



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.cclld.lib.ny.us

Agenda

The September 2014 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, September 18, 2014 at 6:00 pm at the **Big Flats Library, 78 Canal Street, Big Flats, New York**. The agenda for the meeting is listed below. If you are unable to attend, please inform Mr. Roberts (271-9625) or Mrs. Santulli (733-8607).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2014-48) and
4. Treasurer's report
 - a) Financial report (document #2014-49)
 - b) Report of Unpaid Bills Detail (document #2014-50)
5. Correspondence
6. President's report
 - Reminder** of the Annual Meeting & Conference of the Southern Tier Library System
7. Director's Report:
8. Committee reports:
 - a) Executive Committee (Roberts)
 - 1) Report of the Committee meeting (document #2014-51)
 - b) Budget & Finance Committee (Cook)
 - 1) Report of the Committee meeting (document #2014-52)
 - c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document #2014-53)
 - d) Personnel Committee (Cady)
 - 1) Report of the Committee meeting (document #2014-54)

CONSENT ITEM Approval of Personnel Actions (to be distributed)
9. Old business
10. New business
11. Period for public expression
12. Executive Session for legal advice
13. Adjournment

(Minutes of the AUGUST 2014 meeting of the Chemung County Library District Board of Trustees. Document #2014-48)

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

The meeting was held on Thursday, August 21st, 2014 at the Steele Memorial Library, 101 East Church Street, Elmira, New York. President Richard Roberts called the meeting to order at 6:00pm. Present were Ann Hayes, Georgia Reynolds, Marge Kappanadze, Sue Cook, Juan Jones, Rachel Dworkin, Mike Muldoon, Bonnie Chollet and Jessica Roberts. Excused: Ann Cady and Jim Hare. Absent: Tim Blandford.

Minutes. The minutes of the July 2014 meeting (Document #2014-42) were presented for board review. The minutes were approved by unanimous consent as amended with the number of signers on the petition submitted at the July meeting.

Financial Report. The July 31st, 2014 Financial Report (Document #2014-43) was presented for board review. By unanimous consent, the July Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills. (Document #2014-44). By unanimous consent, the board authorizes the payment of the unpaid bills dated 8/6/14 General Fund – 45,302.49 and Grant Fund \$916.58; the unpaid bills dated 8/13/14 General Fund - \$18,914.10 as distributed.

Correspondence. None.

Director's Report. CONSENT ITEM – Approval of the Fall-Winter hours. Ms. Dworkin moved, seconded by Mr. Jones to approve the Library District's Fall / Winter hours schedule with the Horseheads schedule being amended to show hours on Wednesdays from 12noon to 8pm. Motion Unanimously Approved.

President's Report. CONSENT ITEM – Approval of the CCLD Whistleblower Policy. Ms. Dworkin moved, seconded by Ms. Roberts to approve the Library District's Whistleblower Policy as submitted in writing on August 21st, 2014. Motion Unanimously Approved.

CONSENT ITEM – Approval to the CCLD ByLaw Changes. Ms. Dworkin moved, seconded by Ms. Reynolds to approve the following changes to the Library District ByLaws:

Article IV Section 2 - changed the number of trustees required to call a special meeting. Removed reference to "currently serving" trustees

Article IV Section 3 - change number of trustees required for a quorum and added the number of votes needed to approve a motion per legal advice

Article VI Section 4 - removed this section to eliminate the requirement for 4 members in the committees, per legal advice.

Motion Unanimously Approved.

CONSENT ITEM – Nomination of Denise King to STLS Board of Trustees. Ms. Reynolds moved, seconded by Ms. Kappanadze to nominate Denise King for appointment to a second 5-year term on the board of the Southern Tier Library System. Motion Unanimously Approved.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2014-45). President Roberts stated that the Library District has been informed that the Chiller at the Steele Library has been malfunctioning and will need to be replaced soon. An estimate of cost to replace it has come in at \$277,000.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was distributed in writing to the board (Document #2014-46). Ms. Cook stated that the proposed 2015 Budget will be discussed in Executive Session prior to being made public.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was distributed in writing to the board (Document #2014-47). Mr. Muldoon stated that the low bidder for the Steele Library Masonry Restoration project has not submitted required paperwork and needs to be removed from the project. The bid would then go to the next lowest bidder – Charles T. Driscoll. The awarding of the bid to Driscoll increases the Library District’s share of the project by \$22,317.

CONSENT ITEM – Approval to change acceptance of bids for Masonry Restoration Project at the Steele Library. Mr. Muldoon moved, seconded by Ms. Hayes to adopt the following resolution:

WHEREAS, at its April 17, 2014 meeting, the Chemung County Library District board of trustees approved the low bid of \$46,000 from BR Restoration for the Masonry Restoration project at the Steele Memorial Library and WHEREAS, BR Restoration has failed since that date to submit their performance and payment bond documentation for the project; NOW THEREFORE BE IT RESOLVED that the Library District withdraws its approval of BR Restoration’s bid and dismisses the bid as of August 21, 2014. BE IT FURTHER RESOLVED, that the Library District accepts the next lowest responsible bid for the Masonry Restoration project in the amount of \$68,317 from Charles T. Driscoll Masonry and awards the contract to Driscoll effective August 21, 2014. Motion Unanimously Approved.

Regarding the Horseheads Library re-paving project, the low bidder, Spencer Paving has requested a change order in its bid in the amount of \$942 due to the rising cost of asphalt. Mr. Muldoon stated that the Committee will request that Spencer Paving send proof of the cost increase prior to the approval of this request. With the increase, Spencer Paving is still the lowest bidder on the project.

Personnel Committee. CONSENT ITEM For transparency reasons, Ms. Santulli is requesting approval of Personnel Actions. This list will be discussed in Executive Session.

Old Business. None

New Business. None

Public Expression. Cindy Emmer, STLS board member, stated that the Southern Tier Library System’s annual meeting is scheduled for October 7th at Watson Homestead. The meeting will include training for library board members as well as a social time for member libraries.

Deb Brimmer and Jason Mendoza presented information to the board regarding an upcoming “Maker Faire” being held on September 20th at the Steele Library. The Steele Memorial Library has created a new Makerspace called “Lab Central” which is made up of 3 discrete labs within the building, each with its own focus. The Broadcast Lab allows patrons to videotape themselves with a green screen and audio equipment. This lab also houses a workstation where videos can be edited – it also serves as a Podcasting station. The second lab is a Tinker Lab. It houses a 3 D printer, 2 Arduino stations and 3 sewing machines with plans to add more items as this lab gets finalized. The third lab is our Tech Lab with 23 computers and a Smartboard. This lab is used for general technology training but is currently being expanded to include photography, graphic design, game design and other digital arts. The “Maker Faire” is an event that celebrates arts, crafts, engineering, science projects and Do-It-Yourself (DIY) projects. Lab Central has its own Mission Statement. As interest in these labs grows, it will be necessary to form a “Makerspace Advisory Group” whose responsibilities will include, but not limited to, recruiting volunteers, finding funding, recommending purchases, encouraging community involvement and assisting in event planning and execution. Members will be selected the last week of October with terms to last only one year. Ms. Brimmer stated she would like to have 7 – 12 members on this Advisory Group to include at least one CCLD board member.

EXECUTIVE SESSION – Ms. Chollet moved, seconded by Mr. Jones to move into Executive Session to discuss the proposed 2015 Library District budget, Personnel Actions and Union Negotiations. Motion Unanimously Approved. Ms. Kappanadze moved, seconded by Ms. Cook to come out of Executive Session. Motion Unanimously Approved.

Ms. Reynolds moved, seconded by Ms. Roberts to adopt the proposed 2015 Library District budget as presented in writing to the board. Motion Unanimously Approved.

Ms. Roberts moved, seconded by Mr. Muldoon to approve the staff contracts as amended. Motion Unanimously Approved.

Ms. Chollet moved, seconded by Ms. Cook that the Board of Trustees approves the list of personnel actions as submitted to the board in writing. Motion Unanimously Approved. A copy of this list will be included with the original of these minutes.

Ms. Hayes moved, seconded by Ms. Roberts to approve the hiring of J. Mendoza as a temporary part-time Microcomputer Specialist, said appointment to end December 31, 2014. Motion Unanimously Approved.

Ms. Reynolds moved, seconded by Ms. Roberts to hire Molly Bailey as an HR Consultant at a rate of \$75 per hour on an as needed basis, said appointment not to exceed \$3,000 or 40 hours. VOTE: 9 Yes. 1 No. Motion Carried.

The meeting was adjourned at 9:12pm. The next regular meeting of the board will be held on Thursday, September 18th, 2014 at 6:00pm at the **Big Flats Library, 78 Canal Street, Big Flats, New York.**

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2014-49)

Financial Report - AUGUST 31, 2014

Income	2014 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 67,600	\$ 55,160	\$ 12,440	82%		Includes \$2,500 refund from Cummins-BKM repairs in 2013
Grants (other than N.Y.S.)	\$ -	\$ 16,728				
Foundation Contributions	\$ 165,000	\$ 61,061	103,939	37%		STLS - Literacy Training \$4,048, CCLD Friends \$5,105, Friends of HH \$7,200
Library District Tax Receipts	\$ 2,636,994	\$ 2,637,341		100%		2014 Distributions Steele \$40K, HH \$21,061 (incl laptop purchase), ARTS \$375
PILOT Funds	\$ 31,850	\$ 53,492		168%		
Interest on Investments	\$ 3,000	\$ 903	2,097	30%		
State Aid						
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	\$ 53,533		3346%		2014/15 project at Steele (90%)
TOTAL INCOME	\$ 3,091,088	\$ 2,881,733	\$ 300,005	93%	67%	
Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
Personnel						
Salaries	1,346,099	\$ 853,154	\$ 492,945	63%		Includes Retiree payout of \$13,288
Holiday Overtime Salaries	7,035	\$ 2,799	4,236	40%		
Employee Benefits						
FICA	102,865	\$ 66,073	\$ 36,792	64%		
NY State Retirement	282,645	\$ 192,356	\$ 90,289	68%		
Medical & Dental	406,411	\$ 277,127	\$ 129,284	68%		includes County for RunOff paid in full
Other (Disability, Wk. Comp, Unemp)	20,844	\$ 33,145	\$ (12,301)	159%		Wk Comp/Disability - paid annual invoice
Subtotal - Personnel Expenses	2,165,899	\$ 1,424,654	\$ 741,245	66%	67%	
Contractual						
Equipment	17,007	\$ 17,007	0	100%		Total \$4,454 incl. Computer purchases, HH Foundation \$1,061; MakersSpace \$3,393 pd by Grant
Telephone	11,950	\$ 8,848	3,102	74%		Paid annual fee for several accounts
Supplies						
Travel & Continuing Education	36,850	\$ 36,850	0	100%		Total \$20,723 incl. \$10,347 pd by Grant for EarlyLit & MakersSpace at Central, \$1,241 pd by HH Foundation, MKT Comm \$203; new Library Card supply \$5,851; Friends of CCLD \$2,755; HH Friends \$326
Repairs & Maintenance	18,170	\$ 7,120	11,050	39%		Rec'd \$825 - partial reimb from STLS for Cont Ed Day
Postage	41,545	\$ 27,352	14,193	66%		
Library Materials (books, video, etc.)	2,625	\$ 668	1,957	25%		
Utilities	297,551	\$ 164,417	133,134	55%		Gift Funds \$514
Building Supplies/Maintenance	72,440	\$ 48,505	23,935	67%		includes 4th Qtr 2013
Fuel, Gas & Oil (Bookmobile)	16,825	\$ 12,829	3,996	76%		Total \$2,212 incl. HH Foundation \$720; HH Friends \$1,492
Insurance	4,000	\$ 2,719	1,281	68%		
Vehicle Operation / Maintenance	26,500	\$ 26,500	0	100%		Incl. \$11,794 Flood Insurance + three of four installments other insurance
Professional Fees (audit, engineer/legal fees)	1,000	\$ -	1,000	0%		
Data Processing Expenses (Cost Share)	29,175	\$ 26,441	2,734	91%		incl. \$7,500 for audit
Payment of Taxes	113,385	\$ 59,782	53,603	53%		1st qtr paid to STLS, VPN svc to Time W paid for year
Library Programming	4,775	\$ 4,643	132	97%		
Chemung County costs (B&G, vision)	27,500	\$ 27,500	0	100%		Total \$7,061 incl. Friends of CCLD \$3,871, VE grant \$390, HH Friends \$1,132, Gifts \$1,049, MKT Comm \$244; ARTS \$375
Capital Improvements STATE CONST see below	16,000	\$ 8,488	7,512	53%		
Contingency Fund	10,000	\$ 6,671	3,329	67%		Incl Project Manager - const. projects; HH project pd by Foundation \$1,995
Debt Service	53,066	\$ 23,231	29,835	44%		Used for Insurance \$6,951; Equip \$1,094; Supply \$10,572; Programs \$4,614
Subtotal Expenses	\$ 3,028,488	\$ 1,965,337	\$ 1,063,151	65%	67%	
TOTAL EXPENSES	\$ 3,028,488	\$ 1,987,401				

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of September 10, 2014

Document #2014-50

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Grey House Publishing			
	09/09/2014	Reference Material	154.00
Total Grey House Publishing			<u>154.00</u>
			<u>154.00</u>

Unpaid Bills Detail

As of September 3, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	09/03/2014	Purchases 7/10-8/8 - all libraries	3,646.01
Total Amazon Credit Plan			<u>3,646.01</u>
American Library Association			
	09/02/2014	annual dues Library Director-replace ck 8144	133.00
Total American Library Association			<u>133.00</u>
Cengage Learning, Inc.			
	09/03/2014	Fiction Purchases-Central/WE	87.71
Total Cengage Learning, Inc.			<u>87.71</u>
Chemung Canal Trust Company			
	09/03/2014	AUG purchases - Early Lit Adult SRC	671.89
Total Chemung Canal Trust Company			<u>671.89</u>
Deborah L. Brimmer			
	09/02/2014	mileage reimb 8/7-8/26	150.64
Total Deborah L. Brimmer			<u>150.64</u>
Demco, Inc.			
	09/02/2014	book labeling tape for ST	57.40
Total Demco, Inc.			<u>57.40</u>
Earle's Ice Cream			
	09/02/2014	Summer Reading Club final party	952.00
Total Earle's Ice Cream			<u>952.00</u>
Eastern Copy Products			
	09/02/2014	Central copy charges 3rd Qtr	613.28
Total Eastern Copy Products			<u>613.28</u>
First Transit			
	09/02/2014	Bookmobile fuel - 6/27-7/24	411.80
Total First Transit			<u>411.80</u>
Glenice Peel			
	09/02/2014	mileage reimb 8/4-8/28	122.92
Total Glenice Peel			<u>122.92</u>
Hornell Public Library			
	09/02/2014	payment for damaged DVD pd by patron-ST	20.00
Total Hornell Public Library			<u>20.00</u>
Imperial Door Controls, Inc.			
	09/02/2014	Equip not covered under Maint Agmt BF/WE	153.54
Total Imperial Door Controls, Inc.			<u>153.54</u>
Ingram Library Services			
	09/03/2014	Library materials - Sept statement	8,008.83
Total Ingram Library Services			<u>8,008.83</u>

Unpaid Bills Detail

As of September 3, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Margeson's Landscaping Inc.			
	09/02/2014	HFL mowing June/July + trimming shrubs	325.00
Total Margeson's Landscaping Inc.			<u>325.00</u>
Michael Truesdail			
	09/02/2014	Mileage reimb 7/8-8/27/14	76.39
Total Michael Truesdail			<u>76.39</u>
MicroMarketing			
	09/02/2014	book purchase Non Fiction	54.00
Total MicroMarketing			<u>54.00</u>
MidWest Tape			
	09/03/2014	DVD/Audio purchases - HH/WE/ST	1,030.96
Total MidWest Tape			<u>1,030.96</u>
New York Library Association (NYLA)			
	09/02/2014	CCLD Director Membership Dues for 2014/15	132.00
Total New York Library Association (NYLA)			<u>132.00</u>
Random House, LLC			
	09/03/2014	AV purchases - Steele	165.00
Total Random House, LLC			<u>165.00</u>
Recorded Books			
	09/03/2014	DVD order July/Aug	923.60
Total Recorded Books			<u>923.60</u>
Staples Credit Plan			
	09/02/2014	IT external drives & BF office/copier supply	232.82
Total Staples Credit Plan			<u>232.82</u>
Sue Schoeffler			
	09/02/2014	mileage reimb 6/16-8/7/14	43.12
Total Sue Schoeffler			<u>43.12</u>
The New York Times			
	09/02/2014	Central annual subscription 8/10/14-8/8/15	878.80
Total The New York Times			<u>878.80</u>
The Wall Street Journal			
	09/02/2014	1 Year Subscription for ST	374.40
Total The Wall Street Journal			<u>374.40</u>
W. B. Mason Co, Inc.			
	09/02/2014	office supplies	253.04
Total W. B. Mason Co, Inc.			<u>253.04</u>
			<u><u>19,518.15</u></u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of September 10, 2014

Document #2014-50

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
A-Verdi, LLC			
	09/10/2014	Rental fee storage units HH 8/27-9/23	178.00
Total A-Verdi, LLC			<u>178.00</u>
Affordable Library Products			
	09/10/2014	security tags-Steele	440.00
Total Affordable Library Products			<u>440.00</u>
American Library Association			
	09/10/2014	storytelling workshop registration	175.00
Total American Library Association			<u>175.00</u>
Andrew Smith			
	09/10/2014	Patron refung	12.99
Total Andrew Smith			<u>12.99</u>
Capabilities, Inc.			
	09/10/2014	Library Cleaning - HFL, WE, & BF AUG	1,008.00
Total Capabilities, Inc.			<u>1,008.00</u>
CCLD Petty Cash			
	09/10/2014	Petty Cash WE/BF/HH	311.61
Total CCLD Petty Cash			<u>311.61</u>
Chemung County Treasurer			
	09/10/2014	Debt Service 3rd Qtr payment	15,556.19
Total Chemung County Treasurer			<u>15,556.19</u>
CHILDREN'S PLUS INC.			
	09/10/2014	Books Purchased - BF	852.05
Total CHILDREN'S PLUS INC.			<u>852.05</u>
Deluxe Business Checks and Solutions			
	09/10/2014	checkbook supply	284.84
Total Deluxe Business Checks and Solutions			<u>284.84</u>
EBSCO Information Services			
	09/10/2014	HH magazine subscription	507.99
Total EBSCO Information Services			<u>507.99</u>
Envisionware, Inc.			
	09/10/2014	Annual Maint. agreement 8/14-8/15	1,563.68
Total Envisionware, Inc.			<u>1,563.68</u>
Fire Alarm Service Technology, Inc.			
	09/10/2014	fire alarm monitoring ST	330.00
Total Fire Alarm Service Technology, Inc.			<u>330.00</u>
First Transit			
	09/10/2014	Bookmobile fuel - 7/28-8/15	499.82
Total First Transit			<u>499.82</u>

Chemung County Library District General Fund

Document #2014-50

Unpaid Bills Detail

As of September 10, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Horseheads Do It Center			
	09/10/2014	HH - cleaning supplies	9.27
Total Horseheads Do It Center			<u>9.27</u>
Jamex, Inc.			
	09/10/2014	Copy cards for Jamex machines - Steele	508.00
Total Jamex, Inc.			<u>508.00</u>
JanWay Company USA, Inc.			
	09/10/2014	mouse pads/flash drives all libraries	2,217.77
Total JanWay Company USA, Inc.			<u>2,217.77</u>
Montour Falls Library			
	09/10/2014	Payment for Lost book	30.00
Total Montour Falls Library			<u>30.00</u>
Perry & Carroll, Inc.			
	09/10/2014	Liability/bldg insurance FINAL installment 2014	4,991.00
Total Perry & Carroll, Inc.			<u>4,991.00</u>
Petty Cash-Steele			
	09/10/2014	Postage/Teen/BKM/WE/VE programming/mileage	411.72
Total Petty Cash-Steele			<u>411.72</u>
Reliable Computer Products			
	09/10/2014	WE printer/fax, BKM printer, ADMIN	794.93
Total Reliable Computer Products			<u>794.93</u>
Research Technology International			
	09/10/2014	supplies for cleaning CD/DVDs-ST	141.25
Total Research Technology International			<u>141.25</u>
SmileMakers			
	09/10/2014	Program supplies - WE	75.36
Total SmileMakers			<u>75.36</u>
Southern Tier Library System			
	09/10/2014	processing fees all libraries JULY	846.05
	09/10/2014	Freegal Membership 2014	3,157.70
	09/10/2014	Cost Share 3rd Quarter all libraries	26,641.75
Total Southern Tier Library System			<u>30,645.50</u>
The Leader			
	09/10/2014	Steele annual subscription	283.20
Total The Leader			<u>283.20</u>
Town of Big Flats			
	09/10/2014	BF -Water Bill 5/7-8/7	28.75
Total Town of Big Flats			<u>28.75</u>
Unique Management Services, Inc.			

Chemung County Library District General Fund

Document #2014-50

Unpaid Bills Detail

As of September 10, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
	09/10/2014	AUG collection notices	<u>456.45</u>
Total Unique Management Services, Inc.			456.45
Verizon			
	09/10/2014	phone svc ST/WE - 3 mo pymt	<u>1,385.22</u>
Total Verizon			1,385.22
Wegmans Food Markets Inc.			
	09/10/2014	Program Supplies ST JUV/Teen	<u>70.47</u>
Total Wegmans Food Markets Inc.			<u>70.47</u>
			<u><u>63,769.06</u></u>

Document #2014-51

Report of the September 3rd, 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, September 3rd, 2014. Attending the meeting were Richard Roberts, Georgia Reynolds, Marge Kappanadze; and Joan Santulli, CCLD management. The meeting opened at 6:00pm.

President Roberts stated that board members should attempt to attend the annual meeting of the Southern Tier Library System being held on October 7th at the Watson Homestead. This year's meeting includes some workshops as follows: **Session I: Fundraising for Trustees or Retail Management Strategies for Enhanced Library Service** **Session II: Sustainable Funds for the Future or Engaging Library Users and Community Through Social Media.** The Library District will pay for registration of board members. Please inform Ms. Santulli of your intention to attend by September 30th, 2014.

Ms. Santulli informed the Committee of a Worker's Compensation case that was closed in December of 2013 has been re-opened and will be going to court sometime in September. This case is being handled by the insurance company's attorney. A settlement has been proposed that will close the case and not allow it to be re-opened again.

Ms. Santulli presented the Unpaid Bills Detail dated 9/3/14 for the General Fund in the amount of \$19,518.15. Ms. Kappanadze moved, seconded by Ms. Reynolds to pay the bills as listed. Motion Carried.

The meeting adjourned at 6:20pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, October 1st, 2014 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2014-52

Report of the September 10th, 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, September 10th, 2014. Attending the meeting were CCLD board members Sue Cook, Marge Kappanadze and Community Member Robin Fitzgerald. Also attending was Joan Santulli, CCLD Administration. The meeting opened at 8:00am.

Ms. Santulli presented the August 31st, 2014 Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Santulli presented the 9/10/14 Unpaid Bills Detail for the General Fund bills totaling \$63,769.06 and the Grant Fund in the amount of \$154.00. General Fund invoices include the 3rd Quarter payments for Cost Share and Debt Service and the final 2014 payment for the Library District's liability insurance. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

Ms. Santulli reported that the last two of the CDARs mature this week and the "Insured Cash Sweep" program at the Chemung Canal Trust Company will need to be set up as soon as the board gives approval. This program was discussed by the board at the April 2014 meeting. 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.

The meeting adjourned at 8:20am. The next meeting of the Budget & Finance Committee will be held on Wednesday, October 8th, 2014 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2014-53

Report of the September 3rd, 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, September 3rd, 2014. The meeting opened at 5:00pm. Present were Mr. Muldoon, Mr. Hare, Ms. Hayes and Mr. Roberts. Also attending was Joan Santulli, CCLD Management. The meeting opened at 5:00pm.

The Committee reviewed a confirmation email regarding the Horseheads Paving Project that proved the change order for increased material costs as requested by Spencer Paving was a justifiable cost. The Committee approved the extra \$942 which brings the total cost of the paving project to \$23,870. This will be sent to the full board for their approval. Ms. Santulli gave an update on some piping and drainage problems found during the Interior Renovation Project. Bob Dieterle, Supervisor of the Chemung County Buildings & Grounds Department has already checked out the issues and is recommending options to correct them.

The Library District is still awaiting the contract with C. J. Driscoll for the Masonry Project at the Steele Library.

The Committee reviewed a Proposal from Foor & Associates for professional services for the Elevator Project at the Steele Memorial Library. The proposal is in the amount of \$22,000. The Committee members felt that this proposal seemed to be higher than necessary and suggested sending out a Request for Proposal (RFP) to Fagan Engineering, Foor & Associates, Hunt Engineers and Elmira Structures with a due date to be returned by October 10, 2014. The Committee will meet at 5pm on October 16th, just prior to the board meeting to review the proposals so a recommendation can be made to the full board.

Ms. Santulli gave an update on the HVAC project at the Steele Library. The contractor will begin work on Monday, September 15th and will be working from 9pm until 7am. The project is expected to take 7 days. Ms. Santulli will contact the Fire Alarm / Security firm to take the system down for those days and will contact the Elmira Police Department to make them aware of this overnight work schedule. Gary Morenus, Chemung County Buildings & Grounds will monitor the work being done by Indoor Air Technologies, a sub-contractor for Kimble, Inc.

The meeting adjourned at 5:40pm. The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, October 1st, 2014 at 5pm in the Petrie Conference Room at the Steele Memorial Library.

Document #2014-54

Report of the September 9th, 2014 meeting of the Personnel Committee of the Chemung County Library District:

A meeting of the Personnel Committee of the Chemung County Library District was held on Tuesday, September 9th, 2014. Attending the meeting were Richard Roberts, Georgia Reynolds, Marge Kappanadze, Ann Cady and Rachel Dworkin. The meeting opened at 6:00pm.

The committee discussed the responsibilities of the Personnel Committee and worked through a rough draft of these responsibilities and how we are going to achieve them. Final draft will be reviewed and discussed at the board meeting.

Steele Library September 2014 (Dates covered August 14, 2014-September 10, 2014) Activity Reports

Circulation and Steele Library Supervision- Chris Corter

New pages, Mike Roberts and Holly Melott, continue to train at the circulation desk. Newly hired page, Malinda Cross underwent orientation on September 9th and will begin regular duties on the 16th. The circulation staff has been diligent in checking materials for bed bugs which resulted in 2 more sightings. ACME Pest will spray the discharge station and inside return box every month.

New librarian, Maggie Young, has begun duties and is in training in the adult services department. She has been given tours of the Steele departments, has had experience at the circulation desk and is shadowing librarians to acquaint her with the library's daily functions. Maggie has been given a list of her job duties and goals for the first 3 months. I will be checking in with Maggie often to assure that she is on track with training and responsibilities. I also intend to take her to West Elmira branch for a tour very soon. Once Owen is ready, he can give her tours of the other branches. She is doing very well and will be a fine addition to our team.

The Horseheads staff has been working at Steele during their closing weeks and has been invaluable to us. Not only have they helped with routine circulation duties and to train new staff, they've also kept returned Horseheads items organized, boxed, and ready to be shelved once their library is reopened. We thank them for their hard work at the end of our busy summer.

Audio/Visual – Brian Harris

Audio/DVD circulation continues to break the 1000 item circ. each month. The weeding of the Music CD's is coming along slowly and looking into recruiting a volunteer to help with this task. New AV items have a link on our website. The items listed are not all that is being processed, just too many to list. I have worked with Joan in purchasing heavy duty Audio CD cases, but had to be put off at this time because of the high cost.

Reference/ Adult Services- Connie Ogilvie

The Adult Services Department answered 625 Reference questions on the main desk and 259 questions on the PC desk for the month of August. Our non-fiction book display for August/September is "Back to School." The display is made up of books to help parents with their school-age children. The subjects included are homework time suggestions, bullying, pre-school and kindergarten preparation, after-school activities and more! The second side of the display is books on football and soccer: playing the games, perfecting your games, and for the parents, coaching the games. Also we made a display of non-fiction books for the "Maker Faire" to be held September 20th, 2014. This display consists of books on making things, which includes crafts, photography, paper airplanes, wooden toys, sewing, quilting etc.

LH/Genealogy –Sherry Nichols

My genealogy volunteers continued to come in on a regular schedule all thru the summer. We are half way through indexing the 1963 newspapers. We are almost finished indexing the Oct-Dec 1888 newspaper. Our volunteer Michael is up to the end of Feb 2014 with putting the obituaries in Starcat. John White (volunteer) Maggie and I went up to Forest Lawn Cemetery to talk to them about John taking pictures of their burial cards. They are very excited for us to be doing an index of their cemetery burials. It means there will be a record for their burials off site and another place the public can come to get information about someone that is buried there.

Our genealogy queries took in \$150 for the month of Aug. We had a busy month with 327 rolls of newspaper and 133 vital records, 2 magazine fiche, 15 census records and 19 misc records looked at.

People have started signing up for my Beginners Genealogy Workshop on Nov 5, 2014 from 2-4 in the auditorium at Steele Memorial Library.

Social Media and Adult Programming – Jennie Lewis

Basic computer classes, taught by Owen Frank, continued in August. The edible books contest, sponsored by Friends of CCLD was rescheduled, as we did not receive enough entries. It will now take place during CCLD Maker Faire 2014 on September 20th. The end of adult summer reading club party, featuring comedian John Walton, had 12 attendees; a good time was had by all who attended.

Social Media:

August Facebook - 29 new likes; 63 posts

August Twitter - 17 new followers; 54 Tweets (6 favorited by others; 3 retweets by others)

Live posted from Twin Tiers Comic Con - received several likes, favorites, and retweets/shares from patrons and others of photos posted.

4 new blog posts in August with 19 clicks on these specific posts. There was a total of 352 views of the blog in August.

Some posts were duplicated on other social media sites such as Google+ and Flickr.

August Tumblr - 16 interactions, 10 total followers. This is a new social media site for us and is targeted to teens.

Marketing – Michelle Barrett

Worked with Deb Brimmer to get a flyer out to the local schools promoting the Maker-Faire on September 20. Once again we donated CCLD Golf Pencils to the Glove House for their Annual Golf Tournament. All libraries are currently promoting Library Card Sign-Up Month which falls every September. Patrons can get a new card or update their current account to get entered in for a chance to win. Each library will pick one winner for a special basket and then the district will be giving away a Nexus 7 to one lucky winner.

West Elmira Branch – Michelle Barrett

Storytimes are now resuming. Today, Sept 10, was our first Homeschool program of this school year. We had 49 in attendance and we covered The Declaration of Independence and the Constitution in celebration of Constitution Day which falls on September 17.

Steele Youth Notes from Aug. 14-Sept. 10, 2014 submitted by Janet Ackerman

Wed. Aug. 14 was our very successful CCLD combined Summer Reading Club Party at Eldridge Park with over 370 children and parents enjoying the festivities funded by the Friends of CCLD, including Bobby K inflatable and DJ, Science and Discovery Center experiments, prizes including CCLD Frisbees and beach balls, free books and a visit from the Bookmobile and Ice Cream Truck, and of course, a ride on the carousel. A great time was had by all, and we had a lot of positive comments from parents on how enjoyable and organized the event was....thanks to all CCLD youth staff and volunteers for working so hard on promoting this event and encouraging reading over the summer.

In preparation for our upcoming Maker Faire on Sept. 20, Janet has ordered Little Bits, and Makey-Makey, both for Youth use, which encourages children in learning STEM technology and these hands on offerings including playing a keyboard with bananas, will be demonstrated during the event.

Janet has attended 3 meetings, one with the Kinderbook committee to prepare for the Kindergarten visits for 2015, a follow up meeting with Summer Cohesion and Summer Reading Loss Committee, all agreed the summer collaboration was a great success, and a meeting of the Maker Faire Committee.

Since Janet is now in charge of Bookmobile services, effective Sept. 2014, she has worked with Chris Corter on scheduling the Bookmobile Outreach storytime schedules which will be done by the Youth staff of Steele, since Clerk Sue Schoeffler is now working at Steele Circulation.

Janet led an afternoon workshop on planning storytimes and doing storytelling on Monday Aug. 25, especially for those who are new to leading storytimes at CCLD locations, with help from Glenice Peel and Amanda Zell, engaging, interactive stories, songs and fingerplays were told to Amanda Farley, Kelly Brown, Cassie Todd, Emma Howard and Becky Jackson. Janet prepared and handed out a folder full of storytime training tidbits, resources and tips to all attending, and portions were filmed for viewing by those who could not attend.

Emma Howard and Cassie Todd have been taking down the stage Summer wall and preparing for a new Fall display. Emma will be offering a monthly Tween and school age Lego Club and Maker Club beginning in September. Cassie will resume Toddler storytime on Sept. 19.

Emma Howard received a Thank You from the Chemung Co. Youth Employment Bureau for allowing one of their students to come and work here for 6 weeks over the Summer, Emma did a great job in overseeing the teen assigned to us.

Chris Russo will be taking an online storytellers training workshop led by Rob Reid, a librarian and storyteller extraordinaire, in Sept. Chris also will be working with Janet on leading a new baby lapsit for ages 3 months-18 months starting Sept. 18.

Owen Frank Activities

August 18: Attended Horseheads Friends meeting

August 22: Visit to Big Flats Branch

August 25 - Sept 10--Vacation

Sept. 11--Received status update on the Horseheads project

Sept. 14 -- Participated in the Horseheads Friends Book sale set up.