



The Chemung County Library District, with neighborhood libraries in Big Flats, the Bookmobile, Elmira, Horseheads, Van Etten, West Elmira, and on the web at [www.cclid.lib.ny.us](http://www.cclid.lib.ny.us)

## Agenda

The May 2010 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, May 20<sup>th</sup>, 2010 at 7pm at the Van Etten Library, 83 Main Street, Van Etten, NY 14889. The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Denkenberger (734-7107), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (documents #2010-28)
4. Treasurer's report
  - a) Financial report (document #2010-29)
  - b) Report of Unpaid Bills Detail (document #2010-30)
5. Correspondence
6. President's report
7. Director's report
  - a) Tour of facility (document 2010-31)
8. Committee reports:
  - a) Executive Committee (Reynolds)
    - 1) Report of the Committee meeting (document #2010-32)
  - b) Budget & Finance Committee (Fitzgerald)
    - 1) Report of the Committee meeting (document #2010-33)
  - c) Building & Grounds Committee (Schwesinger)
  - d) Personnel Committee (Conwell)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

**Document #2010-28: Minutes of the April 2010 meeting of the Chemung County Library District Board of Trustees.**

**Minutes of the April 2010 meeting of the Chemung County Library District Board of Trustees.** The April meeting was held on Thursday, April 15, 2010 at 7:00pm at the West Elmira Library. The meeting was called to order by Vice-President Georgia Reynolds. Present were Susan Cook, Mary Beth Conwell, Jan Kather, Ann Cady, Allen C. Smith and Karl Schwesinger. Excused were Marleah Denkenberger, Robin Fitzgerald, Judy Sell, Tina Hager, Andrea Ogunwumi and Jessica Roberts. Also present were Kathy Stickler, the Library District's auditor from the firm Mengel, Metzger & Barr, Maureen Ferrell, the liaison with the Public Library Foundation of Chemung County, Jim Sleeth, the Library District's Interim Director and Joan Santulli, the Library District's Administrative Assistant.

Ms. Reynolds asked Ms. Stickler to review the Audited Financial Statements, other Financial Statements, and the Independent Auditors' Reports for the Chemung County Library District for calendar year 2009. Ms. Stickler reviewed the financial statements and fielded questions from the CCLD board. She stated that the audit represented a clean opinion with no exceptions. Board members expressed their satisfaction with the auditor's work.

**Minutes.** The minutes of the March 2010 meetings (Document #2010-23 & 23a) were presented for board review. The minutes were approved as distributed by unanimous consent.

**Financial Report.** The March 31, 2010 Financial Report (Document #2010-24) was presented for board review. Ms. Santulli noted that this report shows the receipt of the property tax revenue from Chemung County. The Library District is right on target with us being 25% through the year and expenditures being at 26% spent. By unanimous consent the March 31, 2010 Financial Report was approved as distributed and will be filed for audit.

**Concerning the Report of Unpaid Bills** (Document #2010-25). Mr. Schwesinger requested that 3 invoices be added to the April 8, 2010 list of unpaid bills: The first is a payment to Al's Construction in the amount of \$750, the agreed upon balance due to him for the roof renovation project at the Horseheads Free Library. The second is to Elmira Structures in the amount of \$8,973 for completion of the installation of windows and doors at both the Big Flats and West Elmira Libraries. (Elmira Structures invoice still lists a retainage of \$1,000 being held by CCLD) The third bill to be added is to Foor & Associates in the amount of \$433 representing the final invoice for professional services provided by them for the 2008 State Construction Projects. By unanimous consent, the board authorizes the payment of the unpaid bills dated 4/7/10 in the amounts of \$75,865.74 (General Fund) and \$5,795.53 (Grant Fund) and the unpaid bill lists dated 4/8/10 as amended in the amounts of \$7,337 (Grant Fund) and 53,344.74 (General Fund).

**Correspondence.** Mr. Sleeth again encouraged board members to attend the 2010 Trustee Institute presented by the New York State Association of Library Boards being held April 30 – May 1, 2010 in Melville, New York.

An updated list of Chemung County Library District board members was distributed. Mr. Sleeth requested that each board member review their information and correct any errors. A revised

2010 meeting schedule was distributed. Changes to the schedule include moving the starting time for the Executive Committee from 7pm to 6pm and the meeting time for the Buildings & Grounds Committee to be changed from 3pm to 4pm on the given dates.

**President's Report.** Ms. Reynolds stated that it was reported to the Executive Committee that the Public Library Foundation of Chemung County has allocated \$9,640 of their 2010 funding to pay for the purchase of the wheelchair lift for the new CCLD Bookmobile.

Ms. Reynolds also reported that the Library District has hired its new director, Ron Shaw. His official start date with the District is May 5, 2010. She expressed the District's thanks to Mary Beth Conwell for the great job she did as chair of the Personnel & Search Committees.

**Director's Report.** Mr. Sleeth reported on the recent incident with the current Bookmobile. On April 5<sup>th</sup>, Kim Jones, the driver of the Bookmobile sensed a problem and pulled off the road. She called the Chemung County Transit garage who arranged for Dave's Towing to pick up the Bookmobile. During the trip back to the Transit garage, a wheel flew off the Bookmobile, causing further damage. Mr. Sleeth reported that Dave's Towing has agreed to pay for both the damage and the repairs to the Bookmobile. Since the vehicle is over 20 years old, there is usually a delay in getting the necessary parts for repair. He said the Library hopes the current Bookmobile will be back on the road in early May.

Regarding the new Bookmobile, Mr. Sleeth reported that the contract with OBS, Inc., the manufacturer of the Bookmobile, has been signed and staff are currently working on interior design of the vehicle. Mr. Sleeth reported that he, Kim Jones, Dianne Patchett and Joan Santulli recently met with local author/artist Tedd Arnold to discuss the exterior wrap of the new Bookmobile. Mr. Arnold is very excited about being asked to design the wrap. Ms. Jones is investigating local companies who will be able to create and install the vinyl wrap once the new Bookmobile has been delivered to CCLD. The cost of the new Bookmobile is just over \$217,000 and CCLD has received just over \$220,000 in donations. Mr. Sleeth stated he does not know how much it will cost to have the wrap installed on the Bookmobile.

Mr. Sleeth stated that the staff of the Van Etten Library has been gearing up for the board's visit in May. Doris Jean Metzger, the new Principal Library Clerk, is reorganizing the library and learning CCLD policies & procedures. She is already doing programming for kids and is doing person-to-person marketing of the Van Etten Library, and she looks forward to a busy summer reading program. Converting to the STLS computer system is underway, though it will take some time to complete. Ms. Corter, the Librarian 3 in charge of the Van Etten Library and Ms. Metzger are looking forward to the CCLD board meeting on May 20<sup>th</sup> to show board members the progress being made at the library.

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2010-26). Ms. Reynolds stated that the Committee discussed concerns about what is happening with internet use at our libraries. She stated that the ad-hoc Policies Committee will be asked to review the current Internet policy, with input from the new library director, to determine the path to follow. Ms. Reynolds reminded Executive Committee members that their monthly meetings will now begin at 6pm instead of 7pm.

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2010-27). Mr. Smith reported that in addition to meeting with the auditor to review the preliminary 2009 audit of the CCLD financial statements, the Committee also met with Linda VanDeliner from the Chemung Canal Trust Company. Following review of two new products offered free by the bank to help prevent fraud, the Committee authorized the Library District to enter into a contract with the bank to participate in Positive Pay and ACH Debit Review.

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was distributed in writing at the meeting. Mr. Schwesinger reported that, at a conference he attended recently, he heard that the Town of Southport was applying for funding for the building of a new Southport Community Center and that there was discussion about including a small satellite “library” at the center. No further information is available at this time.

Mr. Schwesinger stated that Fagan Engineers has received signs from New York State to post at the Steele Memorial Library announcing the installation of the green roof and providing information regarding the funding of the project.

Several smaller projects the Committee is working on include: (1) contacting Kelley Brothers regarding the A.D.A. lever type handles yet to be installed at the Steele Library; (2) contacting Michnick Electric to get new lighting along the art wall at the Steele Library; and (3) contacting a pest control company to deal with carpenter bees near the entrance of the Horseheads Free Library as reported by Ms. Reynolds.

**Personnel Committee.** Ms. Conwell reported that the Library District has received a signed contract from Ron Shaw, the newly hired Director for the District. Mr. Shaw’s starting salary will be \$78,000. A background check and credit check are still pending. Mr. Shaw will be in the area the week of April 19 through the 22<sup>nd</sup>. His official start date with the Chemung County Library District is May 5, 2010. Ms. Conwell stated that the board needs to give Mr. Shaw some specific direction on which duties he should concentrate on as soon as possible after he begins his position with CCLD. The board agreed that the first order of business should be an assessment of the current staff plan, including the vacant positions, and submission of any recommendations for changes to the plan. The board also needs to set up an evaluation process for this first year of Mr. Shaw’s employment. The annual review should be set aside this first year in order to hold quarterly reviews of his progress. The probation period for the position is 52 weeks. It was stated that the board needs to plan a welcome reception for Mr. Shaw.

Ms. Conwell stated that she is currently working on writing thank you notes to all those who participated in the Search Committee. Volunteers besides board members who served on the Committee included Dave Radin, Chris Corter, Dick Pirozzolo, Michelle Barrett, Phyllis Rogan, Glenice Molter, Deb Brimmer, Rusty Wigg and Sam Castellino. The staff was grateful to have been included to serve on the Committee. Ms. Conwell also stated that the staff members who served on the Search Committee also expressed that they would like to be involved in future board meetings as well. The staff suggested that each Department Head could give the Library District board an overview of what they are doing in their specific positions at the District.

Board members expressed their thanks to Mr. Sleeth for staying on as the Interim Library District Director. Mr. Sleeth stated that he has been very happy to have worked first for the Steele Memorial Library Association and now the Chemung County Library District. Mr. Smith stated that the Chemung County Library District was very fortunate that through the efforts of Mr. Sleeth and many others, especially including members of the Steele and Horseheads task force on the library district, public libraries in Chemung County are in a favorable position, often in contrast with other libraries and not-for-profit organizations, both locally and nationally.

**New Business.** Ms. Reynolds stated that she would like board members to consider whether or not to change the start time of the monthly board meeting to 6pm instead of the current 7pm. This matter will be discussed at an upcoming meeting.

Ms. Reynolds reported that she received a phone call from a library patron who asked about the District's policy on taking out books without having your library card with you. She stated that the Big Flats staff had made an exception for this particular patron, but were very clear that this was a one-time exception. Ms. Reynolds was glad that she was able to confirm the policy with this patron.

Ms. Reynolds also requested that each library should have an American flag on their premises. She will check with the American Legion to see if they are willing to donate flags to the libraries that currently do not have one on site.

**Public Expression.** None.

The meeting was adjourned at 8:25pm. The next regular meeting of the board will be on Thursday, May 20, 2010 at 7pm at the Van Etten Library, 83 Main Street, Van Etten, New York.

**CHEMUNG COUNTY LIBRARY DISTRICT**  
**Financial Report - APRIL 30, 2010**

(DOCUMENT #2010-29)

Income	2010 annual budget	Received to date	Balance remaining	Percentage received	Percentage through the year	Notes
Library Fines, Fees & Contributions	\$ 104,250	\$ 32,878	\$ 71,372	32%		
Grants (other than N.Y.S.)		1,560	(1,560)	0%		Incl. final GATES funding for 2009
New Bookmobile fund		5,865	(5,865)			
Foundation Contributions	165,000	10,611	154,389	6%		Incl. funds for West Elmira Library = \$611
Library District Tax Receipts	2,437,502	2,451,930	(14,428)	101%		Incl. PILOT funds in lieu of taxes - \$14,428
Interest on Investments	15,000	1,820	13,180	12%		
<b>State Aid</b>						
Central Library Development	95,000	(4,364)	99,364	-5%		Amount returned to STLS
Central Book Aid	65,000	(2,973)	67,973	-5%		" " "
Local Library Services Aid	41,700	2,042	39,658	5%		Incl. final LLA funding for 2009
Other State Aid	1,600		1,600	0%		
<b>TOTAL INCOME</b>	<b>\$ 2,925,052</b>	<b>\$ 2,499,369</b>	<b>\$ 425,683</b>	<b>85.45%</b>	<b>33%</b>	

Expense	Annual Budget	Expended to date	Balance remaining	Percent Expended	Percentage through year	Notes
<b>Personnel</b>						
Salaries	\$ 1,226,874	\$ 343,627	\$ 883,247	28%		
Sunday & Holiday Salaries	60,474	18,939	41,535	31%		
Employee Benefits	591,229	162,609	428,620	28%		
<b>Subtotal - Personnel Expenses</b>	<b>1,878,577</b>	<b>525,175</b>	<b>1,353,402</b>	<b>28%</b>	<b>33%</b>	
<b>Contractual</b>						
Equipment	89,855	8,747	81,108	10%		
Telephone	10,800	3,870	6,930	36%		
Supplies	36,100	33,237	2,863	92%		Includes \$13,841 in Gates Grant exp. plus
Travel & Continuing Education	28,080	2,759	25,321	10%		\$4,000 in HFL donations
Repairs & Maintenance	36,459	10,466	25,993	29%		
Postage	7,600	3,853	3,747	51%		Postage meter is replenished twice per year
Education - Tuition Assistance	8,300	887	7,413	11%		
Library Materials (books, video, etc.)	302,000	105,732	196,268	35%		Includes \$3,625 RoaR acct. closed out
Utilities	97,650	42,359	55,291	43%		Incl. 4th quarter of 2009 expense
Building Cleaning Supplies	8,100	2,141	5,959	26%		
Fuel, Gas & Oil	2,000	971	1,029	49%		
Insurance	24,390	13,856	10,534	57%		
Vehicle Operation / Maintenance	2,500	1,180	1,320	47%		
Professional Fees (audit, engineer/leg)	114,100	44,778	69,322	39%		Incl. \$29,251 pymt to Interim Director
Data Processing Expenses	46,526	14,090	32,436	30%		
Payment of Taxes	4,845	4,463	382	92%		
Library Programming	20,500	8,201	12,299	40%		
Chemung County costs (B&G, vision)	17,049	5,392	11,657	32%		Incl. 4th quarter of 2009 expense
Capital Improvements	0	151,548	(151,548)			Expenses not included in 2010 budget
Contingency Fund	76,507	0	76,507	0%		
Debt Service	63,114	15,378	47,736	24%		
<b>TOTAL EXPENSE</b>	<b>\$ 2,875,052</b>	<b>\$ 999,083</b>	<b>\$ 1,875,969</b>	<b>35%</b>	<b>33%</b>	

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of May 12, 2010

Document #2010-30

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Acme Pest Control, Inc.</b>			
	05/11/2010	Pest Control @ Steele-9 months	225.00
Total Acme Pest Control, Inc.			<u>225.00</u>
<b>Al's Construction</b>			
	05/11/2010	HFL roof project - FINAL payment as agreed	750.00
Total Al's Construction			<u>750.00</u>
<b>Amazon Credit Plan</b>			
	05/11/2010	purchases -all libraries	1,108.98
Total Amazon Credit Plan			<u>1,108.98</u>
<b>BBC Audiobooks America</b>			
	05/11/2010	Audio purchases for Steele	599.73
Total BBC Audiobooks America			<u>599.73</u>
<b>Blackbourn Media Packaging</b>			
	05/11/2010	AV supplies for ST & BF	399.98
Total Blackbourn Media Packaging			<u>399.98</u>
<b>Brian P. Harris</b>			
	05/11/2010	mileage reimb 3/17-5/5/10	83.00
Total Brian P. Harris			<u>83.00</u>
<b>Broader View Weekly</b>			
	05/11/2010	annual subscription-HH	36.00
Total Broader View Weekly			<u>36.00</u>
<b>Building Blocks Press</b>			
	05/11/2010	CD purchase for ST	30.72
Total Building Blocks Press			<u>30.72</u>
<b>Caroline Poppendeck</b>			
	05/11/2010	mileage for 4/16 workshop plus hotel expense-ST	173.20
Total Caroline Poppendeck			<u>173.20</u>
<b>Center Point Large Print</b>			
	05/11/2010	BKM & Fiction large print	282.18
Total Center Point Large Print			<u>282.18</u>
<b>Chemung County Sewer District</b>			
	05/11/2010	annual fee for Steele & WE	414.70
Total Chemung County Sewer District			<u>414.70</u>
<b>Dallas Midwest, LLC</b>			
	05/11/2010	Locker purchase for HFL staff	831.00
Total Dallas Midwest, LLC			<u>831.00</u>
<b>Demco, Inc.</b>			
	05/11/2010	supplies for libraries	642.41
Total Demco, Inc.			<u>642.41</u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of May 12, 2010

Document #2010-30

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Elmira Structures, Inc.</b>			
	05/11/2010	State Const Project-FINAL payment	1,000.00
Total Elmira Structures, Inc.			<u>1,000.00</u>
<b>Elmira Water Board</b>			
	05/12/2010	Water bills-WE	37.36
Total Elmira Water Board			<u>37.36</u>
<b>Fagan Engineers</b>			
	05/11/2010	Prof. Svc for Steele Green Roof	8,785.20
Total Fagan Engineers			<u>8,785.20</u>
<b>Fire Alarm Service Technology, Inc.</b>			
	05/11/2010	Fire alarm monitoring @ ST	330.00
Total Fire Alarm Service Technology, Inc.			<u>330.00</u>
<b>First Transit</b>			
	05/11/2010	Bookmobile fuel/repairs for April	737.66
Total First Transit			<u>737.66</u>
<b>Gaylord Bros, Inc.</b>			
	05/11/2010	World Map for ST JUV	244.33
Total Gaylord Bros, Inc.			<u>244.33</u>
<b>Glenice Molter</b>			
	05/11/2010	Mileage reimb-April workshops	121.00
Total Glenice Molter			<u>121.00</u>
<b>Gov Connection</b>			
	05/11/2010	Monitors & screen filters for VE	1,165.00
Total Gov Connection			<u>1,165.00</u>
<b>Gressco LTD.</b>			
	05/11/2010	DVD security cases for ST	1,209.64
Total Gressco LTD.			<u>1,209.64</u>
<b>H. L. Treu Office Supply Corp.</b>			
	05/11/2010	Office supply-ST & BKM	101.13
Total H. L. Treu Office Supply Corp.			<u>101.13</u>
<b>Highsmith, Inc.</b>			
	05/11/2010	Supplies ST/VE/BF	209.58
Total Highsmith, Inc.			<u>209.58</u>
<b>Horwitz Supply Company</b>			
	05/11/2010	paper/cleaning supply-HFL	67.83
Total Horwitz Supply Company			<u>67.83</u>
<b>Image Integrator</b>			
	05/11/2010	toner for MF machine-ST	180.20
Total Image Integrator			<u>180.20</u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of May 12, 2010

Document #2010-30

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Mengel Metzger &amp; Barr</b>			
	05/11/2010	2009 Audit	7,000.00
Total Mengel Metzger & Barr			<u>7,000.00</u>
<b>Micknich Electrical Systems</b>			
	05/11/2010	Final payment - Steele/West electrical	7,349.30
Total Micknich Electrical Systems			<u>7,349.30</u>
<b>MidWest Tape</b>			
	05/11/2010	DVD/Audio purchases-HFL/ST/BKM	1,860.29
Total MidWest Tape			<u>1,860.29</u>
<b>Oriental Trading Company, Inc.</b>			
	05/11/2010	programming supplies-ST	22.97
Total Oriental Trading Company, Inc.			<u>22.97</u>
<b>Pest Solutions, LLC</b>			
	05/11/2010	removal of bees at HFL	75.00
Total Pest Solutions, LLC			<u>75.00</u>
<b>Prattsburgh Library</b>			
	05/11/2010	Payment for lost book	10.00
Total Prattsburgh Library			<u>10.00</u>
<b>ProQuest LLC</b>			
	05/11/2010	Star Gazette microfilm-FEB	11.48
Total ProQuest LLC			<u>11.48</u>
<b>ProSource Specialties</b>			
	05/11/2010	Programming supplies-ST	49.00
Total ProSource Specialties			<u>49.00</u>
<b>Raco Industries</b>			
	05/11/2010	supply of scanners-all libraries	642.40
Total Raco Industries			<u>642.40</u>
<b>RadioShack Corporation</b>			
	05/11/2010	phone replacements & battery supply-ST	122.93
Total RadioShack Corporation			<u>122.93</u>
<b>Random House, Inc.</b>			
	05/11/2010	AV purchases-ST	1,168.75
Total Random House, Inc.			<u>1,168.75</u>
<b>Recorded Books</b>			
	05/11/2010	Steele purchases	787.97
Total Recorded Books			<u>787.97</u>
<b>Reliable Computer Products</b>			
	05/11/2010	toner for WE/BF copiers	108.07
Total Reliable Computer Products			<u>108.07</u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of May 12, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Ron Shaw</b>			
	05/12/2010	Reimbursement for moving expenses to date	1,500.79
Total Ron Shaw			<u>1,500.79</u>
<b>RSVP of Chemung County</b>			
	05/11/2010	Volunteer Recognition Ad-2010	50.00
Total RSVP of Chemung County			<u>50.00</u>
<b>SDS/Casella</b>			
	05/11/2010	garbage disposal-BF,WE,HFL for March	152.27
Total SDS/Casella			<u>152.27</u>
<b>SKJ Facilities Management, Inc.</b>			
	05/11/2010	HFL Janitor services 4/11 & 4/18	240.00
Total SKJ Facilities Management, Inc.			<u>240.00</u>
<b>Southeast Steuben County Library</b>			
	05/11/2010	Collection fees belonging to SSL, collected at ST	45.00
Total Southeast Steuben County Library			<u>45.00</u>
<b>Southern Tier Library System</b>			
	05/11/2010	processing fees-all libraries	498.50
Total Southern Tier Library System			<u>498.50</u>
<b>Staples Business Advantage</b>			
	05/11/2010	office supply/all libraries	373.70
Total Staples Business Advantage			<u>373.70</u>
<b>Supermedia LLC</b>			
	05/11/2010	Phone book advertising-9 months	350.58
Total Supermedia LLC			<u>350.58</u>
<b>Thomson Gale</b>			
	05/11/2010	ST fiction purchase	614.22
Total Thomson Gale			<u>614.22</u>
<b>Time Warner Cable</b>			
	05/11/2010	VPN service-BF-6 months	400.00
Total Time Warner Cable			<u>400.00</u>
<b>Unique Management Services, Inc.</b>			
	05/11/2010	Collection fees - April 2010 all libraries	799.91
Total Unique Management Services, Inc.			<u>799.91</u>
<b>Upstart</b>			
	05/11/2010	programming supplies	49.95
Total Upstart			<u>49.95</u>
<b>Verizon</b>			
	05/11/2010	phone service-ST/WE	537.96
Total Verizon			<u>537.96</u>

**Unpaid Bills Detail**

As of May 12, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Wegmans Food Markets Inc.</b>			
	05/11/2010	Program Supplies-ST	<u>27.47</u>
Total Wegmans Food Markets Inc.			<u>27.47</u>
			<u><b>44,614.34</b></u>

## Unpaid Bills Detail

As of May 5, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Brodart Co.</b>			
	05/05/2010	supplies all libraries	60.06
Total Brodart Co.			<u>60.06</u>
<b>Caroline Poppendeck</b>			
	05/05/2010	mileage for 4/8 workshop-ST	213.40
Total Caroline Poppendeck			<u>213.40</u>
<b>Chemung Canal Trust Company</b>			
	05/05/2010	misc credit card purchases-April 2010	143.33
Total Chemung Canal Trust Company			<u>143.33</u>
<b>Chemung County Library District</b>			
	05/05/2010	Petty Cash reimbursement - WE/HFL	292.98
Total Chemung County Library District			<u>292.98</u>
<b>Chris Corter</b>			
	05/05/2010	purchases for HFL/VE Libraries	282.73
Total Chris Corter			<u>282.73</u>
<b>Deborah L. Brimmer</b>			
	05/05/2010	mileage reimb-March & April	401.00
Total Deborah L. Brimmer			<u>401.00</u>
<b>Dianne Patchett</b>			
	05/05/2010	BKM program expense	87.96
Total Dianne Patchett			<u>87.96</u>
<b>Earthquake Co.</b>			
	05/05/2010	book purchase-all libraries	81.00
Total Earthquake Co.			<u>81.00</u>
<b>Horseheads Do It Center</b>			
	05/05/2010	HFL - supplies	28.92
Total Horseheads Do It Center			<u>28.92</u>
<b>Ingram Library Services</b>			
	05/05/2010	Library materials-all libraries	10,065.53
Total Ingram Library Services			<u>10,065.53</u>
<b>J &amp; D Cappy's Ltd.</b>			
	05/05/2010	newspapers for April	155.00
Total J & D Cappy's Ltd.			<u>155.00</u>
<b>James G. Sleeth</b>			
	05/05/2010	FINAL invoice for Interim Director duties	7,312.75
Total James G. Sleeth			<u>7,312.75</u>
<b>Judith Mason</b>			
	05/05/2010	BF adult craft program	45.53
Total Judith Mason			<u>45.53</u>

## Unpaid Bills Detail

As of May 5, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Judy Stock</b>			
	05/05/2010	5/10 program at West	200.00
Total Judy Stock			<u>200.00</u>
<b>Kimberly Jones</b>			
	05/05/2010	mileage-delivery of books	33.55
Total Kimberly Jones			<u>33.55</u>
<b>MCI</b>			
	05/05/2010	Long distance chg-all libraries	145.96
Total MCI			<u>145.96</u>
<b>Michelle Barrett</b>			
	05/05/2010	mileage reimbursement 4/28 workshop	92.55
Total Michelle Barrett			<u>92.55</u>
<b>Micknich Electrical Systems</b>			
	05/05/2010	Return of deposit on bid documents	25.00
Total Micknich Electrical Systems			<u>25.00</u>
<b>Microfilm Sales</b>			
	05/05/2010	purchase-Catholic church records	100.00
Total Microfilm Sales			<u>100.00</u>
<b>Petty Cash-Steele</b>			
	05/05/2010	supplies/postage/program exp	334.40
Total Petty Cash-Steele			<u>334.40</u>
<b>Pitney Bowes</b>			
	05/05/2010	mail machine lease-1/30-4/30/2010	708.00
Total Pitney Bowes			<u>708.00</u>
<b>Rose Woodard</b>			
	05/05/2010	books for WE	201.01
Total Rose Woodard			<u>201.01</u>
<b>SDS/Casella</b>			
	05/05/2010	garbage disposal-BF,WE,HFL for March	142.64
Total SDS/Casella			<u>142.64</u>
<b>Staples Credit Plan</b>			
	05/05/2010	Sandisks-all libraries	163.98
Total Staples Credit Plan			<u>163.98</u>
<b>Sue Larson</b>			
	05/05/2010	Kindermusik program @ ST	75.00
Total Sue Larson			<u>75.00</u>
<b>Tanglewood</b>			
	05/05/2010	STeele program in April	55.00
Total Tanglewood			<u>55.00</u>

**Unpaid Bills Detail**

As of May 5, 2010

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>The Leader</b>			
	05/05/2010	BF/HFL subscription	<u>423.40</u>
Total The Leader			423.40
<b>Unique Management Services, Inc.</b>			
	05/05/2010	Collection fees - March 2010 all libraries	<u>967.48</u>
Total Unique Management Services, Inc.			967.48
<b>Verizon</b>			
	05/05/2010	phone service-BF/HFL	<u>265.17</u>
Total Verizon			265.17
<b>Verizon Business Services</b>			
	05/05/2010	Unpaid balance for Horseheads	<u>20.70</u>
Total Verizon Business Services			20.70
<b>Verizon Wireless</b>			
	05/05/2010	BKM/IT Dept cellular service-April	<u>157.21</u>
Total Verizon Wireless			<u>157.21</u>
<b>TOTAL</b>			<u><u>23,281.24</u></u>

**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
As of May 5, 2010

Document #2010-30

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Baker &amp; Taylor Books</b>			
	05/05/2010	Reference materials	469.55
Total Baker & Taylor Books			<u>469.55</u>
<b>Foundation Center</b>			
	05/05/2010	2010 Foundation Directory	480.50
Total Foundation Center			<u>480.50</u>
<b>Grey House Publishing</b>			
	05/05/2010	Reference Material	267.00
Total Grey House Publishing			<u>267.00</u>
<b>Indiana University Press</b>			
	05/05/2010	Reference material	305.82
Total Indiana University Press			<u>305.82</u>
<b>Ingram Library Services</b>			
	05/05/2010	Non-Fiction book purchases-April 2010	2,475.89
Total Ingram Library Services			<u>2,475.89</u>
<b>N.A.D.A. Appraisal Guides</b>			
	05/05/2010	reference materials	412.00
Total N.A.D.A. Appraisal Guides			<u>412.00</u>
<b>The H. W. Wilson Company</b>			
	05/05/2010	Reference Material	220.00
Total The H. W. Wilson Company			<u>220.00</u>
<b>Thomson Gale</b>			
	05/05/2010	Reference Material	328.00
Total Thomson Gale			<u>328.00</u>
<b>TOTAL</b>			<u><u>4,958.76</u></u>

## **Document #2010 – 31**

### **A brief evaluation of the program of service at the Van Etten Library, a neighborhood library of the Chemung County Library District, by Jim Sleeth, Doris Jean Metzger, part time principal clerk and Chris Corter, Librarian 3, Neighborhood Libraries Supervisor, January - April, 2010**

April 21, 2010

In late December 2009, Bonnie Mallen, the long time library clerk and employee of the Town of Van Etten who supervised the Van Etten Library, retired. Ms. Mallen was succeeded by Doris Jean Metzger, a part time principal library clerk and employee of the Library District, thus resolving the organizational ambiguity that existed between the Van Etten Library and the Library District. The first steps toward making the Van Etten Library a full-fledged CCLD neighborhood library – where Library District policies & procedures & programs are applied uniformly – is this analysis of the building, space, and program of service in Van Etten.

Below are our observations since January and our recommendations for improved library service in Van Etten. The report is divided into seven categories:

- Community and library users;
- Building and space;
- Collection;
- Policies, procedures, and services;
- Programs;
- Staff and library hours; and
- Community partnerships

The report ends with our conclusions, our plan for improvement, and the progress toward those goals we have made thus far.

#### **Community and library users**

Van Etten is a quaint close knit community in the northeastern corner of Chemung County. Rural residents come from varying socio-economic and educational levels. The town and village residents who know about the library and use it are loyal and want to see the library improve. Many people do not have computers or internet access in their homes. There are a handful of dedicated older library users who primarily read fiction and large print and want personal service from staff. Like all library users, readers are thirsty for the newest best sellers and popular titles.

#### **Building and space**

- The Van Etten Library occupies 2 rooms rent free at the rear of the Town of Van Etten Municipal building. The Town values the library's presence and has been helpful in familiarizing Library District staff with the building and has offered to aid with any

reasonable requests for improvement. “Whatever you want, let us know” has been the mantra. This positive, working relationship is welcoming and will prove beneficial to CCLD and library users alike.

- Phone service is provided by the Town. A security system is installed and used daily by Library District staff and STLS delivery men.
- The library has very limited space. The main room – a room measuring about 25’ by 25’ – is painted all white which lacks interest. This room houses the entire collection shelved around the outside walls. Wall shelves are constructed of very old wood and many are warped making it hard to adjust. Metal freestanding shelves are rusted and bent.
- The library is overcrowded with no display space or comfortable seating. New books are displayed on a very old shelf directly inside the front door. Many patrons never venture beyond that shelf.
- A smaller adjacent room is also used for library purposes. This room, badly in need of paint, houses a huge display shelf used to store programming materials and book donations because there are no closets or storage space. Currently, there are two public computers installed in this room; these computers are on a wireless network.
- The Van Etten Library is essentially invisible to the outside world. There is no exterior signage indicating that a library is in the Town Municipal Building and the posting of library hours in the front of the Building is not easily noticeable.
- An obsolete television with a VHS/DVD player simply takes up space in the library, for it contributes nothing to the library in terms of programming or information.
- An old rusty U.S. mailbox is being used as a book drop. It is dangerous, lacks a lock and adds significantly to the shabby exterior appearance of the library.

### **Collection**

- The bulk of the collection consists of outdated adult fiction and nonfiction titles. Regular library users beg for newer items because they’ve read all the interesting books available on the shelves. The library could benefit from additional collection development money to update materials to attract loyal and new customers.
- Children’s and young adult materials represent just a quarter of the collection. This collection is in dire need of updating. Titles are in poor condition and filled with stereotypes. More young adult and beginning reader titles are needed.
- Many books have been added to the Library for circulation without being cataloged or labeled properly.

- “Rotating collections” from Southern Tier Library System are helpful in providing fresh titles since the collection development budget is very limited. The rotating collections are housed on book trucks because of lack of shelf or display space. Other rotating collections – large type titles, DVDs, and audio books – supplement the collection.
- Old and useless (quite literally useless, since they both lack value and have never been used) New York State law books and outdated encyclopedias take up valuable shelf space. A file cabinet blocks access to a portion of the collection.
- Three public computer workstations crowd the circulation desk on mismatched tables that block access to the nonfiction shelves, making it impossible to browse non-fiction books without disturbing a computer user.

### **Policies, procedures, and services**

- A conglomeration of ad hoc policies, procedures, and systems creates confusion and inconsistency and results in a whole lot of needless extra work for staff and limited customer services for Van Etten Library patrons.
- Some procedures are automated, others are not.
- Patrons have not been required to obtain (much less “have and use”) their own library card, and patrons are accustomed to checking out library materials by writing their names or initials on book cards, making it impossible to retrieve overdue items.
- Loan periods are not consistent with CCLD circulation policy. Patrons are not accustomed to renewing borrowed materials; they keep titles for as long as they like.
- Library fines are not collected. Some items have been added to the automated catalog, some have not. Some items have barcodes, some do not.
- The three public computers are popular and in use at least 85% of the time; however, connection problems, “freezing” computers, and lack of speed are constant aggravations. Patrons have not been required to have library cards to use the public computers as is the case in other CCLD libraries. A printer is part of the computer network and used by both staff and patrons, though public printing is not controlled (as it is in other CCLD libraries) by Envisionware software though it has been purchased and is ready for installation at the Van Etten Library.
- The photocopy machine is ancient, so it should come as no surprise that no money has been collection for photocopies or computer printouts.

### **Programs**

- Children and families rarely come to the library.

- Programming is minimal to non-existent except for a partially successful summer reading program.
- The budget for programming in Van Etten is inadequate.
- There is little or no marketing of library services and programs.

### **Hours and staff**

- The Van Etten Library is open just 13 hours per week: Monday, Wednesday, and Friday afternoons. Patrons unanimously express desire for more hours, especially evenings and Saturdays to accommodate working families and allow for programming. The Spencer Library, part of the Finger Lakes Library System, is only 4 miles away. Some patrons use both libraries.
- Our part time principal library clerk, Doris Jean Metzger, works just 20 hours per week. Chris Corter, the librarian who supervises Doris Jean visits bi-weekly.
- The library has never recruited volunteers who could be helpful in collection maintenance, circulation, and shelving.

### **Community partnerships**

- The Town of Van Etten is very supportive and understands the value of the library in the community. The Village of Van Etten's degree of support is unknown at this time.
- As far as we know, there is minimal contact or collaboration with local schools, the family resource room, summer cohesion programs, senior centers, day care centers, and community service organizations.
- Unlike other CCLD neighborhood libraries, there is no Friends of the Library or advocacy group for the Van Etten Library.

### **Conclusion**

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

Based on the mission statement of the CCLD, the Van Etten Library falls far short. Much needs to be done to bring the library up to par with other CCLD libraries. There is much potential; it's not impossible, although the necessary resources must be given to us in order to make it happen. It will take time and patience but in the coming year, we hope to provide the perfect balance of

friendly personal service with a fully automated library that follows all Chemung County Library District policies and procedures.

### **Our plan for improvement**

- By the late fall of 2010, the Van Etten Library will be fully automated. Weeding the collection, training the staff, bar coding the collection, and informing the public of the Library's progress will take place in the spring, summer, and early fall. Library patrons will be issued new CCLD library cards and become well informed of the policies and procedures to be followed. Once we go online, we will take a gentle approach to the implementation of these new rules, until both loyal and new patrons understand and comply.
- Library staff will work with the CCLD Director and/or Friends of the Steele Library to determine how to dispose of weeded materials.
- Doris Jean will train and work at the Steele and Horseheads libraries to gain a full knowledge of the many components of the STLS automated system as well as CCLD policies.
- Library staff will experiment with options to find the best fit for collections, display of new materials, and free standing shelving. We will bring color into the library and create a family friendly atmosphere and a well-defined programming space. We will explore the potential for outdoor programming in the parking lot, a pavilion, and the field next to the Van Etten Library.
- Because programming is vital to the success of this small CCLD library, regular storytimes, class visits (for the Kinderbook program, for example), and special events will be planned. Computer classes and young adult programs will be explored.
- CCLD staff will introduce Van Etten Library patrons to the CCLD web site, the calendar of events, the electronic databases. Basic online catalog searching techniques, including placing holds online, will be taught to Van Etten Library patrons.
- The adjacent "spare room" will be painted and all public computers will be moved there. Working with the Town of Van Etten and CCLD information technology staff, electricity and connectivity will be updated. Improved security will be installed on the public computers by CCLD information technology staff.
- Because there is great potential for building community partnerships, CCLD staff will begin to participate in community events. Improved communication with the schools and the Spencer Library (located just five minutes down the road) will take place.
- We will attempt to recruit a reliable, dedicated, and core group of volunteers who can be trained to assist CCLD staff in maintaining the Van Etten Library.

### **Hours of operation**

- Just as other CCLD policies and procedures are under review, we recommend that the public service hours of the Van Etten Library be increased (by three hours a week) to a total of 16 hours per week. This will allow for additional staff and volunteer training in CCLD policies and procedures as well as in the use of the STLS automated system. We will recommend that, in the Summer of 2010, the public service hours of the Van Etten Library should be:

Monday 1:00-5:00 = 4 hours

Wednesday 1:00-7:00 = 6 hours (currently close at 5:00)

Friday 1:00-7:00 = 6 hours (currently close at 6:00)

- We will recommend that, in the Fall of 2010, the public service hours of the Van Etten Library should be:

Monday closed

Wednesday 1:00-7:00 = 6 hours

Friday 1:00-7:00 = 6 hours

Saturday 12:00-4:00 = 4 hours (providing an early afternoon storytime)

After a year's experience with these new hours, we will to review the hours before recommending any additional changes to improve public service from the Van Etten Library.

### **Our progress thus far**

- Many patrons are already being registered and given CCLD library cards. Whenever possible (and to guarantee user confidentiality) library card numbers are used to check out library materials.
- The huge display shelf in the "spare room" has been removed. Working with the Town of Van Etten at no cost to the Library District, additional electrical outlets have been installed. A coat of fresh paint has improved the look of the new computer room.
- Delivery from STSL has increased to two days a week and more books are coming in delivery to fill patron requests (many of which are being made by patrons themselves using the online system).
- Some of the children's books have been weeded and additional titles now populate the Van Etten Library shelves as provided by the Steele Memorial Library (where they were duplicates).
- Two teen volunteers and one retired librarian volunteer have been recruited to help shelve library materials and label books. The retired elementary school librarian has already filled in to manage the library alone, allowing CCLD principal library clerk Doris Jean Metzger the opportunity to attend a summer reading club workshop.

- An informal survey of Van Etten Library patrons (and potential patrons) was created and distributed by Doris Jean. The results show that residents want more hours, more popular materials (including fiction and DVDs) programs for children & young adults & families. Basically, more of everything is wanted, with teachers asking *Can we come for field trips?* and *Can I bring my first grade class for a story hour?*
- It should not go without saying that marketing works! Doris Jean has been posting library events on the Spencer-Van Etten website and has been featured in several articles in the Broader View (Van Etten) and Random Harvest (Spencer) newspapers. People are reading them. Users are coming in because they read about the arrival of a new rotating collection. She promoted the library at the annual Community Showcase, introduced herself at the Town of Van Etten Board meeting and presented to a 5<sup>th</sup> grade class for career day. She's established relationships with a local daycare, area schools, family resource center, and will be collaborating with the Spencer Library on a summer reading club flyer to send to schoolchildren. A portable sign has been purchased and provides some library awareness in the front of the building. We've scheduled an afterschool program to visit for book talks and stories on May 24, 2010. We've celebrated programming success already with our National Library Week visit from costumed book character, Skippyjon Jones on April 16<sup>th</sup>. A Van Etten high school student agreed to wear the costume. 42 children and parents attended. The library was full!



Skippyjon and friends

**Report of the May 5<sup>th</sup>, 2010 meeting of the Executive Committee of the Chemung County Library District:**

A meeting of the Executive Committee of the Chemung County Library District was held on Wednesday, May 5<sup>th</sup>, 2010, beginning at 6pm. Attending the meeting were Marleah Denkenberger, Sue Cook, Robin Fitzgerald, Georgia Reynolds, and Allen Smith. Also attending were newly appointed Library Director Ron Shaw and Joan Santulli, CCLD management. The meeting opened at 6pm.

The following topics were discussed:

- Ms. Denkenberger passed around a letter dated April 19, 2010 from CCLD to the Public Library Foundation of Chemung County thanking them for their generous decision to allocate \$9,640 of their 2010 funding to pay for the purchase of the wheelchair lift for the new CCLD bookmobile.
- Ms. Santulli passed around the final evaluation of the Van Etten Library written by Principal Library Clerk Doris Jean Metzger and her Supervisor, Chris Corter. The report evaluates areas such as library users, the building, the collection, programs, and library hours. Also included with the report are several newspaper articles written regarding recent activities at the library. This report will be included in the board packet for review by the full board at their May 20<sup>th</sup>, 2010 meeting which is scheduled to be held at the Van Etten Library.
- Ms. Fitzgerald reported that before Jim Sleeth left his position as Interim Director, he contacted the County Treasurer regarding the shortfall in the CCLD tax revenues in the amount of \$1,614.99. The Library District has since received a check in that amount that represents payment in full for the 2010 tax revenues collected by Chemung County.
- Ms. Santulli reported that the Bookmobile is still off the road being repaired. The damage done to the vehicle when being towed has been repaired; however the Transit garage is currently making some other minor repairs before releasing it back to the Library District. The vehicle should be back on the road by the end of this week.
- It was reported that the Personnel Committee met with the new Library Director today, his first day on the job, to greet him and schedule a follow-up meeting for May 18, 2010. It was also noted that the board will be scheduling a welcome reception for Mr. Shaw in the near future.
- Ms. Santulli requested that the board president sign the paperwork for the Civil Service Commission that officially appoints Mr. Shaw as the Probationary CCLD Library Director effective May 5<sup>th</sup>, 2010.
- Ms. Santulli presented & reviewed the Unpaid Bills Detail dated May 5<sup>th</sup>, 2010. Ms. Fitzgerald moved, seconded by Mr. Smith to approve payment of the General Fund (totaling \$23,281.24) bills and the Grant Fund (\$4,958.76). Motion carried.
- Mr. Shaw stated that in his first month of employment with CCLD, he plans to visit each branch of the Library District to meet with staff members, both collectively and personally.
- Mr. Shaw reported that he has been reviewing CCLD policies and has discussed several of them with the Library District Department Heads. Current policies that he feels need to be addressed are as follows:

Meeting Room Policy (which is currently in the hands of the ad-hoc Policy & Bylaws Committee) – staff members are still concerned about opening up the meeting rooms to anyone in the general public.

Internet Use Policy – there needs to be included in the policy guidelines for in-house wireless access and for the use of inappropriate websites by patrons.

Expectations of Acceptable Behavior – this policy needs to have a section added to address unacceptable behavior by children or their guardians who attend story hours at CCLD libraries.

President Denkenberger stated that she is resigning from the CCLD board of trustees effective immediately. She has some family obligations that require her full attention so that she is not able to complete her duties to the Library District. The members of the Executive Committee reassured Ms. Denkenberger that she will be missed.

The meeting adjourned at 6:58pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, June 2<sup>nd</sup>, 2010 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

## **Document #2010 – 33**

### **Report of the May 13<sup>th</sup>, 2010 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 13<sup>th</sup>, 2010, beginning at 8:15am. Attending the meeting was Sue Cook. Also attending were Joan Santulli and Ron Shaw, CCLD Management.

The following topics were discussed:

- April 2010 CCLD financial report. Ms. Santulli distributed the April 2010 financial report. The report shows that the total Library District tax receipts have been received from Chemung County along with PILOT funds in lieu of taxes in the amount of \$14,428. The report also includes the closeout of the Reach Out and Read funds and the full amount paid to Jim Sleeth, who served as the Interim Library District Director for the first 4 months of 2010. The Financial Report for April 2010 will be forwarded to the full CCLD board for its consideration.
- Unpaid Bills Detail. Ms. Santulli presented and discussed the May 12<sup>th</sup>, 2010 Unpaid Bills Detail, where General Fund bills totaled \$44,614.34. The list includes several invoices for contractors being paid for projects completed under the State Construction projects as well as a partial payment to Fagan Engineers for work completed on the “green roof” project at the Steele Memorial Library. This Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.
- Repairs on the Bookmobile. Mr. Shaw explained that approval was given to the Transit garage to complete the repairs on the Bookmobile estimated to be \$1,000. He stated that since it is early in the year and the Bookmobile is gearing up for a busy summer, he felt it necessary to approve the repairs at this time. The total of the repairs will put the budget line for “Vehicle Operation/Maintenance” over by about \$300 which can be made up by using the Contingency line of the budget.
- Mr. Shaw reported that he and Ms. Santulli have met with Mark Hagan, CCLD’s insurance agent from Perry & Carroll. Mr. Hagan reviewed the most recent “Summary of Insurance Coverages” which showed a slight increase in both the Property Insurance line (due to appraisals completed by Chemung County) and the Worker’s Compensation line (which is totally derived from an annual audit of CCLD payroll). Since this is the third year of a three year policy with Cincinnati Insurance Company, it was requested that Mr. Hagan get new quotes from several companies (to include the new Bookmobile) and to plan on bringing that information to the June 10<sup>th</sup> meeting of the Budget & Finance Committee.

The meeting adjourned at 8:45am. The next meeting of the Budget & Finance Committee will be held on Thursday, June 10<sup>th</sup>, 2010 at 8:15am in the Petrie Conference Room of the Steele Memorial Library.