



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

Agenda

The July 2014 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, July 17, 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. Approval of minutes (document #2014-36) and
4. Treasurer's report
 - a) Financial report (document #2014-37)
 - b) Report of Unpaid Bills Detail (document #2014-38)
5. Steele Memorial Library/Central Library
 - a) Public expression
 - b) Board Discussion
6. Correspondence
7. President's report
 - CONSENT ITEM Approval of the CCLD Whistleblower Policy (see attached)**
8. Director's Report: (**Appendix A**)
9. Committee reports:
 - a) Executive Committee (Roberts)
 - 1) Report of the Committee meeting (document #2014-39)
 - b) Budget & Finance Committee (Cook)
 - 1) Report of the Committee meeting (document #2014-40)
 - c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document #2014-41)
 - d) Personnel Committee (Cady)
 - CONSENT ITEM Approval of Personnel Actions (Appendix B)**
10. Old business
11. New business
12. Period for public expression
13. Adjournment

(Minutes of the JUNE 2014 meeting of the Chemung County Library District Board of Trustees. Document #2014-36)

Minutes of the June 2014 meeting of the Chemung County Library District Board of Trustees. The meeting was held on Thursday, June 19th, 2014 at the Van Etten Library, 83 Main Street, Van Etten, New York. President Richard Roberts called the meeting to order at 6:04pm. Present were Rita Dery, Ann Hayes, John Savash, Bonnie Chollet, Michael Muldoon, Marge Kappanadze, Juan Jones, Ann Cady, Rachel Dworkin, and James Hare. Excused: Georgia Reynolds, Sue Cook, Tim Blandford and Jessica Roberts.

President Roberts requested that in the future, board members review the board packet and if there are any questions, to contact the Administration and get answers prior to the board meeting. This will expedite the time spent at the board meeting itself.

Mr. Roberts also stated that he has met with the CCLD Attorney and was informed that the New York State rules regarding a quorum of the board is different than what is stated in the CCLD By-Laws. The rule is that the quorum is based on the number of seats – whether or not they are vacant at the time. The CCLD By-Laws need to be changed to reflect this rule. This change will be added to the Agenda for the next meeting. President Roberts also stated that in the future all votes for resolutions that are being considered need to reflect the number of Yes and No votes and the number of abstentions.

Minutes. The minutes of the May 2014 meeting (Document #2014-30) were presented for board review. The minutes were approved by unanimous consent.

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

Report of Unpaid Bills. (Document #2014-32). Ms. Cook noted that one invoice needs to be added to the list – as approved by the Buildings & Grounds Committee – Foor & Associates \$293.73. By unanimous consent, the board authorizes the payment of the unpaid bills dated 5/29/14 General Fund – 271.32; the 6/4/14 General Fund – 16,823.21 and Grant Fund \$8,455.41; the unpaid bills dated 6/11/14 General Fund - \$67,352.19 as distributed and with the additional invoice for Foor & Associates.

Correspondence. Several Thank You notes were received – from the Home Schoolers who have attended CCLD events, the EOP Headstart for the Bookmobile, from the YWCA UPK and pre-schoolers and from Diven School for the Youth Services staff. Two notices of retirement were received – P. Rogan, Librarian 2 is retiring July 5th and D. Patchett, Principal Library Clerk is retiring July 31st. President Roberts reported receiving a letter from Jim Arey, Director of the Elmira-Chemung Transportation Council thanking CCLD for the use of two of our libraries to hold their visioning workshops in May.

President's Report. CONSENT ITEM Appointing a Secretary to the Board of Trustees. RESOLVED by Mr. Hare, seconded by Ms. Dery to appoint Rachel Dworkin as the Secretary for the CCLD Board of Trustees. VOTE: 10 Yes. 1 Abstention.

Director's Report. Mr. Shaw stated that most of the items in his report were included in the board packet. He discussed the following:

- CCLD Issues. The Whistleblower policy will be distributed to the board and will be on the Agenda for the July meeting of the board for discussion and approval. The change of staff at Big Flats and the AV Department at the Central Library has been a resounding success. The numbers of participants at Big Flats Library programs has increased dramatically since G. Peel's arrival and Kudos to B. Harris for his purchasing of movies and CDs – for the last 3 months there have been exceptional numbers of circs for music CDs.
- STLS Issues. Freegal – the free downloadable music software has gone live.
- Budget & Finance. CCLD has received a check from the Friends of CCLD in the amount of \$2,604 to pay half of the cost of the Mango database. Marketing of this program has been increased. The Friends of CCLD has also donated \$2,000 toward the Summer Concert Series being held at the Central Library. There will be 5 concerts this year due to M. Barrett's application to the Arts Council of the Southern Finger Lakes who donated an additional \$430 for the concerts. Kudos to K. Jones, the Bookmobile Driver, who due to her persistence was able to receive a rebate check from Cummins Northeast in the amount of \$2,650 for repairs made to the generator in 2013. This will be earmarked for future Bookmobile repairs.
- Worker's Comp. The representative for our area has inspected all CCLD buildings with regard to issues during the initial meeting and all buildings have passed their inspection.
- Items included in board packet. Background information regarding a Digital Magazine Subscription (with the plan to enter into a consortia agreement and offer the Zinio magazine database starting June of 2015); the District-wide calendar of events for June 2014; Circulation stats for the first 5 months of 2014; a monthly report from the Office of the Director with major accomplishments and meetings/programs attended during the month; the Director's "trip report" to the Cuba Circulating Library Association; and the June 2014 report from Department Heads on activities for their department.

Board members commented that they like receiving these new reports and appreciate the staff time it takes to submit them.

At the request of the Youth Services staff, a revision to the CCLD Code of Conduct has been requested to cover minors under the age of 9 who use the library. The revision states that a responsible caregiver must accompany the children and be in control of the child's behavior while using the library. Ms. Chollet moved, seconded by Ms. Hayes to add #12 (the safety of minors) to the Chemung County Library District Code of Conduct. VOTE: Approved unanimously. A copy of the Code of Conduct will be attached to the original of these minutes.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2014-33). Bed bug training took place during the month and the library is requesting a quote on a canine inspection of the Central Library for the insects.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was distributed in writing to the board (Document #2014-34). A timeline for the adoption of the 2015 CCLD budget was included in the board packet.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was distributed in writing to the board (Document #2014-35).

2013 Projects. Central Library – no date has been given for the cleaning of the HVAC unit. It has been determined that closure of the building may not be necessary. The Exterior Masonry Restoration project is on hold awaiting paperwork (proof of worker's comp insurance) from BR Restoration. Horseheads Library – Foor & Associates has received 3 bids and recommends accepting the formal bid of Spencer Paving. This will be tabled until the Library District has reviewed the bids. West Elmira/Big Flats Libraries. These projects have been closed out with New York State.

The 2014 grant request for the elevator replacement has been awarded. Mr. Jones moved, seconded by Mr. Muldoon to hire Foor & Associates to prepare the sealed bids/specs for the elevator project.

VOTE: Approved Unanimously.

Regarding the 2015 projects, Mr. Frank has submitted both the boiler project and the public restroom projects at the Central Library to the Southern Tier Library System.

Interior Horseheads Library Project. The Horseheads Foundation, while paying for the carpeting/painting project has determined that they cannot sign the contracts due to the fact that they do not own the building. The Foundation will pay the Project Manager. The Committee has many questions regarding this project that need to be answered prior to the approval of any contracts.

Mr. Shaw reported that NYSEDA has received our request for an energy audit of the Central Library. Taitum Energy has been sent the needed energy bills to start the process.

AGAIN – this Committee is in need of new board members. The meeting date will be changed to the first Wednesday of each month at 5:00 pm and the new day and time will start in July.

Personnel Committee. Ms. Cady stated that the Committee met with Director Ron Shaw and went over his review and answered questions. She feels that the relationship between the board and its Director is moving in the right direction. The Committee also discussed the contract between CCLD and its Administrative Assistant. Ms. Cady apologized for mistakes found in Ms. Santulli's contract and stated that compensation for her new duties as Health Care Administrator were not included in the contract.

CONSENT ITEM For transparency reasons, Mr. Shaw is requesting approval of Personnel Actions as specified in the Handbook for Library Trustees of New York State, 2010 Edition. RESOLVED by Mr. Hare, seconded by Ms. Cady that upon the recommendation of the Library District Director, the Board of Trustees approves the list of personnel actions with the exception of pre-approval of a promotional Senior Library Clerk position as submitted to the board in writing. Motion Carried. A copy of this list will be included with the original of these minutes.

Old Business. Mr. Hare stated that at the May meeting the Board's position as an "Advisory" Board to the Director was discussed. This needs to be understood and addressed and corrected if necessary.

The issue of the Steele Memorial Library being referred to as the Central Library will be placed on the Agenda for the July meeting. The board will give direction on any re-naming of the "street" entrance to the building.

It was stated that liaisons to the different groups (i.e. Friends & Foundations) need to give reports at the board meetings to keep board members informed on activities, etc.

President Roberts stated that this is Mr. Savash's last meeting on the board and that Ms. Dery will be leaving at the end of July. He thanked both of them for their service on the board. Both have done a great job in their position as trustee.

New Business. Mr. Savash read a statement prior to his leaving the board. He thanked Mr. Shaw, Ms. Santulli, the board and the Buildings & Grounds Committee for their assistance during his years on the board. His accomplishments included the 5 year Capital Plan and the 3 year Multi-Year Budget. He hopes that, in the future, the board will focus on issues that are really important.

Ms. Cady stated that there needs to be a formalized process on how the board conducts business. She passed out written recommendations to include staff and trustee continuing education, evaluation of the Board, and an annual meeting with various Friends and Foundation groups. This can be discussed at the next meeting.

Mr. Jones & Mr. Hare have volunteered to serve on a Committee (along with other interested board members) to conduct an analysis and to provide a 3 year projection for the status of the opening and closure of buildings in the Library District. Once the analysis is complete, a public press release will be written and dispersed to local media.

Other items discussed were the need to do more strategic planning on a regular basis; the possibility of a board retreat that will include members of the Friends groups and Foundation members; and an "Audit Committee" of which Mr. Savash stated that he would be willing to serve on as a Community member.

Ms. Kappanadze moved, seconded by Ms. Chollet to move into Executive Session to discuss contract negotiations. Ms. Dworkin moved, seconded by Mr. Hare to come out of Executive Session.

Public Expression. None

The meeting was adjourned at 7:28pm. The next regular meeting of the board will be held on Thursday, July 17th, 2014 at 6:00pm at the Central Library, 101 East Church Street, Elmira, New York.

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2014-37)

Financial Report - JUNE 30, 2014

Income	2014 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 67,600	\$ 39,630	\$ 27,970	59%		includes \$2,500 refund from Cummins-BKM repairs in 2013
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	\$ 50,000	115,000	30%		1st qtr. Distribution Steele \$40K, 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%		
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	\$ -	1,600	0%		
TOTAL INCOME	\$ 3,091,088	\$ 2,795,251	\$ 328,179	90%	50%	
Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
Personnel						
Salaries	1,346,099	\$ 660,476	\$ 685,623	49%		
Holiday Overtime Salaries	7,035	\$ 2,670	4,365	38%		
Employee Benefits						
FICA	102,865	\$ 50,680	\$ 52,185	49%		
NY State Retirement	282,645	\$ 149,288	\$ 133,357	53%		
Medical & Dental	406,411	\$ 210,734	\$ 195,677	52%		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
Subtotal - Personnel Expenses	2,165,899	1,104,755	\$ 1,061,144	51%	50%	
Contractual						
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	\$ 32,854	3,996	89%		\$10,347 pd by Grant for EarlyLit & MakerSpace at Central, \$1,241 pd by HH Foundation, MKT Comm \$203
Travel & Continuing Education	18,170	\$ 6,658	11,512	37%		Expect partial reimb from STLS for Cont Ed Day
Repairs & Maintenance	41,545	\$ 22,700	18,845	55%		
Postage	2,625	\$ 476	2,149	18%		
Library Materials (books, video, etc.)	297,551	\$ 122,908	174,643	41%		Gift Funds \$328
Utilities	72,440	\$ 32,362	40,078	45%		includes 4th Qtr 2013
Building Cleaning Supplies	16,825	\$ 9,913	6,912	59%		
Fuel, Gas & Oil (Bookmobile)	4,000	\$ 2,007	1,993	50%		
Insurance	26,500	\$ 26,500	0	100%		Incl. \$11,794 Flood Insurance + three of four installments other insurance
Vehicle Operation / Maintenance	1,000	\$ -	1,000	0%		
Professional Fees (audit, engineer/legal fees)	29,175	\$ 21,126	8,049	72%		incl. \$5,000 for audit
Data Processing Expenses (Cost Share)	113,385	\$ 59,782	53,603	53%		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	\$ 16,675	10,825	61%		Friends of CCLD \$1,601, VE grant \$310, HH Friends \$320, Gifts \$515, Mkt Comm \$125
Chemung County costs (B&G, vision)	16,000	\$ 3,548	12,452	22%		
Capital Improvements STATE CONST see below	10,000	\$ 4,676	5,324	47%		Project Manager - construction projects
Contingency Fund	53,066	\$ 6,951	46,115	13%		Insurance line
Debt Service	\$ 62,225	\$ 31,112	31,113	50%		
Subtotal Expenses	\$ 3,028,488	\$ 1,530,575	\$ 1,497,913	51%	50%	
2013 & 2014 State Construction Projects		\$ 22,064				
TOTAL EXPENSES	\$ 3,028,488	\$ 1,552,639				

Chemung County Library District General Fund

Document #2014-38

Unpaid Bills Detail

As of July 2, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Aleah Christofferson			
	07/02/2014	Teen program 7/9 @ Central	75.00
Total Aleah Christofferson			<u>75.00</u>
Amazon Credit Plan			
	07/02/2014	Purchases - BF/Cent/HH	3,225.88
Total Amazon Credit Plan			<u>3,225.88</u>
CCLD Petty Cash			
	07/02/2014	Petty Cash WE/HH/BF/Cent/JUV	543.68
Total CCLD Petty Cash			<u>543.68</u>
Cengage Learning, Inc.			
	07/02/2014	Fiction Purchases-Central/WE	373.35
Total Cengage Learning, Inc.			<u>373.35</u>
Center Point Large Print			
	07/02/2014	Central FIC/BKM books	383.46
Total Center Point Large Print			<u>383.46</u>
Deborah L. Brimmer			
	07/02/2014	mileage reimb June + workshop exp	471.16
Total Deborah L. Brimmer			<u>471.16</u>
Doris Jean Metzger			
	07/02/2014	Programming - Teen at Central /AD movie	130.00
Total Doris Jean Metzger			<u>130.00</u>
Faye Crance			
	07/02/2014	JUNE 2014 Programming - VE Paid with grant \$	80.00
Total Faye Crance			<u>80.00</u>
First Transit			
	07/02/2014	Bookmobile fuel - 4/25-5/20	294.93
Total First Transit			<u>294.93</u>
Glenice Peel			
	07/02/2014	mileage reimb 5/2-6/12	105.56
Total Glenice Peel			<u>105.56</u>
Global			
	07/02/2014	Desks for Reference Office at Central	1,092.89
Total Global			<u>1,092.89</u>
Hepcats Big Band, Inc.			
	07/02/2014	7/22 concert at Central	500.00
Total Hepcats Big Band, Inc.			<u>500.00</u>
Horseheads Do It Center			
	07/02/2014	HH - cleaning supplies	18.87
Total Horseheads Do It Center			<u>18.87</u>

Unpaid Bills Detail

As of July 2, 2014

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Ingram Library Services			
	07/02/2014	Library materials - JULY statement	8,721.50
Total Ingram Library Services			<u>8,721.50</u>
Madcap Productions			
	07/02/2014	7/9 & 7/10 prog at HH/Cent	675.00
Total Madcap Productions			<u>675.00</u>
Michael Truesdail			
	07/02/2014	Mileage reimb 4/28-6/20	64.96
Total Michael Truesdail			<u>64.96</u>
MidWest Tape			
	07/02/2014	DVD/Audio purchases - HH/WE/Central	1,449.14
Total MidWest Tape			<u>1,449.14</u>
Owen Frank			
	07/02/2014	reimb for table purchases VE/BF	328.36
Total Owen Frank			<u>328.36</u>
Petty Cash-Central			
	07/02/2014	Postage/Teen & VE programming	217.58
Total Petty Cash-Central			<u>217.58</u>
Staples Credit Plan			
	07/02/2014	IT tablets/warranty & BF office/copier supply	508.37
Total Staples Credit Plan			<u>508.37</u>
TechSoup Global			
	07/02/2014	Office 2013 x 50	1,200.00
Total TechSoup Global			<u>1,200.00</u>
The Stoutmen			
	07/02/2014	7/15 concert at Central	600.00
Total The Stoutmen			<u>600.00</u>
			<u><u>21,059.69</u></u>

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of July 2, 2014

Type	Date	Memo	Open Balance
Baker & Taylor Books			
Bill	7/2/2014	Reference materials	232.93
Total Baker & Taylor Books			232.93
Cengage Learning/Gale			
Bill	7/2/2014	Reference materials	395.21
Total Cengage Learning/Gale			395.21
Ingram Library Services			
Bill	7/2/2014	Non Fiction JULY stmt	566.68
Total Ingram Library Services			566.68
NADA Used Car Guide			
Bill	7/2/2014	Reference material	105.00
Total NADA Used Car Guide			105.00
TOTAL			1,299.82

Chemung County Library District General Fund
Unpaid Bills Detail
As of July 9, 2014

Document #2014-38

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Able Card, LLC			
	07/07/2014	Supply of new library cards	5,851.57
Total Able Card, LLC			<u>5,851.57</u>
B & C Photo, Inc.			
	07/07/2014	deluxe tripod for new MakerSpace at Steele	195.00
Total B & C Photo, Inc.			<u>195.00</u>
B & H Photo			
	07/07/2014	3D printer for new MakerSpace at Steele	2,351.16
Total B & H Photo			<u>2,351.16</u>
Capabilities, Inc.			
	07/08/2014	Library Cleaning - HFL, WE, & BF JUNE	1,260.00
Total Capabilities, Inc.			<u>1,260.00</u>
Chemung Canal Trust Company			
	07/08/2014	JUNE purchases -SRC prizes/BF screen pd by gifts	859.05
Total Chemung Canal Trust Company			<u>859.05</u>
Copy Express			
	07/07/2014	New CCLD Flyers - Marketing Comm.	123.50
Total Copy Express			<u>123.50</u>
David Moreland			
	07/07/2014	SRC programs at BF/BKM/WE	1,280.00
Total David Moreland			<u>1,280.00</u>
Dell Marketing L.P.			
	07/07/2014	Laptop for HH pd by Foundation	1,061.25
Total Dell Marketing L.P.			<u>1,061.25</u>
Doug Rougeux			
	07/07/2014	July programs at HH/WE/BF	1,200.00
Total Doug Rougeux			<u>1,200.00</u>
Fire Alarm Service Technology, Inc.			
	07/07/2014	fire alarm insp/monitoring HH/ST/equip repair	1,688.00
Total Fire Alarm Service Technology, Inc.			<u>1,688.00</u>
Gaylord Bros, Inc.			
	07/07/2014	laminare/book tape all libraries	369.31
Total Gaylord Bros, Inc.			<u>369.31</u>
Mango Languages			
	07/07/2014	Annual Subscription - ST - half paid by Friends of Steele	5,209.05
Total Mango Languages			<u>5,209.05</u>
Mike Straka			
	07/07/2014	SRC prog at HH/ST	625.00
Total Mike Straka			<u>625.00</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of July 9, 2014

Document #2014-38

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Quicker Printer			
	07/07/2014	brochures for SRC - school distribution	850.00
Total Quicker Printer			<u>850.00</u>
Recorded Books			
	07/07/2014	DVD order June	487.60
Total Recorded Books			<u>487.60</u>
Reliable Computer Products			
	07/07/2014	ST fax cartridge	119.94
Total Reliable Computer Products			<u>119.94</u>
Ronald Shaw			
	07/07/2014	Mileage Reimb 5/1-6/24	352.76
Total Ronald Shaw			<u>352.76</u>
South Central Regional Library Council			
	07/07/2014	Lynda Pro 6/16-12/20	194.04
Total South Central Regional Library Council			<u>194.04</u>
Star Gazette			
	07/07/2014	Annual Subscription 2014 for bf	372.03
Total Star Gazette			<u>372.03</u>
TechSoup Global			
	07/07/2014	Office 2013 x 50 at \$32 each	1,600.00
Total TechSoup Global			<u>1,600.00</u>
The Penworthy Company			
	07/07/2014	JUV Library materials BF	439.16
Total The Penworthy Company			<u>439.16</u>
ULINE			
	07/07/2014	Indoor Mirror at HH pd by Friends	191.53
Total ULINE			<u>191.53</u>
Unique Management Services, Inc.			
	07/08/2014	JUNE placements	402.75
Total Unique Management Services, Inc.			<u>402.75</u>
Vasco Brands, Inc.			
	07/07/2014	cleaning/paper supply all LIB	1,368.59
Total Vasco Brands, Inc.			<u>1,368.59</u>
W. B. Mason Co, Inc.			
	07/07/2014	office supplies	325.14
Total W. B. Mason Co, Inc.			<u>325.14</u>
Wegmans Food Markets Inc.			
	07/08/2014	Program Supplies Teen/JUV/HH	191.33
Total Wegmans Food Markets Inc.			<u>191.33</u>

Unpaid Bills Detail

As of July 9, 2014

<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
		<u>28,967.76</u>

Document #2014-39

Report of the July 2nd, 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, July 2nd, 2014. Attending the meeting were Richard Roberts, Sue Cook, Marge Kappanadze, Georgia Reynolds; and Joan Santulli, CCLD management. The meeting opened at 6:00pm.

Ms. Santulli presented the Unpaid Bills Detail dated 7/2/14 for the General Fund in the amount of \$21,059.69 and the Grant Fund - \$1,299. Ms. Reynolds moved, seconded by Ms. Cook to pay the bills as listed. Motion Carried.

Ms. Santulli noted that the Library District has received notification from the Southern Tier Library System that our application for 2015 State Construction funding has been approved. Projects approved include both the Boiler Replacement and Public Restroom Restoration at the Central Library. Total cost of the projects is \$131,400 of which \$92,333 will be paid for with State Construction funding. The balance will be paid with CCLD Restricted funds that have been set aside for this purpose.

The draft of the Form 990 submitted by the auditor was given to Treasurer Sue Cook for her review. The 990 will need to be approved by the board at its next meeting.

The meeting adjourned at 6:24pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, August 6th, 2014 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2014-40

Report of the July 9th, 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, July 9th, 2014. Attending the meeting were CCLD board members Sue Cook, Georgia Reynolds and Marge Kappanadze and Community Member Robin Fitzgerald. Also attending were Joan Santulli and Ron Shaw, CCLD Administration. The meeting opened at 8:02am.

Ms. Santulli presented the June 30th, 2014 Financial Report to the Committee. Expenditures for the year are right on target. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Santulli presented the 7/9/14 Unpaid Bills Detail for the General Fund bills totaling \$28,967.76. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

Mr. Shaw and Ms. Santulli submitted the first draft of the proposed 2015 CCLD Budget to the Committee. The first draft shows an increase in the tax revenues of 1.5%. The Committee reviewed the budget in detail. Ms. Santulli will review each line item of the budget prior to submission of a second draft to the Committee in August to determine if any errors were made in the first draft. The budget will then be submitted to the full board at their August meeting for review and approval. The Committee was happy that the percentage fell below the 2% tax cap requirement.

The meeting adjourned at 8:54am. The next meeting of the Budget & Finance Committee will be held on Wednesday, August 13th, 2014 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2014-41

Report of the July 2nd, 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, July 2nd, 2014. The meeting opened at 5:00pm. Present were Mr. Muldoon, Ms. Dery and Mr. Hare. Also attending was Joan Santulli, CCLD Management. The meeting opened at 3:00pm.

The Committee reviewed bids for the Horseheads Library Parking Lot project. Bids were as follows: Spencer Paving Company - \$22,928; Streeter Construction - \$23,850; and Wenzel Contractors - \$24,500. Mr. Muldoon reviewed the scope of the project and determined all were the same. Mr. Butcher of Foor & Associates recommended accepting the low bid of Spencer Paving. The Committee concurred and will send this to the full board for review and acceptance.

The Horseheads Library interior project (painting/carpet replacement) still has many unanswered questions. The Committee will request that Sue Oliver, the Project Manager hired by the Horseheads Foundation meet with us on Wednesday, July 9th at 5pm to discuss the project. At that time it is hoped that the Committee will be able to review bids for the project.

Regarding the Elevator Replacement project at the Central Library, the Committee will request that Mr. Butcher meet with them at the August meeting to give an update on the project.

Ms. Santulli passed around a letter from the Director of the Southern Tier Library System which stated that both of the 2015 State Construction projects that were submitted have been approved. Those projects include the Boiler Replacement AND the Public Restroom restoration at the Central Library. The total project costs are projected at \$131,400 of which \$92,333 will be funded by the State. The balance will come from Restricted Funds set aside for this purpose.

A spreadsheet of the status of the State Construction Projects will be supplied to the Committee.

The meeting adjourned at 5:38pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, July 9th, 2014 at 5pm in the Petrie Conference Room at the Steele Memorial Library.

Report of the July 9th, 2014 meeting of the Buildings & Grounds Committee of the Chemung County Library District. Committee members present were Mike Muldoon, Jim Hare and Rita Dery. Visiting the Committee was Ann Hayes. Also present Sue Oliver, Project Manager for the Horseheads Interior project and Ron Shaw and Joan Santulli, CCLD Management. The meeting opened at 5:30pm.

Committee members reviewed the bids and timeline for the Painting/Carpeting project at the Horseheads Library. All bids included prevailing wages where necessary and were as follows:

Carpeting replacement – Parkway Flooring \$32,700; Cutlers \$21,000 and Overpeck & Son Flooring \$14,500. Ms. Oliver recommends accepting the low bid from Overpeck.

Painting – R.A. Furstoss Contracting \$10,567; Cook Painting \$6,429 and Pendleton's Painting \$5,120. Ms. Oliver recommends accepting the low bid from Pendletons.

Labor/Carpentry (for moving shelving and relocating cabinets) – Eagle Eye Builders \$7,250 and B&B Remodeling \$1,300. Ms. Oliver expressed some concerns about the low bidder, including their follow-up on the project; a single person operation (the job would require 2 people) and whether or not the business has "commercial insurance". She has spoken to Eagle Eye who is willing to negotiate his bid down to between \$3,200 and \$3,500. She will speak to him about charging the Library District for Time & Materials as opposed to a set dollar amount. The project cost has a contingency line included which would take care of the extra amount for the Labor/Carpentry. She will submit a revised quote to CCLD prior to next week's board meeting and recommends accepting Eagle Eye Builders as the contractor for this portion of the project.

Ms. Oliver then reviewed the additional Expenses for the project for which no competitive quotes were sought. The estimated project total is \$38,884 well below the amount designated by the Horseheads Foundation for payment for the project.

Committee members accepted Ms. Oliver's recommendations of which contractors should be awarded the bids. This matter will be forwarded to the full board to be reviewed and approved at its July meeting.

Ms. Oliver suggested that the Horseheads Parking Lot project be completed at the same time that the library is closed for the interior renovation project. The projected closure for the Horseheads Library would be from August 18, 2014 through September 26, 2014.

The meeting adjourned at 5:40pm. The next meeting of the Buildings & Grounds Committee will be held on Wednesday, August 6th, 2014 at 5pm in the Petrie Conference Room at the Steele Memorial Library.

**Chemung County Library District
Whistleblower Policy
Adopted:**

Chemung County Library District requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Chemung County Library District, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. A copy of this policy shall be distributed to all directors, officers, employees, and to volunteers who provide substantial services to the corporation.

Reporting Responsibility

It is the responsibility of all directors, officers and employees to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No director, officer or employee who in good faith reports an ethics violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within Chemung County Library District prior to seeking resolution outside Chemung County Library District.

Reporting Violations

Chemung County Library District has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with someone in the Human Resources Department or anyone in management whom you are comfortable in approaching. Supervisors and managers are required to report suspected ethics violations to the Chemung County Library District's Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following Chemung County Library District's open door policy, individuals should contact Chemung County Library District's Compliance Officer directly.

Compliance Officer

The Chemung County Library District Compliance Officer shall be responsible for investigating and resolving all reported complaints and allegations concerning violations and, at his/her discretion, shall advise the Director and/or the Board of Directors. The Compliance Officer has direct access to the Board of Directors and is required to report to the Board of Directors at least annually on compliance activity.

Accounting and Auditing Matters

The Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the Board of any such complaint and work with the Board until the matter is resolved.

**Chemung County Library District
Whistleblower Policy
Adopted:**

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Compliance Officer:

{Name}

Chemung County Library District

{Contact information}

Chemung County Library District Management Staff

{Name and Title}

Policy Approved by the Chemung County Library District Board of Directors on {Date}.

Office of the Director, CCLD

Major accomplishments: Coordination with Chemung County Civil Service re: Librarian I, Library Assistant and Library Clerk positions. Wrote interview questions and scoring matrix for Librarian I interviews. Developed transfer scenarios in agreement with Chris Corter, Owen Frank and Janet Ackerman. Continue work on 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. Worked with Taitum Engineering, Ithaca NY re: conduct of energy audit @ Central. First meeting of CCLD Safety Committee involving CCLD Management and CSEA Reps. Completion of first draft of 2015 Budget.

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

Other site visits- Dundee Library, Montour Falls Memorial Library, Watkins Glen Public Library, Odessa Library, Elmira High School, Ernie Davis Academy.

Major meetings: Meeting with *Emily M. Solometo, Education Grant Specialist, GST BOCES Grant Services; Gina Beirne, the Library Media Specialist for Elmira High School; Doris Metzger, CCLD Teen Services Coordinator* for a proposal for the "Innovative Approaches to Literacy Program Grant." Meeting with *Deana Haynes NYS Worker's Comp. Representative* re: WC re-inspection of Central and branches. Meeting with *Caroline Poppendeck re: HH Interior Renovation*. Numerous separate meetings with Chris Corter, Owen Frank, Janet Ackerman to discuss future plans for programs, staffing, hiring, etc. Meeting with CSEA Executive Committee re: scheduling, safety committee; *Mr. Conrad Wolan (Sayles and Evans)* re: Board member roles and Education Law; *Sara Lattin (Sen. Tom O'Mara's office)* re: NYS Construction grants. Conversation with *Jim Hare* re: name change, audit concerns, election concerns, board roles. Monthly Management meeting. *Directors Advisory Council (STLS) Meeting* in Bath re: Standardization of Patron Library Cards & Checkout Limits, Bylaws for DAC, Member Services Consultant (New MLS Position at STLS), System Services Survey, Expiring DAC Terms, Freegal Music Service Promotions. Meeting with *Chris Corter* re: scheduling of librarians, desk schedules, and LH/Genealogy tasks and priorities. *Pauline Emery* re: Zinio magazine subscription pros/cons, cost, Southeast Steuben Campaign for a district, and other Director's issues.

Major Personnel Issues: Approval of Promotional and New Hire opportunities at June Board Meeting. Presentation to Executive Committee re: promotional opportunity to Network Specialist I. Three confidential conversations under open door policy. Negotiations with Personnel Committee re: CCLD Management Contracts.

Media Coverage: Interview by *Tanja Rekhi (WENY)* re: NYS Construction grants elevator project. Interview with *Erika Brecher (WETM)* re: NYS Construction grants elevator project. Interviewed by *Katie Husband (Time Warner Cable News); Asha McKenzie (WENY);* and *WETM* re: C-Span History Bus.

Programs attended/observed: Met with Mr. Rich LaVere, LaVere Media re: program on Autism; Wednesday Evening Storytime- St. George Library, UT;

Professional readings- *The Leadership Secrets of Genghis Khan* by John Man. "Confronting the Future: Strategic Visions for the 21st Century Public Library" by Roger E. Levein, ALA Office for Information Technology; "Creating the Future: A 2020 Vision and Plan for Library Service in New York State" by NYS Board of Regents. "American Libraries" May 2014;

Professional courses attended/completed: Completion of "Customer Service Fundamentals" 1h 57m through Lynda.com (South Central Regional Library Council online training subscription). Completion of "Foundations of Video: Cameras and Shooting" 2h 58m through Lynda.com (South Central Regional Library Council online training subscription). Completion of "Foundations of Video: Cameras and Shooting" 2h 58m through Lynda.com (South Central Regional Library Council online training subscription). Completion of "Presentation Fundamentals" 1h 31m through Lynda.com (South Central Regional Library Council online training subscription). Bedbug training

For more information or to register for any of our programs, please visit cclid.lib.ny.us, call (607) 733-9173, or stop by any of our public service desks.

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				

Our Mission...

To provide exceptional public library services and programs to our citizens—fulfilling their individual needs for educational, recreational, and cultural information— through contemporary, well-maintained library collections and facilities located throughout Chemung County.

Stay Connected!

Find out what's happening in your local library, online.

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<http://www.facebook.com/chemunglibs>



<http://ccldblog.wordpress.com/>



<http://twitter.com/ChemungLibs>



What's happening for Adults this summer?...

Big Flats

Friday Night @ the Movies

7/11– E.T. 8/01– The Goonies
 7/18– War Games 8/08– The Sandlot
 7/25– Explorers 8/15– Gremlins

Monday, July 21 @ 6p
 Plant Pest & Disease Control

Central

Chess Club

Every Wednesday 10a-3p

Knit & Crochet Club
 Every Wednesday 12:30p– 2p
 Bring your own supplies

Friday, July 11 @ 6:30
 “So bad, it’s good” Movie Night:
 Mega Python vs. Gatoroid

Monday, July 14 @ 6:30p
 Bellydance Workshop
 Registration required

Friday, August 1 @ 2:30p
 Edible Books Contest

Prizes awarded for four categories:
 Amateur, Professional, Library Staff, and Youth
 Participants must register by July 25
 This program is made possible in part by the Friends of CCLD



Friday, August 22 @ 5:30p
 Summer Reading Club Final Party
 Feat. Comedian John Walton

This program is made possible in part by the Friends of CCLD



Horseheads

Thursday, July 10 @ 1p
 Thursday, August 14 @ 1p
 Lit Lovers Book Club

Wednesday, August 6 @ 6p
 Literary Elements Book Soiree!
 Coffee and refreshments!

VanEtten

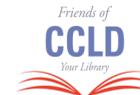
Wednesday, July 9 @ 1p
 Wednesday, August 6 @ 1p
 Be Creative Open Studion

Summer Concerts Under the Promenade @ Central Library

Every Tuesday in July @ 7pm
 Please bring your own comfy chair



7/1– Three Finger Leroy
 7/8– Lucky Ducks
 7/15– The Stoutmen
 7/22– The Hepcats
 7/29– Finger Lakes Pipe Band



This project is made possible in part by the Friends of CCLD and by the Quick-ARTS mini-grant program administered by the ARTS Council of the Southern Finger Lakes and funded by the Community Foundation of Elmira-Corning and the Finger Lakes, Inc..



West Elmira

Thursday, July 3 @ 3p
 Sick, Buggy Plants? Cures and Preventions

Bridge Club

Every Monday and Friday 1p-3p
 Registration is required

Tech Classes @ Central Library

Basic Computer Classes

Wednesdays 1p– 3p
 Basic Computer– July 02
 Basic Internet– July 09
 Web-based Email– July 16

Introduction to Microsoft Word

Tuesdays 1p-3p
 Word Part I– August 06
 Word Part II– August 13
 Word Part III– August 20

Video Game Design 6p-8p

Part I– August 18
 Part II– August 20
 Part III– August 25

Must be able to attend all 3 sessions.
 There is a \$25 fee for this series to be paid at time of registration

Registration is required and space is limited for all classes.
 Please call 733-9175 to register.

Visit us at ccl.d.lib.ny.us to register for the
 Adult Summer Reading Club
 Enter in the books you read each week for a
 chance to win the weekly prize!

For more information or to register for any of our programs, please visit cclid.lib.ny.us, call (607) 733-9173, or stop by any of our public service desks.

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What's happening for Teens this summer?...

Central Library

Wednesday, July 2 @ 2pm
Summer Reading Club Kickoff:
Tesla Party

Wednesday, July 9 @ 2pm
Summer Spa Afternoon

Friday, July 11 @ 6:30pm
"So bad, it's good" Movie Night:
Python vs. Gatoroid

Wednesday, July 16 @ 2pm (part 1)
Wednesday, July 23 @ 2pm (part 2)
Make Inventions Out of Old Electronics

Tuesday, August 5 @ 3pm
Manga Club

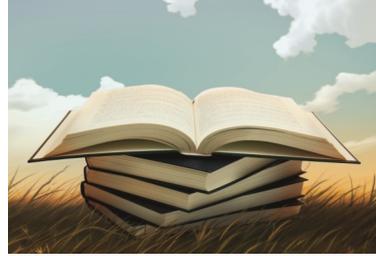
Wednesday, August 6 @ 2pm
Summer Reading Club Final Party:
Pizza & a Movie

Horseheads Library

Monday, August 11 @ 5pm
Summer Reading Club Party:
Pizza & a Movie

Van Etten Library

Wednesday, August 5 @ 3pm
Summer Reading Club Party:
Pizza & a Movie



West Elmira Library

Thursday, July 10 @ 2pm
Spark a Reaction in Your Community:
Disability Understanding

Thursday, July 17 @ 2pm
Spark a Reaction in Your Friends:
Teen Book Talk

Thursday, July 24 @ 2pm
Spark a Reaction in Yourself:
Cool Science Experiments

Thursday, July 31 @ 3pm
Celebrate Your Spark:
Pizza Party



Summer Reading List (ECSD)

Grades 7-9

Counting by 7s by Holly Goldberg Sloan
The Maze Runner by James Dashner
Middle School: How I Survived Bullies, Broccoli and Snake Hill
by James Patterson
Darius & Twig by Walter Dean Myers
Far Far Away by Tom McNeal
The Living by Matt de la Pena
Navigating Early by Clare Vanderpool
One Came Home by Amy Timberlake
Paperboy by Vince Vawter
Doll Bones by Holly Black
Jinx by Sage Blackwood
Yaqui Delgado Want to Kick Your Ass by Meg Medina
Courage Has No Color: The True Story of the Triples Nickles,
America's First Black Paratroopers by Tanya Lee Stone
Marching for Freedom: Walk Together, Children, and
Don't Grow Weary by Elizabeth Partridge
Tell All the Children Our Story: Memories and Mementos of Being
Young and Black in America by Tonya Bolden
Denied, Detained, Deported: Stories from the Dark Side
of American Immigration by Ann Bausum
The Impossible Rescue: The True Story of an Amazing
Arctic Adventure by Martin W. Sandler
His Name Was Raoul Wallenberg: Courage, Rescue,
and Mystery During World War II by Louise Borden

Grades 10-12

Panic by Lauren Oliver
The Summer of Letting Go by Gae Polishner
Nantucket Blue by Leila Howland
Something Real by Heather Demetrios
The Sea of Tranquility by Katja Millay
Roomies by Tara Altebrando & Sara Zarr
We Were Liars by E. Lockhart
45 Pounds (More or Less) by K.A. Barson
Foul Trouble by John Feinstein
Pieces by Chris Lynch
Fangirl by Rainbow Rowell
The Lucy Variations by Sara Zarr
The Impossible Knife of Memory by Laure Halse Anderson
The Fault in Our Stars by John Green
The 5th Wave by Rick Yancey
Ready Player One by Ernest Cline
The Coldest Girl in Coldtown by Holly Black
Midwinterblood by Marcus Sedwick
Elusion by Claudia Gabel & Cheryl Klam
The Night She Disappeared by April Henry
The Naturals by Jennifer Barnes
Black Ice by Becca Fitzpatrick
Hostage Three by Nick Lake
Shift by Jennifer Bradbury
Virals (series) by Kathy Reichs
Bleach (series) by Kubo Tite
Naruto (series) by Masashi Kishimoto
One Piece (series) by Eiichiro Oda
Breaking Night: A Memoir of Forgiveness, Survival, and
My Journey from Homeless to Harvard by Liz Murray
The New Cool: A Visionary Teacher, His FIRST Robotics Team and
the Ultimate Battle of Smarts by Neal Bascomb
I am Malala: The Girl Who Stood Up for Education and Was Shot by
the Taliban by Malala Yousafzai & Christina Lamb
Packing for Mars by Mary Roach
The Other Wes Moore: One Name, Two Fates by Wes Moore
Relish by Lucy Knisley
Steve Jobs: The Man Who Thought Different by Karen Blumenthal
On Writing: A Memoir of the Craft by Stephen King
The Immortal Life of Henrietta Lacks by Rebecca Skloot



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<http://ccldblog.wordpress.com/>



<http://twitter.com/ChemungLibs>



FIZZ BOOM
READ



What's happening this summer?...

Big Flats

Tuesday at 6pm

7/1

Summer Reading Club Kickoff

7/8

Robert Roger's Puppet Company

7/15

Movie and Popcorn Night

7/22

TBA

7/29

Bubbleman Doug Rougeux

8/5

Magician David Moreland



Central Library

Thursdays

7/3 @ 3pm

Summer Reading Club Kickoff

7/10 @ 6:30pm

MadCap Puppets

7/17 @ 3pm

Planetarium and Space Activities

7/24 @ 6:30pm

Science and Discovery Center Visit

7/31 @ 6:30pm

Mad Scientist Experiments

8/7 @ 3pm

Dino Duo Performers



Horseheads

Mondays

6/30 @ 3:30pm

Summer Reading Club Kickoff

Wednesday, 7/9 @ 6pm

MadCap Puppets @ Teal Park

7/14 @ 3:30pm

Science and Discovery Center

Hand on Science!

7/21 @ 6pm

Science and Discovery Center Show!

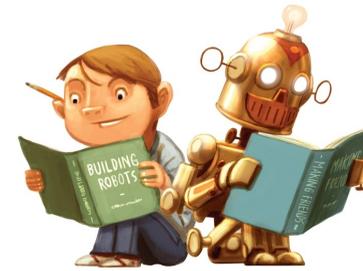
7/28 @ 3pm

Bubbleman Doug Rougeux

8/4 @ 3pm

Exploding Geoscience:

The Great Extinction



VanEtten

Monday, 7/7 @ 3pm

Science and Discovery Center

Wednesday, 7/16 @ 2pm

Will it Sink or Float?

Wednesday, 7/23 @ 2:30pm

Will it Stick? Fun with Magnets

Wednesday, 7/30 @ 5:30pm

Science and Discovery Center Show!

West Elmira

Tuesday at 2pm

7/1

Summer Reading Club Kickoff

7/8

Robert Roger's Puppet Company

7/15

Science and Discovery Center

7/22

Science Craft and Treat

7/29

Bubbleman Doug Rougeux

8/5

Magician David Moreland



Bookmobile

Tuesdays

8/5

Moreland the Magician @

Southport Parks

9:15 am- Goodwin

9:45 am- Chapel

10:15 am- Draxel

8/12

Moreland the Magician @

Southside Community Center @ 2pm

Go on to our website beginning Monday, June 30 and sign up for our online reading club! Keep track of how many minutes you spend reading throughout the summer to earn weekly prizes. Participation in this program also earns you an exclusive invite to our Final Summer Reading Club Party @ Eldridge Park sponsored by the Friends of CCLD. Free rides, inflatables, ice cream, entertainment, doorprizes, & more! We hope to see you at the library this summer!

Personnel Actions

New Hires

Librarian I- to fill position vacated by Phyllis Rogan

Promotions

Network Specialist I Request to fill with designated personnel (promotional opportunity)

Appointments

Raises as per CCLD/CSEA Contract

Deb Brimmer Step 7 to Step 8

Central Library July 2014 (June 12-July 9) Monthly Activity Reports

Audio/Visual – Brian Harris

New AV titles are now posted on the Blog with a link from our website. This has generated very favorable reactions from the public. AV circulation has been setting record checkouts for the past 3 months. I have found more shelving and will be trying to relieve more of the overcrowding in the Audiobooks. I will also be discarding more music cd's to make room for the very popular new music.

Circulation- Chris Corter

I met with all part time pages to discuss procedures and gather information about how the department was operating. Areas were identified for improved training to avoid errors. Bed bug training was completed by all Central staff. Those who could not attend in person viewed a video recording of Mr. Oliver's presentation on June 16th. All staff is now inspecting items for bugs as they handle them.

Marketing – Michelle Barrett

Created a summer brochure for Youth, Teen, and Adult events (see attached). The youth fliers were distributed to all children in the ECSD during their last week of school. Mango Marketing- created a "Word of the Day & Foreign Fun Fact" to go out every day on Facebook & Twitter. Also, created bookmarks to be given to several local travel agencies promoting the use of Mango through the library. Our Instagram page is now up and running. Follow us @CHEMUNG_COUNTY_LIBRARIES. I am going to start taking pictures of new materials about to hit the shelf to put on our Instagram, Twitter, & Facebook accounts. Congratulations to our Staff FB Contest Winner, Emily Kinney.

Social Media – Jennie Lewis

Facebook - 33 new likes in June/ 70 posts

Twitter - 4 new followers in June / 40 Posts

Blog - 321 views / 6 posts in June (article written by Michael Kane about the chess challenge received the most direct views--12; the main page of the blog received 259 views).

A new tumblr page for teens was started this month; Doris Jean Metzger (Teen Services) has been regularly sending content to Jennie Lewis for posting.

Michelle Barrett (Marketing/PR) started an Instagram page for the district this month. The page will be used to show behind the scenes shots of the library as well as to promote events by taking and posting photos during them.

Other:

Google+ - 32 followers total / 4 posts in June

Flickr - Photos are posted to our Flickr account as they are added to Facebook.

Awesome Box - is a Harvard Library Innovation Lab program that libraries can sign up for (free). Patrons put "awesome" items into a special drop box and the items are scanned into a web interface where they are listed for browsing. Items are listed as recently awesome and most

awesome. This is a fun way for patrons to passively recommend books and other materials to each other--no form necessary, just put the item in the Awesome Box. The box was deployed at Central Library on June 30th and a widget was added to the CCLD site.

Adult Programming – Jennie Lewis

CCLD was chosen as one of 20 "Outside the Box" libraries and received \$5000 worth of reusable materials for outdoor events. Outside the Box is developed and funded by Redbox, and managed by OCLC in partnership with Project for Public Spaces. The goal is to unite libraries with local groups in the community to plan outdoor events for the public, near the library. Librarian Jennie Lewis spearheaded the effort and wrote the grant application. Staff members Janet Ackerman, Michelle Barrett, Doris Jean Metzger, and Joan Santulli assisted by attended idea meetings with community partners and trainings associated with the program. Plans are underway for an outdoor movie event in Mark Twain Riverfront Park in September.

During the month of June we hosted several programs for adults, including: Sarah C. Smith event (notable Elmira--event arranged by librarian Phyllis Rogan), Hijinks and Home (Civil War program), and Bad Movie Night (Howard the Duck--event arranged by Jennie Lewis and Doris Jean Metzger). Seven computer classes were taught (some by librarians Owen Frank and Jennie Lewis, others by outside instructors) in June. On June 30th, genealogy volunteer John White taught photography for genealogists course in the tech lab (arranged by senior clerk Sherry Nichols).

Reference/ Adult Services- Connie Ogilvie

The Adult Services Department answered 532 questions on the main desk and 234 questions on the PC desk for the month of June. Mondays are always busy after we have been closed for the weekend. Our display this month was "I Love Golf, I Love Fishing, and I Love Baseball." I am always amazed at the treasure trove of books in our stacks on so many varied subjects. The Mango Languages database marketing project has begun, I made a new Mango digital sign and Michelle Barrett/Marketing printed out Shelf-Talkers, small signs advertising Mango, for placement in the language, travel and audiobook sections. Michelle Barrett has also created Mango Word of the Day on CCLD's Facebook account.

Whenever a new Reference book comes in on standing order, often the prior year is sent to non-fiction for circulating and the oldest copies are discarded. This process has been giving me a chance to learn more about the Reference section, review standing orders, weed a bit, and assess information regarding this collection.

LH/Genealogy – final report from Phyllis Rogan & Chris Corter

The Local History Department hosted 2 special programs this month. On June 12th, Joy Hoffman presented a local history program about Sarah C. Smith. Sarah was a woman who graduated from Elmira Academy, as it was known in the 1800's, taught at Diven School and in 1880 became a missionary and teacher in Japan where she eventually opened the first school for girls. It is now a thriving school, high school and college and Sarah is still a revered person in Japan. Each year one of the pupils at the school becomes an exchange student in the USA. Although famous in Japan, Sarah is almost unknown in Chemung County. Joy Hoffman, who has

researched Sarah, including going to Japan to her school enlightened a delighted group (about 35) wearing a kimono that was presented to her by the school representatives and bringing with her this year's exchange student who wore her school uniform.

On June 30th, CCLD volunteer, John White explained how modern day photography could benefit genealogists to save gravestones and other family records. The enthusiastic group of 10 had many questions for John and all went away with new tips.

Indexing of the 1962 obituaries continues with the purpose of posting on our website. These bring in a lot of mail requests. Other volunteers are working on 1888 as well.

Board Report June-July Central Youth Dept. Activities submitted by Janet Ackerman

For Youth Services Dept Head, Janet Ackerman

- continues working with Summer Cohesion and Summer Reading Loss Committee, which obtained a donation from United Way for the purchase of books and bags to use at the Cohesion site based on our Science theme. Plans are still under way to send staff to lead some Cohesion Summer Reading specials at the various sites. Janet spoke on Cohesion training day to 100 Cohesion Rec teen leaders about the importance of summer reading and how the library will work with them for the Summer Reading Club goals
- received and acknowledged the donation of 7 Osprey books for CCLD libraries donated by Mary Ann Perks.
- processed a donation of \$50 for memorial books from the Kiwanis Club in memory of Joan Geldmacher.
- attended a webinar on Outside the Box for the use of our grant \$ to host an outside the library event
- led the Youth meeting of CCLD staff to address the party at Eldridge Park and other events
- Finished and exported to all other CCLD libraries the Kids Summer Reading Club page for online registration.
- With help of Emma Howard, created Summer Reading Lists for Kids (3 different age levels) for distribution.

For Youth Services Clerk, Emma Howard,

- Attended a Webinar on Maker Spacers
- Designed and distributed flyers to Elmira City Schools for Central's Summer Reading Club plans
- Met with the Youth Employment supervisor & arranged for a teen to work here in Youth Dept for the Summer, went over expectations, hours, etc.
- Started training 2 Youth Employment volunteers on shelving, etc. in the Children's Dept.
- All Youth staff attended the Bed Bug Training at Central on June 16

Teen Services report, submitted by Doris Jean Metzger:

- organizing a small teen flash mob @ the mall to promote Teen Summer Reading
- created the first Teen-specific summer reading program on the Evanced software & exported it to the branches
- attended STLS webinar on creating a Fantasy Con @ your library
- Visited Southside High School & promoted West Elmira & Central Teen Summer Reading programs during the lunch period.
- Created and distributed a CCLD Teen summer reading prezi to Chemung County middle & high school librarians.
- Partnered with Jennie Lewis (virtual services librarian) to create CCLD Teen Tumblr page.
- met with BOCES coordinator to discuss possibility of joining forces with CCLD to help support reading/literacy among Elmira City School District teens...a grant is in the works to help fund this project

Information Technology Department - Deb Brimmer

From Jason Mendoza (CCC Work Study)

Training plan progress:

I've made a master "Things you should never see happen" list to be distributed to all staff; no matter who is walking by they can easily identify if something that should not be happening is happening.

I'm also nearly done with a "Project Proposal Form". This will allow us to schedule medium and larger projects around staff schedules as much as possible and better staff the area depending on what the need is. There are likely going to be many projects proposed that don't need a specific expert and identifying those projects will allow anyone to be staffed in the space as long as they are familiar with the "Things you should never see happen" list.

There will be a staff spec computer in the Tinker Lab for use during times of non-engaged supervision.

The surveys are trickling in and those who are wanting to participate will be organized into tentative training groups based on interest and ability. The groups will be run by Chris and we'll work with her to see what scheduling all this will look like.

Hopefully this will minimize the scheduling/training burden and streamline the process a bit.

In other news:

Materials are arriving and the Tinker Lab is starting to come together.

Some local artists have been contacted and asked if they would donate artwork appropriate for the space.

What was their "move-in" date for the quiet room?

General progress is happening

Capital gains.

Branches

Summary of Activities--Owen Frank

June 14 - July 11, 2014

June 14th--Conducted Ereader and Central Branch Auditorium training for new Central Library Staff members

June 16th--Attended workshop about Bed Bugs

June 16th--Branch visit Van Etten Library

June 17th--Branch visit Horseheads

June 17th--Branch visit Bookmobile stop at Bethany Lutheran

June 18th--presented our NYS Public Library Construction grant request for 98,000 to the STLS board

June 20th--Granted permission from STLS to apply for \$92,322 for 2015-16 NYS Library Construction funds to replace the Central Branch's 35 year old boiler and renovate the Central Library's 1st floor Restrooms.

June 23--Began the online CCLD application to the New York State Library for NYS Library Construction funds. Project Number: 0386 -15 -5716, preliminary award notification occurs in the Fall of the year. Assuming the 2015-16 NYS budget passes on time, the funds should be

transferred to the district in June of 2015. The table below details the anticipated distribution of the grant funds and documents the CCLD share of the cost.

2015 NYS Library Construction Grant			
Project 0386 -15 -5716	Totals	NYS Grant	CCLD Match
Boiler Replacement	\$54,200	\$38,085	\$16,115
1st Floor Womens Restroom	\$40,700	\$28,599	\$12,101
1st Floor Mens Restroom	\$36,500	\$25,648	\$10,852
Total	\$131,400	\$92,332	\$39,068

June 26--Branch visit Big Flats

June 27--Branch visit West Elmira

July 1--Branch visit Horseheads

July 3 -- Completed NYS Public Library Construction Fund for 2015 Project.

Big Flats

June 16th--Glenice attend Bed Bug training, met with book seller

June 30th--Glenice participated in Horseheads SRC kickoff event

July 1st--Glenice participated in West Elmira and Big Flats SRC kickoff events

July 3rd--Becky participated in Central Branch Kick off event

July 8th--Hosting puppet show for SRC program.

July 11th--Screening of ET

Horseheads

~ Pam had the Seed Lending Library Kickoff event

~ Pam hosted bee keeping event

~ Michelle had a Kid's Craft celebrating Eric Carle's birthday

~ Michelle had all ages summer story time

~ Staff had our SRC Kickoff with assorted science experiments

West Elmira

--Met with Youth Bureau and hired a teen worker scheduled to work 20-22 hours per week July 7 - August 15.

--Lynda & Amanda participated in SRC kickoff events at Horseheads, Big Flats, and Central Branch

--Lego movie screening June 18th

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

	Jan-14		Feb-14		Mar-14		1-14
	Total	%-age	Total	%-age	Total	%-age	Total
Adult Non-Fiction	4,033	7.98%	3,652	7.80%	3,851	7.64%	3,881
Adult Fiction	9,134	18.08%	8,393	17.93%	8,277	16.42%	8,805
Juv NF	2,260	4.47%	2,056	4.39%	2,418	4.80%	2,540
Juv Fic	9,621	19.04%	9,489	20.27%	10,952	21.73%	10,838
AV	16,306	32.27%	14,819	31.66%	15,250	30.26%	16,260
Periodicals	467	0.92%	383	0.82%	460	0.91%	325
Other	415	0.82%	449	0.96%	499	0.99%	457
Public Pcs	4,182	8.28%	3,977	8.50%	4,462	8.85%	3,429
Wireless	2,375	4.70%	2,071	4.42%	2,566	5.09%	2,749
Down Audio	356	0.70%	351	0.75%	366	0.73%	439
Down Ebooks	1,366	2.70%	1,160	2.48%	1,285	2.55%	1,102
Down Music	5	0.01%	1	0.00%	5	0.01%	0
Down Video	3	0.01%	3	0.01%	2	0.00%	15
Total	50,523		46,804		50,393		50,840

\pr	May-14		Jun-14		2014		20
	Total	%-age	Total	%-age	Total	%-age	Total
7.63%	3,537	7.35%	3,252	7.10%	22,206	7.59%	48952
17.32%	8,439	17.54%	8,514	18.58%	51,562	17.63%	110498
5.00%	2,292	4.76%	1,546	3.37%	13,112	4.48%	24473
21.32%	10,313	21.43%	9,578	20.90%	60,791	20.78%	126150
31.98%	14,630	30.40%	14,308	31.22%	91,573	31.31%	178525
0.64%	292	0.61%	292	0.64%	2,219	0.76%	4677
0.90%	301	0.63%	285	0.62%	2,406	0.82%	6445
6.74%	3,982	8.27%	3,741	8.16%	23,773	8.13%	49524
5.41%	2,720	5.65%	2,731	5.96%	15,212	5.20%	21323
0.86%	394	0.82%	376	0.82%	2,282	0.78%	4240
2.17%	1,150	2.39%	1,184	2.58%	7,247	2.48%	13741
0.00%	3	0.01%	0	0.00%	14	0.00%	22
0.03%	70	0.15%	27	0.06%	120	0.04%	37
	48,123		45,834		292,517	49.70%	588,607

13

%-age
8.32%
18.77%
4.16%
21.43%
30.33%
0.79%
1.09%
8.41%
3.62%
0.72%
2.33%
0.00%
0.01%

2012

Total	%-age
53,076	9.03%
117,901	20.06%
28,385	4.83%
130,819	22.26%
181,376	30.86%
5,923	1.01%
4,194	0.71%
51,049	8.69%
0	0.00%
3,801	0.65%
11,203	1.91%
19	0.00%
20	0.00%

587,766