



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 June 2017 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, June 15, 2017 at 6:00 pm at the **Van Etten Library, 83 Main St., Van Etten, NY 14889**. The agenda for the meeting is listed below. If you are unable to attend, please inform Mr. O'Dell-Wehling (585-332-9672), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2017-31)
4. Treasurer's report
 - a) Financial report (document 2017-32)
 - b) Report of Unpaid Bills Detail (document 2017-33)
5. Correspondence
6. President's report.
7. Director's Report.
8. Committee reports:
 - a) Executive Committee (O'Dell-Wehling)
 - 1) Report of the Committee meeting (document #2017-34)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2017-35-to be distributed)

Consent Item: Approval of Audit
Resolved that the CCLD Board of Trustees approve the annual audit as submitted.

 - c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document #2017-36)
 - d) Election Committee (Rogan)
 - e) Personnel Committee (Dworkin)
9. **Call for Executive Session for the purpose of discussing pending personnel actions**

Consent Items: Approval of Personnel Actions (Appendix C).
Resolved that the CCLD Board of Trustees approve Personnel actions as submitted.
10. Old business
11. New business
12. Period for public expression
13. Adjournment

(Minutes of the MAY 18, 2017 meeting of the Chemung County Library District Board of Trustees. Document #2017-31)

The meeting was called to order at 6:00pm by President William Wehling. Present were Pat Silvernail, Pam Larnard, Bonnie Chollet, John Schamel, Marge Kappanadze, Lillian White, Phyllis Rogan, Rachel Dworkin, Karl Schwesinger, Richard Roberts and Tim Blandford. Excused: Ann Hayes, Jared Myers & Michael Muldoon. Also present were Ron Shaw, the Library District's Director and Joan Santulli, the Library District's Administrative Assistant.

Minutes. The minutes of the April 2017 meeting (Document #2017-25) were presented for board review. The minutes were approved by unanimous consent. Pat Silvernail reported that she attended the recent Trustee Training where the presenter gave "Seven Habits of Highly Effective Boards". The "habits" include Shared Vision & Goals, Accountability & Transparency, Teamwork, Effective Meetings, Active Board Development, Attitude of Engagement and Sustainable Thinking.

Financial Report. The April 30, 2017 Financial Report (Document #2017-26) was presented for board review. By unanimous consent the Financial Report was approved as distributed and will be filed for audit.

Report of Unpaid Bills (Document #2017-27). Mr. Schamel stated that two interim bills also need to be approved with the unpaid bill listing – Deluxe Business Checks \$330.08 and TechSoup Global \$400.00. Ms. Dworkin moved, seconded by Mr. Roberts authorizing the payment of the unpaid bills dated 5/10/17 – General Fund - \$31,250.94 as distributed in writing and authorizing the payment of the interim bills in the amount of \$730.08. VOTE: Unanimously Approved. Board members commented about the Volunteer Recognition Party at the West Elmira Library and requested to be informed of how many volunteers attend the event.

Correspondence. A thank you email was received from Elmira College Professor Jan Kather for Deb Brimmer's tour for her students of the Tech/Tinker Lab. A request was received from a patron that the popular Seed Lending Program (currently in Horseheads and Big Flats) be started up at the Steele Library where more people will have access to the Program. Mr. Shaw reported that the receipt of several comments regarding which TV news channel is being displayed on the television in the Café area of the Steele Library. Due to the comments, the TV has been switched to the Weather Channel.

President's Report. None.

Director's Report. Mr. Shaw reported that he is currently working on the update to the employee Dress Code which will address sweatpants and jackets, t-shirts and the wearing of perfume/cologne.

The Director's Report (Appendix A) and the CCLD Staff Reports (Appendix B) 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 #2017-28). No additional comments.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2017-29). No additional comments.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2017-30). Mr. Shaw reported that the air conditioning at the Steele Library is up and running although there are still a few bugs that need to be worked out. The elevator which was down for 2 days has been restored to service.

Mr. Shaw expressed his thanks to board members who met with Ms. Metzger and Kim Bolan – the Consultant for the proposed Teen Area. It is expected that CCLD will receive drawings from Ms. Bolan by June 30th.

Steele staff is looking at the possibility of developing a Graphic Novel Lounge on the second floor. Staff has proposed forming a Beautification Committee to be piloted by Ms. Young. They will be looking for a group of people who pitch ideas and make some steps toward improving the outside entrances at the Steele Library.

Election Committee. Ms. Rogan stated the Committee met with Chris Corter on May 11th. Ms. Corter submitted an organized, well-thought out event planning check list. Ms. Corter has met with representatives from the County Board of Elections to get answers to some of her questions. Regarding payment of Election Inspectors, the board consensus is that Inspectors will receive \$10 per hour for their services, Head Inspectors will receive \$12 per hour and all inspectors who take training will receive a lump sum of \$25.00.

Personnel Committee.

CONSENT ITEM: Resolved by Ms. Dworkin, seconded by Mr. Blandford that the CCLD Board of Trustees approves the Personnel actions as submitted in writing. VOTE: Unanimously Approved.

Mr. Roberts moved, seconded by Mr. Blandford to move into Executive Session to discuss the Director's annual evaluation. VOTE: Unanimously Approved. Mr. Blandford moved, seconded by Ms. Chollet to come out of Executive Session. VOTE: Unanimously Approved.

Mr. Roberts moved, seconded by Ms. Chollet that the board approves Director Ron Shaw's evaluation. VOTE: Unanimously Approved. Ms. Dworkin moved, seconded by Mr. Roberts that Ron Shaw receives a raise of 1.5% of his current annual salary effective on his anniversary date with CCLD. VOTE: Unanimously Approved.

There was some discussion about the board evaluating itself. Mr. Shaw said that Library District Policy #160 covers that subject. He will forward the policy to trustees for their review.

Old Business. Mr. Roberts reported a phone call received from Assemblyman Chris Friend requesting clarification on the wording for CCLD's request to change the Legislation that formed the District. There is no further information at this time.

New Business. The question was raised about whether or not patrons can recommend the library purchase a specific eBook. If yes, who gets the recommendation.

Ms. Silvernail reported that she has joined the Trustee Book Club that is run by the Southern Tier Library System (STLS). They meet every 3 months – it is open to all trustees and information regarding the newest book can be found on the website.

Public Expression. None

The meeting was adjourned at 7:17pm. The next regular meeting of the board will be held on Thursday, June 15th, 2017 at 6:00pm at the **Van Etten Library, 83 Main Street, Van Etten, New York.**

Document #2017-34

Report of the June 7th, 2017 meeting of the Executive Committee of the Chemung County Library District:

Attending the meeting from the Executive Committee were Rachel Dworkin, Jack Schamel and Will Wehling; and Ronald Shaw and Joan Santulli, CCLD management. Other board members in attendance were Jared Myers, Bonnie Chollet, Ann Hayes, Pat Silvernail, Phyllis Rogan, Pam Larnard and Lillian White arrived during the meeting. The meeting opened at 6pm.

Kathy Stickler, accountant from Mengel, Metzger & Barr was present to review the newest draft of the 2016 audit of CCLD finances. The new draft converts the audit from the traditional format to the new required governmental financial statements. It now includes CCLD's Pension Liability to the NYS Retirement System. The report shows no material weaknesses. The Administration and Board will review the Management Discussion and Analysis portion of the report for accuracy and once changed (if necessary) a final audit report will be issued. It is expected that the board will approve the final report at the June meeting.

UNPAID BILLS: President Wehling stated that the General Fund Bill List includes a second payment to Tri County Refrigeration for the Chiller Project. This payment was recommended for payment by the Buildings & Grounds Committee. Ms. Dworkin moved, seconded by Mr. Schamel to approve the Unpaid Bill lists for the General fund dated 6/7/17 - \$233,179.38 and the Grant Fund - \$6,428.35. VOTE: Unanimously Approved.

President Wehling stated that the request to change the Legislation regarding the Trustee Election has passed two Committees and will be sent to the State Senate and Assembly for passage. He also stated that the Negotiating Committee had an initial meeting with the Library District's Attorney, Conrad Wolan in May.

Director Shaw reported the following:

Labor/Management meeting was held today. A copy of the revised Dress Code has been sent to them for review. The team had no issues with Lewis Murray's schedule which will include Sunday hours cleaning the branches at regular pay. Mr. Murray has requested that this be his regular schedule due to transportation needs.

Teen space- The attorney has approved Kim Bolan's contract with CCLD which includes an hourly rate, not to exceed \$20,000. Ms. Dworkin moved, seconded by Ms. Hayes giving Director Ron Shaw permission to sign the contract on behalf of CCLD. VOTE: Unanimously Approved. Mr. Shaw reported that Kelly Gampel of the Star Gazette came today to interview him about this project and plans to have a front page article in the paper regarding it.

Chiller Project. The Buildings & Grounds Committee has recommended the purchase of a BAC net interface & monitor for use by the County for the new system. Ms. Hayes moved, seconded by Ms. Larnard to approve the quote from Day Automation in the amount of \$3,960. VOTE: Unanimously Approved.

Health Insurance 2018. Mr. Shaw stated that CCLD has received notification that Excellus is requesting a 7.3% increase in insurance rates for next year.

CCLD Trustee Election 2017. Mr. Schamel moved, seconded by Ms. Dworkin to authorize the Director to set up a process that will allow for a fair and acceptable split of duties, to include additional remuneration as required, for Ms. Corter's work on the Trustee Election. VOTE: Unanimously Approved.

CCLD Policies. The Management team at CCLD is requesting changes to both the Meeting Room Policy and the Code of Conduct Policy due to some recent events at the library. Mr. Shaw will be updating the policies, reviewing them with staff and will then submit the changes to the board for approval.

The meeting adjourned at 7:08pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, July 5th, 2017 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2017-36

Report of the June 7th, 2017 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:35pm. Present were Ms. Hayes and Mr. Wehling. Also attending were Joan Santulli and Ronald Shaw, CCLD Management.

The Committee received reports on the following:

Teen Section. Ms. Bolan's contract has been approved by Attorney Wolan. Drawings for the project are due by the end of June and will be submitted to this Committee at the July meeting.

Chiller Project at Steele. The project has been completed; the only thing remaining is the final walk-through/punch list which will be coordinated with Chemung County, Day Automation and Tri County. A request for payment to Tri County Refrigeration has been approved by LaBella, the Project Manager. The Committee recommends payment to Tri County in the amount of \$197266.55. This request will be forwarded to the Executive Committee/Board for approval of payment. There is a final retainage being held in the amount of \$17,797.95 to be paid at final closeout of the project.

Regarding the new Chiller, Gary Morenus of the Chemung County Buildings & Grounds Department has requested that CCLD purchase and install a BAC net interface & monitor to the new system. This will allow the County to continue to monitor the new system remotely as they have been doing with the old system. The quote from Day Automation is \$3,960. The Committee approves of this request and it will be sent to the Executive Committee/Board for their approval. Mr. Morenus has conducted an air balancing test that checks the exchange of air to be sure the new system is working properly and is removing any necessary fumes.

Mr. Shaw is still awaiting quotes from Elmira Structures for several projects that will be considered for application for State Aid in 2017.

Mr. Shaw reported that he has sent out 5 requests for quotes on landscaping at the Steele Library. He has received one quote to date from Premier Landscaping in the sum of \$3,820. The project will install raised beds around the exterior of the auditorium portion of the building.

The meeting adjourned at 5:47pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, July 5th, 2017 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2017-32)

Financial Report - MAY 31, 2017

| Income | 2017 Annual Budget | Received to Date | Balance Remaining | Percentage Received | Percentage through Year | Notes |
|--|---------------------|---------------------|---------------------|---------------------|-------------------------|--|
| Library Fines, Fees & Contributions | \$ 76,275 | \$ 35,764 | \$ 40,511 | 46.89% | | INCLUDES lighting rebate \$4,766 |
| Grants (other than N.Y.S.) | \$ - | \$ 12,077 | | | | INCLUDES FR of CCLD \$6,662; Corning Lib \$1K; ARTS \$3,250; CCTC \$100; WalMart \$500 |
| Foundation Contributions | \$ 180,000 | \$ 20,000 | 160,000 | 11% | | 1st Qtr SML Foundation |
| Library District Tax Receipts | \$ 2,825,123 | \$ 2,825,123 | (0) | 100% | | |
| PILOT Funds | \$ 50,000 | | | | | |
| Interest on Investments | \$ 4,400 | \$ 1,334 | 3,066 | 30% | | |
| State Aid | | | | | | |
| Central Library Development | \$ 89,276 | | 89,276 | 0% | | |
| Central Book Aid | \$ 61,958 | | 61,958 | 0% | | |
| Local Library Services Aid | \$ 37,000 | | 37,000 | 0% | | |
| Other State Aid | | | | | | |
| TOTAL INCOME | \$ 3,324,032 | \$ 2,894,297 | \$ 391,812 | 87.07% | 42% | |
| Expense | Annual Budget | Expended to Date | Balance | Percent | Percentage | |
| Personnel | | | | | | |
| Salaries | 1,522,892 | \$ 624,922 | \$ 897,970 | 41% | | |
| Overtime & Holiday Salaries | 15,281 | \$ 9,422 | 5,859 | 62% | | |
| Employee Benefits | | | | | | |
| FICA | 117,670 | \$ 50,886 | \$ 66,784 | 43% | | |
| NY State Retirement | 246,107 | \$ 88,431 | \$ 157,676 | 36% | | |
| Medical & Dental | 399,834 | \$ 181,603 | \$ 218,231 | 45% | | |
| Other (Disability, Wk. Comp, Unemp) | 30,195 | \$ 20,676 | \$ 9,519 | 68% | | |
| Subtotal - Personnel Expenses | 2,331,979 | 975,940 | \$ 1,356,039 | 42% | 42% | |
| Contractual | | | | | | |
| Equipment | 90,149 | \$ 45,879 | 44,270 | 51% | | INCLUDES Early Lit Stations \$10,676; Grant \$8,477 |
| Telephone | 11,400 | \$ 11,463 | (63) | 101% | | |
| Supplies | 67,770 | \$ 28,050 | 39,720 | 41% | | TOTAL \$3,224=Grants \$894; FR of CCLD\$344; MKT \$1,410; FR of HH \$476 |
| Travel & Continuing Education | 15,015 | \$ 4,856 | 10,159 | 32% | | |
| Repairs & Maintenance | 23,502 | \$ 17,826 | 5,676 | 76% | | |
| Postage | 2,000 | \$ 393 | 1,607 | 20% | | |
| Library Materials (books, video, etc.) | 328,109 | \$ 93,484 | 234,625 | 28% | | Gifts \$3,582 |
| Utilities | 62,500 | \$ 26,980 | 35,520 | 43% | | INCLUDES 4th Qtr 2016 |
| Building Cleaning Supplies | 19,825 | \$ 4,152 | 15,673 | 21% | | |
| Fuel, Gas & Oil (Bookmobile) | 4,000 | \$ 800 | 3,200 | 20% | | |
| Insurance | 32,683 | \$ 31,317 | 1,366 | 96% | | |
| Vehicle Operation / Maintenance | 2,000 | \$ 2,383 | (383) | 119% | | Radiator, Generator & Sky Light repairs |
| Professional Fees (audit, engineer/legal fees) | 28,075 | \$ 14,968 | 13,107 | 53% | | |
| Data Processing Expenses (Cost Share) | 130,163 | \$ 32,598 | 97,565 | 25% | | |
| Payment of Taxes | 4,975 | \$ 5,013 | (38) | 101% | | |
| Library Programming | 28,525 | \$ 27,215 | 1,310 | 95% | | TOTAL \$14,335=M.Faire grant \$5,558; ARTS \$600; STLS \$290;Gift \$77; FR-HH \$3,835; FR-CCLD \$3,975 |
| Chemung County costs (B&G, vision) | 13,300 | \$ 5,483 | 7,817 | 41% | | |
| Capital Improvements STATE CONST see below | 25,000 | \$ 22,138 | 2,862 | 89% | | Foor \$138; LaBella \$22,000 |
| Contingency Fund | 52,782 | \$ - | 52,782 | 0% | | Phone annual pymts; BKM Repairs |
| Subtotal Expenses | \$ 3,273,752 | \$ 1,350,938 | \$ 1,922,814 | 41% | 42% | |
| 2016 & 2017 State Construction Projects | | \$ 93,087 | | | | Restroom Project |
| TOTAL EXPENSES | \$ 3,273,752 | \$ 1,444,025 | | | | |

Library Materials Expenditure Report for 2017

| May 31, 2017 | 42% | through 2017 | | | | | | |
|---------------------------------------|-----------------------------|----------------|-----------------------------|---|------------------------------|---|------------------------------|------------------------------------|
| Department | Gift Funds as of 5/31/17 | 2017 budget | total spent this year | Open Invoices subm to Office not yet paid as of 5/31/17 | Total spent & on order | Balance LEFT TO SPEND includes Gift funds | Total spent this month | **Percentage spent this year |
| | | | | | | Col.1+Col.2-Col.5 | | |
| Steele Memorial Library | | | | | | | | |
| Children's (JUV) | \$ 1,395 | \$ 30,000 | \$ 12,854 | \$ 1,413 | \$ 14,267 | \$ 17,128 | \$ 1,625 | 45% |
| Juv eBooks CBA Fund | | \$ 6,000 | \$ 57 | | \$ 57 | \$ 5,943 | | 1% |
| Young Adult | | \$ 6,750 | \$ 1,797 | \$ 137 | \$ 1,934 | \$ 4,816 | \$ 247 | 29% |
| YA eBooks CBA Fund | | \$ 6,000 | \$ 245 | \$ 91 | | \$ 6,000 | \$ 36 | 6% |
| Graphic Novels | | \$ 3,000 | \$ 1,131 | \$ 476 | | \$ 3,000 | \$ 466 | 54% |
| Reference - CBA Grant | | \$ 8,000 | \$ 2,296 | \$ 150 | \$ 2,446 | \$ 5,554 | \$ 135 | 31% |
| Electronic Reference -CBA Grant | | \$ 5,000 | | \$ 5,000 | \$ 5,000 | \$ - | | 100% |
| Electronic Reference - Gen. Fund | | \$ 16,000 | \$ 3,057 | | \$ 3,057 | \$ 12,943 | | 19% |
| Periodicals | \$ 119 | \$ 6,000 | \$ 1,152 | | \$ 1,152 | \$ 4,967 | \$ 708 | 19% |
| Zinio - CBA Grant | | \$ 16,675 | | | | \$ 16,675 | | 0% |
| Microforms/Genealogy | \$ 8,466 | \$ 2,500 | \$ 1,948 | \$ 493 | \$ 2,441 | \$ 8,525 | \$ 188 | 22% |
| Fiction | \$ 3,580 | \$ 36,000 | \$ 12,266 | \$ 3,365 | \$ 15,631 | \$ 23,949 | \$ 1,360 | 39% |
| FIC eBooks CBA Fund | | \$ 16,700 | | | \$ - | \$ 16,700 | | 0% |
| DownL Aud/music/dvd/blue ray Gen. | | \$ 8,500 | | | \$ - | \$ 8,500 | | 0% |
| Adult Non-Fiction-General Fund | \$ 3,149 | \$ 3,000 | \$ 376 | \$ 63 | \$ 439 | \$ 5,710 | \$ 46 | 7% |
| Non-FIC eBooks CBA Fund | | \$ 4,648 | \$ 65 | | \$ 65 | \$ 4,583 | | 1% |
| Non-Fiction-CBA Fund | | \$ 3,675 | \$ 2,680 | \$ 995 | \$ 3,675 | \$ - | \$ 799 | 100% |
| Audio video/music/dvd/blue ray - Gen. | \$ 7,833 | \$ 45,000 | \$ 13,833 | \$ 5,311 | \$ 19,144 | \$ 33,689 | \$ 4,087 | 36% |
| Audiobooks | \$ 5,350 | \$ - | \$ 1,651 | \$ 786 | \$ 2,437 | \$ 2,913 | | 46% |
| Non-Fic Educ DVD - CBA Fund | | \$ 4,997 | \$ 598 | \$ 193 | \$ 791 | \$ 4,206 | \$ 264 | 16% |
| Subtotal for Steele | \$ 29,893 | \$ 228,445 | \$ 56,006 | \$ 18,473 | \$ 72,536 | \$ 185,802 | \$ 9,960 | 29% |
| Big Flats Library | \$ 1,187 | \$ 22,241 | \$ 7,866 | \$ 3,322 | \$ 11,188 | \$ 12,240 | \$ 2,661 | 48% |
| Bookmobile | \$ 1,220 | \$ 6,700 | \$ 2,255 | \$ 976 | \$ 3,231 | \$ 4,689 | \$ 666 | 41% |
| West Elmira Library | \$ 657 | \$ 22,241 | \$ 8,718 | \$ 1,285 | \$ 10,003 | \$ 12,895 | \$ 1,538 | 44% |
| Horseheads Free Library-Adult | \$ 2,122 | \$ 18,585 | \$ 7,615 | \$ 735 | \$ 8,350 | \$ 12,357 | \$ 1,774 | 40% |
| HFL- AV | \$ 390 | \$ 8,000 | \$ 3,035 | \$ 660 | \$ 3,695 | \$ 4,695 | \$ 754 | 44% |
| HFL - Books Plus | \$ 250 | \$ - | \$ 160 | | \$ 160 | \$ 90 | \$ 95 | 64% |
| HFL - Juvenile | \$ 90 | \$ 16,700 | \$ 5,732 | \$ 2,284 | \$ 8,016 | \$ 8,774 | \$ 978 | 48% |
| VanEtten Library | \$ 114 | \$ 5,658 | \$ 2,092 | \$ 591 | \$ 2,683 | \$ 3,089 | \$ 544 | 46% |
| Subtotal for other libraries | \$ 6,030 | \$ 100,125 | \$ 37,473 | \$ 9,853 | \$ 47,326 | \$ 58,829 | \$ 9,010 | 45% |
| GRAND TOTALS | \$ 35,923 | \$ 328,570 | \$ 93,479 | \$ 28,326 | \$ 119,862 | \$ 244,631 | \$ 18,971 | 33% |

E-Books purchased from Cost Share NOT included - STLS will track

Chris Corter June 2017 Activity Report
(Dates covered May 10 – June 6, 2017)

Chris Corter

- Hosted the Mental Health Month *Recovery Stories Dinner* with the Social Connection on May 11th - received TV coverage on WETM
- Met with CCLD Election Committee on May 15 to discuss 2017 Trustee elections -created timeline, began work on inspector application, etc. Set up meeting with Board of Elections for June 29
- Completed publicity for summer concert series – created flyer and added to online calendars
- Created a CCLD brochure for Digital Library Services and Lynda.com
- Arranged for CCLD to have a booth at the Wisner Market every Thursday from June 15-August 17, 2017
- Began collaborative efforts with members of the Age Friendly Community Coalition (Office of Aging) to host a *Housing Options Workshop* for older adults. The event will be in September at Steele.
- Met with new School Community Coordinator at ECSD to discuss collaborative ideas and improved communication with schools, Steele and West Elmira
- Attended STLS IT meeting on May 17 and reported back to director and staff
- Attended Directors Advisory meeting on May 31 in Dundee

West Elmira – Chris Corter

- Approved and submitted material orders for West Elmira
- Staff hosted a Volunteer Recognition on May 22
- Completed staff schedule through August
- Staff finalized summer reading plans. Michelle created a flyer to send to Diven and Hendy.
- West staff hosted visits from Hendy School 3rd and 5th grade classes

Bookmobile – Chris Corter

- Selected and ordered materials for Bookmobile
- Kim attended Head Start Carnival on May 20 – 80 attended
- Kim attended Old MacDonald's Farm at the fairgrounds on June 3

Circulation & AV Report – May 2017

Submitted by Brian Harris

Circulation:

A big thank-you to Circulation staff for a great job in the month of May. We had numerous disruptive and angry patrons. Circulation staff handled everything correctly.

Audio-Visual:

of Items added-

| | |
|-----------|-----|
| DVD | 104 |
| Music CD | 59 |
| Audiobook | 38 |

Steele Youth Board Notes for May 13-June 9, 2017

Programs:

No weekly storytimes as we are hosting many class visits May-June, will resume Summer Storytimes on June 16

Ongoing monthly scavenger hunt in the Youth Services area

Outreach/Class Visits:

Wed. May 17, Visit to Pine City Kindergarten (Jeff)

Mon, Tues., Wed. June 5, 6, 7 Visits from Beecher School Third Grade Classes (Janet, Emma)

Thurs. June 8, Kindergarten Visit from Riverside School (Janet, Jeff and Michelle E.)

Webinars/Workshops:

All staff to STLS/CCLD's Continuing Ed Training Day at C.C.C.

Meetings:

Thurs. June 1 Meeting with Summer Learning Collaborators (Janet)

Thurs. June 1 Meeting with Youth programmers of CCLD (Janet, Emma, Michelle E.)

Wed. May 31, meeting with Brian and Connie to go over staff scheduling (Janet)

Misc:

Created and distributed flyers/digital and in house signs for Youth Summer Reading Programs and Tween Theatre Camp (Emma, Jeff)...took to Elmira City Schools for distribution

Organized and cleaned out outside storage shed and craft/supply back closet (all staff)

Nonfiction and Reference Reports

Connie Ogilvie

May, 2017

In the month of May, 2017 there were 504 queries on the Adult Services Desk and 280 questions answered on the PC2 Desk. The Nonfiction book display theme this month was "Celebrate Spring." This provided an opportunity to display a variety of books, including books on Gardening, Bird Watching and Bird Gardens, and don't forget Spring Cleaning!

Beginning Computer was held May 8, 2017, 1:00-3:00 PM

Beginning Internet Class was held May 22, 2017, 1:00-3:00 PM

Adult Services Fiction

Webinar - Best Practices for Serving Your LGBTQ Communities

Met w/patron for computer instruction

Webinar - How to Implement Things When People Hate Change

Participated at Elmira Chamber of Commerce Nonprofit Presentation at Elmira Country Club

JobNow Outreach at Pathways to Employment

WENY Midday Makeover Book Club

Adult Services Staff Meeting

Sewing Class

Visited HH Library and toured their Seed Lending Library

May 2017 report

Microfilm sent to NNYLN for digitization has been returned to the library and reshelfed. Newspapers will be up on NY Historic Newspapers as soon as the OCR process is completed. Maggie followed up with 2nd St. Cemetery and they have the information they need. We will keep tabs on this project and participate as we can.

Maggie will construct or find a book cradle for St. Peter & Paul's project.

The digitization of The Elmira Summary is complete and the newspaper images have been submitted to NYS Historic Newspapers.

Sherry and volunteers are indexing deaths 1970 and births 1957 and 1958.

Maggie authored a blog post, entitled "Why did you come to the library today?" Responses were culled from an interactive display, and answers sought to highlight our many different services.

Maggie did a sign inventory of the 1st & 2nd floors and will submit sign holder requests to management.

We received 17 responses from the outdoor beautification survey. Maggie will begin implementing some of the easier practices and looking for volunteers to help keep an eye on the front.

Maggie has collected some scattered ephemera and placed in binders at ready ref. Some will be cataloged as collections for ease of use, finding, and tracking usage.

Microfilm stats for May:

magazine fiche - 298-

newspapers -230-

census film -20-

vital stats -90-

misc -5-

Maggie Young

Genealogy and Local History Librarian

Doris Jean Metzger, MLIS

Steele Library Teen Services

Mid May-mid June 2017

The Corning Library-Steele Library Teen Book Fest Field Trip to Rochester, NY was a success. 28 teens attended and were unanimously overjoyed to see and meet their favorite authors, get free books, and spend the day on a college campus. They clamored for us to do this again next year. Thanks to the Friends of CCLD and Friends of Southeast Stueben Library for their financial support.

Kim Bolan Cullen, teen space designer, concluded her visit with Elmira teens and library staff. She will use focus group feedback and her space analysis to create drawings of our teen space by June 30. We will review the layout options with her.

Doris Jean applied for, and was awarded, a set of the "Teens' Top Ten" nominated titles for 2017. She plans to use the set to do "Chat & Chew" book club events for outreach to the T.C. Commons and the Southside Community Center.

Doris Jean applied for a Teen Read Week grant to fund a proposed teen art and writing workshop series in October 2017.

Teens declared the 'How to Get a Job' workshop informative and that it met their expectations and needs. Doris Jean will continue to partner with Youth Bureau Employment

Coordinator Laura Kinney to offer job hunting workshops for teens! Further “life skills” workshops will be planned for the fall such as money management, college prep, and more.

Adult Programming

Each month at Steele Memorial Library, a variety of programs for adults are planned. Some are taught/led by library staff and others by paid outside instructors or community members (volunteers). The Community Arts Grant-funded “Art Journey 2017” series will continue each month until December.

A list of events for the month can be found in our newsletter: <http://cclld.lib.ny.us/newsletter/>

Events are also listed on our online events calendar:

http://cclld.mhsoftware.com/ViewCal.html?calendar_id=2

Monthly brochures and signs were updated.

Social Media/Website/Newsletter

Posts to the various Social Media accounts continued this month as well as regular website updates. The electronic newsletter went out, highlighting events throughout CCLD.

Magazines & Adult Graphic Novel Collection

Monthly orders were placed and routine collection development issues were attended to.

Maker Space:

Tinker Lab Attendance: 160

Digital Media Lab Reservations:

Staff: 2

Patron: 5

Certifications:

Digital Media Lab: 3

3D Printing: 0

Sales:

3D Prints: \$25.43

Craft Supplies: \$10.90

Print of the Month: \$7.00

Total: \$43.33

Horseheads

May 15: Owen attended the Friends of the Horseheads Free Library meeting

May 17: Owen attended the STLS automation meeting

May 20: Christina Urbaniak traveled to Rochester with Doris Jean and several area teens to attend the YA Book fair.

May 22: Owen visited the Van Etten Library

May 24: Owen attended The Public Library Foundation of Chemung County meeting

June 1: Owen visited the Big Flats Library

June 1: Amanda Farley attended the CCLD story tellers meeting at Steele

June 6: Amanda Farley conducted a Kinderbook visits

June 6: Owen attended CCLD Management Meeting

June 9: Owen, Amanda, Kelly, Christina, and Becky attended Continuing Education Day at Corning Community College

Big Flats

May 19: Visit from STLS staff to introduce their new consultant

May 19: Conducted 3 Kinderbook visits Big Flats Elementary school

May 31: Glenice visited Big Flats Preschool to conduct a story time

June 1 Glenice attend the CCLD story tellers meeting at Steele

June 5: Glenice visited BOCES Headstart class for story hour

June 7: Glenice Proctored an exam for an online student

June 9: All staff attended Continuing Education day at Corning Community College

June 12: Glenice proctored an exam.

Van Etten**by Michelle Erickson**

Pre-K class visits Monday 6/5. The 3 Pre-K classes took a field trip to the VE library today for a tour, stories, songs.

Early Pre-K class visit on Wednesday 6/7. I will be going to the SVE Elementary school to visit the Early Pre-K classroom with stories, songs.

VE is offering crafts for Father's Day this month.

SRC kick-off with a visit from Tanglewood Nature Center later in June.

End of the School Year Party, VE will be showing the LEGO Batman movie and providing like snacks

June 9: Michelle attended Continuing Education Day at Corning Community College

Office of the Director, CCLD
June 2017

Major accomplishments:

Young Adult Area- Continue to work through Basecamp and emails with Kim Bolan; Doris Jean Metzger and Rob Cullin. The contract for Kim has been reviewed by Conrad. It will be signed after small revisions are made.

Possible new projects- Touched base with Jeff Vieselmeyer regarding estimates for future projects for NYS Grant Funds. Have received all estimates and am currently reviewing priorities.

Chiller- Working with Craig Davis (LaBella) regarding mechanical and electrical punch lists. Working with Gary Morenus (County B&G) to get the BACnet controller (a Data Communication Protocol for Building Automation and Control Networks) ordered/installed.

Staff Changes- Have sent out emails to staff announcing changes, vacancies and duties/responsibilities of staff as we move to fill Brian Harris' position.

STLS - Discussion with Brian Hildreth regarding JobNow usage and continuation; Zinio magazine collection development and funding.

Staff Changes- Continued to develop staffing scenarios; have sent out emails to staff announcing changes, vacancies and duties/responsibilities of staff as we move to fill Brian Harris' position; polling staff in order to fill a current vacancy at Big Flats; working with upper level staff on the West Elmira vacancy.

LLAMA Mentoring Program- Have continued to work with mentee concerning future career goals, MLS coursework to be taken, internships and research papers.

Friends Meeting- Attended CCLD Friends meeting. Gave report on the Teen Book Fest - funded by the Friends in cooperation with Corning Friends.

DAC Meeting- Minimum Standards Discussion Update; Plan of Service 2017 – 2021 – Member Feedback; Update on mentoring program;

Management Meeting- Discussed possible changes to the Patron Code of Conduct and the Meeting Room Policy; Friends funding in the future and the application process; Staff participation at Wisner Park; Assignment of duties/responsibilities for SML Department Heads;

Labor Management Meeting- Changed Dress Code (Directive 530-2) per CSEA request to address a variety of clothing/footwear questions. developed/released Fragrance/Scents directive (620-8); verification of scheduling for Lewis Murray.

Major Patron conversations: Concern over the computer tables- too close, lack of privacy (Staff has reported less noise and commotion in the area), issues with downstairs TV- requests

for certain channels; interest over the Teen Space; conversation with a teen who has attended the Rochester Book Faire and its impact on her life.

Community Presence: Attend Rotary Club of Elmira meetings (4). Attend Rotary Club of Elmira Board meeting (1). Worked with Boy Scout Troop on sensory trail for the blind and handicapped at Tangle wood; Worked at the Rotary District 7120 Youth Exchange program picnic in Big Flats.

Libraries Visited - Big Flats (1), Horseheads (1), West (1),

Professional Readings:

Missingham, R. (2005). Libraries and economic value: a review of recent studies. *Performance Measurement and Metrics*, 6(3), 142-158.

Purpose - This paper aims to outline the development of research into the value of libraries over the past decade; Findings- It is not yet clear whether any particular numerical result represents the best return on investment for an individual library. The lack of comparative of studies means that the appropriate level of return on investment than that which the taxpayer or investor should expect, has yet to be established.

Stenstrom, C. (2015). Decision-making experiences of public library CEOs. *Library Management*, 36(8/9), 644-652.

Purpose- The purpose of this paper is to explore and describe the decision-making practices of public library managers in the context of interpersonal influence and evidence-based information sources, and to investigate the relationship between models of evidence-based practice and interpersonal influence in the decision-making process of public library managers.

Vakkari, P. (2012). *Internet use increases the odds of using the public library*. *Journal of Documentation*, 68(5), 618-638.

Purpose - The functional equivalence hypothesis suggests that a new communication medium will replace those activities that most closely perform the same functions for users as did the established media. There is scarce empirical evidence whether use of the internet displaces use of the public library. This survey aims to explore how the use of the internet is associated with the use of the public library for studying, work and business, everyday activities, and leisure activities. The author also studies which factors in addition to internet use predict the use of public libraries for these purposes. Findings – The results show that the use of the internet is positively associated with the use of public libraries. Those using the internet tend also to use the public library. Thus, the use of the internet does not replace the use of the public library, but merely complements it. It is found that the frequency of internet use and the number of books read are the strongest predictors of public library use.

Professional courses attended/completed:

Assessing Library Facility Needs in the 21st Century (Webjunction webinar)

"Today's library facility manager (usually the Director) is faced with a wide cross-section responsibilities, challenges, and priorities. How do you plan for a new 21st century library facility? How do you reconfigure an existing facility to meet 21st century needs? What kinds of spaces do we need to plan for our communities, and what kinds of priorities do we set on maintaining and improving our spaces? From lighting to water systems, power to noise control, networking to flooring--there is plenty to think about. This session will provide an overview of the issues facing old and new library facilities and techniques and tools for tackling both."

Community Connections: Break with Tradition! (Webjunction webinar)

"Are you looking for fresh ways to connect your library with your community? Find out how these Nebraska libraries moved beyond traditional partnerships by uncovering shared commitment to community needs with new partners, especially local businesses. These new connections led to programming and events that promote health, literacy and entertainment for the whole community. The efforts extend the library's marketing reach, build library support, and strengthen community relationships—all at little or no cost."

Top 10 Social Media Management Tools through Lynda.com subscription

"Learn about the pros, cons, pricing plans, and unique features each solution offers, and get honest advice on managing your many feeds—Facebook, Twitter, Google+, LinkedIn, and more."

Change Management through Lynda.com subscription

"Topics include Understanding the levels of change management; Working through the five phases of change management; Creating a change plan; Communicating change; Implementing change; Managing risk; Reinforcing change; Evaluating the change; Guiding individuals through change."

Statistics Foundations: 1 through Lynda.com subscription

"Topics include Why statistics matter; Evaluating your data sets; Finding means, medians, and modes; Calculating standard deviation; Measuring distribution and relative position; Understanding probability and multiple-event probability; Describing permutations: the order of things; Calculating discrete and continuous probability distributions."



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

To: CCLD Board of Trustees

From: Ronald W. Shaw, Director

Date: June 6, 2017

Subject: Approval of Personnel Actions

Promotions:

N/A

Change FT/PT Status:

End of Probationary Period- Permanent Appointment:

Jeffrey Matthews- PT Library Clerk

New Hires:

N/A

Resignations:

N/A

Terminations:

N/A

Disability Leave

N/A

Step Increases:

Jeff Matthews to Step 1

Jennie Lewis- Librarian I to Step 7