



The Chemung County Library District, with neighborhood libraries in Big Flats, the Bookmobile, Elmira, Horseheads, Van Etten, West Elmira, and on the web at www.cclid.lib.ny.us

Agenda

The July 2018 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, July 19th, 2018 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 Ms. Kappanadze (607-259-2646), Mrs. Santulli (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Tour of the Bookmobile
4. Approval of minutes (document #2018-36)
5. Treasurer's report
 - a) Financial report (document 2018-37)
 - b) Report of Unpaid Bills Detail (document 2018-38)
6. Correspondence
7. President's report

Consent Item: Approval Tax-Cap Override
Resolved that the CCLD Board of Trustees approve the tax-cap override as submitted.
8. Director's Report

Consent Item: Approval of Personnel Actions (Appendix C).
Resolved that the CCLD Board of Trustees approve Personnel actions as submitted.
9. Committee reports:
 - a) Executive Committee (Kappanadze)
 - 1) Report of the Committee meeting (document 2018-39)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2018-40)
 - c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document 2018-41)
 - d) Personnel Committee (Kappanadze)
 - e) Election and Continuity Committee (Rogan)
10. Executive Session
11. Old business
 - a) Updating of Board Posters
 - b) Change to the District's alcohol policy
 - c) Advocacy Committee
 - d) No quorum meeting schedule changes
12. New business
 - a) Advocacy Committee
13. Period for public expression
14. Adjournment



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To: CCLD Board of Trustees

From: Ronald W. Shaw, Director

Date: July 16, 2018

Subject: Approval of Personnel Actions

Promotions:

N/A

Change FT/PT Status:

N/A

End of Probationary Period- Permanent Appointment:

N/A

New Hires:

N/A

Resignations:

N/A

Terminations:

N/A

Leave:

N/A

Step Increases:

Maggie Young- Librarian I to Step 8

Holly Melott- Library Clerk PT to Step 4

Melanie Cassarly- Library Clerk PT to Step 6

Library Materials Expenditure Report for 2018

June 30, 2018	50%	through 2018							
Department	Gift Funds as of 7/6/18	2018 budget	total spent this year	Open Invoices subm to Office not yet paid as of 7/6/18	Total spent & on order	Balance LEFT TO SPEND includes Gift funds Col.1+Col.2-Col.5	Total spent this month	Total spent this year	**Percentage spent this year
Steele Memorial Library									
Children's (JUV)	\$ 1,600	\$ 35,000	\$ 11,936	\$ 976	\$ 12,912	\$ 23,688	\$ 2,042		35%
Juv eBooks CBA Fund		\$ 4,700			\$ -	\$ 4,700			0%
Young Adult		\$ 8,000	\$ 2,652	\$ 502	\$ 3,154	\$ 4,846	\$ 305		39%
YA eBooks CBA Fund		\$ 5,500	\$ 884	\$ 77	\$ 961	\$ 4,539	\$ 554		17%
Graphic Novels		\$ 3,500	\$ 1,027	\$ 251	\$ 1,278	\$ 2,222	\$ 277		37%
Reference - CBA Grant		\$ 8,000	\$ 6,670	\$ 529	\$ 7,199	\$ 801	\$ 3,930		90%
Electronic Reference -CBA Grant		\$ 5,000			\$ -	\$ 5,000			0%
Electronic Reference - Gen. Fund		\$ 16,000	\$ 5,543		\$ 5,543	\$ 10,457			35%
Periodicals	\$ 238	\$ 8,000	\$ 1,817		\$ 1,817	\$ 6,421			22%
Zinio - CBA Grant		\$ 16,675				\$ 16,675			0%
Zinio - Gen. Fund		\$ 3,500				\$ 3,500			0%
Microforms/Genealogy	\$ 7,466	\$ 3,300	\$ 1,404	\$ 1,250	\$ 2,654	\$ 8,112	\$ 170		25%
Fiction	\$ 4,416	\$ 40,046	\$ 13,873	\$ 2,334	\$ 16,207	\$ 28,255	\$ 2,689		36%
FIC eBooks CBA Fund		\$ 15,149	\$ 4,833	\$ 2,472	\$ 7,305	\$ 7,844	\$ 4,531		48%
DownL. Aud/music/dvd/blue ray Gen.	\$ 2,500	\$ 8,500			\$ -	\$ 11,000			0%
Adult Non-Fiction-General Fund	\$ 3,253	\$ 10,000	\$ 150		\$ 150	\$ 13,103			1%
Non-FIC eBooks CBA Fund		\$ 4,500			\$ -	\$ 4,500			0%
Non-Fiction-CBA Fund		\$ 3,675	\$ 3,675		\$ 3,675	\$ -	\$ 564		100%
Audio video/music/dvd/blue ray - Gen.	\$ 7,833	\$ 50,000	\$ 16,848	\$ 1,816	\$ 18,664	\$ 39,169	\$ 2,761		32%
Audiobooks	\$ 1,059	\$ -	\$ 1,059		\$ 1,059	\$ (0)			100%
Non-Fic Educ DVD GEN FUND	\$ 2,500	\$ -			\$ -	\$ 2,500			0%
Non-Fic Educ DVD - CBA Fund		\$ 3,500	\$ 515	\$ 16	\$ 531	\$ 2,969	\$ 515		15%
Subtotal for Steele	\$ 30,864	\$ 252,545	\$ 72,886	\$ 10,223	\$ 83,109	\$ 200,300	\$ 18,337		29%
Big Flats Library	\$ 2,063	\$ 23,749	\$ 14,090	\$ 1,701	\$ 15,791	\$ 10,021	\$ 3,078		61%
Bookmobile	\$ 1,220	\$ 7,370	\$ 1,648	\$ 285	\$ 1,933	\$ 6,657	\$ 210		23%
West Elmira Library	\$ 1,963	\$ 23,749	\$ 7,689	\$ 478	\$ 8,167	\$ 17,545	\$ 2,764		32%
Horseheads Free Library-Adult	\$ 2,645	\$ 20,350	\$ 9,672	\$ 568	\$ 10,240	\$ 12,755	\$ 3,476		45%
HFL- AV	\$ 3,066	\$ 8,800	\$ 6,341	\$ 743	\$ 7,084	\$ 4,782	\$ 753		60%
HFL - Books Plus	\$ 150	\$ -			\$ -	\$ 150			0%
HFL - Juvenile	\$ 140	\$ 18,464	\$ 8,446	\$ 322	\$ 8,768	\$ 9,836	\$ 2,523		47%
VanEtten Library	\$ 58	\$ 5,894	\$ 2,091	\$ 378	\$ 2,469	\$ 3,483	\$ 341		41%
Subtotal for other libraries	\$ 11,305	\$ 108,376	\$ 49,977	\$ 4,475	\$ 54,452	\$ 65,229	\$ 13,146		45%
GRAND TOTALS	\$ 42,169	\$ 360,921	\$ 122,863	\$ 14,698	\$ 137,561	\$ 265,529	\$ 31,483		34%

E-Books purchased from Cost Share (\$21,590) NOT included in this report- STLS will track

(Minutes of the JUNE 21, 2018 meeting of the Chemung County Library District Board of Trustees. Document #2018-36)

The meeting was called to order at 6:00pm by President Marge Kappanadze. Present were Pat Silvernail, Ann Hayes, Bonnie Chollet, Lillian White, Phyllis Rogan, Martha Smith, Pam Larnard and Michael Muldoon. Excused: Jack Schamel, Will Wehling, Jared Myers and Tim Blandford. Absent: Karl Schwesinger. Also present were Joan Santulli and Ron Shaw, the Library District's Administration.

Board Actions. Appointment of new board member. Ms. Silvernail moved, seconded by Ms. Rogan to appoint Lee Saginario as the board trustee to represent the 11th District, said term to end 12/31/2018. VOTE: Unanimously Approved.

Minutes. The minutes of the May 2018 meeting (Document #2018-29) were presented for board review. Ms. Chollet moved, seconded by Mr. Muldoon to approve the minutes as corrected. VOTE: Unanimously Approved.

Financial Report. The May 31, 2018 Financial Report (Document #2018-30) was presented for board review. Ms. Rogan moved, seconded by Ms. Hayes to approve the Financial Report as distributed. VOTE: Unanimously Approved.

Report of Unpaid Bills (Document #2018-31). Ms. Hayes moved, seconded by Ms. Silvernail that the board authorize the payment of the unpaid bills dated 6/13/18 – General Fund - \$52,235.33 as distributed in writing. VOTE: Unanimously Approved.

Correspondence. CCLD received notification that the float created by the Big Flats Library won 1st place in the Big Flats Community Days Parade. A big thank you to Glenice Peel, Amanda Farley and Brittanie Moyer for their hard work and creation.

Other Correspondence included a thank you note from St. Mary's school for Kim Jones and the Bookmobile; a letter from CSEA stating that non-members of the union will no longer be paying shop agency fees to the union; and an approval from the IRS for an extension of time to file the CCLD's 990 form (completed by the auditors).

President's Report. None

Director's Report.

Consent Item: Approval of Personnel Actions (Appendix C).

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

Consent Item: Approval of Revision to the loan period for educational DVDs. Resolved by Ms. Chollet, seconded by Ms. Smith that the CCLD Board of Trustees approves the extension of the loan period for educational DVDs from one week to two weeks. VOTE: Unanimously Approved.

Consent Item: Approval to remove fines for juvenile materials. Resolved by Ms. Smith, seconded by Ms. Hayes that the CCLD Board of Trustees approves the removal of fines for juvenile materials as submitted. VOTE: Unanimously Approved.

CCLD has been notified that in 2019 the distribution for Central Library Development will be \$106,908 and for Central Book Aid - \$67,599, a total of 174,507. That amount, without the Governor's budget cuts, should have been \$184,500.

Mr. Shaw encouraged board members to invite their friends and family members to visit the Escape Room at the Chemung County Historical Museum. It is being held June 22 and 23 and is a fund raiser for the Friends of CCLD.

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 #2018-32). There was some discussion about some changes in the Library District's Fall hours. The schedule will be presented to the board in August for its review and approval.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2018-33). The Committee gave initial guidance to the Administration in developing the 2019 Budget. Due to the cost of the raise being given to staff in 2019 and an increase to the Health Insurance, the budget will require the board to adopt a resolution for a tax cap override. The Committee will review the first draft of the budget in July with the full board to review it at the August meeting. The July 10th meeting of the Committee was changed to the 17th due to the Director's vacation.

Mr. Shaw has received an estimate for a colored copier for the Big Flats Library. The \$3,857 can be paid out of the Technology Reserve Fund. Ms. Hayes moved, seconded by Ms. Smith to approve the purchase of the copier for Big Flats as submitted. VOTE: Unanimously Approved.

The Library District has received the annual letter from the Public Library Foundation of Chemung County (Horseheads Foundation) that states that they expect to be able to distribute \$120,000 to CCLD in 2019 for the benefit of the Horseheads Free Library.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2018-34). The main topic of discussion was the Teen Space. The estimate from Foor & Associates for the cost of the project (\$382,900) is considered to be a fair estimate. The Project Manager's fee of \$48,600 is a high percentage of the project, coming in at 12%. The Committee will request to meet with Bob Butcher of Foor & Associate regarding this projected fee for the project. It is hoped the project can begin in the Fall of this year.

Mr. Shaw is requesting an estimate for the installation of an exterior electronic sign at the Steele Library from J & H signs.

Personnel Committee. No report

Election & Continuity Committee. Ms. Rogan stated that the Committee has met set the date of September 14th at 3pm for all petitions for those running for office to be submitted to the Business Office. She will get updated registered voter lists to all those who are running.

Old Business. Regarding the requested change to the District's alcohol policy, board members have reviewed the appeal by staff. There was a consensus to move forward with investigating this change. Staff will be asked write a policy statement with controls / limits, etc. Mr. Shaw will check with the District's insurance company to determine if there are any regulations or concerns that we need to be aware of before moving forward.

Advocacy Committee. This group will be given the task of attending different Community events to represent the Library District and promote library events. Those volunteering to serve on this Committee are Marge Kappanadze, Phyllis Rogan, Martha Smith and Will Wehling. All board members are asked to bring a list of upcoming events from their District to each board meeting. This will be included as an Agenda item each month. The Committee will meet to discuss ideas on how to move forward with this plan.

Regarding the months when there is no quorum of board members attending an Executive Committee meeting, Ms. Chollet moved, seconded by Ms. Hayes that in the event that no quorum is present, that meeting of the Executive Committee will be re-scheduled to be held within the next 3 business days. VOTE: Unanimously Approved.

New Business. Ms. Silvernail reported that Warner Brothers have new guidelines for any planned Harry Potter Festivals – they have halted any unauthorized community activities regarding Harry Potter.

It was reported that the Friends of CCLD have listed their new officers – Jim Galbraith as President and Lynne Rusinko as Vice-President.

Public Expression. None

Executive Session. Ms. Silvernail moved, seconded by Ms. Smith to move into Executive Session for the purpose of discussing the employment of an individual. VOTE: Unanimously Approved. Ms. Chollet moved, seconded by Ms. Smith to come out of Executive Session. VOTE: Unanimously Approved.

The meeting was adjourned at 7:40pm. The next regular meeting of the board will be held on Thursday, July 19th, 2018 at 6:00pm at the **Steele Memorial Library, 101 East Church Street, Elmira, New York.**

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2018-37)

Financial Report - JUNE 30, 2018

Income	2018 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 68,725	\$ 44,403	\$ 24,322	64.61%		Stock donation for NF, BF Wom Club \$653
Grants (other than N.Y.S.)	\$ -	\$ 39,505				FR of CCLD \$16,000; Hiliard/Corning Lib \$2,250 for Maker Faire; STLS for M.Faire\$2k,BulletAid\$13k,WiFi\$1,500; Comm F\$1,600; ARTS \$3,055
Foundation Contributions	\$ 190,000	\$ 240,000	(50,000)	126%		INCL \$200,000 Steele Foundation for Teen Space; \$40,000 SML Foundation
Library District Tax Receipts	\$ 2,899,057	\$ 2,889,057	10,000	100%		
PILOT Funds	\$ 50,000	\$ 54,553				
Interest on Investments	\$ 3,000	\$ 2,765	235	92%		
State Aid						
Central Library Development	\$ 97,951		97,951	0%		
Central Book Aid	\$ 66,698		66,698	0%		
Local Library Services Aid	\$ 37,000		37,000	0%		
Other State Aid		\$ 10,174				Final on Chiller Project
TOTAL INCOME	\$ 3,412,431	\$ 3,280,456	\$ 186,207	96%	50%	
Expense	Annual Budget	Expended to Date	Balance	Percent	Percentage	
Personnel						
Salaries	1,490,981	\$ 760,389	\$ 730,592	51%		
Overtime & Holiday Salaries	22,104	\$ 4,541	17,563	21%		
Employee Benefits						
FICA	115,751	\$ 60,954	\$ 54,797	53%		
NY State Retirement	239,361	\$ 120,453	\$ 118,908	50%		
Medical & Dental	449,878	\$ 245,750	\$ 204,128	55%		
Other (Disability, Wk. Comp, Unemp)	21,415	\$ 21,104	\$ 311	99%		
Subtotal - Personnel Expenses	2,339,490	1,213,192	\$ 1,126,298	52%	50%	
Contractual						
Equipment	91,749	\$ 17,330	74,419	19%		Total \$16,046= \$12,602 Grant for MakerSpace; \$2,194 Defibrillator; STLS HotSpot \$1250
Telephone	12,600	\$ 9,143	3,457	73%		
Supplies	53,344	\$ 33,718	19,626	63%		Total \$17,385=FR-HH \$378, Grant Mspace \$540, Grant M.Faire\$2,104; Mkt\$495, HH Found \$7,351 ; Bullet \$5,558 ; Sleeth \$959
Travel & Continuing Education	20,615	\$ 7,104	13,511	34%		
Repairs & Maintenance	25,734	\$ 14,006	11,728	54%		
Postage	2,000	\$ 1,345	655	67%		
Library Materials (books, video, etc.)	360,921	\$ 123,522	237,399	34%		Total \$5,133=FR-HH \$2,727; Gifts \$2,406
Utilities	58,600	\$ 26,530	32,070	45%		4th Qtr 2017
Building Cleaning Supplies	15,825	\$ 4,253	11,572	27%		
Fuel, Gas & Oil (Bookmobile)	2,500	\$ 1,420	1,080	57%		
Insurance	32,433	\$ 31,409	1,024	97%		
Vehicle Operation / Maintenance	5,000	\$ 4,409	591	88%		Doors repaired DEC 2017
Professional Fees (audit, engineer/legal fees)	30,825	\$ 29,330	1,495	95%		Total \$21,082= \$10,602 Bolan services; Grant \$2,980; Audit \$7,500
Data Processing Expenses (Cost Share)	123,749	\$ 62,089	61,660	50%		1st & 2nd Qtr 2018
Payment of Taxes	5,080	\$ 5,298	(218)	104%		
Library Programming	35,130	\$ 33,546	1,584	95%		Total \$14,596=FR-HH\$ 3,879 ; ARTS\$1,420; FR\$1,417; Grant MSS\$198; Grant Faire\$6,169; Other Grant \$1,513
Chemung County costs (B&G, vision)	14,800	\$ 5,973	8,827	40%		
Capital Improvements STATE CONST see below	36,634	\$ 11,000	25,634	30%		Tinker Lab expansion
Contingency Fund	69,846		69,846	0%		
Subtotal Expenses	\$ 3,336,875	\$ 1,634,617	\$ 1,702,258	49%	50%	
2017 & 2018 State Construction Projects						
TOTAL EXPENSES	\$ 3,336,875	\$ 1,634,617				

9:53 AM

07/09/18

Chemung County Library District General Fund
Unpaid Bills Detail
As of July 9, 2018

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Hepcats Big Band, Inc. Bill	07/09/2018	7/10 concert at Steele pd by Friends	250.00
Total Hepcats Big Band, Inc.			250.00
Marc Berger Bill	07/09/2018	Summer concert 7/17 pd by Friends	600.00
Total Marc Berger			600.00
TOTAL			850.00

Chemung County Library District Grant Fund

Unpaid Bills Detail

As of July 16, 2018

Type	Date	Memo	Open Balance
Recorded Books			
Bill	07/16/2018	Zinio Magazine annual eMagazine subscriptions	11,855.11
Total Recorded Books			11,855.11
Southern Tier Library System			
Bill	07/16/2018	eBook purchases FIC/YA/NonFic	6,190.35
Total Southern Tier Library System			6,190.35
TOTAL			18,045.46

Chemung County Library District General Fund
Unpaid Bills Detail
As of July 17, 2018

Type	Date	Memo	Open Balance
Charles D. White Bill	07/16/2018	Patron Refund	15.00
Total Charles D. White			15.00
City of Elmira Bill	07/16/2018	Fire Inspection at ST	60.00
Total City of Elmira			60.00
Demco, Inc. Bill	07/16/2018	Office Chairs for VE paid by Grant funds	1,065.43
Bill	07/16/2018	SRC/Processing supplies	540.78
Total Demco, Inc.			1,606.21
Fire Alarm Service Technology, Inc. Bill	07/16/2018	ST/HH Fire alarm Mon/ST-security monitoring	1,565.50
Total Fire Alarm Service Technology, Inc.			1,565.50
First Transit, Inc Bill	07/16/2018	Bookmobile fuel-6/1-6/18	192.34
Total First Transit, Inc			192.34
H. L. Treu Office Supply Corp. Bill	07/16/2018	2019 calendars	47.24
Total H. L. Treu Office Supply Corp.			47.24
Horseheads Do It Center Bill	07/16/2018	HH - sliders/oil	6.47
Total Horseheads Do It Center			6.47
Jamex, Inc. Bill	07/16/2018	supply of copy cards for ST patron copiers	572.70
Total Jamex, Inc.			572.70
JanWay Company USA, Inc. Bill	07/16/2018	Supply of pencils w/logo - all libraries	942.46
Total JanWay Company USA, Inc.			942.46
Jeffrey Mathews Bill	07/16/2018	mileage reimb 3/12-7/10	35.27
Total Jeffrey Mathews			35.27
Jim's RV Center Bill	07/16/2018	Bookmobile replace step assembly	1,212.50
Total Jim's RV Center			1,212.50
Joe Lopresto Bill	07/16/2018	Concert Doubletake 7/31 pd by Friends of CCLD	300.00
Total Joe Lopresto			300.00
John Galvin Bill	07/16/2018	Concert 3 Finger Leroy 8/7 pd by Friends of CCLD	300.00
Total John Galvin			300.00
Kimberly Chebalo Bill	07/16/2018	7/11 program at WE	200.00
Total Kimberly Chebalo			200.00
Kimberly Ulrich Bill	07/16/2018	Concert Legacy 7/24 pd by Friends of CCLD	450.00
Total Kimberly Ulrich			450.00
LaFrance Equipment Corp.			

Chemung County Library District General Fund
Unpaid Bills Detail
As of July 17, 2018

Type	Date	Memo	Open Balance
Bill	07/16/2018	annual inspection-extinguishers	275.50
Total LaFrance Equipment Corp.			275.50
lynda.com/Linkedin Corp			
Bill	07/16/2018	Subscription 7/18-7/19	7,000.00
Total lynda.com/Linkedin Corp			7,000.00
Maggie Young			
Bill	07/16/2018	Reimb for 7/13 Genealogy wkshop pd by Friends of CCLD	150.00
Total Maggie Young			150.00
Mengel Metzger & Barr			
Bill	07/16/2018	2017 audit final payment	2,250.00
Total Mengel Metzger & Barr			2,250.00
Nate Marshall			
Bill	07/16/2018	7/25 program at VE pd by Friends of CCLD	450.00
Total Nate Marshall			450.00
Petty Cash-Steele			
Bill	07/16/2018	WE supply/prog & ST postage, AD/YA prog, supplies	570.89
Total Petty Cash-Steele			570.89
Pitney Bowes			
Bill	07/16/2018	annual lease for mail machine	2,255.52
Total Pitney Bowes			2,255.52
Reliable Computer Products			
Bill	07/16/2018	Printer toners ST/VE	344.00
Total Reliable Computer Products			344.00
Southern Tier Library System			
Bill	07/16/2018	Dark Fiber April-June	1,800.00
Total Southern Tier Library System			1,800.00
Staples Advantage			
Bill	07/16/2018	label tape for processing	131.94
Total Staples Advantage			131.94
The Leader			
Bill	07/16/2018	Annual subscription ST	376.69
Total The Leader			376.69
Timothy E. Cleary			
Bill	07/16/2018	7/31 programs at BKM stops	75.00
Total Timothy E. Cleary			75.00
Unique Management Services, Inc.			
Bill	07/16/2018	collection notices-June	214.80
Total Unique Management Services, Inc.			214.80
Vasco Brands, Inc.			
Bill	07/16/2018	cleaning supplies all libraries	1,379.57
Total Vasco Brands, Inc.			1,379.57
TOTAL			24,779.60

Document #2018-39

Report of the July 5th, 2018 meeting of the Executive Committee of the Chemung County Library District:

Attending the meeting from the Executive Committee were Marge Kappanadze, Phyllis Rogan, Tim Blandford and Jack Schamel; and Ronald Shaw and Joan Santulli, CCLD management. Other board members in attendance were Pat Silvernail, Jared Myers, Lillian White, Will Wehling, Martha Smith, Mike Muldoon, Karl Schwesinger, Pam Larnard and Bonnie Chollet.

UNPAID BILLS: Ms. Santulli submitted the Unpaid Bill lists dated 7/6/18 for the General fund - \$21,914.39 and Grant Fund - \$3,093.77. Ms. Rogan moved, seconded by Mr. Myers to approve payment of the bills as submitted in writing. **VOTE:** Unanimously Approved.

President Kappanadze stated that the Advocacy Committee has not yet met. She suggested that any board member running for office in November take CCLD handouts advertising library programs with them when getting their petitions filled out.

Director Shaw reported on the following:

Fines- He is determining a start date for the fine free Juvenile materials in order to maximize press coverage and community good will. A possible date would be August 1st, 2018.

Educational DVDs. CCLD is waiting for STLS to change the loan period in the system before we can begin charging the materials out to patrons for 2 weeks.

Meeting Room. Staff have asked that the reservation period for the meeting rooms be lowered to a 3 month window instead of the current 6 months. There has been a problem with reserving the rooms for library programming due to them being booked so far in advance. Mr. Schwesinger moved, seconded by Ms. Larnard to change the Meeting Room Policy to reflect that reservations can be made for up to a 3 month period at a time. **VOTE:** Unanimously Approved.

Hot Spots. These are up and running with all units borrowed and a hold list created. Minimal advertising is being done at this time to make sure everything is working okay. Checkouts/returns will need to occur at the Reference Desk at the Steele Library. Any patron within the STLS system can check them out but checkouts and returns must take place at Steele to insure their safety.

Alcohol Policy. Mr. Shaw has checked with CCLD's insurance agent. Kerri Davis has stated that there should not be a problem with the staff's request to be able to occasionally have a program that includes alcohol if the following is approved: (1) hire a vendor who has a permit that allows for off-site serving; (2) entrance to the event would need to be controlled (i.e. after hours); (3) hire a vendor that has insurance for the event so our liability would be minimal and (4) proving that we have made a good effort should minimize our liability.

The meeting adjourned at 6:13pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, August 1st, 2018 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2018-40

Report of the July 17th, 2018 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 June 30th, 2018 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 7/9/18 for the General Fund - \$850 (Concert checks that have already been distributed); and dated 7/16/18 for the General Fund - \$24,779.60 and Grant Fund - \$18,045.46. The Unpaid Bills Details will be forwarded to the full CCLD board for its consideration.

Mr. Shaw reviewed the First Draft of the 2019 Budget for CCLD. The Administration included all requests for Personnel, Equipment and Continuing Ed. Due to the projected increase in the amount to be collected from tax payers, the Committee gave direction on making cuts to the budget to lower the amount needed from taxes. The Second Draft of the 2019 budget will be submitted to the Committee at their August meeting. Once it is finalized, it will be submitted to the board for review and approval at the August 16th meeting of the board.

The meeting adjourned at 8:35am. The next meeting of the Budget & Finance Committee will be held on Wednesday, August 8th, 2018 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2018-41

Report of the July 5th, 2018 meeting of the Buildings & Grounds Committee of the Chemung County Library District

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

The Committee received reports on the following:

Teen Section. Regarding the estimate from Foor & Associates for Project Management, Mr. Muldoon will contact Bob Butcher via email to request an explanation of the reason of why the estimate is so high. If necessary, a meeting with the Committee will be scheduled. Mr. Shaw stated he is still awaiting an estimate from Dimon & Bacorn for moving the necessary shelving to make room for the Teen Space.

Outdoor Beautification. Mr. Shaw is waiting for an estimate on the purchase of an electronic sign for the Steele Library.

Steele Parking Lot. There is a 2' x 2' hole in the lot that was cut out when STLS had the Dark Fiber installed. Mr. Shaw will check with STLS to determine if the company who did the work can come back and fill in the hole. A second hole has developed in one of the parking spaces that looks like the beginning of a "sink hole". The County will be contacted regarding this issue. Committee members went out to the parking lot to view each of these problem areas.

Trees at Steele. The County Buildings & Grounds Department has listed 2 problem trees that need to be removed and one tree that needs trimming. Mr. Shaw has contacted Larry Vanderhoff to get an estimate for the job.

Horseheads Library. The parking lot at Horseheads may need to be re-striped. Mr. Shaw will check on this and report back to the Committee.

The meeting adjourned at 5:47pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, August 1st, 2018 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.

Steele Circulation and A/V Notes for Board, June 2018

Staff:

New pages, Isadora and Nancy continue to train and are quickly picking up the daily circulation routine. Vacation season has started which left us a bit skeletal at times, but several staff members stepped up to cover extra nights.

Circulation:

For the month of June, 32 new accounts were sent to the Collection Agency. Janet will start removing any patrons sent to Collections due to late juvenile fines, as per the Board's decision to eliminate fines on juvenile materials.

Workshops/Webinars:

All staff attended the STLS-CCLD Continuing Education day at CCC on June 8.

A/V:

We received the Turbo Label Printer, which we use for processing new music cds. The IT Dept. has synced it with Workflows so we can create the correct call numbers on labels for these items. We are now processing all A/V materials here, instead of sending them to STLS, new items have been able to be put out for circulation much more quickly.

Our A/V display for June featured LGBTQ films to celebrate Pride Month and we also highlighted our audiobooks for National Audio Book Month.

Steele Youth Board Notes for June 18 – July 13

Programs:

Monday June 18th – Princess Daddy father's day program
Monday June 25th – Summer Meals morning snack time and stories
Monday June 25th – Summer Meals afternoon snack and activity
Tuesday June 26th - Summer Meals morning snack time and stories
Tuesday June 26th - Summer Meals afternoon snack and activity
Tuesday June 26th – Jeff hosted Toon Tuesdays (passive program)
Wednesday June 27th - Summer Meals morning snack time and stories
Wednesday June 27th - Summer Meals afternoon snack and activity
Thursday June 28th - Summer Meals morning snack time and stories
Thursday June 28th - Summer Meals afternoon snack and activity
Friday June 29th - Summer Meals morning snack time and stories
Friday June 29th - Summer Meals afternoon snack and activity
Monday July 2nd – Summer Meals morning snack time and stories
Monday July 2nd – Summer Meals afternoon snack and activity
Tuesday July 3rd - Summer Meals morning snack time and stories
Tuesday July 3rd - Summer Meals afternoon snack and activity
Thursday July 5th - Summer Meals morning snack time and stories
Thursday July 5th - Summer Meals afternoon snack and activity
Friday July 6th - Summer Meals morning snack time and stories
Friday July 6th - Summer Meals afternoon snack and activity
Monday July 9th – Summer Meals morning snack time and stories
Monday July 9th – Summer Meals afternoon snack and activity
Monday July 9th - Theater Camp
Tuesday July 10th - Summer Meals morning snack time and stories
Tuesday July 10th - Summer Meals afternoon snack and activity

Tuesday July 10th – Toon Tuesday (passive program)
Wednesday July 11th - Summer Meals morning snack time and stories
Wednesday July 11th - Summer Meals afternoon snack and activity
Thursday July 12th - Summer Meals morning snack time and stories
Thursday July 12th - Summer Meals afternoon snack and activity
Friday July 13th - Summer Meals morning snack time and stories
Friday June 13th - Summer Meals afternoon snack and activity

Outreach/Class Visits:

Monday June 25th – West Elmira SRC Kickoff, Jeff
Tuesday June 26th – Big Flats SRC Kickoff, Amanda
Wednesday June 27th – Horseheads SRC Kickoff, Amanda
Thursday June 28th – Steele SRC Kickoff, all staff
Tuesday July 3rd – Storytime at outreach at Southern Tier Church of Christ, Jeff
Tuesday July 10th – Storytime at outreach at Southern Tier Church of Christ, Jeff

Adult Services Reports

July, 2018

Nonfiction and Reference Report

Connie Ogilvie,

In the month of June, 2018 there were 425 queries on the Adult Services Desk and 265 questions answered on the PC2 Desk. The Nonfiction book display theme this month was “Spring Cleaning , Downsizing, and Clear the Clutter.” This provided an opportunity to display books that covered cleaning tips, decluttering, organizing solutions, Feng Shui and much more.

Beginning Computer Class was held June 18, 2018

Beginning Internet Class was held June 25, 2018

Management Meeting was held June 5, 2018

Adult Services Meeting was held June 20, 2018

Adult Services Fiction/Outreach

Caroline Poppendeck

Uploaded podcast for June - Stellar Choices

Senior Housing meeting x2

Continuing Education Day

Maker Faire follow-up meeting

Sewing class

Wisner Park Thursday in the Park

TV spot – WENY

Meeting with Social Connection for Recovery Stories event

Recovery Stories Dinner

Genealogy & Local History June 2018

Maggie Young

Microfilm Stats June 2018

mag fiche -0-

newspapers -221-

census film -11-

vital stats -90-
misc -0-

Rent-a-researcher: 2 appts.
Brick wall busters: 3 attendees

NYS historic newspaper views: 481

Upcoming for July:

Brick Wall Busters--July 9
Intro to genealogy--July 12
English & Welsh parish records--July 13

Adult Programming

Jennie Lewis

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/>

Events are also listed on our online events calendar:

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

Monthly brochures and signs were updated.

We now have a clerk, Emma Howard, helping out with adult programming so we are able to offer more activities for adults each month. She has been a great help so far.

Social Media/Website/Newsletter

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

Magazines & Adult Graphic Novel Collection

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

Bookmobile

Kim Jones

June 1st Went to the Pine City Elementary School so the Pre-k classes (4) could come out and see and hear about the Bookmobile. Approx 60 kids

June 2nd We attended the Old McDonald Farm at the Chemung Co Fair Grounds and the 73 visitors made animal buttons.

June 16th we Attended the 1st annual Touch A Truck at the Arnot Mall. We made big truck and machine buttons and had 384 attend.

June 25th we went to the Summer park food program kick off at Katy Leary park.

Mid June 2018-July 2018

Teen Services; Steele Library

Doris Jean Metzger, MLIS

- **Teen summer reading program:** 50 participants thus far. Scratch off instant winning prize tickets are popular. We have some prizes involving local businesses: Turtle Leaf Café and Vincenzo's Pizza. There would be more local involvement, but Eldridge Park

and Subway did not respond to my requests for tickets or coupons as they did last year. Special events for teens are every Wed. at 2 or 3pm.

- **New members on Teen Advisory Group (2) and new teen volunteer:(1) .**
- **Results of Escape room fundraiser for Friends of CCLD & Chemung History Museum:** Sold 47 tickets out of a possible 88. Graduation weekend interfered with our turnout, but that was the date that worked with the museum's exhibit schedule. Next year, we will do this again; the museum will adjust their events so we can do the escape room to avoid graduation weekend!

Everyone who DID go through the escape rooms had fun, loved it, and were impressed by the creativity and cleverness of the event. Some folks said: "this is better than some of the professional escape rooms we've been in!"

A check to the Friends of CCLD will be cut soon. Once we deduct expenses for supplies, a ROUGH guesstimate of how much the Friends of CCLD will get is \$640. The museum will get the same amount. (i.e, we are splitting profits 50/50 between the Friends and the museum.)

- **TEEN SPACE:** my understanding is that construction is delayed due to price negotiations with a local architecture firm and/or putting out RFPs to other area firms.. Teens, parents, and school librarians are asking for updates. Teens are VERY eager to see tangible progress. "Will it be done before we graduate, so we can enjoy it?!"

Information Technology Department - Deb Brimmer June 2018

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.

Continue to keep all District computers updated and offsite backups up to date. Applied Windows Updates and updates for latest Ransomware/Malware.

Continue to provide technical support to the Tinker Lab, making new purchases and assisted with the new equipment and technology in the new space.

Installed new label maker printers at Steele and HFL in preparation for material processing.

Attended the NY Tech Summit which is always extremely informative and keeps us up to date on the latest risks and new processes to deal with the issues faces the IT area of business. As well as talking with vendors about the newest equipment/software and opportunities to accomplish our mission of upgrading the District to Windows 10 and upgrading our servers.

We have begun talks with STLS on the best way to move forward with a new server to accommodate Steele and all of the branches with the most efficiency. We have requests for quotes out to vendors and will be deciding on a plan as soon as we have all the facts.

CCLD Makerspaces

Tinker Lab:

- Developed July brochures and content for the newsletter
- Printed July print of the month items to hand out
- Taught Intro to 3D printing; Intro to Audio Editing classes; Live Streaming with Open Broadcaster Software; Introduction to Laser Engraving and Introduction to Photo Editing
- Assisted patrons with 3D print orders (some model files requiring modification)
- Assisted patrons and staff with projects and use of equipment, answered questions about Makerspace
- Selected and installed new air compressor for the laser engraver
- Cleaned laser engraver air filter and laser engraver mirror and lens
- Helped Doris Jean with laser cut Google Cardboard VR viewers for teen program and Mark Twain mustaches for Museum Escape Room.
- Worked on Laser engraving for Lorie Brown (STLS).
- The lab has been so busy lately, we are trying to find time to learn how to use our new Digital CNC Router. We would like to come up with guidelines which would include age restrictions and develop a certification process once we are comfortable with it ourselves.
- Assisted patrons and staff with projects and use of equipment, answered questions about Makerspace

In General:

- Developed and collaborated with other staff members on ideas for Maker Camp activities that is coming up the first week in August.
- Posted to activities and updates to Facebook, Instagram and Twitter
- Added Facebook events for upcoming classes
- Developed and made promotional CCLD Makerspace popsicle stick rulers as giveaways for events to increase awareness and social media followers with the laser engraver
- Continue to work on content and design for new Makerspace website
- Helped Stuart complete editing of film project

June Stats:

Tinker Lab attendance: 219

3D printer certifications: 1

Digital Media Lab certifications: 1

Digital Media Lab use:

Patrons: 0

Staff: 0

Sales

3D prints: \$50.76

Craft supplies: \$26.21

Laser materials: \$3.32

Print: \$0.25
Total:\$80.54

Big Flats

6/16 Glenice won 1st Place in float competition at Big Flats Community Days Parade

6/25 Glencie @ West SRC kickoff

6/27 Glencie @ HH SRC Kickoff

6/28 Glenice @ SML SRC Kickoff

7/11- Glenice attended labor management meeting.

[Click here for a complete list of events at the Big Flats Library](#)

Horseheads

Mid-June—Owen worked with Trinity to have a table on Monday Mornings throughout the summer

6/25—Kelly Brown participated in the West Elmira Branch's summer reading club kickoff event

6/28—Becky Jackson participated in the Steele Memorial Library's summer reading club kickoff event

7/16—Owen visited Van Etten Branch

7/16—Owen attended the Friends of the Horseheads Free Library Meeting

[Click here for a complete list of events at the Horseheads Free Library](#)

[Van Etten Library](#)

[by Michelle Erickson](#)

If you haven't registered for the Summer Reading Club yet, it's not too late!!

Remember... register, read and earn weekly prizes!!

"Libraries Rock!!"

July 11, 3:30-Magic Tim's Spectacular Magic Show & Balloon Creations!!

July 16, 1:30-3:30-Tablet Talk: Learn to use your device!

July 18, 3:30-"Pet Rocks": Choose a rock paint it, add eyeballs, tail, ears, whatever!

July 25, 3:30-"The Nate & Kate Kids Show": Performers Nate & Kate will have songs, juggling routines & music!

July 27, 12:15pm - Book Club meeting

July 27, 2:30- Friday Movie: "A Wrinkle in Time" (PG)

Beginning the Week of July 16th; Every Monday from 12:15-12:45, I will be visiting the Village Fire Department, they are sponsoring the "Kids Eat Free" program. I will have storytelling, a craft and share upcoming library events with the kids.

I plan to visit the YWCA kids at the SVE Elementary school this summer in the afternoon, either on Wednesday or Fridays to share stories and crafts as well.

**Office of the Director, CCLD
July 2018**

Major accomplishments:

Budget: Completed and reviewed initial draft of the budget.

Steele Facility Planning- Have informed Kim Bolan to finish interior design aspect of the Teen Space. Waiting for a meeting to be scheduled with Bob Butcher and B&G committee.

July Labor Management Meeting- Cancelled

CCLD Issues- Visited Horseheads library to observe their materials processing setup; processing plans for Steele library still under consideration. Visited Big Flats to do a visual inspection of the exterior and to gather information on the copier to be replaced. There is an issue with the parking lot; a pothole problem at the front entrance and a newly opened but small sinkhole near the back entrance. Buildings and Grounds have been notified and they are being addressed.

Review of daily circulation at Big Flats and West Elmira;

STLS Issues:

Department Head Meeting- Informed staff about the board agreement to remove Youth materials fines on Youth cards. I am considering holding off on implementation until closer to the budget vote. Informed staff about 14 day loan periods for educational DVDs to start as soon as STLS can change it in the system.

Set up next continuing education date for December. I intend to have a viewing of the movie "The Public" regarding homelessness and its impact on the library.

Hot Spots are up and running with all units borrowed and a hold list created. Minimal advertising at this time to make sure everything is working okay. Checkout/returns need to occur at the Reference Desk. Any patron within the STLS can check them out, but must do so at the Steele Library and return them to Steele as well to insure their safety.

Summer Reading Club has been moving along well; 140 adults have signed up. Emma is a big help. New SRC software is more user-friendly.

SRC going well for Teens. Escape Room went okay; a little over ½ of the tickets sold. Amanda Zell volunteered to take over Adopt-A-Shelf now that Pat has retired. Emma Howard has signed up and is overseeing a teen volunteer for Adult Services. Invitations arrived and were distributed from Libraries for Life event for STLS Foundation.

Friends of CCLD- No meeting.

Major Patron conversations: Concerns over fines for children's materials; Requesting materials for purchase.

Community Presence: Attend Rotary Club of Elmira meetings (3). Sworn in as member of the Elmira City School District Board of Education.

Libraries Visited - Horseheads, Big Flats, Nashville Public Library Edgehill Branch

Programs: Kinderbook class visit, Chess Club, Knitting Club,

Professional Readings:

Lushington, N., Rudorf, W., & Wong, L. (2016). "Small Libraries" in *Libraries: A design Manual* pp. 172-213.

"Systematic, comprehensive and up-to-date presentation of this fascinating design task; Documents forward-looking and innovative concepts and designs; Substantial contributions by international experts on the entire design and planning process"

"Libraries as a building type have been subjected to substantial changes in particular in the past ten years. Metropolitan Rem Koolhaas' Stuttgart City Library from 2004 invents a new typology completely and reflected a development from elitist temple of learning to a public living room. Hybrids between library and department store or theater were conceived. Today, the ubiquity of electronic devices and media needs to be taken into account by the designer: every new library has areas without any books now. This work of reference explains systematically all technological and planning requirements of library design. Special features such as RFID, signage, acoustics or specific structural load issues are explained in texts by experts from the fields of architecture and library science. Finally, approximately 40 best-practice case studies of contemporary library design are documented extensively. They are organized in four categories – national libraries, large public libraries, small public libraries, university libraries – and comprise high-profile examples of contemporary library design. The book also includes a chapter on the design of public libraries in the United States from 2013."

Professional courses attended/completed:

Creating a Culture of Yes at Your Library and in Your Community (Webjunction webinar)

"The immortal Kurt Vonnegut said, "The America I love still exists at the front desks of our public libraries." In this webinar, you can discover at least three ways to shift your library from good enough to unexpectedly amazing, and to take your community's image of the public library to new heights. Locate your library's first impressions, displays, customer service, policies and more on the "Yes-O-Meter" and understand how to move from "No" or "Yes, but..." to a

powerful culture of "Yes, and!" The insights you gain for shifting your library culture will invigorate the relationships between your staff and with your community."

Letting an Employee Go from Lynda.com

Topics include: Topics include:

- Reviewing legal issues
- Knowing when termination is appropriate
- Documenting performance problems
- Selecting the right time and place
- Delivering the news
- Telling the rest of the team

Managing Employee Performance Problems from Lynda.com

Topics include:

- Determining the appropriate intervention
- Defusing charged conversations
- Refocusing slackers
- Getting employees to show up on time
- Redirecting habitual complainers
- Engaging employees that always resist change
- Standing up to bullies
- Encouraging employees that can't handle feedback
- Helping people with personal problems
- Dealing with gossips
- Knowing when to say goodbye to an employee

Having Difficult Conversations

Topics include:

- What is a difficult conversation?
- Understanding why conversations go badly
- Changing your tipping point
- Building your ladder—and climbing down
- Knowing your triggers
- Reframing your adversary
- Being prepared for the conversation
- Taking responsibility
- Sharing goals and experience
- Co-creating a solution
- Developing the action plan
- Building better feedback