

CHEMUNG COUNTY LIBRARY DISTRICT

Agenda

The December 2006 meeting of the Board of Trustees of the Chemung County Library District will be held on **Thursday, December 21st, 2006 at 7pm in the meeting room of the Horseheads Free Library, 405 South Main Street, Horseheads, New York 14845.** 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 #2006-84)
4. Treasurer's report
 - a) Financial report (document #2006-85)
 - b) Report of Unpaid Bills Detail (document #2006-86)
5. Correspondence
6. President's report:
 - a) Transfer of West Elmira Library property to Library District (document #2006-87)
7. Director's report
 - a) Personnel activities since the November meeting of the Library Board (document #2006-88)
 - b) December 4th, 2006 letter to Charles Paone of the Friends of the Steele Memorial Library (document #2006-89)
 - c) Year-end summary of Library District activities (document #2006-90)
8. Committee reports:
 - a) Budget & Finance Committee (Pirozollo)
 - 1) Minutes of the Committee meetings (document #2006-91)
 - 2) Letter from Kristen S. Meyer transferring financial assets of the Steele Memorial Library Association to the Chemung County Library District (document #2006-92)
 - 3) Technology Upgrade Proposal from the Library's Technology Coordinator (document #2006-93)
 - b) Building & Grounds Committee (Schwesinger)
 - 1) Minutes of the Committee meetings (document #2006-94)
 - c) Personnel Committee (Radin)
 - 1) Minutes of the Committee meetings (document #2006-95)
 - c) Policies & Bylaws Committee (Collins)
 - 1) Minutes of the Committee meetings (document #2006-96)
 - 2) Travel and Continuing Education Policy (document #2006-97)
 - 3) Privileges Extended to Volunteers Policy (document #2006-98)
 - 4) Policy for the use of the Chemung County Library District meeting rooms (document #2006-99)
9. Old business
10. New business
 - a) Election of Officers and Executive Committee for 2007
 - b) Executive Session
11. Period for public expression
12. Adjournment

Memo

To: Jim Sleeth, Library Director
From: Deb Brimmer, Technology Coordinator
Subject: Technology Upgrade Proposal
Date: December 8, 2006

Background:

As you know, I have been employed as the Technology Coordinator for approximately 4 months. During this period of time I have assessed a number of things to determine the state of the computer inventory for the Chemung County Library District. Most significantly:

- Assessed all the staff PC's in the District and upgraded the memory in preparation of the new Workflows upgrade that occurred in September.
- Assessed all the surplus computers to determine their capabilities.
- Assessed the setup and needs of the neighborhood libraries for Big Flats, Horseheads, West Elmira, and Van Etten, as well as the Bookmobile.
- Created a log to track and monitor the problems that are happening at SML with the patron computers. (See attached summary)
- Direct communication with the neighborhood libraries to monitor the condition of their Patron PC's.

Our Strengths:

- We have upgraded the memory on all the staff computers to 512MB, which is the minimum allowed to run the new Workflows upgrade.
- All but 3 staff computers are Pentium 4 and are working up to capacity.
- During the majority of the time Steele Memorial Library is open, the computers are continuously used by library patrons.
- Most of the staff is capable of answering the majority of our patron's questions.
- Our copiers, even though they are old are still able to produce acceptable copy jobs. Most patrons are satisfied with the results. However, some patrons have commented that they would like to have the copier perform more functions, such as double-sided copies.
- The software program, "Deep Freeze" keeps the patron computers running effectively due to keeping them frozen in time.
- The software program, "1st Security" performs well in locking down the user's ability to alter the PC's in any way.

Our Weaknesses:

- Currently we are experiencing a problem with the patron computers in all our libraries. Most computers are running a Windows 98 Operating System with 64 MB RAM (some have 128MB RAM).

- The software program “Deep Freeze” maintains and protects our computers. However, this program has frozen the computers in time at about 4 to 5 years ago. Many websites have active content running in the background, which causes the computers to freeze.
- The Internet has significantly surpassed the capacity of our current configuration.
- In particular, we have had situations where patrons have come in for the purpose of filling out an online application. In using one of our older computers they filled out the online application only to lose it $\frac{3}{4}$ of the way through the process because the computer froze. This does not happen on the Gates computers, which have a Windows 2000 Operating System.
- Many times we have a waiting list for the Gates computers because of the stability of the Windows 2000 Operating System.
- The Gates computers also allow word processing and the saving of files, which is not possible on the older computers.
- Floppy Drives are inadequate for most patrons’ needs. Most new PC’s do not have floppy drives installed anymore; we need to make the computers accessible to patrons with flash drives, which access the USB port.
- Our current print server is a Pentium 3 and the version of Pharos (our current public printing software) has not been upgraded in about 3 years due to the inability of our print server to be compatible with the upgraded software.
- Our print release stations are running Windows 95 Operating System with 8 MB RAM, which lack the ability to run effectively in the current printing environment.
- A new print server, print release stations, and new Public Printing software is very much needed. Our print server and print release stations are not capable of upgrading to a new software package.
- We still have (3) Pentium 3 computers on our Circulation desks, which add to the lack of power needed to operate the new Workflows effectively, even with the upgraded memory.
- At present, should a staff computer crash, we do not have any other computers to replace it with until the problem can be rectified.
- The memory on the staff computers is running at a minimum required for the new Workflows upgrade. Even though currently the computers are running well, Workflows is a memory intensive program, which can cause problems if you have other programs open at the same time.
- The majority of the staff could use some additional training to respond effectively to patron questions.

Recommendations:

It would be in the best interest of the District to make all the computers equal. The Gates computers are correctly perceived by the patrons as the “better” computers. The District should endeavor to provide computers that the patrons are able to sit down at with an expectation that it will meet their needs, whether it be filling out an online application, writing a resume, searching the Internet or just simply checking their email.

A new print server, print release stations and new Public Printing software is needed due to the fact that our print server and print release stations are not capable of upgrading to a new software package. As noted above, patrons lose print jobs on a regular basis. Our print server is not capable of handling many print jobs produced by the patron. Most Adobe (PDF) documents do not print or do not print correctly. Many times staff needs to bring up the document and print it for the patron off a staff computer to a staff printer. Staff needs to restart the print release station quite often.

Some of the new Public Printing software options would allow the patron to control their print jobs directly from their computer. This Public Printing software would have the capability of controlling computer logons and length of access time. Some software options include allowing patrons to use their library cards to access their library account to pay fines, and/or add additional money to their card. Essentially, their library card could become their sole source for their library activity. Some additional software options would also require wireless users to authenticate their web sessions, giving us the opportunity to measure wireless access. It would also provide the capability of having wireless users gain access to the wireless network with their library card, allowing them the opportunity to print, much like the other patron PC's. As a risk management tool, we could provide a splash page requiring the user to agree not to hold the District liable for any theft of data, identity, or damage to their PC by using the District's wireless network.

It is my recommendation that the District purchase (28) Pentium 4 PC's with the Windows XP Operating System to replace the Windows 98 Patron PC's at Steele, Big Flats, Horseheads, and West Elmira; (3) Pentium 4 PC's ((1) print server and (2) print release stations); and (3) Pentium 4 PC's to replace the 3 Circulation PC's at West Elmira and Big Flats, while the District has the current option of obtaining the PC's at a significantly discounted price. Additionally, the District should continue to research and discuss the associated public printing options and costs and reconvene in January with a recommendation. Also, an upgrade of Deep Freeze software compatible with XP will be needed. There is the possibility of using Group Policies in XP, which would enable the District to bypass additional software to lock down the computers thereby eliminating the need for the 1st Security software, which would result in an additional cost savings. Finally, we should review the option of upgrading the memory on the staff computers for the 2008 budget.

Information Specific to Horseheads Free Library

There have been considerable requests at Horseheads Free Library for Wireless Access. A Horseheads' patron has graciously offered to help fund the cost of a new Wireless Router to enable Horseheads to provide wireless access for laptops to its patrons. After some research it was found that there would not be a need for an additional connection from Time Warner and that we could use the existing Router and limit the patron's from accessing the Horseheads Library's VPN and business network. The only cost would be to purchase the Wireless Router with the assistance of the generous patron. Our hope would be to add wireless access to Big Flats and West Elmira in the future as it is deemed necessary.

The color printer/copier/scanner for Horseheads Free Library will be paid via the Foundation and funds already received from the Horseheads Woman's Club last year for this purpose. The printer/copier will be networked to all the Public PC's. Currently, Horseheads spends a substantial amount of money on the printer cartridges for all the separate printers for each Public PC. This will also allow the staff to better control the printing, as well as ensure that patrons pay for the print jobs. The overall costs will be much lower per print job using the networked copier than the individual cartridges, and eliminate the need to occasionally replace a printer at the Public PC's.

Purchase Recommendations:

(34) Pentium 4 PC's @ \$200 ea. (Includes XP licenses)	\$ 6800
Upgrade of Deep Freeze (28 licenses)	1244
New Printing Software (29 licenses) (This figure is entirely dependent on which Public Printing software and/or options chosen)	9210
Unanticipated Expenses	1500
Total Possible Expenditure	18754

(Minutes of the November 2006 meeting of the Chemung County Library District Board of Trustees. Document #2006-84)

Minutes of the November 2006 meeting of the Chemung County Library District Board of Trustees. The November meeting was held on Thursday, November 16, 2006 at 7:00 pm at the Steele Memorial Library. The meeting was called to order by President Liz Wavle. Present were: Maria Scotti-Laifer, Karl Schwesinger, Robin Fitzgerald, Claudia Radin, Richard Pirozzolo, Sherrill Collins, Allen (Denny) Smith, Ed Marosek, Marleah Denkenberger, Jan Kather and Andrea Ogunwumi. Joan Hurley arrived during the Director's Report. Absent: Dan Drake. Also present were Jim Young, the Library District's Attorney, Jim Sleeth, the Library's Director and Joan Santulli, the Library's Administrative Assistant.

Attorney Jim Young reported to the board that he has been working on two projects for the Library District. The first is the transfer of the Steele Memorial Library, the West Elmira Library, and the Big Flats Library properties from Chemung County to the Library District. The paperwork for this transfer has been completed by his office and has been forwarded to Chemung County for review and approval. The second project is the proposed lease from the Public Library Foundation of Chemung County for the Horseheads Free Library building. In his opinion, there is no need for a lease because the legislation clearly states that all property becomes the property of the Chemung County Library District. There are two options before the Library District board. The first option is to do nothing regarding the question of ownership of the building and to enter into a lease with the Public Library Foundation. He does not recommend this option. The second option is to meet with the Public Library Foundation to discuss the issues. The District Board selected the second option and tentatively scheduled a meeting to be held on November 29, 2006 at the Horseheads Free Library.

Minutes. (Document #2006-79) The board reviewed the minutes of the October 2006 meeting. The minutes were approved as distributed by unanimous consent.

Financial Report. (Document #2006-80) Mr. Pirozzolo noted that the unexpended budget amount for debt service will be moved into an escrow account if it has not been spent by the end of the year. By unanimous consent, the October 31, 2006 Financial Report was approved as distributed and will be filed for audit.

Concerning the Report of Unpaid Bills (Document #2006-81) Mr. Pirozzolo stated that there are no invoices that are out of the ordinary this month. By unanimous consent, the board authorized the payment of the unpaid bills as distributed. Mr. Pirozzolo noted that the Executive Committee might need to meet to review end of year invoices and authorize payment of bills between the December meeting of the Library District Board of Trustees and the end of the year.

Correspondence. President Wavle passed around a folder that included routine correspondence from the Southern Tier Library System, New York Association of Library Boards and letters to the Editor.

President's report. President Wavle reported that the Library District's proposed 2007 budget was approved by a large margin. She congratulated the three board members – Ms. Fitzgerald, Mr. Smith, and Mr. Schwesinger – who stood for election to the Library District Board. She stated that she can administer the oath of office of new board members, but their signatures need to be notarized. Ms. Ogunwumi offered to bring her secretary to witness the signatures on the oaths of office. A tally of the election results will be distributed.

Ms. Wavle reported that the Library District received a bequest from the Estate of Lillie K. Ford in the amount of \$1,000. The funds are specified to be for the uses and purposes of the Big Flats Library. She will sign the release papers and return them to the attorney.

President Wavle stated that in planning for the 2007 organizational meeting of the board, there are several issues that need to be addressed. (1) There are three vacancies – Districts 7, 13, and 15 – to be filled by appointment. (2) The slate of officers of the Library District Board need to be in place for the organizational meeting in January 2007. (3) In the new year, she would like to have four active committees: the Executive Committee, the Budget & Finance Committee, the Personnel Committee, and the Buildings & Grounds Committee. Ms. Wavle stated that she would like to see the Executive Committee function as the Policies & Bylaws Committee, and that she would like to see the beginning of a planning process that will include feedback from Chemung County residents.

Regarding District Board vacancies, an ad hoc committee of Mr. Smith, Ms. Kather, and Ms. Denkenberger was appointed to seek volunteers for the Board of Trustees. Ms. Wavle noted that Ms. Kristen Meyer, a former trustee of the Steele Memorial Library Association, had agreed to serve a one-year appointment during 2007.

During discussion it was noted that Ms. Wavle, Ms. Collins, and Mr. Pirozzolo agreed to continue in their functions as president, secretary, and treasurer of the Library District Board. It was further noted that Mr. Smith agreed to serve as vice-president.

It was noted that all committee meetings of the Library District Board fall under the Open Meetings law of New York State. Notice of their date and time must be publicized in advance. Minutes of committee meetings must be recorded. The following committee meetings have been scheduled and will be publicized: Personnel Committee - 11/27 at 3:30 PM; Buildings & Grounds Committee - 11/27 at 3:30 PM; ByLaws Committee - 12/6 at 7 PM; and Budget & Finance Committee - 12/14 at 8:15 am. President Wavle

requested that each committee submit at the December meeting a brief summary of their major accomplishments of the year.

It was noted that the Steele Memorial Library Association will be having their final meeting on Monday, December 18, 2006.

Director's Report. Mr. Sleeth submitted a written report on his attendance at the New York Library Association conference. He participated in a panel presentation on the formation of our Library District and, with reference librarian Owen Frank, participated in a poster session that showed the educational campaign encouraging positive votes for the formation of the Chemung County Library District. He visited several exhibits, including a Sirsi/Dynix exhibit for print management software and for computer reservation software, a web-based software for reserving the meeting rooms. He also attended the Central Library Director's meeting and several other meetings during the conference.

Personnel Activities. Mr. Sleeth submitted a written report that summarized recent actions concerning Library District employees. He stated that the Organizational Chart (document #2006-82) that was included in the board packet is an attempt to most efficiently organize the staff, especially at the Steele Library. The goal is to create a management team for the Steele Library consisting of the Director, Administrative Assistant, two Librarian 3's and the Library Assistant. They will work together to assign job responsibilities for staff.

Budget & Finance Committee. Mr. Pirozzolo reported that a question arose during the month from Tom Santulli, Chemung County Executive, on how to respond to constituents who ask why the Library District's budget has increased. Mr. Pirozzolo met with Mr. Santulli and delivered a written response to that question that detailed the many unexpected and unbudgeted expenditures to the 2006 budget that were then included in the 2007 budget. During that meeting with Mr. Santulli, Mr. Pirozzolo also made him aware of the large retirement payouts that the Library District is faced with. Most of our employees who have retired or are near retirement age have spent the majority of their career with the County and not the Library District, but it is the Library District that ends up financing the retirement payout. Mr. Pirozzolo reported that Mr. Santulli commented that retirement payouts were also an issue with County employees, though he offered no financial assistance to the Library District in this area.

Mr. Pirozzolo reported that the Library District has received a response from the firm of Mengel, Metzger, Barr & Co. to our RFP for auditing services. Mengel, Metzger, Barr & Co. proposed to perform an annual audit of the financial statements of the Library District according to the specifications of the RFP for the following annual fees: fiscal year 2006 - \$7,000; fiscal year 2007 - \$7,350; and fiscal year 2008 - \$7,750. Mr. Smith

moved, seconded by Ms. Denkenberger, to accept the proposal of Mengel, Metzger, Barr & Co. as stated in their proposal for the years 2006 - 2008. Motion carried.

The Library District supplies health insurance to its employees through a pool of municipalities with Chemung County. The County is mandating that their retirees switch to the new Medicare Blue PPO plan effective January 1, 2007. This plan saves the municipality money and is a good plan for the recipient. The County has locked in its responsibility at the 2007 rates. The retirees will pick up any increase in premiums. The major difference in this plan from the current plan the retirees have is that under the old plan, the retiree was subject to deductibles and co-insurance. The new plan is largely made up of co-pays instead. The prescription drug plan remains the same under the new plan. The Library District needs to decide if it will follow the County's lead in this matter for Library District retirees. Ms. Collins moved, seconded by Ms. Fitzgerald that the Chemung County Library District follow the County's lead and offer the Medicare Blue PPO insurance to its current and future retirees. Motion carried.

Buildings & Grounds Committee. Mr. Schwesinger reported that he has requested the contractor bid documents to be used to support the Library District application for New York State Construction funds. All the documents are coming together and he sees no problem with meeting the STLS deadline for the applications.

Personnel Committee. Ms. Radin reported that the Personnel committee has reviewed the choices regarding service pins for CCLD employees, though final decisions have not been made. The committee has also discussed the subjects of board responsibilities and board development; however, they are not yet prepared to bring these issues to the full board.

Policy and Bylaws Committee. Ms. Collins reported that the committee is still awaiting staff input on policies pending, and that at their last meeting the committee began work on the revision of the Library District by-laws. They expect to have this complete by the January meeting of the board and will request a vote on the revisions in February.

Old Business. None.

New Business. Ms. Radin moved, seconded by Ms. Collins to appoint Kristen Meyer, 407 Hendy Avenue, Elmira, New York to a one-year term for Library District #7, said term to begin January 1, 2007. Motion carried.

Public Expression. None

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

CHEMUNG COUNTY LIBRARY DISTRICT
 Financial Report - NOVEMBER 30, 2006

(DOCUMENT #2006-85)

Account	2006 Annual Budget	Received to date	Balance remaining	Percentage Received	Percentage through year
Income					
Library Fines, Fees & Contributions	\$ 89,625	\$ 97,211	\$ (7,586)	108%	
Grants (other than N.Y.S.)	58,650	60,100	(1,450)	102%	
Interest & Foundation Contributions	80,000	130,015	(50,015)	163%	
Library District Tax Receipts	1,963,969	1,964,315	(346)	100%	
Steele Library Donations	0	320,837	0		
State Aid					
Central Library Development	105,000	105,000	0	100%	
Central Book Aid	71,500	71,500	0	100%	
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	94,619	0	100%	
TOTAL INCOME	\$ 2,516,515	\$ 2,902,692	\$ (65,340)	115%	92%

Account	Annual Budget	Expended to date	Balance remaining	Percentage Expended	Percentage through year
Expense					
Personnel					
Salaries	\$ 1,084,071	\$ 958,753	\$ 125,318	88%	
Sunday & Holiday Salaries	46,258	35,732	10,526	77%	
Employee Benefits	478,892	401,049	77,843	84%	
Contractual					
Equipment	14,681	4,338	10,343	30%	
Telephone	12,130	8,990	3,140	74%	
Supplies	28,300	29,062	(762)	103%	
Travel & Continuing Education	12,603	5,419	7,184	43%	
Repairs & Maintenance	43,279	56,043	(12,764)	129%	
Postage	7,610	4,713	2,897	62%	
Library Materials (books, video, etc.)	254,667	232,893	21,774	91%	
Utilities	80,901	53,268	27,633	66%	
Building Cleaning Supplies	4,150	6,152	(2,002)	148%	
Fuel, Gas & Oil	1,200	1,809	(609)	151%	
Insurance	18,645	22,760	(4,115)	122%	
Rent	5,000	4,583	417	92%	
Vehicle Operation / Lease	7,000	1,142	5,858	16%	
Professional Fees (audit, membership)	12,650	40,616	(27,966)	321%	
Data Processing Expenses	37,118	28,239	8,879	76%	
Payment of Taxes	4,575	4,605	(30)	101%	
Library Programming	11,250	14,974	(3,724)	133%	
Interfund Transfer	94,619	94,619	0	100%	
Debt Service	221,065	46,890	174,175	21%	
TOTAL EXPENSE	\$ 2,480,664	\$ 2,056,649	\$ 424,015	83%	92%

Unpaid Bills Detail

As of December 13, 2006

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Acme Pest Control, Inc.			
	12/12/2006	Pest Control @ Steele for December	21.00
Total Acme Pest Control, Inc.			<u>21.00</u>
Amazon Credit Plan			
	12/12/2006	HFL & ST purchases	417.49
Total Amazon Credit Plan			<u>417.49</u>
AT&T			
	12/12/2006	long dist chg-SML & BF	12.45
Total AT&T			<u>12.45</u>
Audio Memory Publishing			
	12/12/2006	ST purchases for AV	82.65
Total Audio Memory Publishing			<u>82.65</u>
Baker & Taylor Books			
	12/12/2006	WE/HFL book purchases	395.03
Total Baker & Taylor Books			<u>395.03</u>
BBC Audiobooks America			
	12/12/2006	Audio purchases for Steele	1,164.69
Total BBC Audiobooks America			<u>1,164.69</u>
Blackbourn Media Packaging			
	12/12/2006	AV supplies for HFL	283.31
Total Blackbourn Media Packaging			<u>283.31</u>
Brian P. Harris			
	12/12/2006	mileage reimb-BF 9/28-12/6	64.08
Total Brian P. Harris			<u>64.08</u>
Center Point Large Print			
	12/12/2006	SML Fiction Large Print	117.42
Total Center Point Large Print			<u>117.42</u>
Checkpoint Systems, Inc.			
	12/12/2006	security strips-ST	303.85
Total Checkpoint Systems, Inc.			<u>303.85</u>
Chemung County Buildings & Grounds Dept.			
	12/12/2006	Oct-Nov. Utility & Building Maintenance charges	12,265.32
Total Chemung County Buildings & Grounds Dept.			<u>12,265.32</u>
Chemung County Library District			
	12/12/2006	Petty Cash reimbursement - WE,HFL, BF	425.15
Total Chemung County Library District			<u>425.15</u>
CyberDark Computing			
	12/12/2006	optical mouse-BKM	15.00
Total CyberDark Computing			<u>15.00</u>

Unpaid Bills Detail

As of December 13, 2006

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Deborah L. Brimmer			
	12/12/2006	Mileage reimbursement-November	94.78
Total Deborah L. Brimmer			<u>94.78</u>
Demco, Inc.			
	12/12/2006	Supplies ST/WE	764.32
Total Demco, Inc.			<u>764.32</u>
Eleanor Shepson			
	12/12/2006	Insurance Reimb. 2006 for Branch Coord	195.00
Total Eleanor Shepson			<u>195.00</u>
Elmira Water Board			
	12/12/2006	SML & WE water	172.24
Total Elmira Water Board			<u>172.24</u>
Fire Alarm Service Technology, Inc.			
	12/12/2006	supply for security panel-WE	110.00
Total Fire Alarm Service Technology, Inc.			<u>110.00</u>
First Transit			
	12/12/2006	BKM fuel-Nov	183.92
Total First Transit			<u>183.92</u>
Gaylord Bros, Inc.			
	12/12/2006	ST supply of CD labels, etc	52.96
Total Gaylord Bros, Inc.			<u>52.96</u>
Highsmith, Inc.			
	12/12/2006	Programming/supplies ST	11.27
Total Highsmith, Inc.			<u>11.27</u>
Horseheads Do It Center			
	12/12/2006	HFL -carpet squares	473.67
Total Horseheads Do It Center			<u>473.67</u>
Image Integrator			
	12/12/2006	Toner for Microfillm machine=ST	156.00
Total Image Integrator			<u>156.00</u>
Ingram Library Services			
	12/12/2006	Library materials-all libraries	9,691.67
Total Ingram Library Services			<u>9,691.67</u>
Irish Echo Newspaper Corp.			
	12/12/2006	annual subscripton	50.00
Total Irish Echo Newspaper Corp.			<u>50.00</u>
Janet Ackerman			
	12/12/2006	BF mileage reimbursement	6.23
			<u>6.23</u>

Unpaid Bills Detail

As of December 13, 2006

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Janet Ackerman			6.23
Joan Santulli			
	12/12/2006	Insurance Reimbursement 2006	195.00
Total Joan Santulli			195.00
Logic Computer Products			
	12/12/2006	Printer cartridge supplies-all libraries	702.80
Total Logic Computer Products			702.80
Maureen Ferrell			
	12/12/2006	Reimbursement for filing fees paid by personal c	60.00
Total Maureen Ferrell			60.00
MG Video Productions			
	12/12/2006	ST purchase of AV	49.95
Total MG Video Productions			49.95
MidWest Tape			
	12/12/2006	DVD/Audio purchases-SML/HFL	1,637.27
Total MidWest Tape			1,637.27
New York Library Association (NYLA)			
	12/12/2006	Membership renewal	125.00
Total New York Library Association (NYLA)			125.00
New York State Assoc. of Library Boards			
	12/12/2006	membership dues for district	200.00
Total New York State Assoc. of Library Boards			200.00
Omnigraphics			
	12/12/2006	HFL purchase Adult material	187.78
Total Omnigraphics			187.78
Oriental Trading Company, Inc.			
	12/12/2006	programming supplies-BF/ST	224.30
Total Oriental Trading Company, Inc.			224.30
Petty Cash-Steele			
	12/12/2006	reimburse PC expenses-SML	106.78
Total Petty Cash-Steele			106.78
Pulteney Free Library			
	12/12/2006	Payment for lost book	20.00
Total Pulteney Free Library			20.00
Random House, Inc.			
	12/12/2006	AV purchases-SML	128.40
Total Random House, Inc.			128.40
Recorded Books			

Unpaid Bills Detail

As of December 13, 2006

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
	12/12/2006	ST purchases for AV	361.87
Total Recorded Books			<u>361.87</u>
Regent Book co.			
	12/12/2006	SML Juvenile materials	37.91
Total Regent Book co.			<u>37.91</u>
Rose Woodard			
	12/12/2006	Insurance reimb for 2006	195.00
Total Rose Woodard			<u>195.00</u>
Sayles & Evans			
	12/12/2006	Legal fees 8/7-10/31	4,209.46
Total Sayles & Evans			<u>4,209.46</u>
SDS of NY			
	12/12/2006	garbage disposal-BF,WE,HFL Nov	124.36
Total SDS of NY			<u>124.36</u>
SKJ Facilities Management, Inc.			
	12/12/2006	HFL Janitor services November	480.00
Total SKJ Facilities Management, Inc.			<u>480.00</u>
Southern Tier Library System			
	12/12/2006	Cost share-all libraries plus purchase of puppets	9,373.40
Total Southern Tier Library System			<u>9,373.40</u>
ST. Joseph's Hospital			
	12/12/2006	Physical-new employee	100.00
Total ST. Joseph's Hospital			<u>100.00</u>
Staples Business Advantage			
	12/12/2006	Office supplies	262.10
Total Staples Business Advantage			<u>262.10</u>
Staples Credit Plan			
	12/12/2006	Local Store purchases	65.00
Total Staples Credit Plan			<u>65.00</u>
Tami West			
	12/12/2006	Reimbursement of program exp-ST Juvenile	127.32
Total Tami West			<u>127.32</u>
The H. W. Wilson Company Lockbox			
	12/12/2006	ST-juvenile materials	205.00
Total The H. W. Wilson Company Lockbox			<u>205.00</u>
The Penworthy Company			
	12/12/2006	ST juvenile materials	1,384.21
Total The Penworthy Company			<u>1,384.21</u>

Unpaid Bills Detail

As of December 13, 2006

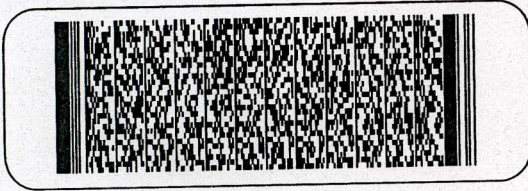
	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Thomson Gale			
	12/12/2006	SML fiction purchase	438.08
Total Thomson Gale			<u>438.08</u>
Time Warner Cable			
	12/12/2006	VPN Service	200.00
Total Time Warner Cable			<u>200.00</u>
Town of VanEtten			
	12/12/2006	Building rental-December	416.66
Total Town of VanEtten			<u>416.66</u>
Unique Books, Inc.			
	12/12/2006	HFL-Adult purchases	70.68
Total Unique Books, Inc.			<u>70.68</u>
Unique Management Services, Inc.			
	12/12/2006	collection agency fees-all libraries	782.24
Total Unique Management Services, Inc.			<u>782.24</u>
Usherwood Office Technology			
	12/12/2006	Toner for HFL copier	173.70
Total Usherwood Office Technology			<u>173.70</u>
Verizon			
	12/12/2006	phone service-all libraries	684.57
Total Verizon			<u>684.57</u>
Verizon Wireless			
	12/12/2006	BKM cellular service-Nov/Dec	258.02
Total Verizon Wireless			<u>258.02</u>
Village of Horseheads			
	12/12/2006	HFL water bill 7/7-10/2	23.74
Total Village of Horseheads			<u>23.74</u>
Wegmans Food Markets Inc.			
	12/12/2006	Prog. supply SML Juvenile	103.04
Total Wegmans Food Markets Inc.			<u>103.04</u>
William Knapp			
	12/12/2006	Bookmobile Conference expenses/Books purcha	709.55
Total William Knapp			<u>709.55</u>
World Book, Inc.			
	12/12/2006	ST-encyclopedia for Juv section	809.00
Total World Book, Inc.			<u>809.00</u>
			<u><u>52,761.69</u></u>

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of December 13, 2006

	Date	Memo	Open Balance
Baker & Taylor Books			
	12/12/2006	Reference materials	660.53
Total Baker & Taylor Books			<u>660.53</u>
Chris Corter			
	12/12/2006	Mileage reimbursement-Central Library staff	23.14
Total Chris Corter			<u>23.14</u>
Facts On File			
	12/12/2006	Reference Material	110.69
Total Facts On File			<u>110.69</u>
Greenwood Publishing Group			
	12/12/2006	Reference Materials	251.28
Total Greenwood Publishing Group			<u>251.28</u>
Information Today, Inc.			
	12/12/2006	reference material	309.95
Total Information Today, Inc.			<u>309.95</u>
Ingram Library Services			
	12/12/2006	NonFiction/Reference book purchases	2,529.08
Total Ingram Library Services			<u>2,529.08</u>
Salem Press, Inc.			
	12/12/2006	Reference Material	500.75
Total Salem Press, Inc.			<u>500.75</u>
Southern Tier Library System			
	12/12/2006	processing fees	81.50
Total Southern Tier Library System			<u>81.50</u>
T.A.E. Yearbook Fund			
	12/12/2006	Reference Material	35.00
Total T.A.E. Yearbook Fund			<u>35.00</u>
Taylor & Francis Group, LLC			
	12/12/2006	Reference Materials	397.98
Total Taylor & Francis Group, LLC			<u>397.98</u>
Thomson Gale			
	12/12/2006	Reference Mat.	1,252.32
Total Thomson Gale			<u>1,252.32</u>
World Almanac Education			
	12/12/2006	Reference material	32.90
Total World Almanac Education			<u>32.90</u>
World Book Encyclopedia			
	12/12/2006	Reference Material	809.00
Total World Book Encyclopedia			<u>809.00</u>
			<u>6,994.12</u>



Combined Real Estate Transfer Tax Return, Credit Line Mortgage Certificate, and Certification of Exemption from the Payment of Estimated Personal Income Tax



See Form TP-584-1, Instructions for Form TP-584, before completing this form. Please print or type.

Schedule A — Information relating to conveyance

Grantor/Transferor <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Estate/Trust <input checked="" type="checkbox"/> Other	Name (if individual; last, first, middle initial)	Social security number
	STEELE MEMORIAL LIBRARY ASSOCIATION	Social security number
	Mailing address	
	101 EAST CHURCH STREET	
	City State ZIP code	Federal employer ident. number
	ELMIRA NEW YORK 14901	16-6030203
Grantee/Transferee <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Estate/Trust <input checked="" type="checkbox"/> Other	Name (if individual; last, first, middle initial)	Social security number
	CHEMUNG COUNTY LIBRARY DISTRICT	Social security number
	Mailing address	
	101 EAST CHURCH STREET	
	City State ZIP code	Federal employer ident. number
	ELMIRA NEW YORK 14901	20-3878699

Location and description of property conveyed

Tax map designation			Address	City/village	Town	County
Section	Block	Lot				
98.12	2	6	1231 West Water Street	---	Elmira	Chemung

Type of property conveyed (check applicable box)

1 <input type="checkbox"/> One- to three-family house	5 <input type="checkbox"/> Commercial/Industrial	Date of conveyance _____ month day year	Percentage of real property conveyed which is residential real property _____% (see instructions)
2 <input type="checkbox"/> Residential cooperative	6 <input type="checkbox"/> Apartment building		
3 <input type="checkbox"/> Residential condominium	7 <input type="checkbox"/> Office building		
4 <input type="checkbox"/> Vacant land	8 <input checked="" type="checkbox"/> Other <u>Library</u>		

Condition of conveyance (check all that apply)

- a. Conveyance of fee interest
- b. Acquisition of a controlling interest (state percentage acquired _____%)
- c. Transfer of a controlling interest (state percentage transferred _____%)
- d. Conveyance to cooperative housing corporation
- e. Conveyance pursuant to or in lieu of foreclosure or enforcement of security interest (attach Form TP-584.1, Schedule E)
- f. Conveyance which consists of a mere change of identify or form of ownership or organization (attach Form TP-584.1, Schedule F)
- g. Conveyance for which credit for tax previously paid will be claimed (attach Form TP-584.1, Schedule G)
- h. Conveyance of cooperative apartment(s)
- i. Syndication
- j. Conveyance of air rights or development rights
- k. Contract assignment
- l. Option assignment or surrender
- m. Leasehold assignment or surrender
- n. Leasehold grant
- o. Conveyance of an easement
- p. Conveyance for which exemption from transfer tax claimed (complete Schedule B, Part III)
- q. Conveyance of property partly within and partly outside the state
- r. Other (describe) _____

For recording officer's use	Amount received	Date received	Transaction number
	Schedule B., Part I \$ _____		
	Schedule B., Part II \$ _____		

Schedule B — Real estate transfer tax return (Tax Law, Article 31)

Part I — Computation of tax due

- 1 Enter amount of consideration for the conveyance (if you are claiming a total exemption from tax, check the exemption claimed box, enter consideration and proceed to Part III) **Exemption claimed**
- 2 Continuing lien deduction (see instructions if property is taken subject to mortgage or lien)
- 3 Taxable consideration (subtract line 2 from line 1)
- 4 Tax: \$2 for each \$500, or fractional part thereof, of consideration on line 3
- 5 Amount of credit claimed (see instructions and attach Form TP-584.1, Schedule G)
- 6 Total tax due* (subtract line 5 from line 4)

1.	0.00
2.	0.00
3.	0.00
4.	0.00
5.	0.00
6.	0.00

Part II — Computation of additional tax due on the conveyance of residential real property for \$1 million or more

- 1 Enter amount of consideration for conveyance (from Part I, line 1)
- 2 Taxable consideration (multiply line 1 by the percentage of the premises which is residential real property, as shown in Schedule A)
- 3 Total additional transfer tax due* (multiply line 2 by 1% (.01))

1.	
2.	
3.	

Part III — Explanation of exemption claimed on Part I, line 1 (check any boxes that apply)

The conveyance of real property is exempt from the real estate transfer tax for the following reason:

- a. Conveyance is to the United Nations, the United States of America, the state of New York, or any of their instrumentalities, agencies, or political subdivisions (or any public corporation, including a public corporation created pursuant to agreement or compact with another state or Canada)
- b. Conveyance is to secure a debt or other obligation
- c. Conveyance is without additional consideration to confirm, correct, modify, or supplement a prior conveyance
- d. Conveyance of real property is without consideration and not in connection with a sale, including conveyances conveying realty as bona fide gifts
- e. Conveyance is given in connection with a tax sale
- f. Conveyance is a mere change of identity or form of ownership or organization where there is no change in beneficial ownership. (This exemption cannot be claimed for a conveyance to a cooperative housing corporation of real property comprising the cooperative dwelling or dwellings.) Attach Form TP-584.1, Schedule F
- g. Conveyance consists of deed of partition
- h. Conveyance is given pursuant to the federal Bankruptcy Act
- i. Conveyance consists of the execution of a contract to sell real property, without the use or occupancy of such property, or the granting of an option to purchase real property, without the use or occupancy of such property
- j. Conveyance of an option or contract to purchase real property with the use or occupancy of such property where the consideration is less than \$200,000 and such property was used solely by the grantor as the grantor's personal residence and consists of a one-, two-, or three-family house, an individual residential condominium unit, or the sale of stock in a cooperative housing corporation in connection with the grant or transfer of a proprietary leasehold covering an individual residential cooperative apartment
- k. Conveyance is not a conveyance within the meaning of Tax Law, Article 31, section 1401(e) (attach documents supporting such claim)
- l. Other (attach explanation) Confirmatory Conveyance with No Consideration

*Please make check(s) payable to the county clerk where the recording is to take place. If the recording is to take place in New York City, make check(s) payable to the **NYC Department of Finance**. If a recording is not required, send this return and your check(s) made payable to the **NYS Department of Taxation and Finance**, directly to the NYS Tax Department, RETT Return Processing, PO Box 5045, Albany NY 12205-5045.

Schedule C — Credit Line Mortgage Certificate (Tax Law, Article 11)

Complete the following only if the interest being transferred is a fee simple interest.

I (we) certify that: (check the appropriate box)

1. The real property being sold or transferred is not subject to an outstanding credit line mortgage.
2. The real property being sold or transferred is subject to an outstanding credit line mortgage. However, an exemption from the tax is claimed for the following reason:
 - The transfer of real property is a transfer of a fee simple interest to a person or persons who held a fee simple interest in the real property (whether as a joint tenant, a tenant in common or otherwise) immediately before the transfer.
 - The transfer of real property is (A) to a person or persons related by blood, marriage or adoption to the original obligor or to one or more of the original obligors or (B) to a person or entity where 50% or more of the beneficial interest in such real property after the transfer is held by the transferor or such related person or persons (as in the case of a transfer to a trustee for the benefit of a minor or the transfer to a trust for the benefit of the transferor).
 - The transfer of real property is a transfer to a trustee in bankruptcy, a receiver, assignee, or other officer of a court.
 - The maximum principal amount secured by the credit line mortgage is \$3,000,000 or more, and the real property being sold or transferred is **not** principally improved nor will it be improved by a one- to six-family owner-occupied residence or dwelling.

Please note: for purposes of determining whether the maximum principal amount secured is \$3,000,000 or more as described above, the amounts secured by two or more credit line mortgages may be aggregated under certain circumstances. See TSB-M-96(6)-R for more information regarding these aggregation requirements.

- Other (attach detailed explanation).
3. The real property being transferred is presently subject to an outstanding credit line mortgage. However, no tax is due for the following reason:
 - A certificate of discharge of the credit line mortgage is being offered at the time of recording the deed.
 - A check has been drawn payable for transmission to the credit line mortgagee or his agent for the balance due, and a satisfaction of such mortgage will be recorded as soon as it is available.
 4. The real property being transferred is subject to an outstanding credit line mortgage recorded in _____ (insert liber and page or reel or other identification of the mortgage). The maximum principal amount of debt or obligation secured by the mortgage is _____. No exemption from tax is claimed and the tax of _____ is being paid herewith. (Make check payable to county clerk where deed will be recorded or, if the recording is to take place in New York City, make check payable to the **NYC Department of Finance**.)

Signature (both the grantor(s) and grantee(s) must sign)

The undersigned certify that the above information contained in schedules A, B, and C, including any return, certification, schedule, or attachment, is to the best of his/her knowledge, true and complete.

Steele Memorial Library Association

President Board of Trustees
Title

Chemung County Library District

President, Board of Trustees
Title

Kristen Meyer
Grantor signature
Kristen Meyer

Grantee signature
Elizabeth Wavle

Grantor signature

Title

Grantee signature

Title

Reminder: Did you complete all of the required information in Schedules A, B, and C? Are you required to complete Schedule D? If you checked e, f, or g in Schedule A, did you complete Form TP-584.1? Have you attached your check(s) made payable to the county clerk where recording will take place or, if the recording is in New York City, to the **NYC Department of Finance**? If no recording is required, send your check(s), made payable to the **Department of Taxation and Finance**, directly to the NYS Tax Department, RETT Return Processing, PO Box 5045, Albany NY 12205-5045.

Schedule D - Certification of exemption from the payment of estimated personal income tax (Tax Law, Article 22, section 663)

Complete the following only if a fee simple interest or a cooperative unit is being transferred by an individual or estate or trust.

Part I - New York State residents

If you are a New York State resident transferor(s)/seller(s) listed in Schedule A of Form TP-584 (or an attachment to Form TP-584), you must sign the certification below. If one or more transferors/sellers of the real property or cooperative unit is a resident of New York State, **each** resident transferor/seller must sign in the space provided. If more space is needed, please photocopy this Schedule D and submit as many schedules as necessary to accommodate all resident transferors/sellers.

Certification of resident transferor(s)/seller(s)

This is to certify that at the time of the sale or transfer of the real property or cooperative unit, the transferor(s)/seller(s) as signed below was a resident of New York State, and therefore is not required to pay estimated personal income tax under Tax Law, section 663(a) upon the sale or transfer of this real property or cooperative unit.

Signature	Print full name	Date
Signature	Print full name	Date
Signature	Print full name	Date
Signature	Print full name	Date

Note: A resident of New York State may still be required to pay estimated tax under Tax Law, section 685(c), but not as a condition of recording a deed.

Part II - Nonresidents of New York State

If you are a nonresident of New York State listed as a transferor/seller in Schedule A of Form TP-584 (or an attachment to Form TP-584) but are not required to pay estimated personal income tax because one of the exemptions below applies under Tax Law, section 663(c), check the box of the appropriate exemption below. If any one of the exemptions below applies to the transferor(s)/seller(s), that transferor(s)/seller(s) is not required to pay estimated personal income tax to New York State under Tax Law, section 663. **Each** nonresident transferor/seller who qualifies under one of the exemptions below must sign in the space provided. If more space is needed, please photocopy this Schedule D and submit as many schedules as necessary to accommodate all nonresident transferors/sellers.

If none of these exemption statements apply, you must complete Form IT-2663, *Nonresident Real Property Estimated Income Tax Payment Form*, or Form IT-2664, *Nonresident Cooperative Unit Estimated Income Tax Payment Form*. For more information, see *Payment of estimated personal income tax*, on page 1 of Form TP-584-I.

Exemption for nonresident transferor(s)/seller(s)

This is to certify that at the time of the sale or transfer of the real property or cooperative unit, the transferor(s)/seller(s) (grantor) of this real property or cooperative unit was a nonresident of New York State, but is not required to pay estimated personal income tax under Tax Law, section 663 due to one of the following exemptions:

- The real property or cooperative unit being sold or transferred qualifies in total as the transferor's/seller's principal residence (within the meaning of Internal Revenue Code, section 121) from _____ Date to _____ Date (see instructions).
- The transferor/seller is a mortgagor conveying the mortgaged property to a mortgagee in foreclosure, or in lieu of foreclosure with no additional consideration.
- The transferor or transferee is an agency or authority of the United States of America, an agency or authority of the state of New York, the Federal National Mortgage Association, the Federal Home Loan Mortgage Corporation, the Government National Mortgage Association, or a private mortgage insurance company.

Signature	Print full name	Date
Signature	Print full name	Date
Signature	Print full name	Date
Signature	Print full name	Date

FOR COUNTY USE ONLY

REAL PROPERTY TRANSFER REPORT

STATE OF NEW YORK
STATE BOARD OF REAL PROPERTY SERVICES

RP - 5217

RP-5217 Rev 3/97



C1. SWIS Code _____
C2. Date Deed Recorded _____
Month / Day / Year
C3. Book _____ C4. Page _____

PROPERTY INFORMATION

1. Property Location: 1231 West Water Street, Town of Elmira, Village _____, ZIP Code 14905

2. Buyer Name: Chemung County Library District

3. Tax Billing Address: _____

4. Indicate the number of Assessment Roll parcels transferred on the deed: 0, 0, 1 # of Parcels OR Part of a Parcel (Only if Part of a Parcel) Check as they apply:
4A. Planning Board with Subdivision Authority Exists
4B. Subdivision Approval was Required for Transfer
4C. Parcel Approved for Subdivision with Map Provided

5. Deed Property Size: 106.00 X 156.60 OR _____ ACRES

6. Seller Name: Steele Memorial Library Association

7. Check the box below which most accurately describes the use of the property at the time of sale:
A One Family Residential E Agricultural I Community Service
B 2 or 3 Family Residential F Commercial J Industrial
C Residential Vacant Land G Apartment K Public Service
D Non-Residential Vacant Land H Entertainment / Amusement L Forest

8. Ownership Type is Condominium
9. New Construction on Vacant Land
10A. Property Located within an Agricultural District
10B. Buyer received a disclosure notice indicating that the property is in an Agricultural District

SALE INFORMATION

11. Sale Contract Date: N/A / /
12. Date of Sale / Transfer: _____ / _____ / 06
13. Full Sale Price: _____
(Full Sale Price is the total amount paid for the property including personal property. This payment may be in the form of cash, other property or goods, or the assumption of mortgages or other obligations.) Please round to the nearest whole dollar amount.

14. Indicate the value of personal property included in the sale: _____

15. Check one or more of these conditions as applicable to transfer:
A Sale Between Relatives or Former Relatives
B Sale Between Related Companies or Partners in Business
C One of the Buyers is also a Seller
D Buyer or Seller is Government Agency or Lending Institution
E Deed Type not Warranty or Bargain and Sale (Specify Below)
F Sale of Fractional or Less than Fee Interest (Specify Below)
G Significant Change in Property Between Taxable Status and Sale Date
H Sale of Business is Included in Sale Price
I Other Unusual Factors Affecting Sale Price (Specify Below)
J None

Confirmatory Conveyance with No Consideration _____

ASSESSMENT INFORMATION - Data should reflect the latest Final Assessment Roll and Tax Bill

16. Year of Assessment Roll from which information taken: 0, 6
17. Total Assessed Value (of all parcels in transfer): _____, _____, _____, 1, 9, 8, 6, 0, 0
18. Property Class: 6, 1, 1
19. School District Name: Elmira City School District
20. Tax Map Identifier(s) / Roll Identifier(s) (If more than four, attach sheet with additional Identifier(s))
98.12-2-6
Acct No. 00431

CERTIFICATION

I certify that all of the items of information entered on this form are true and correct (to the best of my knowledge and belief) and I understand that the making of any willful false statement of material fact herein will subject me to the provisions of the penal law relative to the making and filing of false instruments.

BUYER
CHEMUNG COUNTY LIBRARY DISTRICT

By: Elizabeth Wavle, President, Board of Trustees / 06
101 East Church Street
Elmira NY 14901

BUYER'S ATTORNEY
Pagano Anthony F.
607 734-2271

SELLER
STEELE MEMORIAL LIBRARY ASSOCIATION

by: Kristen Meyer, President, Board of Trustees 12/18/06

NEW YORK STATE
COPY

(Document #2006-88: Personnel activities since the November meeting of the Library Board)

Memo

To: Library District Board of Trustees

From: Jim Sleeth, Library Director

Subject: Personnel activities since the November meeting of the Library Board

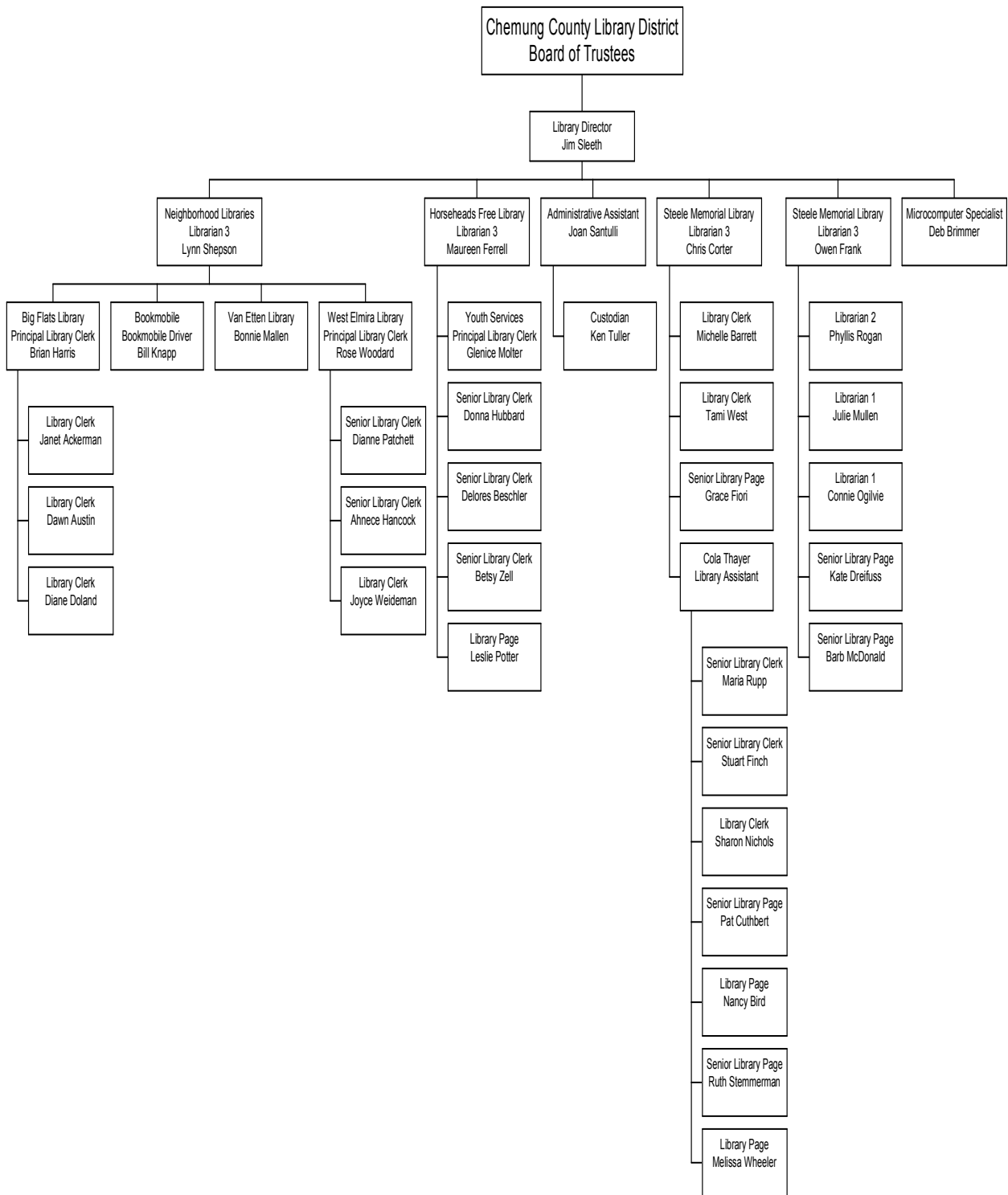
Date: Thursday, December 21, 2006

1. 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 has begun.
2. Owen Frank has been selected as the new head of Reference & Adult Services. Following his selection, I requested that three individuals – Chris Corter of Youth Services, Owen Frank of Reference & Adult Services, and Cola Thayer of Circulation Services – to meet to discuss job assignments, scheduling responsibilities, and supervision responsibilities. These three individuals met formally and informally over the course of the past three / four weeks and presented their recommendation at a Steele Library management meeting held on 12/13/06. Recommendations were accepted with just minor modifications. Thus, the Steele Library's division of responsibilities:
 - Supervision of the staff of the Steele Memorial Library – see the attached new organization chart
 - Scheduling of staff of the Steele Memorial Library – shared by Chris Corter, Owen Frank, & Cola Thayer
 - Selection and collection development of new audio & video materials – Connie Ogilvie
 - Selection and collection development of current periodicals – Owen Frank
 - Selection and collection development of reference materials – Owen Frank
 - Selection and collection development of adult fiction materials – Julie Mullen
 - Selection and collection development of the large type collection – Julie Mullen
 - Selection and collection development of adult non-fiction – Phyllis Rogan
 - Selection and collection development of juvenile materials – Chris Corter
 - Planning and implementation of youth services programs and other activities – Chris Corter
 - Coordination of the central library program with STLS and STLS member libraries – Owen Frank will take the lead and involve other librarians in programs
 - Oversight of the newspaper indexing program – Owen Frank, Phyllis Rogan, Stuart Finch
 - Responsibility for consistent data entry of circulation information, from charge to discharge to data entry to the patron file to investigating patron appeals – Cola Thayer, Chris Corter
 - Oversight of the collection agency program – Cola Thayer, Chris Corter
 - Oversight of the continuous inventory of all Steele Library collections – Phyllis Rogan & others

- Statistical accumulation and reporting for the Library District – Owen Frank & others
- Participation in department head and Steele Library management meetings and communication of their contents to Steele Library staff – Chris Corter, Owen Frank, Cola Thayer
- The genealogy research program – Phyllis Rogan
- Interlibrary loan – Owen Frank
- Web page development and maintenance – Owen Frank, Chris Corter

A new organization chart is attached.

Following a discussion of these job assignments, goal setting for both supervisors and staff was discussed. Among the many goals discussed was one all – Chris, Owen, Cola, Joan, and me – could participate in: Create a well organized, comprehensive, intranet-based policies and procedures manual for all levels of library staff.



December 13, 2006

July 21, 2006

Charles Paone, President
Friends of the Steele Memorial Library
814 West Third Street
Elmira, New York 14905

Dear Charlie:

As you know, the Chemung County Library District now has a newsletter. It's called *Foreword, from our libraries* and is being published three times yearly. You probably received the first issue, published in mid June.

Central to the purpose of *Foreword, from our libraries* is to keep library cardholders and registered voters informed about library programs, events, and activities. For example, the June issue featured many articles about our libraries' summer reading program. The June issue also featured what might be termed an organizational update: cardholders were given a list of board members representing the 15 library districts within the county, a brief update about policies adopted, and informed about the fact that the Library District has applied for and received its absolute charter from the New York State Board of Regents.

In the next issue of *Foreword, from our libraries*, we would like to feature several articles about the purpose and activities of our support groups, especially the Friends of the Steele Memorial and Horseheads Free Library. Whether it is the Kinderbook program, the Fall series of book reviews, the poetry workshop and Festival, or the annual book sale, we believe these programs, events, and activities deserve even greater publicity in our community. This might also be a good time to promote membership in the Friends of the Library, spurring even greater support for our libraries.

While the next issue of *Foreword, from our libraries* will not be mailed until October 3rd, we are already gathering information for articles and digital photos for illustrations. Won't you please consider authorizing me to interview the Friends various program chairs – from Kinderbook to the Fall Books Sandwiched In to the upcoming Poetry series – so I can gather information to promote the Friends?

At your earliest convenience, please give me a telephone call (733-8611) so I can get to work providing even more publicity for the activities of the Friends of the Library.

Sincerely,

Jim Sleeth, Director

Cc: Elizabeth Wavle, President
Chemung County Library District Board of Trustees

(Document #2006-91: Minutes of the December 14, 2006 meeting of the Budget & Finance Committee of the Chemung County Library District)

Minutes of the December 14, 2006 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, December 14, 2006, beginning at 8:30am. Attending the meeting were Richard Pirozzolo, Andrea Ogunwumi, Robin Fitzgerald, Maria Scotti-Laifer, Joan Santulli, and Jim Sleeth. Kathy Stickler, representing library auditor Mengel Metzger Barr, also attended.

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

The following topics were discussed:

- Kathy Stickler, representing the firm of Mengel Metzger Bar, introduced herself as the library's auditor. Timing of the annual audit, presently scheduled for February 2007, of Library District accounts was confirmed. Discussion then centered on determining whether or not the Library District required a single purpose audit. Ms. Stickler will contact Mr. Hoffman, the Steele Memorial Library Association auditor, to review the Library District's requirements. Mr. Pirozzolo thanked Ms. Stickler for attending the Budget & Finance Committee meeting, and Ms. Stickler excused herself.
- Mr. Pirozzolo acknowledged to the committee that the Library District had received a final distribution of financial assets of the Steele Memorial Library Association.
- The monthly financial report and monthly invoices scheduled for payment after the December 21st board meeting were reviewed and approved.
- Mr. Pirozzolo brought to the attention of the Budget and Finance Committee a proposed "Petty Cash and Underbudgeted Expenses" policy referred by the Policies and Bylaws Committee. After discussion, it was concluded that this policy was not necessary and will not be forwarded to the Board for consideration.
- Mr. Sleeth very briefly summarized the Library Technology Consultant's "Technology Upgrade Proposal." He indicated that the strengths, weaknesses, and recommendations were well stated and requested approval for the technology proposal. Ms. Santulli reviewed equipment expenditures to date and identified funding sources for the project. Ms. Laifer moved, seconded by Ms. Ogunwumi, to authorize these expenses during budget year 2006.

The meeting adjourned at 9:15am. The next meeting of the Budget & Finance Committee will be held on Thursday, January 11, 2006 at 8:15am in the Petrie Conference Room of the Steele Memorial Library.



Steele Memorial Library

101 East Church Street • Elmira, New York 14901-2740

Phone: 607-733-9173 • Fax: 607-733-9176

www.steele.lib.ny.us

December 5, 2006

Richard Pirozzolo, Treasurer
Chemung County Library District
101 East Church Street
Elmira, New York 14901

Dear Dick:

The enclosed checks – one for \$2,200.25, the other for \$107,636.96 – represent the final financial assets of the Steele Memorial Library Association to be transferred to the Chemung County Library District. As is the case with the Horseheads Free Library Association, we wish to close the books on our association library by the end of this year.

The check for \$2,200.25 represents the final balance of central library development funds. This amount should be added to previously transferred CLD funds to the Library District and not mingled with local tax property tax receipts raised to support the Library District.

The check for \$107,636.96 is comprised of the following:

- \$6,195 in Reach Out and Read funds. The Steele Memorial Library Association was the treasurer of ROAR funds and, I feel confident, the Chemung County Library District will continue to support their purchases.
- \$1,600 in Bookshare funds for 2006. The Steele Memorial Library Association received these funds through Southern Tier courtesy of Senator Winner. They should be dedicated to the purpose of improving the Steele Memorial Library's collection and expended before the end of the State of New York's current fiscal year.
- \$46,928 represents the total accumulated balance of Local Library Services Aid, a New York State grant. There are no restrictions on the expenditure of these funds.
- \$52,913.96 represents the final end of organization fund balance of the Steele Memorial Library Association. There are no restrictions on the expenditure of these funds.

Because we are transferring the entire remaining financial assets of the Steele Memorial Library Association to the Chemung County Library District, we trust that the Library District will assume responsibility for any final bills to come. At this point, we assume there will be legal fees associated with the dissolution of the Library Association amounting to approximately \$1,500, and there will be one final audit of the Associations' financial accounts by Edward K. Hoffman, Jr., amounting to approximately \$2,500.

Finally, while relinquishing the responsibility for providing public library services to Chemung County residents is a bittersweet experience for the Steele Memorial Library Association, we have complete confidence in the bright future of those services under the leadership of the Board of Trustees of the Chemung County Library District.

Sincerely,

Kristen S. Meyer, President
Steele Memorial Library Association

www.cclid.lib.ny.us

(Document #2006-95: Minutes of the November 2006 meetings of the Personnel Committee of the Chemung County Library District)

Minutes of the November 27, 2006 meeting of the Personnel Committee of the Chemung County Library District:

A meeting of the Personnel Committee of the Chemung County Library District was held on Monday, November 27, 2006, beginning at 3:30pm. Attending the meeting were Claudia Radin, Allen Smith, Marleah Denkenberger, and Jim Sleeth.

Claudia Radin, chair of the Committee, opened the meeting.

The following topic was discussed:

- Service pins for the staff of the Chemung County Library District.

The meeting adjourned at 4pm.

Minutes of the November 28, 2006 meeting of the Personnel Committee of the Chemung County Library District:

A meeting of the Personnel Committee of the Chemung County Library District was held on Tuesday, November 28, 2006, beginning at 3:30pm. Attending the meeting were Claudia Radin, Allen Smith, and Jim Sleeth.

Claudia Radin, chair of the Committee, opened the meeting.

The following topic was discussed:

- Service pins for the staff of the Chemung County Library District.

The meeting adjourned at 3:45pm.

(Document #2006-96: Minutes of the December 6, 2006 meeting of the Policies & By-Laws Committee of the Chemung County Library District)

Minutes of the December 6th, 2006 meeting of the Policies and Bylaws Committee of the Chemung County Library District:

A meeting of the Policies and Bylaws Committee of the Chemung County Library District was held on Wednesday, December 6, beginning at 7pm. Attending the meeting were Sherrill Collins, Edward Marosek, and Jim Sleeth.

Sherrill Collins, chair of the Committee, opened the meeting.

The following topics were discussed:

- The travel and continuing education policy. This policy was reviewed and will be referred to the full Board of Trustees for adoption.
- The privileges extended to volunteers and members of the board of trustees. This policy was reviewed and will be referred to the full Board of Trustees for adoption.
- The policy for use of the Chemung County Library District meeting rooms. This policy was reviewed and will be referred to the full Board of Trustees for adoption.
- The petty cash and unbudgeted expenditures policy. This policy was reviewed and will be referred to the Budget & Finance Committee for consideration.
- The Chemung County Library District Bylaws revision. This draft was reviewed and will be referred to the Library District's Attorney for further review.

The meeting adjourned at 8pm.

(Document #2006-97: Travel and Continuing Education Policy of the Chemung County Library District)

Travel and Continuing Education Policy

Although funding for out-of-town travel is limited, all staff are encouraged to learn new aspects of their jobs, develop skills which may lead to advancement, or follow specialized interests within the realm of work. Opportunities for continuing education include workshops offered by the library system, the central library, non-profit or private agencies, classes at local educational facilities, and conferences, especially those sponsored by the New York Library Association and the American Library Association.

Staff interested in these opportunities should first request permission from the Library Director, who will also determine the level of funding available for the particular request, be it paid time away from the library, or registration fee, or meals and lodging, based on the per diem rate paid by Chemung County and mileage rate allowed by the IRS. Every attempt will be made to allow as much participation as possible, providing the facility is adequately staffed and the travel budget is not exceeded.

Staff who request funds for expenses connected to continuing education opportunities shall keep an accurate accounting of all expended amounts and remit the receipts to the business office as soon as possible upon returning to work.

Trustees, as well as staff, have an ongoing need to be informed as to current trends and issues in public libraries. They are encouraged to participate in trustee workshops and conferences on the regional and state level to the highest extent possible, with expenses paid by the Library District.

Presented to the Policies and Bylaws Committee of the Chemung County Library District on Wednesday, December 6th, 2006. Presented to the Chemung County Library District Board of Trustees at its regular meeting on Thursday, December 21st, 2006.

(Document #2006-98: Privileges Extended to Volunteers Policy of the Chemung County Library District)

Privileges extended to volunteers and members of the Board of Trustees of the Chemung County Library District

Library volunteers and members of the Board of Trustees of the Chemung County Library District have the same privileges as staff in the following areas:

- These individuals are not subject to library fines.
- These individuals may make limited free photocopies.
- These individuals may make free telephone calls if necessary while on duty.

As with paid staff, such privileges do not extend to the individual's family members.

Presented to the Policies and Bylaws Committee of the Chemung County Library District on Wednesday, December 6th, 2006. Presented to the Chemung County Library District Board of Trustees at its regular meeting on Thursday, December 21st, 2006.

(Document #2006-99: Policy for use of the Chemung County Library District meeting rooms)

Policy for use of the Chemung County Library District meeting rooms

Three meeting rooms of the Chemung County Library District – the Johnson Room at the Horseheads Free Library, the Steele Memorial Library auditorium, and the Petrie Conference Room at the Steele Memorial Library – are available for use by not-for-profit community groups. The library’s meeting rooms may not be used for individual or private social gatherings, for partisan political gatherings, for religious services, or for events intended to generate a profit for private enterprise or meetings for commercial / business purposes. Meeting room reservations may be made for no more than six months in advance, and the meeting rooms may not be reserved into the indefinite future for repeated use. All meeting rooms and kitchens should be left as clean as found, and groups not complying with this request may be denied future use of the meeting rooms. The Library has preference in the reserving use of the meeting rooms for its programs and events, and the Library reserves the right to re-assign meetings between the Steele Library’s Petrie conference room and auditorium when the Library deems it necessary.

Those using the meeting rooms must comply with the following rules:

- Setup is the sole responsibility of the group using the meeting room.
- Cleanup, including vacuuming the carpet, is the responsibility of the group.
- Meeting rooms are available from the time the library opens to 15 minutes prior to the library’s closing. The Johnson Room at the Horseheads Free Library and the auditorium of the Steele Memorial Library may, at the discretion of the library director or his designee, be used when these libraries are not open to the public, if acceptable accommodation between the organization and the librarian can be made.
- While no food or drink is allowed in the Steele Memorial Library’s Petrie Conference Room, kitchen privileges in the auditorium may be requested.
- The individual whose name appears on the Meeting Room Reservation Form will be held responsible for compliance with these rules.
- Exceptions to these rules may be made at the discretion of the Chemung County Library District Director or his designee.

Proposed to the Policies & Bylaws Committee of the Chemung County Library District on Wednesday, December 6th, 2006.