

# CHEMUNG COUNTY LIBRARY DISTRICT

## Agenda

The April 2006 meeting of the Board of Trustees of the Chemung County Library District will be held on *Thursday, April 20, 2006 at 7pm in the West Elmira Library*, 1231 West Water Street, Elmira, New York 14905. The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Wavle (735-1865), Mrs. Santulli (733-8607), or Mr. Sleeth (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2006-28)
4. Treasurer's report
  - a) Financial report (document #2006-29)
  - b) Report of Unpaid Bills Detail (document #2006-30)
5. Correspondence
6. President's report:
  - a) March 31, 2006 communication from the Public Library Foundation of Chemung County, Inc. (document #2006-31)
  - b) New York State Association of Library Boards (NYSALB) 2006 Trustee Institute
7. Director's report
  - a) Personnel activities since the March meeting of the Library Board
  - b) Tour of the West Elmira Library by Rose Woodard (document #2006-32)
8. Committee reports
  - a) Building & Grounds Committee (document #2006-33)
  - b) Personnel Committee (document #2006-34)
  - c) Policies & Bylaws Committee
    - (1) Summer Library Hours (document #2006-35)
9. Old business
10. New business
  - a) Central Library Development grant application (document #2006-36)
  - b) Committees of the Library Board
11. Period for public expression
12. Adjournment

*(Minutes of the March 2006 meeting of the Chemung County Library District Board of Trustees. Document #2006-28)*

**Minutes of the March 2006 meeting of the Chemung County Library District Board of Trustees.** The March meeting was held on Thursday, March 16, 2006 at 7:00pm at the Steele Memorial Library. The meeting was called to order by President Elizabeth Wavle. Present were: Marleah Denkenberger, Robin Fitzgerald, Richard Pirozzolo, Joan Hurley, Jan Kather, Andrea Ogunwumi, Denny Smith, Julia Lavarney, Dan Drake and Ed Marosek. Excused were Sherrill Collins, Claudia Radin, Karl Schwesinger and Maria Scotti-Laifer. Also present were Jim Sleeth, the Library's Director, Ms. Santulli, the Library's Administrative Assistant, and guest, Owen Frank, the Library's Webmaster.

**Minutes.** The board reviewed the minutes of the February 2006 meeting of the Library District Board of Trustees (document #2006-22). Mr. Smith moved, seconded by Ms. Lavarney to approve the minutes as submitted to the board in writing. Motion Carried.

**Treasurer's Report.** Mr. Pirozzolo presented the financial report for February 28, 2006 (document #2006-23). He stated that the Library District received its second installment of tax dollars from the County, amounting to \$905,000. The Budget & Finance Committee has met and are looking into ways to invest this money. According to his conversation with Attorney Jim Young, this will require a formal resolution of the board as well as a board approved Investment Policy. The Committee hopes to have a recommendation by the next board meeting. Mr. Pirozzolo moved, seconded by Mr. Drake to approve the financial report. Motion Carried. Mr. Smith moved, seconded by Ms. Lavarney to approve the report of disbursements (the Unpaid Bills Detail – document #2006-24) giving approval for payment of the invoices as submitted. Motion Carried.

Regarding the 2007 Library District budget, Mr. Pirozzolo passed out to the board a proposed timeline. In order to get the budget on the ballot for the General Election in November, it has to be finalized and forwarded to the Chemung County Board of Elections at least 36 days prior to the vote. In April, the Library District's Administration will prepare a first quarter report of 2006 budget expenses.

**Correspondence.** In addition to the communication from the Board of Regents dated February 14, 2006 (document #2006-25) that announced the granting of the absolute charter in the first instance to the Chemung County Library District, President Wavle passed around the official document as signed and sealed by the President of the Board of Regents of the University of the State of New York for board review.

**President's report.** President Wavle stated that the board needs to decide whether or not to hold the Library District election during the General Election, scheduled for Tuesday, November 7, 2006. The advantage to doing so is that the District does not incur significant election expense. Mr. Sleeth pointed out the distinction that the District Board

can run an election anytime you want, but even if the decision is to “piggyback” with the County during the General Election, the board is still responsible for running the election. Mr. Marosek stated that the Policies & Bylaws Committee is researching the process and obligations regarding election deadlines and will come back to the board with the details.

**Director’s report.** Mr. Sleeth introduced Owen Frank, the Library’s Webmaster. Mr. Frank gave the board a tour of the Library District’s virtual site: [www.cld.lib.ny.us](http://www.cld.lib.ny.us).

**Personnel Activities.** Mr. Sleeth reported that the Library District has two new Library Clerks starting their employment at the Steele Memorial Library this month. The Librarian 3 in charge of Adult Reference & Adult Services at the Steele Memorial Library is retiring at the end of this month, and that he is currently working with Civil Service to fill the new position of Technical Coordinator with a “Microcomputer Specialist.”

### **Committee Reports.**

**Buildings & Grounds Committee.** Ms. Kather reported that beginning tomorrow Sue Oliver of Fagan Engineers will begin visiting the four Library District buildings. The County’s Buildings & Grounds Department supplied Fagan Engineers with blueprints of all the library’s County-owned buildings.

A question was raised regarding snow removal at the libraries and closures of libraries during snowstorms. Mr. Sleeth stated that in general, libraries are not closed unless the County declares a State of Emergency. Neighborhood libraries will sometimes be allowed to close early during a storm, with the staff using their best judgment.

**Personnel Committee.** Mr. Smith reported that the Personnel Committee met and approved a Memorandum of Agreement between the Library District and CSEA that continues and maintains all previous practices in effect for CSEA-represented employees of the Library unit. These previous practices include Library Compensatory time, Sunday Library service at the Steele Library, procedures for promotions, procedures for implementation of Saturday coverage at the Steele Library and a stipend for the current Librarian 3 at the Horseheads Free Library. Mr. Smith moved, seconded by Ms. Fitzgerald to adopt the Memorandum of Agreement that covers the above-stated past practices of the library as part of the contract between the Library District and CSEA. Motion Carried.

Mr. Smith reported that the District is also in receipt of a contract from the CSEA Employee Benefit Fund that covers a Platinum 12 Vision Plan, also a past practice benefit for library employees. Formerly the County of Chemung had signed a contract for this benefit. The new contract is between the Library District and the Employee Benefit Fund. The cost of the benefit starts at \$17.18 per month per covered employee

(approximately 15 full-time people) in January of 2006 and increases to \$21.01 per month per covered employee by the end of the contract in December of 2008. Attorney Jim Young has reviewed and approved the language of the contract. Mr. Smith moved, seconded by Mr. Pirozzolo to ratify this contract between the Chemung County Library District and the CSEA Employee Benefit Fund covering the Platinum 12 Vision Plan for eligible Library District employees. Motion Carried. Mr. Smith stated that the Library District board will, in the future, be dealing more and more with CSEA and library district employees in contract negotiations.

Mr. Smith reported that the Personnel Committee began discussions regarding the performance evaluations of library management.

**Policy and Bylaws Committee.** Ms. Hurley stated that the Policy & Bylaws Committee has submitted two policies to the Library District board this month for its approval. The Library's Hours & Phone Sheet (document #2006-26) was amended to reflect the correct Library District website address. Ms. Hurley moved, seconded by Mr. Marosek to accept the Hours sheet as amended. Motion Carried.

Ms. Hurley reported that the Committee worked to meld the circulation policies of both the Steele Memorial Library and the Horseheads Free Library into one policy. They are confident that the procedures set forth in the Chemung County Library District Circulation Policy (document #2006-27) are such that both employees and volunteers will understand and be able to enforce. Included in the policy are the loan periods and fines and specific information on when items are due. New to the policy is the addition of the replacement value of the Books Plus Kits currently held by the Horseheads Free Library. Ms. Hurley moved, seconded by Ms. Lavarney to adopt the March 2006 draft of the Chemung County Library District Circulation Policy as submitted to the board in writing. Motion Carried.

Ms. Hurley reported that the Policies & Bylaws Committee is working on combining the bylaws of the boards of the Library District, the Horseheads Free Library and the Steele Memorial Library. They are also currently working on the Library Material Selection Policy. At their last meeting they did discuss the election process. The calendar from the Board of Elections will be out in May and at that time the Committee will put together a timetable for the Library District Election.

**Old Business.** None

**New Business.** None

**Public Expression.** None

The meeting was adjourned at 8:08pm. The next regular meeting of the board will be on Thursday, April 20, 2006 at 7pm at the West Elmira Library.

**CHEMUNG COUNTY LIBRARY DISTRICT -- (Document #2006-29)**

Financial Report - MARCH 31, 2006

Account	2006 Annual Budget	Received to date	Balance remaining	Percentage Received	Percentage through year
<b>Income</b>					
Library Fines, Fees & Contributions	\$ 89,625	\$ 34,012	\$ 55,613	38%	
Grants (other than N.Y.S.)	58,650	27,030	31,620	46%	
Interest & Foundation Contributions	80,000	43,238	36,762	54%	
Library District Tax Receipts	1,963,969	1,963,969	0	100%	
Steele Endowment Donation	0	211,000	0		
<b>State Aid</b>					
Central Library Development	105,000	0	105,000	0%	
Central Book Aid	71,500	0	71,500	0%	
Local Library Services Aid	49,952	2,832	47,120	6%	
Other State Aid	3,200	0	3,200	0%	
Interfund Transfer	94,619	0	94,619	0%	
<b>TOTAL INCOME</b>	<b>\$ 2,516,515</b>	<b>\$ 2,282,081</b>	<b>\$ 445,434</b>	<b>91%</b>	<b>25%</b>

Account	Annual Budget	Expended to date	Balance remaining	Percentage Expended	Percentage through year
<b>Expense</b>					
<b>Personnel</b>					
Salaries	\$ 1,084,071	\$ 234,675	\$ 849,396	22%	
Sunday & Holiday Salaries	46,258	18,670	27,588	40%	
Employee Benefits	478,892	103,561	375,331	22%	
<b>Contractual</b>					
Equipment	14,681	414	14,267	3%	
Telephone	12,130	2,100	10,030	17%	
Supplies	28,300	5,054	23,246	18%	
Travel & Continuing Education	12,603	190	12,413	2%	
Repairs & Maintenance	43,279	20,426	22,853	47%	
Postage	7,610	11	7,599	0%	
Library Materials (books, video, etc.)	254,667	50,865	203,802	20%	
Utilities	80,901	1,320	79,581	2%	
Building Cleaning Supplies	4,150	1,746	2,404	42%	
Fuel, Gas & Oil	1,200	420	780	35%	
Insurance	18,645	9,572	9,073	51%	
Rent	5,000	1,250	3,750	25%	
Vehicle Operation / Lease	7,000	363	6,637	5%	
Professional Fees (audit, membership)	12,650	3,408	9,242	27%	
Data Processing Expenses	37,118	600	36,518	2%	
Payment of Taxes	4,575	2,166	2,409	47%	
Library Programming	11,250	2,186	9,064	19%	
Interfund Transfer	94,619	0	94,619	0%	
Debt Service	221,065	0	221,065	0%	
<b>TOTAL EXPENSE</b>	<b>\$ 2,480,664</b>	<b>\$ 458,997</b>	<b>\$ 2,021,667</b>	<b>19%</b>	<b>25%</b>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of April 11, 2006

	<u>Date</u>	<u>Memo</u>	<u>Due Date</u>	<u>Open Balance</u>
<b>Acme Pest Control, Inc.</b>				
	04/11/2006	Pest Control @ Steele	04/21/2006	36.00
Total Acme Pest Control, Inc.				<u>36.00</u>
<b>Albert Talada</b>				
	04/11/2006	Volunteer Recog 5/5/06	04/21/2006	100.00
Total Albert Talada				<u>100.00</u>
<b>Amazon Credit Plan</b>				
	04/11/2006	Steele & HFL purchases	04/21/2006	110.89
Total Amazon Credit Plan				<u>110.89</u>
<b>American Library Association</b>				
	04/11/2006	Steele JUV programming supplies	04/21/2006	55.00
Total American Library Association				<u>55.00</u>
<b>AT&amp;T</b>				
	04/11/2006	long dist chg-ST	04/21/2006	18.76
Total AT&T				<u>18.76</u>
<b>Audio Editions</b>				
	04/11/2006	ST-order of CD's	04/21/2006	262.90
Total Audio Editions				<u>262.90</u>
<b>Baker &amp; Taylor Books</b>				
	04/11/2006	West EI/HFL book purchases	04/21/2006	703.37
Total Baker & Taylor Books				<u>703.37</u>
<b>Cassandra Edkin/Christy Edkin</b>				
	04/11/2006	Reimb. for Lost Book/Fines	04/21/2006	12.05
Total Cassandra Edkin/Christy Edkin				<u>12.05</u>
<b>Chemung County Buildings &amp; Grounds Dept.</b>				
	04/11/2006	Utilities/materials/elevator-1st quarter 2006	04/21/2006	11,330.99
Total Chemung County Buildings & Grounds Dept.				<u>11,330.99</u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of April 11, 2006

	<u>Date</u>	<u>Memo</u>	<u>Due Date</u>	<u>Open Balance</u>
<b>Chemung County Sewer District</b>				
	04/11/2006	annual fee for Steele, West Elmira, HFL	04/21/2006	473.07
Total Chemung County Sewer District				<u>473.07</u>
<b>Chris Harbison</b>				
	04/11/2006	Steele JUV SRC prizes	04/21/2006	54.57
Total Chris Harbison				<u>54.57</u>
<b>Christopher Carne</b>				
	04/11/2006	Patron refund for books paid	04/21/2006	80.00
Total Christopher Carne				<u>80.00</u>
<b>Convenient Tape &amp; Supplies</b>				
	04/11/2006	receipt printer tape supply	04/21/2006	176.00
Total Convenient Tape & Supplies				<u>176.00</u>
<b>CyberDark Computing</b>				
	04/11/2006	Laptop for Bookmobile	04/21/2006	925.00
Total CyberDark Computing				<u>925.00</u>
<b>Demco, Inc.</b>				
	04/11/2006	supplies for Steele	04/21/2006	169.48
Total Demco, Inc.				<u>169.48</u>
<b>EBSCO Subscription Services</b>				
	04/11/2006	USA Today/Wash Post subscription	04/21/2006	727.60
Total EBSCO Subscription Services				<u>727.60</u>
<b>Educational Directories, Inc.</b>				
	04/11/2006	HFL Library materials	04/21/2006	20.00
Total Educational Directories, Inc.				<u>20.00</u>
<b>Elmira City Chamberlain</b>				
	04/11/2006	Downtown Development taxes	04/21/2006	2,438.91
Total Elmira City Chamberlain				<u>2,438.91</u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of April 11, 2006

	<u>Date</u>	<u>Memo</u>	<u>Due Date</u>	<u>Open Balance</u>
<b>Elmira Water Board</b>				
	04/11/2006	ST & WE water	04/21/2006	131.00
Total Elmira Water Board				<u>131.00</u>
<b>Fagan Engineers</b>				
	04/11/2006	Professional Services 1st invoice	04/21/2006	2,316.20
Total Fagan Engineers				<u>2,316.20</u>
<b>Finger Lakes HVAC&amp;R, Inc.</b>				
	04/11/2006	HFL service agmt	04/21/2006	71.50
Total Finger Lakes HVAC&R, Inc.				<u>71.50</u>
<b>First Transit</b>				
	04/11/2006	BKM fuel/repairs	04/21/2006	174.65
Total First Transit				<u>174.65</u>
<b>Gaylord Bros, Inc.</b>				
	04/11/2006	book supports-WE	04/21/2006	396.03
Total Gaylord Bros, Inc.				<u>396.03</u>
<b>GovConnection, Inc.</b>				
	04/11/2006	HFL printer purchase	04/21/2006	175.77
Total GovConnection, Inc.				<u>175.77</u>
<b>Gressco LTD.</b>				
	04/11/2006	DVD kwik cases-Steele	04/21/2006	1,083.85
Total Gressco LTD.				<u>1,083.85</u>
<b>Harris Stationers, Inc.</b>				
	04/11/2006	printer cartridge-HFL	04/21/2006	54.00
Total Harris Stationers, Inc.				<u>54.00</u>
<b>Highsmith, Inc.</b>				
	04/11/2006	Steele labels	04/21/2006	38.62
Total Highsmith, Inc.				<u>38.62</u>



**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of April 11, 2006

	<u>Date</u>	<u>Memo</u>	<u>Due Date</u>	<u>Open Balance</u>
<b>Horseheads Do It Center</b>				
	04/11/2006	HFL Bldg. repairs	04/21/2006	108.06
Total Horseheads Do It Center				<u>108.06</u>
<b>Ingram Library Services</b>				
	04/11/2006	Library materials-all libraries	04/21/2006	9,601.45
Total Ingram Library Services				<u>9,601.45</u>
<b>Janet Ackerman</b>				
	04/11/2006	travel expense-BF	04/21/2006	13.58
Total Janet Ackerman				<u>13.58</u>
<b>Kimbo Educational</b>				
	04/11/2006	BF library materials	04/21/2006	37.65
Total Kimbo Educational				<u>37.65</u>
<b>Lamoka Shores Corp.</b>				
	04/11/2006	HFL Faucet replacement	04/21/2006	31.60
Total Lamoka Shores Corp.				<u>31.60</u>
<b>Lisa Doland</b>				
	04/11/2006	Steele Scrapbook program	04/21/2006	14.00
Total Lisa Doland				<u>14.00</u>
<b>Logic Computer Products</b>				
	04/11/2006	Printer cartridges for ST & HFL	04/21/2006	106.28
Total Logic Computer Products				<u>106.28</u>
<b>Matthew Usack</b>				
	04/11/2006	Patron Refund HFL	04/21/2006	20.00
Total Matthew Usack				<u>20.00</u>
<b>MidWest Tape</b>				
	04/11/2006	DVD purchases-Steele & HFL	04/21/2006	888.55
Total MidWest Tape				<u>888.55</u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of April 11, 2006

	<u>Date</u>	<u>Memo</u>	<u>Due Date</u>	<u>Open Balance</u>
<b>Mister Anderson's Company</b>				
	04/11/2006	Programming/books	04/21/2006	163.45
Total Mister Anderson's Company				<u>163.45</u>
<b>National Automobile Dealers Svc. Corp.</b>				
	04/11/2006	HFL two year subscription	04/21/2006	126.00
Total National Automobile Dealers Svc. Corp.				<u>126.00</u>
<b>NYSEG</b>				
	04/11/2006	HFL utility charges	04/21/2006	854.94
Total NYSEG				<u>854.94</u>
<b>Petty Cash-Steele</b>				
	04/11/2006	reimburse PC expenses	04/21/2006	107.65
Total Petty Cash-Steele				<u>107.65</u>
<b>ProQuest Information &amp; Learning</b>				
	04/11/2006	Microfilm	04/21/2006	18.80
Total ProQuest Information & Learning				<u>18.80</u>
<b>Purchase Power</b>				
	04/11/2006	ink for mail machine	04/21/2006	168.97
Total Purchase Power				<u>168.97</u>
<b>Random House, Inc.</b>				
	04/11/2006	AV purchases-ST	04/21/2006	471.75
Total Random House, Inc.				<u>471.75</u>
<b>Recorded Books</b>				
	04/11/2006	ST purchases for AV	04/21/2006	629.58
Total Recorded Books				<u>629.58</u>
<b>Rem-Southern Office Products, Inc.</b>				
	04/11/2006	ST maint agmt on Savin copiers	04/21/2006	1,118.04
Total Rem-Southern Office Products, Inc.				<u>1,118.04</u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of April 11, 2006

	<u>Date</u>	<u>Memo</u>	<u>Due Date</u>	<u>Open Balance</u>
<b>Scholastic Library Publishing</b>				
	04/11/2006	HFL/ST book purchases	04/21/2006	280.80
Total Scholastic Library Publishing				<u>280.80</u>
<b>Scholastic, Inc.</b>				
	04/11/2006	RoaR Purchase	04/21/2006	560.00
Total Scholastic, Inc.				<u>560.00</u>
<b>SDS of NY</b>				
	04/11/2006	garbage disposal-BF,WE,HFL	04/21/2006	211.86
Total SDS of NY				<u>211.86</u>
<b>Sebco Books</b>				
	04/11/2006	HFL Library Materials	04/21/2006	1,606.74
Total Sebco Books				<u>1,606.74</u>
<b>SKJ Facilities Management, Inc.</b>				
	04/11/2006	HFL Janitor services	04/21/2006	720.00
Total SKJ Facilities Management, Inc.				<u>720.00</u>
<b>Southern Tier Library System</b>				
	04/11/2006	Processing fees/cost share 1st qtr 2006	04/21/2006	9,218.67
Total Southern Tier Library System				<u>9,218.67</u>
<b>Staples Business Advantage</b>				
	04/11/2006	All libraries office supplies-State bid pricing	04/21/2006	1,097.84
Total Staples Business Advantage				<u>1,097.84</u>
<b>Staples Credit Plan</b>				
	04/11/2006	Local Store purchases	04/21/2006	5.23
Total Staples Credit Plan				<u>5.23</u>
<b>Staples Credit Plan-Dept 00-01338243</b>				
	04/11/2006	HFL office supply-local purchase	04/21/2006	125.21
Total Staples Credit Plan-Dept 00-01338243				<u>125.21</u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of April 11, 2006

	<u>Date</u>	<u>Memo</u>	<u>Due Date</u>	<u>Open Balance</u>
<b>Steele Memorial Library</b>				
	04/11/2006	BF/WE/HFL petty cash	04/21/2006	318.95
Total Steele Memorial Library				<u>318.95</u>
<b>Tanglewood</b>				
	04/11/2006	Steele program 4/21	04/21/2006	50.00
Total Tanglewood				<u>50.00</u>
<b>The Community Bookstore</b>				
	04/11/2006	NY Times/Wall St-1st qtr	04/21/2006	206.50
Total The Community Bookstore				<u>206.50</u>
<b>The H. W. Wilson Company</b>				
	04/11/2006	HFL library material	04/21/2006	236.00
Total The H. W. Wilson Company				<u>236.00</u>
<b>The Leader</b>				
	04/11/2006	BF subscription	04/21/2006	183.60
Total The Leader				<u>183.60</u>
<b>The Penworthy Company</b>				
	04/11/2006	HFL/WE library materials	04/21/2006	1,914.91
Total The Penworthy Company				<u>1,914.91</u>
<b>Thomson Gale</b>				
	04/11/2006	ST fiction purchase	04/21/2006	1,356.74
Total Thomson Gale				<u>1,356.74</u>
<b>Time Warner Cable</b>				
	04/11/2006	VPN Service	04/21/2006	200.00
Total Time Warner Cable				<u>200.00</u>
<b>Town of VanEtten</b>				
	04/11/2006	Building rental-April	04/21/2006	416.66
Total Town of VanEtten				<u>416.66</u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of April 11, 2006

	<u>Date</u>	<u>Memo</u>	<u>Due Date</u>	<u>Open Balance</u>
<b>Unique Management Services, Inc.</b>				
	04/11/2006	collection agency fees-all libraries	04/21/2006	<u>1,331.24</u>
Total Unique Management Services, Inc.				<u>1,331.24</u>
<b>Verizon</b>				
	04/11/2006	phone service-BF,HFL,ST,WE	04/21/2006	<u>691.69</u>
Total Verizon				<u>691.69</u>
<b>Verizon Wireless</b>				
	04/11/2006	BKM cellular service	04/21/2006	<u>128.60</u>
Total Verizon Wireless				<u>128.60</u>
<b>William Knapp</b>				
	04/11/2006	BKM supply	04/21/2006	<u>39.87</u>
Total William Knapp				<u>39.87</u>
<b>TOTAL</b>				<u><u>57,517.67</u></u>

**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
As of April 11, 2006

	<u>Date</u>	<u>Memo</u>	<u>Due Date</u>	<u>Open Balance</u>
<b>ABC-CLIO, Inc.</b>				
	04/11/2006	Reference material	04/21/2006	523.80
Total ABC-CLIO, Inc.				<u>523.80</u>
<b>Baker &amp; Taylor Books</b>				
	04/11/2006	Reference materials	04/21/2006	196.25
Total Baker & Taylor Books				<u>196.25</u>
<b>Cambridge University Press</b>				
	04/11/2006	Reference Materials	04/21/2006	810.78
Total Cambridge University Press				<u>810.78</u>
<b>Facts On File</b>				
	04/11/2006	Reference Material	04/21/2006	178.16
Total Facts On File				<u>178.16</u>
<b>Grey House Publishing</b>				
	04/11/2006	Reference Material	04/21/2006	179.50
Total Grey House Publishing				<u>179.50</u>
<b>Hill-Donnelly</b>				
	04/11/2006	Reference material	04/21/2006	183.18
Total Hill-Donnelly				<u>183.18</u>
<b>Ingram Library Services</b>				
	04/11/2006	NonFiction book purchases	04/21/2006	2,576.22
Total Ingram Library Services				<u>2,576.22</u>
<b>National Automobile Dealers Svc. Corp.</b>				
	04/11/2006	Reference material	04/21/2006	132.00
Total National Automobile Dealers Svc. Corp.				<u>132.00</u>
<b>Omnigraphics</b>				
	04/11/2006	Reference material	04/21/2006	55.64
Total Omnigraphics				<u>55.64</u>

**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
As of April 11, 2006

	<u>Date</u>	<u>Memo</u>	<u>Due Date</u>	<u>Open Balance</u>
<b>Polk City Directories</b>				
	04/11/2006	Reference materials	04/21/2006	208.50
Total Polk City Directories				<u>208.50</u>
<b>Rand McNally</b>				
	04/11/2006	Reference materials	04/21/2006	300.49
Total Rand McNally				<u>300.49</u>
<b>Salem Press, Inc.</b>				
	04/11/2006	Reference Material	04/21/2006	121.00
Total Salem Press, Inc.				<u>121.00</u>
<b>Southern Tier Library System</b>				
	04/11/2006	processing fees	04/21/2006	138.50
Total Southern Tier Library System				<u>138.50</u>
<b>Taylor &amp; Francis Group, LLC</b>				
	04/11/2006	Reference Materials	04/21/2006	400.99
Total Taylor & Francis Group, LLC				<u>400.99</u>
<b>The H. W. Wilson Company</b>				
	04/11/2006	Reference Material	04/21/2006	236.00
Total The H. W. Wilson Company				<u>236.00</u>
<b>Thomson Gale</b>				
	04/11/2006	Reference Mat.	04/21/2006	857.00
Total Thomson Gale				<u>857.00</u>
<b>TOTAL</b>				<u><u>7,098.01</u></u>



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

405 S. Main Street

Horseheads, New York 14845

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

To: Elizabeth Wavle, President, Chemung County Library District

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

Date: March 31, 2006

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

Please find enclosed a check for \$20,000 which reflects the first of four 2006 quarterly payments from The Public Library Foundation of Chemung County to the Chemung County Library District. As per prior agreement, these funds are to be used by the Library District on behalf of the Horseheads Free Library. Since the total 2006 transfer of Foundation funds will be approximately \$80,000 to the District and the 2006 District budget for Horseheads anticipated only \$39,500 in Foundation allocations, the Foundation Board has several recommendations for the expenditure of the \$40,500 in additional funds. It is our understanding that the District Board is reluctant to use Foundation funds for recreating the second librarian position at Horseheads that was eliminated in 2003 and hence, the Foundation Board is making the following recommendations for use of the \$40,500 for the Horseheads Library during 2006:

- \$4,000 for Horseheads programming since no funds were allocated in the budget for programming
- \$800 for new software, including Photoshop CS2 (\$300)
- \$3,000 for additional juvenile materials in popular formats to be expended as follows: \$1,000 for additional PlayStation games; \$1,000 for additional Leap Pad kits; \$1,000 for expansion of the juvenile audio book collection
- \$3,000 for creation of 6 new Books Plus Kits at \$500 per kit on the following topics: New York State History; Native Americans; Insects; Animals; World War II; Weather
- \$4,000 for additional adult materials to be expended as follows: \$2,000 for audio books on CD and \$2,000 for DVDs, especially to purchase classic feature films
- \$2,500 to replace a defective kitchenette unit (stove/sink/refrigerator)- Dwyer Model SC060CXR which is \$2,215 plus freight

While the total for the items noted above is \$17,300, it is anticipated that the remaining \$23,200 in Foundation funds transferred to the District will be kept for use in the patching of the Library parking lot to repair holes left when two storage sheds were removed, for any additional costs beyond the \$6,000 Member Item allocation for replacing the worn carpeting in the Horseheads Library and its meeting room and for fees associated with the installation of the kitchenette unit. Additionally, Fagan Engineers may have recommendations for other building repairs and upgrades that will need to be funded by the surplus 2006 Foundation funds.

Thank you on behalf of the entire Foundation Board for discussing the above recommendations and for updating the Board on the District's decisions pertaining to Foundation fund expenditures at Horseheads. We also would appreciate an annual accounting from the District at the end of the fiscal year for the expenditure of Foundation funds on behalf of the Horseheads Library. If you have any questions or concerns, please contact me at the above address, via phone at 739-9914 or via e-mail at [r.pirozzolo@worldnet.att.net](mailto:r.pirozzolo@worldnet.att.net).



## **West Elmira Library in 2006**

**(document #2006-32)**

**History:** The first record of library service in West Elmira was in 1926, from a temporary station. This was followed by an area of shelving housed in the old Town Hall, with materials handled by Town staff. Eventually, the east wing of the Town Hall was rented to the Library in 1952, with Edna Davidson serving as the first librarian. The current building was constructed in 1965 by Welliver Construction, based on plans provided by the architectural firm of Hirsch and Cassetti.

**Remodeled:** A major renovation was undertaken in 1989, with new carpeting, paint, and furniture. Followed by energy-efficient lighting in 1993, air conditioning in 1994, and a new roof in 1996. In 1999, category 5 cable was installed. Work area and kitchen updated with new furnishings in 2002.

**Square footage:** 4,189 square feet.

**Collection size:** More than 31,000 items. Public access to the Internet is provided to both adults and children through 3 computer workstations.

**Book budget:** 2005 expenditures for new library materials \$24,974. This amount was used to purchase new and replacement materials including adult and juvenile books, periodicals, and an increasingly popular collection of audio books. Funding for materials comes from the Chemung County Library District, the Friends of the Steele Memorial Library, and in 2005, from a generous donation of \$8,974 from the West Elmira Library Preservation Committee.

**Annual circulation:** 34,537 items were circulated in 2005. The preponderance of items circulated – both juvenile and adult – are for recreational reading: best sellers, biographies, and popular juvenile authors and titles, both in print and audio editions.

**Hours of operation:** The Library is open 45 hours per week in the Winter and 40 hours in the Summertime.

**Staffing:** Our branch library coordinator (Librarian 3) supervises the Principal Library Clerk in charge of the West Elmira Library who, in turn, supervises one full and two part-time Library Clerks. West Elmira has a strong volunteer program, with 30 some adult and juvenile volunteers.

**Special services:** Programming and class visits for school-aged children from local schools; storyhours for preschoolers and toddlers; adult programming including bridge classes, book reviews, and craft sessions. Programming is West Elmira's strength, entertaining 9,754 participants at adult and juvenile programs in 2005.

**Goals:** Work with local schools to provide a strong programming partnership, with special emphasis on strengthening our after school programs now that Hendy Avenue School is back in full swing.

# CHEMUNG COUNTY LIBRARY DISTRICT

## **Building & Grounds Committee Report** (document #2006-33)

**From:** Karl Schwesinger  
**Sent:** Monday, April 10, 2006 2:37 PM  
**To:** Liz Wavle; Dan Drake; Jan Kather  
**Subject:** Building & Grounds

Liz,

Here is my update for the board meeting.

Sue Oliver of Fagan Engineers is currently working on the assessments of the four Library Districts libraries. She has received blueprints from Chemung County Buildings and Grounds and the Horseheads library. She has completed site visits of each of the libraries. She is researching electrical upgrades to the Elmira libraries. She will have the reports completed on each library before the May 18<sup>th</sup> board meeting. This will allow time for the building and grounds committee to review the reports and develop a capital project plan for the June 19<sup>th</sup> meeting.

Thanks,

Karl Schwesinger

# CHEMUNG COUNTY LIBRARY DISTRICT

## **Personnel Committee Report, April 2006**

(document #2006-34)

The committee has completed the formation of performance evaluation questionnaires, one for the board and one for the six staff members that report to our director. This year only, we will be evaluating our director after just six months because the next budget to be placed before the voters must be devised beginning in June. This timing allows the board to factor in a raise for the director, based on the results of his performance evaluations. The next evaluation can then occur in May of 2007.

New this year is the institution of the 360-degree evaluation program. This format, used for many years in other non-profits and businesses, features evaluations from the top down and from the bottom up. In other words, our director will be evaluated by the board and also by the people who report to him directly. Those six supervisors will evaluate the people who report to them who will then evaluate their supervisors in return. Every employee will thus be evaluated and will also evaluate the person they report to.

Jim has established a management/employee committee to devise questionnaires for his employees. (The board evaluates only the director.)

At the May meeting we will be distributing the board questionnaires.

Submitted by Personnel Committee Chair, Claudia Radin

**Chemung County Library District – Summer 2006**  
**Monday, May 22, 2006 through Sunday, September 10, 2006**  
 (document #2006-35)

Our Libraries	Monday	Tuesday	Wednesday	Thursday	Friday
Big Flats Library 78 Canal Street Big Flats, New York 14814 562-3300	10am - 5:30pm	10am - 8pm	10am - 5:30pm	10am - 8pm	10am - 5pm
Horseheads Free Library 405 South Main Street Horseheads, New York 14845 739-4581	9am - 9pm	9am - 9pm	9am - 9pm	9am - 5:30pm	9am - 5:30pm
Steele Memorial Library 101 East Church Street Elmira, New York 14901 733-9173	9am - 9pm	9am - 9pm	9am - 9pm	9am - 9pm	9am - 5pm
Van Etten Library 83 Main Street Van Etten, New York 14889 589-4755	1pm - 5pm	Closed	1pm - 5pm	Closed	1pm - 6pm
West Elmira Library 1231 West Water Street Elmira, New York 14905 733-0541	12pm - 8pm	9am - 5pm	9am - 5pm	9am - 5pm	9am - 5pm

Bookmobile: 738-2476  
 Business Office: 733-8607  
 Director's Office: 733-8611

Literacy Volunteers: 733-8606  
 Horseheads Library Fax: 739-4592

Steele Customer Services: 733-9173  
 Steele Reference Services: 733-9175  
 Steele Library Fax: 733-9176  
 Steele Genealogy Research: 733-8602

Library District Website: [www.cclld.lib.ny.us](http://www.cclld.lib.ny.us)

## **Central Library Program – 2005 accomplishments and 2006 program** (document #2006-36)

The Steele Memorial Library, the central library of the Southern Tier Library System, provides reference services to member libraries, reference services directly to researchers who visit the Steele Library, reference services to persons who email or FAX the Steele Library, workshops for (and in) member libraries, computer use classes at the Steele Library, a website monthly “best of the web” for member libraries and their library patrons as part of the Chemung County Library District’s website, and public library services to patrons of STLS member libraries on Sunday afternoons from 1pm to 5pm in the Fall, Winter, and Spring months of the year.

To make these reference and public library services possible, professional and clerical staff of the Steele Memorial Library select, maintain, and distribute the central library collection purchased annually with Central Book Aid funds.

The following facts and figures assist in quantifying the range of services offered and provided:

- 2,165 adult non-fiction titles were purchased with CBA funds, costing \$31,167.
- 429 reference titles were purchased with CBA funds, costing \$41,869.
- \$1,076 was paid to Southern Tier for processing these non-fiction and reference materials.
- 44,000 circulation transactions to patrons of STLS member libraries.

The central library program relates to the following goals in the STLS plan of service:

Goal 1: STLS will ensure that Southern Tier residents have access to a broad range of information and library materials through local libraries.

- 1.1 Maximize residents access to library materials through the region and state
  - 1.4 Enable residents of the Southern Tier region to have easy access to materials owned by member libraries
  - 1.7 Provide comprehensive Central Library services to citizens of member libraries of the Southern Tier Library System
  - 1.8 Provide and inform member libraries of continuing education opportunities
1. Please describe what is being done with CLDA funds this year. What activities do these funds support?

CLDA Supports:

- a. Sunday afternoons from 1pm to 5pm in the Fall, Winter, and Spring months of the year at the Central Library
  - b. reference services to persons who phone, email or FAX the Central Library
  - c. Central Library Professional staff will plan and conduct Continuing Education workshops for STLS member library staff at remote locations
  - d. Central Library Professional staff will create a monthly best of the web list for STLS member libraries and the general public
  - e. Central Library staff will conduct basic PC and basic internet workshops as a function of reference services
  - f. The central library staff will select, maintain, and distribute the central library collection purchased annually with Central Book Aid funds
2. Please Describe briefly last year's program – its accomplishments and shortfalls (if any) and the impact on the library system's service area

In 2005 the central library Sunday afternoons from 1pm to 5pm in the Fall, Winter, and Spring months of the year at the Central Library, reference services to persons who phone, email or FAX the Central Library, Central Library Professional staff will plan and conduct Continuing Education workshops for STLS member library staff at remote locations, Central Library Professional staff will create a monthly best of the web list for STLS member libraries and the general public, Central Library staff will conduct basic PC and basic internet workshops as a function of reference services, The central library staff will select, maintain, and distribute the central library collection purchased annually with Central Book Aid funds, purchased new PCs for staff computers in anticipation of the 2006 SIRSI upgrade which will require Windows XP as the operating system.

3. Please describe how funding from CLDA relates to the total budget for your library. How does CLDA complement or supplement local and other funding

Costs to the central library in 2006 to provide these services equals: \$159,600 in staff salaries and benefits (1.79 clerical FTE and 1.0 professional FTE) for the distribution of CBA materials. Therefore, since the central library program brings in \$105,000 annually, the taxpayers of the Chemung County Library District (the parent organization of the central library) add an additional \$54,600 for the privilege of being the central library.

The annual central library development and central book aid grants do not pay for 100% of the costs of the selection, maintenance, and distribution of the *print* collection. The Chemung County Library District (the parent organization of the central library) pays additionally for the privilege of providing additional central library services – walk-in, phone and web access to services for public library patrons, basic PC and basic internet workshops, the “best of the web”, electronic reference services – to STLS member libraries.

The central library program relates to the following goals in the central library long range plan:

- Automation: Electronic tools used by staff and offered to the public will be as efficient, effective, and current as possible. Specifically, create a computer workstation replacement plan based upon the assumption that new workstations will be useful for 3 years.
- Cooperation with library systems: Chemung County Library District members will work with library systems to ensure that our need for system services are met, that STLS member libraries are able to take advantage of central library services, and staff share their expertise with other libraries. Specifically, promote central library services to STLS member libraries. Encourage STLS and STLS member library staff to get to know the central library.
- Training: Library staff will be thoroughly trained to use all library technology, provide electronic library services, interpret library policies, and perform library procedures.