

# CHEMUNG COUNTY LIBRARY DISTRICT

## Agenda

The January 2007 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, January 18<sup>th</sup>, 2007 7pm in the auditorium of the Steele Memorial Library, 101 East Church Street, Elmira, New York 14901. The agenda for the meeting is listed below. If you are unable to attend, please inform 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 #2007-1)
4. Treasurer's report
  - a) Financial report (document #2007-2)
  - b) Report of January 9, 2007 Unpaid Bills Detail (document #2007-3)
5. Correspondence
6. President's report:
7. Director's report
  - a) Personnel activities since the December 2006 meeting of the Library Board (document #2007-4)
  - b) Letter from Diane M. Winer, Treasurer of the Friends of the Steele Memorial Library, transmitting financial contributions to the Big Flats, West Elmira, and Steele Library's Youth Services department (document #2007-5)
8. Committee reports:
  - a) Executive Committee
    - 1) Minutes of the Committee meeting (document #2007-6)
    - 2) Schedule of 2007 board and committee meetings (document #2007-7)
    - 3) 2007 Committee assignments
    - 4) CCLD board member notebook table of contents (document #2007-8)
  - a) Budget & Finance Committee (Pirozollo)
    - 1) Minutes of the Committee meetings (document #2007-9)
  - b) Building & Grounds Committee (Schwesinger)
    - 1) Minutes of the Committee meetings (document #2007-10)
    - 2) January 2, 2007 letter to Elizabeth Wavle from Ristiina Wigg, Executive Director of the Southern Tier Library System (document #2007-11)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

*(Minutes of the December 2006 meeting of the Chemung County Library District Board of Trustees. Document #2007-1)*

**Minutes of the December 2006 meeting of the Chemung County Library District Board of Trustees.** The December meeting was held on Thursday, December 21, 2006 at 7:00 pm at the Horseheads Free Library. The meeting was called to order by President Liz Wavle. Present were: Maria Scotti-Laifer, Karl Schwesinger, Robin Fitzgerald, Richard Pirozzolo, Allen (Denny) Smith, Ed Marosek, Marleah Denkenberger, Jan Kather, Andrea Ogunwumi and Joan Hurley. Excused were: Claudia Radin and Sherrill Collins. Absent: Dan Drake. Also present were Jim Sleeth, the Library's Director and Joan Santulli, the Library's Administrative Assistant.

**Minutes.** (Document #2006-84) The board reviewed the minutes of the November 2006 meeting. The minutes were approved as distributed by unanimous consent.

**Financial Report.** (Document #2006-85) Mr. Pirozzolo noted that the \$250,000 given to the District by the Steele Memorial Library Foundation as start-up funds and a recent transfer from the Steele Memorial Library Association has inflated the income considerably. Although some of the expense accounts are overspent due to expenditures unanticipated in putting together the first budget of the District, the finances of the District are in good shape. He expects to end the year with approximately \$450-500,000 in a fund balance. There is currently \$650,000 in the Certificate of Deposit; however, another drawdown will need to be made to pay end of the year expenses. By unanimous consent, the November 30, 2006 Financial Report was approved as distributed and will be filed for audit.

**Concerning the Report of Unpaid Bills.** (Document #2006-86) Mr. Pirozzolo reported that the invoices listed in the document are the standard bills that are paid each month. By unanimous consent, the board authorized the payment of the unpaid bills as distributed.

Mr. Pirozzolo also reported that his Committee met with Kathy Stickler, a representative of the Mengel, Metzger and Barr auditing firm. The firm has a question as to which kind of audit will be required for our organization. It appears that it will only be necessary to have a basic audit, not a single purpose audit. The library board will defer to the auditor's best judgment to determine which type of audit is necessary for the Chemung County Library District.

**Correspondence.** President Wavle distributed a memo from the Southern Tier Library System regarding the 2007 "cost-share" for Southern Tier Information Technology Services. All libraries in Southern Tier pay this fee, though individual libraries are assessed fees based on use of the services. Ms. Wavle also distributed a brochure from the New Yorkers for Better Libraries Political Action Committee. NYLIBS-PAC's mission is to provide financial support to legislators and candidates for state office who are in a position to effectively champion libraries.

**President's report.** President Wavle thanked each board member for their dedication during this first year of existence as a District. We have accomplished a huge amount. This is truly a working board and all have contributed to its success. She also expressed her thanks to departing board members Maria Scotti-Laifer and Dan Drake for their time and dedication to the board.

Ms. Wavle reported that during this time of the dissolution of the Steele Memorial Library Association Library, there are many documents for transferring property that require a signature from an official of the Chemung County Library District. A copy of a Real Property Transfer Report and other documents for the State Department of Taxation and Finance for the transfer of the West Elmira Library to CCLD has been received (Document #2006-87). Mr. Marosek moved, seconded by Ms. Laifer to authorize the President process these transfer documents as they arrive on behalf of the Library District. Motion Carried.

**Director's Report.** Mr. Sleeth submitted a report of Personnel activities for the past month (Document #2006-88). He stated that he would be interviewing candidates for the vacant part time Library Clerk position at Big Flats after the first of the year. The report includes a new organizational chart and shows the responsibilities for each of the professional staff members of the Steele Memorial Library.

Regarding the December 4, 2006 letter to Charles Paone of the Friends of the Steele Memorial Library (Document #2006-89), Mr. Sleeth reported that at the recent Friends meeting, \$10,000 was allocated to the Big Flats Library (\$3,000 for books/\$1,000 for programming), the West Elmira Library ((\$3,000 for books/\$1,000 for programming), and the Steele Memorial Library (\$2,000 for programming). This funding was the result of a special Book Sale held in September 2006. President Wavle will send an acknowledgement to the Friends of the Steele Memorial Library.

Mr. Sleeth also submitted a Year-end summary of Library District activities (Document #2006-90). This document illustrates that 2006 is a busy and momentous year the Library District.

**Personnel Activities.** Mr. Sleeth submitted a written quarterly report that details his progress on meeting the 2006/07 goals set for his position as Director of the Chemung County Library District. One highlight this quarter is the finalized Performance Appraisal form for CCLD staff members. The Labor/Management Committee, which is made up of Union reps and Management designed this form. It then went to Department Heads for their input. In January of 2007, all staff members will be setting individual goals with the objective being to improve employee performance and thereby improve public library services to residents. The first performance review for library staff will take place in January of 2008.

**Budget & Finance Committee.** The minutes of the Budget & Finance Committee meetings were presented in writing to the board (Document #2006-91). Mr. Pirozzolo reported that the Library District received a total of \$109,837 from the Steele Memorial Library Association. This represents a transfer of all the Association's financial assets to the Chemung County Library District. The breakdown of the funds is delineated in a letter from the Steele Memorial Library Association's President, Kristen Meyer (Document #2006-92). The letter requests that the Library District assume responsibility for any future invoices received by the Steele Memorial Library Association. The Steele Memorial Library Association board met on Monday, December 18, 2006 and signed all the appropriate paperwork to request the dissolution of their charter.

The Technology Coordinator for the Library District submitted a technology upgrade proposal (Document #2006-93) to the Budget & Finance Committee. These upgrades, estimated to cost \$18,754, are crucial if the Library District expects to maintain its technology services. Mr. Smith moved, seconded by Ms. Fitzgerald to approve the purchase recommendations listed in the technology upgrade proposal. Motion carried.

**Buildings & Grounds Committee.** The minutes of the Committee meetings were presented in writing to the board (Document #2006-94). Mr. Schwesinger reported that the three grant applications for the Big Flats Library, the West Elmira Library and the Steele Memorial Library have been approved by the Southern Tier Library System. One last issue that will be addressed this month is to send STLS copies of letters from the local government officials that give approval to the projects. Mr. Schwesinger stated that everything is ready to be bid out following final approval from the State of New York.

Mr. Schwesinger stated that his committee would like to see an annual updated facilities report from Fagan Engineers. This proposal will come to the Building & Grounds Committee and the Budget & Finance Committee from the library administration.

**Personnel Committee.** The minutes of the Committee meetings were presented in writing to the board (Document #2006-95). Mr. Smith reported that the Committee's main discussion centered on the purchase of service pins for the staff of the Chemung County Library District. A quote has been received from KingPins for lapel pins with the CCLD logo and with various years engraved. Ms. Laifer moved, seconded by Mr. Marosek to approve the purchase of 150 service pins as recommended by the Personnel Committee. Motion carried.

**Policy and Bylaws Committee.** The minutes of the Committee meetings were presented in writing to the board (Document #2006-96). Mr. Marosek reported on behalf of the Committee that they have reviewed and recommend approval of three policies for the Library District. The Travel and Continuing Education Policy (Document #2006-97) is a combination of the former Horseheads Free Library and Steele Memorial Library policies. Mr. Marosek moved, seconded by Mr. Smith to approve the policy as written and submitted to the board. Motion carried. The policy regarding Privileges Extended to

Volunteers and Members of the Board of Trustees (Document #2006-98) has been in place for some time. Mr. Marosek moved, seconded by Ms. Laifer to adopt the policy as submitted to the board in writing. Motion carried. The third policy regarding the use of CCLD Meeting Rooms (Document #2006-99) is a good example of blending of the two former Association Library policies. Mr. Marosek moved, seconded by Mr. Smith, to approve the Meeting Room Policy. Discussion centered on whether or not alcoholic beverages might be allowed in Library District meeting rooms. Following discussion, Mr. Sleeth suggested that one sentence be added to the policy reading "The consumption of alcoholic beverages on Chemung County Library District property is prohibited." Motion carried.

**Old Business.** The meeting that was scheduled last month regarding the proposed lease of the Horseheads Free Library building from the Chemung County Public Library Foundation was cancelled. The attorney for the Foundation and the CCLD attorney are working on a resolution to the question about the ownership of the Horseheads Library building. It is expected that this issue will be resolved quickly and will be in the best interest of everyone involved.

**New Business.** Mr. Smith reported that the Ad Hoc Committee has reviewed a list of candidates for the two vacant board positions in the 13th and 15th Districts. Mr. Smith moved, seconded by Mr. Schwesinger to appoint Matthew Grier to the position of trustee for the 13th District for a one-year term of office and to appoint Kimberly Richards to serve a one-year term as trustee for the 15th District. Motion carried. President Wavle expressed her thanks to the Ad Hoc Committee for getting this job done within a month's time.

Ms. Hurley requested that in future years, the December meeting of the board be changed to an earlier day. Mr. Smith stated that he has a conflict with every 3rd Thursday meeting and he wondered if the regular monthly meeting dates could be changed. It was agreed by board members to revisit the current monthly meeting schedule. In order to change the monthly meeting date, it will require an amendment to the Library District's By-Laws. An amendment to the Library District's By-Laws could be announced in February, adopted at the March meeting and would then take effect by the April meeting of the board.

**Public Expression.** None

The meeting was adjourned at 8:00 p.m. The next regular meeting of the board will be on Thursday, January 18, 2007 at 7pm at the Steele Memorial Library.

**CHEMUNG COUNTY LIBRARY DISTRICT**      **(DOCUMENT #2007-2)**  
 Financial Report - DECEMBER 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	\$ 105,304	\$ (15,679)	117%	
Grants (other than N.Y.S.)	58,650	70,100	(11,450)	120%	
Interest & Foundation Contributions	80,000	146,185	(66,185)	183%	
Library District Tax Receipts	1,963,969	1,964,315	(346)	100%	
Steele Library Donations	0	320,837	0		
<b>State Aid</b>					
Central Library Development	105,000	105,000	0	100%	
Central Book Aid	71,500	71,500	0	100%	
Local Library Services Aid	49,952	53,347	(3,395)	107%	
Other State Aid	3,200	10,800	(7,600)	338%	
Interfund Transfer	94,619	94,619	0	100%	
<b>TOTAL INCOME</b>	<b>\$ 2,516,515</b>	<b>\$ 2,942,007</b>	<b>\$ (104,655)</b>	<b>117%</b>	<b>100%</b>

Account	Annual Budget	Expended to date	Balance remaining	Percentage Expended	Percentage through year
<b>Expense</b>					
<b>Personnel</b>					
Salaries	\$ 1,084,071	\$ 1,000,313	\$ 83,758	92%	
Sunday & Holiday Salaries	46,258	36,818	9,440	80%	
Employee Benefits	478,892	437,794	41,098	91%	
<b>Contractual</b>					
Equipment	14,681	11,137	3,544	76%	
Telephone	12,130	10,492	1,638	86%	
Supplies	28,300	32,871	(4,571)	116%	
Travel & Continuing Education	12,603	6,770	5,833	54%	
Repairs & Maintenance	43,279	57,540	(14,261)	133%	
Postage	7,610	4,736	2,874	62%	
Library Materials (books, video, etc.)	254,667	267,919	(13,252)	105%	
Utilities	80,901	64,844	16,057	80%	
Building Cleaning Supplies	4,150	6,751	(2,601)	163%	
Fuel, Gas & Oil	1,200	2,159	(959)	180%	
Insurance	18,645	22,760	(4,115)	122%	
Rent	5,000	5,000	0	100%	
Vehicle Operation / Lease	7,000	5,559	1,441	79%	
Professional Fees (audit, membership)	12,650	52,346	(39,696)	414%	
Data Processing Expenses	37,118	37,118	0	100%	
Payment of Taxes	4,575	4,605	(30)	101%	
Library Programming	11,250	16,179	(4,929)	144%	
Interfund Transfer	94,619	94,619	0	100%	
Debt Service	221,065	46,890	174,175	21%	
<b>TOTAL EXPENSE</b>	<b>\$ 2,480,664</b>	<b>\$ 2,225,220</b>	<b>\$ 255,444</b>	<b>90%</b>	<b>100%</b>

**Chemung County Library District General Fund  
Unpaid Bills Detail  
As of January 9, 2007**

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>3M Company</b>				
	Bill	01/09/2007	406 ST Svc Agmt for 2007	<u>1,116.00</u>
Total 3M Company				1,116.00
<b>A Step Above</b>				
	Bill	01/09/2007	SML Board final meeting-refreshments	<u>40.00</u>
Total A Step Above				40.00
<b>American Library Association</b>				
	Bill	01/09/2007	Membership dues	<u>110.00</u>
Total American Library Association				110.00
<b>AT&amp;T</b>				
	Bill	01/09/2007	long dist chg-SML & BF	<u>11.23</u>
Total AT&T				11.23
<b>Baker &amp; Taylor Books</b>				
	Bill	01/09/2007	HFL book purchases	<u>106.02</u>
Total Baker & Taylor Books				106.02
<b>BBC Audiobooks America</b>				
	Bill	01/09/2007	Audio purchases for Steele	<u>21.86</u>
Total BBC Audiobooks America				21.86
<b>Center Point Large Print</b>				
	Bill	01/09/2007	BKM Fiction Large Print-balance due	<u>611.78</u>
Total Center Point Large Print				611.78
<b>Chemung County Chamber of Commerce</b>				
	Bill	01/09/2007	membership dues for district	<u>216.00</u>
Total Chemung County Chamber of Commerce				216.00
<b>Chemung County Library District</b>				
	Bill	01/09/2007	Petty Cash reimbursement - BF	<u>37.18</u>
Total Chemung County Library District				37.18
<b>City of Elmira</b>				
	Bill	01/09/2007	484 taxes	<u>1,689.14</u>
Total City of Elmira				1,689.14
<b>Deborah L. Brimmer</b>				
	Bill	01/09/2007	Mileage reimbursement-Dec/Jan	<u>54.81</u>
Total Deborah L. Brimmer				54.81
<b>Edward K. Hoffman, Jr.</b>				
	Bill	01/09/2007	Final audit of Steele Memorial Lib. Association	<u>2,500.00</u>
Total Edward K. Hoffman, Jr.				2,500.00
<b>Elizabeth McMahon</b>				
	Bill	01/09/2007	Mrs. McPuppet-ST juv materials	<u>35.00</u>
Total Elizabeth McMahon				35.00
<b>Fire Alarm Service Technology, Inc.</b>				
	Bill	01/09/2007	annual monitoring-panic alarm at Big Flats	<u>300.00</u>
Total Fire Alarm Service Technology, Inc.				300.00
<b>H. L. Treu Office Supply Corp.</b>				
	Bill	01/09/2007	office supplies-Steele	<u>15.50</u>
Total H. L. Treu Office Supply Corp.				15.50
<b>Horseheads Do It Center</b>				
	Bill	01/09/2007	HFL -building supplies	<u>60.85</u>
Total Horseheads Do It Center				60.85
<b>Horseheads Printing</b>				
	Bill	01/09/2007	HFL rubber stamp	<u>25.20</u>
Total Horseheads Printing				25.20
<b>Horwitz Supply Company</b>				
	Bill	01/09/2007	cleaning supplies-ST/BF/WE	<u>106.93</u>
Total Horwitz Supply Company				106.93
<b>Image Integrator</b>				
	Bill	01/09/2007	Purchase used Microfiche reader-ST	<u>175.00</u>
Total Image Integrator				175.00
<b>Ingram Library Services</b>				
	Bill	01/09/2007	Library materials-all libraries	<u>2,330.76</u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
**As of January 9, 2007**

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Ingram Library Services				2,330.76
<b>Kirkus Reviews</b>				
	Bill	01/09/2007	annual subscription - ST/BF/WE	705.00
Total Kirkus Reviews				705.00
<b>Naomi Cade</b>				
	Bill	01/09/2007	Patron Refund	20.00
Total Naomi Cade				20.00
<b>Oriental Trading Company, Inc.</b>				
	Bill	01/09/2007	programming supplies-HFL/ST	232.35
Total Oriental Trading Company, Inc.				232.35
<b>Perry &amp; Carroll, Inc.</b>				
	Bill	01/09/2007	419 Insurance - 1st Qtr 2007	6,729.33
Total Perry & Carroll, Inc.				6,729.33
<b>ProQuest Information &amp; Learning</b>				
	Bill	01/09/2007	Microfilm S-G for Oct/Ancestry & Heritagequest onlr	2,193.33
Total ProQuest Information & Learning				2,193.33
<b>Recorded Books</b>				
	Bill	01/09/2007	WE purchases for AV	199.00
Total Recorded Books				199.00
<b>Research Technology International</b>				
	Bill	01/09/2007	Disc cleaning machine	6,545.00
Total Research Technology International				6,545.00
<b>SDS of NY</b>				
	Bill	01/09/2007	garbage disposal-BF,WE,HFL Dec	124.36
Total SDS of NY				124.36
<b>SKJ Facilities Management, Inc.</b>				
	Bill	01/09/2007	HFL Janitor services Dec	240.00
Total SKJ Facilities Management, Inc.				240.00
<b>Southern Tier Library System</b>				
	Bill	01/09/2007	Lost ILL invoices	112.78
Total Southern Tier Library System				112.78
<b>Staples Business Advantage</b>				
	Bill	01/09/2007	Office supplies	422.37
Total Staples Business Advantage				422.37
<b>Star Gazette</b>				
	Bill	01/09/2007	annual subscription-WE	182.00
Total Star Gazette				182.00
<b>Sunset Printers</b>				
	Bill	01/09/2007	Library Card Applications	207.76
Total Sunset Printers				207.76
<b>Time Warner Cable</b>				
	Bill	01/09/2007	VPN Service	200.00
Total Time Warner Cable				200.00
<b>Town of Big Flats</b>				
	Bill	01/09/2007	484 taxes	17.45
Total Town of Big Flats				17.45
<b>Town of Elmira</b>				
	Bill	01/09/2007	484 taxes-	159.61
Total Town of Elmira				159.61
<b>Town of Horseheads</b>				
	Bill	01/09/2007	484 taxes	308.93
Total Town of Horseheads				308.93
<b>Town of VanEtten</b>				
	Bill	01/09/2007	Building rental-January	416.66
Total Town of VanEtten				416.66
<b>Unique Management Services, Inc.</b>				
	Bill	01/09/2007	collection agency fees-all libraries	560.59
Total Unique Management Services, Inc.				560.59
<b>Verizon</b>				



**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
**As of January 9, 2007**

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Verizon	Bill	01/09/2007	phone service-ST/WE	<u>557.98</u>
				557.98
<b>Verizon Information Services</b>				
	Bill	01/09/2007	Monthly advertising/purch of directories	<u>352.41</u>
Total Verizon Information Services				352.41
<b>Wegmans Food Markets Inc.</b>				
	Bill	01/09/2007	Prog. supply SML Juvenile	<u>69.32</u>
Total Wegmans Food Markets Inc.				69.32
<b>William Knapp</b>				
	Bill	01/09/2007	External antenna for cell phone-BKM	<u>59.82</u>
Total William Knapp				<u>59.82</u>
<b>TOTAL</b>				<u><u>30,179.31</u></u>

**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
As of January 9, 2007

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Baker &amp; Taylor Books</b>				
	Bill	01/09/2007	Reference materials	249.45
Total Baker & Taylor Books				<u>249.45</u>
<b>Ebsco Subscription Services</b>				
	Bill	01/09/2007	Reference material-Novelist Online	9,500.00
Total Ebsco Subscription Services				<u>9,500.00</u>
<b>Facts On File</b>				
	Bill	01/09/2007	Modern Critical Interpretations invoice-balance due	1,814.28
Total Facts On File				<u>1,814.28</u>
<b>Ingram Library Services</b>				
	Bill	01/09/2007	Reference book purchase	50.79
Total Ingram Library Services				<u>50.79</u>
<b>National Register Publishing</b>				
	Bill	01/09/2007	Reference material	336.95
Total National Register Publishing				<u>336.95</u>
<b>ProQuest Information &amp; Learning</b>				
	Bill	01/09/2007	MF-New York Times	5,827.70
Total ProQuest Information & Learning				<u>5,827.70</u>
<b>Rand McNally</b>				
	Bill	01/09/2007	Reference materials	300.42
Total Rand McNally				<u>300.42</u>
<b>Thomson Gale</b>				
	Bill	01/09/2007	Reference Mat.-balance due Invoice #14960010	3,598.44
Total Thomson Gale				<u>3,598.44</u>
<b>TOTAL</b>				<u><u><b>21,678.03</b></u></u>

***(Document #2007- 4: Personnel activities since the December 2006 meeting of the Library Board)***

Memo

To: Library District Board of Trustees

From: Jim Sleeth, Library Director

Subject: Personnel activities since the December 2006 meeting of the Library Board

Date: January 12, 2007

On Monday, November 20, 2006, Diane Doland, a part time Library Clerk at the Big Flats Library, submitted her resignation, effective December 1, 2006. Recruitment of a replacement began by putting up simple signs at the Big Flats Library announcing the staff opening:

**Part time Library Clerk position available  
at the Big Flats Library**

The Chemung County Library District is now accepting applications for part time (19 hours a week) Library Clerk at the Big Flats Library. We are especially interested in recruiting an individual with a strong interest in youth services, for storytelling to young children is a cornerstone to library services in Big Flats. Other desirable skills include knowledge of using computers in searching for information for the public. If you are interested in learning more about this position, please talk with either Brian Harris, Principal Library Clerk at the Big Flats Library or Lynn Shepson, Neighborhood Libraries Coordinator. While this is a Civil Service position, no examination need be taken to qualify for this position. Applications will be accepted until the position is filled.

Sincerely,

*Jim Sleeth*

Jim Sleeth, Director  
Chemung County Library District

About ten applications were received, and seven individuals were interviewed on Thursday, January 4<sup>th</sup>, 2007. These interviews were a joint responsibility of Brian Harris of the Big Flats Library, Lynn Shepson, and myself. At the end of the day, the three of us were in accord on the best candidate, and the position was offered to Cassandra Wright. Ms. Wright is a Big Flats resident, a regular attendee at Big Flats Library programs for children, and an individual with much customer service experience. Ms. Wright accepted the offer of employment and will begin work on Friday, January 12<sup>th</sup>, 2007 with an orientation session with Joan Santulli.

Staff landmarks: Sherry Nichols, Library Clerk, and Deborah Brimmer, Microcomputer Specialist, both passed their probationary periods in the past 30 days. They are now permanent CCLD employees.

**Friends of the Steele Memorial Library  
100 East Church Street  
Elmira, NY 14901**

Mr. James Sleeth, Director  
Steele Memorial Library – Chemung County Library District  
100 East Church Street  
Elmira, NY 14901

Dear Jim,

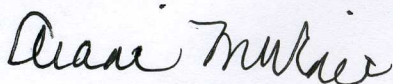
I am pleased to enclose our check for ten thousand dollars (\$10,000), which represents an additional 2006 contribution to the Steele Library system from the Friends.

Responding, in part, to the requests made to you by the staff of the various library branches, the Board of the Friends wishes this contribution to be shared as follows: \$2,000 for special programs under the direction of the Steele Library Youth Services, \$4,000 for the Big Flats Library (\$3,000 of that for new library materials and \$1,000 for special programs) and, finally, \$4,000 for the West Elmira Library (\$3,000 for new library materials and \$1,000 for special programs).

We are delighted to be able to make this unanticipated donation, the product of the hard work of so many volunteers in bringing to fruition a second book sale during 2006. While we do not expect to repeat this pattern of a second sale in future years, we do hope that our 2007 fund raising efforts will enable us to continue our support of the library system which we all so value.

May 2007 be a wonderful year for us all, as we continue our fruitful partnership.

Yours truly,



Diane M. Winer, Treasurer

Cc: Rose Woodward, West Elmira  
Brian Harris, Big Flats

**(Document #2007-6)**

**Minutes of the January 3, 2007 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, January 3, 2007, beginning at 7pm. The meeting was held in the Petrie Conference Room of the Steele Memorial Library. Attending the meeting were Elizabeth Wavle, Allen Smith, Sherry Collins, Marleah Denkenberger, Joan Santulli, and Jim Sleeth.

Elizabeth Wavle, chair of the Committee, opened the meeting.

The following topics were discussed:

- The Committee approved disbursement of General Fund and Grant Fund expenditures by consensus.
- An orientation for new and returning board members was discussed, with the conclusion: at the January 18<sup>th</sup> board meeting, new board members will receive a board notebook; one-hour before the February 15<sup>th</sup> board meeting all interested board members will be invited to attend an orientation program.
- CCLD committees, their membership, and their meeting times were reviewed and discussed.
- Meeting dates and locations for regular CCLD board meetings were reviewed and finalized.
- The possibility of creating an ad hoc planning committee was discussed.

The meeting adjourned at 8:25pm

# CHEMUNG COUNTY LIBRARY DISTRICT

(Document #2007-7)

## 2007 Meeting Schedule

**Regular meetings of the Board of Trustees** of the Chemung County Library District will be held the third Thursday of each month at 7pm at various public libraries throughout Chemung County. Therefore, Board meetings will be held on January 18<sup>th</sup> at the Steele Memorial Library, February 15<sup>th</sup> at the Horseheads Free Library, March 15<sup>th</sup> at the Steele Memorial Library, April 19<sup>th</sup> at the West Elmira Library, May 17<sup>th</sup> at the Steele Memorial Library, June 21<sup>st</sup> at the Big Flats Library, July 19<sup>th</sup> at the Steele Memorial Library, August 16<sup>th</sup> at the Van Etten Library, September 20<sup>th</sup> at the Steele Memorial Library, October 18<sup>th</sup> at the Horseheads Free Library, November 15<sup>th</sup> at the Steele Memorial Library, and December 20<sup>th</sup> at the Steele Memorial Library.

**Regular meetings of the Executive Committee** of the Chemung County Library District will be held the first Wednesday of each month at 7pm in the Petrie Conference Room of the Steele Memorial Library. Therefore, Executive Committee meetings will be held on January 3<sup>rd</sup>, February 7<sup>th</sup>, March 7<sup>th</sup>, April 4<sup>th</sup>, May 2<sup>nd</sup>, June 6<sup>th</sup>, July – to be announced, August 1<sup>st</sup>, September 5<sup>th</sup>, October 3<sup>rd</sup>, November 7<sup>th</sup>, and December 5<sup>th</sup>.

**Regular meetings of the Budget & Finance Committee** of the Chemung County Library District will be held the second Thursday of each month at 8:15am in the Petrie Conference Room of the Steele Memorial Library. Therefore, Budget & Finance Committee meetings will be held on January 11<sup>th</sup>, February 8<sup>th</sup>, March 8<sup>th</sup>, April 12<sup>th</sup>, May 10<sup>th</sup>, June 14<sup>th</sup>, July 12<sup>th</sup>, August 9<sup>th</sup>, September 13<sup>th</sup>, October 11<sup>th</sup>, November 8<sup>th</sup>, and December 13<sup>th</sup>.

**Regular meetings of the Building & Grounds Committee** of the Chemung County Library District will be held the second Wednesday of each month at 3pm in the Director's Office at the Steele Memorial Library. Therefore, Building & Grounds Committee meetings will be held on January 10<sup>th</sup>, February 14<sup>th</sup>, March 14<sup>th</sup>, April 11<sup>th</sup>, May 9<sup>th</sup>, June 13<sup>th</sup>, July 11<sup>th</sup>, August 8<sup>th</sup>, September 12<sup>th</sup>, October 10<sup>th</sup>, November 14<sup>th</sup>, and December 12<sup>th</sup>.



**(Document #2007-8)**

**Essential Information about the Chemung County  
Library District / January 2007**

**Mission statement**

**Governance**

1. Library District Board of Trustees, their terms of office, & committee assignments
2. New York State legislation creating the Chemung County Library District
3. Bylaws of the Chemung County Library District

**Minutes of CCLD board meetings**

**Libraries, their locations, and hours of operation**

1. Fall / Winter / Spring hours
2. Summer hours
3. Bookmobile schedule
4. 2007 Calendar

**Personnel**

1. Organization chart
2. Civil service job descriptions
3. CCLD staff plan

**Library policies**

1. Library Materials Selection Policy
2. Internet Access Policy
3. Circulation Policy
4. Meeting Room Policy
5. Rules for Acceptable Conduct
6. American Library Association (ALA) Code of Ethics
7. Travel and Continuing Education
8. CCLD Investment Policy
9. Privileges Extended to volunteers

**2007 Library District budget**

1. 2007 Library District Budget Summary
2. Big Flats Library Budget
3. Bookmobile Budget
4. Horseheads Free Library Budget
5. Steele Memorial Library Budget
6. Van Etten Library Budget
7. West Elmira Library Budget

**Long Range Plan**

**Miscellaneous items**

1. Handbook for Library Trustees of New York State
2. Annual narrative reports from library department heads
3. Election results from 2005 & 2006
4. Southern Tier Library System

**(Document #2006-9: Minutes of the January 11, 2007 meeting of the Budget & Finance Committee of the Chemung County Library District)**

**Minutes of the January 11, 2007 meeting of the Budget & Finance Committee of the Chemung County Library District:**

A meeting of the Budget & Finance Committee of the Chemung County Library District was held on Thursday, January 11, 2007, beginning at 8:15am. Attending the meeting were Richard Pirozzolo, Andrea Ogunwumi, Robin Fitzgerald, Sherry Collins, Joan Santulli, and Jim Sleeth.

Richard Pirozzolo, chair of the Committee, opened the meeting.

The following topics were discussed:

- December 31, 2006 fund balance report was reviewed
- December 2006 financial report was reviewed and forwarded to the CCLD board for consideration
- Year end Bookmobile expenses – it was recommended that estimates to repair corrosion on the Bookmobile be requested
- The committee was informed that a basic audit (not a “yellow book” or “single purpose”) audit was to be undertaken by Kathy Stickler of the firm Mengel Metzger Barr
- Investments at Chemung Canal Trust were reviewed
- January 9, 2007 unpaid bills detail was reviewed and forwarded to the CCLD board for consideration

The meeting adjourned at 8:50am. The next meeting of the Budget & Finance Committee will be held on Thursday, February 8, 2007 in the Petrie Conference Room of the Steele Memorial Library.



**(Document #2007-10): Minutes of the January 10, 2007 meeting of the Building & Grounds Committee of the Chemung County Library District)**

**Minutes of the January 10, 2007 meeting of the Building & Grounds Committee of the Chemung County Library District:**

A meeting of the Building & Grounds Committee of the Chemung County Library District was held on Wednesday, January 10, 2007, beginning at 3pm. Attending the meeting were Karl Schwesinger and Jim Sleeth.

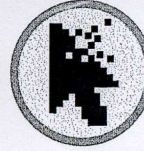
Karl Schwesinger, chair of the Committee, opened the meeting.

The following topics were discussed:

- Proposed construction projects at the Big Flats Library, West Elmira Library, and Steele Memorial libraries.
- A letter dated January 2, 2007 from Ristiina Wigg, Executive Director of the Southern Tier Library System, announcing approval of the three projects was reviewed.
- The following timeline for proceeding with the projects was proposed and, pending Library District Board approval, agreed upon:
  - Thursday, January 18, 2007: At the regular CCLD board meeting, gain approval for attorney review of bid documents for all three projects as created by engineering firms; pending attorney review and approval of bid documents for all three projects, gain approval from CCLD board to proceed with projects as specified when CCLD is notified of approval of State funding for all three projects;
  - Thursday, February 15, 2007: At regular CCLD board meeting, gain approval of bid documents with a goal of advertising for projects on Monday, February 19, 2007;
  - Wednesday, March 21, 2007: Deadline for receipt of contractors bids for all three projects;
  - March 21, 2007 – April 11, 2007: Review of contractors bids for all three projects by the Building & Grounds Committee;
  - April 11, 2007: At the regular Building & Grounds Committee meeting, decide on which contractor to recommend to the CCLD board for all three projects;
  - April 19, 2007: At the regular CCLD board meeting, award bids for all three projects.

The meeting adjourned at 3:35pm.

The next meeting of the Building & Grounds Committee will be held on Wednesday, February 14, 2007, in the Library Director's office of the Steele Memorial Library.



January 2, 2007

Elizabeth Wavle, President  
Chemung County Library District Board of Trustees  
101 East Church Street  
Elmira, New York 14901

Dear Liz,

Thank you for the Chemung County Library District's application for New York State construction aid grants:

- Climate control system – Steele Memorial Library
- Roof replacement – Big Flats
- Roof replacement – West Elmira

The Southern Tier Library System Board of Trustees has recommended that the applications be funded at the maximum 50% level:


- Steele \$42,500
- Big Flats \$30,800
- West Elmira \$24,400

The library's applications and the STLS Board's recommendations have been forwarded to the Division of Library Development (DLD) for review.

DLD staff will let the library know when the applications and funding levels are approved.

Best wishes on making these vital improvements to your libraries

Sincerely,



Ristiina Wigg  
Executive Director

c. Jim Sleeth, Director  
Darleen English, STLS Business Manager