

CHEMUNG COUNTY LIBRARY DISTRICT

Agenda

The March 2006 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, March 16, 2006 at 7pm in the auditorium of the Steele Memorial Library, 101 East Church Street, Elmira, New York 14901. The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Wavle (735-1865), Mrs. Santulli (733-8607), or Mr. Sleeth (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2006-22)
4. Treasurer's report
 - a) Financial report (document #2006-23)
 - b) Report of disbursements (document #2006-24)
5. Correspondence
 - a) Communications from the Board of Regents dated February 14, 2006 (document #2006-25)
6. President's report:
7. Director's report
 - a) What's going on in our libraries: Owen Frank gives a real tour of the Library District's virtual site: www.cclld.lib.ny.us
 - b) Personnel activities since the February meeting of the Library Board
8. Committee reports
 - a) Building & Grounds Committee
 - b) Personnel Committee
 - c) Policies & Bylaws Committee
 - (1) Fall, Winter, Spring Library Hours (document #2006-26)
 - (2) Circulation Policy (document #2006-27)
9. Old business
10. New business
11. Period for public expression
12. Adjournment

Minutes of the February 2006 meeting of the Chemung County Library District Board of Trustees. The February meeting was held on Thursday, February 16, 2006 at 7:00pm at the Horseheads Free Library. The meeting was called to order by President Elizabeth Wavle. Present were: Marleah Denkenberger, Claudia Radin, Richard Pirozzolo, Joan Hurley, Maria Scotti-Laifer, Jan Kather, Andrea Ogunwumi, Denny Smith, Julia Lavarney, Ed Marosek, and Sherrill Collins. Excused were Robin Fitzgerald, Karl Schwesinger and Dan Drake. Also present were Mark Hagan (Perry & Carroll Insurance) and Sue Oliver (Fagan Engineers).

Minutes. The board reviewed the minutes of the January 2006 meeting of the Library District Board of Trustees (document #2006-11). Mr. Smith moved, seconded by Ms. Lavarney to approve the minutes as submitted to the board in writing. Motion Carried.

Treasurer's Report. Mr. Pirozzolo presented the financial report for January 31, 2006 (document #2006-12). He stated that the report includes \$15,000 received from the Horseheads Free Library as a 2005 fund balance transfer. He also reported that subsequent to the printing of the financial report, the Library District has received its first installment of tax dollars amounting to \$782,000. Mr. Pirozzolo, seconded by Ms. Denkenberger to approve the financial report. Motion Carried. Mr. Pirozzolo moved, seconded by Mr. Smith to approve the report of disbursements (the Unpaid Bills Detail – document #2006-13), giving approval for payment of the invoices as submitted. Motion Carried.

Correspondence. Ms. Radin distributed a copy of an email from Ristiina Wigg, the Director of the Southern Tier Library System. The email announces that State Legislators are presently working on the final state budget and it encourages everyone to contact their Senator and Assemblyman this week. Ms. Radin also distributed a copy of a memo from STLS that invites the board trustees to participate in Legislative Day in Albany that is scheduled for March 14, 2006. STLS will provide transportation. Ms. Wavle encouraged trustees that are available that day to make the trip to Albany to support State funding for libraries.

President's report. Ms. Wavle noted that the board packet included a fact sheet on the Horseheads Free Library (document #2006-14). She deferred the tour of the Horseheads Free Library until after the business meeting.

Presentation by Mark Hagan from Perry & Carroll Insurance (document 2006-15). Mark Hagan presented and explained a one-page summary of the 2006 insurance coverage of the Chemung County Library District. He explained that Perry & Carroll has been carrying the insurance on the library through the Chemung County policies and that he simply re-formulated the policies for the Library District. The purpose of his presentation was to explain insurance coverage and to answer questions from the Library District board. One question was raised concerning the adequacy of coverage on “valuable papers,” the library’s print collections. Mr. Sleeth explained that we do not

have full replacement cost insurance because of the cost of that insurance, because in the event of a catastrophic loss the items would likely not be available for replacement, and because there might well be better ways to provide the information.

Presentation by Fagan Engineers. President Wavle requested permission to change the order of the agenda to give Sue Oliver, the guest of the Buildings & Grounds Committee, the opportunity to make a presentation. Ms. Kather reported that the Building & Grounds Committee determined that a thorough inspection of all library buildings was needed as we move forward into long-term planning for the district. She then introduced Sue Oliver of Fagan Engineers, who reviewed a proposal for that inspection by Fagan Engineers (document #2006-19). Ms. Oliver said that Fagan Engineers proposes to conduct a capital assessment of the library properties and prepare a written report on their condition. The report will identify and prioritize maintenance issues, repair items, and long-term capital improvement projects that might comprise a maintenance program for the Library District. Their initial report will be submitted to the Building & Grounds Committee before presentation to the Library District board. The fee for these services is \$8,000. Ms. Kather moved, seconded by Ms. Collins, that the Chemung County Library District enter into an agreement with Fagan Engineers for the purpose of completing an existing conditions evaluation / capital assessment of the Steele Memorial Library, the Big Flats Library, the Horseheads Free Library and the West Elmira Library at a cost not to exceed \$8,000. Motion Carried.

Director's report. Annual Reports (document #2006-16). Mr. Sleeth reported that every year the staff of the Library District creates an annual report that reflects highlights and disappointments of the previous year, as well as goals for the new year. The annual report shows the hard work the staff performs as they strive to offer as many programs as possible to the community. The addendum to this year's report (Library District Campaign direct mail pieces) makes it unique. The report thanks all of Chemung County for taking the time to listen and evaluate the proposal to create the Library District and for getting out to vote (68% in favor) in the referendum on the creation of the Library District.

Personnel activities. The board adopted a policy on appointments at the February meeting that requested a regular report reflecting changes in personnel. Mr. Sleeth presented a written report of personnel activities during the past month.

2005 Central Book Aid report to the Southern Tier Library System (document #2006-17). Mr. Sleeth reviewed this report made annually to the Library System, noting that the central library development program paid for Steele Library reference staff and that the Central Book Aid grant paid for adult non-fiction and for print materials added to the reference collection. He pointed out that CBA-purchased materials were owned by the State and housed at the Steele Memorial Library, the central library of the Library System.

Lowman-Winding grant received from the Anderson Foundation (document #2006-18). Mr. Sleeth reported that he is very pleased that the Anderson Foundation has again agreed to fund the purchase of new library materials for the Steele Memorial Library. He pointed out that the Anderson Foundation has been exceptionally generous and loyal to the Library for more than twenty years.

Committee Reports.

Personnel Committee. Ms. Radin submitted a list of functions that the Personnel Committee agreed upon as their responsibility. Their first order of business was to review and make necessary changes to the proposed Library Staff Plan, which they did prior to its being presented to the Library District board. The Personnel Committee recommended its approval.

The 2006 Chemung County Library District Staff Plan (document #2006-20) was submitted to the board for review and approval. A question was asked regarding the difference in clerical staffing at the neighborhood libraries as compared to the clerical staff at the Steele Library. Mr. Sleeth explained that the Principal Library Clerks in the neighborhood libraries merited a higher grade position because they were managing a library with significantly less supervision by a professional librarian, while the clerical staff at the Steele Memorial Library have less autonomy and fewer responsibilities. Ms. Radin moved, seconded by Ms. Collins, to approve the 2006 Staff Plan as submitted in writing. Motion carried.

Policy and Bylaws Committee. Ms. Hurley reported that the Policy and Bylaws Committee has met since the last board meeting to begin the policy review, starting with library hours and the circulation policy. It is anticipated that these two policies will be available for board review and approval at an upcoming meeting. The next policies to be reviewed will be the library materials selection policy and the rules for acceptable behavior in the library. Ms. Collins, a member of the Policy and Bylaws Committee, has volunteered to review the bylaws from the Library District, the Horseheads Free Library, the Steele Memorial Library and the Southern Tier Library System in order to list similarities and differences for discussion by the committee. President Wavle requested that the committee discuss election issues as well.

Budget & Finance Committee. Mr. Pirozzolo reported that the Budget & Finance Committee has met twice since the last board meeting. They have discussed the preparation of the 2007 district budget and will be contacting Attorney Young for deadline dates in relation to the budget documents. Some discussions have taken place regarding the investment of public funds received by the Library District, and it was noted that the Library District's bank of record, Chemung Canal Trust Company, collateralizes these public funds.

The Budget & Finance Committee presented three documents for consideration and approval. The Business Banker Agreement (document #2006-21) gives the person(s) listed in the agreement access to the Library District accounts listed in Attachment B for the purpose of viewing the accounts, transferring between funds, stopping payments and sending the direct deposit files. Mr. Pirozzolo moved, seconded by Ms. Collins, that the board approve the Business Banker Agreement with Chemung Canal Trust Company and to list Joan Santulli and Dick Pirozzolo as authorized persons for the account privileges listed. Motion Carried. The ACH Origination Agreement (document #2006-21) is for direct deposit files only and only for those Library District employees who have filled out the appropriate paperwork for the direct deposit. Mr. Pirozzolo moved, seconded by Ms. Lavarnway to approve the ACH Origination Agreement with the Chemung Canal Trust Company. Motion Carried. Mr. Pirozzolo then presented the board with agreements from Chemung Canal Trust Company that allow for the collateralizing of the Library District funds deposited with them. Mr. Pirozzolo moved, seconded by Mr. Smith, that the board approve the Pledge and Assignment Agreement and the Custodial Undertaking in Connection with Pledge Agreement as received from the Chemung Canal Trust Company. Motion Carried.

Old Business. None

New Business. None

Public Expression. None

Following the meeting Maureen Ferrell, the Head Librarian of the Horseheads Free Library, conducted a tour of the facility. The next regular meeting of the board will be on Thursday, March 16, 2006 at 7 PM at the Steele Memorial Library.

CHEMUNG COUNTY LIBRARY DISTRICT (DOCUMENT #2006-23)
 Financial Report - FEBRUARY 28, 2006

| Account | 2006 Annual Budget | Received to date | Balance remaining | Percentage Received | Percentage through year |
|-------------------------------------|--------------------------|---------------------|----------------------|------------------------|----------------------------|
| Income | | | | | |
| Library Fines, Fees & Contributions | \$ 89,625 | \$ 25,639 | \$ 63,986 | 29% | |
| Grants (other than N.Y.S.) | 58,650 | 277,030 | (218,380) | 472% | |
| Interest & Foundation Contributions | 80,000 | 2,673 | 77,327 | 3% | |
| Library District Tax Receipts | 1,963,969 | 1,686,802 | 277,167 | 86% | |
| State Aid | | | | | |
| Central Library Development | 105,000 | 0 | 105,000 | 0% | |
| Central Book Aid | 71,500 | 0 | 71,500 | 0% | |
| Local Library Services Aid | 49,952 | 2,832 | 47,120 | 6% | |
| Other State Aid | 3,200 | 0 | 3,200 | 0% | |
| Interfund Transfer | 94,619 | 0 | 94,619 | 0% | |
| TOTAL INCOME | \$ 2,516,515 | \$ 1,994,976 | \$ 521,539 | 79% | 8% |

| Account | Annual Budget | Expended to date | Balance remaining | Percentage Expended | Percentage through year |
|--|---------------------|---------------------|----------------------|------------------------|----------------------------|
| Expense | | | | | |
| Personnel | | | | | |
| Salaries | \$ 1,084,071 | \$ 114,904 | \$ 969,167 | 11% | |
| Sunday & Holiday Salaries | 46,258 | 8,895 | 37,363 | 19% | |
| Employee Benefits | 478,892 | 60,832 | 418,060 | 13% | |
| Contractual | | | | | |
| Equipment | 14,681 | 0 | 14,681 | 0% | |
| Telephone | 12,130 | 1,326 | 10,804 | 11% | |
| Supplies | 28,300 | 2,734 | 25,566 | 10% | |
| Travel & Continuing Education | 12,603 | 37 | 12,566 | 0% | |
| Repairs & Maintenance | 43,279 | 7,425 | 35,854 | 17% | |
| Postage | 7,610 | 11 | 7,599 | 0% | |
| Library Materials (books, video, etc.) | 254,667 | 26,046 | 228,621 | 10% | |
| Utilities | 80,901 | 385 | 80,516 | 0% | |
| Building Cleaning Supplies | 4,150 | 579 | 3,571 | 14% | |
| Fuel, Gas & Oil | 1,200 | 172 | 1,028 | 14% | |
| Insurance | 18,645 | 2,976 | 15,669 | 16% | |
| Rent | 5,000 | 833 | 4,167 | 17% | |
| Vehicle Operation / Lease | 7,000 | 165 | 6,835 | 2% | |
| Professional Fees (audit, membership) | 12,650 | 28 | 12,622 | 0% | |
| Data Processing Expenses | 37,118 | 400 | 36,718 | 1% | |
| Payment of Taxes | 4,575 | 2,162 | 2,413 | 47% | |
| Library Programming | 11,250 | 1,042 | 10,208 | 9% | |
| Interfund Transfer | 94,619 | 0 | 94,619 | 0% | |
| Debt Service | 221,065 | 0 | 221,065 | 0% | |
| TOTAL EXPENSE | \$ 2,480,664 | \$ 230,952 | \$ 2,249,712 | 9% | 8% |

Chemung County Library District General Fund
Unpaid Bills Detail
As of March 7, 2006

Document #2006-24

| | <u>Type</u> | <u>Date</u> | <u>Memo</u> | <u>Due Date</u> | <u>Open Balance</u> |
|---|-------------|-------------|--|-----------------|---------------------|
| 1 & 1 Internet, Inc. | | | | | |
| | Bill | 03/07/2006 | domain charges | 03/17/2006 | 5.88 |
| Total 1 & 1 Internet, Inc. | | | | | <u>5.88</u> |
| AEC One Stop Group, Inc. | | | | | |
| | Bill | 03/07/2006 | ST book purchase | 03/17/2006 | 511.91 |
| Total AEC One Stop Group, Inc. | | | | | <u>511.91</u> |
| Aldeberan Teleservices Corporation | | | | | |
| | Bill | 03/07/2006 | IT services-2006 All Libraries | 03/17/2006 | 7,225.00 |
| Total Aldeberan Teleservices Corporation | | | | | <u>7,225.00</u> |
| Amazon Credit Plan | | | | | |
| | Bill | 03/07/2006 | Steele & HFL purchases | 03/17/2006 | 225.18 |
| Total Amazon Credit Plan | | | | | <u>225.18</u> |
| AT&T | | | | | |
| | Bill | 03/07/2006 | long dist chg-ST | 03/17/2006 | 7.25 |
| Total AT&T | | | | | <u>7.25</u> |
| Audio Editions | | | | | |
| | Bill | 03/07/2006 | ST-order of CD's | 03/17/2006 | 827.39 |
| Total Audio Editions | | | | | <u>827.39</u> |
| Baker & Taylor Books | | | | | |
| | Bill | 03/07/2006 | HFL book purchase | 03/17/2006 | 342.86 |
| Total Baker & Taylor Books | | | | | <u>342.86</u> |
| Barcode Discount | | | | | |
| | Bill | 03/07/2006 | scanner for HFL | 03/17/2006 | 148.20 |
| Total Barcode Discount | | | | | <u>148.20</u> |
| Barnes & Noble, Inc. | | | | | |
| | Bill | 03/07/2006 | Steele Juvenile book & programming exp | 03/17/2006 | 22.27 |
| Total Barnes & Noble, Inc. | | | | | <u>22.27</u> |

Chemung County Library District General Fund
Unpaid Bills Detail
As of March 7, 2006

Document #2006-24

| | <u>Type</u> | <u>Date</u> | <u>Memo</u> | <u>Due Date</u> | <u>Open Balance</u> |
|---|-------------|-------------|---------------------------------|-----------------|---------------------|
| Brandan Stermer | | | | | |
| | Bill | 03/07/2006 | patron refund | 03/17/2006 | 15.00 |
| Total Brandan Stermer | | | | | <u>15.00</u> |
| Brian P. Harris | | | | | |
| | Bill | 03/07/2006 | mileage reimbursement | 03/17/2006 | 71.78 |
| Total Brian P. Harris | | | | | <u>71.78</u> |
| Brodart Co. | | | | | |
| | Bill | 03/07/2006 | media display for ST chess area | 03/17/2006 | 419.74 |
| Total Brodart Co. | | | | | <u>419.74</u> |
| Chemung County Chamber of Commerce | | | | | |
| | Bill | 03/07/2006 | membership dues for district | 03/17/2006 | 209.00 |
| Total Chemung County Chamber of Commerce | | | | | <u>209.00</u> |
| Cris Riedel | | | | | |
| | Bill | 03/07/2006 | Steele programming expense | 03/17/2006 | 200.00 |
| Total Cris Riedel | | | | | <u>200.00</u> |
| Dawn Austin | | | | | |
| | Bill | 03/07/2006 | mileage reimbursement | 03/17/2006 | 27.16 |
| Total Dawn Austin | | | | | <u>27.16</u> |
| Demco, Inc. | | | | | |
| | Bill | 03/07/2006 | supplies for Steele and HFL | 03/17/2006 | 445.58 |
| Total Demco, Inc. | | | | | <u>445.58</u> |
| Educational Record Center | | | | | |
| | Bill | 03/07/2006 | Steele CD purchase | 03/17/2006 | 166.60 |
| Total Educational Record Center | | | | | <u>166.60</u> |
| Finger Lakes HVAC&R, Inc. | | | | | |
| | Bill | 03/07/2006 | HFL service agmt | 03/17/2006 | 71.50 |

Chemung County Library District General Fund
Unpaid Bills Detail
As of March 7, 2006

Document #2006-24

| | <u>Type</u> | <u>Date</u> | <u>Memo</u> | <u>Due Date</u> | <u>Open Balance</u> |
|---------------------------------------|-------------|-------------|--|-----------------|---------------------|
| Total Finger Lakes HVAC&R, Inc. | | | | | 71.50 |
| First Transit | | | | | |
| | Bill | 03/07/2006 | BKM fuel/repairs | 03/17/2006 | 446.13 |
| Total First Transit | | | | | <u>446.13</u> |
| Gaylord Brosl, Inc. | | | | | |
| | Bill | 03/07/2006 | clear tape/laminate supply-all libraries | 03/17/2006 | 322.98 |
| Total Gaylord Brosl, Inc. | | | | | <u>322.98</u> |
| GovConnection, Inc. | | | | | |
| | Bill | 03/07/2006 | Steele printer purchase | 03/17/2006 | 366.00 |
| Total GovConnection, Inc. | | | | | <u>366.00</u> |
| H. L. Treu Office Supply Corp. | | | | | |
| | Bill | 03/07/2006 | office supply-CCLD | 03/17/2006 | 30.95 |
| Total H. L. Treu Office Supply Corp. | | | | | <u>30.95</u> |
| Highsmith, Inc. | | | | | |
| | Bill | 03/07/2006 | BF/WE programming supplies | 03/17/2006 | 38.85 |
| Total Highsmith, Inc. | | | | | <u>38.85</u> |
| Horwitz Supply Company | | | | | |
| | Bill | 03/07/2006 | janitorial paper supplies | 03/17/2006 | 1,134.18 |
| Total Horwitz Supply Company | | | | | <u>1,134.18</u> |
| Image Integrator | | | | | |
| | Bill | 03/07/2006 | maintenance agmt-MF machines/supplies | 03/17/2006 | 4,271.00 |
| Total Image Integrator | | | | | <u>4,271.00</u> |
| Imperial Door Controls, Inc. | | | | | |
| | Bill | 03/07/2006 | maintenance agmt -handicap doors at Steele | 03/17/2006 | 1,160.00 |
| Total Imperial Door Controls, Inc. | | | | | <u>1,160.00</u> |
| Ingram Library Services | | | | | |

Chemung County Library District General Fund
Unpaid Bills Detail
As of March 7, 2006

Document #2006-24

| | <u>Type</u> | <u>Date</u> | <u>Memo</u> | <u>Due Date</u> | <u>Open Balance</u> |
|--|-------------|-------------|---------------------------------|-----------------|---------------------|
| | Bill | 03/07/2006 | Library materials-all libraries | 03/17/2006 | 8,450.82 |
| Total Ingram Library Services | | | | | <u>8,450.82</u> |
| Jamex, Inc. | | | | | |
| | Bill | 03/07/2006 | supply of copy cards | 03/17/2006 | 406.70 |
| Total Jamex, Inc. | | | | | <u>406.70</u> |
| Katrina Magee | | | | | |
| | Bill | 03/07/2006 | patron refund | 03/17/2006 | 8.00 |
| Total Katrina Magee | | | | | <u>8.00</u> |
| Kirkus Reviews | | | | | |
| | Bill | 03/07/2006 | HFL annual subscription | 03/17/2006 | 435.00 |
| Total Kirkus Reviews | | | | | <u>435.00</u> |
| LearningExpress, LLC | | | | | |
| | Bill | 03/07/2006 | license renewal 06-07 | 03/17/2006 | 5,076.00 |
| Total LearningExpress, LLC | | | | | <u>5,076.00</u> |
| MidWest Tape | | | | | |
| | Bill | 03/07/2006 | DVD purchases-Steele & HFL | 03/17/2006 | 700.63 |
| Total MidWest Tape | | | | | <u>700.63</u> |
| Mister Anderson's Company | | | | | |
| | Bill | 03/07/2006 | HFL book purchases | 03/17/2006 | 167.15 |
| Total Mister Anderson's Company | | | | | <u>167.15</u> |
| Moreland the Magician | | | | | |
| | Bill | 03/07/2006 | Steele program expense | 03/17/2006 | 320.00 |
| Total Moreland the Magician | | | | | <u>320.00</u> |
| New York State Assoc. of Library Boards | | | | | |
| | Bill | 03/07/2006 | membership dues for district | 03/17/2006 | 200.00 |
| Total New York State Assoc. of Library Boards | | | | | <u>200.00</u> |

Chemung County Library District General Fund
Unpaid Bills Detail
As of March 7, 2006

Document #2006-24

| | <u>Type</u> | <u>Date</u> | <u>Memo</u> | <u>Due Date</u> | <u>Open Balance</u> |
|--|-------------|-------------|----------------------------|-----------------|---------------------|
| NYSEG | | | | | |
| | Bill | 03/07/2006 | HFL utility charges | 03/17/2006 | 906.90 |
| Total NYSEG | | | | | <u>906.90</u> |
| Oriental Trading Company, Inc. | | | | | |
| | Bill | 03/07/2006 | programming supplies | 03/17/2006 | 103.20 |
| Total Oriental Trading Company, Inc. | | | | | <u>103.20</u> |
| Perry & Carroll, Inc. | | | | | |
| | Bill | 03/07/2006 | 419 Insurance - 2nd Qtr | 03/17/2006 | 6,596.00 |
| Total Perry & Carroll, Inc. | | | | | <u>6,596.00</u> |
| Petty Cash-Steele | | | | | |
| | Bill | 03/07/2006 | reimburse PC expenses | 03/17/2006 | 99.29 |
| Total Petty Cash-Steele | | | | | <u>99.29</u> |
| ProQuest Information & Learning | | | | | |
| | Bill | 03/07/2006 | Microfilm | 03/17/2006 | 20.36 |
| Total ProQuest Information & Learning | | | | | <u>20.36</u> |
| Random House, Inc. | | | | | |
| | Bill | 03/07/2006 | AV purchases-ST | 03/17/2006 | 206.55 |
| Total Random House, Inc. | | | | | <u>206.55</u> |
| Recorded Books | | | | | |
| | Bill | 03/07/2006 | ST purchases for AV | 03/17/2006 | 152.54 |
| Total Recorded Books | | | | | <u>152.54</u> |
| Rem-Southern Office Products, Inc. | | | | | |
| | Bill | 03/07/2006 | ST toner for copiers | 03/17/2006 | 216.00 |
| Total Rem-Southern Office Products, Inc. | | | | | <u>216.00</u> |
| Richard M. McNeilly | | | | | |
| | Bill | 03/07/2006 | Audit of HFL 2005 finances | 03/17/2006 | 2,050.00 |

Chemung County Library District General Fund
Unpaid Bills Detail
As of March 7, 2006

Document #2006-24

| | <u>Type</u> | <u>Date</u> | <u>Memo</u> | <u>Due Date</u> | <u>Open Balance</u> |
|---|-------------|-------------|--------------------------------|-----------------|---------------------|
| Total Richard M. McNeilly | | | | | 2,050.00 |
| Rose Woodard | | | | | |
| | Bill | 03/07/2006 | West Elmira supply/programming | 03/17/2006 | 269.11 |
| Total Rose Woodard | | | | | <u>269.11</u> |
| Scholastic, Inc. | | | | | |
| | Bill | 03/07/2006 | RoarR Purchase | 03/17/2006 | 432.84 |
| Total Scholastic, Inc. | | | | | <u>432.84</u> |
| SDS of NY | | | | | |
| | Bill | 03/07/2006 | garbage disposal | 03/17/2006 | 32.46 |
| Total SDS of NY | | | | | <u>32.46</u> |
| SKJ Facilities Management, Inc. | | | | | |
| | Bill | 03/07/2006 | HFL Janitor services | 03/17/2006 | 480.00 |
| Total SKJ Facilities Management, Inc. | | | | | <u>480.00</u> |
| Southern Tier Library System | | | | | |
| | Bill | 03/07/2006 | Processing fees/workshop fee | 03/17/2006 | 563.00 |
| Total Southern Tier Library System | | | | | <u>563.00</u> |
| Staples Business Advantage | | | | | |
| | Bill | 03/07/2006 | HFL labels/card stock | 03/17/2006 | 30.52 |
| Total Staples Business Advantage | | | | | <u>30.52</u> |
| Staples Credit Plan | | | | | |
| | Bill | 03/07/2006 | Local Store purchases | 03/17/2006 | 2.23 |
| Total Staples Credit Plan | | | | | <u>2.23</u> |
| Staples Credit Plan-Dept 00-01338243 | | | | | |
| | Bill | 03/07/2006 | HFL office supply | 03/17/2006 | 9.99 |
| Total Staples Credit Plan-Dept 00-01338243 | | | | | <u>9.99</u> |
| Steele Memorial Library | | | | | |

Chemung County Library District General Fund
Unpaid Bills Detail
As of March 7, 2006

Document #2006-24

| | <u>Type</u> | <u>Date</u> | <u>Memo</u> | <u>Due Date</u> | <u>Open Balance</u> |
|---|-------------|-------------|--------------------------------------|-----------------|---------------------|
| | Bill | 03/07/2006 | BF/WE petty cash | 03/17/2006 | 206.84 |
| Total Steele Memorial Library | | | | | <u>206.84</u> |
| The Penworthy company | | | | | |
| | Bill | 03/07/2006 | BF library materials | 03/17/2006 | 803.37 |
| Total The Penworthy company | | | | | <u>803.37</u> |
| Thomson Gale | | | | | |
| | Bill | 03/07/2006 | ST fiction purchase | 03/17/2006 | 339.23 |
| Total Thomson Gale | | | | | <u>339.23</u> |
| Time Warner Cable | | | | | |
| | Bill | 03/07/2006 | VPN Service | 03/17/2006 | 200.00 |
| Total Time Warner Cable | | | | | <u>200.00</u> |
| Tom Fox | | | | | |
| | Bill | 03/07/2006 | Nat. Library Week program -Steele | 03/17/2006 | 175.00 |
| Total Tom Fox | | | | | <u>175.00</u> |
| Town of Elmira | | | | | |
| | Bill | 03/07/2006 | 484 taxes-replaces ck#1013 | 03/17/2006 | 156.13 |
| Total Town of Elmira | | | | | <u>156.13</u> |
| Town of VanEtten | | | | | |
| | Bill | 03/07/2006 | Building rental-March | 03/17/2006 | 416.66 |
| Total Town of VanEtten | | | | | <u>416.66</u> |
| Unique Books, Inc. | | | | | |
| | Bill | 03/07/2006 | Steele-Juv book & AV purchases | 03/17/2006 | 844.71 |
| Total Unique Books, Inc. | | | | | <u>844.71</u> |
| Unique Management Services, Inc. | | | | | |
| | Bill | 03/07/2006 | collection agency fees-all libraries | 03/17/2006 | 870.53 |
| Total Unique Management Services, Inc. | | | | | <u>870.53</u> |

Chemung County Library District General Fund
Unpaid Bills Detail
As of March 7, 2006

Document #2006-24

| | <u>Type</u> | <u>Date</u> | <u>Memo</u> | <u>Due Date</u> | <u>Open Balance</u> |
|----------------------------------|-------------|-------------|----------------------------|-----------------|-------------------------|
| Verizon | | | | | |
| | Bill | 03/07/2006 | phone service-BF,HFL,ST,WE | 03/17/2006 | 642.20 |
| Total Verizon | | | | | <u>642.20</u> |
| Verizon Wireless | | | | | |
| | Bill | 03/07/2006 | BKM cellular service | 03/17/2006 | 124.53 |
| Total Verizon Wireless | | | | | <u>124.53</u> |
| Village of Horseheads | | | | | |
| | Bill | 03/07/2006 | HFL water bill 10/5-1/5 | 03/17/2006 | 27.63 |
| Total Village of Horseheads | | | | | <u>27.63</u> |
| Wegmans Food Markets Inc. | | | | | |
| | Bill | 03/07/2006 | Steele Juv program supply | 03/17/2006 | 22.63 |
| Total Wegmans Food Markets Inc. | | | | | <u>22.63</u> |
| TOTAL | | | | | <u><u>51,477.14</u></u> |

4:46 PM
03/07/06

Chemung County Library District Payroll Account
Unpaid Bills Detail
As of March 7, 2006

| | <u>Type</u> | <u>Date</u> | <u>Memo</u> | <u>Due Date</u> | <u>Open Balance</u> |
|--|-------------|-------------|-----------------------|-----------------|-------------------------|
| Chemung County Insurance Department | | | | | |
| | Bill | 03/07/2006 | March payment | 03/17/2006 | 18,693.36 |
| Total Chemung County Insurance Department | | | | | <u>18,693.36</u> |
| Perry & Carroll, Inc. | | | | | |
| | Bill | 03/07/2006 | worker's comp 2nd qtr | 03/17/2006 | 2,796.00 |
| Total Perry & Carroll, Inc. | | | | | <u>2,796.00</u> |
| TOTAL | | | | | <u><u>21,489.36</u></u> |

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of March 7, 2006

| | <u>Type</u> | <u>Date</u> | <u>Memo</u> | <u>Due Date</u> | <u>Open Balance</u> |
|---|-------------|-------------|-------------------------------------|-----------------|------------------------|
| Baker & Taylor Books | | | | | |
| | Bill | 03/07/2006 | Reference materials | 03/17/2006 | 241.77 |
| Total Baker & Taylor Books | | | | | <u>241.77</u> |
| CUP Services | | | | | |
| | Bill | 03/07/2006 | Reference materials | 03/17/2006 | 89.67 |
| Total CUP Services | | | | | <u>89.67</u> |
| Greenwood Publishing Group | | | | | |
| | Bill | 03/07/2006 | Reference Materials | 03/17/2006 | 556.89 |
| Total Greenwood Publishing Group | | | | | <u>556.89</u> |
| Ingram Library Services | | | | | |
| | Bill | 03/07/2006 | Reference/NonFiction book purchases | 03/17/2006 | 2,568.82 |
| Total Ingram Library Services | | | | | <u>2,568.82</u> |
| Southern Tier Library System | | | | | |
| | Bill | 03/07/2006 | processing fees | 03/17/2006 | 93.00 |
| Total Southern Tier Library System | | | | | <u>93.00</u> |
| The Roman & Littlefield Publishing Group | | | | | |
| | Bill | 03/07/2006 | Reference material | 03/17/2006 | 64.11 |
| Total The Roman & Littlefield Publishing Group | | | | | <u>64.11</u> |
| Thomson Gale | | | | | |
| | Bill | 03/07/2006 | Reference Mat. | 03/17/2006 | 831.75 |
| Total Thomson Gale | | | | | <u>831.75</u> |
| Woodward White, Inc. | | | | | |
| | Bill | 03/07/2006 | Reference material | 03/17/2006 | 225.00 |
| Total Woodward White, Inc. | | | | | <u>225.00</u> |
| TOTAL | | | | | <u><u>4,671.01</u></u> |



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Counsel and Deputy Commissioner for Legal Affairs
Tel. 518-474-6400
Fax 518-474-1940

February 14, 2006

James G. Sleeth, Director
Steele Memorial Library
101 East Church Street
Elmira, New York 14456

Dear Mr. Sleeth:

I am pleased to advise you that the Board of Regents, at its meeting today, formally voted to grant an absolute charter in the first instance to the **Chemung County Library District**. A copy of the vote adopted is enclosed.

The formal charter document will be prepared and forwarded to you by the Secretary to the Board of Regents. It will, however, be one to two weeks before it is ready for mailing.

Yours truly,

Kathy A. Ahearn

Enclosure

Chemung County Library District – Fall 2005 through Spring 2006

Monday, September 12, 2005 through Sunday, May 21, 2006

| Our Libraries | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--|---------------------|------------------|---------------------|--------------------|--------------------|------------------|-----------------|
| Big Flats Library 78 Canal Street Big Flats, New York 14814 562-3300 | 10am - 5:30pm | 10am - 8pm | 10am - 5:30pm | 10am - 8pm | Closed | 10am - 3pm | Closed |
| Horseheads Free Library 405 South Main Street Horseheads, New York 14845 739-4581 | 9am - 9pm | 9am - 9pm | 12 noon - 9pm | 9am - 5:30pm | 9am - 5:30pm | 9am - 5pm | Closed |
| Steele Memorial Library 101 East Church Street Elmira, New York 14901 733-9173 | 9am - 9pm | 9am - 9pm | 9am - 9pm | 9am - 9pm | 9am - 5pm | 9am - 5pm | 1pm - 5pm |
| Van Etten Library 83 Main Street Van Etten, New York 14889 589-4755 | 1pm - 5pm | Closed | 1pm - 5pm | Closed | 1pm - 6pm | Closed | Closed |
| West Elmira Library 1231 West Water Street Elmira, New York 14905 733-0541 | 12pm - 8pm | 9am - 5pm | 9am - 5pm | 9am - 5pm | 9am - 5pm | 10am - 3pm | Closed |

Bookmobile: 738-2476
Business Office: 733-8607
Director's Office: 733-8611

Literacy Volunteers: 733-8606
Horseheads Library Fax: 739-4592

Steele Customer Services: 733-9173
Steele Reference Services: 733-9175
Steele Library Fax: 733-9176
Steele Genealogy Research: 733-8602

Library District Website: www.cclld.ny.us

Chemung County Library District Circulation Policy
-- March 2006 draft as reviewed by the Policy & Bylaws Committee
(Document #2006-??)

Library cards. Everyone who comes to the library qualifies to receive a library card, and each individual who charges library material must have and use his or her own library card. Residents must live, own property, or work in New York State. Non-residents will be issued a library card for one year for \$25 per person. Individuals who carry a current library card from a member library of the Southern Tier Library System may use the library with their home library card. Any Chemung County business or organization will receive a library card once its director or president agrees to accept responsibility for charged materials. Elmira College students with current college identification qualify to receive a resident library card.

Confidentiality of patron circulation records.

The Chemung County Library District – its paid and volunteer staff – adhere to New York State Law and Regulations of the Commissioner of Education, § 4509, pertaining to libraries, library systems, trustees and librarians and reads as follows:

§ 4509. Library records. Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

The Chemung County Library District adheres to the American Library Association Policy 52.4 Confidentiality of Library Records that reads as follows:

The ethical responsibilities of librarians, as well as statutes in most states and the District of Columbia, protect the privacy of library users. Confidentiality extends to “information sought or received, and materials consulted, borrowed, acquired,” and includes database search records, interlibrary loan records, and other personally identifiable uses of library materials, facilities, or services.

The American Library Association recognizes that law enforcement agencies and officers may occasionally believe that library records contain information which may be helpful to the investigation of criminal activity.

If there is a reasonable basis to believe such records are necessary to the progress of an investigation or prosecution, the American judicial system provides mechanism for seeking release of such confidential records: the issuance of a court order, following a showing of good cause based on specific facts, by a court of competent jurisdiction.

Identification requirements. Individuals 16 years and older must present identification before being issued a library card. The most appropriate form of identification is a New York State driver’s license. Also accepted will be a NYS auto registration, a personal checkbook with printed current address, a letter postmarked to one’s current address, or another official document with one’s current name and address. Individuals under the age of 16 must have their application co-signed by their parent or guardian who presents a driver’s license or other form of identification listed above.

In loco parentis. The Library and its staff do not act in the position or place of a parent – *in loco parentis* – and will not police juvenile borrowing. This responsibility is properly the role of a parent or caregiver.

Loan periods, limits, and library fines: While the following table is not exhaustive, patrons will find it useful because it covers the vast majority of items in the collection.

| <i>Material</i> | <i>Loan period</i> | <i>Limits</i> | <i>Renewals</i> | <i>Overdue fine</i> |
|--------------------------------|--------------------|---------------|-----------------|---------------------|
| Adult books | 28 days | None | Twice | \$.15 / day |
| New adult fiction books | 7 days | None | Twice | \$.15 / day |
| New adult non-fiction books | 28 days | None | Twice | \$.15 / day |
| Children’s & young adult books | 28 days | None | Twice | \$.15 / day |
| Educational video & DVD | 7 days | 5 items | None | \$1 / day |
| Feature film video & DVD | 3 days | 5 items | None | \$1 / day |
| Magazines | 7 days | None | Twice | \$.15 / day |
| Music CDs | 14 days | None | Twice | \$.15 / day |
| CD-ROMs | 28 days | None | Twice | \$1 / day |
| Rentals | \$1 / week | None | Twice | \$.25 / day |
| Audio books | 14 days | None | Twice | \$.15 / day |

Notices, lost library materials, and referral to collection. Patrons who do not return borrowed materials will be mailed a late notice and a bill notice before their account is referred to collection for further action. Patrons will be billed the replacement cost for lost library materials according to the replacement cost table integral to this policy statement. Fees charged by the collection agency will be applied to the patron account. Lost library cards will be replaced for \$1.

Suspension of borrowing privileges. Patrons owing more than \$5 or retain 5 or more items overdue will find their borrowing privileges suspended until *all* late fees are paid and items returned.

Changes in policy. Circulation policies may be changed without formal notice to each borrower.

Approval of policies. These policies were reviewed by the Policies & Bylaws Committee of the Chemung County Library District and will be referred to the District Library Board for consideration at its March 2006 meeting. Individuals wishing to suggest changes to the policies should address their request to the Director, Chemung County Library District, 101 East Church Street, Elmira, New York 14901.

| Replacement Cost Table | |
|-------------------------------|------------------------------|
| Description | Replacement Cost |
| Adult Paperback Fiction Book | \$13.00 |
| Adult Paperback NonFiction | \$20.00 |
| Adult Fiction Book | \$25.00 |
| Adult NonFiction Book | \$45.00 |
| Audiobook on Cassette | \$75.00 |
| Audiobook on Compact Disc | \$75.00 |
| Braille | \$20.00 |
| Educational Video | \$40.00 |
| Holiday Book - Juvenile | \$20.00 |
| Inter-library loan book | \$45.00 |
| Juvenile Fiction Book | \$20.00 |
| Juvenile NonFiction Book | \$25.00 |
| Juvenile Paperback Book | \$8.00 |
| Juvenile Reference Book | \$75.00 |
| Large Type Book | \$25.00 |
| Magazine | \$3.00 |
| Microform | \$25.00 |
| Book and Cassette or CD Set | \$20.00 |
| Music on Cassette | \$15.00 |
| Music on Compact Disc | \$20.00 |
| New adult fiction book | \$25.00 |
| New NonFiction Book | \$45.00 |
| Pamphlet | \$1.00 |
| Reference book | \$75.00 |
| Rental Book | \$25.00 |
| Software or CD-ROM | \$50.00 |
| Test Book | \$25.00 |
| Toy, Puzzle, Game | \$20.00 |
| Video or DVD | \$25.00 |
| Books Plus Kits | \$500 per books plus subject |