



The Chemung County Library District, with neighborhood libraries in Big Flats, the Bookmobile, Elmira, Horseheads, Van Etten, West Elmira, and on the web at [www.cclid.lib.ny.us](http://www.cclid.lib.ny.us)

## Agenda

The June 2014 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, June 19, 2014 at 6:00 pm at the **Van Etten Branch, 83 Main St. Van Etten, NY 14889** The agenda for the meeting is listed below. If you are unable to attend, please inform Mr. Roberts (271-9625), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2014-30) and
4. Treasurer's report
  - a) Financial report (document #2014-31)
  - b) Report of Unpaid Bills Detail (document #2014-32)
5. Correspondence
6. President's report
  - CONSENT ITEM Approve the appointment of Rachel Dworkin as Secretary for the CCLD Board of Trustees.**
7. Director's Report: **(See Attached)**
  - CONSENT ITEM revision to CCLD Code of Conduct**
8. Committee reports:
  - a) Executive Committee (Roberts)
    - 1) Report of the Committee meeting (document #2014-33)
  - b) Budget & Finance Committee (Cook)
    - 1) Report of the Committee meeting (document #2014-34)
  - c) Building & Grounds Committee (Savash)
    - 1) Report of the Committee meeting (document #2014-35)
  - d) Personnel Committee (Cady)
    - CONSENT ITEM Approval of Personnel Actions (See Attached)**
9. Old business
10. New business
11. Period for public expression
12. Adjournment

*(Minutes of the MAY 2014 meeting of the Chemung County Library District Board of Trustees. Document #2014-30)*

**Minutes of the May 2014 meeting of the Chemung County Library District Board of Trustees.**

The meeting was held on Thursday, May 15<sup>th</sup>, 2014 at the Central Library, 101 East Church Street, Elmira, New York. President Richard Roberts called the meeting to order at 6:00pm. Present were Rita Dery, Ann Hayes, Georgia Reynolds, John Savash, Bonnie Chollet, Sue Cook, Michael Muldoon, Marge Kappanadze, Juan Jones, Ann Cady, Rachel Dworkin, James Hare and Tim Blandford. Excused: Jessica Roberts. Also present were Bryant Dillon, representing the auditing firm of EFP Rotenberg, Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

The meeting was turned over to Mr. Dillon who presented the Audited Financial Statements and the Independent Auditors' Reports for the Chemung County Library District's fiscal year 2013. One recommendation from the auditor is that CCLD implement a Whistleblowers Policy. Following discussion, Ms. Reynolds moved, seconded by Ms. Cady to accept the report from EFP Rotenberg regarding the 2013 audit of CCLD Finances. Motion Carried.

**Minutes.** The minutes of the April 2014 meeting (Document #2014-24) were presented for board review. The minutes were approved with minor corrections by unanimous consent.

**Financial Report.** The April 30<sup>th</sup>, 2014 Financial Report (Document #2014-25) was presented for board review. Ms. Cook noted that several expenditures are now being paid on an annual basis. By unanimous consent, the April Financial Report was approved as distributed and will be filed for audit.

**Report of Unpaid Bills.** (Document #2014-26). Ms. Cook noted that these lists include the 1<sup>st</sup> quarter payment to Chemung County for Utilities at all CCLD locations and the final payment to Nelson Streeter for the Big Flats parking lot project. By unanimous consent, the board authorizes the payment of the unpaid bills dated 5/6/14 General Fund - \$37,608.26 and Grant Fund \$759.81; the unpaid bills dated 5/14/14 General Fund - \$25,291.46 as distributed.

**Correspondence.** None

**President's Report.** CONSENT ITEM Property Tax Cap Override. RESOLVED by Mr. Hare, seconded by Ms. Hayes to adopt the following resolution: Whereas, the adoption of the 2015 budget for the Chemung County Library District may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and Whereas, General Municipal Law Section 3- c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it Resolved, that the Board of Trustees of the Chemung County Library District voted and approved to exceed the tax levy limit for 2015 by at least the sixty percent of the board of trustees as required by state law on May 15, 2014. VOTE – All Yes. Motion Carried.

**Director's Report.** Mr. Shaw requested approval for the Library District's summer hours for the period of Monday, May 19, 2014 – Saturday, September 6, 2014. Resolved by Mr. Hare, seconded by Ms. Dery that the Board of Trustees, upon the recommendation of the Library District Director, approves the Summer Hours schedule as presented to the board in writing. Motion Carried. A copy of the hours will be attached to the original of these minutes.

Mr. Shaw reported that at the last meeting of the Friends of CCLD, questions were raised regarding the use of the software program “Mango” which teaches foreign languages. The Friends have partially funded this in the past. A report regarding usage will be submitted to the board.

On June 10<sup>th</sup> from 10am – 11am, board members are encouraged to view the Division of Library Development webinar entitled *The Critical Partnership: Public Library Trustees and Directors*.

Mr. Shaw stated that future board packets will include a short report of his activities for the prior month and a run down on the activities of the CCLD Department Heads.

Mr. Shaw is looking into whether or not the Library District owns the entryway and parking area from Church Street to First Street and if so, he is looking to name the entryway “Steele Place” so that the Steele name continues to be associated with the Central Library of CCLD as well as incorporating other ways to honor the past.

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2014-27).

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was distributed in writing to the board (Document #2014-28).

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was distributed in writing to the board (Document #2014-29). Updates of the unfinished State Construction projects were given to the Committee. This Committee is in need of active members from the board.

**Personnel Committee.** CONSENT ITEM For transparency reasons, Mr. Shaw is requesting approval of Personnel Actions. RESOLVED by Ms. Dworkin, seconded by Ms. Cook that upon the recommendation of the Library District Director, the Board of Trustees approves the list of personnel actions as submitted to the board in writing. Motion Carried. A copy of this list will be included with the original of these minutes.

Ms. Cady moved, seconded by Mr. Muldoon to move into Executive Session to discuss Personnel and Contract Negotiations. Motion Carried. Ms. Reynolds moved, seconded by Ms. Cady to come back out of Executive Session. Ms. Cady moved, seconded by Mr. Savash to approve a 2% increase in pay for Library District Director Ron Shaw. Motion Carried. Ms. Kappanadze moved, seconded by Mr. Savash for the board to approve the 2014 contract between CCLD and District Director Shaw. Motion Carried. Ms. Cady moved, seconded by Ms. Reynolds for the board to approve the 2014 contract between CCLD and the Library District’s Administrative Assistant Joan Santulli. Motion Carried. The Administrative staff should review these documents and get back to the board with any questions or issues. Mr. Jones moved, seconded by Mr. Blandford to task the Personnel Committee with formalizing the process for the Director’s evaluation that will include goal setting and follow-up procedures. Motion Carried.

**Old Business.** None

**New Business.** Ms. Reynolds stated that there were some recent difficulties with the Friends of the Horseheads Library and the Library Supervisor, Ms. Poppendeck. The Friends group has a new President, Joann Paulison, and apologies have been made to Ms. Poppendeck. Things should be better going forward.

The Library District is in need of establishing some new staff positions, in particular a new full-time Clerk position for the Central Library. Mr. Shaw will submit staffing requests at the next meeting of the board. The board will also need to consider new hours for the Van Etten Library. Beginning in the fall of 2014, the Van Etten Library will be open on Mondays, Wednesdays and Fridays. There will no longer be any Saturday hours at any time during the year. This will keep Van Etten in line with West Elmira and Big Flats.

Regarding the recommendation of the auditor, Mr. Blandford moved, seconded by Mr. Jones that Mr. Shaw be directed to establish a "Whistleblowers Policy" for the Library District to be submitted to the board for approval. Motion Carried.

**Public Expression.** None

The meeting was adjourned at 8:38pm. The next regular meeting of the board will be held on Thursday, June 19<sup>th</sup>, 2014 at 6:00pm at the Van Etten Library, 83 Main Street, Van Etten, New York.

## CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2014-31)

## Financial Report - MAY 31, 2014

Income	2014 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 67,600	\$ 31,782	\$ 35,818	47%		
Grants (other than N.Y.S.)	\$ -	\$ 10,700				STLS - Literacy Training \$3,000, CCLD Friends \$500, Friends of HH \$7,200
Foundation Contributions	\$ 165,000	\$ 30,000	135,000	18%		1st qtr. Distribution Steele \$20K, HH \$10K
Library District Tax Receipts	\$ 2,636,994	\$ 2,637,341	(347)	100%		
PILOT Funds	\$ 31,850	\$ 53,492				
Interest on Investments	\$ 3,000	\$ 573	2,427	19%		
<b>State Aid</b>						
Central Library Development	\$ 88,044	\$ -	88,044	0%		
Central Book Aid	\$ 60,000	\$ -	60,000	0%		
Local Library Services Aid	\$ 37,000	\$ 3,515	33,485	10%		4th Qtr 2013 distribution
Other State Aid	\$ 1,600	\$ -	1,600	0%		
<b>TOTAL INCOME</b>	<b>\$ 3,091,088</b>	<b>\$ 2,767,403</b>	<b>\$ 356,027</b>	<b>90%</b>	<b>42%</b>	
Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
<b>Personnel</b>						
Salaries	1,346,099	\$ 558,793	\$ 787,306	42%		
Holiday Overtime Salaries	7,035	\$ 2,670	4,365	38%		
<b>Employee Benefits</b>						
FICA	102,865	\$ 43,104	\$ 59,761	42%		
NY State Retirement	282,645	\$ 128,037	\$ 154,608	45%		
Medical & Dental	406,411	\$ 191,071	\$ 215,340	47%		includes County for RunOff paid in full
Other (Disability, Wk. Comp, Unemp)	20,844	\$ 30,907	\$ (10,063)	148%		Wk Comp/Disability - paid annual invoice
<b>Subtotal - Personnel Expenses</b>	<b>2,165,899</b>	<b>954,582</b>	<b>\$ 1,211,317</b>	<b>44%</b>	<b>42%</b>	
<b>Contractual</b>						
Equipment	17,007	\$ 12,002	5,005	71%		Computer purchases
Telephone	11,950	\$ 8,927	3,023	75%		Paid annual fee for several accounts
Supplies	36,850	\$ 31,966	4,884	87%		\$10,347 pd by Grant for EarlyLit & MakerSpace at Central, \$1,241 pd by HH Foundation, MKT Comm \$203
Travel & Continuing Education	18,170	\$ 6,071	12,099	33%		<b>Expect partial reimb from STLS for Cont Ed Day</b>
Repairs & Maintenance	41,545	\$ 19,198	22,347	46%		
Postage	2,625	\$ 476	2,149	18%		
Library Materials (books, video, etc.)	297,551	\$ 90,805	206,746	31%		Gift Funds \$328
Utilities	72,440	\$ 32,238	40,202	45%		includes 4th Qtr 2013
Building Cleaning Supplies	16,825	\$ 7,682	9,143	46%		
Fuel, Gas & Oil (Bookmobile)	4,000	\$ 2,007	1,993	50%		
Insurance	26,500	\$ 26,500	0	100%		Incl. \$11,794 Flood Insurance + two of four installments other insurance
Vehicle Operation / Maintenance	1,000	\$ -	1,000	0%		
Professional Fees (audit, engineer/legal fees)	29,175	\$ 21,113	8,062	72%		<b>incl. \$5,000 for audit</b>
Data Processing Expenses (Cost Share)	113,385	\$ 33,140	80,245	29%		1st qtr paid to STLS, VPN svc to Time W paid for year
Payment of Taxes	4,775	\$ 4,643	132	97%		
Library Programming	27,500	\$ 12,625	14,875	46%		Friends of CCLD \$530, VE grant \$240, HH Friends \$320, Gifts \$515, Mkt Comm \$84
Chemung County costs (B&G, vision)	16,000	\$ 3,548	12,452	22%		
Capital Improvements STATE CONST see below	10,000	\$ 3,439	6,561	34%		Project Manager - construction projects
Contingency Fund	53,066	\$ 1,960	51,106	4%		Insurance line
Debt Service	\$ 62,225	\$ 15,556	46,669	25%		
<b>Subtotal Expenses</b>	<b>\$ 3,028,488</b>	<b>\$ 1,288,478</b>	<b>\$ 1,740,010</b>	<b>43%</b>	<b>42%</b>	
2013 & 2014 State Construction Projects		\$ 20,064				
<b>TOTAL EXPENSES</b>	<b>\$ 3,028,488</b>	<b>\$ 1,308,542</b>				

## Unpaid Bills Detail

As of June 11, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Capabilities, Inc.</b>			
	06/11/2014	Library Cleaning - HFL, WE, & BF MAY	1,008.00
Total Capabilities, Inc.			<u>1,008.00</u>
<b>Chemung County Treasurer</b>			
	06/11/2014	Debt Service 2nd Qtr payment	15,556.19
Total Chemung County Treasurer			<u>15,556.19</u>
<b>Demco, Inc.</b>			
	06/11/2014	DVD cases for Central	106.84
Total Demco, Inc.			<u>106.84</u>
<b>Eastern Copy Products</b>			
	06/11/2014	HH/Cent annual maint agreement 6/14-6/15	590.90
	06/11/2014	Central copy charges 2nd Qtr	589.37
Total Eastern Copy Products			<u>1,180.27</u>
<b>Elmira Structures, Inc.</b>			
	06/11/2014	WE - repair of beams - partial State Const funds	2,000.00
Total Elmira Structures, Inc.			<u>2,000.00</u>
<b>George Griffin</b>			
	06/11/2014	Patron Refund	21.00
Total George Griffin			<u>21.00</u>
<b>Horseheads Do It Center</b>			
	06/11/2014	HH - kitchen supply	23.72
Total Horseheads Do It Center			<u>23.72</u>
<b>Image Integrator</b>			
	06/11/2014	Maintenance Contract - Book Scanner	795.00
Total Image Integrator			<u>795.00</u>
<b>Imperial Door Controls, Inc.</b>			
	06/11/2014	Equip not covered under Maint Agmt BF	68.40
Total Imperial Door Controls, Inc.			<u>68.40</u>
<b>Infogroup</b>			
	06/11/2014	Electronic Reference -Reference USA-2014 subscription	8,537.00
Total Infogroup			<u>8,537.00</u>
<b>J.C. Ehrlich Co, Inc.</b>			
	06/11/2014	Pest Control at Central 5/30	225.00
Total J.C. Ehrlich Co, Inc.			<u>225.00</u>
<b>Judy Quattrone</b>			
	06/11/2014	7/8 Summer concert - pd by Friends of CCLD	350.00
Total Judy Quattrone			<u>350.00</u>
<b>LaFrance Equipment Corp.</b>			
	06/11/2014	Annual Fire Ext. Inspection/Charge-ST, BF, WE,HH	224.50
Total LaFrance Equipment Corp.			<u>224.50</u>

## Unpaid Bills Detail

As of June 11, 2014

<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Margeson's Landscaping Inc.</b>		
06/11/2014	HH mowing 5/2-6/9	390.00
06/11/2014	BF removal of tree stump, top soil, seed	425.00
Total Margeson's Landscaping Inc.		<u>815.00</u>
<b>Multi Media Services</b>		
06/11/2014	reserve card supply	80.70
Total Multi Media Services		<u>80.70</u>
<b>Nancy C. Galvin</b>		
06/11/2014	Summer concert 7/1 - pd by Friends of CCLD	300.00
Total Nancy C. Galvin		<u>300.00</u>
<b>Perry &amp; Carroll, Inc.</b>		
06/11/2014	Liability/bldg insurance third installment 2014	4,991.00
Total Perry & Carroll, Inc.		<u>4,991.00</u>
<b>Quicker Printer</b>		
06/11/2014	brochures for Teen SRC - Central/WE	118.00
Total Quicker Printer		<u>118.00</u>
<b>Reliable Computer Products</b>		
06/11/2014	printer cartridges WE copier	155.00
Total Reliable Computer Products		<u>155.00</u>
<b>Robert Rogers Puppet Company</b>		
06/11/2014	7/8 programs at BF/WE	700.00
Total Robert Rogers Puppet Company		<u>700.00</u>
<b>Southern Tier Library System</b>		
06/11/2014	Processing fees April/May	1,866.15
06/11/2014	2nd Quarter Cost Share	26,641.75
Total Southern Tier Library System		<u>28,507.90</u>
<b>Unique Management Services, Inc.</b>		
06/11/2014	MAY placements	956.71
Total Unique Management Services, Inc.		<u>956.71</u>
<b>Vasco Brands, Inc.</b>		
06/11/2014	cleaning/paper supply all LIB	1,392.53
Total Vasco Brands, Inc.		<u>1,392.53</u>
<b>Wegmans Food Markets Inc.</b>		
06/11/2014	Program Supplies WE	239.43
Total Wegmans Food Markets Inc.		<u>239.43</u>
		<u><u>68,352.19</u></u>

**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
As of June 4, 2014

Document #2014-32

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Baker &amp; Taylor Books</b>				
	Bill	06/04/2014	Reference materials	127.72
Total Baker & Taylor Books				<u>127.72</u>
<b>Grey House Publishing</b>				
	Bill	06/04/2014	Reference Material	220.00
Total Grey House Publishing				<u>220.00</u>
<b>H.W.Wilson</b>				
	Bill	06/04/2014	Reference material	295.70
Total H.W.Wilson				<u>295.70</u>
<b>Information Today, Inc.</b>				
	Bill	06/04/2014	reference material	385.53
Total Information Today, Inc.				<u>385.53</u>
<b>Ingram Library Services</b>				
	Bill	06/04/2014	Non Fiction JUNE stmt	1,038.46
Total Ingram Library Services				<u>1,038.46</u>
<b>N.A.D.A. Appraisal Guides</b>				
	Bill	06/04/2014	reference materials	438.00
Total N.A.D.A. Appraisal Guides				<u>438.00</u>
<b>Southern Tier Library System</b>				
	Bill	06/04/2014	Online Job Assistance-Elect Reference	5,000.00
Total Southern Tier Library System				<u>5,000.00</u>
<b>Value Line Publishing, Inc.</b>				
	Bill	06/04/2014	reference materials	950.00
Total Value Line Publishing, Inc.				<u>950.00</u>
<b>TOTAL</b>				<u><u>8,455.41</u></u>



## Unpaid Bills Detail

As of June 4, 2014

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Amazon Credit Plan</b>				
	Bill	06/04/2014	Purchases - BF/Central 4/10-5/9	2,618.29
Total Amazon Credit Plan				<u>2,618.29</u>
<b>Audio Editions</b>				
	Bill	06/04/2014	CD/Audio purchases for Central	242.41
Total Audio Editions				<u>242.41</u>
<b>Blackstone Audio</b>				
	Bill	06/04/2014	DVD purchases May	150.00
Total Blackstone Audio				<u>150.00</u>
<b>Caroline Poppendeck</b>				
	Bill	06/04/2014	mileage reimbursement 3/6-5/7	35.84
Total Caroline Poppendeck				<u>35.84</u>
<b>CCLD Petty Cash</b>				
	Bill	06/04/2014	Petty Cash WE/HH/BF	349.13
Total CCLD Petty Cash				<u>349.13</u>
<b>Cengage Learning, Inc.</b>				
	Bill	06/04/2014	Fiction Purchases-Central/WE	679.16
Total Cengage Learning, Inc.				<u>679.16</u>
<b>Chemung Canal Trust Company</b>				
	Bill	06/04/2014	MAY purchases - HH Seed prog/programming	706.82
Total Chemung Canal Trust Company				<u>706.82</u>
<b>Chris Corter</b>				
	Bill	06/04/2014	mileage reimb/Adult prog exp	149.58
Total Chris Corter				<u>149.58</u>
<b>Deborah L. Brimmer</b>				
	Bill	06/04/2014	mileage reimb May	207.20
Total Deborah L. Brimmer				<u>207.20</u>
<b>Faye Crance</b>				
	Bill	06/04/2014	MAY 2014 Programming - VE Paid with grant \$	80.00
Total Faye Crance				<u>80.00</u>
<b>Graham Sale</b>				
	Bill	06/04/2014	NonFiction for Central	42.77
Total Graham Sale				<u>42.77</u>
<b>Ingram Library Services</b>				
	Bill	06/04/2014	Library materials - JUNE statement	6,574.93
Total Ingram Library Services				<u>6,574.93</u>
<b>Jennifer Geinitz</b>				
	Bill	06/04/2014	Patron Refund	10.00
Total Jennifer Geinitz				<u>10.00</u>
<b>Judy Cook</b>				

## Unpaid Bills Detail

As of June 4, 2014

	<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Judy Cook	Bill	06/04/2014	6/16 Adult prog at Central	<u>400.00</u>
				400.00
<b>Marie Hannan-Mandel</b>				
Total Marie Hannan-Mandel	Bill	06/04/2014	Patron Refund	<u>14.00</u>
				14.00
<b>Michelle Barrett</b>				
Total Michelle Barrett	Bill	06/04/2014	Chess Tourney exp - pd by Friends of CCLD	<u>282.23</u>
				282.23
<b>MidWest Tape</b>				
Total MidWest Tape	Bill	06/04/2014	DVD/Audio purchases - HH/WE/Central	<u>1,569.44</u>
				1,569.44
<b>National Business Furniture, LLC</b>				
Total National Business Furniture, LLC	Bill	06/04/2014	Furniture for HH pd by Foundation	<u>393.00</u>
				393.00
<b>Perry &amp; Carroll, Inc.</b>				
Total Perry & Carroll, Inc.	Bill	06/04/2014	Leadership wkshop reg for Director	<u>200.00</u>
				200.00
<b>Petty Cash-Central</b>				
Total Petty Cash-Central	Bill	06/04/2014	Cont Ed/YA books/Chess T/AD&TN programs	<u>681.08</u>
				681.08
<b>Random House, LLC</b>				
Total Random House, LLC	Bill	06/04/2014	AV purchases - Central	<u>721.50</u>
				721.50
<b>Recorded Books</b>				
Total Recorded Books	Bill	06/04/2014	DVD order 5/7	<u>280.20</u>
				280.20
<b>Sue Schoeffler</b>				
Total Sue Schoeffler	Bill	06/04/2014	mileage reimb 3/6-5/29	<u>27.84</u>
				27.84
<b>The Leader</b>				
Total The Leader	Bill	06/04/2014	Big Flats annual subscription	<u>283.20</u>
				283.20
<b>Town of Big Flats</b>				
Total Town of Big Flats	Bill	06/04/2014	BF -Water Bill 2/10-5/7	<u>28.75</u>
				28.75
<b>Village of Horseheads</b>				
Total Village of Horseheads	Bill	06/04/2014	HH Water bill 1/22-4/15	<u>95.84</u>
				95.84
<b>TOTAL</b>				<u><u>16,823.21</u></u>

## Unpaid Bills Detail

As of June 4, 2014

	<u>Open Balance</u>
<b>Amazon Credit Plan</b>	
	2,618.29
Total Amazon Credit Plan	<u>2,618.29</u>
<b>Audio Editions</b>	
	242.41
Total Audio Editions	<u>242.41</u>
<b>Blackstone Audio</b>	
	150.00
Total Blackstone Audio	<u>150.00</u>
<b>Caroline Poppendeck</b>	
	35.84
Total Caroline Poppendeck	<u>35.84</u>
<b>CCLD Petty Cash</b>	
	349.13
Total CCLD Petty Cash	<u>349.13</u>
<b>Cengage Learning, Inc.</b>	
	679.16
Total Cengage Learning, Inc.	<u>679.16</u>
<b>Chemung Canal Trust Company</b>	
	706.82
Total Chemung Canal Trust Company	<u>706.82</u>
<b>Chris Corter</b>	
	149.58
Total Chris Corter	<u>149.58</u>
<b>Deborah L. Brimmer</b>	
	207.20
Total Deborah L. Brimmer	<u>207.20</u>
<b>Faye Crance</b>	
	80.00
Total Faye Crance	<u>80.00</u>
<b>Graham Sale</b>	
	42.77
Total Graham Sale	<u>42.77</u>
<b>Ingram Library Services</b>	
	6,574.93
Total Ingram Library Services	<u>6,574.93</u>
<b>Jennifer Geinitz</b>	
	10.00
Total Jennifer Geinitz	<u>10.00</u>
<b>Judy Cook</b>	

## Unpaid Bills Detail

As of June 4, 2014

	<u>Open Balance</u>
	<u>400.00</u>
Total Judy Cook	400.00
<b>Marie Hannan-Mandel</b>	
	<u>14.00</u>
Total Marie Hannan-Mandel	14.00
<b>Michelle Barrett</b>	
	<u>282.23</u>
Total Michelle Barrett	282.23
<b>MidWest Tape</b>	
	<u>1,569.44</u>
Total MidWest Tape	1,569.44
<b>National Business Furniture, LLC</b>	
	<u>393.00</u>
Total National Business Furniture, LLC	393.00
<b>Perry &amp; Carroll, Inc.</b>	
	<u>200.00</u>
Total Perry & Carroll, Inc.	200.00
<b>Petty Cash-Central</b>	
	<u>681.08</u>
Total Petty Cash-Central	681.08
<b>Random House, LLC</b>	
	<u>721.50</u>
Total Random House, LLC	721.50
<b>Recorded Books</b>	
	<u>280.20</u>
Total Recorded Books	280.20
<b>Sue Schoeffler</b>	
	<u>27.84</u>
Total Sue Schoeffler	27.84
<b>The Leader</b>	
	<u>283.20</u>
Total The Leader	283.20
<b>Town of Big Flats</b>	
	<u>28.75</u>
Total Town of Big Flats	28.75
<b>Village of Horseheads</b>	
	<u>95.84</u>
Total Village of Horseheads	95.84
<b>TOTAL</b>	<u><u>16,823.21</u></u>

**Chemung County Library District General Fund Document #2014-32**  
**Unpaid Bills Detail**  
As of May 29, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Cresthill Suites</b>			
	05/29/2014	Hotel chg-IT staff workshop	<u>271.32</u>
Total Cresthill Suites			<u>271.32</u>
<b>TOTAL</b>			<u><u>271.32</u></u>

## **Document #2014-33**

### **Report of the June 4<sup>th</sup>, 2014 meeting of the Executive Committee of the Chemung County Library District:**

A meeting of the Executive Committee of the Chemung County Library District was held on Wednesday, June 4<sup>th</sup>, 2014. Attending the meeting were Richard Roberts, Sue Cook, Rachel Dworkin, Georgia Reynolds; and Ron Shaw and Joan Santulli, CCLD management. The meeting opened at 6:00pm.

President Roberts stated that he is nominating Rachel Dworkin to replace Ann Cady as Secretary of the board of trustees for the remainder of the year. This nomination will be brought to the full board for approval. He also requested the status of quotes for changing the locks at the branch libraries. Mr. Shaw has not received any quotes as of yet.

Mr. Shaw discussed the following:

- 2015 Budget. The timeline for the 2015 budget will be submitted to the Budget & Finance Committee this month. The Committee will give the Administration direction on how to proceed.
- Pest Control. Last week there was an incident of live bed bugs at the Central Library. The exterminator came and took care of the immediate problem. As of Monday, the Circulation area was checked by an exterminator who found no activity. The space will be checked again on Thursday; however, that desk will remain closed to the public until Monday, the 9<sup>th</sup> due to the pesticide spray. Training for staff members on how to handle future problems is being planned.
- Upcoming staff retirement. Mr. Shaw is meeting with the CCLD Management team on Monday to discuss filling positions upon the retirement of one of CCLD's Principal Library Clerks. Current plans include filling the vacant full-time Library Assistant position (a promotion for current staff), moving a part-time clerk to full-time and then filling the part-time position. More details will be known following that meeting.

Ms. Santulli presented the Unpaid Bills Detail dated 5/29/14 for the General Fund in the amount of \$271.32; the 6/4/14 detail for the General Fund in the amount of 16,823.21 and for the Grant Fund - \$8455.41. Ms. Reynolds moved, seconded by Ms. Cook to pay the bills as listed. Motion Carried.

The meeting adjourned at 6:26pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, July 2<sup>nd</sup> at 6pm in the Petrie Conference Room of the Steele Memorial Library.

**Document #2014-34**

**Report of the June 11<sup>th</sup>, 2014 meeting of the Budget & Finance Committee of the Chemung County Library District:**

A meeting of the Budget & Finance Committee of the Chemung County Library District was held on Wednesday, June 11<sup>th</sup>, 2014. Attending the meeting were CCLD board members Sue Cook and Marge Kappanadze and Community Member Robin Fitzgerald. Also attending were Joan Santulli and Ron Shaw, CCLD Administration. The meeting opened at 8:00am.

Ms. Santulli presented the May 31<sup>st</sup>, 2014 Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Santulli presented the 6/11/14 Unpaid Bills Detail for the General Fund bills totaling \$68,352.19 (that includes the 2<sup>nd</sup> Quarter payments to Chemung County for Debt Service and to STLS for Cost Share). The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

Mr. Shaw distributed a tentative time-line for the proposed 2015 budget. The time-line includes an extra meeting of the board in August that is listed just in case the board needs more time to discuss the budget as presented to them at their August board meeting. The Committee requested that the Administration aim at keeping the dollar amount in tax revenues in the budget to a 2% increase.

The meeting adjourned at 8:44am. The next meeting of the Budget & Finance Committee will be held on Wednesday, July 9<sup>th</sup>, 2014 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

## **Document #2014-35**

### **Report of the June 11<sup>th</sup>, 2014 meeting of the Buildings & Grounds Committee of the Chemung County Library District**

A meeting of the Buildings & Grounds Committee of the Chemung County Library District was held on Wednesday, June 11<sup>th</sup>, 2014. John Savash was the only Committee member attending the meeting. Both Rita Dery and Michael Muldoon were excused. Also attending were Joan Santulli and Ron Shaw, CCLD Management. The meeting opened at 3:00pm.

Updates were given as follows:

- Horseheads Library. Mr. Shaw stated that the Public Library Foundation of Chemung County, who has offered to pay for the painting / carpet replacement project, are concerned about signing a contract since they do not own the building. Mr. Shaw checked with Conrad Wolan, CCLD's Attorney, who stated that there is no problem with CCLD signing the contract. The Library District will be responsible for awarding the contracts for the project. The Horseheads Foundation will reimburse the Library District for any pay-outs for this project. Questions that need answered: Who is the Project Manager (Sue Oliver) working for? And who is paying the Project Manager?
- Foor & Associates. An invoice in the amount of \$293.73 was submitted for payment of the building specs and prints for the HVAC project at the Central Library. The Committee approved the invoice and will send it to the full board for approval

Again there is concern about the lack of members serving on this Committee. By the end of June, Mr. Muldoon may be the only member of this Committee.

The meeting adjourned at 3:30pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, July 9<sup>th</sup>, 2014 at 3pm in the Director's Office at the Steele Memorial Library.



## District Wide Calendar of Events June 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<u>1</u> <u>Week</u> <u>23</u>	<u>2</u> <a href="#">West - Teen Photo Contest</a> 9:00 AM - 9:00 PM <a href="#">Central - Make Dad a special gift for Father's Day!</a> 1:00 PM - 3:00 PM <a href="#">West - Bridge</a>	<u>3</u> <a href="#">West - Teen Photo Contest</a> 9:00 AM - 9:00 PM <a href="#">Central - Make Dad a special gift for Father's Day!</a> 1:00 PM - 2:30 PM <a href="#">Central - Facebook for Beginners</a> 3:00 PM - 4:00 PM <a href="#">Central - Teen Manga Club</a> 6:00 PM - 7:30 PM <a href="#">Big Flats - Container Gardening with Jabe Warren</a>	<u>4</u> <a href="#">West - Teen Photo Contest</a> 9:00 AM - 9:00 PM <a href="#">Central - Make Dad a special gift for Father's Day!</a> 10:00 AM - 3:00 PM <a href="#">Central - Chess Club</a> 10:30 AM - 11:00 AM <a href="#">Big Flats - Summer storyhour with Miss Glen</a> 12:30 PM - 2:00 PM <a href="#">Central - Knit and Crochet Club</a> 1:00 PM - 3:00 PM <a href="#">Central - Basic Computer Class</a> 1:00 PM - 3:00 PM <a href="#">Van Etten - Be Creative @ VE</a> <a href="#">Library Open Studio</a> 2:30 PM - 4:30 PM <a href="#">West - Lego Club-- Science Creations</a>	<u>5</u> <a href="#">West - Teen Photo Contest</a> 9:00 AM - 9:00 PM <a href="#">Central - Make Dad a special gift for Father's Day!</a> 1:00 PM - 3:00 PM <a href="#">West - West Craft</a> 3:00 PM - 3:45 PM <a href="#">West - Celebrate 150yrs of Elmira</a>	<u>6</u> <a href="#">West - Teen Photo Contest</a> 9:00 AM - 9:00 PM <a href="#">Central - Make Dad a special gift for Father's Day!</a> 1:00 PM - 3:00 PM <a href="#">West - Bridge</a>	<u>7</u>
<u>8</u> <u>Week</u> <u>24</u>	<u>9</u> <a href="#">West - Teen Photo Contest</a> 9:00 AM - 9:00 PM	<u>10</u> <a href="#">West - Teen Photo Contest</a>	<u>11</u> <a href="#">West - Teen Photo Contest</a>	<u>12</u> <a href="#">West - Teen Photo Contest</a>	<u>13</u> <a href="#">West - Teen Photo Contest</a>	<u>14</u>

## District Wide Calendar of Events June 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<a href="#">Central - Make Dad a special gift for Father's Day!</a> 1:00 PM - 3:00 PM <a href="#">West - Bridge</a>	9:00 AM - 9:00 PM <a href="#">Central - Make Dad a special gift for Father's Day!</a> 1:00 PM - 2:30 PM <a href="#">Central - Tablet Talk - Learn to use your device!</a> 6:00 PM - 8:00 PM <a href="#">Central - Microsoft Excel Part 3</a> 6:00 PM - 8:00 PM <a href="#">Central - TEEN Open Mike Night</a>	9:00 AM - 9:00 PM <a href="#">Central - Make Dad a special gift for Father's Day!</a> 10:00 AM - 3:00 PM <a href="#">Central - Chess Club</a> 10:30 AM - 11:00 AM <a href="#">Big Flats - Summer storyhour with Miss Glen</a> 12:30 PM - 2:00 PM <a href="#">Central - Knit and Crochet Club</a> 1:00 PM - 3:00 PM <a href="#">Van Etten - Be Creative @ VE Library Open Studio</a> 2:30 PM - 4:30 PM <a href="#">West - Lego Club-- Science Creations</a> 6:30 PM - 7:30 PM <a href="#">Horseheads - Seed Lending Library Grand Opening!</a>	9:00 AM - 9:00 PM <a href="#">Central - Make Dad a special gift for Father's Day!</a> 1:00 PM - 3:00 PM <a href="#">Horseheads - Lit Lovers Book Club</a> 1:00 PM - 3:00 PM <a href="#">West - West Craft</a> 2:00 PM - 4:00 PM <a href="#">Central - Sarah C. Smith - Elmira Notable</a> 3:00 PM - 3:45 PM <a href="#">West - Celebrate 150yrs of Elmira</a>	9:00 AM - 9:00 PM <a href="#">Central - Make Dad a special gift for Father's Day!</a> 10:30 AM - 11:30 AM <a href="#">Central - Early Literacy Area Story and Play Time!</a> 1:00 PM - 3:00 PM <a href="#">West - Bridge</a> 3:30 PM - 4:30 PM <a href="#">Horseheads - Father's Day Event</a>	
<u>15</u>	<u>Week</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>
<u>25</u>	<a href="#">West - Teen Photo Contest</a> 1:00 PM - 3:00 PM <a href="#">West - Bridge</a> 6:30 PM - 8:30 PM <a href="#">Central</a>	<a href="#">West - Teen Photo Contest</a> 1:00 PM - 2:30 PM <a href="#">Central - Facebook</a>	<a href="#">West - Teen Photo Contest</a> 10:00 AM - 3:00 PM <a href="#">Central - Chess Club</a>	<a href="#">West - Teen Photo Contest</a> 1:00 PM - 3:00 PM <a href="#">West - West Craft</a>	<a href="#">West - Teen Photo Contest</a> 1:00 PM - 3:00 PM <a href="#">West - Bridge</a>	<u>21</u>

## District Wide Calendar of Events June 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<a href="#">- Civil War Program - Hijinks and Home</a>	<a href="#">for Beginners</a> 6:00 PM - 7:30 PM <a href="#">Big Flats - Movie and popcorn night</a> 6:00 PM - 8:00 PM <a href="#">Central - Microsoft Excel Part 4</a>	10:30 AM - 11:00 AM <a href="#">Big Flats - Summer storyhour with Miss Glen</a> 12:30 PM - 2:00 PM <a href="#">Central - Knit and Crochet Club</a> 1:00 PM - 3:00 PM <a href="#">Central - Basic Internet Class</a> 1:00 PM - 3:00 PM <a href="#">Van Etten - Be Creative @ VE</a> <a href="#">Library Open Studio</a> 3:00 PM - 5:00 PM <a href="#">West - Afternoon movie at West Elmira</a> 6:30 PM - 7:30 PM <a href="#">Horseheads - Bee-Keeping!</a>	3:00 PM - 3:45 PM <a href="#">West - Celebrate 150yrs of Elmira</a> 3:00 PM - 4:00 PM <a href="#">West - West Elmira Library Book Club</a> <a href="#">"The Orphan Master's Son"</a> 6:00 PM - 8:00 PM <a href="#">CCLD Board of Trustees Meeting</a>		
<a href="#">22</a> <a href="#">Week</a> <a href="#">23</a>	<a href="#">West - Teen Photo Contest</a> 1:00 PM - 3:00 PM <a href="#">West - Bridge</a> 6:00 PM - 7:00 PM <a href="#">Horseheads - Eric Carle's Birthday: The Very Hungry Caterpillar Pom-Pom craft</a>	<a href="#">24</a> <a href="#">West - Teen Photo Contest</a> 1:00 PM - 2:30 PM <a href="#">Central - Tablet Talk - Learn to use your device!</a> 6:00 PM - 8:00 PM <a href="#">Central - Teen Hang</a>	<a href="#">25</a> <a href="#">West - Teen Photo Contest</a> 10:00 AM - 3:00 PM <a href="#">Central - Chess Club</a> 12:30 PM - 2:00 PM <a href="#">Central - Knit and Crochet Club</a> 1:00 PM - 3:00 PM	<a href="#">26</a> <a href="#">West - Teen Photo Contest</a> 1:00 PM - 3:00 PM <a href="#">West - West Craft</a> 2:00 PM - 3:45 PM <a href="#">Central - School's Out Movie Day!</a>	<a href="#">27</a> <a href="#">West - Teen Photo Contest</a> 1:00 PM - 3:00 PM <a href="#">West - Bridge</a> 6:30 PM - 8:00 PM <a href="#">Central - "So bad, it's good" movie night - Mac and Me</a>	<a href="#">28</a>

**District Wide Calendar of Events June 2014**

<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>
		<a href="#">out Time!</a>	<a href="#">Van Etten - Be Creative @ VE Library Open Studio 1:00 PM - 3:00 PM Central - Web-Based Email Class</a>			
<a href="#">29</a> <a href="#">Week</a>	<a href="#">30</a>	<a href="#">1</a>	<a href="#">2</a>	<a href="#">3</a>	<a href="#">4</a>	
<a href="#">27</a>	<a href="#">West - Teen Photo Contest 1:00 PM - 2:00 PM <a href="#">Central</a> - <a href="#">Photography for Genealogists</a> 1:00 PM - 3:00 PM <a href="#">West - Bridge</a> 3:30 PM - 4:30 PM <a href="#">Horseheads - Summer Reading Club Kickoff</a></a>					

**District Wide Calendar of Events** Select View

<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>
<a href="#">29</a> <a href="#">Week</a> <a href="#">30</a> <a href="#">27</a>		<a href="#">1</a> <a href="#">West - Teen Photo Contest</a> 2:00 PM - 3:00 PM <a href="#">West - Summer Reading Club Kick-off Science Fair</a> 3:00 PM - 4:00 PM <a href="#">Central - Teen Manga Club</a> 6:00 PM - 7:00 PM <a href="#">Big Flats - Summer Reading Club Kickoff</a>	<a href="#">2</a> 10:00 AM - 3:00 PM <a href="#">Central - Chess Club</a> 12:30 PM - 2:00 PM <a href="#">Central - Knit and Crochet Club</a> 1:00 PM - 3:00 PM <a href="#">Central - Basic Computer Class</a> 1:00 PM - 3:00 PM <a href="#">Van Etten - Be Creative @ VE</a> <a href="#">Library Open Studio</a> 2:00 PM - 3:30 PM <a href="#">Central - Teen Summer Reading KickOff: Tesla Party</a> 6:30 PM - 8:00 PM <a href="#">Central - Summer Theatre Camp For Tweens!</a>	<a href="#">3</a> 1:00 PM - 3:00 PM <a href="#">West - West Craft</a> 3:00 PM - 4:00 PM <a href="#">West - Sick, Buggy Plants? Cures and Preventions</a> 3:00 PM - 4:00 PM <a href="#">Central - Summer Reading Club Kick Off Event!</a>	<a href="#">4</a>	<a href="#">5</a>
<a href="#">6</a> <a href="#">Week</a> <a href="#">7</a> <a href="#">28</a>	3:00 AM - 4:00 AM <a href="#">Van Etten - Summer Reading Club Week 2: Science &amp; Discovery Center</a> 1:00 PM - 3:00 PM <a href="#">West - Bridge</a>	<a href="#">8</a> 2:00 PM - 3:00 PM <a href="#">West - Summer Reading Club with Robert Rogers Puppets</a> 6:00 PM - 7:00 PM <a href="#">Big Flats - Robert</a>	<a href="#">9</a> 10:00 AM - 3:00 PM <a href="#">Central - Chess Club</a> 12:30 PM - 2:00 PM <a href="#">Central - Knit and Crochet Club</a> 1:00 PM - 3:00 PM <a href="#">Central - Basic</a>	<a href="#">10</a> 1:00 PM - 3:00 PM <a href="#">Horseheads - Lit Lovers Book Club</a> 1:00 PM - 3:00 PM <a href="#">West - West Craft</a> 2:00 PM - 2:45 PM <a href="#">West - Spark a</a>	<a href="#">11</a> 1:00 PM - 3:00 PM <a href="#">West - Bridge</a> 9:00 PM - 11:00 PM <a href="#">Big Flats - Friday Night at the</a>	<a href="#">12</a> 12:00 PM - 3:00 PM <a href="#">Bookmobile Events - Horseheads Family days</a>

**District Wide Calendar of Events** Select View

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<a href="#">Roger's Puppet Company</a>	<a href="#">Internet Class</a> 1:00 PM - 3:00 PM <a href="#">Van Etten - Be Creative @ VE</a> <a href="#">Library Open Studio</a> 2:00 PM - 4:00 PM <a href="#">Central - Teen Summer Spa Day</a> 6:00 PM - 7:00 PM <a href="#">Horseheads - Summer Reading Club Week 2: Madcap Puppets at Teal Park</a> 6:30 PM - 8:00 PM <a href="#">Central - Summer Theatre Camp For Tweens!</a>	<a href="#">Reaction in your community- Disability Understanding!</a> 6:30 PM - 7:30 PM <a href="#">Central - Mad Cap Puppets</a>	<a href="#">Movies</a>	
<a href="#">13</a> <a href="#">Week</a> <a href="#">14</a> <a href="#">29</a>	1:00 PM - 3:00 PM <a href="#">West - Bridge</a> 3:30 PM - 4:30 PM <a href="#">Horseheads - Summer Reading Club Week 3: Science &amp; Discovery Center: Hands on Science!</a>	<a href="#">15</a> 2:00 PM - 3:00 PM <a href="#">West - Summer Reading Club with the Science and Discovery Center</a> 6:00 PM - 7:30 PM <a href="#">Big Flats - Movie and popcorn night</a>	<a href="#">16</a> 10:00 AM - 3:00 PM <a href="#">Central - Chess Club</a> 12:30 PM - 2:00 PM <a href="#">Central - Knit and Crochet Club</a> 1:00 PM - 3:00 PM <a href="#">Van Etten - Be Creative @ VE</a> <a href="#">Library Open Studio</a> 1:00 PM - 3:00 PM	<a href="#">17</a> 10:30 AM - 11:15 AM <a href="#">West - Summer Story Time</a> 1:00 PM - 3:00 PM <a href="#">West - West Craft</a> 2:00 PM - 2:45 PM <a href="#">West - Spark a Reaction in your friends- Teen Book Talk!</a>	<a href="#">18</a> 1:00 PM - 3:00 PM <a href="#">West - Bridge</a> 9:00 PM - 11:00 PM <a href="#">Big Flats - Friday Night at the Movies</a>	<a href="#">19</a>

District Wide Calendar of Events Select View

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<a href="#">Central - Web-Based Email Class</a> 2:00 PM - 4:00 PM <a href="#">Central - Teens: Make Inventions out of Old electronics</a> 2:00 PM - 5:00 PM <a href="#">Van Etten - Summer Reading Club: Will it Sink or Float?</a> 6:30 PM - 8:00 PM <a href="#">Central - Summer Theatre Camp For Tweens!</a>	3:00 PM - 4:00 PM <a href="#">Central - Planetarium and Space Activities</a> 3:00 PM - 4:00 PM <a href="#">West - West Elmira Library Book Club will not meet this month</a> 6:00 PM - 8:00 PM <a href="#">CCLD Board of Trustees Meeting</a>		
<a href="#">20</a> <a href="#">Week</a> <a href="#">21</a> <a href="#">30</a>	1:00 PM - 3:00 PM <a href="#">West - Bridge</a> 6:00 PM - 7:00 PM <a href="#">Horseheads - Summer Reading Club Week 4: The Science &amp; Discovery Center Show!!</a>	<a href="#">22</a> 2:00 PM - 3:00 PM <a href="#">West - Summer Reading Club Craft and Treat</a>	<a href="#">23</a> 10:00 AM - 3:00 PM <a href="#">Central - Chess Club</a> 12:30 PM - 2:00 PM <a href="#">Central - Knit and Crochet Club</a> 1:00 PM - 3:00 PM <a href="#">Van Etten - Be Creative @ VE Library Open Studio</a> 2:00 PM - 4:00 PM <a href="#">Central - Teens: Make Inventions out of Old electronics</a> 6:30 PM - 8:00 PM	<a href="#">24</a> 10:30 AM - 11:15 AM <a href="#">West - Summer Story Time</a> 1:00 PM - 3:00 PM <a href="#">West - West Craft</a> 2:00 PM - 2:45 PM <a href="#">West - Spark a Reaction in yourself- Cool Science Crafts!</a> 6:30 PM - 7:30 PM <a href="#">Central - Science and Discovery Center Visit</a>	<a href="#">25</a> 1:00 PM - 3:00 PM <a href="#">West - Bridge</a> 9:00 PM - 11:00 PM <a href="#">Big Flats - Friday Night at the Movies</a>	<a href="#">26</a>

**District Wide Calendar of Events** Select View

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<a href="#">Central - Summer Theatre Camp For Tweens!</a>			
<a href="#">27</a>	<a href="#">Week 28</a>	<a href="#">29</a>	<a href="#">30</a>	<a href="#">31</a>		<a href="#">1</a>
<a href="#">31</a>	1:00 PM - 3:00 PM <a href="#">West - Bridge</a> 3:00 PM - 4:00 PM <a href="#">Horseheads - Summer Reading Club Week 5: BubbleMania with Doug Rougeux</a>	2:00 PM - 3:00 PM <a href="#">West - Summer Reading Club with the Bubbleman</a> 6:00 PM - 7:00 PM <a href="#">Big Flats - Bubbleman Doug Rougeux</a>	10:00 AM - 3:00 PM <a href="#">Central - Chess Club</a> 12:30 PM - 2:00 PM <a href="#">Central - Knit and Crochet Club</a> 1:00 PM - 3:00 PM <a href="#">Van Etten - Be Creative @ VE Library Open Studio</a> 5:30 PM - 6:30 PM <a href="#">Van Etten - Summer Reading Club Week 5: Science &amp; Discovery Center Science Show!</a> 6:30 PM - 8:00 PM <a href="#">Central - Summer Theatre Camp For Tweens!</a>	10:30 AM - 11:15 AM <a href="#">West - Summer Story Time</a> 1:00 PM - 3:00 PM <a href="#">West - West Craft</a> 2:00 PM - 2:45 PM <a href="#">West - Celebrate your spark- Pizza party and photo awards!</a> 6:30 PM - 7:30 PM <a href="#">Central - Mad Scientist Experiments</a>		



## **Central Library June 2014 Monthly Activity Reports**

### Audio/Visual – Brian Harris

Extra shelving has been added to a few sections in the audiobooks to help relieve the overcrowding. 8 shelves (1 per section) were added. This is for only half of the collection. Ron and Lew are searching for more to finish off the collection. Overcrowding is going to become a problem for the entire AV collection, as I am adding new items on a daily basis.

### Circulation- Chris Corter

Melissa Neuffer and Emily Kinney passed probation. We hired Olivia Wolcott as temporary page on June 2, 2014. Recently, Chris Corter attended a workshop entitled "You Can't Teach Nice: Retail Management Strategies for Enhanced Library Customer Service" and hopes to put some tips to practice. Although the bed bug incident was a disruption to the normal routine, staff handled it well both with the public and behind the scenes. It provided us an opportunity to learn from the experience.

### Marketing – Michelle Barrett

Currently working on beefing up our Pinterest page to bring in more followers. Currently holding a staff contest to see who can get the most of their Facebook friends to like our page. Since the contest began on May 19 we have received 110 new likes, sending us over the 1000 mile mark. On May 29 I attended a Google for Nonprofits seminar offered by the Chemung County Chamber of Commerce. Great marketing opportunity available through Google Grants if we are accepted as a Google nonprofit. More to come on this later. Created a separate brochure to advertise our wide array of Tech classes currently being offered.

### Social Media – Jennie Lewis

We reached 1,000 likes this month on Facebook. As of 5/28/2014 we are up to 1023 likes; we gained 172 likes so far this month, compared to the 50 likes we received during the month of April. The surge of likes this month is likely the result of the efforts of Michelle Barrett and her staff marketing incentive program (get your Friends to like our page and get entered into a prize drawing). We have made 26 posts to Facebook during May, as of 5/28/14. The posts that received the most clicks were photos, with all photo posts receiving between 62 and 322 clicks. The Facebook post that received the most likes this month was from the Big Flats Library regarding the caterpillars/butterflies (26 likes); the next most popular post was a link that Doris Jean Metzger sent, to an article written by John Green (Fault in Our Stars) titled "Can You Get Too Old For YA Novels?" (20 likes). We posted 10 items to Twitter this month as of 5/28/14. We have 82 followers on Twitter. In May we had 169 blog views and 102 visitors (some visitors viewed the page more than once) as of 5/28/14. The most views occurred on May 12th, the day we posted Phyllis Rogan's blog about keyboard shortcuts. The blog received 17 views that day from 10 visitors. We posted two new blog articles this month. Michelle Barrett also added a large amount of content to the Central (Steele) Pinterest page this month as part of her marketing efforts.

### Adult Programming – Jennie Lewis

There were a number of programs for adults during the month of May. We showed two SCRLC sponsored Wellness Webinars; unfortunately they were not well attended (1-2 people); Connie Ogilvie and Chris Corter did the setup and teardown for these webinars. Chris Corter coordinated the "Sharing Recovery Stories Dinner" again this year; it was a success with 35-40 program attendees. Doris Jean Metzger arranged a "How to Prevent Suicide w/ QPR" program; there were 5 people in attendance. Jennie Lewis and Doris Jean Metzger hosted another Adult and Teen "So Bad, It's Good" Movie Night and showed Howard the Duck; there were 25 people in attendance (a bit lower than last month, likely due to the holiday weekend). There have been a number of Tech Classes for adults this month, two topics taught by Jennie Lewis (Facebook and Tablet Talk, with two sessions each), and some scheduled by Chris Corter with outside instructors (Excel parts 1 & 2, and Roadtripping).

#### Reference/ Adult Services- Connie Ogilvie

The Adult Services Department answered a total of 697 question on the main desk and 255 questions on the PC desk this past month. Each month we put up a display of books with a theme, the April/May Gardening books display was quite popular. We had to replenish the books often, as patrons checked out the books to take home. The Friends of CCLD have agreed to fund ½ the cost of Mango renewal. I will be implementing a new marketing plan to boost awareness of the database both in the library and outside to the community.

We have some ongoing projects, particularly weeding the non-fiction section. Right now we do not have the Elmira College students volunteering, so we try to grab staff when they are available to work on additional projects.

2 new desks have been ordered and expected to be delivered the week of June 9<sup>th</sup>. The office still needs decluttering/organization but progress has been made.

#### LH/Genealogy – Phyllis Rogan

Microfilm use -magazine fiche-12, newspapers - 262, census film 8, vital stats 176, misc, 9 Genealogy Inquires -4 Volunteer Hours - Cola 10 1/2, Dick 11 3/4, Norm 16, Linda 18 1/2, Toni 7 1/2, Annette 6. Volunteers have continued typing the index for 1962 obituaries and typing an index of gravestone photos.

Work continues as usual in the genealogy dept with no unusual activity this past month. We have planned a talk by Joy Hoffman for June 12th on a local historical celebrity. Also had a woman who came from out-of-town to look at SS Peter & Paul records who said we had answered queries for her by mail in the past and we were very helpful. Always nice to get pleasant feedback.

### **Board Report May-June Central Youth Dept. Activities submitted by Janet Ackerman**

In addition to the programs that are listed on the Web Calendar of Events, the Youth staff has also hosted the Elmira City Schools (and Holy Family) for the annual Kinderbook visits. Over 500

kids were issued library cards during these visits, which also included a tour of the library, a talk on what the libraries of CCLD offer, the importance of having a library card and the responsibility, a visit with Booker the Owl and of course, stories.

All CCLD Youth Staff attended the Continuing Ed. Day on May 16 and one workshop was specifically geared to storytellers and how technology can enhance a storytime. Janet attends the monthly Family Reading Partnership of Chemung Valley meetings, which are held the first Tuesday of the month.

Janet has also had 3 meetings with the newly formed Summer Reading Loss Committee, and Summer Cohesion staff. Our hope is to work collaboratively on a Summer initiative to make visits to Cohesion sites in Chemung County, help train the teen workers on effective reading and storytelling techniques, and enroll the kids in our Summer Reading club by offering group enrollment through the Summer software.

We will host the third grade classes from Beecher School the week of June 9, for a tour, info about library databases, the Summer Reading Club and how to get a card if they don't have one.

Emma has made and distributed flyers for Riverside, Fassett, Diven, Holy Family and Pine City for our summer line up of programming.

A new unattended children policy is being worked on, and hopefully will be rolled out before Summer.

### **Teen Services report, submitted by Doris Jean Metzger:**

Professional Activities

Teen Services /Doris Jean Metzger

May/ mid-June 2014

May 15-June 11

- Attended Comics for Librarians day long workshop (Rochester, NY)
- Attended Rochester Teen Book Festival (Rochester, NY) ...on personal time
- added a new member to the Central Library's Teen Advisory Group
- Ordered & received teen reading promo kit "Fierce Reads." Display & bookmarks in books for teens to check out & enter drawing for a prize given in late June.

### **Information Technology Department - Deb Brimmer**

May 14

- Attended Terracai Technology Summit
- Met with group afterwards and discussed our direction for future upgrades

- It was determined that the Thin Client solution was not going to save the Library District any money and we would just upgrade all of the XP computers to Windows7, including Horseheads.

May 28

- The IT staff went on site at Horseheads and performed an upgrade of the Patron computers to Windows 7, as well as upgraded the server to 2008R2.
- Reconfigured all software to work with new system.

June 3 and 4

- 17th Annual New York State Cyber Security Conference
- Day one: Various security related instructional classes
- Day two: training class for DFIR (Digital Forensics and Incident Response)and APT (Advanced Persistent Threat)
- As a result, will be recommending implementation of group policy on staff computers and tighter restrictions across the board.
- At this time, all branch library staff computers sit on the same network as the public, this could potentially be a problem. Will look into it there is a reasonable, cost effective solution that would separate the current setup into two networks.

June 10

- Met with Marc Chevalier, discussed how we can incorporate Tablets into the library securely for IT use.

June 11

- Brainstormed with Jason, the new CCC intern, on finally getting our Media Lab up and going.
- Jason has written up a proposal which includes scope and costs.

## **Branches**

### **Owen's activities**

May 16--Attended Continuing Education Programs

1. Handling Difficult Patrons
2. RSS Feeds for Professional Development

### 3. Makerspaces A-Z: Tech Trends in Libraries

#### 4. Searching STARCat/Workflows

May 20--Branch visit West Elmira

May 21--STLS IT meeting via Go-to-Meeting

May 22--Attended a focus group meeting to assist SCRLC plan future services

May 22--Meeting with Connie Ogilvie to train her on print reference collection management

June 2--Submitted the CCLD Intent to Apply for New York State Library Construction funds for fiscal year 2015-16. Grant request is for \$98,550 or a 75% match for the Central Branch's 1st public restroom restoration and the Central Library's Boiler Replacement. Estimated total cost: \$131,440

June 6-- Branch visit Horseheads

June 9--Branch visit Big Flats

June 10--Branch visit West Elmira

#### **Big Flats**

- 5/23 Glenice attended Big Advocates meeting.
- 5/26 Glenice participated in the Horseheads Memorial Day Parade
- 5/29 and 6/5 Glenice assisted Horseheads staff in preparing seed packets for the 6/11 Seed program kick off programs.

#### **Bookmobile**

The Bookmobile participated in the Elmira and Horseheads Memorial Day parades. The total attendance was 12,000. The crowd was very happy to see us and we heard several people yelling there's the Bookmobile.

Kim has been in contact with Strong Kids Safe kids committee and has confirmed CCLD's participation in August.

Kim received a call from Pam Webb-Davis from Diven School regarding the continuation of the new Diven School and Diven Community stops. It was agreed by both parties the new stops are a success. The Diven Community stop remains on the Bookmobile's summer schedule and our Diven School stop will return for the 2014-2015 school year.

#### **Horseheads**

Michelle Erickson participated in the Horseheads Memorial Day Parade

Michelle Erickson went to Broad St Elementary on May 30 as a school visit with stories

The entire staff participated in 3 Kinderbook visits

Pam Lee organized and executed the Seed Lending Library and its kick-off

#### **Van Etten**

June 4th--Michelle Erickson conducted Kinderbook for the Spencer-Van Etten Kindergartners the total attendance was 74 students.

#### **West Elmira**

On May 19th we honored our volunteers with a brunch. Amanda Zell put together a powerpoint with each volunteer included showing what they do at the library.

On May 28th Ahnece Hancock put together an end of homeschooling at the library field day for the families. The children did their evaluation of the program with sidewalk chalk on the sidewalk outside.

On June 4th Amanda Zell and Ahnece Hancock attended the Hendy School Blacktop Carnival. They dressed as mad scientists and handed out information on the SRC. They passed out information to at least 144 families and children.



**Date:** 30 May 2014

**From:** Ronald W. Shaw, Director, Chemung County Library District

**To:** CCLD Board of Trustees

**Via:** Richard Roberts, President, CCLD Board of Trustees

**Subj:** TRIP REPORT Cuba Circulating Library Association

**1. Purpose of trip:** At her invite, to establish direct contact with Leah Vooyo, Director Cuba Circulating Library Association.

**2. Description of Library:** Cuba is chartered to serve a population of 4,575. Their total holdings are 32,552. They held 283 programs with a total attendance of 3,498. Annual visitor total is 35,308. Total resident cardholders is 2,724 with 974 non-resident cardholders for a total of 3,698. Total book circulation is 26,177; Other Materials circulation of 14,097 for a total of 40,274 (14,929 were children's items). Total reference transaction were 1,768.

Total paid staff is 5.90 FTE. They are open 48 hours weekly with total annual hours of 2,496. There are 12 board members each elected by the library association membership. They are funded by the Town of Cuba, Village of Cuba, the Cuba-Rushford School District. Total operating receipts are \$198,519

**3. Key person(s) contacted on trip:** Leah Vooyo, Director; Janet Rhodes, Library Assistant; Peggy Pearce, Library Assistant

**4. Narrative summary:** During the continuing education day on May 16, Leah Vooyo invited me to visit the Cuba Library. As the Director of the central library for STLS I felt, backed by the example of Brian Hildreth, Director of STLS, that it would be beneficial for me to become more familiar with the issues faced at Cuba Library. It also provided an opportunity to explain CCLD's concern over circulation periods, cost share and exploration into different databases being purchased with Central Library funds.

We also discussed increased efforts by CCLD to assist STLS in providing training opportunities for smaller libraries, patron confidentiality, acceptable patron behavior, and personnel policies

**5. Problems encountered:**

a. *Cuba currently circulates iPads- a program CCLD staff was interested in starting. However, much like the eReaders at Horseheads, iPads get little usage at Cuba.*

b. *Coming from Pennsylvania (Clarion University), Leah had a minimal understanding of the role of the Central Library. We spent much of our time discussing CCLD's role and familiarizing her with services we provide.*

c. *On street parking only.*



*d. The continued frustration of smaller library staff to be able to attend STLS and/or CCLD meetings and training sessions due to distance, cost and lack of available staff time.*

**6. Recommended takeaways:**

*a. Two of their public internet computers have a time limit in order to allow patrons who are filling out job applications online, for example, will not be kicked off the machines while completing the forms.*

*b. Cuba has a "Christian Fiction" section with spine labels on the materials. CCLD staff has discussed this in the past as some public libraries label Christian fiction with a cross as a symbol. Our concern was that this practice, especially when other religious fiction is not designated, communicates a message of preference for Christianity, a violation of the separation of church and state that is prohibited by the establishment clause of First Amendment as well as the Library Bill of Rights. We will relook the usage of a spine label as a convenience for those interested in browsing our Christian Fiction Collection as it has been specifically requested by visitors to the outlying branches, particularly Horseheads.*

*c. Cuba has an annual Wine and Cheese Event held at the library. This has been suggested by several staff.*

*e. The meeting room kitchen was large (approximately twice the size of Central's. This lent itself to better and more regular use by different groups who had the ability to store items.*

*d. The restrooms are kept locked as a result of several instances of vandalism. Patrons must sign the key out each time. While this could place a burden on Central Library staff, it may cut down on some of the damage and misuse of the restrooms.*

*e. Cuba has a sliding scale used in determining charges for the use of the community room. For events lasting less than 2 hours there is no fee. For events lasting 2-4 hours it is \$25.00. For events lasting over 4 hours it is \$50.00. Private individuals may use the room at the Board's for a minimum fee of \$25 for an event lasting up to 4 hours.*

*f. Patrons music from iPod or zune sites are limited to computer "F."*

## Office of the Director, CCLD

**Major accomplishments:** Took remedial and proactive measures during the Bedbug Crisis of 2014. Joint CCLD/STLS Spring Continuing Education event. Began review of July 2011 CCLD Staff plan to update manning roster, positions, job descriptions, supporting documentation, etc. Worked with Mr. Joe Ponzi and Mr. Michael Straight (NYSERDA) re: energy grant application, eligibility, programs and energy audit. Contacted Taitum Engineering, Ithaca NY re: conduct of energy audit @ Central. Working with Andy Avery, Chemung County Commissioner of Public Works and Elmira Police Department regarding parking issues at Central Library- initial contact with EPD for striping. Worked with CCLD staff, The City of Elmira and Elmira Downtown to be successfully selected for the "Outside the Box" program. Begin work on "Whistleblower" policy for CCLD. Plant planters/clean side of building.

**Site visits** to CCLD branches- West Elmira, Horseheads, Big Flats.

**Other site visits-** STLS Headquarters, Almond 20th Century Club Library, Alfred Box of Books Library, Cuba Circulating Library Association, Fillmore Wide Awake Club Library, Elmira Free Academy.

**Major meetings:** Interviewed by Willem Brans, Senior Consultant, Arts Consulting Group, Inc. regarding the Clemens Center Strategic Plan. Bryant Dillon (EFP Rotenburg) re: Audit issues; Erika Brecher and Chuck Brame (WETM News) re: CCLD promotional opportunities.; Hilary Austin (ECSD Superintendent) and Sarah Lattin (ECSD Board President) re: roles and responsibilities of Board members; Chris Krantz, Principal EFA, Kevin Sullivan and Maryann Freibus ECSD Board members re: tour of school and met with several staff including vice principals, technology, wildlife, art and BOCES staff. Meeting with Pauline Emery (Corning) re: Continuing education, future role of the Central Library, Mango, future charter options. Meeting with Tom Brown Media Barker re: social media training opportunities for staff and patrons at CCLD branches. Sue Oliver, Barn Livin' (Walk through of HH project involving timeline, materials selection, staging, impact on branches, staff tasks, new layout, possible overrun issues). As well as numerous scheduled and unscheduled meetings with staff and patrons.

**Programs attended/observed:** Kinderbook visit (Holy Family School); Attended "Princess Boot Camp" graduation- spoke with several parents and children; Lego program at West; Elmira-Chemung Transportation Council workshop on vision for the region.

**Professional readings:** NYS Department of State presentation dated 4/24/14 regarding the RPT Freeze and the NYCOM Summary of the 2014-15 Adopted State Budget- focusing on Property tax Cap information "American Libraries" June 2014; "American Libraries" June 2014.

**Professional courses attended/completed:** Completion of "Building Business Relationships" (South Central Regional Library Council online training subscription); Completion of "Calculating Earned Value"; Completion of "Writing Marketing Copy"; Completion of "Up and Running with Twitter "; Attend New York State Library and the Library Trustees Association of New York State webinar "The Critical Partnership: Public Library Trustees and Directors." Executive Decision making Workshop (Corning, NY).

## Why should CCLD consider a Digital Magazine Subscription?

The Chemung County Library District's (CCLD) mission is "to provide exceptional public library services, . . . fulfilling [the community's] needs for . . . cultural information – through contemporary, well-maintained library collections" (Chemung County Library District Website). Society and technology are continually advancing, providing the opportunity and need for libraries to include electronic resources in their collections. The "Pew Research Center shows that a third of Americans now own eBook readers or tablet devices, and Amazon sells more eBooks than print books" (Vinjamuri , D. 2013). It is vital for libraries to also understand their community (their patron base) to better serve that population.

Chemung County is comprised of 88,506 citizens the median household income is approximately \$48,128 and 16% of the total population is living below the poverty line (United States Census Bureau, State and County Quick Facts). This is one of the lowest median incomes in all of New York State and the highest percentage of people living below the poverty line. Upper class income levels are considered any household with an income of \$150,000 or more (Investopedia). Chemung county has an upper class population of approximately five percent. (United States Census Bureau, American Fact Finder).

The "digital divide is an economic and social inequality between categories of persons in a given population in their access to, use of, or knowledge of information and communication technologies (ICT). The divide. . . may refer to inequalities between individuals, households, businesses, or geographic areas, usually at different socioeconomic levels or other demographic categories" (Wikipedia). Libraries are poised to assist those patrons living beneath the digital divide by providing them with internet and technology access.

Providing electronic resources, such as digital magazines, would promote the library's services to the entire community. Patrons who have Ereaders, tablets, computers and smartphones can access digital content. Providing this service and the requisite technology to access it will assist patrons in overcoming the digital divide. CCLD can provide exposure and experience using different technologies, software, and programs to these patrons that would not have access at home.

The third objective for the Facility's Strategic Plan is to continue to "Improve existing environmental and recycling efforts and continue to support current green initiatives. " (The Chemung County Library District Strategic Plan 2013-2018, p. 10) Every year 350 million magazines and 24 billion newspapers are published in the US (United States Environmental Protection Agency). The Central Library alone purchases 93 adult magazines annually, that is approximately 1,116 magazines that are either thrown away or recycled. Reducing the number of printed magazines that the CCLD provides will help support the green initiatives and providing electronic subscriptions can potentially increase circulation by providing digital magazines at the patrons convenience.

## Why should CCLD consider a Digital Magazine Subscription?

The principles for the selection and management of electronic materials are outlined below:

- 1.Ease of use and tutorial/help features
- 2.Ability to offer to remote users
- 3.Compatibility with existing technical set-ups
- 4.Service implications, technical support and licensing requirements
- 5.Ability by the vendor to provide use statistics
- 6.Whether consortium purchase option is available
- 7.Amount of promotional materials provided by the Vendor
- 8.Availability of content in other formats
- 9.Cost in relation to the significance of the service according to the above factors

(Chemung County Library District, p. 14)

Zinio is a multi-platform distribution service for digital magazines, with more than 5,500 magazines from a wide range of publishers. There are tutorials and YouTube videos that illustrate how to sign-in and use Zinio, such as the video in this link produced by Orange County Library System: [http://www.youtube.com/watch?v=WTPn5GNVE\\_s](http://www.youtube.com/watch?v=WTPn5GNVE_s) and staff can easily learn and instruct patrons how to use this service. The format of the service gives "the ability to offer remote users" access. Additionally, "the budgets in most libraries are staying steady or going down, and the allocation of what's going to digital services is going up. [Libraries] are ultimately there to serve the public. Many have reduced their hours. This [service] allows them to extend the library's hours. We find that the highest use of Zinio is in the late afternoon and into the evening, so this allows them to extend those days and their service opportunities." (Sivek, 2013) Patrons will have twenty-four hour access to this service giving them the opportunity to borrow materials even when the library is closed.

The platform is compatible with the CCLD's existing technical set-up and would be easily accessed by patrons as it is supported by iOS , Android and Windows operating systems. Patrons below the poverty line generally have access to the internet via smart phones. Offering Zinio (which is compatible with the two most frequently used phone operating systems: iOS and Android) aids patrons without internet access or computers at home in accessing the library's electronic resources while the library is closed.

Zinio also provides technical support, statistical information and promotional materials (Zinio). "Patrons can then check out complete, multi-access magazines with no holds, checkout periods, or maximum quantities. Patrons can enjoy these magazines online with a number of popular browsers or with Zinio apps on all major devices" (Recorded Books). This means that all

## Why should CCLD consider a Digital Magazine Subscription?

patrons will have equal access to all subscriptions simultaneously with no wait-lists and no late fees.

The lounge, the area where the periodicals are shelved, is frequently viewed as a "waiting room." A place where patrons can sit comfortably and flip through magazines and newspapers. To maintain this feeling the CCLD is going to continue to purchase a few print magazines and will also keep their gifted magazines in print form. We will re-purpose old computers in the Lounge area of the library for the sole purpose of accessing the magazine subscriptions. Patrons will be able to sit at these computers to access Zinio and read magazines or sign-in to their library account and stream music, videos, audio books and ebooks from Overdrive.

Although, the entire district will be able to access the Zinio subscriptions, the Central Branch will be paying for the individual magazine subscriptions as well as the platform cost. Most of the branches have reduced their magazine subscriptions or have changed print subscriptions so that there are no overlapping titles that available through Zinio. This has helped the branches consolidate their magazine costs for the next year as well as provide titles of interest for the Zinio subscriptions. As the Zinio application is advertised and patrons become more comfortable using it we hope to continue to reduce the number of print magazine subscriptions throughout the entire District.

## Why should CCLD consider a Digital Magazine Subscription?

Table One: Current Central Magazine Subscriptions

Adirondack Life	Hang Gliding	Seventeen (YA sticker)
Amateur Radio	Harper's Bazaar	Sky & Telescope
America	Harper's Magazine	Smithsonian
American Girl	Health	Soaring
American Philatelist	Highlights	Spider
American Rose	Home Power	Sports Illustrated
Antiques, The Magazine	Horticulture	Sports Illustrated for Kids
Astronomy	Jet	Stereophile
Atlantic Monthly	Jumuah, al	Successful Farming
Aviation Week & Space Technology	Kid's Discover	Sunset
Baby Bug	Kiplinger's Personal Finance	Teen Ink
Backhome	Ladies Home Journal	Time
Backpacker	Lady Bug	Trailer Life
Better Homes and Gardens	MacLean's	Treasures
Bicycling	Money	Ultra Light Flying
Bloomsberg Business Week	Motor Trend	Utne Reader
Camping Magazine	National Geographic	Vogue
Canoe & Kayak Magazine	National Geographic for Kids	Writer
Christian Century	National Geographic Traveler	Writer's Digest
Christianity Today	National WildLife	Yankee

## Why should CCLD consider a Digital Magazine Subscription?

Cicada	Natural History
Click	New York
Conservationist	New Yorker
Consumer Reports	NY Times Book Review
	NY Times
Cooking Light	Magazine
Cosmopolitan	O: The Oprah Magazine
Crafts N Things	ONEarth
Cricket	Organic Gardening
Discover	Parent's
Discovery Girls	People Weekly
Ebony	Plane and Pilot
Economist	Popular Mechanics
Esquire	Popular Photography
Essence	Practical Homeschooling
Family Handyman	Prevention
	QST Amateur
Field & Stream	Radio
	Quilter's
Flying	Newsletter
Forbes	Redbook
Fortune	Road & Truck
Four Wheeler	Rolling Stone
Good	Scientific
Housekeeping	American

## Why should CCLD consider a Digital Magazine Subscription?

Table Two: Magazines gifted to the Central Branch

American Philatelist

American Rose

Christian Science Monitor

Down Beat

Four Wheeler

Glamour

Golf Digest

HomePower

Mother Earth News

Outside

Plane & Pilot

Runner's World

This Old House

Ultra Light Flying

Vanity Fair



## Why should CCLD consider a Digital Magazine Subscription?

Table Three: Zinio Subscription List

Renewals via Zinio	Cost	Zinio options	Cost
Aviation Week and Space Tech	\$160.00	Digital Photo	\$36.00
Backpacker	\$30.00	Dwell	\$59.97
Bicycling	\$60.00	Eating Well	\$29.97
Bloomberg Businessweek	\$138.00	Elle	\$56.97
Canoe & Kayak	\$35.97	Ellery Queen Mystery	\$89.70
Cosmopolitan	\$59.97	ESPN The Magazine	\$53.97
Discover	\$59.97	FamilyCircle	\$44.97
Economist	\$380.97	Girl's Life	\$44.85
Esquire	\$59.97	Inked	\$44.85
Family Handyman	\$30.00		
Field & Stream	\$35.97	Martha Stewart Living	\$59.97
Flying	\$44.97	Men's Health	\$90.00
Forbes	\$59.95	Newsweek	\$117.00
Good Housekeeping	\$59.97	Nylon	\$29.85
Harper's Bazaar	\$59.97	OK! Magazine	\$104.97
Kiplinger's	\$36.00	Popular Science	\$44.97
Ladies Home Journal	\$31.47	Quilts and More	\$59.91
Mother Earth News	\$38.85	Scholastic Parent & Child	\$29.91
Motor Trend	\$35.97	Seventeen	\$44.97

## Why should CCLD consider a Digital Magazine Subscription?

National Geographic	\$59.97	Shape	\$53.91
National Geographic Traveler	\$47.97	Taste of Home	\$30.00
O: Oprah Magazine	\$59.97	US Weekly	\$201.24
Organic Gardening	\$60.00	Vegetarian Times	\$29.97
Outside	\$72.00	Yoga Journal	\$47.85
Popular Mechanics	\$59.97	CQ Amateur Radio	\$81.00
Prevention	\$75.00		
Redbook	\$59.97		
Road & Track	\$59.97		
Rolling Stone	\$59.85		
Smithsonian	\$59.97		
Stereophile	\$29.25		
UTNE Reader	\$108.00		
Writer	\$98.85		
Zinio Totals:	\$2,328.71	Zinio Additions:	\$1,486.77

Why should CCLD consider a Digital Magazine Subscription?

Table Four: Print Magazine Renewals

Renewal Totals:

Consumer Reports:	\$58.00
-------------------	---------

Why should CCLD consider a Digital Magazine Subscription?

Table Five: Central Newspaper Subscriptions (no Changes)

Newspapers	Cost
Barron's	\$179.00
Democrat and Chronicle	\$401.40
Amsterdam	\$0.00
Press & Sun	\$439.40
Total:	\$1,019.80

## Why should CCLD consider a Digital Magazine Subscription?

Table Six: Reference Materials

Reference	Cost
American Ancestors	\$0.00
Booklist	\$0.00
Family Tree Magazine	\$27.00
Library Hotline	\$119.99
Library Journal	\$315.98
New England Hist & Genealogical Register	\$80.00
NY Folklore Society	\$60.00
NY Genealogical record	\$30.00
NY History	\$37.50
NY Researcher	\$0.00
Old Farmer's Almanac	\$20.90
Publisher's Weekly	\$249.99
Total:	\$941.36

## Why should CCLD consider a Digital Magazine Subscription?

### Table Seven: Total Costs

Zinio: \$7,049.39

Renewals: \$58.00

Newspapers: \$1,019.80

Reference: \$941.36

Total: \$9,068.55

## Why should CCLD consider a Digital Magazine Subscription?

Chemung County Library District. (February 16, 2012). Policy Manual. Retrieved April 3, 2014 from [http://cclldata.org/intranet/documents/policies/2013\\_PolicyManual.pdf](http://cclldata.org/intranet/documents/policies/2013_PolicyManual.pdf)

Chemung County Library District Strategic Plan 2013-2018 (n.d.) Retrieved on April 3, 2014 from [http://cclld.lib.ny.us/pdfdocs/Board/2013\\_2018StrategicPlan.pdf](http://cclld.lib.ny.us/pdfdocs/Board/2013_2018StrategicPlan.pdf)

Chemung County Library District Website. (2013). Mission, Goals and Philosophy. Retrieved April 3, 2014 from [http://cclld.lib.ny.us/policies\\_mission.htm](http://cclld.lib.ny.us/policies_mission.htm)

Investopedia. (September 27, 2012). Which income class are you? Retrieved April 3, 2014 from <http://www.investopedia.com/financial-edge/0912/which-income-class-are-you.aspx>

Recorded Books. (2014). Zinio. Recordedbooks.com. Retrieved March 24, 2014 from <http://www.recordedbooks.com/index.cfm?fuseaction=rb.zinio>

Sivek , S.C. (2013, October 30). Public Libraries Make Digital Magazines Accessible to All. Retrieved March 31, 2014 from [www.pbs.org/mediashift/2013/10/public-libraries-make-digital-magazines-accessible-to-all/](http://www.pbs.org/mediashift/2013/10/public-libraries-make-digital-magazines-accessible-to-all/)

United States Census Bureau. (March 27, 2014). State and County Quick Facts: Chemung County. Retrieved April 3, 2014 from <http://quickfacts.census.gov/qfd/states/36/36015.html>

United States Environmental Protection Agency. (2014, February 28). Wastes - Resource Conservation - Common Wastes & Materials - Paper Recycling. EPA.gov. Retrieved March 27, 2014 from <http://www.epa.gov/osw/conserves/materials/paper/faqs.htm>

United States Census Bureau. (March 27, 2014). American Fact Finder. Retrieved on April 3, 2014 from [http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS\\_12\\_5YR\\_DP03](http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_12_5YR_DP03)

Wikipedia. (April 2, 2014) Digital Divide. Retrieved on April 3, 2014 from [http://en.wikipedia.org/?title=Global\\_digital\\_divide#The\\_global\\_digital\\_divide](http://en.wikipedia.org/?title=Global_digital_divide#The_global_digital_divide)

Zinio. (n.d.) Retrieved April 3, 2014 from [www.zinio.com/www/index.jsp?\\_requestid=548153](http://www.zinio.com/www/index.jsp?_requestid=548153)

ReadWrite. (May 17, 2013). Smartphones Have Bridged The Digital Divide. Retrieved April 3, 2014 from <http://readwrite.com/2013/05/17/smartphones-have-bridged-the-digital-divide#awesm=~oAomQeKtF9RbFV>

Vinjamuri , D. (2013). Why Public Libraries Matter: And How They Can Do More. [www.forbes.com](http://www.forbes.com) Retrieved on May 27, 2014 from <http://www.forbes.com/sites/davidvinjamuri/2013/01/16/why-public-libraries-matter-and-how-they-can-do-more/2/>

## Personnel Actions

### Retirements

Phyllis Ryan Rogan, Librarian II- effective July 5, 2014

Dianne K. Patchett, Principal Library Clerk- Effective July 31, 2014

### Request for Positions

**Librarian I-** to fill position vacated by Phyllis Rogan

**Library Assistant-** Request to fill vacant position (Cola Thayer) with designated personnel (promotional opportunity or from current list)

**Senior Library Clerk-** Request to offer a promotional opportunity from current Civil Service list

**Library Clerk-** Request to offer a F/T Library Clerk position (promotional opportunity or from current list)

**Library Clerk-** Request to fill Library Clerk P/T position

**Library Clerk-** request to offer a P/T Library Page (promotional opportunity for current employee)

### Appointments

Olivia Wolcott – hired TEMP 6/2/14 (replace Myers)

### Raises as per CCLD/CSEA Contract

Chris Felsburg – June 28 - Step from 3-4 special rate

Jennie Lewis – July 14 – Step from 3 – 4