

CHEMUNG COUNTY LIBRARY DISTRICT

Agenda

The August 2006 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, August 17, 2006 in the Van Etten Library, 83 Main Street, Van Etten, New York 14889. The agenda for the meeting is listed below. If you are unable to attend, please inform 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 #2006-57)
4. Treasurer's report
 - a) Financial report (document #2006-58)
 - b) Report of Unpaid Bills Detail (document #2006-59)
5. Correspondence
6. President's report:
 - a) Tour of the Van Etten Library given by Bonnie Mallen, Van Etten Library Clerk
 - b) Correspondence with Lise Hall (document #2006-60)
 - c) *Keeping Promises*, a guest view to the *Star-Gazette* (document #2006-61)
7. Director's report
 - a) Personnel activities since the July meeting of the Library Board
8. Committee reports:
 - a) Budget & Finance Committee
 - b) Building & Grounds Committee: ememo to Karl Schwesinger & other committee members (document #2006-62)
 - c) Policies & Bylaws Committee
9. Old business
10. New business
11. Period for public expression
12. Adjournment

(Minutes of the July 2006 meeting of the Chemung County Library District Board of Trustees. Document #2006-57)

Minutes of the July 2006 meeting of the Chemung County Library District Board of Trustees. The July meeting was held on Thursday, July 20, 2006 at 7:00pm at the Steele Memorial Library. The meeting was called to order by President Elizabeth Wavle. Present were: Jan Kather, Andrea Ogunwumi, Dan Drake, Richard Pirozzolo, Allen (Denny) Smith, Maria Scotti-Laifer, Julia Lavarnway, Ed Marosek, Sherrill Collins, Claudia Radin, Karl Schwesinger and Joan Hurley. Excused were: Marleah Denkenberger and Robin Fitzgerald. Also present were Jim Sleeth, the Library's Director and Joan Santulli, the Library's Administrative Assistant.

Minutes. (Document #2006-50) The minutes of the June 2006 meeting were reviewed by the board and approved as distributed by unanimous consent.

Treasurer's Report. (Document #2006-51) Mr. Pirozzolo noted that there are two large income lines that are yet to be received – the Central Library Development and Central Book Aid grants. He reported that the \$1,000,000 Certificate of Deposit being held by Chemung Canal Trust Company would mature this week. The Library District will need to draw out \$250,000 plus the interest in the amount of \$12,082 from the CD in order to pay expenses through September 1, 2006. He has requested that the bank then deposit the remaining \$750,000 into a new Certificate of Deposit, now earning 5.15%. By unanimous consent, the June 30, 2006 Financial Report was approved as distributed and will be filed for audit.

Concerning the Report of Unpaid Bills (Document #2006-52) Mr. Pirozzolo explained that this list includes the final payment to Fagan Engineers for the facilities study. He also requested that the Board approve an additional invoice from the Chemung County Buildings & Grounds Department in the amount of \$14,321.96 for utilities and building maintenance, making the General Fund invoices total \$88,112.38. By unanimous consent, the board authorized the payment of the unpaid bills as corrected.

Correspondence. President Wavle encouraged board members to review and suggest nominations for the STLS "Outstanding Support for Libraries" award. A memo from Ristiina Wigg, Director of Southern Tier, was highlighted.

President's report. Ms. Wavle reported that at their request, a meeting has been scheduled with members of the Friends of the Steele Memorial Library in regard to their funding of the library. She stated that she would like to see a liaison with the Friends of the Steele Memorial and Friends of the Horseheads Free Libraries. Ms. Wavle commented that both organizations were very supportive of the Library District and should be commended for that support.

President Wavle also reported that she sent an electronic file to each of the Library District board members whose terms expire at the end of 2006 that included a list of

registered voters within their district. This list will assist them in knowing which residents are potential signers for their petitions if they plan to run for election to a new term of office for the position. The list might also be used to identify others who may be interested in running for a position on the Library District board of trustees.

Personnel Activities. Mr. Sleeth reported that he is pleased to announce that Deborah Brimmer has been hired as the new Microcomputer Specialist for the Library District. She will start her position on July 28, 2006. Six library staff members (Ann Brouse, Phyllis Rogan, Owen Frank, Lynn Shepson, Maureen Ferrell) and the library's technology consultant Marc Chevalier all participated in the interview process. With the hiring of Ms. Brimmer, the Library District will have its full complement of employees as authorized by the 2006 Staff Plan.

Mr. Sleeth also reported that the library's Continuing Education Workshop will return on Friday, October 13th. This year's morning program will revolve around the theme "What does it *really* mean to be a Library District." The afternoon programs will feature breakout sessions at 1pm, 2pm, and 3pm. All library trustees are invited to attend and the afternoon workshops will feature at least one for trustees. The day will conclude around 4:30pm with staff recognition moderated by President Wavle of the Board of Trustees.

Budget & Finance Committee. Mr. Pirozzolo reported that the Budget & Finance Committee has held three meetings (June 1st, June 29th, and July 12th) to prepare the 2007 proposed budget.

Mr. Sleeth then reviewed several areas of the budget. Regarding revenues, he stated that this budget proposes a 3% increase in the tax levy for the 2006 fiscal year. The amount of revenue to be collected from the State of New York for Local Library Services Aid will be about \$8,000 less than last year due to the joining of the two Association Libraries into one Library District. He stated that this budget does not include any anticipated revenue from either of the two Friends of the Library groups.

Regarding expenditures, Sunday & Overtime costs total just over \$55,000. This expense includes keeping our libraries open on six holidays when school is not in session. Fringe benefits for Library District employees total 30.5% of the entire personnel budget. The Travel & Continuing Education budget includes funds set aside for board development. The amount for Insurance is based upon a 3% increase over 2006 actual costs. The budget continues to set aside \$7,000 in maintenance repairs for the 20+-year-old Bookmobile. The Library District's Programming budget includes special programs that make the difference between a good library and a really successful library. Each library's budget now includes a contingency line for unexpected expenditures (for example - the removal of 2 dead trees this week at the West Elmira Library was not budgeted for in 2006). The Debt Service line includes two components, one of which will be paid in full after budget year 2008. Finally, a chart was included in the budget document that illustrates the amount of public funds being distributed to all our libraries. The chart

shows that this proposed budget follows the policy of the board to allocate at least 13.7% to the Horseheads Free Library.

The Budget & Finance Committee allocated \$45,000 in the budget for Capital Improvements that will be identified by the Buildings & Grounds Committee at a later date. It was noted that the board has not adopted a policy on the rules of accounting that guide decisions in respect to capitalization. Mr. Marosek suggested getting an accounting firm to answer questions on appreciation and capitalization. Ms. Collins moved, seconded by Ms. Lavarney to approve the 2007 Proposed Library District Budget as distributed. Motion carried unanimously. The Budget & Finance Committee was asked to meet and plan a strategy and common message needed to promote the voter's approval of the budget.

Buildings & Grounds Committee. Mr. Schwesinger stated that the recent report received from Fagan Engineers is the first step in a capital project. Sue Oliver, from Fagan Engineers, now feels her role is to be available to help the Library District answer questions and to oversee projects, making sure that costs are kept under control. The second step is to expend the sum necessary to hire a firm to develop specifications for the repair items listed in the Fagan report. (Specifications and bid documents are needed in order to go forward with funding request for the projects.) If and when New York State Construction grants become available, the Library District needs to be in a position to be able to immediately bid the projects out. The Committee recommends that the District expend funds in the current year to develop specifications, first for the roof and cooling tower at the Steele Memorial Library and then to get specifications on as many other projects as possible with the remaining funds. Ms. Radin moved, seconded by Ms. Collins to expend up to \$20,000 in the current year for the development of specifications as recommended by the Buildings & Grounds Committee so that the District is ready to match the State Construction funds if and when it becomes available. Motion Carried.

Personnel Committee. Ms. Radin reported that in the previous month, the Committee has approved raises for the Library Administration and has completed its evaluation of the Library District Director. Copies of the Director's evaluation, along with written objectives, will be hand-delivered to board members.

Policy and Bylaws Committee. Ms. Hurley reported that the Committee did not meet last month. Regarding the 2006 Election, Ms. Collins reported that petitions have been created and are available at each of our libraries and on the Library District website. Of the 5 trustee positions that expire in December of 2006, Mr. Smith, Ms. Fitzgerald and Mr. Schwesinger plan to run again for their seat. Mr. Drake and Ms. Scotti-Laifer do not plan to run for an additional term on the Library District board of trustees.

Old Business. Document #2006-54, an amendment to the Library District Bylaws was proposed at the June 15, 2006 meeting of the board. Mr. Smith moved, seconded by Ms. Scotti-Laifer to approve Article III entitled "Executive Committee" as an amendment to

the Bylaws of the Chemung County Library District as proposed in June and as distributed. Motion carried.

New Business. Concerning Document #2006-55 regarding records retention and disposition, Mr. Smith moved, seconded by Mr. Drake to adopt the following resolution:

Resolved, by the Board of Trustees of the Chemung County Library District that the Records Retention and Disposition Schedule MI-1 issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

Further resolved, that in accordance with Article 57-A:

- (a) only those records will be disposed of that are described in Records Retention and Disposition Schedule MI-1 after they have met the minimum retention periods described therein;
- (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond the established legal minimum periods.

Motion Carried.

Mr. Smith moved, seconded by Ms. Radin, to designate the Administrative Assistant of the Chemung County Library District as the Records Management Officer for the District. Motion Carried.

Document #2006-56 – Public Library Foundation of Chemung County, Inc. It was noted that the Library District has received \$20,000 from the Public Library Foundation of Chemung County. Ms. Scotti-Laifer moved, seconded by Ms. Collins to accept the Foundation's check for \$20,000 along with the recommendations for its use. Motion carried.

President Wavle requested that each Committee's chairperson maintain contact during the month with Mr. Sleeth regarding their current activities.

Public Expression. None

The meeting was adjourned at 8:20 p.m. The next regular meeting of the board will be on Thursday, August 17, 2006 at 7pm at the Van Etten Library.

CHEMUNG COUNTY LIBRARY DISTRICT
Financial Report - JULY 31, 2006

(DOCUMENT #2006-58)

Account	2006 Annual Budget	Received to date	Balance remaining	Percentage Received	Percentage through year
Income					
Library Fines, Fees & Contributions	\$ 89,625	\$ 61,869	\$ 27,756	69%	
Grants (other than N.Y.S.)	58,650	54,100	4,550	92%	
Interest & Foundation Contributions	80,000	98,560	(18,560)	123%	
Library District Tax Receipts	1,963,969	1,963,969	0	100%	
Steele Endowment Donation	0	211,000	0		
State Aid					
Central Library Development	105,000	0	105,000	0%	
Central Book Aid	71,500	0	71,500	0%	
Local Library Services Aid	49,952	48,295	1,657	97%	
Other State Aid	3,200	6,100	(2,900)	191%	
Interfund Transfer	94,619	0	94,619	0%	
TOTAL INCOME	\$ 2,516,515	\$ 2,443,893	\$ 283,622	97%	58%

Account	Annual Budget	Expended to date	Balance remaining	Percentage Expended	Percentage through year
Expense					
Personnel					
Salaries	\$ 1,084,071	\$ 551,276	\$ 532,795	51%	
Sunday & Holiday Salaries	46,258	23,727	22,531	51%	
Employee Benefits	478,892	247,386	231,506	52%	
Contractual					
Equipment	14,681	590	14,091	4%	
Telephone	12,130	5,835	6,295	48%	
Supplies	28,300	17,515	10,785	62%	
Travel & Continuing Education	12,603	1,444	11,159	11%	
Repairs & Maintenance	43,279	46,397	(3,118)	107%	
Postage	7,610	3,346	4,264	44%	
Library Materials (books, video, etc.)	254,667	150,708	103,959	59%	
Utilities	80,901	27,064	53,837	33%	
Building Cleaning Supplies	4,150	2,981	1,169	72%	
Fuel, Gas & Oil	1,200	1,079	121	90%	
Insurance	18,645	16,164	2,481	87%	
Rent	5,000	2,916	2,084	58%	
Vehicle Operation / Lease	7,000	891	6,109	13%	
Professional Fees (audit, membership)	12,650	27,180	(14,530)	215%	
Data Processing Expenses	37,118	18,759	18,359	51%	
Payment of Taxes	4,575	4,605	(30)	101%	
Library Programming	11,250	10,399	851	92%	
Interfund Transfer	94,619	0	94,619	0%	
Debt Service	221,065	9,271	211,794	4%	
TOTAL EXPENSE	\$ 2,480,664	\$ 1,169,533	\$ 1,311,131	47%	58%

Chemung County Library District General Fund
Unpaid Bills Detail
As of August 9, 2006

Document #2006-59	Date	Memo	Open Balance
Acme Pest Control, Inc.			
	08/08/2006	Pest Control @ Steele	21.00
Total Acme Pest Control, Inc.			<u>21.00</u>
AEC One Stop Group, Inc.			
	08/08/2006	HFL book purchase	300.85
Total AEC One Stop Group, Inc.			<u>300.85</u>
All About Books, Inc.			
	08/01/2006	RoarR purchase	2,098.00
Total All About Books, Inc.			<u>2,098.00</u>
Amazon Credit Plan			
	08/08/2006	HFL purchases	672.80
Total Amazon Credit Plan			<u>672.80</u>
Ann Brouse			
	08/08/2006	supplies/film series prog	29.36
Total Ann Brouse			<u>29.36</u>
AT&T			
	08/01/2006	long dist chg-SML	14.62
Total AT&T			<u>14.62</u>
Baker & Taylor Books			
	08/01/2006	HFL book purchases	272.21
Total Baker & Taylor Books			<u>272.21</u>
Brian P. Harris			
	08/08/2006	mileage reimb-BF 5/16-8/3	69.42
Total Brian P. Harris			<u>69.42</u>
Brodart Co.			
	08/01/2006	"New" labels for books-all libraries	77.33
Total Brodart Co.			<u>77.33</u>
Budget Library Supplies			
	08/01/2006	thermal paper rolls for receipt printers-HFL	169.00
Total Budget Library Supplies			<u>169.00</u>
Center Point Large Print			
	08/01/2006	SML Fiction Large Print	116.82
Total Center Point Large Print			<u>116.82</u>
Chemung County Library District			
	08/01/2006	Petty Cash reimbursement - BF, WE,HFL	581.87
Total Chemung County Library District			<u>581.87</u>
Chris Corter			
	08/01/2006	SML-juv programming supplies	67.02
Total Chris Corter			<u>67.02</u>
Creative Data Products			
	08/08/2006	Overdue mailers-all libraries	431.52
			<u>431.52</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of August 9, 2006

Document #2006-59	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Creative Data Products			431.52
CyberDark Computing			
	08/01/2006	SML adapters for cordless mice	30.00
Total CyberDark Computing			30.00
Demco, Inc.			
	08/01/2006	Clear binders for old yearbooks-SML	49.44
Total Demco, Inc.			49.44
Dept.00-01338243			
	08/01/2006	engraved gift signs-HFL	52.98
Total Dept.00-01338243			52.98
Elmira Water Board			
	08/01/2006	SML & WE water	138.49
Total Elmira Water Board			138.49
Fire Alarm Service Technology, Inc.			
	08/01/2006	security/alarm monitoring-annual contract -SML	945.00
Total Fire Alarm Service Technology, Inc.			945.00
First Transit			
	08/08/2006	BKM fuel/repairs	378.87
Total First Transit			378.87
Hewlett-Packard Company			
	08/08/2006	Windows XP licenses for all libraries	2,693.52
Total Hewlett-Packard Company			2,693.52
Horseheads Do It Center			
	08/01/2006	HFL -wooden flooring for mtg room	376.45
Total Horseheads Do It Center			376.45
Horwitz Supply Company			
	08/01/2006	cleaning supplies-SML,BF,WE	421.84
Total Horwitz Supply Company			421.84
Ingram Library Services			
	08/01/2006	Library materials-all libraries	6,174.29
Total Ingram Library Services			6,174.29
J & B Landscaping			
	08/08/2006	Trim hedges at HFL	65.00
Total J & B Landscaping			65.00
Jacqueline M. Bowman			
	08/01/2006	Patron Refund-lost book SML	40.00
Total Jacqueline M. Bowman			40.00
JanWay Company USA, Inc.			
	08/01/2006	Books Plus Kit bags-HFL	439.94
Total JanWay Company USA, Inc.			439.94
John Santulli's Landscaping Service			

Chemung County Library District General Fund
Unpaid Bills Detail
As of August 9, 2006

Document #2006-59	Date	Memo	Open Balance
	08/08/2006	Lenox Ave Cemetery groundskeeping - July	30.00
Total John Santulli's Landscaping Service			30.00
Kelly Doherty-Maggs			
	08/08/2006	Patron refund	15.00
Total Kelly Doherty-Maggs			15.00
MidWest Tape			
	08/01/2006	DVD purchases- HFL & SML	205.90
Total MidWest Tape			205.90
Mister Anderson's Company			
	08/01/2006	Library materials-HFL	13.85
Total Mister Anderson's Company			13.85
New York Library Association (NYLA)			
	08/08/2006	NYLA Registration for Molter	294.00
Total New York Library Association (NYLA)			294.00
NYSEG			
	08/01/2006	HFL utility charges 6/21-7/21	1,064.84
Total NYSEG			1,064.84
Oriental Trading Company, Inc.			
	08/01/2006	programming supplies-HFL	84.35
Total Oriental Trading Company, Inc.			84.35
Penny Forbes			
	08/01/2006	Patron refund-lost book BF	20.00
Total Penny Forbes			20.00
Pitney Bowes			
	08/01/2006	Lease-mail machine-4/30-7/30	645.00
Total Pitney Bowes			645.00
ProQuest Information & Learning			
	08/08/2006	Microfilm S-G for June/replacement reel for 1972	122.56
Total ProQuest Information & Learning			122.56
Random House, Inc.			
	08/01/2006	AV purchases-SML	160.65
Total Random House, Inc.			160.65
Recorded Books			
	08/01/2006	HFL,SML purchases for AV	266.90
Total Recorded Books			266.90
Rose Woodard			
	08/08/2006	Hawaiian Prog/SRC supplies for WE	258.47
Total Rose Woodard			258.47
SDS of NY			
	08/08/2006	garbage disposal-BF,WE,HFL July	123.75
Total SDS of NY			123.75

Chemung County Library District General Fund
Unpaid Bills Detail
As of August 9, 2006

Document #2006-59	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
SKJ Facilities Management, Inc.			
	08/01/2006	HFL Janitor services 7/2; 7/9, 7/16, 7/23	480.00
Total SKJ Facilities Management, Inc.			<u>480.00</u>
South Central Regional Library Council			
	08/01/2006	Membership dues 06-07/cost sharing	756.00
Total South Central Regional Library Council			<u>756.00</u>
Southern Tier Library System			
	08/01/2006	processing fees-June/July all libraries	925.50
Total Southern Tier Library System			<u>925.50</u>
Staples Business Advantage			
	08/08/2006	All libraries office supplies	577.33
Total Staples Business Advantage			<u>577.33</u>
Star Gazette			
	08/01/2006	annual subscription-2 copies SML	364.00
Total Star Gazette			<u>364.00</u>
Thomson Gale			
	08/01/2006	SML fiction purchase	475.08
Total Thomson Gale			<u>475.08</u>
Time Warner Cable			
	08/01/2006	VPN Service	200.00
Total Time Warner Cable			<u>200.00</u>
Town of VanEtten			
	08/01/2006	Building rental-AUGUST	416.66
Total Town of VanEtten			<u>416.66</u>
Unique Management Services, Inc.			
	08/08/2006	collection agency fees-ALL libraries July	942.03
Total Unique Management Services, Inc.			<u>942.03</u>
Vallerie Yaple			
	08/01/2006	Patron refund-lost book-HFL	25.00
Total Vallerie Yaple			<u>25.00</u>
Verizon			
	08/01/2006	phone service-BF,HFL,SML	777.20
Total Verizon			<u>777.20</u>
TOTAL			<u><u>25,971.71</u></u>

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of August 9, 2006

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
ABC-CLIO, Inc.			
	08/01/2006	Reference material	615.60
Total ABC-CLIO, Inc.			<u>615.60</u>
Accuity, Inc.			
	08/01/2006	Reference material	450.00
Total Accuity, Inc.			<u>450.00</u>
Baker & Taylor Books			
	08/01/2006	Reference materials	91.06
Total Baker & Taylor Books			<u>91.06</u>
Greenwood Publishing Group			
	08/01/2006	Reference Materials	557.26
Total Greenwood Publishing Group			<u>557.26</u>
Grey House Publishing			
	08/08/2006	Reference Material	211.00
Total Grey House Publishing			<u>211.00</u>
Ingram Library Services			
	08/01/2006	NonFiction/Reference book purchases	1,862.85
Total Ingram Library Services			<u>1,862.85</u>
Matthew Bender & Co., Inc.			
	08/01/2006	Reference Material	491.75
Total Matthew Bender & Co., Inc.			<u>491.75</u>
Southern Tier Library System			
	08/01/2006	processing fees	154.50
Total Southern Tier Library System			<u>154.50</u>
Thomson Gale			
	08/01/2006	Reference Mat.	642.75
Total Thomson Gale			<u>642.75</u>
TOTAL			<u><u>5,076.77</u></u>

(Document #2006-60)

From: Liz Wavle

Sent: Tuesday, August 01, 2006 8:15 AM

To: 'Lise Hall'; mscotti@stny.rr.com; sherryc784@earthlink.net; rochchacho@hotmail.com; r.prizzolo@worldnet.att.net; cradin@stny.rr.com; sptyouthsvcl@aol.com; epmarosek@aol.com; jlvarnway@stny.rr.com; karl.swesinger@faganengineers.com; crittendenny@stny.rr.com; Jan Kather '78; jeanfitz@stny.rr.com; mdenk2004@yahoo.com

Subject: RE: Big Flats, Preschooler Story Hour

Dear Lise,

Thanks for your email regarding a Friday morning preschooler story hour at the Big Flats Branch. I am forwarding your email to Jim Sleeth, the Director of the Chemung County Library District. Jim and the library staff coordinate programming for each of our libraries. There is currently a Friday morning storytime at the Big Flats Library, from 10:30 – 11:00 a.m. Here is a link to the July schedule for all of our libraries:

<http://www.cclld.lib.ny.us/calendar.htm>. There are several storytime options amongst our libraries.

Thanks again!

Liz

:: :: :: :: :: ::

Liz Wavle

Chemung County Library District,
Board of Trustees, President

From: Lise Hall [mailto:lisehall@stny.rr.com]

Sent: Monday, July 31, 2006 3:16 PM

To: Liz Wavle; mscotti@stny.rr.com; sherryc784@earthlink.net; rochchacho@hotmail.com; r.prizzolo@worldnet.att.net; cradin@stny.rr.com; sptyouthsvcl@aol.com; epmarosek@aol.com; jlvarnway@stny.rr.com; karl.swesinger@faganengineers.com; crittendenny@stny.rr.com; Jan Kather '78; jeanfitz@stny.rr.com; mdenk2004@yahoo.com

Subject: Big Flats, Preschooler Story Hour

Dear Board of Trustees,

I am writing to urge you to support / provide funding to allow a Friday Morning preschooler story hour at the Big Flats Branch.

I am the parent of a preschooler. She attends preschool 3 days a week, but not Fridays. My child has severe and extensive food allergies, which limit her ability to participate in any food based activities and groups. Nonetheless, she needs opportunities and outlets for forming friends and developing her mind and body.

I would love to have her have the opportunity to participate in a preschool age story hour, at the Big Flats branch. It would be very convenient for me to get her there, Friday mornings would work with her schedule, it would foster her love of reading and provide me with an opportunity to meet and interact with other parents of preschoolers who love reading and respect libraries.

Please, please find funding for this program. We attended some of the summer story hours there (toddler and preschooler) and they were excellent. She really enjoyed them, found and checked out books, and was able to carry through with her interest for several days.

For my part, I found the staff to be engaging and entertaining for the children and extremely helpful for the adults. It has been a delightful experience and one I hope that we are able to continue with come September.

For what it is worth, please know that I am very active in the Elmira and Corning communities. However most of those activities (Board of Red Cross, Junior League, Tri-County Board, Community Progress, Inc. Board, Southern Tier Legal Services Board) are ones where I cannot incorporate my child.

I would be thrilled if she were able to join a story hour group. I have been looking for one for the past 3 years, but none have worked within her / our schedule. The prospective Friday morning Preschooler story hour at Big Flat would be a perfect solution for us.

I hope that you are able to find a way to fund and permit this program. In my opinion it would serve a real need in our community, one that is not otherwise being met.

Thank you for your consideration of this request.

Yours,
Lise H. Hall

(Document #2006-61)

Keeping Promises. By Elizabeth Wavle, President of the Board of Trustees of the Chemung County Library District.

When you visit your neighborhood library this summer, you will be greeted by the familiar: hundreds of children participating in the summer reading program, parents taking the opportunity to select the newest fiction or non-fiction to enjoy during a summer vacation at the beach or lake, and library patrons of all ages using computers to access an amazing array of electronic databases as well as the Internet.

More transparent is the new Chemung County Library District and its governing Board of Trustees, actively supporting the work of the library staff at each of our six neighborhood libraries. The library district, created at the general election this past November, merged all of our libraries into a single, county-wide administrative structure. The trustees, representing each of the fifteen legislative districts in the County, have been meeting monthly since December 2005.

To facilitate full consideration and discussion of the many issues and policies that would come before the Library District in its first year, the Board of Trustees adopted a committee structure. The Policies and Bylaws Committee reviewed and recommended library hours, the criteria used by librarians for the selection of new books and other library materials, and the policy pertaining Internet access from library computers. The Personnel Committee considered and then recommended a new staffing plan for all neighborhood libraries and coordinated a performance review of the library director by the Library District board and staff. The Buildings and Grounds Committee commissioned a facilities study by a local engineering firm, in part to qualify for State Aid for Library Construction, should those funds become available. The Budget and Finance Committee, in addition to monitoring monthly revenues and expenses of the Library District, also wrote and recommended a policy regarding the investment of public funds and oversaw the creation of the proposed 2007 district budget that will be presented to the voters for their consideration on November 7th, 2006. Each of these proposed policies, actions, and recommendations was presented to the full Library District Board for its consideration and approval. The Board also approved the creation of a district newsletter, to be published three times per year.

In order to become familiar with each library, the Board is holding its monthly meeting at a neighborhood library, where the staff in charge of that library gives a tour and talks about the challenges facing their library. By the end of the year, the board will have met at the Steele Memorial Library, the Horseheads Free Library, the West Elmira Library, the Big Flats Library, the Van Etten Library, and even on the Bookmobile. Each of these libraries faces challenges – the roof of the Steele Memorial Library is 27 years old, the Horseheads Free Library is overcrowded, and the parking lot of the Big Flats Library routinely floods when there is a heavy rain, to give three examples – which will need to be addressed by the Library District board.

As promised in the campaign that supported the creation of the Library District – voters will have their first opportunity to vote yes or no on the library’s proposed operating budget at the general election on November 7th. Voters will also elect trustees representing districts 2, 7, 11, 12, and 15.

While you may not have noticed a change in public library services at our neighborhood libraries, in its first seven months of existence, the Board of Trustees of the Chemung County Library District has established a solid foundation that will support library services for many, many years to come.

(Document #2006-62)

Date: July 28, 2006
From: Jim Sleeth
To: Karl Schwesinger
Copy: Jan Kather, Richard Pirozzolo, Dan Drake, Elizabeth Wavle, Joan Santulli
Subject: Good meeting!

Karl,

Thank you very much for taking the next steps on our way to a building maintenance program for the Library District.

This is what I understand will now take place:

-- You will write 3 or 4 firms seeking their costs to create bid documents on the projects as identified in the Existing Conditions Evaluation / Capital Assessment created by Fagan Engineers. I believe you estimate that responses to this request will take approximately 20 business days, and an attempt will be made to have responses to your request available to the Building & Grounds Committee no later than September 15th. The September Library District board meeting is scheduled for Thursday, September 21st. I suggest that the Building & Grounds Committee plan to present a specific recommendation to the Library District board at that time. I understand that all engineering firms may not have the expertise to give their costs on all projects, so the committee's recommendation may be for more than one firm to complete bid documents.

-- In order for the Building & Grounds Committee and the Library District Board to be able to compare costs, you will determine for these engineering firms how the many projects identified in the Existing Conditions will be grouped together or treated separately. In any event, it is important that we have at least one project for each of our libraries because I have been informed that we will be able to apply for grants on a building by building basis.

-- After the selection of engineering firm(s) for these projects, it may take as long as another 20 business days to complete the actual bid documents. This means that the bid documents will not be ready until mid October.

-- While we do not yet have information from the Southern Tier Library System (STLS) about the grants process to qualify for New York State Construction aid to libraries, I will make sure that when the information is published the Building & Grounds Committee is informed. An essential part of this process is a meeting between the Library District's Building & Grounds Committee and the Chemung County representatives on the STLS board, for these are the people who must carry our message to the full STLS board when it hands out the grants.

-- It will likely take another 20 business days for contractors to respond to the bid documents, taking us into mid November (at the earliest) when the Library District board can award a bid.

-- All along this extended timeline, it is understood that the Library District must find matching funds to qualify for receipt of State Construction aid for libraries, and those funds have not yet been identified. If you or Sue Oliver have ideas on how our most expensive projects, like the roof replacement project at the Steele Library, might find these matching funds, I encourage you to contact me with leads. If these funds cannot be found, and at this point I doubt that they can be found, then the Library District will have to explore bonding options.

-- It is very important for the Building & Grounds Committee to work closely with Dick Pirozzolo to make sure that the window replacement project for the Horseheads Free Library be included as the top priority. I say top priority because I know from meeting with Dick and others that they have matching funds already identified, thus there is no impediment to moving forward with that project the top priority of the Library District.

-- If you need stationary or otherwise need assistance in moving forward, please contact either me (733-8611) or Joan Santulli (733-8607).

Thank you, Karl, for your commitment to our libraries. You and the Committee bring a valuable and critical expertise that does not exist on the library staff. We appreciate your good judgment.

