

CHEMUNG COUNTY LIBRARY DISTRICT

Agenda

The October 2006 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, October 19th, 2006 in the ***Big Flats Library, 78 Canal Street, Big Flats, New York 14914***. 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 #2006-73)
4. Treasurer's report
 - a) Financial report (document #2006-74)
 - b) Report of Unpaid Bills Detail (document #2006-75)
5. Correspondence
6. President's report:
 - a) Tour of the Big Flats Library (Brian Harris, Principal Library Clerk)
 - b) September 8, 2006 letter from Library District Attorney Young and September 22, 2006 letter to Assistant Attorney General Danaher
7. Director's report
 - a) Personnel activities since the July meeting of the Library Board
 - b) Continuing Education Workshop evaluations (to be distributed at the meeting)
 - c) Fall '06 Chemung County Library District newsletter
 - d) Budget presentations at the Van Etten, Big Flats, & West Elmira libraries
8. Committee reports:
 - a) Budget & Finance Committee (Pirozollo)
 - b) Building & Grounds Committee (Schwesinger)
 - c) Personnel Committee (Radin)
 - c) Policies & Bylaws Committee (Collins)
 - 1) Rules for Acceptable Conduct (document #2006-76)
 - 2) Mission statement & Scope and structure of the Library District (document #2006-77)
9. Old business
10. New business
 - a) Central Library Services Plan, a component of the STLS Plan of Service
11. Period for public expression
12. Adjournment

(Minutes of the September 2006 meeting of the Chemung County Library District Board of Trustees. Document #2006-73)

Minutes of the September 2006 meeting of the Chemung County Library District Board of Trustees. The September meeting was held on Thursday, September 21, 2006 at 7:10pm at the Steele Memorial Library. Vice-President Maria Scotti-Laifer called the meeting to order. Present were: Robin Fitzgerald, Claudia Radin, Richard Pirozzolo, Sherrill Collins, Allen (Denny) Smith, Karl Schwesinger, and Ed Marosek. Excused were: Marleah Denkenberger, Jan Kather, Andrea Ogunwumi, and Liz Wavle. Absent: Joan Hurley and Dan Drake. Also present were Jim Sleeth, the Library's Director and Joan Santulli, the Library's Administrative Assistant.

Minutes. (Document #2006-63) The board reviewed the minutes of the August 2006 meeting. Mr. Pirozzolo noted a correction under the Budget & Finance Committee report. The sentence that delineated the dollar amount of funding that will be lost if the 2007 Library District budget is turned down by the voters was listed as \$77,000 and should have read \$177,000. Mr. Smith moved, seconded by Ms. Collins, to accept the August 2006 minutes as corrected. Motion carried.

Financial Report. (Document #2006-64) Mr. Pirozzolo noted that the cash flow for the District is in good condition as we end the 3rd quarter of the year. He stated that the goal is to end the year with a fund balance of at least \$300,000. After answering questions regarding expense accounts, Ms. Fitzgerald moved, seconded by Ms. Collins to accept the Financial Report as submitted in writing to the Board. Motion carried.

Concerning the Report of Unpaid Bills. (Document #2006-65) Mr. Pirozzolo stated that there is a decrease of \$1,200 in the total of Unpaid Bills for the General Fund due to the cancellation of author Mike Thaler's visit to our libraries. He also stated that an interim invoice in the amount of \$500 plus travel expenses will need to be paid to Jamie LaRue, the keynote speaker at the Library District's Continuing Education Day to be held on October 13, 2006. Mr. Smith moved, seconded by Ms. Radin, to approve the Unpaid Bills and the interim invoices as listed above. Motion carried.

Correspondence. None

Vice-President's report. Ms. Laifer reported that Bill Knapp, the Bookmobile driver, was available prior to the meeting for tours of his moving library. Those board members who took the tour complimented Bill on his tour.

Ms. Laifer also reported that a media release (Document #2006-66) has been issued announcing a vacancy on the Library District Board in District #13. This newest vacancy

is a result of the unexpected resignation of Julia Lavarnway from the board. Ms. Collins reported that of the vacancies on the library board, petitions have been received for three of the Districts. Ms. Collins noted that the 2007 budget proposal to the voters had been communicated to the Board of Elections and will be on the November 7th ballot.

Director's Report.

Personnel Activities. Mr. Sleeth submitted his quarterly progress report in writing.

Continuing Education Workshop. A preliminary schedule (Document #2006-67) was distributed to the Library District board. Mr. Sleeth noted that there are two workshops of interest to Library Board members. The first is called *The seven deadly sins of fund raising* with Dale R. Wexell, Fund Development Officer of the Southeast Steuben County Library. This workshop will also be of interest to board members of the two Library Foundations. The second workshop of particular interest to board members, to be presented by keynote speaker Jamie LaRue, is entitled the *Nine principles of boardmanship*. Mr. Sleeth encouraged board members to attend the October 13th Continuing Education Day at the Steele Memorial Library.

Mr. Sleeth also reported that he and Maureen Ferrell had nominated four individuals for the STLS Outstanding Support for Libraries award (Document #2006-68, 69 and 70) Those individuals are Judy Mason, Camille Sechrist, Denny Smith and Ben Thomas. They were the cornerstones of the successful educational campaign to convince Chemung County voters to approve the Chemung County Library District. Ms. Radin, the President of the Southern Tier Library District Board of Trustees, announced that these four individuals have been chosen for the award and would be invited to the STLS annual dinner to be held on October 21, 2006 to receive their awards.

Budget & Finance Committee. Mr. Pirozzolo stated that the District needs to be cautious in its spending during the 4th quarter of the year since the Contingency Funds and the Capital Improvement lines in the 2007 proposed budget will not cover the difference of \$177,000 if the 2007 Library District Budget proposal is defeated by the voters. Mr. Pirozzolo also reported that the Budget & Finance Committee has approved an RFP that will be sent to three local auditing firms. The firms will have until the end of October to respond to our request.

Buildings & Grounds Committee. Mr. Schwesinger reported on the letter that was sent to engineering firms requesting quotes for the creation of bid documents (document #2006-71). The letter was sent to four firms and three responses were received. There is currently \$20,000 in the budget that can be used for design fees. Mr. Schwesinger moved, seconded by Ms. Collins to approve the bids and projects in the following

priority: (1) Accept the bid from DPC Engineering for the Climate Control System at the Steele Library and Horseheads Free Library in the amount of \$10,500; (2) Accept the bid from Hunt Engineering for the Roof Replacement and Structural Evaluations of Glue-Lam Beams at the West Elmira Library in the amount of \$5,300; and (3) Accept the bid of Hunt Engineering for the Roof Replacement at the Big Flats Library in the amount of \$3,600. Motion carried. The paperwork that is necessary to apply for the State Construction Grant will be completed and sent to STLS by their October 6, 2006 deadline. The District will apply for one project for each of our libraries. If the Library District's 2007 budget is passed in November, the Board will then be able to give financial assurance that \$100,000 in matching funds for these projects is available.

Personnel Committee. No activity.

Policy and Bylaws Committee. Ms. Collins reported that there has not been a meeting but she anticipated having one soon.

Old Business. Mr. Pirozzolo stated that during the month, he gave President Wavle a copy of a lease from the Public Library Foundation of Chemung County for the Horseheads Free Library building. The lease required a signature from the Library District Board of Trustees. The building will be leased to the Library District for \$1 per year. The paperwork is needed in order for the board of the former Horseheads Free Library Association to go forward with its application to the State for dissolution. Vice-President Laifer stated that she has been informed by President Wavle that the lease is in the hands of the Library District's Attorney and we can expect an answer soon on how to proceed. Ms. Collins moved, seconded by Mr. Marosek authorizing the Library Board President to sign the afore-mentioned lease with the Public Library Foundation of Chemung County, contingent upon the Library District Attorney's approval and recommendation. Motion carried.

New Business. None.

Public Expression. None.

The meeting was adjourned at 8:05 p.m. The next regular meeting of the board will be on Thursday, October 19, 2006 at 7 PM at the Big Flats Library.

CHEMUNG COUNTY LIBRARY DISTRICT (DOCUMENT #2006-74)
Financial Report - SEPTEMBER 30, 2006

Account	2006 Annual Budget	Received to date	Balance remaining	Percentage Received	Percentage through year
Income					
Library Fines, Fees & Contributions	\$ 89,625	\$ 75,212	\$ 14,413	84%	
Grants (other than N.Y.S.)	58,650	54,100	4,550	92%	
Interest & Foundation Contributions	80,000	99,905	(19,905)	125%	
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	48,295	1,657	97%	
Other State Aid	3,200	10,800	(7,600)	338%	
Interfund Transfer	94,619	0	94,619	0%	
TOTAL INCOME	\$ 2,516,515	\$ 2,463,281	\$ 264,234	98%	75%

Account	Annual Budget	Expended to date	Balance remaining	Percentage Expended	Percentage through year
Expense					
Personnel					
Salaries	\$ 1,084,071	\$ 750,481	\$ 333,590	69%	
Sunday & Holiday Salaries	46,258	24,379	21,879	53%	
Employee Benefits	478,892	321,423	157,469	67%	
Contractual					
Equipment	14,681	4,267	10,414	29%	
Telephone	12,130	7,203	4,927	59%	
Supplies	28,300	24,479	3,821	86%	
Travel & Continuing Education	12,603	2,345	10,258	19%	
Repairs & Maintenance	43,279	52,170	(8,891)	121%	
Postage	7,610	4,663	2,947	61%	
Library Materials (books, video, etc.)	254,667	189,270	65,397	74%	
Utilities	80,901	30,439	50,462	38%	
Building Cleaning Supplies	4,150	4,178	(28)	101%	
Fuel, Gas & Oil	1,200	1,431	(231)	119%	
Insurance	18,645	22,760	(4,115)	122%	
Rent	5,000	3,750	1,250	75%	
Vehicle Operation / Lease	7,000	1,079	5,921	15%	
Professional Fees (audit, membership)	12,650	32,138	(19,488)	254%	
Data Processing Expenses	37,118	27,839	9,279	75%	
Payment of Taxes	4,575	4,605	(30)	101%	
Library Programming	11,250	11,896	(646)	106%	
Interfund Transfer	94,619	0	94,619	0%	
Debt Service	221,065	9,271	211,794	4%	
TOTAL EXPENSE	\$ 2,480,664	\$ 1,530,066	\$ 950,598	62%	75%

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
4imprint			
	10/11/2006	supply of mouse pads-all libraries	<u>344.87</u>
Total 4imprint			344.87
Acme Pest Control, Inc.			
	10/11/2006	Pest Control @ Steele	<u>21.00</u>
Total Acme Pest Control, Inc.			21.00
Amazon Credit Plan			
	10/13/2006	HFL purchases	<u>454.00</u>
Total Amazon Credit Plan			454.00
AT&T			
	10/13/2006	long dist chg-SML & BF	<u>20.25</u>
Total AT&T			20.25
Baker & Taylor Books			
	10/13/2006	WE book purchases	<u>149.51</u>
Total Baker & Taylor Books			149.51
Barbara D. Palmer			
	10/13/2006	Patron Refund	<u>45.00</u>
Total Barbara D. Palmer			45.00
Barnes & Noble, Inc.			
	10/13/2006	SML book purchases	<u>49.52</u>
Total Barnes & Noble, Inc.			49.52
BBC Audiobooks America			
	10/13/2006	Audio purchases for Steele	<u>523.28</u>
Total BBC Audiobooks America			523.28
Blackbourn Media Packaging			
	10/11/2006	AV supplies for HFL	<u>73.51</u>
Total Blackbourn Media Packaging			73.51
Brian P. Harris			
	10/11/2006	mileage reimb-BF 8/16-9/14	<u>67.64</u>
Total Brian P. Harris			67.64
Center Point Large Print			
	10/13/2006	SML Fiction Large Print	<u>116.82</u>
Total Center Point Large Print			116.82
Chemung County Buildings & Grounds Dept.			
	10/13/2006	3rd Quarter Utility & Building Maintenance charges	<u>23,555.89</u>
Total Chemung County Buildings & Grounds Dept.			23,555.89
Chemung County Library District			
	10/11/2006	Petty Cash reimbursement - WE,HFL, BF	<u>465.84</u>
Total Chemung County Library District			465.84
Chemung County Treasurer			
	10/11/2006	Debt Svc pymt - ST Improvement bond	<u>37,619.08</u>
Total Chemung County Treasurer			37,619.08
Claudia Minotti			
	10/11/2006	Oct. 30th program @ Steele	<u>50.00</u>
Total Claudia Minotti			50.00
Consolidated Plastics Company, Incl			
	10/13/2006	Floor mats for HFL	<u>231.19</u>
Total Consolidated Plastics Company, Incl			231.19
Costume Specialists, Inc.			
	10/11/2006	Frog & Toad Costumes for use in all libraries	<u>240.00</u>
Total Costume Specialists, Inc.			240.00
CyberDark Computing			
	10/11/2006	optical mouse-BKM	<u>15.00</u>
Total CyberDark Computing			15.00
Deborah L. Brimmer			
	10/13/2006	Mileage reimbursement-travel to all libraries	<u>115.70</u>
Total Deborah L. Brimmer			115.70

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Deloris Beschler			
Total Deloris Beschler	10/13/2006	Reimbursement of Programming exp-HFL	<u>73.32</u> 73.32
Demco, Inc.			
Total Demco, Inc.	10/11/2006	Laminate supply-HFL	<u>87.73</u> 87.73
Dimensions			
Total Dimensions	10/13/2006	Programming supplies-WE	<u>57.69</u> 57.69
Elmira Water Board			
Total Elmira Water Board	10/11/2006	SML & WE water	<u>189.11</u> 189.11
Fire Alarm Service Technology, Inc.			
Total Fire Alarm Service Technology, Inc.	10/11/2006	annual fire alarm monitoring-ST	<u>330.00</u> 330.00
First Transit			
Total First Transit	10/13/2006	BKM fuel-Sept	<u>183.78</u> 183.78
Horwitz Supply Company			
Total Horwitz Supply Company	10/13/2006	cleaning supplies-HFI	<u>206.28</u> 206.28
Howell, Liberatore & Wickham, Inc.			
Total Howell, Liberatore & Wickham, Inc.	10/13/2006	September Newsletter-production & printing	<u>6,461.89</u> 6,461.89
Ingram Library Services			
Total Ingram Library Services	10/11/2006	Library materials-all libraries	<u>6,696.57</u> 6,696.57
Kristine Kuebel			
Total Kristine Kuebel	10/13/2006	Patron refund	<u>15.00</u> 15.00
Library Sparks			
Total Library Sparks	10/13/2006	one yr subscription-ST Juvenile budget	<u>59.95</u> 59.95
Library Video Company			
Total Library Video Company	10/13/2006	Books Plus kits-HFL	<u>46.90</u> 46.90
Logic Computer Products			
Total Logic Computer Products	10/13/2006	Toner for BF copier	<u>115.99</u> 115.99
MidWest Tape			
Total MidWest Tape	10/13/2006	DVD purchases-SML	<u>1,230.24</u> 1,230.24
National School Products			
Total National School Products	10/11/2006	Supplies for Books Plus Kits for HFL	<u>105.19</u> 105.19
New York State Historical Association			
Total New York State Historical Association	10/13/2006	New York History renewal subscription-ST	<u>37.50</u> 37.50
Oriental Trading Company, Inc.			
Total Oriental Trading Company, Inc.	10/13/2006	programming supplies-BF	<u>113.10</u> 113.10
Petty Cash-Steele			
Total Petty Cash-Steele	10/11/2006	reimburse PC expenses-SML/BF	<u>186.68</u> 186.68
ProQuest Information & Learning			
Total ProQuest Information & Learning	10/13/2006	Microfilm S-G for Aug	<u>17.95</u> 17.95

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
RadioShack Corporation			
	10/13/2006	DVD repair/phone replacement-Steele	34.97
Total RadioShack Corporation			<u>34.97</u>
Random House, Inc.			
	10/13/2006	AV purchases-SML	1,482.90
Total Random House, Inc.			<u>1,482.90</u>
Real Simple			
	10/13/2006	subscription for WE	23.88
Total Real Simple			<u>23.88</u>
Really Good Stuff, Inc.			
	10/11/2006	HFL Books Plus	29.94
Total Really Good Stuff, Inc.			<u>29.94</u>
Regent Book co.			
	10/11/2006	SML Juvenile materials	49.41
Total Regent Book co.			<u>49.41</u>
Rose Woodard			
	10/11/2006	EFA Yearbook for WE	39.00
Total Rose Woodard			<u>39.00</u>
Scholastic Library Publishing			
	10/11/2006	ST book purchases	140.40
Total Scholastic Library Publishing			<u>140.40</u>
SDS of NY			
	10/13/2006	garbage disposal-BF,WE,HFL Aug	126.49
Total SDS of NY			<u>126.49</u>
SKJ Facilities Management, Inc.			
	10/11/2006	HFL Janitor services 8/27 - 9/17	480.00
Total SKJ Facilities Management, Inc.			<u>480.00</u>
Southern Tier Library System			
	10/13/2006	Cost Share 3rd Qtr & processing fees-August all libraries	556.50
Total Southern Tier Library System			<u>556.50</u>
Staples Business Advantage			
	10/13/2006	All libraries office supplies	390.93
Total Staples Business Advantage			<u>390.93</u>
The CAIN Company			
	10/11/2006	Program - all libraries	1,025.00
Total The CAIN Company			<u>1,025.00</u>
Thomson Gale			
	10/13/2006	SML fiction purchase	283.81
Total Thomson Gale			<u>283.81</u>
Time Warner Cable			
	10/13/2006	VPN Service	200.00
Total Time Warner Cable			<u>200.00</u>
Town of VanEtten			
	10/13/2006	Building rental-October	416.66
Total Town of VanEtten			<u>416.66</u>
Unique Management Services, Inc.			
	10/13/2006	collection agency fees-ST,WE,BF,BKM &HFL	742.40
Total Unique Management Services, Inc.			<u>742.40</u>
Verizon			
	10/13/2006	phone service-BF,HFL,SML	700.47
Total Verizon			<u>700.47</u>
Verizon Wireless			
	10/11/2006	BKM cellular service-Sept	114.48
Total Verizon Wireless			<u>114.48</u>
TOTAL			<u><u>87,210.21</u></u>

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of October 11, 2006

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Baker & Taylor Books			
	10/11/2006	Reference materials	66.41
Total Baker & Taylor Books			<u>66.41</u>
EFA Yearbook			
	10/11/2006	2006 yearbook	50.00
Total EFA Yearbook			<u>50.00</u>
Equestrian			
	10/11/2006	2006 HHS Yearbook order	50.00
Total Equestrian			<u>50.00</u>
Grey House Publishing			
	10/11/2006	Reference Material	303.50
Total Grey House Publishing			<u>303.50</u>
Ingram Library Services			
	10/11/2006	NonFiction book purchases	2,349.13
Total Ingram Library Services			<u>2,349.13</u>
Porter Sargent Publishers, Inc.			
	10/11/2006	Reference materials	96.10
Total Porter Sargent Publishers, Inc.			<u>96.10</u>
Southern Tier Library System			
	10/11/2006	processing fees	75.00
Total Southern Tier Library System			<u>75.00</u>
Southside High Yearbook 06			
	10/11/2006	2006 yearbook	48.00
Total Southside High Yearbook 06			<u>48.00</u>
Thomson Gale			
	10/11/2006	Reference Mat.	1,465.50
Total Thomson Gale			<u>1,465.50</u>
TOTAL			<u><u>4,503.64</u></u>

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COUNSEL

September 8, 2006

Re: Horseheads Library Property

Liz Wavle
Board of Trustees, President
Chemung County Library District
101 East Church Street
Elmira, NY 14901

Jim Sleeth
Director
Chemung County Library District
101 East Church Street
Elmira, NY 14901

Dear Ms. Wavle and Mr. Sleeth:

I was surprised to see the proposed lease by the Public Library Foundation of Chemung County, Inc. and the Chemung County Library District. At the time of the legislation creating the District and at the time of voter approval of the creation of the District, the Horseheads Free Library Association was the owner of the real estate. The legislation provides that the real and personal property of the Horseheads Free Library Association and the Steele Library become the property of the Chemung County Library District at the time of the issuance of a charter by the Board of Regents. The charter was issued on February 14, 2006.

There is a deed on file recorded after that date, April 5, 2006, from the Horseheads Free Library Association to the Public Library Foundation of Chemung County, Inc. The deed is dated December 29, 2005 and indicates there was no consideration. I have serious questions as to whether this was a valid transfer and whether the Horseheads Free Library Association obtained Supreme Court approval for the transfer.

Attorney Don Coyles represents the Public Library Foundation of Chemung County, Inc. and he indicated that the transfer of the library building to the Foundation with the Foundation maintaining it and distributing money to the Horseheads Library was the plan they adopted. He also indicates that you were fully aware of it.

The point is, I was not aware of it and I have serious questions about its legality. As I indicated in our phone conversation, I don't know whether we want to make an issue out of this but I think the Board should be informed of the fact that I have serious questions about the legality of the transfer, without court approval and for no consideration, knowing that the Legislature had enacted the statute and the District has been created by the voters which was to obtain ownership of the building.

Please provide me with the Board's instructions.

Very truly yours,

A handwritten signature in cursive script that reads "James F. Young". The signature is written in dark ink and is positioned above the printed name.

James F. Young

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HARRY TREININ
ALAN PARSONS
LEWIS W. MORSE, JR.
WILLIAM C. UGHETTA
OF COUNSEL

PAUL R. CORRADINI
COUNSEL

September 22, 2006

Re: Chemung County Library District

Michael J. Danaher, Jr., Esq.
Assistant Attorney General
44 Hawley Street, 17th Floor
Binghamton, NY 13901

Dear Mike:

I am the attorney for the Chemung County Library District and I became concerned when the Public Library Foundation of Chemung County, Inc. sent a proposed lease to the Chemung County Library District. The Public Library Foundation of Chemung County, Inc., the foundation created by the individuals who were in charge of the Horseheads Free Association Library. It is my understanding that the Horseheads Free Association Library's endowment was transferred to the Foundation. The Chemung County Library District has no objection to transfer of the endowment and the fact that the endowment presumably is going to be used only for the Horseheads Library.

Enclosed is a copy of a deed which is dated December 29, 2005, which was recorded on April 5, 2006, where the Horseheads Free Association Library transfers its building to the Public Library Foundation of Chemung County, Inc. To the best of my knowledge, there was no consideration and there was no Supreme Court approval.

I am enclosing a copy of the statute creating the Chemung County Library District. I call your attention to page 5, section 5, which states, "Upon the granting of such a charter by the board of regents, title to all library property, both real and personal, tangible and intangible, trust and other funds, now held by the Steele Memorial Library, the Horseheads Free Library, their boards of trustees, or the county of Chemung shall be transferred to, vest in, and be acquired by the Chemung county library district established by this act."

The District was created by a statute dated May 10, 2005 and at the November election the voters approved the Library District. The charter was issued by the Board of Regents on February 14, 2006. The only issue we are raising is a transfer of the library building. There are good practical and political reasons for the endowment being held by the Foundation. I would appreciate it if you could provide me with guidance as to how the Library District should proceed to obtain its buildings.

Chemung County is cooperating with us and has promised to provide deeds to the Steele Library, the West Elmira Library, and the Big Flats Library. If you have any questions, please contact me.

Very truly yours,

A handwritten signature in black ink that reads "James F. Young". The signature is written in a cursive style with a large, prominent "Y" at the end.

James F. Young

cc: Liz Wavle
✓ Jim Sleeth

CHEMUNG COUNTY LIBRARY DISTRICT

Rules for Acceptable Conduct

1. Abusive behavior, whether physical or verbal, will not be tolerated by staff or patrons. Abusive patrons will be required to leave the library and the police will be called if these patrons refuse to leave.
2. Loud, boisterous, and disruptive behavior will not be permitted. Disruptive patrons will be given an initial warning and will then be required to leave if this behavior persists.
3. Destruction or defacing of library property and/or property of patrons will be dealt with on an individual basis. Parents / guardians of minors under age 16 found to be damaging library or personal property may be contacted. The police may be contacted if damage occurs and violators may be prosecuted to the fullest extent of the law.
4. Smoking is not permitted in the library.
5. No food or beverages are allowed in the Steele Memorial Library. In other neighborhood libraries, food and beverages may be served at the discretion of the staff.
6. Patron usage of library restrooms is limited to conventional purposes.
7. Use of office equipment is allowed with permission of library staff.
8. Theft of library materials and equipment or private property of staff or patrons will be handled as a legal issue with the police being notified immediately after discovery.
9. Patrons are required to remain in public service areas unless specifically asked and escorted into non-public areas by a staff member.
10. Sexual behavior is not permitted and patrons engaged in such action will be required to leave the library.
11. No weapons of any kind are allowed in the library.
12. Under no circumstances will parents be allowed to leave pre-school children unattended at the library, and individuals needing adult supervision may not be left unattended.

Proposed to the Policies & Bylaws Committee and the Board of the Chemung County Library District in October 2006.

CHEMUNG COUNTY LIBRARY DISTRICT

Our Mission:

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 Library District:

The Chemung County 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.

Proposed to the Policies & Bylaws Committee and the Board of the Chemung County Library District in October 2006.

Service	Goal	Intended Results	Method(s) of Evaluation	Action Steps
With CBA funds Circulating Nonfiction materials	To improve the central library's function as a major information, resource sharing location in the system.	Provide access to titles were demand is too light to purchase with local funds. Provide access to information	1. % of unique titles from the central library. 2. Resource sharing report demonstrating the distribution of CBA purchased materials.	Central Library Staff will read reviews and select materials with the reading interest of the entire system
Purchase electronic resources and /or services	To improve access to electronic materials that benefits the system-wide area.	Gradually phase out the purchase of print reference materials and Provide remote access to electronic resources such as reference databases and other electronic services, Ideally with a unit cost of \$.75 within 24 months of the subscription. Explore and eventually subscribe to a downloadable audio book service	1. Use statistics from vendors 2. Recommendations of the advisory committee 3. Feedback from patrons and member library staff	In 2007, The Central Library will subscribe with CBA funds to an Electronic Reader's Advisory Product and an Automobile Repair database for a minimum of 2 years.

Service	Goal	Intended Results	Method(s) of Evaluation	Action Steps
Continuing Education	Provide training opportunities to member library staff.	<ol style="list-style-type: none"> 1. Promote use of Central Library Services 2. Develop skills in use of electronic resources purchased with CBA funds 3. Develop skills of member library staff in providing Reference service to patrons 	<ol style="list-style-type: none"> 1. Use statistics from vendors 2. Workshop Attendance & Surveys 3. Circulation Statistics of CBA purchased print materials 4. Edesk use statistics 	Central Library staff will conduct workshops to train Member Library Staff in using the new electronic resources mentioned previously.
Last Resort Reference	Provide remote professional reference services via email to member library staff and patrons	Central Library will continue to be the local last resort for answering the hard to answer Reference Questions	<ol style="list-style-type: none"> 1. Edesk use statistics 2. System Annual Survey of services 	Patrons and member library staff will receive a reply from the Central Library Reference within 1 business day.
Sunday Hours at the Central Library	Use CLD funds for the operating the Central Library on Sundays from Sept through May	Throughout the life of this plan of service, there will be a decrease in the use of CLD funds for Sunday Hours	<ol style="list-style-type: none"> 1. Annual application by the Central Library to the STLS Board 2. Circulation Statistics via Director's Station Specifically for Sundays 	In 2007 The Central Library will be opened Sundays 1-5, from mid September through mid-May.

Groups involved	Role
System Board of Trustees	Approval of the plan of service, authorization of the expenditures,
Central Library Advisory Committee	<ol style="list-style-type: none"> 1. Recommend electronic resource products based on evaluations and perceived information needs of patrons 2. Advise on transition from print to electronic format material 3. Suggest topics for continuing education workshops
Member Libraries	Provide feedback via email and through the annual System survey
Library System Staff	<ol style="list-style-type: none"> 1. Assist in the promotion of Continuing Education Events and Central Library Services listed above 2. Assist in patron authentication for Electronic Resource Use
Central Library Staff	<ol style="list-style-type: none"> 1. Provide services listed above 2. Actively participate on the Advisory Committee