



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

## Agenda

The October 2019 meeting of the Board of Trustees of the Chemung County Library District will be held on Thursday October 17, 2019 at 6:00 pm at the **Big Flats, 78 Canal St. Big Flats, NY 14814**. 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 #2019-55)
4. Treasurer's report
  - a) Financial report (document 2019-56)
  - b) Report of Unpaid Bills Detail (document 2019-57)
5. Correspondence
6. President's report
7. Director's Report
  - Consent Item: Approval of Appointment of Holly Melott as Group Administrator for Health Insurance purposes**  
Resolved that the CCLD Board of Trustees approve the Group Administrator as submitted.
  - Consent Item: Approval of Appointment of Holly Melott as Records Retention Officer**  
Resolved that the Board approve the Records Retention Officer as submitted.
8. Committee reports:
  - a) Executive Committee (Kappanadze)
    - 1) Report of the Committee meeting (document 2019-58)
  - b) Budget & Finance Committee (Schamel)
    - 1) Report of the Committee meeting (document 2019-59)
  - c) Building & Grounds Committee (Schwesinger)
    - 1) Report of the Committee meeting (document 2019-60)
  - 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 SEPTEMBER 19, 2019 meeting of the Chemung County Library District Board of Trustees. Document #2019-55)*

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, Lillian White, Karl Schwesinger, Kevin Hansen, Rachel Dworkin, Phyllis Rogan, Lee Saginario, Bonnie Chollet and Jessica Roberts. Excused: Tim Blandford. Also present were Holly Melott and Ron Shaw, the Library District's Administration.

**Minutes.** The minutes of the August 2019 meeting (Document #2019-49) were presented for board review. The minutes of the August meeting were approved as distributed by unanimous consent.

**Financial Report.** The August 31, 2019 Financial Report (Document #2019-50) was presented for board review. Mr. Schamel moved, seconded by Mr. Hansen to accept the Financial Report dated 8/31/19 as presented in writing. VOTE: Unanimously Approved.

**Report of Unpaid Bills** (Document #2019-51). Mr. Schamel moved, seconded by Ms. Hayes that the board authorize the payment of the unpaid bills dated 9/11/19 for the Grant Fund - \$3,933.09 and General Fund - \$44,743.62 as distributed in writing. VOTE: Unanimously Approved.

**Correspondence.** None

**President's Report.** President Kappanadze expressed concern about pest reports from the Children's Department at the Steele Library. Discussion ensued about food and primarily diaper changing concerns. The general consensus was that CCLD should not change the rules regarding food in the library.

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

Van Etten Library. The move to the new building is ready for books to be transported from the old building to the new one. Mr. Shaw has been in touch with Dimon & Bacorn to get information for them to bring a truck and move the boxes and equipment. Ms. Dworkin moved, seconded by Mr. Schamel that Mr. Shaw be authorized to contract with Dimon & Bacorn at a cost of not more than \$1,500 to move these items to the new Van Etten Library building. VOTE: Unanimously Approved.

Library of Things. Staff members are considering what type of items to lend out as well as formulating a lending policy/patron release form.

STLS issues. A survey of library directors in the system has resulted in Lynda.com not being renewed. Freegal is also being evaluated since only about 4 libraries have patrons who utilize the service. There is a meeting of the DAC committee next week where these issues will be discussed.

Promenade issues. A committee has been formed with Librarian Maggie Young representing CCLD. The group has been tasked with walking the Promenade and noting what needs attention. Mr. Schamel has received information requested from the City regarding the Promenade and is reviewing the paperwork. He encouraged board members to talk about concerns and to attend City Council meetings. Ms. Kappanadze encouraged members to go to the council board meetings well informed about the issues.

**CONSENT ITEM:** Approval of the Personnel Actions for May (Appendix C). Resolved by Ms. Larnard, 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 #2019-52). The report was corrected to reflect that two members were not in attendance at the September meeting.

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2019-53). Mr. Schamel stated that CCLD is still within budget. For those accounts which appear to be overspent, there was income received and spent that was not included in the budget line on the report. They are in fact not overspent.

**CONSENT ITEM:** Approval 990 signing. Resolved by Ms. Dworkin, seconded by Ms. Smith that the CCLD Board of Trustees authorize the Director to sign the Form 990 as submitted. VOTE: Unanimously Approved.

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2019-54). Ms. Smith stated that the acoustic tiles for the Teen Space have been ordered. Installation will take a total of 8 weeks. Mr. Shaw stated that the ceiling lights and receptacles for the Space have been installed at a cost of \$6,314.

Mr. Shaw reported that the West Elmira Library Boiler project is underway. The old one has been removed and the project should be completed within 3 days. Regarding the upgrade to the Steele Staff Kitchen, Mr. Butcher has submitted proposed plans/drawings that will be reviewed by staff members. There is no update on the exterior sign at Steele. The application for a NYS Construction grant for a new boiler at Steele has been submitted.

**CONSENT ITEM:** Approval of Security Cameras at the Steele Library. Resolved by Ms. Smith, seconded by Ms. Hayes that the CCLD Board of Trustees approve the security camera proposal from FAST as submitted. VOTE: Unanimously Approved.

**Personnel Committee.** Ms. Dworkin stated that the board self evaluation forms have been distributed. They are due back to the Committee prior to the October Executive Committee meeting. She hopes that the Committee will be able to create a plan based on needs and to address one concern each month.

**Election & Continuity Committee.** Ms. Rogan stated that the Trustee Election will take place on Election Day, November 5<sup>th</sup>. Residents can vote at Steele and Horseheads between the hours of 12 noon and 7pm. The Business Office received petitions for the 3<sup>rd</sup>, 4<sup>th</sup> and 13<sup>th</sup> districts. A resident of the 8<sup>th</sup> district expects to run as a write-in on the ballot. Ms. Cook, the Election Commissioner, has inspectors lined up to work the election. The Committee is requesting that Mr. Shaw be sure that Library District staff members are aware of the elections and what is happening that day so that they can answer any questions they get regarding the election.

**Advocacy Committee.** No report

**Old Business.** Ms. Larnard reported that the Friends of the Horseheads Library raised \$8,700 from their recent book sale.

Ms. Silvernail expressed concerns about trees/plants growing in the drain pipe at Big Flats. The County Buildings & Grounds will be contacted. She also reported that the Friends of CCLD continue to have book sales in the library. She encouraged other board members to attend and support Friends meetings and events. Their “Books Sandwiched In” fall series starts September 27<sup>th</sup>.

**New Business.** Ms. Chollet noted that the Steuben Library is working with the Rockwell Museum and incorporating storytelling around their displays and artifacts. Is it possible for CCLD to partner with the Arnot Art Museum or Chemung Historical Museum to do offer a similar program to Chemung County residents.

The meeting was adjourned at 7:50pm. The next regular meeting of the board will be held on Thursday, October 17<sup>th</sup>, 2019 at 6:00pm at the **West Elmira Library, 1231 West Water Street, Elmira, NY.**

10:39 AM

10/08/19

**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
As of October 17, 2019

---

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Open Balance</u>
<b>Southern Tier Library System</b>			
Bill	10/17/2019	eBook purchases FIC/NF...	14,566.58
Total Southern Tier Library System			14,566.58
<b>TOTAL</b>			<b><u>14,566.58</u></b>

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
**As of October 17, 2019**

Type	Date	Memo	Open Balance
<b>American Button Machines</b>			
Bill	10/17/2019	Button Machine for the Library of Things - pd by Friends	439.95
Total American Button Machines			439.95
<b>AT&amp;T - Georgia</b>			
Bill	10/17/2019	long distance charges-Teen Space month of Sept	45.07
Total AT&T - Georgia			45.07
<b>Demco, Inc.</b>			
Bill	10/17/2019	dvd cases - all libraries/various capacity	88.56
Total Demco, Inc.			88.56
<b>Filomena Jack</b>			
Bill	10/17/2019	Mini pumpkins on wood painting class @ St - 10/30	275.00
Total Filomena Jack			275.00
<b>Fire Alarm Service Technology, Inc.</b>			
Bill	10/17/2019	installed strobe in teen space/corrected air movement issues @ St	681.00
Total Fire Alarm Service Technology, Inc.			681.00
<b>First Transit, Inc</b>			
Bill	10/17/2019	BKM fuel 9/3-9/27	236.11
Total First Transit, Inc			236.11
<b>Glenice Peel</b>			
Bill	10/17/2019	Mileage 9/4-9/27 reimbursement	102.66
Total Glenice Peel			102.66
<b>H. L. Treu Office Supply Corp.</b>			
Bill	10/17/2019	2020 calendars for meeting rooms	153.70
Total H. L. Treu Office Supply Corp.			153.70
<b>JanWay Company USA, Inc.</b>			
Bill	10/17/2019	Supply of ear buds - all libraries	104.49
Total JanWay Company USA, Inc.			104.49
<b>Joan Santulli</b>			
Bill	10/17/2019	2019 annual mileage & Insurance reimb	309.13
Total Joan Santulli			309.13
<b>Kathy Gill</b>			
Bill	10/17/2019	Hex Signs painting class 10/21 @ St	130.00
Total Kathy Gill			130.00
<b>Laurie Garner</b>			
Bill	10/17/2019	patron refund for lost juv item	6.00
Total Laurie Garner			6.00
<b>Oriental Trading Company, Inc.</b>			
Bill	10/17/2019	Juv prog - Spooky Stacks pd for w/Friends \$	199.92
Total Oriental Trading Company, Inc.			199.92
<b>Pitney Bowes</b>			
Bill	10/17/2019	mail machine quarterly lease	563.88
Total Pitney Bowes			563.88
<b>Rainy Toad Gaming (Troy Naida)</b>			
Bill	10/17/2019	for Teen Halloween dance- pd for w/Friends \$	200.00

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
As of October 17, 2019

Type	Date	Memo	Open Balance
Total Rainy Toad Gaming (Troy Naida)			200.00
<b>Ronald Shaw</b>			
Bill	10/17/2019	Mileage reimb 7/8-10/4	515.62
Total Ronald Shaw			515.62
<b>Southern Tier Library System</b>			
Bill	10/17/2019	Dark Fiber 4th quarter - all libraries	1,800.00
Bill	10/17/2019	Downloadable Audio Sept/Oct purchases	2,559.56
Total Southern Tier Library System			4,359.56
<b>Unique Management Services, Inc.</b>			
Bill	10/17/2019	collection notices - September	366.95
Total Unique Management Services, Inc.			366.95
<b>Westbrook Enterprises, LLC</b>			
Bill	10/17/2019	Transfer of flat screen TV - install at new VE location	137.50
Total Westbrook Enterprises, LLC			137.50
<b>TOTAL</b>			<b>8,915.10</b>

11:25 AM

10/02/19

**Chemung County Library District Grant Fund**  
**Unpaid Bills Detail**  
As of October 2, 2019

*pd @ Exec Com*

Type	Date	Memo	Open Balance
<b>Baker &amp; Taylor Books</b>			
Bill	10/02/2019	Reference materials	299.24
Total Baker & Taylor Books			299.24
<b>Infogroup</b>			
Bill	10/02/2019	Elmira/Corning City Directory Publication	405.00
Total Infogroup			405.00
<b>Ingram Library Services</b>			
Bill	10/02/2019	Non-Fiction purchases - September	566.21
Total Ingram Library Services			566.21
<b>Midwest Tape, LLC</b>			
Bill	10/02/2019	CBA educational DVDs September	197.08
Total Midwest Tape, LLC			197.08
<b>TOTAL</b>			<b>1,467.53</b>



11:22 AM

10/02/19

**Chemung County Library District General Fund**  
**Unpaid Bills Detail**  
 As of October 2, 2019

pd @ Exec Com

Type	Date	Memo	Open Balance
<b>Aleta Yarrow</b>			
Bill	10/02/2019	Bird Brain Art Wrkshp - St 10/10 & What We Hold Dear - HH 10/9 - pd by HH Friends & Arts grant	470.00
Total Aleta Yarrow			470.00
<b>Amazon Credit Plan</b>			
Bill	10/02/2019	Purchases all libraries 8/8-9/10/2019	1,399.48
Total Amazon Credit Plan			1,399.48
<b>Baker &amp; Taylor Books</b>			
Bill	10/02/2019	Book purchase St - Juv 8/20-09/18/2019	3,277.26
Total Baker & Taylor Books			3,277.26
<b>Blackstone Publishing</b>			
Bill	10/02/2019	Audiobooks purchase - ST & BF August	352.77
Total Blackstone Publishing			352.77
<b>Brodart Co.</b>			
Bill	10/02/2019	tape/labels for books	86.97
Total Brodart Co.			86.97
<b>CCLD Petty Cash</b>			
Bill	10/02/2019	Petty Cash Juv - including Spooky Stacks pd by Friends	284.70
Bill	10/02/2019	Petty Cash Aug/Sept- teen, & TInkerLab sup & prog, Bkm & VE prog, St Lib Mat, Postage & travel	704.26
Total CCLD Petty Cash			988.96
<b>Chemung Canal Trust Company</b>			
Bill	10/02/2019	Credit card - Comp software, Mktng, TeenSpace pd w/foundation \$, Ad & Juv prog, Lib Mat, Cont Ed	4,779.04
Total Chemung Canal Trust Company			4,779.04
<b>ELM USA, Inc.</b>			
Bill	10/02/2019	supplies for disk cleaning machine	76.95
Total ELM USA, Inc.			76.95
<b>Filomena Jack</b>			
Bill	10/02/2019	Make & Take Monsters 9/30 - St	150.00
Total Filomena Jack			150.00
<b>Fire Alarm Service Technology, Inc.</b>			
Bill	10/02/2019	ST installed & test CO detectors - paid by Omara \$	1,635.00
Bill	10/02/2019	replaced & tested heat detectors	495.00
Total Fire Alarm Service Technology, Inc.			2,130.00
<b>Fred Pryor Seminars</b>			
Bill	10/02/2019	Annual fee for workshops 10/19-9/20 - for director	199.00
Total Fred Pryor Seminars			199.00
<b>Horseheads Printing</b>			
Bill	10/02/2019	monthly flyers - pd by HH Foundation	157.74
Total Horseheads Printing			157.74
<b>Ingram Library Services</b>			
Bill	10/02/2019	Library Materials all libraries September	13,695.24
Total Ingram Library Services			13,695.24
<b>Junior Library Guild</b>			
Bill	10/02/2019	Library materials BF	242.20
Total Junior Library Guild			242.20
<b>Level 33 Entertainment</b>			
Bill	10/02/2019	movie license	125.00
Total Level 33 Entertainment			125.00
<b>LogMeln</b>			
Bill	10/02/2019	remote access	525.00
Total LogMeln			525.00
<b>Michelle Erickson</b>			

11:22 AM  
10/02/19

**Chemung County Library District General Fund  
Unpaid Bills Detail  
As of October 2, 2019**

*pd @ Exec Com*

Type	Date	Memo	Open Balance
Bill	10/02/2019	VE materials & programming reimbursement	145.32
Total Michelle Erickson			145.32
<b>MidWest Tape</b>			
Bill	10/02/2019	dvd/audiobooks 9/1-9/30	5,585.16
Bill	10/02/2019	new DVD cases pd w/ Omara 8/9/19 & 9/12/19	2,959.80
Total MidWest Tape			8,544.96
<b>Monika Moss</b>			
Bill	10/02/2019	patron refund for lost item	21.00
Total Monika Moss			21.00
<b>Rainy Toad Gaming (Troy Naida)</b>			
Bill	10/02/2019		65.00
Total Rainy Toad Gaming (Troy Naida)			65.00
<b>Recorded Books</b>			
Bill	10/02/2019	Universal class online - half yr (to replace Lynda.com)	3,000.00
Total Recorded Books			3,000.00
<b>Reliable Computer Products</b>			
Bill	10/02/2019	toner for WE	359.12
Bill	10/02/2019	drum & toner for copier	416.00
Total Reliable Computer Products			775.12
<b>Robert L. Butcher</b>			
Bill	10/02/2019	Schematic design for Breakroom Refresh at ST - project mgmt	650.00
Total Robert L. Butcher			650.00
<b>Sayles &amp; Evans</b>			
Bill	10/02/2019	Attorney fees - General Svcs 07/01-08/31/2019	148.00
Total Sayles & Evans			148.00
<b>Staples Credit Plan</b>			
Bill	10/02/2019	Office supplies - BF	83.15
Total Staples Credit Plan			83.15
<b>Unique Management Services, Inc.</b>			
Bill	10/02/2019	collection notices - August	214.80
Total Unique Management Services, Inc.			214.80
<b>Vasco Brands, Inc.</b>			
Bill	10/02/2019	paper/cleaning supplies	915.22
Total Vasco Brands, Inc.			915.22
<b>W. B. Mason Co, Inc.</b>			
Bill	10/02/2019	paper - copy & colorful, labels, tape dispenser, steno notebook - all libraries	521.54
Total W. B. Mason Co, Inc.			521.54
<b>Williams Construction</b>			
Bill	10/02/2019	revised final invoice for 2nd floor renovations completed in 8/19	6,314.50
Total Williams Construction			6,314.50
<b>TOTAL</b>			<b>50,054.22</b>

## **Document #2019-58**

### **Report of the October 2<sup>nd</sup>, 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, Joan Santulli and Ronald Shaw, CCLD management. Other board members in attendance were Rachel Dworkin, Pat Silvernail, Lee Saginario, Karl Schwesinger, Lillian White, Pam Larnard and Kevin Hansen.

UNPAID BILLS: Ms. Santulli and Ms. Melott submitted the Unpaid Bill List dated 10/2/19 for the General Fund - \$50,054.22 and the Grant Fund - \$1,467.53. Mr. Schamel moved, seconded by Ms. Dworkin approve payment of the bills as submitted in writing. VOTE: Unanimously Approved.

President Kappanadze viewed a webinar on “Connecting with Today’s Volunteers”. She shared a few things that were of note regarding recruiting younger people as volunteers. More information to follow.

Director Ron Shaw gave the following reports:

\*\*Continuing Ed Day – November 8<sup>th</sup>. There will be workshops in the morning, a free lunch at noon and a showing of staff member Stuart Finch’s mini promotional film as well as a showing of the movie “The Public”. Board members are invited to attend. If planning to have lunch that day, please notify the business office.

\*\*Policies. A proposed Workplace Violence Policy will be sent to the board for review. The Social Media Policy has been sent to the CCLD attorney for review.

\*\*Awards. CCLD has won the “Outstanding Promotional Video” award from STLS and the “Tubie” video award from the South Central Regional Library Council (SCRLC). This is the second time CCLD has received this award.

The meeting adjourned at 6:13pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, November 6<sup>th</sup>, 2019 at 6pm in the Petrie Conference Room of the Steele Memorial Library.

**Document #2019-59**

**Report of the October 9th, 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 Joan Santulli, Holly Melott, and Ron Shaw, CCLD Administration. The meeting opened at 8:00 a.m.

Ms. Santulli & Ms. Melott presented the September 30<sup>th</sup>, 2019 Financial Report to the Committee. The Report will be forwarded to the full CCLD board for its consideration.

Ms. Santulli and Ms. Melott presented the Unpaid Bills Detail dated 10/17/19 for the General Fund - \$8,915.10 and Grant Fund - \$14,566.58. The Unpaid Bills Details will be forwarded to the full CCLD board for its consideration.

Mr. Shaw stated that he will be filing the Property Tax Cap report for the 2020 budget to New York State this week. He will also be sending out the election legal notice with 2019 polling places to the Star Gazette this week.

The meeting adjourned at 8:05am. The next meeting of the Budget & Finance Committee will be held on Wednesday, November 13, 2019 at 8:00am in the Petrie Conference Room of the Steele Memorial Library.

**Report of the October 2<sup>nd</sup>, 2019 meeting of the Buildings & Grounds Committee of the Chemung County Library District**

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

The Committee received reports on the following:

Boiler at Steele. The application to receive \$157,000 in State Construction funding from STLS for the boiler at Steele has been approved by them. The actual receipt of the grant money may not take place until late next year. CCLD has reserve funds set aside that could be used to pay for the project until the grant funds are received. Mr. Schwesinger suggested that CCLD hire an engineering firm to design the project now so that the project can be completed by the end of summer 2020. LaBella will be contacted for a quote.

Staff Room/Kitchen at Steele. Bob Butcher has submitted a design. Mr. Shaw showed it to the Department Heads at their meeting today. Cabinet styles and colors will be chosen by staff.

West Elmira Library. The installation of new furnaces has been completed.

Van Etten Library. The library is closed this week to make the move to the new building.

The meeting adjourned at 5:40pm.

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

Financial Report - SEPTEMBER 30, 2019

CHEMUNG COUNTY LIBRARY DISTRICT

(DOCUMENT #2019-56)

Income	2019 Annual Budget	Received to Date	Balance Remaining	Percentage Received	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 67,875	\$ 37,739	\$ 30,136	55.60%		
Grants (other than N.Y.S.)	\$ -	\$ 44,090				Bullet Aid \$15,000; Friends of HH \$9,761; CCILD 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; Carving Inc \$1,000; MetLife \$1000
Foundation Contributions	\$ 200,000	\$ 53,097	\$ 146,903	27%		
Library District Tax Receipts	\$ 3,009,492	\$ 3,068,244	\$ (58,752)	102%		SML Foundation 1st & 2nd Qtr distribution; HH Found \$13,097 FINAL for 2018
PILOT Funds	\$ 54,000					
Interest on Investments	\$ 6,000	\$ 9,779	\$ (3,779)	163%		
<b>State Aid</b>						
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				
<b>TOTAL INCOME</b>	<b>\$ 3,541,238</b>	<b>\$ 3,272,758</b>	<b>\$ 278,813</b>	<b>92%</b>	<b>75%</b>	
<b>Expense</b>	<b>Annual Budget</b>	<b>Expended to Date</b>	<b>Difference</b>	<b>Percent Expended</b>	<b>Percentage through Year</b>	
<b>Personnel</b>						
Salaries	1,625,978	1,179,795	446,183	73%		Total \$13793=Gifts \$270; HH Found \$3,301; HH Friends \$842; CCILD FR \$41; Grant\$6816; MKT \$1213; M.Faire \$154; SML Found \$1156
Overtime & Holiday Salaries	24,508	6,778	17,730	28%		Grants \$333
Employee Benefits						\$375 Grants
FICA	126,202	84,067	42,135	67%		
NY State Retirement	259,000	195,126	63,874	75%		
Medical & Dental	482,818	341,074	141,744	71%		
Other (Disability, Wk. Comp, Unemp)	19,940	21,021	(1,081)	105%		
<b>Subtotal - Personnel Expenses</b>	<b>2,538,446</b>	<b>1,827,860</b>	<b>710,586</b>	<b>72%</b>	<b>75%</b>	
<b>Contractual</b>						
Equipment	45,367	24,691	20,676	54%		Grants \$9688; SML Foun \$1599
Telephone	13,565	9,502	4,063	70%		
Supplies	50,200	39,589	10,611	79%		Total \$13793=Gifts \$270; HH Found \$3,301; HH Friends \$842; CCILD FR \$41; Grant\$6816; MKT \$1213; M.Faire \$154; SML Found \$1156
Travel & Continuing Education	14,915	6,919	7,996	46%		Grants \$333
Repairs & Maintenance	24,415	23,230	1,185	95%		\$375 Grants
Postage	2,000	1,944	56	97%		
Library Materials (books, video, etc.)	364,116	240,226	123,890	66%		Total \$17544.04=Gifts \$8219.09; Grants \$5,288; SML Found \$2,028; HH Friends\$2008.95
Utilities	58,200	37,745	20,455	65%		
Building Cleaning Supplies	13,325	9,397	3,928	71%		
Fuel, Gas & Oil (Bookmobile)	2,800	1,809	991	65%		
Insurance	31,130	32,302	(1,172)	104%		
Bookmobile Operation / Maintenance	7,000	2,764	4,236	39%		
Professional Fees (audit, engineer/legal fees)	23,075	19,486	3,589	84%		Audit \$10,000
Data Processing Expenses (Cost Share)	127,725	96,192	31,533	75%		
Payment of Taxes	5,080	5,040	40	99%		
Library Programming	36,889	59,467	(22,578)	161%		Total \$24347.23=Grant \$9130; FR of CCILD \$4438.79 (\$645=Spooky Stacks); HH FR \$3465; M. Faire \$6,696; Mktng \$320;HH Foundation \$195; Maker Camp \$101.97
Chemung County costs (B&G, vision)	13,000	10,185	2,815	78%		
Capital Imp/Proji Mgmt STATE CONST see below	25,000	18,200	6,800	73%		Bohan \$16,600; AIH \$1,600
Contingency Fund	52,890		52,890	0%		
<b>Subtotal Expenses</b>	<b>\$ 3,449,138</b>	<b>\$ 2,466,549</b>	<b>\$ 982,589</b>	<b>72%</b>	<b>75%</b>	
2018/19 (leed) State Construction Projects	\$ 3,449,138	\$ 2,796,080				
<b>TOTAL EXPENSES</b>	<b>\$ 3,449,138</b>	<b>\$ 2,796,080</b>				



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

To: CCLD Board of Trustees

From: Ronald W. Shaw, Director

Date: September 11, 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:**

Brittanie Moyer- PT Library Page to Step 3

## **Steele Circulation and A/V Notes for Board, September 2019**

September is Library Card Sign up Month, and the beautifully designed Wizard of Oz promotional card proved to be quite popular, we sold 118 cards at Steele with 48 brand new patrons opting for the new card over the regular CCLD card (many patrons like that the regular card has the key tag attachment that can be removed.) Circulation staff was also busy with handing out scratch offs for every check out and small prizes to the winners.

39 new accounts were sent to Collections this month and Unique shows in their monthly account updates that there were \$146.19 in dollars received last month and \$764.87 in materials returned for the month of September.

Notes left in the Comment box include:

“Too loud for a library.”

“Dear Library Director, I’m very concerned about your recent bathroom key change. It has been successful for decades in identifying which gender should use each. Please continue to allow gender specific keys to be used. Thank You.”

“If the computers are going to shut down ½ hour before the library closes then it should be posted.”

“Instead of buying Trump’s book, why not large print enjoyable books. We get the message, time to change your outputs & line”(?unsure of this last word)

### **Workshops/Webinars/Meetings:**

Janet attended the Dept. Head Mtg. on Sept 3

Janet met with Midwest Tapes, Erin on Sept. 18

Janet went to preview new staff chairs with Connie and Jennie in Corning on Sept 19

Janet attended the training for Blue Cloud Analytics on Sept. 23

## **Steele Youth Board Notes for September 16 – October 12**

### **Programs:**

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 Aladdin theme for September and began Ronald Dahl’s The Witches for October. We hosted an after-hours Aladdin movie and craft family night on Friday September 20<sup>th</sup>. October 3<sup>rd</sup> we hosted BINGO. Toon Tuesday on September 24<sup>th</sup> was Big Hero 6 and Inside Out will be on October 8<sup>th</sup>. We will start a 4 part Money program for adults and children on September 24<sup>th</sup>. We attended an open house at Hendy Elementary School on Tuesday October 24<sup>th</sup>. September 30<sup>th</sup> we will hold a Rosh Hashanah craft program. Money as you grow part 2 and 3 were held on October 1<sup>st</sup> and 8<sup>th</sup>. Amanda, Jeffrey and Jennie are participating in Trunk or Treat at Wisner Park, representing CCLD. Staff are decorating for Halloween and preparing for Spooky Stacks on Thursday October 24<sup>th</sup>.

### **Adult Services Department Reports**

**September, 2019**

**Nonfiction and Reference**

**Connie Ogilvie**

In the month of September, 2019 there were 511 queries on the Adult Services Desk and 272 questions answered on the PC2 Desk. The Nonfiction book display theme for the month of September 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 September 2, 2019

Blue Cloud Training September 23, 2019

### **Monthly Activities Report September 2019**

#### **Fiction and Outreach**

##### **Caroline Poppendeck**

- ~Received and began processing HH Seed Lending collection.
- ~Continued to plan Fall Continuing Ed Day.
- ~Elmira College Service Fair – CCLD’s presence to have students sign up for mandatory service hours.
- ~CCLD Blog Entry – new short story books.
- ~Compiled recommendations for library podcast.
- ~Age Friendly meeting – meetings have resumed after a hiatus due to Office of the Aging staff changes and an in-depth community survey to mark the needs of the community’s senior citizens and the organizations that assist them.
- ~Assisted patron with the technical aspects of Books Sandwiched In presentation.
- ~Pathways to Employment Outreach - – I travel to this class to bring library services information to those re-entering the work world, describing ways the library can help them and their families, and invite them to use or get a library card and discover their local library.
- ~Blue Cloud Training.
- ~Webinar – Crash Course in Horror.
- ~WENY Midday Makeover – TV spot featuring new books for the month. This month the books were The Tale Teller (Leaphorn & Chee #23), by Anne Hillerman, A Hero Born (Legends of the Condor Heroes #1), by Jin Yong, and The Devil's Slave (Frances Gorges Trilogy #2), by Tracy Borman.

#### **Genealogy and Local History**

##### **Maggie Young**

#### **MICROFILM STATS**

magazine fiche -0-  
newspapers -123-  
census film -2-  
vital states -5-  
misc -0-

#### **DIGITAL NEWSPAPER STATS September 2019**

TITLE	Total Pages	Page Views
The Elmira gazette. (1828 - 185?)	36,739	1,236
Havana journal. (1849 - 1893)	415	88
The Valley breeze. (1891 - 19??)	4,239	86
Elmira daily bazoo. (1877 - 1877)	601	67
The summary. (1883 - 19??)	542	31

Update on Latest Digitization Project: Early Elmira Newspapers are beginning to be added to

NYS Historic Newspapers October 2019.

Once uploaded, we will be able to track their usage and the success of this project to see if we want to apply for more funds to digitize papers up to 1924 next year.

**PROGRAMS:**

Tues Nov 3: Ukulele

Mon Sept 9: Brick Wall Busting Genealogy Lab

**MEETINGS:**

Elmira Promenade Committee Meeting

Meeting with Lynne Rusinko, Community Arts

**LIBRARY OF THINGS**

CCHS Museum Pass: Awaiting circ rules (STLS)

CAKE PANS: Done

**REGULAR DUTIES ONGOING:**

Assisting researchers

Assisting phone queries

Indexing papers with volunteers

Distance research

**Adult Programming**

**Jennie Lewis**

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

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

Events are also listed on our online events calendar:

[http://cclld.mhsoftware.com/ViewCal.html?calendar\\_id=2](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.

**Bookmobile**

**Kim Jones**

Sept 13th- BMK Book club 9 people

Oct 5th- Shine the light on Domestic violence event- 37 people

Oct 7th- Kim took bus back to garage for leaking in emergency hatch then went and got some self-leveling chalk for the garage.

**Teen Services**

**Steele Library**

**Doris Jean Metzger, MLIS**

Doris Jean attended school open houses at Broadway Academy and Elmira High School. Lots of interest in the new teen space from teens & parents!

Two of our Teens participated in the Teen book panel discussion during the Friends' Books Sandwiched In Series.

Networked with Chemung County Youth Court about the possibility of having young teens do supervised reading at the library as an option for Community Service.  
New, weekly Dungeons & Dragons program is bringing several new teens into the teen space each week!

## **Information Technology Department/Makerspaces - Deb Brimmer September 2019**

### **Information Technology Department:**

- Continuing to work on the new software provided by STLS to manage the computers remotely to get it working properly
- Deployed and migrated a new Envisionware server at VanEtten and Big Flats
- Conducted several interviews for temporary Computer Technician.
- Went to VanEtten and disassembled and packed computers and network equipment to be moved to the new building.
- Assisted with the Tinker Lab expansion
- Continue to work with MicroSolutions on 4 virtual servers for CCLD in preparation for our Win 10 upgrade
- Worked on creating base images for Windows 10
- Prepared Tech Lab for Blue Cloud Analytics training
- Participated in email security training sessions in preparation for an upcoming Library System wide training for phishing, ransomware and cybersecurity awareness

### **CCLD Makerspaces**

#### **Tinker Lab:**

- Corresponded with Jeannette Burnett about providing instruction for sewing workshops
- Created promotional materials for sewing workshops, set up registration and payment materials
- Made new restroom keychains for A and B restrooms
- Taught Photo Restoration and Limestone Engraving workshops

#### **In General:**

- Created Makerspace promotional materials for Manufacturing Day at GST BOCES
- Prepared activities for Manufacturing Day at GST BOCES
- Created work schedule spreadsheet for 2020
- Assembled and deployed furniture for new Makerspace expansion and installed new shelving
- Provided laser engraving orientation for Elmira College Graphic Design class

### **September 2019 Stats**

Tinker Lab attendance: 269

Certifications:

Digital Media Lab: 4

3D printers: 0

Digital Media Lab usage:

Staff: 0

Patron: 4

Sales:

3D prints: \$76.42

Crafts: \$5.90

Laser materials: \$20.75

Laser usage: \$120.79

Donation: \$9.36

Total: \$233.22

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