



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 May 2014 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, April 15, 2014 at 6:00 pm at the **Central Library (Steele Memorial) 101 E. Church St. Elmira, NY 14901** 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. Attendance- Roll Call

Board Member	Present	Absent
Rita Dery – 1st District		
Ann Hayes – 2nd District		
Georgia A. Reynolds – 3rd District		
John A. Savash, II– 4th District		
Bonnie Chollet - 5th District		
Susan Cook – 6th District (Treasurer)		
Michael Muldoon- 7th District		
Margaret Kappanadze – 8th District (Vice President)		
Juan Jones - 9th District		
Ann Cady – 10th District (Secretary)		
Rachel Dworkin – 11th District		
James E. Hare – 12th District		
Timothy Blandford – 13th District		
Richard Roberts – 14th District (President)		
Jessica Roberts – 15th District		
Administration		
Ronald W. Shaw – Director		
Joan Santulli – Administrative Assistant		

3. Approval of minutes (document #2014-24) and
4. Treasurer’s report
  - a) Financial report (document #2014-25)
  - b) Report of Unpaid Bills Detail (document #2014-26)
5. Correspondence
6. President’s report

**CONSENT ITEM Property Tax Cap Override**

**RESOLVED** *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.*

7. Director's Report

**CONSENT ITEM** Approval of Summer Hours for the period Monday, May 19, 2014 - Saturday, September 6, 2014 (See Attached).

**RESOLVED** that the Board of Trustees upon the recommendation of the Library District Director, approve the Summer Hours schedule as presented.

8. Committee reports:

a) Executive Committee (Roberts)

1) Report of the Committee meeting (document #2014-27)

b) Budget & Finance Committee (Cook)

1) Report of the Committee meeting (*document #2014-28- Due to the meeting date of 5/14/2014 the minutes will be distributed at meeting*)

c) Building & Grounds Committee (Savash)

1) Report of the Committee meeting (*document #2014-29- Due to the meeting date of 5/14/2014 the minutes will be distributed at the board meeting*)

d) Personnel Committee (Cady)

**CONSENT ITEM Approval of Personnel Actions**

**RESOLVED** that the Board of Trustees upon the recommendation of the Library District Director, approve the attached list of personnel actions.

**CALL FOR EXECUTIVE SESSION Personnel and Contract Negotiations**

9. Old business

10. New business

a) Consideration for approval of establishment of new staff positions

b) Consideration for Van Etten hours in Fall 2014 and beyond

c) Consideration for extension of Saturday hours

11. Period for public expression

12. Adjournment

***(Minutes of the APRIL 2014 meeting of the Chemung County Library District Board of Trustees. Document #2014-24)***

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

The meeting was held on Thursday, April 17<sup>th</sup>, 2014 at the West Elmira Library 1231 West Water Street, Elmira, New York. President Richard Roberts called the meeting to order at 6:00pm. Present were Rita Dery, Georgia Reynolds, Bonnie Chollet, Sue Cook, Michael Muldoon, Marge Kappanadze, Juan Jones, Rachel Dworkin and Jessica Roberts. Excused: John Savash, James Hare, Ann Hayes, Ann Cady and Tim Blandford. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

**Minutes.** The minutes of the March 2014 meeting (Document #2014-18) were presented for board review. The minutes were approved with minor corrections by unanimous consent.

**Financial Report.** The March 31<sup>st</sup>, 2014 Financial Report (Document #2014-19) was presented for board review. Ms. Cook noted that the revenues include the 1<sup>st</sup> quarter distributions from both of the library foundations and the expenses include the final payment to Chemung County for the Health Insurance Runoff. By unanimous consent, the March Financial Report was approved as distributed and will be filed for audit.

**Report of Unpaid Bills.** (Document #2014-20). Ms. Cook stated that these lists include Maintenance Agreements for handicap doors, the 1<sup>st</sup> quarter payment to Chemung County for the Debt Service and several invoices that the balance due for the entire year has been paid. By unanimous consent, the board authorizes the payment of the unpaid bills dated 4/2/14 General Fund - \$24,544.67 and Grant Fund \$860.82; the unpaid bills dated 4/9/14 General Fund - \$36,612.82 as distributed.

**Correspondence.** Director Shaw sent around the letter from the Public Library Foundation of Chemung County that accompanied their \$10,000 distribution for the 1<sup>st</sup> quarter of this year. He also stated that CCLD has received a \$100 donation from the Rotary Club of Elmira – received from their annual “Dancing with the Stars” program. The Clemens Center has contacted him asking for an interview regarding Community Engagement.

Mr. Roberts stated that a patron has sent an email objecting to the changing of the name of the Steele Library to the Central Library. He is in the process of responding. Other board members have also received complaints. Discussion centered on how to inform the public of the reasons for the name change. It is important that CCLD gets a positive message out to the public regarding the name change, possibly using the history of the Steele / Central Library. CCLD also needs clarification on who owns the parking lot adjacent to the Central Library as some patrons have received tickets for parking along the promenade.

**President's Report.** President Roberts stated that the new Memorandum of Agreement with CSEA that covers the Health Insurance issues is now in effect. The current CCLD/CSEA contract expires at the end of 2014. Negotiations with the union will need to begin soon.

Mr. Roberts also stated that board member John Savash has tendered his resignation to be effective July 1, 2014.

**Director's Report.** Mr. Shaw discussed the following:

- CCLD Issues. The Computer Upgrade at all libraries has been completed. Kudos to the IT staff Deb Brimmer and Michael Truesdail. The next focus is introducing the thin clients at Horseheads. The Work Study student for Youth Services did not work out; however the IT

Department is in the process of getting a student intern for the summer. The Elmira College internship is coming to an end. Both students who worked at the Central Library did an outstanding job.

- **Staffing.** Regarding the Van Etten Library, CCLD is considering going to a year round Monday, Wednesday, Friday schedule in order to be the same as the other branches. Saturday hours would be removed. Mr. Shaw is re-looking at the 2014 budget to determine whether or not a full-time staff member can be assigned to the Van Etten Library. This person would work 3 days at the Van Etten Library and 2 days at another branch. This would not take effect until after the Summer Reading Club programs end in August.
- **Programs.** Beginning in 2014, Mr. Shaw is considering extending the Saturday hours from mid-May to end in mid-June. **Big Flats Library.** In April they conducted an Easter egg hunt, had a taping of “Senior Notebook” at their library and had an appearance by Pete the Cat. They also had a movie night, toddler story-time and a potato bag sewing project. **Central Library.** Many events occurred during National Library Week to include the rollout of the Early Literacy Area, a program by the Department of Aging and Long Term Care, an author Skype with Chris Bohjalian (author of *Midwives*), Judo, Chess Club, Crochet Club, Computer classes, Art Club and a family movie. Ms. Ackerman, the supervisor of the JUV Department has met with the Summer Cohesion Partnership Committee. Their aim is to reach 1,000 kids with the Summer Reading Program. **Bookmobile.** National Bookmobile Day was celebrated during the month with activities at each branch of CCLD. **Horseheads Library.** The seed program equipment has been delivered and the program will begin soon. They also had an appearance by Pete the Cat, held a Spring Craft program for kids, had a program with Moreland the Magician and had a music performance by John Manfredi. **West Elmira Library.** Their Gardening Series for adults has become quite popular. They also had a movie program and continue to conduct both story hours and craft programs for kids.
- **STLS Issues.** The \$3,000 check received from STLS last month is being used at the Central Library to provide computer literacy classes to community members. Several courses have already been offered to the public. STLS will begin offering “Freegal” in July of this year. The May 16<sup>th</sup> Continuing Ed event will be held in conjunction with STLS this year with staff from member libraries within the library system being invited to the Central Library for workshops to be held throughout the day.

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2014-21).

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was distributed in writing to the board (Document #2014-22). Ms. Cook reported on the meeting with the representative from Chemung Canal who explained a new program being offered that would take the place of the CDARs program. The “Insured Cash Sweep” program uses a money market account that would give CCLD the FDIC protection on all our funds while giving immediate access to the funds with no penalties for early withdrawals. This program will be looked at again later in the year when the funds currently being held in CDARs accounts have come to maturity.

Mr. Shaw reported that all the administrative paperwork for the new Health Reimbursement Account has been signed and forwarded to the insurance company.

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was distributed in writing to the board (Document #2014-23). Mr. Butcher, Project Manager for the 2013 State Construction Projects has recommended accepting the low bids for both the HVAC Duct Exhaust/System Cleaning and the Masonry Restoration at the Central Library. Ms. Dworkin moved, seconded by Ms. Kappanadze to accept the recommendation of the B & G Committee and approve

Kimble, Inc. bid of \$49,400 for the duct cleaning and the low bid in the amount of \$46,000 from BR Restoration for the masonry restoration. Motion Carried.

The Committee also recommended payment to Foor & Associates for the printing of the bidding specs and shipping of those documents. Ms. Reynolds moved, seconded by Ms. Dery to approve the payment of \$943.00 to Foor & Associates. Motion Carried.

Regarding the painting & carpeting of the Horseheads Library, this project is being totally funded by the Public Library Foundation of Chemung County. The PLF will pay all invoices directly to the vendors; there will be no use of public funds. Regarding the parking lot project, Mr. Butcher will soon be requesting quotes for the completion of this project.

At the Central Library, the County Buildings & Grounds Department has removed microfilm cabinets and constructed a wall in their place to close in the Reference Office. CCLD will need to purchase some desks and shelving for the office. Shelving may also need to be purchased to start the development of the Local History Section of the Central Library. Mr. Shaw is still waiting for NYSERDA to give him a list of certified auditors to conduct an energy on the Central Library.

The Big Flats parking lot project will be closed out as soon as Mr. Butcher has inspected it and given approval to the job. CCLD has held back 20% of the cost of the project until this approval has been received.

**Personnel Committee.** Items to be discussed in Executive Session.

**Old Business.** None

**New Business.** Mr. Jones asked about grievance procedures for staff members. The Union Contract adequately covers the procedures to be used in the case of a grievance and Mr. Shaw has an open-door policy that has been fully disclosed to all staff members. CCLD employees also have the protection of the Civil Service laws.

Ms. Reynolds stated that the old laptop formerly held at the Horseheads Library has been moved to the Central Library. The Horseheads Foundation (PLF) is willing to purchase a new laptop for use at the Horseheads Library as long as it remains at the Horseheads Library.

**Public Expression.** None

Mr. Jones moved, seconded by Ms. Reynolds to move into Executive Session to discuss personnel and Union contract negotiations. Ms. Reynolds moved, seconded by Ms. Dery to come out of Executive Session. Motions were approved.

The meeting was adjourned at 8:30pm. The next regular meeting of the board will be held on Thursday, May 15<sup>th</sup>, 2014 at 6:00pm at the Central Library, 101 East Church Street, Elmira, New York.

**CHEMUNG COUNTY LIBRARY DISTRICT**

(DOCUMENT #2014-25)

**Financial Report - March 31, 2014**

<b>Income</b>	<b>2014 Annual Budget</b>	<b>Received to Date</b>	<b>Balance Remaining</b>	<b>Percentage Received</b>	<b>Percentage through Year</b>	<b>Notes</b>
Library Fines, Fees & Contributions	\$ 67,600	\$ 27,670	\$ 39,930	41%		
Grants (other than N.Y.S.)	\$ -	\$ 3,500				STLS - Literacy Training \$3,000, CCLD Friends \$500
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	\$ 554	2,446	18%		
<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>\$ 2,756,073</b>	<b>\$ 360,158</b>	<b>89%</b>	<b>31%</b>	
<b>Expense</b>	<b>Annual Budget</b>	<b>Expended to Date</b>	<b>Balance Remaining</b>	<b>Percent Expended</b>	<b>Percentage through Year</b>	<b>Notes</b>
<b>Personnel</b>						
Salaries	1,346,099	\$ 407,245	\$ 938,854	30%		
Holiday Overtime Salaries	7,035	\$ 2,605	4,430	37%		
<b>Employee Benefits</b>						
FICA	102,865	\$ 31,810	\$ 71,055	31%		
NY State Retirement	282,645	\$ 96,350	\$ 186,295	34%		
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>759,989</b>	<b>\$ 1,405,910</b>	<b>35%</b>	<b>31%</b>	
<b>Contractual</b>						
Equipment	17,007	\$ 12,002	5,005	71%		Computer purchases
Telephone	11,950	\$ 8,857	3,093	74%		<b>Paid annual fee for several accounts</b>
Supplies	36,850	\$ 26,519	10,331	72%		<b>\$10,347 pd by Grant for EarlyLit &amp; MakerSpace at Central, \$1,241 pd by HH Foundation, MKT Comm \$203</b>
Travel & Continuing Education	18,170	\$ 2,231	15,939	12%		
Repairs & Maintenance	41,545	\$ 15,847	25,698	38%		
Postage	2,625	\$ 222	2,403	8%		
Library Materials (books, video, etc.)	297,551	\$ 65,533	232,018	22%		Gift Funds \$328
Utilities	72,440	\$ 24,079	48,361	33%		includes 4th Qtr 2013
Building Cleaning Supplies	16,825	\$ 6,259	10,566	37%		
Fuel, Gas & Oil (Bookmobile)	4,000	\$ 1,161	2,839	29%		
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	\$ 14,177	14,998	49%		
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	\$ 10,236	17,264	37%		Friends of CCLD \$530, VE grant \$160, HH Friends \$320, Gifts \$165
Chemung County costs (B&G, vision)	16,000	\$ 760	15,240	5%		
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>\$ 1,033,110</b>	<b>\$ 1,995,378</b>	<b>34%</b>	<b>31%</b>	
2013 & 2014 State Construction Projects		\$ 16,966				
<b>TOTAL EXPENSES</b>	<b>\$ 3,028,488</b>	<b>\$ 1,050,076</b>				

**Unpaid Bills Detail**

As of May 6, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Baker &amp; Taylor Books</b>			
	05/05/2014	Reference materials	<u>16.37</u>
Total Baker & Taylor Books			<u>16.37</u>
<b>Ingram Library Services</b>			
	05/05/2014	Non Fiction/Reference May stmt	<u>658.69</u>
Total Ingram Library Services			<u>658.69</u>
<b>Southern Tier Library System</b>			
	05/05/2014	processing fees Jan-March	<u>84.75</u>
Total Southern Tier Library System			<u>84.75</u>
<b>TOTAL</b>			<u><u>759.81</u></u>

## Chemung County Library District General Fund

Document #2014-26

## Unpaid Bills Detail

As of May 6, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Amazon Credit Plan</b>			
	05/05/2014	Purchases - all libraries 3/11 - 4/9	4,234.77
Total Amazon Credit Plan			<u>4,234.77</u>
<b>Apple Books</b>			
	05/05/2014	Horseheads JUV books	5,410.79
Total Apple Books			<u>5,410.79</u>
<b>Arielle Huggins</b>			
	05/05/2014	Patron Refund	40.00
Total Arielle Huggins			<u>40.00</u>
<b>AT&amp;T - Illinois</b>			
	05/05/2014	long distance charges-ST pay for balance of year	70.00
Total AT&T - Illinois			<u>70.00</u>
<b>Barnes &amp; Noble, Inc.</b>			
	05/05/2014	BF Library Materials	46.54
Total Barnes & Noble, Inc.			<u>46.54</u>
<b>CCLD Petty Cash</b>			
	05/05/2014	Petty Cash BF/WE/Central JUV	542.48
Total CCLD Petty Cash			<u>542.48</u>
<b>Cengage Learning, Inc.</b>			
	05/05/2014	Fiction Purchases-Central/WE	522.81
Total Cengage Learning, Inc.			<u>522.81</u>
<b>Center Point Large Print</b>			
	05/05/2014	Central FIC/BKM books	724.38
Total Center Point Large Print			<u>724.38</u>
<b>Chemung Canal Trust Company</b>			
	05/05/2014	April purchases - IT supply/programming/supplies	583.85
Total Chemung Canal Trust Company			<u>583.85</u>
<b>Cohocton Public Library</b>			
	05/05/2014	Patron refund - pd at Central	10.00
Total Cohocton Public Library			<u>10.00</u>
<b>Deborah L. Brimmer</b>			
	05/05/2014	mileage reimb April	138.32
Total Deborah L. Brimmer			<u>138.32</u>
<b>Economic Opportunity Program (EOP)</b>			
	05/05/2014	Workshop for Cont Ed Day 5/16	350.00
Total Economic Opportunity Program (EOP)			<u>350.00</u>
<b>EFP Rotenberg, LLP</b>			
	05/05/2014	2013 audit partial payment	5,000.00
Total EFP Rotenberg, LLP			<u>5,000.00</u>



## Chemung County Library District General Fund

Document #2014-26

## Unpaid Bills Detail

As of May 6, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Faye Crance</b>			
	05/05/2014	April 2014 Programming - VE Paid with grant \$	80.00
Total Faye Crance			<u>80.00</u>
<b>Fire Alarm Service Technology, Inc.</b>			
	05/05/2014	Replace outdated security panel/panic button at Central	905.00
Total Fire Alarm Service Technology, Inc.			<u>905.00</u>
<b>First Transit</b>			
	05/05/2014	Bookmobile fuel - 2/26-3/24/14	460.06
Total First Transit			<u>460.06</u>
<b>Glenice Peel</b>			
	05/05/2014	mileage reimb 4/2-4/23 + 2014 insurance reimb	300.56
Total Glenice Peel			<u>300.56</u>
<b>Ingram Library Services</b>			
	05/05/2014	Library materials - May statement	10,245.79
Total Ingram Library Services			<u>10,245.79</u>
<b>Jabe Warren</b>			
	05/06/2014	Master Gardener for seed program	350.00
Total Jabe Warren			<u>350.00</u>
<b>John Manfredi</b>			
	05/05/2014	HH Program 5/14	100.00
Total John Manfredi			<u>100.00</u>
<b>Juli Hatlee</b>			
	05/05/2014	Patron Refund	10.00
Total Juli Hatlee			<u>10.00</u>
<b>Kimberly Jones</b>			
	05/05/2014	BKM program / supply	59.36
Total Kimberly Jones			<u>59.36</u>
<b>Margeson's Landscaping Inc.</b>			
	05/05/2014	Spring Cleanup at HH	275.00
Total Margeson's Landscaping Inc.			<u>275.00</u>
<b>Michael Truesdail</b>			
	05/05/2014	Mileage reimb 3/7-4/24	63.00
Total Michael Truesdail			<u>63.00</u>
<b>Michelle Erickson</b>			
	05/05/2014	Mileage Reimb-STLS workshop 4/8	23.52
Total Michelle Erickson			<u>23.52</u>
<b>MidWest Tape</b>			
	05/05/2014	DVD/Audio purchases - HH/WE/Central	1,399.49
Total MidWest Tape			<u>1,399.49</u>

## Chemung County Library District General Fund

Document #2014-26

## Unpaid Bills Detail

As of May 6, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Montour Falls Library</b>			
	05/05/2014	Payment for Lost book	15.00
Total Montour Falls Library			<u>15.00</u>
<b>Petty Cash-Central</b>			
	05/05/2014	Postage/BKM & Teen Programming/supplies	456.90
Total Petty Cash-Central			<u>456.90</u>
<b>Pitney Bowes</b>			
	05/05/2014	qtrly leasing of mail machine 1/30-4/30	618.00
Total Pitney Bowes			<u>618.00</u>
<b>Plan First Technologies, Inc.</b>			
	05/05/2014	Set up Win 7 computers	680.00
Total Plan First Technologies, Inc.			<u>680.00</u>
<b>RadioShack Corporation</b>			
	05/05/2014	new phone-Pub Svc Direcotr	86.38
Total RadioShack Corporation			<u>86.38</u>
<b>Recorded Books</b>			
	05/05/2014	DVD order	680.80
Total Recorded Books			<u>680.80</u>
<b>Ronald Shaw</b>			
	05/05/2014	Mileage Reimb 3/14 - 4/24 + 2014 Insurance reimb	433.00
Total Ronald Shaw			<u>433.00</u>
<b>Sara D. Rucker</b>			
	05/05/2014	patron refund	25.00
Total Sara D. Rucker			<u>25.00</u>
<b>Southern Tier Library System</b>			
	05/05/2014	Processing fees March	700.25
Total Southern Tier Library System			<u>700.25</u>
<b>Staples Credit Plan</b>			
	05/05/2014	Storage Drive/BF supplies/NLW prize pd by MKT	545.63
Total Staples Credit Plan			<u>545.63</u>
<b>Sue Larson</b>			
	05/05/2014	Kindermusik program 5/13 at HH	65.00
Total Sue Larson			<u>65.00</u>
<b>Susan K. Clarkson</b>			
	05/05/2014	Patron Refund	11.00
Total Susan K. Clarkson			<u>11.00</u>
<b>Swift Office Equipment, Inc.</b>			
	05/05/2014	Maint. Contract-HH copier 1/3-4/9	370.58
Total Swift Office Equipment, Inc.			<u>370.58</u>

**Chemung County Library District General Fund**

**Document #2014-26**

**Unpaid Bills Detail**

**As of May 6, 2014**

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>TechULearn, LLC</b>			
	05/05/2014	Community Class-Wellness 5/14 pd by Grant	150.00
	05/06/2014	Continuing Ed workshop 5/16	180.00
Total TechULearn, LLC			<u>330.00</u>
<b>The Advocacy Center</b>			
	05/05/2014	Continuing Ed workshop 5/16	550.00
Total The Advocacy Center			<u>550.00</u>
<b>Theresa Woodruff</b>			
	05/05/2014	Patron Refund	20.00
Total Theresa Woodruff			<u>20.00</u>
<b>Wende Essrow</b>			
	05/05/2014	5/10 program at HH	75.00
Total Wende Essrow			<u>75.00</u>
			<u><u>37,608.26</u></u>

**Document #2014-27**

**Report of the May 6<sup>th</sup>, 2014 meeting of Executive Committee members:**

The May meeting of the Executive Committee of the Chemung County Library District was cancelled due to not having a quorum. Committee members – Mr. Roberts, Ms. Reynolds and Ms. Cook – met on May 6<sup>th</sup>, 2014 to review invoices to be paid at the beginning of the month.

Ms. Santulli presented the Unpaid Bills Detail dated 5/6/14 for the General Fund in the amount of 37,608.26 and for the Grant Fund - \$759.81. The bill list includes a partial payment of \$5,000 to the auditing firm, EFP Rotenberg, for the 2013 audit. Ms. Reynolds moved, seconded by Ms. Cook to pay the bills as listed. Motion Carried.

## Library Materials Expenditure Report for 2014

April 30, 2014	33%	through 2014							**Percentage
Department	Gift Funds 4/30/2014	2014 budget	total spent this year	Open Invoices & On order 4/30/2014	Total spent & on order	Balance LEFT TO SPEND	Total spent this month	Total spent this year	
						Col.1+Col.2-Col.5			
<b>Steele Memorial Library</b>									
Children's (JUV)	\$ 1,723	\$ 26,000	\$ 6,492	\$ 1,944	\$ 8,436	\$ 19,287	\$ 84		30%
Juv eBooks CBA Fund		\$ 4,000			\$ -	\$ 4,000			0%
Young Adult		\$ 5,750	\$ 708	\$ 557	\$ 1,265	\$ 4,485	\$ 298		22%
YA eBooks CBA Fund		\$ 4,000			\$ -	\$ 4,000			0%
Graphic Novels		\$ 2,500	\$ 106	\$ 647					30%
Reference - CBA Grant		\$ 8,500	\$ 1,054	\$ 30	\$ 1,084	\$ 7,416	\$ 20		13%
Electronic Reference -CBA Grant		\$ 27,880	\$ 5,059		\$ 5,059	\$ 22,821			18%
Electronic Reference - Gen. Fund		\$ 15,500		\$ 8,537	\$ 8,537	\$ 6,963			55%
Periodicals	\$ 487	\$ 9,000	\$ 566		\$ 566	\$ 8,921			6%
Microforms/Genealogy	\$ 5,015	\$ 2,000	\$ 525		\$ 525	\$ 6,490	\$ 106		7%
Fiction	\$ 1,003	\$ 29,400	\$ 6,333	\$ 2,317	\$ 8,650	\$ 21,754	\$ 1,437		28%
FIC Audio Books	\$ 2,000	\$ -							0%
FIC eBooks CBA Fund		\$ 7,120			\$ -	\$ 7,120			0%
FIC eBooks General Fund		\$ 500			\$ -	\$ 500			0%
AV-DownL Aud/music/dvd/blue ray Gen.		\$ 8,000			\$ -	\$ 8,000			0%
Adult Non-Fiction-General Fund	\$ 6,486	\$ 1,000	\$ 3		\$ 3	\$ 7,483			0%
Non-FIC eBooks CBA Fund		\$ 3,500			\$ -	\$ 3,500			0%
Non-Fiction-CBA Fund		\$ 5,000	\$ 3,034	\$ 720	\$ 3,754	\$ 1,246	\$ 841		75%
Non-Fiction eBooks General Fund		\$ 500			\$ -	\$ 500			0%
Audio video/music/dvd/blue ray - Gen.	\$ 1,670	\$ 45,000	\$ 7,906	\$ 6,285	\$ 14,191	\$ 32,479	\$ 2,188		30%
Subtotal for Steele	\$ 18,383	\$ 205,150	\$ 31,786	\$ 21,037	\$ 52,070	\$ 166,963	\$ 4,974		24%
<b>Big Flats Library</b>	\$ 2,105	\$ 19,961	\$ 4,195	\$ 2,700	\$ 6,895	\$ 15,171	\$ 2,286		31%
<b>Bookmobile</b>	\$ 175	\$ 5,253	\$ 1,740	\$ 511	\$ 2,251	\$ 3,177	\$ 916		41%
<b>West Elmira Library-incl. Rentals</b>	\$ 276	\$ 19,961	\$ 7,880	\$ 2,434	\$ 10,314	\$ 9,923	\$ 2,263		51%
<b>Horseheads Free Library-Adult</b>	\$ 996	\$ 18,300	\$ 6,412	\$ 3,580	\$ 9,992	\$ 9,304	\$ 2,220		52%
HFL- AV		8,000	\$ 4,284	\$ 884	\$ 5,168	\$ 2,832	\$ 582		65%
HFL - Books Plus	\$ 911	\$ -			\$ -	\$ 911			0%
HFL - Juvenile		\$ 15,724	\$ 6,980	\$ 5,669	\$ 12,649	\$ 3,075	\$ 2,586		80%
<b>VanEtten Library</b>	\$ 157	\$ 5,202	\$ 1,336	\$ 446	\$ 1,782	\$ 3,576	\$ 686		33%
Subtotal for other libraries	\$ 4,619	\$ 92,401	\$ 32,827	\$ 16,226	\$ 49,053	\$ 47,968	\$ 11,537		51%
<b>GRAND TOTALS</b>	\$ 23,002	\$ 297,551	\$ 64,613	\$ 37,263	\$ 101,123	\$ 219,430	\$ 16,512		32%

Report does NOT include any Amazon on order



The Chemung County Library District, with the Central Library (Steele Memorial) and branches in Big Flats, the Bookmobile, Horseheads, Van Etten, West Elmira, and on the web at [www.ccl.d.lib.ny.us](http://www.ccl.d.lib.ny.us)

**Chemung County Library District – Summer Hours  
Monday, May 19, 2014 – Saturday, September 6, 2014**

Our Libraries	Monday	Tuesday	Wednesday	Thursday	Friday
Big Flats Branch 78 Canal Street Big Flats, NY 14814 607-562-3300	12pm - 5pm	12pm - 8pm	10am - 6pm	10am - 6pm	12pm - 5pm
Horseheads Branch 405 South Main Street Horseheads, NY 14845 607-739-4581	9am - 8pm	9am - 8pm	9am - 8pm	9am - 5pm	9am - 5pm
Central Library 101 East Church Street Elmira, NY 14901 607-733-9173	9am - 9pm	9am - 9pm	9am - 9pm	9am - 9pm	9am - 5pm
Van Etten Branch 83 Main Street Van Etten, NY 14889 607-589-4755	1pm - 5pm	Closed	1pm - 7pm	Closed	11pm - 5pm
West Elmira Branch 1231 West Water Street Elmira, NY 14905 607-733-0541	12pm - 8pm	12pm - 5pm	10am - 6pm	10am - 6pm	12pm - 5pm
Mobile Library (Bookmobile)	Visit the online schedule or call 738-2476				

Central Library Customer Service: 733-9173

Business Office: 733-8607  
Director's Office: 733-8611  
Central Library Fax: 733-9176

Central Library Reference Services: 733-9175  
Central Library Genealogy Research: 733-8602  
Horseheads Branch Fax: 739-4592

Library District Website: [www.ccl.d.lib.ny.us](http://www.ccl.d.lib.ny.us)

**Document #2014-27**

**Report of the May 6<sup>th</sup>, 2014 meeting of Executive Committee members:**

The May meeting of the Executive Committee of the Chemung County Library District was cancelled due to not having a quorum. Committee members – Mr. Roberts, Ms. Reynolds and Ms. Cook – met on May 6<sup>th</sup>, 2014 to review invoices to be paid at the beginning of the month.

Ms. Santulli presented the Unpaid Bills Detail dated 5/6/14 for the General Fund in the amount of 37,608.26 and for the Grant Fund - \$759.81. The bill list includes a partial payment of \$5,000 to the auditing firm, EFP Rotenberg, for the 2013 audit. Ms. Reynolds moved, seconded by Ms. Cook to pay the bills as listed. Motion Carried.

## Personnel Actions

### Appointments

May 28 Kelly Jo Brown, Clerk – probation ends  
June 3 Suzanne Myers, Page – probation ends  
June 4 Melissa Neuffer, Page – probation ends  
June 10 Emily Kinney, Page – probation ends

### Raises as per CCLD/CSEA Contract

April 21	Nancy Bird, Page	Step 5 to 6
May 1	Lewis Murray, Laborer	Step 2 to 3
May 9	Amanda Zell, Clerk	Step 2 to 3
May 11	Caroline Poppendeck, Librarian 1	Step 4 to 5
May 15	Lynda Page, Clerk	Step 1 to 2
May 18	Pam Lee, Clerk	Step 4 to 5
May 20	Michelle Erickson, Clerk	Step 2 to 3
May 28	Kelly Jo Brown, Clerk	Step E to 1
June 3	Suzanne Myers, Page	Step E to 1
June 4	Melissa Neuffer, Page	Step E to 1
June 10	Emily Kinney, Page	Step E to 1
June 11	Sue Schoeffler, Clerk	Step 5 to 6
June 28	Chris Felsburg, Clerk special rate	Step 1 to 2

### Leave

Tentatively June 23 Kelly Brown – off on maternity leave till end of August



**12 Classes being taught in 2014 by TechULearn, LLC. --**  
**<http://www.techulearn.org/>**

TechULearn prefers to use open source programs available to the public from their home computers rather than programs that are expensive for patrons to purchase.

**2 hour classes 6:00-8:00pm – class limit 12 per session (unless students pair up 2 to computer)**

- **May 15 (Thursday) Fitness Wellness Class** – TechULearn - food tracking, activity tracking, Nike/Fitbit - **1 session**
- **May 21 (Wednesday) Road Tripping** – time to plan your summer family road trip – plan, organize and discover great places to visit - – limited to 12 participants -- **1 session**
- **August 18, 20 and 25 (Monday, Wednesday, Monday) 3 sessions – Video Game Design** -- *will charge \$10 per session (Kudu video game maker? Gamestar mechanic.com*
- **September 17 and 18 (Wednesday, Thursday) 2 sessions – Podcasting** – *will charge \$10 per session*
- **September 24 and October 1 (Wednesdays) – 2 sessions – Digital Photography Basics and Advanced** – *will charge \$10 per session*
- **October 8, 15, and 22 –(Wednesdays) 3 sessions – Digital Storytelling** – *will charge \$10 per session*

## District Wide Calendar of Events

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<u>1</u> <u>Week</u> <u>23</u>	<u>2</u> 1:00 PM - 3:00 PM <a href="#">West - Bridge</a>	<u>3</u> 1:00 PM - 2:30 PM <a href="#">Steele - Facebook for Beginners</a> 3:00 PM - 4:00 PM <a href="#">Steele - Teen Manga Club</a>	<u>4</u> 10:00 AM - 3:00 PM <a href="#">Steele - Chess Club</a> 1:00 PM - 3:00 PM <a href="#">Steele - Basic Computer Class</a> 2:30 PM - 4:30 PM <a href="#">West - Lego Club--Science Creations</a>	<u>5</u> 1:00 PM - 3:00 PM <a href="#">West - West Craft</a> 3:00 PM - 3:30 PM <a href="#">West - Celebrate 150yrs of Elmira</a>	<u>6</u> 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> 1:00 PM - 3:00 PM <a href="#">West - Bridge</a>	<u>10</u> 1:00 PM - 2:30 PM <a href="#">Steele - Tablet Talk - Learn to use your device!</a> 6:00 PM - 8:00 PM <a href="#">Steele - Microsoft Excel Part 3</a> 6:00 PM - 8:00 PM <a href="#">Steele - TEEN Open Mike Night</a>	<u>11</u> 10:00 AM - 3:00 PM <a href="#">Steele - Chess Club</a> 2:30 PM - 4:30 PM <a href="#">West - Lego Club--Science Creations</a>	<u>12</u> 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>	<u>13</u> 1:00 PM - 3:00 PM <a href="#">West - Bridge</a>	<u>14</u>
<u>15</u> <u>Week</u> <u>25</u>	<u>16</u> 1:00 PM - 3:00 PM <a href="#">West - Bridge</a>	<u>17</u> 1:00 PM - 2:30 PM <a href="#">Steele - Facebook for Beginners</a> 6:00 PM - 8:00 PM <a href="#">Steele - Microsoft Excel Part 4</a>	<u>18</u> 10:00 AM - 3:00 PM <a href="#">Steele - Chess Club</a> 1:00 PM - 3:00 PM <a href="#">Steele - Basic Internet Class</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>	<u>19</u> 1:00 PM - 3:00 PM <a href="#">West - West Craft</a> 3:00 PM - 4:00 PM <a href="#">West - West Elmira Library Book Club</a> 6:00 PM - 8:00 PM <a href="#">CCLD Board of Trustees Meeting</a>	<u>20</u> 1:00 PM - 3:00 PM <a href="#">West - Bridge</a>	<u>21</u>
<u>22</u> <u>Week</u> <u>26</u>	<u>23</u> 1:00 PM - 3:00 PM <a href="#">West - Bridge</a>	<u>24</u> 1:00 PM - 2:30 PM <a href="#">Steele - Tablet Talk - Learn to use your device!</a> 6:00 PM - 8:00 PM <a href="#">Steele - Teen Hang out Time!</a>	<u>25</u> 10:00 AM - 3:00 PM <a href="#">Steele - Chess Club</a> 1:00 PM - 3:00 PM <a href="#">Steele - Web-Based Email Class</a>	<u>26</u> 1:00 PM - 3:00 PM <a href="#">West - West Craft</a>	<u>27</u> 1:00 PM - 3:00 PM <a href="#">West - Bridge</a>	<u>28</u>
<u>29</u> <u>Week</u> <u>27</u>	<u>30</u> 1:00 PM - 2:00 PM <a href="#">Steele - 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>	<u>1</u>	<u>2</u>			