



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 January 2019 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday, January 17, 2019 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
 - a) Kimberlee Middaugh- Sayles & Evans
 - b) Oaths of Office for Board Members
3. Approval of minutes (document #2019-01)
4. Treasurer's report
 - a) Financial report (document 2019-02)
 - b) Report of Unpaid Bills Detail (document 2019-03)
5. Correspondence
6. President's report
7. Director's Report
8. Committee reports:
 - a) Executive Committee (Kappanadze)
 - 1) Report of the Committee meeting (document 2019-04)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2019-05)
 - c) Building & Grounds Committee (Muldoon)
 - 1) Report of the Committee meeting (document 2019-06)
 - d) Personnel Committee (Chollet)
 - e) Election and Continuity Committee (Rogan)
 - f) Advocacy Committee (O'Dell-Wehling)
9. Executive Session
10. Old business
11. New business
12. Period for public expression
13. Adjournment

(Minutes of the DECEMBER 20, 2018 meeting of the Chemung County Library District Board of Trustees. Document #2019-01)

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

Minutes. The minutes of the November 2018 meeting (Document #2018-66) were presented for board review. The minutes of the November meeting are approved with minor correction by unanimous consent.

Financial Report. The November 30, 2018 Financial Report (Document #2018-67) was presented for board review. Mr. Schamel moved, seconded by Mr. Wehling to accept the Financial Report dated 11/30/18 as distributed. VOTE: Unanimously Approved. Mr. Schamel stated that the Administration deserves a big thank you for keeping the District within the limits of the budget.

Report of Unpaid Bills (Document #2018-68). Mr. Schamel moved, seconded by Ms. Silvernail that the board authorize the payment of the unpaid bills dated 12/12/18 – General Fund - \$50,171.01 and Grant Fund - \$1,777.83 as distributed in writing. VOTE: Unanimously Approved.

Correspondence. Mr. Shaw reported receipt of end of year donations from patrons that were unencumbered totaling \$1,500.

President's Report. Ms. Kappanadze received a copy of a letter from the Public Library Foundation of Chemung County (Horseheads Foundation) that stated their 2018 contribution to the Library District is \$125,884.00 to be used for the Horseheads Free Library. The actual check was included in the letter given to the Business Office. Ms. Chollet moved, seconded by Mr. Wehling to accept the 2018 donation from the Horseheads Foundation. VOTE: Unanimously Approved.

Ms. Kappanadze then introduced Sisi Barr, one of the current Chemung County representatives on the Southern Tier Library System's Board of Trustees. Ms. Barr has agreed to serve another 4 year term on the STLS board. Resolved by Ms. Silvernail, seconded Ms. Smith that the CCLD Board of Trustees approves the appointment of Sisi Barr as submitted. VOTE: Unanimously Approved.

Director's Report.

CONSENT ITEM: Approval of Personnel Actions (Appendix C). Resolved by Ms. Hayes, seconded by Ms. Smith that the CCLD Board of Trustees approves the November list of Personnel actions as submitted in writing. VOTE: Unanimously Approved. Resolved by Ms. Larnard, seconded by Ms. Rogan that the CCLD Board of Trustees approves the December list of Personnel actions as submitted in writing. VOTE: Unanimously Approved.

CONSENT ITEM: Approval of the operating hours for January to May 2019. Resolved by Ms. Smith, seconded by Mr. Myers that the CCLD Board of Trustees approves the operating hours as submitted in writing. VOTE: Unanimously Approved.

The certification of Election Results has been received. For the Library District budget vote, there were 15,720 yes votes, 6,195 no votes and 8,549 people who did not vote either way.

Mr. Shaw sent a sign-up sheet around for board members to sign up to attend the monthly Labor/Management meeting held the 1st Wednesday of each month. He also distributed the newest edition of the “Handbook for Library Trustees of New York State”.

Regarding the Administrative Assistant position at the Library District, board members have received the Civil Service approved job description for Ms. Santulli’s position. Recruitment and training times need to be determined. The person hired will be hired provisionally – before the exam is offered by the State. Ms. Santulli continues to advocate for moving forward with hiring as soon as possible. The budget allows the person to start out at the beginning of next year as a part-time position for training purposes.

Mr. Shaw reported receipt at year end of \$5,000 from the Hansen Family Foundation – earmarked for Audiobooks. Ms. Rogan moved, seconded by Mr. Muldoon to accept the donation as specified. VOTE: Unanimously Approved.

Regarding the necessity for board members to have Sexual Harassment Prevention Training, STLS has a link on their website that will allow trustees to take a 40 minute training video. STLS will then provide a Model Question Sheet that boards can use in conjunction with the videos to meet the interactivity component. Mr. Shaw will send the link out to board members. A tentative internal deadline for Chemung County Library District board members to complete this video training was set for March 31, 2019.

The Library District’s insurance agency, Perry & Carroll, have completed their requests from companies interested in covering CCLD’s Property, Liability, Auto, Crime, Flood, D&O and Worker’s Compensation insurances. The total for the year comes in at \$47,232.24. Mr. Schamel moved, seconded by Mr. Myers to approve the insurance review as submitted in writing. VOTE: Unanimously Approved.

Mr. Shaw reported that the Scottish tradition, Hogmannay, begins December 21st and runs through the end of the year. This allows for Fines Forgiveness for donations of canned and dry goods for the Food Bank. A news release will go out tomorrow.

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 #2018-69). It was reported that the new Attorney from Sayles & Evans who has been assigned to the Library District is Kimberly Balok Middaugh. Mr. Shaw will contact Ms. Middaugh to determine if she can attend the January meeting of the board.

Ms. Kappanadze took this time to publicly thank two trustees who are leaving the board at the end of 2018 - Michael Muldoon and Jared Myers. Thank you for your years of service to the Library District and for all the assistance you provided for Library District related issues.

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2018-70). Mr. Shaw noted that the Steele Library is holding a Winter Reading Club this year for ages 0-13. With 500 minutes of reading, kids can be entered into a contest to win a grand prize (4 tickets to see the Broadway Show “Frozen” plus a hotel) which was paid for by the Community Foundation.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2018-71). Regarding the Teen Space, the chosen colors for the furniture, walls and flooring were viewed by board members. It was noted that 4 bids have been received for the moving of the shelving units to make room for the Teen Space; results have not been given yet. Mr. Shaw reported that the Steele Library will be closing on Friday January 11 and Saturday the 12th to finish the weeding of the Non-Fiction collection and for the shifting of shelves to take place. There will be a dumpster at the location to hold any books that are being removed from the collection and that are not acceptable to the Friends of the Library for their book sales. This will include out-dated books and those in bad physical condition.

Personnel Committee. Ms. Chollet stated that their next meeting will be held in January after the new members of the board have been sworn in.

Election & Continuity Committee. Nothing new to report.

Advocacy Committee. Mr. Wehling stated that they met last week. They would like to work with the Friends groups and will be asking the President of the Friends of CCLD to attend a Committee meeting to discuss how this would work. There is a Community Baby Shower in March that the Committee will have a presence at with flyers about library events. It was reported that there has been NO response at all from the flyers and library card applications that were sent out with the kids from Cohen School Elementary.

Old Business. Regarding the dedication of the plaque honoring Jim Sleeth's years of service to the library, a motion was made by Mr. Schamel, seconded by Ms. Hayes that the Committee formed to plan this event be allowed to spend an amount not to exceed \$600 for refreshments, decorations, etc. VOTE: Unanimously Approved. Board members were polled to determine how many of them plan to attend the dedication.

New Business. It was requested that the Administration continue the practice of having a staff member make a presentation of their department at board meetings. It is a great way to meet staff members and to learn more about what the Library District has to offer the public. As far as all the newer library services available online, Ms. Rogan requested that one new service be highlighted at each meeting with a "how to do it" session. Mr. Shaw stated that he will email board members a list of these services with a short description of what they offer to the public.

Public Expression. Betsy Gorman spoke about seeing a Facebook post about "Dolly Parton's Imagination Library". Over 113 million books have been sent out since the start of the program.

Executive Session. None

The meeting was adjourned at 6:45pm. The next regular meeting of the board will be held on Thursday, January 17th, 2019 at 6:00pm at the **Steele Memorial Library, 101 East Church Street, Elmira, New York.**

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2019-02)

Financial Report - DECEMBER 31, 2018

Income	2018 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 68,725	\$ 64,314	\$ 4,411	93.58%		Stock donation for NF, BF Wom Club \$653, Mspace gift \$1,000
Grants (other than N.Y.S.)	\$ -	\$ 54,446				FR of CCLD \$16,629.87; Hiliard/Corning Lib \$2,250 for Maker Faire; STLS for M.Faire\$2k,BulletAid\$13k,WiFi\$1,500; Comm FS\$6,250; ARTS \$4,439; U.Way HH \$299; SCRLC for Geneal \$2,208; Spencer/VE \$2,400
Foundation Contributions	\$ 190,000	\$ 414,662	(224,662)	218%		INCL \$200,000 Steele Foundation for Teen Space; \$80,000 SML Foundation' \$125,884 HH Foundation
Library District Tax Receipts	\$ 2,899,057	\$ 2,889,057	10,000	100%		
PILOT Funds	\$ 50,000	\$ 66,865		134%		
Interest on Investments	\$ 3,000	\$ 7,706	(4,706)	257%		
State Aid						
Central Library Development	\$ 97,951	\$ 99,272	(1,321)	101%		
Central Book Aid	\$ 66,698	\$ 67,599	(901)	101%		
Local Library Services Aid	\$ 37,000	\$ 39,546	(2,546)	107%		2018 distribution
Other State Aid		\$ 193,352				Final on Chiller Project; Teen Space \$183,178 coll in 2017-moved here by Auditors
TOTAL INCOME	\$ 3,412,431	\$ 3,896,820	\$ (219,726)	114%	100%	
Expense	Annual Budget	Expended to Date	Balance	Percent	Percentage	
Personnel						
Salaries	1,490,981	\$ 1,483,192	\$ 7,789	99%		
Overtime & Holiday Salaries	22,104	\$ 10,606	11,498	48%		
Employee Benefits						
FICA	115,751	\$ 116,319	\$ (568)	100%		
NY State Retirement	239,361	\$ 181,487	\$ 57,874	76%		
Medical & Dental	449,878	\$ 440,397	\$ 9,481	98%		
Other (Disability, Wk. Comp, Unemp)	21,415	\$ 22,376	\$ (961)	104%		
Subtotal - Personnel Expenses	2,339,490	2,254,377	\$ 85,113	96%	100%	
Contractual						
Equipment	91,749	\$ 94,219	(2,470)	103%		Total \$20,668= \$13,378 Grant for MakerSpace; \$2,194 Defibrillator; STLS HotSpot \$1250; BF copier 3,846
Telephone	12,600	\$ 11,183	1,417	89%		
Supplies	53,344	\$ 63,626	(10,282)	119%		Total \$25,687=FR-HH \$441, Grant Mspace \$2,266, Grant M.Faire\$2,104; Mkt\$2,113, HH Found \$7,687; Bullet \$9,630; Sleeth \$959; Gifts \$487
Travel & Continuing Education	20,615	\$ 15,395	5,220	75%		
Repairs & Maintenance	25,734	\$ 24,122	1,612	94%		
Postage	2,000	\$ 2,000	0	100%		
Library Materials (books, video, etc.)	360,921	\$ 318,921	42,000	88%		Total \$14,244=FR-HH \$3,296; Gifts \$7,794; SML Found \$3,154
Utilities	58,600	\$ 51,255	7,345	87%		4th Qtr 2017
Building Cleaning Supplies	15,825	\$ 11,252	4,573	71%		
Fuel, Gas & Oil (Bookmobile)	2,500	\$ 2,500	0	100%		
Insurance	32,433	\$ 31,409	1,024	97%		
Vehicle Operation / Maintenance	5,000	\$ 5,000	0	100%		Doors repaired DEC 2017
Professional Fees (audit, engineer/legal fees)	30,825	\$ 30,825	0	100%		Total \$25,742= \$10,602 Bolan services; Grant \$3,290; Audit \$9,750; Election \$2,100
Data Processing Expenses (Cost Share)	123,749	\$ 123,539	210	100%		
Payment of Taxes	5,080	\$ 5,080	0	100%		
Library Programming	35,130	\$ 65,729	(30,599)	187%		Total \$30,599=FR-HH\$5,339; ARTS\$3,039; FR-CCLD\$9,752; Grant MS\$813; Grant Faire\$6,169; Other Grant \$3,739; BF Gifts \$1,021; WE Gifts \$728
Chemung County costs (B&G, vision)	14,800	\$ 9,099	5,701	61%		
Capital Improvements STATE CONST see below	36,634	\$ 22,900	13,734	63%		Tinker Lab expansion; Bolan Teen Space \$10,700
Contingency Fund	69,846	\$ 20,680	49,166	30%		Includes Postage \$1,317; BKM fuel \$318, Vehicle Maint \$1,579; Prof Fees \$13,187; Taxes \$218; Programming \$4,061
Subtotal Expenses	\$ 3,336,875	\$ 3,163,112	\$ 173,763	95%	100%	
2017 & 2018 State Construction Projects						
TOTAL EXPENSES	\$ 3,336,875	\$ 3,163,112				

**Chemung County Library District General Fund
Unpaid Bills Detail
As of January 9, 2019**

Type	Date	Memo	Open Balance
Baker & Taylor Books			
Bill	01/08/2019	Book purchase Steele JUV	39.29
Total Baker & Taylor Books			39.29
Blackstone Publishing			
Bill	01/08/2019	Audiobooks purchase - ST 12/20/18	50.00
Total Blackstone Publishing			50.00
Chemung County Chamber of Commerce			
Bill	01/08/2019	2019 membership dues	350.00
Total Chemung County Chamber of Commerce			350.00
Chemung County Treasurer			
Bill	01/08/2019	2019 Sewer tax for Steele Library locaton	1,649.57
Total Chemung County Treasurer			1,649.57
Demco, Inc.			
Bill	01/08/2019	processing supplies 2019	142.46
Total Demco, Inc.			142.46
DexYP			
Bill	01/08/2019	advertising -phone book annual for 2019	489.00
Total DexYP			489.00
Elmira Water Board			
Bill	01/08/2019	Water bills - ST 10/26-12/26/18	120.12
Total Elmira Water Board			120.12
Gumdrop Books			
Bill	01/08/2019	BKM book purchases 12/20/18	856.33
Total Gumdrop Books			856.33
Horseheads Do It Center			
Bill	01/08/2019	HH rock salt 1/7	25.89
Total Horseheads Do It Center			25.89
Imperial Door Controls, Inc.			
Bill	01/08/2019	Steele Lib door repair	68.04
Total Imperial Door Controls, Inc.			68.04
Karen M. Curren			
Bill	01/08/2019	12/4 extras at BF	50.00
Total Karen M. Curren			50.00
Maker Media, Inc.			
Bill	01/08/2019	Registration Twin Tiers Maker Faire 2019	1,500.00
Total Maker Media, Inc.			1,500.00
Michelle Erickson			
Bill	01/08/2019	Prog supplies Nov/Dec	135.97
Total Michelle Erickson			135.97
Perry & Carroll, Inc.			
Bill	01/08/2019	Annual Property/liability,crime,D&O, flood & auto	32,600.24
Total Perry & Carroll, Inc.			32,600.24
Pitney Bowes			
Bill	01/08/2019	annual lease for mail machine	2,255.52
Total Pitney Bowes			2,255.52
Quicker Printer			
Bill	01/08/2019	Posters Teen Jan events	80.00

**Chemung County Library District General Fund
Unpaid Bills Detail
As of January 9, 2019**

Type	Date	Memo	Open Balance
Total Quicker Printer			80.00
Rainy Toad Gaming (Troy Naida)			
Bill	01/08/2019	ST Teen game night 1/22	50.00
Total Rainy Toad Gaming (Troy Naida)			50.00
Sayles & Evans			
Bill	01/08/2019	Attorney fees - General Svc NOV	292.50
Total Sayles & Evans			292.50
Town of Big Flats			
Bill	01/08/2019	2019 Water Dist tax	27.93
Total Town of Big Flats			27.93
Town of Elmira			
Bill	01/08/2019	WE - Sewer Tax - 2019	134.87
Total Town of Elmira			134.87
Town of Horseheads			
Bill	01/08/2019	HFL- Sewer Tax - 2019	264.26
Total Town of Horseheads			264.26
Unique Management Services, Inc.			
Bill	01/08/2019	collection notices-DEC	331.15
Total Unique Management Services, Inc.			331.15
Verizon			
Bill	01/08/2019	ST/WE annual for 2019	5,471.40
Total Verizon			5,471.40
Wegmans Food Markets Inc.			
Bill	01/08/2019	JUV prog at HH 12/11/18	97.00
Total Wegmans Food Markets Inc.			97.00
TOTAL			47,081.54

Document #2019-04

Report of the January 2nd, 2018 meeting of the Executive Committee of the Chemung County Library District:

The meeting came to order at 6:00pm. Attending the meeting from the Executive Committee were Marge Kappanadze, Phyllis Rogan, Tim Blandford and Jack Schamel; and Joan Santulli, CCLD management. Other board members in attendance were Lillian White, Martha Smith, Karl Schwesinger, Pat Silvernail, Bonnie Chollet and Will Wehling.

UNPAID BILLS: Ms. Santulli explained that in January of each year, the Committee receives bill listings for the previous year's invoices plus a list for new year invoices. She submitted the Unpaid Bill lists dated 12/31/18 for the General fund - \$71,875.12 and for the Grant Fund - \$1,521.08 AND dated 1/2/19 for the General Fund - \$10,572.31. The December lists include staff members expending their budgets for books and equipment for that year. Mr. Wehling moved, seconded by Ms. Chollet to approve payment of the bills as submitted in writing. VOTE: Unanimously Approved.

President Kappanadze reported on the following:

Committee membership on the board. Trustees are reminded that each one should be serving on at least one Committee. She requested that trustees let her know of their interests so that Committee membership can be established at the January meeting.

Director Ron Shaw reported receipt of the final distribution of 2018 from the Steele Memorial Foundation in the amount of \$20,000 and the annual distribution from the Southern Tier Library System for Payments for Fines that they received through their PayPal account in the amount of \$2,317.40.

A report of the results of Hogmanay – the Fines Forgiveness week will be available at the next meeting.

Trustees were reminded of the January 11th dedication of the plaque honoring Jim Sleeth's years of service to the library and the community.

The meeting adjourned at 6:10pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, February 6th, 2019 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

Document #2019-05

Report of the January 9th, 2019 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 December 31st, 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 1/9/19 the General Fund - \$47,081.54. The Unpaid Bills Details will be forwarded to the full CCLD board for its consideration.

Mr. Shaw stated that although the Friends of CCLD's meeting was cancelled this week, he has spoken to the President and through him has requested that the Friends donate a total of \$16,000 to the Library District in 2019. This is the same amount as was donated in 2018.

Ms. Kappanadze stated that she has been contacted by the Friends of CCLD regarding holding a Read-A-Thon fund raiser this year in collaboration with the Library District staff, board members and the Friends group. There will be more to come once details have been discussed.

The meeting adjourned at 8:10am. The next meeting of the Budget & Finance Committee will be held on Wednesday, February 13th, 2019 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2019-06

Report of the January 2nd, 2019 meeting of the Buildings & Grounds Committee of the Chemung County Library District

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

The Committee received reports on the following:

Teen Section. The County's person in charge of the HVAC system, Gary Morenus, has been attempting to speak to the architect. They have been playing "phone tag". Ms. Bolan will make sure the two of them get together. Everything else is on track. Mr. Shaw reminded the Committee that the Steele Library will be closed on January 11 and 12 to continue weeding and start the shifting of the shelving units.

The meeting adjourned at 5:40pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, February 6th, 2019 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.

2012 CCLD Circulation		
Item Type	Total Circ	% of total
ADULT NONFICTION	53,076	9%
ADULT FICTION	117,901	20%
JUVENILE NONFICTION	28,385	5%
JUVENILE FICTION	130,819	22%
AUDIO VIDEO	181,376	31%
PERIODICALS	5,923	1%
OTHER	4,194	1%
PUBLIC PCS	51,049	9%
DOWNLOADABLE EBOOKS	11,203	2%
DOWNLOADABLE AUDIO BOOKS	3,801	1%
DOWNLOADABLE MUSIC & VIDEO	39	0%
TOTAL	587,766	100%

2012 Big Flats Library Circulation		
Item Type	Total Circ	% of total
ADULT NONFICTION	3,124	6%
ADULT FICTION	10,279	19%
JUVENILE NONFICTION	5,530	10%
JUVENILE FICTION	16,818	30%
AUDIO VIDEO	16,702	30%
PERIODICALS	585	1%
OTHER	412	1%
PUBLIC PCS	1,999	4%
Total	55,449	100%

2012 Bookmobile Circulation		
Item Type	Total Circ	% of total
ADULT NONFICTION	679	3%
ADULT FICTION	5,365	23%
JUVENILE NONFICTION	4,313	19%
JUVENILE FICTION	10,878	47%
AUDIO VIDEO	1,628	7%
PERIODICALS	31	0%
OTHER	38	0%
PUBLIC PCS	0	0%
Total	22,932	100%

2012 Horseheads Circulation		
Item Type	Total Circ	% of total
ADULT NONFICTION	10,480	8%
ADULT FICTION	30,037	22%
JUVENILE NONFICTION	5,451	4%
JUVENILE FICTION	37,959	28%
AUDIO VIDEO	39,675	29%
PERIODICALS	912	1%
OTHER	1,153	1%
PUBLIC PCS	9,394	7%
Total	135,061	100%

2012 Steele Circulation		
Item Type	Total Circ	% of total
ADULT NONFICTION	35,688	12%
ADULT FICTION	57,057	19%
JUVENILE NONFICTION	10,557	3%
JUVENILE FICTION	47,805	16%
AUDIO VIDEO	114,922	37%
PERIODICALS	3,853	1%
OTHER	1,541	1%
PUBLIC PCS	36,743	12%
Total	308,166	100%

2012 Van Etten Circulation		
Item Type	Total Circ	% of total
ADULT NONFICTION	385	5%
ADULT FICTION	2,885	37%
JUVENILE NONFICTION	205	3%
JUVENILE FICTION	1,918	25%
AUDIO VIDEO	800	10%
PERIODICALS	62	1%
OTHER	185	2%
PUBLIC PCS	1,337	17%
Total	7,777	100%

2012 West Elmira Circulation		
Item Type	Total Circ	% of total
ADULT NONFICTION	2,720	6%
ADULT FICTION	12,278	28%
JUVENILE NONFICTION	2,329	5%
JUVENILE FICTION	15,441	36%
AUDIO VIDEO	7,649	18%
PERIODICALS	480	1%
OTHER	865	2%
PUBLIC PCS	1576	4%
Total	43,338	100%

2013 Big Flats Circulation		
Item Type	Total Circ	% of Total
ADULTNONFICTION	2,563	5%
ADULTFICTION	9,368	19%
JUVENILENONFICTION	2,893	6%
JUVENILEFICTION	17,400	36%
AUDIOVIDEO	13,767	28%
PERIODICALS	430	1%
OTHER	403	1%
Public pcs	1,426	3%
Wireless	526	1%
Total	48,776	100%

2013 Bookmobile Circulation		
Item Type	Total Circ	% of Total
ADULTNONFICTION	600	3%
ADULTFICTION	4,770	24%
JUVENILENONFICTION	3,620	18%
JUVENILEFICTION	9,362	47%
AUDIOVIDEO	1,560	8%
PERIODICALS	44	0%
OTHER	159	1%
Public pcs	0	0%
Wireless	0	0%
Total	20,115	100%

2013 Central Branch Circulation		
Item Type	Total Circ	% of Total
ADULTNONFICTION	32,691	10%
ADULTFICTION	56,192	17%
JUVENILENONFICTION	10,566	3%
JUVENILEFICTION	45,854	14%
AUDIOVIDEO	116,668	36%
PERIODICALS	2,915	1%
OTHER	3,284	1%
Public pcs	37,506	12%
Wireless	17,419	5%
Total	323,095	100%

2013 Horseheads Circulation		
Item Type	Total Circ	% of Total
ADULTNONFICTION	9,915	8%
ADULTFICTION	27,117	21%
JUVENILENONFICTION	5,085	4%
JUVENILEFICTION	38,114	29%
AUDIOVIDEO	36,641	28%
PERIODICALS	848	1%
OTHER	1,568	1%
Public pcs	8,235	6%
Wireless	2,652	2%
Total	130,175	100%

2013 Van Etten Circulation		
Item Type	Total Circ	% of Total
ADULTNONFICTION	429	6%
ADULTFICTION	2,431	35%
JUVENILENONFICTION	240	3%
JUVENILEFICTION	1,845	27%
AUDIOVIDEO	834	12%
PERIODICALS	13	0%
OTHER	67	1%
Public pcs	1,034	15%
Wireless	0	0%
Total	6,893	100%

2013 West Elmira Circulation		
Item Type	Total Circ	% of Total
ADULTNONFICTION	2,754	7%
ADULTFICTION	10,620	26%
JUVENILENONFICTION	2,069	5%
JUVENILEFICTION	13,575	33%
AUDIOVIDEO	9,055	22%
PERIODICALS	427	1%
OTHER	964	2%
Public pcs	1,323	3%
Wireless	726	2%
Total	41,513	100%

2013 CCLD Circulation		
Item Type	Total Circ	% of Total
ADULTNONFICTION	48,952	8%
ADULTFICTION	110,498	19%
JUVENILENONFICTION	24,473	4%
JUVENILEFICTION	126,150	21%
AUDIOVIDEO	178,525	30%
PERIODICALS	4,677	1%
OTHER	6,445	1%
Public PCs	49,524	8%
Wireless	21,323	4%
Downloadable Audiobooks	4,240	1%
Downloadable Ebooks	13,741	2%
Downloadable Music	22	0%
Downloadable Video	37	0%
Total	588,607	100%

2013 CCLD Circulation by Branch		
Branch	Total Circulation	% of Total
Big Flats	48,776	8%
Bookmobile	20,115	3%
Central Branch	323,095	55%
Horseheads	130,175	22%
Van Etten	6,893	1%
West Elmira	41,513	7%
Sub Total	570,567	97%
Downloadables	18,040	3%
Total	588,607	100%

2014 CCLD Circulation		
Item Type	Total Circ	% of Total
ADULTNONFICTION	42,314	7%
ADULTFICTION	103,254	17%
JUVENILENONFICTION	25,876	4%
JUVENILEFICTION	122,885	21%
AUDIOVIDEO	185,420	31%
PERIODICALS	4,408	1%
OTHER	7,485	1%
Public PCs	47,570	8%
Wireless	30,995	5%
Downloadable Audiobooks	4,929	1%
Downloadable Ebooks	15,047	3%
Downloadable Music	1,367	0%
Downloadable Video	211	0%
Total	591,761	100%

2014 Big Flats Circulation		
Item Type	total circ	% of Total
ADULTNONFICTION	2,695	5%
ADULTFICTION	9,028	18%
JUVENILENONFICTION	3,221	6%
JUVENILEFICTION	18,517	36%
AUDIOVIDEO	14,470	28%
PERIODICALS	380	1%
OTHER	493	1%
Public PCs	1,416	3%
Wireless	857	2%
Total	51,077	100%

2014 Bookmobile Circulation		
Item Type	total circ	% of Total
ADULTNONFICTION	558	3%
ADULTFICTION	3,938	18%
JUVENILENONFICTION	4,207	20%
JUVENILEFICTION	10,865	51%
AUDIOVIDEO	1,555	7%
PERIODICALS	1	0%
OTHER	196	1%
Public PCs	0	0%
Wireless	0	0%
Total	21,320	100%

2014 Horseheads Free Library Circulation		
Item Type	total circ	% of Total
ADULTNONFICTION	8,183	8%
ADULTFICTION	23,580	22%
JUVENILENONFICTION	4,195	4%
JUVENILEFICTION	30,440	28%
AUDIOVIDEO	29,667	28%
PERIODICALS	996	1%
OTHER	1,526	1%
Public PCs	6,293	6%
Wireless	2,654	2%
Total	107,534	100%

2014 Steele Memorial Library Circulation		
Item Type	total circ	% of Total
ADULTNONFICTION	28,064	8%
ADULTFICTION	54,002	16%
JUVENILENONFICTION	11,239	3%
JUVENILEFICTION	46,480	14%
AUDIOVIDEO	128,482	38%
PERIODICALS	2,584	1%
OTHER	3,713	1%
Public PCs	38,051	11%
Wireless	26,573	8%
Total	339,188	100%

2014 Van Etten Circulation		
Item Type	total circ	% of Total
ADULTNONFICTION	345	5%
ADULTFICTION	1,898	29%
JUVENILENONFICTION	206	3%
JUVENILEFICTION	1,876	29%
AUDIOVIDEO	1,348	21%
PERIODICALS	0	0%
OTHER	84	1%
Public PCs	807	12%
Wireless	0	0%
Total	6,564	100%

2014 West Elmira Circulation		
Item Type	total circ	% of Total
ADULTNONFICTION	2,469	6%
ADULTFICTION	10,808	24%
JUVENILENONFICTION	2,808	6%
JUVENILEFICTION	14,707	33%
AUDIOVIDEO	9,898	22%
PERIODICALS	447	1%
OTHER	1,473	3%
Public PCs	1,003	2%
Wireless	911	2%
Total	44,524	100%

2015 CCLD Circulation		
Item Type	Total Circ	% of Total
ADULTNONFICTION	39,236	7%
ADULTFICTION	96,589	16%
JUVENILENONFICTION	25,643	4%
JUVENILEFICTION	116,976	20%
AUDIOVIDEO	188,508	32%
PERIODICALS	3,861	1%
OTHER	7,109	1%
Public PCs	44,698	8%
Wireless	30,573	5%
Downloadable Audiobooks	6,485	1%
Downloadable Ebooks	17,883	3%
Downloadable Music	16,534	3%
Downloadable Video	942	0%
Downloadable Magazines	800	0%
Total	595,837	100%

2015 Big Flats Circulation		
Item Type	Total Circ	% of total
ADULTNONFICTION	2,691	6%
ADULTFICTION	8,287	18%
JUVENILENONFICTION	2,947	6%
JUVENILEFICTION	16,273	35%
AUDIOVIDEO	13,487	29%
PERIODICALS	249	1%
OTHER	881	2%
Public PCs	987	2%
Wireless	1,036	2%
total	46,838	100%

2015 Bookmobile Circulation		
Item Type	total Circ	% of Total
ADULTNONFICTION	397	2%
ADULTFICTION	3,585	18%
JUVENILENONFICTION	3,743	19%
JUVENILEFICTION	10,442	53%
AUDIOVIDEO	1,310	7%
Periodicals	77	0%
OTHER	224	1%
Public PCs	0	0%
Wireless	0	0%
total	19,778	100%

2015 Circulation Horseheads Free Library		
Item type	Total Circulation	% of total
ADULTNONFICTION	8,294	7%
ADULTFICTION	23,860	21%
JUVENILENONFICTION	5,730	5%
JUVENILEFICTION	33,760	29%
AUDIOVIDEO	31,846	28%
PERIODICALS	765	1%
OTHER	1,462	1%
Public PCs	6,800	6%
Wireless	3,202	3%
Total	115,719	100%

2015 Steele Memorial Library Annual Circulation		
Item Type	Total Circulation	% of total
ADULTNONFICTION	25,327	8%
ADULTFICTION	50,418	16%
JUVENILENONFICTION	10,743	3%
JUVENILEFICTION	41,782	13%
AUDIOVIDEO	130,117	40%
PERIODICALS	2,327	1%
OTHER	3,366	1%
Public PCs	35,141	11%
Wireless	25,311	8%
total	324,532	100%

2015 Van Etten Circ		
Item Type	Total Circ	% of Total
ADULTNONFICTION	268	4%
ADULTFICTION	1,302	17%
JUVENILENONFICTION	282	4%
JUVENILEFICTION	2,043	27%
AUDIOVIDEO	2,837	37%
PERIODICALS	16	0%
OTHER	63	1%
Public PCs	772	10%
Wireless	0	0%
Total	7,583	100%

2015 West Elmira Circ		
Item Type	Total Circ	% of Total
ADULTNONFICTION	2,259	6%
ADULTFICTION	9,137	24%
JUVENILENONFICTION	2,198	6%
JUVENILEFICTION	12,676	33%
AUDIOVIDEO	8,911	23%
PERIODICALS	427	1%
OTHER	1,113	3%
Public PCs	998	3%
Wireless	1,024	3%
Total	38,743	100%

2016 Annual Circulation by Branch

CCLD 2016 Annual Circulation by Item Type		
Item Type	Total circ	% of Total
ADULTNONFICTION	36,406	6%
ADULTFICTION	92,111	16%
JUVENILENONFICTION	23,368	4%
JUVENILEFICTION	109,162	19%
AUDIOVIDEO	172,690	30%
PERIODICALS	3,118	0.55%
OTHER	6,138	1.08%
Public PCs	38,738	7%
Wireless	31,642	6%
Downloadable Audiobooks	7,097	1.25%
Downloadable Ebooks	18,074	3%
Downloadable Music	21,261	4%
Downloadable Video	4,418	0.78%
Downloadable Magazines	1,769	0.31%
Total	566,922	100%
NOTE: Add 930 to the annual total for Downloadable Video		

2016 Annual Circulation by Branch

2016 Big Flats Annual Circulation		
Item Type	Total Circ	% of Total
ADULTNONFICTION	2,456	6%
ADULTFICTION	7,652	18%
JUVENILENONFICTION	3,602	8%
JUVENILEFICTION	15,340	35%
AUDIOVIDEO	11,433	26%
PERIODICALS	198	0%
OTHER	537	1%
Public PCs	686	2%
Wireless	1,355	3%
total	43,259	100%

2016 Bookmobile Annual Circulation		
Item Type	Total Circ	% of Total
ADULTNONFICTION	366	2%
ADULTFICTION	3,317	18%
JUVENILENONFICTION	3,161	17%
JUVENILEFICTION	9,593	53%
AUDIOVIDEO	1,524	8%
PERIODICALS	1	0%
OTHER	250	1%
Public PCs	0	0%
Wireless	0	0%
total	18,212	100%

2016 Horseheads Free Library Annual Circulation		
Item Type	Total Circ	% of Total
ADULTNONFICTION	8,479	7%
ADULTFICTION	22,745	19%
JUVENILENONFICTION	6,038	5%
JUVENILEFICTION	34,929	30%
AUDIOVIDEO	32,927	28%
PERIODICALS	624	1%
OTHER	1,400	1%
Public PCs	6,532	6%
Wireless	3,864	3%
total	117,538	100%

2016 Annual Circulation by Branch

2016 Steele Memorial Library Annual Circulation		
Item Type	Total Circ	% of Total
ADULTNONFICTION	23,266	8%
ADULTFICTION	49,361	17%
JUVENILENONFICTION	8,617	3%
JUVENILEFICTION	38,234	13%
AUDIOVIDEO	118,207	40%
PERIODICALS	1,878	1%
OTHER	3,163	1%
Public PCs	29,854	10%
Wireless	25,586	9%
total	298,166	100%

2016 Van Etten Library Annual Circulation		
Item Type	Total Circ	% of Total
ADULTNONFICTION	259	4%
ADULTFICTION	1,062	18%
JUVENILENONFICTION	266	5%
JUVENILEFICTION	1,529	26%
AUDIOVIDEO	2,015	35%
PERIODICALS	36	1%
OTHER	21	0%
Public PCs	563	10%
Wireless	64	1%
total	5,815	100%

2016 West Elmira Library Annual Circulation		
Item Type	Total Circ	% of Total
ADULTNONFICTION	1,580	5%
ADULTFICTION	7,974	26%
JUVENILENONFICTION	1,684	6%
JUVENILEFICTION	9,537	31%
AUDIOVIDEO	6,584	22%
PERIODICALS	381	1%
OTHER	767	3%
Public PCs	1,103	4%
Wireless	773	3%
total	30,383	100%

CCLD 2017 Circulation		
Item Type	Total Circ	% Total
ADULTNONFICTION	35,179	6%
ADULTFICTION	88,114	16%
JUVENILENONFICTION	24,059	4%
JUVENILEFICTION	101,259	19%
AUDIOVIDEO	154,621	28%
PERIODICALS	2,646	0%
OTHER	6,676	1%
Public PCs	33,096	6%
Wireless	34,839	6%
Downloadable Audiobooks	8,359	2%
Downloadable Ebooks	20,304	4%
Downloadable Music	25,358	5%
Downloadable Video	9,215	2%
Downloadable Magazines	2,261	0%
Total	545,986	100%

Big Flats Library 2017 Circulation		
Item Type	total Circ	% of Total
ADULTNONFICTION	2,771	7%
ADULTFICTION	7,436	18%
JUVENILENONFICTION	3,637	9%
JUVENILEFICTION	14,063	35%
AUDIOVIDEO	10,622	26%
PERIODICALS	228	1%
OTHER	429	1%
Public PCs	462	1%
Wireless	1,036	3%
total	40,684	100%

Bookmobile 2017 Circulation		
Item Type	Total Circ	% of total
ADULTNONFICTION	273	2%
ADULTFICTION	2,549	17%
JUVENILENONFICTION	2,797	19%
JUVENILEFICTION	7,964	53%
AUDIOVIDEO	1,333	9%
PERIODICALS	16	0%
OTHER	165	1%
Public PCs	0	0%
Wireless	0	0%
Total	15,097	100%

Steele Memorial Library 2017 Circulation		
Item Type	total Circ	% of Total
ADULTNONFICTION	21,657	8%
ADULTFICTION	46,320	17%
JUVENILENONFICTION	9,141	3%
JUVENILEFICTION	36,458	13%
AUDIOVIDEO	103,511	37%
PERIODICALS	1,393	1%
OTHER	3,674	1%
Public PCs	25,570	9%
Wireless	29,923	11%
Total	277,647	100%

Horseheads Free Library 2017 Circulation		
Item Type	total Circ	% of Total
ADULTNONFICTION	8,538	8%
ADULTFICTION	22,647	20%
JUVENILENONFICTION	6,384	6%
JUVENILEFICTION	31,413	28%
AUDIOVIDEO	31,743	28%
PERIODICALS	533	0%
OTHER	1,480	1%
Public PCs	5,759	5%
Wireless	3,009	3%
Total	111,506	100%

Van Etten 2017 Circulation		
Item Type	total Circ	% of Total
ADULTNONFICTION	218	4%
ADULTFICTION	1,073	20%
JUVENILENONFICTION	203	4%
JUVENILEFICTION	1,246	23%
AUDIOVIDEO	1,790	34%
PERIODICALS	28	1%
OTHER	29	1%
Public PCs	489	9%
Wireless	238	4%
Total	5,314	100%

West Elmira Library 2017 Circulation		
Item Type	total Circ	% of Total
ADULTNONFICTION	1,722	6%
ADULTFICTION	8,089	27%
JUVENILENONFICTION	1,897	6%
JUVENILEFICTION	10,115	33%
AUDIOVIDEO	5,622	19%
PERIODICALS	448	1%
OTHER	899	3%
Public PCs	816	3%
Wireless	633	2%
Total	30,241	100%

CCLD Circ 2018		
Item Type	Total Circ	% of total
ADULTNONFICTION	30,760	6%
ADULTFICTION	81,962	16%
JUVENILENONFICTION	19,877	4%
JUVENILEFICTION	92,131	18%
AUDIOVIDEO	135,172	27%
PERIODICALS	2,250	0%
OTHER	6,345	1%
Public PCs	25,548	5%
Wireless	33,814	7%
Downloadable Audiobooks	9,993	2%
Downloadable Ebooks	23,471	5%
Downloadable Music	29,351	6%
Downloadable Video	14,724	3%
Downloadable Magazines	2,048	0%
Total	507,446	100%

2018 Big Flats Library Circulation		
Item Type	Total Circ	% of total
ADULTNONFICTION	2,075	6%
ADULTFICTION	6,857	21%
JUVENILENONFICTION	2,142	7%
JUVENILEFICTION	11,013	34%
AUDIOVIDEO	7,719	24%
PERIODICALS	245	1%
OTHER	538	2%
Public PCs	415	1%
Wireless	1,046	3%
total	32,050	100%

2018 Bookmobile Circulation		
Item Type	Total Circ	% of total
ADULTNONFICTION	253	2%
ADULTFICTION	2,520	18%
JUVENILENONFICTION	2,330	16%
JUVENILEFICTION	7,933	56%
AUDIOVIDEO	1,012	7%
PERIODICALS	0	0%
OTHER	144	1%
Public PCs	0	0%
Wireless	0	0%
total	14,192	100%

2018 Steele Memorial Library Circulation		
Item Type	Total Circ	% of total
ADULTNONFICTION	19,050	8%
ADULTFICTION	42,087	17%
JUVENILENONFICTION	7,057	3%
JUVENILEFICTION	30,732	13%
AUDIOVIDEO	90,241	37%
PERIODICALS	1,087	0%
OTHER	3,071	1%
Public PCs	18,867	8%
Wireless	28,706	12%
total	240,898	100%

2018 Horseheads Free Library Circulation		
Item Type	Total Circ	% of total
ADULTNONFICTION	7,189	7%
ADULTFICTION	21,352	21%
JUVENILENONFICTION	6,003	6%
JUVENILEFICTION	30,694	29%
AUDIOVIDEO	28,719	28%
PERIODICALS	548	1%
OTHER	1,474	1%
Public PCs	5,101	5%
Wireless	3,050	3%
total	104,130	100%

2018 Van Etten Circulation		
Item Type	Total Circ	% of total
ADULTNONFICTION	263	5%
ADULTFICTION	1,139	21%
JUVENILENONFICTION	168	3%
JUVENILEFICTION	1,096	20%
AUDIOVIDEO	1,966	36%
PERIODICALS	22	0%
OTHER	42	1%
Public PCs	472	9%
Wireless	343	6%
total	5,511	100%

West Elmira 2018 Circulation		
Item Type	Total Circ	% of total
ADULTNONFICTION	1,930	6%
ADULTFICTION	8,007	26%
JUVENILENONFICTION	2,177	7%
JUVENILEFICTION	10,663	34%
AUDIOVIDEO	5,515	18%
PERIODICALS	348	1%
OTHER	1,076	3%
Public PCs	693	2%
Wireless	669	2%
total	31,078	100%

	Jan-18		Feb-17		Mar-17		Apr-17		May-17		Jun-17		Jul-17		Aug-17		Sep-17		Oct-17		Nov-17		Dec-17		2018		2017		2016	
	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age
Adult Non-Fiction	2672	6.15%	2,624	6.54%	2,986	6.50%	2856	6.35%	2720	6.49%	2492	6.26%	2666	5.74%	2733	5.99%	2268	5.75%	2482	5.54%	2145	5.52%	2116		26,499	6.13%	35,179	6.43%	36,406	6.43%
Adult Fiction	7114	16.38%	6,286	15.66%	6,856	14.92%	6736	14.99%	6830	16.31%	7380	18.53%	7829	16.86%	7760	17.02%	6243	15.84%	6987	15.59%	6203	15.97%	5738		70,021	16.19%	88,114	16.12%	92,111	16.28%
Juv NF	1741	4.01%	1,664	4.14%	2,196	4.78%	1716	3.82%	1751	4.18%	1481	3.72%	1969	4.24%	1514	3.32%	1482	3.76%	1843	4.11%	1480	3.81%	1040		17,357	4.01%	24,059	4.40%	23,368	4.13%
Juv Fic	7613	17.53%	7,172	17.86%	8,582	18.68%	8319	18.51%	7224	17.25%	7312	18.36%	10640	22.91%	8667	19.01%	7267	18.43%	7855	17.52%	6602	17.00%	4878		80,651	18.65%	101,259	18.52%	109,162	19.29%
AV	11937	27.48%	11,621	28.95%	13,388	29.14%	12527	27.87%	11115	26.54%	10064	25.27%	10815	23.29%	11591	25.42%	9911	25.14%	11663	26.02%	10455	26.92%	10085		114,632	26.51%	154,621	28.28%	172,690	30.51%
Periodicals	228	0.52%	179	0.45%	200	0.44%	209	0.47%	254	0.61%	188	0.47%	184	0.40%	172	0.38%	170	0.43%	198	0.44%	115	0.30%	153		1,982	0.46%	2,646	0.48%	3,118	0.55%
Other	324	0.75%	411	1.02%	506	1.10%	326	0.73%	328	0.78%	290	0.73%	423	0.91%	511	1.12%	375	0.95%	973	2.17%	834	2.15%	1044		4,467	1.03%	6,676	1.22%	6,138	1.08%
Public Pcs	2219	5.11%	2,223	5.54%	2,510	5.46%	2259	5.03%	1990	4.75%	1839	4.62%	2076	4.47%	2469	5.42%	2120	5.38%	2356	5.26%	1824	4.70%	1663		22,061	5.10%	33,096	6.05%	38,738	6.84%
Wireless	2773	6.38%	2,708	6.75%	2,915	6.35%	2746	6.11%	2776	6.63%	2645	6.64%	2784	6.00%	2946	6.46%	2700	6.85%	3206	7.15%	2914	7.50%	2701		28,199	6.52%	35,559	6.50%	31,642	5.59%
Down Audio	761	1.75%	663	1.65%	786	1.71%	789	1.76%	813	1.94%	791	1.99%	847	1.82%	938	2.06%	859	2.18%	914	2.04%	901	2.32%	931		8,161	1.89%	8,359	1.53%	7,097	1.25%
Down Ebooks	2023	4.66%	1,782	4.44%	2,007	4.37%	1970	4.38%	1770	4.23%	1954	4.91%	2151	4.63%	2167	4.75%	1883	4.78%	1948	4.35%	1909	4.92%	1837		19,655	4.55%	20,304	3.71%	18,074	3.19%
Down Music	2355	5.42%	1,753	4.37%	1,666	3.63%	2542	5.66%	2649	6.33%	2125	5.34%	3127	6.73%	2688	5.90%	2658	6.74%	2974	6.63%	2090	5.38%	2724		24,537	5.67%	25,358	4.64%	21,261	3.76%
Down Video	1488	3.43%	923	2.30%	1,173	2.55%	1787	3.98%	1547	3.69%	1117	2.81%	815	1.76%	1286	2.82%	1385	3.51%	1210	2.70%	1067	2.75%	926		12,731	2.94%	9,215	1.69%	4,368	0.77%
Down Mags	187	0.43%	137	0.34%	166	0.36%	162	0.36%	112	0.27%	141	0.35%	110	0.24%	147	0.32%	101	0.26%	218	0.49%	299	0.77%	268		1,481	0.34%	2,261	0.41%	1,769	0.31%
Total	43,435		40,146		45,937		44,944		41,879		39,819		46,436		45589		39422		44827		38838		36104		432434		546,706		565,942	
																									507,376					

2015	
Total	%-age
39,236	6.58%
96,589	16.21%
25,643	4.30%
116,976	19.63%
188,508	31.64%
3,861	0.65%
7,109	1.19%
44,698	7.50%
30,573	5.13%
6,485	1.09%
17,883	3.00%
16,534	2.77%
988	0.17%
800	0.13%

595,883

Library Materials Expenditure Report for 2018								
December 31, 2018		100%	through 2018					
	Gift Funds	2018 budget	total spent this year	Open Invoices subm to Office not yet paid	Total spent & on order	Balance UNSPENT for year includes Gift funds	Total spent this month	**Percentage spent this year
Department	as of 12/31/18							
Steele Memorial Library						Col.1+Col.2-Col.5		
Children's (JUV)	\$ 1,600	\$ 35,000	\$ 26,519		\$ 26,519	\$ 10,081	\$ 2,435	72%
Juv eBooks CBA Fund		\$ 4,700	\$ 4,700		\$ 4,700	\$ -	\$ 1,384	100%
Young Adult		\$ 8,000	\$ 4,706		\$ 4,706	\$ 3,294	\$ 157	59%
YA eBooks CBA Fund		\$ 5,500	\$ 5,500		\$ 5,500	\$ -	\$ 885	100%
Graphic Novels		\$ 3,500	\$ 2,828		\$ 2,828	\$ 672	\$ 279	81%
Reference - CBA Grant		\$ 8,000	\$ 8,023		\$ 8,023	\$ (23)		100%
Electronic Reference -CBA Grant		\$ 5,000	\$ -		\$ -	\$ 5,000		0%
Electronic Reference - Gen. Fund		\$ 16,000	\$ 15,143		\$ 15,143	\$ 857		95%
Periodicals	\$ 238	\$ 8,000	\$ 7,886		\$ 7,886	\$ 352	\$ 78	96%
Zinio - CBA Grant		\$ 16,675	\$ 16,855		\$ 16,855	\$ (180)		101%
Zinio - Gen. Fund		\$ 3,500	\$ 210		\$ 210	\$ 3,290		6%
Microforms/Genealogy	\$ 7,674	\$ 3,300	\$ 6,591		\$ 6,591	\$ 4,383	\$ 2,618	60%
Fiction	\$ 4,824	\$ 40,046	\$ 30,331		\$ 30,331	\$ 14,539	\$ 2,714	68%
FIC eBooks CBA Fund		\$ 15,149	\$ 15,149		\$ 15,149	\$ -		100%
DownL Aud/music/dvd/blue ray Gen.	\$ 2,500	\$ 8,500	\$ 2,746		\$ 2,746	\$ 8,254	\$ 2,670	25%
Adult Non-Fiction-General Fund	\$ 3,403	\$ 10,000	\$ 5,750		\$ 5,750	\$ 7,653	\$ 1,377	43%
Non-FIC eBooks CBA Fund		\$ 4,500	\$ 4,500		\$ 4,500	\$ -		100%
Non-Fiction-CBA Fund		\$ 3,675	\$ 3,675		\$ 3,675	\$ -		100%
Audio video/music/dvd/blue ray - Gen.	\$ 12,833	\$ 50,000	\$ 42,656		\$ 42,656	\$ 20,177	\$ 5,905	68%
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	\$ 3,500		\$ 3,500	\$ -	\$ 1,030	100%
Subtotal for Steele	\$ 36,630	\$ 252,545	\$ 208,327	\$ -	\$ 208,327	\$ 80,848	\$ 21,531	72%
Big Flats Library	\$ 2,113	\$ 23,749	\$ 23,151		\$ 23,151	\$ 2,711	\$ 1,444	90%
Bookmobile	\$ 1,220	\$ 7,370	\$ 7,014		\$ 7,014	\$ 1,576	\$ 3,231	82%
West Elmira Library	\$ 2,318	\$ 23,749	\$ 21,706		\$ 21,706	\$ 4,361	\$ 6,719	83%
Horseheads Free Library-Adult	\$ 2,763	\$ 20,350	\$ 20,350		\$ 20,350	\$ 2,763	\$ 1,531	88%
HFL- AV	\$ 3,091	\$ 8,800	\$ 11,884		\$ 11,884	\$ 7	\$ 1,661	100%
HFL - Books Plus	\$ 150	\$ -			\$ -	\$ 150		0%
HFL - Juvenile	\$ 160	\$ 18,464	\$ 16,288		\$ 16,288	\$ 2,336	\$ 1,278	87%
VanEtten Library	\$ 73	\$ 5,894	\$ 5,977		\$ 5,977	\$ (10)	\$ 1,208	100%
Subtotal for other libraries	\$ 11,888	\$ 108,376	\$ 106,370	\$ -	\$ 106,370	\$ 13,894	\$ 17,074	88%
GRAND TOTALS	\$ 48,518	\$ 360,921	\$ 314,697	\$ -	\$ 314,697	\$ 94,742	\$ 38,605	77%

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

Office of the Director, CCLD
January 2019

Major accomplishments:

Teen Space: Met with Joe Laura (Meteor Furniture) to discuss status of the order, anticipated delivery time and issues that could affect the delivery date- status of project, storage space, etc.

Interview- Interview with WETM regarding Hogmanay, Interviews with WENY and WETM regarding the weeding of the collection in preparation of the Teen space.

November Labor Management Meeting: Discussed non-employees coming behind the service desk; staff following library card rules; DVD checkout limit; bulletin boards are to be used for nonprofit purposes only; materials budgets for 2019; additional funds received. Weeding and shifting in non-fiction.

CCLD Issues: Working with staff on the Continuing Education event to be held on November 16th. Wrote guidance for staff to address patron concerns over weeding.

Sexual Harassment Policy- Have discussed this with Kim Middaugh (Sayles & Evans) regarding proposed revisions to policy.

Staff Plan- Department heads have signed off on it.

STLS Issues: Initial planning for Spring CE day.

Major Patron conversations: Another inability to pay fines online discussion. Concerns over patrons being abusive to staff.

Community Presence: Attend Rotary Club of Elmira meetings (2). Attend Elmira City School District Board Meeting. Attended ECSD Buildings & Grounds committee meeting.



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

To: CCLD Board of Trustees

From: Ronald W. Shaw, Director

Date: January 9, 2019

Subject: Approval of Personnel Actions

Promotions:

N/A

Change FT/PT Status:

N/A

End of Probationary Period- Permanent Appointment:

Hannah Page- Library Page PT

Melissa Neuffer- Library Page PT

New Hires:

N/A

Resignations:

N/A

Terminations:

N/A

Leave:

N/A

Step Increases:

Emma Howard- Library Clerk FT to Step 6

Hannah Page- Library Page PT to Step 1

Melissa Neuffer- Library Page PT to Step 1