

# CHEMUNG COUNTY LIBRARY DISTRICT

## Agenda

The September 2006 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, September 21<sup>st</sup>, 2006 in the Steele Memorial Library auditorium, 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. Laifer (732-2919), Mrs. Santulli (733-8607), or Mr. Sleeth (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2006-63)
4. Treasurer's report
  - a) Financial report (document #2006-64)
  - b) Report of Unpaid Bills Detail (document #2006-65)
5. Correspondence
6. Vice president's report:
  - a) Bookmobile available for tours beginning at 6:30pm
  - b) Media release announcing vacancy on the Library District Board (document #2006-66)
7. Director's report
  - a) Personnel activities since the July meeting of the Library Board
  - b) Continuing Education Workshop preliminary schedule (document #2006-67)
  - c) Nomination and supporting documents for the STLS Outstanding Support for Libraries award (document #2006-68, 69, and 70)
8. Committee reports:
  - a) Budget & Finance Committee
  - b) Building & Grounds Committee: letter from Karl Schwesinger to engineering firms requesting quotes for the creation of bid documents (document #2006-71) and email to Claudia Radin discussing timing issues (document #2006-72)
  - c) Policies & Bylaws Committee
9. Old business
10. New business
11. Period for public expression
12. Adjournment

*(Minutes of the August 2006 meeting of the Chemung County Library District Board of Trustees. Document #2006-63)*

**Minutes of the August 2006 meeting of the Chemung County Library District Board of Trustees.** The August meeting was held on Thursday, August 17, 2006 at 7:00pm at the Van Etten Library. The meeting was called to order by President Elizabeth Wavle. Present were Jan Kather, Dan Drake, Richard Pirozzolo, Karl Schwesinger, Marleah Denkenberger, Robin Fitzgerald and Joan Hurley. Excused were Andrea Ogunwumi, Allen Smith, Maria Scotti-Laifer, Ed Marosek, Sherrill Collins, and Claudia Radin. Absent was Julia Lavarney. Also present were Jim Sleeth, the Library District Director and Joan Santulli, the Library's Administrative Assistant.

Bonnie Mallen, the long tenured Clerk in charge of the library, gave a tour of the Van Etten Library and answered questions from the Library Board of Trustees. She noted the value of rotating collections from Southern Tier. Ms. Mallen also said that her budget for new materials and her budget for programming were sufficient to meet Van Etten's needs. President Elizabeth Wavle thanked Ms. Mallen for her good work at the Van Etten Library.

**Minutes.** (Document #2006-57) The minutes of the July 2006 meeting were reviewed by the board and approved as distributed by unanimous consent.

**Treasurer's Report.** (Document #2006-58) Mr. Pirozzolo noted that expenditures were going according to plan. He did note that although the report shows the District's budget to be 47% spent and we are 58% through the year, large payments for debt service have not yet been made. By unanimous consent, the July 31, 2006 Financial Report was approved as distributed and will be filed for audit.

Concerning the Report of Unpaid Bills (Document #2006-59), Mr. Pirozzolo requested that the Board approve an additional invoice in the amount of \$400 as a deposit required by Mike Thaler, an author who is visiting our libraries in October 2006. By unanimous consent, the board authorized the payment of the unpaid bills as amended.

**Correspondence.** President Wavle read a letter from Shawn Lucas, a CSEA representative of Library District staff. As the 2005-2008 contract has now been printed, Ms. Lucas asked whether the Library District Board of Trustees preferred to receive the full version of the contract or an edited version tailored to the Library. After a brief discussion, it was decided that the District should request both versions and send to the Library District's attorney for review.

**President's report.** Ms. Wavle included in the board packet an email from Lise Hall, a user of the Big Flats Library. Ms. Hall is requesting that the Big Flats Library be open to the public and offer a story hour on Fridays during the Fall through Spring schedule. Since the Policy & Bylaws Committee has not had an opportunity to meet and review the Fall/Winter/Spring Schedule and this schedule starts prior to the next board meeting, it was recommended that the full board review the proposed schedule in order to address

Ms. Hall's concerns. The proposed Fall 2006 through Spring 2007 schedule, while the same as prior years for other libraries, has the Big Flats Library open on Fridays from 10 – 3 instead of being open on Thursday evenings as they have been in the past from September – May. This is actually an increase of 2 ½ hours of public service at the Big Flats Library. Mr. Drake moved, seconded by Ms. Denkenberger to approve the Fall 2006 through Spring 2007 Hours Schedule as presented to the board. Motion Carried.

Ms. Wavle also included in the board packet a copy of an opinion piece for the Star-Gazette entitled "*Keeping Promises.*" She noted that the article lists the accomplishments of the past several months and will hopefully get the voters to start thinking about the Library District again. She is hoping the newspaper will include an editorial that paints the District in a positive light. Mr. Pirozzolo reported that the Budget & Finance Committee, at their last meeting, discussed the talking points related to the proposed 2007 budget. They felt that the message should be a board decision. It seems that the keeping promises theme is a good one to use. The board agreed.

President Wavle stated that she is in receipt of the draft of the new STLS Plan of Service. She and Mr. Sleeth will review the plan and respond to Southern Tier where appropriate.

**Personnel Activities.** Mr. Sleeth reported that all the positions authorized by the Library District budget were filled, though one staff member was on disability leave at present. The most recent position filled was that of Microcomputer Specialist.

**Budget & Finance Committee.** Mr. Pirozzolo stated that at their last meeting the Committee discussed what steps to take should the 2007 Library District budget be turned down by the voters and there is approximately \$77,000 less funding than proposed to the voters. The Committee determined that should the budget request be defeated, the two line items that will be affected are the \$56,000 in Contingency funds and the \$45,000 in the Capital Improvement line.

The Committee also discussed what would be an adequate end of year fund balance and concluded that the Library District should have as a goal a \$300,000 fund balance. This takes into account the grant for cash flow purposes from the Steele Memorial Library Foundation (\$250,000) and other funds transferred to the Library District from the Steele Memorial Library and Horseheads Free Library Associations.

Mr. Pirozzolo reported that he spoke to Attorney Jim Young regarding the Library District's bidding process. Any project costing over \$10,000 is required to be bid out and the District is required to accept the lowest bid unless a significant discrepancy is noted, though Attorney Young said that the District could lower this threshold. Mr. Drake stated that he would not recommend making a lower threshold a board policy. If an emergency occurs, the District can still get several quotes, but if the repair amount is under \$10,000, the board can take immediate action without the formal bidding process. Regarding the hiring of an auditing firm, it is not necessary to put this out for bid.

The question of an annual audit was raised. Mr. Sleeth reported that the Steele Memorial Library Association's auditor, Edward K. Hoffman, Jr., believed that several local firms were fully capable of completing an audit for the Library District Board. Mr. Sleeth said an RFP for an auditor of the Library District would be posted with the goal of selecting an auditing firm at the November meeting of the Library District.

Regarding the message to voters, Mr. Sleeth will put together a presentation in the next weeks, in anticipation of presentations being held at each of the libraries of the Library District. Dates of the presentations are scheduled as follows:

Van Etten Library – October 5, 2006 at 5:30pm  
Big Flats Library – October 10, 2006 at 5:30pm  
West Elmira Library – October 16, 2006 at 5:30pm  
Steele Memorial Library – October 23, 2006 at 7pm  
Bookmobile – October 30, 2006 at noon  
Horseheads Free Library – October 30, 2006 at 7pm

While individual board members made commitments to attend the budget presentation within their district, Mr. Sleeth was asked to send an email regarding these meetings so other interested board members might also plan to attend.

Mr. Pirozzolo reported on a meeting held with the Friends of the Steele Memorial Library regarding their annual donation to our libraries. The outcome of the meeting was the agreement that their donation will not be included in the annual budget as an expected award. Instead, they asked for a wish list from the Library and they will then determine how best to distribute funds raised.

**Buildings & Grounds Committee.** Mr. Schwesinger reported that his Committee has met and begun the process to request RFPs from engineering firms to create bid documents for projects as identified in the engineering study entitled *Existing Conditions Evaluation / Capital Assessment*.

**Personnel Committee.** No meeting last month

**Policy and Bylaws Committee.** Ms. Hurley reported that although they had scheduled a meeting last month, no one from the Committee was able to attend. Another meeting will be scheduled prior to the next board meeting. It was requested that this Committee work on the wording of the "Scope and Structure of the Library System", specifically the wording on what to call our "neighborhood" libraries and what to call the Steele Memorial Library (the Central Library of STLS). The policy on "Rules of Acceptable Conduct" also needs to be reviewed.

**Old Business.** Mr. Pirozzolo reported that concerning the window project at the Horseheads Free Library, it has been found that the thermal pane windows do not need to be replaced as first expected. It appears that the framing is loose. The window framing will be replaced and the windows will be re-caulked.

The ownership of the Steele Memorial Library, the Big Flats Library and the West Elmira Library is still in the hands of the Library District's Attorney and Chemung County.

President Wavle reported that the amendment to the Bylaws adopted at the July meeting stated that a fifth member of the Executive Committee be appointed. Marleah Denkenberger volunteered to be part of the Executive Committee. Mr. Pirozzolo moved, seconded by Ms. Fitzgerald to appoint Ms. Denkenberger as the fifth member of the Library District's Executive Committee. Motion Carried.

**New Business.** Mr. Pirozzolo reported that the Horseheads Free Library Association Board has been working on the dissolution paperwork for their Association Library. One question on the form requires information on the dollar value of the contents of the building. The HFL board's listing of the value of contents is much higher than the insured value of the Chemung County Library District for the contents. Mr. Pirozzolo requested that our insurance agent be contacted to make sure that if the assets on the dissolution paperwork are valued higher than our insurance, that the District won't be obligated to increase its insurance to match that value. Mrs. Santulli will contact Mark Hagan at Perry & Carroll Insurance to request an answer to this question.

**Public Expression.** None

The meeting was adjourned at 8:25 p.m. The next regular meeting of the board will be on Thursday, September 21, 2006 at 7 PM at the Steele Memorial Library.

**CHEMUNG COUNTY LIBRARY DISTRICT**  
Financial Report - AUGUST 31, 2006

**(DOCUMENT #2006-64)**

Account	2006 Annual Budget	Received to date	Balance remaining	Percentage Received	Percentage through year
<b>Income</b>					
Library Fines, Fees & Contributions	\$ 89,625	\$ 68,457	\$ 21,168	76%	
Grants (other than N.Y.S.)	58,650	54,100	4,550	92%	
Interest & Foundation Contributions	80,000	99,124	(19,124)	124%	
Library District Tax Receipts	1,963,969	1,963,969	0	100%	
Steele Endowment Donation	0	211,000	0		
<b>State Aid</b>					
Central Library Development	105,000	0	105,000	0%	
Central Book Aid	71,500	0	71,500	0%	
Local Library Services Aid	49,952	48,295	1,657	97%	
Other State Aid	3,200	10,800	(7,600)	338%	
Interfund Transfer	94,619	0	94,619	0%	
<b>TOTAL INCOME</b>	<b>\$ 2,516,515</b>	<b>\$ 2,455,745</b>	<b>\$ 271,770</b>	<b>98%</b>	<b>67%</b>

Account	Annual Budget	Expended to date	Balance remaining	Percentage Expended	Percentage through year
<b>Expense</b>					
<b>Personnel</b>					
Salaries	\$ 1,084,071	\$ 670,873	\$ 413,198	62%	
Sunday & Holiday Salaries	46,258	23,727	22,531	51%	
Employee Benefits	478,892	286,535	192,357	60%	
<b>Contractual</b>					
Equipment	14,681	590	14,091	4%	
Telephone	12,130	6,514	5,616	54%	
Supplies	28,300	21,924	6,376	77%	
Travel & Continuing Education	12,603	1,808	10,795	14%	
Repairs & Maintenance	43,279	48,894	(5,615)	113%	
Postage	7,610	3,346	4,264	44%	
Library Materials (books, video, etc.)	254,667	168,607	86,060	66%	
Utilities	80,901	28,268	52,633	35%	
Building Cleaning Supplies	4,150	3,592	558	87%	
Fuel, Gas & Oil	1,200	1,270	(70)	106%	
Insurance	18,645	16,164	2,481	87%	
Rent	5,000	3,333	1,667	67%	
Vehicle Operation / Lease	7,000	1,079	5,921	15%	
Professional Fees (audit, membership)	12,650	28,878	(16,228)	228%	
Data Processing Expenses	37,118	18,959	18,159	51%	
Payment of Taxes	4,575	4,605	(30)	101%	
Library Programming	11,250	11,491	(241)	102%	
Interfund Transfer	94,619	0	94,619	0%	
Debt Service	221,065	9,271	211,794	4%	
<b>TOTAL EXPENSE</b>	<b>\$ 2,480,664</b>	<b>\$ 1,359,728</b>	<b>\$ 1,120,936</b>	<b>55%</b>	<b>67%</b>

**Unpaid Bills Detail**

As of September 13, 2006

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>A. M. Best Company, Inc.</b>			
	09/13/2006	reference material	1,029.95
Total A. M. Best Company, Inc.			<u>1,029.95</u>
<b>Baker &amp; Taylor Books</b>			
	09/13/2006	Reference materials	574.86
Total Baker & Taylor Books			<u>574.86</u>
<b>Grey House Publishing</b>			
	09/13/2006	Reference Material	8.00
Total Grey House Publishing			<u>8.00</u>
<b>Ingram Library Services</b>			
	09/13/2006	NonFiction book purchases	1,179.76
Total Ingram Library Services			<u>1,179.76</u>
<b>Phyllis Rogan</b>			
	09/13/2006	Mileage reimbursement	52.28
Total Phyllis Rogan			<u>52.28</u>
<b>Southern Tier Library System</b>			
	09/13/2006	processing fees	57.00
Total Southern Tier Library System			<u>57.00</u>
<b>Thomson Gale</b>			
	09/13/2006	Reference Mat.	1,764.50
Total Thomson Gale			<u>1,764.50</u>
<b>TOTAL</b>			<u><u>4,666.35</u></u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of September 13, 2006

Document 2006-65

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Able Card Corporation</b>			
	09/12/2006	Library cards for HFL	1,064.93
Total Able Card Corporation			<u>1,064.93</u>
<b>Acme Pest Control, Inc.</b>			
	09/12/2006	Pest Control @ Steele	42.00
Total Acme Pest Control, Inc.			<u>42.00</u>
<b>AEC One Stop Group, Inc.</b>			
	09/12/2006	HFL JUV book purchase	271.98
Total AEC One Stop Group, Inc.			<u>271.98</u>
<b>Amazon Credit Plan</b>			
	09/12/2006	HFL purchases	112.53
Total Amazon Credit Plan			<u>112.53</u>
<b>Ann Brouse</b>			
	09/12/2006	DVD purchases for Steele	28.48
Total Ann Brouse			<u>28.48</u>
<b>Baker &amp; Taylor Books</b>			
	09/12/2006	HFL/WE book purchases	212.26
Total Baker & Taylor Books			<u>212.26</u>
<b>Barcode Discount</b>			
	09/12/2006	scanner for West Elmira	149.70
Total Barcode Discount			<u>149.70</u>
<b>Barnes &amp; Noble, Inc.</b>			
	09/12/2006	SML book purchases	95.86
Total Barnes & Noble, Inc.			<u>95.86</u>
<b>BBC Audiobooks America</b>			
	09/12/2006	Audio purchases for Steele	800.52
Total BBC Audiobooks America			<u>800.52</u>
<b>Blackbourn Media Packaging</b>			
	09/12/2006	AV supplies for BF	307.49
Total Blackbourn Media Packaging			<u>307.49</u>
<b>Capabilities, Inc.</b>			
	09/12/2006	rubber Discard stamps-all libraries	100.00
Total Capabilities, Inc.			<u>100.00</u>
<b>Center Point Large Print</b>			
	09/12/2006	SML Fiction Large Print	115.62
Total Center Point Large Print			<u>115.62</u>
<b>Chemung County Library District</b>			
	09/12/2006	Petty Cash reimbursement - WE,HFL	235.08
Total Chemung County Library District			<u>235.08</u>
<b>Clarion University of PA</b>			
	09/12/2006	registration fee for BKM conference	150.00
Total Clarion University of PA			<u>150.00</u>
<b>CyberDark Computing</b>			
	09/12/2006	Memory/hard drives -WE/BF	338.00
Total CyberDark Computing			<u>338.00</u>
<b>Deborah L. Brimmer</b>			
	09/12/2006	Mileage reimbursement-travel to all libraries	156.20
Total Deborah L. Brimmer			<u>156.20</u>
<b>Deloris Beschler</b>			
	09/12/2006	Reimbursement of Programming exp-HFL	69.30
Total Deloris Beschler			<u>69.30</u>



**Chemung County Library District General Fund  
Unpaid Bills Detail  
As of September 13, 2006**

Document 2006-65

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Demco, Inc.</b>			
	09/12/2006	book purchase-BF	82.40
Total Demco, Inc.			<u>82.40</u>
<b>Dwyer Kitchens</b>			
	09/12/2006	Kitchen unit for HFL	2,590.00
Total Dwyer Kitchens			<u>2,590.00</u>
<b>Earle's Ice Cream</b>			
	09/12/2006	Programming expense HFL	180.00
Total Earle's Ice Cream			<u>180.00</u>
<b>Elizabeth Murch</b>			
	09/12/2006	Patron Refund	15.00
Total Elizabeth Murch			<u>15.00</u>
<b>Elizabeth Zell</b>			
	09/12/2006	Reimbursement for library materials purchase-HFL	314.11
Total Elizabeth Zell			<u>314.11</u>
<b>Fire Alarm Service Technology, Inc.</b>			
	09/12/2006	replacement camera-Steele	525.00
Total Fire Alarm Service Technology, Inc.			<u>525.00</u>
<b>First Transit</b>			
	09/12/2006	BKM fuel-August	160.72
Total First Transit			<u>160.72</u>
<b>Fred Pryor Seminars</b>			
	09/12/2006	registration fee for Team Building workshop for Director	179.00
Total Fred Pryor Seminars			<u>179.00</u>
<b>Gail Essigmann</b>			
	09/12/2006	Patron Refund for Matthew Essigmann	20.00
Total Gail Essigmann			<u>20.00</u>
<b>Highsmith, Inc.</b>			
	09/12/2006	Programming/supplies for all libraries	192.29
Total Highsmith, Inc.			<u>192.29</u>
<b>Horseheads Do It Center</b>			
	09/12/2006	HFL custodial supplies	62.83
Total Horseheads Do It Center			<u>62.83</u>
<b>Horwitz Supply Company</b>			
	09/12/2006	cleaning supplies-SML,BF,WE Reissue ck#1331 - lost in mail	607.98
Total Horwitz Supply Company			<u>607.98</u>
<b>Howard Library</b>			
	09/12/2006	Payment from HFL for lost book-One Flew Over.....	8.00
Total Howard Library			<u>8.00</u>
<b>Ingram Library Services</b>			
	09/13/2006	Library materials-all libraries	9,049.04
Total Ingram Library Services			<u>9,049.04</u>
<b>Kimbo Educational</b>			
	09/12/2006	HFL Books Plus kits	35.90
Total Kimbo Educational			<u>35.90</u>
<b>Lakeshore Learning Materials</b>			
	09/12/2006	HFL Books Plus kits	252.21
Total Lakeshore Learning Materials			<u>252.21</u>
<b>Library Video Company</b>			
	09/12/2006	Books Plus kits-HFL	184.92
			<u>184.92</u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
**As of September 13, 2006**

**Document 2006-65**

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Library Video Company			184.92
<b>MidWest Tape</b>			
	09/12/2006	DVD purchases-SML	679.60
Total MidWest Tape			679.60
<b>Mike Thaler</b>			
	09/12/2006	Lagoon Author Visit balance due- BF, HFL, SML, WE	1,200.00
Total Mike Thaler			1,200.00
<b>MindWare</b>			
	09/12/2006	HFL Books Plus purchase	248.50
Total MindWare			248.50
<b>Museum Products</b>			
	09/12/2006	HFL Books Plus purchase	114.32
Total Museum Products			114.32
<b>NYSEG</b>			
	09/12/2006	HFL utility charges 7/22-8/18/06	2,138.39
Total NYSEG			2,138.39
<b>Perry &amp; Carroll, Inc.</b>			
	09/12/2006	419 Insurance - 3rd Qtr	6,596.00
Total Perry & Carroll, Inc.			6,596.00
<b>Petty Cash-Steele</b>			
	09/12/2006	reimburse PC expenses-SML	61.29
Total Petty Cash-Steele			61.29
<b>Pharos Systems International, Inc.</b>			
	09/12/2006	Maintenance agreement-Steele Pharos system	778.75
Total Pharos Systems International, Inc.			778.75
<b>Pitney Bowes</b>			
	09/12/2006	Ink for mail machine	188.73
Total Pitney Bowes			188.73
<b>ProQuest Information &amp; Learning</b>			
	09/12/2006	Microfilm S-G for July	19.45
Total ProQuest Information & Learning			19.45
<b>RadioShack Corporation</b>			
	09/12/2006	Phone replacement-Steele	24.99
Total RadioShack Corporation			24.99
<b>Random House, Inc.</b>			
	09/12/2006	AV purchases-SML	566.10
Total Random House, Inc.			566.10
<b>Really Good Stuff, Inc.</b>			
	09/12/2006	HFL Books Plus	190.18
Total Really Good Stuff, Inc.			190.18
<b>Recorded Books</b>			
	09/12/2006	WE purchases for AV	395.94
Total Recorded Books			395.94
<b>Rem-Southern Office Products, Inc.</b>			
	09/12/2006	ST PCU unit- Savin copier	334.00
Total Rem-Southern Office Products, Inc.			334.00
<b>Renko Tree Service</b>			
	09/12/2006	Tree Removal at West Elmira	1,975.00
Total Renko Tree Service			1,975.00
<b>Rivershore Reading Store</b>			

**Chemung County Library District General Fund  
Unpaid Bills Detail  
As of September 13, 2006**

Document 2006-65

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
	09/12/2006	library stickers	95.00
Total Rivershore Reading Store			95.00
<b>Rose Woodard</b>			
	09/12/2006	Programming supplies for WE	100.00
Total Rose Woodard			100.00
<b>Sayles &amp; Evans</b>			
	09/12/2006	Legal fees 5/8-7/24/06	2,498.00
Total Sayles & Evans			2,498.00
<b>Scholastic Library Publishing</b>			
	09/12/2006	HFL book purchases	140.40
Total Scholastic Library Publishing			140.40
<b>SDS of NY</b>			
	09/12/2006	garbage disposal-BF,WE,HFL July	126.23
Total SDS of NY			126.23
<b>SKJ Facilities Management, Inc.</b>			
	09/12/2006	HFL Janitor services 7/30, 8/6, 8/13, 8/20	480.00
Total SKJ Facilities Management, Inc.			480.00
<b>Southern Tier Library System</b>			
	09/12/2006	Cost Share 3rd Qtr & processing fees-August all libraries	9,147.50
Total Southern Tier Library System			9,147.50
<b>ST. Joseph's Hospital</b>			
	09/12/2006	Physicals-new employees	100.00
Total ST. Joseph's Hospital			100.00
<b>Staples Business Advantage</b>			
	09/12/2006	All libraries office supplies/BF copier	516.11
Total Staples Business Advantage			516.11
<b>Star Gazette</b>			
	09/12/2006	annual subscription-HFL	182.00
Total Star Gazette			182.00
<b>Sunset Printers</b>			
	09/12/2006	News article reprints	28.00
Total Sunset Printers			28.00
<b>The Community Bookstore</b>			
	09/12/2006	NY Times/Wall St-April-August	382.45
Total The Community Bookstore			382.45
<b>The Ithaca Journal</b>			
	09/12/2006	annual subscription-STeele	202.80
Total The Ithaca Journal			202.80
<b>The Leader</b>			
	09/12/2006	Steele subscription	183.60
Total The Leader			183.60
<b>The Video Store Shopper</b>			
	09/12/2006	CD repair kits	32.25
Total The Video Store Shopper			32.25
<b>Thomson Gale</b>			
	09/12/2006	SML fiction purchase	672.47
Total Thomson Gale			672.47
<b>Time Warner Cable</b>			
	09/12/2006	VPN Service	200.00
Total Time Warner Cable			200.00

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of September 13, 2006

Document 2006-65

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Town of VanEtten</b>			
	09/12/2006	Building rental-September	416.66
Total Town of VanEtten			<u>416.66</u>
<b>U. S. Postal Service</b>			
	09/12/2006	Fall 06 newsletter mailing fees	1,127.26
Total U. S. Postal Service			<u>1,127.26</u>
<b>Unique Management Services, Inc.</b>			
	09/12/2006	collection agency fees-ST,WE,BF,BKM-August	662.04
Total Unique Management Services, Inc.			<u>662.04</u>
<b>Verizon</b>			
	09/12/2006	phone service-BF,HFL,SML	689.07
Total Verizon			<u>689.07</u>
<b>Village of Horseheads</b>			
	09/12/2006	HFL water bill 4/7-7/7/06	33.33
Total Village of Horseheads			<u>33.33</u>
<b>Wegmans Food Markets Inc.</b>			
	09/12/2006	Prog. supply SML	6.87
Total Wegmans Food Markets Inc.			<u>6.87</u>
<b>William Knapp</b>			
	09/12/2006	New Lock for BKM door	87.25
Total William Knapp			<u>87.25</u>
<b>TOTAL</b>			<u><u>52,329.88</u></u>

***Document #2006-66***

August 31, 2006

Media Release

For Immediate Release

Subject: Trustee vacancies at the Chemung County Library District

From: Sherrill Collins, Secretary  
Board of Trustees  
Chemung County Library District

The Chemung County Library District announces that petitions for election to the Board of Trustees are now available at local libraries as well as from the Library District's web site: [www.cclld.lib.ny.us](http://www.cclld.lib.ny.us). A candidate for election to the Board of Trustees must be a duly qualified voter within the legislative district in which the vacancy occurs. These positions are non-partisan and therefore not affiliated with any political party. At least twenty-five (25) valid signatures on petitions must be collected between July 11, 2006 through 5pm September 12, 2006 to be eligible for inclusion on the general election ballot. The term of office is January 1, 2007 through December 31, 2009. Three-year terms in legislative districts 2, 7, 11, 12, and 15 are available.

*Due to an unexpected resignation on the Library Board, the Library Board of Trustees also announces the availability of a one-year term, January 1, 2007 through December 31, 2007, for election to the Library's 13<sup>th</sup> district.*

For more information, contact Sherrill Collins, Secretary, Board of Trustees, Chemung County Library District, c/o Steele Memorial Library, 101 East Church Street, Elmira, New York 14901. Inquiries may also be made of Ms. Collins via email at [sherryc784@earthlink.net](mailto:sherryc784@earthlink.net) or 733-6820.

Document #2006-67

# Chemung County Library District Continuing Education Workshop Friday the 13<sup>th</sup> of October, 2006



## **Morning Program:**

*What Does it Really Mean to be a Library District?* – Jamie LaRue, Director, Douglas County Colorado Public Library District

-- intermission --

*An Appreciative Inquiry* – Jamie LaRue

**Noon – the traditional “There is No Such Thing as a Free Lunch Free Lunch”**  
catered by A Step Above

## **Afternoon Workshops:**

1pm: *What's inside the box?* – Deborah Brimmer, Microcomputer Specialist. Deb will take a part a perfectly healthy microcomputer and show everyone what's inside, then put it back together, turn it on, and explain the software that makes the machine tick.

1pm: *The Seven deadly sins of fund raising* with Dale R. Wexell, Fund Development Officer of the Southeast Steuben County Library. This workshop is intended for board members of the Public Library Foundation of Chemung County and the Steele Memorial Library Foundation. Library Conference Room.

1pm: *Review of the new manual for interlibrary loan in the Southern Tier Library System* by Southern Tier's ILL librarian Lorie Brown

1pm: *Searching Ebsco Host* by Owen Frank. Reference Department computers.

2pm: *Review of the new manual for Interlibrary Loan in the Southern Tier Library System* by Southern Tier's ILL librarian Lorie Brown.

2pm: *Nine principles of boardmanship* – Jamie LaRue. This workshop is intended for board members of the Chemung County Library District. Library Conference Room.

2pm: *Fundamentals of excellent customer service* – Betsy Zell. Learn from a staff member who receives regular compliments about her services.

2pm: *No matter what you want to do from birth to death, you can do it better with a book or video from the library* by Phyllis Rogan. Reference Department.

3pm: *The first draft of the staff manual* – Joan Santulli. Joan will distribute copies of the first draft of the Staff Manual, then review its contents and seek input from staff for improvements that will be integrated into a second draft of the Staff Manual.

3pm: *Review of the new manual for interlibrary loan in the Southern Tier Library System* by Southern Tier's ILL librarian Lorie Brown.

3pm: *Review of patron data entry and collection agency details* – Cola Thayer and Donna Hubbard. Circulation Department.

3pm: *The proposed 2007 library district budget*, by Jim Sleeth. Auditorium.

4pm: Staff Appreciation Awards – Elizabeth Wavle, President of the Chemung County Library District Board of Trustees. Auditorium.

\*\* Please return your completed CEW evaluation forms as you leave. Thanks to all! \*\*

*Document #2006-68*

Southern Tier Library System  
*Outstanding Support for Libraries Award*  
Nominating Form

Judy Mason, Camille Sechrist, Denny Smith, and Ben Thomas are hereby nominated for the 2006 Award and merit recognition because:

The cornerstone of the overwhelmingly successful campaign to convince Chemung County voters to approve the Chemung County Library District was an educational campaign that relied on the opinions of four residents - Judy Mason, Camille Sechrist, Denny Smith, and Ben Thomas - to convince the voters to approve the District. Each of these library supporters volunteered to be interviewed, photographed, and videotaped to become the public voice and public face of the library district proposal. Their message was heartfelt and straightforward. Judy Mason said "I take out about 10 books per week. It would be too expensive to buy them." Camille Sechrist, an elementary school teacher, put it succinctly "If children become readers, they can become anything." Denny Smith, said "If you tear down a library, you might as well build a prison." Ben Thomas said "I'm voting "yes" because after all I've received from libraries, it's time to give back." These positive messages were distributed throughout our community in 4 direct mail pieces to registered voters, weekly publication in the local newspaper, posters displayed in public places, and on prime time local television. The result: 68% of the voters cast their ballot in favor of the creation of the Chemung County Library District.

*Jim Sleeth*

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Jim Sleeth, Director  
Chemung County Library District  
101 East Church Street  
Elmira, New York 14901  
733-8611  
[sleethj@stls.org](mailto:sleethj@stls.org)

*Maureen Ferrell*

---

Maureen Ferrell, Head Librarian  
Horseheads Free Library  
405 South Main Street  
Horseheads, New York 14845  
739-4581  
[ferrellm@stls.org](mailto:ferrellm@stls.org)

Supporting materials, including two letters of support, accompany this form.



Southern Tier Library System  
*Outstanding Support for Libraries Award*  
Nominating Form

Judy Mason, Camille Sechrist, Denny Smith, and Ben Thomas are hereby nominated for the 2006 Award and merits recognition because:

In November 2005, history was made in New York as the voters of Chemung County, affirmed their support for our libraries by voting to create the first county-wide library district in our state, the Chemung County Library District. These four outstanding and well-known members of our communities, brought the “Our Libraries, Our Decision – I’m Voting Yes!” campaign to life, grabbing the attention of county residents with their heartfelt, public support for our libraries. Artist and author, Denny Smith, said “I’m voting ‘yes’ because libraries provide equal access to self-education, exposure to the arts and culture and meeting space to build community.” Camille Sechrist, a kindergarten teacher said, “I’m voting ‘yes’ to keep our libraries open for our kids.” Judy Mason said “there are some resources that are available only at the library – like microfiche for my dad’s genealogy research.” Ben Thomas, a graphic designer reminisced “my first job was at a small library. Growing up, I think I read every book there, which inspired years of travel as an adult.” Through television spots, posters, and mailings, these four library supporters brought a message of hope to the voters, who responded with an overwhelming 68% “Yes” to “Our Libraries, Our Decision.”

*Elizabeth Wavle*

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Elizabeth Wavle  
President, Board of Trustees  
Chemung County Library District

Southern Tier Library System  
*Outstanding Support for Libraries Award*  
Nominating Form

Judy Mason, Camille Sechrist, Denny Smith, and Ben Thomas are hereby nominated for the 2006 Award and merits recognition because:

When the former association boards of the Steele Memorial Library and the Horseheads Free Library joined forces to design and promote a new library district for Chemung County, it quickly became apparent that the success of this complex effort depended entirely on a clear and comprehensive explanation of issues to the voters. Someone, the public needed to know that this was an opportunity to take ownership of the libraries, to preserve their cherished services, and to do so with a meaningful response on Election Day.

These four community-minded library users stepped forward to become the visible face of the "Our Libraries, Our Decision: campaign. I believe their enthusiastic support in print and in television announcements was the primary way most Chemung County voters learned of the district initiative. More importantly, the public was able to identify with them, to recognize the crucial role libraries play in their own lives, and then join them where it counted - at the ballot box.

Judy, Camille, Denny, and Ben deserve our thanks and respect for their successful effort in bringing the Library District idea into the homes of Chemung County, inspiring a voter response that will protect our libraries for years to come.

*Marc L. Chevalier*

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Marc L. Chevalier  
Co-chairman, Library District Task Force  
Board member, Public Library Foundation of Chemung County, Inc.

# Document #2006-71

August 28, 2006

Sue Oliver  
Fagan Engineers  
113 E. Chemung Place  
Elmira, NY 14904

RE: Chemung County Library District  
RFP – Project Bid Documents

Dear Sir,

The Chemung County Library District is submitting this request for proposal (RFP) to prepare project plans and specifications suitable for public bidding of several projects.

The Chemung County Library District -- the successor organization to the Horseheads Free Library Association and the Steele Memorial Library Association -- was created by an act of the New York State Legislature and the voters of Chemung County on November 8, 2005. The Board of Regents of the State of New York granted the Library District its absolute charter on February 14, 2006. The Library District is governed by a fifteen member Board of Trustees representing all geographic segments of Chemung County. The current president of the Library Board of Trustees is Elizabeth Wavle.

The Library District includes the operation and maintenance of five libraries throughout Chemung County. The libraries include the Horseheads Library, Van Etten Library, West Elmira Library, Big Flats Library and the Steele Memorial Library. The Chemung County Library District had an evaluation/capital assessment of the district's properties performed by Fagan Engineers. The report is available for review at the Steele Memorial Library. The report identified several major maintenance needs at each of the districts libraries. We have included a copy of the report with this RFP for your reference.

The Library District is beginning the process of applying to the New York State Public Library Construction Grant Program to obtain matching funding for several of the needed projects. There is limited money available and it will be spread throughout the state. Therefore, we don't know how much money will be available for Chemung County and what projects will meet that budget. The application form requires project cost estimates based on contractor bid documents. Therefore, we need to prepare bid documents for all of our potential projects and have an open bid for each project before we can finalize our funding application.

We are looking to develop project plans and specification suitable for public bidding for multiple projects. Specifications should follow the American Institute of Architects

(AIA) standard format. Once we have selected an engineer/architect to prepare the bid documents we want to develop as many bid documents as possible with our available funds. This will allow us to apply for several construction projects. Having bid documents ready to release for bid will also allow us to research other funding options.

The Chemung County Library District is requesting quotes to develop project plans and bid documents for the following projects. Please bid each project separately. We do not have the ability to develop all of the bid documents. Based on your quotes we will create as many bid documents as possible. Your firm is not required to quote every project. The Library District will consider your quote to be valid for six months. Several of the projects are very similar. It may be possible to create bid documents for several projects at the same time and save money. Please inform us if there are any multiple project discounts.

### Roof Replacement

The four libraries have roofs at or past the extent of their lifespan. The Steele Memorial Library still has the original roof from 1978. The Big Flats and West Elmira Libraries roofs are 12 years old and the Horseheads Library roof is 15 years old. All of these roofs are high priority items that need to be replaced in the next few years. The roof replacement should include a full tear off of the existing roof and insulation to evaluate the roof deck. The roofs may contain asbestos material. We want to replace the roof systems with an energy efficient cool roof system. The Steele Memorial Library is a good candidate for a green roof system. There appears to be funding available for green roofs. We would like to evaluate both the cool roof and green roof systems for this library. The library board is requesting a technical request for proposal (RFP) for each of the libraries that will be suitable for the Chemung County Library District to solicit bids from several contractors. We are not asking for any on-site inspection at this time.

### Caulking

In 2005 several of the limestone exterior panels were becoming loose and shifting down on the Steele Memorial Library. The cause of the failure was determined to be water infiltration and condensations/moisture being trapped on the rigid steel frame where the panels were attached. This created an opportunity for corrosion resulting in weld failure. A complete re-caulking of the exterior is required as well as roof restorations. We are requesting a technical request for proposal (RFP) for the re-caulking the entire Steele Memorial Library exterior and installing weeps to create drainage ports for trapped condensation. This project would be completed in conjunction with the Steele Memorial Library roof replacement.

### Window Replacement

The West Elmira, Big Flats and Horseheads libraries have single plate windows. We would like to replace these windows with high efficiency insulated low-e windows. We would also like to use safety glass at all near floor locations. This project may be done in

combination with an interior remodeling for ADA handicap accessibility. We are requesting a technical request for proposal (RFP) for each of the libraries that will be suitable for the Chemung County Library District to solicit bids from several contractors. We are not asking for any on-site inspection at this time.

### Interior Renovations

The Steele Memorial Library has been upgraded to ADA handicap accessibility requirements. The West Elmira, Big Flats and Horseheads libraries do not meet ADA guidelines. The library interiors are dated and need upgrading. An entire interior update of the libraries would be performed along with the ADA upgrades. The library board would like a technical request for proposal (RFP) suitable for bidding for interior upgrades to the West Elmira, Big Flats and Horseheads libraries.

### Heating and Cooling Systems

The Steele Memorial Library cooling system is in need of service. The systems cooling tower was rebuilt in 1994 and is currently leaking. The cooling system is a mixture of upgraded, repaired and original equipment. A detailed evaluation of the climate control system is required with recommendations of mechanical upgrades. The results of this evaluation will be the basis for preparing a technical request for proposal (RFP) suitable for bidding to several contractors. The library board is requesting a price to evaluate the system and create the RFP.

The Horseheads Library climate control system is a natural gas single-package roof top unit with electric air conditioning. The unit is 15-years old and has corrosion within the cabinet, condenser fans and the heat exchanger. There are also several safety issues that need to be addressed with an upgrade of this climate control system. The library board is asking for a technical request for proposal (RFP) to replace this climate control unit and associated upgrades necessary to meet current building code standards.

Please direct all questions and corresponded to myself. I can be contacted at (607) 731-1196 or [karl.schwesinger@faganengineers.com](mailto:karl.schwesinger@faganengineers.com). Please contact Jim Sleeth, Director, Chemung County Library District to schedule any site visits to the libraries. He can be reached at (607) 733-8611.

Sincerely,

Karl M. Schwesinger, P.E.  
Chemung County Library Board  
Building and Grounds Committee Chair

***Document #2006-72***

Ememo

Date: 9/5/2006

From: Jim Sleeth

To: Claudia Radin

Copy: Elizabeth Wavle, Karl Schwesinger

Subject: Re: STLS Board Meeting, Sept. 19

I will be at the STLS meeting to be held at the Horseheads Free Library. Today I am sending to Rusty the background information I for inclusion in the STLS board packet.

On another topic, I know you are very concerned about the Library District receiving its fair share of State construction funds, and you have suggested that the Building & Grounds Committee make a presentation to the Chemung County representatives on the STLS board. I too think that is a great approach to informing our representatives on the STLS board, and I have pointed that out a couple times to Karl Schwesinger. There is a bit of a timing problem, however, which keeps things from moving forward in a deliberate fashion:

The Building & Grounds Committee, as led by Karl, last week sent out a request to engineering firms for their interest to create the specifications for the many projects identified in the Library District facilities study. Karl estimates that it will take about 10 business days for engineering firms to respond. That takes us to September 11th, and possibly into the week of September 14th. Karl will then analyze the responses and present to the Building & Grounds Committee at a meeting presently scheduled for September 18th.

Karl will present a recommendation as to which firm(s) will create the bid documents at the Thursday, September 21st meeting of the Library District board.

It will take engineering firms several weeks -- let's say at least 20 business days -- to create bid specifications for contractor's to use for their bids. Let's say that brings us to the October Library District board meeting, scheduled for Thursday, October 19th. It may be unrealistic for a quick review of these documents by attorneys and the full Library District board.

All this positive thinking relies upon a positive result to the Library District's 2007 budget at the polls on November 7th, for if the vote fails it is most likely that both construction and contingency funding will be excised from the budget in order to bring it back into balance for the coming year.

I have informed Rusty of these timing issues and problems. While Southern Tier wants to make an announcement in October of State construction grants awarded, they will have to rely upon other projects for that announcement, for all these reasons.

Nevertheless, should the vote on the 2007 budget succeed it seems to me that a fair and equitable distribution of State construction aid to Library District libraries is at least \$100,000, as Chemung County's population is roughly one-third of the library system and since the library system will be receiving roughly \$350,000 to distribute to its members.

Given all these things, I suggest that we continue upon our present course of action and make some final decisions at the November 16th meeting of the Library District board. If the vote fails, the 2007 budget will have to be amended to be in balance. If the vote succeeds, the specific construction projects and grants can be discussed and decided upon and, at long last, that meeting you suggest we have with STLS board members from Chemung County can be scheduled.

Jim

\*\*\*\*\* REPLY SEPARATOR \*\*\*\*\*

On 9/4/2006 at 8:15 PM Claudia Radin wrote:

Jim,

The attachment was meant to be on letter head and sent through snail mail, but it would take me a few days to get a fresh supply of stationery and I'm about to go out of town, so I offer this as second best and will follow with a proper letter. No need to answer since you already agreed to attend; just let me know if you cannot.

Claudia