

CHEMUNG COUNTY LIBRARY DISTRICT

Agenda

The May 2006 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, May 18, 2006 at 7pm in the Steele Memorial Library, 101 East Church Street, Elmira, New York 14905. 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 #2006-37)
4. Treasurer's report
 - a) Financial report (document #2006-38)
 - b) Report of Unpaid Bills Detail (document #2006-39)
5. Correspondence
 - a) From the Friends of the Steele Memorial Library (document #2006-40)
6. President's report:
 - a) NYSALB Trustee Institute report
7. Director's report
 - a) Personnel activities since the April meeting of the Library Board
8. Committee reports
 - a) Building & Grounds Committee
 - b) Personnel Committee
 - c) Policies & Bylaws Committee
 - (1) Internet Access Policy (document #2006-41)
 - (2) Library Materials Selection Policy (document #2006-42, 43, 44)
 - (3) Library District Election Day recommendation: November 7, 2006
9. Old business
10. New business
11. Period for public expression
12. Adjournment

(Minutes of the April 2006 meeting of the Chemung County Library District Board of Trustees. Document #2006-37)

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

Minutes. The board reviewed the minutes of the March 2006 meeting of the Library District Board of Trustees (document #2006-28). Mr. Smith moved, seconded by Ms. Collins to approve the minutes as submitted to the board in writing. Motion Carried.

Treasurer's Report. Mr. Pirozzolo presented the financial report for March 31, 2006 (document #2006-29). Mr. Pirozzolo moved, seconded by Ms. Collins to approve the financial report as submitted in writing. Motion Carried. Mr. Pirozzolo reported that the Budget & Finance Committee has met and reviewed an Investment Policy for the Library District that was submitted to them by Attorney Young. Mr. Pirozzolo moved, seconded by Ms. Denkenberger that the Investment Policy be approved by the District Board as submitted. Motion Carried. Mr. Pirozzolo stated that of the \$1.8 million dollars that is the current fund balance of the District, the District would need approximately \$200,000 per month to pay the current bills. Mr. Pirozzolo moved, seconded by Mr. Drake that the District invest \$1,000,000 that is currently in a General Fund Savings account into a 3 month Certificate of Deposit at a interest rate of 4.9%. Motion Carried. Mr. Pirozzolo moved, seconded by Mr. Marosek to approve the report of disbursements (the Unpaid Bills Detail – document #2006-30) giving approval for payment of the invoices as submitted. Motion Carried.

Correspondence. Ms. Radin stated that during the months of May and June, the Southern Tier Library System is sponsoring some workshops for library board trustees as well as directors. The workshops will cover subjects such as "Your Library's Financial Management," "Your Library and Your Community: how they work together," and "Your Library: its collection and its services." She handed out flyers with information regarding the workshops and encouraged board members to register to attend by April 27th.

President's report. The March 31, 2006 communication from the Public Library Foundation of Chemung County, Inc (document #2006-31) was discussed. The first quarterly transfer of Foundation funds to the Library District for the Horseheads Free Library was received. The amount received was \$20,000 with an expected total for the year of \$80,000. The funds were received along with a letter that gave the District Board several recommendations from the Foundation on the expenditure of the extra funds. Mr. Smith moved, seconded by Ms.

Fitzgerald, to accept the funds from the Public Library Foundation of Chemung County's as well as their recommendation for the expenditure of the extra \$40,500 in funding that is expected from the foundation in 2006. Motion Carried.

Ms. Wavle encouraged board members to attend the 2006 Trustee Institute that is sponsored by the New York State Association of Library Boards, NYSALB. There are sessions for all levels of trustees with opportunities to gain valuable information on trustee roles and responsibilities. This year's Trustee Institute is scheduled for May 5th and 6th in Albany, New York. Four members of the Library District board have already registered to attend.

President Wavle stated that she would like to add to her report a review of the proposal for the Chemung County Library District newsletter. Ms. Wavle gave some background regarding the idea of a library district newsletter. She stated that Mr. Sleeth presented the idea and asked which committee might best consider it. Ms. Wavle noted that since the Library District had no planning committee, it might be submitted to the Policies & Bylaws Committee. While the Policies & Bylaws Committee did review the proposal, its conclusion was that the proposal fell without its scope. In addition, concern was raised about beginning one component of a public relations campaign without attention to the whole, and the Committee questioned beginning a program without the assurance that it could be continued into the future. Ms. Wavle expressed support for the idea, reasoning that it was important to keep in touch with our supporters, and thus brought it before the full board. Mr. Smith moved, seconded by Mr. Marosek, approval of the publication of a Library District newsletter. Much discussion ensued as to the pros and cons of creating and distributing the proposed newsletter. The question was called and, by a vote of 8 in favor and 4 in opposition, the motion carried. Following discussion and vote, it was noted that next year's budget should include funds for a public relations line to cover anticipated costs such as a Library District newsletter.

Personnel Activities. Mr. Sleeth reported that a new Library Page has been hired for the Horseheads Free Library to replace a staff member who has resigned. He has received the Certification of Eligibles from the Civil Service Commission for the position of Librarian 1. He will be interviewing the 5 candidates from the list during the first week of May. Three of the candidates are current library employees who have an MLS degree. In determining the right person for the job, he will use a decision support matrix that has ten determining factors that includes everything from professional goals to tenure. He expects to offer the job to one of the candidates on May 8th with May 19th being the start date for the new Librarian.

Buildings & Grounds Committee. (Document #2006-33) Mr. Schwesinger reported that Sue Oliver of Fagan Engineers has visited each of our libraries several times. A complete report will be submitted to the Buildings & Grounds Committee by the next board meeting, giving the committee time to review the reports and develop a capital project plan in time for the June meeting of the board.

Personnel Committee. (Document #2006-34) Ms. Radin reported that the committee has completed design of a 360-degree evaluation program for the Library Director, to be conducted during the month of May.

Policy & Bylaws Committee. The Summer Library Hours schedule (Document #2006-35) was submitted to the board for review, in the same format as the winter library hours previously approved by the board.

Old Business. None

New Business. The Central Library Development grant application (Document #2006-36) was submitted to the board for their approval. Mr. Sleeth explained that the Steele Library, as the central library of the Southern Tier Library System, works annually with STLS to create a program of service. The Central Library funding pays for staff salaries for adult services library staff, it keeps the Central Library open on Sundays during the Winter, it helps the Central Library to offer the best genealogy department in the surrounding area, it provides support to member libraries in the System with the “Best of the Web,” and by holding training workshops several times a year at the member libraries. Following the request to change the wording of a couple of sentences in the application, Ms. Collins moved, seconded by Ms. Denkenberger to approve the 2006 Central Library Development grant application. Motion was carried. Ms. Radin stated that the STLS board would also be asked to approve the application. For future reference, she noted that the State’s Central Library Development Agency is looking at ways to change the way Central Library funds are currently being used.

Ms. Wavle noted two points of interest concerning the committees of the Library District board. It may be necessary to form a Public Relations Committee – this will be re-visited in January of next year. Secondly, the Personnel Committee has requested that one additional board member be assigned to their committee. It was stated that every board member has already been assigned to serve on a committee, there are no extra names to offer.

Public Expression. None

Rose Woodard and the staff at the West Elmira Library gave the board members a tour of the Library. One of the staff members, Ahnece Hancock, dressed up as a “pea” to welcome the board members and to show them the kinds of things the staff does in promoting their children’s programming department.

The meeting was adjourned at 8:42 p.m. The next regular meeting of the board will be on Thursday, May 18, 2006 at 7 PM at the Steele Memorial Library.

CHEMUNG COUNTY LIBRARY DISTRICT
 Financial Report - APRIL 30, 2006

(DOCUMENT #2006-38)

Account	2006 Annual Budget	Received to date	Balance remaining	Percentage Received	Percentage through year
Income					
Library Fines, Fees & Contributions	\$ 89,625	\$ 39,013	\$ 50,612	44%	
Grants (other than N.Y.S.)	58,650	30,130	28,520	51%	
Interest & Foundation Contributions	80,000	65,374	14,626	82%	
Library District Tax Receipts	1,963,969	1,963,969	0	100%	
Steele Endowment Donation	0	211,000	0		
State Aid					
Central Library Development	105,000	0	105,000	0%	
Central Book Aid	71,500	0	71,500	0%	
Local Library Services Aid	49,952	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	\$ 2,312,318	\$ 415,197	92%	33%

Account	Annual Budget	Expended to date	Balance remaining	Percentage Expended	Percentage through year
Expense					
Personnel					
Salaries	\$ 1,084,071	\$ 316,621	\$ 767,450	29%	
Sunday & Holiday Salaries	46,258	20,537	25,721	44%	
Employee Benefits	478,892	148,582	330,310	31%	
Contractual					
Equipment	14,681	590	14,091	4%	
Telephone	12,130	2,938	9,192	24%	
Supplies	28,300	9,664	18,636	34%	
Travel & Continuing Education	12,603	204	12,399	2%	
Repairs & Maintenance	43,279	24,914	18,365	58%	
Postage	7,610	235	7,375	3%	
Library Materials (books, video, etc.)	254,667	78,396	176,271	31%	
Utilities	80,901	11,567	69,334	14%	
Building Cleaning Supplies	4,150	2,097	2,053	51%	
Fuel, Gas & Oil	1,200	511	689	43%	
Insurance	18,645	9,571	9,074	51%	
Rent	5,000	1,666	3,334	33%	
Bookmobile Maintenance	7,000	447	6,553	6%	
Professional Fees (audit, membership)	12,650	7,055	5,595	56%	
Data Processing Expenses	37,118	9,480	27,638	26%	
Payment of Taxes	4,575	4,605	(30)	101%	
Library Programming	11,250	2,895	8,355	26%	
Interfund Transfer	94,619	0	94,619	0%	
Debt Service	221,065	0	221,065	0%	
TOTAL EXPENSE	\$ 2,480,664	\$ 652,575	\$ 1,828,089	26%	33%

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

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Due Date</u>	<u>Open Balance</u>
Acme Pest Control, Inc.					
	Bill	05/09/2006	Pest Control @ Steele	05/19/2006	<u>21.00</u>
Total Acme Pest Control, Inc.					21.00
AEC One Stop Group, Inc.					
	Bill	05/09/2006	HFL book purchase	05/19/2006	<u>163.90</u>
Total AEC One Stop Group, Inc.					163.90
Ahnece Hancock					
	Bill	05/09/2006	Food for ST volunteer recognition party	05/19/2006	<u>102.55</u>
Total Ahnece Hancock					102.55
Amazon Credit Plan					
	Bill	05/09/2006	Steele & HFL purchases	05/19/2006	<u>237.35</u>
Total Amazon Credit Plan					237.35
Audio Editions					
	Bill	05/09/2006	ST-order of CD's	05/19/2006	<u>139.47</u>
Total Audio Editions					139.47
Baker & Taylor Books					
	Bill	05/09/2006	West El/HFL book purchases	05/19/2006	<u>965.12</u>
Total Baker & Taylor Books					965.12
Barnes & Noble, Inc.					
	Bill	05/09/2006	Steele & WE book purchases	05/19/2006	<u>185.00</u>
Total Barnes & Noble, Inc.					185.00
Betsy Zell					
	Bill	05/09/2006	Reimbursement for HFL book purchase	05/19/2006	<u>52.95</u>
Total Betsy Zell					52.95
Blackbourn Media Packaging					
	Bill	05/09/2006	AV supplies for BF	05/19/2006	<u>160.03</u>
Total Blackbourn Media Packaging					160.03
Brian P. Harris					
	Bill	05/09/2006	mileage reimbursement	05/19/2006	<u>44.89</u>
Total Brian P. Harris					44.89
Chemung County Treasurer					
	Bill	05/09/2006	Debt Svc pymt - ST Improvement bond	05/19/2006	<u>9,271.08</u>
Total Chemung County Treasurer					9,271.08
Creative Data Products					
	Bill	05/09/2006	Overdue mailers-all libraries	05/19/2006	<u>430.25</u>
Total Creative Data Products					430.25
CyberDark Computing					
	Bill	05/09/2006	BKM adapter	05/19/2006	<u>25.00</u>
Total CyberDark Computing					25.00
Diane Geanuleas					
	Bill	05/09/2006	patron refund-genealogy	05/19/2006	<u>15.00</u>
Total Diane Geanuleas					15.00
Finger Lakes HVAC&R, Inc.					
	Bill	05/09/2006	HFL service agrmt	05/19/2006	<u>71.50</u>

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

	<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	05/09/2006	BKM fuel/repairs	05/19/2006	207.25
Total First Transit					207.25
Horseheads Do It Center					
	Bill	05/09/2006	HFL custodial supplies	05/19/2006	31.96
Total Horseheads Do It Center					31.96
Horseheads Do It Center-HFL					
	Bill	05/09/2006	Carpet replacement order	05/19/2006	6,765.58
Total Horseheads Do It Center-HFL					6,765.58
Horwitz Supply Company					
	Bill	05/09/2006	vacuum repair ST	05/19/2006	108.13
Total Horwitz Supply Company					108.13
Ingram Library Services					
	Bill	05/09/2006	Library materials-all libraries	05/19/2006	6,995.06
Total Ingram Library Services					6,995.06
John Santulli's Landscaping Service					
	Bill	05/09/2006	Lenox Avenue Cemetery lawn care	05/19/2006	15.00
Total John Santulli's Landscaping Service					15.00
KIC Products					
	Bill	05/09/2006	cleaning cards -Jamex machines	05/19/2006	119.61
Total KIC Products					119.61
Ma Desiree Samodal					
	Bill	05/09/2006	Patron refund	05/19/2006	15.00
Total Ma Desiree Samodal					15.00
Madcap Productions					
	Bill	05/09/2006	deposit for 7/27 performance-Steele	05/19/2006	317.50
Total Madcap Productions					317.50
Matthew Bender & Co, Inc.					
	Bill	05/09/2006	Law Books -HFL	05/19/2006	235.98
Total Matthew Bender & Co, Inc.					235.98
Matthew L. Lawrence					
	Bill	05/09/2006	Patron Refund	05/19/2006	15.00
Total Matthew L. Lawrence					15.00
MidWest Tape					
	Bill	05/09/2006	DVD purchases-Steele & HFL	05/19/2006	421.77
Total MidWest Tape					421.77
Mister Anderson's Company					
	Bill	05/09/2006	Programming-ST Juv	05/19/2006	34.95
Total Mister Anderson's Company					34.95
NYSEG					
	Bill	05/09/2006	HFL utility charges	05/19/2006	787.32
Total NYSEG					787.32

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

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Due Date</u>	<u>Open Balance</u>
Oriental Trading Company, Inc.					
	Bill	05/09/2006	programming supplies	05/19/2006	437.75
Total Oriental Trading Company, Inc.					<u>437.75</u>
Petty Cash-Steele					
	Bill	05/09/2006	reimburse PC expenses	05/19/2006	196.44
Total Petty Cash-Steele					<u>196.44</u>
Pitney Bowes					
	Bill	05/09/2006	Lease-mail machine-1/30-4/30	05/19/2006	645.00
Total Pitney Bowes					<u>645.00</u>
SDS of NY					
	Bill	05/09/2006	garbage disposal-BF,WE,HFL	05/19/2006	122.15
Total SDS of NY					<u>122.15</u>
Sebco Books					
	Bill	05/09/2006	HFL Library Materials	05/19/2006	129.68
Total Sebco Books					<u>129.68</u>
SKJ Facilities Management, Inc.					
	Bill	05/09/2006	HFL Janitor services	05/19/2006	720.00
Total SKJ Facilities Management, Inc.					<u>720.00</u>
Southern Tier Library System					
	Bill	05/09/2006	Patron/Item label supply + processing fees-March	05/19/2006	1,652.94
Total Southern Tier Library System					<u>1,652.94</u>
ST. Joseph's Hospital					
	Bill	05/09/2006	Physicals-new employees	05/19/2006	200.00
Total ST. Joseph's Hospital					<u>200.00</u>
Staples Business Advantage					
	Bill	05/09/2006	All libraries office supplies	05/19/2006	716.10
Total Staples Business Advantage					<u>716.10</u>
Staples Credit Plan					
	Bill	05/09/2006	Local Store purchases-BF	05/19/2006	112.68
Total Staples Credit Plan					<u>112.68</u>
Star Gazette					
	Bill	05/09/2006	412BF	05/19/2006	182.00
Total Star Gazette					<u>182.00</u>
Steele Memorial Library					
	Bill	05/09/2006	BF/WE/HFL petty cash	05/19/2006	270.39
Total Steele Memorial Library					<u>270.39</u>
Tanglewood					
	Bill	05/09/2006	Steele program 5/25	05/19/2006	50.00
Total Tanglewood					<u>50.00</u>
The Leader					
	Bill	05/09/2006	HFL subscription	05/19/2006	183.60
Total The Leader					<u>183.60</u>
The Video Store Shopper					

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

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Due Date</u>	<u>Open Balance</u>
Total The Video Store Shopper	Bill	05/09/2006	CD repair kits	05/19/2006	32.25
					<u>32.25</u>
Thomson Gale					
Total Thomson Gale	Bill	05/09/2006	ST fiction purchase	05/19/2006	413.39
					<u>413.39</u>
Time Warner Cable					
Total Time Warner Cable	Bill	05/09/2006	VPN Service	05/19/2006	200.00
					<u>200.00</u>
U. S. Postal Service					
Total U. S. Postal Service	Bill	05/09/2006	postage for mail machine-all libraries	05/19/2006	2,000.00
					<u>2,000.00</u>
Unique Management Services, Inc.					
Total Unique Management Services, Inc.	Bill	05/09/2006	collection agency fees-ST/BF/BKM/WE	05/19/2006	581.79
					<u>581.79</u>
Verizon					
Total Verizon	Bill	05/09/2006	phone service-BF,HFL,ST,WE	05/19/2006	740.48
					<u>740.48</u>
Verizon Wireless					
Total Verizon Wireless	Bill	05/09/2006	BKM cellular service-2 months	05/19/2006	257.23
					<u>257.23</u>
TOTAL					<u><u>37,799.07</u></u>

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

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Due Date</u>	<u>Open Balance</u>
Abingdon Press					
	Bill	05/09/2006	reference material	05/19/2006	42.04
Total Abingdon Press					<u>42.04</u>
Baker & Taylor Books					
	Bill	05/09/2006	Reference materials	05/19/2006	57.99
Total Baker & Taylor Books					<u>57.99</u>
Frank R. Walker Co.					
	Bill	05/09/2006	reference material	05/19/2006	66.00
Total Frank R. Walker Co.					<u>66.00</u>
Greenwood Publishing Group					
	Bill	05/09/2006	Reference Materials	05/19/2006	231.02
Total Greenwood Publishing Group					<u>231.02</u>
Ingram Library Services					
	Bill	05/09/2006	Reference/NonFiction book purchases	05/19/2006	3,640.14
Total Ingram Library Services					<u>3,640.14</u>
N.A.D.A. Appraisal Guides					
	Bill	05/09/2006	reference materials	05/19/2006	315.00
Total N.A.D.A. Appraisal Guides					<u>315.00</u>
Southern Tier Library System					
	Bill	05/09/2006	processing fees	05/19/2006	110.50
Total Southern Tier Library System					<u>110.50</u>
The H. W. Wilson Company					
	Bill	05/09/2006	Reference Material	05/19/2006	824.00
Total The H. W. Wilson Company					<u>824.00</u>
Thomson Gale					
	Bill	05/09/2006	Reference Mat.	05/19/2006	1,755.50
Total Thomson Gale					<u>1,755.50</u>
Value Line Publishing, Inc.					
	Bill	05/09/2006	reference materials	05/19/2006	798.00
Total Value Line Publishing, Inc.					<u>798.00</u>
TOTAL					<u><u>7,840.19</u></u>

Friends of the Steele Memorial Library
100 E. Church Street
Elmira, NY 14901
May 8, 2006

Mr. James Sleeth, Director
Steele Memorial Library- Chemung Co. Library District
100 E. Church St.
Elmira, NY 14901

Dear Jim,

I am pleased to enclose our check for seventeen thousand one hundred dollars (\$17,100.00), which represents our 2006 contribution to the Steele Library system.

The Board wishes this contribution to be shared equally between the Main and the West Elmira and Big Flats branch libraries. Each of the three libraries should receive \$5,700.00. We would like \$5,000.00 to be used for books and materials acquisitions and \$700.00 to be used toward program expenses.

As always, it is a pleasure to be partnering with this fine library system. The Board looks forward to a great future.

Yours very truly,



Michael K. Wald, treasurer

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

Chemung County Library District / Proposed Internet Policy

(Document #2006-41)

Introduction

The Chemung County Library District's Library Materials Selection Policy states "the primary purpose of the library is to provide and organize library materials to assist individuals fulfilling their needs for educational, recreational, and cultural information. The library selects, organizes, and preserves materials on an extraordinarily wide scope – the arts and sciences, the humanities and social sciences, and all topics between.... It may originate in the print or electronic publishing industry, from government agencies, or from other information providers...."

Internet access

In the fulfillment of this purpose, the Chemung County Library District provides access to the Internet at all our neighborhood libraries. The library has a web site: www.celd.lib.ny.us. The library's web site acts to organize and facilitate access to electronic information. *The library is responsible only for data on pages pertaining specifically to the library. The library is not responsible for the content, accuracy, or availability of any external sites linked to these pages.*

At the Steele Memorial Library, individuals aged 15 and under may use the electronic resources provided on the first floor. Librarians select these electronic resources. Parents or guardians who choose to allow their children under the age of 16 unrestricted access to the Internet must sign and return a permission slip to the library. Parents and children are also urged to read about the benefits and risks of Internet sites in an online brochure entitled *Child Safety on the Information Highway*. Individuals aged 16 and older must use the electronic resources on the second floor of the Steele Memorial Library where access will not be filtered. Sites used to facilitate chat and play games may be excluded, at the discretion of the library staff.

At the Horseheads Free Library, individuals under the age of 16 are restricted to two computers whose content has been selected by librarians. Parents or guardians who choose to allow their children under the age of 16 unrestricted access to the Internet must sign and return a permission slip to the library. Parents and children are also urged to read about the benefits and risks of Internet sites in an online brochure entitled *Child Safety on the Information Highway*. Access to the Internet by individuals aged 16 and above will not be filtered. Sites used to facilitate chat and play games may be excluded, at the discretion of library staff.

At the neighborhood libraries, no filtered Internet access is offered. Parents and guardians who choose to allow their children access to the Internet must sign and return a permission slip to the library. Parents and children are also urged to read about the

benefits and risks of Internet sites in an online brochure entitled *Child Safety on the Information Highway*.

No Internet access is provided from the Bookmobile.

Access to electronic resources will be provided to individuals with library cards in good standing. When there is more demand for electronic resources than the library is able to satisfy, staff may develop rules and procedures as are necessary to insure fair and reasonable use of these limited resources. Failure to use the Internet stations appropriately and responsibly, as defined in this policy, will result in revocation of Internet use privileges.

Responsibility of users

Parents and guardians are cautioned that some Internet sites carry information that may be controversial, indecent, or inappropriate. Library users, not the library, are responsible for the access points they reach. Parents are encouraged to work with and supervise their minor children's Internet sessions. Parents and children are encouraged to read about the benefits and risks of the Internet in an online brochure, *Child Safety on the Information Highway*.

Proposed by the Policies & Bylaws Committee – May 2006

Library Materials Selection Policy

- The mission of the Chemung County Library District
- The scope and structure of the Chemung County Library District
- “Fulfilling individual needs for educational, recreational, and cultural information”
- “Library materials” encompasses many formats
- Objectives of the Library District
- The selection of materials hierarchical in nature
- Reviewing sources used by library staff
- Objective criteria for the selection of library materials
- Materials on controversial topics should be represented in our libraries
- The Library District collects and disseminates information and ideas but does not advocate particular points of view
- Gifts and memorials
- The reconsideration process
- Form for the reconsideration of library materials

Appendices: *The Freedom to Read* and the *Library Bill of Rights* as appended are integral to this policy statement.

Considered by the Policy & Bylaws Committee – March 6, April 6, & May 4, 2006

- **The mission of the Chemung County Library District**

It is the mission of the Chemung County Library District to provide exceptional public library services and programs to our citizens – fulfilling their individual needs for educational, recreational, and cultural information – through contemporary, well-maintained library collections and facilities located throughout Chemung County.

- **The scope and structure of the Chemung County Library District**

The Library District is comprised of neighborhood libraries in Big Flats, Elmira, Horseheads, Van Etten, and West Elmira. The Bookmobile constitutes a mobile neighborhood library. Taken together, the collections of our libraries serve patrons who reside throughout Chemung County who seek both popular works and in depth information on many subjects, in many formats, of current and historical interest. Electronically delivered library services available through the Library District’s web page – www.cclld.lib.ny.us -- are becoming more important; for some segments of the population, electronic access may already be their primary avenue to information.

- **“Fulfilling individual needs for educational, recreational, and cultural information”**

The primary purpose of the Library District is to provide and organize library materials to assist individuals fulfilling their needs for educational, recreational, and cultural information. Library District staff select, organize, and preserve materials on an extraordinarily wide scope – the arts and sciences, the humanities and social sciences, and all topics between. This information may be of lasting importance or temporary use. It may originate in the print or electronic publishing industry, from government agencies, or from other information providers. Regardless of source, the purpose of gathering and disseminating this information is to assist individuals with their self-education, enlightenment, and enrichment. As a rule, the public library does not purchase texts to support the curriculum of public or private schools. Instead, we purchase materials that supplement school curriculums.

- **“Library materials” encompasses many formats**

Our neighborhood library collections are composed of information in many formats. These formats include print, audio, video, microfilm & microfiche, Braille and others. Information in electronic format, whether purchased by subscription through the Internet or maintained locally on computer workstations, forms an essential part of our collections. The generic term “library materials” encompasses these many different formats of information collected and made freely available to the public.

While print and image on paper has proven to be the most successful format over time, audio and video formats have evolved rapidly over the past generation, leaving the library in the position of making transitions from film to video to DVD, and from record to tape and compact disc. Print information, especially traditional reference

library information, is now making a similar transition, from paper to CD-ROM, to disk, to Internet-based information. From the Library District's web page, patrons can initiate searches on the Internet. Internet-based resources, including the World Wide Web, are beyond the confines of the library's collection, and we cannot guarantee their accuracy, completeness, or appropriateness for all library users.

- **Objectives of the Library District**

The Chemung County Library District maintains the following objectives:

- To provide and organize materials to meet the basic informational needs of the community;
- To give professional, trained assistance in the use of the collection;
- To fulfill current requests and anticipate future needs of library patrons;
- To cultivate and encourage individuals in the pursuit of life-long learning;
- To cooperate with groups in the area to stimulate educational and cultural activities;
- To sponsor discussion groups, programs, forums, and projects which promote learning and growth through library use; and
- To publicize the library as a free and accessible resource for educational and recreational reading, viewing, and listening needs.

- **The selection of materials hierarchical in nature**

The responsibility for the selection of library materials is hierarchical in nature. It is delegated from the Library Board of Trustees, through the Library Director, to the staff responsible for the library collections of our neighborhood libraries. This does not preclude others from making recommendations for purchase based upon their reading, viewing, or listening interest and knowledge.

- **Reviewing sources used by library staff**

Library District staff use industry standard professional reviewing literature for regular and systematic purchases of new library materials.

An important addition to these sources is the individual request from library patrons. Individual requests may be purchased if they meet the objective criteria for the selection of library materials.

- **Objective criteria for the selection of library materials**

Throughout this process professional reviewers and library selectors base their judgement on the following qualities inherent to each item:

- Accuracy of content
- Historical or permanent value of the work

- ❑ Credibility and importance of the author
- ❑ Quality of expression or visual content
- ❑ Importance of the work to the Library's existing collection
- ❑ Contemporary or timely social significance of the topic
- ❑ Availability of other materials on the same topic in the collection
- ❑ Accessibility for the general public to the same material elsewhere in the community, including materials in hospital, technical, college, or special library collections
- ❑ Suitability of the material in representing varied levels of complexity to reflect the educational backgrounds and reading skills of the community members
- ❑ Quality of the physical format, including binding, print size, durability, and illustration
- ❑ Reputation of the publisher
- ❑ Price

A selected work need not satisfy all criteria listed above to be included in the collection. A wide range of materials is selected to meet the demands of the community, including entertainment, which may not be of lasting value.

- **Materials on controversial topics should be represented in the Library**

The collection should and does contain opposing views on controversial topics of interest that will generate intense interest, vehement debate, and strongly held and conflicting opinions by many individuals in the community. While controversies exist within many fields, in fiction and non-fiction and in print or non-print formats, among the most controversial topics are parapsychology, pseudo science, and the occult. At other times, sex education materials may be controversial. Religious texts also generate widely divergent opinions and strongly held personal feelings. Prominent social and political thinkers of divergent opinions will also generate controversies. Even deceased authors, like Mark Twain, can elicit strong opinions and controversy. It is an essential role of the public library to make these and other controversial materials freely available to individuals.

- **The Library District collects and disseminates information and ideas but does not advocate particular points of view**

As an institution, it is the role of the Library District to collect and disseminate information and ideas. It is *not* the Library District's role to advocate for or endorse any particular idea, opinion, or point of view. The Library District selects information that supports a wide range of competing and often conflicting ideas and opinions for consideration by library patrons. Furthermore, the Library District will not usurp the responsibility of parents, caregivers, and guardians who are more properly responsible for supervising the reading, viewing, and listening habits of children.

- **Gifts and memorials**

Gifts of new or used library materials are often delivered to our libraries. They will be included in the collection if in the opinion of library staff responsible for selection, they meet the objective criteria for the selection of library materials listed in this policy. Reviews may be consulted to assist in decision making. Gifts become the property of the Library District and it maintains the right to dispose of gift materials in the manner it deems suitable, most often to our libraries' book sales. Cash memorials are encouraged and will be used to purchase new materials for the collection.

- **The reconsideration process**

The Board of Trustees recognizes the importance of providing a process whereby opinions from the public regarding materials selected can be voiced. To comply with this policy, a request for reconsideration must be made in writing on forms provided by the library. These forms are available at all our public libraries in Chemung County. They are also available from the Library Director. Upon completion of the request for reconsideration, members of the public may mail or deliver in person the form to the Library Director.

Upon receipt of the signed form, the Library Director will:

- Examine the material in question, the issues raised, and the circumstances involved;
- Make a decision to remove or retain the material in question; and
- Respond in writing to the request within one week.

Should the patron believe the decision of the Library Director is not supported by the library materials selection policy, the patron may appeal the decision to a hearing by the Board of Trustees by notifying the Library Director, who will make necessary arrangements. Following the hearing, the decision of the Board of Trustees will be final. Above all, the Board of Trustees has as its concern the fairness of such a hearing so as to protect the rights of all persons who are involved.

- **Form for the reconsideration of library materials**

Patrons wishing to have the Library District reconsider library materials should use the form on the following page of this policy. It must be filled out completely and signed before being mailed or delivered to the Library Director.

Please reconsider the selection of the following material presently available in the Library District:

Title of the work _____

Author of the work _____

Neighborhood library owning the work _____

Type of material: [] book [] video [] compact disc [] other

Request initiated by _____ Signature _____

Mailing address _____

Telephone number _____

Date request received by staff _____ Staff initials _____

What specifically concerns you about this material? Please cite pages.

Did you read, view, or listen to the entire work? If no, what parts?

What do you believe is the theme of the work?

Is there any age group for which this material might be appropriate? If so, please specify.

Are there, in your judgement, any positive elements in this work? Please describe.

Will you share any reviews of the work which support your point of view?

What work(s) can you suggest to counterbalance the point of view of this material or provide additional information on the subject?

THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept with any expression the prejudgment of a label characterizing it or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by: American Library Association
Association of American Publishers

Subsequently Endorsed by:

American Association of University Professors
American Booksellers Foundation for Free Expression
American Society of Journalists and Authors
The American Society of Newspaper Editors
Anti-Defamation League of B'nai B'rith
Association of American University Presses
Center for Democracy & Technology
The Children's Book Council
The Electronic Frontier Foundation
Feminists for Free Expression
Freedom to Read Foundation
International Reading Association
The Media Institute
National Coalition Against Censorship
National PTA
Parents, Families and Friends of Lesbians and Gays
People for the American Way
Student Press Law Center
The Thomas Jefferson Center for the Protection of Free Expression

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.
Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.