



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](http://www.cclid.lib.ny.us)

## Agenda

The May 2017 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, May 18, 2017 at 6:00 pm at the **Steele Memorial Library, 101 E. Church St. Elmira, NY 14901**. The agenda for the meeting is listed below. If you are unable to attend, please inform Mr. 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 #2017-25)
4. Treasurer's report
  - a) Financial report (document 2017-26)
  - b) Report of Unpaid Bills Detail (document 2017-27)
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 #2017-28)
  - b) Budget & Finance Committee (Schamel)
    - 1) Report of the Committee meeting (document 2017-29)
  - c) Building & Grounds Committee (Muldoon)
    - 1) Report of the Committee meeting (document #2017-30)
  - 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 April 20, 2017 meeting of the Chemung County Library District Board of Trustees  
Document #2017-25)*

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

**Staff Introductions.** The Board was introduced to West Elmira Branch staff members Michelle Barrett, Lynda Page & Julie Gridley. They each briefly described their duties and recent projects.

**Review of the 2016 Audit from Mengel, Metzger, Barr & Co.** Katherine E. Stickler of Mengel, Metzger, Barr & Co. distributed a draft of the 2016 audit for the Board's inspection. She explained that, due to a re-interpretation of applicable laws, it would need to be reformatted to meet governmental accounting stands for the final draft. She indicated that there were no issues with our accounts nor any discrepancies. We had no material weaknesses with internal control, but our use of cash-based vs. accrual accounting did present a deficiency. We also had a problem in that neither net pension liability or retired employee health care had been recorded but was necessary for government accounting standards. A final draft will be submitted for the Board's approval at the May 2017 meeting.

**Minutes.** The minutes of the March 2017 meeting (Document #2017-19) were presented for board review. The minutes were approved by unanimous consent.

**Financial Report.** The March 31, 2017 Financial Report (Document #2017-20) was presented for board review. Mr. Schamel stated that CCLD was right on track for the first quarter of the year. The higher percent in the overtime budget was due to our IT staff having put in overtime with the Maker Faire and recent computer crises. By unanimous consent the Financial Report was approved as distributed and will be filed for audit.

**Report of Unpaid Bills.** (Document #2017-21). Ms. Dworkin moved, seconded by Mr. Myers, authorizing the payment of unpaid bills dated April 12, 2017— Grant Fund - \$198.98 and General Fund - \$41,959.59 — as distributed in writing. VOTE: Unanimously approved.

**Correspondence.** Director Shaw reported that he had received patron requests to go back to old website and old computer arrangement. He also received an invitation to an event at Emie Davis Middle School. The Library received Age-Friendly Designation for promoting an active and healthy life among community seniors. The Board was invited to a presentation on the seven habits of highly effective boards at Hammondsport on May 7th.

**President's Report.** Mr. Wehling reported that there were no new updates on the progress of our legislation.

**Directory's Report.** Mr. Shaw discussed the following:

Construction of walls. The construction of additional walls within the Steele Memorial Library will break up the current floor plan to create dedicated spaces for teens and genealogy, expand the Maker Space, and create a windbreak for the staff at the circulation desk.

New City Ordinance. A new city ordinance introduced by Brent Stermer will make it unlawful to have an open container of alcohol on public sidewalks and parks. This will make it easier to stop people from drinking under the viaduct.

CCLD Friends Finances. The CCLD Friends currently have \$49,859 in their coffers, even without the book sale. They are looking for projects on which to spend it.

Poetry Posts. Poetry posts were well received. Staff would like the keys to them so they can put up new poems.

STLS Programs. Mr. Shaw attended two continuing education programs at STLS in March: Connecting the Dots Community Collaborations (March 22); and An Afternoon with Paul Maze on Planning Library Improvements (March 29).

Mrs. Silvernail mentioned that members of the CCLD Friends had recently protested proposed federal budget cuts to library grant funding at Congressman Reed's office in Corning. She urged board members to do the same.

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

**Consent Item: Approval of 2017 Summer Hours.** Mr. Blandford moved, seconded by Mrs. Rogan. VOTE: Unanimously Approved.

**Executive Committee.** The Report of the Executive Committee was presented in writing to the board (Document #2017-22) All necessary information was listed in the April 5th report that was included in the board packet.

**Budget & Finance Committee.** The Report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2017-23). All necessary information was listed in the April 12th report that was included in the board packet. Mr. Shaw reported that CCLD had received \$4,400 worth of fees paid through PayPal from STLS.

**Buildings & Grounds Committee.** The Report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2017-24). All necessary information was listed in the April 5th report that was included in the board packet. Teen Space consultant Kim Bolan will be in town on May 10th and 11th. She will be conducting stakeholder sessions at local schools on the 11th. Mr. Shaw will arrange a meeting with the board in the evening of one of the two days. The chiller project is still on track for completion on May 15th, but Mr. Shaw has met with consultants about alternatives for air circulation should the weather turn hot before then. Ms. Dworkin reported a patron complaint about the lack of hooks for coats and purses in the new restrooms at Steele. Mr. Shaw indicated that he had received a similar complaint and that they would put in a work order to have hooks installed on the doors.

**Election Committee.** The Report of the Election Committee was presented in writing to the board by Mrs. Rogan. She reported that the Committee met with Chris Corter regarding the election process and was still hammering out the details. Ms. Dworkin presented the board with a draft of the board member display for the board's approval. Mr. Schamel moved, seconded by Mr. Blandford, that the board purchase 2 30" x 40" signs and 3 20" x 30". VOTE: Unanimously Approved.

**Executive Session.** Mr. Wehling moved, seconded by Mrs. Silvernail, that the board enter executive session to discuss pending personnel actions. VOTE: Unanimously Approved.

Mr. Schamel moved, seconded by Ms. Dworkin, that the board come out of executive session. VOTE: Unanimously Approved.

**Old Business.** None.

**New Business.** Mrs. Rogan suggested that, in order that the board might better get to know each other and work as a team, each member should introduce themselves. The board plus Mr. Shaw each introduced themselves, described their family and career, and described how they came to be on the board.

**Public Expression.** None

The meeting was adjourned at 7:40pm. The next regular meeting of the board will be held Thursday, May 18, 2017 at 6:00pm at the Steele Memorial Library, 101 E. Church Street, Elmira, New York.

**CHEMUNG COUNTY LIBRARY DISTRICT**

(DOCUMENT #2017-26)

**Financial Report - April 30, 2017**

<b>Income</b>	<b>2017 Annual Budget</b>	<b>Received to Date</b>	<b>Balance Remaining</b>	<b>Percentage Received</b>	<b>Percentage through Year</b>	<b>Notes</b>
Library Fines, Fees & Contributions	\$ 76,275	\$ 25,393	\$ 50,882	33.29%		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%		
PILOT Funds	\$ 50,000					
Interest on Investments	\$ 4,400	\$ 1,080	3,320	25%		
<b>State Aid</b>						
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						
<b>TOTAL INCOME</b>	<b>\$ 3,324,032</b>	<b>\$ 58,550</b>	<b>\$ 3,227,559</b>	<b>1.76%</b>	<b>33%</b>	
<b>Expense</b>	<b>Annual Budget</b>	<b>Expended to Date</b>	<b>Balance</b>	<b>Percent</b>	<b>Percentage</b>	
<b>Personnel</b>						
Salaries	1,522,892	\$ 510,639	\$ 1,012,253	34%		
Overtime & Holiday Salaries	15,281	\$ 9,136	6,145	60%		
<b>Employee Benefits</b>						
FICA	117,670	\$ 42,150	\$ 75,520	36%		
NY State Retirement	246,107	\$ 72,391	\$ 173,716	29%		
Medical & Dental	399,834	\$ 152,810	\$ 247,024	38%		
Other (Disability, Wk. Comp, Unemp)	30,195	\$ 20,676	\$ 9,519	68%		
<b>Subtotal - Personnel Expenses</b>	<b>2,331,979</b>	<b>807,802</b>	<b>\$ 1,524,177</b>	<b>35%</b>	<b>33%</b>	
<b>Contractual</b>						
Equipment	90,149	\$ 30,844	59,305	34%		INCLUDES Early Lit Stations \$10,676; Grant \$8,477
Telephone	11,400	\$ 11,400	0	100%		
Supplies	67,770	\$ 16,614	51,156	25%		Grants \$665; FR of CCLD \$119; MKT \$456
Travel & Continuing Education	15,015	\$ 4,429	10,586	29%		
Repairs & Maintenance	23,502	\$ 15,794	7,708	67%		
Postage	2,000	\$ 277	1,723	14%		
Library Materials (books, video, etc.)	328,109	\$ 74,468	253,641	23%		Gifts \$1,920
Utilities	62,500	\$ 17,251	45,249	28%		INCLUDES 4th Qtr 2016
Building Cleaning Supplies	19,825	\$ 4,015	15,810	20%		
Fuel, Gas & Oil (Bookmobile)	4,000	\$ 651	3,349	16%		
Insurance	32,683	\$ 31,317	1,366	96%		
Vehicle Operation / Maintenance	2,000	\$ 2,000	0	100%		Radiator, Generator & Sky Light repairs
Professional Fees (audit, engineer/legal fees)	28,075	\$ 6,482	21,593	23%		
Data Processing Expenses (Cost Share)	130,163	\$ 30,798	99,365	24%		
Payment of Taxes	4,975	\$ 5,013	(38)	101%		
Library Programming	28,525	\$ 22,659	5,866	79%		INCLUDES M.Faire grant \$5,120; ARTS \$375; STLS \$290; Gift \$77; FR-HH \$3,035; FR-CCLD \$3,875
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	\$ 1,103	51,679	2%		Phone annual pymts; BKM Repairs
<b>Subtotal Expenses</b>	<b>\$ 3,273,752</b>	<b>\$ 1,109,508</b>	<b>\$ 2,164,244</b>	<b>34%</b>	<b>33%</b>	
2016 & 2017 State Construction Projects		\$ 93,087				Restroom Project
<b>TOTAL EXPENSES</b>	<b>\$ 3,273,752</b>	<b>\$ 1,202,594</b>				

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of May 10, 2017

Document #2017-27

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>A-Verdi, LLC</b>			
	05/10/2017	Rental fee storage unit HH for May-pd by Grant	476.00
Total A-Verdi, LLC			<u>476.00</u>
<b>Blackbourn Media Packaging</b>			
	05/10/2017	AV supplies for ST/WE/BF	211.15
Total Blackbourn Media Packaging			<u>211.15</u>
<b>Blackstone Audio</b>			
	05/10/2017	Audiobooks purchase - APR	124.79
Total Blackstone Audio			<u>124.79</u>
<b>Capabilities, Inc.</b>			
	05/10/2017	Cleaning BF/HH/WE for Apr	1,576.80
Total Capabilities, Inc.			<u>1,576.80</u>
<b>CCLD Petty Cash</b>			
	05/10/2017	Petty Cash HH	244.95
Total CCLD Petty Cash			<u>244.95</u>
<b>Chemung County Buildings &amp; Grounds Dept.</b>			
	05/10/2017	2017 Utilities all libraries - 1st Qtr 2017	10,367.17
Total Chemung County Buildings & Grounds Dept.			<u>10,367.17</u>
<b>Chemung County Historical Society</b>			
	05/10/2017	Mounted display panels-board members	230.00
Total Chemung County Historical Society			<u>230.00</u>
<b>Chemung County Sewer District</b>			
	05/10/2017	2017 fee for HH/ST/WE	392.59
Total Chemung County Sewer District			<u>392.59</u>
<b>Demco, Inc.</b>			
	05/10/2017	book processing/DVD cases	610.29
Total Demco, Inc.			<u>610.29</u>
<b>Doc Cavallaro</b>			
	05/10/2017	WE Volunteer Recog	300.00
Total Doc Cavallaro			<u>300.00</u>
<b>Doris Jean Metzger</b>			
	05/10/2017	mileage Apr/May	97.80
Total Doris Jean Metzger			<u>97.80</u>
<b>Filomena Jack</b>			
	05/10/2017	Adult program 6/2 at ST	175.00
Total Filomena Jack			<u>175.00</u>
<b>First Transit, Inc</b>			
	05/10/2017	Bookmobile fuel-3/31-4/21	149.07
Total First Transit, Inc			<u>149.07</u>
<b>Gressco LTD.</b>			
	05/10/2017	DVD security cases for ST	1,613.20
Total Gressco LTD.			<u>1,613.20</u>
<b>Imperial Door Controls, Inc.</b>			
	05/10/2017	Handicap door repair HH/BF not covered under agmt	85.14
Total Imperial Door Controls, Inc.			<u>85.14</u>
<b>JanWay Company USA, Inc.</b>			
	05/10/2017	supply of ear buds/CCLD pencils	794.38
Total JanWay Company USA, Inc.			<u>794.38</u>
<b>Kimberly Bolan &amp; Associates</b>			
	05/10/2017	Consulting svc Teen Space 3/6-5/5	505.00
Total Kimberly Bolan & Associates			<u>505.00</u>
<b>Library Supply Solutions</b>			
	05/10/2017	Supply of Security Strips	416.00
Total Library Supply Solutions			<u>416.00</u>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
**As of May 10, 2017**

Document #2017-27

	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Mengel Metzger &amp; Barr</b>			
	05/10/2017	2017 progress payment for Audit	7,500.00
Total Mengel Metzger & Barr			<u>7,500.00</u>
<b>Office Equipment Source, Inc.</b>			
	05/10/2017	BF Copier qtr billing 1/20-4/23	24.89
Total Office Equipment Source, Inc.			<u>24.89</u>
<b>PDR'S Catering</b>			
	05/10/2017	WE Volunteer Recog	230.00
Total PDR'S Catering			<u>230.00</u>
<b>Recorded Books</b>			
	05/10/2017	AV purchases- gift fund	581.80
Total Recorded Books			<u>581.80</u>
<b>Reliable Computer Products</b>			
	05/10/2017	8 printer cartridges Steele printers	675.76
Total Reliable Computer Products			<u>675.76</u>
<b>Southern Tier Library System</b>			
	05/10/2017	Dark Fiber all libraries 1st Qtr 2017	1,800.00
Total Southern Tier Library System			<u>1,800.00</u>
<b>Staples Advantage</b>			
	05/10/2017	paper/office supply	508.55
Total Staples Advantage			<u>508.55</u>
<b>Swift Office Equipment, Inc.</b>			
	05/10/2017	Maint agmt 1/13-4/12 - HH Copier	345.12
Total Swift Office Equipment, Inc.			<u>345.12</u>
<b>The Leader</b>			
	05/10/2017	Annual subscription BF/HH	606.00
Total The Leader			<u>606.00</u>
<b>Unique Management Services, Inc.</b>			
	05/10/2017	collection notices-APR	420.65
Total Unique Management Services, Inc.			<u>420.65</u>
<b>Wegmans Food Markets Inc.</b>			
	05/10/2017	programs HH/BKM/WE/JUV	188.84
Total Wegmans Food Markets Inc.			<u>188.84</u>
			<u><u>31,250.94</u></u>

## Document #2017-28

### Report of the May 3<sup>rd</sup>, 2017 meeting of the Executive Committee of the Chemung County Library District:

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

UNPAID BILLS: Ms. Dworkin moved, seconded by Ms. Hayes to approve the Unpaid Bill lists for the General fund dated 5/3/17 - \$41,717.88 and the Grant Fund - \$1,232.91. VOTE: Unanimously Approved.

President Wehling stated there is no new update on the request to change the Legislation. He also stated that the Negotiating Committee will be arranging a meeting with the Library District's Attorney, Conrad Wolan.

Ms. Dworkin brought the newly developed Display Panels which show a map of the Library District with photos of the Trustee representing each District. These Panels will be posted at each CCLD location. Thank you to Ms. Dworkin for organizing this project.

Director Shaw reported the following:

Labor/Management meeting was held today. Discussion was regarding an update to the Dress Code and reactivating the Staff Association – a separate organization from CCLD.

Continuing Ed Day. The Spring date is being held on June 9<sup>th</sup> in conjunction with STLS and will be at the Corning Community College. A listing of workshops will be forthcoming and board members are invited to attend.

Teen space- Stakeholder sessions with consultant Kim Bolan are scheduled for May 11<sup>th</sup> and 12<sup>th</sup> with two opportunities for board members to meet with her. Trustees may meet with Ms. Bolan either May 11<sup>th</sup> at 5pm or May 12<sup>th</sup> at 11am.

Staffing. Mr. Shaw has been meeting with senior staff members regarding the replacement of Mr. Harris when he retires in August. He is working on a new Staff Plan that will be given to senior staff members for their input before submission to the board.

Bullet Aid Expenditures. Mr. Schwesinger moved, seconded by Ms. Kappanadze to approve all purchases as submitted in writing to the board. Said purchases include shelving and shelving adaptors for Horseheads and a clubhouse, picnic table and craft cart for West Elmira. VOTE: Unanimously Approved.

The meeting adjourned at 6:25pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, June 7<sup>th</sup>, 2017 at 6pm in the Petrie Conference Room of the Steele Memorial Library.



**Document #2017-29**

**Report of the May 10<sup>th</sup>, 2017 meeting of the Budget & Finance Committee of the Chemung County Library District.**

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

Ms. Santulli presented the April 30<sup>th</sup>, 2017 Final Financial Report to the Committee. The overtime line will balance out over time as there are not as many holidays the second half of the year. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Santulli presented the Unpaid Bills Detail dated 5/10/17 for the General Fund bills totaling \$31,250.94. The General Fund includes the 1<sup>st</sup> Quarter Utility payment to Chemung County and a progress payment to the auditors. The Unpaid Bills Detail will be forwarded to the full CCLD board for its consideration.

The meeting adjourned at 8:07am. The next meeting of the Budget & Finance Committee will be held on Wednesday, June 14<sup>th</sup>, 2017 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

**Document #2017-30**

**Report of the May 3<sup>rd</sup>, 2017 meeting of the Buildings & Grounds Committee of the Chemung County Library District**

The meeting opened at 5:35pm. 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. The Project is complete. The final payment has been made. Paperwork has been sent for the project to be closed out with New York State.

Teen Section. Mr. Shaw passed out the schedule for Consultant Kim Bolan's meetings with stakeholders and the board. Trustees may meet with Ms. Bolan either May 11<sup>th</sup> at 5pm or May 12<sup>th</sup> at 11am. Ms. Bolan's contract has been submitted to Attorney Wolan for his review. The Committee discussed whether or not to hire Ms. Bolan as the Project Manager as well.

Chiller Project at Steele. It is expected that this project will be complete by May 15<sup>th</sup>.

Mr. Shaw is awaiting quotes for several projects before a decision is made on which project(s) to apply for State Aid in 2017. Projects include adding a wall to the front of the Children's Area for noise and security reasons; in response to staff complaints- moving the circulation desk back in order to keep them from the cold winds in the winter; adding a wall to the back of the maker space and creating an opening on the side wall to give it more square footage; a small (20'x20") space for genealogy on the second floor.

Mr. Shaw reported that CCLD staff members are now responsible for updating the information on the Poetry Posts at each library.

The Committee discussed whether there is a need for the Library District to request another "Existing Conditions Reevaluation & Capital Reassessment" of the Chemung County Library District properties. No decision was made at this time.

The meeting adjourned at 5:50pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, June 7<sup>th</sup>, 2017 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.

## Library Materials Expenditure Report for 2017

Library Materials Expenditure Report for 2017								
April 30, 2017		33%	through 2017					
Department	Gift Funds as of 4/30/17	2017 budget	total spent this year	Open Invoices subm to Office not yet paid as of 4/30/17	Total spent & on order	Balance LEFT TO SPEND includes Gift funds	Total spent this month	**Percentage spent this year
<b>Steele Memorial Library</b>								
Col.1+Col.2-Col.5								
Children's (JUV)	\$ 1,395	\$ 30,000	\$ 11,229	\$ 1,625	\$ 12,854	\$ 18,541	\$ 2,484	41%
Juv eBooks CBA Fund		\$ 6,000	\$ 57		\$ 57	\$ 5,943	\$ 18	1%
Young Adult		\$ 6,750	\$ 1,550	\$ 247	\$ 1,797	\$ 4,953	\$ 610	27%
YA eBooks CBA Fund		\$ 6,000	\$ 209	\$ 36		\$ 6,000	\$ 18	4%
Graphic Novels		\$ 3,000	\$ 665	\$ 466		\$ 3,000	\$ 400	38%
Reference - CBA Grant		\$ 8,000	\$ 2,161	\$ 12	\$ 2,173	\$ 5,827	\$ 1,163	27%
Electronic Reference - CBA Grant		\$ 5,000			\$ -	\$ 5,000		0%
Electronic Reference - Gen. Fund		\$ 16,000	\$ 3,057		\$ 3,057	\$ 12,943		19%
Periodicals	\$ 119	\$ 6,000	\$ 444	\$ 708	\$ 1,152	\$ 4,967		19%
Zinio - CBA Grant		\$ 16,675				\$ 16,675		0%
Microforms/Genealogy	\$ 8,396	\$ 2,500	\$ 1,760	\$ 188	\$ 1,948	\$ 8,948		18%
Fiction	\$ 3,483	\$ 36,000	\$ 10,906	\$ 2,458	\$ 13,364	\$ 26,119	\$ 3,100	34%
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	\$ 3,073	\$ 3,000	\$ 330	\$ 46	\$ 376	\$ 5,697	\$ 220	6%
Non-FIC eBooks CBA Fund		\$ 4,648	\$ 65		\$ 65	\$ 4,583		1%
Non-Fiction-CBA Fund		\$ 3,675	\$ 1,881	\$ 922	\$ 2,803	\$ 872	\$ 275	76%
Audio video/music/dvd/blue ray - Gen.	\$ 7,833	\$ 45,000	\$ 9,746	\$ 7,148	\$ 16,894	\$ 35,939	\$ 2,351	32%
Audiobooks	\$ 5,000	\$ -	\$ 1,651		\$ 1,651	\$ 3,349	\$ 745	33%
Non-Fic Educ DVD - CBA Fund		\$ 4,997	\$ 334	\$ 264	\$ 598	\$ 4,399	\$ 166	12%
<b>Subtotal for Steele</b>	<b>\$ 29,300</b>	<b>\$ 228,445</b>	<b>\$ 46,045</b>	<b>\$ 14,119</b>	<b>\$ 58,788</b>	<b>\$ 198,957</b>	<b>\$ 11,550</b>	<b>23%</b>
<b>Big Flats Library</b>	<b>\$ 1,037</b>	<b>\$ 22,241</b>	<b>\$ 5,205</b>	<b>\$ 2,838</b>	<b>\$ 8,043</b>	<b>\$ 15,235</b>	<b>\$ 1,949</b>	<b>35%</b>
<b>Bookmobile</b>	<b>\$ 1,220</b>	<b>\$ 6,700</b>	<b>\$ 1,589</b>	<b>\$ 1,141</b>	<b>\$ 2,730</b>	<b>\$ 5,190</b>	<b>\$ 479</b>	<b>34%</b>
<b>West Elmira Library</b>	<b>\$ 657</b>	<b>\$ 22,241</b>	<b>\$ 7,180</b>	<b>\$ 1,538</b>	<b>\$ 8,718</b>	<b>\$ 14,180</b>	<b>\$ 3,178</b>	<b>38%</b>
<b>Horseheads Free Library-Adult</b>	<b>\$ 2,072</b>	<b>\$ 18,585</b>	<b>\$ 5,841</b>	<b>\$ 1,471</b>	<b>\$ 7,312</b>	<b>\$ 13,345</b>	<b>\$ 1,539</b>	<b>35%</b>
HFL- AV	\$ 390	\$ 8,000	\$ 2,281	\$ 754	\$ 3,035	\$ 5,355	\$ 680	36%
HFL - Books Plus	\$ 250	\$ -	\$ 65	\$ 95	\$ 160	\$ 90		64%
HFL - Juvenile	\$ 90	\$ 16,700	\$ 4,754	\$ 978	\$ 5,732	\$ 11,058	\$ 2,202	34%
<b>VanEtten Library</b>	<b>\$ 114</b>	<b>\$ 5,658</b>	<b>\$ 1,548</b>	<b>\$ 544</b>	<b>\$ 2,092</b>	<b>\$ 3,680</b>	<b>\$ 498</b>	<b>36%</b>
<b>Subtotal for other libraries</b>	<b>\$ 5,830</b>	<b>\$ 100,125</b>	<b>\$ 28,463</b>	<b>\$ 9,359</b>	<b>\$ 37,822</b>	<b>\$ 68,133</b>	<b>\$ 10,523</b>	<b>36%</b>
<b>GRAND TOTALS</b>	<b>\$ 35,130</b>	<b>\$ 328,570</b>	<b>\$ 74,508</b>	<b>\$ 23,478</b>	<b>\$ 96,610</b>	<b>\$ 267,090</b>	<b>\$ 22,073</b>	<b>27%</b>
<b>E-Books purchased from Cost Share NOT included - STLS will track</b>								

Chris Corter May 2017 Activity Report  
(Dates covered April 12 – May 9, 2017)

Chris Corter

- Gathered final statistics for NLA campaign – library lover baskets & Kindle giveaway

2017 NLW Kindle Tablet GIVEAWAY STATS

basket winners

SML	774	Aiden Hamilton
BF	39	Elijah Miller
HH	213	Theresa Spaulding
VE	49	Kabrina Jayne
BKM	32	Arlene Kisell
WE	113	Richard Owen

**1220** Total slips collected

Tablet winner Kabrina Jayne from Van Etten

- Put out publicity press releases, created brochure for Kite display – received attention of Corning Leader (front page article) and WENY TV coverage
- Created and distributed summer hour sheets
- Met with Board of Elections and CCLD Election Committee to discuss 2017 Trustee elections
- Planned and put out publicity for Mental Health Month Dinner scheduled for May 11
- Began publicity for summer concert series – created flyer and added to online calendars
- Revised circulation test for new page training
- Met with STLS staff at CCC library to review plans for June 9<sup>th</sup> Staff CE Day
- Attended Age-Friendly Community Coalition meeting at Office of the Aging on May 9
- Worked with the Elmira Psychiatric Center and the Social Connection to plan the 5<sup>th</sup> Annual Recovery Story Dinner to be held on May 11<sup>th</sup> at Steele

West Elmira – Chris Corter

- Approved and submitted material orders for West Elmira
- Covered library while staff attended Youth conference on April 28 & May 9
- Generated weed reports for graphic novels, adult and youth
- Advised staff on programs and activities

Bookmobile – Chris Corter

- Selected and ordered materials for Bookmobile
- Generated report to analyze age of collection and gave to Kim to use as guide for weeding

## **April 2017 Circulation and AV Report**

Submitted by Brian Harris

### **Circulation:**

Business as usual. Staff is coping very well with the distraction of the new chiller installation while still providing great customer service.

### **AV:**

Items added-

DVD 97

Music CD 44

Audiobook 57

Total 198

## **Steele Youth Board Notes for April 15-May 12, 2017**

### **Programs:**

Weekly storytimes, both the baby lapsit on Tuesday mornings and Friday mornings ended for this session at the end of April, so that Steele Youth could open up mornings for Kindergarten visits.

Monday April 17, Gaming Day with Rainy Toad (Emma)

Sat. May 6, American Girl Tea Party (Janet)

Wed. May 10, Lego Club (Emma)

Thurs. May 11, Mother's Day Craft (Michelle Erickson)

Ongoing monthly book character scavenger hunt in the Youth area

### **Outreach/Class Visits:**

Wed. April 19, Visit to Pine City Kindergarten (Jeff)

Thurs. April 20, Kinderbook visit from Holy Family School (Janet, Michelle E. , Jeff)

Wed. April 26 and Thurs. April 27, Kinderbook visit from Pine City School (Emma, Janet, Jeff)

Thurs. May 4, Kinderbook visit from Fassett School (Janet, Emma, Michelle E.)

Thurs. May 4, Evening Visit with Tour from Girl Scout Group (Emma)

Friday May 12, Visit from Beecher School Sixth Grade (Emma, Janet)

**Webinars/Workshops:**

Friday April 28, Youth Services Conference in Ithaca (Emma, Jeff)

Tuesday May 9, Transforming Preschool Storytime Workshop at STLS (Emma)

**Appearances:**

Monday April 24, WENY Noon News Segment Children's Book Talk (Janet)

**April 2017 Monthly Activities Report**

Nonfiction and Reference Reports

Connie Ogilvie

April, 2017

In the month of April, 2017 there were 654 queries on the Adult Services Desk and 297 questions answered on the PC 2 Desk. The Nonfiction book display theme this month was "Celebrate Poetry." This provided an opportunity to display a variety of poetry books, as well as books about writing poetry.

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

Beginning Internet Class was held April 24, 2017, 1:00-3:00 PM

I completed filing the updates to the Consolidated Law Service Books.

---

Adult Fiction

Uploaded April Podcast: Paperbacks; or Literally Light reads!

Attended Safezones seminar

Interviewed Pro Action candidate

Prepared and recorded May Podcast: The Series - The Beginning of a Beautiful Friendship

Sewing class

Outreach at Pathways to Employment

---

Genealogy and Local History

Volunteer Nancy has been shifting the collection and it looks very nice. She has put in many hours in the last couple of weeks to make the collection better.

Maggie is preparing items for a bindery shipment.

Maggie sent out the Elmira Gazette for digitization through the NNYLN (Northern NY Library Network) for placement onto NY Historic newspapers. They have received the films. There is

about a 2-week backlog and digitizing takes about 2 weeks. The OCR process takes longer, but the images will be placed online once that is finished. The films will be returned to us.

Maggie, Sherry, and Volunteer John made a visit to St. Peter and Paul cemetery where it is determined that John will photograph pages of some older burial books.

Maggie has begun uploading finding aids to the genealogy/local history section to the Genealogy Collection page on the library's website.

Sherry alerted Maggie to the restoration project beginning at the 2nd St. Cemetery in Elmira. We will be looking for ways to participate and contribute to this project.

Maggie did an interactive display for "Poem in your Pocket" day on April 27 that ran the month of April.

Maggie ran an Emerging Writers Contest for the Chemung River Reader and is running another contest now in partnership with help from the Chemung County Historical Society on writing with a prompt from something in their collection. The winner of the emerging writers award is local writer Levi Bradigan. Maggie has published entries online on the Chemung River Reader Website and is currently formatting the print edition of the zine.

Maggie is nearly done digitizing our print volume of the "Elmira Summary" 1920-1921 for inclusion into NYS Historic newspapers. This would add to her contributions of the Elmira Daily Bazoo to that service.

Maggie asked Ron for permission to take some steps to beautifying the area around our entrances. She will be talking further with him on how to proceed.

Maggie also asked that we include a "Talk-Back" section on our blog where we respond to Patron Suggestions and complaints. This would show our patrons that we listen to them and take them seriously, and that we are responsive to their needs. It would also give us something to show patrons at the library when they express a concern. if it has already been addressed on the blog, we have the answer there for the patron.

Our volunteers have been very busy indexing our births and deaths. Sherry is taking the lead on these--collecting the information from the paper and double-checking the work. We now have 7 volunteers coming in weekly so this is a ton of work, but the end result is a priceless offering and a great boon to our collection.

Sherry and the volunteers have been busy with queries from out of town researchers as well.

#### FICHE STATS FOR APRIL

Mag Fiche -0-  
Newspapers -233-  
Census film -5-  
Vital stats -176-  
Misc. -12-

Maggie Young

Genealogy and Local History Librarian

---

Doris Jean Metzger, MLIS  
Steele Library Teen Services  
Mid April-May2017

- Submitted application for a Teen Top Ten Nominees book set give away from YALSA & the Dollar General Literacy Foundation.
- Attended Youth Services Section of NYS Library Association conference in Ithaca, NY.
- Planning Summer events and National Library Teen Lock in, for July
- First Safe Zones meeting for LGBTQA teens had 27 participants. (A great turn out). All wanted to return for the next event.
- Partnering with Chemung County Youth Bureau's SPOT program to host their end of school year Black Out party at the library
- Partnering with the Youth Bureau's Youth Employment Program to offer "How To Get A Job" program for teens in late May.
- Working on a YALSA grant for a Teen Read Week program on "unleashing your story" via writing and art for October.
- Teen Focus groups are scheduled at the schools and in the library for the second week of May (11<sup>th</sup> & 12<sup>th</sup>) when the Teen Space designer visits.
- 40+ teens have signed up for the Steele Library-Corning Library Field trip for teens to the Teen Book Fest in Rochester on May 20.

### **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](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.

The website migration to the STLS server has been completed. The new website is now online.

### **Magazines & Adult Graphic Novel Collection**

Monthly orders were placed and routine collection development issues were attended to. The graphic novels were moved in anticipation of the upstairs reorganization. Once things are settled they will be moved back to their previous location with the possibility of adding an additional shelving unit and



creating a graphic novel reading area on the second floor. Manga and new additions to the collection have been separated out, to make these collections more browseable.

## **Information Technology Department - Deb Brimmer**

**April 2017**

This month the IT Department continued to maintain servers and handle upgrades, software updates and Help Desk calls from staff. We also continue to support the staff in helping patrons with computer problems.

We moved all Steele public computers to the new computer tables, as well as bringing the downstairs back computers upstairs. We are still waiting for the privacy partitions. Staff has commented that the area is much quieter now.

At VanEtten, we replaced the ASA with a new Meraki router, which required some reconfiguration of their computer equipment and printer.

Updated all Horseheads and Steele Staff computers.

Continue to provide technical support to the Tinker Lab, making new purchases and rearranging room to accommodate new equipment.

Finishing all items related to the Maker Faire - final surveys, thank you letters and final reports.

## **CCLD Makerspaces**

### **Tinker Lab:**

- Developed April brochures and content for the newsletter

- All Tinker Lab and IT staff were trained on the use of the new Laser Engraver. We are ready to train the remaining staff who is interested. We are also developing certification classes for the public.
- We have been rearranging the lab to make way for our new equipment.
- Printed and gave away a Bubble Wands as our monthly print
- Provided patron assistance with various projects

**In General:**

- Updated brochure for the Makerspaces
- Taught Intro to 3D printing and Intro to Audio Editing classes
- Processed 3D print orders (some model files requiring modification)
- Participated in the Cornell Mini Maker Faire and had a huge hit with our Pancakebot and buttons.
- Participated in CMOG's annual Makerspace, we all lent a hand and learned some new activities in the process.
- Prepared registration materials for Summer Maker Camp
- Sent out email to Reference Desk staff describing the registration procedure and addressing possible questions
- Worked in Kodu, watched training videos on Lynda.com to be able to teach a class on the product.
- Created liability waiver form for VHS to DVD conversions
- Actively gathered and prepared all the equipment to run Doris Jean's Stop Motion program. As well as Test printed iPad tripod mount which did not work, then researched and purchased tripod mounts for tablets to use during the teen stop motion program.

**April Totals:**

**Tinker Lab:**

151 Visitors

\$61.83 3D prints

\$ 4.35 Crafts

-----

\$66.18 Total sales

**Digital Media Lab:**

Uses: 1 (staff)

Certified: 0

**Horseheads**

April 24: Owen attended Friends of the Horseheads Free Library meeting

April 26: Owen attended Public Library Foundation of Chemung County meeting

May 2: Owen attended CCLD Management Meeting

May 9<sup>th</sup> or 10<sup>th</sup>: Owen attended a special CCLD Management Meeting at Steele

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

Horseheads 5/9/2017--Amanda Farley conducted 3 Kinderbook class visits from Center Street Elementary School.

**Big Flats**  
**by Glenice Peel**

4/14 Easter Egg hunt grand success with 222 attendees

4/19 Glenice took Election Inspector course and exam. She is now certified to be an official election inspector.

4/26-Glenice conducted story time Big Flats Preschool

5/9 STLS Trustee book club meets in the Reading Pavilion

5/12-3 Kinderbook class visits from Big Flats Elementary School have been scheduled

**Van Etten**  
**by Michelle Erickson**

Children's book week program on the evening of Wednesday May 3rd

Mother's day crafts and programs throughout the week of May 8th,

Kinderbook 4 class visits planned for early to mid May with a total of 60 students expected to visit,

Adult Book Club has grown to 7 members, .

**Office of the Director, CCLD**  
**March 2017**

**Major accomplishments:**

**Young Adult Area-** Continue to work through Basecamp and emails with Kim Bolan; Doris Jean Metzger and Rob Cullin. We have schedule Kim's visit for May 10th and 11th. The schedule has been sent to board members.

**Possible new projects-** Touched base with Jeff Vieselmeyer regarding estimates for future projects for NYS Grant Funds. We hope to have them by the end of next week. They ideas must be sent to STLS by July 4th.

**Chiller-** Met with Craig Davis and Gary Morenus regarding timelines, contracts, etc. Project is on schedule. The new chiller has been installed, the County will assist in the pressure checks and filling the coolant for the new system.

**Staff Changes-** Have held meetings with senior staff (Chris Corter, Joan Santulli, Janet Ackerman, Owen Frank, Caroline Poppendeck, Connie Vigilante-Ogilvie and Deb Brimmer). Have conducted an analysis of the financial impact, priorities for FT and PT positions; promotional opportunities; and the civil service examinations that were requested for Library Clerk, Senior Library Clerk (Promotional) and Principal Library Clerk (Promotional).

**LLAMA Mentoring Program-** Was selected by the Library Leadership and Management Association (a division of the American Library Association) to be a mentor with the new program. The mentoring program pairs librarians who are currently in leadership positions with librarians who are interested in becoming leaders. For mentors, it is a chance to pass on experience and knowledge by working one-on-one with an enthusiastic colleague who is ready to learn and benefit from the mentor's experience. For mentees, it is a great opportunity to learn from an accomplished leader how to: explore your leadership potential; demonstrate leadership in your current position; acquire the skills, attitudes and relationships that you will need to move into leadership roles.

**Friends Meeting-** Meeting was cancelled due to weather concerns.

**Discussions with STLS** continued discussion regarding email situation; server issues and possible solutions and preventive measures for the future; continuing education day; JobNow Database; Looking in to The New York Library Association Sustainability Initiative's Community Change Agents program- designed to support libraries position themselves as community anchors who work to catalyze positive change with their neighbors.

**Age Friendly Award-** CCLD has received the Chemung County Age-Friendly Organization Designation award. program encourages and recognizes local businesses and not-for-profit organizations who are striving to provide easy-to-navigate, respectful, positive and effective experiences and services to our community. Age-Friendly designation reflects support for the

vision of Chemung County as a community that encourages active and healthy living and provides a more accessible, affordable and socially engaging place for people of all ages.

**DAC Mentoring Committee-** Discussed via email the next step for the mentoring program. The next steps: Approve or Amend the sample survey; Nail down a time frame for distribution and response; Format and send the survey (Survey Monkey?)

**Management Meeting-** Maggie is heading a new committee being formed for outside entrance beautification. Deb asked about bringing back the old Staff Association. The Staff Association was a staff-run organization that existed to hold social events, honor retiring staff, acknowledge deaths in families, and other activities. Dues were collected annually. There were meetings and officers who managed the funds and planned the events. Brian offered to see if he could revive the Association. An idea was brought up for staff to pay for the privilege of wearing jeans to work with funds going to the Association.

**Labor Management Meeting-** Discussed the wearing of sweat shirts, sweat pants and t-shirts. Staff are interested in reactivating the staff association. As a fundraiser there is interest in allowing staff to wear jeans on specified days for \$1-2. I will look at what other places do. Discussed the two meetings with senior staff regarding replacement of Brian Harris.

**Steele Memorial Library Foundation-** The Treasurer's report was reviewed and approved. Sean Yarton from Manning & Napier distributed and reviewed the Investment Performance Review of the Steele Memorial Library Foundation, dated March 31, 2017. Of particular note overall the portfolio is doing well. Gave an update on the teen space. Discussed K. Bolan's visit. Informed them I will be requesting funds through the CCLD Board of Trustees by February 2018. I will put in the official request for funds from the Foundation in the 4th quarter of 2017.

**Major Patron conversations:** Concern over shutoff time for Van Etten computers and wireless-spoke with Deb. Concerns over privacy with the new computer tables (we are getting screens to help with privacy. Complaints about language, body odor and kids.

**Community Presence:** Attend Rotary Club of Elmira meetings (2). Attend Rotary Club of Elmira Board meeting (1). Attended 90th Anniversary Celebration of Horseheads/Elmira Heights Rotary Clubs.

**Libraries Visited** - Big Flats (1), Horseheads (1), West (1), Phelps Community Memorial Library Central Library (1);

**Professional Readings:** Horrigan, J. B. (2016, September 09). Libraries 2016. Retrieved May 3, 2017, from <http://www.pewinternet.org/2016/09/09/libraries-2016/>

Trends in visiting public libraries have steadied, and many Americans have high expectations for what their local libraries should offer. Discusses libraries teaching digital skills, providing comfortable reading and work spaces.

Goulding, A. (2009). Engaging with community engagement: public libraries and citizen involvement. *New Library World*, 110(1/2), 37-51.

Abstract- The evidence suggests that the public library is being positioned as a key community resource. Community engagement in public libraries includes: making the library space available for community activities; working in partnership with the voluntary and community sector as well as with other public services; involving volunteers in the delivery of library services; activities to support community involvement in various levels of decision making. The paper concludes that library services have been quite effective at involving local people in the simpler forms of community engagement, such as surveying their opinions and consulting them on a range of issues, but they could do more to support the development of community capacity building. Activities focusing on work with reading and books could provide a useful way forward.

**Professional Courses:** *Construction Management: Reading Drawings & Specifications* through CCLD Lynda.com subscription.

Topics include: Deciphering the language of construction drawings; Understanding line types; Reviewing plan views, elevation views, section views, and isometric views; Reviewing architectural drawings, structural drawings, and mechanical drawings; Drilling down to the details; Reviewing reference points on drawings; Understanding schedules; The future of construction drawings

*Delegating Tasks to Your Team* through CCLD Lynda.com subscription.

Topics include: What is delegation?; Evaluating tasks; Determining which tasks to delegate; Assigning tasks; Meeting with team members; Providing team support; Avoiding micromanaging and the fear of letting go; Accepting delegation from your boss