



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 November 2019 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday November 21, 2019 at 6:00 pm at the **Horseheads Free Library, 405 S. Main St., Horseheads, NY 14845**. The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Kappanadze (607-259-2646), Mrs. Mellott (733-8607), or Mr. Shaw (733-8611).

1. Call to order
2. Pledge of allegiance
3. Approval of minutes (document #2019-61)
4. Treasurer's report
 - a) Financial report (document 2019-62)
 - b) Report of Unpaid Bills Detail (document 2019-63)
5. Correspondence
6. President's report
7. Director's Report
 - Consent Item: Approval of the Workplace Violence Policy**
Resolved that the CCLD Board of Trustees approve the Workplace Violence Policy as submitted.
 - Consent Item: Approval of the Social Media Policy**
Resolved that the Board approve the Social Media Policy as submitted.
 - Consent Item: Approval of Business Office Specialist per diem position**
Resolved that the Board approve the Business Office Specialist position as submitted
8. Committee reports:
 - a) Executive Committee (Kappanadze)
 - 1) Report of the Committee meeting (document 2019-64)
 - b) Budget & Finance Committee (Schamel)
 - 1) Report of the Committee meeting (document 2019-65)
 - c) Building & Grounds Committee (Schwesinger)
 - 1) Report of the Committee meeting (document 2019-66)
 - d) Personnel Committee (Dworkin)
 - e) Election and Continuity Committee (Rogan)
 - f) Advocacy Committee
9. Executive Session
10. Old business
11. New business
12. Period for public expression
13. Adjournment

(Minutes of the OCTOBER 17, 2019 meeting of the Chemung County Library District Board of Trustees. Document #2019-61)

The meeting was called to order at 6:00pm by President Marge Kappanadze. Present were Pat Silvernail, Ann Hayes, Pam Larnard, Martha Smith, Jack Schamel, Karl Schwesinger, Rachel Dworkin, Kevin Hansen, Jessica Roberts, Bonnie Chollet, Phyllis Rogan and Lee Saginario. Excused were Lillian White and Tim Blandford. Also present were Holly Melott, Joan Santulli and Ron Shaw, the Library District's Administration.

Minutes. The minutes of the September 2019 meeting (Document #2019-55) were presented for board review. The minutes of the September meeting are approved as distributed by unanimous consent.

Financial Report. The September 30, 2019 Financial Report (Document #2019-56) was presented for board review. Mr. Schamel moved, seconded by Mr. Hansen to approve the September Financial Report as distributed in writing. VOTE: Unanimously Approved.

Report of Unpaid Bills (Document #2019-57). Mr. Schamel stated that there is one additional invoice that needs approval – Micro Solutions (an IT Consultant) in the amount of \$1,200. Ms. Dworkin moved, seconded by Ms. Silvernail that the board authorize the payment of the unpaid bills dated 10/17/19 amended amount for the General Fund - \$10,115.10 and the Grant Fund - \$14,566.58 as distributed in writing. VOTE: Unanimously Approved.

Correspondence. Ms. Kappanadze reported on an email received from a County resident who expressed concern over a planned Drag Queen storyhour program planned at the Steele Library. Mr. Shaw responded to the resident quoting the New York Library Association regarding discrimination. The Library District will be inclusive – respecting the opinions of others. Ms. Kappanadze responded to the resident that she would share the concerns with the board members and then invited the resident to attend a board meeting to share concerns with the trustees.

President's Report. President Kappanadze recently attended the Cyber Security Summit. Members of the Library District's IT department were also in attendance. The information was helpful. A forum has been established for this type of service which may be of use in the future.

Director's Report. Mr. Shaw reported on the following:

Strategic Planning Committee. He requested to know if the board wished to meet again with the staff committee to discuss changes made to the original document. He will forward the second draft of the Strategic Plan and the matter will be discussed at the next meeting of the board.

Community Foundation. An acknowledgement of receipt of funding from the Cusick Fund in the amount of \$3,800 was received and needs the President's signature of acceptance.

Workplace Violence Policy. A copy of this policy was sent out to board members for review. The policy will be discussed at the next meeting of the board.

Social Media Policy. A copy of this policy was sent out to board members for review. Mr. Shaw will re-send the document and the policy will be discussed at the next meeting of the board.

Library District Awards. Mr. Shaw reported that he attended the award ceremony at SCRLC- the Southern Tier Regional Library Council and received a Certificate for the

Tubie video submitted to them from the Library District. He also attended the STLS annual meeting and received a plaque for the Outstanding Promotional Video Award.

November 8th Continuing Ed Day. Mr. Shaw will send out the Agenda for the CE day.

Board members are invited to attend the event. If planning to attend, the Library District will need to have a number when ordering the lunch.

CONSENT ITEM: Approval of Appointment of Holly Melott as Group Administrator for Health Insurance Purposes. Resolved by Ms. Chollet, seconded by Mr. Schwesinger that the Board approve Ms. Melott as Group Administrator as submitted. VOTE: Unanimously Approved.

CONSENT ITEM: Approval of Appointment of Holy Melott as Records Retention Officer. Resolved by Ms. Dworkin, seconded by Ms. Silvernail that the Board approve the Records Retention Officer as submitted. VOTE: Unanimously Approved.

CONSENT ITEM: Approval of the Personnel Actions for October (Appendix C). Resolved by Ms. Hayes, seconded by Ms. Dworkin that the CCLD Board of Trustees approves the Personnel actions as submitted. VOTE: Unanimously Approved.

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 #2019-58).

Budget & Finance Committee. The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2019-59). Ms. Santulli reported that the Library District credit card was hacked again for the second time in a year. There are several companies that the library does business with that do an automatic either monthly or annual payment from the credit card. Every time the card is hacked, those automatic payments have to be updated with a new card. She is proposing that the Library District have a second card with a \$1,000 credit limit that will be used only for the automatic payments. Mr. Schamel moved, seconded by Ms. Smith to approve the Library District having a second credit card with \$1,000 limit. VOTE: Unanimously Approved.

Mr. Shaw reported that STLS has informed him that the CBA (Central Book Aid) and CLD (Central Library Dev) funds will be forwarded to the Library District by the end of the month.

Buildings & Grounds Committee. The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2019-60). Regarding the purchase of new chairs at Steele to replace the 20 year old ones, Mr. Schwesinger moved, seconded by Ms. Hayes to approve the quote from Sedgewick in the amount of \$10,298 for 28 chairs. VOTE: Unanimously Approved.

Regarding the Boiler Replacement project at Steele, the application for State Construction Funding has been received by New York State. The Library District will be notified next year of the approval of funding. The Building & Grounds Committee recommends that an engineering firm be hired now to design the project so that it can be completed by the end of summer 2020. Mr. Shaw has requested a quote from LaBella Associates to design the project. The quote will be brought to the next B&G meeting for their review.

The Van Etten Library is mostly moved into the new building. Ms. Erickson, the library supervisor, is planning a re-opening event in the near future and board members will be invited to attend.

Personnel Committee. Ms. Dworkin thanked trustees for filling out the Board Self Evaluation form. She reviewed general patterns that were seen when comparing the forms. Overall the consensus was that the board was functioning pretty well. Some areas to work on as a board were Advocacy, Lobbying and Professional Development. It was decided that all board members should be members of the Friends/Advocates groups. Ms. Santulli will forward applications to the trustees. It was also decided that board members need to start having a general review of the CCLD Policy Manual – reviewing one section at a time, possibly one section at each monthly meeting. Ms. Dworkin will send out a copy of the summary of the board self-evaluation to all members.

Election & Continuity Committee. Ms. Rogan stated that plans for the November election are going well. Commissioner Sue Cook has the ballots ready for printing, has trained the Election Inspectors and has sent out notices to the news media. Absentee ballots will be available the week of October 28th.

Advocacy Committee.

Old Business.

New Business. Ms. Rogan stated that a patron spoke to her giving kudos to librarian Ms. Lewis and her classes on Tech Talk – helping people with their Ipad, etc.

It was noted that October is Joan Santulli's last meeting with the board before retiring. Board members expressed their appreciation for her years at CCLD.

The meeting was adjourned at 7:10pm. The next regular meeting of the board will be held on Thursday, November 21st, 2019 at 6:00pm at the **Horseheads Free Library, 405 South Main Street, Horseheads, NY.**

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2019-56)

Financial Report - October 31, 2019

Income	2019 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 67,875	\$ 41,859	\$ 26,016	61.67%		
Grants (other than N.Y.S.)	\$ -	\$ 44,090				Bullet Aid \$15,000; Friends of HH \$9,761; CCLD Friends \$16,000; Comm Found \$2,000; BF \$496; ARTS \$4,440 & M. FAIRE \$7,703 for M. Faire (STLS,CCC, CmOG, CCTC); Chess T \$200; Corning Inc \$1,000, MetLife \$1000
Foundation Contributions	\$ 200,000	\$ 73,097	126,903	37%		SML Foundation 1st & 2nd Qtr distribution; HH Found \$13,097 FINAL for 2018
Library District Tax Receipts	\$ 3,009,492	\$ 3,009,492	0	100%		
PILOT Funds	\$ 54,000	\$ 58,752				
Interest on Investments	\$ 6,000	\$ 9,806	(3,806)	163%		
State Aid						
Central Library Development	\$ 99,272		99,272	0%		
Central Book Aid	\$ 67,599		67,599	0%		
Local Library Services Aid	\$ 37,000	\$ 39,566	(2,566)	107%		
Other State Aid		\$ 20,243				
TOTAL INCOME	\$ 3,541,238	\$ 3,296,905	\$ 313,418	93%	83%	
Expense	Annual Budget	Expended to Date	Balance Remaining	Percent Expended	Percentage through Year	
Personnel						
Salaries	1,625,978	\$ 1,307,168	\$ 318,810	80%		
Overtime & Holiday Salaries	24,508	\$ 9,898	14,610	40%		
Employee Benefits						
FICA	126,202	\$ 94,041	\$ 32,161	75%		
NY State Retirement	259,000	\$ 215,613	\$ 43,387	83%		
Medical & Dental	482,818	\$ 375,396	\$ 107,422	78%		
Other (Disability, Wk. Comp, Unemp)	19,940	\$ 21,386	\$ (1,446)	107%		
Subtotal - Personnel Expenses	2,538,446	2,023,502	\$ 514,944	80%	83%	
Contractual						
Equipment	45,367	\$ 27,651	17,716	61%		Grants \$12648, SML Foun \$1599
Telephone	13,565	\$ 9,547	4,018	70%		
Supplies	50,200	\$ 42,986	7,214	86%		Total \$14581=Gifts \$1556; HH Found \$3,459; HH Friends \$842; CCLD FR \$481; Grant\$6859; MKT \$1360; M.Faire \$154; SML Found \$1,156
Travel & Continuing Education	14,915	\$ 8,450	6,465	57%		Grants \$533
Repairs & Maintenance	24,415	\$ 24,415	0	100%		\$375 Grants
Postage	2,000	\$ 2,060	(60)	103%		
Library Materials (books, video, etc.)	364,116	\$ 284,718	79,398	78%		Total \$17544.04=Gifts \$8219.09; Grants \$5,288; SML Found \$2,028; HH Friends\$2008.95;HH Found \$280
Utilities	58,200	\$ 37,745	20,455	65%		
Building Cleaning Supplies	13,325	\$ 10,312	3,013	77%		
Fuel, Gas & Oil (Bookmobile)	2,800	\$ 2,046	754	73%		
Insurance	31,130	\$ 31,130	0	100%		
Bookmobile Operation / Maintenance	7,000	\$ 2,764	4,236	39%		
Professional Fees (audit, engineer/legal fees)	23,075	\$ 23,075	0	100%		Audit \$10,000
Data Processing Expenses (Cost Share)	127,725	\$ 97,992	29,733	77%		
Payment of Taxes	5,080	\$ 5,040	40	99%		
Library Programming	36,889	\$ 62,832	(25,943)	170%		Total \$25618.23=Grant \$9365; FR of CCLD \$5240 (\$645=Spooky Stacks); HH FR \$3700; M. Faire \$6,696; Mkting \$320;HH Foundation \$195; Maker Camp \$101.97
Chemung County costs (B&G, vision)	13,000	\$ 10,185	2,815	78%		
Capital Imp/Proj Mgmt STATE CONST see below	25,000	\$ 18,200	6,800	73%		Bolan \$16,600, AJH \$1,600
Contingency Fund	52,890	\$ 20,761	32,129	39%		includes \$2327 R & M, \$1172 Fuel, \$17,262 Prof Fee,
Subtotal Expenses	\$ 3,449,138	\$ 2,745,412	\$ 703,726	80%	83%	
2018/19 (teen) State Construction Projects		\$ 319,350				
TOTAL EXPENSES	\$ 3,449,138	\$ 3,064,762				

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11/05/19

Chemung County Library District Grant Fund
Unpaid Bills Detail
As of November 6, 2019

pd@LC

Type	Date	Memo	Open Balance
Baker & Taylor Books			
Bill	11/06/2019	Reference materials	256.35
Total Baker & Taylor Books			256.35
Midwest Tape, LLC			
Bill	11/06/2019	CBA educational DVDs Oct	374.10
Total Midwest Tape, LLC			374.10
TOTAL			630.45

Chemung County Library District General Fund
Unpaid Bills Detail
 As of November 6, 2019

paid @ EC

Type	Date	Memo	Open Balance
4imprint, Inc.			
Bill	11/06/2019	Flash drives - all libraries	789.24
Total 4imprint, Inc.			789.24
Aleta Yarrow			
Bill	11/06/2019	Ornamental Birds @ St, Art Journey - Revisiting @ HH - pd by community ...	525.00
Total Aleta Yarrow			525.00
Amazon Credit Plan			
Bill	11/06/2019	Purchases all libraries 9/9-10/8/19	3,679.40
Total Amazon Credit Plan			3,679.40
Baker & Taylor Books			
Bill	11/06/2019	Book purchase St - Juv 10/7-10/22	2,209.97
Total Baker & Taylor Books			2,209.97
Blackbourn Solutions			
Bill	11/06/2019	AV supplies for ST/WE/BF	93.94
Total Blackbourn Solutions			93.94
Blackstone Publishing			
Bill	11/06/2019	Audiobooks purchase - ST & BF August	752.74
Total Blackstone Publishing			752.74
Brandon Reyes			
Bill	11/06/2019	Elmira Ukulele Society - 11/5 @ St	80.00
Total Brandon Reyes			80.00
CCLD Petty Cash			
Bill	11/06/2019	Petty cash - Juv Oct - Spooky Stacks & Trunk or Treat - pd by friends, prog...	564.37
Bill	11/06/2019	HH petty cash - including Adult SRC - pd by Friends & adult & juv prog	290.43
Bill	11/06/2019	Petty cash St adult & Teen Prog, Gen Sup, Mkt, VE Lib Mat, postage, & Tin...	934.97
Bill	11/06/2019	Petty cash - BF - supplies, programming & library materials	97.24
Total CCLD Petty Cash			1,887.01
Centurion Technologies			
Bill	11/06/2019	Smartshield License - annual - cost split among all libraries	1,061.69
Total Centurion Technologies			1,061.69
Deborah L. Brimmer			
Bill	11/06/2019	reimburse for purchase of desk in IT office	35.00
Total Deborah L. Brimmer			35.00
Demco, Inc.			
Bill	11/06/2019	Juv rug for VE - pd w/Omara funds, HH processing supplies - Omara funds,...	1,928.55
Total Demco, Inc.			1,928.55
Dimon & Bacorn, Inc.			
Bill	11/06/2019	VE move to new location	1,375.00
Total Dimon & Bacorn, Inc.			1,375.00
Doris Jean Metzger			
Bill	11/06/2019	reimb Teen prog supplies - including Halloween ball - pd by Friends	269.41
Total Doris Jean Metzger			269.41
Elmira Water Board			
Bill	11/06/2019	Water bill WE - 8/14-10/15	36.96
Bill	11/06/2019	Water bill St - 08/22-10/21	296.70

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11/06/19

Chemung County Library District General Fund
Unpaid Bills Detail
 As of November 6, 2019

paid @ EC

Type	Date	Memo	Open Balance
Total Elmira Water Board			333.66
Filomena Jack			
Bill	11/06/2019	Color Wheel Program @ St - 11/23	250.00
Total Filomena Jack			250.00
Glenice Peel			
Bill	11/06/2019	Mileage 10/2-10/30 reimbursement	96.86
Total Glenice Peel			96.86
Haefele TV, Inc.			
Bill	11/06/2019	Installation fee for internet @ new VE location	5.37
Total Haefele TV, Inc.			5.37
Imperial Door Controls, Inc.			
Bill	11/06/2019	for parts/battery not covered under agmt St	68.40
Total Imperial Door Controls, Inc.			68.40
Ingram Library Services			
Bill	11/06/2019	Library Materials all libraries October	12,537.25
Total Ingram Library Services			12,537.25
JanWay Company USA, Inc.			
Bill	11/06/2019	Supply of tote bags - all libraries	900.79
Total JanWay Company USA, Inc.			900.79
Jennie Lewis			
Bill	11/06/2019	remimbursement for games day supplies - adul/teen prog @ St 11/2	55.20
Total Jennie Lewis			55.20
Jennifer Sekella			
Bill	11/06/2019	Day of the Dead face painting - Juv prog @ St 11/1	120.00
Total Jennifer Sekella			120.00
John B. Schamel			
Bill	11/06/2019	Reimb for board photos	21.60
Total John B. Schamel			21.60
John Osterhout			
Bill	11/06/2019	disc jockey for teen Halloween ball - pd by Friends	200.00
Total John Osterhout			200.00
Karen Curren			
Bill	11/06/2019	Gourd Trinket Boxes Prog @ BF pd w/gift funds - 11/12/Gourd Birdhouse P...	500.00
Total Karen Curren			500.00
Kathy Gill			
Bill	11/06/2019	Mexican Oaxacan Art Wall Hangings @ St 11/18	130.00
Total Kathy Gill			130.00
Kimberly Jones			
Bill	11/06/2019	reimbursement for books purchased @ conference	50.00
Total Kimberly Jones			50.00
Library Ideas LLC			
Bill	11/06/2019	Library Materials for HH pd by Friends	189.95
Total Library Ideas LLC			189.95
Maggie Young			

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11/06/19

Chemung County Library District General Fund
Unpaid Bills Detail
 As of November 6, 2019

paid @ IC

Type	Date	Memo	Open Balance
Bill	11/06/2019	special project reimbursement	425.55
Total Maggie Young			425.55
Mark Margeson			
Bill	11/06/2019	HFL mowing 8/9-10/26	700.00
Total Mark Margeson			700.00
Michelle Erickson			
Bill	11/06/2019	VE materials, supplies, & programming reimbursement	232.91
Total Michelle Erickson			232.91
Middlesex Library			
Bill	11/06/2019	Payment for lost book	6.00
Total Middlesex Library			6.00
MidWest Tape			
Bill	11/06/2019	dvd/audiobook purchases Oct - HH, WE, & St including dvd inserts pd w/O...	7,481.91
Total MidWest Tape			7,481.91
Nick Frisk			
Bill	11/06/2019	IT consultant for windows update	1,200.00
Total Nick Frisk			1,200.00
Noah's Ark Animal Workshop, Inc.			
Bill	11/06/2019	BF programs - Snow Monster	318.71
Total Noah's Ark Animal Workshop, Inc.			318.71
Pitney Bowes			
Bill	11/06/2019	mail machine quarterly lease	563.88
Total Pitney Bowes			563.88
Quicker Printer			
Bill	11/06/2019	elections ballots & teen dance posters -pd by Friends	112.50
Total Quicker Printer			112.50
Rebecca Jackson			
Bill	11/06/2019	reimburse for laminator purchase - pd for w/Omara funds	150.43
Total Rebecca Jackson			150.43
Recorded Books			
Bill	11/06/2019	7 day use charges - 926-10/30	200.33
Total Recorded Books			200.33
Reliable Computer Products			
Bill	11/06/2019	drum & toner for copier @ WE & toner - St	634.91
Total Reliable Computer Products			634.91
S J Shappee-Sheen			
Bill	11/06/2019	reimbursement to patron for lost item	25.00
Total S J Shappee-Sheen			25.00
Sedgwick Business Solutions			
Bill	11/06/2019	deposit for chairs @ St	3,604.30
Total Sedgwick Business Solutions			3,604.30
South Central Regional Library Council			
Bill	11/06/2019	SCRLC membership dues 2019/2020	280.00
Total South Central Regional Library Council			280.00

12:45 PM

11/06/19

**Chemung County Library District General Fund
Unpaid Bills Detail
As of November 6, 2019**

paid @ EC

Type	Date	Memo	Open Balance
Staples Advantage			
Bill	11/06/2019	Processing supplies - tape	122.67
Total Staples Advantage			122.67
Staples Credit Plan			
Bill	11/06/2019	Election supplies	130.41
Total Staples Credit Plan			130.41
Sweet N Saucy			
Bill	11/06/2019	deposit for catering - Grinch program on 12/14 - St Juv - pd by Friends	182.00
Total Sweet N Saucy			182.00
Tanglewood			
Bill	11/06/2019	Universe of Stories prog HH Juv- 7/3 pd by HH Friends	75.00
Total Tanglewood			75.00
The Elmira Star Gazette			
Bill	11/06/2019	Election Legal Ad	237.91
Total The Elmira Star Gazette			237.91
Vasco Brands, Inc.			
Bill	11/06/2019	new vacuum cleaner @ St & cleaning/paper supplies	998.33
Total Vasco Brands, Inc.			998.33
W. B. Mason Co, Inc.			
Bill	11/06/2019	calendars, labels, batteries, & pens - all libraries	555.41
Total W. B. Mason Co, Inc.			555.41
Wegmans Food Markets Inc.			
Bill	11/06/2019	St Adult & Juv programming Oct - including Trunk or Treat - pd by Friends	142.18
Total Wegmans Food Markets Inc.			142.18
Westbrook Enterprises, LLC			
Bill	11/06/2019	electrical work & supplies for new VE location	643.13
Total Westbrook Enterprises, LLC			643.13
TOTAL			49,169.50

Chemung County Library District General Fund
Unpaid Bills Detail
As of November 21, 2019

Type	Date	Memo	Open Balance
Aleta Yarrow			
Bill	11/21/2019	Finding Home art program @ HH- pd by & HH Friends	235.00
Total Aleta Yarrow			235.00
Benedict's Bus Service, Inc.			
Bill	11/21/2019	Teen Book Festival trip deposit for Spring 2020 trip #6247	279.00
Total Benedict's Bus Service, Inc.			279.00
Brandon Reyes			
Bill	11/21/2019	Elmira Ukulele Society - 12/3 @ St	80.00
Total Brandon Reyes			80.00
Caroleen Vaughn			
Bill	11/21/2019	2019 Trustee Election Inspector	100.00
Total Caroleen Vaughn			100.00
Don's Book Repair			
Bill	11/21/2019	Genealogy items repaired	417.50
Total Don's Book Repair			417.50
ELM USA, Inc.			
Bill	11/21/2019	supplies for disk cleaning machine	106.95
Total ELM USA, Inc.			106.95
Evelyn Coolbaugh			
Bill	11/21/2019	2019 Trustee Election Inspector	100.00
Total Evelyn Coolbaugh			100.00
Fire Alarm Service Technology, Inc.			
Bill	11/21/2019	Security cameras @ St - pd w/Omara funds	9,750.00
Total Fire Alarm Service Technology, Inc.			9,750.00
First Transit, Inc			
Bill	11/21/2019	BKM fuel 9/29-10/26/19	108.52
Total First Transit, Inc			108.52
Horseheads Printing			
Bill	11/21/2019	monthly flyers - pd by HH Foundation	157.74
Total Horseheads Printing			157.74
Jackie VonNeida			
Bill	11/21/2019	2019 Trustee Election Inspector	125.00
Total Jackie VonNeida			125.00
Jeannette Burnett			
Bill	11/21/2019	Sewing classes - Tinker Lab 11/12, 11/19, & 11/26	150.00
Total Jeannette Burnett			150.00
John Manfredi			
Bill	11/21/2019	HH Volunteer Party Performance 12/5	120.00
Total John Manfredi			120.00
Julie Spicer			
Bill	11/21/2019	Tai Chi programs at ST -11/4, 11/18, & 12/9	120.00
Total Julie Spicer			120.00
Katie Rhodes			
Bill	11/21/2019	2019 Trustee Election Inspector	125.00

Chemung County Library District General Fund
Unpaid Bills Detail
As of November 21, 2019

Type	Date	Memo	Open Balance
Total Katie Rhodes			125.00
Kimberly Jones			
Bill	11/21/2019	reimbursement for meals & parking while @ conference	129.56
Total Kimberly Jones			129.56
Maggie Young			
Bill	11/21/2019	special project reimbursement	73.19
Total Maggie Young			73.19
Noah's Ark Animal Workshop, Inc.			
Bill	11/21/2019	HH Christmas programs - pd w/Omara \$	462.76
Total Noah's Ark Animal Workshop, Inc.			462.76
Patricia Drake			
Bill	11/21/2019	2019 Trustee Election Inspector	125.00
Total Patricia Drake			125.00
Rainy Toad Gaming (Troy Naida)			
Bill	11/21/2019	Teen game night @ St - 11/26	65.00
Total Rainy Toad Gaming (Troy Naida)			65.00
Southern Tier Library System			
Bill	11/21/2019	Downloadable Audio Oct purchases	768.34
Total Southern Tier Library System			768.34
Sue Cook			
Bill	11/21/2019	2019 Election Commissioner Fee	1,500.00
Total Sue Cook			1,500.00
TechSmith			
Bill	11/21/2019	Snagit Upgrade License- all libraries	270.72
Total TechSmith			270.72
The Penworthy Company			
Bill	11/21/2019	Library materials Steele JUV/Bkm/ & HH	3,375.74
Total The Penworthy Company			3,375.74
Unique Management Services, Inc.			
Bill	11/21/2019	collection notices - October	313.25
Total Unique Management Services, Inc.			313.25
W. B. Mason Co, Inc.			
Bill	11/21/2019	cash register tape - St	41.97
Total W. B. Mason Co, Inc.			41.97
Wegmans Food Markets Inc.			
Bill	11/21/2019	St Juv & Teen programming Sept/Oct	132.55
Total Wegmans Food Markets Inc.			132.55
Westbrook Enterprises, LLC			
Bill	11/21/2019	electrical work for new VE location	230.00
Total Westbrook Enterprises, LLC			230.00
WLVY Radio			
Bill	11/21/2019	Radio spots for Teen Halloween Dance pd by Friends	200.00
Total WLVY Radio			200.00
TOTAL			19,662.79

8:03 AM

11/13/19


Chemung County Library District Grant Fund
Unpaid Bills Detail
As of November 13, 2019

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
Southern Tier Library System Bill	11/12/2019	eBook purchases FIC/NF...	4,973.03
Total Southern Tier Library System			4,973.03
TOTAL			<u>4,973.03</u>

9:08 AM
11/12/19

Chemung County Library District General Fund Unpaid Bills Detail As of November 12, 2019

Type	Date	Memo	Open Balance
Shannah Warwick Bill	11/12/2019	Nano Felting prog @ St 11/16 pd ...	300.00
Total Shannah Warwick			300.00
TOTAL			300.00


Neon Post-it® Notes

In addition to EC Bills pd.
total 49,169.50
+ 300
49,469.50

Document #2019-64

Report of the November 6, 2019 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, Jack Schamel, Phyllis Rogan and Martha Smith and Holly Melott and Ronald Shaw, CCLD management. Other board members in attendance were Pat Silvernail, Karl Schwesinger, Bonnie Chollet, Lillian White, Ann Brouse, and Kevin Hansen.

UNPAID BILLS: Ms. Melott submitted the Unpaid Bill List dated 11/6/19 for the General Fund - \$49,169.50 and the Grant Fund - \$630.45. Ms. Brouse moved, seconded by Mr. Schamel to approve payment of the bills as submitted in writing. VOTE: Unanimously Approved.

President Kappanadze shared a note from Denise King, the STLS Board representative. Thanking the board for their service and reiterating that she is willing to help at any time, but unable to attend monthly board meetings due to a scheduling conflict.

Ms. Kappanadze has reached out to other board members concerning the next steps which should be taken to complete the Strategic Plan.

Director Ron Shaw gave the following reports:

**Multiple calls have been received both in opposition and in favor of the upcoming “Drag Story Time” to be held at Steele on Thursday, November 14th. Coverage has been aired on local news and radio.

**Mr. Shaw will write and submit to the local newspaper, a thank you letter to the county citizens for their support in passing the proposed library budget for the upcoming year.

** The Labor Management meeting for Nov was cancelled.

**Tax Form 990 has been signed and submitted to the lawyer for filing.

**\$166,955 of Central Library funds was received.

**Mr. Shaw is proposing that Ms. Santulli be hired on as a per diem “Business Office Specialist” to assist with annual reports and tasks which were not able to be covered during the training-transition time. He will have an hourly rate suggestion at the board meeting.

**Policies. A proposed Workplace Violence and a Social Media Policy have both been reviewed by the lawyer and will be sent to the board for approval.

Ms. Silvernail shared membership information for the Big Flats advocates.

Mr. Schamel moved to adjourn, seconded by Ms. Smith

The meeting adjourned at 6:20 pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, December 4th, 2019 at 6pm in the Petrie Conference Room of the Steele Memorial

Document #2019-65

Report of the November 13, 2019 meeting of the Budget & Finance Committee of the Chemung County Library District.

Attending the meeting were CCLD board members Marge Kappanadze, Lillian White and Holly Melott, and Ron Shaw, CCLD Administration. The meeting opened at 8:00 a.m.

Ms. Melott presented the October 31, 2019 Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Melott presented the Unpaid Bills Detail dated 11/21/19 for the General Fund - \$19,662.72 and Grant Fund - \$4,973.03. The Unpaid Bills Details will be forwarded to the full CCLD board for its consideration.

The meeting adjourned at 8:05am. The next meeting of the Budget & Finance Committee will be held on Wednesday, December 11, 2019 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

Document #2019-66

Report of the November 6, 2019 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:30 pm. Present were Ms. Kappanadze and Ms. Smith. Also attending were Holly Melott and Ronald Shaw, CCLD Management.

The Committee received reports on the following:

Acoustics tiles for the Teen Space had arrived, but the incorrect adhesive was sent. Options were being reviewed with the intention of getting them installed soon.

Boiler at Steele Mr. Shaw needs permission to sign the professional services agreement for Labella to begin the engineering phase, at a cost of \$19,950. Ms. Smith recommended accepting the proposal and sending the vote to the board.

Security Cameras at Steele – Placement locations for the first floor have been designated by staff, awaiting second floor locations. There will be a total of 12 new cameras inside the building and 2 outside.

Staff Room/Kitchen at Steele No new updates

New Sign –Steele No new updates

The meeting adjourned at 5:40pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, December 4th, 2019 at 5:30pm in the Petrie Conference Room at the Steele Memorial Library.



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

To: CCLD Board of Trustees

From: Ronald W. Shaw, Director

Date: November 15, 2019

Subject: Approval of Personnel Actions

Promotions:

N/A

Change FT/PT Status:

N/A

Retirement:

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:

Steve Smith- FT Makerspace Specialist to Step 4

Amada Gonzalez- PT Library Page to Step 9

Doris Jean Metzger- FT Librarian I to Step 10

updated 10/31- expect for on order

Library Materials Expenditure Report for 2019

October 31, 2019	75%		through 2019					
Department	Gift Funds	2019 budget	total spent this year	Open Invoices subm to Office not yet paid	Total spent & on order	Balance LEFT TO SPEND includes Gift funds	Total spent this month	**Percentage spent this year
Steele Memorial Library	as of 10/31/2019			as of 10/31/2019		Col.1+Col.2-Col.5		
Children's (JUV) gifts include Headstart Juv eBooks CBA Fund	\$ 2,126	\$ 36,000	\$ 26,543	\$ 2,843	\$ 29,386	\$ 8,740	\$ 3,720	77%
		\$ 4,700	\$ 1,742		\$ 1,742	\$ 2,958	\$ 1,742	37%
Young Adult	\$ 50	\$ 9,000	\$ 3,499	\$ 852	\$ 4,351	\$ 4,699	\$ 501	48%
YA eBooks CBA Fund		\$ 5,500	\$ 2,110		\$ 2,110	\$ 3,390	\$ 1,825	38%
Graphic Novels		\$ 3,700	\$ 2,097	\$ 98	\$ 2,195	\$ 1,505	\$ 125	59%
Reference - CBA Grant		\$ 10,000	\$ 6,670	\$ 256	\$ 6,926	\$ 3,074	\$ 704	69%
Electronic Reference - CBA Grant		\$ 5,000			\$ -	\$ 5,000		0%
Electronic Reference - Gen. Fund		\$ 16,000	\$ 21,486		\$ 21,486	\$ (5,486)	\$ 3,000	134%
Periodicals	\$ 238	\$ 8,000	\$ 6,744		\$ 6,744	\$ 1,494		82%
Zinio - CBA Grant		\$ 17,500	\$ 14,686		\$ 14,686	\$ 2,814		84%
Zinio - Gen. Fund		\$ 1,000	\$ 327			\$ 1,000		33%
Microforms/Genealogy	\$ 4,721	\$ 6,000	\$ 4,100	\$ 501	\$ 4,601	\$ 6,120		43%
Fiction	\$ 5,874	\$ 40,046	\$ 33,326	\$ 4,593	\$ 37,919	\$ 8,001	\$ 5,715	83%
FIC LARGE Print		\$ 2,000	\$ 2,420		\$ 2,420	\$ (420)		121%
FIC eBooks CBA Fund		\$ 17,000	\$ 17,000		\$ 17,000	\$ -	\$ 7,334	100%
DownL Aud/music/dvd/blue ray Gen.	\$ 2,500	\$ 8,500	\$ 7,771		\$ 7,771	\$ 3,229	\$ 2,560	71%
Adult Non-Fiction-General Fund	\$ 3,892	\$ 10,000	\$ 1,282		\$ 1,282	\$ 12,610		9%
Non-FIC eBooks CBA Fund		\$ 7,000	\$ 1,790		\$ 1,790	\$ 5,210	\$ 925	26%
Non-Fiction- CBA Fund		\$ 6,700	\$ 5,073		\$ 5,073	\$ 1,627	\$ 566	76%
Audio video/music/dvd/blue ray - Gen.	\$ 7,132	\$ 50,000	\$ 29,464	\$ 5,949	\$ 35,413	\$ 21,719	\$ 2,812	62%
Non-Fic Educ DVD GEN FUND	\$ 2,500	\$ -	\$ 1,681		\$ 1,681	\$ 819	\$ 1,205	67%
Non-Fic Educ DVD - CBA Fund		\$ 4,500	\$ 854	\$ 374	\$ 1,228	\$ 3,272	\$ 197	27%
Subtotal for Steele	\$ 29,033	\$ 268,146	\$ 190,665	\$ 15,466	\$ 205,804	\$ 91,375	\$ 32,930	69%
Big Flats Library	\$ 2,138	\$ 24,462	\$ 20,008	\$ 2,498	\$ 22,506	\$ 4,094	\$ 1,996	85%
Bookmobile	\$ 1,220	\$ 7,592	\$ 4,517	\$ 459	\$ 4,976	\$ 3,837	\$ 764	56%
West Elmira Library	\$ 2,318	\$ 24,462	\$ 19,868	\$ 1,902	\$ 21,770	\$ 5,010	\$ 1,776	81%
Horseheads Free Library-Adult	\$ 3,348	\$ 20,900	\$ 17,072	\$ 5,682	\$ 22,754	\$ 1,494	\$ 2,010	94%
HFL- AV	\$ 2,518	9,000	\$ 8,246	\$ 1,006	\$ 9,252	\$ 2,266	\$ 1,318	80%
HFL - Books Plus		\$ 243			\$ -	\$ 243		0%
HFL - Juvenile	\$ 1,511	\$ 18,900	\$ 15,238	\$ 1,648	\$ 16,886	\$ 3,525	\$ 2,675	83%
VanEtten Library	\$ 50	\$ 6,071	\$ 5,012	\$ 739	\$ 5,751	\$ 370	\$ 996	94%
Subtotal for other libraries	\$ 13,103	\$ 111,630	\$ 89,961	\$ 13,934	\$ 103,895	\$ 20,839	\$ 11,535	83%
GRAND TOTALS	\$ 42,136	\$ 379,776	\$ 280,626	\$ 29,400	\$ 309,699	\$ 112,213	\$ 44,465	73%
E-Books purchased from Cost Share NOT included in this report- STLS will track								
**Processing fees for materials purchased WILL be included in this report								

	Jan-15		Feb-15		Mar-15		2015		2014		2013	
	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age	Total	%-age
Adult Non-Fiction	3,746	7.15%	3,187	6.75%	3759	6.93%	10,692	6.95%	42,314	7.16%	48952	8.32%
Adult Fiction	8,546	16.31%	7,162	15.16%	8420	15.53%	24,128	15.68%	103,254	17.48%	110498	18.77%
Juv NF	2,149	4.10%	2,041	4.32%	2369	4.37%	6,559	4.26%	25,876	4.38%	24473	4.16%
Juv Fic	9,418	17.97%	8,798	18.62%	10624	19.60%	28,840	18.74%	122,885	20.81%	126150	21.43%
AV	17,596	33.57%	15,787	33.41%	17876	32.98%	51,259	33.31%	185,420	31.39%	178525	30.33%
Periodicals	301	0.57%	371	0.79%	386	0.71%	1,058	0.69%	4,408	0.75%	4677	0.79%
Other	509	0.97%	558	1.18%	632	1.17%	1,699	1.10%	7,485	1.27%	6445	1.09%
Public Pcs	4,000	7.63%	3,471	7.35%	4067	7.50%	11,538	7.50%	47,570	8.05%	49524	8.41%
Wireless	2,866	5.47%	2,245	4.75%	2621	4.84%	7,732	5.03%	30,995	5.25%	21323	3.62%
Down Audio	463	0.88%	451	0.95%	571	1.05%	1,485	0.97%	4,929	0.83%	4240	0.72%
Down Ebooks	1,378	2.63%	1,422	3.01%	1617	2.98%	4,417	2.87%	15,047	2.55%	13741	2.33%
Down Music	1,420	2.71%	1,743	3.69%	1257	2.32%	4,420	2.87%	253	0.04%	22	0.00%
Down Video	21	0.04%	12	0.03%	7	0.01%	40	0.03%	211	0.04%	37	0.01%
Total	52,413		47,248		54206		153,867		590,647		588,607	

2012

Total	%-age
53,076	9.03%
117,901	20.06%
28,385	4.83%
130,819	22.26%
181,376	30.86%
5,923	1.01%
4,194	0.71%
51,049	8.69%
0	0.00%
3,801	0.65%
11,203	1.91%
19	0.00%
20	0.00%

587,766

	Jan-19		Feb-19		Mar-19		Apr-19		May-19		Jun-19		Jul-19		Aug-19		Sep-19		Oct-19		Nov-19	Dec-19	2019		2018		2017	
	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	2608	6.09%	2,391	6.22%	2,662	6.41%	2307	5.71%	2287	5.73%	1993	5.38%	2477	5.33%	2170	5.13%	2120	5.44%	2305	5.47%			23,320	5.64%	30,760	6.06%	35,179	6.43%
Adult Fiction	6859	16.02%	5,887	15.31%	6,897	16.60%	6377	15.79%	6173	15.47%	6205	16.75%	7780	16.74%	7711	18.23%	6372	16.34%	6641	15.75%			66,902	16.18%	81,962	16.15%	88,114	16.12%
Juv NF	1488	3.48%	1,739	4.52%	1,732	4.17%	1658	4.10%	1504	3.77%	1250	3.38%	2347	5.05%	1566	3.70%	1411	3.62%	1717	4.07%			16,412	3.97%	19,877	3.92%	24,059	4.40%
Juv Fic	6574	15.35%	6,765	17.59%	7,242	17.43%	7130	17.65%	6390	16.01%	5954	16.08%	10165	21.87%	7362	17.40%	6544	16.78%	7019	16.65%			71,145	17.21%	92,131	18.16%	101,259	18.52%
AV	11750	27.44%	10,193	26.50%	10,577	25.45%	9896	24.50%	9938	24.90%	8103	21.88%	10560	22.72%	10149	23.99%	9401	24.11%	10376	24.61%			100,943	24.41%	125,827	24.80%	154,621	28.28%
Periodicals	170	0.40%	119	0.31%	144	0.35%	153	0.38%	172	0.43%	130	0.35%	184	0.40%	142	0.34%	148	0.38%	121	0.29%			1,483	0.36%	1,982	0.39%	2,646	0.48%
Other	427	1.00%	365	0.95%	464	1.12%	315	0.78%	342	0.86%	301	0.81%	372	0.80%	346	0.82%	222	0.57%	709	1.68%			5,180	1.25%	4,467	0.88%	6,676	1.22%
Public Pcs	1941	4.53%	1,929	5.02%	2,015	4.85%	2040	5.05%	1914	4.80%	1618	4.37%	1933	4.16%	1837	4.34%	1709	4.38%	1862	4.42%			20,048	4.85%	22,016	4.34%	33,096	6.05%
Wireless	2730	6.38%	2,750	7.15%	2,774	6.68%	2925	7.24%	2949	7.39%	2868	7.74%	2984	6.42%	2935	6.94%	2753	7.06%	3021	7.17%			26,918	6.51%	28,199	5.56%	35,559	6.50%
Down Audio	1000	2.34%	960	2.50%	953	2.29%	982	2.43%	1045	2.62%	1097	2.96%	1164	2.50%	1209	2.86%	1226	3.14%	1265	3.00%			11,907	2.88%	8,161	1.61%	8,359	1.53%
Down Ebooks	2010	4.69%	1,788	4.65%	1,956	4.71%	1819	4.50%	1925	4.82%	2103	5.68%	2235	4.81%	2278	5.39%	1967	5.04%	2052	4.87%			21,719	5.25%	19,655	3.87%	20,304	3.71%
Down Music	3018	7.05%	2,080	5.41%	2,937	7.07%	3178	7.87%	3877	9.71%	3689	9.96%	2783	5.99%	2605	6.16%	3073	7.88%	3086	7.32%			30,326	7.33%	24,537	4.84%	25,358	4.64%
Down Video	1923	4.49%	1,204	3.13%	876	2.11%	1295	3.21%	1082	2.71%	1462	3.95%	1256	2.70%	1724	4.08%	1797	4.61%	1716	4.07%			14,335	3.47%	12,731	2.51%	9,215	1.69%
Down Mags	319	0.75%	291	0.76%	323	0.78%	318	0.79%	317	0.79%	264	0.71%	238	0.51%	266	0.63%	256	0.66%	273	0.65%			2,865	0.69%	1,481	0.29%	2,261	0.41%
Total	42,817		38,461		41,552		40,393		39,915		37,037		46,478		42,300		38,999		42,163		0	0	413,503	507,466	546,706		546,706	

2016	
Total	%-age
36,406	6.43%
92,111	16.28%
23,368	4.13%
109,162	19.29%
172,690	30.51%
3,118	0.55%
6,138	1.08%
38,738	6.84%
31,642	5.59%
7,097	1.25%
18,074	3.19%
21,261	3.76%
4,368	0.77%
1,769	0.31%

565,942

Steele Circulation and A/V Notes for Board, October 2019

Circulation:

Circulation kept busy this month with regular charging and discharging duties, Customer Service tasks, shelving and processing books along with some staff helping out with library programming. Emma Howard offered a Charitable Giving Day, which allowed patrons to bring in items for the Animal Shelter and also make cat toys for them. Amanda Zell, Stuart Finch and Isadora Morgan helped out at the annual Teen Halloween Ball and Libby Weston helped at the Children's Spooky Stacks Event. Amanda Zell and Sue Schoeffler have also helped out on the BKM, reading stories to preschool classes, in the absence of Chris Russo due to her medical leave.

20 new accounts were sent to Collections this month and Unique shows in their monthly account updates that there were \$384.61 in dollars received last month and \$937.77 in materials returned for the month of September

Notes left in the Comment box this month include:

"I wish your library had a café area"

Workshops/Webinars/Meetings:

Janet attended the Dept Head meeting on Nov. 1

Janet, Deb and Connie met with the caterer for Joan's retirement party on Nov. 1

Janet met with 2 staff members for their 3 month employee evaluations this month.

A/V:

Staff continues converting the old security cases to the new single lock cases, we have finished the non-fiction and are almost halfway through the feature films, and have obtained much more shelf space, along with a cleaner and more streamlined look for easier patron browsing.

Steele Youth Board Notes for October 14 - November 16

Programs:

For the month of October the youth department held 19 programs with approximately 1,150 attendees. The youth department is continuing weekly story times on Friday mornings, these continue to be well attended. Our ongoing monthly themed scavenger hunt in the children's area, we concluded Ronald Dahl's The Witches for October and began Frozen II for November. Toon Tuesday on October 22nd was The Good Dinosaur and Moana will be on November 12th. Lego Club met on October 9th. Money as you grow concluded on October 15th. Spooky stacks was held on October 24th. We showed the movie The Witches on October 30th in honor of our monthly theme. November 1st we celebrated the Day of the Dead with stories, crafts and face painting at story time and then again that afternoon for older children. November 2nd we hosted large sized games for children and families for International Games Day/Week. November 7th we hosted BINGO. November 13th we hosted Lego Club. November 14th we hosted our second Drag Storytime, this was well attended with over 250 attendees. November 15th we held a Frozen Photo op for patrons to use our backdrop for pictures.

Food and eating in the library continues to be a problem and a concern for the staff that have to deal with the messes, animal/insect pests attracted to the messes, and the loss of materials due to irreparable food damages. There has been increasingly extreme eating in the lounge area. The lounge area is intended for those who are snacking, we recently had a group of 20 or more people who brought in cake, chips, cookies, liters of soda and used syringes.

**Adult Services Department
October, 2019**

Nonfiction and Reference

Connie Ogilvie

In the month of October, 2019 there were 572 queries on the Adult Services Desk and 239 questions answered on the PC2 Desk. The Nonfiction book display theme for the month of September/October was created for “Banned Books Week.” This display included Fiction and Nonfiction books and the display was created by Maggie, Caroline, and Sean.

Management Meeting was held on October 1, 2019

STLS Security Awareness Training

Monthly Activities Report

Fiction & Outreach

Caroline Poppendeck

- ~Senior Housing meeting – reviewing ways to get our housing planner out to the community.
- ~Chemung County Non-Profit meeting – gathers non-profit organizations together to discuss issues we all face, and to inform each other what is going on in their localities.
- ~Worked with STLS devising an Adult Fiction weeds list.
- ~Recorded October Podcast - Stories that are More Than the Expected.
- ~Poverty Coalition Meeting – Nonprofit organizations meet to address the ways they can collaborate to improve the lives of underprivileged that use our services.
- ~Submitted Blog - New Fiction Series at Steele Library.
- ~Cybersecurity Webinar – Scams, Fraud and Identity Theft: How Libraries Can Help.
- ~STLS Security Awareness training.
- ~ Organized Census Tabling at Steele Library – employment opportunities for community.
- ~WENY Midday Makeover – TV spot featuring new books for the month. This month the books were The Girl Behind the Red Rope, by Ted Dekker & Rachelle Dekker, The Girl in the Ice (Detective Erika Foster #1), by Robert Bryndza, and The Girl From the Corner Shop, by Alrene Hughes.
- ~Compiled recommendations for November library podcast.

Genealogy and Local History

Maggie Young

October 2019 Newspaper
stats TITLE
views

Pages online Page

	TITLE	Pages online	Page
	The Elmira gazette. (1828 - 185?)	40,035	2,479
	Elmira daily advertiser. (18?? - 1897)	31,212	2,186
	Elmira weekly advertiser. (186? - 189?)	1,475	138
	The Elmira Republican. (1843 - 185?)	3,274	117
	Saturday evening review. (1869 - 1871)	826	103
	Sunday morning tidings. (1881 - 1885)	1,367	62

The Southern-tier leader. (1874 - 1876)	824	57
Elmira weekly advertiser and Chemung County Republican. (1858 - 186?)	1,120	52
Elmira advertiser. (1854 - 1858)	772	45
Elmira daily bazoo. (1877 - 1877)	601	43
Sunday morning telegram. (1879 - 1884)	651	39
The summary. (1883 - 19??)	542	35
Elmira weekly gazette. (185? - 1881)	188	34
The Elmira tidings. (1885 - 1???)	350	23
Elmira morning telegram. (1884 - 1888)	274	22

5,435 total page views for October 2019 (Up from 1,334 in September 2019 before the new ingest of early papers in Mid-October 2019).

Maggie has digitized three titles in the public domain and added them to the website. These have been promoted on facebook and on the library blog:

<http://ccl.d.lib.ny.us/digital-collections/>

other library blog post: voting guide.

Current digitization project is 1892 Elmira City directory which is a badly damaged brittle book and is not available anywhere online nor on our microfilm backups.

Many rare local genealogy periodicals have been bound and are being cataloged for the first time for full inclusion in the collection. An index is being made for several of these.

The ukulele program has introduced a new instructor, Brandon Reyes. He is a great addition and a new energy was infused into the group. Maggie is applying for a music grant for funding for this program in 2020.

Maggie is working with Community Arts of Elmira on a grant for a public arts mural on the library egress doors facing the promenade.

Maggie is also working with Brent Stermer, City planning staff, and Joe Caparulo and Lynne Rusinko on the Elmira Promenade Revitalization committee.

Maggie is currently working on genealogy programming for the 2020 calendar year and is open to suggestions.

Maggie has been helping an elderly patron try to secure housing in Elmira and has connected her with local agencies. Attached is a thank-you card Maggie received from this patron

Adult Programming

Jennie Lewis

Adult Programming

Each month at Steele Memorial Library, a variety of programs for adults are planned. Some are taught/led by library staff and others by paid outside instructors or community members (volunteers).

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

Events are also listed on our online events calendar:

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

Monthly brochures and signs were updated.

Social Media/Website/Newsletter

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

Magazines & Adult Graphic Novel Collection

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

Misc

We received a \$300 QuickARTS grant that I applied for in order to fund a nunofelting workshop with artist Shannah Warwick.

Bookmobile-Kim Jones

Oct 12th- Octoberfest in Elmira Heights- 368 People

Oct 19th- Pumpkin Express HHDS- 471 People

Oct 22nd to Oct 25th- Kim Attended the ABOS Conference; attended 7 different programs and was able to talk with other Bookmobile drivers and get tons of ideas and information.

Doris Jean Metzger, MLIS
Teen Services; Steele Library

Mid October to Mid November 2019

- Annual Teen Halloween “Haunted Library” Dance: 125 teens. Teens danced, ate, toured the new teen space & played games such as “severed limb ring toss.” Rainy Toad gaming provided Virtual Reality scary video games.
- Sound absorbing tiles are being installed in the mini meeting/study room in the teen space to minimize the severe echo in there. (Sedgewick Business Interiors, Corning, NY).
- Teen Space is being used during the day by homeschoolers, suspended students, and the occasional young college student studying for school. Evening usage is by teens who are in walking distance, teens who need to get out of the house, want to come to programs, or just to stop in for a book! Dungeons & Dragons on Monday nights is very popular so far.
- Doris Jean is exploring possible partnerships with Glove house on a teen prom gown give-away program, participating in the annual Youth Summit with the YWCA, and a Health fair for teens, also with Glove House.
- Friends of CCLD KInderbook committee and Doris Jean are working on a plan to purchase tokens from CTRAN for teens to use to come to the library. We are working out the logistics of how this would work. CTRAN is willing to sell us tokens at a lower price than usual.
- Winter Reading Club for kids AND TEENS will be from Dec 2 to Jan 4.

Information Technology Department/Makerspaces - Deb Brimmer

October 2019

Information Technology Department:

- Fine tuning and troubleshooting new software provided by STLS to manage the computers remotely to get it working properly
- Moved VanEtten computer and networking equipment and setup at new location.
- Upgraded and migrated Envisionware server at Horseheads Library
- Assisted with the Tinker Lab expansion
- Worked on creating base images for Windows 10
- Imaging and prepping computers for deployment
- Participated in Cybersecurity Seminar at Elmira College – Learned of changes that are needed
- Upgraded Envisionware server at Steele in preparation for migration
- Testing of the new domain controller and worked with MicroSolutions on changes
- Participated in Manufacturing Day at GST BOCES

CCLD Makerspaces

Tinker Lab:

- Researched air quality monitors for Tinker Lab
- Modified laser cut out template for adult craft program
- Met with volunteer instructor for Lego Robotics program, scheduled class dates

In General:

- Prepared activities for and participated in Manufacturing Day at GST BOCES
- Created items as donations for Chamber of Commerce auction
- Provided donation of 3D print Pokemon figures for Twin Tiers Comic Con scavenger hunt

October 2019 Stats

Tinker Lab attendance: 372

Certifications:

Digital Media Lab: 3

3D printers: 2

Laser engraver: 2

Digital Media Lab usage:

Staff: 0

Patron: 5

Sales:

3D prints: \$76.52

Crafts: \$12.95

Laser materials: \$5.00

Laser usage: \$167.90

Donation: \$10.00

Media conversions: \$47.60

Total: \$319.97

Horseheads

9/16—Owen attended the Friends of the Horseheads Free Library Meeting—there was a review of the annual book sale which grossed \$8,448,

9/23—Owen visited Van Etten Branch—observed the preparation of the move and conducted a tablet talk session

9/25—Owen the STLS DAC meeting at the Montour Falls Library

9/25—Owen attended the Public Library Foundation of Chemung County Meeting

10/1—Owen attended the CCLD Management Meeting,

Kelly Brown conducted weekly story times and craft

Becky Jackson conducted weekly Home school program

Big Flats

9/17-Secret life of Pets screening,

9/18-Weekly story times started with Ms Melanie.

9/25-Glenice conducted story time at the Big Flats Preschool

10/4-10/6 Glenice attended CSEA fall conference in Fairport, NY

10/8-Toy Story 4 screening,

10/11-Diamond Painting Club starts,

10/15-Build a bear night

Office of the Director, CCLD
November 2019

Major accomplishments:

Electronic Sign: The bid documents are complete for the electronic sign and were distributed to plan rooms for bidders to obtain the documents. The bid due date is December 10th which should provide adequate time for bidders to obtain the documents and provide a bid if they are interested. We have also established a pre-bid meeting date of November 26th for any bidder interested in visiting the site prior to bidding, although the project is small enough that there may not need to attend a pre-bid meeting. The Advertisement for Bids was submitted to the newspaper for legal advertisement. There were two sign types in the information provided by Jeremy Hogan. We specified the full color digital sign with direct wired control.

Staff Room: Spoke with Bob Butcher and gave him the status brief. The project will move forward once cabinetry, colors, etc. are selected.

Teen Space: The acoustic tiles were delivered but not installed due to an issue over the proper adhesive to use. They will get installed once this is sorted out.

November Labor Management Meeting: Cancelled.

Fall Continuing Education Day: The day went well. Several staff members commented on how much they liked it. Training sessions were Poverty: A Day in the Life (Suzi Fritz – Catholic Charities Samaritan Center and Homeless Shelter); Implicit Bias (Michelle Nicholas from Finger Lakes Performing Provider System (FLPPS)); De-Escalation (Lisa Daley from Family Services); To Be Sure promotional film short by Stuart Finch; Film: The Public and service awards were handed out.

Department Head Meeting; Discussed security camera placement. The first floor has been submitted to me. The second floor is being worked on. Spooky Stacks attendance reached 400+. Attendance for Children's programs for the month - 1000+

A Census representative, Nancy Lyon, will be doing tabling in the library to recruit census takers November 16 and December 7, both from 1pm – 3pm. Employment opportunity for patrons. ~Outreach colleagues have asked for us to send them digital copies of our monthly newsletter to pass out at their organizations.

Teen Dance for October had about 135 attendees. Bus passes from C-Tran for teens to get to the library is being considered, with an experiment in the works. Steele Pop Expo is being held April 18. A free program in the style of a Comic Con, with crafts, workshops, books, costume contest. More details coming.

Deposit for new chairs has been sent. The chairs should arrive by the end of November.

Some materials from the Tinker lab will be able to be checked out soon. The initial idea is to put a barcode associated with that material on a card, give to patron to check out at circulation, and then return with receipt to borrow item.

Workplace Violence Policy: Has been forwarded to the board for approval at the November Board meeting.

Social Media Policy: Has been forwarded to the board for approval at the November Board meeting.

STLS Issues: STLS has received positive feedback on the purging of fines/fees older than 6 years. STLS is working on a new marketing campaign.

Major Patron conversations: The feedback regarding the Drag Queen Story Hour has taken up an inordinate amount of time. There were several negative emails as well as phone calls. Emails were responded to with a standard statement. There were several positive phone calls and emails as well. One phone call was from Hawaii and we received a donation of \$200 from Colorado. I guess we made the big time.

Received a FOIL request from Joe Brennan. Chemung County Legislator for all materials for the last five years that relate to the Drag Queen Story Hour. Provided documents to Kim Middaugh and then forwarded what she approved.

Form 990- Return of Organization Exempt From Income Tax has been signed and sent to MMB for filing with the IRS. Also received quote form MMB for 2019, 2020 and 2021 tax preparation.

Libraries visited: Maury County Public Library (TN) and Nashville Public Library.

Community Presence: Attend Rotary Club of Elmira meetings; Attend Elmira City School Board meeting;

Programs attended: Spooky Stacks, Teen Halloween Dance, Steele Tai Chi, and Steele Chess Club