



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 February 2015 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, February 19, 2015 at 6:00 pm at the **Steele Memorial Library 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 #2015-7)
4. Treasurer's report
 - a) Financial report (document #2015-8)
 - b) Report of Unpaid Bills Detail (document #2014-9)
6. Correspondence
7. President's report.
Consent Item- Nomination and Approval of Treasurer for the Board
Consent Item- Approval of Section 200 of the Board Policy Manual
8. Director's Report:
Appendix A- Office of the Director
Appendix B- CCLD Staff report for November
9. Committee reports:
 - a) Executive Committee (Roberts)
 - 1) Report of the Committee meeting (document #2014-10)
 - b) Budget & Finance Committee (Cook)
 - 1) Report of the Committee meeting (document #2014-11)
 - c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document #2014-12)
 - d) Personnel Committee (Kappanadze)
Consent Item- Approval of Personnel Actions (Appendix C)
10. Call for Executive Session
11. Old business
12. New business
 - a) Maker Faire
 - b) CCLD Staff Plan Final Draft
 - c) CCLD Technology Plan Final Draft
 - d) Central Library Plan of Service
13. Period for public expression
14. Adjournment

(Minutes of the January 2015 meeting of the Chemung County Library District Board of Trustees. Document #2015-7)

Minutes of the January 2015 meeting of the Chemung County Library District Board of Trustees. The meeting was called to order at 6:00pm President Richard Roberts. Present were Pat Silvernail, Ann Hayes, Georgia Reynolds, Bonnie Chollet, Michael Muldoon, Marge Kappanadze, Juan Jones, Phyllis Rogan, Rachel Dworkin, James Hare, Tim Blandford and Jessica Roberts. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Minutes. The minutes of the December 2014 meeting (Document #2015-1) were presented for board review. The minutes were approved as submitted in writing by unanimous consent.

Financial Report. The December 31, 2014 Financial Report (Document #2015-2) was presented for board review. It was noted that the Library District stayed within its budget again this year. By unanimous consent the December 31, 2014 Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2015-3). It was noted that Ms. Santulli has begun paying annually for as many invoices as possible. By unanimous consent, the board authorizes the payment of the unpaid bills dated 1/14/15 – General Fund \$28,314.74 and Grant Fund - \$2,944.74 as distributed.

Correspondence. None

President's Report. Mr. Roberts requested that CONSENT ITEM – Approval of Slate of Officers for 2015 be approved. Ms. Reynolds moved, seconded by Mr. Hare to approve the following – President Richard Roberts, Vice-President – Marge Kappanadze and Secretary – Rachel Dworkin. VOTE: Unanimously Approved. Mr. Roberts stated that Mr. Schamel is considering filling the vacant Treasurer position.

The board reviewed the new Exercise Waiver Form and had some questions. The approval of this form will take place after the Library District's Attorney can answer these questions.

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

- Email notices. Beginning February 1st, the ability for patrons to be given email notices of books being checked out will be turned on by the Southern Tier Library System (STLS). This continues the Library District's resolve to go paperless in accordance with the current strategic plan's emphasis on going green.
- Major Plans Update. Deb Brimmer is meeting with Ken Behn, the Assistant Director of STLS - IT Department regarding the Technology Plan. The Staff Plan will be reviewed further following the staff evaluations which are due February 15th. Job Descriptions are being reviewed with staff. Mr. Shaw hopes to have the Staff Plan ready for board review by the middle of March. The Library District will be working with STLS on the Central Library Plan for this year. The Director's Advisory Council will be meeting in March to review the plan prior to submitting it to STLS for approval.
- Tax Freeze Submission Summary. This is a new form being required by New York State. The Tax Cap Form has been filed and Mr. Shaw has some concern about exceeding the limits due to the unexpected PILOT funds that were received during the year. The current status will not be known until the new Tax Freeze form has been accepted by the State.
- Patron Appreciation Week. This is scheduled for February 17 through the 21st. Each library will be planning events to show appreciation to our patrons.

The Director's Report and the CCLD Staff Reports for last month were submitted in writing to the board.

Executive Committee. The report of the Executive Committee was presented in writing to the board (Document #2015-4). Mr. Roberts stated that most of the items listed in the report have already been covered. The Collection Agency item will be covered under New Business.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2015-5). Mr. Roberts requested that the board discuss CONSENT ITEM – Approval of Budget and Finance Committee Charter. Ms. Roberts moved, seconded by Ms. Hayes to approve of the B & F Committee Charter as last submitted in writing to the board. VOTE: Unanimously Approved. The final version of the Charter will be re-sent to board members.

Mr. Shaw reported that he has worked with the Steele Memorial Library Foundation to have the stock donation transferred into their accounts. The final amount to be received will depend on the closing price of the stock on the day it is sold. This donation has been earmarked for Adult and Juvenile Non-Fiction library materials as requested by the donor. At the end of the year the Library District also received a donation of \$5,000 for which the donor requested that it be used for DVD's – both books and/or equipment/furniture.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2015-5). Mr. Muldoon reported that received updates on pending State Construction projects and final reports on projects that are now closed with New York State. The Library District has come to an agreement with the Barber Funeral Home that the parking lot being used by both entities will be plowed by the same company - Baccile Paving. An annual letter from the Elmira Water Board has been received regarding the testing of the back-flow device at the Steele Library. The County Buildings & Grounds Department will be taking care of this within the next 90 days.

The Energy Audit Report is being finalized by Taitem and should be received soon. The County B & G Department will begin painting at the Steele Library next week. The auditorium will receive a fresh coat of paint as well as some of the poles on the first floor of the library.

A meeting will be held next month with officials from Senator O'Mara's office next week to discuss whether or not the Library District would be eligible to receive any additional funding from New York State that would be used to replace the Chiller at the Steele Library. The estimate for replacement is approximately \$250,000. He is also checking with Taitem to determine whether any of their funding can be used for the Chiller replacement.

Personnel Committee. Ms. Kappanadze reported that the Committee has met to re-group and to get priorities for the upcoming meetings this year. With the new forms for the evaluation of the Director, the current subscription to "Survey Monkey" may not be enough to support these forms. Ms. Kappanadze said that she will be investigating further to determine whether or not the Library District may need to purchase a subscription for board use. She will report at a future meeting.

CONSENT ITEM – Approval of Personnel Actions. One staff member is receiving a step increase during the month. Ms. Dworkin moved, seconded by Mr. Jones to approve the Personnel Actions as submitted in writing to the board. VOTE: Unanimously Approved. Mr. Muldoon moved, seconded by Ms. Chollet to extend Mr. Mendoza's temporary position with CCLD for 9 months. VOTE: Unanimously Approved.

Several staff members will be attending a webinar entitled "How to Respond to a Security Incident in Your Library" on February 18th. Also Librarian Young will be taking classes on Storytelling for Change and taking a free online course through the SUNY Librarian Association Midwinter schedule.

The board discussed ways in which to get media attention for programs and activities at CCLD libraries. Mr. Shaw stated that he would like to investigate electronic signage similar to the new ones at both the Clemens Center and First Arena. Board members who have ideas for advertising should send them to Mr. Shaw. Mr. Shaw asked, following review of the stats for 2014, that the staff be officially recognized for their efforts during the past year. Mr. Hare moved, seconded by Ms. Dworkin to commend staff on setting a record for

number of circs for the year – a total of 590,647 and to recognize their dedication and hard work for the program attendance, especially in October of this year. VOTE: Unanimously Approved.

Old Business. None.

New Business. Mr. Shaw requested that the board review and approve the 2015 Holiday Listing. Ms. Dworkin moved, seconded by Mr. Jones to approve the list of Holidays and Observances for 2015 as submitted in writing to the board. VOTE: Unanimously Approved.

Regarding the recommendations from staff to increase the dollar amount currently being charged to patrons who are sent to collection and to include fines as well as lost materials, Ms. Reynolds moved, seconded by Ms. Kappanadze to approve the recommendations of library staff to increase the amount being charged to patrons who are sent to collection from \$5.00 to \$10.00 and to include fines as well as lost materials. VOTE: Unanimously Approved.

Mr. Shaw reported receiving a call from Senator O'Mara's office regarding the lack of tax forms for patrons to pick up at CCLD libraries. The Library District is receiving significantly fewer forms this year, the 1040 instruction book will not be available for distribution, but copies will be available for viewing at the library. Federal forms should be received by the first part of February and there is no work on when the State forms will be available.

Public Expression. Denise King, board member at the Southern Tier Library System, stated that Ken Austin, one of the Chemung County representatives on the STLS board is unable to complete his term. There will be another Chemung County vacancy on the board next year. CCLD board members need to be considering who can be nominated for the STLS board. The person needs to be a resident of Chemung County and CCLD board members are also eligible to serve on both boards.

Mr. Hare left the meeting at this point.

Mr. Blandford moved, seconded by Ms. Hayes to move into Executive Session for the purpose of consultation with legal counsel. VOTE: Unanimously Approved. Ms. Reynolds moved, seconded by Mr. Jones to come out of Executive Session. VOTE: Unanimously Approved.

CONSENT ITEM – Adoption of Exercise Waiver Form. Ms. Dworkin moved, seconded by Ms. Roberts to adopt the Exercise Waiver Form as submitted in writing to the board. VOTE: Unanimously Approved.

Ms. Dworkin moved, seconded by Mr. Muldoon to approve the following Resolution to Adopt Policy Manual, Section 200 – Community Relations as Section 262 was amended and as follows:

WHEREAS, the Board recently authorized and directed the development and maintenance of a unified Policy Manual for Library District operations; NOW THEREFORE, it is RESOLVED , THAT THE Board hereby adopts the following policies in the "200" Series; and it is further RESOLVED, that the policies so adopted shall supersede all bylaws, policies, procedures, or guidelines however denominated governing Library District operations that are currently in effect and that cover the same substantive topics.

COMMUNITY RELATIONS

- 200 Public Expression at Meetings
- 201 Public Access to Records
- 202 Public Complaints
- 210 Board-Staff Communications
- 211 Complaints and Grievances by Employees
- 220 Relations with the Municipal Governments
- 221 Media Relations

- 250 Code of Conduct on District Property
 - 251 Nondiscrimination and Anti-Harassment
 - 260 Community Use of Library Facilities
 - 261 Use of Service Animals
 - 262 Computer/Internet Resources
 - 290 Library Patron Bill of Rights
 - 291 Freedom to Read
 - 292 Freedom to View
- VOTE: Unanimously Approved.

The meeting was adjourned at 8:00pm. The next regular meeting of the board will be held on Thursday, February 19th, 2015 at 6:00pm at the Steele Memorial Library, 101 East Church Street, Elmira, New York.

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2015-8)

Financial Report - January 31, 2015

Income	2015 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 67,800	\$ 5,237	\$ 62,563	8%		
Grants (other than N.Y.S.)	\$ -	\$ 500				
Foundation Contributions	\$ 165,000	\$ -	165,000	0%		Donation for VanEtten Library
Library District Tax Receipts	\$ 2,677,624	\$ -	2,677,624	0%		
PILOT Funds	\$ 30,000	\$ -				
Interest on Investments	\$ 1,000	\$ -	1,000	0%		
State Aid	\$ -	\$ -				
Central Library Development	\$ 80,000	\$ -	80,000	0%		
Central Book Aid	\$ 54,000	\$ -	54,000	0%		
Local Library Services Aid	\$ 37,000	\$ -	37,000	0%		
Other State Aid	\$ -	\$ 1,529	(1,529)			Final for HH 2014 Construction Project
TOTAL INCOME	\$ 3,112,424	\$ 7,266	\$ 3,075,658	0%	8%	
Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	Notes
Personnel						
Salaries	1,333,656	\$ 98,352	\$ 1,235,304	7%		
Sunday & Holiday Salaries	7,035	\$ 666	6,369	9%		
Employee Benefits						
FICA	105,185	\$ 7,387	\$ 97,798	7%		
NY State Retirement	287,205	\$ 20,299	\$ 266,906	7%		
Medical & Dental	392,982	\$ 43,979	\$ 349,003	11%		
Other (Disability, Wk. Comp, Unemp)	20,263	\$ 20,433	(170)	101%		ANNUAL pymt - Worker's Comp \$17,851; Disability \$2,582
Subtotal - Personnel Expenses	2,146,326	191,115	\$ 1,955,211	9%	8%	
Contractual						
Equipment	27,161	\$ 901	26,260	3%		
Telephone	12,300	\$ 7,662	4,638	62%		Verizon-paid annual fee
Supplies	37,200	\$ 5,237	31,963	14%		expect refund from Friends of CCLD-red bags for book sale
Travel & Continuing Education	15,615	\$ 239	15,376	2%		
Repairs & Maintenance	39,060	\$ 2,913	36,147	7%		
Postage	2,625	\$ 119	2,506	5%		
Library Materials (books, video, etc.)	302,551	\$ 16,858	285,693	6%		
Utilities	66,000	\$ -	66,000	0%		
Building Cleaning Supplies	18,125	\$ 3,606	14,519	20%		
Fuel, Gas & Oil (Bookmobile)	4,000	\$ -	4,000	0%		
Insurance	39,913	\$ 12,092	27,821	30%		ANNUAL for D&O insurance; 1st of 4 for Liability Insurance
Vehicle Operation / Maintenance	1,000	\$ -	1,000	0%		
Professional Fees (audit, engineer/legal fees)	20,255	\$ 1,280	18,975	6%		
Data Processing Expenses (Cost Share)	118,713	\$ 5,399	113,314	5%		ANNUAL for Time Warner (VPN)
Payment of Taxes	4,775	\$ 2,016	2,759	42%		
Library Programming	27,500	\$ 5,642	21,858	21%		SRC supplies, HH Friends \$1,370; Gifts \$495; Grant funds \$150
Chemung County costs (B&G, vision)	9,000	\$ -	9,000	0%		
Capital Improvements STATE CONST see below	10,000	\$ -	10,000	0%		
Contingency Fund	86,933	\$ -	86,933	0%		
Debt Service	\$ 62,372	\$ -	62,372	0%		
Subtotal Expenses	\$ 3,051,424	\$ 255,079	\$ 2,796,345	8%	8%	
2014 & 2015 State Construction Projects						
TOTAL EXPENSES	\$ 3,051,424	\$ 255,079				

Unpaid Bills Detail

As of February 11, 2015

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
City Directories			
	02/10/2015	Reference materials	269.40
Total City Directories			<u>269.40</u>
			<u>269.40</u>

Chemung County Library District General Fund

Document #2015-9

Unpaid Bills Detail

As of February 11, 2015

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Al Baccile Paving, LLC			
	02/11/2015	HH Snow removal 1/8 - 2/2	615.00
Total Al Baccile Paving, LLC			<u>615.00</u>
Capabilities, Inc.			
	02/11/2015	Library Cleaning - WE/BF/HH Jan 2015	1,112.00
Total Capabilities, Inc.			<u>1,112.00</u>
CCLD Petty Cash			
	02/11/2015	Petty Cash ST JUV	164.58
Total CCLD Petty Cash			<u>164.58</u>
Chemung County Buildings & Grounds Dept.			
	02/11/2015	Utilities 4th Qtr 2014 all libraries	22,798.26
Total Chemung County Buildings & Grounds Dept.			<u>22,798.26</u>
CHILDREN'S PLUS INC.			
	02/11/2015	Books Purchased - ST Juv	1,982.74
Total CHILDREN'S PLUS INC.			<u>1,982.74</u>
Demco, Inc.			
	02/11/2015	DVD replacement cases ST, date stamps HH	187.32
Total Demco, Inc.			<u>187.32</u>
Faye Crance			
	02/11/2015	10/14, Jan/Feb 2015 Programming - VE Paid with grant \$	200.00
Total Faye Crance			<u>200.00</u>
First Transit			
	02/11/2015	Bookmobile fuel - Jan 2015	247.14
Total First Transit			<u>247.14</u>
Horseheads Do It Center			
	02/11/2015	HH - rock salt	56.12
Total Horseheads Do It Center			<u>56.12</u>
In Jest, Inc.			
	02/11/2015	Dep for WE program 7/20/15	500.00
Total In Jest, Inc.			<u>500.00</u>
John Manfredi			
	02/11/2015	Steele Program 2/20	100.00
Total John Manfredi			<u>100.00</u>
Margeson's Landscaping Inc.			
	02/11/2015	HFL mowing Oct/Nov 2014	195.00
Total Margeson's Landscaping Inc.			<u>195.00</u>
Office Equipment Source, Inc.			
	02/11/2015	Qtr maint agmt BF copier	25.91
Total Office Equipment Source, Inc.			<u>25.91</u>
PermaCard			

Chemung County Library District General Fund
Unpaid Bills Detail
As of February 11, 2015

Document #2015-9

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
	02/11/2015	Overdue mailers - all libraries	436.48
Total PermaCard			<u>436.48</u>
 Reliable Computer Products			
	02/11/2015	printer cartridges ST/WE	286.80
Total Reliable Computer Products			<u>286.80</u>
 Scholastic Library Publishing			
	02/11/2015	HFL book purchases-JUV	152.10
Total Scholastic Library Publishing			<u>152.10</u>
 Selective Insurance			
	02/11/2015	Flood Insurance 2015 all libraries	11,794.00
Total Selective Insurance			<u>11,794.00</u>
 Southern Tier Contract, Inc.			
	02/11/2015	HH Library privacy screen paid by HH Foundation	425.00
Total Southern Tier Contract, Inc.			<u>425.00</u>
 Southern Tier Library System			
	02/11/2015	Dec 14 processing fees all libraries	716.75
Total Southern Tier Library System			<u>716.75</u>
 The Library Store, Inc			
	02/11/2015	signs/display case for HH	575.58
Total The Library Store, Inc			<u>575.58</u>
 The NY Genealogical and Biographical Soc.			
	02/11/2015	Family History Research Guide	75.00
Total The NY Genealogical and Biographical Soc.			<u>75.00</u>
 Tim O'Shei			
	02/11/2015	Teen Program 2/27	350.00
Total Tim O'Shei			<u>350.00</u>
 Ultimate Fit Chick			
	02/11/2015	4 exercise wkshops 2/21-3/14	200.00
Total Ultimate Fit Chick			<u>200.00</u>
 Unique Management Services, Inc.			
	02/11/2015	JAN 2015 collection notices	653.35
Total Unique Management Services, Inc.			<u>653.35</u>
 Vasco Brands, Inc.			
	02/11/2015	Cleaning supplies all libraries	350.15
Total Vasco Brands, Inc.			<u>350.15</u>
 W. B. Mason Co, Inc.			
	02/11/2015	office supplies all libraries	200.74
Total W. B. Mason Co, Inc.			<u>200.74</u>
			<u><u>44,400.02</u></u>

Unpaid Bills Detail

As of February 4, 2015

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amazon Credit Plan			
	02/04/2015	Reference book purchases	<u>112.86</u>
Total Amazon Credit Plan			<u>112.86</u>
Ingram Library Services			
	02/04/2015	Non Fiction FEB 2015 stmt	<u>16.31</u>
Total Ingram Library Services			<u>16.31</u>
			<u><u>129.17</u></u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of February 4, 2015

Document #2015-9

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Amanda Farley			
	02/04/2015	Mileage 1/14 training at VE	23.00
Total Amanda Farley			<u>23.00</u>
Amazon Credit Plan			
	02/02/2015	Dec/Jan purchases	1,557.16
Total Amazon Credit Plan			<u>1,557.16</u>
Asian Import Store, Inc.			
	02/04/2015	Program supplies at HH	90.09
Total Asian Import Store, Inc.			<u>90.09</u>
Blackstone Audio			
	02/02/2015	DVD purchases DEC	133.20
Total Blackstone Audio			<u>133.20</u>
Brodart Co.			
	02/04/2015	labels for books	16.84
Total Brodart Co.			<u>16.84</u>
CCLD Petty Cash			
	02/04/2015	Petty Cash BF/WE	252.80
Total CCLD Petty Cash			<u>252.80</u>
Cengage Learning, Inc.			
	02/04/2015	Fiction Purchases-ST	379.35
Total Cengage Learning, Inc.			<u>379.35</u>
Chemung Canal Trust Company			
	02/04/2015	JAN purchases - 4 wkshp regs/hard drive repl, etc	844.89
Total Chemung Canal Trust Company			<u>844.89</u>
CHILDREN'S PLUS INC.			
	02/02/2015	Books Purchased - ST Juv	1,911.35
Total CHILDREN'S PLUS INC.			<u>1,911.35</u>
David Jeffers			
	02/04/2015	deposit for Easter program at BF 3/27	100.00
Total David Jeffers			<u>100.00</u>
Elmira Water Board			
	02/04/2015	Water bills - ST/WE annual fee for 2015	1,040.00
Total Elmira Water Board			<u>1,040.00</u>
First Transit			
	02/04/2015	Bookmobile fuel - 11/24-12/12	234.36
Total First Transit			<u>234.36</u>
Glenice Peel			
	02/04/2015	mileage reimb 1/5-1/16/15	85.10
Total Glenice Peel			<u>85.10</u>

Chemung County Library District General Fund
Unpaid Bills Detail
As of February 4, 2015

Document #2015-9

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Horseheads Do It Center			
	02/02/2015	HH - rock salt	<u>16.18</u>
Total Horseheads Do It Center			16.18
Ingram Library Services			
	02/04/2015	Library materials - FEB 2015 statement	<u>9,006.55</u>
Total Ingram Library Services			9,006.55
Janet Ackerman			
	02/04/2015	reimbursement for Prog Supplies	<u>54.37</u>
Total Janet Ackerman			54.37
JFJ Disc Repair			
	02/04/2015	DVD Repair supplies - BF	<u>137.29</u>
Total JFJ Disc Repair			137.29
John Manfredi			
	02/04/2015	HH Program 2/18/15	<u>100.00</u>
Total John Manfredi			100.00
Melissa Ames			
	02/04/2015	Patron Refund	<u>25.00</u>
Total Melissa Ames			25.00
MidWest Tape			
	02/02/2015	DVD/Audio purchases - ST/HH/WE	<u>3,937.64</u>
Total MidWest Tape			3,937.64
NYLA/Youth Services Section			
	02/04/2015	Conference registration 3/27/15	<u>115.00</u>
Total NYLA/Youth Services Section			115.00
Oriental Trading Company, Inc.			
	02/02/2015	HH program supply	<u>116.48</u>
Total Oriental Trading Company, Inc.			116.48
Petty Cash-Steele			
	02/04/2015	Petty Cash-VE/Teen/Ad prog/postage, etc	<u>326.05</u>
Total Petty Cash-Steele			326.05
Pitney Bowes			
	02/04/2015	quarterly lease for mail machine 10/30-1/30	<u>618.00</u>
Total Pitney Bowes			618.00
Rainy Toad Gaming (Troy Naida)			
	02/04/2015	Teen/Tween Video Gaming Program 2/19	<u>50.00</u>
Total Rainy Toad Gaming (Troy Naida)			50.00
Recorded Books			
	02/02/2015	DVD order	<u>111.37</u>

Chemung County Library District General Fund

Document #2015-9

Unpaid Bills Detail

As of February 4, 2015

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Total Recorded Books			111.37
Research Technology International			
	02/04/2015	supplies & Repair of DVD cleaning machines ST/HH	289.90
Total Research Technology International			289.90
Sherry Nichols			
	02/04/2015	mileage for 1/24 Genealogy workshop	58.65
Total Sherry Nichols			58.65
Staples Credit Plan			
	02/04/2015	Office supplies-BF	270.49
Total Staples Credit Plan			270.49
Verizon Wireless			
	02/02/2015	BKM/Admin. cellular service ANNUAL FOR 2015	2,090.00
Total Verizon Wireless			2,090.00
Vicie A. Rolling			
	02/04/2015	2/17 program at BF	350.00
Total Vicie A. Rolling			350.00
			<u>24,341.11</u>

Document #2015-10

Report of the February 4th, 2015 meeting of the Executive Committee of the Chemung County Library District:

Attending the meeting from the Executive Committee were Richard Roberts, Georgia Reynolds, Rachel Dworkin, Marge Kappanadze; and Joan Santulli, CCLD management. Other board members in attendance were Ann Hayes, Bonnie Chollet, Jim Hare, Pat Silvernail, Mike Muldoon, Jack Schamel and Phyllis Rogan. The meeting opened at 6:00pm.

Ms. Santulli presented the Unpaid Bills Detail dated 2/4/15 for the General Fund in the amount of \$24,341.11 and the Grant Fund - \$269.40. Mr. Hare moved, seconded by Ms. Reynolds to pay the bills as listed. VOTE: Unanimously Approved.

President's Report. Mr. Roberts stated he is working with Director Ron Shaw to schedule a new Trustee orientation. All board members will be invited to attend.

Mr. Schamel has agreed to serve the CCLD board in the position of Treasurer. This will be included on the Agenda for the February board meeting.

Mr. Roberts, Ms. Kappanadze and Attorney Conrad Wolan are meeting with Senator O'Mara regarding the change that is needed in the Legislation that formed the Library District in order to give permission for the Executive Committee to approve invoices to be paid prior to the board meeting.

Ms. Santulli read an email that received from IT Network Specialist Deb Brimmer regarding the 2015 Maker Faire at the Steele Library. The date has been set for Saturday, May 30th. She is requesting that a Committee be formed to assist in the planning, set-up and clean-up of the event and has also requested that at least two board members be involved in the Committee. Mr. Roberts requested that this subject be listed on the Agenda for the February board meeting for discussion by the board.

The meeting adjourned at 6:22pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, March 4th, 2015 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2015-11

Report of the February 11th, 2015 meeting of the Budget & Finance Committee of the Chemung County Library District.

Attending the meeting were CCLD board members Richard Roberts and Marge Kappanadze. Also attending were Joan Santulli and Ron Shaw, CCLD Administration. The meeting opened at 8:00am. Former board member Sue Cook attended as well.

Ms. Santulli presented the January 31st, 2015 Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Santulli presented the 2/11/15 Unpaid Bills Detail for the General Fund bills totaling \$44,400.02 and the Grant Fund - \$269.40. The list includes a payment to Chemung County for the 4th Quarter 2014 Utility invoices for all libraries and the annual fee for Flood Insurance for all libraries. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

Mr. Shaw reported receipt of the check from the sale of stocks in the amount of \$20,388.61. This donation was given as restricted for Non-Fiction library materials. CCLD also received a check from New York State in the amount of \$9,094 for the close-out of the Steele Memorial Library Duct Cleaning and Exterior Renovation construction project. He also received the contract from EFP Rotenberg, the auditors doing the 2014 audit which will be signed and mailed back to them. The cost for the audit is \$8,000.00.

The meeting adjourned at 8:13am. The next meeting of the Budget & Finance Committee will be held on Wednesday, March 11th, 2015 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2015-12

Report of the February 4th, 2015 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:35pm. Present were Mr. Muldoon, Mr. Hare, Ms. Hayes and Mr. Roberts. Also attending was Joan Santulli, CCLD Management.

The Committee received reports on the following:

- Elevator Project at Steele. Mr. Shaw has met with Michael Saglibene from Hunt Engineers and has discussed scheduling timeline, Board and Committee approval process, work hours, bid process, insurance requirements, additional work (Fire doors, electrical outlets, etc.) and any additional scope of work notification and cost overruns. The Committee requested that a representative from Hunt meet with them once the project is ready to go out for bid.
- Genealogy area at Steele. Mr. Shaw met with Jeff Vieselmeyer from Elmira Structures for an initial discussion regarding the possibility of a separate genealogy area at the Steele Library. The Steele Memorial Library Foundation has stated that there is \$51,000 in the Genealogy Fund that could be utilized for this purpose.
- County Buildings & Grounds. The painting crew has been at Steele and has painted the large meeting room, the office, and has repaired and will be painting walls in the back hallway. The red columns will also be painted with a neutral color in the near future.

The meeting adjourned at 5:45pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, March 4th, 2015 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.

Office of the Director, CCLD
February 2015

Major accomplishments: Continued coordination and final walk through of SML with Taitem Engineering (J. Halloran) re: energy audit. Follow-up with Meeting with Jeffrey Robbins (hunt Engineering) re: timelines and document preparation. Walk through of building with Michael Saglibene, Project Manager / Architectural Designer, Hunt Engineers, Architects, & Land Surveyors, P.C. regarding SML Elevator Project.

Completed drafts for final comment of CCLD Technology Plan, CCLD Staff Plan and Central Library Plan of Service in consultation with staff and STLS. Preparation of board packet. Follow up to Mini Maker Faire Application. Work with J. Vence (SMLF) re: transfer of funds. Library of Chemung County Library District Tax Cap Report status been set to Submitted. Library of Chemung County Library District (074613000100) Tax Freeze Report status set to Submitted. iLead statement of need and application complete.

Coordination with Susan Considine, Executive Director, Fayetteville Free Library re: Formation of NYLA Making/STEAM Roundtable and possible CCLD representation. Review draft of LH/Genealogy Collection Policy (M. Young). Meeting and walkthrough with Jeff Vieselmeyer, Elmira structures re: Establishment of separate Local History & Genealogy area. Meeting with iLead Cohorts for completion of application and statement of intent. Traveled to Cohocton and Hammondsport to pick up shelving units for SML.

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

Other site visits- Cohocton, Hammondsport

Major meetings: Conversations with Brian Hildreth re: State Mandated Tax Cap and Tax Freeze Reporting Issues, Central Library Plan 2017; Annual Legislative Lobby Day; Director's Advisory Council meeting agenda; Spring Continuing Education Day (May 8); Zinio - set up meeting with Roger Seifert (Recorded Books) and Brian Hildreth. Work with Margo Gustina, STLS Member Services Consultant re: Multi-media software questions. Initial contact with S. Lattin re: SML Chiller Unit replacement and Tax Forms. Attended CCLD Board meeting and meetings with Personnel Committee and Budget and Finance.

Major Personnel Issues: Confidential conversations under open door policy. Work with C. Corter, O. Frank, J. Ackerman re: PeopleWhere Staff Scheduling. Review of resumes and phone interviews Graham Tedesco- Blair (Reference and Technology Librarian) and Allison Midgley, former Technology Coordinator at Wellsville re: possible future employment opportunities.

Major Patron conversations: Questions regarding staff interaction with children and adult patrons; Several patrons regarding programming. Several with patrons discussing materials selection.

Community Presence: Attend ECSD Buildings & Grounds Committee meeting. Attend ECSD School Board meeting. Attend Rotary Club of Elmira meetings (3), Rotary Club of Elmira Board meeting.

Professional readings: Worth, M. (2009). *Nonprofit management: Principles and practice*. Los Angeles: SAGE Publications. Carlson, M., & Donohoe, M. (2010). *The Executive Director's Guide to Thriving as a Nonprofit Leader* (2nd ed.). San Francisco, CA: Jossey-Bass. Hess, J., & Bacigalupo, A. (n.d.). "Applying Emotional Intelligence Skills to Leadership and Decision Making in Non-Profit Organizations." *Administrative Sciences*, 202-220. Gottlieb, H. (n.d.). 10 STOP Signs on the Road to Board Recruitment. Retrieved February 2, 2015, from http://www.help4nonprofits.com/NP_Bd_10StopSigns_Art.htm

Professional courses attended/completed:

"Webinar Fundamentals" (1hr 51min) through Lynda.com (South Central Regional Library Council online training subscription). "Active Shooter: What You Can Do" and "Workplace Security Awareness Training" through U.S. Department of Homeland Security and the Federal Emergency Management Agency Emergency Management Institute (EMI).

Steele Library January 2015 Activity Reports

Circulation and Steele Library Supervision - Chris Corter

Although 2 new pages were hired, neither was the right fit for CCLD and plans to interview again are underway. I worked with a representative from TimeForge scheduling software to set up sample schedules. Unfortunately, it didn't fit our needs. Management staff attended a demo of PeopleWhere and most felt it may be of help to schedulers. We are now awaiting a quote from the company.

On January 28th, I attended the planning committee meeting for the "Soiree with Friends" event. Plans are coming along and will be finalized within the next month. I will share information with the staff once we have full details. To begin the year, I spent time cleaning out old files from the circulation office cabinet. Since most of the documents stored were familiar to me, I was the best person to rid of the "old stuff." Finally, I worked on completing evaluations for the Adult Services and Circulation staff and setting goals for current year.

Special 2014 Report for *Books on Wheels* Program – Stuart Finch

Since 2012, this program, a partnership between CCLD and Meals on Wheels of Chemung County, Inc., has provided books, audio books, DVDs and music CDs to the elderly who lack the mobility to access the library without the help of the Meals on Wheels drivers. We started with seven and there are now nine active patrons. In 2014, the program had one new patron, one death and one inactive due to health. All are over 65 years old and most have physical disabilities that make them housebound.

In 2014, the program circulated more than 163 items:

- Books (Mostly Large Type): 71
- Audio Book CDs: 36
- DVDs: 35
- Music CDs: 21

Late last year, I gave half dozen program registrations to the Meals on Wheels office as requested. So far, however, none have been returned, though this could change at any time.

In summary, this is a small program with a small core of very enthused patrons. Also, the Meals on Wheels office remains a strong supporter of it.

Audio/Visual – Brian Harris

I have placed two new shelving units in the AV area. These will be used to expand the "new" DVD's and easier for patrons and staff to locate the different categories. "New" audiobooks have expanded to two shelving units to accommodate the high demand. I will also be installing a vertical shelving unit for our "new" music CD's.

Reference/ Adult Services- Connie Ogilvie

In the month of January, 2015 there were 668 queries answered on the Adult Services Desk and 350 questions answered on the PC2 Desk. In keeping with the Adult Programming theme, the January display of non-fiction books was New Year, New You. This display consisted

of exercise books, such as Yoga, Pilates, and Weight Lifting. There were also books on dieting, cookbooks, advice to quit smoking, and health advice for aging. This was a popular display that had to be replenished more than once.

We have a quite a few Community Service Volunteers from Elmira College, each needing to complete 60 hours. Once trained they are very helpful in assisting the Adult Services Department with, shelving , weeding, shelf reading and setting up displays. We also have an Intern from Elmira College, who is a senior. She will actually complete 240 hours and has been wonderful assisting with many different projects, including Genealogy indexing, the Tinker Lab, the Broadcast Lab, and Adult Programming. She and a staff member, Jason Mendoza, developed and presented a workshop in the Tinker Lab, titled "Arm Weaving."

Adult Fiction – Caroline Poppendeck

This month I am teaching Beginning Internet and Beginning Computer. I attended a webinar on Readers' Advisory for public libraries. I have already implemented several of their suggestions, and will look into more in weeks to come. Since the person teaching our Belly Dance classes unexpectedly moved away, I agreed to step in and am teaching the popular classes to keep them on our public programming schedule.

LH/Genealogy –Maggie Young

FICHE stats (Jan):

Mag Fiche	-6-
Newspapers	-530-
Census film	-21-
Vital Stats	-55-
Misc	-4-

PROGRAMMING

1. Sherry and Maggie met to put together a rough plan of programming for the dept. in 2015.
 - a. Details: Database workshops (Sherry) Workshops on genealogy databases (beginning with class on ancestry), plus Intro to Genealogy in the fall.

Sherry also recently traveled to Hammondsport to share her intro class at their library. 20+ people attended.

- b. Misc. workshops (Maggie)
 - Preservation of family documents (tentatively in April)
 - Newspapers and the genealogists: using newspapers to research (Aug)
 - DNA and genealogy (Dec 2015)
2. Formation of Genealogy Discussion Group
 - a. implementation in spring or summer of 2015, after ancestry.com workshop
 - b. informal group discussion setting, meeting monthly to help each other on genealogy research. People could bring their laptops.
 - c. possible a speaker every 3 months or so.

OTHER NEWS

Maggie has applied to be considered for selection as one of ten libraries throughout the country to receive training, equipment, and funding through the StoryCorps@yourlibrary program <http://storycorps.org/your-library/>.

This program is to help libraries collect stories from community members.

We may not get it, but hey, we can try. Training in the broadcast lab has begun for staff, and for members of Cornell Cooperative Extension and the Chemung County Historical Society, so they can use our equipment to conduct interviews and make videos.

Maggie has asked to be included in SCRLC's "Preservation Road Show," where we can receive an online assessment by a preservation expert about our care and handling of the local history/genealogy collection.

Maggie has applied to become a member of SCRLC's digitization committee.

Social Media and Adult Programming – Jennie Lewis

Adult Programming

"New Year, New You" health and fitness programs started at Steele in January. There was a self-defense class, a class on getting healthy via a plant-based diet, and a belly dance workshop. There are additional health and fitness classes planned for the next two months. The "So bad, it's good!" movie night series resumed in January. Four tech classes were offered in the lab this month.

Social Media

Photos from a variety of CCLD programs were posted to Facebook in January, along with program reminders. Some of these posts were also duplicated on Twitter and Google+. Four new blog entries were posted in January.

Teen Activities – Doris Jean Metzger

Steele Teen Services applied for a grant from the Chemung County Youth Bureau to start Lego Robotics programs at the Steele Library. CCYB proposed a partnership in which they would buy the robotics kits & software, and transport youth from their Summer Spot programs to the library for Lego Robotics workshop. Steele Library will house, store, use the equipment in perpetuity & provide the instruction & formal workshops in the library throughout the year, as teen interest dictates. This robotics initiative would not be possible without the enthusiasm and expertise of patron Jean Harshberger, and staffer Jason Mendoza.

New Teen program: Philosophy Discussion group begins this month, led by Elmira college lecturer Corey McCall. McCall proposed the program, and is donating his time to lead the discussion group for teens.

Doris Jean Metzger, MLIS, was approved to go to the Youth Services Section conference in March (Long Island, NY)

Teen Advisory Group helped create a Teen "Blind Date with a Book" display for February.

Marketing – Michelle Barrett

Patron Appreciation Week Activities were planned. All CCLD locations chose one day within the week of February 16-20 to share music and refreshments with their users as on way of thanking them for their patronage.

West Elmira

Chris Corter conducted an evaluation of Michelle Barrett. Together, they completed evaluations of the other 2 branch employees. Michelle set goals to weed and shift collections to improve the youth space as well as create a new "AV" lounge.

Steele Youth Board Report

Janet-

- met with Friends Kinderbook Committee, designed and ordered 1,000 copies of Kinderbook library card registrations and ordered merchandise for basket giveaways
- training in the new Media Lab
- met with sales rep from Children's Plus
- met with a new Elmira College volunteer, she will do 60 hours in our Youth Dept. thru

April

- met with Family Reading Partnership to discuss Book Fest
- started employee evaluations for this department
- started new Winter/Spring session of baby Lapsit storytime
- met with Yuki Schillo who will bring a Sign Language Sat. Storytime to Steele Feb.-June
- met with Summer Reading Loss Committee
- Attended a webinar on scheduling software
- ordered and received RIF grant books (\$400 total)
- submitted 2 requests from Friends for funding of programs

Emma-

- Trained 2 new juvenile volunteers
- training in the new Media Lab
- attended a webinar on Wandoo (summer reading software)
- hosted Lego Club, Maker Club, movie day, Craft Day
- created district wide Storytime flyer and digital signs for Youth programs
- contacted EOP about Green Guardian and Summer performer Michael Albert
- Weeding webinar

Chris-

- accompanied Bookmobile for site visits/stories
- helped Emma with craft day

Melissa-

- started Winter/Spring Toddler Storytime
- made flyers for upcoming Youth programs
- trained with Emma on repairing

Information Technology Department - Deb Brimmer

- Held staff contest to rename the Broadcast Lab - it will now be called the Digital Media Lab
- New intern from Elmira College is working in Digital Media Lab - training staff, the Tinker Lab - planning and implementing programs, and working with the Reference Dept. discarding Non Fiction materials.
- The Tinker Lab has new hours: Now open on Wed, Thurs and Saturday
- Installed a Parent computer in the Children's section for Parents with Children on computers in that area
- Set a date for the Maker Faire as May 30th, 2015 from 11:00 AM - 3:00 PM
- Contacted last year's vendors to gauge interest in attending this year's Maker Faire
- Have 3 returning "Makers" so far and several new "Makers"
- Configured all CCLD Public Desk computers to email receipts to patrons
- Intern from CCC never returned
- Started an attendance list in the Tinker Lab, attendance is starting to pick up
- Held an Arm Weaving class in the Tinker Lab and had 9 attendees
- Have first patron group to come in and use the 3D printer on a regular basis
- Developed a computer with Mineways which gives people the ability 3D print models created in Minecraft for the Tinker Lab.
- New email server/clients are working and all the kinks have been worked out
- Met with an outside vendor to perform some finishing touches on the new Digital Media Lab. Vendor is giving us a quote for adding sound absorption material to the walls and ceiling of the Digital Media Lab, as well as a boom microphone.
- All Librarians, 2nd floor support staff, and Youth staff have been initially trained on how to use, (work the camera and edit videos) and circ the new Digital Media Lab.
- Currently training some offsite staff that may want to borrow the video recording/editing equipment
- Photographed all equipment to be able to promote everything the labs have to offer
- Developing a Sewing program with a person who is interested in offering sewing classes in the Tinker Lab, just have to iron out the details.
- Jason is working on a curriculum for the Lego Robotics Club and the software has been ordered by the Chemung County Youth Bureau
- Working through the process to apply for the Worlds Maker Faire endorsement
- Researched and talked with some other libraries and vendors to determine if it is cost effective to offer wireless printing at our libraries. At this time, it is not cost effective, the cost to the District could be as high as \$11/wireless print job
- Purchased new hard drives as some of the older computers are beginning to fail
- We contacted and assisted Verizon in troubleshooting the Faxing problems at Horseheads
- Performed employee evaluations

Branches

Owen Frank Branch Supervisor

Jan 15th--Attended Adult Literacy Advisory Board Meeting at EOP

Jan 20--Attended HFL Friends Meeting

Jan 27--Attended HFL Friends Meeting--\$10,369 grant approved

Jan 28th--Attended HFL Foundation Meeting

Feb 5th--Attended a Demonstration of Scheduling software at Steele Memorial Library with other CCLD Department Heads.

Big Flats

January 15--Glenice worked with Bill Oaks from Children's Plus on a juvenile book order

January 16--Glenice contract negotiating meeting

January 20--Local Author visit

January 22--Glenice attended a meeting Jabe Warren from Cornell cooperative extension to develop plans for this year's seed lending program and gardening programs for 2015.

Feb 10--Glenice attended the CCLD Storytellers meeting at the Horseheads Free Library

Feb 12--Glenice attended Contract Negotiation meeting.

Horseheads

January 22--Pam, Owen, and HFL volunteers attend a meeting with Jabe Warren from Cornell Cooperative Extension

Feb 10--Amanda Farely & Michelle Erickson attended the CCLD Storytellers meeting.

Van Etten

Michelle continues to provide programs at the Spencer-Van Etten Schools pre-K, Head start, and Family resources room.