



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 March 2017 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, March 16, 2017 at 6:00 pm at the **Horseheads Free Library, 405 S. Main St. Horseheads, NY 14845**. 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 #2017-13)
4. Treasurer's report
 - a) Financial report (document 2017-14)
 - b) Report of Unpaid Bills Detail (document 2017-15)
5. Correspondence
6. President's report.
 - a) Appointment of Negotiating Committee
7. Director's Report.

Consent Items: Approval of Annual Report
Resolved that the CCLD Board of Trustees approve the 2016 Annual Report as submitted.
8. Committee reports:
 - a) Executive Committee (O'Dell-Wehling)
 - 1) Report of the Committee meeting (document #2017-16)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2017-17)
 - c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document #2017-18)
 - d) Election Committee (Rogan)
 - e) Personnel Committee (Dworkin)

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

(Minutes of the FEBRUARY 16, 2017 meeting of the Chemung County Library District Board of Trustees. Document #2017-13)

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

Minutes. The minutes of the January 2017 meeting (Document #2017-07) were presented for board review. The minutes were approved as corrected by unanimous consent.

Financial Report. The January 31, 2017 Financial Report (Document #2017-08) 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 #2017-09). By unanimous consent, the board authorizes the payment of the unpaid bills dated 2/8/17 – General Fund - \$96,428.10 as distributed in writing.

Correspondence. None.

President's Report. None.

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

CCLD Issues. The weeding and shifting of the Non-Fiction collection at the Steele Library has been completed. A big thank you goes out to Ms. Ogilvie and her volunteers for the hard work in getting this task completed. We can now look to rebuilding the most needed areas with new materials.

Reminders – February 20th is a holiday and all branches except Steele will be closed. Also March 1st is Library Legislative Advocacy Day in Albany. Mr. Shaw will be attending. STLS has chartered a bus to take interested supporters to Albany. Ms. Silvernail stated that she also plans to attend.

Donation – Funds were received in the amount of \$500 for a project that Mr. Shaw is working on. Further information on the project will be forthcoming.

STLS problems. In the last week, STLS has been working on both email and StarCat issues. Both programs have been down while repairs are being made.

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 #2017-10). President Wehling stated that the letter to the Chemung County Board of Elections requesting them to include CCLD's Budget Proposal on their General Election ballots has been sent. Regarding the February 9th meeting with Senator O'Mara and Assembly members Friend & Palmesano, Mr. Shaw stated that these Representatives are already supportive of libraries and library funding. They highly recommend sending letters and emails to Legislators, making phone calls and sending letters to the editor of our local papers asking for more financial support in the State budget for libraries.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2017-11). Ms. Kappanadze stated that all board members receive copies of the Committee reports and the only necessary conversation at a board meeting is questions about the report. There is nothing new to report.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2017-12). Regarding the Restroom Project at the Steele Library, the final walk-through was today. Penn-York was on-site to insulate the downstairs bathroom ductwork and the restrooms are expected to be open to the public this week. Regarding the Chiller Project at the Steele Library, Mr. Morenus, the County Buildings & Grounds staff member who maintains the HVAC system, has informed CCLD that a control device that is not included in the original specs will need to be purchased. The cost will be approximately \$4,000. Regarding the Teen Space at the Steele Library, an initial meeting with Consultant Kim Boland has been requested. She will be reviewing blueprints and the proposal that was submitted to the board last year. Mr. Shaw distributed an updated funding report of all current New York State Construction projects.

Ms. Santulli submitted a billing from LaBella Associates, the Project Manager for the Chiller Project. A December invoice in the amount of \$18,000 and a January invoice of \$4,000 need to be approved. Ms. Dworkin moved, seconded by Ms. Hayes to approve a payment to LaBella Associates in the amount of \$22,000. VOTE: Unanimously Approved.

Mr. Shaw reported receipt of a rebate check from NYSEG in the amount of \$3,981.62 for the lighting project at the Steele Library.

Election Committee. No report.

Personnel Committee. No report.

CONSENT ITEM: Resolved by Mr. Roberts, seconded by Ms. Chollet that the CCLD Board of Trustees approves the Personnel actions as submitted in writing. VOTE: Unanimously Approved. Mr. Shaw reported that it may be difficult for CCLD to find a substitute Bookmobile Driver as the school district is also looking for bus drivers.

Regarding the contract between CCLD and its Administrative Assistant, the only change this year are the dates of the contract. Ms. Silvernail moved, seconded by Ms. Hayes to approve the above mentioned contract with Joan Santulli dated January 1, 2017 – December 31, 2017. VOTE: Unanimously Approved. Once signed by both parties, the original contract will be sent to Attorney Wolan's office.

Old Business. Ms. Kappanadze stated that the processing of board members photos is complete. They will be sent to Ms. Dworkin's office for inclusion in the poster of Library District Trustees that will be displayed at each library.

Ms. Rogan requested an update on CCLD's request for changes in its Legislation. The Albany Office is working on it; there is nothing new to report at this time.

New Business. Ms. Silvernail, the board's liaison with the Friends of CCLD, reported from their recent meeting that the Friends approved funding requests totaling \$6,662 which will cover the upcoming Teen bus trip for "BookFest", Summer Concerts at the Steele Library and the purchase of "Arigami" for the upcoming Maker Faire being held at the Arnot Mall.

The Friends have expressed a desire to have a presentation on the new Teen Space that is being planned for the Steele Library. Their annual book sale is scheduled for May 18-27.

Ms. Dworkin wanted board members to be aware of new State Legislation called the NY Health Act which is a Single Payer Health Insurance program. If this passes the Legislature, it would save the Library District money; however, there is uncertainty as to what coverage staff members would have under this plan. Discussion on the matter was tabled at this time.

Public Expression. None

The meeting was adjourned at 7:10pm. The next regular meeting of the board will be held on Thursday, March 16th, 2017 at 6:00pm at the **Horseheads Free Library, 405 South Main Street, Horseheads, New York.**

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2017-14)

Financial Report - FEBRUARY 28, 2017

Income	2017 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 76,275	\$ 13,194	\$ 63,081	17.30%		INCLUDES lighting rebate \$4,766
Grants (other than N.Y.S.)	\$ -	\$ 11,212				INCLUDES FR of CLLD \$6,662; Corning Lib \$1K; ARTS \$3,050
Foundation Contributions	\$ 180,000		180,000	0%		
Library District Tax Receipts	\$ 2,825,123		2,825,123	0%		
PILOT Funds	\$ 50,000					
Interest on Investments	\$ 4,400	\$ 420	3,980	10%		
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	\$ 24,826	\$ 3,260,418	0.75%	17%	
Expense	Annual Budget	Expended to Date	Balance	Percent	Percentage	
Personnel						
Salaries	1,522,892	\$ 225,854	\$ 1,297,038	15%		
Overtime & Holiday Salaries	15,281	\$ 4,161	11,120	27%		
Employee Benefits						
FICA	117,670	\$ 20,054	\$ 97,616	17%		
NY State Retirement	246,107	\$ 32,200	\$ 213,907	13%		
Medical & Dental	399,834	\$ 75,007	\$ 324,827	19%		
Other (Disability, Wk. Comp, Unemp)	30,195	\$ 14,625	\$ 15,570	48%		
Subtotal - Personnel Expenses	2,331,979	371,901	\$ 1,960,078	16%	17%	
Contractual						
Equipment	90,149	\$ 11,456	78,693	13%		INCLUDES Early Lit Stations \$10,676
Telephone	11,400	\$ 11,400	0	100%		
Supplies	67,770	\$ 10,497	57,273	15%		Grants \$37
Travel & Continuing Education	15,015	\$ 1,312	13,703	9%		
Repairs & Maintenance	23,502	\$ 7,872	15,630	33%		
Postage	2,000	\$ 174	1,826	9%		
Library Materials (books, video, etc.)	328,109	\$ 22,784	305,325	7%		Gifts \$90
Utilities	62,500	\$ 16,862	45,638	27%		INCLUDES 4th Qtr 2016
Building Cleaning Supplies	19,825	\$ 2,947	16,878	15%		
Fuel, Gas & Oil (Bookmobile)	4,000	\$ 362	3,638	9%		
Insurance	32,683	\$ 31,317	1,366	96%		
Vehicle Operation / Maintenance	2,000	\$ 347	1,653	17%		
Professional Fees (audit, engineer/legal fees)	28,075	\$ 2,935	25,140	10%		
Data Processing Expenses (Cost Share)	130,163	\$ 2,699	127,464	2%		
Payment of Taxes	4,975	\$ 2,072	2,903	42%		
Library Programming	28,525	\$ 6,914	21,611	24%		INCLUDES M.Faire grant \$575; ARTS \$175; STLS \$13
Chemung County costs (B&G, vision)	13,300	\$ 4,452	8,848	33%		
Capital Improvements STATE CONST see below	25,000	\$ 22,138	2,862	89%		Foor \$138; LaBella \$22,000
Contingency Fund	52,782	\$ 679	52,103	1%		Phone annual pymts
Subtotal Expenses	\$ 3,273,752	\$ 531,121	\$ 2,742,631	16%	17%	
2016 & 2017 State Construction Projects		\$ 52,298				Restroom Project
TOTAL EXPENSES	\$ 3,273,752	\$ 583,418				

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of March 8, 2017

Type	Date	Memo	Open Balance
Baker & Taylor Books			
Bill	03/07/2017	Reference materials	19.49
Total Baker & Taylor Books			19.49
Midwest Tape, LLC			
Bill	03/06/2017	CBA educational DVDs	167.93
Total Midwest Tape, LLC			167.93
Southern Tier Library System			
Bill	03/06/2017	eBooks YA/JUV/NF- Processing fees	452.37
Total Southern Tier Library System			452.37
TOTAL			639.79

Chemung County Library District General Fund
Unpaid Bills Detail
As of March 8, 2017

Type	Date	Memo	Open Balance
Aleta Yarrow			
Bill	03/06/2017	Adult Prog 4/10 pd by ARTS grant	200.00
Total Aleta Yarrow			200.00
Capabilities, Inc.			
Bill	03/06/2017	Cleaning BF/HH/WE for FEB	1,261.44
Total Capabilities, Inc.			1,261.44
Caroline Poppendeck			
Bill	03/07/2017	mileage reimb 2/7-3/3	38.28
Total Caroline Poppendeck			38.28
CCLD Petty Cash			
Bill	03/06/2017	Petty Cash HH/WE	414.45
Total CCLD Petty Cash			414.45
Centurion Technologies			
Bill	03/07/2017	Security software-Oct invoice	144.00
Total Centurion Technologies			144.00
Chemung Canal Trust Company			
Bill	03/06/2017	Credit card - Prof fees, M. Faire, Prog supplies, BF supplies	2,964.86
Total Chemung Canal Trust Company			2,964.86
CHILDREN'S PLUS INC.			
Bill	03/06/2017	Books Purchased - Steele JUV	72.80
Total CHILDREN'S PLUS INC.			72.80
Demco, Inc.			
Bill	03/06/2017	Labels/book tape/dvd cases	519.43
Total Demco, Inc.			519.43
Elmira City Chamberlain			
Bill	03/06/2017	Downtown Development Tax - ST	2,940.80
Total Elmira City Chamberlain			2,940.80
Fire Alarm Service Technology, Inc.			
Bill	03/06/2017	export video from DVR - security at ST for Police agency	110.00
Total Fire Alarm Service Technology, Inc.			110.00
H. L. Treu Office Supply Corp.			
Bill	03/06/2017	copy paper/ toner	217.43
Total H. L. Treu Office Supply Corp.			217.43
Ingram Library Services			
Bill	03/06/2017	Library materials - ST Juv & fiction	1,713.81
Total Ingram Library Services			1,713.81
McGraw Technology Services			
Bill	03/06/2017	Professional Services-IT Department 2/14	350.00
Total McGraw Technology Services			350.00
Middlesex Library			
Bill	03/06/2017	Payment for lost book	8.00
Total Middlesex Library			8.00
MidWest Tape			
Bill	03/06/2017	DVD/Audio purchases - ST/HH/WE	3,921.42
Total MidWest Tape			3,921.42
Oriental Trading Company, Inc.			

Chemung County Library District General Fund
Unpaid Bills Detail
As of March 8, 2017

Type	Date	Memo	Open Balance
Bill	03/06/2017	Program Supplies BF/HH	194.71
Total Oriental Trading Company, Inc.			194.71
Owen Frank			
Bill	03/06/2017	reimb - UPS mailings	30.42
Total Owen Frank			30.42
Petty Cash-Steele			
Bill	03/06/2017	Fee to Arnot Mall for Maker Faire 3/25	500.00
Total Petty Cash-Steele			500.00
Quicker Printer			
Bill	03/06/2017	Maker Faire Posters/signs	110.00
Total Quicker Printer			110.00
Recorded Books			
Bill	03/06/2017	AV purchases gift funds	156.40
Total Recorded Books			156.40
Sayles & Evans			
Bill	03/06/2017	Attorney fees NOV	430.00
Total Sayles & Evans			430.00
Southern Tier Library System			
Bill	03/06/2017	1st Qtr 2017 Cost Share	27,808.75
Bill	03/06/2017	Processing fees Dec-Feb 2017	2,508.25
Total Southern Tier Library System			30,317.00
Staples Advantage			
Bill	03/06/2017	office supplies all libraries	280.18
Total Staples Advantage			280.18
Terp's Enterprises, Inc			
Bill	03/07/2017	Bal Due T113003 for Teen Trip 5/20/17	825.00
Total Terp's Enterprises, Inc			825.00
Unique Management Services, Inc.			
Bill	03/06/2017	collection notices-FEB	393.80
Total Unique Management Services, Inc.			393.80
Vasco Brands, Inc.			
Bill	03/06/2017	cleaning/paper supplies	430.25
Total Vasco Brands, Inc.			430.25
Wegmans Food Markets Inc.			
Bill	03/06/2017	HH Juv/ Patron App ST/WE	335.75
Total Wegmans Food Markets Inc.			335.75
WLVY Radio			
Bill	03/07/2017	Radio spots for Maker Faire 3/25	200.00
Total WLVY Radio			200.00
TOTAL			49,080.23

Document #2017-16

Report of the March 1st, 2017 meeting of the Executive Committee of the Chemung County Library District:

Attending the meeting from the Executive Committee were Rachel Dworkin, Jack Schamel, Richard Roberts and Will Wehling; and Ronald Shaw and Joan Santulli, CCLD management. Other board members in attendance were Jared Myers, Tim Blandford, Mike Muldoon, Bonnie Chollet, Karl Schwesinger, Ann Hayes and Phyllis Rogan. The meeting opened at 6pm.

UNPAID BILLS: Ms. Dworkin moved, seconded by Mr. Roberts to approve the Unpaid Bill lists for the General fund dated 3/1/17 - \$43,621.46 and the Grant Fund - \$1,140.65. VOTE: Unanimously Approved.

President Wehling stated that Trustee Orientation (beneficial to new members – all are invited) is scheduled for Tuesday, March 28th at 6pm and will be held in the computer lab at the Steele Library.

He reported that the amendment that CCLD has requested to the Legislation regarding the Election was referred to Committees in both chambers of the New York State Legislature. Regarding the request to allow the Executive Committee to authorize payment of invoices, the proposal is being run by the Governor's office prior to submission to the Legislature.

President Wehling stated that the CCLD/CSEA contract will expire at the end of this year and a board Negotiating Committee will need to be formed. This will be put on the agenda for the March meeting of the full board. He also stated that at the March meeting, he will circulate a schedule for board members to sign up to attend the monthly Labor Management meetings being held the first Wednesday of each month at 2pm in the Director's Office at the Steele Library.

Director Shaw reported the following:

The Labor/Management meeting was held today and staff was reminded that all employees were given an extra day of benefit time for Friday of the President's Day Weekend. In the previous contract, that Friday was considered a holiday and extra pay was given to staff who worked the holiday. The Union Officers also stated that they would like to have staff tenure recognized at the next Staff Training Day.

Other CCLD issues. The Bookmobile is off the road needing a replacement to its radiator. A new radiator is expected to cost approximately \$2,000. The vehicle will also need new tires in the fall at a cost of \$400 each. The Bookmobile will not be at "Bookfest" this Saturday as previously scheduled. Youth Service Conference in Ithaca. The Library District has 6 staff members who will be attending this conference in April. The Chess Challenge – this annual event is scheduled for Saturday, April 1st.

Regarding the Public Library Foundation of Chemung County (HH Foundation), Mr. Shaw received a memo from them which stated that (1) any memorials that CCLD receives in memory of Don Coyles need to be given to the Foundation and (2) their long range goal is to develop a strategic plan to build a new suburban library - they are doing planning and research and at some point in the future would like to make a presentation to the CCLD board of trustees.

Ms. Santulli stated that the 2016 Annual Report will be sent out to board members to review prior to the March Board meeting. The Report must be approved to send to the Southern Tier Library System for submission to the State.

Ms. Rogan stated that the Election Committee is requesting a meeting regarding election details for the 2017 Trustee Election to be held in November of this year.

The meeting adjourned at 6:20pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, April 5th, 2017 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2017-17

Report of the March 8th, 2017 meeting of the Budget & Finance Committee of the Chemung County Library District.

Attending the meeting were CCLD board members Jack Schamel and Marge Kappanadze. Also attending were Joan Santulli and Ron Shaw, CCLD Administration. The meeting opened at 8:00am.

Ms. Santulli presented the February 28th, 2017 Final Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Santulli presented the Unpaid Bills Detail dated 3/8/17 for the General Fund bills totaling \$49,080.23 and the Grant Fund - \$639.79. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

Committee members viewed a copy of the 2016 Annual Report. The report will be sent to board members electronically for their review prior to the next board meeting. At the next meeting, the board must approve sending the report to STLS.

This Committee is in need of new members to serve. This matter will be discussed at the next meeting of the full board.

The meeting adjourned at 8:10am. The next meeting of the Budget & Finance Committee will be held on Wednesday, April 12th, 2017 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2017-18

Report of the March 1st, 2017 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:30pm. Present were Mr. Muldoon, Mr. Schwesinger, Ms. Hayes and Mr. Wehling. Also attending were Joan Santulli and Ronald Shaw, CCLD Management.

The Committee received reports on the following:

Bathroom Project at the Steele Library. All Public Restrooms are open and operational. Awaiting close-out documents (manuals) before closing out the project. Elmira Structures is requesting a payment of \$14,218.65. The Committee recommends payment of the invoice. It will be brought to the Executive Committee for board approval.

Teen Section. Mr. Muldoon distributed a proposed RFP. The RFP will solicit proposals for design, bid specification development and project management services for the Teen Space at the Steele Library. The bidder will be requested to submit an abstract of their design approach to the project. The RFP is put on hold until the Library Director speaks to our Consultant Kim Boland regarding the necessary criteria needed for the design.

Chiller Project at Steele. Contracts have been signed. The project will begin on Monday, the 6th of March. Project Manager, LaBella, has stated that they feel the May 15th deadline for completion of the project will not be an issue. They will be requested to submit clarification on the work schedule for the project.

No other building issues were reported.

The meeting adjourned at 5:45pm.

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

Proposed STLS Member Library Cost Share - 2017 (Page 1 of 3)

	Workflows Access Fee: Includes 1 Workflow Station per Library	Number of Additional Workflow Stations Per Library	Cost of Additional Workflow Stations Per Library (\$344 per Station)	2015 Library Circulation	2017 Cost Per Circulation Transaction based on 2015 Figures (\$.15 per Transaction)	2015 Digital Circulation	2017 Cost Per Digital Transaction based on 2015 Figures (\$.62 per Transaction)	2017 Cost Share without Digital Collection Cost	Total 2017 Cost Share Invoice Based on Formula (Includes Digital Collection Cost)	Total 2016 Cost Share Invoice	Dollar Change from 2016 to 2017	Percent Change from 2016 - 2017
Proposal based on 4% Increase												
Addison*	\$ 2,637	2	\$ 688	5,710	\$ 857	744	\$ 461	\$ 4,182	\$ 4,643	\$ 5,875	\$ (1,232.04)	-21%
Alfred*	\$ 2,637	1	\$ 344	14,775	\$ 2,216	1469	\$ 911	\$ 5,197	\$ 6,108	\$ 6,542	\$ (433.79)	-7%
Almond*	\$ 2,637	1	\$ 344	9,671	\$ 1,451	350	\$ 217	\$ 4,432	\$ 4,649	\$ 5,016	\$ (367.17)	-7%
Andover*	\$ 2,637	2	\$ 688	3,857	\$ 579	381	\$ 236	\$ 3,904	\$ 4,140	\$ 4,049	\$ 90.95	2%
Angelica	\$ 1,720	0	\$ -	4,660	\$ 699	245	\$ 152	\$ 2,419	\$ 2,571	\$ 1,717	\$ 853.80	50%
Arkport - RC	\$ 1,720	0	\$ -	-	\$ -	0	\$ 57	\$ 1,720	\$ 1,777	\$ 1,708	\$ 68.90	4%
Atlanta*	\$ 2,637	0	\$ -	2,207	\$ 331	35	\$ 22	\$ 2,968	\$ 2,990	\$ 3,060	\$ (70.07)	-2%
Avoca*	\$ 2,637	1	\$ 344	8,968	\$ 1,345	529	\$ 328	\$ 4,326	\$ 4,654	\$ 7,364	\$ (2,709.64)	-37%
Bath*	\$ 2,637	5	\$ 1,720	54,900	\$ 8,235	3888	\$ 2,411	\$ 12,592	\$ 15,003	\$ 17,971	\$ (2,968.26)	-17%
Belfast*	\$ 2,637	1	\$ 344	13,116	\$ 1,967	400	\$ 248	\$ 4,949	\$ 5,197	\$ 5,151	\$ 45.58	1%
Belmont*	\$ 1,720	1	\$ 344	10,724	\$ 1,609	96	\$ 60	\$ 3,673	\$ 3,732	\$ 3,917	\$ (184.98)	-5%
Bolivar*	\$ 2,637	1	\$ 344	5,405	\$ 811	978	\$ 606	\$ 3,792	\$ 4,398	\$ 4,439	\$ (40.71)	-1%
Branchport*	\$ 1,720	1	\$ 344	15,287	\$ 2,293	1520	\$ 942	\$ 4,357	\$ 5,299	\$ 4,966	\$ 333.35	7%
Canaseraga*	\$ 2,637	0	\$ -	4,594	\$ 689	52	\$ 32	\$ 3,326	\$ 3,359	\$ 3,469	\$ (110.48)	-3%
Canisteo*	\$ 2,637	1	\$ 344	9,342	\$ 1,401	210	\$ 130	\$ 4,382	\$ 4,513	\$ 4,708	\$ (195.32)	-4%
Chemung Cty 6 units	\$ 10,320	35	\$ 12,040	490,946	\$ 73,642	24569	\$ 15,233	\$ 96,002	\$ 111,235	\$ 117,470	\$ (6,235.32)	-5%
Cohocton*	\$ 2,637	2	\$ 688	15,932	\$ 2,390	143	\$ 89	\$ 5,715	\$ 5,804	\$ 5,205	\$ 598.64	12%
Corning	\$ 1,720	17	\$ 5,848	227,705	\$ 34,156	15712	\$ 9,741	\$ 41,724	\$ 51,465	\$ 49,229	\$ 2,236.09	5%
Cuba*	\$ 2,637	4	\$ 1,376	37,198	\$ 5,580	2710	\$ 1,680	\$ 9,593	\$ 11,273	\$ 12,182	\$ (908.92)	-7%
Dundee	\$ 1,720	3	\$ 1,032	29,172	\$ 4,376	2685	\$ 1,665	\$ 7,128	\$ 8,792	\$ 8,456	\$ 336.40	4%
Fillmore*	\$ 2,637	1	\$ 344	27,581	\$ 4,137	1858	\$ 1,152	\$ 7,118	\$ 8,270	\$ 8,990	\$ (719.71)	-8%
Friendship	\$ 1,720	1	\$ 344	8,815	\$ 1,322	61	\$ 38	\$ 3,386	\$ 3,424	\$ 3,595	\$ (171.03)	-5%
Greenwood- RC	\$ 1,720	0	\$ -	-	\$ -	0	\$ 57	\$ 1,720	\$ 1,777	\$ 1,708	\$ 68.90	4%
Hammondsport	\$ 1,720	5	\$ 1,720	38,088	\$ 5,713	2248	\$ 1,394	\$ 9,153	\$ 10,547	\$ 9,796	\$ 750.86	8%
Hector- RC (Automated)	\$ 1,720	1	\$ 344	2,941	\$ 441	215	\$ 133	\$ 2,505	\$ 2,638	\$ 1,708	\$ 930.35	54%
Hornell*	\$ 2,637	8	\$ 2,752	41,698	\$ 6,255	3247	\$ 2,013	\$ 11,644	\$ 13,657	\$ 17,094	\$ (3,436.98)	-20%
Howard*	\$ 2,637	1	\$ 344	9,540	\$ 1,431	194	\$ 120	\$ 4,412	\$ 4,532	\$ 4,649	\$ (116.54)	-3%
Jasper*	\$ 2,637	0	\$ -	3,397	\$ 510	602	\$ 373	\$ 3,147	\$ 3,520	\$ 3,700	\$ (180.03)	-5%
Little Genesee (Non-Automated)	\$ 1,720	0	\$ -	-	\$ -	0	\$ 57	\$ 1,720	\$ 1,777	\$ 1,708	\$ 68.90	4%
Middlesex- RC	\$ 1,720	0	\$ -	-	\$ -	0	\$ 57	\$ 1,720	\$ 1,777	\$ 1,708	\$ 68.90	4%
Montour Falls*	\$ 2,637	1	\$ 344	5,619	\$ 843	416	\$ 258	\$ 3,824	\$ 4,082	\$ 3,760	\$ 321.95	9%
Odessa	\$ 1,720	0	\$ -	11,071	\$ 1,661	377	\$ 234	\$ 3,381	\$ 3,614	\$ 3,560	\$ 54.29	2%
Penn Yan	\$ 1,720	11	\$ 3,784	102,585	\$ 15,388	7122	\$ 4,416	\$ 20,892	\$ 25,307	\$ 23,129	\$ 2,178.29	9%
Prattsburgh	\$ 1,720	0	\$ -	7,064	\$ 1,060	132	\$ 82	\$ 2,780	\$ 2,861	\$ 2,750	\$ 111.34	4%
Pulteney	\$ 1,720	1	\$ 344	4,716	\$ 707	481	\$ 298	\$ 2,771	\$ 3,070	\$ 3,415	\$ (345.48)	-10%
Richburg*	\$ 2,637	0	\$ -	8,180	\$ 1,227	945	\$ 586	\$ 3,864	\$ 4,450	\$ 4,263	\$ 187.08	4%
Rushford*	\$ 2,637	1	\$ 344	6,655	\$ 998	499	\$ 309	\$ 3,979	\$ 4,289	\$ 4,267	\$ 21.81	1%
Rushville- RC	\$ 1,720	0	\$ -	-	\$ -	0	\$ 57	\$ 1,720	\$ 1,777	\$ 1,708	\$ 68.90	4%
Savona*	\$ 2,637	0	\$ -	11,916	\$ 1,787	711	\$ 441	\$ 4,425	\$ 4,865	\$ 5,042	\$ (176.60)	-4%
Scio	\$ 1,720	0	\$ -	2,529	\$ 379	217	\$ 135	\$ 2,099	\$ 2,234	\$ 2,166	\$ 67.79	3%
Watkins Glen	\$ 1,720	2	\$ 688	44,534	\$ 6,680	3094	\$ 1,918	\$ 9,088	\$ 11,006	\$ 10,548	\$ 458.28	4%
Wayland*	\$ 2,637	2	\$ 688	26,591	\$ 3,989	2312	\$ 1,433	\$ 7,314	\$ 8,747	\$ 9,705	\$ (957.73)	-10%
Wellsville*	\$ 2,637	10	\$ 3,440	88,882	\$ 13,332	5786	\$ 3,587	\$ 19,409	\$ 22,997	\$ 24,350	\$ (1,353.20)	-6%
Whitesville	\$ 1,720	0	\$ -	4,708	\$ 706	609	\$ 378	\$ 2,426	\$ 2,804	\$ 2,853	\$ (49.32)	-2%
TOTALS	\$ 105,373	123	\$ 42,312	1,421,279	\$ 213,192	\$ 87,842	\$ 54,747	\$ 360,877	\$ 415,624	\$ 428,666	\$ (13,041.97)	-3%

Proposed STLS Member Library Cost Share - 2018 (Page 2 of 3)

Proposal based on 4% Increase	Workflows Access Fee: Includes 1 Workflow Station per Library	Number of Additional Workflow Stations Per Library	Cost of Additional Workflow Stations Per Library (\$358 per Station)	2015 Library Circulation	2018 Cost Per Circulation Transaction based on 2015 Figures (\$.156 per Transaction)	2015 Digital Circulation	2018 Cost Per Digital Transaction based on 2015 Figures (\$.645 per Transaction)	2018 Cost Share without Digital Collection Cost	Total 2018 Cost Share Invoice Based on Formula (Includes Digital Collection Cost)	Total 2017 Cost Share Invoice Based on Formula	Dollar Change from 2017 to 2018	Percent Change from 2017 - 2018
Addison*	\$ 2,742	2	\$ 716	5,710	\$ 891	744	\$ 480	\$ 4,349	\$ 4,829	\$ 4,643	\$ 186.16	4%
Alfred*	\$ 2,742	1	\$ 358	14,775	\$ 2,305	1469	\$ 948	\$ 5,405	\$ 6,353	\$ 6,108	\$ 244.68	4%
Almond*	\$ 2,742	1	\$ 358	9,671	\$ 1,509	350	\$ 226	\$ 4,609	\$ 4,835	\$ 4,649	\$ 186.08	4%
Andover*	\$ 2,742	2	\$ 716	3,857	\$ 602	381	\$ 246	\$ 4,060	\$ 4,306	\$ 4,140	\$ 165.97	4%
Angelica	\$ 1,789	0	\$ -	4,660	\$ 727	245	\$ 158	\$ 2,516	\$ 2,674	\$ 2,571	\$ 102.99	4%
Arkport - RC	\$ 1,789	0	\$ -	-	\$ -	0	\$ 59	\$ 1,789	\$ 1,848	\$ 1,777	\$ 70.90	4%
Atlanta*	\$ 2,742	0	\$ -	2,207	\$ 344	35	\$ 23	\$ 3,087	\$ 3,109	\$ 2,990	\$ 119.42	4%
Avoca*	\$ 2,742	1	\$ 358	8,968	\$ 1,399	529	\$ 341	\$ 4,499	\$ 4,841	\$ 4,654	\$ 186.33	4%
Bath*	\$ 2,742	5	\$ 1,790	54,900	\$ 8,564	3888	\$ 2,508	\$ 13,097	\$ 15,605	\$ 15,003	\$ 601.90	4%
Belfast*	\$ 2,742	1	\$ 358	13,116	\$ 2,046	400	\$ 258	\$ 5,147	\$ 5,405	\$ 5,197	\$ 208.00	4%
Belmont*	\$ 1,789	1	\$ 358	10,724	\$ 1,673	96	\$ 62	\$ 3,820	\$ 3,882	\$ 3,732	\$ 149.64	4%
Bolivar*	\$ 2,742	1	\$ 358	5,405	\$ 843	978	\$ 631	\$ 3,944	\$ 4,574	\$ 4,398	\$ 176.18	4%
Branchport*	\$ 1,789	1	\$ 358	15,287	\$ 2,385	1520	\$ 980	\$ 4,532	\$ 5,512	\$ 5,299	\$ 212.62	4%
Canaseraga*	\$ 2,742	0	\$ -	4,594	\$ 717	52	\$ 34	\$ 3,459	\$ 3,493	\$ 3,359	\$ 134.16	4%
Canisteo*	\$ 2,742	1	\$ 358	9,342	\$ 1,457	210	\$ 135	\$ 4,558	\$ 4,693	\$ 4,513	\$ 180.60	4%
Chemung Cty 6 units	\$ 10,734	35	\$ 12,530	490,946	\$ 76,588	24569	\$ 15,847	\$ 99,852	\$ 115,699	\$ 111,235	\$ 4,463.90	4%
Cohocton*	\$ 2,742	2	\$ 716	15,932	\$ 2,485	143	\$ 92	\$ 5,944	\$ 6,036	\$ 5,804	\$ 232.47	4%
Corning	\$ 1,789	17	\$ 6,086	227,705	\$ 35,522	15712	\$ 10,134	\$ 43,397	\$ 53,531	\$ 51,465	\$ 2,065.93	4%
Cuba*	\$ 2,742	4	\$ 1,432	37,198	\$ 5,803	2710	\$ 1,748	\$ 9,977	\$ 11,725	\$ 11,273	\$ 452.24	4%
Dundee	\$ 1,789	3	\$ 1,074	29,172	\$ 4,551	2685	\$ 1,732	\$ 7,414	\$ 9,145	\$ 8,792	\$ 353.06	4%
Fillmore*	\$ 2,742	1	\$ 358	27,581	\$ 4,303	1858	\$ 1,198	\$ 7,403	\$ 8,602	\$ 8,270	\$ 331.24	4%
Friendship	\$ 1,789	1	\$ 358	8,815	\$ 1,375	61	\$ 39	\$ 3,522	\$ 3,561	\$ 3,424	\$ 137.32	4%
Greenwood- RC	\$ 1,789	0	\$ -	-	\$ -	0	\$ 59	\$ 1,789	\$ 1,848	\$ 1,777	\$ 70.90	4%
Hammondsport	\$ 1,789	5	\$ 1,790	38,088	\$ 5,942	2248	\$ 1,450	\$ 9,521	\$ 10,970	\$ 10,547	\$ 423.63	4%
Hector- RC (Automated)	\$ 1,789	1	\$ 358	2,941	\$ 459	215	\$ 139	\$ 2,606	\$ 2,744	\$ 2,638	\$ 105.92	4%
Hornell*	\$ 2,742	8	\$ 2,864	41,698	\$ 6,505	3247	\$ 2,094	\$ 12,111	\$ 14,206	\$ 13,657	\$ 548.66	4%
Howard*	\$ 2,742	1	\$ 358	9,540	\$ 1,488	194	\$ 125	\$ 4,589	\$ 4,714	\$ 4,532	\$ 181.39	4%
Jasper*	\$ 2,742	0	\$ -	3,397	\$ 530	602	\$ 388	\$ 3,272	\$ 3,661	\$ 3,520	\$ 140.73	4%
Little Genesee (Non-Automated)	\$ 1,789	0	\$ -	-	\$ -	\$ -	\$ 59	\$ 1,789	\$ 1,848	\$ 1,777	\$ 70.90	4%
Middlesex- RC	\$ 1,789	0	\$ -	-	\$ -	0	\$ 59	\$ 1,789	\$ 1,848	\$ 1,777	\$ 70.90	4%
Montour Falls*	\$ 2,742	1	\$ 358	5,619	\$ 877	416	\$ 268	\$ 3,977	\$ 4,245	\$ 4,082	\$ 163.41	4%
Odessa	\$ 1,789	0	\$ -	11,071	\$ 1,727	377	\$ 243	\$ 3,516	\$ 3,759	\$ 3,614	\$ 144.75	4%
Penn Yan	\$ 1,789	11	\$ 3,938	102,585	\$ 16,003	7122	\$ 4,594	\$ 21,730	\$ 26,324	\$ 25,307	\$ 1,016.46	4%
Prattsburgh	\$ 1,789	0	\$ -	7,064	\$ 1,102	132	\$ 85	\$ 2,891	\$ 2,976	\$ 2,861	\$ 114.58	4%
Pulteney	\$ 1,789	1	\$ 358	4,716	\$ 736	481	\$ 310	\$ 2,882	\$ 3,193	\$ 3,070	\$ 123.22	4%
Richburg*	\$ 2,742	0	\$ -	8,180	\$ 1,276	945	\$ 610	\$ 4,019	\$ 4,628	\$ 4,450	\$ 178.01	4%
Rushford*	\$ 2,742	1	\$ 358	6,655	\$ 1,038	499	\$ 322	\$ 4,139	\$ 4,461	\$ 4,289	\$ 171.71	4%
Rushville- RC	\$ 1,789	0	\$ -	-	\$ -	0	\$ 59	\$ 1,789	\$ 1,848	\$ 1,777	\$ 70.90	4%
Savona*	\$ 2,742	0	\$ -	11,916	\$ 1,859	711	\$ 459	\$ 4,601	\$ 5,060	\$ 4,865	\$ 194.57	4%
Scio	\$ 1,789	0	\$ -	2,529	\$ 395	217	\$ 140	\$ 2,183	\$ 2,323	\$ 2,234	\$ 89.50	4%
Watkins Glen	\$ 1,789	2	\$ 716	44,534	\$ 6,947	3094	\$ 1,996	\$ 9,452	\$ 11,448	\$ 11,006	\$ 441.45	4%
Wayland*	\$ 2,742	2	\$ 716	26,591	\$ 4,148	2312	\$ 1,491	\$ 7,607	\$ 9,098	\$ 8,747	\$ 350.65	4%
Wellsville*	\$ 2,742	10	\$ 3,580	88,882	\$ 13,866	5786	\$ 3,732	\$ 20,188	\$ 23,920	\$ 22,997	\$ 923.24	4%
Whitesville	\$ 1,789	0	\$ -	4,708	\$ 734	609	\$ 393	\$ 2,523	\$ 2,916	\$ 2,804	\$ 112.37	4%
TOTAL	\$ 109,587	123	\$ 44,034	1,421,279	\$ 221,720	87842	\$ 56,953	\$ 375,341	\$ 432,294	\$ 415,624	\$ 16,669.62	4%

Proposed STLS Member Library Cost Share - 2019 (Page 3 of 3)

	Workflows Access Fee: Includes 1 Workflow Station per Library	Number of Additional Workflow Stations Per Library	Cost of Additional Workflow Stations Per Library (\$372 per Station)	2015 Library Circulation	2019 Cost Per Circulation Transaction based on 2015 Figures (\$.162 per Transaction)	2015 Digital Circulation	2019 Cost Per Digital Transaction based on 2015 Figures (\$.671 per Transaction)	2019 Cost Share without Digital Collection Cost	Total 2019 Cost Share Invoice Based on Formula (Includes Digital Collection Cost)	Total 2018 Cost Share Invoice Based on Formula	Dollar Change from 2018 to 2019	Percent Change from 2018 - 2019
Addison	\$ 2,852	2	\$ 744	5,710	\$ 925	744	\$ 499	\$ 4,521	\$ 5,020	\$ 4,829.12	\$ 190.80	4%
Alfred	\$ 2,852	1	\$ 372	14,775	\$ 2,394	1469	\$ 986	\$ 5,617	\$ 6,603	\$ 6,352.89	\$ 250.04	4%
Almond	\$ 2,852	1	\$ 372	9,671	\$ 1,567	350	\$ 235	\$ 4,790	\$ 5,025	\$ 4,834.91	\$ 190.33	4%
Andover	\$ 2,852	2	\$ 744	3,857	\$ 625	381	\$ 256	\$ 4,221	\$ 4,476	\$ 4,305.92	\$ 170.25	4%
Angelica	\$ 1,861	0	\$ -	4,660	\$ 755	245	\$ 164	\$ 2,615	\$ 2,780	\$ 2,673.79	\$ 106.09	4%
Arkport - Readng Cntr	\$ 1,861	0	\$ -	-	\$ -	0	\$ 61	\$ 1,861	\$ 1,922	\$ 1,847.80	\$ 73.76	4%
Atlanta	\$ 2,852	0	\$ -	2,207	\$ 358	35	\$ 23	\$ 3,209	\$ 3,233	\$ 3,109.35	\$ 123.35	4%
Avoca	\$ 2,852	1	\$ 372	8,968	\$ 1,453	529	\$ 355	\$ 4,676	\$ 5,031	\$ 4,840.69	\$ 190.76	4%
Bath	\$ 2,852	5	\$ 1,860	54,900	\$ 8,894	3888	\$ 2,609	\$ 13,605	\$ 16,214	\$ 15,604.64	\$ 609.69	4%
Belfast	\$ 2,852	1	\$ 372	13,116	\$ 2,125	400	\$ 268	\$ 5,348	\$ 5,617	\$ 5,404.58	\$ 212.30	4%
Belmont	\$ 1,861	1	\$ 372	10,724	\$ 1,737	96	\$ 64	\$ 3,970	\$ 4,034	\$ 3,881.66	\$ 152.60	4%
Bolivar	\$ 2,852	1	\$ 372	5,405	\$ 876	978	\$ 656	\$ 4,099	\$ 4,756	\$ 4,574.47	\$ 181.06	4%
Branchport	\$ 1,861	1	\$ 372	15,287	\$ 2,476	1520	\$ 1,020	\$ 4,709	\$ 5,729	\$ 5,511.97	\$ 217.00	4%
Canaseraga	\$ 2,852	0	\$ -	4,594	\$ 744	52	\$ 35	\$ 3,596	\$ 3,631	\$ 3,492.68	\$ 138.12	4%
Canisteo	\$ 2,852	1	\$ 372	9,342	\$ 1,513	210	\$ 141	\$ 4,737	\$ 4,878	\$ 4,693.28	\$ 184.71	4%
Chemung Cty 6 units	\$ 10,836	35	\$ 13,020	490,946	\$ 79,533	24569	\$ 16,486	\$ 103,389	\$ 119,875	\$ 115,698.58	\$ 4,176.47	4%
Cohocton	\$ 2,852	2	\$ 744	15,932	\$ 2,581	143	\$ 96	\$ 6,177	\$ 6,273	\$ 6,036.11	\$ 236.51	4%
Corning	\$ 1,861	17	\$ 6,324	227,705	\$ 36,888	15712	\$ 10,543	\$ 45,073	\$ 55,616	\$ 53,531.02	\$ 2,084.50	4%
Cuba	\$ 2,852	4	\$ 1,488	37,198	\$ 6,026	2710	\$ 1,818	\$ 10,366	\$ 12,184	\$ 11,725.32	\$ 458.85	4%
Dundee	\$ 1,861	3	\$ 1,116	29,172	\$ 4,726	2685	\$ 1,802	\$ 7,702	\$ 9,504	\$ 9,145.46	\$ 358.60	4%
Fillmore	\$ 2,852	1	\$ 372	27,581	\$ 4,468	1858	\$ 1,247	\$ 7,692	\$ 8,939	\$ 8,601.53	\$ 336.99	4%
Friendship	\$ 1,861	1	\$ 372	8,815	\$ 1,428	61	\$ 41	\$ 3,661	\$ 3,702	\$ 3,561.29	\$ 140.24	4%
Greenwood- Readng Cntr	\$ 1,861	0	\$ -	-	\$ -	0	\$ 61	\$ 1,861	\$ 1,922	\$ 1,847.80	\$ 73.76	4%
Hammondsport	\$ 1,861	5	\$ 1,860	38,088	\$ 6,170	2248	\$ 1,508	\$ 9,891	\$ 11,399	\$ 10,970.49	\$ 428.74	4%
Hector- Readng Cntr	\$ 1,861	1	\$ 372	2,941	\$ 476	215	\$ 144	\$ 2,709	\$ 2,853	\$ 2,744.27	\$ 109.00	4%
Hornell	\$ 2,852	8	\$ 2,976	41,698	\$ 6,755	3247	\$ 2,179	\$ 12,583	\$ 14,761	\$ 14,205.68	\$ 555.81	4%
Howard**	\$ 2,852	1	\$ 372	9,540	\$ 1,545	194	\$ 130	\$ 4,769	\$ 4,899	\$ 4,713.85	\$ 185.48	4%
Jasper*	\$ 2,852	0	\$ -	3,397	\$ 550	602	\$ 404	\$ 3,402	\$ 3,806	\$ 3,660.70	\$ 145.23	4%
Little Genesee	\$ 1,861	0	\$ -	-	\$ -	0	\$ 61	\$ 1,861	\$ 1,922	\$ 1,847.80	\$ 73.76	4%
Middlesex- Readng Cntr	\$ 1,861	0	\$ -	-	\$ -	0	\$ 61	\$ 1,861	\$ 1,922	\$ 1,847.80	\$ 73.76	4%
Montour Falls	\$ 2,852	1	\$ 372	5,619	\$ 910	416	\$ 279	\$ 4,134	\$ 4,413	\$ 4,245.36	\$ 167.73	4%
Odessa	\$ 1,861	0	\$ -	11,071	\$ 1,794	377	\$ 253	\$ 3,654	\$ 3,907	\$ 3,759.04	\$ 147.99	4%
Penn Yan	\$ 1,861	11	\$ 4,092	102,585	\$ 16,619	7122	\$ 4,779	\$ 22,571	\$ 27,350	\$ 26,323.75	\$ 1,026.44	4%
Prattsburgh	\$ 1,861	0	\$ -	7,064	\$ 1,144	132	\$ 89	\$ 3,005	\$ 3,094	\$ 2,975.92	\$ 117.58	4%
Pulteney	\$ 1,861	1	\$ 372	4,716	\$ 764	481	\$ 323	\$ 2,997	\$ 3,319	\$ 3,192.74	\$ 126.56	4%
Richburg	\$ 2,852	0	\$ -	8,180	\$ 1,325	945	\$ 634	\$ 4,177	\$ 4,811	\$ 4,628.09	\$ 182.85	4%
Rushford	\$ 2,852	1	\$ 372	6,655	\$ 1,078	499	\$ 335	\$ 4,302	\$ 4,637	\$ 4,460.52	\$ 176.10	4%
Rushville- Readng Cntr	\$ 1,861	0	\$ -	-	\$ -	0	\$ 61	\$ 1,861	\$ 1,922	\$ 1,847.80	\$ 73.76	4%
Savona	\$ 2,852	0	\$ -	11,916	\$ 1,930	711	\$ 477	\$ 4,782	\$ 5,259	\$ 5,059.97	\$ 199.18	4%
Scio	\$ 1,861	0	\$ -	2,529	\$ 410	217	\$ 146	\$ 2,270	\$ 2,416	\$ 2,323.29	\$ 92.58	4%
Watkins Glen	\$ 1,861	2	\$ 744	44,534	\$ 7,215	3094	\$ 2,076	\$ 9,819	\$ 11,895	\$ 11,447.73	\$ 447.41	4%
Wayland	\$ 2,852	2	\$ 744	26,591	\$ 4,308	2312	\$ 1,551	\$ 7,903	\$ 9,455	\$ 9,097.92	\$ 356.86	4%
Wellsville	\$ 2,852	10	\$ 3,720	88,882	\$ 14,399	5786	\$ 3,882	\$ 20,971	\$ 24,853	\$ 23,920.04	\$ 932.93	4%
Whitesville	\$ 1,861	0	\$ -	4,708	\$ 763	609	\$ 409	\$ 2,623	\$ 3,032	\$ 2,916.05	\$ 115.84	4%
TOTAL	\$ 113,636	123	\$ 45,756	1,421,279	\$ 230,247	87842	\$ 59,247	\$ 389,639	\$ 448,886	\$ 432,294	\$ 16,592	4%

2011	
Library	Total Circulation
Big Flats Library	55,460
Bookmobile	22,629
Horseheads Free Library	133,121
Steele Memorial Library	303,018
Van Etten Library	6,135
West Elmira Library	43,448
Subtotal	563,811
Downloadable	7,957
Grand Total	571,768

2012	
Library	Total Circulation
Big Flats Library	55,449
Bookmobile	22,932
Horseheads Free Library	135,061
Steele Memorial Library	308,166
Van Etten Library	7,777
West Elmira Library	43,338
Subtotal	572,723
Downloadables	15,043
Grand Total	587,766

2013	
Library	Total Circulation
Big Flats Library	48,776
Bookmobile	20,115
Horseheads Free Library	130,175
Steele Memorial Library	323,095
Van Etten Library	6,893
West Elmira Library	41,513
Subtotal	570,567
Downloadables	18,040
Grand Total	588,607

2014	
Library	Total Circulation
Big Flats Library	51,077
Bookmobile	21,320
Horseheads Free Library	107,534
Steele Memorial Library	339,188
Van Etten Library	6,564
West Elmira Library	44,524
Subtotal	570,207
Downloadables	21,554
Grand Total	591,761

2015	
Library	Total Circulation
Big Flats Library	46,838
Bookmobile	19,778
Horseheads Free Library	115,719
Steele Memorial Library	324,532
Van Etten Library	7,583
West Elmira Library	38,743
Subtotal	553,193
Downloadables	42,644
Grand Total	595,837

2016	
Library	Total Circulation
Big Flats Library	43,259
Bookmobile	18,212
Horseheads Free Library	117,538
Steele Memorial Library	298,166
Van Etten Library	5,815
West Elmira Library	30,383
Subtotal	513,373
Downloadables	53,549
Grand Total	566,922



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

To: CCLD Board of Trustees

From: Ronald W. Shaw, Director

Date: February 16, 2017

Subject: Approval of Personnel Actions

Promotions:

N/A

End of Probationary Period- Permanent Appointment:

N/A

New Hires:

N/A

Resignations:

N/A

Terminations:

N/A

Disability Leave

N/A

Step Increases:

Julie Gridley- PT Library Clerk to Step 3

Library Materials Expenditure Report for 2017

Library Materials Expenditure Report for 2017								
February 28, 2017		17%	through 2017					
Department	Gift Funds as of 2/28/17	2017 budget	total spent this year	Open Invoices subm to Office not yet paid as of 2/28/17	Total spent & on order	Balance LEFT TO SPEND includes Gift funds	Total spent this month	**Percentage spent this year
Steele Memorial Library								
Col.1+Col.2-Col.5								
Children's (JUV)	\$ 1,245	\$ 30,000	\$ 2,653	\$ 5,421	\$ 8,074	\$ 23,171	\$ 1,701	26%
Juv eBooks CBA Fund		\$ 6,000			\$ -	\$ 6,000		0%
Young Adult		\$ 6,750	\$ 534	\$ 406	\$ 940	\$ 5,810	\$ 401	14%
YA eBooks CBA Fund		\$ 6,000				\$ 6,000		0%
Graphic Novels		\$ 3,000	\$ 48	\$ 217		\$ 3,000		9%
Reference - CBA Grant		\$ 8,000	\$ 499	\$ 480	\$ 979	\$ 7,021	\$ 361	12%
Electronic Reference -CBA Grant		\$ 5,000			\$ -	\$ 5,000		0%
Electronic Reference - Gen. Fund		\$ 16,000	\$ 3,057		\$ 3,057	\$ 12,943	\$ 3,057	19%
Periodicals		\$ 6,000		\$ 444	\$ 444	\$ 5,556		7%
Zinio - CBA Grant		\$ 16,675				\$ 16,675		
Microforms/Genealogy	\$ 8,170	\$ 2,500	\$ 1,746	\$ 14	\$ 1,760	\$ 8,910		16%
Fiction	\$ 3,188	\$ 36,000	\$ 4,791	\$ 2,490	\$ 7,281	\$ 31,907	\$ 1,907	19%
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	\$ 2,783	\$ 3,000	\$ 67	\$ 43	\$ 110	\$ 5,673	\$ 67	2%
Non-FIC eBooks CBA Fund		\$ 4,648			\$ -	\$ 4,648		
Non-Fiction-CBA Fund		\$ 3,675	\$ 787	\$ 661	\$ 1,448	\$ 2,227	\$ 696	39%
Audio video/music/dvd/blue ray - Gen.	\$ 7,833	\$ 45,000	\$ 3,491	\$ 3,751	\$ 7,242	\$ 45,591	\$ 2,800	14%
Audiobooks	\$ 5,000	\$ -	\$ 90	\$ 545	\$ 635	\$ 4,365	\$ 90	13%
Non-Fic Educ DVD - CBA Fund		\$ 4,997				\$ 4,997		0%
Subtotal for Steele	\$ 28,220	\$ 228,445	\$ 17,763	\$ 14,472	\$ 31,970	\$ 224,695	\$ 11,082	13%
Big Flats Library	\$ 1,017	\$ 22,241	\$ 1,014	\$ 2,029	\$ 3,043	\$ 20,215	\$ 822	13%
Bookmobile	\$ 1,220	\$ 6,700	\$ 150	\$ 901	\$ 1,051	\$ 6,869	\$ 96	13%
West Elmira Library	\$ 657	\$ 22,241	\$ 1,649	\$ 1,384	\$ 3,033	\$ 19,865	\$ 1,184	13%
Horseheads Free Library-Adult	\$ 2,039	\$ 18,585	\$ 2,693	\$ 1,412	\$ 4,105	\$ 16,519	\$ 1,023	20%
HFL- AV	\$ 390	\$ 8,000	\$ 636		\$ 636	\$ 7,754	\$ 341	8%
HFL - Books Plus	\$ 250	\$ -	\$ 65		\$ 65	\$ 185		26%
HFL - Juvenile	\$ 90	\$ 16,700	\$ 1,407	\$ 824	\$ 2,231	\$ 14,559	\$ 625	13%
VanEtten Library	\$ 64	\$ 5,658	\$ 402	\$ 574	\$ 976	\$ 4,746	\$ 250	17%
Subtotal for other libraries	\$ 5,727	\$ 100,125	\$ 8,016	\$ 7,124	\$ 15,140	\$ 90,712	\$ 4,341	14%
GRAND TOTALS	\$ 33,947	\$ 328,570	\$ 25,779	\$ 21,596	\$ 47,110	\$ 315,407	\$ 15,422	13%
E-Books purchased from Cost Share NOT included - STLS will track								

Circulation	2011	2012	2013	2014	2015
Big Flats	55,460	55,449	48,776	51,077	46,838
Bookmobile	22,629	22,932	20,115	21,320	19,778
Horseheads	133,121	135,061	130,175	107,534	115,719
Steele	303,018	308,166	323,095	339,188	324,532
Van Etten	6,135	7,777	6,893	6,564	7,583
West Elmira	43,448	43,338	41,513	44,524	38,743
Subtotal	563,811	572,723	570,567	570,207	553,193
Downloadable	7,957	15,043	18,040	21,554	42,644
Grand Total	571,768	587,766	588,607	591,761	595,837

	2011	2012	2013	2014	2015
Big Flats	9.70	9.43	8.29	8.63	7.86
Bookmobile	3.96	3.90	3.42	3.60	3.32
Horseheads	23.28	22.98	22.12	18.17	19.42
Steele	53.00	52.43	54.89	57.32	54.47
Van Etten	1.07	1.32	1.17	1.11	1.27
West Elmira	7.60	7.37	7.05	7.52	6.50
Subtotal	98.61	97.44	96.94	96.36	92.84
Downloadable	1.39	2.56	3.06	3.64	7.16
Grand Total	100.00	100.00	100.00	100.00	100.00

Total Programs	2011	2012	2013	2014	2015
Big Flats	171	153	158	177	195
Bookmobile	449	485	546	484	412
Horseheads	324	294	244	189	270
Steele	816	887	850	829	971
Van Etten	51	100	89	48	71
West Elmira	340	362	385	374	229
Subtotal	2,151	2,281	2,272	2,101	2,148

Grand Total	2,151	2,281	2,272	2,101	2,148
--------------------	--------------	--------------	--------------	--------------	--------------

	2011	2012	2013	2014	2015
Big Flats	7.95	6.71	6.95	8.42	9.08
Bookmobile	20.87	21.26	24.03	23.04	19.18
Horseheads	15.06	12.89	10.74	9.00	12.57
Steele	37.94	38.89	37.41	39.46	45.20
Van Etten	2.37	4.38	3.92	2.28	3.31
West Elmira	15.81	15.87	16.95	17.80	10.66
Total	100.00	100.00	100.00	100.00	100.00

2016**Average**

43,259	50,143
18,212	20,831
117,538	123,191
298,166	316,028
5,815	6,795
30,383	40,325
513,373	557,312
53,549	26,465
566,922	583,777

2016

7.63	8.59
3.21	3.57
20.73	21.12
52.59	54.12
1.03	1.16
5.36	6.90
90.55	95.46
9.45	4.54
100.00	100.00

2016**Average**

196	175
461	473
331	275
1,256	935
87	74
229	320
2,560	2,252
2,560	2,252

2016

7.66	7.80
18.01	21.07
12.93	12.20
49.06	41.33
3.40	3.28
8.95	14.34
100.00	100.00

	Jan-17		Feb-17		Mar-17	Dec-17	2017		2016		2015		2014	
	Total	%-age	Total	%-age			Total	%-age	Total	%-age	Total	%-age	Total	%-age
Adult Non-Fiction	3,191	6.84%	3,112	7.02%			6,303	6.93%	36,406	6.43%	39,236	6.58%	42,314	7.16%
Adult Fiction	7,324	15.71%	6,866	15.49%			14,190	15.60%	92,111	16.28%	96,589	16.21%	103,254	17.48%
Juv NF	2,255	4.84%	2,274	5.13%			4,529	4.98%	23,368	4.13%	25,643	4.30%	25,876	4.38%
Juv Fic	7,989	17.13%	7,973	17.99%			15,962	17.55%	109,162	19.29%	116,976	19.63%	122,885	20.81%
AV	14,255	30.57%	12,727	28.72%			26,982	29.67%	172,690	30.51%	188,508	31.64%	185,420	31.39%
Periodicals	284	0.61%	218	0.49%			502	0.55%	3,118	0.55%	3,861	0.65%	4,408	0.75%
Other	482	1.03%	514	1.16%			996	1.10%	6,138	1.08%	7,109	1.19%	7,485	1.27%
Public Pcs	3,074	6.59%	3,182	7.18%			6,256	6.88%	38,738	6.84%	44,698	7.50%	47,570	8.05%
Wireless	2,628	5.64%	2,724	6.15%			5,352	5.89%	31,642	5.59%	30,573	5.13%	30,995	5.25%
Down Audio	610	1.31%	667	1.51%			1,277	1.40%	7,097	1.25%	6,485	1.09%	4,929	0.83%
Down Ebooks	1,880	4.03%	1,503	3.39%			3,383	3.72%	18,074	3.19%	17,883	3.00%	15,047	2.55%
Down Music	2,208	4.74%	1,756	3.96%			3,964	4.36%	21,261	3.76%	16,534	2.77%	253	0.04%
Down Video	247	0.53%	607	0.44%			854	0.94%	4,368	0.77%	988	0.17%	211	0.04%
Down Mags	198	0.42%	195	0.44%			393	0.43%	1,769	0.31%	800	0.13%		
Total	46,625		44,318		54,206	0	90,943		565,942		595,883		590,647	

Total 2017 Cost Share
 Invoice Based on Formula
 (Includes Digital
 Collection Cost)

Addison*	\$	4,642.96
Alfred*	\$	6,108.21
Almond*	\$	4,648.83
Andover*	\$	4,139.95
Angelica	\$	2,570.80
Arkport - RC	\$	1,776.90
Atlanta*	\$	2,989.93
Avoca*	\$	4,654.36
Bath**	\$	14,085.56
Belfast*	\$	5,196.58
Belmont*	\$	3,732.02
Bolivar*	\$	4,398.29
Branchport*	\$	5,299.35
Canaseraga*	\$	3,358.52
Canisteo**	\$	3,595.50
Chemung Cty 6 units**	\$	111,234.68
Cohocton**	\$	4,886.46
Corning**	\$	51,465.09
Cuba***	\$	10,355.90
Dundee	\$	8,792.40
Fillmore***	\$	7,353.11
Friendship	\$	3,423.97
Greenwood- RC	\$	1,776.90
Hammondsport	\$	10,546.86
Hector- RC (Automated)	\$	2,638.35
Hornell*	\$	13,657.02
Howard*	\$	4,532.46
Jasper**	\$	2,602.79
Little Genesee (Non-Automated)	\$	1,776.90
Middlesex- RC	\$	1,776.90
Montour Falls**	\$	3,164.77
Odessa	\$	3,614.29
Penn Yan	\$	25,307.29
Prattsburgh	\$	2,861.34
Pulteney	\$	3,069.52
Richburg*	\$	4,450.08
Rushford*	\$	4,288.81
Rushville- RC	\$	1,776.90
Savona*	\$	4,865.40
Scio	\$	2,233.79
Watkins Glen**	\$	11,006.28
Wayland*	\$	8,747.27
Wellsville***	\$	22,079.62

Whitesville

\$	2,803.68
\$	408,286.59

Chris Corter March 2017 Activity Report
(Dates covered February 8-March 7, 2017)

Chris Corter

- Continued in planning for 2017 Twin Tiers Mini Maker Faire – met with Mall staff (with Deb Brimmer), submitted to online calendars, sent press releases, submitted article to Chamber of Commerce, set up radio commercials, submitted food permit applications, WETM Community Focus program, etc.
- Attended STLS IT remote meetings on Feb 8 and March 7
- Applied for and acquired grants for 2017 Chess Challenge from Chemung Canal, Vincenzo’s (pizza) and Wegmans, developed flyers and sent out publicity for April 1st event
- Finalized and confirmed 5 bands for Friends Summer Concert Series
- Continued training of new page at Steele – overseeing progress
- Coordinated plans for the 2017 Patron Appreciation Week Feb 13-17, prepared scratch off forms -- final stats:

Patron Appreciation Days 2017 Statistics			
Library	# entries	Basket Winner	
Big Flats	114	Elizabeth Hogue	
Bookmobile	52	Elizabeth Chilson	
Horseheads	202	Kimberly Gilbert	
Steele	1152	Pat Hallinan	
Van Etten	45	Ruth Mallula	& kids Lizzy Talada
West Elmira	173	Martha	
TOTAL	1738		

West Elmira – Chris Corter

- Approved and submitted material orders for West Elmira
- Did Tablet Talk program on February 9
- Covered for ill staff

Bookmobile – Chris Corter

- Selected and ordered materials for Bookmobile
- Helped to communicate with BKM patrons when stops were cancelled when staff was sick

Steele Youth Board Notes for Feb. 16, 2017- March 8, 2017

Programs:

Weekly Storytimes, Read, Rhyme and Romp Time on Tuesdays for under 2 (Janet)
Preschool Storytime on Fridays for ages 2 and up (Jeff)

After School Programs: (Emma)

Library BINGO Feb. 22 and March 1
Lego Club : 2nd Wed. of each month
Movie Days: Feb. 23
Fun Day Monday Mardi Gras Party: Feb. 27

Evening Program: Read to the Library Dog a 6 week program(Sherry Nichols)

March Scavenger Hunt in the Youth area: Dr. Seuss characters

Outreach/Class Visits:

Thursday March 2: Visit from Co-Op Nursery School (Janet)

Sat. March 4 : Appearance at Family Reading Partnership's Book Fest (Janet)

Webinars and Workshops:

Wed. March 8: Summer Learning Workshop at STLS: (Jeff)

Nonfiction and Reference Reports

Connie Ogilvie

March, 2017

In the month of February, 2017 there were 597 queries on the Adult Services Desk and 298 questions answered on the PC2 Desk. The Nonfiction book display theme this month was "Black History Month." This provided an opportunity to create a book display on Black History, including Literature and the Arts.

Beginning Internet Class was held February 27, 2017, 1:00-3:00 PM

The shifting of the Nonfiction Collection has been completed. I am now in the process of relabeling the Dewey Decimal numbers on the ends of the book stacks

Adult Fiction

Applied for Maker Faire grant

Recorded and published podcast - What Makes for a Random Selection?

Ordered, served food for Patron Appreciation Day

Coloring Club

Outreach workshop with Pathways to Employment

Worked privately with patron - computer lab

Developmentally Disabled Adults program

Recorded March podcast - The Book Bundle and the Nancy Drew Connection

Sewing class

Mid Feb-March 2017

Teen Services Steele Library

Doris Jean Metzger, MLIS

- Will participate in annual Youth Summit at the YWCA in Elmira
 - Invited to promote the library teen services and do a hands on fun activity at Broadway Academy (7th grade) during their "Healthy Futures" event.
 - More school visits with the Youth Bureau's Spot Program to Broadway Academy
 - Collaborating with the Youth Bureau, & Glove House program coordinator Kim Stanton to offer a monthly LGBTQ & allies teen group for support and fun activities at Steele Library. Kim Stanton will lead the group, at least initially.
 - Received funding from Friends of CCLD & Corning Friends to take 50 economically disadvantaged teen bookworms from Corning & Elmira to the Teen Book Fest in Rochester, NY on May 20, 2017. In partnership with Kayla Crane of Southeast Steuben Library.
-

Genealogy and Local History

Indexing and volunteering still going on, Sherry and Maggie will be going to St. Peter and Paul's cemetery to view some brittle material to see how to document it digitally without damage.

Gen/LH dept has a new database, Accessible Archives. This has county histories and antebellum African American newspapers.

Maggie got discounts on Proquest subscriptions to Ancestry.com and Heritage Quest, as well as a discount on microfilm subscription through Proquest. Their prices have been rising far exceeding the rate of inflation. Every library who uses Proquest should check their multi-year prices and ask for a discount.

Sherry and Maggie are heading up monthly Brick Wall Buster sessions in PC Lab. This gives us regular contact with genealogy patrons as well as makes use of the PC Lab and opens it up for programming.

Maggie is teaching two Introduction to genealogy classes this spring, and will be presenting a talk on genealogy on March 22 at CCC as part of their Inspired series. <https://www.corning->

cc.edu/events/inspired-genealogy

Sherry is teaching Introduction to ancestry.com.

2016 stats for ancestry and Heritage Quest:

2016	Ancestry		HQ	
	Searches	Records	Searches	Records
January	2,979	1,490	12,068	9,258
February	3,308	1,811	11,645	8,812
March	3,599	2,105	7,385	5,450
April	2,859	1,818	5,051	3,925
May	2,989	1,410	2,325	1,566
June	2,687	1,568	3,910	3,133
July	1,706	1,418	5,673	4,509
August	1,736	1,293	6,461	5,510
September	3,181	1,350	6,970	5,837
October	2,040	873	5,951	5,049
November	928	568	3,698	3,335
December	2,901	14,997	2,008	2,461
total	30,913	30,701	73,145	58,845

2016 Grand Total Genealogical Searches	
Combined searches	104,058
Combined records viewed	89,546

FEB MICROFILM STATS

Mag fiche -0-
Newspapers -299-
census film -38-
vital stats -196-
misc -21-

Maggie Young

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).

A list of events for the month can be found in our newsletter:

<http://cclld.lib.ny.us/newsletter.htm>

Events are also listed on our online events calendar: <http://cclld.lib.ny.us/calendar.htm>

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 on the 1st, highlighting events throughout CCLD.

Magazines & Adult Graphic Novel Collection

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

Other

Continued to work with other CCLD staff and CCC to coordinate Twin Tiers Mini Maker Faire. A number of new exhibitors have been added to the website: <http://twintiers.makerfaire.com>.

Continued to work on transferring the CCLD website content to WordPress site on an STLS server for hosting. Will hopefully be ready to launch in March.

Tinker Lab

Attendance: 157 visitors

3D Printer Certifications: 0

Sales: 29 total = \$50.87

- 23 Prints = \$42.02

- 5 Craft Supplies = \$6.85

- 1 Print of the Month = \$2.00

Digital Media Lab

Uses: 9

- Staff: 7

- Patron: 2

Certifications: 0**Horseheads**

2/22/2017—Owen attended Public Library Foundation of Chemung County meeting

2/27/2017—Owen visited Van Etten Library to conduct tablet talk program

3/7/2017—Owen attended CCLD management meeting

3/7/2017—Amanda Farley and Pam Lee conducted Kinderbook program

3/8/2017—Amanda Farley and Christina Urbaniak Attended STLS Summer Learning workshop at STLS Headquarters.

Big Flats

2/18—Glenice worked at the Horseheads Branch

2/22-big flats preschool

3/2 Dr Seuss Birthday Party

3/9-Glenice attended Big Flats Advocates Meeting

3/15—Glenice attended election inspector training at the Board of Elections.

Van Etten

3/5/2017—Michelle represented the Van Etten Library at the Spencer-Van Etten Community Showcase.

3/13 - 3/17-Michelle is planning a St. Patricks Day treasure hunt the week of March 13th.

On March every Wednesday in March in honor of National Youth Art Month the Van Etten Library is offering "painting on canvas."

Office of the Director, CCLD
March 2017

Major accomplishments:

Young Adult Area- Initial phone information gathering session with Kim Bolan; Doris Jean Metzger and Rob Cullin regarding scope of duties; need to work with local project manager; initial information requests.

Restroom projects- Completed final walk-through of the restroom project. Identified various items that needed minor repairs before opening to the public. Project is complete.

Chiller- Several meetings with Craig Davis and Gary Morenus regarding timelines, contracts, etc. Project is on schedule. The mechanical room has been completely emptied, the old chiller unit removed and they have completed pouring the concrete platforms for the new equipment.

Promenade- Conversation with Elmira Mayor Dan Mandel regarding the situation on the promenade- disorderly conduct, alcohol/drugs, more police presence, and opportunities in the future that may result from the new downtown initiatives.

Personnel Evaluations- Have completed written portion of 2016 Annual Evaluations on my direct reports- J. Ackerman, D. Brimmer, C. Corter, B. Harris, C. Poppendeck, O. Frank and J. Santulli. We will be meeting individually to discuss the contents.

Maker Faire- Moving forward.

Young Adult Area- Held preliminary information gathering conference call with Kim Bolan and Doris Jean Metzger.

Attended Friends Meeting- Gave an update on recent developments in the district. Working with Jim Galbraith to secure additional funding for Librarian Maggie Young's grant request through the South Central Regional Library Council's (SCRLC) Regional Bibliographic Data Bases (RBDB) Grant. The Rakow Library (CMOG) is interested in partnering the project that will digitize 60 rolls of Star Gazette microfilm (1871-1924) and make them accessible on NYS Historic Newspapers.

Meeting with local reps Sen. O'Mara, Assemblymen Friend and Palmesano regarding the governor's budget proposal for libraries.

Discussions with STLS regarding email situation; server issues and possible solutions and preventive measures for the future.

Website RFP- Worked with outside consultant to prepare an RFP for the website. Jennie Lewis has revamped the website so this project is not set to go soon but in the future we may consider a new website host as well as redesign.

Management Meeting- Requested staff to attend the Elmira School District “community open house” event on March 16 at Ernie Davis Academy at 9am. Discussion about staffing and time given for the Maker Faire. Staff working as their scheduled Saturday will receive their regular pay. Deb will be scheduling for that day so part time staff may have a change in hours to accommodate the Faire’s needs. Working on revisions to a few Directives including the Dress Code. In the meantime, staff should know presentable attire is always required.

Labor Management Meeting- Present were: Michelle Barrett, Jennie Lewis, Deb Brimmer, Kim Jones and Ron Shaw. The same issues were covered at the management meeting.

Major Patron conversations: Request for reconsideration of "The Neon Demon" DVD; compliments to staff for the way they handled problem patron situations; comments on the completion of the restroom project; future projects and the reasons why we are going forward with them; payment for projects.

Community Presence: Attend Rotary Club of Elmira meetings (4). Attend Rotary Club of Elmira Board meeting (1). Attended Rotary Club of Elmira 100th Anniversary event.

Directives- Finished directives- 203-3 Customer Service; 202-4 Code of Service; 540-4 Progressive Discipline; 540-5 Attendance; 545-4 Intermediate training for Clerks and Pages; 545-5 Job Rotation.

Libraries Visited - Big Flats (2), Horseheads (3)

Professional Readings:

Jordan, M. W. (2014). Reference Desks in Public Libraries: What Happens and What To Know. *The Reference Librarian*, 55(3), 196-211.

With staffing and funding shortages and rapidly changing expectations from patrons, what is actually happening at the reference desk in today’s libraries? Understanding the needs today’s reference librarians face can be useful in developing ways to support those needs. Asking them to make some predictions on the future of public library reference work gives Library and Information Science (LIS) students, and libraries preparing for the future, a valuable look at the expertise provided by experience. This understanding will help make some realistic decisions about reference staffing and service needs and provide some guidance for those aspiring to careers in public library reference.

Johannsen, C. G. (2014). Innovative public library services – staff-less or staff-intensive? *Library Management*, 35(6/7), 469-480.

Several recent library innovations seem to make professional and clerical staff superfluous such as automated loan and delivery equipment, staff-less libraries open in 80 hours a week, and virtual services, enabling users to search the library catalogue and make reservations of library materials from their home address. The purpose of this paper is to examine whether such developments will necessarily lead to a situation where public libraries become self-service institutions or to what extent self-service and innovative staff-intensive library services can

develop and co-exist. Furthermore, the paper will examine what challenges library leaders face and what they can do, and actually have done, to handle staff resistance and other related problems to the benefit of both the users, the local communities, and also, the staff, in particular, when introducing new and innovative services.

Mickiewicz, P. (2016). Access and Its Limits: The Contemporary Public Library as a Public Space. *Space and Culture*, 19(3), 237-250.

Notions of access have become pervasive in how we currently speak about libraries and their democratic character, as well as in the ways in which we have come to speak about emerging media technologies and, in both cases, access has very clearly come to mean making things available. Although access as it relates to the library is a relatively recent phenomenon, libraries and access have nearly become synonymous. Yet the presumption of access often obscures lingering problems of inaccessibility to various services and spaces for particular classes of people. This article will examine and document the ways in which the normative priority of “access” has been architecturally materialized within the contemporary library. Through a close analysis of Montreal’s Grande Bibliothèque and the institution’s trajectory from conception to building, this article will explore how architecture has, in part, defined and delimited what sort of institutional public space the Grande Bibliothèque creates. Concepts employed within the preliminary conceptual design phase of the project, such as openness, access, freedom, and publicness, took on new, contradictory meanings when the library materialized, to reveal issues surrounding restriction, control, inaccessibility, and surveillance. I want to lay stress on the process of design and how its various agencies shaped a particular institutional incarnation of the library.

Braun, L. W., Hartman, M. L., Hughes-Hassell, S., & Kumasi, K. D. (2014). *The future of library services for and with teens: a call to action*. Chicago, IL: YALSA.

Provides recommendations on how libraries must address challenges and re-envision their teen services in order to meet the needs of their individual communities and collectively ensure that the nation’s more than 40 million teens develop the skills they need to be productive citizens.

Issues central to the need for libraries to re-think their services for and with teens: Teens make up a significant portion of library users; Library services and resources for teens are in jeopardy; There has been a significant shift in the demographics of teens; Technology continues to impact communication methods, teaching, and learning; Teens are entering the workforce without critical skills.

Also explores the kinds of support that today’s teens need most from libraries: bridging the growing digital and knowledge divide; leveraging teens’ motivation to learn; providing workforce development training; serving as the connector between teens and other community agencies

Professional Courses:

Internet Safety for Students through CCLD Lynda.com subscription

Along with being a core part of building digital citizenship, internet safety is an essential skill for students. This course explores how students can protect themselves by understanding the nature of Internet-based threats and learning about the protection options and tools built right into most web browsers and mail systems. Topics include understanding secure and insecure web pages, avoiding phishing, recognizing malware and adware, and best practices for setting and maintaining a password.

Creating a Marketing Growth System through CCLD Lynda.com subscription

Best practices for setting up a sophisticated growth plan for your marketing team. Topics include What is a growth system?; Testing new channels and tactics; Measuring results; Avoiding pitfalls; Using best practices for B2B and B2C marketing.

Introduction to Content Marketing through CCLD Lynda.com subscription

Why, what, who, and how of content marketing, and shows how to transition marketing efforts to the digital landscape. Topics include Defining marketing goals and measuring success; Integrating already established programs; Getting leadership support; Establishing an online footprint, starting with a blog; Electing editors, community managers, and content creators; Using an editorial calendar; Writing for the web; Understanding the importance of images, audio, and video