's recommendation, a committee member (Robin Fitzgerald) has agreed to open and review CCLD bank statements from CCTC.
- It was announced that at an upcoming meeting of the Steele Memorial Library Foundation, a request will be made to begin making quarterly grants to CCLD. The method used by the Public Library Foundation of Chemung County to calculate grant amounts – 5% of total account value based upon an average of the trailing twenty months – was noted.
- The Committee directed CCLD administration to include staff requests for additional personnel in the year 2008, but be ready to substantiate those requests with justifications.
- Bookmobile staffing questions were briefly discussed.

The meeting adjourned at 9:15am.

The next meeting of the Budget & Finance Committee will be held on Thursday, June 14th, 2007, in the Petrie Conference Room of the Steele Memorial Library.

(Document #2007-48)

Report of the May 9, 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, May 9, 2007, beginning at 3pm. Attending the meeting were Karl Schwesinger, Jan Kather, Joan Santulli, and Jim Sleeth

Karl Schwesinger, chair of the Committee, opened the meeting at 3pm.

The following topics were discussed:

- A meeting between Library District representative Sue Oliver (of Fagan Engineers), CCLD board members, and Hunt Engineers to discuss roof design and bid specifications was briefly reviewed.
- It was reiterated that bid documents, once received from Hunt Engineers (for the roof projects) and DPC Engineering (for the Steele chiller project), will be sent to Library District Attorney Jim Young for review before being announced to the public.
- It was noted that the Library District received payment of approximately \$87,000 for the construction projects.
- Letters will be written to individuals thanking them for their work supporting the State construction funds, and CCLD board members at the upcoming May 17th meeting will be asked to sign them before posting.

The meeting adjourned at 3:30pm

The next meeting of the Building & Grounds Committee will be held on Wednesday, June 13th, 2007, in the Library Director's office of the Steele Memorial Library.

Document # 2007-49

Report of the Personnel Committee held at noon on Friday, May 4th, 2007 in the Petrie Conference Room of the Steele Memorial Library.

Attending the meeting were Allen C. Smith, Kristen Meyer, Joan Santulli, and Jim Sleeth.

Topic discussed:

- Issues and opportunities occasioned by the planned retirement of the Bookmobile Driver, scheduled for the end of October 2007.

The meeting was adjourned at 12:45pm.

No date was established for a future meeting of the Personnel Committee.

CHEMUNG COUNTY LIBRARY DISTRICT

BYLAWS (document #2007-50)

ARTICLE I

NAME

This corporation, created by Absolute Charter No. 24086 by the Regents of the University of the State of New York under Section 255 of the New York State Education Law shall be known as the Chemung County Library District.

ARTICLE II

PURPOSE

The purpose of the Chemung County Library District shall be severalfold:

- 1.) To adhere to all laws of the State of New York applicable to public libraries including Open Meetings Law and Section 18 of the New York State Public Officers Law;
- 2.) To maintain facilities located throughout Chemung County.

ARTICLE III

BOARD OF TRUSTEES

Section 1. The property, affairs and concerns of the Corporation shall be vested in a Board of Trustees, as dictated by Legislative Act 5321-A/8116-A of the State of New York. The Board shall consist of fifteen (15) residents of Chemung County duly elected by a public ballot, one from each of the fifteen (15) Chemung County Legislative Districts.

Section 2. The Board of Trustees shall be responsible for developing policies, assuring adequate financing and money management, improving public relations and planning and evaluating programs toward established goals.

Section 3. The Board of Trustees shall be responsible for hiring a competent, professional and responsible Library Director in conjunction with Civil Service Regulations, ALA Certification, and NYS Licensing Rules.

Section 4. As set out in Leg. Act 5321-A/8116-A, five Trustees shall be elected by public ballot each year to serve a three-year term, commencing on January 1st of that year and ending December 31st of the third year served. Only qualified voters of the district shall be eligible for election to the Board of Trustees.

Section 5. Candidates for the office of member of the Board of Trustees of the Chemung County Library District shall be nominated by petition. A separate petition shall be required to nominate each candidate for a vacancy on the Board. The candidate receiving the largest number of votes in an election district shall be elected to fill the vacancy on the Board occurring in such election district. In the event there are no candidates from an election district, the Board of Trustees may appoint a qualified voter from the election district to serve on the Board until the next annual district election.

Section 6. If a Trustee doesn't complete his/her term, a qualified resident of that election district may be appointed by majority vote of the remaining Trustees, to serve until the next regularly scheduled Trustee

election. Any Trustee can resign at any time and any such resignation shall be effective upon delivery thereof in writing to the Corporation without necessity for acceptance by the Board. Any Trustee who is absent for three consecutive meetings without excuse accepted as satisfactory by the trustees shall be deemed to have resigned and the vacancy shall be filled.

Section 7. As set out in Leg. Act 5321-A/8116-A, no trustee shall serve more than nine consecutive years.

Section 8. The Board of Trustees shall determine a proposed budget to submit to the voters annually. All future budgets that increase or decrease the appropriation last approved by the voters shall be submitted by the Board of Trustees to the residents of the library district for approval by a majority of those residents voting at the annual election. The Board of Trustees shall annually file with the Clerk of the County of Chemung an estimate of the budget to be raised by levy for the library district for the following fiscal year. The Board of Trustees of the Chemung County Library District may accept on behalf of the district any absolute gift, devise or bequest of real or personal property and such conditional gifts, devises or bequests as it shall approve by resolution.

ARTICLE IV

MEETINGS

Section 1. Meetings of the Board of Trustees shall be held on the third Thursday of each month 12 times per annum at times to be established by the Board. All Board meetings will be publicized and are open to the public.

Section 2. A special meeting may be called by the President or by any eight Trustees. A public notice will be given for any special meeting.

Section 3. A quorum consisting of eight Trustees must be present in order to conduct a meeting.

Section 4. Prior to each meeting, all members of the Board shall be sent a copy of the agenda, a copy of the minutes of the preceding meeting and all other supporting documents. The following agenda shall take precedence at regular meetings:

- Call to Order
- Pledge of Allegiance
- Approval of Minutes
- Treasurer's Report
 - Report of receipts and disbursements
- Warrants
- Correspondence
- President's Report
- Director's Report
- Committee Reports
- Old Business
- New Business
- Period for Public Expression
- Adjournment

Section 5. An Executive Session may be called at any time during a regular Board meeting by any Trustee by means of a motion to go into closed or executive Session. As directed by the New York State Public Officers Law, Section 105 (1), the motion must identify the "general area or areas of the subject or subjects to be considered."

Section 6. As required by Section 105 of the New York State Public Officers Law, attendance at an executive session shall be permitted to all Trustees and to any other persons approved by the Board, unless a trustee is the subject of the executive session, in which case the trustee could be excluded.

ARTICLE V

OFFICERS

Section 1. Legislative Act 5321-A/8116-A states that the Board of Trustees, at its first meeting each fiscal year shall elect or appoint a President, and Vice President, who shall be members of the Board and a Secretary, Treasurer and such other officers as they deem necessary. If the Board so determines, the offices of Secretary and Treasurer may be held by individuals who are not members of the Board of Trustees, and in that event, such officer may, if the Board so determines, receive compensation as fixed by resolution of the Board.

Section 2. The President shall preside at meetings of the Board. The President shall execute all documents approved by the Board. The President shall appoint members of all committees and shall be ex-officio member of all committees, shall authorize calls for special meetings, shall sign official documents and shall perform all other duties of a presiding officer.

Section 3. The Vice President shall, in the absence of the President, perform the functions and have the powers and duties of the President.

Section 4. The Secretary shall assure the maintenance of all the records of the Board, including the minutes of all Board meetings. The Secretary shall also handle all Board correspondence, gather Trustees Handbooks from retiring Board members and update said handbooks for new members by the annual organizational meeting. The Secretary shall be responsible for the collection and filing of all nominating petitions for election to the Board with the County Board of Elections not later than the thirty-sixth day preceding the election at which time the candidates nominated are to be elected.

Section 5. The Treasurer of the Chemung County Library District shall be custodian of all funds of the library district including gifts and trust funds paid over to the Trustees. The Treasurer shall, if required by the Board of Trustees, give the Board such security bond for the faithful discharge of his/her duties as the Board may direct. Any premiums incurred for such a Bond shall be paid by the District. The Board of Trustees may authorize the investment of funds in the custody of the Treasurer. No moneys shall be disbursed by the Treasurer of the Library District except after review and approval by the Board of Trustees. The Treasurer shall keep such records in such manner as the Board of Trustees may require. The Treasurer shall serve as the Chairperson of the Budget and Finance Committee.

ARTICLE VI

COMMITTEES

Section 1. The President may appoint special committees at any time from among the Trustees, and the President shall appoint all committee Chairpersons from among their number.

Section 2. All committee appointments expire with the call to order of the January organizational meeting.

Section 3. There shall be four Standing Committees: Executive Committee, Personnel Committee; Budget and Finance Committee, and Buildings and Grounds Committee. The functions of the standing committees, in addition to matters that may be referred to them by the Board from time to Time are as follows:

a. The Executive Committee shall consist of the Officers of the District and the immediate Past President, if such person is otherwise eligible and serving as a Trustee on the Board. This Committee

shall perform the functions of the Board of Trustees in the management of the affairs of the District during the intervals between meetings of the Board. All actions of the Executive Committee shall be reported at the next meeting of the Board. The Executive Committee shall annually review the current Bylaws. The Executive Committee shall not have authority as to the following matters:

- (1) Any action specifically required by the Certificate of Incorporation, the Bylaws, or the Not-For-Profit Corporation Law to be taken by the full Board of Trustees;
- (2) The filling of vacancies on the Board of Trustees or in any committee;
- (3) The amendment or repeal of the Bylaws or the adoption of new Bylaws;
- (4) The amendment or repeal of any resolution of the Board by which the terms shall not be amendable or repealable.

b. The Personnel Committee shall from time to time recommend to the Board, after consulting with the Library Director to the extent appropriate, policies and practices regarding staff, including without limitation, salaries, fringe benefits, job descriptions, leaves and terminations. This Committee shall receive at the annual organizational meeting and shall review an annual report from the Library Director on staff performance. This Committee shall review the performance as well as the compensation and employee benefits of the Library Director on at least an annual basis and submit a report to the Board prior to the preparation of the annual Budget. Such policies shall be implemented by the Library Director.

c. The Budget and Finance Committee shall work with the Library Director in preparing an annual budget and submitting the budget estimate to be raised by levy to the County Clerk annually as well as to the voters for approval at the annual election. Expenditures not provided for in the annual Budget shall not be made without Board approval. Profit and loss statements for the preceding month shall be contained in monthly reports to the Board. This Committee shall work with the auditors for the District in preparing annual financial reports. In general the financial status of the District shall be monitored by this Committee and recommendations made to the Board after consideration of, among other matters, the proposed budget of the Director and recommendations of other committees.

d. The Buildings and Grounds Committee shall submit a recommendation based on facility evaluation, for capital improvement funds to be established by the Budget and Finance Committee and the Board of Trustees. This Committee shall also review, oversee and make recommendations concerning matters pertaining to the various facilities and properties owned by the District.

Section 4. All formal recommendations of a committee shall be in a report to the Board. All committees, except the Executive Committee, are advisory only, and may proceed in carrying out any recommended action only in accordance with a resolution of the Board.

Section 5. Each committee shall have at least three members.

Section 6. The Library Director shall be notified of all committee meetings and given an opportunity to attend, unless otherwise provided by the Board. Subject to a Board request to consider a matter, each committee shall set its own schedule and meet according to its needs.

ARTICLE VII

MISCELLANEOUS

Section 1. The fiscal year of the Library District shall be January 1 through December 31.

Section 2. *Robert's Rules of Order* shall prevail in the event of procedural disputes.

Section 3. As required by New York State Education Law, Section 226, "no rule by which more than a majority vote shall be required for any specified action by the Trustees shall be amended, suspended or repealed by a smaller vote than that required for action thereunder.:"

Section 4. Every Trustee, Officer, Director of the District shall be indemnified by the Library District to the fullest extent provided by New York State Law. The foregoing right of indemnification shall not be exclusive of any other right to which such person may be entitled.

ARTICLE VIII

AMENDMENTS

Section 1. An amendment to the Bylaws may be proposed by any Trustee. Such an amendment shall be valid after a majority vote at a regular Board meeting. Such amendments may be adopted only after they have been presented at a prior regular Board meeting and included on the Agenda for the meeting when the vote is to take place.

These Bylaws supersede those approved December 1, 2005, revised and approved by vote on